timeTec Cloud

A Perfect Web Solution For Time & Attendance

FingerTec

User Guide

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1 • Introducing & Installing the TimeTec

TimeTec – An Introduction

THE BASIC UNDERSTANDING OF TIMETEC

TimeTec is a web based FingerTec application for managing employee data and attendance records. Administrators can manage employees easily as they are able to transfer user data within the terminals with TimeTec. Attendance data from FingerTec terminals are downloaded into TimeTec to provide an overview of the staff's attendance. TimeTec works with a MySQL database to maximize the capacity storage and minimize housekeeping efforts.

Managing and using the TimeTec is easy. FingerTec terminals automatically upload new user information (user ID, fingerprint templates, card information and password) to TimeTec whenever a new employee is registered at the terminal.

For companies with multiple branches or outlets, employees are often relocated. With TimeTec, an administrator can upload the information of the employee concerned to relevant terminals in the new branch within seconds. The employee can then start to report his/her attendance at the new branch immediately. If an employee resigns, the administrator will be able to delete the employee details from the system easily as well.

TimeTec provides a complete hierarchy to fit most companies' structure. It is divided into Company > Branch > Department > Section. An administrator can assign employees into the appropriate level in a company to ease management and data viewing. The system administrator can also assign new administrators/operators to run TimeTec, manage attendance data, and generate reports. It comes with a multi-level login authorization where the system administrator can assign the operating levels of each user, for example an administrator of the Accounts department will only be able to view records within the Accounts department – records and transactions from other departments /branches / companies will not be viewable to the Accounts administrator.

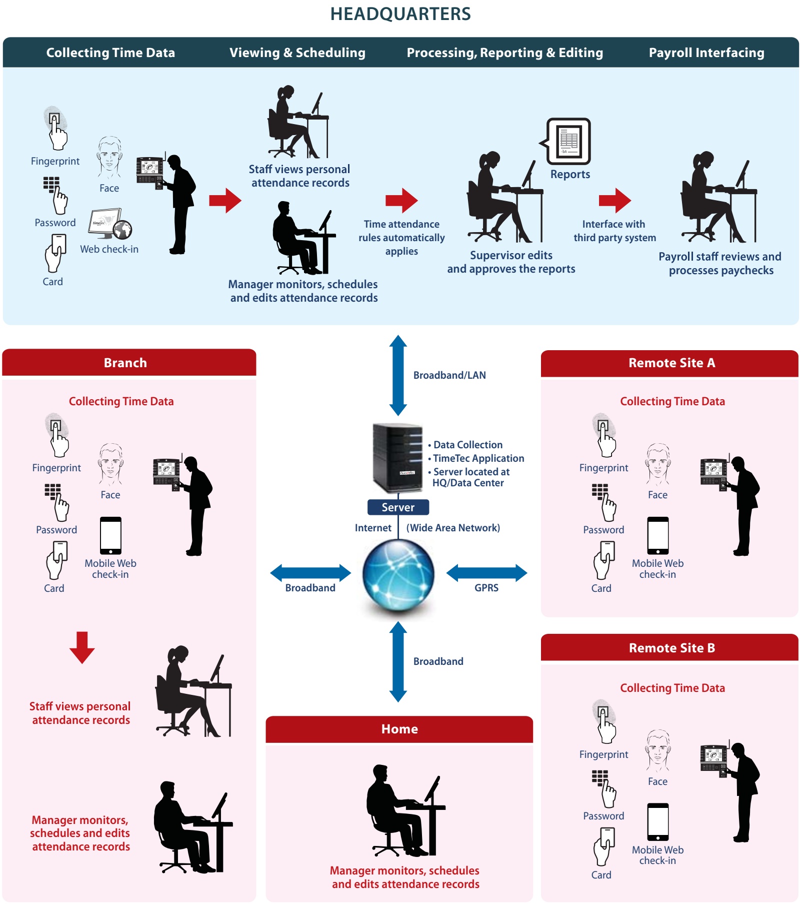
With the TimeTec, FingerTec terminals are utilized as attendance capturing stations. Employees report their attendance by verifying their fingerprint, card or password, and the attendance records will be uploaded to TimeTec immediately for the system administrator to view in the attendance sheet. This ensures that the attendance records in TimeTec will always be up to date. TimeTec provides a total of 999 working scenarios, each with 7 pairs of clocking status:

In | Tea break in-out | Lunch break in-out | Tea break in-out | dinner break in-out | supper break in-out | OT in-out | Out

TimeTec allows administrators to setup working schedules to fit a specific working environment, for example normal working hours, overnight working hours, factory shifts working patterns and flexi working hours. The First in and last Out are the MUST have columns under the working schedules; the others are optional. The 7-pairs (14) of columns maximize the slots for attendance capturing and also provide detailed check points of all employees.

An administrator can prepare 26 types of reports to understand and analyze employees' working behavior and efficiency. With multiple levels of access, system operators can view reports with restriction (branch/department/section), without having to interrupt each other. Individual employees can also login to TimeTec to view and print their personal attendance records. Furthermore, each report can be saved into different digital formats (PDF, DOC or XLS).

THE SYSTEM OVERVIEW



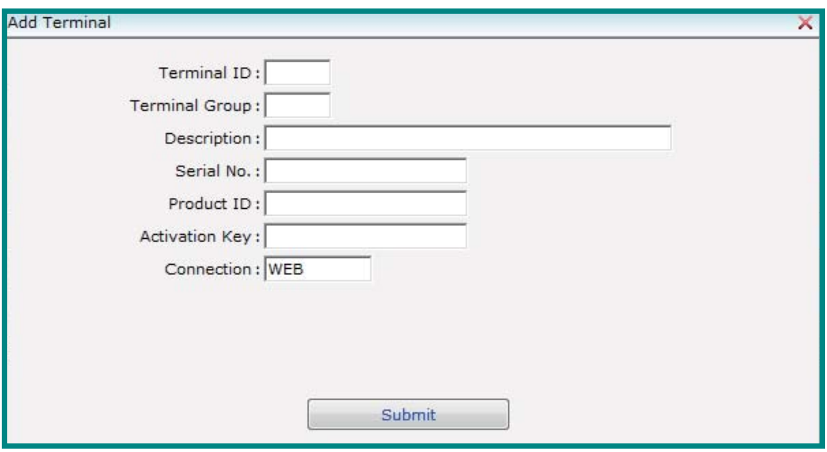
2. Managing Terminals

This chapter guides you on how to add, define and identify all FingerTec terminals to TimeTec in a connected environment for a complete management of employees and their attendance data.

Adding Terminals to TimeTec

To track employees' attendance records, you must add the terminals that are being used to report attendance. Connecting the terminals to TimeTec enables you to download all attendance data contained in the terminals via the web, upload and update relevant information to the terminals and monitor the activities of the terminals effectively. TimeTec cannot update any information to terminals that are not connected to it.

Choose ***Device*** > ***Add*** > Fill out the details > ***Submit***



Field	***Description***
Terminal ID	Identify terminals that are being connected to TimeTec with a unique ID for example 110, 111, 112, etc.
Terminal Group	Define which group that a particular terminal belongs to i.e Terminal 111 belongs to Group 1, normal hours workers., Terminal 110 is being used by Group 2 who has shifts.
Description	Describe the location of the terminal for easy reference and identification for, example main entrance, biology building entrance, laboratory 1 entrance, etc.
Model	State the model of the terminal (e.g. AC100, TA100, R2) for easier tracing and tracking.
Serial No	Each terminal comes with a unique serial number; input the serial number of the terminal here for identification.
Connect	Choose to connect the terminal via web to list the terminals in TimeTec.

Note: *It is important to make sure that all terminals are loaded with Webster before you attempt to connect the terminals to TimeTec. Webster is an online web based platform, similar to an SDK, that is used to consolidate and centralize the database for time and attendance. With the Webster platform, you can access raw time attendance data anytime and everywhere using internet browser.*

No.	In Service	Activated	Terminal	Duty Group	Description	Model	Serial No.	Connection	
1	☑	✓	1	1	Main entrance	R2	8205854	WEB	
2	☑	✓	2	1	Secondary entrance	R2	8202660	WEB	

Updating Terminals Information in TimeTec

From time to time, you might want to update the terminal(s) information TimeTec provides you with an option to update the information of every terminal that you have added into TimeTec.

Choose ***Device*** > Click on the right of a row and edit accordingly

Deleting Terminal from TimeTec

You can delete any terminal from the list of devices once the terminals are no longer used for recording attendance or the company has made changes that affect any listed terminals in TimeTec.

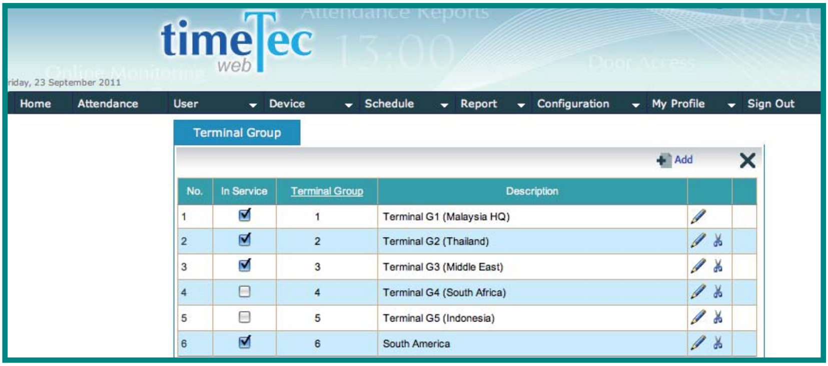
Choose ***Device*** > Click on the far right of a row > Confirm the deletion.

You can add the terminal(s) back to TimeTec as and when necessary. Refer to ***Chapter 3, Page 11*** for instructions.

Adding a Terminal Group

TimeTec allows you to add terminal(s) into the same Duty Group for staff management.

Choose ***Device*** > ***Terminal Group*** > ***Add*** > Enter Group Number and its description > ***Submit***.



The newly added Terminal Group will appear on the list

Editing a Terminal Group

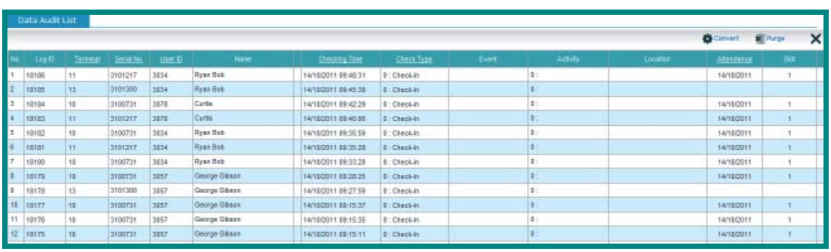
Any information that you have keyed in for the terminal group can be edited by clicking on . Once the editing is confirmed, click on to save the changes.

Deleting a Terminal Group

You have the option to delete the terminal group by clicking on at the end of row of the terminal group you choose to delete. Confirm the deletion and the terminal group will no longer be listed on the page.

