

User Manual (Client)

BioTimeCloud

Version: 1.0

Date: September 2024

Software Version: 1.2

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

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

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About the Company

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

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

About the Manual

This manual provides the operations of the BioTime Cloud software.

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

Document Conventions

The conventions used in this manual are listed below:

Visual Convention

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

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

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GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

1. Introduction to the System

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

1.1 System

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

Client configuration

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

System Modules

The system consists of the following functional modules:

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

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

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

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

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

Basic Procedure for Using the System

Follow the following procedure to manage the software:

Log in with the assigned user. Different users have different access rights, so the procedure varies for each role.

Administrator user

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

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

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

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

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

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

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

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

Step 9: Assign shifts to employees.

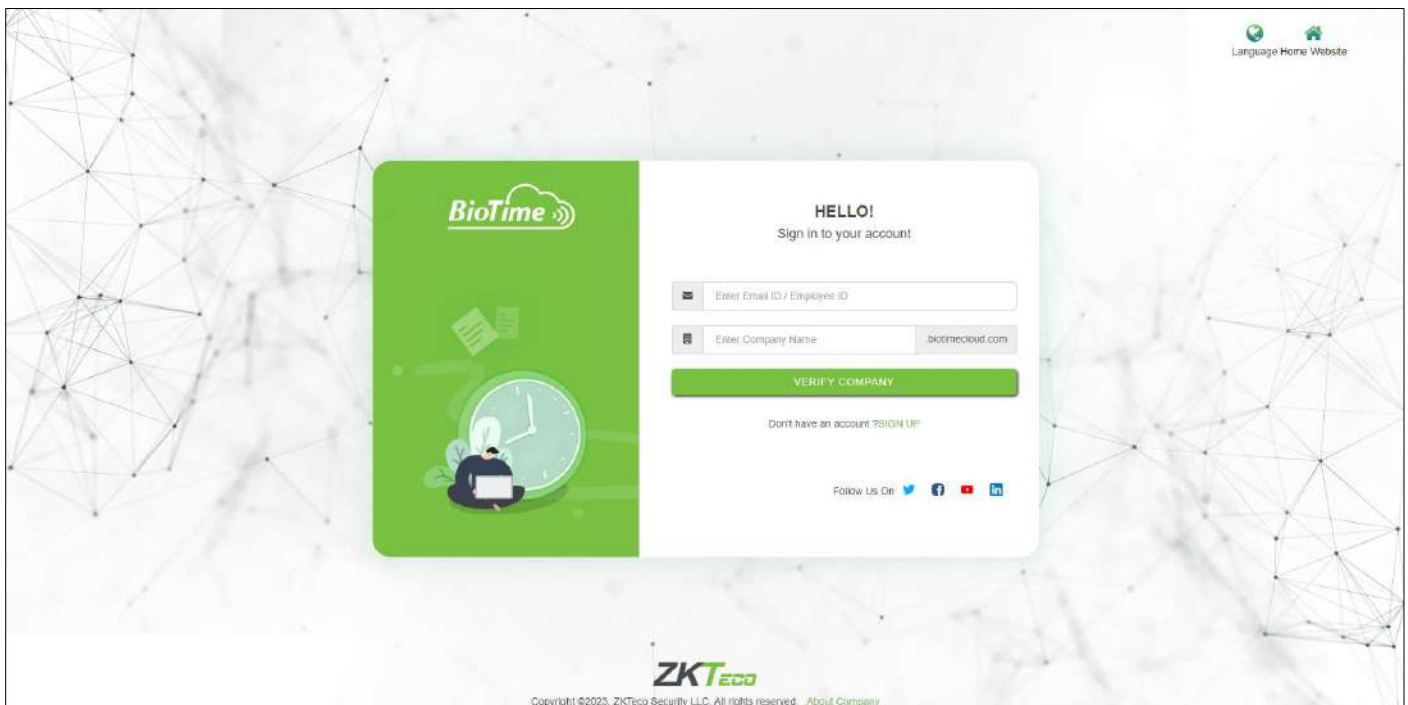
Step 10: Assign permissions and/or absences to employees.

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

2. System Management

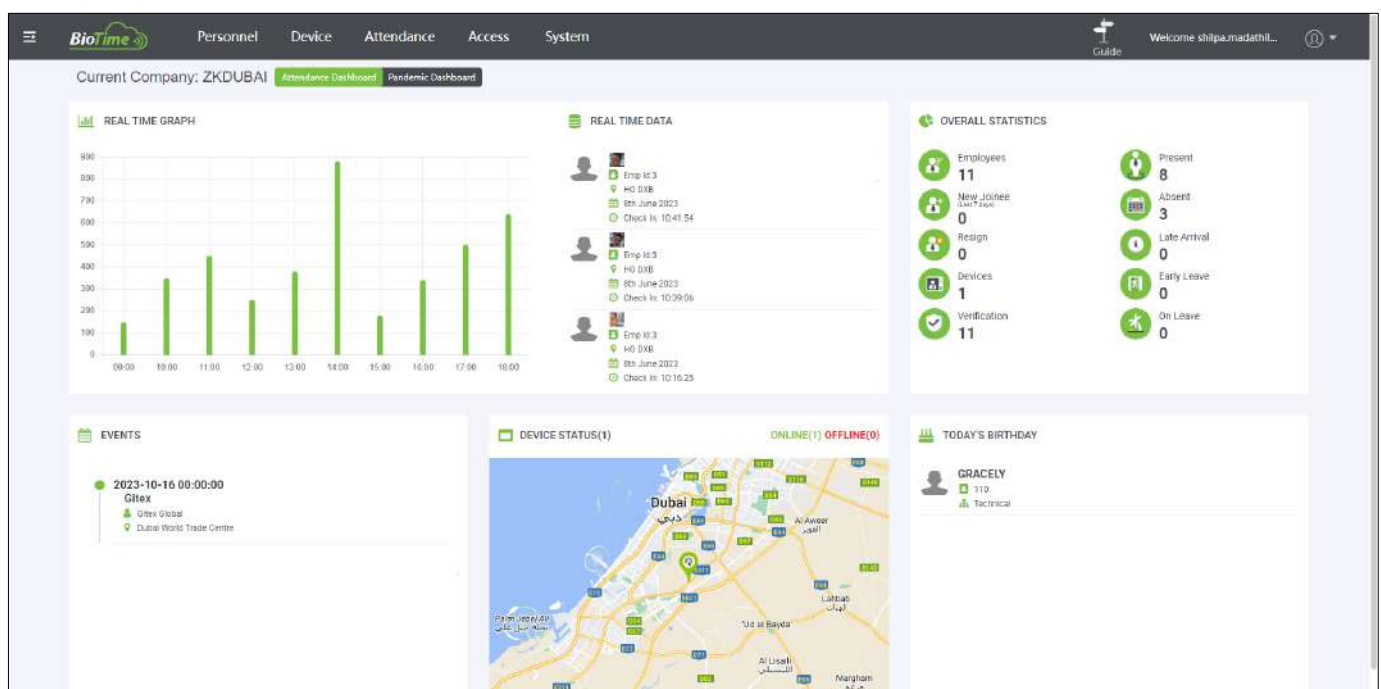
2.1 Login

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



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

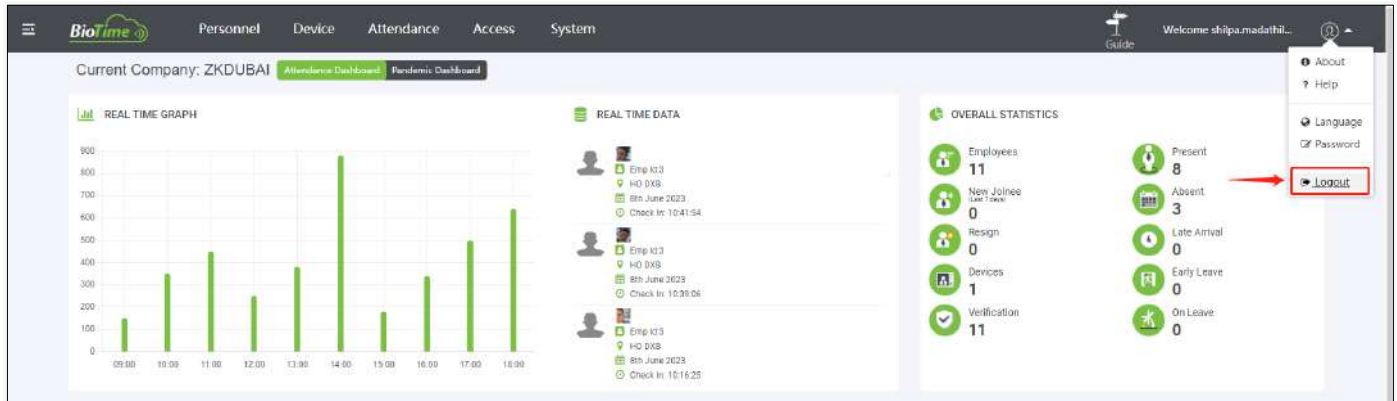
2. After the user logs in, the system displays the dashboard as shown in the following image.



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

2.2 Log out

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



2.3 Change password

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

Password

Old Password*

New Password*

Confirm Password*

Confirm

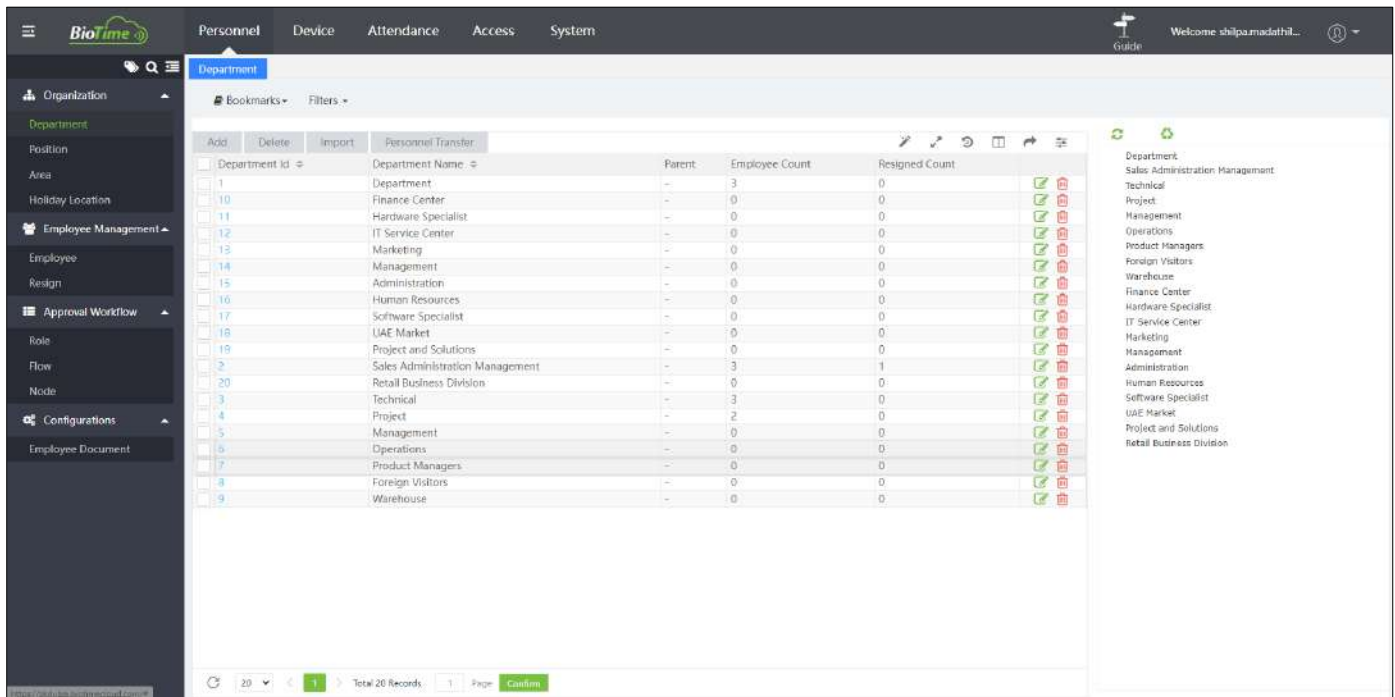
Cancel

3. Personnel Management

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

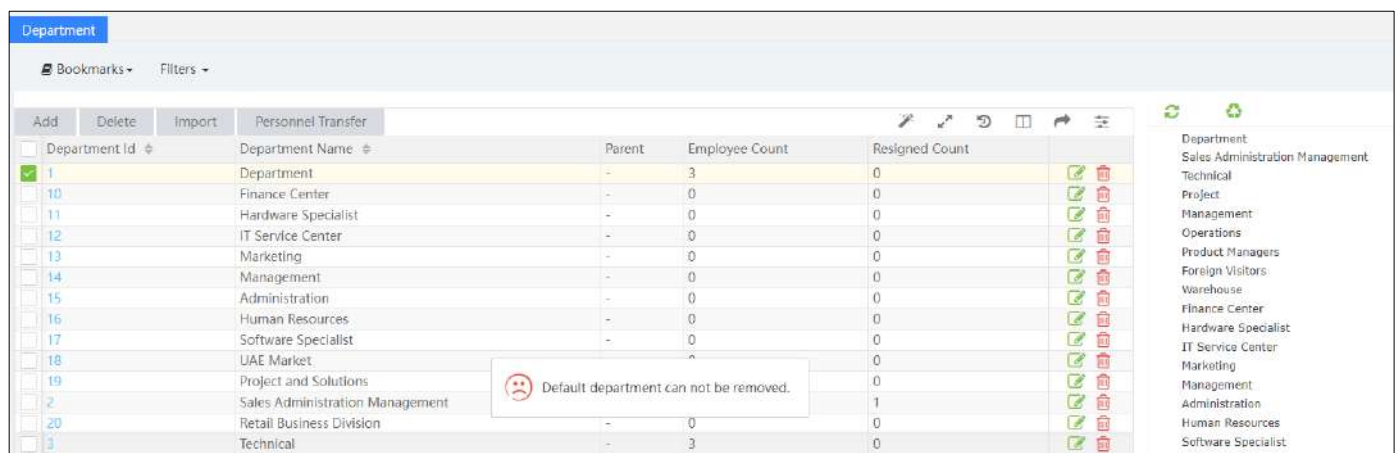
3.1 Department Management

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



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

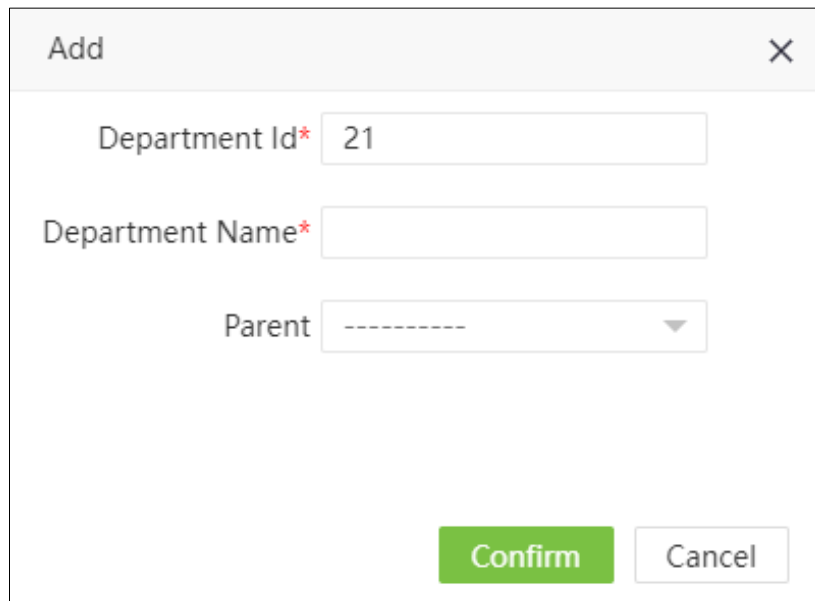
Note: This department can be edited (modified) but cannot be deleted.



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

3.1.1 New Department

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



Department ID: Enter a code of up to a maximum of 50 characters.

Department Name: Enter the name of the department with a maximum of 100 characters.

Parent: Click on and select a superior department for this department from the dropdown list.

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

3. You can click on [Import] to import department information from another software or system.

4. You can click on  to export department data to a local file.

3.1.2 Edit Department

You can modify the department name, department id, and parent department. Click on the Department Code of the record to modify, or click on .

After making the modifications, click [Confirm] to save the modified Department information.

3.1.3 Delete Department

Select the department to be deleted and click [Delete] on the top left corner of the department list. Alternatively,

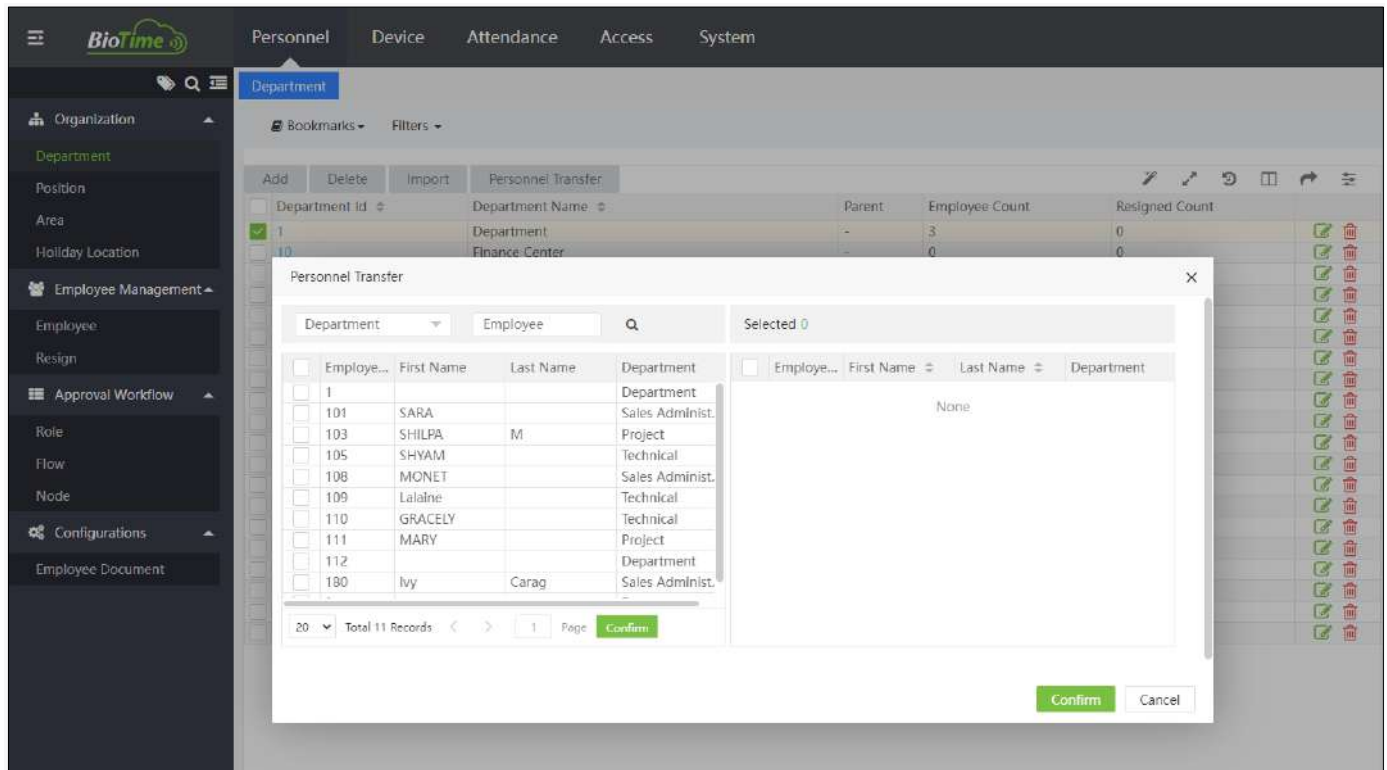
click on  the same row as the department to be deleted. Click [Confirm] to delete the Department.

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

3.1.4 Personnel Transfer

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

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



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

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

Personnel Transfer

Department

Employee

Q

Employee...

First Name

Last Name

Department

1

Department

101

SARA

Sales Administ.

103

SHILPA

M

Project

105

SHYAM

Technical

108

MONET

Sales Administ.

109

Lalaine

Technical

110

GRACELY

Technical

111

MARY

Project

112

Department

180

Ivy

Carag

Sales Administ.

Selected 3

Employee...

First Name

Last Name

1

103

SHILPA

M

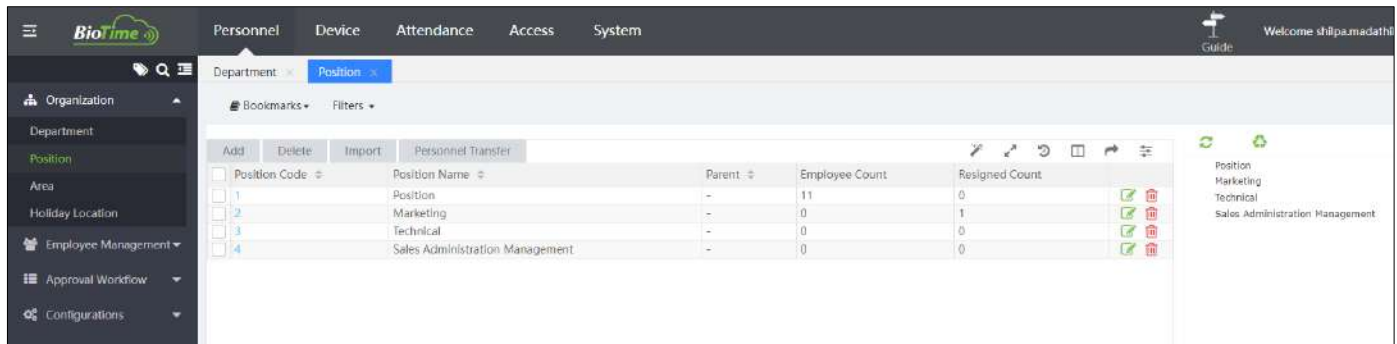
101

SARA

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

3.2 Position Management

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



3.2.1 New Position

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

Set the parameters as shown below:

Position Code: Enter a unique code for the position.

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

Parent Position: Select Parent Position.

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

3.2.2 Edit Position

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

3.2.3 Delete Position

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

3.2.4 Personnel Transfer

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

Personnel Transfer

Sales Administratio Employee Q Selected 3

✓	Employee...	First Name	Last Name	Department
✓	101	SARA		Sales Administ...
✓	108	MONET		Sales Administ...
✓	180	Ivy	Carag	Sales Administ...

20 Total 3 Records 1 Page Confirm

Confirm Cancel

1. In the list of employees, select the employees you want to change the position for. (You can search for employees by department, name, or employee ID).
2. Select the employees and click [Confirm]. The position of the selected employee will be changed.

Personnel Transfer

Sales Administratio Employee Q Selected 3

✓	Employee...	First Name	Last Name	Department
✓	101	SARA		Sales Administ...
✓	108	MONET		Sales Administ...
✓	180	Ivy	Carag	Sales Administ...

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

3.3 Area Management

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

BioTime Personnel Device Attendance Access System

Department Position Area

Bookmarks Filters

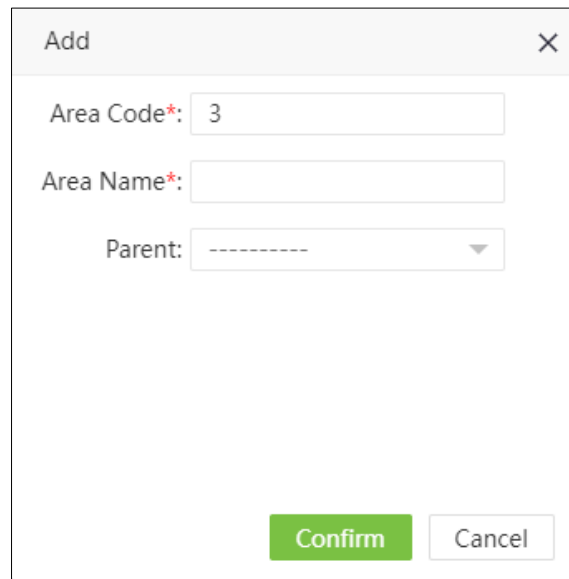
Add	Delete	Import	Personnel Transfer	Area Code	Area Name	Parent	Device Count	Employee Count	Resigned Count	FP Count	Face Count	VLFace Count
				1	Not Authorized	-	0	0	0	0	0	0
				2	Head Office	-	1	0	1	3	0	2

Not Authorized Head Office

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

3.3.1 New Area

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



The 'Add' dialog box contains three input fields: 'Area Code*' with the value '3', 'Area Name*' which is empty, and 'Parent:' which is a dropdown menu showing '-----'. At the bottom right are 'Confirm' and 'Cancel' buttons.

Set the parameters as shown below:

Area Code: Enter a unique code.

Area Name: Enter a name or description for the area.

Parent Area: Select a parent area for this area from the drop-down list.

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

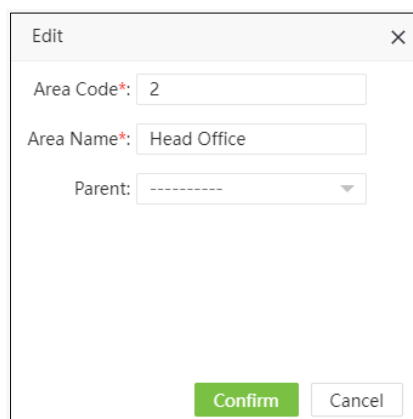


The screenshot shows the BioTime Cloud interface with the 'Area' tab selected. A table lists existing areas with columns for Area Code, Area Name, Parent, Device Count, Employee Count, Resigned Count, FP Count, Face Count, and VLFace Count. The table contains three rows: 'Not Authorized', 'Head Office', and 'ZKTeco'. To the right of the table is a sidebar with a 'Not Authorized' message and a 'ZKTeco' logo.

Area Code	Area Name	Parent	Device Count	Employee Count	Resigned Count	FP Count	Face Count	VLFace Count
1	Not Authorized	-	0	0	0	0	0	0
2	Head Office	-	1	9	1	3	0	2
3	ZKTeco	-	0	0	0	0	0	0

3.3.2 Edit Area

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

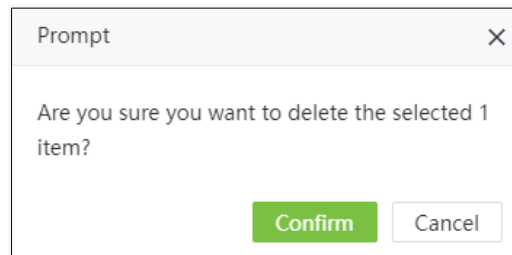


The 'Edit' dialog box contains three input fields: 'Area Code*' with the value '2', 'Area Name*' with the value 'Head Office', and 'Parent:' which is a dropdown menu showing '-----'. At the bottom right are 'Confirm' and 'Cancel' buttons.

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

3.3.3 Delete Area

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



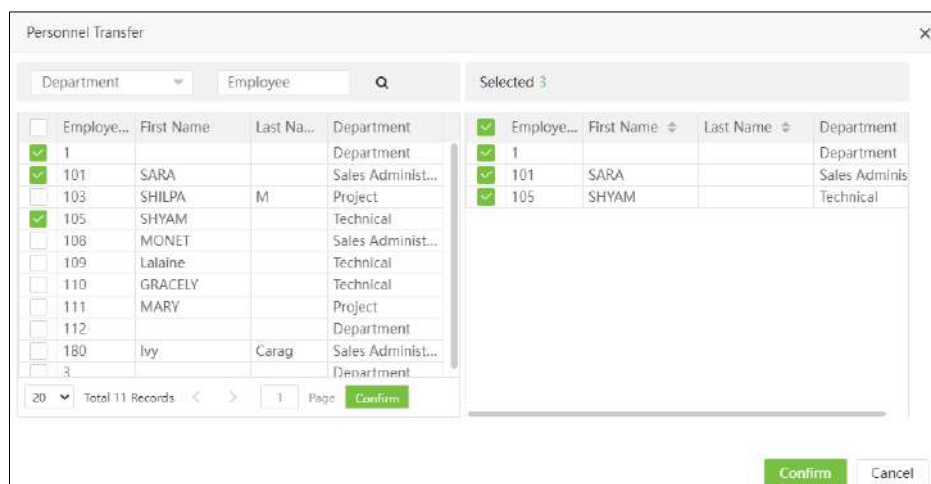
Note:

1. The default area cannot be deleted.
2. Areas that are currently being used by employees or devices cannot be deleted.

3.3.4 Personnel Transfer

You can adjust the area of employees in batches.

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



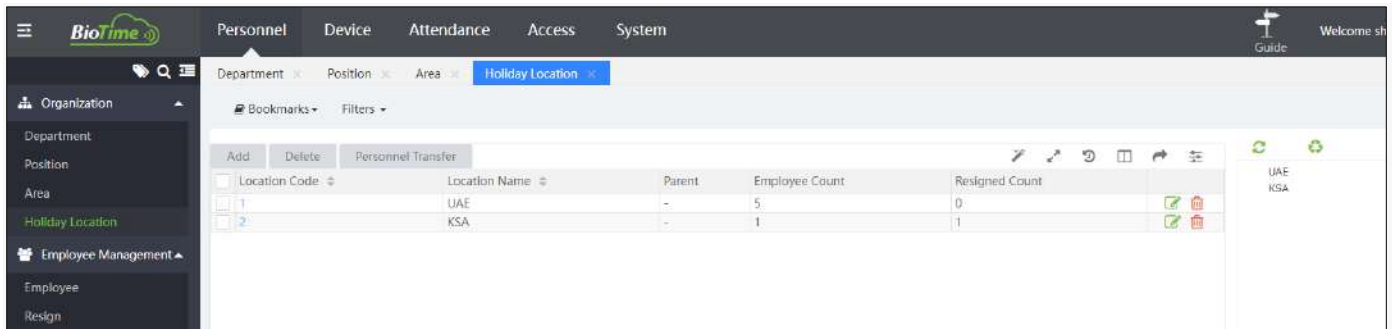
2. In the employee list, select the employees you want to change the area for (you can search for employees by Department, Name, or Employee ID).

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

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

3.4 Holiday Location

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



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

3.4.1 New Location

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

Add

Location Code* 3

Location Name*

Parent -----

Confirm Cancel

Set the parameters as shown below:

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

3.4.2 Edit Location

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

Edit

Location Code* 1

Location Name* UAE

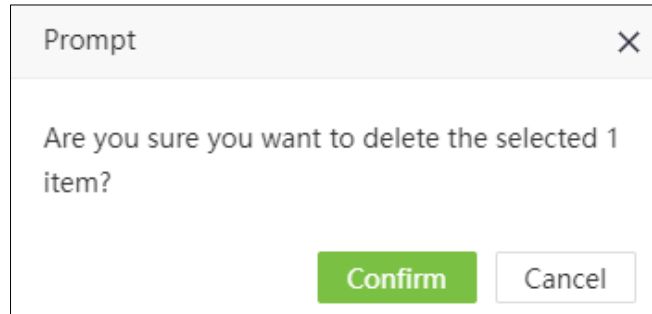
Parent -----

Confirm Cancel

3.4.3 Delete Location

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

Click [Confirm] to delete the location.



Note:

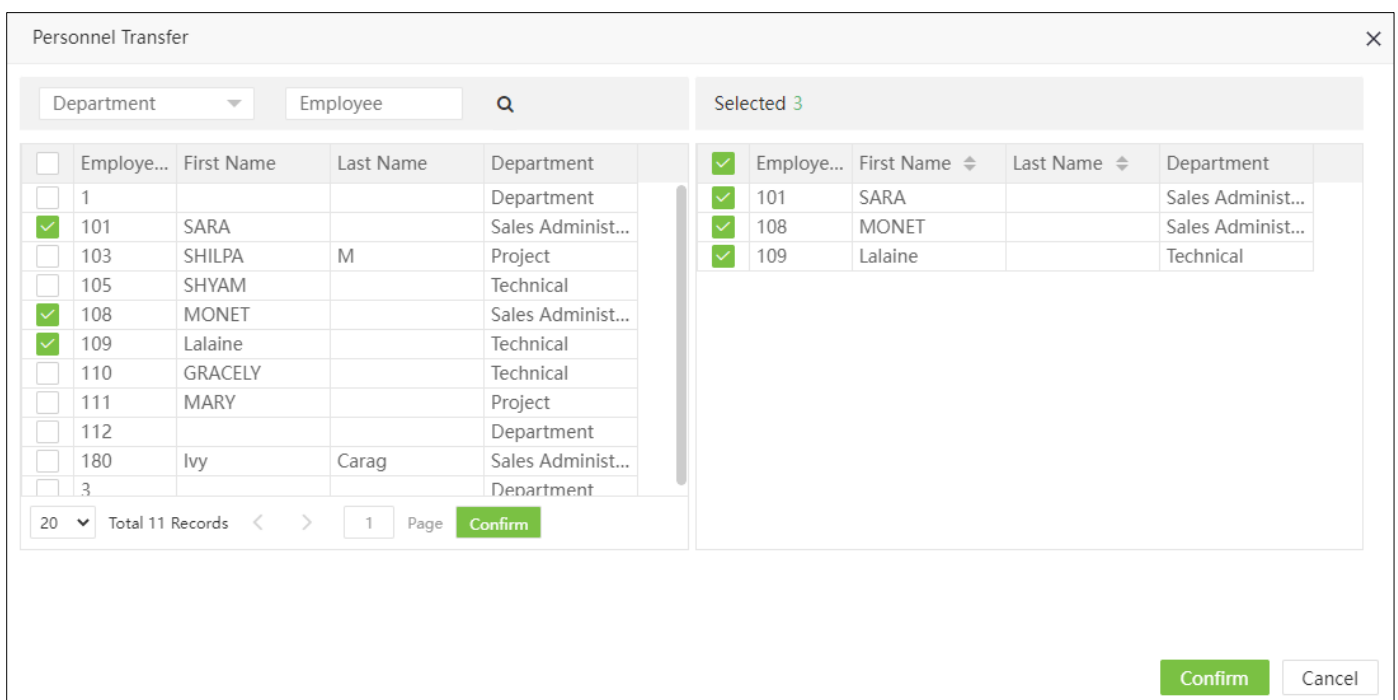
The default location cannot be deleted.

Locations currently being used by employees cannot be deleted.

3.4.4 Personnel Transfer

You can adjust the locations of employees in batches.

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



Employee...	First Name	Last Name	Department
☐ 1			Department
☒ 101	SARA		Sales Administ...
☐ 103	SHILPA	M	Project
☐ 105	SHYAM		Technical
☒ 108	MONET		Sales Administ...
☒ 109	Lalaine		Technical
☐ 110	GRACELY		Technical
☐ 111	MARY		Project
☐ 112			Department
☐ 180	Ivy	Carag	Sales Administ...
☐ 3			Department

Employee...	First Name	Last Name	Department
☒ 101	SARA		Sales Administ...
☒ 108	MONET		Sales Administ...
☒ 109	Lalaine		Technical

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

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

3.5 Employee Location Management

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

Employee Id	First Name	Department	Area	Fingerprint	Face	Palm	VL Face	Update Time	Employee...	Mobile ...	Mobile ...	Mobile ...	Mobile ...
105	SHYAM	Software Specialist	ZKTeco	-	-	-	1	2023-06-08 11:28:35					
103	SHILPA	Technical	ZKTeco	Ver 10:1	-	-	-	2023-06-08 11:28:35	HR				
101	SARA	Sales Administration Management	Head Office	-	-	-	-	2023-04-06 09:00:40					
108	MONET	Sales Administration Management	Head Office	-	-	-	-	2023-05-30 16:34:17	HR				
111	MARY	Project	Head Office	-	-	-	1	2023-06-08 11:30:57					
109	Lalaine	Technical	ZKTeco	-	-	-	-	2023-06-08 11:28:35					
180	Ivy	Sales Administration Management	ZKTeco	-	-	-	-	2023-06-08 11:31:53					
110	GRACELY	Sales Administration Management	ZKTeco	-	-	-	-	2023-06-08 11:28:35					

3.5.1 New Employee

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

Add

Profile

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

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

SSN
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

Configure the parameters as shown below:

Profile

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

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



Click on [Confirm] to save.

Private Information

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

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

Adjust the parameters as shown below:

SSN:	Enter the employee's social security number.
Local name:	Enter the employee's local name.
Gender:	Select the employee's gender.

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

Device

Click on [Device Settings] to configure device access.

Personal Information	Device Settings	Attendance Settings	Mobile App Settings	WhatsApp Settings	Sms Settings
Verification Mode	Any	Device Privilege	Employee		
Device Password					
Enroll Device		FP Registered(v10)	0	Enroll	
					Bio-Photo

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

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

Device Privilege	Employee
FP Registered(v10)	Employee Register System Administrator Super Administrator

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

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

Registered Fingerprint (v10): Enrol fingerprints for employees.

Bio-photo: Upload the employee's photo for attendance marking through intelligent facial recognition.

Attendance

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

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

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

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

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

APP

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

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: The default value is Disabled. If set to Enabled, the user can use the mobile app.

App Role: Set the employee's mobile app role.

Mobile Attendance Punch: Set whether the employee can mark attendance from the app for entry and exit.

