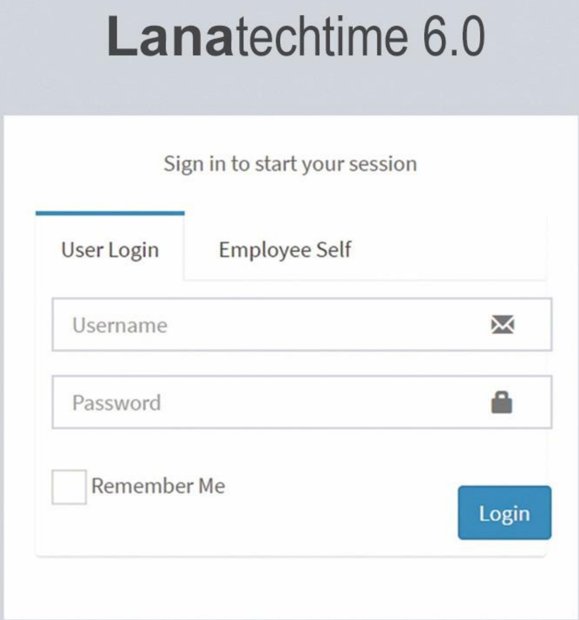


LANAtechtime 6.0

Time Attendance Software

OVER VIEW

Lanatechtime 6.0 is a powerful web-based time attendance software which offers the most innovative features a time attendance software can offer. It provides a stable communication for devices through ***LAN***/ ***WAN***/ ***Wi-Fi***/ ***GPRS***/ ***3G***. Users can access to the software anywhere by their web browser to remotely manage thousands of T&A terminals under complex network (WLAN).

The software features a simple access control module that can connect to ***ZKTeco*** standalone access control terminals. An Automatic Synchronization function is available to automatically synchronize data between devices and server among the same "Area" With its new user-friendly UI, managing timetable, shifting schedule, and generating attendance report have become easily managed.

MAIN FUNCTIONS

- Web-Based Time Attendance Software.
- Simple Access Control Module.
- Push data.
- Auto-Synchronization of Palm, Finger vein, Fingerprint, face and Card Templates.
- Embedded HR Integration.
- Multi-Level Approvals and Automatic E-mail Alerts.
- Employee Self-Service.
- Multiple Admin Privilege.
- Multi-languages.
- Real-Time Data Transmission.
- Attendance Calculation & Reports.
- Advanced search features

GLOSSARY

- ***Super User***: It refers to a user with all operation permissions of the system. A Super User is able to assign new users (such as company management personnel, registrars or attendance Administrators) and configure corresponding user roles.

- ***Role***: When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign appropriate roles to users when adding users.

- ***Attendance Timetable***: It refers to the timetables possibly used during attendance settings and configuration of all parameters such as work start/end time, permissible time for late arrival/early leaving, whether check-in/out is mandatory, permissible check-in/out time range, break time, and overtime. This is the minimum unit in attendance time settings.

- ***Unit/Minimum Unit***: The unit covers day, hour and minute and the minimum unit is a numeric value. The combination of these two is used to set the minimum computing unit of a parameter in statistics such as one day, one hour or one minute. For example, the minimum unit of leave is set to one hour. When rounding-off is enabled, the value 1.5 is counted as two hours and the value 1.4 is counted as one hour after rounding off.

- ***Auto Overtime***: When the punching time is later than work end time, this parameter determines whether the excessive time is counted as overtime.

- ***Attendance Status***: It refers to what type of the attendance for punching will be counted in the attendance result. By default, the system has eight statuses: Check-In, Check-Out, Dinner-Start, Dinner End, OT-In, OT-Out, Break-Out, and Break-In.

- ***Correction of Status***: It refers to determine whether an employee checks in or out by following the attendance calculation rule according to the shift timetable and attendance time of this employee. The calculation is based on this status during statistics.

- ***Late Arrival***: Late arrival includes the time setting for corresponding timetable and the setting of starting calculation of late arrival, and whether actual check-in time is later than due check-in time in the timetable. On the other hand, if ***Must Check-in*** in the timetable is set to ***Yes*** and the attendance parameter is ***No Check-in, Count as Late 60 Minutes***, the actual time without check-in is counted as late arrival for N minutes. The time of late arrival does not affect the work minutes for attendance calculation.

- ***Early Leaving***: Early leaving includes the time setting for corresponding timetable and the setting of starting calculation of early leaving, and whether actual check-out time is earlier than due check-out time in the timetable. On the other hand, if ***Mandatory Check-out*** in the timetable is set to **Yes** and the attendance parameter is ***Ending Work Without Check-out*** is counted as ***Early Leaving for N Minutes***, the actual time without check-out is counted as early leaving for N minutes. The time of early leaving does not affect the work minutes for attendance calculation.

- ***Absence***: Based on attendance parameter settings, the case of no check-in or check-out in attendance statistics can be counted as absence, or late arrival/early leaving for more than N minutes in attendance parameter settings can be counted as absence.

- ***No Check-In/No Check-Out***: No Check in / No Check out refers to the times of no actual implementation in the times of due check in / due Check-out.

- ***Attendance Duration (Time)***: It refers to the time span between actual check in time and actual check out time.

- ***Exception***: It refers to the leave time during this timetable.

- ***Shift***: It refers to a preset work schedule for the personnel and is composed of one or more preset attendance timetables based on certain order and cycle period. For employee attendance, the employee shifts to be used must be set first.

- ***Schedule***: It refers to what kind of shift will be used in a timetable for employee attendance. It is a main basis for calculating attendance results. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance results are calculated as overtime based on flexible shifts.

- ***Temporary Schedule***: If the shifts on some dates are adjusted due to temporary changes of employee work time after scheduling, the temporary schedule can be used. Temporary schedule can be set as only temporarily valid or appending to an employee shift (two schedule records in the attendance statistics in this case). This mode of schedule is very applicable to the posts without fixed schedules.

- ***Permissible Late Arrival/Early Leaving***: It refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified work time.

- ***Must Check-in/Check-Out***: In some companies, only check-in or check-out is carried out. If check-in or check-out is set to be mandatory, corresponding items are included in the range of attendance.

- **Flexible Timetable:** It refers to a default timetable set in the system. In the settings of a flexible timetable, the work delay is not counted as overtime, and late arrival, early leaving or absence is not counted. The attendance calculation for a flexible timetable is second punching time minus first punching time, fourth punching time minus third punching time, and so on. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a timetable is check-out time minus check-in time of this timetable.

- **Start/End Check-In:** It refers to a timetable which is the valid range of check-in. The check-in records out of this range are invalid.

- **Start/End Check-Out:** It refers to a timetable which is the valid range of check-out. The check-out records out of this range are invalid. The check-out start time cannot overlap the check-in end time.

SYSTEM PROCEDURE

The following takes a Super User as an example to introduce how to use the system. Different users have different o peration permissions, so corresponding operation procedures are different. Users need to only follow the procedure below to operate the items displayed on the interface.

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

Step 2 : Assign accounts and roles for the personnel using the system (such as company management personnel, registrars and attendance administrators).

Step 3 : Set common system information such as system parameters, announcements and alerts.

Step 4 : Set the department organization architecture according to the company structure and set corresponding position information.

Step 5 : Enter employee information, issue cards to the employees, and conduct daily maintenance.

Step 6 : Set the regional structure of the company, add a T&A device for the system, and configure basic information about the device.

Step 7 : Set the attendance parameters. You can use the default settings or modify the settings as required.
Step 8 : Set the attendance timetables which may be used during attendance, and set relevant parameters.

Step 9 : Set the shifts frequently used in attendance system, that is, the cycle combination modes of attendance time tables within the time interval.

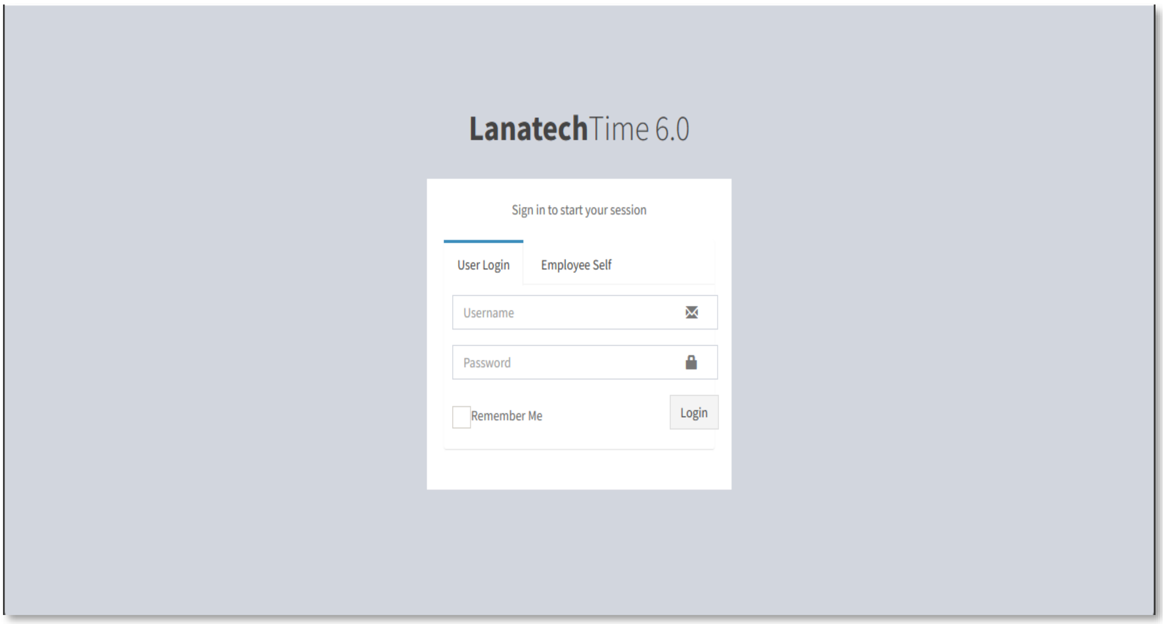
Step 10 : Schedule the shifts for employees and set which employees are in which shifts. For an employee with the shift arranged, if a temporary change occurs, the temporary schedule can be used for setting.

Step 11 : Conduct attendance maintenance. During daily attendance, because of abnormalities, the settings of leave, holiday, and compensatory leave are required.

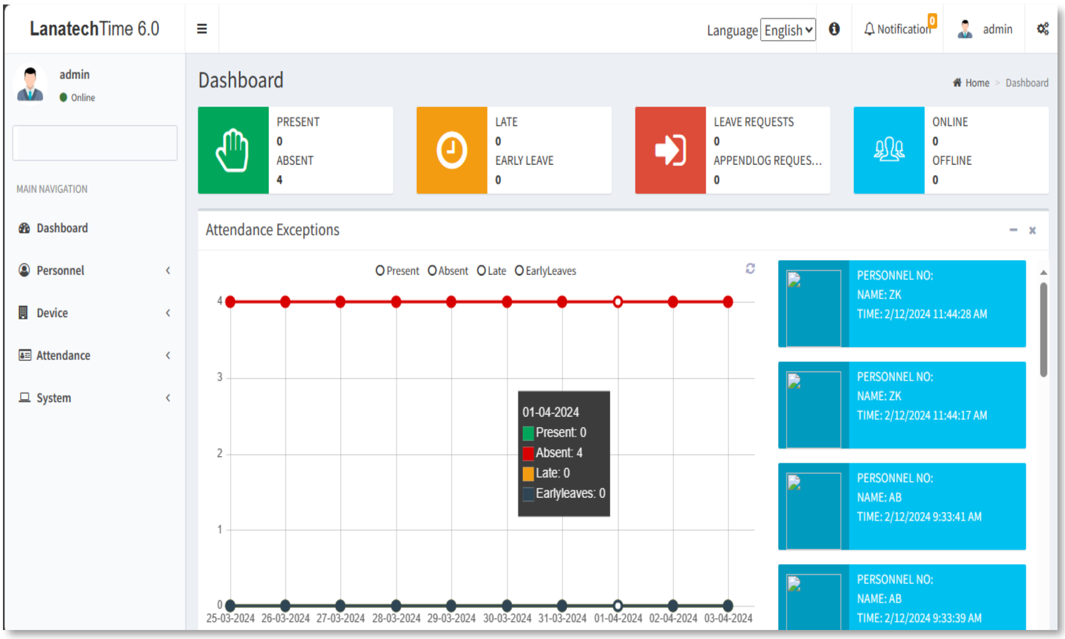
Step 12: Enable the system to output an attendance report. The system collects statistics and outputs attendance reports on the basis of attendance period.

LOGIN

Open the browser, enter the server IP address and port number in the address bar and click ***Enter*** to access the system login interface.



After the user logs in, the system displays the main interface, as shown in the figure below.



On the main interface, four menu panels are displayed: ***Personnel, Device, Attendance,*** and ***system***. Click a related following function below any panel to quickly access the corresponding interface.

LOG OUT

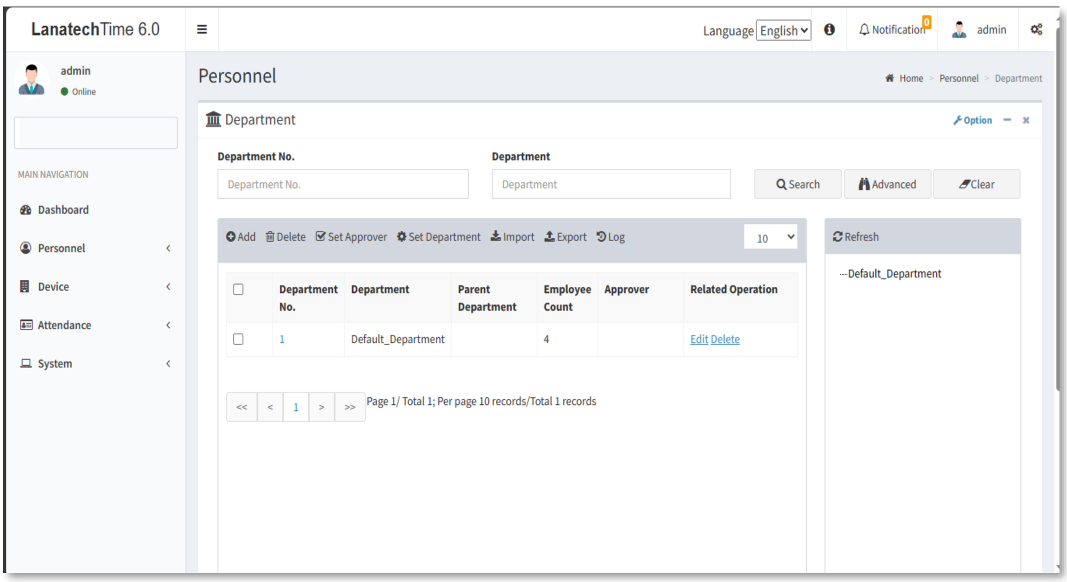
Click the **user** on top-right of the interface and click ***Sign Out*** button to logout from the interface.

PERSONNEL MANAGEMENT

Before using the attendance function, enter the personnel for setting first: department settings for setting the main architecture of the company, and personnel settings for entering employees into system, allocating employees to departments and then conducting employee maintenance.

DEPARTMENT MANAGEMENT

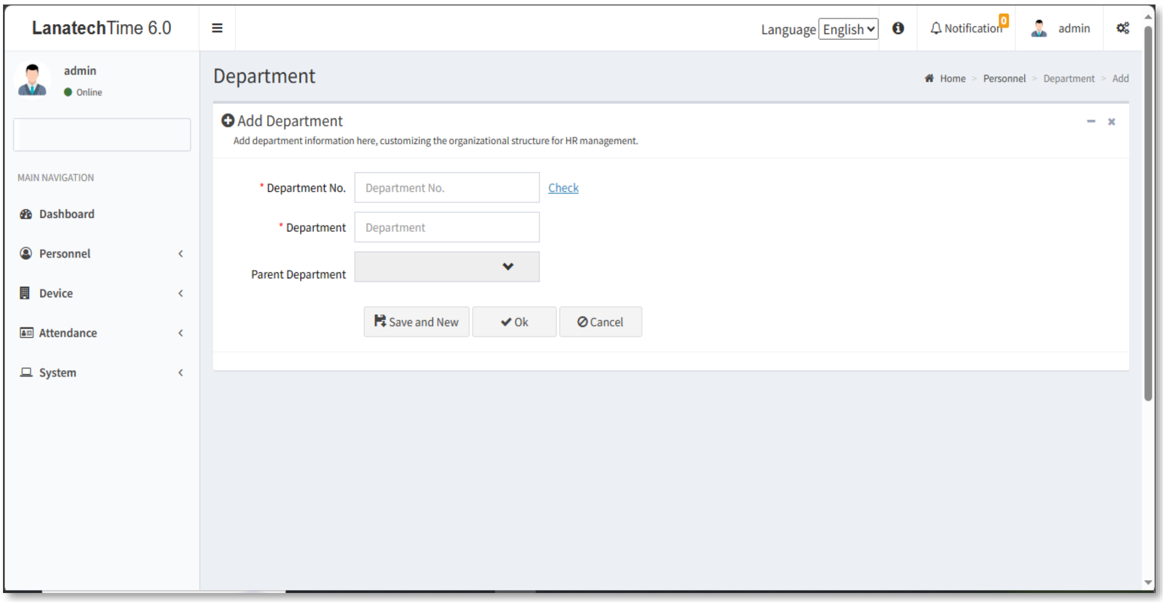
Choose ***Personnel*** >> ***Department*** to access the department management interface, as shown in the figure below.



Before managing company personnel, set the department organization structure of the company. When this system is used for the first time, a level 1 department named ***Default_Department*** and numbered ***1*** already exists in the system by default. This department can be edited (modified) but cannot be canceled.

ADD DEPARTMENT

Choose ***Personnel*** >> ***Department*** >> ***Option*** >> ***Add Department***

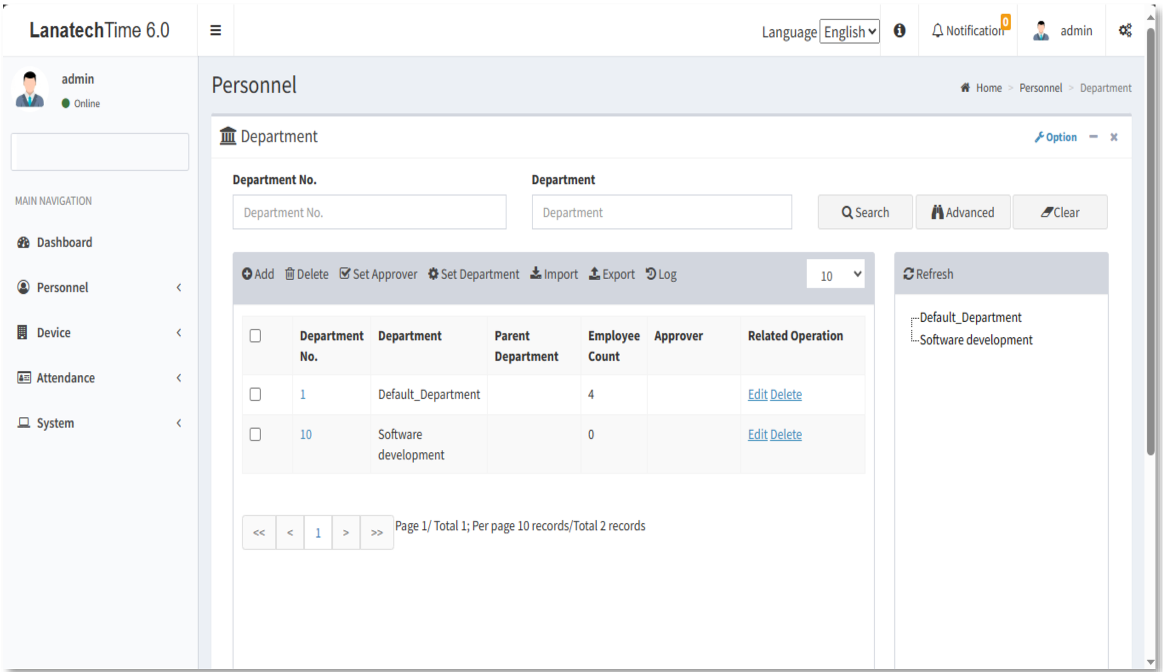


Set the parameters as required based on the following steps:

DEPARTMENT NO: Enter the department number. Click **Check** to check whether the entered department number is exist or not.

DEPARTMENT: Enter a Department Name.

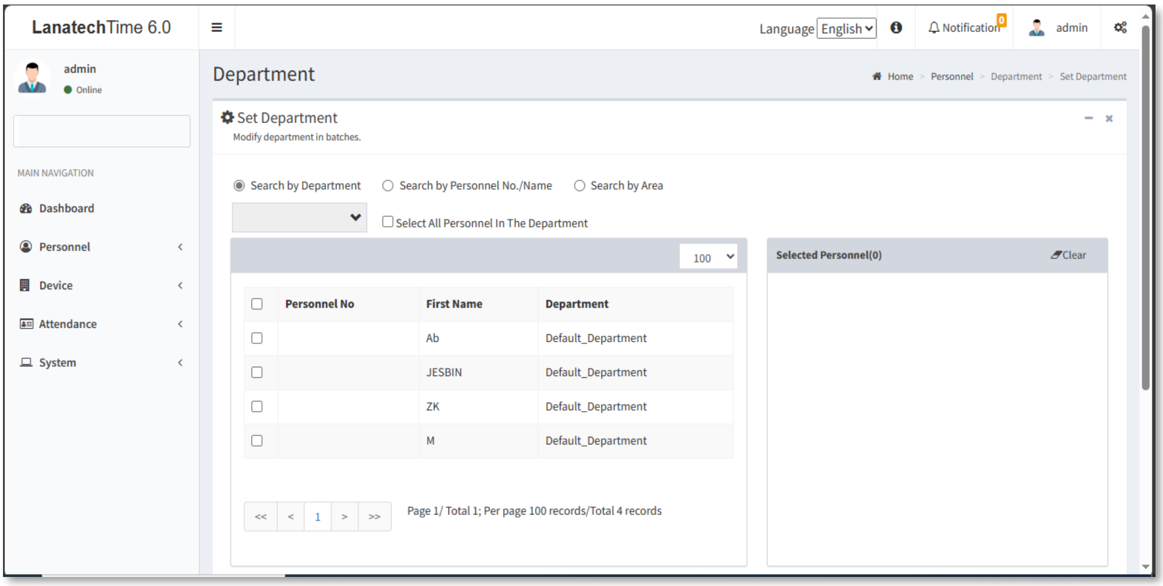
PARENT DEPARTMENT: Click the drop-down list and select the department to which the position belongs. After the completion setting, click ***OK*** to save the settings (click ***Save and New*** to add another department) and return to the ***Department*** interface. The information on the new position is displayed in the department interface.



SET DEPARTMENT

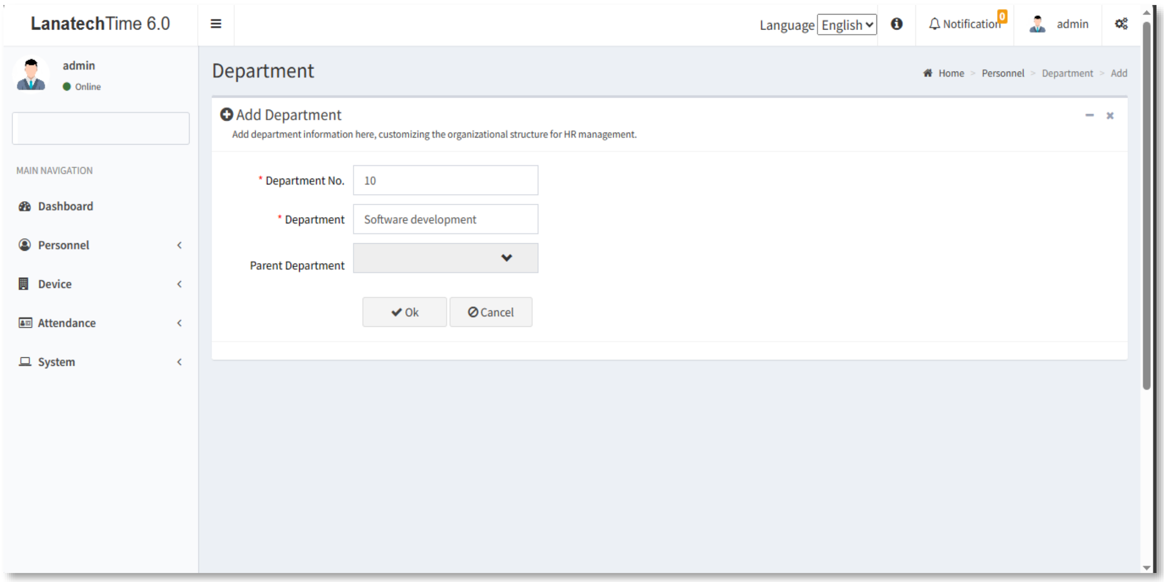
Choose ***Personnel*** >> ***Department*** >> ***Option*** >> ***Set Department***

Select department and select personnel no or by name then select new department and new position then click ***OK.***



EDIT DEPARTMENT

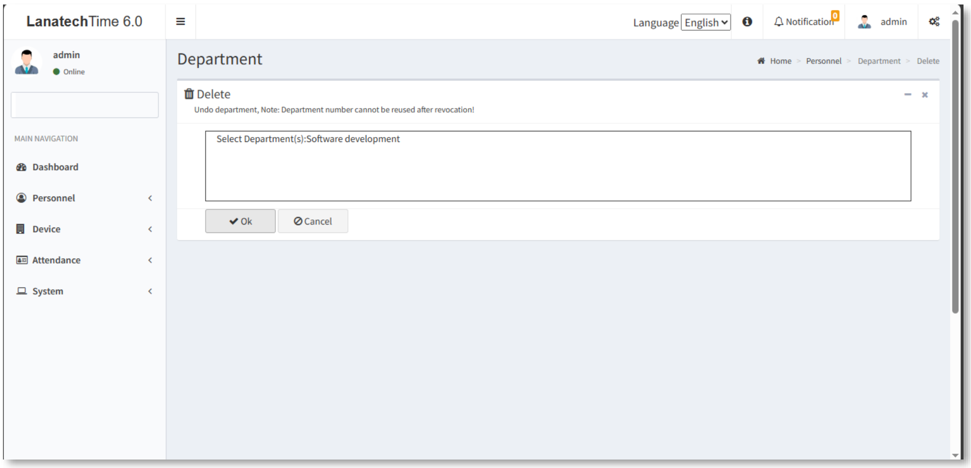
If the related department information changes in the company, you can use the department editing function to modify the department name, number and department. Directly click ***Department*** or ***Edit*** under ***Related Operation*** in the line of the department to be edited to access the editing interface for modification.



After the completion setting, click ***OK*** to save the settings and return to the ***Department*** interface. The information on the new department is displayed in the department interface.

DELETE DEPARTMENT

Select the department to be deleted, and then click ***Delete*** on upper left of the department list. Or directly click ***Delete*** under ***Related Operation*** in the line of department to be deleted to access the confirmation interface for department deletion.

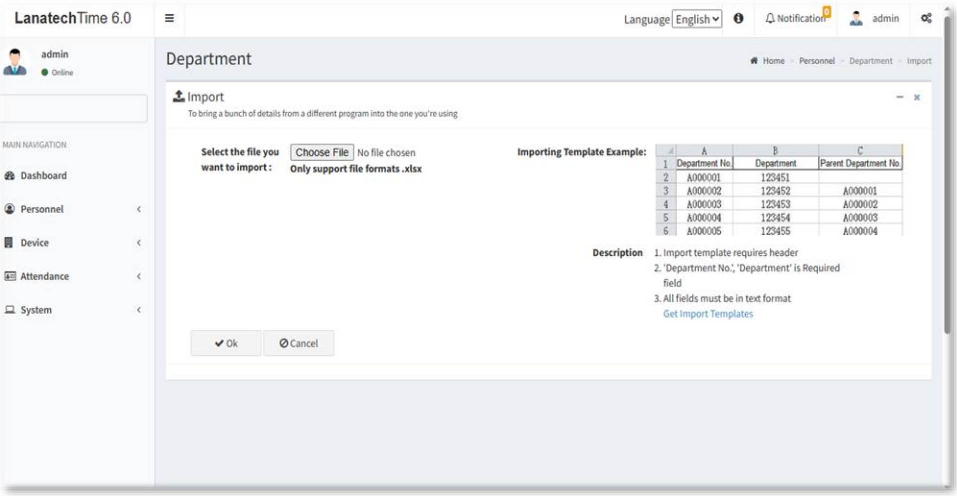


Click ***OK*** for confirmation of deleting the selected department.

IMPORT DEPARTMENT

Choose ***Personnel*** >> ***Department*** >> ***Option*** >> ***Import***

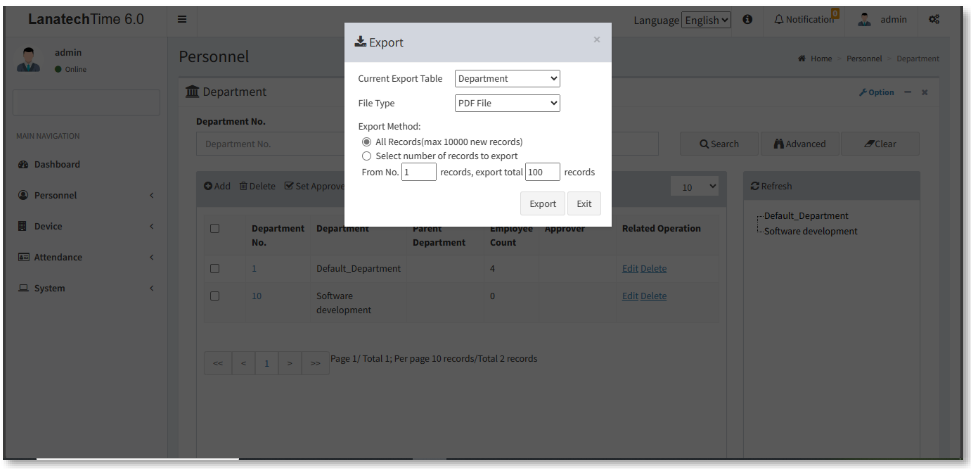
Select file by clicking browse then click ***Get Import Template*** then click ***OK*** Button.



Click ***OK*** to Import Department.