Displaying the Data Audit List

Data Audit List contains all the information available for each transaction log of each terminal as an audit trail. Fields available on Data Audit List are explained in the next page:



Field	Description
Log ID	Log ID is a unique ID for each transaction in TimeTec, displayed in a descending order, the later the time, the higher the Log ID number.
Terminal	The terminal ID as described when you add a terminal into TimeTec.
Serial Number	This is the serial number of the terminal that the user used to report attendance
User ID	User ID of the user is displayed here for identification
Name	The Name of the user is displayed here for identification and verification
Check Time	This contains the recorded date and time of the attendance activity from the terminal.
Check Type	Check Type describes the purpose of the attendance for example 0 for check In and 1 for check out.
Activity	This contains work code information that is inputted by users when they report their attendance for example 13 for meeting clients, 14 for a visit to a clinic.
Attendance	This contains the date of the attendance record
Slot	Slot is the information about the location of this record in the attendance sheet column, for example In, Break, Resume etc

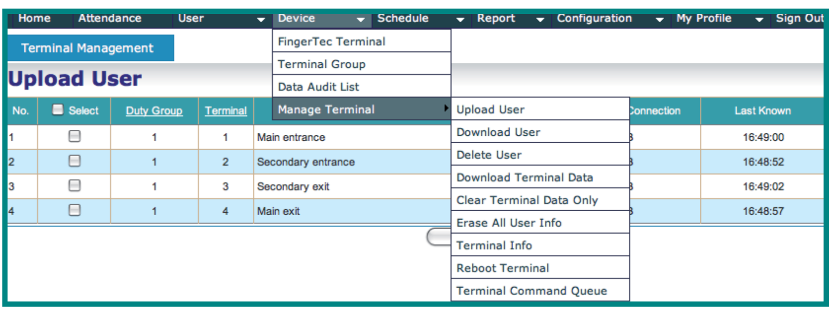
Viewing the Data Audit List

To view data audit list based on what you are looking for specifically, choose any field header and select your preference. For example, you want to view the Data Audit List by the Check Type, move your cursor to the Check Type header and you'll be presented with a drop down selection. Choose one and TimeTec will search the data you want.

Click the arrow at the bottom of the page to view the next pages' information or to go back to the previous pages' information.

Managing Terminals

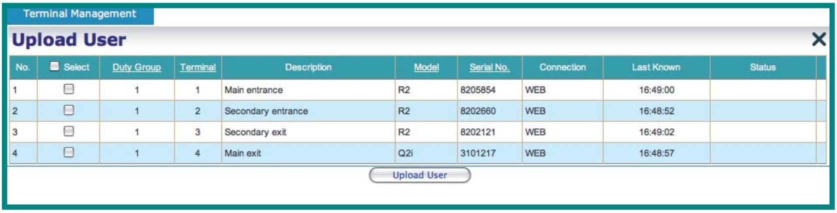
There are 9 commands you can perform to manage your list of connected terminals in TimeTec.



Choose ***Device*** > ***Manage Terminals*** > Select your command

UPLOADING USERS

Managing users from TimeTec has been made easy. Click on ***Upload User*** > ***Select Terminals*** > ***Upload Users***. TimeTec will upload users from TimeTec to the terminals in no time. You can check the information of the terminals by checking Terminal Info.



Terminal Management

Upload User

No.	Select	Duty Group	Terminal	Description	Model	Serial No.	Connection	Last Known	Status
1		1	1	Main entrance	R2	8205854	WEB	16:49:00	
2		1	2	Secondary entrance	R2	8202660	WEB	16:48:52	
3		1	3	Secondary exit	R2	8202121	WEB	16:49:02	
4		1	4	Main exit	Q2i	3101217	WEB	16:48:57	

Upload User

DOWNLOADING USERS

To download users from a terminal to TimeTec, click on ***Download User*** > ***Select Terminals*** > ***Download Users.*** TimeTec will download users from the terminals to TimeTec in no time. You can check the information of the terminals by checking Terminal Info.

DELETING USERS

Deleting Users from the terminals via TimeTec is easy even though the location of the terminals are far from the software. You need to choose ***Delete User*** > ***Select terminals*** > ***Delete User*** > Select users you want to delete > ***Submit***

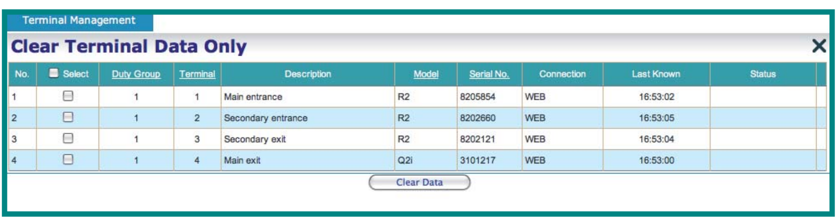
These users will be deleted from the terminals you choose.

DOWNLOADING TERMINAL DATA

To retrieve all attendance data from all the terminals or from selected terminals, you need to download terminal data. Choose ***Download Terminal Data*** > ***Select Terminal*** > ***Download Data***

CLEARING TERMINAL DATA ONLY

To clear attendance data from the terminal after you have downloaded the data, click on ***Clear Terminal Data Only*** > ***Select Terminal*** > ***Clear Data***. By doing this, all data in the terminal will be deleted. You should make sure that you have downloaded all the data into your computer before attempting this command.



Terminal Management

Clear Terminal Data Only

No.	Select	Duty Group	Terminal	Description	Model	Serial No.	Connection	Last Known	Status
1		1	1	Main entrance	R2	8205854	WEB	16:53:02	
2		1	2	Secondary entrance	R2	8202660	WEB	16:53:05	
3		1	3	Secondary exit	R2	8202121	WEB	16:53:04	
4		1	4	Main exit	Q2i	3101217	WEB	16:53:00	

Clear Data

ERASING ALL USER INFO

This command will erase all user information in the selected terminals so please be very sure before attempting this command. Choose ***Erase All User Info*** > ***Select Terminal*** > ***Erase User Info***. You can check the information of the terminals by checking Terminal Info. If you have mistakenly erased all user info, you can always upload them back to the terminal.

DISPLAYING TERMINAL INFO

This command will return the terminal information in detail for your reference. The details available include Duty Group, Description, Firmware detail, User count quantity, Fingerprint count, etc. Choose ***Terminal Info*** > The page will display all terminals information in a table format for your reference.

REBOOTING TERMINAL

There are cases when a terminal or some terminals hang or face some technical problems that require rebooting. You can perform this task remotely via TimeTec. Choose ***Reboot Terminal*** > ***Select terminal*** > ***Reboot***.

DISPLAYING TERMINAL COMMAND QUEUE

To know the commands that have been executed in TimeTec, choose > ***Terminal Command Queue***. A list of commands complete with information about the requestee, response time and its completion time will be available in this table.

Terminal Management

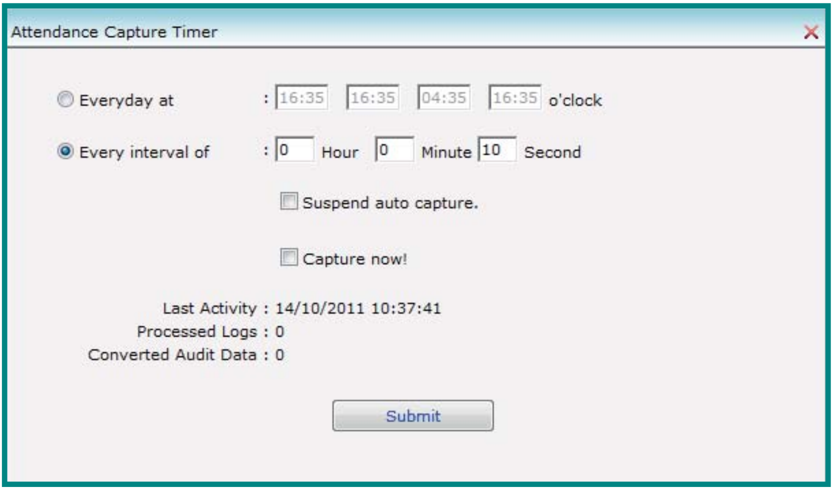
Terminal Command Queue

No.	Serial No.	Description	Command	User ID	Request Time	Response Time	Complete Time	Return	Status	Cancel
1	8205854	Main entrance	Terminal Setting		21/09/2011 13:52:29	21/09/2011 13:52:39	21/09/2011 13:52:39	0	Completed	
2	8205854	Main entrance	Terminal Setting		21/09/2011 11:21:43	21/09/2011 11:21:47	21/09/2011 11:21:48	0	Completed	
3	8205854	Main entrance	Terminal Setting		21/09/2011 10:57:54	21/09/2011 10:58:00	21/09/2011 10:58:00	0	Completed	
4	8205854	Main entrance	Terminal Setting		21/09/2011 10:55:56	21/09/2011 10:56:02	21/09/2011 10:56:02	0	Completed	
5	8205854	Main entrance	Terminal Setting		21/09/2011 10:51:25	21/09/2011 10:51:30	21/09/2011 10:51:30	0	Completed	
6	8205854	Main entrance	Erase All User Info		21/09/2011 10:50:17	21/09/2011 10:50:20	21/09/2011 10:50:23	0	Completed	
7	8205854	Main entrance	Download User/Data		21/09/2011 10:48:54				Cancelled	
8	3101217	Main exit	Download User/Data		19/09/2011 10:18:43	19/09/2011 10:18:47	19/09/2011 10:18:48	0	Completed	
9	3101217	Main exit	Terminal Setting		05/09/2011 14:23:56	05/09/2011 14:24:06	05/09/2011 14:24:06	0	Completed	
10	8202121	Secondary exit	Terminal Setting		05/09/2011 14:23:56	05/09/2011 14:24:00	05/09/2011 14:24:00	0	Completed	
11	8202660	Secondary entrance	Terminal Setting		05/09/2011 14:23:56	05/09/2011 14:23:58	05/09/2011 14:23:58	0	Completed	
12	8205854	Main entrance	Terminal Setting		05/09/2011 14:23:56	05/09/2011 14:23:59	05/09/2011 14:23:59	0	Completed	

ATTENDANCE CAPTURE TIMER

This feature lets you set an automatic download interval to download transaction logs/attendance records from the database. The logs are always uploaded to the TimeTec database after a verification process. However, you'll need TimeTec to retrieve the records from the database and proceed to process the attendance logs.

To configure the Attendance Capture Timer: Press ***Manage Terminal*** > ***Attendance Capture Timer*** > a new window will pop up > Set the value into the relevant column > Press ***SUBMIT*** to save settings



3• Managing Users

This chapter explains how to manage and control user information and their biometrics data in TimeTec effectively for an improved attendance system.