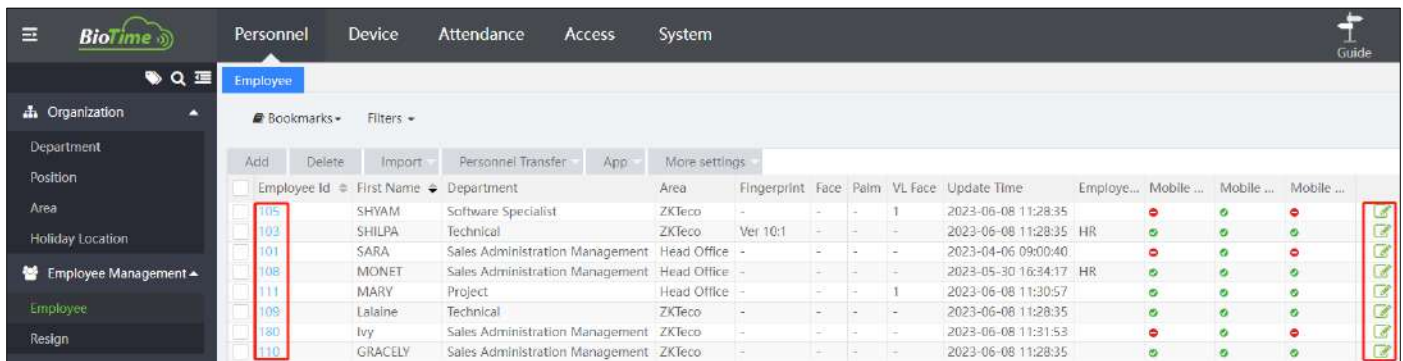
WhatsApp Settings

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

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

3.5.2 Edit Employee

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

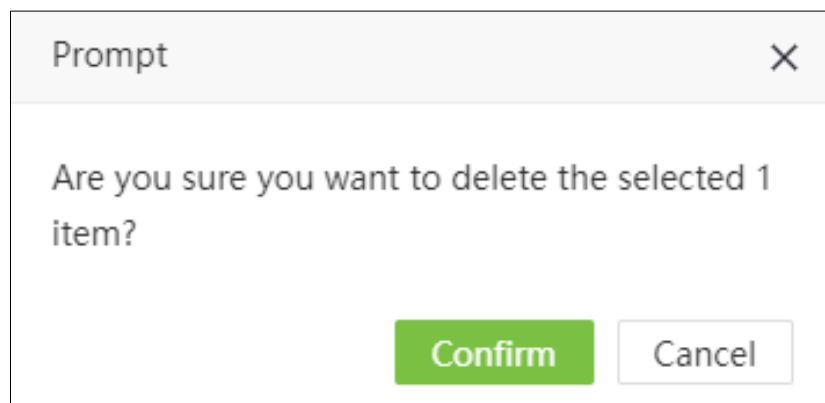


Employee ID	First Name	Department	Area	Fingerprint	Face	Palm	VL Face	Update Time	Employee...	Mobile ...	Mobile ...	Mobile ...
105	SHYAM	Software Specialist	ZKTeCo	-	-	-	1	2023-06-08 11:28:35	HR	✓	✓	✓
103	SHILPA	Technical	ZKTeCo	Ver 10:1	-	-	-	2023-06-08 11:28:35	HR	✓	✓	✓
101	SARA	Sales Administration Management	Head Office	-	-	-	-	2023-04-06 09:00:40	HR	✓	✓	✓
108	MONET	Sales Administration Management	Head Office	-	-	-	-	2023-05-30 16:34:17	HR	✓	✓	✓
111	MARY	Project	Head Office	-	-	-	1	2023-06-08 11:30:57	HR	✓	✓	✓
109	Lalaine	Technical	ZKTeCo	-	-	-	-	2023-06-08 11:28:35	HR	✓	✓	✓
180	Ivy	Sales Administration Management	ZKTeCo	-	-	-	-	2023-06-08 11:31:53	HR	✓	✓	✓
110	GRACELY	Sales Administration Management	ZKTeCo	-	-	-	-	2023-06-08 11:28:35	HR	✓	✓	✓

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

3.5.3 Delete Employee

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



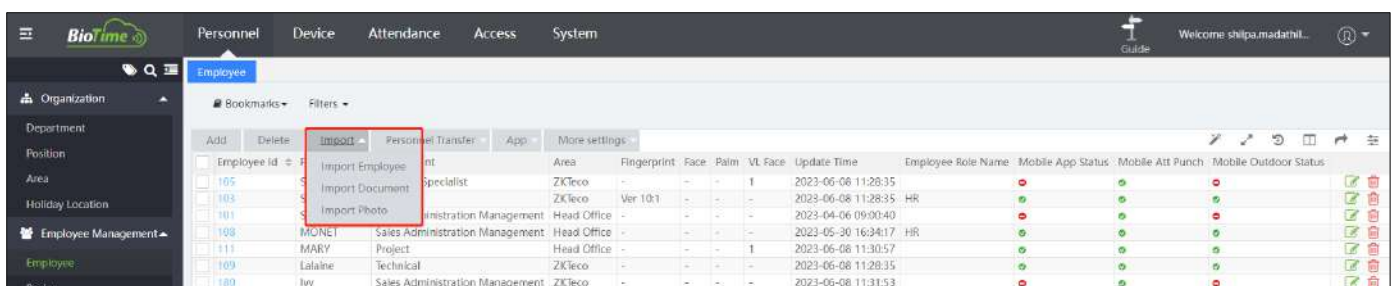
Click on [Confirm] to delete the employee.

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

3.5.4 Import

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

Import Employees



Employee ID	First Name	Department	Area	Fingerprint	Face	Palm	VL Face	Update Time	Employee Role Name	Mobile App Status	Mobile Att Punch	Mobile Outdoor Status
105	SHYAM	Software Specialist	ZKTeCo	-	-	-	1	2023-06-08 11:28:35	HR	✓	✓	✓
103	SHILPA	Technical	ZKTeCo	Ver 10:1	-	-	-	2023-06-08 11:28:35	HR	✓	✓	✓
101	SARA	Sales Administration Management	Head Office	-	-	-	-	2023-04-06 09:00:40	HR	✓	✓	✓
108	MONET	Sales Administration Management	Head Office	-	-	-	-	2023-05-30 16:34:17	HR	✓	✓	✓
111	MARY	Project	Head Office	-	-	-	1	2023-06-08 11:30:57	HR	✓	✓	✓
109	Lalaine	Technical	ZKTeCo	-	-	-	-	2023-06-08 11:28:35	HR	✓	✓	✓
180	Ivy	Sales Administration Management	ZKTeCo	-	-	-	-	2023-06-08 11:31:53	HR	✓	✓	✓

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

Import Employee

Import File: [Choose File](#)

Please download sample template, add your data, and then import

Existing Data: Ignore

Sample Template: [Download Template](#)

	A	B	C	D	E	F	G	H
S.No	Employee Id	First Name	Department Id	Department Na...	Position Code	Position Name	Gender	Date of Joini...
1	10001	Koi	1	HR	1	Director	Male / Female	2016-10-14
2	10002	Koe	1	HR	1	Director	Male / Female	2016-10-14
3	10003	Kosan	1	HR	2	Manager Assis...	Male / Female	2016-10-14

Description

1.The header in file template are required
 2.The Employee ID,First Name,Department Code,Area Code are Required fields
 3.The Card Number must be unique
 Note: Only 'txt','xls','csv' and 'xlsx' formats are supported

Confirm

Cancel

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

Import Documents

BioTime Cloud													
Personnel Device Attendance Access System													
Employee													
Bookmarks Filters													
Add Delete Import Personnel Transfer App More settings													
Employee Id	Fingerprint	Face	Palm	VL Face	Update Time	Employee Role Name	Mobile App Status	Mobile Att Punch	Mobile Outdoor Status				
105	Import Employee	nt	Area	ZKTecc	-	-	-	2023-06-08 11:28:35	HR				
108	Import Document	specialist	ZKTecc	Ver 10:1	-	-	-	2023-06-08 11:28:35	HR				
101	Import Photo	Administration Management	Head Office	-	-	-	-	2023-04-05 09:00:40	HR				
108	MONET	Sales Administration Management	Head Office	-	-	-	-	2023-05-30 16:34:17	HR				
111	MARY	Project	Head Office	-	-	-	-	2023-06-08 11:30:57	HR				
109	Lalaine	Technical	ZKTecc	-	-	-	-	2023-06-08 11:28:35	HR				

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

Import Document

Import File: [Choose File](#)

Please download sample template, add your data, and then import

Existing Data: Ignore

Sample Template: [Download Template](#)

	A	B	C	D	E
1	Document ...	Employee ID	Valid up to	Email A...	Alert Before
2	1	1001	2008-08-12	Yes	5

Description

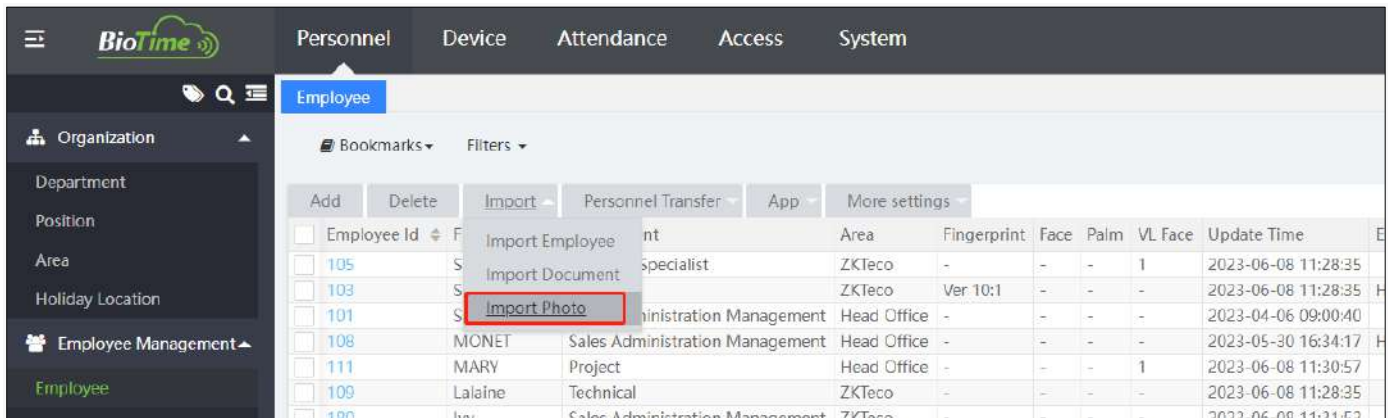
1. The header in the file template is required
 2. The Document No., Employee ID, Email Alert are required fields
 Note: Only 'txt','xls','csv' and 'xlsx' formats are supported

Confirm

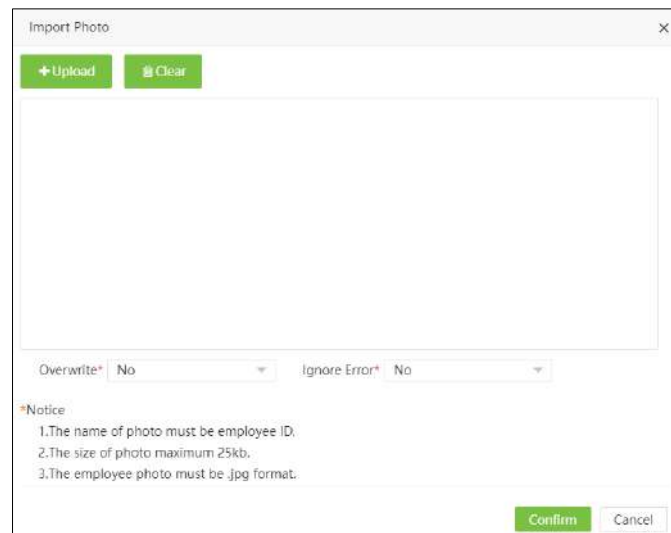
Cancel

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

Import Photos



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



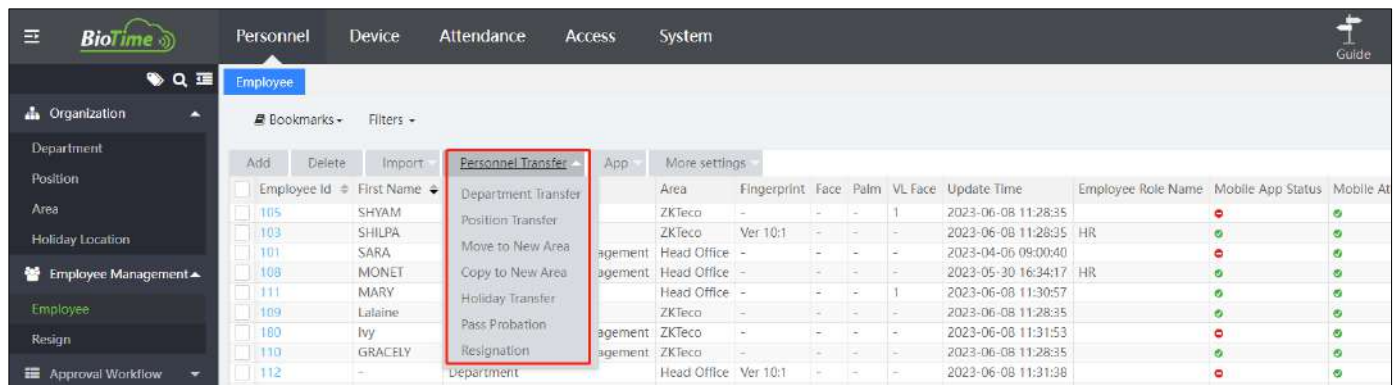
Overwrite: It will replace the photos that are already active in the employee's profile.

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

3.5.5 Personnel Transfer

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

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



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

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

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

3.6 Resignation

3.6.1 New Resignation

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

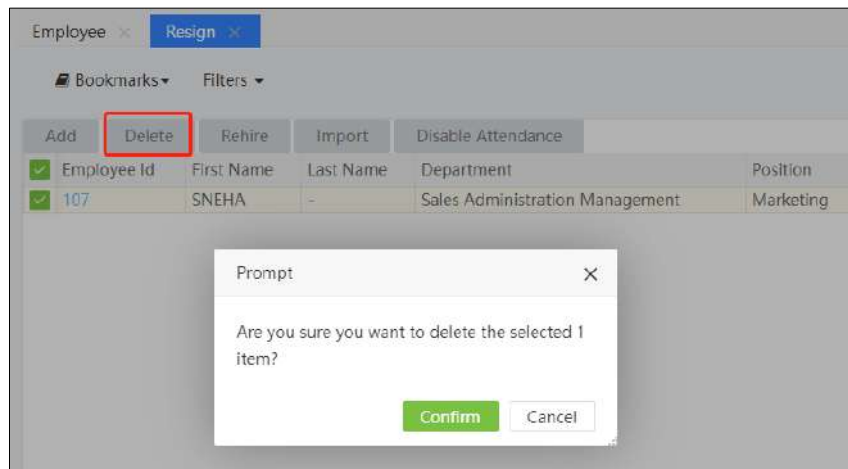
Concepts

- Employee:** Select the employee that you want to resign. (You can filter employees by department, name, or employee ID).
- Resignation Date:** Select the resignation date for the employee.
- Resignation Type:** Select the type of resignation.
- Report Generation End Date:** Select the report generation end date
- Attendance:** If attendance is enabled, the employee will have access to their attendance data on the device, otherwise not.
- Resign Reason:** Enter the reason for the resignation.

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

3.6.2 Delete Resignation

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

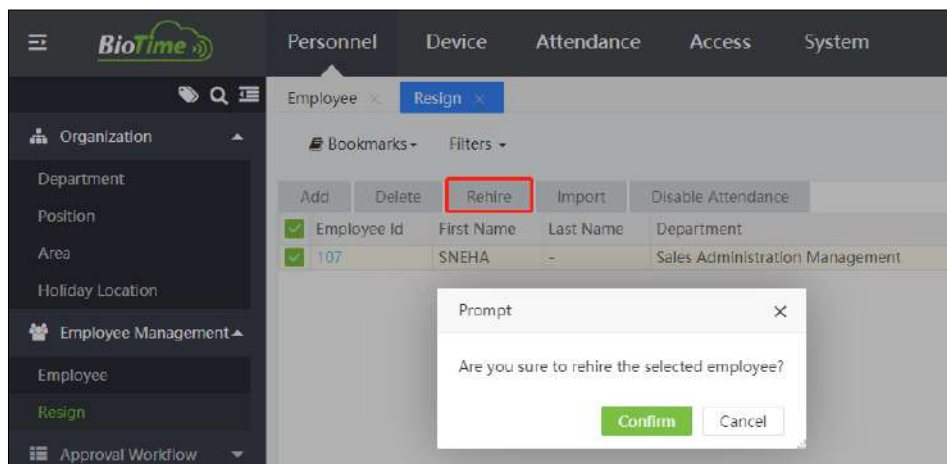


Click on [Confirm] to delete the resignation details.

3.6.3 Enable

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

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



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

3.6.4 Disable Attendance

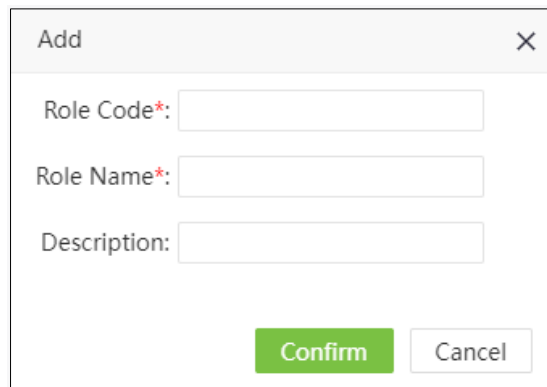
To disable the attendance of a resigned employee, follow these steps:

1. Select the resigned employee whose attendance needs to be disabled. Click on [Disable Attendance].
2. Click on [Confirm] to disable the attendance of the selected employee.

3.7 Approval Workflow

3.7.1 Role Approvers

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



A dialog box titled "Add" with a close button (X) in the top right corner. It contains three input fields: "Role Code*" (with a red asterisk), "Role Name*" (with a red asterisk), and "Description:". At the bottom, there are two buttons: "Confirm" (green) and "Cancel" (white).

Enter the details as shown below:

Code: Enter a unique code for the role.

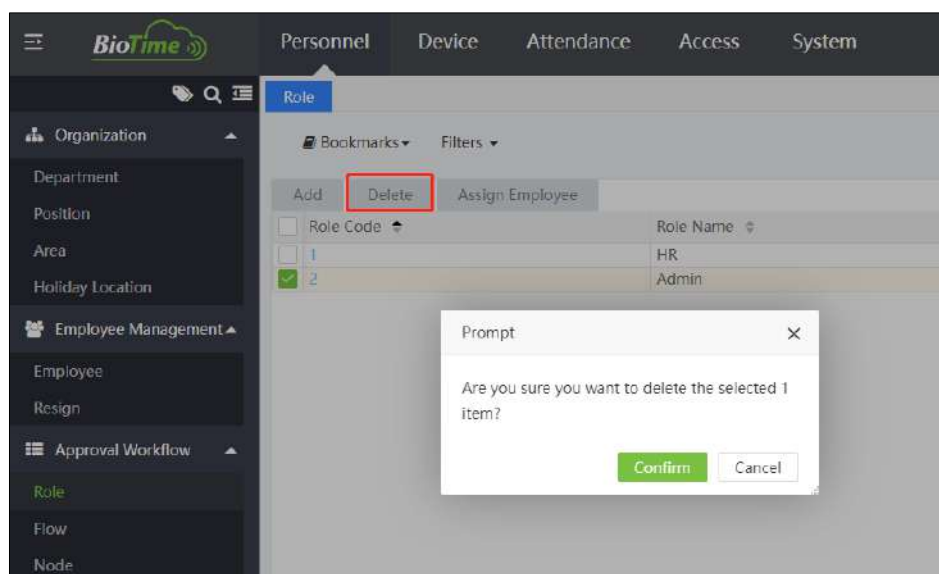
Name: Enter a name assigned for the role.

Description: Enter the description of the role.

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

Delete Role

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



Click on [Confirm] to delete the role.

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

Assign Employee

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

The 'Assign Employee' dialog box contains a search bar with 'Department' and 'Employee' filters. Below the search bar is a table of employees with columns for 'Employee...', 'First Name', 'Last Name', and 'Department'. The table lists 11 records, with the first record highlighted. A 'Confirm' button is located at the bottom right of the dialog box.

Employee...	First Name	Last Name	Department
1			Department
101	SARA		Sales Administ.
103	SHILPA	M	Technical
105	SHYAM		Software Spec..
108	MONET		Sales Administ.
109	Lalaine		Technical
110	GRACELY		Sales Administ.
111	MARY		Project
112	-		Department
180	Ivy	Carag	Sales Administ.

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

3.7.2 Flow

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

The 'Add' dialog box contains fields for 'Start Date*', 'End Date*', 'Flow Code*', 'Name*', 'Request Type*', 'Requester', 'Position', and 'Department'. Below these fields is a table for adding nodes to the workflow. The table has columns for 'Node Number', 'Node Name', and 'Operation'. A 'Confirm' button is located at the bottom right of the dialog box.

Node Number	Node Name	Operation
		None

Enter the details as shown below:

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

Code: Enter the code of the workflow.

Name: Enter the name of the workflow.

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

Employee: Select the employees to assign the workflow to.

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

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

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

Add Node		
Node Number ▾	Node Name	Operation
		

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

Note:

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

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

3.7.3 Node

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

BioTime Cloud						
Personnel Device Attendance Access System						
Role × Flow × Node ×						
Bookmarks Filters						
Workflow Name	Code	Name	Approver	Notifier	Approver Scope	
Training	1	HR				
Leave Application	1	Level 1	HR		Department, Sales Administration Management, Technical, Project	

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

Edit

Start Date*2023-03-01

End Date*2023-06-30

Flow Code*1

Name*Leave Application

Request Type*Leave

RequesterLalaine,MONET,SNEHA,SH

Position-----

Department-----

Add Node

Node Number	Node Name	Operation
1	Level 1	

Configure the details as shown below:

- Node Number:** The node number cannot be modified.
- Node Name:** The name of the node can be modified.
- Approver:** Click to select the role that approves the node.
- Approver's Scope:** If "Own Department" is selected, the employee in the selected role can only approve requests from their own department. If "All" is selected, the employee in the selected role can approve requests from all departments.
- Notifier:** Click to select the role to receive notifications.
- Notifier Scope:** If "Own Department" is selected, the employee in the selected role can receive notifications from their own department. If "All" is selected, the employee in the selected role can receive notifications from all departments.

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

3.8 Configurations

3.8.1 Employee Document

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

Add

Document No.*:

Document Title.*:

Confirm

Cancel

Configure the details as shown below:

Certification code: Enter the code of the certificate.

Certificate name: Set the name of the certificate.

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

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

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

4. Devices

4.1 Device

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

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

Serial Number	Device Name	Area	Area Code	Device IP	Status	Last Activity	User Count	Fingerprint Count	Face Count	Palm Count	Transaction Count	Command
CKFW204280250	SpeedFace-V5L(P)	Head Office	2	5.195.204.199	🟢	2023-06-08 14:44:54	5	2	3	1	1931	18

The details of the interface are as follows:

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

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

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

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

Device model: Displays the model of the device.

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

Status:

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

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

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

Fingerprint Count: Displays the number of registered fingerprints.

Face Count: Displays the number of registered faces.

Palm Count:	Displays the number of registered palms.
Transaction Count:	Displays the number of events that the device has stored.
Command:	Displays the number of commands the software is working with the device to synchronize data.

4.1.1 New T&A Device

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

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

The 'Add' dialog box contains the following fields and values:

Field	Value
Device Name*	
Serial Number*	
Area*	-----
Device IP	
Transfer Mode*	Real-Time
Timezone*	Etc/GMT+5:30
Registration Device*	No
Attendance Device*	Yes
Connection Request Interval(sec)*	10
Enable Access Control*	No
Transfer Interval*	1
Transfer Time*	00:00;14:05

Buttons: Confirm, Cancel

Configure the details as shown below:

Device name:	Enter a name for the device, maximum of 50 characters.
Serial number:	Enter the serial number of the device.
Area:	From the drop-down list, select the area to which the T&A device belongs.
Device IP:	Configure the IP address of the device.
Transfer mode:	Select the data transfer mode between software and devices. The transfer mode can be in real-time or at a specific time.
Time Zone:	When a time zone is selected, the time on the T&A device will automatically synchronize with the standard time in the set time zone.
Registration Device:	Select whether the device is a registration device or not. If yes, the employees registered from the device will be automatically uploaded to the software.
Attendance Device:	To indicate whether it is an attendance device.
Connection Request Interval (sec):	Set the time for the device to automatically transmit data to the system.
Enable Access Control:	To indicate whether the device will be shared with the access control module.

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

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

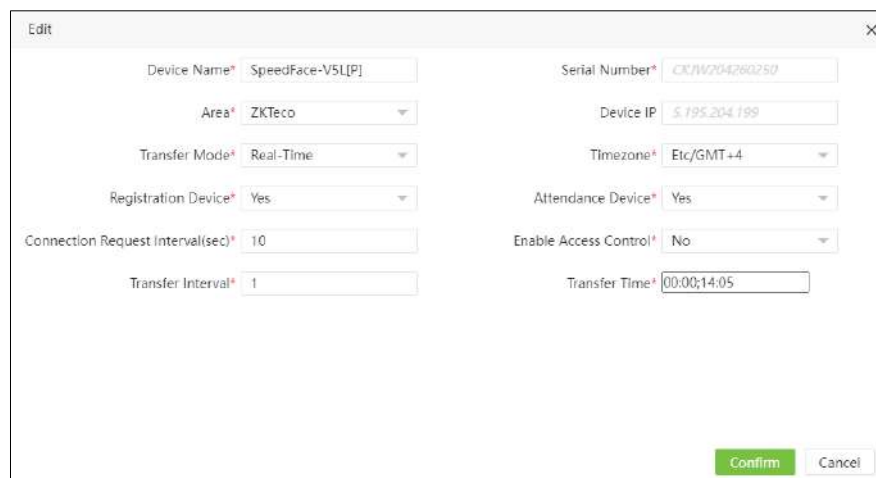
Automatically add device

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

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

4.2.1 Edit Device

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



The 'Edit' window displays the following configuration fields:

Field	Value
Device Name*	SpeedFace-V5L[P]
Serial Number*	CCW704260250
Area*	ZKTeco
Device IP	5.195.204.199
Transfer Mode*	Real-Time
Timezone*	Etc/GMT+4
Registration Device*	Yes
Attendance Device*	Yes
Connection Request Interval(sec)*	10
Enable Access Control*	No
Transfer Interval*	1
Transfer Time*	00:00:14:05

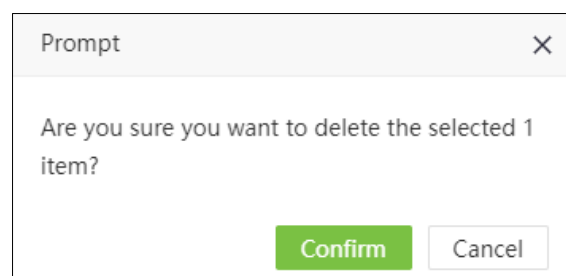
Buttons: Confirm, Cancel

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

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

4.1.3 Delete Device

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



The 'Prompt' dialog box contains the following text:

Are you sure you want to delete the selected 1 item?

Buttons: Confirm, Cancel

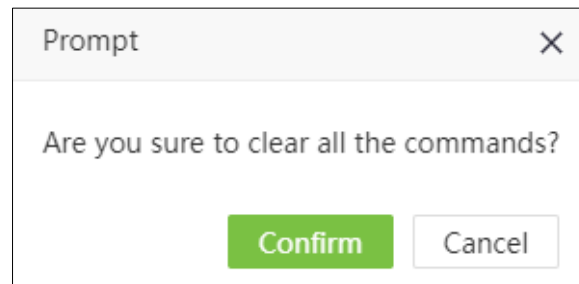
2. Click on [Confirm] to delete the selected device.

4.1.4 New Area

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

4.1.5 Clear Commands

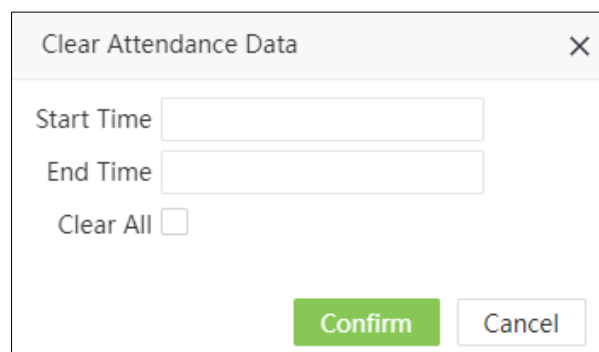
Select the device and click on the menu > [Clear Commands]. Click on [Confirm] to delete the pending commands from the device.



A modal dialog box titled 'Prompt' with a close button (X) in the top right corner. The main text inside the dialog asks, 'Are you sure to clear all the commands?'. At the bottom of the dialog, there are two buttons: a green 'Confirm' button and a white 'Cancel' button with a grey border.

4.1.6 Clear Data

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

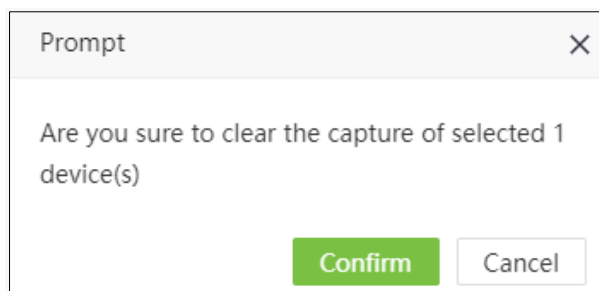


A modal dialog box titled 'Clear Attendance Data' with a close button (X) in the top right corner. Inside the dialog, there are two input fields: 'Start Time' and 'End Time'. Below these fields is a checkbox labeled 'Clear All'. At the bottom of the dialog, there are two buttons: a green 'Confirm' button and a white 'Cancel' button with a grey border.

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

Clear Captured Photos

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



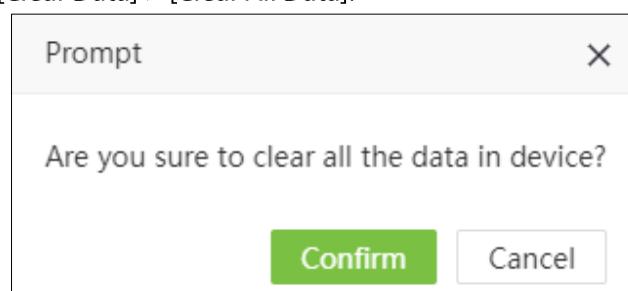
A modal dialog box titled 'Prompt' with a close button (X) in the top right corner. The main text inside the dialog asks, 'Are you sure to clear the capture of selected 1 device(s)'. At the bottom of the dialog, there are two buttons: a green 'Confirm' button and a white 'Cancel' button with a grey border.

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

Clear Everything

You can clear all data on a T&A device.

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



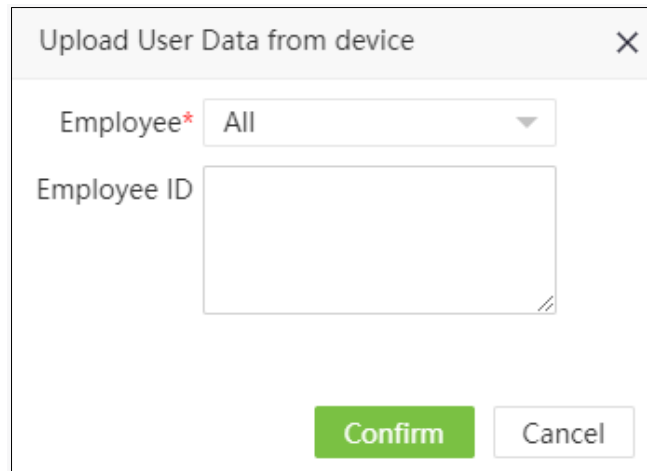
A modal dialog box titled 'Prompt' with a close button (X) in the top right corner. The main text inside the dialog asks, 'Are you sure to clear all the data in device?'. At the bottom of the dialog, there are two buttons: a green 'Confirm' button and a white 'Cancel' button with a grey border.

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

4.1.7 Data Transfer

Upload User Data

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



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

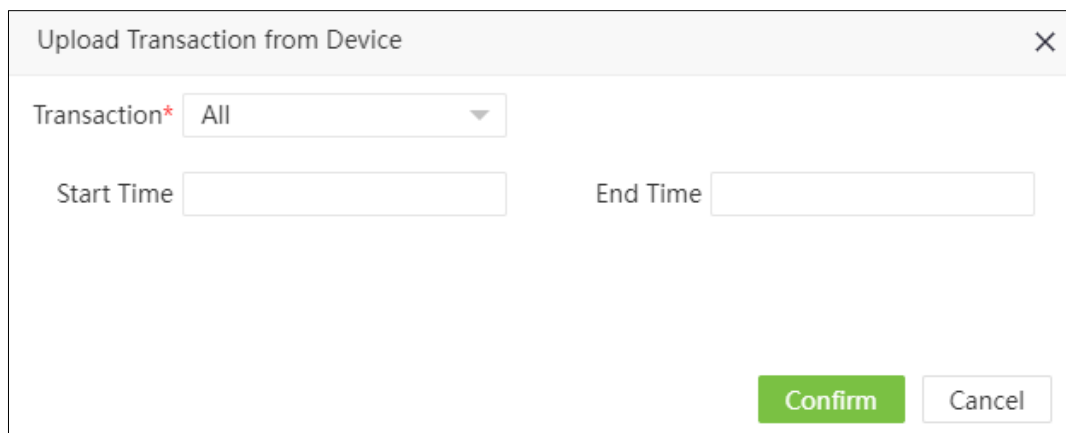
1. Click on [Confirm] to load user data.

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

Upload Transaction

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

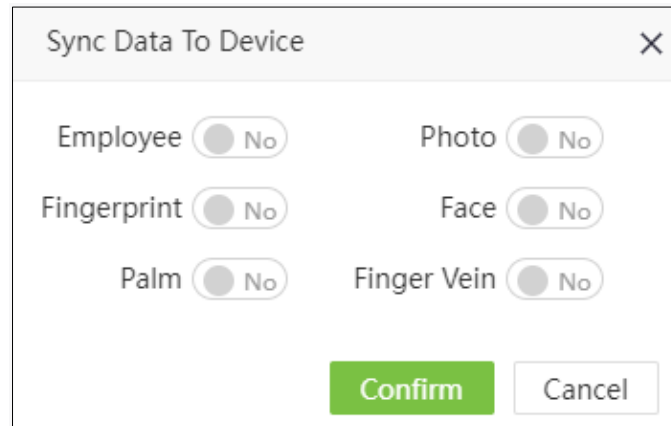
Select a device and click on [Data Transfer] > [Upload transaction from device].



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

Sync Data to Device

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

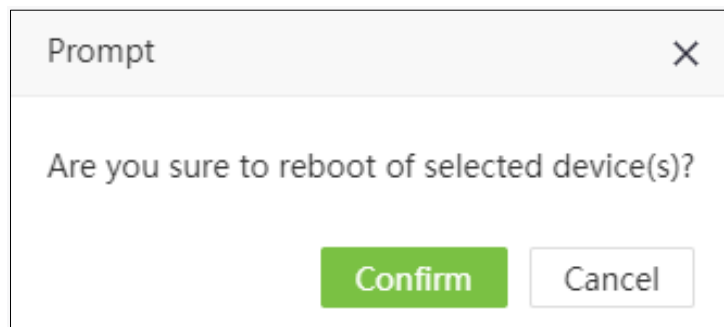


Click on [Confirm] to synchronize the data.

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

4.1.8 Device Menu

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



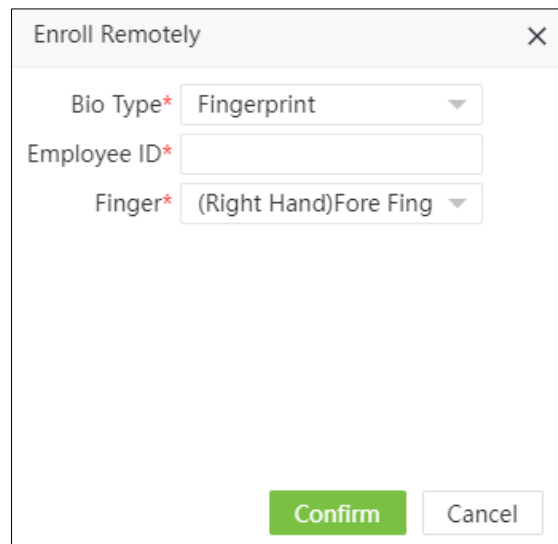
Click on [Confirm] to restart the device.

Read Information

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

Enroll Remotely

This function is ideal when the device administrator is not available to operate the device and register the fingerprint. Select the corresponding device, and click on [Device] > [Device Menu] > [Enroll Remotely] to access the remote enrollment interface:

A dialog box titled "Enroll Remotely" with a close button (X) in the top right corner. It contains three fields: "Bio Type*" with a dropdown menu showing "Fingerprint", "Employee ID*" with an empty text input field, and "Finger*" with a dropdown menu showing "(Right Hand)Fore Fing". At the bottom, there are two buttons: "Confirm" (green) and "Cancel" (white).

Enter the details as shown below.

Biometric Type: Select the biometric type. Currently, only fingerprints are supported.

Employee ID: Enter the employee's ID.

Fingerprint: Select the corresponding finger that needs to be remotely registered.

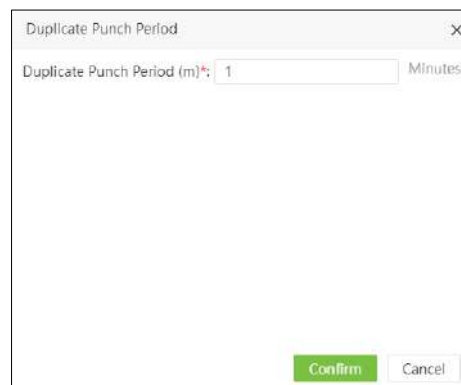
1. Click on [Confirm]. The software will send a command to the device, and the device will open the fingerprint registration menu. The employee only needs to register their fingerprint.



Duplicate Punch Period

Set the time period for duplicated events on the device.

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

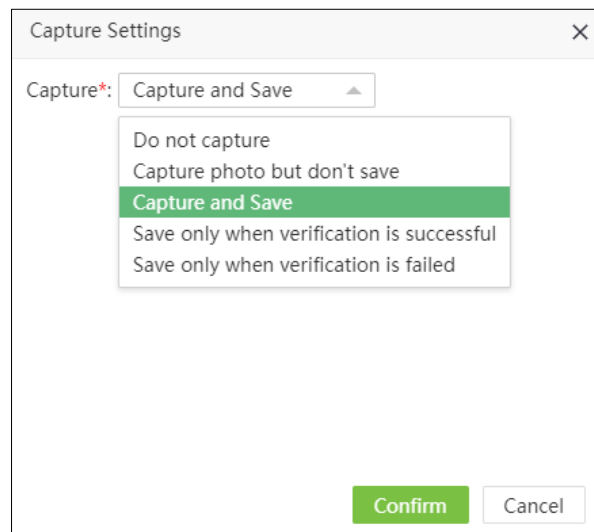
A dialog box titled "Duplicate Punch Period" with a close button (X) in the top right corner. It contains a field "Duplicate Punch Period (m)*:" with the value "1" entered, followed by the word "Minutes". At the bottom, there are two buttons: "Confirm" (green) and "Cancel" (white).

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

Capture Settings

Set the mode for capturing attendance photos during verification.

