## TIMETEC WEB KEY FEATURES

### • TERMINAL MANAGEMENT

### Simplify Multiple Terminals Setup

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- Set up a maximum of 999 terminals without much hassle in one centralized system
- Choose to include or exclude terminals based on requirements
- Identify locations and models for easy terminal management

### • USER MANAGEMENT

#### Manage Workers For Optimum Productivity

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· Organize employee profiles easily with userfriendly interface

- · Categorize employees into departments and subdepartments
- Group employees based on their working hours

### ATTENDANCE AND SCHEDULING

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• View, access and edit data in the attendance sheet as necessary by authorized supervisor

 Allow administrator to correct attendance mistakes directly with relevant remarks

# REPORTING

Configuro Various Po

| Report - Configuration - | My Profile - Company Account |
|--------------------------|------------------------------|
| Attendance sting         | Electronic Time Card         |
| Attendance Analysis      | Daily Attendance Listing     |
| Terminal Analysis        | Weekly Attendance Listing    |
| Duty Schedule Listings   | Attendance Sheet             |
| Table Listing            | Correction Report            |
|                          | Tardiness Report             |
|                          | On Leave Report              |
|                          | Overtime Approval Worksheet  |

· Offer 26 preconfigures combinations of details, summary, listings and analysis reports · Print out well-reports at all times

\* To request trial version, please write to info@fingertec.com



### **Cluster Terminals Into Groups**

• Group terminals for easy management and

· Remove or switch terminals in/between groups

• Edit terminal information and configuration to suit

Manage Users in Multiple & Variety

Terminals Effectively

Edit, delete, suspend, add, etc users easily

Schedule Clocking Activities Fit

Impose your company's policies and compliance in

Support Daily, Weekly and Flexible Clocking

Schedules, complete with shifts configurations

**Choose From Multiple Filter Options** 

01/05/2011 □ ■ User ID © Emp No. © Nam ■ User ID © Emp No.

reference

effortlessly

hassle-free

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**Manipulate Raw Data Freely** 

- Check, Trace or Export the terminal raw data as vou need
- Convert the raw data into format you require
- Perform housekeeping of data with purge
- **Control Access To Keep Data Secure** Usemame (Felicie@fingemec.com) Description (User account ex Password (Felicie Account Type ( © Operator O Admo Branch only ) Branch - Jakarta (Indonesia) Jartmeirt only ) Bettion only ( Local entence rights () ture User rights () ture Cence rights () ture Schedule rights () ture Report rights () ture Oview Oview Oview Oview Otaad Orve Orve Orve Orve Orve Manage users in various terminals from one screen • Free to use variety of terminals in one system
  - Set permission to let staff to see data appropriate to their role
  - Assign data privileges as required

|                       | Sc                 |       |     | e Clo<br>⁄our |                                               |      |     |       | Fit   |                |               | KO        | ste         |        |            |       |         |         | vel   | ual<br>y     | Sta   | атт          |
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 Configure duty group/individual calendar easily · Determine Duty Group, schedule descriptions, type of schedules

- · Preconfigured holidays throughout the year
- 31/08/2011 HTML
- Pick and choose your preferred fields to yield desired • Offer pdf, xls, doc, rtf and html formats • Print and integrate reports in no time

Authorized Reseller





# A Perfect Web Solution For Time & Attendance

TimeTec is a powerful web-based solution for automated Time & Attendance to suit most businesses, regardless of their size. TimeTec is designed to help organizations reduce their administrative overhead by eliminating the time spent on manual timecard calculations, decreasing overall labor costs, and shrinking the gap between payroll policy and actual practice.

The system is built with Microsoft .NET framework and MySQL Relational Database Management System for reliability and flexibility. Users can update and retrieve real-time information from nywhere in the world.

he system is delivered with a complete set of scheduling and time and attendance reports, which enables validation and reconciliation of electronic time sheets with payroll.

Besides sustaining multiple shifts, rotational shifts and overnight shifts, the system also supports up to an incredible 14-columns of clocking schedules, which makes TimeTec a perfect web system for small & medium enterprises (SME) and multinational companies (MNC).

# • Save timecard costs • Minimize HR operations



worries about setup!

T-Box Package



configuration.



**Report Generation** With 26 pre-configured reports available on TimeTec web, all you have to do is choose one that is suitable for your department, and hit "Print".

**Third Party Integration** system smoothly.





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# timelec

Benefits & Advantages: • Reduce errors • Reduce total payroll processing time • Reduce intentional errors (dishonesty) Reduce unauthorized leave time • Eliminate unplanned overtime and nonproductive hours • Improve labor reporting

> With the all-in-one T-Box, a pre-configured TimeTec Web will be setup and shipped to you in a small form factor hardware. No more

**Clocking Schedules** Provides daily, weekly, and flexible clocking schedules to support normal, overnight and multiple shifts

Have another system that you wish to integrate? TimeTec web has an open architecture, enabling it integrate time and attendance information with your existing



Efficient Branch Management TimeTec web is suitable for companies with multiple branches as attendance data can be simply centralized under one account and viewed by the headquarters.