Enrolling Users into FingerTec Terminals

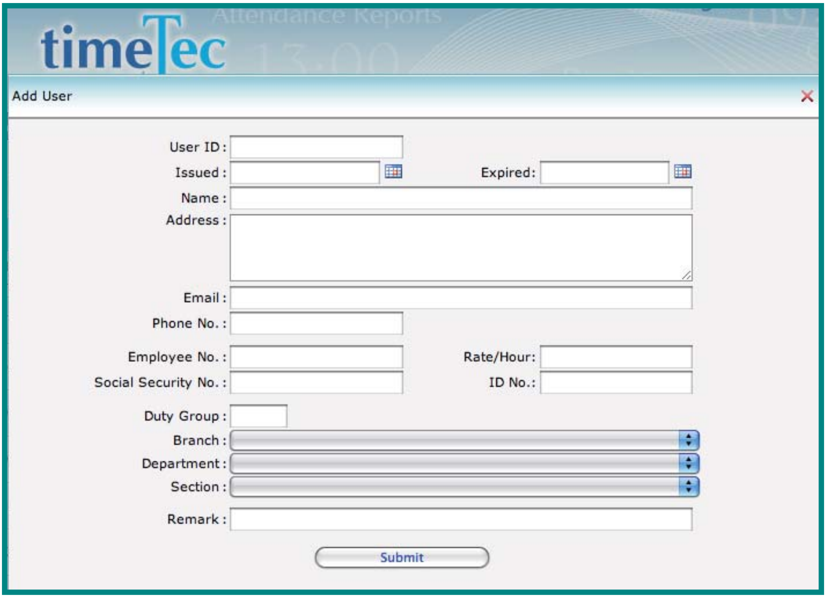
TimeTec can only pull user data once the biometrics data e.g. fingerprint is available and the users have been enrolled into FingerTec terminals. To learn how to enroll users into the terminals, please refer to user.fingertec.com/manual.

Downloading User Information from Terminals

The maximum number of terminals to be connected to TimeTec is 999 units. To download all the user information, go to ***Chapter 3: Managing Terminals – Downloading Users.***

Adding User Information

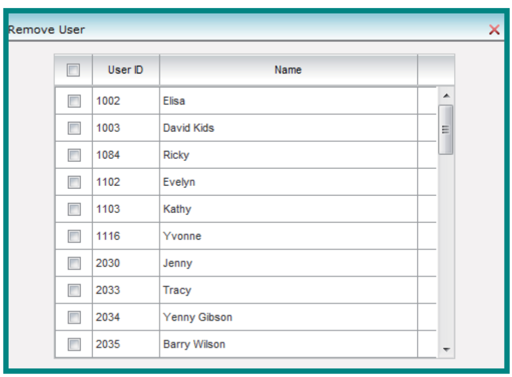
To add a user into TimeTec, click on ***User*** > ***User Profile*** > ***Add*** – Fill up important information and click Submit to save settings.



Field	Description
User ID	Enter User ID - maximum of 9 digits. If the ID is less than 9 digits, prefix zeros will be automatically added i.e. for ID 3061 will be 000003061. The User ID must be similar to the ID used during enrollment at the terminal. Any mismatched of the user ID could cause failure of data transfer, improper reporting and creation of irrelevant new user to the system. Note: *It is advisable to use the Enrollment Form to record detailed and correct information during registration. Download the enrollment form sample from user.fingertec.com/user-guide.html > User Enrolment Form.*
Issued	Fill in the correct enrollment date in this field, failure to do so could cause the system to produce errors in reports.
Expired	Enter the expiry date for particular users. This field is relevant for contract/temporary workers.
Name	Full name of user as printed on the identification card.
Address	Latest address of the user into this field for an updated record.
Email	Corporate email address.
Phone	Current telephone number or mobile number.
Employee ID	Insert the employee ID.
Rate/Hour	This is applicable to temporary/contract workers who are working on an hourly rate.
Social Security No:	Social Security is applicable only for the United States users.
ID No:	ID No refers to Identification Number issued by the government for identity card or NRIC.
Group	Every user belongs to a dedicated group duty roster and the information must be inserted correctly to avoid improper download of attendance data.
Branch	A company with multiple branches must select branch location for the user.
Department	Every branch with different departments could select the relevant department for the user.

Purging User Information

A user could leave a company for various reasons and once he/she left the company, the information should be removed from the system. Choose ***User*** > ***User Profile*** > ***Purge***, select the user that you wish to delete from TimeTec, click ***Purge*** button. Please make sure that the user is carefully selected from the list before you finalized the purging process.

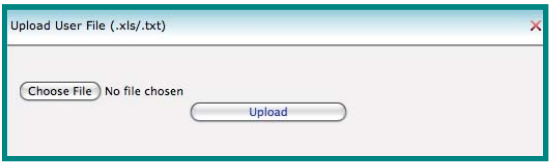


A click on ***User*** > ***User Profile*** will present you with a list of users available in TimeTec. To delete any of the users; you need to click on at the far left of each row. A popup will prompt you to confirm that you want to delete the selected user. Click ***Yes*** or ***No*** to confirm.

Choose ***User*** > ***User Identity*** > Click on and a popup will prompt you to confirm that you want to delete the selected user. Click ***Yes*** or ***No*** to confirm.

Importing Users

TimeTec allows a user list to be imported into the system for easier management of user information. Choose ***User*** > ***User Profile*** > ***Import*** > ***Upload***. Upload file .xls or .txt format to import users to TimeTec.



Finding Users

To make it easier to find a specific user in TimeTec, choose ***User*** > ***User Profile*** > ***Find***. You can choose to a enter keyword search from 5 different fields e.g. User ID, Name, Employee ID, Social Security No or ID No. You can also search users by clicking on the column headers which are underlined e.g. User ID, Name, Employee ID, etc.

Suspending Users

An employee could be suspended for a variety of reasons and for different durations. Choose ***User*** > ***User Profile*** > Check on the boxes under ***Suspended*** column to suspend users. Click ***Yes*** or ***No*** to confirm the operation.

Editing Users

After users have been added into the terminal, the information could be edited accordingly. Choose ***User*** > ***User Profile*** > Click on at the far right of each row. Edit information as necessary and save the setting.

Alternatively, you could go to ***User*** > ***User Identity*** > Click on and edit necessary information.

Inserting User Photos

TimeTec allows attachment of user photo for every user. Choose ***User*** > ***User Profile*** > Check on the box of the fourth column after Name. You will be prompted with a window to choose a picture from a file. Upload the photo accordingly.

Sorting Users

Choose ***User*** > ***User Profile*** > Users can be sorted ascending or descending by clicking on the column header.

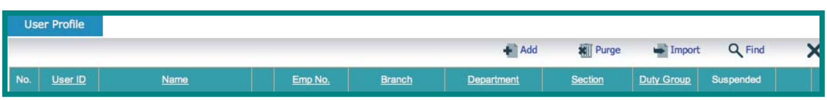
User sorting can also be done via ***User*** > ***User Identity*** > Users can be sorted in an ascending or descending order by clicking on the column header.

Viewing All Users

To view the list of users available in TimeTec, click on ***User*** > ***User Profile***. To view more, at the bottom of the page, there is a forward arrow that leads to the next page, and a back arrow that returns to the previous pages. You could also choose ***User*** > ***User Identity*** > Roll over mouse to Branch and select all in the dropdown menu.

Viewing Users by Branch/ Department /Section

TimeTec makes it easy to view all users available in a branch, department or a section. When a user profile is added into the system, his information is added into the system. To view users in a specific branch, choose ***User*** > ***User Identity*** > ***Branch*** > The drop down menu will present you with all branches available in TimeTec. Select the branch you require.



Setting Privileges

TimeTec is a web-based application, which can be accessed by various users. It is important to set up privileges of each user to prevent unauthorized access to information. Choose ***User*** > ***User Identity*** > Click on . Select the preferred privilege for each user and click ***Submit***.

Privilege	*Access Level*
User	Only report attendance at the terminal and gain access.
Enroller	Only enroll "User" into the system. Enroller cannot enroll other privileges level i.e Admin or Supervisor.
Admin	Access all operations except reset settings and delete data in terminals.
Supervisor	Access all operations in the terminals.

Adding User Name

User Name is the name that will appear on the terminal's LCD when a user verifies his fingerprint. The maximum characters allowed for a User Name is 9-digits. For example, User Name for David Richardson is R. David. To create a User Name, choose ***User*** > ***User Profile*** > Click on at the far right of the table and insert the User Name.

Creating Password

Password is an optional verification method that a user could use in case they encounter some problems with biometrics verification, for example a badly injured finger. To create a password, choose ***User*** > ***User Profile*** > Click on and ***insert the password*** of choice. The password should not be more than 5-digits.

Inserting Card Number

Card is another option for users to use at the FingerTec terminals. Register the card at the FingerTec terminals and insert the card number at ***User*** > ***User Profile*** > Click on and insert the card number.

Selecting Terminals

Every user may use more than one terminal, for example David is allowed to access terminal at the front entrance and the one that is installed in the laboratory. To select terminals that are accessible to a user, choose ***User*** > ***User Identity*** > Click on and check on the boxes of the terminals and click ***Submit***.

Erasing User Identities

Choose ***User*** > ***User Identity*** > ***Erase***. Select users that you wish to erase from TimeTec and click Erase. However, the data of the users who are deleted using Erase will be deleted from TimeTec only and not from the terminals.

Finding the Biometrics Information

When each user registers for biometrics identification such as fingerprint, the data will be recorded in TimeTec. Find out the biometrics identification data in ***User > User Identity*** > Look under Fingerprint columns

Sign In User names

Sign In Username is a feature allowing employees to access TimeTec and check their attendance records. These users will not be permitted to perform any other operations except viewing of attendance records. Choose ***User*** > ***Sign In Username*** > Click on to input username and password. Insert email address in the username field and create a temporary password in the new password column. Click to save the information.

Additional info: TimeTec will request each employee to change his/her password at the first login.

Creating a Mobile Account

Once you have created a username for TimeTec for your employees, you can provide a mobile account for them to access TimeTec from the TimeTec Mobile application.

Employees can download and install the TimeTec Mobile into their smartphones (supporting platform: iOS and Andriod) and use the applications to carry out operation below:

- Attendance reporting
- Attendance viewing & checking
- Download reports

For more details on how to install/setup/use TimeTec Mobile, please refer to the manual page 56: Chapter 9 Introducing TimeTec Mobile.

Once the employee uses their username and password to login into TimeTec mobile, TimeTec will receive a unique ID from the mobile communication devices. The unique ID is treated as a Mobile ID under his/her account. The administrator will be able to see the 7-digit unique ID display in the column Mobile ID for employees who are using TimeTec mobile, in example 9887496.

You may send the mobile ID to your local resellers or FingerTec Technical Support Department (support@fingertec.com) to generate the corresponding Product ID and activation ID. Example:

Product ID: G4YN-B5SZ-LELB (12-digit alphanumeric)

Activation key: ETA72RWPAT (10-digit alphanumeric)

These key numbers are important as it is used to activate the connection of TimeTec mobile of the employee. Without the activation process, employees can only report attendance via TimeTec mobile, but unable to view attendance and reports. The administrator can only see the transaction records reported by TimeTec mobile in Terminal Data Audit List, but not in the Attendance Sheet or reports.

