

Admin Help User Manual

BioTimeCloud

Version: 1.0

Date: September 2024

Software Version: 1.2

Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.



For further details, please visit our Company's website
www.zkteco.me

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If there is any issue related to the product, please contact us.

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About the Company

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

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

About the Manual

This manual introduces the operations of BioTime Cloud.

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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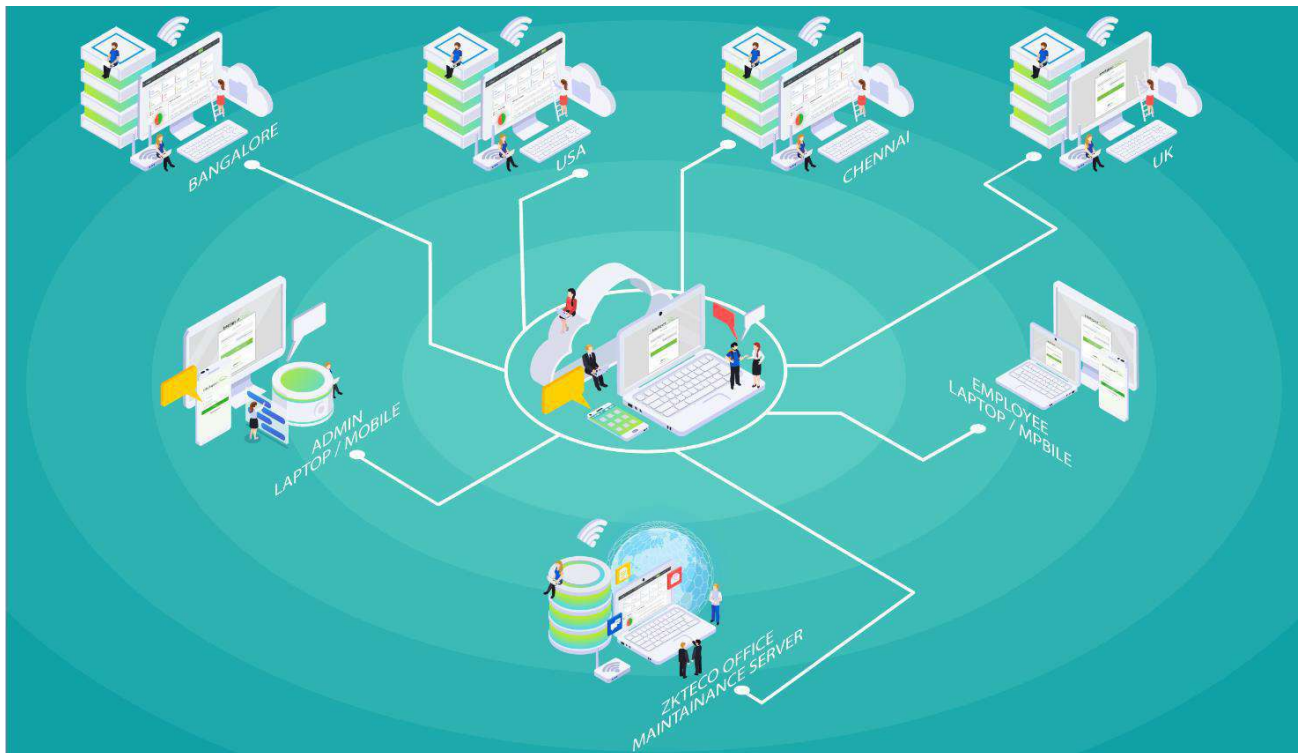
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Why Biotime Cloud

Handling data of multiple companies on a single platform is now hassle-free. You can access the data securely using a single login from anywhere around the world. Our BioTime Cloud software 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 cloud 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 & payroll.

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.

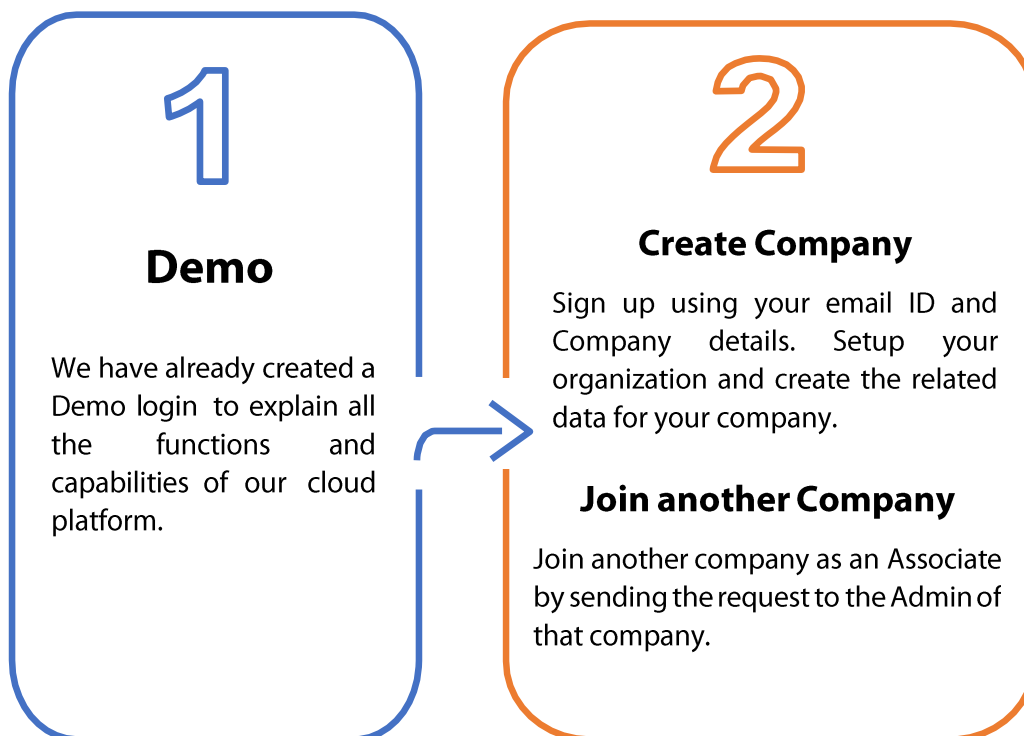
Our software gathers all the distinct information and gives you the best interactive view of the data and records on a single interface.

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.

BioTime at a glance

This guide is divided into two parts.

1. For the first part, we have already created a **"DemoCompany"** using a demo Email ID **zk****@zkteco.com**, to demonstrate all the functions of our cloud system. This is just for the reference of understanding the logic of this product.
2. The second part includes the creation of a new company named as **"NewCompany"** with another EmailID [zk****@zkteco.com](#).



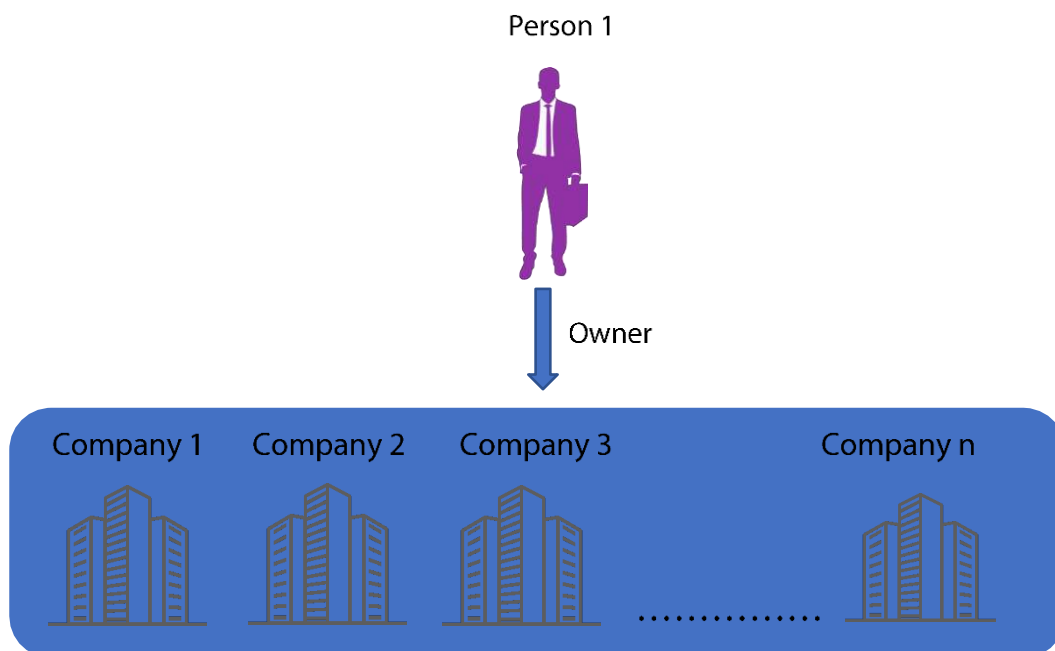
Demo Instruction

- A person can be added in **three** different companies. The first company will be his/her own Company and he will be an admin. In the second company, he can be added as an associate (any designation). And in the third company, he can be a vendor as well.
- In his own company, he must setup his Email in [Email settings](#).
- User Role can be set using the [User settings](#).

Cases

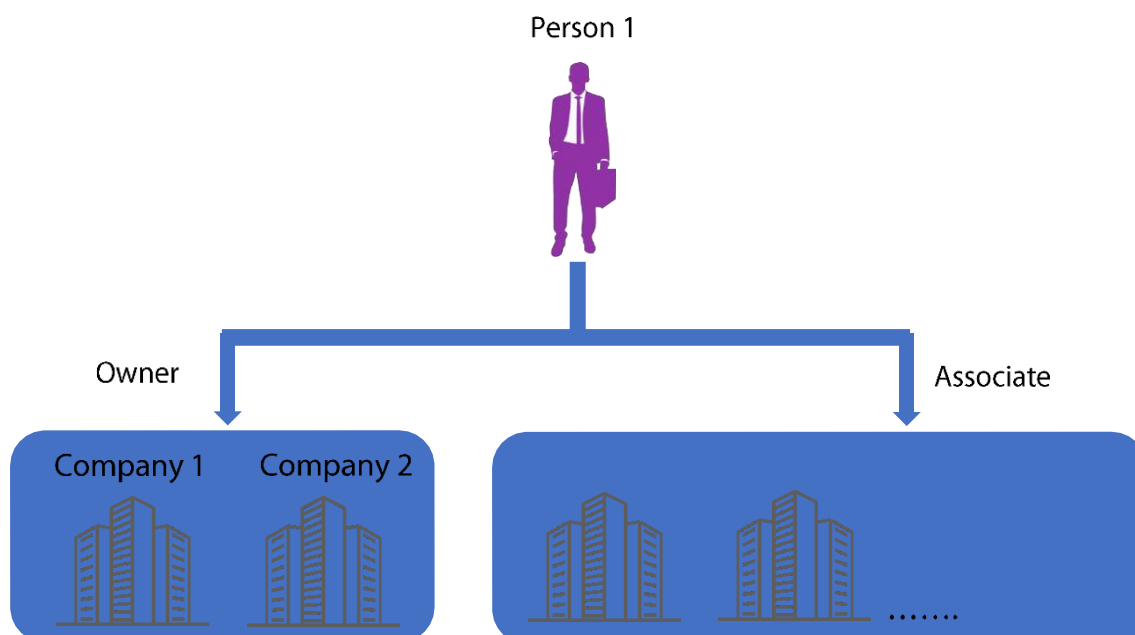
Case 1

If you are Owner of so many Companies.



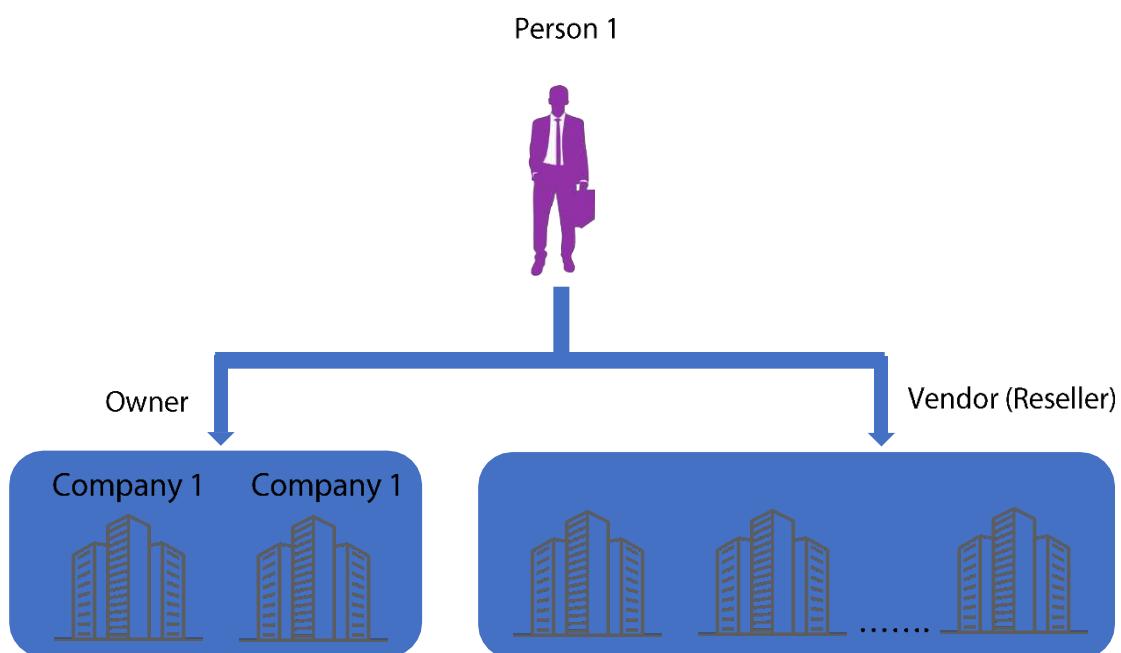
Case 2

If you are Owner of a Company, and an Associate (holding a designation) in another company.



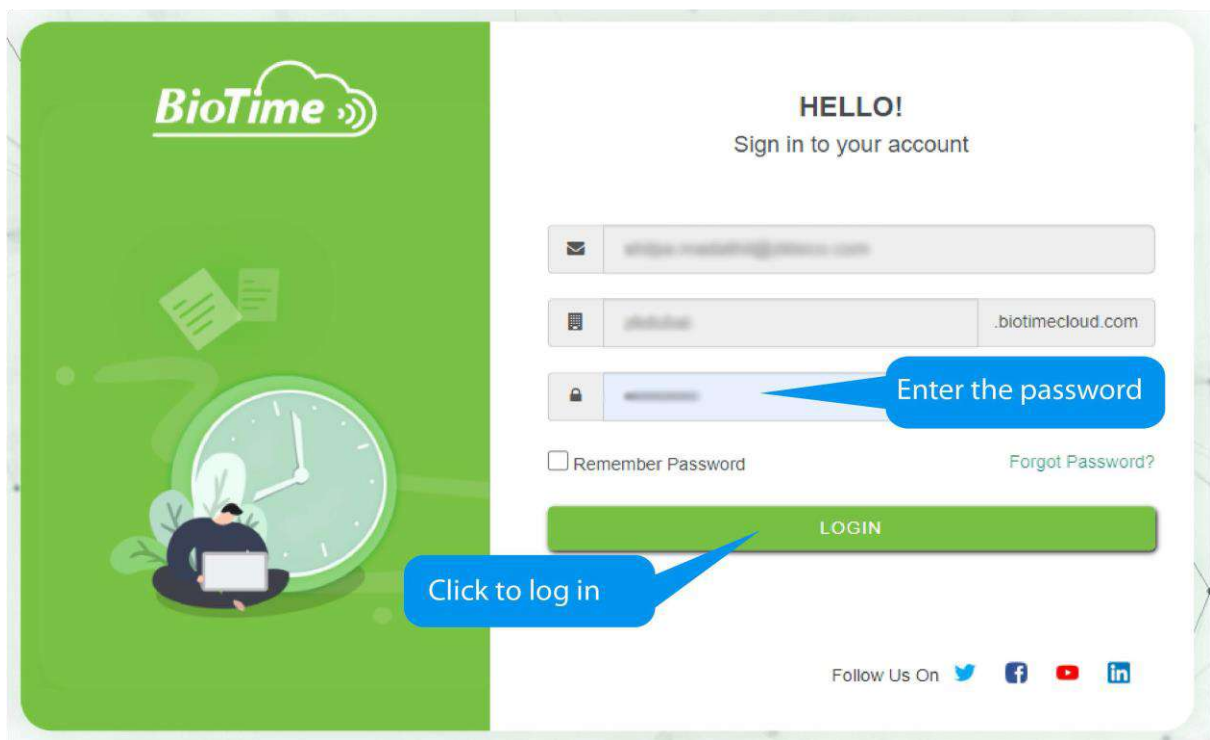
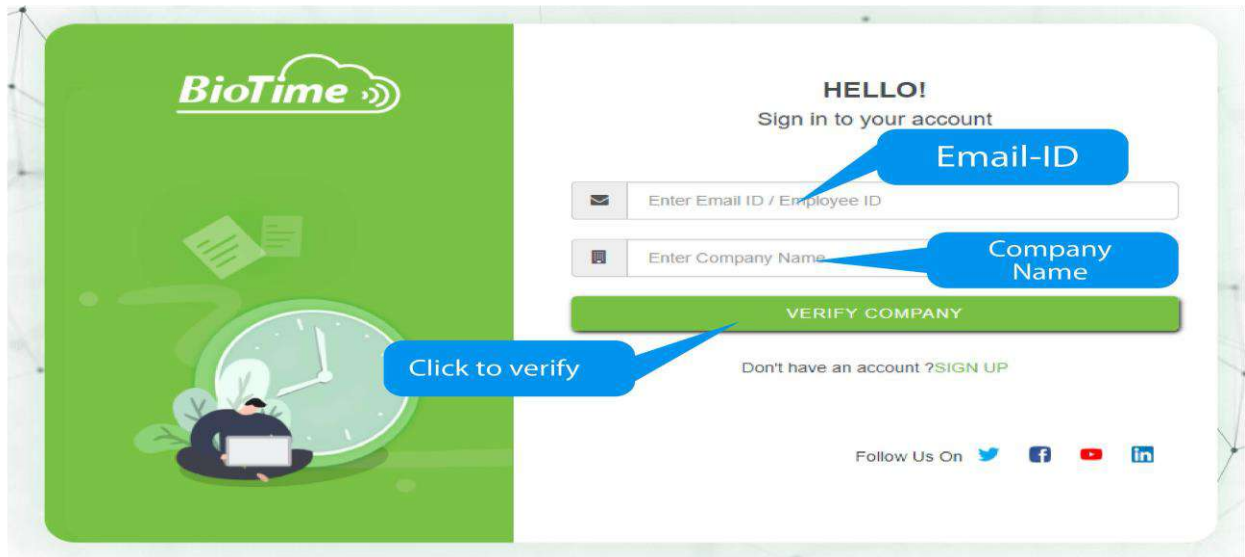
Case 3

If you are Owner of a Company, and Vendor of so many companies.



A. Login as an Admin (Demo)

Biotime can be accessed on the following [link https://zkdubai.biotimecloud.com/](https://zkdubai.biotimecloud.com/). For the demonstration purpose, we have already created a “zkdubai” using a demo mail ID “bio*****@zkteco.com”. In the later part of this guide, we have shown how to create New User and Company using your email.



After login, the below shown dashboard appears. This is also the homepage of our software. If you want to go back to the dashboard from any other interface, then click on the BioTime icon  at the top left corner.

❖ After you login as an Admin in your company, you need to setup the Email Account. This setup is required to receive request by other Users. When a User wants to Join your Company, the request is received using this Email settings. For setting the Email Account, navigate to **System** → **Configuration** → **Email Settings**.

The screenshot shows the 'Email Settings' configuration page in the BioTime Cloud interface. The page is titled 'Email Settings' and contains the following fields:

- SMTP Server: smtp.xxx.xxx
- Port: 25
- SSL: ☒ TLS: ☐
- Email Account: xxx@xxx.xxx, domain name/domain user
- Password: [Redacted]
- Email Address: xxx.xxx.xxx

A green callout bubble points to the 'Email Account' field with the text: "Email Account and Server needs to be setup here". The left sidebar shows the navigation menu with 'Configuration' and 'Email Settings' highlighted. The top navigation bar shows 'System' and 'Configuration'.

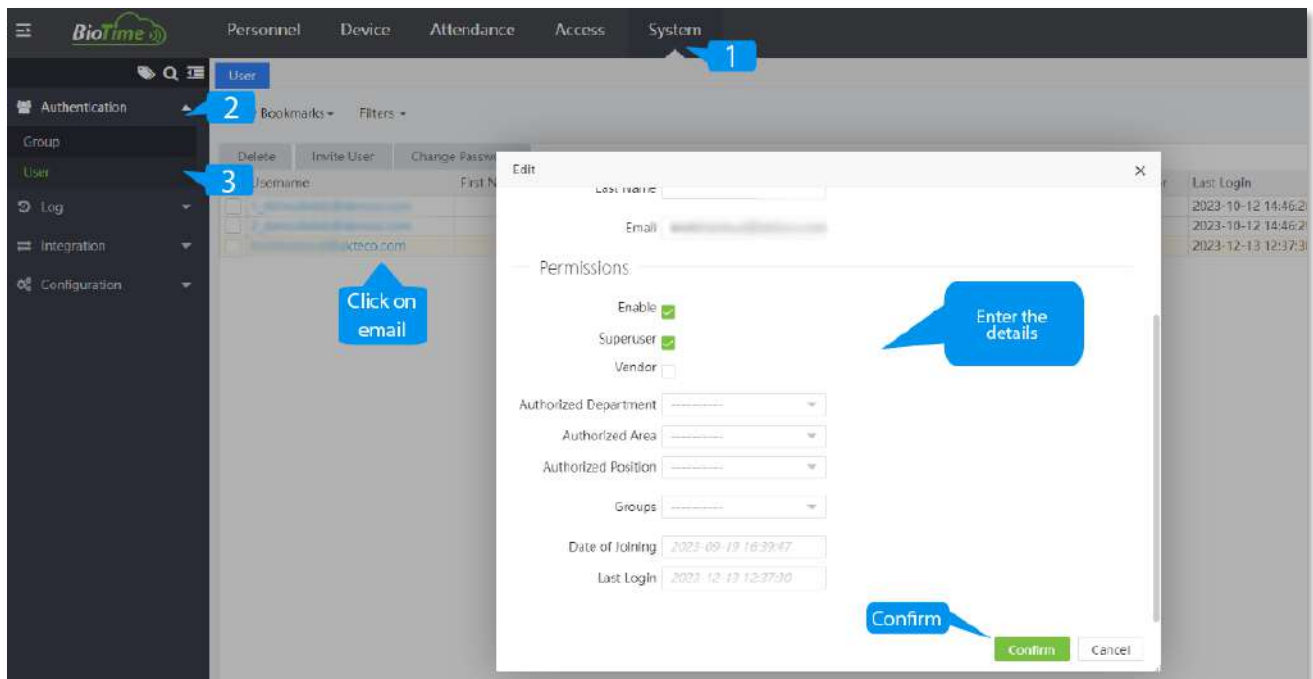
❖ Set the company details as shown below. For setting the Company Details, navigate to **System** → **Configuration** → **Company Settings**.

The screenshot shows the 'Company Settings' configuration page in the BioTime Cloud interface. The page is titled 'Company Settings' and contains the following fields:

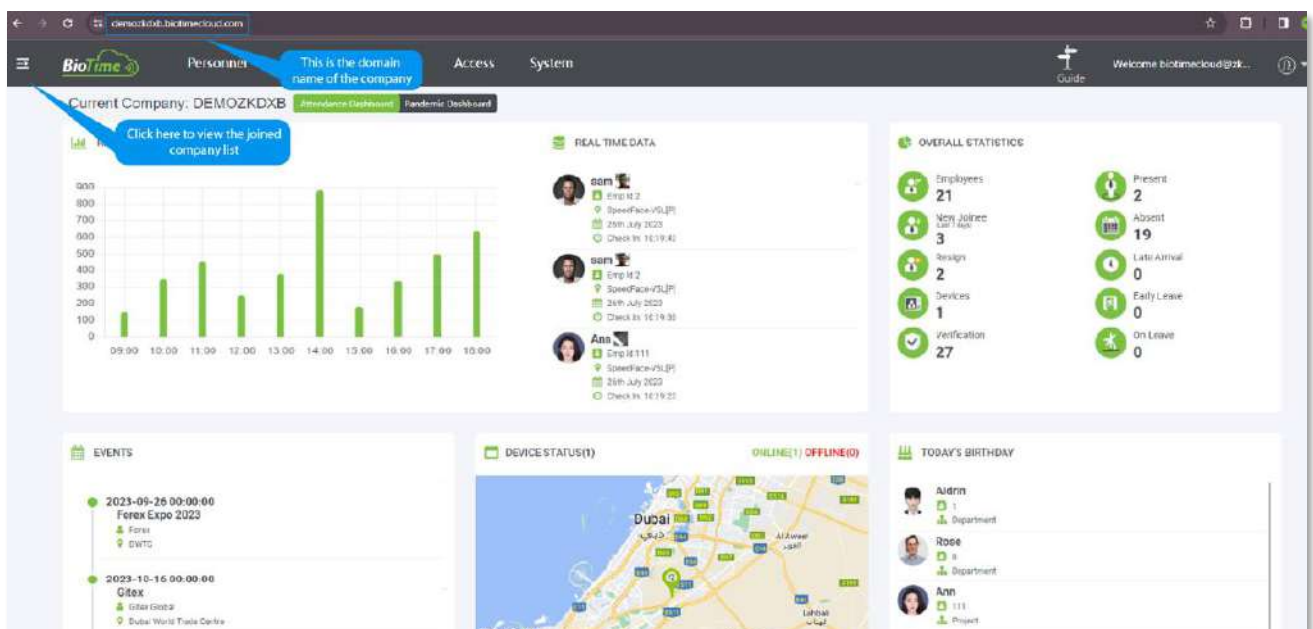
- Company Logo: [Redacted] Dimensions 200 x 75 (Only supports .jpg, .jpeg, and .png)
- Company Name: [Redacted]
- Company Details in Report: [Redacted]
- Company Information: Phone, City, Latitude, Country, Address, Longitude, Province/State

A green callout bubble points to the 'Company Logo' field with the text: "We can update the company details on this page". The left sidebar shows the navigation menu with 'Configuration' and 'Company Settings' highlighted. The top navigation bar shows 'System' and 'Configuration'.

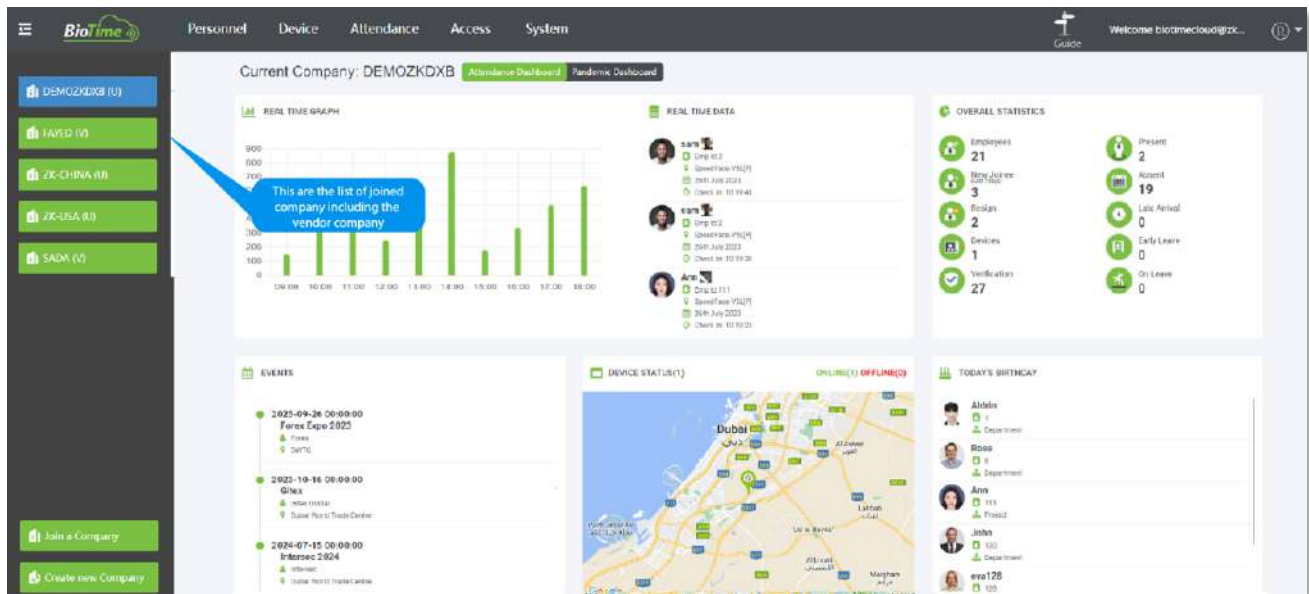
- ❖ If you want to modify the authority of the User, then go to: **System** → **Authentication** → **User**.



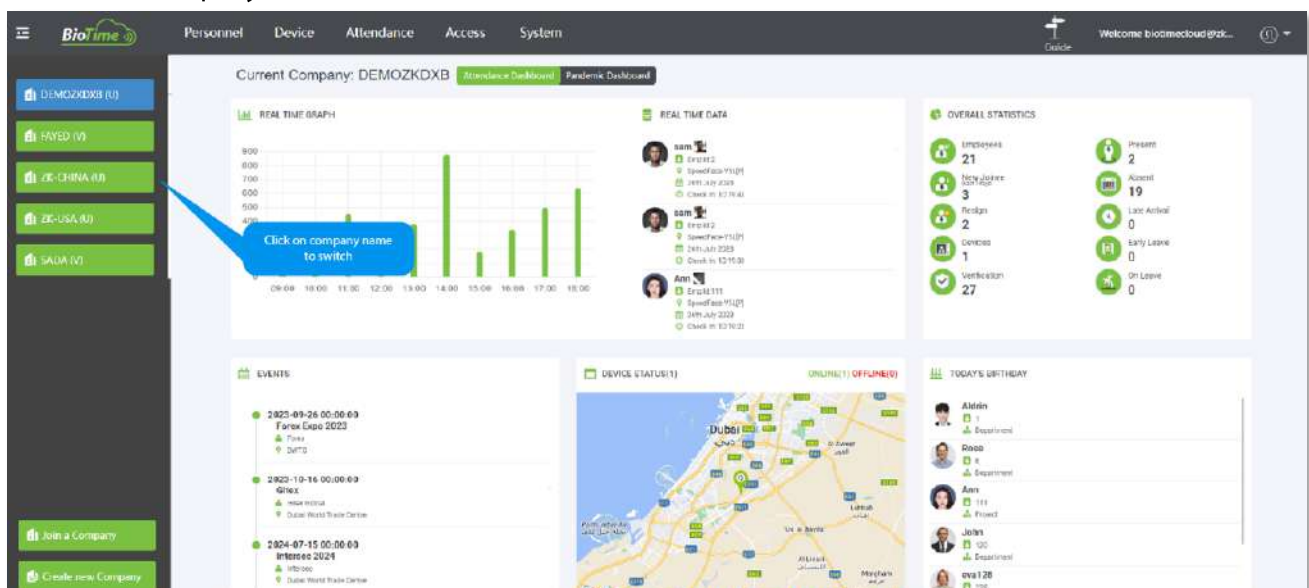
- ❖ Below is the Dashboard view on the initial login. The current company is shown with the related data. If you want to switch to different company, click on the left side bar.

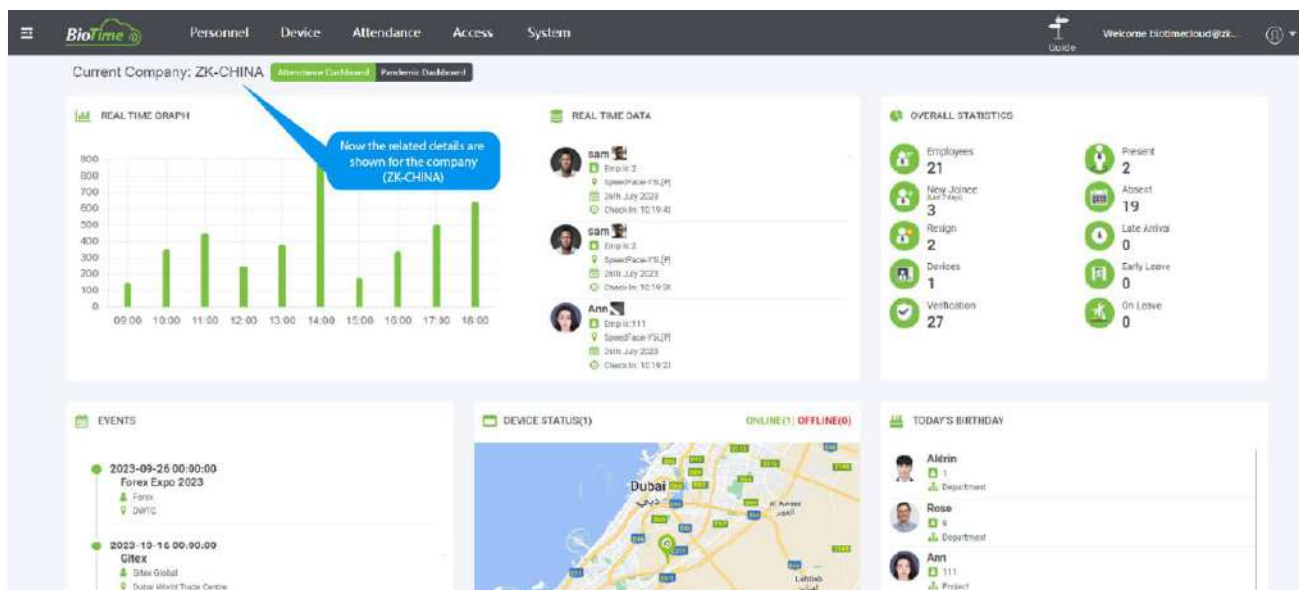


- ❖ It shows the organizations already setup by the admin of the Company.

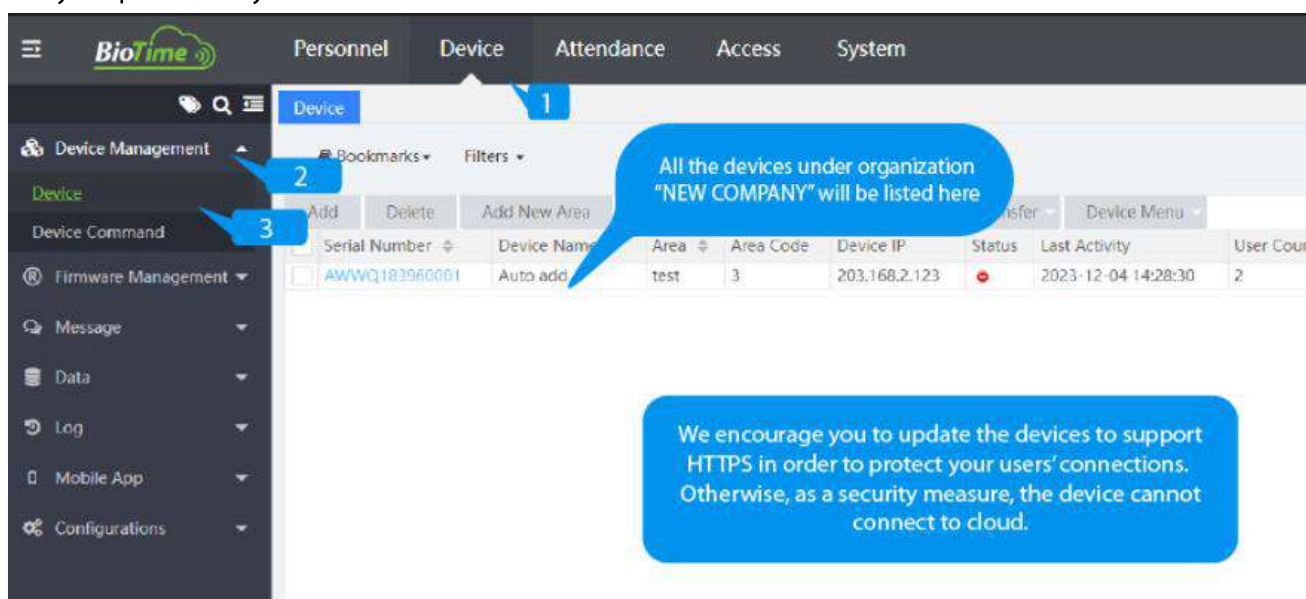


- ❖ Switch Company as shown below:





- ❖ Our Device 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.

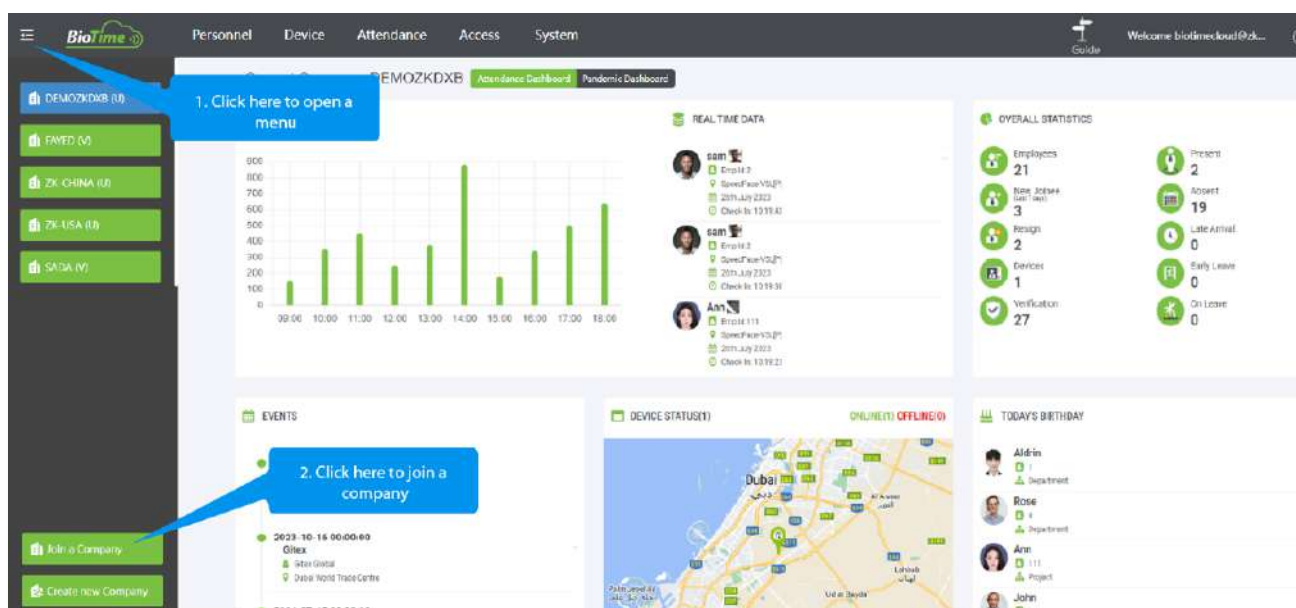


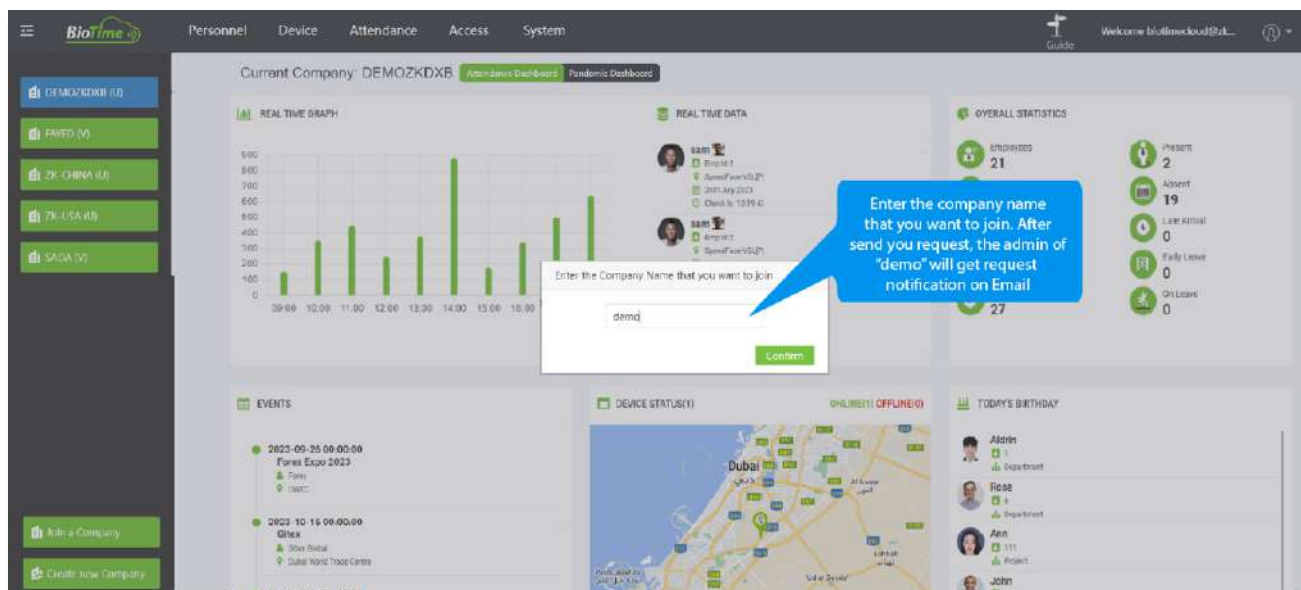
- ❖ Attendance Management module is an effective and efficient platform to track and manage all the attendance related operations such as Employee's attendance, Overtime calculations, Leave Calculations, Shift Details, Holiday Details, Employee Schedules, and more.

Attendance Transaction of the Employees

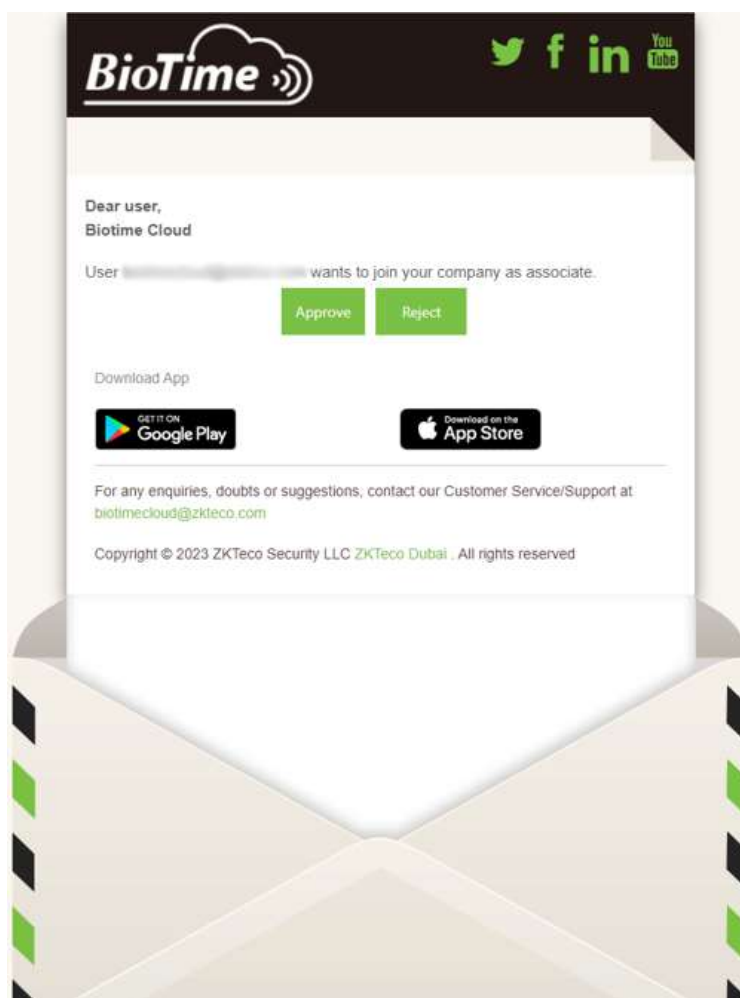
Employee ID	First Name	Department	Date	Time	Punch State	Data Sources
103	Shilpa	Technical	07-12-2023	15:45	Check Out	Mobile
103	Shilpa	Technical	07-12-2023	13:44	Check Out	Mobile
103	Shilpa	Technical	07-12-2023	13:20	Check Out	Mobile
103	Shilpa	Technical	07-12-2023	13:13	Check In	Mobile
5	Merwin	Department	07-12-2023	13:03	Check In	Device
1	Shilpa	Department	07-12-2023	13:02	Check In	Device
103	Shilpa	Technical	06-12-2023	09:43	Check In	Device
103	Shilpa	Technical	05-12-2023	15:54	Check Out	Mobile
103	Shilpa	Technical	05-12-2023	15:53	Check In	Mobile
103	Shilpa	Technical	20-10-2023	17:15	255	Device
103	Shilpa	Technical	20-10-2023	17:10	255	Device
6	Shilpa	Department	20-10-2023	16:55	255	Device
105	Shyam	Software Specialist	20-10-2023	16:55	255	Device
105	Shyam	Software Specialist	20-10-2023	16:31	255	Device
103	Shilpa	Technical	20-10-2023	16:30	255	Device
103	Shilpa	Technical	20-10-2023	16:29	255	Device
103	Shilpa	Technical	20-10-2023	16:27	255	Device
6	Shilpa	Department	20-10-2023	15:58	255	Device
103	Shilpa	Technical	20-10-2023	15:54	255	Device
103	Shilpa	Technical	20-10-2023	15:34	255	Device

- ❖ To join another company as an associate or partner, click on **Join a Company**. After the Admin of the requesting company approves the request, this company will be listed on your company page.





❖ Admin of company **Demo** will get mail notification as shown below:



B. Instructions to Create New User and New Company

1. Enter desired Email ID to create a New User and New Company.

BioTime

HELLO!
Sign in to your account

Enter your mail ID

Enter Email ID / Employee ID

Enter your company name

Enter Company Name .biotimecloud.com

VERIFY COMPANY

Verify Don't have an account? [SIGN UP](#)

Follow Us On

2. Create a password (It should contain at least one number, one uppercase, lowercase letter, and at least 8 or more characters.)

BioTime

HELLO!
Sign up for your account

Enter Email ID

Enter your phone number

Create your Password

Enter Password

Enter your password again

Select the checkboxes

☐ By signing up to BioTime Cloud, I agree to the [Terms of Service & Privacy Policy](#).

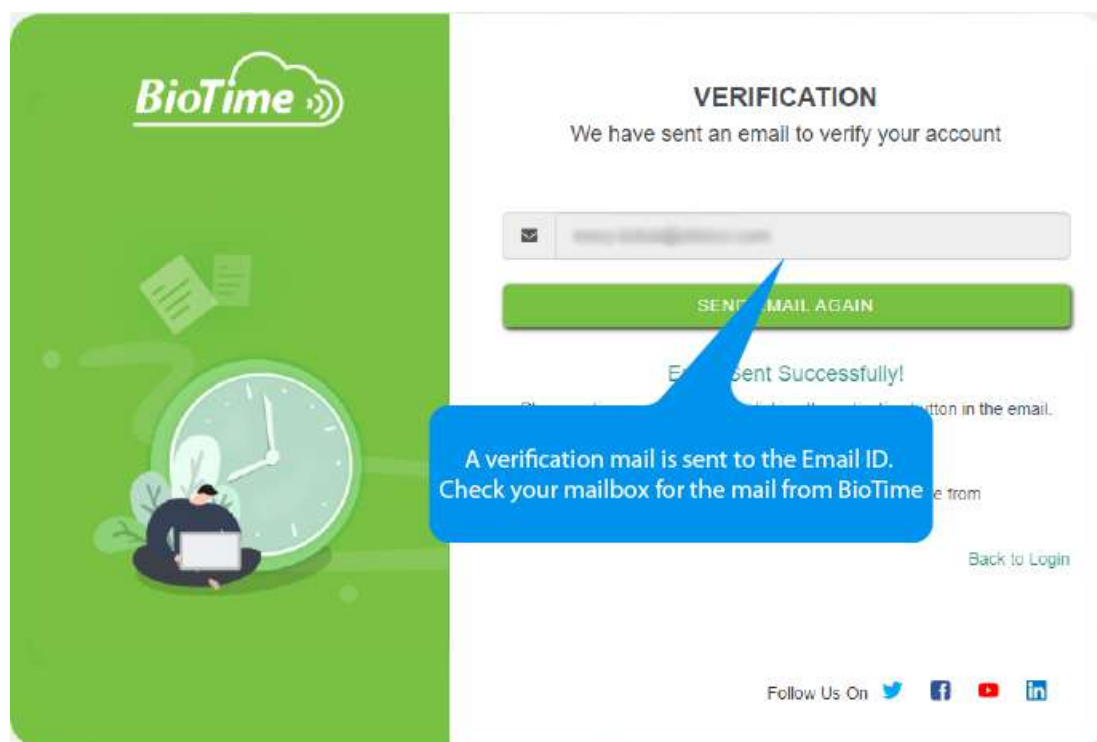
☐ I would like to receive updates on BioTime Cloud, Events & Promos.

SIGN UP

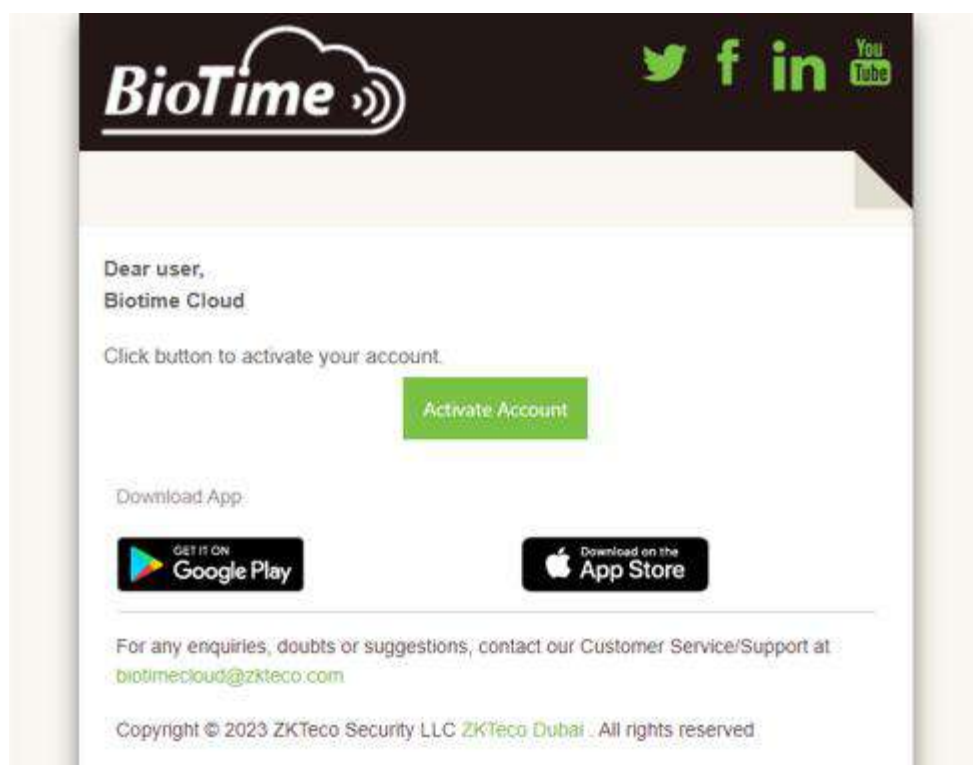
Already have an account? [SIGN IN](#)

Follow Us On

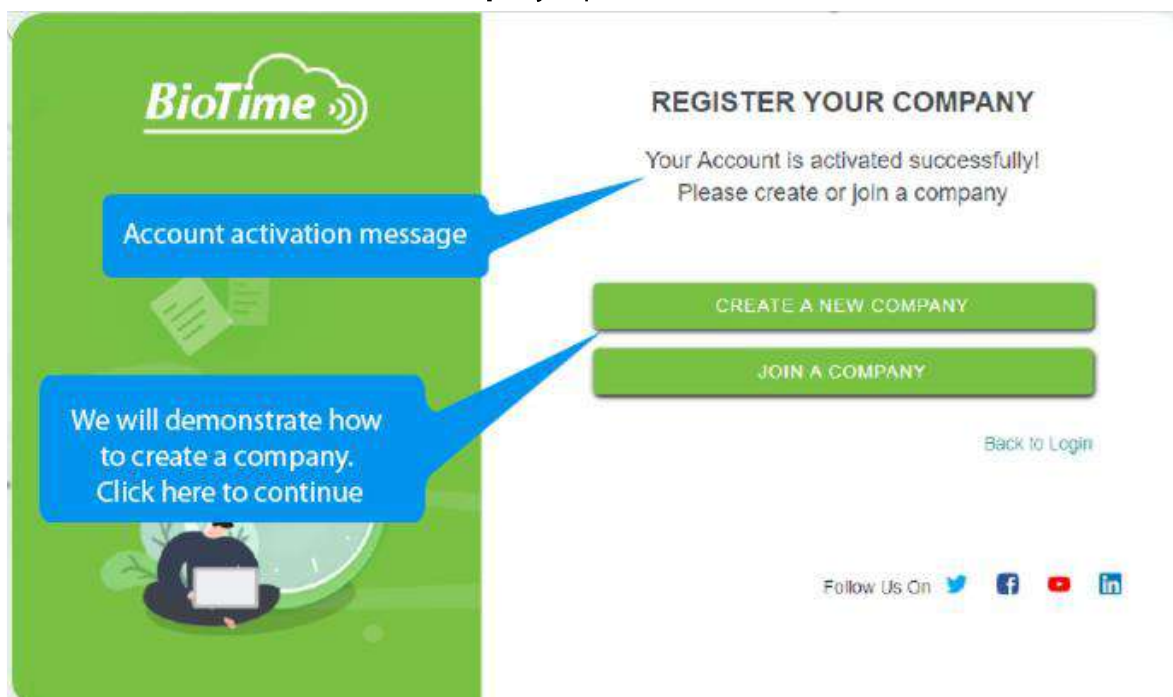
3. After you click **Sign Up**, a confirmation message appears as shown below. Our system will send a verification mail to your mailbox. Please open your mailbox and activate your account using the activate button in the mail from BioTime.



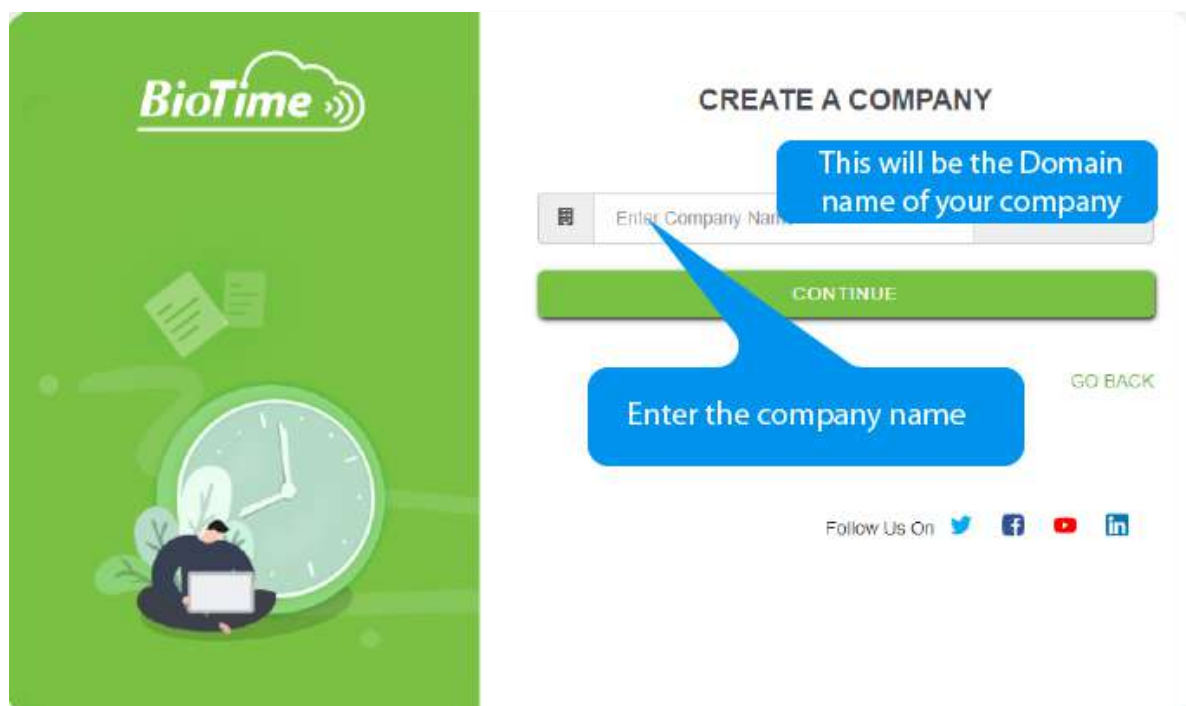
4. Below is an example of verification mail received in your mailbox.



5. After you click **Activate Account**, the below page appears in the browser displaying account is activated. Click on **Create a New Company** to proceed.



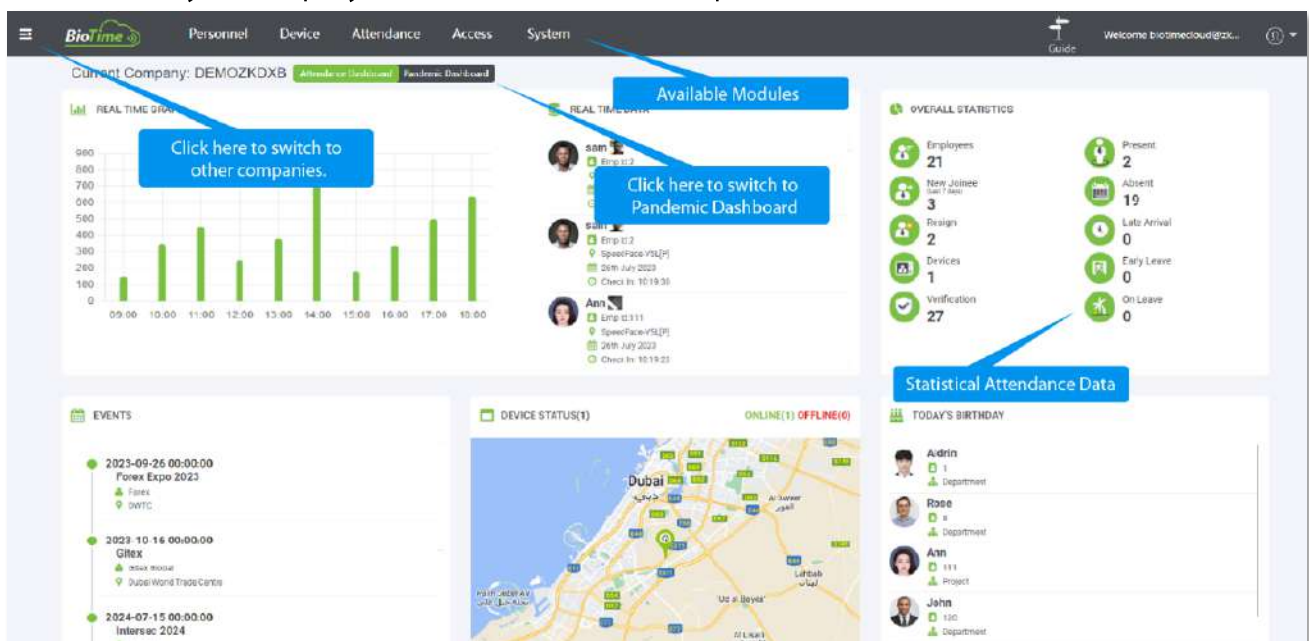
6. Then you need to Enter your Company Name. This Name will be shown in the domain name. E.g. if you enter "New Company." as the Company Name, then the domain name will be **newcompany.biotimecloud.com**.



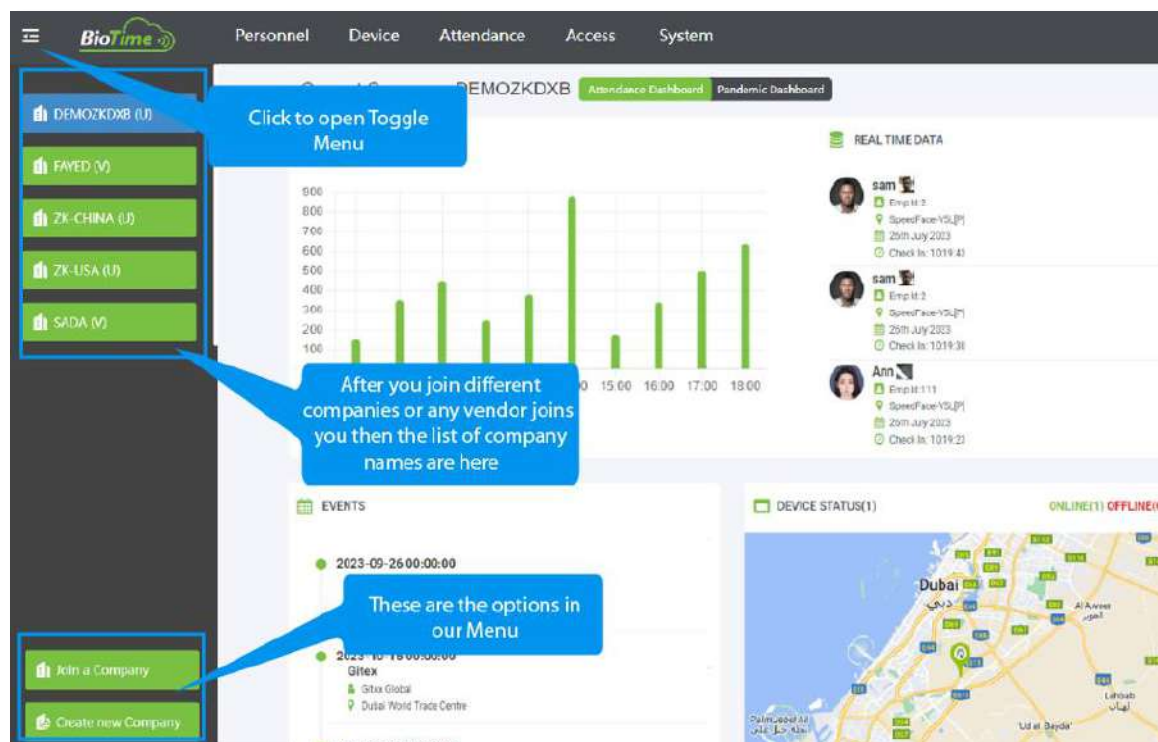
7. You need to re-enter you Email ID and Password.

The image shows the BioTime login interface. On the left, a green banner features the BioTime logo and an illustration of a person at a desk. On the right, the login form is titled 'HELLO! Sign in to your account'. It includes input fields for 'Email ID' (containing 'zkdubai@biotimecloud.com'), 'Company Name' (containing 'zkdubai'), and 'Password' (containing 'Enter Password'). There is a 'Remember Password' checkbox and a 'Forgot Password?' link. A green 'LOGIN' button is at the bottom. Social media links for Twitter, Facebook, YouTube, and LinkedIn are at the very bottom. Three blue callout boxes point to the input fields: 'Re-enter your email ID' points to the email field, 'Enter your company name' points to the company name field, and 'Enter your password' points to the password field.

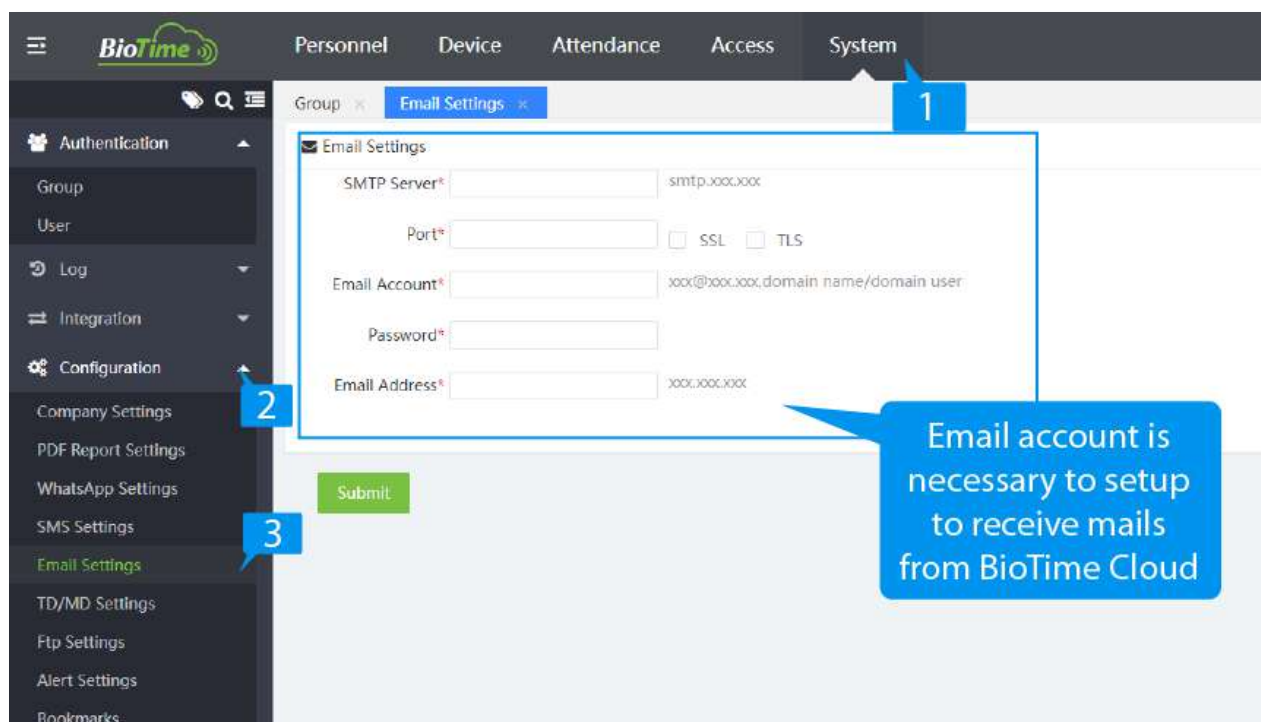
8. Initial login dashboard view. On the dashboard you can get the consolidated statistical data of your company and can switch to other companies.



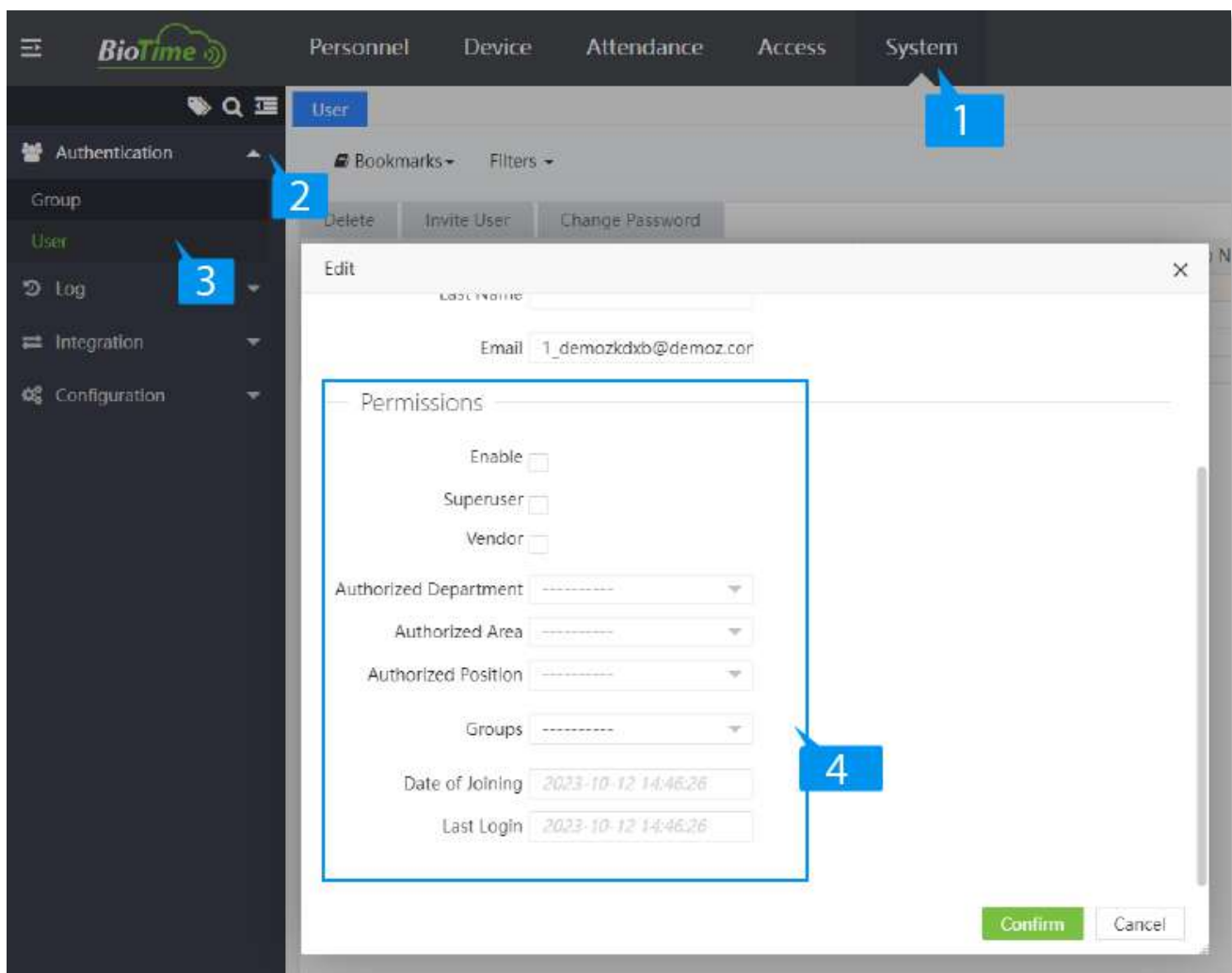
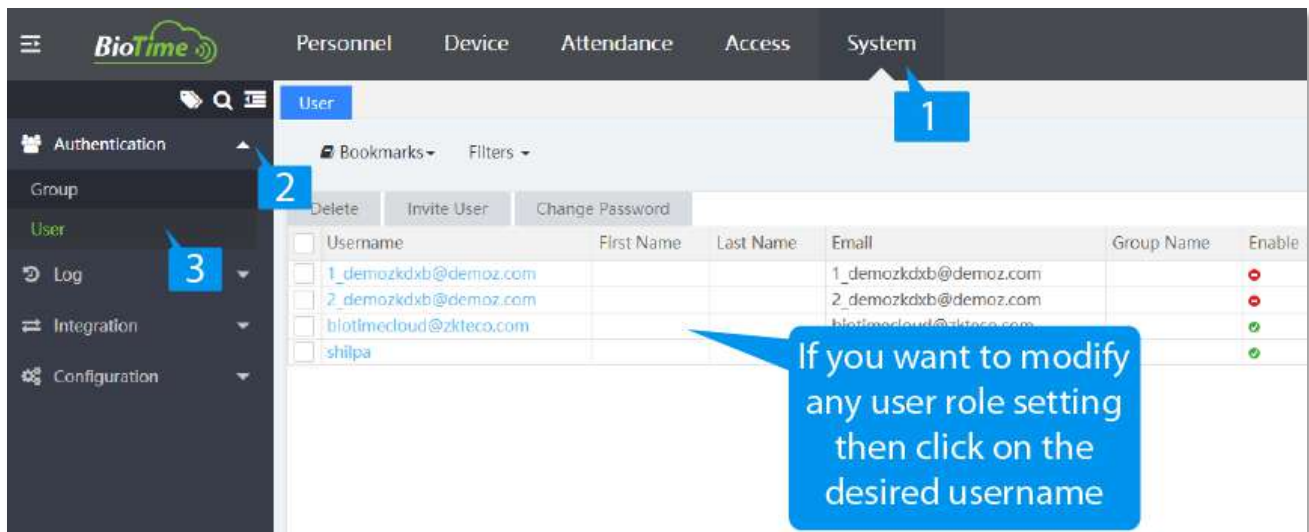
9. Our menu functions available under toggle button.



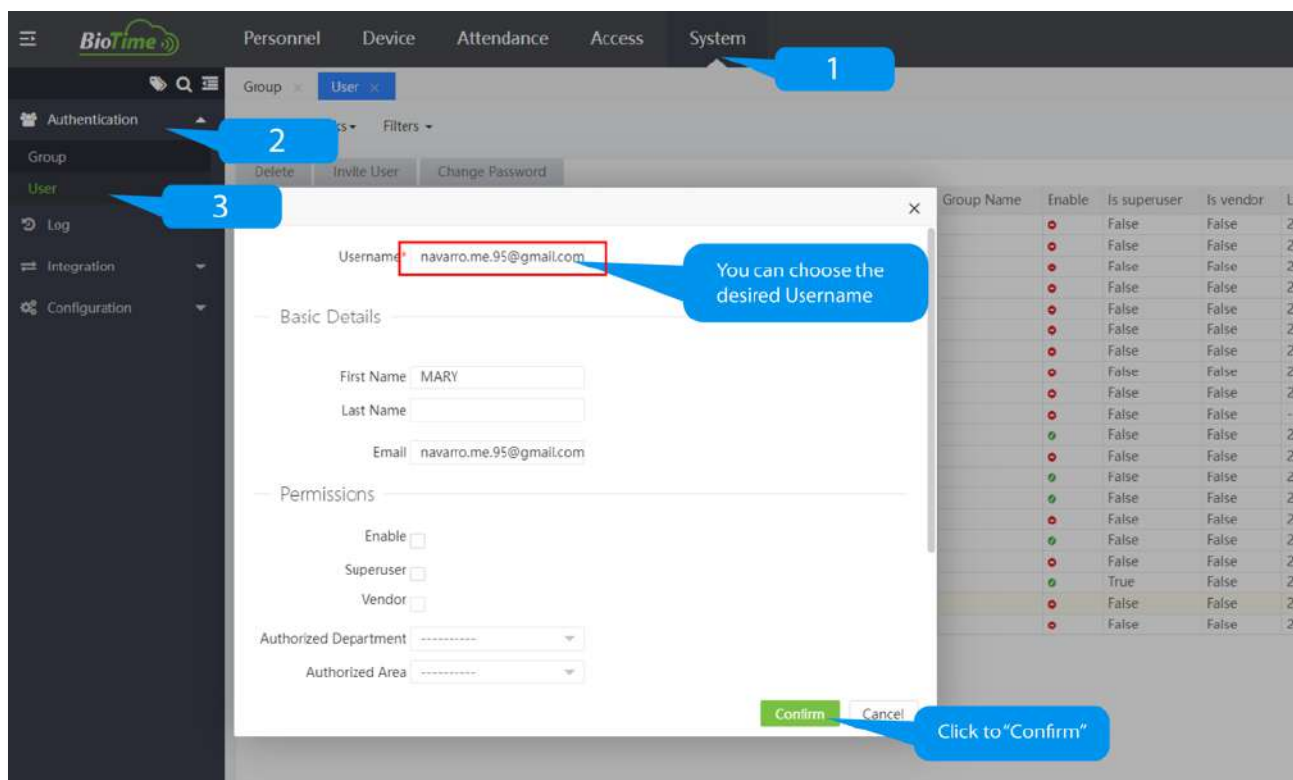
10. It is necessary to setup your **Email ID** under System Settings.



- 11.** When a user joins your company as an associate or as a Vendor after your approval, then that user is added in the list shown below. If required, you can modify the role and related settings. Goto **System** → **Authentication** → **User**.



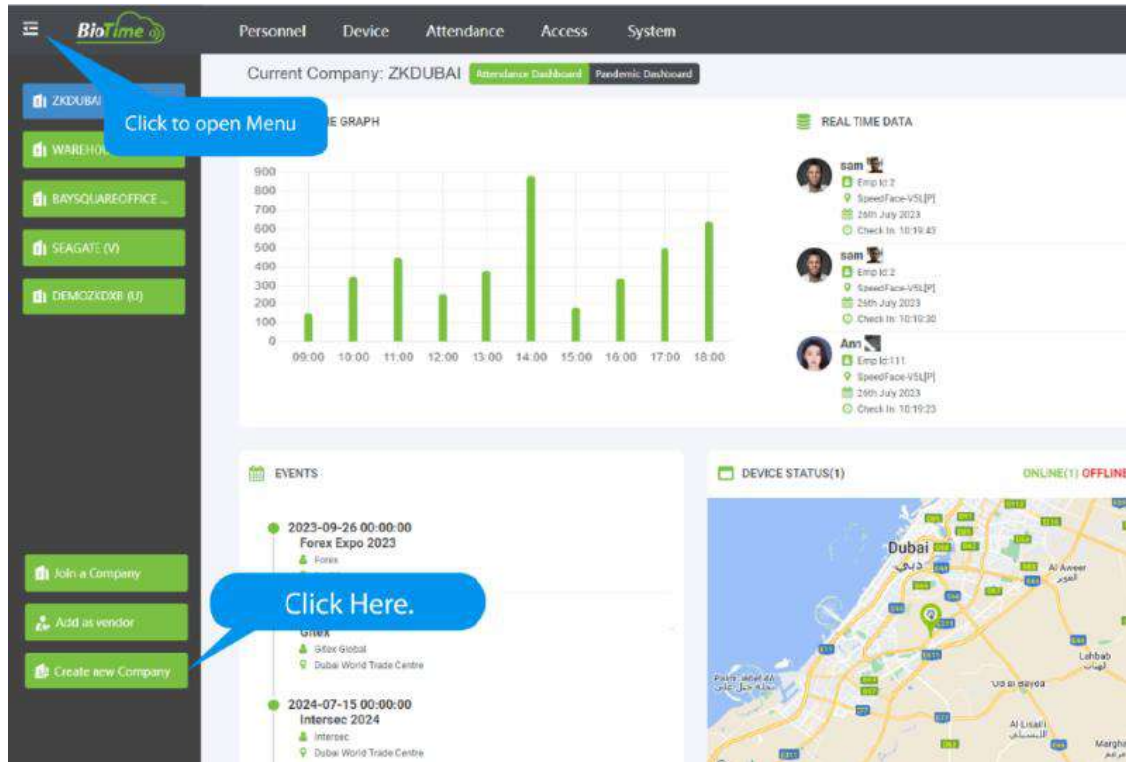
12. If you want to modify the Username, then go to User options under **System settings**. After the modification, the updated username is displayed at the top right corner at the next login.



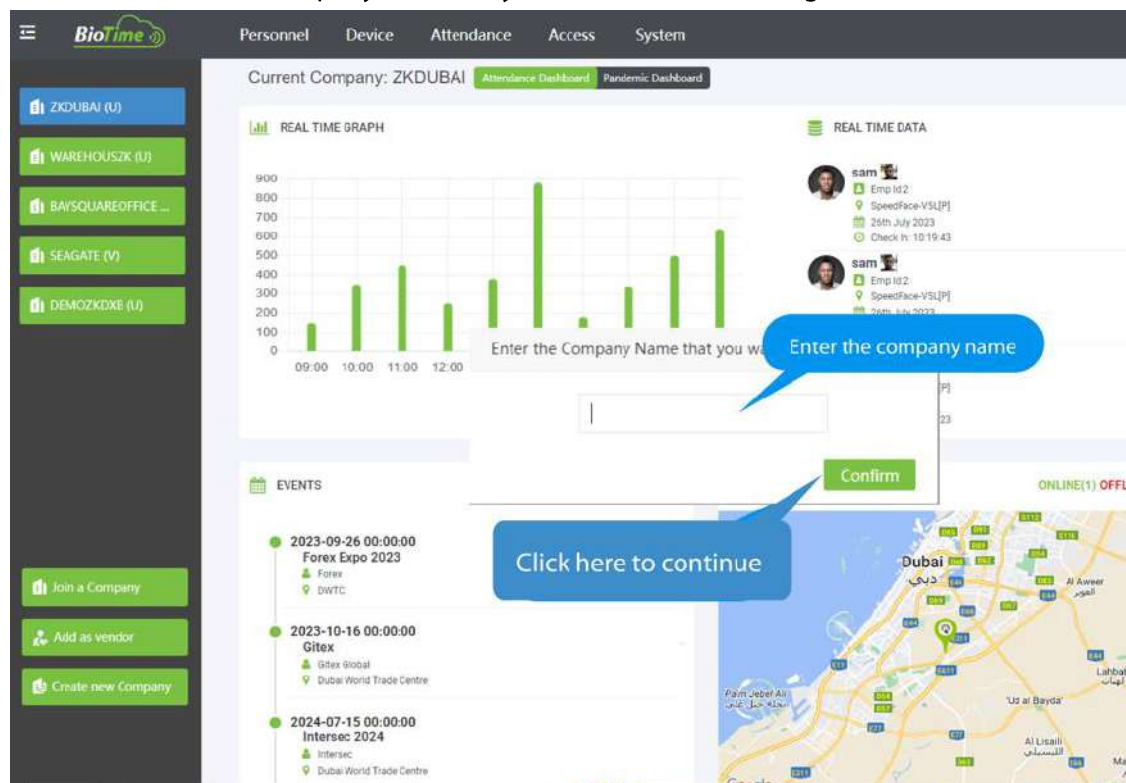
13. Setup the organization details, then add Biometrics Devices, add Personnel/Employee/Staff, and configure their shifts and Payroll using our other module.

C. Create Multiple Companies using a single login

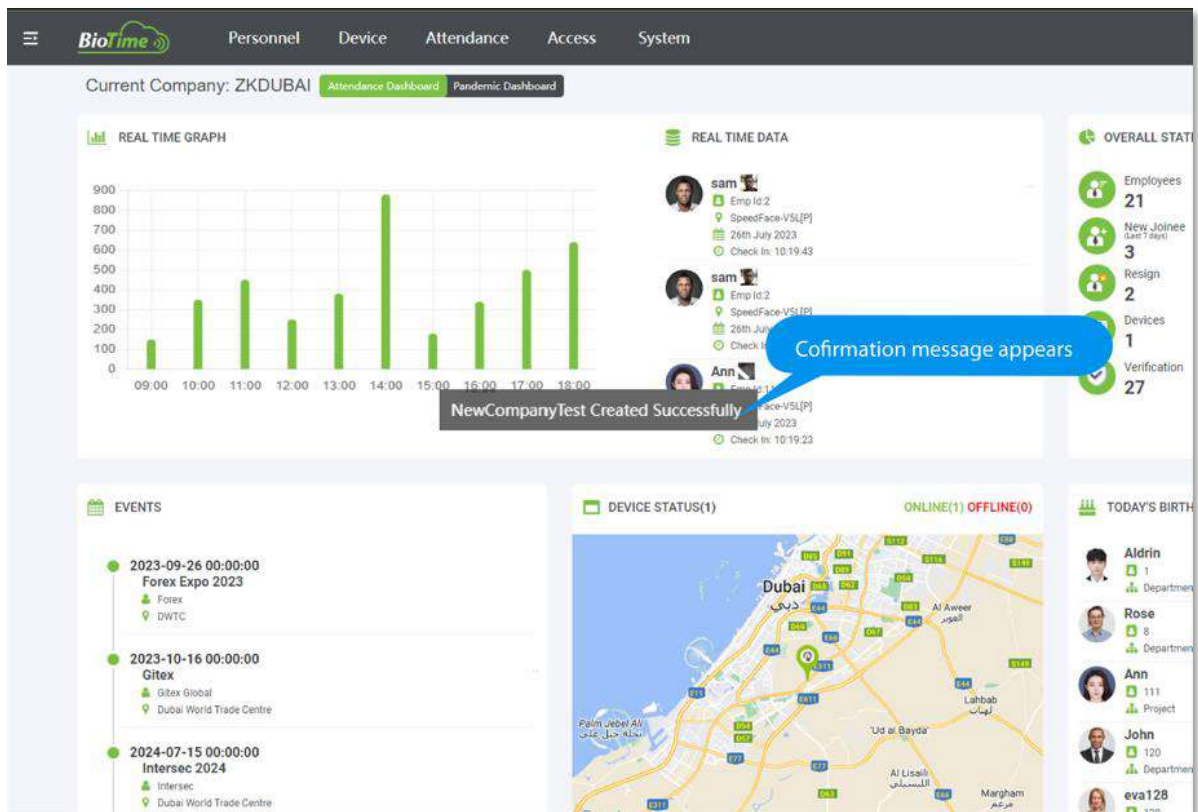
1. In case if you want to create more companies using the same login, you can navigate to the menu as shown below.



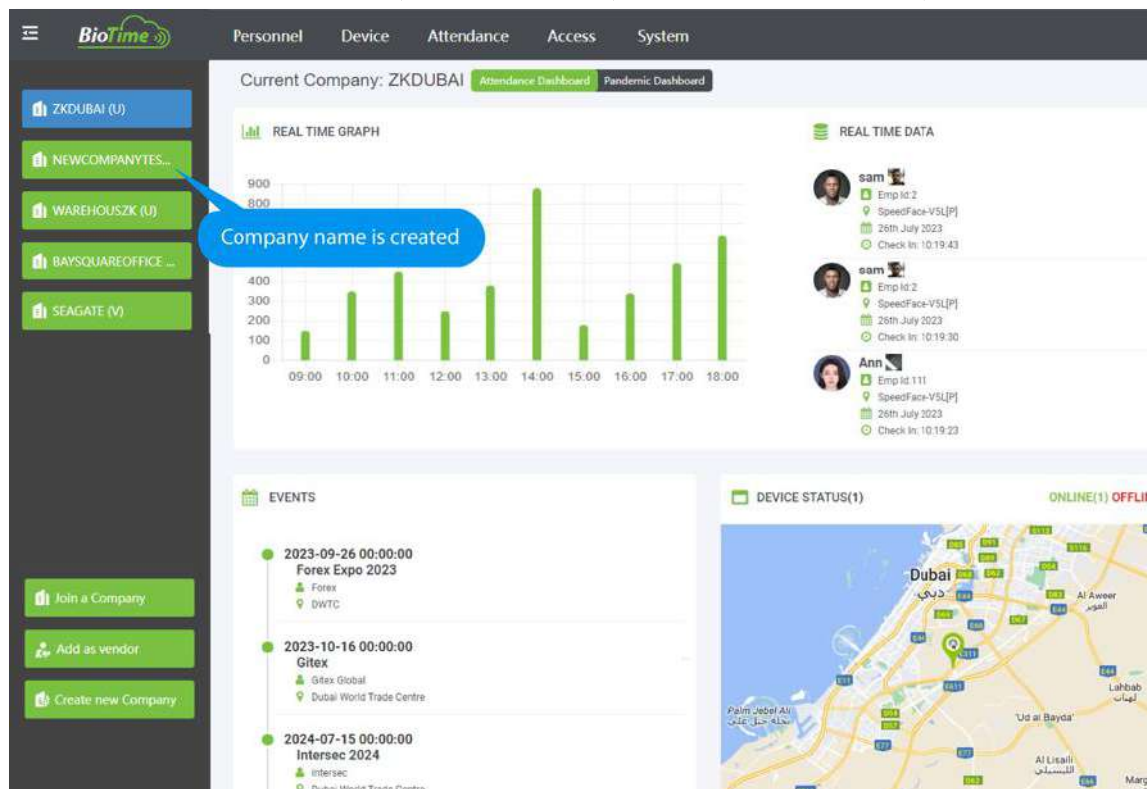
2. Enter the name of the company for which you want to create the login.



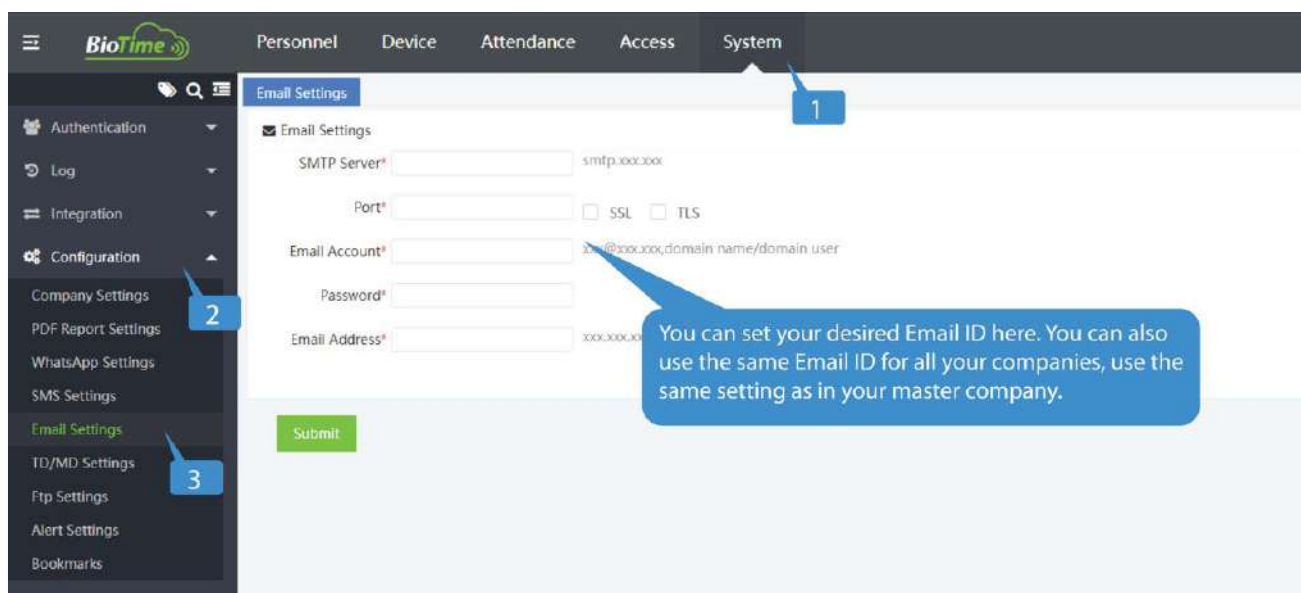
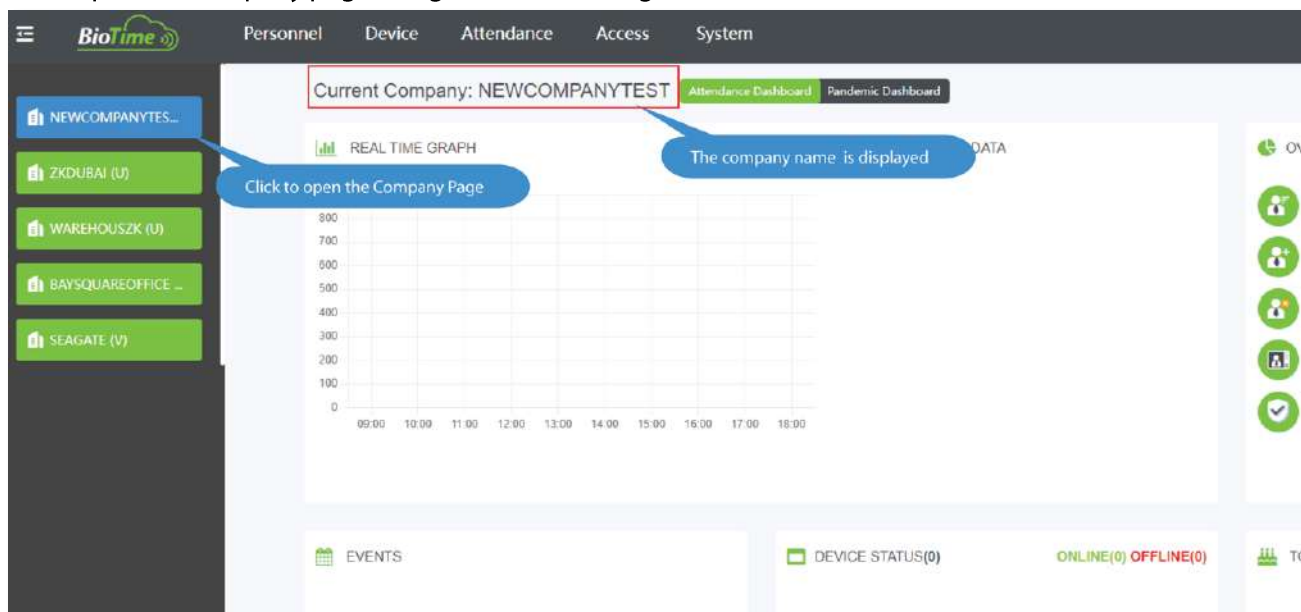
- The system will prompt a confirmation message. After this you need to refresh the page or re-login to make the changes effective.



- After refreshing the page, the company gets listed. So, this way you can handle multiple companies with a single login. If you want to use the same Email Id for all your companies, then you need to setup Email Settings in System for each of your companies separately.



5. Open the company page and go to Email settings.



D. Join a company (As an associate)

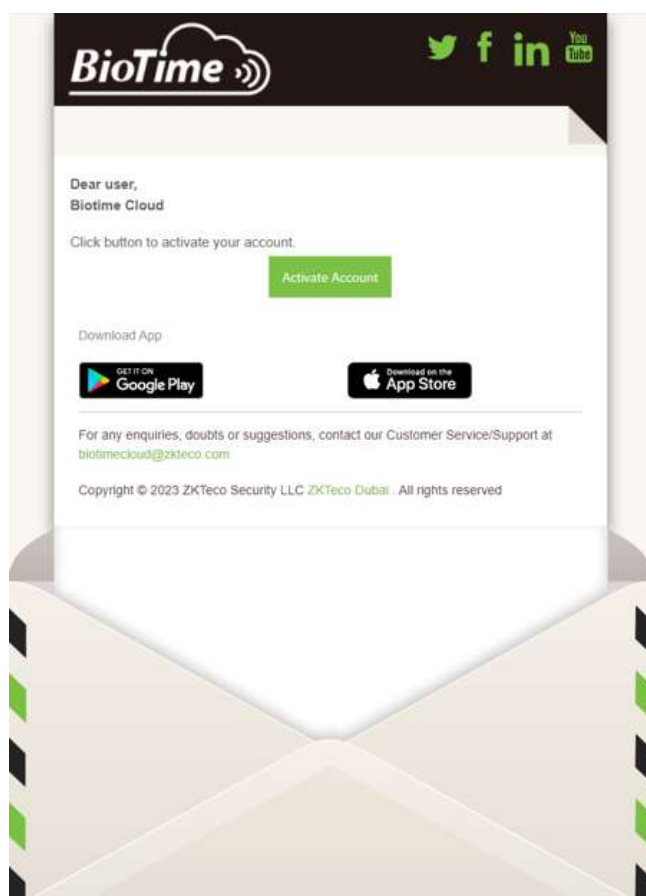
1. Sign up as a new user. Create a password (It should contain at least one number, one uppercase, lowercase letter, and at least 8 or more characters.)

The screenshot shows the BioTime Cloud sign-up page. On the left is a green sidebar with the BioTime logo and an illustration of a person at a desk. Two blue callout boxes point to the 'Enter Password' and 'Enter your password again' fields, with text: 'Create your Password' and 'Select the checkboxes'. The main white area has the heading 'HELLO! Sign up for your account'. It contains input fields for 'Enter Email ID', 'Enter your phone number', 'Enter Password', and 'Enter your password again'. Below these are two checkboxes: 'By signing up to BioTime Cloud, I agree to the Terms of Service & Privacy Policy.' and 'I would like to receive updates on BioTime Cloud, Events & Promos.' A green 'SIGN UP' button is at the bottom. Below the button is a link: 'Already have an account? SIGN IN'. At the very bottom are social media icons for Twitter, Facebook, YouTube, and LinkedIn.

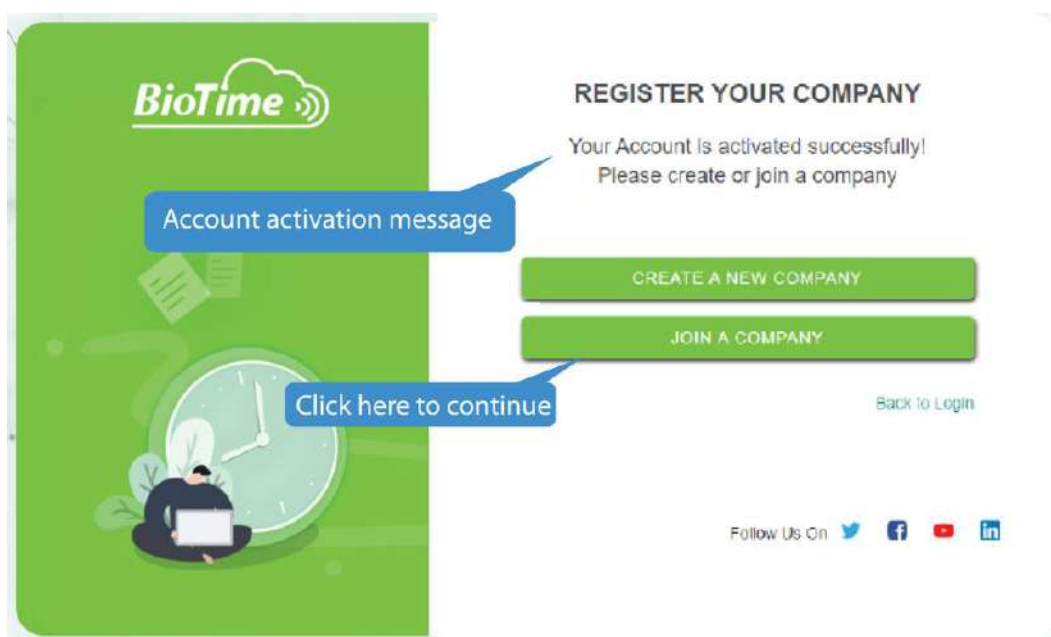
2. After you click **Sign Up** on the above shown interface, a confirmation message appears as shown below. Our system will send a verification mail to your mailbox. Please open your mailbox and activate your account using the activate button in the mail from BioTime.

The screenshot shows the BioTime Cloud verification page. On the left is the same green sidebar as in the previous image. The main white area has the heading 'VERIFICATION' and the text 'We have sent an email to verify your account'. It contains an input field for an email address, a green 'SEND MAIL AGAIN' button, and a message: 'Email Sent Successfully!'. Below this is a blue callout box with the text: 'A verification mail is sent to the Email ID. Check your mailbox for the mail from BioTime'. At the bottom right is a link: 'Back to Login'. At the very bottom are social media icons for Twitter, Facebook, YouTube, and LinkedIn.

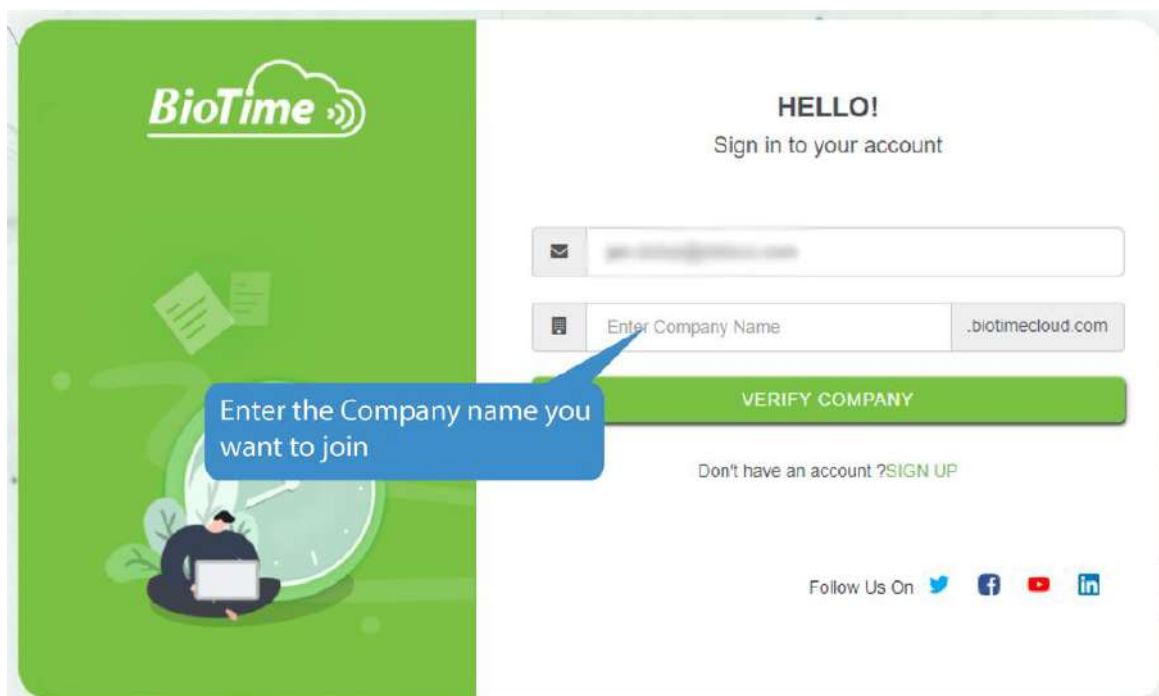
3. Below is an example of verification mail received in your mailbox.



4. After you click **Activate Account**, the below page appears in the browser displaying account is activated. Click on **Join in existing Company** to proceed.

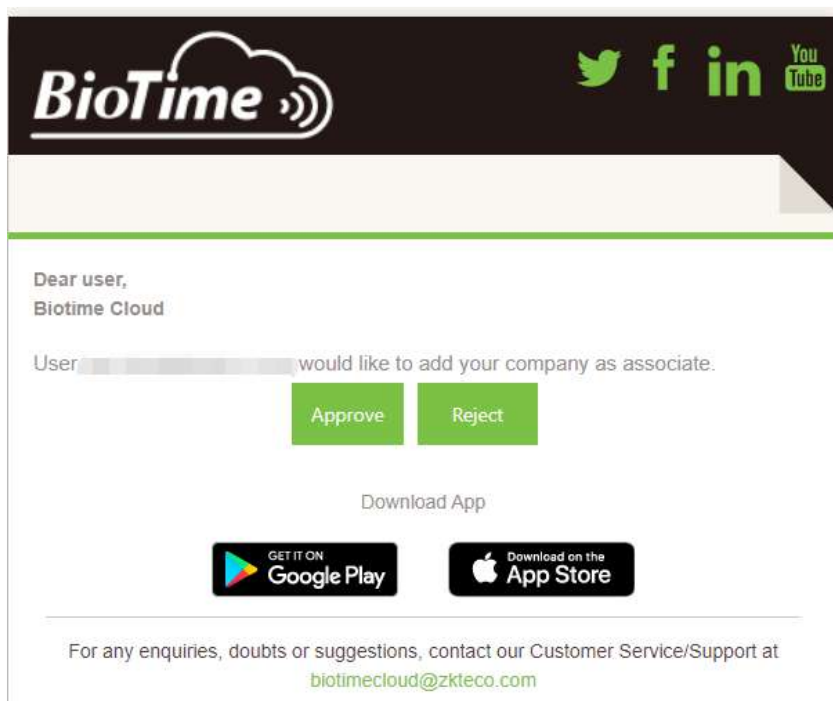


5. On the below interface, enter the company name that you want to join. Once you click Confirm, the admin of the requested company will get notified through mail.



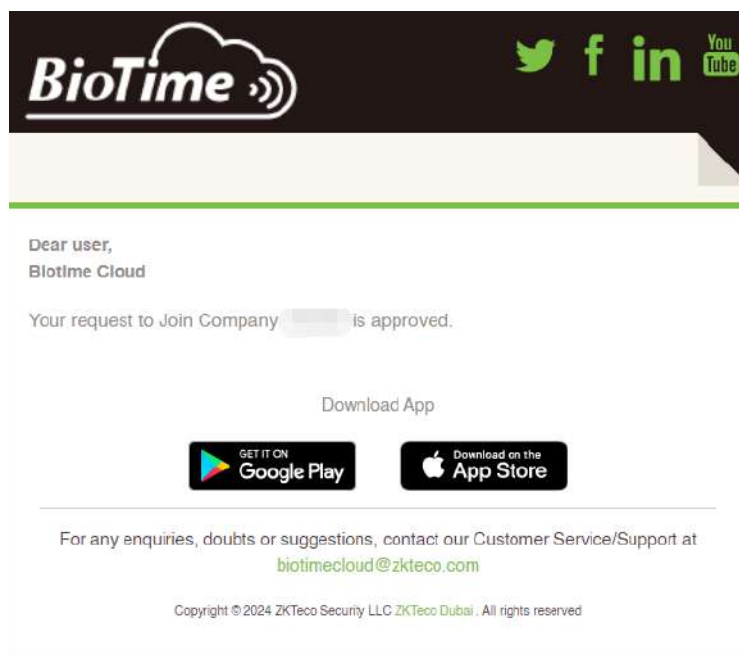
The image shows the BioTime Cloud login and company verification interface. On the left, there is a green sidebar with the BioTime logo and an illustration of a person sitting on a large clock. On the right, the main content area has a white background. At the top, it says "HELLO!" and "Sign in to your account". Below this, there is a login form with two input fields: one for an email address (with a placeholder "your-email@biotime.com") and another for a company name (with a placeholder "Enter Company Name" and a dropdown menu showing ".biotimecloud.com"). A green button labeled "VERIFY COMPANY" is positioned below the company name field. A blue callout bubble points to the company name field with the text "Enter the Company name you want to join". Below the button, there is a link that says "Don't have an account ?SIGN UP". At the bottom right, there are social media icons for Twitter, Facebook, YouTube, and LinkedIn, preceded by the text "Follow Us On".

6. The Admin of **Demo1** Company will receive an email shown below:

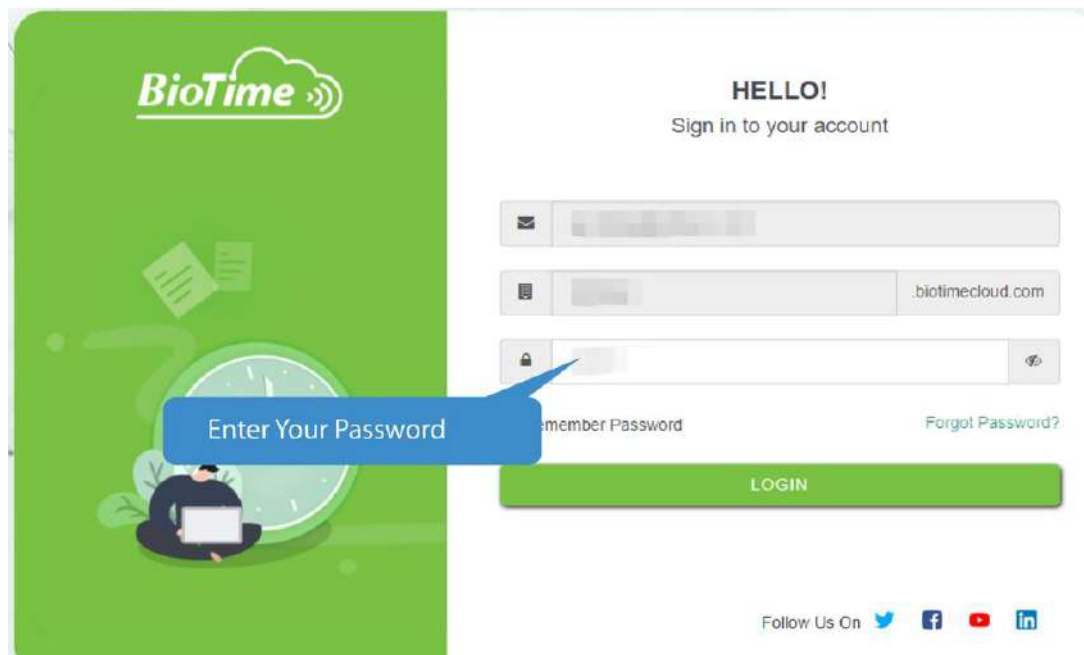


The image shows an email notification from BioTime Cloud. The header features the BioTime logo on the left and social media icons for Twitter, Facebook, LinkedIn, and YouTube on the right. The main body of the email is white and contains the following text: "Dear user, Biotime Cloud", "User [redacted] would like to add your company as associate.", and two green buttons labeled "Approve" and "Reject". Below these buttons, there is a link that says "Download App". At the bottom, there are two buttons for downloading the app: "GET IT ON Google Play" and "Download on the App Store". The footer contains the text "For any enquiries, doubts or suggestions, contact our Customer Service/Support at biotimecloud@zkteco.com".

7. After the admin approves your request, you will receive the below mail confirmation.

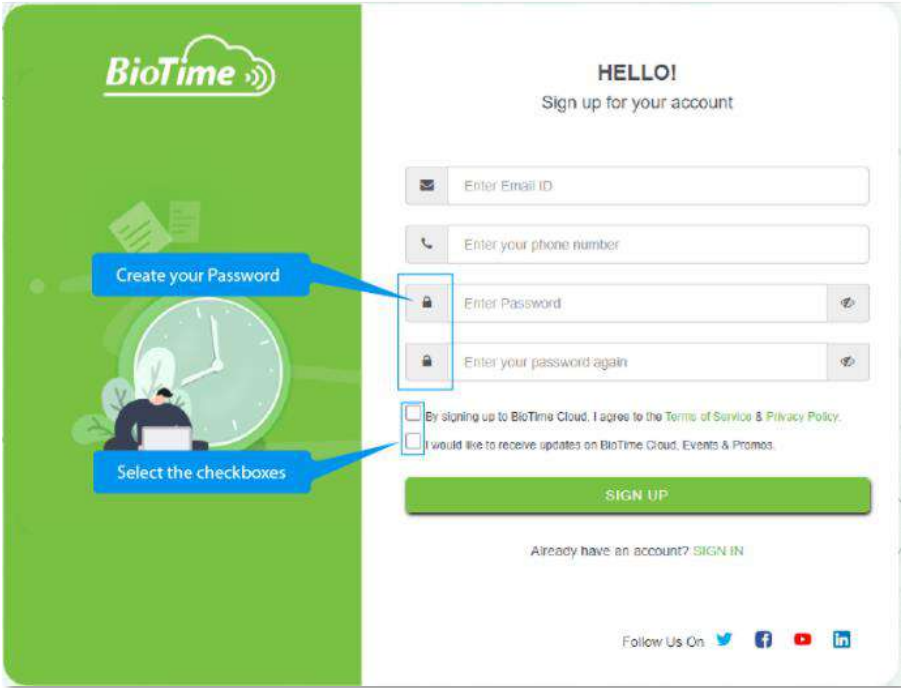


8. Re-login at <https://zkdubai.biotimecloud.com/> using the same email id and requested company name.



E. JoinasVendor(Reseller)

1. Sign up as a new user.



The image shows the 'HELLO! Sign up for your account' page. On the left, a green sidebar contains the BioTime logo and an illustration of a person at a desk with a clock. Two blue callout boxes point to the form: 'Create your Password' points to the password fields, and 'Select the checkboxes' points to the terms and conditions checkboxes. The form fields include: 'Enter Email ID', 'Enter your phone number', 'Enter Password', 'Enter your password again', and two checkboxes for terms and conditions. A green 'SIGN UP' button is at the bottom. Below the button, it says 'Already have an account? SIGN IN'. At the very bottom, it says 'Follow Us On' with social media icons.

BioTime

HELLO!
Sign up for your account

Enter Email ID

Enter your phone number

Enter Password

Enter your password again

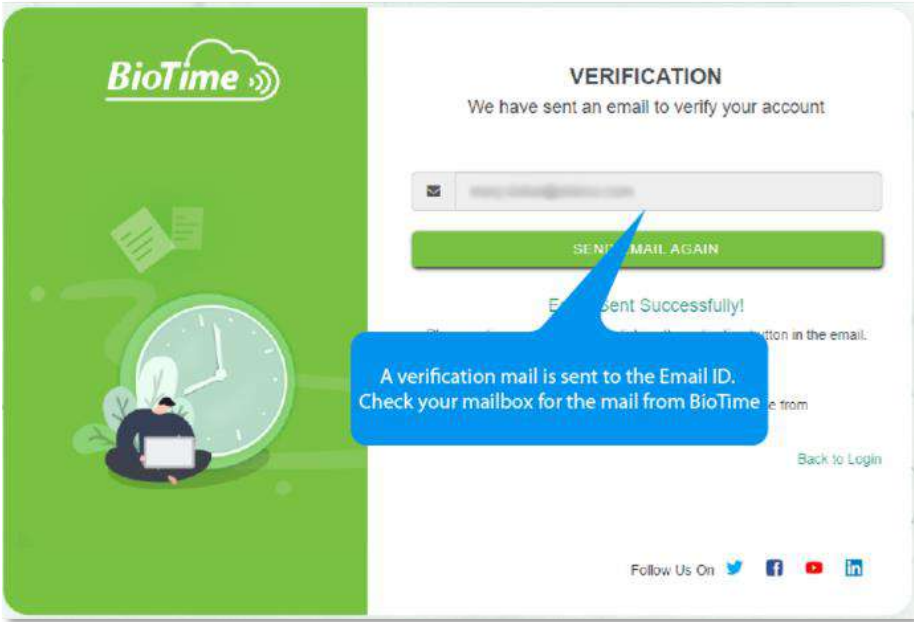
☐ By signing up to BioTime Cloud, I agree to the [Terms of Service & Privacy Policy](#).

☐ I would like to receive updates on BioTime Cloud, Events & Promos.

SIGN UP

Already have an account? [SIGN IN](#)

Follow Us On [Twitter](#) [Facebook](#) [YouTube](#) [LinkedIn](#)



The image shows the 'VERIFICATION' page. On the left, the same green sidebar is present. A blue callout box points to the email field and says: 'A verification mail is sent to the Email ID. Check your mailbox for the mail from BioTime'. The form includes an email field with a pre-filled address, a green 'SEND MAIL AGAIN' button, and a confirmation message: 'Email Sent Successfully!'. Below this, it says 'Check your mailbox for the mail from BioTime'. At the bottom right, there is a 'Back to Login' link. Social media icons are at the very bottom.

BioTime

VERIFICATION
We have sent an email to verify your account

SEND MAIL AGAIN

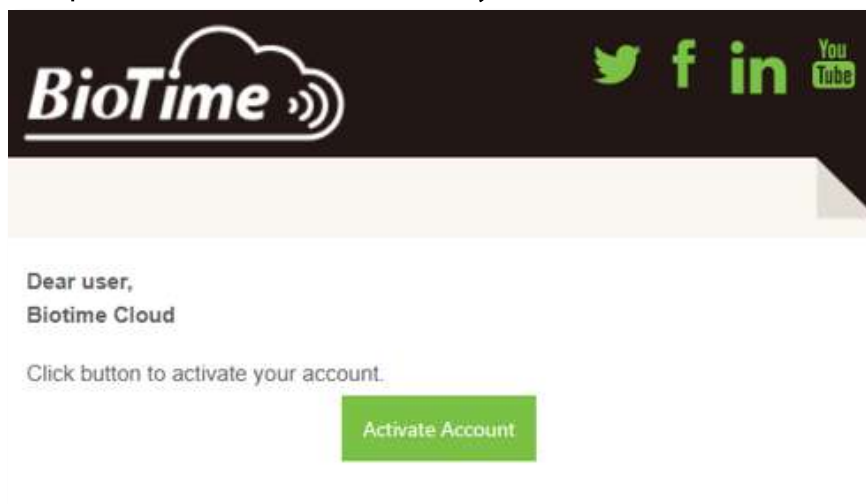
Email Sent Successfully!

Check your mailbox for the mail from BioTime

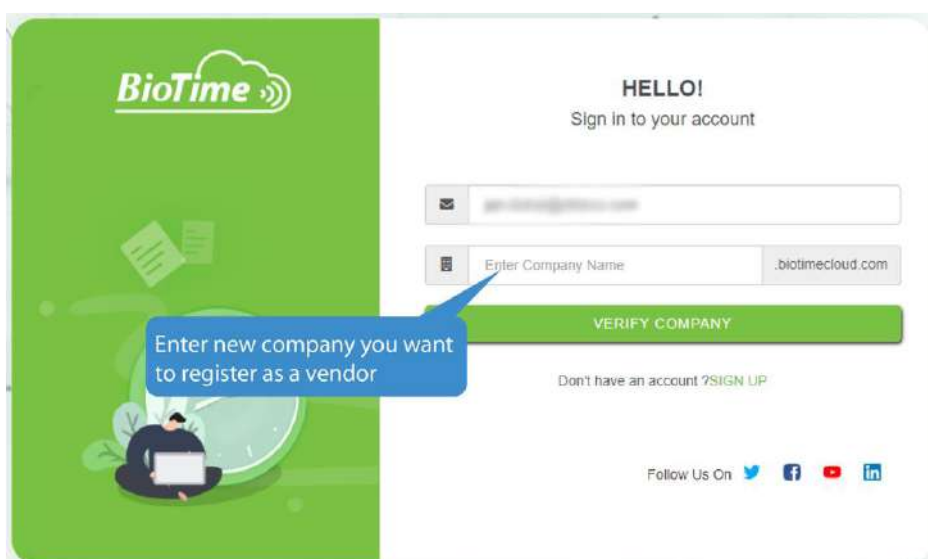
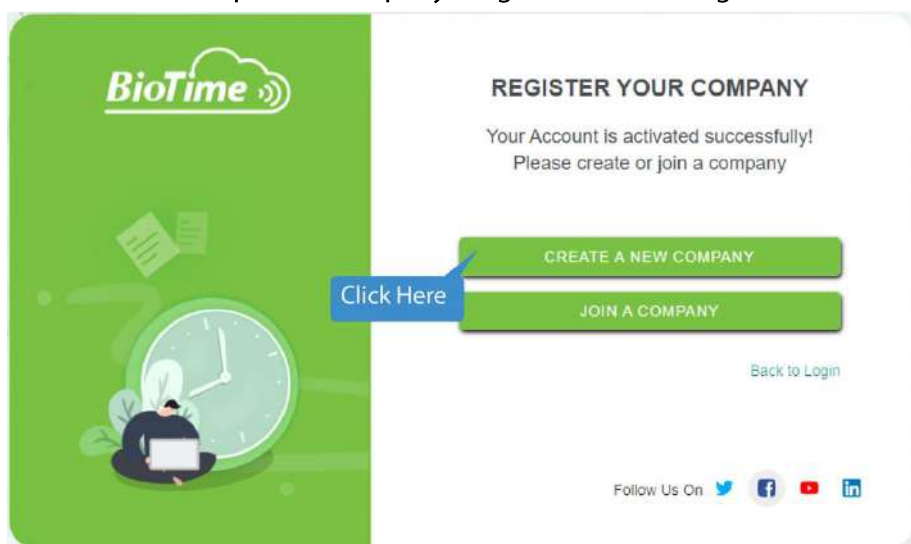
[Back to Login](#)

Follow Us On [Twitter](#) [Facebook](#) [YouTube](#) [LinkedIn](#)

2. Below is an example of verification mail received in your mailbox.



3. After you click Activate Account, the below page appears in the browser displaying account is activated. Click on **Create a Company** and enter the required information. Once you finish sending request, the admin of the requested company will get notified through mail.



4. For providing the below information, refer the example explained; suppose you are the owner of company "**demovendor1**" and you want to join company "**zkdubai**" as their Vendor, then in the below interface "Enter company name" field, you need to enter "**demovendor1**".

HELLO!
Sign in to your account

Enter new Company Name that you want to register as a vendor under "zkdubai"

Don't have an account ? [SIGN UP](#)

Follow Us On [Twitter](#) [Facebook](#) [YouTube](#) [LinkedIn](#)

5. The Admin will get an Email request as shown below:

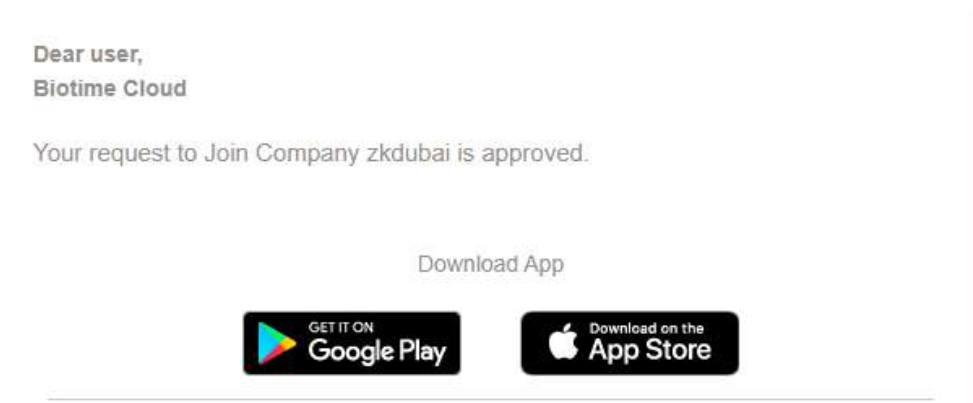
Dear user,
Biotime Cloud

User [redacted] would like to add your company as vendor.

