

User Manual



Date: February 2021 Doc Version: 2.0 English

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



For further details, please visit our Company's website http://www.zkteco.in/.

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

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To know more about our global branches, visit <u>www.zkteco.com</u>.

About the Company

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

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

About the Manual

This manual introduces the operations of easyTime Pro software.

All figures displayed are for illustration purposes only. Due to regular updates, figures in this manual may not be exactly consistent with the actual products.

Document Conventions

Conventions used in this manual are listed below:

GUI Conventions:

	For Software
Convention	Description
Bold font	Used to identify software interface names e.g. OK , Confirm , Cancel
>	Multi-level menus are separated by these brackets. For example, File > Create > Folder.

Symbols

Convention	Description
	This implies about the notice or pays attention to, in the manual
Ÿ	The general information which helps in performing the operations faster
*	The information which is significant
۷	Care taken to avoid danger or mistakes
	The statement or event that warns of something or that serves as a cautionary example.

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Why easyTime Pro

Our *easyTime Pro* software is designed to measure, analyze and manage employees' working hours and deploy human resources more effectively. The software also aids in organizing and planning of each process in a classic way that assimilates specific activities and delivers the output in no time. Our software eases the tracking of employee productivity and regulates the ways to advance our managerial effectiveness and workforce management.



Our software is built on a powerful architecture that integrates several modules, which permits you to manage huge numbers of Personnel/Employees/Staff on a single platform. All you need is to set up your Organization, then add the Biometric Devices, and then add the Users/Employees with their shifts & payroll.

You can integrate the Device to our Software Application, which enables you to retrieve instantaneous Reports and also eases you in the importing and exporting of the data.

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

Here in our documentation, you will acquire more information on how to create an admin and how to set up the System and your Organization.

1 <u>Visualizing all in one Place</u>

Our easyTime Pro integrates all the jobs in a single platform, which updates the data and delivers the output whenever required. It is a user-friendly software that helps you to maintain the records and also monitors the actions of the users.

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

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

Key Features of easyTime Pro software

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



2 Application View via Distinct Positions

Viewing our *easyTime Pro* in distinct Positions eases to have a clear view of our different modules and interfaces, which makes it easy to understand the basic and in-depth settings of your Organization in our Software.

These Positions delimit Users' interface activity with login authentication that enables them to view from each Position.

Admin will hold all the Groups and Roles, whereas each user can hold any number of specified roles based on their designation which can be set only by the admin of the respective organization in *easyTime Pro*.

2.1 Admin Account

An **Administrator** is an individual who plays a vital role in coordinating and controlling the working of an Organization or Enterprise. An Admin handles the operations of the Company and monitors all the Organizational activities. An administrator plans and organizes the system workflow and responsible for setting up the business goals.

The Administration department is liable in standardizing and making changes to the Company policies which is to be adhered to by all in the Organization.

Not just the HR department but sometimes the department of administration is too prominent in the process of hiring and screening.

Highlights of the Admin role

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

2.2 Employee Account

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

3 Administrative Management

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

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

Key outlines of an Admin profile in our *easyTime Pro*:

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

3.1 Getting Started

System Management defines the process in which the software and other devices interact with each other based on system settings. The System Management module is designed to manage multiple users, user groups, databases, and other system-related parameters. With its advanced framework, the configuration of system parameters is made simple. You can view all the system logs with associated details that enable efficient management. You can also backup the system data that ensures data security and data availability at any time.



Advantages of System Management

- Consistent user management
- Back-up options to prevent data loss
- Displays all the transaction logs
- Auto-export the data
- Configuration of Email, SMS, WhatsApp, and Alert settings
- System log details in a single interface.
- Alerts for exceptions



The Setting tab will not be visible in any other normal employee's account. This superuser will be able to assign new users (such as company management personnel, registrars, and more.) for the employees inside the company and configure corresponding user roles. For specific operations, please refer <u>User</u> <u>Management</u>.

3.1.1 System Parameters Setup

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

Company Settings

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

च easy TimePrल	Personnel	Device	Attendance	Payroll	System <	1		Welcome admin	®• û
ତ 🖉	Company Settings								
🐮 Authentication 🛛 🔻	📓 Company Logo R	eview							I
🛢 Database 🗸 🔻									I
≓ Integration →					4. Er	nter your Co	mpany		
≓ Middleware Table ▼	Dimensi	ons 200 x 75.(Only				Details			I
න Log 🗸 🗸	supports.	ipg, lipeg, and lpng)							
-	📼 Company Details	in Report							
📽 Configuration 🔺 ୭ Log 🗸	Company Lo	go Click to upload	d logo	Logo Displa	y Do not Displ	ay 👻			
🤹 Configuration 🔺	Company Nar	ne		Company Name Displa	y Do not Displ	ay 👻			
ව Log 🗸 🗸	📓 Company Informa	ation							
🎕 Configuration 📿 🔺	Pł	ione							
Company Settings	Cou	ntrySelect	∇	Province/State	•				
PDF Report Settings		City							
WhatsApp Settings	Ado	ress					Location		
SMS Settings									
Email Settings	🗟 Email Signature								Л
TD/MD Settings	Regar	ds		Option 1			Option 2		
Ftp Settings	Submit		5. Click t	o Save					

Company Details in Report

By using the below section, you can configure the company details that will be displayed on the report.

l Company Details in R	eport			
Company Logo	Click to upload logo	Logo Display	Do not Display	~
Company Name		Company Name Display	Do not Display	T

Make sure the logo is of below mentioned size.

🗟 Comp	pany Logo Review	ł.
		ı
		ı
	Dimensions 200 x 75	

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

Company Name: Enter the company name.

Company Name Display: Select the display position of the company name. It can be aligned to Left/Centre/Right

Company Information

In the company information section, input the required company details such as Phone, Country, State, City and Address. You can also select the company address through the map. Click the **Location** button and select the company address.

Company Information				
Phone				
Country	Select	~	Province/State	
City				Click here to set the company address
Address				Q Location

Email Signature

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

Regards	HR Department	Option 1	ZKTeco	Option 2 B	Bangalore

(B) Terraria	talla Bonatrico Petrutto
Dear Employee Name Employee ID: 1 There are some attendance exception:	
START DATE	2019-12-20
END DATE	2019-12-20
LATE	0
EARLY LEAVE	0
ABSENT	1
	HR Department ZKTeco Bangalore

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

PDF Report Settings

PDF Report Settings allows you to set the report style settings. You can generate PDF reports such as Transaction Reports, Attendance Summary Reports, Scheduling Reports, Employee Details, Device Details, Payroll Structure, Increment/Deductions and so on. The major advantage of exporting the reports as PDF is, you can configure the page size and report components as per your requirements.

≡ easy TimePre	Personnel	Device	Attendance	Payroll	System 1
) Q 亘	PDF Report Settings				
₽ Integration	PDF Report Export	rt Style Settings			
≓ Middleware Table 🗸 🗸	Page Size	A4	-	4. Set	the desired values
ව Log 🗸 🗸	Orientation	Portrait			
Configuration 2	Footer Left	Page/Total Page	~		
Company Settings	Footer Right	Blank			
PDF Report Settings		ci i			
WhatsApp Settings	Report style	Classic			
SMS Settings					
Email Settings					
TD/MD Settings	Submit				

Page Size: Select the page size according to your requirements. The **Auto** option generates the report with size which fits the columns. You can also set other page sizes such as A0, A1, A2, A3, A4 etc.

Page Size	Auto 🗢	
Orientation	Auto	
onentation	A0	
Footer Left	A1	
rooter Leit	A2	
Footer Right	A3	
rooter Right	A4	
	A5	
	BO	
	B1	
	B2	
	B3	
0.1	B4	
Submit	B5	

Orientation: Select the page orientation. It can be a portrait or landscape.

Footer Left: Select the content which is to be displayed on the left side of the footer. It can be (Page/Total page) / Username/ Date/ Username+Date.



Footer Right: It is the same as Footer Left.

Click Submit after setting PDF report formats.

WhatsApp Settings

You must have at least one API key. Enter the API Key to configure WhatsApp. An API interface key is a unique identifier used to authenticate a user to an API. Through this API, you can send and receive WhatsApp messages programmatically via the application.

ਡ øasy TimePrල	Personnel	Device	Attendance	Payroll	System 1
>> Q ⊡	WhatsApp Settings				
≓ Integration ▼	🗭 WhatsApp Settin	gs			
≓ Middleware Table ▼	API Key*				
ூ Log 🗸 🗸 🗸			4. Enter t	he API key	
Configuration 2					
Company Settings					
PDF Report Settings	Submit				
WhatsApp Settings <u>3</u>					
SMS Settings					

SMS Settings

SMS Settings allows you to configure the SMS services.

⊒ easy TimePro	Personnel	Device	Attendance	Payroll	System 1	
🏷 Q 🗉	Group X SMS	Settings \times				
\rightleftharpoons Integration \checkmark	🗩 Sms Settings					
≓ Middleware Table →	API Key*				Enter the details	_
්ට Log 🗸 🔫	Sender					
Configuration 2	Provider	Text Local	~	<i>,</i>		
Company Settings				J		
PDF Report Settings	Submit					_
WhatsApp Settings						
SMS Settings						
Email Settings						
TD/MD Settings						

API Key: You must have at least one API key. Enter the API key to enable the SMS Service. The SMS API allows you to send and receive short messages through the SMS gateway.

Sender: Enter the sender's name of SMS.

Provider: It refers to the Service Provider.

Click **Confirm** after entering the details.

Email Settings

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

ञ easy TimePr⊙	Personnel Device Attendance Payroll System 1
≫ Q ⊡	Email Settings
\rightleftharpoons Integration \checkmark	✓ Email Settings
≓ Middleware Table ▼	SMTP Server* smtp.2002.200
්ට Log 🗸 🗸	Port* 25 SSL TLS
Configuration 2	Email Account* xxxx@xxxx.xxx,domain name/domain user
Company Settings	Password*
PDF Report Settings	Email Address* x00xx00xx00x
WhatsApp Settings	
SMS Settings	Enter the required details
Email Settings	
TD/MD Settings	
Ftp Settings	
- ip bottings	

SMTP Server: Enter the Email sending Server's address.

Port: Enter the Port number of the email sending server.

Email Account: In case if you have an Email ID linked to your domain name, then enter the email account here.

Password: Enter the one-time random authorization password from the mailbox provider.

Email Address: Enter the Email address.

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

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

Temperature Detection/Mask Detection Settings

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

■ easy TimePre	Personnel	Device	Attendance	Payroll	System 1
♥ Q 📼	TD/MD Settings		Se	et the High Te	emperature and
≓ Middleware Table ▼	Temperature D	perature Unit)°C ()°F	Warning To	emperature
ව් Log 🗸 🗸	High Tem	nperature Limit	Varning Tem	nperature Lim [®] .	
Configuration Company Settings	High Tempera	ature Setting 37	- ℃(ma	x)	
PDF Report Settings	Warning Tempera	ature Setting 36	.5 ⁻ ºC(ma	x)	
WhatsApp Settings SMS Settings	Mask Detection	ask Detection		e to enable N	lask detection
Email Settings	_				
Ftp Settings	Submit				
Alert Settings					
Bookmarks	_	_	_	_	_

- Select the Temperature Unit as Celsius or Fahrenheit.
- Enable the High Temperature Limit and Warning Temperature Limit by clicking on the button.
- Set the High Temperature value and Warning temperature value. You can also specify the color for these values by clicking .
- Toggle the **Mask Detection** button to enable Mask detection.

Alert Settings

Attendance Alert Settings

Here, the alert can be set for Attendance exceptions such as late check-in, early check-out and absent. You must set the value for each exception. For example, let the values for Late, Early-Leave and Absent are set as 4,5,6, respectively.

≡ easy TimePre	Personnel Device Attendance Payroll System 1 Wekome admin 🔃 🕆 🛱
🏷 Q 🗉	Alert Settings
	Attendance Alert Settings
≓ Middleware Table ▼	When number of late exceeds* 0 times
ව Log 🗸 🗸	When number of early leave exceeds* 0 times
Configuration 2	When number of absent exceeds* 0 times
Company Settings	Sending Frequency* No v Day* 1 v Time* 00:00:00 Sending Day*
PDF Report Settings	Current Day 🔻
WhatsApp Settings	
SMS Settings	↓ Password Change Alert Settings
Email Settings	Admin Password Change Notification
TD/MD Settings	△ Approve Alert Settings
Ftp Settings	Email Alart SMS Alart WhatsAnn Alart
Alert Settings	
Bookmarks	Submit

- When the late count of an employee exceeds 1 time, an alert will be sent to the corresponding employee.
- When an employee leaves early more than 2 times, an alert will be sent to the corresponding employee.
- When an employee is absent for more than 3 days, an alert will be sent to the corresponding employee.

Sending Frequency: Set the repetition interval for alerts. It can be set to Daily/Weekly/Monthly.

Day: Set the day on which the alert should be sent when the frequency is set to **Monthly**.

Time: Set the time to send the alert.

Sending Day: You can set whether to send the alert on the same day or the next day.

Last Alert Time: It displays the sent time of the last alert.

Password Change Alert Settings

You can set the alert if the password of Admin account is changed.

Approve Alert Settings

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

Auto Calculation

- Select the Enable/Disable checkbox to enable the auto attendance calculation process.
- Once enabled, the attendance gets calculated automatically in the defined default time.

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

Bookmarks

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

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

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

Ξ easy TimePr⊙	Personnel	Device	Attendar	nce Payroll	Syster	m
S Q 🗉	Log		1. Go to F	Filter		
Authentication 🗸 🔻	🛢 Bookmarks 🗸	▼ Filters マ	3	. Select the desired a	action time	
曼 Database 🛛 🔻		Ο τ Α	ction			
≓ Integration ▼	2. Toggle	О т I	P Address 🕨 d	tion Action	Category Stat	tus
	admin 192.168	9. 🔪 🕇 A	action Time ▷	Any Date 🧹	Suc	cess
≓ Middleware Table ▼	admin 192.168	3.1.1 2020-06	-06 13:33:59 Lo	Choice Date	Suc	cess
	admin 192.168	3.1.1 2020-06	-06 13:14:31 Lo	Date Range	Suc	cess
🔊 Log 🔺	admin 192.168	3.1.1 2020-06	-06 13:03:41 Lo	With Date	Suc	cess
	admin 192.168	3.1.1 2020-06	-06 12:50:38 L	Today	Suc	cess
Log	admin 192.168	3.1.1 2020-06	-06 12:50:15 Le	Vesterday	Suc	cess
	admin 192.168	3.1.1 2020-06	-06 11:33:56 Lo	resterday	Suc	cess
📽 Configuration 🔹 🔻	admin -	2020-06	-06 09:31:42 R	Last 7 Days	Suc	cess
	admin 192.168	3.1.1 2020-06	-05 11:50:17 Lo	This Week	Suc	cess
	admin 192.168	3.1.1 2020-06	-05 11:46:00 Lo	This Month	Suc	cess
	admin 192.168	3.1.1 2020-06	-05 11:15:42 C	This Year	e Suc	cess
	admin 192.168	3.4.40 2020-06	-05 10:26:27 Lo	gin User	Suc	cess

≡ easy TimePre	Personnel	Device	Attendan	ce Payroll	System
© Q ⊡	Log			Click here to apply	filter
Authentication	🛢 Bookmarks 🗸	T Filters	- 9 2	Y Action Time is Yest	erday X
🛢 Database 🔻		Οτ	Action 🕨		
	User IP Add	dre 🔿 🕇 I	P Address 🔸 🖽	ion Action	Category Status
	admin 192.16	58. 💽 🕇 A	Action Time 🕨		Success
≓ Middleware Table ▼	admin 192.16	58.1.1 2020-06	5-06 13:33:59 Lo		Success
	admin 192.16	58.1.1 2020-06	5-06 13:14:31 Le		Success
ව Log 🔺	admin 192.16	58.1.1 2020-06	5-06 13:03:41 L		Success
	admin 192.16	58.1.1 2020-06	5-06 12:50:38 L		Success
Log	admin 192.16	58.1.1 2020-06	5-06 12:50:15 L	Vertexter	Success
	admin 192.16	58.1.1 2020-06	5-06 11:33:56 L	Yesterday	Success
🕰 Configuration 👻	admin -	2020-06	5-06 09:31:42 R		Success
	admin 192.16	58.1.1 2020-06	5-05 11:50:17 L		Success
	admin 192.16	58.1.1 2020-06	5-05 11:46:00 L		Success
	admin 192.10	58.1.1 2020-06	5-05 11:15:42 C		e Success
	admin 192.16	58.4.40 2020-06	5-05 10:26:27 Log	in User	Success
	admin 192.16	58.1.1 2020-06	5-05 10:13:10 Log	in User	Success

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

⊒ easy TimePrੁ	Personnel [Device Attend	dance Pay	yroll Sys	stem	
≫ Q 重	Log 1	. Click Bookmarks				
Authentication 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters 🚺 🗸 🔍	Action Ti	me is Yesterday $ imes$		
🛢 Database 🗸 🗸	No Bookmarks	77	3. Enter the c	lesired Bookma	irk name	
	+ New Bookmark	Login Time	n	Action Category	Status	Description
≓ Middleware Table ▼	admin 192.168.1.1	- Is shared	4. S	ave the Bookma	ark	
	admin 192.168.1.1	Save Bookmark	<	User	Success	
එ Log 🔺	admin 192.168.1.1			User	Success	
	admin 192.168.1.1	2020-06-06 12:50:38	Logout	User	Success	
Log	admin 192.168.1.1	2020-06-06 12:50:15	Login	User	Success	
📽 Configuration 📼	admin 192.168.1.1	2020-06-06 11:33:56	Login	User	Success	0.0511.10
A Configuration	admin -	2020-06-06 09:31:42	Resigned Scanner	-	Success	Success: 0, Failed: 0
	admin 192.168.1.1	2020-06-05 11:50:17	Login	User	Success	
	admin 192.168.1.1	2020-06-05 11:46:00	Login	User	Success	

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

🛢 Bookmarks 🗸	T Filters 🕦 🗸 🗾
Login Time	
+ New Bookm	ark Enter bookmark title
admin 192.168.	
admin 192.168.	.1.1 Save Bookmark
admin 192.168.	.1.1

Delete a Bookmark

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

Perform the following steps to delete a bookmark:

≣ øasy TimePr ੁ	Personnel Device Attendance Payroll System	Welcome admin	<u>R</u> •	Ϋ́
≫ Q ⊡	Bookmarks			
	Bookmarks - T Filters - 2. Click either to delete			
➡ Middleware Table	Delete	1.2	ື 🗆	÷
ව Log 🗸 🗸	Title User Content Type Filters	Is Shared Saved	Time	-
Configuration	Login nine aumini Log [Action nine is resteriday :[1 , phop_time_gtexsol_today_x22cc-roc_phop_time_tosol,	🖌 2020-0	0-00 13:37:40	
Company Settings	1. Select the Bookmark to be deleted			
PDF Report Settings				
WhatsApp Settings				
SMS Settings				
Email Settings				
TD/MD Settings				
Ftp Settings				
Alert Settings				
Bookmarks 3	C 20 ✓ 1 > Total 1 Records 1 Page Confirm			

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

3.2 How to set up a User account

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

⊒ easy TimePr©	Personnel	Devic	e Atte	endance Pa	yroll S	ystem	1		Welco	me admin	<u>R</u> -	Ϋ́
🃎 Q 🗉	Bookmarks $ imes$	User ×										
Authentication 2	🛢 Bookmark	s → ▼ Filte	rs 🕶									
Group	Add De	lete Cha	nge Password							2 2	ື 🗆	÷
User 3	Username	First Name	Last Name	Email	Group Name	Enable	Is superuser	Last Login	Login Times	Date of Jo	ining	
S Datahara	User					٢	False	-	0	2020-06-0	6 16:42:36	
➡ Integration ▼ ➡ Middleware Table ▼ ⑦ Log ▼ 0% Configuration ▼	Sel	ect the req	uired User	account								

Edit			
Username*	admin		
Pasis Dotails			
Dasic Details			
First Name			
Last Name			
Email	admin@zkteco.com		
- Permissions -			
Enable	~		
Superuser	~		
Company	default,ZKTeco,Unicor	~	
Authorized Department		•	
Authorized Area		•	
Authorized Position		•	
Groups		~	
Date of Joining	2021-02-03 11:59:32		
	2021-02-03 12:24:27		

The columns are explained as follows:

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

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

Superuser: Whether the user is Superuser or not.

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

Company: Select the required Company names to facilitate access for the user.

Vendor: Whether the user is Vendor or not.

Authorized Dept: If Department(s) is selected, then the User can access data of only that Department(s).

Authorized Area: If Area(s) is selected, then the User can access data of only that Area(s).

Authorized Position: If Position(s) is selected, then the User can access data of only those designation(s).

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

Last Login: It displays the latest login of this user.

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

Delete a User account

Perform the following steps to delete a user:

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

≞ ¢asy TimePrල	Personnel	Devid	ce At	tendance	Payroll S	ystem		
Second Se	Bookmarks ×	User × 2. C	lick to del	ete				
User	Add De	First Name	Last Name	Email	Group Name	Enable	ls superuser	Last Login
	User					0	False	-
	Select the de	sired user		Prompt Are you sure yo item?	ou want to delete the Confirm	cance	× III onfirm to de	elete

3.3 Login to easyTime Pro

Enter the given Username and Password. Click Login.



3.4 How to reset your Password

You can change the password by performing the following steps:

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

Ξ easy TimePrœ	Personnel	Devic	e At	tendance	Payroll S	ystem		
♥ Q 連 著 Authentication	Group X U	lser × :• ▼ Filte	ers y	2. Click here to password	change d			
	Add Del	ete Cha	nge Password					
	Username	First Name	Last Name	Email	Group Name	Enable	Is superuser	Last Login
S and a	User					0	False	-
≓ Integration	1. Select	the user		Prompt Are you sure, you the selected Usern	want to Change P name?	assword	for	
ව Log 🔻					Confirm	Cance	el	
📽 Configuration 💌						T	3. Click to	confirm

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

Change Password		×
Old Password*		
New Password*		
Confirm New Password*		
	Confirm	Cancel

• Click **Confirm** after entering the password details.

Alternatively, you can also follow below steps to change password.

≡ easyTimePrœ	Personnel Devi	ce Attendance I	Payroll System		Welcome admin	
🃎 Q 🗉	User			1. Click to enter pro	ofile	About
Authentication	🛢 Bookmarks 🗸 🛛 🕇 Filt	ers 🔻			?	Help
Group	Add Delete Cha	inge Password			7.0	Language 😤
	Username First Name	Last Name Email	Group Name Enable	Is superuser Last Login Lo	gin Times Date o 🕼	Password
🛢 Database 🗸 🗸	User dadmin	admin@zkteco.com	0	2. Click to change password	2020-0 2020-0	Logout 🕜
≓ Integration –						
≓ Middleware Table ▼						
ව Log 🗸 🗸						

3.5 Creation of User Groups

The Superuser assigns different user levels to different users. To avoid assigning one by one, the Superuser can create a user group and set roles with specific levels of access to other users.

3.5.1 Add a User Group

Perform the following steps to add a new user group:

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



Name: Enter the name of the group.

Permission: Under each module, select the permissions to the user by selecting the corresponding checkboxes. Only the corresponding user can use the selected options. If you want to select all the options, select the Master checkbox.

Click **Confirm** after setting the permissions.

3.5.2 Edit a User Group

To edit a User Group, perform the below steps:

- In the user groups list, select the group to be edited and click **edit** icon.
- Edit the required details in the user group and click Confirm.

3.5.3 Delete a User Group

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

3.6 Dashboard

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

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



The Dashboard displays the following details:

Real-Time Count

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

Total Employee	New joinee	Resign	Total Device	Verification
0	4	0	0	0
Present	Absent	Late Arrival	Early Leave	On Leave

Present/Absent

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

Online represents the active devices on the current day.

Offline represents the inactive devices on the current day.

Online Offline	Device Status	07
	Online (0)	
	Offline (2)	

Attendance Exception

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

History 60- 50- 40-	
50-	
40	
+v -	
30 -	
2020-03-24 2020-03-28 2020-04-01 2020-04-05 2020-04-09 2020-04-13 2020-04-17 2020-04-21	

Real-Time Monitor

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



The Pandemic Dashboard appears as shown below:

Casy TimePr Personnel	Device Attendance Payroll	System Welcome admin ① ▼ ☆
High (0) Warning (0) Normal (0) No Mask (0)	Total Employee (5)	
		No Mask Mask Status 📿 🕁
		Masked (0) No Mask (0)

Temperature Status

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

- Normal Temperature
- Warning Temperature
- High Temperature



Mask Status

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



3.7 Common Features used in all the modules

4	dd Del e Import Personnel Transfer	Fit	_	7 2 3		÷-	00
	Der Rookmarke	Department Name 💠	Parent	Employee Count	Resigned		> testing
	DUOKINAIKS	testing	-	9	0		test
	2	test	2	1000	2	2	Export ent
	3	Development	6	2944	0		HR1
	4	Technical	-	666	0	1	dbbb
	5	HR1	3	165	0		Sales
	6	Manager1	testing	165	0	Ø	test
	10	dbbb	-	0	0	3	dept12
	68	Sales	-	0	0		SS
	9	test	5	0	1		
	7	dept12	2	1	0	1	
	12345678901234567890123456789012345678901234567890	SS	12	0	0		

Bookmarks

- This function bookmarks the filtered columns.
- At first, a filter needs to be applied using the provided filter options, and then on the Bookmark function, click New Bookmark, provide the new Bookmark name, and then click Save, to bookmark the filtered columns. For more info on Bookmarks <u>click here</u>.

Filters

• This function filters and displays only the required columns by selecting the required options provided on the Filter function.

Fit

- This function aligns and displays the columns based on the provided options.
- **Best Fit** shrinks all the column's width as much as possible, and **Best Fit with Scale** aligns the column based on the scale.

Expand

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

History

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

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

Export

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

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

CSV Export	×
Export Scope: Current Page All Data	
Confirm Cancel	

Excel: You can export only the current page or the entire report data. You can also set the export style namely Default/Employee-wise/Department-wise/Date-wise. If the page-wise checkbox is selected, then the report will be generated as individual pages for the selected export style.

Export Scope:	Current Page All Data	
Export Style:	Default 🔺 🗌 Page Wise	
	Default	
	Employee Wise	
	Department Wise	
	Date Wise	
	Confirm Cancel	

PDF: The purpose is to export only the current page or the entire report data. You can also set the export style namely Default/Employee-wise/Department-wise/Date-wise. If the page-wise checkbox is selected, then the report will be generated as individual pages for the selected export style.

Export Scope:	Current Page	🔵 All Data	
Export Style:	Default	Page Wise	
Page Size	Default	~	
Orientation	Default	▼	

The advantage of the PDF format is that you can define the page size according to your requirements. You can also set the page orientation as Default/Portrait/landscape. The default parameters are taken from PDF settings. Click <u>here</u> for further details.

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

Restore Layout

• This function restores the data to the default.

Personalize

• This function changes the view of the display column on the interface, based on the below three options.

Department Code 🗢	Department Name 🌩	Parent	Employ	Highlight identifier		
1	testing	-	9	Show tabra stripes		
2 hyperlink click abit	test	-	1000	Show Zebia surpes		
the will highlight the hyper-	Development	-	2944	Show line division (
4 It will mis	Technical	0				
5	HR1	-	165	0 (
5	Manager1	testing	165	o (
10	dbbb	-	0	o (
58	Sales	-	0	o (
9	test	-	0	1 (
7	dept12	-	1	0 (
12345678901234567890123456789012345678901234567890	SS	-	0	0 (

dd (Delete Import Personnel Transfer			1 2	9 🗆 🄶 🗄
Departme	ent Code 🜲	Department Name 🜲	Parent	Employ	Highlight identifier
1		testing	-	9	Channel and stations
2		test	-	1000	C Show Zebra stripes
3	· •	Development	-	2944	Show line division
4	Disaleurs the recurs in	Technical	-	666	0
5	Displays the rows in	HR1		165	0
6	alternative gray shades	Manager1	testing	165	0
10	L	dbbb	-	U	- 0
68		Sales	-	0	0
9		test	-	0	1
7		dept12	-	1	0
12345678	901234567890123456789012345678901234567890	SS	-	0	0

Add	Delete	Import	Personnel Transfer			1 2	່ 🤊		~	**	
Depa	artment Code	\$		Department Name 🌲	Parent	Employ		Highlig	Highlight identifier		
1				testing	-	9	Chanada and in a				
2				test	-	1000		Show zebra stripes			
3				Development	-	2944	Show line divisio				
4				Technical	-	666	T	0			
<u>5</u>				HR1	-	165		0			
<u>6</u>		Displays	Horizontal &	Manager1	testing	165		0			
<u>10</u>		Vertical	divider lines	dbbb	-	0		0			
<u>68</u>				Gales		0		0			
<u>9</u>				test	-	0		1			
Z				dept12	-,	1		0			
1234	567890123456	789012345678	39012345678901234567890	SS	-	0		0			
									-		

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

Edit

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

Delete

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

Column Arrangement

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

3.8 Integrating our Software and the Device



Our **Device** module manages with the implementation and maintenance process of the Biometric Devices, which facilitates the proper tracking of the Employee attendance and transaction details. To know how to add device <u>click here</u>.

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

It administrates the setup of mobile applications, Device instructions, Employee announcements, capturing and uploading of Employee data, maintenance of logs, attendance, and the transaction details among the Devices.



Features of the Device module

- Centralized Device Management
- Mobile Workforce Management
- Work Code Management
- Device Data synchronicity
- Customized Announcements for individual or all Employees
- Security and Threat Detection
- Tracking down of Anomalies

≘ easy TimePrල	Personnel	Device	Attend	ance F	ayroll	System			
🃎 Q 🗉	Device								
👶 Device Management 🔺	🛢 Bookmarks 🗸	▼ Filters ▼		Click he	ere				
	Add Delete	Add New Area	a Cle	ear Commands	Cle	ar Data 🔰 Data Tra	ansfer	Device Menu	
Device Command	Serial Number 👙	Device Name 🜲	Area 🌲	Device IP	Status	Last Activity	User Count	Fingerprint Count	Face Cour
	<u>43243</u>	423324324	2	-	•	-	-	-	-
9 Message ▼	BWNF183960066	iClock700	2	182.73.63.118	•	2020-03-28 11:40:49	1949	1	0
🛢 Data 🔻									
ව Log 🗸 🗸									
🛚 Mobile App 🛛 🔫									
📽 Configurations 🛛 🔻									

Device Management

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

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

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

Device

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

⊒ easy TimePrહ Personnel Device tendance Access System Welcome admin 见• 行 Payroll 🏷 Q 重 Device 🛢 Bookmarks 🗸 ▼ Filters • Add Delete Add New Area Clear Commands Clear Data Transfer Device Menu 3 Π 4 ~ User Count Fingerprint Count Face Count Palm Count Transaction Cou Serial Number 💠 Device Name 🌲 Area 🌲 Device IP Status Last Activity Device Command Prasanth 192.168.6.147 🖕 2020-06-15 16:56:06 BWNF183560015 Auto add 2020-06-17 17:00:35 2 BWNF183960081 Auto add Prasanth 192.168.4.130 🖕 🛢 Data Э Mobile App Configurat

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

On this Interface, you can add a new Device, modify, or delete the existing Devices, manage the existing Device locations, transfer Data and more.

A brief note about the columns displayed on the Device Interface

Serial Number: Displays the unique Serial Number of the Device. By default, the company name will get displayed as default when there is no Company added. Click <u>here</u> to view how to add a Company.

Company Name: Displays the Device's company name.

Device Name: Displays the Device Name.

Area: Displays the Device's Area Name.

Device IP: Displays the Device IP address.

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

Device Model: Displays the Device model name.

Timezone: Displays the Device Time zone.

Firmware Version: Displays the Firmware version of the Device.

Push Version: Displays the Push version of the Device.

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

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

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

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

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

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

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

Last Sync: Displays the last sync date of the Device.

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

3.8.1 Device Configuration

Our **Configurations** module facilitates you to accomplish in managing the new or the existing Devices, registration of Bio-Photo, and in the maintenance of the data, which eases your work and increases your productivity.

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

Ξ easy TimePr œ Ρ	ersonnel	Device 1	tendance Acc	ess Payr	oll Syste	m	Welcome admin	<u>N</u> •	Ϋ́
🔊 Q 🖅 🐻	nfiguration								
👶 Device Management 🔻 💠	Device Commun	ication Settings							
🗣 Message 🛛 🔫	Registration Devi	ce Disable	Filter Resigned 🔵 Dis	able	Sync data t	o the device Enable)		
🛢 Data 🔻	Allow Auto Ad	d Enable A	llow Upload New Employee	Enable	Allow Name Uploa	Enable A	Allow Card Upload Ena	ble 🔵	
්ට Log 🗸 🔫									
🛛 Mobile App 🗸 🗸	Bio-Photo Appro	oval Policy							
Configurations 2	Edit Employee*	Pending	 Batch Impor 	t* Pending	~				
Configuration 3	Mobile Upload*	Auto Approved	- Device Uploa	d* Pending	~				
•	Data Retention S	Setting(The software will k	eep the recent data accord	ng to the value set l	iere, setup 9999 to	keep all data)			
	Transaction*	9999	Comman	d* 20					
	2	90 - 9999 Days		15 - 9999 Days					
	Device Log*	91 15 - 9999 Days	Upload Lo	15 - 9999 Days				Sub	mit

Functions available on the Configuration Interface

Device Communication Setting

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

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

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

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

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

Allow Upload Card: Toggle Enable, to automatically upload the Users' Card numbers from the Device to the Software.

Bio-Photo Approval Policy

Bio-photo refers to the employee profile picture. There are several methods to upload it. Below are the several ways to upload. This function lets you set up the approval method for the uploaded Bio-Photo.

Employee Edit: Toggle **Auto Approved**, to automatically approve the captured Bio-Photo of the Employees.

Batch Import: Toggle Auto Approved, to automatically approve the batch upload of the Bio-Photo.

Mobile Register: Toggle Auto-Approved to automatically approve photo uploaded via mobile device.

Device Upload: Toggle **Auto-Approved** to automatically approve the photo captured via Bio-metric Device.

Data Retention Setting

This function lets you set up Device enrollment and Data transmission.

Transaction: Provide the required number of days the transactions need to be retained.

Command: Provide the required number of days the commands need to be retained.

Device Log: Provide the required number of days the log files in the Device need to be retained.

Upload Log: Provide the required number of days the upload log files need to be retained.

How to Set Up the Device

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

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

Add

Add function lets to add the mounted Device to the software.

easy TimePro	Personnel Device	Attendance Access	Payroll	System					
🏷 Q 🤕	Device								
👶 Device Management 🔺	Bookmarks - TFilter	s *							
	Add Delete Add N	lew Area Clear Commands	Clear Data	Data Transfer	Device Menu				
	Serial Number	e Name 💠 🛛 Area 🗢 Area Code	Device IP Stat	us Last Activity	User Count	Fingerprint Count Face Court	nt Palm Count	Transaction Co	unt Comm
		Add						×	
🛢 Data 🔻			Company*	default					
voloci ₹			Device Name*		~	Serial Number*			
			Area*			Device IP			
и морне Арр 👻			Alca	O Charcoal		Device ii			
📽 Configurations 🛛 🔻			Transfer Mode*	Real-Time	v	Timezone*	Etc/GMT+5:30		
			Registration Device*	No	-	Attendance Device*	Yes	Ŧ	
		Connection R	equest Interval(sec)*	10					
							Confirm	Cancel	

Add the mounted Device

On the **Device** interface, click **Add** to add the newly mounted Device to the software.

Company Name: Select the company name that device belongs to from the drop-down list. By default, the company name will get displayed as default when there is no Company added. Click <u>here</u> to view how to add a Company.

Device Name: Enter the unique Device Name.

Serial Number: Enter the Device Serial Number.

Device IP: Enter the Device IP specified in the Device, under Network Settings.

Area: Select the mounted Area name of the Device from the drop-down list.

Timezone: Select the common standard time of the specified Area from the drop-down list.

Registration Device: Select from the drop-down list whether the Device is for User Registration or not.

Attendance Device: Select from the drop-down list whether the Device is for tracking Attendance or not.

Connection Request Interval: Enter the time-interval for the Device's pulse oscillation.

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

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

Assigning the Device to an Area

New Area

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

≞ easy Time Pr ⊙	Personnel Device	tendance Payroll System
୭ ପ୍ 🗉	Device	
& Device Management 2	🛢 Bookmarks 🗸 🔻 Filters 👻	
Device 3	Add Delete Add New Area	4 r Commands Clear Data Data Trans
Device Command	Serial Number 💠 Device Name 🌩	Area Device IP Status Last Activity User Count F
🖓 Message 🔻		
🛢 Data 🔻		Area Code 5
ව Log 👻		Parent
🛙 Mobile App 🛛 🔫		Confirm Cancel
📽 Configurations 🛛 🔫		
_		

Create a New Area

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

3.8.2 Device Data Management



Bio-template means the templates (Fingerprint, Face, Palm, Finger Vein) registered for the Employees. Our **Bio-Template** interface aid you to view the detail (mainly the major version number) information of the Employees bio-templates. It gives an idea about the Major Version of the templates.

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

⊒ easy TimePr©	Personnel	Device	1 tendance	Payroll	System
S Q ⊡	Bio-Template				
🍰 Device Management 🛛 ▼	🛢 Bookmarks 🗸	▼ Filters ▼			
🞗 Message 🔻					
🛢 Data 📿 🔺	Employee 🌲	Bio-	Туре 🌲	Bio-Index	Major Version 🌲
Work Code					None
Bio-Template					
Bio-Photo					
Transaction					
්ට Log 🗸 🗸					
🛚 Mobile App 🛛 🔫					
🤹 Configurations 🛛 👻					

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

Employee: Displays the unique identity number of the Employee.

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

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

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

Serial Number: Displays the Device serial number.

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



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

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

⇒ easy nmepro	Personnel	Device	1	tenda	ance Payroll	System				Welcome admir		<u>()</u> -	Ϋ́
S Q 🥶	Bio-Photo												
👶 Device Management 🛛 🔻	🛢 Bookmarks 🕇	▼ Filters	•										
Q Message ▼	Delete Ap	prove/Reject	QR Co	de	Import Bio-Photo					× .	8 . I	າ 🗆	÷
🛢 Data < 🔺	Employee ID	First Name	Last Name	Email	Serial Number	User Photo	Bio-Photo	Register Time 🌲	Remark	Status	,	Approval Tir	me 🌲
Work Code	5		-	-	CKJF201760745			2020-06-02 17:22:14	-	Auto Approved		2020-06-02	17:22:
Bio-Template													
Bio-Photo							-						
'D Log ▼	2	PRASANTH	-	-	CKJF201760745			2020-06-02 10:17:25	-	Auto Approved	1	2020-06-02	10:17:
Configurations	1	kavya	-	-	CKJF201760745			2020-06-02 10:17:25	-	Auto Approved	1	2020-06-02	10:17:
	C 20 🗸	< 1	> Total 5 F	Records	1 Page Con	firm							

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

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

First Name: Displays the first name of the Employee.

Last Name: Displays the last name of the Employee.

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

Serial Number: Displays the serial number of the Device.

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

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

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

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

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

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

How to Upload User Photo via Mobile phone

QR Code

QR Code function lets you upload the user photo to the software by scanning the machine-readable code by the camera on a smartphone.

🔊 Q 🗉	Bio	o-Photo						
S Device Management 🔹		🖉 Bookmarks 🕯	• T Filter	's *				
🞗 Message 🔻		Delete Ap	oprove/Reject	QR Co	ode <	4 prt Bio-Photo		¥ 2
🛢 Data 🖌		Employee ID	First Name	Last Name	Email	Serial Number	QR Code	× ¹⁵
Work Code								
		5		•	-	CKJF201760745	国际的项目 63%以近20%	Approved
Bio-Photo 3								
Transaction								
່ງ Log 👻		2	PRASANTH	-	-	CKJF201760745	<i>C</i> <u>Refresh</u> <u>≵Download</u>	Approved
🛛 Mobile App 🛛 🔫								
🗱 Configurations 👻								
		1	kavya	-	-	CKJF201760745	Confirm	Cancel Approved
	-							

Upload Bio-photo using QR Code

- On the **Bio-Photo** interface, click **QR Code** to scan and upload the User photo via smartphone to the software.
- Use the smartphone to scan the displayed readable code by the camera.
- The URL navigates you to the page displayed below. In case of any error kindly contact your software User admin.

û (0 ■ I
Employee ID* 2
Remark 3
Submit 4
ZKTEDD

Upload Photo: Tap the camera button to capture the User's image for Bio-Photo.

Employee ID: Enter the Employee Identity Number.

Remark: Enter the required information.

Click Submit, to upload the captured photo from mobile device to software.

How to Import Bio-Photo via System

Import Bio-Photo

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

Import User Bio Photo

- On the Bio-Photo interface, click Import Bio-Photo to a photo.
- On the Import Bio-Photo window, click +Upload to upload the photo from the local system.



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

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

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

Approve/Reject the User's Bio-Photo

Approve

Approve function lets you approve the User photo as the registered Bio-Photo.

ਡ ¢asy TimePrੁ	Personnel Device network Payroll System	
Se Device Management	Bio-Photo	
Q Message	Approve/Reject QR Code Import Bio-Photo	
🛢 Data 🥑 🧳	Employee ID First Name Last Name Email Seria Approve/Reject	Remark
Work Code	Status*: Approved	
Bio-Template	5 CKJF: Overwrite*: Approved	K -
Bio-Photo	4 Select the Remark	
Transaction	desired photo	
	2 PRASANTH CKJF.	i -
🛛 Mobile App	-	
Configurations		
	1 kavya CKJF.	iy =
	Confirm Cancel	
	C 20 V < 1 > Total 5 Records 1 Page Confirm	

Approve the User Photo

- On the **Bio-Photo** interface, select the required unapproved User photo from the list to approve.
- On the **Bio-Photo** interface, click **Approve** to approve the User photo.
- On the **Approval** window, proceed with the following.

Status: Select either Approval Passed or Rejected from the drop-down list.

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

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

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

Reject

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

Approve the User Photo

- On the **Bio-Photo** interface, select the required unapproved User photo from the list to approve.
- On the **Bio-Photo** interface, click **Approve** to approve the User photo.
- On the **Approval** window, proceed with the following.

Status: Select either Approval Passed or Rejected from the drop-down list.

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

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

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

Removing a Bio-Photo

Delete

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

🃎 Q 🗉	Bio-Photo				_	_		
& Device Management	Bookmark	s → T Filter:	s 🕶					
🗣 Message	Delet 5	pprove/Reject	QR Co	ode	Import Bio-Photo			
🛢 Data 名 🏒	Employee ID) First Name	Last Name	Email	Serial Number	User Photo	Bio-Photo	Register Time 👙
Work Code						Prompt		×
Bio-Template	5		-	-	CKJF201760745	Are you sure yo	u want to delete	the selected 1
Bio-Photo		4. Select	the			item?		
Transaction		desired ph	noto				6 Confir	m Cancel

Delete Bio-Photo

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

Uploading the Device Data Transaction

Transaction

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

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

<u> = easy</u> limePro	Personnel Dev	rice 1 tendance	Payroll	System		Welcome admin	•
🔊 Q	Transaction						
Device Management	▼ Bookmarks → ▼ F	lters 🕶					
🍳 Message	▼ Upload USB Transaction			2	/ · · · D 🔲	📌 🛱 Cap	ture
Data 2	Employee ID First Nan	e Department Date	Time Punch State	Area Serial Number 🌲	Device Name Upload	d Time 🜲	
	2 PRASAN	H Department 2020-06-03	17:04:32 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 17:25:51	
Work Code	2 PRASAN	H Department 2020-06-03	17:04:29 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 17:25:51	
	2 PRASAN	H Department 2020-06-03	17:03:55 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 17:25:51	
Bio-Template	2 PRASAN	H Department 2020-06-03	17:03:53 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 17:25:51	
	2 PRASAN	H Department 2020-06-03	15:32:39 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 17:25:51	
Bio-Photo	2 PRASAN	H Department 2020-06-03	15:32:36 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 17:25:51	
Transaction	2 PRASAN	H Department 2020-06-03	15:25:31 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 17:25:51 Emplo	yee ID
	2 PRASAN	H Department 2020-06-03	12:14:53 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 12:14:55 First N	lame
၁ Log	🚽 🗌 1 🛛 kavya	Department 2020-06-03	11:49:20 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 11:49:22 Last N	ame
	3 asish	Department 2020-06-03	08:57:22 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 10:57:44 Depar	tment
Mobile App		Department 2020-06-03	08:57:19 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 10:57:43 Positio	on
	4 sukanya	Department 2020-06-03	08:53:23 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 10:53:36 Punch	Date
Configurations	▼ 1 kavya	Department 2020-06-03	08:53:14 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 10:53:36 Punch	Time
	2 PRASAN	H Department 2020-06-03	08:53:04 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 10:53:36 Area	
	4 sukanya	Department 2020-06-02	18:51:14 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 10:52:16 Serial	Number
	4 sukanya	Department 2020-06-02	18:51:02 -	Bangalore CKJF201760745	Auto add 2020-0	06-03 10:52:16 Uploa	d Time

A brief note about the columns displayed on the Transaction Interface

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

First Name: Displays the first name of the Employee.

Last Name: Displays the last name of the Employee.

Department: Displays the Employee's Department name.

Position: Displays the Employee's Position name.

Date: Displays the last Punch Date of the Employee.

Time: Displays the last Punch Time of the Employee.

Punch State: Displays the last Punch State of the Employee.

Verify Type: Displays the Punch verification type of the Employee.

Work Code: Displays the last punched unique Work Code of the Employee.

GPS: Displays the Employee's last punched Device's GPS location.

Longitude: Displays the Employee's last punched Device's GPS longitude location.

Latitude: Displays the Employee's last punched Device's GPS latitude location.

Area: Displays the Employee's last punched Area of the Device.

Serial Number: Displays the Device serial number.

Device Name: Displays the Device name.

Upload Time: Displays the last upload time.

Upload USB Transaction

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



Upload the USB transactions

- On the **Transaction** interface, click **Upload USB Transaction** to upload the attendance transaction via a USB device to the software.
- On the Upload File, click Choose file to choose the file from your PC or a USB Disk. This filename should be same as Device Serial Number. And make sure the system has the employees for whom all you want to add transaction.
- Click **Confirm**, to upload the attendance transaction from the USB device.

Clearing Pending Commands from Device

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

easy TimePro	Personnel De	vice <u>t</u> tendance	Payroll	System		
🏷 Q 🗉	Device					
🗞 Device Management <	2 🖉 Bookmarks 🗸 🕚	▼ Filters -				
Device 3	Add Delete	New Area Clear Pe	nding Command	a Clean Data	Transfer	Device Menu
Device Command	Serial Number 💠	Device Name 🜲	Area 💠	Device IP	Status	Last Activity
	1223	Test	Not Authorized	192.168.1.200		2019-10-12 11:33:11
A Message	7899999	6868	Not Authorized	192.168.1.98		2019-10-12 11:33:07
9 D.4	79999998	IN01-A	Not Authorized	192.168.1.98		-
 D Log Mobile App Configurations 	Ţ			Prompt		×
				Are you sure to commands?	clear all the	e pending

Clear the pending or the awaiting commands

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

How to clear Data from Device

Clear Data clears away or erases the stored data from the Devices.

≖ easy TimePr ©	P	ersor	nnel	Device	1	ance P	ay	roll System		
> Q ⊒	Dev	vice								
😣 Device Management 🥂 💈	2	🛢 Boo	kmarks 🗸	▼ Filters ▼						
Device 3	A	dd	Delete	Add New Area	Cl	ear Commands	l	Clear Data 5		Devic
Device Command		Serial	Number 🌲	Device Name 🌲	Area 🌲	Device IP	s	Clear Attendance Data	User Count	Fing
<u> </u>		<u>4324</u> 3	3	423324324	2	-	÷.	Clear Captured Photo	-	-
♀ Message ▼		AEH2	191360078	Test	2	192.168.1.9	1	Clear All Data	-	-
🛢 Data		BWN	F183960066	iClock700	2	182.73.63.118	1	Clear All Data	1949	1
Mobile App										
📽 Configurations 🛛 🔻										
		~								
		1	20 🔻 <	1 > Tota	I 3 Record	s 1 Pag	е	Confirm		

Functions available under Clear Data

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

Clear Attendance Data

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

🔊 Q 😇 🗖					100000	Tayron	System	
& Device Management	vice Bookmarks •	▼ Filters →				2. Click h	ere	
Device	dd Delete	Add New Area	Clea	ar Command:	s Clear D	Data Data Trans	fer Device Menu	
Device Command	Serial Number	Device Name 👙	Area 🜲	Device IP	Status La	st Activity L	Jser Count Fingerprint Count	Face
🗣 Message 🗾 🔻 📩	RWNF183960081	Auto add	Prasanth	192.168			~	0
S Data	ect the vice			S	tart Time End Time		_	
්ව Log 🗸 🔽			_		Clear All		_	
🛙 Mobile App 🛛 👻			3. Er	nter the		Confir	m Cancel	
😂 Configurations 🗢			require	eu uetalis				

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

Clear Captured Photo

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

⊒ easy Time Pr c	Personnel	Device	Attendance	Access I	Payroll	Syster	m
》 Q 亘	Device				_	_	
👶 Device Management 🛛 🔺	🖉 Bookmarks 🗸	▼ Filters ▼			2. Clicl	k here	
Device	Add Delete	Add New .	Area Clear Comman	ds Clear Data	Data Tr	ansfer [Device Menu
Device Command	Serial Number 🌲	Device Name	Area 💠 Device IP	Status Last Act	ivity	User Count	Fingerprint Count
Qr Message 🗸	BWNF183560015 BWNF183960081	Auto add Auto add	Prompt		×	1	1
🛢 Data 🚺	Select the device		Are you sure to clea	r the capture of sel	ected 1		
່ງ Log 🗸 🔻			device(s)				
🛛 Mobile App 🛛 👻				Confirm	Cancel		
📽 Configurations 💌			3. Confirm	here			

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

Clear All Data

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

⊒ easy Time Pr ©	Personnel	Device	Attenda	ance A	ccess	Payroll	System
🕒 Q 📼 🗞 Device Management	Device Bookmarks •	▼ Filters -				2. Click he	ere
Device	Add Delete	Add New Are	ea Cle	ar Commands	Clea	r Data 🔹 Data Tra	nsfer Dev
Device Command	Serial Number 🌩	Device Name	🕈 Area 🌲	Device IP	Status	Last Activity	User Count F
🗣 Message 🗸 🗸	BWNF183560015 BWNF183960081	Auto add Auto add	Prasanth Prompt	192.168.6.147	0	2020-06-15 16:56:06 × ³⁵	1 1 2 1
Data	Select the device		Are you	sure to clear	all the d	ata in device?	
🛛 Mobile App 👻			6		Confirm	Cancel	
📽 Configurations 👻			3. Cor	nfirm here			

- On the **Device** interface, select the required Devices from the list to clear or erase all the stored data from the Devices.
- On the **Clear Data** menu, click **Clear All Data** to clear or erase all the stored data from the selected Devices.
- Click **Confirm**, to clear or erase all the stored data from the selected Devices.

How to transfer Data

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

≡ øasy TimePrල	Personnel	Device	Attendance	Access	Payroll	System
🗞 Q 🖻	Device	▼ Filters ▼				Click here
Device Device Command	Add Delet	e Add New Area	a Clear Comr Area 💠 Device	nands Clear IP Status	Data <u>Data T</u> Last Activ Uploa	ransfer Device Menu
Q Message ✓	BWNF1835600 BWNF1839600	Auto add Auto add Auto add	Prasanth 192.16 Prasanth 192.16	8.6.147 O 3 8.4.130 O 3	2020-06- 2020-06- Sync F	d Transaction from Device
Se Data 🗸					- Sync 2	
ン Log ・						
📽 Configurations 🗸 🗸						
	_	_	-	_	_	

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

Upload User Data from Device

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

⊒ easy TimePrœ	Personnel	Device At	tendance	Access F	Payroll Sy	stem
Sevice Management	Device	▼ Filters ▼			2. Clici	k here
Device Device Command	Add Delete	Add New Area	Clear Commands	Clear Data	Data Transfer	Device Men unt Fingerpri
🗣 Message 🔫	BWNF183560015	Auto add Pr Auto add Pr	Upload User Da	ta from device	×	1
S Data	Select the device		Employee ID			
D Log		3. Enter the				
Mobile App			5	Confe	Cancel	1
				Com	Cancer	

- On the **Device** interface, select the required Devices from the list to upload the Users or the Employees' data to the software.
- On the **Data Transfer** menu, click **Upload User Data from Device** to upload the Users or the Employees' data from the selected Devices to the software.
- On the Upload User Data from Device window, select from the drop-down list either All to upload all the Users or the Employees data or select Specified to upload only the specific Users' or the Employees' data.
- If you select **Specified**, on the Employee ID, enter the unique Identity number of the Users or the Employees whose data need to be uploaded from the selected Devices to the software.
- Click Confirm, to upload the Users' or the Employees' data from the selected Devices to the software.

Upload Transaction from Device

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

≘ øasy TimePrල	Personnel	Device At	tendance	Access	Payroll Syste	em
🗞 Q 😇	Device Bookmarks 🕶	▼ Filters →			2. C	lick here
Device	Add Delete	Add New Area	Clear Command	ls Clear Data	Data Transfer	Device Menu
Device Command	Serial Number	Device Name 💠 A	rea 🚔 Device IP	Status Last A	rtivity Hser Cour	nt Fingerprint Count
Q Message 🔻	BWNF183560015 BWNF183960081	Auto add P Auto add P	n Upload Transa	action from Devic	e X	1
🛢 Data 🗾	elect the		Transaction* A	AI	*	
50 Lon	device		Start Time			
		_	End Time			
🛛 Mobile App 🛛 🔻		3. Enter the	•			
📽 Configurations 🛛 👻		required deta		Conf	Cancel	
				Com	Curreer	

- On the **Device** interface, select the required Devices from the list to upload the transactions to the software.
- On the **Data Transfer** menu, click **Upload Transactions from Device** to upload the transactions from the selected Devices to the software.
- On the Upload Transactions from Device window, select from the drop-down list either All to upload all the transactions or select Specified to upload only the specific transactions from the selected Devices to the software.
- If you select **Specified**, on the Start Time and the End Time fields select the required time to upload the specific Device transactions to the software.
- Click **Confirm**, to upload the selected Devices' transactions to the software.

Sync Data to Device

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

Ξ easy TimePr⊙	Personnel	Device	Attendance	Access	Payroll Sy	stem
🗞 Q 😇	Device	▼ Filters →			2. Clic	k here
Device Device Command	Add Delete	Add New Area	Area	ids Clear Data	Data Transfer	Device Menu t Fingerprint Cou
🗣 Message 🛛 🔻	BWNF183560015 BWNF183960081	Auto add Auto add	Prasan Prasan Employee		Photo No	1
Data	. Select the device		Fingerprint	No Bi	Face No	
🛛 Mobile App 👻	3. E	nable/ Disable	e the ^{Finger Vein} es	No		
📽 Configurations 🛛 👻					Confirm Cancel	

- On the **Device** interface, select the required Devices from the list to sync the Employee Data from the software.
- On the **Data Transfer** menu, click **Sync Data to Device** to sync or update the Employee data from the software to the selected Devices.
- On the Sync Data to Device window, select the required data, by switching the toggle button to either Yes or No for the data options (Employee, Photo, Fingerprint, Face, Palm, Bio-Photo and Finger Vein).
- Click **Confirm**, to sync or update the selected data from the software to the selected Devices.