EXPORT DEPARTMENT

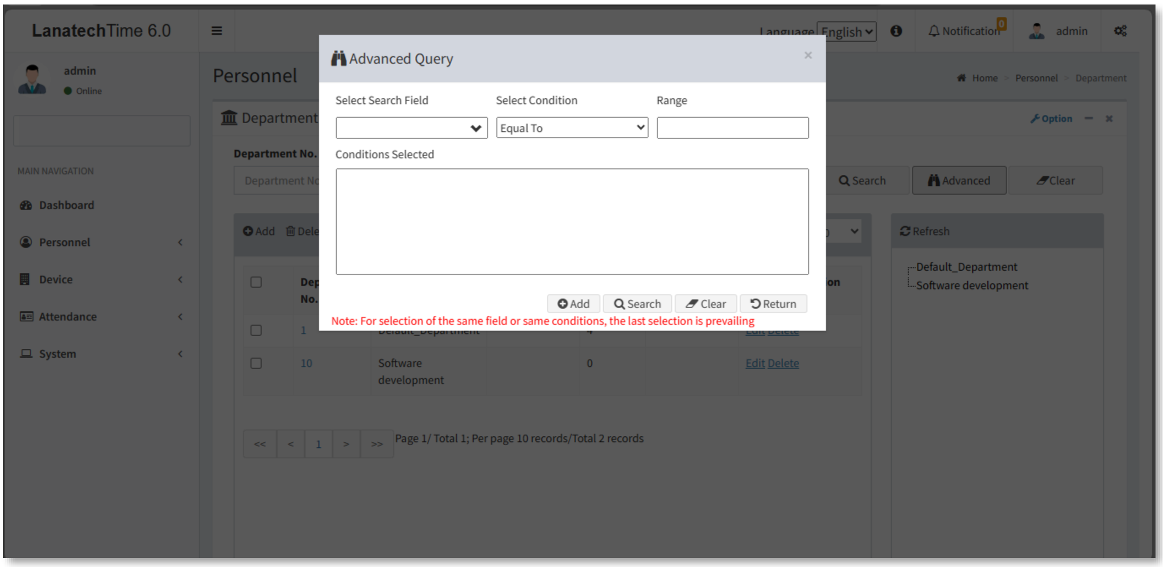
Choose ***Personnel*** >> ***Department*** >> ***Option*** >> ***Export***



Select ***Current Export Table and File Type*** from the drop down then click ***Export*** button ***Log.***

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

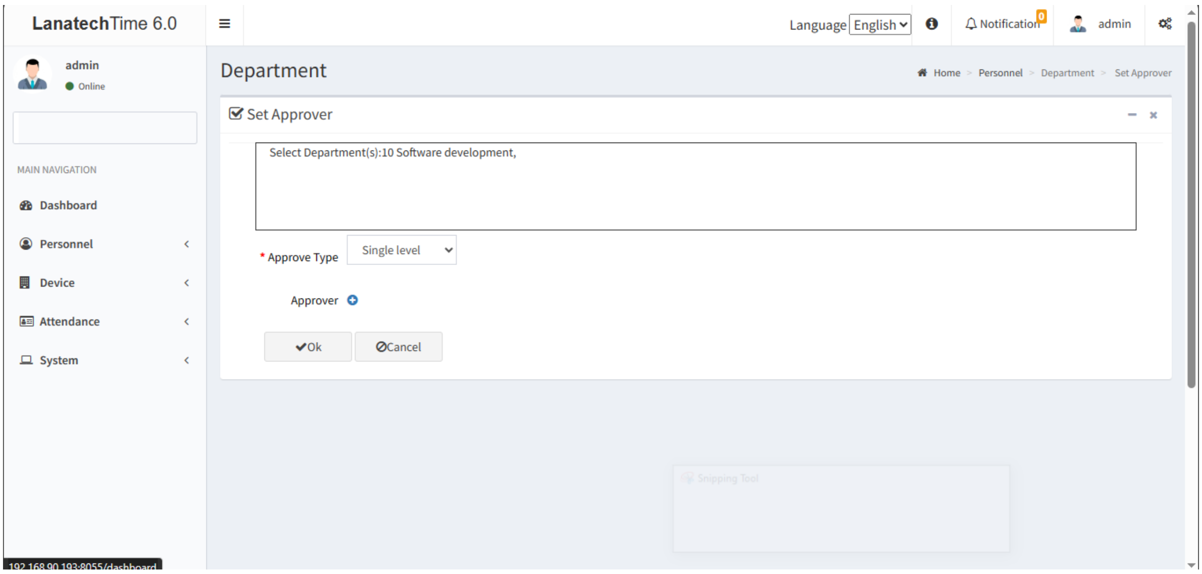


Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form

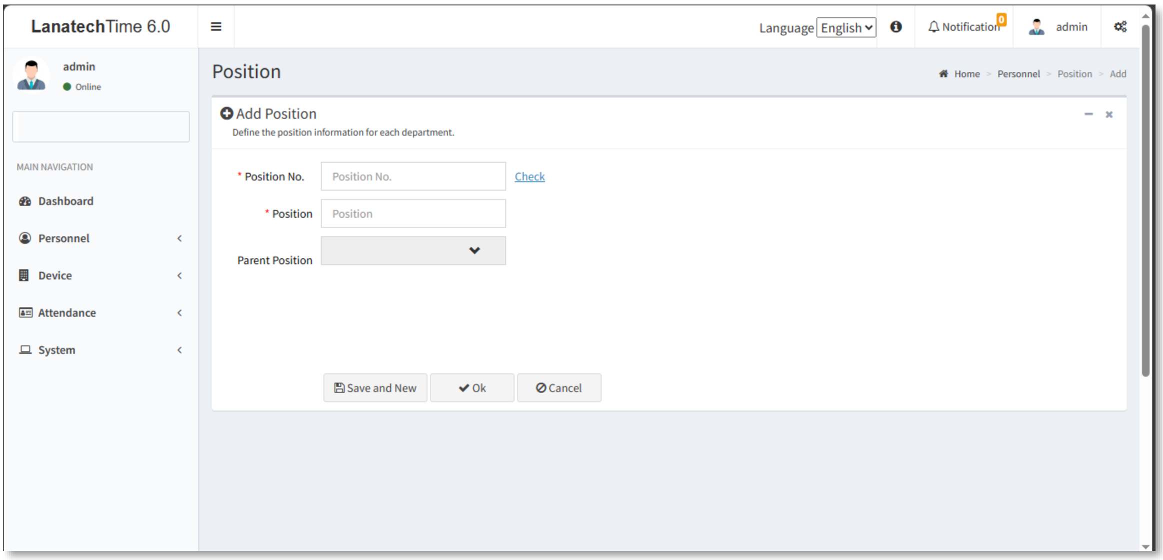
SET APPROVER

Select the department you need to set the approver
Select approve level
Choose the approver
Click OK



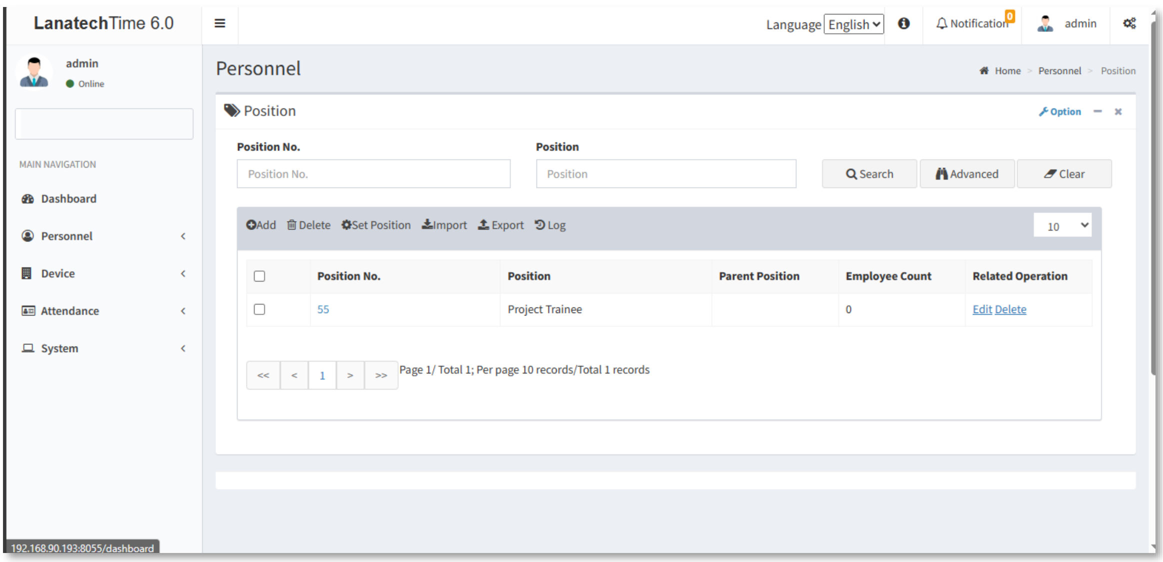
POSITION MANAGEMENT

Before setting company personnel, you need to add corresponding position information for the company. Choose ***Personnel*** >> ***Position*** to access the ***Position*** interface, as shown in the figure below.



ADD POSITION

1. Choose ***Personnel*** >> ***Position*** >> ***Option*** >> ***Add*** to access the position adding interface.



Set the parameters as required based on the following steps:

Position No: Enter the position number (exclusive). Click ***Check*** to check whether the entered position number is exist or not.

Position: Enter the position title.

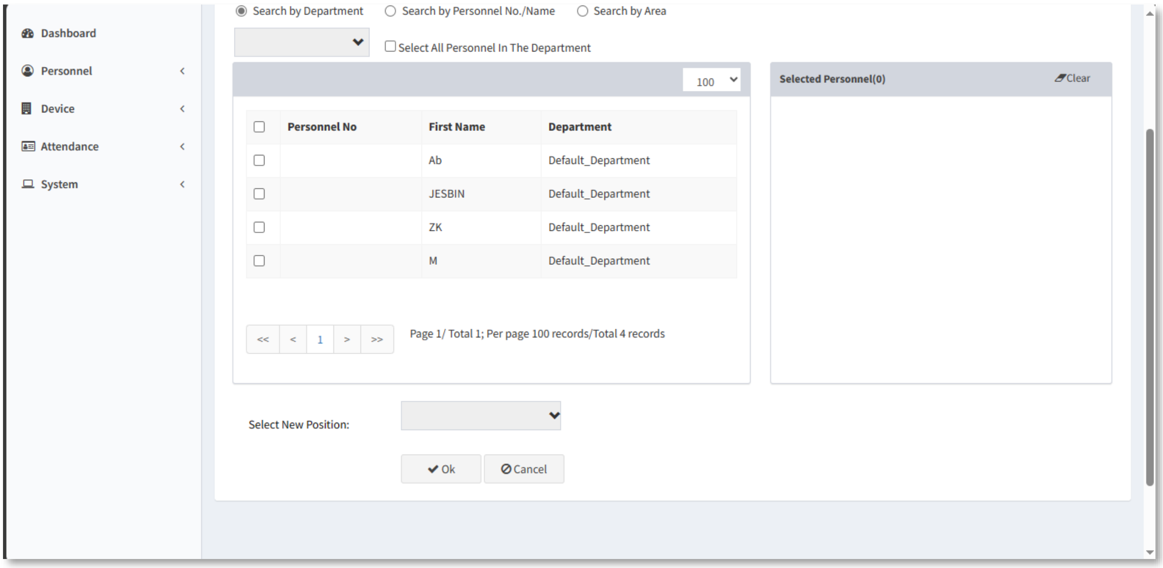
Parent Position: select the parent position

After the completion setting, click ***OK*** to save the settings (click ***Save and New*** to add another position) and return to the ***Position*** interface. The information on the new position is displayed in the Position list

SET POSITION

Choose ***Personnel*** >> ***Position*** >> ***Option*** >> ***Set Position***

Search by department and select personnel number or by name then select new department and new position then click ***OK.***

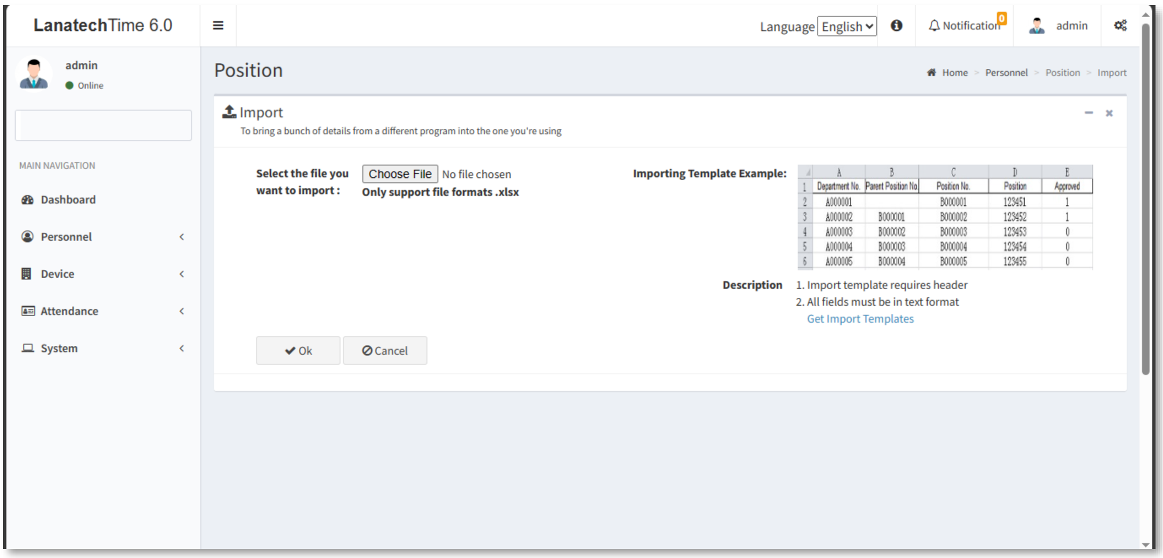


Then click ***OK*** to confirm set position.

IMPORT POSITION

Choose ***Personnel*** >> ***position*** >> ***Option*** >> ***Import***

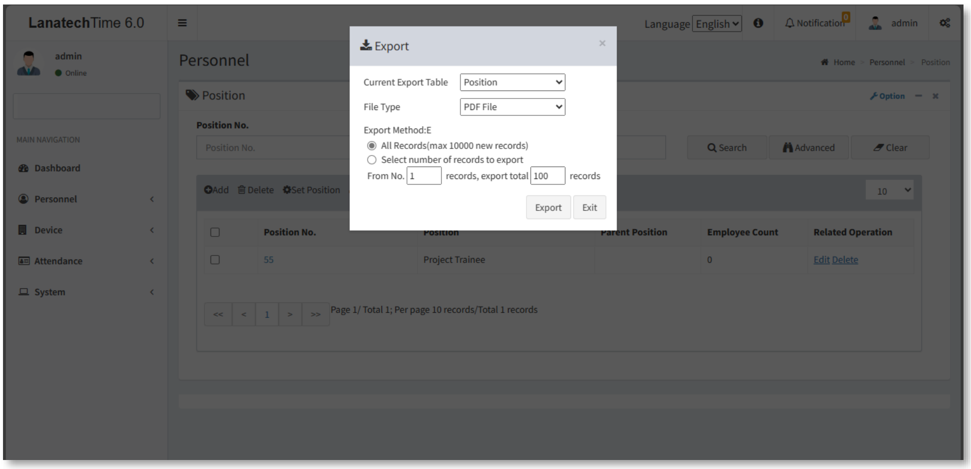
Select file by clicking ***Browse*** then click ***Get Import Template*** then click ***OK*** button.



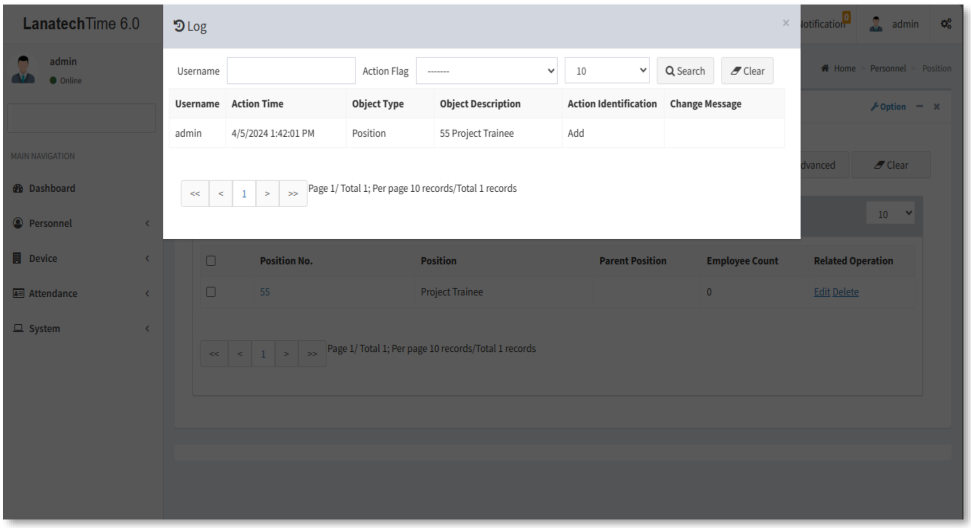
EXPORT POSITION

Choose ***Personnel*** >> ***Position*** >> ***Option*** >> ***Export***

Select **Current export table and file type** from the drop down then **click export** button.

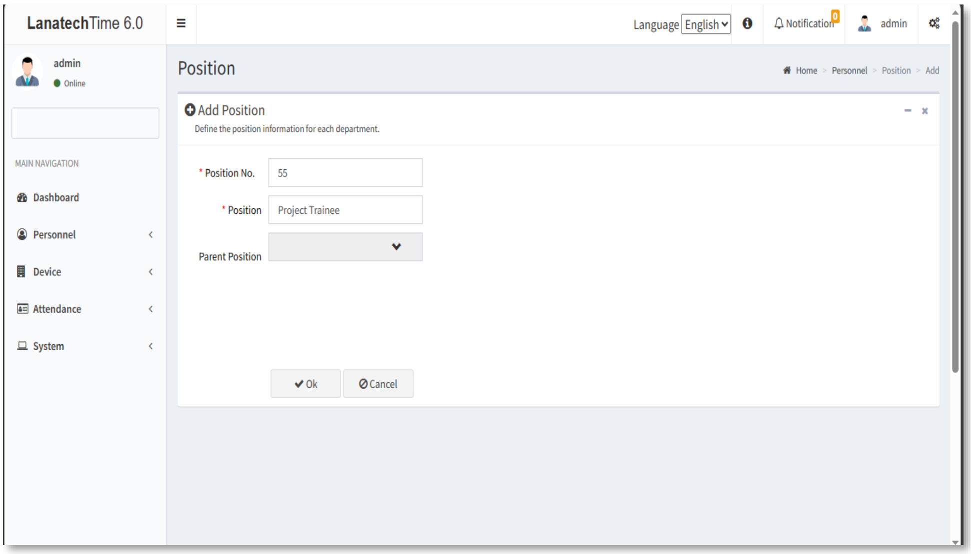


Log: In this whatever change in this software modification it will display in log.



EDIT POSITION

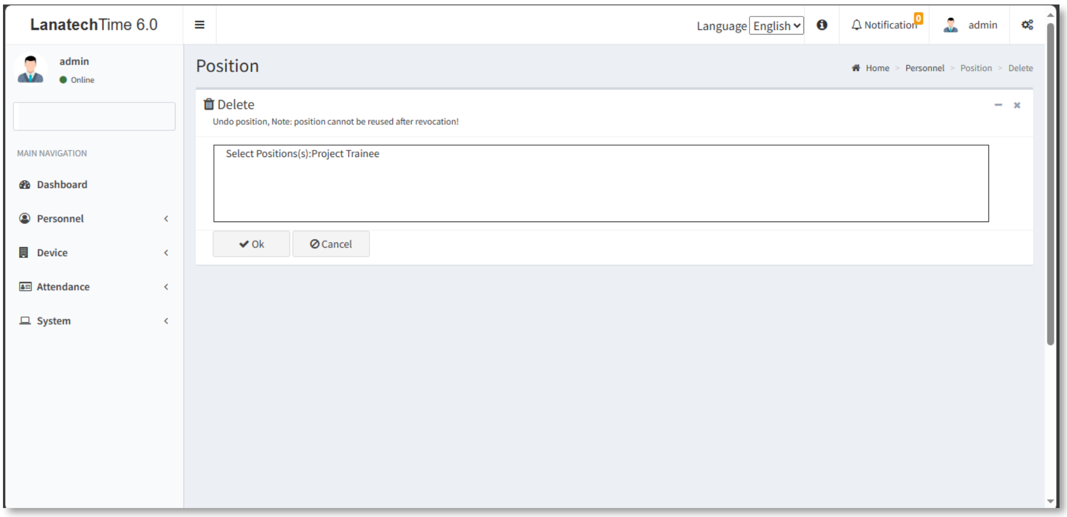
If the related position information changes in the company, you can use the position editing function to modify the position name, number and department. Directly click ***Position*** or ***Edit*** under ***Related Operation*** in the line of the position to be edited to access the editing interface for modification.



Parent Department: Click the drop-down list and select the department to which the position belongs.
Position No: Enter the position number (exclusive). Click ***Check*** to check whether the entered position number is exist or not.
Position: Enter the position title.
Parent Position: select the parent position.
After the completion setting, click ***OK*** to save the settings and return to the ***Position*** interface. The information on the new position is displayed in the department list.

DELETE POSITION

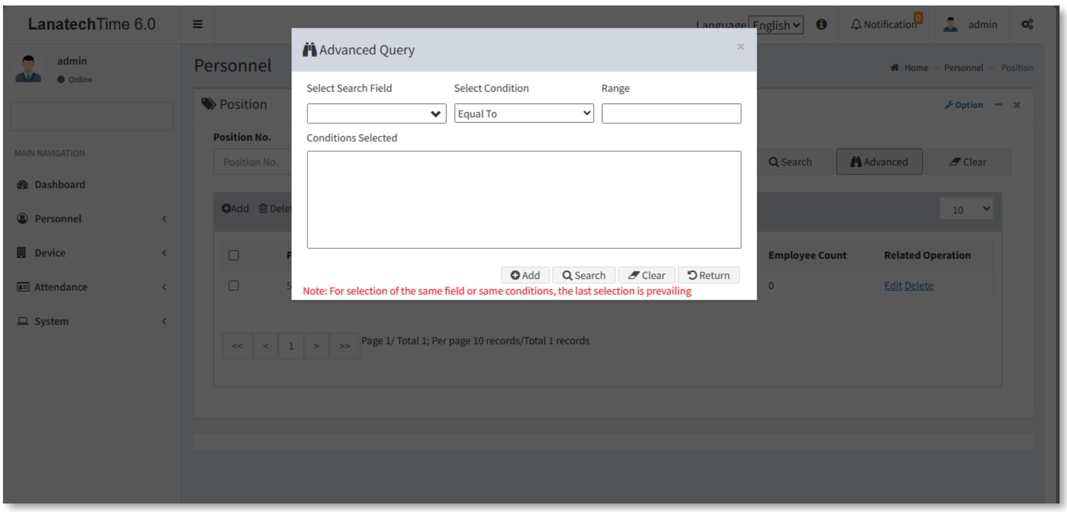
Select the position to be deleted, and then click ***Delete*** on upper left of the position list. Or directly click ***Delete*** under ***Related Operation*** in the line of position to be deleted to access the confirmation interface for position deletion.



Click ***OK*** for confirmation of deleting the selected position.

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Set the parameters as required based on the following steps:

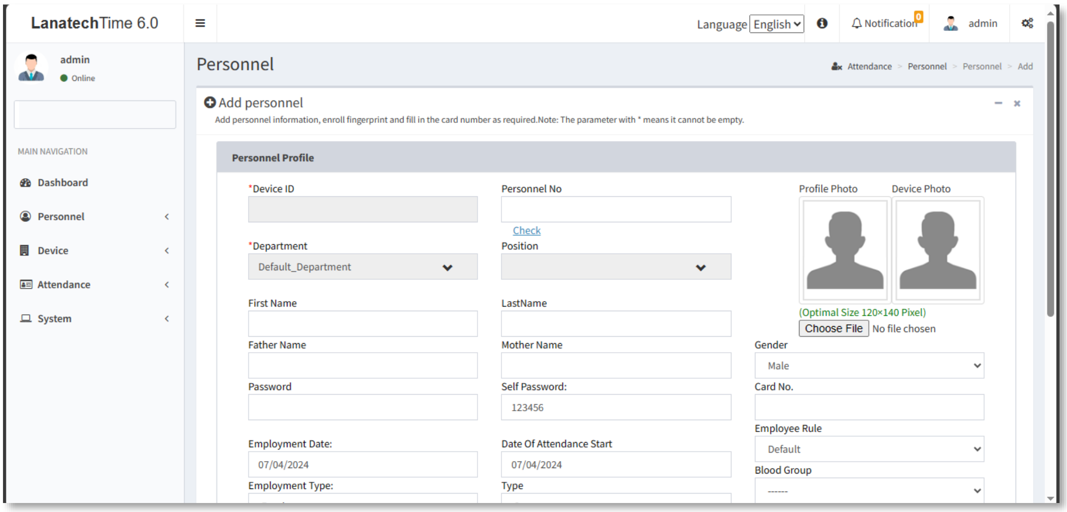
Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features**.**
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

PERSONNEL

When starting to use this management system, you need to register personnel in the system or import the personnel information in other software or data to this system. For specific operations,

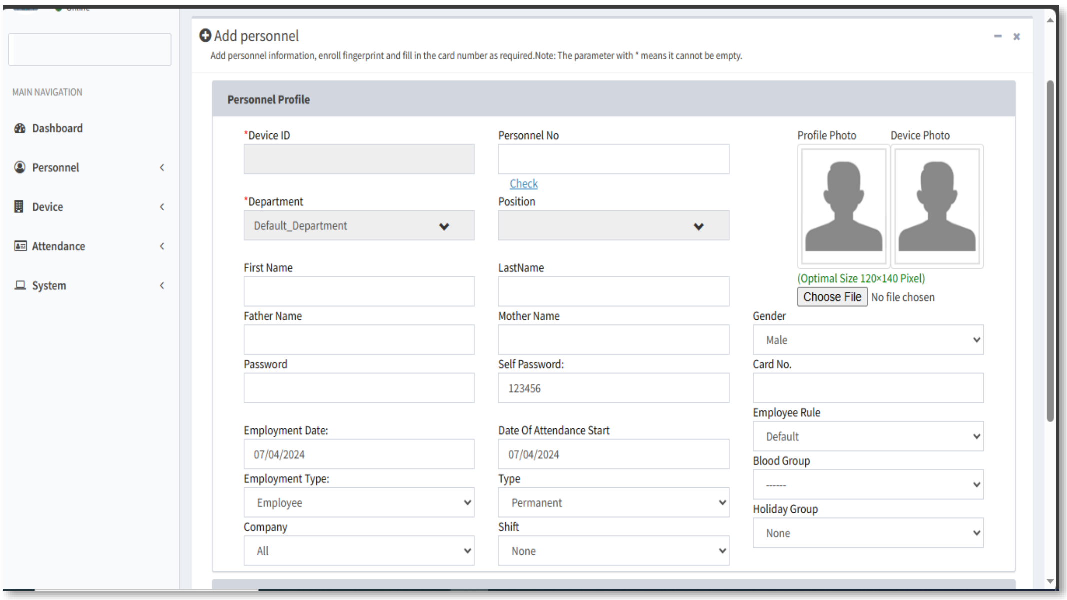
ADD PERSONNEL

Choose ***Personnel*** >> ***Personnel*** >> ***Add*** to access the personnel adding interface.



Set the parameters as required based on the following steps:

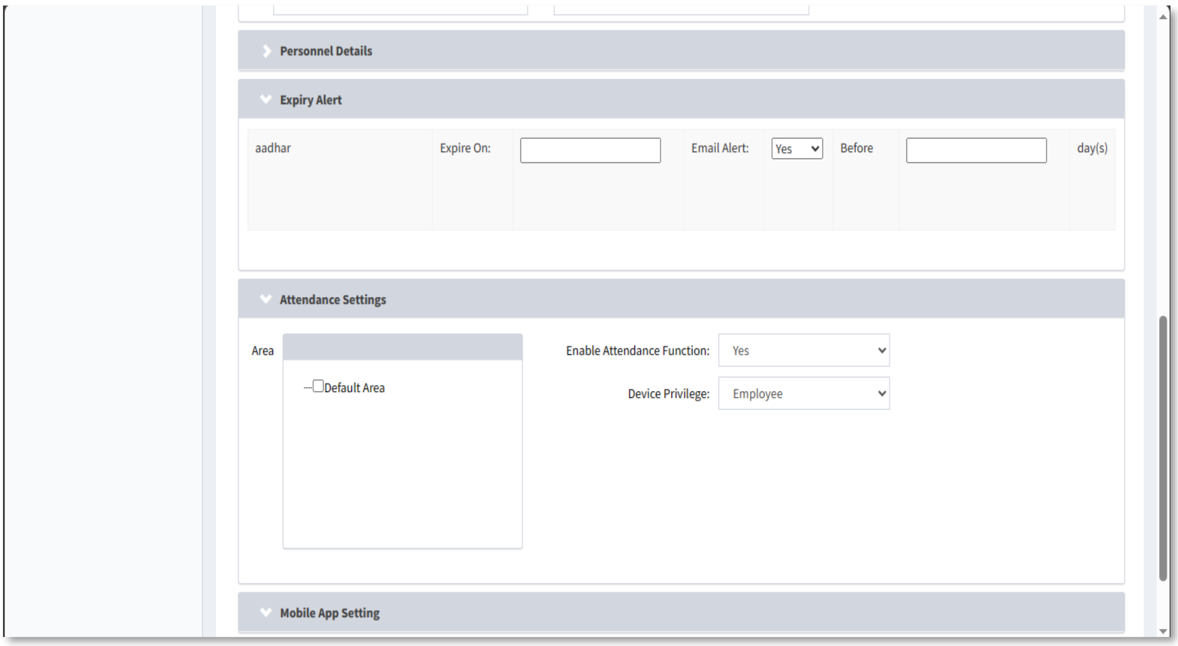
PERSONNEL PROFILE



- ***Personnel No***: The length cannot exceed nice digits. For an employee No. with the length less than nine digits, one or more 0's are prefixed to make the length 9 digits. The numbers cannot be the same.
- Click ***Check*** to check whether a number is exist or not.
- ***Gender***: Select a Gender.
- ***Department***: Select a department from the drop-down list. (If no department has been set, only the default departments existing in the system can be chosen).
- ***Employment Type***: Select the employee type from the drop-down list. It can be set to ***Permanent*** or ***Temporary***.
- ***Employment Date***: It is set to the current date by default. The employment date is considered as the start date of attendance calculation. The attendance before this date is not calculated in the statistical result.
- ***Self-Password***: Set a self-password.
- ***First Name***: Enter first name.
- ***Last Name***: Enter last name.
- ***Position***: Select the position from the drop-down list.
- ***Password***: Set the personnel password. 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. Set to ***Employee*** or ***Contractor***.
- ***Card No***: Assign card numbers to personnel for attendance checking. Enter the card No. manually or use a card enroller for issuing cards.

Set each parameter as needed.

EXPIRY ALERTS AND ATTENDANCE SETTINGS

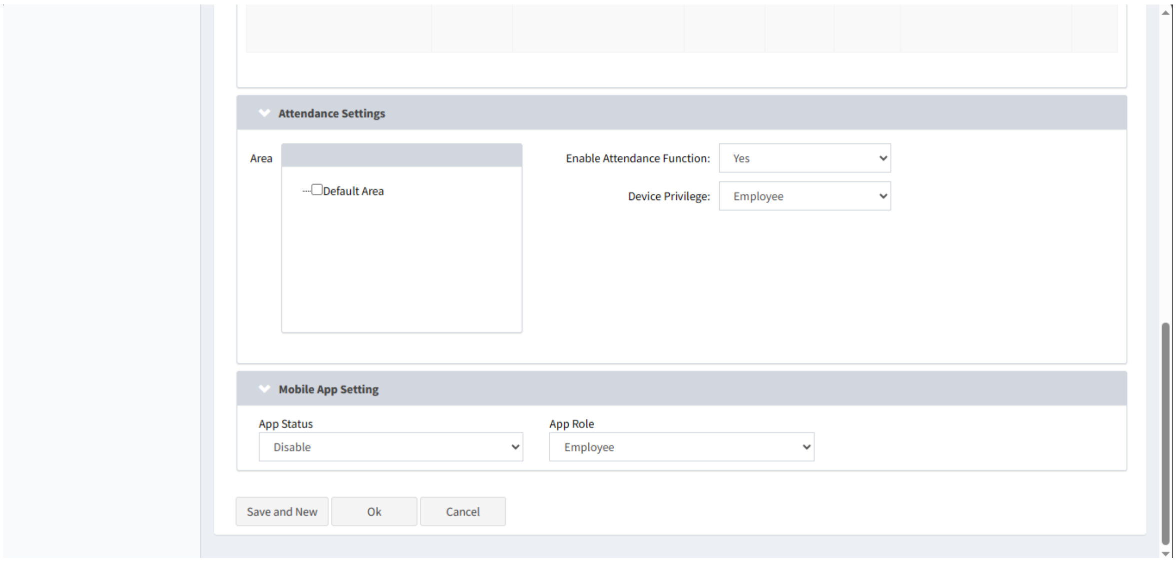


Set Area: Select Area

Enable Attendance Function (The default value is ***Yes*** and ***No*** means this employee is not included in the result of attendance statistics)**:** For some top management personnel and temporary personnel requiring no attendance checking, it can be set to ***No***.

Device Privilege: Set the permission of a user in the device, with the options including the following four types. After the completion of setting, click ***OK*** to save the settings (click ***Save and New*** to add another employee) and return to the ***Personnel*** interface, and the information on the new employee is displayed in the personnel list.