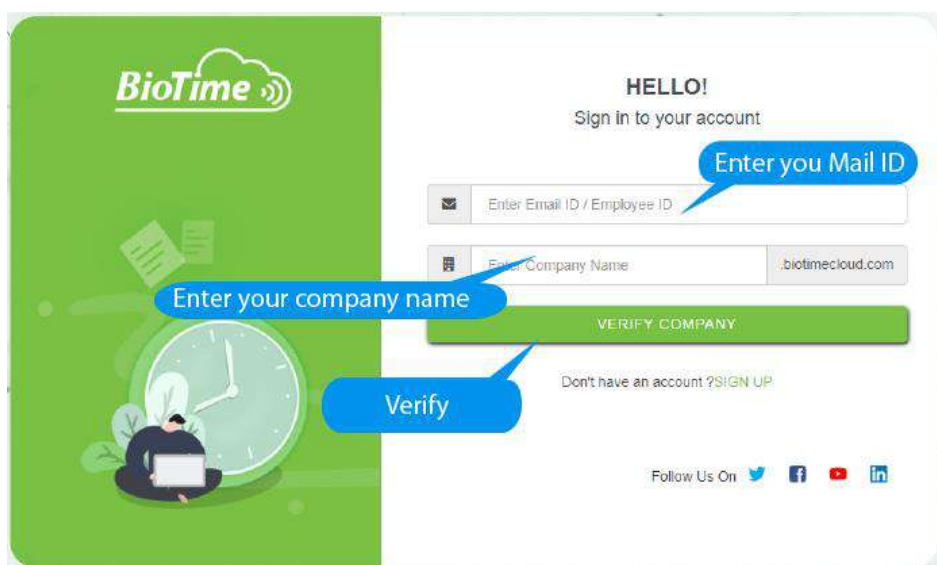
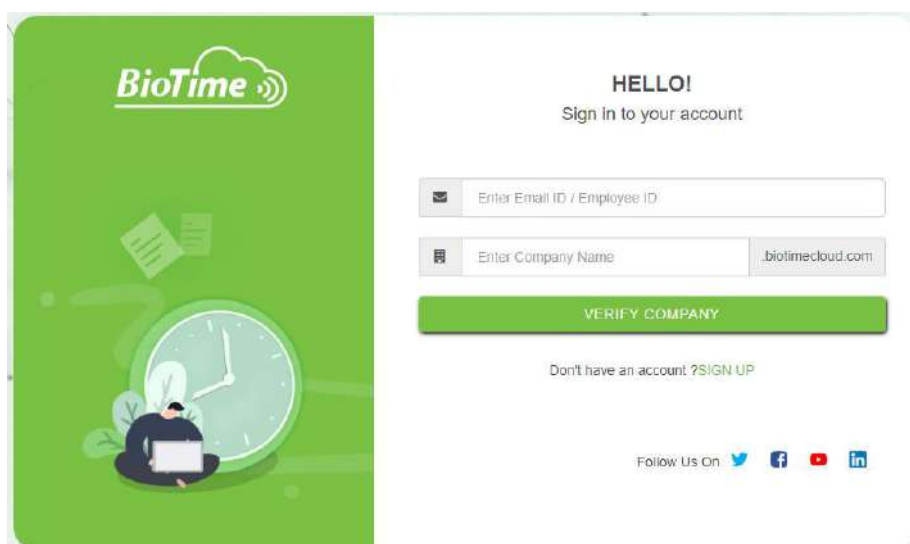
Vendor Company Name :	zkdubai
Vendor Company Phone :	0412345678
Vendor Company Registration ID :	123456789

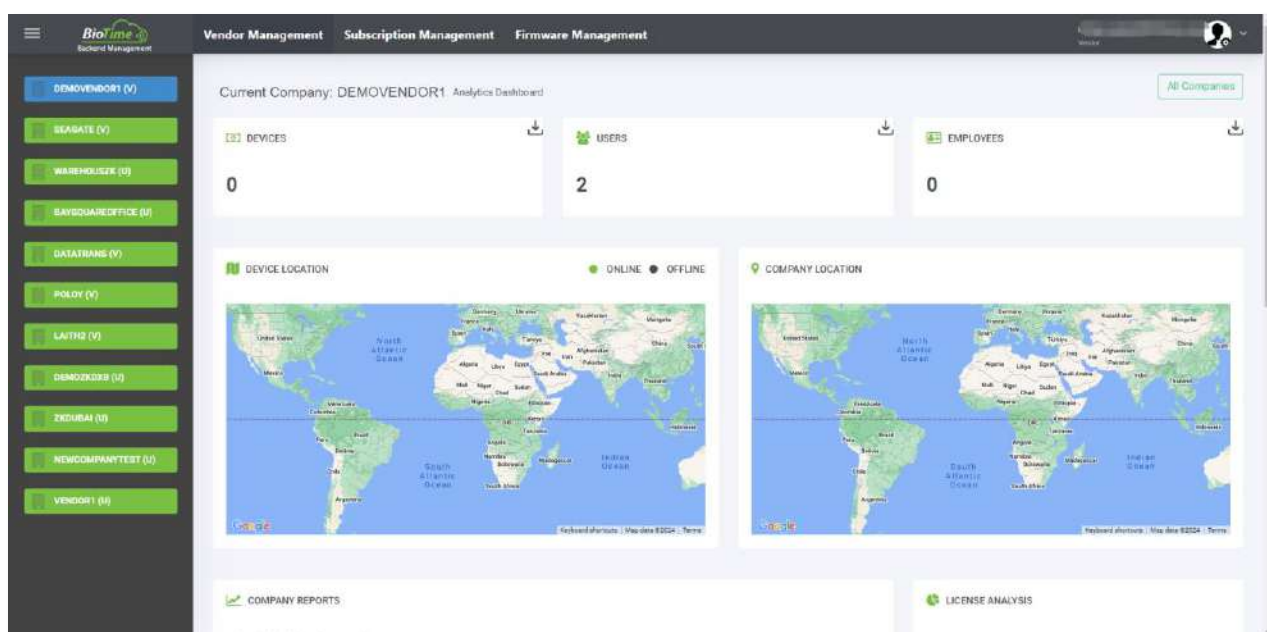
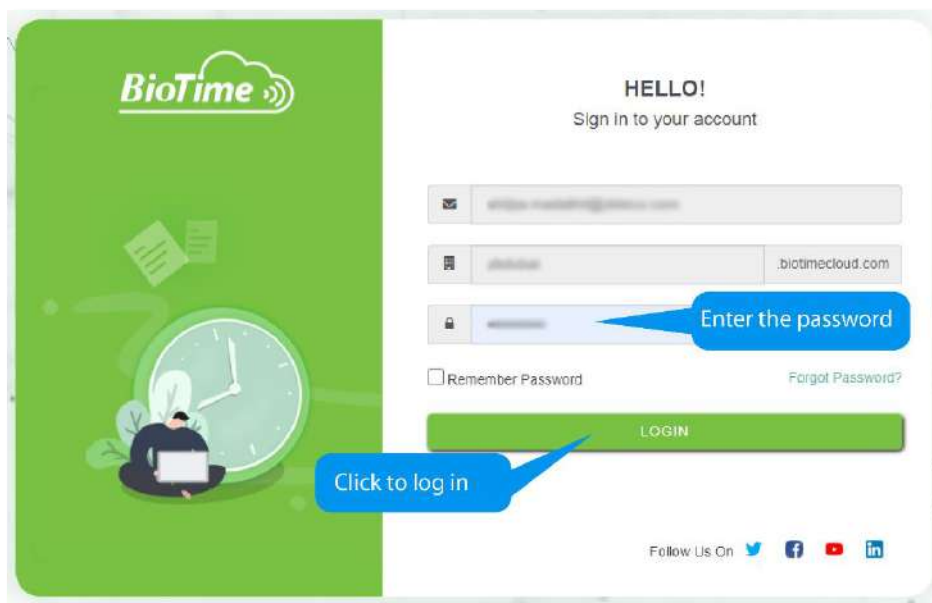
[Approve](#) [Reject](#)

6. Once the Admin of the requested company (**DemoCompany**) approves the request, Vendor will get an Email confirmation as shown below.



7. Once after the request is approved, re-login at <https://biotimecloud.com/login/> using the same email id.



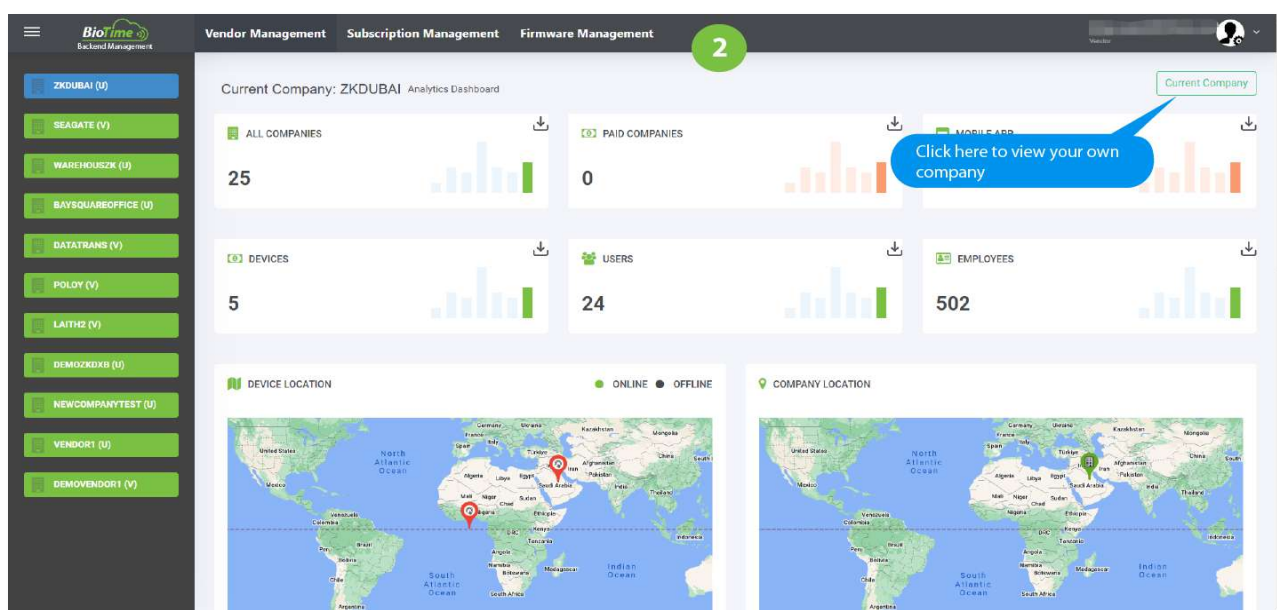
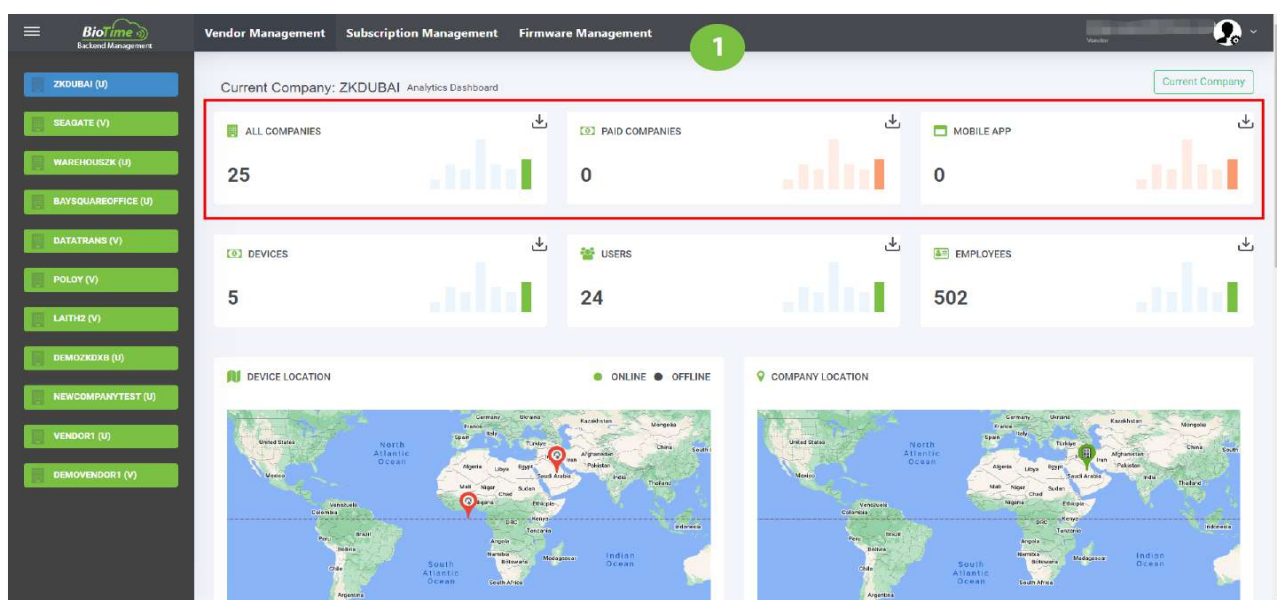


8. The above shown interface is the default view. The Vendor dashboard contains a lot of information e.g. Total no. of companies, Companies with Valid License, Total no. of Devices belonging to the Vendors and other Companies, User Accounts, Mobile App, total no. of Employees, and so on. If you want to view any specific details, then click on that particular button.

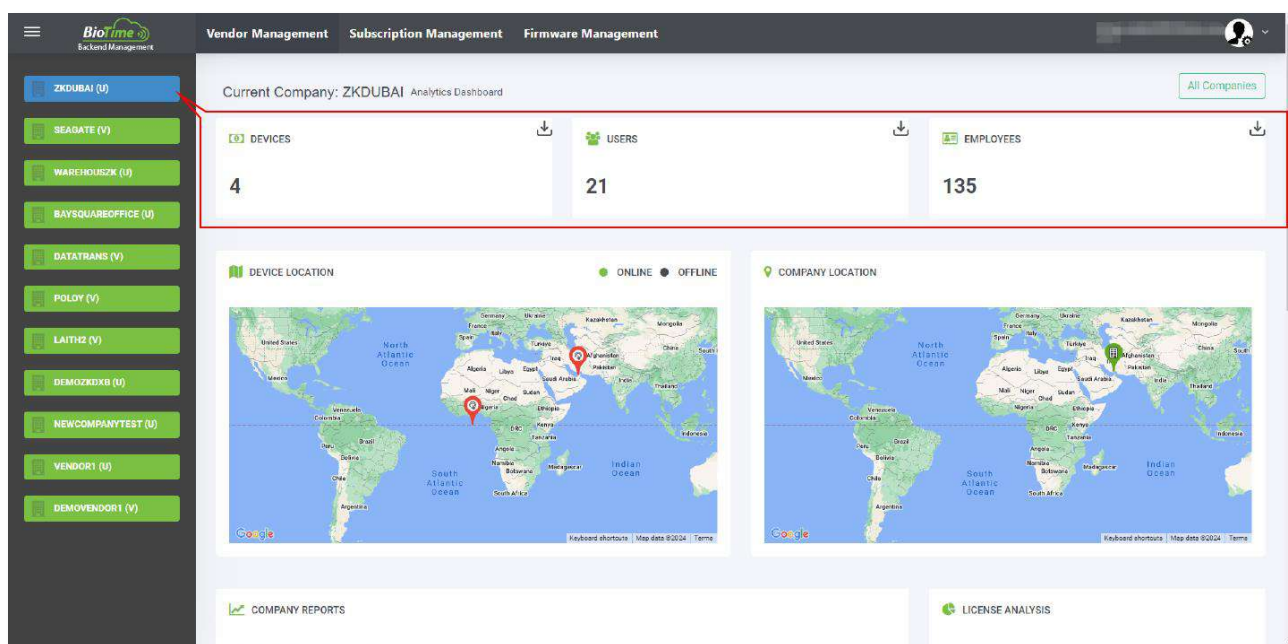
As you can see, this dashboard shows the statistical data of the company. These statistics is important from business and revenue point of view. It summarizes the company data and output it in graphical form.

On a single interface, it can display different statistics:

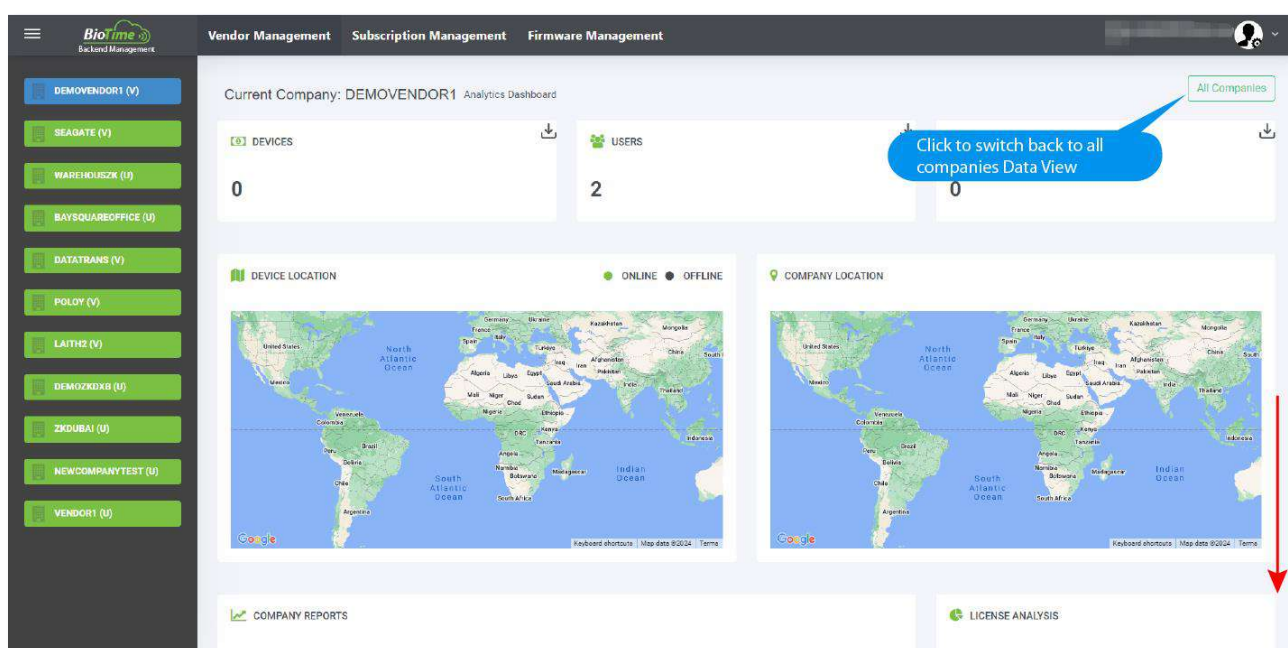
1. All Vendor Company statistics.
2. Individual Vendor Company statistics.
3. Your own company data analytics.

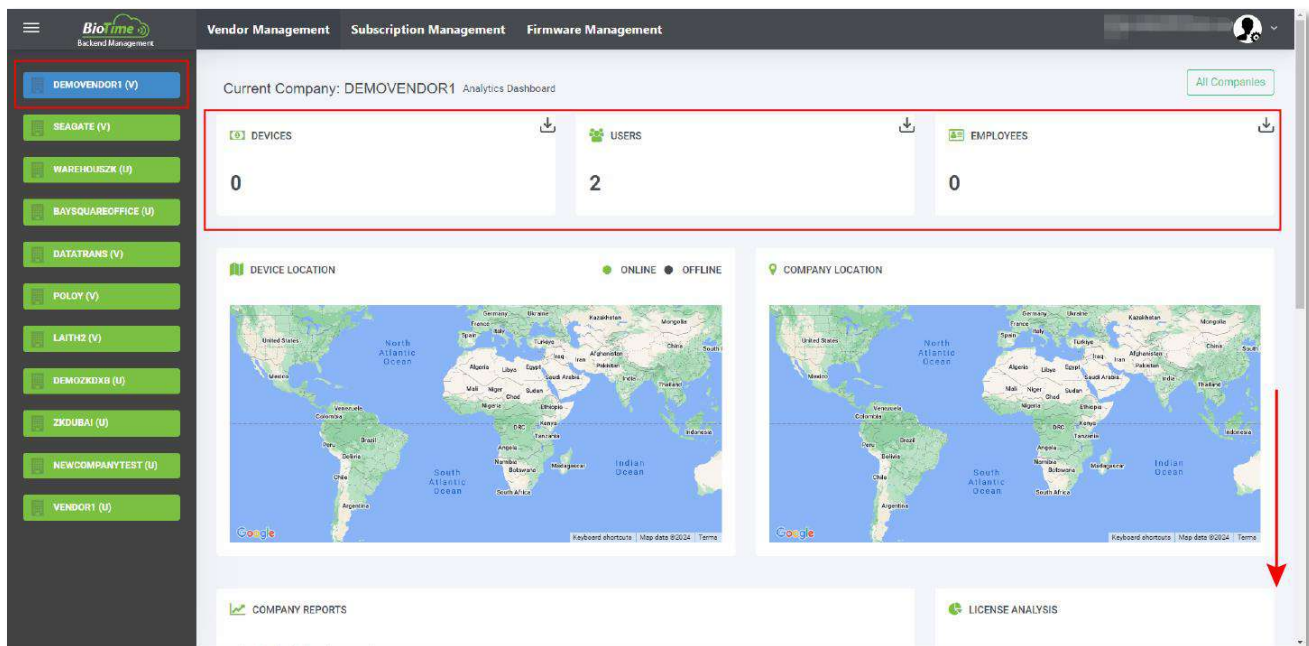
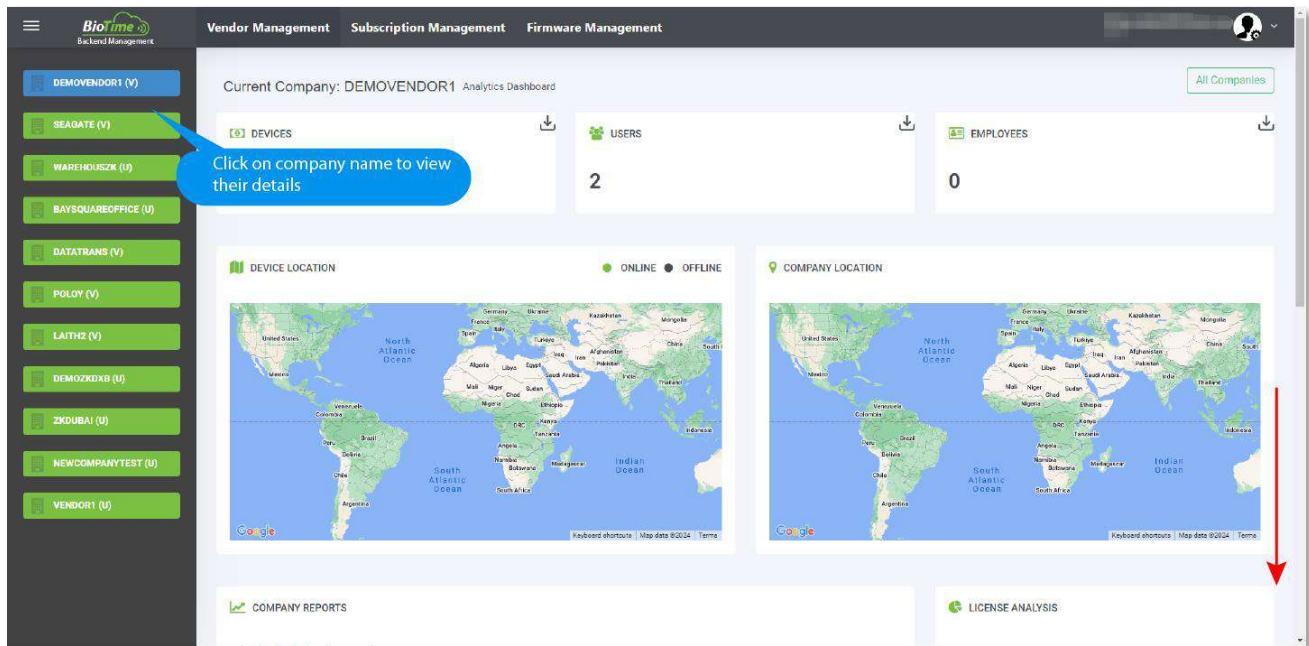


After you click “Current Company”, the selected company data is displayed as shown above.



To switch back to All companies, view, click on All Companies Button.





A

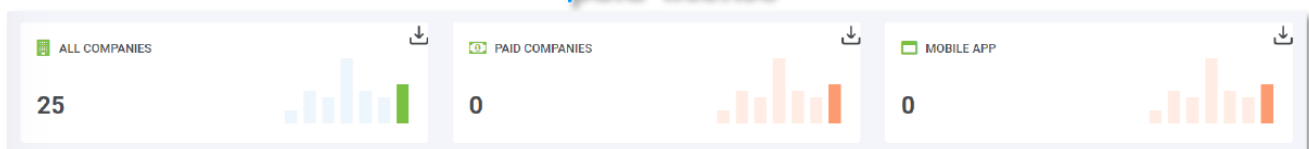
Click to view list of the companies

B

Click to view list of the companies with paid license

C

Click to view the list of mobile app



A

Company List

Company

Country

City

expiration_date

dd/mm/yyyy

Company	Country	Province	City	Company Phone	Company Address	Total User	Total Employee	Total Device	Total App	Vend
Aaa	UAE	Not set	Not set	Not set	Default	2	3	1	0	No
Baysquareoffice	UAE	Not set	Not set	Not set	Default	2	1	0	0	No
Bettycompany	UAE	Not set	Not set	Not set	Default	2	0	0	0	No
Cef	UAE	Not set	Not set	Not set	Default	2	0	0	0	No
Datatrans	UAE	Not set	Not set	Not set	Default	2	0	0	0	No
Demosite	UAE	Not set	Not set	Not set	Default	2	0	0	0	No
Demovendor1	UAE	Not set	Not set	Not set	Default	2	0	0	0	No
Demozkdxb	السعودية	منطقة الرياض	الرياض	Not set	حي الموسى طريق الرياض 14928 ، طريق الرياض 14928 ، السعودية	2	16	2	0	Yes
Egnor	UAE	Not set	Not set	Not set	Default	2	0	1	0	No
Fayed	UAE	Not set	Not set	Not set	Default	2	0	0	0	No

Total 25

Next

B

Paid Company List

Sorry, No Record Found!

Total 0

C

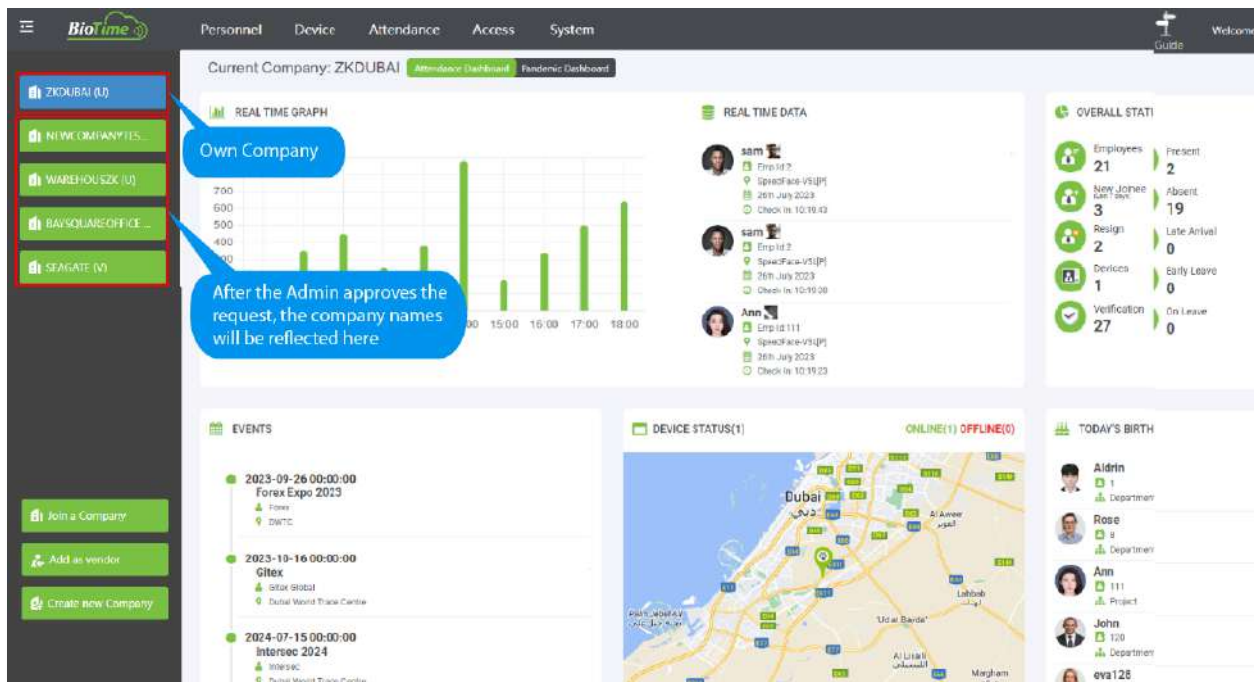
Mobile Application List

Sorry, No Record Found!

Total 0

F. Company view

Once you have created your account in BioTime, you can join any existing company as an Associate, or you can join as a Vendor (Reseller). Below is an example of different companies view.



1. A is a new company created using the Email ID bio****@zkteco.com.
2. The admin has requested to join **Testcompany**, as an Associate through "Join a Company" option.

G. Technical Support

For any queries related to our Cloud System (BioTime) contact us on below details.

The screenshot shows the BioTime Cloud web interface. The top navigation bar includes links for Personnel, Device, Attendance, Access, and System. A 'Subscription' button is visible in the top right. The main content area displays four subscription plans: Basic, Standard, Enterprise, and Professional. Each plan lists included features (employees, mobile applications) and pricing options (Monthly, Quarterly, Annual). A 'CONTACT US' modal is open in the center, providing contact information for Sales and Technical Support, both at +971 43927649. The modal also lists company details for ZKTECO SECURITY LLC, including email, P.O. Box, country, and office address. The background is dimmed to highlight the contact modal.

Plan	Includes	Monthly	Quarterly	Annual
BASIC	Up to 15 Employees 15 Mobile applications	\$9/ Month	\$27/ Quarter	\$104/ Annual 7% Discount for Annual Plan
STANDARD	Up to 25 Employees 25 Mobile applications	\$19/ Month	\$57/ Quarter	\$221/ Annual 7% Discount for Annual Plan
ENTERPRISE	Up to 110 Employees 110 Mobile applications	\$199/ Month	\$597/ Quarter	\$1152/ Annual 15% Discount for Annual Plan
PROFESSIONAL	Up to 210 Employees 210 Mobile applications	\$199/ Month	\$597/ Quarter	\$2316/ Annual 15% Discount for Annual Plan

CONTACT US

Sales +971 43927649

Technical Support +971 43927649

Company name: ZKTECO SECURITY LLC

Email: biotimecloud@zkteco.com

P.O. Box: 4323

Country: UAE

Office Address: Office 502, Bay Square Building 1, Al Asayel St., Business Bay, Dubai

UPGRADE PLAN MORE THAN 210 EMPLOYEES

[Contact Us](#)

1. Visualizing All in One Place

Our Bio Time 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.

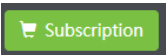
It even aids in broadcasting to employees about any important Organizational notifications and even eases the employees to contact the Organization during an emergency situation. This benefits in taking preventative measures and rescues employees from troublesome issues. And also, by handling this kind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

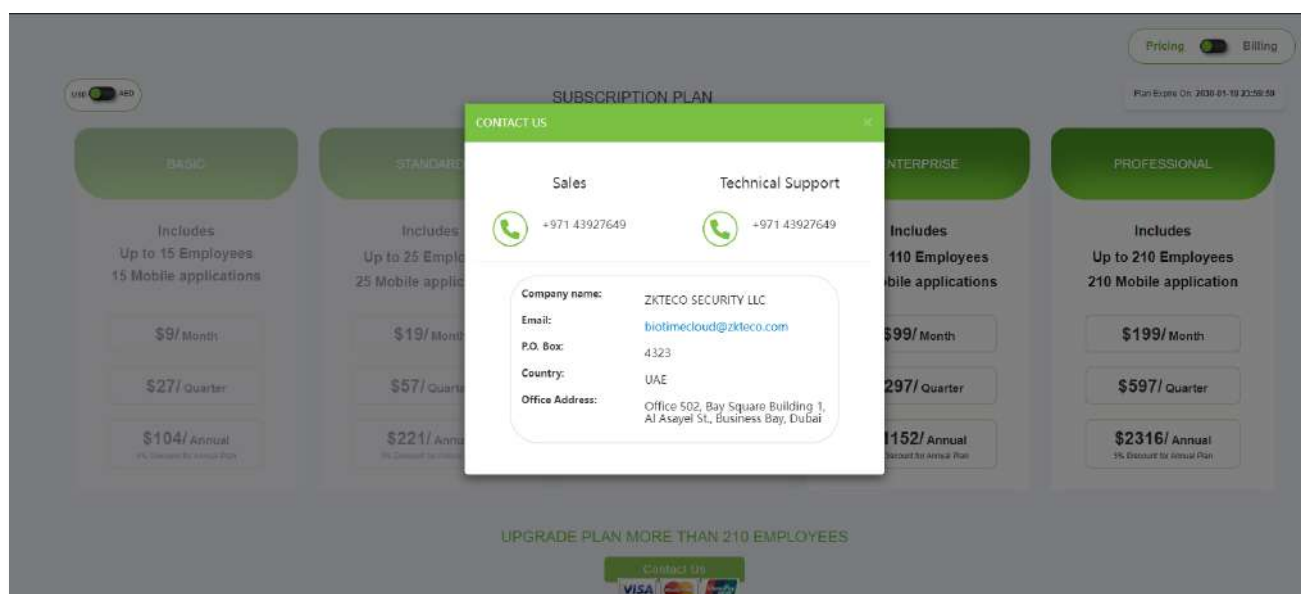
Overall, this improves your Organization standard and facilitates in performance and growth of your Management.

Key Features of BioTime Cloud:

- 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
- An automatically generated pay system
- Enhanced Time and Performance

2. Subscription

For getting the price quote, please contact us by clicking the  button.



3. Our Application View via Distinct Positions

Viewing our **BioTime Cloud** 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 **Bio Time**.

3.1 Admin

An Administrator is an individual who plays a vital role in coordinating and controlling the workings 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.

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.

Primary highlights of the Role of an Admin our BioTime:

- Plans and sets up the Organization
- Setting up the Policies and Global Rules
- Maintaining Employee Records
- Managing Logs and Reports
- Grouping Employees and Roles
- Adding components in Payslip and more

4. Administrative Management

An **Admin** account is a User ID with excessive privileges which is responsible in managing our Bio Time.

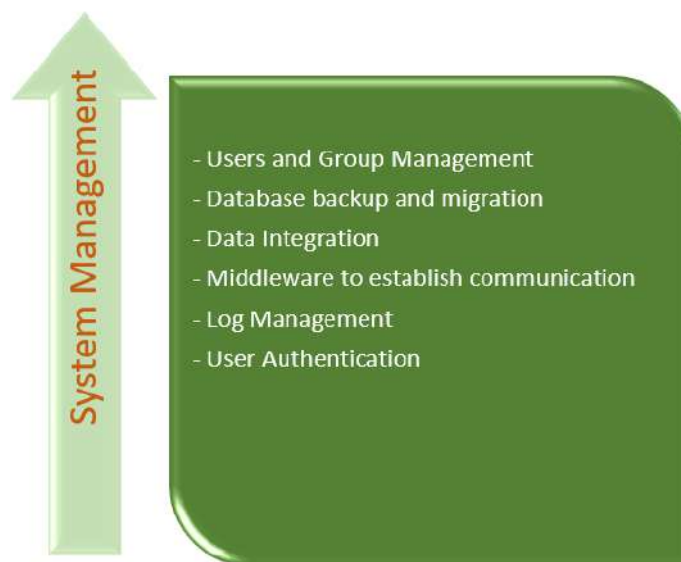
It is a Superuser account which is accountable in all the Organization activities.

Key outlines of an Admin profile in our BioTime:

- Managing your Organizations' User permissions
- Handles in User Access and Information
- Managing the Services, and more

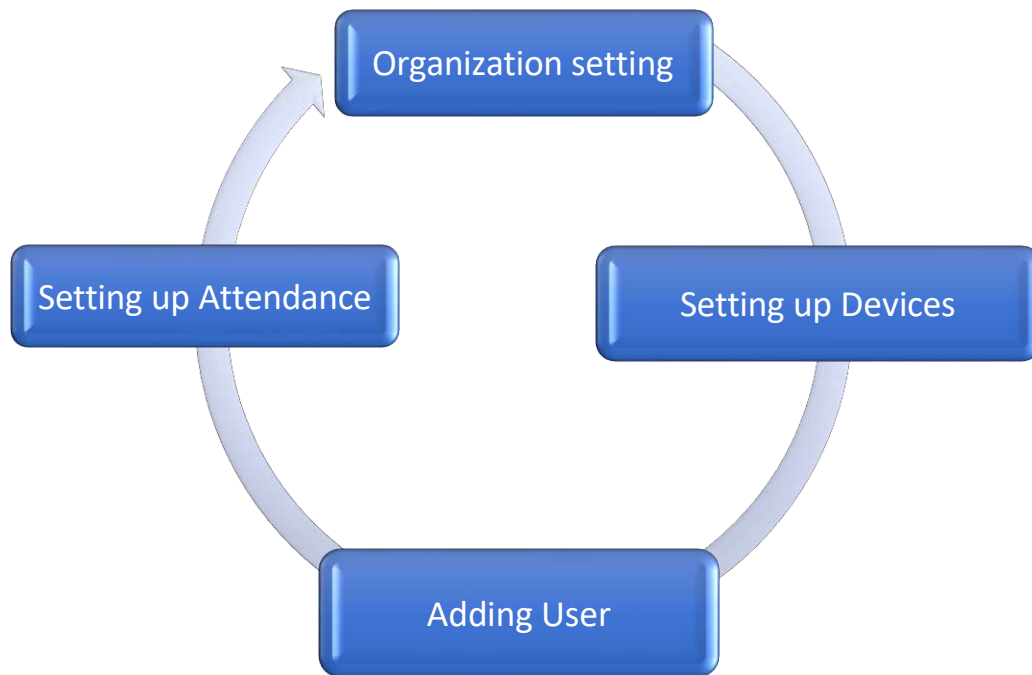
4.1 Getting Started

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.



Advantage 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. For specific operations, please refer [User Management](#).

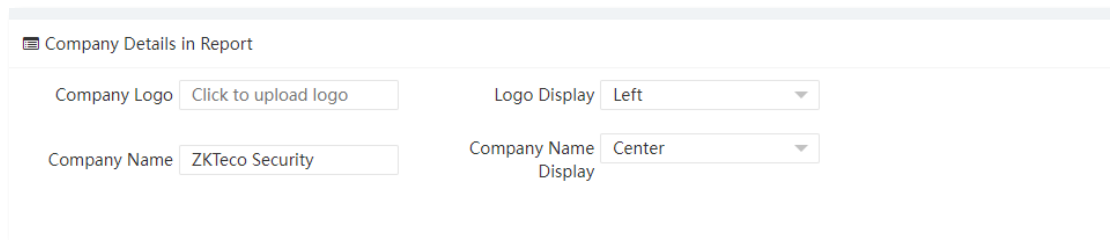
4.1 Setting up the System Parameters

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

Company Settings

The Company Settings allows you to add and configure Company Name and Logo. This logo can be used in exported reports.

Company Logo: Use the below section to upload the company logo.



Company Details in Report

Company Logo Logo Display

Company Name Company Name Display

Make sure the logo is of below mentioned size.



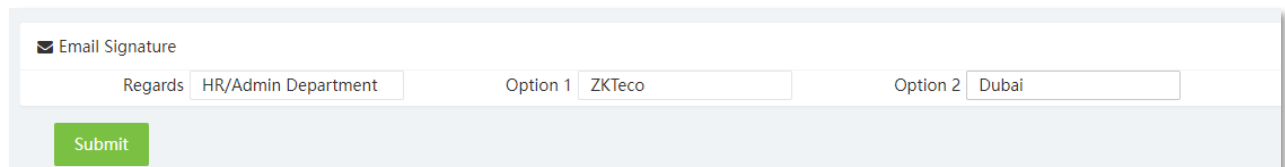
Logo Display: Select the display position of the logo. It can be aligned to Left/Centre/Right.

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

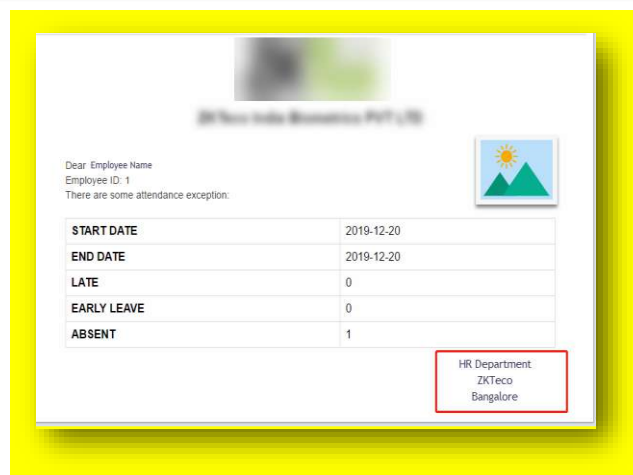
In the company information section, input the details as required.

Email Signature: Here you can set the email signature of the Admin. Any email correspondence from the Admin will contain this email signature.



Email Signature

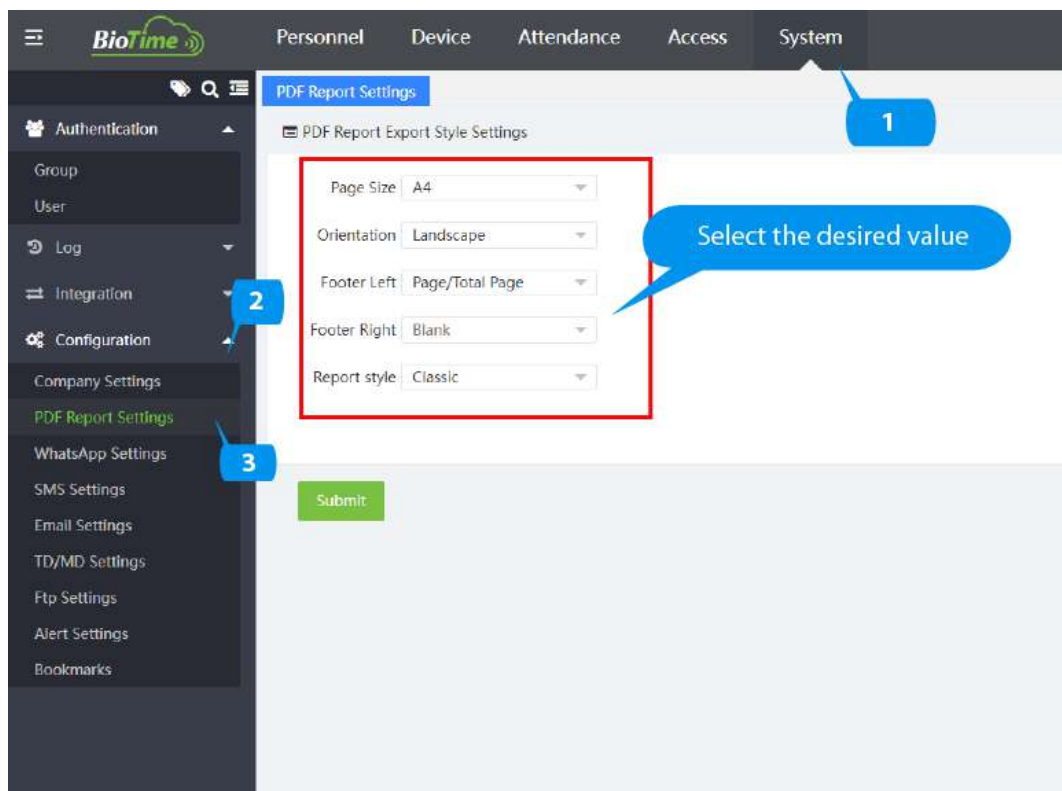
Regards Option 1 Option 2



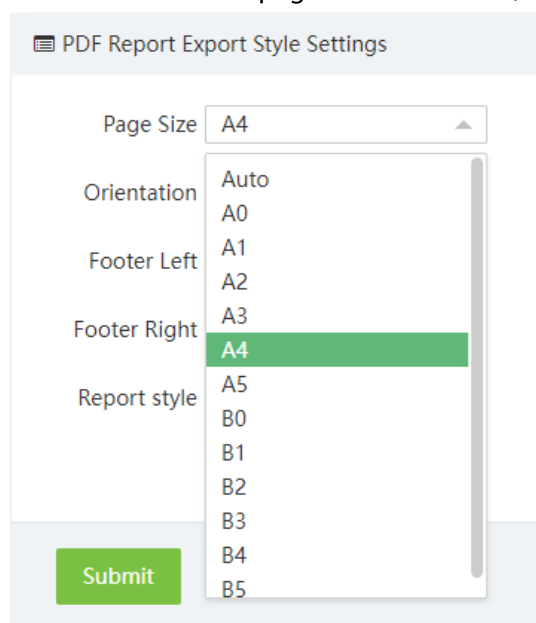
Click **Submit** after entering all the desired details.

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.

The screenshot shows a configuration form with the following fields and options:

- Orientation:** A dropdown menu with "Landscape" selected.
- Footer Left:** A dropdown menu with "Page/Total Page" selected.
- Footer Right:** A dropdown menu with options: "Blank", "Page/Total Page" (highlighted in green), "Username", "Date", and "Username+Date".
- Report style:** A dropdown menu with options: "Blank", "Classic" (highlighted in green), "Date", and "Username+Date".
- Submit:** A green button at the bottom left.

Footer Right: It is the same as Footer Left.

Report style: select the report style.

The screenshot shows a configuration form with the following fields and options:

- Report style:** A dropdown menu with options: "Blank", "Classic" (highlighted in green), "Date", and "Username+Date".
- Submit:** A green button at the bottom left.

Click **Submit** after setting PDF report formats.

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.

The screenshot shows the BioTime Cloud interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The 'System' tab is selected. The left sidebar contains 'Authentication', 'Group', 'User', 'Log', 'Integration', 'Configuration', 'Company Settings', 'PDF Report Settings', 'WhatsApp Settings' (highlighted), 'SMS Settings', 'Email Settings', 'TD/MD Settings', 'Ftp Settings', 'Alert Settings', and 'Bookmarks'. The main content area is titled 'WhatsApp Settings' and contains an 'API Key' input field and a 'Submit' button. Callout boxes indicate: 1. The 'System' tab in the top navigation bar. 2. The 'WhatsApp Settings' option in the sidebar. 3. The 'API Key' input field with the instruction 'Enter API key'.

SMS Settings

SMS Settings allows you to configure the SMS services.

The screenshot shows the BioTime Cloud interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The 'System' tab is selected. The left sidebar contains 'Authentication', 'Group', 'User', 'Log', 'Integration', 'Configuration', 'Company Settings', 'PDF Report Settings', 'WhatsApp Settings', 'SMS Settings' (highlighted), 'Email Settings', 'TD/MD Settings', 'Ftp Settings', 'Alert Settings', and 'Bookmarks'. The main content area is titled 'SMS Settings' and contains input fields for 'API Key', 'Sender', and 'Provider' (set to 'Text Local'), and a 'Submit' button. Callout boxes indicate: 1. The 'System' tab in the top navigation bar. 2. The 'SMS Settings' option in the sidebar. 3. The input fields with the instruction 'Enter the details'.

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.

Email Settings

Email settings are used to trigger an email alert if there is an exception.

The screenshot displays the BioTime Cloud Admin interface. The top navigation bar includes tabs for Personnel, Device, Attendance, Access, and System. The left sidebar contains a menu with options like Authentication, Group, User, Log, Integration, Configuration, Company Settings, PDF Report Settings, WhatsApp Settings, SMS Settings, Email Settings (highlighted), TD/MD Settings, Ftp Settings, Alert Settings, and Bookmarks. The main content area is titled 'Email Settings' and contains a form with fields for SMTP Server, Port, Email Account, Password, and Email Address. A red box highlights the form fields, and a blue callout bubble with the number '1' points to the 'Email Settings' tab. Another blue callout bubble with the number '2' points to the 'Email Settings' option in the sidebar. A third blue callout bubble with the number '3' points to the 'Email Settings' option in the sidebar. A green 'Submit' button is at the bottom of the form. A blue callout bubble with the text 'Enter the details' points to the form fields.

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.



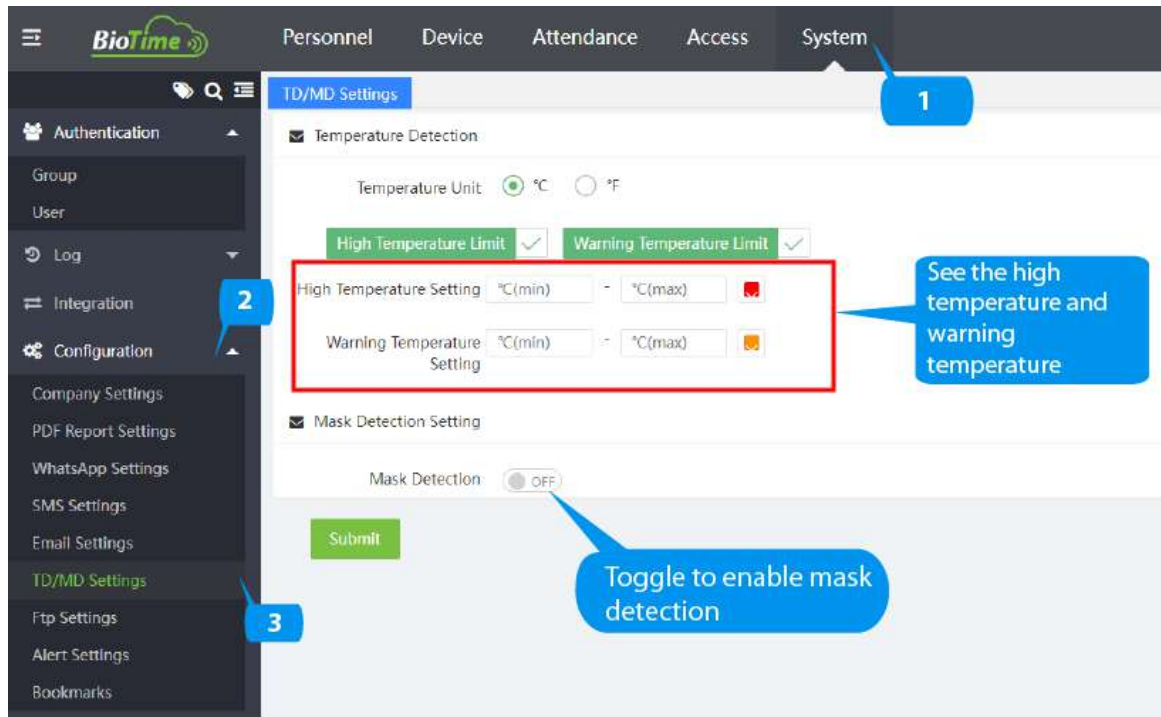
Notes: The domain name of the E-mail address and E-mail sending server (outgoing server) must be the same.

For example, the Email address is **test@yahoo.com**, and the E-mail sending server must be

smtp.mail.yahoo.com.

Temperature Detection and Mask Detection Settings

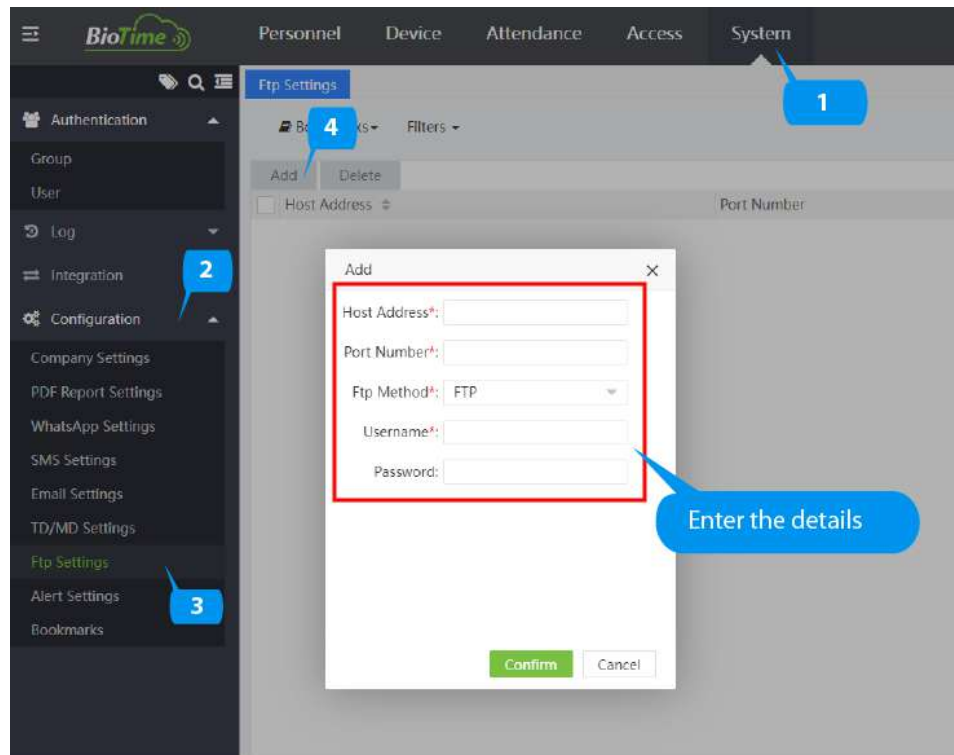
The Temperature and Mask Detection Settings are used to configure the temperature and mask detection parameters which will be used to measure the body temperature when an employee is making the attendance punch and it is also helpful to detect whether the employee is wearing the mask or not.



- 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.

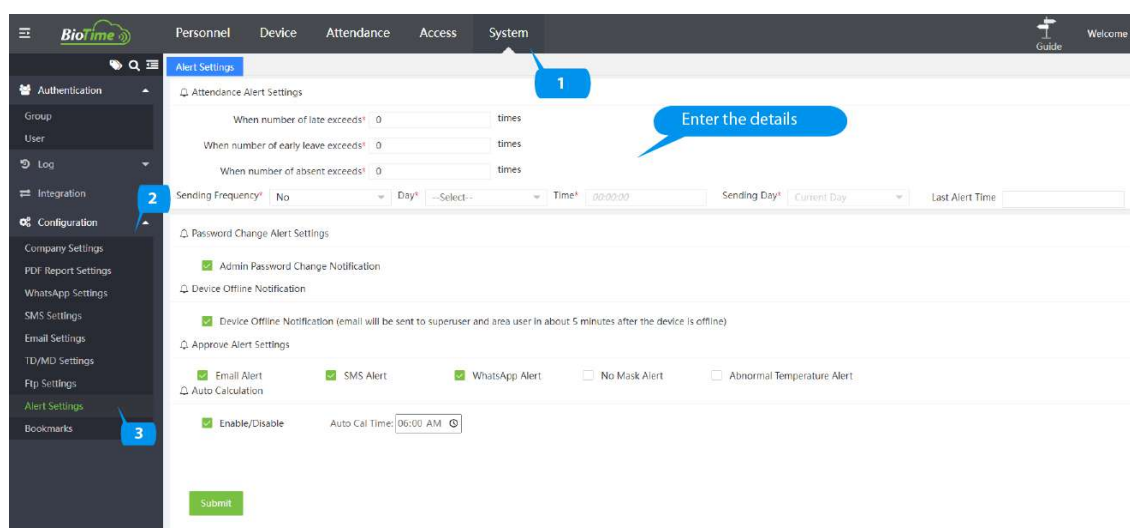
FTP Settings

FTP/SFTP is used to transferring your files to a server and enhanced security features and is generally preferred over FTP, especially for sensitive data transfers.



Alert Settings

Alert Settings is used to configure the alerts for any exceptions regarding employee's attendance. The corresponding personnel will be notified if any of the configured exceptions occur.



Attendance Alert Settings

Here, the alert can be set for 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.

Approve Alert Settings

- Set the mode of alerts. The mode can be SMS/Email/WhatsApp.
- Click **Submit** after entering the details.



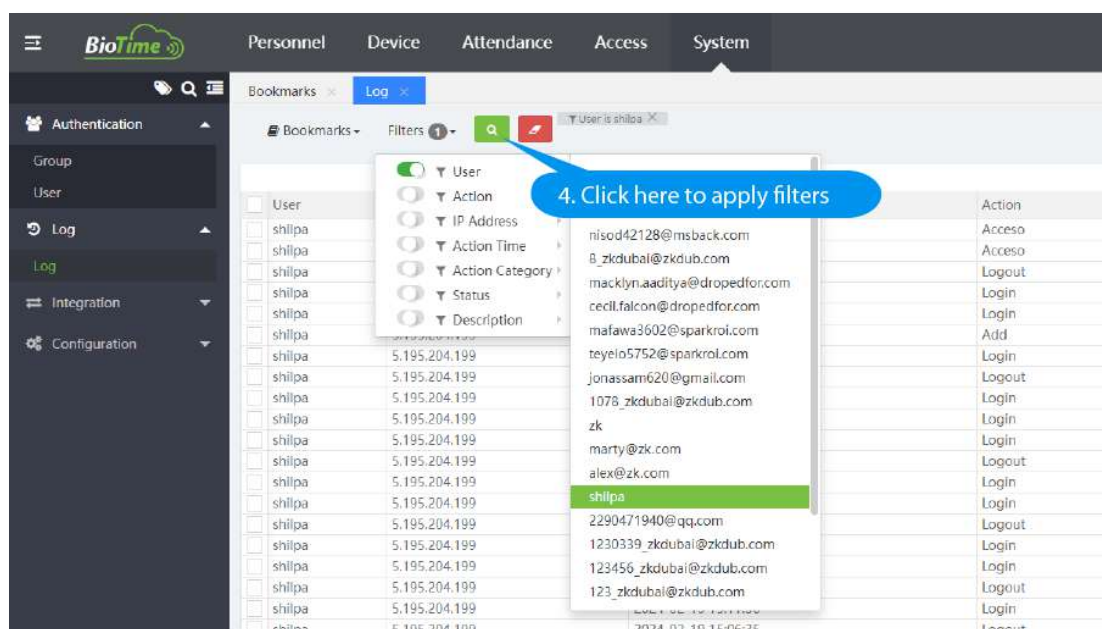
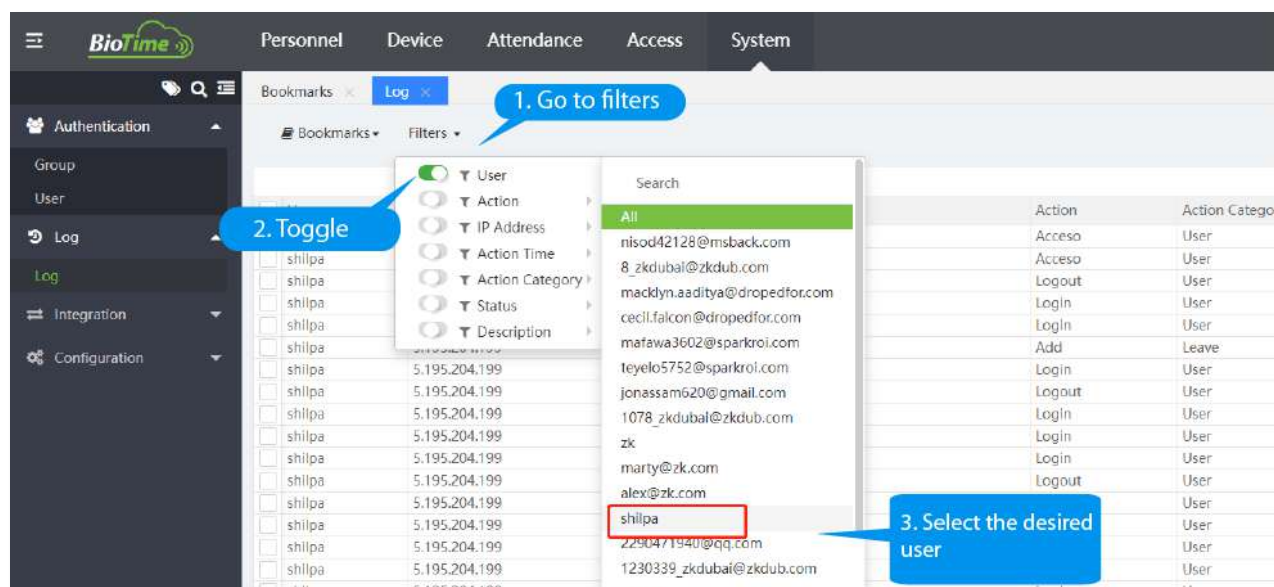
Notes: You can also send an alert if the device is offline or the Admin's password is changed.

Bookmarks

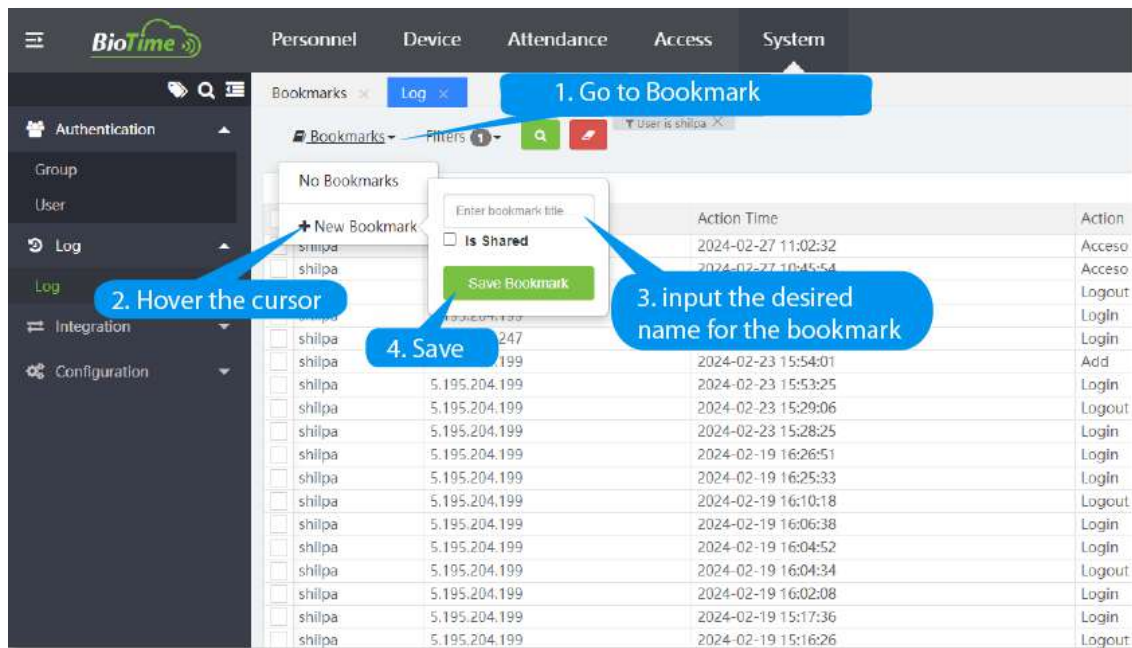
Bookmarks are filtered results to simplify the search operation and they can be used for future references. All the module interface has bookmark options as shown below, once you save, it is reflected here.

Below is an example of adding a bookmark by filtering User in Log page in System Module.

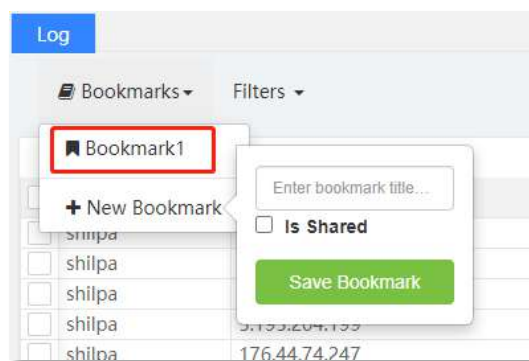
- Open the Log page and then go to filter, enable the toggle button, and then click on the desired User(s). Apply the condition for the filter as shown in the image below:



- Then click **Bookmarks** and select New Bookmark as shown below:



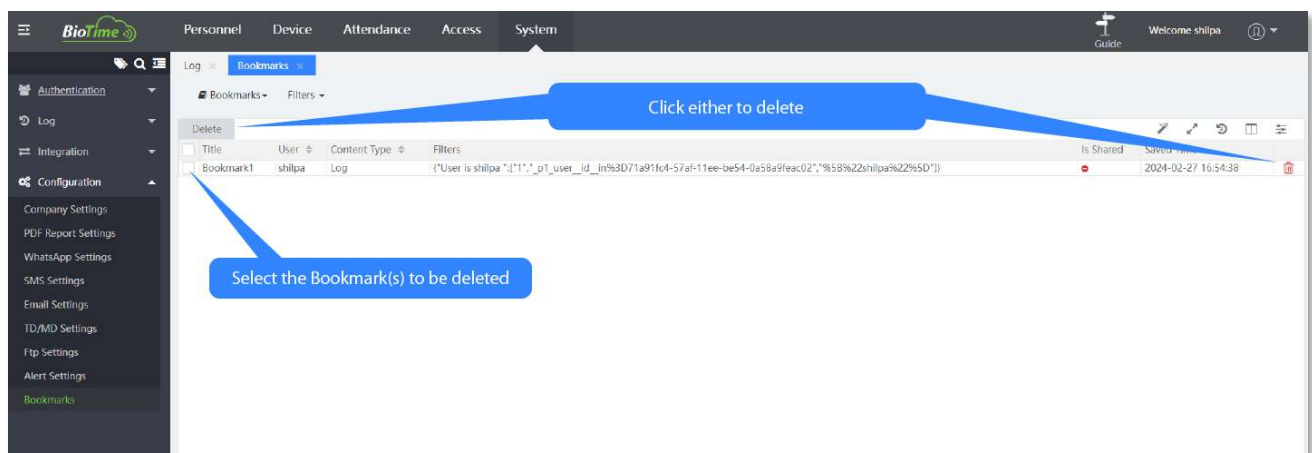
- Enter the Bookmark name and click **Save Bookmark**.
- Saved Bookmarks appears as shown below.



Delete a Bookmarks

For deleting the Bookmarks, you need to navigate to **System** → **Configuration** → **Bookmarks**.

Perform the following steps to delete a bookmark:

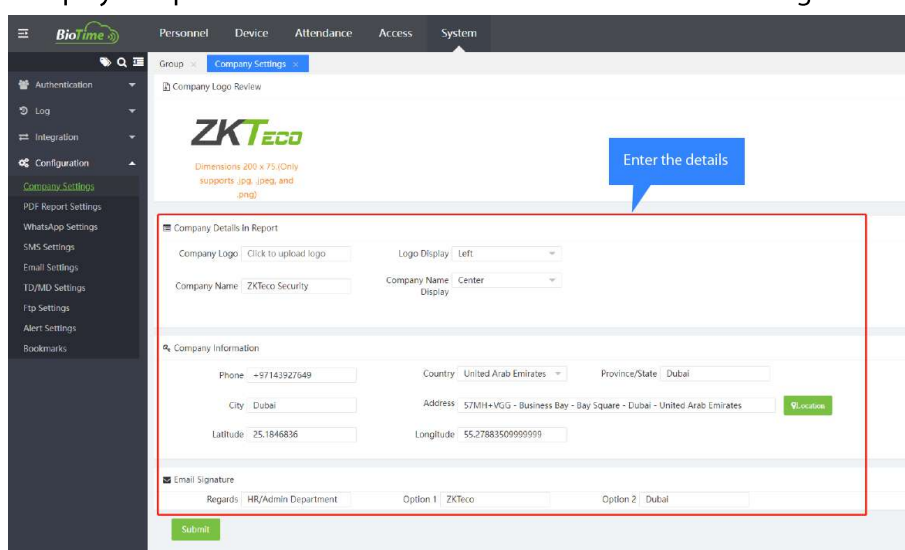


- Select the bookmark to be deleted and click **Delete** or the **delete** icon  of the corresponding bookmark.
- On the appearing pop-up, click **Confirm** to delete the bookmark.

4.2 System Configurations

Company Settings

- Under **Company** settings, we are configuring all root details about the **Organization**.
- Fill in your basic organization details to get started. Go to **System** → **Configuration** → **Company Settings**.
- You can enter your **Company's Name** and upload your **Company Logo**. Logo and Company name display in reports can also be set. Click **Submit** to save the settings.



Company Settings

Company Logo Review

ZKTECO

Dimensions: 200 x 75 (Only supports .jpg, .png, and .svg)

Enter the details

Company Details in Report

Company Logo: Click to upload logo

Logo Display: Left

Company Name: ZKTECO Security

Company Name Display: Center

Company Information

Phone: +97143927649

Country: United Arab Emirates

Province/State: Dubai

City: Dubai

Address: 57M1H-VGG - Business Bay - Bay Square - Dubai - United Arab Emirates

Latitude: 25.1846836

Longitude: 55.27883509999999

Email Signature

Regards: HR/Admin Department

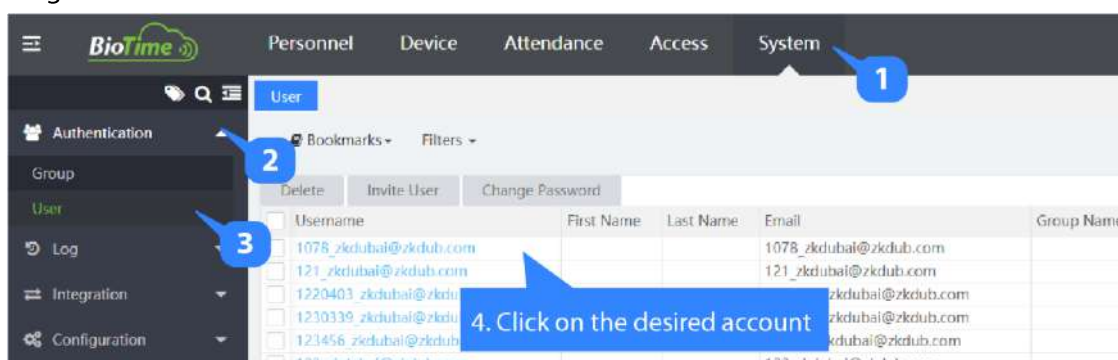
Option 1: ZKTECO

Option 2: Dubai

Submit

4.2 How to set up an Account

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



User Management

User

Bookmarks Filters

Delete Invite User Change Password

Username	First Name	Last Name	Email	Group Name
1078_zkdubai@zkdub.com			1078_zkdubai@zkdub.com	
121_zkdubai@zkdub.com			121_zkdubai@zkdub.com	
1220403_zkdubai@zkdub.com			1220403_zkdubai@zkdub.com	
1230339_zkdubai@zkdub.com			1230339_zkdubai@zkdub.com	
123456_zkdubai@zkdub.com			123456_zkdubai@zkdub.com	
123_zkdubai@zkdub.com			123_zkdubai@zkdub.com	

4. Click on the desired account

The columns are explained as follows:

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

Username	First Name	Last Name	Email	Group Name	Enable	Is superuser	Is vendor	Last Login	Login Times	Date of Joining
1078_zkdubai@zkdub.com			1078_zkdubai@zkdub.com		☒	False	False	2023-07-26 10:01:04	0	2023-07-26 10:01:04
121_zkdubai@zkdub.com			121_zkdubai@zkdub.com		☒	False	False	2023-10-13 15:09:45	0	2023-10-13 15:09:45
1209403_zkdubai@zkdub.com			1209403_zkdubai@zkdub.com		☒	False	False	2023-10-10 10:30:16	0	2023-10-10 10:30:16
1230339_zkdubai@zkdub.com			1230339_zkdubai@zkdub.com		☒	False	False	2023-09-22 10:47:44	0	2023-09-22 10:47:44
123456_zkdubai@zkdub.com			123456_zkdubai@zkdub.com		☒	False	False	2023-09-22 13:18:10	0	2023-09-22 13:18:10

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

Superuser: Whether the user is Superuser or not.

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

Vendor: Whether the user is Vendor or not.

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).

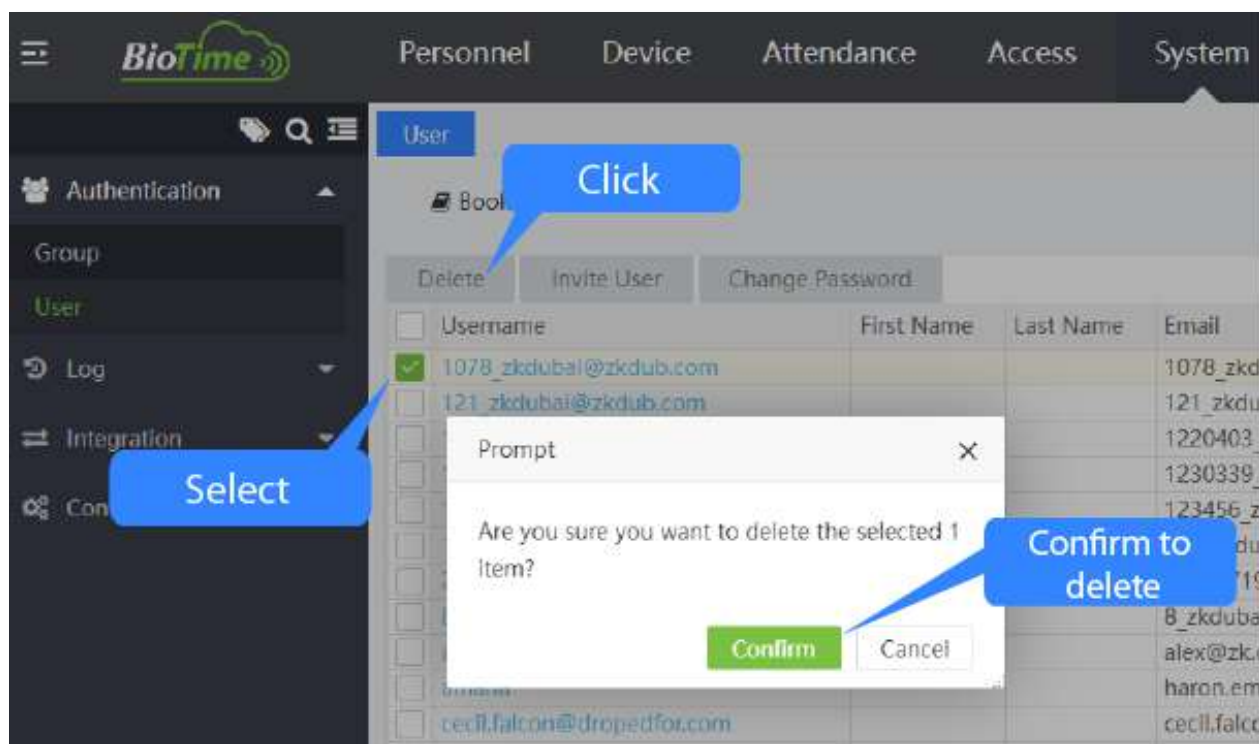
Date of Joining: The Date on which the user account is created.

Last Login: It displays the latest login of this user. Click **Confirm** after entering the required details.

Delete a user

Perform the following steps to delete a user:

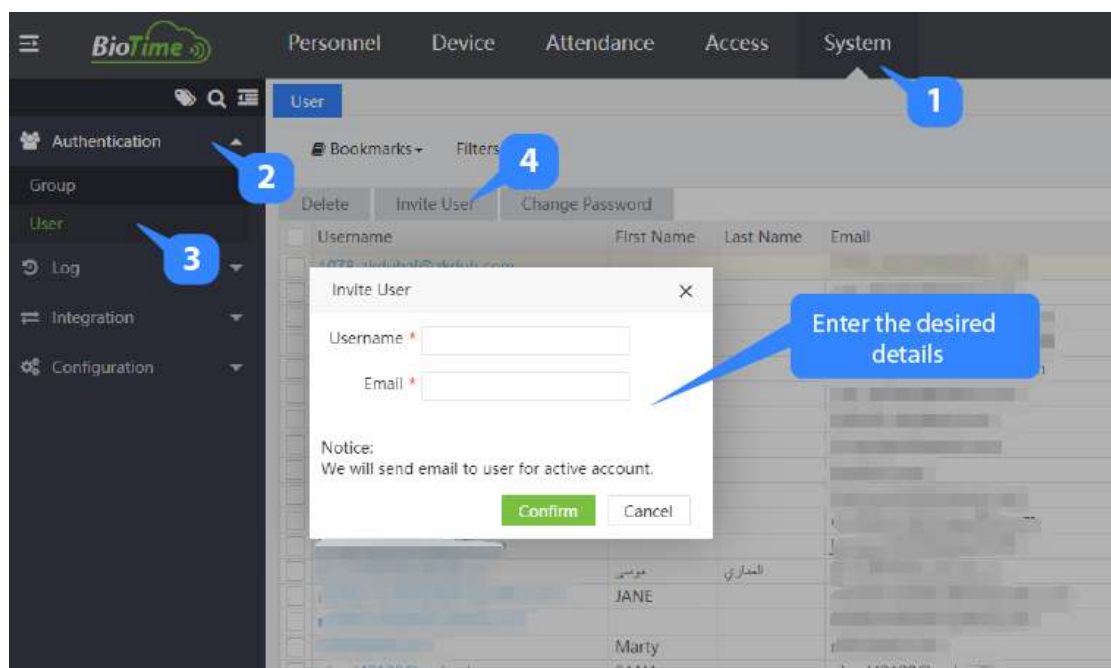
- In the user's list, select the user to be deleted and click **Delete**.
- On the appearing pop-up, click **Confirm** to delete the user.



Invite a user

Perform the following steps to delete a user:

- In the user's list, select the user to be invite and click **invite user**.
- On the appearing pop-up, enter the username and password and click **Confirm** to invite the user.



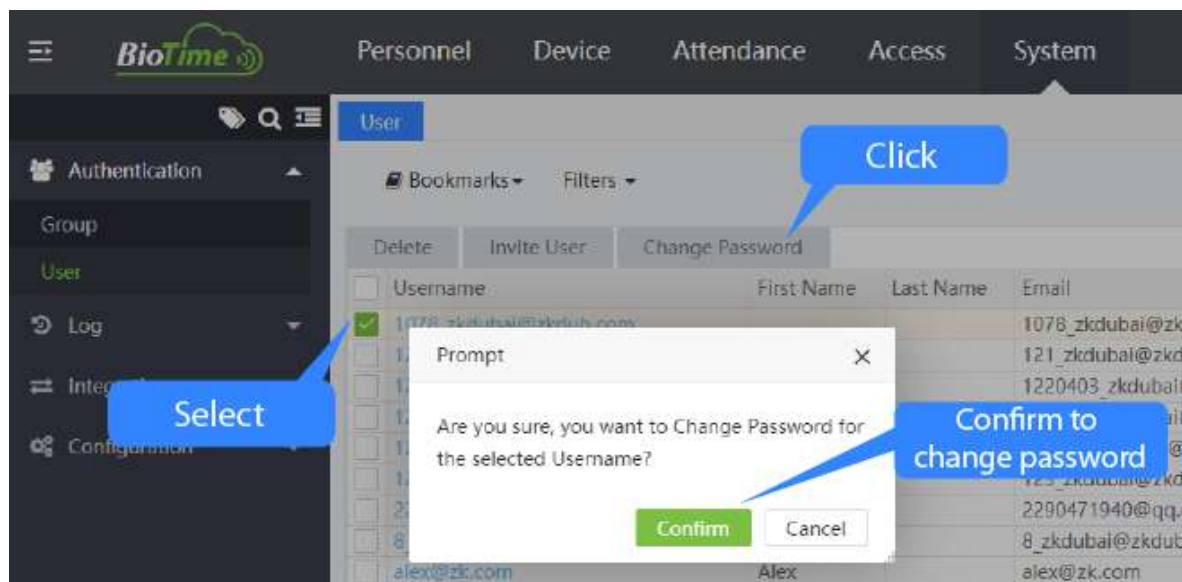
4.3 Login to BioTime Cloud

Refer to [Login](#) section to know how to login.

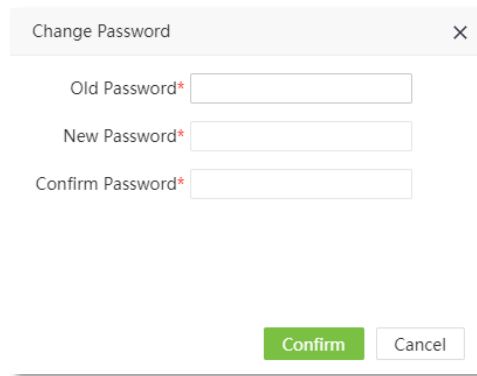
4.4 How to Reset your Password

You can change the password by performing the following steps:

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

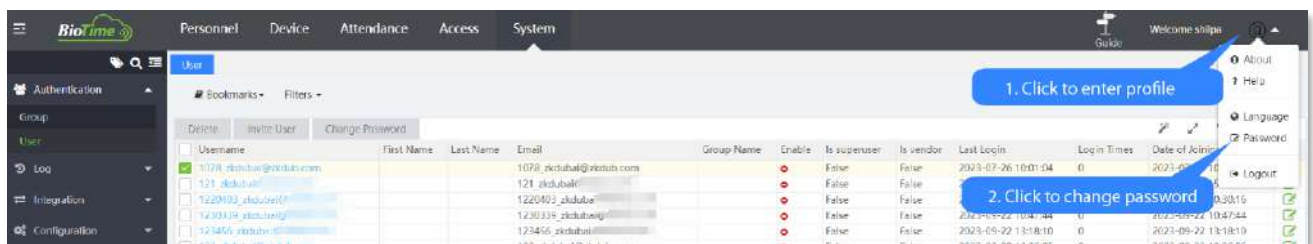


- Click **Confirm** to change the password.
- In the appearing window, enter the old password, new password and confirm it.



A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains three input fields: "Old Password*", "New Password*", and "Confirm Password*", each followed by a red asterisk. At the bottom, there are two buttons: "Confirm" (green) and "Cancel" (white).

- Click **Confirm** after entering the password details. Alternatively, you can also follow below steps to change password.



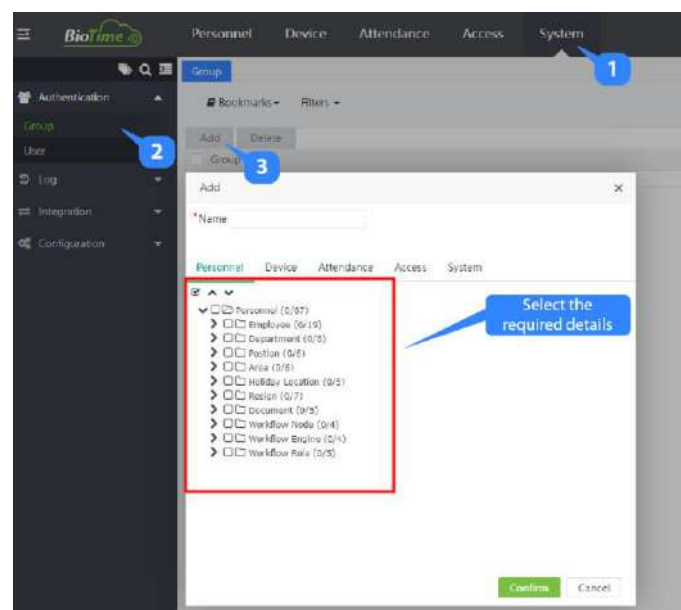
4.5 Creating User Groups

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 User Group

Perform the following steps to edit a user group:

- 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 User Group

Perform the following steps to 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.

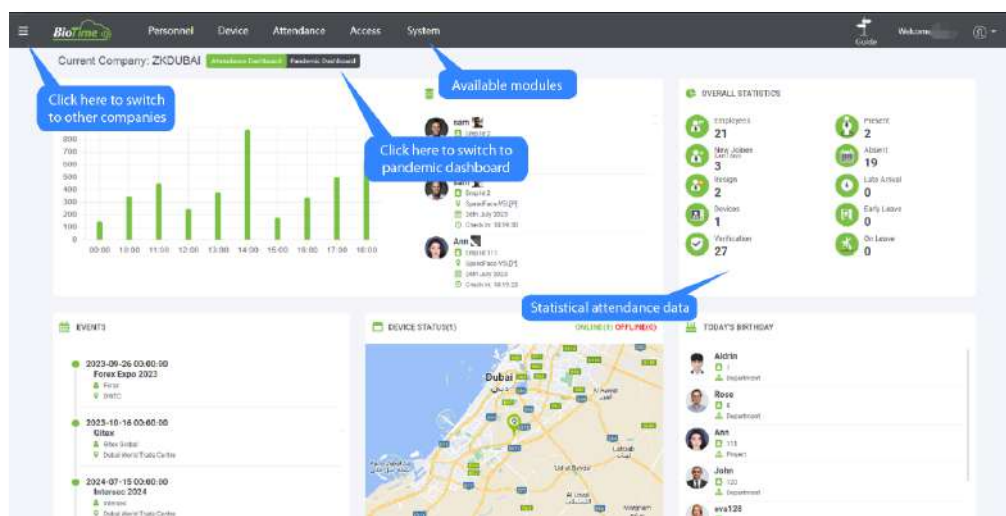
4.6 Our Dashboard

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

We have two types of Dashboards; one is for Company Dashboard and another one is Vendor dashboard. Below we will discuss Company dashboard, to know about Vendor dashboard click [here](#).

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.

Attendance Dashboard



The Dashboard displays the following details:

Over all Statistics

- 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 left early on that particular day



Device Status

The real-time chart depicts the device status for the current day along with location.



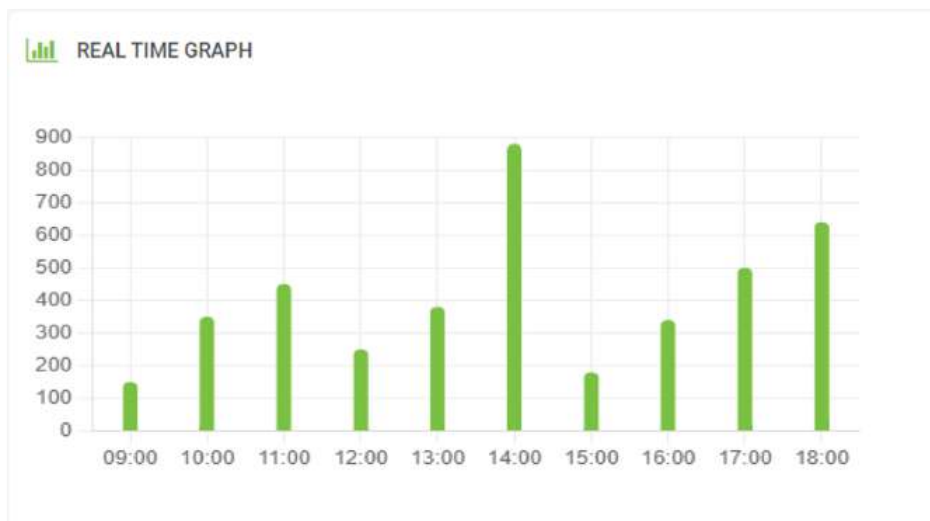
Real-Time Data

This illustrates the real-time attendance data of the employee namely Attendance punch state, Time and Verification photo.

REAL TIME DATA	
	sam Emp Id:2 SpeedFace-V5L[P] 26th July 2023 Check In: 10:19:43
	sam Emp Id:2 SpeedFace-V5L[P] 26th July 2023 Check In: 10:19:30
	Ann Emp Id:111 SpeedFace-V5L[P] 26th July 2023 Check In: 10:19:23

Real-Time Monitor

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



Birthdays

This column displays the list of employees who are celebrating their birthdays on that day.

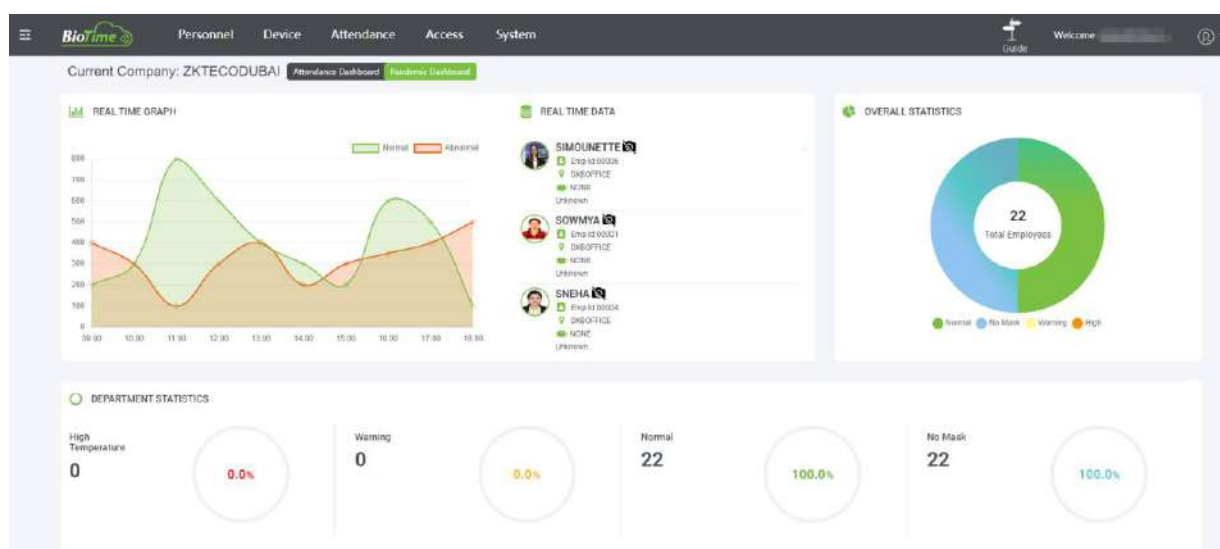
TODAY'S BIRTHDAY	
	Aldrin 1 Department

Events

The Events feature displays the event/program organized in that company.

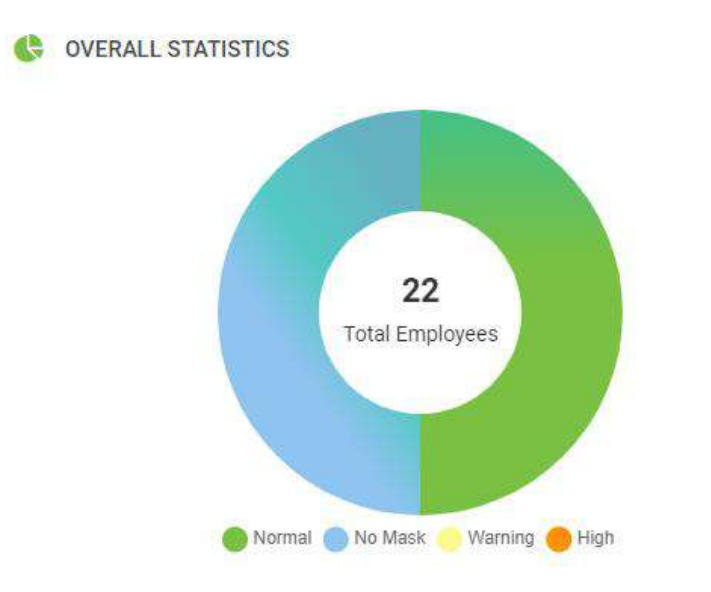


Temperature/Mask Detection Dashboard



Over All Statistics

The Overall Statistics displays the temperature detection data of all the employees in the company. It also displays whether the employee has worn the mask or not.



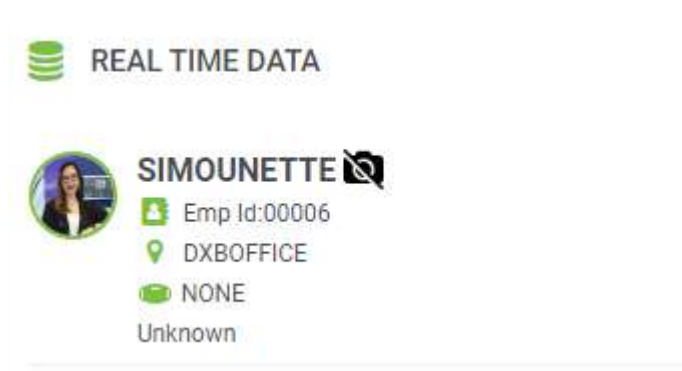
The interface classifies the detected temperature of employees into 3 categories namely,

- Normal Temperature range
- Warning Temperature range
- High Temperature range
- No Mask range

This helps in quick overview of the temperature detection on each day.

Real-Time Data

The real-time data displays the attendance and temperature data of the employees.

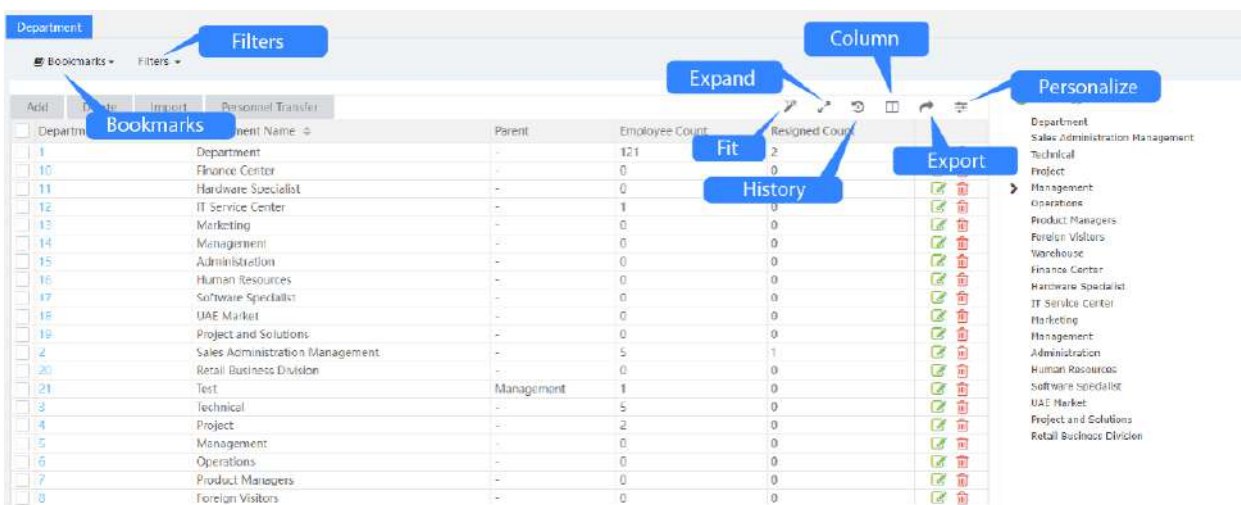


Department Statistics

Department Statistics displays the temperature and mask status of employees in the concerned department.



4.7 Some common functions used in all the modules



Bookmarks

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

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.

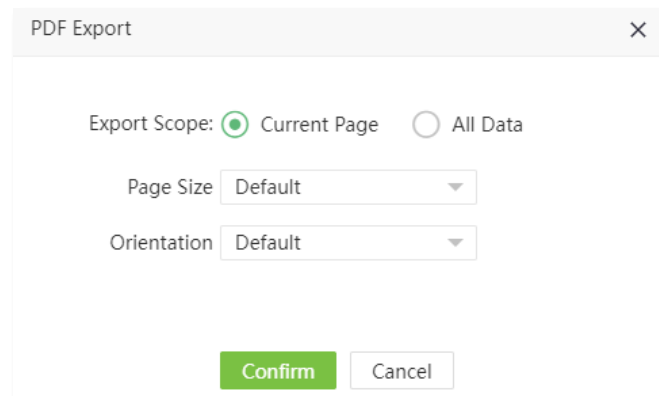
Columns

- 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 (PDF, Excel, CSV and TXT).

PDF: 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 Export

Export Scope: ☒ Current Page ☐ All Data

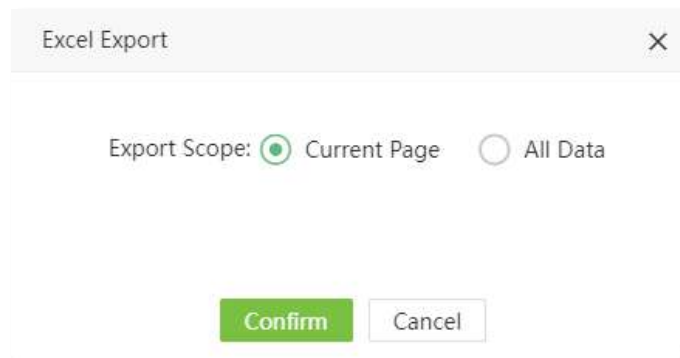
Page Size: Default

Orientation: Default

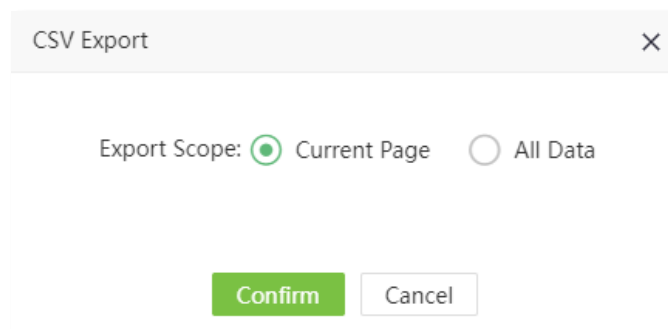
Confirm Cancel

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. Click here for further details.

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.



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



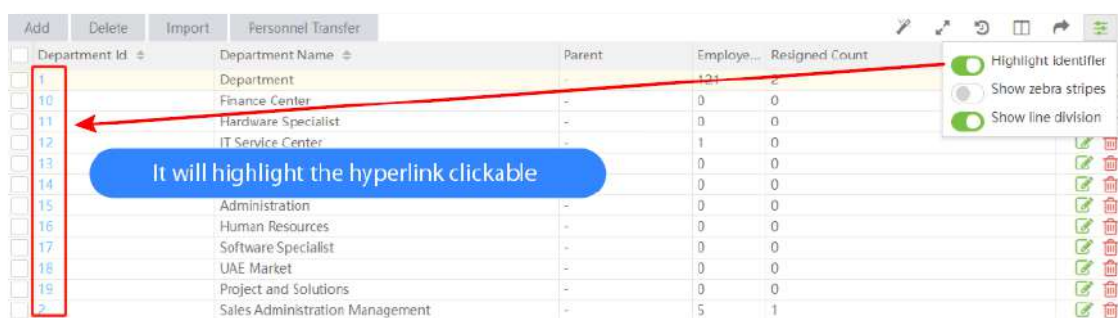
This setup greatly helps when you need to change the layout only at that instant.

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.



Add Delete Import Personnel Transfer					
Department Id	Department Name	Parent			
1	Department	-			
10	Finance Center	-			
11	Hardware Specialist	-			
12	IT Service Center	-	1	0	
13	Marketing	-	0	0	
14	Management	-	0	0	
15	Administration	-	0	0	

Display the row in alternative gray shades

Add Delete Import Personnel Transfer					
Department Id	Department Name	Parent			
1	Department	-			
10	Finance Center	-			
11	Hardware Specialist	-			
12	IT Service Center	-	1	0	
13	Marketing	-	0	0	
14	Management	-	0	0	
15	Administration	-	0	0	
16	Human Resources	-	0	0	
17	Software Specialist	-	0	0	

Displays Horizontal & Vertical divider lines



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

Edit

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

Delete

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

Column Arrangement

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

4.8 Integrating our Software and the 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

The screenshot shows the BioTime Cloud interface with the 'Device' module selected. The left sidebar contains 'Device Management', 'Device Command', 'Firmware Management', 'Message', and 'Data'. The main area displays a table of device information with columns for Serial Number, Device Name, Area, Area Code, Device IP, Status, and Last Activity. A blue callout box points to the 'Device' tab with the text 'Click Here'.

Add	Delete	Add New Area	Clear Commands	Clear Data	Data Transfer	Device Menu		
☐	☐	Serial Number	Device Name	Area	Area Code	Device IP	Status	Last Activity
☐	☐		Auto add	Intersec 2024	9		2024-01-26 11:34:30	
☐	☐		Auto add	Not Authorized	1		2024-02-26 18:51:25	
☐	☐		M2	Intersec 2024	9		2024-01-11 09:29:45	
☐	☐		V3L	Intersec 2024	9		2024-01-18 13:53:06	

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.

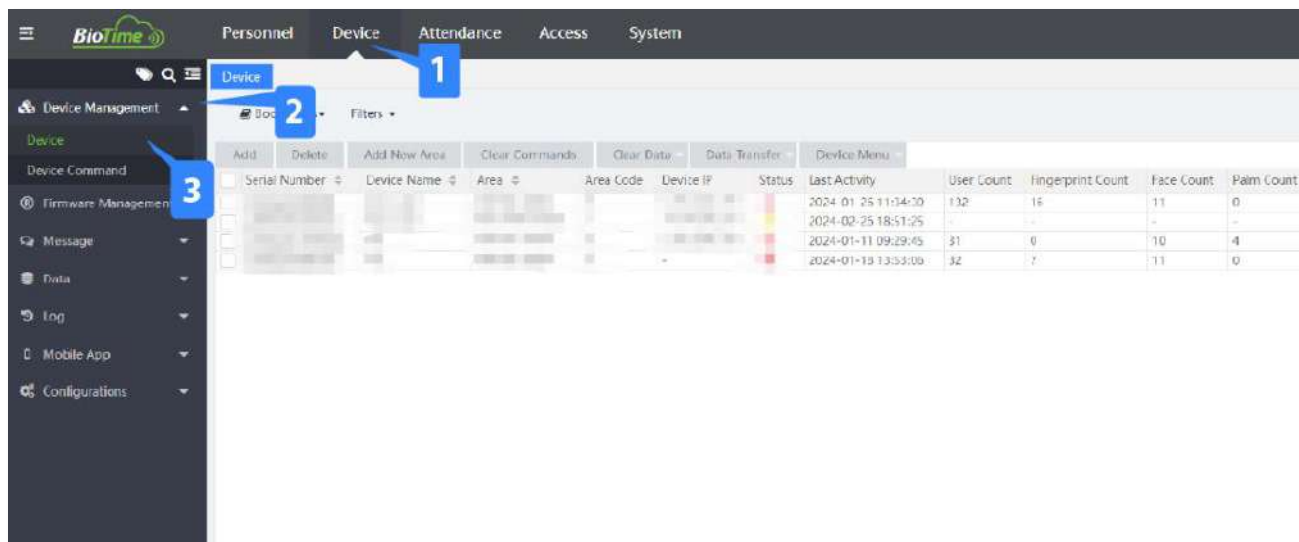
On the **Device Management**, you can set instructions to the Devices, and add, remove, or modify Devices and its locations.

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

Device

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

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



On this Interface, you can add a new Device, Edit, 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

Device Name: Displays the Device Name.

Area: Displays the Device's Area Name.

Area Code: Displays the Device's Area code Name

Device IP: Displays the Device IP Address

Real IP: Displays the actual IP address of the Device.

Device Model: Display the Device model name.

Time zone: Displays the Device Time zone.

Firmware Version: Displays the Firmware version of the Device.

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

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

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

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

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

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

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

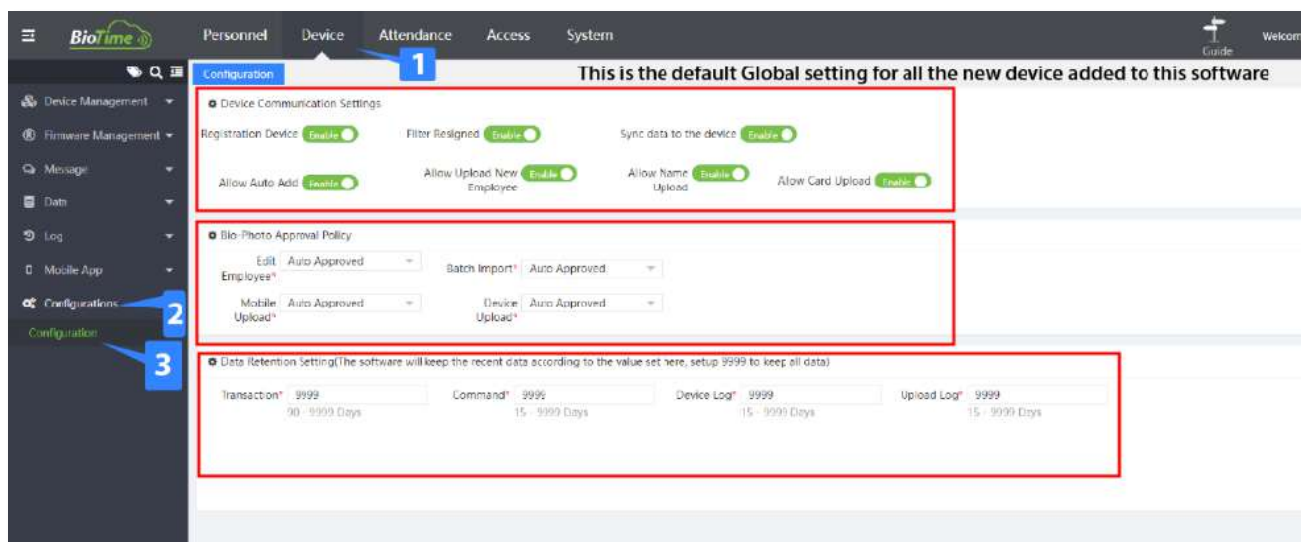
Command: Displays the total Device command count stored in the Device.

4.8.1 Configuring The Device

Configuration

Our **Configurations** module makes it easier for you to manage new or existing Devices, register Bio- Photos, and maintain data, making your job easier and more productive.

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



Functions available on the Configuration Interface Device

Communication Setting

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

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

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

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

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

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

Allow Upload Card: 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.

Employee Edit: 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 Register: 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.

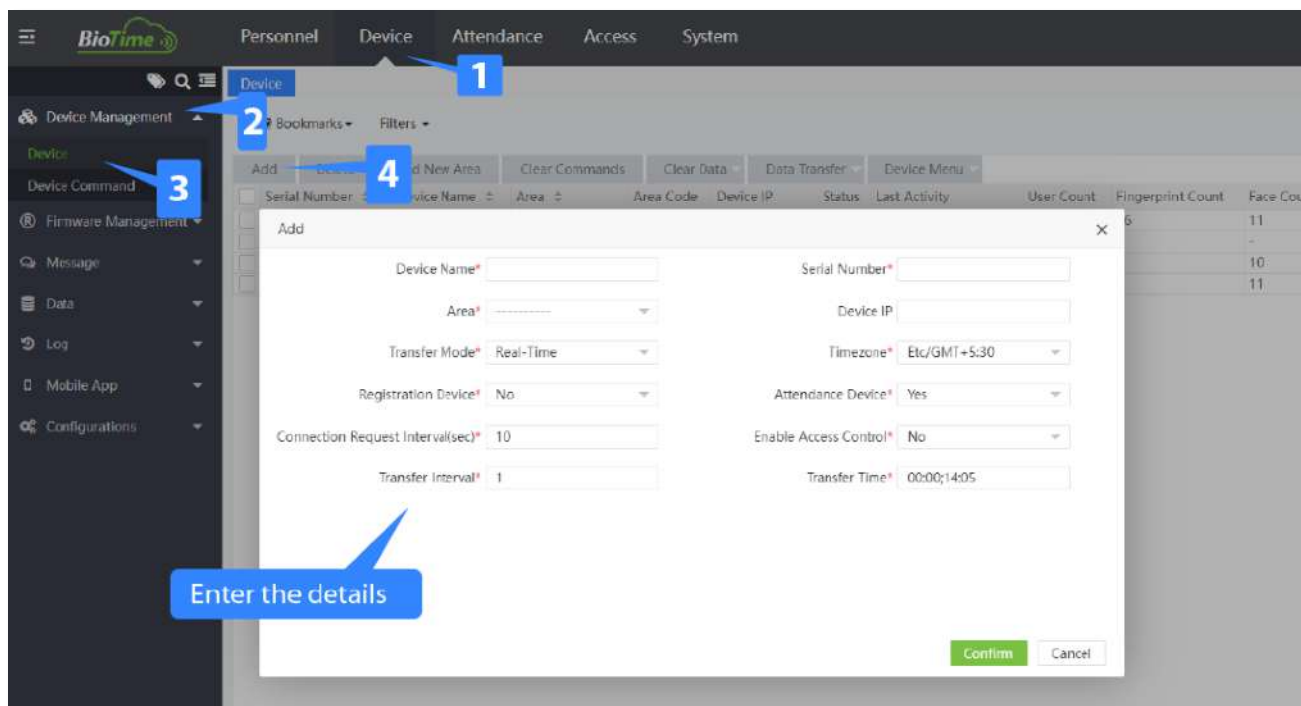
How to Set Up the Device

First, connect the Device to the required network cable and then log in to **BioTime Cloud**. On the **Device** module, click **Device Management**, and then click **Device** interface.

Add

Before adding a device, it is necessary to enable the **Domain name** in **Cloud Server Settings** of the device. Once the domain name is enabled, you need to enter the domain name of your company on the device, e.g.: democompany.itime.minrevaoit.com.

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.

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.

Time Zone: 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.

Enable Access Control: Enable the access control for the Device.

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.

Transfer Interval: Enter the transfer-interval for the Device's.

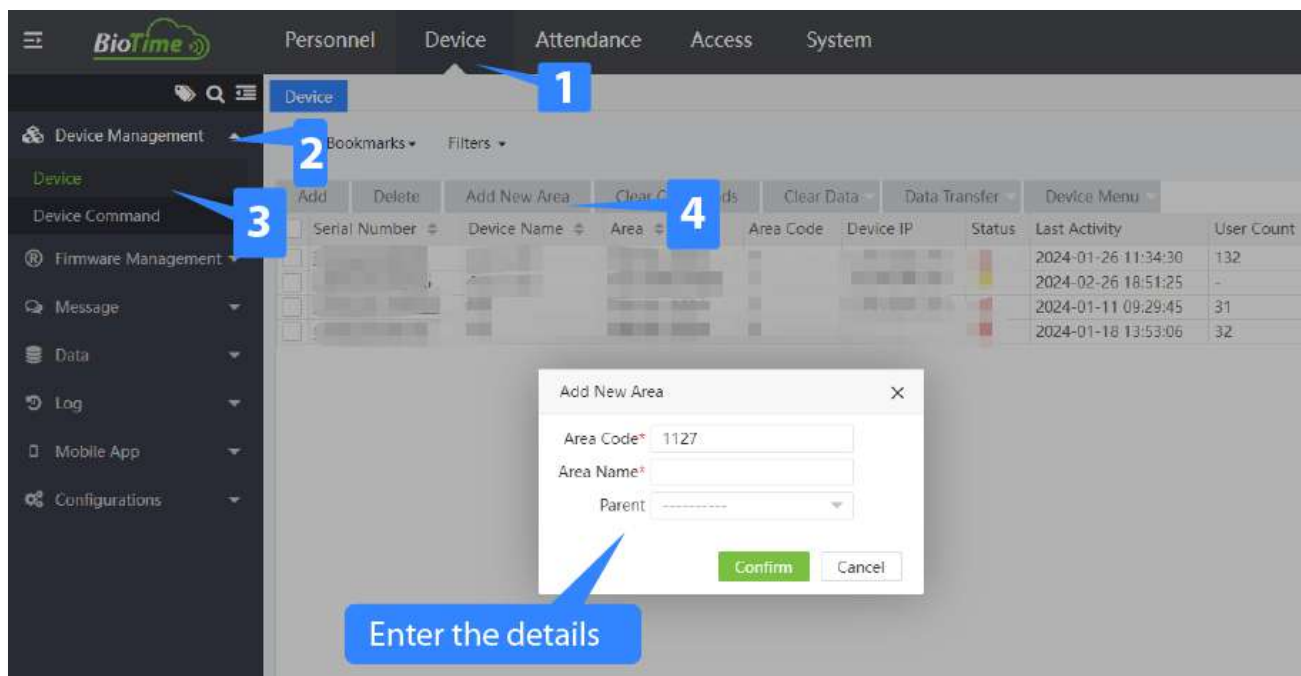
Transfer Time: Enter the transfer time for the Device.

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

Assigning the Device to an Area

New Area

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



Create New Area

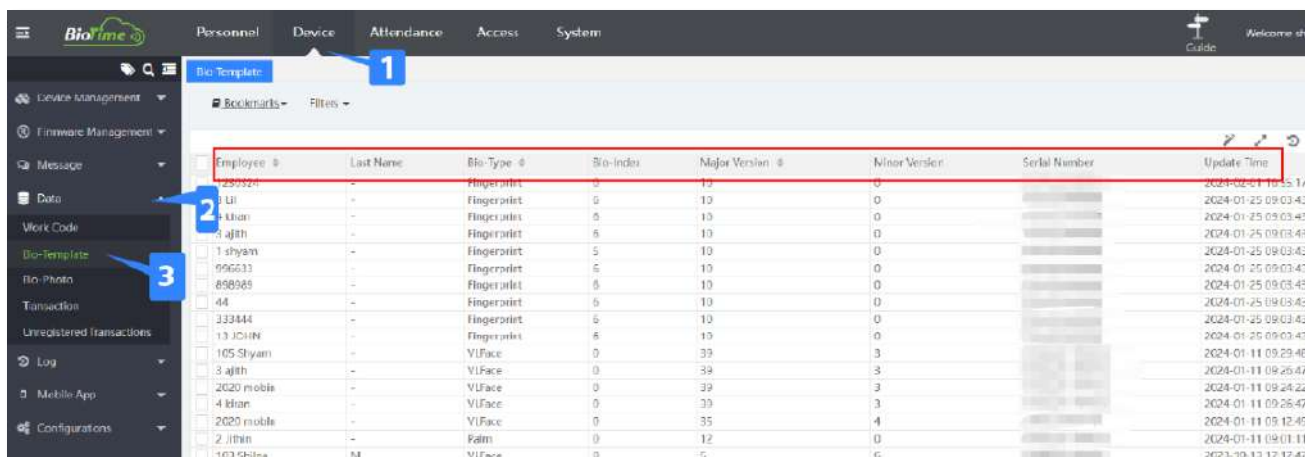
- On the **Device** interface, click **New Area** to create a new Area or a Sub-area name.
- Enter a unique **Area Code** (by default it takes the next Code number from the **Area** interface) and the required **Area Name**.
- On the **Parent** field, select the required Area name from the list to define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

4.8.2 Device Data Management

Bio-Template

Bio-template means the templates (Fingerprint, Face, Palm, Finger Vein) registered for the Employees. Our **Bio-Template** interface aid you to view the 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	Update Time
230324	-	Fingerprint	5	10	0		2024-02-01 10:15:17
1 Li	-	Fingerprint	5	10	0		2024-01-25 09:03:43
4 Khan	-	Fingerprint	5	10	0		2024-01-25 09:03:43
4 ajith	-	Fingerprint	5	10	0		2024-01-25 09:03:43
1 shyam	-	Fingerprint	5	10	0		2024-01-25 09:03:43
990533	-	Fingerprint	5	10	0		2024-01-25 09:03:43
898965	-	Fingerprint	5	10	0		2024-01-25 09:03:43
44	-	Fingerprint	5	10	0		2024-01-25 09:03:43
333444	-	Fingerprint	5	10	0		2024-01-25 09:03:43
13 JCHIN	-	Fingerprint	5	10	0		2024-01-25 09:03:43
105 Shyam	-	ViFace	0	39	3		2024-01-11 09:29:48
3 ajith	-	ViFace	0	39	3		2024-01-11 09:26:47
2020 mobile	-	ViFace	0	39	3		2024-01-11 09:24:22
4 kiran	-	ViFace	0	39	3		2024-01-11 09:26:47
2020 mobile	-	ViFace	0	35	4		2024-01-11 09:12:49
2 jithin	-	Palm	0	12	0		2024-01-11 09:01:11
103 Shiba	M	ViFace	0	5	5		2023-10-13 17:17:42

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

Employee: Displays the unique identity number of the Employee.

Last Name: Displays the last name of the Employee.

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

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

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

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

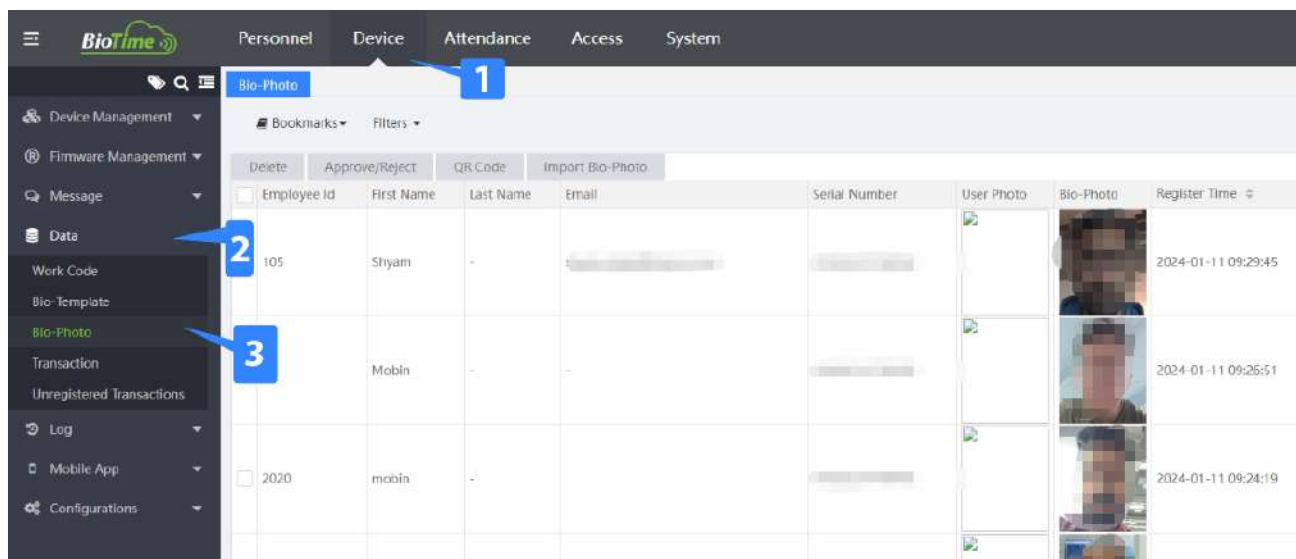
Serial Number: Displays the Device serial number.

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

Bio-Photo

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

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



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

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

First Name: Displays the first name of the Employee.

Last Name: Displays the last name of the Employee.

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

Serial Number: Displays the serial number of the Device.

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

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

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

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

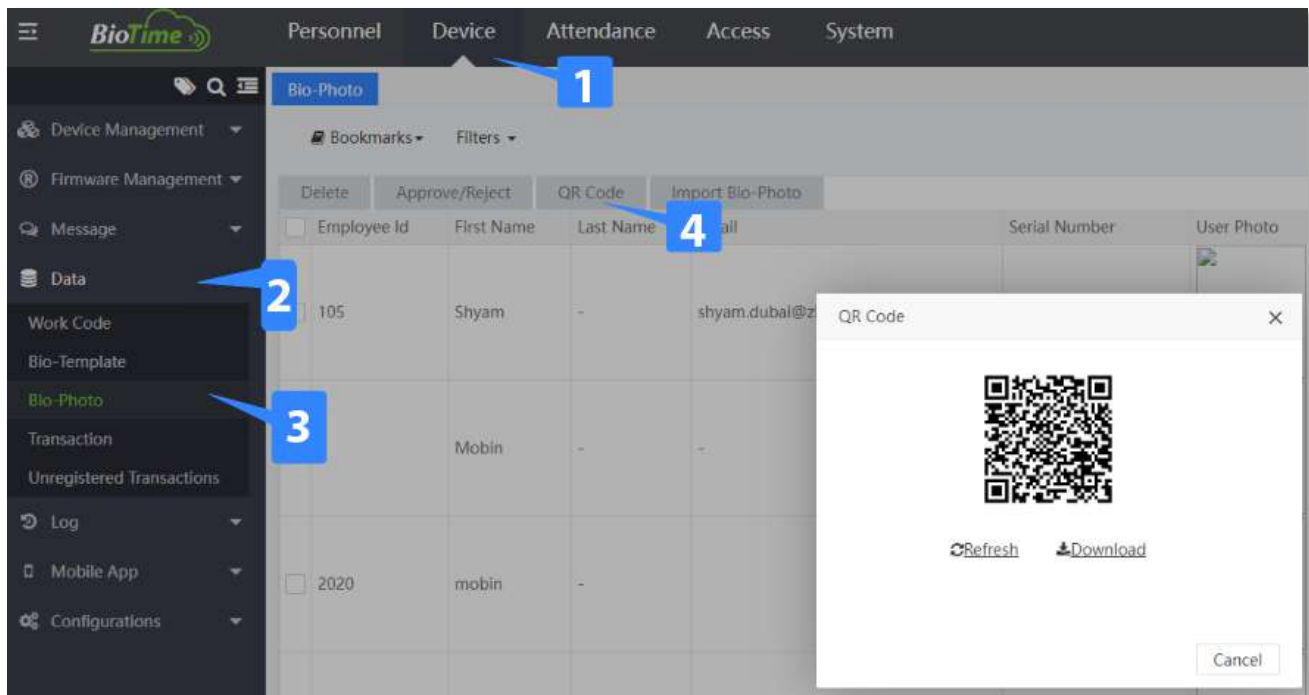
Status: Displays the approval or the disapproval status of the Bio-photo.

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

How to Upload User Photo via Mobile Phone

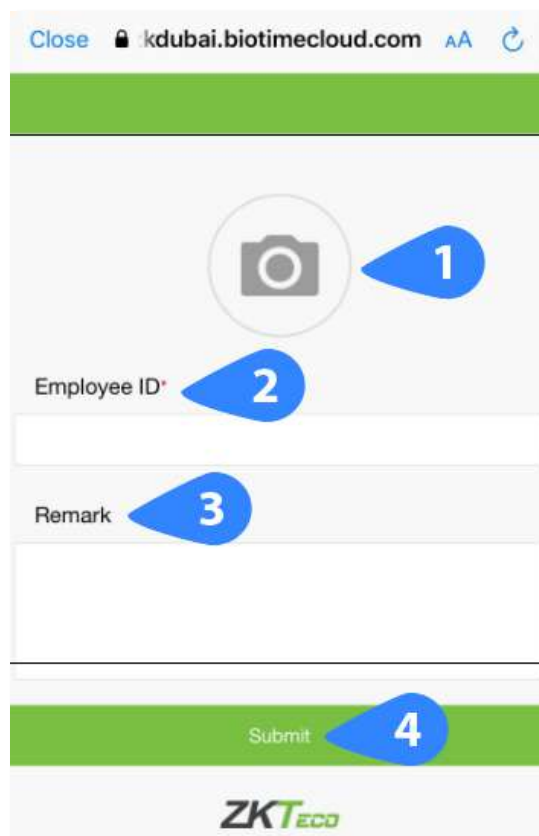
QR Code

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 the mobile device to software.

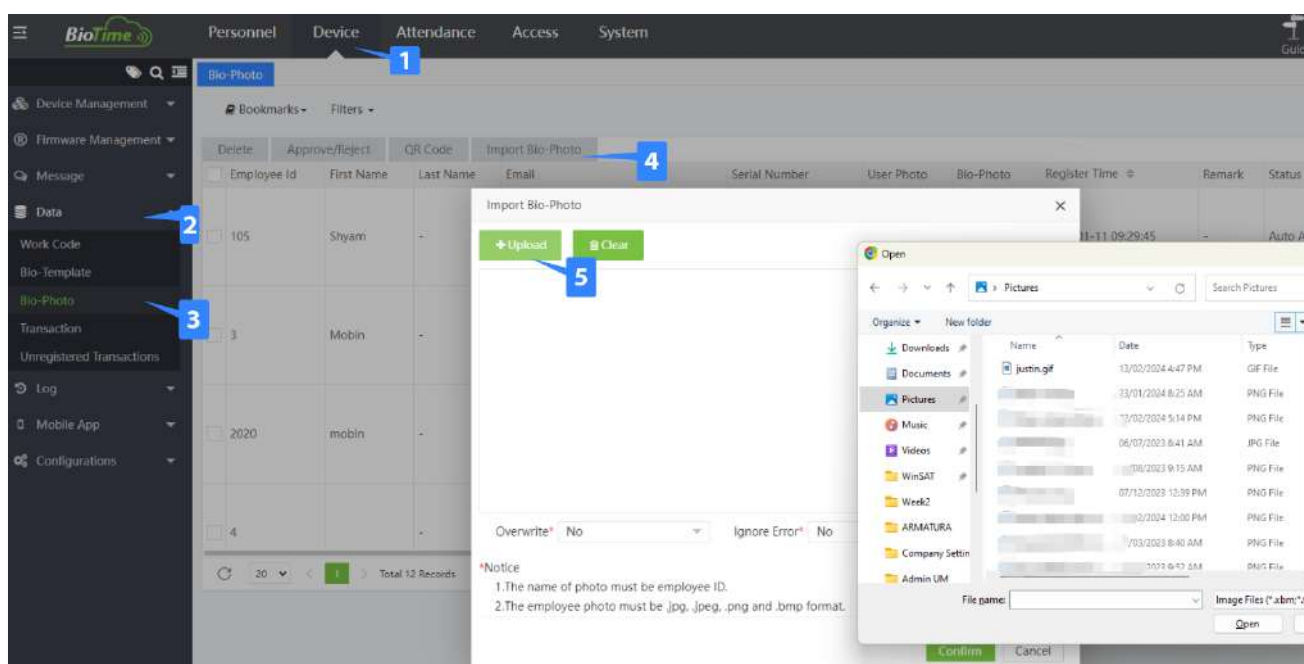
How to Import Bio-Photo via System

Import Bio-Photo

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

Import User Bio-Photo

- 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.