Device Menu

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

≖ easy TimePr œ	Person	nel	Device	1 te	ndaı	nce A	ccess	Pa	ayroll	Sys	tem	Welcor	ne admin
>> Q ⊡	Device												
& Device Management 2	🛢 Book	marks 🕶	▼ Filters ▼										
Device 3	Add	Delete	Add New Are	ea	Clear	r Commands	Cle	ar Data 🗸	Data Tra	insfer 🗸	Device Menu - 4	P	~ D
Device Command	Serial 1	Number 💠	Device Name	Area	÷	Device IP	Status	Last Activi	ty	User Cc	Reboot	Count	Palm Count
•	BWNF	183560015	Auto add	Prasa	anth	192.168.6.147	•	2020-06-1	5 16:56:06	1	Read Information		0
😡 Message 🛛 🔻	BWNF	183960081	Auto add	Prasa	anth	192.168.4.130	•	2020-06-1	7 17:00:35	2	Facell Describe		0
🛢 Data 🛛 🔻											Enroll Remotely		
-											Duplicate Punch Period		
🔊 Log 🗸 👻											Capture Settings		
-											Upgrade Firmware)	
🖬 Mobile App 🛛 🔻													
📽 Configurations 🗸 🔻													

Functions available under Device Menu

- Reboot
- Read Information
- Enroll Remotely
- Duplicate Punch Period
- Capture Setting
- Upgrade Firmware
- Download File

Reboot

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

⊒ ¢asy TimePrੁ	Personnel	Device	Attenda	ance A	ccess	Payroll	Syster	n
ର ପ୍ 🖅	Device							
🗞 Device Management 🛛 🔺	🛢 Bookmarks 🗸	▼ Filters -						
Device	Add Delete	Add New Area	Cle	ar Commands	Cle	ar Data 👘 Data Tra	ns <mark>f 2</mark> D)evice Menu
Device Command	Serial Number	Device Name \$	Area 🌲	Device IP	Status	Last Activity	User Count	Fingerprint Count
	BWNF18356001	5 Auto add	Prasanth	192.168.6.147	•	2020-06-15 16:56:06	1	1
🔮 Data 🗸 🔻	BWNP18590008	Auto add	Prasanth	192.100.4.150	Pro	mpt	of colocted	X device(a)2
ව Log 👻 👻					Are	you sure to reboot	of selected	device(s)?
🛚 Mobile App 🛛 🔫						3	Confirm	Cancel

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

Read Information

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

⊒ easy Time Pr ⊙	Personnel	Device	Attenda	nce A	iccess	Payroll	Systen	n
\$) Q ⊡	Device							
🝰 Device Management 🛛 🔺	🖉 Bookmarks 🗸	▼ Filters ▼						
Device	Add Delete	Add New A	rea Clea	r Commands	Clear Da	ta Data Tra	2 0	evice Menu
Device Command	Serial Number	Device Name	💠 Area 🌲	Device IP	Status Last	Activity	User Count	Fingerprint Coun
& Message	BWNF183560015	Auto add Auto add	Prompt			×	1 2	1
🛢 Data 🔻			Are you su	re to read inf	ormation fro	om selected		
ව Log 🗸 🗸			device					
🛛 Mobile App 🛛 🔫				3	Confirm	Cancel		
ଦିଟ୍ଟି Configurations 🗢								

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

Enroll Remotely

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

⊒ easy TimePrœ	Personnel	Device	Attendance	Access	Payroll	System
🗞 Q 遭 🗞 Device Management 🔺	Device Bookmarks •	▼ Filters ▼				
Device Device Command	Add Delete	Add New Area	Clear Command	s Clear Data	Data T	2 Device Menu Heer Count Fingerprint C
Q Message	BWNF183560015	Auto add Auto add	Prasar Enroll Remo Prasar Bio Type*	otely Fingerprint	25	X 1 1
້າ Log 🔻			Employee ID* Finger*	(Right Hand)For	e Finger 🔻 🔻	
□ Mobile App	3. requ	Enter the ired details				
					Confirm Ca	incel

Enroll Remotely via software

- On the **Device** interface, select the required Devices from the list to communicate for Bio registration.
- On the **Device Menu**, click **Enroll Remotely** to start registration.
- On the **Enroll Remotely** window, enter the following.

Bio Type: From the drop-down list, select the type of Bio-registration. At present, only the **Fingerprint** option is available to register.

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

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

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

Duplicate Punch Period

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

E.g. If the Duplicate Punch Period is set to 2 minute, and the employee punch twice at 18:00 and 18:01, then the system will only consider the punch at 18:00, the punch at 18:01 will be considered as duplicate punch and will not be reflected in the report.

≡ easy TimePr⊙	Personnel	Device	Attendance	Access	Payroll	System
🗞 Q 🖻	Device					
	🛢 Bookmarks 🗸	▼ Filters -				
Device	Add Delete	Add New Area	Clear Command	s Clear Dat	a 👘 Data Tra	2 Device Menu
Device Command	Serial Number 🌩	Device Name 🌲	Area : Duplicate	Punch Period		×
Q Mersana	BWNF183560015	Auto add	Prasan			~
🛢 Data 🔻	BWWF183960081	Auto add	3 Duplicate Pu	nch Period (m)*:	1	Minutes
ව Log 🔻						
🛚 Mobile App 🛛 🔻						
📽 Configurations 🗢						
	C 20 •	1 > Tota	I 2 Recor			Confirm Cancel

Set Duplicate Punch Period

- On the **Device** interface, select the required Devices from the list.
- On the **Device Menu**, click **Duplicate Punch Period** to set the time on the selected Devices.
- On the **Duplicate Punch Period** field, set the time (minutes) until which the Device should consider the repetitive punch as Duplicate Punch.
- Click **Confirm**, to set the time on the selected Devices.

Capture Setting

This function lets you set the image capturing mode in the Device. Some devices let you capture the photo of the employee during verification.

⊒ easy Time Pr ੁ	Personnel	Device	Attendance	Access	Payroll	System
≫ Q	Device					
😸 Device Management 🔺	🖉 Bookmarks 🕶	▼ Filters -				
Device	Add Delete	Add New Are	a Clear Comma	nds Clear Da	ta 🔹 Data Tr	2 Device Menu
Device Command	Serial Number	Device Name	Area 💠 Device IP	Status Las	- Δctivity	User Count Fingerprint Cou
_ 1	BWNF183560015	Auto add	Prasant Capture	Settings		×
😪 Message 🛛 🚽	BWNF183960081	Auto add	Promot	Contrast of Con-		
🛢 Data 👻			Capture :	Capture and save		
ອ Log 🔻						
🛙 Mobile App 🛛 🔫						
- A						
🕰 Configurations 🔻						
	C 20 🗸	(1 > Tot	al 2 Recon			Confirm Cancel

- On the **Device** interface, select the required Devices from the list to set the mode.
- On the **Device Menu**, click **Capture Setting** to set the capturing mode in the selected Devices.
- On the **Capture** field, select the required capture mode from the drop-down list.

Do not capture: The Device will not capture the image.

Capture photo but don't save: The Device will capture the photo but will not save in the Device.

Capture and Save: The Device will verify the captured photo and save it even if the verification is not successful.

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

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

Click **Confirm**, to set the mode on the selected Devices.

Upgrade Firmware

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

≡ easy TimePrœ	Personnel	Device	Attendance	Access	Payroll	System
© Q 重	Device					
😸 Device Management 🛛 🔺	🖉 Bookmarks 🕶	▼ Filters ▼				
Device	Add Delete	Add New Are	a Clear Commands	Clear Data	Data Tra	2 Device Menu
Device Command	Serial Number 🌩	Device Name 🌲	Area 💠 Device IP	Status Last A	ctivity	User Count Fingerprint Co
& Message	BWNF183560015	Auto add Auto add	Prasa Prasa Upgrade Firr	nware		×
🛢 Data 👻		(3 Upgrade File*:	Choose File No	file chosen	1.1
ව Log 🗸 🗸						emtw.ctg
🛛 Mobile App 🛛 🔫						
📽 Configurations 🛛 👻						
	C 20 🗸	1 > Tota	al 2 Rec			_
					Co	nfirm Cancel

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

Upgrade Firmware of the Device

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

How to delete Device instructions

Device Command

Our **Device Command** interface facilitates you to set up instructions to the Biometric Devices to take some action.

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

On this Interface, you can view and delete the Device commands that are being initiated to the Devices.

≡ easy TimePr œ	Personnel	Device <	1 endance	Access	Payroll S	ystem	Welcome admin		Ϋ́
SQ Ⅲ Sevice Management 2	Device Command	▼ Filters ▼							
Device	Delete Clear C	ommands					<i>∦ 2</i> 9	•	÷
Device Command	Serial Number	Device Name	Content		Operate Date/Tir	ne 🌲 Transfer Time	Return Time 🌲	Return Value	
0.11	BWNF183960081	Auto add	REBOOT		2020-06-17 17:0	2020-06-17 17:03:06	2020-06-17 17:03:06	Successful	Ŵ
Server Message 🗸 👻	BWNF183960081	Auto add	UPGRADE checksum=46	5f74a5b567a46c27c59	2020-06-17 17:02	2:57 2020-06-17 17:03:00	2020-06-17 17:03:01	Successful	Ŵ
S	BWNF183960081	Auto add	DATA USER PIN=70029	Name=Prasanth Pri=.	2020-06-17 16:5	2020-06-17 16:55:30	2020-06-17 16:55:34	Successful	匬
🛎 Data 🔹 🔻	BWNF183960081	Auto add	CHECK ALL		2020-06-17 16:5	5:11 2020-06-17 16:55:30	2020-06-17 16:55:34	Successful	匬
n . –	BWNF183960081	Auto add	INFO		2020-06-17 16:5	5:11 2020-06-17 16:55:30	2020-06-17 16:55:31	Successful	匬
J Log 🗸	BWNF183560015	Auto add	CLEAR LOG		2020-06-17 14:5	5:09 -	-	-	匬
🛛 Mobile App 🗸 👻									
📽 Configurations 🗸 🔻									
		_	_	_	_		_		

A brief note about the columns displayed on the Device Command Interface

Serial Number: Displays the unique serial number of the Device.

Device Name: Displays the Device name.

Content: Displays the command content.

Operate Date/Time: Displays the last command operated time.

Transfer Time: Displays the last command transfer time.

Return Time: Displays the last command return time.

Return Value: Displays the last command return value.

Functions available on the Device Command Interface

Delete

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

⊒ øasy TimePrල	Personnel	Device	Attendance	Access	Payroll	Syste	m
>> Q ⊡	Device Command						
🗞 Device Management 🔺	🖉 Bookmarks 🗸	▼ Filters ▼					
Device 2	Delete Clea	r Commands					
Device Command	Serial Number	Device Name	Content		Operate	Date/Time 👙	Transfer Time
	BWNF18396008	1 Auto add			40	17:03:05	2020-06-17 1
🗣 Message 🛛 🗡	BWNF18396008	1 Auto add	Prompt		×	17:02:57	2020-06-17 1
	BWNF18396008	1 Auto add				16:55:14	2020-06-17 1
🗧 Data 🔻 🔻	BWNF18396008	1 Auto add	Are you sure you	want to delete th	e selected 1	16:55:11	2020-06-17 1
2.	BWNF18396008	1 Auto add	item?			16:55:11	2020-06-17 1
IJ Log ▼	BWNF18356001	5 Auto add				14:55:09	
🛚 Mobile App 🛛 👻			3	Confirm	Cancel		
0° Configurations							
- Conngalations							

Delete the Device commands

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

Clear Commands

Clear Commands allows you to delete all the device commands.

⊒ øasy TimePrල	Personnel	Device	Attendance	Access	Payroll S	ystem
) Q 正	Device Command					
🚱 Device Management 🛛 🔺	🛢 Bookmarks 🗸	▼ Filters -	Click here			
Device	Delete Clear	Commands				
Device Command	Serial Number	Device Name	Content			Operate D
-	BWNF18396008	Auto add	REBOOT			2020-06-1
🖓 Message 🛛 🔻	BWNF18396008	Auto add	UPGRADE checksum=4	5f74a5b567a46c27	c59dc1e28fe2a60,url=fil.	2020-06-1
	BWNF18396008	Auto add	DATA USER PIN=70029	Name=Prasanth P	ri=0 Passwd= Card= Gr.	. 2020-06-1
🗧 Data 🛛 🔻	BWNF18396008	Auto add	CHECK ALL			2020-06-1
D .	BWNF18396008	Auto add	INFO			2020-06-1
J Log	BWNF18356001	5 Auto add	CLEAR LOG			2020-06-1
🛛 Mobile App 🗸 🔫						_

Discontinuing the Device from the Software

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



Delete the existing Devices

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

3.8.3 Where to view the Device logs

Log

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

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

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



Operation Log

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

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

\equiv easy TimePro	§ 1	Personnel	Device 1 tendance		Access	Payroll System		n
🔊 Q	• •	peration Log						
👶 Device Management	•	🛢 Bookmarks 🗸	▼ Filters ▼					
🗣 Message	•	Delete						
S Data	. C	Serial Number	Timezone	Administrator	Action	Object	Parameters	Action Time
5 000		BWNF183960081	Etc/GMT+5:30	0	Enter menu	0	0	2020-06-17 16
9 Log 2		BWNF183960081	Etc/GMT+5:30	0	Power on	0	0	2020-06-17 16
		BWNF183960081	Etc/GMT+5:30	0	Enter menu	0	0	2020-06-17 16
Operation Log 🤇 3		BWNF183960081	Etc/GMT+5:30	0	Power on	0	0	2020-06-17 16
		BWNF183560015	Etc/GMT+5:30	0	Enter menu	0	0	2020-06-15 17
Error Log		BWNF183560015	Etc/GMT+5:30	0	Clear data	0	0	2020-06-12 17
Upload Log								
1 Mabila App	_							
A brief note about the columns displayed on the Operation Log Interface

Device: Displays the Device serial number.

Timezone: Displays the Device time zone.

Administrator: Displays the total number of Admin Users of the Device.

Action: Displays the activity or the operation that took on the Device.

Object: Displays the description of the activity that took place on the Device.

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

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

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

Delete

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



Delete the records from the Operation log

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

Error Log

Our **Error Log** interface facilitates to maintain a record of critical errors that are encountered by the Devices while in operation.

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

≡ easy TimePr ල	Personnel	Device 1	tendance	Access	Payroll	System
s Q ⊡	Error Log					
🗞 Device Management 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters ▼				
Q Message ▼	Delete					
🛢 Data 🛛 🔻	Serial Number	Device Name	Error Code	Error Message	Error Command	Command ID
ی Log 2					None	
Operation Log						
Error Log						
Upload Log						
🛙 Mobile App 🗸 🗸						
📽 Configurations 🛛 🔻						

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

Serial Number: Displays the Device serial number.

Device Name: Displays the Device name.

Error Code: Displays the unique code of the Error captured by the Device.

Error Message: Displays the Error message.

Error Command: Displays the Error command.

Command ID: Displays the unique identity number of the error command.

Extra Message: Displays any added messages available for the error.

Upload Time: Displays the error uploaded time.

Delete

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

Upload Log

Our **Upload Log** interface facilitates to maintain a record of the transmission of Device commands and instructions from the software to the Devices.

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

⊒ easy TimePrੁ	Personnel	Device 1 tendand	ce Access Pa	ayroll Sy	/stem
≫ Q 重	Upload Log				
😸 Device Management 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters -			
🞗 Message 🛛 🔻	Delete				
🛢 Data 🔍 🔻	Serial Number	Event	Content	Count	Error Count
	BWNF183960081	Fingerprint	70029 Prasanth	1	0
🔊 Log 📿 🔺	BWNF183960081	Employee Info	1 Sukanya	2	0
	BWNF183960081	TRANSACT	Duplicate:2	2	0
Operation Log	BWNF183960081	Operation Log		6	0
	BWNF183560015	Operation Log		1	0
Error Log	BWNF183560015	Operation Log		1	0
	BWNF183560015	Operation Log		1	0
Mobile App Configurations					

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

Device: Displays the Device serial number.

Event: Displays the occurrences took place on the Device.

Content: Displays the description of the event that took place on the Device.

Count: Displays the total count.

Error Count: Displays the total number of errors.

Upload Time: Displays the uploaded time.

Delete

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

3.9 Organization Setup

Our Organization module simplifies you to make up major teams of employees structured to achieve in close coordination with each other and to thrive in categorizing a requirement or sustaining collective determinations.

On the **Organization** module, you can create, modify, or delete the Department, Employees and their roles, establishment of the Areas and the Request flows of your Organization.

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



3.9.1 How to manage Multiple Companies

Do you want to centralize data of Multiple offices, subsidiaries? This service provides features for creating and maintaining multiple companies. Management of several organizations consists of grouping them into the same application, but their data gets saved in different databases.

Our **easy TimePro** software is equipped with multi-company management expertise to handle the consolidation needed for separate companies, along with multi-company reporting and business intelligence.

Each company/data site is guaranteed. And the user can control the rights of the various interface in the software as per the requirement. For example, it is possible to configure the software to display only the devices that affect them to the various sites.

○ Q 亘 🔽	Company				
📥 Organization 🔺	🖉 Bookmarks 🗸 🛛 🕇	-ilters 🗸			
Company	Add Delete				
Department	Company Name	Company Phone	Contact Name	Contact Phone	Company Address
Position	Unicorn	123456	Jizz	456123	unicorn.us
	ZKTeco	456789	Ken	789456	zkteco.in
Area	default	-	-	-	-
Holiday Location	Charcoal	741258	Charlie	258741	Charcoal.eu
 Employee Management Approval Workflow Configurations 					

Similarly, businesses that do not use specific data (like employees, devices, etc.) can be made hidden.

A brief note about the columns displayed on the Company Interface.

Department Name: Displays the name of the Department.

Company Phone: Displays the Superior Department name.

Contact Name: Displays the total count of the Employees in a Department.

Contact Phone: Displays the total count of the resigned Employees in a Department.

Company Address: Displays the company address.

Device Count: Displays the total device registered in that company.

Employee Count: Displays the total employees registered in that company.

User Count: Displays the total admin count.

Hex id: Displays the Hex id that gets auto created when adding the company.

Add

easy TimePrc Dashboard @	Personnel	Device	Attendance	Access	Payroll	System		
S Q 🖅	Company							
📥 Organization 🔺	🛢 Bookmarks -	T Filters	•					
Company	Add Delete	e						
Department	Company Nan	ne Com	ipany Phone	Contact Name	Contact Phone	e Company	y Address	Device Count
Position	Unicorn	1234	156	Jizz	456123	unicorn.u	IS	0
	ZKTeco	4567	789	1°	700100			0
Area	default	-		Add			×	0
Holiday Location	Charcoal	/412	258	Company Name	* Frag			0
嶜 Employee Management 🕶				Company Phone	e 852456			
📰 Approval Workflow 🔫				Contact Name	e Fin			
📽 Configurations 👻				Contact Phone	e 456852			
				Company Address	s Frag.fi			
					Со	nfirm Canc	el	

Add function lets to add a new Company with the company details.

Adding a new Company

On the **Company** interface, click **Add** to add a new Company and enter the following details.

- **Company Name**: Entre the name of the company.
- **Company Phone**: Enter the company phone number.
- **Contact Name**: Enter the point of contact person name.
- **Contact Phone**: Enter the point of contact person's contact number.
- **Company Address**: Enter the address of the company.

After entering the details, click **Confirm** to save and update the newly Company name.

Removing a Company

Delete function lets you remove the existing Company and its data from the list.

Delete the existing Department or a Sub Department

• On the **Company** interface, select the required Company name from the list.

- Click **Delete**, to delete the selected Company data.
- Click **Confirm**, to ensure and delete the selected Company data from the list.

Switch Companies

This function facilitates the admin to switch to the required Company data.

easy Time	Pro Personnel Device	Attendance Access Pa	yroll System			admin/ZKTeco
				Attendance Dashboard	Pandemic Dashboard	AboutHelp
	0 Total Employees	0 New Joinee (Last 7 Orga)	0 Resign	0 O Total Device V	erification	◆ <u>Company</u>
	0 Present	0 Absent	0 Company		n Leave	🕒 Logout
	Online Device Status	C ± Attendance E History 0.8 0.6 0.6 0.4 0.4 0.2	Select Company default ZKTeco Unicom Charcoal	e -O-Absent	C 不明不	
		0	Confirm	Cancel	8 2021-01-31 2021-02-03	
jevascript:void(0);			Real-Time Mor	nitor -O-P	○ ≁ 때 쏘	

- Click on the **User profile** icon and click **Company** from the drop-down list.
- On the **Company** interface, select the required Company name from the list to switch accordingly.

3.9.2 How to set up the Department

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

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

ਡ easy TimePr©	Personnel	evice	Attendance	Payrol	I System			
🄊 Q 🗉	Department							
Organization	🛢 Bookmarks 🗸	▼ Filters ▼						
Department 3	Add Delete	Import	Personnel Transfer			n 🗸 🖉		=
Position	Department Code	\$ D	epartment Name 🌲	Parent	Employee Count	Resigned Count		
Area	1	D	epartment	-	5	0	(3 🛍
Holiday Location								
曫 Employee Management 🛛 🔻								
📰 Approval Workflow 🗸								
🗱 Configurations 🗸 🗸								

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

With design to the Corporate Structure; "Marketing", "Finance", "Operations management", "Human Resource", and "IT" are some of the common Departments.

A brief note about the columns displayed on the Department Interface.

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

Department Name: Displays the name of the Department.

Parent: Displays the Superior Department name.

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

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

Functions available on the Department Interface.

Add

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

ਤ easy TimePrœ	Personnel Device	Attendance Payroll	System	
• Q ⊡	Department			
🖬 Organization 🛛 🖌	Bookmarks → Y Filters →			
	Add Delete Import	Personnel Transfer	× × ⊃ □ ¢ ÷	*
Position	Department Code 🗢 D	epartm Add	X d Count	
Area 1. Cliv Holiday Location	ck here to add Department	Departm Department Code* 2		
Employee Management		Parent	2. Enter the required details	
Configurations		3. Click Confirm to finish		
			Confirm Cancel	

Create a new name for a Department or a Sub-department

On the **Department** interface, click **Add** to create a new Department or a Sub-department name.

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

On the **Parent** field, select the required Department name from the list to define as the Parent department if creating a new name for a Sub-department.

After entering the details, click **Confirm** to save and update the newly created Department or the Subdepartment name.

Removing a Department

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

⊒ easy TimePrੁ	Personnel	Device	Attendance	Access	Payroll	System
🗞 Q 🖻	Department	▼ Filters →				
Department Position	2 Delete	Import + Depa	Personnel Transfer Irtment Name 🌩	Parent Employ	yee Count Re	🖍 ම 🔲 🏓
Area 1	1	Dep	Prompt		×	C
 Employee Management Approval Workflow 			Are you sure you item?	Confirm	Cancel	
📽 Configurations 🗸						

Delete the existing Department or a Sub Department

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

Click **Delete**, to delete the selected Department or the Sub-department data.

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

How to import Department details from the system

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

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シ Q 運	Department								
📥 Organization 🔺	🛢 Bookmarks 🗸	▼ Filters -	Impo	ort					×
				Import File:	hoose File No	file chosen			
	Department Co	de 🗢 Depar		Ple	ase download s	amp. 3.	Upload	the	D
Area	1	Depar	Ex	isting Data:	gnore		file		- 8
Holiday Location			Sample	e Template:				Download Template	- 1
曫 Employee Management 🛛 🔻				٨		R			
📕 Approval Workflow 🗸			1	Departmer	t Code	Departmen	2. Dow	nload the template,	
			2	NO.1		department	ade	d data and save	
📽 Configurations 🛛 🔻			3	NO.2		department2			
			4	NO.3		department3			- 11
	C 20 V	< 1 > To	Descrip 1. Tl 2. D 3. Tl Not	tion he header in fil epartment Coo he Parent Depa e: Only 'txt','xls	e template is re le and Departm rtment must be ','csv' and 'xlsx'	equired tent Name are Re e Department's C formats are supp	equired fiel ode ported	ds	
	20 •							Confirm Ca	ncel

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

- On the **Department** interface, click **Import** to import a new or update the existing Department or the Sub-department details on the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the Import window, click Choose File to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Department and the Sub-department on the Software need to be updated with the imported data.
- Choose **Ignore**, if the modification is not required for the existing Department or the Subdepartment on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

How to allocate Employees to Departments

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

Personnel Transfer

Personnel Transfer function lets you transfer the existing Employees from another Department or the Subdepartment to the specified Department or the Sub-department based on the Organization system.

Note: Only one Department or a Sub-department can be selected at a time to modify.

,		Device	Attendanc	e Aco	ess	Payroll	System		Welcome admin
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rganization 🔺	🖉 Bookmarks 🗸	▼ Filters ▼		2. CI	ick here				
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Position	Department Cod	le 🌲 🛛 Depart	tm p=+N==== A	Darrah	E				Denartment
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Alea			Department	- Emp	oyee	Q	Selected 1	l.	
Holiday Location			Employee	First Name	Last Name	Department	Emp	loyee First Name 💠	Last Name 💠
1. Sei	ecthere		1	Sukanya		Department	100	05 Michael	
Employee Management			10005	Michael		Department			
			1001	jay		Department			
Approval Workflow 🗸			1002	rashmi		Department			
	3. Se	elect	1003	bharath		Department			
📽 Configurations 🔍 🔻	Empl	oyee	1004	daya		Department			
			1005	zero		Department			
			1006	shanth		Department			
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			70002			Department			
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			20 🗙 Total	134 Records <	> 1 P	age Confirm			
	€ 20 ¥	< 1 > To	tal						
								Co	nfirm Cancel

Manage and modify Employees Departments.

- On the Department interface, select the required Department or the Sub-department from the list to move in the Employees.
- Click **Personnel Transfer** to transfer the required Employees into that selected Department or the Sub-department.
- On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.
- The selected Employees list will reflect on the right side of the Adjust Employee window.
- Use the Department drop-down list or the **Search** option (search by Employee name or Employee ID) to search for Employees.
- Click **Confirm**, to ensure and adjust the Employees to the selected Department or the Subdepartment.

4.9.1 Classifying the Department to an Area

Area

Our **Area** interface benefits you to shape the workplace zone and the Department space, which in turn have a remarkable effect on both the employees and the business as a whole.

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

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∿ Q ⊡	Area						
A Organization 2	🛢 Bookmarks 🗸	▼ Filters ▼					
Department	Add Delete	Import	Personnel Tra	nsfer		″ ~ ⊃ □	e =
Position	Area Code 🌲	Area Name 🌩	Parent	Device Count	Employee Count	Resigned Count	
Area	1	Not Authorized	-	0	0	0	📝 🛍
	2	Banglore	-	0	124	1	📝 🛍
Holiday Location	7	Area A	-	0	0	1	📝 🛍
	8	Test	-	0	125	1	📝 💼
警 Employee Management 🛛 🔻	9	rachana	-	0	8	0	📝 🛍
	10	Prasanth	-	2	2	0	📝 🛍
Approval Workflow ▼ Configurations ▼							

On this interface, you can create a new Area or a Sub-area, edit or delete the existing Areas or the Sub-areas, based on the rules and requirements of the Organization.

Area defines your Employee's service location whether geographically or by sector such as, "Manufacturing Floor", "Experience Centre", "Server Room", "Development", "Marketing", and more.

A brief note about the columns displayed on the Area Interface

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

Area Name: Displays the name of the Area.

Parent: Displays the Superior Area name.

Device Count: Displays the total count of the Devices connected in an Area.

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

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

Creating an Area

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

\equiv easy TimePr _©	Personnel	1) vice	Attendance Access	Payroll	System	
© Q 쿄 ♣ Organizatio	Area Bookmarks •	¥ Filters →				
Department 4	Add Delete	Import	Add	×	2 9 0	r =
Position	📃 Area Code 🌲	Area Name 🌲	Area Code*: 11		Resigned Count	
Are 3	1	Not Authorized	Area Name*:			a
	2	Banglore				
Holiday Location	7	Area A	Parent:	-		
嶜 Employee Management 🛛 🔻	8	Test rachana			5	
E Approval Workflow ✓ Configurations	5. Er require	nter the ed details			>	
			Confirm	Cancel		

Create a New Area or a Sub Area name

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

How to remove an Area

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

⊒ easy TimePr e	Personnel	Device	Attendance	Access	Payroll	Systen		
≫ Q	Area							
📥 Organization 🔺	🖉 Bookmarks 🗸	▼ Filters -						
Department	2 Delete	Import	Personnel Transfer		Ŷ	2 3		主
Position	Area Code 🖨	Area Name 👙	Parent Device Co	unt Employ	ee Count	Resigned Count		
	1	Not Authorize	Prompt		~		Ø	
	2	Banglore	Tompe		^		Ø	
Holiday Location	7	Area A					Ø	<u>ش</u>
	8	Test	Are you sure you war	nt to delete the	selected 1		Ø	Ŵ
🖀 Employee Management 🛛 🔻	9	rachana	item?				Ø	D
	10	Prasanth					Ø	Û
📰 Approval Workflow 🛛 🔻			3	Confirm	Cancel			
			-			.#		
Ma Configurations 🗸 🗸								

Delete the existing Area or a Sub-area:

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

Importing the Area details from System

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

Ξ easy Time Pr ⊚	Personnel	Device	Attendance	e Access	Payroll Sys	tem Welco
> Q ⊡	Area			Import		×
📥 Organization 🔺	🛢 Bookmarks 🗸	▼ Filters ▼		Import File:	Choose Fit. 3 chosen	
Department	Add D 1	Import	Personnel Trar	F	Please download sample templat	e, add your data, and then import
Position	📄 Area Code 🌲	Area Name 🌲	Parent	51.0 D .	-	
Area	1	Not Authorized	-	Existing Data:	Ignore	
Анеа	2	Banglore	-	Sample Template:		Download Template
Holiday Location	7	Area A	-			-
	8	Test	-	А	В	С
🖀 Employee Management 🛛 🔻	9	rachana	-	1 Area Code	Area Name	Parent
		Prasanth	-	2 NO.1	area1	
Approval Workflow				3 NO.2	area2	
Mar -				4 NO.3	area3	
₩ ₄ Configurations ▼				Description		
				1. The header in 2. The Area Code 3. The Parent Are	file template is required e and Area Name is Required fiel ea must be Area's Code	ds
				Note: Only 'txt','	xls','csv' and 'xlsx' formats are su	pported
					_	
	C 20 ¥	< 1 > To	tal 6 Records		4	Confirm Cancel

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

- On the **Area** interface, click **Import** to import a new or update the existing Area or the Sub-area details on the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available on the Existing Data field.
- Choose **Overwrite**, if the existing Area or the Sub-area on the Software needs to be updated with the imported document.
- Choose **Ignore**, if the modification is not required for the existing Area or the Sub-area on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

How to move Employees between Areas

Personnel Transfer function lets you transfer the existing Employees from another Area or the Sub-area to the specified Area or the Sub-area based on the Organization system.

Only one Area or a Sub-area can be selected at a time to modify.

≞ easy TimePrତ	Personnel	Device	Atter	idance	Access	Payroll	System		w	elcome admin	<u>R</u> -	ΰ
© Q .	Area											
📩 Organization 🛛 🔺	🛢 Bookmar	ks∓ ▼ Filters -			2. Click her	e)						
Department	Add D	elete Import	Person	nel Transfer		Ÿ.	v 🤊 🗆	et ::	E (с 6		
Position	Area Code	Area Name 3	÷ P	nt Davica C	ount Empl	Page Count D	orignod Count			Not Authorize	d	
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	2	Banglore		Department	- Emple	iyee	م	Sele	ected 1			
Holiday Location	7 7	Area A		Employee	First Name	Last Name	Department		Employee	First Name 💠	Last Name	¢
1. Select	t Area	Test		1	Sukanya		Department	\sim	1	Sukanya		
Employee Manage		rachana		10005	Michael		Department					
-	10			1001	Jay		Department					
Approval Workflow	5.		ee	1003	bharath		Department					
				1004	daya		Department					
📽 Configurations 🛛 🔻			[1005	zero		Department					
				1006	shanth		Department					
				1007	manish		Department					
				70001			Department					
				70002			Department					
				70002			Donardmont					
				20 V Total 13	4 Records <	> 1 Page	Confirm					
	C 20	< 1 > 1	Total 6 F							Confi	rm Cano	el

Manage and modify Employees Areas

- On the Area interface, select the required Area or the Sub-area from the list to move in the Employees.
- Click **Personnel Transfer** to transfer the required Employees into that selected Area or the Sub-area.
- On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.
- The selected Employees information will reflect on the right side of the Adjust Employee window.
- Use the Department drop-down list or the **Search** option (search by Employee name or Employee ID) to search for Employees.
- Click **Confirm**, to ensure and adjust the Employees to the selected Area or the Sub-area.

4.9.2 Creating Regions for Holiday

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

⊒ easy TimePrල	Personnel 1	evice	Attendance	Access	Payroll	System	
Q \Xi 🛔 Organization 2 🔺	Holiday Location	r Filters →					
Department 4	Add Delete	Personnel Ti	Add		×	5	e =
Position	Location Code 💠	Location Location	Location Code* 4			ed Count	C D
Holiday Locatio	3	blr Guntur	Location Name*				
🖀 Employee Management 🛛 🔻			Parent -	<u>899-0000-005</u>			
📰 Approval Workflow 🛛 🔻	5. Enter	the					
📽 Configurations 🗢	required d	etails		Confirm	Cancel		
					Curren		

Create a New Holiday Location

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

Manage and modify Holiday Location

The operation is same as shown in <u>Personnel Transfer</u>.

4 Personnel Management

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

This feature allows updating employee details; manage request flow, area, job title, department, joined date, and add or remove positions of each employee.

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



Features of Personnel module

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

5.1 How to set up Document ID

Configurations

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

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

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

Employee Document

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

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

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

easy TimePr 1	Personnel	Device	Attendance	Payroll	System
🃎 Q 亘	Employee Docum	nent			
📥 Organization 🛛 👻	Bookmarks	 Filters 			
曫 Employee Management 🔻	Add Dele	te Import			
Approval Workflow	Document N	0. \$			
Configurations	1				
Employee Document 3					

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

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

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

Document Title: Display the name of a Document.

Functions available on the Employee Document Interface

Add

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

≘ easy ⊺imePrੁ	Personnel Device	Attendance	Access	Payroll	System
■ p @	Employee Document				
📥 Organization 🛛 🔻	🖉 Bookmarks 🗸 🛛 🕇 Filters 🗸				
🕈 Employee Management 🛛 🧿	Add Delete Import				
📰 Approval Workflow 🛛 👻	Document No. 🜩			Document Title	÷
🎕 Configurations 🔁 🔺	PAN Card	Add		×	
Employee Document		Document Title*			
	5. Enter the required details		Confirm	Cancel	

Add a new Document:

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

Delete

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

≡ easy TimePrੁ	Personnel	Device	Attendance	Payroll	System
🄊 Q 運	Employee Documen	t			
📥 Organization 🗸 🔻	🛢 Bookmarks v	▼ Filters -			
🐮 Employee Management 🛛 🔻	Add Delete	e 2 ort			
Approval Workflow	Document No.	÷			Document Title 🌲
	1		Descent		Driving License
			Prompt		×
			Are you sure you v	want to delete th	e selected 1
			item?		
				3 Confirm	Cancel

Delete the existing Document

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

Import

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

⊒ øasy TimePrਫ	Personnel	Device	Attendance	Payroll	System
≫ Q 🥶	Employee Document				3 Upload the file
🖶 Organization 🗸 🔻	🛢 Bookmarks 🗸	▼ Filters -	Import		×
曫 Employee Management 🛛 🔻	Add C 1	Import	Impo	rt File: Choose File	No file chosen
📰 Approval Workflow 🔻	Document No.	÷		Please downloa	id sample template, add your data, and then import
🥵 Configurations 🔺			Existing	Data: Ignore	·
Employee Document			Sample Ten	plate:	≛ Download Template
			A		2. Download the template
			1 Docum	ent No.	and fill the details
			2 10001		PASSPORT
			Description		
			1.The hea 2.The Do	der in the file templat cument No. and the D	te is required ocument Title is required
					4 Confirm Cancel

Import a new or update the existing Document type details.

- On the **Employee Document** interface, click **Import** to import a new or update the existing Document type details.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the Import window, click Choose File to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Document type details on the Software needs to be updated with the imported document.
- Choose **Ignore if** the modification is not required for the existing Document type on the Software.
- Click **Confirm**, to ensure and import the saved data to the software.



Our **Employee Management** module helps you to stay organized by maintaining all your employee data up to date, which saves you an ample amount of time and also helps you to retrieve employee information of your Organization at any point in

time. On the **Employee Management** module, you can add, modify, terminate, or revive the Employee details of your Organization.

On the **Personnel** module, click **Employee Management** to go to the Employee Management module.



Employee 🍈

Our **Employee** interface facilitates you to update, sync, upload and retrieve Employees' personal, medical, and identity information so that you need not delve into multiple papers and documents; and thus, eases your work and saves your time.

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

≡ easy TimePrල	Personnel	1 vice	Attend	ance A	ccess P	ayroll	Syst	em		Welcome	admin	• (1)	Ϋ́
>> Q ⊡	Employee												
🛔 Organization 🗸 🗸	🛢 Bookmarks 🗸	▼ Filters -											
🛛 😁 Employee Management 📿 2	Add Delete	Import 🔻	Personnel	Transfer 🗸 🗛	pp More set	tings 🔻				×	" "D	•	÷.
Employee 3	Employee ID 💠	First Name 👙	Department	Device Privilege	Area	Fingerprint	Face	Palm	VL Face	Employee Role Nam	Mobil	e App Status	
	1	bishesh	Department	Employee	rachana,Prasanth		-	-	-		•		
Resign	10005	Michael	Department	Employee	Banglore,Test	Ver 10:1	-	-	-		•		
	1001	jay	Department	Employee	rachana	-	-	-	-		•		
Approval Workflow	1002	rashmi	Department	Employee	rachana	-	-	-	-		•		
	1003	bharath	Department	Employee	rachana	-	-	-	-		•		
🕰 Configurations 🛛 🔻	1004	daya	Department	Employee	rachana	-	-	-	-		•		
	1005	zero	Department	Employee	rachana	-	-	-	-		•		
	1006	shanth	Department	Employee	rachana	-	-	-	-		•		

On this Interface, you can add a new or delete the existing Employee information and even enables you to transfer, modify and terminate a temporary or permanent Employee of your Organization.

Some common examples of the Employee Information include "Employee Name", "Identity Proof", "Biometric details", "Personnel Information" and more.

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

Employee ID: Displays the identity number of each Employee.

First Name: Displays the First name of each Employee.

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

Last Name: Displays the Last name of each Employee.

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

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

Department: Displays the Department names of each Employee.

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

Position: Displays the Position name of each Employee.

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

Gender: Displays each Employees' Gender details.

Email: Displays the Electronic Mail ID of each Employee.

Device Privilege: Displays the Employees' Device privilege.

Area: Displays the located Area of each Employee.

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

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

Fingerprint: Displays the registered Fingerprint count of each Employee.

Face: Displays the registered Face count of each Employee.

Palm: Displays the registered Palm count of each Employee.

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

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

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

How to create an Employee Account

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

Add

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

⊒ easy TimePr ङ	Personnel	Device	Attend	ance A	ccess l	^o ayroll	Sys	tem
》 Q 正	Employee							
n Organization 🗸 🗸	🛢 Bookmarks 🗸	▼ Filters ▼						
🚰 Employee Management 🛛 🔺	Add Delete	Import	Personnel	Transfer 🗸 🗛	pp 🔻 More s	ettings 💎		
Employee	Employe	Click hore	Copartment	Device Privilege	Area	Fingerprint	Face	Palm
	1	Click here	artment	Employee	rachana, Prasan	th -	-	-
Resign	10005	Michael	Department	Employee	Banglore,Test	Ver 10:1	-	-
	1001	jay	Department	Employee	rachana	-	-	-
Approval Workflow	1002	rashmi	Department	Employee	rachana	-	-	-
- *	1003	bharath	Department	Employee	rachana	-	-	-
🕰 Configurations 🗸 🔻	1004	daya	Department	Employee	rachana	-	-	-
	1005	zero	Department	Employee	rachana	-	-	-

Add a New Employee

Employee ID*		First Name*				
Department* -		Last Name				
Position -		Area*				
mployment Type		Date of joining				
	_	0.10		η i	DI I	
ersonal Information	Device Settings Attend	lance Settings Mobile	Disable e App Settings WhatsApp S	ettings SMS Setting Gender	photo gs Payroll Settings	~
ersonal Information	Device Settings Attend	lance Settings Mobile	Disable e App Settings WhatsApp S	ettings SMS Setting Gender	gs Payroll Settings	•
ersonal Information Aadhaar No. Passport NO.	Device Settings Attend	Local Name Automobile License	Disable e App Settings WhatsApp S	ettings SMS Setting Gender Motorcycle License	gs Payroll Settings	v
ersonal Information Aadhaar No. Passport NO. Contact no.	Device Settings Attend	Automobile License	Disable App Settings WhatsApp S	ettings SMS Setting Gender Motorcycle License Mobile	photo payroll Settings	
ersonal Information Aadhaar No. Passport NO. Contact no. Nationality	Device Settings Attend	Automobile License Office Tel Religion	Disable WhatsApp S	ettings SMS Setting Gender Motorcycle License Mobile City	gs Payroll Settings	
ersonal Information Aadhaar No. Passport NO. Contact no. Nationality Permanent Address	Device Settings Attend	Automobile License Automobile License Office Tel Religion Pincode	Disable WhatsApp S	ettings SMS Setting Gender Motorcycle License Mobile City Email	photo proto	

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

Where and how to update Employee Information

On the **Personnel** module, go to **Employee Management**, click **Employee** interface and then either click **Edit** or click the required **Employee ID** to update Employee Information.

Profile

On the **Add** window, under **Profile**, you can enter the following data.

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

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

Employment Type: Select the required Employment Type **Permanent** or **Temporary** for the Employee, based on the Employment discussion.

Date of joining: Choose the **date of joining** or the joined date of the Employee from the calendar.

Photo: Click on the photo to upload the image of the Employee.

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

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

Personal Information

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

	Gender	Local Name		Aadhaar No.
	Motorcycle License	Automobile License		Passport NO.
	Mobile	Office Tel		Contact no.
	City	Religion		Nationality
	Email	Pincode		Permanent Address
			2020-04-15	Birthday
	Email	Pincode	2020-04-15	Permanent Address Birthday

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

Gender: Select the sociocultural expression of the Employee from the drop-down list.

Passport No.: Enter the Employee's official travel document number issued by the government.

Motorcycle License: Enter the Employee's driving authorization number issued by the government.

Automobile License: Enter the Employee's driving authorization number issued by the government.

Contact No.: Enter the personal or official contact number of the Employee.

Mobile: Enter the alternative or the wireless cellular phone number of the Employee.

Nationality: Enter the legal Nation or the Country name of the Employee.

City: Enter the Employee's city name.

Permanent Address: Enter the Employee's permanent address.

Email: Enter the Employee's official Email ID.

Birthday: Enter the Employee's birth date. User can generate the Birthday report in Attendance Module.

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

Religion: Enter the religious practice of the Employee.

Pin Code: Enter the postal code number of the Employee.

Device Settings

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

Verification Mode	Any	$\overline{\nabla}$	Device Privilege	Employee	∇	
Card NO.			Device Password			
Enroll Device	A6F5183960381		FP Registered(v10)	1	Enroll	
				_		

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

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

Device Password: Set the personnel password for the device. The black-and-white T&A device supports passwords with only five digits. The color-screen T&A device supports passwords with only eight digits. Passwords with digits exceeding the specified length are cut out by the system automatically. When you change a password, clear the old password in the text box and then enter the new password.

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

Device Privilege: Select the Device authorization type of the Employee.

PIN: Enter the Employee's Device verification password.

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

The below interface appears after clicking Enroll.



Attendance Settings

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

Enable Attendance	Yes	∇	Enable Holiday	Yes	~		
Password			Workflow Role		~		

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

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

Self-Password: Enter the password for the Employee login.

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

Mobile App Settings

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

Personal Information	Device Settings	Attendance Settir	ngs Documen	t Mobile App Settings	WhatsApp Settings	SMS Settings	Payroll Sett 🧹
Mobile App Status	Disable	~	APP Role	Employee	~		
Client Id	Not set	Re	set Client				

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

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

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

WhatsApp Settings

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

WhatsApp Push	No	~	Exception Option	No	~	
Status			exception option			
Punch Option	No					

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

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

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

SMS Settings

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

SMS Push Status	No	Exception Option	No	~	
Punch Option	No				

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

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

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

Payroll Settings

On the **Payroll Settings**, you can update the payroll details of the Employee.

Payment Cycle*	Monthly	Payment N	1ode* Cash	▼	
Bank Name		Account Nu	mber		
Agent ID		Agent Ace	count		
Personnel ID					

Payment Cycle: Currently, the default option is Monthly.

Bank Name: Enter the Employee's Bank Name to deposit salary.

Payment Mode: Select the (**Cash, Check, Bank Transfer**) means by which the payment is to be made to the Employee.

Account Number: Enter the Salary Account Number of the Employee.

Agent ID: This is a banking information about the person who is involved in opening the salary account of the employee. Enter his/her ID for reference.

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

Where to update the Employee's Original Certificates and Documents

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

Document

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

Employee ID	70034	First Name*	Achal
Department*	Development 🔍	Last Name	Abhishek
Position	Manager 🔍	Area*	Not Authorized
imployment Type	v	Date of joining	2015-06-23
Holiday Location	······································	OutDoor Mng	Disable Photo
Certification h	valid up to	Email Ale	ert Alert Before
			None
	2 Click	to add	

1		×
Certification*		-
Valid up to*	2020-04-16	
Email Alert	No	Select from
Alert Before*	0	dropdown
	Confirm	Cancel

- On the **Employee** Interface, on the **Employee ID column**, click **Employee ID** to update the documents of the required Employee.
- On the Edit window, on the Document tab, click Add to add the required documents.
- Please make sure that the specific Documents' ID, to be submitted, is already added in the <u>Configurations</u> console.

Employee Documents: Enter the Document ID number that has been provided while adding the Document name under <u>Configurations</u>.

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

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

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

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

Deleting an Employee Account

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

Delete

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

≡ easy TimePrœ	Personnel	Device	Attendance	Access	Payroll	System	
🗞 Q ত্রে 🏭 Organization 🛛 🗢	Employee	2. Cl	ick here				
曫 Employee Management 🛛 🔺	Add Delete	e Import	Personnel Transfer	App N	lore settings		
Employee	Employee ID	🛊 First Name 🌲	Department Device Priv	vilege Area	Fingerprint	Face Palm	
	1	bishesh	Department Employee	rachana, F	Prasanth -		
Resign	10005	Michael	Prompt		×		
	1001 jay		~				
📰 Approval Workflow 🔻	1002	rashmi					
	1003	bharath	Are you sure you wa	ant to delete ti	delete the selected 1		
Configurations 1. Select the	e 1004	daya	item?				
Employee	1005	zero			· · · · · · · · · ·	120	
	1006	shanth		Confirm	Cancel		
	1007	3 Cont	irm to Delete	raciiana			
	2	J. Com	ee ee	Prasanth	-		
	3		Department Employee	Prasanth	-	-	

Delete the existing data of the Employee

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

5.3 Managing Employees' Designation

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

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

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

ਡ easy TimePrਫ	Personnel 🥣	evice	Attendance	Access	Payro	II S	bystem		
>> Q 正	Position								
🚠 Organizatio 2 🔺	🛢 Bookmarks 🗸	▼ Filters ▼							
Department	Add Delete	Import	Personnel Transfe	r	3	P. 27	າ 🗆	*	÷
Position 3	Position Code 🌲	Position Na	me 🗢 🏻 Par	ent 🗢 Emplo	yee Count	Resigned	Count		
Area	1	Position	-	0		0		Ø	ŵ
Holiday Location	2	Product de	pt -	0		0			Ē
👑 Employee Management 🛛 🔻									
Approval Workflow 🗸									
Configurations 🗸									

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

A brief note about the columns displayed on the Position Interface

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

Position Name: Displays the name of the Position.

Parent: Displays the Superior Position name.

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

Resigned Count.: Displays the total count of the resigned Employees in a Position.
How to create Designations for the Employees

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

Add

Add function lets you create a new title for a Position or a Sub position with a unique Position Code.



Create a New Position or a Sub position name

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

Removing the Designation of an Employee

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

Delete

Delete function lets you remove the existing data of the Positions or the Sub potions from the list. The operation is similar like the common <u>delete</u> in our software.

Importing Employees' Designation

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

Import

Import function lets you add a new or update the existing Position data to the Software. The operation is similar like <u>import</u> function on other interfaces.

How to move an Employees' Designation

Personnel Transfer function lets you transfer the existing Employees from another Position or the Sub positions to the specified Positions or the Sub positions based on the Organization system. The operation is similar like <u>personnel transfer</u> function on other interfaces.

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

5.4 Import Employee Details

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

e asy TimePrଙ	Personnel 1	evice Attenda	ince Payrol	System
》 Q 亘	Department × Em	iployee ×		
🛔 Organization 🛛 👻	🛢 Bookmarks 🗸	▼ Filters -		
🛛 😁 Employee Management 🧠	Add Delete	Import - 4 nr	nel Transfer 🚽 Ap	op – More settings –
Employee 3	Employee ID 💠	Import Employee	rst Name 💠	Department [
Resign	456879123654789	Import Document	lera	Department E
Approval Workflow	l		1	
📽 Configurations 👻				

Functions available under Import

- Import Employee
- Import Document
- Import Photo

Importing Employees from Device to the Software

On the **Personnel** module, click **Employee Management**, and then click **Employee** interface, to import the newly registered Employee from the Device to the Software.

Import Employee

Import Employee function lets you add a new or update the existing Employee data to the Software. The operation is similar like <u>import</u> function on other interfaces.

Import a new or update the existing Employee data on the Software

- On the **Employee** interface, click **Import**, and then select **Import Employee** from the drop-down list to import a new or update the existing Employee data on the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the employee details, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose Overwrite, if the existing Employee data on the Software needs to be updated with the imported document.
- Choose **Ignore** if the modification is not required for the existing Employee data on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

Importing Employee documents from the System

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

Import Document

Import Document function lets you add a new or update the existing Employee verification document submission to the Software. The operation is similar like <u>import</u> function on other interfaces.

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

- On the Employee interface, click Import, and then select Import Document from the drop-down list to import a new or update the existing Employee verification document submission on the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window and the specific Documents' ID, to be imported, is already added in the <u>Configurations</u> console.
- On the Import window, click Choose File to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Employee verification document information on the Software needs to be updated with the imported document.
- Choose **Ignore**, if the modification is not required for the existing Employee verification document on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

Importing Employees' Photo from the System

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

Import Photo

Import Photo function lets you add a new or change the existing Employee's Photo to the Software. The operation is similar like <u>import</u> function on other interfaces.

Import a new or change the existing Employee Photo

- On the **Employee** interface, click **Import**, and then select **Import Photo** from the drop-down list to import a new or to change the Employee's existing Image.
- Please make sure that the image, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Upload** to select the image file from the PC to import.
- Click **Clear** if the image uploaded is not needed or does not meet the standards provided on the description.
- Based on the import type, there are two options available on the **Overwrite** field.
- Choose **Yes** if it is required to revise the Employee's existing image with the imported image.
- Choose **No** if it is not required to revise the Employee's existing image with the imported image.
- Choose **Ignore Error**, if the modification is not required for the existing Employee's image on the Software.
- Click **Confirm**, to ensure and import the saved image to the software.

5.5 Transferring Personnel

Personnel Transfer function eases the employee's migration or transference from one area, team, department, or one position to another at the same or different location, which helps an employee gain extensive and wide-ranging experience within the Organization.

≞ easy TimePr œ	Personnel	1)evice	Attendance	Access	Payroll	System
🄊 Q I	Employee					
📥 Organization	🖉 Bookmarks 🗸	▼ Filters -				
Employee Managemen: 2	Add Delete	In 4	Personnel Transfer	App More	settings 💎	
Employe	Employee ID	🗧 First Name 🌲	Department Transfer	ge Area	Fingerprint	Face Paln
	1	bishesh	Position Transfer	rachana,Prasa	nth -	
Resign	10005	Michael	Position transfer	Banglore,Test	Ver 10:1	
	1001	jay	Area Transfer	rachana		
Approval Workflow	1002	rashmi	Holiday Transfer	rachana		153 150
	1003	bharath	Pass Probation	rachana	÷	
🕰 Configurations	1004	daya		rachana	20	
	1005	zero	Resignation	rachana	-	
	1005	chanth	Department Employee	rachana		100

Functions available under Personnel Transfer

- Department Transfer
- Position Transfer
- Area Transfer
- Location Transfer
- Pass Probation
- Resignation

How to move Employees between Departments

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

Department Transfer

This function lets you transfer the Employees between Departments or the Sub departments within the Organization. The operation is similar like <u>Personnel import</u> function on other interfaces.

≖ easy TimePrœ	Personnel	Device	Attenda	ance	Access	Payrol	I S	ystem		Welc	ome ad	lmin	• ®	Û
N Q 🗉	Employee													
📥 Organization 🗸 🔻	🛢 Bookmarks 🗸	▼ Filters ▼												
😁 Employee Management 🛛 🔺	Add Delete	Import	Personnel	<u>Transfer</u> 🛆	App	More settings				P	×*	Ð		*
	Employee ID 🗧	First Na 2	Departme	nt Transfer	ge Area	Department T	ransfer				×	obile	App Status	
n-si-s		bishesh	Position Tr	ransfer	rach							1		
Kesign	10005	Michael	Area Trans	fer	Ban	Department*:			~					
📕 Approval Workflow 👻	1001	rashmi	Holiday Tr	ang	rach	emarks;						-		
	1003	bharath	Dees Deeks	3. Se	elect the									Ø
📽 Configurations 🗸 🔻	1004	daya	Pass Proba	" Dep	artment									
	1005	zero	Resignatio	n	rach									Ø
	1006	shanth	Department	Employee	rach				11					Ø
	1007	manish	Department	Employee	rach									
	2		Department	Employee	Pras									
	3		Department	Employee	Pras									Ø
	4		Department	Employee	Pras									Ø
	70001		Department	Employee	Ban									Ø
	70002		Department	Employee	Ban									Ø
	70003		Department	Employee	Ban				Confirm	Can	cel			Ø
	70005	liten	Danartmant	Employee	Ran				Commit	Can				
	C 20 V	litan	Danartmant 3 7 ♪	Total 137	Records	1 Page Co	onfirm		Comm	Can	cei			

Transfer Employees Department or the Sub-department

- On the **Employee interface**, select the required Employees from the list to move to another Department or the Sub-department.
- On the **Personnel Transfer** menu, click **Department Transfer** to transfer the selected Employees.
- On the **Department** field, select the required Department or the Sub-department from the dropdown list.
- Use the **Expand/Collapse** option or the **Search** option to search for the specific Department or the Sub-department.
- On the **Remarks** field, write the reason for transferring the Employees.
- Click Confirm, to ensure and transfer the selected Employees to the required Department or the Sub-department.

How to move Employees' Positions

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

Position Transfer

This function lets you move the Employees from the existing Position or the Sub position to another Position or the Sub position within the Organization. The operation is similar like <u>Department Transfer</u> function on other interfaces.

Transfer Employees Position or the Sub position

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

Transferring Employees' Area

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

Area Transfer

This function lets you shift the Employees from the existing Area or the Sub-area to another Area or the Subarea within the Organization. The operation is similar like <u>Department Transfer</u> function on other interfaces.

Transfer Employees Area or the Sub-area

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

Transferring Employees' Location for Holiday Update

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

Location Transfer

This function lets you migrate the Employees from the existing Location or the Sub location to another Location or the Sub location in order to update the Employees Holiday calendar. The operation is similar like <u>Department Transfer</u> function on other interfaces.