MOBILE APP SETTINGS

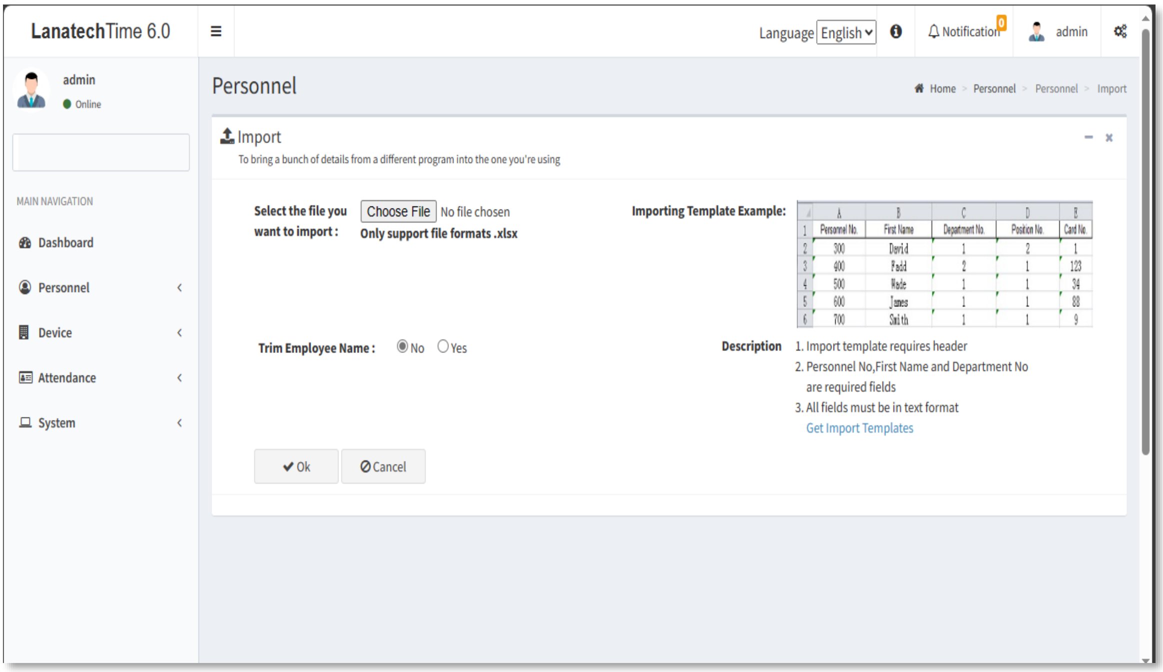


Set the Mobile app status and mobile app role

IMPORT PERSONNEL

Choose ***Personnel*** >> ***Personnel*** >> ***Option*** >> ***Import***

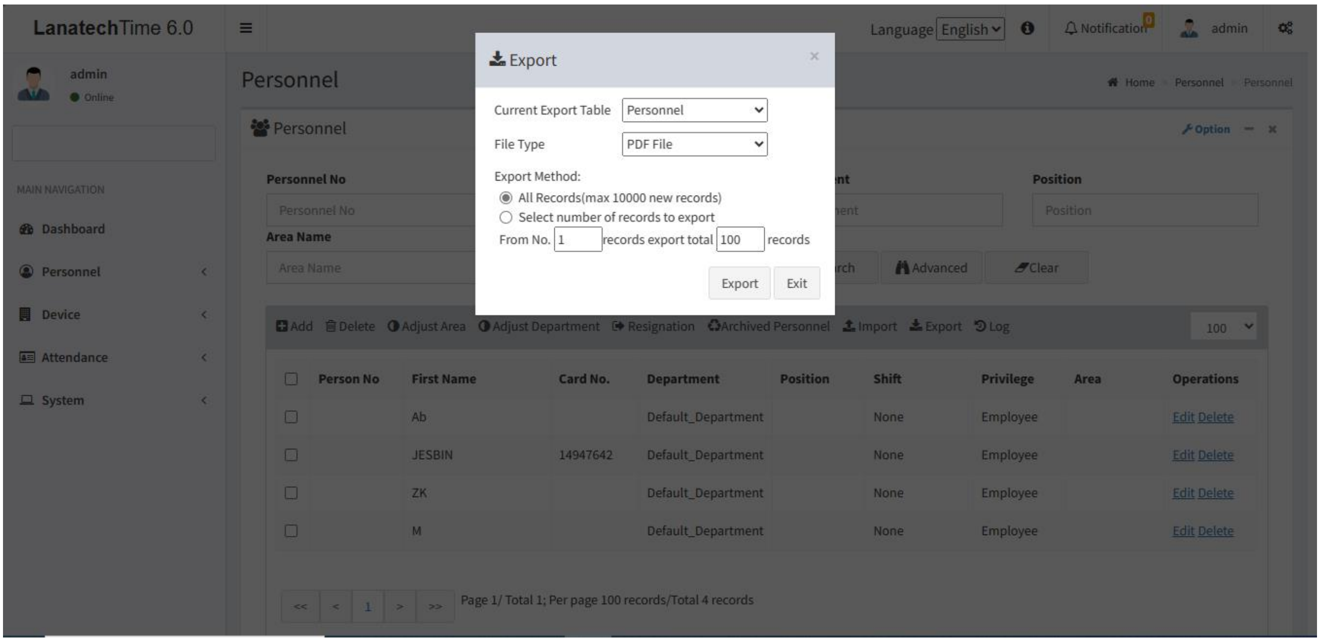
Select file by clicking browse then click ***Get Import*** template then click ***OK*** button.



EXPORT PERSONNEL

Choose ***Personnel*** >> ***Personnel*** >> ***Option*** >> ***Export***

Select ***Current Export Table and File Type*** from the drop down then Click ***Export*** button



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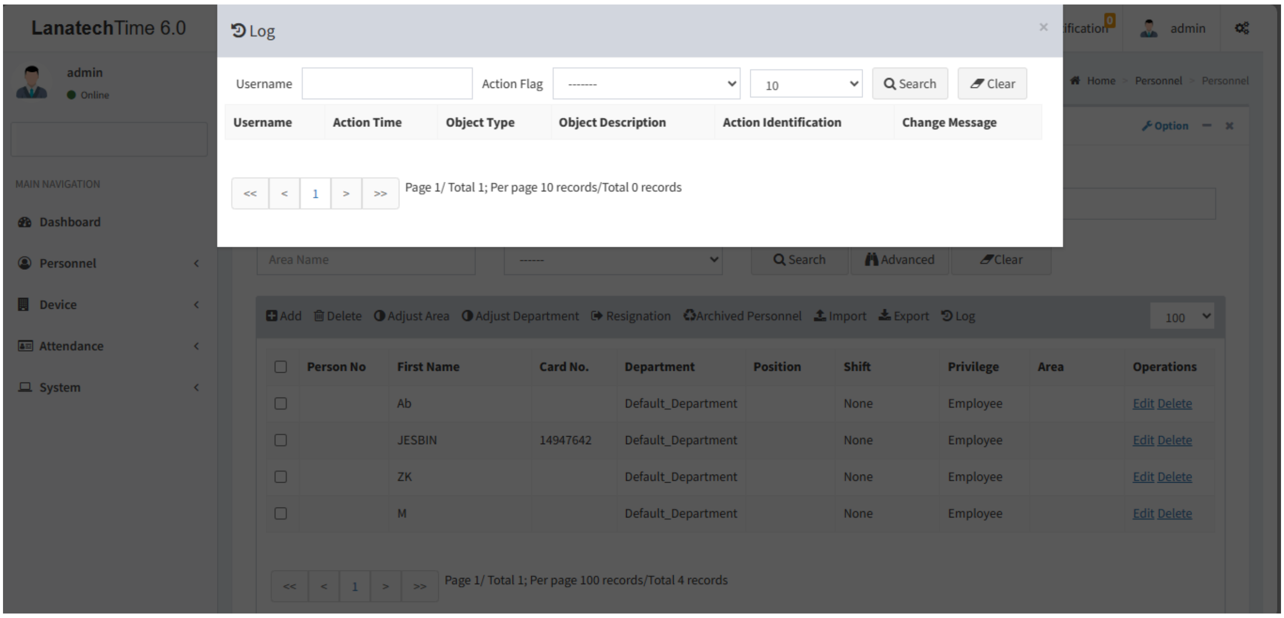
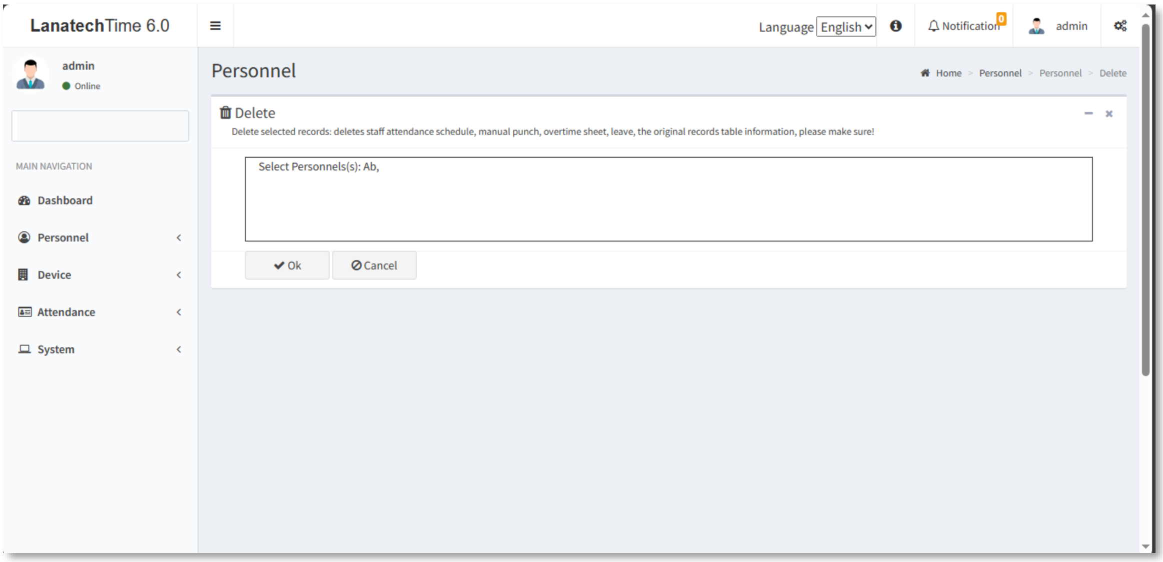


DELETE EMPLOYEE

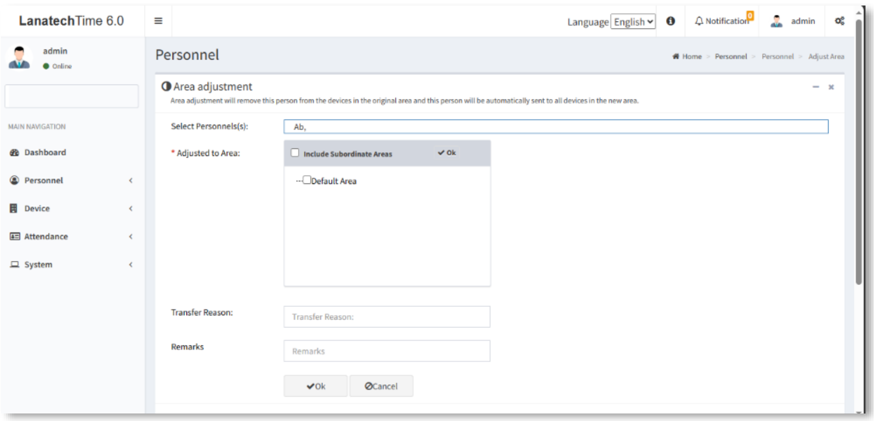
On the ***Personnel*** interface, select the employee (or employees) to be deleted, and click ***Delete*** on upper left of the personnel list to access the confirmation interface for deletion.



Click ***OK*** to complete the deletion operation.
Note: When you delete an employee, the information on this employee in the database is also deleted.

ADJUST AREA

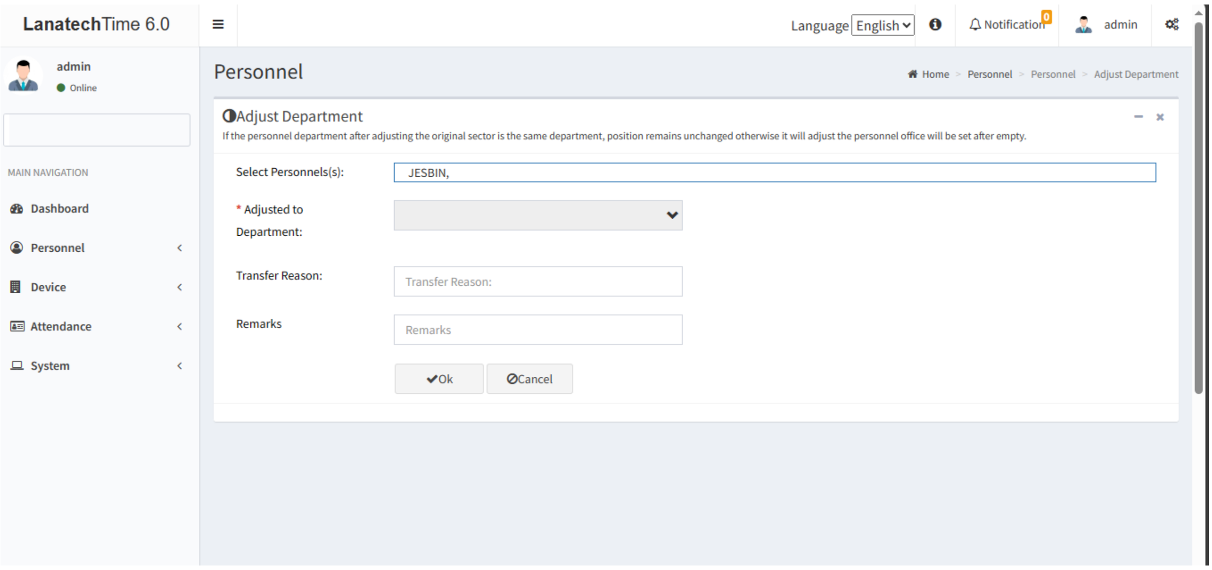
On the ***Personnel*** interface, select the employee (or employees) that to adjust area, and click ***Adjust Area*** on upper left of the personnel list to access the confirmation interface for adjust area.



Set the parameters as required based on the following picture above:
Click ***OK*** to complete the adjust area operation.

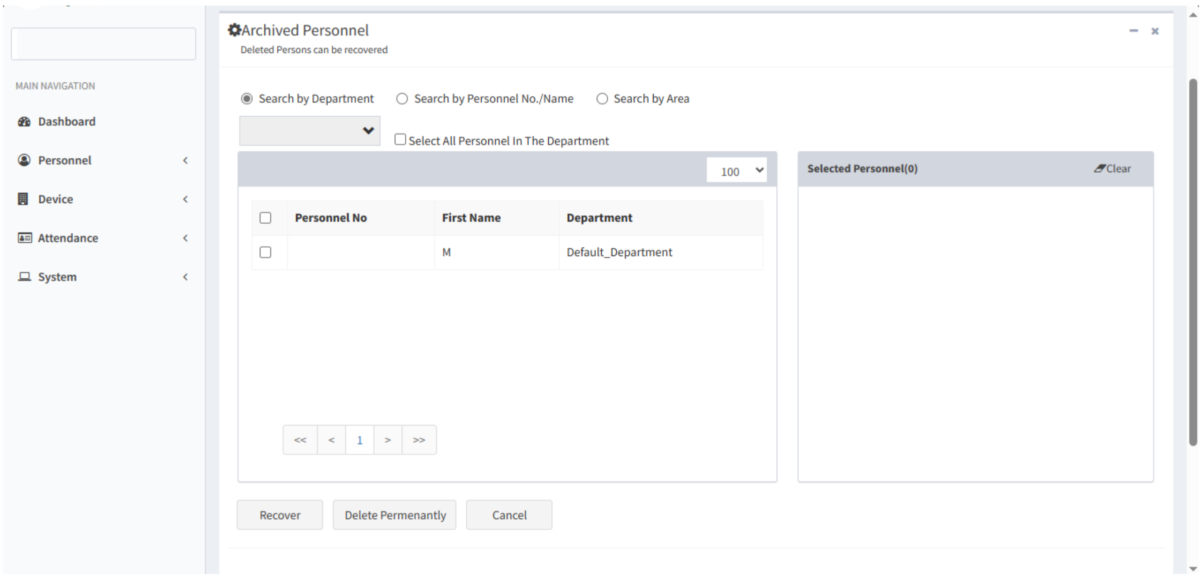
ADJUST DEPARTMENT

On the ***Personnel*** interface, select the employee (or employees) that adjust department and click ***adjust department*** on upper left of the personnel list to access the confirmation interface for adjust department.



Set the parameters as required based on the picture above:
Click ***OK*** to complete the adjust department operation.

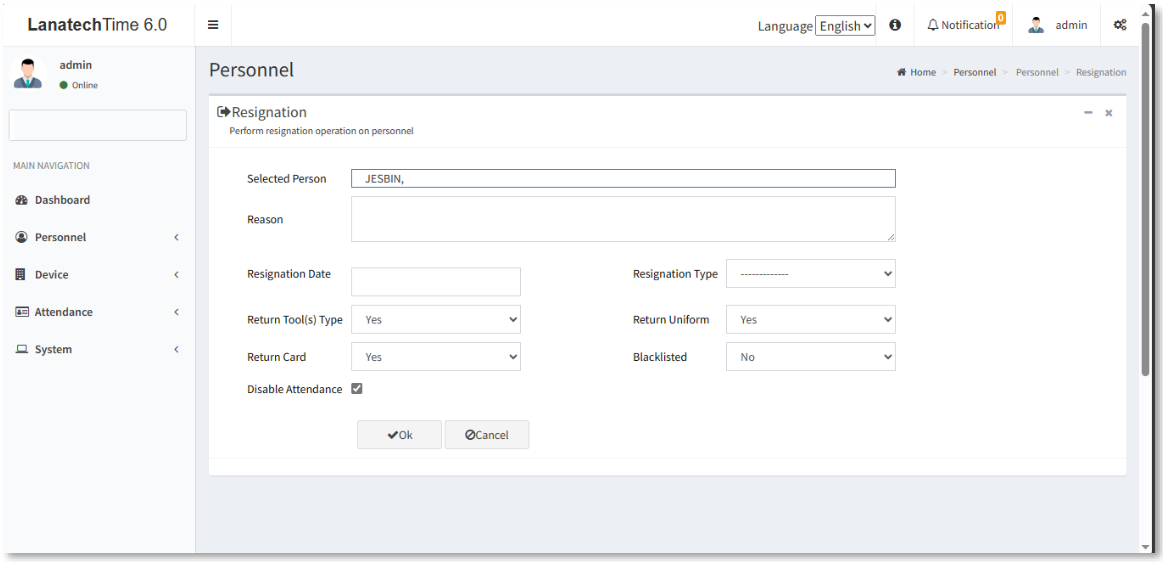
RESIGNATION



All deleted personnel can be viewed in Archived Personnel. You can recover it or delete them permanently

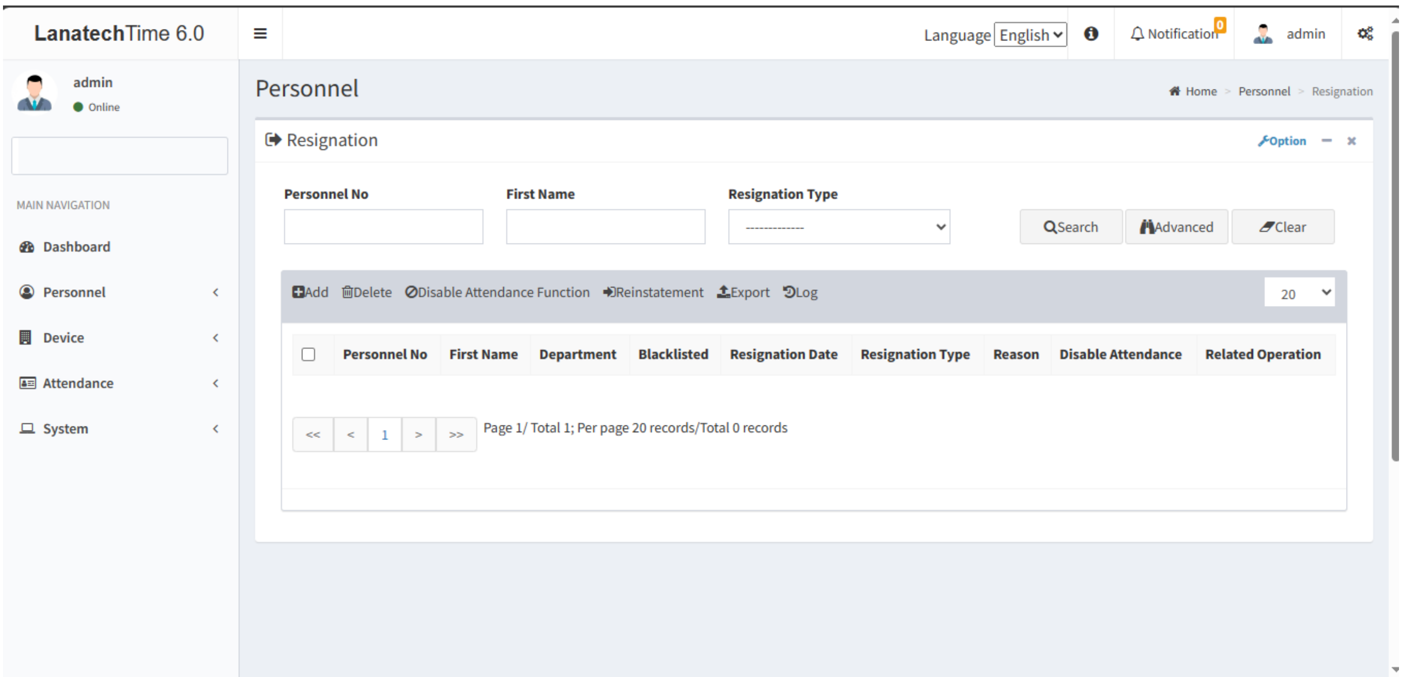
RESIGNATION

On the ***Personnel*** interface, select the employee (or employees) that to resigned, and click ***Resignation*** on upper left of the personnel list to access the confirmation interface for resignation.



Set the parameters as required based on the following picture above:
Click ***OK*** to complete the resignation operation.
After resignation success the selected employee is removed from the personnel interface.

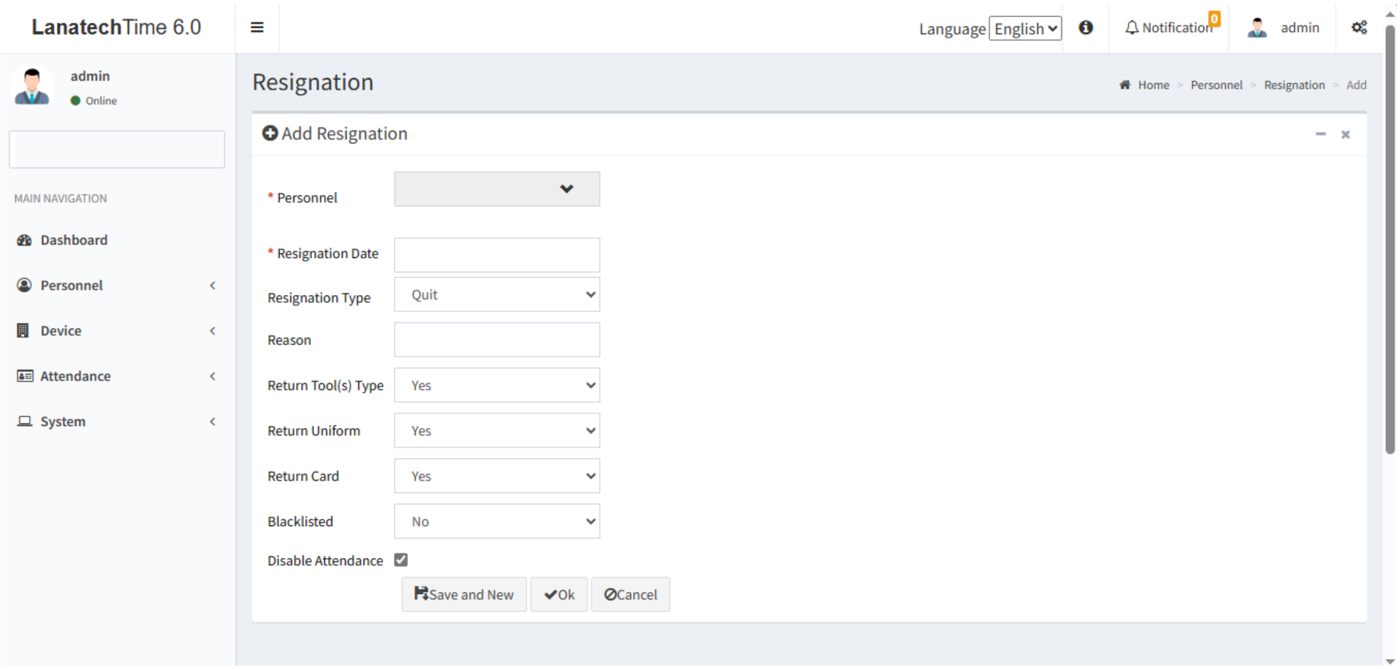
PERSONNEL RESIGNATION



The operations of personnel resignation cover personnel resignation, reinstatement from resignation and disabling attendance.

ADD EMPLOYEE FOR RESIGNATION

Choose ***Personnel*** >> ***Resignation*** >> ***Options*** >> ***Add*** to access the new adding interface, as shown in the figure below.

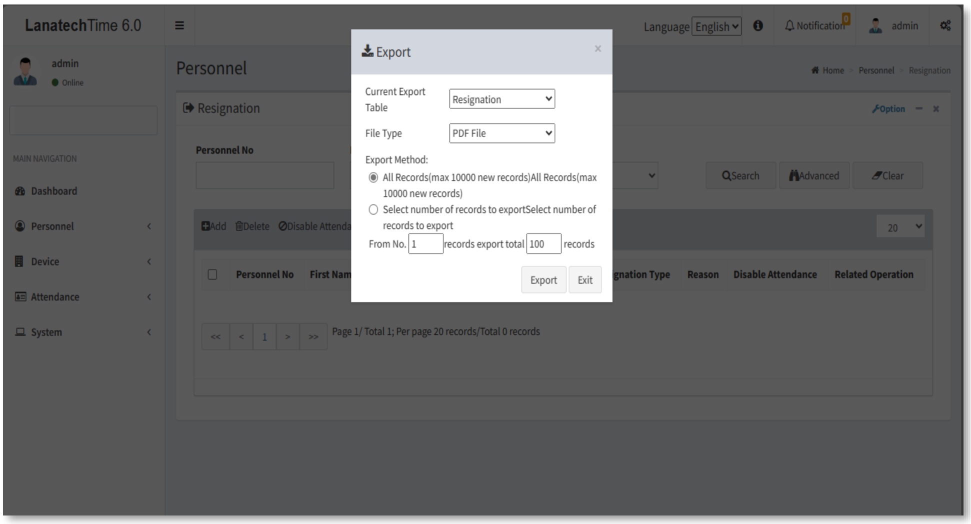


Perform the resignation operation as required. The following shows how to perform operation.
Personnel: Click the drop-down list and select the employee for resignation. For personnel selection.
Resignation Date: Select the resignation date.
Resignation Type: Select the resignation type.
Reason: Enter the reason for resignation as required. It can be left blank.
Return tools/***Work Uniform***/***Card***: The default value is ***Yes***. You can select ***No*** from the drop-down list.
Blacklisted: The default value is ***No***, that is, resignation without being blacklisted. The operation of reinstatement from resignation cannot be conducted on the resigned personnel in the blacklist.
Disable attendance: For an employee newly added for resignation with attendance not disabled immediately, follow the following method to disable attendance.

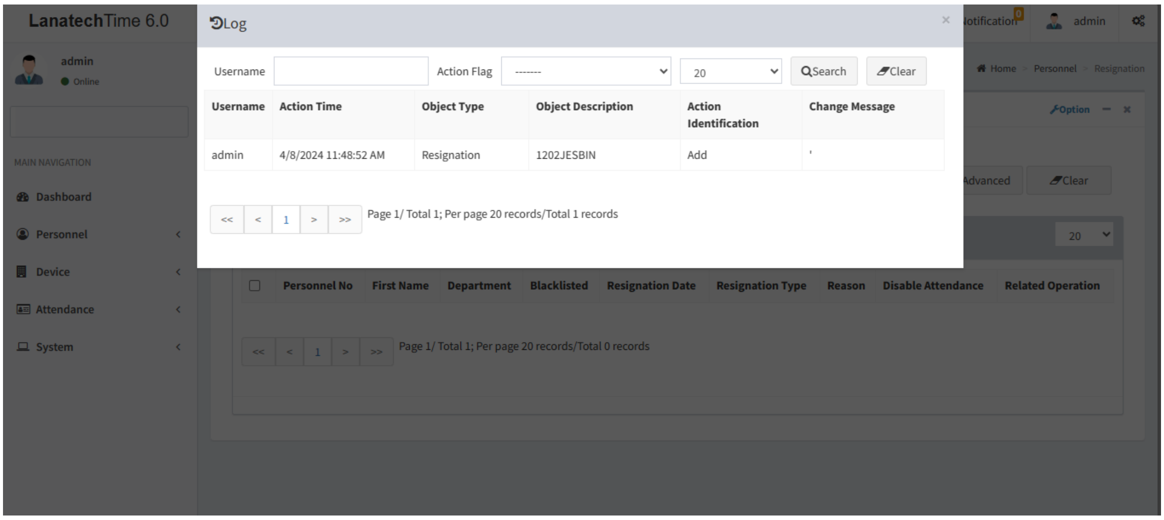
In the resigned personnel list on the ***Resignation*** interface, click to select the resigned employee whose attendance needs to be disabled, and then click Disable Attendance Function above the resigned personnel list to access the confirmation interface for disabling attendance, as shown in the figure below. After the completion of setting, click ***OK*** to save the settings and return to the ***Resignation*** interface, and the just added employee for resignation will be displayed in the resigned personnel list.

EXPORT RESIGNATION

Choose ***Personnel*** >> ***Resignation*** >> ***Option*** >> ***Export***
Select ***Current Export Table and File Type*** from the drop down then click ***Export*** button

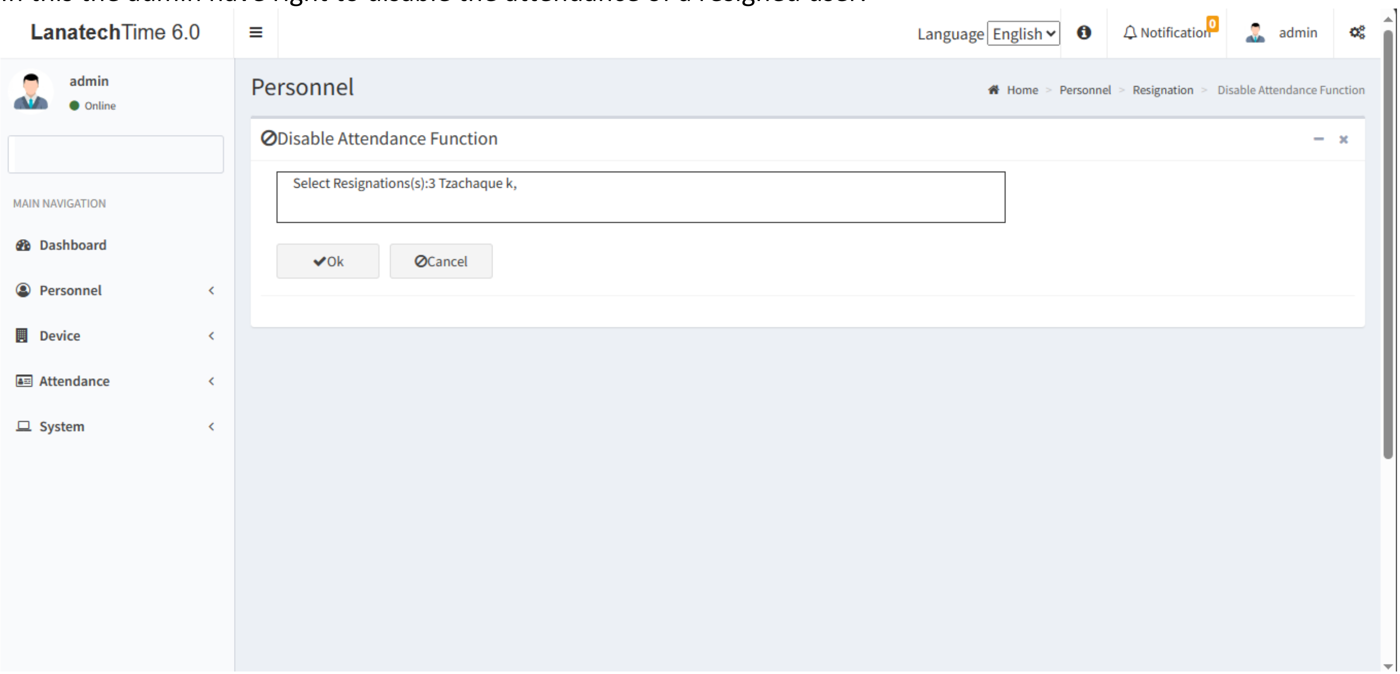


Log: In this whatever change in this software modification it will display in log.



