Time Tracker™

User Manual

V 2.0.5

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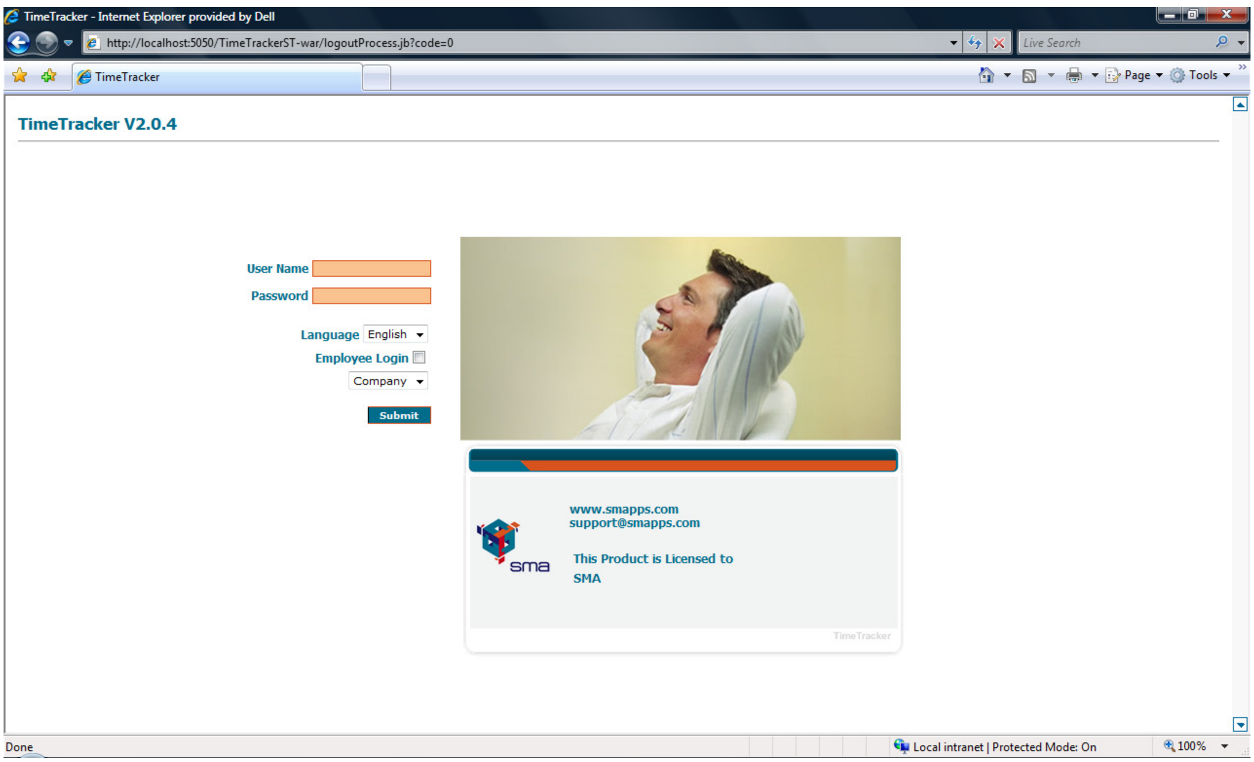
1. Introduction

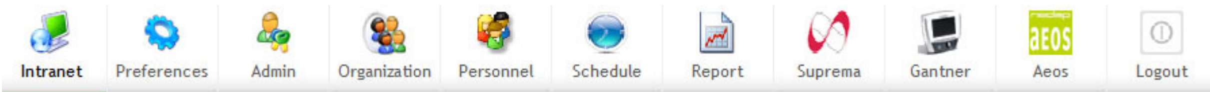
SMA TimeTracker is a web-based application and can be opened from anywhere in your LAN/WAN network.

- Type the URL http://**server**:5050/TimeTrackerST-war
- Type your username and password in their respective fields
- If you are logging in as an employee then check Employee Login box otherwise leave it unchecked
- Click Submit



2. Main Menu

The following picture contains all the major links of the system.



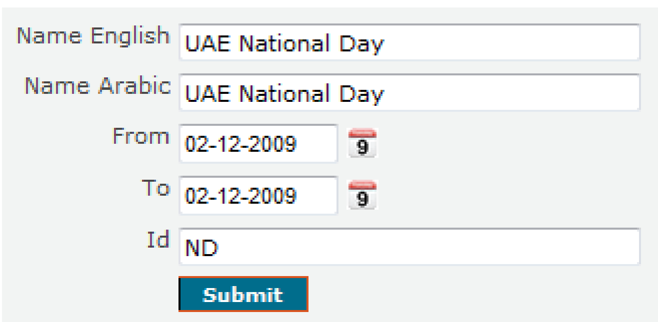
For more detail check the below table to know which Link is used for what.

Intranet	Intranet this link is used for approving or disapproving of the employee's time edited by them by their direct manager.
Preferences	Preference this link is used for tuning the system. Here you can define services, view event log, HR integration, Finger print device key codes etc.
Admin	Admin this link is used for administration purpose. Here you can define system user, Role of the User, Holidays etc.
Organization	Organization link is used to deal all the issues regarding Department/Company.
Personnel	Personnel link used to deal all the issues regarding personnel / Employees.
Schedule	Schedule link is used to deal all the issues regarding Shifts/Schedules/session.
Report	Report link will take you to the screen where you can generate different Reports.
Gantner	Gantner link will take you to the screen where you can manage Gartner devices.
Suprema	Suprema link will take you to the screen where you can manage Suprema devices.
bio Bioscrypt	Bioscrypt link will take you to the screen where you can manage Bioscrypt device.
aEOS Aeos	AEOS link will take you to the screen where you can manage AEOS devices.
Logout	Logout will log you out from the system.

3 Holidays

3.1 How to create Holidays?

- Click on Admin→ Holidays→New,
- If you click on New then the following screen will appear.
- Provide English & Arabic name of the public holiday
- Provide the period from which the holiday would be applicable e.g.
- Provide the ID to be mapped with HRMS if you are using HR Service. Please see the section HR Service for more detail.
- Click Submit.



All the fields marked with * are mandatory. In the Name English field enter the name of the Holiday you are creating such as EID, National Day etc in both language Arabic and English. If you are using the system in English only then enter the same Name in both field.

3.2 How to modify Holidays?

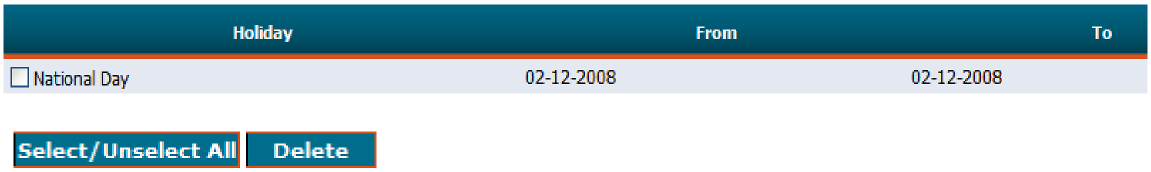
- Click Admin→Holiday→Modify, the following screen will appear.

Holiday	From	To
National Day	02-12-2008	02-12-2008

- Click on the Name of Holiday you wish to modify.
- Do the required changes
- Click Submit.

3.3 How to delete Holidays?

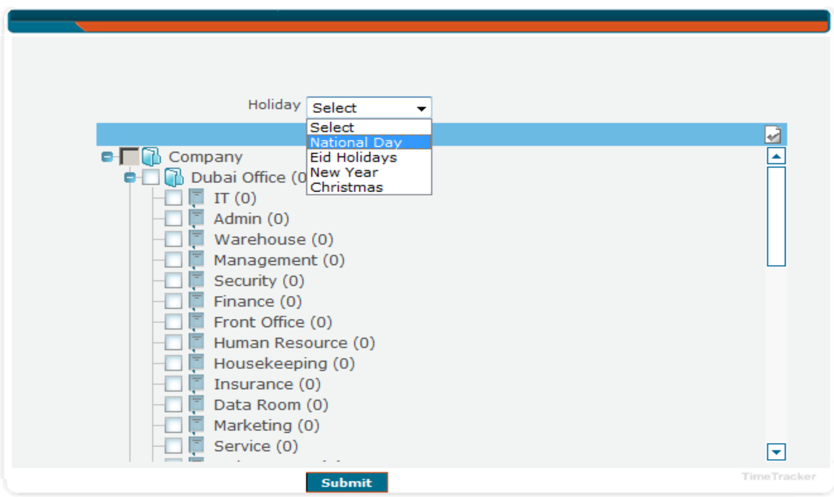
- Click Admin→Holiday→Delete, the following screen will appear.



- Select the Holiday by clicking on the check box which you like to delete then press Delete button.

3.4 How to assign Holidays?

- Click Organization→Organization Holidays→New, the following screen will appear.



- Select the Holiday by clicking on the check box which would like to assign
- Select the departments you want to assign this holiday
- Press Submit.

4 Remarks

4.1 How to create Remarks?

- Click on Admin→ Remarks→New,

- If you click on New then the following screen will appear.

Remark English

Remark Arabic

Remark Client

Submit

- Provide English & Arabic name of the Remark
- Provide the abbreviation or notation that you use in your organization for this particular Remark which will be mapped in case of HR Integration. Please see the HR Service section for more detail. E.g. V or Vac for Vacation etc.
- Click Submit.

4.2 How to modify Remarks?

- Click Admin→Remarks→Modify, the following screen will appear.

Remarks	Remark Client
Absent	A
Present	P
Day Off	H
OffsiteDuty	OD
Annual Leave	1
Hajj Leave	2
Umrah Leave	3
Sick Leave	4
Emergency Leave	5

- Click on the Remark you wish to modify.
- Do the required changes
- Click Submit.

4.3 How to delete Remarks?

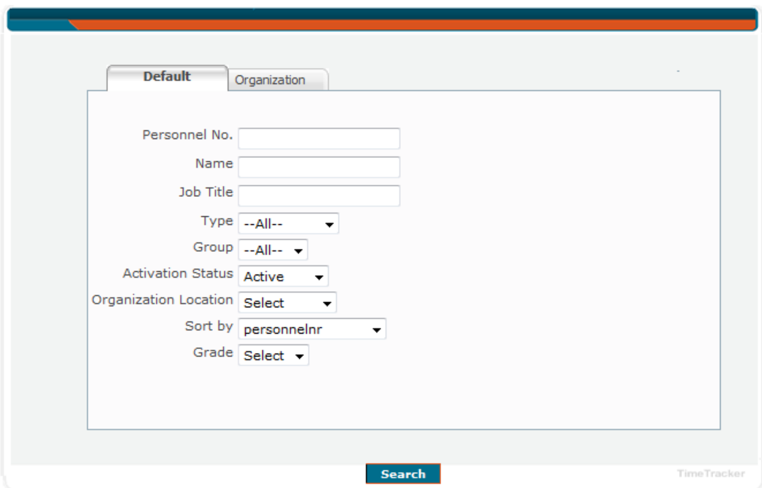
- Click Admin→Remarks→Delete, the following screen will appear.

Remarks	Remark Client
Absent	A
Present	P
Day Off	H
OffsiteDuty	OD
Annual Leave	1

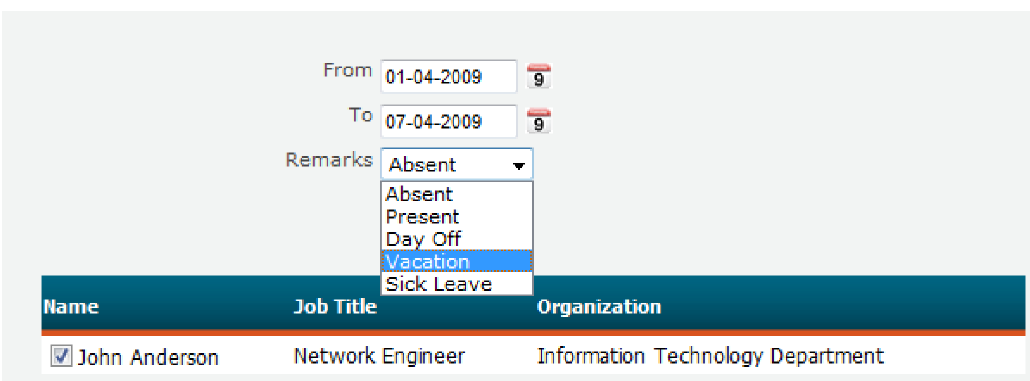
- Select the Remark by clicking on the check box which you like to delete then press Delete button.

4.4 How to assign Remarks?

- Click Personnel→Personnel Vacation→New,



- Choose the person from the search screen
- From the following screen choose the dates and the type of vacation you wish to assign the person(s) selected as shown below.



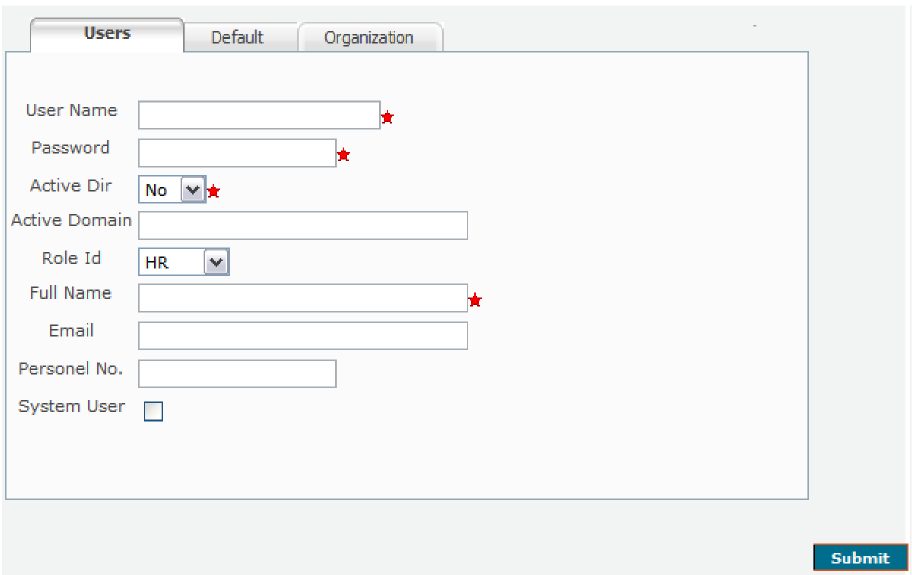
- Press Submit.

If you wish to modify/delete the assigned Remarks you can do it from the same section i.e. Personnel→Personnel Vacation→Modify/Delete.

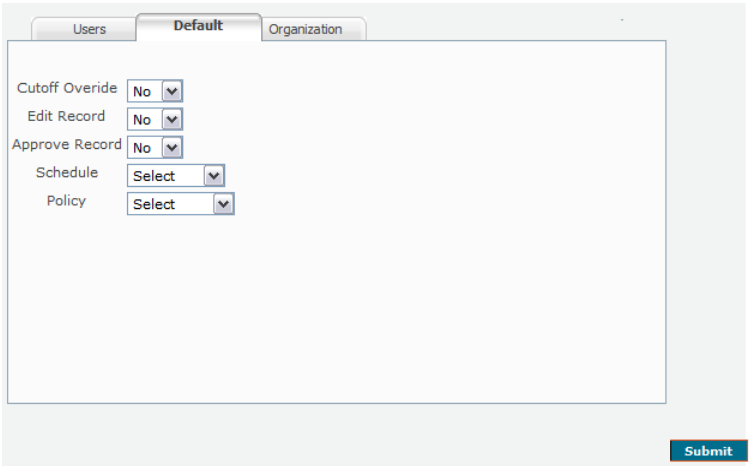
5 Users

5.1 How to create System Users?

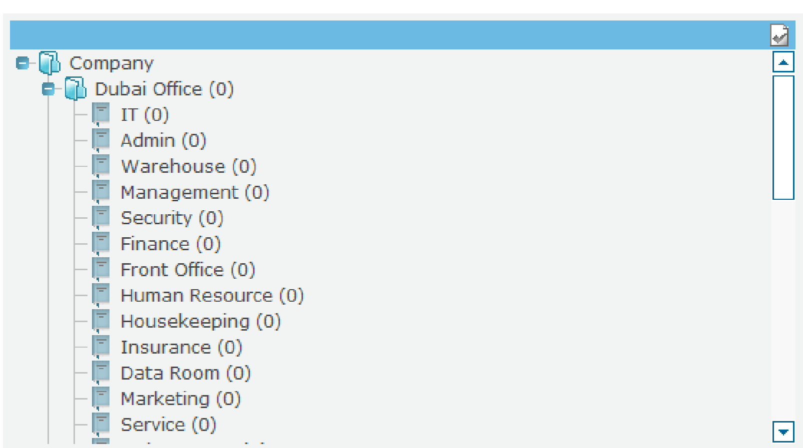
- Click on Admin→Users→New, the following screen will appear. This is a tabbed screen which has 3 tabs i.e. **Users**, **Default** and **Organization**.



- In the Users tab, type username for the user you are going to create the account
- Provide the password
- If you don't want to authenticate from Active Directory leave the Active Dir field as No, otherwise choose Yes,
- If you have chosen Yes for Active Dir, then supply the name of the domain as well you use to login to your PC
- Select the Role ID which will set the access privileges for this user. How roles will appear in this dropdown box? please see section
- Type Full Name, Email and Personnel No.
- Check the System User box if this user is going to be a system user. If you leave it uncheck then this user will just be an account to receive email reports only and He/She can't login to TimeTracker.
- Click on **Default** tab, you will see the following screen



- Cutoff override will enable this user to override the employee records after the cut-off date. Choose Yes to give him the right otherwise leave it as NO.
- Edit Record will enable this user to edit the transaction of employees. Choose Yes to give him the right otherwise leave it as NO.
- Approve Record will enable this user to approve the requests raised by employees throught intranet which can then be forwarded to HR or any other user which has the right to Edit the Record. Choose Yes to give him the right otherwise leave it as NO.
- Any employee that has been entered by this user from the system will be assigned a schedule automatically if that particular schedule has been chosen in this user's profile. Choose the schedule if you wish to do so otherwise leave it as is.
- Any employee that has been entered by this user from the system will be assigned a policy automatically if that particular policy has been chosen in this user's profile. Choose the policy if you wish to do so otherwise leave it as is.



- Click on Organization tab, here you can select the department(s) on which this user has the authorization to view the employees and their attendances. In this screen you have to assign the departments to the user on which he/she will be authorized.

5.2 How to modify System Users?

- Click Admin→Users→Modify then the following screen will appear.

User Name	Full Name	Personel No.	Active Dir	Role Id
Admin	Administrator		No	Admin

- Click on the name of the user you wish to modify
- Do the required changes and Press Submit.

5.3 How to delete System Users?

- Click Admin→Users→Delete, the following screen will appear.

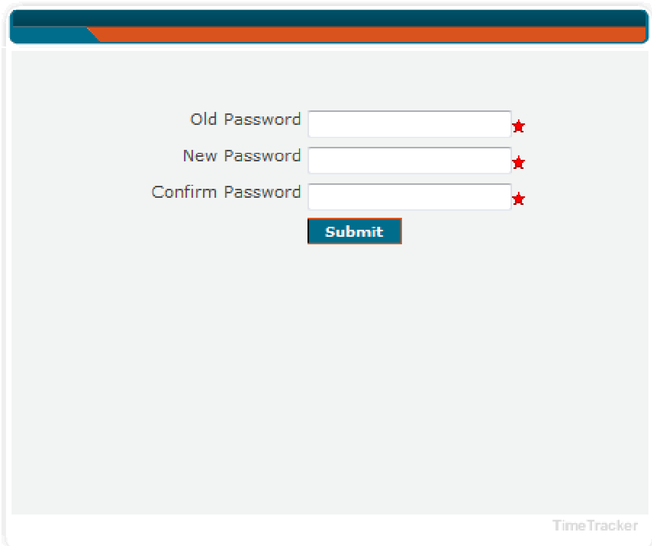
User Name	Full Name	Personel No.	Active Dir	Role Id
☐ Admin	Administrator		No	Admin

Select/Unselect All Delete

- Click on the name of the user you wish to delete
- Do the required changes and Press Delete.