Transfer Employees Location or the Sub-Location

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

How to move Employees to Permanent

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

Pass Probation

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

⊇ © ∂	asy TimePro	Р	ersonnel	Device	Attend	ance	Acces	ss P	ayroll	Sys	tem			Wel	come a	Idmin	C) -	Û
	∿ Q ⊡	Em	nployee																
📥 Orga	inization 🔻		🛢 Bookmarks 🗸	▼ Filters ▼															
警 Empl	loyee Management 🔺	Å	Add Delete	Import 🗸	<u>Personnel</u>	<u>Transfer</u> $ riangleq$	Арр	More set	ttings					V	e ^p	Э		~	**
	e		Employee ID 👙	First Name 🌲	Departme	nt Transfer	ge Are	a	Fingerprint	Face	Palm	VL Face	Employ	ree Role I	Name	Mobil	e App S	tatus	
			1	bishesh	Position T	ransfer	rac	hana, Prasantł	h -	-	-	-				•			
Resign	1	N.	10005	Michael	. caldon n	,	Bar	nglore,Test	Ver 10:1	-	-	-				•			Ø
	1.1.1.1.1		1001	jay	Area Trans	ster	rac	hana	-	-	-	-				•			Ø
📰 Appr	roval Workflow 🔻		1002	rashmi	Holiday Tr	ansfer	rac	hana	-	-	-	-				•			Ø
Me Cant	iourstions —		1003	bharath 2	Pass Proba	ation	1	Prompt					×			•			Ø
wa Cont			1004	daya 💙	Resignatio	10										•			
			1005	zero	Resignatio			Are you sure	e Probation p	period	of the	selected				•			
			1006	shanth	Department	Employee		employee is	over?							•			
			1007	manish	Department	Employee										•			
			2		Department	Employee			3	0						•			
			3		Department	Employee				Cont	irm -	Cancel				•			
			4		Department	Employee	Pra	santh	-	-	-	-				•			
			70001		Department	Employee	Bar	nglore,Test	-	-	-	1				•			
			70002		Department	Employee	Bar	nglore,Test	-	-	-	-				•			
			70003		Department	Employee	Bar	nglore,Test	-	-	-	-				•			
			70005	liten	Danartmant	Employee	Rar	alora Tart	Var 10-/	1	1	-	1			•			

Pass Employees' Probation

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

How to move Employees Profile to Terminated Account

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

Resignation

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

⊒ easy TimePr ੁ	Personnel	Device	Attendance	Access	Payroll Sys	tem	Welcome adm	in 🕠 🕶	Ŷ
🄊 Q 亘	Employee								
📥 Organization 🗸 🗸	🛢 Bookmarks 🗸	▼ Filters -						1	
😁 Employee Management 🛛 🔺	Add Delete	Import	Personnel Transfer	App 🚽	Resignation		×	9 🗆 e	**
Employee	Employee ID 👙	First Name 🌲	Department Transfer	ge Area	Resignation Date*:	2020-06-18		obile App Status	
Resign 1	1	bishesh	Position Transfer	racha	Resignation Type*:	Quit	T		
	10005	jay	Area Transfer	racha		2022 25 12			
Approval Workflow 🔻	1002	rashmi	Holiday Transfer	racha	Report Generation End Date*:	2020-06-18			Ø
💏 Configurations 🚽	1003	bharath	Pass Probation	racha	Attendance*:	Disable	T		Ø
Va Configurations V	1004	daya	Resignation	racha					
	1005	zero 2		racha	Resign Reason:				
	1006	shanth	Department Employee	racha					
		manisn	Department Employee	racha					
			Department 3. En	ter the			11		
			Department de	tails					
	70001		Department Employee	Bang					- C
	70002		Department Employee	Bang					
	70003		Department Employee	Bang					R
	70005	litan	Denartment Employee	Rano					
	C 20 🗸	< 1 2	3 7 > Total 137	Records	comm	Confirm	Cancel .		

Employees' Resignation

- On the **Employee** interface, select the required Employees from the list to terminate or transfer their position permanently.
- On the **Personnel Transfer** menu, click **Resignation** to officially terminate or transfer the selected Employees.
- On the **Resignation Date** field, select the last working day of the Employee and on the Resignation Type, select the mode of Resignation.
- On the Attendance field select Enable to calculate attendance till the last working date or select
 Disable to stop the attendance calculation and on the Reason field, write the reason for resigning or transferring the selected Employees.
- Click Confirm, to grant the selected Employees either the transfer or the resignation from their responsibility.

5.6 Setting Up the Process Work Code

Our **Data** module facilitates you in obtaining, authenticating, storing, protecting, and processing required data to ensure the accessibility, reliability, and timeliness of the data for its users.

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

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

Work Code

Our **Work Code** interface aid you to create labour codes that are relevant to the services provided by your organization which eases to identify the different sections of work carried out by the Employees.

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

⊒ easy TimePr ੁ	Personnel	Device 1.tt	endance Access	Payroll	System
🃎 Q 亘	Work Code				
👶 Device Management 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters ▼			
🞗 Message 🗸 🔻	Add Delete	e Send To Device	Remove From Device		
🛢 Data 🧹 🔺	Work Code		Work Code Name		L
Work Code	5		abc		
Bio-Template					
Bio-Photo					
Transaction					
් Log 🗸 🗸					

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

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

Work Code: Displays the unique work code number.

Work Code Name: Displays the work code name.

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

Functions available on the Work Code Interface

Add

Add function lets you create a new Work Code.

⊒ easy TimePrල	Personnel Device	ttendance Access Payroll	System
S Q 🖻	Work Code		
🔉 Message 🛛 🛃	Add Delete Send To Devic	e Remove From Device	
🛢 Data 🔽 🔺	Work Code	Work Code Name	Las
Work Coc	5	Add ×	-
Bio-Template		Work Code*:	
Bio-Photo Transaction	5. Enter the details	Work Code Name*:	
ව Log 👻		Confirm Cancel	.e
🛛 Mobile App 🗸 🗸			
📽 Configurations 👻			

Add or create a new Work Code

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

Delete

Delete function lets you delete the required existing Work Codes.



Delete a Work Code

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

Send to Device

Send to Device function lets you send or transmit the required Work Codes to the connected Device.

After transferring to the Device, you can set up the Work Code based attendance registration in the Device which eases to identify your Employees' different type of work process.

≡ øasy Time Pr ੁ	Personnel	Device	Attendance	Access	Payroll	System
🗞 Q 🗉	Work Code					
👶 Device Management 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters -				
🗣 Message 🛛 🔻	Add Del	2 Send To D	evice Remove From	n Device		
🛢 Data 😽	Work Code		Send To Device	d	×	L
Work Code			Device*		-	
Bio-Template			1			
Bio-Photo		3. Select th	e			
Transaction		device				
ව Log 🗸 🗸			Co	nfirm Cance	E	
🛙 Mobile App 🛛 👻					<u> </u>	

Send the Work Code to Device

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

Remove from Device

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

≡ easy TimePrœ	Personnel	Device	Attendance	Access	Payroll	System
> Q ⊡	Work Code					
😸 Device Management 🛛 🔻	🛢 Bookmarks v	▼ Filters -				
🗣 Message 🛛 🔻	Add Delete	Send To D	2 Remove From	n Device		
🛢 Data 🚺	Work Code		Remove From De	evice	×	L
Work Code			Device*		-	
Bio-Template						
Bio-Photo	(3. Select				
Transaction		the device				
ව Log 🗸 🗸			Co	nfirm Cance	1	
🛙 Mobile App 🛛 👻			-			

Remove the Work Code from Device

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

5.7 Employee Data Management

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

More Settings

More Settings lets you to the following functions.



Functions available under More Settings

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

How to Resynchronize Data to Device

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

Resynchronize to Device

This function lets you sync or merge the Employees' data from the Software to the Device.

Ē	easy Time Pr ଙ	Per	sonnel	Device	Attend	ance	Access	Ра	yroll	Sys	tem			Welcor	me ad	min	R		Û
	≫ Q ⊡	Emplo	yee																
*	Organization 🗸		Bookmarks v	▼ Filters ▼															
*	Employee Management	Add	Delete	Import	Personnel	Transfer 🗸	App 🚽	<u>More setti</u>	ngs 🛆					¥	e ⁿ	Э		~	÷
Em	ployee	E	mployee ID 🎄	First Name 🌲	Department	Device Privile	ege 2	Resynchro	nize to devid	e	Palm	VL Face	Employee I	Role Na	me I	Mobile	App Stat	tus	
		1		bishesh	Department	Employee	rach	Re-upload	from device		-	-				•			Ø
Res	ign	1	0005	Michael	Department	Employee	Bang	D L . D'			-	-				•			Ø
		1	001	jay	Department	Employee	rach	Delete Bio	metric Temp	olate	•	-				•			Ø
=	Approval Workflow	1	002	rashmi	Department	Employee	rachan	a	-	-	-	-				•			Ø
	Canfinuations 1	✓ 1	003	bharath	Department	Employee	rachan	a	-	-	-	-				•			Ø
**	Configurations	1	004	daya	Departmer	Prompt				×		-				•			Ø
		1	005	zero	Departmer							-				•			Ø
		1	006	shanth	Departmer	Are you sur	re vou war	nt to resvn	chronize U	ser		-				•			Ø
		1	007	manish	Departmer	data to dev	rice?					-				•			Ø
		2			Departmer	data to det						-			•	•			Ø
		3			Departmer		3					-				•			Ø
		4			Departmer			Confi	rm Ca	ncel		-			•	•			Ø
		7	0001		Department	Employee	Banglo	ore, l'est	-	-	-	1				•			Ø
		7	0002		Department	Employee	Banglo	ore,Test	-	-	-	-				•			Ø
		7	0003		Department	Employee	Banglo	ore,Test	-	-	-	-				•			Ø
		- 7	0005	liten	Denartment	Employee	Ranala	vra Tart	Ver 10-/	-	-	-				•		_	

Resynchronize Employee Data from Software to Device

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

Re-uploading Employee Data from Device

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

Re-upload from Device

This function lets you sync or merge the Employees' data from the Device to the Software.

⊒ easy TimePr ੁ	Personnel	Device	Attendance	Access	Payroll	Syste	m	w	elcome	admin	• (1)	Ϋ́
∿ Q ⊡	Employee											
📥 Organization 🗸 🗸	🛢 Bookmarks v	▼ Filters ▼										
\\ Employee Management 🔺	Add Delete	Import 🗸	Personnel Transfer 🗸	App	More settings			2	Р. "Л	Э	•	÷
Employee	Employee ID 🌲	First Name 🌲	Department Device Pri	ivilege Area	Resynchronize to devic	Pa	alm VL Face	Employee Rol	e Name	Mobile	App Status	
	1	bishesh	Department Employee	2	Re-unload from device	-	-			•		Ø
Resign	10005	Michael	Department Employee	bang		-	-			•		Ø
	1001	jay	Department Employee	rach	Delete Biometric Temp	ate -	-			•		
Approval Workflow	1002	rashmi	Department Employee	rachar	ia -		-			•		ľ
Configurations	1003	bharath	Department Employee	rac	Re-upload from devic	е		×		•		
	1004	daya	Department Employee	rac						•		
	1005	zero	Department Employee	3	Device* All		∇			•		
	1006	shanth	Department Employee	rac	erial Number					•		
	1007	manish	Department Employee	rac						•		
			Department Employee	Pra						•		
	3		Department Employee	Pra						•		
	70001		Department Employee	Pri D-				- I-		•		
	70007		Department Employee	Ba								
	70002		Department Employee	Ba		Co	nfirm	Cancel		-		
	70005	liten	Department Employee	Rangl	Var 10-4	I. I.	_			-		
	C 20 🗸	< 1 2	3 7 💙 Total 137	7 Records	1 Page Confirm							

Re-upload Employee Data from Device to Software

- On the **Employee** interface, select the required Employees' data from the list to sync or merge from the Device.
- On the **More Settings** menu, click **Re-upload from device**, to sync or merge the selected Employees' data from the Device.
- On the **Device** field, select from the drop-down list either **All**, to sync or merge the selected Employees' data from all the connected Devices, or select **Specified**, to sync or merge the selected Employees' data from the specific Devices only.
- On the **Device** field, if you select **Specified**, then on the **Serial Number** field enter the serial numbers of the Devices from which you need to sync the Employees' data to the Software.
- Click **Confirm**, to sync the selected Employees' data from the Device to the Software.

How to remove Bio-metric Template of an Employee

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

Delete Biometric Template

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

Ξ easy TimePre	Personnel	Device	Attendance	Access P	ayroll	System	Welcome ad	dmin 🤇) - T
🃎 Q 🖅	Employee								
📩 Organization 🗸 🗸	🛢 Bookmarks 🗸	▼ Filters -							
🐸 Employee Management 🛛 🔺	Add Delete	e Import	Personnel Transfer	App More se	ttings 🔶		2 Z	ົງ 🗆	€ #
	Employee ID 🗧	🖗 First Name 🖨	Department Device Priv	vilege Area Resynch	ronize to device	Palm VL Face Er	mployee Role Name	Mobile App S	Status
	1	bishesh	Department Employee	rach				•	
Resign	10005	Michael	Department Employee	Ke-upio	ad from device	Delete Biometric Te	emplate		×
	1001	jay	Department Employee	2 Delete E	Biometric Templ	a			
Approval Workflow -	1002	rashmi	Department Employee	rachana	-	Fingerprint*: No		r	
	1003	bharath	Department Employee	rachana	-				
Q Configurations	1004	daya	Department Employee	rachana	-	Face*: No		r	
	1005	zero	Department Employee	rachana	-				
	1006	shanth	Department Employee	rachana	-	Finger Vein*: No			
	1007	manish	Department Employee	rachana		Palm*: No		r	
	2		Department Employee						
	3		Department Employee	3. Enter th	e				
	4		Department Employee	details					
	70001		Department Employee	Banglore,Test					
	70002		Department Employee	Banglore,Test	-				
	70003		Department Employee	Banglore,Test	-				
	70005	liten	Department Employee	Ranalore Test	Var 10-A				

Delete Biometric Template from the Device

- On the **Employee** interface, select the required Employees from the list to delete their Biometric Impression from the Device.
- On the **More Settings** menu, click **Delete Biometric Template** to delete the retained Biometric Impression of the selected Employees from the Device.
- On the **Fingerprint, Face, Finger Vein,** and **Palm** drop-down list boxes, select **Yes**, to delete the retained Biometric Impression or select **No**, to keep the same (it is **No** by default).
- Click **Confirm**, to remove or delete the unrequired Biometric Impressions of the selected Employees.

5.8 Managing Employee's Resignation

Our **Resign** interface manages the discrete resignations professionally and systematically, which simplifies your work and avoids unnecessary interruptions and obstructions. Resignation plays a crucial role in proficient organizations primarily in thriving enterprises.

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

e asyTimePr©	Personnel •	1)evice	Attendance	Payroll	System		
🃎 Q 亘	Resign						
🛔 Organization 🛛 👻	🛢 Bookmark	xs ← ¥ Filters ←					
Employee Management 2	Add De	ete Reinstate	Import	Disable Attenda	nce		
Employee	Employee	÷	Department	Po	osition	Resign Type 🌲	Resig
Resign 3	10014 wipr	D	Testing	Po	os1	Dismissed	10/07
Approval Workflow							
📽 Configurations 👻							

On this Interface, you can add a new, delete or restore the resigned Employee information and even enables you to transfer, modify and terminate a temporary or permanent Employee of your Organization.

A brief note about the columns displayed on the Resign Interface

Employee: Displays the Employee name.

Department: Displays the Employee's Department.

Position: Displays the Employee's Position.

Resign Type: Displays the Employee's Resignation type.

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

Attendance: Displays the Employee's Attendance status.

Resign Reason: Displays the Employee's relieving reason.

How to Terminate the Employees

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

Add

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



Add the Employee's Resignation details

- On the **Resign** interface, click **Add** to include the Employees' resignation information.
- On the Add window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the **Add** window.
- Use the **Department** drop-down list or the **Search** option (search by Employee name or Employee ID) to search for the required Employees.
- On the Resign Date field, select the last working date of the selected Employees.
- On the Resign Type field, select the kind of resignation from the drop-down list.
- On the Attendance field select **Enable** to calculate attendance till the last working date or select **Disable** to stop the attendance calculation.
- On the **Resign Reason** field, based on the type of resignation write the reason for resigning the selected Employees.
- Click **Confirm**, to update the resignation details for the selected Employees.

Deleting Employees from the Terminated list

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

Delete

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

⊒ easy TimePrල	Personnel	Device	e At	ttendance	Ac	ccess	Pa	ayroll	System
>> Q ⊡	Resign								
📥 Organization 🛛 🔻	🛢 Bookmarks 🗸	▼ Filter	'S 🔻						
曫 Employee Management 🔺	A 2 Delete	e Rehi	re Im	port Dis	able Attenc	lance			
Employee	🔽 Employee 🜲	First Name	Last Name	Department	Position	Resign Type	\$	Resign Date	Resign Reason
Resign	0605		-	Department	-	Dismissed		2020-05-29	
Resign			Pro	ompt				×	
🖬 Approval Workflow 🔻									
Configurations =			Are	e you sure yo m²	u want to	delete the	sele	ected 1	
			ite						
					3	Confirm	C	Cancel	
					_				

Delete the existing Department or a Sub Department

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

How to Reinstate the Terminated Employee's Account

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

Rehire

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

Ξ easy TimePr⊙	Personnel	Devic	e At	tendance	A	ccess	Payroll	System
● Q 🥶	Resign							
📥 Organization 🛛 🔻	🖉 Bookmarks -	Filte	rs 🕶					
😁 Employee Management 🛛 🔺	Add De	2 Rehi	ire Imp	port Dis	able Atten	dance		
Employee	Employee 🖨	First Name	Last Name	Department	Position	Resign Type	Resign Date	🗢 🗢 Resign Reason
Resign	0605		-	Department	-	Dismissed	2020-05-29	
📕 Approval Workflow 🛛 🔫			Pr	ompt			×	
📽 Configurations 🛛 🔻			Ar	e you sure to	o rehire t	he selected e	employee?	
					3	Confirm	Cancel	
					-			

Reinstate the Employees from the Resignation list

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

Disabling Employees' Attendance

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

Disable Attendance

Disable Attendance function lets you end the attendance calculation for the resigned or the transferred Employees based on your Organization standards.

≡ ∉asy Time Pr ઙ	Personnel	Device	Attendance	Acces	s Payroll	System
% Q	Resign					
Grganization 🗸	🛢 Bookmarks 🗸	▼ Filters -				
曫 Employee Management 🔺	Add Delete	e Rehire	Im 2 Dis	able Attendance		
Employee	Employee 🜲	First Name Last N	Name Department	Position Resig	n Type 🌲 Resign Date	e 🌲 Resign Rea
Resign	0605		Prompt	- Dism	issed 2020-05-29	
📕 Approval Workflow 🔻			Are you cure to	dicable Attend	lance function for	
📽 Configurations 🛛 🔫			1 item selected	l employee?		
				Con	firm Cancel	:

Disable attendance for the Employees

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

Importing Employee's Account to Termination

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

Import

Import function lets you add a new or update the existing Employees' resignation details to the Software.



Import a new or update the existing Employees' Resignation details

- On the **Resign** interface, click **Import** to import a new or update the existing Employees' resignation details.
- Click Download Template, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Employees' resignation details on the Software needs to be updated with the imported document.
- Choose **Ignore** if the modification is not required for the existing Employee data on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

5 Setting up the Employee's Attendance

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



Advantages of Attendance Management

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

	C	lick here to configure Attendance rules	
137 Total Employee	0 New joinee (Last 7 Days)	O Resign	1 Total Device

6.1 Customize On-Duty Attendance

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

Client Details

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

⊒ easy	Time Pr ଙ	Personnel	Device	e Attendance	1 cess	Payroll	Syst	em	Welco	me admin	• (1)	Ϋ́
	🏷 Q 運	Client Details										
R Rule	-	🛢 Bookmarl	<s filter<="" td="" ▼=""><td>5 🕶</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></s>	5 🕶								
🗂 Shift	-	Add De	elete						*	2° D	•	ŧ
🛱 Schedule	-	Client ID	Company Name	Address			Branch	Contact Person	Contact Numbe	Longitude	Latitude	Punc
		1	Gulmohar	Sony Electronics, Shrey Pala	ace, Shop No 17,, San	toshi Mata Road,	1	Vijay Chavan	9908456317	73.1374736	19.242045	8 50.0
🗹 Approvals	-											
런 Holiday	-											
💑 OutDoor Ma	inagement 2											
Client Details	3											
Schedule Planne	er											
Outdoor Schedu	ıle											

The columns are described as follows:

Client ID: Displays the ID of the client.

Company Name: Displays the name of the client.

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

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

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

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

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

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

Add Client Details

Perform the following step to add a new client:

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

	Device Attendance	Access Payroll	System Welcome admin 🔊 🔻	Ϋ́
📎 Q 😇 Client Details	Add		Enter the client Name	×
Rule Bookmarks	- T Client ID*		Search Map	
🗂 Shift 🛛 🗸 Add Del	Company Name*			IHAR
	ompany v Branch*		GUJARAT	AND VEST BENG
G Approvals	Address*		Ahmedabad अमहादाह o Surat	<mark>Kolk</mark> কলক
🗄 Holiday 🗸		11	MAHARASHTRA	
Monte Contract Contract Content Conten	ed Contact Person*		Mumbai मुंबई TELANGANA	
Client Details	Contact Number*		Hyderabad హైదరాబాద్	
Schedule Planner	Longitude* xxxxxxx		GUA ANDHRA	
Outdoor Schedule	Punch Radius(mtrs)*			
Schedule Report	Company Logo 🗭	Browse		
Un-Schedule Report				
😌 Leave Management 🗸	Only Supports	ipg and .png format		
			Confirm C	ancel

Enter the following details:

Client ID: Enter the ID of the client.

Company Name: Enter the name of the company.

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

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

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

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

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

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

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

Edit Client Details

Perform the following steps to edit the client details:

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

easy TimePrତ	Personnel	Device	Attendar		System		
🗞 Q 🗉	Global Rule \times	Client Details	×	Edit			
🔞 Rule 🔻	🖉 Bookmarks 🗸	▼ Filters •		Client ID*	ghry45	Company Name*	45435
🛱 Shift 👻	Add Delete	2				Address*	45454
🛗 Schedule 🔫	Client ID	Company Na 45435	me	Branch*	5435		
🗹 Approvals 🗸 🚽							li li
🛱 Holiday 👻				Contact Person*	5454354	Contact Number*	54543
🋪 OutDoor Management 🧹	2			Latitude*	20.3466620955662	Longitude*	77.33690343750004
Client Details							Browse
Schedule Planner				Punch Radius(Mtr's)*	45435.0	Company Logo	
Schedule Employee				Court Mar	For the standard standard		
Schedule Report				Search Map	Enter a location	V c A	
Un-Schedule Report					Map Satellite		
🛛 Leave Management 🛛 👻					याजीर जिन्ना Icha		
🖬 Calculate Attendance 🛛 👻					241	Mozari मोझरी	· · · · 👧 🏝
🖞 Transaction Report 🛛 👻					Kanzara Hisai कंझारा हिसाई	Wadha चर्था	ر با
街 Scheduling Report 🛛 👻						Mangrulpir	Swasin स्वासिण
쉽 Summary Report 🔹					Google	मांगूळपिर 2009 (197) Map	data ©2019 Terms of Use Report a map error
🗱 Configurations 🛛 👻					Unnamed Road, Wadha, Mał	narashtra 444402, India	
							Confirm Cance

• Make necessary changes and click Confirm.

Delete Client Details

Perform the following steps to delete the client details:

- Select the Client and click **Delete** or click ¹ icon of the corresponding client.
- On the appearing pop-up, click **Confirm** if you are sure to delete the client details.

Schedule Planner

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

				ruyron	System
> Q 重	Schedule Planner				
🕅 Rule 🔻	🛢 Bookmarks 🗸	▼ Filters -			
🗂 Shift 🛛 🔫	Add Delete				
🛗 Schedule 🛛 🔻	Schedule Name		Map Viev	v	
🗹 Approvals 🗸 🗸			•		
🗄 Holiday 🗸 👻					
💑 OutDoor Management 2					
Client Details					
Schedule Planne					
Outdoor Schedule					
Schedule Report					

The columns are described as follows:

Schedule Name: Displays the name of the created schedule.

Map View: Displays the location of the client.

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

Add a Schedule Planner

Perform the following steps to add a schedule planner:

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

⊒ «	zasy Tir	mePrଙ	Personnel	Device	Attendance	Access	Payroll	System	Welcome adm
		🔊 Q 🗉	Add Schedule Pla	ł					×
		.	Sche Bookm	edule Name*					
📛 Sh		1	Add		e				
🛗 Sc		-	Schedul Com	pany Name*	Select	×	Date 2020-	06-01	
		2. Ente required	er the details	In Time 0	0:00:00		Out Time 00:00:	00	♦ Location
				d Pemovo					
7 6 Oi	utDoor Manage	ement 🔺	Ad	Remove					
		3. Click	to add lients						
Sched	dule Report								
	chedule Report								
⊖ Le		ent 🔻	C 20						Confirm Control
-									Confirm Cancel

Enter the following details:

Schedule Name: Enter the Schedule name.

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

Date: Select the schedule created date.

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

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

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

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

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

dd						×
hedule Name*	Schedule 1					
mpany Name*	Gulmohar	Ŧ	Date	2020-06-01		
In Time	00:00:00		Out Time	00:00:00		Location
ompany Name	Select	Ŧ	Date	2020-06-01		
In Time	00:00:00		Out Time	00:00:00		Location
dd Remov	/e					
					Confirm	Cancel

Enter similar details and click Confirm.

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

Edit a Schedule Planner

Perform the following steps to edit a schedule planner:

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

easyTimePrତ	Personnel Device Attendance	
s q 🗉	Global Rule × Client Details × Schedule Planner ×	
	Bookmarks ▼ Tilters ▼	
🗂 Shift 👻	Add Delete Edit	×
	Schedule Name S545 4 Schedule Name* 5545	
	Company Name 45435 Create Date 2019-11-01	
a OutDoor Management	2	
	In Time 00:00:00 Out Time 00:00:00 Q Location	n
Schedule Planner 🦪	ADD REMOVE	
Schedule Employee		
📰 Calculate Attendance 👻		
📽 Configurations 👻	Contrm	ancel

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

Delete a Schedule Planner

Perform the following steps to delete a schedule:

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

Outdoor Schedule

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

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

≡ easy TimePrල	Personnel	Device	Attendance	1 cess	Payroll	System
》 Q 運	Outdoor Schedule					
R Rule 🔻	🛢 Bookmarks 🗸	▼ Filters ▼				
🗂 Shift 🗸 🔻	Add Delete					
🛗 Schedule 🛛 🔫	Employee ID	First Name	Last Name	Schedule Name	e	Start Date
🗹 Approvals 🗸 🗸					None	
🕂 Holiday 🗸						
🆚 OutDoor Management 2						
Client Details						
Schedule Planner						
Outdoor Schedul						
Schedule Report						

The columns are described as follows:

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

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

Start Date: Displays the start date of the schedule.

End Date: Displays the end date of the schedule.

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

Add Employee Schedule

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

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



Enter the following details:

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

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

Schedule: Select the schedule from the schedule list.

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

Delete an Employee Schedule

Perform the following steps to delete an employee schedule:

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

6.2 Define Global rules

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

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

Basic Settings:

🗣 Q 🍱	Slobal Rule × Client Details × Schedule	Planner × Schedule Employee ×
Rule Clobal Rule	Basic Setting 4 end Settings Overtime	Settings Calculation Settings APP Settings
Department Rule	Duplicate Punch Period* 1	
🗂 Shitt 🗸 👻	Save	
🛗 Schedule 🛛 🚽		

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

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

Click **Save** after setting the value.

Weekend Settings:

Weekend Settings enables you to set the weekend for the Employees.

🗣 Q 🏛	Global Rule ×	Client Det	tails × Schedule Plann	er 😤 Schedule Emp	loyee ×		
8 Rule 2 -	Basic Setting	Weekend S	iettings 👍 me Settin	gs Calculation Settin	ngs APP Settings		
Global Rule 3		Weekend	Working On Day	OT Level 1 (Hours)*	OT Level 2 (Hours)*	OT Level 3 (Hours)*	
Department Rule	Monday	(@ No)	Ignore	0	0	0	
🗄 Shitt 😽	Tuesday	O No	Ignore	0	0	0	
🗎 Schedule 🗸 👻	Wednesday	(No	Ignore	0	0	0	
	Thursday	(No	Ignore	- 0	0	0	
🗟 Approvals 🗧	Friday	No No	Ignore	0	0	0	
🛱 Holiday 🚽	Saturday	(Yes)	Move To Weekend 01	1	2	3	
(j) ((s)(s))	Sunday	Yes	Move To Weekend 01	1	2	3	
🕫 OutDoor Management 📼							
😝 Leave Management 🛛 👻							
🖬 Calculate Attendance 🛛 👻	Same						
a secondaria da la	- Alere						

The columns are explained as follows:

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

Working on Day: If Employees work on weekends, then you can define that worktime by choosing; Do not calculate/Calculate as Normal Work/ Calculate as Normal OT/ Calculate as Weekend OT/ Calculate as Holiday OT as per your company's policy.

Do not calculate: Working on the weekend will be ignored by the system.

Calculate as Normal Work Time: Working on the weekend will be moved to normal work.

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

Calculate as Weekend OT: Working on the weekend will be moved to weekend overtime.

Calculate as Holiday OT: Working on the weekend will be moved to holiday overtime.

OT Level 1/OT Level 2/OT Level 3: You can set the levels for overtime according to the worked hours.

What are Overtime levels?

When an employee works more than the needed hours, the company management sets overtime levels such that, the employee gets paid according to his worked overtime level. Overtime levels must be in hours and must be set in such a way that OT Level 3> OT Level 2 > OT Level 1.

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

For each OT level, you may set distinct pay levels. Consider an employee A works for 3 hours and employee B works for 5 hours. The worked hours of employee A falls under Level 1. The worked hours of employee B falls under both Level 1 and Level 2. So, employee B gets consolidated pay by considering both levels.

Click **Save** after scheduling the weekend.

Overtime Settings

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



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

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

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

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

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

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

≡ easy TimePrੁ	Personnel Device	Attendance	1 cess	Payroll S	System	Welcome admin	<u>n</u> •	Ϋ́
© Q ॼ ® Rule	Global Rule							
Global Rul	Basic Settings Weekend Settings — Calculation Rule —	Overtime Settings	Calculation Set	tings 4 ettings				
🗂 Shift 🗸 🗸	When late exceeds*	540	minutes, c	ount as absence				
 Schedule Approvals 	When early-leave exceeds* When work duration is less than*	400	minutes, c	ount as absence ount as half day				
🗄 Holiday 🗸 🔻	Calculate Missed Check-In as* Calculate Missed Check-Out as*	Incomplete	<i>60</i><i>€0</i>		minutes minutes			
 OutDoor Management Leave Management 	— Calculation Item —							
📰 Calculate Attendance 🔻 🔻	Check In* Break (Out)*	0		Check O Break (I	ut* 1			
 ℓ Transaction Report ▼ ℓ Scheduling Report ▼ 								
		_		_		_		

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

• When late exceeds: When the employee is late by N minutes, the system will check the defined minimum and maximum times and calculates either as half-day or absent.

For example, suppose if the late exceed value is 120 minutes and consider that the actual check-in time is 9:00 am. But if the employee checks-in at 11:05 am, the system checks for the defined minimum and maximum times and calculates either as half-day or absent. Here, the user has to set the minimum and maximum values accordingly and select the "More than" checkbox to enable this process.

• When early-leave exceeds: When the employee leaves the workspace by N minutes early, the system will check the defined minimum and maximum times and calculates either as half-day or absent.

For example, if the early-leave exceeds value is 180 minutes and consider the actual check-out time is 6:00 pm. But if the employee leaves the office at 2.50 pm, the system checks for the defined minimum and maximum times and calculates either as half-day or absent. Here, the user has to set

the minimum and maximum values accordingly and select the "More than" checkbox to enable this process.

- When the total working hours of an employee is less than N minutes, it will be counted as half working day. **E.g**.: Consider that the value is set to 600 minutes. When the total working hours of the employee is less than 600 minutes, it will be considered as half-a-day of working.
- If the employee forgets to check-in, it will be considered as Late/Absent/Incomplete if the missed check-in exceeds by N minutes (based on configuration)
- If the employee forgets to check-out, it will be considered as Early Leave/Absent/Incomplete if the missed check-out exceeds by N minutes (based on configuration)

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

Click **Save** after setting the attendance parameters.

App Settings:

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

⊒ easy TimePrੁ	Personnel	Device	Attendance	1 cess	Payroll Sys	stem	Wel
) Q 亘	Global Rule						
Rule 2	Basic Settings	Weekend Settin	gs Overtime Settings	Calculation Settings	APP Settings	4	
Department Rule		Capture*	Required	~	Work Code*	Not Required	-
🗂 Shift 🛛 🔫		Function Key*	Not Required	~			
🛗 Schedule 🗸 🗸	Save						
🗹 Approvals 🗸 🗸							

Capture: You can select whether or not the attendance photos can be uploaded.

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

Function Key: When the employee wants to punch using the Mobile App, then on the mobile interface he has the option to select the function key (check-in/out, Break In/Out, Overtime In/out, etc). This will be considered as the attendance state. You can select whether or not the Attendance Status can be uploaded.

Click **Save** after setting the parameters.

6.3 Define Department Rules

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

easy TimePre	Personnel Device Attendance 1 roll System
® kuto 🔽 🔹	Global Rule × Client Details × Schedule Planner × Schedule Employee × Department
Global Rule	₽ Bookmarks - T Filters - Add Delete
Department Rule 3	Department
🛗 Shift 🗸 👻	

Add a Department Rule

Perform the following steps to add a new department rule:

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

≞ easy TimePr હ	Personnel	Device	Attendance	1 cess	Payroll	System	Welcome admin	
💊 Q 🗉	Department Rule							
Rule 2	🛢 Bookmarks 🗸	▼ Filters -						
Global Rule	Add Delete	Add					>	<)
Department Rul	Department		Name*					
💾 Shift 🗾 🔻			Department*		$\overline{\mathbf{v}}$			
🛗 Schedule 🔻		Calculatio	n Rule Overtime S	etting				
			When late exceeds*	540	m	inutes, count as absence		
🕷 OutDoor Management 🛛 🔻	5. Enter	Whe	n early-leave exceeds*	540	m	inutes, count as absence		
eave Management ▼	the details	When work	< duration is less than*	270	m	inutes, count as half day		1
Calculate Attendance		Calculat	e Missed Check-In as*	Late	V	60	minutes	
A Transaction Report							Confirm Cancel	
Le Scheduling Report ▼								

Calculation Rule

- For setting the calculation rule, kindly refer to Calculation Settings.
- Click **Confirm** after defining the calculation rules.

Overtime Settings

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

	Name* Department*		7	
Calculation Rule	Overtime Se	tting		
	Overtime Rule*	Calculate OT	A	
		Disable Overtime		
		Calculate OT		
		Approval OT Approval OT Priority		

- For setting the overtime rule, kindly refer to <u>Overtime Settings</u>.
- Click **Confirm** after setting the overtime rule.

Edit a Department Rule

Perform the following steps to edit an existing department rule:

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

Delete a Department Rule

Perform the following steps to delete a department rule:

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

6.4 Allocate Break time

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

≖ easy TimePrල	Personnel	Device	Attendance	1 cess	Payroll	System	Welco	me admin	()) -
🏷 Q 重	Break Time									
R Rule 🗸	🖉 Bookmark	s ▼ Filters ▼								
🗂 Shift < 🔺	Add De	lete					P	2 D		e
Break Time	Name		Start Time	End Time	Durati	ion	Calculate Type			
	Lunch Time		13:00:00	14:00:00	60		Auto Deduct			Ø
Timetable	Break time		13:30:00	14:30:00	60		Auto Deduct			Ø
Shift										
Å Å										
🏢 Schedule 🛛 🔻										

Name: Displays the Name of the break time.

Start Time: Displays the starting time of the break.

End Time: Displays the ending time of the break.

Duration: Displays the total duration of the break time.

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

Add a Break Time

Perform the following steps to set the break time:

- Click Add to set the employee's break time.
- Enter the required fields in the appearing window as shown in the image below:

≘ easy TimePrල	Personnel	Device	Attendance	Access	Payroll	System	Welcome adm	in (<u>)</u>
💊 Q 🗉	Break Time							
🔞 Rule 👻 👻	🛢 Bookmarks -	▼ Filters -						
🗂 Shift 🛛 🔺	Add Add							× 🗉
Break Time	Name	N	lame*			Calculate Type*	Auto Deduct 👻	
Timetable	Break							
Shift	Basic	settings Rules	settings					- 88
🛗 Schedule 🛛 👻		Start	Time* 12:00:00			End Time*	13:00:00	
🗹 Approvals 🗸 👻		Dur	ation* 60					
🛱 Holiday 🗸 🔻			Minute(s)					
🕶 OutDoor Management 🛛 🔻								
O Leave Management								
- Eaculate Attendance							Confirm	el

Name: Enter the Name of Break Time.

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

Basic Settings:

Start Time: Enter the start time of the break.

End Time: Enter the end time to the break.

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

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

Rule Settings:

	Name*			Calculate Type*	Auto Deduct 🔍	
asic Settings	Rule Settings	;				
Duplicate	Punch Period*	Rule Based	V	Duplicate Punch Period(min)*	7 Minute(s)	
Pun	ch State Type*	No	∇			

Duplicate Punch Period: Select whether the Duplicate Punch Period is User-defined or rule-based. Rule defined is the setting according to the <u>Global Rule</u>.

Based on Punch State: Select whether or not the break duration is calculated based on the attendance punch state.

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

Click **Confirm** after setting the parameters.

Edit a Break Time

Perform the following steps to edit an existing Break Time:

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

Delete a Break Time

Perform the following steps to delete an existing Break Time:

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

6.5 Set up a Timetable

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

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

The columns are described as follows:



Name: Displays the name of the timetable.

Type: Displays the type of shift.

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

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

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

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

WorkDay: Displays the unit of working hours.

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

Add Normal Timetable

Perform the following steps to add a normal timetable:

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

⊒ easy TimePrœ	Personnel Dev	ice Attendance	Access	Payroll	System		Welcome admin	<u> (</u>) -	ŕÛ
🔊 Q 🗄	Timetable								
R Rule	Bookmarks - TF	lters 👻							
🛱 Shift	Delete Add Normal	The second se					2 7 5		
Break Time	Nap	Add Normal Timetable							×
Timetable	Click here	Name*							
Shift	8 hours cross day shift General Shift	Basic Settings BreakTi	me Settings Uns	cheduled Time S	ettings OT Level	Settings R	ule Settings Half Da	ay Settings	
🛗 Schedule	-								
🗹 Approvals	-	Check-In* 09:00	:00		Check-Out*	18:00:00	Cross Day(s) 0	Ŧ	
🛱 Holiday	-	Check-In Start* 08:00	:00 Cross Day	r(s) 0 💌	Check-Out Start*	17:00:00	Cross Day(s) 0	V	
👼 OutDoor Management	-	Check-In End* 10:00	:00 Cross Day	r(s) 0 💌	Check-Out End*	19:00:00	Cross Day(s) 0	w.	
A Leave Management	•	WorkDay* 1.0							
		Minute	(s)						
Calculate Attendance		*Notice 1.All the cross-days setti	ng is based on check	-in.					
쉽 Transaction Report	C 20 ✓ < 1						Co	onfirm	Cancel
							_		

Name: Enter the Timetable name.

Basic Setting

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

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

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

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

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

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

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

Break Time Setting

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

	Name*					14:00:00	6
	Basic Settings BreakTir	me Settings Unschedule	ed Time Settings OT L	evel Settings Rule Settings	Half Day Settings	14:00:00	
-						14:00:00	
	Name	Start Time	End Time	Duration	Calculate Type	14:00:00	
	Coffee	12:00:00	14:00:00	60	Auto Deduct	14:00:00	🖉 🗊
-	Tea	11:00:00	11:15:00	15	Auto Deduct	14:00:00	🖉 🚺
-	Lunch	13:00:00	14:00:00	60	Auto Deduct	14:00:00	🖉 🖉 🗖
-	br	12:00:00	13:00:00	60	Auto Deduct	14:00:00	🖉 🗹
-		12.00.00	10.00.00			02:00:00	- C t
						14:00:00	🖉 🖉 🛍
						14:00:00	🔄 🗹 🛍
		Page Confirm Total 4	Records 10 V		Confirm Cance		

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

Unscheduled Time Setting

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

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

					1. 2	9 11 6	•
e Nar	ne*				Second Half (Check In	Time)	
F					14:00:00		3 (
Basic Settings	BreakTime Settings Unschedul	ed Time Settings OT Level Settings	Rule Settings	Half Day Settings	14:00:00		I t
					14:00:00		
					14:00:00		
I.	Early In* Do not calculate	Minimum Early In	60		14:00:00		<u> </u>
ie .			Minute(s)		14:00:00		
		Minimum Late Out(min)	• 60		14:00:00		
	Late Out* Do not calculate	÷	Minute(s)		14:00:00		1
a					02:00:00		1
a					14:00:00		3 [
a					14:00:00		3 [

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

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

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

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

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

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

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

OT Level Settings

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

							/ / 🤊 🗆	
• N	me*						Second Half (Check In Time)	
FI							14:00:00	🕑 f
Pasis Cotting	PropleTime	Cattings	Unschooluled Time Settings	OT Loval Sattings	Dulo Cottings	Half Day Settings	14:00:00	🕑 t
basic setting	breaktime	Settings	Unscheduled Time Settings	OT Level settings	Kule Settings	Hall Day Settings	14:00:00	I (
							14:00:00	S t
	07.1		_	OT Level 1(hrs)	0		14:00:00	I (
le	OT Level*	Ignore	v		Hour(s)		14:00:00	1
							14:00:00	1
	OT Level 2(hrs)*	0		OT Level 3(hrs)	0		14:00:00	6
		Hour(s)			Hour(s)		14:00:00	6
a							02:00:00	🖉 🚺
a							14:00:00	🖉 🚺
ra							14:00:00	🖉 🚺
						Confirm Cancel		

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

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

How to calculate overtime?

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

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

Rule Setting

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

							r D	ШС
Name*						Second Half (C	heck In Time)	
						14:00:00		Ø
Basic Settings BreakTime S	Settings Unscheduled Time Se	ttings OT Level Settings	Rule Settings	Half Day Settings		14:00:00		6
						14:00:00		6
						14:00:00		
Clock-In Required*	Yes 🔍	Clock-Out Required*	Yes	~		14:00:00		
	-					14:00:00		
Allow Late-In*	0	Allow Early-Out	• 0			14:00:00		
	Minute(s)		Minute(s)			14:00:00		
		Duplicate Punch Period(min)*	1			02:00:00		
Punch Interval Type*	Rule Based 🔍	Suprease Function enoughing	Minute(s)			14:00:00		
						14:00:00		Ø
Punch State Type*	No 👻	Day Change Time*	00:00:00					
				Confirm	ancel			
				Comm	incer			

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

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

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

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

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

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

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

Half Day Setting

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

ete	Add Normal Limetable	<
Name	Name*	Second Ha
Test (Fl		14:00:00
Flex	Basic Sattings BreakTime Settings Unscheduled Time Settings OT Level Settings Pula Settings Half Day Settings	14:00:00
nt	basic settings breakhine settings on scheduled hime settings on settings kulle settings	14:00:00
flex		14:00:00
testt	First Half (Check In Time) * 09:00:00 Second Half (Check In Time) * 14:00:00	14:00:00
Flexible		14:00:00
flex3	Second Half (Check Out Time) 18:00:00	14:00:00
flex2	First Half (Check Out Time)* 13:00:00	14:00:00
flex1		14:00:00
<u>Timetal</u>		02:00:00
Timeta		14:00:00
Genera		14:00:00
	Confirm	

Add Flexible Timetable

Perform the following steps to add a flexible timetable:

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

≖ easy TimePro	Personnel D	evice Attendance	Access Payroll	System	Welcome admin 🕥 🔻 🏠
🔊 Q					
Rule Rule	🖉 🖉 Bookmarks 🗸 📢	Filters 👻	Click h	ere	
🛱 Shift	Delete Add Norm	nal Timetable Add Flexible Tir	netable		2 2 D 🗆 🕈 🛱
Break Time	Add Flexible Time	etable			If (Check In Time)
Timetable	Nama				
Shift	Name				
🛗 Schedule	Basic Settings	Unscheduled Time Settings O	T Level Settings Rule Settings	Half Day Settings	
☑ Approvals	Check-In	* 00:00:00	Check-Out* 00:00:00	Cross Day(s) 1 💌	
🛱 Holiday	- Work Time	* 480	WorkDay* 1.0		
🍋 OutDoor Management	-	Minutes	Day(s)		
O Leave Management	Work Type	* Normal Work 👻			
Calculate Attendance	*Notice	lavs setting is based on check-in.			
C Transaction Report		ays seeing to based of check-in		Co	nfirm Cancel

Name: Enter the Flexible Timetable name.

Basic Setting

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

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

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

Work Time: Enter the Total Worktime in minutes.

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

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

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

Unscheduled Time Setting

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

Name							Second Half (Check In Time)	
est (El	Name	*					14:00:00	1
lex							14:00:00	
t		and the last of the stations	071	Difference and			14:00:00	
lex	Basic Settings	Unscheduled Time Settings	OI Level Settings	Rule Settings Half	Day Settings		14:00:00	
estt							14:00:00	
lexible		Late Out	_	Minimum Late Out(min)	* 60		14:00:00	📝 🗇
lex3		Late Out* Do not calculate	Ť		Minute(s)		14:00:00	🛛 🕑 🛍
lex2							14:00:00	📝 🗇
lex1							14:00:00	🛛 🕜 🛍
imeta							02:00:00	🛛 📝 🛍
imetal							14:00:00	🖉 🗹
Genera							14:00:00	🔄 🕑 🛍
					Confirm	Cancel		

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

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

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

OT Level Setting

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

					Second Half (Check In Time)	
1	lame*				14:00:00	i
					14:00:00	
Basic Setting	s Unscheduled Time Settin	gs OT Level Settings	Rule Settings Half Day Settings		14:00:00	
					14:00:00	
			OT Level 1/brs)*		14:00:00	
	OT Level* Ignore	∇	Hour(s)		14:00:00	
			11001(0)		14:00:00	
	OT Level 2(hrs)* 0		OT Level 3(hrs)*		14:00:00	🖉 🖥
	Hour(s)		Hour(s)		02:00:00	6
					14:00:00	🖉 🗹
					14:00:00	🔄 🗹 🗖
			Confi	rm Cancel		

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

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

Rule Setting

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

								~		* *		ш (· -
e									econd H	Half (Check	In Time)		
<u>(F</u>	Name*								4:00:00				
									4:00:00				
	Basic Settings Unsc	heduled Time Settings	OT Level Settings	Rule Settings	Half D	ay Settings			4:00:00				
									4:00:00				
ble	Clock In Roa	virodt Voc	-	Clock Out Ba	a virad*	Vor	-		4:00:00				
	Clock-III Req	incu inco		CIOCK OUT NO	quircu	103			4:00:00				
				Duplicate Dupch Bario	d(min)*	1			4:00:00				
	Punch Interval	Type* Rule Based	–	Duplicate Functi Feno	u(mm)	/ Minute(c)			4:00:00				J 🖥
tal						wintuce(s)			2:00:00				I 💼
tal	Punch State	Type* No	~	Multiple	In/Out*	No	~		4:00:00				1
era									4:00:00				3 🖞
	Day Change	Time* 00:00:00											

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

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

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

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

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

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

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

Half Day Setting

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

			Second Half (Che	ck In Time)	- ·
Name*			14:00:00	ex in thirdy	
			14:00:00		
Basic Settings Unscheduled Time Settings OT Level Setting	ns Rule Settings Half Day Settings		14:00:00		ß
basic settings onscheduled nine settings of Level setting	gs Rule Settings Than Day Settings		14:00:00		Ø
			14:00:00		Ø
First Half (Check In Time) * 00:00:00	Second Half (Check In Time)* 14:00:00		14:00:00		
			14:00:00		ß
First Half (Check Out Time)* 13:00:00	Second Half (Check Out Time) 00:00:00		14:00:00		
	*		14:00:00		
			14:00:00		
			14:00:00		
	Confirm	Cancel			

Edit a Timetable

Perform the following steps to edit an existing timetable:

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

Delete a Timetable

Perform the following steps to delete a timetable:

- Select the timetable and click **Delete** or click del icon $\overline{\mathbb{I}}$ of the corresponding timetable.
- On the appearing pop-up, click **Confirm** if you are sure to delete the timetable.

6.6 Assign Shifts

Shift Management helps you to streamline your workflow without affecting the company. The Shift option enables you to add Break time, Shift Timings and Timetable to the Employees. There is a default shift from 9:00 to 18:00, which gets auto assigned to the newly added employees. So, the user can either create a new shift and move the employees according to their requirement or modify the time in the default shift.

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

⊒ easy TimePr ਫ	Personnel Device	Attendance 1 cess	Pa	yroll	S	ysten	n		
🄊 Q 運	Shift								
Rule 🗸	🛢 Bookmarks 🗸 🛛 🕇 Filters 🗸								
🗂 shift 2 🔺	Add Delete			Y	2	9		e	÷
Break Time	Shift Name	Timetable	Unit	Cycle	Auto	o Shift			
	Testing1	HD1	Week	1	No				ŵ
Timetable	Genral	General Shift	Week	4	No				Ŵ
Shift 3	8 hours for cross day shift	8 hours cross day shift	Week	1	No			Ø	圃
	Test	Test	Week	1	No			Ø	圃
 Schedule Approvals 									

The columns are described as follows:

Shift Name: Displays the name of the shift.

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

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

Cycle: Displays the repetition cycle of the shift.

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

Add a New Shift

Perform the following steps to add a new shift:

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



Shift Name: Enter the Shift name.

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

For example, in a company:

Morning shift is 8 AM - 16 PM; (MS) Afternoon shift is 16 PM - 23:59:59 PM; (AS) Night shift is 00:00:00 AM – 8 AM. (NS)

Now, HR or Admin has assigned all these above shifts to an employee. Employee Clock-In at 8 AM & Clock-Out at 16 PM, then while calculation, the system will automatically consider the Morning Shift for this employee and it will be reflected in the report. Weekend: For defining a day as Weekend, select the Weekend checkbox, and then click on the Day name.

Sun Mon Tue Wed Thu Fri Sat

To remove the weekend, follow as shown below:

ft N	lame*			Auto Shift	No			Weeken	d 🔽			
met	able		Q			Unit*	Week	T	Cycle* 1			
	Name	Check-In	Check-Out	Break Time		Sun	Mon	Tue	Wed	Thu	Fri	Sat
	General	09:30:00	18:00:00	75	1	Weekend						Weekend
1	imetable	09:00:00	18:00:00	75								
	Time, le2	21:00:00	06:00:00+1									
	flex1	00:00:00	00:00:00+1									
Ī	2 Tł	nen sel	lect the	Timetak	ale		о т		liels en			
	2. 11	ien sei		Innetat			- 3. H	nen c	lick on	the a	esired	iday

Timetable: Select a timetable.

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

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

Click **Confirm** after adding shift details.

Edit a Shift.

Perform the following steps to edit an existing shift:

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

Delete a Shift.

Perform the following steps to delete a shift:

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

6.7 Schedule Shifts to the required Departments

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

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

≡ easy TimePr ⊙	Personnel	Device	Attendan		Payroll	Syste	em
≫ Q 重	Department Schedule						
R Rule 🔻	🛢 Bookmarks 🗸	▼ Filters ▼					
💾 Shift 🗾 🔻	Add Delete				Ÿ	2 D	
🛗 Schedule < 🔺	Department Code	e Departr	nent Name	Employee Count	Shift Name	Start Date	End D
Department Schedul				None			
Employee Schedule							
Temporary Schedule							
Schedule View							
🗹 Approvals 🗸 🔻							

The columns are described as follows:

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

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

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

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

Start Date: Displays the starting time of the shift.

End Date: Displays the ending time of the shift.

Add a Department Schedule

Perform the following steps to add a new department schedule:

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

🗞 Q 🗉	Department Sche	dule						
R Rule •	Bookma	Add			_	_		×
🗂 shift 🔹	Add [⊠ ≡ #	Start D	ate* 2020-06-0	1 End	Date* 202	0-06-30	2
Schedule 1. Click	Departme	Department	Shift		Q S			-
Department Schedule				Shift Name	Name	Unit	Cycle	Auto Shift
Employee Schedule			0	Test	Test	Week	1	0
Temporani Schedule			3 0	8 hours for cr	8 hours cross	Week	1	0
			0	Genral	General Shift	Week	1	0
☑ Approvals •								
🕉 OutDoor Management 🔹			Total 4	Records <	1 > 20	•		
Calculate Attendance							Con	firm Cancel

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

Delete a Department Schedule

Perform the following steps to delete an existing department schedule:

- Select the department schedule and click **Delete** or ¹/₁₀ icon of the corresponding schedule.
- On the appearing pop-up, click **Confirm** if you are sure to delete the Department schedule.

How to import Department Schedule details.

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

easy TimePro	Personnel	Device	Attendance	Access	Payroll	System		
● Q 🥶	Department Sch	edule						
🕐 Rule 🔺	🖉 Bookmark	s ▼ Filters	S *					
Global Rule	Add Dal	ata Impor						
Department Rule	Add Dei	ete impor			_			t Da
💾 Shift 🗸 🗸	Import							×
 ∰ Schedule ▲	Impo	ort File:* Choos	e file departments	Template.xlsx ate. add your dat	a, and then impo	rt		
Department Schedule				ato, add your ad	ana cromine o			- 8
Employee Schedule	Existing	g Data:* Overv	write 💌					- 8
Temporary Schedule	Sample Te	mplate:					▲Download Template	
Schedule View		A	В		С		D	- 8
🗹 Approvals 🗸 🗸	S.No	Departme	Shift		Start Date		End Date	- 8
	1	10001	First Shift		2020-01-01		2020-01-31	
🛱 Holiday 🛛 👻	2	10002	Second Shift		2020-01-01		2020-01-31	
	3	10003	Third Shift		2020-01-01		2020-01-31	
OutDoor Management	Description 1. The h 2. Depar 3. All col	eader in file tem tment Id, Shift, lumns should be	iplate is required Start Date, and End I e text format	Date are required	fields			
Harman Calculate Attendance				_	_		Confirm Car	ncel
省 Scheduling Report 🗸 🗸								

Import a new or update the existing Department Schedule details.

- On the **Department Schedule** interface, click **Import** to import a new or update the existing Department Schedule details in the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to browse and select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Department Schedule in the Software need to be updated with the imported data.
- Choose **Ignore** if the modification is not required for the existing Department Schedule on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

6.8 Schedule Shifts to the required Employees

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

🏷 Q	Employee Schedu	ıle					
Rule	Bookmarks	▼ Filters ▼					
) Shift	Delete A	dd Schedule			2 Z	າ 🗆 🔿	ŧ
🖞 Schedule	Employee ID	First Name	Last Name	Shift Name	Start Date	End Date	
	10005	Michael	-	8 hours for cross day shift	2020-06-01	2020-06-30	ŵ
Department Schedule	1	bishesh	-	Testing1	2020-06-01	2020-06-30	Ŵ
	4		-	Testing1	2020-06-01	2020-06-30	匬
	3		-	Testing1	2020-06-01	2020-06-30	匬
Temporary Schedule	2		-	Testing1	2020-06-01	2020-06-30	匬

The columns are described as follows:

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

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

Start Date: Displays the starting date of the shift.