DISABLE ATTENDANCE

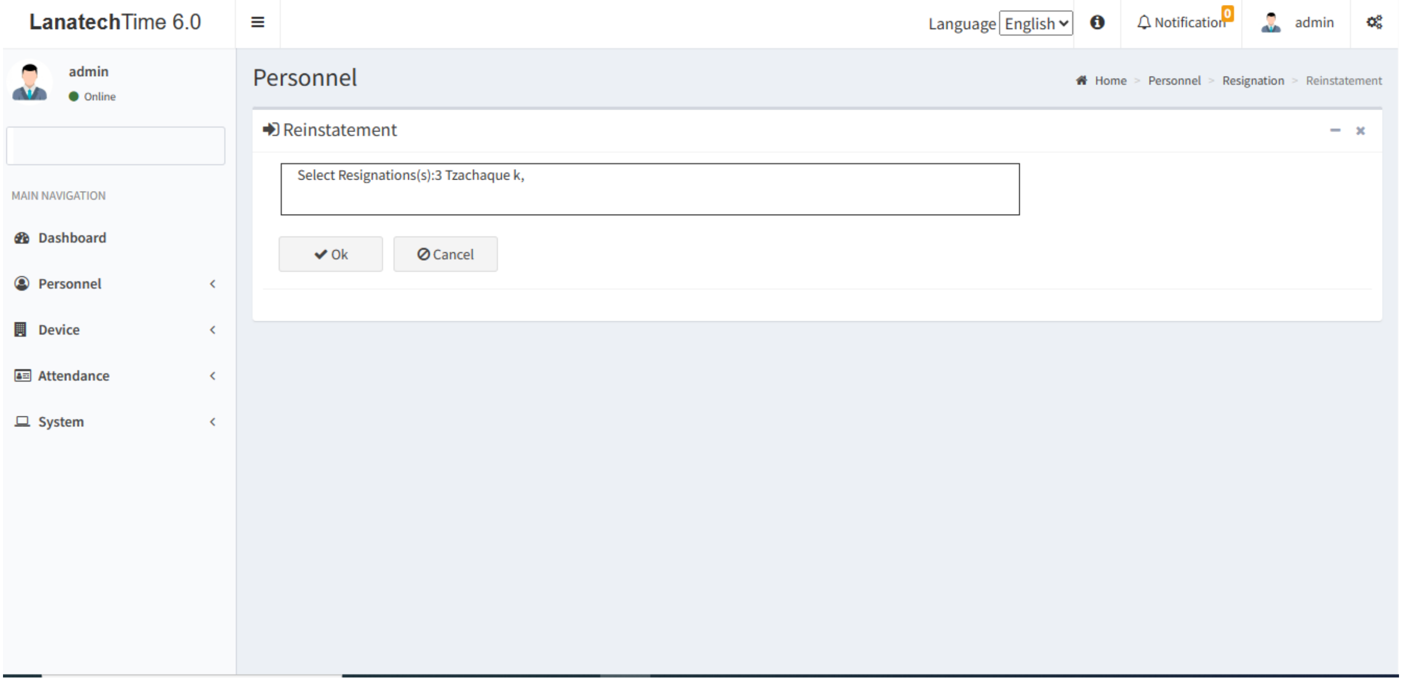
Choose ***Personnel*** to disable attendance from resignation interface >> ***Resignation*** >> ***Disable Attendance***
In this the admin have right to disable the attendance of a resigned user.



Click ***OK*** to complete the disable attendance operation.
After disable attendance success the selected employee is removed from the resignation interface.

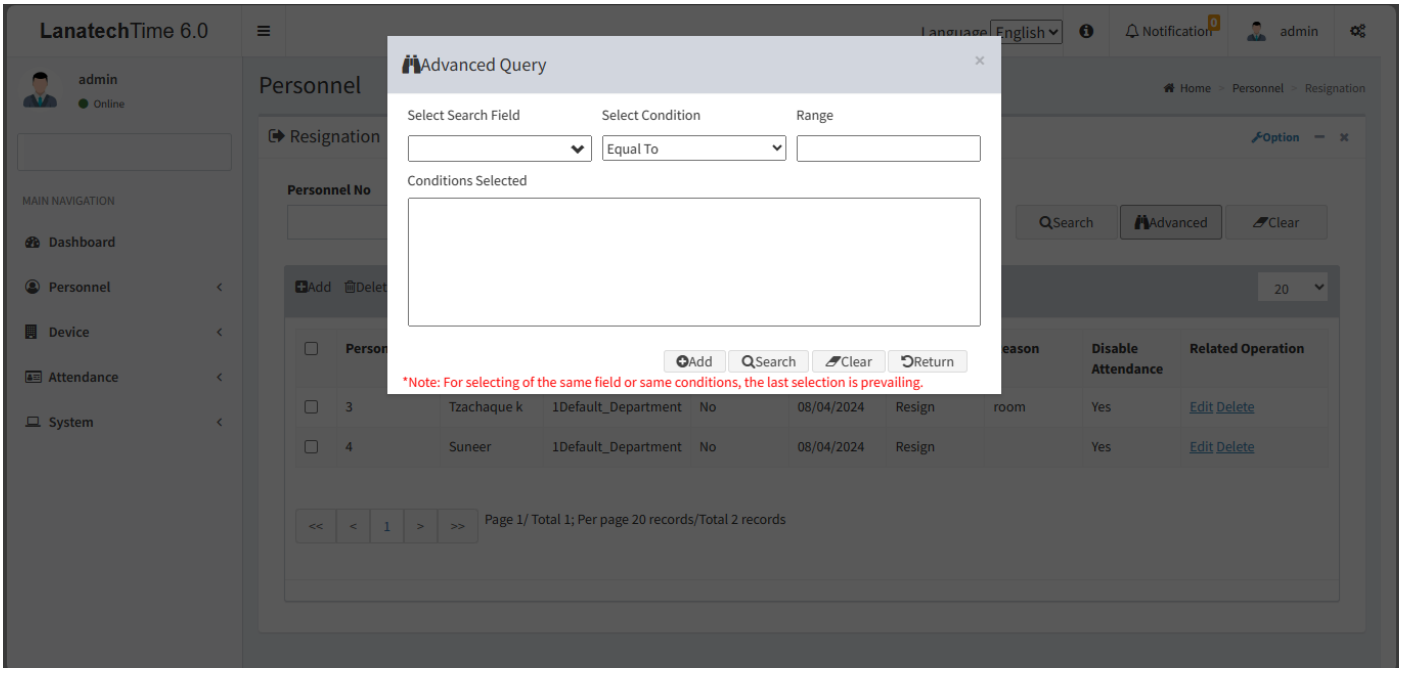
REINSTATEMENT

Choose ***Personnel*** to be reinstate from resignation interface >> ***Resignation*** >>**select employee** ***>>Reinstatement***



ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

ISSUE CARD

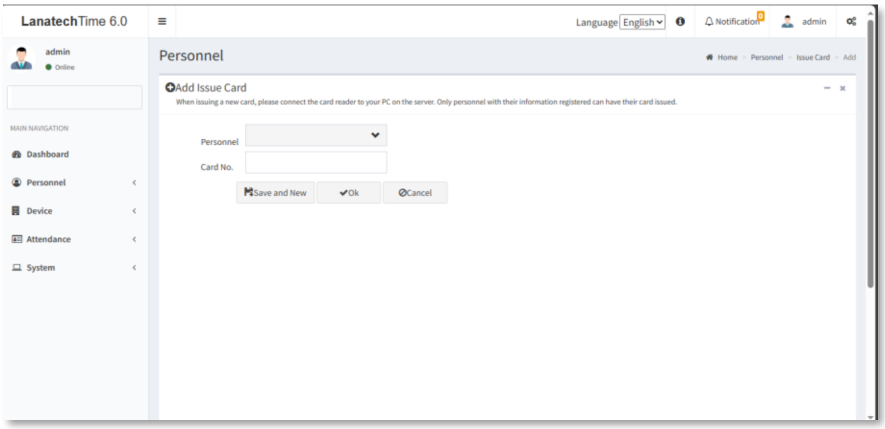
Assign card numbers to personnel for attendance checking. The system supports card issuing with a card enroller or by manually entering card numbers.

1. HOW TO USE THE CARD ENROLLER

The card enroller is connected with a PC through a USB port. Click the card number entering bar, swipe the card on the card enroller, and this card number is automatically displayed on the entering bar.

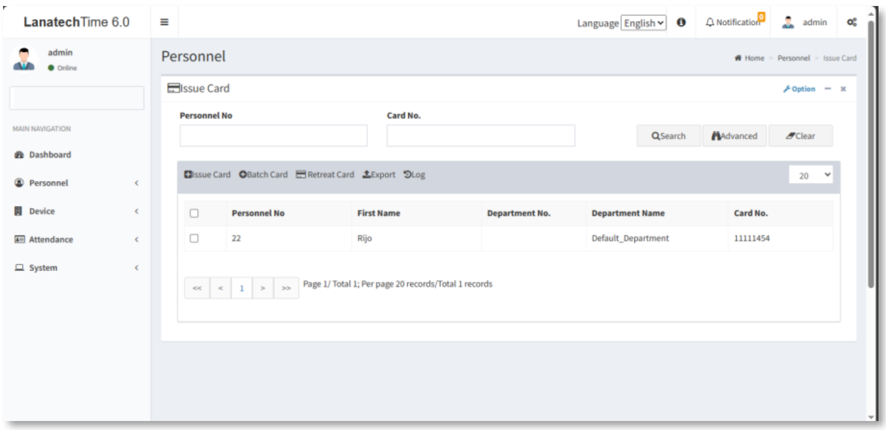
2. SPECIFIC CARD ISSUING PROCEDURE

Choose ***Personnel*** >> ***Issue Card*** >> ***Issue Card*** to access the card issuing interface, as shown in the picture below.



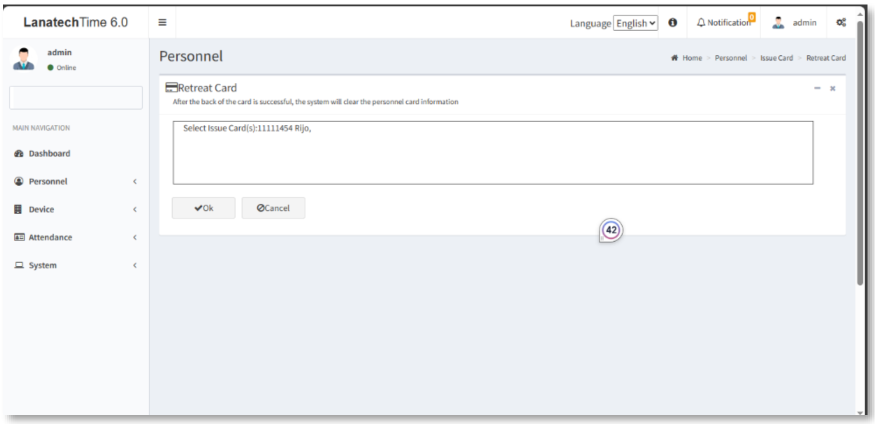
PARAMETER DESCRIPTION:

Personnel: Click on the right side of ***Personnel*** and select an employee from the popped up personnel list.
Card No: Enter a card number or obtain a card number by using the card enroller.
After the completion of the setting, click ***OK*** to start card issuing. After the operation is successful, the system automatically returns to the ***Issue Card*** interface. Now the related information on this card is displayed in the card information list on the interface. Note: A card can only be issued to one employee once.



RETREAT CARD

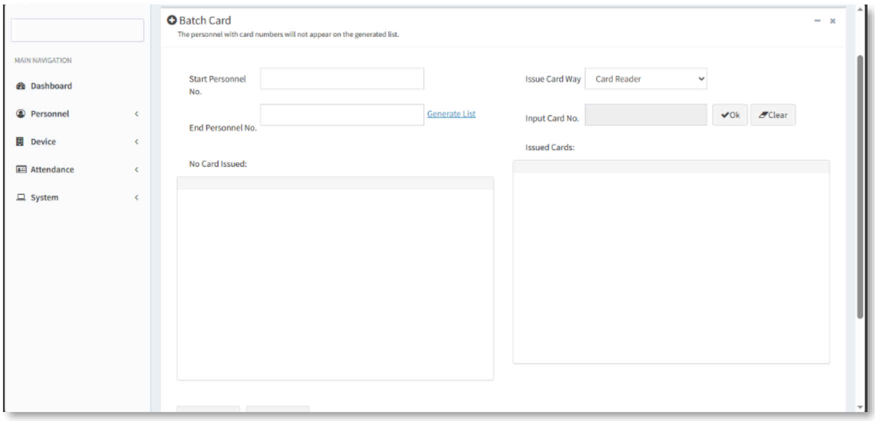
Choose ***Personnel*** >> ***Issue Card*** >>**select card>>** ***Retreat card***



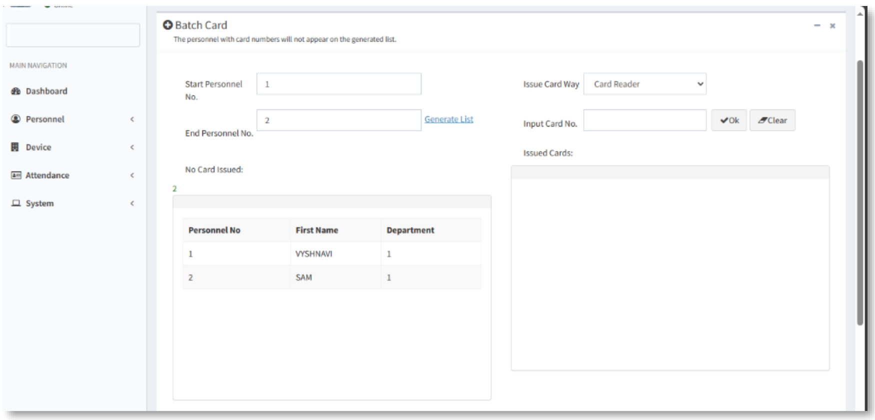
After the completion of setting, click ***OK*** to save the settings and return to the ***document*** interface, and the retreated card personnel are removed from issue card interface

BATCH CARD

1. Choose ***Personnel*** >> ***Issue Card*** >> ***Batch Card*** to access the batch card issuing interface.

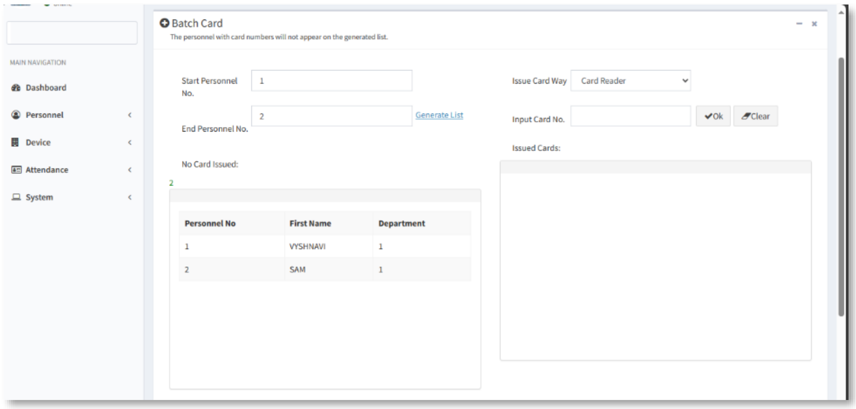


2. Set ***Start Personnel No.*** and ***End Personnel No.*** (Ensure that entered numbers do not exceed the maximum numbers of personnel number digits supported by the system). Click ***Generate List***. Information on all employees without card numbers in this number range is displayed, as shown in the figure below.

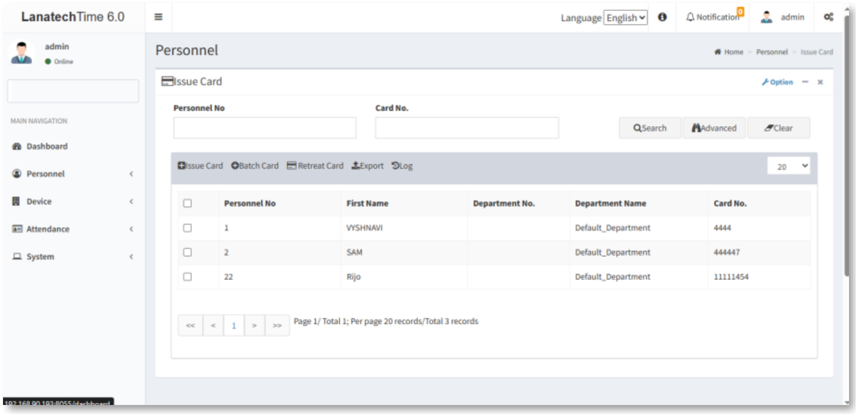


3. Enter a card number in the ***Input Card No.*** box or obtain a card number by using the card enroller. (The following uses the card enroller for obtaining a card number as an example).

4. Place cards at the card placement position of the card enroller one by one. The card enroller automatically obtains card numbers and starts card issuing from the first employee in the list of personnel without cards assigned. After successful card issuing, the information on related personnel in the list of personnel without cards assigned is automatically cleared. The information (including card numbers) on the personnel with cards issued is displayed in the right list of personnel with cards issued.



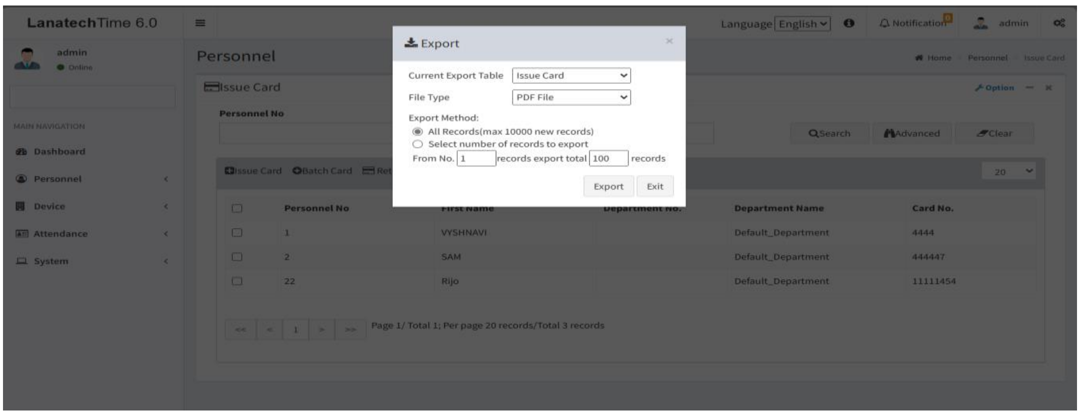
5. Click ***OK*** to save the settings and return to the ***Issue Card*** interface. The card information list now displays the personnel with cards issued and the information on their card numbers.



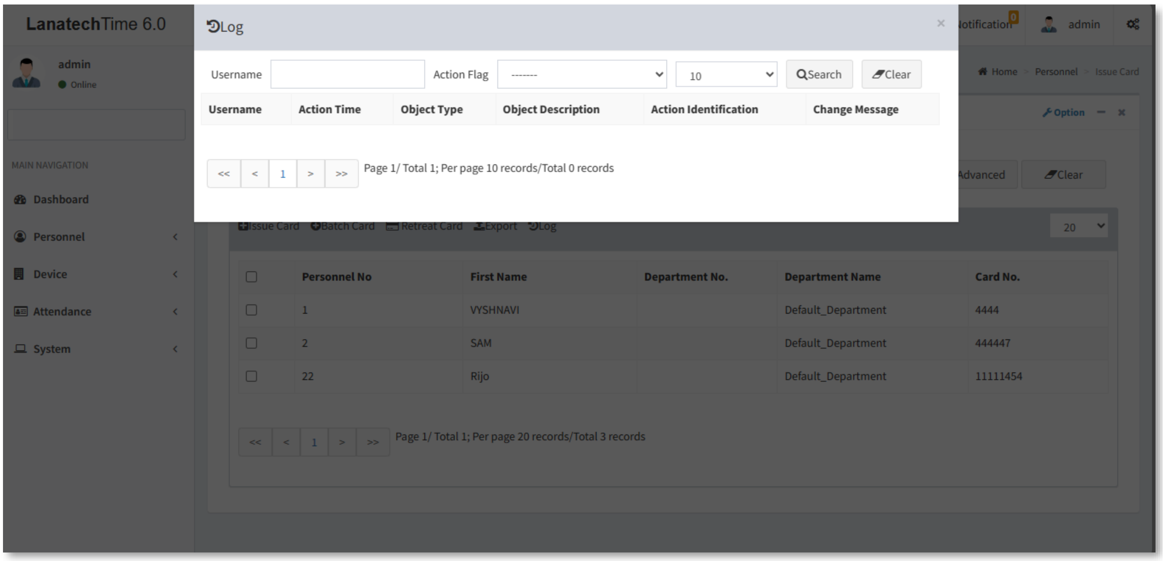
EXPORT

Choose ***Personnel*** >> ***Issue*** >> ***Option*** >> ***Export***

Select ***Current Export Table and File Type*** from the drop down then click ***Export*** button.



Log: In this whatever change in this software modification it will display in log.



ADVANCED SEARCH

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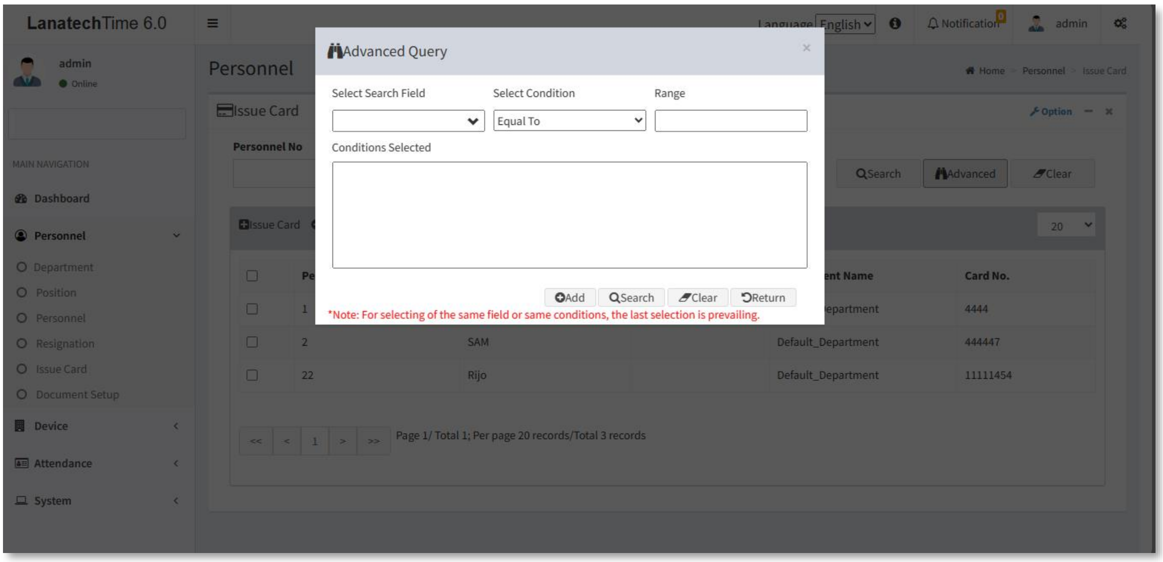
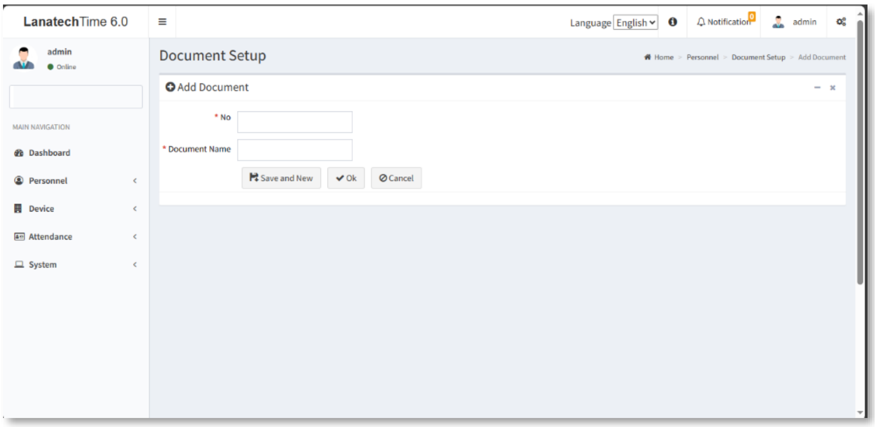


Set the parameters as required based on the following steps:

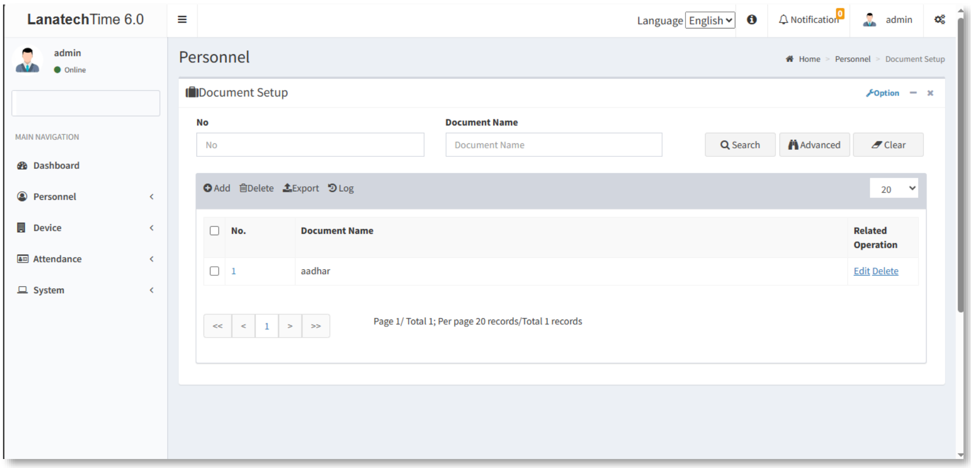
Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features**.**
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

DOCUMENT SETUP >> ADD DOCUMENT

Personnel >> ***Document Setup*** >> ***Options*** >> ***Add***



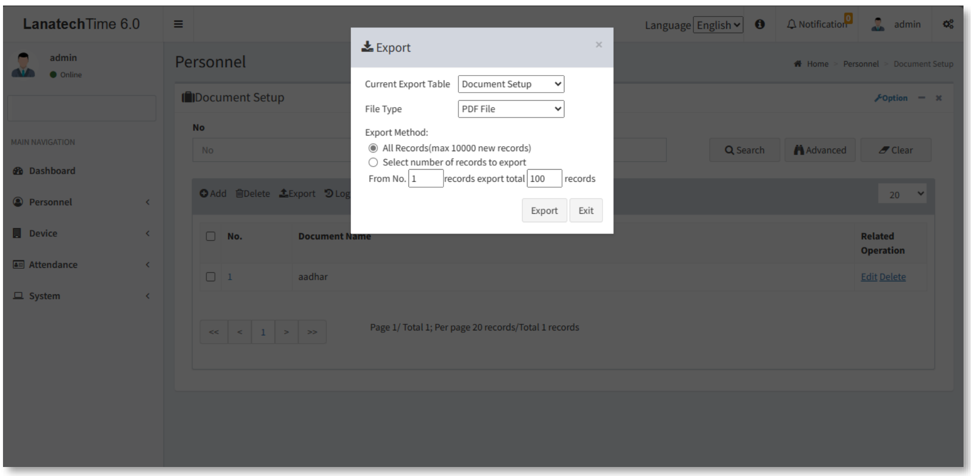
Set parameters click ok then the added documents displayed in the document interface



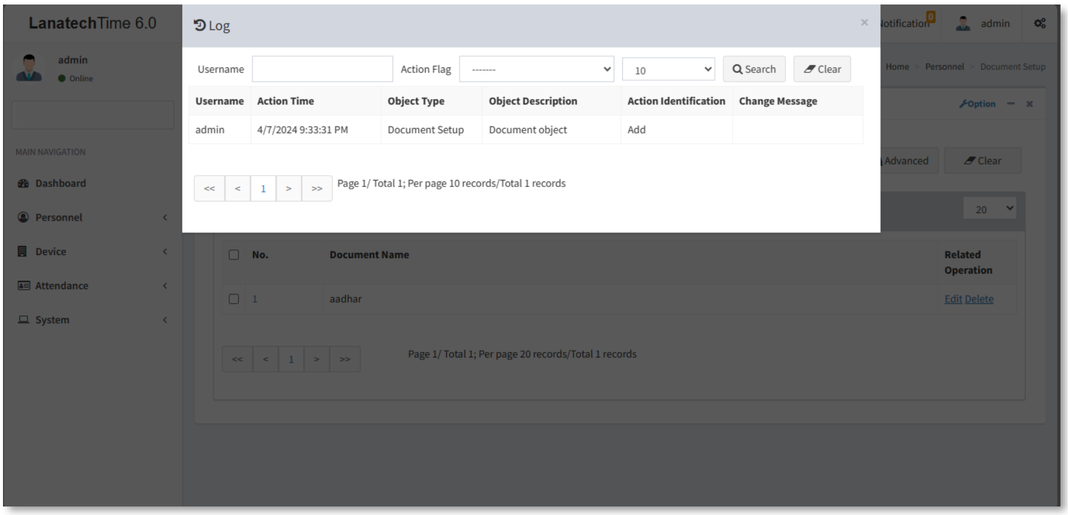
EXPORT DOCUMENT

Choose ***Personnel*** >> ***Export Document*** >> ***Option*** >> ***Export***

Select ***Current Export Table and File Type*** from the drop down then click ***Export*** button



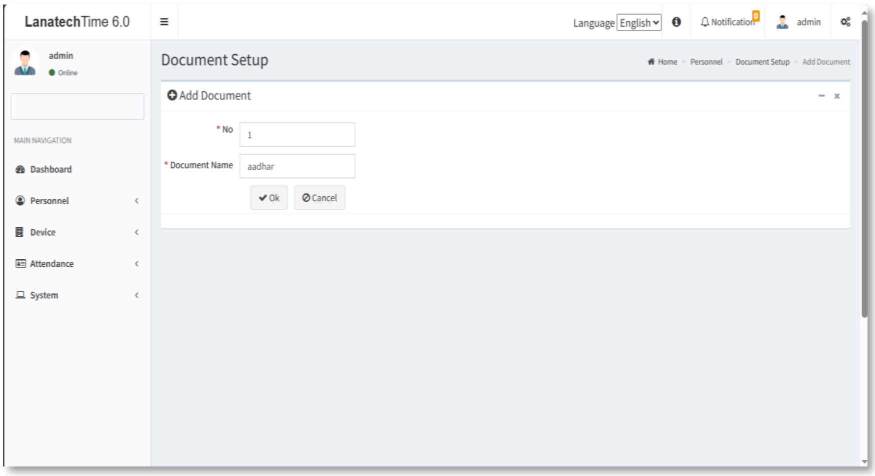
Log: In this whatever change in this software modification it will display in log.