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

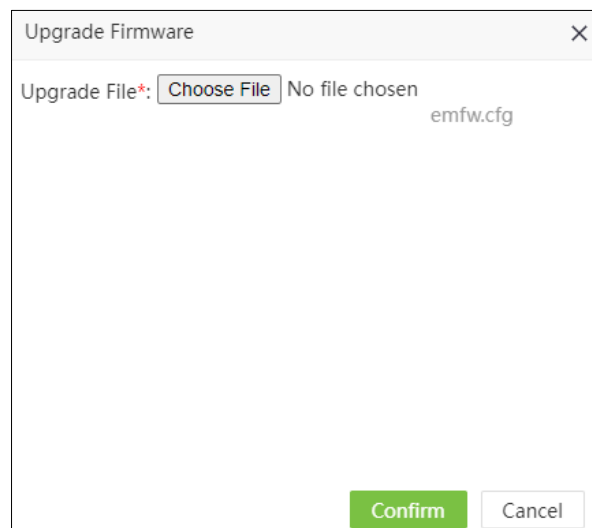


2. Click on [Confirm] to send the capture mode.

Upgrade Firmware

Update the firmware for the corresponding device.

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



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

4.2 Device Commands

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

Serial Number	Device Name	Content	Operate Date/Time	Transfer Time	Return Time	Return Value
CK/W204260250	SpeedFace-V5L[P]	DATA USER PIN=V00000002 Name=maria.Kodhy Pri=0 Passwd=maria123456 Card=12345678 Grp=1 Verify=0	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA UPDATE BIODATA Pin=3 No=0 Index=0 Valid=1 Duress=0 Type=9 MajorVer=58 MinorVer=12 Tmp=zk_...	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA UPDATE FINGERTMP PIN=3 FID=6 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000005116_06	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA USER PIN=3 Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA USER PIN=128 Name=eva128 Pri=0 Passwd= Card= Grp=1 Verify=0	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA UPDATE FINGERTMP PIN=112 FID=6 Size=zk_bio_size Valid=1 TMP=zk_bio_data_0000002095_06	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA USER PIN=112 Name= Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA USER PIN=111 Name=MARY Pri=0 Passwd=1234 Card= Grp=1 Verify=0	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA USER PIN=108 Name=MONET Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA USER PIN=101 Name=SARA Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA USER PIN=1 Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CK/W204260250	SpeedFace-V5L[P]	CHECK OP	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful
CK/W204260250	SpeedFace-V5L[P]	INFO	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:56	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA DELETE BIOPHOTO PIN=105	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA DEL_USER PIN=105	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA DELETE BIOPHOTO PIN=127	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA DEL_USER PIN=127	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA DELETE BIOPHOTO PIN=109	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA DEL_USER PIN=109	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful
CK/W204260250	SpeedFace-V5L[P]	DATA DELETE BIOPHOTO PIN=110	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful

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

Messages

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

4.2.1 Public Message

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

Add

Device*

Start Time*

Duration*

60

Min

Content*

Confirm

Cancel

Enter the details as shown below:

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

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

4.2.2 Private Messages

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

Employee...	First Name	Last Name	Department
1			Department
101	SARA		Sales Administ.
103	SHILPA	M	Technical
105	SHYAM		Software Spec..
108	MONET		Sales Administ.
109	Lalaine		Technical
110	GRACELY		Sales Administ.
111	MARY		Project
112	-		Department
127			Department

Enter the details as shown below:

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

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

Duration: Enter the display duration of the message.

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

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

4.2.3 Send Message

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

Prompt

Are you sure to send the message?

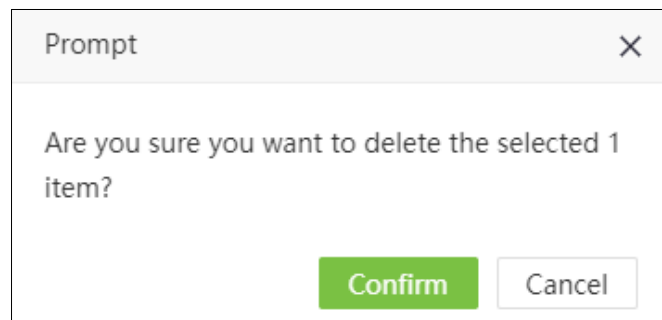
Confirm Cancel

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

4.2.4 Delete

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

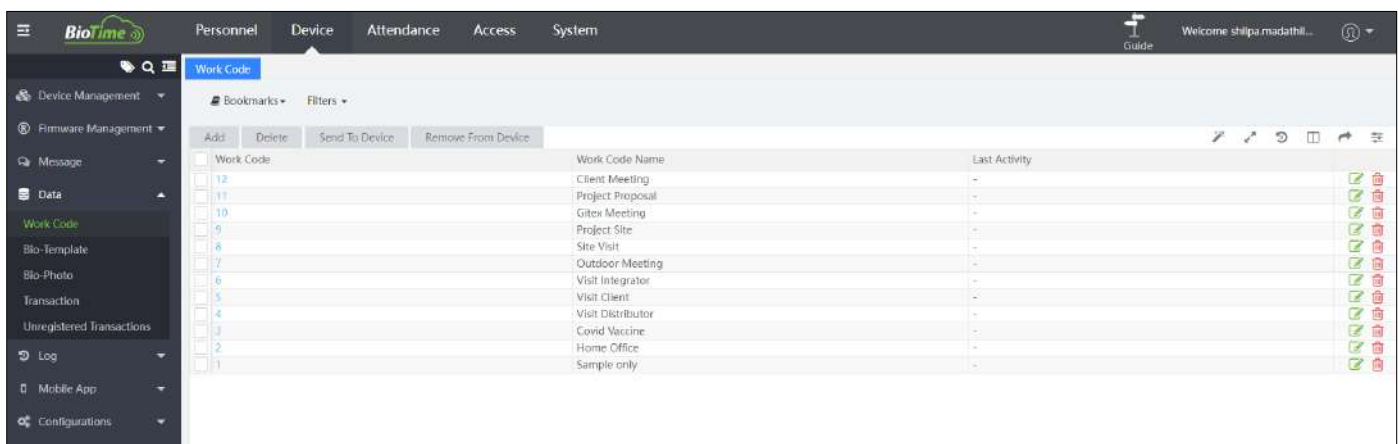
1. Select the short message and click [delete] to remove this message.



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

4.3 Data

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



4.3.1 Work Code

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

Enter the details as shown below:

Code: Enter the assigned code for the job code.

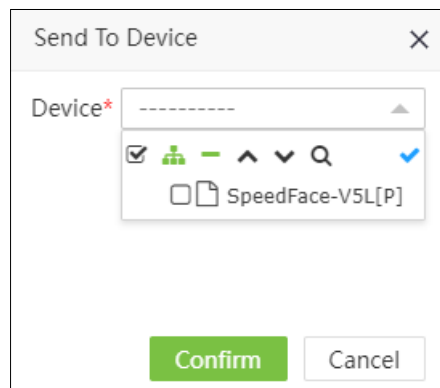
Name: Enter the name or description of the job code.

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

4.3.2 Send To Device

Send the work code to the device.

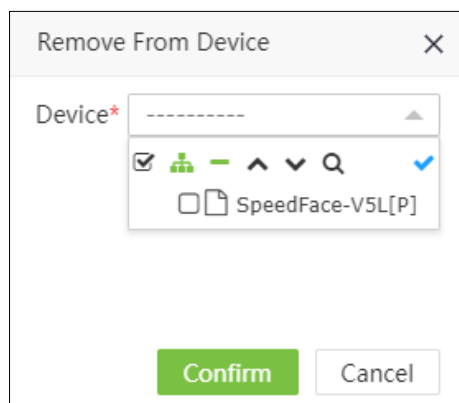
1. Select [Device] > [Work Code] > [Send to device].



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

4.3.3 Remove From Device

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

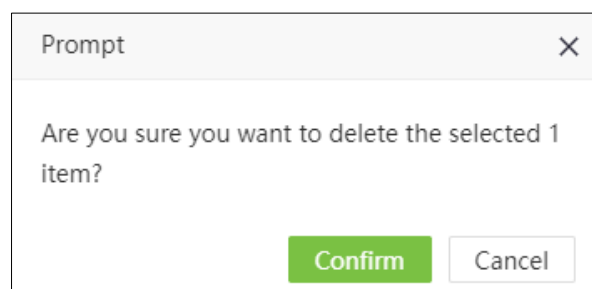


2. Click on [Confirm] to remove the job code from the device.

4.3.4 Delete

Delete the job code from the software.

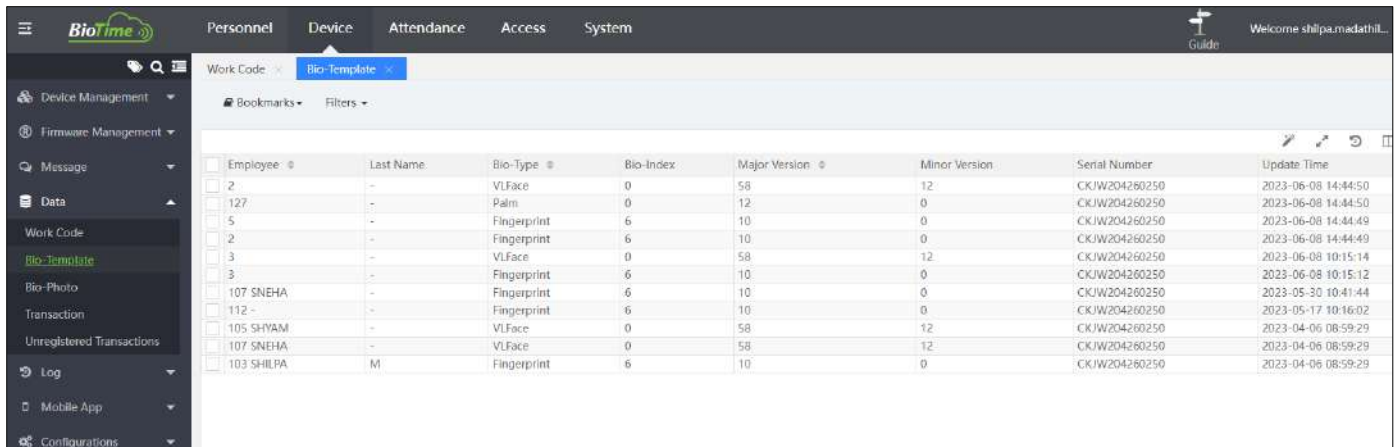
1. Select the job code and click on [Delete].



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

4.4 Bio-Template

Displays detailed information about employees' biometric templates.



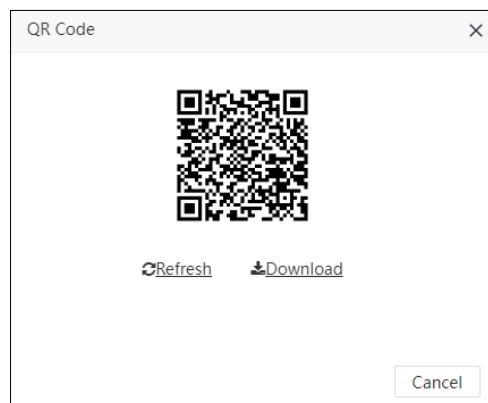
Employee #	Last Name	Bio-Type	Bio-Index	Major Version	Minor Version	Serial Number	Update Time
2	-	VLFace	0	58	12	CKJW204260250	2023-06-08 14:44:50
127	-	Palm	0	12	0	CKJW204260250	2023-06-08 14:44:50
5	-	Fingerprint	6	10	0	CKJW204260250	2023-06-08 14:44:49
2	-	Fingerprint	6	10	0	CKJW204260250	2023-06-08 14:44:49
3	-	VLFace	0	58	12	CKJW204260250	2023-06-08 10:15:14
3	-	Fingerprint	6	10	0	CKJW204260250	2023-06-08 10:15:12
107 SNEHA	-	Fingerprint	6	10	0	CKJW204260250	2023-05-30 10:41:44
112 -	-	Fingerprint	6	10	0	CKJW204260250	2023-05-17 10:16:02
105 SHYAM	-	VLFace	0	58	12	CKJW204260250	2023-04-06 08:59:29
107 SNEHA	-	VLFace	0	58	12	CKJW204260250	2023-04-06 08:59:29
103 SHILPA	M	Fingerprint	6	10	0	CKJW204260250	2023-04-06 08:59:29

4.5 Bio-Photo

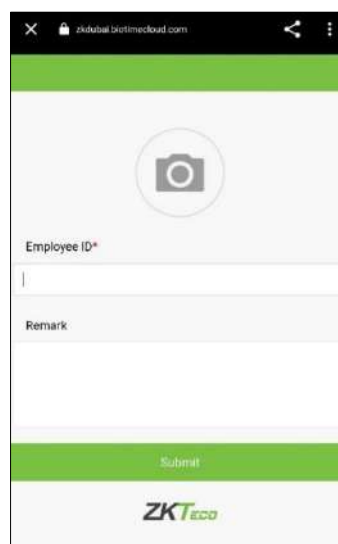
4.5.1 Register Bio-photo

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

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



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



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



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

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

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

Approve/Reject

Status*:

Approved

Overwrite*:

No

Remark:

Confirm

Cancel

4.5.2 Import Bio-Photo

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

Import Bio-Photo

+ Upload

Clear



MonetL...

Overwrite*

No

Ignore Error*

No

*Notice

1.The name of photo must be employee ID.

2.The employee photo must be .jpg, .jpeg, .png and .bmp format.

Confirm

Cancel

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

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

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

Note:

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

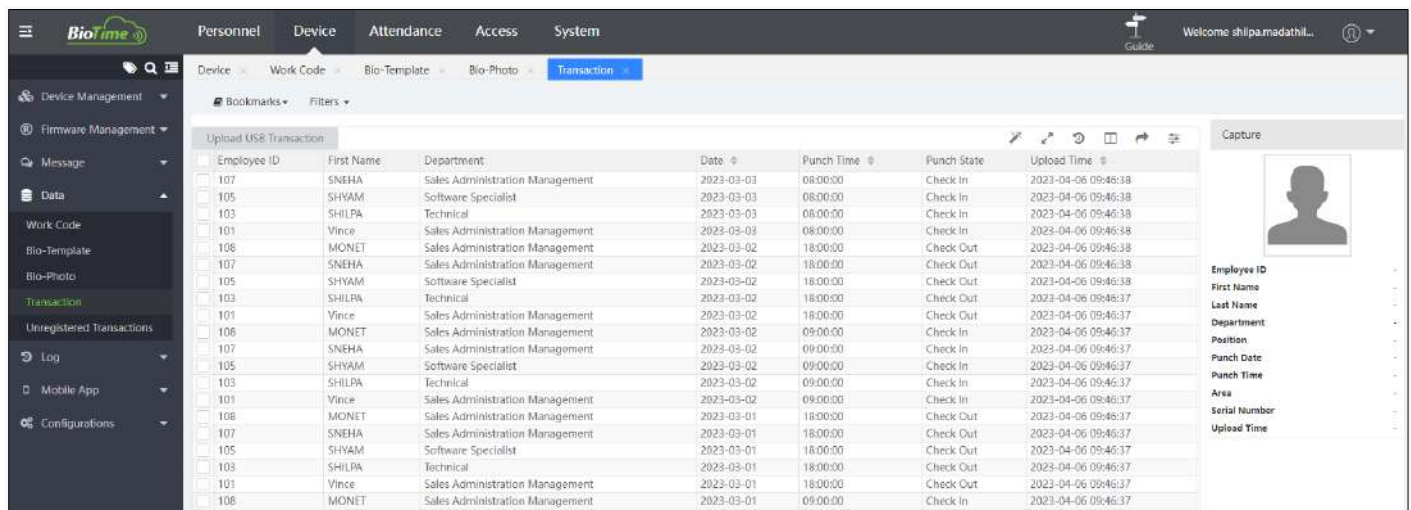
4.5.3 Delete Bio-Photo from the Application

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

4.6 Transaction

4.6.1 Transaction Record

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

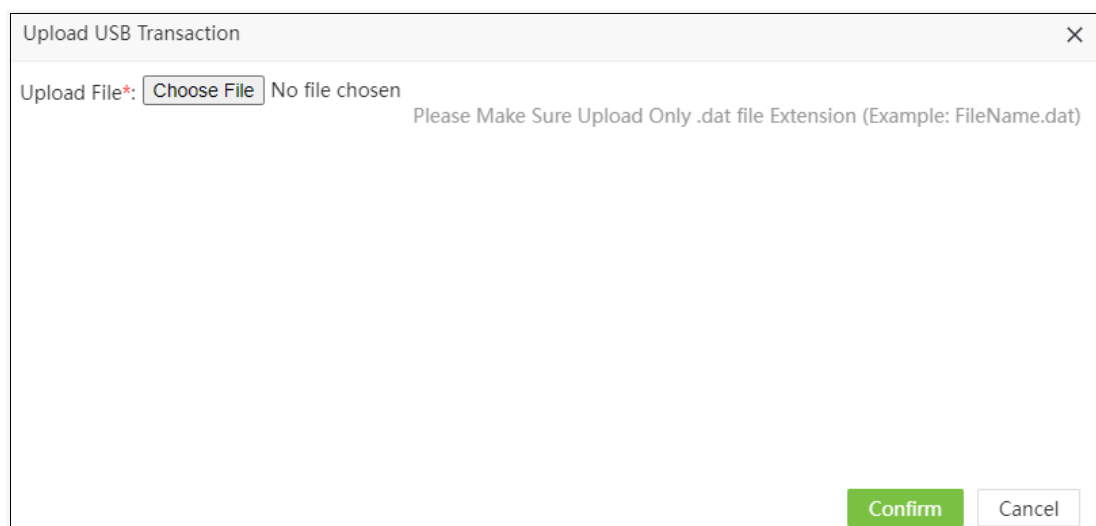


Employee ID	First Name	Department	Date	Punch Time	Punch State	Upload Time
107	SNEHA	Sales Administration Management	2023-03-03	08:00:00	Check In	2023-04-06 09:46:38
105	SHYAM	Software Specialist	2023-03-03	08:00:00	Check In	2023-04-06 09:46:38
103	SHILPA	Technical	2023-03-03	08:00:00	Check In	2023-04-06 09:46:38
101	Vince	Sales Administration Management	2023-03-03	08:00:00	Check In	2023-04-06 09:46:38
108	MONET	Sales Administration Management	2023-03-02	18:00:00	Check Out	2023-04-06 09:46:38
107	SNEHA	Sales Administration Management	2023-03-02	18:00:00	Check Out	2023-04-06 09:46:38
105	SHYAM	Software Specialist	2023-03-02	18:00:00	Check Out	2023-04-06 09:46:38
103	SHILPA	Technical	2023-03-02	18:00:00	Check Out	2023-04-06 09:46:37
101	Vince	Sales Administration Management	2023-03-02	18:00:00	Check Out	2023-04-06 09:46:37
108	MONET	Sales Administration Management	2023-03-02	09:00:00	Check In	2023-04-06 09:46:37
107	SNEHA	Sales Administration Management	2023-03-02	09:00:00	Check In	2023-04-06 09:46:37
105	SHYAM	Software Specialist	2023-03-02	09:00:00	Check In	2023-04-06 09:46:37
103	SHILPA	Technical	2023-03-02	09:00:00	Check In	2023-04-06 09:46:37
101	Vince	Sales Administration Management	2023-03-02	09:00:00	Check In	2023-04-06 09:46:37
108	MONET	Sales Administration Management	2023-03-01	18:00:00	Check Out	2023-04-06 09:46:37
107	SNEHA	Sales Administration Management	2023-03-01	18:00:00	Check Out	2023-04-06 09:46:37
105	SHYAM	Software Specialist	2023-03-01	18:00:00	Check Out	2023-04-06 09:46:37
103	SHILPA	Technical	2023-03-01	18:00:00	Check Out	2023-04-06 09:46:37
101	Vince	Sales Administration Management	2023-03-01	18:00:00	Check Out	2023-04-06 09:46:37
108	MONET	Sales Administration Management	2023-03-01	09:00:00	Check In	2023-04-06 09:46:37

4.6.2 Import Transactions from USB

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

1. Click on [Upload USB transaction].



Upload USB Transaction

Upload File*: Choose File No file chosen

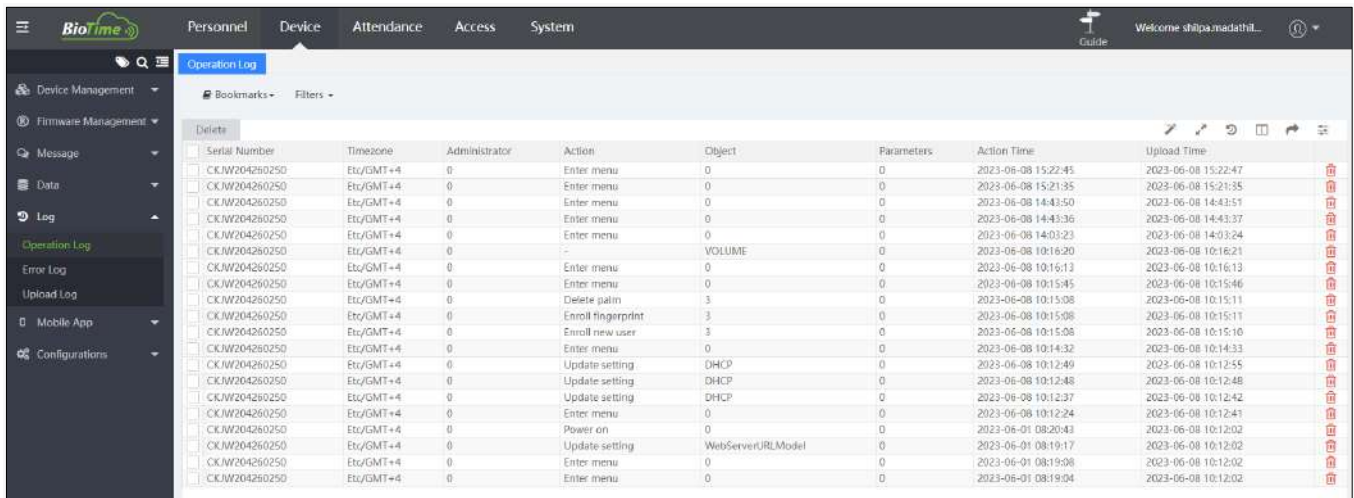
Please Make Sure Upload Only .dat file Extension (Example: FileName.dat)

Confirm Cancel

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

4.7 Logs

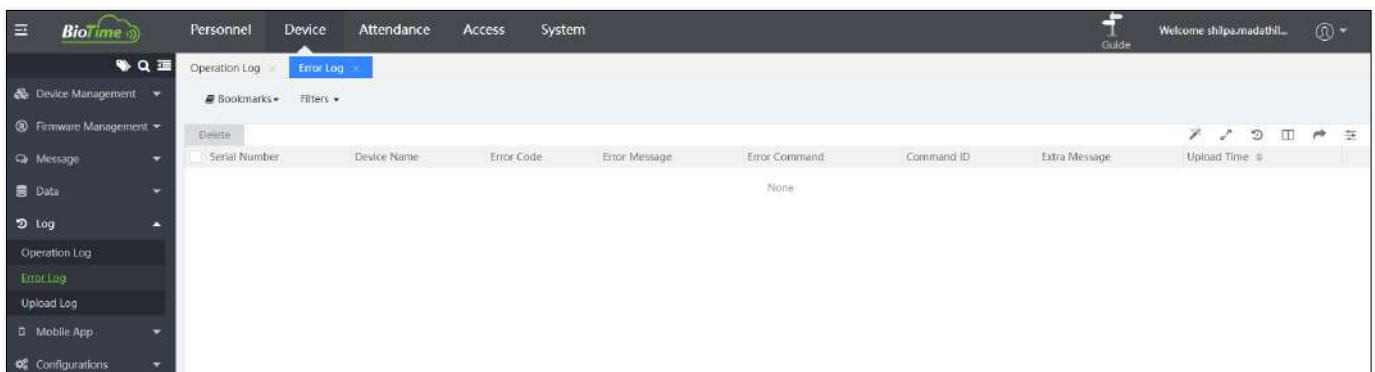
Display device operation logs, that is, the actions performed by the administrator with details such as date and time.



Serial Number	Timezone	Administrator	Action	Object	Parameters	Action Time	Upload Time
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-08 15:22:45	2023-06-08 15:22:47
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-08 15:21:35	2023-06-08 15:21:35
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-08 14:43:50	2023-06-08 14:43:51
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-08 14:43:36	2023-06-08 14:43:37
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-08 14:03:23	2023-06-08 14:03:24
CKW204260250	Etc/GMT+4	0	-	VOLUME	0	2023-06-08 10:16:20	2023-06-08 10:16:21
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-08 10:16:13	2023-06-08 10:16:13
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-08 10:15:45	2023-06-08 10:15:46
CKW204260250	Etc/GMT+4	0	Delete palm	3	0	2023-06-08 10:15:08	2023-06-08 10:15:11
CKW204260250	Etc/GMT+4	0	Enroll fingerprint	3	0	2023-06-08 10:15:08	2023-06-08 10:15:11
CKW204260250	Etc/GMT+4	0	Enroll new user	3	0	2023-06-08 10:15:08	2023-06-08 10:15:10
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-08 10:14:32	2023-06-08 10:14:33
CKW204260250	Etc/GMT+4	0	Update setting	DHCP	0	2023-06-08 10:12:49	2023-06-08 10:12:55
CKW204260250	Etc/GMT+4	0	Update setting	DHCP	0	2023-06-08 10:12:48	2023-06-08 10:12:48
CKW204260250	Etc/GMT+4	0	Update setting	DHCP	0	2023-06-08 10:12:37	2023-06-08 10:12:42
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-08 10:12:24	2023-06-08 10:12:41
CKW204260250	Etc/GMT+4	0	Power on	0	0	2023-06-01 08:20:43	2023-06-08 10:12:02
CKW204260250	Etc/GMT+4	0	Update setting	WebServerURLModel	0	2023-06-01 08:19:17	2023-06-08 10:12:02
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-01 08:19:08	2023-06-08 10:12:02
CKW204260250	Etc/GMT+4	0	Enter menu	0	0	2023-06-01 08:19:04	2023-06-08 10:12:02

4.8 Error Log

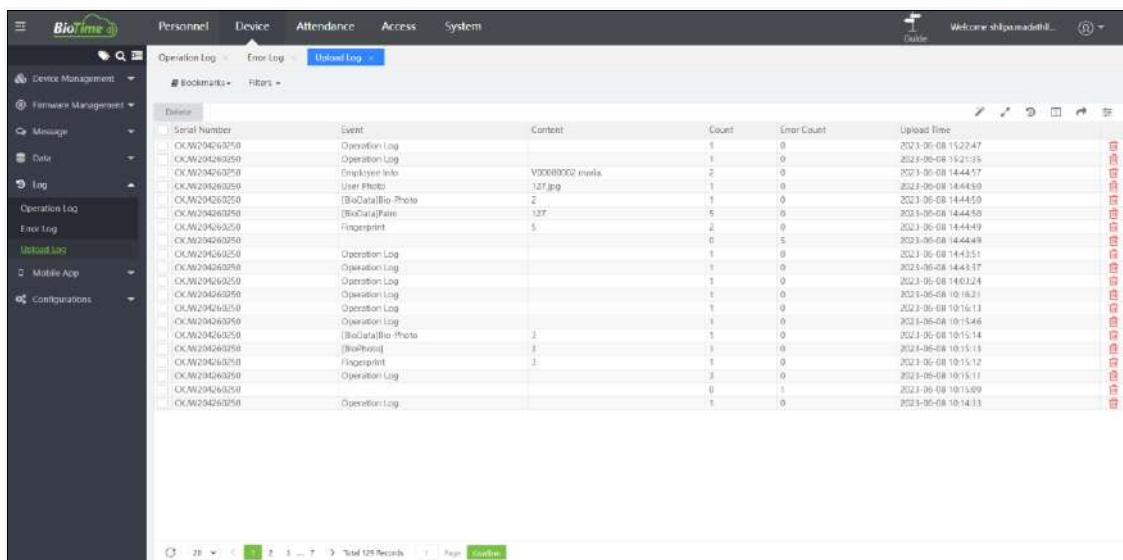
Displays all error logs uploaded from visible light devices.



Serial Number	Device Name	Error Code	Error Message	Error Command	Command ID	Extra Message	Upload Time
None							

4.9 Upload Logs

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

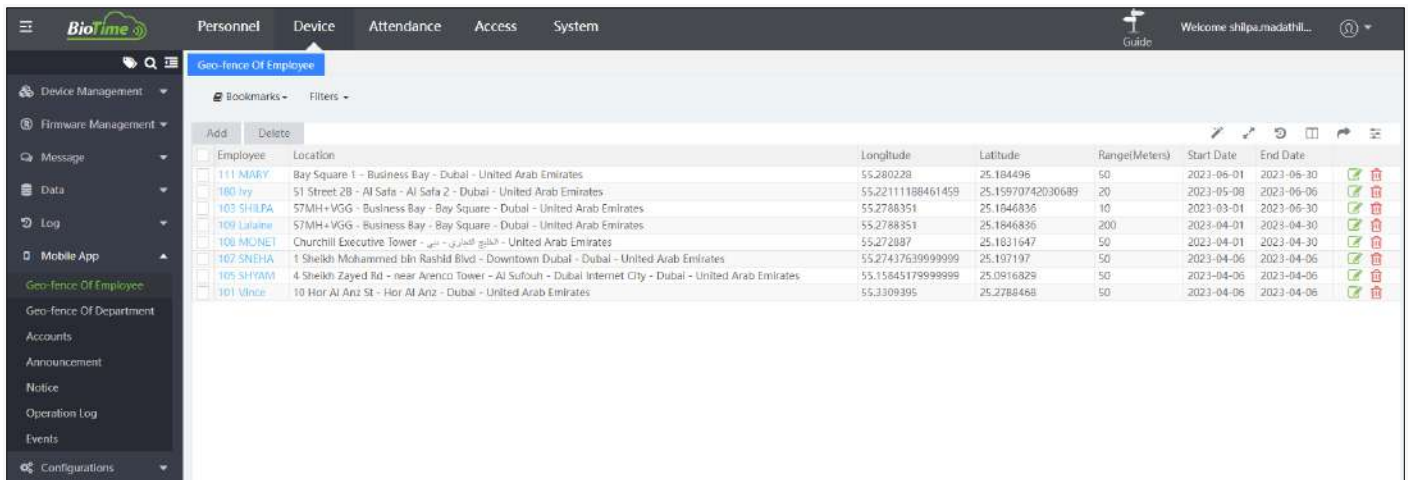


Serial Number	Event	Content	Count	Error Count	Upload Time
CKW204260250	Operation Log		1	0	2023-06-08 15:22:47
CKW204260250	Operation Log		1	0	2023-06-08 15:21:35
CKW204260250	Employee Info	V0000002 mms	2	0	2023-06-08 14:44:57
CKW204260250	User Photo	127.jpg	1	0	2023-06-08 14:44:50
CKW204260250	(BioData)Bio_Photo		2	0	2023-06-08 14:44:50
CKW204260250	(BioData)False	127	5	0	2023-06-08 14:44:50
CKW204260250	Fingerprint	5	2	0	2023-06-08 14:44:49
CKW204260250	Operation Log		6	5	2023-06-08 14:44:48
CKW204260250	Operation Log		1	0	2023-06-08 14:43:51
CKW204260250	Operation Log		1	0	2023-06-08 14:43:37
CKW204260250	Operation Log		1	0	2023-06-08 14:03:24
CKW204260250	Operation Log		1	0	2023-06-08 10:16:21
CKW204260250	Operation Log		1	0	2023-06-08 10:16:13
CKW204260250	Operation Log		1	0	2023-06-08 10:15:46
CKW204260250	(BioData)Bio_Photo	3	1	0	2023-06-08 10:15:14
CKW204260250	(BioData)False	1	1	0	2023-06-08 10:15:13
CKW204260250	Fingerprint	3	1	0	2023-06-08 10:15:12
CKW204260250	Operation Log		3	0	2023-06-08 10:15:11
CKW204260250	Operation Log		0	1	2023-06-08 10:15:09
CKW204260250	Operation Log		1	0	2023-06-08 10:14:33

4.10 Mobile Application

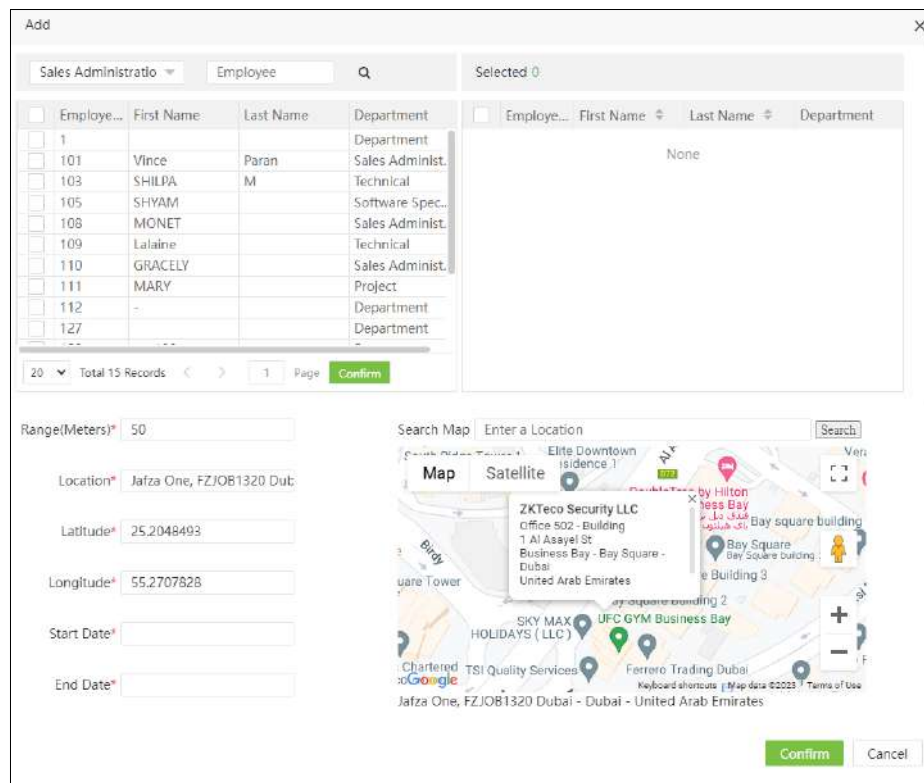
4.10.1 Geo-fence Of Employee

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



Employee	Location	Longitude	Latitude	Range(Meters)	Start Date	End Date
111 MARY	Bay Square 1 - Business Bay - Dubai - United Arab Emirates	55.280228	25.184496	50	2023-06-01	2023-06-30
160 Ivy	51 Street 2B - Al Safa 2 - Dubai - United Arab Emirates	55.22111188461458	25.15970742030689	20	2023-05-08	2023-06-06
103 SHILPA	57MH+VGG - Business Bay - Bay Square - Dubai - United Arab Emirates	55.2788351	25.1846836	10	2023-03-01	2023-06-30
109 Lalaine	57MH+VGG - Business Bay - Bay Square - Dubai - United Arab Emirates	55.2788351	25.1846836	200	2023-04-01	2023-04-30
108 MONET	Churchill Executive Tower - برج الخليج التنفيذي - United Arab Emirates	55.272887	25.1831647	50	2023-04-01	2023-04-30
107 SNEHA	1 Sheikh Mohammed bin Rashid Blvd - Downtown Dubai - Dubai - United Arab Emirates	55.27437639999999	25.197197	50	2023-04-06	2023-04-06
105 SHYAM	4 Sheikh Zayed Rd - near Arenco Tower - Al Sufouh - Dubai Internet City - Dubai - United Arab Emirates	55.15845179999999	25.0916829	50	2023-04-06	2023-04-06
101 Vince	10 Hor Al Anz St - Hor Al Anz - Dubai - United Arab Emirates	55.3309395	25.2786468	50	2023-04-06	2023-04-06

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



Add

Sales Administratio Employee Q Selected 0

Employee...	First Name	Last Name	Department
1			Department
101	Vince	Paron	Sales Administ.
103	SHILPA	M	Technical
105	SHYAM		Software Spec...
108	MONET		Sales Administ.
109	Lalaine		Technical
110	GRACEY		Sales Administ.
111	MARY		Project
112	-		Department
127	-		Department

20 Total 15 Records 1 Page Confirm

Range(Meters)* 50

Location* Jafza One, FZJOB1320 Dub:

Latitude* 25.2048493

Longitude* 55.2707828

Start Date*

End Date*

Search Map Enter a Location Search

Map Satellite

ZKTeco Security LLC
Office 502 - Building
1 Al Asayel St
Business Bay - Bay Square -
Dubai
United Arab Emirates

SKY MAX
HOLIDAYS (LLC)

UFC GYM Business Bay

Ferrero Trading Dubai

Chartered
TSI Quality Services

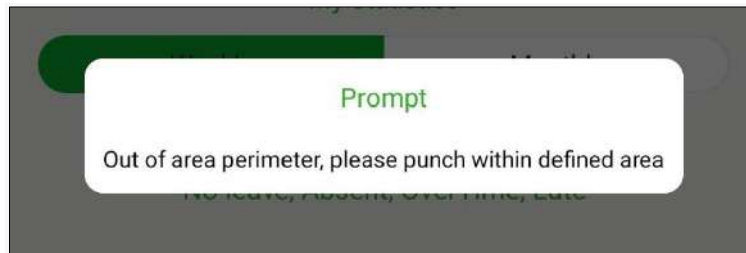
Jafza One, FZJOB1320 Dubai - Dubai - United Arab Emirates

Confirm Cancel

Enter the details as shown below.

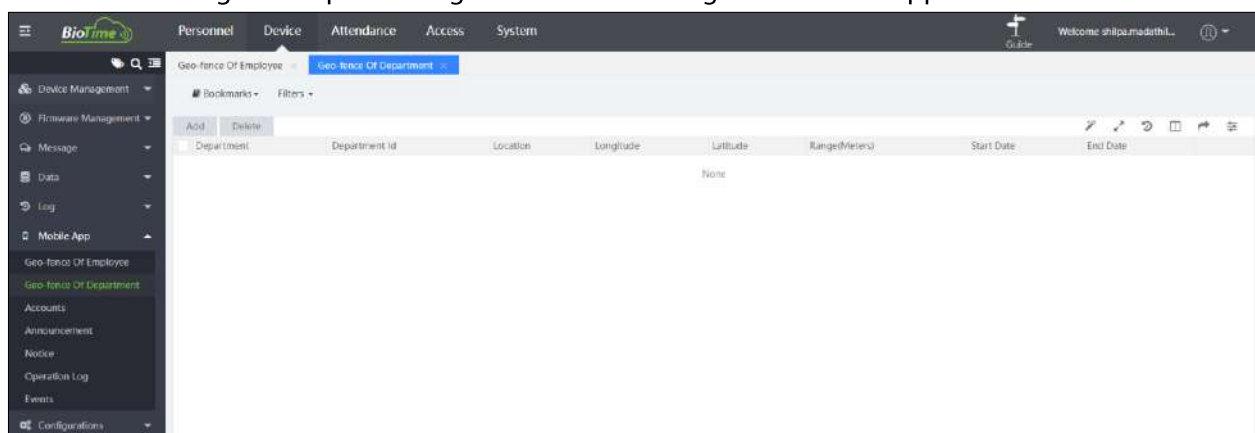
- Employee:** Select the employee who needs to mark within the specified range.
- Range (Meters):** Set the range in meters for making the attendance marks from the mobile application.
- Location:** Enter the name of the location.
- Latitude:** Set the latitude of the location.
- Longitude:** Set the longitude of the location.
- Start Date/End Date:** Set the valid period for this attendance marking.