5.4 How System Users can reset their passwords?

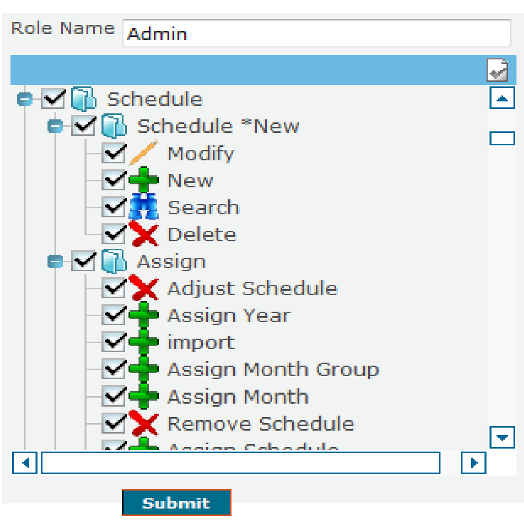
- Click Admin→Reset Password→Reset Password, the following screen will appear.
- Provide Old Password, New Password, Confirm Password.
- Press Submit.



6 Role

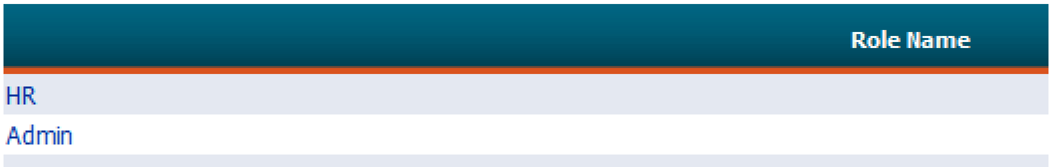
6.1 How to create Roles?

- Click on Admin→Roles→New, the following screen will appear.
- Enter the name of the Role in Role Name
- Choose the screens you wish to allow this user to access.
- Press Submit



6.2 How to modify Roles?

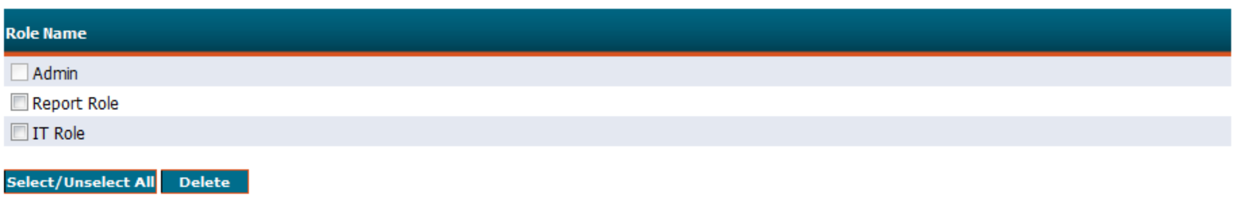
- Click on Admin→Roles→Modify, the following screen will appear.



- Click on the Role you want to modify then it will open the screen shown in section 6.1.
- Do the required changes and press Submit.

6.3 How to delete Roles?

- Click on Admin→Roles→Delete, the following screen will appear.

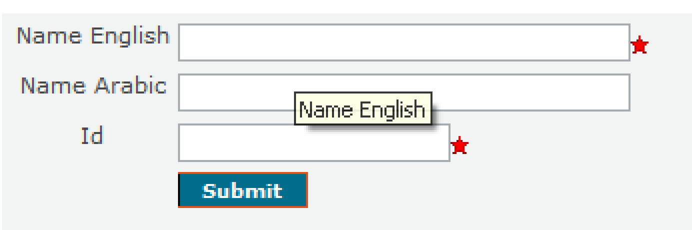


- Click on the Role you want to delete.
- Press Delete.

7 Company

7.1 How to create a Company/Business Unit?

- Click Admin→Company→New, the following screen will appear.



- Enter the Name of the company you like to create in English & Arabic if you are using the system in both languages otherwise just enter in English.
- Provide the company ID in Id textbox, which will be used for HR integration. Please see the HR Service section for more detail.

7.2 How to modify a Company/Business Unit?

- Click Admin→Company→Modify, the following screen will appear.

Company

Company	Id
Company	1

- Click on the Name of the company you wish to modify
- Do the required changes and Press Submit.

7.2 How to delete a Company/Business Unit?

- Click Admin→Company→Delete, the following screen will appear.

Company	Id
☐ SMA	1

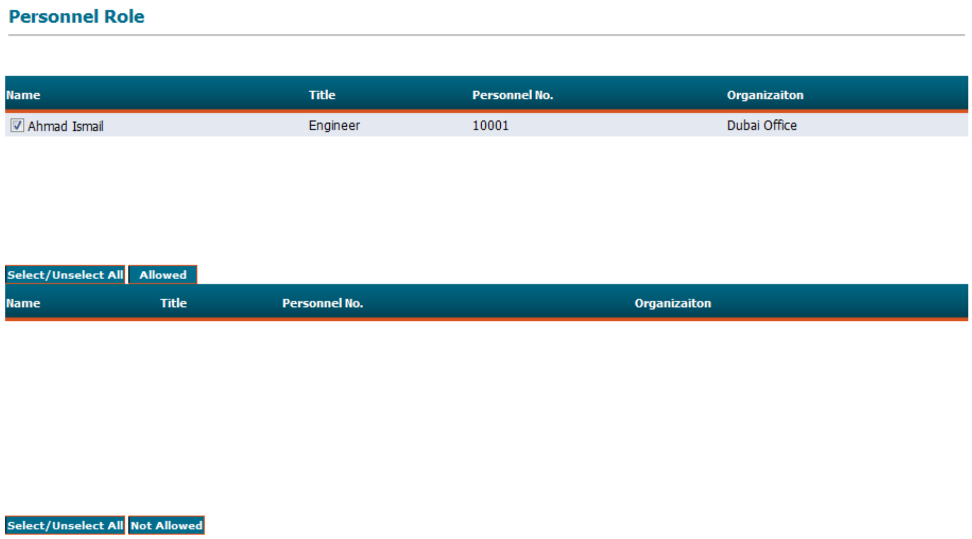
Select/Unselect All | Delete

- Click on the Name of the company you wish to delete.
- Do the required changes and Press Delete.

8 Personnel Role

8.1 How Personnel Role works?

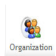
- Click Admin → Personnel Role → Mark Punch
- Select the person you wish to give rights to put PC punch from the Intranet. You will see the following screen after selection.



- The screen will show the list of Allowed/Not Allowed employees
- Click Allowed by selecting the employee and it will be shifted to allowed section where He/She can be ***not allowed*** later if needed.

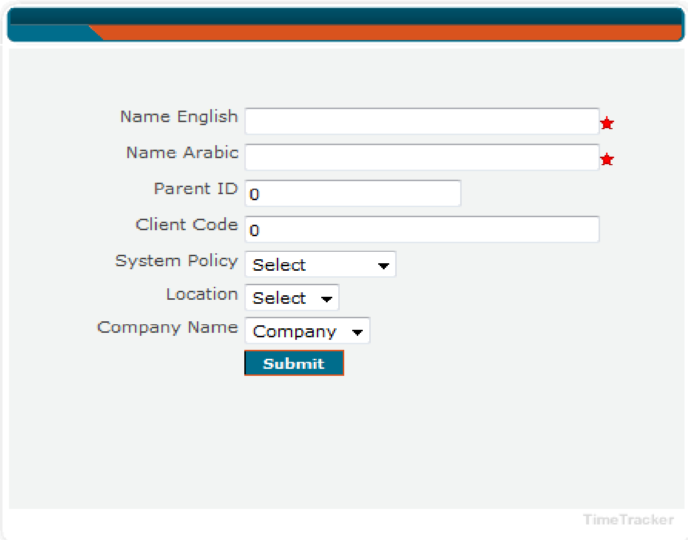
9 Organization

In this section you can work with department, department holidays all can be treated in this section.

Click on  main Menu it will show side menu choose the respective option you want to use.

9.1 How to create Organization(s)/Department(s)?

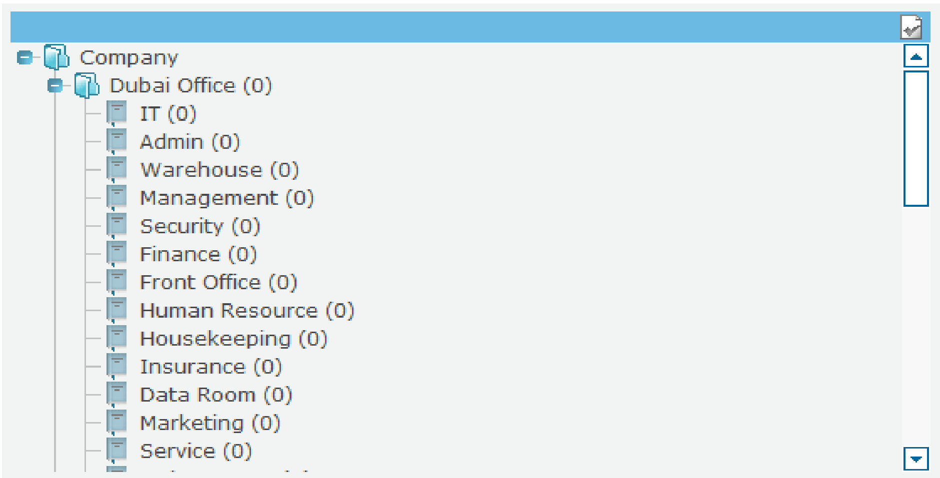
- Click on Organization→ Organization→New, the following screen will appear.



- Provide the organization name in English and in Arabic.
- Specify the parent department by clicking on the Parent ID textbox
- If you have an internal code for this particular department then type it in the Client Code.
- Choose System Policy. Please see section System Policy for more details on System Policies
- Choose Location this department is located. Please see section Location to know how to create and assign locations.
- Choose the name of the company/business unit this department belongs to. Please see section Company for more details.

9.2 How to modify Organization(s)/Department(s)?

- Click on Organization→ Organization→Modify, the following screen will appear.



- Select the department(s) from the list you wish to delete it will open the screen shown in section 9.1
- Do the required changes and Press Submit

9.2 How to delete Organization(s)/Department(s)?

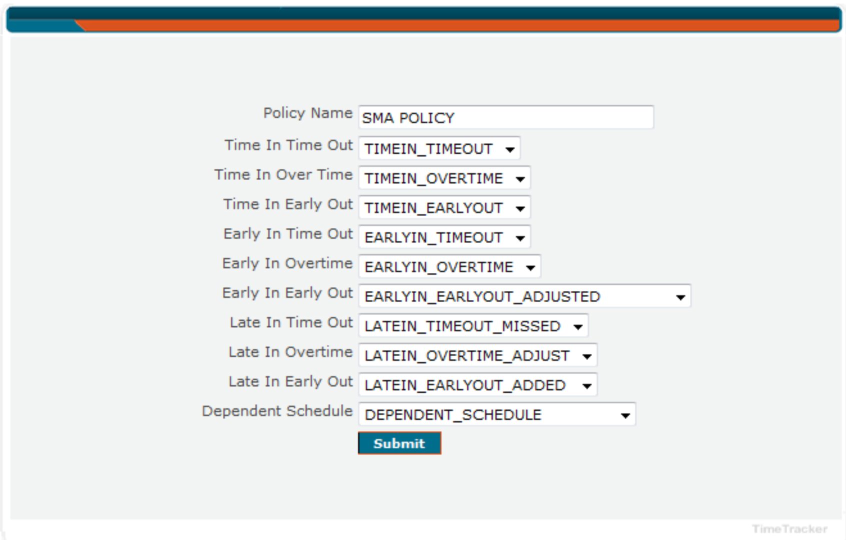
- Click on Organization→ Organization→Delete, the following screen will appear.

- Check the department(s) you wish to delete
- Press Delete.

10 System Policies

10.1 How to create System Policies?

- Click Preferences→System Policies→New, you will see the following screen



- Type the Policy Name
- Select the parameters (Please ask for **TimeTracker Policy Maker** document for the description of these parameters.
- Press Submit.

10.2 How to modify System Policies?

- Click Preferences→System Policies→Modify, you will see the following screen

Policy Name
SMA POLICY

- Click on the Policy you wish to modify
- Do the required changes and Press Submit.

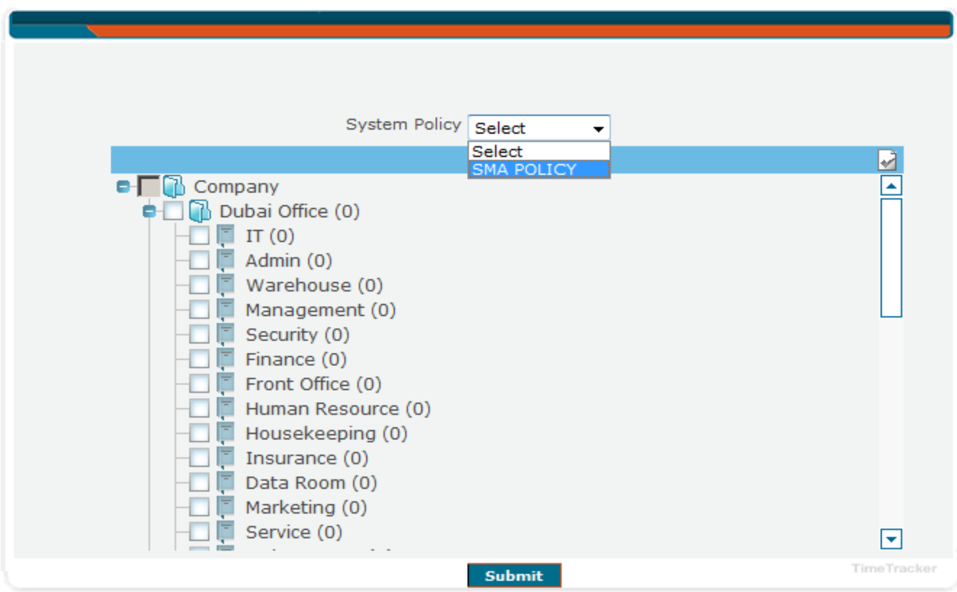
10.3 How to delete System Policies?

- Click Preferences→System Policies→Delete, you will see the following screen

- Select the policy you wish to delete.
- Press Delete.

10.4 How to assign System Policies?

- Click on Organization→Organization System Policies→New the following screen will appear.

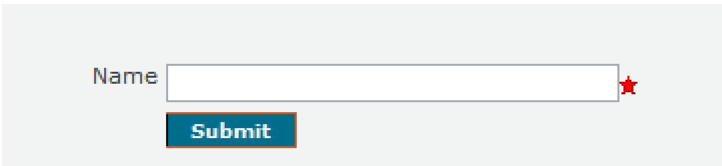


- Select the Policy you wish to assign
- Select the departments you want to follow this policy
- Press Submit

11 Location

11.1 How to create locations?

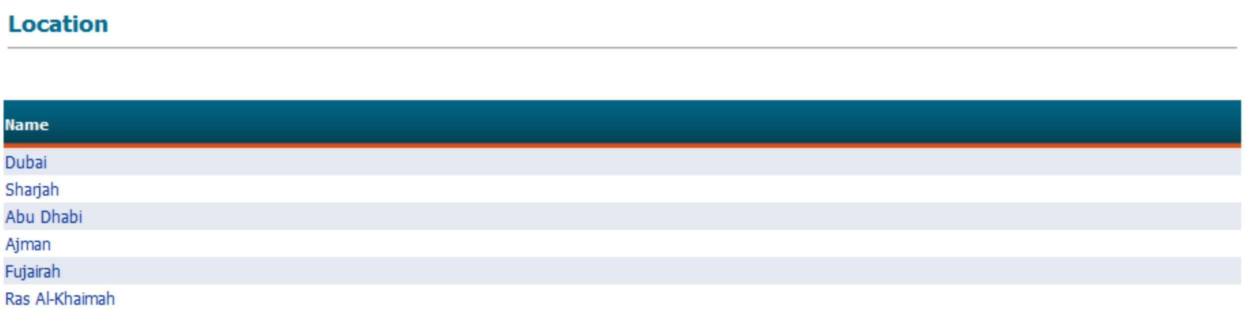
- Click Organization→Location→New, you will see the following screen



- Type the Name of the location you are creating.
- Press Submit.

11.2 How to modify locations?

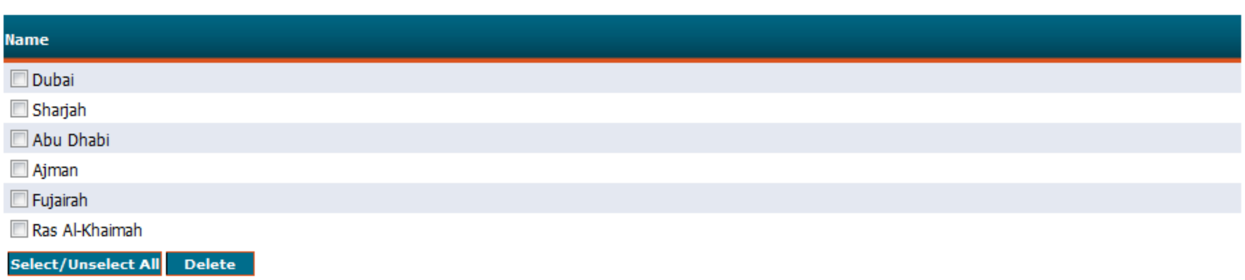
- Click Organization→Location→Modify, you will see the following screen



- Click on the Location you wish to modify
- Do the required changes and Press Submit.

11.3 How to delete locations?

- Click Organization→Location→Delete, you will see the following screen

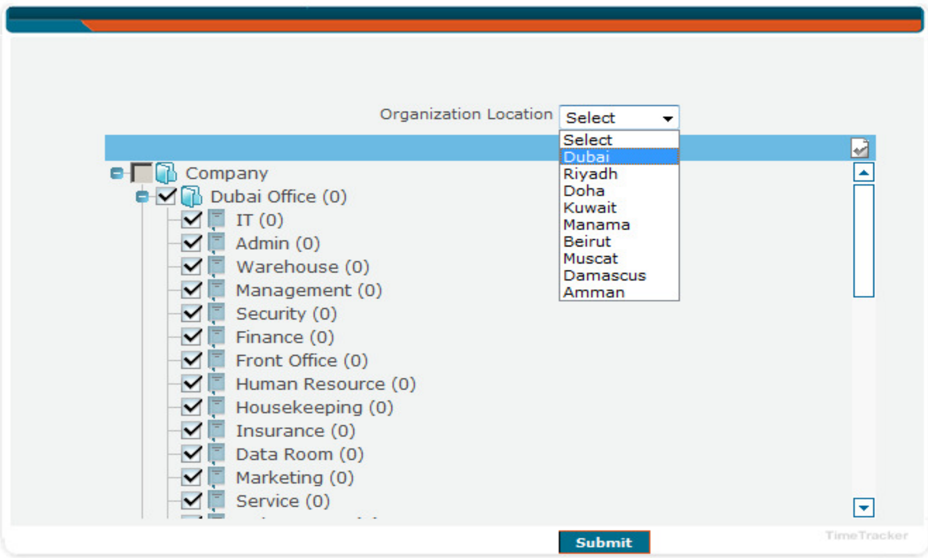


- Select the location(s) you wish to delete.

- Press Delete.

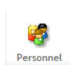
11.4 How to assign locations?

- Click on Organization→Location→Assign, the following screen will appear.