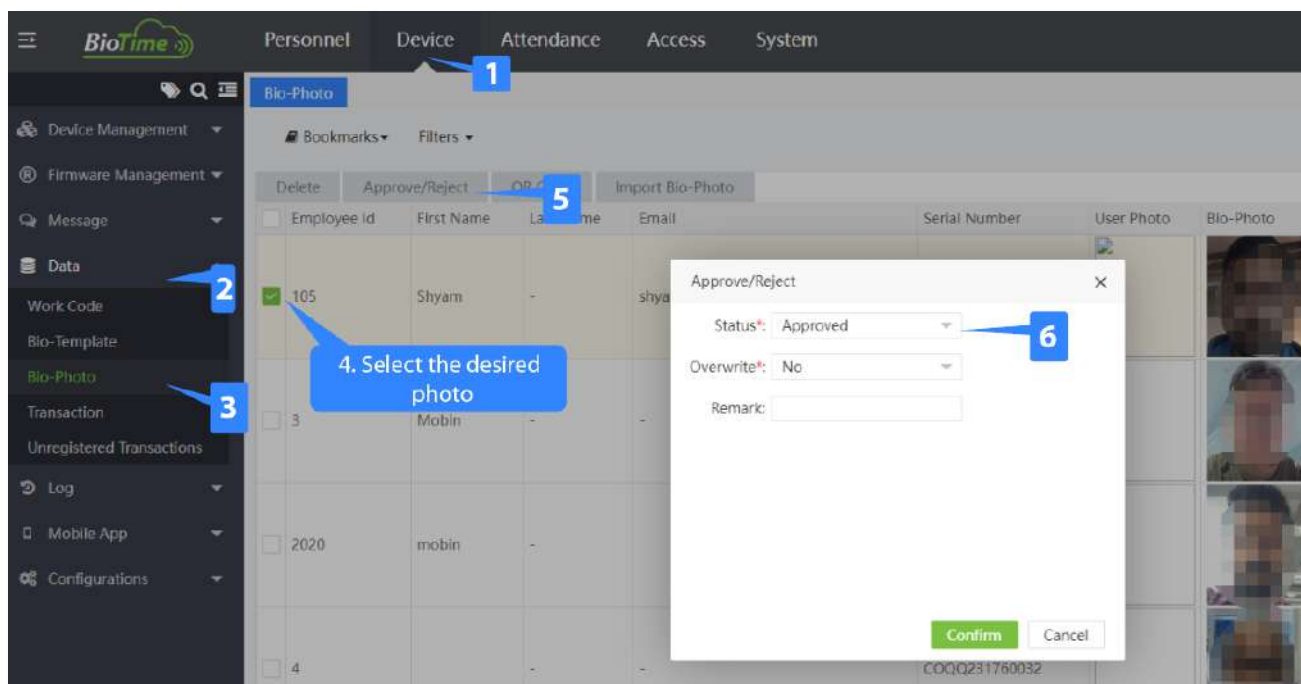
Ignore Error: The filename of the Bio-Photo should be the Employee ID number. When we try to upload the bio-photo, the system will match the filename with all the Employee IDs present in the system. If the filename does not match with any employee ID, then the system will prompt an error "Employee (filename)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

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

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

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

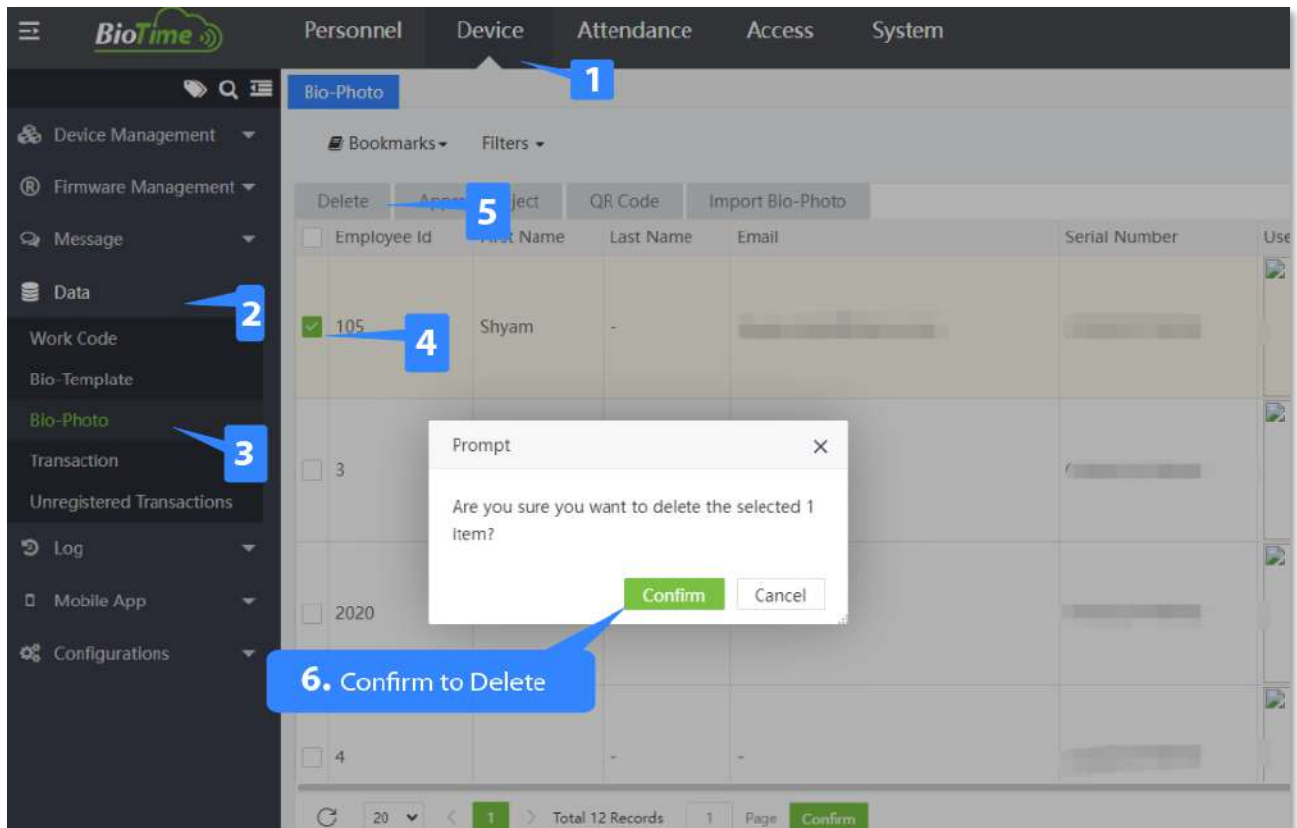
Reject

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

Removing a Bio-Photo

Delete

Delete function lets you delete the registered, pending, or approved Bio-Photo from the list.



Delete Bio-Photo

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

Uploading the Device Data Transaction

Transaction

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

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

Employee ID	First Name	Last Name	Department	Position	Date	Punch Time	Punch State	Area	Serial Number	Device Name	Upload Time	Actual Temperature
1250124			Depart...		2024-01-27	15:25:47		Area: OS Test	755922264...	Auto add	2024-01-27 15:25:47	
121212	Zibee	Test	Test		2024-01-27	08:23:14	Break Out		755922264...	Auto add	2024-01-27 08:23:14	
121212	Zibee	Test	Test		2024-01-26	16:04:00	Check Out		755922264...	Auto add	2024-01-27 08:23:14	
105	Shyam	Technical	Technical		2024-01-26	11:34:21	-	Intersec 2024	755922264...	Auto add	2024-01-25 11:34:21	
105	Shyam	Technical	Technical		2024-01-26	11:34:23	-	Intersec 2024	755922264...	Auto add	2024-01-25 11:34:23	
105	Shyam	Technical	Technical		2024-01-26	11:34:29	-	Intersec 2024	755922264...	Auto add	2024-01-25 11:34:29	
105	Shyam	Technical	Technical		2024-01-26	11:34:06	-	Intersec 2024	755922264...	Auto add	2024-01-25 11:34:06	
105	Shyam	Technical	Technical		2024-01-26	11:34:05	-	Intersec 2024	755922264...	Auto add	2024-01-25 11:34:05	
105	Shyam	Technical	Technical		2024-01-26	11:34:03	-	Intersec 2024	755922264...	Auto add	2024-01-25 11:34:03	
105	Shyam	Technical	Technical		2024-01-26	09:54:19	-	Intersec 2024	755922264...	Auto add	2024-01-25 09:54:19	
105	Shyam	Technical	Technical		2024-01-26	09:55:16	-	Intersec 2024	755922264...	Auto add	2024-01-25 09:55:16	
105	Shyam	Technical	Technical		2024-01-26	08:55:40	-	Intersec 2024	755922264...	Auto add	2024-01-25 08:55:40	
105	Shyam	Technical	Technical		2024-01-26	08:55:40	-	Intersec 2024	755922264...	Auto add	2024-01-25 08:55:40	
105	Shyam	Technical	Technical		2024-01-26	08:55:47	-	Intersec 2024	755922264...	Auto add	2024-01-25 08:55:47	
105	Shyam	Technical	Technical		2024-01-26	08:55:40	-	Intersec 2024	755922264...	Auto add	2024-01-25 08:55:40	
105	Shyam	Technical	Technical		2024-01-26	08:55:13	-	Intersec 2024	755922264...	Auto add	2024-01-25 08:55:13	
105	Shyam	Technical	Technical		2024-01-26	08:54:16	-	Intersec 2024	755922264...	Auto add	2024-01-25 08:54:16	
105	Shyam	Technical	Technical		2024-01-26	08:52:25	-	Intersec 2024	755922264...	Auto add	2024-01-25 08:52:25	

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 Name: Displays the last name of the Employee.

Department: Displays the Employee's Department name.

Position: Displays the Employee's Position name.

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.

Punch Date: Displays the last Punch date 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.

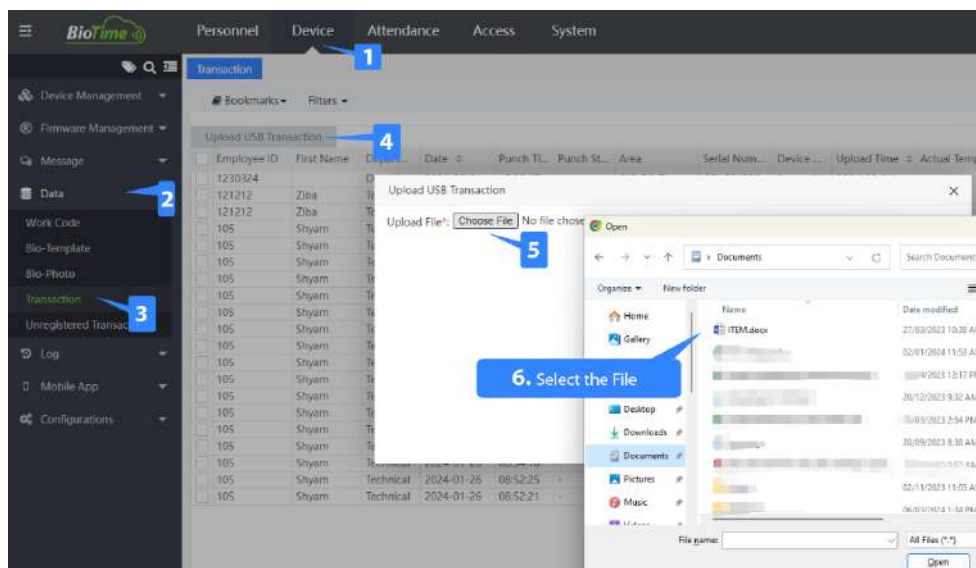
Device Name: Displays the Device name.

Upload Time: Displays the last upload time.

Actual Temperature: Displays the temperature.

Upload USB Transaction

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

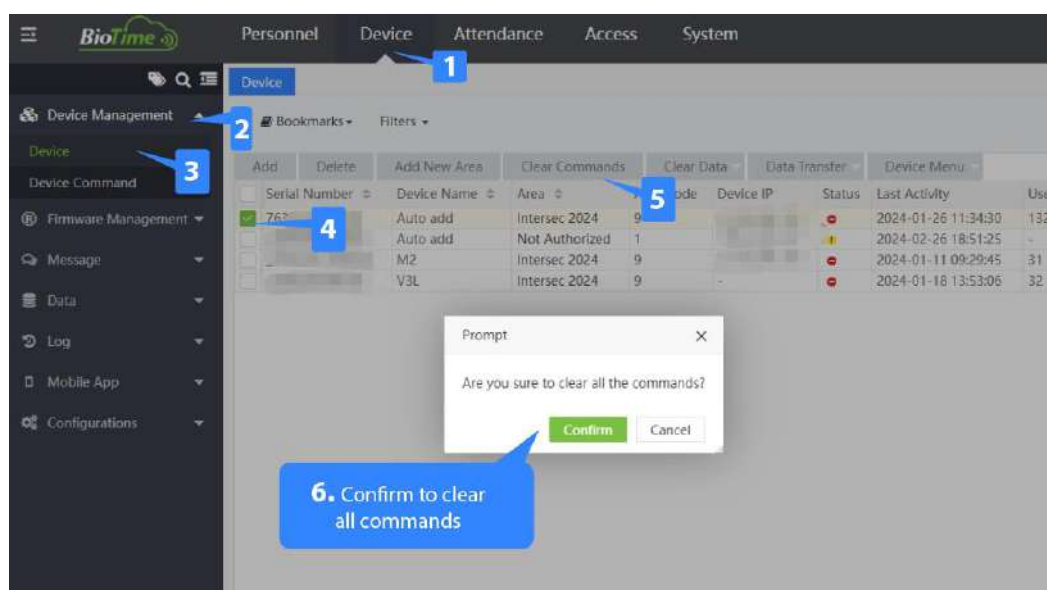


Upload the USB transactions

- 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.

Clearing Pending Commands from Device

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



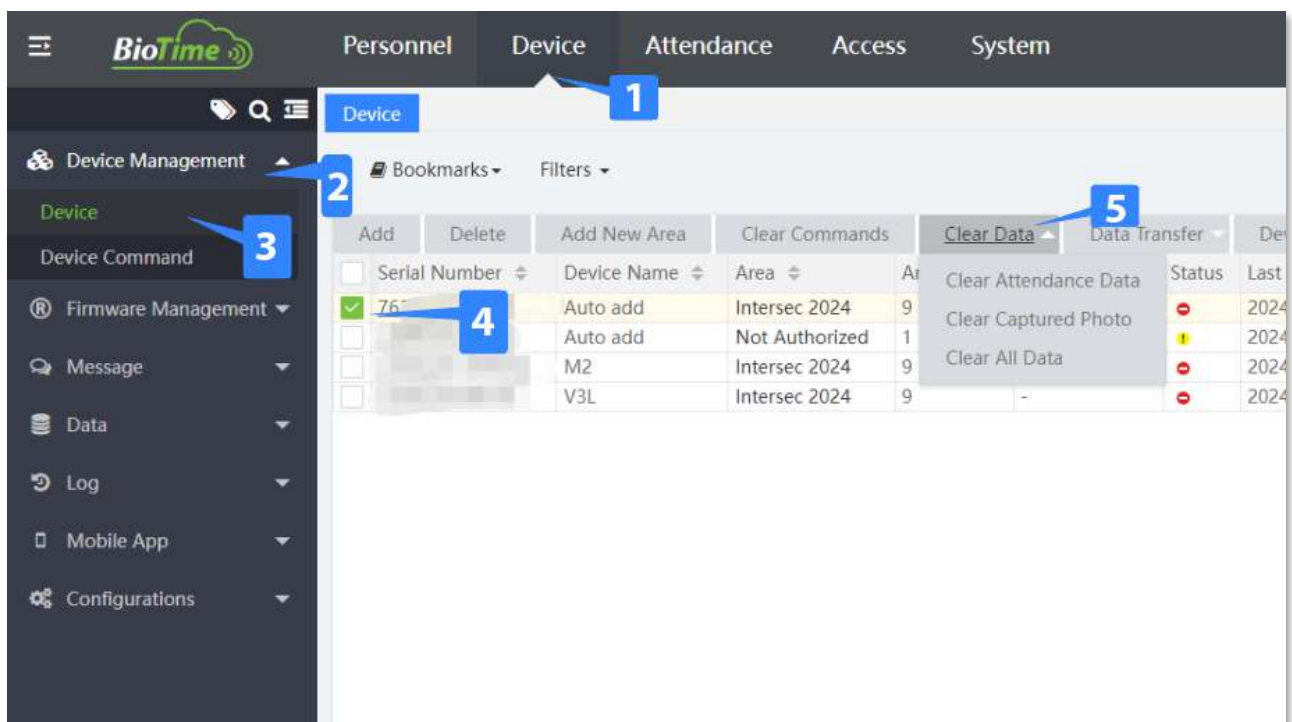
Clear the pending or the awaiting commands

- 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

Clears away or erases the stored data from the Devices.

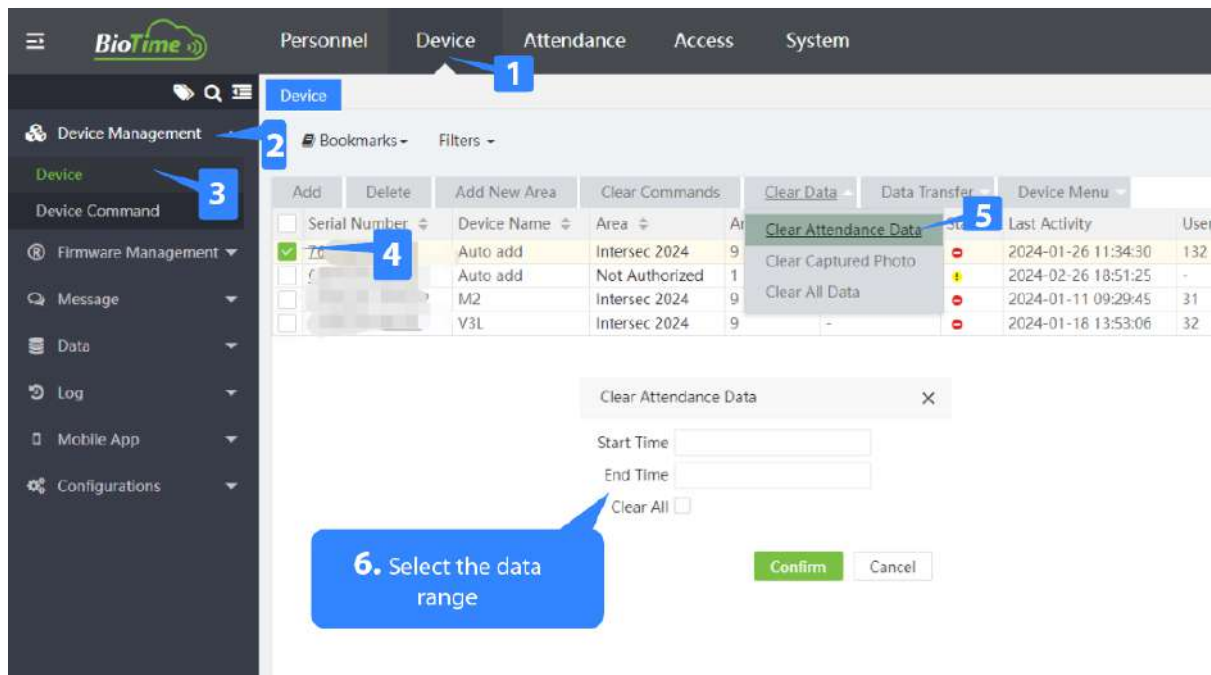


Functions available under Clear Data

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

Clear Attendance Data

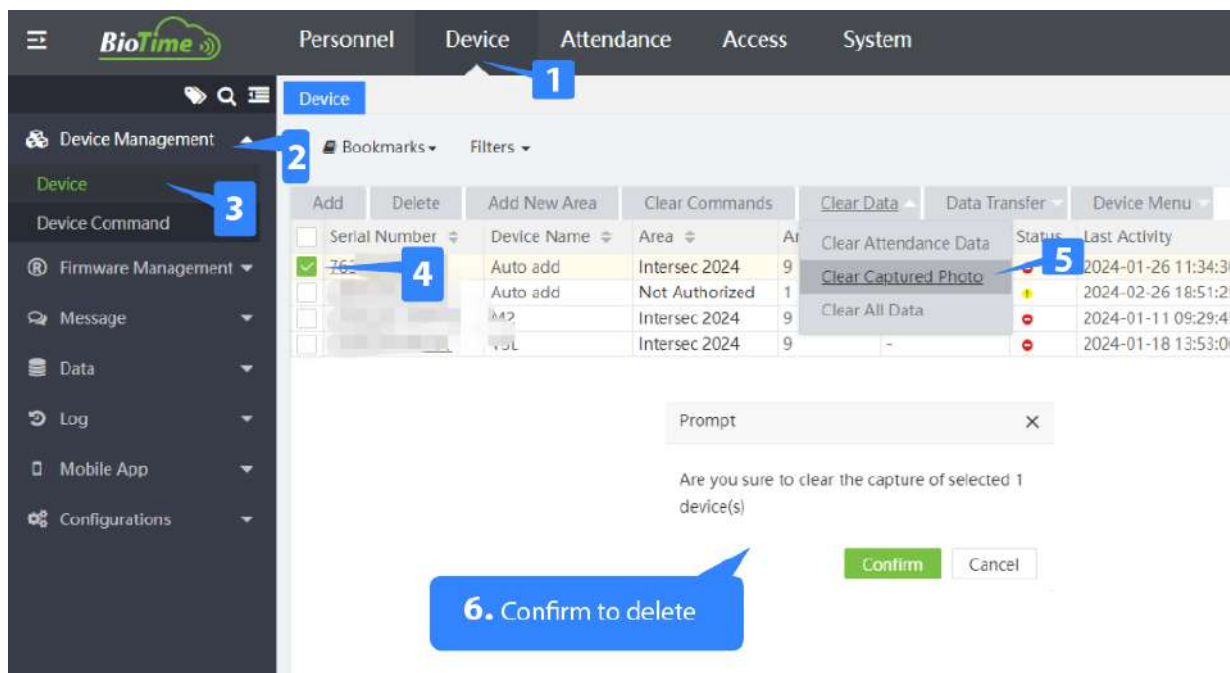
This function lets you clear or erases the stored Attendance information from the Device. Clear or erase the stored Attendance data



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

Clear Captured Photo

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



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

Clear All Data

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

1. Click 'Device' in the top navigation bar.

2. Click 'Device Management' in the sidebar.

3. Click 'Device' in the sidebar.

4. Select a device in the table.

5. Click 'Clear All Data' in the dropdown menu.

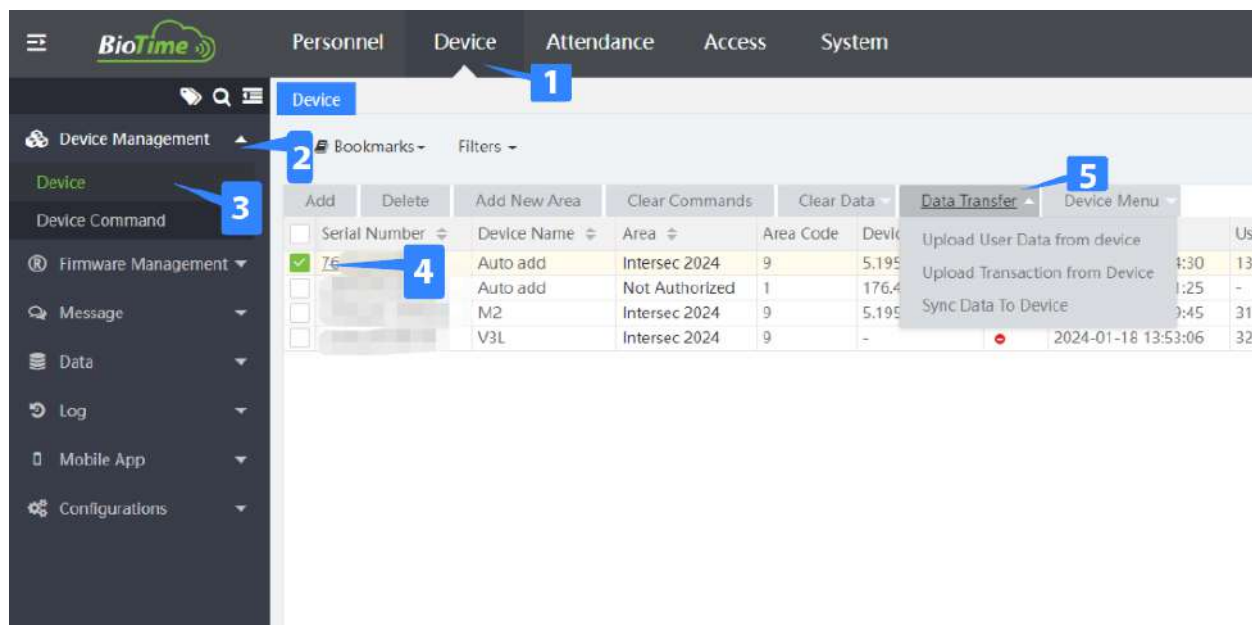
6. Confirm to clear all data

Serial Number	Device Name	Area	Status	Last Activity
7650	Auto add	Intersec 2024	9	2024-01-26 11:34:30
7650	Auto add	Not Authorized	1	2024-02-26 18:51:25
M2	Intersec 2024	9		2024-01-11 09:29:45
V3L	Intersec 2024	9		2024-01-18 13:53:06

- 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

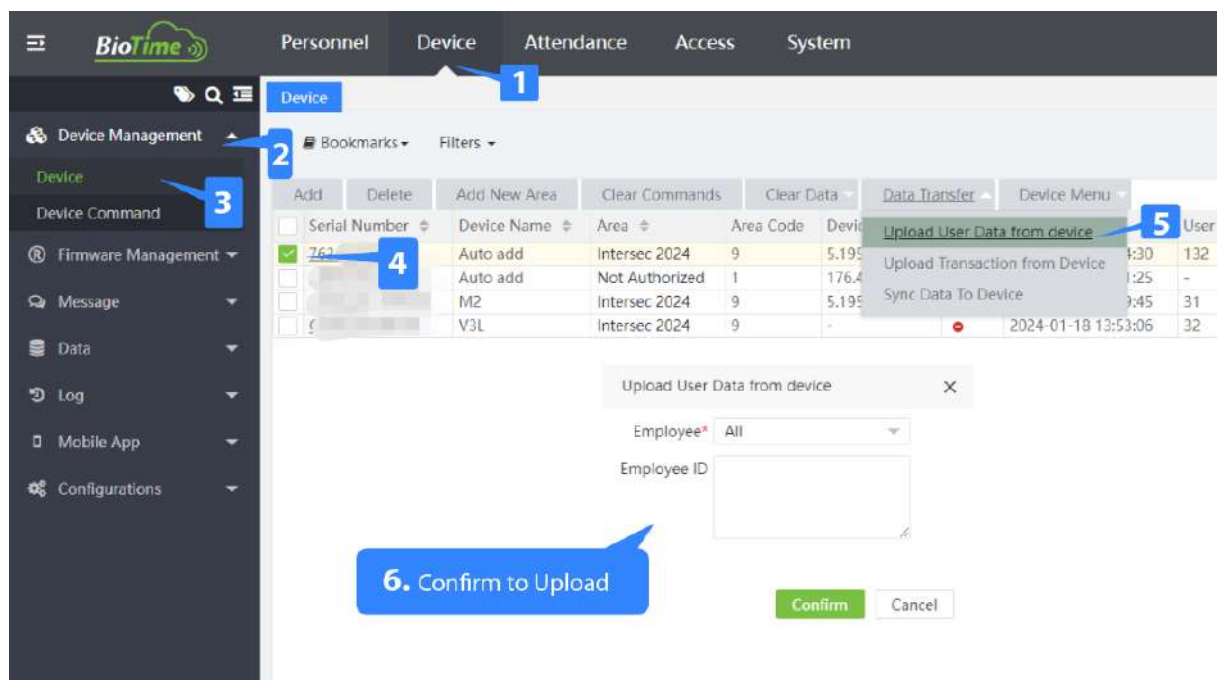
Data Transfer lets you send the stored data from the Device to the Software. Functions available under Data Transfer.



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

Upload User Data from Device

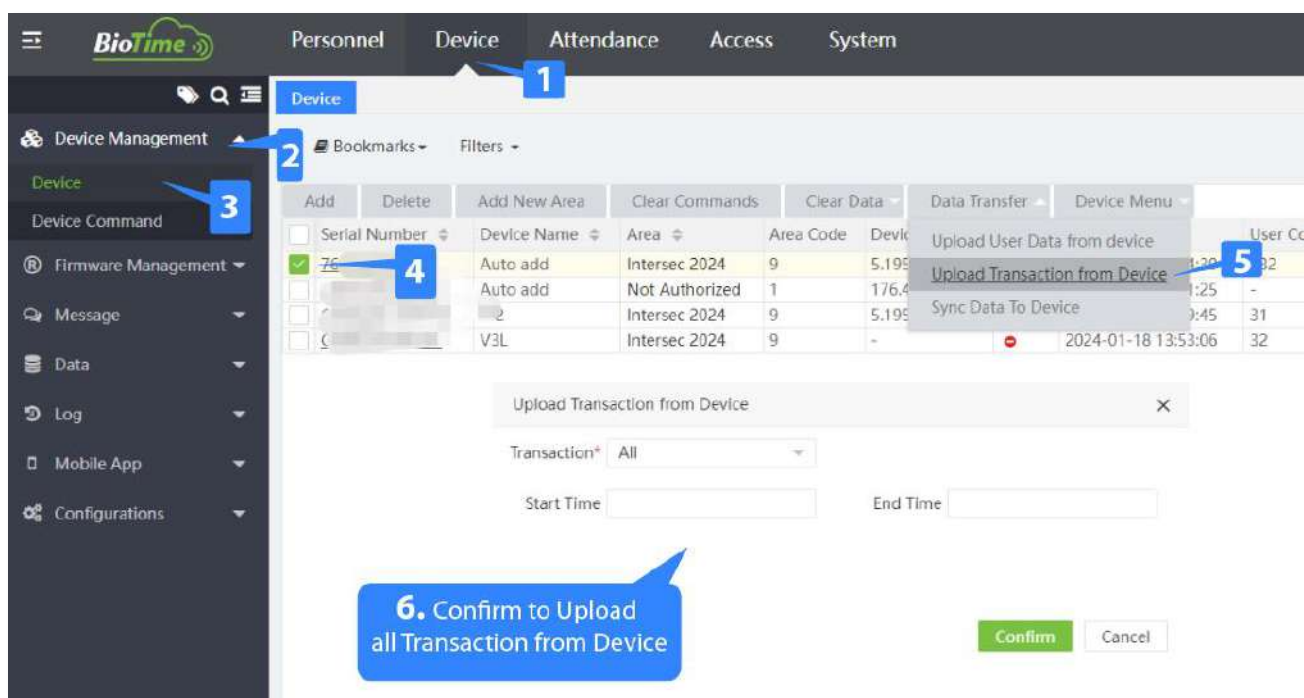
This function lets you upload the User's or the Employee's data from the Device to the Software. Upload the User data from the Device to the Software.



- 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

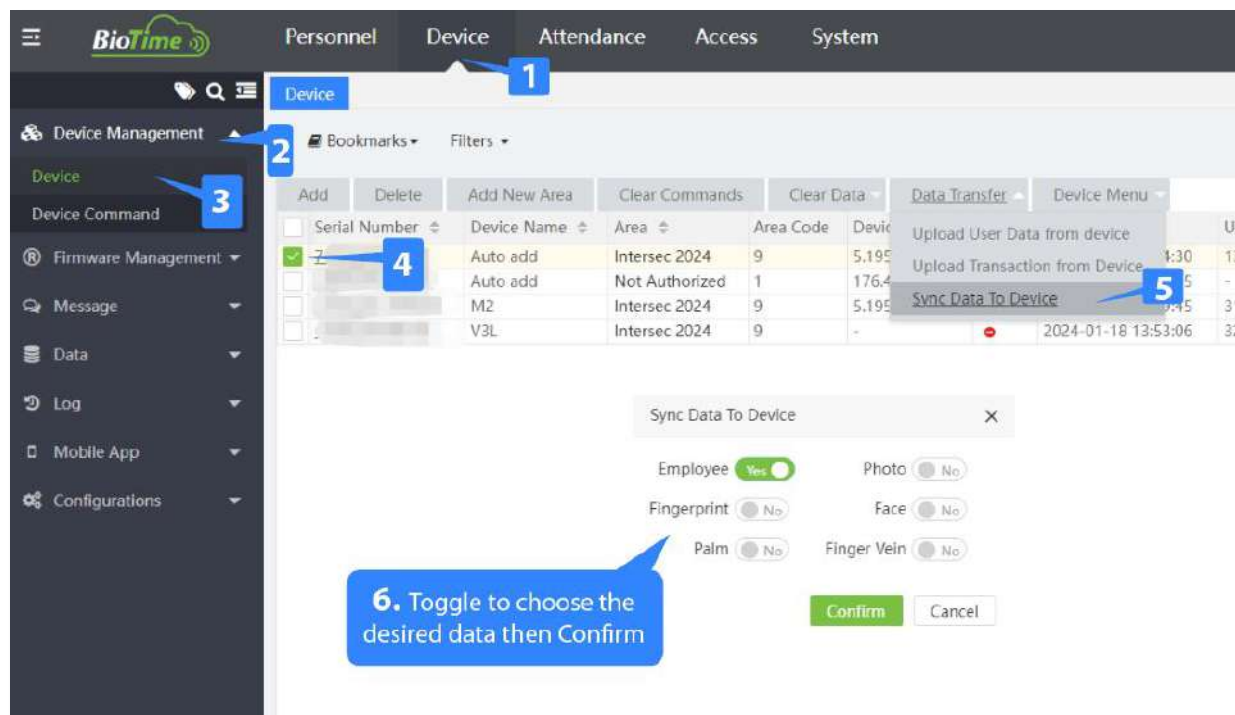
This function lets you upload the Device transactions to the software. Upload the Device transactions to the software.



- 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

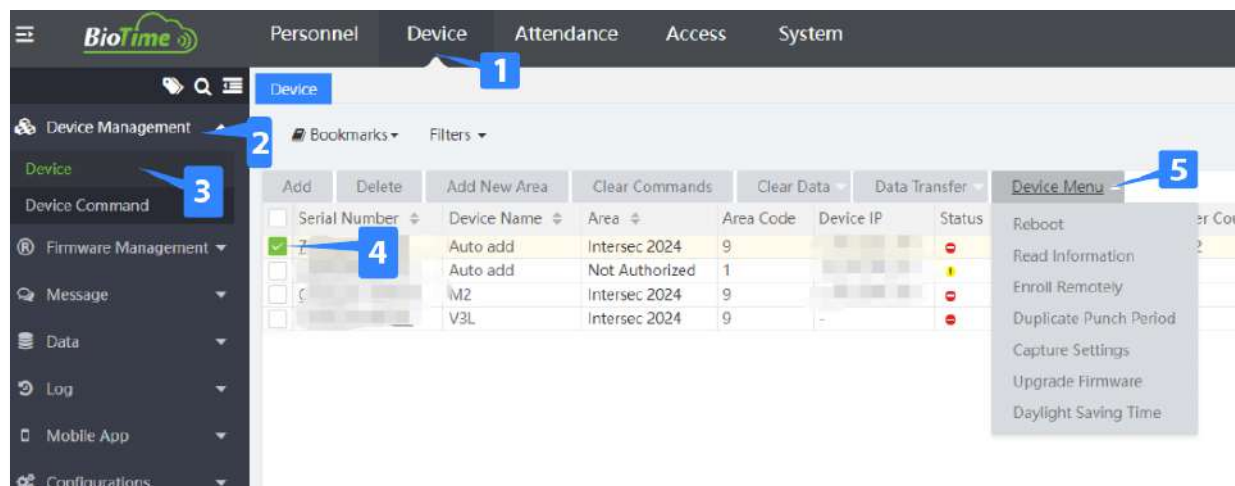
This function lets you synchronize or update the data from the software to the Device. Sync Data to the Device



- 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, Bio-Photo and FingerVein).
- Click **Confirm**, to sync or update the selected data from the software to the selected Devices.

Remote handling of Device Menu

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

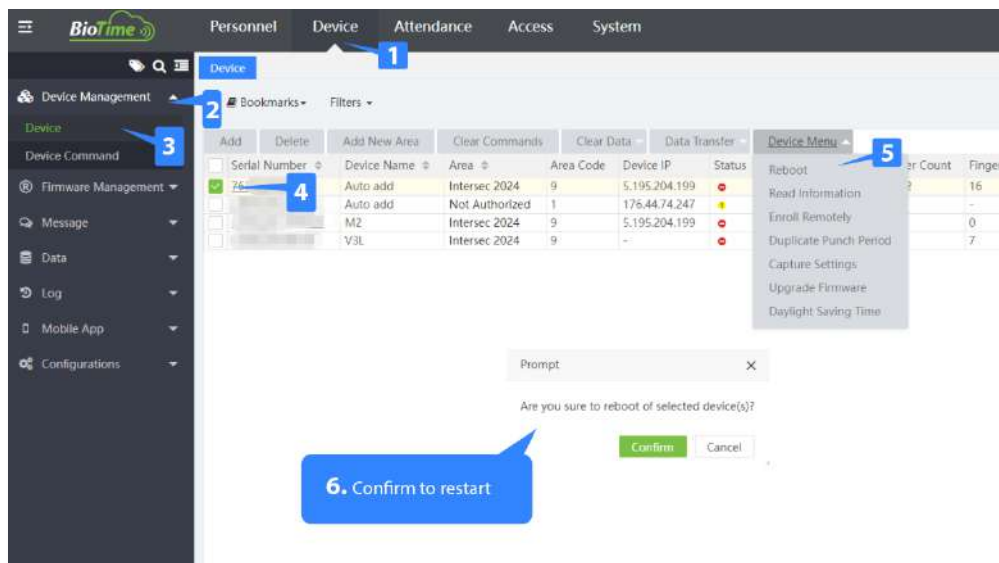


Functions available under Device Menu

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

Reboot

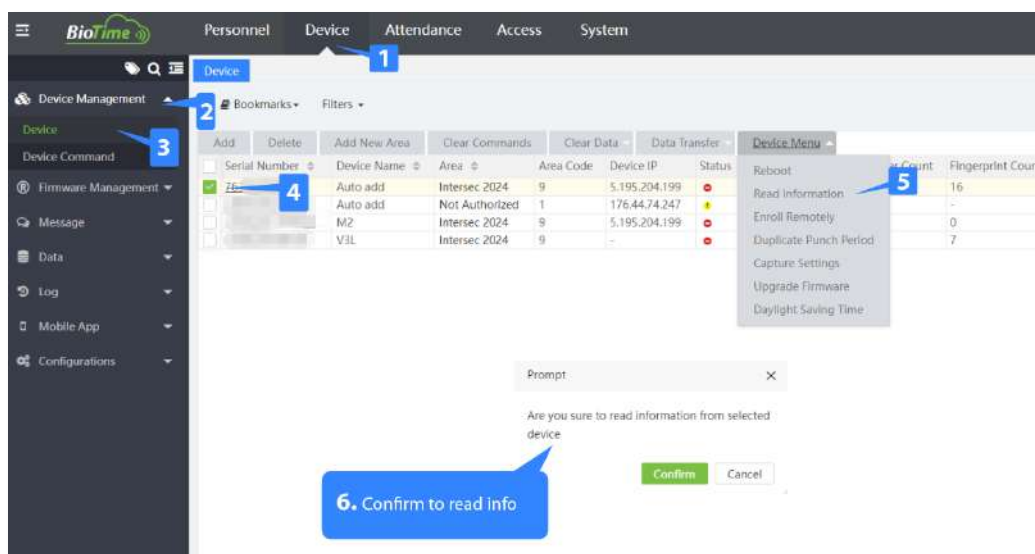
This function lets you restart or reset the Device. Reboot the Device



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

Read Information

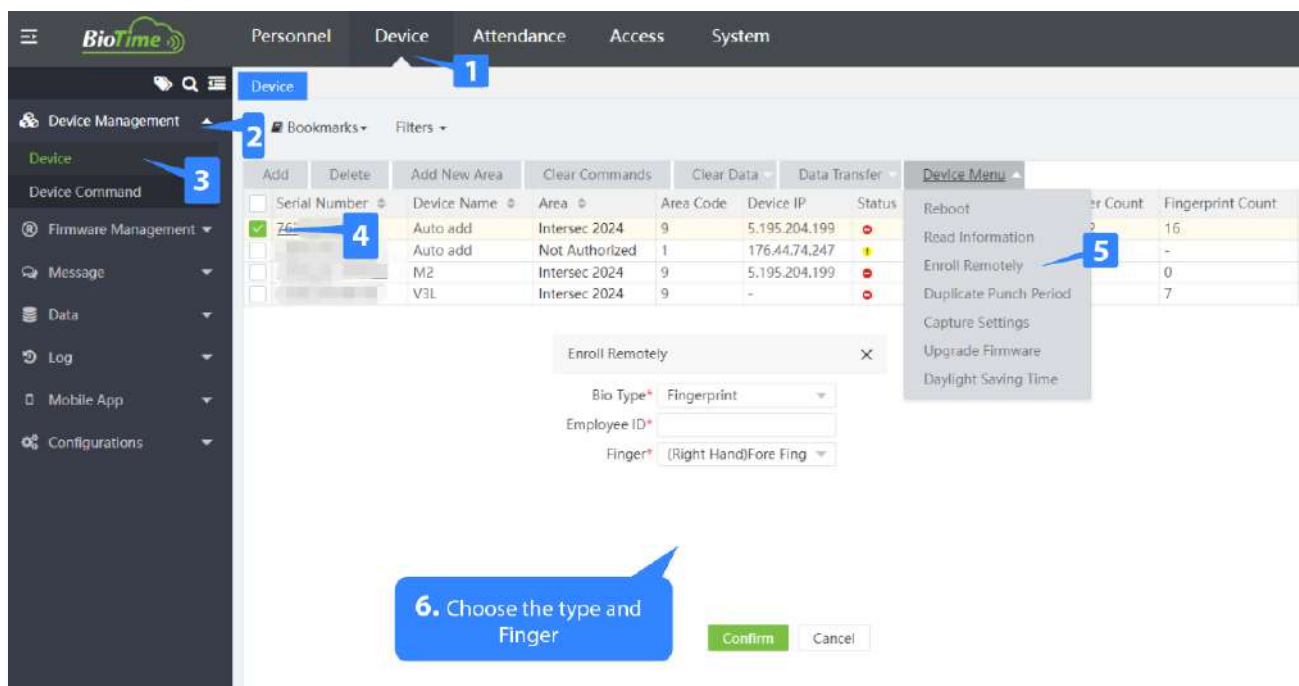
This function lets you read or pull Device information. Read Device Information



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

Enroll Remotely

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



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, only the Fingerprint option is available to register.

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

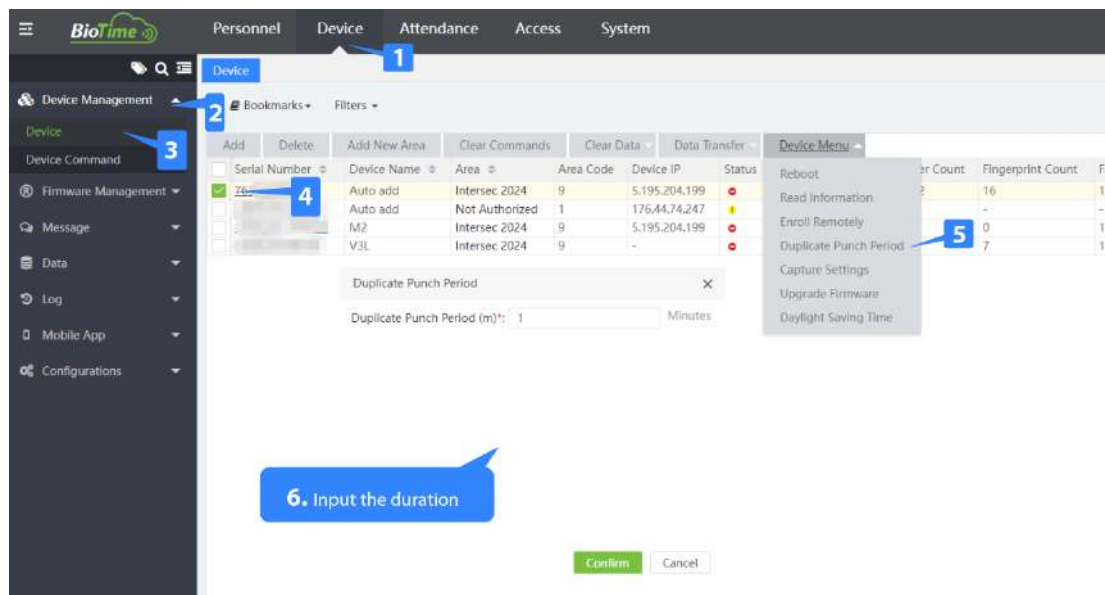
Finger: From the drop-down list, select the required hand and the finger for use, to register.

- 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 minute, 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.

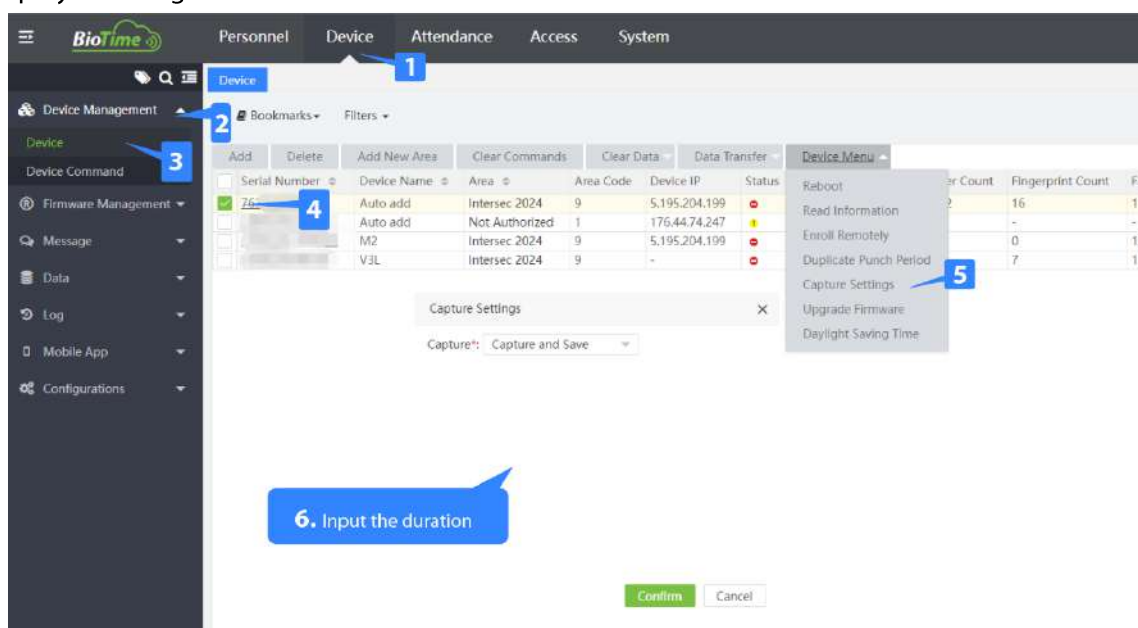


Set Duplicate Punch Period

- 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.

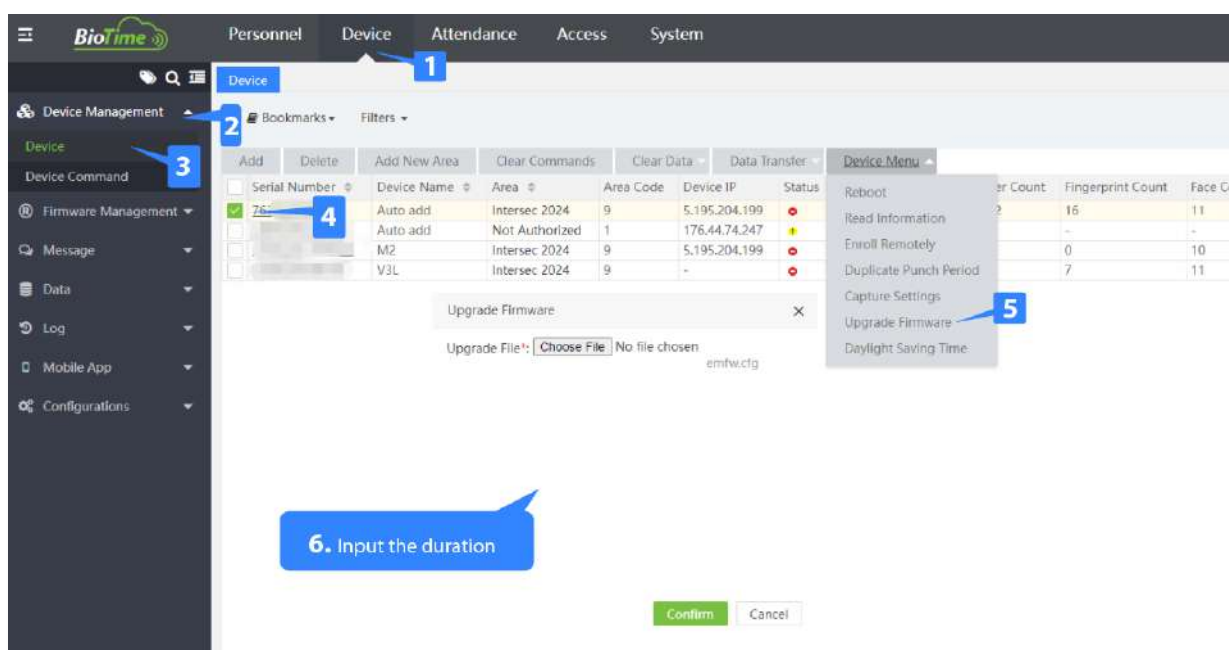
Save only when verification is successful: The Device will save only those photos whose verification was successful.

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.



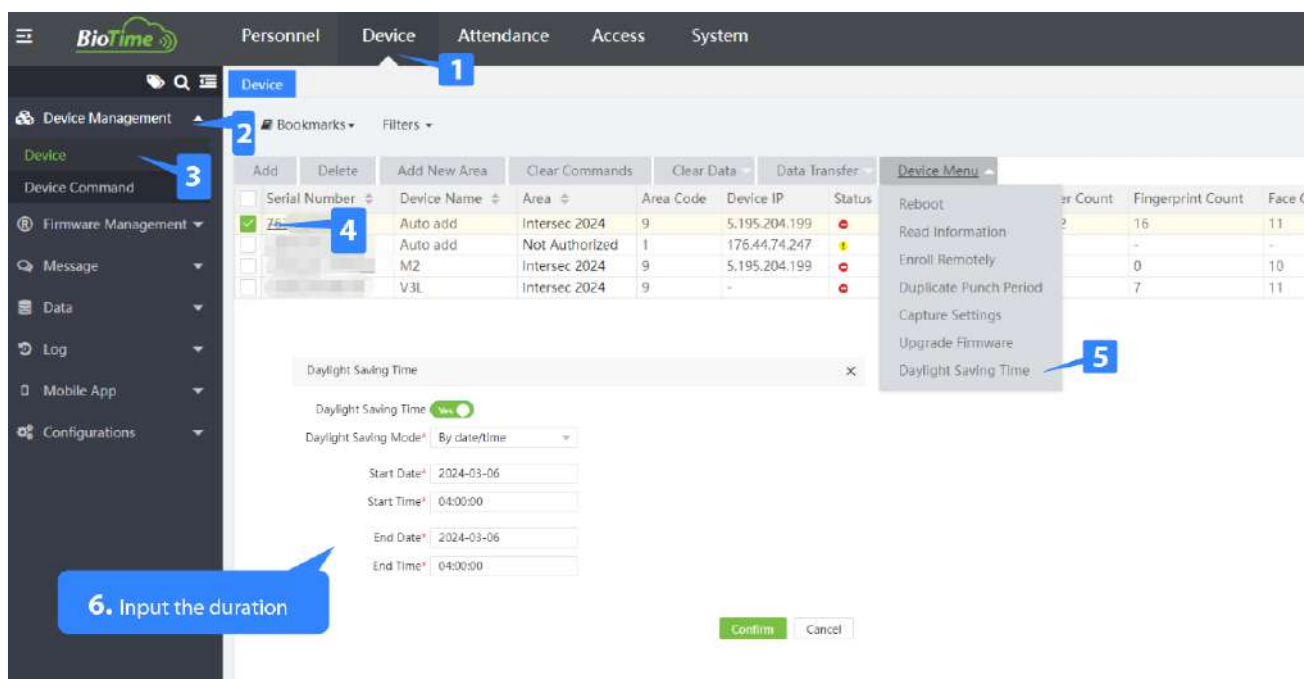
- On the **Device** interface, select the required Devices from the list to upgrade the Firmware.
- On the **Device Menu**, click **Upgrade Firmware** to upgrade or enhance the Firmware of the selected Devices.
- On the **Upgrade File** field, click **Choose file** to select the configuration file from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

Upgrade Firmware of the Device

- On the **Device** interface, select the required Devices from the list to download the maintenance file.
- On the **Device Menu**, click **Download File** to download the file.
- On the **File Path** field, enter the path of the folder to save the downloaded file.
- Click **Confirm**, to download the selected Device's maintenance file

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. DST is now used in nearly 70 nations.



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

How to delete Device instructions

Device Command

Device **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.

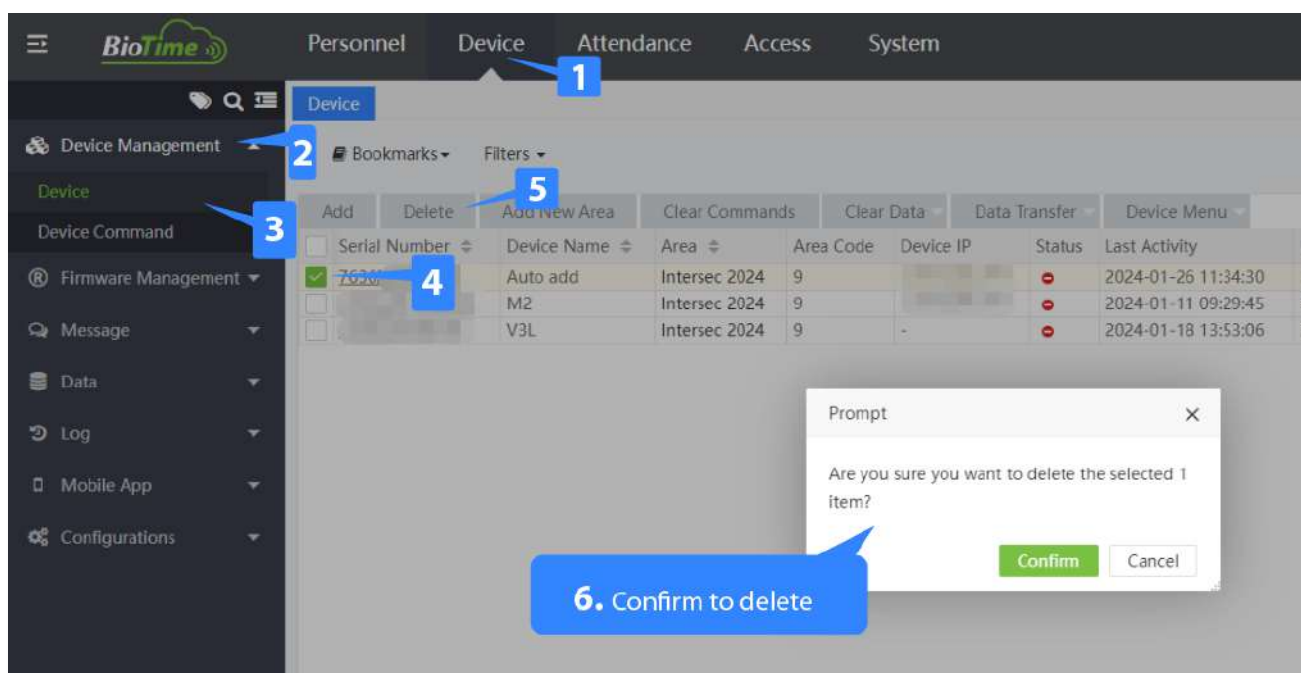
- On the **Device Command** interface, select the required Devices from the list to delete or remove the instructions.
- Click **Delete** to delete or remove the pending or successful Device instructions.
- Click **Confirm** to delete or remove the selected pending or successful Device instructions from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

Clear Commands

It is explained [here](#).

Discontinuing the Device from the Software

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



Delete the existing Devices

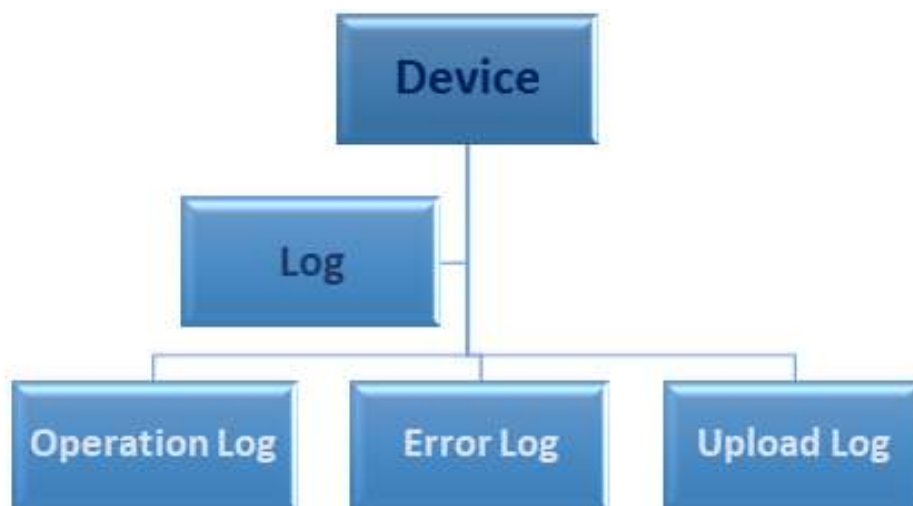
- On the **Device** interface, select the required Devices to be removed from the list.
- Click **Delete**, to remove the selected Devices.
- Click **Confirm**, to remove the selected Devices from the list.

4.8.3 Where to view the Device Logs

Log

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

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



Defining Operation Log

Our **Operation Log** interface aid you to view the events that took place on the connected Devices. On the **Device** module, click **Log**, and then click **Operation Log** to go to the Operation Log Interface.

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

Device: 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.

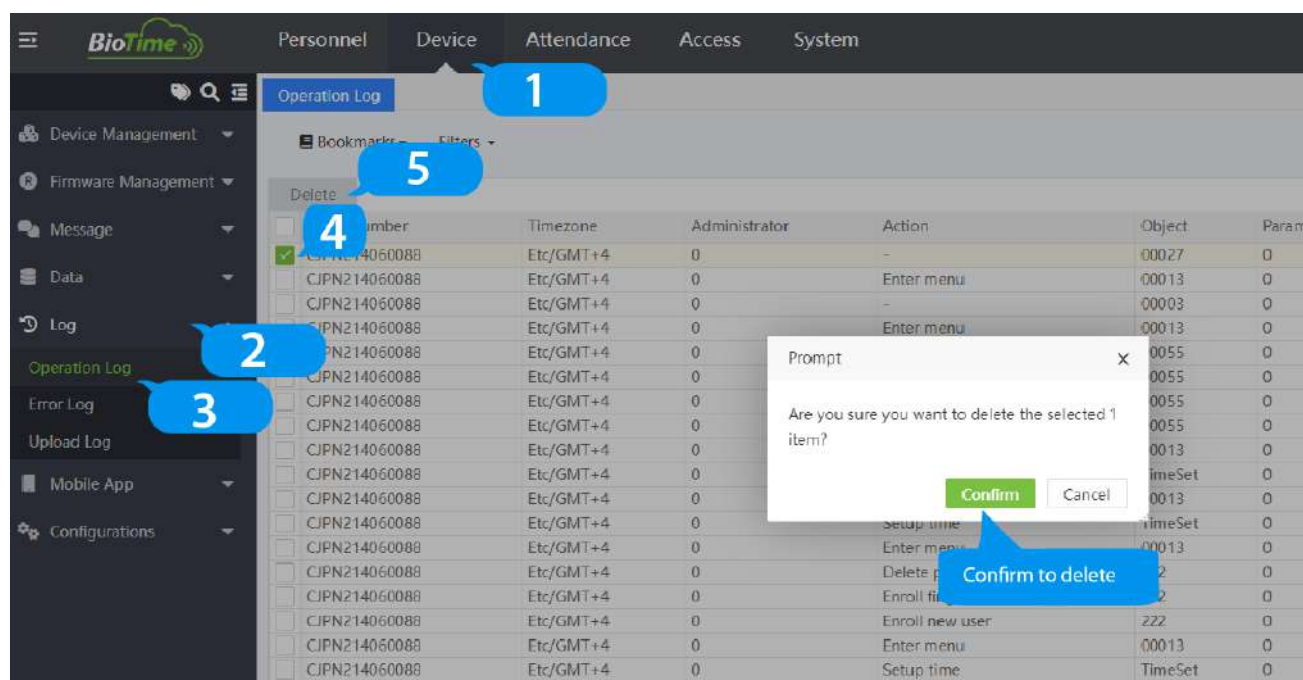
Action Time: Displays the time of the action took place on the Device.

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

Serial Number	Timezone	Administrator	Action	Object	Parameters	Action Time
CJPN214060088	Etc/GMT +4	0	-	00027	0	2024-09-01
CJPN214060088	Etc/GMT +4	0	Enter menu	00013	0	2024-09-01
CJPN214060088	Etc/GMT +4	0	-	00003	0	2024-09-01
CJPN214060088	Etc/GMT +4	0	Enter menu	00013	0	2024-09-01
CJPN214060088	Etc/GMT +4	0	Delete palm	00055	0	2024-09-01
CJPN214060088	Etc/GMT +4	0	Enroll fingerprint	00055	0	2024-09-01
CJPN214060088	Etc/GMT +4	0	Enroll new user	00055	0	2024-09-01
CJPN214060088	Etc/GMT +4	0	Register user name	00055	0	2024-09-01
CJPN214060088	Etc/GMT +4	0	Enter menu	00013	0	2024-09-01
CJPN214060088	Etc/GMT +4	0	Setup time	TimeSet	0	2024-08-01
CJPN214060088	Etc/GMT +4	0	Enter menu	00013	0	2024-08-01
CJPN214060088	Etc/GMT +4	0	Setup time	TimeSet	0	2024-08-01
CJPN214060088	Etc/GMT +4	0	Enter menu	00013	0	2024-08-01
CJPN214060088	Etc/GMT +4	0	Delete palm	222	0	2024-08-01
CJPN214060088	Etc/GMT +4	0	Enroll fingerprint	222	0	2024-08-01

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 list.
- Click **Confirm**, to discard or delete the selected Devices' event records from the log list.

Defining 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.

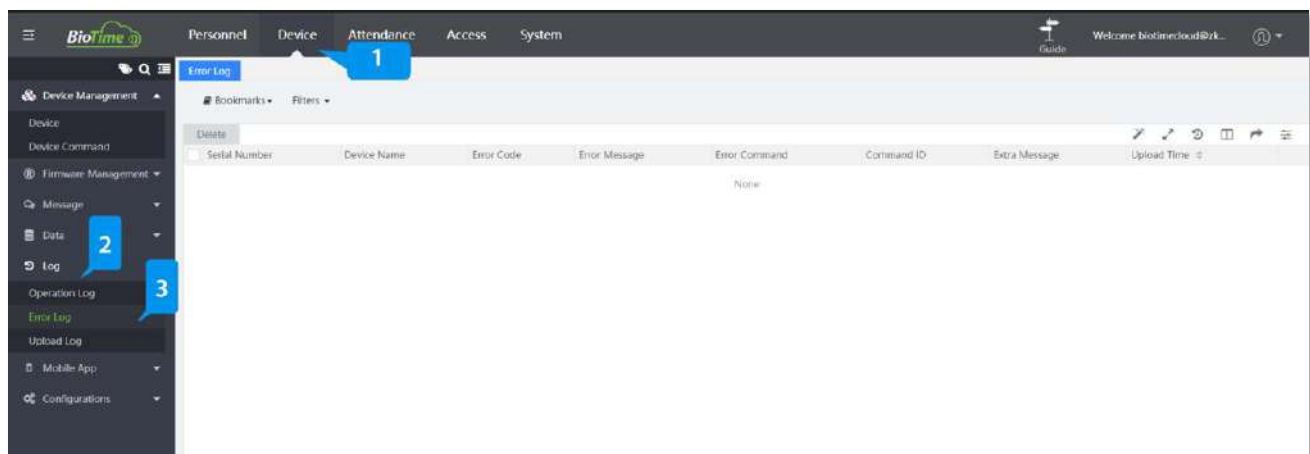
Error Message: Displays the Error message.

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.



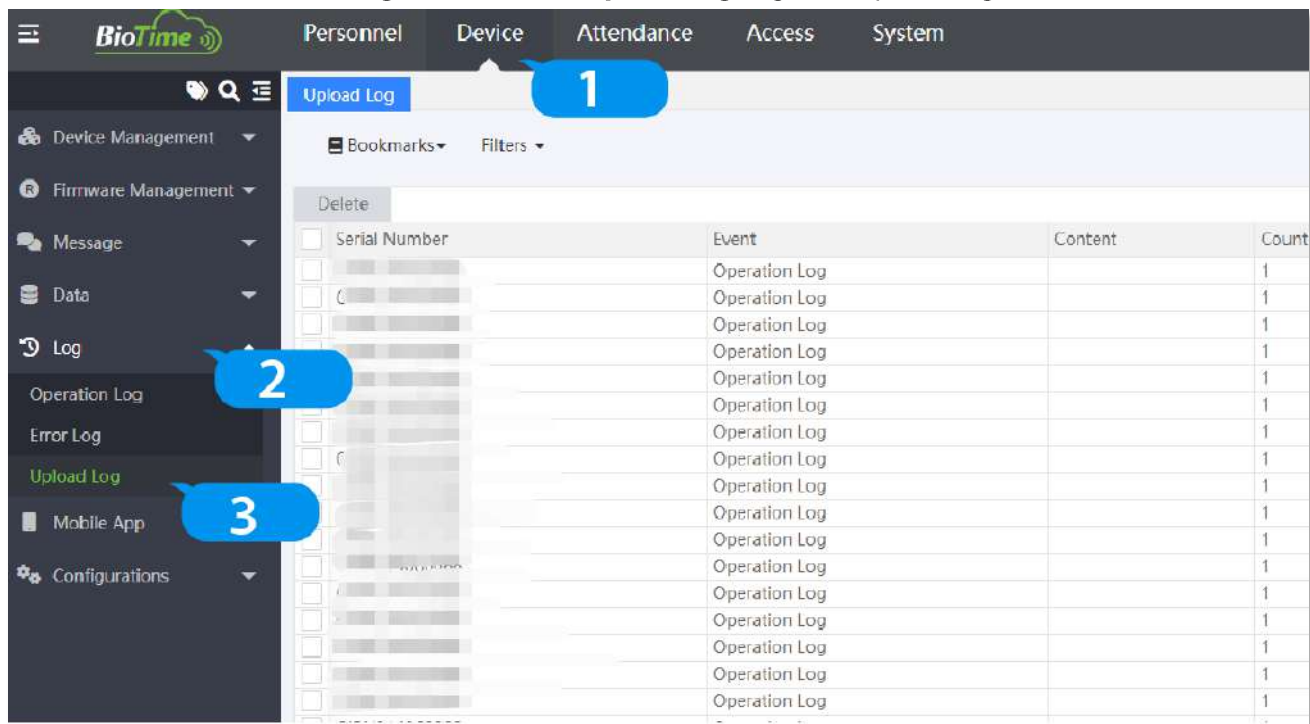
Delete

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

Defining 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 the Upload Log Interface.



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

Device: 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

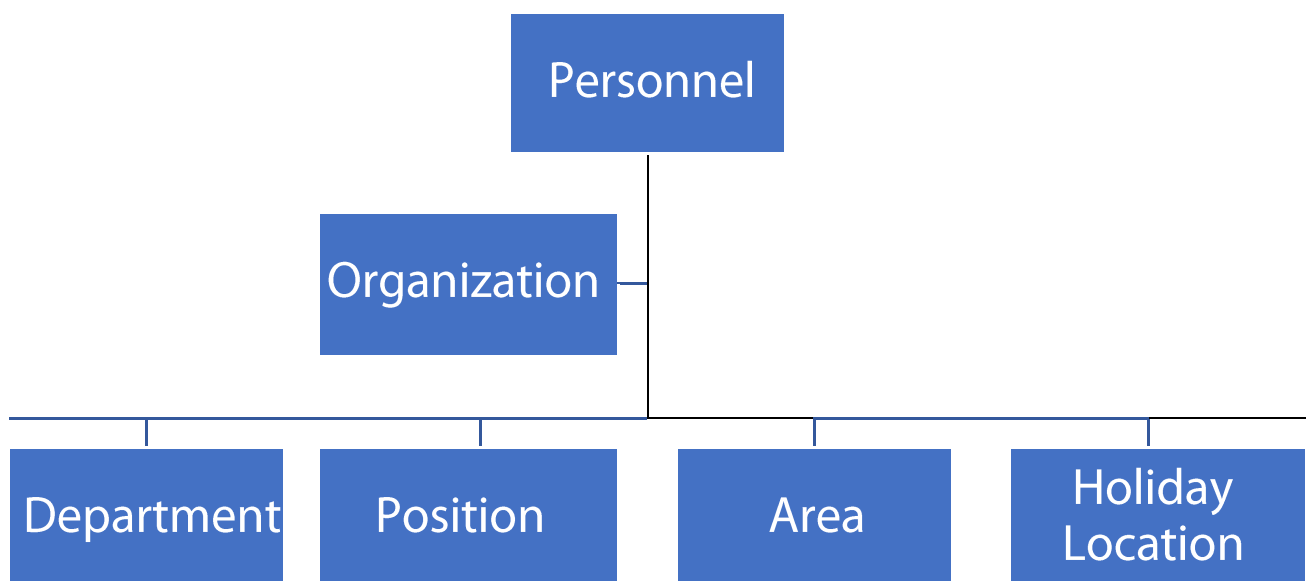
Delete function lets you remove or discard the transmitted Device commands' logs from the software to the Device. Delete the records from Upload log. The process of deletion is same as in operation log.

4.9 Setting Up the Organization

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.

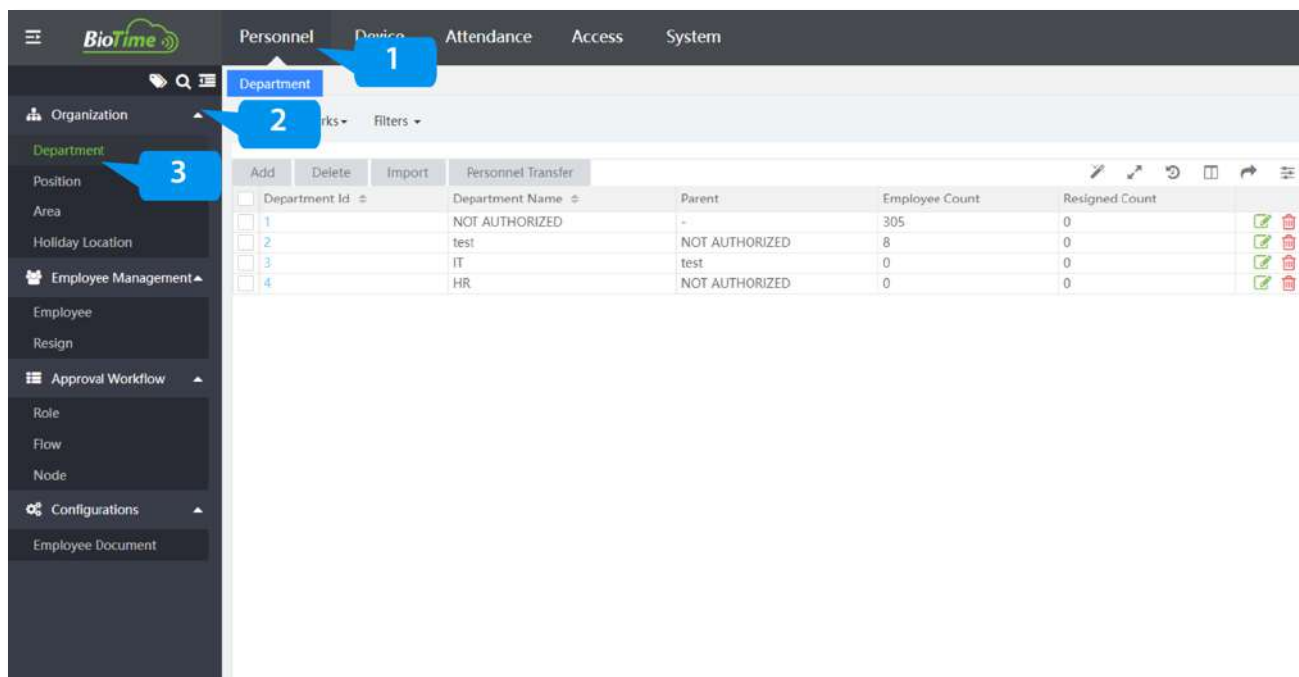
On the **Personnel** module, click **Organization** to go to the Organization module.



4.9.1 How to Set Up the Department

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

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



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

With design to the Corporate Structure, "Marketing", "Finance", "Operations management", "Human 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.

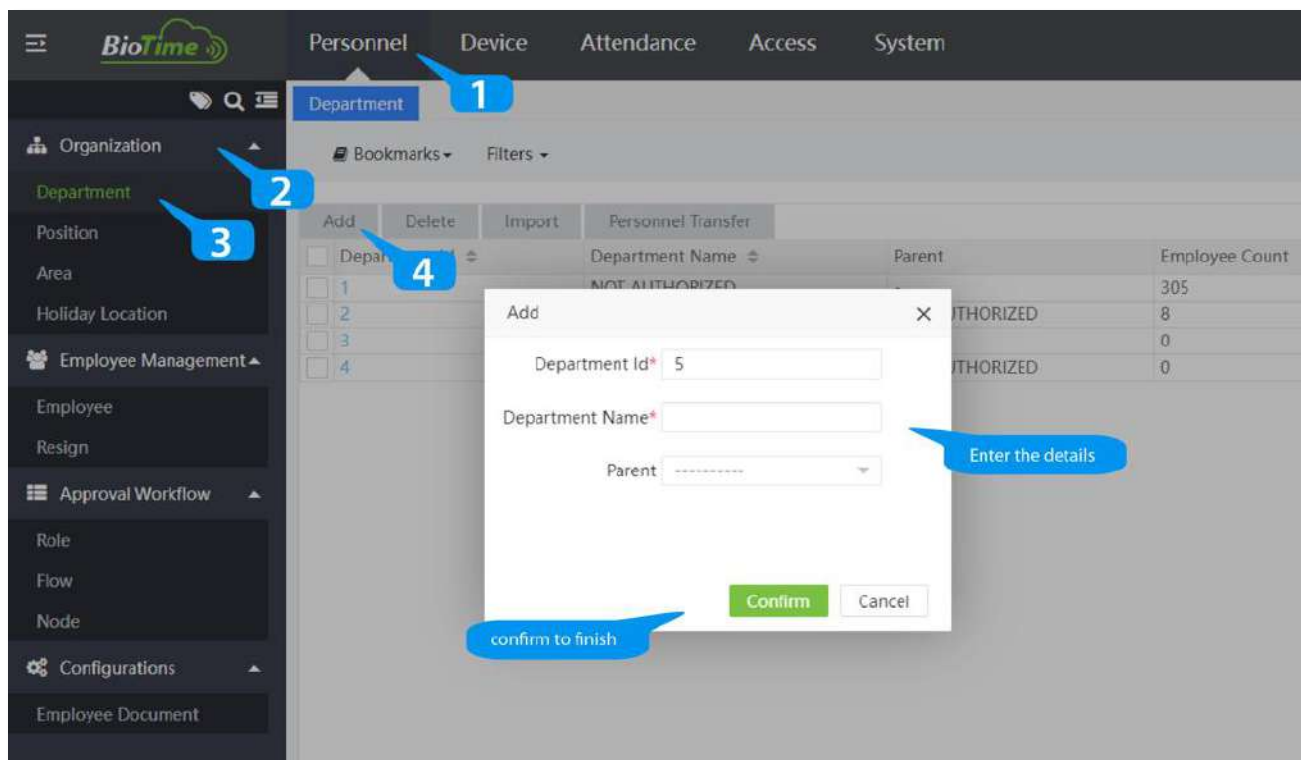
Employee Count: Displays the total count of the Employees in a Department.

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

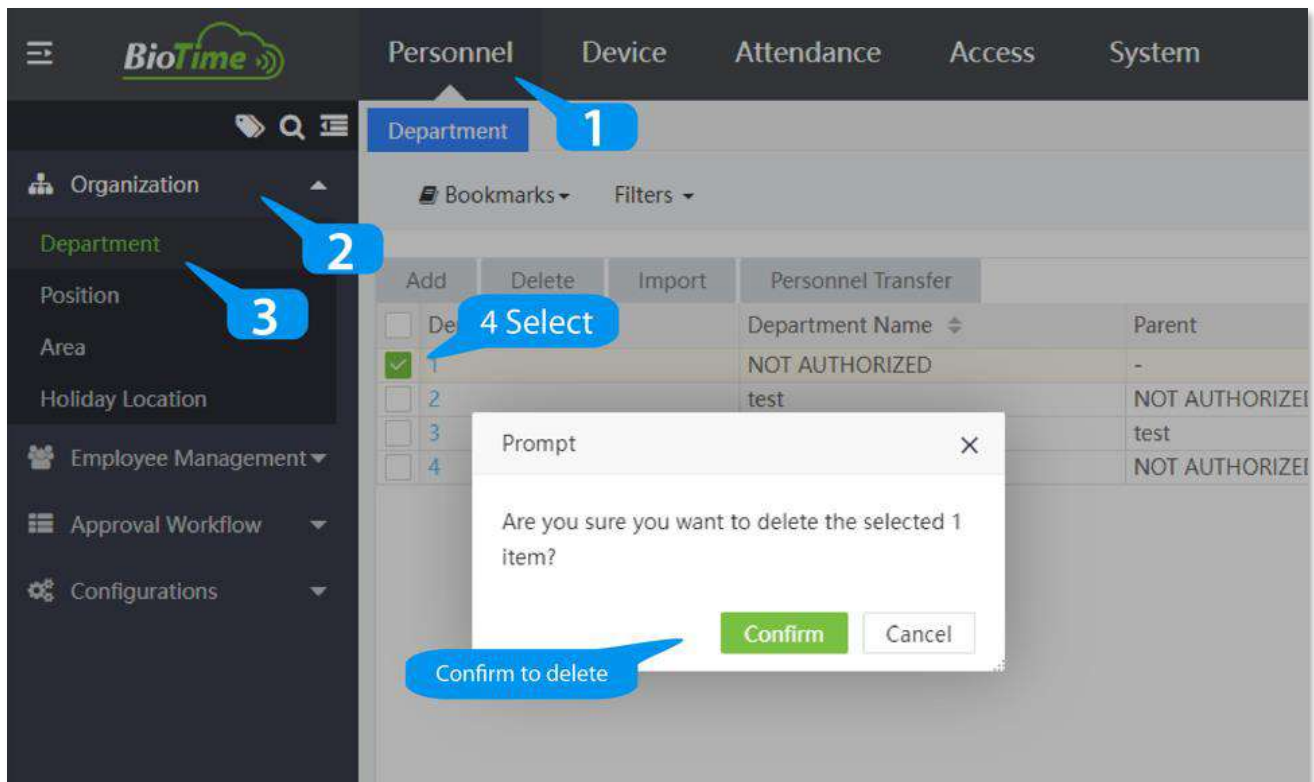
On the **Department** interface, click **Add** to create a new Department or a Sub-department name. Enter the unique **Department Code** and the required **Department Name**.

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 a Department

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

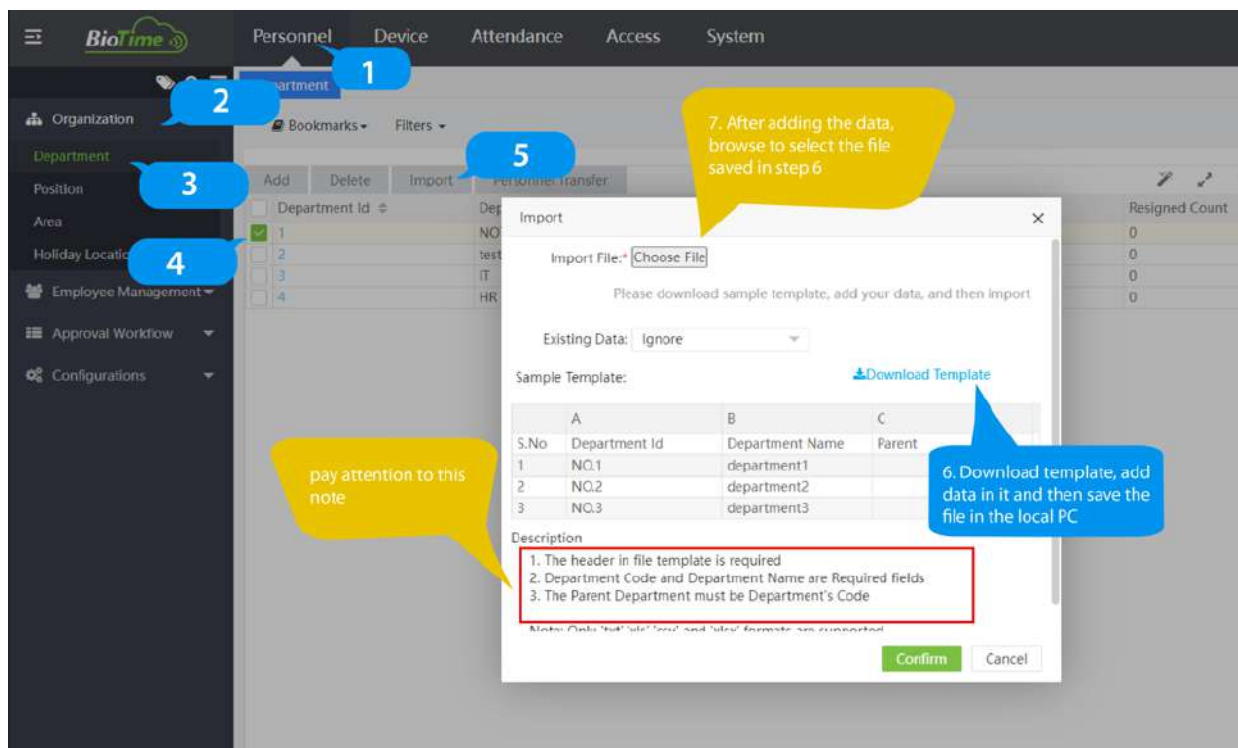


Delete the existing Department or a Sub Department

- 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 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

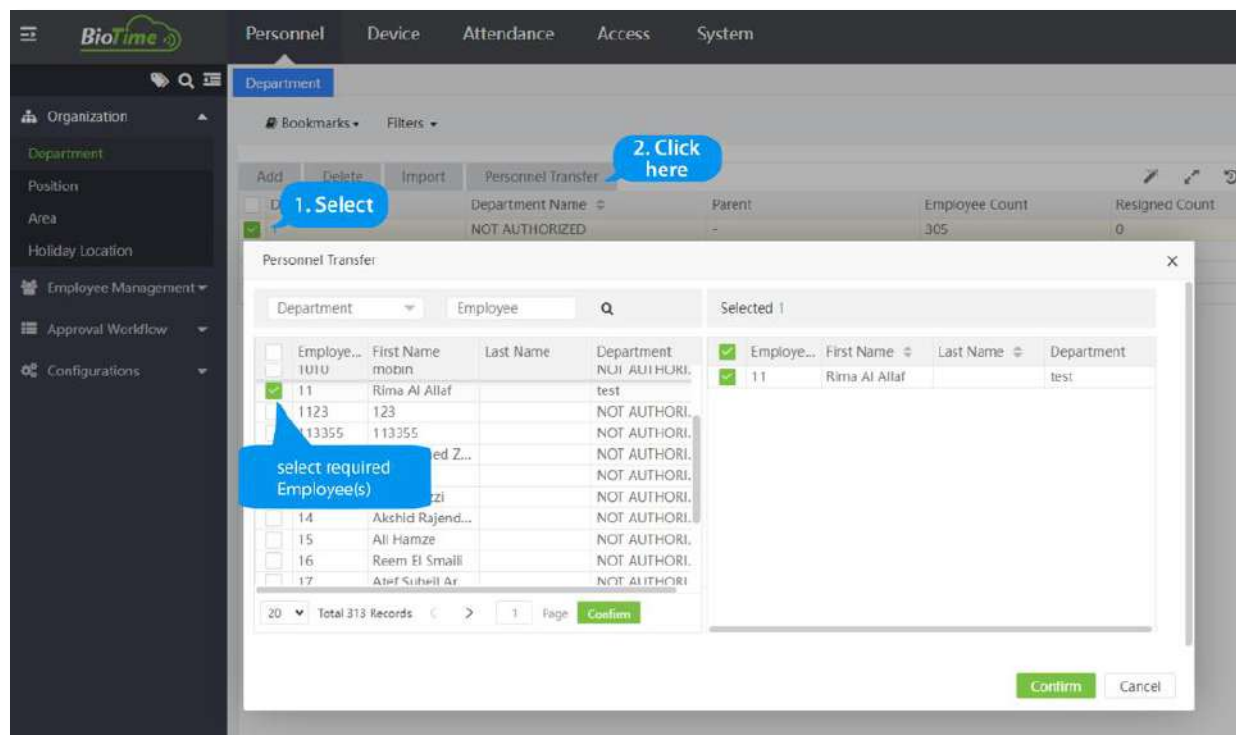
On the **Personnel** module, click **Organization**, and then click **Department** to allocate Employees to the departments.

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

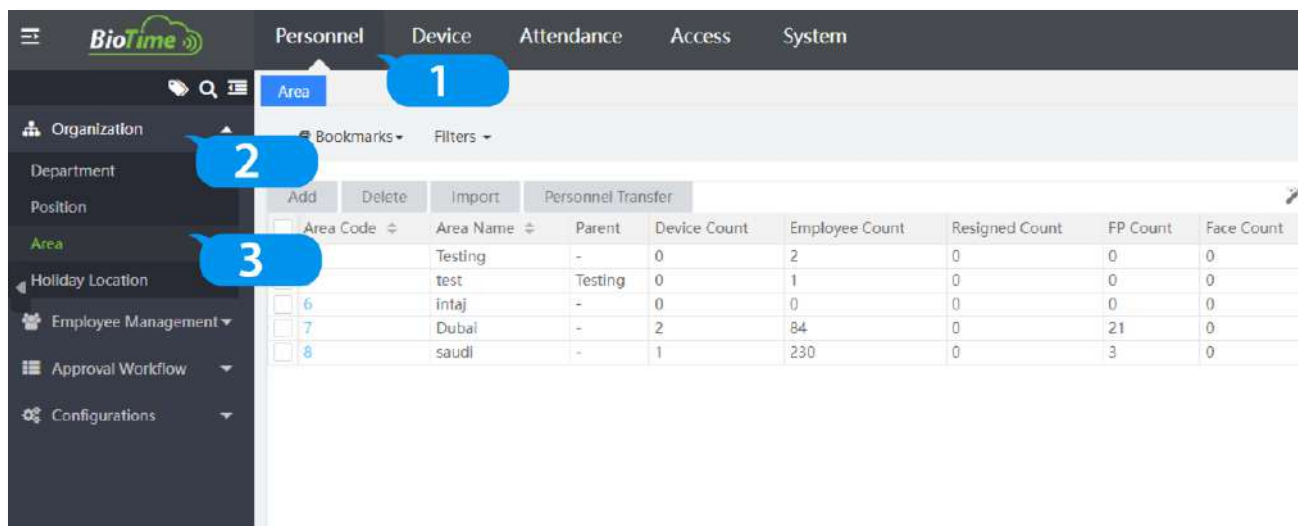
- On the **Department** interface, select the required Department or the Sub-department from the list to move in the Employees.
- Click **Personnel Transfer** to transfer the required Employees into that selected Department or the Sub-department.
- On the **Personnel Transfer** window, select the required 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.

4.9.2 Classifying the Department to an 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.

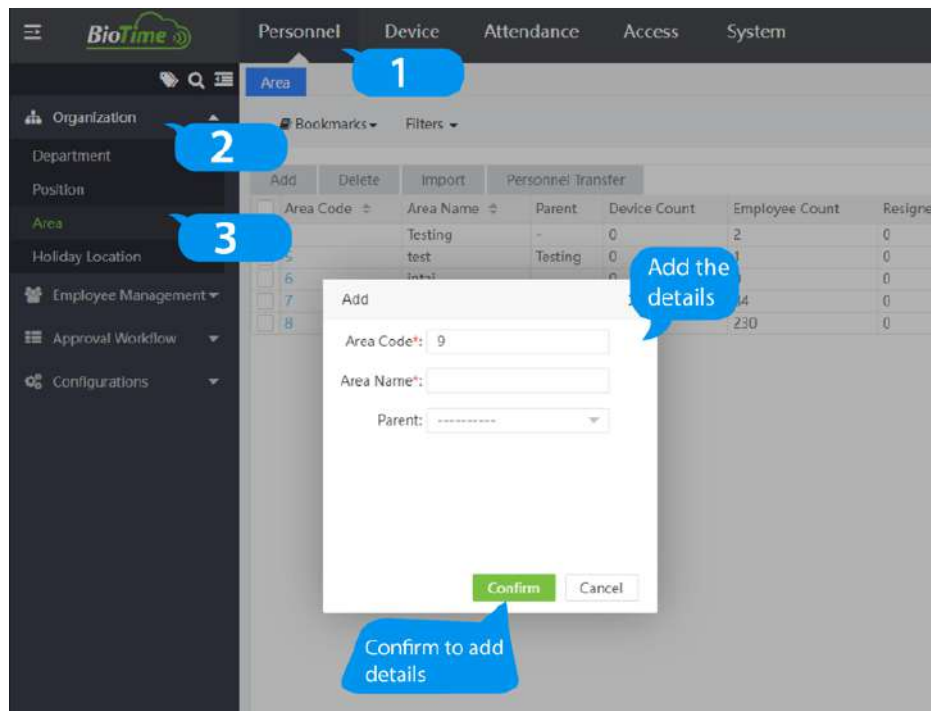
Face Count: Displays the registered Face count of each Employee.

FP Count: Displays the registered Function of each Employee.

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

Creating an Area

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

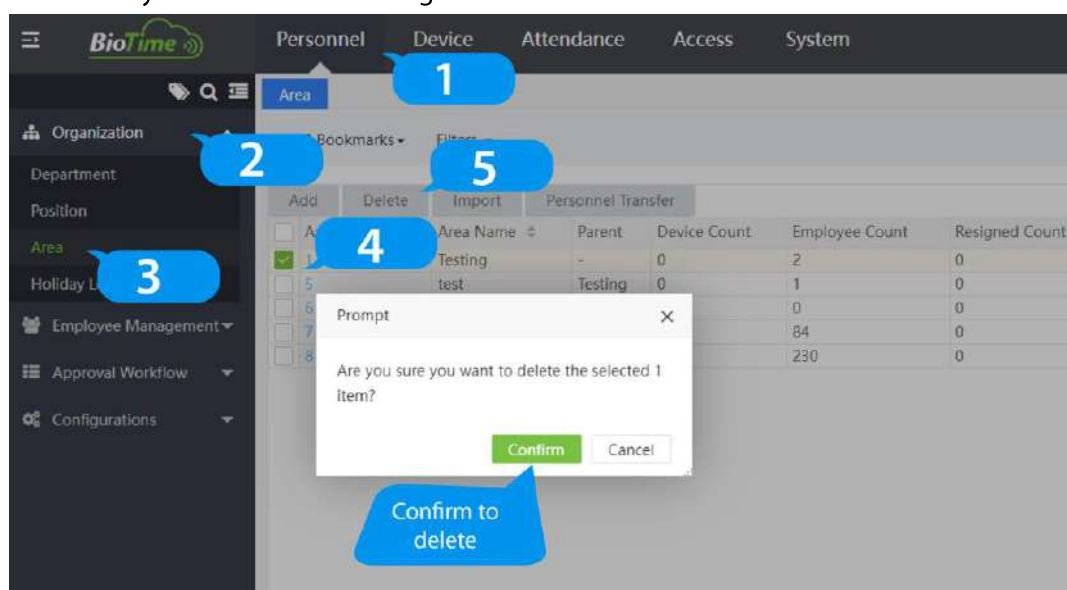


Create a New Area or a Sub Area name

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

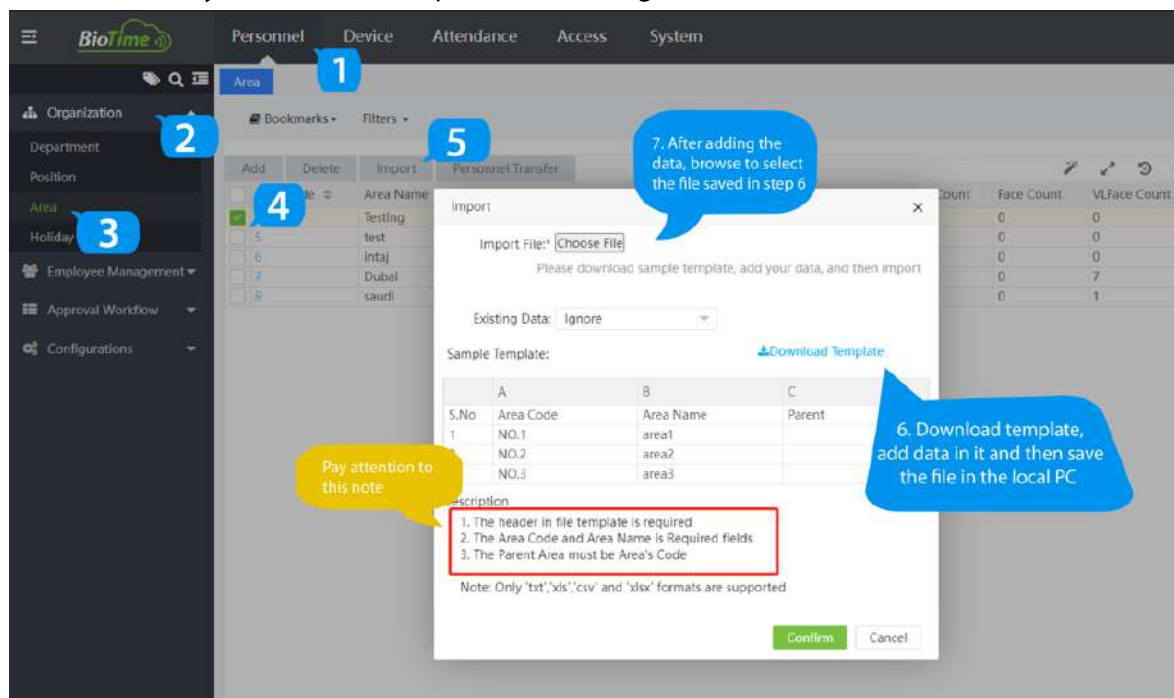


Delete the existing Area or a Sub-area

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



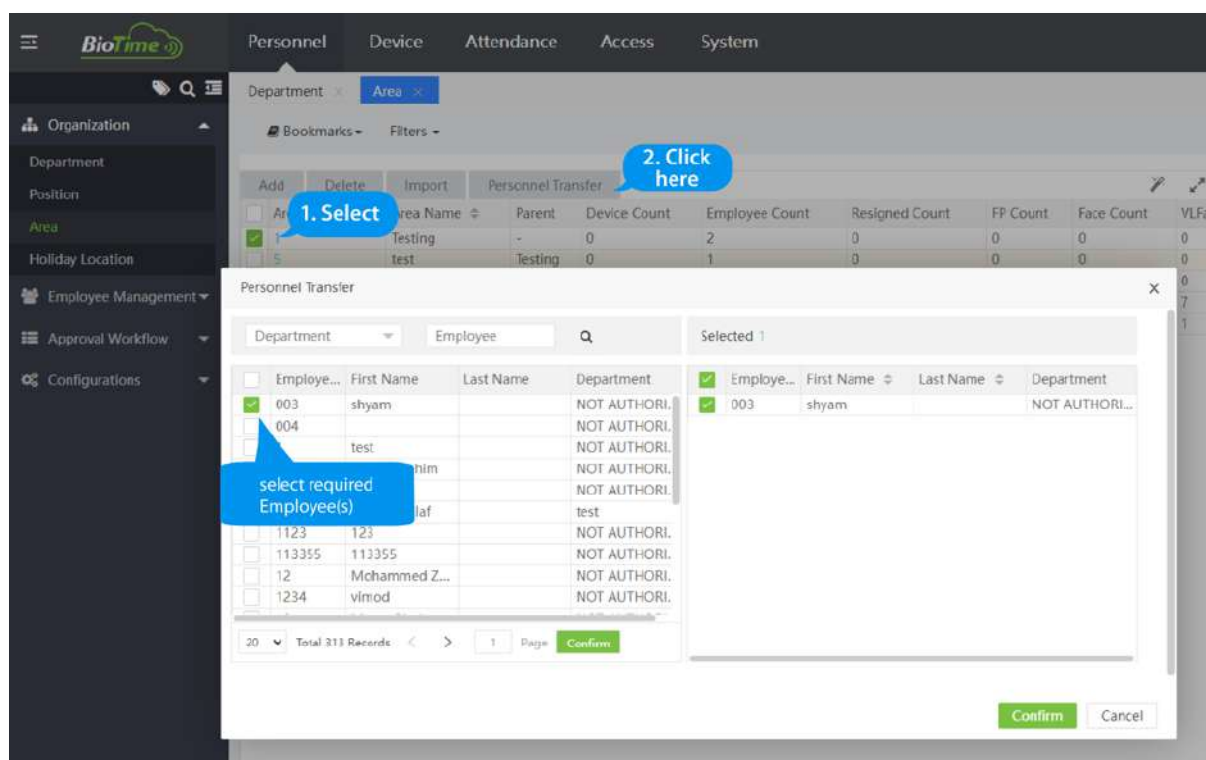
Import a new or update the existing Area or the Sub-area details on the Software

- 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 Area

- 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.

4.9.3 Creating Regions for Holiday

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

A brief note about the columns displayed on the Holiday Interface

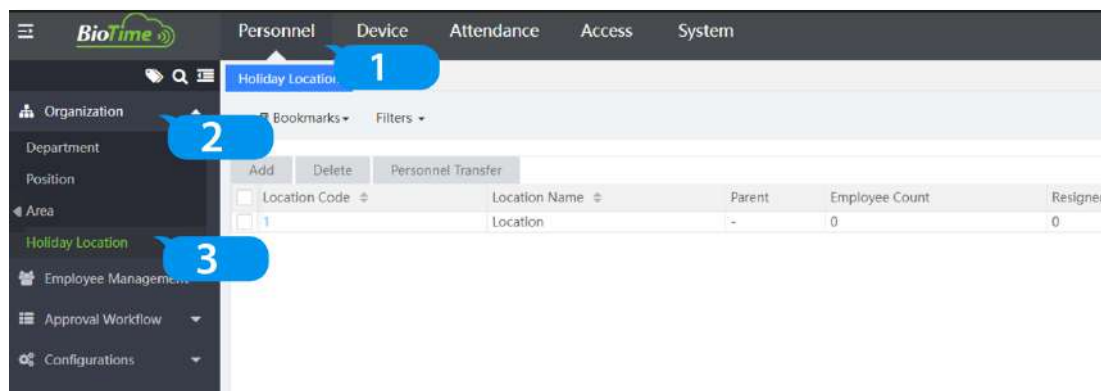
Location Code: Displays the unique code number of the Location.

Location Name: Displays the name of the Location.

Parent: Displays the Superior Location name.

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

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

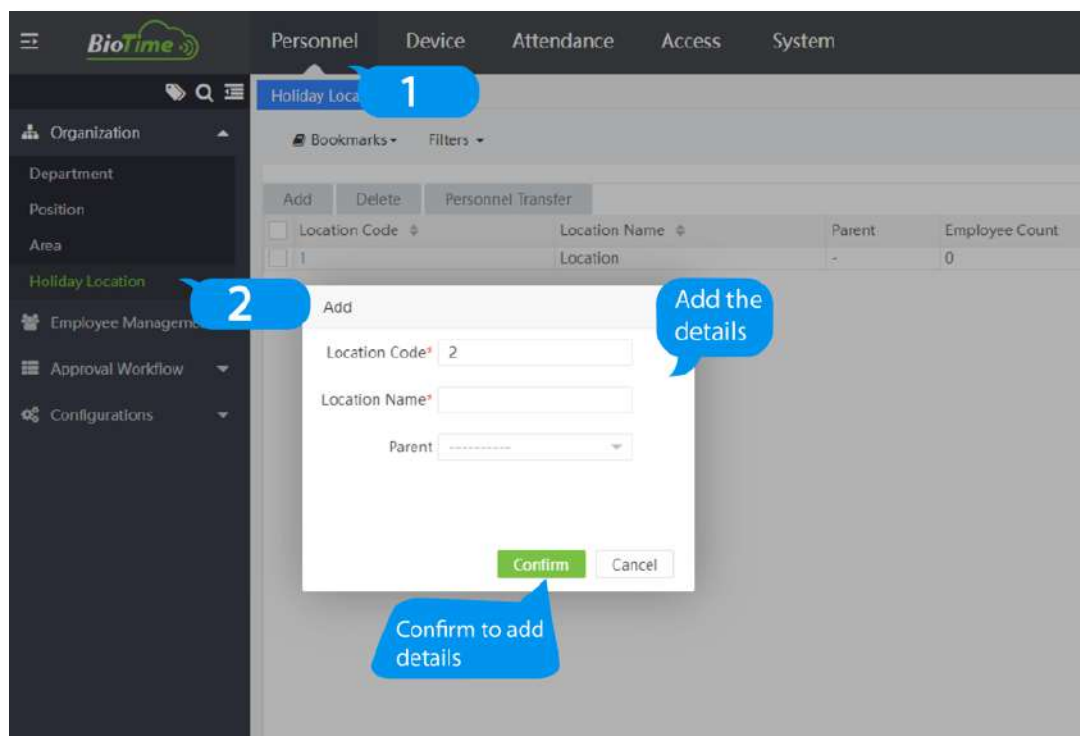


Create a New Holiday Location

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

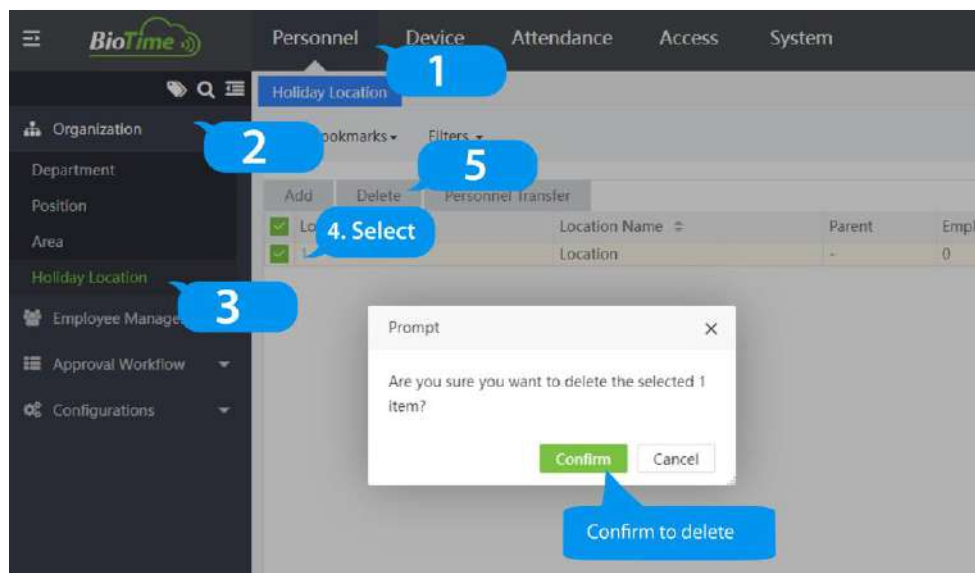
Add

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



Removing Holiday Location

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



Delete the existing Holiday Location

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

Manage and modify Holiday Location

The operation is same as shown in [Personnel Transfer](#).

5 Personnel Management

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

This feature allows updating employee details; 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

The screenshot shows the BioTime Cloud interface with the 'Device' tab selected. The left sidebar contains navigation options: Device Management, Device, Device Command, Firmware Management, Message, Data, Log, Mobile App, and Configurations. The main content area displays a table of devices with columns for Serial Number, Device Name, Area, Area Code, Device IP, Status, Last Activity, and User Code. A blue callout bubble points to the 'Device' tab with the text 'Click here'.

Serial Number	Device Name	Area	Area Code	Device IP	Status	Last Activity	User Code
	Auto add	Not Authorized	1		!	2024-05-08 19:56:04	-
	DXBOFFICE	dxbo-att	2		✓	2024-09-16 08:27:08	48

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.

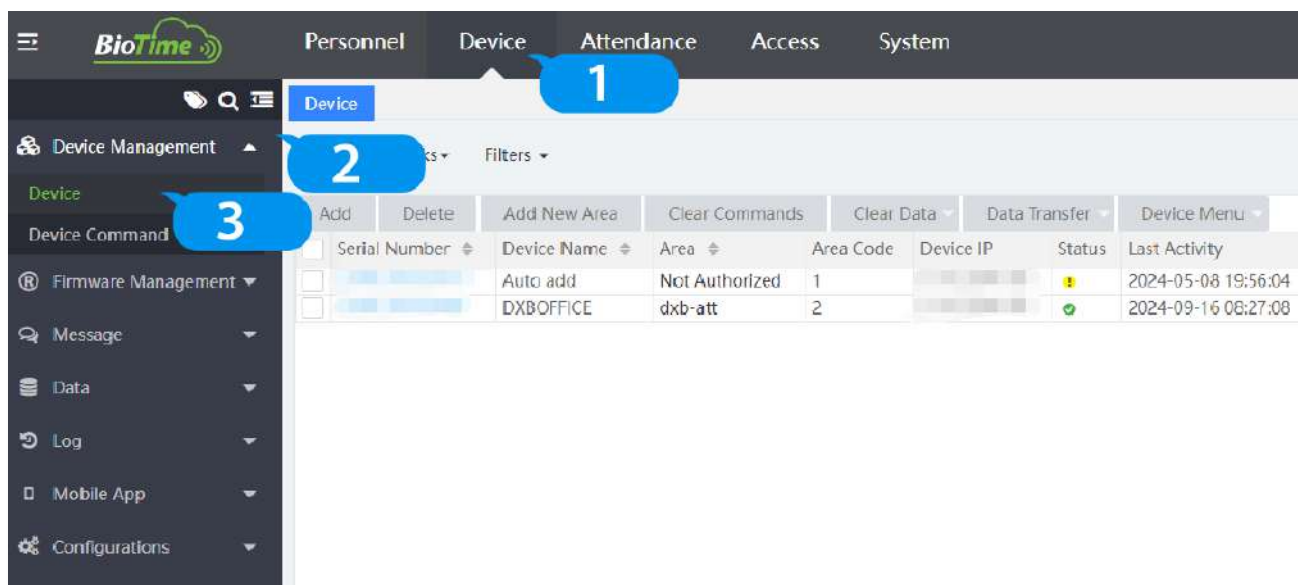
On the **Device Management**, you can set instructions to the Devices, and add, remove, or modify Devices and its locations.

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

Device

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

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



On this Interface, you can add a new Device, Edit, 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

Device Name: Displays the Device Name

Area: Displays the Device's Area Name

Area Code: Displays the Device's Area code Name

Device IP: Displays the Device IP address

Real IP: Displays the actual IP address of the Device

Device Model: Displays the Device model name

Time zone: Displays the Device Time zone

Firmware Version: Displays the Firmware version of the Device

Status: Displays the Device (Active or Inactive) Status

Last Activity: Displays the Device last activity date

User Count: Displays the User count registered in the Device

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

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

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

Transaction Count: Displays the total transaction count of the Device

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

5.1 How to Set Up Document ID

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.

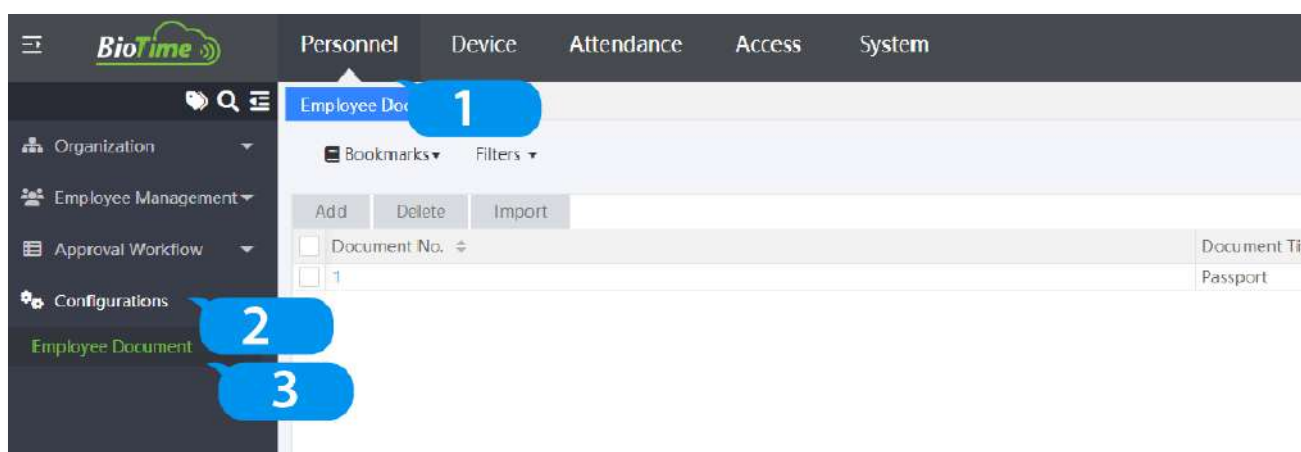
On the **Personnel** module, click **Configurations** to go to the Configurations module.

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

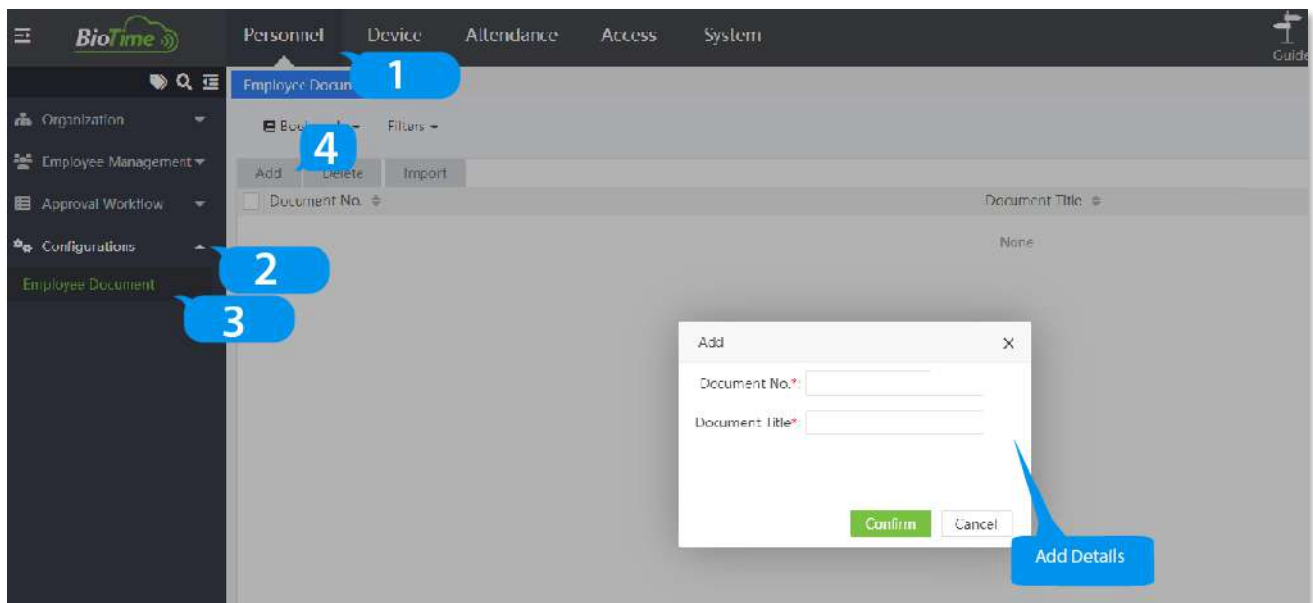
Document No: Displays the unique code number of a Document

Document Title: Displays 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.

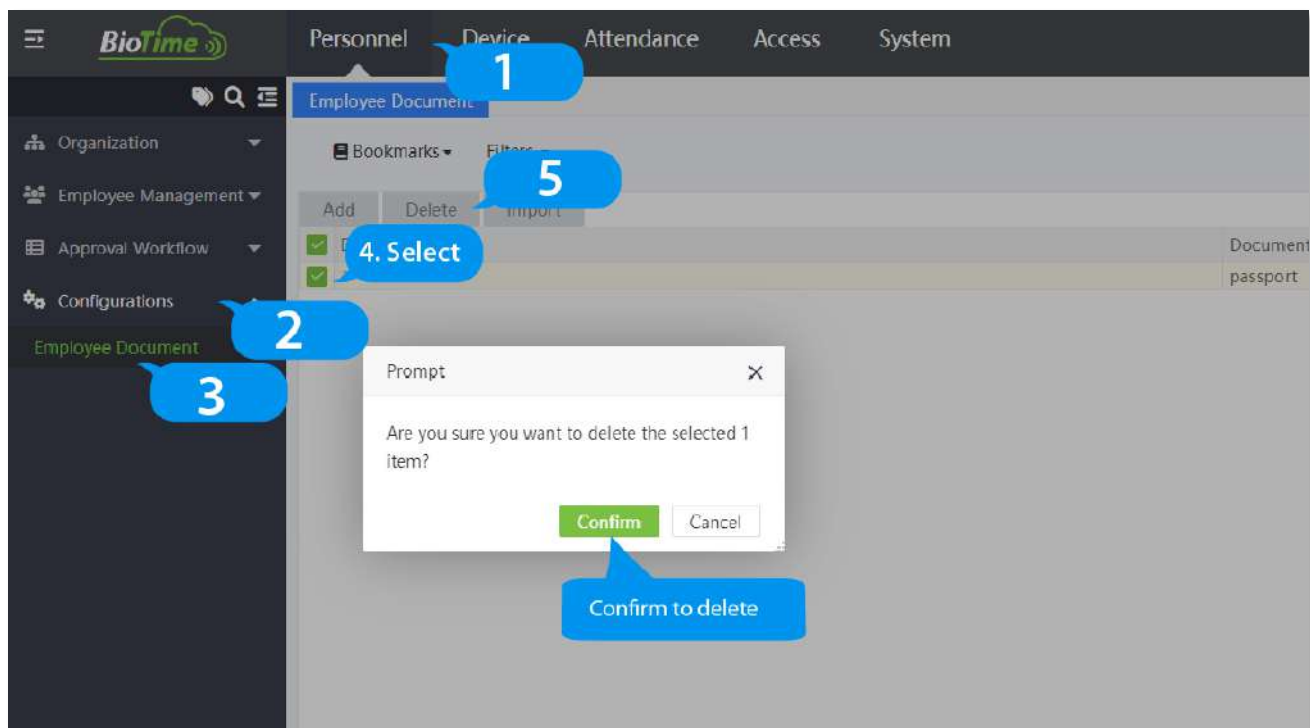


Add a new Document

- 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.

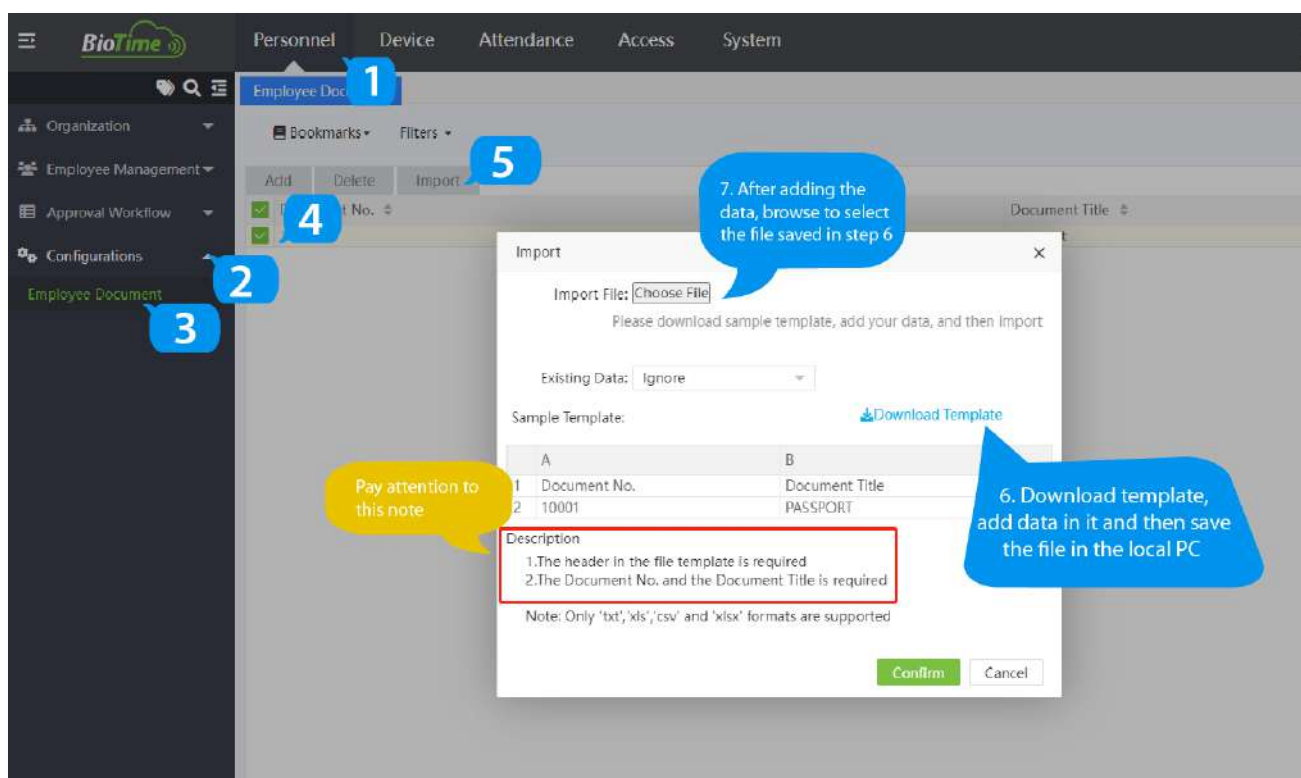


Delete the existing Document

- 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.

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.

5.2 Managing an Employee Account



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.



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	Department	Position Code	Device Privilege	Area	Fingerprint	Face	Palm	VL Face	Update Time
00001	SOWMYA	ACCOUNTS & ADMIN	1	Employee	dx-b-att	Ver 10:2	-	-	1	2024-08-14 15:29
00004	SNEHA	TECHNICAL	1	Employee	dx-b-att	Ver 10:1	-	-	1	2024-06-13 10:31
00005	JONATHAN	WAREHOUSE	1	Employee	dx-b-att	-	-	-	-	2024-05-23 16:29
00006	SIMOUNETTE	DISTRIBUTION	1	Employee	dx-b-att	Ver 10:2	-	-	1	2024-09-04 08:36
00008	CHRISTINE	ACCOUNTS & ADMIN	1	Employee	dx-b-att	Ver 10:1	-	-	1	2024-04-26 15:42
00009	JUNAIS	PROJECT SALES	1	Employee	dx-b-att	Ver 10:1	-	-	1	2024-07-24 09:44
00010	VIMOD	PROJECT SALES	1	Employee	dx-b-att	Ver 10:1	-	-	1	2024-09-04 14:59
00011	CRIZALDE	TECHNICAL	1	Employee	dx-b-att	Ver 10:1	-	-	1	2024-08-13 08:59
00012	JHOANE	PROJECT SALES	1	Employee	dx-b-att	Ver 10:2	-	-	1	2024-05-07 14:28
00013	LALAINÉ	TECHNICAL	1	Super Administrator	dx-b-att	Ver 10:1	-	-	1	2024-08-14 15:09

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.

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

Position: Displays the Position name 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.

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

Fingerprint: Displays the registered Fingerprint count of each Employee.

Face: Displays the registered Face count of each Employee.

Palm: Displays the registered Palm count of each Employee.

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

How to create an Employee Account

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

Add

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

The screenshot shows the BioTime Cloud interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The 'Personnel' module is selected, and the 'Employee' tab is active. The left sidebar shows 'Organization', 'Employee Management', 'Employee', 'Resign', 'Approval Workflow', and 'Configurations'. The 'Employee Management' link is highlighted with a blue callout bubble labeled '2'. The 'Employee' link is highlighted with a blue callout bubble labeled '3'. The main area displays a table of employees with columns: Employee Id, First Name, Department, Position Code, Device Privilege, Area, and Fingerprint. A blue callout bubble labeled '1' points to the 'Employee' tab. A blue callout bubble labeled 'Click to Add' points to the 'Add' button in the table header. The table contains 11 rows of employee data.

Employee Id	First Name	Department	Position Code	Device Privilege	Area	Fingerprint
00001	SOWMYA	ACCOUNTS & ADMIN	1	Employee	dxb-att	Ve
00004	SNEHA	TECHNICAL	1	Employee	dxb-att	Ve
00005	JONATHAN	WAREHOUSE	1	Employee	dxb-att	-
00006	SIMOUNETTE	DISTRIBUTION	1	Employee	dxb-att	Ve
00008	CHRISTINE	ACCOUNTS & ADMIN	1	Employee	dxb-att	Ve
00009	JUNAIS	PROJECT SALES	1	Employee	dxb-att	Ve
00010	VIMOD	PROJECT SALES	1	Employee	dxb-att	Ve
00011	CRIZALDE	TECHNICAL	1	Employee	dxb-att	Ve

Add a New Employee

Add

Profile

Employee Id*
First Name*
Department*
Last Name
Position*
Area*
Employment Type
Date of Joining
Holiday Location
OutDoor Mng
Disable
Photo

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

National ID
Local Name
Gender
Passport No.
Mobile
Motorcycle License
Contact no.
Office Tel
Automobile License
Card No.
Religion
City
Permanent Address
Pincode
Email
Birthday
Nationality

Confirm
Cancel

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

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.

Profile

Employee Id*
First Name*
Department*
Last Name
Position*
Area*
Employment Type
Date of Joining
Holiday Location
OutDoor Mng
Disable
Photo

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

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

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 Mng: 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.

Personal Information

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

Personal Information	Device Settings	Attendance Settings	Mobile App Settings	WhatsApp Settings	Sms Settings
National ID	Local Name	Gender			
Passport No.	Mobile	Motorcycle License			
Contact no.	Office Tel	Automobile License			
Card No.	Religion	City			
Permanent Address	Pincode	Email			
Birthday	Nationality				
Confirm Cancel					

National ID: Enter the Employee's 15-digit unique identification National ID 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.