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



4.10.2 Geo-fence Of Department

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

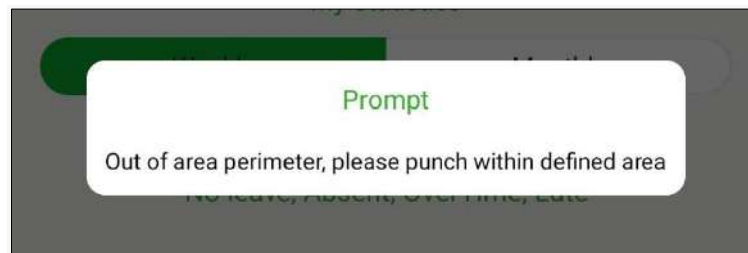


1. Select [Device] > [Mobile Application] > [Geo-fence Of Department] > [Add].

Enter the details as shown below:

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

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



4.10.3 Accounts App

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

User Name	Login Time	Last Active	Client Id	Mobile Token	Client Category	Running Status	Mobile App Status
103	2023-05-08 08:48:17	2023-05-08 16:15:55	aandroidid4b77f6d98b5cd96f	cWKL2T1Q8y-Pu47Vv8Om-APA91bE6Z09BuPQWALucolGlsRpT2Jkr...	Android	Active	Enable
109	2023-04-25 10:32:04	2023-05-11 15:33:38	74E92C23-5542-4E1F-4F0B-C76EB98B85E7	a9845d703ba521120307b6267929a8a8d13f6a2da5ea5ed554b6c9ea...	iOS	Active	Enable
107	2023-04-18 09:00:27	2023-04-18 09:51:42	aandroidid1c36d4b3d38fac1	edcwyY1rOIGmCZpER1-PD-APA91bH9a5mg8OUJodAWVVBWG2CcVZ...	Android	Active	Enable
106	2023-04-24 15:51:51	2023-04-24 15:51:51	aandroidid2c3e11910405e142	dglymVLU7XG5OdFyntyC8LZ-APA91bGAg1y6lnNPiMaT3m3we_c0R...	Android	Active	Enable
108	2023-04-11 13:48:14	2023-04-12 10:40:21	aandroidid4cc351a6fe922e64	ecHJ35ySROUuaJPLRe-BHcAPA91bHYjwaxuZzMC2dIPaMW-DgYb...	Android	Active	Enable

Push Notification

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

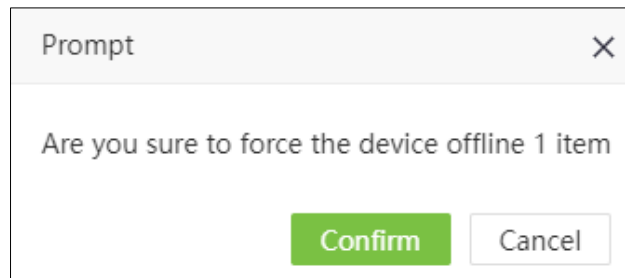
2. Enter the notification content. Click on [Confirm] to send the Push Notification to the selected account.

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

Force Offline

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

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

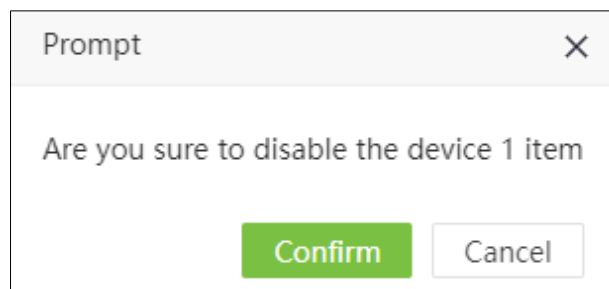


2. Click on [Confirm], to deactivate the mobile application.

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

Disable

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

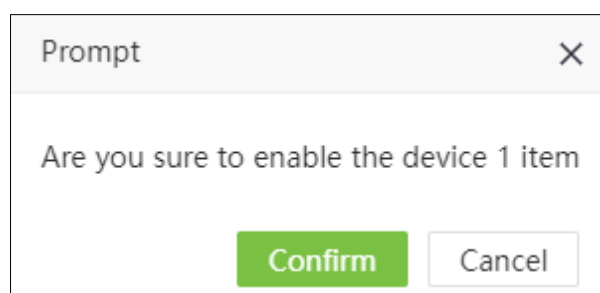


2. Click [Confirm] to disable the account.

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

Enable

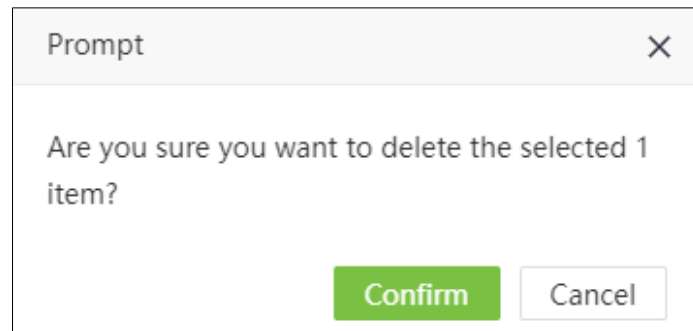
1. Select [Device] > [Mobile Application] > [Account] and select the corresponding account. Click [Enable].



2. Click [Confirm] to enable the account.

Delete Account

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

A modal dialog box titled "Prompt" with a close button (X) in the top right corner. The text inside asks, "Are you sure you want to delete the selected 1 item?". At the bottom, there are two buttons: a green "Confirm" button and a white "Cancel" button with a grey border.

Prompt

Are you sure you want to delete the selected 1 item?

Confirm Cancel

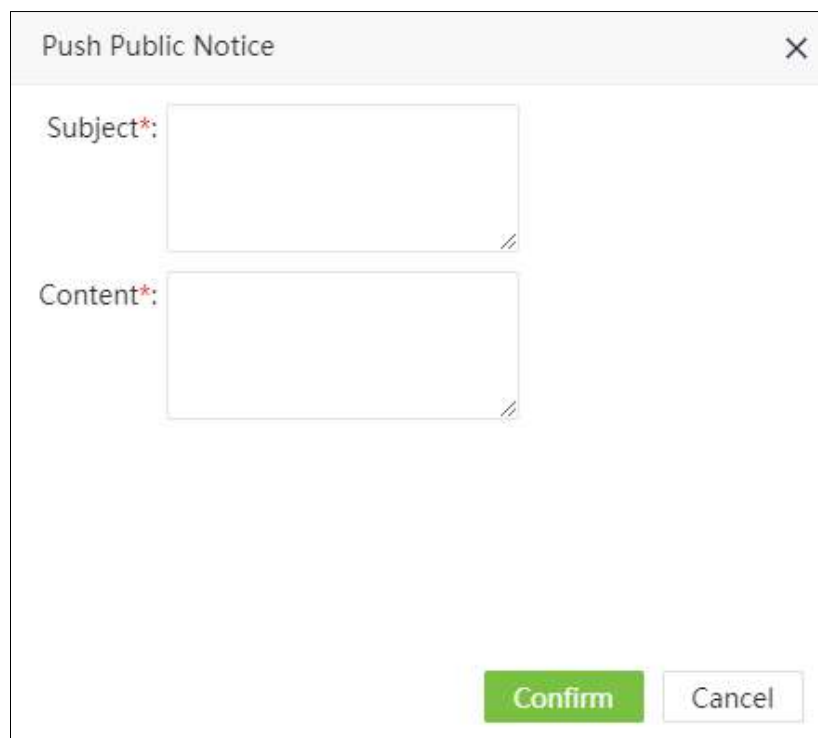
2. Click [Confirm] to delete the account.

4.10.4 Push Notification

The software allows you to send from the platform.

Push Public Notice

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

A form titled "Push Public Notice" with a close button (X) in the top right corner. It contains two text input fields: "Subject*" and "Content*", both with red asterisks indicating they are required. Each field has a small double-slash icon in the bottom right corner. At the bottom, there are two buttons: a green "Confirm" button and a white "Cancel" button with a grey border.

Push Public Notice

Subject*:

Content*:

Confirm Cancel

Enter the details as shown below:

Subject: Enter the title of the notification.

Content: Enter the description of the message.

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

Private Notice

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

Push Private Notice

Department Employee Q Selected 0

Employee...	First Name	Last Name	Department
1			Department
101	Vince	Paran	Sales Administ.
103	SHILPA	M	Technical
105	SHYAM		Software Spec..
108	MONET		Sales Administ.
109	Lalaine		Technical
110	GRACELY		Sales Administ.
111	MARY		Project
112	-		Department
127			Department

None

Confirm Cancel

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

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

Delete Announcement

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

Prompt

Are you sure you want to delete the selected 1 item?

Confirm Cancel

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

4.10.5 Notice

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

Receiver	Category	Content	Source	Sender	Send Time	Read Status
103 SHILPA	Announcement	[subject]: "Hi", [content]: "Hello"	3	cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	2023-06-08 16:47:30	Unread
111 MARY	Manual Log	[category]: 0, [punch time]: 1686200400, [remark]: "", [apply time]: 1686204920, [approve status]: 2, [appro...	1341	f220b72-4479-11ed-b540-0a58a9f9ea02	2023-06-08 10:10:55	Unread
110 GRACELY	Manual Log	[category]: 0, [punch time]: 1686200400, [remark]: "", [apply time]: 1686204920, [approve status]: 2, [appro...	1340	a900c632-0355-11ed-b77c-0a58a9f9ea02	2023-06-08 10:10:50	Unread
109 Lalaine	Manual Log	[category]: 0, [punch time]: 1686200400, [remark]: "", [apply time]: 1686204920, [approve status]: 2, [appro...	1339	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-06-08 10:10:45	Unread
108 MCNET	Manual Log	[category]: 0, [punch time]: 1686200400, [remark]: "", [apply time]: 1686204920, [approve status]: 2, [appro...	1338	c95e99c-d437-11ed-b426-0a58a9f9ea02	2023-06-08 10:10:39	Unread
105 SHYAM	Manual Log	[category]: 0, [punch time]: 1686200400, [remark]: "", [apply time]: 1686204920, [approve status]: 2, [appro...	1337	cd03548a-d437-11ed-b426-0a58a9f9ea02	2023-06-08 10:10:34	Unread
103 SHILPA	Manual Log	[category]: 0, [punch time]: 1686200400, [remark]: "", [apply time]: 1686204920, [approve status]: 2, [appro...	1336	cd1cea62-d437-11ed-b426-0a58a9f9ea02	2023-06-08 10:10:29	Unread
101 Vince	Manual Log	[category]: 0, [punch time]: 1686200400, [remark]: "", [apply time]: 1686204920, [approve status]: 2, [appro...	1335	c964b104-d437-11ed-b426-0a58a9f9ea02	2023-06-08 10:10:24	Unread
103 SHILPA	Leave	[category]: "Casual Leave", [start]: 1684299000, [end]: 1684320000, [remark]: "Personal work", [apply time]: ...	1320	cd1cea62-d437-11ed-b426-0a58a9f9ea02	2023-05-11 11:26:59	Unread
109 Lalaine	Overtime	[category]: "Normal OT", [start]: 1681830000, [end]: 1681833600, [remark]: "", [apply time]: 1682404862, [a...	447	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 10:41:02	Unread
109 Lalaine	Manual Log	[category]: 1, [punch time]: 1682348400, [remark]: "", [apply time]: 1682401839, [approve status]: 2, [appro...	446	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:43	Unread
109 Lalaine	Manual Log	[category]: 1, [punch time]: 1682085600, [remark]: "", [apply time]: 1682401617, [approve status]: 2, [appro...	445	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:43	Unread
109 Lalaine	Manual Log	[category]: 1, [punch time]: 1681992000, [remark]: "", [apply time]: 1682401601, [approve status]: 2, [appro...	444	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:43	Unread
109 Lalaine	Manual Log	[category]: 1, [punch time]: 1681916400, [remark]: "", [apply time]: 1682401586, [approve status]: 2, [appro...	443	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:43	Unread
109 Lalaine	Manual Log	[category]: 1, [punch time]: 1681826400, [remark]: "", [apply time]: 1682401564, [approve status]: 2, [appro...	442	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:43	Unread
109 Lalaine	Manual Log	[category]: 0, [punch time]: 1682312400, [remark]: "", [apply time]: 1682401551, [approve status]: 2, [appro...	441	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:43	Unread
109 Lalaine	Manual Log	[category]: 0, [punch time]: 1682053200, [remark]: "", [apply time]: 1682401518, [approve status]: 2, [appro...	440	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:43	Unread
109 Lalaine	Manual Log	[category]: 0, [punch time]: 1681868800, [remark]: "", [apply time]: 1682401505, [approve status]: 2, [appro...	439	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:43	Unread
109 Lalaine	Manual Log	[category]: 0, [punch time]: 1681880400, [remark]: "", [apply time]: 1682401480, [approve status]: 2, [appro...	438	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:43	Unread
109 Lalaine	Manual Log	[category]: 0, [punch time]: 1681794000, [remark]: "", [apply time]: 1682401462, [approve status]: 2, [appro...	437	a395608e-d504-11ed-b426-0a58a9f9ea02	2023-04-25 09:47:41	Unread

4.10.6 Operation Log

Displays the operation logs of all clients of the application.

User	Client	Action	Action Time	Status	Describe
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:29	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:21	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:18	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:13	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:12	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:08	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:07	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:06	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:05	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:04	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:47:04	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:46:50	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:46:50	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:46:44	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:46:41	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:46:40	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:15:55	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:15:52	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:15:52	Successful	successful
cd1cea62-d437-11ed-bb2b-0a58a9f9ea02	aemcroid4b-87fdd88bcd96f	Injector	2023-06-08 16:14:43	Successful	successful

4.11 Configuration

Configuration

Device Communication Settings

Registration Device: ☒ **Enable** Filter Resigned: ☒ **Enable** Sync data to the device: ☒ **Enable**

Allow Auto Add: ☒ **Enable** Allow Upload New Employee: ☒ **Enable** Allow Name Upload: ☒ **Enable** Allow Card Upload: ☒ **Enable**

Bio-Photo Approval Policy

Edit Employee*: Batch Import*: Mobile Upload*: Device Auto Approved:

Data Retention Setting(The software will keep the recent data according to the value set here, setup 9999 to keep all data)

Transaction*: 99 - 9999 Days Command*: 9999 Device Log*: 9999 Upload Log*: 9999

Communication Configuration

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

Bio-Photo Approval Policy

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

Data Retention Settings

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

5. Attendance Management

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

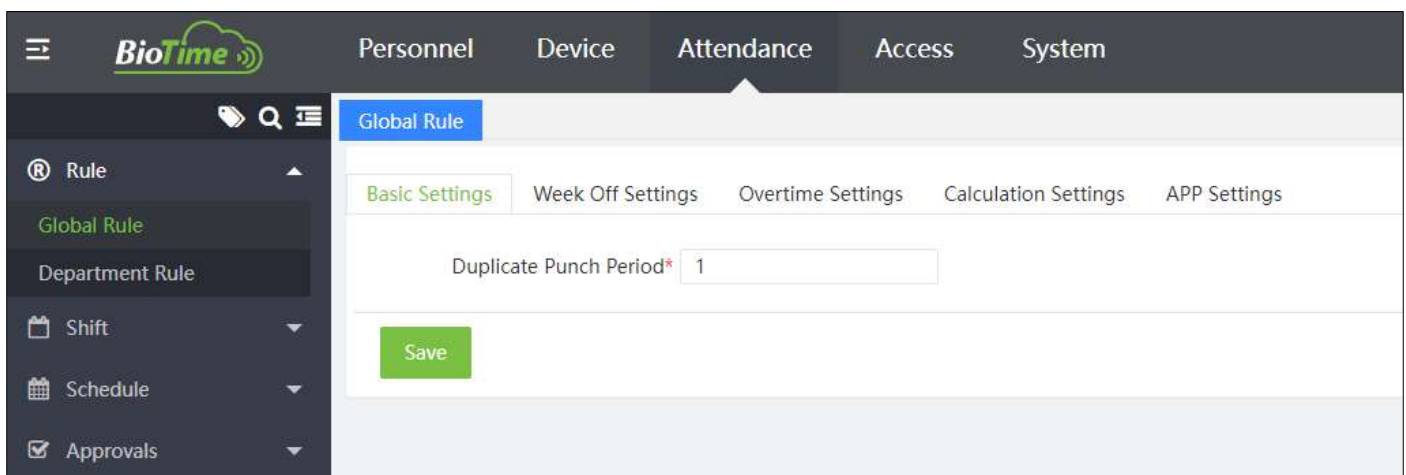
5.1 Advanced Attendance Parameters

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

5.1.1 Global Rule

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

Basic settings



The screenshot displays the BioTime Cloud web application interface. On the left is a dark sidebar with a menu. The main content area features a top navigation bar with tabs: Personnel, Device, Attendance, Access, and System. Below the navigation bar, the 'Global Rule' configuration page is shown. It includes a sub-navigation bar with tabs: Basic Settings, Week Off Settings, Overtime Settings, Calculation Settings, and APP Settings. The 'Basic Settings' tab is selected, showing a form with a 'Duplicate Punch Period*' field containing the value '1' and a green 'Save' button.

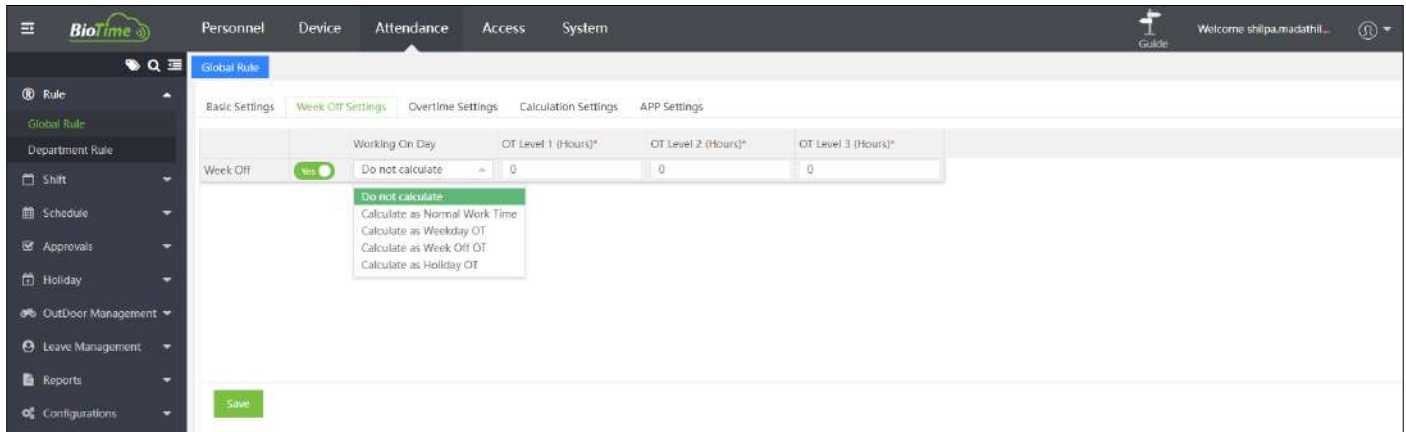
Duplicate Punch Period: Set the interval (in minutes) for duplicate dialing. If set to 1 minute and the user tries to dial several times in one minute, the system will only accept the first dial.

Week Off Adjustments

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

Attendance > Rule > Global Rule > Week Off Settings.

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



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

The platform has 5 options. The administrator can configure them according to his needs.

1. Do not calculate: If the attendance should not be calculated when it is due to a day off, then the user can select this. Therefore the attendance will not be calculated.
2. Calculate as Normal Work Time: If the user wants to calculate the hours worked on a day off, the administrator can select this option. Then the system will consider the attendance as normal working time and calculate it to add those hours to the report.
3. Calculate as Weekday OT: Even if the employee works on a weekend, the system will consider the entry hours as a normal weekday. And this will be added to the overtime.
4. Calculate as Weekly Off OT: The system will consider the attendance hours of the week and add them to the overtime.
5. Calculate as Holiday OT: The system will consider the entry hours as holiday overtime.

Overtime Levels

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

	Working On Day	OT Level 1 (Hours)*	OT Level 2 (Hours)*	OT Level 3 (Hours)*
Week Off	Yes ☒	Do not calculate	0	0

Overtime Settings

Overtime Rule: Calculate OT

- Calculate OT
- Disable Overtime
- Approval OT
- Approval OT Priority

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

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

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

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

Calculation Settings

Calculation Rule

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

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

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

Calculation Item

You can set the values corresponding to the attendance status.

Note: License calculation rule **not available for UAE.*

APP Settings

The screenshot shows the 'APP Settings' tab within the 'Global Rule' configuration. The settings are as follows:

Field	Value
Capture*	Not Required
Work Code*	Not Required
Function Key*	Not Required

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

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

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

Click [Save] to save the details.

5.1.2. Department rule.

You can add rules for individual departments.

The screenshot shows the 'Department Rule' configuration. The table below lists the departments and their associated users:

Department	Name	Actions
☐ Department		
☐ Technical	Shilpa	

Add New Department Rule

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

Add

Name*

Department*

Calculation Rule

Overtime Setting

When late exceeds*

Absent

60

Min

When early-leave exceeds*

Absent

60

Min

When work duration is less than*

270

minutes, count as half day

Calculate Missed Check-In as*

Present

60

Min

Calculate Missed Check-Out as*

Present

60

Min

Confirm

Cancel

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

Remove Department Rule

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

Confirm

?

Are you sure?

Confirm

Cancel

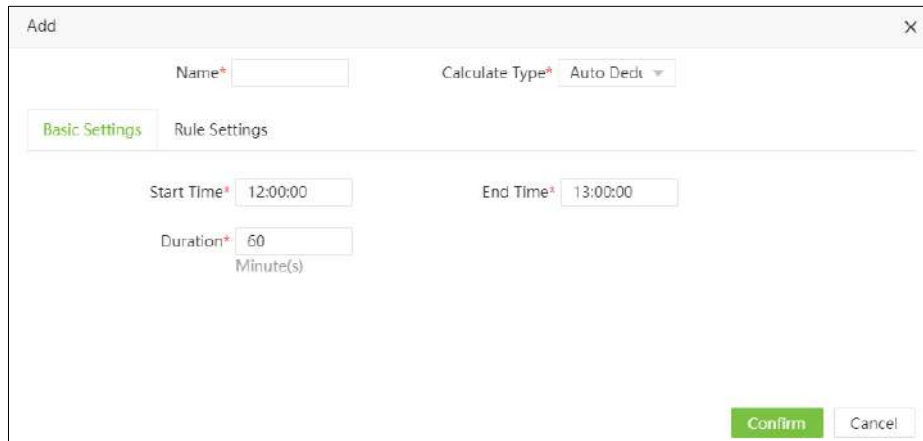
Click [Confirm] to remove the rule from the department.

5.2 Break Time

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

5.2.1. Add a Break Time

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

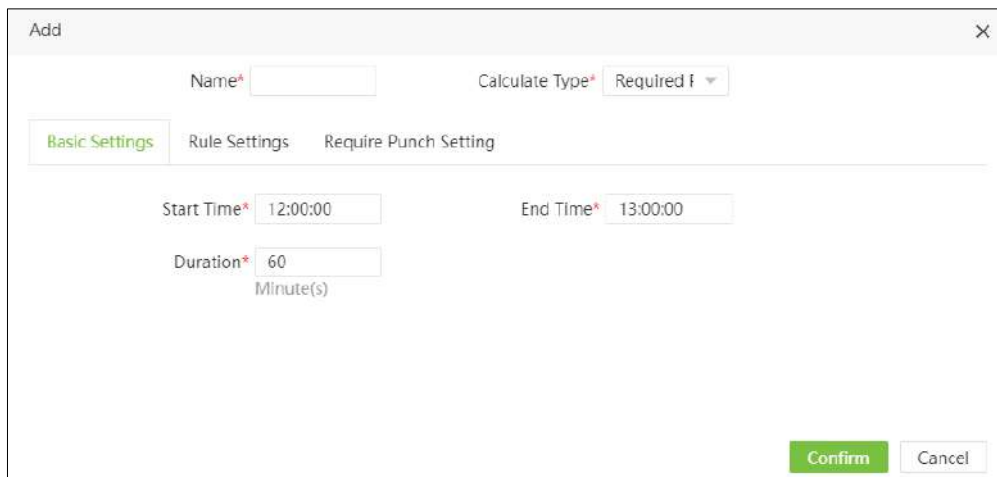


Enter the details as shown below:

- Name:** Enter the name of the break time with a maximum of 50 characters.
- Calculate Type:** The types of calculation for time off are shown below:
- **Auto Deduct:** Whether the user checks or unchecks, the break time will be the break allowed in the attendance calculation.
 - **Required Punch:** You must check in during break time. When personnel do not check in, the start/end time will be taken as the start/end time of the break time in the calculation of the attendance schedule.

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

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



The 'Add' dialog box has a title bar with a close button. It contains three tabs: 'Basic Settings' (selected), 'Rule Settings', and 'Require Punch Setting'. In the 'Basic Settings' tab, there are fields for 'Name*' (empty), 'Calculate Type*' (set to 'Required I'), 'Start Time*' (12:00:00), 'End Time*' (13:00:00), and 'Duration*' (60 Minute(s)). At the bottom right are 'Confirm' and 'Cancel' buttons.

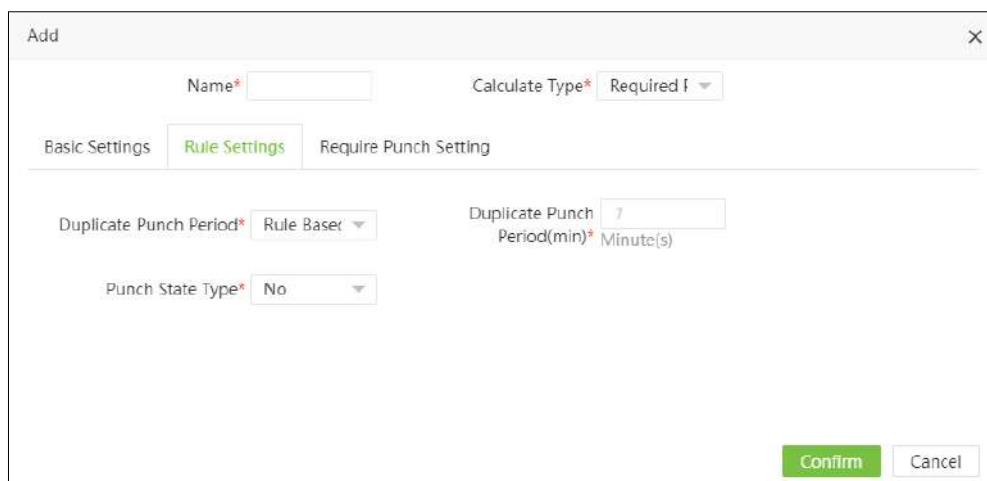
(a) Basic Settings

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

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

Duration: The time allotted for the break.

(b) Rule Settings



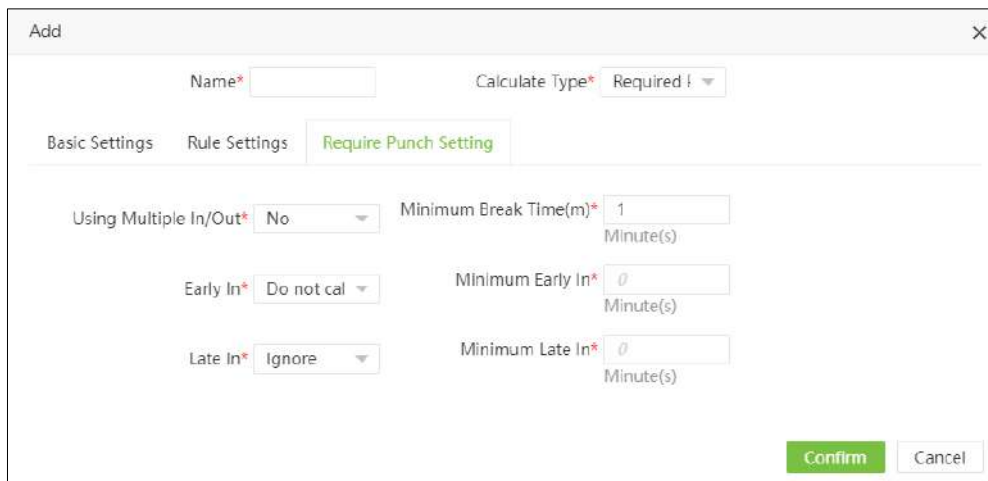
The 'Add' dialog box has the 'Rule Settings' tab selected. It contains fields for 'Duplicate Punch Period*' (set to 'Rule Based'), 'Duplicate Punch Period(min)*' (7 Minute(s)), and 'Punch State Type*' (set to 'No'). At the bottom right are 'Confirm' and 'Cancel' buttons.

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

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

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

(c) Require Punch Setting



The 'Add' dialog box is shown with the 'Require Punch Setting' tab selected. It contains the following fields and options:

- Name* (text input)
- Calculate Type* (dropdown menu, currently set to 'Required')
- Basic Settings (tab)
- Rule Settings (tab)
- Require Punch Setting (tab, highlighted in green)
- Using Multiple In/Out* (dropdown menu, currently set to 'No')
- Minimum Break Time(m)* (text input, currently set to '1', with 'Minute(s)' label below)
- Early In* (dropdown menu, currently set to 'Do not cal')
- Minimum Early In* (text input, currently set to '0', with 'Minute(s)' label below)
- Late In* (dropdown menu, currently set to 'Ignore')
- Minimum Late In* (text input, currently set to '0', with 'Minute(s)' label below)
- Confirm (green button)
- Cancel (white button)

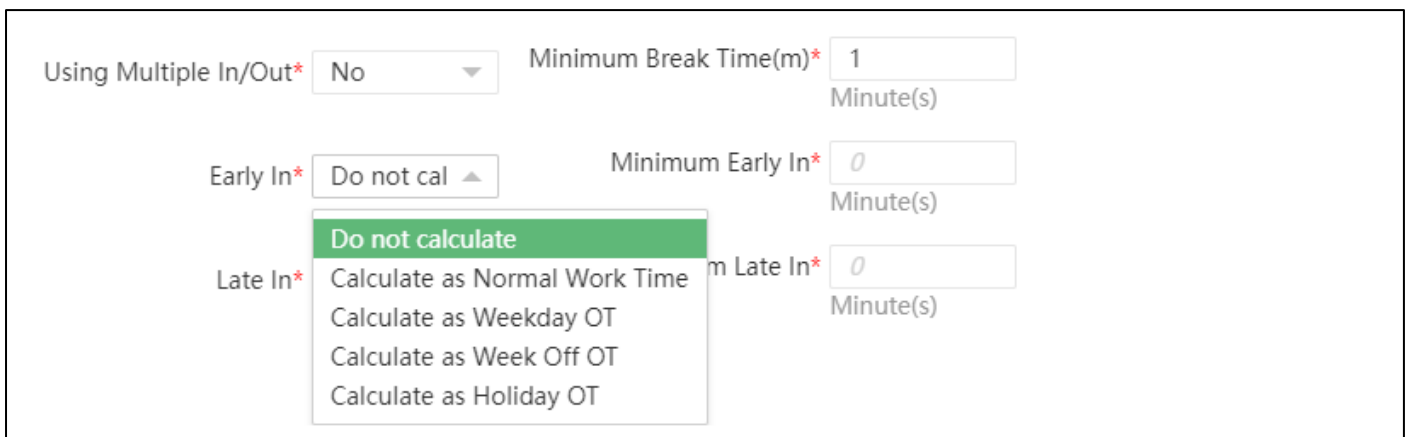
Using Multiple In/Out: Multiple in/out function. When Multiple Entry/Exit is selected as Yes, users can exit and enter multiple times.

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

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

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

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



The 'Require Punch Setting' tab is shown with the 'Early In*' dropdown menu open. The options are:

- Do not calculate (highlighted in green)
- Calculate as Normal Work Time
- Calculate as Weekday OT
- Calculate as Week Off OT
- Calculate as Holiday OT

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

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

Using Multiple In/Out* Minimum Break Time(m)* Minute(s)

Early In* Minimum Early In* Minute(s)

Late In* Minimum Late In* Minute(s)

Ignore
Move To Late
Move To Early Out
Move To Absence

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

5.2.2 Edit Break Time

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

5.2.3 Delete Break Time

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

5.3 Timetable

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

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

BioTime Cloud										
Personnel Device Attendance Access System										
Break Time Timetable										
Delete Add Normal Timetable Add Flexible Timetable										
Name	Type	Check-In	Check-Out	Work Time	Break Time	WorkDay	Work Type	First Half (Check-Out Time)	Second Half (Check-In Time)	
Flexi Shift	Flexible	00:00:00	23:00:00	480	0	1,0	Normal Work	13:00:00	14:00:00	 
Normal Time	Normal	09:00:00	18:00:00	540	0	1,0	Normal Work	13:00:00	14:00:00	 
Ramadan Time	Normal	08:00:00	16:00:00	480	0	1,0	Normal Work	13:00:00	14:00:00	 
General Time Table	Normal	05:00:00	18:00:00	540	0	1,0	Normal Work	13:00:00	14:00:00	 

5.3.1 Add a Normal Timetable

Add a new normal schedule

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

The 'Add Normal Timetable' dialog box is shown with the 'Basic Settings' tab selected. It contains the following fields:

- Name*: [Text input field]
- Check-In*: 09:00:00 [Time input field]
- Check-Out*: 18:00:00 [Time input field]
- Cross Day(s): 0 [Dropdown menu]
- Check-In Start*: 08:00:00 [Time input field]
- Cross Day(s): 0 [Dropdown menu]
- Check-Out Start*: 17:00:00 [Time input field]
- Cross Day(s): 0 [Dropdown menu]
- Check-In End*: 10:00:00 [Time input field]
- Cross Day(s): 0 [Dropdown menu]
- Check-Out End*: 19:00:00 [Time input field]
- Cross Day(s): 0 [Dropdown menu]
- WorkDay*: 1.0 [Text input field]
- Day(s): [Text input field]

Buttons: Confirm, Cancel

Set the parameters as shown below:

1. Basic settings

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

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

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

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

2. BreakTime Settings

The 'Add Normal Timetable' dialog box is shown with the 'BreakTime Settings' tab selected. It contains the following table:

☐	Name	Start Time	End Time	Duration	Calculate Type
☐	Lunch Break	12:00:00	13:00:00	60	Auto Deduct

Buttons: Confirm, Cancel

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

3. Unscheduled Time Settings

The screenshot shows the 'Add Normal Timetable' dialog box with the 'Unscheduled Time Settings' tab selected. The dialog has a title bar with a close button. Below the title bar is a 'Name*' text input field. A tabbed interface follows with options: 'Basic Settings', 'BreakTime Settings', 'Unscheduled Time Settings' (highlighted in green), 'OT Level Settings', 'Rule Settings', and 'Half Day' with a dropdown arrow. The 'Unscheduled Time Settings' section contains four fields: 'Early In*' with a 'Do not cal' dropdown, 'Minimum Early In*' with a value of '60' and 'Minute(s)' label, 'Late Out*' with a 'Do not cal' dropdown, and 'Minimum Late Out(min)*' with a value of '60' and 'Minute(s)' label. At the bottom right are 'Confirm' and 'Cancel' buttons.

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

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

4. Overtime Level Settings

The screenshot shows the 'Add Normal Timetable' dialog box with the 'OT Level Settings' tab selected. The dialog has a title bar with a close button. Below the title bar is a 'Name*' text input field. A tabbed interface follows with options: 'Basic Settings', 'BreakTime Settings', 'Unscheduled Time Settings', 'OT Level Settings' (highlighted in green), 'Rule Settings', and 'Half Day' with a dropdown arrow. The 'OT Level Settings' section contains four fields: 'OT Level*' with a dropdown menu showing 'Ignore', 'Depends On Work Time', and 'Depends On OT'; 'OT Level 1(hrs)*' with a value of '0' and 'Hour(s)' label; 'OT Level 2(hrs)*' with a value of '0' and 'Hour(s)' label; and 'OT Level 3(hrs)*' with a value of '0' and 'Hour(s)' label. At the bottom right are 'Confirm' and 'Cancel' buttons.

OT Level: set the Overtime level rule.

Ignore: The extra time will not be calculated for the corresponding level.

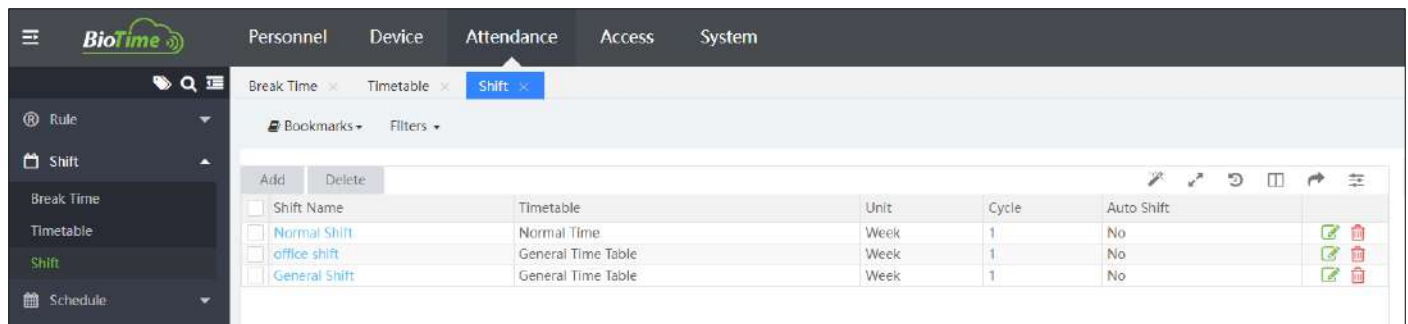
Depends On Work Time: calculates the overtime of the corresponding OT level based on the working time.

Depends On OT: calculates the overtime of the corresponding Overtime level according to the overtime calculation or approval.