- Select the location you wish to assign
- Select the departments you want this location to be assigned
- Press Submit

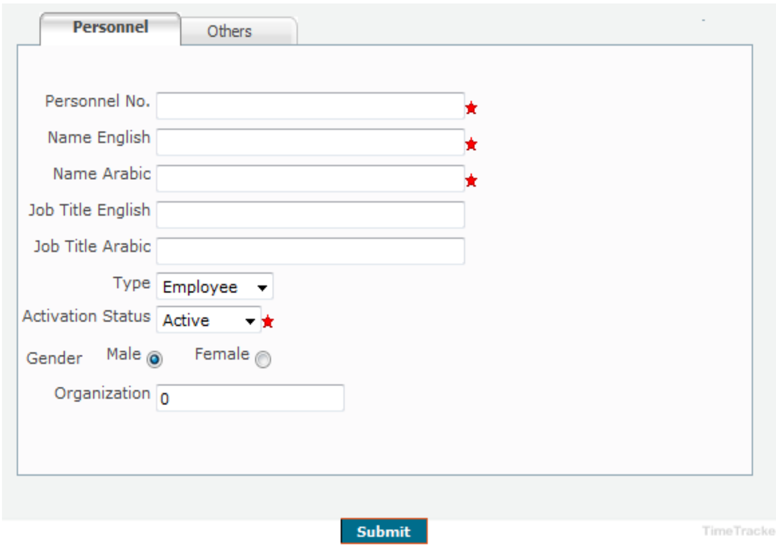
12. Personnel

In this section you can work with Employees, Employees holidays and Groups etc all can be treated in this section. Click on 

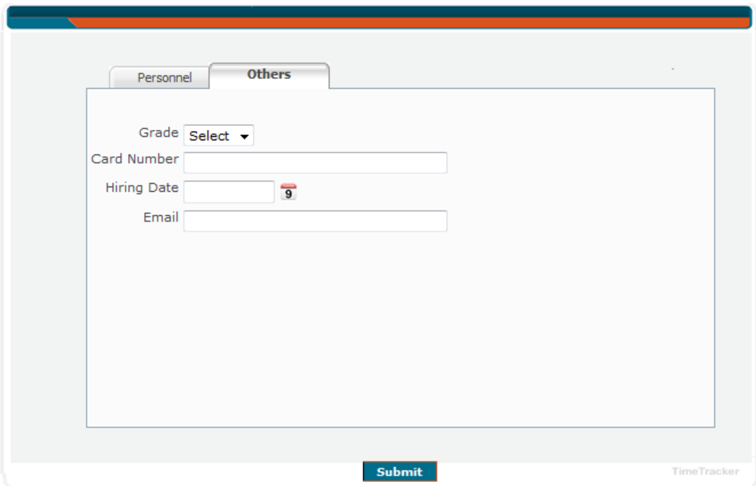
main Menu it will show side menu choose the respective option you want to use.

12.1 How to enter new employees?

- Click Personnel→Personnel→New the following screen will appear.



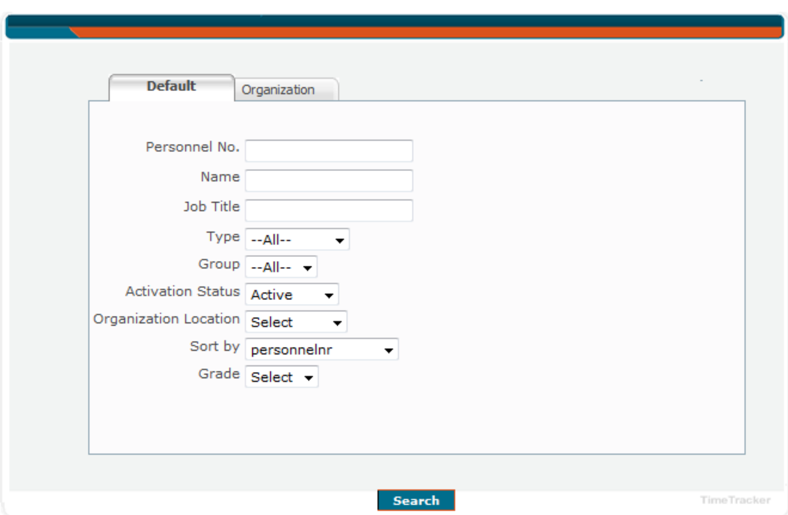
- Type the employee ID in personnel No.
- Type the name of the employee in English and in Arabic.
- Type the Job Title in English and in Arabic.
- Specify the Type of employee in by selecting the Personnel Type. See the section Personnel Types for more detail.
- Activation Status makes the employee active or inactive in the system.
- Specify the Gender
- Click organization textbox to specify which department this employee belongs.
- You can press Submit at this point, to specify some more details about this employee click the Others tab you will see the following screen.



- Choose the Grade in which this employee is working in. Please see section Grades for more details.
- Specify Card Number should this employee is going to use a card for transaction purposes.
- Specify the Hire Date when this employee has been hired
- Specify the Email of the employee
- Press Submit.

12.2 How to modify employees?

- Click Personnel→Personnel→Modify the following screen will appear.

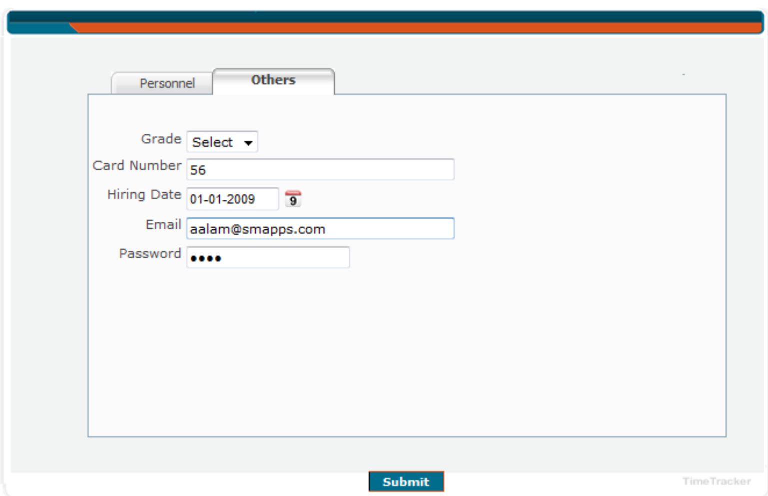


- Select the employee you wish to modify. Or select from the Organization tab. The following screen will appear.

Name	Job Title	Personnel No.	Organization
DUNIYA SAEED MIAN MIAN SAHIB ZAR		1012892	ddd
MUMTAZ AHMED SHAMSUDDIN AHMED	COMPUTER ENGINEER	1014220	ddd
Hamsa Meera Sahib	Operations Analyst	1020689	ddd
ABDUL MALICK ABDUL SAMAD	Computer Engeinear	1021097	ddd
IRFAN KHAN GHOUSE KHAN	COMPUTER OPERATER	1021246	ddd
SREEJITH PARAKANDY MANDODY MAKANDAN	WEB PAGE DESIGNER & DEVELOPMEN	1022382	ddd

- Select the person you wish to modify it will open the same screen as you seen in new employee section along with all the save data of the employee

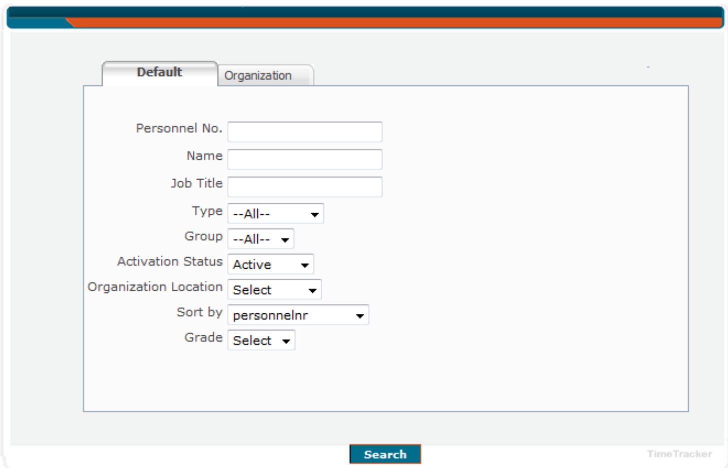
- In Others, you will find password box, this password is the employee's Intranet password which is by default is His/Her Employee number. Employees are advised to change it as soon as possible.



- Do the changes required and press Submit

12.3 How to delete employees?

- Click Personnel→Personnel→Delete the following screen will appear.



- Select the employee you wish to delete. Or select from the Organization tab. The following screen will appear.

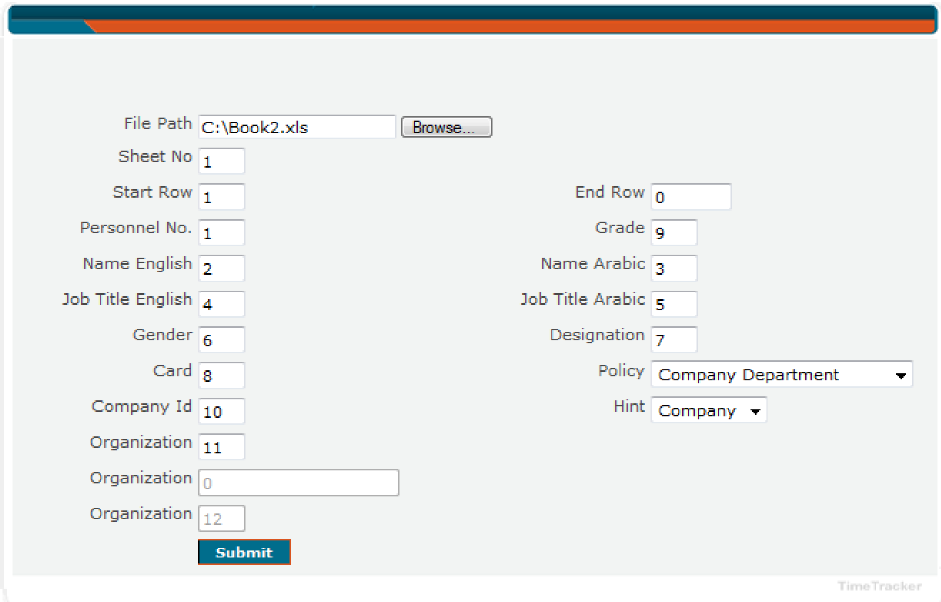
Name	Job Title	Personnel No.	Organization
☐ BAKIR FAWZY SAGEER SALEH	COMPUTER OPERATER	1260013	ddd
☐ NOUR MOHAMMED ALKHATIB		33040001	ddd
☐ MARVIN DELA FUENTE CABANADO		33100001	ddd
☐ THANA MOHAMMED ISMAIL		34010007	ddd
☐ GAYAS EL HAQ MOHAMMED ISMAIL		34010008	ddd

Select/Unselect All **Delete**

- Press Delete.

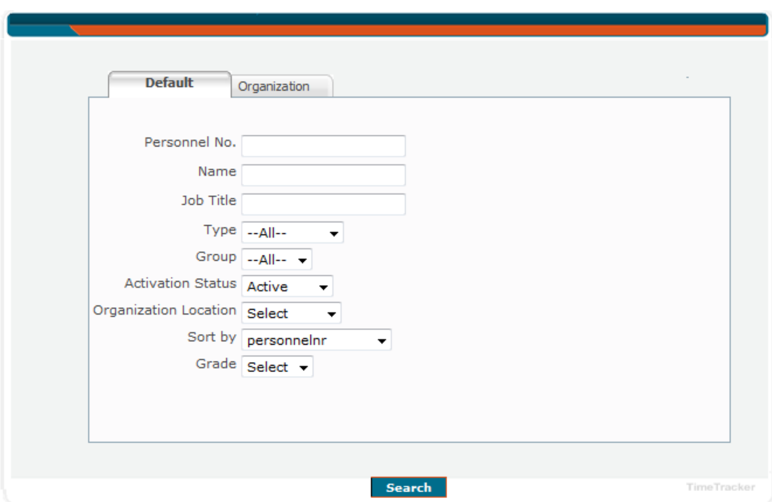
12.4 How to enter employees from Excel Sheet?

You can import employees through Excel sheet into the system. You need to prepare an Excel sheet with the list of employees and their details. The Excel sheet format has been provided in the TimeTracker CD, please ask your administrator for this. This sheet can be uploaded from any PC in the network. In the figure, for each field there is a column no. shown in the text box this should be the order of the excel sheet.



12.5 How to create Group of employees?

- Click Personnel→Group→New, the following screen will appear.



- Search employees you want to combine in a group. The list will be displayed as below.

Name	Job Title	Personnel No.	Organization
☐ BAKIR FAWZY SAGEER SALEH	COMPUTER OPERATER	1260013	ddd
☐ NOUR MOHAMMED ALKHATIB		33040001	ddd
☐ MARVIN DELA FUENTE CABANADO		33100001	ddd
☐ THANA MOHAMMED ISMAIL		34010007	ddd
☐ GAYAS EL HAQ MOHAMMED ISMAIL		34010008	ddd

- Select the employees by clicking on the check boxes which you want to be in the group you are about to create
- After selecting the employee press submit it will open the following screen.

Name *

Add Personnel | Submit

Name	Job Title	Department Name
☑ DUNIYA SAEED MIAN MIAN SAHIB ZAR		ddd
☑ MUMTAZ AHMED SHAMSUDDIN AHMED	COMPUTER ENGINEER	ddd
☑ Hamsa Meera Sahib	Operations Analyst	ddd

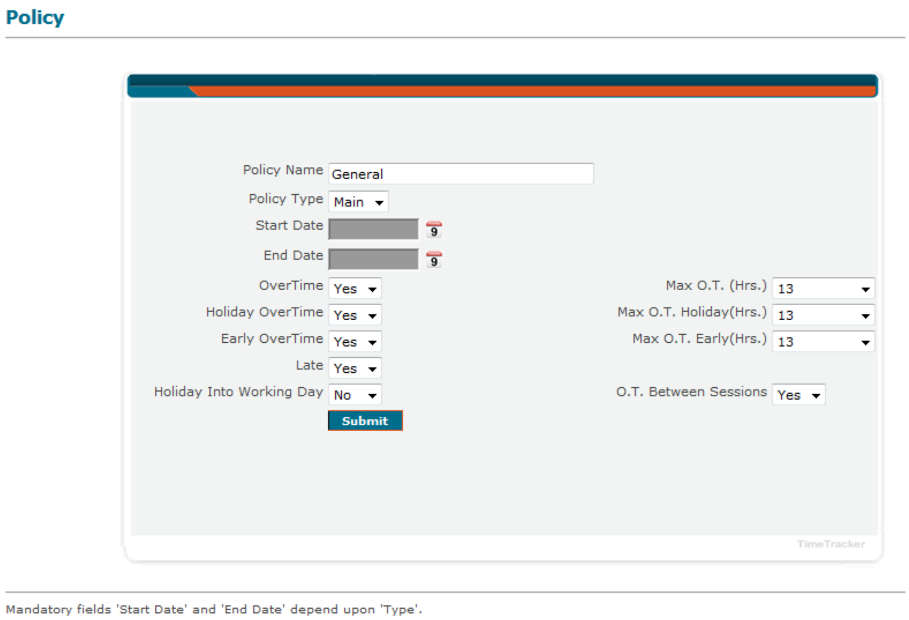
- Enter the name of the Group which you would like to create in the field Name you can review the employee at this stage as well you can unselect those whom you don’t want
- Press the submit button to save the group you have created.

Please note that you can modify/delete any Group(s) from Personnel→Group→ Modify/Delete

13 Personnel Policy

13.1 How to create a personnel policy?

- Click Personnel→Policy→New, you will see the following screen



- Type the name of the policy
- Choose policy type as Main or Sub. Main policy is a permanent policy while sub will be applicable for a certain period of time which can be chosen by Start and End Dates
- Select Yes in overtime if this policyholders are entitled for overtime. Specify the Max OT in hours if a person is entitled to get in 1 day.
- Select Yes in holiday overtime if this policyholders are entitled to get overtime in holidays. Specify the Max Holiday OT in hours a person is entitled to get in 1 day.
- Select Yes in early overtime if this policyholders are entitled to get overtime if he/she comes early. Specify the Max Holiday OT in hours a person is entitled to get in 1 day. Early OT can only be received if you have specified Early OT in employee's schedule.

13.2 How to modify a personnel policy?

- Click Personnel→Policy→Modify, you will see the following screen

Policy

Policy Name	Policy Type	Start Date	End Date
General	Main	01-01-1945	01-01-2045

- Click on the policy you wish to modify it will open the previous screen along with the save data which you can modify
- Do the required changes and press Submit.

13.3 How to delete a personnel policy?

- Click Personnel→Policy→Delete, you will see the following screen

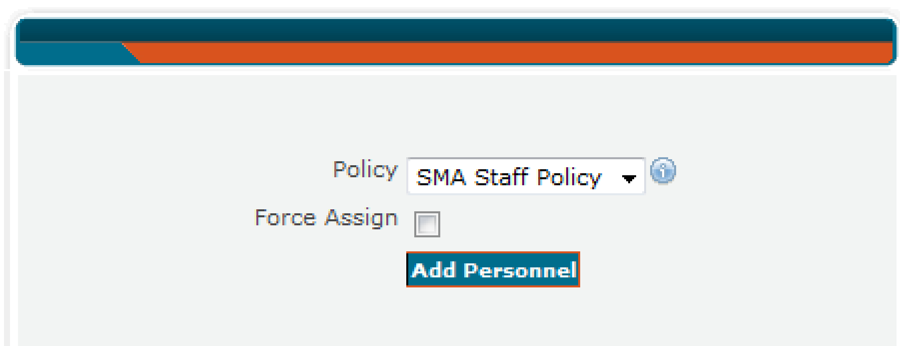
Policy Name	Policy Type	Start Date	End Date
SMA Staff Policy	Main	01-01-1945	01-01-2045

Select/Unselect All Delete

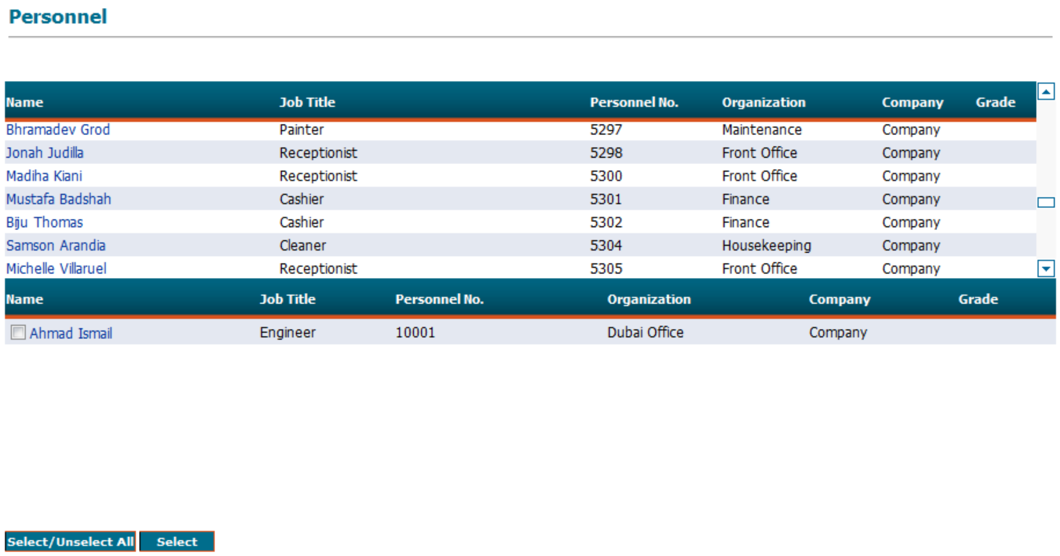
- Select the policy you wish to delete
- Press Delete.

13.4 How to assign policy to employees?

- Click Schedule→Assign→Assign Policy, you will see the following screen



- Select the policy and click Add Personnel. You will see the following screen showing who has the policy and who does not have the policy.