To activate TimeTec mobile: Retrieve the TimeTec mobile product ID and activation key from local resellers or FingerTec > Login to TimeTec server > User > Sign-In Username > Click and insert the product ID and activation key > click > Check the Enabled checkbox to activate the TimeTec mobile account.

Any mobile: Only check this if you want to allow the TimeTec Mobile user to use his/her smartphones as Manager Device (for more details please refer to Setting Up a Manager Device at page 64).

Suspending Users from Using TimeTec

You can suspend users from using TimeTec by choosing ***User*** > ***Sign In Username*** > Click on , check on the checkbox under Suspension column. Save the settings. The suspended users cannot get access to TimeTec online anymore.

Accessing TimeTec

Once you have created an account for each user to access TimeTec, they can go to TimeTec server to check their personal data and view their attendance records. A user will be prompted to change his/her password during the first time he/she logs in using the assigned username and password from the administrator. When the password has been changed to a new password, the user will need to use the new password in the next login.

Viewing Attendance Records

Sign in access to TimeTec provides user their rights to view his/her attendance records. Choose Attendance and you will be presented with a table of attendance sheet. Options to view are as listed in the table below:

View Option	Description
Branch	By clicking on the Branch, you can select to view users from a particular Branch or all branches.
Department	You can select to view attendance of select Department
Section	You can select to view attendance of select Section in the company
Duty Roster	Duty Roster select duty roster you intend to view.
Schedule	Should your company establish different schedules for different employee groups, select the schedule you would like to view.

4• Configuring TimeTec

This chapter guides you on how to configure your company's information and attendance settings in TimeTec for you to optimize your attendance data for improved productivity.

Creating Company Profile

Choose ***Configuration*** > ***Company Profile*** and fill up the details of your company. You are allowed to enter various company profiles but one company can only use one unique name. Click ***Submit*** to save settings

Username Account

Add

No.	Username	Description	User Type	Last Sign In	Suspended	
1	jane@timebiz.com		Administrator	23/09/2011 16:29:29		
2	ben@timebiz.com		Administrator			
3	chlim@timebiz.com		Administrator	19/08/2011 12:23:48		

Creating a Username Account

Username Accounts are accounts for administrators who are given the rights to carry out various operations in TimeTec for example adding, deleting, editing or assigning privilege levels.

Choose ***Configuration*** > ***Username Account*** > ***Add*** > Enter revelant information and click ***Submit***.

Field	***Description***
Username	A login username Email address is preferable for easy reference
Description	Remark of the person's task in TimeTec or his/her designation
New Password	Enter the password to login into TimeTec
Account Type	Choose between operator or administrator
Branch	Limit user's access only to a specific branch
Department	Limit user's access only to a specific department
Section	Limit user's access only to a specific section
Attendance Rights User Rights Device Rights Schedule Rights Report RIghts	Limit user's access to certain rights only

Editing a Username Account

If you wish to change some information on username account to keep it updated, click on ***Configuration*** > ***Username Account*** > Click on and edit relevant information. Click ***Submit*** to save settings.

Changing Sign In Password of Username Account

For security reasons, FingerTec recommends you to change the password regularly. You can do this by choosing ***My Profile*** > ***Change Sign in Password*** > Enter all the information required and click ***Submit***. Use the new password to sign in the next time you access TimeTec.

Deleting Username Account

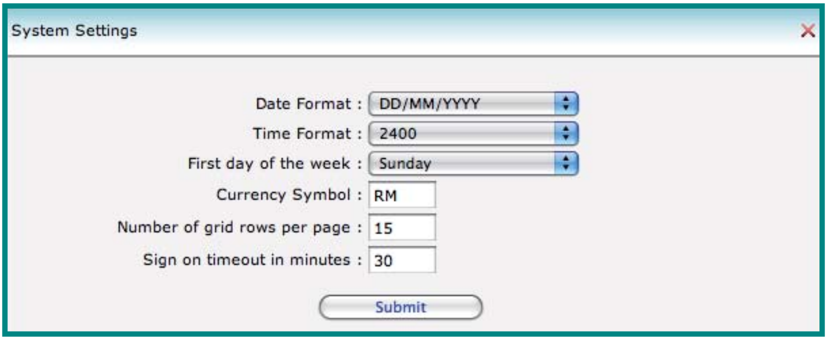
In case you need to remove some accounts from accessing TimeTec's administration, Click on ***Configuration*** > ***Username Account*** > Click on and confirm the account you want to delete.

Suspending a Username Account

Suspension of username account will remove the TimeTec's access rights of the user instantly and the user will no longer have access to edit or manage data in TimeTec. Go to ***Configuration*** > ***Username Account*** > Under the Suspended column, select the checkbox of the user and ***confirm***.

Setting up System Settings

Configure system settings from this page to manipulate the display on your TimeTec. Choose ***Configuration*** > ***System Settings***



Field	***Description***
Date Format	Select the date format preferred. D refers to Day, M is month and Y is year.
Time Format	Select 24-hr format or AM/PM format
First Day of the Week	Determine the first day of the week in your country for example, Monday for countries in the West and Friday for most of the Middle Eastern countries.
Number of Grid Rows per page	This determines how your table is going to be displayed onscreen. Choose the number of grid row per page you require.
Currency Symbol	Enter the symbol of your local currency i.e RM for Malaysia, USD for America, Pounds for United Kingdom, etc.
Sign on Time Out in Minutes	TimeTec will logout once you left it idle for more than the duration of time specified. You need to login again to access TimeTec.

Click ***Submit*** to save settings.

Configuring Day Type

Day type is the type of day commonly used in attendance reporting. In TimeTec, the day types are color coded. Choose ***Configuration*** > ***Day Type***

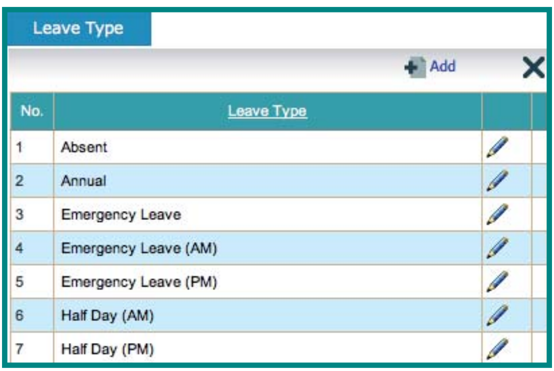
Default Day Type	*Color*	*Description*
Workday	Black	Workdays of the company
Holiday	Blue	Holidays of the company
Rest day	Red	Rest day of the company i.e. Saturday and Sunday
Offday	Gray	Offday of the company

Editing Default Day Type

You can change the day type for your company based on your preference. Choose ***Configuration*** > ***Day Type*** > Click on > Write the day type you prefer in the field given. For example: Workday to Weekday, or Rest day to Weekend. Click the disk icon to save the changes.

Configuring Work/Overtime/Different Overtime Work Wages

In each day type you have the option to determine the work wages to be paid for example, during work days, the work wages is set at 100%, overtime wages at 150% and the Different overtime wages at 100%. Weekends will apply different work wages than the workdays in some countries.



Configuring Leave Type

TimeTec offers 9 default leave types. Read the descriptions in the table below:

Default Leave Type	*Description*
Absent	Leave that is taken without any permissions from the company
Emergency	Leave that is taken due to emergency cases i.e. accident of family member
Hospital	Leave related to hospitalization i.e. warded
Marriage	Leave taken for marriage
Maternity	Leave due to child birth and confinement period
Paternity	Leave taken by fathers for his new born
Sick	Leave because not medically fit to work
Study	Leave to study for an exam
Annual	Default leave allocated to each staff per year

Adding Leave Types

TimeTec allows a company to add a leave type on top of the readily available default leave type provided. Choose ***Configuration*** > ***Leave Type*** > ***Add*** > Enter the leave type > ***Submit***. The newly submitted leave type will appear in the Leave Type list.

Editing Leave Types

You can also edit the leave type by clicking on ***Configuration > Leave Type*** > Click > ***Edit the name field*** > ***Submit***. The newly defined name will replace the previously given leave name.

Deleting Leave Types

You can also opt to delete the leave type if it its not relevant to your company. ***Configuration*** > ***Leave Type*** > Click on > ***Submit***. The leave type that you deleted will not appear in the Leave Type list after the deletion.

Setting Up A Department

In each company, there are multiple departments such as finance, administration, human resources, sales and etc. To identify these departments, you can submit the name to ***Configuration*** > ***Department*** > ***Add*** > Enter information of the department > ***Submit***. The newly submitted name will be listed in the list of Department.


Department

Add

No.	Department	
1	BOM	
2	Brand Building & Int.Marketing	
3	Finance & Admin	
4	Foundermall Dot Com	
5	Logistic	
6	Research and Development (IT)	
7	Sales & Marketing	

Editing A Department

To edit the name of a department ***Configuration > Department*** > Click on > Edit accordingly > ***Submit***. The edited information will appear in the list of department

Deleting A Department

You can opt to delete a department from your company, choose ***Configuration*** > ***Department*** > Click on > ***Confirm*** to delete. The department will disappear from the list once the deletion is confirmed.

Setting Up A Section

Section is a categorization of a particular department, for example, sections under Sales department could be defined as “Domestic” or “International”. To add sections in your TimeTec, choose ***Configuration > Section > Add*** > Enter name of the section > ***Submit***. The newly submitted section name will be listed in the list.

Editing A Section

To edit the name of a section, go to ***Configuration*** > ***Section*** > Click on > Edit accordingly > ***Submit.*** The edited information will appear shortly after.

Deleting A Section

Configuration > Section > Click on > ***Confirm*** to delete. The section you deleted will disappear from the list once it is confirmed.

Adding A Remark

Remark is related to workcode, a term to indicate the reason for staff’s absence in the office. During reporting attendance, the workcode has to be keyed in before inputting fingerprint template into the system.

Choose ***Configuration > Remark > Add*** > Fill up remark name in the column and submit. The newly added remark will appear in the list.

Editing A Remark

To edit a remark, go to ***Configuration > Remark*** > Click on > Edit accordingly > ***Submit***. The edited information will appear on the remark column.

Deleting A Remark

Configuration > Remark > Click on > ***Confirm*** to delete. The section you deleted will disappear from the list once it is confirmed.

5• Setting Up Clocking Schedules

This chapter guides you on how to set up clocking timetables for clocking activities to produce accurate attendance reports that match your company's rules and policies.

Scheduling configuration is crucial for your company's attendance records. Understanding how to do scheduling will help you create an efficient attendance system and failure to do so could cause loss of attendance display onscreen and on the reports. Once the configuration is completed, users are not required to define their clocking statuses e.g. check-in, check-out, lunch break, etc at the terminal(s). When a user verifies his fingerprint at the terminal, the software automatically gets all the clocking data from the terminals and checks it against the predefined schedules and group duty rosters. If any of the data is mismatched with the schedules and rosters, you would observe errors in the reports.