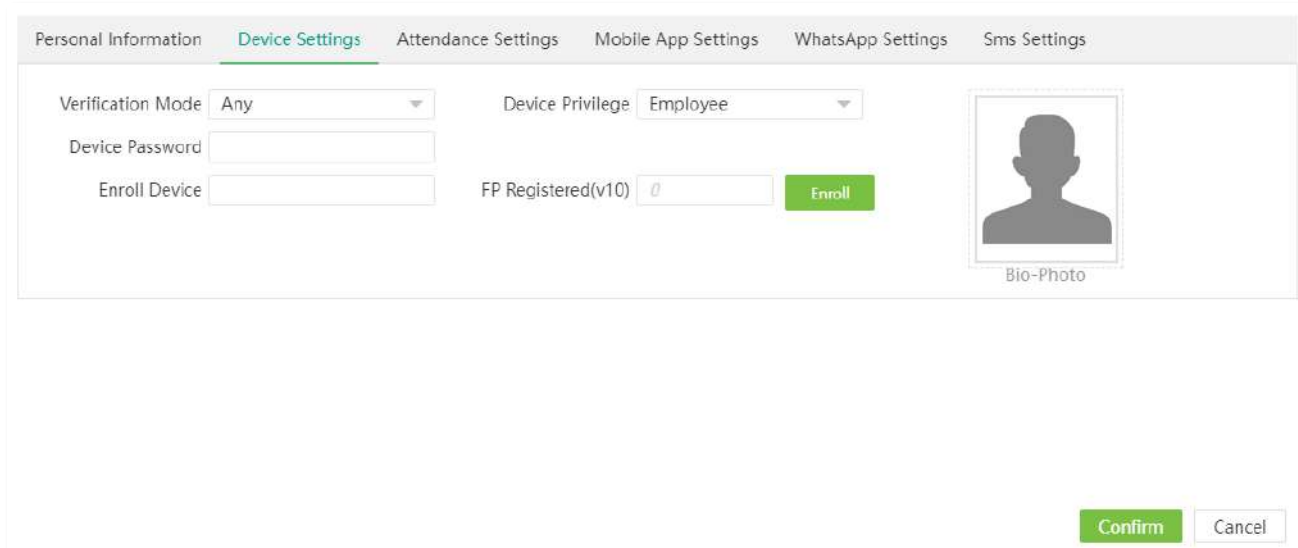
Office Tel: Enter the Employee's Office desk contact number.

Religion: Enter the religious practice of the Employee.

Pincode: 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 in a multi-tabbed interface. The tabs include 'Personal Information', 'Device Settings' (active), 'Attendance Settings', 'Mobile App Settings', 'WhatsApp Settings', and 'Sms Settings'. The 'Device Settings' form contains the following fields and controls:

- 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 showing '0', followed by a green 'Enroll' button.
- Bio-Photo:** A placeholder image of a person's head and shoulders, labeled 'Bio-Photo' below it.

At the bottom right of the form, there are two buttons: a green 'Confirm' button and a grey 'Cancel' button.

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.

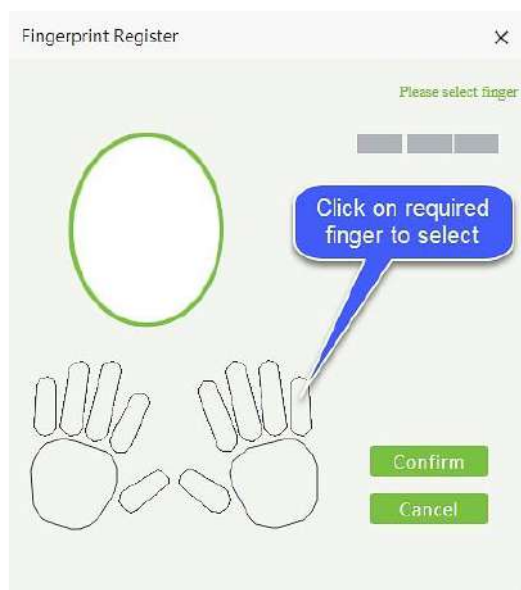
Enroll Device: This field is automatically updated with the Device Serial Number after the Employee is registered in that Device.

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.

Personal Information	Device Settings	Attendance Settings	Mobile App Settings	WhatsApp Settings	Sms Settings
Enable Attendance	Yes	Enable Holiday	Yes		
Password		Workflow Role	-----		

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.

Self-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.

Personal Information	Device Settings	Attendance Settings	Mobile App Settings	WhatsApp Settings	Sms Settings
Mobile App Status	Disable	APP Role	Employee		
Mobile Att Punch	Enable				

Mobile App Status: It lets the Employee view the Organization's message or status through the mobile application interface. The Status will be in Disable 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".

WhatsApp Settings

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

Personal Information	Device Settings	Attendance Settings	Mobile App Settings	WhatsApp Settings	Sms Settings
WhatsApp Push Status No Exception Option No Punch Option No					

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: 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.

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
SMS Push Status No Exception Option No Punch Option No					

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.

The screenshot displays the BioTime Cloud interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The left sidebar shows 'Organization', 'Employee Management', 'Employee', 'Resign', 'Approval Workflow', and 'Configurations'. The main content area is titled 'Employee' and contains a table of employees. A callout bubble points to the 'Employee ID' column with the text 'Click on employee ID'.

Add	Delete	Import	Personnel Transfer	App	More settings		
☐	Employee ID	Name	Department	Position Code	Device Privilege	Area	Fingerprint
☐	00001	SOWMIA	ACCOUNTS & ADMIN	1	Employee	dxh-att	Ver 10:2
☐	00004	SNEHA	TECHNICAL	1	Employee	dxh-att	Ver 10:1
☐	00005	JONATHAN	WAREHOUSE	1	Employee	dxh-att	-
☐	00006	SIMOUNETTE	DISTRIBUTION	1	Employee	dxh-att	Ver 10:2
☐	00008	CHRISTINE	ACCOUNTS & ADMIN	1	Employee	dxh-att	Ver 10:1
☐	00009	JUNAI	PROJECT SALES	1	Employee	dxh-att	Ver 10:1
☐	00010	VIMOD	PROJECT SALES	1	Employee	dxh-att	Ver 10:1
☐	00011	CRIZALDE	TECHNICAL	1	Employee	dxh-att	Ver 10:1
☐	00012	JHOANE	PROJECT SALES	1	Employee	dxh-att	Ver 10:2

1. Open the Document tab

2. Click to Add

Select from dropdown

- 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 [configuration](#) console.

Employee Documents: Enter the Document ID number that has been provided while adding the Document name under [Configuration](#)

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.

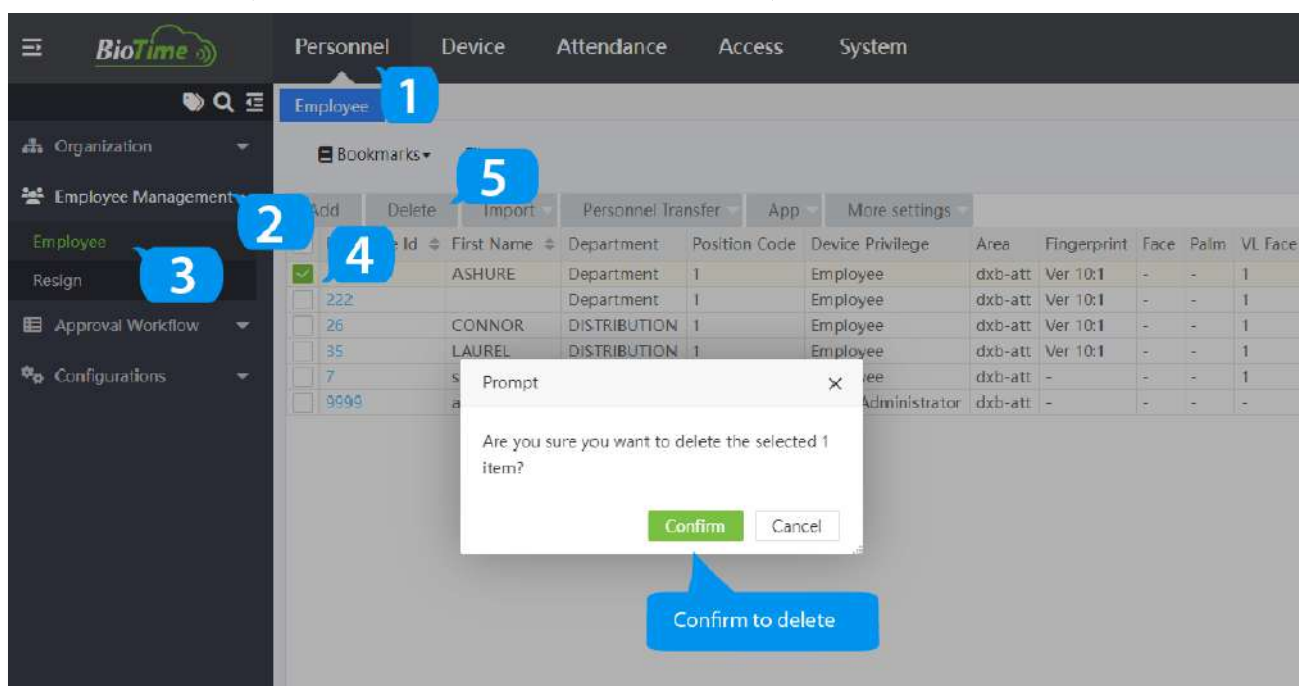
Click **Confirm**, to save the updated information.

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

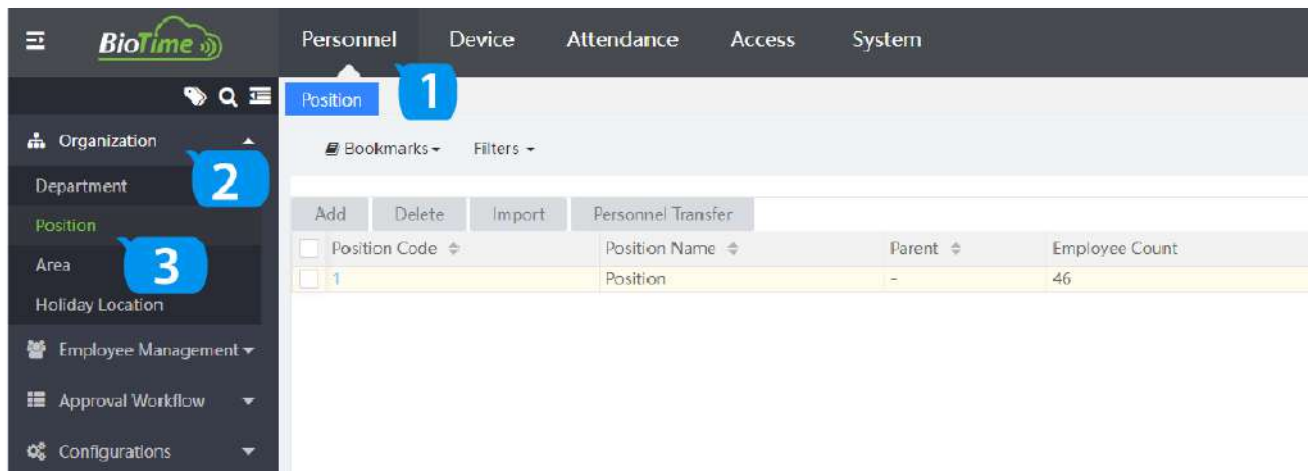
- On the **Employee** interface, select the required Employee data from the list.
- Click **Delete**, to delete the selected Employees' data.
- Click **Confirm**, to ensure and delete the selected Employee's data from the list.

5.3 Managing Employees' Designation

Our **Position** interface helps you to manage and maintain the nomination, selection, or ranking of an employee into a distinct category from one another.

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

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



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

A brief note about the columns displayed on the Position Interface

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

Position Name: Displays the name of the Position.

Parent: Displays the Superior Position name.

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

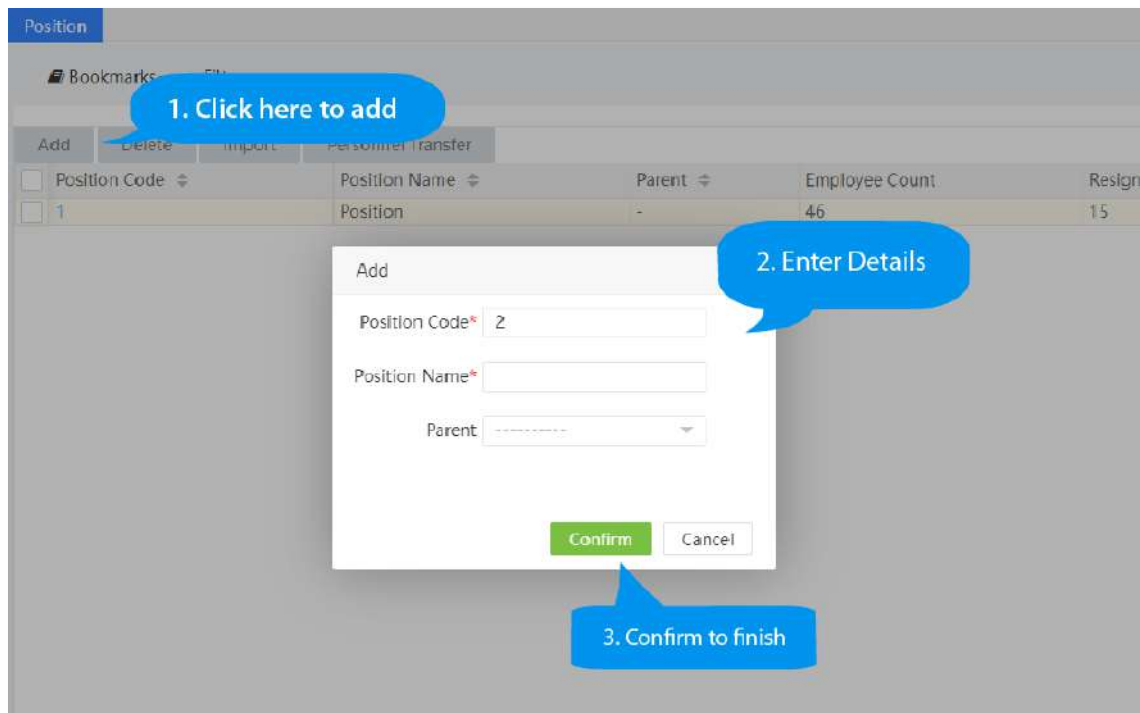
Resigned Count: Displays the total count of the resigned Employees in a Position.

How to create Designation 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

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 positions from the list. The operation is similar like the common [delete](#) in our software.

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. The operation is similar like [import](#) function on other interfaces.

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. The operation is similar like [personnel transfer](#) function on other interfaces.

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

5.4 Import Employee Details

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

The screenshot shows the BioTime Cloud interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The 'Personnel' module is active, and the 'Employee Management' dropdown menu is open. The menu options are 'Employee' (1), 'Resign' (3), 'Approval Workflow', and 'Configurations'. The 'Employee' option is selected, leading to the 'Employee' interface (2). In this interface, the 'Import' button (5) is highlighted, and a dropdown menu is shown with options: 'Import Employee', 'Import Document', and 'Import Photo'. The 'Import Employee' option is selected (4). The main table displays a list of employees with columns for Employee Id, Name, Position, Position Code, and Device Privilege. The employee with ID 00010 is selected.

Employee Id	Name	Position	Position Code	Device Privilege
00001	SIMOUNETTE	NTS & ADMIN	1	Employee
00004	SIMOUNETTE	CAL	1	Employee
00005	J	HOUSE	1	Employee
00006	SIMOUNETTE	DISTRIBUTION	1	Employee
00007	SIMOUNETTE	ACCOUNTS & ADMIN	1	Employee
00008	SIMOUNETTE	PROJECT SALES	1	Employee
00010	VIMOD	PROJECT SALES	1	Employee
00011	CRIZALDE	TECHNICAL	1	Employee
00012	JHOANE	PROJECT SALES	1	Employee
00013	LALAIN	TECHNICAL	1	Super Administrator
00014	STEVEN	Department	1	Super Administrator
00020	ALDOUS	DISTRIBUTION	1	Employee
00022	VOLTA	DISTRIBUTION	1	Employee
00023	GARVEY	TECHNICAL	1	Employee
00028	SHYAM	TECHNICAL	1	Employee

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

Import Employee function lets you add a new or update the existing Employee data to the Software. The operation is similar like [import](#) function on other interfaces.

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 Software

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. The operation is similar like [import](#) function on other interfaces.

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 [Configurations](#) 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

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. The operation is similar like [import](#) function on other interfaces.

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.

5.5 Transferring Personnel

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.

The screenshot displays the BioTime Cloud interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The left sidebar shows 'Organization', 'Employee Management', 'Employee', 'Resign', 'Approval Workflow', and 'Configurations'. The main area shows a table of employees with columns for Employee ID, First Name, Department, Position Code, Device Privilege, Area, and Fingerpri. A dropdown menu is open for 'Personnel Transfer' with options: Department Transfer, Position Transfer, Move to New Area, Copy to New Area, Holiday Transfer, Pass Probation, Resignation, and PROJECT SALES. A callout box points to the 'Department' column with the text '5. Click on desired location'.

Employee ID	First Name	Department	Position Code	Device Privilege	Area	Fingerpri
00001	SOWMYA		1	Employee	dx-b-att	Ver 10:2
00004	SNEHA		1	Employee	dx-b-att	Ver 10:1
00005	JONATHAN		1	Employee	dx-b-att	-
00006	SIMOUNETTE		1	Employee	dx-b-att	Ver 10:2
00008	CHRISTINE		1	Employee	dx-b-att	Ver 10:1
00009	JUNAI		1	Employee	dx-b-att	Ver 10:1
00010	VIMOD		1	Employee	dx-b-att	Ver 10:1
00011	CRIZALDE		1	Employee	dx-b-att	Ver 10:1
00012	JHOANE	PROJECT SALES	1	Employee	dx-b-att	Ver 10:2
00013	LALAIN	TECHNICAL		Administrator	dx-b-att	Ver 10:1
00014	STEVEN	Department		Administrator	dx-b-att	Ver 10:1
00020	ALDOUS	DISTRIBUTION		Employee	dx-b-att	Ver 10:1
00022	VOLTA	DISTRIBUTION	1	Employee	dx-b-att	Ver 10:1
00023	GARVEY	TECHNICAL	1	Employee	dx-b-att	-
00028	SHYAM	TECHNICAL	1	Employee	dx-b-att	Ver 10:1
00029	BETTY KOSHY	TECHNICAL	1	Employee	dx-b-att	Ver 10:1

Functions available under Personnel Transfer

- Department Transfer
- Position Transfer

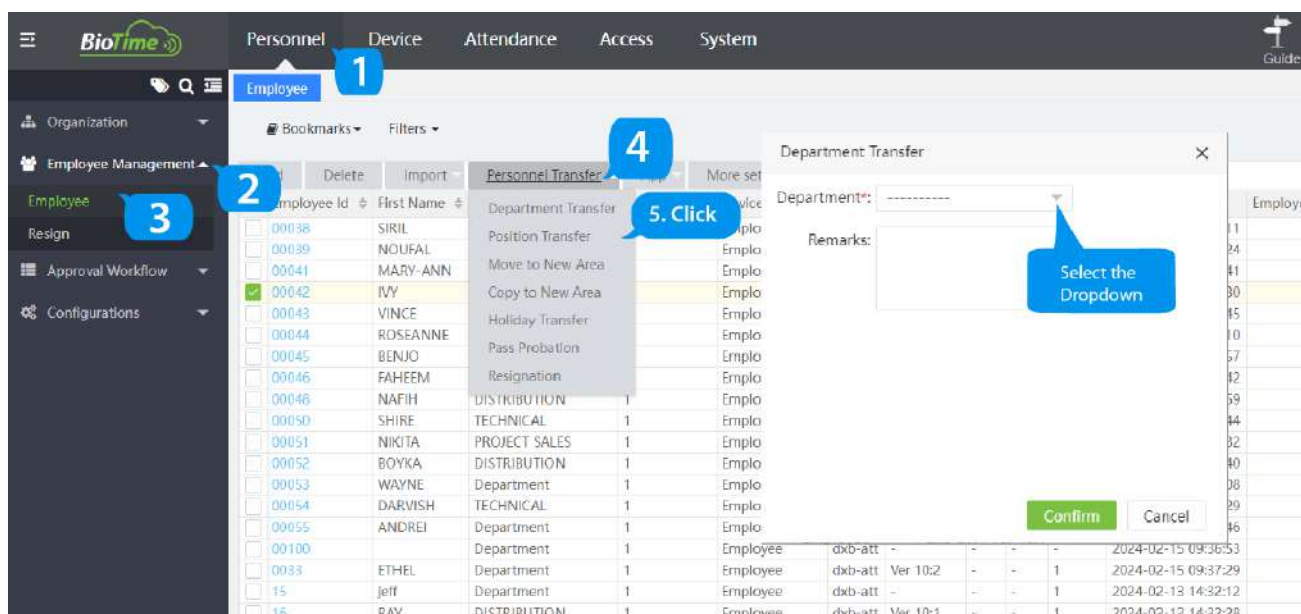
- Move to New Area
- Copy to New Area
- Holiday Transfer
- Pass Probation
- Resignation

How to move an Employees' between Departments

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. The operation is similar like [Personnel import](#) function on other interfaces.



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. The operation is similar like [Department Transfer](#) function on other interfaces.

Transfer Employees Position or the Sub-department

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

Transferring Employees' 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. The operation is similar like [Department Transfer](#) function on other interfaces.

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 **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' Location for Holiday Update

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

Location Transfer

This function lets you migrate the Employees from the existing Location or the Sub location to another Location or the Sub location in order to update the Employees Holiday calendar. The operation is similar like [Department Transfer](#) function on other interfaces.

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.

The screenshot illustrates the 'Pass Probation' process in the BioTime Cloud interface. The interface features a sidebar with 'Employee Management' and 'Employee' options. The main area shows a list of employees with a 'Personnel Transfer' dropdown menu open, highlighting 'Pass Probation'. A confirmation dialog box is displayed with a 'Confirm' button.

Employee Id	First Name	Department Transfer	Position Code	Device Privilege	Area	Fingerprint	Face	Palm	VL Face	Update Time
00038	SIRIL	Department Transfer		Employee	dxdb-att	Ver 10:1	-	-	1	2024-07-29 14:00
00039	NOUFAL	Position Transfer		Employee	dxdb-att	Ver 10:1	-	-	1	2024-02-27 09:10
00041	MARY-ANN	Move to New Area		Employee	dxdb-att	Ver 10:1	-	-	1	2024-09-04 14:55
00042	IVY	Copy to New Area		Employee	dxdb-att	Ver 10:1	-	-	1	2024-09-04 14:55
00043	VINCE	Holiday Transfer		Employee	dxdb-att	Ver 10:1	-	-	1	2024-09-04 14:55
00044	ROSEANNE	Pass Probation		Employee	dxdb-att	Ver 10:1	-	-	1	2024-02-27 09:10
00045	BENJO	Resignation		Employee	dxdb-att	Ver 10:1	-	-	1	2024-02-26 15:22
00046	FAHEEM			Employee	dxdb-att	Ver 10:1	-	-	1	2024-05-24 17:12
00048	NAFIH			Employee	dxdb-att	Ver 10:1	-	-	1	2024-09-04 14:55
00050	SHIRE			Employee	dxdb-att	Ver 10:1	-	-	1	2024-02-20 13:39
00051	NIKITA			Employee	dxdb-att	Ver 10:1	-	-	1	2024-02-26 10:38
00052	BOYKA			Employee	dxdb-att	Ver 10:1	-	-	1	2024-02-26 14:44
00053	WAYNE			Employee	dxdb-att	Ver 10:1	-	-	1	2024-02-26 14:44
00054	DARVISH			Employee	dxdb-att	Ver 10:1	-	-	1	2024-03-06 14:15
00055	ANDREI			Employee	dxdb-att	Ver 10:1	-	-	1	2024-09-02 13:53
00100				Employee	dxdb-att	Ver 10:1	-	-	1	2024-02-15 09:30
00033	ETHEL			Employee	dxdb-att	Ver 10:2	-	-	1	2024-02-15 09:30

Pass Employees' Probation

- On the **Employee** interface, select the required Employees from the list to pursue as their position permanently.

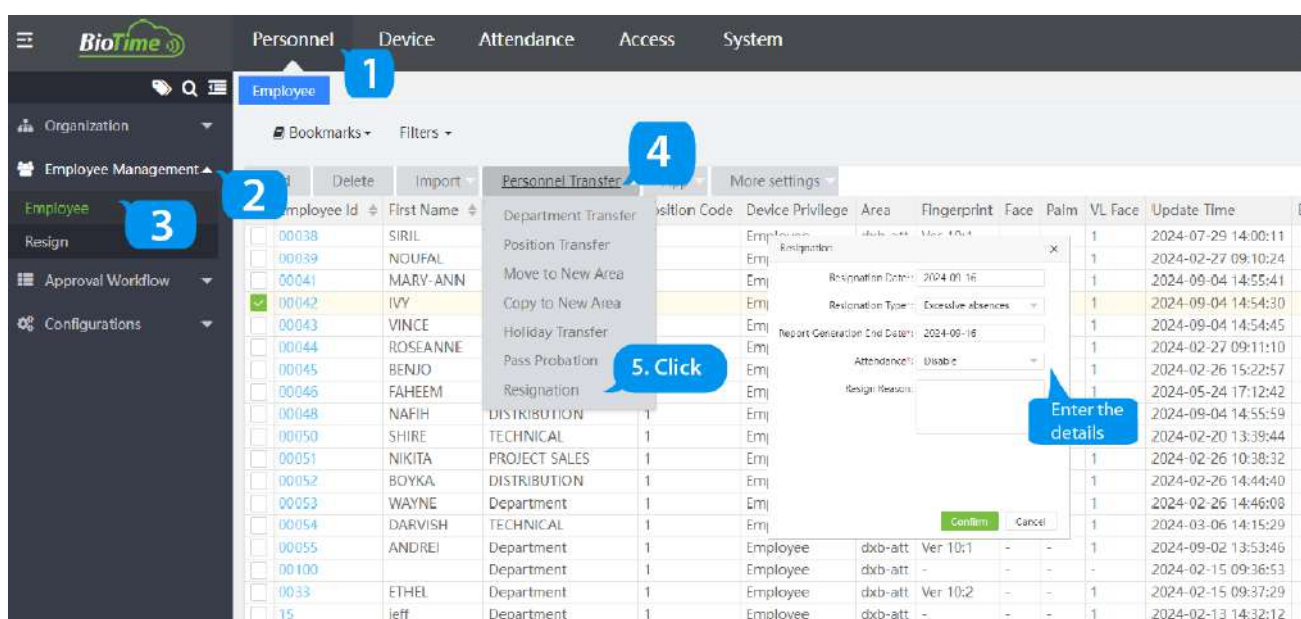
- On the **Personnel Transfer** menu, click **Pass Probation** to give the selected Employees, the permanent or regular role.
- Click **Confirm**, to grant the selected Employees' job to a permanent role

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 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.

5.6 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.

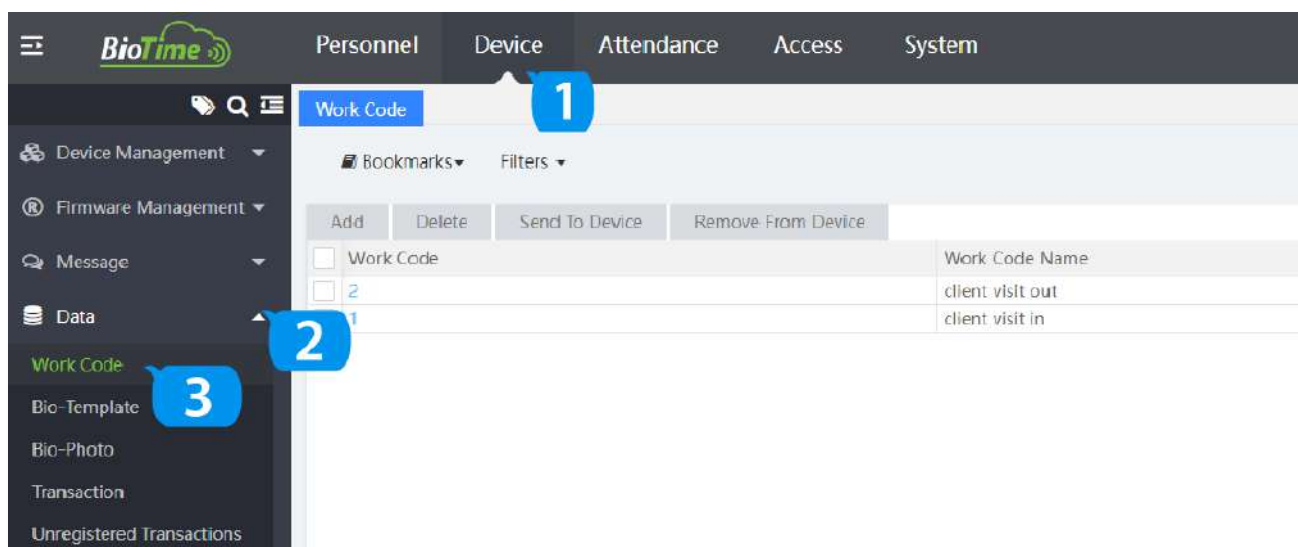
On the **Data** module, you can view and maintain the registered Biodata, add, modify, or delete a Work Code and upload transactions via USB.

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

Work Code

Our **Work Code** interface aid 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.



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

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

Work Code: Displays the unique work code number.

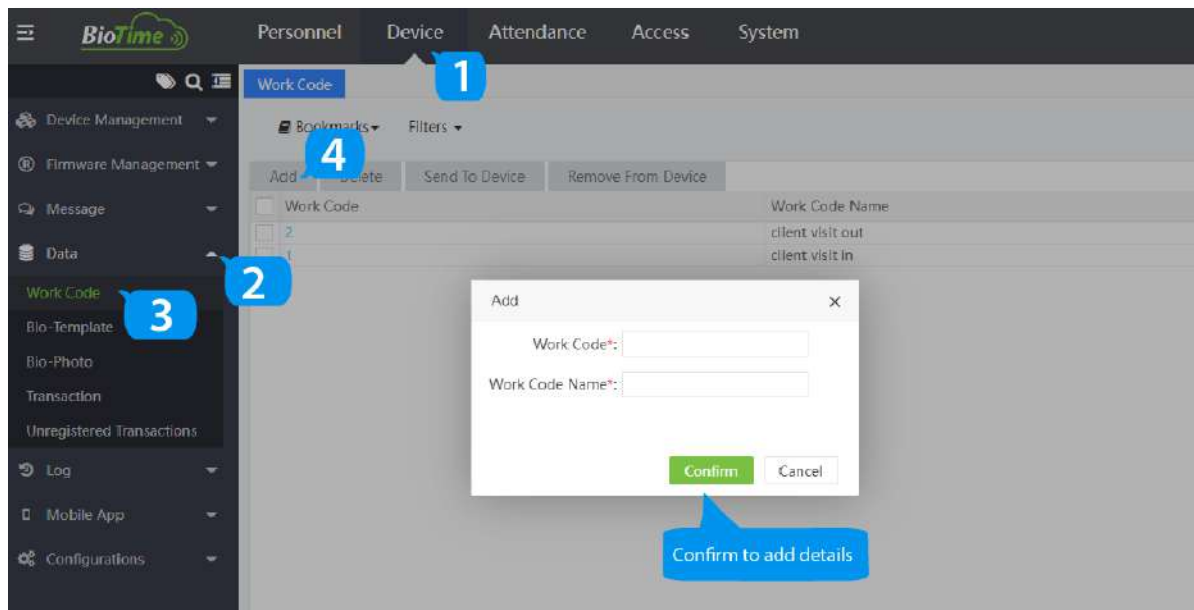
Work Code Name: Displays the work code name.

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

Functions available on the Work Code Interface

Add

Add function lets you create a new Work Code.

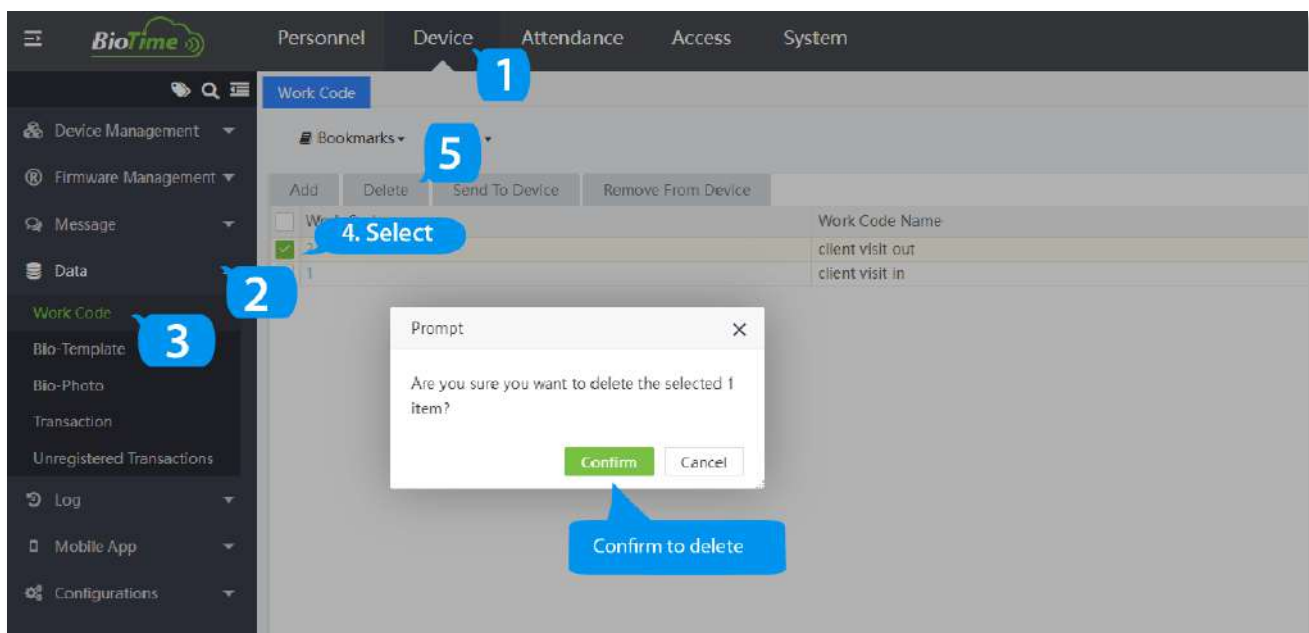


Add or create a new Work Code

- 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

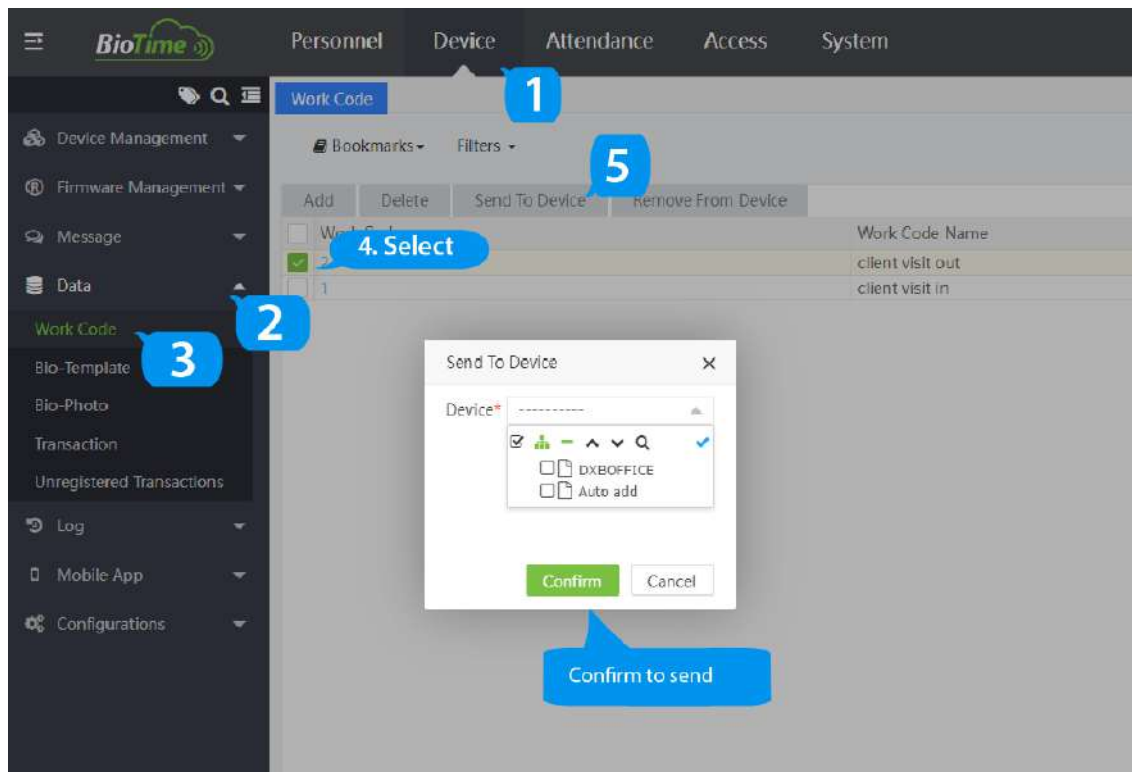
- On the **Work Code** interface, select the required Work Code to delete or remove from the list.
- Click **Delete** to delete or remove the selected Work Codes.

- 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 eases to identify your Employees' different type of work process.

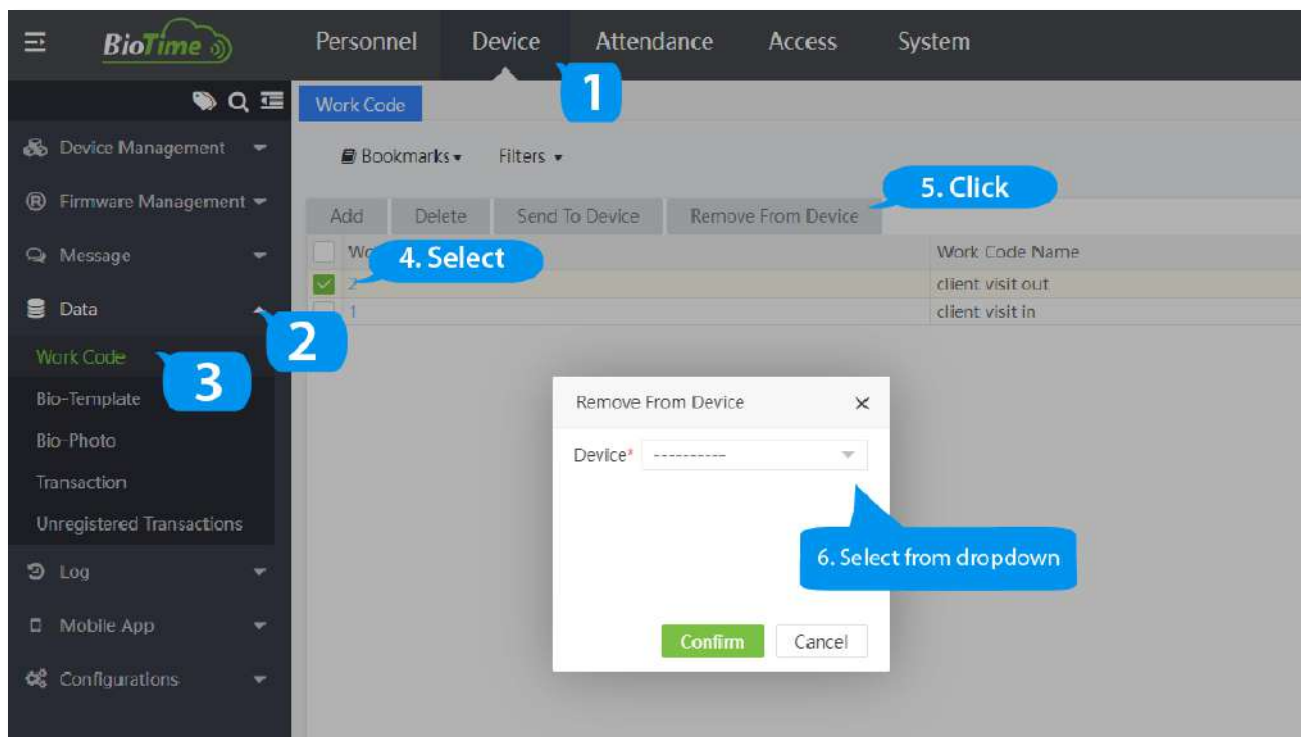


Send the Work Code to Device

- 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

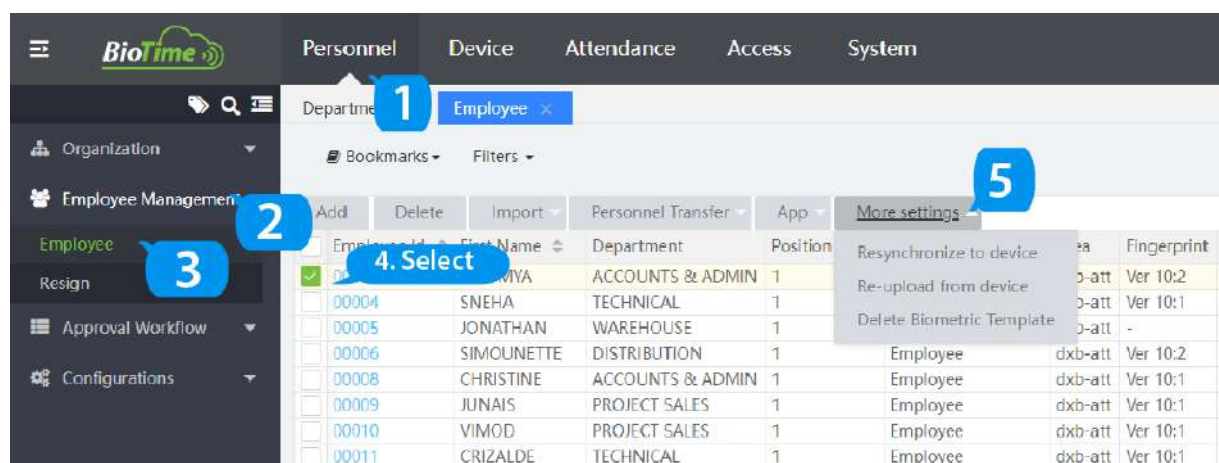
- On the **Work Code** interface, select the required Work Code from the list.
- Click **Remove from Device** to remove the selected Work Codes from the Device.
- On the **Device** field, select the required Device from the drop-down list.
- Click **Confirm** to remove the selected Work Codes from the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

5.7 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

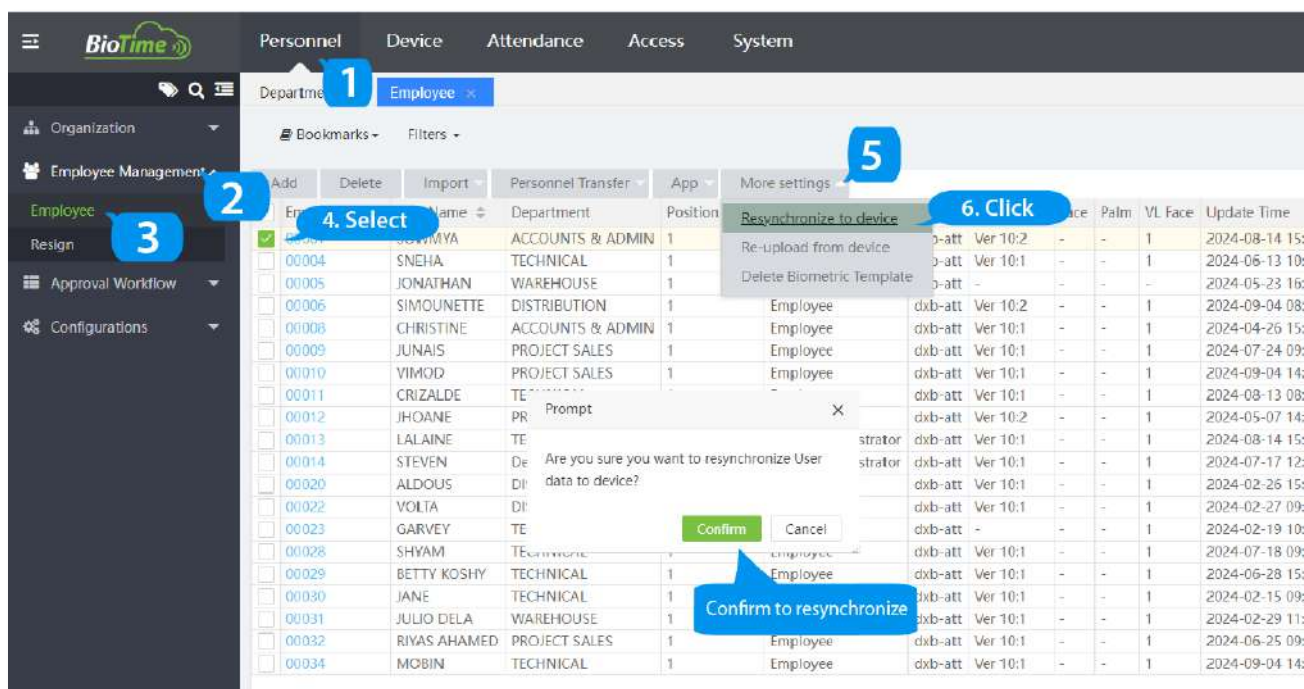
- Resynchronize to Device
- Re-upload from Device
- Delete Biometric Template

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

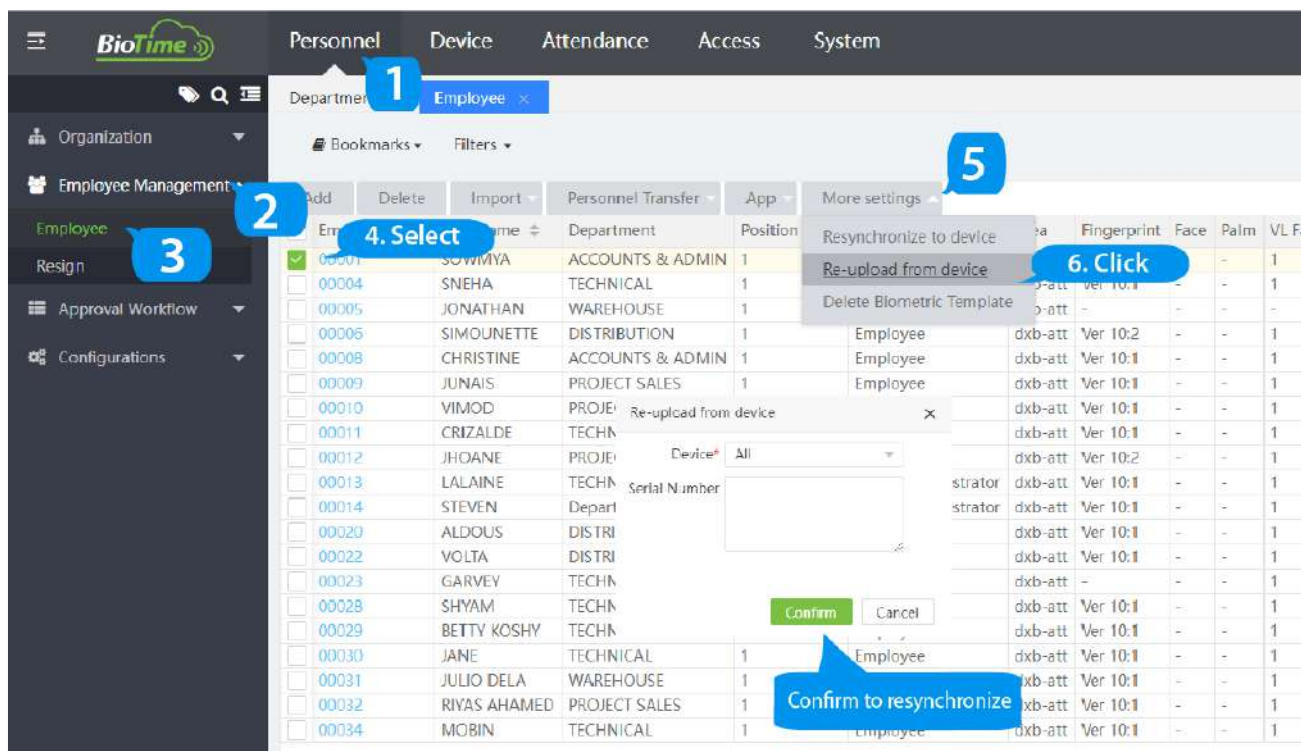
- On the **Employee** interface, select the required Employees' data from the list to sync or merge to the Device.
- On the **More Settings** menu, click **Resynchronize to device**, to sync or merge the selected Employees' data to the Device.
- Click **Confirm**, to sync the selected Employees' data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

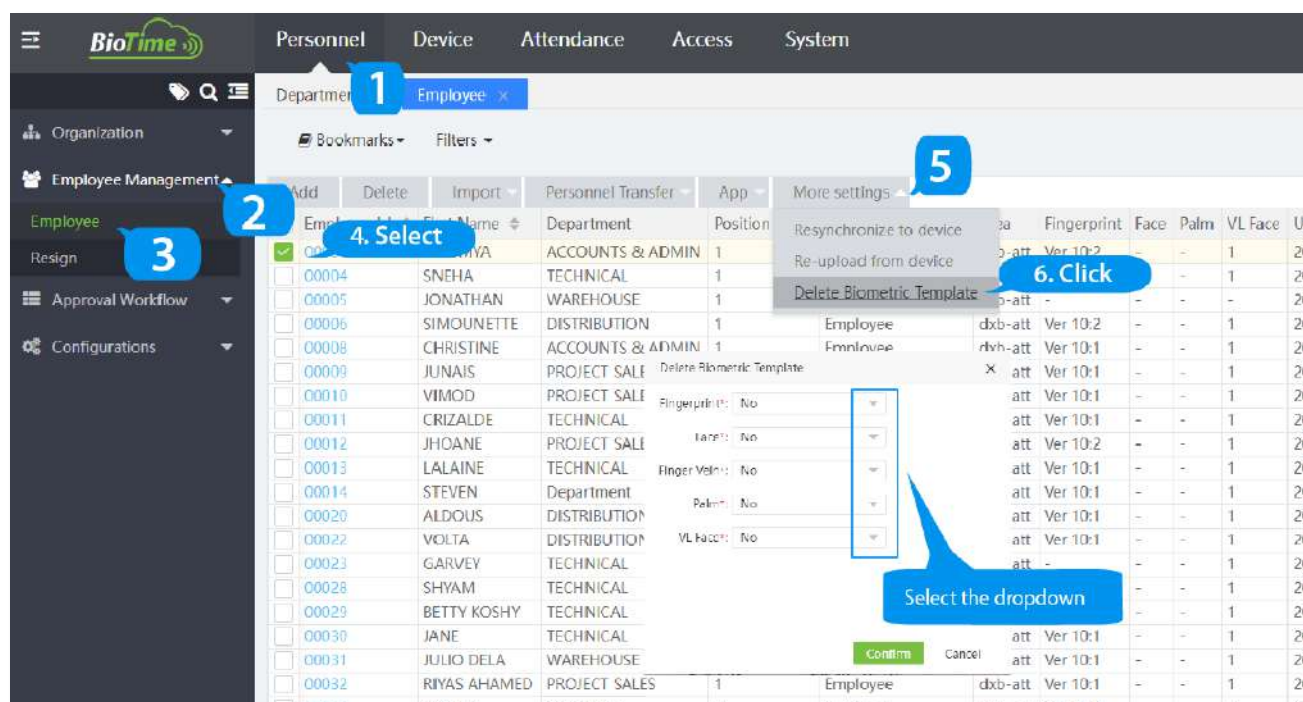
- On the **Employee** interface, select the required Employees' data from the list to sync or merge from the Device.
- On the **More Settings** menu, click **Re-upload from device**, to sync or merge the selected Employees' data from the Device.
- On the **Device** field, select from the drop-down list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



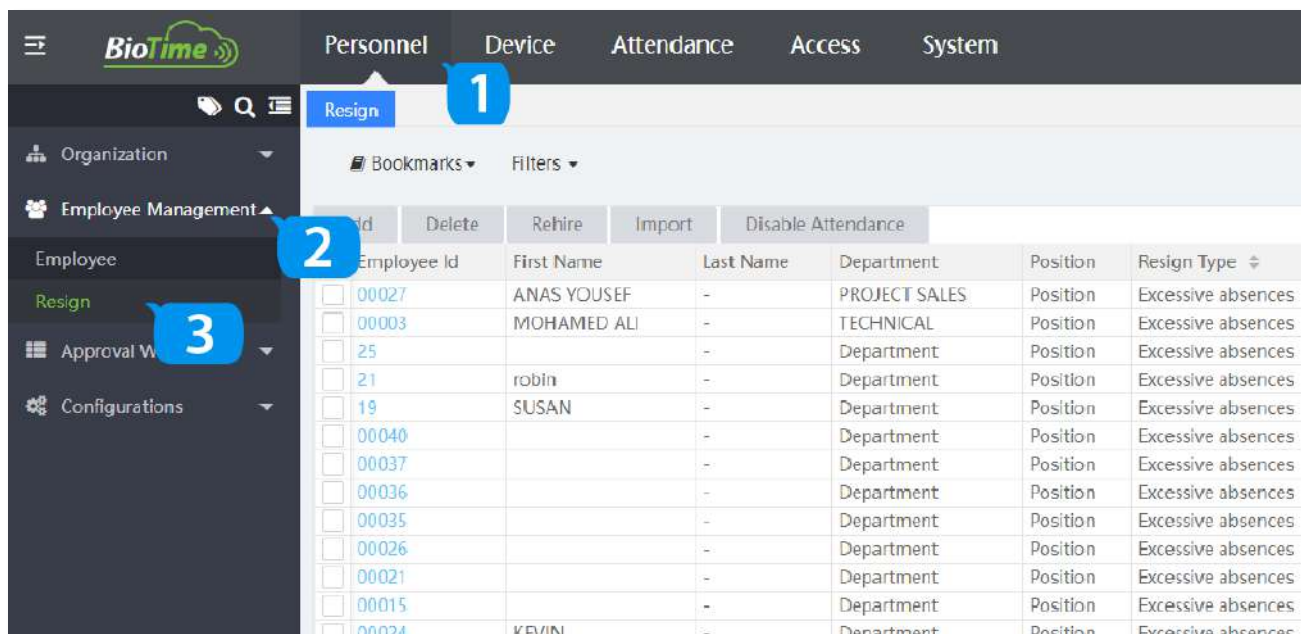
Delete Biometric Template from the Device

- 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.

5.8 Managing Employee's Resignation

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 Employees' Department

Position: Displays the Employees' Position

Resign Type: Displays the Employee's Resignation type

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

Attendance: Displays the Employee's Attendance status

Resign Reason: Displays the Employee's relieving reason

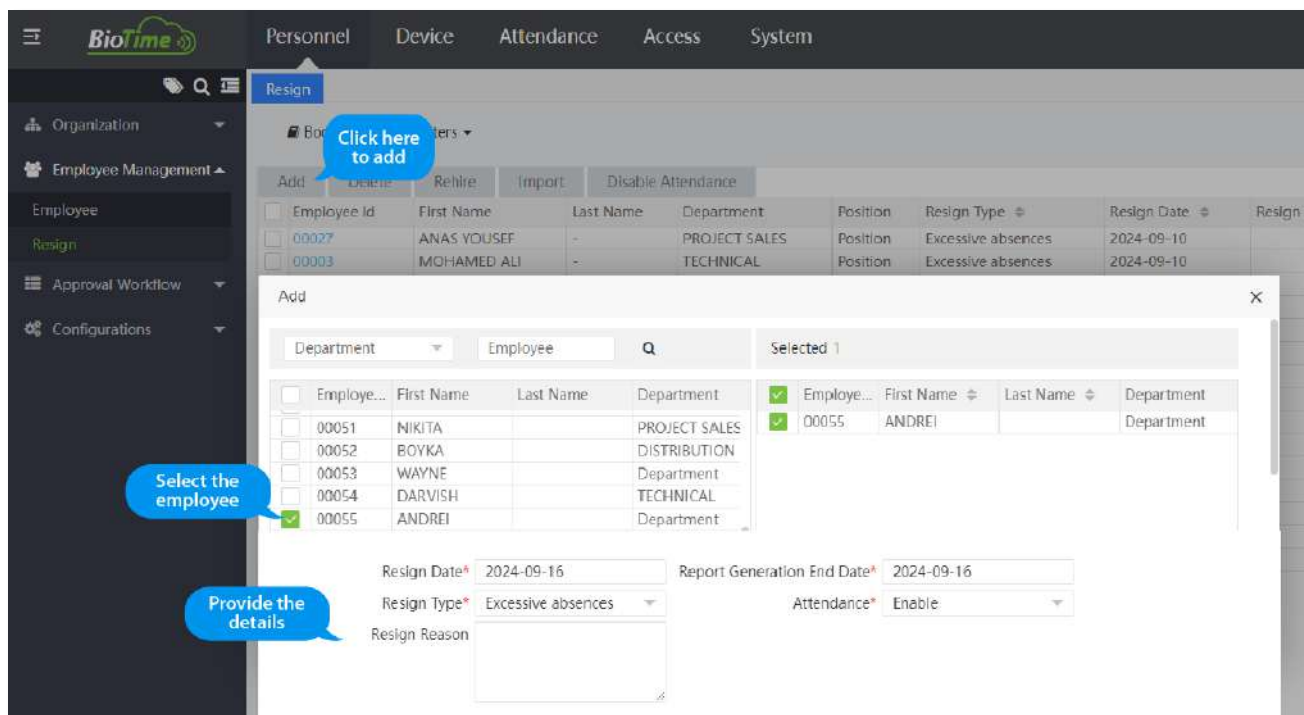
Report Generation End Date: Displays the End date of the report

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

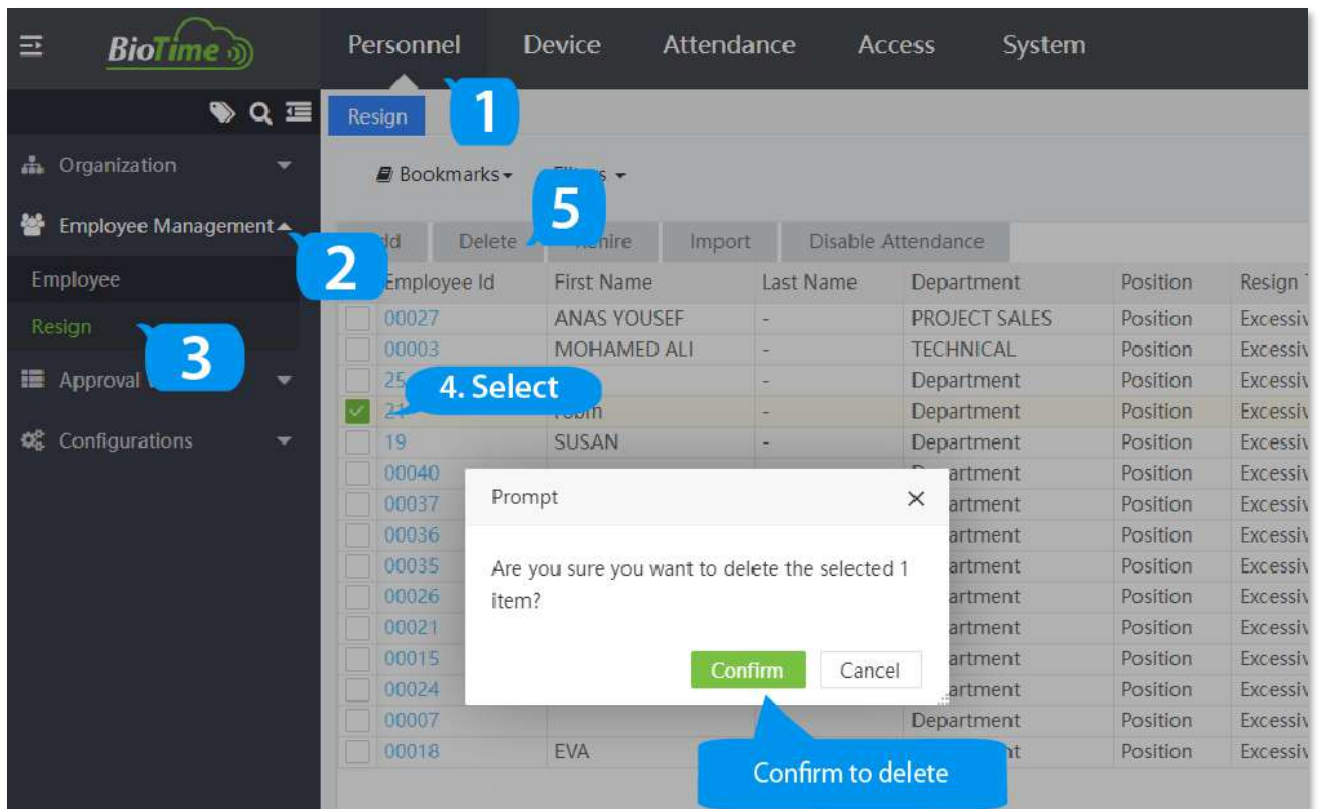
- On the **Resign** interface, click **Add** to include the Employees' resignation information.
- On the **Add** window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the **Add** window.
- Use the **Department** drop-down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

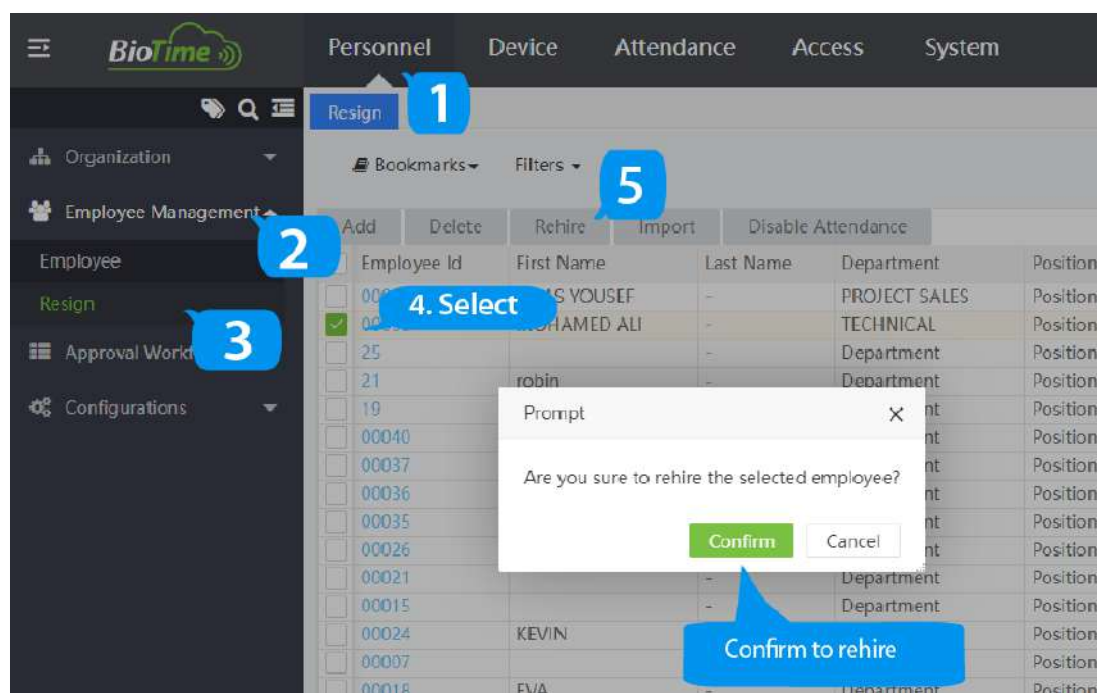
- On the **Resign** interface, select the required Employees' resignation details from the list.
- Click **Delete**, to delete the selected Employees' resignation details.
- Click **Confirm**, to delete the selected Employees' resignation details from the list.

How to Reinstate the Terminated Employee's Account

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

Rehire

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



Reinstate the Employees from the Resignation list

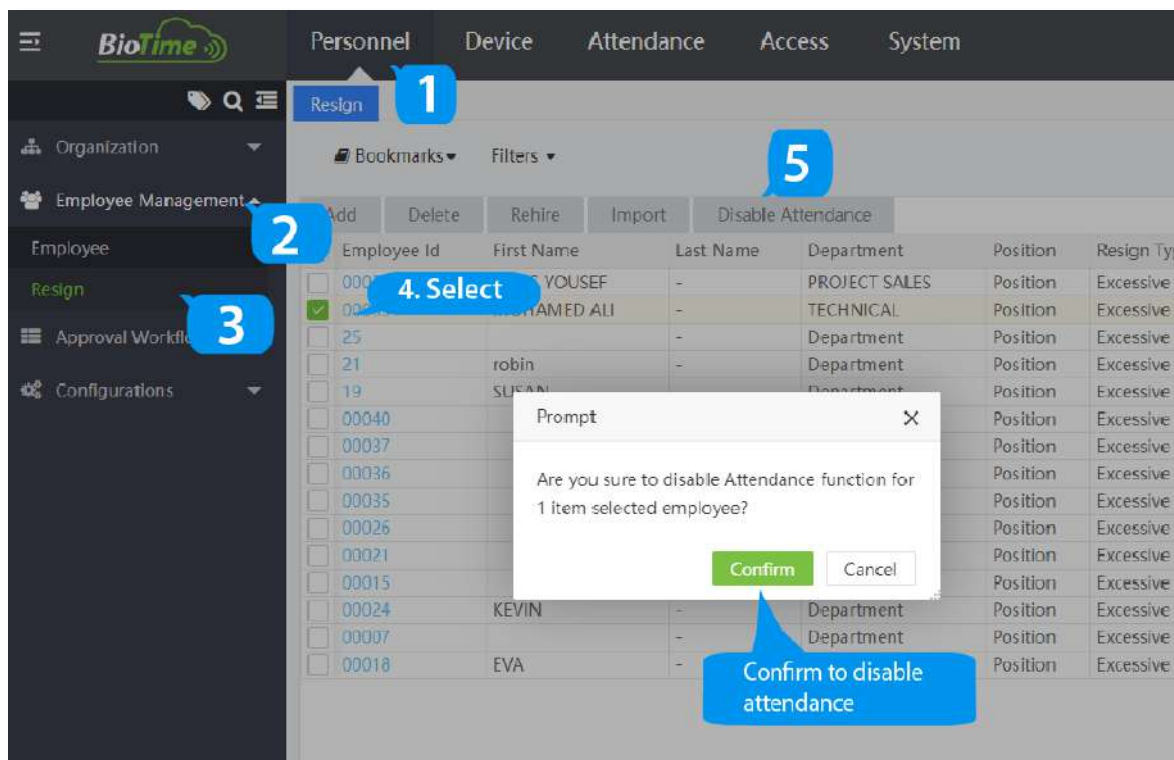
- On the Resign interface, select the required Employees from the resignation list.
- Click Reinstatement, to restore the selected Employees from the resignation list.
- Click Confirm, to restore the selected Employees from the resignation list.

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

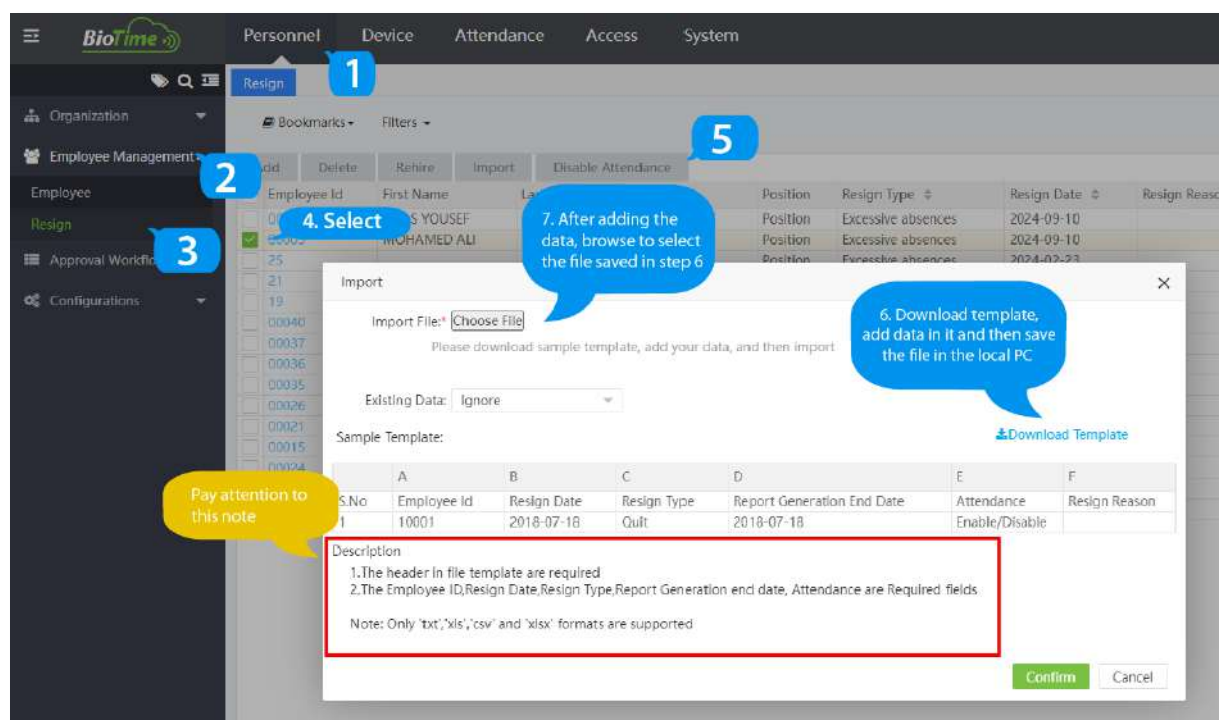
- On the **Resign** interface, select the required Employees from the resignation list.
- Click **Disable Attendance**, to stop the attendance calculation of the selected Employees from the resignation list.
- Click **Confirm**, to disable or end the selected Employees' attendance calculation from the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

Importing Employee's Account to Termination

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

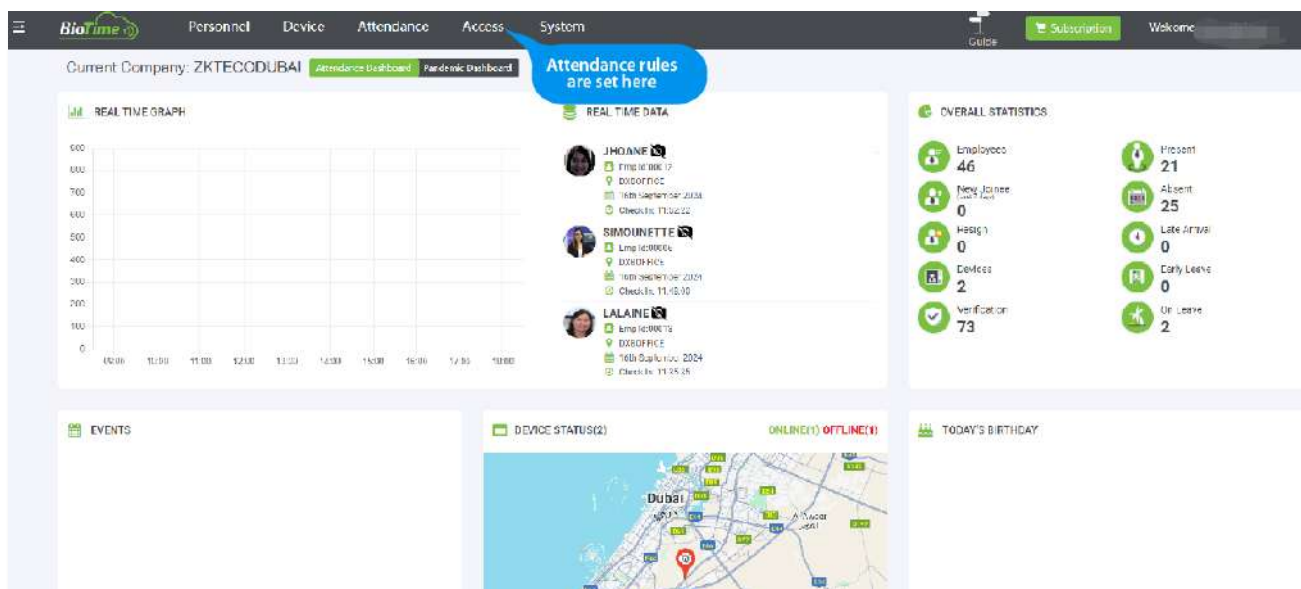
6 Setting up the Employee's Attendance

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
- Payroll Integration
- Configured policies
- Comprehensive attendance reports

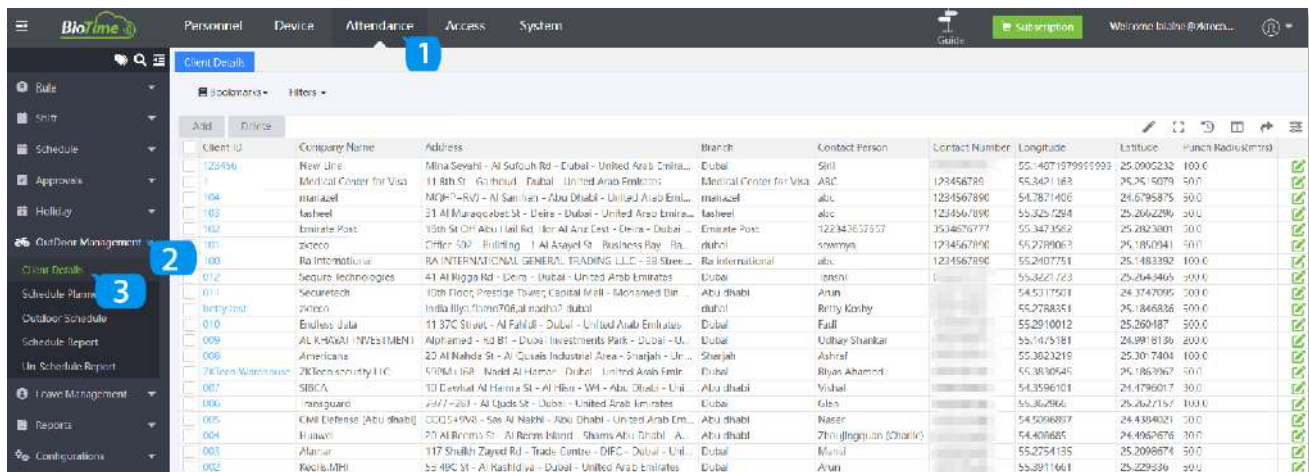


6.1 Customize On-Duty Attendance

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.

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	Latitude	Punch Radius (km)
123456	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
104	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
103	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
102	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
101	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
100	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
012	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
011	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
010	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
009	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
008	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
007	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
006	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
005	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
004	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
003	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0
002	Medical Center for Visa	11 8th St - Gohoud - Dubai - United Arab Emirates	Dubai	ARC	123456789	55.3421168	25.0902332	100.0

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.

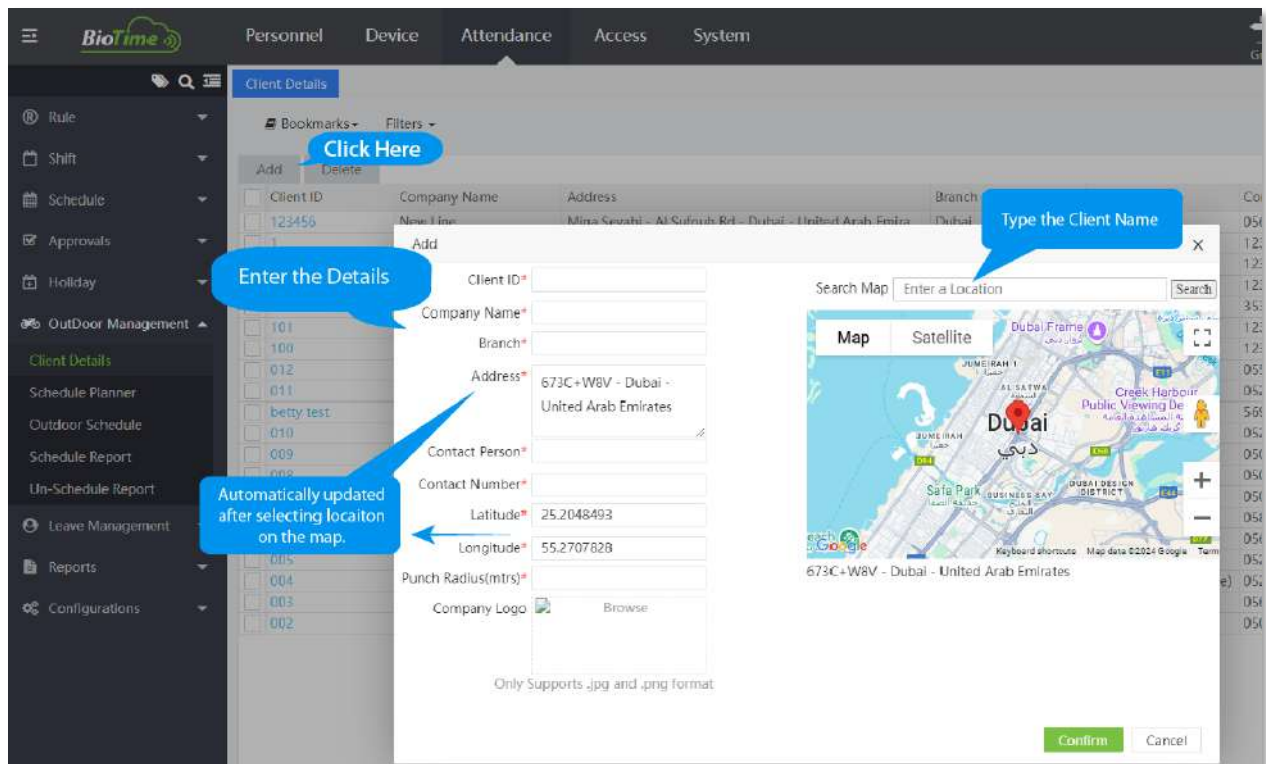
Contact Number: Displays the Contact number of the corresponding contact person.

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

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.

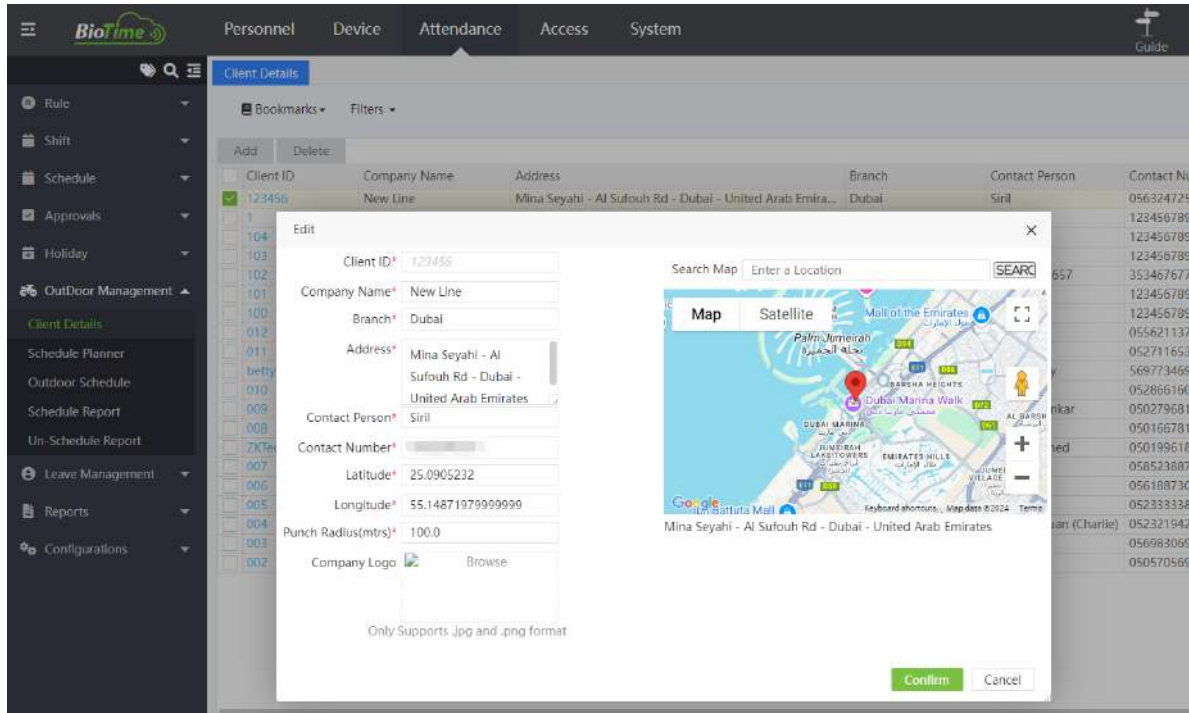
- If you do not know the geographical coordinates exactly, you can search the company name in the google map and the coordinates will be automatically fetched by the system.
- Click **Confirm** after entering the details.

Edit Client Details

Perform the following steps to edit the client details:

- Click the Client ID or  icon.

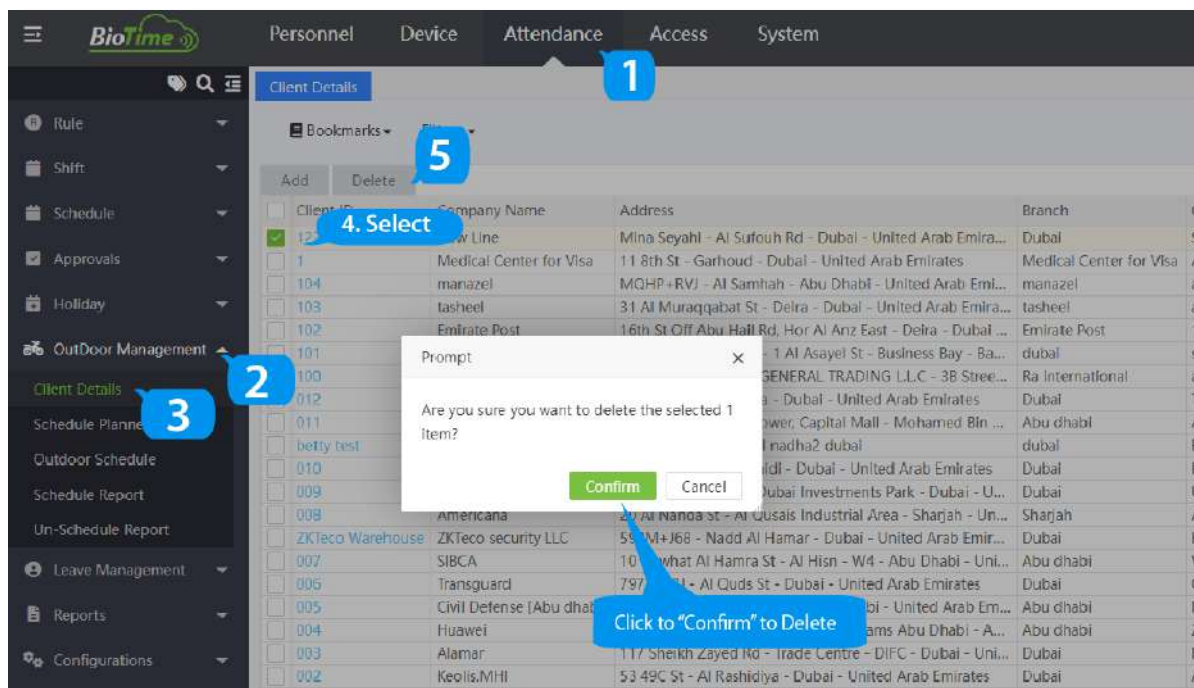
- The client details window appears as shown in the image below:



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

Delete Client Details

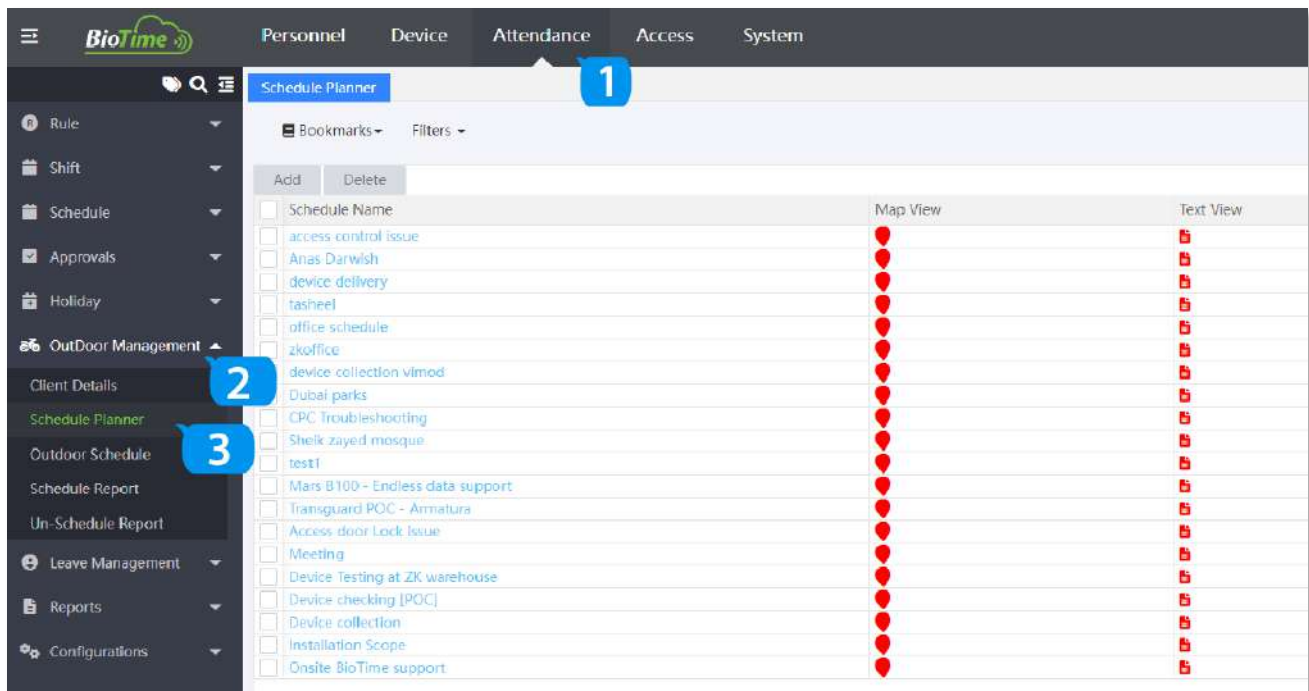
Perform the following steps to delete the client details:



- 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.

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.

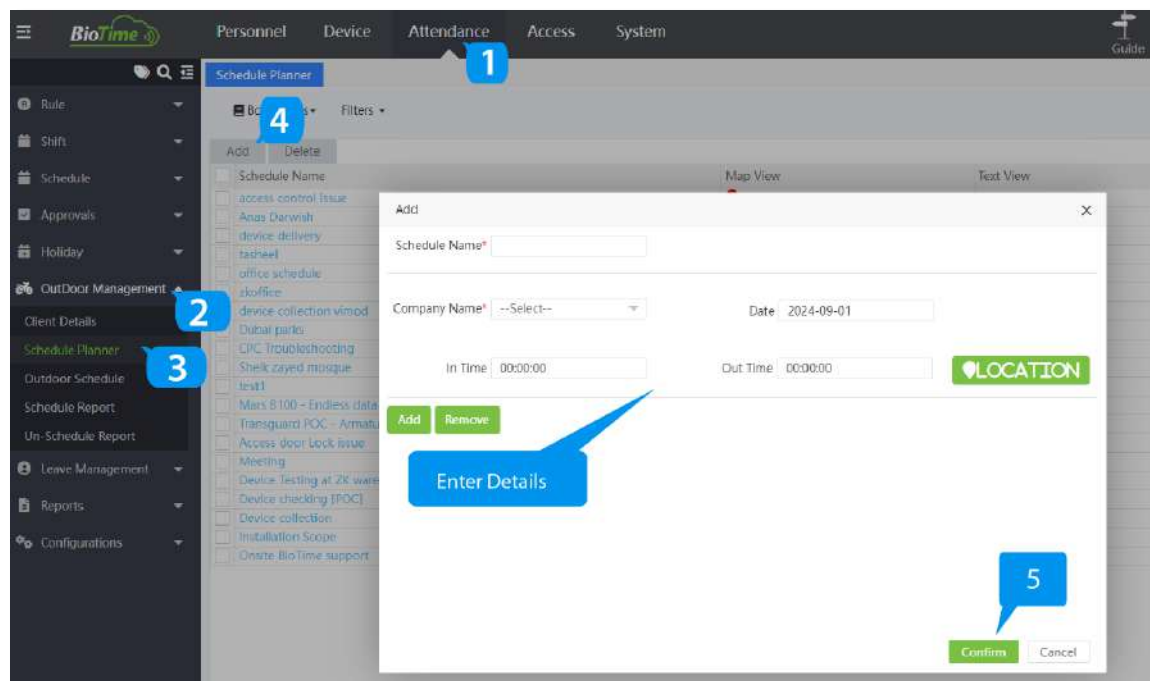
Map View: Displays the location of the client.

Text View: Displays the check-in and check-out 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.

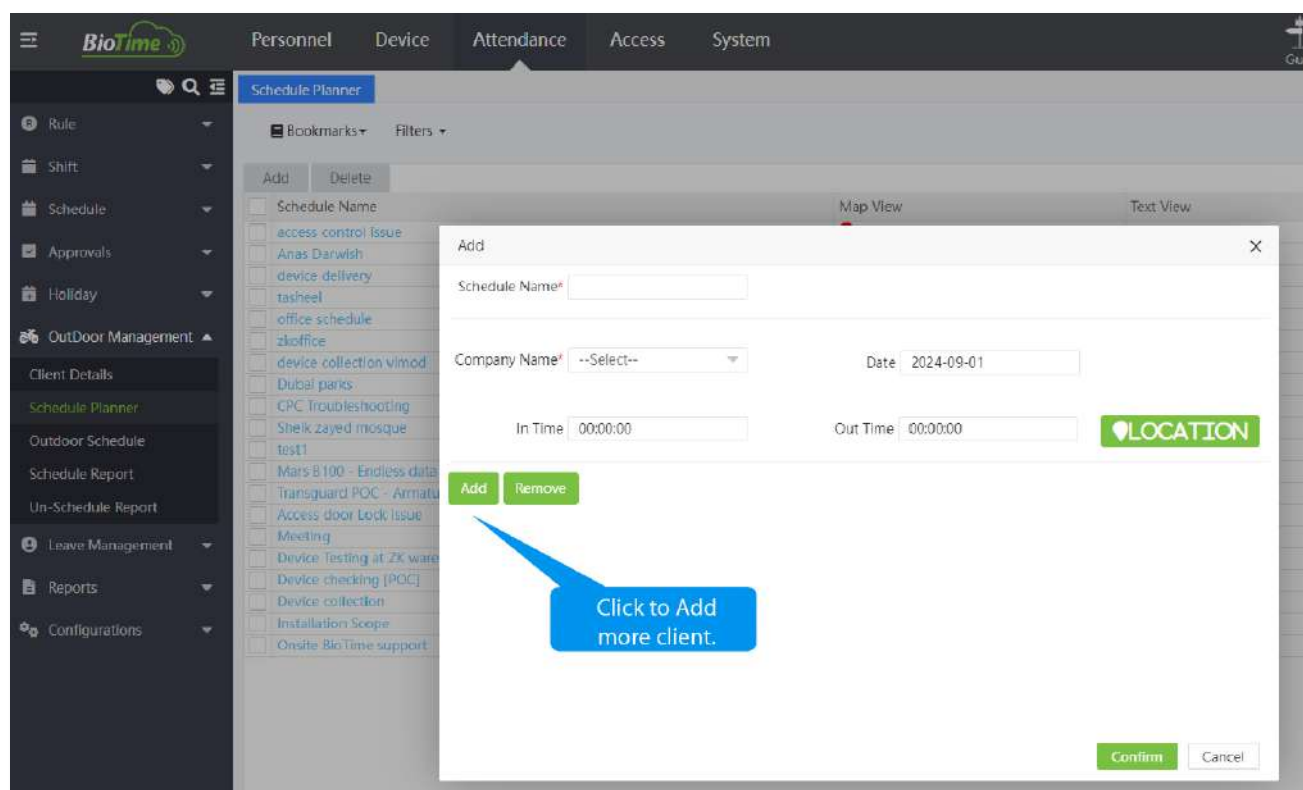
In Time: Select the time at which the employee should check-in in the client's place.

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:



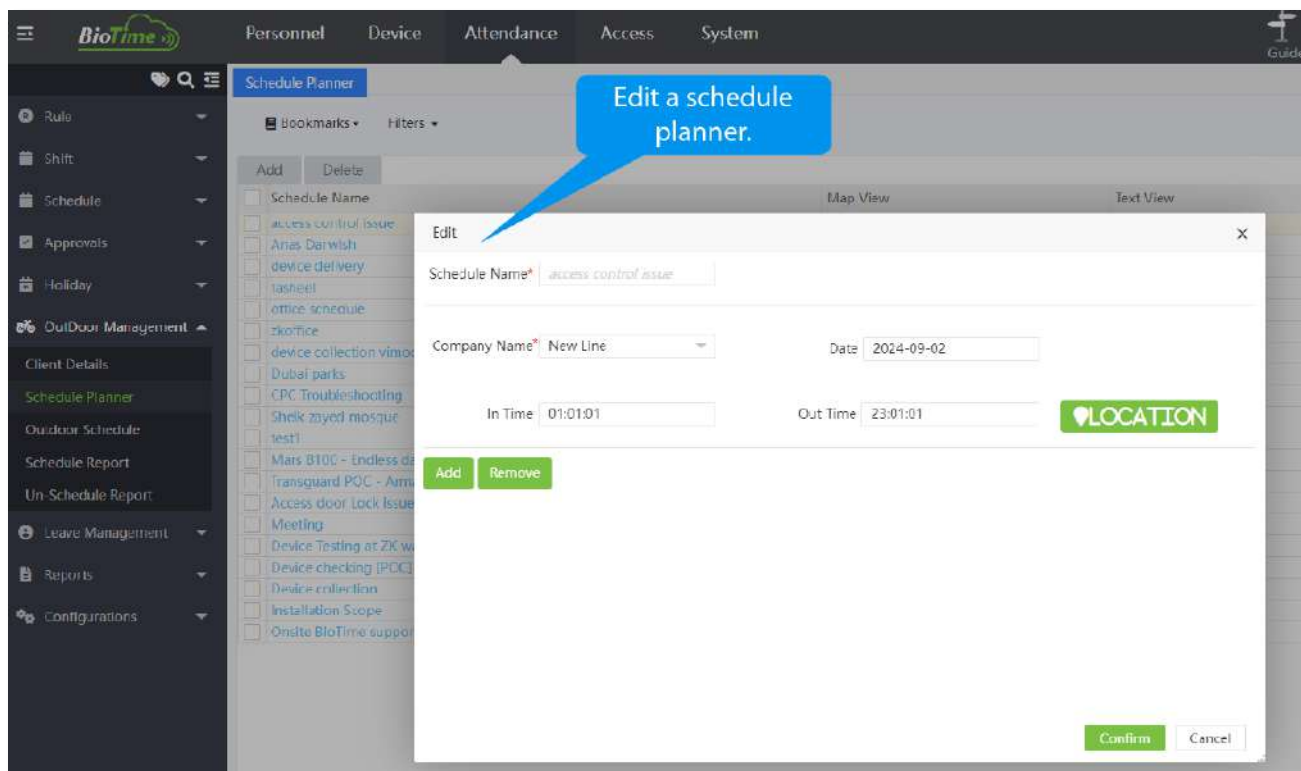
Enter similar details and click **Confirm**.

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 Schedule Planner

Perform the following steps to edit a schedule planner:

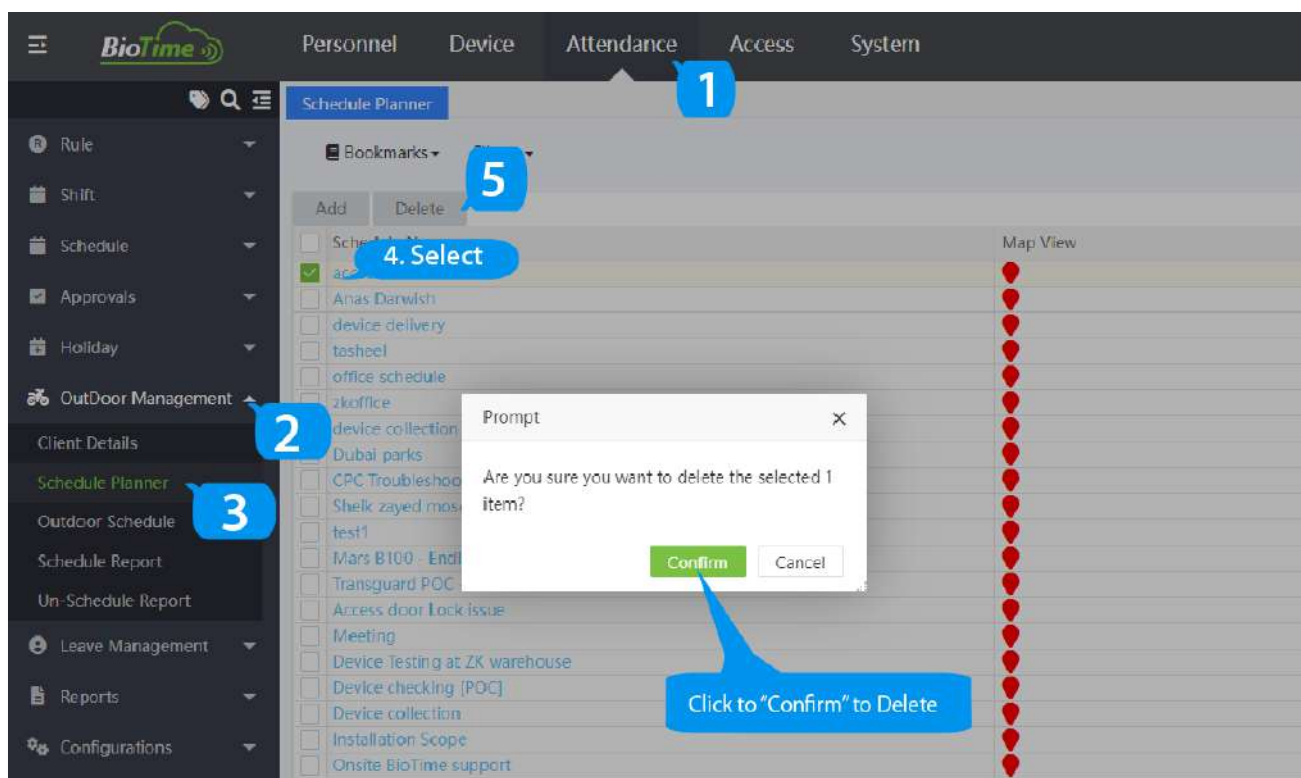
- Click the Schedule Name or  icon. A window appears as shown in the image below:



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

Delete Schedule Planner

Perform the following steps to delete of 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.

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 Mng for the desired employee(s) is enabled [here](#).

Profile

Employee Id*	00001	First Name*	SOWMYA
Department*	ACCOUNTS & ADMIN	Last Name	
Position*	Position	Area*	dxb-att
Employment Type	-----	Date of Joining	
Holiday Location	-----	OutDoor Mng	Enable

BioTime Personnel Device Attendance Access System

Global Rule x Outdoor Schedule x 1

Bookmarks Filters

Add	Delete	Employee Id	First Name	Schedule Name	Start Date	End Date	Map View	Text View
☐	☐	00038	SIRIL	access control issue	2024-09-02	2024-09-02		
☐	☐	00011	CRIZALDE	access control issue	2024-09-02	2024-09-02		
☐	☐	00027	ANAS YOUSEF	Anas Darwish	2024-05-00	2024-05-09		
☐	☐	00011	CRIZALDE	device delivery	2024-05-01	2024-05-31		
☐	☐	00012	JHUANE	office schedule	2024-05-01	2024-05-31		
☐	☐	00010	VIMOD	zkooffice	2024-05-01	2024-05-31		
☐	☐	00003	MOHAMED ALI	CPC Troubleshooting	2024-05-01	2024-05-31		
☐	☐	00054	DARVISH	CPC Troubleshooting	2024-05-01	2024-05-31		
☐	☐	00054	DARVISH	Sheik zayed mosque	2024-03-13	2024-03-13		
☐	☐	00003	MOHAMED ALI	Sheik zayed mosque	2024-03-13	2024-03-13		
☐	☐	00029	BETTY KOSHY	tes:1	2024-03-01	2024-03-31		
☐	☐	00011	CRIZALDE	Mars B100 - Endless data support	2024-03-11	2024-03-11		
☐	☐	00032	RIYAS AHAMED	Tronsguard POC - Armature	2024-03-11	2024-03-11		
☐	☐	00011	CRIZALDE	Access door Lock Issue	2024-03-08	2024-03-08		
☐	☐	00032	RIYAS AHAMED	Meeting	2024-03-07	2024-03-07		
☐	☐	00027	ANAS YOUSEF	Meeting	2024-03-07	2024-03-07		
☐	☐	00010	VIMOD	Meeting	2024-03-07	2024-03-07		
☐	☐	00043	VINCE	Device Testing at ZK warehouse	2024-03-07	2024-03-07		
☐	☐	00011	CRIZALDE	Installation scope	2024-03-07	2024-03-07		
☐	☐	00029	SHVAM	Device checking [POC]	2024-03-07	2024-03-07		

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.

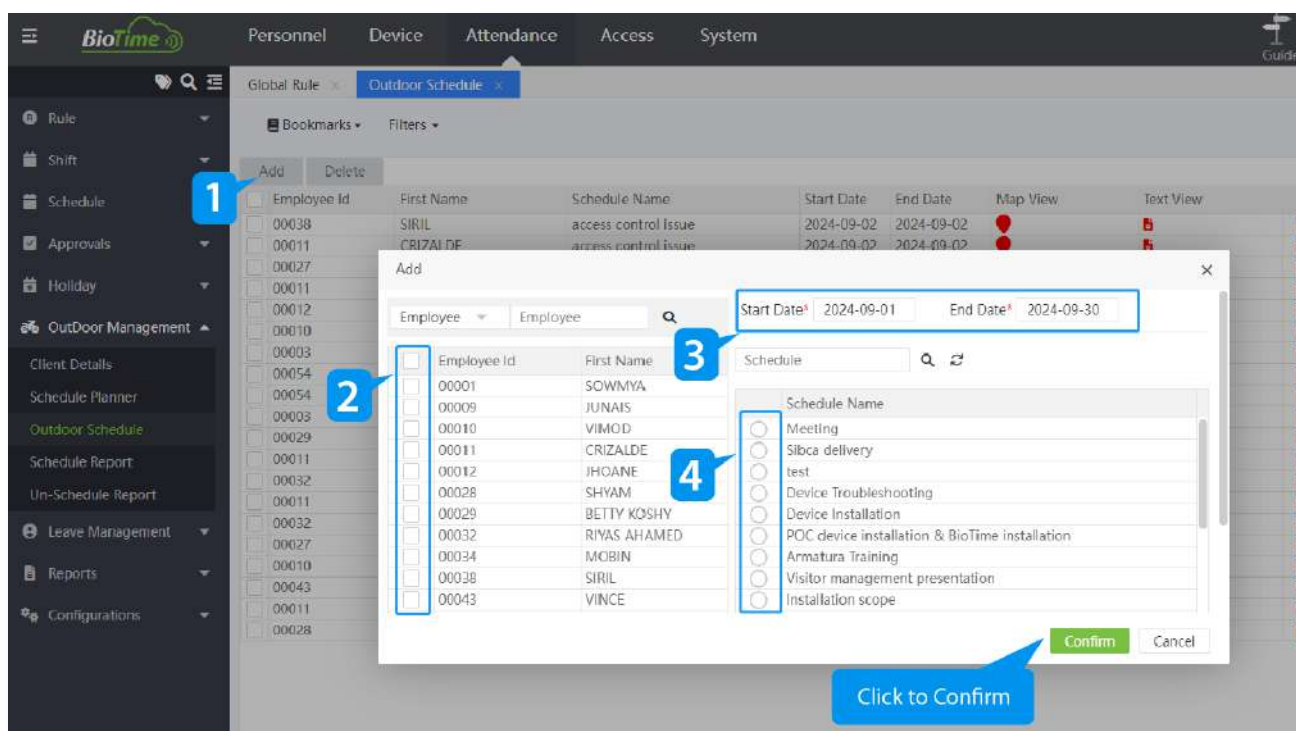
Text View: Displays the check-in and check-out time of the employee in the client location.

Map View: Displays the location of the client.

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

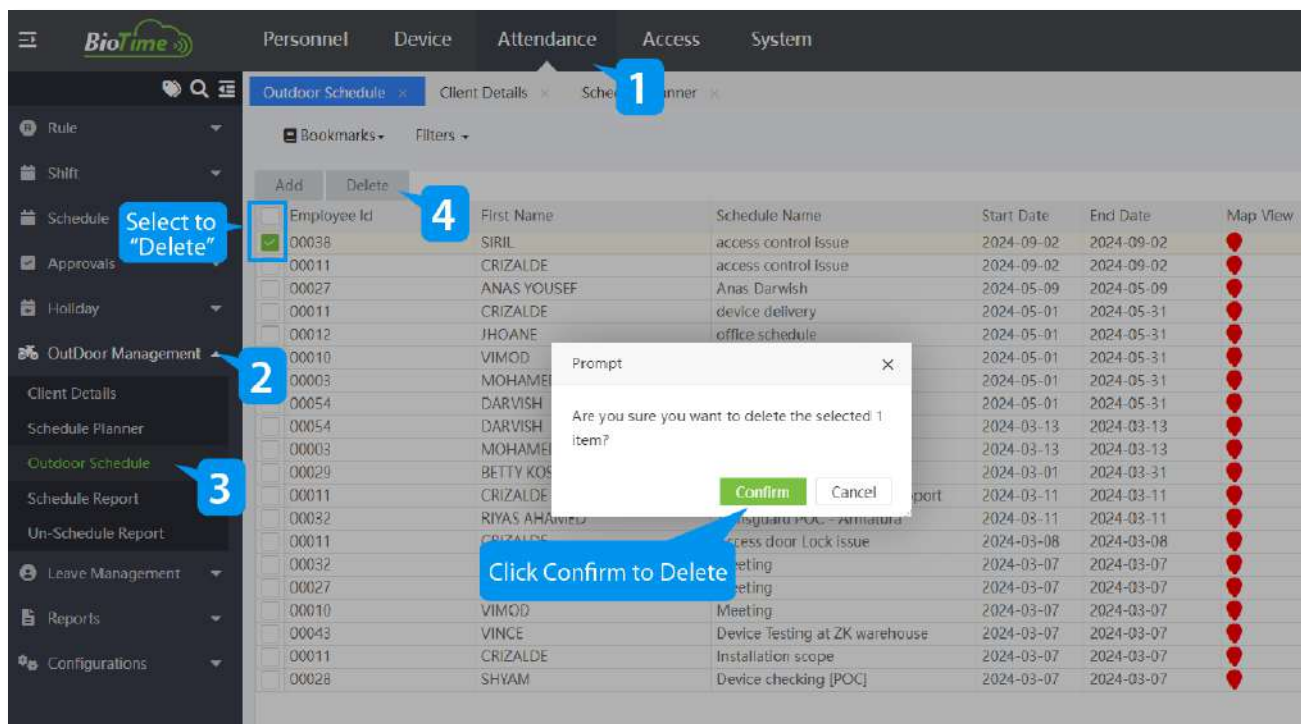
Schedule: Select the schedule from the schedule list.

- 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.

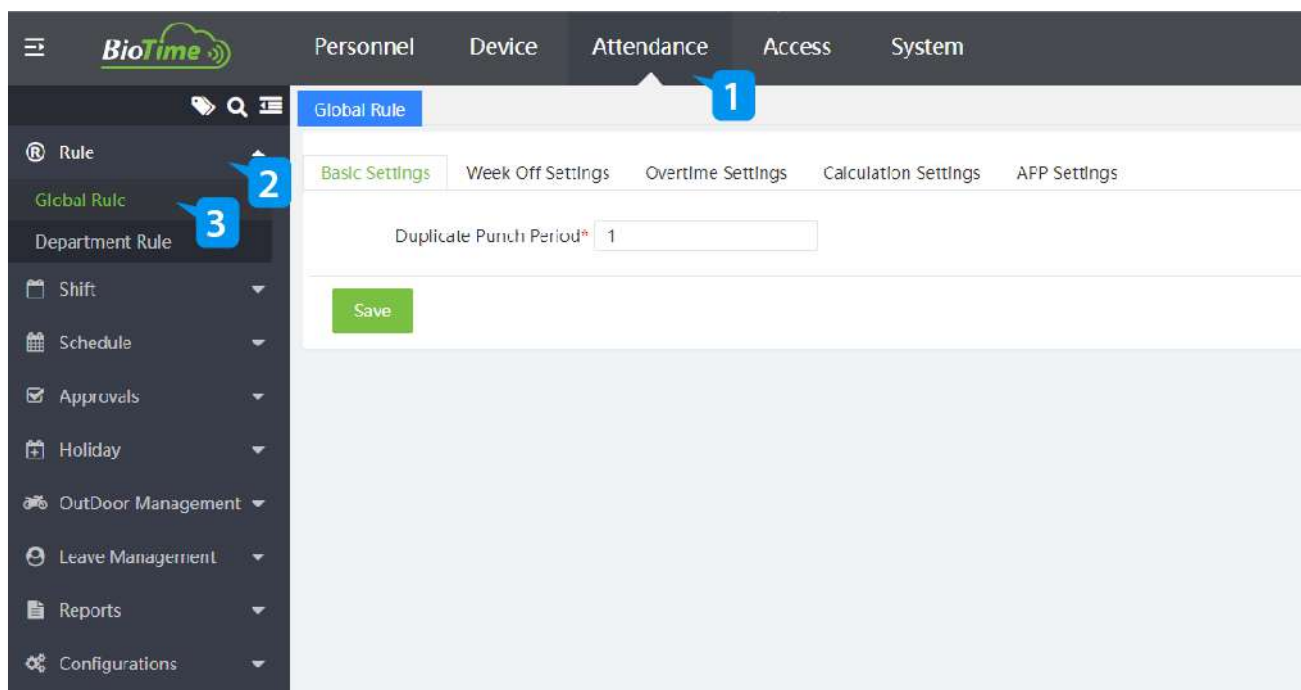


6.2 Define Global Rules

The set of predefined parameters that apply to an organization's employees are known as rules. The **Global Rule** applies to every employee in the company. Basic Settings, Weekend Settings, Overtime Settings, Calculation Settings, and App Settings are all accessible through a tab menu.

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.

Weekend Settings:

Weekend 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 Normal OT: Working on the weekend will be moved to normal overtime.

Calculate as Weekend 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.

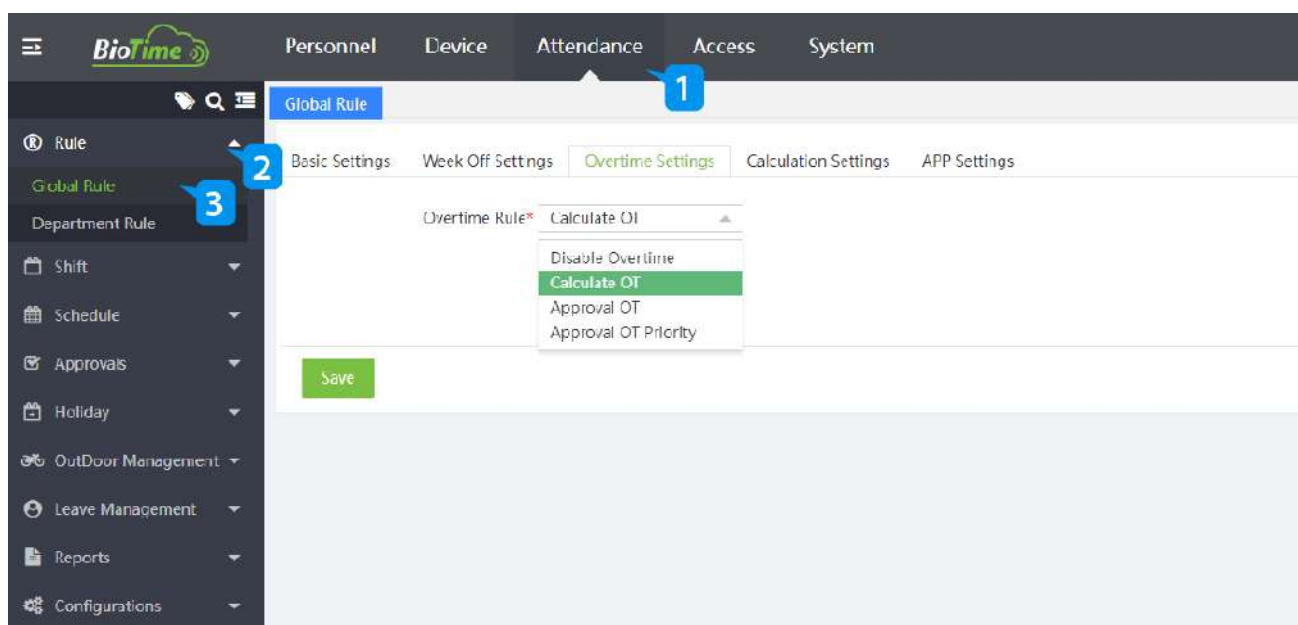
E.g : OT Level 1 - 3 hours OT Level 2 - 5 hours
OT Level 3 – 7 hours

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:

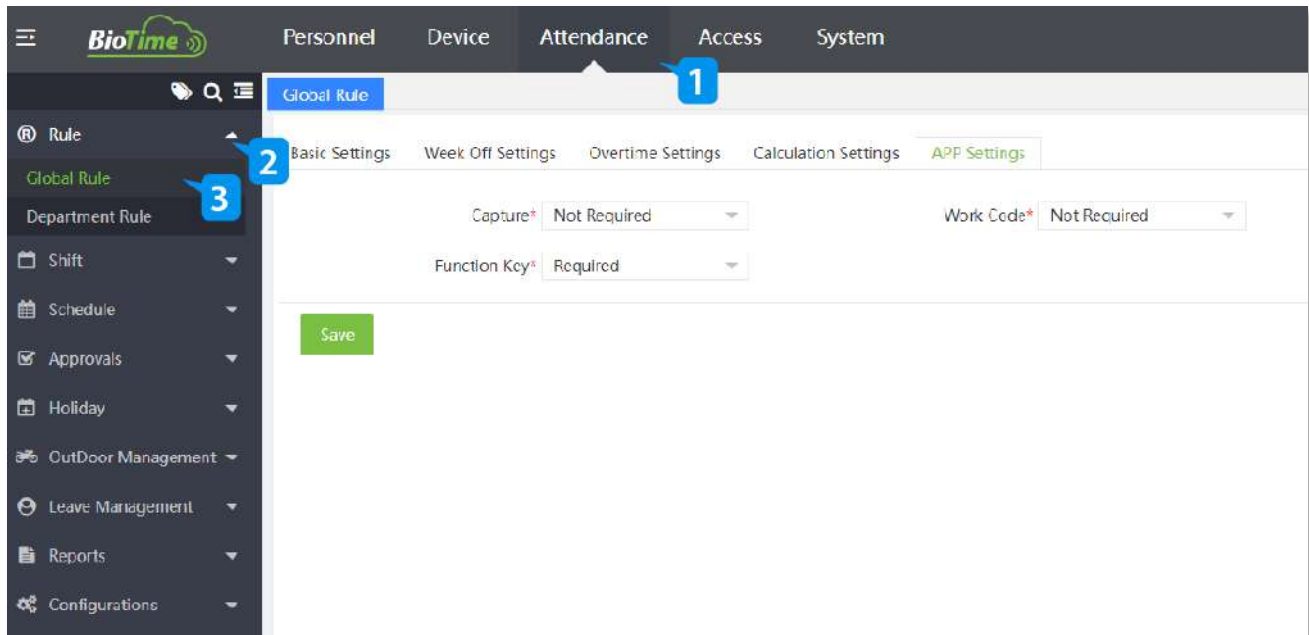
- When the employee is late by N minutes, it will be counted as absent. **E.g.:** Consider that the value is set to 100 minutes. If the actual check-in time is 9:00 am and the employee checks-in at 11:05 am, it will be considered as absent.
- When the employee leaves N minutes early, it will be counted as absent. **E.g.:** Consider that the value is set to 180 minutes. If the actual check-out time is 6:00 pm and the employee leaves the office at 2.50 pm, it will be counted as absent.
- 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.
- 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)
- 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.

Click **Save** after setting the attendance 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 or not the attendance photos can be uploaded.

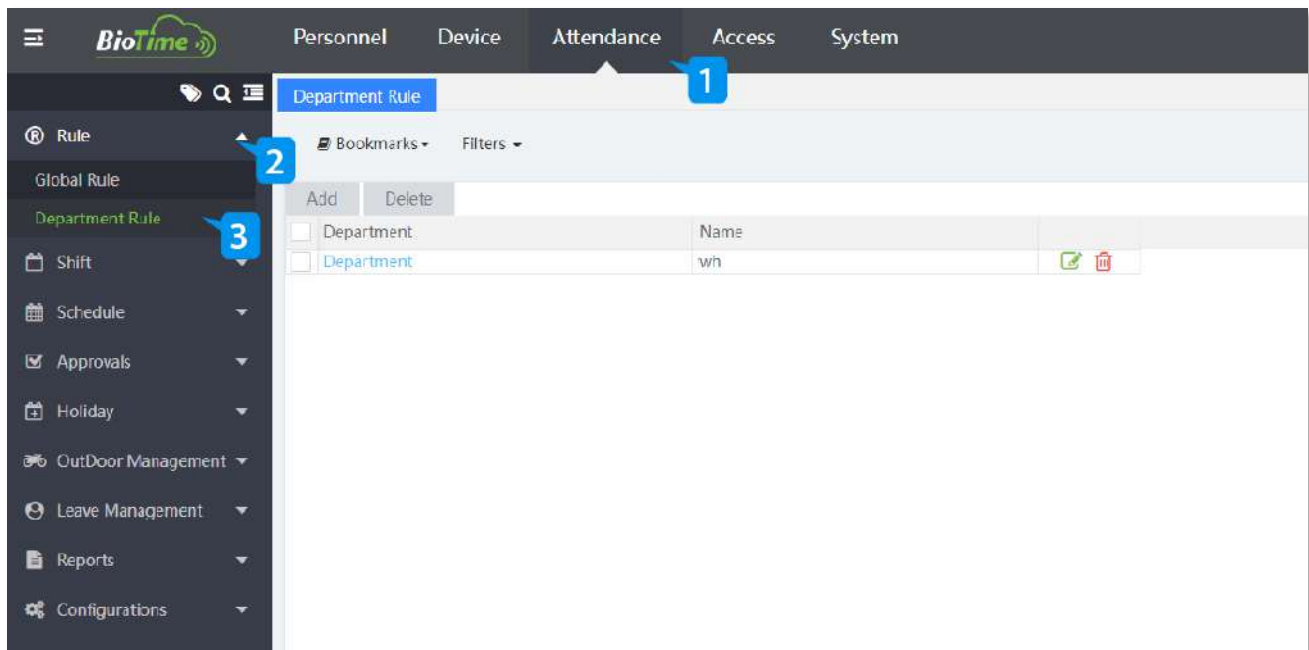
Work Code: You can select whether or not the Work code of the Employees can be uploaded.

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 or not the Attendance Status can be uploaded.

Click **Save** after setting the parameters.

6.3 Define Department Rules

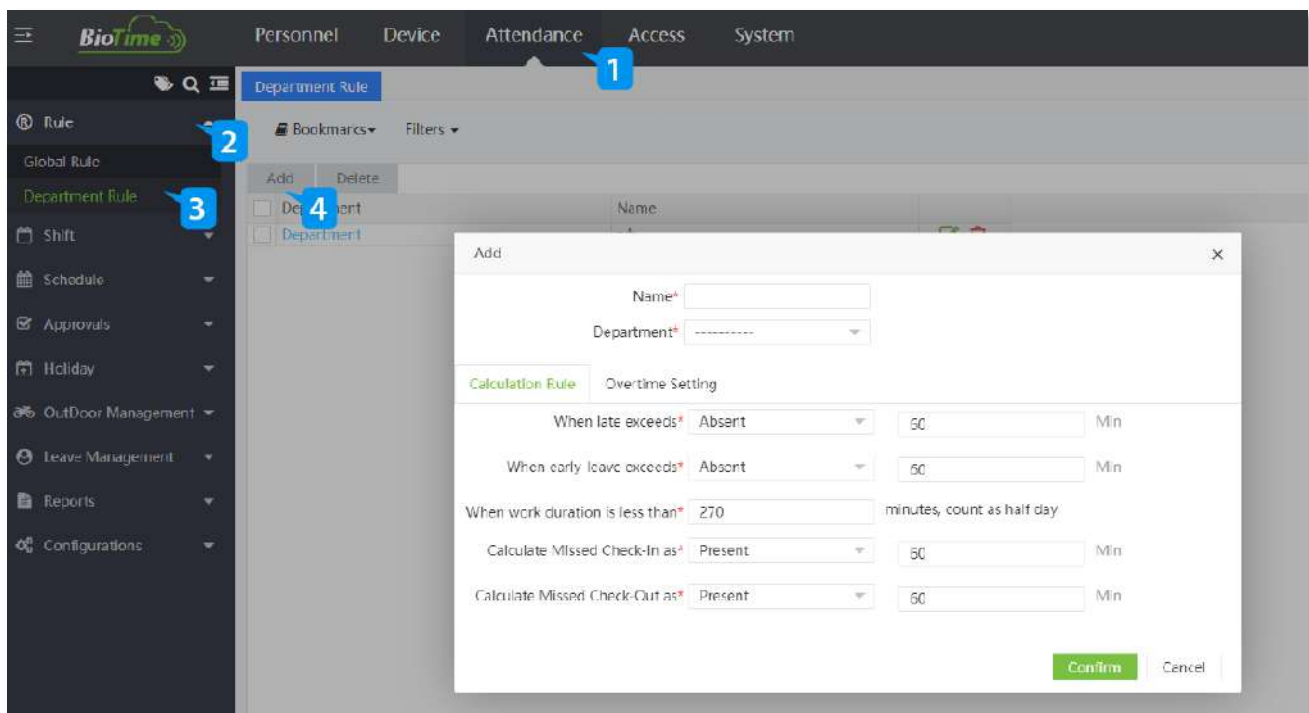
The **Department Rule** is Applicable to an employee group. E.g.: Employees in a specific department. You may set the rules that apply to a group of employees who work within a particular department.