Personnel

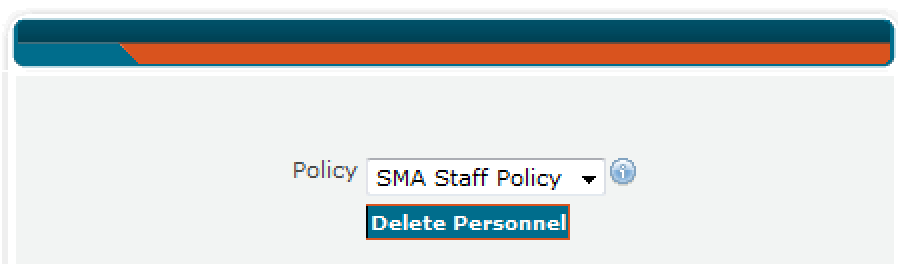
Name	Job Title	Personnel No.	Organization	Company	Grade
Bhramadev Grod	Painter	5297	Maintenance	Company	
Jonah Judilla	Receptionist	5298	Front Office	Company	
Madiha Kiani	Receptionist	5300	Front Office	Company	
Mustafa Badshah	Cashier	5301	Finance	Company	
Biju Thomas	Cashier	5302	Finance	Company	
Samson Arandia	Cleaner	5304	Housekeeping	Company	
Michelle Villaruel	Receptionist	5305	Front Office	Company	

Name	Job Title	Personnel No.	Organization	Company	Grade
Ahmad Ismail	Engineer	10001	Dubai Office	Company	

- Select the employees you wish to assign this policy and press Select

13.5 How to remove policy to employees?

- Click Schedule→Assign→Remove Policy you will see the following screen



- Select policy then click Delete Personnel.
- You will see the same screen as shown in the section 13.4. Select the employees you wish to take out from the policy.
- Click Select.

13.6 How to view who has what policy?

You can take out a policy report to know which person has which policy or which policy is followed by which employee(s)? There are two ways of taking out a policy report i.e. By policy and By Personnel

13.6.1 Policy Report by Policy

- Click Report→Policy Report→By Policy
- Choose the policy you want to see followed by employees selection
- Click Submit and you will see the report as shown below

Policy Report

General

P.No	Name	Title	Department	Company
1276	Anita Dias	Telephone Operator	Front Office	Company
1152	Samuel George	Nurse	Nursing	Company
1193	Shinu Baiju	Nurse	Nursing	Company
5003	Murtaza Z Ali	IT	IT	Company
1334	Bindu Santhosh	Radiographer	Radiology	Company
5001	Nilesh Pendbhaje	IT Coordinator	IT	Company
5002	Sarfaraj Ansari	IT Tech	IT	Company
1408	Dr Nirmal Sagar	Manager- Quality	Admin	Company
1448	Hidayatullah Abdul Halim	Radiographer	Radiology	Company
1179	Jenumol Chacko	Nurse	Nursing	Company
5004	Murtuza M Ali	Human Resource Exe	Human Resource	Company
1202	Jisha Varghese	Nurse	Nursing	Company
5005	Mubashir Khan	Human Resource	Human Resource	Company
1449	Marjorene Marana	Receptionist	Front Office	Company
1450	Gigi Varghese	Nurse	Nursing	Company
1451	Ahmed Mohd El Hassan	Receptionist	Front Office	Company
5011	Husein Abbas	Accountant	Finance	Company
5012	Zaki Sohagpurwala	Accountant	Finance	Company
5013	Fakhruddin Chudawala	Dy Director Finance	Finance	Company
5014	Hozafa Hussain	Finance Manager	Finance	Company

13.6.2 Policy Report by Personnel

- Click Report→Policy Report→By Personnel
- Select the employee you want to have a policy report for.
- Provide the duration of the policy report for the selected employee.
- Click Show Report and you will see the report as shown below

Policy Report

Name	Anna Menchavez	**From**	01-Dec-08
P.No	5264	**To**	31-Dec-08
Department	Front Office		

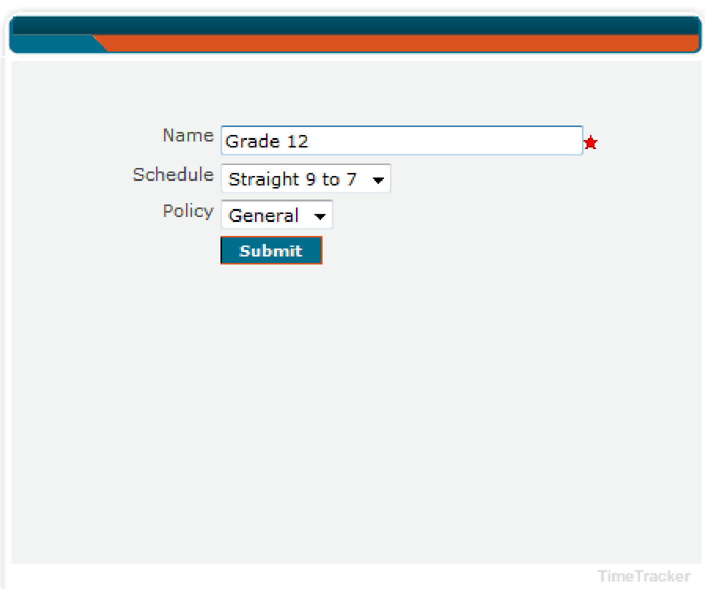
Date	Policy Name	Type
01-Dec-08	General	Main
02-Dec-08	General	Main
03-Dec-08	General	Main
04-Dec-08	General	Main
05-Dec-08	General	Main
06-Dec-08	General	Main
07-Dec-08	General	Main
08-Dec-08	General	Main
09-Dec-08	General	Main
10-Dec-08	General	Main
11-Dec-08	General	Main
12-Dec-08	General	Main
13-Dec-08	General	Main
14-Dec-08	General	Main
15-Dec-08	General	Main
16-Dec-08	General	Main

14 Grade

In Grade, you can create grades which can then be assigned to employees as additional information.

14.1 How to create Grades?

- Click Personnel→Grade→New, the following screen will appear



- Enter the Grade name e.g. Grade 12.

- You can associate a Schedule and Policy with a grade so whenever a new employee of this Grade will be entered in the system, the employee will automatically get the schedule and policy which you have defined in this grade.
- Press Submit.

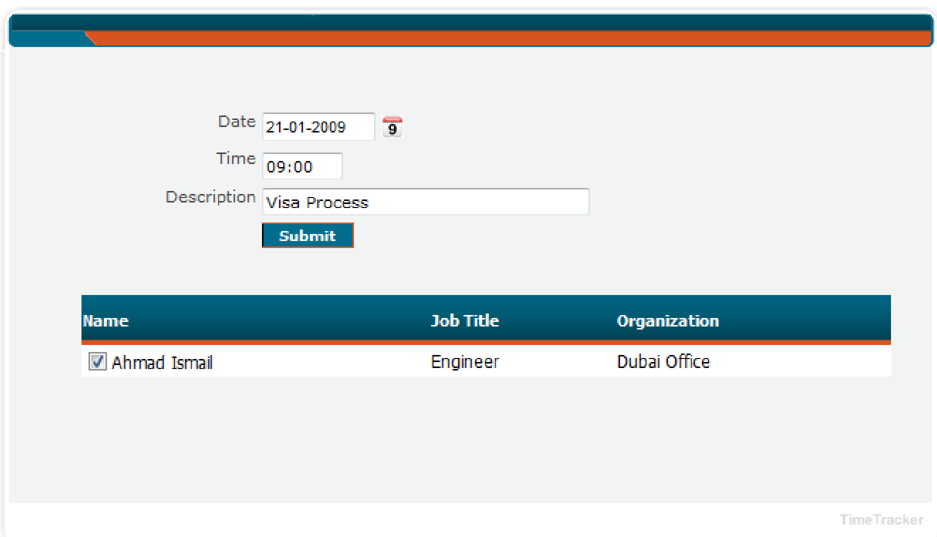
Please note that you can modify/delete Grade from Personnel→Group→ Modify/Delete.

15 Out Permission

Out permission is a feature which can be used for employees seeking special permission to go out of the office timings for acceptable reasons. Their manager can select them and assign them a permission.

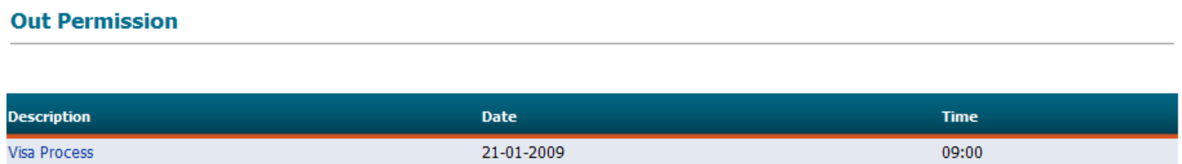
15.1 How to create an Out permission?

- Click Personnel→Out Permission→New, select the employee from search screen, it will show you the following screen.



- Provide the date for permission
- Provide the time for permission
- Provide description of the permission granted.
- Press Submit.

If you need to modify an existing Out Permission you can click on Modify, select the employee and you will see a screen as below. Click on the description and it will take you to the modification screen. You can Delete and Search Out permission for an employee or group of employees.


Out Permission

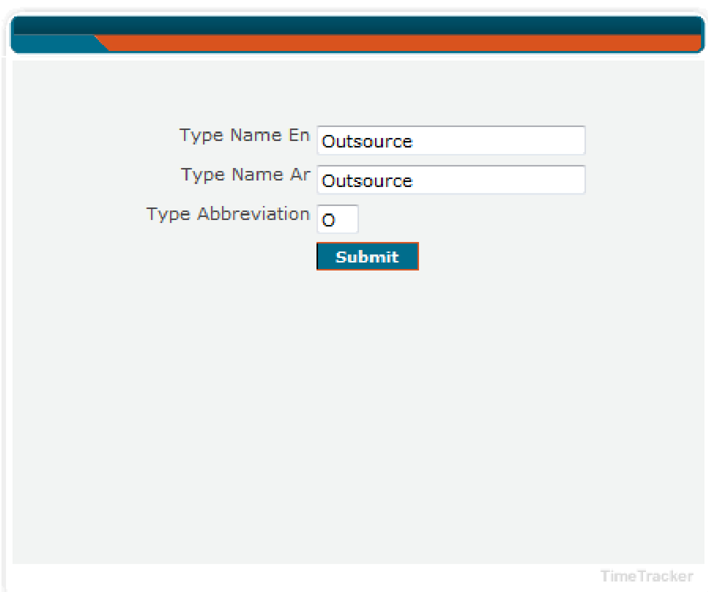
Description	Date	Time
Visa Process	21-01-2009	09:00

16 Personnel Type

By default, there are two Personnel types provided in the system which are Employee (E) and Contractor (C). You can create more personnel types depending on the type of staff you have.

16.1 How to create Personnel Type?

- Click Personnel→Personnel Type→New and you will see the below screen.



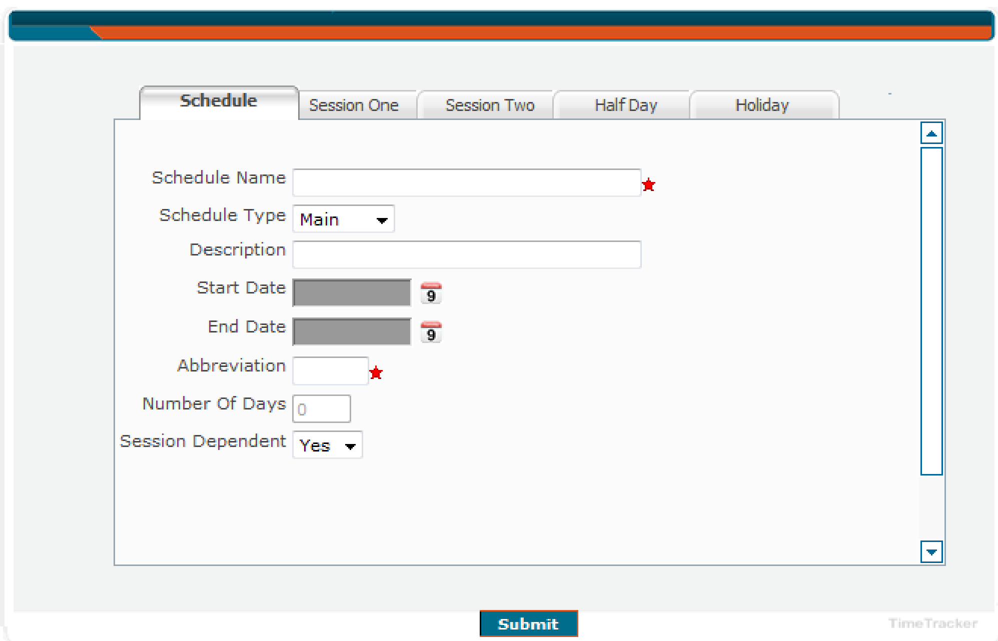
- Provide the name of the type in English and in Arabic
- Provide some abbreviation of the type e.g. O for Outsource.

Please note that these types can be modified from Personnel→Personnel Type→Modify at any time. However, you won't be able to delete a personnel type until a single person is holding it.

17 Schedule

17.1 How to create a schedule?

- Click Schedule→Schedule *New→New, you will see the following screen.



This is a tabbed screen in which you need to fill out different details in order to create a schedule. We will discuss it tab by tab.

17.1.1 Schedule

- Schedule Name → Name of the Schedule. Provide schedule name as this name will appear whenever you are assigning shifts/Rosters to employees so be careful about the name and it should be recognizable by the person who is going to assign.

- Provide Schedule Type → type of schedule e.g.

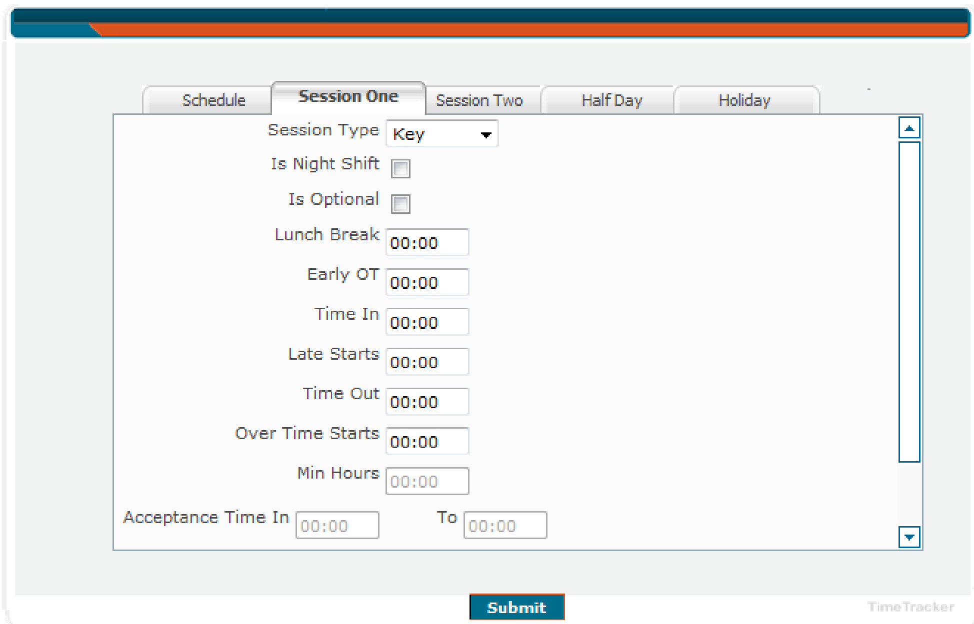
- Main → Permanent schedule, a schedule that a person follows most of the time in a year. Every employee MUST have at least 1 Main schedule and at a time a person can hold only 1 Main schedule.
- Shared → Temporary Schedule, a schedule that employees can have temporarily at a given time e.g. Ramadhan. Employees can have more than 1 Shared schedule along with their Main schedule. Make sure that if you are assigning 2 Shared schedules to one employee the effective dates of those shared schedules should not overlap.
- Day → will be chosen when employees remain in this shift for specific no. of days and then change e.g. Rosters. You need to supply the no. of days as well.

- Provide Description about the schedule.
- Provide Start Date when Schedule Type has been chosen as Shared so the schedule will be applicable from this date
- Provide End Date when Schedule Type has been chosen as Shared so the schedule will end on this date.
- Provide Abbreviation up to 3- 5 letters for a schedule it will be displayed when dealing with Rosters.
- Provide No. of Days if you are creating a Day schedule for Roster shifts.
- Leave Session dependent as Yes

17.1.2 Session

Session represents the time part of a schedule and the type of session represents the mode in which it will be used. In the Schedule→Schedule *New→New, you can create a schedule up to 2 sessions e.g. if you are working in a single or 2 shifts with a lunch break

- Click on Session 1



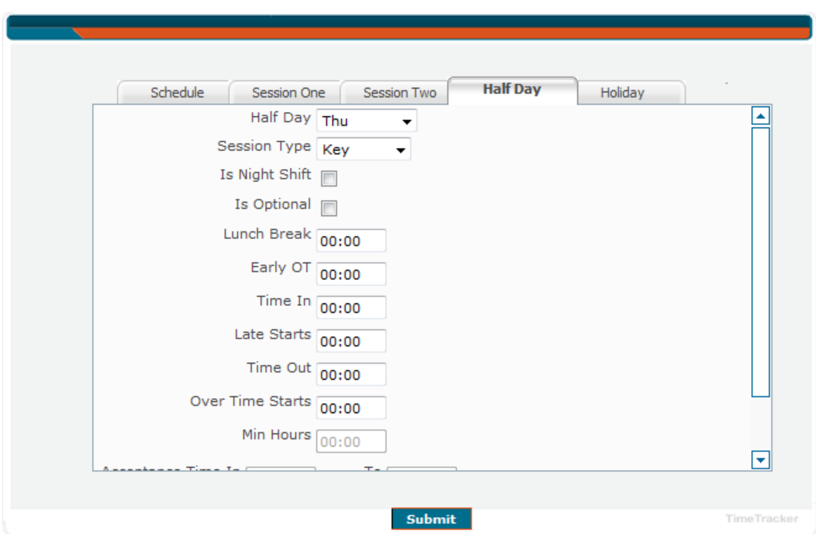
- Select Session Type which defines the mode of the session
  - Choose **Time** when acceptance period will be used to Pick first **IN** & last **OUT**.
  - Choose **Key** When on a biometric device a function key will be used to specify which punch is **IN** and which punch is **OUT**
  - Choose **Free** this session can be created when from 00:00 to 23:59 a person can be allowed to work any time for X no. of hours. In this session there won't be any IN & OUT timings just the no. of hours will be defined.
  - Choose **Time Key** which is a combination of Time & Key, this session can be used when you are using function key yet would want to have an acceptance period. This session can be helpful to tackle complex night shifts when there is a date change.
- Select Is Night Shift if you are creating night shift
- Select Is Optional when you are creating an optional session along with normal session. It can be applicable where people come to work in the night after their normal session.
- Specify Lunch Break in hours which define the duration of lunch break if you don't want to create split sessions for your shift. E.g. if you have timings from 9:00 to 18:00 with 1 hour lunch. Then you can specify a lunch break of 1 hour and this would not be counted towards employees working hours.

- Early O.T. → if you want to give early Overtime to your employees you can put the time e.g. 08:00 so whoever will come before 08:00 he will get 1 hour O.T. in case of no early O.T. leave the field as is.
- Time IN → session start time
- Late starts → the time on which employees will be considered late
- Time OUT → session stop time
- Overtime Starts → the time from which the employee starts getting overtime
- Min hours → Min hours field will be enabled only when you choose session type = 'FREE' for all other sessions it will be disabled. You need to put min hours a person must complete while in a free shift.
- Acceptance Time IN → Acceptance time range for IN punch.
- Acceptance Time OUT → Acceptance time range for OUT punch.

Repeat the steps for Session 2 should you want to create a 2 shift schedule.