End Date: Displays the ending date of the shift.

Add an Employee Schedule

Perform the following steps to add an Employee schedule:

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

≡ easy TimePrੁ	Personnel	Device	Attendance	Access Pa	yroll	System		Welco	ome admin	⑨ ・ 谷
> Q ⊡	Employee Schedule	_								
🕅 Rule 🔫	🛢 Bookmarks -	Add	Schedule		_					×
🛱 Shift 🔫	De 1 Add Sc	Empl	oyee 👻 Employe	e Q 3	Start D	Date* 2020-06-	01 E	nd Date* 20	020-06-30	
🛗 Schedule 🔺	Employee ID	Fir 🗌	Employee ID	First Name	0v	verwr				
	10005	2	1	bishesh						
Department Schedule	1	bis	10005	Michael	Shift		Q	C		
Employee Schedule	4		1001	jay		Shift Name	Name	Unit	Cycle	Auto Shift
	3		1002	bharath	0	Test	Test	Week	1	0
Temporary Schedule	Z		1004	daya 4		8 hours for	8 hours cro	Week	1	0
Schedule View			1005	zero	0	Genral	General Shift	Week	1	0
			1006	shanth		Testing1	HD1	Week	1	0
🗹 Approvals 🛛 👻			1007	manish)				
			2							
🗄 Holiday 🛛 🔻			3							
			4							
🏹 OutDoor Management 🛛 🔻			70001							
O Leave Management ▼		Total 1	70002 137 Records < 1	. 7 > 20 🗸	Total 4	4 Records 🛛 <	1 > 20	•		
🖬 Calculate Attendance 🛛 🔻	C 20 • <								Confir	m Cancel

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

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

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

Shift: Select a shift from the list.

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

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

≡ øasy TimePrල	Personnel	Device	Attenda	nce Access	Payroll S	ystem		Welcome admin	<u>છ</u> - દ	ĩ
∾ Q ⊡	Employee Schedule									
🖲 Rule 🔻	🛢 Bookmarks 🗸	▼ Filters ▼								
🗂 Shift 🛛 🔫	Delete Add	Schedule			¥ 2	9 🗆 r	÷	Testing1		
🛗 Schedule 🔺	Employee ID	First Name	Last Name	Shift Name	Start Date	End Date		2020-06-01 -	2020-06-30	
	10005	Michael	-	8 hours for cross day shift	2020-06-01	2020-06-30	匬	Q		
Department Schedule	1	bishesh	-	Testing1	2020-06-01	2020-06-30	<u>ل</u>			
Employee Schedule			-	Testing1	2020-06-01	2020-06-30	Ŵ	06.01 ^{Mon}	18:00-06:00+1	
	3		-	Testing1	2020-06-01	2020-06-30		06.02 ^{Tue}	18:00-06:00+1	
Temporary Schedule	2			Testing1	2020-06-01	2020-06-30	U	06.03 ^{Wed}	18:00-06:00+1	
C-L-J.J- V								06.04 ^{Thu}	18:00-06:00+1	
Schedule View								06.05 ^{Fri}	18:00-06:00+1	
🗹 Approvals 🗸 🗸								06.06 ^{Sat}		
								06.07 ^{Sun}		
🗄 Holiday 🛛 🔻							_	06.08 ^{Mon}	18:00-06:00 ⁺¹	
								06.09 ^{Tue}	18:00-06:00+1	
🆚 OutDoor Management 🛛 🔻								06.10 ^{Wed}	18:00-06:00+1	
								06.11 ^{Thu}	18:00-06:00+1	
O Leave Management								06.12 ^{Fri}	18:00-06:00+1	
								06.13 ^{Sat}		
Calculate Attendance 🔹 🔻	€ 20 ¥		Total 5 Records	1 Page Confirm				06.14 ^{Sun}		
								06.15 ^{Mon}	18:00-06:00+1	

Delete an Employee Schedule

Perform the following steps to delete an existing employee schedule:

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

How to import Employee Schedule details.

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

easy TimePro	Personnel	Device	Attendance	Access Payroll	System						
● Q 運	Global Rule 🛛	Employee Sch	edule ×								
🛞 Rule 🔺	Bookmarks	- T Filters -									
Global Rule	Delete Im	nort Arid S						2 2 D m #	***		
Department Rule	Employee Id		Eirst Name	Last Name	Shift Name	Start Date		End Date	+-	Detail	
100 mm	New 001		Maux Franc	Last Hame	Cananal Chift	2021 01 27		2021 01 21	-	2021-02-01 - 2021-02-28 Q	
🗆 Shift 👻	Revio 1		New Emp	- Tester	Convert Child	2021-01-27		2021-01-51			
🖮 Schedule	Import						×	2021-02-28	4		
								2022-01-31			
Department Schedule	1 Imp	ort File:* Choos	e file No file chosen				- 10	2021-02-28	自		
Employee Schedule	2	Please dov	nload sample templa	ite, add your data, and then i	mport		- 11	2021-12-31	Û		
Employee Schedule	8						- 10	2021-12-31	ê		
Temporary Schedule	Evictin	a Data:* Janon					- 18	2021-12-31	ê		
Schedule View		g bata. Ignor					- 18	2021-12-31	ê		
	Sample Te	mplate:				Download Template	- 18	2021-12-31	ê		
🗹 Approvals 🛛 👻	7						- 18	2021-12-31			
	3	A	В	C		D		2021-12-31			
🛨 Holiday 👻	S.No	Employee Id	Shift	Start Date		End Date		2021-12-31			
	1	10001	First Shift	2020-01-01		2020-01-31		2021-12-31			
Ges OutDoor Management ▼	2	10002	Second Shift	2020-01-01		2020-01-31	- 18	2021-12-31			
A Leave Management	3	10003	Third Shift	2020-01-01		2020-01-31	- 18	2021-12-31			
O Leave management	Description						- 18	2021-12-31			
🖩 Calculate Attendance 👻	Description	I design for the second	whether the second stand				- 18	2021-12-31			
	1 2. Emplo	ovee Id. Shift. Sta	art Date and End Date	are required fields			- 1	2021-12-31	俞		
🔁 Transaction Report 🛛 👻	3. All co	lumns should be	text format				- 1				
엽 Scheduling Report 👻						Confirm Cano	el				

Import a new or update the existing Department Schedule details.

- On the Department Schedule interface, click Import to import a new or update the existing Employee Schedule details in the Software.
- Click **Download Template**, to view and imply the same structure format specified on the template document.
- Please make sure that the document, which is to import, follows the guidelines specified on the description of the Import window.
- On the **Import** window, click **Choose File** to browse and select the file from the PC to import.
- Based on the import type, there are two options available on the **Existing Data** field.
- Choose **Overwrite**, if the existing Employee Schedule in the Software need to be updated with the imported data.
- Choose **Ignore** if the modification is not required for the existing Employee Schedule on the Software.
- Click **Confirm**, to ensure and import the saved data file to the software.

6.9 Schedule Shifts temporarily based on Workforce.

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

≡ easyTimePr ⊙	Personnel	Device	Attendance		Payroll	System
🃎 Q 亘	Temporary Schedule					
🕅 Rule 🔻	🛢 Bookmarks 🗸	▼ Filters ▼				
💾 Shift 🛛 🔻	Delete Add	Temporary Schedu	le			
🛗 Schedul 📿 🔺	Employee	Timetable I	D St	art Time	End Time	Work Type
Department Schedule					None	
Employee Schedule						
Temporary Scheduk						
Schedule View						
🗹 Approvals 🗸 🗸						

The columns are described as follows:

Employee: Displays the Employee Name.

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

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

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

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

Add a Temporary Schedule

Perform the following steps to add a temporary schedule:

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



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

Date: The default date is the current date.

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

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

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

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

Click Confirm.

Notes: If the Temporary schedule rule is selected as an additional rule, the temporary schedule overlaps with the existing schedule and the existing schedule will only be considered for

attendance calculation. Multiple Timetables may be selected for a temporary schedule, but their starting dates must not be the same.

Delete a Temporary Schedule

Perform the following steps to delete a temporary Schedule:

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

6.10 Set up the Attendance Report specifics

The Configurations option allows you to configure the settings for Reports. The Report Settings enables you to configure the Display, function key settings, and the displayed report details.

Basic Display

The basic display settings facilitate you to set the Date format, time format and decide whether to display the resigned employees.

e asy TimePrଙ	Personnel Devid	ce Attendance 1	oll System	
∿ Q	Global Rule $ imes$ Client [Details \times Schedule Planner \times	Schedule Employee	× Department Rule
R Rule ▼	Basic Display	Nev Display Report Items Displa	v	
💾 Shift 🛛 🔫			2	
🛗 Schedule 🛛 🔫	Short Date Format*	yyyy-MM-DD 🔍	Short Time Format*	HH:mm
🗹 Approvals 🗸 🗸	Resign Employee Display*	Yes 👻		
🛱 Holiday 🗸 🔻				
🕷 OutDoor Management 🔻				
 ❷ Leave Management ▼ 	Save			
🖬 Calculate Attendance 🛛 🔫				
C₁ Transaction Report ▼				
C ² Scheduling Report ▼				
🛱 Summary Report 🔹 🔻				
Configurations 2				
Training Type				
Report Setting 3				

Function Key Display

A function key is a key on a terminal keyboard which can be programmed so as to cause an operating system command interpreter or application program to perform certain actions. By default, below shown value are

the default value. The Function Key display settings enable you to set function names for various function keys.

easy TimePr®	Personnel	Device A	Attendance 1 yro	ll System	
∾ Q 重	Global Rule	imes Client Details $ imes$	Schedule Planner $~ imes$	Schedule Employee $ imes$	Department Rule
🔞 Rule 🗸 👻	Desis Disales	Evention Key Direl			
🗂 Shift 🛛 👻	Basic Display	Function Key Displ	ay 4 It items Display		
🚔 Schedule 📼	ID	Value	Name		
	1	0	Check In		
Sector Approvals -	2	1	Check Out		
🛱 Holiday 🗸 🔫	3	2	Break Out		
	4	3	Break In		
• OutDoor Management	5	4	Overtime In		
 eave Management ▼ 	6	5	Overtime Out		
🖬 Calculate Attendance 🗸	7	6	6		
_	8	7	7		
역 Transaction Report -	9	8	8		
ජී Scheduling Report ▼	10	9	9		
🖓 Summany Report 🗸	11	10	10		
	12	11	11		
Configurations 2	13	255	255		
Training Type					
Report Setting					

Report Items Display

The Report Items Display Settings enables you to set the statistical rules and display units for various attendance parameters.

e asy TimePrତ	Person	nel Device Att		System		
∿ Q ⊡	Global Ru	le \times Client Details \times	Schedule Planner \times	Schedule Employee $ imes$ Depar	tment Rule × Break Time	× Timetable
🔞 Rule 🔻						
🗂 <u>Shift</u> 🗸 🔻	Basic Dis	play Function Key Display	Report Items Display	4		
🛱 Schedule 👻	ID	Name	Minimum Unit	Unit	Round Off	Symbol
	1	Duty Duration	1	Minute	Round-Off -	
☑ Approvals	2	BreakTime Duration	1	Minute	Round-Off -	
🗄 Holiday 🛛 👻	3	Unscheduled	1	Minute	Round-Off 👻	
	4	Remaining	1	Minute	Round-Off 💌	
🏽 OutDoor Management 🔻	5	Late	1	Minute	Round-Off 💌	<
\rm 🛛 Leave Management 🛛 👻	6	Early Leave	1	Minute	Round-Off -	>
	7	Absence	1	Minute	Round-Off -	А
	8	Leave	1	Minute	Round-Off -	
🕰 Transaction Report 🛛 👻	9	Overtime	1	Minute	Round-Off -	+
🖓 Scheduling Report 🛛 💌	10	Miss In	1	Minute	Round-Off -	[
	11	Miss Out	1	Minute	Round-Off -	1
省 Summary Report 🔹 🔻	12	Present	1	Minute	Round-Off -	Р
🗱 Configurations	13	Day Off	1	Minute	Round-Off -	D
	14	Weekend	1	Minute	Round-Off -	W
Training Type	15	Holiday	1	Minute	Round-Off -	Н
Report Setting 3	16	Half Day	1	Minute	Round-Off -	HD
						_

Minimum Unit: It will define the output value of attendance parameter in report. The output value will always be in the multiple of the Minimum Unit Value. E.g. if the minimum unit value is set as 1 for Early Leave, and the actual value of Early leave is 100, the output value will remain same as 100 (Since 100 is a multiple of 1). Now, if we change minimum unit value to 3. And the actual value is 100, then the output value will be displayed as 99 (nearest multiple of 3).

Unit: Set the display unit for attendance parameter.

Round off: Select whether to round-off the attendance unit. The round-off method can be round-down/round-off/round-up.

Round-down: Omit the decimal part smaller than the minimum unit.

Round-off: Count the minimum unit if the decimal part reaches half of the minimum unit.

Round-up: Count the minimum unit if the decimal part is smaller than the minimum unit.

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

6.11 How to calculate Attendance

The Calculate option enables you to calculate the attendance for employees. To calculate the attendance of an employee, perform the following steps:

• Select the department to calculate the attendance by selecting the corresponding checkbox as shown in the below image:

easy TimePrତ	Personnel	Device	Attendance 1 roll	System		
> Q ⊡	Global Rule \times	Calculate \times				
Rule 🔻	☞ 🔳 👫		Employee ID First	Name Q	Start Date 2019-11-01 End Date	2019-11-29 Calculate
🗂 Shift 🛛 👻	Department		Employee ID	First Name	Last Name	Date of joining
			1	sara	sara	2019-11-29
🛗 Schedule 👻			10889	Arthas		2019-11-29
~			2	test	xyz	2018-11-28
Approvals •			7000	test	ksr	2019-11-29
A			70001	Boopalan		2019-11-29
🕂 Holiday 🗸 🗸			70002	Sankar		2019-11-29
🛪 OutDeer Management 📼			70003	Sameer		2019-11-29
•6 OutDoor Management •			70005	Jiten		2019-11-29
O Logia Managament			7001	test1		2019-11-29
G Leave Management +			70015	Prathamesh		2019-11-29
Calculate Attendance			7002	test2		2019-11-29
			70029	Prasanth kumar		2019-11-29
Calculate			7003	test3		2019-11-29
			70034	Achal Abhishek		2019-11-29
街 Transaction Report 🛛 👻			70037	Anjali		2019-11-29
			7004	test4		2019-11-29

- The employees in the selected department will be displayed.
- Select the employee and click Calculate.
- A pop-up will appear after calculating the attendance as shown in the below image:

Area Employee ID First Name Last Name Date of joining Department Position Image: Imag		Employee ID	First Name	Q Start Date	2020-04-01 End Da	ate 2020-04-20 Ca	lculate
Employee ID First Name Last Name Date of joining Department Position Image: Solution of the state o	Department Area						
Oti Achal 2019-03-cfi Development Java Developer I testing I Asish 2019-03-cfi test Image: Constraint of the state of t		Employee ID	First Name	Last Name	Date of joining	Department	Position
 Testing test test	· · · · ·	001	Achal		2019-03-01	Development	Java Developer
test 12245 tt 2019-03 p1 Development Development Image: Constraint of the state of th	Testing	1	Asish			test	
Construction Coose Achal Abhishek 2015-06 23 Development Mchager Internical HR1 Sales Est Est Est Est Est Est Est Employee(s) or All 2. Select period 3. Click to calculate	test	12345	ttt		2019-03 01	Development	
 Technical HR1 Sales test depti2 SS Technical Writing 1. Select desired Employee(s) or All 2. Select period 3. Click to calculate 	 Development 	20034	Achal	Abhishek	2015-06 23	Development	Mager
	☐ test ☐ dept12						
	☐ test ☐ dept12 ☐ SS ☐ Technical Writing	1. Sele Employe	ct desired ee(s) or All	2. Select	t period	3. Click	to calculate

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

6.12 Set up Training for Employees

The Training Type option enables you to configure the training sessions which are given to the employees.

Add a Training Type

To add a training type, perform the following steps:

• Click Add to add a new training type. A window appears as shown in the image below:

easy TimePrତ	Personnel	Device	Attendance		System
🏷 Q 🍱	Global Rule \times	Calculate \times	Training Type	×	
🔞 Rule 👻	Bookmarks -	T Filters -			
🛱 Shift 🛛 👻	Add Delete	÷			
🛗 Schedule 🛛 👻	Training Name	2		Unit	Minimum Unit
🐼 Approvals 🗸 👻					
🛱 Holiday 🗸 👻					
🍽 OutDoor Management 🗢					
\varTheta Leave Management 🛛 👻					
🖩 Calculate Attendance 📼					
🕲 Transaction Report 🛛 👻					
🙆 Scheduling Report 🛛 👻					
🙆 Summary Report 🛛 👻					
🌣 Contigurations 🥑 🔺					
Training Type 3					
Report Setting					

Training Name: Enter the Leave Name.

Minimum Unit: Enter the minimum day(s) or Hour(s) of training.

Unit: Select the unit of training days. It may be Minute/Hour/Working Day/HH: MM.

Round Off: Select whether to round-off the training.

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

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

Delete a Training Type

Perform the following steps to delete a training type:

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

6 Holiday Management

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

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

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

7.1 How to set up Location-based Holidays

Our **Holiday Location** interface facilitates you to set up the location-based holidays to your Employees in different regions by specifying the geographical place.

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

easyTimePrତ	Personnel 1 Device Attendance	Payroll System
🄊 Q 🖅	Location	
A Organization 2	🛢 Bookmarks 🗸 🔻 Filters 🗸	
Department	Add Doloto Porconnol Transfor	
Position	Location Code \$	Location Name 💠
Area	100	8888
Location 3	101 102	L190 Pune
👻 Employee Management 🔻		
📰 Approval Workflow 👻		
📽 Configurations 🗸		

On this interface, you can create a new Location or a Sub-location, edit or delete the existing Locations or the Sub-location, based on the necessity of the Organization.

Location defines your Organization territory and the service location whether geographically or by sector such as "Head Office, Bangalore, India", "Manufacturing,", "Server Room, Dunedin", "Development, India", "Marketing, Los Angeles", "Sales, Seattle" and more.

A brief note about the columns displayed on the Location Interface

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

Location Name: Displays the name of the Location.

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

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

⊒ easy TimePrੁ	Personnel	Device	Attendance	Access	Payroll	System	
> Q ⊡	Holiday Location						
n Organization 🔺	🛢 Bookmarks 🗸	▼ Filters -					
Department 1	Add Delete	Personnel T			·*/2	1 9 🗆	e =
Position	Location Code	Location	Add		×	ed Count	
Area	1	Location	Location Code* 4				
Holiday Location	2	Guntur	Location Name*				
👹 Employee Management 🛛 🔻			Parent		*		
📰 Approval Workflow 🛛 🔻							
Maria -	2. Ei require	nter the					
₩s Configurations ▼	require			6 F			
				Confirm	Cancel		

Create a New Location or a Sub Location name

On the **Holiday Location** interface, click **Add** to create a new Location or a Sub-Location name.

Enter a unique Location Code and the required Location Name.

On the **Parent** field, select the required Location name from the list to define as the Parent location if creating a new name for a Sub location.

After entering the details, click **Confirm** to save and update the newly created Location or the Sub-Location name.

How to remove the created Location

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

Personnel	Device	Attendance	Access	Payrol		Syste	m		
Holiday Location									
🛢 Bookmarks 🗸	▼ Filters ▼								
2 Delete	Personnel 1	ransfer		7	P. 2 ³⁴	9		+	4
Location Code 🖨	Location	Name 🗢 Par	rent Employee	count	Resigne	d Count			
1	Location		0		0			đ	Ŵ
2	blr	Prompt			×			Ø	圃
3	Guntur							Ø	Ŵ
		Are you sure you item?	want to delete th	e selected 1					
			3 Confirm	Cancel					
	Personnel Holiday Location	Personnel Device Holiday Location Bookmarks Filters Personnel T Location Code Location Location Guntur	Personnel Device Attendance Holiday Location Bookmarks - Bookmarks - Personnel Transfer Location Code + Location Name + Pare Location Prompt 3 Guntur Are you sure you item?	Personnel Device Attendance Access Holiday Location Bookmarks + T Filters + 2 Delete Personnel Transfer Location Code + Location Name + Parent Employee 1 Location 2 bir Prompt 3 Guntur Are you sure you want to delete the item? 3 Confirm	Personnel Device Attendance Access Payroll Holiday Location	Personnel Device Attendance Access Payroll Holiday Location Bookmarks + Filters + 2 Delete Personnel Transfer Location Location Delete Personnel Transfer Location Delete Personnel Transfer V Location Delete Personnel Transfer V Location Sountur Are you sure you want to delete the selected 1 item? 3 Confirm Cancel	Personnel Device Attendance Access Payroll System Holiday Location Bookmarks + • Filters + 2 Delete Personnel Transfer 2 Delete Location Name + Location Code + Location Name + 2 blr Prompt × 3 Guntur Are you sure you want to delete the selected 1 item? 3 Confirm	Personnel Device Attendance Access Payroll System Holiday Location Bookmarks Filters Filters Personnel Transfer Cocation Name Parent Employee count Resigned Count Resigned Count Are you sure you want to delete the selected 1 item? Confirm Cancel 	Personnel Device Attendance Access Payroll System Holiday Location Bookmarks Filters Personnel Transfer Location Name Parent Employee count Resigned Count I Location Suntur Are you sure you want to delete the selected 1 Item? Item?

Delete the existing Location or a Sub location

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

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

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

How to move Employees between Locations

Personnel Transfer function lets you transfer the existing Employees from another Location or the Sub-Location to the specified Location or the Sub-Location based on the Organization system.

Only one Location or a	Sub-location	can be selected	at a time to modify.
------------------------	--------------	-----------------	----------------------

Department							
	Add Delete	Personnel Transfer				∕∕⊃ ⊡ # ≆ 20	
osition	Location Code 💠	Personnel Trans	fer			×	'n
Area	1						
foliday Location	4	Department	- Emple	oyee	۹	Selected 0	
		Employee	First Name	Last Name	Department	Employee First Name 💠 Last Name 💠	
Employee Management 🔻		001	Achal		Development		
Approval Workflow		1	Asish		test	None	
		12345	ttt		Development		
Configurations 🔫		70034	Achal	Abhishek	Development		
		20 V Total 4 F	Necords <	1 Page	Confirm		
						Confirm	
						conten	

Manage and modify Employees Locations

On the **Location** interface, select the required Location or the Sub-location from the list to move in the Employees.

Click **Personnel Transfer** to transfer the required Employees into that selected Location or the Sub-Location.

On the **Personnel Transfer** window, select the required Employees from the list displayed on the left.

The selected Employees information will reflect on the right side of the Adjust Employee window.

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

Click **Confirm**, to ensure and adjust the Employees to the selected Location or the Sub-location.

7.2 Advanced Holiday Scheduling

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

easy TimePr©	Personnel Devi	ce Attendance	roll System	
🏷 Q 🖅	Global Rule 🔀 Calcula	ate \times Training Type \times Ho	liday ×	
🖲 Rule 🔻	🖉 Bookmarks 👻 🔻	Filters +		
🛱 Shift 🔫	Add Delete			
🛗 Schedule 🛛 🔫	Name	Location	Start Date	Dur
🛛 Approvals 🗸 👻				
🗄 Holiday < 🔺				
Holiday 3				
🍽 OutDoor Management 👻				

The columns are described as follows:

Name: Displays the Holiday Name.

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

Start Date: Displays the starting date of the holiday.

Duration: Displays the holiday duration.

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

Add Holiday

Perform the following steps to add a holiday:

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

easyTimePrତ	Personnel	Device	Attendance	1 roll Syste	m			
s 🖉	Global Rule \times C	alculate \times	Training Type \times	Holiday ×				
🛞 Rule 🔻	🛢 Bookmarks 🗸	▼ Filters -						
🗂 Shift 🗾 👻	Add 4 ete							
🛗 Schedule 🗸 👻	Name	Loca	tion	Start Date		Duration(Day)		Working On I
🗹 Approvals 🗸 🗸						None		
🗄 Holiday 🔶 🔺								
Holiday 3				Add				×
🍽 OutDoor Management 👻				Name*		Location		Ŧ
😌 Leave Management 🛛 👻				Start Date*	2019-11-29	Duration(Day)*	1	
🖬 Calculate Attendance 🛛 🔻				Working On Holiday*	Move To Holiday OT	OT Level 1*	0	
😋 Transaction Report 🛛 👻				OT Level 2*	0	OT Level 3*	0	
🕲 Scheduling Report 🛛 👻								
🕼 Summary Report 🛛 👻							Confirm	Cancel
Configurations 🗸								

Name: Enter the Employee name.

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

Start Date: Enter the start date of the Holiday.

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

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

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

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

Edit a Holiday

Perform the following steps to edit a holiday:

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

Delete a Holiday

Perform the following steps to delete a holiday:

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

7 Payroll Management

Payroll Management system efficiently manages the financial records of the employees. This keeps track of all information related to payroll such as Salary calculation, Bonus, Deduction, Loan, Reimbursement, and more.

The organization's financial stability will be enhanced as it streamlines and centralizes the payroll method.



Advantages of Payroll Management

- Automated payroll system
- Extensive reporting features
- Timesaving
- Cost-effective
- Process optimization
- Ensure security of Employee data
- Reduces the burden of compiling

8.1 Configuring Payment details of an Employee

The **Employee Profile** displays the financial details of employees.

e asy TimePrତ	Personnel	Device	Attend	ance Pa	yroll 1 sten	n			
ତ ପ୍ 🗉	Employee Profile								
Employee Profile	🛢 Bookmarks 🗸	▼ Filters -							
Employee Profile 3	⊠ ≡ #								
📰 Formula 🛛 🔻	Department			Employee ID	First Name	Last Name	Department	Payment Cycle	F
				1	sara	sara	Department	Monthly	
Extra Funds				70057	sarada	-	Department	Monthly	-
				70056	ClarissaThomas	-	Department	Monthly	
A Payroll Structure				70055	Poornima	-	Department	Monthly	
.				70054	Vasanthi	-	Department	Monthly	
🕈 Loan 🗸 👻				70053	Kavya	-	Department	Monthly	- (

The columns are described as follows:

Employee ID, First Name, Last Name, Department: Details of the employee.

Payment Cycle: Payment period of the employee.

Bank Name: Bank Name where the employee holds the account.

Account Number: Bank Account Number of the employee.

Edit an Employee Profile

This employee profile is generated after we add Employee Payroll details here.

Perform the following steps to edit an employee profile:

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

												<u> </u>
• - · · · · ·	Employee Profile											
Employee Profile	🖉 Bookmarks 🗸 🔻 Filte	s •										
mployee Profile <u>3</u>	REA										7 2 D T	n e
		Employee ID	First Name	Last Name	Department	Payment Cycle	Payment Mode	Bank Name	Account Number	Agent ID	Agent Account	
	Department		cara	sara	Department	Monthly	Cash					1
	-		sarada	-	Department	Monthly	Cash				4	
			ClarissaThomas		Department	Monthly	Cash					1
	-		Poornima	-	Department	Monthly	Cash					1
		70054	Vasanthi	-	Department	Monthly	Cash					đ
	~	70053	11+					×				ľ
C-1	-	70052	in the second seco					^				Ø
salary Auvance		70050	Payment Cycle Mon	thly	- Paym	ent Mode Cash	*					đ
Reimbursement	-	70049										ľ
		70048	Bank Name		Accourt	t Number						Ø
Calculation	~	70047										
		70046	Agent ID		Ager	t Account						
	-	70045										
		70042										8
	-	70041										
		70037										
		70034					Confirm					
		70015	Prathamesh	-	Department	Monthly	Cash					1
					Bepartment	monuny						-

Payment Cycle: Select the payment period. The monthly cycle is currently supported.

Payment Mode: Select the Payment mode. It could be Cash/Cheque/Bank Transfer.

Bank Name: Enter the name of the bank where the employees have their accounts.

Account Number: Enter the number of the bank account.

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

8.2 Personalizing Salary Components

Formula enables you to add predefined calculation structure for Leave, Deductions, Overtime, Exceptions such as Absent, Late arrival, Early going, and more. These formulas are helpful in calculating the salary of employees.

Overtime Formula

The Overtime Formula allows you to define a formula to calculate the amount to be paid for the overtime worked by the employee.

easy TimePrତ	Personnel Device	Attendance Payroll 1 tem
>> Q Œ	Employee Profile \times Overtin	e Formula X
Employee Profile	Bookmarks - Tilters	•
🖀 Formula 🔰 🔺	Add Delete	
Overtime Formula	Name	Overtime Level
Exception Formula	OT2	OT Level 2
		OT LEVELT
Allowance Formula		
Deduction Formula		

The columns are described as follows:

Name: Name of the overtime formula.

Overtime Level: Overtime level to which the formula is applicable.

Formula: Displays the defined overtime formula.

Remarks: Remarks for the formula.

Add an Overtime Formula

Perform the following steps to add an overtime formula:

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

	Employee Profile Overtime	e Formula × Exception Formula × Leav	ve Formula 🗵	
Employee Profile	Bookmarks - T Filters -			
Formula	Add Delete			
Overtime Formula	Name	Overtime Level	Formula	
	OT Level 2	OT Level 1	(10000/9	*{OT1]}+(OT2)
Exception Formula	OT Level 1	OT Level 1	(10000/9]*[OT1]
Leave Formula				
Allowonce Formula			Adid	×
Allowance rotinuta			Nama*	
Deduction Formula			Wante	
81 Extra Funds			Overtime Level* OT Level 1	
			Formula* Of Level 1	
Payroll Structure	~		OT Level 2	HELL I
A Loss			Remarks OT Level 3	
w Loan			Weekend OT	
Salary Advance	-		Holiday OT	
			La constitución de la constituci	
Reimbursement	· ·			
Calculation	-			
			Confirm	Cancel
2] Report	-			

Name: Enter the Name of the Overtime formula.

Overtime Level: Select the Overtime level.

Formula: To enter the formula, click is icon. Click the respective buttons in the calculator to define the formula.

alculator					×
Input					
С	÷	()	Basic Salary	
7	8	9	+	Schedule Days	
4	5	6 - 3 *		Schedule Period	
1	2	3	*	Check	
X ²	0		1	Save	
OT Le	vel 1	OT Le	evel 2	Required Work	ı I
OT Le	vel 3	Norm	al OT	Actual Work	
Weeker	nd OT	Holid	ay OT	Absence	
Lat	te	Early	Leave	Sick Leave	
Casual	Leave	Materni	ty Leave	Compassionate Leave	
Annual	Leave	Busine	ss Trip		

Remarks: Enter the remarks for the formula.

Click **Confirm** after defining the overtime formula.

Exception Formula

Exception formula allows you to define a formula to deduct the amount from employee's salary in case of any exceptions such as late arrival, early going, absent, and more.

Add an Exception Formula

Perform the following steps to add an exception formula:

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

easy TimePrତ	Personnel	Device	Attendance	Payroll	1)ster	n			
🃎 Q 🗉	Employee Profile	× Overtim	ie Formula 🛛 🕹	Exception Formula \times					
👑 Employee Profile	Bookmarks 🗸	▼ Filters	•						
🖀 Formula 📿 🦯	Add 4 te								
Overtime Formula	Exception Nam	ie			Exce	eption Type			
Exception Formula								None	
Leave Formula						Add			×
Allowance Formula						Exception Name*			
Deduction Formula						Exception Type*	Late	~	
🖸 Extra Funds	-					Formula*	2010		
🛔 Payroll Structure						Remarks			⊞
🖨 Loan 🦷									
Salary Advance	-							h	
Seimbursement	-								
Calculation									
CP1 Report							Confirm	Cano	el

Name: Enter the Name of the Exception formula.

Exception Type: Select the Exception Type.

Formula: To enter the formula, click iicon and define the exception formula.

Remarks: Enter the remarks for the formula.

Click **Confirm** after defining the exception formula.

Leave Formula

Leave formula allows you to define a formula to deduct the amount from the employee's salary for the leave taken which is unpaid.

Add a Leave Formula

Perform the following steps to add a new leave formula:

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

easy TimePrଙ	Personnel Device	Attendance Pa	yroll 1st	em
🔊 Q 🗉	Employee Profile \times Overt	ime Formula $ imes$ Exception	Formula × Le	eave Formula 🛛 🗙
👹 Employee Profile 🛛 👻	🛢 Bookmarks 🗸 🔻 Filte	rs 🕶		
🛢 Formula 📿 🔺	Add 4 te			
Overtime Formula	Leave Name		Leave Typ	De
Exception Formula	sick leave		Sick Leave	e
Leave Formula 3				
Allowance Formula				Add ×
Deduction Formula				Leave Name*
🖸 Extra Funds 👻				Leave Type*
🛔 Payroll Structure 🗸 🗸				Formula*
🗘 Loan 👻				Remarks
🗞 Salary Advance 🗸				
Reimbursement				/
E Calculation -				Confirm Cancel

Name: Enter the Name of the Leave formula.

Category: Select Leave Type.

Formula: To enter the formula, click iicon and define the leave formula.

Remarks: Enter the remarks for the formula.

Click **Confirm** after defining the leave formula.

Allowance Formula

Allowance Formula allows you to define a formula to add incentives/allowances to an employee's salary.

Add an Allowance Formula

Perform the following steps to add a new allowance formula:

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

🔊 Q 🗄	Employee Profile X Overtime Fo	rmula $ imes$ Exception Formula $ imes$ Leave Formula $ imes$ Allowar	nce Formula ×
Employee Profile	▼ Bookmarks • ▼ Filters •		
🗄 Formula 🥑	Add 4 e		
Overtime Formula	Allowance Name	Formula	
Exception Formula			None
Leave Formula			
Allowance Formula		Add	×
Deduction Formula		Allowance Name*	
🖸 Extra Funds	÷	Formula*	
L Payroll Structure	-	Remarks	
🗘 Loan	-		
Salary Advance	•	Note:This increase is effect	tive every
Reimbursement	•	instat.	
	-		

Name: Enter the Name of the Allowance.

Formula: To enter the formula, click iicon and define the allowance formula.

Click **Confirm** after defining the allowance formula.

Deduction Formula

Deduction formula allows you to define a formula to deduct an amount from an employee's salary for loan or to repay salary advance.

Add a Deduction Formula

Perform the following steps to add a new deduction formula:

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

easy TimePrତ	Personnel	Device	Attendance	e Payroll 🚺	stem	
● Q ⊡	Employee Profile	< Overtime	e Formula $ imes$	Exception Formula \times	Leave Formula $ imes$ Allowa	nce Formula × Deduction
嶜 Employee Profile 🛛 👻	🛢 Bookmarks 🗸	▼ Filters •	-			
📰 Formula -	Add 4					
Overtime Formula	Deduction Nan	ne			Formula	
Exception Formula						None
Leave Formula						
Allowance Formula					Add	×
Deduction Formula					Deduction Name*	
🖸 Extra Funds 🛛 👻					Formula*	III
🛔 Payroll Structure 🛛 👻					Remarks	
🗘 Loan 👻						
📎 Salary Advance 🛛 🔻					Note:This deduction is ef	fective every
Reimbursement					month.	
Galculation						
						Confirm Cancel

Name: Enter the Name of the Deduction.

Formula: To enter the formula, click iii icon and define the deduction formula.

Click **Confirm** after defining the deduction formula.

8.3 Employee Hikes, Appraisals and Salary Advance

Extra funds may be the bonus granted to the employee. An employee can also take salary advance which will be deducted from his next month's salary.

Bonus

This option enables you to add bonus details to the employee.

Add Bonus Details

Perform the following steps to add bonus details:

- Click Add to add bonus details.
- A window appears as shown in the image below:

 Employee Profile Formula Extra Funds Bonus Extra Deduction Payroll Structure Caan Salary Advance Catalary Advance 	arks • T Filters • 4 e e ID Add	d Department Employe 5 10 10889	 Empl. First Name sara arpita 	oyee C Last Name sara	Department Testing	Selected 0	Last Name 🗘		
 Formula Extra Funds Bonus Constra Funds Extra Deduction Payroll Structure Loan Salary Advance 	4 e Adu	d Department Employe 5 10 10889	 First Name sara arpita 	oyee C Last Name sara	Department Testing	Selected 0	Last Name 🗢		
Extra Funds 2 A Bonus 3 Extra Deduction Payroll Structure Loan Salary Advance		a Department Employe 5 10 10889	 Employed First Name sara arpita 	oyee C Last Name sara	Department Testing	Selected 0	Last Name 🗢		
Bonus 3 Extra Deduction Payroll Structure Loan Salary Advance		Employe 5 10 10889	 First Name sara arpita 	oyee C Last Name sara	Department Testing	Selected 0 Employe First Name	Last Name 🗘		
Bonus 3 Extra Deduction Payroll Structure Loan Salary Advance		Employe 5 10 10889	. First Name sara arpita	Last Name sara	Department Testing	Employe First Name 🗢	Last Name 🗘		
Extra Deduction Payroll Structure Loan Salary Advance		5 10 10889	sara arpita	sara	Testing	0			
A Payroll Structure ✓ Loan ✓ Salary Advance		10 10889	arpita						
na Payroll Structure ▼ to Loan ▼ Salary Advance ▼		10889			Department	None			
🗘 Loan 🗸 🗸			Arthas		Testing	-			
 Loan Salary Advance 		11	vijay		Department				
🔊 Salary Advance 🛛 🗸		12	asin		Department	-			
Salary Advance		13	akshay		Department				
		14	justin		Department	U			
S Doimhursomant -		15	kate		Department				
e Keinbursement +		16	madhu		Department				
		17	Joshua		Department				
		18	madhu		Department				
🖓 Report 👻		10	kate		Department				
	20	 Total 81 	I Records 🧹	> 1 Page	Confirm				
🗱 Configurations 👻		\mount*		6	Timet				
	· · · · · · · · · · · · · · · · · · ·	anount		Ussue	Inne				
	ŗ	Remarks							
		CTHUR AS		0					
				~					
				11					
						Cont	irm		

Employee: Select the employee to add bonus details.

Amount: Enter the bonus amount.

Issued Time: Enter the time of issuing the bonus.

Remarks: Enter the remarks for the bonus.

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

Salary Advance

The Salary Advance will be issued to an employee in case of any emergency or necessity. It will be deducted from the employee's next month's salary. This Salary advance option enables you to add the advance amount to the employee's salary.

Add Salary Advance Details

Perform the following steps to add a salary advance amount:

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

easy TimePro	C Personnel	Device	Attendance	Payroll	1 stem		
🐃 🖸 🚰 Employee Profile	Employee Profile	× Bonus ×	Salary Advance	×			
🛢 Formula	Add 4 te	2	Add				×
Extra Funds			Department	- Empl	oyee	Q	Selected 0
Payroll Structure	-		Employe.	. First Name	Last Name	Department	Employe First Name 🗢 Last Name 🗢
🗘 Loan	-		5	sara	sara	Testing	
			10	arpita		Department	None
Salary Advance 2			10889	Arthas		Testing	
			11	vijay		Department	
Salary Advance 🛛 🤇 🌏			12	asin		Department	
			13	akshay		Department	
Reimbursement	•		14	justin		Department	
			15	kate		Department	
			16	madhu		Department	
h Papart	_		17	Joshua		Department	
			18	madhu		Department	
Configurations	-		20 V Total 8	1 Records <	> 1 Page	Confirm	
			Amount*		6 Issue	Time*	~7
			Remark				
					8		
					11		
							Confirm Cancel

Employee: Select the employee.

Amount: Enter the advance amount issued to the employee.

Issue Time: Select the issuing time of salary advance. When this date is set, the advance will be added to the salary for the selected month. The advance amount will be deducted from the employee's next month's salary.

Remarks: Enter the remarks for the advance amount.

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

8.4 Define Payroll Structure

The payroll structure plays a vital role in the calculation of Employee salary and compensation. It helps in the mitigation of manual errors in salary calculation.

easy TimePre	Personnel	Device	Attendance	Payroll	1 stem				
S Q 🗉	Employee Profile	× Overtime F	ormula × Exc	eption Formula	× Leave I	Formula ×	Allowance F	ormula × I	Deduc
嶜 Employee Profile 🛛 👻	🛢 Bookmarks 🗸	▼ Filters -							
🚍 Formula 🛛 🔫	☞ ≡ ♣		Add [Delete					
🖸 Extra Funds 🛛 👻	Department		Employe	e ID First Name	Last Name	Department	Basic Salary	Effective Date	Crea
Payroll Structure Payroll Structure 3 Coan Salary Advance			2	test	xyz	Department	10000.0	2019-09-01	2019

Add Payroll Structure

Perform the following steps to add a new payroll structure:

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

• c	Image: Contract of the second seco	Dvertime Formula × Exception Fo	rmula × Leave	Formula $ imes$ Al	lowance Formula $ imes$ Deduction Formula $ imes$ Bonus $ imes$	Payroll Struc
嶜 Employee Profile	🖉 🖉 Bookmarks 🗸 🔻 🕇	Filters -				
Formula		Add 4 te				
Extra Funds	Department	Employee ID Firs	t Name Last Name	e Department Ba	sic Salary Effective Date Create Time Deduction F	ormula Exceptio
🛔 Payroll Structure 🧹	2	Add				×
Payroll Structure		Department 👻 Empl	oyee Q	1	Selected 0	
🌣 Loan	-	Employe First Name	Last Name	Department	Employe First Name 🗘 Last Name 🗘	
		1 sara	sara	Department	None	
Salary Advance	Ť	2 test	¥V7	Department		
Reimbursement	-	7000 test	ksr	Department		
		70001 Boopalan		Department		
Calculation	-	20 🔻 < 🚺 2 > Tota	l 32 Records			
원 Report	-				Remark	
Configurations	-	Basic Salary*	Effe	ctive Date*		
		Overtime Exception Leavenue Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2) Covertime Formula (0/2)	e Increase D	eduction	Confirm	Cancel

Employee: Select the employee to add a payroll structure.

Basic Salary: Enter the basic salary of the employee.

Effective Date: Select the effective date of the new salary structure.

Formula: Select the Overtime/Exception/Leave/Increase/Deduction Formula set <u>here</u> according to the employee's attendance and compensation by selecting the respective checkboxes.

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

8.5 Apply custom Deductions

Deductions can be made from the employee's salary for attendance exceptions or loan repayments.

Loan

The loan option enables you to add the details of the loan taken by an employee.

Add Loan Details

Perform the following steps to add new loan details:

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

s o 🥶	Loan	De	partment	- Employe	e Q		Sele	ected 0			
🖉 – 🛀 —			Employee	First Name	Last Name	Department		Employee First Name	🗘 🕹 Last Name 🗘		
- Employee Promo	Booki Booki		1	bishesh		Department					
🖥 Formula 🛛 👻	b b b b b b b b b b b b b b b b b b b		10005	Michael		Department		None		* =	
	Add		1001	jay		Department				11	
Extra Fund 1 Click here	Employ		1002	rashmi		Department				mark	
T. Olick Here	2		1003	bharath		Department					
🖌 Payroll Structure 🛛 🔻			1004	daya		Department					
			1005	zero		Department					
🗘 Loan 🔺			1006	shanth		Department					
			1007	manish		Department					
			2			Department					
			3			Department					
Salary Advance			А			Dopartment					
Reimbursement 🔻		20	✓ Total 137	7 Records <	1 Page	Confirm					
🖬 Calculate Payroll 🛛 👻			3 Jan Amo	ount*		4 Jued Dat	e*				
වී Report 👻		5	installment C	ycle* 1 Month	6	Payment Per Installme	ent				
📽 Configurations 😽			Re	mark							

Employee: Select the Employee.

Loan Amount: Enter the loan amount given to the employee.

Issued Date: Enter the loan issued date.

Instalment Cycle: Enter the number of instalments. It can be from 1 to 12 periods.

Payment per period: Enter the amount that has to be repaid by the employee in each instalment.

Remarks: Enter the remarks for the loan amount.

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

Extra Deduction

This option allows you to add the deduction details for the employee.

Add Extra Deduction Details

Perform the following steps to add deduction details:

- Click Add to add deduction details.
- A window appears as shown in the image below:

Employee: Select the employee to add deduction details.

Amount: Enter the amount to be deducted.

Issue Time: Enter the time to deduct the amount.

Remarks: Enter the remarks for the deduction.

easyTimePr ଙ	Personnel Device	Attendance Pa				
Image: Second state Image: Second state	Employee Profile × Ove	rtime Formula × Exception ers •	n Formula × Leave	Formula × Allowance F	formula × Deduction Formula × Bonu	is × I
Extra Funds 2	Employee ID	Add Department	Employee	Q	Selected 0	×
Bonus Extra Deduction 3 A Payroll Structure Loan Salary Advance Reimbursement Calculation Payroll Structure Report		Employe Fi 1 sa 10889 A 2 te 7000 te 70001 B 70002 S 70003 S 70003 S 70005 Ji 7001 te 70015 P 70015 P 70015 V 70015 V 70	irst Name Last Na ara sara irthas est xyz est xyz est ksr oopalan ankar ankar ankar en ankar ankar est1 ten est1 rathamesh esst2 cords $\langle \rangle$ 1	Department Department	Employe First Name 🗢 Last Na	me \$
¢ [®] Configurations →		Amount*		Issue Time*	Confirm	Cancel

8.6 Processing Reimbursements

Reimbursement is the repayment for work-related expenses. The reimbursement option allows you to add the repayment details to an employee.

7.7.1 Allowance Type

The Allowance Type facilitates to define the category of allowances applicable to the employees in your company.

⊒ easy Time Pr ©	Personnel	Device	Attendance	Access	Payroll 1, stem
🗞 Q 運	Allowance Type				
👑 Employee Profile 🛛 🔻	🖉 Bookmarks 🗸	▼ Filters -			
📰 Formula 🔻	Add Delete				
🖸 Extra Funds 👻	Allowance code				Allowance Name
🔹 Payroll Structure 🗸 🔻			Add		×
🗘 Loan 👻			Allowance Name*:		_
📎 Salary Advance 🔹 🔻	4.	Enter the	- and the second se		
Reimbursement 2		uetalis		Confi	rm Cancel
Allowance Type 3				- Com	Curren
Purpose Type					
Reimbursement					

Enter the Allowance Code and Allowance Name. Then click **Confirm**.

Edit an Allowance Type

To edit an allowance type, perform the following steps:

- Click the Allowance Type you want to edit or click Edit icon.
- Edit the fields namely Allowance Code and Name.

Click **Confirm** after making necessary changes.

Delete an Allowance Type

To delete an allowance type, perform the following steps:

• Select allowance type which you want to delete and click **Delete**.

Click **Confirm** to delete the allowance type.

7.7.2 Purpose of Reimbursement

The reimbursement purpose states the scope of the reimbursement procedure that can be utilized to issue the reimbursements.

⊒ easyTimePr ऌ	Personnel	Device	Attendance	Access	Payroll 1/stem
≫ Q ⊡	Purpose Type				
誉 Employee Profile 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters -			
📰 Formula 🔹 🔻	Add Delete				
Extra Funds	Purpose code				Purpose Name
🔹 Payroll Structure 🗸 🗸	1				OD
🌣 Loan 🗸 🗸					
🌑 Salary Advance 🗸					
🗟 Reimburseme. 2 🔺					
Allowance Type					
Purpose Type					
Reimbursement					

Add a Reimbursement Purpose

Perform the following steps to add a reimbursement purpose:

⊒ easy Time Pr ⊙	Personnel	Device	Attendance	Access	Payroll	System
● Q 查	Purpose Type					
 Employee Profile Formula 	Bookmarks -	▼ Filters ▼				
🖸 Extra Funds 🔹	Purpose code				Purpose Name	
🛱 Payroll Structure 🗸 🗸	1		Add		×	
🏟 Loan 🗸 🗸			Purpose code*:			
Salary Advance 🗸 🗸			Purpose Name*:			
	(2. Enter ti details	he	Confirm	Cancel	
Purpose Type		actuito				
Reimbursement						

- Click **Add** to add a new reimbursement type.
- Enter the Purpose Code and Purpose Name.

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

Edit a Reimbursement Purpose

You can edit a reimbursement purpose by incorporating the following steps:

- Click the Reimbursement purpose you need to edit or click the **Edit** icon.
- Edit the required details.

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

Delete a Reimbursement Purpose

To delete an allowance type, perform the following steps:

- Select the Reimbursement Purpose which you want to delete.
- Click **Delete.** On the appearing pop-up, click **Confirm**.

7.7.3 Reimbursement Details

Perform the following steps to add reimbursement details:

- Click Add to add reimbursement details.
- A window appears as shown in the image below:

De	epartment	 Employe 	e Q		Sele	cted 1		
	Employee	First Name	Last Name	Department	\checkmark	Employee	First Name 🗘	Last Name 🗘
1	1	bishesh		Department	\checkmark	1	bishesh	
	10005	Michael		Department				
	1001	jay		Department				
	1002	rashmi		Department				
	1003	bharath		Department				
	1004	daya		Department				
	1005	zero		Department				
	1006	shanth		Department				
	1007	manish		Department				
	2			Department				
	3			Department				
	А			Doportmont				
0	▼ Total 137	7 Records < 🚿	1 Page	Confirm				_
	Ame	ount*		Additional Employ			~	
	Anto	June		Additional Employ				

Employee: Select the Employee.

Amount: Enter the reimbursement amount which is to be issued to the employee.

Additional Employee: Use this option if you need to keep a record of another employee who all were included in the expenses. This is just for reference.

Reimbursement Time: Select the reimbursement time. When this is set, the amount will be added while calculating the salary of the selected month.

Reimbursement Receipt: Upload the receipts and bills which are to be considered for reimbursement.

Remarks: Enter the remarks for the reimbursement amount.



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

Note: When an additional employee is added, this interface does not include any calculation to divide the amount between the employees. This can be used as a reference only.

Approve/Reject a Reimbursement request

To Approve/Reject a Reimbursement request, perform t	the following steps:
--	----------------------

	🄊 Q 🗉	Reimbursement $ imes$	Payroll Structure		-				
📸 Employee Profile	•	🛢 Bookmarks 🗸	▼ Filters -		2	. Click h	ere		
📰 Formula	-	Add Delete	Revoke	Approve/Reject		Approve	e/Reject	3. Select the	
• Extra Funds	-	Employee ID Fir	rst Name Last Nam	e Department	Allow	Status*:	Approved	status	tart Da
A Payroll Structure	-	1 AC	CHAL -	Department	Test	Remarks:	Approved		020-06
🗘 Loan	-	1. Select reimburser	the ment						
Salary Advance	-							1	
Seimbursement	*								
Allowance Type									
								Confirm Cancel	
Calculate Payroll	*								
C Report	-	C 20 ×	(Total	1 Pacordo	1 0	ane Con	George Barrier		

• Select the reimbursement which you need to approve/reject and then click the Approve/Reject button.

• In the appearing pop-up, select the status as Approve or Reject.

Then, click **Confirm**.

Edit a Reimbursement

To edit the existing details of a reimbursement, follow the below given steps:

- Select the reimbursement which you need to edit and click the **Edit** button.
- Edit the necessary details and click **Confirm**.

Revoke a Reimbursement

To revoke a reimbursement request, perform the following steps:

 Carlowance Type Reimbursement Reimbursement Reimbursement 	Reimbursement X Payroll Str Bookmarks T Filt Add Delete Revolv Employee ID First Name L ACHAL -	2. Click here to revoke Revoke Revoke Reason*:	3. rev	Enter the oke reason sement wedept TEEReimbursementbill.xlsx
			Confirm	
E Calculate Payroll 🔻				
4] Report	C 20 V < 1 >	Total 1 Records 1 Page	Confirm	

- Select the reimbursement request which you need to revoke.
- Click the **Revoke** button.
- Enter the reason to revoke and click **Confirm**.

Delete a Reimbursement request

To delete a reimbursement request, perform the following steps:

- Select the reimbursement which you need to delete.
- Click the **Delete** button.
- On the appearing pop-up, click **Confirm** to delete the reimbursement.

8.7 Employee's salary calculation

The Salary Calculation option enables you to calculate the salary for the employees.

Perform the following steps to calculate the salary:

- Select the department on the right side of the interface to calculate the salary for a particular department. The employee list will be displayed.
- Select the employee and click **Calculate.**

easy TimePro	C Personnel Device	Attendance Payroll	em		
S 0	Employee Profile × Bonus	× Salary Advance × Salary Calculation	ı ×		
嶜 Employee Profile	4 ≥ ⊠ ≞ ₼	Employee ID First Name	e Q Selec	t Date 2019-11 Calcula	ate 5
📑 Formula	- Department	Employee ID	First Name	Last Name	Date of joining
	Testing	10	arpita		2019-12-02
Extra Funds		11	vijay		2019-12-02
		12	asin		2019-12-02
Payroll Structure	-	13	akshay		2019-12-02
		14	justin		2019-12-02
🌻 Loan	•	15	kate		2019-12-02
.		16	madhu		2019-12-02
Salary Advance	•	17	Joshua		2019-12-02
• • • • •	-	18	madhu		2019-12-02
S Reimbursement	•	19	kate		2019-12-02
		20	ironman		2019-12-02
	^	21	leopold		2019-12-02
Salany Calculation		22	hugh		2019-12-02
		23	mag		2019-12-02
CP1 Report	-	24	hale		2019-12-02
		25	apple		2019-12-02
Configurations	-	26	arpita		2019-12-02
and configurations			1 .i		

The <u>payroll structure</u> must be added to an employee before calculating the salary.

• The message "Calculation Finished" on the screen denotes that the salary calculation is completed for all the employees. You can also select a particular employee from the department to calculate the salary.

Employee Profile		Employee ID First Na	me O Select	Date 2019-09 Cold	late		
-							
ii Formula	C Testing	Employee ID	First Name	Last Name	Date of joining	Department	Position
	- > Admin	70001	robin	chen	2013-10-03	Manager	Positionn
Extra Funds	Developer	70045	Loki	k	2019-05-10	Manager	Positionn
	 Test Department 	964	asin		2019-10-15	Manager	
Payroll Structure	- dev	965	akshay		2019-10-15	Manager	
	-	966	Justin		2019-10-15	Manager	
Loan		967	kate		2019-10-15	Manager	
		968	madhu		2019-10-15	Manager	
Salary wavance	Ň	969	apples		2019-10-15	Manager	
0 - Instances and 1	-	97	akshay		2019-10-15	Manager	
Keimpursement		970	ball		2019-10-15	Manager	
Colorialism	~	971	cat		2019-10-15	Manager	
Calculation	-	972	dog		2019-10-15	Manager	
alary Calculation		973	elepha 👝		2019-10-15	Manager	
any carcalation		974	fish Calculation Finis	hed	2019-10-15	Manager	
Report	-	975	loecrea		2019-10-15	Manager	
		976	arpita		2019-10-15	Manager	
Configurations	+	977	vijay		2019-10-15	Manager	
		978	asin		2019-10-15	Manager	
		979	akshay		2019-10-15	Manager	
		98	Justin		2019-10-15	Manager	

• You can also select the month to calculate the salary.

		1. Cli	ck here to se the month	elect			3. Ca	lculate
Calculate	Emplo	yee ID	First Name	Q Select Date	2020-04	Calculate		
Department Area		Employee ID	First Name	Last Name	«	2020	>> :	Position Java Developer
 Testing test Development 		1 12345 70034	Asish ttt Achal	Abhishek	Jan	Feb Mar	Apr nt nt	Manager
Technical HR1 Sales test					May	Jun Jul	Aug	
dept12 SS Technical Writing					Sep	Oct Nov	Dec	2. Select
						Clear Now	Confirm	

8.8 Setting up Attendance Parameter for Payroll

Configurations allows you to set the payroll parameters.

Payroll Setting

In Payroll settings, you can set the attendance parameter unit. It is linked to our Attendance Module, and while calculation this unit will be considered. In the report section you can view the <u>Attendance parameters</u>. The attendance unit can be set as Hour/Minute.