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:

The screenshot shows a modal window titled "Add" with a close button (X) in the top right corner. Inside the modal, there are two input fields: "Name*" (a text box) and "Department*" (a dropdown menu). Below these fields is a tabbed interface. The first tab is "Calculation Rule", and the second tab, "Overtime Setting", is currently selected. Under the "Overtime Setting" tab, there is an "Overtime Rule*" dropdown menu. The dropdown is open, showing four options: "Calculate OT" (which is highlighted in green), "Disable Overtime", "Approval OT", and "Approval OT Priority". At the bottom right of the modal, there are two buttons: "Confirm" (in green) and "Cancel" (in white).

- 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**.

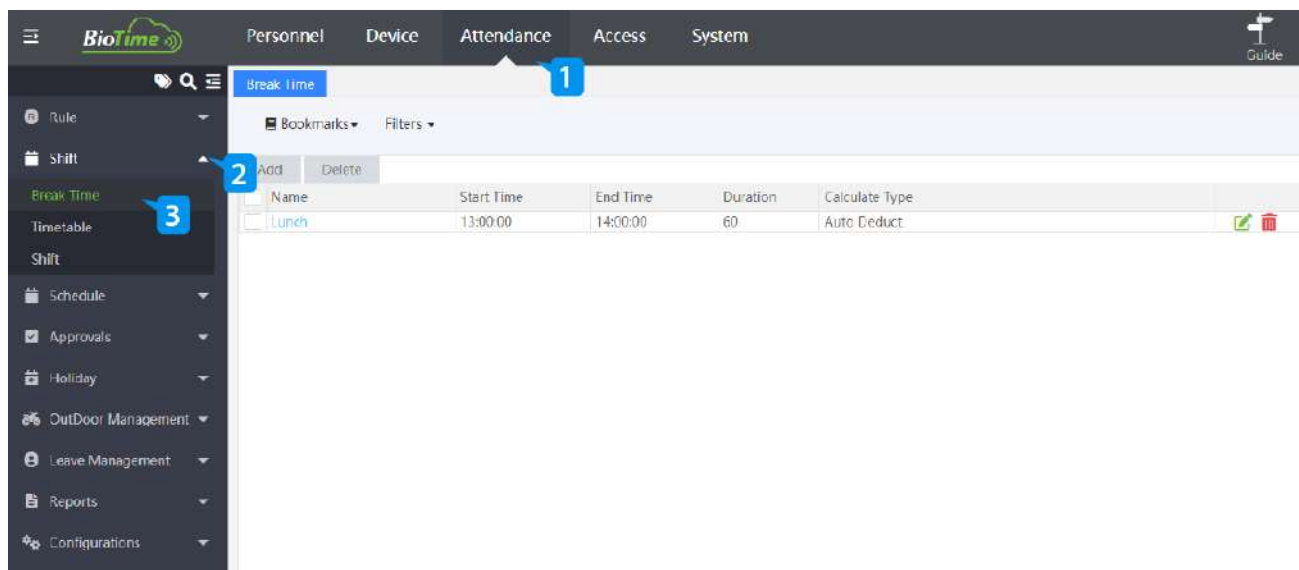
Delete a Department Rule

Perform the following steps to delete a department rule:

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

6.4 Allocate 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: Display the Name of the break time.

Start Time: Displays the starting time of the break.

End Time: Displays the ending time of the break.

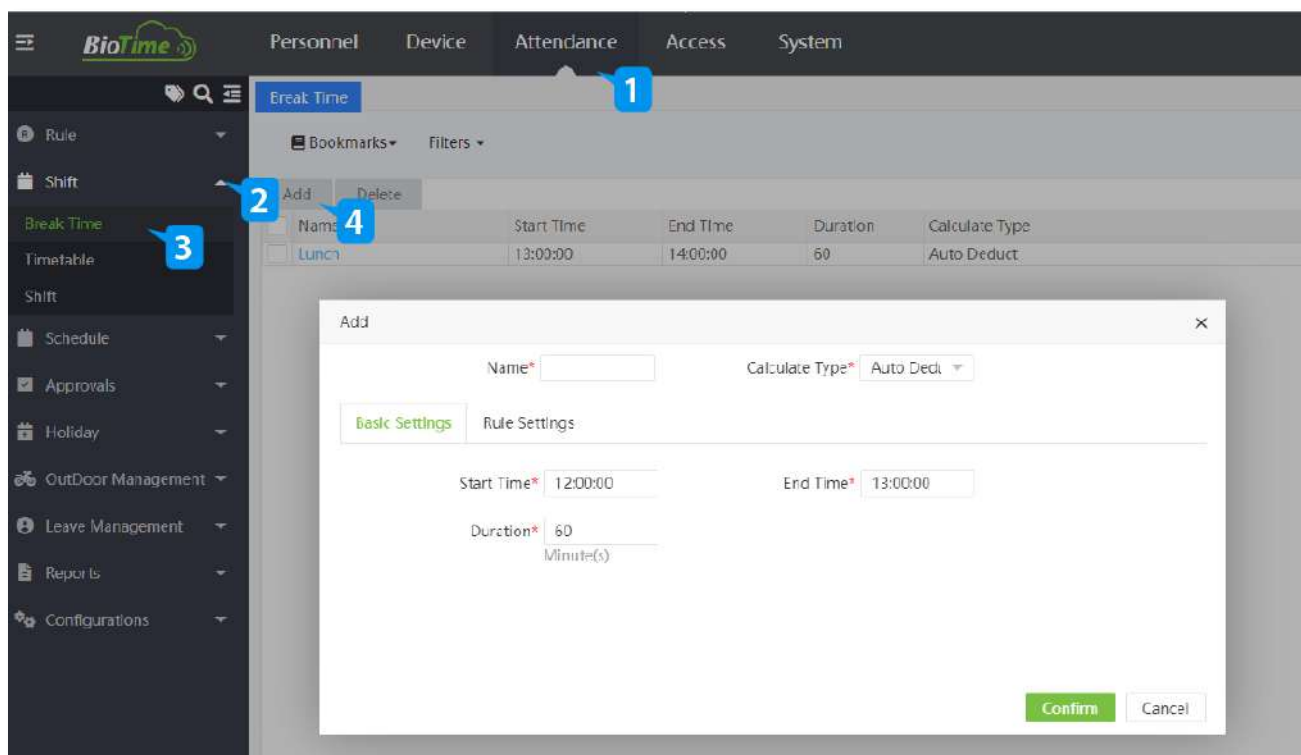
Duration: Displays the total duration of the break time.

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:

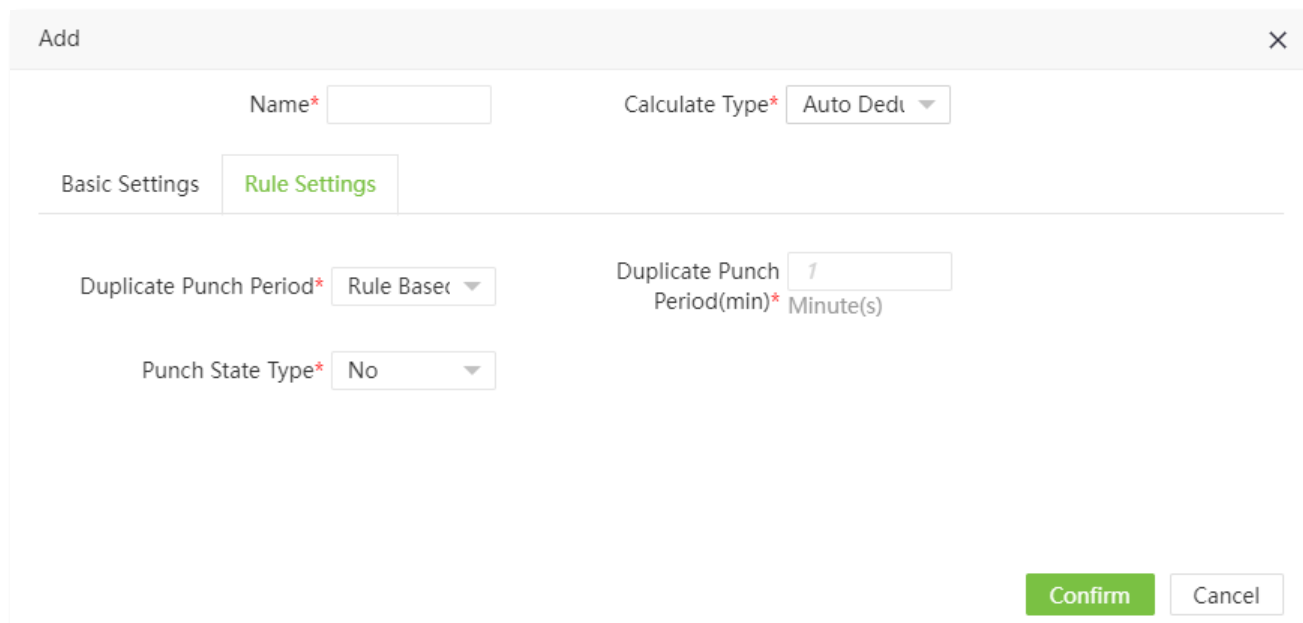
Start Time: Enter the start time of the break.

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 10 am in Start Time, 11 am in End Time and 15 in Duration.

Rule Settings:



Add

Name*

Calculate Type* Auto Deduct

Basic Settings **Rule Settings**

Duplicate Punch Period* Rule Based

Duplicate Punch Period(min)* Minute(s)

Punch State Type* No

Confirm **Cancel**

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 or not 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 **del** icon  of the corresponding break time.
- On the appearing pop-up, click **Confirm** if you are sure to delete the break time.

6.5 Set up a Timetable

The Timetable enables you to set a Framework within which the employee's work will be carried out. The columns are described as follows:

Name	Type	Check-In	Check-Out	Work Time	Break Time	Work Day	Work Type	First Half (Check Out Time)	Second Half (Check In Time)
NEW-TIME	Normal	08:00:00	18:00:00	600	0	1.0	Normal Work	13:00:00	14:00:00
wh-time	Normal	08:30:00	18:00:00	570	0	1.0	Normal Work	13:00:00	14:00:00
time	Normal	08:15:00	17:40:00	565	0	1.0	Normal Work	13:00:00	14:00:00
General Time Table	Normal	09:00:00	18:00:00	540	0	1.0	Normal Work	13:00:00	14:00:00

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.

Work Day: Displays the unit of working hours.

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

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

Second Half (Check-in time): Displays the check-in time of the second half 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:

The screenshot displays the BioTime Cloud Admin interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The left sidebar lists various modules: Rule, Shift, Break Time, Timetable (highlighted), Shift, Schedule, Approvals, Holiday, OutDoor Management, Leave Management, Reports, and Configurations. The main content area shows the 'Timetable' configuration window. It includes a table with columns: Name, Type, Check-In, Check-Out, Work Time, Break Time, WorkDay, Work Type, and First Half (Check Out). A modal window titled 'Add Normal Timetable' is open, showing the 'Basic Settings' tab. This tab contains fields for Name, Check-In, Check-Out, Check-In Start, Check-Out Start, Check-In End, Check-Out End, and WorkDay, each with a 'Cross Day(s)' dropdown. The 'Confirm' and 'Cancel' buttons are at the bottom right of the modal.

Name	Type	Check-In	Check-Out	Work Time	Break Time	WorkDay	Work Type	First Half (Check Out)
NEW-TIME	Normal	08:00:00	18:00:00	600	0	1.0	Normal Work	13:00:00

Name: Enter the Timetable name.

Basic Setting

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.

Wok day: Enter the work day of check-in day.

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

Break Time Setting

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

Add Normal Timetable

Name*

Basic Settings

BreakTime Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings

Half D

☐	Name	Start Time	End Time	Duration	Calculate Type
☐	Lunch	13:00:00	14:00:00	60	Auto Deduct

<

1

>

1

Page

Confirm

Total 1 Records

10

Confirm

Cancel

- 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.

Add Normal Timetable

Basic Settings

BreakTime Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings

Half D

Early In*

Do not cal

Minimum Early In*

60

Minute(s)

Late Out*

Do not cal

Minimum Late Out(min)*

60

Minute(s)

Confirm

Cancel

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 Setting

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

Add Normal Timetable

Name*

Basic Settings

BreakTime Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings

Half Day Settings

OT Level*

Ignore

OT Level 1(hrs)*

0

Hour(s)

OT Level 2(hrs)*

0

Hour(s)

OT Level 3(hrs)*

0

Hour(s)

Confirm

Cancel

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.

Add Normal Timetable

Name*

Basic Settings

BreakTime Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings

Half Day Settings

Clock-In Required*

Yes

Clock-Out Required*

Yes

Allow Late-In*

0

Minute(s)

Allow Early-Out*

0

Minute(s)

Punch Interval Type*

Rule Based

Duplicate Punch Period(min)*

1

Minute(s)

Punch State Type*

No

Day Change Time*

00:00:00

Confirm

Cancel

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 Normal Timetable

Name*

Basic Settings

BreakTime Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings

Half Day Settings

First Half (Check In Time)*

09:00:00

Second Half (Check In Time)*

14:00:00

First Half (Check Out Time)*

13:00:00

Second Half (Check Out Time)*

18:00:00

Confirm

Cancel

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:

BioTime

Personnel

Device

Attendance

Access

System

Rule

Shift

Break Time

Timetable

Shift

Schedule

Approvals

Holiday

OutDoor Management

Leave Management

Reports

Configurations

Break Time

Timetable

Bookmarks

Filters

Delete

Add Normal Timetable

Add Flexible Timetable

Name	Type	Check In	Check Out	Work Time	Break Time	WorkDay	Work Type	First Half (Check Out
NEW TIME	Normal	08:00:00	18:00:00	600	0	1.0	Normal Work	13:00:00

Add Flexible Timetable

Name*

Basic Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings

Half Day Settings

Check-In*

00:00:00

Check-Out*

00:00:00

Cross Day(s)

1

Work Time*

480

Minutes

WorkDay*

1.0

Day(s)

Work Type*

Normal W

*Notice

1.All the cross-days setting is based on check-in.

Confirm

Cancel

Name: Enter the Flexible Timetable name.

Basic Setting

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 date. 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 preset value. Otherwise, the workday will be calculated according to settings in the attendance rules.

- Click Confirm after making the necessary changes.

Unscheduled Time Setting

This enables you to set the operation to be carried out when the 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.

Add Flexible Timetable

Name*

Basic Settings **Unscheduled Time Settings** OT Level Settings Rule Settings Half Day Settings

Late Out* Do not cal Minimum Late Out(min)* Minute(s)

Confirm Cancel

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.

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

OT Level Setting

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

Add Flexible Timetable

Name*

Basic Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings

Half Day Settings

OT Level*

Ignore

OT Level 1(hrs)*

0

Hour(s)

OT Level 2(hrs)*

0

Hour(s)

OT Level 3(hrs)*

0

Hour(s)

Confirm

Cancel

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.

Add Flexible Timetable

X

Name*

Basic Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings

Half Day Settings

Clock-In Required*

Yes

Clock-Out Required*

Yes

Punch Interval Type*

Rule Based

Duplicate Punch Period(min)*

1

Minute(s)

Punch State Type*

No

Multiple In/Out*

No

Day Change Time*

00:00:00

Confirm

Cancel

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.

Add Flexible Timetable

×

Name*

Basic Settings

Unscheduled Time Settings

OT Level Settings

Rule Settings

Half Day Settings

First Half (Check In Time)*

00:00:00

Second Half (Check In Time)*

14:00:00

First Half (Check Out Time)*

13:00:00

Second Half (Check Out Time)*

00:00:00

Confirm

Cancel

Edit a Time Table

Perform the following steps to edit an existing timetable:

- Click on the Time Table name or **edit** icon.
- Make the necessary changes and click **Confirm**.

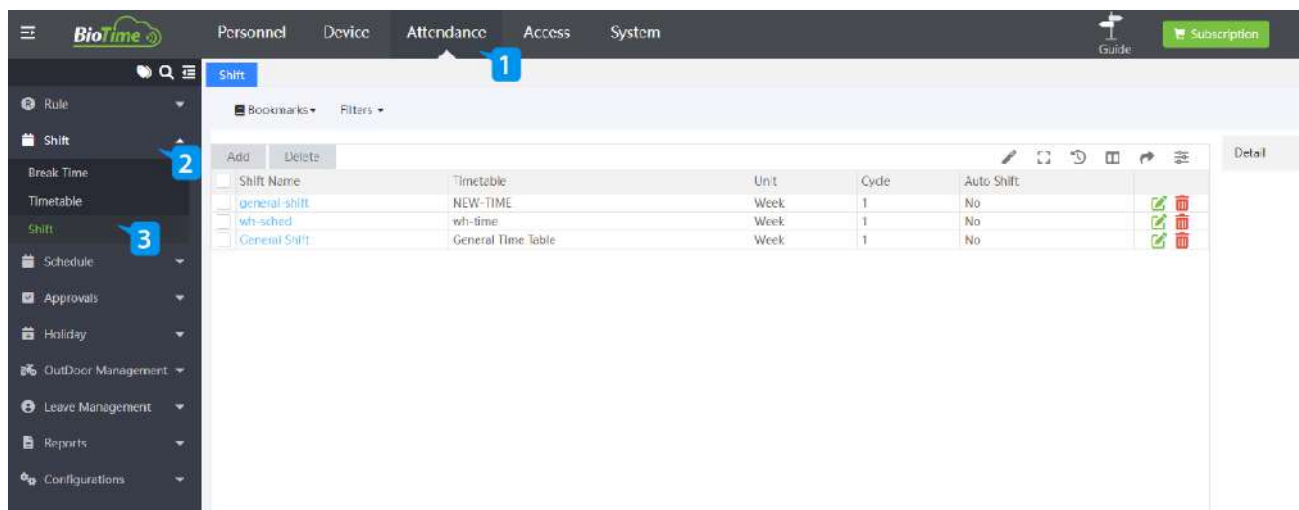
Delete a Time Table

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.

6.6 Assign 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.



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.

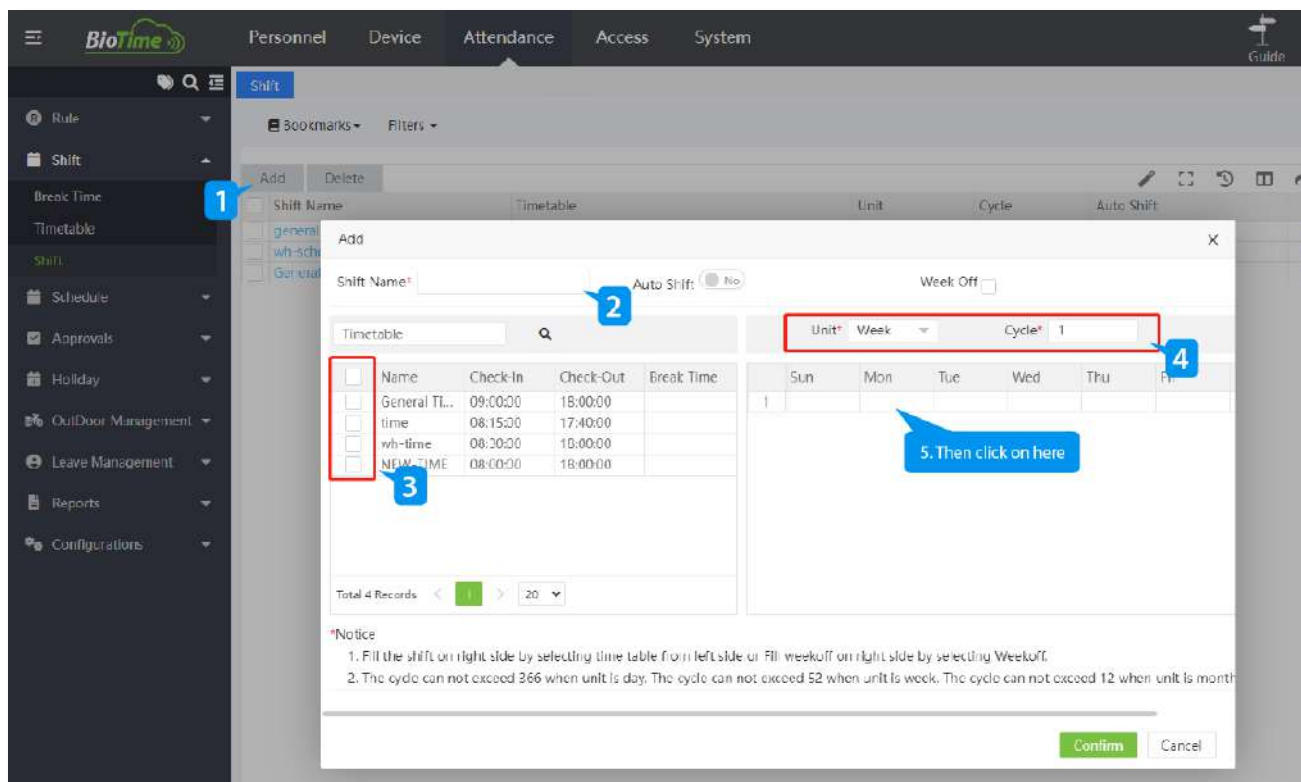
Cycle: Displays the repetition cycle of the shift.

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 has to assign multiple shifts to an employee. In that case, the HR has to 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.

Week Off ☒

Unit* Week Cycle* 1

	Sun	Mon	Tue	Wed	Thu	Fri
1						

To remove the weekend, follow as shown below:

Add

Shift Name* Auto Shift ☐ No Week Off ☒

Unit* Week Cycle* 1

	Sun	Mon	Tue	Wed	Thu	Fri
1						

Timetable

☐	Name	Check-In	Check-Out	Break Time
☐	General Ti...	09:00:00	18:00:00	
☐		08:15:00	17:40:00	
☐				
☐				

Total 4 Records < 1 > 20

*Notice

1. Fill the shift on right side by selecting time table from left side or Fill weekoff on right side by selecting Weekoff.

2. The cycle can not exceed 366 when unit is day. The cycle can not exceed 52 when unit is week. The cycle can not exceed 12 when unit is month

Confirm Cancel

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

Perform the following steps to edit an existing shift:

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

Delete a Shift

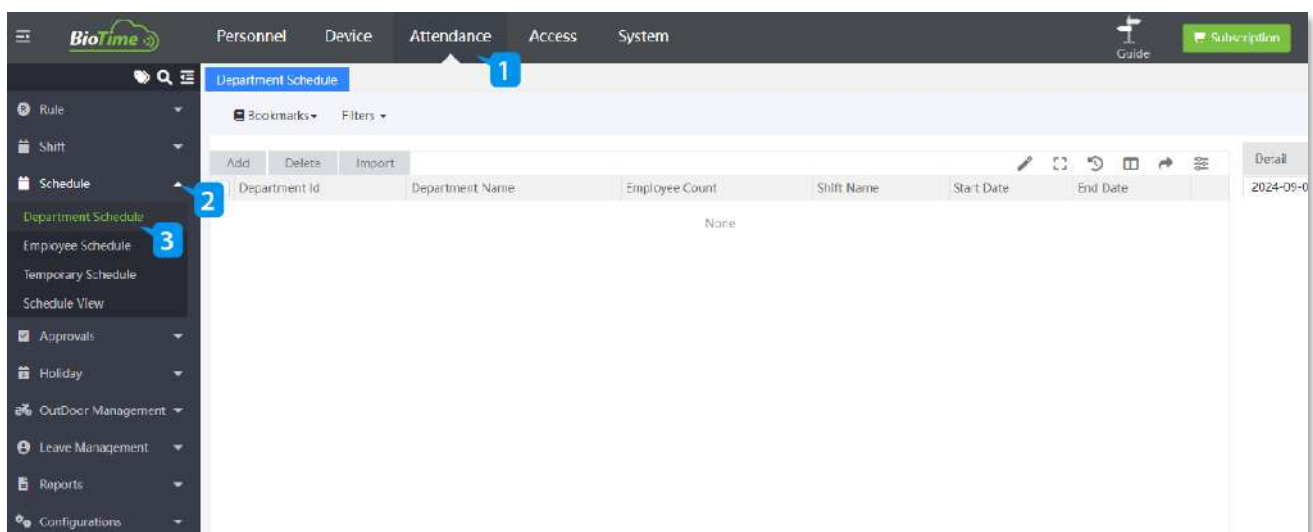
Perform the following steps to delete a shift:

- 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.

6.7 Schedule Shifts to the required Departments

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 Code: Displays the Department Code to which the schedule is assigned.

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

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

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

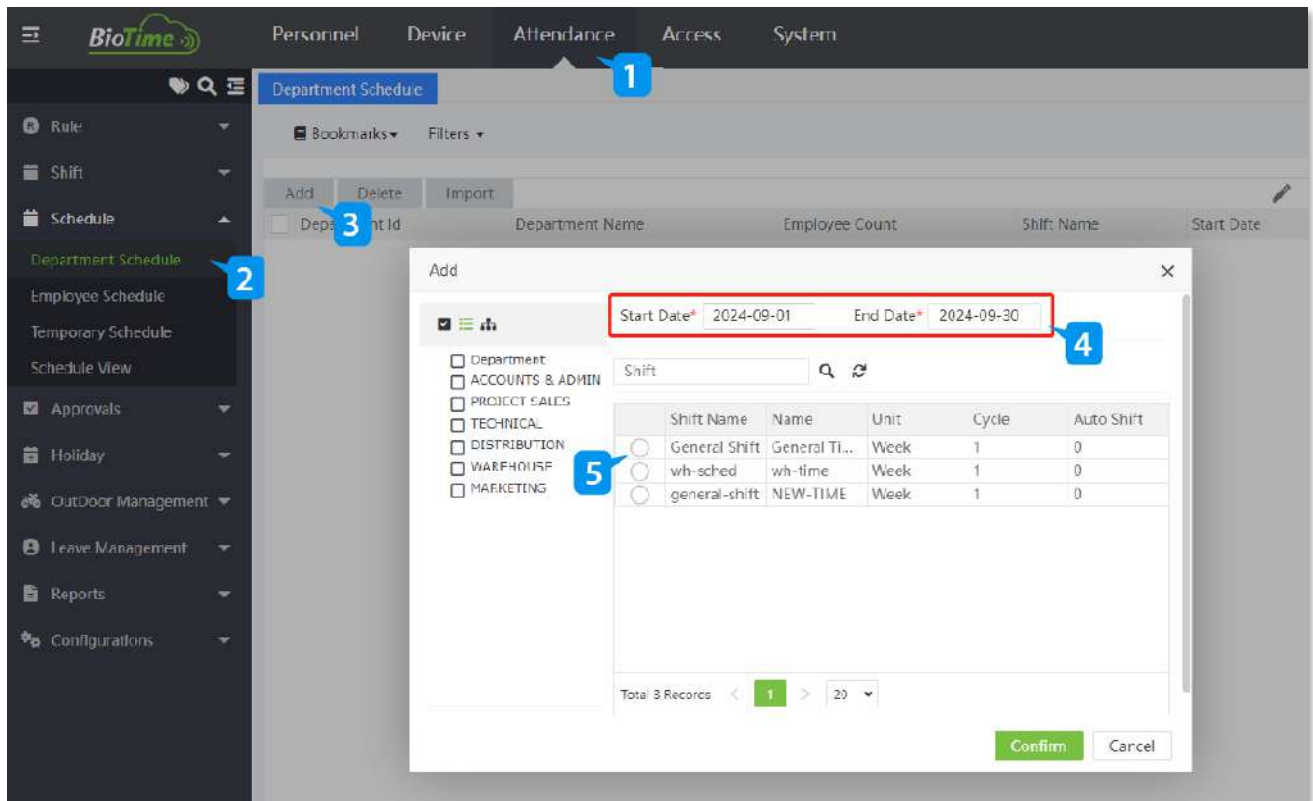
Start Date: Displays the starting time of the shift.

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**.

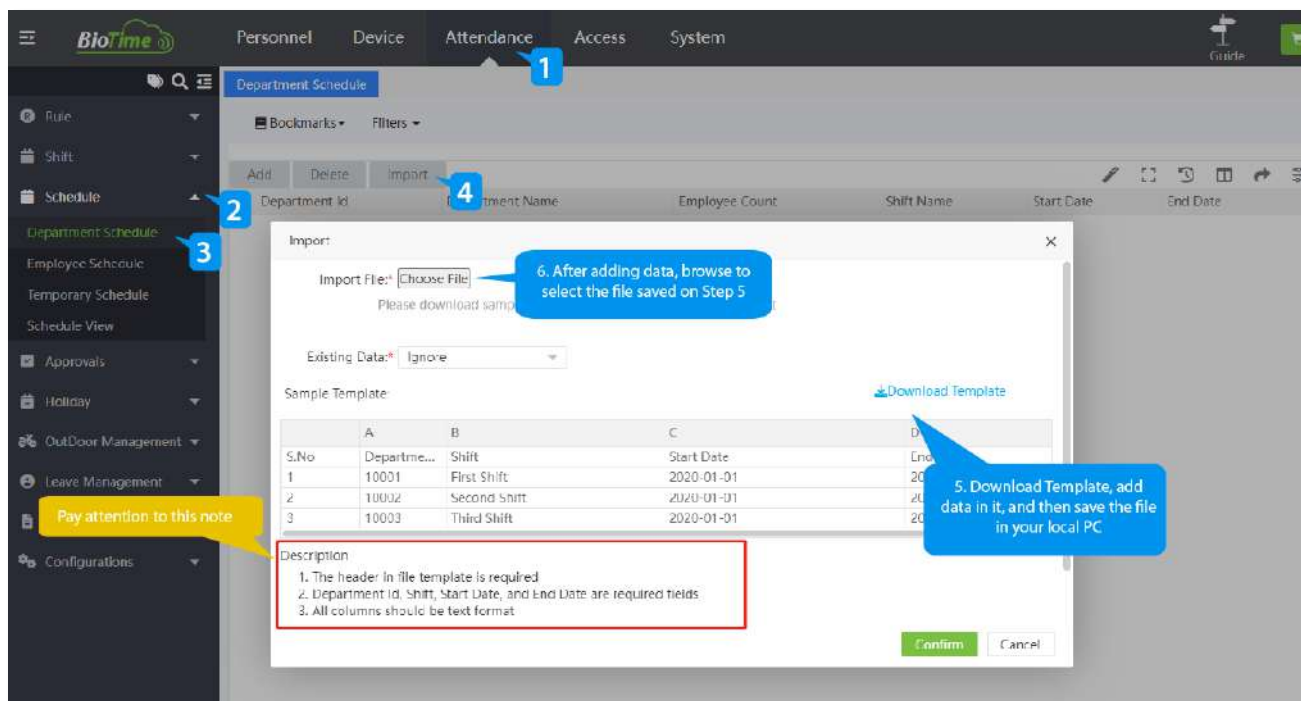
Delete a Department Schedule

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

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

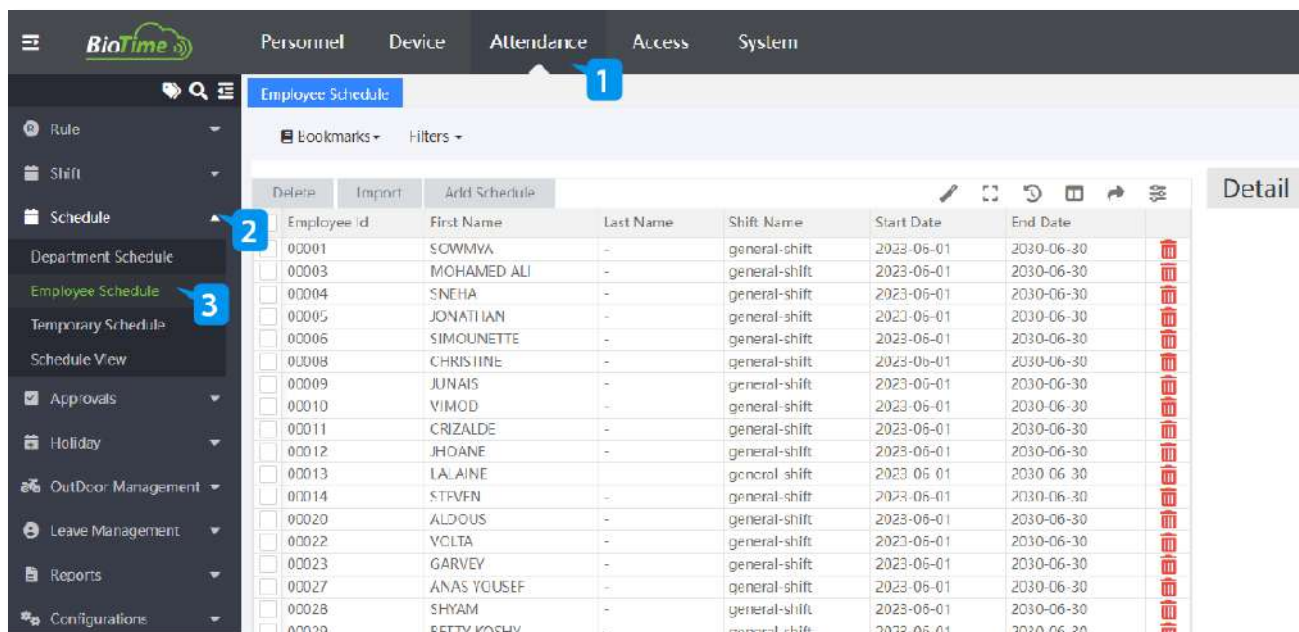


Import a new or update the existing Department or the Sub-department details

- On the **Department schedule** 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.

6.8 Schedule Shifts to the required Employees

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



Employee ID	First Name	Last Name	Shift Name	Start Date	End Date
00001	SOWMYA	-	general-shift	2023-06-01	2030-06-30
00003	MOHAMED ALI	-	general-shift	2023-06-01	2030-06-30
00004	SNEHA	-	general-shift	2023-06-01	2030-06-30
00005	JONATHAN	-	general-shift	2023-06-01	2030-06-30
00006	SIMOUNETTE	-	general-shift	2023-06-01	2030-06-30
00008	CHRISTINE	-	general-shift	2023-06-01	2030-06-30
00009	JUNAIS	-	general-shift	2023-06-01	2030-06-30
00010	VIMOD	-	general-shift	2023-06-01	2030-06-30
00011	CRIZALDE	-	general-shift	2023-06-01	2030-06-30
00012	JHOANE	-	general-shift	2023-06-01	2030-06-30
00013	LALAINÉ	-	general-shift	2023-06-01	2030-06-30
00014	STEVEN	-	general-shift	2023-06-01	2030-06-30
00020	ALDOUS	-	general-shift	2023-06-01	2030-06-30
00022	VOLTA	-	general-shift	2023-06-01	2030-06-30
00023	GARVEY	-	general-shift	2023-06-01	2030-06-30
00027	ANAS YOUSEF	-	general-shift	2023-06-01	2030-06-30
00028	SHYAM	-	general-shift	2023-06-01	2030-06-30
00029	BETTY KOSHY	-	general-shift	2023-06-01	2030-06-30

The columns are described as follows:

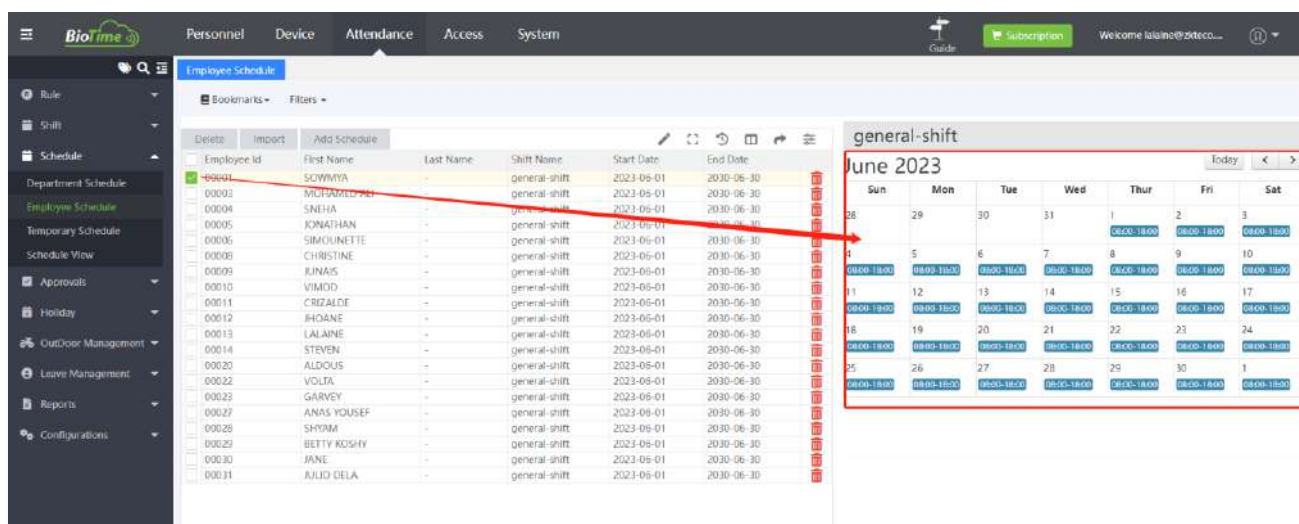
Employee ID, First Name, Last Name: Displays the Employee ID and Name of the Employee.

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.

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



Employee ID	First Name	Last Name	Shift Name	Start Date	End Date
00001	SOWMYA	-	general-shift	2023-06-01	2030-06-30
00003	MOHAMED ALI	-	general-shift	2023-06-01	2030-06-30
00004	SNEHA	-	general-shift	2023-06-01	2030-06-30
00005	JONATHAN	-	general-shift	2023-06-01	2030-06-30
00006	SIMOUNETTE	-	general-shift	2023-06-01	2030-06-30
00008	CHRISTINE	-	general-shift	2023-06-01	2030-06-30
00009	JUNAIS	-	general-shift	2023-06-01	2030-06-30
00010	VIMOD	-	general-shift	2023-06-01	2030-06-30
00011	CRIZALDE	-	general-shift	2023-06-01	2030-06-30
00012	JHOANE	-	general-shift	2023-06-01	2030-06-30
00013	LALAINÉ	-	general-shift	2023-06-01	2030-06-30
00014	STEVEN	-	general-shift	2023-06-01	2030-06-30
00020	ALDOUS	-	general-shift	2023-06-01	2030-06-30
00022	VOLTA	-	general-shift	2023-06-01	2030-06-30
00023	GARVEY	-	general-shift	2023-06-01	2030-06-30
00027	ANAS YOUSEF	-	general-shift	2023-06-01	2030-06-30
00028	SHYAM	-	general-shift	2023-06-01	2030-06-30
00029	BETTY KOSHY	-	general-shift	2023-06-01	2030-06-30
00030	JANE	-	general-shift	2023-06-01	2030-06-30
00031	JULIO DELA	-	general-shift	2023-06-01	2030-06-30

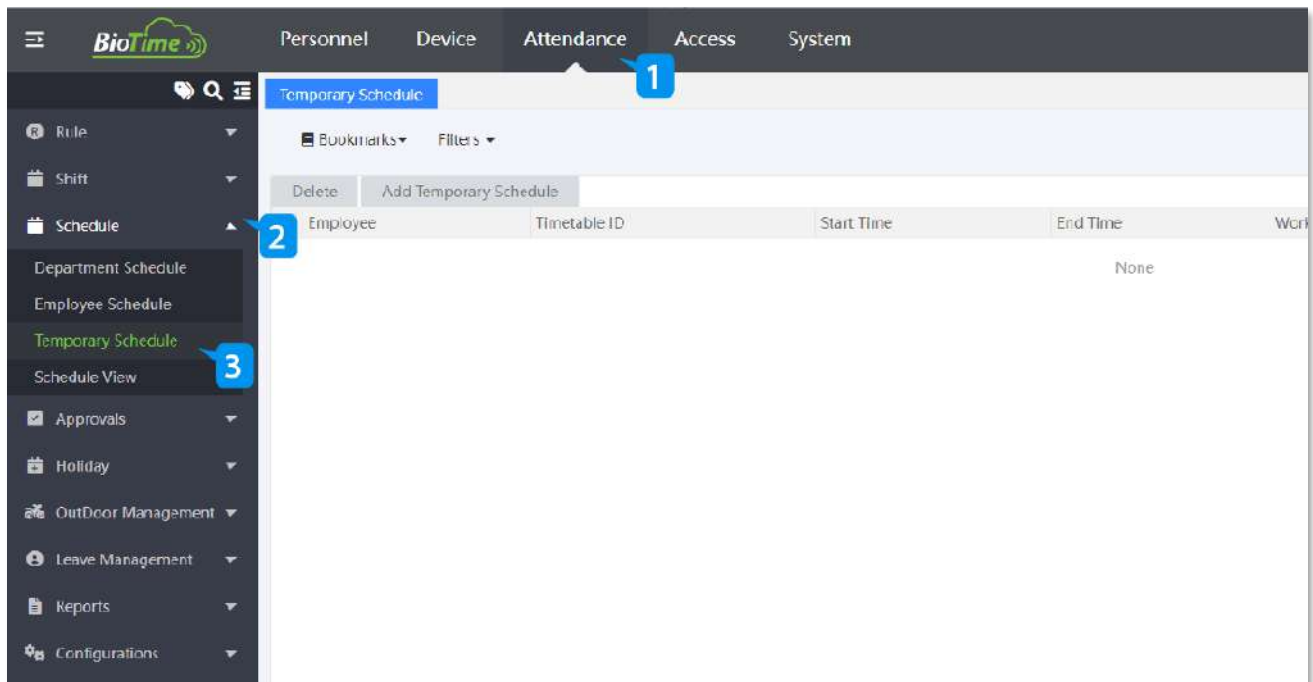
Delete an Employee Schedule

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.

6.9 Schedule Shifts Temporarily Based on Workforce

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.

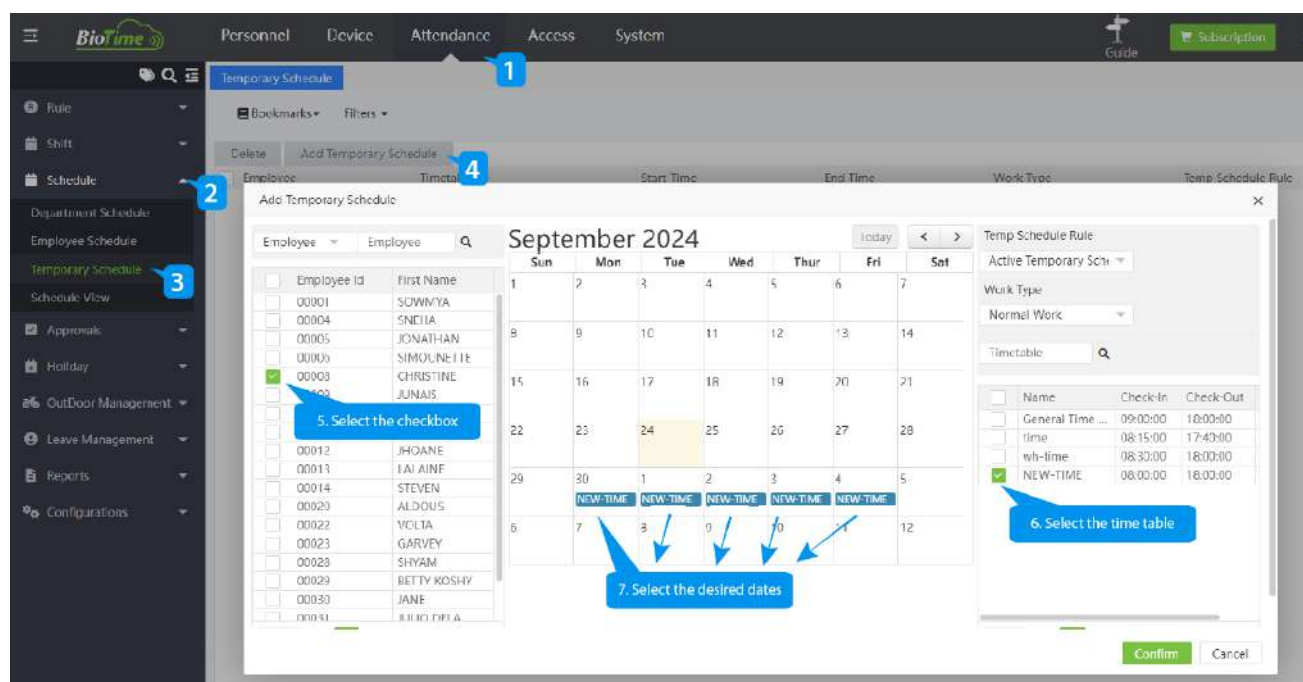
Work Type: Displays the work type of the temporary schedule.

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:

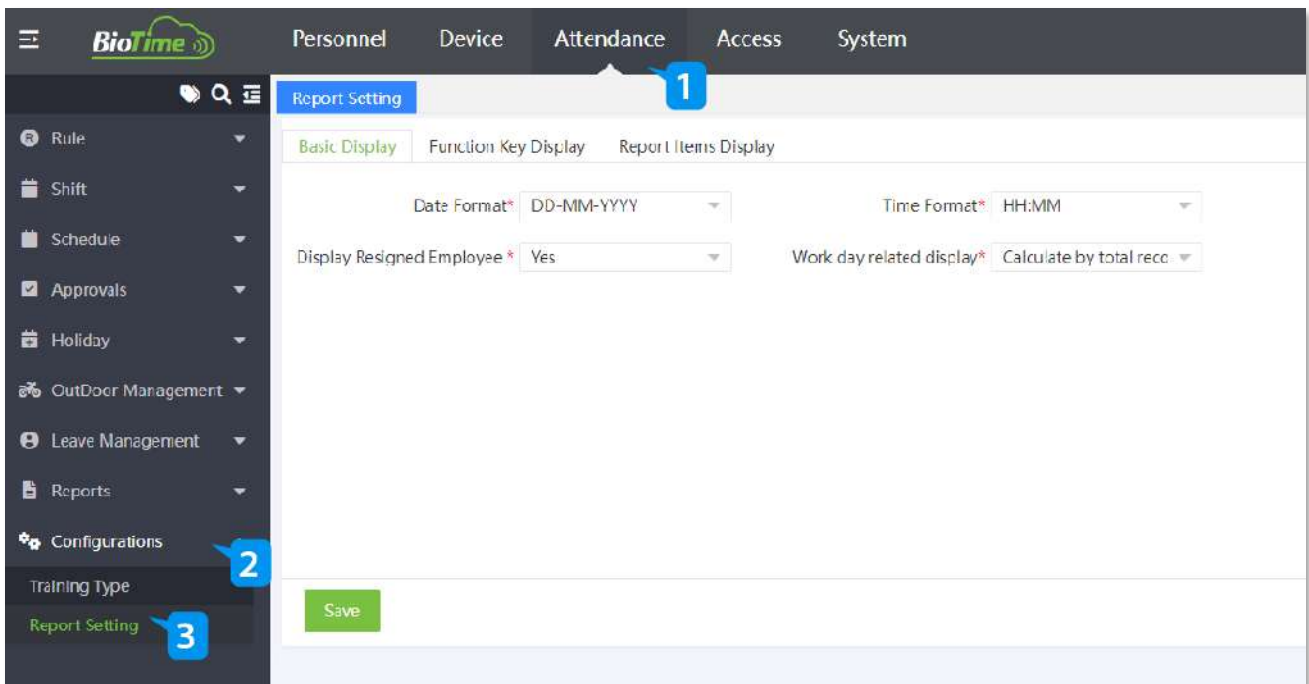
- Select the temporary schedule and click **Delete** or **del** icon  click icon of the corresponding temporary schedule.
- On the appearing pop-up, click **Confirm** if you are sure to delete the temporary schedule.

6.10 Set up the Attendance Report specifics

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 so as 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 Setting

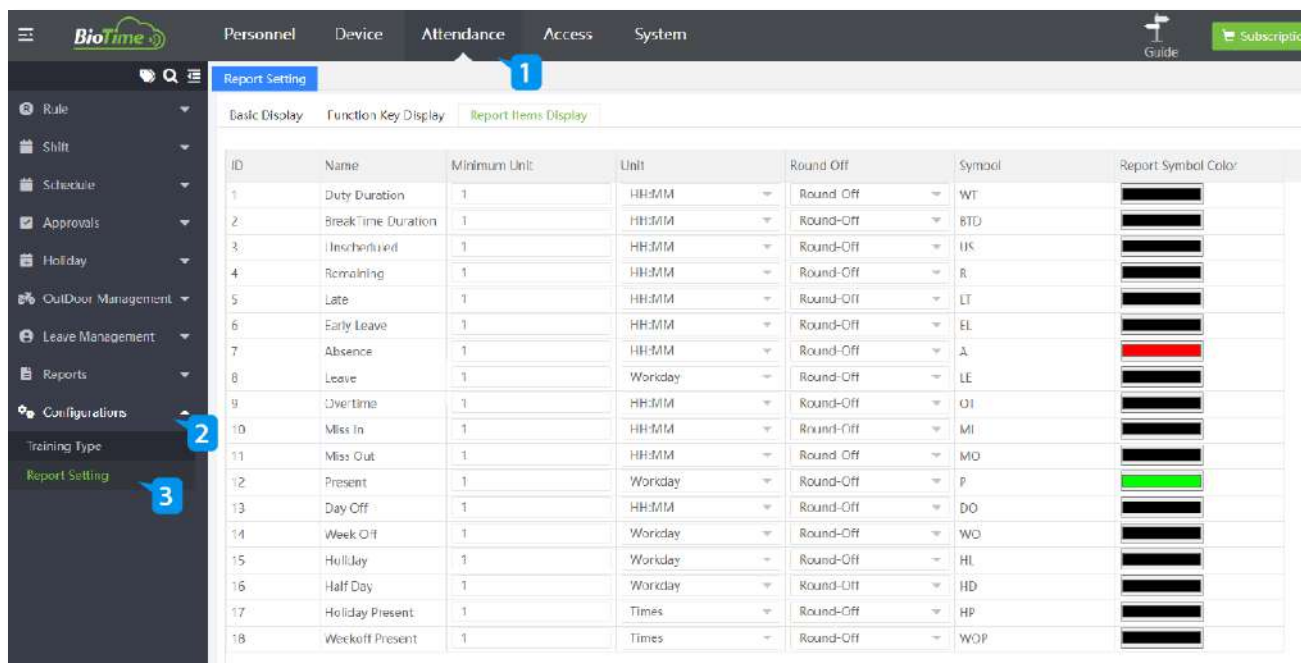
Basic Display **Function Key Display** Report Items Display

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

Save

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.

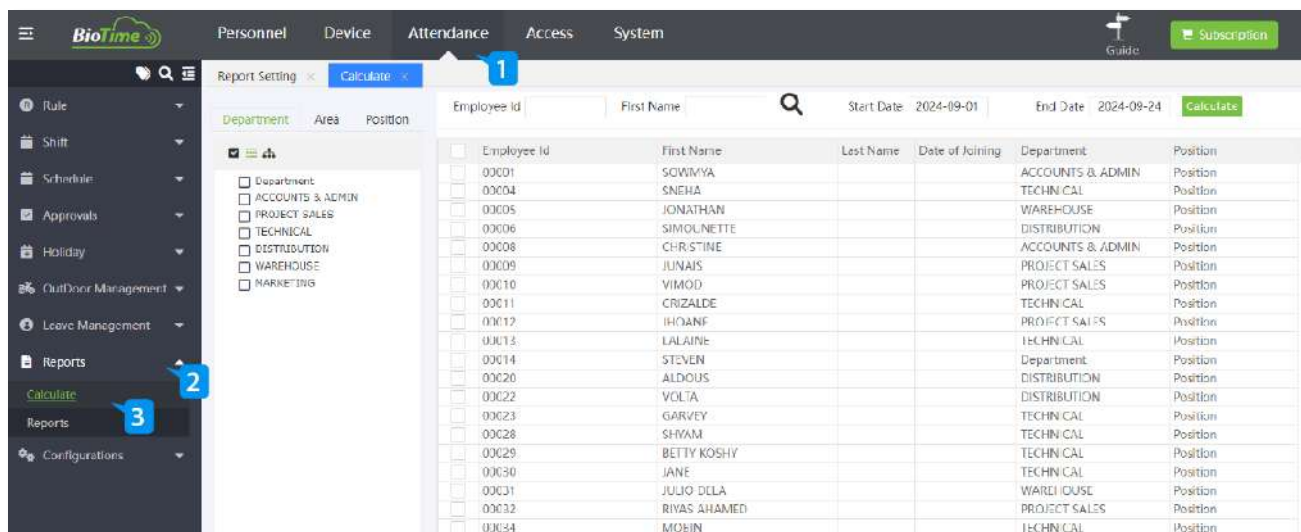
Symbol: Set the symbol for each attendance parameter to display in the report.

Report Symbol Color: Set the symbol color for each attendance parameter to display in the report.

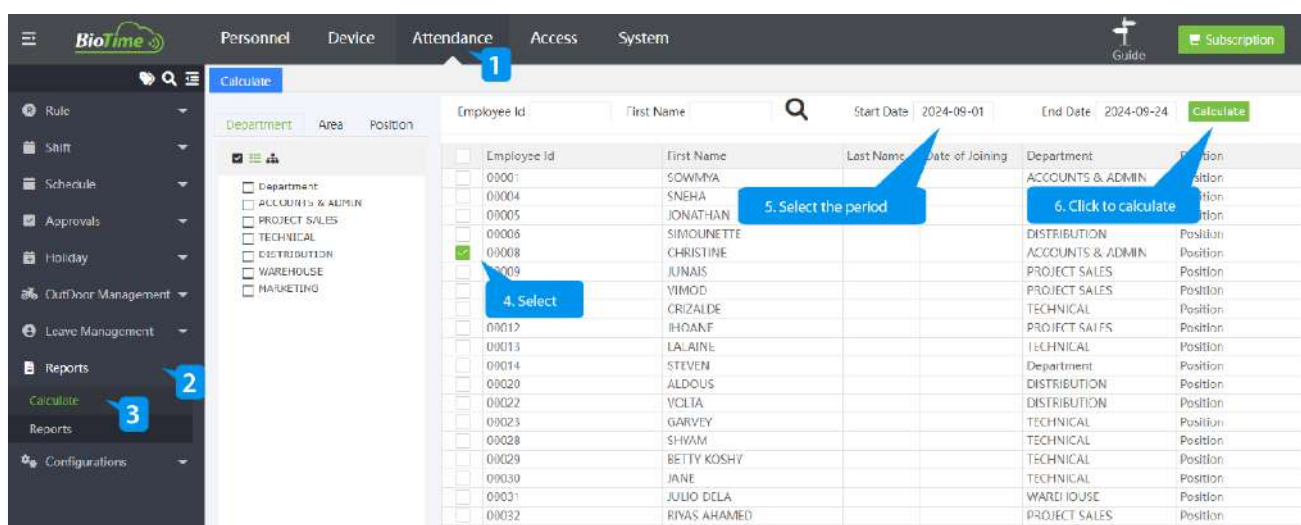
6.11 How to calculate Attendance

The Calculate option enables you to calculate the attendance for employees. 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:



Note: You can filter the employee by the employee ID or First Name.

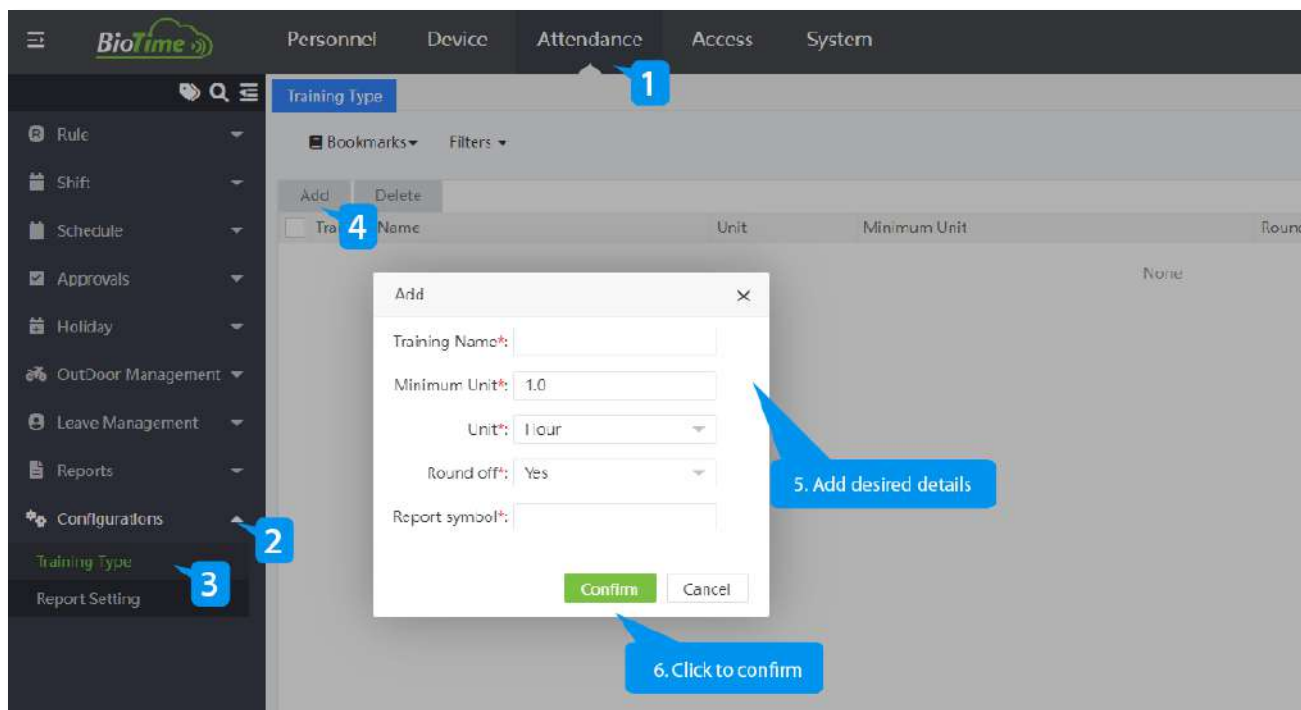
6.12 Set up Training for Employees

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 **del** icon  of the corresponding training type.
- On the appearing pop-up, click **Confirm** if you are sure to delete the training type.

7 Holiday Management

The Holiday Management gives a wide range of flexibility to define global holidays and restricted holidays which gives flexibility to the Employees and Management to selectively choose the holidays. It avoids irregular processing errors and holiday entitlements.

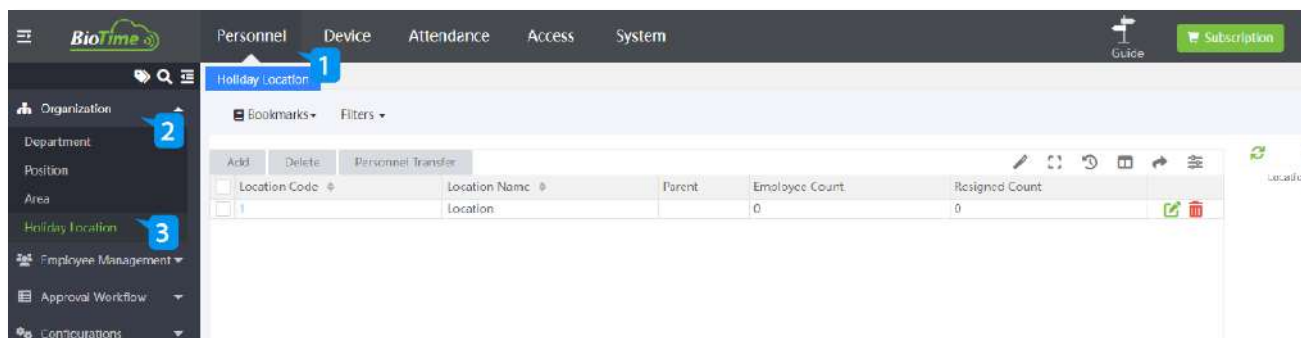
The holiday management module further can be customized as per your business processes and you can validate the number of leaves automatically from one department to another.

Further, Holiday Management helps the employees to view their number of leaves and create further plans accordingly.

7.1 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.

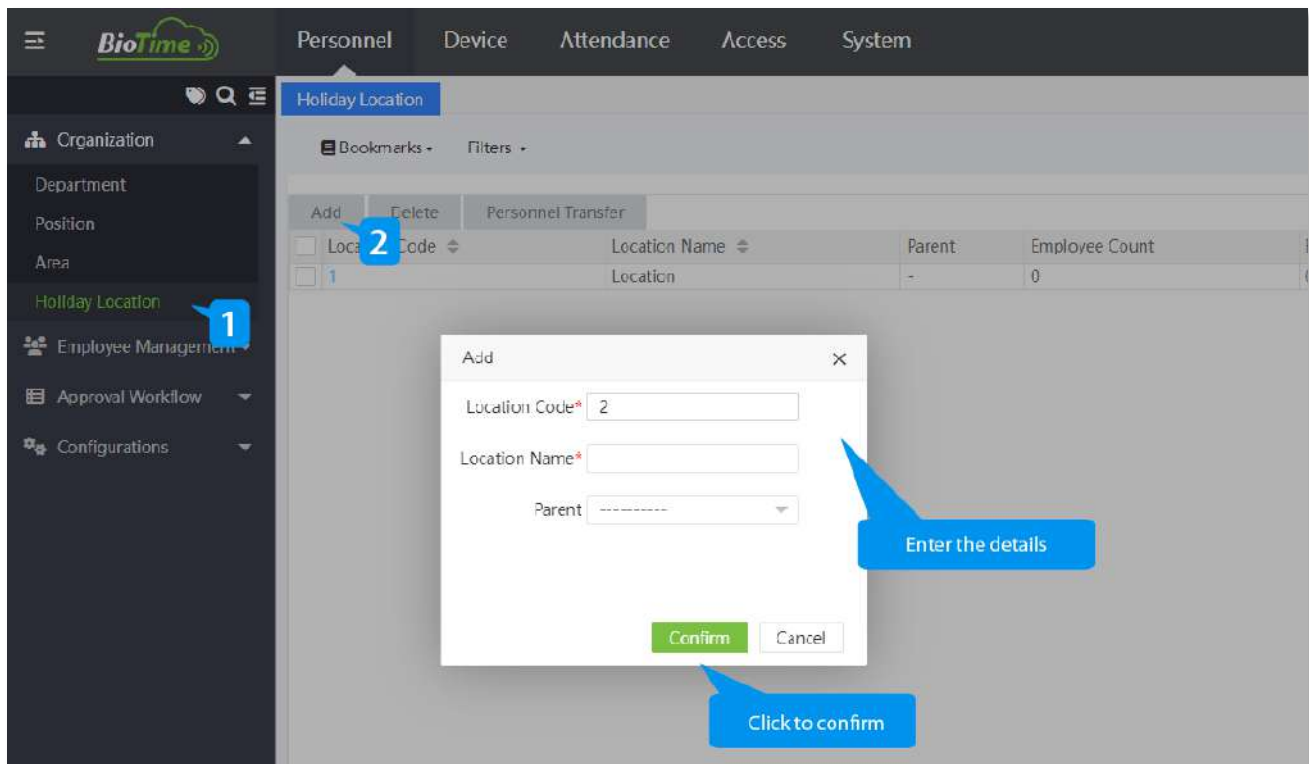
Location Name: Displays the name of the Location.

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

Resigned Count: Displays the total number of counts of resigned employees.

Creating a Location

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

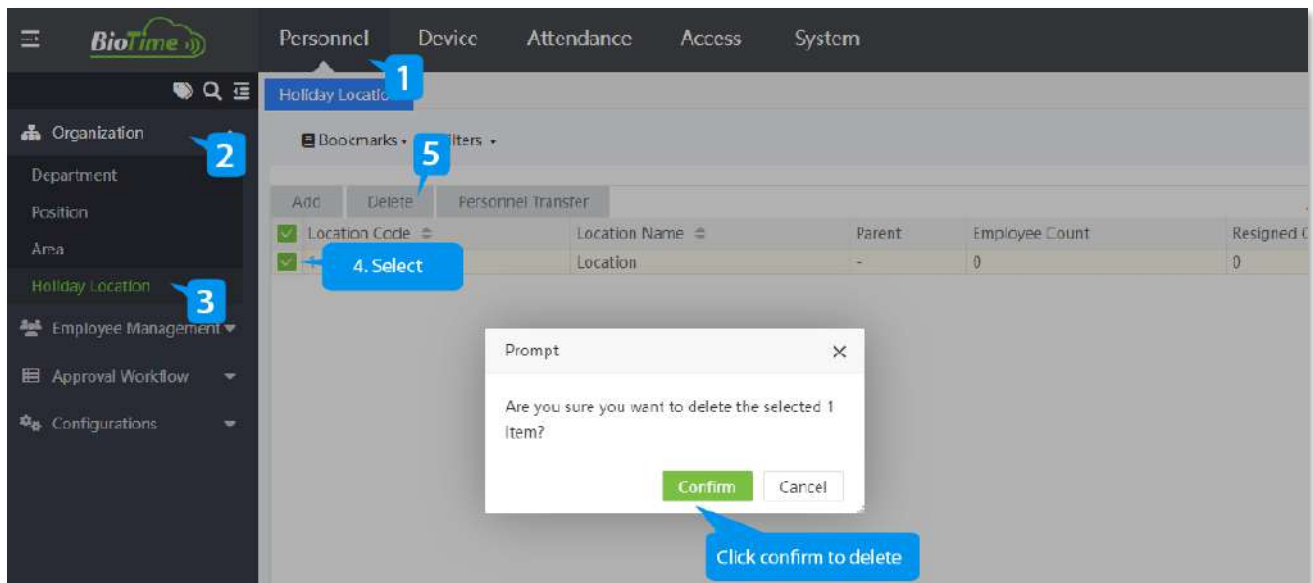
On the **Holiday Location** interface, click **Add** to create a new Location or a Sub-Location name. Enter a unique **Location Code** and the required **Location Name**.

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



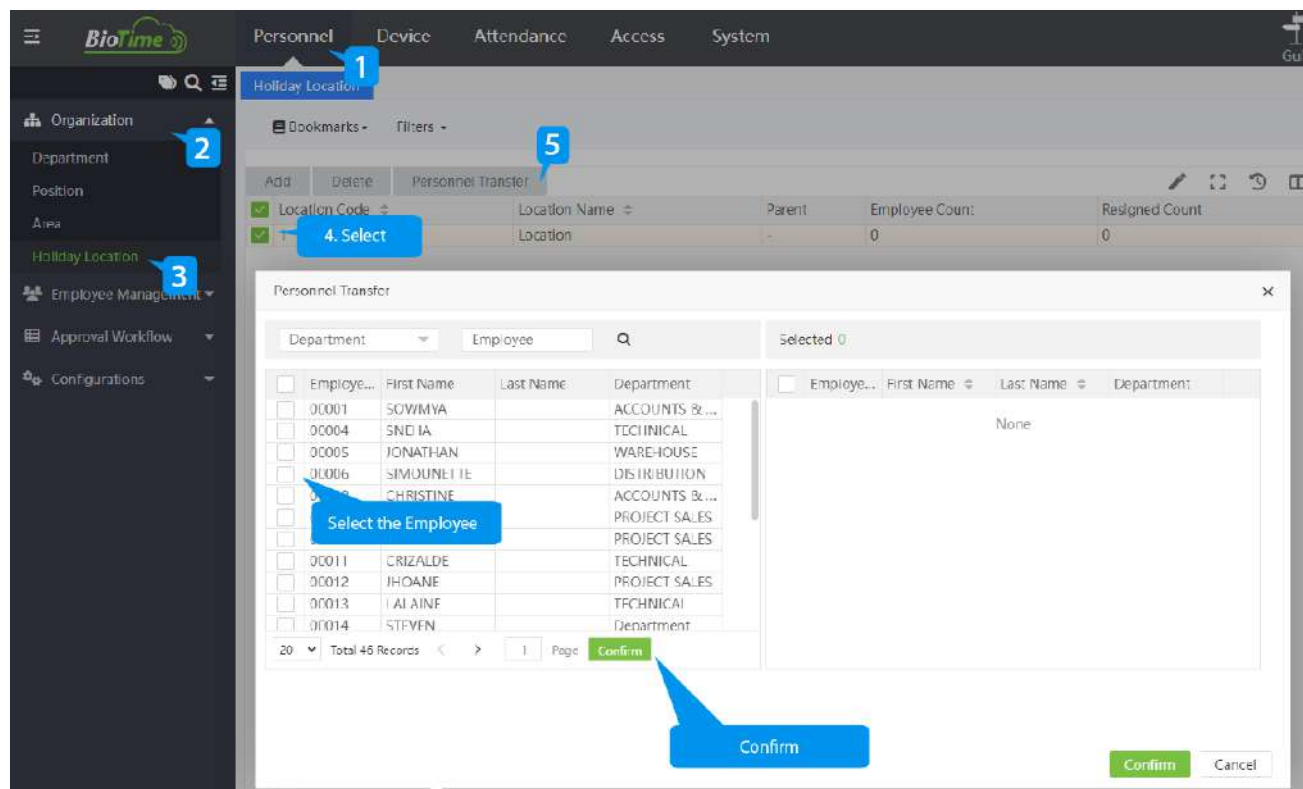
Delete the existing Location or a Sub location

- 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 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.

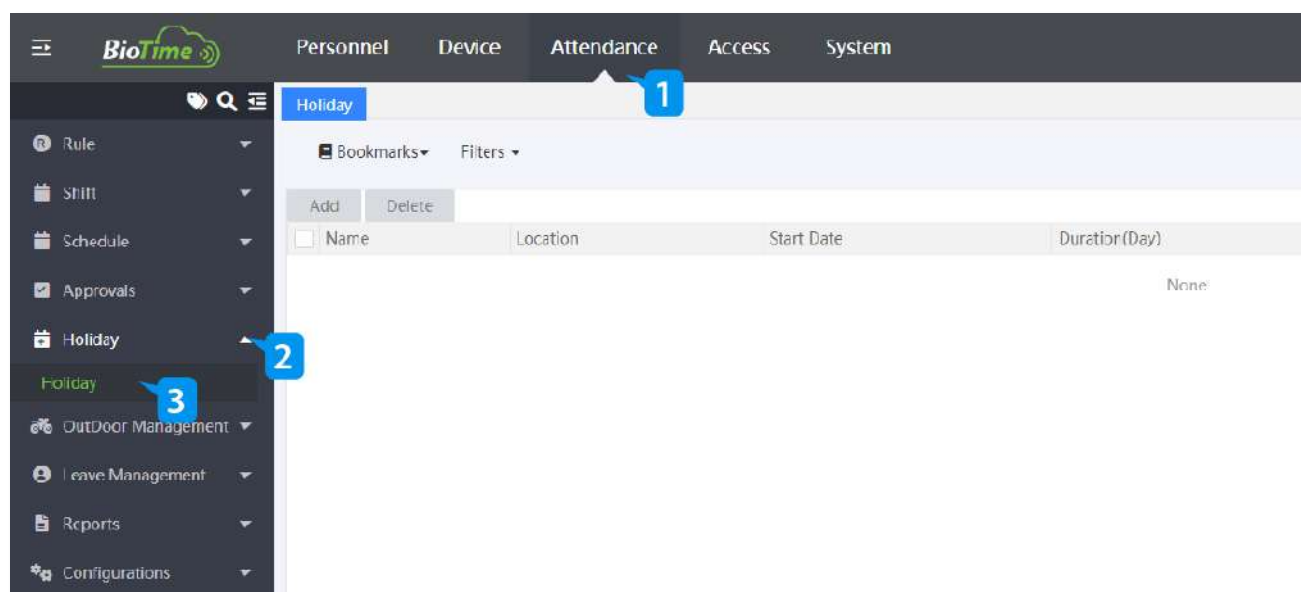


Manage and modify Employees Locations

- 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.

7.2 Advanced Holiday Scheduling

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.

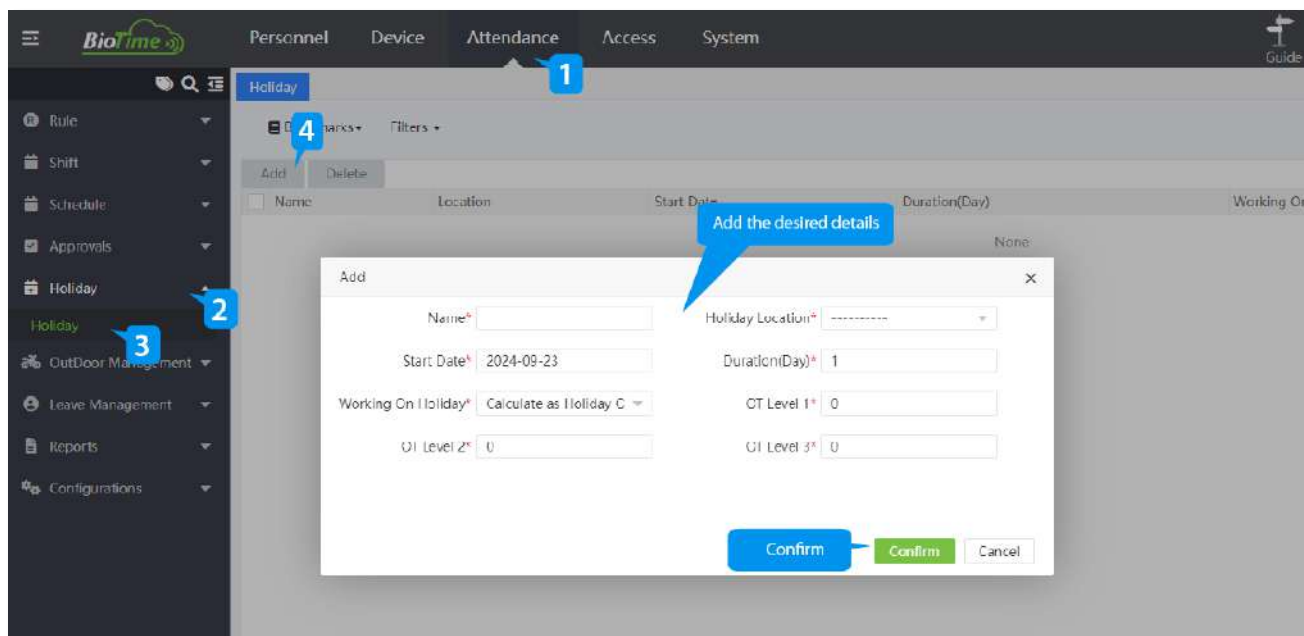
Duration: Displays the holiday duration.

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**.

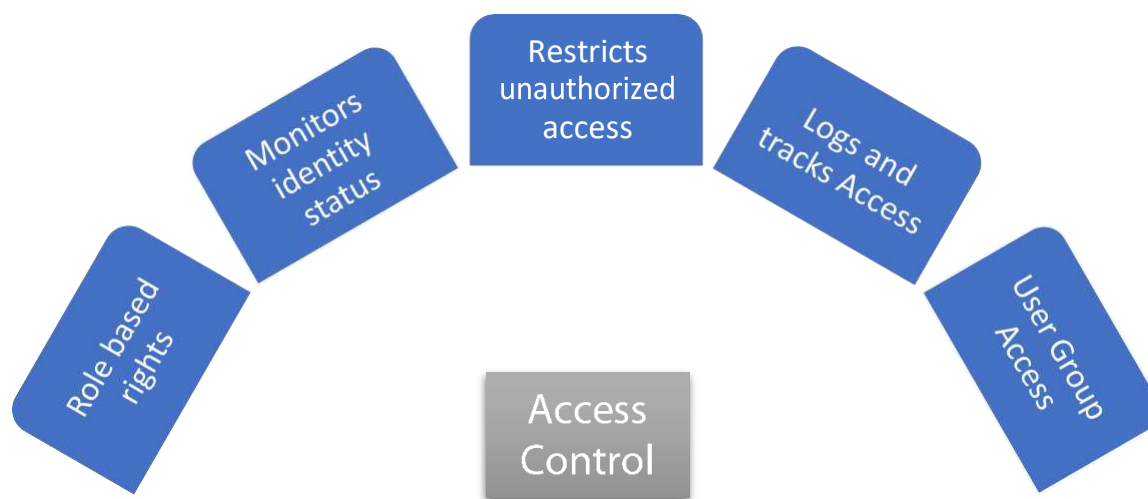
Delete a Holiday

Perform the following steps to delete a holiday:

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

8 Access Control Setup

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.



8.1 Device Configuration for Access Control

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.

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



The fields are described as follows:

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

Device Name: This displays the Name of the device.

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

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

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

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

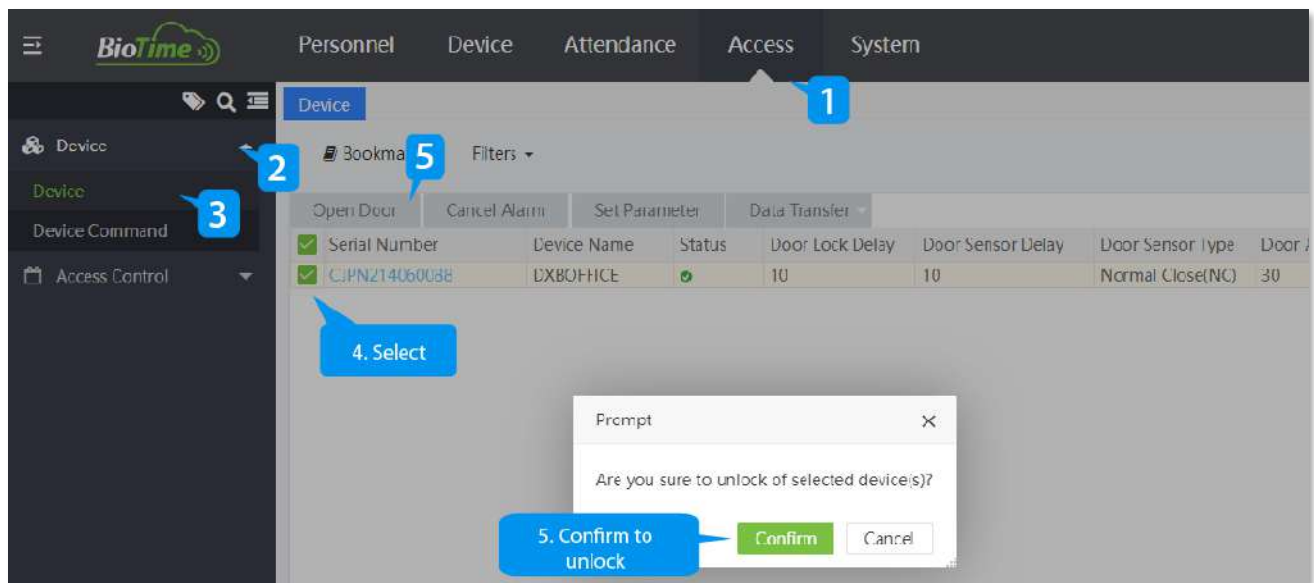
Door Alarm Delay: The delay time to alarm the door (in seconds)

Retry times to Alarm: The retry time to alarm the door (in seconds)

Valid Holidays: This displays the valid holidays of the device.

8.1.1 Door Configuration

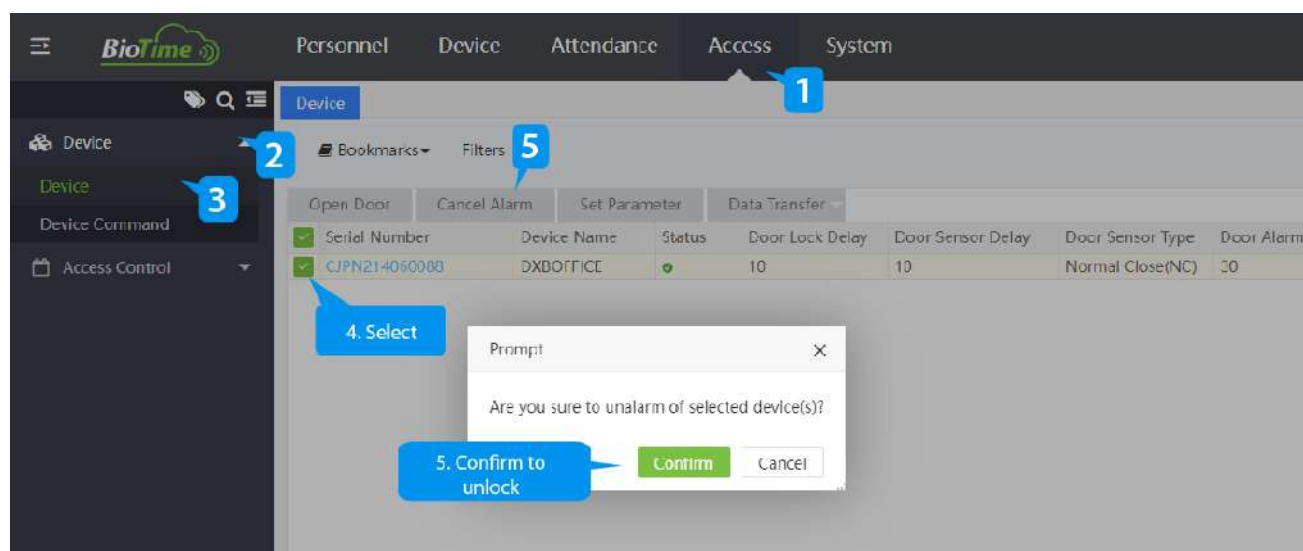
The **Open-Door** feature enables to open the door which is connected to the Access Controller without locking.



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

8.1.2 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.

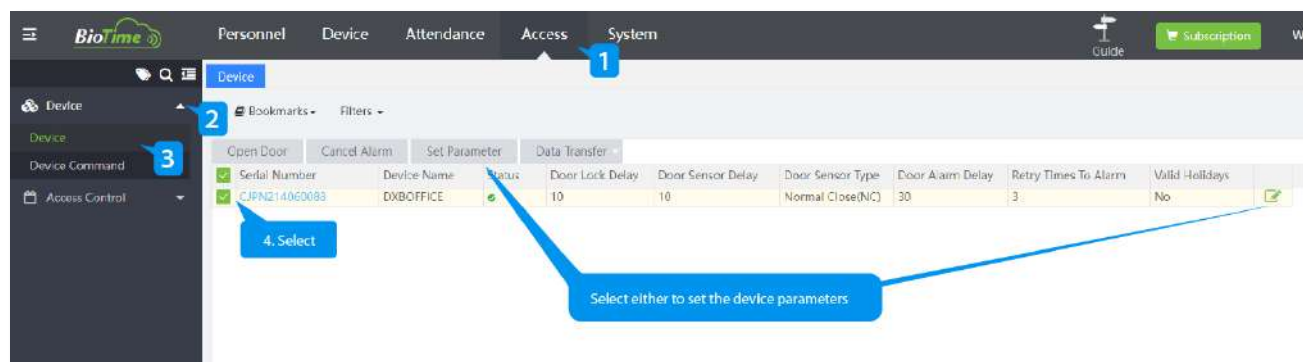


- Select the required device and click **Cancel Alarm**.
- In the appearing prompt, click **Confirm** to cancel the alarm.

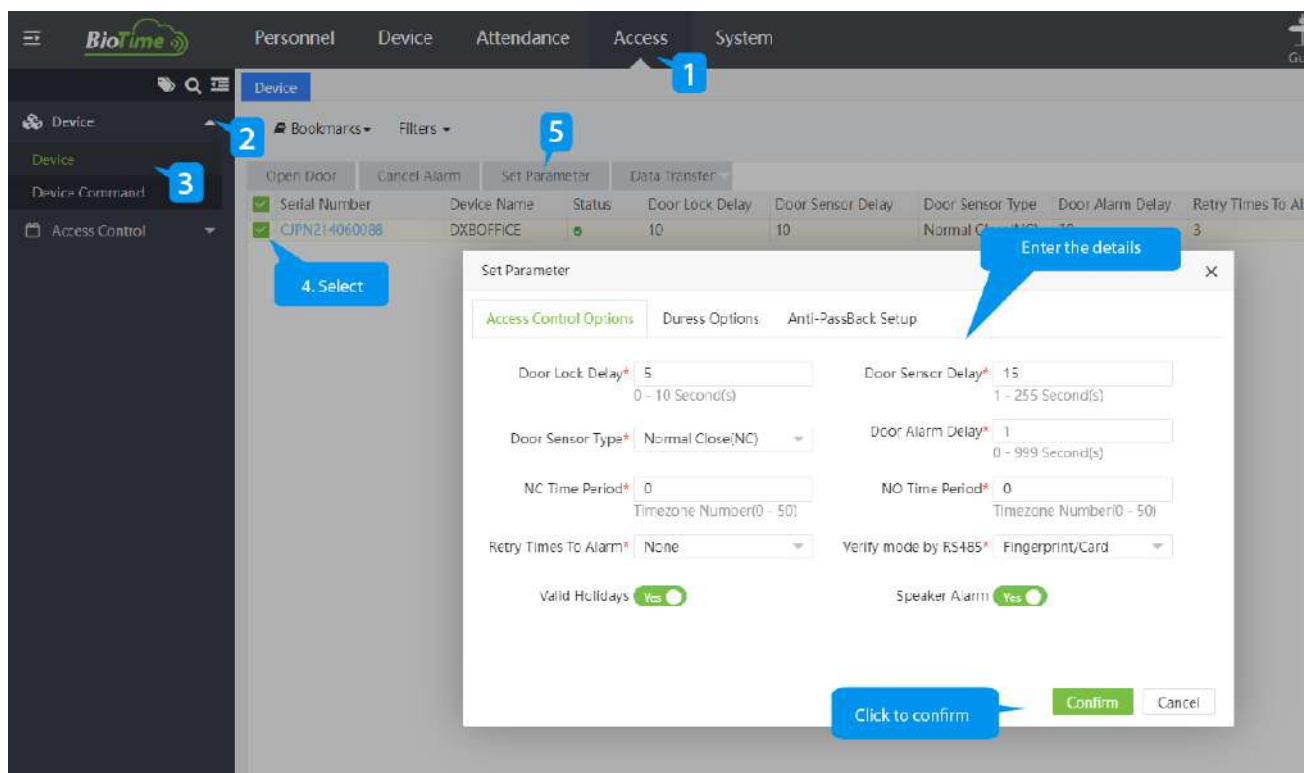
8.1.3 Edit Device Details

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

Speaker Alarm: When it's 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.

Set Parameter

Access Control Options Duress Options Anti-PassBack Setup

Duress Function Yes

Alarm on 1:1 Match Yes

Alarm on Password Yes

Alarm Delay^A 10
0 999 (Seconds)

Enable or disable the desired feature

Confirm Cancel

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 Setup

Set Parameter

Access Control Options Duress Options Anti-PassBack Setup

Anti-PassBack Mode^A No Anti-passback

Door Direction^A Out

No Anti passback
Out Anti-passback
In Anti-passback
In/Out Anti-passback
No Anti-passback save door status

Select the desired option

Confirm Cancel

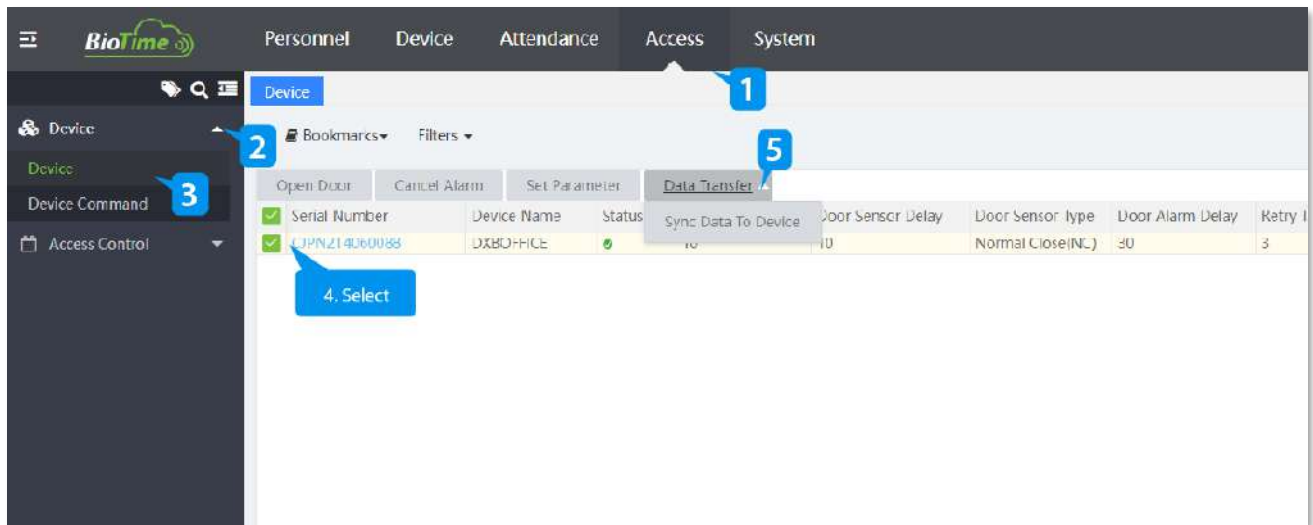
Anti-PassBack Type: Select the type of anti-passback mode.

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

Click **Confirm** after setting the parameters.

8.1.4 How to transfer Data

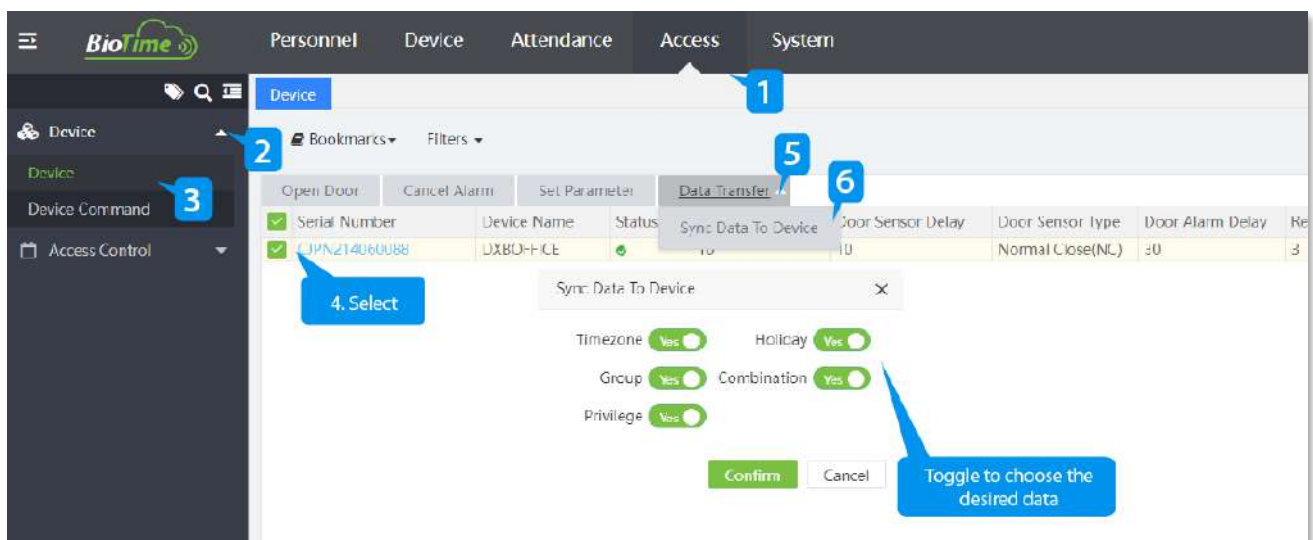
Data Transfer lets you send the stored data from the Device to the Software. Functions available under Data Transfer.



- Sync Data to Device

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, Bio-Photo and Finger Vein).
- Click **Confirm**, to sync or update the selected data from the software to the selected Devices.

8.2 Check Device Commands

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

The screenshot displays the BioTime Cloud interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The 'Access' tab is selected, and the 'Device Command' sub-tab is active. The left sidebar shows 'Device' and 'Device Command' (highlighted with a blue circle and number 3). The main area shows a table of device commands with columns: Serial Number, Device Name, and Content. A 'Delete' button and 'Clear Commands' button are at the top of the table. A blue circle with number 1 points to the 'Access' tab, and a blue circle with number 2 points to the 'Device Command' sub-tab.

Serial Number	Device Name	Content
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00055 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=222 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=18 Grp=1 TZ=0000000000000000 Verify= 1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00054 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00053 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00052 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00051 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00050 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=9999 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00005 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00033 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00100 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00030 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00023 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00014 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00028 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00006 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00022 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00034 Grp=1 TZ=0000000000000000 Verify=-1
CJPN214060038	DXBOFFICE	DATA UPDATE USERINFO PIN=00032 Grp=1 TZ=0000000000000000 Verify= 1

8.2.1 Delete Device Command

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

1. Click the **Access** tab.

2. Click the **Device** menu.

3. Click **Device Command** in the left sidebar.

4. Select the command to be deleted.

5. Click **Delete**.

Serial Number	Device Name	Content
☒ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00055 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=222 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=18 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00054 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00053 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00052 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00051 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00050 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=9999 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00005 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00033 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00100 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00030 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00023 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00014 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00028 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00006 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00022 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00034 Grp=1 TZ=0000000000000000 Verify=-1
☐ CJP214060088	DXBOFFICE	DATA UPDATE USERINFO PIN=00032 Grp=1 TZ=0000000000000000 Verify=-1

- Select the command which is to be deleted and click **Delete**.

8.3 Time Period Configuration

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.

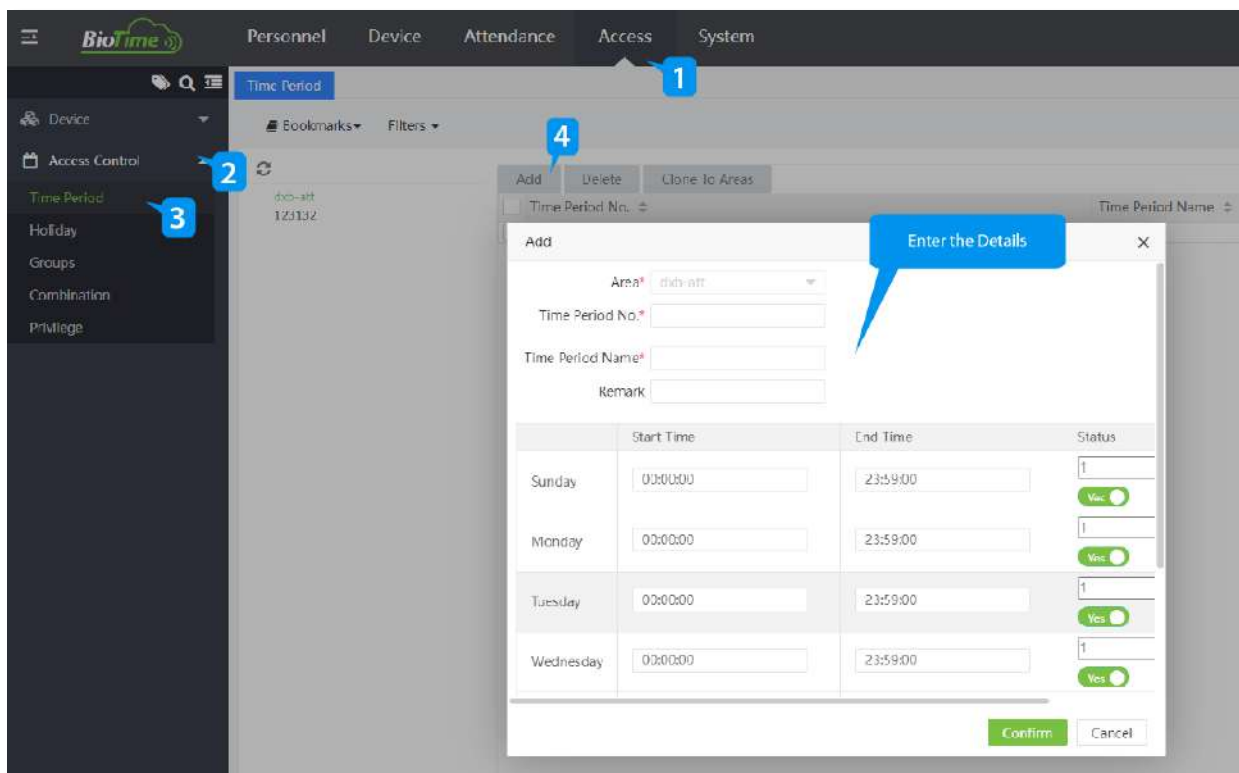
1. Click the **Access** tab.

2. Click the **Access Control** menu.

3. Click **Time Period** in the left sidebar.

Time Period No.	Time Period Name
1	

8.3.1 Add a Time Period



Set the following details:

Area: It displays the area name. It can't be modified in the interface.

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

Time Period Name: Enter the time period name.

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



Note: When the start time is greater than the end time, the following prompt will pop-up.

	Start Time	End Time	Status
Sunday	00:00:00	23:59:00	1
Monday	00:00:00		
Tuesday	00:00:00		
Wednesday	00:00:00		

Select Time

Hour	Minute	Second
18	54	00
19	55	01
20	56	02
21	57	03
22	58	04
23	59	05

Clear Now Confirm

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

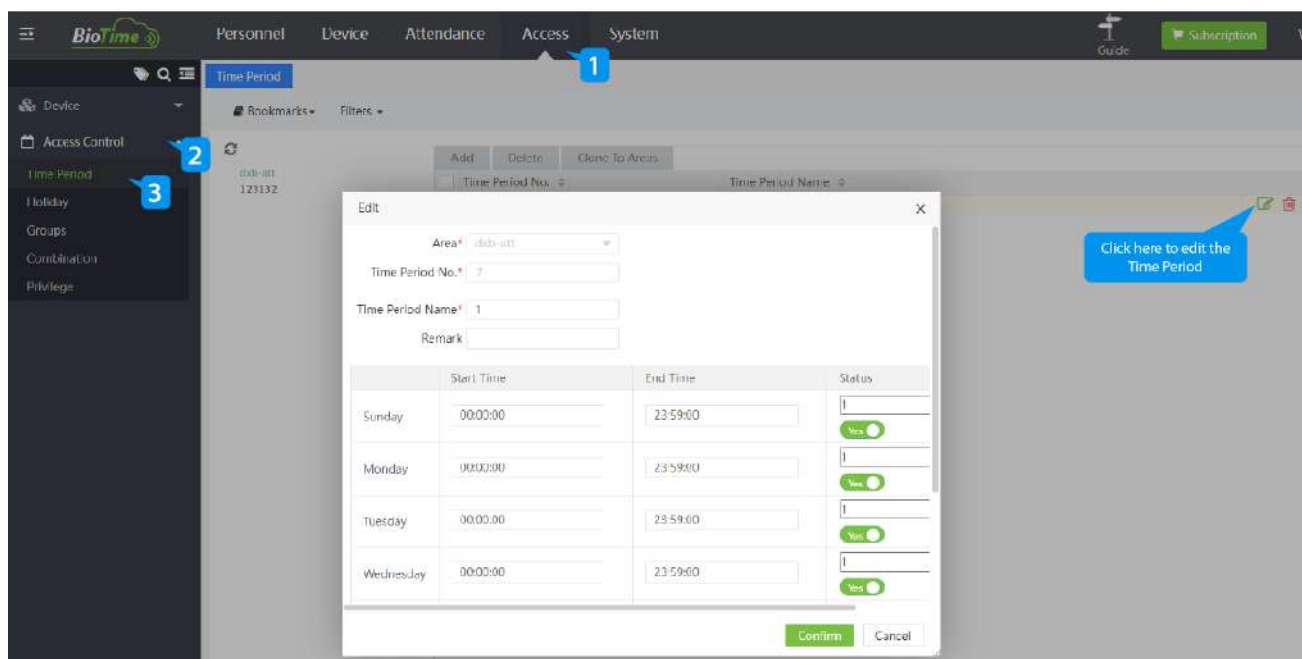
Status: The default is ON. Turn off the toggle button to disable the time period, the door cannot be open for the whole day for a specific employee.

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

8.3.2 Edit a Time Period

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

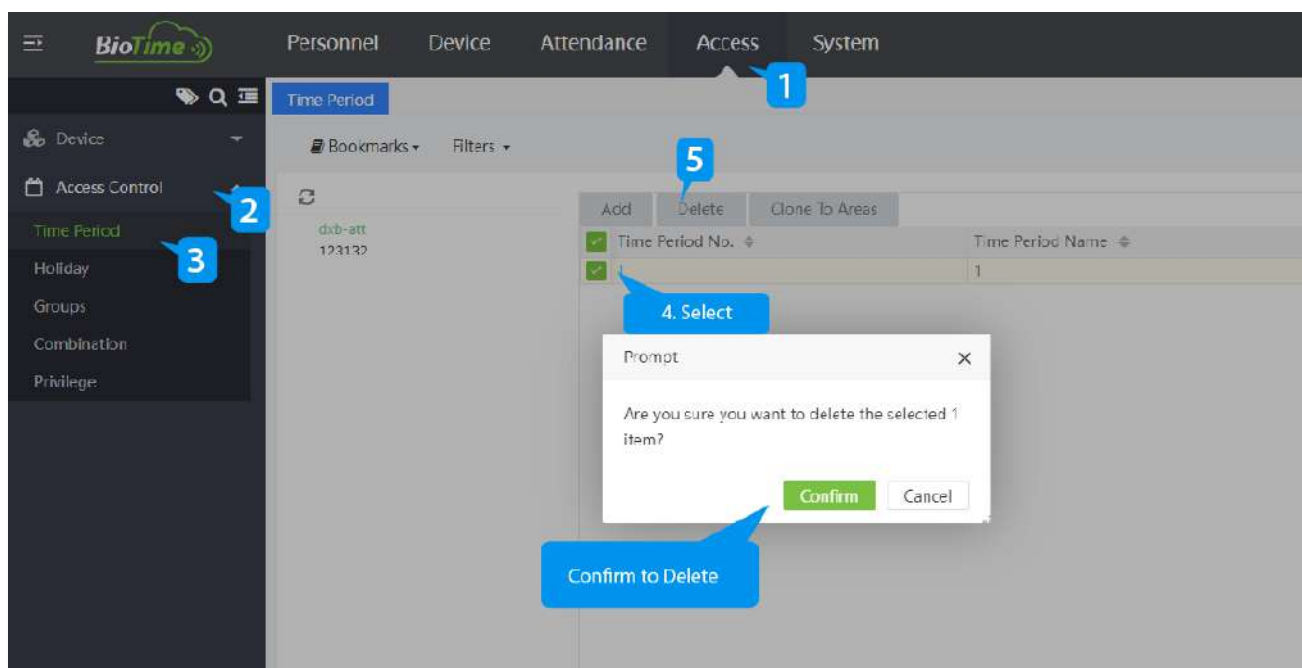
- Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.



- 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.

8.3.3 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.



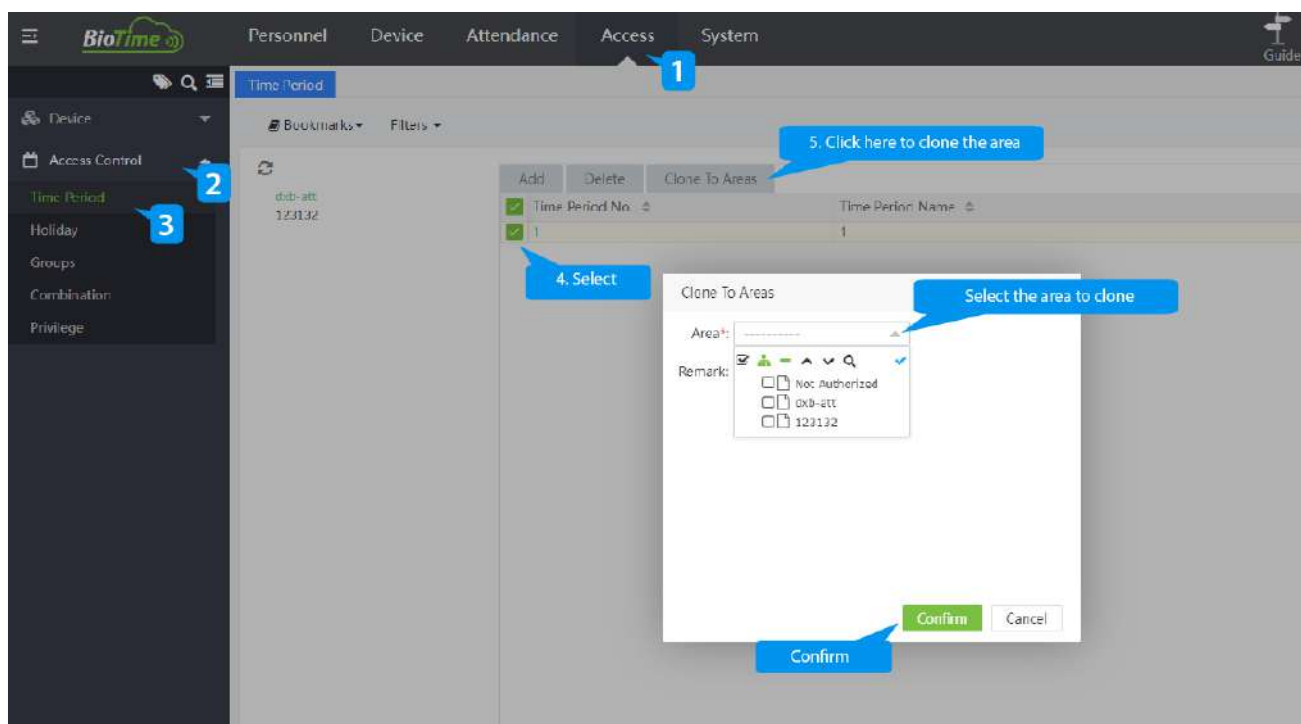


Note: The Time Period which is in use cannot be deleted.

8.3.4 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:

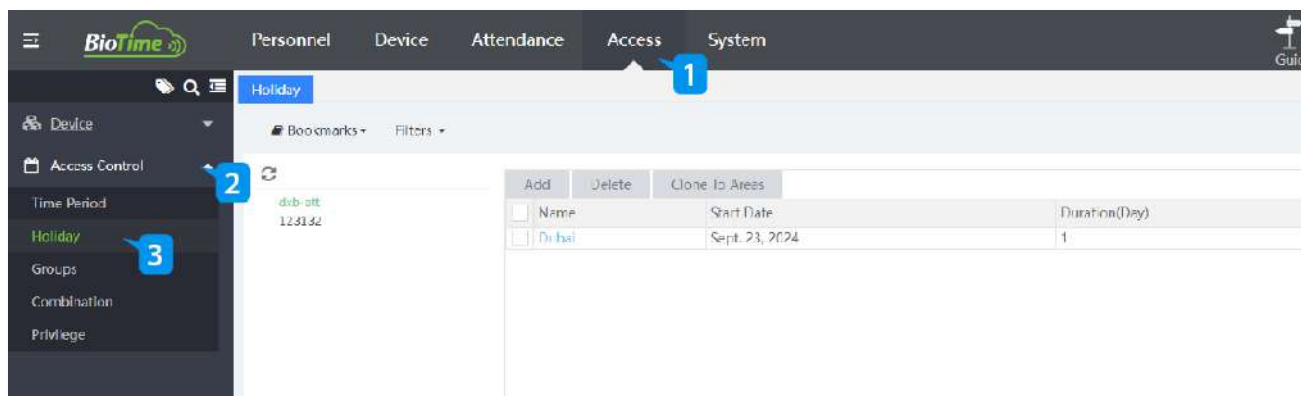
Area: Select the area (multiple areas can be selected)

Remark: Enter the remarks.

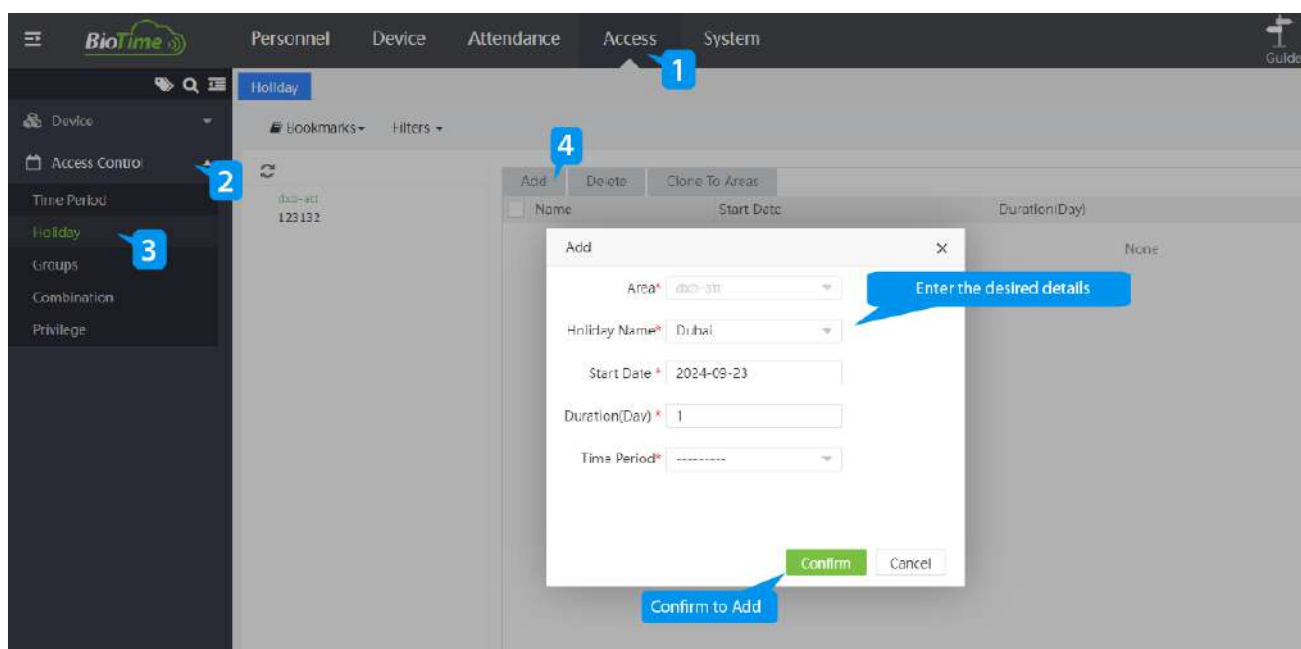
Click **Confirm** to save the clone details.

8.4 Holiday Assignment

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.



8.4.1 Add a Holiday



Enter the parameters as shown below:

Area: Select the area from the area list.

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

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

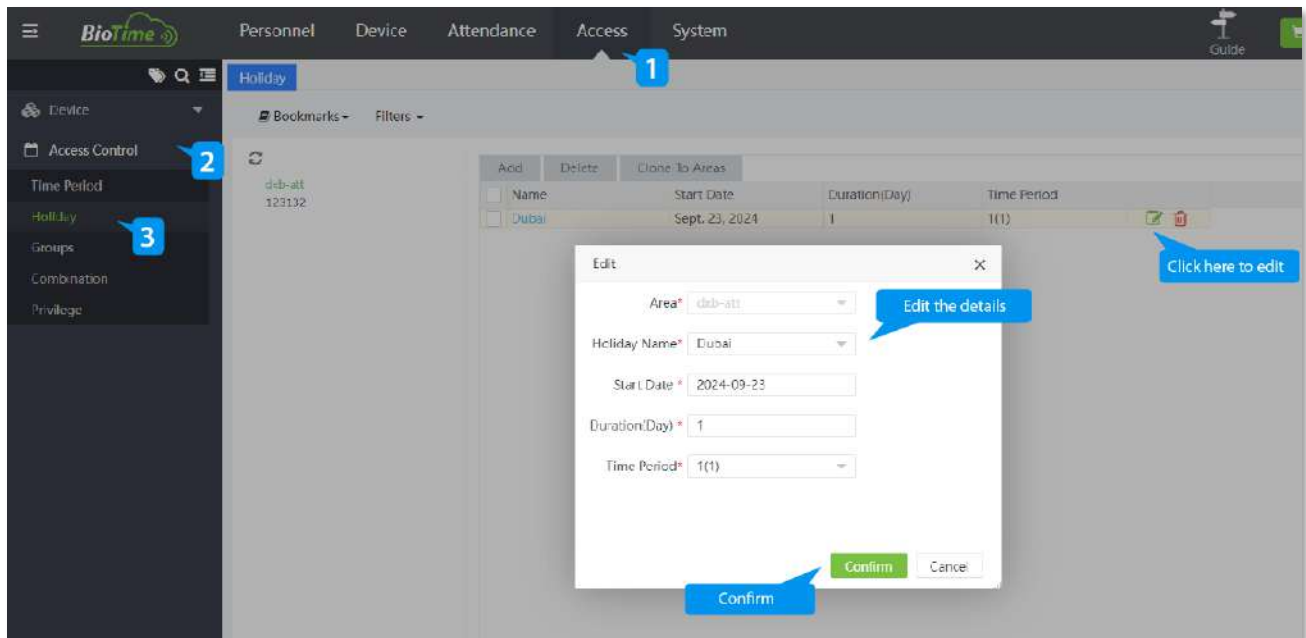
Duration: It will be automatically filled after selecting the holiday name and cannot be modified.

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

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

8.4.2 Edit a Holiday

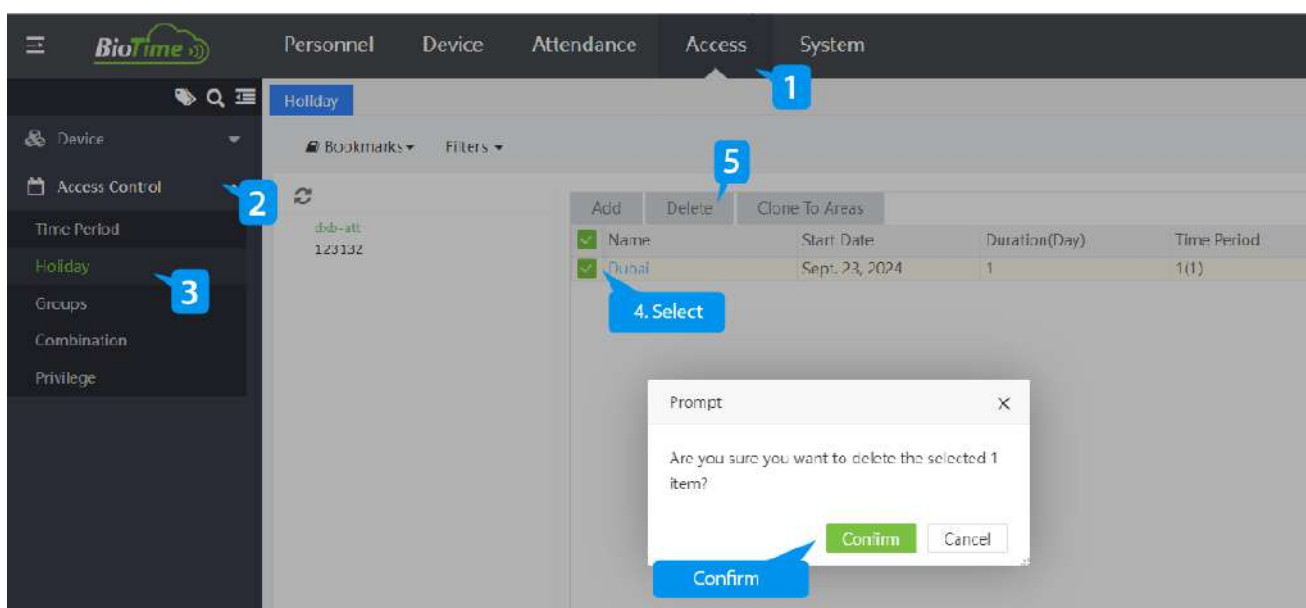
If you want to change the holiday details in the corresponding area, perform the following steps: In the holiday list, click the holiday name or click  icon.



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

8.4.3 Delete a Holiday

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

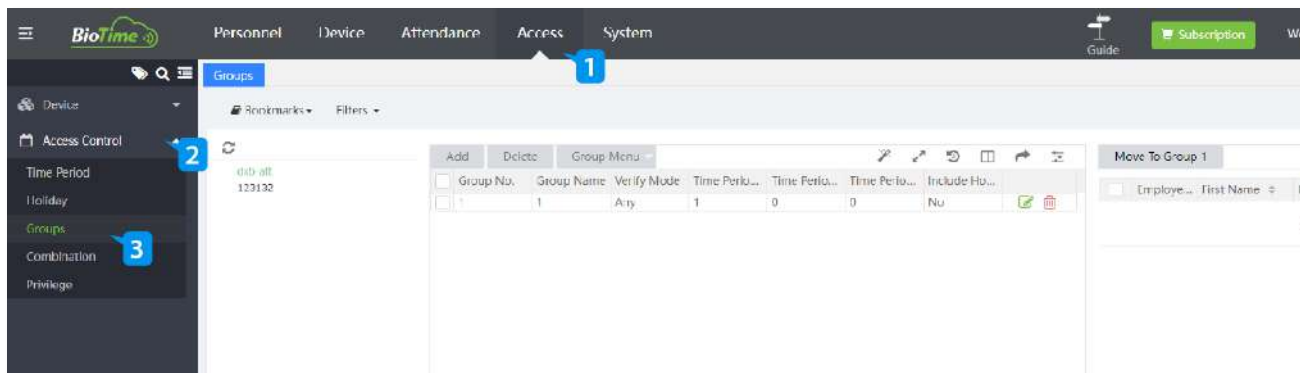


8.4.4 Clone to Areas

Click [here](#) to know more about the Clone process.

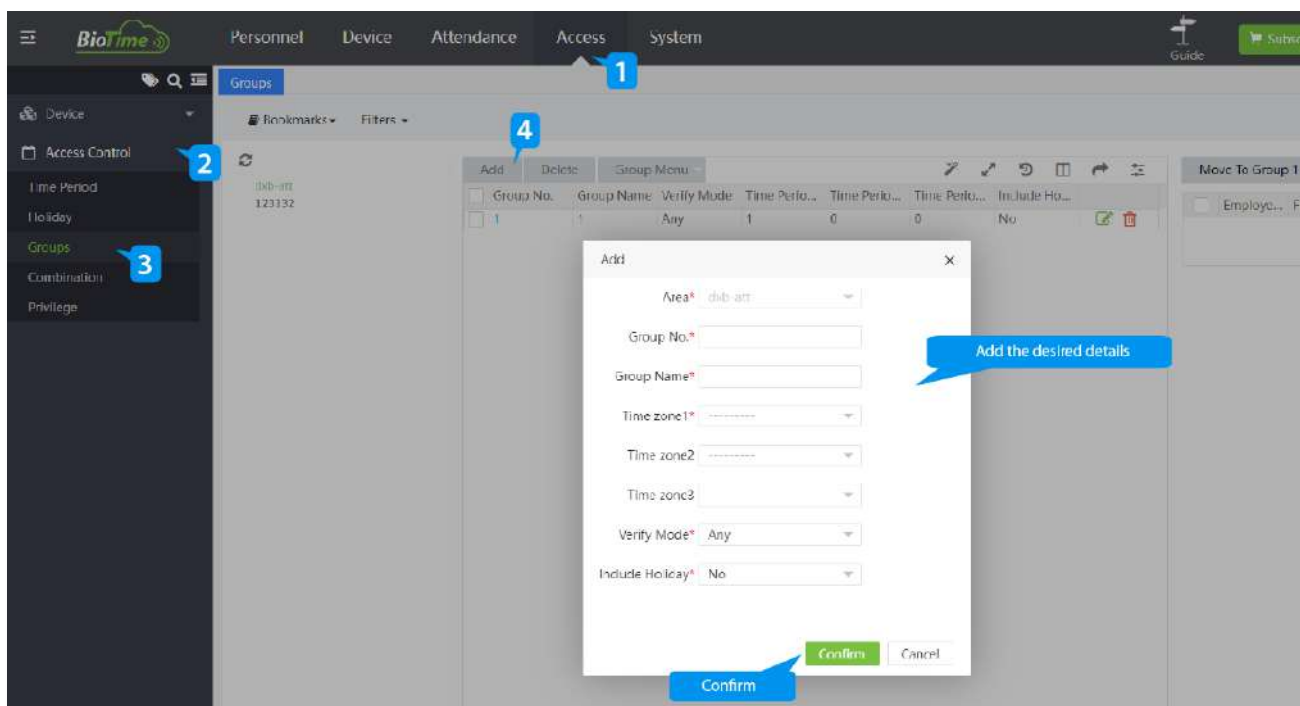
8.5 Access Groups

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.



8.5.1 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.

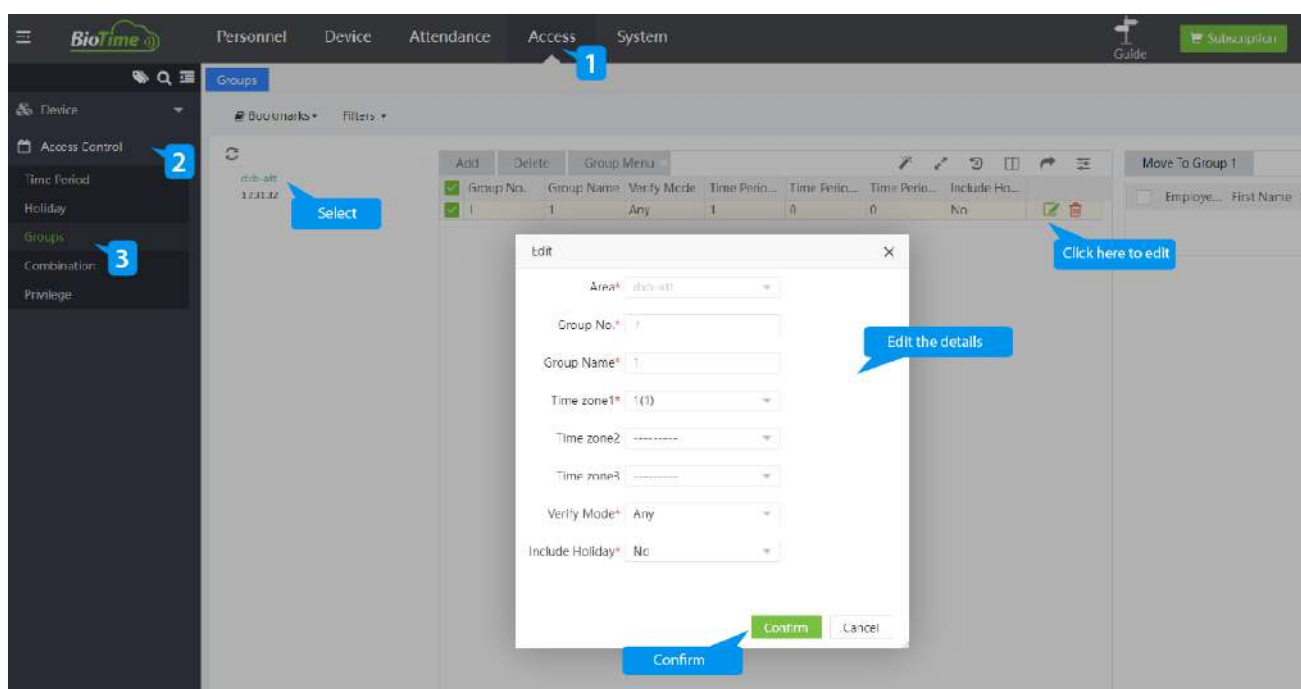
Verify Mode: Set the verification mode of the group. When the group verification mode overlaps the user verification mode, then the user verification mode prevails.

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.