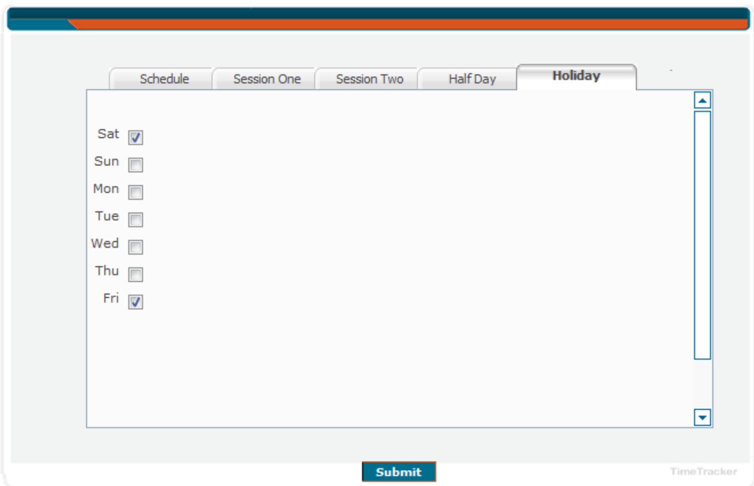
17.1.3 Halfday

- Click Halfday, if your schedule has a halfday.
- Select the day on which you observe Halfday.
- Repeat the steps performed in section Session.



17.1.4 Holiday

- Click Holiday to specify the Day offs.
- Select the day(s) on which you have Holiday.
- Press Submit.

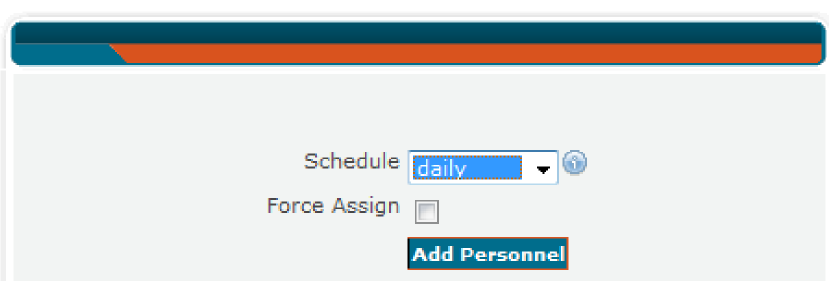


Once created you can Modify, Delete and Search the schedules. Please note that if any modification happens the changes will be applied from the day onwards and no previous records will get affected by this modification.

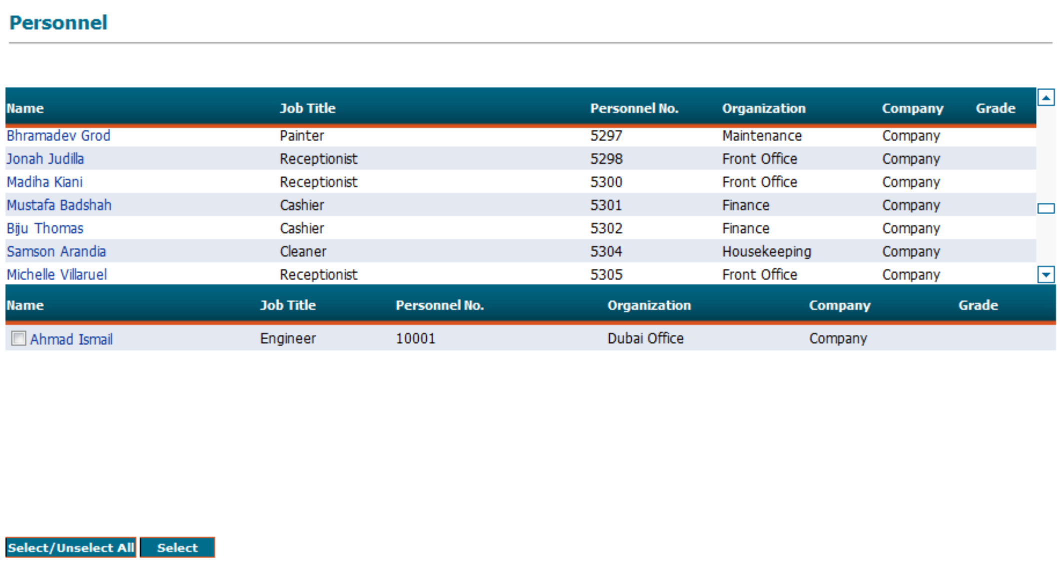
17.2 How to Assign Main/Permanent Schedule to an employee?

Once employees are entered in the system, they must have a schedule.

- Click Schedule → Assign → Assign Schedule, you will see the following screen.



- Choose the schedule you want to assign. Press Add Personnel.
- You will come up with the search screen for employees. You can choose an individual employee as well as group of employees. By just clicking Search button you will see the list of all employees working under this schedule that you have chosen and the ones who have not been assigned this schedule separately as shown below.


Personnel

Name	Job Title	Personnel No.	Organization	Company	Grade
Bhramadev Grod	Painter	5297	Maintenance	Company	
Jonah Judilla	Receptionist	5298	Front Office	Company	
Madiha Kiani	Receptionist	5300	Front Office	Company	
Mustafa Badshah	Cashier	5301	Finance	Company	
Biju Thomas	Cashier	5302	Finance	Company	
Samson Arandia	Cleaner	5304	Housekeeping	Company	
Michelle Villaruel	Receptionist	5305	Front Office	Company	

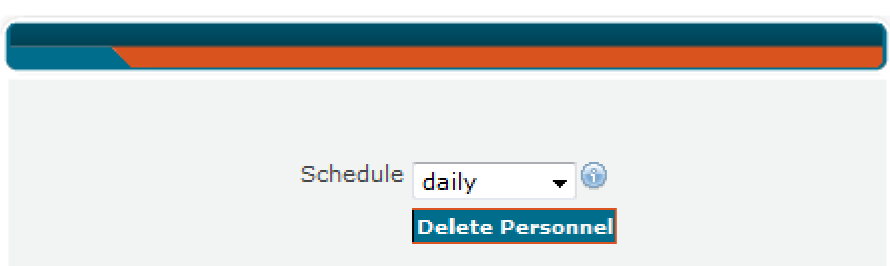
Name	Job Title	Personnel No.	Organization	Company	Grade
Ahmad Ismail	Engineer	10001	Dubai Office	Company	

- Select the employee and press Select.

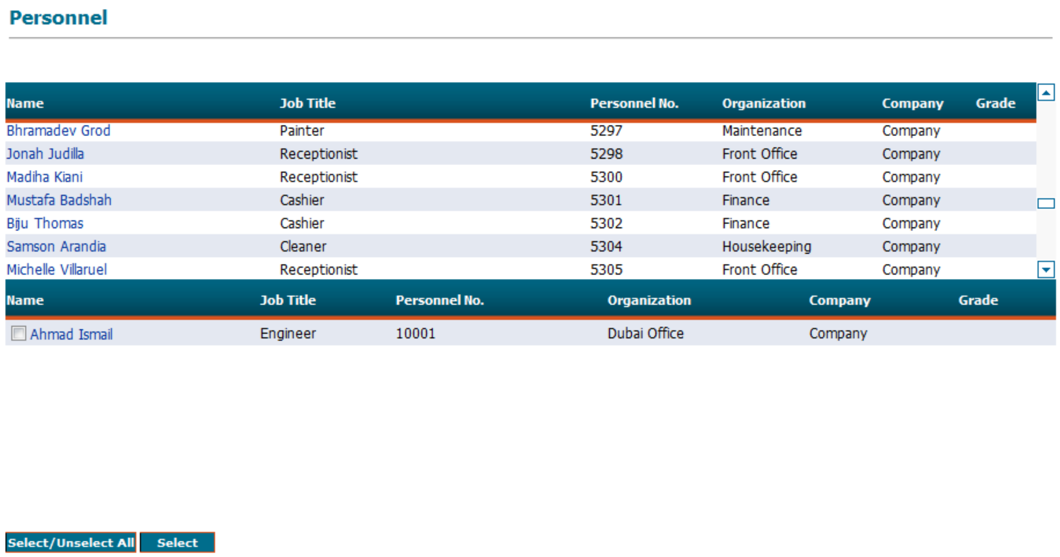
17.3 How to remove employee from a Main/Permanent schedule?

Once employees are entered in the system, they must have a schedule.

- Click Schedule → Assign → Remove Schedule, you will see the following screen.



- Choose the schedule you want to remove from an employee's profile. Press Delete Personnel. You will come up with the search screen for employees. You can choose an individual employee as well as group of employees. By just clicking Search button you will see the list of all employees working under this schedule that you have chosen and the ones who have not been assigned this schedule separately as shown below.



Personnel

Name	Job Title	Personnel No.	Organization	Company	Grade
Bhramadev Grod	Painter	5297	Maintenance	Company	
Jonah Judilla	Receptionist	5298	Front Office	Company	
Madiha Kiani	Receptionist	5300	Front Office	Company	
Mustafa Badshah	Cashier	5301	Finance	Company	
Biju Thomas	Cashier	5302	Finance	Company	
Samson Arandia	Cleaner	5304	Housekeeping	Company	
Michelle Villaruel	Receptionist	5305	Front Office	Company	

Name	Job Title	Personnel No.	Organization	Company	Grade
Ahmad Ismail	Engineer	10001	Dubai Office	Company	

Select/Unselect All | Select

- Select the employee and press Select.

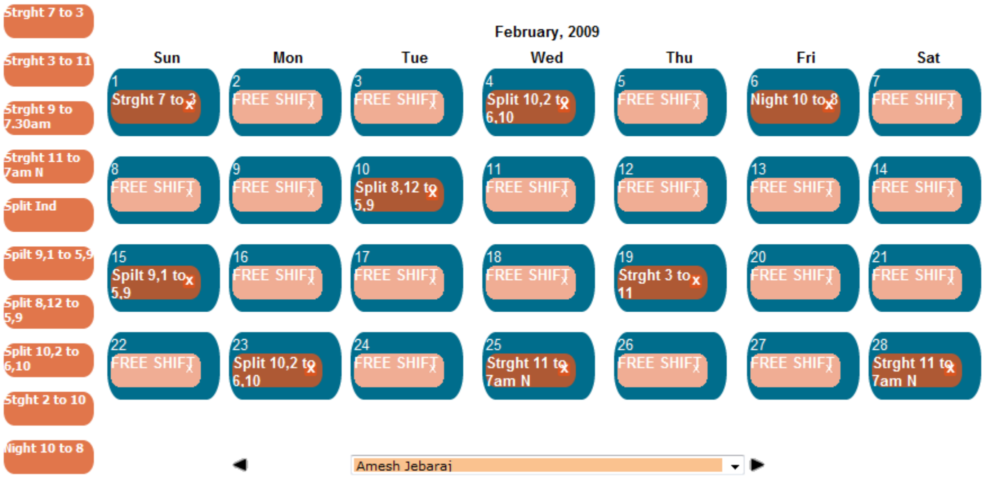
17.4 How to Assign Day Schedules or Rosters?

There are ways of assigning Day schedules to employees. They are discussed in detail below.

17.4.1 Assigning Monthly schedule to a single employee

This screen is for the employees who work in Rosters and change their shifts on daily, weekly, monthly basis.

- Click Schedule→Assign→Assign Month
- From the search screen, select the employee(s) you want to put in a Roster.
- You will then see the screen below; on your left you will see all the **DAY** schedules and in the dropdown below you will see the name of a single employee.

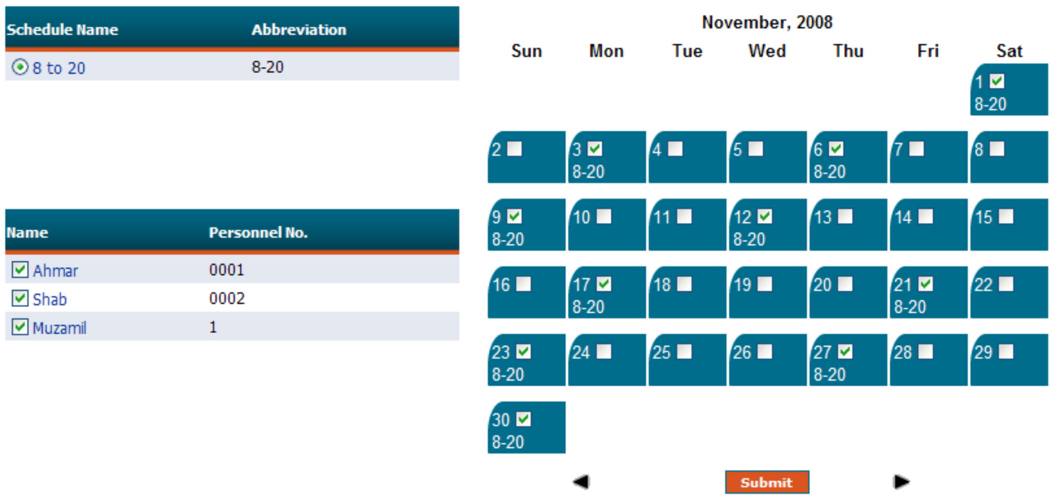


- Just drag and drop a schedule on a particular date on which you want the selected employee to follow this schedule. The screen will refresh after every drop and the schedule will be automatically assigned.

17.4.2 Creating Monthly roster for a group of employees

The difference between Assign Month and Assign Month Group is that you can assign the schedule to a group of employees at once if they are working in the same batch.

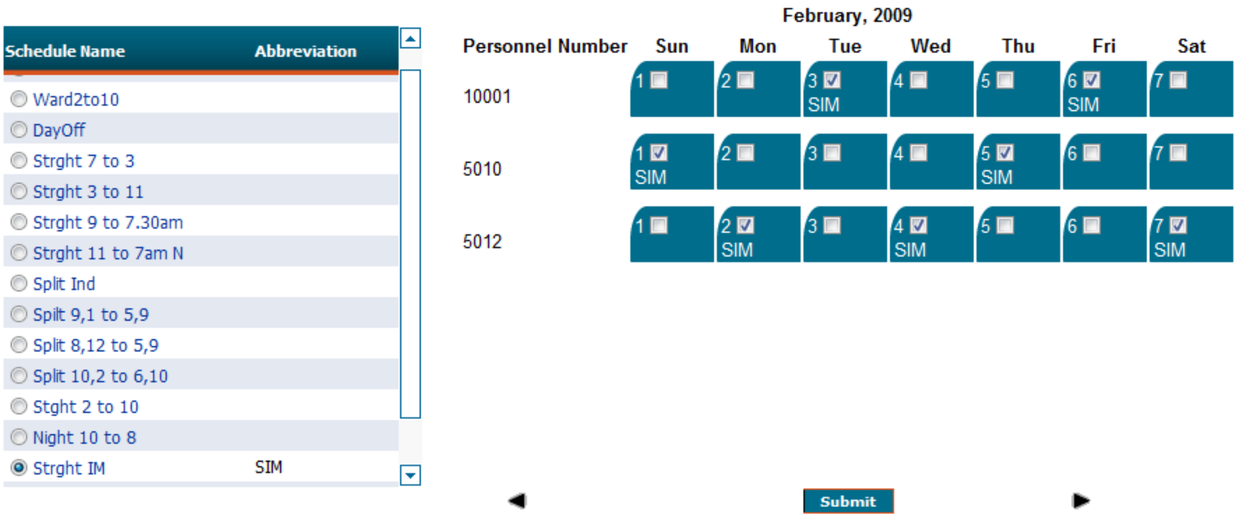
- Click Schedule→Assign→Assign Month Group
- From the search screen, select the employee(s) you want to put in a Roster.
- You will then see the screen below. On the left side you will see list of DAY schedule and list of employees selected.
- Select the schedule and employee(s) and mark the date in the calendar by checking the box in those dates. You will see the abbreviation appearing in that particular day.



- Upon completion, press Submit.

17.4.3 Creating Weekly roster for a group of employees

- Click Schedule→Assign→Assign Week
- From the search screen, select the employee(s) you want to put in a Roster.
- You will then see the screen below. On the left side you will see list of DAY schedule and in the middle you will see the list of employees selected.
- Unlike Assign Month Group, in Assign week you just need to select a schedule because you have already selected employees.
- In front of each employee, there is a row of a week
- Select Schedule and click on a weekly calendar of an employee who is supposed to work on that day. As soon as you tick the check box you will see abbreviation of the schedule showing in that date.



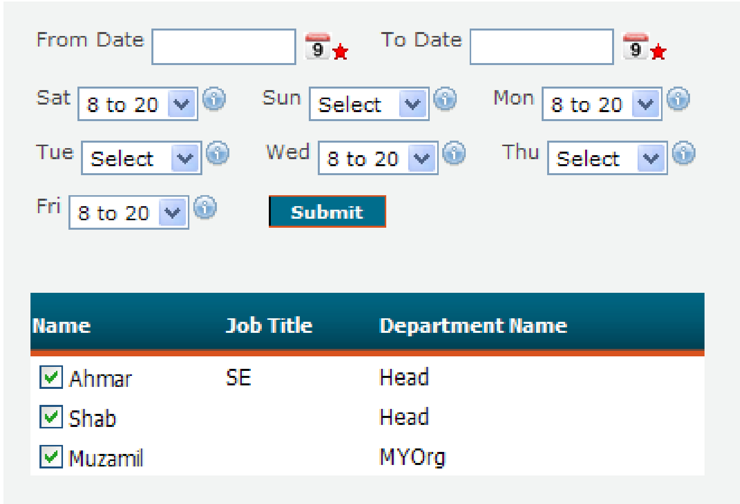
- Upon completion, press Submit.

17.4.4 Creating Yearly roster for a group of employees

- Click Schedule→Assign→Assign Week
- From the search screen, select the employee(s) you want to put in a Roster.
- You will then see the screen below.

Name	Job Title	Personnel No.	Organization
☐ BAKIR FAWZY SAGEER SALEH	COMPUTER OPERATER	1260013	ddd
☐ NOUR MOHAMMED ALKHATIB		33040001	ddd
☐ MARVIN DELA FUENTE CABANADO		33100001	ddd
☐ THANA MOHAMMED ISMAIL		34010007	ddd
☐ GAYAS EL HAQ MOHAMMED ISMAIL		34010008	ddd

- Select the person you want to assign the schedule by checking the boxes then press submit button it will open the following screen

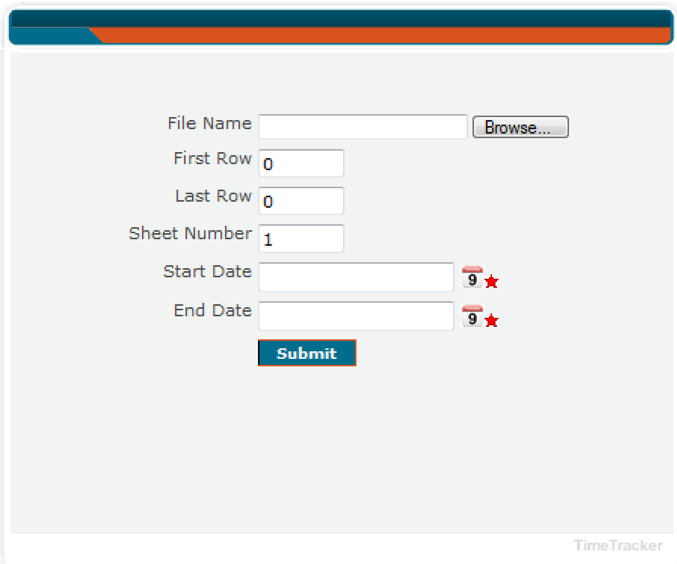


- In this screen you will find the From Date & To Date here you have to define the duration of the schedule it could be weekly it could be monthly it could be yearly. Then drop down each day and select the respective schedule. It means that the employees to whom you are assigning the schedule will follow every Saturday same schedule till the End date you defined.
- Upon completion, press Submit.