OT Level 1, 2 and 3: Configure Overtime levels 1, 2 and 3 for different overtime durations (calculation or approval over time).

5.3.2 Add Flexible Timetable

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



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

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

5.3.3 Edit a Timetable

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

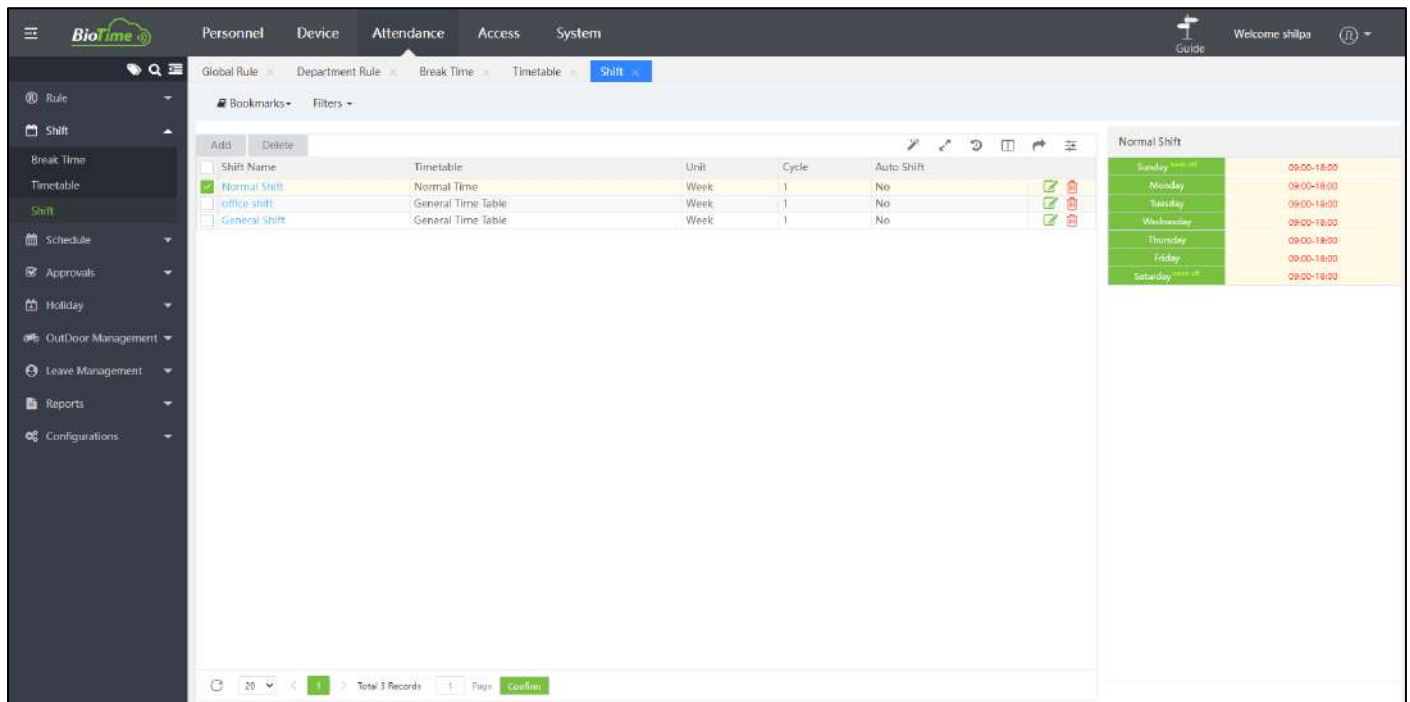
5.3.4. Delete a Timetable

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

5.4 Shift

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

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



5.4.1 Add a Shift

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

Add

Shift Name*

Auto Shift ☐ No

Week Off ☐

Timetable

	Name	Check-In	Check-Out	Break Time
☐	General Ti...	09:00:00	18:00:00	
☐	Ramdan Ti...	08:00:00	16:00:00	
☐	Normal Ti...	09:00:00	18:00:00	
☐	Flexi Shift	00:00:00	23:00:00	

Unit* Week

Cycle* 1

	Sun	Mon	Tue	Wed	Thu	Fri
1						

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

Configure the parameters as shown below:

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

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

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

Unit: Set the duration of the shift, you can choose between Day, Week and Month.

Cycle: The number of cycles the shift will take before repeating.

5.4.2 Edit Shift

1. Click on the name of the shift you wish to edit, make the necessary modifications.
2. Click on [Confirm] after making the modifications.

5.4.3 Delete Shift

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

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

5.5 Schedule

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

5.5.1. Add Department Schedule

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

Enter the details as shown below:

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

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

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

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

5.5.2 Delete Schedule Records

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

5.6 Employee Schedule

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

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

5.6.1 Employee Schedule

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

Add Schedule

Employee

Employee

Q

Start Date*

2023-06-01

End Date*

2023-06-30

☐ Overwrite Schedule

Shift

Q

↺

	Shift Name	Name	Unit	Cycle	Auto Shift
☐	General Shift	General Time...	Week	1	0
☐	office shift	General Time...	Week	1	0
☐	Normal Shift	Normal Time	Week	1	0

☐	Employee Id	First Name
☐	1	
☐	101	Vince
☐	103	SHILPA
☐	105	SHYAM
☐	108	MONET
☐	109	Lalaine
☐	110	GRACELY
☐	111	MARY
☐	112	-
☐	127	
☐	128	eva128
☐	180	Ivy
☐	2	
☐	5	

Total 15 Records

< 1 > 20

Total 3 Records

< 1 > 20

Confirm

Cancel

Enter the details as shown below:

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

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

After entering the details click [Confirm] to save.

5.6.2 Querying Schedule Details

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

The screenshot shows the BioTime Cloud interface with the 'Employee Schedule' tab selected. The left sidebar contains a navigation menu with options like Rule, Shift, Schedule, Department Schedule, Employee Schedule, Temporary Schedule, Schedule View, Approvals, Holiday, Outdoor Management, Leave Management, Reports, and Configurations. The main area displays a table of employee schedule records and a calendar view for April 2023.

Employee Id	First Name	Last Name	Shift Name	Start Date	End Date
101	Vince	Paran	office shift	2023-03-01	2023-12-31
103	SHILPA	M	office shift	2023-03-01	2023-12-31
105	SHYAM	-	office shift	2023-03-01	2023-12-31
107	SNEHA	-	office shift	2023-03-01	2023-12-31
109	Lalaine	-	Normal Shift	2023-01-01	2023-12-31
108	MONET	-	Normal Shift	2023-01-01	2023-12-31
110	GRACELY	-	General Shift	2023-04-11	2023-12-31
111	MARY	-	General Shift	2023-05-17	2023-12-31
112	-	-	General Shift	2023-05-17	2023-12-31
1	-	-	General Shift	2023-05-11	2023-12-31
180	Ivy	Corag	General Shift	2023-06-07	2023-12-31
2	-	-	General Shift	2023-06-08	2023-12-31
5	-	-	General Shift	2023-06-09	2023-12-31
127	-	-	General Shift	2023-06-08	2023-12-31
128	eva128	-	General Shift	2023-06-08	2023-12-31
V00000002	maria.koshy	-	General Shift	2023-06-08	2023-12-31

The calendar view for April 2023 shows the following schedule details:

Sun	Mon	Tue	Wed	Thur	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

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

The screenshot shows the BioTime Cloud interface with the 'Employee Schedule' tab selected. The left sidebar is the same as in the previous screenshot. The main area displays a table of employee schedule records with filters applied. The calendar view for January 2023 shows the following schedule details:

Sun	Mon	Tue	Wed	Thur	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

5.6.3 Import Employee Schedule

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

5.6.4 Delete Schedule Records

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

5.7 Temporary Schedule

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

For example:

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

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

5.7.1 Add a Temporary Schedule

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

The screenshot displays the 'Add Temporary Schedule' interface. On the left, there's a list of employees with checkboxes. The center features a calendar for June 2023, with the 12th of June highlighted. To the right, the 'Temp Schedule Rule' panel is visible, showing a dropdown for 'Active Temporary Schedule', a 'Work Type' dropdown set to 'Normal Work', and a 'Timetable' search field. Below this is a table with columns 'Name', 'Check-In', and 'Check-Out', listing various shift types like 'General Time ...', 'Ramdan Time', 'Normal Time', and 'Flexi Shift'. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

2. Set the parameters as follows:

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

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

Note:

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

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

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

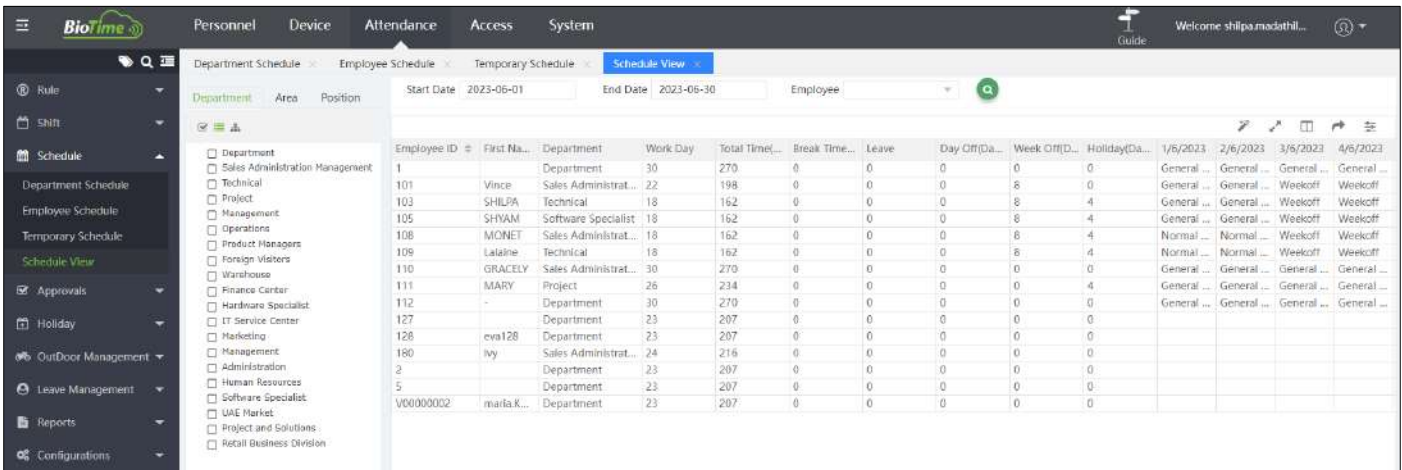
5.7.2 Delete Temporary Schedule

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

5.8 Schedule View

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

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



Employee ID	First Name	Department	Work Day	Total Time	Break Time	Leave	Day Off(Da...	Week Off(D...	Holiday(Da...	1/5/2023	2/6/2023	3/6/2023	4/6/2023
1	Vince	Sales Administrat...	30	270	0	0	0	0	0	General ...	General ...	General ...	General ...
101	SHILPA	Technical	18	162	0	0	0	8	0	General ...	General ...	Weekoff	Weekoff
103	SHYAM	Software Specialist	18	162	0	0	0	8	4	General ...	General ...	Weekoff	Weekoff
105	MONET	Sales Administrat...	18	162	0	0	0	8	4	Normal ...	Normal ...	Weekoff	Weekoff
108	Lalaine	Technical	18	162	0	0	0	8	4	Normal ...	Normal ...	Weekoff	Weekoff
109	GRACEY	Sales Administrat...	30	270	0	0	0	0	0	General ...	General ...	General ...	General ...
110	MARY	Project	26	234	0	0	0	0	4	General ...	General ...	General ...	General ...
111	-	Department	30	270	0	0	0	0	0	General ...	General ...	General ...	General ...
112		Department	23	207	0	0	0	0	0				
127	eva128	Department	23	207	0	0	0	0	0				
128	Ivy	Sales Administrat...	24	216	0	0	0	0	0				
180		Department	23	207	0	0	0	0	0				
2		Department	23	207	0	0	0	0	0				
5		Department	23	207	0	0	0	0	0				
V00000002	maria.K...	Department	23	207	0	0	0	0	0				

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

5.9 Attendance Approval

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

5.9.1 Manual Log

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

Add Manual Log

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

The 'Add' dialog box contains the following elements:

- Search and Filter:** 'Sales Administratio' (dropdown), 'Employee' (text input), and a search icon.
- Employee List (Left):**

Employee...	First Name	Last Name	Department	
☐	101	Vince	Paran	Sales Administ...
☐	108	MONET		Sales Administ...
☐	110	GRACELY		Sales Administ...
☒	180	Ivy	Carag	Sales Administ...
- Selected List (Right):**

Employee...	First Name	Last Name	Department	
☒	180	Ivy	Carag	Sales Administ...
- Footer:** '20' (dropdown), 'Total 4 Records', '1' (Page), and a green 'Confirm' button.
- Form Fields:**
 - Punch Time*: 2023-05-12 00:00:00
 - Punch State*: Check In (dropdown)
 - Work Code: (text input)
 - Apply Reason: (text area)
- Buttons:** A green 'Confirm' button and a 'Cancel' button at the bottom right.

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

3. Click [Confirm] to save the settings.

Note:

1. You can add only one check-in or check-out record, for the case of employees who forgot to check either of the 2 records on the day.
2. You cannot add records beyond the current date and time.

1. Edit Manual Check

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

The 'Edit' dialog box contains the following elements:

- Employee***: 110 GRACELY
- Punch Time***: 2023-06-08 09:00:00
- Punch State***: Check In (dropdown)
- Work Code**: (text input)
- Apply Reason**: no device (text area)
- Buttons:** A green 'Confirm' button and a 'Cancel' button at the bottom.

Note: The approved record cannot be modified.

2. Delete Manual Check

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

3. Approve/Reject/Revoke a Manual Log

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

Enter Remarks and clicking [**Confirm**] will approve, reject, or revoke the manual log.

After the approval, the approval personnel will be displayed in each record, as shown in the figure.

Manual Log											
Bookmarks Filters											
Add Delete Approve/Reject Revoke											
Employee Id	First Name	Department	Position	Punch Time	Punch State	Apply Reason	Apply Time	Approval Status	Approval Remark	Approval Time	
108	Monet	Technical	Sales Administration Management	2023-07-31 17:06:00	Check In	Meeting	2023-07-31 17:06:08	Approved	Approved	2023-07-31 17:06:30	
1	Aldrin	Department	Position	2023-07-31 17:05:43	Check In	Site	2023-07-31 17:05:52	Approved	Approved	2023-07-31 17:06:44	
101	Vince	Sales Administration Management	Sales Administration Management	2023-06-09 10:00:00	Check In		2023-06-13 11:42:33	Approved		2023-06-13 11:42:39	
180	Ivy	Sales Administration Management	Sales Administration Management	2023-06-12 17:00:00	Check Out		2023-06-13 11:29:18	Approved		2023-06-13 11:29:28	

5.9.2 Leave

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

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

Employee...	First Name	Last Name	Department
☐	1		Department
☐	101	Vince	Paran
☐	103	SHILPA	M
☐	105	SHYAM	Software
☐	108	MONET	Sales Adm
☐	109	Lalaine	Technical
☐	110	GRACEY	Sales Adm
☐	111	MARY	Project
☐	112	-	Departme
☐	127		Departme

20 Total 15 Records 1 Page Confirm

June 2023 Today < >

Sun	Mon	Tue	Wed	Thur	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

☐ Full Day
☐ First Half
☐ Second Half

Leave Type* Unpaid Leave

Category* Sick Leave

Days*

Apply Reason

Confirm Cancel

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

2. Edit Leave Application

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

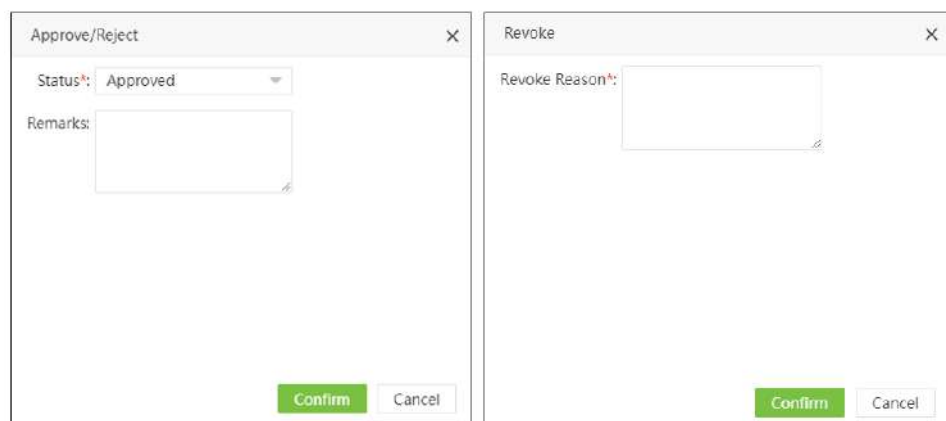
Note: After approval it cannot be modified.

3. Delete Permission Record

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

4. Approve leave or vacation

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



The figure shows two side-by-side screenshots of approval windows. The left window is titled "Approve/Reject" and contains a "Status" dropdown menu set to "Approved" and a "Remarks" text area. The right window is titled "Revoke" and contains a "Revoke Reason" text area. Both windows have "Confirm" and "Cancel" buttons at the bottom.

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

5.9.3 Overtime

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

1. Add an Overtime Application

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

The screenshot shows a web application window titled 'Add'. It contains a table of employees with the following data:

Employee...	First Name	Last Name	Department
0805	Vince		Department
1	Aldrin		Department
101	Vince	Paran	Sales Administ...
103	Shilpa	M	Technical
105	Shyam		Software Spec...
1078	Popy		Department
108	Monet		Technical
109	Lalaine		Technical
110	Gracely		Sales Administ...
111	Ann		Project
120	John		Department

Below the table, there are fields for 'Start Time', 'End Time', and 'Overtime Type' (set to 'Normal OT'). There is also a text area for 'Apply Reason'. A 'Confirm' button is located at the bottom right of the form.

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

Fill in the fields as shown below:

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

Overtime Type: Select the kind of overtime applicable.

Apply Reason: Enter the apply reason for the overtime.

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

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

2. Edit an Overtime Application

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

3. Delete an Overtime Application

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

4. Approve and Overtime Application

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

5.9.4 Training

1. Add a Training Application

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

Add

Department: Employee:

Selected 4

☐	Employee...	First Name	Last Name	Department
☒	105	Shyam		Software Spec...
☒	1078	Popy		Department
☒	108	Monet		Technical
☒	109	Lalaine		Technical
☐	110	Gracely		Sales Administ...
☐	111	Ann		Project
☐	120	John		Department
☐	127	Aldous		Department
☐	128	eva128		Department
☐	130	Jane		Project
☐	180	Ivv	Caran	Sales Administ...

20 Total 19 Records < > 1 Page

Start Time* End Time* Training Type*

Apply Reason

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

Fill in the fields as shown below:

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

Training Type: Select the kind of training applicable.

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

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

2. Edit Training Application

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

Note: The approved application cannot be modified.

3. Delete Training Application

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

4. Approve Training Application

The operation method is the same as the manual log.

5.9.5 Schedule Adjustment

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

Manual Log ☒ Leave ☐ Overtime ☐ Training ☐ Schedule Adjustment ☒												
Bookmarks Filters												
Delete Approve/Reject Revoke												
☐	Employee Id	First Name	Department	Position	Date	Previous Schedule	New Schedule	Apply Reason	Apply Time	Approval Status	Remark	Approval Time
☐	108	Monet	Technical	Sales Administration Management	2023-04-10	----	Normal Time	na	2023-04-11 12:57:30	Approved	Noted	2023-04-24 09:23:29
☐	109	Lalaine	Technical	Technical	2023-04-12	----	Ramdan Time		2023-04-11 12:00:36	Approved	Noted	2023-04-24 09:23:29

1. Approve Schedule Adjustment Records

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

2. Delete Shift Adjustment Records

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

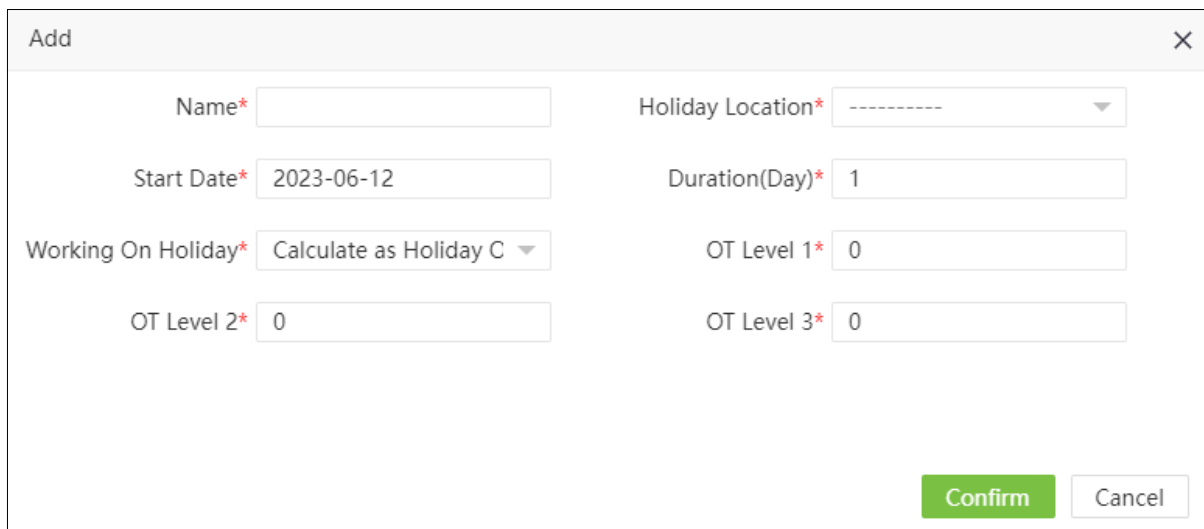
Note: After deleting the shift adjustment record of the employee, the shift of the employee is still the adjusted shift.

5.10 Holiday

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

5.10.1 Add a Holiday for Attendance

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



Fill in the fields as shown below:

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

Start Date: Set the start date of the holiday.

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

Working on Holiday: Select the type of holiday work.

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

2. Click [Confirm] to save the details.

5.10.2 Edit a Holiday for Attendance

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

5.10.3 Delete a Holiday for Attendance

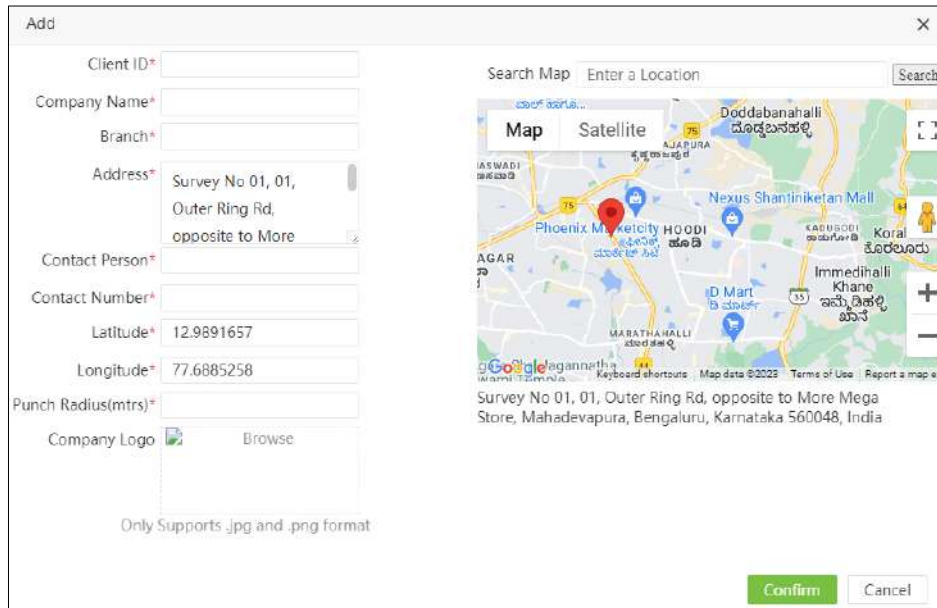
In the list of holidays, select the holiday and click [Delete] at the top left of the list of holidays or click the icon  in the same row as the holiday you want to delete. Click [Confirm] to delete the record.

5.11 Outdoor Management

5.11.1 Client Details

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

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



5.11.2 Schedule Planner

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

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

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

The 'Add' dialog box contains the following fields and controls:

- Schedule Name***: A text input field.
- Company Name***: A dropdown menu with "--Select--" as the current selection.
- Date**: A date input field showing "2023-06-01".
- In Time**: A time input field showing "00:00:00".
- Out Time**: A time input field showing "00:00:00".
- Location**: A green button with a location pin icon.
- Add** and **Remove**: Green buttons at the bottom left.
- Confirm** and **Cancel**: Buttons at the bottom right.

5.11.3 Outdoor Schedule

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

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

The 'Add' dialog box for assigning an employee to a schedule includes:

- Employee**: A dropdown menu and a search bar.
- Start Date***: A date input field showing "2023-06-01".
- End Date***: A date input field showing "2023-06-30".
- Schedule**: A search bar and a list of schedule names with radio buttons for selection.
- Employee List**: A table showing a list of employees with checkboxes for selection.
- Confirm** and **Cancel**: Buttons at the bottom right.

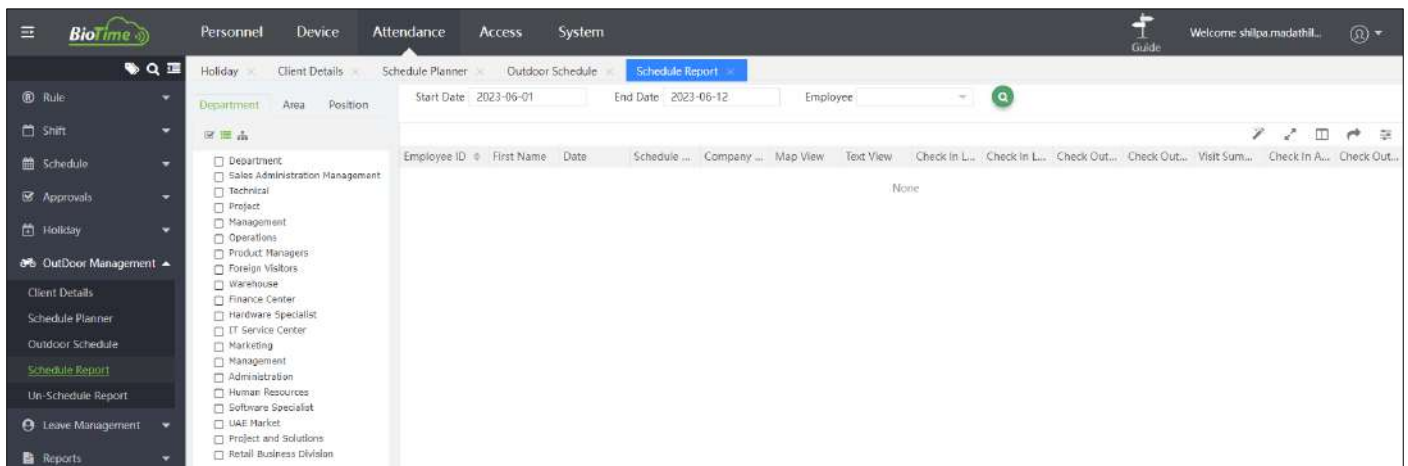
Employee Id	First Name
☐	103 SHILPA
☐	108 MONET
☐	109 Lalaine
☐	110 GRACELY
☐	111 MARY

Schedule Name
☐ Project Proposal
☐ Client Proposal
☐ Technical Training
☐ Platform training
☐ BioTimeCloud Training
☐ BioCVSecurity Training
☐ BioTimeCloud Meeting

5.11.4 Schedule Report

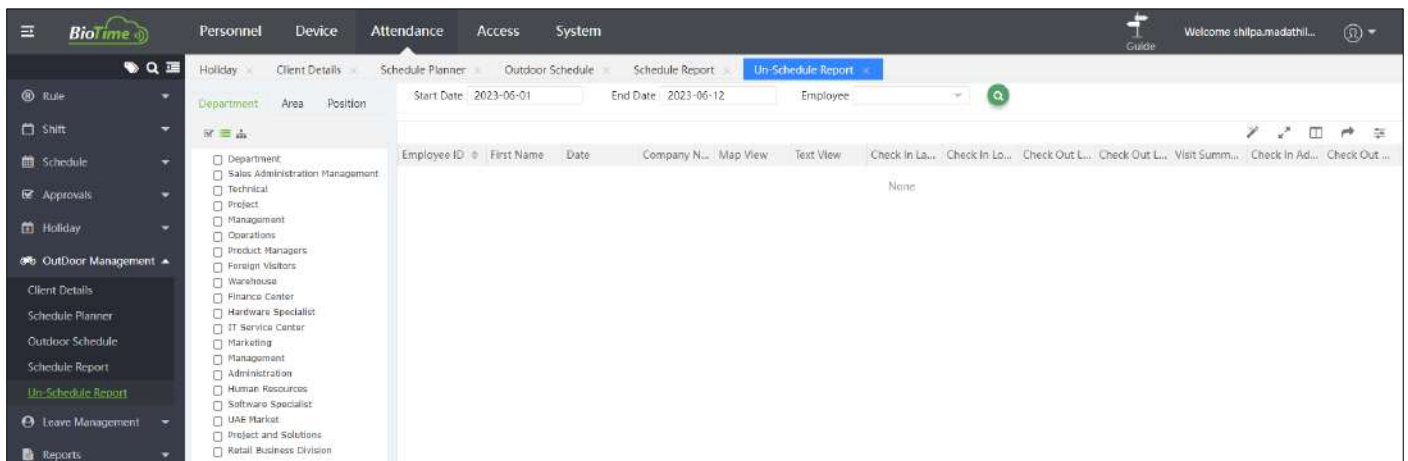
We can export the time report here by selecting the employee.

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



5.11.5 Un-Scheduled Report

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

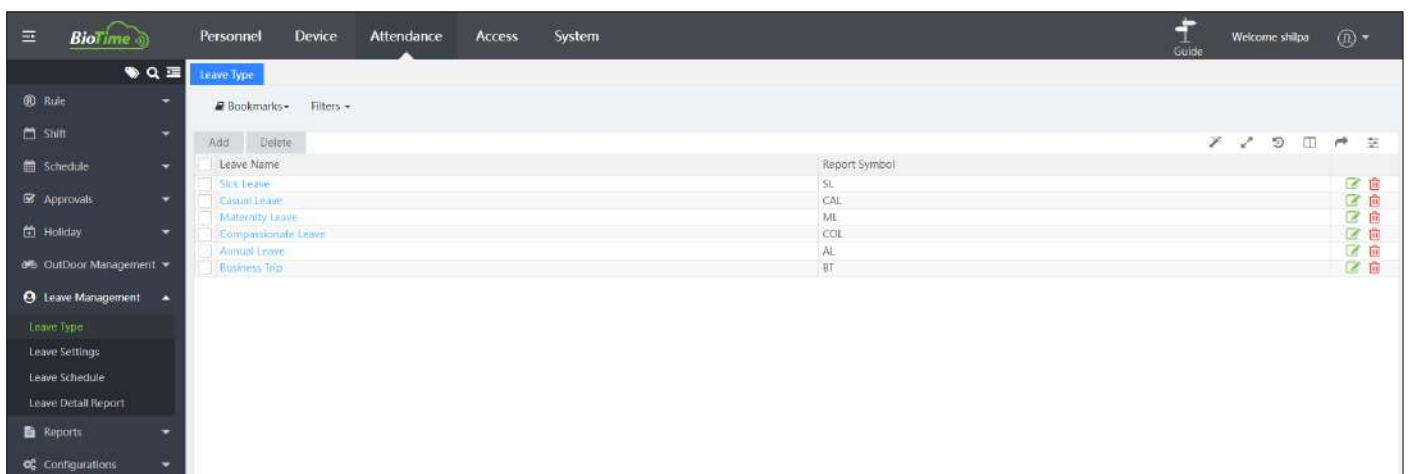


Note: License management is not available for Middle East.

5.12 Leave Management

5.12.1 Leave Type

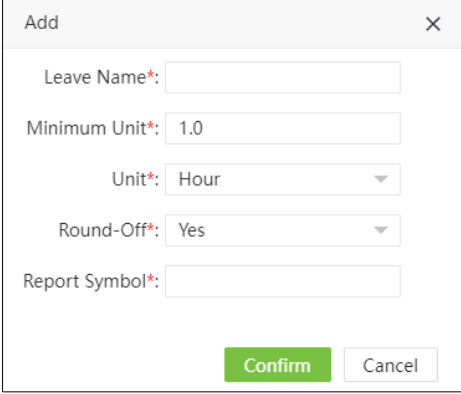
Select [Attendance] > [Leave Management] > [Leave Type] to set the leave type parameters.



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

1. Add a Leave Type

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



The 'Add' dialog box contains the following fields:

- Leave Name*:
- Minimum Unit*:
- Unit*:
- Round-Off*:
- Report Symbol*:

Buttons: Confirm, Cancel

Set the parameters as required based on the following steps:

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

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

Round Off: Set whether the values are rounded off.

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

2. Editing a Leave Type

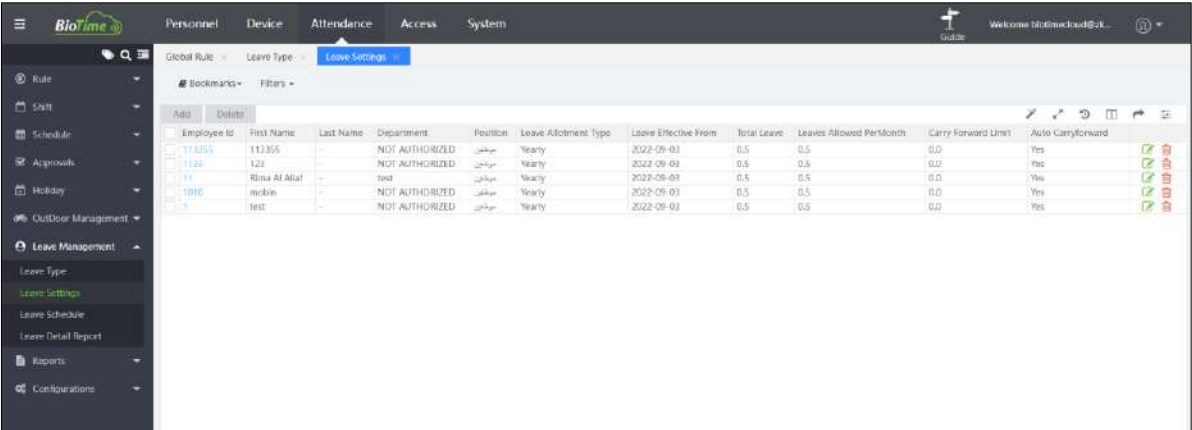
Click the name of the leave type to be edited or click  to enter the editing interface. Modify relevant settings as required. The specific operation is the same as the adding leave type.

3. Deleting a Leave Type

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

5.12.2 Leave Setting

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



The screenshot shows the 'Leave Settings' interface with a table of leave settings for various employees.

Employee Id	First Name	Last Name	Department	Position	Leave Allotment Type	Leave Effective From	Total Leave	Leaves Allowed Per Month	Carry Forward Limit	Auto Carryforward
113354	113355		NOT AUTHORIZED	موظف	Yearly	2022-09-03	0.5	0.5	0.0	Yes
11335	123		NOT AUTHORIZED	موظف	Yearly	2022-09-03	0.5	0.5	0.0	Yes
11	Rima Al Mial		test	موظف	Yearly	2022-09-03	0.5	0.5	0.0	Yes
1010	mubin		NOT AUTHORIZED	موظف	Yearly	2022-09-03	0.5	0.5	0.0	Yes
1	test		NOT AUTHORIZED	موظف	Yearly	2022-09-03	0.5	0.5	0.0	Yes

1. Add Leave to Employees

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

The 'Add' window displays a table of employees for selection:

Employee...	First Name	Last Name	Department
☐	11	Rima Al Allaf	test
☐	1123	123	NOT AUTHORI...
☐	113355	113355	NOT AUTHORI...
☐	12	Mohammed Z...	NOT AUTHORI...
☐	1234	vimod	NOT AUTHORI...
☐	13	Marco Rizzi	NOT AUTHORI...
☐	14	Akshid Rajend...	NOT AUTHORI...
☐	15	All Hamze	NOT AUTHORI...
☐	16	Reem El Smaili	NOT AUTHORI...
☐	17	Atef Suhail Ar...	NOT AUTHORI...
☐	18	Mohamad Aw	NOT AUTHORI...

Below the table, the following settings are configured:

- Leave Allotment Type*: Yearly
- Total Leave*: 0.5
- Auto Carryforward*: Yes
- Leave Effective From*:
- Leaves Allowed PerMonth*: 0.5
- Carry Forward Limit*: 0

A 'Confirm' button is located at the bottom right of the window.

Leave Allotment Type: Select the leave allotment type. It can be Yearly/Monthly.

Auto-Carry-forward: Select whether or not to auto-carry-forward the accumulated leave to next month/year.

Total Days: Enter the total number of leaves.

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

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

Carry-forward limit: Enter the maximum carry-forward limit. Click **Confirm** after setting the leave.

2. Editing a Leave to Employees

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

3. Deleting a Leave to Employees

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

5.12.3 Leave Schedule

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

The 'Leave Schedule' interface displays a table of employee leave settings:

Employee ID	First Name	Last Name	Department	Position
1001	Shayan	-	NOT AUTHORIZED	موظف
10	Rafik Ibrahim	-	NOT AUTHORIZED	موظف
1010	mooin	-	NOT AUTHORIZED	موظف
11	Rima Al Allaf	-	test	موظف
12	Mohammed Zhr	-	NOT AUTHORIZED	موظف
1234	vimod	-	NOT AUTHORIZED	موظف
13	Marco Rizzi	-	NOT AUTHORIZED	موظف
14	Akshid Rajendram	-	NOT AUTHORIZED	موظف
15	All Hamze	-	NOT AUTHORIZED	موظف
16	Reem El Smaili	-	NOT AUTHORIZED	موظف
17	Atef Suhail Armouth	-	NOT AUTHORIZED	موظف
18	Mohamad Awad	-	NOT AUTHORIZED	موظف

1. Add Leave Schedule

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

The 'Add' window displays a table of employees with columns: Employee ID, First Name, Last Name, and Department. A red box highlights the selection area on the left. Below the table, there are input fields for various leave types: Sick Leave, Maternity Leave, Annual Leave, Casual Leave, Compassionate Leave, and Business Trip. Each field has a numeric input, a frequency dropdown (Monthly), and a unit dropdown (Day(s)). A red box highlights these input fields. At the bottom right, there are 'Confirm' and 'Cancel' buttons.