⊒	easy Time Pr ଙ	Personnel	Device	Attendance	Access	Payroll 1 stem
	≫ Q ⊡	Payroll Setting				
쓭	Employee Profile 🔹 🔻	Attendance	Hour	- 4		
100	Formula 🔻	Parameter Unit		-		
0	Extra Funds 🔹 🔻					
#	Payroll Structure 🗸 🔻					
٠	Loan 🗸	Save				
۱	Salary Advance 🗸 🔻					
8	Reimbursement v					
Ħ	Calculate Payroll 🗸 🗸					
ආ	Report 🔻					
08	Configuration 2					
Pay	vroll Setting 3					

8 Access Control Setup

The Access control module enables the user to perform various operations such as door settings, device commands, setting holidays in devices, assigning user groups, access combinations, and other access related privileges. The Access Control module regulates the user access within the organization which is the critical factor while considering the safety of the organization. To use these functions, the users must install devices and connect them to the network first, then set corresponding parameters, so that they can manage devices, upload access control data, download configuration information, output reports and achieve digital management of the enterprise.



9.1 Device Configuration for Access Control

Initially, you need to add an access device, then set the communication parameters of the connected devices, including the system settings and device settings. When the communication is successful, you can view here the information of the connected devices, and perform remote monitoring, upload, and download operations etc.

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

⊒ easy TimePr©	Personnel	Device	Atten	dance Ac	cess 1 ayro	oll System		Welcome zkservice_in	u <u>(</u>) ▼	Ϋ́
୍ତ Q 🗉	Device									
🗞 Device 2	🛢 Bookmarks 🗸	▼ Filters ▼								
Device 3	Open Door C	ancel Alarm	Set Parar	neter				1 2	ອ 🗆 🥐	÷
Device Command	Serial Number	Device Name	Status	Door Lock Delay	Door Sensor Delay	Door Sensor Type	Door Alarm Delay	Retry Times To Alarm	Valid Holidays	
M	CJHW201260363	Auto add	0	10	10	Normal Close(NC)	30	3	No	1
Access Control 🔹										

The fields are described as follows:

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

Device Name: This displays the Name of the device.

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

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

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

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

Door Alarm Delay: The Door alarm delay displays the time after which the alarm will be triggered because of an exception.

Valid Holidays: Displays whether holidays are applicable to the device.

9.1.1 Door Configuration

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



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

9.1.2 Alarm Configuration

The **Cancel Alarm** feature is used to disable the alarm of the door associated with the selected device. If this feature is disabled, the alarm will not be triggered if the door is left open.

⊇ easy TimePro	Personnel	Device	Atten	dance A	ccess 1 yr	oll System)	Welcome zkservice_ir	n	Ŷ
🔍 Q 🖅	Device									
& Device 2	🗐 Bookmarks 🗸	▼ Filters -								
Device 3	Open Door Ca	ncel Alarm	Paran	neter				1 Z	⇒ ⊡ ¢	ŧ
	Serial Number	Device Name	Status	Door Lock Delay	Door Sensor Delay	Door Sensor Type	Door Alarm Delay	Retry Times To Alarm	Valid Holidays	
A	CJHW201260363	Auto add	0	10	10	Normal Close(NC)	30	3	No	
	4. Select the desired device		Pro	e you sure to una	larm of selected dev	x rice(s)? ancel				

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

9.1.3 Edit Device Details

The **Set Parameter** feature is used to set the access control parameters of the device. You can set the following device features:

- Access Control parameters
- Duress parameters
- Anti-Passback features

ॼ easy TimePrœ	Personnel	Device	Atten	dance Ac	ccess 1 ayro	oll System		Welcome zkservice_ir		() -	Ϋ́
≫ Q 重	Device										
& Device 2	🛢 Bookmarks 🗸	▼ Filters ▼			4. 8	Select either to s device paramet	set the ers				
Device 3	Open Door Ca	ancel Alarm	Set Parar	neter				2	୭	•	÷
Device Command	Serial Number	Device Name	Status	Door Lock Delay	Door Sensor Delay	Door Sensor Type	Door Alarm Delay	Retry Times To Alarm	V 0	Holidays	
49	CJHW201260363	Auto add	0	10	10	Normal Close(NC)	30	3	No		
Access Lontrol V	de	3. Select the esired device									_

Access Control Parameters

≡ ¢asy TimePre	Personnel	Device	Attendance	Access	yroll Syst	em Welco	ome zkservice_in <u>(</u>) 🔻	Ϋ́
Bevice 2 A	Bookmarks Open Door Car	▼ Filters ▼ ncel A 5	Set Parameter	Edit			7 Enter the details	×
Device Command	Serial Number	Device Name	Status 6	Access Control Options	Duress Options	Anti-PassBack Setup		
💾 Access Control 🛛 🔫	CJHW201260363	Auto add	O 10	Door Lock Delay*	10 0 - 10 Second(s)	Door Sensor Delay*	10 1 - 255 Second(s)	
	4. Sele desired	ect the device		Door Sensor Type*	Normal Close(NC)	- Door Alarm Delay*	30 0 - 999 Second(s)	
				NC Time Period*	0 Timezone Number(0 - 50	NO Time Period*	0 Timezone Number(0 - 50)	
				Retry Times To Alarm*	3	 Verify mode by RS485* 	Fingerprint/Card 🔍	
				Valid Holidays	No	Speaker Alarm	No	
	C 20 V <	1 > Tota	l 1 Records			Click here to confirm	Confirm Cance	el

Door Lock Delay: Set the door lock delay for the device. The range is 0-10 second(s).

Door Sensor Delay: Set the door sensor delay for the device. The range is 1-255 second(s).

Door Sensor Type: Select the door sensor type for the device. The types are Normal Open (NO), Normal Close (NC) and None.

Door Alarm Delay: Set the door alarm delay for the device. The range is 0-999 second(s).

NC Time Period: Set the normal close time period. The range is 0-50.

NO Time Period: Set the normal open time period. The range is 0-50.

Retry Times to Alarm: When the number of failed verifications reaches the pre-set value (the value range is 1-9 times), an alarm will be triggered. If there is no pre-set value, an alarm will be triggered after a failed verification.

Verify mode by RS485: Select the verification mode by RS485.

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

Speaker Alarm: When it is enabled, the buzzer will raise an alarm when the device is dismantled.

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

Duress Parameters

The Duress option is used at the time of emergencies. Initially, it is required to register the duress fingerprint/password on the access control device before using this feature.

ait	×
ccess Control Options Duress Options	Anti-PassBack Setup
Duress Function Yes	Enable or disable the desired features
Alarm on 1:1 Match Yes	Alarm on 1:N Match Yes 🔵
Alarm on Password Yes	Alarm Delay* 10 0 - 999 (Seconds)
	Confirm Cancel

Duress Function: Select whether to enable the duress function for the device or not.

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

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

Alarm on Password: If it is enabled and the user performs the password verification method, the alarm will be triggered.

Alarm Delay: Set the alarm delay for the device. The range is 1-999 second(s).

Anti-Passback options

Duress Options An nti-passback Anti-passback Anti-passback nti-passback Dut Anti-passback Anti-passback save do	nti-Passen c	k Setup Do	oor Direction*	Out	~	
nti-passback Anti-passback Anti-passback <mark>nti-passback</mark> Dut Anti-passback Anti-passback save do	bor status	Do	oor Direction*	Out	~	
nti-passback Anti-passback Anti-passback nti-passback Dut Anti-passback Anti-passback save do	Dor status	Do	or Direction*	Out	~	
Anti-passback Anti-passback nti-passback Dut Anti-passback Anti-passback save do	oor status					
Anti-passback <mark>nti-passback</mark> Dut Anti-passback Anti-passback save do	por status					
nti-passback Dut Anti-passback Anti-passback save do	oor status					
)ut Anti-passback Anti-passback save do	oor status					
Anti-passback save do	oor status					

Anti-PassBack Type: Select the type of Anti-Passback mode.

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

Click **Confirm** after setting the parameters.

9.2 Check Device Commands

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

≖ easy TimePr œ	Personnel	Device	Attendance Access 1 ayroll Sy	ystem	Welcome admir	· ®• ℃
© Q Ⅲ & Device 2	Device Command	▼ Filters ▼				
Device	Delete Clear (Commands			7 2 3	> □ 🕈 🕸
Device Command	Serial Number	Device Name	Content	Operate Date/Time 🌩	Transfer Time	Return Time 🌲
🛱 Access Control 🛛 👻	BWNF183960081 BWNF183960081 BWNF183960081 BWNF183960081 BWNF183960081 BWNF183960081 BWNF183960081 BWNF183960081	Auto add Auto add Auto add Auto add Auto add	REBOOT UPGRADE checksum=46f74a5b567a46c27c59dc1e28fe2a60,url=fil. DATA USER PIN=70029 Name=Prasanth Pri=0 Passwd= Card= Gr CHECK ALL INFO CLEAR LOG	2020-06-17 17:03:05 2020-06-17 17:02:57 2020-06-17 16:55:14 2020-06-17 16:55:11 2020-06-17 16:55:11 2020-06-17 14:55:09	2020-06-17 17:03:00 2020-06-17 17:03:00 2020-06-17 16:55:30 2020-06-17 16:55:30 2020-06-17 16:55:30 -	2020-06-17 17:03:06 2020-06-17 17:03:01 2020-06-17 16:55:34 2020-06-17 16:55:31 -

9.2.1 Delete Device Command

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

	Personnei	Device	Attendance	Access	Payroll S	ystem
) Q 運	Device Command					
👶 Device 🔺	🛢 Bookmarks 🗸	▼ Filters ▼				
Device 2	Delete Clear (Commands				
Device Command	Serial Number	Device Name	Content			Operate Date/Time 🌲
	BWNF183960081	Auto add	REBOOT			2020-06-17 17:03:05
💾 Access Control	BWNF183960081	Auto add	UPGRADE checksum=46	6f74a5b567a46c27	7c59dc1e28fe2a60,url=fil	. 2020-06-17 17:02:57
	BWNF183960081	Auto add	DATA USER PIN=70029	Name=Prasanth P	Pri=0 Passwd= Card= Gr	2020-06-17 16:55:14
	BWNF183960081	Auto add	CHECK ALL			2020-06-17 16:55:11
	BWNF183960081	Auto add	INFO			2020-06-17 16:55:11
	BWNF183560015	Auto add	CLEAR LOG			2020-06-17 14:55:09

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

9.3 Time Period Configuration

The Time Period is usually set to define the operating hours of the access control device. It can be assigned for every week. The time format is HH: MM: SS – HH: MM: SS.

⊒ easyTimePr œ	Personnel	Device	Attendance	Access 1 Payrol	I System
S Q 🗉	Time Period				
👶 Device 🔹 🔻	🛢 Bookmarks 🗸	▼ Filters ▼			
🛗 Access Control 📿 🔺	C	Add	Delete Clo	ne To Areas	
Time Period <u>3</u>	Banglore	Tim	e Period No. 🌲		Time Period Name 🌩
Holiday	Area A Test	1			Test
Groups	rachana Prasanth				
Combination					
Privilege					

9.3.1 Add a Time Period

≡ easy TimePrœ	Personnel Device Atter	Add			×
» Q آ	Time Period	Ar Time Period Na	ea * Banglore	Time Period 2. Enter the required details	
B Device ▼	🖉 Bookmarks 👻 🗡 Filters 👻		Start Time	End Time	Status
Time Period	Add Dele Bangl Area 1. Click here	Sunday	00:00:00	23:59:00	Yes
Holiday	Test to Add 1 rachana	Monday	00:00:00	23:59:00	Yes
Groups	Prasanth	Tuesday	00:00:00	23:59:00	Yes
Combination Privilege		Wednesday	00:00:00	23:59:00	Yes
, , , , , , , , , , , , , , , , , , ,		Thursday	00:00:00	23:59:00	Yes
		Friday	00:00:00	23:59:00	Yes
		Saturday	00:00:00	23:59:00	Yes
	C 20 ~			Confirm	Cancel

Set the following details:

Area: It displays the area name. It cannot be modified in the interface.

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

Time Period Name: Enter the time period name.

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

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

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

9.3.2 Edit a Time Period

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

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

⊒ easy TimePrල	Personnel	Device	Edit			×	
🗞 Q 運	Tim 2. Edit the r detail	required Is	Area	Banglore Test	Time Period No. 1 Remark		
🛱 Access Control 🔺	C	Add		Start Time	End Time	Status	€ #
Time Period Holidav	Banglore Area A Test	Tim	Sunday	00:00:00	23:59:00	Yes	a
Groups	rachana Prasanth		Monday	00:00:00	23:59:00		2
Combination			Tuesday	00:00:00	23:59:00	1. Click here t edit	•
Privilege			Wednesday	00:00:00	23:59:00	Yes	
			Thursday	00:00:00	23:59:00	Yes	
			Friday	00:00:00	23:59:00	Yes	
			Saturday	00:00:00	23:59:00	Yes	
					Cor	nfirm Cancel	

- In the time period list, select the time period number or click *list* icon.
- Modify the parameter settings based on the requirements.

Click **Confirm** to save the modified time period information.

9.3.3 Delete a Time Period

In the time period list, select the time period and click **Delete** on the upper part of the interface or click 间 icon.
≡ easy TimePrœ	Personnel	Device	Attendance	Access	Payroll	System
🗞 Q 🖻	Time Period Bookmarks 🗸	▼ Filters ▼	2	. Click here		
Access Control	C	Add	Delete Clo	ne To Areas		
Time Period	Banglore Area A	Tim	ne Period No. 🌩		Tin	ne Period Name 🗢
Holiday	Test		Prompt		×	it
Groups Combination	1. Select the Time Period		Are you sure you item?	want to delete th	e selected 1	
Privilege				Confirm	Cancel	
			3. Click here to Confirm			

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

9.3.4 Clone Time Period

The Clone option is used to copy the time period of one particular area to another area. It saves the time of creating individual time period to each area.

Select the time period to be cloned. Click **Clone To Areas** to open the following interface.

Ξ easy TimePr©	Personnel	Device	Attendance	Access	Payroll	System	Welco	ome admin
🗞 Device 🗸 🐨	Time Period				2. Click here			
Access Control	Bookmarks +	▼ Filters →	Delete Clo	ne To Areas	Clone To Areas			×
	Banglore Area A	Time	e Period No. 🌩		Area*:	~		
Groups	rachan ⁻ Pra 1. Sele	ect the Time	3	. Select the	Area			
Combination		Period						
Privilege								
								_
							Confirm Ca	incel

Enter the parameters as shown below:

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

Remark: Enter the remarks.

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

9.4 Holiday Assignment

The Holiday settings can be configured to control the door access on holidays. On holidays, special access control may be required. To facilitate this requirement, the access control time on holidays can be set which applies to all the employees of the corresponding area.

≡ easy TimePr ⊚	Personnel	Device	Attenda	nce Access	1 yr	oll System	Welco	ome adr	nin	R	• ũ	ſ
≫ Q 亘	Holiday											
🗞 Device 🗸 🗸	🛢 Bookmarks 🗸	▼ Filters ▼										
Access Control 2	C	Add	Delete	Clone To Areas				27	๖		e =	E
Time Period	Banglore	Nar	ne	Start Date		Duration(Day)	Time Period					
Holiday 3	Area A Test	Diw	ali	April 29, 2020		1	1(Test)				🕑 💼	
Groups	rachana											
Gloups	Prasantn											
Combination												
Privilege												
											_	

9.4.1 Add a Holiday

≡ easy TimePr©	Personnel	Device	Attendance	Access	Payroll	System
> Q ⊡	Holiday					
👶 Device 👻	🖉 Bookmarks 👻	▼ Filters -		2. E	inter the	
Access Control	c	Add	Add	°	etalls X	
	1. Click her	e to Na	Area *	Banglore		ion(Day)
	add a Holio		Holiday Name*		v	
	Prasanth		Start Date *			
Combination						
Privilege			Duration(Day) *			
			Time Period *	Test	*	
				Co-Free	Consul	
				Confirm	Cancel	

Enter the parameters as shown below:

Area: Select the area from the area list.

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

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

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

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

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

9.4.2 Edit a Holiday

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

In the holiday list, click the holiday name or click 📝 icon.

⊒ easy TimePrਫ	Personnel	Device	Attendance	Access	Payroll	System	We	come admin	®• î	
Sevice V	Holiday Bookmarks •	▼ Filters •								
Time Period	C Banglore Area A	Add Na	Delete Clo ame Start D wali April 2	ne To Areas Date 9, 2020	Edit Area	Banglore	×	2× D		₽
	Test rachana Prasanth		2. Edit detail	the s	Holiday Name* Start Date *	Diwali 2020-04-29	•	1. Click	here to edit	
Combination					Duration(Day) *	1 Tect	~			
						Confirm	Cancel			

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

9.4.3 Delete a Holiday

Select the holiday and click **Delete** on the upper part of the interface or click $\widehat{\blacksquare}$ icon.

🗞 Q 🖅 📑	loliday						
👶 Device 🛛 👻							
	🖉 Bookmarks 🗸	▼ Filters -		2. C	lick here		
🛗 Access Control 🛛 🔺	c	Add	Delete	Clone	To Areas		
Time Period	Banglore	Na	me	Start Dat	e	Duratio	on(Day)
Holiday	Area A Test	Di	Prompt	April 20	2020	×	
Groups	1. Select th	пе					
Combination	Holiday		Are you su item?	ire you wa	int to delete th	ie selected 1	
Privilege					0.5		
					Confirm	Cancel	

9.4.4 Clone to Areas

Click here to know more about the Clone process.

9.5 Access Groups

The Group option enables you to manage the employees in groups. The access parameters specified here are applicable to all the employees belonging to the specific group.

≖ easy TimePr ⊙	Personnel	Device	Attendan	ce Access	ayı	roll Sy	stem
∾Q 亘 義 Device ・	Groups	▼ Filters ▼					
Access Control 2	C	Add	Delete	Group Menu 🔻	Z 2	ہ 🗆 🕈	4 -+-
Time Period	Banglore	Gro	up No. Group	Name Verify Mode	Time Period 1	Time Period 2	Time Peri
Holiday	Test	1	Test	Any	1	0	0
Groups 3	rachana Prasanth						
Combination							
Privilege							

9.5.1 Add an Access Group

To create a new access group, follow the below procedure.

⊒ easy TimePrੁ	Personnel	Device	Attendance	Access	Payroll	System
🗞 Q 😇	Groups		Add		2. Enter t required de	he etails
💾 Access Control 🔺	Bookmarks 🗸	▼ Filters ▼	Area *	Banglore		
Time Period	Banglore	Add Gr	Group No.*			D
Holiday	Area A Test rachana	1	Group Name*			0
Groups	Prasanth		Time Period 1 *	Test		
Combination			Time Period 2		-	
Tringe			Time Period 3		*	
			Verity Mode*	Any		
			Include Holiday	NO		
				Confirm	Cancel	
		C	20 🗸 <	1 > Total 1 Reco	ords 1 Pag	confirm
		0				

Initially, select the area in which you want to create the user group. Enter the following details.

Area: Select the area name.

Group Number: Enter a unique group number.

Group Name: Enter the name of the group.

Time Period: Set the time period of the group. Each group can have a maximum of 3 time periods. As long as one of them is valid, the group can be verified successfully.

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

Include Holiday: If it is set as [Yes], the door opening time period on holiday subjects to the time period set in holidays.

Click **Confirm** to save the settings.

9.5.2 Edit an Access Group

Perform the following steps to edit an Access Group.

 Coroups Coroups Coroups Coroups Coroups Combination Privilege Combination Coroups Coro	ੜ easy TimePrල	Personnel Device	Attendance Access	; Payroll System
Access Control Time Period Holiday Groups Combination Privilege Privilege Area Bangl 2. Edit the Area, required details Torup Name* Test rachana Prasanth Time Period 1* Test Time Period 2 Time Period 3 Verify Mode* Any Include Holiday*	🗞 Q 📼	Groups ■ Bookmarks ▼ ▼ Filters ▼	Edit	×
Time Period Bangl Bangl Area , required details Test rachana Prasanth	🛗 Access Control 🔺		Area Banglore Group No. 1	→ ±
Groups Prasanth Time Period 1 * Test 1. click here to edit Combination Time Period 2 Time Period 3 Privilege Time Period 3 Verify Mode* Any Include Holiday* No Include Holiday*	Time Period Holiday	Bangl 2. Edit the Area required detail Test	Group Name* Test	C 🛍
Privilege Time Period 2 Time Period 3 Verify Mode* Any Include Holiday* No	Groups	rachana Prasanth	Time Period 1 * Test	1. click here to edit
Verify Mode* Any Include Holiday* No	Privilege		Time Period 3	~
Include Holiday* No 🔻			Verify Mode* Any	~
			Include Holiday* No	· ·
Confirm Cancel				Confirm Cancel

- Click the corresponding area on the left side of the interface. The list of all the groups in the corresponding area will be displayed on the right side of the interface.
- In the group list, click the group name or click *lice* icon.
- Modify the parameters as per your requirements.

Click **Confirm** to save the modified group information.

9.5.3 Clone to Areas

Click <u>here</u> to know more about the Clone process.

9.5.4 Personnel Transfer

If you need to transfer the employees to a specific group, perform the below given steps:

ਡ ¢asy TimePrਫ	Personnel	Device	Attend	ance /	Access	Payroll	System	Welcome admin 🕥 🔻 🏠
l> Q 運	Groups							
🗞 Device 🔻	🛢 Bookmarks 🗸	▼ Filters ▼			2. 0	lick here		
Access Control	C	Add	Delete	Group M	enu 🗸 🏸	2 9 🗆	e =	Move To Group 1
Time Period	Banglore Area A	~ e	Time Period 1	Time Period 2	2 Time Period	3 Include Holiday	·	Employee First Name 💠 🛛 Last Name 💠
Holiday	Test		1	0	0	No		None
Groups	P 1. Sele	ect the		Personnel Trar	isfer			×
Combination	Gro	oup		Department	Emp	loyee	۹	Selected 1
				10005	Michael	Last Name	Department	Employee First Name Last Name Tours Michael
Privilege				70001			Department	
				70002			Department	
		Select the		70003			Department	
		Employee		70005	Jiten		Department	
				70015	Prathamesh		Department	_
				70021	Abdur		Department	-
				70033	70053		Department	
				70034			Department	
				70039			Department	
				70041			Donartmont	
				20 🖌 <	1 2 3	7 > Total 124 Re	ecords	
		С	20 🗸					Confirm Cancel

- Select the area in which you need to transfer the employees.
- Then, select the Group and click Group Menu -> Personnel Transfer. The interface appears as shown below:
- Now, select the employee whom you need to transfer to the selected group and click **Confirm**.

9.6 Access Control Combinations

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

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

⊒ easy TimePr œ	Personnel	Device At	tendance Acces	s 1 ayroll	System	Welcome	admin <u>N</u> 🔻	Ϋ́
l> Q 運	Combination							
🗞 Device 👻	🛢 Bookmarks 🗸	▼ Filters ▼						
Access Control 2	C	Clone To Ar	eas				' D 🗆 🏲	÷:
Time Period	Banglore	Combina	tion No. Combination Name	Employee from Group	Employee from Group	Employee from Group	Employee from Group	Employ
Hallaha.	Area A	1	1	1	0	0	0	0
поноау	rachana	2	2	0	0	0	0	0
Groups	Prasanth	3	3	0	0	0	0	0
		4	4	0	0	0	0	0
Combination < 3		5	5	0	0	0	0	0
		6	6	0	0	0	0	0
Privilege		7	7	0	0	0	0	0
		8	8	0	0	0	0	0
		9	9	0	0	0	0	0
		10	10	0	0	0	0	0
								_

9.6.1 Edit Access Control Combination

To edit the Access Control Combination, perform the following steps:

- Click the corresponding area on the left side of the interface. The combinations belonging to this area will be displayed on the right side of the interface.
- Click the corresponding combination number to edit the combination.

= easy TimePro	Dorcoppol	Douico	Edit		×	tom	14/-		-	~
	reisonnei	Device	Area *	Prasanth	Ì		2 Edit the		W *	Ъ
》 Q 亘	Combination		Combination No. *	1			details)		
🗞 Device 🔻 🔻	🛢 Bookmarks v	▼ Filters -	Combination Name	1						
🛗 Access Control 🔺	2	Clone	Combination Name	1			·/·	, " "D		*=
Time Period	Banglore	ibina	Remark		e	e from Group	Employee from G	roup Employee f	rom Group	
Holiday	Area A Test		Employee from Group	1	Ŧ		0	0		
	rachana		Employee from Group		~		0 10	0 lick here to	1	
Groups	Prasantn						0	edit		
			Employee from Group		~		0	0		
Privilege			Employee from Group		Ŧ		0	0		
			Employee from Group		v		0	0		8
							0	0		
		C		Confirm	Cancel	firm				
			_	Confirm	Cancel					

Enter the parameters as shown below:

Area: Select the area name.

Combination Number: The combination number cannot be edited.

Combination Name: Set the name of the combination.

Employee from Group: Select the group which the employee belongs to. For example, If the selected group is Group 1, one of the employees from Group 1 can open the door in the specified area. In a combined verification, the range of **user number is** $0 \le N \le 5$. You can combine two or more employees to achieve multi-verification and security advancement.

Click **Confirm** to save the settings.

9.6.2 Clone to areas

Click here to know more about the Clone process.

9.7 Privilege

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

Ξ easy TimePr ⊙	Personnel	Device	Attendance	Acces	s 🤇	1 ayroll	System		Welcome adr	nin	₽ ₪	Ϋ́
● Q 亘 & Device ・	Privilege Bookmarks •	▼ Filters ▼										
Access Control	C	Adjust	t						¥ 2*	9	•	4
Time Period	Banglore	Em	ployee ID First Name	Last Name	Group	Time Period Mode	Time Period 1	Time Period 2	Time Period 3	Verify	Mode	
u-li	Area A	700	029 Prasanth	-	1	Group	0	0	0	Apply	Group Mode	e 🧕
пошау	rachana	1	bishesh	-	1	Group	0	0	0	Apply	Group Mode	e 🧕
Groups	Prasanth	2		-	1	Group	0	0	0	Apply	Group Mode	ə 🛛
		3		-	1	Group	0	0	0	Apply	Group Mode	e 🛛
Combination		4		-	1	Group	0	0	0	Apply	Group Mode	e 🛛
Privileg												

9.7.1 Edit Employees Access Privilege

If you need to edit an employees' access privilege, you can do as per the following:

- Click the corresponding area on the left side of the interface. The privilege information of employees who are belonging to this area will be shown on the right side of the interface.
- Click the corresponding employee ID or *icon* to edit the employee privilege.

≡ øasy TimePrੁ	Personnel	Device	Attendance	Access	Payroll	System	Welcome admin	<u>()</u> -	
s Q 🗉	Privilege								
🐼 Device 🔻	🛢 Bookmarks 🕶	▼ Filters ▼							
🛗 Access Control 🔺	c	Adjust				2 Edit the	1 2 3		4 ++ +-
Time Period	Banglore Area A	Er. 70	Edit			required details	X Ag	erify Mode oply Group Mod	le 📝
Holiday Groups	Test rachana Prasanth	1	Employee* 7002	9 Prasanth			Ar 1. Click hor	oply Group Mod	
Combination		3	Group * 1		*		Ar	oply Group Mod	le 🕜
Privilege			Verify Mode	L		Time Period	_		
		C) Personnel (Group	() Personnel () Group			
			Verify Mode Any		×	Time Period 1 1	<u></u>		
						Time Period 2			
						Time Period 3	×		
						Confirm	Cancel		
		C	20 •	/ Total J Necon	45 I F (

Edit the details as shown below:

Employee: The employee field cannot be edited.

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

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

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

Click **Confirm** to save the details.

9.7.2 Adjust Employee's Access Privilege

The employee's access privilege can be altered as per your requirements. Perform the following steps:

- Click the corresponding area on the left side of the interface.
- The privilege information of employees who are belonging to this area will be displayed on the right side of the interface.
- Click **Adjust** to access the adjust privilege interface:

🗉 🧧 easy TimePro	Personnel	Device	Attendance	Acces	s	Payroll	System		Welcome adı	min <u>R</u>		Ϋ́
≫ Q ⊡	Privilege											
🕏 Device 🔻	🛢 Bookmarks 🗸	▼ Filters ▼	2. Click	here								
Access Control	C	Adjust							× 2	Э П	~	<u>+</u>
Time Period	Banglore	Emplo	oyee ID First Name	Last Name	Group	Time Period Mode	Time Period 1	Time Period 2	Time Period 3	Verify Mode		
	Area A	70029	Prasanth	-	1	Group	0	0	0	Apply Group	Mode	ß
Holiday	rachana	1	bishesh	-	1	Group	0	0	0	Apply Group	Mode	Ø
Groups	Prasanth	2		-	1	Group	0	0	0	Apply Group	Mode	Ø
		3		-	1	Group	0	0	0	Apply Group	Mode	Ø
Combination	1. 0 - 1 + + +	4		-	1	Group	0	0	0	Apply Group	Mode	ß
Privilege	area											

Enter the parameters as shown below:

Employee: Select the employee from the list to whom the privilege must be adjusted.

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

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

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

Click **Confirm** to save the details.

10 Setting Up the Employee Announcements

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

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

A brief note about the columns displayed on the Announcement Interface

Subject: Displays the subject of the message sent.

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

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

Content: Displays the message content.

Sender: Displays the sender's User name.

System Sender: Displays the Admin sender's User name.

Notice 1	Time: Displays	the acknowledgment	time of the message
		<u> </u>	<u> </u>

øasy TimePr ଙ	Personnel Device	tendance Pay	yroll System	
∿ Q	Announcement			
🙈 Device Management 🛛 👻	Bookmarks ▼ ▼ Filters ▼			
🗣 Message 🛛 🔻	Delete Push Public Notice	Push Private Notice		
🛢 Data 🛛 🔻	Subject	Category	Employee ID	Content
5 544	Test	Private	70064	Test
🔊 Log 🗸 👻	Test	Private	70064	Test
Ĵ	holiday	Private	9	Have a great weekend
🛛 Mobile App 🔷 🔺	good afternoon	Public	All	good afternoon
	hello	Public	All	good afternoon
Geo-fence Of Employee	У	Private	1	уу
a (a (b))	У	Private	12	уу
Geo-fence Of Department	У	Private	1	уу
Accounts	У	Private	1	уу
Accounts	r	Public	All	gg
Announcement < 3				
Notice				

10.1 How to Push Public Notice

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

easy TimePro	Personnel	Device 🔰	ttendance Pa	yroll	System		
	Announceme	nt					
👶 Device Management 🛛 🔻	🛢 Bookma	arks• T Filters •					
🗣 Message 🛛 🔻	Delete	Push Public Notice	4 Private Notice				
🛢 Data 🗸 👻	Subject		Category	Employ	ee ID	Content	
	hi		Private	10		there	
න Log 🗸 🗸	df		Private	1		df	
- v	good afte	ernoon	Public	All		come to office tmrw	
🛛 Mobile App <mark>< 2</mark> 🔺	Test		Private	70064	Duch Dublic No	tico	×
	Test		Private	70064	Push Public NO	ute	^
Geo-fence Of Employee	holiday		Private	9	Subject*:		
Cap for so Of Dar artmont	good afte	ernoon	Public	All	ousjoeri		
Geo-ience Of Department	hello		Public	All			
Accounts	У		Private	1			
	У		Private	12		18	
Announcemen 🤇 3	У		Private	1	Content*:		
Notico	У		Private	1			
Nouce	I I I		Public	All			
Operation Log						11	
📽 Configurations 🛛 🔻							
						7 Confi	rm Cancel

Send public notice to the Employees

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

- On the **Content** field, enter the detailed information.
- Click Confirm to send the public messages or announcements to the Employees.

10.2 How to Push Private Notice

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

easy TimePrଙ	Personnel Device	ttendance	Payroll	System					
● Q 重	Announcement								
👶 Device Management 🛛 🔻	🖉 Bookmarks 🗸 🔻 Filters 🗸								
🗣 Message 🛛 🔻	Delete Push Public Notice	Push Private N	lotice 4						
🛢 Data 🛛 🔻	Subject	Push Private	Employee	D	Contont			Sanda	r Curtam C X
ື່ງ Log 🗸 🗸	df good afternoon	Departmen	t 👻 Emplo	yee	۹	Sel	ected 3		
🛛 Mobile App 🤁 🔺	Test	5	e First Name	Last Name	Department		Employe	First Name ≑	Last Name 🗢
Geo-fence Of Employee	holiday	1	Joshua	Liam	Android	1	1	Joshua	Liam
oco fonco of Employee	good afternoon	10	arpita	Baby	Android		12	asin	winslet
Geo-fence Of Department	hello	12	asin	winslet	Android		10	arpita	Baby
	Г у	13	akshay	part2	Android				
Accounts	Гу	14	justin	timberlake	Android				
Announcement	р	15	kate	winslet	Android				
	У	16	madhu	bhala	Android				
Notice	🗌 r	17	Joshua	berry	Android				
		18	madhu	berry	Android				
Operation Log		19	kate	Baby	Android				
n ^o Configurations -		2	madhu	bhala	Android				
way configurations +		20	Ironmon	hhala	Android				
		20 V Total	40 Records <	▶ <u>1</u> Page	Confirm	_			_
		subject*		6					
				li					
		Content*		~7				-	
								8 Cont	irm Cancel

Send private notice to an Employee

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

10.3 Discarding the Sent Announcements

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

easyTimePrତ	Personnel Device	1 ttendance Pay	vroll Sys	stem	
 ♥ Q 至	Announcement				
👶 Device Management 🛛 👻	Bookmarks → ▼ Filters	-			
🗣 Message 🛛 🔻	Delete 5 Public Notice	e Push Private Notice			
🛢 Data 🛛 👻	Subject	Category	Employee ID		Content
2 544	Test	Private	70064		Test
🔊 Log 🗸 👻	🔽 Test	Private	70064		Test
	holiday	Private	9		Have a great weekend
🛛 Mobile App 🔁 🔺	good afternoon	Public	All		good afternoon
	hello	Public	All		good afternoon
Geo-fence Of Employee		Private	1		УУ
0 (D) .	y	Private	12		уу
Geo-fence Of Department	У	Private	1		уу
Accounts	У	Private	1	Prompt	×
Accounts	r	Public	All		
Announcement < 3				A	
Netter				items?	are you want to delete the selected 2
Nouce				rearras.	
Operation Log					6 Confirm Cancel

Delete the messages

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

11 Announcement Status

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

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

≡ easy TimePro	Personnel De	vice	1 Payroll System			Welcome rachana	Q •	Ϋ́
N Q 🗉 🗖	Notice						,	
🖧 Device Management 🔻		-11						
	BOOKMarks • •	Filters 🗸						
🖓 Message 🛛 🔻	Delete					1 2	ອ 🗆	÷
3 bet	Receiver	Category	Content	Source	Sender	Send Time	Read Status	
	1 Asish	Announcement	{"subject": "Wishes", "content": "Wish you a very Happy Birthday!!!!"}	64	rachana@zkteco.com	2020-04-20 20:59:15	Unread	Ŵ
	70034 Achal	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:27	Unread	俞
	1 Asish	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:27	Unread	Î
	12345 ttt	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:27	Unread	Ŵ
	001 Achal	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:27	Unread	Ŵ
Care former Of Employees	10203 Subbarao	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	匬
Geo-lence Of Employee	10258 Vasanthi	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ŵ
Geo-fence Of Department	10274 Kavya	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ŵ
ded lence of beparation	10096extra1 Vasanthi	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ŵ
Accounts	10275 Subbarao	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ŵ
	10277 Asish	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ŵ
Announcement	10281 Saradha	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	圃
	10278 Dibyajit	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	圃
Notice < 3	10280 Madhu	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ŵ
	10282 Prashanth	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ŵ
Operation Log	10283 Amreeta	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ŵ
	10594 Sukanya	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ē
📽 Configurations 🛛 👻	10607 Amreeta	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	匬
	10643 Amreeta	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ē
	10706 Kavya	Announcement	{"subject": "Gathering", "content": "Please assemble at the Conference Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:53:26	Unread	Ē
	C 20 • < 1	2 3 14	22 > Total 28424 Records 1 Page Confirm					

A brief note about the columns displayed on the Notice Interface

Receiver: Displays the receiver's unique Identity number.

- **Category**: Displays the sent message type.
- **Content**: Displays the content of the message.
- **Source**: Displays the source where the message commenced.

Sender: Displays the sender's User name.

- Send Time: Displays the messages sent duration.
- **Read Status**: Displays the read condition or the status of the message.

11.1 Discard Announcement status log

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

⊒ easy TimePrc ℙ	ersonnel De	vice Att	endano	e Payroll System					Welcome rach	ana		Ϋ́
📎 Q 💷 N	tice											
💩 Device Management 🔻	🖉 Bookmarks 🗸 🛛 🔻	Filters 👻										
Q Message 2	Delete								7	2	າ 🗆	=
	Receiver	Category	Content				Source	Sender	Send Time		Read Status	
	1 Asish	Announcement	{"subject	": "Wishes". "content": "Wish you a very H	appy Birthday!!!!"		64	rachana@zkteco.com	2020-04-20 20:5	9:15	Unread	î
- T	70034 Achal	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:27	Unread	前
	1 Asish	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM*}	63	rachana@zkteco.com	2020-04-20 20:5	3:27	Unread	Î
	12345 ttt	Announcement	{"subje			Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:27	Unread	Î
U Mobile App	001 Achal	Announcement	{"subje	Prompt	×	Hall at 5 PM*}	63	rachana@zkteco.com	2020-04-20 20:5	3:27	Unread	Â
	10203 Subbarao	Announcement	{"subje			Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	D
Geo-tence Of Employee	10258 Vasanthi	Announcement	{"subje	Are you sure you want to delete t	the selected 3	Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Â
Can frage Of Department	10274 Kavya	Announcement	{"subje	items?		Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Ê
Geo-ience of Department	10096extra1 Vasanthi	Announcement	{"subje			Hall at 5 PM*}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Ô
Accounts	10275 Subbarao	Announcement	{"subje	3		Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Û
	10277 Asish	Announcement	{"subje	Confirm	Cancel	Hall at 5 PM*}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Û
Announcement	10281 Saradha	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Û
	10278 Dibyajit	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Ŵ
Notice	10280 Madhu	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	ŵ
	10282 Prashanth	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Û
Operation Log	10283 Amreeta	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Û
	10594 Sukanya	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Û
📽 Configurations 📼 🚺	10607 Amreeta	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Û
	10643 Amreeta	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	ŵ
	10706 Kavya	Announcement	{"subject	": "Gathering", "content": "Please assemb	le at the Conference	e Hall at 5 PM"}	63	rachana@zkteco.com	2020-04-20 20:5	3:26	Unread	Û
	C 20 ▼ <	1 2 3 14	422 >	Total 28424 Records 1 Page	Confirm							

Delete the notes

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

12 <u>Configure Employee Notifications on Device</u>

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

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

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

≡ easyTimePr ੁ	Personnel	Device 1ttendanc	e Access	Payroll	System	
シ Q 亘	Public					
👶 Device Management 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters ▼				
A Message 2	Add Delete	Send Message to Device				
Public 3	Device Name	Serial Number	Start Time	[Ouration	Conter
Private				None		
🛢 Data 🔻 🔻						
🔊 Log 🗸 👻						
🛙 Mobile App 🛛 🔫						
📽 Configurations 👻						

12.1 How to Set Up Public Notification

Our **Public** interface benefits you to set up and convey the Organizational announcements to the Employees.

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

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

A brief note about the columns displayed on the Public Interface

Device Name: Displays the Device name.

Serial Number: Displays the unique Device serial number.

Start Time: Displays the message start time.

Duration: Displays the message transfer duration.

Content: Displays the content of the message.

Functions available on the Public Interface

Add

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



Add the newly mounted Device

- On the **Public** interface, click **Add** to add the connected Device to set the message.
- On the **Add** window, proceed with the following.

Device: Select the required connected Device from the drop-down list.

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

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

Content: Enter the message to announce.

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

Delete

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

Delete the public announcements

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

Send Message to Device

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

≞ easy Time Pr ⊙	Personnel	Device	Attendance	Access	Payroll	System
🗞 Q 📼	Public Bookmarks 🗸	▼ Filters ▼				
🗣 Message 🔺	Add Del	2 Send Mess	age to Device			
Public	Device Name	Seria	Number	Start Time		Duration
Private	Auto add	CKJF	Prompt	2020-06-19 00:0	×	60
S Log			Are you sur	e to send the me	essage?	
🛛 Mobile App 🗸 🔫			3	Confirm	ancel	
📽 Configurations 👻						

Send Message to the Device

- On the **Public** interface, select the required message announcements to send to the respective Devices from the list.
- Click Send Message to Device to send the selected message to the respective Devices.
- Click **Confirm** to send the selected message to the respective Devices.

12.2 How to Set Up Private Notification

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

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

≞ easy TimePrੁ	Personnel	Device 1	tendance	Access	Payroll	System
🄊 Q 運	Private					
👶 Device Management 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters ▼				
Q Message 2	Add Delete	Send Message	to Device			
Public	Employee	First Name	Last Name	Star	t Time	Duration
Private 3					None	
🛢 Data 🗸 🗸						
ව Log 🗸 🗸						
🛛 Mobile App 🛛 👻						
🗱 Configurations 🗸 🔻						

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

A brief note about the columns displayed on the Private Interface

Employee: Displays the unique Employee ID.

Start Time: Displays the message start time.

Duration: Displays the message transfer duration.

Content: Displays the content of the message.

Last Send: Displays the time of the last sent message.

Functions available on the Private Interface

Add

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

🔊 Q 🖅	Private	Department	Emplo	oyee C	2	Selected 0				
Douico Managament		Employee	First Name	Last Name	Department	Employ	ee First Name 🌲	Last Name 👙		
	Bookm.	1	bishesh		Department					
Message		10005	Michael		Department		None		-	-
	Add	1001	jay		Department					
Public 1 Click	E 2	1002	rashmi		Department					
1. Olick		1003	bharath		Department					
Private		1004	daya		Department					
-		1005	zero		Department					
		1006	shanth		Department					
) log 👻		1007	manish		Department					
		2			Department					
Mobile App		3			Department					
		1			Donartmont					
Configurations 🗢	2	20 V Total	137 Records	> 1 Page	Confirm					
	3 Sta	art Time*		4 Juration*	60	minutes				
	5	Content*		-						
				11						

Add the Employee's Resignation details

- On the **Private** interface, click **Add** to add the Employees, set the message and the duration.
- On the **Add** window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the **Add** window.
- Use the **Department** drop-down list or the **Search** option (search by Employee name or Employee ID) to search for the required Employees.

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

Content: Enter the message to announce.

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

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

Delete

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

⊒ easy TimePrੁ	Personnel	Device	Attendance	Access	Payroll	System
ର ପ୍ 🗉	Private					
🗞 Device Management 🛛 🔻	🛢 Bookmarks 🕶	▼ Filters -				
🗣 Message 🔺	2 Delete	Send Mess	age to Device			
Public	Employee	First Name	Last Name	Start Time		Duration
	1 bishesh	bishesh	-	2020-06-19	00:00:00	1
Private			Prompt		×	
🛢 Data 🛛 🔻						
່າ ອຸ			Are you sure you v	vant to delete the	e selected 1	
J Log +			nem	0.0		
🛙 Mobile App 🛛 🔫				3 Confirm	Cancel	
💏 Configurations 📼			_		.#	

Delete the private messages

- On the **Private** interface, select the required Employee messages to delete or remove from the list.
- Click **Delete** to delete or remove the selected pending or successful Employee's private messages.
- Click Confirm to delete the selected pending or successful Employee's private messages from the list.

Send Message to Device

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

⊒ easy Time Pr ©	Personnel	Device	Attendance	Access	Payroll	System
🗞 Q 📼	Private Bookmarks -	¥ Filters →				
🝳 Message 🔺	Add 2	Send Messag	ge to Device			
Public	Employee	First Name	Last Name	Start Time		Duration
Private	1 bishesh	bishesh	Prompt	2020-06-19	×	1
 D Log T Mobile App 			Are you sure	e to send the me Confirm Ca	ssage? ancel	
📽 Configurations 👻						

Send Message to the Device

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

12.3 Enable/Disable Mobile App logins

Disable

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

easy TimePr ଙ	Personnel		endance Pay	roll Syster	n	
> Q	Accounts					
🚳 Device Management 🔻	🛢 Bookmarks	- T Filters -				
🗣 Message 🛛 🔻	Delete Pu	sh Notification Fo	orce Offline Disa	ble 5 le		
🛢 Data 🛛 👻	🔲 User Name 🗧	Login Time	Last Active	ClientId		Device Token
	70064	2019-11-04 17:51:15	2019-11-04 18:04:54	aid8e311233-efbd	-4871-9077-df8d815ff9d6	cmCbC0oFRtA:APA9
🤊 Log 🗸 👻	9	2019-11-04 17:55:10	2019-11-04 17:58:37	aandroidldc97318	f61ae60bc6	e3-v0z3QKoU:APA91
	9	2019-11-04 17:45:57	2019-11-04 17:45:58	aid8e311233-efbd	-4871-9077-df8d815ff9d6	cmCbC0oFRtA:APA9
🛛 🛛 Mobile App 🥢 🔺	8	2019-11-04 17:54:47	2019-11-04 17:55:05	aandroidldc97318	f61ae60bc6	e3-v0z3QKoU:APA91
	5	2019-11-04 17:37:43	2019-11-04 17:37:43	aandroidldd0f626	29809b911c	e5wcS7mgmS4:APA
Geo-fence Of Employee	- 4	2019-11-04 17:38:30	2019-11-05 12:38:11	aandroidld944aac	4ddf93cacb	f-SWCwm-jiY:APA91
	4	2019-11-04 17:28:50	2019-11-04 17:28:51	aandroidldc97318	f61ae60bc6	e3-v0z3QKoU:APA91
Geo-fence Of Department	1	2019-11-04 17:58:41	2019-11-04 17:58:42	aandroidldc97318	f61ae60bc6	e3-v0z3QKoU:APA91
	41	2019-10-26 18:38:33	2019-10-26 18:38:55	aandroidldd0f626	0000060112	c+DhZm2EkuM4ADAQ
Accounts	40	2019-10-26 18:37:57	2019-10-26 18:38:27	aandroidldd0f626	Prompt	× .s
	14	2019-10-26 18:39:00	2019-10-29 16:41:41	aandroidldd0f620		9.
	_				Are you sure to disable t	he device 2 items
140026						
Operation Log					Confir	m Cancel

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

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

Enable

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

∾ Q	Accounts						
🗞 Device Management 🛛 🔻	Bookmarks	▼ Filters ▼					
	Delete Pi	ush Notification	Force Offline	Disable	Enable	5	
S Data	User Name	Login Time	Last Active	CII	ientId		Device Token
g Data 🔹	70064	2019-11-04 17:51	:15 2019-11-04 *	18:04:54 aid	d8e311233-efbd	-4871-9077-df8d815ff9d6	cmCbC0oFRtA:APAS
	9	2019-11-04 17:55	:10 2019-11-04 *	17:58:37 aa	ndroidldc97318	f61ae60bc6	e3-v0z3QKoU:APA9
	9	2019-11-04 17:45	:57 2019-11-04	17:45:58 aid	d8e311233-efbd	-4871-9077-df8d815ff9d6	cmCbC0oFRtA:APA9
Mobile App	8	2019-11-04 17:54	:47 2019-11-04	17:55:05 aa	ndroidldc97318	f61ae60bc6	e3-v0z3QKoU:APA9
	4	2019-11-04 17:37	:43 2019-11-04	17:37:43 aa	ndroidldd0f626	29809b911c	e5wcS7mgmS4:APA
	4	2019-11-04 17:38	:30 2019-11-05	12:38:11 aa	ndroidld944aac	4ddf93cacb	f-SWCwm-JIY:APA9
	4	2019-11-04 17:28	50 2019-11-04	17:28:51 aa	ndroidldc97318	f61ae60bc6	e3-v0z3QKoU:APA9
	1	2019-11-04 17:58	:41 2019-11-04 1	17:58:42 aa	ndroidldc97318	f61ae60bc6	e3-v0z3QKoU:APA9
A	41	2019-10-26 18:38	:33 2019-10-26	18:38:55 aa	ndroidldd0f62@	0000060112	dDb7m3EkuMADA
Accounts	40	2019-10-26 18:37	:57 2019-10-26	18:38:27 aa	ndroidldd0f626	Prompt	×
	14	2019-10-26 18:39	:00 2019-10-29	16:41:41 aa	ndroidldd0f626		
	_					Are you sure to enable t	he device 2 items
						6 Confir	m Cancel

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

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

13 Mobile Application Management

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

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

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



Accounts

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

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

easy TimePrତ	Personnel	Device	tendance	Payroll	System
∾ Q	Accounts				
🚳 Device Management 🛛 👻	🛢 Bookmarks	▼ Filters ▼			
🗣 Message 🛛 🔻	Delete Pu	ush Notification	Force Offline	Disable	Enable
🛢 Data 🛛 🔻	User Name	¢ Lo	gin Time	Last Active	ClientId
 D Log Mobile App 					
Geo-fence Of Employee					
Geo-fence Of Department					
Accounts <3					
Announcement					

A brief note about the columns displayed on the Accounts Interface

User Name: Displays the User's name.

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

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

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

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

Client Category: Displays the connected mobile Device software platform.

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

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

13.1 Enable/Disable Mobile App Access to Employees

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

Арр

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

⊒ easy TimePrල	Perso	nnel	1 evice	Attend	ance	Access	Pa	yroll	Sys	tem
>> Q ⊡	Employee									
r Organization	🔊 Boo	okmarks v	▼ Filters ▼							
Employee Managemen 2	Add	Delete	Import	Personnel	Transfer 🗸	App	4 _{sett}	ings 🗸		
Employ 3	Empl	oyee ID 🌲	First Name 🌲	Department	Device Priv	Enable	_	Fingerprint	Face	Palm
	1		bishesh	Department	Employee	Dicabla	,Prasanth	-	-	-
Resign	1000	5	Michael	Department	Employee	Disable	e,Test	Ver 10:1	-	-
	1001		jay	Department	Employee	rachar	па	-	-	-
Approval Workflow	1002		rashmi	Department	Employee	rachar	na	-	-	-
	1003		bharath	Department	Employee	rachar	na	-	-	-
🕰 Configurations 🗸 🔻	1004		daya	Department	Employee	rachar	na	-	-	-
	1005		zero	Department	Emplovee	rachar	па		-	-

Functions available under App

- Enable
- Disable

Enable

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

ॼ øasy TimePr©	Personnel	Device	Attendance	Access P	ayroll	Syst	tem	
> Q ⊡	Employee							
📥 Organization 🔹	🛢 Bookmarks 🗸	▼ Filters ▼						
👑 Employee Management 🛛 🔺	Add Delete	Import	Personnel Tra	App More se	ttings			
Employee	Employee ID	First Name 💠	Department Device Privil	ege Area	Fingerprint	Face	Palm	VL Face
	1	bishesh	Department Employee	rachana, Prasanti	h -		-	-
Resign	10005	Michael	Prompt		×	-	÷	-
	1001	jay			~~		-	-
Approval Workflow	1002	rashmi		the Fredrik Madelle		54	-	1.5
-	1003	bharath	Are you sure you wa	nt to Enable Mobile	App	121	-	-
Q Configurations ▼	1004	daya	for 1 item			-	4	-
	1005	zero				-	-	-
	1006	shanth	3	Confirm	Cancel	-	-	-
	1007	manish	Берагипени стрюуее	rachana	-	-	-	-
	2		Department Employee	Prasanth	-	-	-	-

Enable Mobile App

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

Disable

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

≡ easy TimePrœ	Personnel	Device	Attendance	Access	Payroll	Sys	tem
📎 Q 🗉	Employee						
📥 Organization 🗸 🔻	🛢 Bookmarks 🗸	▼ Filters •					
嶜 Employee Management 🔺	Add Delete	Import	Personnel Trar 2	App Mo	re settings		
Employee	Employee ID 💠	First Name 🌲	Department Device Privil	ege Area	Fingerprint	Face	Palm
	1	bishesh	Department Employee	rachana,Pra	isanth -	-	-
Resign	10005	Michael	Prompt		×	-	-
	1001	jay	Tompt		^	-	-
Approval Workflow	1002	rashmi				-	-
	1003	bharath	Are you sure you war	nt to Disable M	obile App	-	-
📽 Configurations 🔻	1004	daya	for 1 item			15/2	-
	1005	zero				8265	2
	1006	shanth	3	Confirm	Cancel	-	-
	1007	manish	Department employee	raciiana		-	-
	2		Department Employee	Prasanth	-	40	-

Enable Mobile App

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



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

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

e asyTimePrତ	Personnel	Device	1 tendance	Payroll	System
> Q	Geo-fence Of Emp	oloyee			
👶 Device Management 🛛 🔻	🛢 Bookmarks •	► T Filters -			
🗣 Message 🛛 🔻	Add Delet	e			
🛢 Data 🛛 👻	Employee		Location	Longitud	de
🔊 Log 🗸 🗸					
🛛 Mobile App 🔁 🔺					
Geo-fence Of Employee 🤜					
Geo-fence Of Department					

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

Employee: Displays the unique identity number of the Employee.

Location: Displays the Employee's location.

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

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

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

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

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

Add

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

	Add					×
> Q	Department	Employ	/ee	Q	Selected 0	
. Device Management	Employee	First Name	Last Name	Department	Employee First	Name 🗢 🛛 Last Name 🗢
••• v	1	bishesh		Department		
Q Message	10005	Michael		Department		None
	1001	jay		Department		
🛢 Data	1002	rashmi		Department		
	1003	bharath		Department		
9 1 Soloct the	1004	daya		Department		
employee	1005	zero		Department		
	1006	shanth		Department		
	1007	manish		Department		
Geo-fence Of Employee	2			Department		
	3			Department		
Geo-ience Of Department				Dopartment		
Accounts	20 ¥ Total 13	7 Records 🛛 <	> 1 Pa	ge Confirm		
Announcement	Range(Meters)* 5	0		Search M	ар	
Notico						
Nouce	Location*					
Operat 2. Enter the						
details	Latitude* 2	0 593684				
🗱 Configurations	Eartoure 2	0.00000				
						Confirm
						Confirm

Add the Geo-fence Of Employee

- On the Add window, select the required Employees' names from the list on the left.
- The selected Employees' names will reflect on the right side of the Add window.
- Select from the **Department** drop-down list or use the **Employee** search option (search by Employee name or Employee ID) to search for the required Employees.
- On the Add window, drag down the scroll box to enter the following fields.

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

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

Location: Automatically updated after selecting the location on map.

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

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

Start Date: Select the mobile attendance access start date.

End Date: Select the mobile attendance access end date.

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

Deleting the Geo-fenced Check-In of an Employee

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

e asy TimePrତ	Personnel	Device 1 ttendance	Payroll Sy	stem	
● Q	Geo-fence Of Emplo	byee			
🚳 Device Management 🛛 🔻	🖉 Bookmarks 🗸	▼ Filters ▼			
🗣 Message 🛛 🔻	Add Delete	5			
🛢 Data 🗸 🗸	Employee	Location	Longitude		Latitude
	🗹 <u>(4</u> ta	Mahadevapura	77.68855280	000002	12.9890961
🔊 Log 🗸 👻		Mahadevapura	77.68855280	0000002	12.9890961
Mobile App Geo-fence Of Employee					
Geo-fence Of Department				_	
Accounts				Prompt	×
Announcement				Are you sure you want to	delete the selected 1
Notice				item?	I
Operation Log				6 c	on firm Cancel

Delete the Geo-fence Of Employee

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

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

Our Geo-fence of Department interface eases you to set a geographical boundary using GPS or RFID technology which limits all your Employees of each Department to access Attendance Punch via mobile devices.