Understanding Clocking Schedules

Different clocking schedules are suitable for different groups of people working at different times with different rules for the same company. Normal working hours are usually from 8am-5pm or 9am-6pm, Day Shift is usually set at 8am-4pm, Night Shift is from 4pm-12am, and Flexi Hours provide flexibility in setting work time. TimeTec allows configuration of a maximum 999 types of clocking schedules for one environment.

Type of Clocking Schedules

There are 3 default types of clocking schedules available in TimeTec.

Type	*Description*
Weekly Schedule	This schedule applies for one week starting Mondays to Sundays and most regular offices use this schedule, as their work schedule for every day routine is repetitious.
Daily Schedule	This schedule applies for one day and it is suitable for shifts e.g. multiple shifts, overnight shifts, open shifts, rotational shifts, etc, and mostly applicable to factories.
Flexi Schedule	This schedule is a weekly working schedule that follows flexible hours; mostly suitable for employees or work that is charged by the hour and reporting to a job at irregular times.

Clocking Columns

Each schedule supports a maximum of 14 columns as stated below but TimeTec allows renaming of each column based on your company's requirements:

Column	Description
IN	The first time stamp that the terminal captures when you come to work in the morning i.e 8am or 9am
Morning Tea Break IN	Time when staff are out for morning break approximately at 1030am
Morning Tea Break OUT	Time when staff return from morning break approximately 1045am
Lunch Break IN	The start of lunch break at around 1230am
Lunch Break OUT	Time when staff return from a lunch break at around 130pm
Evening Tea Break IN	Time when the evening tea break at approximately 400pm
Evening Tea Break OUT	Time when the evening tea break finishes at around 415pm
Dinner Break IN	This is important for companies who work until night, and the time is approximately 800pm
Dinner Break OUT	Dinner finishes an hour later at about 900pm
Supper Break IN	Supper for night staff starts at about 1030pm
Supper Break OUT	Supper finishes at about 1045pm
Overtime IN	This time could be applied for staff who are taking overtime from their regular hours
Overtime OUT	This is the time when they finish their overtime work.
OUT	This is the last time a staff report time at the end of the day.

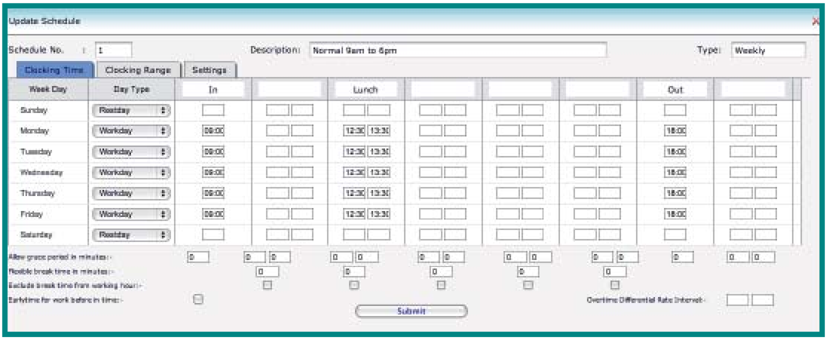
The uses of all these columns are based on your company's requirements. You can opt to use all or some of the pairs.

Adding Clocking Schedule

To add a clocking schedule to your TimeTec, choose ***Schedule*** > ***Clocking Schedule*** > ***Add*** > Enter the Schedule Number, Description and select the Schedule Type > Submit. The newly added clocking schedule will appear in the list of schedules.

Editing Clocking Schedule

Once you have added a new clocking schedule into the list, you need to set the schedule, determining the clocking time, clocking range and other settings. Choose ***Schedule*** > ***Clocking Schedule*** > Click on and start the setup or edit accordingly



Note: *Only Weekly Schedule will display weekdays and weekends in the Weekday column and you can select the Day Type. Please see the differences of the Clocking Time for different schedules.*

Inputting Clocking Time

You need to configure a specific clocking time for every clocking schedule. Click on the Clocking Time tab and you'll be presented with 7 days of clocking schedule that you need to setup. Determine the type of day for every day of the week for example, Monday is a weekday, Tuesday is a weekday, Saturday is a restday, etc.

For each day, enter the clocking schedules applicable and as mentioned in Clocking Columns, there are 14 time slots you need to input the time based on your company's requirement. Only two slots are compulsory which are IN and OUT, the rest are optional.

Setting Grace Period for Clocking Time

There is an option where you could allow discretion period in late-IN or early-OUT. When an employee who supposed to check in at 9:00am checks in at 9:16am, or checks out at 5:50pm when the time of check out is 6:00pm, the short in time is not considered as lateness in the overall report, if you put its Grace period at 30 minutes. If the grace period is 15 minute, the check in time at 9:16am will be considered as 1 minute late.

Choose ***Schedule*** > ***Clocking Schedule*** > ***Edit*** > At the footer of ***Clocking Time*** tab, you will find ***"Allow grace period in minutes:"*** > Enter the number to represent the minutes allowed to check in late or checkout early.

Setting Flexible Break Time

A flexible break time refers to break times taken by an employee outside the allocated break periods. For example, lunch time is set between 1230am and 130pm but an employee takes a 10-min break to do something at 1130am. This is considered "flexible break time". A company can set the duration of time allowed for each employee to take ***"flexible break time"*** and an employee's accumulated flexible break time should not be more than the permitted duration. Once an employee exceeds the given time, the extra time will be deducted from the total work hours.

Choose ***Schedule*** > ***Clocking Schedule*** > ***Edit*** > At the footer of ***Clocking Time*** tab, you will find "Flexible break time in minutes:" > Enter the number to represent the minutes allowed to take breaks outside of the allotted break times.

Deducting Break Time From Total Working Hours

TimeTec provides an option to deduct break times from the total working hour depending on the company's attendance policy. If the total work hours is 8 hours and in between the hours, total accumulated break time is 1 hour and 30 minutes, you have an option to deduct this from the total working hours, making the total hours 6 hours 30 minutes.

Choose ***Schedule*** > ***Clocking Schedule*** > ***Edit*** > At the footer of Clocking Time tab, you will find "Exclude break time from working hours:" > Check the box if it is preferred by your company. Leaving the box unchecked will not deduct break time from the total working hours.

Include Early Time Into Total Working Hours

There are some early birds in the office and some companies want the time to be accumulated as their total working hours. You can do so by choosing Schedule > Clocking ***Schedule*** > ***Edit*** > At the footer of Clocking Time tab, you will find "Early time for work before in time:" > Check the box if it is preferred by your company and the time will be included in the total working hours, leaving the box unchecked will not include the early hours to the total working hours.

Arranging Clocking Time in Correct Slots

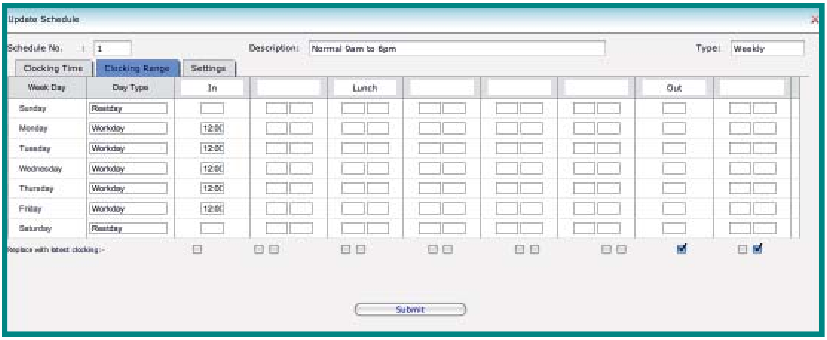
Check this "Clocking In-Out Pairs in Use" if you want the clocking times to be reported in pairs in Flexi Schedule.

Note:
Applicable to Flexi Schedule only.

Setting Clocking Range

The clocking range is for you to set the maximum timing to allocate for each clocking column for example if you set 11:00am in the IN time, the cut off time for check IN is 11:00am and whoever clocks in at 11:02am, the time will fall in AM Tea slot. This rule is only applicable for Weekly and Daily Schedules.

This rule is to allow TimeTec to arrange attendance data accordingly. Clocking Range option is not compulsory and if it's not predefined, TimeTec will arrange the attendance data based on the default settings, where the allocation of the data will be done based on the midpoint of the IN time or the current OUT time.



For example: If IN time is predefined as 8:00 am and AM Tea is predefined at 10:00am, the midpoint between the IN time and the AM Tea time is 9:00am. Therefore, if a user checks in to work at 9:05am, the time will be placed under the AM Time column. If he checks in to work at 8:55am, his time will be under the IN time column.

Replacing Attendance Data with The Latest Clocking Time

There are circumstances where employee clocks in a few times in a close period interval and the question is, which one of the recorded times will be recorded in the slots?

Choose ***Schedule*** > ***Clocking Schedule*** > ***Edit*** > ***Clocking Range:*** At the bottom of Clocking Range tab, you will find "Replace with latest clocking" and a check on the box will instruct TimeTec to choose the latest clocking time for the record.

For example: The OUT time is predefined at 6:00pm and during the interval, an employee checks out a few times at 5:55pm, 6:05pm and 6:15pm. If you checked the box under the "Replace with latest clocking" row, TimeTec will choose 6:15pm to record because that is the time that last recorded by the terminal. If you did not check the box, TimeTec will capture 5:55pm for the record.

The boxes are available at every attendance column and you are free to determine your own set of attendance rules. However, FingerTec recommends you to check under OUT column only for easy reference.

Setting Tolerance Time Before Shift Starts in Daily Schedule

Note:
This option is available for rotational shift working shift only.

Insert a value in the box after "Quantity Minutes Before Shifts Start for Rotational Shift Only" and that will be the time of tolerance given for rotational working shift staff. Choose ***Schedule*** > ***Clocking Schedule*** > ***Edit*** > ***Clocking Range***:

For example:

Shift A clock IN time is at 8:00am and clock OUT time is at 5:00pm.

Shift B clock IN time is at 5:00pm and clock OUT time is at 12:00am.

Quantity Minutes Before Shifts Start for Rotational Shift Only is set at 10 minutes.

Therefore, if an employee for Shift A checks out at 5:10pm, the 10 mins will be calculated as overtime.

And if an employee for Shift B reports to work between 5:01 and 5:10pm, he will not be considered late in attendance records.