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

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

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

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

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

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

Click **Confirm** after scheduling the leaves.

2. Editing a Leave to Employees

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

3. Deleting a Leave to Employees

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

5.12.4 Leave Detail Report

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

First Name	Leave Allotment	Leave Effective From	Increment Date	Total Leave	Leaves Allowed	Carry Forward Limit	Leave Used	Leave Balance	Leave availability
SNEHA	Yearly	2024-01-01	2025-01-01	80	30	0	3.0	85	Sick Leaves: 13.0, C...
SOWMYA	Yearly	2024-01-01	2025-01-01	40	30	0	4.5	35.5	Sick Leaves: 15.0, C...
MOHAMMED ALI	Yearly	2024-01-01	2025-01-01	44	30	0	26.0	18	Sick Leaves: 14.0, C...
JONATHAN	Yearly	2024-01-01	2025-01-01	45	30	0	22.0	23	Sick Leaves: 15.0, C...
SIMOUNETTE	Yearly	2024-01-01	2025-01-01	39	30	0	0.0	39	Sick Leaves: 14.0, C...
JUNAIS	Yearly	2024-01-01	2025-01-01	35.5	30	0	23.0	12.5	Sick Leaves: 11.0, C...
VIMOD	Yearly	2024-01-01	2025-01-01	41	30	0	10.0	31	Sick Leaves: 15.0, C...
CRIZALDE	Yearly	2024-01-01	2025-01-01	44	30	0	2.0	42	Sick Leaves: 15.0, C...
RHOANE	Yearly	2024-01-01	2025-01-01	42.5	30	0	20.0	12.5	Sick Leaves: 13.0, C...
LALAINE	Yearly	2024-01-01	2025-01-01	42.5	30	0	25.0	17.5	Sick Leaves: 12.5, C...
STEVEN	Yearly	2024-01-01	2025-01-01	45	30	0	0.0	45	Sick Leaves: 15.0, C...
ALDOUS	Yearly	2024-01-01	2025-01-01	44	30	0	28.0	16	Sick Leaves: 14.0, C...
VOLTA	Yearly	2024-01-01	2025-01-01	45	30	0	0.0	45	Sick Leaves: 15.0, C...
GARVEY	Yearly	2024-01-01	2025-01-01	45	30	0	0.0	45	Sick Leaves: 15.0, C...
SHYAM	Yearly	2024-01-01	2025-01-01	44	30	0	3.0	41	Sick Leaves: 14.0, C...
BETTY KOSHY	Yearly	2024-01-01	2025-01-01	43	30	0	4.0	39	Sick Leaves: 14.0, C...
JANE	Yearly	2024-01-01	2025-01-01	45	30	0	0.0	45	Sick Leaves: 15.0, C...
JULIO DELA	Yearly	2024-01-01	2025-01-01	45	30	0	27.0	8	Sick Leaves: 15.0, C...
RINAS AHAMED	Yearly	2024-01-01	2025-01-01	40	30	0	35.0	5	Sick Leaves: 11.0, C...
SRIIL	Yearly	2024-01-01	2025-01-01	42	30	0	27.0	15	Sick Leaves: 13.0, C...

First Name: The First Name of the employee.

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

Start Date: The Starting date of the Leave Schedule.

End Date: The Ending date of the Leave Schedule.

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

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

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

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

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

5.13 Reports

5.13.1 Calculate

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

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

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

Employee Id	First Name	Last Name	Date of Joining	Department	Position
1				Department	Position
101	Vince	Param		Sales Administration Manage...	Sales Administration Manage...
103	SHILPA	M	2018-01-01	Technical	Technical
105	SHYAM			Software Specialist	Technical
108	MONET		2015-03-01	Sales Administration Manage...	Sales Administration Manage...
109	Lalaine		2011-03-01	Technical	Technical
110	GRACELY			Sales Administration Manage...	Sales Administration Manage...
111	MARY			Project	Marketing
112	-			Department	Technical
127				Department	Position
128	eva128			Department	Position
180	Ivy	Carag	2023-03-27	Sales Administration Manage...	Sales Administration Manage...
2				Department	Position
5				Department	Position
V00000002	maria.Koshy			Department	Position

Calculation Process

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

Calculation requirements

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

5.13.2 Reports

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

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

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

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

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

Employee ID	First Name	Department	Date	Weekday	Time	Punch State	Correct State
101	Vince	Sales Administration Management	08-06-2023	Thursday	09:00	Check In	Check In
103	SHILPA	Technical	08-06-2023	Thursday	09:00	Check In	Check In
109	Lalaine	Technical	08-06-2023	Thursday	09:00	Check In	Check In
111	MARY	Project	08-06-2023	Thursday	09:00	Check In	Check In

The following describes how to view an attendance report.

1. Select the report in the left menu bar and access the report interface.
2. Select Department, Cost Center or Company on the left side to view attendance data for employees assigned to any of these masters, or click on the Employee checkbox to select the employee (multiple or all) whose attendance report is to be reviewed.
3. Select the time range you want to display in the report, or select the settlement period which already has a set time range.
4. Select the report in the left menu bar and access the report interface.
5. Click on the icon  to consult the report data.

Select Employee

Department

Area

Position

Employee

Q

Selected 1

Employee...	First Name	Last Name	Department
108	MONET		Sales Admin
109	Lalaine		Technical
110	GRACELY		Sales Admin
111	MARY		Project
112	-		Department
127			Department
128	eva128		Department
180	Ivy	Carag	Sales Admin
2			Department
5			Department
V00000...	maria.Koshy		Department

20 Total 15 Records

1 Page

Confirm

Confirm

Cancel

Transaction Reports

1. Transaction

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

	Personnel	Device	Attendance	Access	System
	Calculate	Reports	Transaction		
	Department	Area	Position	Start Date 2023-06-01	End Date 2023-06-13 Employee
	☐ Department ☒ Sales Administration Management ☐ Technical ☒ Project ☐ Management ☐ Operations ☐ Product Managers ☐ Foreign Visitors ☐ Warehouse ☐ Finance Center ☐ Hardware Specialist ☐ IT Service Center ☐ Marketing ☐ Management ☐ Administration				
Employee ID	First Name	Department	Date	Time	Punch State
101	Vince	Sales Administration M...	12-06-2023	17:00	Check Out
108	MONET	Sales Administration M...	12-06-2023	17:00	Check Out
110	GRACELY	Sales Administration M...	12-06-2023	17:00	Check Out
180	Ivy	Sales Administration M...	12-06-2023	17:00	Check Out
103	SHILPA	Technical	12-06-2023	17:00	Check Out
109	Lalaine	Technical	12-06-2023	17:00	Check Out
111	MARY	Project	12-06-2023	17:00	Check Out
105	SHYAM	Software Specialist	12-06-2023	17:00	Check Out
105	SHYAM	Software Specialist	12-06-2023	08:00	Check In
101	Vince	Sales Administration M...	12-06-2023	08:00	Check In
103	SHILPA	Technical	12-06-2023	08:00	Check In
108	MONET	Sales Administration M...	12-06-2023	08:00	Check In
111	MARY	Project	12-06-2023	08:00	Check In
110	GRACELY	Sales Administration M...	12-06-2023	08:00	Check In
109	Lalaine	Technical	12-06-2023	08:00	Check In
180	Ivy	Sales Administration M...	12-06-2023	08:00	Check In

2. Mobile Transaction

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

Employee ID	First Name	Department	Date	Time	Punch State	Data Sources
00031	JULIO DELA	WAREHOUSE	04-09-2024	08:22	Check In	Mobile
00011	CRIZALDE	TECHNICAL	04-09-2024	08:20	Check In	Mobile
00031	JULIO DELA	WAREHOUSE	03-09-2024	18:00	Check Out	Mobile
00011	CRIZALDE	TECHNICAL	03-09-2024	17:30	Check Out	Mobile
00039	NOUFAL	ACCOUNTS & ADMIN	03-09-2024	17:30	Check Out	Mobile
00054	DARVISH	Department	03-09-2024	16:46	Check Out	Mobile
00010	VIMOD	PROJECT SALES	03-09-2024	15:03	Check In	Mobile
00010	VIMOD	PROJECT SALES	03-09-2024	13:54	Check In	Mobile
00054	DARVISH	Department	03-09-2024	12:18	Check In	Mobile
00054	DARVISH	Department	03-09-2024	11:13	Check In	Mobile
00054	DARVISH	Department	03-09-2024	09:17	Check In	Mobile
00031	JULIO DELA	WAREHOUSE	03-09-2024	08:17	Check In	Mobile
00011	CRIZALDE	TECHNICAL	03-09-2024	08:07	Check In	Mobile
00034	MOBIN	TECHNICAL	03-09-2024	08:01	Check In	Mobile
00031	JULIO DELA	WAREHOUSE	02-09-2024	18:00	Check Out	Mobile
00011	CRIZALDE	TECHNICAL	02-09-2024	17:36	Check Out	Mobile
00010	VIMOD	PROJECT SALES	02-09-2024	15:33	Check In	Mobile
00036	SIRIL	PROJECT SALES	02-09-2024	10:05	Check In	Mobile
00031	JULIO DELA	WAREHOUSE	02-09-2024	08:24	Check In	Mobile
00011	CRIZALDE	TECHNICAL	02-09-2024	08:20	Check In	Mobile

3. Total Punches

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

Employee ID	First Name	Department	Date	No. of P...	Time
101	Vince	Sales Administr...	12-06-2023	2	08:00:00, 17:00:00
103	SHILPA	Technical	12-06-2023	2	08:00:00, 17:00:00
105	SHYAM	Software Spec...	12-06-2023	2	08:00:00, 17:00:00
108	MONET	Sales Administr...	12-06-2023	2	08:00:00, 17:00:00
109	Lalaine	Technical	12-06-2023	2	08:00:00, 17:00:00
110	GRACELY	Sales Administr...	12-06-2023	2	08:00:00, 17:00:00
111	MARY	Project	12-06-2023	2	08:00:00, 17:00:00
180	Ivy	Sales Administr...	12-06-2023	2	08:00:00, 17:00:00

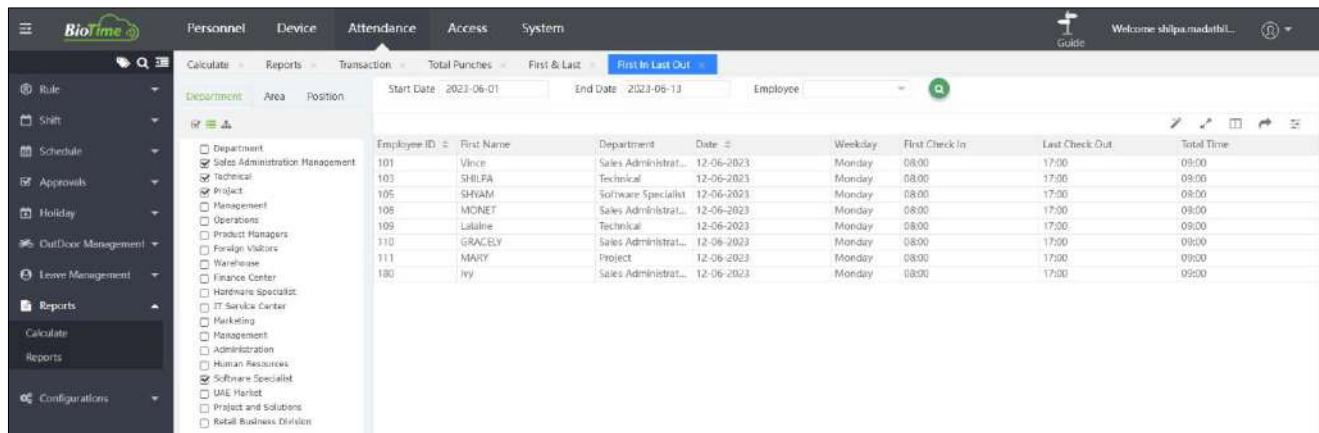
4. First & Last

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

Employee ID	First Name	Department	Date	Weekday	First Punch	Last Punch	Total Time
101	Vince	Sales Administrat...	12-06-2023	Monday	08:00	17:00	09:00
103	SHILPA	Technical	12-06-2023	Monday	08:00	17:00	09:00
105	SHYAM	Software Specialist	12-06-2023	Monday	08:00	17:00	09:00
108	MONET	Sales Administrat...	12-06-2023	Monday	08:00	17:00	09:00
109	Lalaine	Technical	12-06-2023	Monday	08:00	17:00	09:00
110	GRACELY	Sales Administrat...	12-06-2023	Monday	08:00	17:00	09:00
111	MARY	Project	12-06-2023	Monday	08:00	17:00	09:00
180	Ivy	Sales Administrat...	12-06-2023	Monday	08:00	17:00	09:00

5. First In Last Out

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



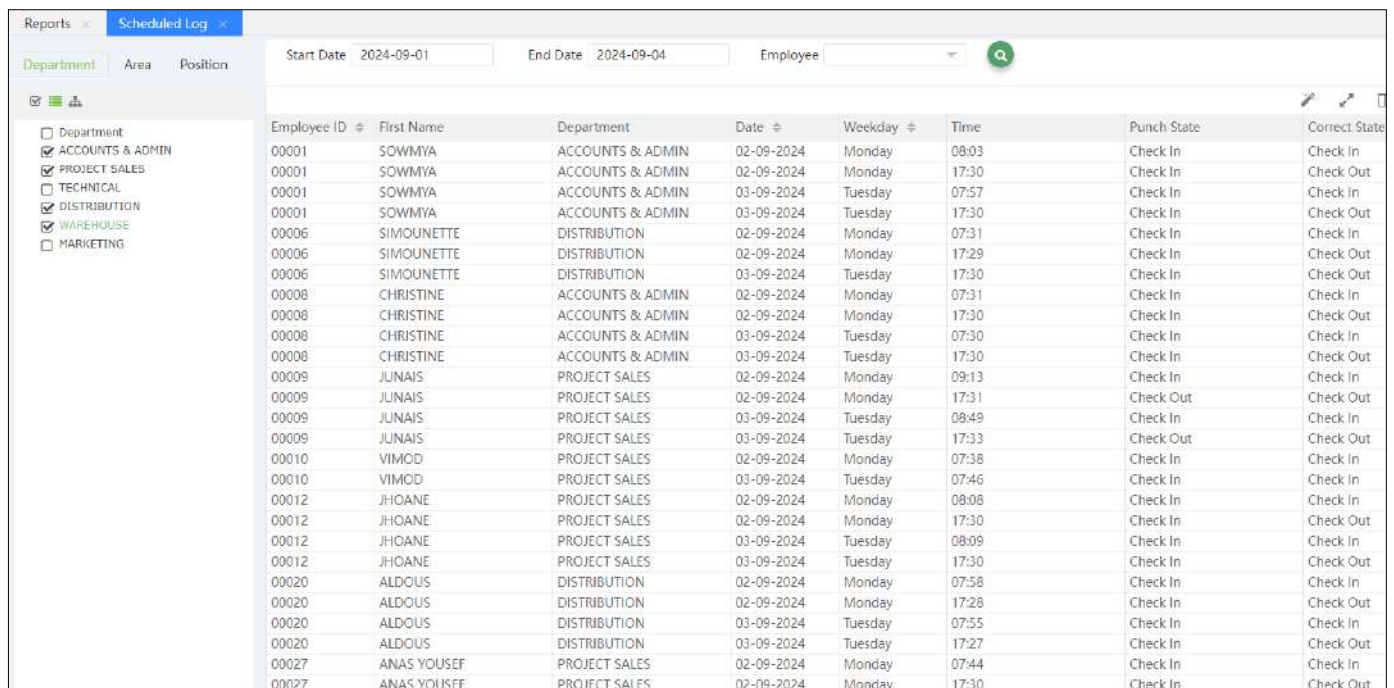
Employee ID	First Name	Department	Date	Weekday	First Check In	Last Check Out	Total Time
101	Vince	Sales Administrat...	12-06-2023	Monday	08:00	17:00	09:00
103	SHILPA	Technical	12-06-2023	Monday	08:00	17:00	09:00
105	SHYAM	Software Specialist	12-06-2023	Monday	08:00	17:00	09:00
108	MONET	Sales Administrat...	12-06-2023	Monday	08:00	17:00	09:00
109	Lalaine	Technical	12-06-2023	Monday	08:00	17:00	09:00
110	GRACELY	Sales Administrat...	12-06-2023	Monday	08:00	17:00	09:00
111	MARY	Project	12-06-2023	Monday	08:00	17:00	09:00
180	Ivy	Sales Administrat...	12-06-2023	Monday	08:00	17:00	09:00

Scheduling Reports

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

1. Scheduled Log

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



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

2. Total Time Card

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

Reports

Scheduled Log

Total Time Card

Department

Area

Position

Start Date

2024-08-01

End Date

2024-08-24

Employee

</

3. Missed In & Out Punch

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

Reports

Scheduled Log

Total Time Card

Missed In & Out Punch

Department

Area

Position

Start Date

2024-09-01

End Date

2024-09-04

Employee

4. Late

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

Reports

Scheduled Log

Total Time Card

Missed In & Out Punch

Late

Department

Area

Position

Start Date

2024-09-01

End Date

2024-09-04

Employee

</

5. Early Leave

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

Reports

Scheduled Log

Total Time Card

Missed In & Out Punch

Late

Early Leave

Department

Area

Position

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

Employee ID

First Name

Department

Date

Weekday

Timetable

Check In

Check Out

Clock In

Clock Out

Total Time

Early Leave

00027

ANAS YOUSEF

PROJECT SALES

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:44

17:30

09:46

00:30

00039

NOUFAL

ACCOUNTS & AD...

02-09-2024

Monday

NEW-TIME

08:00

18:00

08:08

17:30

09:22

00:30

00006

SIMOUNETTE

DISTRIBUTION

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:31

17:29

09:58

00:31

00034

MOBIN

TECHNICAL

02-09-2024

Monday

NEW-TIME

08:00

18:00

08:03

17:31

09:28

00:29

00020

ALDOUS

DISTRIBUTION

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:58

17:28

09:30

00:32

00029

BETTY KOSHY

TECHNICAL

02-09-2024

Monday

NEW-TIME

08:00

18:00

08:17

17:30

09:13

00:30

00001

SOWMYA

ACCOUNTS & AD...

02-09-2024

Monday

NEW-TIME

08:00

18:00

08:03

17:30

09:27

00:30

00012

JHOANE

PROJECT SALES

02-09-2024

Monday

NEW-TIME

08:00

18:00

08:08

17:30

09:22

00:30

00053

WAYNE

Department

02-09-2024

Monday

NEW-TIME

08:00

18:00

17:18

10:00

00:42

00046

FAHEEM

TECHNICAL

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:34

17:30

09:56

00:30

00054

DARVISH

Department

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:29

17:29

10:00

00:31

00008

CHRISTINE

ACCOUNTS & AD...

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:31

17:30

09:59

00:30

00013

LALAIN

TECHNICAL

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:45

17:30

09:45

00:30

00044

ROSEANNE

DISTRIBUTION

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:45

17:30

09:45

00:30

00041

MARY-ANN

MARKETING

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:29

17:30

10:01

00:30

00009

JUNAIS

PROJECT SALES

02-09-2024

Monday

NEW-TIME

08:00

18:00

09:13

17:31

08:18

00:29

00038

SIRIL

PROJECT SALES

02-09-2024

Monday

NEW-TIME

08:00

18:00

07:55

17:41

09:46

00:19

00028

SHYAM

TECHNICAL

02-09-2024

Monday

NEW-TIME

08:00

18:00

08:17

17:30

09:13

00:30

00011

CRIZALDE

TECHNICAL

02-09-2024

Monday

NEW-TIME

08:00

18:00

08:20

17:36

09:16

00:24

00009

JUNAIS

PROJECT SALES

03-09-2024

Tuesday

NEW-TIME

08:00

18:00

08:49

17:33

08:44

00:27

00041

MARY-ANN

MARKETING

03-09-2024

Tuesday

NEW-TIME

08:00

18:00

07:43

17:30

09:47

00:30

00001

SOWMYA

ACCOUNTS & AD...

03-09-2024

Tuesday

NEW-TIME

08:00

18:00

07:57

17:30

09:33

00:30

00006

SIMOUNETTE

DISTRIBUTION

03-09-2024

Tuesday

NEW-TIME

08:00

18:00

17:30

10:00

00:30

00046

FAHEEM

TECHNICAL

03-09-2024

Tuesday

NEW-TIME

08:00

18:00

07:45

17:30

09:45

00:30

00011

CRIZALDE

TECHNICAL

03-09-2024

Tuesday

NEW-TIME

08:00

18:00

08:07

17:30

09:23

00:30

00020

ALDOUS

DISTRIBUTION

03-09-2024

Tuesday

NEW-TIME

08:00

18:00

07:55

17:27

09:32

00:33

00012

JHOANE

PROJECT SALES

03-09-2024

Tuesday

NEW-TIME

08:00

18:00

08:09

17:30

09:21

00:30

6. Birthday

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

Reports

Scheduled Log

Total Time Card

Missed In & Out Punch

Late

Early Leave

Birthday

Department

Area

Position

Start Date

2024-08-01

End Date

2024-08-31

</

10. Break Time

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

Reports	Scheduled Log	Total Time Card	Missed In & Out Punch	Late	Early Leave	Birthday	Absent	Multiple Transaction	Break Time
Department	Area	Position	Start Date	2024-07-01	End Date	2024-08-31	Employee		
☐ Department			Employee ID	First Name	Department	Date	Timetable	Summary T...	Break Out
☐ ACCOUNTS & ADMIN									Break In
☐ PROJECT SALES									Total Time
☐ TECHNICAL									
☐ DISTRIBUTION									
☐ WAREHOUSE									
☐ MARKETING									

Daily Reports

1. Daily Attendance

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

Reports

Daily Attendance

Department

Area

Position

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

Start Date

2024-09-01

End Date

2024-09-04

Employee

2. Daily Details

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

Reports

Daily Attendance

Daily Details

Department

Area

Position

Start Date

2024-09-01

End Date

2024-09-04

Employee

<

3. Daily Summary

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

Reports > Daily Attendance > Daily Details > Daily Summary									
Department		Area	Position	Start Date	2024-09-01	End Date	2024-09-04	Employee	
☐ Department ☐ ACCOUNTS & ADMIN ☐ PROJECT SALES ☐ TECHNICAL ☐ DISTRIBUTION ☐ WAREHOUSE ☐ MARKETING									
Employee ID	First Name	Department	Date	Timetable	Clock In	Clock Out	Total WT	Status	
00052	BOYKA	DISTRIBUTION	01-09-2024	NEW-TIME				Absence(A)	
00052	BOYKA	DISTRIBUTION	02-09-2024	NEW-TIME				Absence(A)	
00052	BOYKA	DISTRIBUTION	03-09-2024	NEW-TIME				Absence(A)	
222		Department	01-09-2024	General Time Table				Absence(A)	
222		Department	02-09-2024	General Time Table				Absence(A)	
222		Department	03-09-2024	General Time Table				Absence(A)	
00031	JULIO DELA	WAREHOUSE	01-09-2024	NEW-TIME				Absence(A)	
00031	JULIO DELA	WAREHOUSE	02-09-2024	NEW-TIME	08:24	18:00	09:36	Late(LT)	
00031	JULIO DELA	WAREHOUSE	03-09-2024	NEW-TIME	08:17	18:00	09:43	Late(LT)	
00038	SIRIL	PROJECT SALES	01-09-2024	NEW-TIME				Absence(A)	
00038	SIRIL	PROJECT SALES	02-09-2024	NEW-TIME	07:55	17:41	09:41	Early Leave(EL)	
00038	SIRIL	PROJECT SALES	03-09-2024	NEW-TIME	08:00		10:00	Present(P)	
00039	NOUFAL	ACCOUNTS & AD...	01-09-2024	NEW-TIME				Absence(A)	
00039	NOUFAL	ACCOUNTS & AD...	02-09-2024	NEW-TIME	08:08	17:30	09:22	Late(LT)	
00039	NOUFAL	ACCOUNTS & AD...	03-09-2024	NEW-TIME	08:09	17:30	09:21	Late(LT)	
00041	MARY-ANN	MARKETING	01-09-2024	NEW-TIME				Absence(A)	
00041	MARY-ANN	MARKETING	02-09-2024	NEW-TIME	07:29	17:30	09:30	Early Leave(EL)	
00041	MARY-ANN	MARKETING	03-09-2024	NEW-TIME	07:43	17:30	09:30	Early Leave(EL)	
00042	IVY	DISTRIBUTION	01-09-2024	NEW-TIME				Absence(A)	
00042	IVY	DISTRIBUTION	02-09-2024	NEW-TIME				Absence(A)	
00042	IVY	DISTRIBUTION	03-09-2024	NEW-TIME				Absence(A)	
00043	VINCE	TECHNICAL	01-09-2024	NEW-TIME				Absence(A)	

4. Daily status

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

Reports

Daily Attendance

Daily Details

Daily Summary

Daily Status

Department

Area

Position

Start Date

2024-09-01

End Date

2024-09-04

Employee

<

3. OT Summary

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

Reports

Basic Status

Status Summary

OT Summary

Department

Area

Position

Start Date

2024-09

Employee

Q

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

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

4. Work Duration

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

Reports

Basic Status

Status Summary

OT Summary

Work Duration

Department

Area

Position

Start Date

2024-09

Employee

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

Employee ID

First Name

Department

Type

1

2

3

00014

STEVEN

Department

Status

A

A

A

00014

STEVEN

Department

Clock In

00014

STEVEN

Department

Clock Out

00014

STEVEN

Department

Total Work

00053

WAYNE

Department

Status

A

P

P

00053

WAYNE

Department

Clock In

08:01

00053

WAYNE

Department

Clock Out

17:18

17:23

00053

WAYNE

Department

Total Work

09:18

09:22

00054

DARVISH

Department

Status

A

P

P

00054

DARVISH

Department

Clock In

07:29

09:17

00054

DARVISH

Department

Clock Out

00054

DARVISH

Department

Total Work

09:29

08:43

00055

ANDREI

Department

Status

A

P

00055

ANDREI

Department

Clock In

08:00

00055

ANDREI

Department

Clock Out

00055

ANDREI

Department

Total Work

09:00

5. Work Detailed

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

Reports	Basic Status	Status Summary	OT Summary	Work Duration	Work Detailed
Department	Area	Position	Start Date	2024-09	Employee
☒ Department					
☐ ACCOUNTS & ADMIN					
☐ PROJECT SALES					
☐ TECHNICAL					
☐ DISTRIBUTION					
☐ WAREHOUSE					
☐ MARKETING					
Employee ID	First Name	Department	Type		
00014	STEVEN	Department	Early Leave		
00014	STEVEN	Department	Overtime		
00014	STEVEN	Department	Timetable	NE...	NE...
00053	WAYNE	Department	Status	A	P
00053	WAYNE	Department	Clock In		08:01
00053	WAYNE	Department	Clock Out		17:18
00053	WAYNE	Department	Total Work		09:18
00053	WAYNE	Department	Late		00:01
00053	WAYNE	Department	Early Leave		00:42
00053	WAYNE	Department	Overtime		00:37
00053	WAYNE	Department	Timetable	NE...	NE...
00054	DARVISH	Department	Status	A	P
00054	DARVISH	Department	Clock In		07:29
00054	DARVISH	Department	Clock Out		17:29
00054	DARVISH	Department	Total Work		09:29
00054	DARVISH	Department	Late		08:43
00054	DARVISH	Department	Early Leave		00:31
00054	DARVISH	Department	Overtime		
00054	DARVISH	Department	Timetable	NE...	NE...
00055	ANDREI	Department	Status	A	P
00055	ANDREI	Department	Clock In		08:00
00055	ANDREI	Department	Clock Out		
00055	ANDREI	Department	Total Work		09:00
00055	ANDREI	Department	Late		
00055	ANDREI	Department	Early Leave		
00055	ANDREI	Department	Overtime		
00055	ANDREI	Department	Timetable	Gen...	Gen...

6. ATT Sheet Summary

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

Reports

Basic Status

Status Summary

OT Summary

Work Duration

Work Detailed

ATT Sheet Summary

Department

Area

Position

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

Start Date

2024-08

Employee

SOWMYA,MOHAI

No.	Total Employees	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
1	20	12	11			11	11	10	9	9			11	13	12	11	11			13	12	12	14	1

7. Attendance Status

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

Reports

Basic Status

Status Summary

OT Summary

Work Duration

Work Detailed

ATT Sheet Summary

Attendance Status

Start Date

2024-09-01

End Date

2024-09-04

Employee

Export

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

8. Attendance Summary

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

Reports

Basic Status

Status Summary

OT Summary

Work Duration

Work Detailed

ATT Sheet Summary

Attendance Status

Attendance Summary

Start Date

2024-06-01

End Date

2024-08-31

Employee

SOWMYA,MOHA

Emp Code	Name				Present		Absent		HD		WO		HL		Paid Lv		Unpaid Lv		Paid Days		LateHrs		EarlHrs		Work Hrs		OvTime		Leave Bal		
00010	VIMOD				12		19		0		0		0		10		0		22		00:20		04:05		115:35		00:00		31		
	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Clock In	07:27	07:27			07:35	07:39														07:20	07:24	08:20			07:43	07:41	07:46	07:36	07:39		
Clock Out	17:30				17:30															17:30		17:29			17:29	17:31	17:29		17:27		
Working Hrs	9:30	10:00			9:30	10:00														9:30	10:00	9:09			9:29	9:31	9:29	10:00	9:27		
OT Hrs																															
Late Hrs																								00:20							
Early Leave Hrs	00:30				00:30															00:30		00:31			00:31	00:29	00:31		00:33		
Timetable																												NEW-TIME			
status	EL	P	A	A	EL	P	LE	LE	LE	A	A	LE	LE	LE	LE	LE	A	A	LE	LE	EL	P	LT	A	A	EL	EL	EL	P	EL	A

Summary Reports

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

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

1. Employee Summary

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

Reports

Employee Summary

Department

Area

Position

Start Date

2024-08-01

End Date

2024-08-31

Employee

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

Employee ID

First Na...

Department

Late

Early Leave

Absence

Actual ...

Normal ...

Week Of...

Holiday ...

Leave

Sick Leave

Casual L...

Maternit...

Compas...

Ann

00001

SOWMYA

ACCOUNTS & AD...

15:06

07:46

110:00

143:08

3

3

00003

MOHA...

TECHNICAL

110:00

20

20

00004

SNEHA

TECHNICAL

310:00

00005

JONATH...

WAREHOUSE

02:56

00:33

90:00

216:31

00006

SIMOU...

DISTRIBUTION

01:56

09:18

100:00

198:46

00008

CHRISTL...

ACCOUNTS & AD...

10:11

90:00

189:49

2

2

00009

JUNAIS

PROJECT SALES

08:00

05:36

50:00

126:24

12

1

11

00010

VIMOD

PROJECT SALES

00:20

04:05

90:00

115:35

10

10

00011

CRIZALDE

TECHNICAL

02:56

01:02

100:00

186:02

2

2

00012

JHOANE

PROJECT SALES

01:11

11:01

90:00

207:48

00013

LALAINE

TECHNICAL

11:21

90:00

208:39

00014

STEVEN

Department

300:00

10:00

00020

ALDOUS

DISTRIBUTION

10:55

90:00

209:05

00022

VOLTA

DISTRIBUTION

300:00

10:00

00023

GARVEY

TECHNICAL

310:00

00027

ANAS Y...

PROJECT SALES

02:06

07:47

120:00

180:07

00028

SHYAM

TECHNICAL

03:40

07:47

110:00

178:33

1

1

00029

BETTY K...

TECHNICAL

03:00

08:44

100:00

198:16

00030

JANE

TECHNICAL

310:00

00031

JULIO D...

WAREHOUSE

03:20

50:20

96:40

16

16

00032

RIYAS A...

PROJECT SALES

00:46

02:24

90:00

116:50

6

6

00034

MOBIN

TECHNICAL

00:18

08:02

90:00

161:40

1

1

00038

SIRIL

PROJECT SALES

01:54

06:37

80:00

181:29

00039

NOUFAL

ACCOUNTS & AD...

03:46

08:43

80:00

177:31

00041

MARY-A...

MARKETING

09:40

100:00

200:20

00042

IVY

DISTRIBUTION

09:08

02:15

180:00

78:37

00043

VINCE

TECHNICAL

00:10

09:41

80:00

180:09

2. Leave Summary

Displays the summary of time not worked (absences).

Reports × Employee Summary × Leave Summary ×										
Department	Area	Position	Start Date	2024-06-01	End Date	2024-08-31	Employee			
☐ Department ☐ ACCOUNTS & ADMIN ☐ PROJECT SALES ☐ TECHNICAL ☐ DISTRIBUTION ☐ WAREHOUSE ☐ MARKETING			Employee ID	First Name	Department	Sick Leave	Casual Leave	Maternity Leave	Compassionate L...	Annual Leave
			00052	BOYKA	DISTRIBUTION					
			222		Department					
			00031	JULIO DELA	WAREHOUSE					33
			00038	SIRIL	PROJECT SALES	1				
			00039	NOUFAL	ACCOUNTS & AD...					
			00041	MARY-ANN	MARKETING					11
			00042	IVY	DISTRIBUTION					30
			00043	VINCE	TECHNICAL	1				
			00044	ROSEANNE	DISTRIBUTION					
			00045	BENJO	PROJECT SALES					
			26	CONNOR	DISTRIBUTION					
			35	LAUREL	DISTRIBUTION					
			7	swift	Department					
			15	jeff	Department					
			00046	FAHEEM	TECHNICAL	4				
			16	RAY	DISTRIBUTION					
			00048	NAFIH	DISTRIBUTION	1				
			17	MR. JOHN	Department					
			00013	LALAIINE	TECHNICAL					14
			00010	VIMOD	PROJECT SALES					10
										0

3. Department Summary

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

Reports × Employee Summary × Leave Summary × Department Summary ×														
Department	Area	Position	Start Date	2023-06-01	End Date	2023-06-13								
☐ Department ☒ Sales Administration Management ☒ Technical ☒ Project ☐ Management ☐ Operations ☐ Product Managers ☐ Foreign Visitors ☐ Warehouse ☐ Finance Center ☐ Hardware Specialist			Department	Total Em...	Late	Early Leave	Absence	Late(Times)	Early Leave(Times)	Absent(Times)	Actual ...	Normal ...	Week Of...	Holiday ...
			Sales Administra...	4	02:00	04:00	288:00	2	4	32	48:00			
			Technical	2	01:00	02:00	135:00	1	2	15	24:00			
			Project	1		01:00	108:00	1	1	12	08:00			
			Software Specialist	1	01:00		63:00	1		7	17:00			

4. Yearly Summary

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

Calculate × Reports × Yearly Summary ×													
Department	Area	Position	Start Date	2023	Employee	vince,Aldrin,Vince							
☐ Department ☒ Sales Administration Management ☐ Technical ☐ Project ☐ Management ☐ Operations ☐ Product Managers ☐ Foreign Visitors ☐ Warehouse ☐ Finance Center ☐ Hardware Specialist ☐ IT Service Center ☐ Marketing ☐ Management ☐ Administration ☐ Human Resources ☐ Software Specialist ☐ UAE Market ☐ Project and Solutions ☐ Retail Business Division			Employee ID	Month	First Na...	Department	P	A	HL	HP	WO	WOP	LT
			0805	7	vince	Department		6					
			0805	8	vince	Department		1					
			1	5	Aldrin	Department		21					
			1	6	Aldrin	Department	5	25					3
			1	7	Aldrin	Department	2	29					2
			1	8	Aldrin	Department		1					
			1078	7	Popy	Department		6					
			1078	8	Popy	Department		1					
			120	7	John	Department		22					
			120	8	John	Department		1					
			127	6	Aldous	Department		23					
			127	7	Aldous	Department		31					
			127	8	Aldous	Department		1					
			128	6	eva128	Department		23					
			128	7	eva128	Department		31					
			128	8	eva128	Department		1					
			3	7	Mobin	Department		21					
			3	8	Mobin	Department		1					
			5	6	Merwin	Department		23					
			5	7	Merwin	Department		31					

Special Reports

1. Continues Abnormal Report (3 Days Absent)

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

Reports		Continuous Abnormal Report (3 Days Absent)		Start Date		2024-08-01	End Date	2024-08-31	Employee	
Department	Area	Position								
☐ Department			Employee ID	First Name	Department	Number Of Times				
☐ ACCOUNTS & ADMIN			00001	SOWMYA	ACCOUNTS & ...	count-2 ['2024-08-10', '2024-08-11', '2024-08-12']['2024-08-23', '2024-08-24', '2024-08-25']				
☐ PROJECT SALES			00003	MOHAMED ALI	TECHNICAL	count-4 ['2024-08-31', '2024-08-01', '2024-08-02']['2024-08-03', '2024-08-04', '2024-08-05']['2024-08-06', '2024-08-07', '2024-08-08']['2024-08-09', '2024-08-10', '2024-08-11']				
☐ TECHNICAL			00004	SNEHA	TECHNICAL	count-10 ['2024-08-01', '2024-08-02', '2024-08-03']['2024-08-04', '2024-08-05', '2024-08-06']['2024-08-07', '2024-08-08', '2024-08-09']['2024-08-10', '2024-08-11', '2024-08-12']				
☐ DISTRIBUTION			00006	SIMOUNETTE	DISTRIBUTION	count-1 ['2024-08-02', '2024-08-03', '2024-08-04']				
☐ WAREHOUSE			00014	STEVEN	Department	count-9 ['2024-08-31', '2024-08-01', '2024-08-02']['2024-08-03', '2024-08-04', '2024-08-05']['2024-08-06', '2024-08-07', '2024-08-08']['2024-08-09', '2024-08-10', '2024-08-11']				
☐ MARKETING			00022	VOLTA	DISTRIBUTION	count-10 ['2024-08-31', '2024-08-01', '2024-08-02']['2024-08-03', '2024-08-04', '2024-08-05']['2024-08-06', '2024-08-07', '2024-08-08']['2024-08-09', '2024-08-10', '2024-08-11']				
			00023	GARVEY	TECHNICAL	count-10 ['2024-08-01', '2024-08-02', '2024-08-03']['2024-08-04', '2024-08-05', '2024-08-06']['2024-08-07', '2024-08-08', '2024-08-09']['2024-08-10', '2024-08-11', '2024-08-12']				
			00030	JANE	TECHNICAL	count-10 ['2024-08-31', '2024-08-01', '2024-08-02']['2024-08-03', '2024-08-04', '2024-08-05']['2024-08-06', '2024-08-07', '2024-08-08']['2024-08-09', '2024-08-10', '2024-08-11']				
			00031	JULIO DELA	WAREHOUSE	count-1 ['2024-08-16', '2024-08-17', '2024-08-18']				
			00041	MARY-ANN	MARKETING	count-1 ['2024-08-16', '2024-08-17', '2024-08-18']				
			00042	IVY	DISTRIBUTION	count-5 ['2024-08-09', '2024-08-10', '2024-08-11']['2024-08-18', '2024-08-19', '2024-08-20']['2024-08-23', '2024-08-24', '2024-08-25']['2024-08-28', '2024-08-29', '2024-08-30']				
			00048	NAFIH	DISTRIBUTION	count-1 ['2024-08-29', '2024-08-30', '2024-08-31']				
			00050	SHIRE	TECHNICAL	count-8 ['2024-08-01', '2024-08-02', '2024-08-03']['2024-08-04', '2024-08-05', '2024-08-06']['2024-08-07', '2024-08-08', '2024-08-09']['2024-08-10', '2024-08-11', '2024-08-12']				
			00051	NIKITA	PROJECT SALES	count-1 ['2024-08-14', '2024-08-15', '2024-08-16']				
			00052	BOYKA	DISTRIBUTION	count-8 ['2024-08-31', '2024-08-01', '2024-08-02']['2024-08-03', '2024-08-04', '2024-08-05']['2024-08-06', '2024-08-07', '2024-08-08']['2024-08-09', '2024-08-10', '2024-08-11']				
			00053	WAYNE	Department	count-1 ['2024-08-10', '2024-08-11', '2024-08-12']				