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

easy TimePrତ	Personnel	Device 🗾	tendance	Payroll	System
∿ Q	Geo-fence Of Depa	rtment			
🚳 Device Management 🛛 🔻	🛢 Bookmarks 🗸	▼ Filters -			
🗣 Message 🛛 🔻	Add Delete				
🛢 Data 🛛 🔻	Department		Location	Lor	ngitude
ව Log 🗸 🗸					
Mobile App Ap					
Geo-fence Of Employee					
Geo-fence Of Department					
Accounts					

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

Department: Displays the Department name.
Location: Displays the geographical location name.
Longitude: Displays the longitudinal coordinates.
Latitude: Displays the latitudinal coordinates.
Range (Meters): Displays the access zone in meters.
Start Date: Displays the access activation start date.
End Date: Displays the access activation end date.

Add

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



Add the Geo-fence Of Department

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

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

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

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

Location: Automatically updated after selecting the location on map.

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

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

Start Date: Select the mobile attendance access start date.

End Date: Select the mobile attendance access end date.

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

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

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

Delete the Geo-fence Of Department

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

13.4 Send a Push Notification

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

ॼ øasy TimePrऌ	Personnel	Device	tendance	Access	Payroll	Sys	tem
ତ ହ 🗉	Accounts						
🚳 Device Management 🛛 🔻	🛢 Bookmarks 🗸	▼ Fil	lotification	_		×	
🗣 Message 🛛 🔻	D 4 Pus	sh Netterat	vouncation.			^	
🛢 Data 🔻	User Name 🌲	L 5 Content	*:			- 1	Mobile
0.000	70029	2020-06-					
🔊 Log 🔻	AV199	2020-05-					cHGFL
	70013	2020-05-		11			fMhU8
🛛 Mobile App 🔁 🔺	70015	2020-04-					frWfVr
	711	2020-04-					cqfQC
Geo-fence Of Employee	711	2020-04-					ckilix5
Geo-fence Of Department	123456	2020-04-				59	{lengt
Accounts 3						- 1	
Announcement						- 1	
Notice				C	onfirm Cano	el .:	
Operation Log						- 066	

Send a Push Notification

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

Deleting the Notification records

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

e asyTimePrଙ	Personnel	Device 🕂	endance	Payroll	Syste	em		
● Q	Accounts							
🚳 Device Management 🛛 👻	🛢 Bookmarks -	▼ Filters -						
🗣 Message 🛛 🔻	Delete 5	Notification F	orce Offline	Disable	Enable			
🛢 Data 🛛 🔻	🔲 User Name 💠	Login Time	Last Active	Clier	ntld		Device Token	
	70064	2019-11-04 17:51:15	2019-11-04 1	8:04:54 aid8	le311233-efb	d-4871-9077-df8d815ff9d6	cmCbC0oFRtA:APA91b	
න Log 👻 👻	9 4	2019-11-04 17:55:10	2019-11-04 1	7:58:37 aan	droidldc9731	8f61ae60bc6	e3-v0z3QKoU:APA91b	
ů –	9	2019-11-04 17:45:57	2019-11-04 1	7:45:58 aid8	le311233-efb	d-4871-9077-df8d815ff9d6	cmCbC0oFRtA:APA91b	
🛛 Mobile App <u>2</u> 🔺	8	2019-11-04 17:54:47	2019-11-04 1	7:55:05 aan	droidldc9731	8f61ae60bc6	e3-v0z3QKoU:APA91b	
	5	2019-11-04 17:37:43	2019-11-04 1	7:37:43 aan	droidldd0f62	629809b911c	e5wcS7mgmS4:APA91	
Geo-fence Of Employee	4	2019-11-04 17:38:30	2019-11-05 1	2:38:11 aan	droidld944aa	ac4ddf93cacb	f-SWCwm-jiY:APA91bl	
	4	2019-11-04 17:28:50	2019-11-04 1	7:28:51 aan	droidldc9731	8f61ae60bc6	e3-v0z3QKoU:APA91b	
Geo-fence Of Department	1	2019-11-04 17:58:41	2019-11-04 1	7:58:42 aan	droidldc9731	8f61ae60bc6	e3-v0z3QKoU:APA91b	
Accounts 3	41	2019-10-26 18:38:33	2019-10-26 1	8:38:55 aan	droidldd0f	Prompt	×	
	40	2019-10-26 18:37:57	2019-10-26 1	8:38:27 aan	droidldd0f	Frompt		
Announcement	14	2019-10-26 18:39:00	2019-10-29 1	6:41:41 aan	droidldd0f			
	Are you sure you want to delete the selected 2					elete the selected 2		
Notice						items?		
Operation Log							nfirm Cancel	

Delete the records in Accounts

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

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

s o 📼 🗖	accounts								
Device Management	🖉 Bookmarks v	▼ Filters ▼						Mak	e sure the
Message 🔻	Delete Pusł	n Notificati 2 F	orce Offline Disal	ble Enable				acco	unt is active
Data 🗸	User Name 🌲	Login Time	Last Active	Client Id		Mobile Token	Client Category	Run ung Status	Mobile App Status 👙
	70029	2020-06-18 19:12:43	2020-06-18 19:16:55	aandroidId9a0f0213	a665		Android	Active	Enable
Log	AVI99	2020-05-22 21:01:21	2020-05-29 18:21:47	aandroidIdf42471fc	0bfa7	cHGFLId3pZ4:APA91b	Android	Active	Enable
1 Select	70013	2020-05-05 19:27 77		1		WhU8k4nPbU:APA91	Android	Active	Enable
Mobile App the acount	70015	2020-04-30 12:3 P	rompt		×	WfVrXaBlk:APA91bF	Android	Active	Enable
the acount	711	2020-04-22 12:3				qfQCIEqSDE:APA91b	Android	Inactive	Enable
ieo-fence Of Employee	711	2020-04-22 12:4 A	re you sure to force	the device offline	1 item	kilix5PYOg:APA91bH	Android	Active	Enable
	123456	2020-04-09 11:2	50 CO. 10			ength=32,bytes=0x1	IOS	Active	Enable
eo-fence Of Department			3	Confirm	ancel				
ccounts									

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

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

13.6 Managing the Mobile Application Operation Log

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

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

easy TimePr ଙ	Personnel	Device 1 endance Payroll System
∾ Q	Operation Log	
🗞 Device Management 🔻	Bookmarks	▼ T Filters ▼
🗣 Message 🛛 🔻	Delete	
🛢 Data 🗸 🗸	User	Client
5 5444 -	4	aan droidl d944aac4dd f93 cacb
න Log 🗸 🗸	4	aandroidid944aac4ddf93cacb
- 0	4	aandroidld944aac4ddf93cacb
🛛 Mobile App 🔺	4	aan droidl d944aac4dd f93 cacb
	4	aandroidld944aac4ddf93cacb
Geo-fence Of Employee	70064	aid8e311233-efbd-4871-9077-df8d815ff9d6
	70064	aid8e311233-efbd-4871-9077-df8d815ff9d6
Geo-fence Of Department	70064	aid8e311233-efbd-4871-9077-df8d815ff9d6
Accounts	70064	aid8e311233-efbd-4871-9077-df8d815ff9d6
Accounts	70064	aid8e311233-efbd-4871-9077-df8d815ff9d6
Announcement	1	aandroidldc97318f61ae60bc6
	1	aandroidldc97318f61ae60bc6
Notice	1	aandroididc97318f61ae60bc6
	1	aandroidldc97318f61ae60bc6
	1	aandroidldc97318f61ae60bc6

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

User: Displays the User's unique identity number.

Client: Displays the client ID or the name.

Action: Displays the activity taken place.

Action Time: Displays the time of the activity.

Status: Displays the status of the activity.

Describe: Displays the description of the activity.

Delete

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

easyTimePro	Personnel Devic	e 🚺 ttendance P	ayroll S	ystem	
∿ Q	Device × Transaction	× Operation Log ×			
😸 Device Management 🛛 🔻	🛢 Bookmarks 🗸 🔻 F	ilters 🗸			
🗣 Message 🛛 🔻	Delete 5				
🗢 Diata 🚽	Device				
	P 183960062	Etc/GMT+5:30	0	Enter menu	0
🤊 Loa 🗸 🗸	BWNF183960062	Etc/GMT+5:30	0	Enter menu	0
e;	BWNF183960062	Etc/GMT+5:30	0	Enter menu	0
🛛 Mobile App 🥢 🔺	BWNF183960062	Etc/GMT+5:30	0	Enter menu	0
	BWNF183960062	Etc/GMT+5:30	0	Enter menu	0
Geo-fence Of Employee	BWNF183960062	Etc/GMT+5:30	0	Enter menu	0
	BWNF183960062	Etc/GMT+5:30	0	Enter menu	0
Geo-fence Of Department	BWNF183960062	Etc/GMT+5:30	0	Enter menu	0
Accounts	BWNF183960062	Etc/GMT+5:30	0	Prompt	~
Accounts	BWNF183960062	Etc/GMT+5:30	0	riompe	~
Announcement	BWNF183960062	Etc/GMT+5:30	0		
	BWNF183960062	Etc/GMT+5:30	0	Are you sure you want to delete t	the selected 2
Notice	BWNF183960062	Etc/GMT+5:30	0	items?	
	BWNF183960062	Etc/GMT+5:30	0		
Operation Log 3	BWNF183960062	Etc/GMT+5:30	0	6 Confirm	Cancel
	BWNF183960062	Etc/GMT+5:30	0		

Delete the records from the Operation log

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

14 <u>Approve Requests</u>

The requests raised by the employees will be processed by the Approving Authority based on the hierarchy. To create a hierarchy of approval, please refer <u>Approval Workflow</u>.

The major advantages of Approval Workflow are

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

14.1 How does the Admin process Approval requests?

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

Manual Log

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

easy TimePro	Personnel	Device	Attenda	nce 🔨	roll Sj	ystem
🄊 Q 🗉	Global Rule \times	Leave Setting	ps × Leav	e Schedule \times	Leave Det	ail Report
🕲 itule 👻 👻	Bookmarks	T Filters	•			
🗂 Shift 🗸 👻	Add Delet	e Approv	e/Reject	Revoke		
🛱 Schadula 📼	Employee ID	First Name	Last Name	Department	Position	Punch 1
a schedule •	1	sara	sara	Testing	Employee	2019-1
	1	sara	sara	Testing	Employee	2019-11
	2	test	xyz	Testing	Employee	2019-10
Manual Log	2	test	xyz	Testing	Employee	2019-10
	2	test	xyz	Testing	Employee	2019-10
Leave	2	test	xyz	Testing	Employee	2019-10
Question .	2	test	xyz	Testing	Employee	2019-1
Overtime	2	test	xyz	Testing	Employee	2019-11

The columns are described as follows:

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

Punch Time: Displays the attendance punch time.

Punch State: Displays the attendance punch state.

Apply Reason: Displays the reason for manual punch.

Apply Time: Displays the time of the manual log.

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

Remarks: Displays the remarks for the processed manual log.

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

Approver: Displays the name of the approver.

Add a Manual Log

Perform the following steps to add a manual log:

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

♥ Q ☲ Global Rule × Leave Settings × Leave Schedule × Leave Detail Report × Manual Log ×	
B Bookmarks • • • Filters •	
Add Approve/Reje Add	
	l Status d
🕼 Approvals 2 🔺 🗌 1 sara sara 🔄 Employe First Name Last Name Department 📄 Employe First Name 💠	d
2 test xyz 1 sara sara Testing	d d
Manual Log 3 2 test XVZ 10 arpita Department None	d
Leave 2 test xy2 10889 Arthas Testing	d
2 test xyz in vijay Department	d
Overtime 2 test xyz 13 clubar Department	d
Training 2 test XYZ 14 Include Department	d
2 test xyz 15 kate Department	d
Schedule Adjustment 16 madhu Department	
17 Joshua Department	
la Holiday	
T 10 kate Department	
20 V Total 81 Records < > 1 Page Confirm	
Punch Time* Punch State* Check In	
I Calculate Attendance ▼ Work Code	
Hork Code	
ℓ2 Transaction Report ▼ Apply Reason	
Ć⊉ Scheduling Report	
Configurations Configurations	

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

Punch Time: Enter Punch Time.

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

Work Code: Enter the Work code of the Employee.

Apply Reason: Enter the reason for applying.

Click Confirm.

Approve or Reject a Manual Log

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

⊒ easy TimePrœ	Personnel	Device	Attendance	Access	Payroll	System
> Q ⊡	Manual Log					
🕅 Rule 🔻	Bookmarks	▼ Filters ▼				
🗂 Shift 🛛 🔻	J bbA	2 Approve/I	Reject Revoke			
🛗 Schedule	Employee ID	First Name Last	Approve/Reject			ode Apply F
The Approvals		bishesh 3	Status*: Approved			
Manual Log	10005	Michael -	Remarks:			
Leave	10005	Michael - Michael -				
Overtime				/		
Training						
Schedule Adjustment						
💾 Holiday 🔻						
🂑 OutDoor Management 🛛 🔻						
😌 Leave Management 🛛 🔻	C 20 🗸	< 1 >	Total 6 Records 1	Page Confirm	Confirm	Cancel

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

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

Edit a Manual Log

Only the logs which are not Approved/Rejected can be modified.

Perform the following steps to edit a manual log:

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

⊒ easy TimePrල	Personnel	Devi	ce	Attendance	e Access	Payroll	System
> Q ⊡	Manual Log						
🕅 Rule 🗸 🗸	Bookmark	s - T Filte	ers 🔻			-	-
🗂 Shift 🛛 🔫	Add De	lete Apr	prove/Rej	Edit		×	
🛱 Schedule 🚽	Employee ID	First Name	Last Na	Employee*	1 bishesh		State Work Code
	1 >1	bishesh	-	Punch Time*	2020-06-17 06:00:00		Out
☑ Approvals	1	bishesh	-				In
	10005	Michael	- 2	Punch State*	Check Out		In
	10005	Michael		-			In
	10005	Michael	5	Work Code			Out
Leave	10005	Michael	-	Apply Reason			In
Overtime				Арру Кеазон			
Training							
Cebadula Adjustment						11	
Schedule Adjustment							
🛱 Holiday 🗸 🔻					3 Confirm	Cancel	
💑 OutDoor Management 🛛 🔻							
🙁 Leave Management 🛛 🔻	a m						
	G 20 ♥		> l'ot	al 6 Records	Page Confirm		

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

Delete a Manual Log

Perform the following steps to delete a manual log:

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

Revoke a Manual Log

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

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

e asy TimePrତ	Personnel	Device	Attenda	nce 1 yr	oll Sy	ystem			
ର ସ	Global Rule \times	Leave Setting	s × Leav	e Schedule $ imes$	Leave Deta	ail Report × Manual	Log ×		
🖻 Rule 🔻	🖉 Bookmarks 🗸	▼ Filters	•						
🛱 Shift 🗾 👻	Add Delete	Approve	e/Reject	Revoke 5					
🛱 Schedule 🛛 🔻	Employee ID	First Name	Last Name	Department	Position	Punch Time	Punch State	Apply Reason	Ар
	4	sara	sara	Testing	Employee	2019-11-02 18:00:00	Check Out		201
Approvals Approvals	1	sara	sara	Testing	Employee	2019-11-02 09:00:00	Check In		201
	2	test	xyz	Testing	Employee	2019-10-02 21:00:00	Check Out		201
Manual Log < 3	2	test	хуz	Testing	Emplo	evoke			× 1
Lanva	2	test	ХУΖ	Testing	Emplo				1
Leave	2	test	xyz	Testing	Emplo Re	voke Reason*:			01
Overtime		test	xyz	Testing	Emplo				21
		test	xyz	Testing	Emplo				11
Training		test	XyZ	Testing	Emplo			1	1
Schedule Adjustment	<u> </u>	lest	ЛУZ	resting	Emplo				
🗄 Holiday 👻									
ळे OutDoor Management 🔻									
O Leave Management									
🖩 Calculate Attendance 🔻							Conf	irm Cancel	
							com		-

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

Leave

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

The appropriate Administrator will process the leave request.

≖ easy TimePrœ	Personnel	Device	Att	tendance	1	cess	Payroll	System
) Q 正	Leave							
R Rule 🔫	🛢 Bookmarks 🗸	▼ Filters	•					
💾 Shift 🗾 🔻	Add Delete	e Approv	ve/Reject	Revoke				
🛗 Schedule 🛛 🔻	Employee ID	First Name La	ast Name	Department	Position	Leave Category	Start Time	End Time
_	70029	Prasanth -		Department	-	Sick Leave	2020-02-15 09:3	0:00 2020-02-15 18
Approvals 3								
Manual Log								
Leave 4								
Overtime								
Training								

The columns are described as follows:

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

Leave Category: Displays the category of the applied leave.

Start Time: Displays the starting time of the leave.

End Time: Displays the ending time of the leave.

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

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

Apply Reason: Displays the reason for leave application.

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

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

Approval Remarks: Displays the remarks for processed leave.

Approval Time: Displays the time of approval.

Approver: Displays the name of the approver.

Add a Leave

Perform the following steps to add a leave:

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

Shift	1	Add	Delete	Approve/Reject	Revoke										1 2	າ 🗆	e =
Schedule	Add					-		-		-						×	Approval Re
Approvals	Dep	artment	- Employe	e Q		Apri	1 202	20			Today	< >	Full Day				-
anual Log		Employee	First Name	Last Name	Department	Sun	Mon	Tue	Wed	Thur	Fri	3*					
ave 2	~	001	Achal		Development	29	30	31	1	2	3		Hirst Half				
		1	Asish		test Development		c	7	0	0	10		O Second H	alf			
ertime		70034	Achal	Abhishek	Development	4	o Full Day	Full Day	o Full Day	n i	10						
aining						12	13	14	15	16	17	18	Leave Type*	Paid Leave)	
hedule Adjustment													course type			_	
						19	20	21	22	23	24	5	Category*	Annual Leave		-	
Holiday													Davs*	3		_	
OutDoor Manageme						26	27	28	29	30	1	2	Days	,		_	
													Apply Reason	Vacation			
Leave Management	20	Total 4 R	ecords < >	1 Page C	onfirm	3	4	5	6	7	8	9					
Calculate Attendance																	
																//	

Employee: Select the Employee to add a leave.

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

Date: Select the date from the calendar.

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

Category: Select the Leave category.

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

Apply Reason: Enter the reason for the leave request.

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

Delete a Leave

Perform the following steps to delete a leave request:

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

Approve or Reject a Leave

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

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

e asy TimePrତ	Personnel	Device	Atten	dance	yroll	System			
୭ ପ୍ ତ୍ର	Global Rule \times	Leave Settin	igs × L	eave Schedule	e × Lea	ve Detail Report	× Manual Log ×	Leave ×	
🔞 Rule 🔻	🛢 Bookmarks	- T Filters	s •						
💾 Shift 🗾 👻	Add Delet	e Appro	ve/Reject <	4 oke					
🛗 Schedule 🛛 🔻	Employee ID	First Name	Last Name	Department	Position	Leave Category	Start Time	End Time	Day Ty
	1	sara	sara	Testing	Employee	Sick Leave	2019-11-02 09:00:00	2019-11-02 18:00:00	Full Da
🗹 Approvals < 2 🔹 🔺	1	sara	sara	Testing	Employee	Sick Leave	2019-11-01 09:00:00	2019-11-01 18:00:00	Full Da
Manual Log	1	sara	sara	Testing	Employee	Sick Leave	2019-12-04 09:00:00	2019-12-04 18:00:00	Full Da
						Approve/Re	ject		×
Leave 3						State*: A	pproved	•	
Overtime									
Training						Remarks:			
Schedule Adjustment									
🛱 Holiday 👻									
👼 OutDoor Management 🔻									
O Leave Management									
🖬 Calculate Attendance 🛛 🔫								Confirm Canc	el
A Transaction Papart -								Canc	<u> </u>

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

Overtime

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

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

⊒ ¢asy TimePr ઙ	Personnel	Devic	e At	ttendance	1	cess	Payroll S	ystem
シ Q 運	Overtime							
🕅 Rule 🔻	🛢 Bookmarks 🗸	▼ Filte	rs 🕶					
🗂 Shift 🛛 🔫	Add Delete	Арр	rove/Reject	Revoke				
🛗 Schedule 🛛 🔻	Employee ID	First Name	Last Name	Department	Position	Overtime Type	Start Time	End Time
	1 k	oishesh	-	Department	-	Normal OT	2020-06-19 18:00:0	2020-06-19 20:00:00
Approval 2								
Manual Log								
Leave								
Overtime 3								
Training								
Schedule Adjustment								
🗄 Holiday 🗸 🔻								
								_

The columns are described as follows:

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

Overtime Type: Displays the type of overtime application.

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

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

- **Apply Reason:** Displays the reason for overtime application.
- **Apply Time:** Displays the time at which the overtime approval is requested.

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

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

Approval Time: Displays the time of approval.

Approver: Displays the name of the approver.

Add an Overtime Request

Perform the following steps to raise an overtime request:

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

	C Personnel	Add			× Û
> Q	Overtime	Department 🔻 月	Employee Q	Selected 1	
	🖉 🖉 Bookmarks 🗸	Employee First Name	Last Name Department	Employee First Name 🌲	Last Name 🌲
🖰 Shift		1 bishesh	Department	10005 Michael	+
	1 Add 2	10005 Michael	Department		
Schedule	Employee ID	1001 jay	Department		pproval
	1	1002 rashmi	Department		ending
		1003 bharath	Department		
		1004 daya	Department		
Manual Log		1005 zero	Department		
		1006 shanth	Department		
		1007 manish	Department		
		2	Department		
		3	Department		
Training			Danartmant		
		20 V Total 137 Records	< > 1 Page Confirm		
Schedule Adjustment	3	Start Time*	End Time*	Overtime Type* Norm	al OT
🛱 Holiday		Apply Rescon			
		Apply Reason			
outDoor Management	-				
O Leave Management	- C 20 -		1		
				Co	onfirm Cancel

Employee: Select the Employee to raise overtime requests.

Start Time: Enter the start time of overtime.

End Time: Enter the end time of overtime.

Category: Select the overtime category.

Apply Reason: Enter the reason for the overtime request.

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

Approve or Reject an Overtime Request

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

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

(R) Rule	Q ⊡ ⊂	overtime								
		Bookmarks	s ▼ ▼ Fi	ilters 👻						
🛗 Shift	-	Add I	2 A	pprove/Rejec	t Revo	ke				
Schedule	I	Employee	First Na	Last Na	Department	Position	Overtime T	Start Time	End Time	Apply Reason
		70034	Achal	Abhishek	Developm	Mana	Normal OT	2020-04-21 18:0	2020-04-21 23:0	Technical Train
Approvals		70034	Achal	Approve	e/Reject				× ^{0-04-14 23:0}	
Manual Log			3	Status*:	Approved		~			
Leave				Remarks:						
Training							11			
Schedule Adjustment										
بى مە	-									
+ Holiday										
I Holiday I Holiday IIII Holiday IIIII Holiday IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	-									
Holiday OutDoor Management Leave Management	- -						Δ	onfirm Cancel		

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

Edit an Overtime request

Perform the following steps to edit an overtime request:

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

y Nule	Ť	🛢 Bookmarks	▼ ₹ ₽	ilters 👻						
ືງ Shift	-	Add Del	ete A	Approve/Reje	ect Revol	ce				
Schedule	–	Employee	First Na	Last Na	Department	Position	Overtime T	Start Time	End Time	Apply Reason
		70034	Achal	Abhishek	Developm	Mana	Normal OT	2020-04-21 18:0	2020-04-21 23:0	Technical Train
Approvals		70034	Achal	Abhish	Edit			×	2020-04-14 23:0	
Manual Log					Employee*	70034	Achal	_		
Leave				0	Start Time*	2020-0/	1-14 18:00:00			
Overtime				4	- 1-:	2020-0-		_		
	- 1				End Time*	2020-04	-14 23:00:00			
Training					Overtime Type*	Normal	от	-		
Schedule Adjustment					Apply Reason					
) Holiday	-									
ර් OutDoor Management	-									
Leave Management	-									
- and a standard generate						3	Confirm	Cancel		

• Make necessary changes and click Confirm.

Delete an Overtime Request

Perform the following steps to delete an overtime request:

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

Revoke an Overtime request

Perform the following steps to revoke an overtime request:

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



• Enter the revoke reason and click Confirm.

Training

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

⊒ easy TimePr ऌ	Personnel	Device	Attendance	1	cess	Payroll	Sys	tem
≫ Q ⊡	Training							
🛞 Rule 🔻	🛢 Bookmarks 🗸	▼ Filters ▼						
💾 Shift 🗾 🔻	Add Delete	Approve/	Reject Revoke					
🛗 Schedule 🛛 🔻	Employee ID F	rst Name Last	Name Department	Position	Training Type	Start Time	End Time	Apply Reas
☑ Approval: 2						None		
Manual Log								
Leave								
Overtime								
Training 3								
Schedule Adjustment								

The columns are described as follows:

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

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

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

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

Apply Reason: Displays the reason for the training application.

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

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

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

Approval Time: Displays the time of approval.

Approver: Displays the name of the approver.

Add a Training Request

Perform the following steps to raise a training request:

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

	Bookma	r Departme	ent 🔍	Employe	e	Q		Sele	cted 1			
🗂 Shift	1 Add I	Emplo	oyee First	Name	Last Name	D	epartment		Employee	First Name 💠	Last Name 💠	
Cohodula	Employee	. 001	Acha	al		D	evelopment		70034	Achal	Abhishek	al Sta
= schedule	75	1	Asish	ı		te	st					
Approvale	2	12345	i ttt			D	evelopment					
B Approvais		70034	Acha	al	Abhishek	D	evelopment					
Manual Log Leave												
Overtime												
Schedule Adjustment												
+ Holidav	-	20 v To	tal 4 Records	5 < >	1 Pag	ge Confir	m	_			_	
		Start Time	2020-04	-22 13:00:00		End Time*	2020-04-22 15:0	00:00	Trainir	g Type* Testing		
outDoor Management	-	Apply Reaso	n Technica	Il Training								
9 Leave Management	-											
Calculate Attendance	-				11							
										4 Cont	irm Cancel	

Employee: Select the Employee to raise training requests.

Start Time: Enter the Start time of Training.

End Time: Enter the End time of Training.

Category: Select Training Type.

Apply Reason: Enter the reason for the training request.

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

Approve or Reject a Training Request

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

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

Q 亘	Training	
🕏 Rule 🔻 🔻	Bookmarks ▼ ▼ Filters ▼	
🗂 Shift 🛛 🔫	Add Delete Approve/Reject 2	
🛱 Schedule	Employee First Na Last Na Department Position Training T Start Time End Time	
☑ Approvals	20034 Achal Approve/Reject >4-22 20034 Achal Achal 4-15	15:0 15:0
Manual Log	Status*: Approved	
Leave	Remarks:	
Overtime		
Schedule Adjustment		
💾 Holiday 👻		
• Holiday · · · · · · · · · · · · · · · · · · ·		
 Holiday OutDoor Management Leave Management 	4 Confirm Cancel	

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

Edit a Training request

Perform the following steps to edit a training request:

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

s @	
R Rule	Bookmarks - T Filters -
🛱 Shift	Add Delete Approve/Reject Revoke
🛗 Schedule	Employee First Na Last Na Department Position Training T Start Time End Time
Approvals	Z0034 Achal A Edit X 13:0 2020-04-22 15:0 Z0034 Achal A Edit X 13:0 2020-04-15 15:0
Manual Log	Employee* 70034 Achal
leave	2 Start Time* 2020-04-15 13:00:00
	End Time* 2020-04-15 15:00:00
Overtime	Training Type* Testing
Schedule Adjustment	Apply Reason
🛱 Holiday	· ·
💑 OutDoor Management	
O Leave Management	Confirm Cancel
Calculate Attendance	· ·

• Make necessary changes and click Confirm.

Delete a Training Request

To delete a training request, perform the following steps:

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

Revoke a training request

To revoke a training request, perform the following steps:

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

କ୍ତ ପ୍	Training								
Rule	- Boo	okmarks 🗸 🔳	Filters 👻						
🛱 Shift	Add	Delete	Approve/Reject	t Revol	ce 2				
🛗 Schedule 🦰	Emp	loyee First Na	Last Na	Department	Position T	raining T	Start Time	End Time	Apply Reason
C Approvals	7003	34 Achal 34 Achal	Abhishek Revoke	Developm	Mana T	esting	2020-04-22 13:0	2020-04-22 15:0	Technical Train
Manual Log			Revoke Reas	on*:					
Leave							3		
Overtime						h			
Schedule Adjustment									
💾 Holiday	-								
🍋 OutDoor Management	-								
O Leave Management	-					Can	firm Cancel		
Calculate Attendance	-				4	Con	Cancel		

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

15 Approval Rules

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

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

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

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



15.1 How to Set Up Roles

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

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

easy TimePrତ	Personnel Device Attendance	Payroll System	
🃎 Q 亘	Role		
🛔 Organization 🛛 🔻	Bookmarks Y Filters		
醟 Employee Management 🔻	Add Delete Assign Employee		
Approval Workflow 2	Role Code 🗢	Role Name 🗢 Desc	criptior
	27	Leadall -	
Role 🥣	3	- Dev	
-	2	Manager -	
F1			

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

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

A brief note about the columns displayed on the Role Interface

Role Code: Displays the unique Role code number.

Role Name: Displays the Role name.

Description: Displays a brief explanation about the Role.

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

Creating the Roles

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

easy TimePrତ	Personnel Device Attendan	ce Payroll Sys	stem	
S Q 🗐	Role Bookmarks T Filters			
👹 Employee Management 👻	Add 4 Hete Assign Employee			
Approval Workflow	Role Code 💠	Role Name 💠		Description
	27	Team Lead		-
Role 3		Manager		-
Flow		Lead		-
Node Ø\$ Configurations -			Add	×
			Role Code*:	5
			Role Name*:	6
			Description:	~7
				Confirm Cancel

Create a new approver Role

On the **Role** interface, click **Add** to create a new approver Role.

On the **Role Code** field, enter the unique Role Code for the new approver Role.

On the **Role Name** field, enter the name the new approver Role.

On the **Description** field, provide the details about the new approver Role.

Click **Confirm**, to update the newly created approver Role.

Assigning Employees to the Roles

Assign Employees function lets you allot the Employees to the existing approver Roles based on your Organization standards.

easyTimePr ଙ	Personnel 1 Device	Attenda	nce l	Payroll S	System						
ର ପ୍ 🗉	Role										
🛔 Organization 🛛 👻	Bookmarks T Filter	; •									
嶜 Employee Management 🔻	Add Delete Assign	Employee	5								
Approval Workflow 2	Role Code 🗢		Role	Name ≑ mlead		Descriptio	n		_	Total No. of Emplo	oye
Role	3	Assi	gn Employe	e						×	
Flow		D	epartment	- Emplo	yee	Q	Sel	ected 3			l
Node			Employe	First Name	Last Name	Department	\checkmark	Employe	First Name 💠	Last Name 💠	
🗱 Configurations 🛛 👻			6	Joshua	bhala	Testing	\checkmark	1	Joshua	bhala	
			10	arpita	tamil	Testing	\sim	10	arpita	tamil	
			100	madhu	Fisher	Test Departm	\sim	100	madhu	Fisher	
			1000	dog	food	Testing					
			10000	mister	cat	Testing					
			10001	natalie	portman	Testing					
			10002	vin	diesel	Testing					
			10003	deepika	padakone	Testing					
			10004	priyanka	cnopra	Testing					
			10005	nick	Jonas	Testing					
			10000	opran	mandini	Testing					
		20	▼ Total 29	644 Records 🛛 <	> 1 Pa	ge Confirm	_				
									Confi	rm Cancel	.5

Assign Employees to the existing approver Roles

On the **Role** interface, select the required approver Roles from the list to assign Employees.

Click Assign Employees to assign the required Employees to the selected approver Roles.

On the **Assign Employees** window, select the required Employee names from the list on the left.

The selected Employee names will reflect on the right side of the Assign Employees window.

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

Click **Confirm**, to assign the Employees to the selected Role names.

Deleting the Roles

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

easy TimePrଙ	Personnel 1 Device Attendanc	e Payroll Sy	ystem
ର ସ	Role		
🛔 Organization 🗸 🗸	🖉 Bookmarks 🗸 🔻 Filters 🗸		
嶜 Employee Management 🔻	Add Delete 5 sign Employee		
Approval Workflow	Role Code 🗢	Role Name 🌲	Description
	27	Team Lead	-
Role 3		Dev	-
Flow		Manager	
Node 🕫 Configurations 👻			
			Prompt X
			Are you sure you want to delete the selected 2 items?

Delete the existing approver Roles

On the **Role** interface, select the required approver Roles from the list to delete.

Click **Delete**, to delete the selected approver Roles.

Click **Confirm**, to delete the selected approver Roles from the list.

15.2 Set Up the Approval Process Flow

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

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

easy TimePrତ	Personnel Device Attendance Pay	roll System
S Q 🗉	Flow	
📥 Organization 🛛 🔫	■ Bookmarks ▼ Filters ▼	
曫 Employee Management 👻	Add Delete	
Approval Workflow	Flow Code 🗢 Name 🗢	Start Date End Date Request
	112 Change Schedule Approval	10/01/2019 11/30/2019 Schedule
Role	116 OT approval	10/01/2019 10/31/2019 Overtime
	113 Manual Log Approval	10/01/2019 10/31/2019 Manual L
Flow 3	456 testing	10/09/2019 10/14/2019 Manual L
Node	333 kavz	10/12/2019 10/12/2020 Training
Noue		

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

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

A brief note about the columns displayed on the Flow Interface

Flow Code: Displays the unique Flow code number.

Name: Displays the Flow name.

Start Date: Displays the start date of a Flow.

End Date: Displays the end date of a Flow.

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

Approval Seeker: Displays the selected Employees in a Flow.

Position: Displays the selected Employees' Position.

Department: Displays the selected Employees' Department.

Creating a New Flow

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

SQ \Xi Flow		
Organization Organization	▼ Filters ▼	
Employee Management Add	Edit	×
Approval Workflow	\$ Start Date* 2020-04-01	End Date* 2021-04-22
Role	Flow Code [®] 1	Name* Leave Approval (R&D)
Flow	Request Type* Leave A	Approval Seeker
Node	Position Java Developer 💌	Department Development 💌
Configurations	Add Node	
	Node Number 🗢 Node Name	Operation
4	1 Lead	<u>©</u>
	2 Manager	<u> </u>
		5 Confirm Cancel
		5 Confirm Cancel
	1	t.

Create a new approver Flow

On the **Flow** interface, click **Add** to create a new approval Flow.

Enter the following mandatory fields.

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

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

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

Name: Enter the name for the new approval Flow.

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

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

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

Selecting Employees as Approval Seekers:

Select Employees from Approval Seeker field

Update Employees by selecting through their Position and Department.

First Method: Select Employees from Approval Seeker field.

-					
Flow Code*	1		Name*	Leave Approval (R&D)	
Request Type*	Leave	∇	Approval Seeker		
Position	Java Developer	∇	Department	Development	~

Click **Approval Seeker** field and follow the below steps.

hange Schedule Ar Fapproval anual Log Approva	Add					End Data*				×			Po: Po: Po:
sting	Start Date.					End Date.							-
vz	Flow Code*					Name*					3756		Po
	Request Type* -		-	~	Ap	oproval Seeker							
						•							
Approval Seeker	2												×
⊠ ≡ ₼		Em	ployee	c	2			Sele	ected 4				
🗋 Manager			Employe	First Nan	ne	Last Name	Departme	~	Employe	First Name	÷	Last Name	\$
Testing			1	Joshua		bhala	Testing	\checkmark	1	Joshua		bhala	
Admin	3	\sim	10	arpita		tamil	Testing	\checkmark	10	arpita		tamil	
Test Department	nt	\sim	100	madhu		Fisher	Test Der	\checkmark	100	madhu		Fisher	
□ dev			1000	dog		food	Testing	\checkmark	1000	dog		food	
0			10000	mister		cat	Testing						
			10001	natalie		portman	Testing						
			10002	vin		diesel	Testing						
			10003	deepika		padakone	Testing						
			10004	priyanka		chopra	Testing						
			10005	nick		jonas	Testing						
			10006	oprah		winfrey	Testing						
		20	 Total 296 	544 Records	<	> 1 Page	Confirm			4 100	nfirn	n Canc	el

On the Approval Seeker window, select the required Employees' names from the list on the left.

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

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

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

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

Start Date*	2020-04-01		End Date*	2021-04-22	
Flow Code*	1		Name*	Leave Approval (R&D)	
Request Type*	Leave	~	Approval Seeker		
Position		∇	Department	7	~

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

Create Approval Flow for the Workflow process

lode Number 🗢	Node Name	Operation	
	Lead 2 🕻 Add N	ame 🗎 🛍	
	Manager		

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

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

Add Node			
Iode Number ≑	Node Name	Operation	
	Lead	m	
	Manager	m	

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

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

Deleting the Flow

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

e asy TimePrତ	Personnel	Device	Attendance	Payroll	System		
ତ 🖉	Flow						
📥 Organization 🗸 🗸	Bookmaring	▼ Filters	-				
😁 Employee Management 🔻	2 dd Delete						
Approval Workflow	Flow Code 🗢	Name	÷ ‡		Start Date	End Date	Request Type 💠
	101	Flow			10/02/2019	10/26/2019	Training
Role	112	Chang	ge Schedule Approval		10/01/2019	11/30/2019	Schedule Adjustment
	116	OT ap	proval		10/01/2019	10/31/2019	Overtime
Flow	113	Manu	al Log Approval		10/01/2019	10/31/2019	Manual Log
Note	456	testin	g		10/09/2019	10/14/2019	Manual Log
Node	333	kavz			10/12/2019	10/12/2020	Training
🕫 Configurations 🗢					Promp	ıt	×
					Are yo items?	u sure you want to	delete the selected 3
						3 c	Cancel

Delete the existing approval Node

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

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

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

15.3 Generate the Process Flow

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

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

easy TimePre	Personnel Device Attenda	nce Payroll	System	
🏷 Q 🗉	Node			
📥 Organization 🛛 👻	Bookmarks • T Filters •			
嶜 Employee Management 🔻				
E Approval Workflow	Workflow Name	Code 🌩	Name 🌩	Approver
	Flow	1	Test	Lead
Role	OT approval	3	1	
	OT approval	2	Manager	
Flow	OT approval	1	Lead	
	Change Schedule Approval	3	Team Lead	
Node 3	Change Schedule Approval	2	0	
of Configurations	Change Schedule Approval	1	Lead	
ve configurations +	Color and a second seco	2		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1

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

A brief note about the columns displayed on the Node Interface

Workflow Name: Displays the Workflow name.

Code: Displays the unique code number of the Workflow.

Name: Displays Employee name of request approval.

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

Approver Scope: Displays the Employees' Department scope of request approval.

Notifier: Displays the notifiers of a request process.

Notifier Scope: Displays the notifiers' scope of a request process.

Modify the Approver or Notifier approval acknowledgment Scope

Approval Workflow	ame 🗢	Code ¢	Name 💠	Approver	Approver Scope	Notifier
Leave Appril	oval (R&D)	1	Lead		Own Departmen Own Departmen	4. Choose the
		2	mgr	Mgr11	All	extent of Approver
can select more than one in	Edit					
ase if you want someone else approve on Approver behalf.	Node Number*	1		Node Name* Le	ad	
When multiple Approver is elected, then either Approver	Approver		~	Approver Scope O	wn Department	*
can approve the request	Notifier		~	Notifier Scope O	wn Department	
3 Notification of reques	t					
3. Notification of reques	st					

On the **Node** interface, click **Workflow Name** on the Workflow Name column to modify the required Workflow.

Node Number: The system takes the Node Number of each Node by default and cannot be modified.

Node Name: You can either keep the existing Node Name, which was provided under Flow or can modify if required.

Approver: You can select more than more one approver from the drop-down list for each Node.

Approver Scope: You select either select Own Department or All from the drop-down list for the approval acknowledgment.

Notifier: You can select more than more one notifier from the drop-down list for each Node.

Notifier Scope: You select either select Own Department or All from the drop-down list for the notification acknowledgment.

Click **Confirm**, to update the modifications.

16 Leave Management

The Leave Management is the set of processes that manages the leave request, approval and tracking of the employee leave in the organization. This efficient leave management system significantly reduces the work disruptions and maintains accurate leave records.

The salient features of Leave Management are:

- Ensures smooth functioning of the company's operation
- Eliminates Paperwork
- Removes manual interventions
- Realistic concern on work schedules

16.1 How to configure leave?

Leave Type

The Leave Type option enables you to configure the leaves which are added.

easy TimePrଙ	Personnel Device	Attendance	System
🔊 Q 🛙	Global Rule × Leave Type	× Leave Settings ×	
Rule	🖉 Bookmarks - 🔻 Filters	-	
🗂 Shift	Add Delete		
曽 Schedule	Leave Name		
G Approvals	Casual Leave		
🗄 Holiday	Compassionate Leave		
🦝 OutDoor Management	Business Trip		
😟 Leave Management			
Leave Type	1		
Lanua Cattinen			

The columns are described as follows:

Leave Name: Displays the Name of the leave which will be allotted to the employees.

Report Symbol: Displays the symbol for each leave which will be utilized in report generation.

Add a Leave Type

Perform the following steps to add a leave type:

• Click Add to add a new leave type. A window appears as shown in the image below:

easyTimePrତ	Personnel	Device	Attendance 1/roll	System		
🗞 Q 🗉	Global Rule ×	Leave Type	ĸ			
Rule 👻	Bookmarks	- T Filters	•			
🗂 Shift 🛛 👻	Add 4	e				
🛱 Schedule 🛛 👻	Leave Name					Report
	Sick Leave					SL
🗹 Approvals 🛛 🔻	Casual Leave					CAL
	Maternity Lea	ive				ML
🗄 Holiday 👻	Compassiona	te Leave				COL
🍽 OutDoor Management 👻	Business Trip			Add		×
Leave Management				Leave Name*:		
Leave Type 3				Minimum Unit*:	1.0	
Leave Settings				Unit*:	Hour	~
Leave Schedule				Round-Off*:	Yes	v
Leave Detail Report				Report Symbol*:		
🖬 Calculate Attendance 🛛 🔫						
					Confirm	ancel

Leave Name: Enter the Leave Name.

Minimum Unit: Enter the minimum day(s) of leave.

Unit: Select the unit of leave. It may be Minute/Hour/Workday/ HH: MM.

Round Off: Rounding means making a number simpler but keeping its value close to what it was. Select whether or not to round-off the leave. E.g. Suppose total leave is around 5.77 hour, then enabling round-off to Yes will make 5.77 to 5.8.

Report Symbol: Enter the symbol for leave which should appear in reports.

Click **Confirm** after entering the required details.

Delete a Leave Type

Perform the following steps to edit a leave type:

- Select the Leave Type and click **Delete** or click **del** icon 🔟 of the corresponding leave type.
- On the appearing pop-up, click **Confirm** if you are sure to delete the leave type.

Edit a Leave Type

Perform the following steps to edit a leave type:

- Click the Leave name or icon.
- Make the necessary changes and click **Confirm.**

16.2 Schedule leaves to employees

Leave Settings

The Leave Settings option helps you to assign leaves to employees. You can set various parameters like allotment type, number of days, carry-forward, and more.

easy TimePrତ	Personnel	Device	Attendan	ce 🔰 ro	oll Sys	item
🏷 Q 🍱	Global Rule \times	Leave Setting	s ×			
® Rule 💌	Bookmarks	T Fliters	•			
🗂 Shift 🔫	Add Delet	e				
🛱 Schedule 🔻	Employee ID	First Name	Last Name	Department	Position	Leave Allotment Type
	10	arpita	-	Department		Yearly
🗹 Approvals 👻	1	sara	sara	Testing	Employee	Yearly
🗄 Holiday 🔹						
Leave Management						
Leave Type						
Leave Settings 🦪						
Leave Schedule						
						_

The columns are described as follows:

Employee ID, First Name, Last Name, Department, Position: Displays the Employee ID, Name, Department, and Position of the employee.

Leave Allotment Type: Displays the type of leave allotted to the employee.

Leave Effective From: Displays the starting date of the leave allotment.

Total Days: Displays the total number of leaves allotted to the employee.

Maximum allowed leave per month: Displays the number of leaves that an employee is allowed to take each month.
Carry Forward Limit: Displays the number of leaves that an employee can carry forward to next month/year.

Auto Carry-Forward: Displays whether the leaves will be automatically carrying forwarded or not.

Add Leave to employees

Perform the following steps to add leaves to employees:

• Click Add. In the appearing window select the employee to add leaves.

easy TimePrଙ	Personnel	Device A	ttendance	1 roll	System					
🗞 Q 🗉	Global Rule ×	Leave Settings 🖂								
Rule	Bookmarks -	▼ Filters -	Add						~	
🗂 Shift 🔹	Add 4 to		Auu						^	
🛱 Schedule	Employee ID	First Name L	Department	- Emplo	oyee	م	Selected 0			Nonth
	10	arpita -	Employe.	. First Name	Last Name	Department	Employe F	First Name 💠 🛛 Last N	lame ≑	
Approvals		sara si	1	sara	sara	Testing	1			
🛱 Holiday			10	arpita		Department		None		
E nonday			10889	Arthas		Testing				
🕷 OutDoor Management 🛪			11	vijay		Department				
o o catooti manageman			12	asin		Department				
A Leave Management			13	akshay		Department				
2	_		14	justin		Department				
Leave Type			15	kate		Department				
			16	madhu		Department				
Leave Settings < 3			17	Joshua		Department				
Lanua Cabadula			18	madhu		Department				
Leave scriedule			10	kato		Denartment				
Leave Detail Report			20 Total 8	1 Records 🤇 🔾	Page	Confirm				
Calculate Attendance			Leave	Allotment Type*	Yearly	Ŧ	Leave Effective From*			
C Transaction Report				Total Days*	0	Max Allow	ed Leave Per Month*	0		
-			Aut	o Carryforward*	YES	Y	Carry Forward Limit*	0		
C Scheduling Report										
쉽 Summary Report										
Configurations	-									
								Confirm	Cancel	
								Committee		

Leave Allotment Type: Select the leave allotment type. It can be Yearly/Monthly.

Auto-Carry-forward: Select whether or not to auto-carry-forward the accumulated leave to next month/year.

Total Days: Enter the total number of leaves.

Leave Effective From: Select the date from which the leaves are effective from.

Maximum allowed leave per month: Enter the maximum number of leaves that an employee can take.

Carry-forward limit: Enter the maximum carry-forward limit.

Click **Confirm** after setting the leave.

Edit Leave Settings

Perform the following steps to edit the leave settings:

• Click the Employee ID or **edit** icon. A window appears as shown in the below image:

S Q 🗉	GI	obal Rule 🛛 🕹	Leave ×	Leave Type	Leave Sett	ings ×					
🛞 Rule 🔫		Bookmarks -	▼ Filters	•							
🗂 Shift 🛛 👻		Add Delete									
🛍 Schadula 👻		Employee ID	First Name	Last Name	Department	Position	Leave Allotment Type Leav	e Effective From	Total Days	Max Allowed Leave Per Month	Carry Forward Lin
	T	999 4	ramu	G	Testing	Employee	F-84			.0	0.0
🗹 Approvals 👻		7	mag	m	Testing	Employee	Edit		×	.0	3.0
		6	hugh	-	Department	-	Employee*			.0	3.0
🛱 Holiday 🔫			arpita	а	Testingg	-	Employee			.0	0.0
		45	akshay	а	Department	-	Leave Allotment Type*	Monthly	~	.0	2.0
🕷 OutDoor Management 🛛 👻		25	apple	A	Testing	Employee				.0	0.0
			ironman	1	Testing	Employee	Total Days*	0.0		.0	0.0
Leave Management 2			Sarada	К	Testingg	Java Developer				.0	0.0
		34	madhu		Department	-	Leave Effective From*	2019-12-01		.0	0.0
Leave Type		10010	Kavya	S	Testingg	Employee	Max Allowed Leave Per Month*	0.0		.0	0.0
Leave Cattlena 3		10006	Vasanthi	Baratam	Testingg	Employee	max raiowed cearer of monar	0.0		.0	0.0
Leave Settings		10001	Clarissa	Thomas	Testingg	Position	Auto Carryforward*	YES	~	.0	0.0
Leave Schedule		10009	Subbu	Gattu	Testingg	Employee				.0	4.0
		11	vijay	v	Testingg	-	Carry Forward Limit*	0.0		.0	3.0
Leave Detail Report		12	asin	а	Testingg					.0	4.0
		18	madhu	р	Department	-				.0	5.0
E Calculate Attendance		15	kate	-	Department	-				.0	1.0
		3	3	kat	Department	Employee				.0	3.0
Transaction Report 🗸		2	test	xyz	Testing	Employee				.0	5.0
		1	Jhgyu	Jhg	lestingg	Employee				.0	5.0

• Modify the required details and click **Confirm.**

Delete Leave Settings

Perform the following steps to delete the leave settings:

- Select the Leave Settings and click **Delete** or click **del** icon 🔟 of the corresponding leave settings.
- On the appearing pop-up, click **Confirm** if you are sure to delete the Leave Settings.

Leave Schedule

The leave schedule allows you to define the number of leaves for each leave type such as Sick leave, Casual Leave, Maternity Leave, and more.

easy TimePrତ	Personnel Device Attendance	1 roll System
🏷 Q 🍱	Global Rule × Leave Settings × Leave Sch	iedule ×
🛞 Rule 👻	🖨 Bookmarks - 📑 Filters -	
📛 Shift 🗸 🚽	Add Delete	
🟥 Schedule 🗸 🗸	Employee ID	First Name
		sara amita
S Approvais Ψ		Televina .
🛍 Holiday 👻		
🍽 OutDoor Management 👻		
Leave Management 2		
Leave Type		
Leave Settings		
Leave Schedule		
Leave Detail Report		

Add a Leave Schedule

Total no. of leaves allotted here (leave settings) can be distributed on this interface.

Perform the following steps to add a leave schedule:

• Click Add to add a new leave schedule. A window appears as shown in the image below:

🖞 shift 🔄 🔽	Add Deleta	Department	- Employe	e	٩	Sele	cted 1				,	5
	Employee ID	Employee	First Name	Last Name	Department		Employee	First Name 💠	Last Name 💠		×	3
Schedule		001	Achal		Development	\sim	70034	Achal	Abhishek			
A	1000 2	1	Asish		test							
Approvais	10001	70034	Achal	Abhishek	Development							
that total n	umber	0 ▼ Total 4 R	lecords < >	1 Page	Confirm			Devid				
Leave Detail Report		Sick Lea	ve* 5	0.	(6) Casual Leave	* 5		Day(s)				
		Maternity Lea	ve* 0	Da	y(s) Compassionate Leave	* 0		Day(s)				
Calculate Attendance	~	Annual Lea	ve* 5	Da	y(s) Business Trip [*]	• 0		Day(s)				
Transaction Report	-								Confirm Ca	ancel		

Sick Leave: Enter the number of days to be credited as Sick Leave.

Casual Leave: Enter the number of days to be credited as Casual Leave.

Maternity Leave: Enter the number of days to be credited as Maternity Leave.

Annual Leave: Enter the number of days to be credited as Annual Leave.

Business Leave: Enter the number of days to be credited as Business Leave.

Click **Confirm** after scheduling the leaves.

Edit a Leave Schedule

Perform the following steps to edit a leave schedule:

• Click the Employee ID or **edit** icon. A window appears as shown in the image below:

🔊 Q 🎞	Holiday K Les	ave Type 🖂	Leave Schedul	e × Leave Settings	5 X			
🖲 Rule 🔫	Bookmarks-	T Filte	15 -					
🗂 Shift 🚽	Add Delete	ē.						
🛱 Schedule 🔫	Employee ID			First Name		Last Name		Department
	10			arpita		Baby		Android
🛱 Holiday 🔻								
			100					
O Leave Management				Edit				×
Leave Management Leave Type				Edit Employee*	10 arpita			×
Leave Management Leave Type Leave Settings				Edit Employee* Sick Leave	10 argita	Casual Leave	1	×
Leave Management Leave Type Leave Settings Leave Schedule				Edit Employee* Sick Leave Maternity Leave	10 arpita 1 2	Casual Leave Compassionate Leave	1	x
Leave Management Leave Type Leave Settings Leave Schedule Leave Detail Report				Edit Employee* Sick Leave Maternity Leave Annual Leave	10 arpita 1 2 6	Casual Leave Compassionate Leave Business Trip	1 3 2	×
Leave Management Leave Type Leave Settings Leave Schedule Leave Detail Report Calculate Attendance				Edit Employee* Sick Leave Maternity Leave Annual Leave	10 агріта 1 2 6	Casual Leave Compassionate Leave Business Trip	1 3 2	×
C Leave Management Leave Type Leave Settings Leave Schedule Leave Detail Report Calculate Attendance Tansaction Report				Edit Employee* Sick Leave Maternity Leave Annual Leave	10 arpita 1 2 6	Casual Leave Compassionate Leave Business Trip	1 3 2	X

• Modify the required details and click Confirm.

Delete Leave Schedule

Perform the following steps to delete the leave schedule:

- Select the Leave Schedule and click or click **del** icon 🗰 of the corresponding leave schedule.
- On the appearing pop-up, click **Confirm** if you are sure to delete the leave schedule.

Leave Detail Report

The Leave Detail Report displays the allotted leaves, leaves already taken, leave balance, carry forward limit, and more. The columns are described as follows:

easy TimePre	Personnel Device	Attendance 🥣	yroll Syste	m					Welcome add	nin (ji)• °
s q 🗉	Global Rule × Leave Settings >	Leave Schedule	× Leave Detail R	eport ×							
🔞 Rule 👻	≈ = .	Start Date 2	019-12-01	End Date 2019-12	2-02 Em	ployee	~ Q				
🗂 Shift 👻	Department								7	 III 	e =
🟥 Schedule 🗸	2 Dev	First Name	Leave Type	Start Date	End Date	Total Leave	Leaves Allowed Per.	Carry Forward Limit	Leave Consumed	Leave Ba	ance
☑ Approvals 🗸		sara	veatly	2019-12-01	2020-12-01	15	5	5	٤	12	
🛱 Holiday 🗸											
🍽 OutDoor Management 👻											
Ecave Management 2											
Leave Type											
Leave Settings											
Leave Schedule											
Leave Detail Report 3											
🖬 Calculate Attendance 📼											

First Name: The First Name of the employee.

Leave Type: Leave type defined to the employee. It can be Monthly/Early.

Start Date: The Starting date of the Leave Schedule.

End Date: The Ending date of the Leave Schedule.

Total Leave: The total number of leaves allotted to the employees.

Leaves allowed per month: The maximum number of leaves the employee is allowed to take.

Carry forward limit: The maximum number of leaves the employee can carry-forward to next month/year.

Leave consumed: The number of leaves taken by the employee.

Leave balance: The remaining number of leaves for the employee.

17 <u>Reports</u>

Reports play a major role in the progress of the business. Report provides consolidated, factual, and up-todate information of employee's attendance, payroll, and other system related reports. This helps in tracking of employees' attendance details, their salary details, and the functions performed by the system users in the application.

The main features of report generation are:

- Increased timeliness
- Accurate reports without any manual errors
- Greatly improves operational efficiency

17.1 Detailed Attendance Report

Transaction Report

The Transaction Report displays all the transactions performed by the employees.