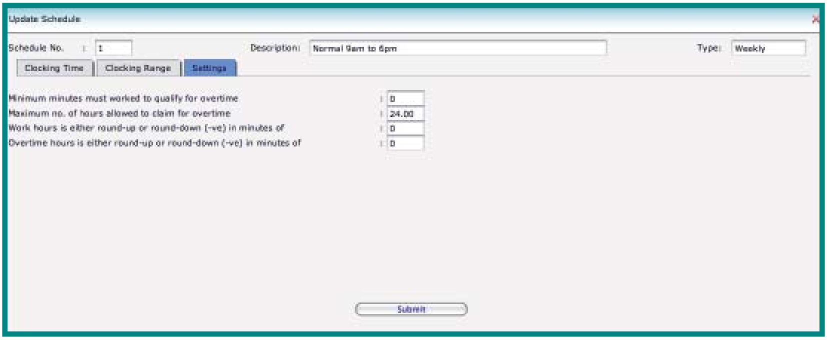
Setting Shifts in Daily Schedules

Choose ***Schedule > Clocking Schedule > Add New Daily Schedule > Edit*** and configure > ***Submit***

Shift	***Description***
Day Shift	Morning Shift is from 8:00am to 4:00pm. Therefore, IN: 8:00 Lunch Starts: 12:00 Lunch Ends: 13:00 Out: 16:00 * Configure the rest of the values accordingly.
Night Shift	Night Shift is from 4:00pm to 12:00am. Therefore, IN: 16:00Dinner Starts: 20:30 Dinner Ends: 21:30 Out: 00:00 * Configure the rest of the values accordingly.
Overnight Shift	Overnight Shift is from 12:00am to 8:00am. Therefore, IN: 00:00 Lunch Starts: 04:00 Lunch Ends: 05:00Out: 8:00 * Configure the rest of the values accordingly.

After setting up these shifts, you need to setup Group Duty Roster in page 35 to define the working calendar where you could set multiple working shifts, rotational working shifts and open shifts.

Setting Clocking Rules for Overtime Hour



This setting page is applicable to Weekly, Daily and Flexi Schedules. It provides an option for you to determine the rules for overtime work hour.

Choose ***Schedule*** > ***Clocking Schedule*** > ***Edit*** > ***Setting tab***

Column	Description
Minimum minutes must work to quality for overtime	An employee must work more than the value of minutes defined here to qualify to entitle for overtime. For example, if the time is predefined at 60, the staff must work more than 60 minutes to be qualified for overtime.
Maximum no. of hours allowed to claim for overtime	Employees are allowed a maximum number of hours to claim for overtime in a day based on the value input in this column. For example 12 hours, and if an employee worked 13 hours, he is only entitled to claim for 12 hours only.
Work hour is either round-up or round-down(-ve) in minutes of:	For easy viewing of attendance records, it is recommended that you set to round up or round down the attendance time. Round up:Choosing this option will add the time to the attendance data. For example, if you checks in at 9:05am, the time stamp will be at 9:15am.0-15min: 15, 16-30min=30, 31-45min=45, 46-59min = 1 hourRound down: Choosing this option will reduce the time at the attendance data. For example, if you check in at 9:05am, the time stamp will be at 9:00am.0-15min: 15, 16-30min=30, 31-45min=45, 46-59min = 1 hour
Overtime hour is either round-up or round-down (-ve) in minutes of:	You can round up or round down every overtime (OT) records for easy viewing in TimeTec.Round up:Choosing this option will add the time to the attendance data. For example, if you checks in at 9:05am, the time stamp will be at 9:15am.0-15min: 15, 16-30min=30, 31-45min=45, 46-59min = 1 hourRound down: Choosing this option will reduce the time at the attendance data.For example, if you check in at 9:05am, the time stamp will be at 9:00am.0-15min: 15, 16-30min=30, 31-45min=45, 46-59min = 1 hour
Overtime if total flexi-work hours exceed work hour of:	Note: *This is applicable in Flexi Schedule only* Input a value here to represent the number of hour that an employee needs to work before his extra hours could be considered as overtime.For example: Value 8 is equivalent to 8 hours of normal working hours and the 9th hour will be calculated as overtime.

Note: *It is crucial that you set the Clocking Time, Clocking Range and Settings properly to match your company's attendance rules and policies. Failure to do so would cause the attendance data to be displayed in-properly on Attendance Sheet.*

6• Setting Up Group Duty Roster, Duty Planner and Company Holidays & Leave

This chapter guides you on how to set up your company's Duty Roster, Duty Planner, Holidays and Leaves for the whole year of each staff.

Understanding Group Duty Roster

Group Duty Roster is an annual working calendar applicable to all employees of the Company based on the clocking schedules that you have set up earlier in Clocking Schedules, Chapter 6.

Type of Shift in Working Calendar

Type of Shift in Working Calendar	*Description*
Multiple Working Shifts	Employees are allowed to continue working in another shift after he or she has just finished with the recent shift. Maximum shifts allowed are 3 shifts daily.
Rotational Working Shift	Employees are provided with a preset working pattern for example: 1. 2 days of morning shift (Mondays and Tuesdays) 2. 2 days of evening shift (Wednesdays and Thursdays) 3. 2 days of overnight shift (Friday and Saturday) 4. 1 rest day (Sunday) and the cycle repeats.
Open Shifts	Employees are given options to be present in any of the 3 working shifts as and when demanded by the Company. TimeTec will automatically locate the attendance time, however the IN and OUT time of all working shifts cannot overlap with one another.

Description of Columns in Duty Roster

Column	*Description*
Duty Group	Reference number of Group Duty Roster from 1-999
Description	The name of Group Duty Roster
Roster	The type of clocking schedules; daily, weekly or flexi
Shift/Day	This column applies to multiple working shift showing how many working shifts schedule per day
Overtime Only After	Enabling this option will prompt TimeTec to calculate overtime for this Group only if their total working hours exceed a predefined limit for example 40 hours a week or 200 hours per month
Group Duty Calendar	Showing yearly working calendar, allowing administrator to configure and edit the information in the calendar.

Adding A New Group Duty Roster

Choose ***Schedule*** > ***Group Duty Roster*** > ***Add*** > Enter Duty Group, Description of the Duty Roster, Select Type of Roster > ***Submit***. The newly added Group Duty Roster will appear on the list.

Editing Group Duty Roster

Choose ***Schedule*** > ***Group Duty Roster*** > Click on and edit accordingly > Save by clicking on the .

Group Duty Roster

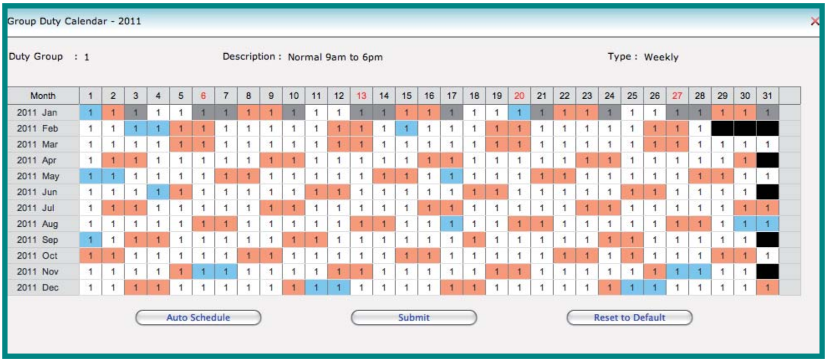
Add

No.	Duty Group	Description	Roster	Shifts/Day	Overtime Only After		Group Duty Calendar
1	1	Normal 9am to 6pm	Weekly		0.00 /		2010 2011 2012
2	2	Ramadan	Weekly				2010 2011 2012

Understanding The Group Duty Calendar

A click on any year under the Group Duty Calendar, you will be presented with a yearly calendar. The clocking schedule information in the calendar is not editable here. There are three colors presented in the calendar and each represents the day type and the number inside the box represents the Clocking Schedule number

Day Type	***Description***
White	Workday on Clocking Schedule No. 1
Grey	Off Day on Clocking Schedule No. 1
Pink	Rest Day on Clocking Schedule No. 1



Group Duty Calendar - 2011

Duty Group : 1 Description : Normal 9am to 6pm Type : Weekly

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2011 Jan	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2011 Feb	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1			
2011 Mar	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2011 Apr	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2011 May	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2011 Jun	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2011 Jul	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2011 Aug	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2011 Sep	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2011 Oct	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2011 Nov	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
2011 Dec	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1

Auto Schedule Submit Reset to Default

Editing Work Calendar

Setting Up Weekly or Flexi Working Calendar

Choose ***Schedule*** > ***Group Duty Roster*** > Click on the year of the calendar you want to edit > Click Auto Schedule >

In the Auto Schedule, change the schedule number for each day of the week and choose the dates that these changes would apply for. You also can provide options for alternative schedules > ***Apply***

Setting Up Daily Working Schedule

Click ***Auto Schedule*** > Define the time period of the cycle for example 4-day working calendar and the calendar will repeat its cycle for every 10 days, define the day type, select the dates to initiate the schedule > ***Apply***

Resetting Work Calendar to Default

Once you have edited the calendar and you wish to reset the work calendar to default settings, choose ***Schedule*** > ***Group Duty Roster*** > Click on the year of the calendar you want to edit > Click ***Reset to Default***. The work calendar details will return to its default settings.

After you have made the relevant changes, click ***Submit*** to confirm the changes.

Viewing Group Duty Roster List

Choose ***Schedule*** > ***Group Duty Roster*** > Click on column you want to view.

Duty Group – You can opt to view the duty group either ascending or descending by clicking on the Column and select your choice

Roster – You can select to view the Roster by type or you can view all. Click on the column Roster, and from the drop down menu choose the type of Roster you like to view.

Setting Up User Duty Planner

Choose ***Schedule*** > ***User Duty Planner***

User Duty Planner is intended to allow customization of Duty Rosters on individual staff. In Group Duty Roster, everybody in a group would have the same working schedule but you can change some staff's duty rosters to suit to their working schedules. This feature is applicable to staff such as head of department, part timers or staff who are following different working schedules.

By having User Duty Planner option, an Administrator can customize their working schedules under the same group duty roster. Employees in Multiple Working Shifts could be changing and replacing shifts quite often between employees and to manage the shifts, the administrator can conveniently use this feature.

In the working calendar, select employee that you want to edit the working schedule, click the current year > Point to the date and click > Select the working shift applicable to this particular staff > ***Submit*** to save the changes

Administrators can also change Day Type and apply leave using User Duty Planner.

Listing Users in User Duty Planner

Choose ***Schedule*** > ***User Duty Planner*** > ***Column Header*** > Point your cursor for the selection > Click on your selection

Column	*Description*
User ID	You can select to view user ascending or descending, or you can search a particular User ID by pointing to the User ID column header and select on a choice.
Duty Group	Choose one Duty Group to view or you can view them ascending or descending. Select all if you want to choose all.
Branch	You can select individual branch, you can view them ascending or descending, and you can select all to view all branches.
Department	Choose an individual department, you can view them ascending or descending, and you can select all to view all available departments
Section	You can select any section, you can view them ascending or descending, and you can select all to view all sections.

Setting Up Company Holidays and Leaves

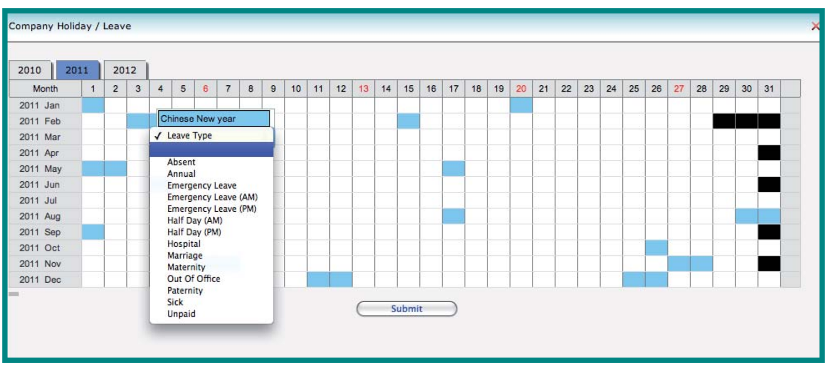
Administrator accesses this page to configure the annual holidays and leaves applicable to a company.