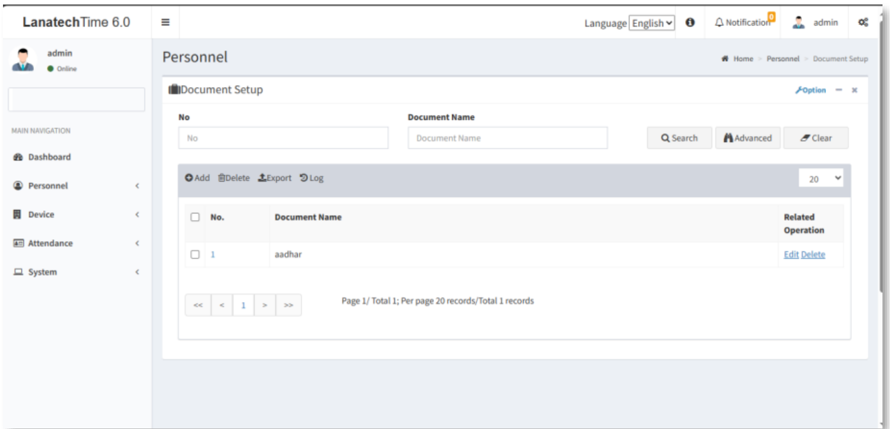
EDIT DOCUMENT

Personnel >> ***Document Setup*** >> ***Edit***

If the related **Document** information changes in the company, you can use the document editing function to modify the document no and document name. Directly click ***Document*** or ***Edit*** under ***Related Operation*** in the line of the document to be edited to access the document interface for modification.

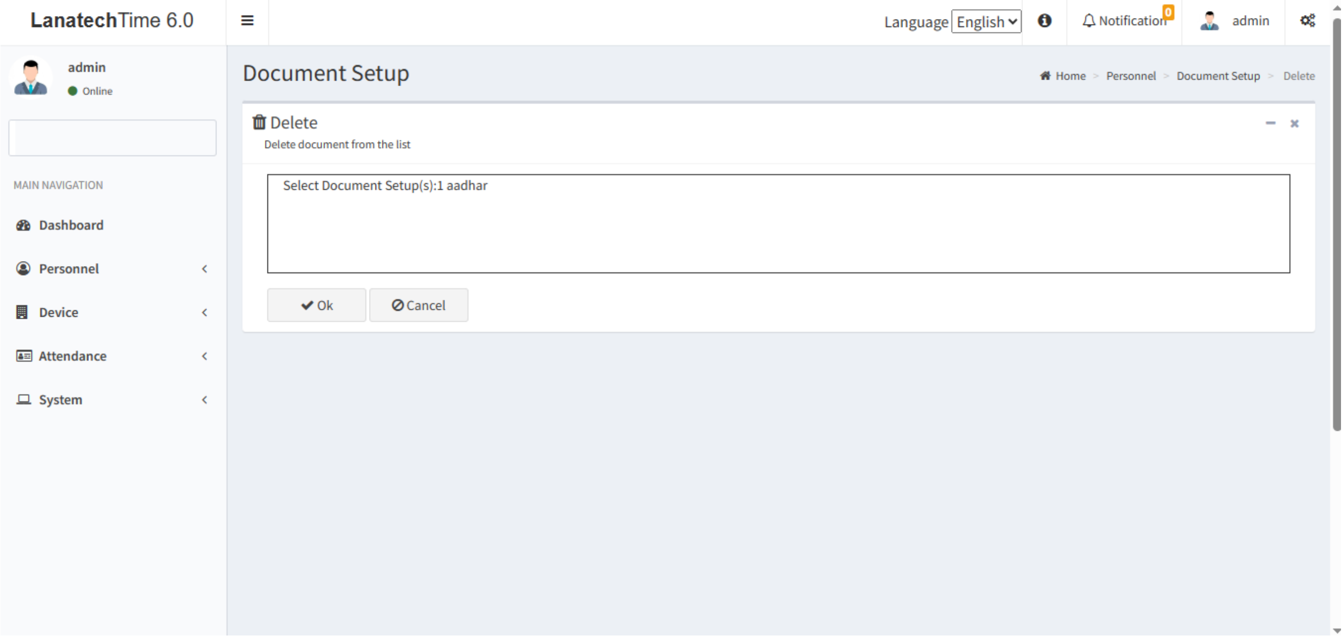


After the completion setting, click ***OK*** to save the settings and return to the ***document setup*** interface. The information on the new position is displayed in the document interface



DELETE DOCUMENT

Select the document to be deleted, and then click ***Delete*** on upper left of the document list. Or directly click ***Delete*** under ***Related Operation*** in the line of document to be deleted to access the confirmation interface for document deletion.



Click ***OK*** for confirmation of deleting the selected position.

ADVANCED SEARCH

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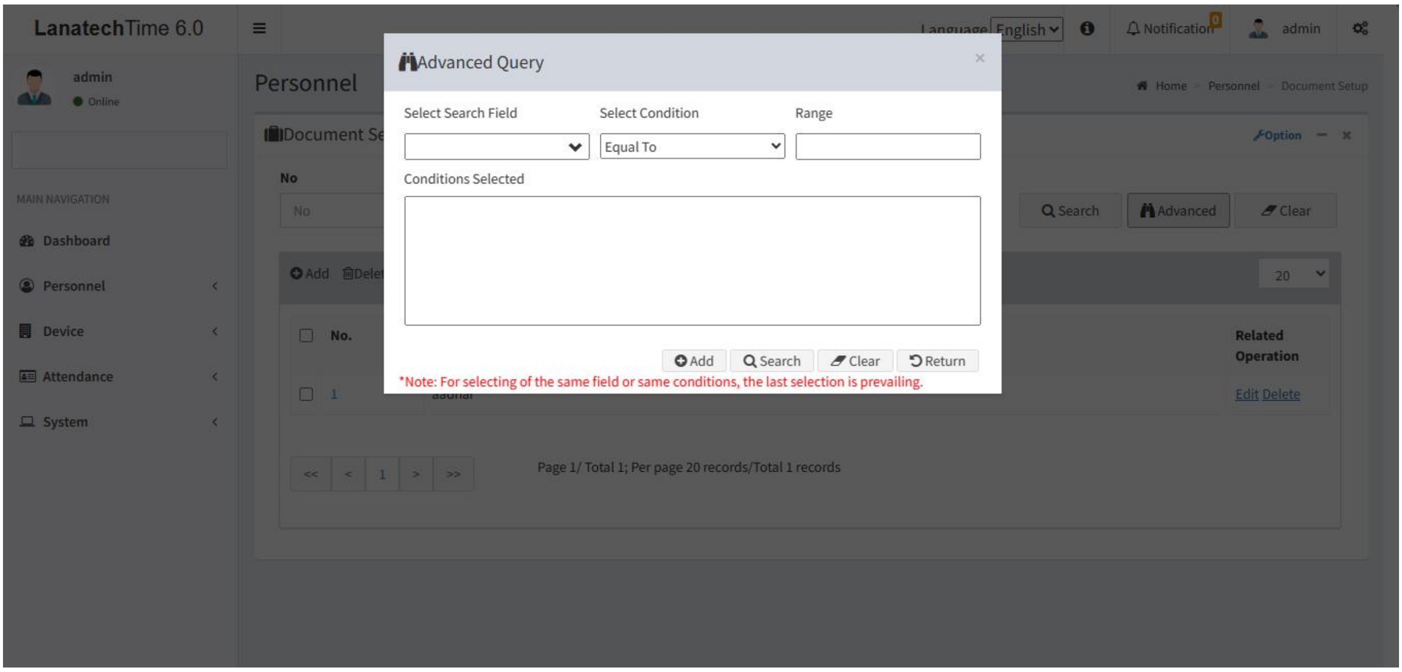
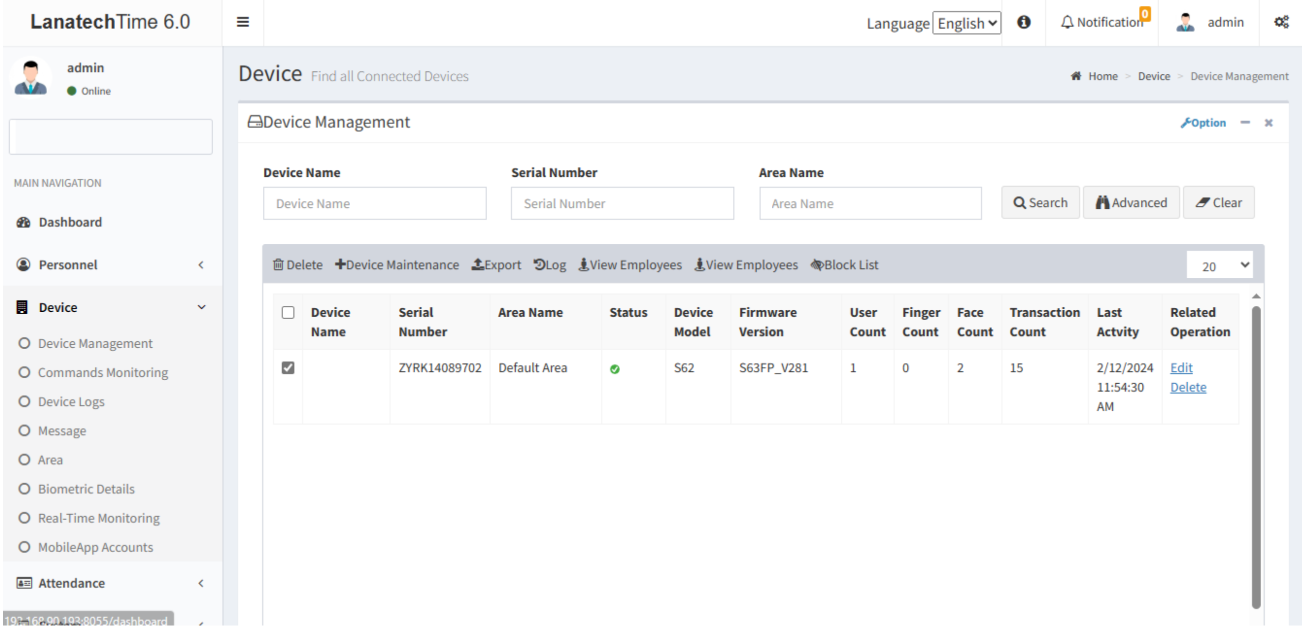


Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

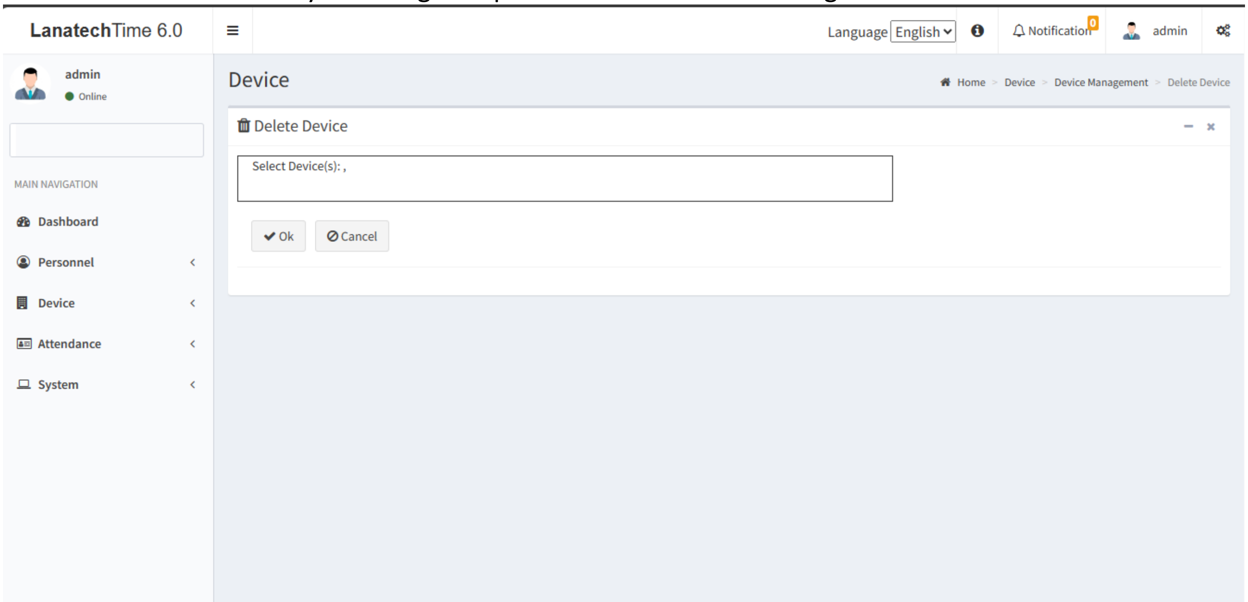
DEVICE MANAGEMENT

To use the attendance function, a user must install devices and connect them to the Internet first; then, the user needs to set the corresponding parameters in the system so as to manage connected devices from the system, thereby implementing digital management, including uploading user attendance data, downloading the configuration information, and exporting various reports.



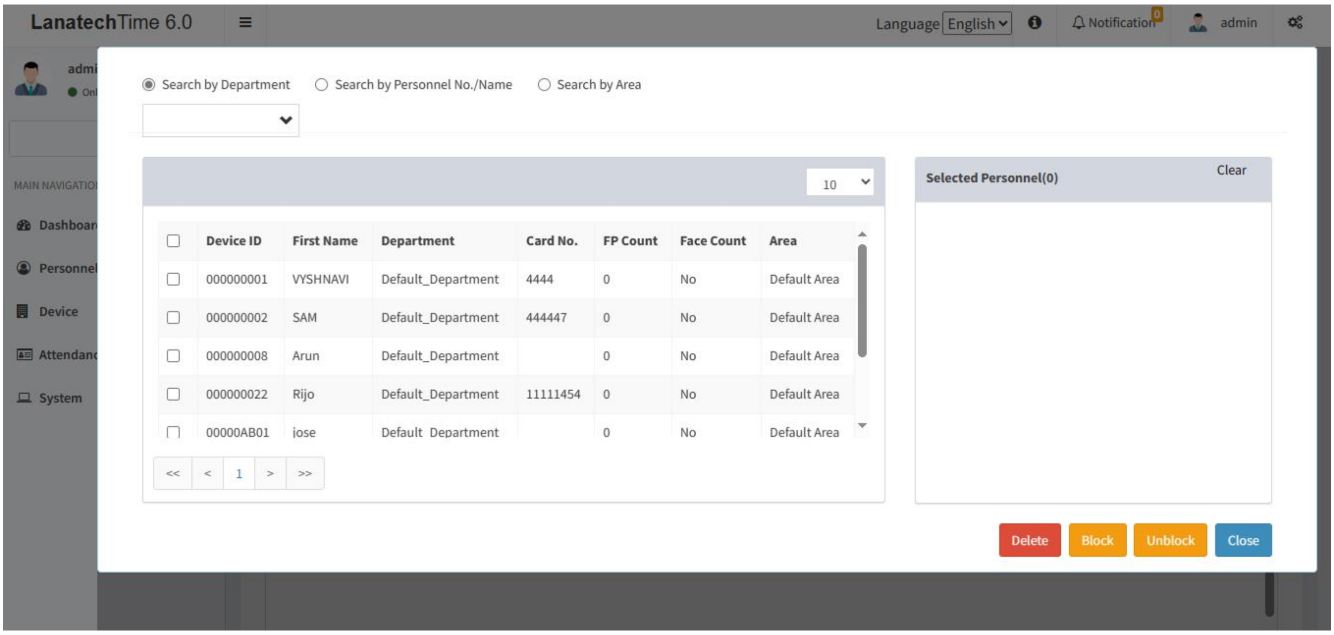
DELETE

You can delete a device by selecting that particular device and clicking delete button

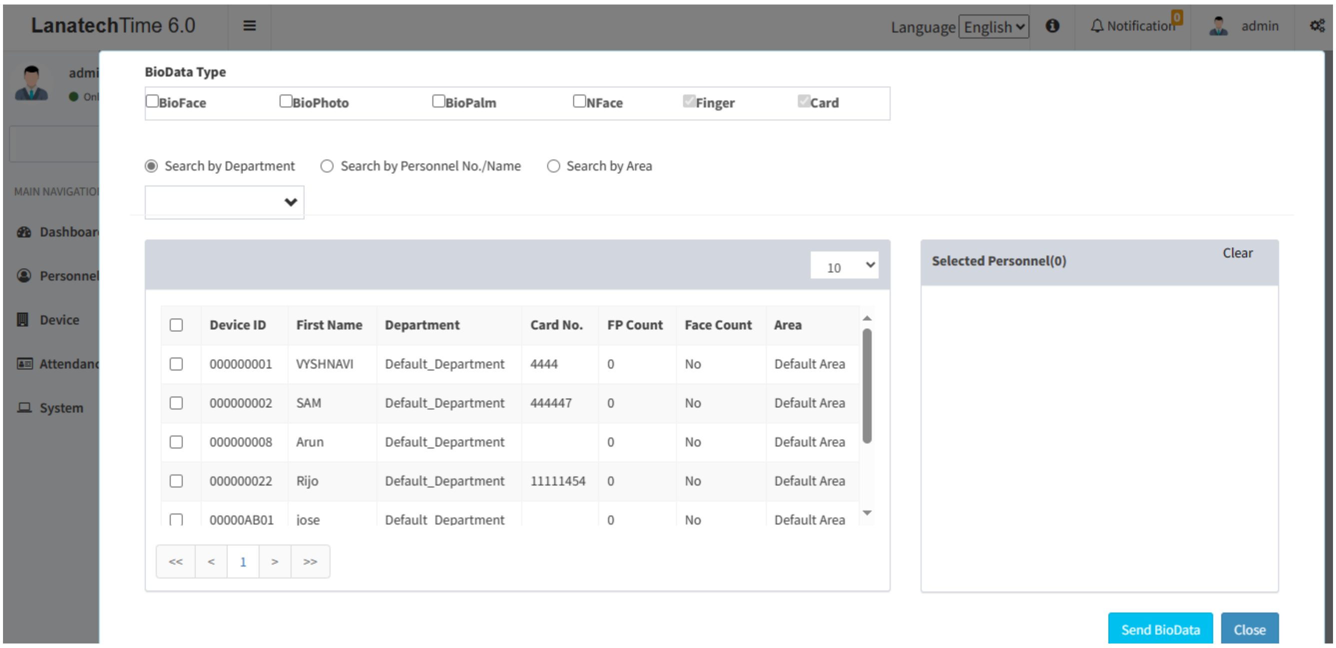


DEVICE MAINTENANCE

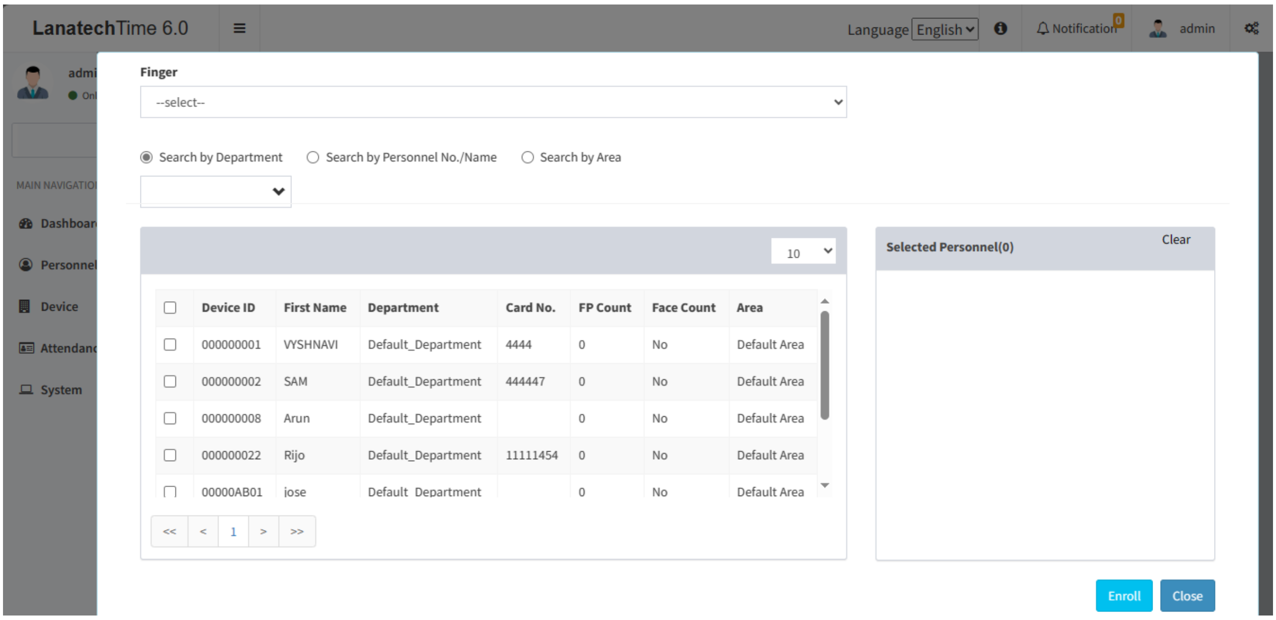
Refresh Device Info : Select the device and click refresh device info to refresh the device info like device model , firmware version, user count, finger coun, face count etc.,
Upload Data Again : This feature is used to upload the user data from device to software
Upload Transactions Again : we can upload transactions again to software
Clear Transactions : This feature is used to clear all transactions from device
Clear All Data : By clicking this feature all data will be cleared
Reload System : To reload the data
Reboot : To restart the device
Delete / Block Employee From Device : We can delete or block employee from the device



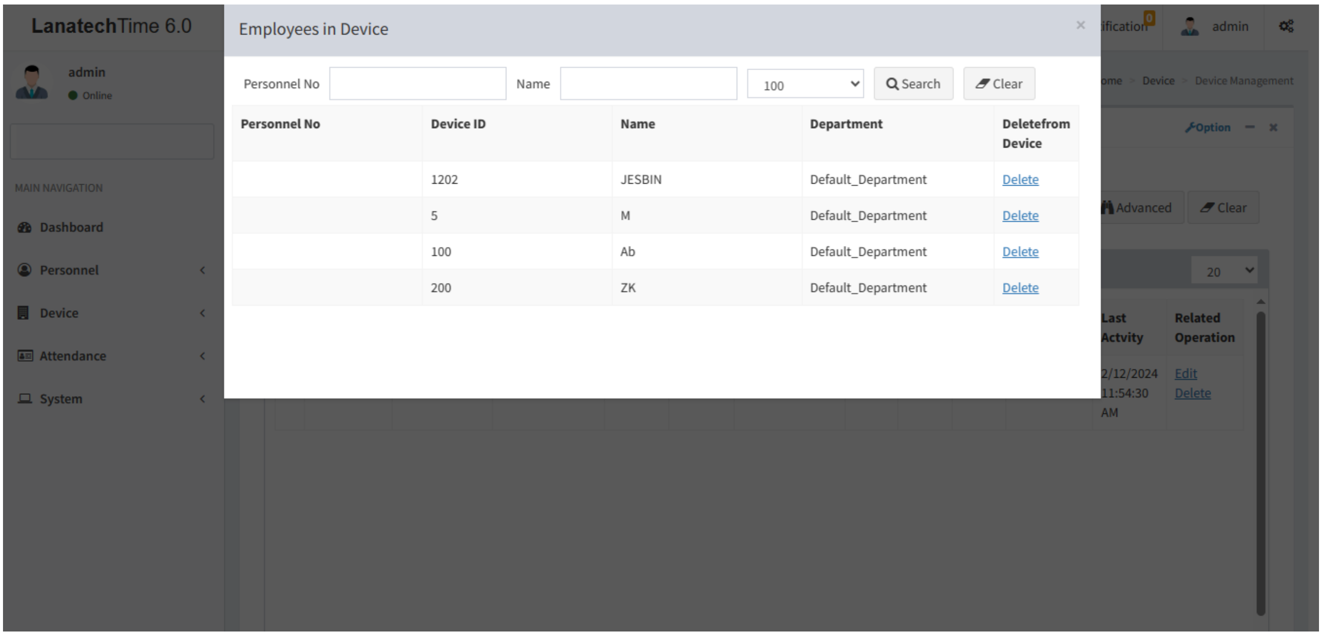
Send Employee to Device : To send employee to a device click on this feature after selecting the device



Enroll fingerprint by Device : We can enroll the finger print through device using this option

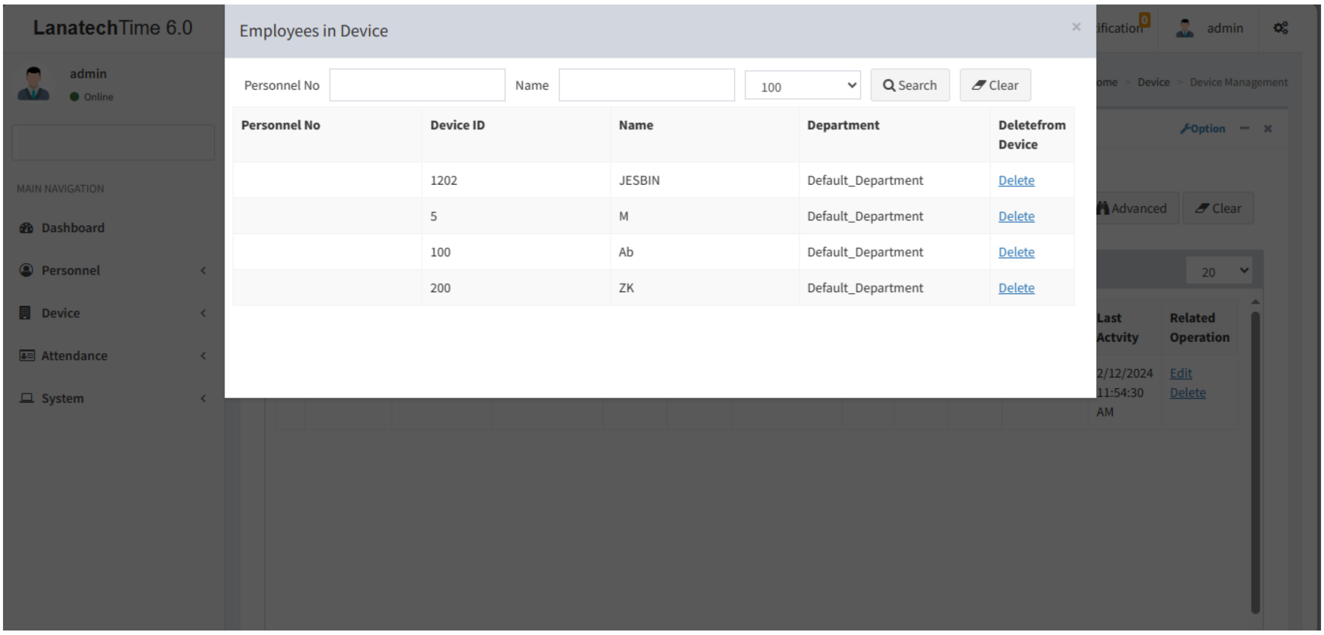


ALL EMPLOYEES



We can see all employees in selected device.

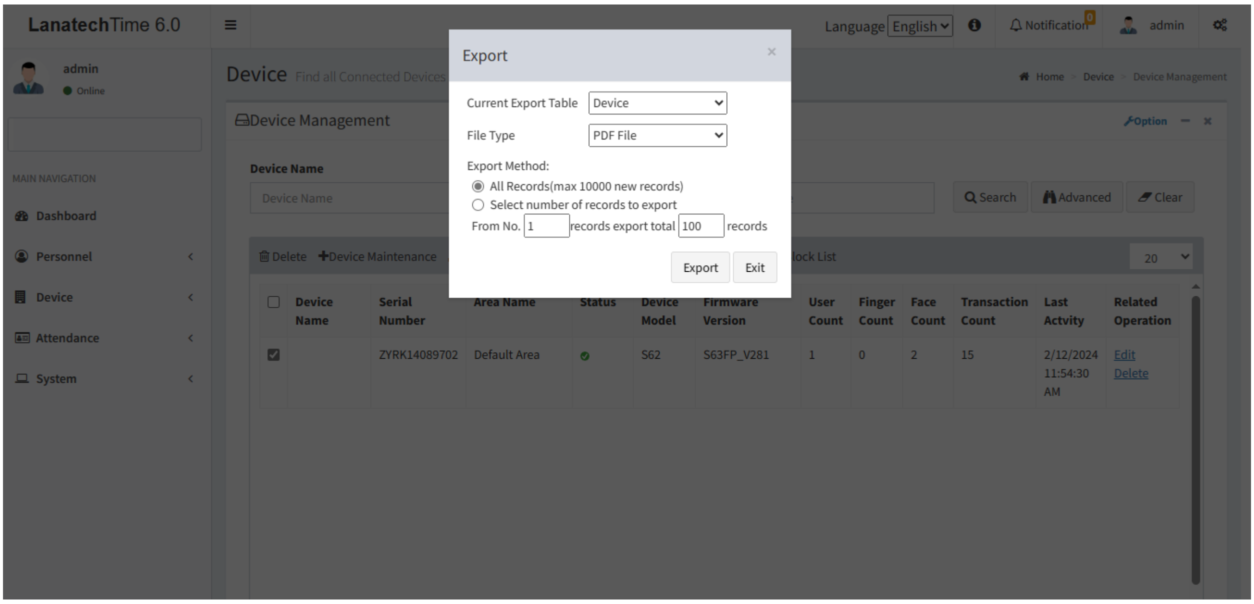
VIEW EMPLOYEES



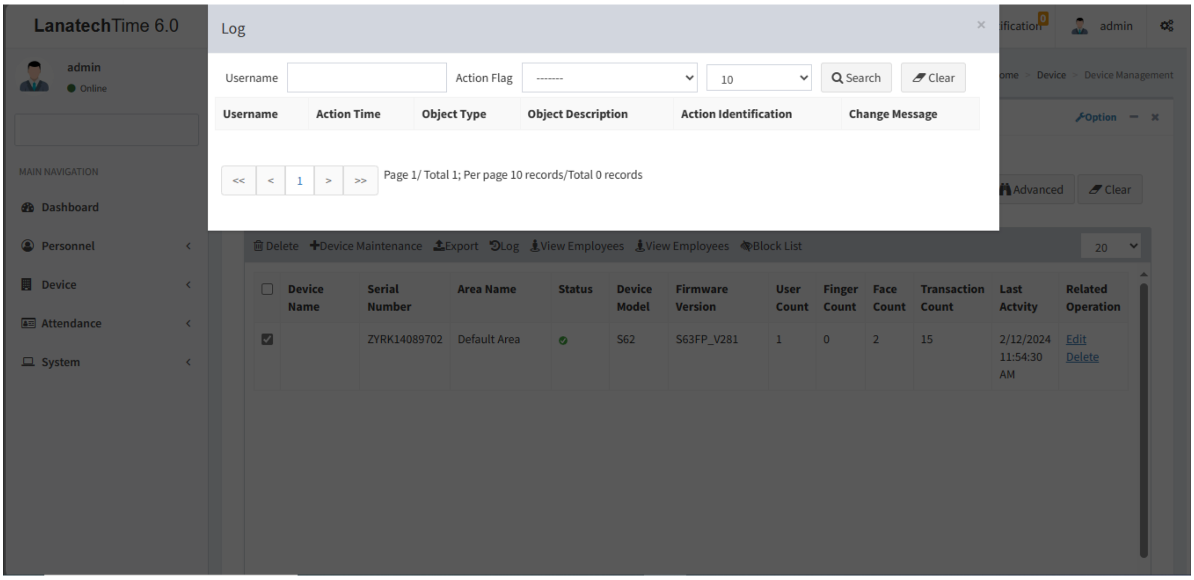
Here software list the employees who has transactions

EXPORT DEVICE

Select ***Current Export Table and File Type*** from the drop down then click ***Export*** button

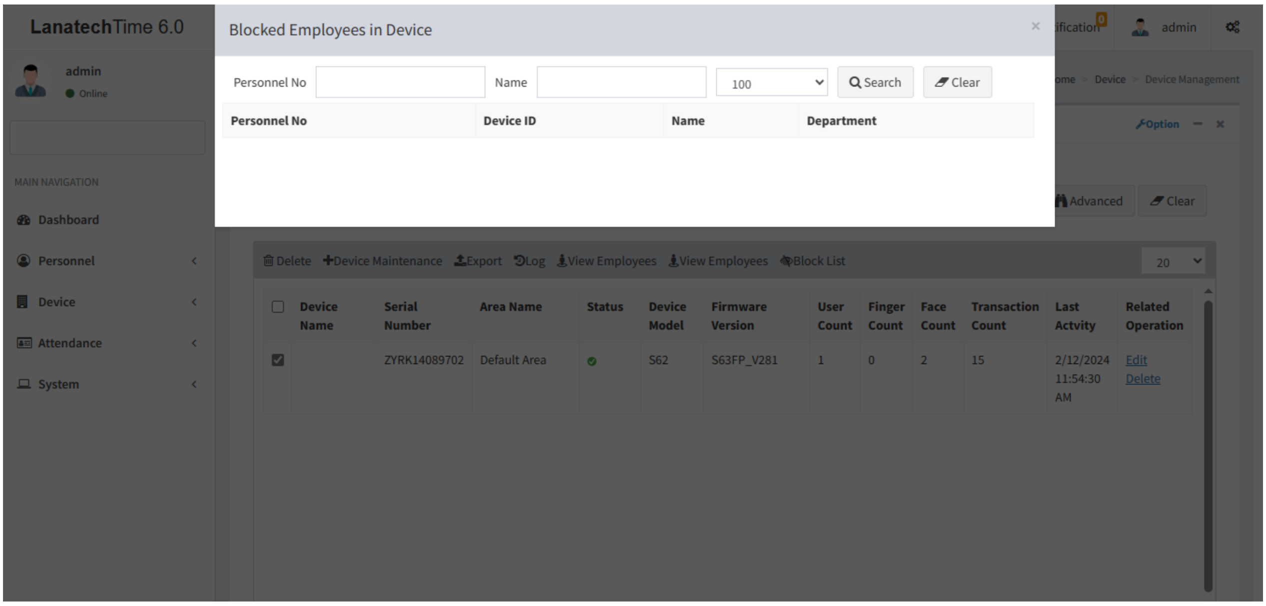


Log: In this whatever change in this software modification it will display in log.