Transaction

The transaction report displays all the transaction details of the employees.

easy TimePro	Personnel Device At	tendance	roll System				We	come admi	• (D•	ប
🏷 Q 🕮	Global Rule \times Leave Settings \times	Leave Schedule	× Leave Detail Report ×	Manual Log × Leave	× Overtime × Trainin	g × Transaction ×					
🔞 Rule 👻	≈ ≠ 4	Start Date 20	019-12-01 End I	Date 2019-12-02	Employee	~ Q					
📋 Shift 🗸 👻	Department							1	2 D	e 🕈	葦
	W Testing W Dev	Employee ID 💠	First Name	Department \$	Date \$	Time	Punch State	Data St	ources		
Schedule 👻	-	2	test	Testing	2019-12-02	14:01	Check In	Device			
		2	test	Testing	2019-12-02	11:23	Check In	Device			
a Approvais		2	test	Testing	2019-12-02	11:22	Check In	Device			
🛱 Holiday 👻		3	kate	Department	2019-12-02	09:00	Check In	Manua	Log		
		2	test	Testing	2019-12-02	09:00	Check In	Manua	Log		
o₩o OutDoor Management マ O Leave Management マ											
🖩 Calculate Attendance 👻											
2 Iransaction Report											
Transaction 3											
Time Card											
First & Last											
First In Last Out											

- Select either the Department, Area, or the Position to view the transaction report.
- By default, the start date will be the date of 1st day of the month and the end date will be the current date.
- You can filter an employee's particular schedule log by clicking the employee textbox.

• A window will appear as shown in the image below:

easyTimePrତ	Personnel	Device At	tendance Pa	ayroll	System						
s Q 🗉	Global Rule $ imes$ L	eave Settings \times	Leave Schedule	C Leav	e Detail Rep	ort × Manu	al Log 🛛 🛛 Lea	ve × Overt	time $ imes$ Training $ imes$	Transaction \times	
	S = 4		Start Date 201	9-12-01		End Date 201	9-12-02	Employee	-	Q	
🗂 Shift 🛛 👻	Department										
	Dev		Employee ID 💠	First Name		Departm	nent ¢	Date 🗘	Tim	ie	Punch State
Schedule		_	2	test		Testing		2019-12-0	02 14:0	01	Check In
🖌 Approvals 🗸 🔻		Select Employ	/ee								× neck In
											neck In
🗄 Holiday 🗸 🔻				r	mplausa	0			Calestad 0		neck In
		• = m			inployee	ų			Selected 0		ICCK III
\delta OutDoor Management 🛛 🔻		 Depart 	ment		Employe	First Name	Last Name	Departme	Employe First N	lame	2
		Testing			1	sara	sara	Testing			
Leave Management		0.000			10	arpita		Departm	NO	one	
Calculate Attendance					10889	Arthas		Testing			
					11	vijay		Departm			
Transaction Report					12	akebay		Departm			
					14	iustin		Departm			
					15	kate		Departm			
Time Card					16	madhu		Departm			
					17	Joshua		Departm			
First & Last					18	madhu		Departm			
				20	 Total 81 	Records <	> 1 Page	Confirm			
											-
21 Summany Report										Confirm Cancel	

- Select the employee to view the schedule log and click Confirm.
- The transaction log of the selected employee will be displayed as shown below:

partment Area						~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	2 II (* ±
8 ≡ ₩	Employee ID 💠	First Name	Department 💠	Date 💠	Time	Punch State	Data Sources
Testing	001	Achal	Development	2020-04-10	23:00:00	Check Out	Manual Log
test	001	Achal	Development	2020-04-10	08:00:00	Check In	Manual Log
 Development 	001	Achal	Development	2020-04-08	14:45:40	Check Out	Manual Log
 Technical 	001	Achal	Development	2020-04-08	09:00:00	Check In	Manual Log
HR1	001	Achal	Development	2020-04-07	18:00:00	Check Out	Manual Log
Sales	001	Achal	Development	2020-04-07	09:00:00	Check In	Manual Log
test	001	Achal	Development	2020-04-06	18:00:00	Check Out	Manual Log
dept12	001	Achal	Development	2020-04-06	09:00:00	Check In	Manual Log
	001	Achal	Development	2020-04-05	09:00:00	Check In	Manual Log
 Technical writing 	001	Achal	Development	2020-04-04	18:00:00	Check Out	Manual Log
	001	Achal	Development	2020-04-04	09:00:00	Check In	Manual Log
	001	Achal	Development	2020-04-03	18:00:00	Check Out	Manual Log
	001	Achal	Development	2020-04-03	09:00:00	Check In	Manual Log
	001	Achal	Development	2020-04-02	17:00:00	Check Out	Manual Log
	001	Achal	Development	2020-04-02	09:00:00	Check In	Manual Log
	001	Achal	Development	2020-04-01	18:00:00	Check Out	Manual Log
	001	Achal	Development	2020-04-01	09:00:00	Check In	Manual Log

Mobile Transactions

The Mobile Transactions report gives the details of mobile punches made by the employee. It also specifies the punch state and the location associated with the attendance punch.

≡ easy TimePr ਫ	Personnel	Device	Attendance	Access I	Payroll	System	v	Velcome admin	®• û
∾ Q 重	Mobile Transaction								
🕂 Holiday 🔻	Department Ar	Start Da	te 2020-03-01	End Date	2020-06-19		Employee	T	٩
💑 OutDoor Management 🛛 🔻								2 Z	□ 🕈 🗄
🔗 Leave Management 🛛 🔻	⊻ ≡ ₩	Employee I	D 💠 🛛 First Name	Department 🌲	Date 🌲	Time	Punch State	Data Sources	GPS Location
<u> </u>	Department	70015	Prathamesh	Department	30-04-2020	12:50	255	Mobile	B-2, Mother D
📰 Calculate Attendance 🛛 👻		70015	Prathamesh	Department	30-04-2020	12:47	255	Mobile	B-2, Mother D
		70015	Prathamesh	Department	30-04-2020	12:39	Check Out	Mobile	567, Rd Numb
🖆 Transaction Report 🛛 🔺		70015	Prathamesh	Department	30-04-2020	12:38	check in	Mobile	567, Rd Numb
Transaction Mobile Transaction									
I otal Punches									
First & Last									
First In Last Out									

Total Punches

The Total Punches report gives the exact number and time of the punches made by each employee every day.

≡ easy TimePr ⊙	Personnel De	evice Atter	ndance A	access Pay	vroll Syst	em	Welcome admin 🕠 🔻 🏠
 Q 重 Holiday ▼ OutDoor Management ▼ 	Total Punches Department Area	Start Date 20	20-06-01	End Date 2	2020-06-19	Emplo	a a a a a a a a a a a a a a a a a a a
O Leave Management ▼		Employee ID 🌲	First Name	Department	Date 🜲	No. of Pu	Time
📰 Calculate Attendance 🛛 🔫		1 1 1	bishesh bishesh	Department Department Department	08-06-2020 09-06-2020	1	20:00:00 04:00:00
Transaction Report		1 1 1	bishesh bishesh bishesh	Department Department	15-06-2020 16-06-2020 17-06-2020	4 1	11:49:18, 11:55:28, 11:55:25, 11:49:15 18:00:00 06:00:00
Mobile Transaction		1 10005	bishesh Michael	Department Department	18-06-2020 10-06-2020	1	18:36:33 20:02:00
Total Punches First & Last		10005 1001	Michael jay	Department Department Department	12-06-2020 12-06-2020	2 1 3	05:00:00, 20:01:46 05:00:00 17:46:16, 17:46:07, 17:46:13
First In Last Out		1002 1002 1003	rashmi rashmi bharath	Department Department Department	12-06-2020 15-06-2020 12-06-2020	7 1 3	17:46:20, 17:46:22, 17:56:23, 17:29:22, 17:29:25, 1 09:26:12 17:48:29, 17:48:14, 17:48:26
C Scheduling Report -		1004	daya zero	Department	12-06-2020 12-06-2020	6	17:50:13, 17:50:34, 17:50:46, 17:50:06, 17:50:08, 1 17:51:43, 17:51:33, 17:51:37, 17:51:40
Le Daily Report 🗸 🔻		C 20 🗸	< 1 2	> Total 24 Records	1 Page	Confirm	

First and Last Report

easy TimePr ତ	Personnel Device At	tendance	yroll System					Wek	ome admin	® •	Ϋ́
N Q 🎞	Global Rule × Leave Settings ×	Leave Schedule	Example Leave Detail Report	× Manual Log	× Leave × Overtime	× Training	\times Transaction \times	Time Card × First & Last ×			
🔞 Rule 👻	≅ ≡ ₩	Start Date 2	019-12-01 End	d Date 2019-12-02	2 Employee		▼ Q				
🗎 Shift 🛛 👻	Department								12		• ÷
	Testing	Employee ID \$	First Name	Department	Date \$	Weekday	First Punch	Last Punch	Total Time		
🖬 Schedule 👻	2 m	2	test	Testing	2019-12-02	Monday	09:00	14:01	301		
🕅 Annrovals 👻		3	kate	Department	2019-12-02	Monday	09:00	09:00	0		
Holiday Aligned Control Contro Control Control Control Control Control Control Control Control C											
Time Card											
First & Last 3											

The first and last report displays the first and last attendance punches made by the employees.

- Select the Department to view the first and last report.
- By default, the start date will be the date of 1st day of the month and the end date will be the current date.

First In Last Out Report

The First In and Last Out report displays the first check-in and last check-out of the employees.

	Department Area	Start Date 20	20-04-01	End Date 2020	0-04-22	Employee	Ŧ	٩	
🖞 Schedule 🗸 👻	Department Area							7 2	□ 🖻 🗄
🖌 Approvals 🗸 👻		Employee ID 🔶	First Name	Department	Date φ	Weekday	First Check In	Last Check Out	Total Time
	Testing	001	Achal	Development	2020-04-01	Wednesday	09:00:00	18:00:00	9
🕄 Holiday 🚽	test	001	Achal	Development	2020-04-02	Thursday	09:00:00	17:00:00	8
	 Development 	001	Achal	Development	2020-04-03	Friday	09:00:00	18:00:00	9
🕼 OutDoor Management 🚽	 Technical 	001	Achal	Development	2020-04-04	Saturday	09:00:00	18:00:00	9
• Outboor Wanagement	HR1	001	Achal	Development	2020-04-05	Sunday	09:00:00		
	Sales	001	Achal	Development	2020-04-06	Monday	09:00:00	18:00:00	9
Leave Management	🗆 test	001	Achal	Development	2020-04-07	Tuesday	09:00:00	18:00:00	9
	dept12	001	Achal	Development	2020-04-08	Wednesday	09:00:00	14:45:40	6
E Calculate Attendance -		001	Achal	Development	2020-04-10	Friday	08:00:00	23:00:00	15
	Iechnical Writing	12345	ttt	Development	2020-04-01	Wednesday	09:00:00	18:00:00	9
Transaction Report		12345	ttt	Development	2020-04-02	Thursday	09:00:00	17:00:00	8
		12345	ttt	Development	2020-04-03	Friday	09:00:00	18:00:00	9
Transaction		12345	ttt	Development	2020-04-04	Saturday	09:00:00	18:00:00	9
		12345	ttt	Development	2020-04-05	Sunday	09:00:00		
Mobile Transaction		12345	ttt	Development	2020-04-06	Monday	09:00:00	18:00:00	9
		12345	ttt	Development	2020-04-07	Tuesday	09:00:00	18:00:00	9
Total Punches		12345	ttt	Development	2020-04-08	Wednesday	09:00:00	14:45:40	6
F		12345	ttt	Development	2020-04-10	Friday	08:00:00	23:00:00	15

- Select the Department to view the first in and last out report.
- By default, the start date will be the date of 1st day of the month and the end date will be the current date.

Scheduling Report

The schedule report displays the daily attendance information of the employees within a specified time period. It displays the statistical reports of schedule log, attendance, time card, exception, late, early leave, overtime, absent, multiple transactions, and break time.

Schedule Log

- The Schedule Log displays the schedule details of the employees.
- Select either the Department, Area, or the Position on the left side of the interface by selecting the corresponding checkbox. The schedule log will be displayed as shown in the image below:

Image: Solution of transmission	easy TimePrତ	Personnel Device /	Attendance	roll Sj	vstem						Welcome adr	nin 🛈 🔻	ប
Image: Stand and a series Stand bate 2019 11 01 End Date 2019 12 02 Employee Image: Stand and a series Image: Stand and a series Image: Stand	🏷 Q 🍱	Daily Attendance × Scheduled L	og ×										
C Statt	® Rule	8 ≡ ∆	Start Date 20	019-11-01	End Date 2	019-12-02	Employee	Ŧ	0				
 Schedule Schedule<	🗂 Shift 🔹	Department									¥	2 D C	+ ±
2 tist ayz Tending 2019 11 00 Fridagy 08.00 Check In Orock In 2 tist ayz Tending 2019 11 02 Fridagy 18.00 Check In Orock In Orock In 2 tist ayz Tending 2019 11 02 Statuday 08.00 Check In Orock In		iesting iez Dev	Employee ID 💠	First Name	Last Name	Department	Work Code	Date \$	Weekday ‡	Time	Punch State	Correct State	e i
2 test 3yz Testing 2019-11-01 Triday 18:00 Check Gut 4 test 3yz Testing 2019-11-02 Statusty 06:00 Check Gut 1 sava sava Testing 10 2019-11-02 Statusty 06:00 Check Gut M Licklay sava sava Testing 10 2019-11-02 Statusty 06:00 Check In Check In M Outbook Magement sava Testing 10 2019-11-27 Wedneday 00:00 Check In Check In 0 Lewe Management Image sava Testing 2019-11-27 Wedneday 00:00 Check In Check In Q: Lewe Management Image sava Testing 2019-11-27 Wedneday 00:00 Check In Check In Q: Statustion Report Q Statustion Resting Statustion <td< td=""><td>E schedule</td><td>-</td><td>2</td><td>test</td><td>xyz</td><td>Testing</td><td></td><td>2019-11-01</td><td>Friday</td><td>08:00</td><td>Check In</td><td>Check In</td><td></td></td<>	E schedule	-	2	test	xyz	Testing		2019-11-01	Friday	08:00	Check In	Check In	
2 trit by 2 ferling 2119-11-02 Subtraday 08:00 Check in Oheck in	Approvals		2	test	xyz	Testing		2019-11-01	Friday	19:00	Check Out	Check Out	
1 total Suid Preuing 10 2019 11 02 Suiduay 0030 Check Int Otherk Dut 0 Quilbort Management 1 sara Feeting 10 2019 11 02 Suiduay 0030 Check Int Otherk Dut Otherk Dut 0 Leave Management 1 sara Feeting 10 2019 11 02 Suiduay 0030 Check Int Otherk Dut 0 Leave Management 1 sara Feeting 10 2019 11 02 Wedneday 0030 Check Int Otherk Int 0 Leave Management 1 sara Feeting 10 2019 11 02 Wedneday 0030 Check Int Otherk Int 0 Leave Management 1 sara Feeting 10 2019 11 02 Vector Int Otherk Int 0 Scheduling Neport 2 2 Scheduling Neport 2 2 Scheduling Neport 2 1 Daby Altendase Vector Vector Vector Vector Vector Vector Vector Vector Vector			2	test	xyz	Testing	10	2019-11-02	Saturday	08:00	Check In	Check In	
Voltboor Management V	🛍 Holiday 🔹		1	sara	sara	Testing	10	2019-11-02	Saturday	18:00	Check In	Check In	
O Lose Management Image: Constraint American and the second and the second american and the second american amer	All OutDoor Management		1	sara	sara	Testing	10	2019-11-27	Wednesday	09:00	Check In	Check In	
Late	Concerning the mean of th												

• By default, the Start date is the first day of the month and the end date is the current date. You can also alter the date range as per your requirements.