8.5.2 Edit an Access Group

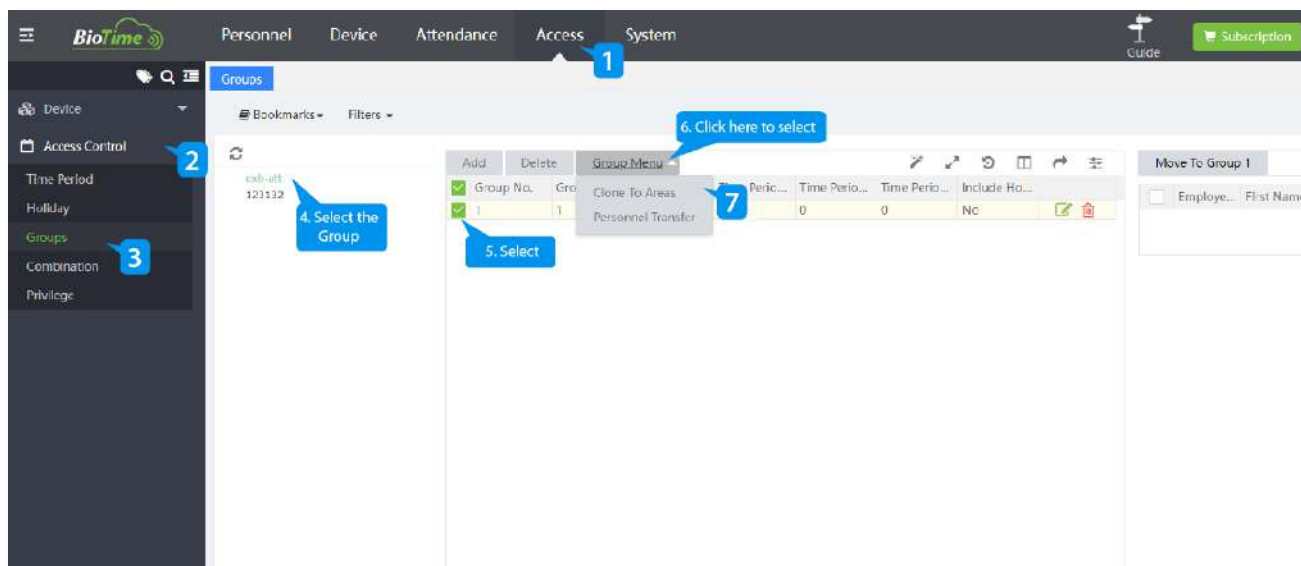
Perform the following steps to edit an Access Group.



- 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.

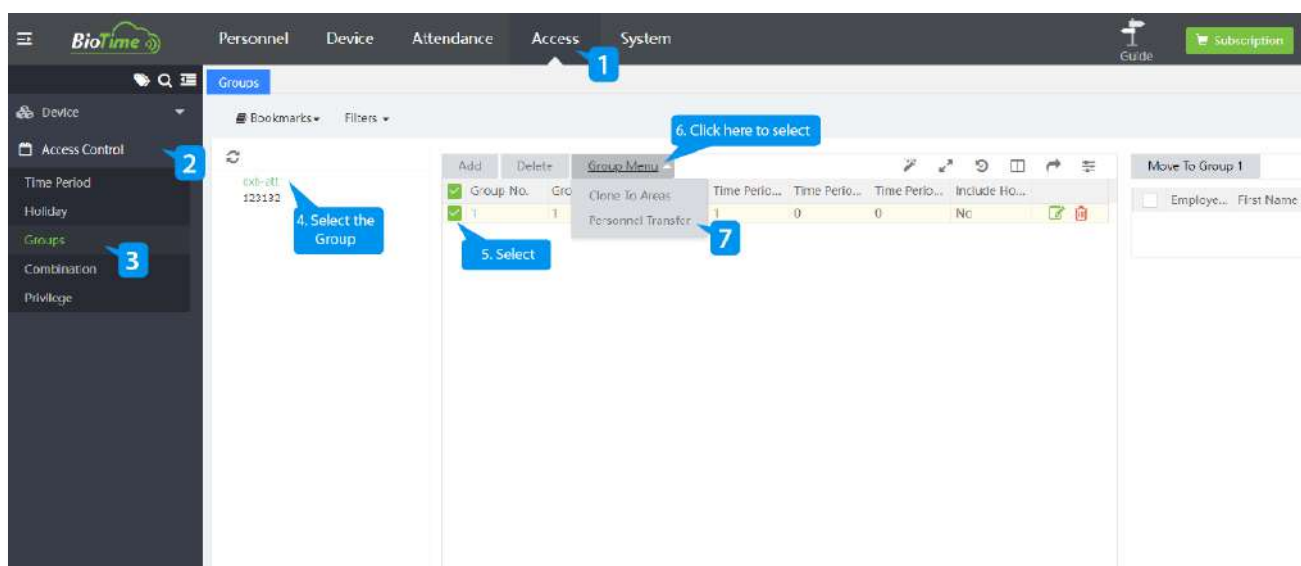
8.5.3 Clone to Areas

Click [here](#) to know more about the Clone process.

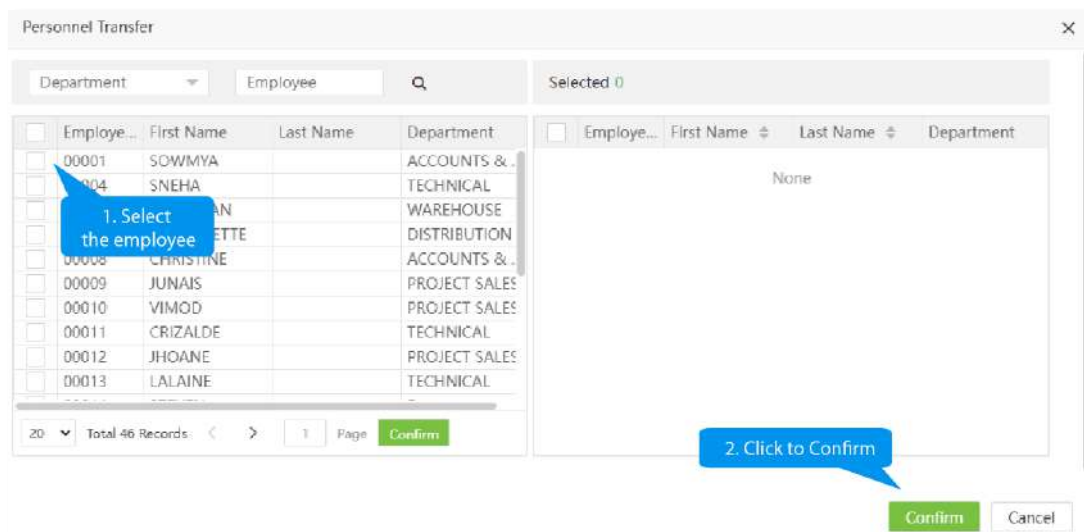


8.5.4 Personnel Transfer

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:

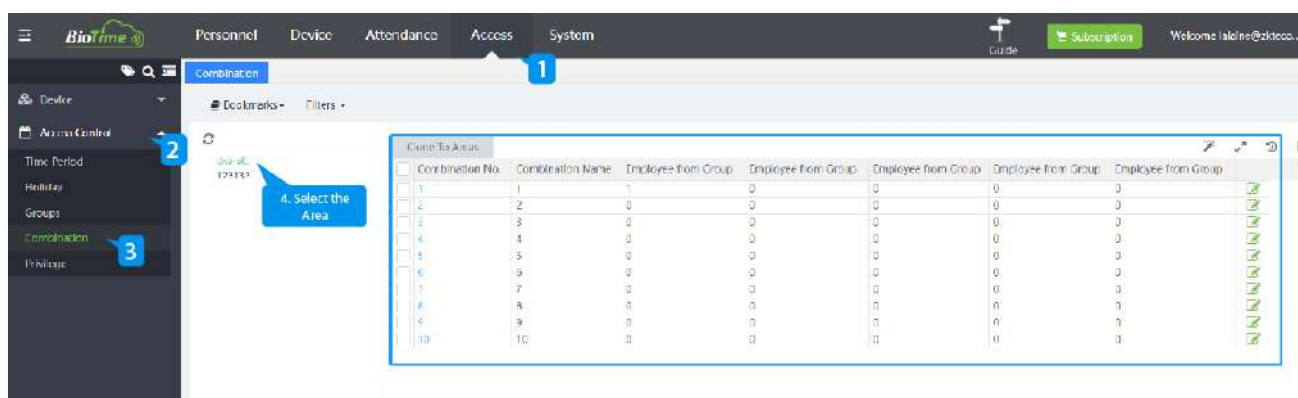


- Now, select the employee whom you need to transfer to the selected group and click **Confirm**.

8.6 Access Control Combinations

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

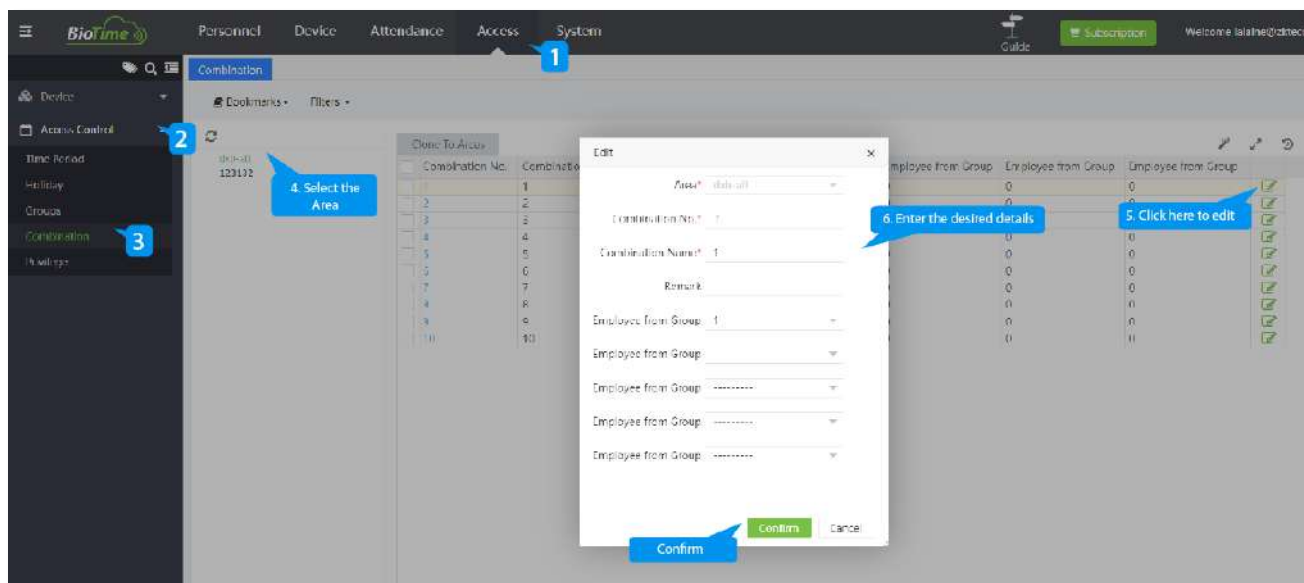
For each area, the maximum number of unlocking combinations is 10. When an area is created, 10 unlock combinations are automatically created. The unlock combination with combination No. 1 will be set in a way that one employee from Access-Group 1 can open the door by default. Other unlock combinations do not include any employee from the access group.



8.6.1 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.

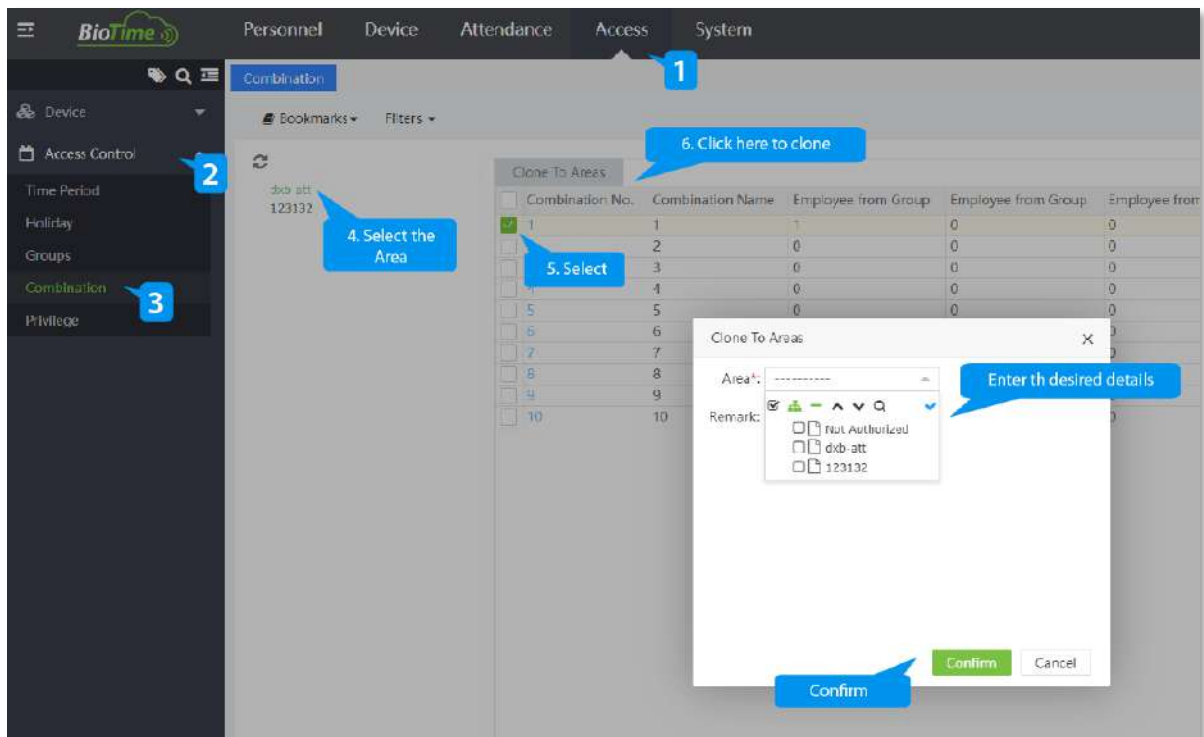
Combination Name: Set the name of the combination.

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.

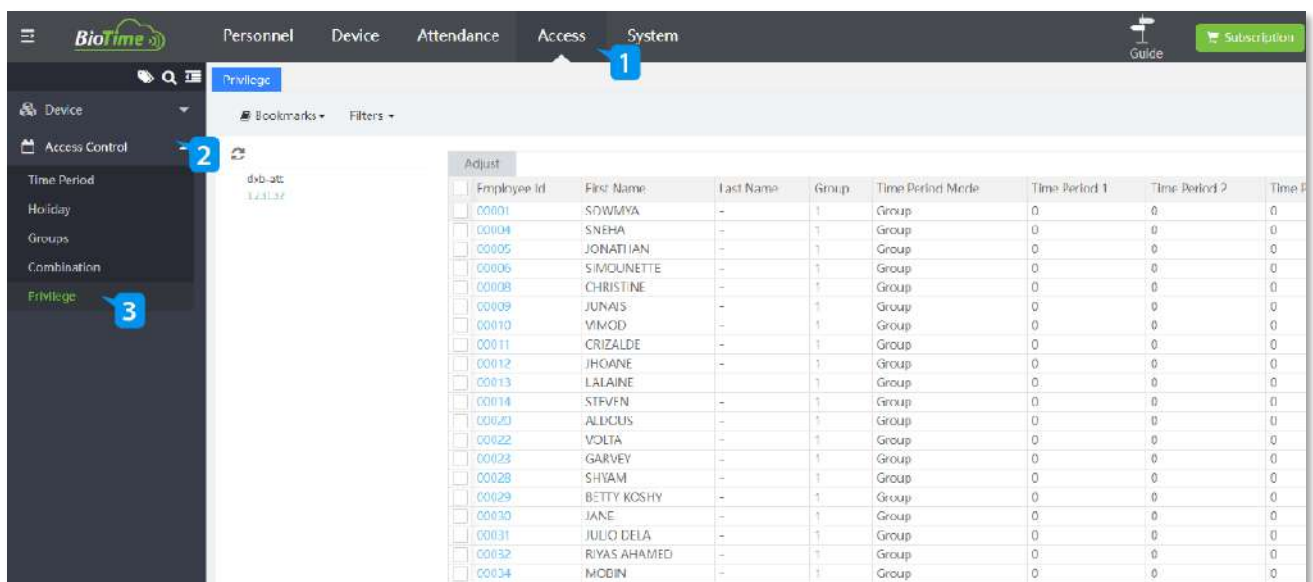
8.6.2 Clone to areas

Click [here](#) to know more about the Clone process



8.7 Privilege

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

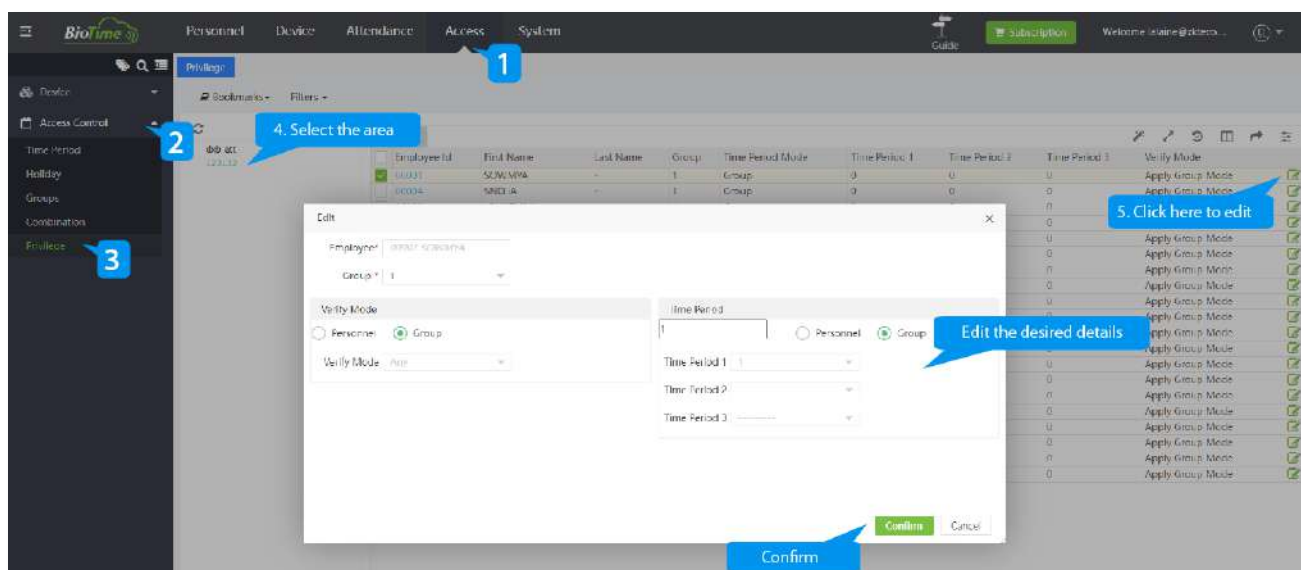


8.7.1 Edit Employees Access Privilege

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.

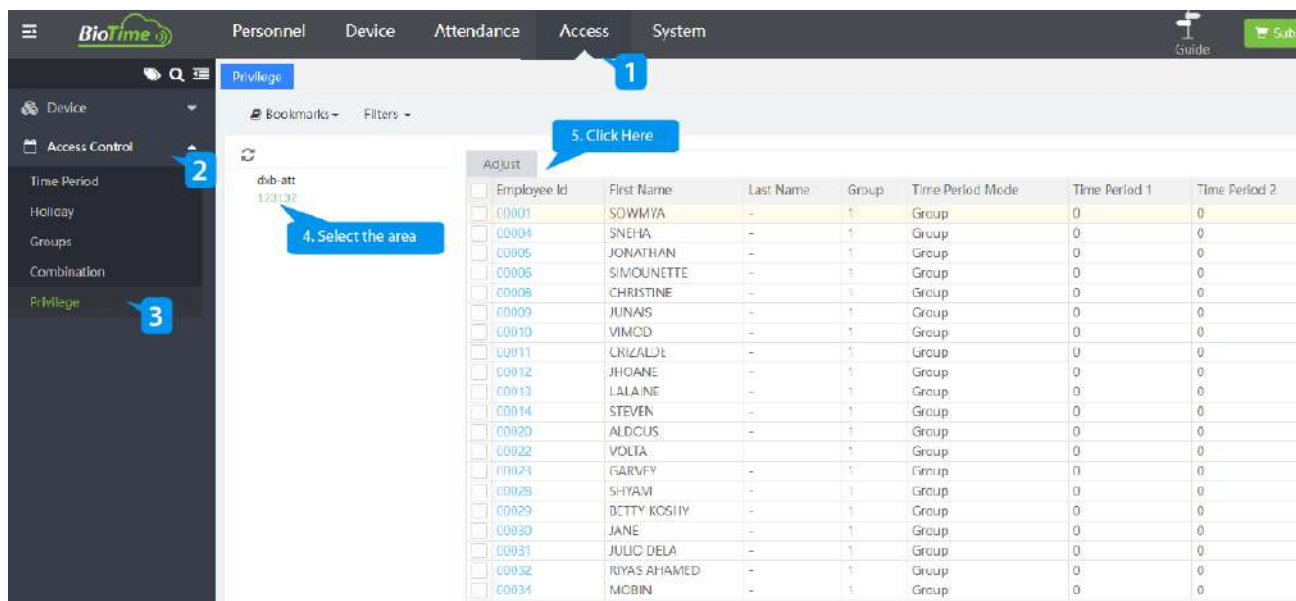
Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

Click **Confirm** to save the details.

8.7.2 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.

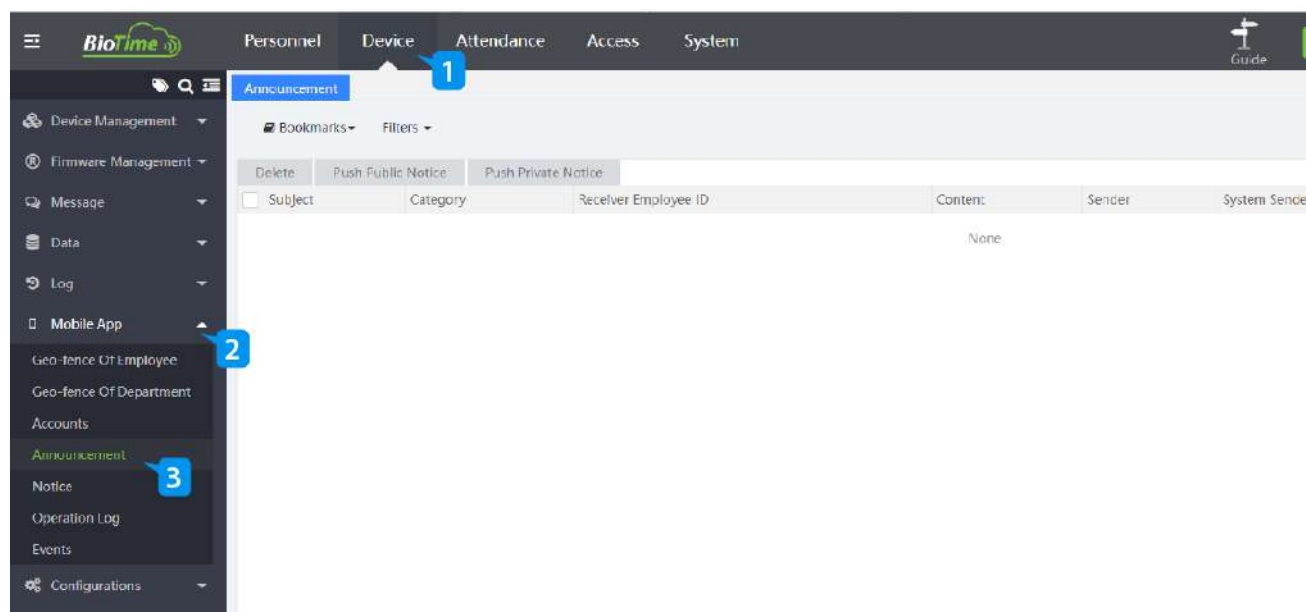
Time Period: If Group is selected, the time period of the group will be applicable to the employee. If Personnel is selected, then set the unlocking time period for this employee. The time period of this employee does not affect the time period of any other employee in this group.

Click **Confirm** to save the details.

9 Setting Up the Employee Announcements

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.

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

Content: Displays the message content.

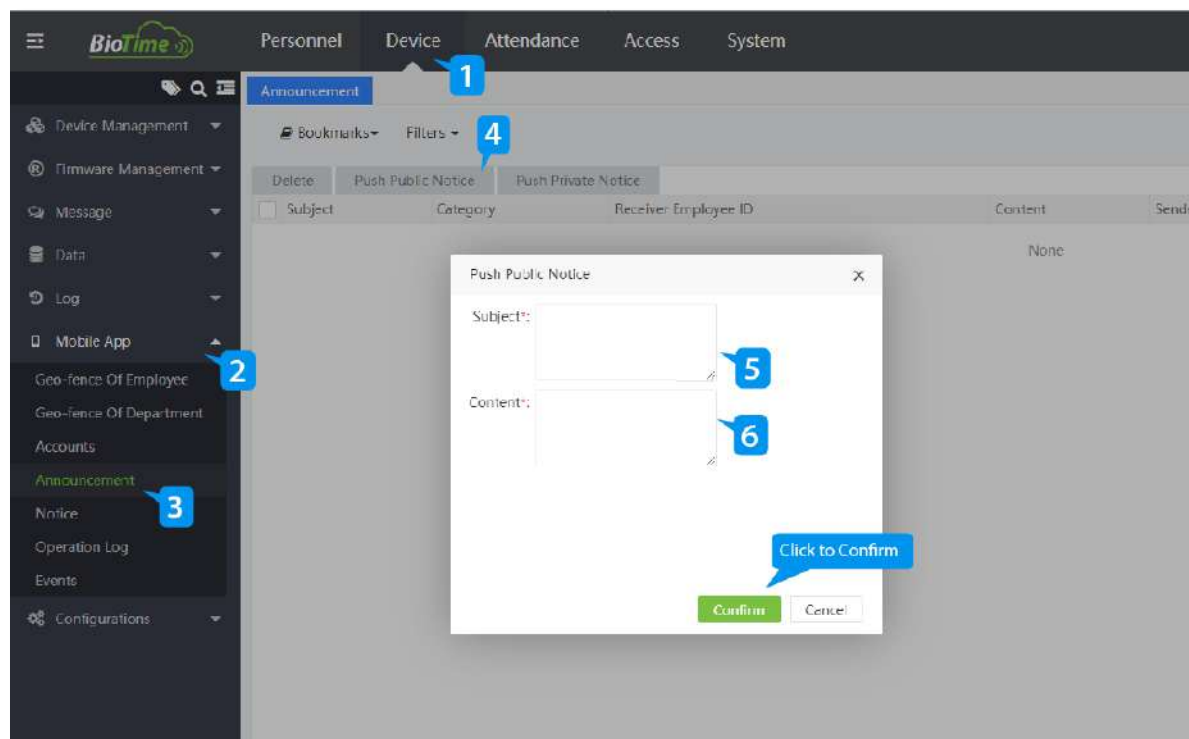
Sender: Displays the sender's Username.

System Sender: Displays the Admin sender's Username.

Notice Time: Displays the acknowledgment time of the message

9.1 How to Push Public Notice

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

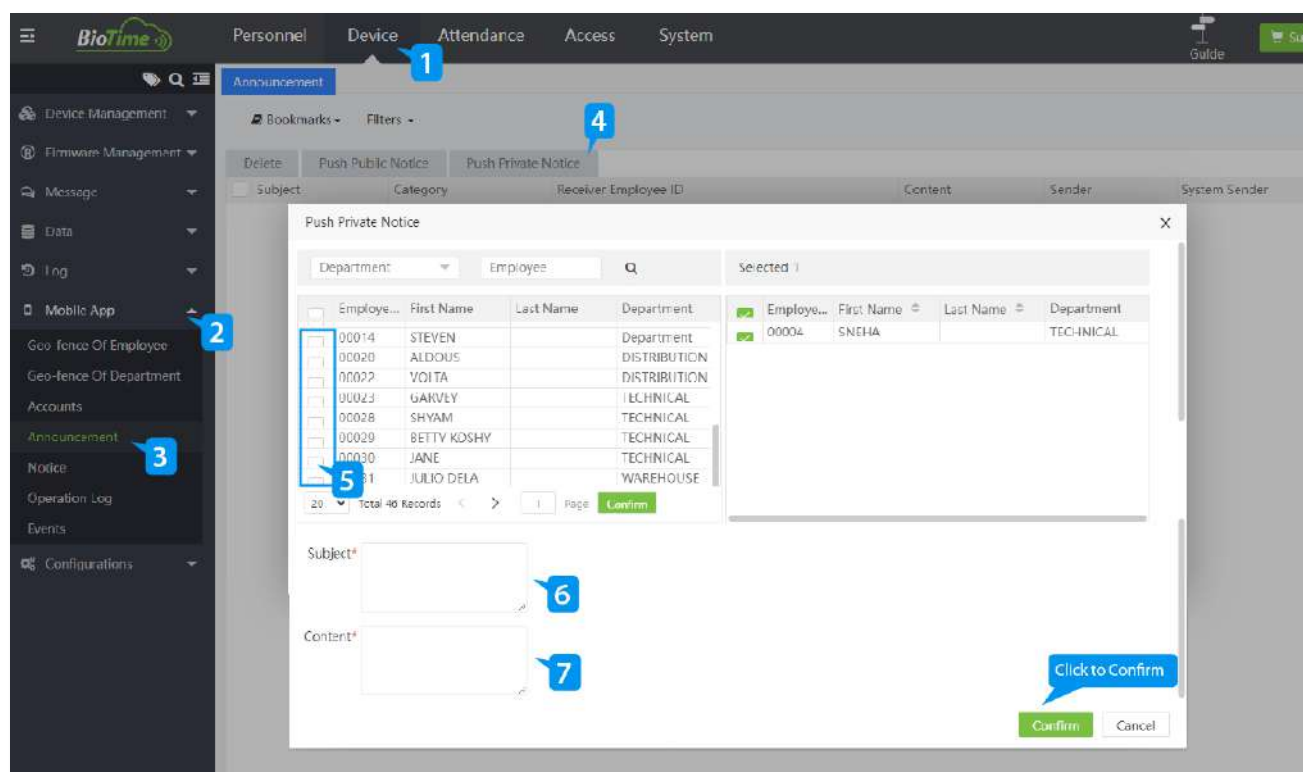


Send public notice to the Employees

- 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.

9.2 How to Push Private Notice

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

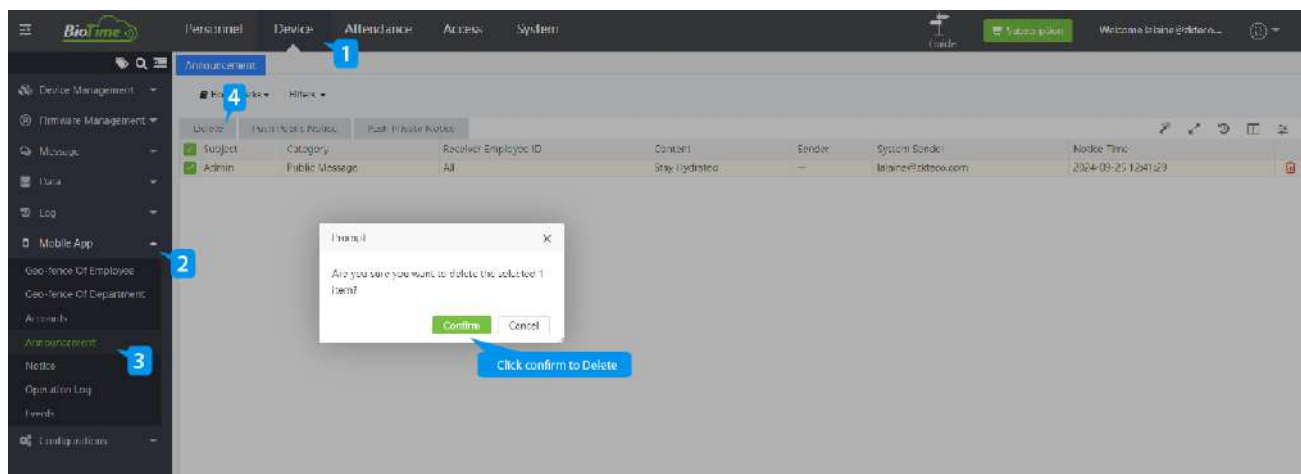


Send private notice to an Employee

- 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.

9.3 Discarding the Sent Announcements

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



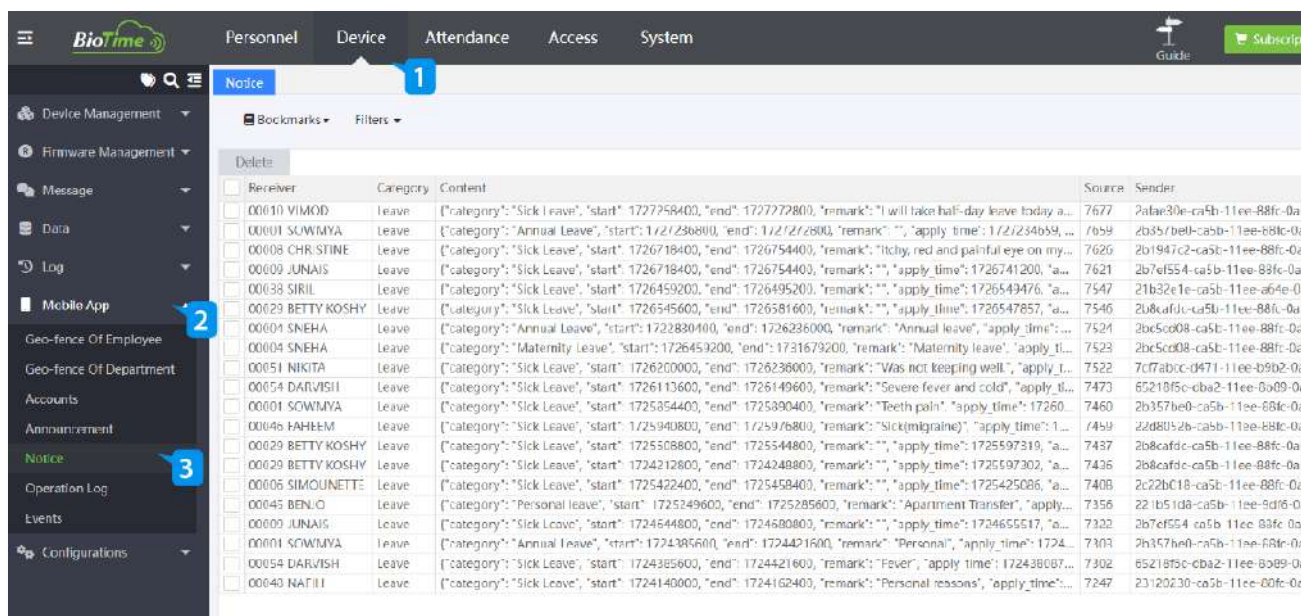
Delete the messages

- 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.

10 Announcement Status

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.

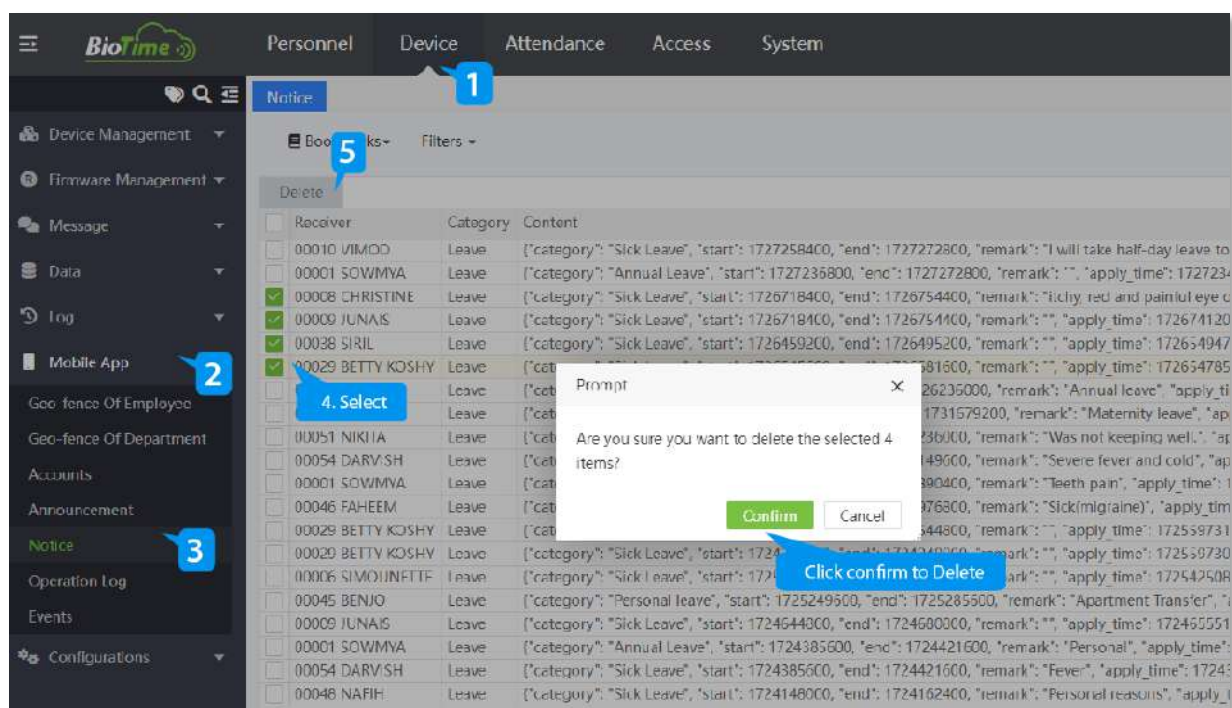
Sender: Displays the sender's Username.

Send Time: Displays the messages sent duration.

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

10.1 Discard Announcement status log

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



Delete the notes

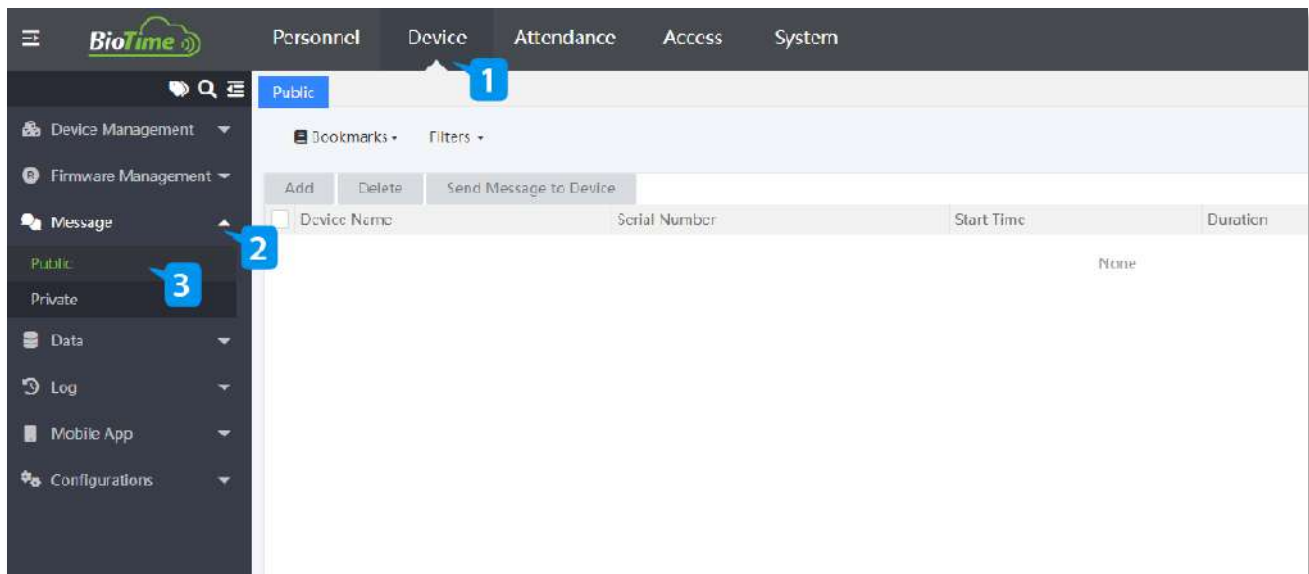
- On the **Notice** interface, select the required inessential records to delete or remove from the list.
- Click **Delete**, and then click **Confirm** to delete or remove the selected inessential records from the list.

11 Configure Employee Notifications on Device

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

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

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



11.1 How to Set Up Public Notification

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.

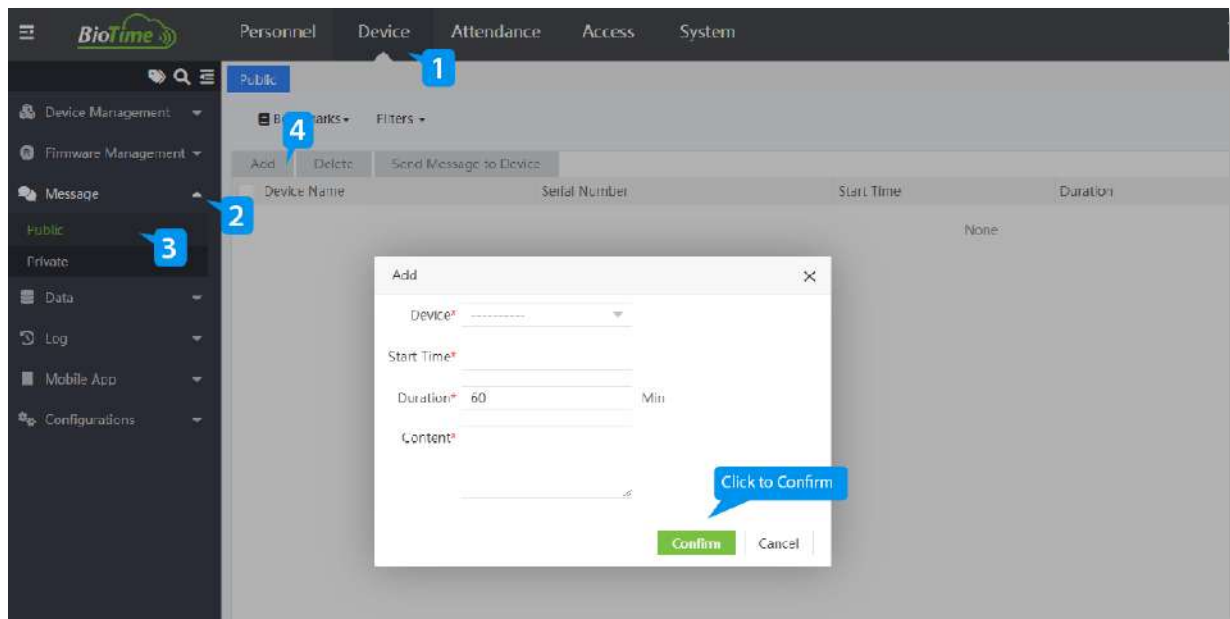
Duration: Displays the message transfer duration.

Content: Displays the content of the message.

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.

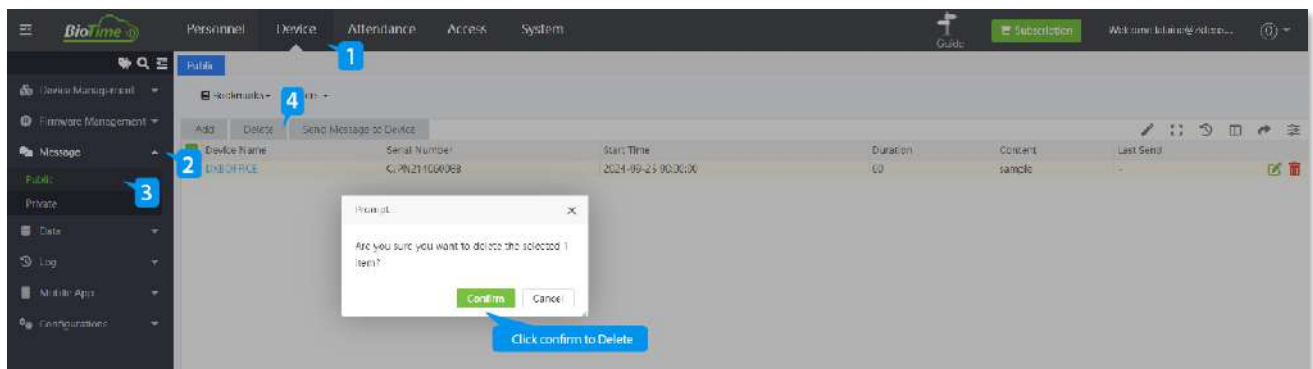
Duration: Set the retainment duration for that message on the Device.

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.

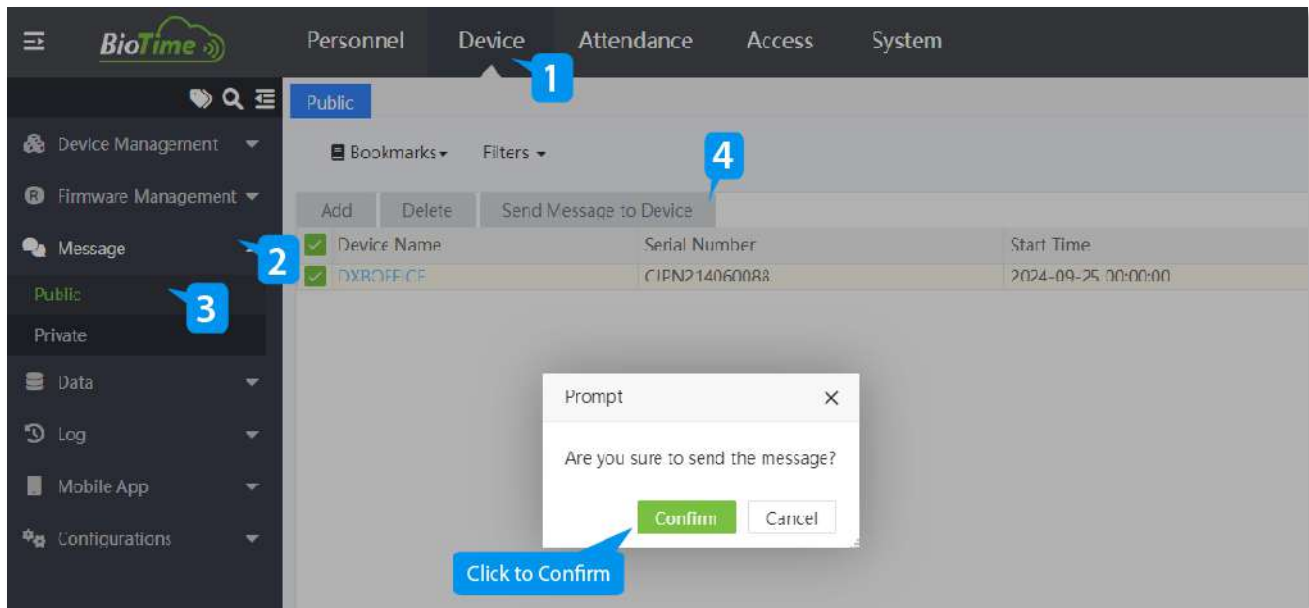


Delete the public announcements

- 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.



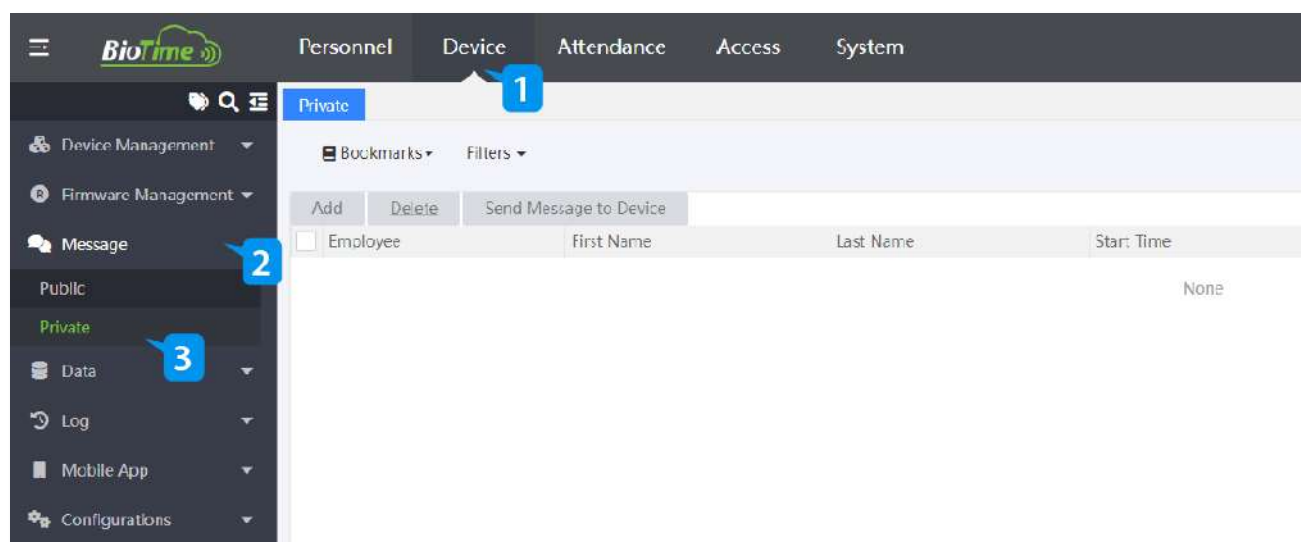
Send Message to the Device

- 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.

11.2 How to Set Up Private Notification

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

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



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

A brief note about the columns displayed on the Private Interface

Employee: Displays the unique Employee ID.

Start Time: Displays the message start time.

Duration: Displays the message transfer duration.

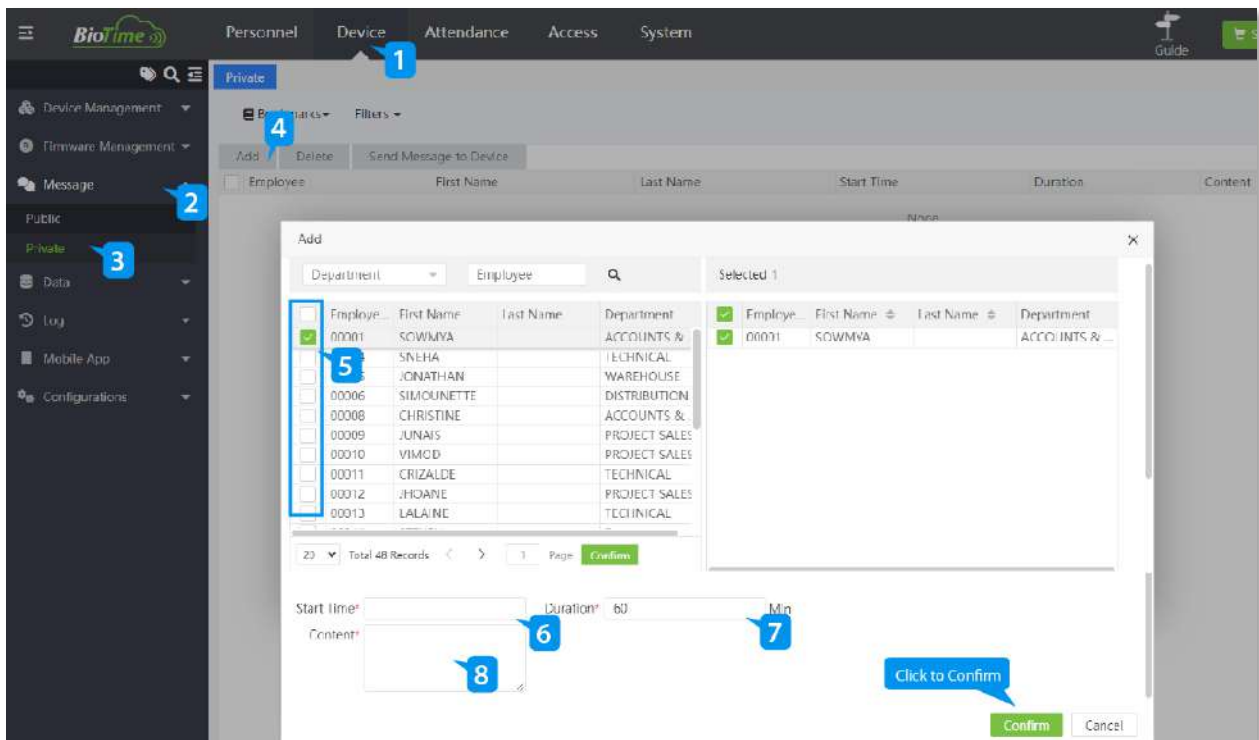
Content: Displays the content of the message.

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 Employee's Private Message

- 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.

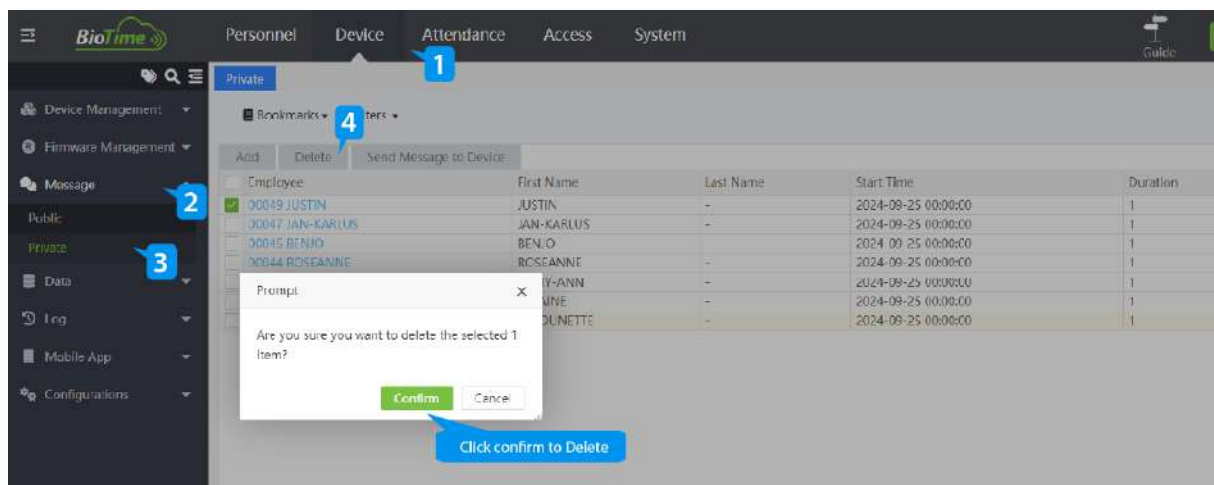
Content: Enter the message to announce.

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.

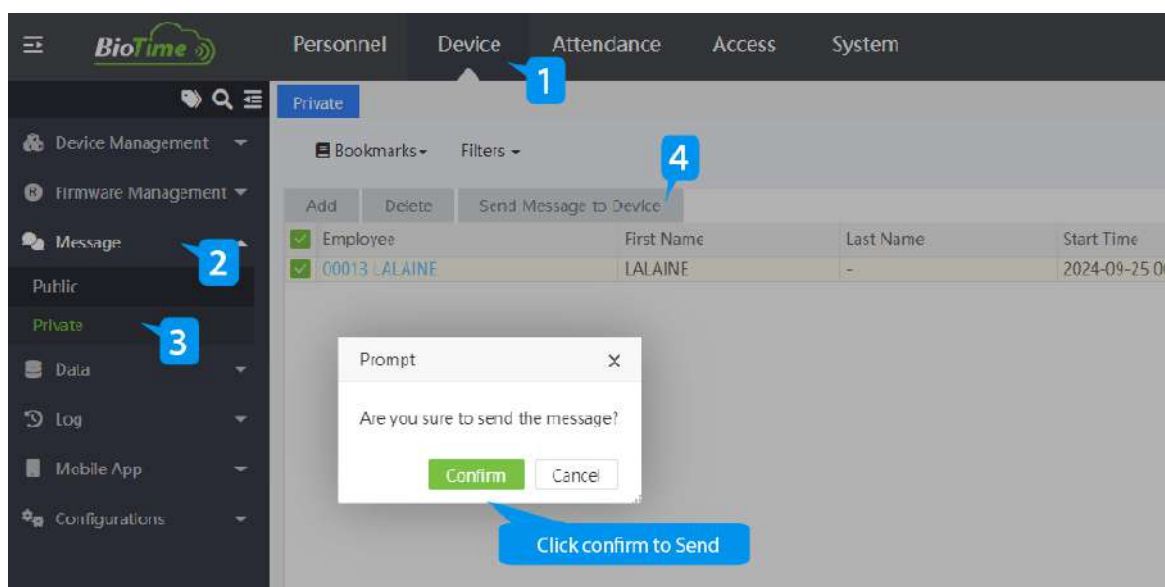


Delete the private messages

- 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.

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

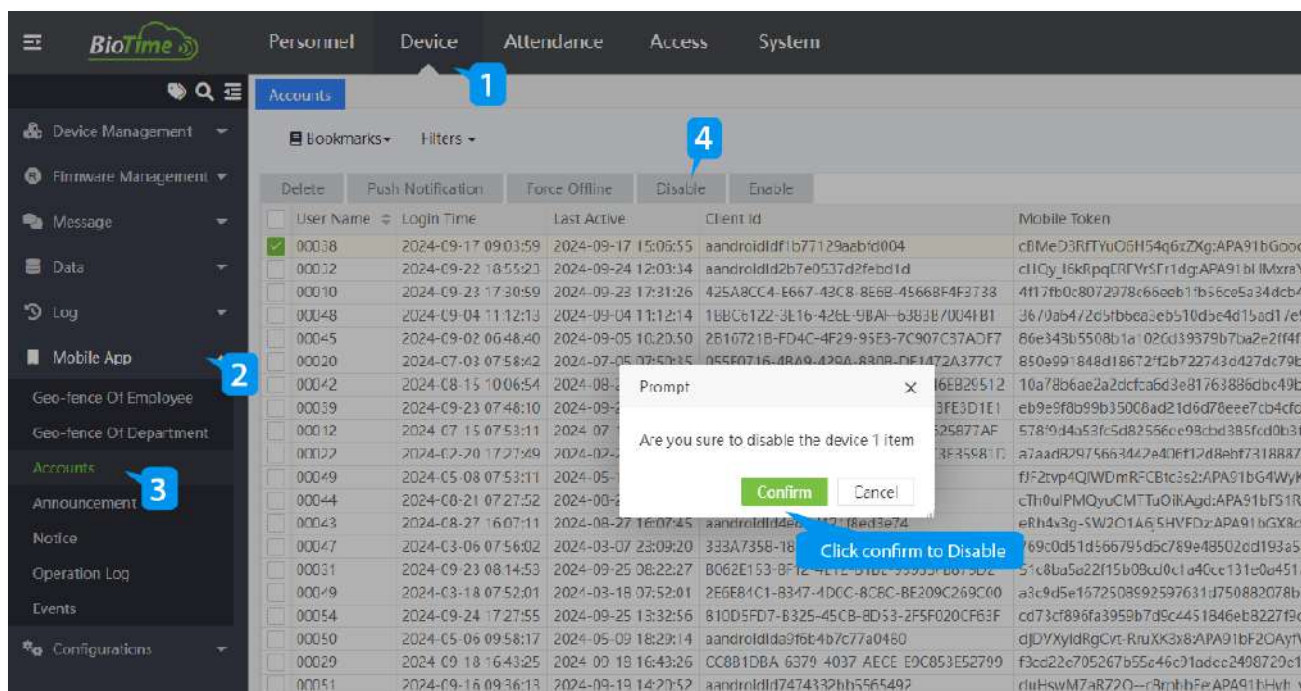
- On the **Private** interface, select the required private messages to be sent to the respective Devices from the list.
- Click **Send Message to Device** to send the selected message to the respective Devices.

- Click **Confirm** to send the selected message to the respective Devices.

11.3 Enable/Disable Mobile App Logins

Disable

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

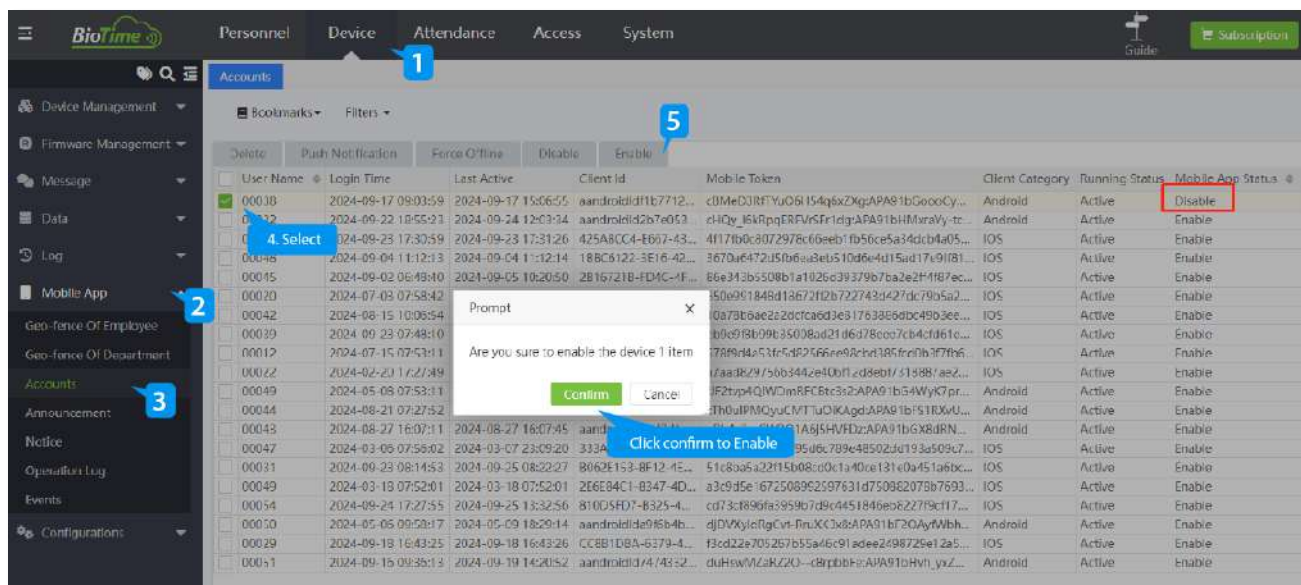


Make an Active Employee's mobile device account to the Disabled state

- 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

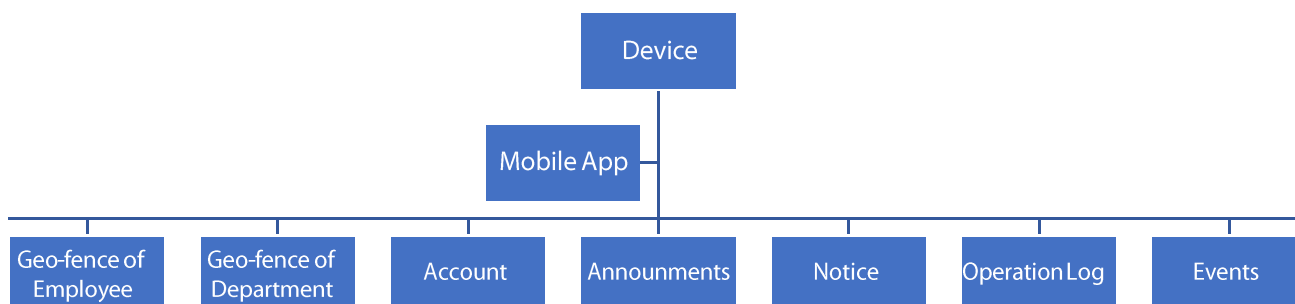
- On the Accounts interface, select the required Employees' mobile device accounts to change to active or enabled state from the list.
- Click Enable, and then click Confirm to change the selected Active Employee's mobile device accounts to the disabled state.

12 Mobile Application Management

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.



Accounts

Our **Accounts** interface is designed to view and deliver your Employees helpful and timely information that keeps your Employees engaged with their process.

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

Delete	Push Notification	Force Offline	Disable	Enable
User Name	Login Time	Last Active	Client Id	Mobile Token
00038	2024-09-17 09:03:59	2024-09-17 15:06:55	aandroidldf1b77125aabfd004	c8MeD3RfTYuO6H54q6xZXqAPA91bGooCynNhfNAY4ROldF5d
00032	2024-09-22 18:55:23	2024-09-24 12:03:34	aandroidld2b7e0537d2ebd1d	cHqY_16kRpuERFy5F1JgA9A91bH-MxaYy-wLto79NPvuTmgUX
00010	2024-09-23 17:30:50	2024-09-23 17:31:26	A25A8CC4-E667-43C8-8E6B-45668F4F3738	4f17fb0c6072978c66ceb1fb56ce5a34dcb4a05d152111aa0e0a46
00048	2024-09-04 11:12:13	2024-09-04 11:12:14	18BC6122-3E16-426E-93AF-638387004FB1	3570a6472d5fb5ea3eb510d6e4d15ad17e9f81f4c39b983644966
00045	2024-09-02 06:48:40	2024-09-05 10:20:50	2B16721B-FD4C-4F29-95E3-7C507C37ADF7	85e343b5508b1a1026d39379b7ba2e2ff4f87e45e0bad07535ca6
00020	2024-07-03 07:53:42	2024-07-05 07:50:35	055FD716-4BA0-420A-BB0B-DF1472A377C7	850c901848d16672f2b722743d427dc77b5a27c65558353d7050
00042	2024-08-15 10:05:54	2024-08-22 10:07:43	3BARF9FC-5AA0-49CD-BB7A-F8146FR29512	10a78b5ae2a2e1cfa6d3e61763f86d8c49b3ee5acc4673222ba2
00039	2024-09-23 07:48:10	2024-09-23 07:48:24	382A9559-1b70-4844-AC1B-260D3FE3D1E1	eb9e9f8b93b3500ba621dbd/8eeec/cb4ctob1e9c48430b128/15c
00012	2024-07-15 07:53:11	2024-07-15 07:53:29	G139E2F8-B23C-4521-8DC3-63F3625677AF	578f9c4a53fe5d82566ee98cbd385fcd0b3f7fb62ba133beb07cc9f
00022	2024-02-20 17:27:49	2024-02-26 14:06:27	DC993CE9-014E-483B-E80D-A7DC3E35981D	a7aad82975653442a406f12d8ebf7318887ae2644cc47dc5a5a404
00049	2024-05-03 07:53:11	2024-05-10 17:28:55	aandroidld233d8d436b5ea56d	fJf2tup4QJlWdmfRCBcc3s2APA91bG4WYk7pr5Qcwl6QZ7g8JB9
00044	2024-08-21 07:27:52	2024-08-23 07:21:10	aandroidldf3f3f63aeb77c6f	cTh0u1PMQyuCMITuDiKAydAPA91uFS1RXvUQusl5DIZ1SVSVyJg
00043	2024-08-27 16:07:11	2024-08-27 16:07:15	aandroidld4ed3d121f8ed3e74	eRh1a3g-SW2C1AG5HVFdzAPA91bGX8cRNGSIXDjz48MHUC_G
00047	2024-03-05 07:55:02	2024-03-07 23:09:20	333A7358-18C0-4350-BA5E-E8081D959E21	759c0d51d566795d6c789e48502dd193a509c74342fc05e3c2456
00031	2024-09-23 08:14:53	2024-09-25 08:22:27	B002E153-8F12-4E12-B1BE-99935F887D02	51c8ba5e22f15b08cd0c1a40ce131e0a451a60x74850deee9e2c23
00049	2024-03-13 07:52:01	2024-03-10 07:52:01	2E6CD4C1-0347-4D0C-DC0C-DC209C259C00	a3c9d5e1672508992597631d750002070b76936f32622476115d2
00054	2024-09-24 17:27:55	2024-09-25 13:32:56	810D5FD7-8325-45CB-8D53-2F5F020CF63F	cd73cf895fa3359b7d9c4451846eb8227f9cf173dc4f110f55884e1e
00050	2024-05-06 09:58:17	2024-05-09 18:29:14	aandroidlda91bb4b07c7a0480	dLW3y dRQvlt-RuXk3x8A9A91bfzQAYfVbHq-KfZg10iL5LZK-H
00029	2024-09-18 16:43:25	2024-09-18 16:43:26	CC8B1DBA-6379-4037-AECE-E9C653E52799	f3cd22e705267b55a45c91adee2498729e12a57bcc97cce580d200
00051	2024-09-15 09:35:13	2024-09-19 14:20:52	aandroidld7474332b5565492	dJHswIA7a372D-c8mbbfAPA91bHvH-vxZMA_M9Gj9g1UC-aK1

A brief note about the columns displayed on the Accounts Interface

User Name: Displays the User's name.

Login Time: Displays the Login or the Check in Time of each Employee.

Last Active: Displays the Mobile account's last active date.

Client ID: Displays the Employee's mobile Device unique identity number.

Device Token: Displays the encoded unique identifier for the app-device combination issued by the push notification gateway.

Client Category: Displays the connected mobile Device software platform.

Running Status: Displays the (Active/Inactive) status of the connected Mobile Devices.

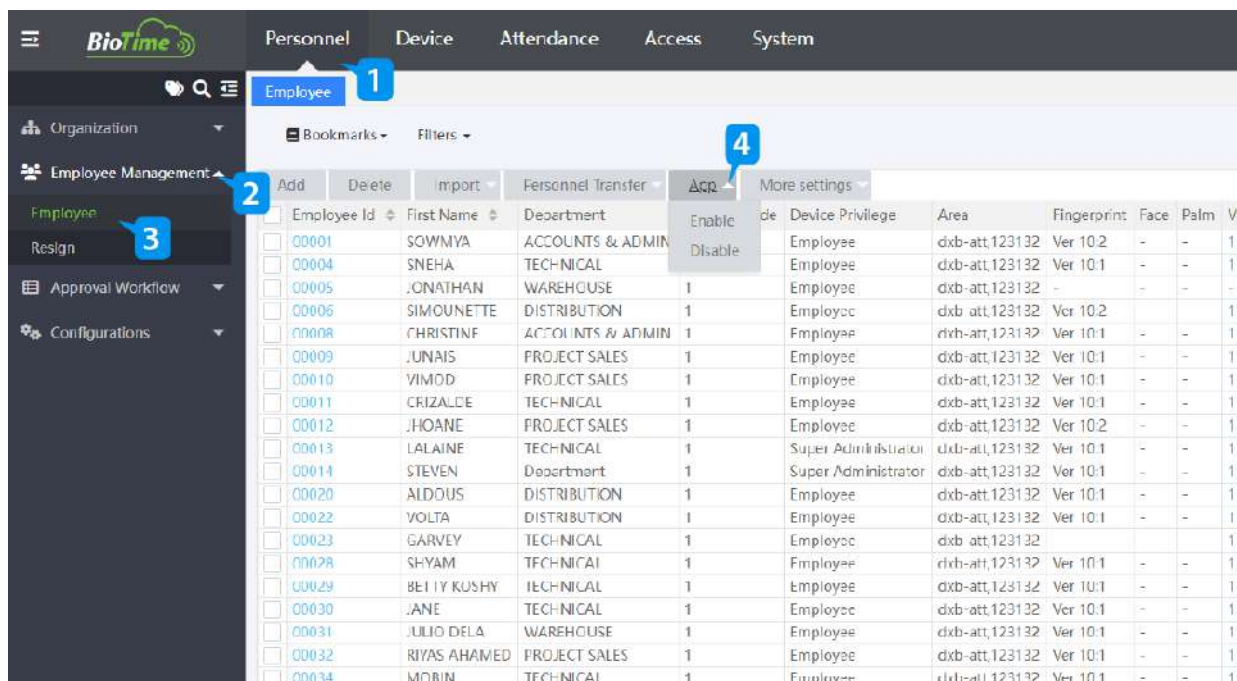
Mobile App Status: Displays the (Active/Inactive) status of the Mobile Application.

12.1 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.

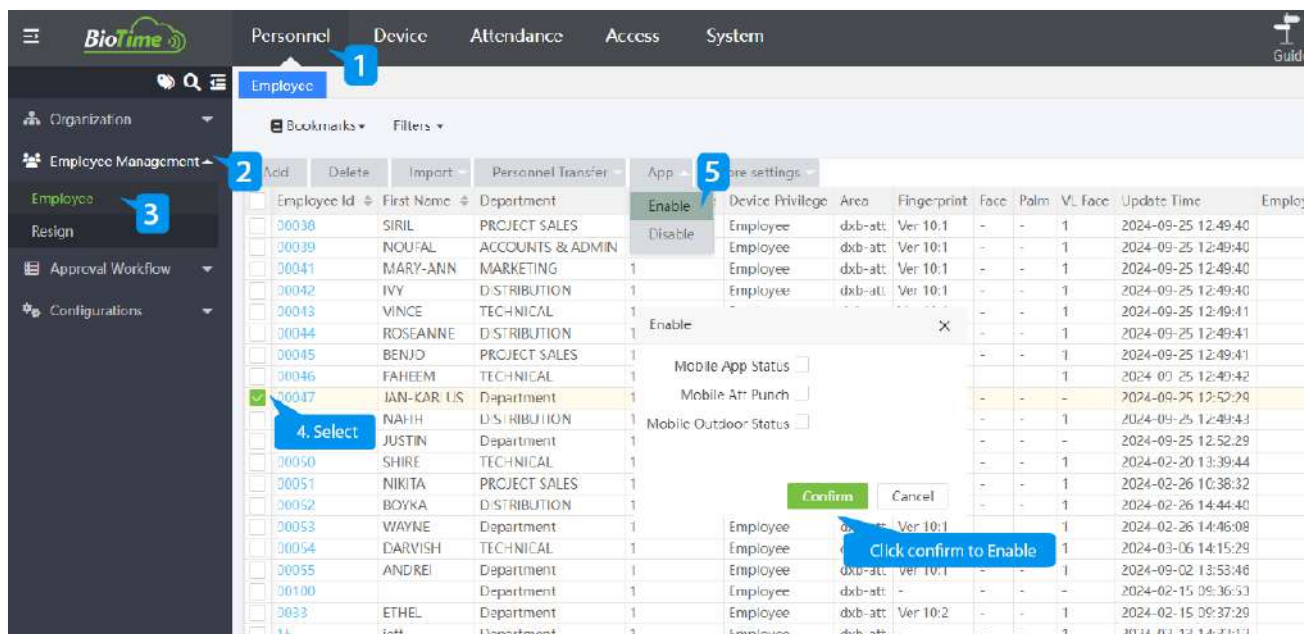


Functions available under App

- Enable
- Disable

Enable

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

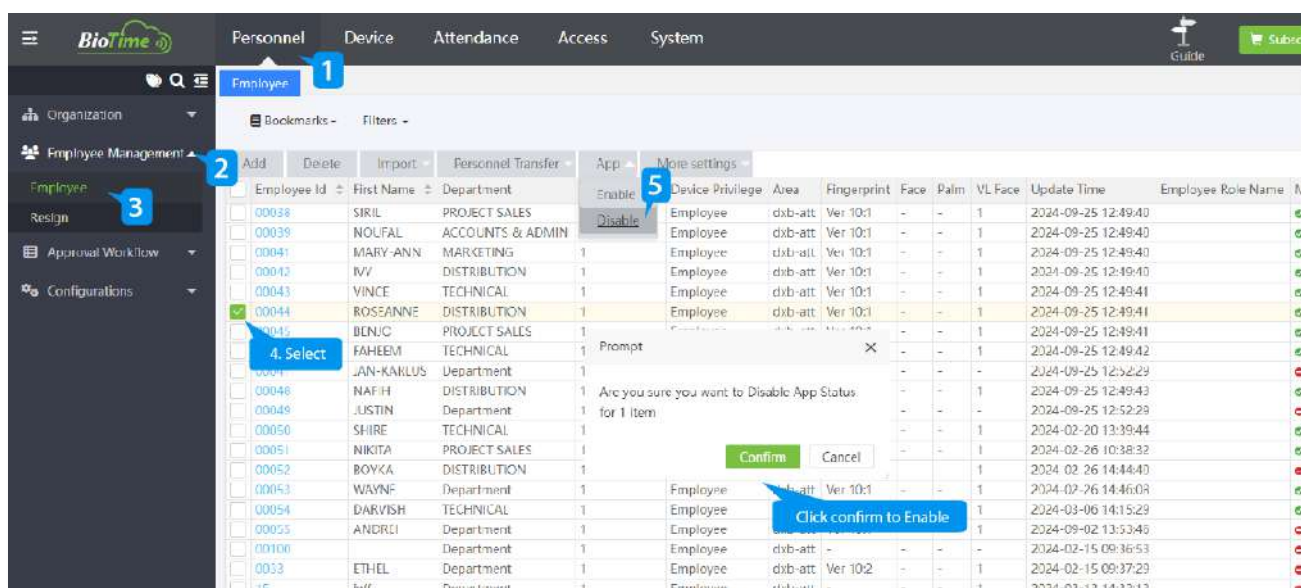


Enable Mobile App

- 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.
- 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.



Disable Mobile App

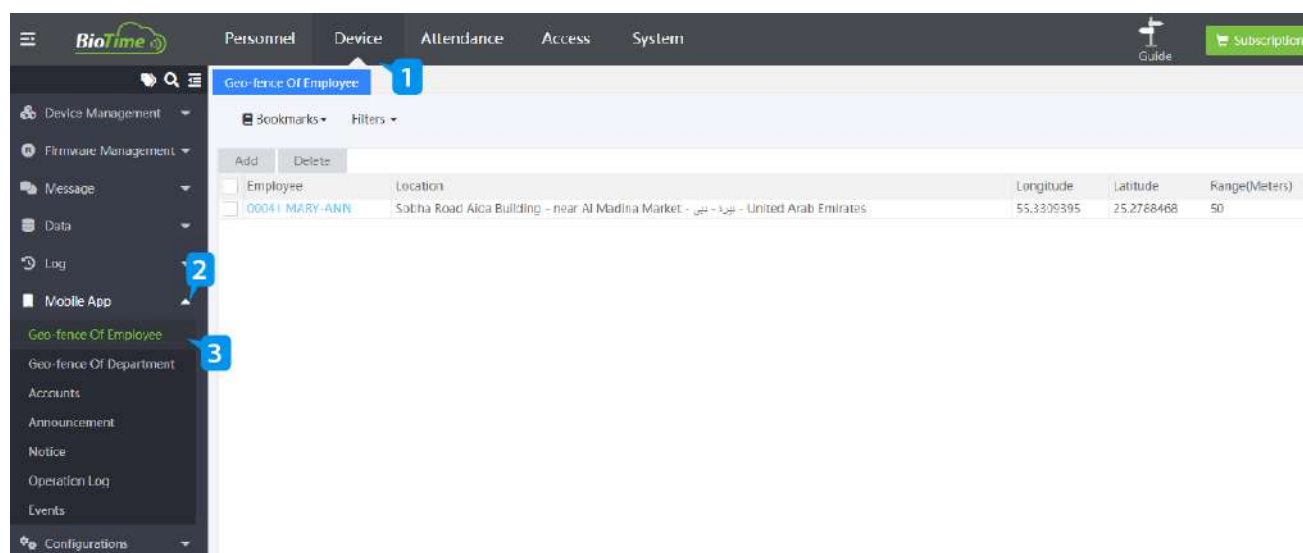
- On the **Employee** interface, select the required Employees from the list to deny the use of Application Software in their mobile device.
- On the **App** menu, click **Disable** to stop the Application Software on the selected Employees' mobile device.
- Click **Confirm**, to disallow the selected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

12.2 Set Up Geo-Fenced Check-In for Employees



Our **Geo-fence of Employee** interface eases 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.

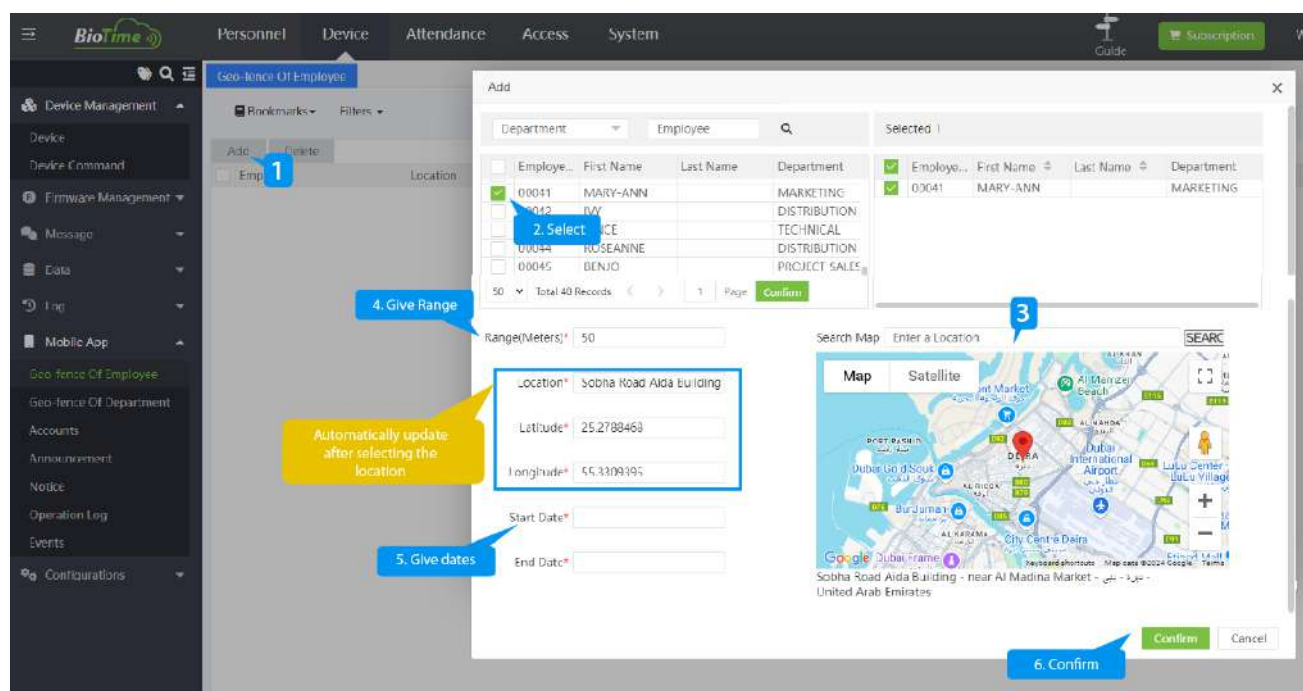
Range (Meters): Displays the Employee's geo-fenced punch access distance in meters.

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.

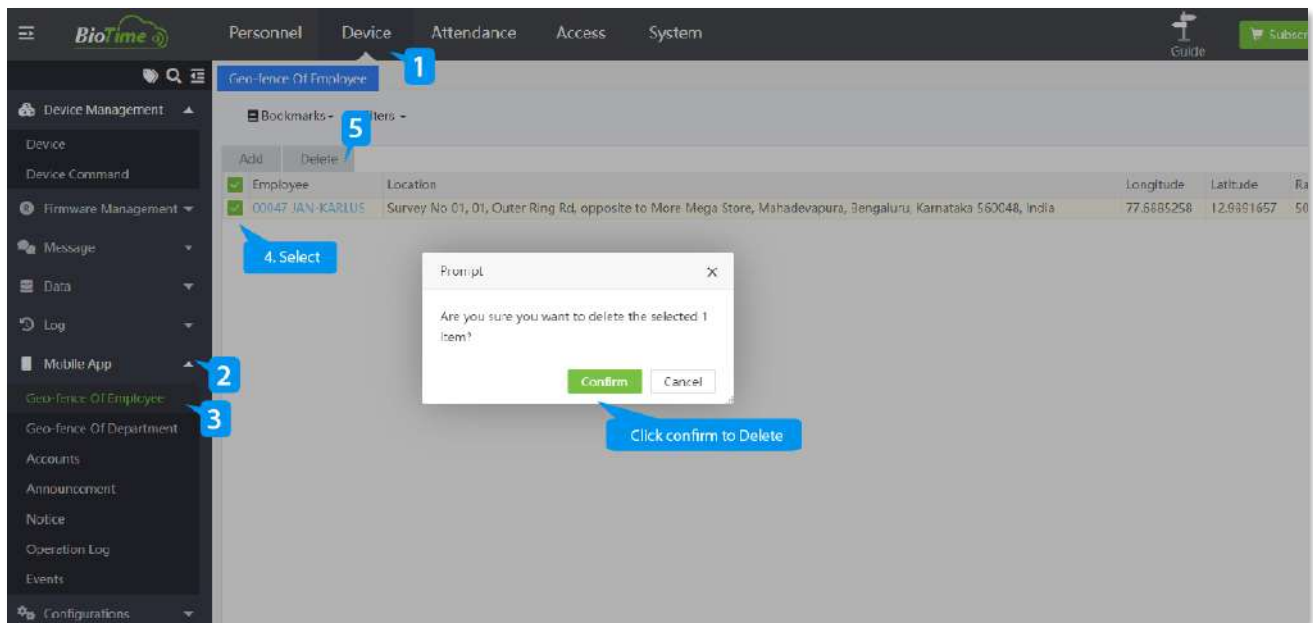
Start Date: Select the mobile attendance access start date.

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



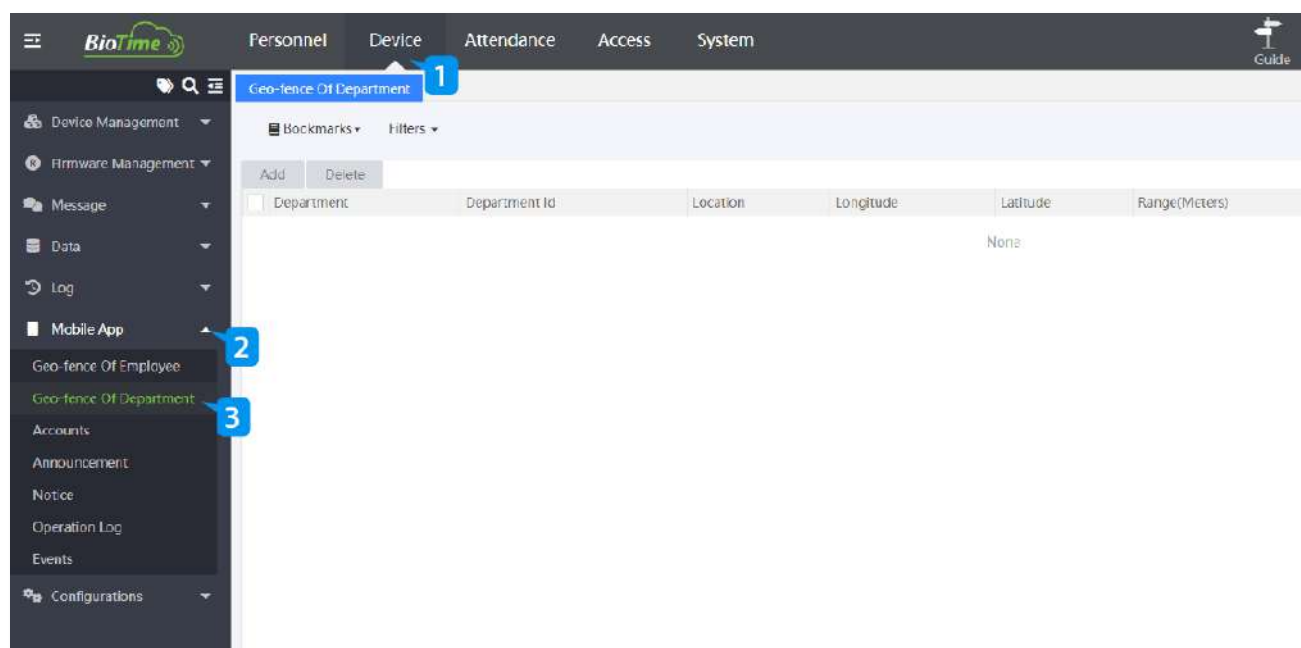
Delete the Geo-fence Of Employee

- 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.

12.3 Set up Geo-fenced Check-In for a Department

Our Geo-fence of Department interface eases 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.

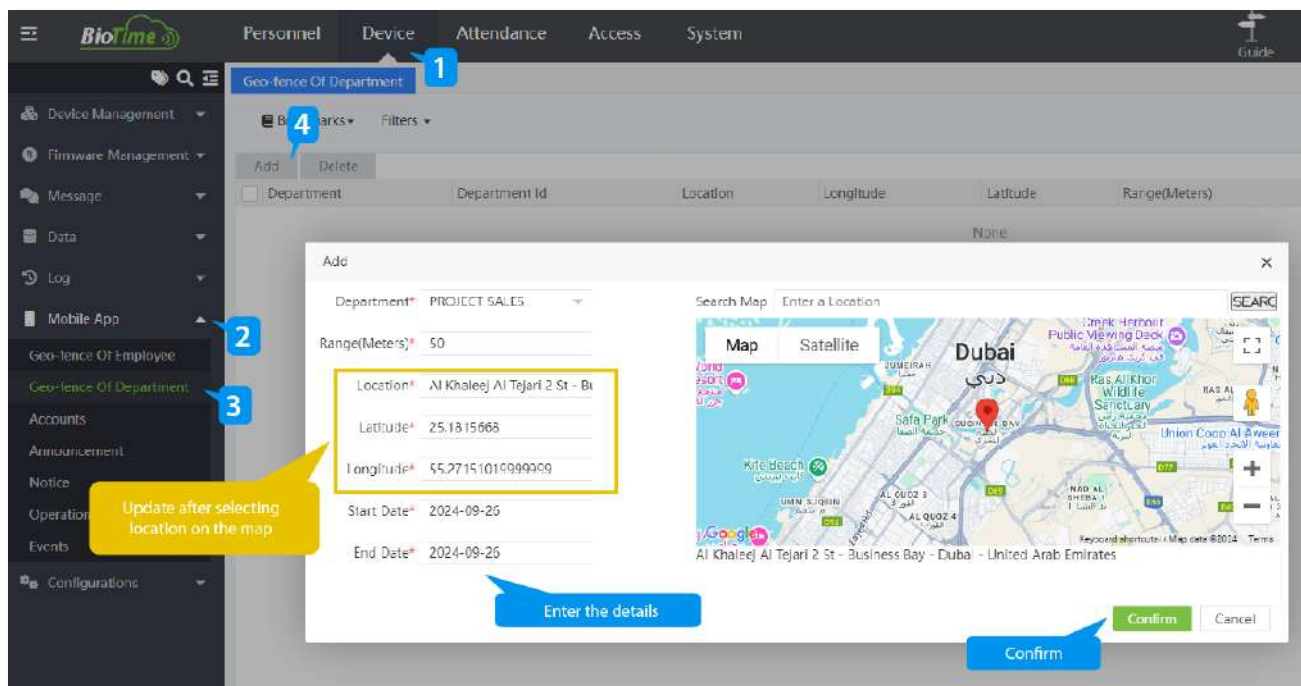
Range (Meters): Displays the access zone in meters.

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.

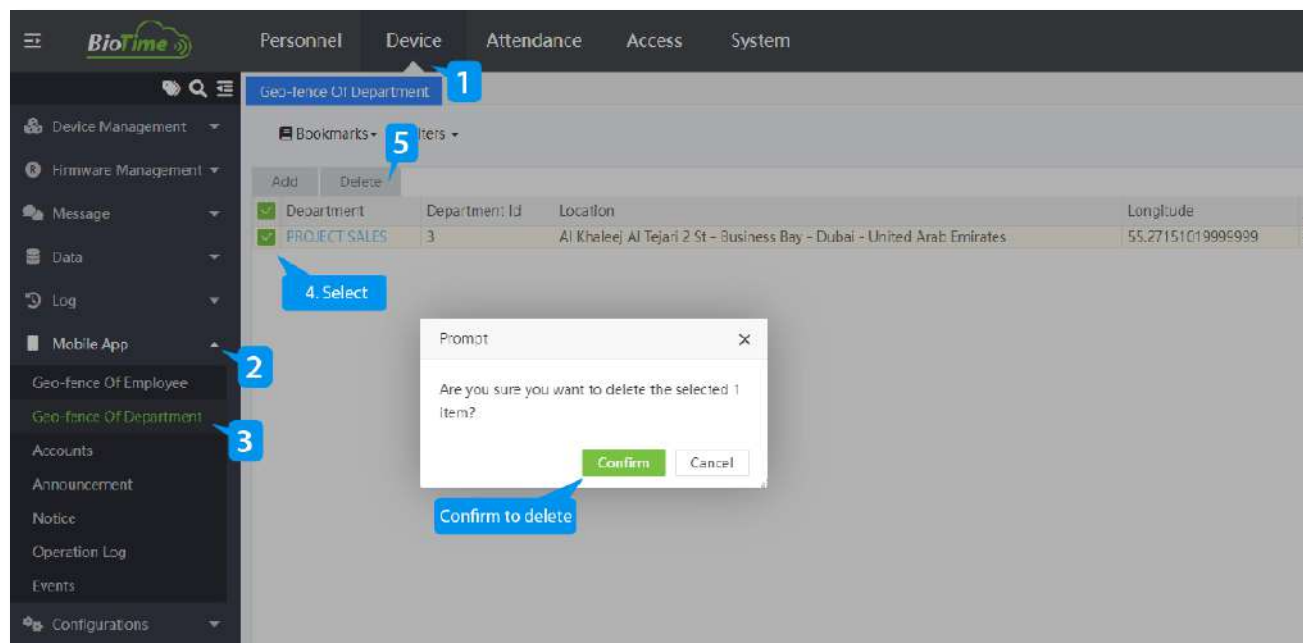
Start Date: Select the mobile attendance access start date.

End Date: Select the mobile attendance access end date.

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

How to delete the Geo-fenced Check-In of a Department

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.

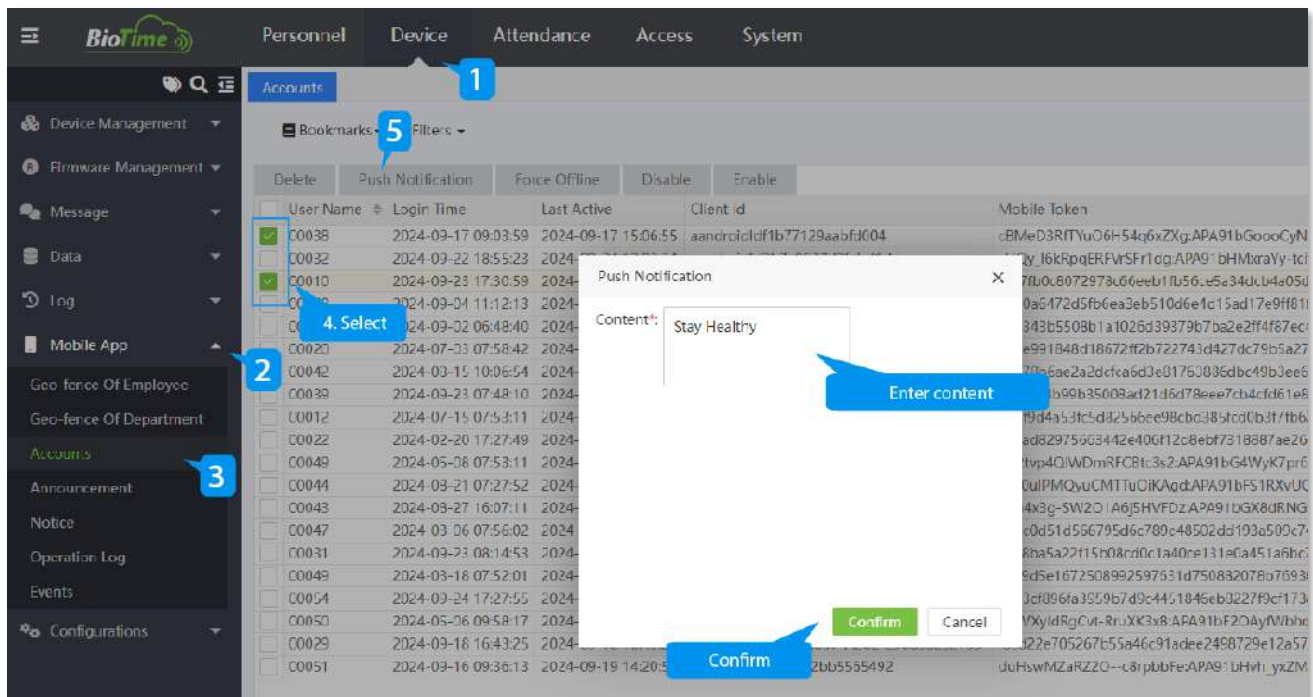


Delete the Geo-fence Of Department

- 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.

12.4 Send a Push Notification

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

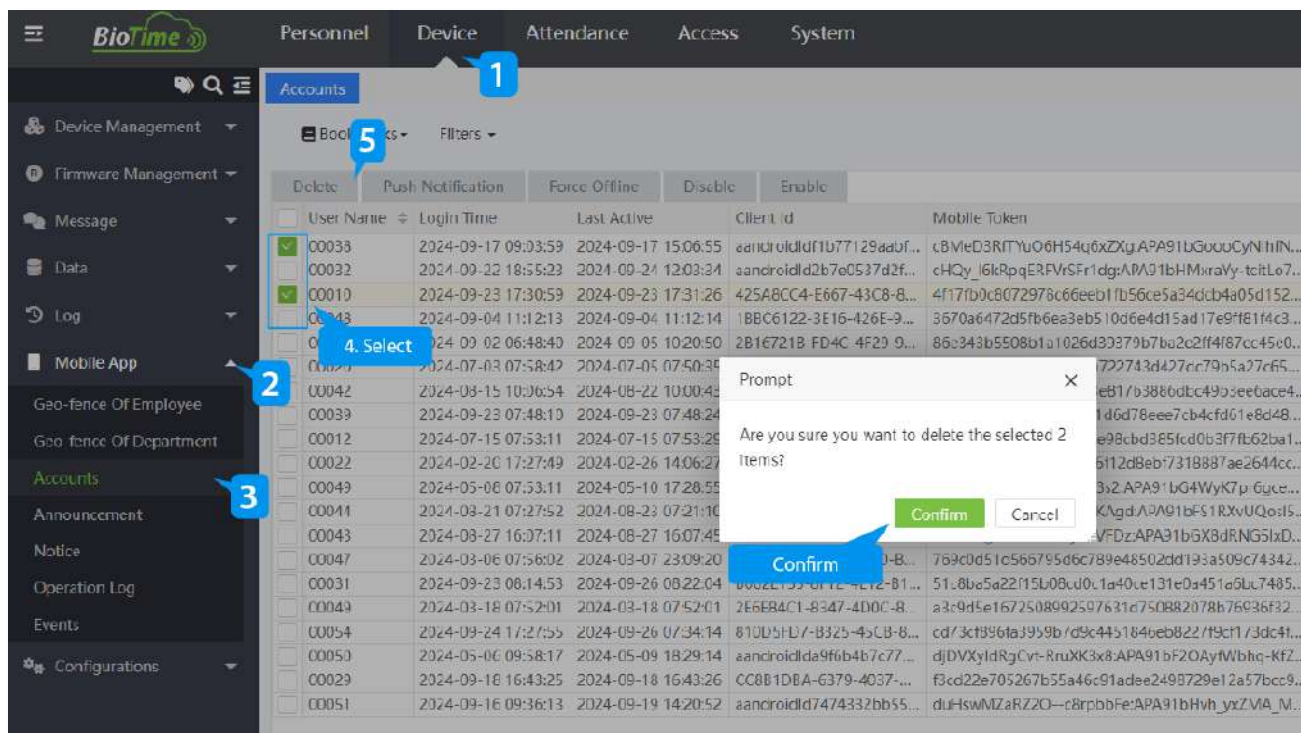


Send a Push Notification

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

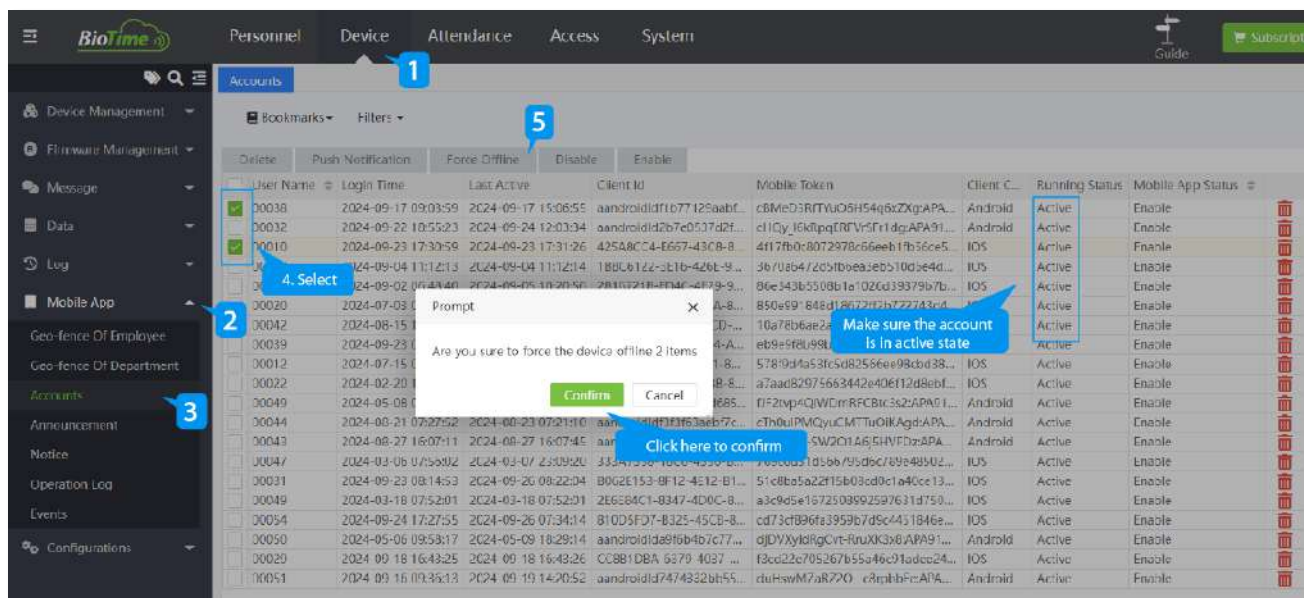


Delete the records in Accounts

- 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.

12.5 How to forcefully disable active Mobile login

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.



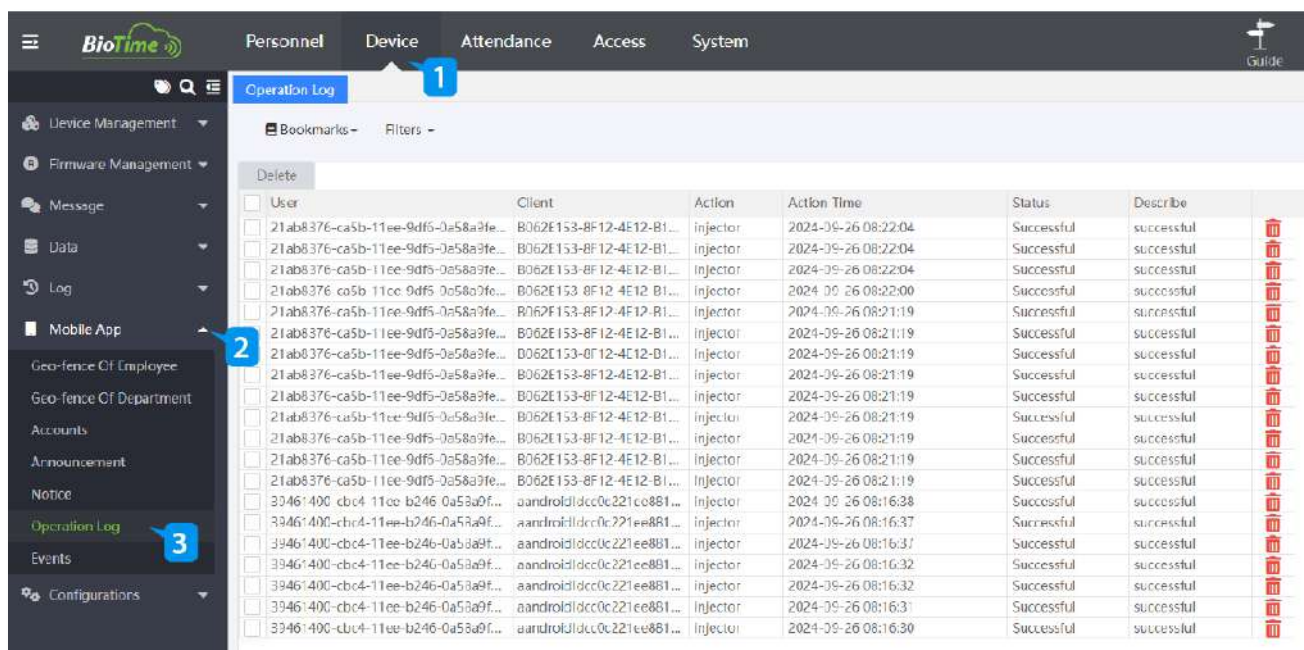
Make an Active Employee's mobile device account to the Inactive state

- 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.

12.6 Managing the Mobile Application 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.

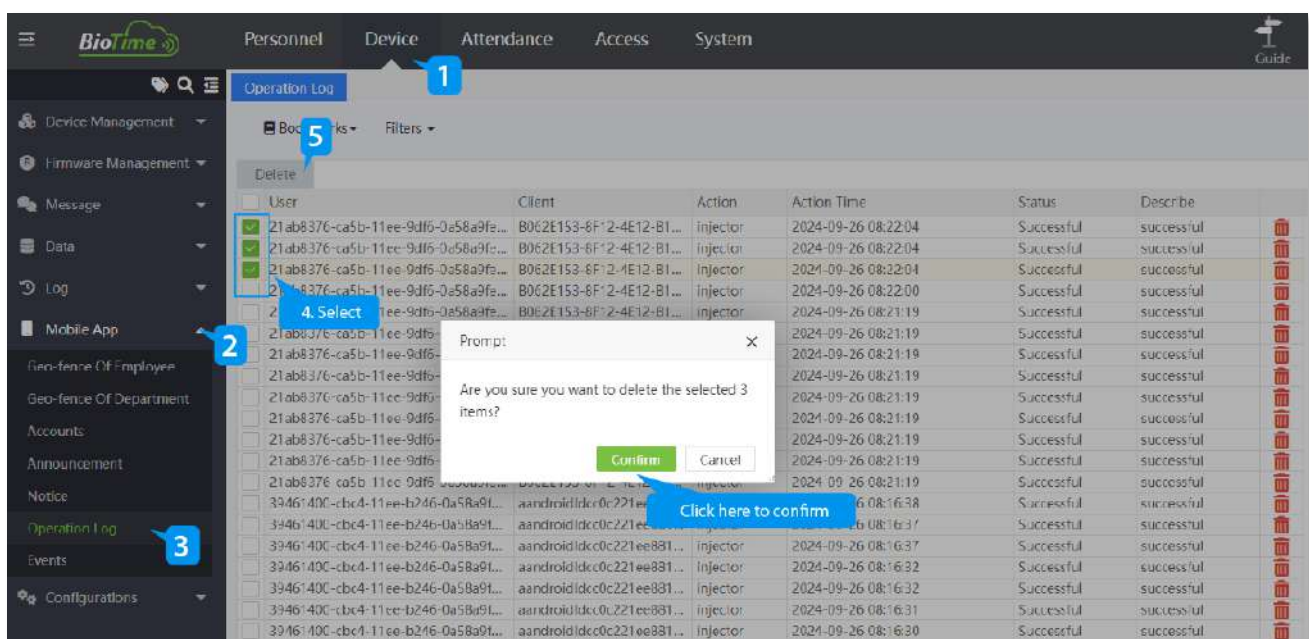
Action Time: Displays the time of the activity.

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.

13 Approve Requests

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

13.1 How does the Admin process Approval requests?

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

Manual Log

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.

Add	Delete	Approve/Reject	Revoke	Employee ID	First Name	Last Name	Department	Position	Punch Time	Punch State	Work Code	Apply Reason
☐	☐	☐	☐	00028	SHYAM	-	TECHNICAL	Position	2024-06-06 11:00:05	Check In		Missed checking in ADP abroad
☐	☐	☐	☐	00011	CRIZALDE	-	TECHNICAL	Position	2024-05-20 18:00:00	Check Out		Forgot to punch out
☐	☐	☐	☐	00029	BETTY KOSHY	-	TECHNICAL	Position	2024-05-06 21:00:00	Check Out		

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.

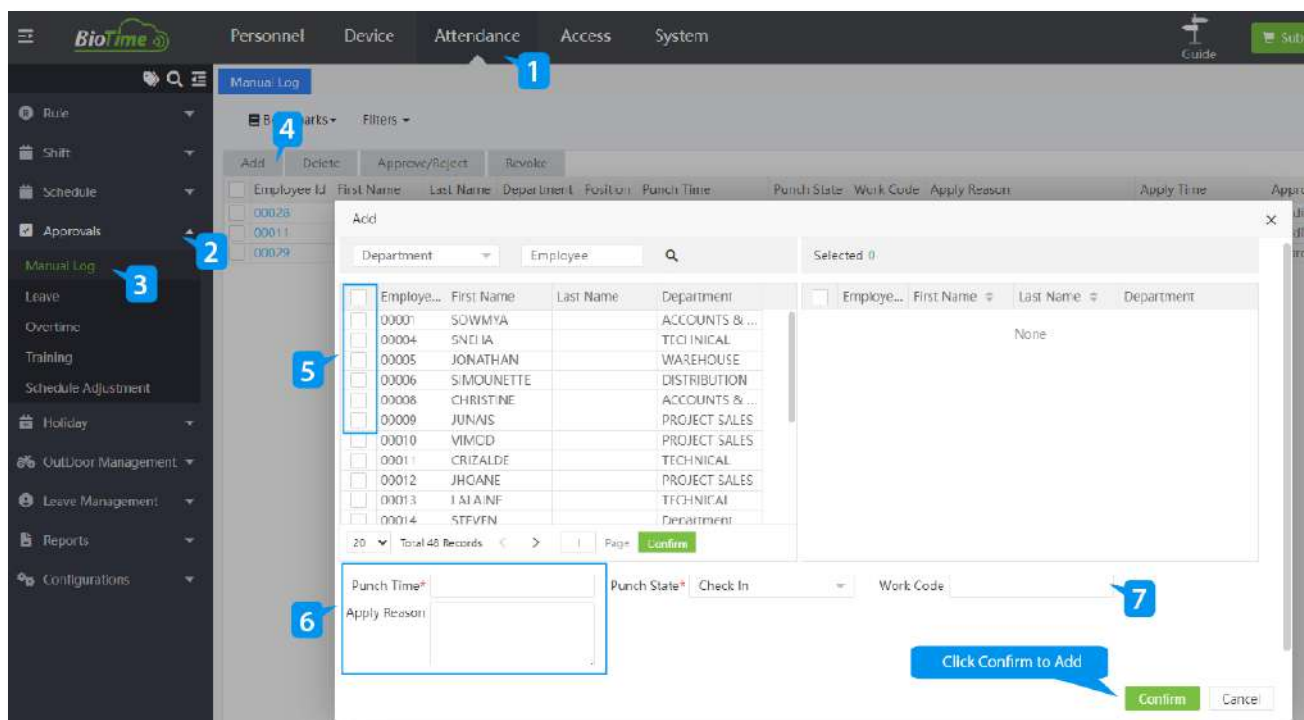
Approval Time: Displays the time of approval of the manual log.

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.

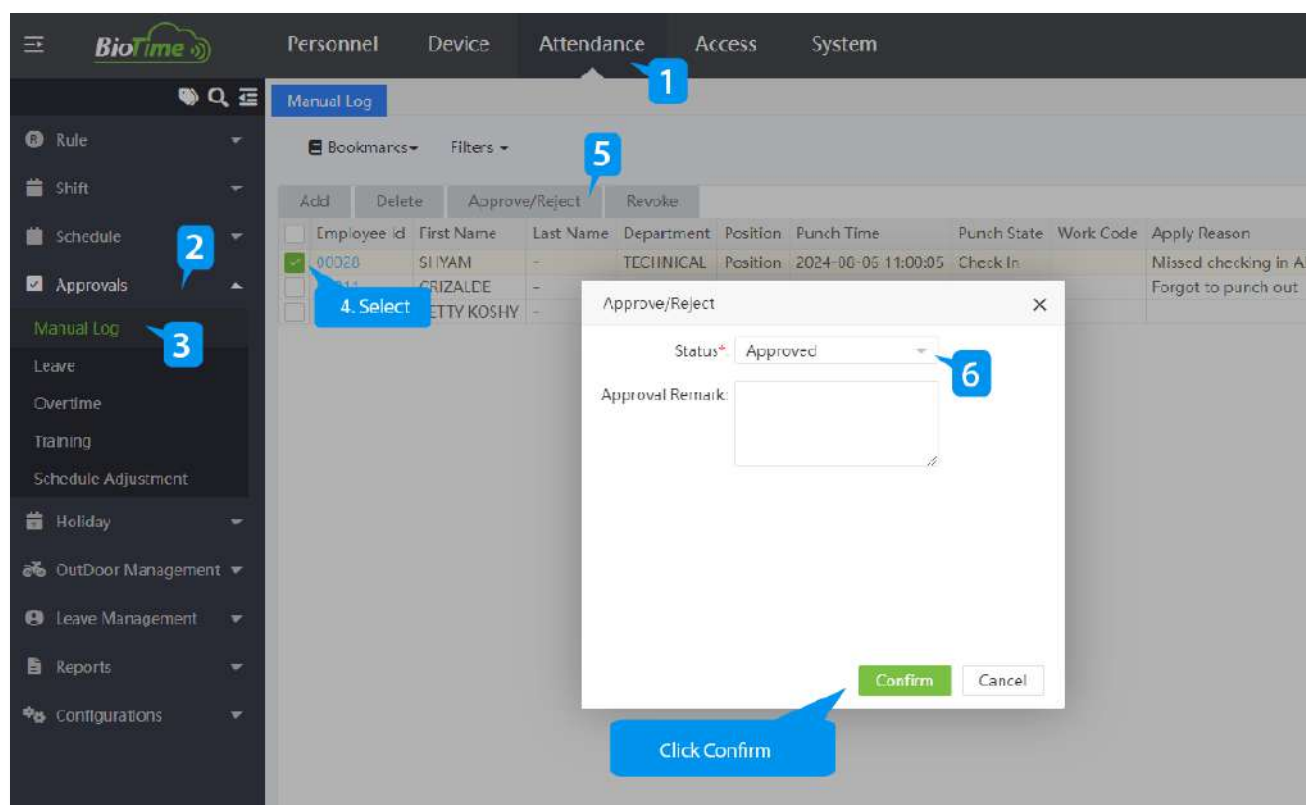
Work Code: Enter the Work code of the Employee.

Apply Reason: Enter the reason for applying.

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:

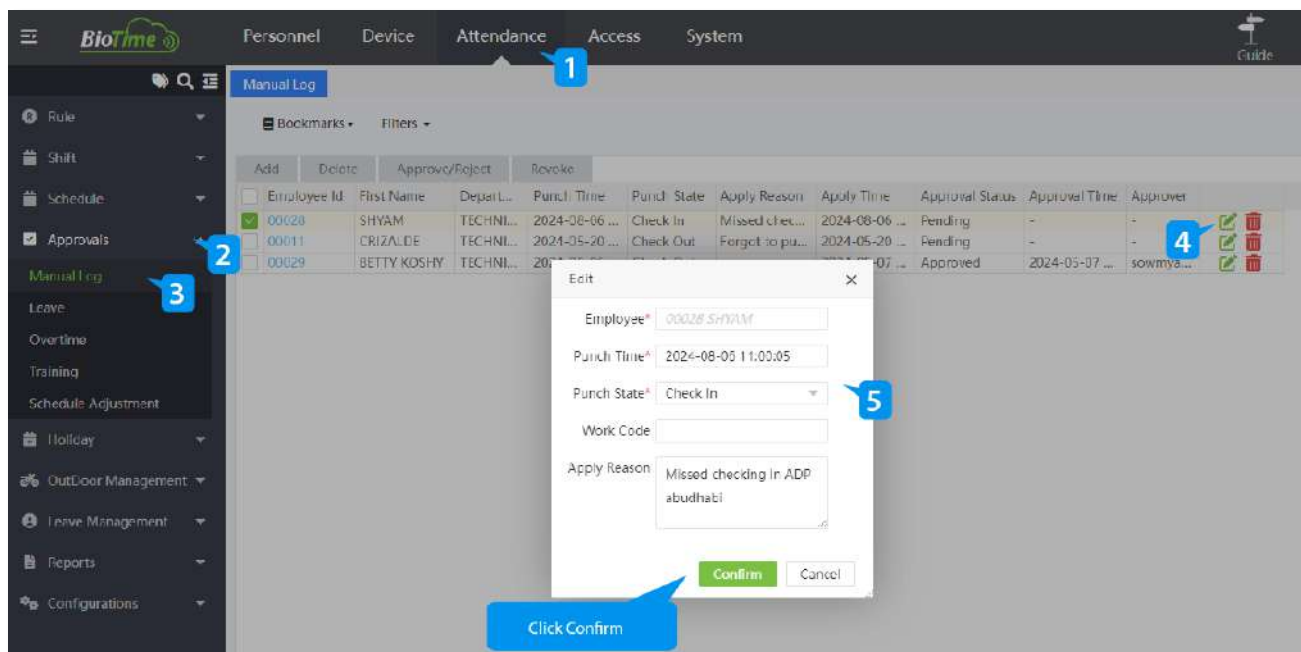


- Select the state as **Approved/Rejected**.
- Enter the remarks of approval.
- Click **Confirm**.

Edit a Manual Log

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

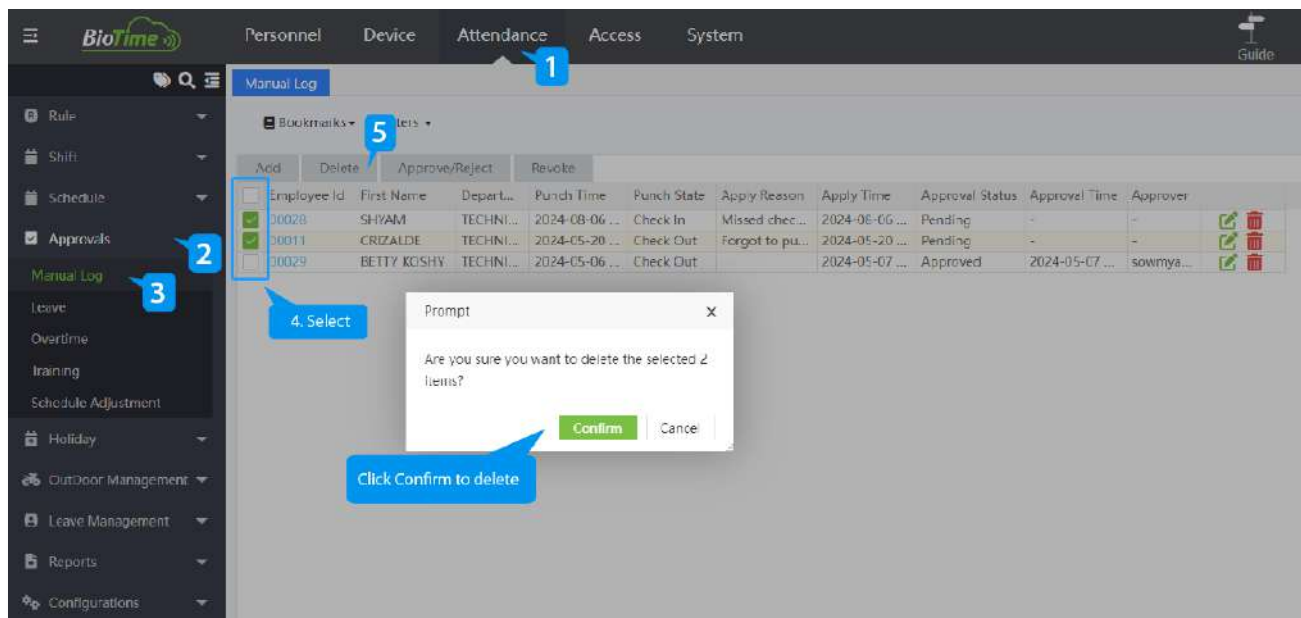
- Click the Employee ID or edit icon.
- A window will appear as shown in the image below:



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

Delete a Manual Log

Perform the following steps to delete a manual log:

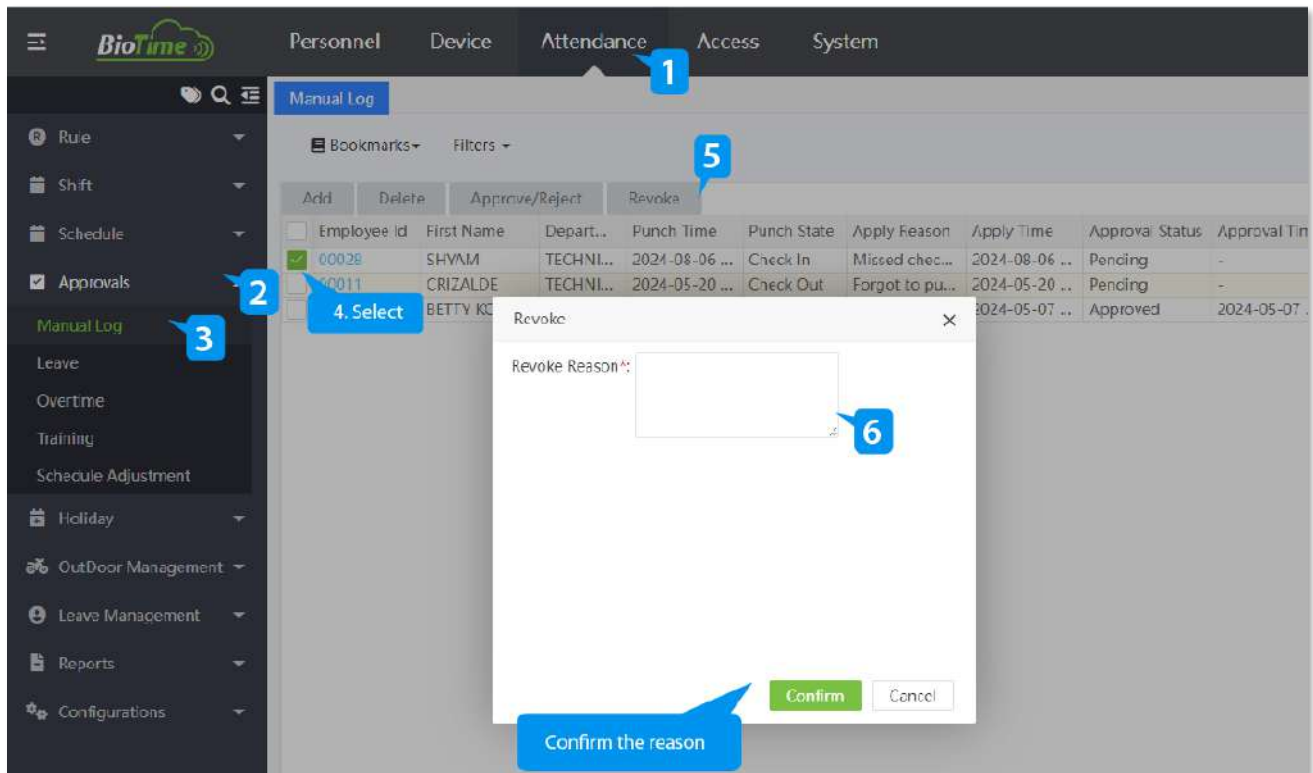


- Select the manual log and click **Delete** or click **del** icon  of the corresponding manual log.
- On the appearing pop-up, click **Confirm** if you are sure to delete the manual log.