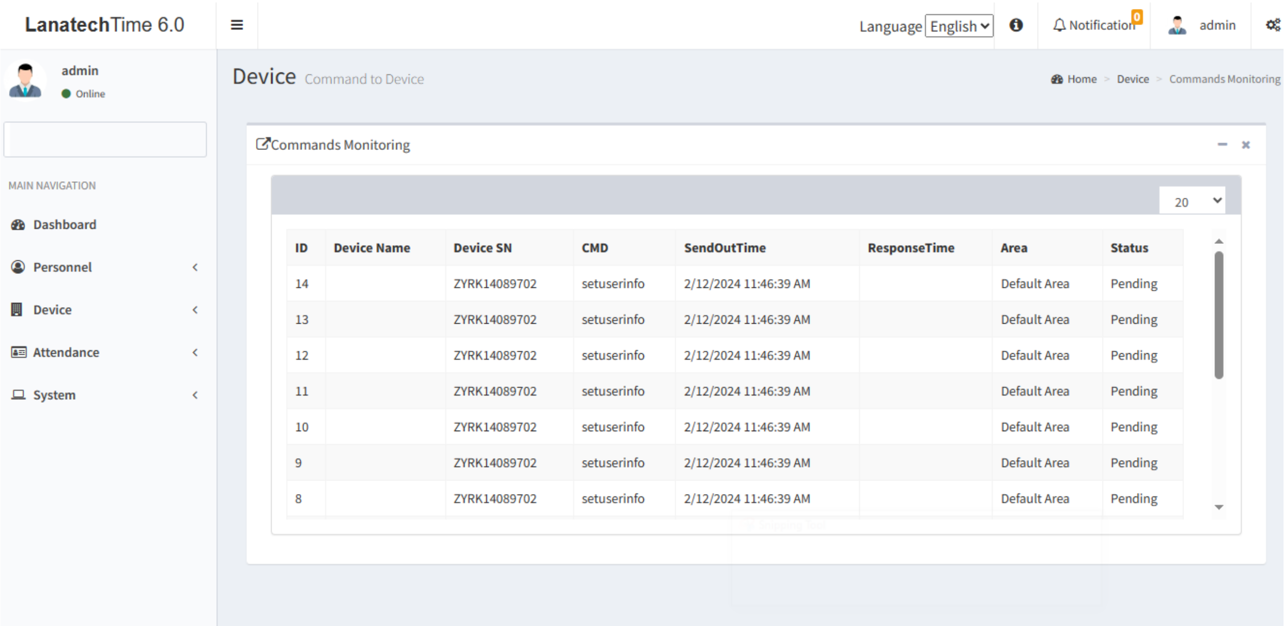
BLOCK LIST

You can see the blocked employee list here



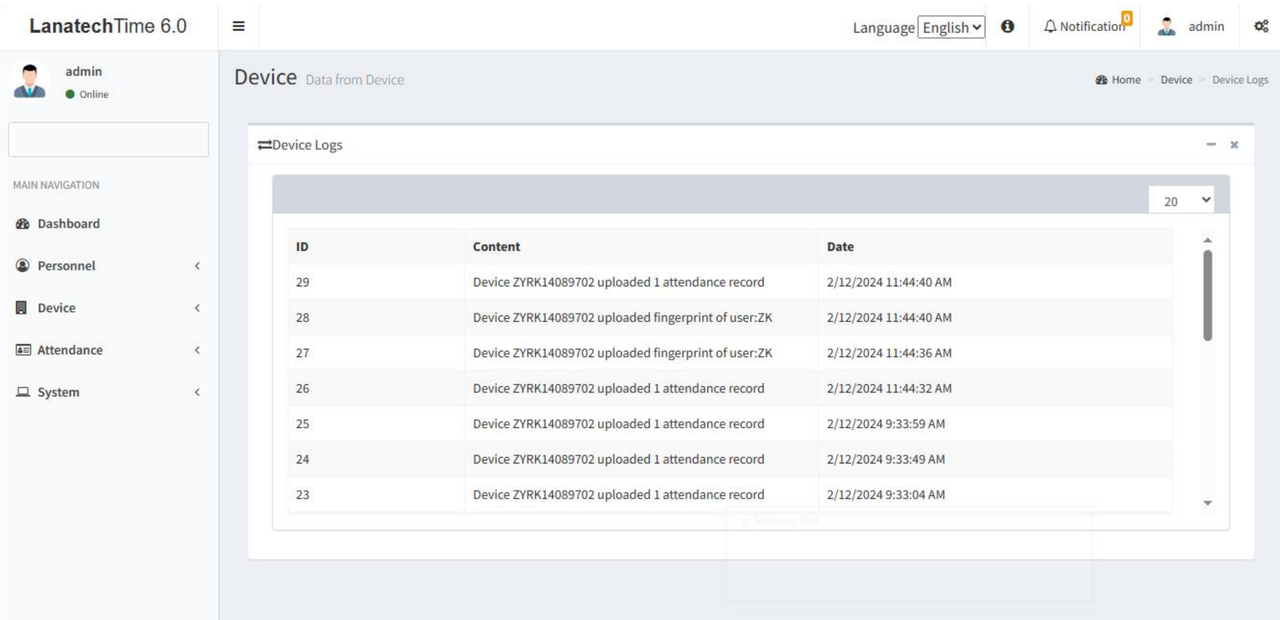
COMMANDS MONITORING

You can see the commands and its status that sent to device here



DEVICE LOG

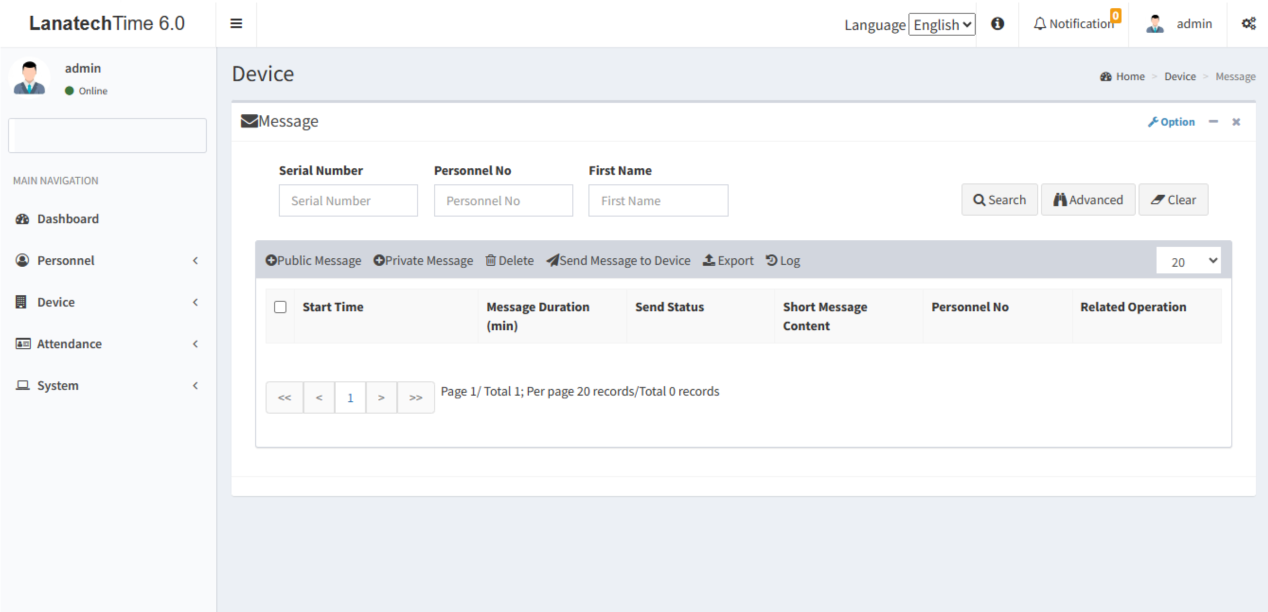
You can see device logs here



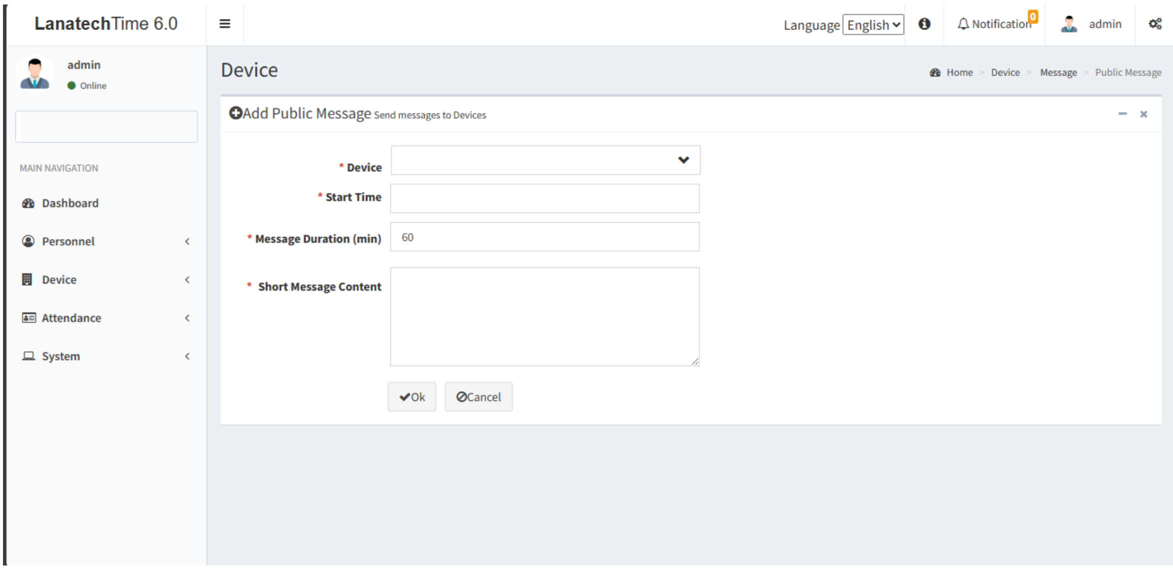
MESSAGE

The software supports adding short messages in the system and issuing them to a designated device. Choose ***Device*** >> ***Message*** to access the short message setting interface.

ADDING A PUBLIC MESSAGE



Choose ***Device*** >> ***Message*** >> ***Public Message***.



Set the parameters as required based on the following steps:

Device: Select a device to which a message needs to be issued from the drop-down list. (You can choose more than one device).

Short Message Content: Enter the short message content to be issued.

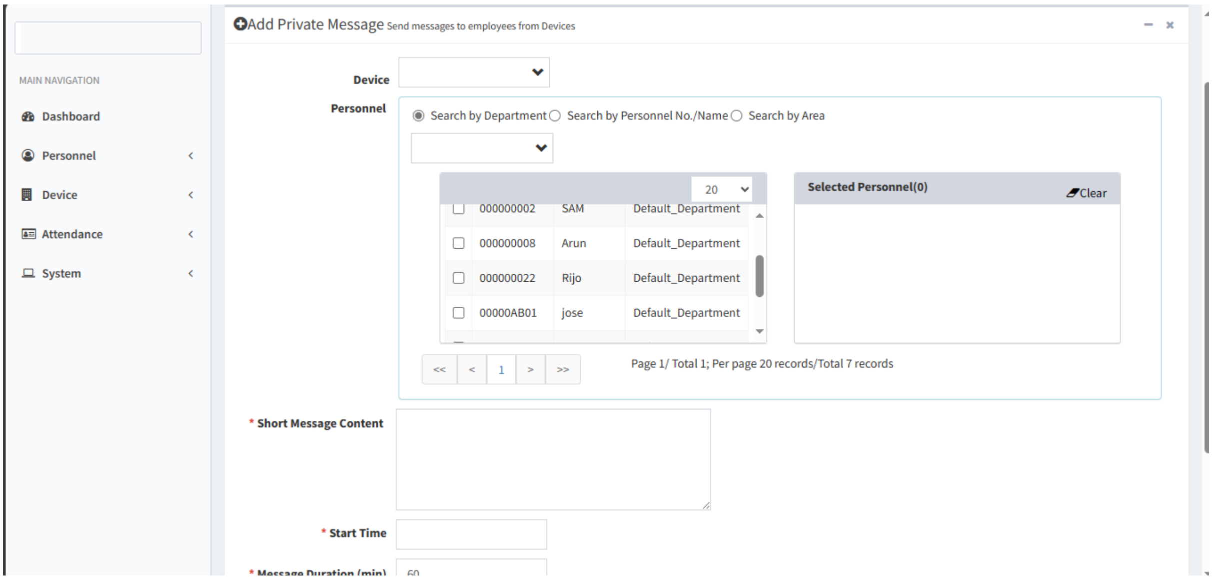
Start Time: Select the start time for issuing the short message. Please refer to Appendix 3 "Select a Time" for the method of selecting time.

Message Duration: Enter the message display duration.

After the completion of the settings, click ***OK*** to save the settings and return to the short message setting interface. The short message list displays the added short message.

ADDING A PRIVATE MESSAGE

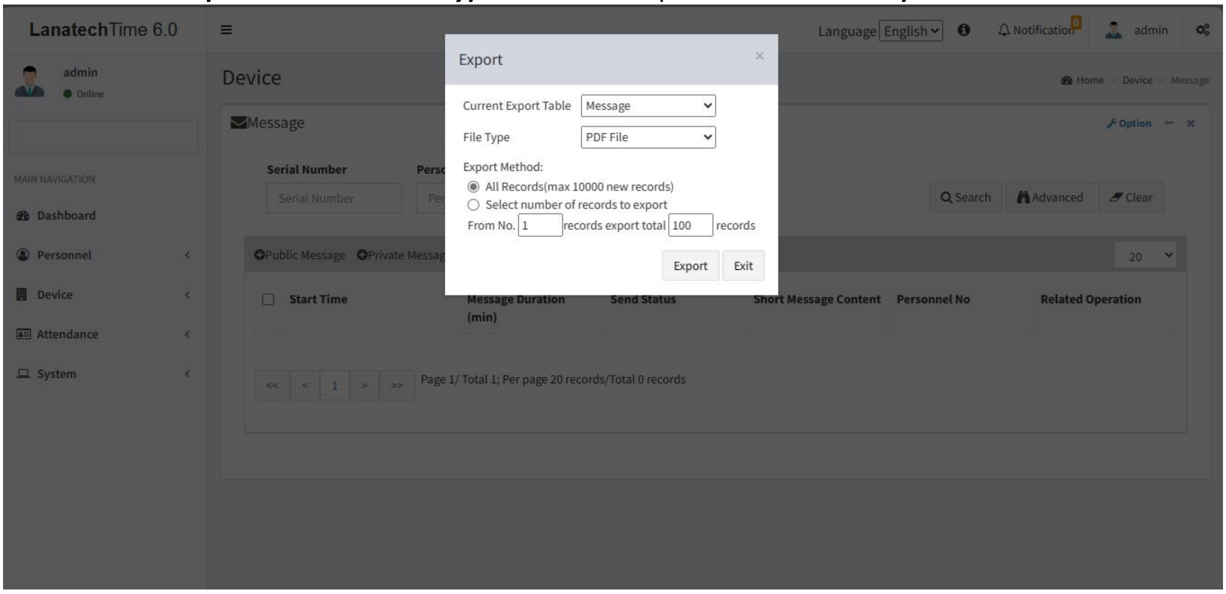
Choose ***Device*** >> ***Message*** >> ***Private Message***.



EXPORT MESSAGE

Choose ***Device*** >> ***Option*** >> ***Export Message***

Select ***Current Export Table and File Type*** from the drop down then click ***Export*** button



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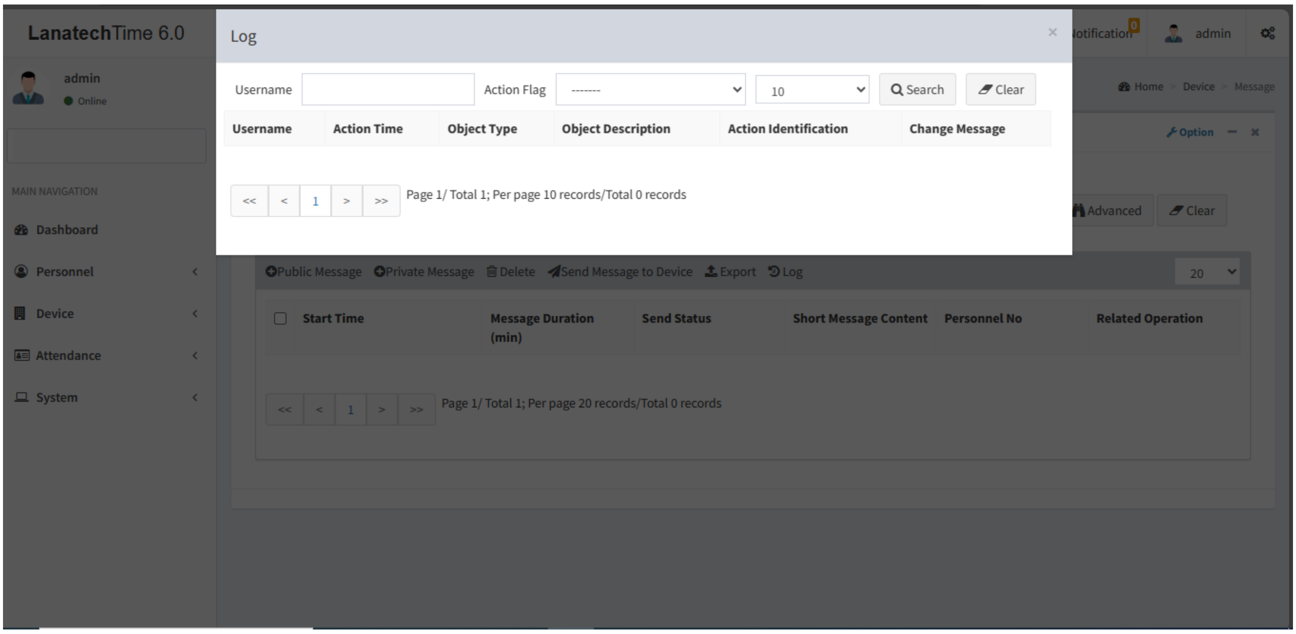

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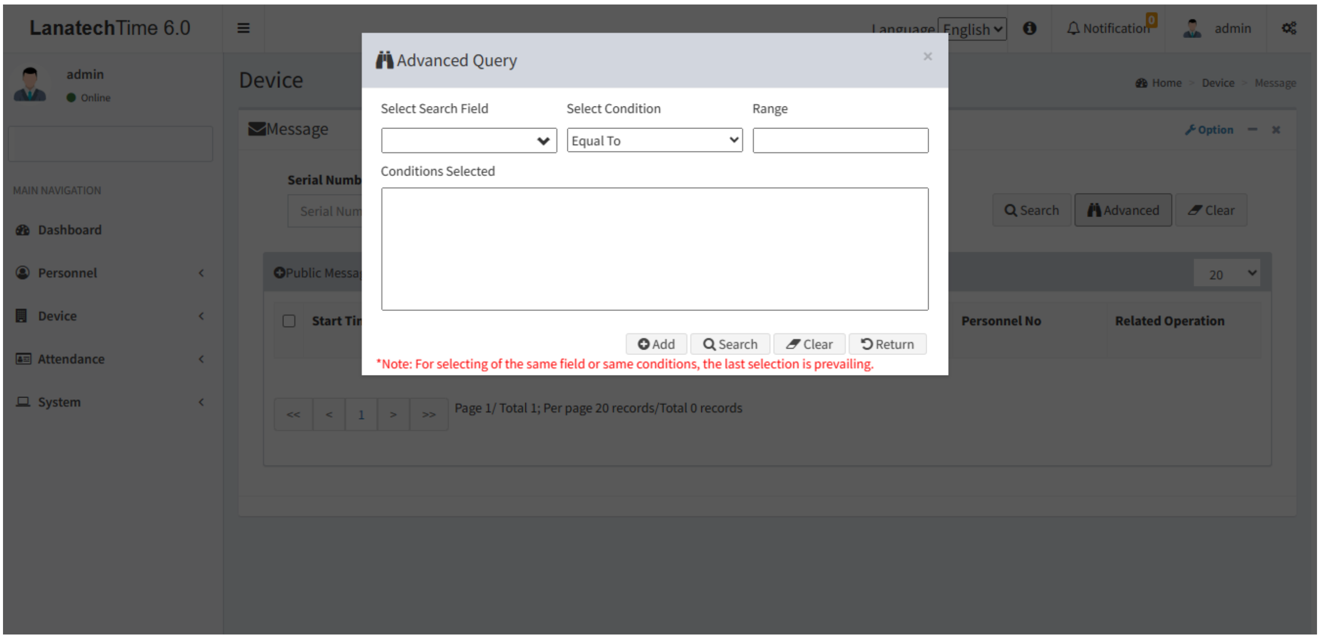

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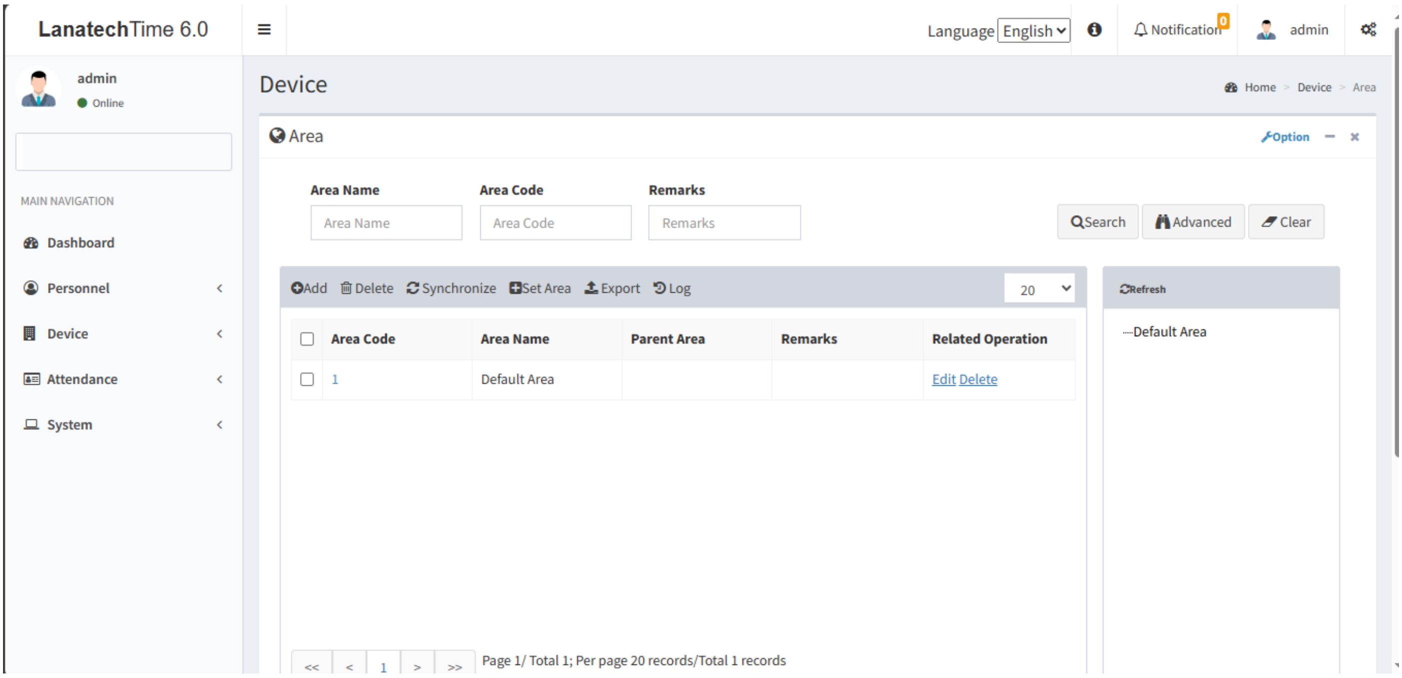
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

AREA SETTING

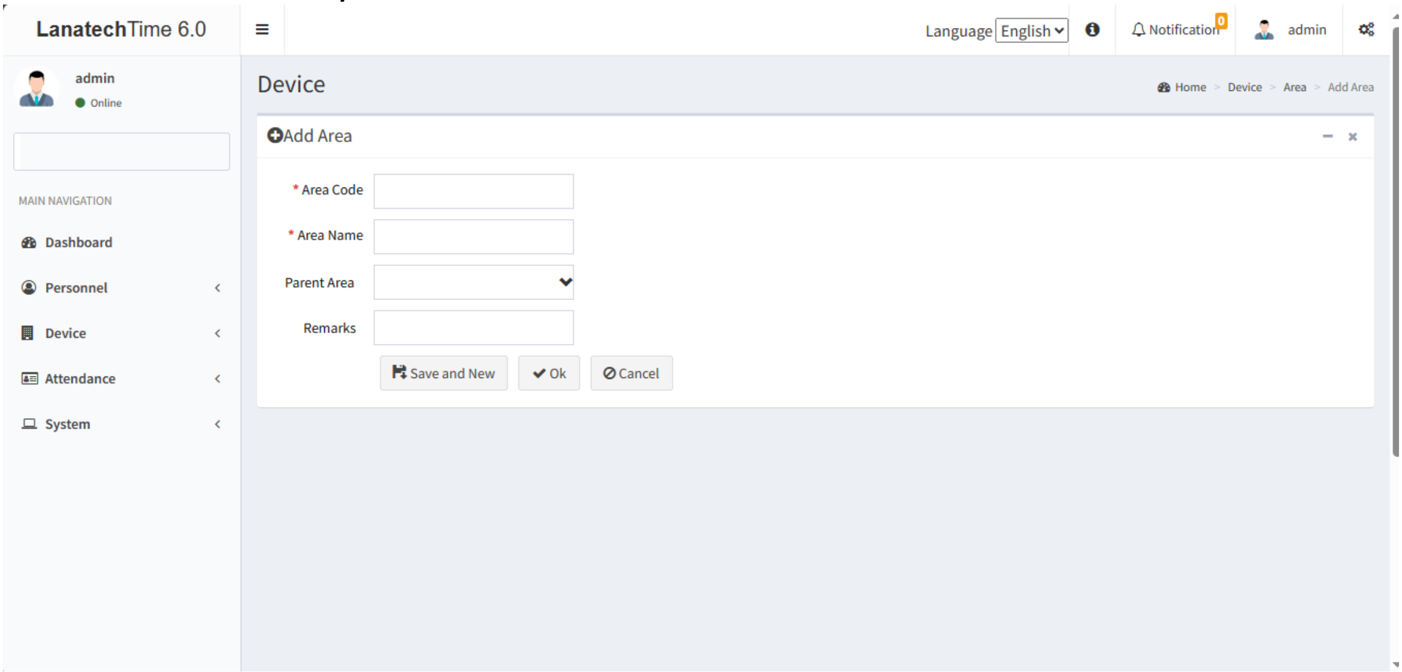
Perform area division on devices to make sure various devices and personnel information are set in a designated area. (One device can belong to only one area.) The system will automatically issue the personnel information to the devices in real time and it is unnecessary for users to manually manage personnel information on devices each time.

Choose ***Device*** >> ***Area*** to access the area setting interface.



ADD AREA

Choose ***Device*** >> ***Area*** >> ***Option*** >> ***Add area***

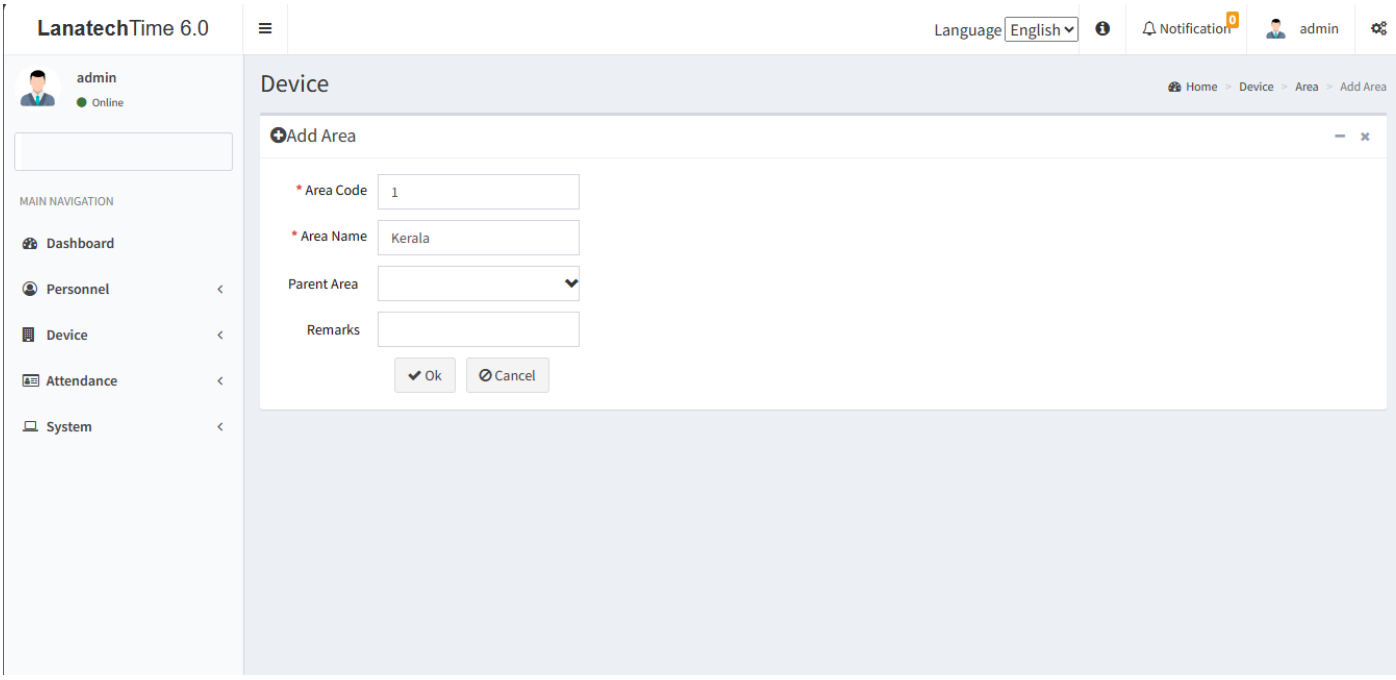


After the completion of the settings, click ***OK*** to save the settings and return to the area setting interface. The newly added area list displaying the area interface.