17.5 How to assign schedules by importing roster on an Excel sheet?

You can do roster import through an Excel file. This import can only be performed when you already have created the schedules in the system with their abbreviations. The Excel sheet format is provided in the TimeTracker CD, please ask your administrator for this.

- Click Schedule→Assign→import, you will see the following screen



- Browse through your PC where you have stored the Excel file containing information about employees and their roster.
- Mention the First Row which is the row number from where you want to start importing the schedules.
- Mention the Last Row which is the row number from where you want to stop importing the schedules.
- Mention the Sheet number of Excel file.
- Mention the Start Date which will be the date it should start assigning the schedules
- Mention the End Date which will be the date it should stop assigning the schedules
- Press Submit.

17.5 How to view who has what schedule?

You can take out a schedule report to know which person has which schedule or which schedule is followed by which employee(s)? There are two ways of taking out a schedule report i.e. By schedule and By Personnel

17.5.1 Schedule Report by Schedule

- Click Report→Schedule Report→By Schedule,

- Choose the schedule you want to see followed by employees selection
- Click Submit and you will see the report as shown below

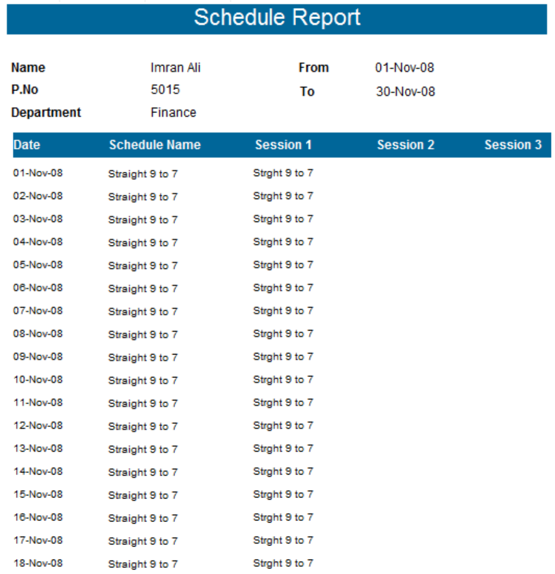
Schedule Report

Straight 9 to 7

P.No	Name	Title	Department	Company
1381	Shabbir Nadir	Director Finance	Finance	Company
1382	Siraj Master	Finance Manager	Finance	Company
1295	Remy Ferinas	Ins Front Off Asst	Finance	Company
1297	Mustanseer Shakir	Asst Manager Finance	Finance	Company
1383	Murtaza Abdeali	Asst Finance Manager	Finance	Company
1385	Husain Abbas Jaorawala	Accountant	Finance	Company
1293	Anita M Jadhav	Asst Manager Finance	Finance	Company
1384	Muffadal Ismail Darbar	Accountant	Finance	Company
1379	Yusuf Huned Ahmedabadwala	Cashier	Finance	Company
5003	Murtaza Z Ali	IT	IT	Company
5011	Husein Abbas	Accountant	Finance	Company
5012	Zaki Sohagpurwala	Accountant	Finance	Company
5013	Fakhruddin Chudawala	Dy Director Finance	Finance	Company
5014	Hozafa Hussain	Finance Manager	Finance	Company
5017	Rekha David	Pharmacy Purchase	Purchase	Company
5018	Giji Samuel	Exe Pharmacy Purchase	Purchase	Company
5015	Imran Ali	Asst. Manager Finance	Finance	Company
5019	Sapna Bahulayan	Exe Pharmacy Store	Purchase	Company
5021	Murtaza I Ali	Purchase Executive	Purchase	Company
5022	Firoz Hafiz	Gen Store Helper	Purchase	Company
5026	Qaizar Husain	Stores Keeper	Purchase	Company
5020	Firoz Khan	Pharmacy Helper	Purchase	Company

17.5.2 Schedule Report by Personnel

- Click Report→Schedule Report→By Personnel
- Select the employee you want to have a schedule report for.
- Provide the duration of the schedule report for the selected employee.
- Click Show Report and you will see the report as shown below



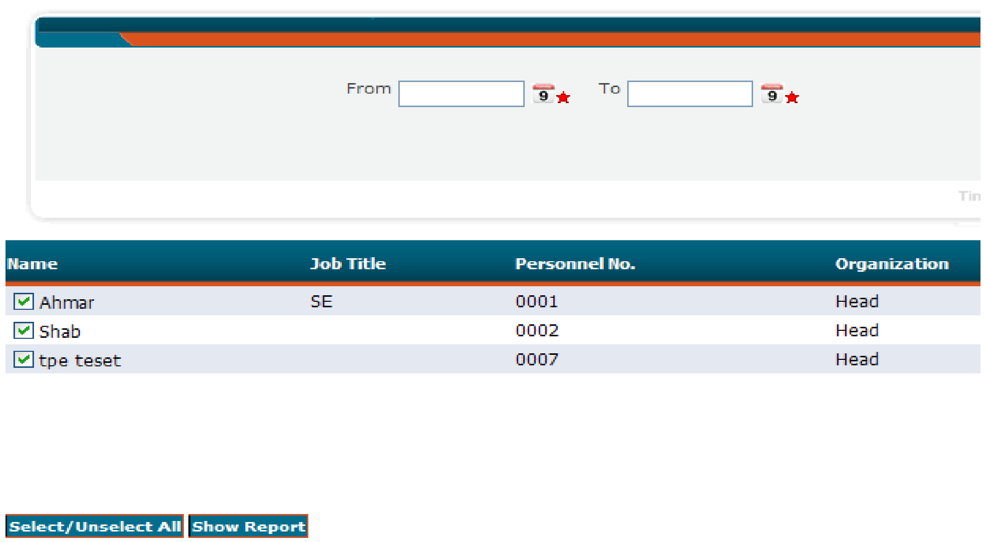
Schedule Report

Name	Imran Ali	From	01-Nov-08
P.No	5015	To	30-Nov-08
Department	Finance		

Date	Schedule Name	Session 1	Session 2	Session 3
01-Nov-08	Straight 9 to 7	Strght 9 to 7		
02-Nov-08	Straight 9 to 7	Strght 9 to 7		
03-Nov-08	Straight 9 to 7	Strght 9 to 7		
04-Nov-08	Straight 9 to 7	Strght 9 to 7		
05-Nov-08	Straight 9 to 7	Strght 9 to 7		
06-Nov-08	Straight 9 to 7	Strght 9 to 7		
07-Nov-08	Straight 9 to 7	Strght 9 to 7		
08-Nov-08	Straight 9 to 7	Strght 9 to 7		
09-Nov-08	Straight 9 to 7	Strght 9 to 7		
10-Nov-08	Straight 9 to 7	Strght 9 to 7		
11-Nov-08	Straight 9 to 7	Strght 9 to 7		
12-Nov-08	Straight 9 to 7	Strght 9 to 7		
13-Nov-08	Straight 9 to 7	Strght 9 to 7		
14-Nov-08	Straight 9 to 7	Strght 9 to 7		
15-Nov-08	Straight 9 to 7	Strght 9 to 7		
16-Nov-08	Straight 9 to 7	Strght 9 to 7		
17-Nov-08	Straight 9 to 7	Strght 9 to 7		
18-Nov-08	Straight 9 to 7	Strght 9 to 7		

17.6 How to adjust schedule for employees?

- Click Schedule→Assign→ Adjust Schedule it will open the following screen
- Select the employees from the search screen. Select the person or persons you want to adjust the schedule by checking the boxes then press submit button it will open the following screen.



- Provide the dates as period of schedule you want to adjust the schedules.

- Click Show report.

Name	Personnel No.	Job Title	Schedule	Start Date	End Date	Abbreviation	Schedule Type
Ahmar	0001	SE	c	10-11-2008	10-11-2008	c	M
Ahmar	0001	SE	8 to 20	10-11-2008	10-11-2008	8-20	D
Ahmar	0001	SE	d	11-11-2008	11-11-2008	d	M
Ahmar	0001	SE	d	11-11-2008	11-11-2008	d	M
Ahmar	0001	SE	e	12-11-2008	12-11-2008	e	M
Ahmar	0001	SE	8 to 20	13-11-2008	13-11-2008	8-20	D
Ahmar	0001	SE	8 to 20	15-11-2008	15-11-2008	8-20	D
Ahmar	0001	SE	b	16-11-2008	16-11-2008	b	M
Shab	0002		8 to 20	29-10-2008	29-10-2008	8-20	D
Shab	0002		8 to 20	30-10-2008	30-10-2008	8-20	D
Shab	0002		bb	30-10-2008	01-11-2008	bb	M
Shab	0002		e	01-11-2008	01-11-2008	e	M
Shab	0002		d	01-11-2008	01-11-2008	d	M
Shab	0002		e	01-11-2008	01-11-2008	e	M

Select/Unselect All Delete

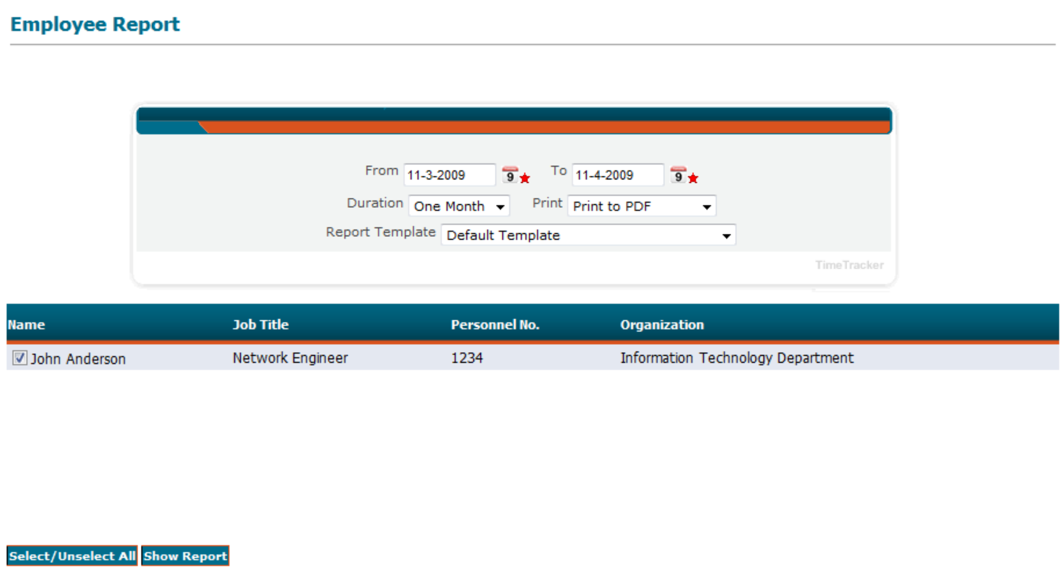
- Select the employees you wish to take out from any schedule for a given period

Click Delete.

18 Reports

18.1 Reports

Once employees are entered in the system, they must have a policy and a schedule. Without any one of these you can generate a report for an employee. In order to take out report, you need to click Reports→Reports and then choose any one of the different reports. Any report you will click, you will see the search screen from which you can select employees for the report. All reports will be discussed in detail below but the employee search and selection procedure and report generation procedure is almost the same as show n below:



- Choose the dates or choose the duration.
- Choose print option.
    - Default → this option does not allow to export the report in MS Excel or in Adobe PDF
    - Default for Export → this option allows to export the report in MS Excel or in Adobe PDF
    - Print to Excel → without showing report it will open the report directly in MS Excel
    - Print to PDF → without showing report it will open the report directly in Adobe PDF
- Choose the template for report.
- Click Show Report

18.1.1 Detail Report

The detail report is a complete day to day transaction and calculated report of an employee as per its policy and schedule. The description of each column is as follows:

Detail Report

From 01-Feb-09 To 28-Feb-09

Name	John Anderson
P.No	268
Department	Information Technology Department

Date	In	Out	Late	Missed	Over	Early	Hours	Remarks
01-Feb-09	08:07	16:28					08:00	Present
02-Feb-09	07:52	16:19					08:00	Present
03-Feb-09	08:13	16:39			00:39		08:00	Present
04-Feb-09	08:05	16:33			00:33		08:00	Present
05-Feb-09	08:00	16:29					08:00	Present
06-Feb-09								Day Off
07-Feb-09								Day Off
08-Feb-09	08:03	16:21					08:00	Present
09-Feb-09	08:03	16:19					08:00	Present
10-Feb-09	08:01	16:43			00:43		08:00	Present
11-Feb-09	08:04	16:32			00:32		08:00	Present
12-Feb-09	07:56	17:21			01:21		08:00	Present
13-Feb-09								Day Off
14-Feb-09								Day Off
15-Feb-09	07:56	16:38			00:38		08:00	Present
16-Feb-09	08:16	16:20	00:16	00:16			07:44	Present
18-Feb-09	08:03	16:33			00:33		08:00	Present
19-Feb-09	08:06	16:12					08:00	Present
20-Feb-09								Day Off
21-Feb-09								Day Off
22-Feb-09	08:09	16:20					08:00	Present
23-Feb-09	07:50	16:13					08:00	Present
24-Feb-09	08:17	16:13	00:17	00:17			07:43	Present
25-Feb-09	08:05			08:00				Present
26-Feb-09	08:06	16:16					08:00	Present
27-Feb-09								Day Off
28-Feb-09								Day Off
Total			**00:33**	**08:33**	**04:59**		**143:27**	

- Date → the date the record is calculated
- IN → First IN punch of an employee for the given day and in its Session 1, subsequent session punch will be shown in the next line.
- OUT → Last OUT punch of an employee for the given day and in its Session 1, subsequent session punch will be shown in the next line.
- Late → total late duration for the given day and in its Session 1, subsequent session punch will be shown in the next line.
- Missed → total missed duration for the given day and in its Session 1, subsequent session punch will be shown in the next line. Missed is the total duration of hours an employee has missed either by coming late or by leaving early.
- Over →total overtime worked in different sessions. Overtime is the total duration worked beyond the total working hours.

- Early → early duration shows how much overtime he receive by coming early in the office.
- Hours → total no. of hours employee is supposed to work in the given day.
- Remarks → shows the status of the attendance. If an employee has shown a punch on the day it will appear as present otherwise it will be shown as absent. Day off will appear on holidays and off days of the employees. Some more remarks will appear in this report. to add more remarks please see Remarks section.

18.1.2 Summary Report

The summary report is a summarize report for the total calculation of different parameters of an employee for a period that report has been generated. The duration provided during the report generation is crucial for the accuracy of data. The description of each column is as follows:

Summary Report

From 01-Feb-09 **To** 31-Mar-09

Name	P.No	Absent	Day Off	Early	Hours	Late	Missed	Over	Present
John Anderson	268	19	16		159:27	01:33	176:33	06:05	23

- From Date → the date the record has been started counting
- To Date → the date the record has been stopped counting
- Name → Name of the employee.
- P.No → ID of the employee.
- Absent → total no. of days employee is absent
- Day off → total no. of day offs employee had in the period.
- Early → total early overtime duration within the period.
- Hours → total no. of hours worked by the employee within the period.
- Late → total late duration within the period.
- Missed → total no. of hours missed by the employee within the period.
- Over →total overtime worked by an employee.
- Present → total no. of days employee is present.

18.1.3 Late Report

The late report shows all the late coming instances of an employee(s) for different sessions during the period for which the report is generated. The description of each column is as follows:

Late Report

From 01-Feb-09 To 28-Feb-09

Date	Name	P.No	Session 1	Session 2	Session 3	Total
16-Feb-09	John Anderson	268	00:16			00:16
24-Feb-09	John Anderson	268	00:17			00:17

- From Date → the date the record has been started counting
- To Date → the date the record has been stopped counting
- Date → Day where employee came late
- Name → Name of the employee.
- P.No → ID of the employee.
- Session 1 → late duration in session 1
- Session 2 → late duration in session 2
- Session 3 → late duration in session 3
- Total → Total late duration in the whole day.

18.1.4 Overtime Report

The overtime report shows all the instances of an employee(s) where He/She has performed overtime during the period for which the report is generated. The description of each column is as follows:

Overtime Report

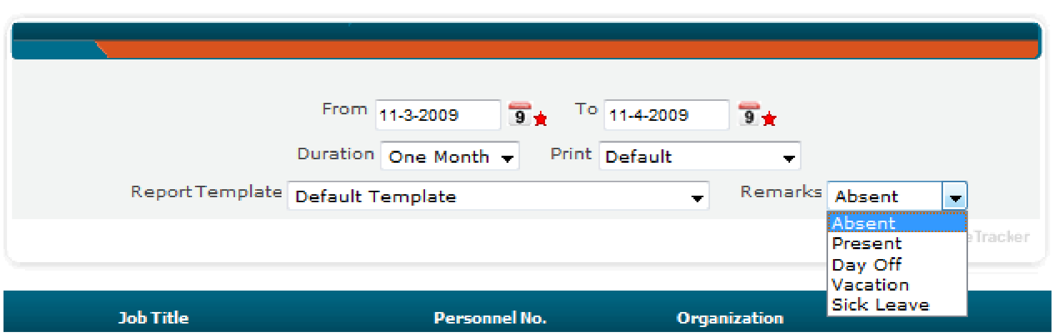
From 01-Feb-09 To 28-Feb-09

Date	Name	P.No	Session 1	Session 2	Session 3	Total
03-Feb-09	John Anderson	268	00:39			00:39
04-Feb-09	John Anderson	268	00:33			00:33
10-Feb-09	John Anderson	268	00:43			00:43
11-Feb-09	John Anderson	268	00:32			00:32
12-Feb-09	John Anderson	268	01:21			01:21
15-Feb-09	John Anderson	268	00:38			00:38
18-Feb-09	John Anderson	268	00:33			00:33

- From Date → the date the record has been started counting
- To Date → the date the record has been stopped counting
- Date → Day where employee did overtime
- Name → Name of the employee.
- P.No → ID of the employee.
- Session 1 → overtime received in session 1
- Session 2 → overtime received in session 2
- Session 3 → overtime received in session 3
- Total → Total overtime duration in the whole day.

18.1.5 Remarks Report

The remarks report shows all the instances of an employee(s) where He/She has a particular Remark such as present, absent, day off, vacation, emergency, sick leave etc. Unlike other report generation screens, the screen to generate remarks report is a little different where you need to select for which remark you want to generate the report? The report generation screen is shown below.



Once the report is generated, it will look like as shown below. The description of each column is as follows:

Remarks Report

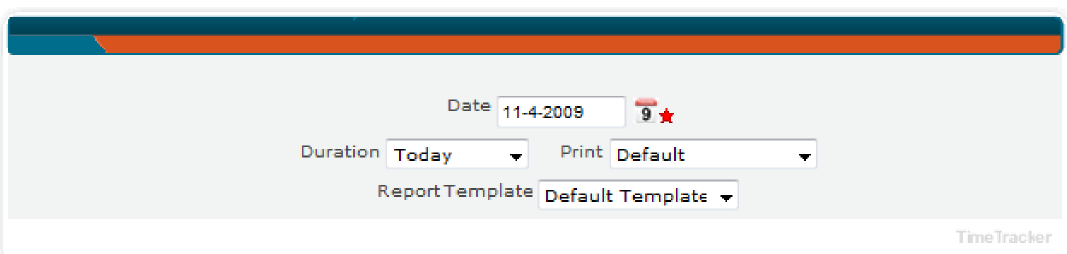
From 11-Mar-09 **To** 11-Apr-09

Date	Name	P.No	Remarks
11-Mar-09	John Anderson	268	Absent
12-Mar-09	John Anderson	268	Absent
15-Mar-09	John Anderson	268	Absent
16-Mar-09	John Anderson	268	Absent
17-Mar-09	John Anderson	268	Absent
18-Mar-09	John Anderson	268	Absent

- From Date → the date the record has been started counting
- To Date → the date the record has been stopped counting
- Date → Day where employee has the remark selected
- Name → Name of the employee.
- P.No → ID of the employee.
- Remarks → The remark for that day.