TD/MD Reports

1. Body Temperature Report

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

Reports		Body Temperature Report		Start Date		2024-09-01	End Date	2024-09-30	Employee	SOWMYA, MOHA
Department	Area	Position								
☐ Department			Employee ID	First Name	Department	Date	Masked Face	IN Temp	OUT Temp	Status
☐ ACCOUNTS & ADMIN			00031	JULIO DELA	WAREHOUSE	01-09-2024				
☐ PROJECT SALES			00031	JULIO DELA	WAREHOUSE	02-09-2024				
☐ TECHNICAL			00031	JULIO DELA	WAREHOUSE	03-09-2024				
☐ DISTRIBUTION			00013	LALAIN	TECHNICAL	01-09-2024				
☐ WAREHOUSE			00013	LALAIN	TECHNICAL	02-09-2024				
☐ MARKETING			00013	LALAIN	TECHNICAL	03-09-2024				
			00010	VIMOD	PROJECT SALES	01-09-2024				
			00010	VIMOD	PROJECT SALES	02-09-2024				
			00010	VIMOD	PROJECT SALES	03-09-2024				
			00011	CRIZALDE	TECHNICAL	01-09-2024				
			00011	CRIZALDE	TECHNICAL	02-09-2024				
			00011	CRIZALDE	TECHNICAL	03-09-2024				
			00008	CHRISTINE	ACCOUNTS & AD...	01-09-2024				
			00008	CHRISTINE	ACCOUNTS & AD...	02-09-2024				
			00008	CHRISTINE	ACCOUNTS & AD...	03-09-2024				
			00001	SOWMYA	ACCOUNTS & AD...	01-09-2024				

2. Face Mask Report

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

Reports

Body Temperature Report

Face Mask Report

Department

Area

Position

Start Date

2024-08-01

End Date

2024-09-04

Employee

Employee ID	First Name	Department	Date	Masked Face
00038	SIRIL	PROJECT SALES	01-09-2024	
00038	SIRIL	PROJECT SALES	02-09-2024	
00038	SIRIL	PROJECT SALES	03-09-2024	
00039	NOUFAL	ACCOUNTS & AD...	01-09-2024	
00039	NOUFAL	ACCOUNTS & AD...	02-09-2024	
00039	NOUFAL	ACCOUNTS & AD...	03-09-2024	
00041	MARY-ANN	MARKETING	01-09-2024	
00041	MARY-ANN	MARKETING	02-09-2024	
00041	MARY-ANN	MARKETING	03-09-2024	
00042	IVY	DISTRIBUTION	01-09-2024	
00042	IVY	DISTRIBUTION	02-09-2024	
00042	IVY	DISTRIBUTION	03-09-2024	
00043	VINCE	TECHNICAL	01-09-2024	
00043	VINCE	TECHNICAL	02-09-2024	
00043	VINCE	TECHNICAL	03-09-2024	
00043	VINCE	TECHNICAL	04-09-2024	
00044	ROSEANNE	DISTRIBUTION	01-09-2024	
00044	ROSEANNE	DISTRIBUTION	02-09-2024	
00044	ROSEANNE	DISTRIBUTION	03-09-2024	
00045	BENJO	PROJECT SALES	01-09-2024	
00045	BENJO	PROJECT SALES	02-09-2024	
00045	BENJO	PROJECT SALES	03-09-2024	

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

3. Verification Photo Report

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

Reports

Body Temperature Report

Face Mask Report

Verification Photo Report

Department

Area

Position

Start Date2024-09-01

End Date2024-09-04

Employee

Department

ACCOUNTS & ADMIN

PROJECT SALES

TECHNICAL

DISTRIBUTION

WAREHOUSE

MARKETING

Employee ID	First Name	Department	Date	Masked Face	IN Temp	OUT Temp	Verification Photo
00031	JULIO DELA	WAREHOUSE	01-09-2024				
00031	JULIO DELA	WAREHOUSE	02-09-2024				Show
00031	JULIO DELA	WAREHOUSE	03-09-2024				Show
00013	LALAIN	TECHNICAL	01-09-2024				
00013	LALAIN	TECHNICAL	02-09-2024				Show
00013	LALAIN	TECHNICAL	03-09-2024				Show
00010	VIMOD	PROJECT SALES	01-09-2024				
00010	VIMOD	PROJECT SALES	02-09-2024				Show
00010	VIMOD	PROJECT SALES	03-09-2024				Show
00011	CRIZALDE	TECHNICAL	01-09-2024				
00011	CRIZALDE	TECHNICAL	02-09-2024				Show
00011	CRIZALDE	TECHNICAL	03-09-2024				Show
00008	CHRISTINE	ACCOUNTS & AD...	01-09-2024				
00008	CHRISTINE	ACCOUNTS & AD...	02-09-2024				Show
00008	CHRISTINE	ACCOUNTS & AD...	03-09-2024				Show
00001	SOWMYA	ACCOUNTS & AD...	01-09-2024				
00001	SOWMYA	ACCOUNTS & AD...	02-09-2024				Show

4. Total Temp Detection Report

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

Reports: Body Temperature Report Face Mask Report Verification Photo Report Total Temp Detection Report					
Department	Area	Position	Start Date: 2024-09-01	End Date: 2024-09-04	Employee: SOWMYA,MOHAI
☐ Department ☒ ACCOUNTS & ADMIN ☐ PROJECT SALES ☐ TECHNICAL ☐ DISTRIBUTION ☐ WAREHOUSE ☐ MARKETING					
Employee ID	First Name	Department	Date	No. of P...	Body Temperature
00001	SOWMYA	ACCOUNTS & ...	02-09-2024	10	
00001	SOWMYA	ACCOUNTS & ...	03-09-2024	8	
00001	SOWMYA	ACCOUNTS & ...	04-09-2024	10	
00006	SIMOUNETTE	DISTRIBUTION	02-09-2024	15	
00006	SIMOUNETTE	DISTRIBUTION	03-09-2024	19	
00008	CHRISTINE	ACCOUNTS & ...	02-09-2024	8	
00008	CHRISTINE	ACCOUNTS & ...	03-09-2024	9	
00008	CHRISTINE	ACCOUNTS & ...	04-09-2024	9	
00009	JUNAIS	PROJECT SALES	02-09-2024	8	
00009	JUNAIS	PROJECT SALES	03-09-2024	7	
00009	JUNAIS	PROJECT SALES	04-09-2024	3	
00010	VIMOD	PROJECT SALES	02-09-2024	12	
00010	VIMOD	PROJECT SALES	03-09-2024	11	
00010	VIMOD	PROJECT SALES	04-09-2024	12	
00011	CRIZALDE	TECHNICAL	02-09-2024	9	
00011	CRIZALDE	TECHNICAL	03-09-2024	9	
00011	CRIZALDE	TECHNICAL	04-09-2024	1	
00012	JHOANE	PROJECT SALES	02-09-2024	11	
00012	JHOANE	PROJECT SALES	03-09-2024	9	
00013	JHOANE	PROJECT SALES	04-09-2024	6	

5. Department-wise Report

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

Reports

Body Temperature Report

Face Mask Report

Verification Photo Report

Total Temp Detection Report

Department-wise Report

Department

Area

Position

Start Date2024-09-01

End Date2024-09-04

Employee

6. Unregistered Users Report

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

Reports

Body Temperature Report

Face Mask Report

Verification Photo Report

Total Temp Detection Report

Department-wise Report

Unregistered Users Report

Start Date

2024-04-01

End Date

2024-09-04

Punch Time

Mask Flag

Temperature

User Photo

None

5.14 Configuration Report configuration

1. Training Type

The operation method is the same as the leave type.

2. Report Setting

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

Basic view

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

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

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

Function keys

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

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	
8	7	
9	8	
10	9	
11	10	
12	11	
13	255	

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

Reports

Training Type

Report Setting

Basic Display

Function Key Display

Report Items Display

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

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

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

Click on [Save] the details.

6. Access

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

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

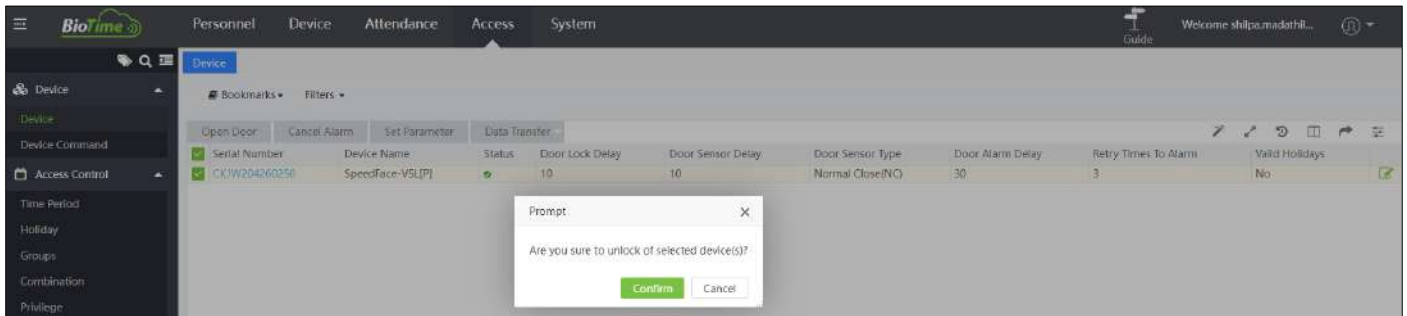
6.1 Device

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

Personnel	Device	Attendance	Access	System
Device	Device Command	Access Control	Time Period	Holiday
Groups	Combination	Privilege		
Serial Number	Device Name	Status	Door Lock Delay	Door Sensor Delay
CKJW204350250	SpeedFace-V5L[P]		10	10
			Door Sensor Type	Door Alarm Delay
			Normal Close(NC)	30
			Retry Times To Alarm	Valid Holidays
			3	No

6.1.1 Open Door

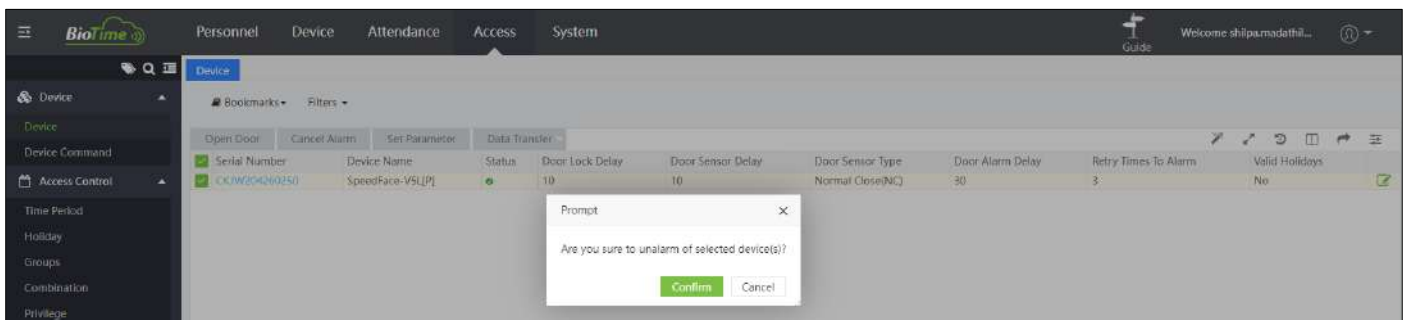
Select the device from the device list and click [Open Door].



Click [Confirm] to unlock the selected device.

6.1.2 Cancel Alarm

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



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

6.1.3 Set parameter

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

Set Parameter

Access Control Options

Duress Options

Anti-PassBack Setup

Door Lock Delay*
0 - 10 Second(s)

Door Sensor Delay*
1 - 255 Second(s)

Door Sensor Type*
Normal Close(NC)

Door Alarm Delay*
0 - 999 Second(s)

NC Time Period*
Timezone Number(0 - 50)

NO Time Period*
Timezone Number(0 - 50)

Retry Times To Alarm*
None

Verify mode by RS485*
Fingerprint/Card

Valid Holidays
Yes

Speaker Alarm
Yes

Confirm

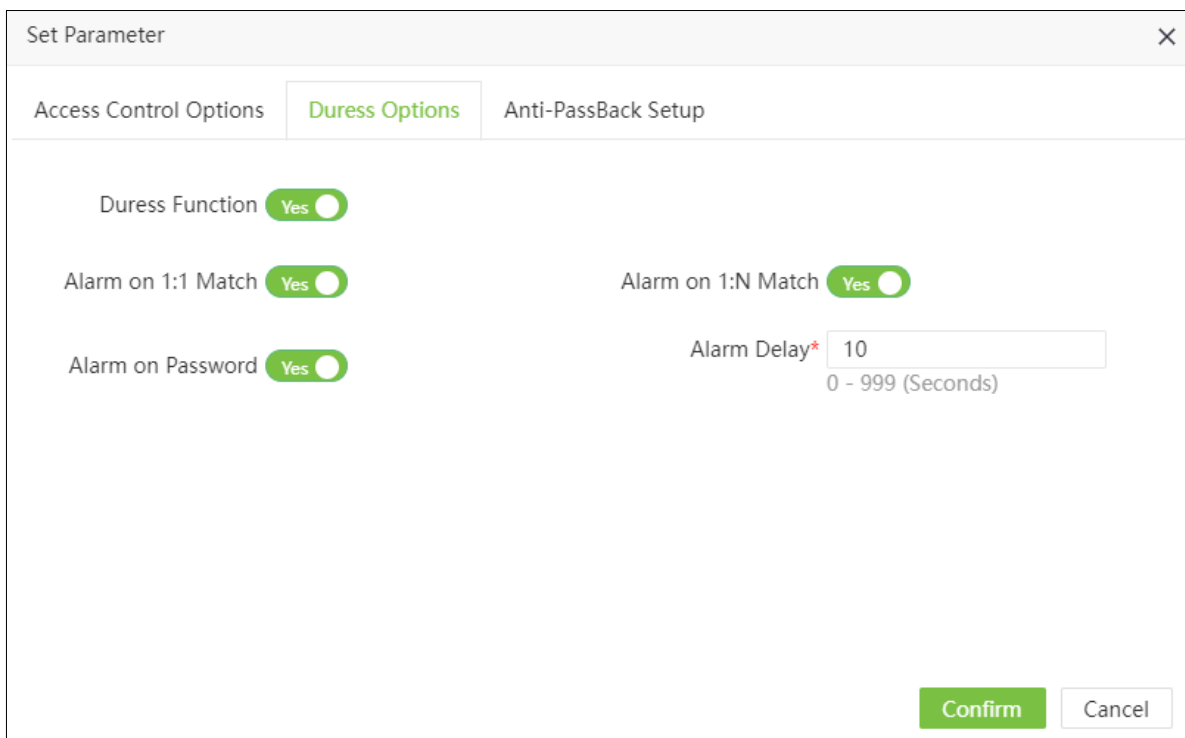
Cancel

Enter the details as shown below

Access control parameters

- Door lock Delay:** Set the door lock delay for the device. The range is 0 to 10 seconds.
- Door Sensor Delay:** Set the door sensor delay for the device. The range is 1 to 255 seconds.
- Door Sensor Type:** Select the type of door sensor for the device. The types are Normally Open (NO), Normally Closed (NC) and None.
- Door Alarm delay:** Set the door alarm delay for the device. The range is 0 to 999 seconds.
- NC Time Period:** Set the number of normal closing time period. The range is 0-50.
- NO Time Period:** Set the number of normal open time period. The range is 0-50.
- Retry Times To Alarm:** When the number of failed checks reaches the preset value (the range of values is 1 to 9 times), an alarm will be triggered. If there is no preset value, an alarm will be triggered after a failed check.
- Verify mode by RS485:** Select the RS485 verification mode.
- Valid Holidays:** Select whether the NC Time Period or NO Time Period settings are valid on the default Holiday time period. Select NO to enable the NC or NO time period on holidays.
- Speaker Alarm:** When enabled, the speaker will sound an alarm when the device is uninstalled.

Duress Options



The screenshot shows a 'Set Parameter' dialog box with three tabs: 'Access Control Options', 'Duress Options' (selected), and 'Anti-PassBack Setup'. The 'Duress Options' tab contains the following settings:

- Duress Function:** Yes (toggle switch)
- Alarm on 1:1 Match:** Yes (toggle switch)
- Alarm on 1:N Match:** Yes (toggle switch)
- Alarm on Password:** Yes (toggle switch)
- Alarm Delay*:** 10 (text input field, with a range of 0 - 999 (Seconds) below it)

At the bottom right of the dialog are two buttons: 'Confirm' and 'Cancel'.

- Duress Function:** Select whether to enable the Duress function for the device or not.
- Alarm on 1:1 Match:** If enabled and a user performs a 1:1 verification method to verify any registered fingerprint, then the alarm will be triggered.

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

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

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

Anti-PassBack Setup



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

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

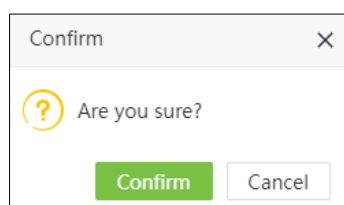
2. After configuring the details, click [Confirm] to save the anti-passback settings.

6.2 Device commands

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

Serial Number	Device Name	Content	Operate Date/Time	Transfer Time	Return Time	Return Value
CKJW204260250	SpeedFace-V5L[P]	DATA USER PIN=101 Name=Vince Pri=0 Passwd= Card= Grp=1	2023-06-13 09:20:09	2023-06-13 09:20:09	2023-06-13 09:20:10	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA DELETE BIOPHOTO PIN=3	2023-06-08 15:52:48	2023-06-08 15:52:55	2023-06-08 15:52:56	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA DEL_USER PIN=3	2023-06-08 15:52:48	2023-06-08 15:52:55	2023-06-08 15:52:56	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA DELETE BIOPHOTO PIN=107	2023-06-08 15:38:14	2023-06-08 15:38:15	2023-06-08 15:38:16	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA DELETE BIOPHOTO PIN=111	2023-06-08 15:38:11	2023-06-08 15:38:15	2023-06-08 15:38:16	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA USER PIN=V00000002 Name=mario.Koshy Pri=0 Passwd=mario123456 Card=12345678 Grp=1 Verify=0	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA UPDATE BIODATA Pin=3 No=0 Index=0 Valid=1 Duress=0 Type=9 MajorVer=58 MinorVer=12 Tmp=zk_...	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA UPDATE FINGERTMP PIN=3 FID=6 Size=zk_size Valid=1 Tmp=zk_bio_data_0000005116_06	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA USER PIN=3 Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA USER PIN=128 Name=eva128 Pri=0 Passwd= Card= Grp=1 Verify=0	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA UPDATE FINGERTMP PIN=112 FID=6 Size=zk_size Valid=1 Tmp=zk_bio_data_0000002098_08	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA USER PIN=112 Name= Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA USER PIN=111 Name=MARY Pri=0 Passwd=1234 Card= Grp=1 Verify=0	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA USER PIN=108 Name=MONET Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA USER PIN=101 Name=SARA Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA USER PIN=1 Pri=0 Passwd= Card= Grp=1	2023-06-08 14:45:13	2023-06-08 14:45:14	2023-06-08 14:45:15	Successful
CKJW204260250	SpeedFace-V5L[P]	CHECK OP	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful
CKJW204260250	SpeedFace-V5L[P]	INFO	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:56	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA DELETE BIOPHOTO PIN=105	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful
CKJW204260250	SpeedFace-V5L[P]	DATA DEL_USER PIN=105	2023-06-08 14:44:54	2023-06-08 14:44:54	2023-06-08 14:44:57	Successful

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

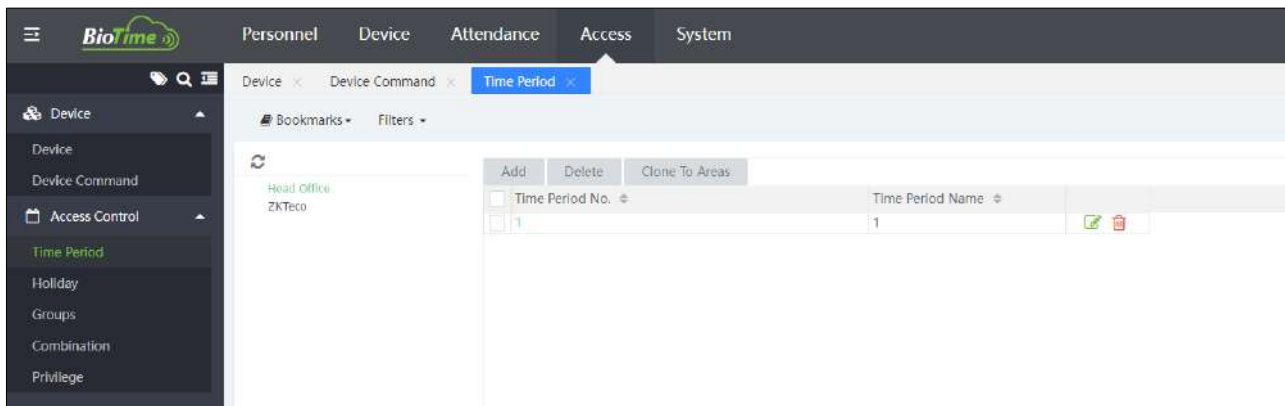


Click [Confirm] to delete the commands.

6.3 Time Period

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

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



6.3.1 Add a New Time Period

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

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

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

Buttons: Confirm, Cancel

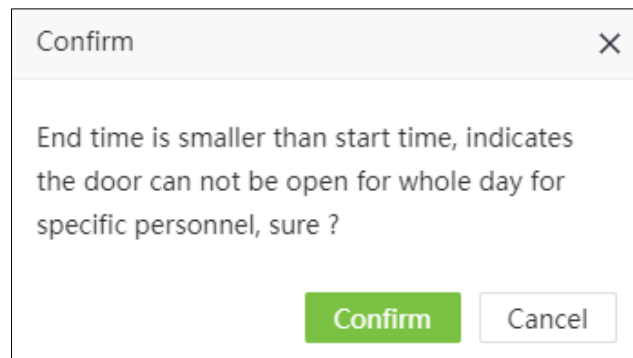
Set the following details:

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

Time Period Name: Enter the name of the schedule.

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

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



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

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

2. Click [Confirm] to save the schedule.

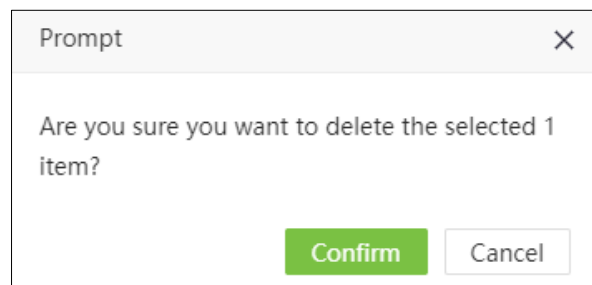
6.3.2 Edit Time Period

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

1. Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.
2. In the time period list, click the time period number or click  in the same row of the time period to be edited.
3. Modify the parameter settings based on the requirements (refer to the parameter setting method in "Add a Time Period"). Click [Confirm] to save the modified time period information.

6.3.3 Delete Time Period

1. Click the corresponding area on the left of the interface. The time period list of the corresponding area will be displayed.
2. In the time period list, select the time period and click [Delete] on the upper part of the interface or click  in the same row of the time period to be deleted.



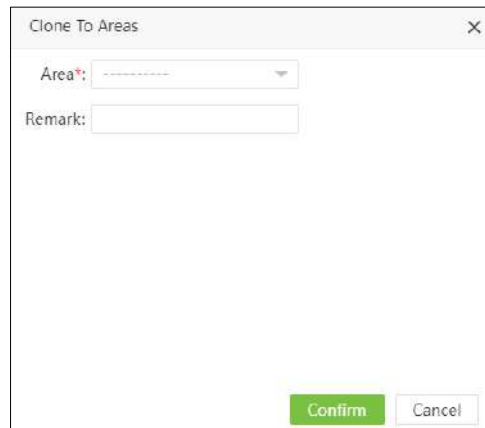
3. Click [Confirm] to delete the selected time period.

Note:

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

6.3.4 Clone To Areas

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

A dialog box titled "Clone To Areas" with a close button (X) in the top right corner. It contains two input fields: "Area*" with a dropdown arrow and "Remark:" with a text input area. At the bottom right, there are two buttons: "Confirm" (green) and "Cancel" (white).

Enter the parameters as shown below:

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

Remark: Enter the remarks.

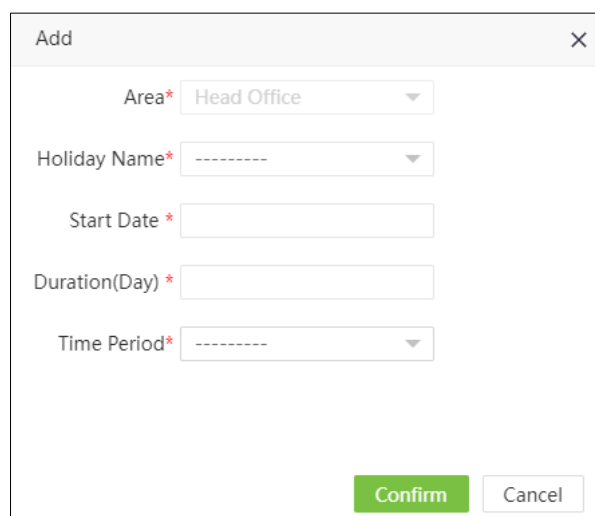
6.4 Holiday

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

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

6.4.1 Add a Holiday

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

A dialog box titled "Add" with a close button (X) in the top right corner. It contains five input fields: "Area*" with a dropdown arrow (showing "Head Office"), "Holiday Name*" with a dropdown arrow, "Start Date *" with a date input field, "Duration(Day) *" with a text input field, and "Time Period*" with a dropdown arrow. At the bottom right, there are two buttons: "Confirm" (green) and "Cancel" (white).

Enter the parameters as shown below:

Area: Select the area from the area list.

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

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

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

6.4.2 Edit Holiday

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

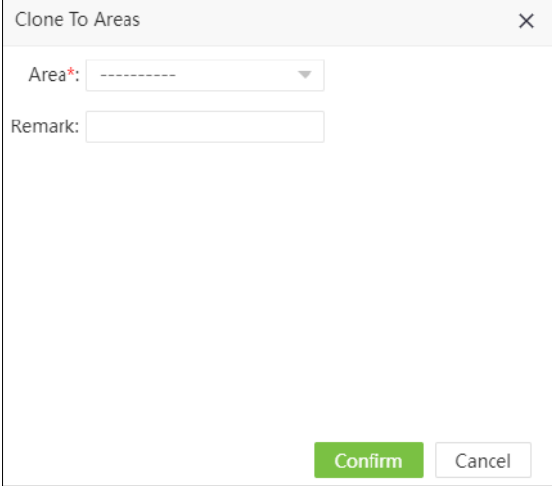
1. Click on the corresponding area on the left side of the interface. Displays the holidays of the corresponding area on the right side of the interface.
2. In the list of holidays, click on the name of the holiday or click on the icon in the same row as the holiday to be edited.
3. Modify the parameter settings according to your requirements (see the parameter setting method in "Adding Holidays"). Click [Confirm] to save the modified holiday information.

6.4.3 Delete Holiday

1. Click on the corresponding area on the left side of the interface. Displays the holidays of the corresponding area on the right side of the interface.
2. Select the holiday and click on [Delete] at the top of the interface or click on the icon in the same row as the holiday you wish to delete.
3. Click [Confirm] to delete the holiday.

6.4.4 Clone To Areas

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



The image shows a dialog box titled "Clone To Areas" with a close button (X) in the top right corner. Inside the dialog, there are two input fields: "Area*" with a dropdown arrow and "Remark:" with a text box. At the bottom right, there are two buttons: "Confirm" (green) and "Cancel" (white).

Enter the details as shown below.

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

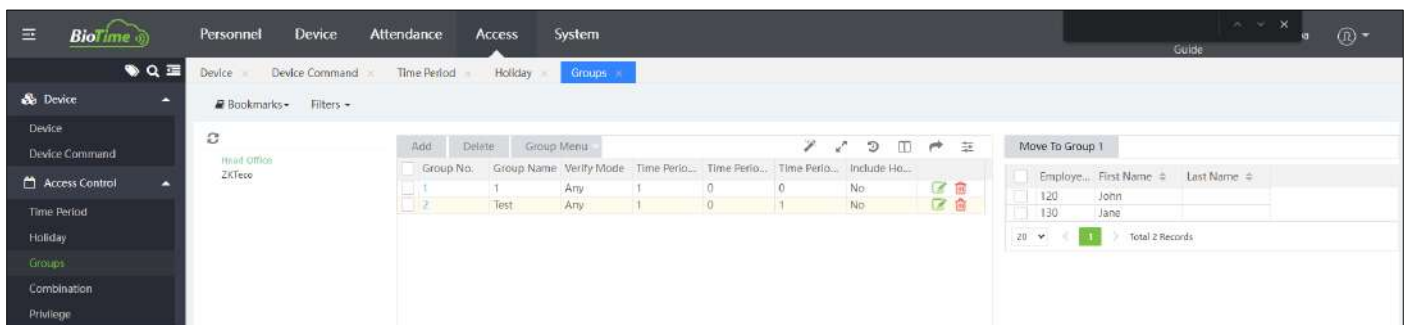
Comments: Enter your comments.

2. Click [Confirm] to save the details

6.5 Groups

The Group option allows you to manage employees in groups.

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



6.5.1 Add New Group

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

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

Add

Area* Head Office

Group No.*

Group Name*

Time zone1*

Time zone2

Time zone3

Verify Mode* Any

Include Holiday* No

Confirm

Cancel

Enter the details as shown below.

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

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

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

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

2. Click [Confirm] to save the changes.

6.5.2 Edit Group

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

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

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

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

6.5.3 Delete Group

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

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

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

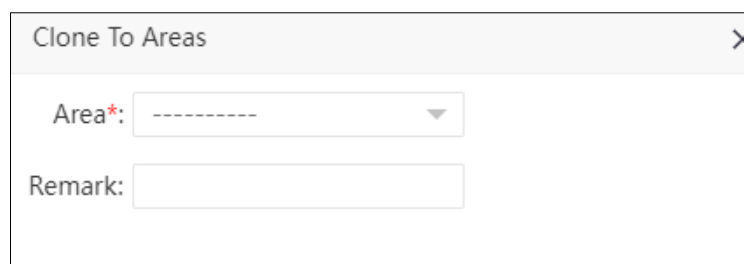
Note:

1. The default group cannot be deleted.

2. Groups that are in use cannot be deleted.

6.5.4 Clone To Areas

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



Enter the details as shown below.

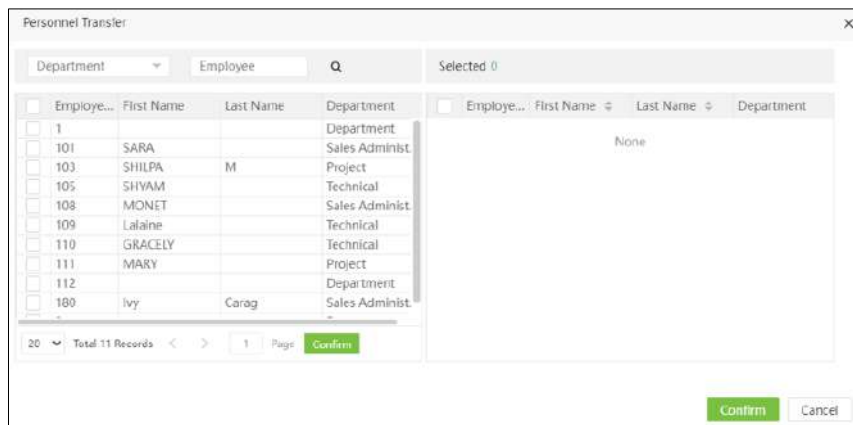
Area: Select the area (from the available options).

Remark: Enter a comment.

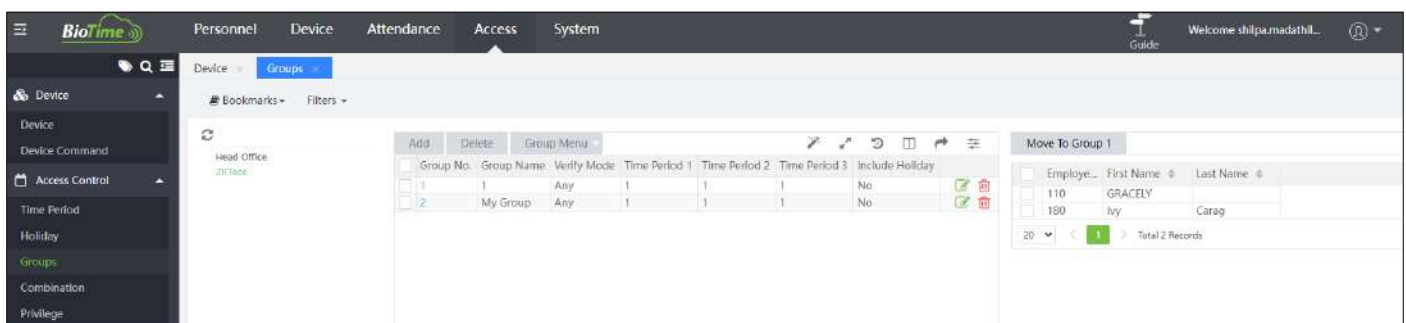
2. After entering the details click [Confirm] to clone the area

6.5.5 Personnel Transfer

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



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



6.5.6 Move to Group 1

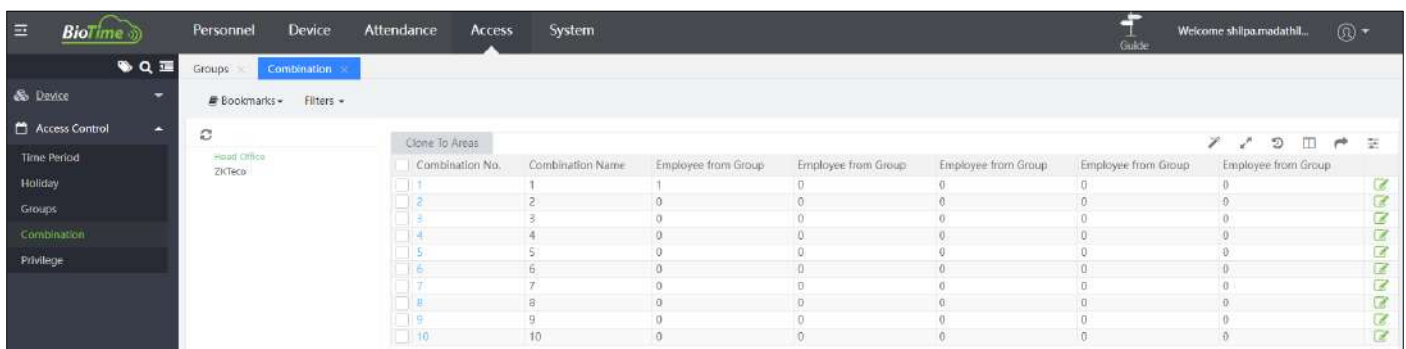
This function is mainly used when you wish to delete the employee from other groups except Group 1.

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

6.6 Combination

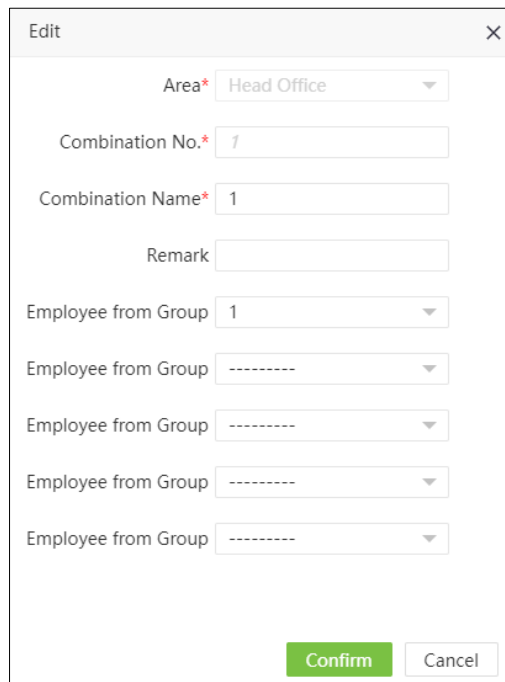
Access groups can be used with different unlocking combinations to allow multiple authentications and enhance security.

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



6.6.1 Edit Combination

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



Enter the parameters as shown below:

- Area:** Select the name of the area.
- Combination No.:** Assign the combination number.
- Name of the combination:** Assign the name of the combination.
- Employee group:** Select the group to which the employee belongs. For example, if the selected group is Group 1, one of the employees in Group 1 can open the door in the specified area. In a combined verification, the user number range is $0 \leq N \leq N \leq 5$. You can combine two or more employees to achieve multiple verification and security advance.

2. Click [Confirm] to save the settings.

6.6.2 Clone To Areas

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

Clone To Areas

Area*:

Remark:

Enter the details as shown below:

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

Remark: Enter a Remark.

2. Click [Confirm] to save the settings.

6.7 Privilege

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

The screenshot shows the BioTime Cloud interface with the 'Access' tab selected. The 'Privilege' sub-tab is active, displaying a table of employee privileges. The table has columns for Employee Id, First Name, Last Name, Group, Time Period Mode, Time Period 1, Time Period 2, Time Period 3, and Verify Mode. There are three rows of data, each with a checkbox in the first column and a green checkmark in the last column.