### Various Platforms

One user license can be accessed on 3 different platforms: terminal check-in, mobile check-in from smartphones, and web check-in from your PC. Versatility is the key!



Various Export Formats Whether you prefer your reports to be saved in .pdf, .xls, .doc, .rtf or .html format, TimeTec web provides it all!



Access Data Anywhere The mobile app, TimeTec web allows you to clock-in, check attendance history, and generate reports, all while you're on-the-go!

### **Efficient Data Collection And Automation**

TimeTec Web automates the process of workforce attendance data collection and seamlessly integrates it with time clocking terminals to eliminate 'buddy-punching' occurrences and to collect time data.

- Automates the process of data collection, eliminates mistakes, reduces time spent processing timesheets & payroll data, and eliminates intentional errors & dishonesty in the system such as 'buddy-punching'
- · Provides accessibility for employees to access data such as accumulated hours to reassure them their data is captured correctly
- · Offers vital real-time data monitoring features
- · Collects data from remote terminals connected via LAN, WiFi, GPRS. Internet or WAN effortlessly
- · Obtains transactions logs and user information using PUSH technology and automatically centralizes it into MySQL or MsSQL
- Intelligently identifies the users' clocking nature, be it clock-in /out, lunch-in/out, tea break-in/out, OT and etc. without the need for users to key in any codes into the terminals
- · Supports up to an outstanding 999 units of time clocking terminals in one centralized system
- Provides convenience through smart phone application, TimeTec Mobile, which is available in both iPhone and Android phones for mobile clocking and data viewing
- Eliminates paper-based and tedious Excel timesheets

### **Flexible And Accurate Time Attendance** Processina

TimeTec web is flexible, easy to use, and is apt to handle complex time attendance rules and policies imposed by most organizations.

- · Auto synchronizes the time between the terminals and the server for reliable clocking data
- · Manages total working hour calculation of preset hourly rate as well as monthly salary as a reference for minimum wage ordinance
- · Allows simple to complex clocking schedules, multiple shift, rotational shift and overnight shift settings of up to 1000 types
- · User configurable table format for attendance and raw data export
- · Multi-office time attendance management, simultaneous data editing in different branches, for example, duty roster setting by branch, time zone setting, and so on
- · Provides web based interface for branch management, HR, admin, and other staff to access the system without having to install several local systems
- · Web-based Holiday Management simplifies staff's leave application system

### System And Data Management

- · Offers easy and automatic daily full system data backup and simplified full system recovery
- User selectable ODBC compatible database is used to meet the enterprise level requirements, e.g. MySQL
- · Support different levels of user privilege setting



# **HEADOUARTERS**

### Variety Filters For Tailored Reports

Employees' attendance data is valuable for companies, as the data can be used to generate relevant reports to help manage your business.

- · View data in real-time for managers to have access to the information required before making any informed decision
- · Report layout is configurable and customizable
- Provides 26 pre-configured combinations of details, summary, listing and analysis reports of users, terminal and attendance data
- · Multiple filters to ease report generation
- Save and share reports in pdf, xls, doc and rtf formats

### **Easy Integration With Third Party System**

TimeTec has an open architecture, enabling it to provide maximum flexibility for integrating time and attendance information with your existing system

Manual data export: The structure of the export data table is customizable according to different fields, field length and column sequence to simplify data processing for third party use

| Product                                | http://info.fingertec.com/timetecweb-1                                        |
|----------------------------------------|-------------------------------------------------------------------------------|
| ? User Guide                           | http://info.fingertec.com/timetecweb-2                                        |
| Sample Reports                         | http://info.fingertec.com/timetecweb-3                                        |
| Video Guide                            | http://info.fingertec.com/timetecweb-4                                        |
| Technical Tips                         | http://info.fingertec.com/timetecweb-5                                        |
| Free Trial                             | • http://info.fingertec.com/timetecweb-6                                      |
| TimeTec Mobile<br>Android<br>Apple iOS | http://info.fingertec.com/timetecweb-7 http://info.fingertec.com/timetecweb-8 |

### T-Box Package

To ease the setup and installation process of TimeTec Web, we offer the T-Box package, a specially designed small-form factor hardware, bundled with a 500GB harddrive and a pre-installed Windows operating system, already installed with TimeTec Web. With an included user manual and video guide, you will be ready to use the T-Box straight out of the packaging



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