18.1.6 Daily Report

The daily report shows a particular day's report for an employee or group of employees. Unlike other report generation screens, the screen to generate daily report is a little different where you need to select only the day for which you need to take out daily report. The report generation screen is shown below.



Once the report is generated, it will look like as shown below. The description of each column is as follows:

Daily Report									
		Date	11-Feb-09						
P.No	**Name**	**Remarks**	**In**	**Out**	**Late**	**Early**	**Missed**	**Over**	**Hours**
268	John Anderson	Present	08.04	16.32				00:32	08:00

- Date → the Day which daily report has been generated
- P.No → ID of the employee.
- Name → Name of the employee.
- Remarks → The remark for that day.

For other column's description please see section Detail Report.

18.1.7 Missed Punch Report

The missed punch report shows a particular day's report for an employee or group of employees where He/She has forgot to put either IN or OUT punch. Missing a punch would result in the loss of total hours worked. The description of each column is as follows:

Missed Punch

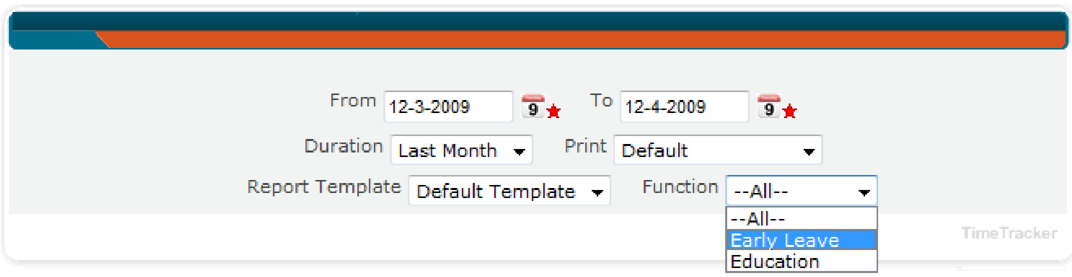
From 01-Feb-09 To 31-Mar-09

			Session 1		Session 2		Session 3	
Date	**Name**	**P.No**	**In**	**Out**	**In**	**Out**	**In**	**Out**
25-Feb-09	John Anderson	268		Missed				
03-Mar-09	John Anderson	268		Missed				
24-Mar-09	John Anderson	268		Missed				

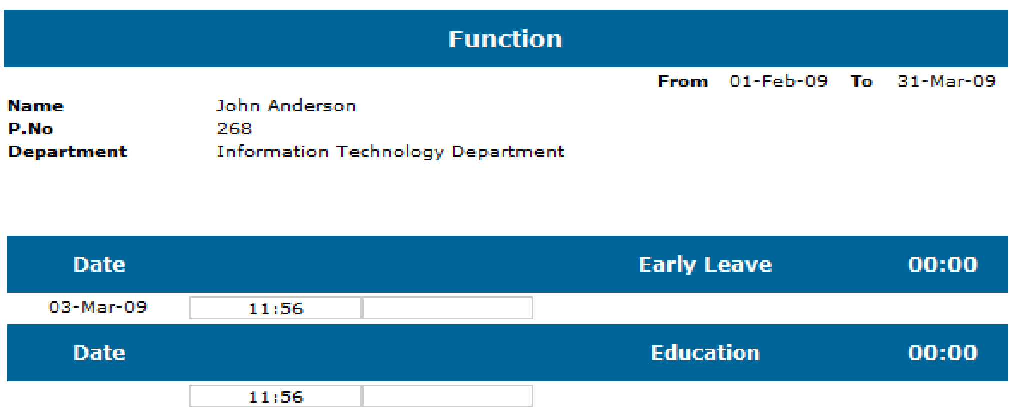
- From Date → the date the record has been started counting
- To Date → the date the record has been stopped counting
- Date → the Day which daily report has been generated
- Name → Name of the employee.
- P.No → ID of the employee.
- Missed → Missed appearing under any Session's IN or OUT column highlights that the respective punch is missing.

18.1.8 Function Report

The function report shows the function keys pressed by the employee, except IN or OUT keys, on the device to show reasons for certain actions. E.g. if he is leaving early or leaving for an emergency then he can press the function keys defined in the system and then press OUT and leave. Unlike other report generation screens, the screen to generate daily report is a little different where you can select the function key which you want to take the report or take out a report for all the function keys. The report generation screen is shown below.



Once the report is generated, it will look like as shown below. The report will come out employee by employee and with all the function keys listed in the header as shown in the first header i.e. Early Leave. The description of each column is as follows:



Function

From 01-Feb-09 To 31-Mar-09

Name	John Anderson
P.No	268
Department	Information Technology Department

Date			Early Leave	00:00
03-Mar-09	11:56			
Date			**Education**	**00:00**
	11:56			

- Date → the Day which daily report has been generated
- Function key → the name of the function key will appear in the header followed by the date and time this function key was pressed.

Subsequent function keys will follow if those were pressed in the provided period.

18.1.9 Worked Report

The worked report shows the total hours worked in a day irrespective of any policy rule. It is simply the calculation of total hours between the IN time and OUT time. Unlike detail report where all the policy rules are applied and figures have been round off this is simply the total hours worked in a day. The description of each column is as follows:

Worked Report

From 01-Feb-09 To 28-Feb-09

Name	John Anderson
P.No	268
Department	Information Technology Department

Date	In	Out	Hours	Remarks
01-Feb-09	08:07	16:28	08:21	Present
02-Feb-09	07:52	16:19	08:27	Present
03-Feb-09	08:13	16:39	08:26	Present
04-Feb-09	08:05	16:33	08:28	Present
05-Feb-09	08:00	16:29	08:29	Present
06-Feb-09				Day Off
07-Feb-09				Day Off
08-Feb-09	08:03	16:21	08:18	Present
09-Feb-09	08:03	16:19	08:16	Present
10-Feb-09	08:01	16:43	08:42	Present
11-Feb-09	08:04	16:32	08:28	Present
12-Feb-09	07:56	17:21	09:25	Present
13-Feb-09				Day Off
14-Feb-09				Day Off
15-Feb-09	07:56	16:38	08:42	Present
16-Feb-09	08:16	16:20	08:04	Present
18-Feb-09	08:03	16:33	08:30	Present
19-Feb-09	08:06	16:12	08:06	Present
20-Feb-09				Day Off
21-Feb-09				Day Off
22-Feb-09	08:09	16:20	08:11	Present
23-Feb-09	07:50	16:13	08:23	Present
24-Feb-09	08:17	16:13	07:56	Present
25-Feb-09	08:05			Present
26-Feb-09	08:06	16:16	08:10	Present
27-Feb-09				Day Off
28-Feb-09				Day Off
Total			**151:22**	

- From Date → the date the record has been started counting
- To Date → the date the record has been stopped counting
- Name → Name of the employee.
- P.No → ID of the employee.
- Date → Day where employee did overtime
- IN → first IN punch of the day
- OUT → last OUT punch of the day
- Hours → total hours worked
- Remarks → shows remarks of that particular day.

18.1.10 Early Report

The early report shows the instances where employees have left the office before their schedule end time. E.g. in the figure shown below the employee was supposed to leave after 16:00 but he left at 15:30. All these kind of early leaving instances will appear in Early report. The description of each column is as follows:

Early Report

From 01-Mar-09 To 31-Mar-09

			Session 1		Session 2		Session 3	
Date	Name	P.No	Out	Early	Out	Early	Out	Early
03-Mar-09	John Anderson	268	16:00	15:30				

- From Date → the date the record has been started counting
- To Date → the date the record has been stopped counting
- Date → Day on which employee left early
- Name → Name of the employee.
- OUT → the scheduled OUT time on which employee was supposed to leave.
- Early → the actual time on which employee left the office.

18.1.11 Access Report

The access report shows all the punches put by an employee in a given day. It includes IN, OUT punches as well as the function keys so basically all the instances where He/She has accessed the device. The description of each column is as follows:

Access Report

From 01-Mar-09 To 31-Mar-09

Name John Anderson
P.No 268
Department Information Technology Department

Date	Time	Remarks	Hours	Others
Sun 01 Mar 2009	07:46	Session 1 In	00:00	00:00
	17:06	Session 1 Out		
Mon 02 Mar 2009	07:48	Session 1 In	00:00	00:00
	16:23	Session 1 Out		
Tue 03 Mar 2009	07:47	Session 1 In	00:00	00:00
	11:56	Early Leave EL		
	11:56	Education Education		
Total			**00:00**	**00:00**

- From Date → the date the record has been started counting

- To Date → the date the record has been stopped counting
- Date → Day where punches have been put by the employee
- Time → Time of the punch.
- Remarks → the type of punch pressed and description.
- Hours → the total hours worked in one session
- Others → the total duration of function key

18.1.12 Device Failure Report

- Click on Report→Devices→Device failure report which will display the list of occurrences when biometric devices were unreachable from the server as shown below.

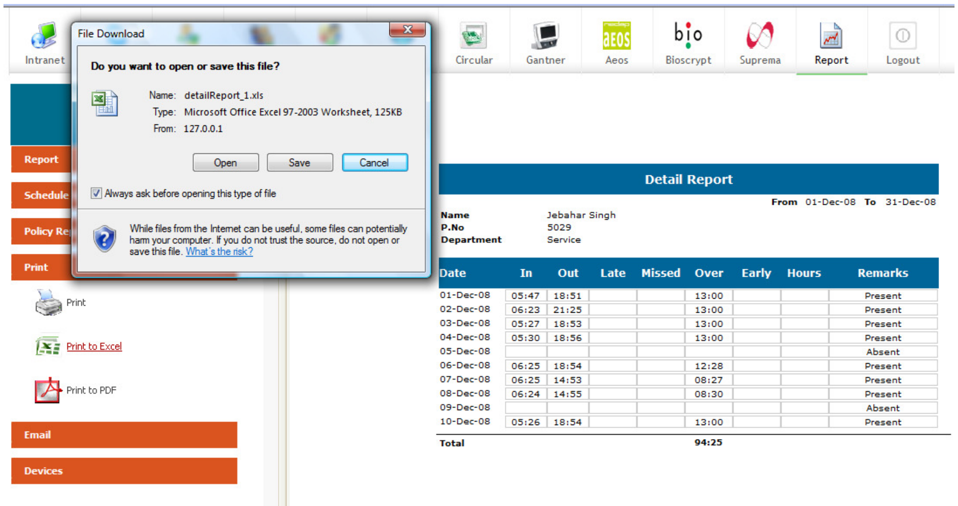
Device Failure

Device Type	Device Info	Device Error	Last Occurrence Time
☐ GANTNER	10.0.1.9(TT-2)	java.net.ConnectException: Connection timed out: connect	01-02-2009 18:05
☐ GANTNER	10.0.1.8(TT-1)	java.net.ConnectException: Connection timed out: connect	01-02-2009 18:05
☐ GANTNER	192.168.0.204(FirstFloor)	java.net.ConnectException: Connection timed out: connect	01-02-2009 18:05
☐ GANTNER	192.168.0.205(GroundFloor)	java.net.ConnectException: Connection timed out: connect	01-02-2009 18:05

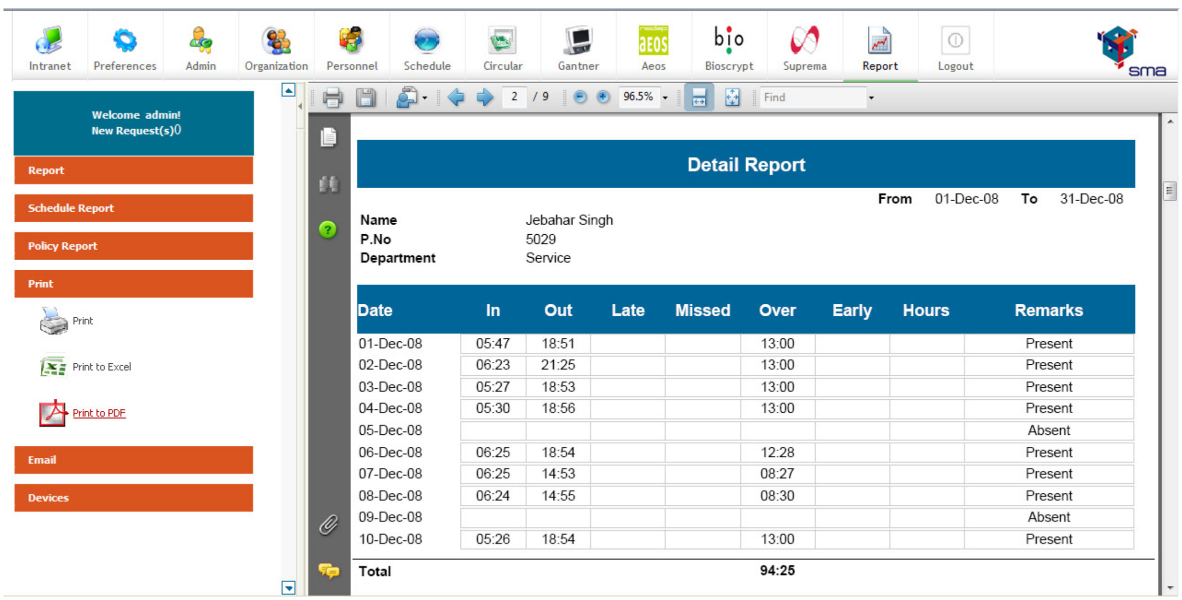
18.2 How to Print/Export reports?

You can print the reports as well as export them in an MS Excel or Adobe PDF format.

- When the report is generated, click Reports→Print and then choose the medium you wish to print. Export to Excel is shown below.



- Similarly you can click on print on PDF to print the report in PDF format as shown below.



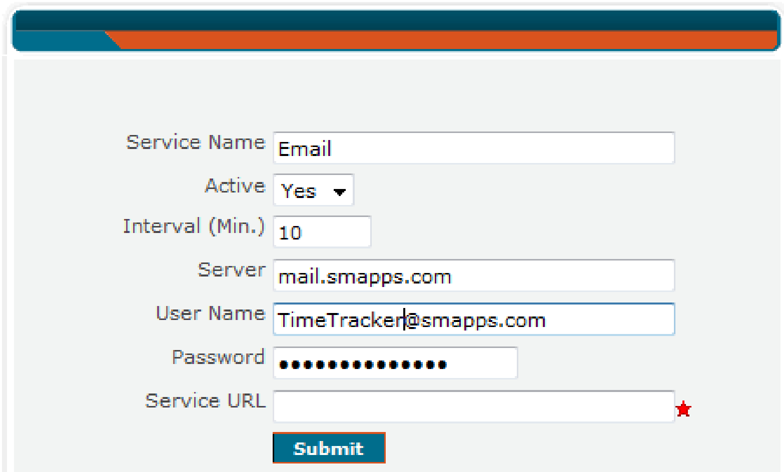
18.3 How to Email reports?

If you want to have reports of your employees in your email you can create an email service for it. No. of reports can be sent out to manager's emails. Manager's emails can be specified in Admin→Users. Please see section Users

18.3.1 Email Account Configuration

For the TimeTracker system to send out reports in email, you should create an email account in your SMTP server e.g. TimeTracker@companyname.com. The details of this account will be mentioned in the Email service section. The steps are as follows:

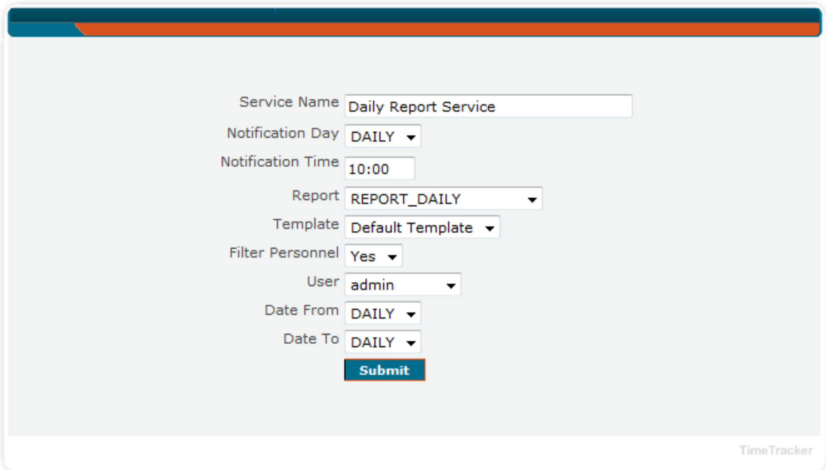
- Click Preferences→Services→Email, then the following screen will appear.



- Enter the name of the service you like in the field of Service Name.
- Selecting Yes in Active will make the service active immediately; you can stop it temporarily by selecting No in Active.
- Specify the Interval after which the Email service will run
- Enter the SMTP Server address or your outgoing mail server address.
- Enter the email account you have created for sending out emails in user name. It is the email address through which the system will send the email to other recipients'.
- Enter the password of that email address in the password field.
- If you are not using the default port of 5050 while accessing TimeTracker software then mention the whole link in Service URL. E.g. if you are using port 7070, then type ***http://dellserver:7070/TimeTrackerST-war/***

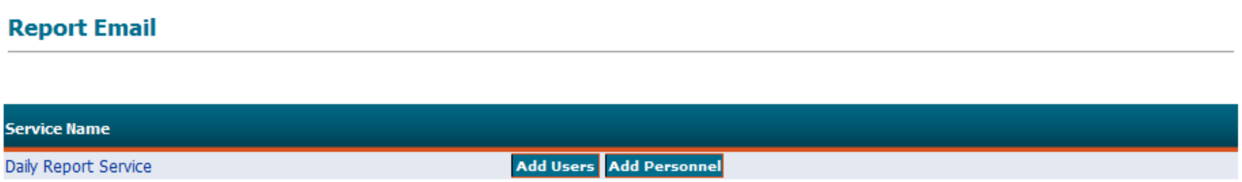
18.3.2 Email Service Configuration

- Click Reports→Email→New. You will see the screen below. The description of fields is as follows:



- Provide Service Name which will be the name of the Email service
- Notification Day →it will remain as Daily until more options are added.
- Notification Time → the time you want to have this report in your email. E.g. 10:00
- Report → Type of report you want to receive in your email.
- Template → The type of template it should send to the email.
- Filter Personnel →
- User → the name of the user
- Date From → will remain as Daily until more options are added
- Date To → will remain as Daily until more options are added

Once the Email service is created, it can be modified and the users can be added.



- Click Add Users, you will see below screen where the allowed users and not allowed users will be shown.

- Select the users and press allowed to allow them to receive reports in email or press not allowed to take the user out from the email recipients list.

Report Email

User Name	Full Name
admin	Administrator

Select/Unselect All | Not Allowed

User Name	Full Name
aalvi	Adeel Alvi
smando	Shams Mando

Select/Unselect All | Allowed

- Click Add Personnel, you will see below screen where the employees can be included or excluded from the email service.

- Select the employees and press add to make them appear in the email report or press remove to take them out from the email report. This way you can filter employees from the email report service.

Report Email

Personnel No.	Name English	Job Title English
5022	Firoz Hafiz	Gen Store Helper
5031	Dionisio Marcelo	Record Att

Select/Unselect All | Remove

Personnel No.	Name English	Job Title English
5200	Renen Vizconde	Cleaner

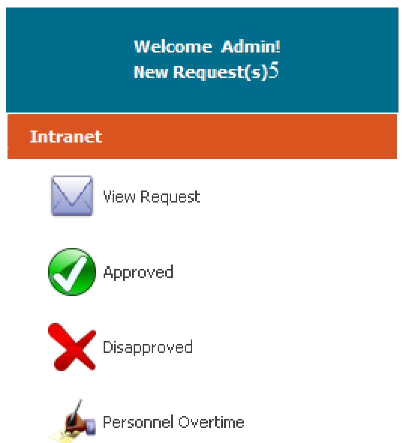
Select/Unselect All | Add

19. Intranet

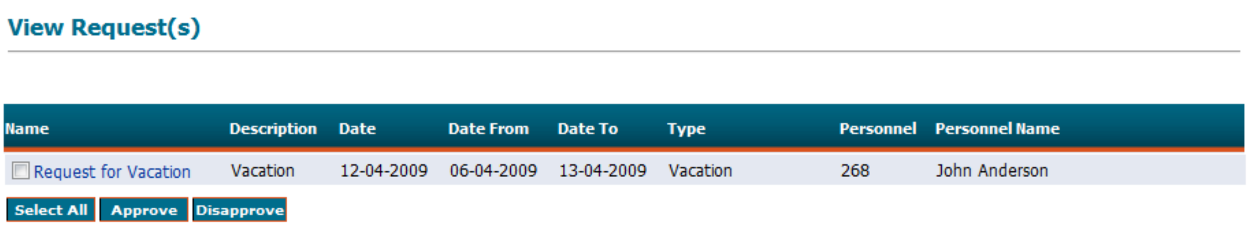
19.1 How to view and approve/disapprove requests raised by the employees?