EDIT AREA

Choose ***Device*** >> ***Area*** >> ***Edit***

If the related area information changes in the company, you can use the area editing function to modify the area code, area name, parent area and remarks. Directly click ***Area*** or ***Edit*** under ***Related Operation*** in the line of the area to be edited to access the editing interface for modification.

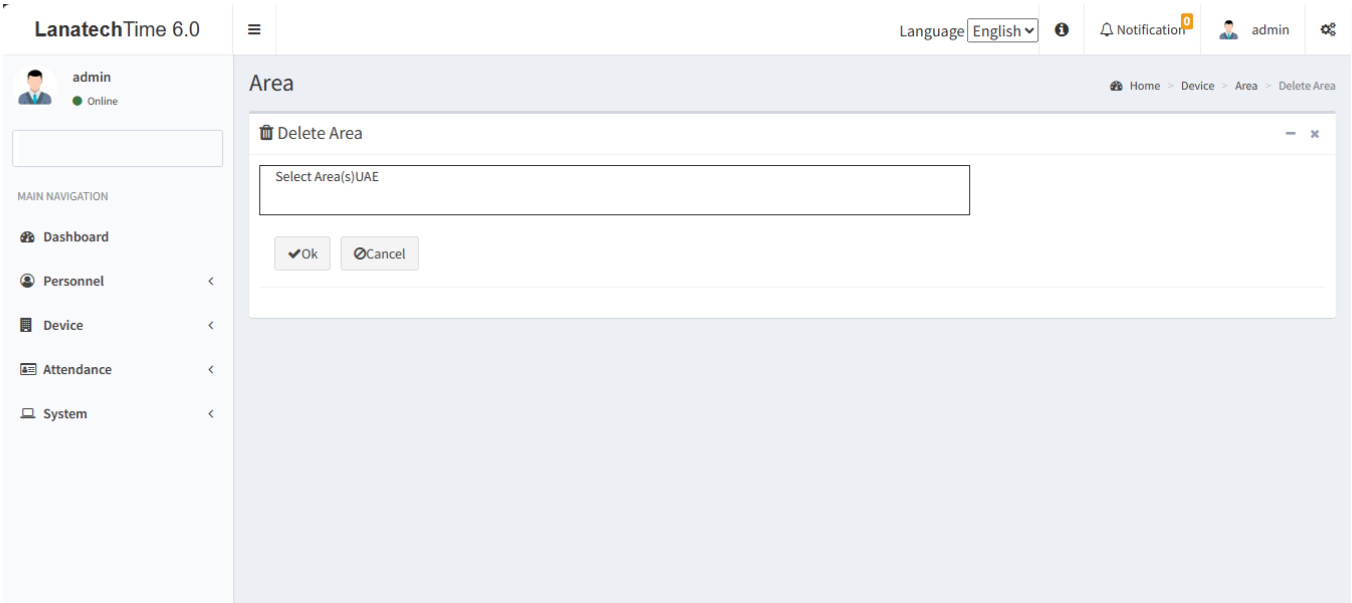


After the completion setting, click ***OK*** to save the settings and return to the ***area*** interface. The information on the new modified area is displayed in the area interface

DELETE AREA

Choose ***Device*** >> ***Area*** >> ***Delete***

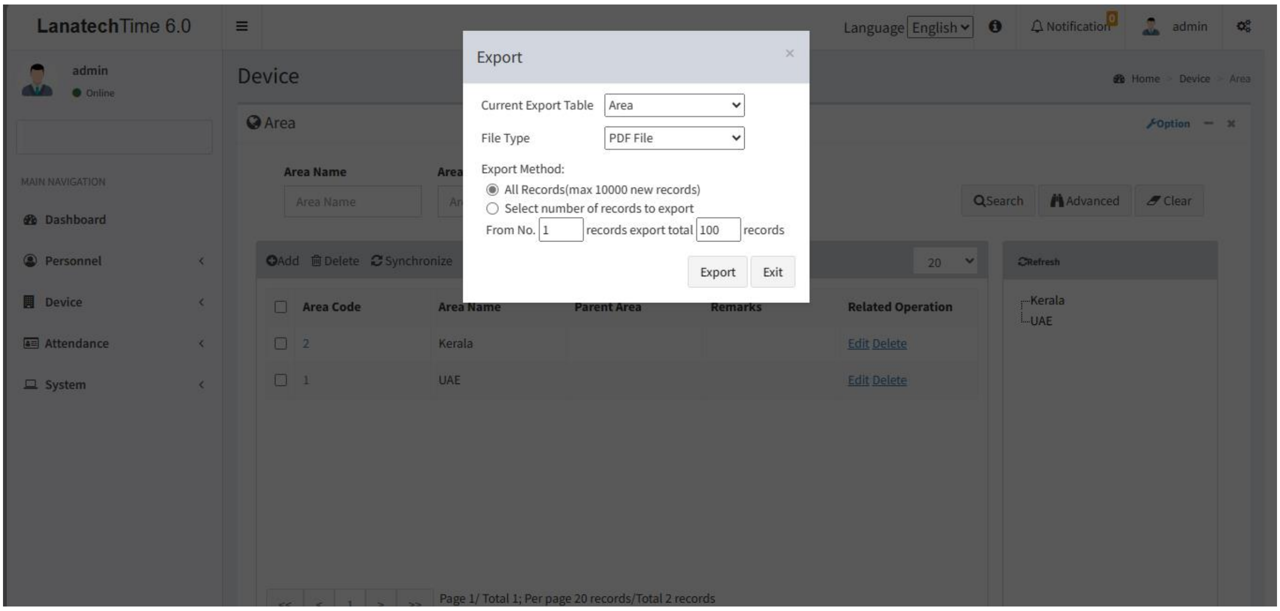
If the related area information don't want in the company, you can use the area **deletion** function to delete the area details. Directly click ***area*** or ***delete*** under ***Related Operation*** in the line of the area to be deleted to access the deleting interface deletion.



Click **ok** to confirm delete and deleted area is removed from the area interface

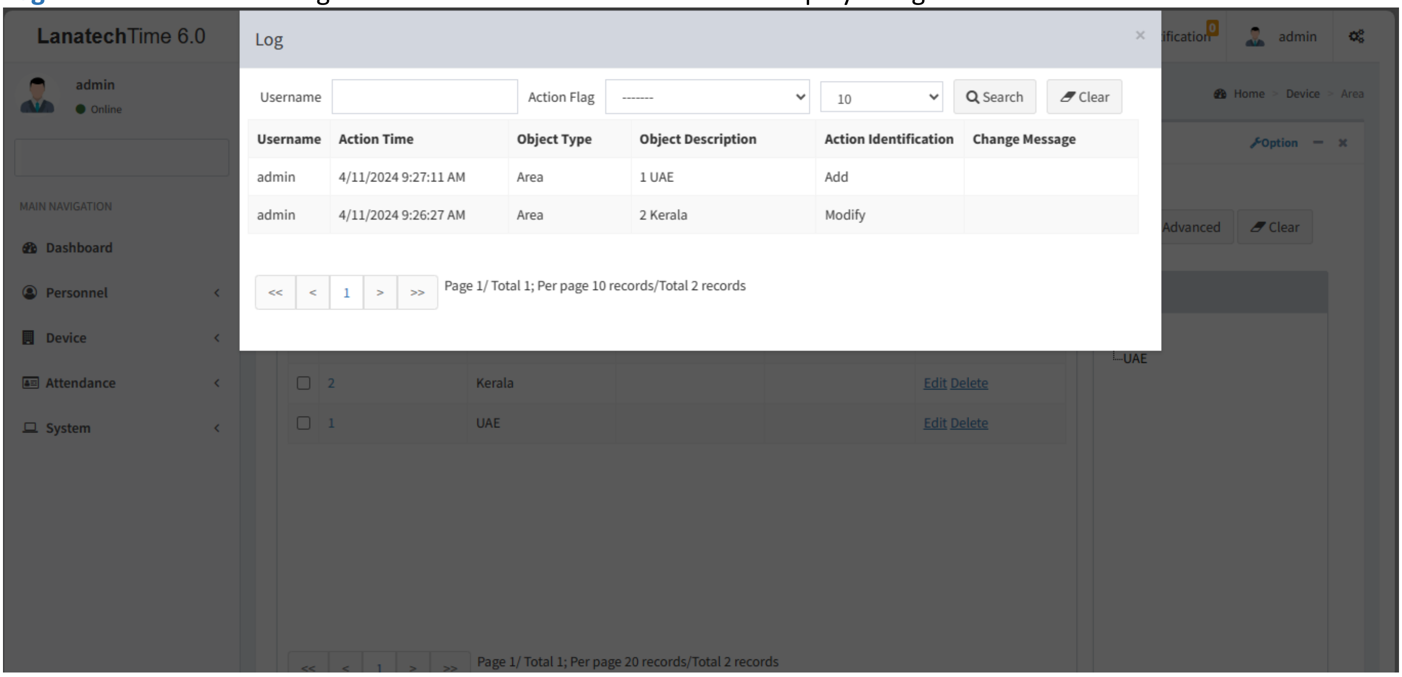
EXPORT AREA

Choose ***Device*** >> ***Area*** >> ***Option*** >> ***Export***



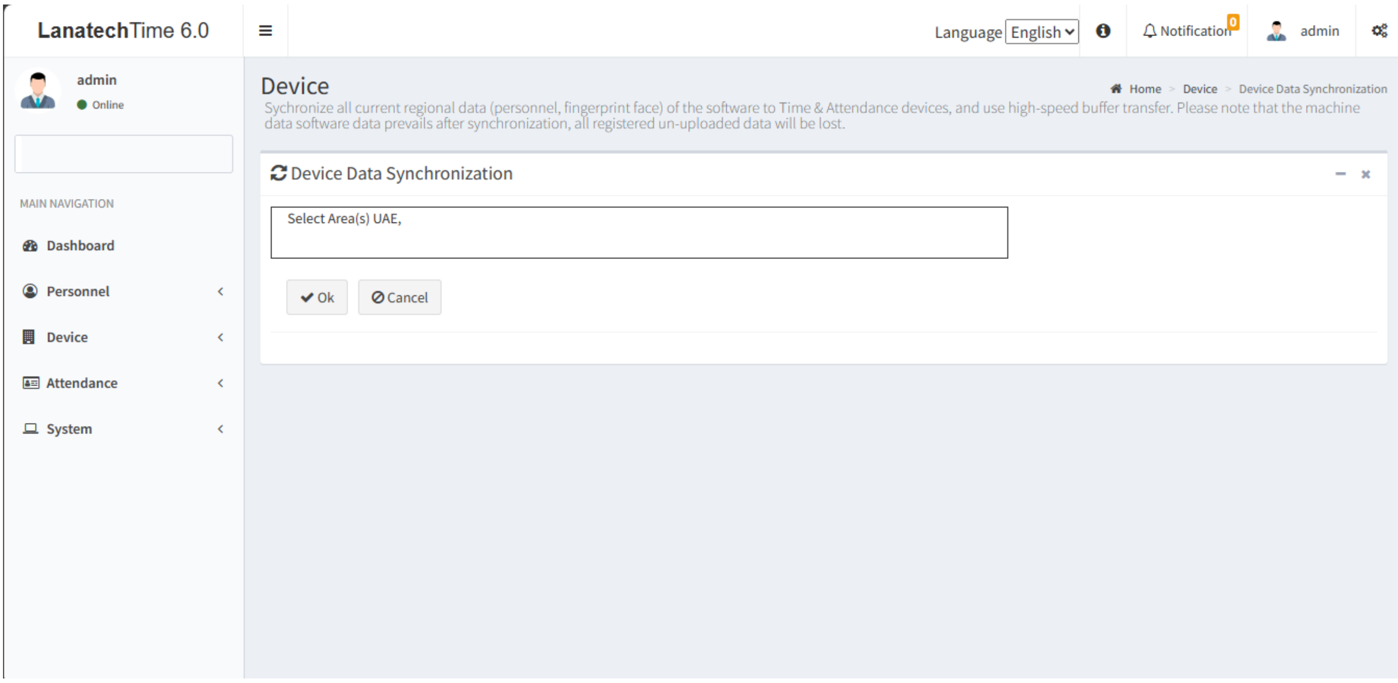
Select ***Current Export Table and File Type*** from the drop down then click ***Export*** button

Log: In this whatever change in this software modification it will display in log.



SYNCHRONIZE

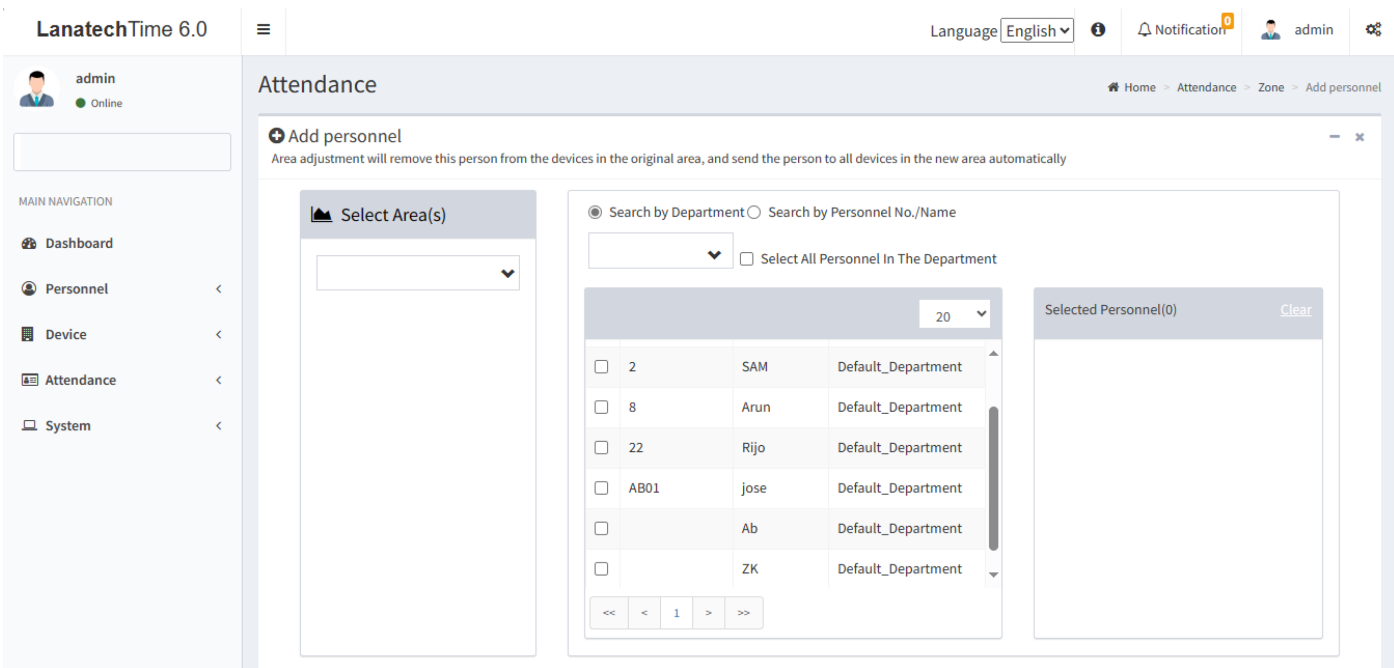
Sychronize all current regional data (personnel, fingerprint face) of the software to Time & Attendance devices, and use high-speed buffer transfer.



Choose ***Synchronize*** from area interface >> ***Area*** >> ***Synchronize***
In this the admin have right to Synchronize area to device

Click **OK** to synchronize the selected area

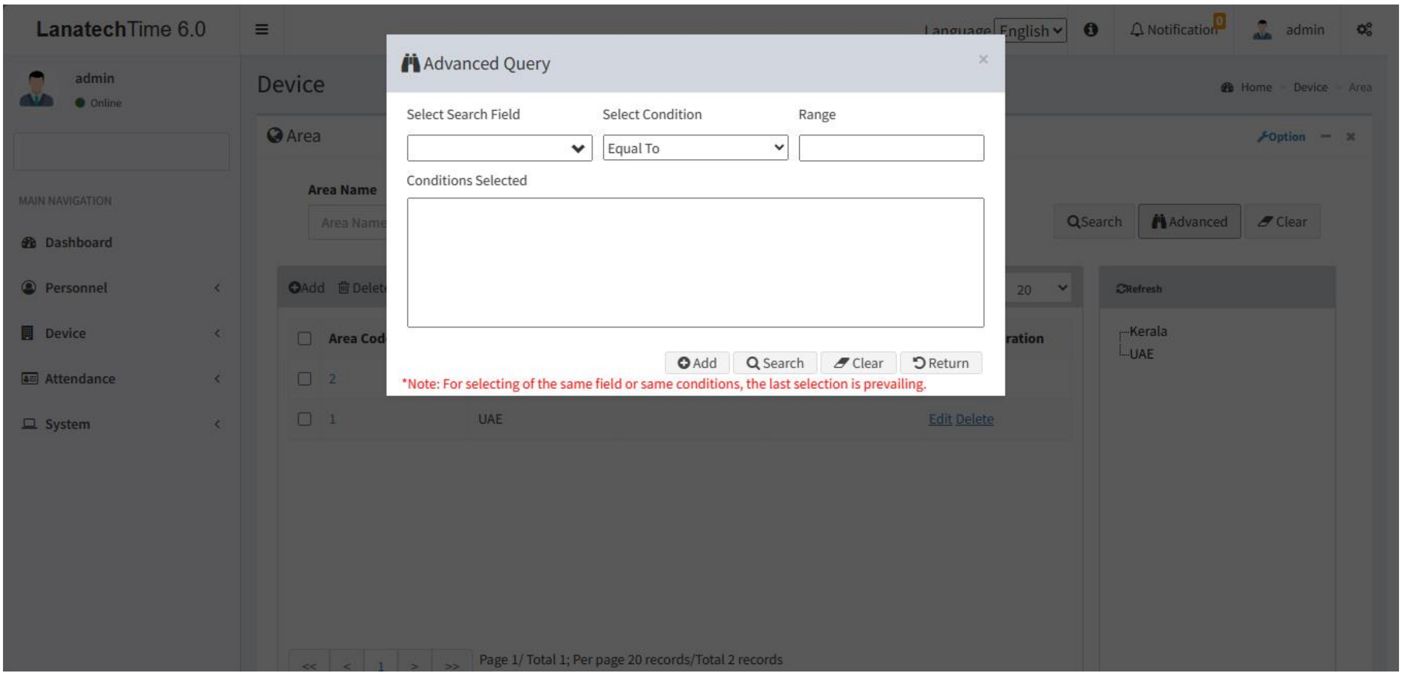
SET AREA



Area adjustment will remove this person from the devices in the original area, and send the person to all devices in the new area automatically

ADVANCED SEARCH

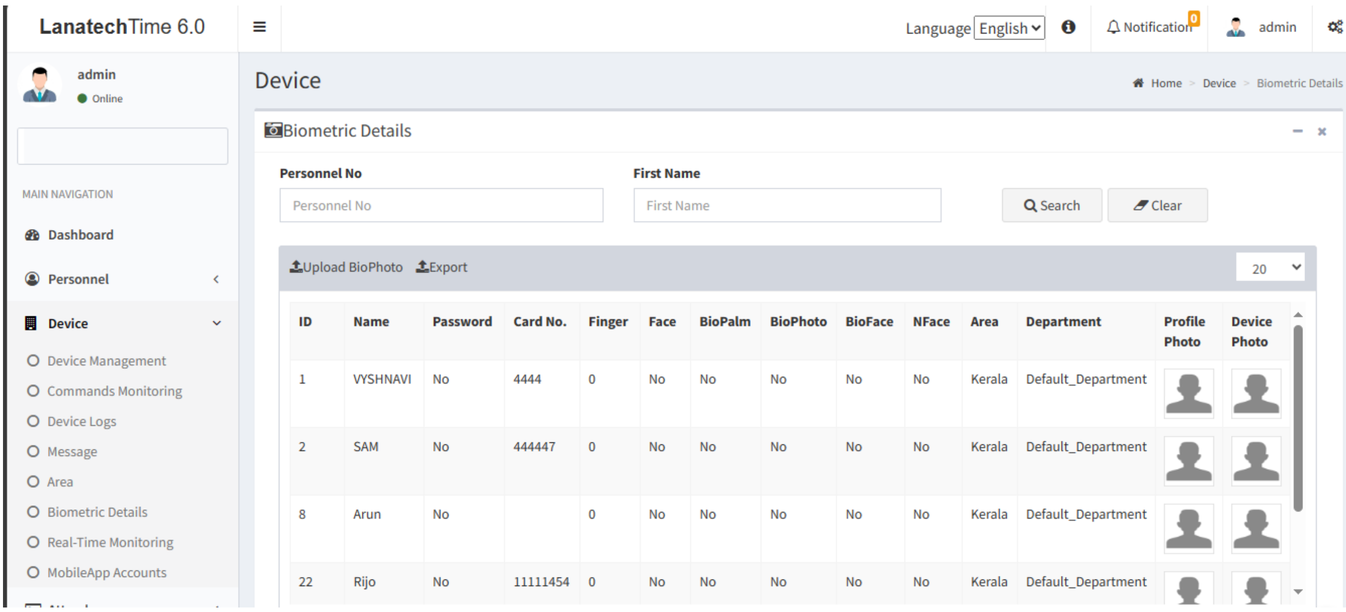
Advanced search options are a set of very useful features offered by most *search* option on the Web application. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.



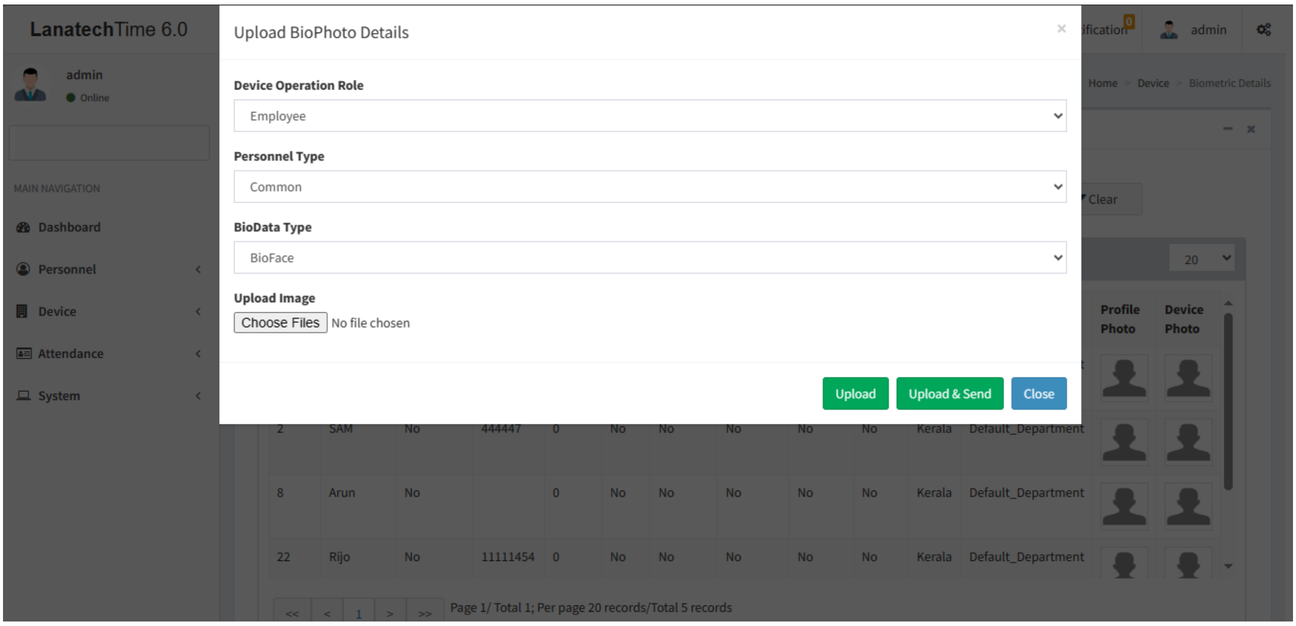
Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features**.**
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

BIOMETRIC DETAILS



We can see the biometrcic details of each employee here.
If you want to upload the biophoton . click on upload biophoton option

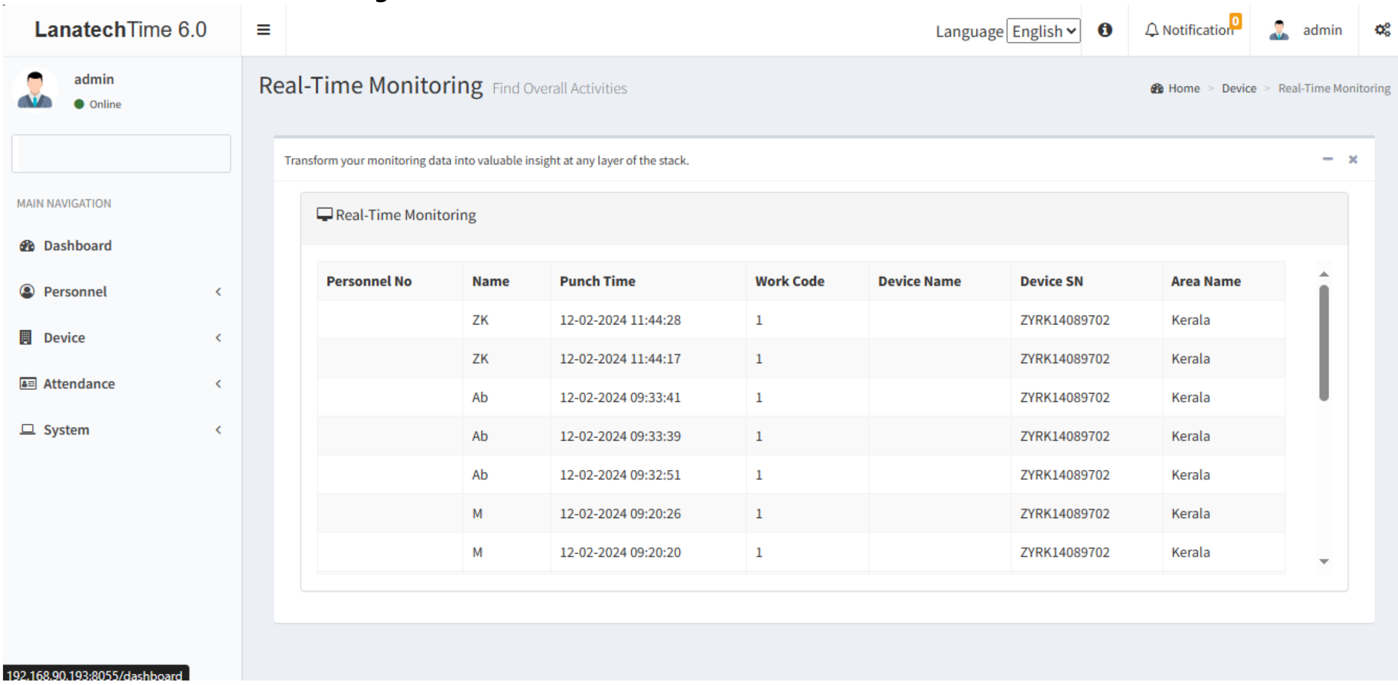


Enter the details and click upload or upload & send option
You can also export the details byclicking Export button.

REAL TIME MONITORING

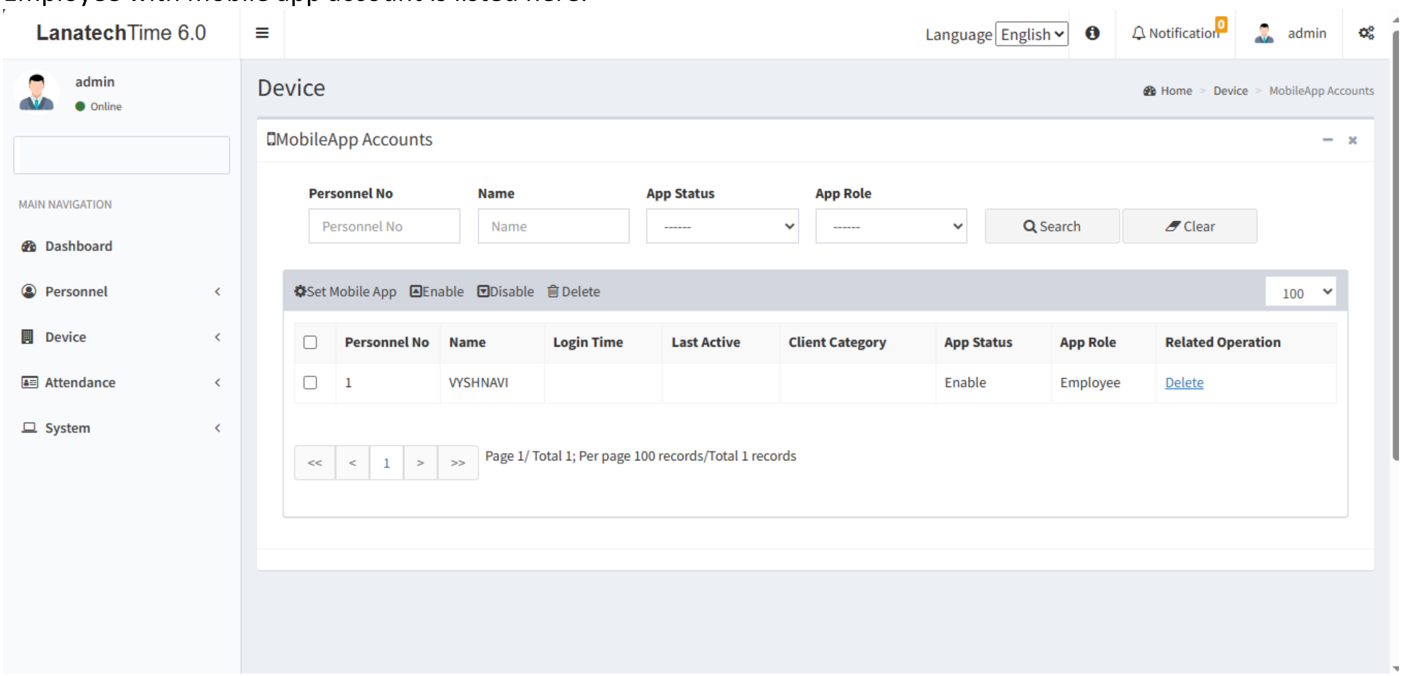
In this admin can monitoring the operations work in a device.