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**.

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.

Employee ID	First Name	Last Name	Department	Position	Leave Category	Start Time	End Time	Days	Leave Type
00041	MARY-ANN	-	MARKETING	Position	Personal leave	2024-09-27 08:00:00	2024-09-27 13:00:00	0.5	Unpaid Leave
00010	VIMOD	-	PROJECT SALES	Position	Sick Leave	2024-09-25 14:00:00	2024-09-25 18:00:00	0.5	Paid Leave
00001	SOWMYA	-	ACCOUNTS & ADMIN	Position	Annual Leave	2024-09-25 08:00:00	2024-09-25 18:00:00	1.0	Paid Leave
00003	CHRISTINE	-	ACCOUNTS & ADMIN	Position	Sick Leave	2024-09-19 08:00:00	2024-09-19 18:00:00	1.0	Paid Leave
00009	JUNAIS	-	PROJECT SALES	Position	Sick Leave	2024-09-19 08:00:00	2024-09-19 18:00:00	1.0	Paid Leave
00038	SIRIL	-	PROJECT SALES	Position	Sick Leave	2024-09-16 08:00:00	2024-09-16 18:00:00	1.0	Paid Leave
00029	BETTY KOSHY	-	TECHNICAL	Position	Sick Leave	2024-09-17 08:00:00	2024-09-17 18:00:00	1.0	Paid Leave
00004	SNEHA	-	TECHNICAL	Position	Annual Leave	2024-08-05 08:00:00	2024-09-13 18:00:00	40.0	Paid Leave
00004	SNEHA	-	TECHNICAL	Position	Maternity Leave	2024-09-16 08:00:00	2024-11-15 18:00:00	61.0	Unpaid Leave
00051	NIKITA	-	PROJECT SALES	Position	Sick Leave	2024-09-13 08:00:00	2024-09-13 18:00:00	1.0	Paid Leave
00054	DARVISH	-	TECHNICAL	Position	Sick Leave	2024-09-12 08:00:00	2024-09-12 18:00:00	1.0	Paid Leave
00001	SOWMYA	-	ACCOUNTS & ADMIN	Position	Sick Leave	2024-09-09 08:00:00	2024-09-09 18:00:00	1.0	Paid Leave
00045	FAHEEM	-	TECHNICAL	Position	Sick Leave	2024-09-10 08:00:00	2024-09-10 18:00:00	1.0	Paid Leave
00029	BETTY KOSHY	-	TECHNICAL	Position	Sick Leave	2024-09-05 08:00:00	2024-09-05 18:00:00	1.0	Paid Leave
00029	BETTY KOSHY	-	TECHNICAL	Position	Sick Leave	2024-08-21 08:00:00	2024-08-21 18:00:00	1.0	Paid Leave
00005	SIMOUNETTE	-	DISTRIBUTION	Position	Sick Leave	2024-09-04 08:00:00	2024-09-04 18:00:00	1.0	Paid Leave
00045	REFIN	-	PROJECT SALES	Position	Personal leave	2024-09-07 08:00:00	2024-09-07 18:00:00	1.0	Unpaid Leave
00009	JUNAIS	-	PROJECT SALES	Position	Sick Leave	2024-08-26 08:00:00	2024-08-26 18:00:00	1.0	Paid Leave
00001	SOWMYA	-	ACCOUNTS & ADMIN	Position	Annual Leave	2024-08-23 08:00:00	2024-08-23 18:00:00	1.0	Paid Leave
00054	DARVISH	-	TECHNICAL	Position	Sick Leave	2024-08-23 08:00:00	2024-08-23 18:00:00	1.0	Paid Leave

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.

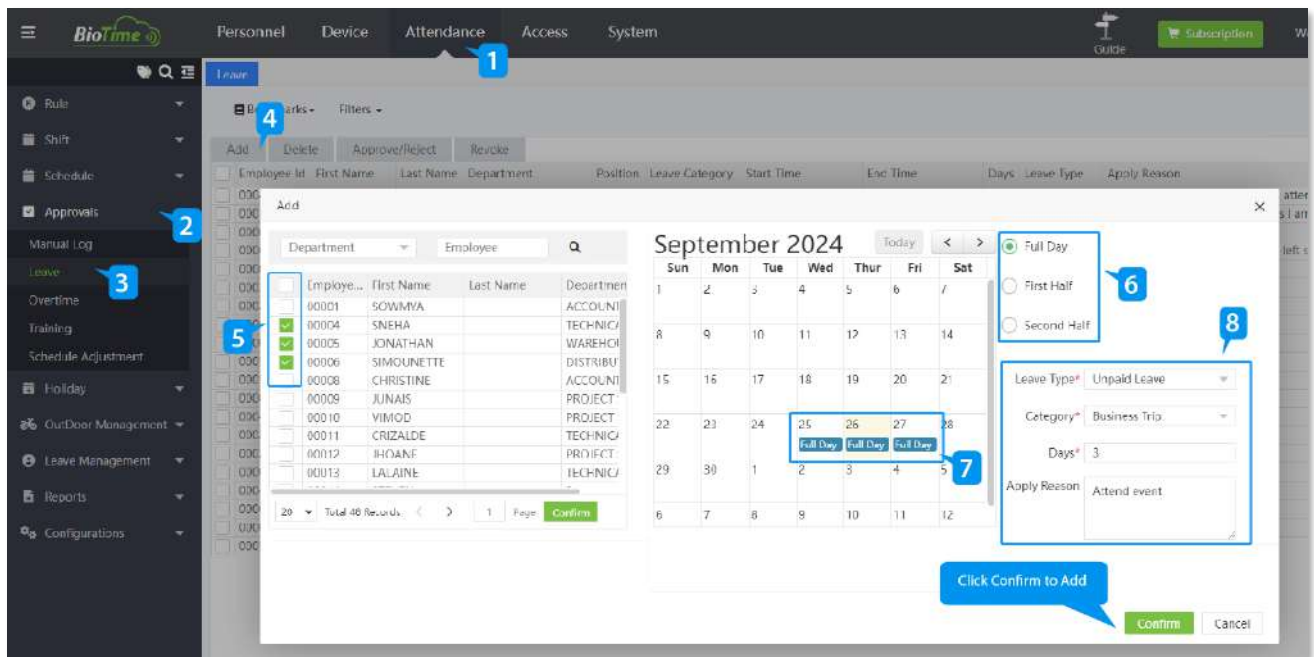
Approval Time: Displays the time of approval.

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.

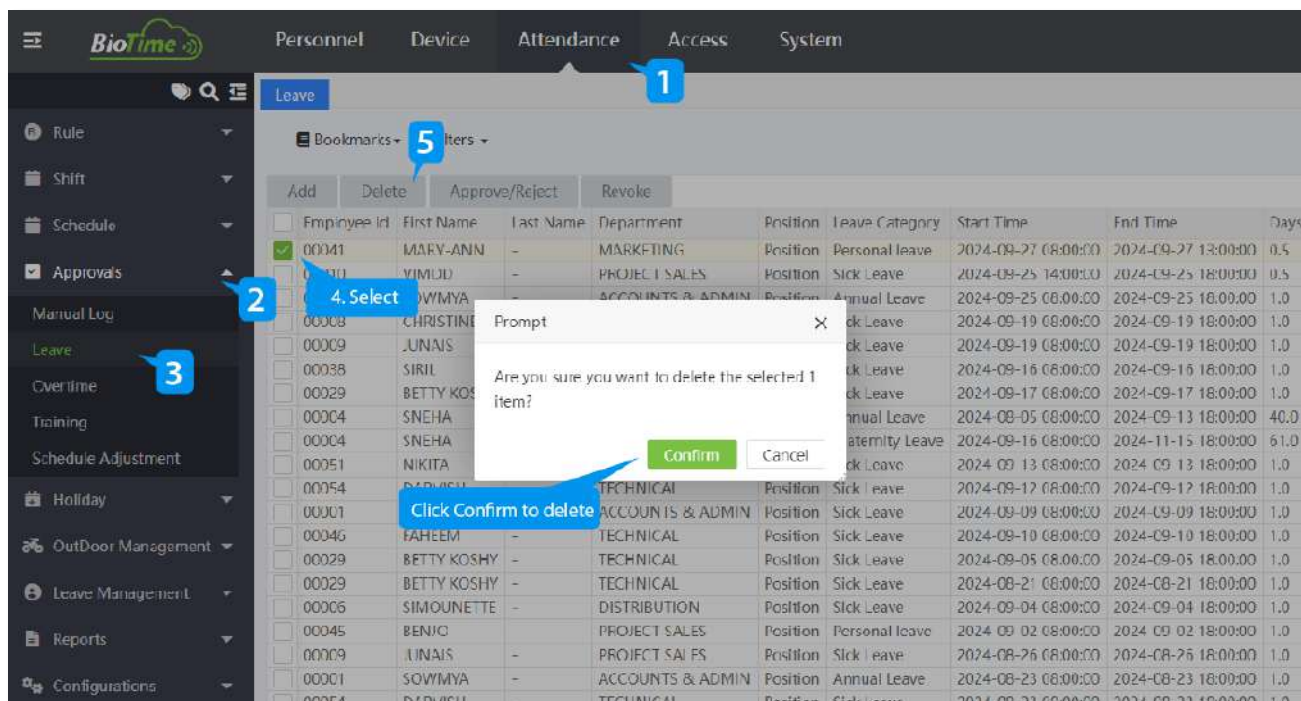
Days: This field will be auto entered when you select the date from the calendar.

Apply Reason: Enter the reason for the leave request.

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

Delete a Leave

Perform the following steps to delete a leave request:

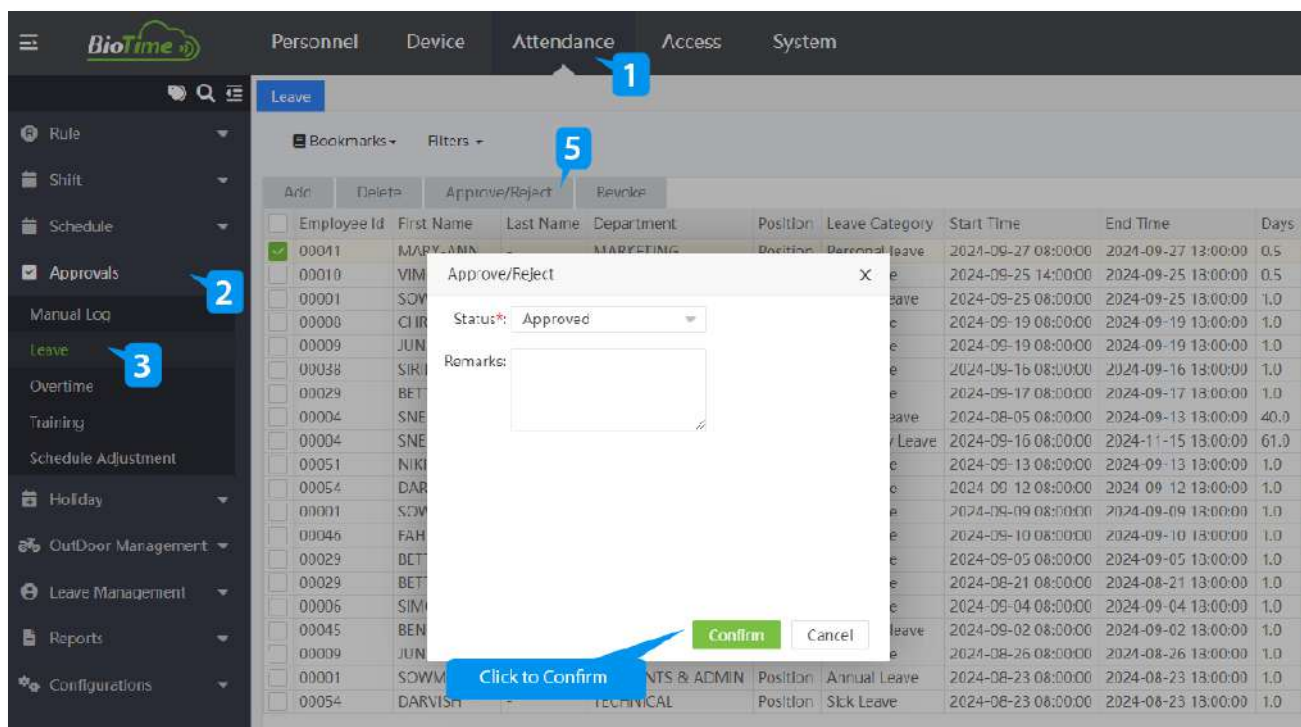


- Select the leave and click **Delete** or click **del** icon  of the corresponding leave request.
- On the appearing pop-up, click **Confirm** if you are sure to delete the leave request.

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 below:

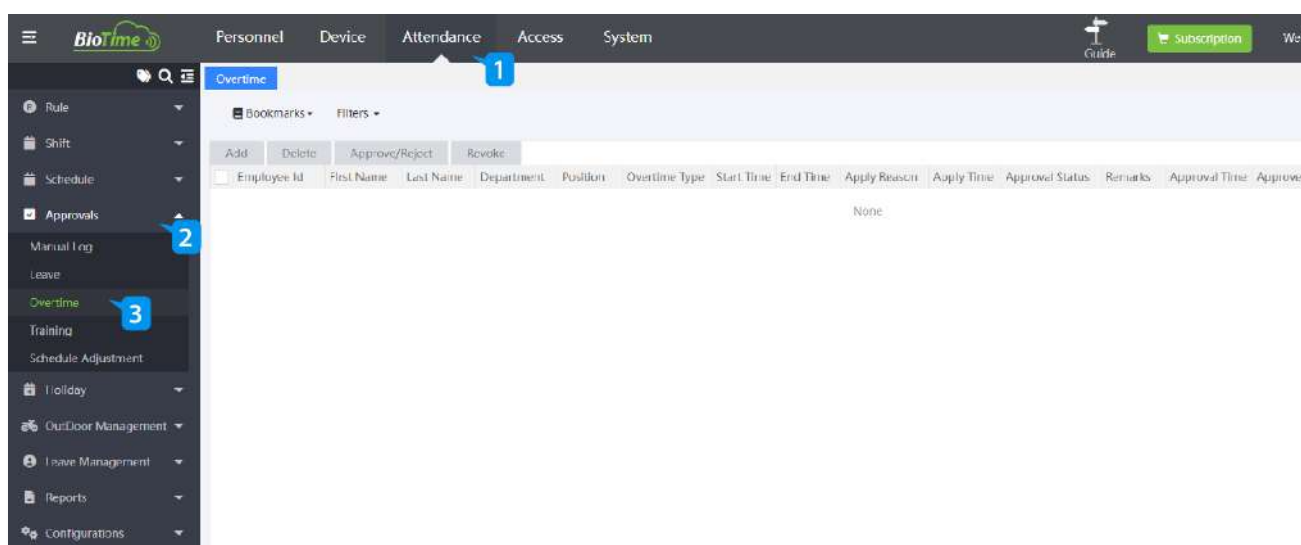


- Select the state as Approved/Rejected.
- Enter the remarks of approval. Click **Confirm**

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.

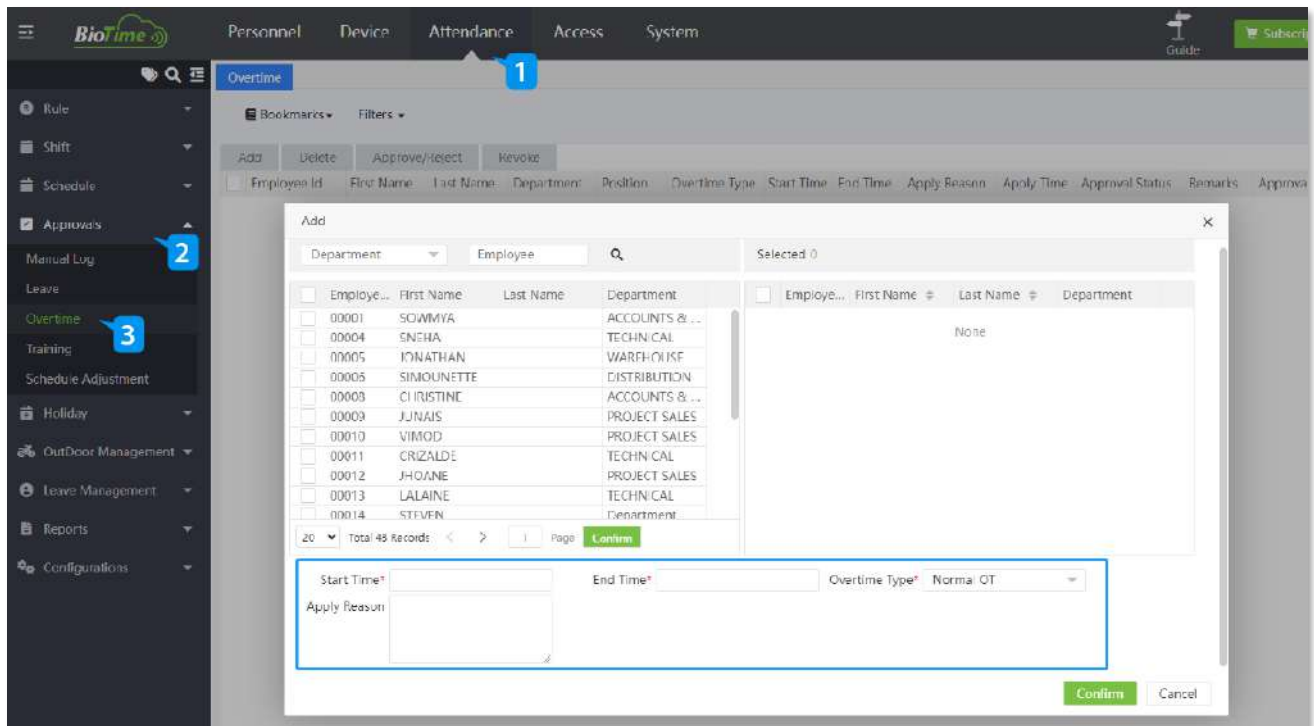
Approval Time: Displays the time of approval.

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.

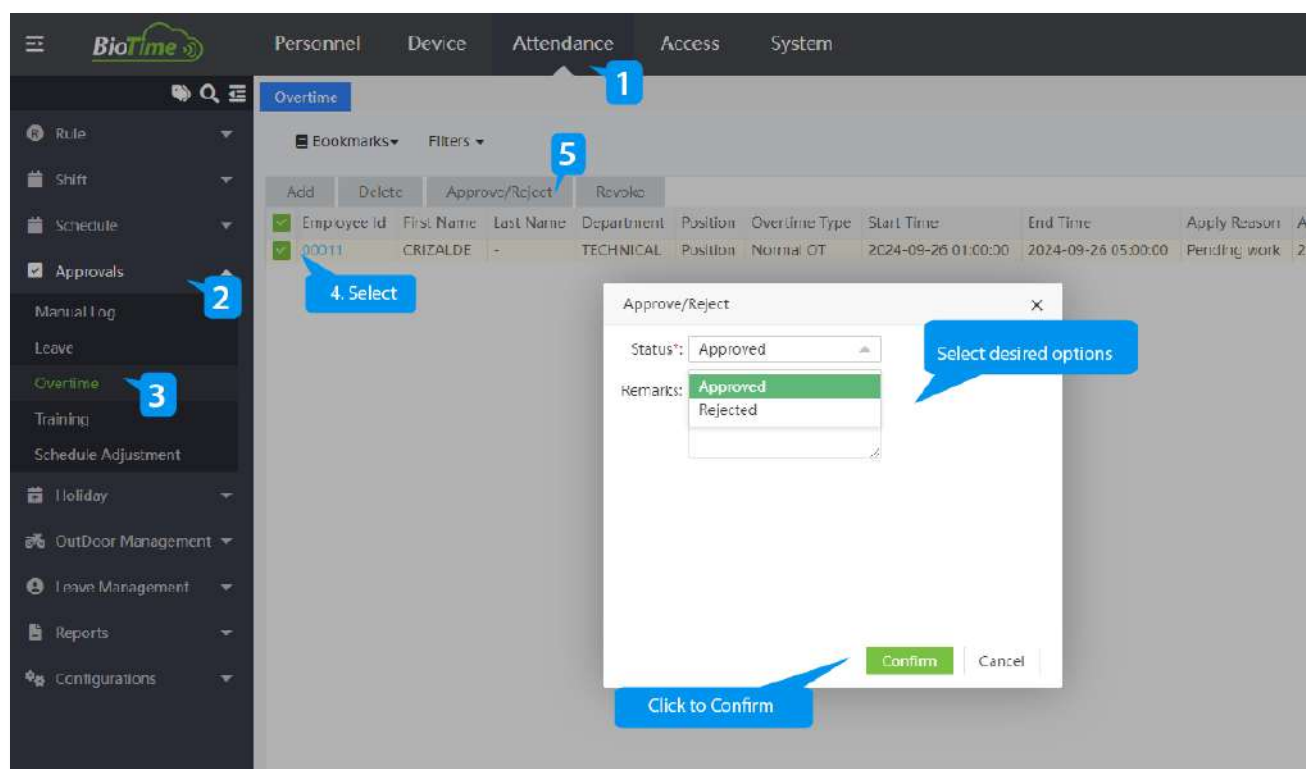
Apply Reason: Enter the reason for the overtime request.

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.

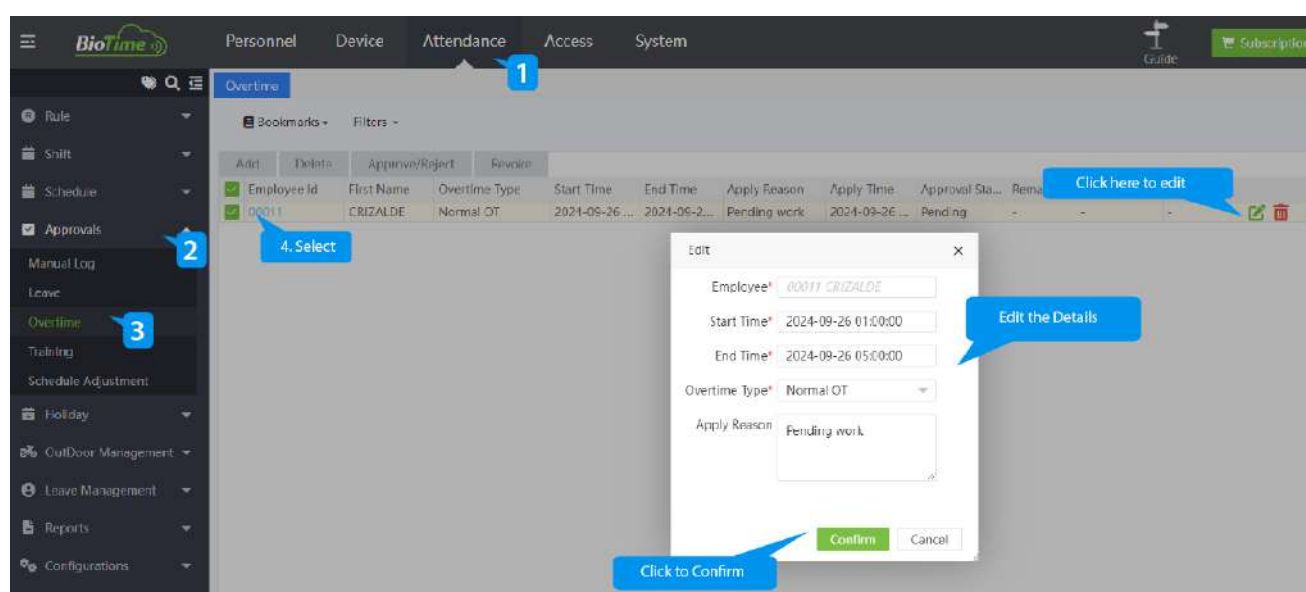


- Select the state as Approved/Rejected.
- Enter the remarks of approval. Click **Confirm**.

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

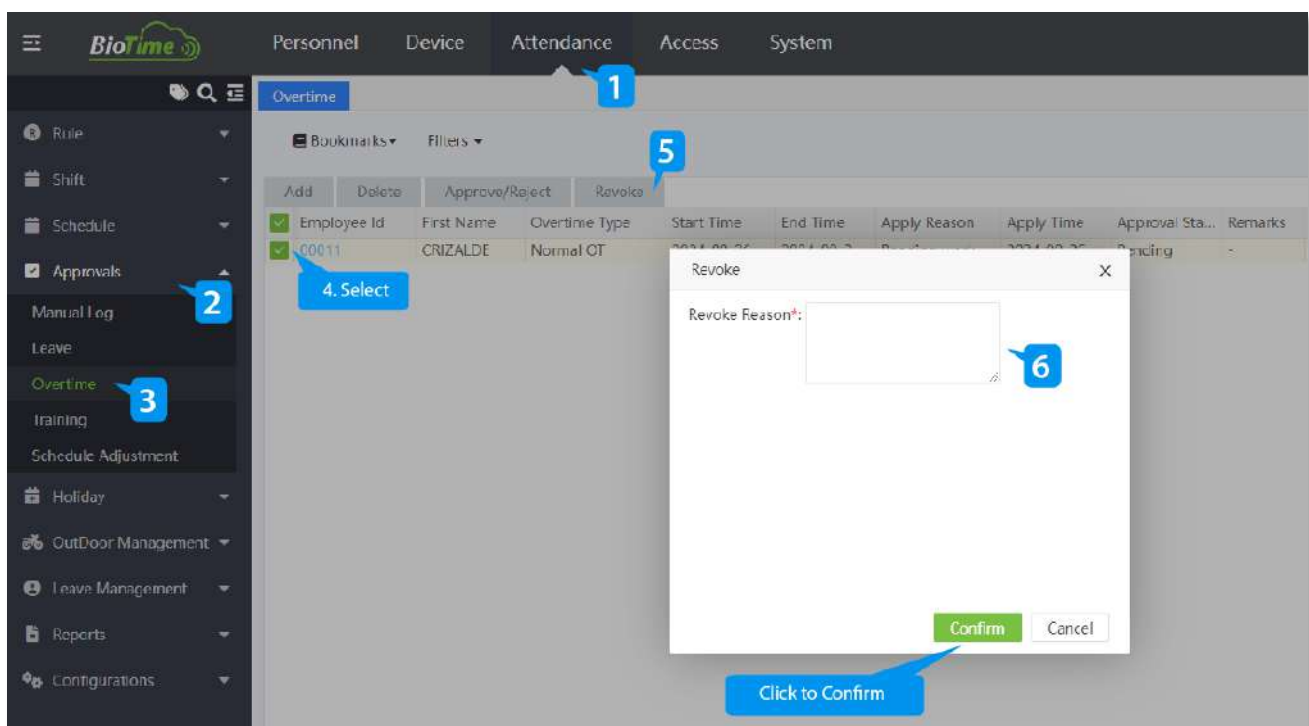
Perform the following steps to delete an overtime request:

- 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:

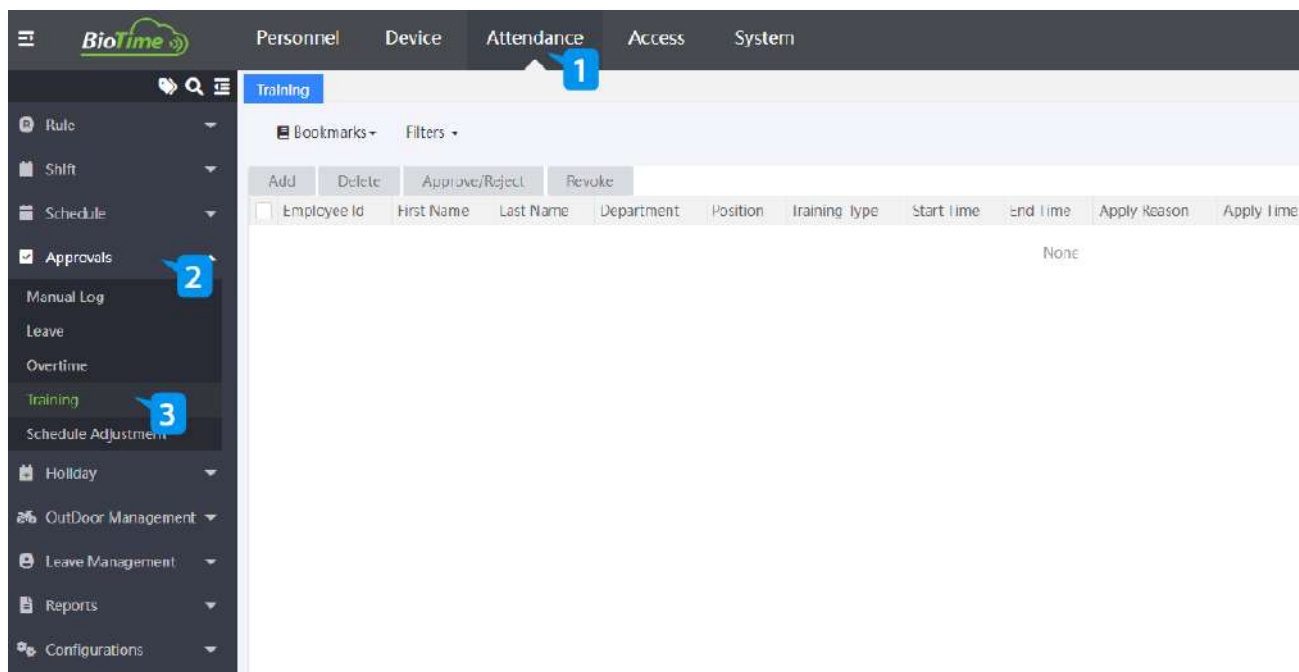
- Select the overtime request to be revoked and click **Revoke**.
- A window will appear as shown in the image below:



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

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.

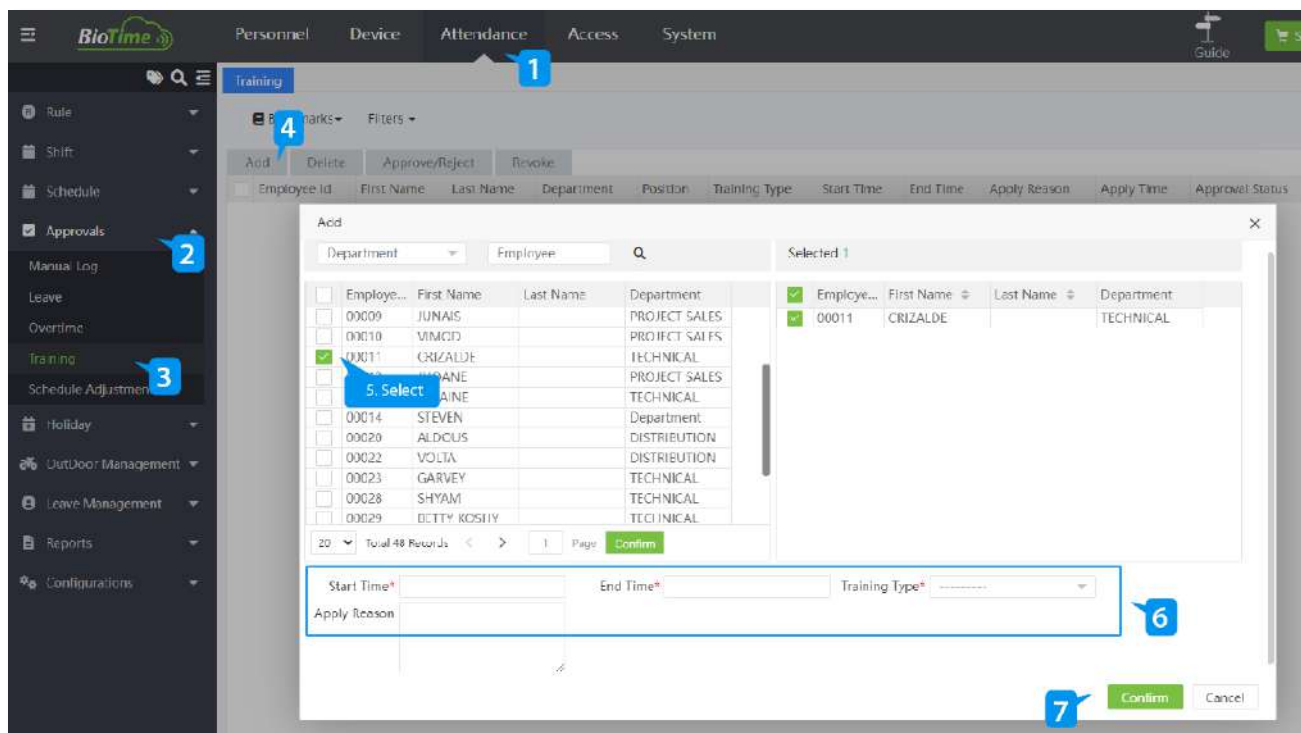
Approval Time: Displays the time of approval.

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.

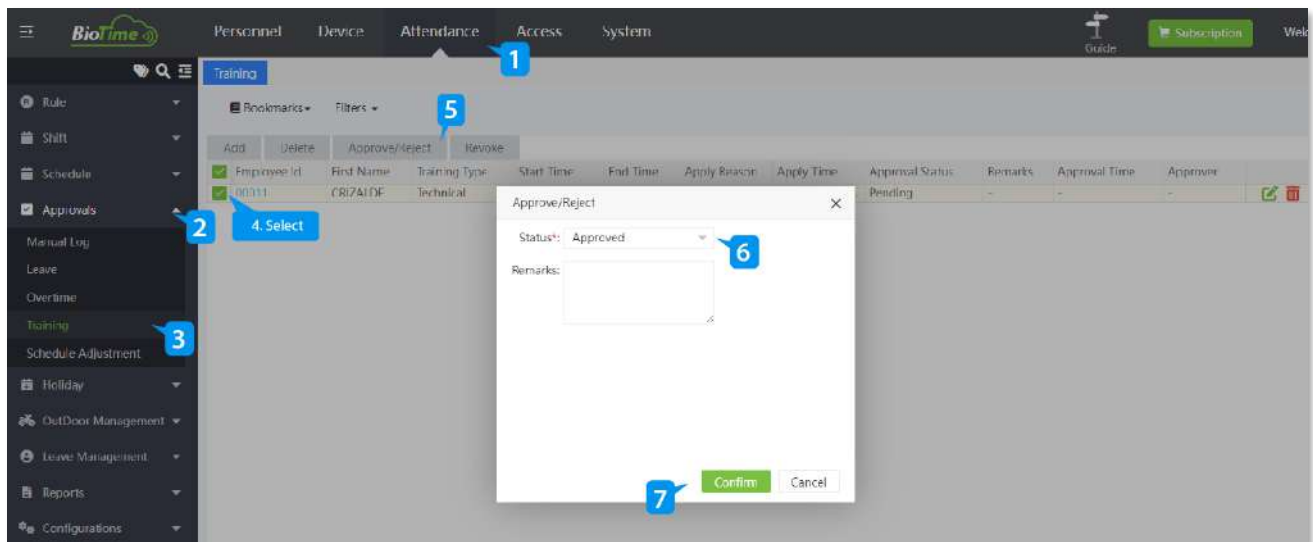
Apply Reason: Enter the reason for the training request.

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.

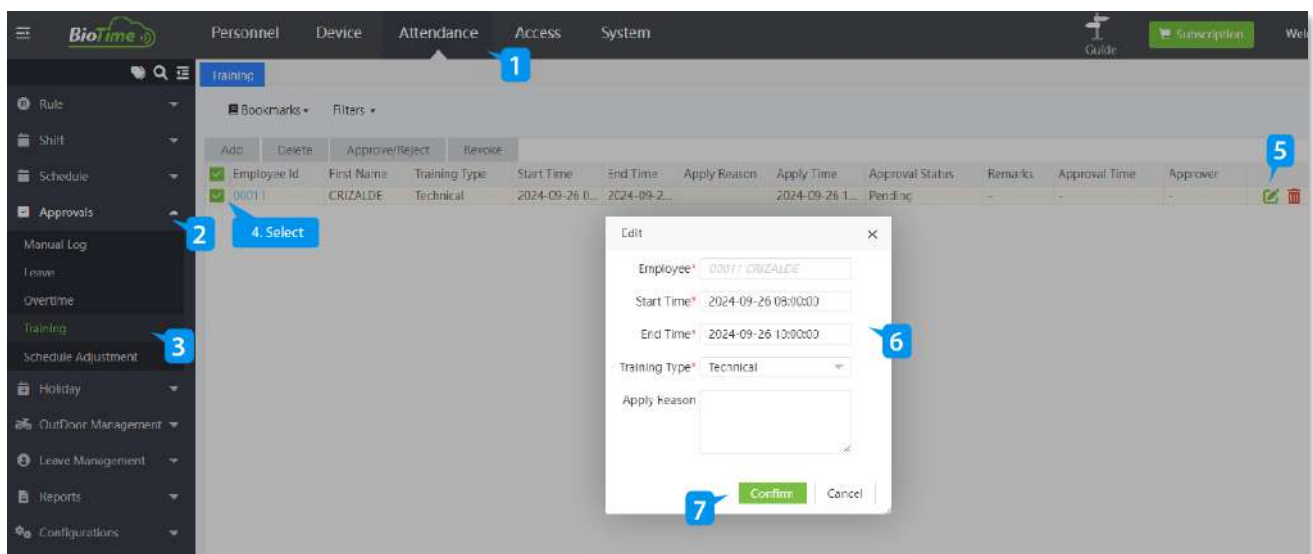


- Select the state as **Approved/Rejected**.
- Enter the remarks of approval. Click **Confirm**.

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

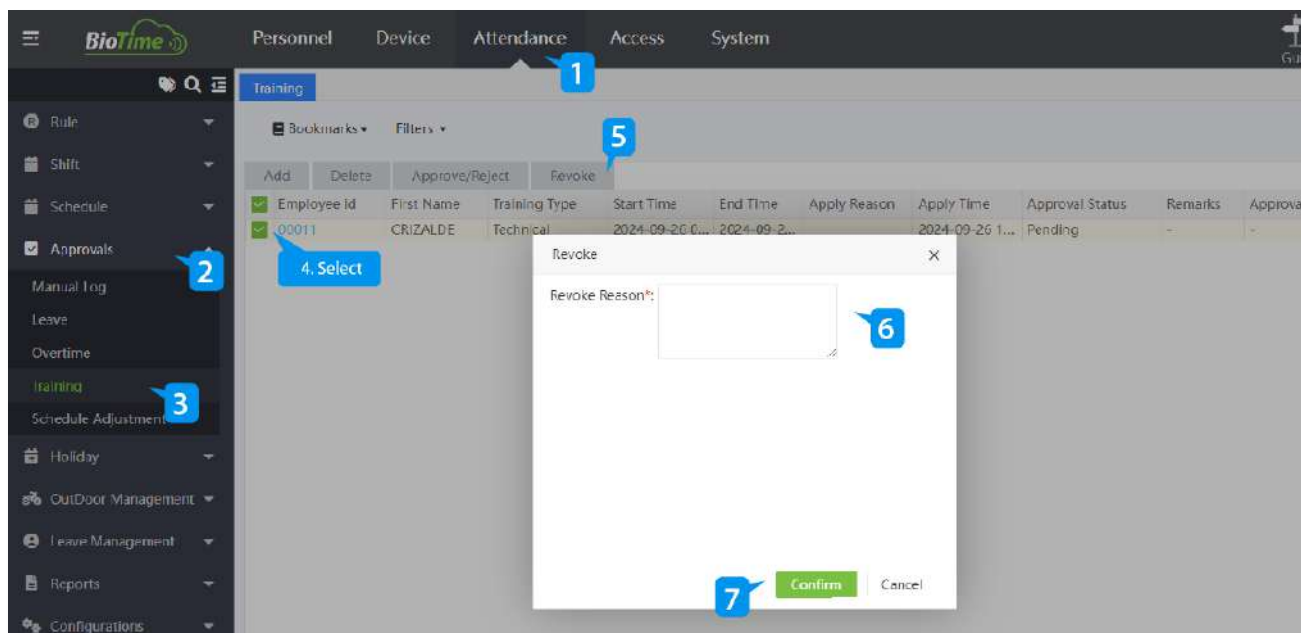
To delete a training request, perform the following steps:

- Select the training request and click **Delete** or click **del** 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**.

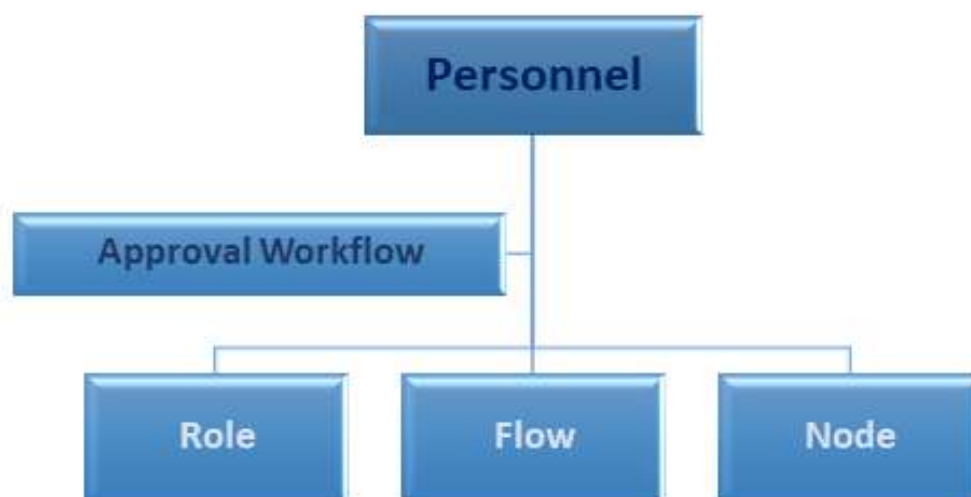
14 Approval Rules

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.

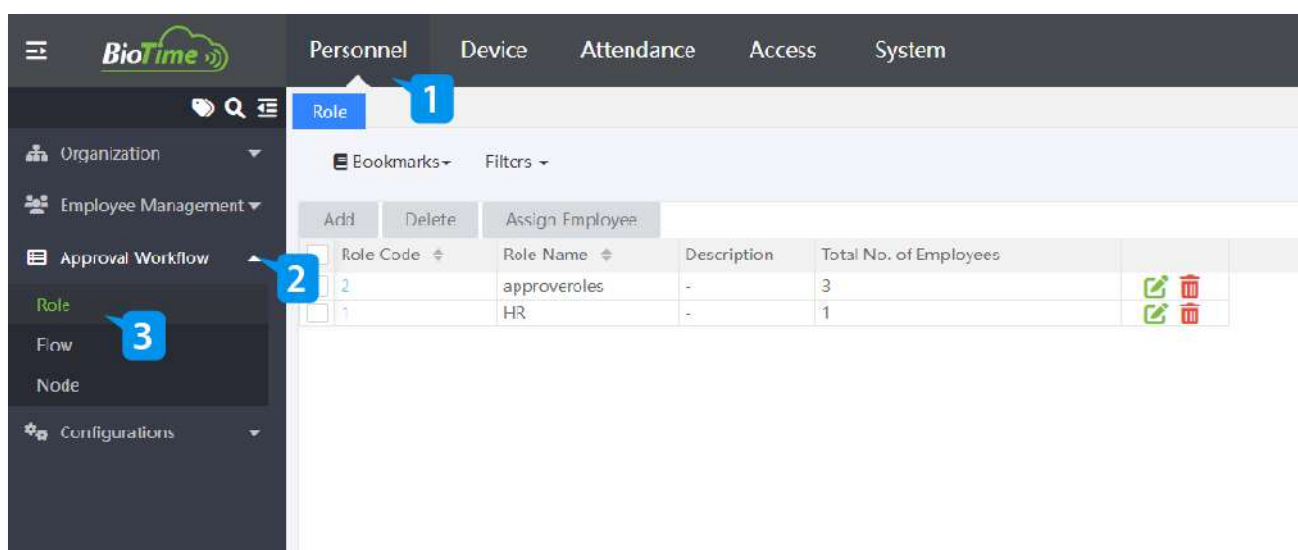
On the **Personnel** module, click **Approval Workflow** to go to the Approval Workflow module.



14.1 How to Set Up 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.

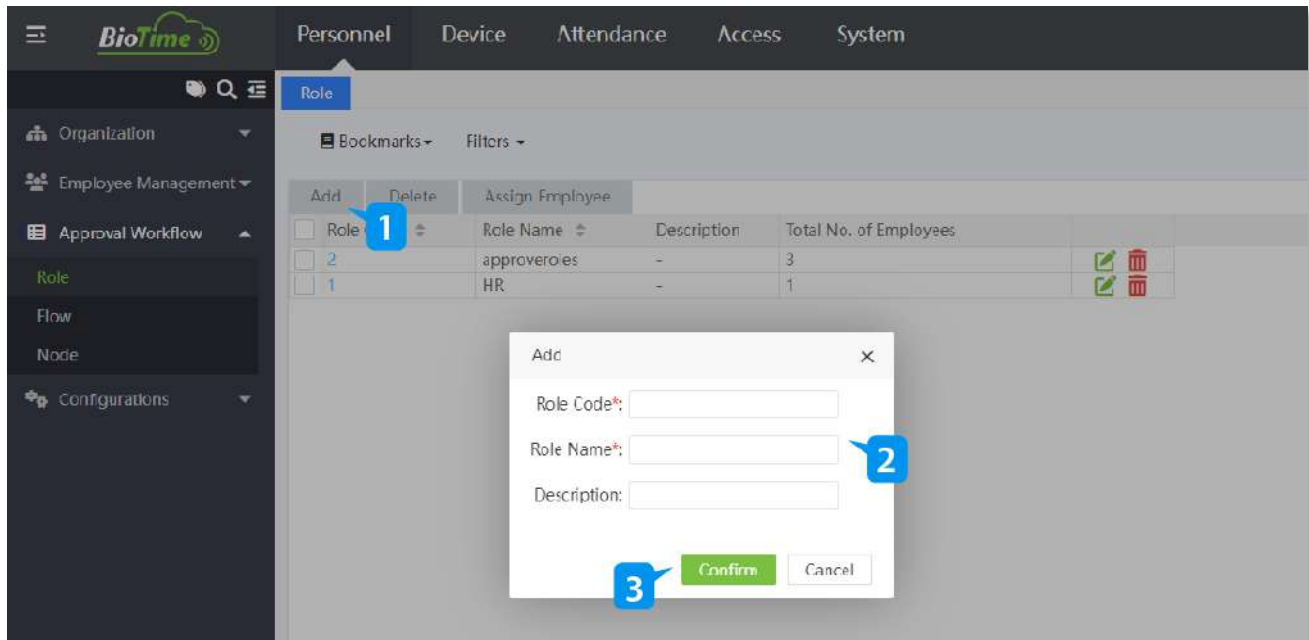
Role Name: Displays the Role name.

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.

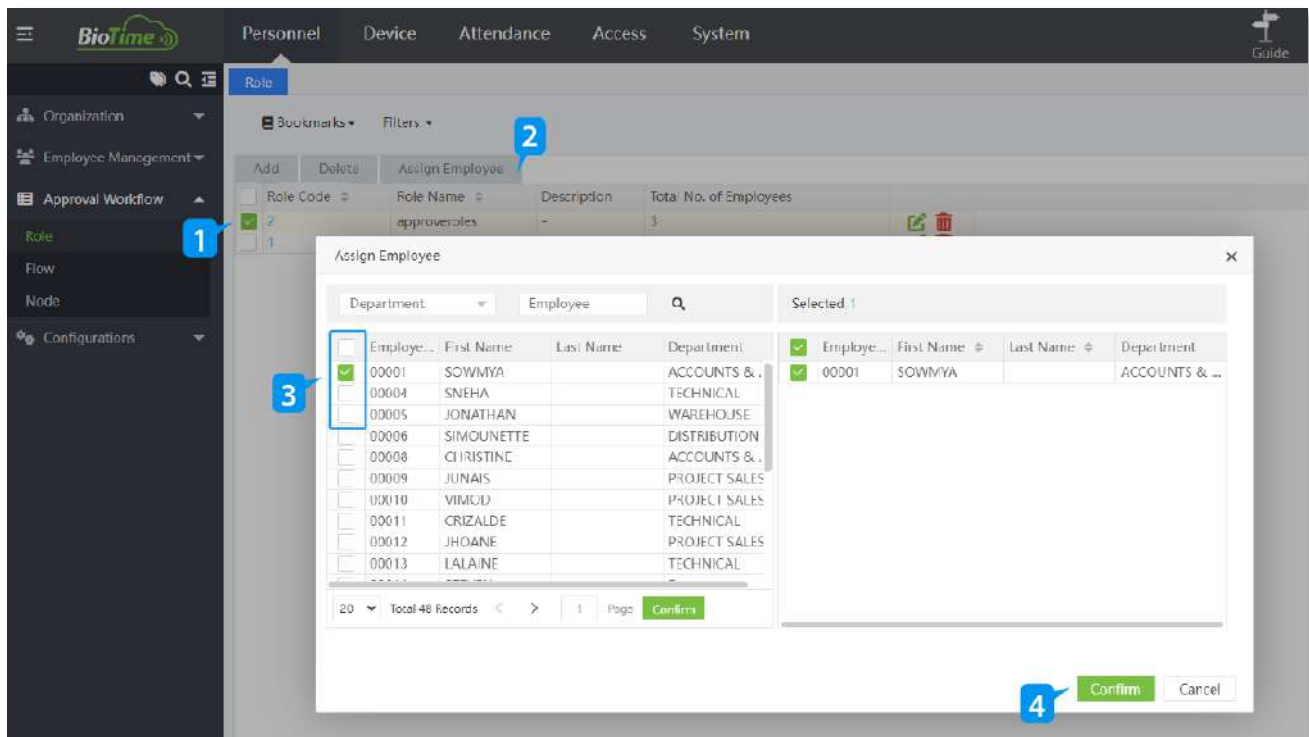


Create a new approver Role

- 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.

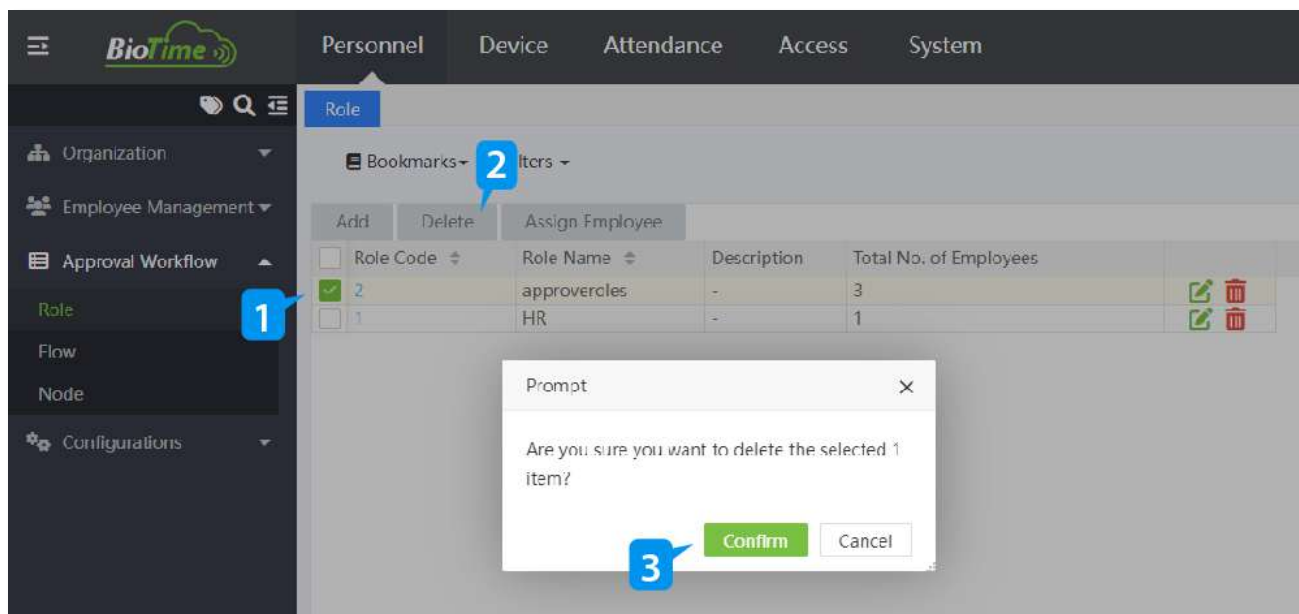


Assign Employees to the existing approver Roles

- 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.



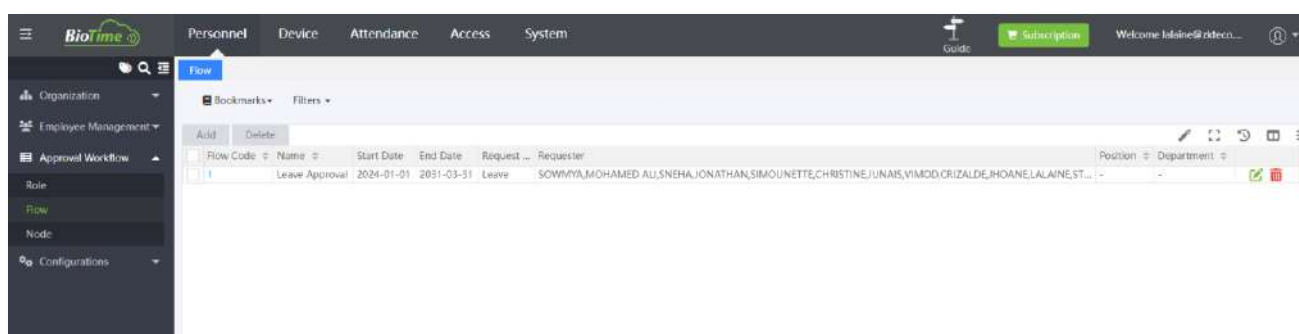
Delete the existing approver Roles

- 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.

14.2 Set Up the Approval Process 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.

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.

The screenshot displays the 'Flow' management interface in BioTime Cloud. The 'Add' modal is open, showing the following fields and values:

- Start Date:** 2024-09-26
- End Date:** 2024-10-31
- Flow Code:** 2
- Name:** Leave Approval (R&D)
- Request Type:** Leave
- Position:** Position
- Department:** TECHNICAL

Below the form is the 'Add Node' section, which contains a table for defining approvers:

Node Number	Node Name	Operation
1	Supervisor	
2	Manager	

At the bottom right of the modal are 'Confirm' and 'Cancel' buttons.

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.

The 'Add' form contains the following fields:

- Start Date*
- End Date*
- Flow Code*
- Name*
- Request Type* (dropdown)
- Requester** (text input, highlighted with a blue box)
- Position (dropdown)
- Department (dropdown)

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

The 'Requester' dialog box displays a table of employees with the following columns: Employee ID, First Name, Last Name, and Department. The 'Department' filter is set to 'Department'. The table shows 14 records, with the first two selected.

Employee ID	First Name	Last Name	Department
00001	SOWMYA		ACCOUNTS
00004	SINDIA		TECHNICAL
00005	JONATHAN		WAREHOUSE
00006	SIMOUNETTE		DISTRIBUTION
00008	CHRISTINE		ACCOUNTS
00009	JUNJIS		PROJECT S/
00010	VIMOD		PROJECT S/
00011	CRIZALDE		TECHNICAL
00012	JIOANE		PROJECT S/
00013	LALAIN		TECHNICAL
00014	STEVEN		Department

The 'Selected' list on the right shows the following employees:

- 00001 SOWMYA

At the bottom of the dialog, there is a 'Confirm' button and a 'Cancel' button.

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* End Date*

Flow Code* Name*

Request Type* Requester

Position Department

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

Node Number	Node Name	Operation
1	Supervisor	
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.

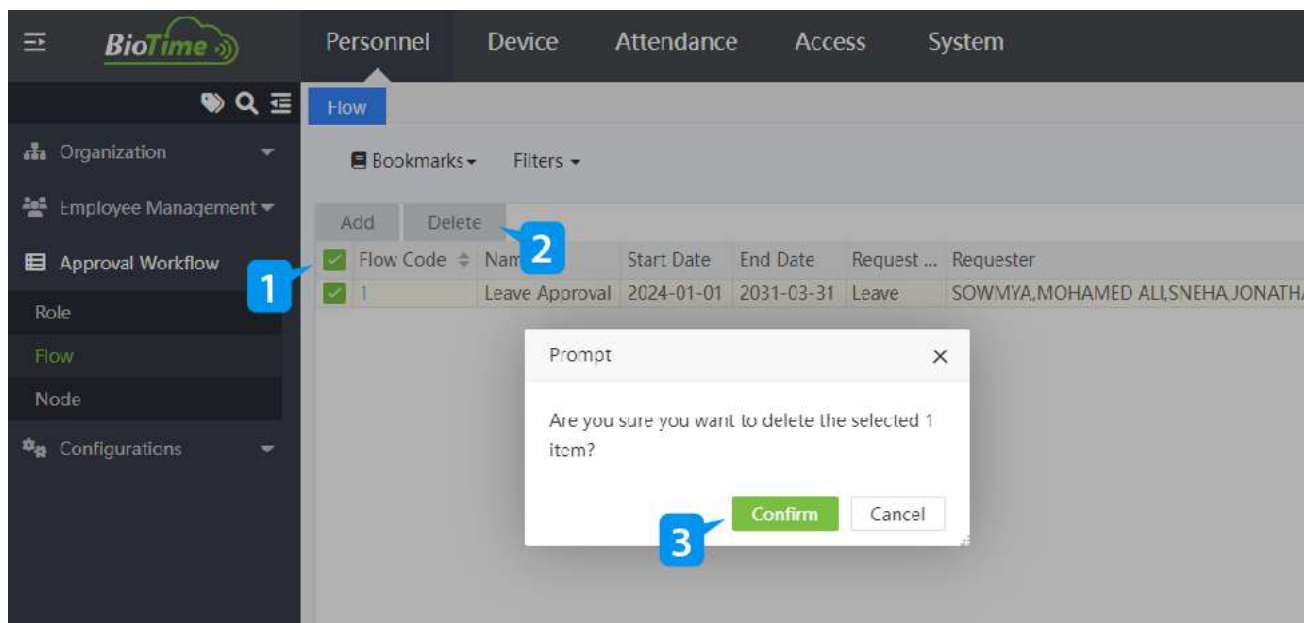
Node Number	Node Name	Operation
1	Supervisor	
2	Manager	

Confirm Cancel

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.



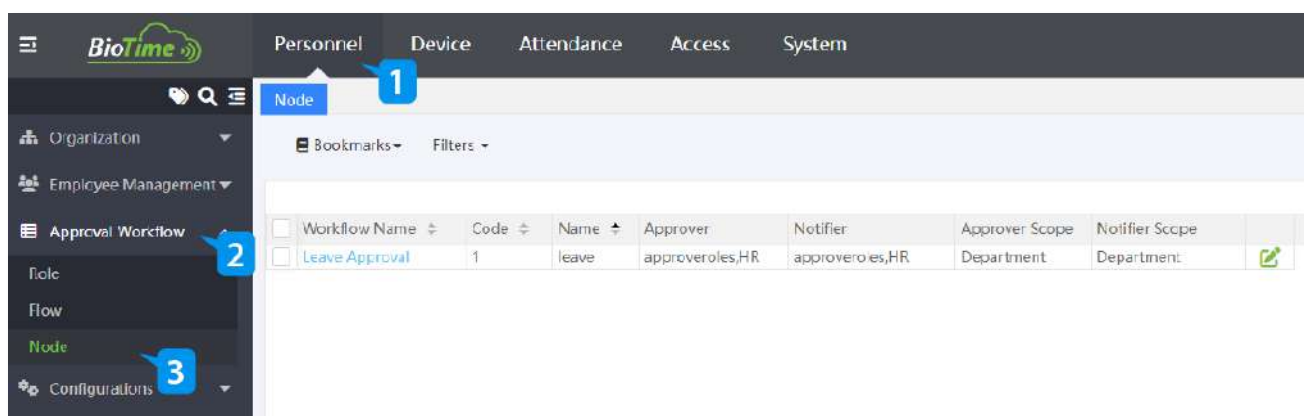
Delete the existing approval Node

- 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.

14.3 Generate the Process Flow

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.

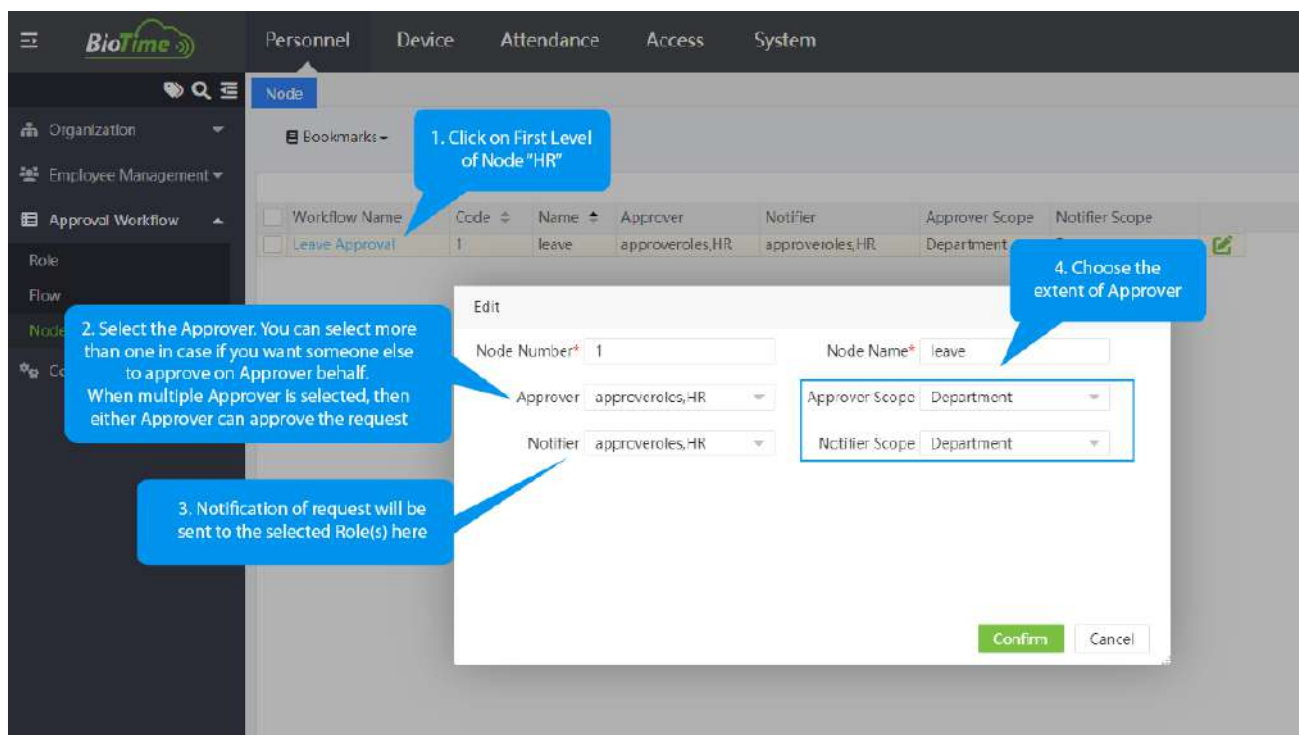
Approver: Displays the Employee's Position of request approval.

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.

15 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.

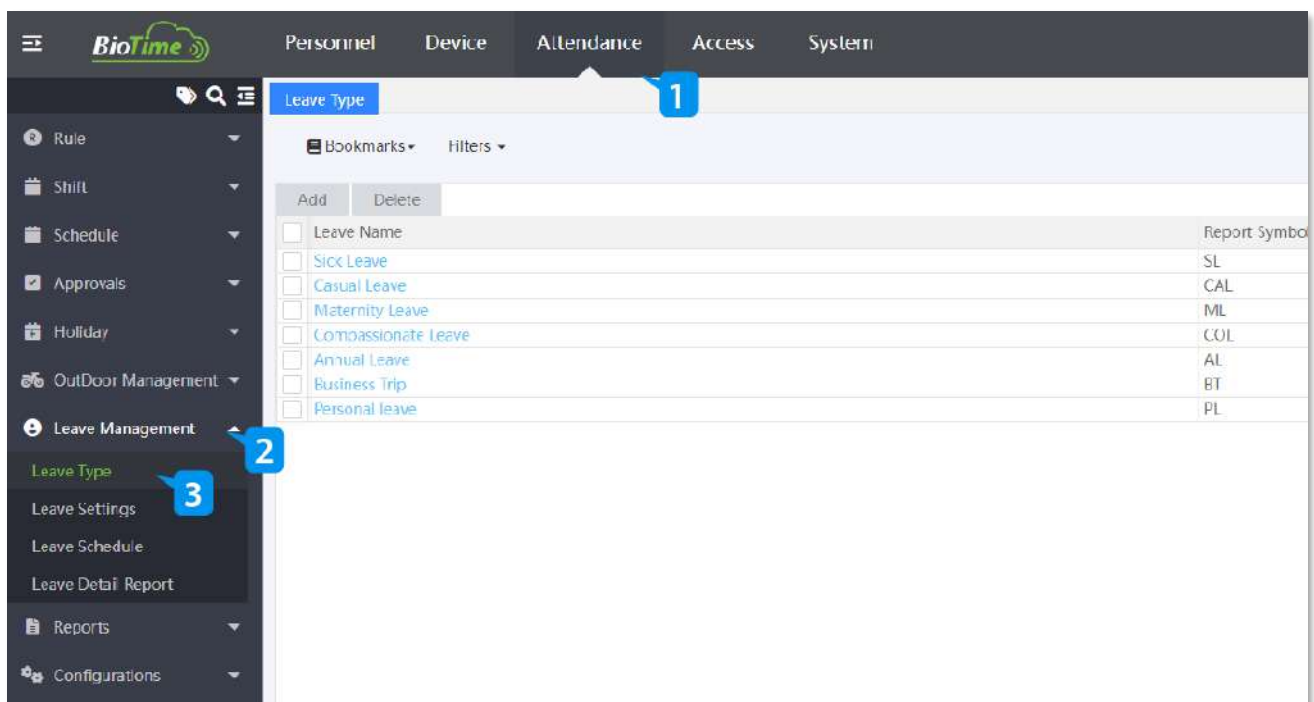
The salient features of Leave Management are:

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

15.1 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:

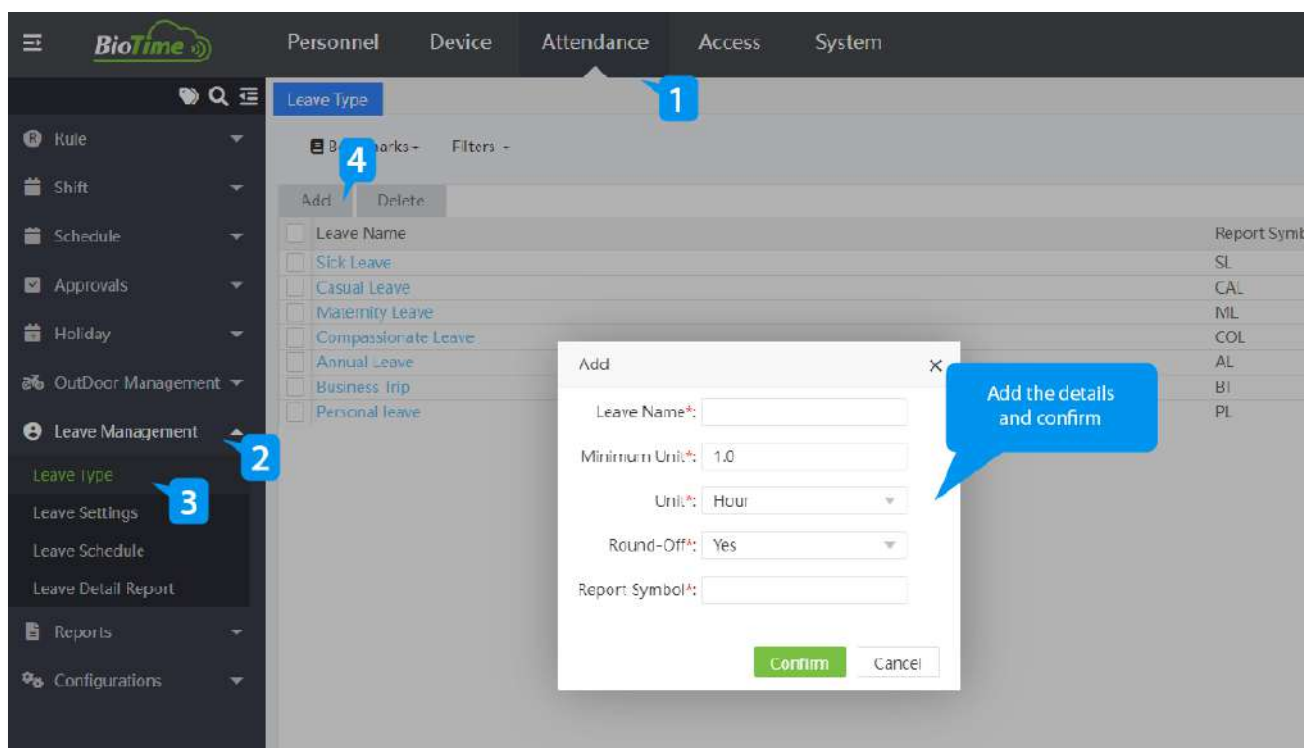
Leave Name: Displays the Name of the leave which will be allotted to the employees.

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 or not 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

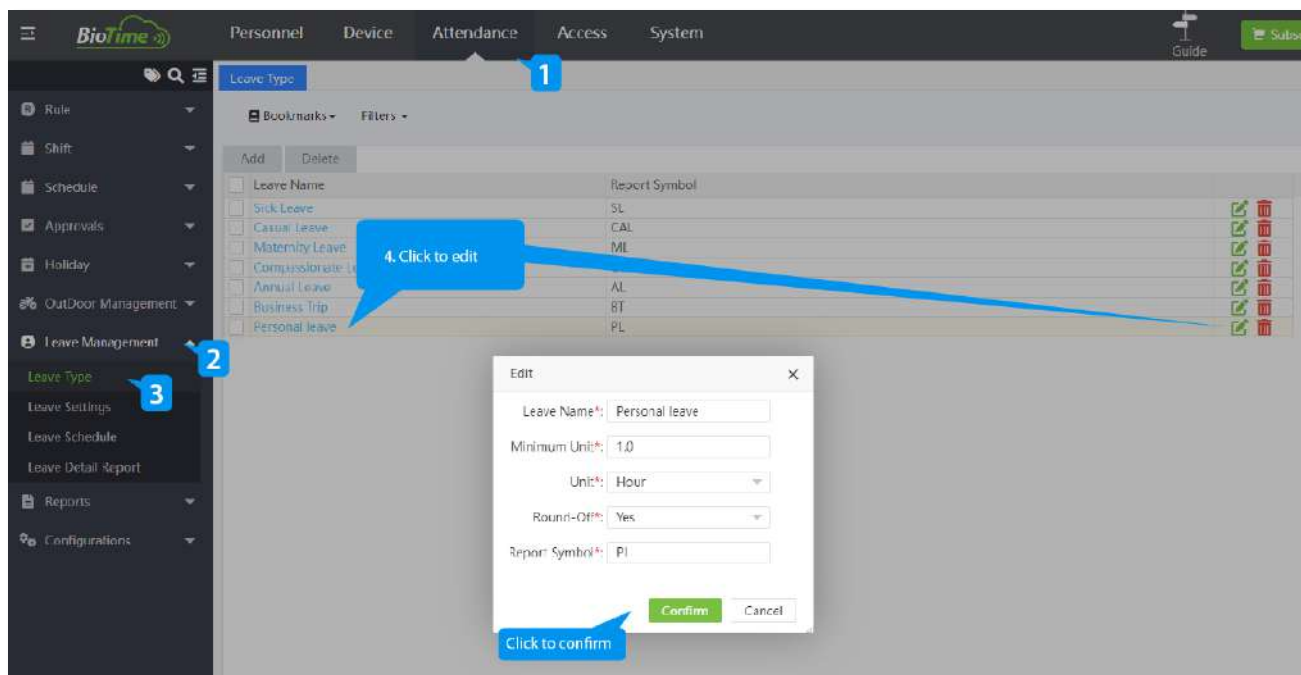
Perform the following steps to edit a leave type:

- Select the Leave Type and click **Delete** or click **del** 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. A window will appear as shown in the below image.



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

15.2 Schedule leaves to employees

Leave Settings

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 Effective
00008	CHRISTINE	-	ACCOUNTS & ADMIN	Position	Yearly	2024-01-01
00044	ROSEANNE	-	DISTRIBUTION	Position	Yearly	2024-01-01
00027	ANAS YOUSEF	-	PROJECT SALES	Position	Yearly	2024-01-01
00034	MOBIN	-	TECHNICAL	Position	Yearly	2024-01-01
00054	DARVISH	-	TECHNICAL	Position	Yearly	2024-01-01
00053	WAYNE	-	Department	Position	Yearly	2024-01-01
00052	BOYKA	-	DISTRIBUTION	Position	Yearly	2024-01-01
00051	NIKITA	-	PROJECT SALES	Position	Yearly	2024-01-01
00050	SHIRE	-	TECHNICAL	Position	Yearly	2024-01-01
00046	FAHEEM	-	TECHNICAL	Position	Yearly	2024-01-01
00045	BENJO	-	PROJECT SALES	Position	Yearly	2024-01-01
00048	NAFIH	-	DISTRIBUTION	Position	Yearly	2024-01-01
00043	VINCE	-	TECHNICAL	Position	Yearly	2024-01-01
00042	IVY	-	DISTRIBUTION	Position	Yearly	2024-01-01
00041	MARV-ANN	-	MARKETING	Position	Yearly	2024-01-01
00039	NOUFAL	-	ACCOUNTS & ADMIN	Position	Yearly	2024-01-01
00038	SIRIL	-	PROJECT SALES	Position	Yearly	2024-01-01
00032	RIVAS AHAMED	-	PROJECT SALES	Position	Yearly	2024-01-01
00031	JULIO DELA	-	WAREHOUSE	Position	Yearly	2024-01-01
00030	JANE	-	TECHNICAL	Position	Yearly	2024-01-01

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.

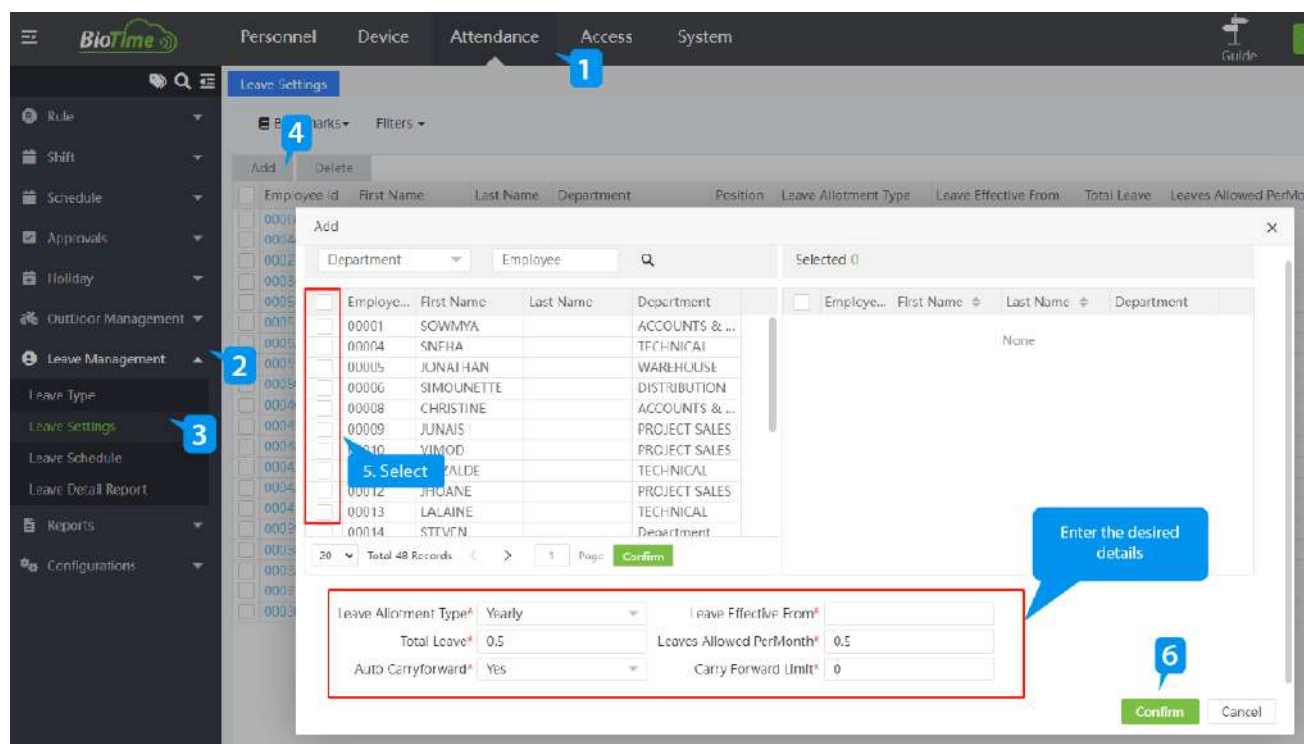
Carry Forward Limit: Displays the number of leaves that an employee can carry forward to next month/year.

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 or not to auto-carry-forward the accumulated leave to next month/year.

Total Days: Enter the total number of leaves.

Leave Effective From: Select the date from which the leaves are effective from.

Maximum allowed leave per month: Enter the maximum number of leaves that an employee can take.

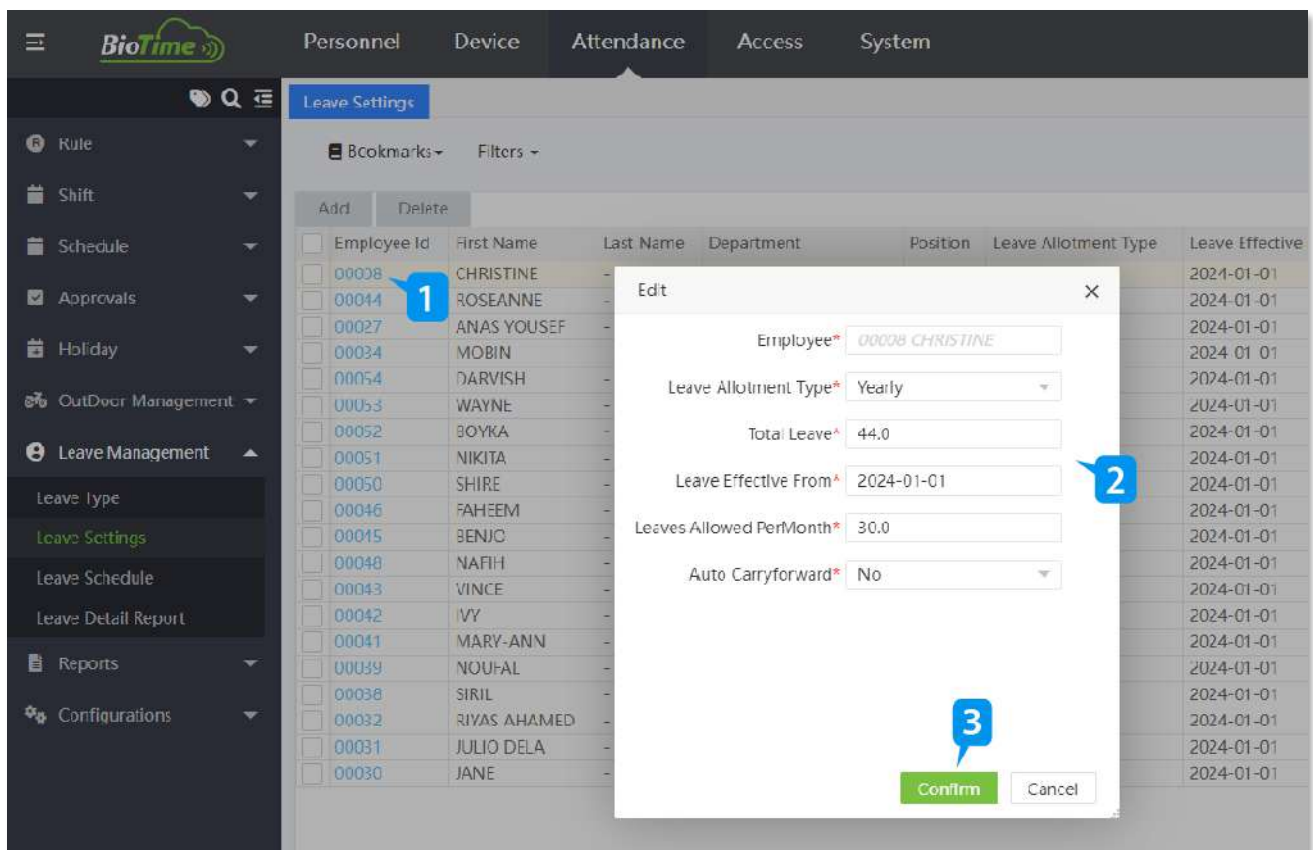
Carry-forward limit: Enter the maximum carry-forward limit.

Click **Confirm** after setting the leave.

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**.

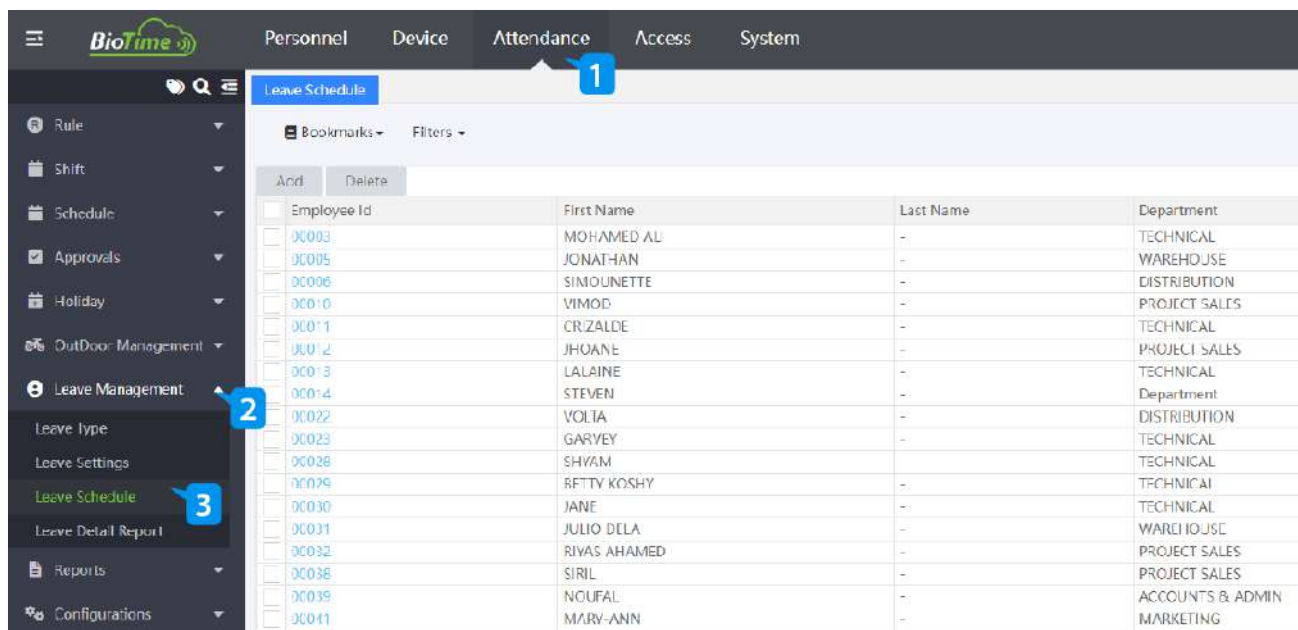
Delete Leave Settings

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.

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.

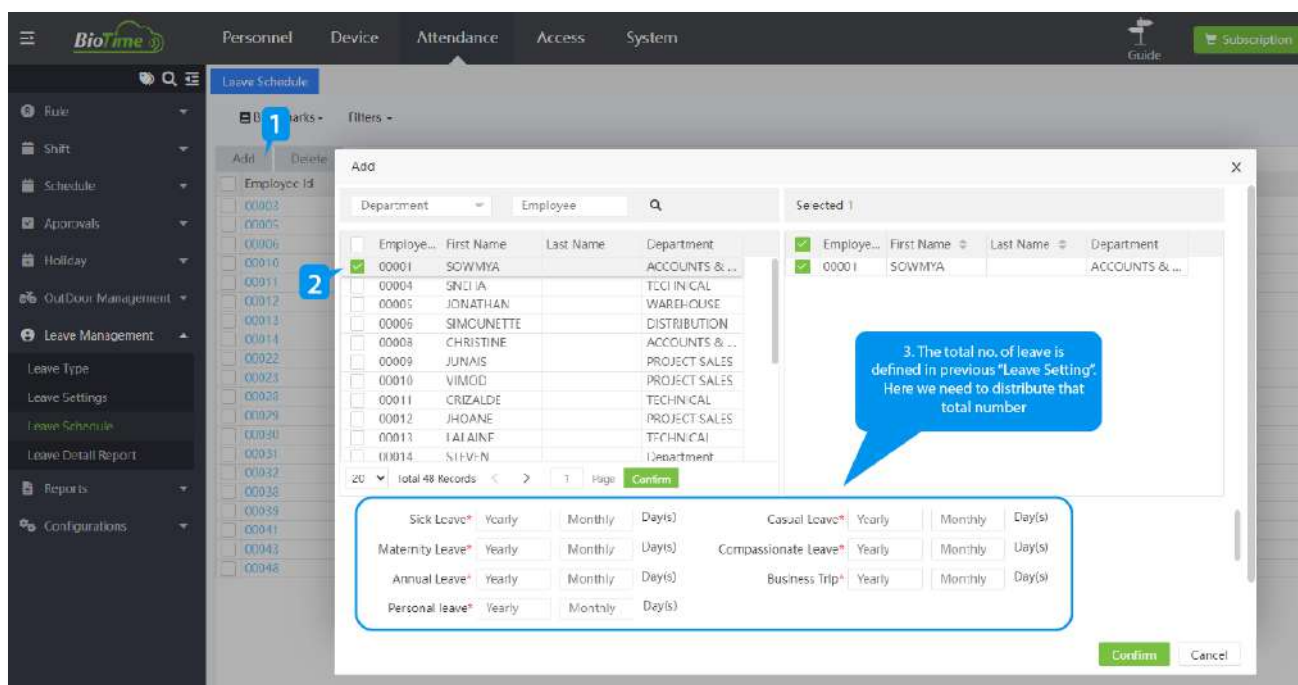


Add a Leave Schedule

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.

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

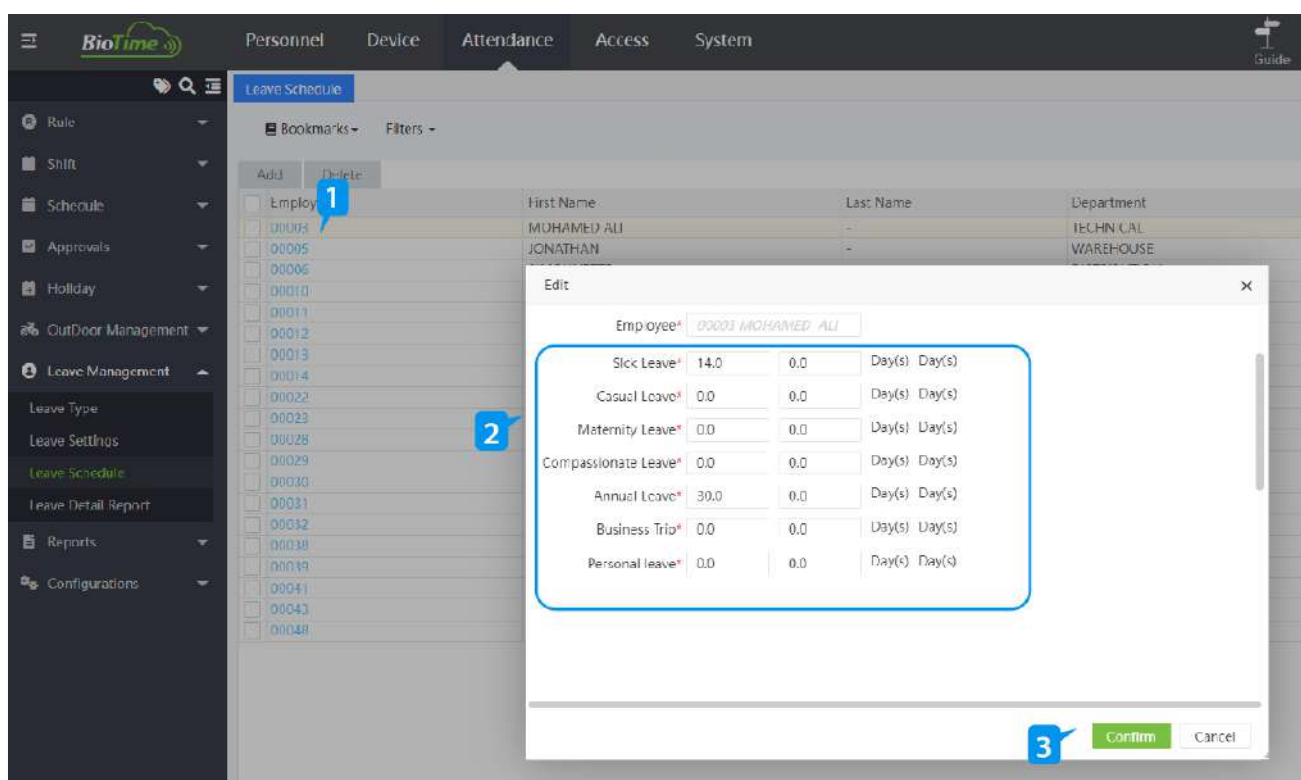
Business Leave: Enter the number of days to be credited as Business Leave.

Click **Confirm** after scheduling the leaves.

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 a Leave Schedule

Perform the following steps to delete the leave schedule:

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

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	Leave Allotment	Leave Effective From	Increment Date	Total Leave	Leaves Allowed	Carry Forward Limit	Leave Used
SNEHA	Yearly	2024-01-01	2025-01-01	88	30	0	43.0
SOWMYA	Yearly	2024-01-01	2025-01-01	40	30	0	6.5
MOHAMED ALI	Yearly	2024-01-01	2025-01-01	44	30	0	26.0
JONATHAN	Yearly	2024-01-01	2025-01-01	45	30	0	22.0
SIMOUNETTE	Yearly	2024-01-01	2025-01-01	39	30	0	1.0
JUNAIS	Yearly	2024-01-01	2025-01-01	35.5	30	0	24.0
VIMOD	Yearly	2024-01-01	2025-01-01	41	30	0	10.5
CRIZALDE	Yearly	2024-01-01	2025-01-01	44	30	0	2.0
JHOANE	Yearly	2024-01-01	2025-01-01	42.5	30	0	30.0
LALAIN	Yearly	2024-01-01	2025-01-01	42.5	30	0	25.0
STEVEN	Yearly	2024-01-01	2025-01-01	45	30	0	0.0
ALDOUS	Yearly	2024-01-01	2025-01-01	44	30	0	28.0
VOLTA	Yearly	2024-01-01	2025-01-01	45	30	0	0.0
GARVEY	Yearly	2024-01-01	2025-01-01	45	30	0	0.0
SHYAM	Yearly	2024-01-01	2025-01-01	44	30	0	3.0
BETTY KOSHY	Yearly	2024-01-01	2025-01-01	43	30	0	7.0
JANE	Yearly	2024-01-01	2025-01-01	45	30	0	0.0
JULIO DELA	Yearly	2024-01-01	2025-01-01	45	30	0	37.0
RIVAS AHAMED	Yearly	2024-01-01	2025-01-01	40	30	0	35.0
SIRIL	Yearly	2024-01-01	2025-01-01	42	30	0	28.0

First Name: The First Name of the employee.

Leave Type: Leave type defined to the employee. It can be Monthly/Early.

Start Date: The Starting date of the Leave Schedule.

End Date: The Ending date of the Leave Schedule.

Total Leave: The total number of leaves allotted to the employees.

Leaves allowed per month: The maximum number of leaves the employee is allowed to take.

Carry forward limit: The maximum number of leaves the employee can carry-forward to next month/year.

Leave consumed: The number of leaves taken by the employee.

Leave balance: The remaining number of leaves for the employee.

16 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, payroll, and other system related reports. This helps in tracking of employees' attendance details, their salary details, and the functions performed by the system users in the application.

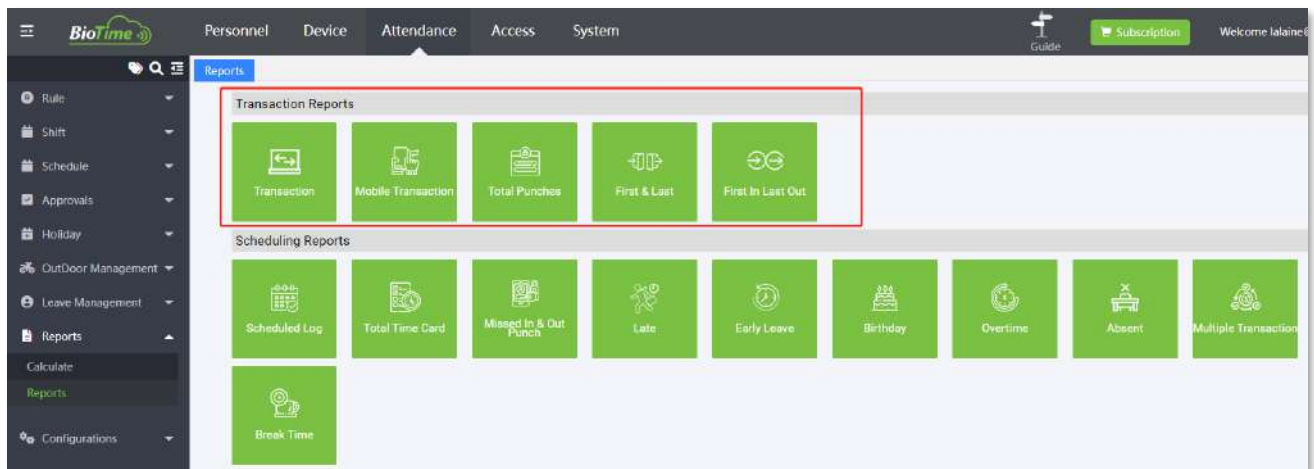
The main features of report generation are:

- Increased timeliness
- Accurate reports without any manual errors
- Greatly improves operational efficiency

16.1 Detailed Attendance Report

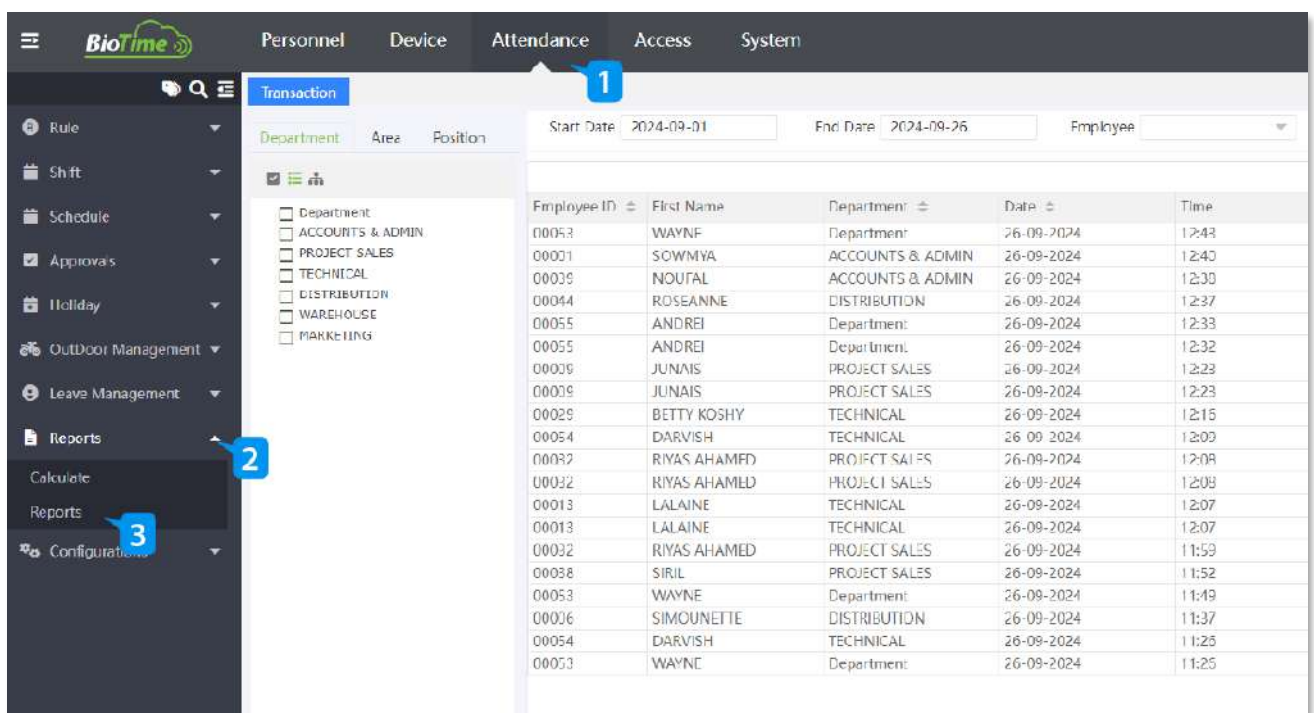
Transaction Report

The Transaction Report displays all the transactions performed by the employees.

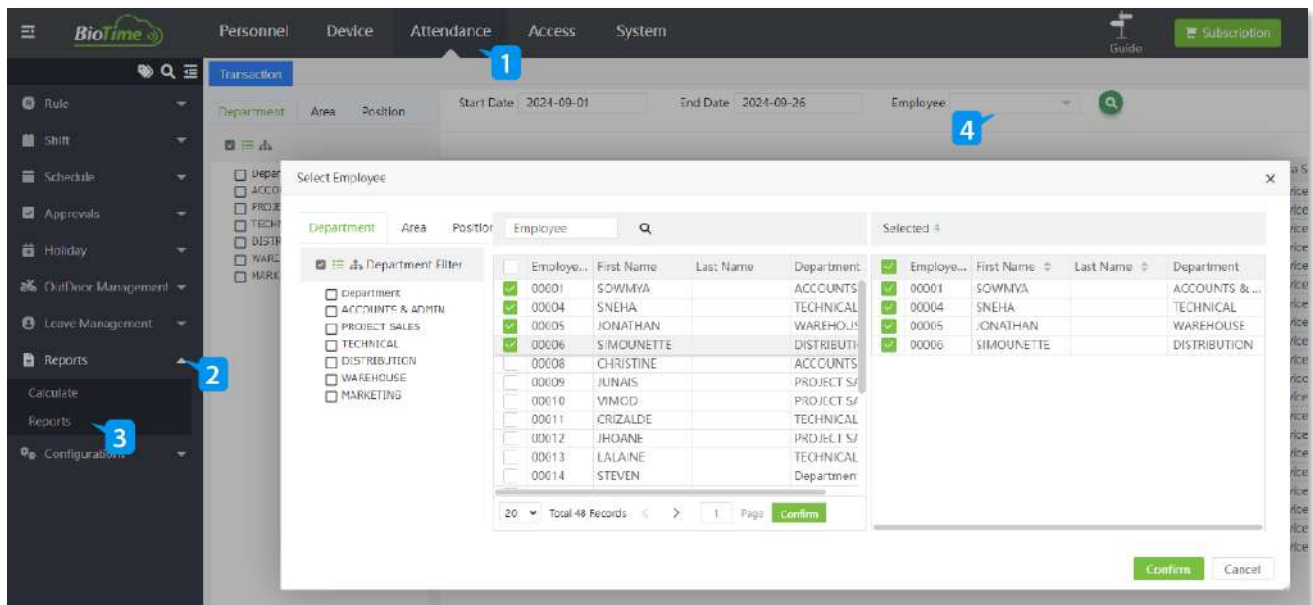


Transaction

The transaction report displays all the transaction details of the employees.



- Select the Department 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						
Department	Area	Position	Start Date	End Date	Employee	
2024-09-01	2024-09-26	SOWMYA, SNEHA				
Employee ID	First Name	Department	Date	Time	Punch State	
00001	SOWMYA	ACCOUNTS & ADMIN	26-09-2024	12:40	Check In	
00006	SIMOUNETTE	DISTRIBUTION	26-09-2024	11:37	Check In	
00001	SOWMYA	ACCOUNTS & ADMIN	26-09-2024	10:53	Check In	
00001	SOWMYA	ACCOUNTS & ADMIN	26-09-2024	09:59	Check In	
00006	SIMOUNETTE	DISTRIBUTION	26-09-2024	09:03	Check In	
00006	SIMOUNETTE	DISTRIBUTION	26-09-2024	09:03	Check In	
00001	SOWMYA	ACCOUNTS & ADMIN	26-09-2024	08:20	Check In	
00001	SOWMYA	ACCOUNTS & ADMIN	26-09-2024	08:20	Check In	
00001	SOWMYA	ACCOUNTS & ADMIN	26-09-2024	08:18	Check In	
00001	SOWMYA	ACCOUNTS & ADMIN	26-09-2024	08:18	Check In	
00005	JONATHAN	WAREHOUSE	26-09-2024	08:16	Check In	
00001	SOWMYA	ACCOUNTS & ADMIN	26-09-2024	08:07	Check In	
00006	SIMOUNETTE	DISTRIBUTION	26-09-2024	07:30	Check In	
00006	SIMOUNETTE	DISTRIBUTION	25-09-2024	17:29	Check In	
00006	SIMOUNETTE	DISTRIBUTION	25-09-2024	17:17	Check In	
00006	SIMOUNETTE	DISTRIBUTION	25-09-2024	17:17	Check In	
00006	SIMOUNETTE	DISTRIBUTION	25-09-2024	16:18	Check In	
00006	SIMOUNETTE	DISTRIBUTION	25-09-2024	14:05	Check In	
00006	SIMOUNETTE	DISTRIBUTION	25-09-2024	14:05	Check In	
00006	SIMOUNETTE	DISTRIBUTION	25-09-2024	10:19	Check In	

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.

Mobile Transaction

Start Date: 2024-09-01 End Date: 2024-09-26 Employee: [Search]

Employee ID	First Name	Department	Date	Time	Punch State
00032	RIYAS AHAMED	PROJECT SALES	26-09-2024	10:18	Check In
00031	JULIO DELA	WAREHOUSE	26-09-2024	08:22	Check In
00005	JONATHAN	WAREHOUSE	26-09-2024	08:16	Check In
00011	CRIZALDE	TECHNICAL	26-09-2024	07:43	Check In
00054	DARVISH	TECHNICAL	26-09-2024	07:34	Check In
00054	DARVISH	TECHNICAL	25-09-2024	21:05	Check Out
00031	JULIO DELA	WAREHOUSE	25-09-2024	18:00	Check Out
00054	DARVISH	TECHNICAL	25-09-2024	13:32	Check In
00054	DARVISH	TECHNICAL	25-09-2024	09:33	Check In
00054	DARVISH	TECHNICAL	25-09-2024	08:39	Check In
00031	JULIO DELA	WAREHOUSE	25-09-2024	08:22	Check In
00005	JONATHAN	WAREHOUSE	25-09-2024	08:01	Check In
00011	CRIZALDE	TECHNICAL	25-09-2024	07:20	Check In
00054	DARVISH	TECHNICAL	25-09-2024	05:51	Check In
00005	JONATHAN	WAREHOUSE	24-09-2024	18:02	Check Out
00031	JULIO DELA	WAREHOUSE	24-09-2024	16:00	Check In
00054	DARVISH	TECHNICAL	24-09-2024	17:33	Check Out
00011	CRIZALDE	TECHNICAL	24-09-2024	17:28	Check Out
00032	RIYAS AHAMED	PROJECT SALES	24-09-2024	12:03	Check In
00054	DARVISH	TECHNICAL	24-09-2024	09:05	Check In

Total Punches

The Total Punches report gives the exact number and time of the punches made by each employee every day.

Total Punches

Start Date: 2024-09-01 End Date: 2024-09-26 Employee: [Search]

Employee ID	First Name	Department	Date	No. of P...	Time
00001	SOWMYA	ACCOUNTS & ADMIN	02-09-2024	10	06:03:13, 08:03:14, 10:39:35, 10:39:36,
00001	SOWMYA	ACCOUNTS & ADMIN	03-09-2024	8	07:57:32, 08:07:53, 08:56:05, 12:04:05,
00001	SOWMYA	ACCOUNTS & ADMIN	04-09-2024	12	08:00:31, 08:00:32, 08:20:44, 08:20:45,
00001	SOWMYA	ACCOUNTS & ADMIN	05-09-2024	11	07:59:28, 08:13:26, 08:13:28, 11:33:59,
00001	SOWMYA	ACCOUNTS & ADMIN	06-09-2024	7	09:13:02, 09:13:03, 09:17:22, 11:50:34,
00001	SOWMYA	ACCOUNTS & ADMIN	10-09-2024	13	08:05:27, 08:05:28, 08:12:15, 08:15:32,
00001	SOWMYA	ACCOUNTS & ADMIN	11-09-2024	12	06:04:43, 08:06:10, 10:46:31, 10:46:32,
00001	SOWMYA	ACCOUNTS & ADMIN	12-09-2024	10	09:37:05, 09:37:06, 09:41:27, 09:41:28,
00001	SOWMYA	ACCOUNTS & ADMIN	13-09-2024	15	06:05:18, 08:11:29, 08:19:32, 08:19:33,
00001	SOWMYA	ACCOUNTS & ADMIN	16-09-2024	9	06:09:00, 08:09:01, 11:04:35, 11:04:36,
00001	SOWMYA	ACCOUNTS & ADMIN	17-09-2024	30	06:10:21, 08:12:10, 08:12:12, 10:15:47,
00001	SOWMYA	ACCOUNTS & ADMIN	18-09-2024	9	06:12:43, 08:12:45, 09:17:13, 09:17:15,
00001	SOWMYA	ACCOUNTS & ADMIN	19-09-2024	10	06:09:02, 08:11:23, 09:43:03, 09:43:09,
00001	SOWMYA	ACCOUNTS & ADMIN	20-09-2024	8	09:18:21, 09:24:16, 12:49:23, 13:06:08,
00001	SOWMYA	ACCOUNTS & ADMIN	23-09-2024	11	06:02:36, 08:02:37, 08:05:27, 08:05:28,
00001	SOWMYA	ACCOUNTS & ADMIN	24-09-2024	10	08:04:03, 08:04:04, 10:09:05, 10:09:07,
00001	SOWMYA	ACCOUNTS & ADMIN	26-09-2024	8	08:07:35, 08:18:30, 08:18:31, 08:20:21,
00005	JONATHAN	WAREHOUSE	16-09-2024	1	06:28:49
00005	JONATHAN	WAREHOUSE	17-09-2024	2	06:16:21, 18:12:08
00005	JONATHAN	WAREHOUSE	18-09-2024	2	06:27:04, 18:02:30

First and Last Report

The first and last report displays the first and last attendance punches made by the employees.

First & Last

Department: ☐ ACCOUNTS & ADMIN ☐ PROJECT SALES ☐ TECHNICAL ☐ DISTRIBUTION ☐ WAREHOUSE ☐ MARKETING

Employee ID	First Name	Department	Date	Weekday	First Punch
00001	SOWMYA	ACCOUNTS & AD...	02-09-2024	Monday	08:03
00001	SOWMYA	ACCOUNTS & AD...	03-09-2024	Tuesday	07:57
00001	SOWMYA	ACCOUNTS & AD...	04-09-2024	Wednesday	08:00
00001	SOWMYA	ACCOUNTS & AD...	05-09-2024	Thursday	07:59
00001	SOWMYA	ACCOUNTS & AD...	06-09-2024	Friday	08:13
00001	SOWMYA	ACCOUNTS & AD...	10-09-2024	Tuesday	08:05
00001	SOWMYA	ACCOUNTS & AD...	11-09-2024	Wednesday	08:04
00001	SOWMYA	ACCOUNTS & AD...	12-09-2024	Thursday	08:37
00001	SOWMYA	ACCOUNTS & AD...	13-09-2024	Friday	08:05
00001	SOWMYA	ACCOUNTS & AD...	16-09-2024	Monday	08:09
00001	SOWMYA	ACCOUNTS & AD...	17-09-2024	Tuesday	08:10
00001	SOWMYA	ACCOUNTS & AD...	18-09-2024	Wednesday	08:12
00001	SOWMYA	ACCOUNTS & AD...	19-09-2024	Thursday	08:09
00001	SOWMYA	ACCOUNTS & AD...	20-09-2024	Friday	09:18
00001	SOWMYA	ACCOUNTS & AD...	23-09-2024	Monday	08:02
00001	SOWMYA	ACCOUNTS & AD...	24-09-2024	Tuesday	08:04
00001	SOWMYA	ACCOUNTS & AD...	26-09-2024	Thursday	08:07
00005	JONATHAN	WAREHOUSE	16-09-2024	Monday	08:28
00005	JONATHAN	WAREHOUSE	17-09-2024	Tuesday	08:16
00005	JONATHAN	WAREHOUSE	18-09-2024	Wednesday	08:27

- 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.

First In Last Out

Department: ☐ ACCOUNTS & ADMIN ☐ PROJECT SALES ☐ TECHNICAL ☐ DISTRIBUTION ☐ WAREHOUSE ☐ MARKETING

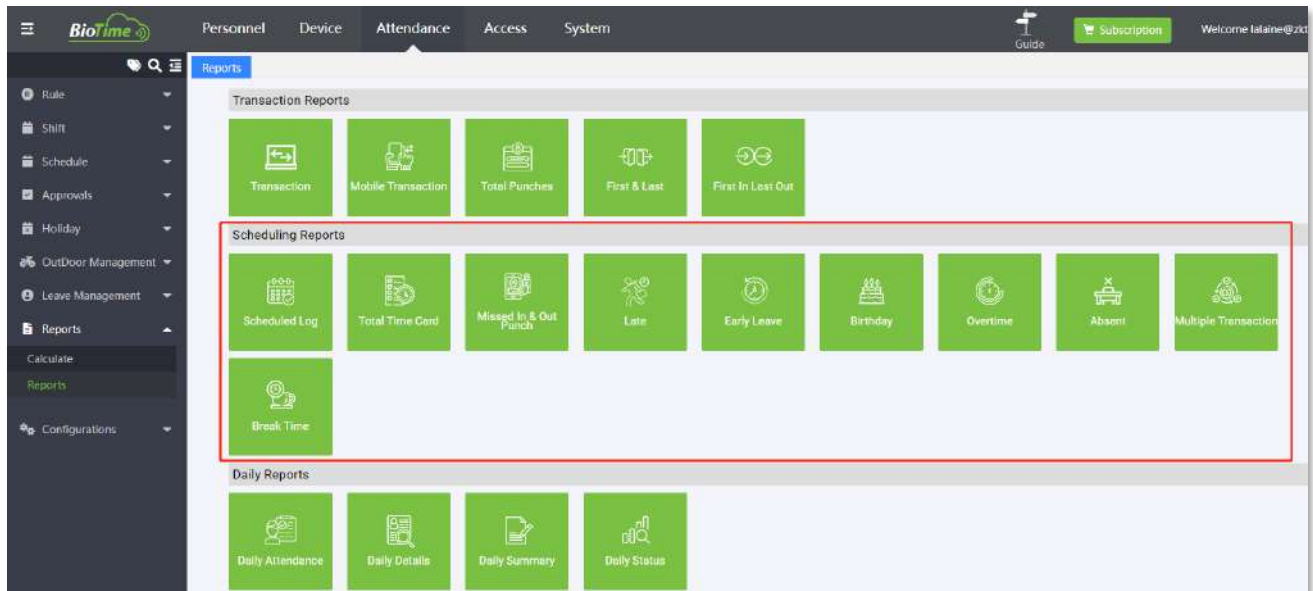
Employee ID	First Name	Department	Date	Weekday	First Check In
00001	SOWMYA	ACCOUNTS & AD...	02-09-2024	Monday	08:03
00001	SOWMYA	ACCOUNTS & AD...	03-09-2024	Tuesday	07:57
00001	SOWMYA	ACCOUNTS & AD...	04-09-2024	Wednesday	08:00
00001	SOWMYA	ACCOUNTS & AD...	05-09-2024	Thursday	07:59
00001	SOWMYA	ACCOUNTS & AD...	06-09-2024	Friday	08:13
00001	SOWMYA	ACCOUNTS & AD...	10-09-2024	Tuesday	08:05
00001	SOWMYA	ACCOUNTS & AD...	11-09-2024	Wednesday	08:04
00001	SOWMYA	ACCOUNTS & AD...	12-09-2024	Thursday	08:37
00001	SOWMYA	ACCOUNTS & AD...	13-09-2024	Friday	08:05
00001	SOWMYA	ACCOUNTS & AD...	16-09-2024	Monday	08:09
00001	SOWMYA	ACCOUNTS & AD...	17-09-2024	Tuesday	08:10
00001	SOWMYA	ACCOUNTS & AD...	18-09-2024	Wednesday	08:12
00001	SOWMYA	ACCOUNTS & AD...	19-09-2024	Thursday	08:09
00001	SOWMYA	ACCOUNTS & AD...	20-09-2024	Friday	09:18
00001	SOWMYA	ACCOUNTS & AD...	23-09-2024	Monday	08:02
00001	SOWMYA	ACCOUNTS & AD...	24-09-2024	Tuesday	08:04
00001	SOWMYA	ACCOUNTS & AD...	26-09-2024	Thursday	08:07
00005	JONATHAN	WAREHOUSE	16-09-2024	Monday	08:28
00005	JONATHAN	WAREHOUSE	17-09-2024	Tuesday	08:16
00005	JONATHAN	WAREHOUSE	18-09-2024	Wednesday	08:27

- 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.

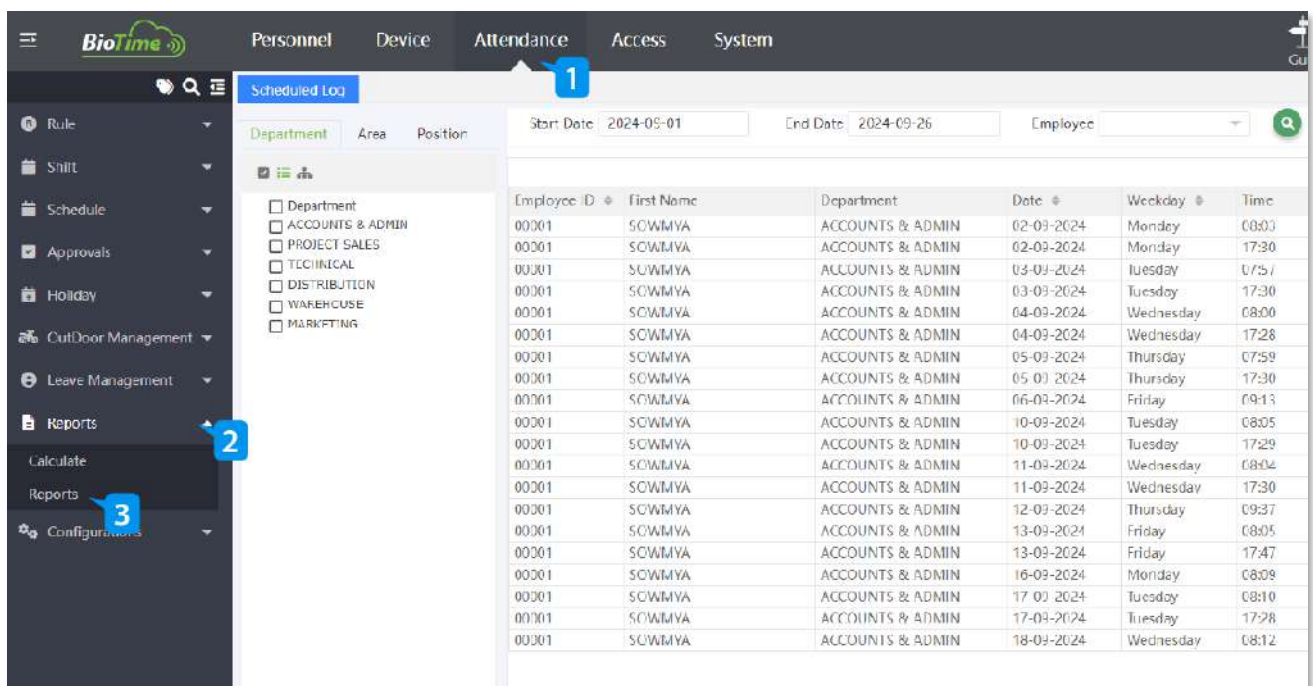
Scheduling Report

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 the department 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.

Employee ID	First Name	Department	Date	Weekday	Timetable	Check In	Check Out	Duty Du...	Work D
00052	BCVKA	DISTRIBUTION	01-09-2024	Sunday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	02-09-2024	Monday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	03-09-2024	Tuesday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	04-09-2024	Wednesday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	05-09-2024	Thursday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	06-09-2024	Friday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	07-09-2024	Saturday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	08-09-2024	Sunday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	09-09-2024	Monday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	10-09-2024	Tuesday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	11-09-2024	Wednesday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	12-09-2024	Thursday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	13-09-2024	Friday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	14-09-2024	Saturday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	15-09-2024	Sunday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	16-09-2024	Monday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	17-09-2024	Tuesday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	18-09-2024	Wednesday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	19-09-2024	Thursday	NEW-TI...	08:00	18:00	10:00	1.0
00052	BCVKA	DISTRIBUTION	20-09-2024	Friday	NEW-TI...	08:00	18:00	10:00	1.0

Missed In & Out Punch

It displays all the attendance exceptions. The procedure to view this report is the same as Schedule Log.

Employee ID	First Name	Department	Timetable	Date
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	01-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	06-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	07-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	08-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	09-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	12-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	14-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	15-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	16-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	21-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	22-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	23-09-2024
00001	SOWMYA	ACCOUNTS & AD...	NEW-TIME	25-09-2024
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	01-09-2024
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	02-09-2024
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	03-09-2024
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	04-09-2024
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	05-09-2024
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	06-09-2024
00003	MOHAMED ALI	TECHNICAL	NEW-TIME	07-09-2024

Late

The list displays the late arrival time of the employees. The procedure to view the late report is the same as Schedule Log.

1 Late

Start Date: 2024-09-01 End Date: 2024-09-26 Employee: [Search]

Employee ID	First Name	Department	Date	Weekday	Timetable	Check In	Check Out
00031	JULIO DELA	WAREHOUSE	02-09-2024	Monday	NEW-TIME	08:00	18:00
00009	JUNAIS	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00
00012	JHOANE	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00
00039	NOUFAL	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00
00001	SOWMYA	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00
00011	CRIZALDE	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00029	BETTY KOSHY	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00028	SHYAM	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00034	MOBIN	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00051	NIKITA	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00
00012	JHOANE	PROJECT SALES	03-09-2024	Tuesday	NEW-TIME	08:00	18:00
00011	CRIZALDE	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00
00051	NIKITA	PROJECT SALES	03-09-2024	Tuesday	NEW-TIME	08:00	18:00
00009	JUNAIS	PROJECT SALES	03-09-2024	Tuesday	NEW-TIME	08:00	18:00
00028	SHYAM	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00
00039	NOUFAL	ACCOUNTS & AD...	03-09-2024	Tuesday	NEW-TIME	08:00	18:00
00053	WAYNE	Department	03-09-2024	Tuesday	NEW-TIME	08:00	18:00
00031	JULIO DELA	WAREHOUSE	03-09-2024	Tuesday	NEW-TIME	08:00	18:00
00054	DARVISH	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00
00034	MOBIN	TECHNICAL	03-09-2024	Tuesday	NEW-TIME	08:00	18:00

2 Reports

3 Configure

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.

1 Early Leave

Start Date: 2024-09-01 End Date: 2024-09-26 Employee: [Search]

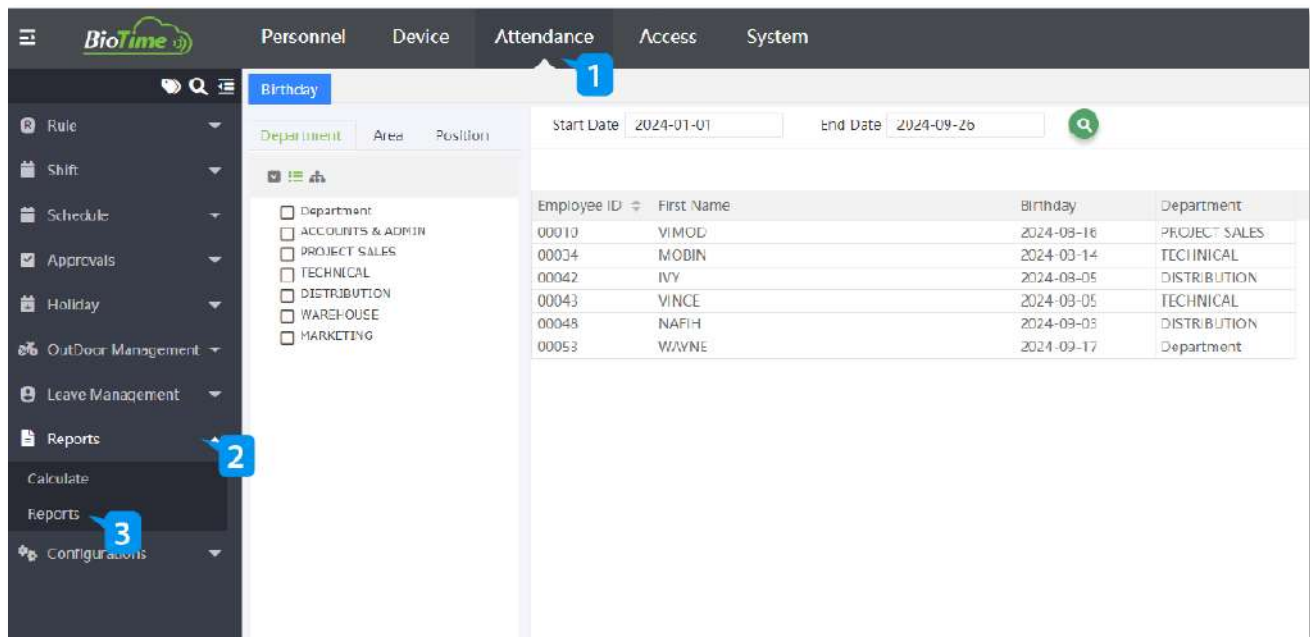
Employee ID	First Name	Department	Date	Weekday	Timetable	Check In	Check Out
00044	ROSEANNE	DISTRIBUTION	02-09-2024	Monday	NEW-TIME	08:00	18:00
00029	BETTY KOSHY	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00054	DARVISH	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00000	CHRISTINE	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00
00034	MOBIN	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00009	JUNAIS	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00
00039	NOUFAL	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00
00053	WAYNE	Department	02-09-2024	Monday	NEW-TIME	08:00	18:00
00028	SHYAM	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00001	SOWMYA	ACCOUNTS & AD...	02-09-2024	Monday	NEW-TIME	08:00	18:00
00011	CRIZALDE	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00012	JHOANE	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00
00038	SIRIL	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00
00041	MARY ANIN	MARKETING	02-09-2024	Monday	NEW-TIME	08:00	18:00
00013	LALAIN	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00027	ANAS YOUSEF	PROJECT SALES	02-09-2024	Monday	NEW-TIME	08:00	18:00
00006	SIMOUNETTE	DISTRIBUTION	02-09-2024	Monday	NEW-TIME	08:00	18:00
00020	ALDOUS	DISTRIBUTION	02-09-2024	Monday	NEW-TIME	08:00	18:00
00046	FAHEEM	TECHNICAL	02-09-2024	Monday	NEW-TIME	08:00	18:00
00006	SIMOUNETTE	DISTRIBUTION	03-09-2024	Tuesday	NEW-TIME	08:00	18:00

2 Reports

3 Configure

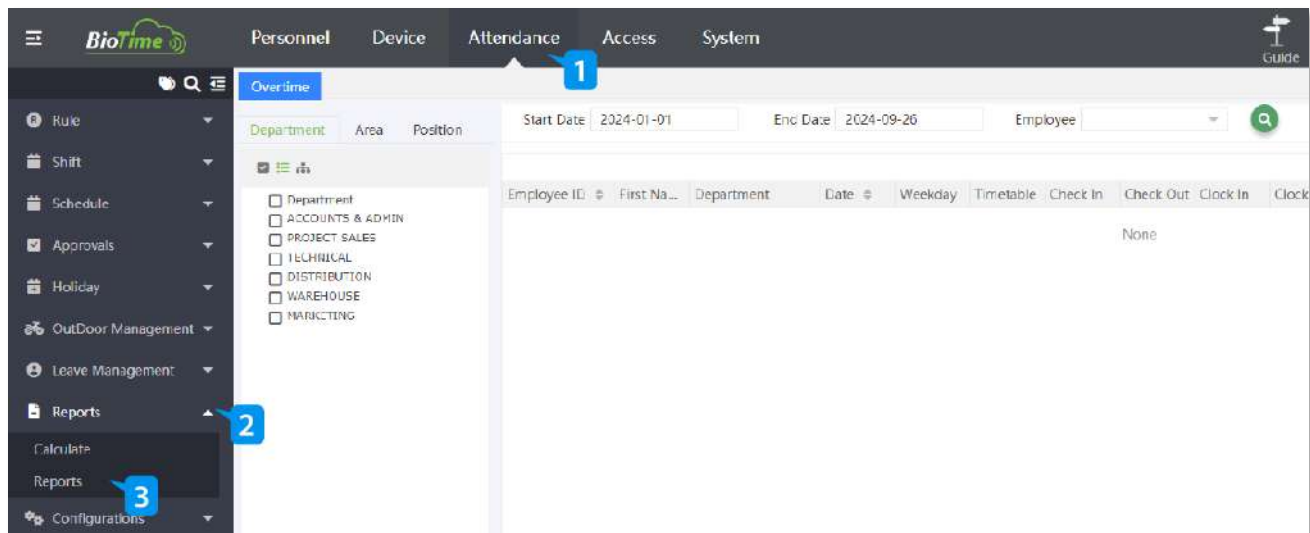
Birthday

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.