Setting Holidays

Choose ***Schedule*** > ***Company Holiday/Leave*** > Click on the current year > Click on the date you want to set up the holiday, name the holiday > ***Submit*** to confirm and save settings.

Setting Leaves

Choose ***Schedule*** > ***Company Holiday/Leave*** > Click on the current year > Click on the date you want to set the leave, select the leave > ***Submit*** to confirm and save settings.



7 • Managing and Viewing Attendance

This chapter guides you on how to read, view, edit and generate Attendance Sheet.

Understanding Attendance Sheet

Attendance Sheet displays all attendance data and detailed information of users available in TimeTec for easy viewing. Given acceptable circumstances, attendance data is editable but the changes, which are done manually will be recorded for future reference and audit. The Attendance Sheet contains 15 columns, which are explained in the table below:

Column	Description
Date	The date of the attendance sheet's data
User ID	The user ID of all users of TimeTec
Name	Name associated with the user ID; it's recommended to input full name as printed in the ID card
Photo	Photo of the user
Edit	TimeTec allows editing of attendance data in attendance sheet but the changes display in different color indicating that the data has been changed.
Day Type	There is a list of Day Types available for you to choose
Schedule No	Working Schedules associated with the User ID
IN	The time stamp when user checks in the office for the first time in a day.
AM Tea	The time stamp when user checks out for a morning tea break and comes back to work
Lunch	The time stamp when user checks out for a lunch break and comes back to work

Column	Description
PM Tea	The time stamp when user checks out for an afternoon tea and comes back to work
Dinner	The time stamp when user checks out for a dinner and comes back to work
Supper	The time stamp when user checks out for an evening supper and comes back to work
OUT	The time stamp when user checks out from the office
Overtime	The time stamp when user checks in and out for an overtime session
Work	Showing calculated work time for a day/shift
Overtime	Showing calculated overtime for a day/shift
Short	Showing short of time in a day/shift
Leave Type	Choose this option if the staff is taking leave that day.
Total Hour	This is only applicable when you checked the column "Overtime Only After" option (Chapter 5), showing the number of total work hours for a specific period
Total Overtime	This is only applicable when you checked the column "Overtime Only After" option (Chapter 5), showing the number of OT hours done during a specified period
Total Short	This is only applicable when you checked the column "Overtime Only After" option (Chapter 5), showing the number of shortage work hours for a specified period
Leave Type	Showing the leave taken for a day/shift
Remark	Showing reasons or remark for the irregular attendance

Note: *Even though there are 7 pairs or 14 clocking columns in TimeTec, a company needs not use all of them. TimeTec will sort the clocking times accordingly based on the rules and settings done earlier in Chapter 6 and 7.*

For example, an employee work schedule just has 3 activities; check-IN and OUT, lunch and tea break, and he needs only 6 clocking columns. Therefore, TimeTec will abide by the settings and it will position the clocking times into their corresponding columns and it will leave those irrelevant columns empty in Attendance Sheet.

Sorting Attendance Sheet

You can sort or selectively view the Attendance Sheet of employees according to their Branch, Department, Section, Group, Schedule, Date or User ID. Click on Attendance Sheet, move the cursor to the table column header and select your choice.

There is also an option to view attendance data by their clocking situation e.g. Absent, On Leave, Late In, Early Out, Extended Break, Miss Punch, Overtime etc. Refer to Chapter 9: Attendance Reports for descriptions.

The flexibility in sorting attendance sheet provides the administrator convenience to check and analyze employee's attendance data.

Editing Attendance Sheet

Under exceptional circumstances, an administrator is given permission to edit employee's attendance to suit his work flexibility for example, always meeting clients outside of the office, coming late to the office due to permissible reasons. By giving reasons to such peculiarity in attendance data, it gives an administrator flexibility to present the attendance sheet as close to what's been happening as possible.

TimeTec considers the manually inserted data as real data and the data will be calculated for those particular users. While editing is allowed in given circumstances, you need to be careful to not input incorrect information to avoid errors in calculations.

Choose ***Attendance*** > Click on on the particular user you want to edit, you can change Work Type, edit the time stamps, change Leave Type and leave Remark > Click on to save the changes.

Purging Attendance Data

You can choose to delete or purge the irrelevant or incorrect attendance data from the records. Choose ***Attendance*** > ***Purge*** > Check to select the User ID you want to purge and determine the date range > Click ***Purge***. The system will request that you confirm the purge, click ***Yes*** to confirm

Generating Attendance Sheet

The generate Attendance Sheet process tells TimeTec to rearrange attendance data in the Attendance Sheet according to the most updated attendance data.To get the updated data that complies to the new settings, the TimeTec requires you to perform Generate process to refresh details in Attendance Sheet. Without performing this step, the new settings or changes will not take effect.

Note: *It is crucial that you generate attendance data in the Attendance Sheet if you have done one of the following activities.*

1. Change any settings in clocking schedules and/or group duty roster
2. Assign new users into Group Duty Roster
3. Change users into different Group Duty Roster

It is also crucial for you to generate attendance sheet towards the end of the year to prepare for the next year's sheet.

Choose ***Attendance*** > ***Generate*** > Select User ID or select All, define the date range, select options given accordingly > Click ***Generate***.

CAUTION: *This process will erase any of the manually inserted information/attendance data from the records. Hence, you need to include all relevant user IDs and date range to generate accurate attendance data.*

Viewing Attendance Records

In Attendance, you are allowed to view attendance records based on activities as shown in the picture above. A click on Absent will list down the details of employees who are absent for today. On Leave is for employees who are taking permitted leaves. There are 11 Attendance records which could be viewed instantly by authorized personnel via TimeTec Attendance.

8• Attendance Reports

This chapter explains in detail type of attendance reports available in TimeTec and how to generate the relevant reports for your company needs.

Understanding TimeTec Attendance Reports

In total TimeTec provides 26 different types of reports under 5 major categories. Different type of report is intended for various purpose in human resource management.

Generating Report

Choose ***Reports*** > ***Attendance Listing*** > Choose the type of leave you want to view > Input the necessary details > Submit

The particular report you choose will be displayed onscreen with details that you inputted in TimeTec.

Icon	*Description*
Saving Reports	TimeTec provides options for you to ***save*** your reports in various format. At the top of your report, find a diskette icon and click on the icon to view the dropdown menu of the format you can ***save*** the report into. Choose between Acrobat, MS Word 97, MS Excel 97-2000, MS Excel 97-2000 data or Rich Text format. Locate the file to save the report into and click to save.
Printing Reports	Find printer icon at the top of the report and choose the select pages you wish to ***print*** or you can print all but make sure that your PC is connected to a printer before you attempt to print any documents from TimeTec.
Searching Pages	Depending on the information that you input, TimeTec will return multiple pages of report. There is an option to select the page you want to view by keying in the page number and click on the paper sheet icon on the page. TimeTec will display the page you require in an instant
Redoing Reports	TimeTec gives option to ***redo*** the report. A click on the icon will reset all the settings, and you need to input new settings for a new report.
Viewing Reports Onscreen	Default viewing percentage is 100% and it is adjustable from 25% to 400% depending on your viewing preference.

Reports Under Attendance Listing Category

Reports that fall under Attendance Listing focus on all important attendance information of all employees which include clocking activities, work time, overtime, tardiness, on leave and etc; providing an overview of employees' clocking behavior and attendance pattern.

Column	Description
Electronic Time Card	The most general attendance record of employee comprises of detailed clocking activities of an employee in a month including calculated work time, overtime and short time. The summary of attendance, tardiness and leave taken are available in this report.
Daily Attendance Listing	This report lists employee's daily attendance into one page, where administrator is able to check daily attendance on all or selected employees along with its summary of attendance at the bottom of the report.
Weekly Attendance Listing	Generate employee's weekly attendance into a page with its summary of attendance at the bottom of the report.
Attendance Sheet	This report is a comprehensive report detailing activities of all employees in a month including their leave taken, absent, tardiness and it also provides option to show first IN time and the last OUT time of every employee.
Correction Report	This report is showing employees that have irregular clocking activities for example extended break time, early out, come in late, and etc. Administrator can choose to correct these irregular clocking activities to match the activities of affected staff, if necessary.
Tardiness Report	This report is showing employees with tardiness i.e late in, early out and etc. This report shows the time of tardiness in red and the total short minutes.
On Leave Report	This report shows the list of employees who take leave and the particulars of their leaves for reference.
Overtime Approval Worksheet	This is an overtime worksheet report showing the list of employee who is taking overtime and the quantity of hours that he is entitled for. This report is important for a superior to check the details of overtime actually taken before approving the claims.

Reports Under Attendance Analysis Category

Reports that fall under Attendance Analysis Category analyze employees' attendance from various aspects to provide employer with detailed understanding of the working/clocking pattern of the staff.

Column	Description
Attendance Summary	This report details out the work rate, tardiness, total work time, OT and short for workdays/rest day and off day for each employee. Analysis of each employee's working performance could be viewed using this report.
Attendance Analysis	This report looks the same like attendance summary while missing work rate, work time, OT and short hours. With this report, employer can have overview of how many times staff is late to work or take early out.
Day by Day Analysis	This report details out the work rate, tardiness, total work time, OT and short for workdays/rest day and off day for each employee daily.

Column	Description
Month by Month Analysis	This report details out the work rate, tardiness, total work time, OT and short for workdays/rest day and off day for each employee monthly.
Gross Wages Report	This report is useful for companies that pay their employees by hour. The report shows total work time and OT for different day types with different pay rates for wages calculation. Determine the rate/hour > user profile > Select User > Edit > Rate/hour > Insert value > Submit to save settings

Reports Under Terminal Analysis Category

These reports record all verifications done at the terminal(s) and details of employees' whereabouts during working hours are recorded.

Column	Description
Staff Movement Analysis	This report lists the details of attendance by user ID
Terminal Activity Report	This report details the transaction record of staff by terminal ID.
Terminal Transaction Listing	This report records all transaction data downloaded from every terminal

Reports Under Duty Schedule Listing Category

Column	Description
Clocking Schedule	This is a checklist showing detailed settings of clocking schedules.
Duty Calendar	This is a checklist showing annual working calendar of a particular working group
Weekly Staff Duty Roster	This is a checklist of weekly working calendar of a particular working group
Monthly Staff Duty Roster	This is a checklist of monthly working calendar of a particular working group

Reports Under Table Listing Category

Column	Description
Name List	A list of all or selected employees' names
Branch List	A list of all branch names
Department List	A list of all department names
Section List	A list of all section names
Remark List	A list of all remark names

For more detailed explanations on every report, please go to www.fingertec.com/timetec/report.pdf

9. Introducing TimeTec Mobile

This chapter guides you on how to use TimeTec Mobile for iPhone and iPad.