Total Timecard

The Total Timecard report is used to track the number of hours an employee worked for the payroll. It gives a detailed breakdown of the worked hours which can be used for further analysis.

~~~ <b>~</b>	Total Time Card									
🛨 Holiday 🛛 🔻	Devertment	Start Date	2020-06-01	End Date	2020-06-19	E	mployee		-	٩
🄊 OutDoor Management 🛛 🔻	Department Area							2	2 D	e =
🗛 Laava Managamant 🛛 📼	⊠ ≣ #	Employee ID 🗧	First Name	Department 🌲	Date 🜲	Weekday	Timetable	Check In	Check Out	Duty Dura
	Department	1	bishesh	Department	01-06-2020	Monday	HD1	18:00	06:00	12:00
Calculate Attendance 🗸		1	bishesh	Department	02-06-2020	Tuesday	HD1	18:00	06:00	12:00
		1	bishesh	Department	03-06-2020	Wednesday	HD1	18:00	06:00	12:00
Transaction Report 🗸 👻		1	bishesh	Department	04-06-2020	Thursday	HD1	18:00	06:00	12:00
		1	bishesh	Department	05-06-2020	Friday	HD1	18:00	06:00	12:00
Scheduling Report 🔺		1	bishesh	Department	06-06-2020	Saturday		00:00	00:00	
		1	bishesh	Department	07-06-2020	Sunday		00:00	00:00	
Scheduled Log		1	bishesh	Department	08-06-2020	Monday	HD1	18:00	06:00	12:00
		1	bishesh	Department	09-06-2020	Tuesday	HD1	18:00	06:00	12:00
Total Time Card		1	bishesh	Department	10-06-2020	Wednesday	HD1	18:00	06:00	12:00
Mirrod In & Out Punch		1	bishesh	Department	11-06-2020	Thursday	HD1	18:00	06:00	12:00
		1	bishesh	Department	12-06-2020	Friday	HD1	18:00	06:00	12:00
Late		1	bishesh	Department	13-06-2020	Saturday		00:00	00:00	
		1	bishesh	Department	14-06-2020	Sunday		00:00	00:00	
Early Leave		1	bishesh	Department	15-06-2020	Monday	HD1	18:00	06:00	12:00

## **Missed In & Out Punch**

It displays all the attendance exceptions. The procedure to view this report is the same as Schedule Log.

* <u>-</u>	Missed in & Out Punch					
] Holiday 🗸 🔻		Start Date 20	20-06-01	End Date 2020-06	5-19 E	mployee
o OutDoor Management     ▼	Department Area					· · ·
Ŭ	⊠ ≣ #	5 J 10 A				
Leave Management 🔹 🔻	Department	Employee ID 🌩	First Name	Department	limetable	Date 🤤
	Department	1	bishesh	Department	HD1	01-06-2020
Calculate Attendance 🛛 🔻		1	bishesh	Department	HD1	02-06-2020
		1	bishesh	Department	HD1	03-06-2020
Transaction Report 🛛 🔻		1	bishesh	Department	HD1	04-06-2020
		1	bishesh	Department	HD1	05-06-2020
Scheduling Report 🔺		1	bishesh	Department		06-06-2020
		1	bishesh	Department		07-06-2020
Scheduled Log		1	bishesh	Department	HD1	08-06-2020
		1	bishesh	Department	HD1	09-06-2020
Total Time Card		1	bishesh	Department	HD1	10-06-2020
		1	bishesh	Department	HD1	11-06-2020
		1	bishesh	Department	HD1	12-06-2020
Late		1	bishesh	Department		13-06-2020
		1	bishesh	Department		14-06-2020
Early Leave		1	bishesh	Department	HD1	15-06-2020
					0.54	47.00.0000

#### Late

The list displays the late arrival time of the employees. The procedure to view the late report is the same as Schedule Log.

ਡ easy TimePr©	Personnel De	evice /	Attendanc	e Ac	cess	Payroll	System		We	lcome admin	ß		Ϋ́
♥ Q 運 Holiday   ▼	Late	Start Date	e 2020-06-01	1	End Dat	te 2020-06-19		Employee	9		- 0		
💑 OutDoor Management 🛛 🔻										1	•	<b>~</b>	÷
😌 Leave Management 🛛 👻		Employee ID	D ≑ First N	Name Depa	irtment	Date 🌲	Weekday	Timetable	Check In	Check Ou	t Clock	n	Clock (
_	Department	1	bishe	sh Depa	irtment	18-06-2020	Thursday	HD1	18:00	06:00	18:36		
Calculate Attendance 🛛 🔻		2		Depa	irtment irtment	18-06-2020	Thursday	HD1	18:00	06:00	18:44		
ℓ²   Transaction Report   ▼     ℓ²   Scheduling Report   ▲													
Scheduled Log													
Total Time Card													
Missed In & Out Punch													
Late													
Early Leave													

## **Early Leave**

The list shows the time of the early leave of the employees. The procedure to view the early leave report is the same as Schedule Log.

<b>⊒ easy</b> TimePrœ	Personnel De	vice Att	endance	Access P	ayroll	System		Welco	me admin
∾ Q 🗉	Early Leave								
🛨 Holiday 🛛 🔻		Start Date	2020-06-01	End Date	2020-06-19		Employee		-
💑 OutDoor Management 🛛 🔻	Department Area								<i>»</i> г с
\varTheta Leave Management 🗸 🗸	⊠ ≣ #	Employee ID 🗧	First Name	Department	Date 🌲	Weekday	Timetable	Check In	Check Out
—	Department	1	bishesh	Department	08-06-2020	Monday	HD1	18:00	06:00
📰 Calculate Attendance 🛛 🔻									
省 Transaction Report 🛛 🔻									
省 Scheduling Report 🔺									
Scheduled Log									
Total Time Card									
Missed In & Out Punch									
Late									
Early Leave									_
				_					

## Birthday

The Birthday details of the employees are displayed here.

📎 Q 亘 Birthday							0	
🗄 Holiday 🛛 🔻	Start Dat	e 1988-06-01	End Date	2020-06-19	٩			
The partment The p	Area				-	¥ 2		4 
e Leave Management	Employee ID	D 💠 First Name	Last Name	Nick Name	Birthday	Department Code	Department	
Colculate Attendance	10005	Michael			1990-01-10	1	Department	
Scheduled Log								
Total Time Card								
Missed In & Out Punch								
Late								
Early Leave								
Birthday	C 2	.0 🗸 < 1 >	Total 1 Records	1 Page Conf	irm			

#### Overtime

The list displays the overtime of the employees. The procedure to view the overtime report is the same as Schedule Log.

<b>≖ easy TimePr</b> ©	Personnel Dev	vice Atter	ndance	Access Pa	yroll	System		Weld	ome admin	• (1)	Ϋ́
♥ Q 運	Overtime										
🛨 Holiday 🗸 🗸	Department Area	Start Date 20	20-05-01	End Date	2020-06-19		Employee	•			
💑 OutDoor Management 🛛 🔻	Q = 1								Z Z	•	4 
😌 Leave Management 🛛 👻		Employee ID 🌲	First Name	Department	Date 🌲	Timetable	Check In	Check Out	Clock In	Clock Out	Total Ti
		70029	Prasanth	Department	14-05-2020	General S	09:30	18:00		18:27	
🖞 Transaction Report 🛛 🔻											
🖓 Scheduling Report 🔺											
Scheduled Log											
Total Time Card											
Missed In & Out Punch											
Late											
Early Leave											
Birthday											
		20 🗸		Fotal I Records	I Page	Confirm					
Overtime											

## Absent

The list displays the late arrival, early leave, and absent details of the employees. The procedure to view the absent report is the same as Schedule Log.

0.00															
• <b>○</b> =	Holiday × Leave Type ×	Leave Schedule ×	Leave Settings	Eeave Detail	Report × C	alculate	< Transac	tion × Tir	me Card ×	Daily Attendan	ce × Sched	uled Log $\times$	Exceptio	n × Late	× Bi
Rule	⊗ ≡ ▲	Start Date 2	019-11-01	End Date	2019-11-11		Employee		~ Q	)					
🗂 Shift	@ Department												1	<ul> <li></li></ul>	e =
	C Android	Employee ID \$	First Name	Department	Date ‡ W	/eekday	Timetable	Check In	Check Out	Clock In	Clock Out	Total Time	Late	Early Leave	Abse
Schedule 1		1	a	Department	2019-11 S	aturday	tt	09:00	18:00				0	0	600
2 Annualia		1	a	Department	2019-11 W	/ednes	tt	09:00	18:00				0	0	600
<ul> <li>Approvais</li> </ul>		1	a	Department	2019-11 TI	hursday	tt	09:00	18:00				0	0	600
Holiday		1	a	Department	2019-11 Fr	riday	tt	08:00	18:00				0	0	600
ej monosy		1	a	Department	2019-11 Si	aturday	tt	09:00	18:00				0	0	600
A Leave Management		1	a	Department	2019-11 N	londay	π	08:00	18:00				0	0	600
2 Transaction Report															
21 Transaction Report       1         21 Scheduling Report       2         Scheduled Log       1															
Transaction Report     Scheduling Report     Scheduled Log Daily Attendance															
Transaction Report     Scheduling Report     Scheduled Log     Daily Attendance     Total Time Card															
Transaction Report     Scheduling Report     Scheduled Log     Daily Attendance     Total Time Cand     Exception															
Iransaction Report     Scheduling Report     Scheduling Report     Daily Attendance     Total Time Card     Exception     Late															
Transaction Report     Scheduling Report     Scheduling Report     Scheduling Report     Duily Attendance     Total Time Card     Sception     Late     Early Leave															
Transaction Report     Schreduling     S															

#### Multiple Transaction

When the multiple transaction function is enabled, the duration of each period and the total working time will be displayed. The procedure to view the multiple transactions report is the same as Schedule Log.

easyTimePrତ	Personnel	Device	Attendance	Payroll	System							Welcome admin	® •	ΰ
© Q ⊒	Holiday × Le	ave Type 🗵	Leave Schedule $\times$	Leave Setting	gs 🖂 – Leave Detai	Report ×	Calculate × 1	ransaction ×	Time Card	× Daily Attendance	Scheduled Log	Exception ×	Late $\times$	Ei ,
🛞 Rule 🔹	≅ ≡ 4		Start Date	2019-11-01	End Date	2019-11-11	Emp	loyee	Ŧ	Q				
🗂 Shift	Department											1 1		* 2
🛱 Schedule	R. Hunun		Employee ID	First Name	Department	Date 0	Summary Time	Clock In	Clock Out	Total Time				
			1	a	Department	2019-11-01 2019-11-04	660	09:00	19:00	660				
Approvals			1	a	Department	2019-11-05	660	08:00	19:00	660				
🗄 Holiday 🔹														
Leave Management														
Calculate Attendance														
Transaction Report														
Scheduling Report														
Scheduled Log														
Daily Attendance														
Total Time Card														
Exception														
Late														
Early Leave														
Overtime														
Absent														
Multiple Transaction														

## Break Time

The total break time duration and the duration of each break period will be displayed. The procedure to view the Break time report is the same as Schedule Log.

All ocurrent	8 ≡ 4	Start Date	019-11-01	End Date	2019-11-11	Er	nployee		- Q					
Approvals	C Department												12	□ ^ ≈
	R viging	Employee ID 🔅	First Name	Department ‡	Date ‡	Weekday	Timetable	Check In	Check Out	Duty Durati	Clock In	Clock Out	Total Ti	Half Day
🗄 Holiday 🔹		1	a	Department	2019-11-01	Friday	tt	09:00	18:00	600	09:00			
Leave Mananement		1	3	Department	2019-11-02	Saturday	tt	09:00	18:00	600	09-00	10-00	640	
g beave management		1	a	Department	2019-11-04	Tuesday	tt	09:00	18:00	600	08:00	19:00	660	
Calculate Attendance		1	a	Department	2019-11-06	Wednesday	tt	09:00	18:00	600				
		1	a	Department	2019-11-07	Thursday	tt	09:00	18:00	600				
Transaction Report		1	a	Department	2019-11-08	Friday	tt	08:00	18:00	600				
<b>6</b>		1	a	Department	2019-11-09	Saturday	tt	09:00	18:00	600				
Scheduling Report		1	a	Department	2019-11-11	Monday	tt	08:00	18:00	600				
Providence (Construction)														
Exception Late Early Leave Overtime														
Exception Late Early Leave Overtime Absent														
Exception Late Early Leave Overtime Absent Multiple Transaction														
Exception Late Early Leave Overtime Absent Multiple Transaction Break Time														
Exception Late Early Leave Overtime Absent Multiple Transaction Break Time Half Day														
Exception Late Early Leave Overline Absent Multiple Transaction Broak Time Half Day Kall Summary Report														

### Half Day

The employees for whom the attendance is calculated as half-a-day will be displayed here. The procedure to view the Half Day report is the same as Schedule Log.

easy TimePre	Personnel Device	Attendance Payroll	System					Welcom	e admin	®•	ΰ
🔊 Q 🏛	Break Time $\times$ Half Day $\times$										
🟥 Schedule	⊗ ≡ <b>4</b>	Start Date 2019-11-01	End Date 2019-11-11	Employee	~ 0						
R Approvals	@ Department								1 2		÷
C Appletos	E Anarola	Employee ID	Department	Weekday Timetable	Check In Check Out	Duty Durati	Clock In	Clock Out	Total Ti	Half Day	
🔁 Holiday		1 a	Department 2019-11-01	Friday tt	09:00 18:00	600	09:00				
0.1		1 a	Department 2019-11-02	Saturday tt	09:00 18:00	600	00.00	10.00	640		
G Leave Management		1 4	Department 2019-11-04	Monday tt	0500 1800	600	00.00	10:00	660		
Calculate Attendance		1 4	Department 2019-11-05	Wednesday II	09:00 18:00	600	08.00	15.00	000		
		1 a	Department 2019-11-07	Thursday tt	09.00 18:00	600					
2 Transaction Report		1 a	Department 2019-11-08	Friday tt	08:00 18:00	600					
		1 a	Department 2019-11-09	Saturday tt	09:00 18:00	600					
C Scheduling Report		1 a	Department 2019-11-11	Monday tt	08:00 18:00	600					
Total Time Card Exception Late Early Leave											
Overtime											
Absent											
Multiple Transaction											
Break Time											
Half Day											
C Summary Report		a	Tu 100 - 1								

## **Daily Report**

The Daily Attendance reports are used to analyze the day -to-day attendance status of the employees. The following reports serves the above said purpose without any complexity.

## **Daily Attendance**

The daily attendance interface displays the daily attendance status of the employees. It uses symbols or digits or the combination of symbols and digits to represent different attendance terminologies.

<b>⊒ easy</b> TimePrල	Personnel D	evice Atter	dance	Access	Payrol	l Sys	tem		Welcome a	dmin (!	<u>)</u> • ۲
🃎 Q 🗉	Daily Attendance										
🔁 Transaction Report 🗸	Department Area	Start Date 202	0-06-01	En	d Date 2020-	06-19	En	nployee		-	٩
省 Scheduling Report 🛛 👻	@ ≡ ₼								P	< □	e =
🕰 Daily Report 🔺	Department	Employee ID 🜲	First Name bishesh	Date ≑ 01-06-2020	Timetable HD1	Clock In	Clock Out	Actual WT	Total OT	Total WT	Status Absence(
Daily Attendance		1	bishesh bishesh	02-06-2020	HD1						Absence
Daily Details		1	bishesh	04-06-2020	HD1						Absence(
Daily Summary		1	bishesh	05-06-2020	HD1						Weekenc
Daily Status		1	bishesh bishesh	07-06-2020 08-06-2020	HD1		04:00				Weekenc Early Lea
A Monthly Report		1	bishesh	09-06-2020	HD1						Absence
		1	bishesh	11-06-2020	HD1						Absencet
L Summary Report 🔹 🔻		1	bishesh	12-06-2020	HD1						Absence(

#### **Daily Details**

The Daily Attendance Details include every day's attendance details such as assigned timetable, clockin time, clock-out time, check-in time, check-out time, actual working hours, total worked hours, overtime hours, and the recorded attendance punches. If there is any deviation from the actual designated parameters, it will be highlighted.

<b>⊒ easyTimePr</b> હ	Personnel	Device At	tendance	Access	Payrol	I Sys	stem		Welcome a	dmin (	)• ü
≫ Q Œ	Daily Details										
🗗 Transaction Report 🛛 🔻	Department Ar	Start Date	2020-06-01	E	nd Date 2020	-06-19	E	mployee		~	٩
🖓 Schaduling Papart 🚽									1	2° 🗆	e 🖻
	⊻ ≡ ₩	Employee ID	First Name	Date 🌲	Timetable	Check In	Check Out	Clock In	Clock Out	Actual WT	Total OT
🖆 Daily Report 🔺	Department	1	bishesh	01-06-2020	HD1	18:00	06:00				
		1	bishesh	02-06-2020	HD1	18:00	06:00				
Daily Attendance		1	bishesh	03-06-2020	HD1	18:00	06:00				
		1	bishesh	04-06-2020	HD1	18:00	06:00				
Daily Details		1	bishesh	05-06-2020	HD1	18:00	06:00				
Daily Summany		1	bishesh	06-06-2020		00:00	00:00				
Daily Summary		1	bishesh	07-06-2020		00:00	00:00				
Daily Status		1	bishesh	08-06-2020	HD1	18:00	06:00		04:00		
		1	bishesh	09-06-2020	HD1	18:00	06:00				
🖓 Monthly Report 🛛 🔻		1	bishesh	10-06-2020	HD1	18:00	06:00				
		1	bishesh	11-06-2020	HD1	18:00	06:00				

## **Daily Summary**

The Daily Summary Report gives the details of actual clock-in, clock-out, and total worked hours of the employee.

≡ easy TimePre	Personnel De	evice Atte	ndance	Access F	ayroll	System		Welcon	ne admin	®•_î
≫ Q ⊡	Daily Summary									
연 Transaction Report 🗸 🗸	Department Area	Start Date 20	20-06-01	End Date	2020-06-19		Employee		~	Q
🕑 Scheduling Report 🛛 👻	⊠ ≣ #		-	-					/ 2	• 🕈 🗄
		Employee ID 🌩	First Name	Department 🌩	Date 🌩	limetable	Clock In	Clock Out	I otal WI	Status
🖓 Daily Report 🔺	Department	1	bishesh	Department	01-06-2020	HD1				Absence(
		1	bishesh	Department	02-06-2020	HD1				Absence(
Daily Attendance		1	bishesh	Department	03-06-2020	HD1				Absence(
		1	bishesh	Department	04-06-2020	HD1				Absence(
Daily Details		1	bishesh	Department	05-06-2020	HD1				Absence(
		1	bishesh	Department	06-06-2020					Weekend
Daily Summary		1	bishesh	Department	07-06-2020					Weekend
Daily Status		1	bishesh	Department	08-06-2020	HD1		04:00		Early Leav
ž		1	bishesh	Department	09-06-2020	HD1				Absence(
🖆 Monthly Report 🛛 👻		1	bishesh	Department	10-06-2020	HD1				Absence(
		1	bishesh	Department	11-06-2020	HD1				Absence(
🖆 Summary Report 🛛 🔻		1	bishesh	Department	12-06-2020	HD1				Absence(
		1	bishesh	Department	13-06-2020					Weekend
🖆 Special Report 🛛 🔻		1	bishesh	Department	14-06-2020					Weekend
		1	bishesh	Department	15-06-2020	HD1				Absence(
🔁 TD/MD Reports 🛛 🔻					1			-	1	

## **Daily Status**

The Daily Attendance Status of employees gives the present, absent, half-a-day, and so on for each day

<b>≖ easy TimePr</b> c	Personnel De	vice Atte	ndance Ac	cess Payroll	l Syste	em		Welcome	admin	Q	) - (	Ϋ́
≫ Q ⊡	Daily Status											
🕼 Transaction Report 🛛 🔻	Department Area	Start Date 20	20-06-01	End Date 2020-	06-19	Er	nployee		T	•		
🕰 Scheduling Report 🛛 👻	Ø ≡ A							7	27		4	÷
		Employee ID 🜲	First Name	Department	1 2	3	4	5 6	7	8	9	1(
🖆 Daily Report 🛛 🔺	Department	1	bishesh	Department	A A	А	Α	A WO	WO	EL	Α	
		10005	Michael	Department	A A	A	Α	A WO	WO	Α	Α	
Daily Attendance		2		Department	A A	Α	Α	A WO	WO	Α	Α	
		3		Department	A A	Α	Α	A WO	WO	Α	Α	
Daily Details		4		Department	A A	А	Α	A WO	WO	Α	Α	
Daily Summary		70001		Department				A A	WO	Α	Α	_
,		70002		Department				A A	WO	Α	Α	
Daily Status		70005	Jiten	Department				A A	WO	Α	Α	
-		70015	Prathamesh	Department				A A	WO	Α	Α	_
🖓 Monthly Report 🔹 🔻		70021	Abdur	Department				A A	WO	Α	Α	
-		70034		Department				A A	WO	Α	Α	
🖆 Summary Report 🛛 🔻		70041		Department				A A	WO	Α	Α	
-		70042	Jayarajkumar	Department				A A	WO	Α	Α	
역 Special Report 🔹 🔻		70044		Department				A A	WO	Α	Α	
<u>^</u>		70045		Department				A A	WO	Α	Α	
C2 TD/MD Reports ▼		C 20 🗸	< 1 2 3	> Total 49 Records	1 Pag	e Confirm	n					

## **Monthly Report**

The Monthly Reports can be used for quick analysis and evaluation of attendance status of all the employees in the month.

### **Basic Status**

The Basic Attendance Status displays the critical attendance status which are required for attendance analysis.

≡ easy TimePre	Personnel [	evice At	tendance	Access	Pay	roll	Sys	stem			Weld	ome ad	min	<u>n</u> -	Û
♥ Q II         Image: A monthly Report	Basic Status	Start Date	2020-06	Em	ployee			Ŧ	٩						
	Department Area											<b>%</b>			- ==
Status Summary	⊠ ≡ #	Employee ID	≜ Department	1	2	3	4	5	6	7	8	9	10	11	12
	Department	1	Department		~	Δ		۵ ۵	WO	WO	EI	۵ ۵		•	
OT Summary		10005	Department	Δ	Δ	Δ	Δ	Δ	WO	WO	Δ	Δ	p	P	Δ
Work Duration		2	Department	A	A	A	A	A	wo	wo	A	A	A	A	A
work Duration		3	Department	A	A	A	A	A	wo	WO	A	A	A	A	A
Work Detailed		4	Department	A	Α	А	A	А	wo	WO	А	Α	Α	А	А
		70001	Department					Α	A	WO	Α	Α	Α		
ATT Sheet Summary		70002	Department					Α	А	WO	Α	Α	Α		
Attendence Status		70005	Department					Α	А	WO	Α	Α	Α		
Attendance status		70015	Department					Α	А	WO	Α	Α	Α		
Attendance Summary		70021	Department					Α	А	WO	Α	Α	Α		
		70034	Department					Α	Α	WO	Α	Α	Α		
🔁 Summary Report 🛛 🔻		70041	Department					Α	Α	WO	Α	Α	Α		
		70042	Department					Α	А	WO	Α	Α	Α		
省 Special Report 🔹 🔻		70044	Department					Α	А	WO	Α	Α	Α		
		70045	Department					Α	Α	WO	Α	Α	Α		
김 TD/MD Reports 🛛 🔻		C 20	<ul> <li>✓&lt;1 2</li> </ul>	з > То	tal 49 Red	ords	1 P	age C	onfirm						

#### **Status Summary**

The Attendance Status Summary report is used to analyse the entire attendance status of all the employees in that month. It includes Present hours, Absent hours, Holidays, Weekly-off and so on.

<b>≡ ¢asy</b> TimePrල	Personnel	Device	Atter	ndance	Aco	ess	Payro	II	System			Welcon	ne admin	ß	<b>-</b> ਪਿੰ
<b>○ Q </b> 亘	Status Summary														
L ^e Monthly Report ▲		Sta	rt Date 202	20-06		Employ	ee		~	Q					
Basic Status	Department Are	a								-			**2 <b>a</b>	-	<b>→</b> +
	S ≡ ₩												/ £	ш	r =
Status Summary		Emplo	oyee ID 🌲	First Name	Р	A	HL	HLP	WO	WOP	p1/2	CAL	ML	COL	AL
OT Summany	Department	1		bishesh	0	132:00			4						
		10005	i	Michael	0	96:00			4						
Work Duration		2				156:00			4						
		3				168:00			4						
Work Detailed		4				156:00			4						
		70001				42:30			1						
ATT Sheet Summary		70002	2			42:30			1						
Attendance Status		70005	;	Jiten		42:30			1						
Attenuance Status		70015	5	Prathamesh		42:30			1						
Attendance Summary		70021		Abdur		42:30			1						
		70034	ļ.			42:30			1						
🔁 Summary Report 🛛 🔻		70041				42:30			1						
		70042	2	Jayarajku		42:30			1						
🖆 Special Report 🛛 🔻		70044	Ļ			42:30			1						
		70045	;			42:30			1						
TD/MD Reports				1							-				

#### **OT Summary**

The Overtime Summary Report displays the overtime hours worked by the employees.

$\equiv$ easy TimePro	Personnel D	evice Att	endance	Ac	cess	P	ayrol		Syst	em			Wel	come ac	lmin	R		۲
아 Q 프 셸 Monthly Report 🏾 🔺	OT Summary																	
	Department Area	Start Date 2	2020-06		En	nployee				~	٩							
Basic Status														P	27		e	
Status Summary	☑ ≡ ♣	Employee ID 👙	First Name	1 M	2 T	3 W	4 Th	5 F	6 St	7 S	8 M	9 T	10 W	11 Th	12 F	13 St	14 S	15
	<ul> <li>Department</li> </ul>	1	bishesh															
OT Summary		10005	Michael															
Work Duration		2																
		3																
Work Detailed		4																
		70001																
ATT Sheet Summary		70002																
Attendance Status		70005	Jiten															
		70015	Prathamesh															
Attendance Summary		70021	Abdur															
-		70034																
省 Summary Report 🛛 🔻 🔻		70041																
<b>A</b>		70042	Jayarajku															
다음 Special Report 🔹 🔻		70044																
		70045																
		C 20	v < 1	2 3	> 1	otal 49 F	Records	1	Pag	e Co	ofirm							
📽 Configurations 🗸 🗸		0 20							. ag									
		_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	_	

#### **Work Duration**

The Work Duration Report gives the details of attendance status, Clock-in time, Clock-out time and the total worked hours.

<b>≡ easy</b> TimePr⊙	Personnel	Device	Atter	idance	Access	ayrol		Syster	n		١	Velcome	admin	ß	• î	ſ
● Q 亘 岱 Monthly Report	Work Duration	s	tart Date 202	20-06	Employe				-	a						
Basic Status	Department Ar	ea										<i>.</i>	2		e =	÷
Status Summary	⊠ ≣ ₼	Emp	oloyee ID 🌲	Department	Туре	1	2	3	4	5	6	7	8	9	10	11
OT Summany	Department	1		Department	Status	Α	А	А	А	Α	WO	WO	EL	A	А	A
Or summary		1		Department	Clock In											
Work Duration		1		Department	Clock Out								04:00			
		1		Department	Total WK											
Work Detailed		100	05	Department	Status	Α	Α	Α	Α	A	WO	WO	Α	Α	P	Р
ATT Chart Courses		100	05	Department	Clock In										20:02	2
ATT Sheet Summary		100	05	Department	Clock Out										05:01	0
Attendance Status		100	05	Department	Total WK										08:00	0
		2		Department	Status	Α	Α	Α	Α	Α	WO	WO	Α	Α	Α	Α
Attendance Summary		2		Department	Clock In											
-		2		Department	Clock Out											
省 Summary Report 🔹 🔻		2		Department	Total WK											
_		3		Department	Status	Α	Α	Α	Α	Α	WO	WO	Α	Α	Α	Α
년 Special Report 🛛 🔻		3		Department	Clock In											
		3		Department	Clock Out											
대 TD/MD Reports 🗸 🔻			20 🗸	< 1 2	3 10 >	Total 196	Records	1	Page	Confi	· m					
Configurations 🗸			20 0		· · · · · · · · · · · · · · · · · · ·	rotal 150	, necolus		Jage	conn						_

#### Work Detail Report

The Work Detail Report displays the attendance details namely Status, Clock-in, Clock-out, Total Work hours, Early Leave, Late coming, Overtime, and Timetable assigned to each employee.

<b>Ξ easy TimePr</b> œ	Personnel De	vice Atter	ndance Ac	cess P	ayroll		Systen	n			Welcome	admin	R	• í	٦
♦ Q Monthly Report	Work Detailed	Start Date 20	20-06	Employee											
Basic Status	Department Area		20 00	Employee							*2	R (	m	<u> </u>	-
Status Summary	☞ 🔳 🚠	Employee ID 🚔	Department	Туре	1	2	2	4	5	6	7	8	•	10	≇ 1'
,	Department	1	Department	Charles		~	•	-	•	WO	, WO	5	-	10	
OT Summary		1	Department	Claskin	A	A	A	A	A	WO	WO	EL	A	A	A
		1	Department	Clock Out								04.00			
Work Duration		1	Department	Total WK								04.00			
Work Detailed		1	Department	Late											
		1	Department	Early								02:00			
ATT Sheet Summary		1	Department	OT											
		1	Department	Timetable	HD1	HD1	HD1	HD1	HD1			HD1	HD1	HD1	н
Attendance Status		10005	Department	Status	Α	A	А	Α	Α	WO	WO	A	Α	Р	Ρ
Attendance Summary		10005	Department	Clock In										20:02	2
		10005	Department	Clock Out										05:01	0
省 Summary Report 🗾 🔻		10005	Department	Total WK										08:00	0
		10005	Department	Late											
🖆 Special Report 🛛 🔻		10005	Department	Early											
		10005	Department	OT					_						
Configurations		C 20 🗸	< 1 2 3	20 > 1	Total 392	Records	1	Page	Confir	m					

## **ATT Sheet Summary**

The Attendance Sheet Summary report shows the day-wise report of all the employees.

#### **Attendance Status**

The purpose of Attendance Status report is to depict the overall attendance status of all the enrolled employees. It gives a clear picture on the actual worked hours of the employee.

<b>⊒ easy</b> TimePrල	Persor	nel	Device	Atter	ndance	Acce	ess	Payr	oll		S	/ste	em					We	lcon	ne adr	nin	(	. (J	- 1
♥ Q Ⅲ Monthly Report	Attendanc	e Status																						
Basic Status	Start Da	te 2020	)-06-01	Er	id Date	2020-06-19		En	nploy	/ee					-		٩							
Status Summary				Employee Info	rmation																Ex	port	~	
OT Summary								Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We
Work Duration																								
Work Detailed	SI No	Code	Emp Name	Designation	Gender	Department	Emp Status	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
ATT Sheet Summary	1	1	bishesh	null		Department	Active	A	А	A	А	A	wo	WO	EL	A	A	A	A	wo	wo	А	P	A
Attendance Status	2	10005	Michael	null		Department	Active	Α	Α	A	Α	Α	wo	wo	A	A	P	Ρ	Α	wo	wo	Α	Α	A
	3	2		null		Department	Active	Α	A	A	A	A	wo	wo	A	A	A	A	A	wo	wo	A	A	A
Attendance Summary	4	3		null		Department	Active	Α	Α	Α	Α	A	wo	wo	Α	Α	Α	Α	Α	wo	wo	Α	Α	A
🕰 Summary Report 🛛 👻	5	4		null		Department	Active	Α	Α	Α	Α	A	wo	wo	Α	Α	Α	Α	Α	wo	wo	Α	Α	Α
	6	70001		null		Department	Active					Α	Α	wo	Α	Α	Α							
省 Special Report 🔹 🔻	7	70002		null		Department	Active					A	A	wo	Α	A	Α							
	8	70005	Jiten	null		Department	Active					A	A	wo	Α	A	Α							
	9	70015	Prathamesh	null		Department	Active					A	A	wo	A	A	A							
📽 Configurations 🛛 🗸	10	70021	Abdur	null		Department	Active					A	A	wo	A	A	A							
	11	70034		null		Department	Active					Α	А	wo	A	А	А							

### **Attendance Summary**

The function of Attendance Summary report is to display the detailed attendance summary of all the employees of the current month by including the Number of Present days, Number of Absent days, Paid leaves, Unpaid leaves, Total worked hours, Overtime, Leave Balance and so on.

≖ easyTimePrœ	Personne	el	Dev	vice	At	tendanc	e	Ac	cess	Pa	ayroll	S	ysten	n			۷	Velcom	e admin		<u>R</u> -
© Q ⊡	Attendance Su	ummary																			
L≝ Monthly Report ▲	Start Date	2020-0	06-01			End Date	202	0-06-1	9		Employ	ee				-	٩				
Basic Status																			Expo	ort 🦰	•
Status Summary	Emp Code			Name	•		Prese	ent	Abs	ent	н	C	W	0	I	HL	Paio	d_Lv	Unpaid	Lv F	Paid_Days
OT Summary	1			bishes	h		1		1	1	0		4	L.		0		D	0		5
Work Duration		Мо	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Мо	Tu	We	Th	Fr	
Work Detailed		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	
	Clock In																18:00		18:36		
ATT Sheet Summary	Clock Out								04:00								06:00				
Attendance Status	Working Hrs																12:0				
Attendance Summary	OT Hrs																				
🕰 Summary Report 🛛 👻	Late Hrs																		00:36		
🖨 Special Report 🛛 🔻	Early Leave Hrs								02:00												
C TD/MD Reports	Time Table	HD1	HD1	HD1	HD1	HD1			HD1	HD1	HD1	HD1	HD1			HD1	HD1	HD1	HD1		
📽 Configurations 🛛 👻	Status	A	Α	Α	А	A	wo	wo	EL	А	Α	Α	А	wo	wo	А	P	Α			

## Summary Report

The Summary Report displays the consolidated statistics of attendance, leave to and department details of all the employees.

#### • Employee Summary

The employee summary interface displays the attendance summary including attendance, leaves, and overtime.

Notes: The leaves are calculated based on the leave type.

• Select either the Department, Area, or the Position on the left side of the interface by selecting the corresponding checkbox. The employee summary will be displayed as shown in the below image.

												0	
🔊 Q 🗄	Global Rule × Employee Sur	mmary ×											
13 Rule	× ≈ = &	Start Date	2019-10-01	End Date 2	019-10-23	Em	ployee	Ŧ					
Shift	<ul> <li>Manager</li> <li>District</li> </ul>										7	2 D	e 3
		Employee ID 0	First Name	Department	Late	Early Leave	Absence	Actual Work	Normal OT	Weekend OT	Holiday OT	Leave	
Schedule	Developer	70001	robin	Manager			2730						
	Test Department	70045	Loki	Manager			7410						
a Approvals	- dev	964	asin	Manager			4680						
A	-	965	akshay	Manager			4680						
- Holday	×	966	justin	Manager			4680						
Lanua Management	-	967	kate	Manager			4680						
y beave management	Č	968	madhu	Manager			4680						
Calculate Attendance	-	969	apples	Manager			4680						
	~	97	akshay	Manager			4680						
Transaction Report	-	970	ball	Manager			4680						
		971	cat	Manager			4680						
Scheduling Report	-	972	dog	Manager			4680						
		973	elephant	Manager			4680						
Summary Report	-	974	fish	Manager			4680						
		975	icecream	Manager			4680						
Employee Summary		976	arpita	Manager			4680						
		977	vijay	Manager			4680						
eave Summary		978	asin	Manager			4680						
Department Summary		979	akshay	Manager			4680						
o quanta a continuary		98	justin	Manager			4680						

- By default, the Start date is the first day of the month and the end date is the current date. You can also alter the date range as per your requirements.
- You can filter an employee's summary by clicking the employee text box.
- A window will appear as shown in the below image.

	E	mployee	Q			Sele	cted 2		
epartment Area		Employe	First Name	Last Name	Department		Employe	First Name 💠	Last Na
🛙 🗮 🚠 Department Filter		001	Achal		Development		70034	Achal	Abhish
		1	Asish		test		1	Asish	
Testing		12345	ttt		Development				
test dept12 SS Technical Writing									

- Select the employee and click **Confirm.**
- The attendance summary of the employee will be displayed as shown below.

partment Area	Start Date 201	9-04-01	End Date	2020-04-22		Employee	Achal, Asish	<b>T</b>	٩			
									1	2 ⁷ (	•	÷
б III Ф.	Employee ID 💠	First Name	Department	Late	Early Leave	Absence	Actual Work	Normal OT	Weekend OT	Holiday (	T Lear	/e
Testing	1	Asish	test			10080						
HR1 Sales test dept12 SS Technical Writing												

• You can export an attendance report to .xls, PDF, CSV, or txt file formats. You can edit the PDF layout <u>here</u>.

#### • Leave Summary

The leave summary displays the total leaves taken by the employees. It includes sick leave, casual leave, parental leave, annual leave, compassionate leave, and more. The procedure to view the leave summary is the same as the Employee Summary.

• Q ≝	Global Rule × Employee Summ	ary × Leave Sum	mary ×						-				
🕲 Rule 👻	8 = 7	Start Date 2	019-10-01	End Date	2019-10-23	Empl	oyee	Ψ.	0				
🗂 Shift 👻	Manager											12	m 🕈
	E lesting	Employee ID \$	First Name	Department	Sick Leave	Casual Leave	Maternity Le	Compassion	Annual Leave	Business Trip	T2	fhghg	sick leave
🖺 Schedule 🔍 👻	Developer	456879123654	Dera	Testing									
	Test Department	1	Joshua	Testing		180							
s Approvais 👻	🗆 dev	2	madhu	Testing									
A Malalan 🗸 🗸		3	apples	Testing									
g nonay •		4	ball	Testing									
Leave Management		5	C81	Testing									
y coure management v		6	dog	Testing									
Calculate Attendance 👻		7	elephant	Testing									
		8	fish	Testing									
Transaction Report 🛛 👻		9	icecream	Testing									
		10	arpita	Testing									
Scheduling Report 🛛 👻		11	vijay	Testing									
		12	asin	Testing									
🖌 Summary Report 🖉		13	akshay	Testing									
		14	justin	Testing									
Employee Summary		15	kate	Testing									
Laura Cummuni		16	madhu	Testing									
Leave summary		17	appies	Testing									
Department Summary		18	Dall	resting									
		19	cat	Testing									

## • Department Summary

The Department Summary displays all the data of a department including the number of employees, late arrivals, leaves, absents, and more(count). The procedure to view the department summary is the same as the Employee Summary.

• • • •	second rates in	nan oxy A to	proyee sommar		-spannier	in some di										
80 Rule 👻	8 = T		Start Date	2019-11-0	01	E	ind Date 2019	9-11-11	<u>a</u>							
🗂 Shift 👻 👻	C Department													γ.	~	₽
🛱 Schedule 🛛 🔫	-		Department	Em 1	nploye	Late	Early Leave	Absence 3600	Late(Times)	Early Leave(Times)	Absent(Times) 6	Actual Work 1260	Normal OT 120	Weekend OT	Holiday OT	
🗟 Approvals 👻																
🛱 Holiday 🗸 👻																
😫 Leave Management 🛛 👻																
🖬 Calculate Attendance 🛛 👻																
C Transaction Report																
<ul> <li>관 Transaction Report</li> <li>◆</li> <li>와 Scheduling Report</li> </ul>																
42       Transaction Report       •         42       Scheduling Report       •         42       Summary Report       •																
Q1 Transaction Report     V     Scheduling Report     V     Summary Report     Employee Summary																
Q1 Transaction Report     Q1 Scheduling Report     Q1 Summary Report     Employee Summary     Lesve Summary																
Q Transaction Report     Scheduling Report     Scheduling Report     Summary Report     Employee Summary     Leave Summary     Department Summary																
Q1 Transaction Report     •       Q2 Scheduling Report     •       Q3 Summary Report     •       Q4 Employee Summary     •       Leave Summary     •       Department Summary     •       Q2 Configurations     •																
Q1 Transaction Report     •       Q2 Scheduling Report     •       Q3 Scheduling Report     •       Q4 Employee Summary     •       Leave Summary     •       Department Summary     •       Q5 Configurations     •																
Configurations     Configurations     Configurations																
Configurations     Configurations																

#### • Yearly Summary

The Yearly Summary displays all the data of the employee including the number of late arrivals, leaves, absents, and more(count). The procedure to view is the same as the Employee Summary.

<b>⊒ easy</b> TimePrੁ	Personnel De	evice Atte	ndance	Access	Payroll	System	Welco	ome admin	)• Ÿ
<b>》</b> Q 亘	Yearly Summary								
街 Transaction Report 🛛 👻	Department Area	Start Date 20	020	Emp	loyee	- Q			
🔁 Scheduling Report 🛛 👻	⊠ ≡ <b>#</b>							₽ ₽ □	e =
		Employee ID 👙	Month	P	A	HL	HLP	WO	WOP
🖆 Daily Report 🛛 👻	Department	1	6	1	11			4	
-		10005	6	2	12			4	
🖆 Monthly Report 🔹 🔻		2	6		13			4	
<u> </u>		3	6		14			4	
역 Summary Report 🔺		4	6		13			4	
		70001	6		5			1	
Employee Summary		70002	6		5			1	
Leave Summany		70005	6		5			1	
Louis Summary		70015	6		5			1	
Department Summary		70021	6		5			1	
		70029	1	18	6			6	
Yearly Summary		70029	2	20	2			6	
<b>A</b>		70029	3	5	18			7	
Cell Special Report 🔹 🔻		70029	4		22			6	
D TO HIS S		70029	5		21			8	
Le ID/MD Reports ▼							-		
📽 Configurations 📼		C 20 🗸	< 1	2 3 > Tot	al 54 Records	1 Page Confirm			

## **Special Report**

### • Continuous Abnormal Report

This report displays the count and details of employee if they are absent for 3 consecutive working days. Considering below interface, employee "Bhanu" is absent for three consecutive working days on 01-04-2020, 02-04-2020, 03-04-2020. And then again, he is absent for 3 consecutive working days on 06-04-2020, 07-04-2020, 08-04-2020. The results are separated using bracket Count X [.....] and the count is mentioned before the brackets.

≕ easy nmepre	Personnel De	vice Atter	idance A	ccess Pay	roll System		Nelcome adm	in (J	9 <b>-</b> ℃
) Q 正	Continuous Abnormal Repo	t (3 Days Absent)							
💑 OutDoor Management 🛛 🔻	Department Area	Start Date 202	0-06-01	End Date	2020-06-19	Employee		-	
😌 Leave Management 🛛 👻	· · · · · · · · · · · · · · · · · · ·						1	<b>2</b> 🗆	e 🖶
_	G ≡ ♥	Employee ID 👙	First Name	Department	Number Of Times				
🗰 Calculate Attendance 🛛 🔻	Department	1	bishesh	Department	count-2 ['2020-06-01	'. '2020-06-02'. '2020-06-0	03'11'2020-06-	09'. '2020-0	6-10'. '202
		10005	Michael	Department	count-3 ['2020-06-01	', '2020-06-02', '2020-06-0	03']['2020-06-	04', '2020-0	6-05', '202
Le Iransaction Report 🗸 🗸		2		Department	count-4 ['2020-06-01	, '2020-06-02', '2020-06-0	03']['2020-06-	04', '2020-0	6-05', '202
🖓 Schaduling Report 🚽		3		Department	count-4 ['2020-06-01	, '2020-06-02', '2020-06-0	03']['2020-06-	04', '2020-0	6-05', '202
4 scheduling keport		4		Department	count-4 ['2020-06-01	, '2020-06-02', '2020-06-0	03']['2020-06-	04', '2020-0	6-05', '202
🗗 Daily Report 🛛 👻		70001		Department	count-1 ['2020-06-05	, '2020-06-06', '2020-06-0	['80		
, ··		70002		Department	count-1 ['2020-06-05	, '2020-06-06', '2020-06-0	08']		
🖓 Monthly Report 🗸 🗸		70005	Jiten	Department	count-1 ['2020-06-05	, '2020-06-06', '2020-06-0	08']		
		70015	Prathamesh	Department	count-1 ['2020-06-05	, '2020-06-06', '2020-06-0	08']		
🕰 Summary Report 🛛 👻		70021	Abdur	Department	count-1 ['2020-06-05	, '2020-06-06', '2020-06-0	08']		
		70034		Department	count-1 ['2020-06-05	, '2020-06-06', '2020-06-0	08']		
省 Special Report 🛛 🔺		70041		Department	count-1 ['2020-06-05	', '2020-06-06', '2020-06-0	08']		
		70042	Jayarajkumar	Department	count-1 ['2020-06-05	', '2020-06-06', '2020-06-0	08']		
Continuous Abnormal Report (3		70044		Department	count-1 ['2020-06-05	', '2020-06-06', '2020-06-0	08']		
<b>6</b>		70045		Department	count-1 ['2020-06-05	, '2020-06-06', '2020-06-0	08']		
TD/MD Reports		C 20 🗸	< 1 2	3 > Total 49 Re	cords 1 Page	Confirm			
📽 Configurations 🔹 🔻									
		Note: Report By	Continuous Th	nree Days Absen	t				

## **Temperature Detection and Mask Detection Report**

#### **Body Temperature Report**

The Body Temperature report elaborates the Temperature details of an employee when entering into the company and going out from the company i.e. IN and OUT Temperature. When the temperature is abnormal, a warning status will be displayed as shown below:

J Transaction Report 🚆 📑 👻									
	Department	Area	Start Date 20	20-06-01	End Date 202	20-06-11	Employee	Ψ	٩
Scheduling Report 🔹 🔻								Ŷ	2 □ ₱ ≅
Daily Report 🗸 🔻	S ≡ ♥		Employee ID 👙	First Name	Department	Date 单	IN Temp	OUT Temp	Status
	Depart	ment	2	asish	Department	2020-05-01	26.55	26.62	Warning
Monthly Report 🛛 👻	<u> </u>		2	asish	Department	2020-06-02			warning
			3	asish	Department	2020-06-02	55.97		High
Summary Report 🛛 👻			4	sukanya	Department	2020-06-01	36.78		Warning
			4	sukanya	Department	2020-06-02			Warning
Special Report 🛛 👻			4	sukanya	Department	2020-06-03			Warning
			1	kavya	Department	2020-06-01	36.48	36.47	Normal
TD/MD Reports 2			1	kavya	Department	2020-06-02	36.46		Normal
			1	kavya	Department	2020-06-03	36.47	36.39	Normal
ody Temperature Repor			1	kavya	Department	2020-06-04			
ace Mask Report			1	kavya	Department	2020-06-05			
			1	kavya	Department	2020-06-06			
erification Photo Report			1	kavya	Department	2020-06-07			
			1	kavya	Department	2020-06-08			
otal Temp Detection Report			1	kavya	Department	2020-06-09			
enartment-wise Report			2	PRASANTH	Department	2020-06-01			Warning
opartment was neport			C 20 H	/ .	X Total 24 Bernda	1 0			
			20 •	2	Fotal 24 Records	Page Cont	urm		

#### **Face Mask Report**

The Face Mask Report clearly displays whether the employee had worn the mask or not. If the mask was not worn by the employee, then it will be indicated on the software as shown below:

		Start Date 20	20-06-01 End Date	2020-06-11	Employee	- Q
Scheduling Report 🔹	Department Area					
	$\alpha = 1$					1 2 🗆 🥐 🗉
🕽 Daily Report 🛛 🔻		Employee ID 🌲	First Name	Department	Date 🌲	Masked Face
	Department	3	asish	Department	2020-06-01	No
] Monthly Report 🔹 🔻		3	asish	Department	2020-06-02	
		3	asish	Department	2020-06-03	Yes
Summary Report		4	sukanya	Department	2020-06-01	Yes
		4	sukanya	Department	2020-06-02	Yes
Special Report		4	sukanya	Department	2020-06-03	No
		1	kavya	Department	2020-06-01	No
		1	kavya	Department	2020-06-02	Yes
Body Temperature Report		1	kavya	Department	2020-06-03	Yes
		1	kavya	Department	2020-06-04	
Face Mask Report 3		1	kavya	Department	2020-06-05	
		1	kavya	Department	2020-06-06	
/erification Photo Report		1	kavya	Department	2020-06-07	
Fatal Tanan Data dian Ranad		1	kavya	Department	2020-06-08	
Total Temp Detection Report		1	kavya	Department	2020-06-09	
		2	PRASANTH	Department	2020-06-01	Yes

#### **Verification Photo Report**

The Verification Photo Report displays the photo of the employee which was captured during verification.

Transaction Report 🔹 🔻		Start Data 20	20.05.01	End Data 3	020 06 11	Employ			
Scheduling Report 🔹 🔻	Department Area	Start Date 20	20-00-01	End Date 2	020-00-11	Emplo	yee	· ·	<b>S</b>
								V 27	• 🛃
Daily Report 🛛 🔻	≝ <b>m</b>	Employee ID 👙	First Name	Department	Date 🌲	Masked Face	IN Temp	OUT Temp	Verification Ph
	Department	3	asish	Department	2020-06-01	No			Show
Monthly Report 🔹 🔻		3	asish	Department	2020-06-02				Show
		3	asish	Department	2020-06-03	Yes	55.97		Show
Summary Report 🔹 🔻		4	sukanya	Department	2020-06-01	Yes			Show
		4	sukanya	Department	2020-06-02	Yes			Show
Special Report 🔹 🔻		4	sukanya	Department	2020-06-03	No			Show
		1	kavya	Department	2020-06-01	No	36.48	36.47	Show
TD/MD Reports		1	kavya	Department	2020-06-02	Yes	36.46		Show
ody Tomporatura Papart		1	kavya	Department	2020-06-03	Yes	36.47	36.39	Show
buy remperature report		1	kavya	Department	2020-06-04				Show
ace Mask Report		1	kavya	Department	2020-06-05				Show
		1	kavya	Department	2020-06-06				Show
erification Photo Report < 3		1	kavya	Department	2020-06-07				Show
		1	kavya	Department	2020-06-08				Show
otal Temp Detection Report		1	kavya	Department	2020-06-09				Show
epartment-wise Report		2	PRASANTH	Department	2020-06-01	Yes			Show
port		C 20 🗸	< 1 2	> Total 24 Records	1 Page	Confirm			

#### **Total Temperature Detection Report**

The Total Temperature Detection Report displays all the temperature details of the employee which were recorded during each verification.

ਡ ¢asyTimePrੁ	Personnel Devi	ce Att	endance 1	yroll Sys	tem		Welcom	e admin	0.	۲ Û
오 프 데 Transaction Report	Total Temp Detection Report									
	Deventerent	Start Date	2020-06-01	End Date	2020-06-11	Empl	loyee	-	٩	
C Scheduling Report 🔹	Department Area							p _ p		• =
🖆 Daily Report 🛛 👻	⊠ ≣ #	Employee ID	First Name	Department	Date 🜲	No. of Pu	Body Temperature			
	Department	1	kavva	Department	2020-06-01	8	36.47, 36.50, 36.46, 36.42, 3	36.37, 36.4	7. 36.71. 36.	48
🖆 Monthly Report 🛛 🔻		1	kavya	Department	2020-06-02	1	36.46			
_		1	kavya	Department	2020-06-03	2	36.39, 36.47			
🖆 Summary Report 🔹 🔻		2	PRASANTH	Department	2020-06-01	11	36.70, 36.83, 36.56, 36.60, 3	86.54, 36.5	9, 36.55, 36.	57, 36.5
<b>A</b>		2	PRASANTH	Department	2020-06-02	1	36.46			
다른 Special Report 🔹 🔻		2	PRASANTH	Department	2020-06-03	9	36.52, 36.45, 36.46, 36.48, 3	86.62, 36.6	52, 36.38, 36.	44, 36.4
		3	asish	Department	2020-06-01	3	36.63, 36.58, 36.55			
Le ID/MD Reports		3	asish	Department	2020-06-03	2	54.47, 55.97			
Rody Tomporatura Poport		4	sukanya	Department	2020-06-01	2	36.75, 36.78			
body remperature Report		4	sukanya	Department	2020-06-02	3	36.58, 36.69, 36.67			
Face Mask Report		4	sukanya	Department	2020-06-03	1	36.51			
		5		Department	2020-06-02	19	36.49, 36.51, 36.54, 36.54, 3	86.66, 36.7	70, 36.83, 36.	55, 36.4
Verification Photo Report Total Temp Detection Report Department-wise Report		C 20	< <mark>1</mark> >	Total 12 Records	1 Page Con	firm				
📽 Configurations 🛛 🔻										

#### **Department-wise Report**

The Department-wise Report is used to analyse the temperature and mask details of all the employees in a department. You can get the details of normal temperature, abnormal temperature, masked faces and unmasked faces. An example is shown below:

<b>⊒ easy TimePr</b> e	Personnel Dev	ice Atter	ndance 1	yroll S	ystem			Welcome admin	®• 얍
🏷 Q 亘 덴 Transaction Report	Department-wise Report	Start Date 20	020-06-01	End Da	e 2020-06-	.11	Employee		
🖨 Scheduling Report 🛛 👻	Department Area	Start Date 20	20-00-01	End Da	2020-00		Employee		
~	S = 4							1 2	□ 🥐 ቹ
다음 Daily Report 🔹 🔻		Date 🌲	Department	Departme	Total Emp	Total Normal Temp	Total Abnormal Te	Total Masked Face	Total UnMasked Fa.,
Øn Maarilla Daard -	Department	2020-06-01	Department	1	5	0	4	2	2
L ^e Monthly Report ▼		2020-06-02	Department	1	5	2	2	2	2
Con Summary Report -		2020-06-03	Department	1	5	1	3	1	3
C TD/MD Reports 2 A Body Temperature Report Face Mask Report									
Verification Photo Report									
Total Temp Detection Report									
Department-wise Report		C 20 ¥		Total 3 Records	1 Pa	Confirm			
📽 Configurations 🗢		0							

## 17.2 Accurate Logs

#### Log

Log collects and displays all the data-based operations/events/actions of a system. It helps you to track all the interactions through which the data, files or applications are stored, accessed, or modified. The log record consists of the following fields:

Ξ easy TimePre	Persor	inel Dev	vice Attend	ance Acc	ess Payro	11	System 1 Welcome a	admin	• (1)	· 갑
N Q 🗉	Log									
嶜 Authentication 🛛 🔻	🛢 Boo	kmarks 👻 🔻 F	ilters 👻							
🛢 Database 🔻 🔻								P	2 D	) ‡
	User	IP Address	Action Time	Action	Action Category	Status	Description			
	admir	106.206.27.147	2020-06-19 10:35:18	Change	Employee	Success	Birthday(None->1990-01-10),Admin(False->)	,Emp_field	_enablePa	ayroll(Tr
≓ Middleware Table 🗸 🗸	admir	192.168.1.1	2020-06-19 10:17:48	Login	User	Success				
	admir	192.168.1.1	2020-06-19 10:15:59	Login	User	Success				
೨ Log <mark>2</mark> ▲	admir	106.206.27.147	2020-06-19 10:13:14	Add	Overtime	Success	Employee=[],Start Time=2020-06-19 18:00:00	),End Time	=2020-06	5-19 20:
	admir	106.206.27.147	2020-06-19 09:48:58	Add	Private Message	Success	Employee=[],Start Time=2020-06-19 00:00:00	),Duration	=1,Conten	nt=Hell
Log < 3	admir	106.206.27.147	2020-06-19 09:44:41	Add	Public Message	Success	Device=]>,Start Time=2020-06-19 00:00:00,D	ouration=6	0,Content	t=Hello
	admir	106.206.27.147	2020-06-19 08:46:43	Add	Reimbursement	Success	Reimbursement_field_employee=[],Amount=	10000.0,A	lowance T	Гуре=Б
🕰 Configuration 👻	admir	106.206.27.147	2020-06-19 07:51:48	Add	Schedule Employee	Success	None=False,None=,None=]>,Start Date=202	0-06-01,E	nd Date=2	2020-06
	admir	106.206.27.147	2020-06-19 07:24:50	Login	User	Success				
_	admir	1 -	2020-06-19 00:05:00	Resigned Scanner	-	Success	Success: 0, Failed: 0			
-	C	-	2020-06-19 00:02:21	Auto Export	Auto Export	Fail	[WinError 10060] A connection attempt failed	l because t	the conne	cted pa
-	C	-	2020-06-19 00:02:00	Auto Export	Auto Export	Success	Export: 3			
-	C	-	2020-06-19 00:01:59	Auto Export	Auto Export	Success	Export: 0			
	admir	157.45.182.16	2020-06-18 21:31:45	Login	User	Success				
	admir	192.168.1.1	2020-06-18 18:47:16	Add Schedule	Employee Schedule	Success	None=False,None=,None=, , ]>,Start Date=2	020-06-01	,End Date	=2020-
	admir	102 168 1 1	2020-06-18 18-20-13	Change	Device	Current	Ares/1->Dracanth) Timezone/220->220) Regis	stration De	wice(0.~0	1) Atten

**User:** The user type of action.

IP Address: The IP address of the user's system.

Action Time: The actual time of the execution of the action.

Action: The action performed by the user.

Action Category: The content type of the action (The module in which the action is performed).

**Object:** The output of the action.

**Status:** The status of the action. It can be successful/Failure.

**Description:** The short statement of the outcome of the action.

## **17.3 Payroll Framework**

The Payroll reports display all the reports related to employee's salary such as Salary Structure, Increments, Deductions, Salary Details, and Attendance parameters.

#### Salary Structure

- It displays the employee's detailed salary structure.
- Select the department on the left side of the interface by selecting the corresponding checkbox. The salary structure will be displayed as shown in the below image.

easy TimePro	c	Personnel	Device	Attendance	Payroll	System	ı										Welcor	ne admin	® •	Û
<b>S</b> 0	2 III	Salary Structure																		
替 Emplayee Profile	-	≅ ≡ <b>4</b>		Start Date	2019-10-01		End Date	2019-10-24		Employee		Ŧ								
🖬 Formula	-	C Manager																7 2		ŧ
T Cotta Cunde	-	> O Admin		Employee ID \$	First Na	Last Na	Depart	Basic Sal	Effective	OT1	OT2	OT3	Normal	Weeken	Holiday	Late For	Absent	Early Le	Increase	Dedu
	Ť	<ul> <li>Developer</li> </ul>		70045	Loki	k	Manager	1000	2019-10											
A Payroll Structure	-	P Test Departm	nent	70001	robin	chen	Manager	1000	2019-10											
and ruyron seructure	Ň	ピ dev		100	madhu	Fisher	Test De	20000	2019-09	((Basic S	((Basic S	((Basic S	((Basic S							
O Loan	-			102	ball	ofindia	Test De	1000	2019-10											
				103	cat	Shobha	Test De	1000	2019-10											
Salary Advance	-																			

- By default, the Start date is the first day of the month and the end date is the current date. You can also alter the date range as per your requirements.
- You can filter an employee's particular salary structure by clicking the employee text box.
- A window will appear as shown in the below image.

easy TimePr	C Personnel Device	Attendance Payroll System
<b>%</b> C	Employee Profile × Salary S	tructure ×
矕 Employee Profile	✓ ⊗ = 4	Start Date 2019-11-01 End Date 2019-11-11 Employee 🗸 Q
📰 Formula	Department     Android	
💷 Extra Funds	•	Employee ID © First Na Last Na Depart Basic Sal Effective OT1 OT2 OT3 Normal Weeken Holiday Late Fo
A Payroll Structure	-	Select Employee X
🗘 Loan	Ť	Department v Employee Q Selected 0
Salary Advance	•	Employe First Name Last Name Department Employe First Name   Last Name
Reimbursement	•	1 a a Department
Bincingaraction		10 arpita Baby Android None
Calculation	▼	12 asin winstet Android
<b>A a a a a a a a a a a</b>		13 akshay part2 Android
C Report	^	14 justin timberlake Android
		15 kate winslet Android
		16 madhu bhala Android
Increase Items		17 Joshua berry Android
Deduction Items		19 kate Baly Android
		2 W Denstmant
Salary Details		20 V Total 50 Records < > 1 Page Confirm
Attendance Parameter		
		Confirm Canzel
OC Configurations	×	Conten

- Select the employee and click **Confirm.**
- The Salary structure of the selected employee will be displayed as shown in the below image:

ousy milerie				<u> </u>														0	
📎 Q. 🍱	Employee Profile $\times$	Salary Structure	e ×																
📽 Employee Profile 🛛 👻	8 = 4		Start Date 20	19-11-01		End Date	2019-11-11		Employee		¥	0							
🖬 Formula 👻	Department     Android																1 2		• ‡
🖸 Extra Funds 🛛 👻	0		Employee ID 0	First Na	Last Na	Depart	Basic Sal	Effective	OT1	OT2	OT3	Normal	Weeken	Holiday	Late For	Absent	Early Le	Increase.	. Ded
			1	a	a	Depart	25000	2019-11											
Payroll Structure 👻																			
🕈 Loan 👻																			
Salary Advance 👻																			
Reimbursement -																			
Calculation -																			
a Report 🔺																			
Salary Structure																			

#### **Bonus Report**

It displays the increment details of employees. The procedure to view the increment details is similar to the salary structure. Kindly refer <u>Salary Structure</u>.

Doportment Area	Start Date 202	20-04-01	E	End Date 202	20-04-22		Employee		Ŧ	٩			
Department Area											1 2		ŧ
	Employee ID 💠	First Name	Last Name	Department	Calc Date	Total Incr	OT1	OT2	OT3	Normal OT	Weekend	Holiday OT	Allov
Testing	001	Achal		Developm	2020-05-20	0	0	0	0	0	0	0	0
test	12345	ttt		Developm	2020-05-20	0	0	0	0	0	0	0	0
<ul> <li>Development</li> </ul>	70034	Achal	Abhishek	Developm	2020-05-20	0	0	0	0	0	0	0	0
<ul> <li>Technical</li> </ul>	1	Asish		test	2020-05-20	0	0	0	0	0	0	0	0

## **Deduction Report**

It displays the deduction details of employees. The procedure to view the deduction details is similar to the salary structure. Kindly refer <u>Salary Structure</u>.

Deddedon Report													
	Start Date	2020-04-01		End Date 20	020-04-22		Employee		Ŧ	٩			
Department Area											7 2	•	ŧ
	Employee ID \$	First Name	Last Name	Department	Calc Date	Total Ded	Late In	Early Leave	Absent	Deduction	Extra Ded	Advance	Loan
>  Testing	001	Achal		Developm	2020-05-20	10000	0	0	0	0	0	10000	0
test	12345	ttt		Developm	2020-05-20	0	0	0	0	0	0	0	0
<ul> <li>Development</li> </ul>	70034	Achal	Abhishek	Developm	2020-05-20	0	0	0	0	0	0	0	0
<ul> <li>Technical</li> </ul>	1	Asish		test	2020-05-20	10000	0	0	0	0	0	10000	0

#### **Salary Details**

It displays the complete salary details of the employees. The procedure to view the salary details is similar to the salary structure. Kindly refer <u>Salary Structure</u>.

#### **Attendance Parameter**

The Attendance Parameter displays the salary details along with attendance. The procedure to view the attendance parameter is similar to the salary structure. Kindly refer <u>Salary Structure</u>.

## 17.4 Employee Schedule

## **Schedule View**

Schedule View shows a concise view of the schedules allocated to different employees.

• Select a Department to view the details of the schedule assigned to the employee for the day/week/month.

Rule 👻	≌ <b>= A</b>	Start Date 2	019-12-01	End	Date 2019-12	-31	Emp	loyce		-							
shift 👻	Department														~	2 D	e =
	Testing     O Day	Employee ID 🔅	First Na	Department	1	2	3	4	5	6	7	8	9	10	11	12	13
Schedule < 2 🔪 🔺	Technical	14	Justin	Department													
and mont for backs to	I HR	10889	Arthas	Testing													
partment Schedule	Product Manager	6	hugh	Department													
ployee Schedule	Manager	70034	Achal A	Testing													
		11	vijay	Department													
mporary Schedule		13	akshay	Department													
hands to 17mm		12	asin	Department	Weekend	Normal	Normal	Normal	Normal	Normal	Normal	Weekend	Normal	Normal	Normal	Normal	Norma
		4	Ironman	Department													
Annrovais 👻		19	kate	Department													
Approvals 5		5	leopold	Department													
Holiday 👻		7	mag	Department													
		18	madhu	Department													
OutDoor Management 👻		8	hale	Department													
		70049	Dayanan	Dev													
Leave Management 🛛 👻		70046	Dibyajit	Dev													
		9	apple	Department													
Calculate Attendance 🔹 🔫		7005	test5	Dev													
		/004/	Sudhans	Dev													
Transaction Report 🔹 👻		10	madhu	Department													
		70048	Amreeta	Dev													
Scheduling Report 👻																	
Summary Report 🗸 👻																	
Configurations -																	

## **18 Employee Self-Service Features**

The Employee Login provides an intuitive approach to the employees to manage the attendance details.



#### Homepage

The homepage of the Employee's login appears as shown in the image below:

<b>ଌasy TimePr</b> ଙ	Attendance Payroll	Welcome 70029 ① ▼ ℃
N Q 亘	Leave	
🕼 Request 🔺	Start Date End Date Categor	<b>v</b>
	Approval State Q C	
Overtime	Leave Details	
Manual Log	Leave Effective From : 2020-06-01 Increment Date : 2021-06-01	
Training	Leave Type : Yearly Total Leave : 15	
🗹 Approval 🗸 🗸	Leaves Allowed PerMonth : 1 Leave Applied : 0.0	
Holiday 🔻	Carry Forward Limit : 0 Leave Balance : 15	
	Add	<i>7 2</i> ⊡ ∂ ≆
OutDoor Management     ▼	First Name Last Name Category Start Time $\Leftrightarrow$ End Time Leave Payment Type Day Type Res	sign Reason Apply Reason Approval State
🔁 Report 🛛 👻	Prasanth         Sick Leave         2020-02-15 09:30:00         2020-02-15 18:00:00         Unpaid Leave         Full Day	Approved

**18.1** Where to view my schedule for On-Duty

You can view your schedule for visiting the client places by performing the following steps.

- Select Outdoor Management under Attendance module.
- Click **My Schedule**.
- The Schedule will be displayed as shown below:



#### The columns are described as follows:

Schedule Name: Displays the name of the schedule which is assigned to the employee.

**Start Date:** Displays the starting date of the assigned schedule.

**End Date:** Displays the ending date of the assigned schedule.

**Map View:** Displays the geographical location of the client place.



**Text View:** Displays the details of schedule in text format.

<b>ଌasy</b> Time <b>Pr</b> ଙ	Attendan	Text View			×	Welcome 70029	®• û
🗞 Q 🖻	My Schedule Start Date	In Out	05:00:00 07:00:00	Gulmohar			
<ul> <li>☑ Approval</li> <li>☑ Holiday</li> <li>☑ Approval</li> </ul>	Schedule Name HP					V X Text View	□
OutDoor Management     My Schedule     Schedule Report						Click here	
Un-Schedule Report 伦 Report -							
	C 20 ·				Cancel		

# **18.2** How to send my time-off requests

#### Requests

The request functionality includes Leave request, Overtime request, Manual log request, and Training request. The employee can raise these requests and they will be approved by the corresponding approver.

#### Leave Request

The leave request page appears as shown below:

easy TimePro	Attendance vroll	Welcome 70029   ① ▼   ①
Q Ξ Request 2 ▲	Start Date End Date	Category
Leave 3	Approval State Q C	
Overtime	Leave Details	
Manual Log	Leave Effective From : 2020-06-01 Increment Date	(e: 2021-06-01
Training	Leave Type : Yearly Total Leave :	: 15
🖌 Approval 🗸	Leaves Allowed PerMonth : 1 Leave Applied	d: 0.0
<b>4</b>	Carry Forward Limit : 0 Leave Balance	e: 15
🛨 Holiday 🛛 🔻		
🏹 OutDoor Management 🛛 🔻	Add	
🛱 Report 🛛 🔻	Presenth         Sick Leave         2020-02-15 09:30:00         2020-02-15 18	Bit State         Full Day         Approval         Approval         Approval         Approval         Im

#### **Leave Details**

The Leave details display the following details:

Start Date: It displays the starting date of leave calculation

End Date: It displays the ending date of the leave calculation

Leave Type: It displays the type of leave allocation to the employee. It can be Yearly/Monthly

**Leaves allowed per month:** It displays the allowed number of leaves that the employee can take in a month.

**Carry Forward Limit:** It displays the number of leaves that an employee can carry-forward to next month/year.

**Total Leave:** It displays the total number of leaves allotted to the employee.

Leave Applied: It displays the number of leaves already taken by the employee.
Leave Balance: It displays the remaining number of leaves of the employee.

#### **Search Options**

You can search the leaves as shown in the image below:

<b>easy</b> Time <b>Pr</b> ଙ	Attendance Payroll					Welcome 70029	•	Ϋ́
♥ Q 亘 Ø Request	Leave Start Date 2020-06-01	E	nd Date 2020-06-19		Category Si	ick Leave	~	
Leave	Approval State	• Q C						
Overtime	Leave Details							
Manual Log	Leave Effective From :	2020-06-01	Increment Date :	2021-06-01				
Training	Leave Type :	Yearly	Total Leave :	15				
🗹 Approval 👻	Leaves Allowed PerMonth :	1	Leave Applied :	0.0				
🛨 Holiday 🗸 🔻	Carry Forward Limit :	0	Leave Balance :	15				
	Add					× .	· • •	÷
Geo OutDoor Management •	First Name Last Name Category	Start Time 👙	End Time	Leave Payment Type	Day Type Resign Re	eason Apply Reason	Approval State	3
🖆 Report 🛛 👻	Prasanth Sick Leave	2020-02-15 09:30:00	2020-02-15 18:00:00	Unpaid Leave	Full Day		Approved	Ŵ
								_

Start Date: Select the start date of applied leave.

**End Date:** Select the end date of applied leave.

Category: Select the leave category.

**Approval State:** Select the approval status of the leave.

Click **Search** to view the filtered leaves.

#### **Request a leave**

An employee can request leave through the employee portal.

Perform the following steps to request a leave:

Click Add. A pop-up appears as shown in the image below:

easy TimePre At	ten ^{Add}							×
📎 Q 🖅 🗔	June	e 2020				Т	oday <	• Full Day
🕼 Request	Sta Sur	Mon 1	Tue 2	Wed 3	Thur 4	Fri	6 2	First Half
Leave	prov							Second Half
Overtime	ve Dei 7	8	9	10	11	12	13	
Manual Log	L							Leave Type* Paid Leave 💌
Training	14	15	16	17	18	19	20	Category* Sick Leave 🗢
🗹 Approval 🗸 🗸	Lean 21	22	23	24	25	26	27 4	Days* 2
🗄 Holiday 💦 🗾	3	Full Day	Full Day				-	Apply Reason
💑 OutDoor Management 🚺 A	id 28	29	30	1	2	3	4	
🖞 Report 🗸 🗖	Prasi		_					
	5	6	7	8	9	10	11	
								5 Confirm Cancel

**Date:** Select the date(s) of the leave.

Day Type: Select the day type for the leave. It can be Half-a-day or Full-day or Second half.

**Category:** Select the leave category. The leaves are predefined by the Admin in Leave Management.

**Payment Type:** Select the payment type for the leave. It can be paid leave or unpaid leave.

**Reason:** Enter the reason for applying leave.

Click **Confirm** after entering the details.

# **18.3** Where to view my assigned holidays

#### **Holiday List**

Holiday list displays the list of holidays assigned to the employee. Enter the Start Date and End Date of the holiday and click button. The holiday list will be displayed as shown below:

<b>ଌasy TimePr</b> ଙ	Attendance 1 yr	roll			Welcome 70029	<u>,</u>	Ϋ́
∾ Q 🗉	Holiday List						
🕼 Request 🗸 🔻	Start Date 2020-01-01	End Date 2020	-12-19	4			
🗹 Approval 🛛 👻			Holiday List for this ye	ar			
					V 2	•	***
🛨 Holiday 📿 🔺	Name	Location	Start Date	Duration(Day)	Working On H	oliday	
Holiday List 3	Aug15	null	2020-08-15	1	Calculate as H	oliday OT	
€ Report •	C 20 • < 1	> Total 1 Records 1 Page	Confirm				

#### The columns are described as follows:

Name: Name of the employee.

Location: Location of the employee.

Start Date: Starting date of the Holiday.

Duration (Day): Number of days of leave for the holiday.

**Working on Holiday:** If an employee works on holiday then it should be counted as a specific type of work (like Holiday OT or Normal work).

# 18.4 How to change my assigned schedule

An employee can request to change the schedule assigned to him through our Mobile App. When an employee submits a request to change the shift through Mobile App, the Administrator can approve the request through the Web application or Mobile App. The columns are described as shown below:

≡ easy	y TimePr©	Personnel	Devic	e A	ttendance		roll	System			Welcome a	dmin	R	• ĩ	7
	🃎 Q 🗉	Schedule Adjustm	ent												
R Rule	-	🛢 Bookmarks -	- T Filte	ers 👻											
💾 Shift	-	Delete Ap	oprove/Reject	Revo	ke						¥	27	9		
🛗 Schedule	<b>–</b>	Employee ID	First Name	Last Name	Department	Position	Date	Previous Schedule	New Schedule	Apply Reason	Apply Time		Approva	al Status	Rer
-		3	asish	-	Department	-	2020-06-22	Bangalore	Bangalore		2020-06-20 09	):59:17	Pending		•
M Approval	s Z A														- 1
Manual Log															- 1
Leave															- 1
Overtime															
Training															- 1
Schedule Ad	justment 3														
🕂 Holiday	•														
💏 OutDoor	Management 🔻														
						-						-	-	-	۲

**Employee ID, First Name, Last Name, Department, Position:** Displays the Employee ID, Name, Department, and Position of the employee who applied for schedule adjustment.

**Date:** Displays the date for which the employee requests for schedule adjustment.

- Previous Schedule: Displays the previous schedule assigned to the employee.
- New Schedule: Displays the schedule which the employee has requested to assign.
- Apply Reason: Displays the reason for the schedule adjustment.
- **Apply Time:** Displays the time at which the training is requested.
- Approval Status: Displays the status of approval of the training.
- **Approval Remarks:** Displays the remarks for the processed training request.
- Approval Time: Displays the time of approval.
- **Approver:** Displays the name of the approver.

#### Approve/Reject a Schedule Adjustment

- To Approve/Reject a schedule adjustment, perform the following steps:
  - Select the Schedule Adjustment request and click Approve/Reject.
  - On the appearing pop-up, select the state as Approved/Rejected.
  - Enter the remarks of approval. Click **Confirm.**

#### Delete a Schedule Adjustment

Perform the following steps to delete a schedule adjustment:

- Select the Schedule Adjustment request and click **Delete** or click **edit** icon of the corresponding schedule adjustment.
- Click **Delete** if you are sure to delete the schedule adjustment.

#### **Revoke a Schedule Adjustment**

To revoke a schedule adjustment, perform the following steps:

- Select the schedule adjustment request to be revoked and click **Revoke**.
- Enter the revoke reason and click **Confirm.**

# **18.5** How to send overtime and training requests

#### **Overtime Request**

You can request for overtime through Employee login if you have worked additional hours apart from predefined hours.

<b>easy</b> TimePrତ	Attendance 1 yroll		Welcome 70029	• 1	Ϋ́
> Q ⊡	Overtime				
Request 2	Start Date End Date	Overtime Type		-	
Leave	Approval State Q C				
Overtime 3	Add		V 2	•	***
Manual Log	Employee ID 💠 First Name Last Name Overtime Ty	pe Start Time 💠 End Tim	ne	AI	
Training					
🗹 Approval 🗸 🔻					
🗄 Holiday 🗸 🔻					
🏹 OutDoor Management 🛛 🔻					
C2 Report ▼					

#### The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the applied Employee.

**Overtime Type:** Displays the type of applied overtime.

**Start Time:** Displays the start date and time of the overtime.

**End Time:** Displays the end date and time of the overtime.

**Approval Status:** Displays the status of approval of the applied overtime. It can be approved /rejected /pending.

Perform the following steps to add an overtime request:

Click **Add**. A pop-up appears as shown in the image below:

<b>øasy TimePr</b> ଙ	Attendance	yroll				
Request 2	Covertime Start Date		End Date		Overtin	ne Typ
Leave	Approval State	- Add	×			
Overtime 3	4 Add	Start Time*	2020-06-20 18:00:00			
Manual Log	Employee ID 🗢 Fir	st Name End Time*	2020-06-20 22:00:00	me	Apply Reason	Арј
Training	_	5 Overtime Type*	Normal OT 👻			
🗹 Approval	•	Reason				
💾 Holiday	•					
💑 OutDoor Management	•					
🖨 Report	•					
			Confirm Cancel			
-						

Start Time: Select the start date and time for overtime.

**End Time:** Select the end date and time for overtime.

**Overtime Type:** Select the overtime type.

**Reason:** Enter the reason for applying.

Click **Confirm** after entering the details.

## **Training Request**

If you need training in any prescribed specialization within your company, you can request through the Employee Login.

easy TimePre	Attendance 1 yroll					Welc	ome 7002	9	<u>N</u> •	Ϋ́
SQ Ⅲ C Request 2	Training Start Date	En	d Date		Training Typ	pe		Ŧ		
Leave	Approval State	▼ Q C								
Overtime Manual Log	Add Employee ID 💠 First Name	Last Name	Training Type	Start Time 👙		End Time	1	2 II	AI	+++++++++++++++++++++++++++++++++++++++
Training 3										
🗹 Approval 👻										
🕑 Holiday 🗸										
요 Report 🗸										
	-									

### The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

**Training Type:** Displays the requested training type by the employee.

**Start Time:** Displays the starting time of the training.

**End Time:** Displays the ending time of the training.

Approval State: Displays the approval status of the requested training as Approved/Rejected/Pending.

Perform the following steps to add a training request:

Click Add. A pop-up appears as shown in the image below:

<b>ଌasy TimePr</b> ଙ	Attendance	Payroll		
≫ Q ⊡	Training			
🕼 Request 🔺	Start Date		End Date	Т
Leave	Approval State	Add	×	
Overtime 1	Add	Start Time*	2020-06-18 10:00:00	
Manual Log	Employee ID 🌲	First Ne 2 End Time*	2020-06-18 13:00:00	:Time 🜲
		Training Type*	software Training 🔍	
🗹 Approval 🛛 🔻		Reason		
💾 Holiday 🗸 🔻		Reason		
🏽 OutDoor Management 🛛 🔻				
🖓 Report 🔻				
			Confirm Cancel	

**Start Time:** Select the starting time of training.

**End Time:** Select the ending time of training.

**Training Type:** Select the training type from the drop-down list.

**Reason:** Enter the reason for training request.

Click **Confirm** after entering the details.

# 18.6 Where does my attendance report appear?

#### Report

The following reports can be generated through Employee login.

#### **Search Options**

For all the reports, you can enter the start date and end date to view the reports in that particular date range.

easy TimePrଙ	Attendance							Welcome 70029	<b>()</b> -	Ŷ
S Q 🗉	Leave Detail Repo	t								
🕼 Request 🗸 🔻	Start Date 202	0-06-01	End Da	te 2020-06-19		٩				
🗹 Approval 🗸 🔻								V 2	•	
<b>A</b>	First Name	Leave Type	Leave Effective F	Increment Date	Total Leave	Leaves Allowed	Carry Forward Li	Leave Used	Leave Bala	nce
🛨 Holiday 🛛 🔻	Prasanth	Yearly	2020-06-01	2021-06-01	15	1	0	0.0	15	
CoutDoor Management										
Transaction Report										
Scheduled Log Total Time Card		_	_	_	_	_	_	_	_	

#### Leave Detail Report

The Leave Detail Report displays the leave schedule assigned to the employee.

<b>øasy</b> TimePrତ	Attendance							Welcome 70	029	<b>R</b> -	Ϋ́
>> Q 亘	Leave Detail Repo	t									
	Start Date 202	0-06-01	End Da	te 2020-06-19							
🗹 Approval 🗸 👻								P	e ⁿ	•	4
A	First Name	Leave Type	Leave Effective F	Increment Date	Total Leave	Leaves Allowed	Carry Forward Li	Leave Used		Leave Bala	ince
I+ Holiday ▼	Prasanth	Yearly	2020-06-01	2021-06-01	15	1	0	0.0		15	
Image: Weight of the second											
Transaction Report											
Scheduled Log											
Total Time Card			_			_			-	-	

#### The columns are described as follows:

First Name: Name of the employee.

**Leave Type:** Assigned type of leave to the employee.

Start Date: Starting date of the leave schedule from where the report is to be generated.

**End Date:** Ending date of the leave schedule from where the report is to be generated.

**Total Leave:** Total leave allotted to the employee.

Leaves allowed per month: Displays the total number of leaves that an employee can take in a month.

**Carry-Forward Limit:** Displays the total number of leaves an employee can carry-forward to next month or year.

Leave Consumed: Displays the total number of leaves taken by the employee.

Leave Balance: Displays the remaining leaves of the employee.

#### **Transaction Report**

The Transaction Report displays all the transactions of the employee with a given time period.

🄊 Q 🗉	Transaction R	eport					
Request 🗸	Start Date	2020-06-01	End Date 202	0-06-20	٩		
Approval 🔫						Ŷ	2 🗆 🔿
	Employee ID	First Name	Department 🌲	Date 🌲	Time	Punch State	Data Sources
Holiday 🔻	70029	Prasanth	Department	12-06-2020	17:38	check in	Device
	70029	Prasanth	Department	12-06-2020	11:58	check in	Device
OutDoor Management 🔹	70029	Prasanth	Department	12-06-2020	11:57	check in	Device
	70029	Prasanth	Department	12-06-2020	10:03	check in	Device
Keport 4	70029	Prasanth	Department	10-06-2020	12:13	255	Device
asve Detail Report	70029	Prasanth	Department	10-06-2020	10:43	255	Device
	70029	Prasanth	Department	08-06-2020	14:39	check in	Device
ransaction Report	70029	Prasanth	Department	08-06-2020	14:37	check in	Device
	70029	Prasanth	Department	05-06-2020	18:14	check in	Device
cheduled Log	70029	Prasanth	Department	05-06-2020	18:02	check in	Device
. 172 . 0. 1	70029	Prasanth	Department	05-06-2020	18:00	check in	Device
otal Time Card	70029	Prasanth	Department	05-06-2020	17:56	check in	Device
mplovee Summarv	70029	Prasanth	Department	05-06-2020	17:54	check in	Device
ultiple Transaction reak Time	C 20	▼ < 1 > Tota	Il 13 Records 1 Pag	e Confirm			

#### The columns are described as follows:

**Employee ID:** Displays the ID of the employee.

First Name: Name of the employee.

**Department:** Displays the department of the employee.

**Date:** Displays the date to the corresponding transaction.

Time: Displays the time to the corresponding transaction.

**Punch State:** Displays the punch state of the transaction.

Data Sources: Displays the name of the device from which the data is obtained.

## Scheduled Log

The Scheduled Log Report displays the report of actual punch state made by the employee and the correct punch state.

easy TimePrଙ	Attendance	1 yro	II						Welcome 3	®• ũ
<b>シ</b> Q 運	Scheduled Log									
🛿 Request 🛛 🔻	Start Date 202	20-06-01	E	nd Date 2020-	06-20	٩				
🗹 Approval 🗸 👻									¥ 2	□ 🖻 🗄
<b>M</b>	Employee ID 🌲	First Name	Last Name	Department	Work Code	Date 🌲	Weekday 🌲	Time	Punch Stat	e Correct Stat
🛨 Holiday 🛛 🔻	3	asish		Department		2020-06-01	Monday	09:21	255	Check In
<b>*</b> • • • • • •	3	asish		Department		2020-06-01	Monday	18:22	255	Check Out
•• Outboor Management •	3	asish		Department		2020-06-03	Wednesday	08:57	255	Check In
Transaction Report Scheduled Log										
Employee Summary										
Multiple Transaction										
Break Time	C 20 🗸	< 1 >	Total 3 Records	1 Page	Confirm					

#### The columns are described as follows:

**Employee ID:** Displays the ID of the employee.

First Name, Last Name: Displays the name of the employee.

**Department:** Displays the department of the employee.

Work Code: Displays the work code for the employee for different roles, he/she performs in the company.

**Date:** Displays the date to the corresponding log.

Weekday: Displays the corresponding day.

**Time:** Displays the Time and Date of the schedule.

Punch State: Displays the actual punch state of the employee.

**Correct State:** Displays the correct punch state.

## **Total Time Card**

The Total Time Card displays the entire attendance and time details of the employee.

Request	Start Date 202	20-06-01		End Date 2020-06-	20	4						
	Start Date _202	0 00 01		2020 00								
Approval	-								2	P 2		
	Employee ID 💠	First Name	Department 🌲	Date 🌲	Weekday	Exception	Timetable	Duration	Check In	Check Out	Duty Du	ra.
Holiday	3	asish	Department	2020-06-01	Monday		Bangalore	08:30	09:30	18:00	08:30	
	3	asish	Department	2020-06-02	Tuesday		Bangalore	08:30	09:30	18:00	08:30	
OutDoor Management	3	asish	Department	2020-06-03	Wednesday		Bangalore	08:30	09:30	18:00	08:30	
<b>D</b>	3	asish	Department	2020-06-04	Thursday		Bangalore	08:30	09:30	18:00	08:30	
Keport	3	asish	Department	2020-06-05	Friday		Bangalore	08:30	09:30	18:00	08:30	
ave Detail Report	3	asish	Department	2020-06-06	Saturday		Bangalore	08:30	09:30	18:00	08:30	
	3	asish	Department	2020-06-07	Sunday	Weekend			00:00	00:00		
ansaction Report	3	asish	Department	2020-06-08	Monday		Bangalore	08:30	09:30	18:00	08:30	
	3	asish	Department	2020-06-09	Tuesday		Bangalore	08:30	09:30	18:00	08:30	
heduled Log	3	asish	Department	2020-06-10	Wednesday		Bangalore	08:30	09:30	18:00	08:30	
stal Time Card	3	asish	Department	2020-06-11	Thursday		Bangalore	08:30	09:30	18:00	08:30	
	3	asish	Department	2020-06-12	Friday		Bangalore	08:30	09:30	18:00	08:30	
nployee Summary	3	asish	Department	2020-06-13	Saturday	Weekend			00:00	00:00		
	3	asish	Department	2020-06-14	Sunday	Weekend			00:00	00:00		
ultiple Transaction	3	asish	Department	2020-06-15	Monday		Bangalore	08:30	09:30	18:00	08:30	

# **Employee Summary**

The Employee Summary displays exceptions, leaves, worked hours and OT hours worked by the employee.

<b>ଌasy TimePr</b> ଡ	Attendance		oll							Welco	ome 3	6	•	Û
<b>シ</b> Q 運	Employee Summa	ary												
	Start Date 20	20-06-01		End Date	2020-0	06-20		4						
🗹 Approval 🗸 🗸										P	×*		<b>~</b>	÷
🛱 Holiday 🗸	Employee ID 🌲	First Name	Department	L	ate	Early Leave	Absence	Actual Work	Normal OT	Weekend OT	Holida	iy OT	Leave	
Couldoon management     Couldoon management     Couldoon     Coul														
Employee Summary 3 Multiple Transaction														
		2 1	Total 1 Reco	rds 1	Page	Confirm								
Break Time	(3 ≥0 ∨		rotar riteco			Commi								

**Employee ID, First Name:** Displays the Name of the employee.

**Department:** Displays the Department of the employee.

Late: Displays the late minutes.

Early Leave: Displays the early leave minutes.

Absence: Displays the absence minutes.

Actual Work: Displays the actual worked minutes.

Normal OT: Displays the Normal OT hours worked by the employee.

Weekend OT: Displays the Weekend OT hours worked by the employee.

Holiday OT: Displays the Holiday OT hours worked by the employee.

Leave: Displays the total Leave hours of the employee.

#### **Multiple Transaction**

The Multiple Transaction report displays the details of various transactions made by the employee.

easy TimePre	Attendanc							Welcor	ne 3	<u>n</u> -	Ϋ́
S Q 🗉	Multiple Transa	ction									
☑ Request ▼	Start Date	2020-06-01	End Da	te 2020-06-20		4					
🗹 Approval 🗸 👻								Т.	27	•	4
<b>44</b>	Employee ID 👙	First Name	Department	Date 💠	Summary Time	Clock In	Clock Out	Total Time			
🛨 Holiday 🛛 🔻	3	asish	Department	2020-06-01	09:01	09:21	18:22	09:01			
🕷 OutDoor Management 🛛 💌	3	asish	Department	2020-06-03		08:57					
Leave Detail Report Transaction Report Scheduled Log											
Total Time Card											
Employee Summary											
Multiple Transaction 3											
Break Time	C 20 🗸	• < 1 > To	otal 2 Records 1	Page Conf	irm						
Time Card											

**Employee ID, First Name:** Displays the Employee ID and First Name of the employee.

**Department:** Displays the Department of the employee.

**Date:** Displays the date in which the transaction is made.

**Summary Time:** Total leave allotted to the employee.

**Clock In:** Displays the actual clock-in time of the employee.

**Clock Out:** Displays the actual clock-out time of the employee.

**Total Time:** Displays the total worked time.

#### **Break Time**

The Break Time displays the outline of break time, break in-time, break out-time and the total break time utilized by the employee.

	Welcom	e 3	(J) 🗸	Ϋ́
reak Time				
Start Date 2020-06-01 End Date 2020-06-20				
	1	e ⁿ	•	* *-
nployee ID 💠 First Name Department Date 💠 Summary Time Break Out Break In Total Time				
None				
n	ekt Time Start Date 2020-06-01 End Date 2020-06-20 Q ployee ID ‡ First Name Department Date \$ Summary Time Break Out Break In Total Time None None	ekt Time Start Date 2020-06-01 End Date 2020-06-20 ployee ID ‡ First Name Department Date \$ Summary Time Break Out Break In Total Time None	elat Trate 2020-06-01 End Date 2020-06-20	elat Trate Estart Date 2020-06-01 End Date 2020-06-20 ployee ID \$ First Name Department Date \$ Summary Time Break Out Break In Total Time None

**Employee ID, First Name:** Displays the Employee ID and First Name of the employee.

**Department:** Displays the Department of the employee.

**Date:** Displays the Date of break-time report.

**Summary Time:** Displays the summary time of the allotted break.

Break Out: Displays the time at which the employee went out for break.

Break In: Displays the time at which the employee returns after break.

**Total Time:** Displays the total break time.

## Time Card

The Time Card displays the report for number of attendance punch made by the employee

<b>ଌasy TimePr</b> ଙ	Attendance						Welcome 3	R •	Ϋ́
≫ Q 🥶	Time Card								
	Start Date 202	20-06-01	End Date	2020-06-20		4			
🗹 Approval 🗸 👻							1 2	•	÷
<b>40</b>	Employee ID 🜲	First Name	Department	Date 🜲	No. of Pu	Time			
🛨 Holiday 🔻	3	asish	Department	2020-06-01	3	09:21:45, 09:21:48, 18:22:29			
🕷 OutDoor Management 🛛 🔻	3	asish	Department	2020-06-03	2	08:57:19, 08:57:22			
Leave Detail Report Transaction Report Scheduled Log Total Time Card									
Employee Summary									
Multiple Transaction									
Break Time	C 20 🗸	< 1 > т	otal 2 Records 1	Page Confirm	n				

Employee ID, First Name: Displays the Employee ID and First Name.

**Department:** Displays the Department of the employee.

**Date:** Displays the date of report generation.

No. of Punch(s): Displays the number of attendance punches made by the employee on the particular day.

**Time:** Displays the time of attendance punch.

# 18.7 What to do if I have forgotten to do attendance punch

## **Manual Log Request**

If you have forgotten to do attendance punch for check-in, check-out, break-in, break-out, you can request for a manual log.

<b>easy</b> TimePrତ	Attendance								Welcome 3	٩	· ۲
Q Ⅲ Request 2 ▲	Manual Log Start Date			End Date			Punc	h State		•	
Leave	Approval State		T	q C							
Overtime	Add								1 2		• =
Manual Log	Employee ID	First Name	Last Name	Punch Time 👙	Punch State	Work Code	Apply Reason	Approval Remarks	Approval S	tate	
Training					1	None					
🗹 Approval 🗸											
💾 Holiday 🔻											
🐔 OutDoor Management 🔻											
C2 Report ▼											
	-										

### The columns are described as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the employee.

Punch Time: Displays the date and time of the requested manual log.

Punch State: Displays the punch state of the requested manual log.

Work Code: Displays the Work Code of the employee if applicable.

**Reason:** Displays the reason for applying the manual log.

Approval State: Displays the approval state of the manual log as Approved/Rejected/Pending.

Perform the following steps to add a manual log:

Click Add. A pop-up appears as shown in the image below:

easy TimePro	Attendance	Payroll						Welcome 3	R -	Ϋ́
🗞 Q 🖻 दि Request 🔹	Manual Log Start Date Approval State	Add	End Date	×		Punc	h State			
Ceave 1 Overtime 1 Manual Log Training  C Approval Holiday Holiday Report	Add Employee ID \$	First N 2 P	Punch Time* 2020-06-2 unch State* Check In Work Code pply Reason	0 09:00:00	ode Ap	ply Reason	Approval Remarks	X X	te	47
			Con	firm Cancel						

**Punch Time:** Select the Date and Time for the manual log.

Punch State: Select the attendance punch state.

Work Code: Enter the work code if applicable.

**Reason:** Enter the reason for applying the manual log.

Click **Confirm** after entering the details.

# **18.8** Where to apply for Reimbursement

The Reimbursement option in Employee login initiates the reimbursement request to the concerned approver.

<b>easy</b> TimePrତ	Attendance	Payrol						Welcom	ne 3	ହ	) -	Ϋ́
) Q 正	Reimbursement											
🛱 Request 2	Start Date			End Da	te		Approval State			Ψ.	Q	G
Reimbursemer 3	Add							Ŷ	27		<b>~</b>	÷
🗹 Approval 🗸	Employee ID	First Name	Last Name	Start Date   🌲	End Date	Allowance Typ	e Purpose Type	Reimbursement Re	ceipt	Apply		
	3	asish		2020-06-20 00:00:00	2020-06-20 00:00:01	Travel	Business expenses	3ML3g1UqqCc.png		2020-0	匬	
	3	asish		2020-06-20 00:00:00	2020-06-20 00:00:01	Travel	Business expenses	3WXbz6alMho.png		2020-1	圃	
	3	asish		2020-06-20 00:00:00	2020-06-20 00:00:01	Travel	Business expenses	3KJ7JXXZZHN.png		2020-1	圃	Ø

The columns are explained as follows:

Employee ID, First Name, Last Name: Displays the Employee ID and Name of the applied Employee.
Start Date: Displays the Start Date and Time of reimbursement.
End Date: Displays the End Date and Time of reimbursement.
Allowance Type: Displays the applicable Allowance category.
Purpose Type: Displays the allowance purpose.
Reimbursement Receipt: Displays the attached reimbursement receipt.
Apply Time: Displays the request applied time
Apply Reason: Displays the applied reason.
Approval Remarks: Displays the remarks for reimbursement.

Approval State: Displays whether the request is approved or not.

#### **Add Reimbursement Request**

easy TimeP	۲ [.] Attenda	ance Payro	II				
-	Q 🖭 Reimbursen	nent					
🔁 Request	▲ Start	Date		End Date		Approva	al State
	1 Add	Add				×	:
🗹 Approval	Employ     3     3	Amount*	1	Additional Employee		~	ises
	Enter the	Start Date*	2020-06-19 09:00:00	End Date*	2020-06-20 21:00:00		ises
	details	Allowance Type*	Travel	<ul> <li>Purpose Type*</li> </ul>	Business expenses		
		Reimbursement Receipt*	t Choose Files No file chose Only supports .jpg, .jpeg, .pn .bmp, .pdf, .docx, and .xlsx format	en Remark g,	1		l
					Confirm	Cancel	

On the Reimbursement interface, click **Add** to raise a reimbursement request.

- Enter the reimbursement amount.
- Enter the Start Date and End date of reimbursement.
- Select the Allowance Type and Purpose Type.
- Then, attach the related receipt.

Click **Confirm** after entering the corresponding details.