Absent

Department: Area: Position: Start Date: 2024-09-01 End Date: 2024-09-25 Employee: [Dropdown]

Employee ID	First Name	Department	Date	Weekday	Timetable	Check In	Check Out	Clock
00100		Department	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
222		Department	01-09-2...	Sunday	General T...	09:00	18:00	
00027	ANAS YO...	PROJECT SALES	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00036	SIMOUN...	DISTRIBUTION	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00028	SHYAM	TECH-NICAL	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
9999	admin	Department	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00034	SNEHA	TECHNICAL	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00020	ALDOUS	DISTRIBUTION	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00031	ILIJAH DE	WAREHOUSE	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00030	JANE	TECH-NICAL	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00012	JHOANE	PROJECT SALES	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00011	CRIZALDE	TECH-NICAL	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00013	LALAIN	TECH-NICAL	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
16	RAY	DISTRIBUTION	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00022	VOLTA	DISTRIBUTION	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00041	MARY-AL...	MARKETING	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00046	FAHEEM	TECHNICAL	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00031	SOWMYA	ACCOUNTS & AD...	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00038	SIRIL	PROJECT SALES	01-09-2...	Sunday	NEW-TIME	08:00	18:00	
00039	NOUFAL	ACCOUNTS & AD...	01-09-2...	Sunday	NEW-TIME	08:00	18:00	

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.

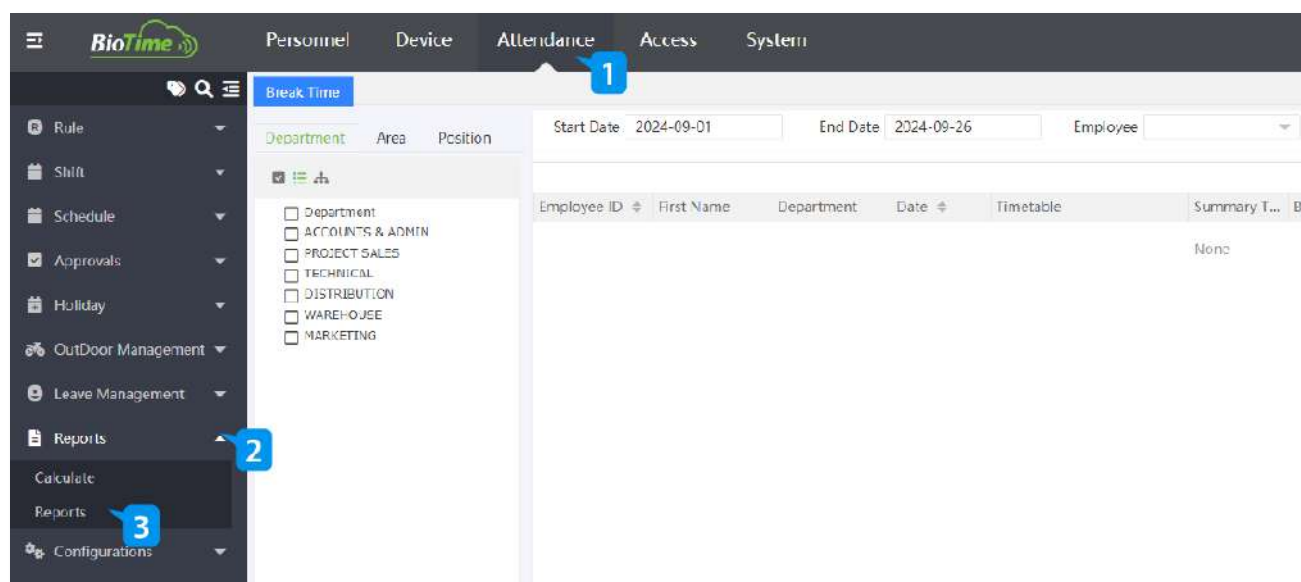
Multiple Transaction

Department: Area: Position: Start Date: 2024-09-01 End Date: 2024-09-26 Employee: [Dropdown]

Employee ID	First Name	Department	Date	Timetable	Summary Time	Clock In	Clock Out	Total Time
00001	SOWMYA	ACCOUNTS & ...	02-09-2024	NEW-TIME	10:00	08:03	17:30	09:27
00001	SOWMYA	ACCOUNTS & ...	03-09-2024	NEW-TIME	10:00	07:57	17:30	09:33
00001	SOWMYA	ACCOUNTS & ...	04-09-2024	NEW-TIME	10:00	08:00	17:28	09:28
00001	SOWMYA	ACCOUNTS & ...	05-09-2024	NEW-TIME	10:00	07:59	17:30	09:31
00001	SOWMYA	ACCOUNTS & ...	06-09-2024	NEW-TIME	10:00	08:13		10:00
00001	SOWMYA	ACCOUNTS & ...	10-09-2024	NEW-TIME	10:00	08:05	17:29	09:24
00001	SOWMYA	ACCOUNTS & ...	11-09-2024	NEW-TIME	10:00	08:04	17:30	09:26
00001	SOWMYA	ACCOUNTS & ...	12-09-2024	NEW-TIME	10:00	09:37		10:00
00001	SOWMYA	ACCOUNTS & ...	13-09-2024	NEW-TIME	10:00	08:05	17:47	09:42
00001	SOWMYA	ACCOUNTS & ...	15-09-2024	NEW-TIME	10:00	08:09		10:00
00001	SOWMYA	ACCOUNTS & ...	17-09-2024	NEW-TIME	10:00	08:10	17:28	09:18
00001	SOWMYA	ACCOUNTS & ...	18-09-2024	NEW-TIME	10:00	08:17	17:30	09:18
00001	SOWMYA	ACCOUNTS & ...	19-09-2024	NEW-TIME	10:00	08:09	17:29	09:20
00001	SOWMYA	ACCOUNTS & ...	20-09-2024	NEW-TIME	10:00	09:18	17:31	08:13
00001	SOWMYA	ACCOUNTS & ...	23-09-2024	NEW-TIME	10:00	08:02		10:00
00001	SOWMYA	ACCOUNTS & ...	24-09-2024	NEW-TIME	10:00	08:04	17:33	09:29
00005	JONATHAN	WAREHOUSE	15-09-2024	NEW-TIME	10:00	08:28		10:00
00005	JONATHAN	WAREHOUSE	17-09-2024	NEW-TIME	10:00	08:16	18:12	09:56
00005	JONATHAN	WAREHOUSE	18-09-2024	NEW-TIME	10:00	08:27	18:02	09:35
00005	JONATHAN	WAREHOUSE	19-09-2024	NEW-TIME	10:00	08:01		10:00

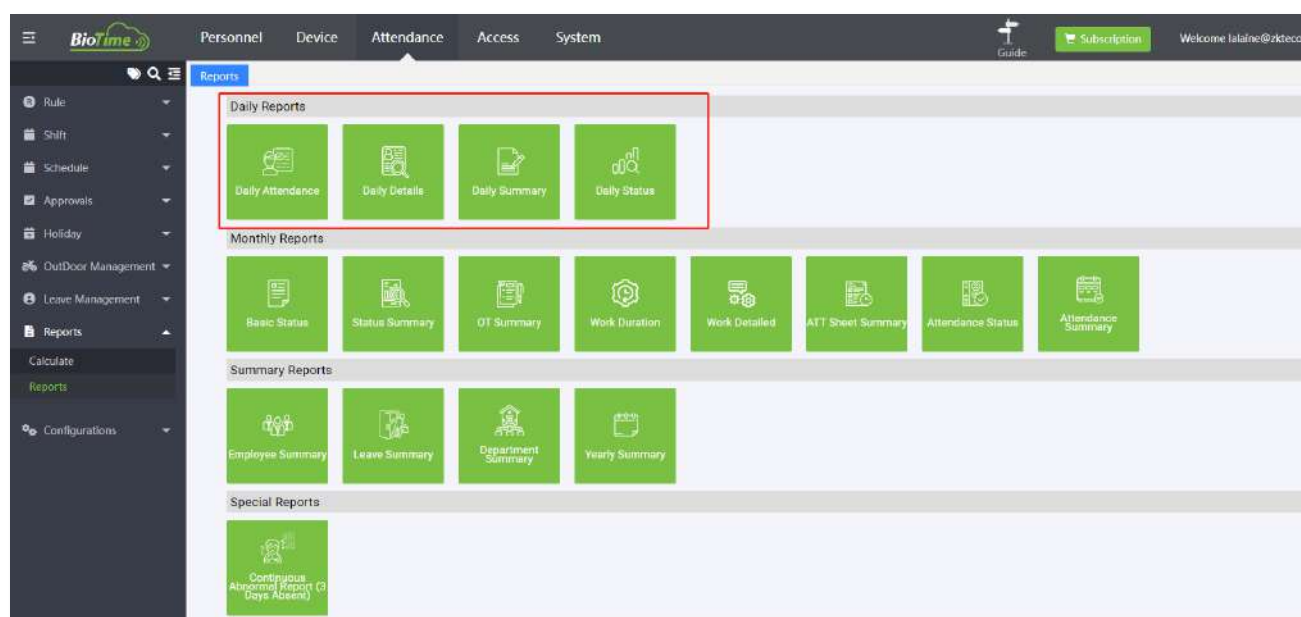
Break Time

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.



Daily Reports

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.

Daily Attendance

Start Date: 2024-09-01 End Date: 2024-09-26 Employee: [Dropdown]

Employee ID	First Name	Department	Date	Timetable	Duration	Clock in	Clock Out	Actual WT
00052	BOYKA	DISTRIBUTION	01-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	02-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	03-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	04-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	05-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	06-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	07-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	08-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	09-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	10-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	11-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	12-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	13-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	14-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	15-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	16-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	17-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	18-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	19-09-2024	NEW-TL...	10:00			
00052	BOYKA	DISTRIBUTION	20-09-2024	NEW-TL...	10:00			

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.

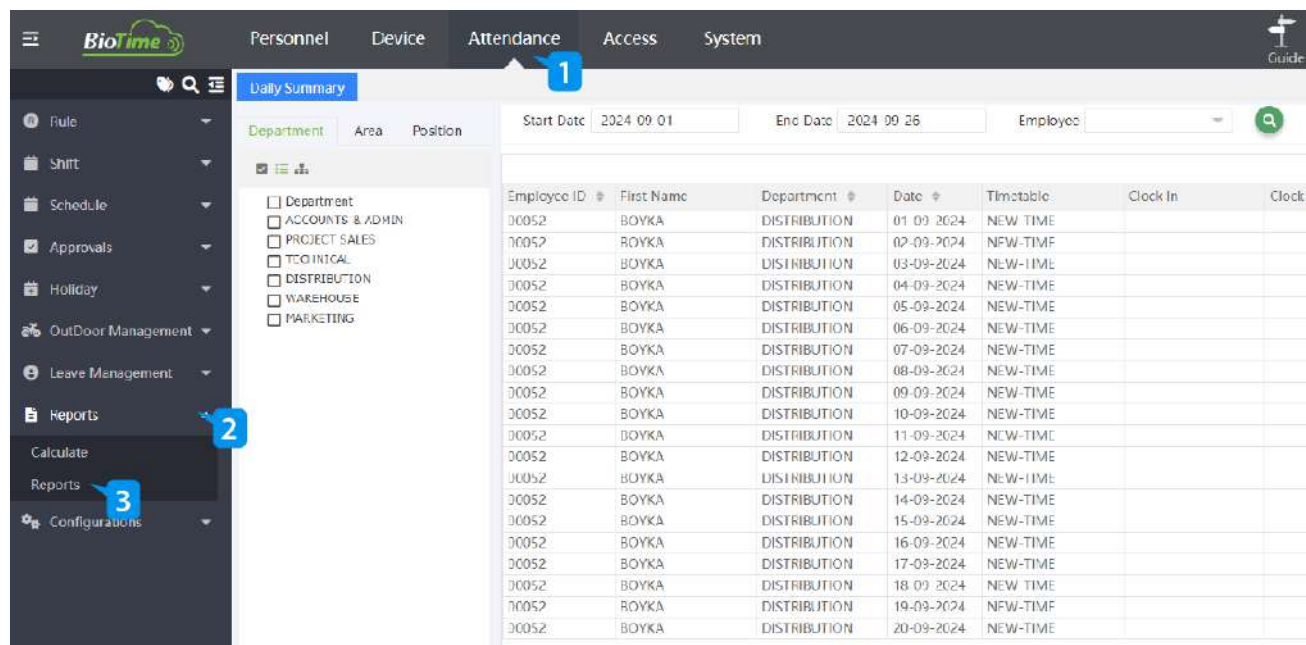
Daily Details

Start Date: 2024-09-01 End Date: 2024-09-26 Employee: [Dropdown]

Employee ID	First Name	Department	Date	Timetable	Duration	Check in	Check Out	Clock in
00052	BOYKA	DISTRIBUTION	01-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	02-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	03-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	04-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	05-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	06-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	07-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	08-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	09-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	10-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	11-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	12-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	13-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	14-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	15-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	16-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	17-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	18-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	19-09-2024	NEW-TL...	10:00	08:00	18:00	
00052	BOYKA	DISTRIBUTION	20-09-2024	NEW-TL...	10:00	08:00	18:00	

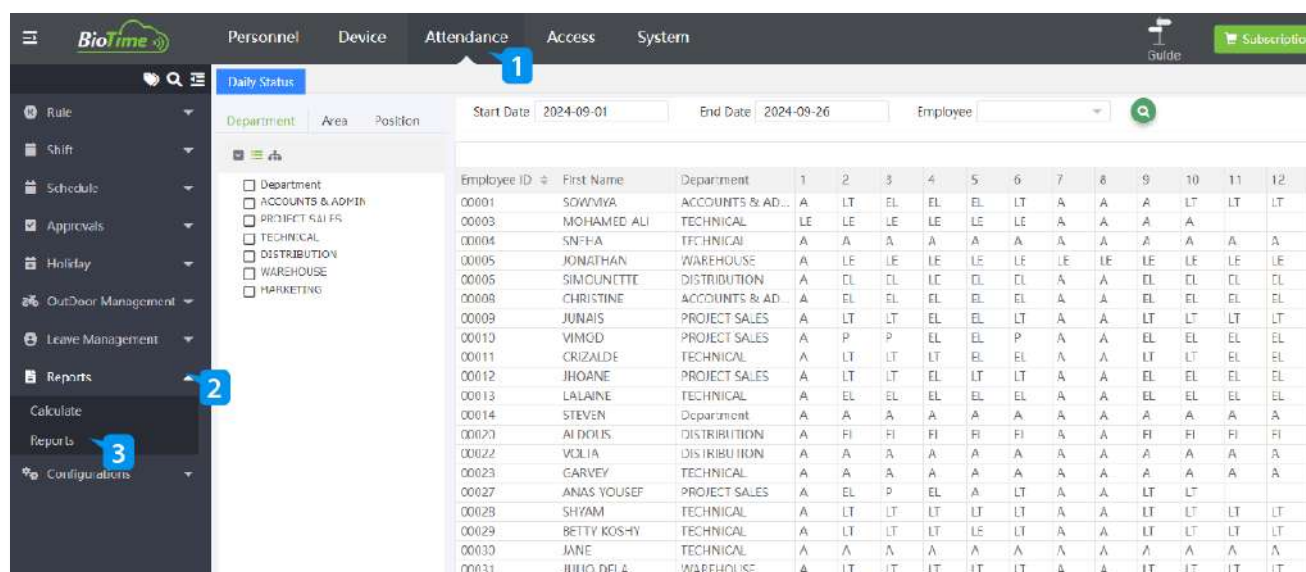
Daily Summary

The Daily Summary Report gives the details of actual clock-in, clock-out, and total worked hours of the employee.



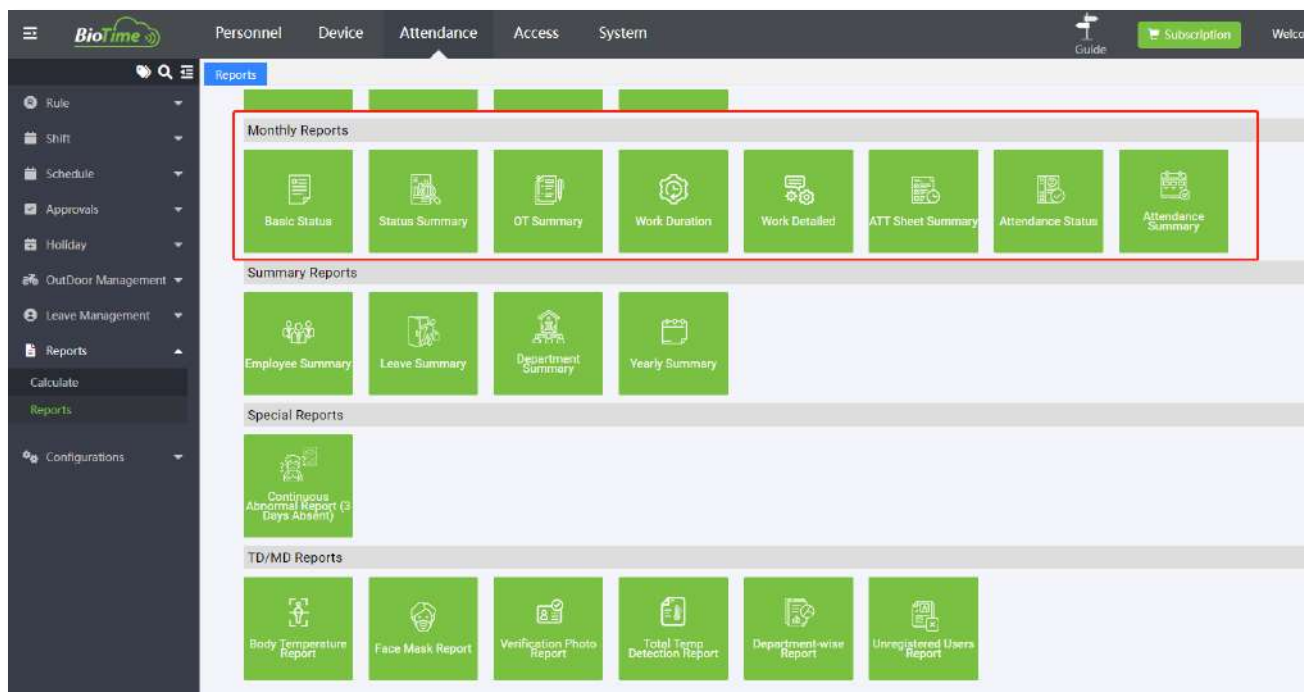
Daily Status

The Daily Attendance Status of employees gives the present, absent, half-a-day, and so on for each day



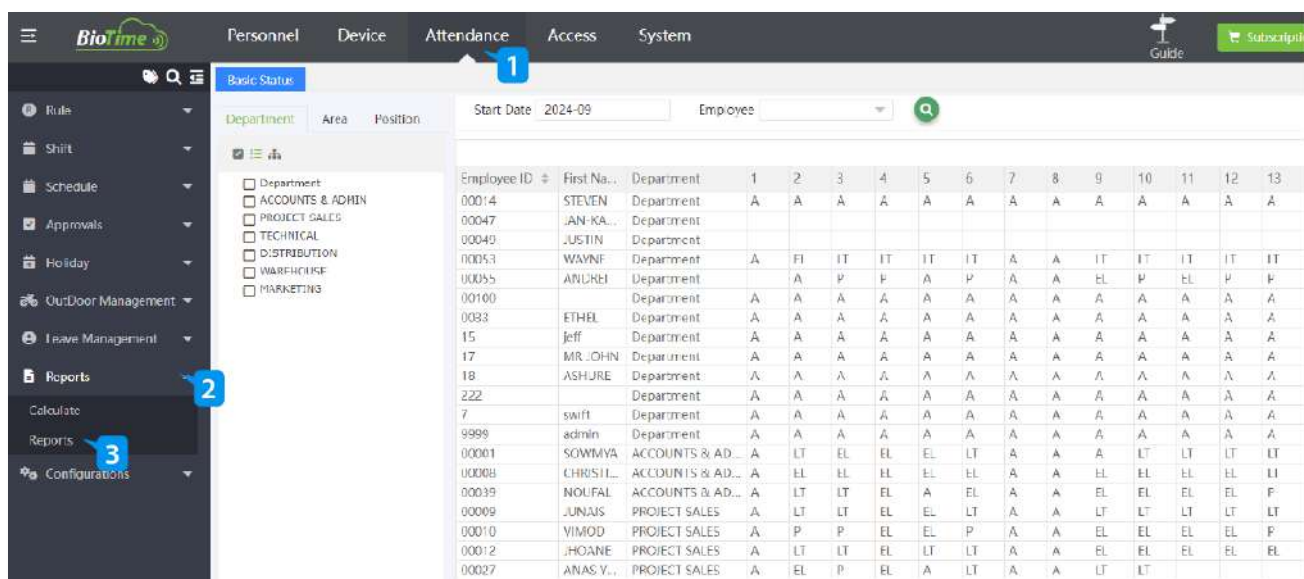
Monthly Report

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.



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.

1

Attendance

2

Reports

3

Reports

Status Summary

Department

Area

Position

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

Start Date

2024-09

Employee

Employee ID	First Name	Department	F	A	HL	HP	WO	WC
00C14	STEVEN	Department		25				
00C47	JAN-KARLUS	Department		1				
00C49	JUSTIN	Department		1				
00C53	WAYNE	Department	17	10				
00C55	ANDREI	Department	16	8				
00100		Department		25				
0033	ETHEL	Department		25				
15	Jeff	Department		25				
17	MR JOHN	Department		25				
18	ASHURE	Department		25				
222		Department		25				
7	swift	Department		25				
9999	admin	Department		25				
00C01	SOWMYA	ACCOUNTS & AD...	16	9				
00C08	CHRISTINE	ACCOUNTS & AD...	17	8				
00C39	NOJFAL	ACCOUNTS & AD...	17	8				
00C09	JUNAIS	PROJECT SALES	16	9				
00C10	VIMOD	PROJECT SALES	18	7				
00C12	JHOANE	PROJECT SALES	18	7				
00C27	ANAS YOUSEF	PROJECT SALES	6	4				

OT Summary

The Overtime Summary Report displays the overtime hours worked by the employees.

1

Attendance

2

Reports

3

Reports

OT Summary

Department

Area

Position

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

Start Date

2024-09

Employee

Employee ID	First Name	Department	1 S	2 M	3 T	4 W	5 Th	6 F	7 St	8 S	9 M	10
00001	SOWMYA	ACCOUNTS & AD...										
00003	MOHA...	TECHNICAL										
00004	SNEHA	TECHNICAL										
00005	JONATH...	WAREHOUSE										
00006	SIMOU...	DISTRIBUTION										
00008	CHRISTI...	ACCOUNTS & AD...										
00009	JUNAIS	PROJECT SALES										
00010	VIMOD	PROJECT SALES										
00011	CRIZALDE	TECHNICAL										
00012	JHOANE	PROJECT SALES										
00013	LALAIN	TECHNICAL										
00014	STEVEN	Department										
00020	ALDOUS	DISTRIBUTION										
00022	VOLTA	DISTRIBUTION										
00023	GARUFY	TECHNICAL										
00027	ANAS Y...	PROJECT SALES										
00028	SIYAM	TECHNICAL										
00029	BETTY K...	TECHNICAL										
00030	JANE	TECHNICAL										
00031	JULIO D...	WAREHOUSE										

Work Duration

The Work Duration Report gives the details of attendance status, Clock-in time, Clock-out time and the total worked hours.

Employee ID	First Name	Department	Type	1	2	3	4	5	6	7	8	9
00014	STEVEN	Department	Status	A	A	A	A	A	A	A	A	A
00014	STEVEN	Department	Clock In									
00014	STEVEN	Department	Clock Out									
00014	STEVEN	Department	Total W...									
00047	JAN-KA...	Department	Status									
00047	JAN-KA...	Department	Clock In									
00047	JAN-KA...	Department	Clock Out									
00047	JAN-KA...	Department	Total W...									
00049	JUSTIN	Department	Status									
00049	JUSTIN	Department	Clock In									
00049	JUSTIN	Department	Clock Out									
00049	JUSTIN	Department	Total W...									
00053	WAYNE	Department	Status	A	P	P	P	P	P	A	A	P
00053	WAYNE	Department	Clock In			08:01	08:04	08:06	08:07			08:17
00053	WAYNE	Department	Clock Out		17:18	17:23	17:23	17:34	17:34			17:16
00053	WAYNE	Department	Total W...		09:18	09:22	09:19	09:52	09:27			09:09
00055	ANDREI	Department	Status		P	P	A	P	A	A		P
00055	ANDREI	Department	Clock In			08:00	08:04	08:07				
00055	ANDREI	Department	Clock Out									17:19
00055	ANDREI	Department	Total W...			09:00	09:00	09:00				08:19

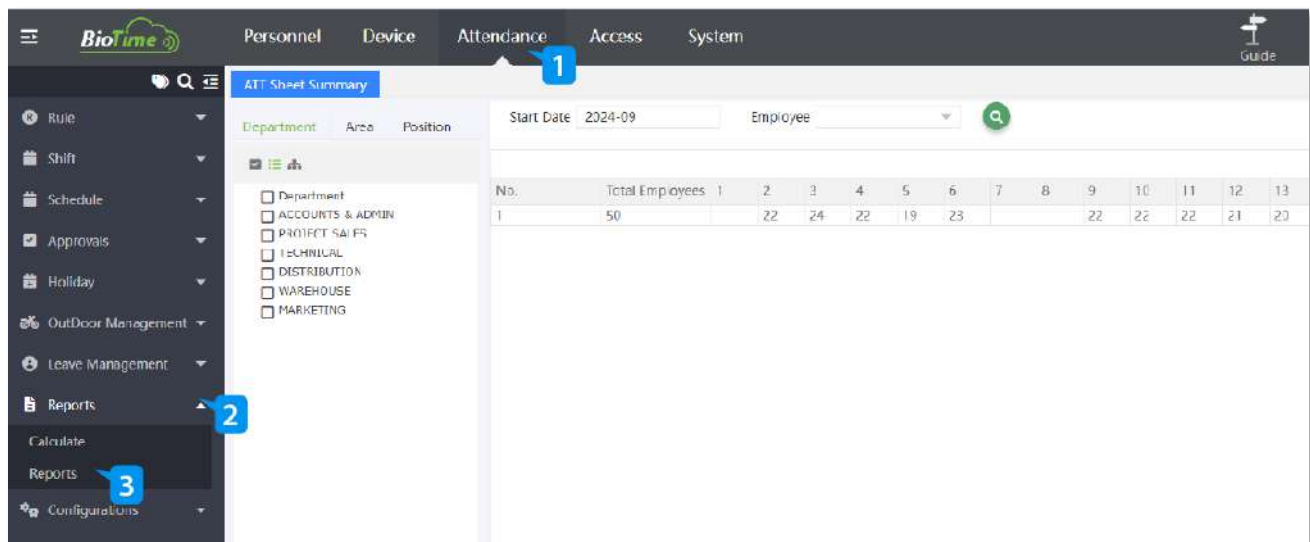
Work Detail Report

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.

Employee ID	First Name	Department	Type	1	2	3	4	5	6	7	8
00014	STEVEN	Department	Status	A	A	A	A	A	A	A	A
00014	STEVEN	Department	Clock In								
00014	STEVEN	Department	Clock Out								
00014	STEVEN	Department	Total W...								
00014	STEVEN	Department	Late								
00014	STEVEN	Department	Early Le...								
00014	STEVEN	Department	Overtime								
00014	STEVEN	Department	Timetable	NE...	NE...	NE...	NE...	NE...	NE...	NE...	NE...
00047	JAN-KA...	Department	Status								
00047	JAN-KA...	Department	Clock In								
00047	JAN-KA...	Department	Clock Out								
00047	JAN-KA...	Department	Total W...								
00047	JAN-KA...	Department	Late								
00047	JAN-KA...	Department	Early Le...								
00047	JAN-KA...	Department	Overtime								
00047	JAN-KA...	Department	Timetable								
00049	JUSTIN	Department	Status								
00049	JUSTIN	Department	Clock In								
00049	JUSTIN	Department	Clock Out								
00049	JUSTIN	Department	Total W...								

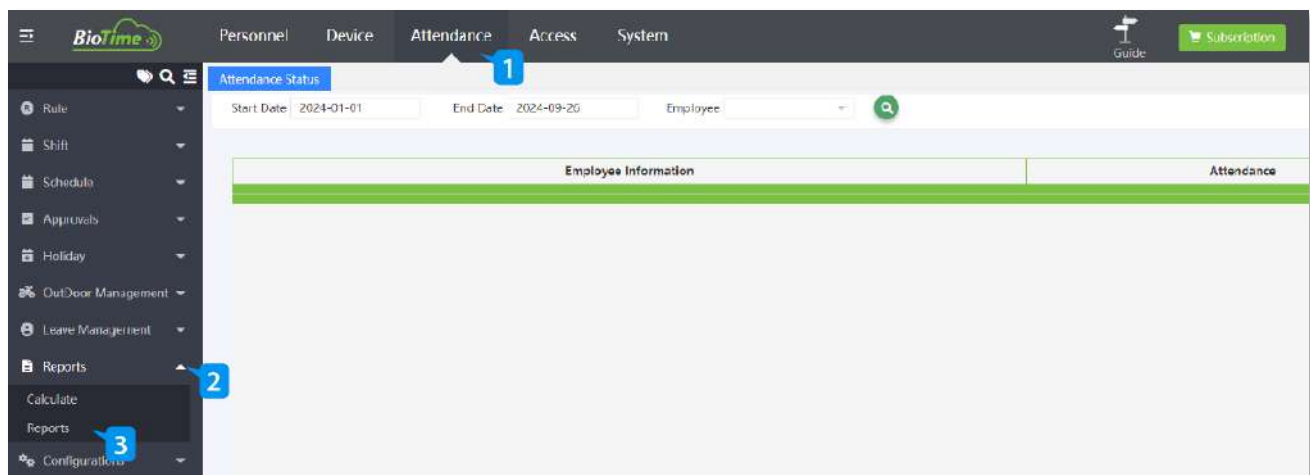
ATT Sheet Summary

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.



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.

Attendance Summary

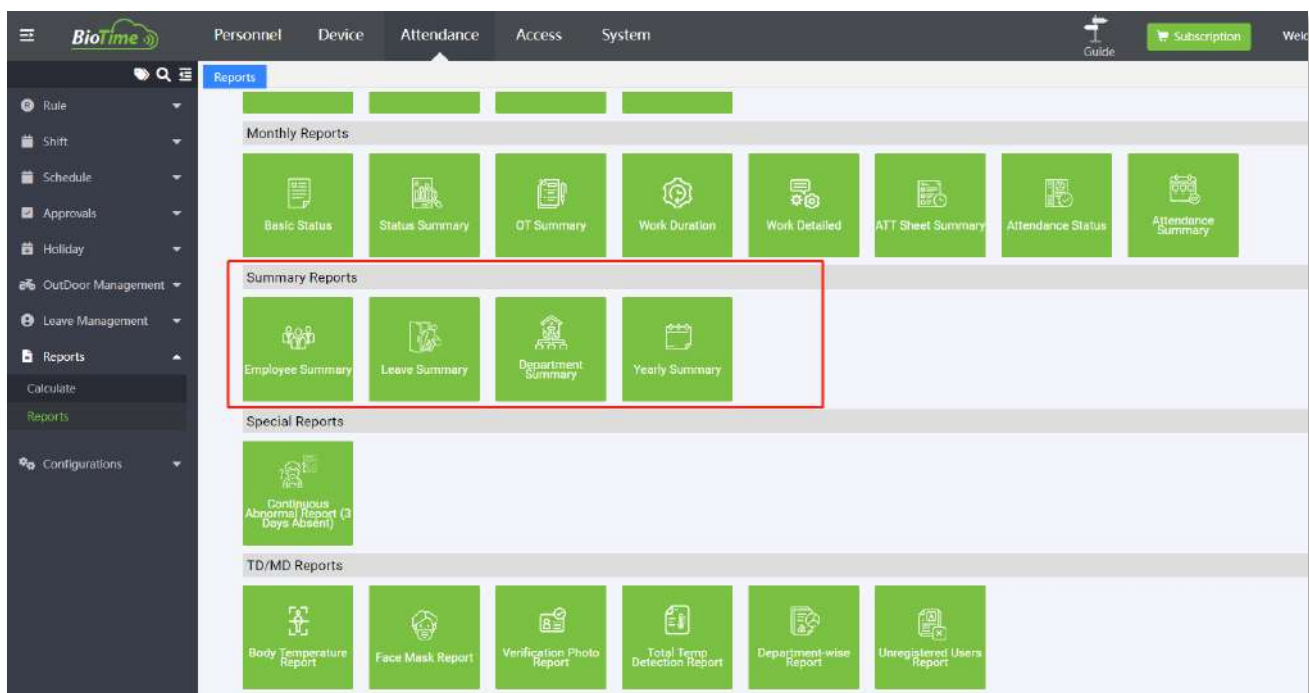
Start Date: 2024-09-01 End Date: 2024-09-26 Employee: MARY-ANN

Emp Code	Name	Present	Absent	HD	WO	HL	Paid Lv	Unpaid Lv	Paid Days	Late Hrs
00041	MARY-ANN	18	7	0	0	0	0	0	8	00:00

	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon
Clock In	07:29	07:43	07:46	07:45	07:42			07:44	07:44	07:44	07:44	07:44			07:46	07:44	07:46	07:44	07:28			07:28	
Clock Out	17:30	17:30	17:29	17:30	17:27			17:30	17:29	17:29	17:28				17:30	17:28	17:29	17:28	17:27			17:29	
Working Hrs	9:30	9:30	9:29	9:30	9:27			9:30	9:29	9:29	9:28	10:00			9:30	9:28	9:29	9:28	9:27			9:29	
OT Hrs																							
Late Hrs																							
Early Leave Hrs	00:30	00:30	00:31	00:30	00:33			00:30	00:31	00:31	00:32				00:30	00:32	00:31	00:32	00:33			00:31	
Timetable	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME	NEW TIME
status	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL	EL

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 the department on the left side of the interface by selecting the corresponding checkbox. The employee summary will be displayed as shown in the below image.

The screenshot displays the 'Employee Summary' page in the BioTime Cloud interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The left sidebar contains various menu items, with 'Reports' highlighted. The main content area shows a table of employee data. A search box for 'Employee' is located at the top right, and a 'Department' filter is on the left. The table lists employees with their IDs, names, departments, and various attendance metrics.

Employee ID	First Name	Department	Last Name	Early Leave	Absence	Actual	Normal	Week Of	Holiday	Leave
00001	SOWMYA	ACCOUNTS & AD...	C5:11	C5:45	90:00	149:04				
00002	MOHA...	TECHNICAL			40:00					6
00004	SNEHA	TECHNICAL			250:00					
00005	JONATH...	WAREHOUSE	C1:44		50:00	78:16				12
00006	SIMOUJ...	DISTRIBUTION		C8:22	70:00	161:38				1
00008	CHRISTL...	ACCOUNTS & AD...	C0:43	C8:15	80:00	161:02				
00009	JUNA'S	PROJECT SALES	12:42	C6:40	90:00	140:38				
00010	VIMOD	PROJECT SALES	C0:14	C5:05	70:00	174:41				
00011	CRIZALDE	TECHNICAL	C3:06	C4:41	80:00	162:13				
00012	JHOANE	PROJECT SALES	C0:32	C9:39	70:00	169:49				
00013	LALAIN	TECHNICAL		C9:51	70:00	170:09				
00014	STEVEN	Department			250:00					
00020	ALDOUS	DISTRIBUTION		10:10	70:00	169:50				
00022	VOLTA	DISTRIBUTION			250:00					
00023	GARVEY	TECHNICAL			250:00					
00027	ANAS Y...	PROJECT SALES	C1:02	C2:01	40:00	56:57				
00028	SHYAM	TECHNICAL	C3:36	C7:31	80:00	158:53				
00029	BETTY K...	TECHNICAL	C3:20	C6:38	90:00	150:02				1
00030	JANE	TECHNICAL			250:00					
00031	JULIO D...	WAREHOUSE	C5:54		70:00	174:06				

- 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.

The screenshot shows the 'Select Employee' dialog box. It features a 'Department' filter on the left, a search box for 'Employee' at the top, and a table of employees. The 'Selected' count is 3. The 'Confirm' button is highlighted at the bottom right.

Employee...	First Name	Last Name	Department
☒	00001	SOWMYA	ACCOUNTS
☒	00004	SNEHA	TECHNICAL
☒	00005	JONATHAN	WAREHOUSE
☐	00006	SIMOUNETTE	DISTRIBUTION
☐	00008	CHRISTINE	ACCOUNTS
☐	00009	JUNAIS	PROJECT SA
☐	00010	VIMOD	PROJECT SA
☐	00011	CRIZALDE	TECHNICAL
☐	00012	JHOANE	PROJECT SA
☐	00013	LALAIN	TECHNICAL
☐	00014	STEVEN	Department

- Select the employee and click **Confirm**.
- The attendance summary of the employee will be displayed as shown below.

Employee Summary

Department

Area

Position

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

Start Date

2024-09-01

End Date

2024-09-30

Employee

SOWMYA,SNEHA

Employee ID	First Na...	Department	Late	Early Leave	Absence	Actual ...	Normal ...	Week Of...	Holiday ...	Leave
00001	SOWMYA	ACCOUNTS & AD...	05:11	05:45	90:00	149:04				
00004	SNEHA	TECHNICAL			250:00					
00005	JONATH...	WAREHOUSE	01:44		50:00	78:16				12

- You can export an attendance report to .xls, PDF, CSV, or txt file formats. You can edit the PDF layout [here](#).

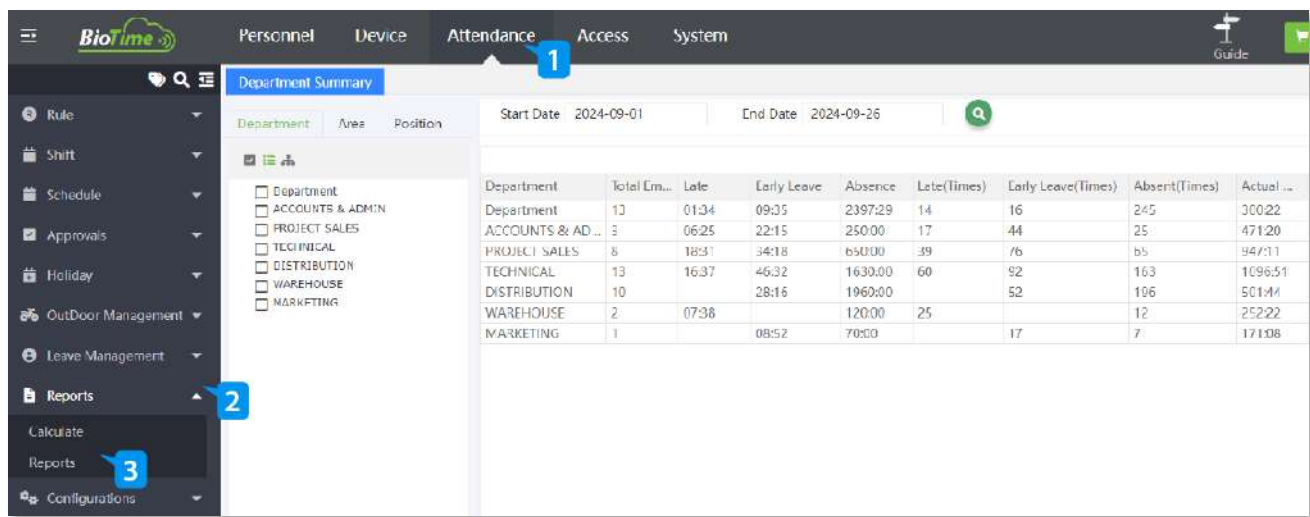
Leave Summary

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.

<

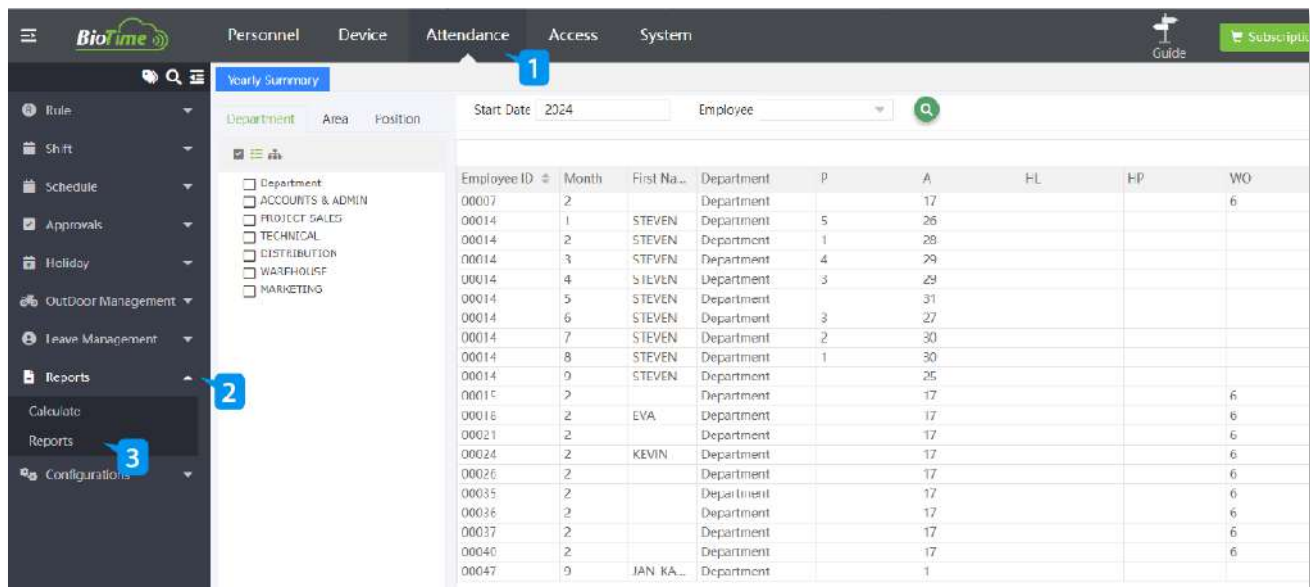
Department Summary

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

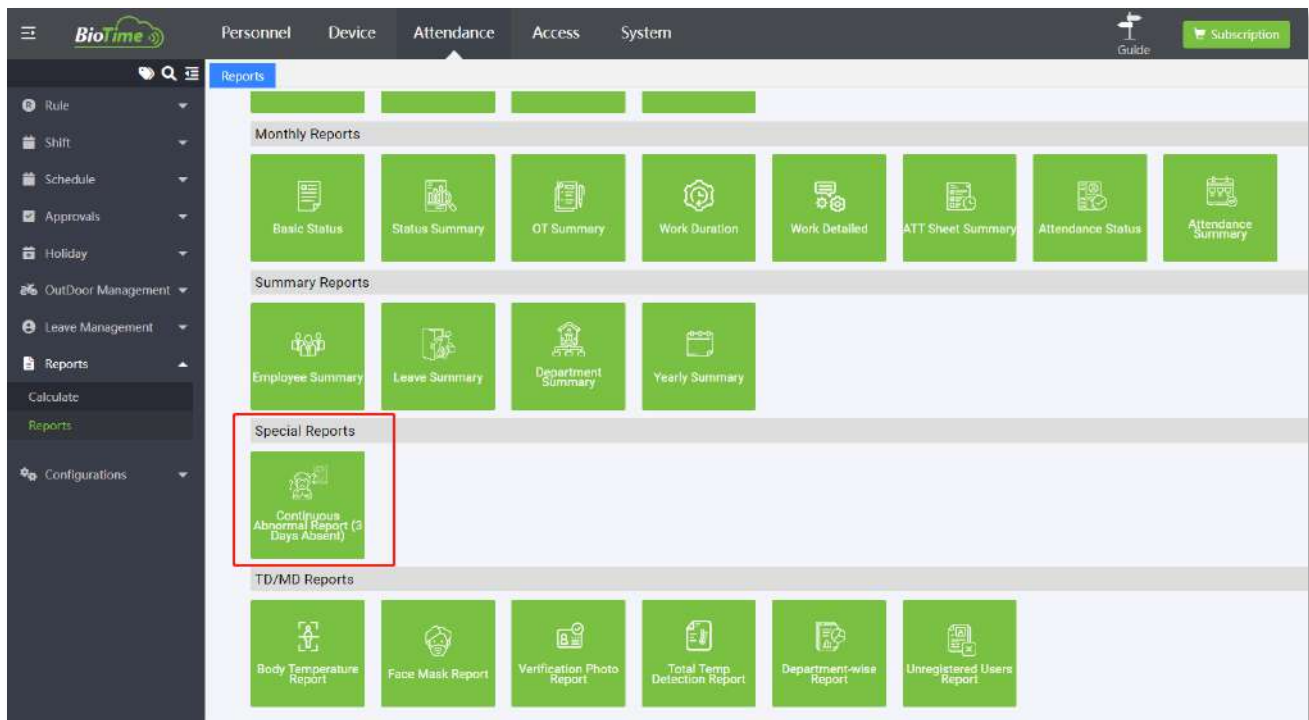


Yearly Summary

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



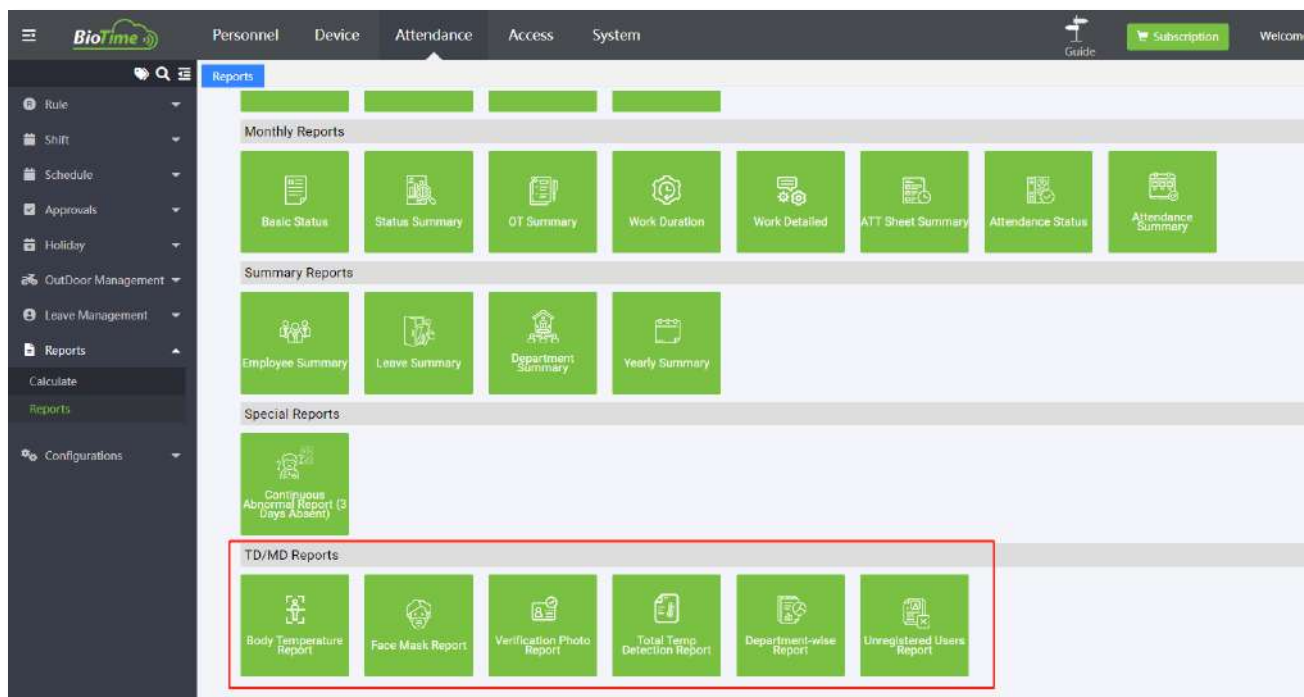
Continuous Abnormal Report

This report displays the count and details of employee if they are absent for 3 consecutive working days. Considering below interface, employee "Sneha" is absent for three consecutive working days on 2024-09-01, 2024-09-02, 2024-09-03. And then again, she is absent for 3 consecutive working days on 2024-09-04, 2024-09-05, 2024-09-06. The results are separated using bracket Count X [.....] and the count is mentioned before the brackets.

The screenshot shows the 'Continuous Abnormal Report (3 Days Absent)' interface. The 'Reports' section is highlighted with a blue box and a '1' label. The 'Continuous Abnormal Report (3 Days Absent)' option is highlighted with a blue box and a '2' label. The 'Reports' section is highlighted with a blue box and a '3' label. The table below shows the results of the report.

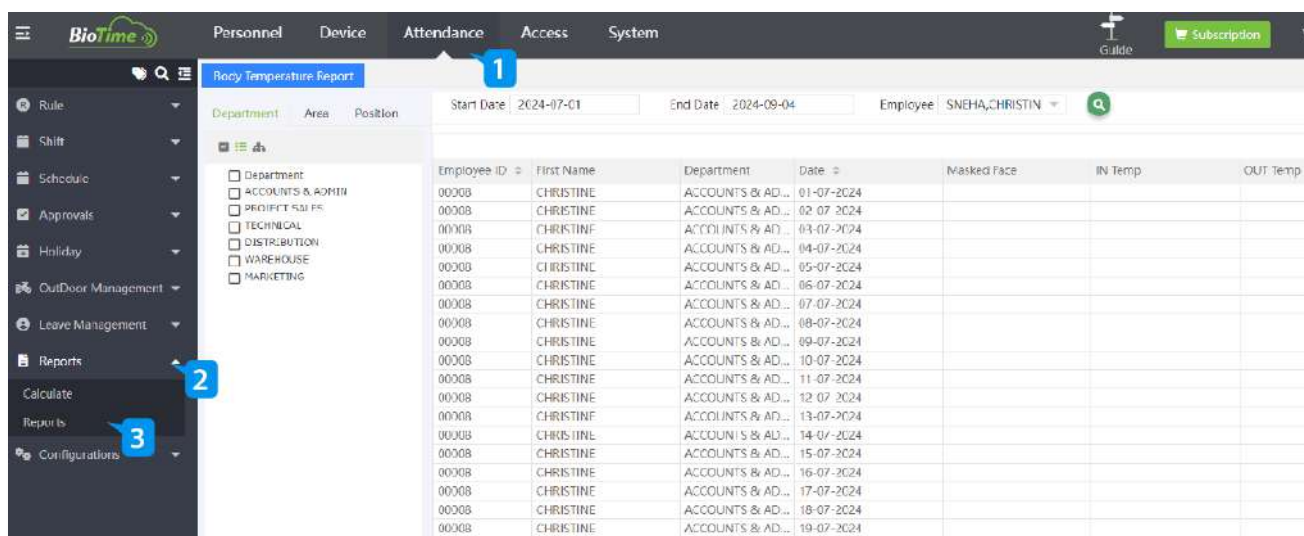
Employee ID	First Name	Department	Number Of Times
00001	SCRMVYA	ACCOUNTS & ADMIN	count-1 [2024-09-07, 2024-09-08, 2024-09-09]
00003	MOHAMMED ALI	TECHNICAL	count-1 [2024-09-07, 2024-09-08, 2024-09-09]
00004	SNEHA	TECHNICAL	count-8 [2024-09-01, 2024-09-02, 2024-09-03][2024-09-04, 2024-09-05, 2024-09-06][2024-09-07]
00009	JUNAIS	PROJECT SALES	count-1 [2024-09-21, 2024-09-22, 2024-09-23]
00011	CRIZALDE	TECHNICAL	count-1 [2024-09-13, 2024-09-14, 2024-09-15]
00014	STEVEN	Department	count-8 [2024-09-01, 2024-09-02, 2024-09-03][2024-09-04, 2024-09-05, 2024-09-06][2024-09-07]
00022	VCLTA	DISTRIBUTION	count-8 [2024-09-01, 2024-09-02, 2024-09-03][2024-09-04, 2024-09-05, 2024-09-06][2024-09-07]
00023	GARVEY	TECHNICAL	count-8 [2024-09-01, 2024-09-02, 2024-09-03][2024-09-04, 2024-09-05, 2024-09-06][2024-09-07]
00026	SHYAM	TECHNICAL	count-1 [2024-09-21, 2024-09-22, 2024-09-23]
00029	BETTY KOSHY	TECHNICAL	count-1 [2024-09-14, 2024-09-15, 2024-09-16]
00030	JANE	TECHNICAL	count-8 [2024-09-01, 2024-09-02, 2024-09-03][2024-09-04, 2024-09-05, 2024-09-06][2024-09-07]
00034	MOBIN	TECHNICAL	count-2 [2024-09-20, 2024-09-21, 2024-09-22][2024-09-23, 2024-09-24, 2024-09-25]
00038	SIRIL	PROJECT SALES	count-1 [2024-09-14, 2024-09-15, 2024-09-16]
00042	IVY	DISTRIBUTION	count-8 [2024-09-01, 2024-09-02, 2024-09-03][2024-09-04, 2024-09-05, 2024-09-06][2024-09-07]
00045	BENJO	PROJECT SALES	count-5 [2024-09-04, 2024-09-05, 2024-09-06][2024-09-07, 2024-09-08, 2024-09-09][2024-09-10]
00046	NAFIIH	DISTRIBUTION	count-8 [2024-09-01, 2024-09-02, 2024-09-03][2024-09-04, 2024-09-05, 2024-09-06][2024-09-07]
00050	SHIRE	TECHNICAL	count-8 [2024-09-01, 2024-09-02, 2024-09-03][2024-09-04, 2024-09-05, 2024-09-06][2024-09-07]
00051	NIKITA	PROJECT SALES	count-2 [2024-09-13, 2024-09-14, 2024-09-15][2024-09-21, 2024-09-22, 2024-09-23]
00052	BOYKA	DISTRIBUTION	count-8 [2024-09-01, 2024-09-02, 2024-09-03][2024-09-04, 2024-09-05, 2024-09-06][2024-09-07]
00053	WAYNE	Department	count-1 [2024-09-21, 2024-09-22, 2024-09-23]

Temperature Detection and Mask Detection Report



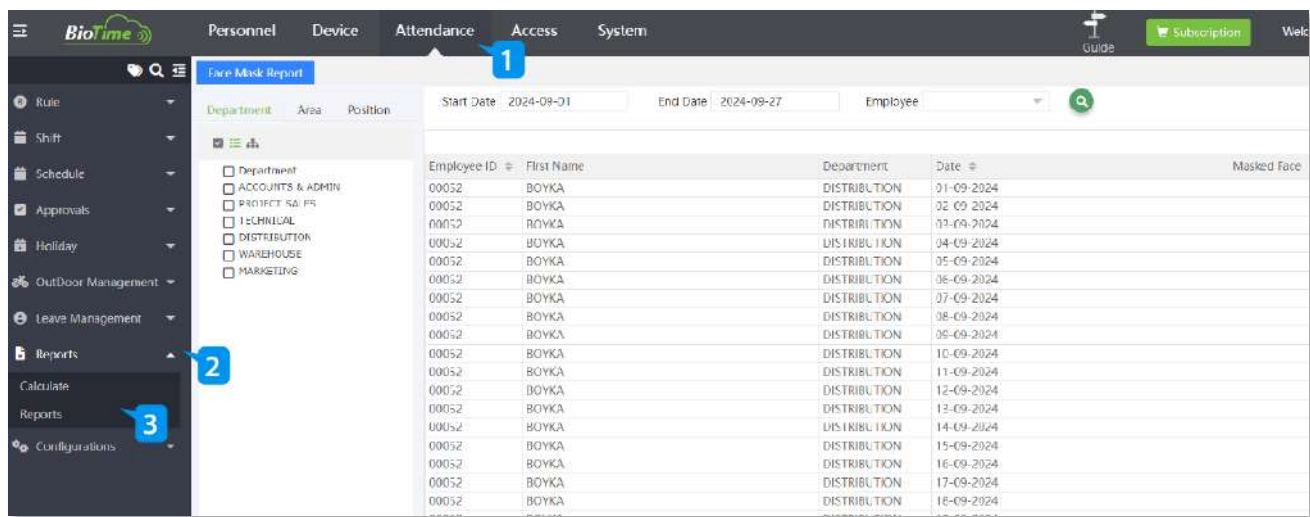
Body Temperature Report

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:



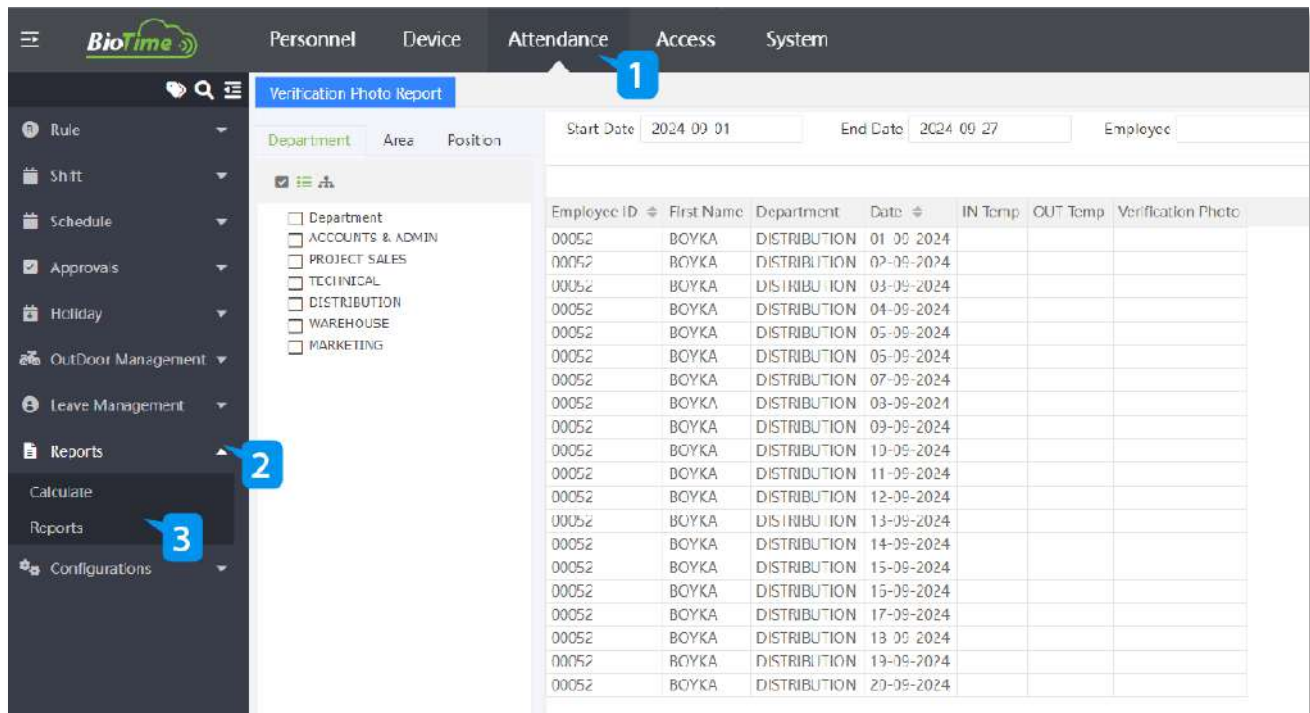
Face Mask Report

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.

The screenshot displays the BioTime Cloud interface with the 'Attendance' tab selected. The 'Total Temp Detection Report' is active, showing a list of employees with columns for Employee ID, First Name, Department, Date, No. of P..., and Body temperature. The interface includes a sidebar with navigation options like Rule, Shift, Schedule, Approvals, Holiday, OutDoor Management, Leave Management, Reports, Calculate, Reports, and Configurations. The main area shows a table of employee data for the period from 2024-09-01 to 2024-09-27.

Employee ID	First Name	Department	Date	No. of P...	Body temperature
00001	SOWMIYA	ACCOUNTS & ...	02-09-2024	10	
00001	SOWMIYA	ACCOUNTS & ...	03-09-2024	8	
00001	SOWMIYA	ACCOUNTS & ...	04-09-2024	12	
00001	SOWMIYA	ACCOUNTS & ...	05-09-2024	11	
00001	SOWMIYA	ACCOUNTS & ...	06-09-2024	7	
00001	SOWMIYA	ACCOUNTS & ...	10-09-2024	13	
00001	SOWMIYA	ACCOUNTS & ...	11-09-2024	12	
00001	SOWMIYA	ACCOUNTS & ...	12-09-2024	10	
00001	SOWMIYA	ACCOUNTS & ...	13-09-2024	15	
00001	SOWMIYA	ACCOUNTS & ...	15-09-2024	9	
00001	SOWMIYA	ACCOUNTS & ...	17-09-2024	30	
00001	SOWMIYA	ACCOUNTS & ...	18-09-2024	9	
00001	SOWMIYA	ACCOUNTS & ...	19-09-2024	10	
00001	SOWMIYA	ACCOUNTS & ...	20-09-2024	8	
00001	SOWMIYA	ACCOUNTS & ...	23-09-2024	11	
00001	SOWMIYA	ACCOUNTS & ...	24-09-2024	10	
00001	SOWMIYA	ACCOUNTS & ...	25-09-2024	15	
00001	SOWMIYA	ACCOUNTS & ...	27-09-2024	1	
00005	JONATHAN	WAREHOUSE	15-09-2024	1	
00005	JONATHAN	WAREHOUSE	17-09-2024	2	

Department-wise Report

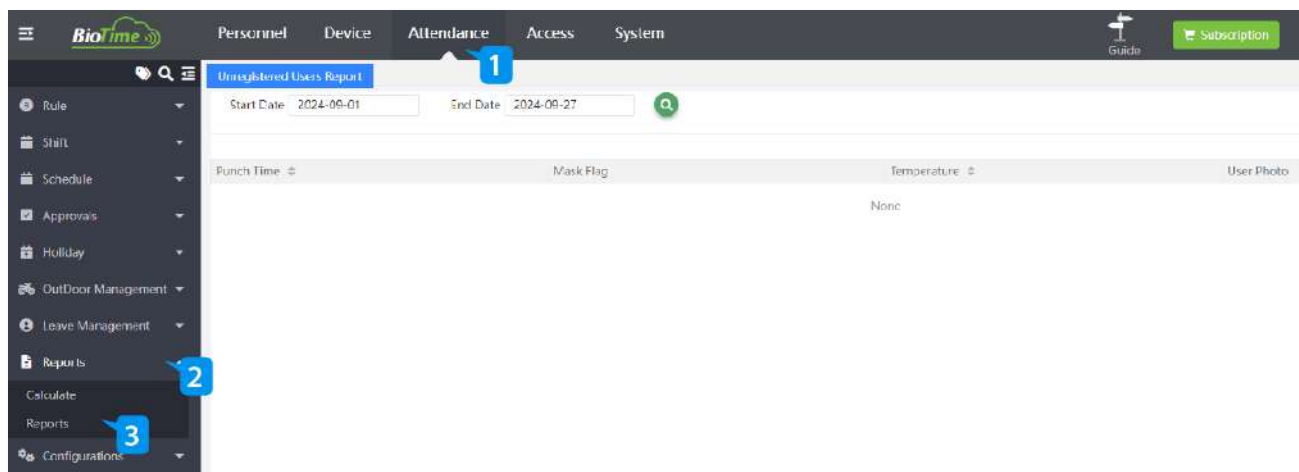
The Department-wise Report is used to analyse the temperature and mask details of all the employees in a department. You can get the details of normal temperature, abnormal temperature, masked faces and unmasked faces. An example is shown below:

The screenshot displays the BioTime Cloud interface with the 'Attendance' tab selected. The 'Department-wise Report' is active, showing a table with columns for Date, Department, Total Emp, Total Normal Temp, Total Abnormal Temp, Total Masked Face, and Total UnMasked Face. The interface includes a sidebar with navigation options like Rule, Shift, Schedule, Approvals, Holiday, OutDoor Management, Leave Management, Reports, Calculate, Reports, and Configurations. The main area shows a table of department-wise data for the period from 2024-09-01 to 2024-09-27.

Date	Department	Total Emp	Total Normal Temp	Total Abnormal Temp	Total Masked Face	Total UnMasked Face
02-09-2024	Department	12	2	0	0	2
03-09-2024	Department	12	2	0	0	2
04-09-2024	Department	12	2	0	0	2
05-09-2024	Department	12	2	0	0	2
06-09-2024	Department	12	2	0	0	2
09-09-2024	Department	12	2	0	0	2
10-09-2024	Department	12	2	0	0	2
11-09-2024	Department	12	2	0	0	2
12-09-2024	Department	12	2	0	0	2
13-09-2024	Department	12	2	0	0	2
16-09-2024	Department	12	2	0	0	2
17-09-2024	Department	12	2	0	0	2
18-09-2024	Department	12	2	0	0	2
19-09-2024	Department	12	2	0	0	2
20-09-2024	Department	12	2	0	0	2
21-09-2024	Department	12	1	0	0	1
23-09-2024	Department	12	2	0	0	2
24-09-2024	Department	12	2	0	0	2
25-09-2024	Department	12	2	0	0	2
26-09-2024	Department	12	2	0	0	2

Unregistered User Report

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



16.2 Accurate 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
laialine@zkte...	5.195.20...	2024-09-26 15:47:15	Login	User	Success	
laialine@zkte...	5.195.20...	2024-09-26 12:29:31	Logout	User	Success	
laialine@zkte...	5.195.20...	2024-09-26 10:33:39	Delete	Training	Success	Training = Training object
laialine@zkte...	5.195.20...	2024-09-26 10:13:57	Add	Training	Success	Training = []
laialine@zkte...	5.195.20...	2024-09-26 10:13:44	Add	Training	Fail	Employee=[], Start Time=2024-
laialine@zkte...	5.195.20...	2024-09-26 10:13:28	Add	Training Type	Success	Training Name=Technical, Repo
laialine@zkte...	5.195.20...	2024-09-26 10:15:22	Delete	Overtime	Success	Overtime = Overtime object
laialine@zkte...	5.195.20...	2024-09-26 10:04:52	Resignation	Employee	Success	Employee = [224a0f22-ca5b-1
laialine@zkte...	5.195.20...	2024-09-26 10:03:52	Upload User Data from device	Device	Success	Terminal = [196D]
laialine@zkte...	5.195.20...	2024-09-26 10:03:29	Change	Employee	Success	Password[ipbkdif2_sha256\$3500
laialine@zkte...	5.195.20...	2024-09-26 10:02:44	Resignation	Employee	Success	Employee = [7e9620ac-7b1b-1
laialine@zkte...	5.195.20...	2024-09-26 10:00:10	Login	User	Success	
laialine@zkte...	5.195.20...	2024-09-26 09:54:03	Add	Overtime	Success	Overtime = []
laialine@zkte...	5.195.20...	2024-09-26 09:53:53	Add	Overtime	Fail	Employee=[], Start Time=2024-
laialine@zkte...	5.195.20...	2024-09-26 09:53:48	Add	Overtime	Fail	Employee=[], Start Time=2024-
laialine@zkte...	5.195.20...	2024-09-26 09:53:12	Add	Overtime	Fail	Employee=[], Start Time=2024-
laialine@zkte...	5.195.20...	2024-09-26 09:28:17	Delete	Leave	Success	Leave = Leave object
laialine@zkte...	5.195.20...	2024-09-26 08:24:19	Delete	Geo-fence Of Department	Success	Gpsfor department = GPSFor De
laialine@zkte...	5.195.20...	2024-09-26 08:23:11	Add	Geo-fence Of Department	Success	Gpsford department = []
laialine@zkte...	5.195.20...	2024-09-26 08:18:43	Login	User	Success	

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.

16.3 Employee Schedule

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.

Employee ID	First Name	Department	Work Day	Total Time	Break Time	Leave	Day Off	Week Off	Holiday
00001	SCWIMYA	ACCOUNTS & AD...	30	300	0	1	9	0	0
00004	SNEHA	TECHNICAL	30	300	0	0	25	0	0
00005	JONATH...	WAREHOUSE	30	300	0	12	5	0	0
00006	SIMOL...	DISTRIBUTION	30	300	0	1	7	0	0
00008	CHRISTL...	ACCOUNTS & AD...	30	300	0	0	8	0	0
00009	JUNAIS	PROJECT SALES	30	300	0	0	9	0	0
00010	VIMOD	PROJECT SALES	30	300	0	0	7	0	0
00011	CRIZALDC	TECHNICAL	30	300	0	0	8	0	0
00012	JHOANE	PROJECT SALES	30	300	0	0	7	0	0
00013	LALAIN	TECHNICAL	30	300	0	0	7	0	0
00014	STEVEN	Department	30	300	0	0	23	0	0
00020	ALDOUS	DISTRIBUTION	30	300	0	0	7	0	0
00022	VOLTA	DISTRIBUTION	30	300	0	0	25	0	0
00023	GARVEY	TECHNICAL	30	300	0	0	25	0	0
00028	SHYAM	TECHNICAL	30	300	0	0	8	0	0
00029	RFTTY K	TECHNICAL	30	300	0	1	8	0	0
00030	JANE	TECHNICAL	30	300	0	0	25	0	0
00031	JULIO D...	WAREHOUSE	30	300	0	0	7	0	0
00032	RIYAS A...	PROJECT SALES	30	300	0	20	2	0	0
00034	MOBIN	TECHNICAL	30	300	0	0	11	0	0

17 Employee Self-Service Features

The Employee Login provides an intuitive approach to the employees to manage the attendance details.

Homepage

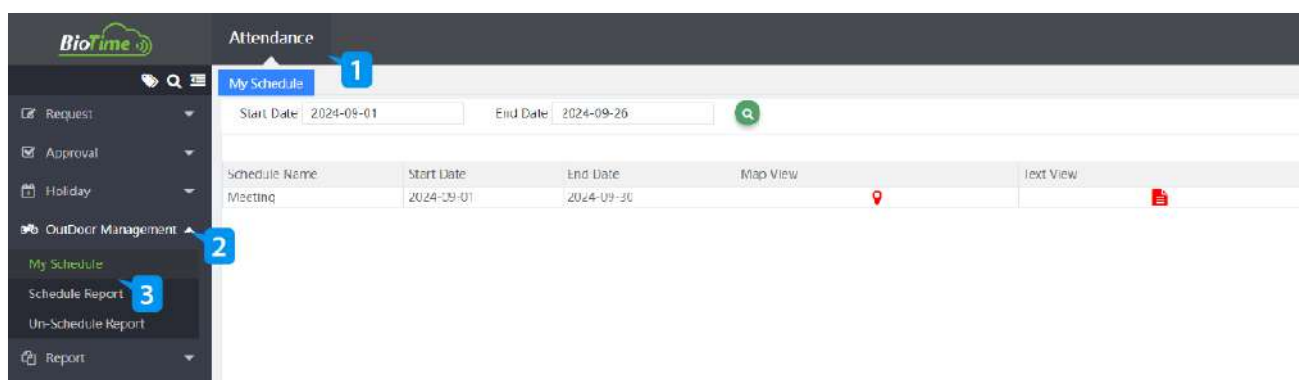
The homepage of the Employee's login appears as shown in the image below:



17.1 Where to view my schedule for On-Duty

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:



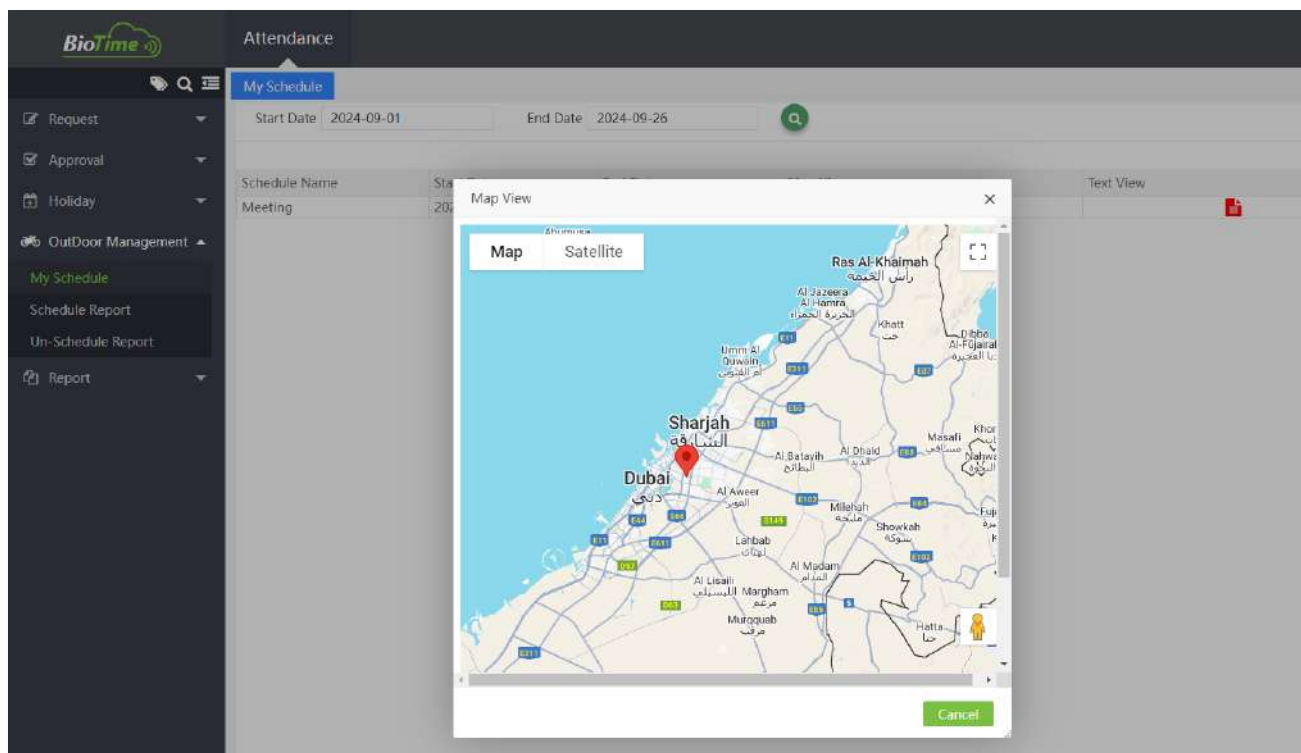
The columns are described as follows:

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

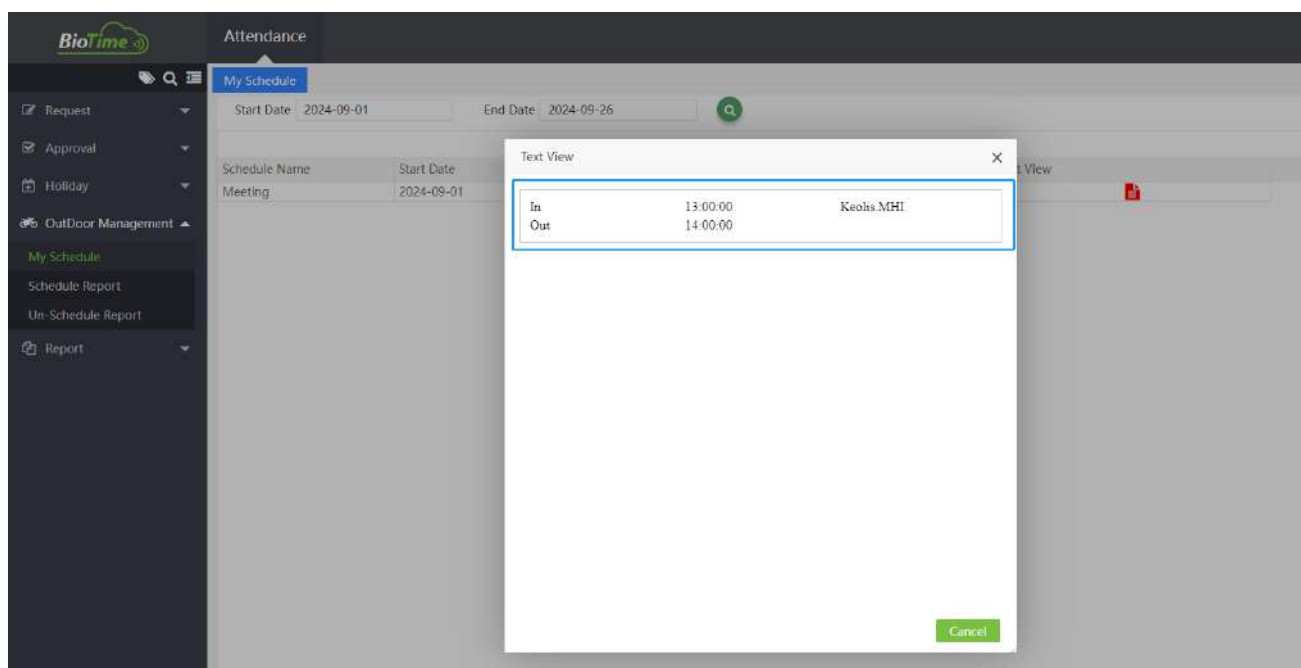
Start Date: Displays the starting date of the assigned schedule.

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.



17.2 How to send my time-off requests

Requests

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.

Leave Request

The leave request page appears as shown below:

Leave Details

Leave Effective From : 2024-01-01 Increment Date : 2025-01-01

Leave Allotment Type : Yearly Total Leave : 44

Leaves Allowed Per Month : 30 Leave Applied : 31.0

Carry Forward Limit : 0 Leave Balance : 13

Yearly - Sick Leave : 4.0 Casual Leave : 0.0 Maternity Leave : 0.0 Compassionate Leave : 0.0 Annual Leave : 30.0 Business Trip : 0.0
Personal leave : 0.0

Monthly - Sick Leave : 0.0 Casual Leave : 0.0 Maternity Leave : 0.0 Compassionate Leave : 0.0 Annual Leave : 0.0 Business Trip : 0.0
Personal leave : 0.0

First Name	Last Name	Category	Symbol	Start Time	End Time	Leave Payment Type	Days	Approval Remark	Apply Reason
MARY ANN		Personal leave	PL	2024-09-27 08:00:00	2024-09-27 18:00:00	Unpaid Leave	0.5		
MARY ANN		Annual Leave	AL	2024-05-13 00:15:00	2024-06-11 17:40:00	Paid Leave	30		I have a very important event to Vacation

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:

Search Options

Employee ID, First Name, Start Date, End Date, Category, Approval State

Employee ID, First Name, Last Name, Apply Time, Apply Reason, Category, Start Time, End Time, Last Approver, Current State, Approval State

Employee ID, First Name: Displays the Employee ID, Name of the employee who applied for leave.

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 the approval status of the leave.

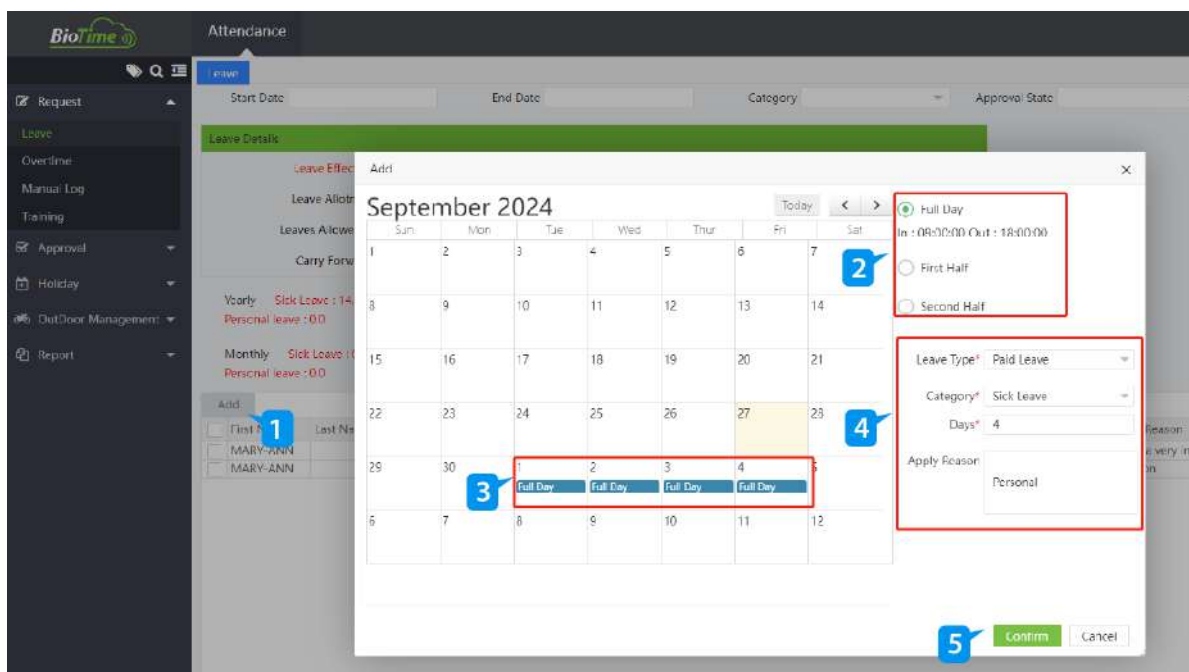
Click **Search** to view the filtered leaves.

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.

Payment Type: Select the payment type for the leave. It can be paid leave or unpaid leave.

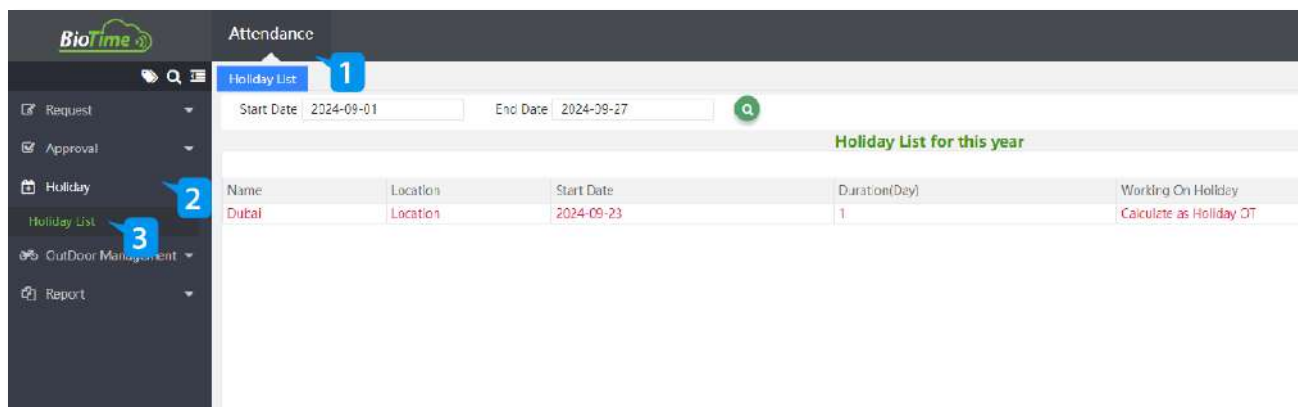
Reason: Enter the reason for applying leave.

Click **Confirm** after entering the details.

17.3 Where to view my assigned holidays

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.

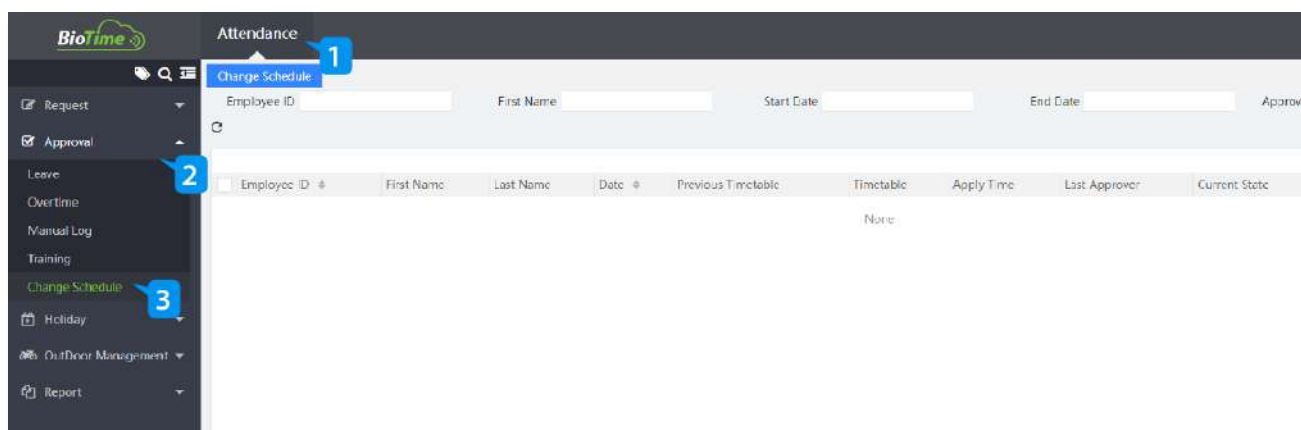
Start Date: Starting date of the Holiday.

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).

17.4 How to change my assigned 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, Department, Position: Displays the Employee ID, Name, Department, and Position of the employee who applied for schedule adjustment.

Date: Displays the date for which the employee requests for schedule adjustment.

Previous Time table: Displays the previous schedule assigned to the employee.

Time table: Displays the schedule assigned to the employee

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

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

Approval Time: Displays the time of approval.

Last Approver: Displays the name of the approver.

Current Status: Displays the current status of the training

Approve/Reject a Schedule Adjustment

To Approve/Reject a schedule adjustment, perform the following steps:

- Select the Schedule Adjustment request and click **Approve/Reject**.
- On the appearing pop-up, select the state as Approved/Rejected.
- Enter the remarks of approval. Click **Confirm**.

Delete a Schedule Adjustment

Perform the following steps to delete a schedule adjustment:

- Select the Schedule Adjustment request and click **Delete** or click **edit** icon of the corresponding schedule adjustment.
- Click **Delete** if you are sure to delete the schedule adjustment.

Revoke a Schedule Adjustment

To revoke a schedule adjustment, perform the following steps:

- Select the schedule adjustment request to be revoked and click **Revoke**.
- Enter the revoke reason and click **Confirm**.

17.5 How to send overtime and training requests

Overtime Request

You can request for overtime through Employee login if you have worked additional hours apart from predefined hours.

The screenshot shows the BioTime Cloud interface. On the left is a sidebar with navigation options: Request, Approval, Leave, Overtime, Manual Log, Training, Change Schedule, Holiday, Outdoor Management, and Report. The main area is titled 'Attendance' and contains an 'Overtime' section. This section has a form with fields for Employee ID, First Name, Start Date (2024-09-27), End Date (2024-09-27), and Approval State (Pending). Below the form is a table with columns: Employee ID, First Name, Last Name, Apply Time, Overtime Type, Start Time, End Time, Last Approver, Current State, and Approval State. The table is currently empty, showing 'None'.

The columns are described as follows:

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

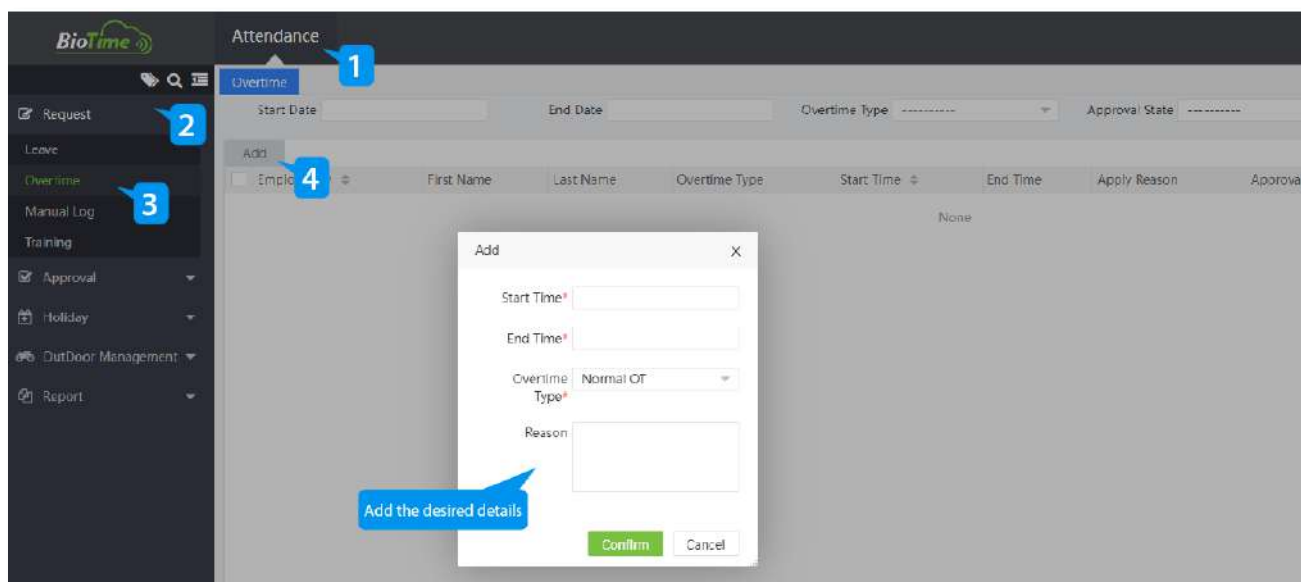
Overtime Type: Displays the type of applied overtime.

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

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

Approval Status: Displays the status of approval of the applied overtime. It can be approved /rejected /pending.

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.

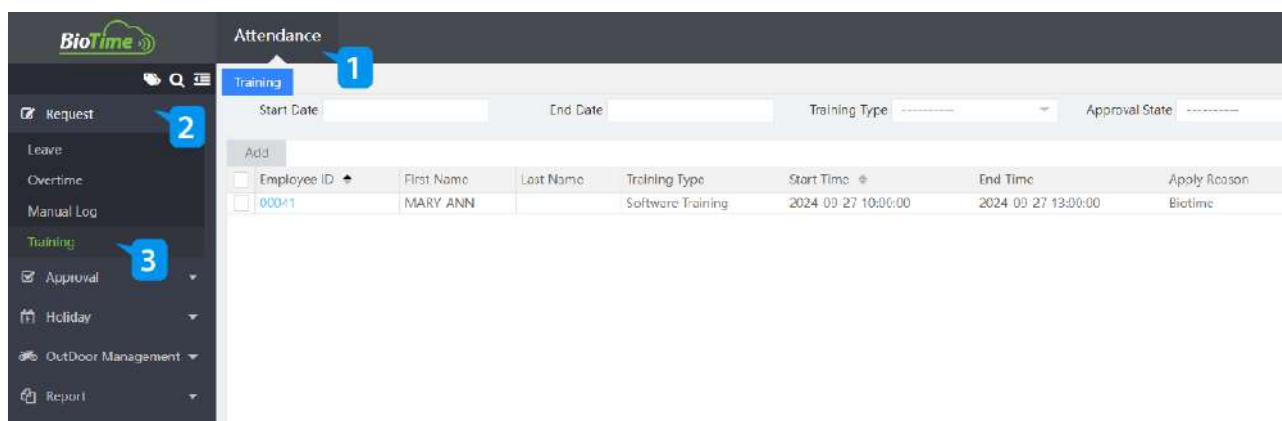
Overtime Type: Select the overtime type.

Reason: Enter the reason for applying.

Click **Confirm** after entering the details.

Training Request

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.

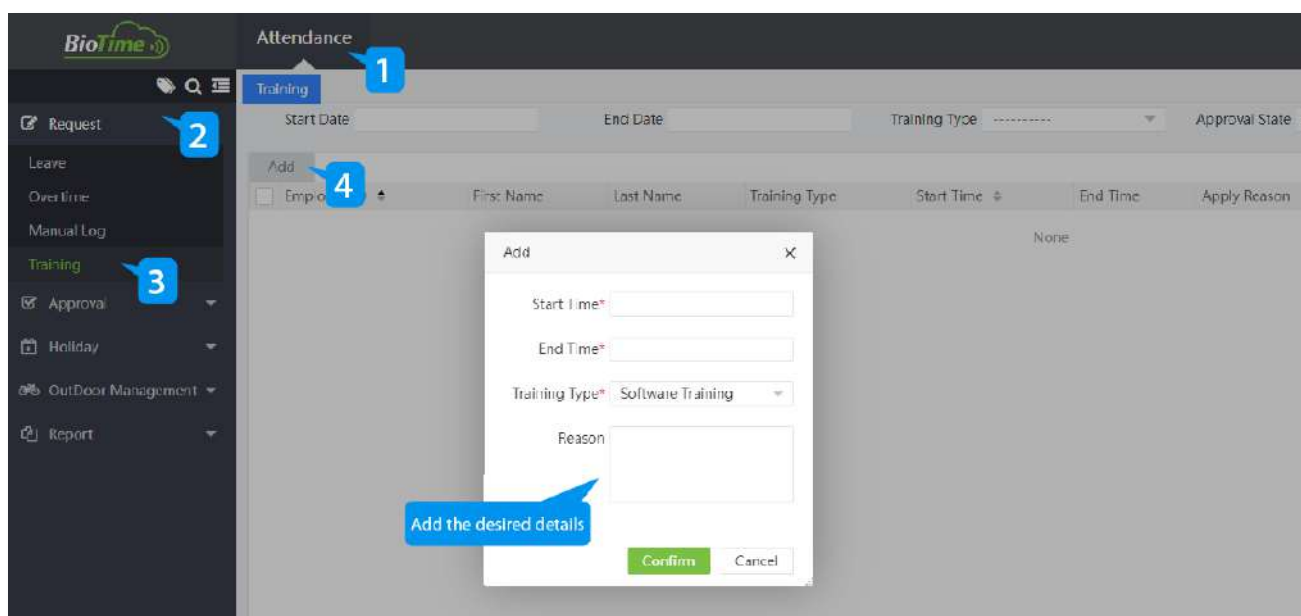
End Time: Displays the ending time of the training.

Last Approval: Displays the approval status of the requested training as last approval.

Current State: Displays the approval status of the requested training as current state

Approval State: Displays the approval status of the requested training as Approved/Rejected/Pending.

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.

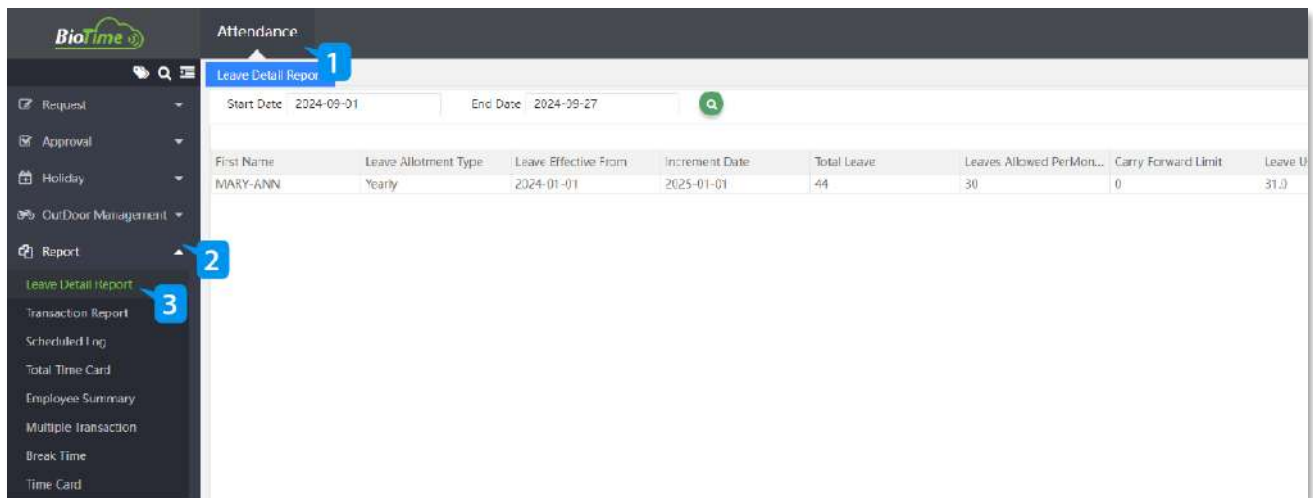
17.6 Where does my attendance report appear?

Report

The following reports can be generated through Employee login.

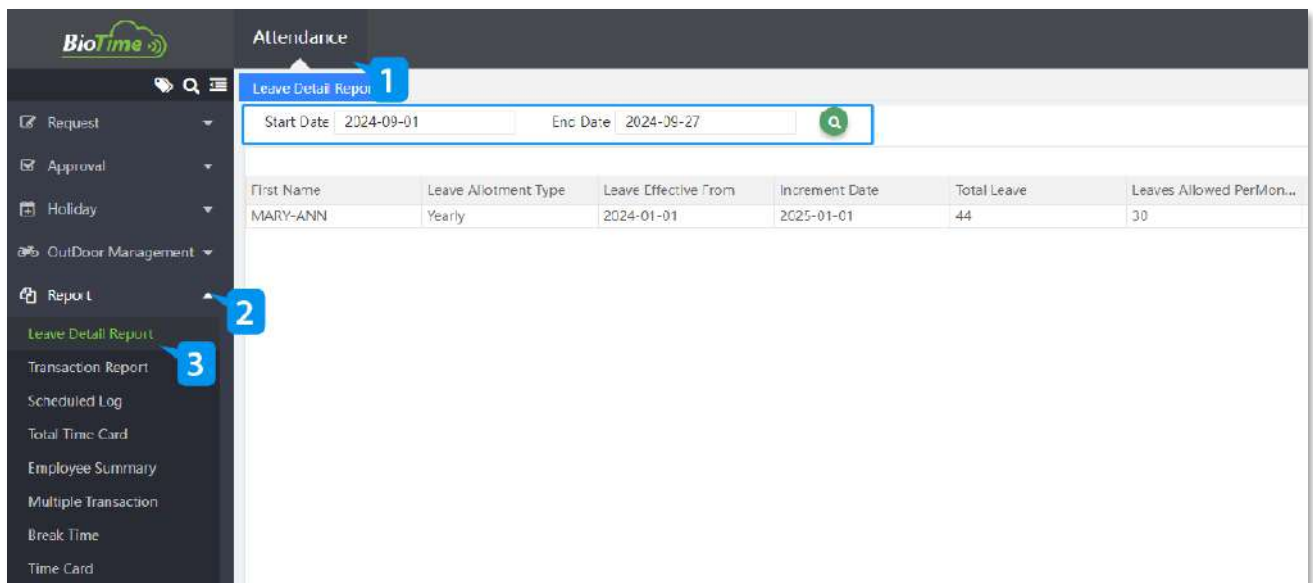
Search Options

For all the reports, you can enter the start date and end date to view the reports in that particular date range.



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 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.

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 Consumed: Displays the total number of leaves taken by the employee.

Leave Balance: Displays the remaining leaves of the employee.

Transaction Report

The Transaction Report displays all the transactions of the employee with a given time period.

Employee ID	First Name	Department	Position	Date	Time	Punch State	Work Code	Data Sources
00041	MARY-ANN	MARKETING	Position	27-09-2024	07:29	Check In		Device
00041	MARY-ANN	MARKETING	Position	26-09-2024	17:28	Check In		Device
00041	MARY-ANN	MARKETING	Position	26-09-2024	17:00	Check In		Device
00041	MARY-ANN	MARKETING	Position	26-09-2024	14:15	Check In		Device
00041	MARY-ANN	MARKETING	Position	26-09-2024	12:57	Check In		Device
00041	MARY-ANN	MARKETING	Position	26-09-2024	10:41	Check In		Device
00041	MARY-ANN	MARKETING	Position	26-09-2024	08:57	Check In		Device
00041	MARY-ANN	MARKETING	Position	26-09-2024	08:57	Check In		Device
00041	MARY-ANN	MARKETING	Position	26-09-2024	07:29	Check In		Device
00041	MARY-ANN	MARKETING	Position	25-09-2024	17:29	Check In		Device
00041	MARY-ANN	MARKETING	Position	25-09-2024	17:28	Check In		Device
00041	MARY-ANN	MARKETING	Position	25-09-2024	17:28	Check In		Device
00041	MARY-ANN	MARKETING	Position	25-09-2024	16:42	Check In		Device
00041	MARY-ANN	MARKETING	Position	25-09-2024	14:34	Check In		Device
00041	MARY-ANN	MARKETING	Position	25-09-2024	12:14	Check In		Device
00041	MARY-ANN	MARKETING	Position	25-09-2024	10:13	Check In		Device
00041	MARY-ANN	MARKETING	Position	25-09-2024	08:40	Check In		Device
00041	MARY-ANN	MARKETING	Position	25-09-2024	07:32	Check In		Device

The columns are described as follows:

Employee ID: Displays the ID of the employee.

First Name: Name of the employee.

Department: Displays the department of the employee.

Date: Displays the date to the corresponding transaction.

Time: Displays the time to the corresponding transaction.

Punch State: Displays the punch state of the transaction.

Work Code: Enter the Work code of the Employee.

Data Sources: Displays the name of the device from which the data is obtained.

Scheduled Log

The Scheduled Log Report displays the report of actual punch state made by the employee and the correct punch state.

Employee ID	First Name	Last Name	Department	Work Code	Date	Weekday	Time	Punch State	Correct State
00041	MARY-ANN		MARKETING		02-09-2024	Monday	07:29	Check In	Check In
00041	MARY-ANN		MARKETING		02-09-2024	Monday	17:30	Check In	Check Out
00041	MARY-ANN		MARKETING		03-09-2024	Tuesday	07:43	Check In	Check In
00041	MARY-ANN		MARKETING		03-09-2024	Tuesday	17:30	Check In	Check Out
00041	MARY-ANN		MARKETING		04-09-2024	Wednesday	07:45	Check In	Check In
00041	MARY-ANN		MARKETING		04-09-2024	Wednesday	17:29	Check In	Check Out
00041	MARY-ANN		MARKETING		05-09-2024	Thursday	07:45	Check In	Check In
00041	MARY-ANN		MARKETING		05-09-2024	Thursday	17:30	Check In	Check Out
00041	MARY-ANN		MARKETING		06-09-2024	Friday	07:42	Check In	Check In
00041	MARY-ANN		MARKETING		06-09-2024	Friday	17:27	Check In	Check Out
00041	MARY-ANN		MARKETING		09-09-2024	Monday	07:44	Check In	Check In
00041	MARY-ANN		MARKETING		09-09-2024	Monday	17:30	Check In	Check Out
00041	MARY-ANN		MARKETING		10-09-2024	Tuesday	07:44	Check In	Check In
00041	MARY-ANN		MARKETING		10-09-2024	Tuesday	17:29	Check In	Check Out
00041	MARY-ANN		MARKETING		11-09-2024	Wednesday	07:44	Check In	Check In
00041	MARY-ANN		MARKETING		11-09-2024	Wednesday	17:29	Check In	Check Out
00041	MARY-ANN		MARKETING		12-09-2024	Thursday	07:44	Check In	Check In
00041	MARY-ANN		MARKETING		12-09-2024	Thursday	17:28	Check In	Check Out
00041	MARY-ANN		MARKETING		13-09-2024	Friday	07:44	Check In	Check In
00041	MARY-ANN		MARKETING		16-09-2024	Monday	07:45	Check In	Check In

The columns are described as follows:

Employee ID: Displays the ID of the employee.

First Name, Last Name: Displays the name of the employee.

Gender: Displays the gender 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.

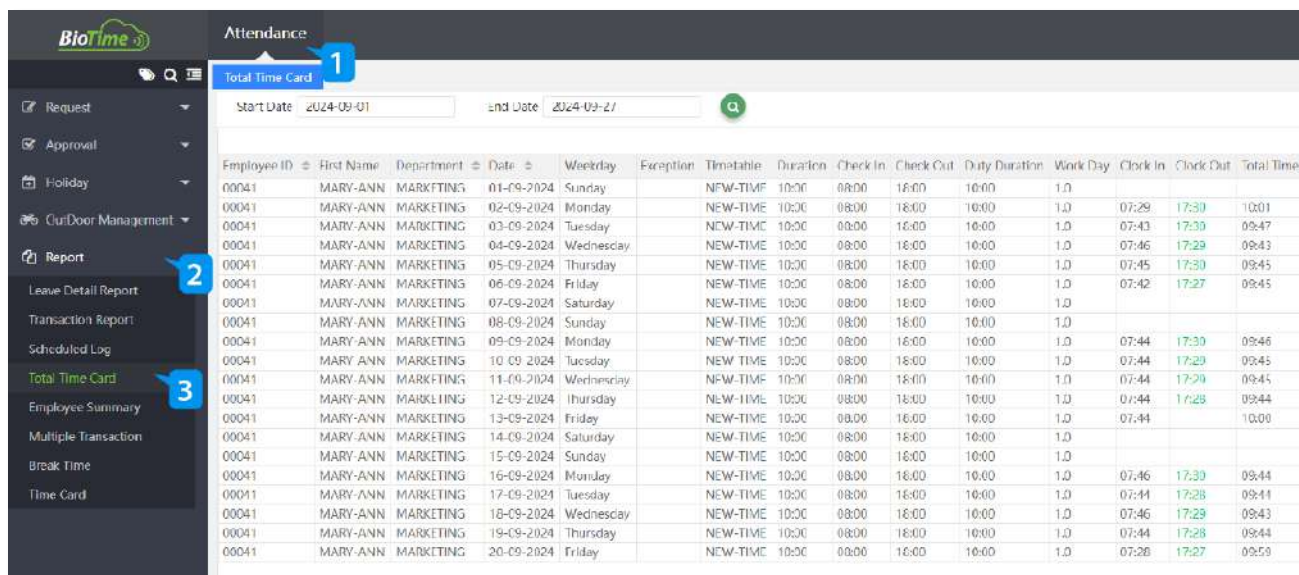
Time: Displays the Time and Date of the schedule.

Punch State: Displays the actual punch state of the employee.

Correct State: Displays the correct punch state.

Total Time Card

The Total Time Card displays the entire attendance and time details of the employee.



Attendance

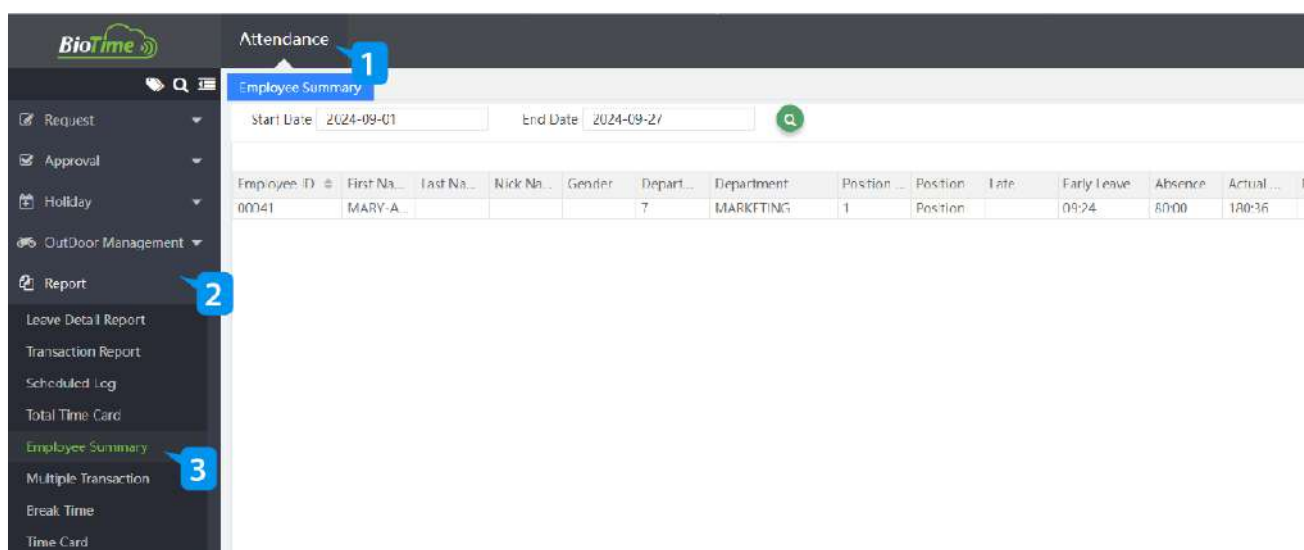
Total Time Card

Start Date: 2024-09-01 End Date: 2024-09-27

Employee ID	First Name	Department	Date	Weekday	Exception	Time-table	Duration	Check In	Check Out	Duty Duration	Work Day	Clock In	Clock Out	Total Time
00041	MARY-ANN	MARKETING	01-09-2024	Sunday		NEW-TIME	10:00	08:00	16:00	10:00	1.0			
00041	MARY-ANN	MARKETING	02-09-2024	Monday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:29	17:30	10:01
00041	MARY-ANN	MARKETING	03-09-2024	Tuesday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:43	17:30	09:47
00041	MARY-ANN	MARKETING	04-09-2024	Wednesday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:46	17:29	09:43
00041	MARY-ANN	MARKETING	05-09-2024	Thursday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:45	17:30	09:45
00041	MARY-ANN	MARKETING	06-09-2024	Friday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:42	17:27	09:45
00041	MARY-ANN	MARKETING	07-09-2024	Saturday		NEW-TIME	10:00	08:00	16:00	10:00	1.0			
00041	MARY-ANN	MARKETING	08-09-2024	Sunday		NEW-TIME	10:00	08:00	16:00	10:00	1.0			
00041	MARY-ANN	MARKETING	09-09-2024	Monday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:44	17:30	09:46
00041	MARY-ANN	MARKETING	10-09-2024	Tuesday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:44	17:29	09:45
00041	MARY-ANN	MARKETING	11-09-2024	Wednesday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:44	17:29	09:45
00041	MARY-ANN	MARKETING	12-09-2024	Thursday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:44	17:28	09:44
00041	MARY-ANN	MARKETING	13-09-2024	Friday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:44		10:00
00041	MARY-ANN	MARKETING	14-09-2024	Saturday		NEW-TIME	10:00	08:00	16:00	10:00	1.0			
00041	MARY-ANN	MARKETING	15-09-2024	Sunday		NEW-TIME	10:00	08:00	16:00	10:00	1.0			
00041	MARY-ANN	MARKETING	16-09-2024	Monday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:46	17:30	09:44
00041	MARY-ANN	MARKETING	17-09-2024	Tuesday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:41	17:28	09:41
00041	MARY-ANN	MARKETING	18-09-2024	Wednesday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:46	17:29	09:43
00041	MARY-ANN	MARKETING	19-09-2024	Thursday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:44	17:28	09:44
00041	MARY-ANN	MARKETING	20-09-2024	Friday		NEW-TIME	10:00	08:00	16:00	10:00	1.0	07:28	17:27	09:59

Employee Summary

The Employee Summary displays exceptions, leaves, worked hours and OT hours worked by the employee.



Attendance

Employee Summary

Start Date: 2024-09-01 End Date: 2024-09-27

Employee ID	First Name	Last Name	Nick Name	Gender	Department	Department	Position	Position	Late	Early Leave	Absence	Actual ...
00041	MARY-A...				7	MARKETING	1	Position		09:24	8000	1A0:36

Employee ID, First Name: Displays the Name of the employee.

Department: Displays the Department 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 OT: 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.

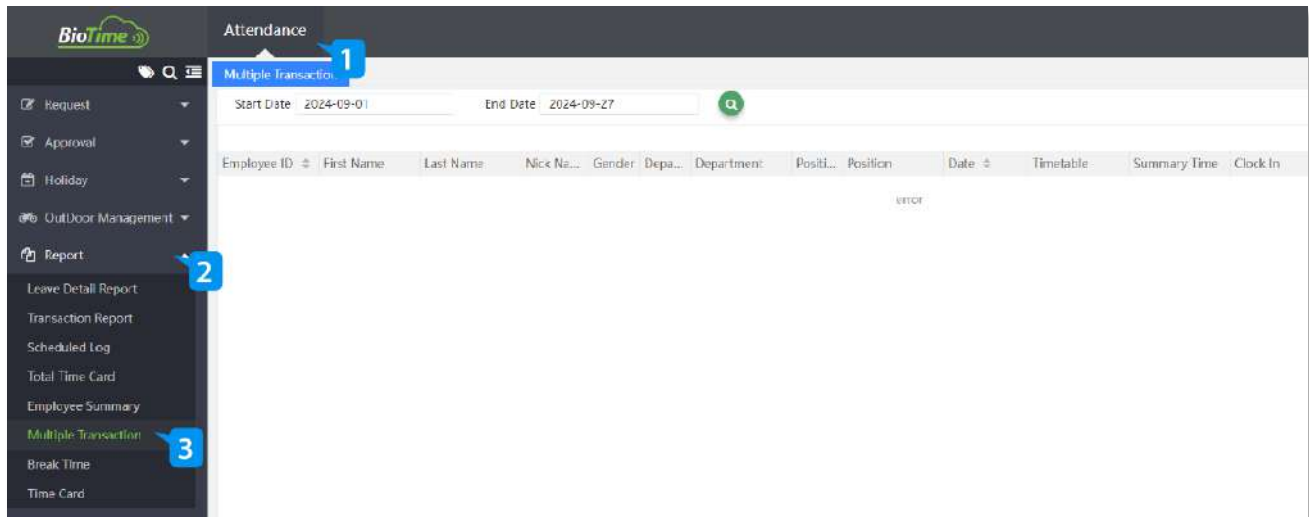
Sick Leave: Displays the total sick Leave hours of the employee.

Casual Leave: Displays the total casual leave hours of the employee.

Maternity Leave: Displays the total maternity leave hours of the employee.

Multiple Transaction

The Multiple Transaction report displays the details of various transactions made by the employee.



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

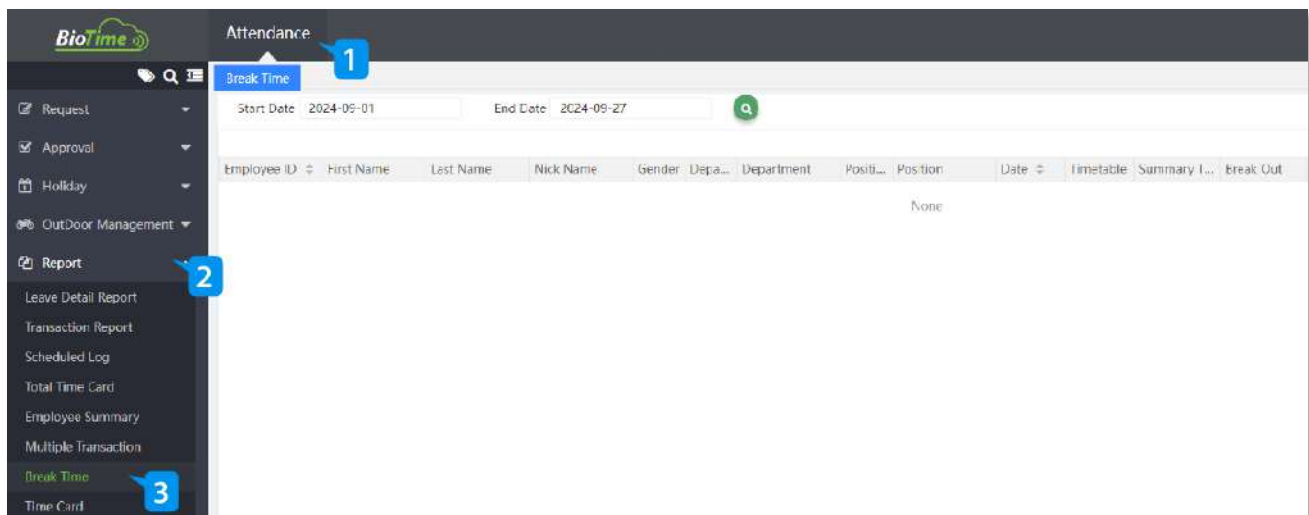
Clock In: Displays the actual clock-in time of the employee.

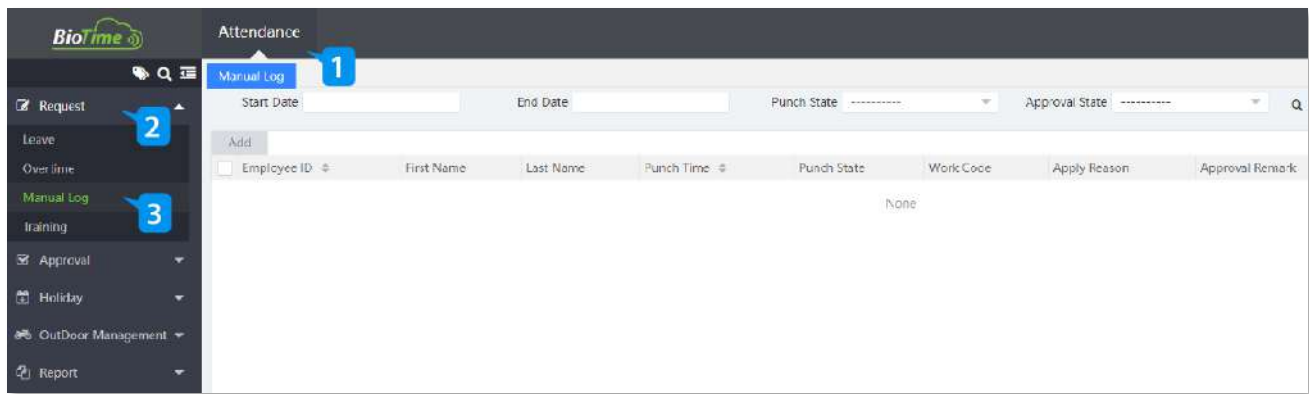
Clock Out: Displays the actual clock-out time of the employee.

Total Time: Displays the total worked time.

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.





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.

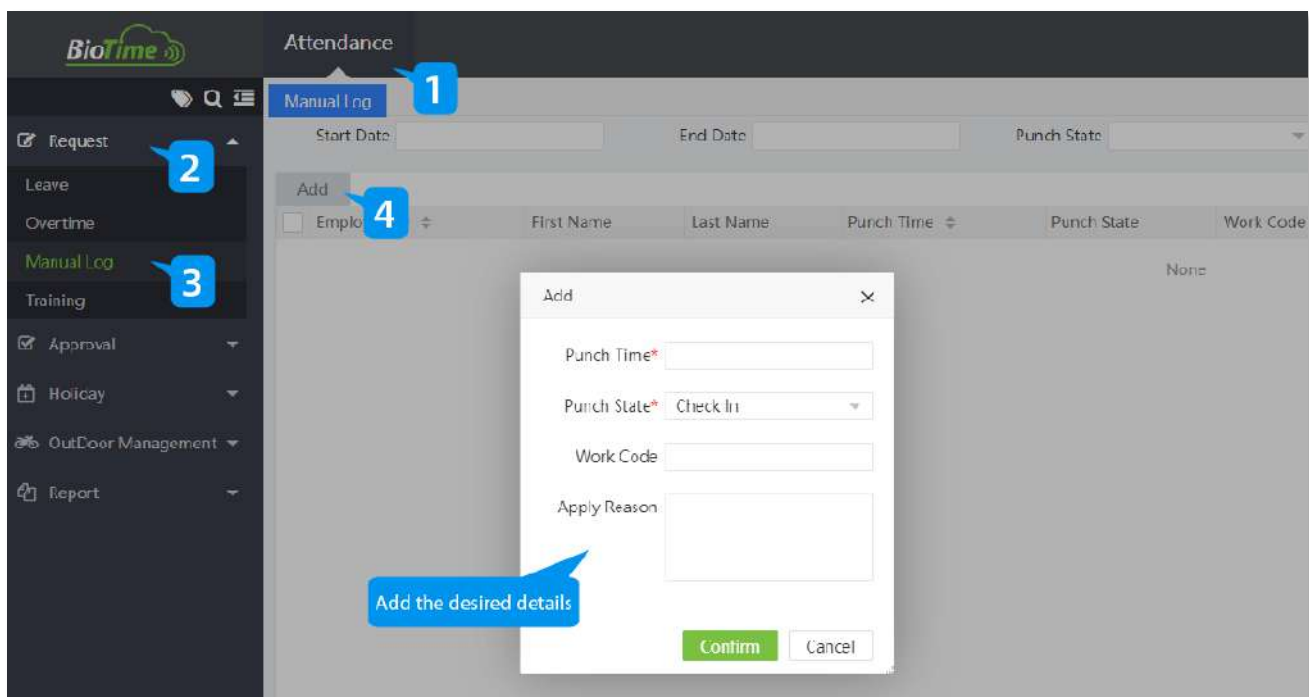
Work Code: Displays the Work Code of the employee if applicable.

Reason: Displays the reason for applying the manual log.

Approval State: Displays the approval state of the manual log as Approved/Rejected/Pending.

Apply Reason: Displays the apply reason state of the manual log.

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.

Reason: Enter the reason for applying the manual log.

Click **Confirm** after entering the details.



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