Introducing TimeTec Mobile

TimeTec Mobile is an application developed by FingerTec for iPhone and iPad users, to report and check attendance on mobile devices. The application pairs your iPhone or iPad unique device ID, TimeTec username and password that are issued by TimeTec server and current location during time attendance reporting. The pairing of the mobile ID along with the TimeTec username and password results in the limitation of one (1) user per device. This restriction is to eliminate the possibility of "buddy punching" occurring at the iPhone/iPad. Therefore after downloading and installing the application, ensure that you perform the initial login to TimeTec.

Although restricted to 1 user per device, the app allows other users with a valid TimeTec username and password to login from the same device, but only to check his/her attendance and to print his/her attendance report. A license key will have to be purchased from you reseller before being able to use the app. Contact your reseller or support@fingertec.com for more information.

The Importance of Internet Connectivity

The app communicates with the Internet network to get information on the current location of users. During attendance reporting, the current location is tagged along with the attendance record. Hence, the administrator will know your location by reading your record, eliminating the possibility of users being dishonest when reporting their attendance during working hours. The attendance reporting from the iPhone/iPad requires Internet connection to be translated into an attendance report.

Checking In Without Internet Connectivity

Under certain circumstances where Internet connectivity is unavailable, the application will still capture the information of the attendance reporting and store it into its offline mode internal memory. Whenever an Internet connection is established, the app will upload all previous attendance records to the TimeTec server. So, you may be at that business trip overseas, but you'll still be able to report your attendance.

Group Check In Using A Single Device

It is possible to use a single device to allow many users to report their attendance, however this mode is only granted to those with the authorization level of Manager / Supervisor. The manager/supervisor can turn the device into an attendance-capturing machine for users, after the administrator assigns his user ID to a "Manager" or "Supervisor" authorization level. Now every user can login via the manager's/supervisor's device to report their attendance.

Understanding Authorization Level

The highest authority in TimeTec's server is known as "Administrator". Administrators have an additional option to view and print attendance records of any user. However administrators are not able to use his/her administrator login account to report attendance. The administrator will still need to use his/her normal user login to report attendance via the apps.

Downloading and Installing TimeTec Mobile

Once done, open the app to do the settings. Download TimeTec mobile from App store or Andriod market > install it.

Creating a TimeTec Mobile Account

Once you have created a username for TimeTec for your employees, you can provide a mobile account for them to access TimeTec from the TimeTec Mobile application.

Employees can download and install the TimeTec Mobile into their smartphones (supporting platform: iOS and Andriod) and use the applications to carry out operation below:

1. Attendance reporting
2. Attendance viewing & checking
3. Download reports

For more details on how to install/setup/use TimeTec Mobile, please refer to the manual page 56: Chapter 9 Introducing TimeTec Mobile.

Once the employee uses their username and password to login into TimeTec mobile, TimeTec will receive a unique ID from the mobile communication devices. The unique ID is treated as a Mobile ID under his/her account. The administrator will be able to see the 7-digit unique ID display in the column Mobile ID for employees who are using TimeTec mobile, in example 9887496.

You may send the mobile ID to your local resellers or FingerTec Technical Support Department (support@fingertec.com) to generate the corresponding Product ID and activation ID. Example:

Product ID: G4YN-B5SZ-LELB (12-digit alphanumeric)

Activation key: ETA72RWPAT (10-digit alphanumeric)

These key numbers are important as it is used to activate the connection of TimeTec mobile of the employee. Without the activation process, employees can only report attendance via TimeTec mobile, but unable to view attendance and reports. The administrator can only see the transaction records reported by TimeTec mobile in Terminal Data Audit List, but not in the Attendance Sheet or reports.

To activate TimeTec mobile: Retrieve the TimeTec mobile product ID and activation key from local resellers or FingerTec > Login to TimeTec server > User > Sign-In Username > Click and insert the product ID and activation key > click > Check the Enabled checkbox to activate the TimeTec mobile account.

Any mobile: Only check this if you want to allow the TimeTec Mobile user to use his/her smartphones as Manager Device (for more details please refer to Setting Up a Manager Device at page 64).

Setting Up Your TimeTec Mobile

Note: *Before you start to use TimeTec Mobile, refer to the TimeTec system administrator to obtain the static IP or DNS (Domain Name Server) IP of TimeTec server. Without Static IP or DNS information, your device will not be able to locate the TimeTec server to download your attendance information. A license key will have to be purchased from you reseller before being able to use the app. Contact your reseller or support@fingertec.com for more information.*

CONNECTING TIMETEC MOBILE VIA DNS

DNS: Insert the Static IP for example 219.93.242.4 or DNS: fingertec.no-ip.biz

Port: Insert port number in this field, for example 8080.

After you have entered DNS and Port information, click Connect to get a link to TimeTec server

CONNECTING TIMETEC MOBILE VIA IP ADDRESS

In the event that you are connecting directly to the TimeTec server via LAN (Local Area Network), you must insert the IP address of the TimeTec server to connect.

IP Address: Please insert IP Address of TimeTec Server

Port: Insert port number in this field, for example 8080.

Tap Connect after you have inserted all the information.

SIGNING IN TIMETEC MOBILE

If all the information you inputted is correct, you will see this login screen. Enter the username and password that you are using to access TimeTec to start reporting and checking attendance. You could choose to let the device remember your password by turning the Remember Me tab to ON. Click Sign In to Login to TimeTec Mobile. TimeTec will request each employee to change his/her password at the first login.

Possible Error Scenes During Setup

DNS OR STATIC IP INFO ERROR

This could occur when the user forgets to insert static IP or DNS of TimeTec Server. It could also occur if the static IP or DNS is incorrect.

Check static IP or DNS.

IMPROPER DNS

Improper DNS inserted. If the DNS is correct, check with system administrator. It could be due to offline server, or weak connection.

NO CONNECTION ESTABLISHED

There is no Internet connection established, check your iPhone/iPad settings, or WiFi settings to establish a connection before you could access to TimeTec Server.

Using TimeTec Mobile

The first user to login into the TimeTec Mobile in the iPhone or iPad is the default user. The user will be able to report attendance and view and print attendance records.

REPORTING ATTENDANCE

Look at the icons at the bottom on the screen and tap on Check In, now tap the scanner area in green to report attendance. The TimeTec server will receive the attendance record and display a message of acknowledgement.

CHECKING HISTORY ATTENDANCE

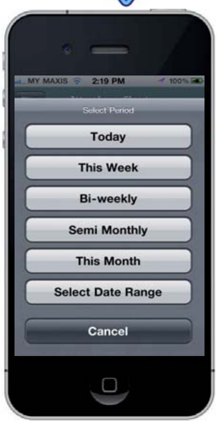
Tap ***History*** to view the history attendance. You can search the history attendance by date and time. Tap ***Search by Date and Time*** > Insert date and time to search.

VIEWING CURRENT LOCATION

Tap ***Location*** to view your current location. It is advisable to check your location before you report your attendance to avoid misunderstood attendance data. This is to make sure you've al-ready reached the work-ing place.

CHECKING PERSONAL ATTENDANCE RECORDS

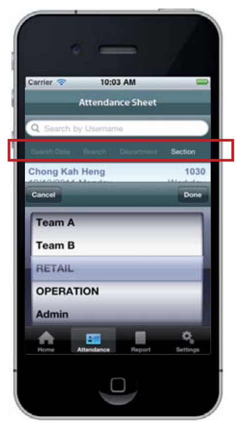
A tap on Attendance icon will bring you to the Attendance Sheet. Tap Filter to define the preferred display screen. Choose between Today, This Week, This Month or you can Select Date Range. Tap a column to see the details of that particular attendance record.



CHECKING DEPARTMENT/EMPLOYEE'S ATTENDANCE RECORDS

The System Administrator can check the attendance record of other employees or the entire department.

Tap to select and view attendance by date, branch, department or section.



VIEWING AND PRINTING REPORTS

Tap Report to view the electronic time card. The display format changes according to your preference. For example you choose This Week in Attendance tap, the report will be displayed by week. Tap Print to print the report.

VIEWING AND PRINTING REPORTS

For system administrator, TimeTec will download all the reports from server during the viewing session. To speed up the process, it is recommended to define the date range before downloading the reports.

Settings to Personalize TimeTec Mobile

Server Connection - You can re-configure the TimeTec Mobile by changing the DNS or IP address of the TimeTec server. You need to only do this if you want to connect to another TimeTec server.

Time Format – You may change the time format either 12-hour or 24-hour based on your preference

Date Format - You may change the date format either MM/DD/YYYY or YYYY/MM/DD based on your preference.

Search Options - Change the searching option from searching by Day, Type or Date

Sound – You can enable/disable the notification sounds during verification.

Contact Us - Send us feedback to help to improve the product or visit our website to see more details.

About - See the details information of TimeTec Mobile

Reviewing Attendance Reports for Secondary Users

Other users can login to Mobile TimeTec via another iPhone or iPad. However, if the user is not the first one to be registered on the device, then he/she is considered a secondary user who can only log in to view and print attendance records.

After logging in, a secondary user will see this message to notify he/she cannot report attendance via this device. However secondary users can proceed to view and print his/her attendance records.

Setting Up a Manager Device

If you want to be assigned a higher authority level such as “Manager” or “Supervisor”, you can request the System Administrator to update your device to become a Manager level device. The administrator will configure the TimeTec server to upgrade the mobile ID of your iPhone/iPad to that of a higher authority, referred to as a Manager Device. Now your staff can use your iPhone/iPad to login with their personal username and password to report their attendance. The operation is exactly like a normal user login to report attendance. Your iPhone/iPad is now an attendance-reporting device.

Offline Attendance Reporting

In case you are traveling to a few locations or countries for business duties, you might have to report attendance when you reach each location. However Internet connection might be restricted or unavailable at your location. In that case, you will need to use Offline attendance reporting method. Before going outstation for your duties, ensure that you report your attendance at least once when there is available Internet or WiFi connection. The first attendance reporting is very important, as it is a tag to the system to enable the offline attendance reporting. When you reach the location without Internet or WiFi connection, login to Mobile TimeTec and you will see this screen:

The Mobile TimeTec displays the words ***Offline Mode*** on top. Tap the scanner area to report your attendance.

The system acknowledges that you are reporting your attendance, and it saves your attendance into its internal memory.

When an Internet or WiFi connection is established, it will upload the attendance previously stored into the TimeTec server.

NOTE: Before using the offline mode, you must perform a first-time attendance-reporting while and Internet or WiFi connection is available. This is a tag to pair Mobile TimeTec to the TimeTec Server, so that it recognizes future attendance offline recordings.

10• Index

11 • Other Resources

Information About FingerTec

TO LEARN ABOUT	GO TO?
Company and the products	www.fingertec.com
The latest updates	Facebook Fan Page: FingerTec Worldwide Twitter: FingerTec Worldwide To subscribe for FingerTec Newsletter: info.fingertec.com/subscribenewsletter
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