Once employee has entered a request in the system, his/her manager can see this request whenever he logs in to the system, In the picture shown below, he will see the no. of new requests.

- Click Intranet→Intranet.



- Click **Intranet→ View Request**. In view request a manager can see what are the new requests have been made by its employees and the description of leave and punch changes.


View Request(s)

Name	Description	Date	Date From	Date To	Type	Personnel	Personnel Name
Request for Vacation	Vacation	12-04-2009	06-04-2009	13-04-2009	Vacation	268	John Anderson

Select All | Approve | Disapprove

- Select the request
- Click Disapprove if you want to disapprove the request.
- Click Approve if you want to approve the request. He can then click Approve to approve it or Disapprove to disapprove it.

If the manager does not have the rights to approve the requests, he can then only forward it to the higher authority that has the right to approve it such as HR and hence will see the screen below by clicking Intranet→View Request.

Name	Description	Date	Date From	Date To	Type	Personnel	Personnel Name
Request for Vacation	Vacation	12-04-2009	06-04-2009	13-04-2009	Vacation	268	John Anderson

- Select the user whom you want to send the request to finally approve it.
- Click forward.

19.2 How can approve/disapprove requests be seen?

- Click Intranet → Approved to see all the requests approved by you.
- Click Intranet → Disapproved to see all the requests approved by you.

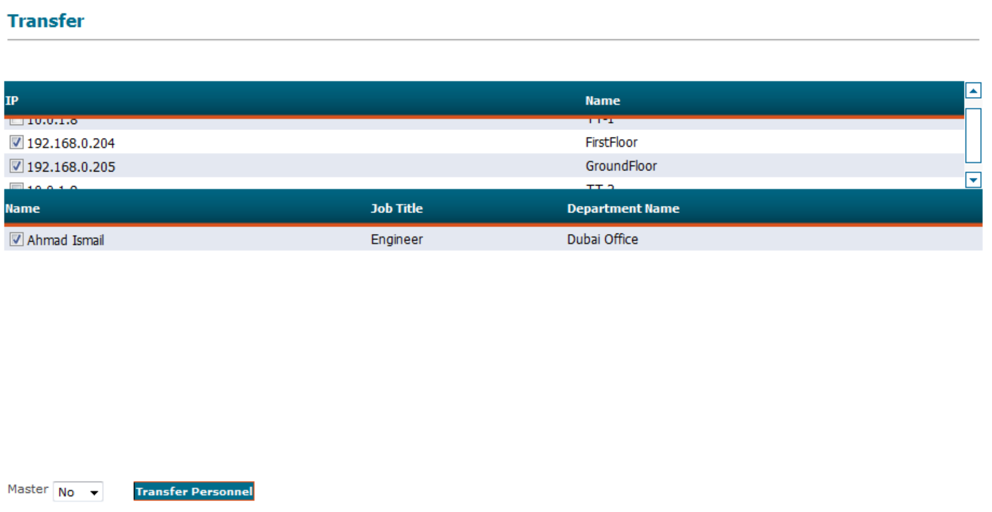
20. Device Management

20.1 Gantner

20.1.1 User Management

20.1.1.1 Transfer to Device

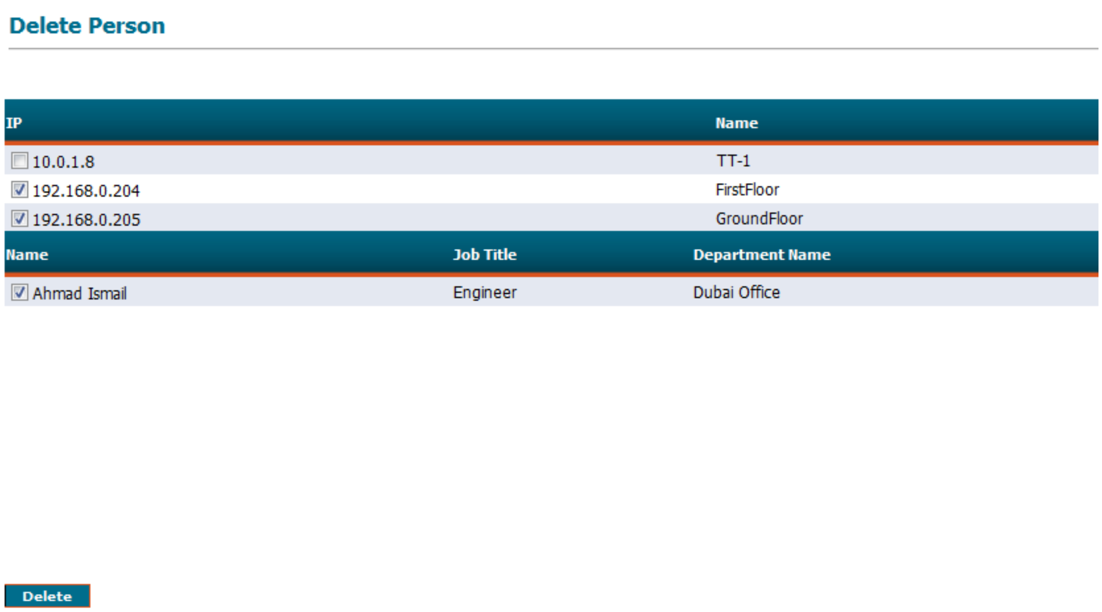
- Click Gantner→User Management→Transfer to Device. You will see the search screen to search employees. Select the employees, you wish their profiles and fingerprint templates to be sent to the Gantner devices.
- Select the employees and Devices
- If you want to be a master user in the device (for enrolment purposes), then choose Master as Yes.
- Click Transfer Personnel.



20.1.1.2 Delete Personnel

Should you want to delete a person's record from a device or more than 1 device you can

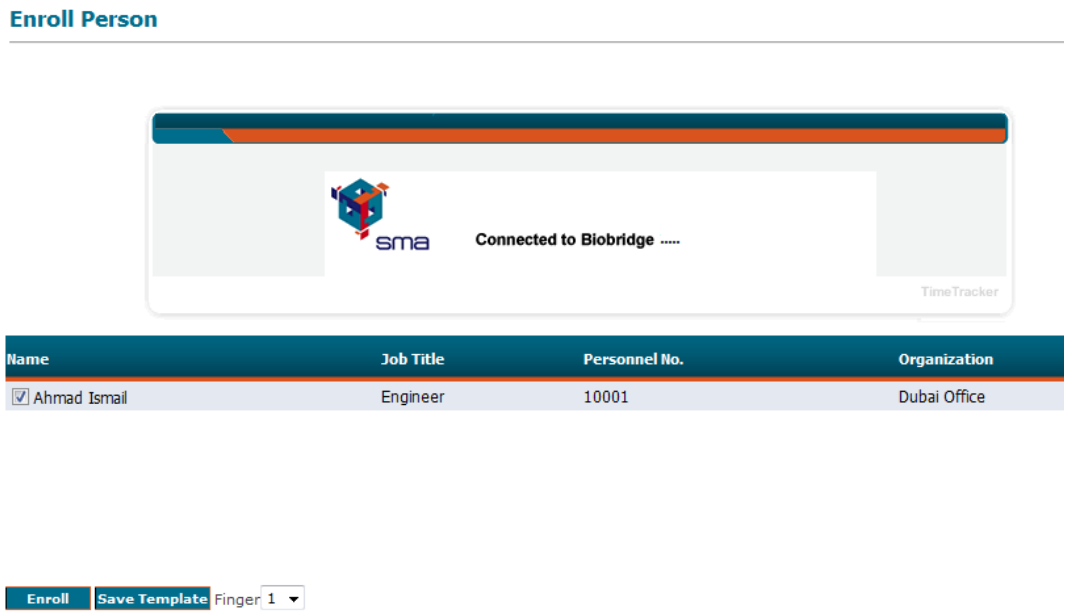
- Click on Gantner → User Management → Delete Personnel.
- Choose the person or persons to delete from the device(s). Select the devices you wish to delete from
- Click Delete button.



20.1.1.3 Enroll Personnel

For enrolment from any client PC, a USB scanner must have been plugged to that PC along with the BIOBridge utility which has to be running.

- Click Gantner →User Management →Enroll Personnel.
- Select the employee; you will see the screen below. The screen should show Connected to BIOBridge.



- Click Enroll button, it will ask you to put and remove finger 3 times, then it will show Done.
- Click Save Template at this point.
- Select another finger from the dropdown and enroll and save again.

20.1.1.4 Import Template

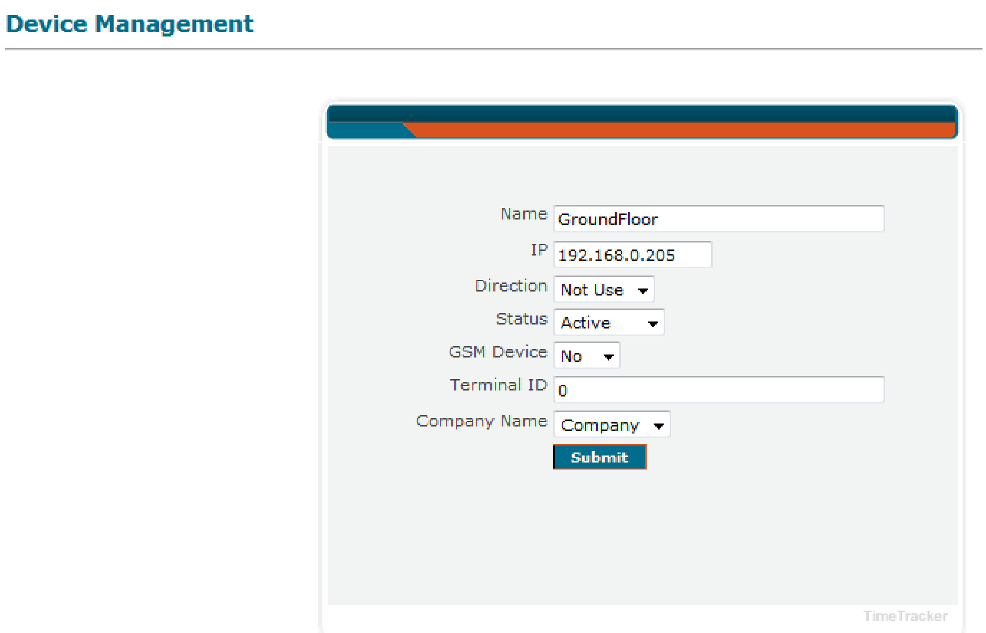
The Gantner devices that have the enrolment feature from the terminal, those enrolments/fingerprints can be imported into TimeTracker.

- Click Gantner→User Management→Import Templates.
- Select the devices in which the new persons have been enrolled.
- Click Import Personnel.

20.1.2 Device Management

From this option you can manage Gantner Devices/Terminals

- Click Gantner→Device Management→New to enter new devices, you will see the screen below.



- Prove the name of the device e.g. First Floor
- Provide the IP address of the device. If the device you are entering is a GSM device then put SIM no. in it e.g. 0501234567
- Keep the direction to Not Use.
- **S**tatus shows the status of the device. Should be Active in order to pull the events by the system. If you don't want to pull the events from a device then choose Status as In-Active.

- if you are adding a GSM terminal then select Yes otherwise NO
- Make Terminal ID 1 always.
- Select the company this device belongs to.
- Press Submit.

Once the devices are entered in the system, you can modify and delete them. Events or transactions can also be manually pulled from the devices

- Click Gantner→Device Management→Modify
- Click Start Process button in front of the device you want to pull the data.

20.1.3 Template Report

You can see which employees have their fingerprint template stored inside the system.

- Click Gantner→Report→Template. Choose the searching criteria from the search screen and click search. The below screen then will show list of employees separately which employees are with and without their templates saved in the database.

Personnel With Template

Name	Personnel No.	Department Name
Flavio Baricuatro	5216	Housekeeping
Deepu Pillai	5217	Finance
Sameer Beppukkaran	5218	Insurance
Lyn Jacinto	5219	Housekeeping
Roan Cabiles	5220	Housekeeping
Trestofer Cabiles	5221	Housekeeping
Saiful Halim	5222	Housekeeping
Veneline Martinez	5223	Housekeeping
Catherine Soriano	5224	Housekeeping

Personnel With Out Template

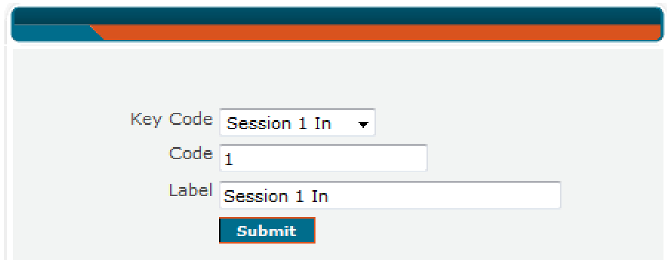
Name	Personnel No.	Department Name
Ahmad Ismail	10001	Dubai Office

21. Function Keys

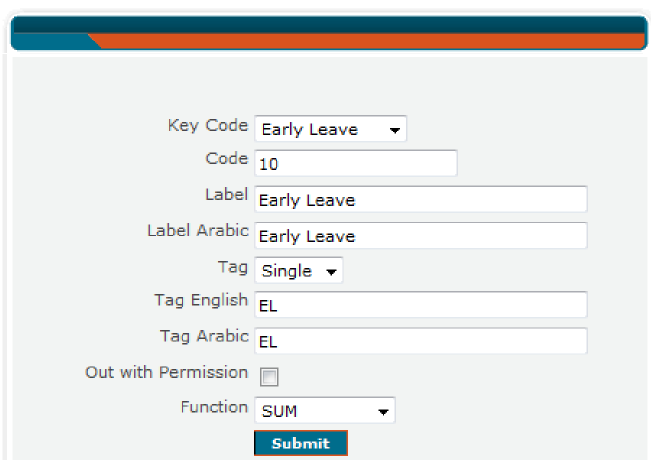
21.1 How to create function keys?

Function keys will be defined in the system and then can be mapped with different devices.

- Click Preferences→Preferences→Keycode, you will see the screen below.



- Click Key code to select the type of code
- Type code such as 1, 2, 3 depending on the device.
- Change the label if you want but it is recommended to leave the label of sessions as is.
- Click Keycode to define the free codes available and label them as per your requirement such as early leave, emergency, prayer IN, prayer OUT.
- When you will choose a free code you will see the screen below.



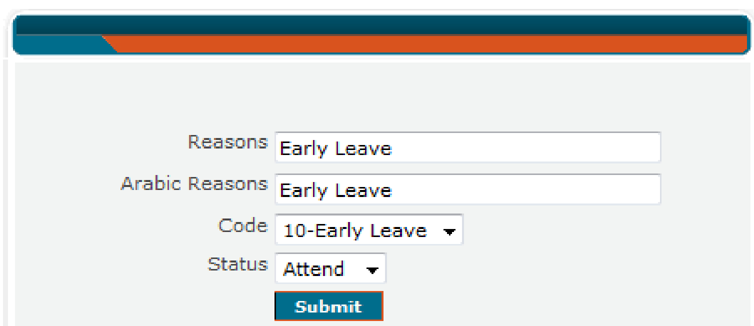
- You can label it in Arabic as well.
- Choose tag as single if this function key is just an event e.g. information that employee has left for an emergency.

- Choose tag as open if through this function key you want to monitor a period. Such as prayer time. E.g. choose tag as open for Prayer IN and as close for Prayer OUT. Make sure that whenever you make an open tag then don't forget to make a close tag.
- Label the tag in English and in Arabic.
- Check out with permission if you want to make it as out with permission.
- Choose function as SUM if these tags will add up to the total or choose DEDUCTION if these tags will deduct the duration.
- Press Submit.

21.2. How to map key codes with device's function keys?

21.2.1 Gantner Reasons

21.2.1.1 New Reason



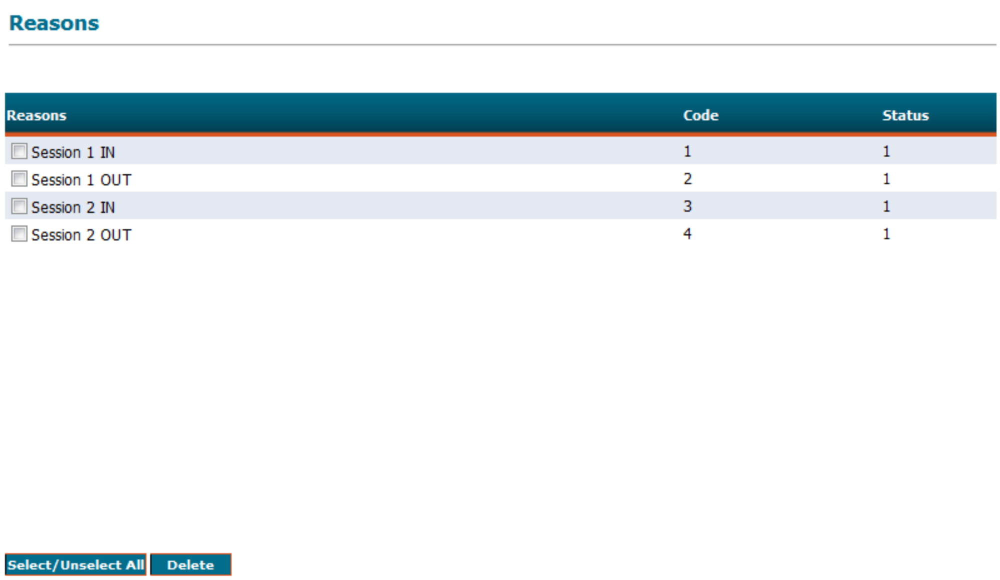
- Click Gantner→Reasons → New. You will see the screen above. Note that in the code section only those codes will appear which are not free and not belonging to any session.
- Provide English and Arabic name in Reasons
- Select the code for the reason you are creating
- Leave the status as Attend

21.2.1.2 Delete Reason

You can delete the reasons, as shown below. Make sure that you delete from the devices first as mentioned in the section 21.2.1.3.

- Click Gantner→Reasons→Delete

- Select the reason
- Click Delete.



21.2.1.3 Transfer to Device

After creating the reasons, you can then send it to the Terminals. The reasons in terminals can be updated and deleted from the same procedure. There will always be transferred to device.

- Click Gantner→Reasons→Transfer to Device.
- Select the reasons you wish to see in the terminal
- Select the terminals you wish to send to
- Click Transfer.

Note that if you delete the reason before taking it out from the terminal then you won't be able to delete it from terminal so always deselect it and update the terminal by sending all other reasons to the terminal so that the reason will no longer exist in the terminal and then you can delete it from the system as explained in section 21.2.1.2.

Transfer

IP	Name
192.168.0.204	FirstFloor
192.168.0.205	GroundFloor
10.0.1.9	TT-2

Reasons	Arabic Reasons	Code	Status
Session 1 IN		1	1
Session 1 OUT		2	1
Session 2 IN		3	1
Session 2 OUT		4	1

Select/Unselect All | Transfer