Employee Id	First Name	Last Name	Group	Time Period Mode	Time Period 1	Time Period 2	Time Period 3	Verify Mode
111	Ann	-	1	Group	0	0	0	Apply Group Mode
120	John	-	2	Group	0	0	0	Apply Group Mode
130	Jane	-	2	Group	0	0	0	Apply Group Mode

6.7.1 Adjust Employee's Access Privilege

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

Enter the details as shown below.

Personnel: Select the employee or group of employees.

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

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

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

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

6.7.2 Edit Employee's Access Privilege

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

Enter the details as shown below:

Employee: Select the employee.

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

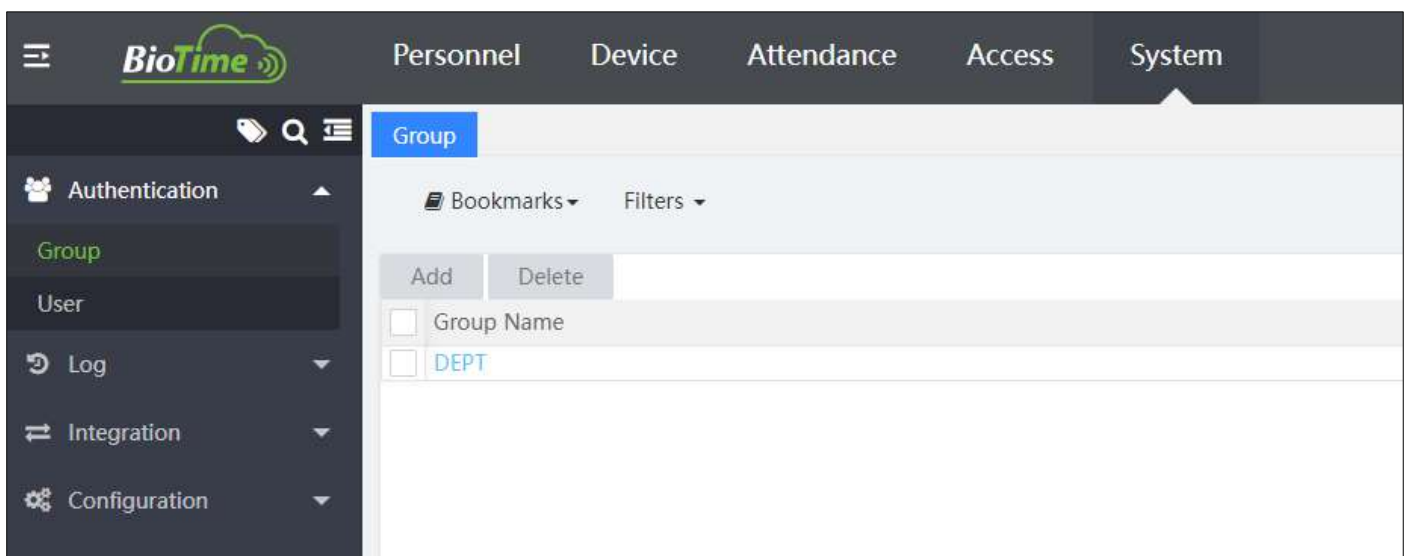
Verification Mode: If Group is selected, the employee can be verified by using the verification mode of the group to which this employee belongs. If Personnel is selected, you can customize the verification mode for this employee from the drop-down list of verifying mode.

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

2. Click [Confirm] to save the details.

7. System

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



7.1 Privilege Group Management

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

7.1.1 Add a Privilege Group

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

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

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

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

2. Click [Confirm] to save the changes.

7.1.2 Edit a Privilege Group

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

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

7.1.3 Delete a Privilege Group

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

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

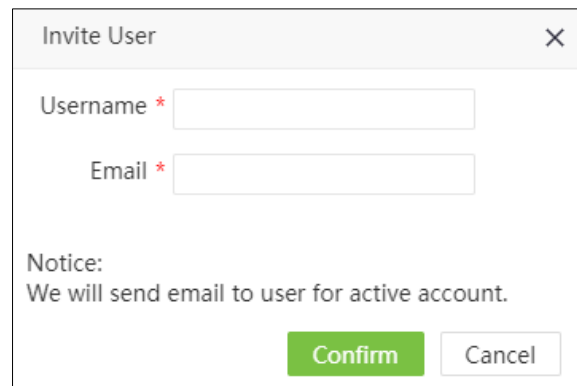
Note: The group currently in use cannot be deleted.

7.2 User Management

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

7.2.1 Invite a New User

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

A dialog box titled "Invite User" with a close button (X) in the top right corner. It contains two input fields: "Username *" and "Email *". Below the fields is a "Notice:" section with the text "We will send email to user for active account." At the bottom right are two buttons: "Confirm" (green) and "Cancel" (white).

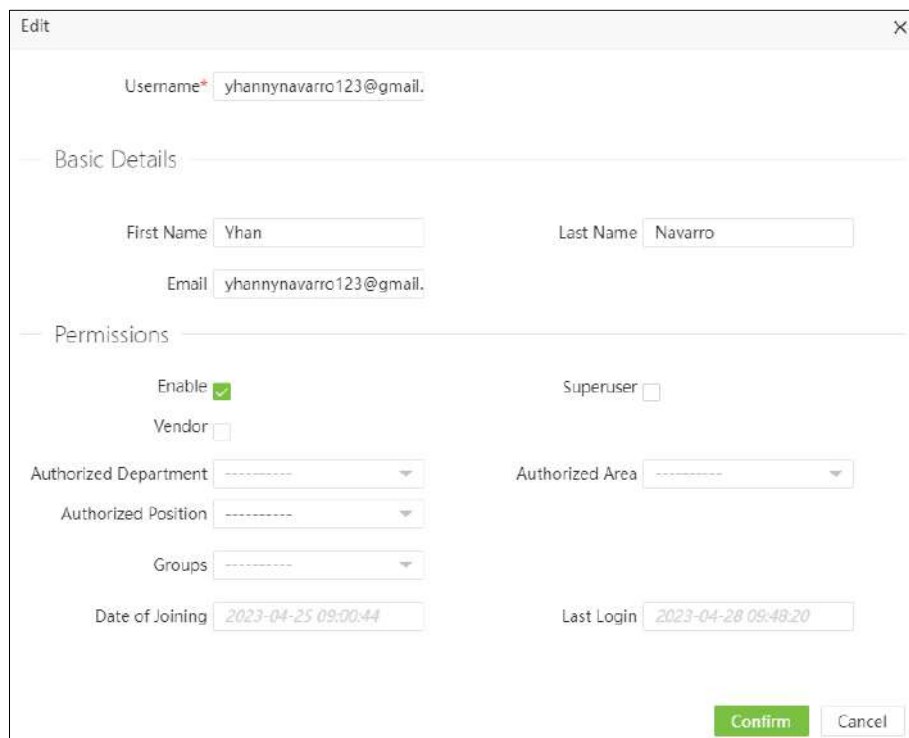
2. Enter the parameters as shown below:

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

Email: Enter the email.

7.2.2 Edit a User

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

A dialog box titled "Edit" with a close button (X) in the top right corner. It contains a "Username*" field with the value "yhannynavarro123@gmail.". Below this is a "Basic Details" section with "First Name" (Yhan) and "Last Name" (Navarro) fields, and an "Email" field (yhannynavarro123@gmail.). Below that is a "Permissions" section with "Enable" (checked), "Vendor" (unchecked), "Superuser" (unchecked), "Authorized Department" (dropdown), "Authorized Area" (dropdown), "Authorized Position" (dropdown), "Groups" (dropdown), "Date of Joining" (2023-04-25 09:00:44), and "Last Login" (2023-04-28 09:48:20). At the bottom right are two buttons: "Confirm" (green) and "Cancel" (white).

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

Email: Enter the user's email address.

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

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

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

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

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

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

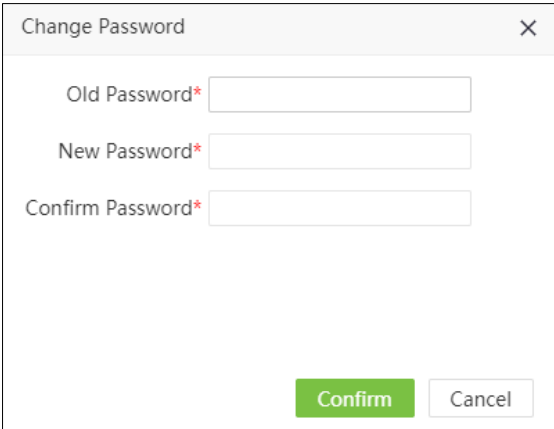
2. After entering the details, click [Confirm] to save the changes.

7.2.3 Delete User

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

7.2.4 Change password

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

A modal 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 with a red asterisk indicating a required field. At the bottom right, there are two buttons: a green "Confirm" button and a white "Cancel" button with a grey border.

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

7.3 Log

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

User	IP Address	Action Time	Action	Action Category	Status	Description
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 11:05:45	Logout	User	Success	
selemanko@confortasari.com	-	2023-05-16 11:04:30	Auto Export	Auto Export	Success	Export: 0
selemanko@confortasari.com	-	2023-05-16 11:04:30	Auto Export	Auto Export	Success	Export: 0
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 11:03:21	Access	User	Success	
selemanko@confortasari.com	-	2023-05-16 10:59:30	Auto Export	Auto Export	Success	Export: 0
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 10:57:02	Add	Group/Profile	Success	Name=DEPT,Permissions=
selemanko@confortasari.com	-	2023-05-16 10:54:30	Auto Export	Auto Export	Success	Export: 0
selemanko@confortasari.com	5.195.204.199	2023-05-16 10:53:27	Logout	User	Success	
shilpa.madathil@zdtco.com	-	2023-05-16 10:49:20	Auto Export	Auto Export	Success	Export: 0
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 10:48:51	Close To Areas	Group	Success	Accgroups = [254]
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 10:45:16	Close To Areas	Group	Success	Accgroups = [119]
selemanko@confortasari.com	-	2023-05-16 10:44:30	Auto Export	Auto Export	Success	Export: 0
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 10:44:25	Move to New Area	Employee	Success	Employee = [101, 103, 105, 108]
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 10:44:15	Move to New Area	Employee	Success	Employee = [103, 108]
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 10:41:58	Close To Areas	Time Period	Success	AccTimezone = [119]
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 10:41:15	Personnel Transfer	Group	Fail	employee=
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 10:41:02	Change	Group	Success	Time zone(0->1),Time zone(0->1)
shilpa.madathil@zdtco.com	5.195.204.199	2023-05-16 10:40:15	Close To Areas	Group	Success	Accgroups = [119]
selemanko@confortasari.com	-	2023-05-16 10:39:30	Auto Export	Auto Export	Success	Export: 0
selemanko@confortasari.com	-	2023-05-16 10:34:30	Auto Export	Auto Export	Success	Export: 0

The following are the main contents shown in the log:

User: The user who performed the operation.

IP Address: The IP address of the computer used by the user.

Action Time: The actual time in which the user performed some operation. **Action:** The operation performed by the user.

Action Category: The content type of the operation (Function performed in the system form).

Status: Status of the function or operation performed

Description: Details of the operation performed in the software.

7.4 Integration

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

7.4.1 Add Auto Export Template

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

Add

Code* Name*

File Name* yyyy-MM-DD

Data Template* (Please drag the required fields to be exported from the column available on the right to the text box below.)

{emp_code}\t(first_name)\t(last_name)\t(dept_code)\t(dept_name)\t(date)\t(time)\t(verify_type)\t(punch_state)\t(work_code)\t(card_number)\t(area_name)\t(terminal_alias)\t(terminal_sn)\t(temperature)\t(mask_flag)\t(gps_location)\t\n

Format Setting | Data Filter Setting | Export Time Setting | Export Path Setting

Date Format* yyyy-MM-DD Time Format* HH:mm

ID Digits* 0 The digits of employee ID

File Format* Txt Only support xls, csv, txt format

Employee Id {emp_code}
 First Name {first_name}
 Last Name {last_name}
 Department Code {dept_code}
 Department Name {dept_name}
 Date {date}
 Time {time}
 Verify Type {verify_type}
 Punch State {punch_state}
 Work Code {work_code}
 Card Number {card_number}
 Area {area_name}
 Device Alias {terminal_alias}
 Serial Number {terminal_sn}
 Temperature {temperature}
 Mask Flag {mask_flag}
 GPS {gps_location}

Confirm **Cancel**

Name: Enter the name of auto export task.

File Name: Enter the file name to be exported.

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

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

Format Setting

Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
Date Format* yyyy-MM-DD		Time Format* HH:mm	
ID Digits* 0 The digits of employee ID		File Format* Txt Only support .xls, .csv, .txt format	

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

ID Digits: Set the ID digits.

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

Data Filter Setting

Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
Search By* Upload Time	Include Today* Yes		
Department ----- Export all by default	Area ----- Export all by default		

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

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

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

Punch Time: Represent the time when the user punches.

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

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

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

Export Time Setting

Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
Interval* 0 Minutes		Auto Export Time* 00:01 HH:mm	
Frequency* Daily		Day* 1	

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

Time Point: Set the export time point.

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

Examples:

Example 1:

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

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

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

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

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

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

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

Example 2:

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

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

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

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

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

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

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

Interval: Set the export interval for the export task.

Export Path Setting

Format Setting	Data Filter Setting	Export Time Setting	Export Path Setting
Export Path	AutoExport		Email
FTP Server	-----		FTP Path

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

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

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

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

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

7.4.2 Delete Auto Export Template

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

Prompt

Are you sure you want to delete the selected 1 item?

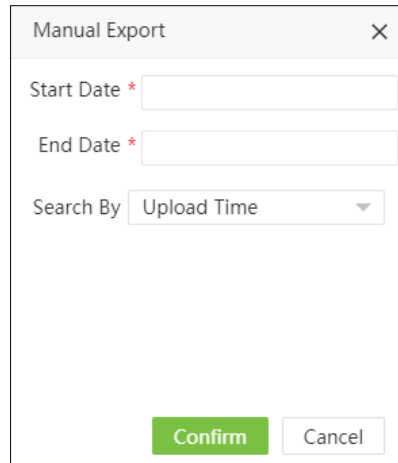
ConfirmCancel

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

7.4.3 Manual Export

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

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

A modal dialog box titled "Manual Export" with a close button (X) in the top right corner. It contains three input fields: "Start Date *" with a red asterisk, "End Date *" with a red asterisk, and "Search By" with a dropdown menu currently set to "Upload Time". At the bottom, there are two buttons: a green "Confirm" button and a white "Cancel" button with a grey border.

Start Date/End Date: Set the export period.

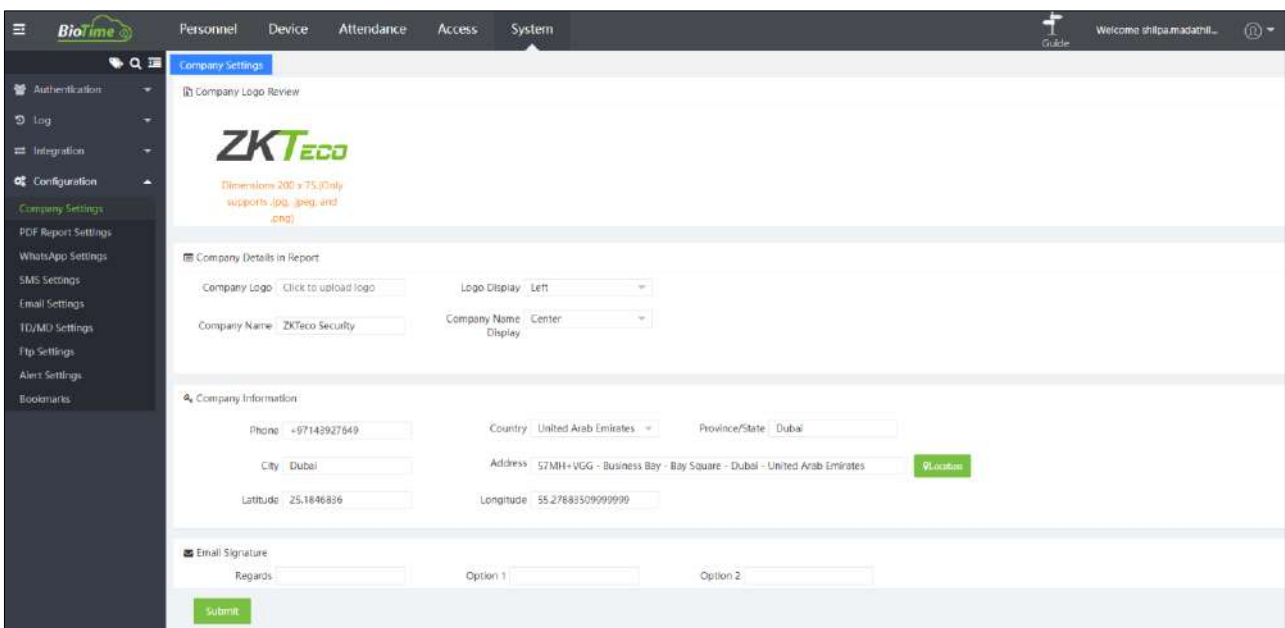
Filter By: Select **Upload time** if you want to search by the time when the attendance data is uploaded to the software. Select **Punch time** if you want to search by the time when the user punches. Select **Flag** if you want to search by the status by checking whether the transaction has been exported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

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

7.5 Configuration

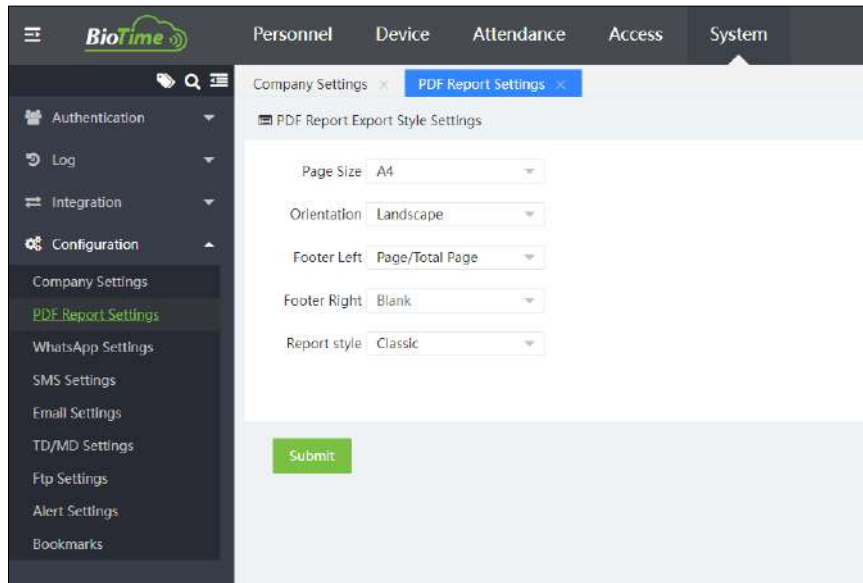
7.5.1 Company Settings

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

A screenshot of the BioTime Cloud web application interface. The top navigation bar includes "Personnel", "Device", "Attendance", "Access", and "System". The "System" menu is expanded, showing "Company Settings" as the selected option. The left sidebar lists various settings categories like Authentication, Log, Integration, Configuration, and Company Settings. The main content area is titled "Company Settings" and contains several sections: "Company Logo Review" showing a ZKTeco logo with dimensions 200 x 75; "Company Details in Report" with fields for Company Logo, Logo Display (Left), Company Name (ZKTeco Security), and Company Name Display (Center); "Company Information" with fields for Phone, Country (United Arab Emirates), Province/State (Dubai), City (Dubai), Address (57MH-VGG - Business Bay - Bay Square - Dubai - United Arab Emirates), Latitude (25.1846836), and Longitude (55.27885509999999); and "Email Signature" with fields for Regards, Option 1, and Option 2. A green "Submit" button is at the bottom left.

7.5.2 PDF Report Settings

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

The screenshot shows the BioTime Cloud web interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The left sidebar lists various settings categories, with 'Configuration' expanded to show 'Company Settings', 'PDF Report Settings' (highlighted), 'WhatsApp Settings', 'SMS Settings', 'Email Settings', 'TD/MD Settings', 'Ftp Settings', 'Alert Settings', and 'Bookmarks'. The main content area is titled 'PDF Report Settings' and contains 'PDF Report Export Style Settings'. It includes five dropdown menus: 'Page Size' (set to A4), 'Orientation' (set to Landscape), 'Footer Left' (set to Page/Total Page), 'Footer Right' (set to Blank), and 'Report style' (set to Classic). A green 'Submit' button is located at the bottom of the settings area.

Page size: Sets the page size for exported PDF.

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

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

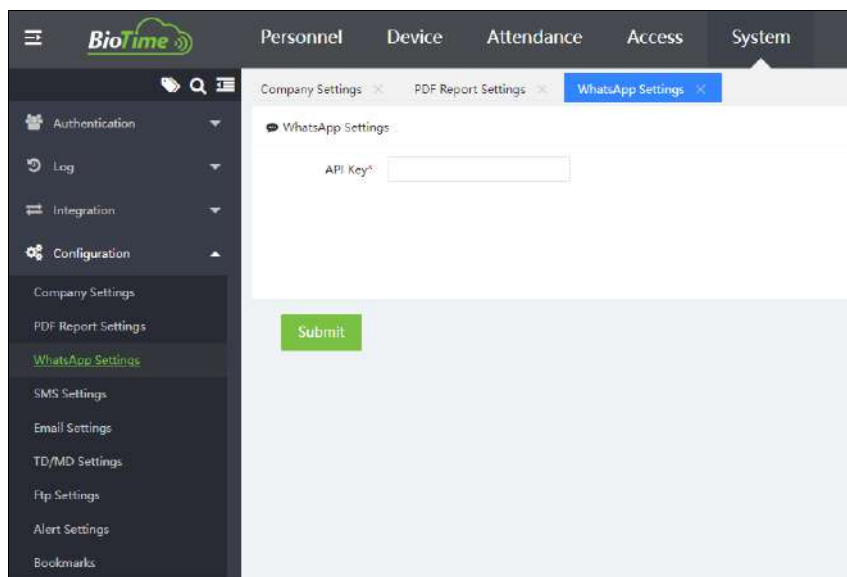
Footer Right: Set the content to be displayed in the lower right corner of the exported PDF page. It can be "Blank", "Page/Total Page", "username", "Date", "Username+Date".

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

Click [Submit] to save the PDF export settings.

7.5.3 WhatsApp Settings

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

The screenshot shows the BioTime Cloud web interface with the 'WhatsApp Settings' page selected. The top navigation bar and left sidebar are the same as in the previous screenshot. The main content area is titled 'WhatsApp Settings' and contains a single text input field labeled 'API Key*'. A green 'Submit' button is located at the bottom of the settings area.

7.5.4 SMS Configuration

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

The screenshot shows the BioTime Cloud interface with the 'System' tab selected. Under 'Configuration', 'SMS Settings' is chosen. The form includes fields for 'API Key*', 'Sender', and 'Provider' (set to 'Text Local'). A green 'Submit' button is at the bottom.

7.5.5 Email Settings

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

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

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

Obtain the mail server details and settings as shown below.

The screenshot shows the BioTime Cloud interface with the 'System' tab selected. Under 'Configuration', 'Email Settings' is chosen. The form includes fields for 'SMTP Server*' (smtp.xxx.xxx), 'Port*' (with checkboxes for SSL and TLS), 'Email Account*' (xxx@xxx.xxx, domain name/domain user), 'Password*' (masked with dots), and 'Email Address*' (shilpa.madathil@zkteco.com). A green 'Submit' button is at the bottom.

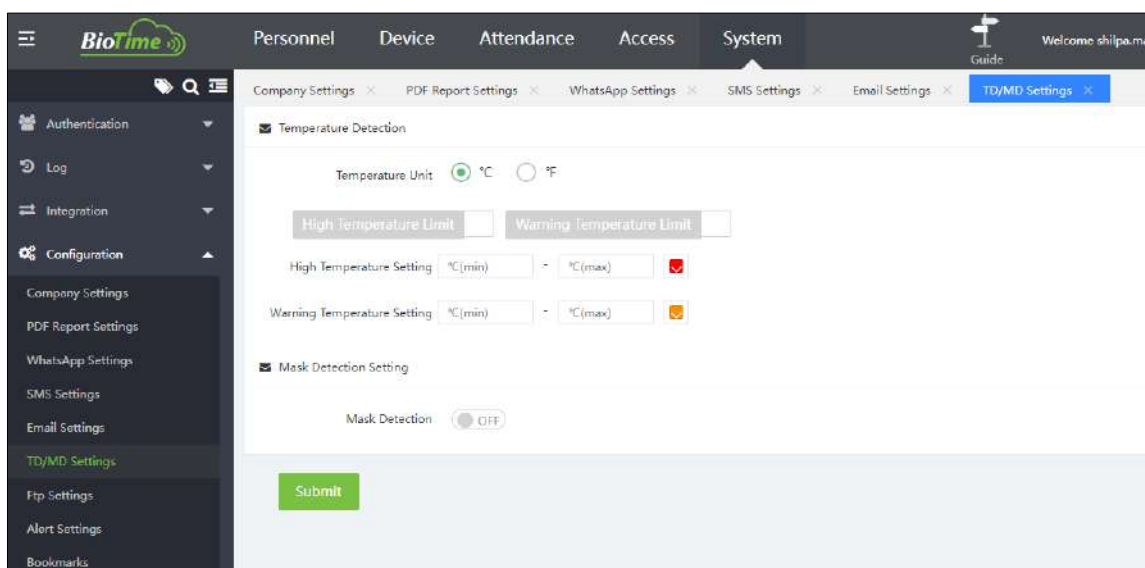
Note: The password is a one-time random authorization password provided by the e-mail service provider.

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

7.5.6 TD/MD Settings

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

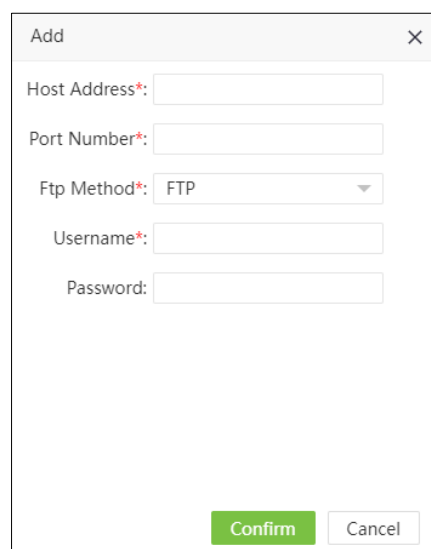
Note: The temperature setting module is not compatible with the Horus TL1 device.



The screenshot shows the BioTime Cloud web interface. The top navigation bar includes 'Personnel', 'Device', 'Attendance', 'Access', and 'System'. The left sidebar lists various settings categories, with 'Configuration' expanded to show 'Company Settings', 'PDF Report Settings', 'WhatsApp Settings', 'SMS Settings', 'Email Settings', 'TD/MD Settings' (highlighted), 'Ftp Settings', 'Alert Settings', and 'Bookmarks'. The main content area is titled 'TD/MD Settings' and contains two sections: 'Temperature Detection' and 'Mask Detection Setting'. The 'Temperature Detection' section has a 'Temperature Unit' selector (set to °C), 'High Temperature Limit' and 'Warning Temperature Limit' input fields, and 'High Temperature Setting' and 'Warning Temperature Setting' fields with min/max sub-fields and status icons. The 'Mask Detection Setting' section has a 'Mask Detection' toggle switch set to 'OFF'. A green 'Submit' button is at the bottom.

7.5.7 FTP Settings

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



The screenshot shows a modal dialog titled 'Add' with a close button (X). It contains five input fields: 'Host Address*', 'Port Number*', 'Ftp Method*' (a dropdown menu currently showing 'FTP'), 'Username*', and 'Password:'. At the bottom, there are two buttons: 'Confirm' (green) and 'Cancel' (grey).

Host Address: Enter the FTP server address.

Port Number: Enter the FTP server port number.

FTP Method: Choose whether FTP or SFTP.

Username: Enter the FTP server's username.

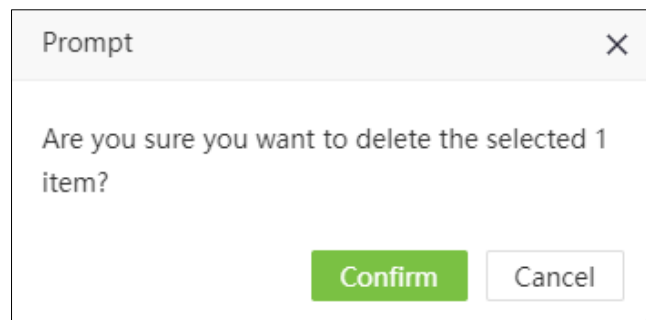
Password: Enter the FTP server's password.

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

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

Delete FTP Server

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



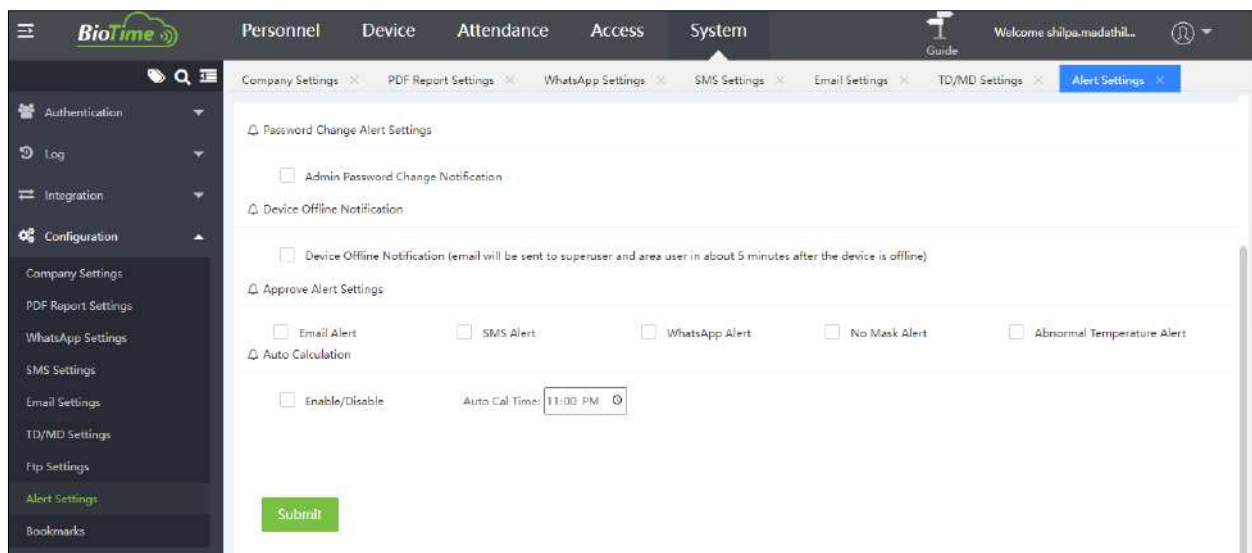
Click **[Confirm]** to delete the selected FTP server.

7.5.8 Alert Settings

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

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

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



- Attendance Alert Settings:** Set specific values for Late Arrivals / Early Departures / Absences.
- Sending Frequency:** Set the time and frequency of alert sending.
- Alert settings:** Configure the alert mode. Click [Save] to save the alert settings.

7.5.9 Bookmarks

1. Add a Bookmark

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

a. Custom Bookmark

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

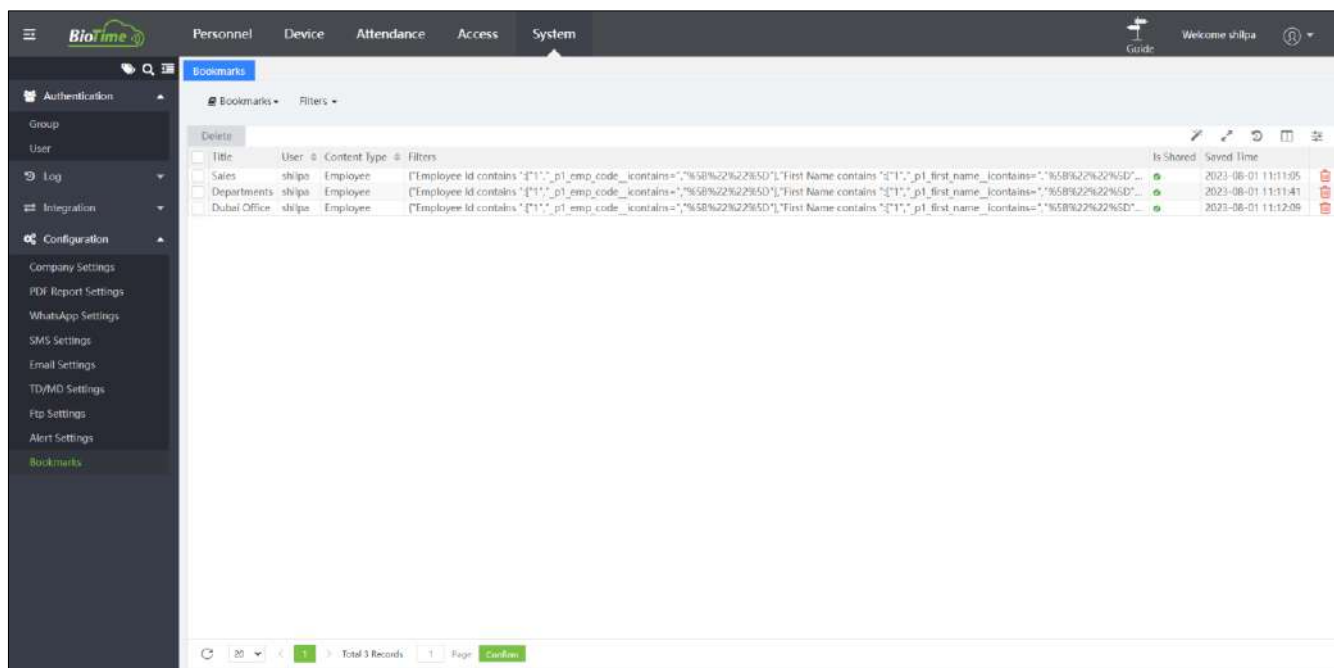
When multiple filters are set, the page will be displayed as shown below:

Employee ID	First Name	Department	Position Code	Device Privilege	Area	Fingerprint	Face	Palm	VL Face	Update Time	Employee Role Name	Mobile App Status	Mobile App ID
1005	Vince	Department	1	Employee	Head Office	Ver 10.1	-	Ver 12.1	-	2023-07-26 10:11:36		0	
1	Aldrin	Department	1	Employee	Head Office, ZKleco	Ver 10.1	-	Ver 12.1	1	2023-07-26 10:21:31		0	
101	Vince	Sales Administration Management	4	Employee	ZKleco	-	-	-	1	2023-07-26 09:39:28		0	
103	Shilpa	Technical	3	Employee	ZKleco	Ver 10.1	-	-	1	2023-07-27 17:29:13	HRR	0	
105	Shyam	Software Specialist	3	Employee	ZKleco	-	-	-	-	2023-07-24 14:28:07		0	
107B	Poppy	Department	1	Employee	Head Office	-	-	-	-	2023-07-26 10:01:05		0	
108	Monet	Technical	4	Employee	ZKleco	-	-	-	1	2023-07-27 12:21:31		0	
109	Lalaine	Technical	3	Employee	ZKleco	-	-	-	-	2023-07-27 12:24:45	HRR	0	
110	Gracely	Sales Administration Management	4	Employee	ZKleco	-	-	-	-	2023-07-24 11:44:23		0	
111	Ann	Project	2	Employee	Head Office	Ver 10.1	-	-	-	2023-07-26 10:22:21		0	
120	John	Department	2	Employee	Head Office	-	-	-	-	2023-07-26 09:38:43		0	
122	Aldous	Department	1	Employee	ZKleco	-	-	Ver 12.1	-	2023-07-24 12:14:59		0	
128	ewal28	Department	1	Employee	Head Office	-	-	-	-	2023-07-26 10:01:04		0	
130	Jane	Project	3	Employee	Head Office, ZKleco	-	-	-	-	2023-07-26 09:38:59		0	
180	Ivy	Sales Administration Management	4	Employee	ZKleco	-	-	-	-	2023-07-24 11:44:04		0	
3	Mobin	Department	1	Employee	ZKleco	-	-	-	-	2023-07-26 09:44:32		0	
4	Martin	Sales Administration Management	2	Employee	ZKleco	-	-	-	-	2023-07-24 11:44:49		0	
5	Mervin	Department	1	Employee	ZKleco	Ver 10.1	-	-	-	2023-07-26 09:47:15		0	
8	Rose	Department	1	Employee	ZKleco	-	-	-	-	2023-07-26 09:40:16		0	

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

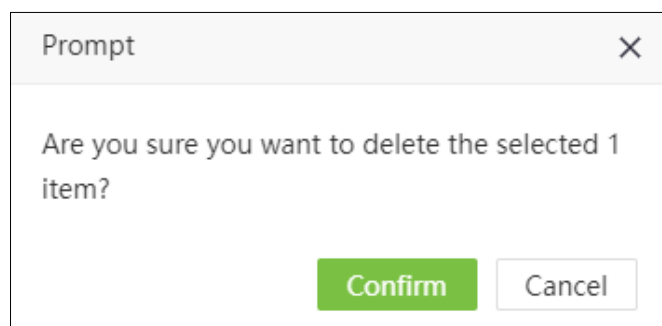
Employee ID	First Name	Department	Position Code	Device Privilege	Area	Fingerprint	Face	Palm	VL Face	Update Time	Employee Role Name	Mobile App Status	Mobile App ID
1005	Vince	Department	1	Employee	Head Office	Ver 10.1	-	Ver 12.1	-	2023-07-26 10:11:36		0	
1	Aldrin	Department	1	Employee	Head Office, ZKleco	Ver 10.1	-	Ver 12.1	1	2023-07-26 10:21:31		0	
101	Vince	Sales Administration Management	4	Employee	ZKleco	-	-	-	1	2023-07-26 09:39:28		0	
103	Shilpa	Technical	3	Employee	ZKleco	Ver 10.1	-	-	1	2023-07-27 17:29:13	HRR	0	
105	Shyam	Software Specialist	3	Employee	ZKleco	-	-	-	-	2023-07-24 14:28:07		0	
107B	Poppy	Department	1	Employee	Head Office	-	-	-	-	2023-07-26 10:01:05		0	

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



2. Delete Bookmarks

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



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

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