Device >> ***Real Time Monitoring***



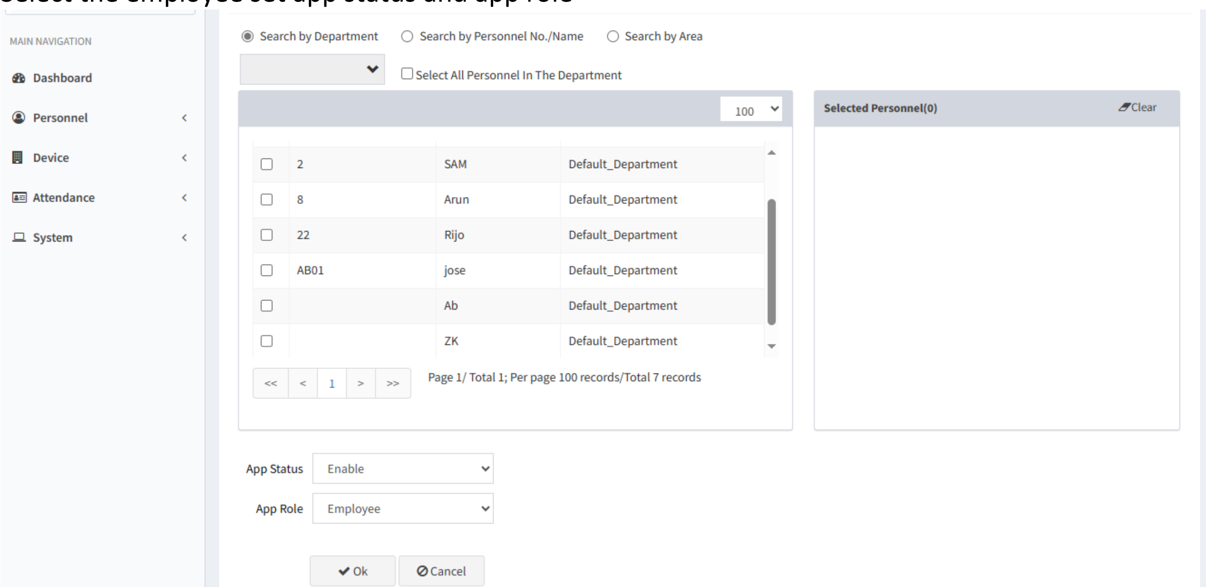
MOBILE APP ACCOUNTS

Employee with mobile app account is listed here.



We can set the mobile app account to employees from here by clicking Set Mobile App

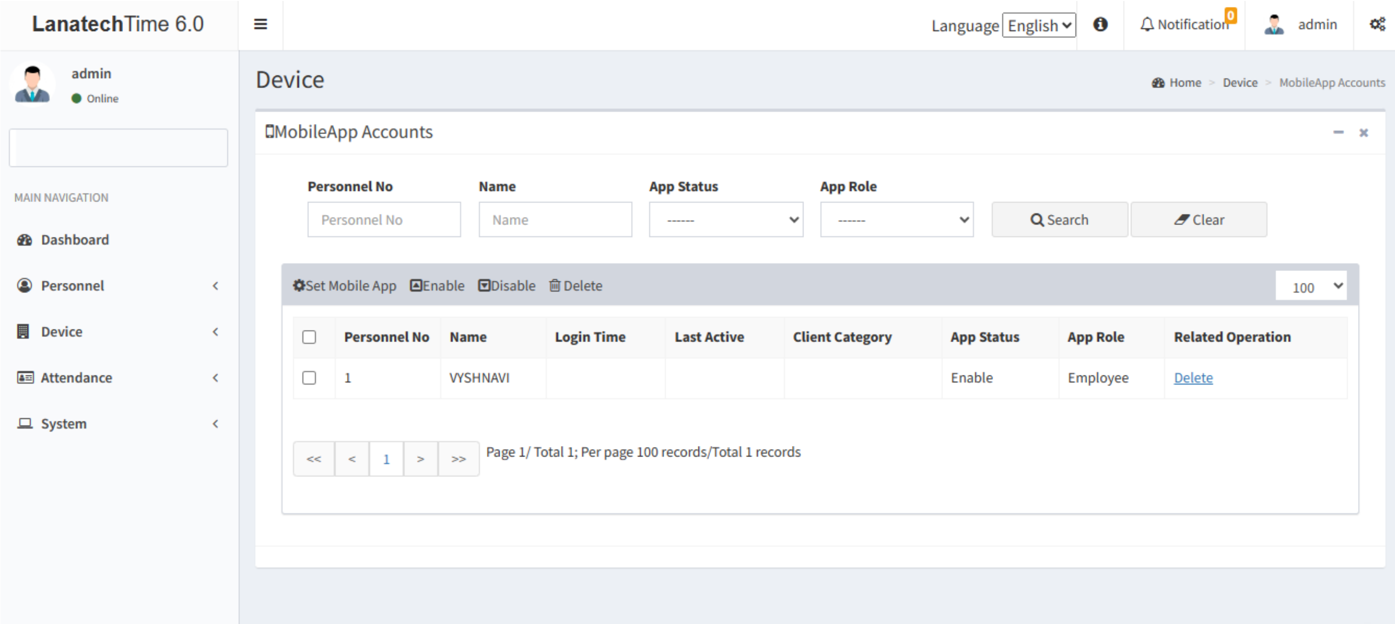
Select the employee set app status and app role



ENABLE & DISABLE MOBILE APP ACCOUNTS

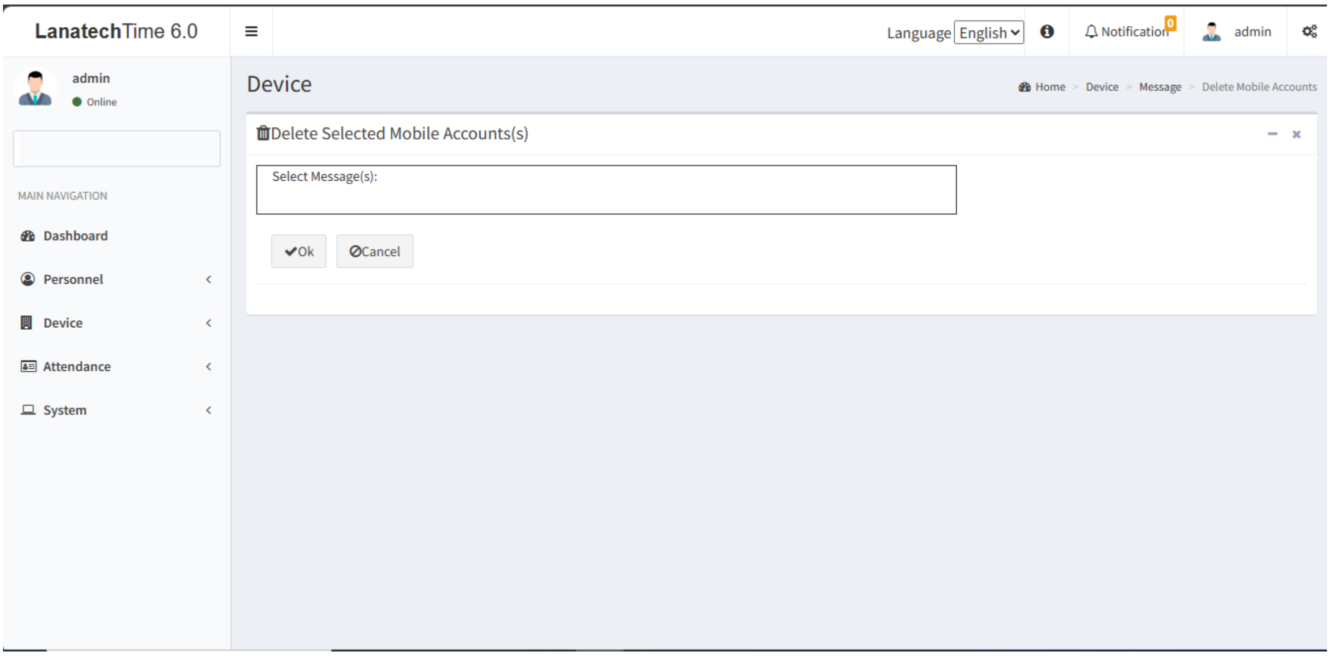
We can enable and disable the mobile app accounts

Select the particular employee and click enable or Disable as per the requirement



DELETE MOBILE APP ACCOUNTS

To delete a particular employee's mobile account, select that employee and click delete



ATTENDANCE MANAGEMENT

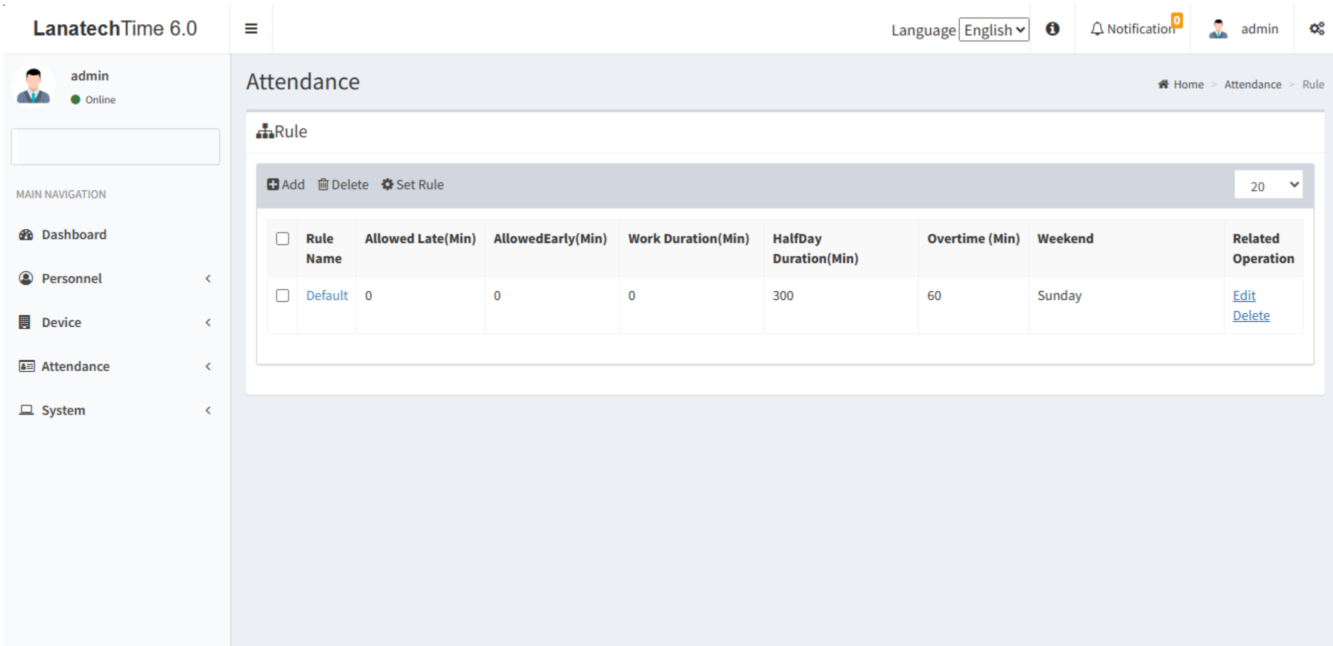
The system can exchange data with the T&A devices and collect attendance records kept in it. Primary functions implemented by the attendance system include regional user management and management of attendance parameters, shift timetables, scheduling, daily maintenance, attendance calculation, attendance reports, and attendance devices.

RULES

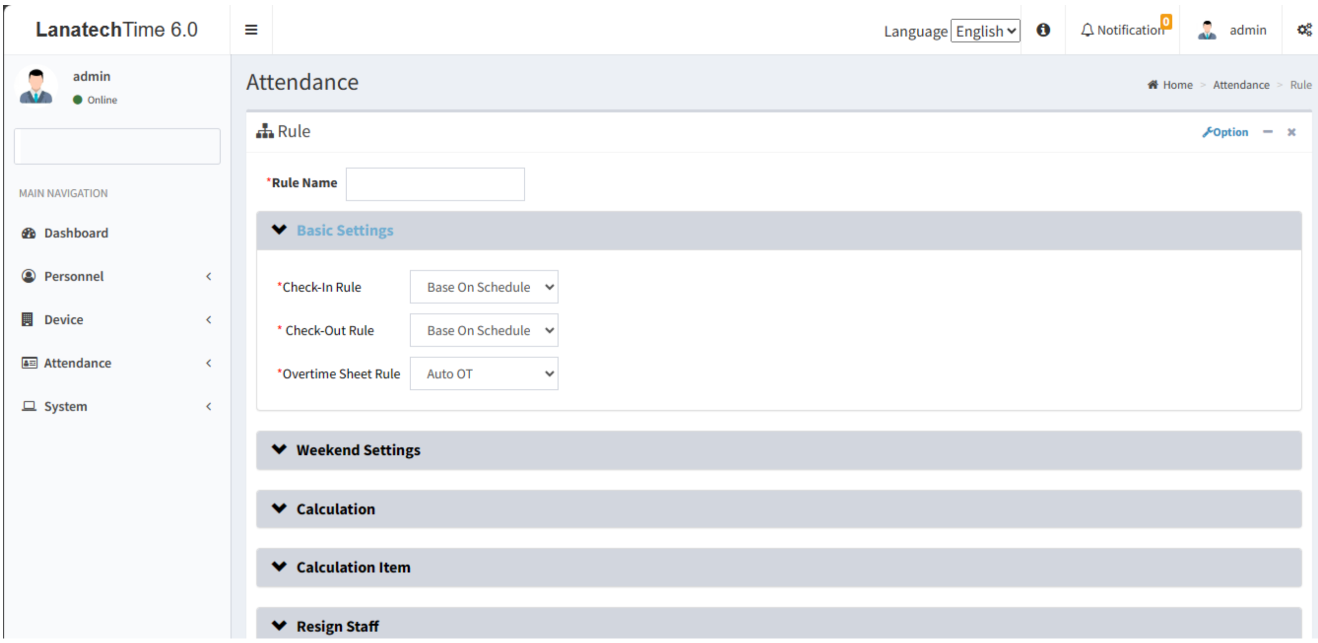
Attendance Parameters

As attendance systems set up by different companies vary, it is necessary to manually set attendance rule to ensure the accuracy of the final attendance calculation.

Choose ***Attendance*** >> ***Rule***

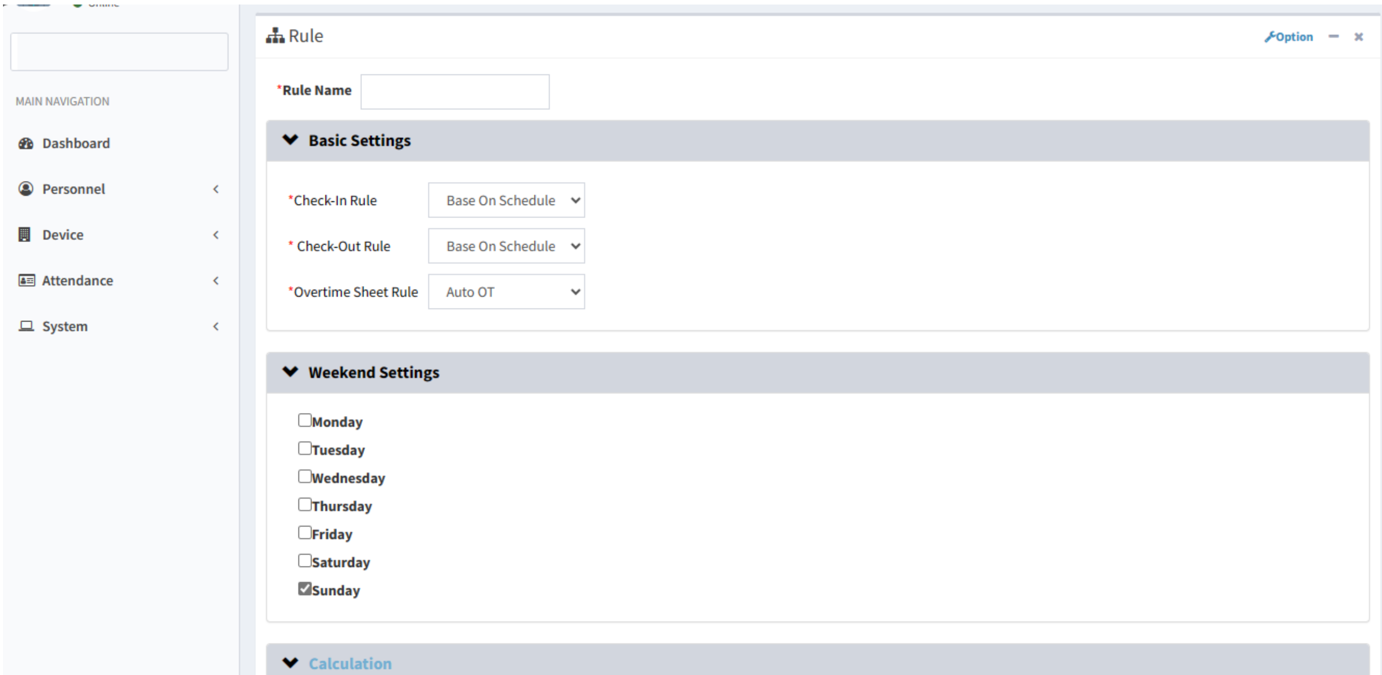


ADD RULES



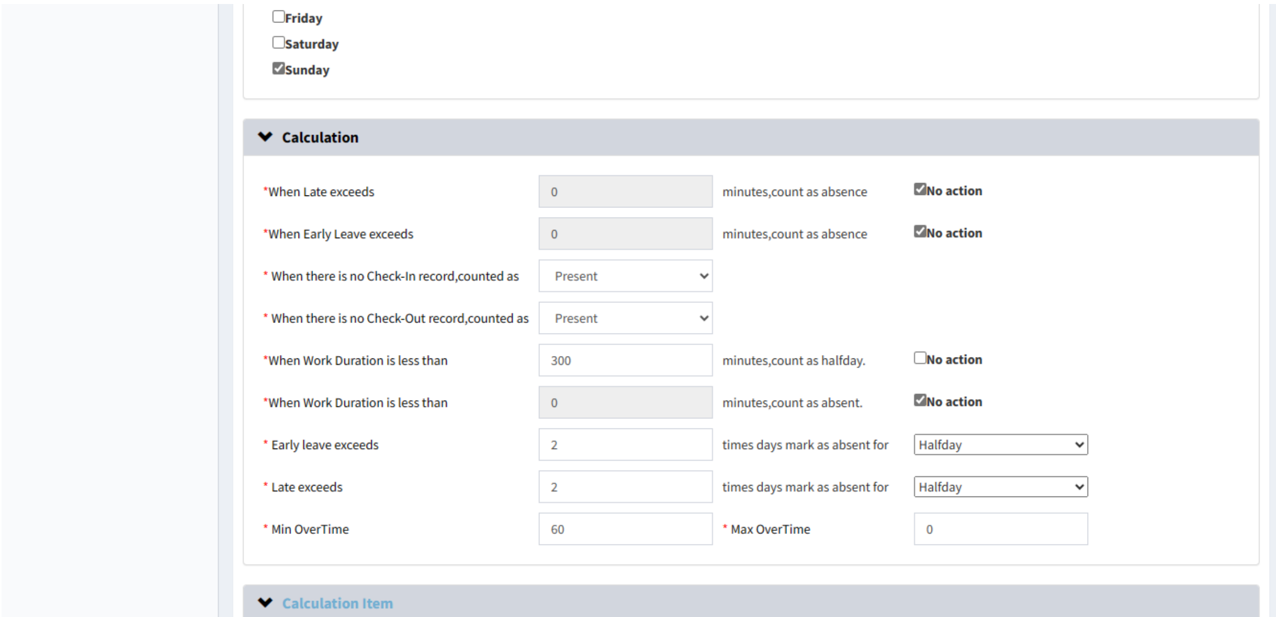
BASIC SETTING

Check-In Rule: It can be set to ***Based on Schedule or first check in***.
Check-Out Rule: It can be set to ***Based on Schedule or first check in***.
Overtime Sheet Rule: It can be set to ***Auto OT or No OT***



CALCULATION

You can set statistical rules and symbols for normal arrival time/actual arrival time, late arrive, early leaving, leave, absence, overtime, no check-in and no check-out on this interface.



CALCULATION ITEM

You can set statistical rules and symbols for normal arrival time/actual arrival time, late arrive, early leaving, leave, absence, overtime, no check-in and no check-out on this interface.

Unit: Minutes / Hours / Days

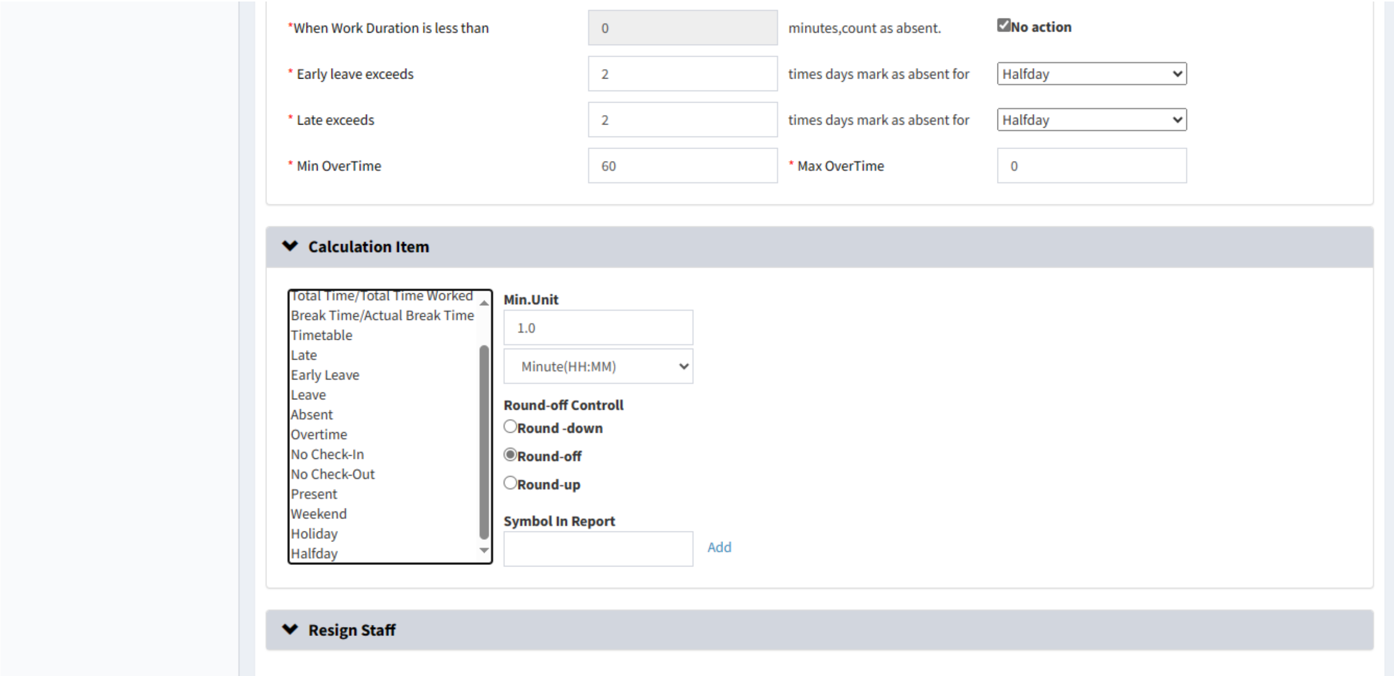
Round Down: Omit the decimal part smaller than the minimum unit.

Round Off: Count a minimum unit if the decimal part reaches half of the minimum unit.

Round Up: Count a minimum unit if the decimal part is smaller than the minimum unit.

Note: Use minutes as the minimum unit when calculating the absence time.

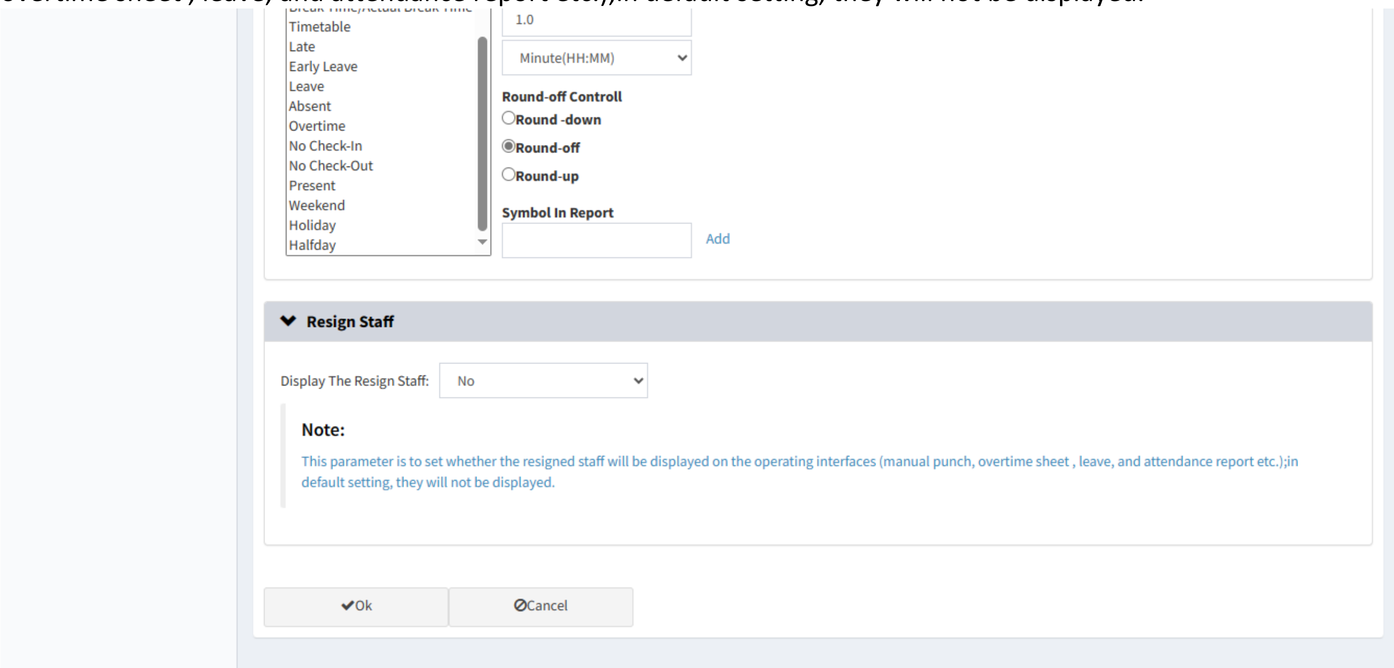
Symbol In Report: Users can set symbols of normal arrival time/actual arrival time, late arrival, and early leaving in the report as needed.



After completion of the setting, click **OK** for saving.

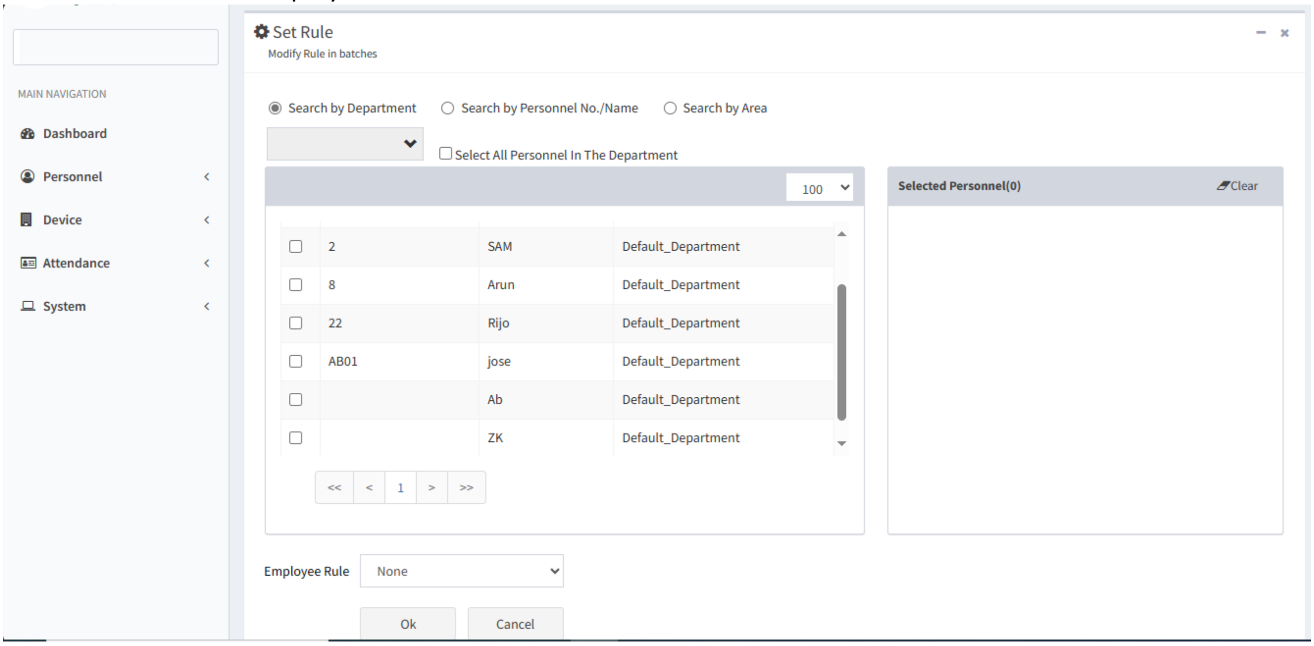
RESIGN STAFF

This parameter is to set whether the resigned staff will be displayed on the operating interfaces (manual punch, overtime sheet , leave, and attendance report etc.);in default setting, they will not be displayed.



SET RULES

You can set rules for employee in batches here.

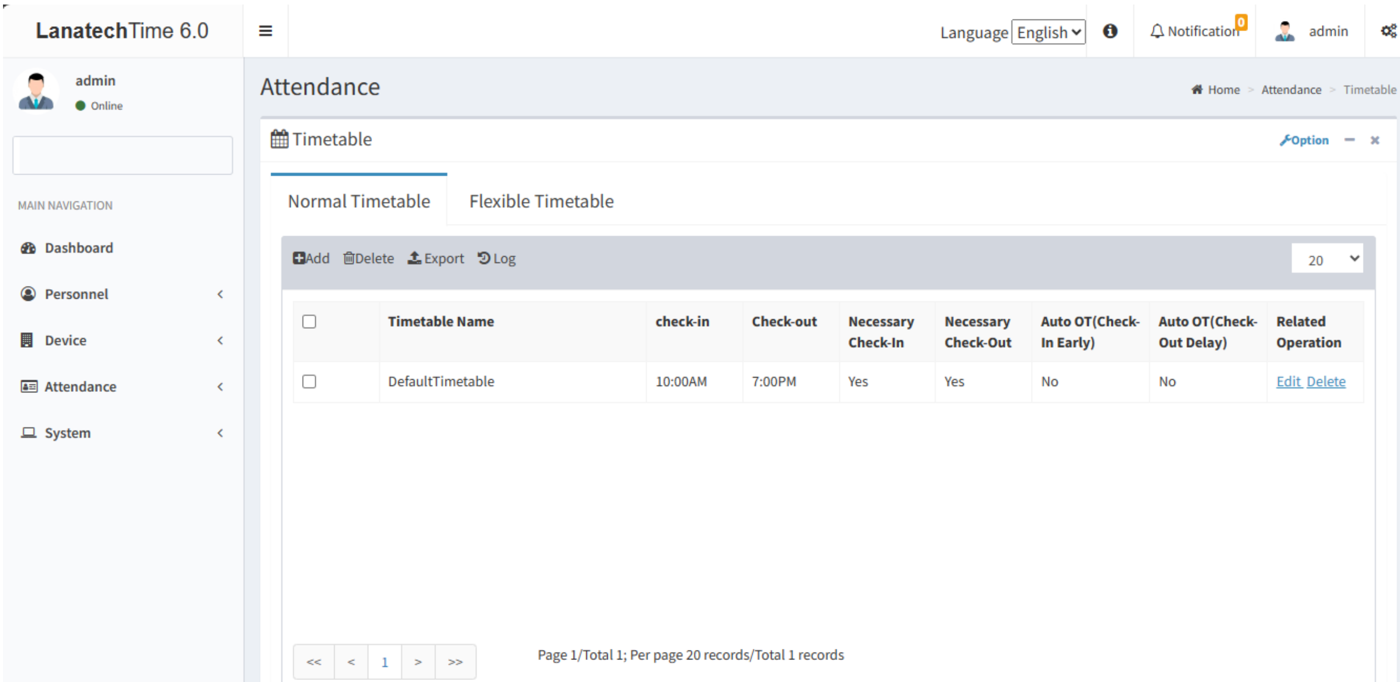


TIME TABLE

Set the time periods that may be used during attendance and set various parameters. The timetable is the minimum unit in personnel attendance time settings. For example: These settings include work start/end time, allowed late arrival/early leaving duration, whether check-in/check-out is mandatory, allowed time period for check-in/out, rest time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Only in this way can various parameters set be valid.

Choose ***Attendance*** >> ***Timetable*** to access the ***Timetable*** interface:

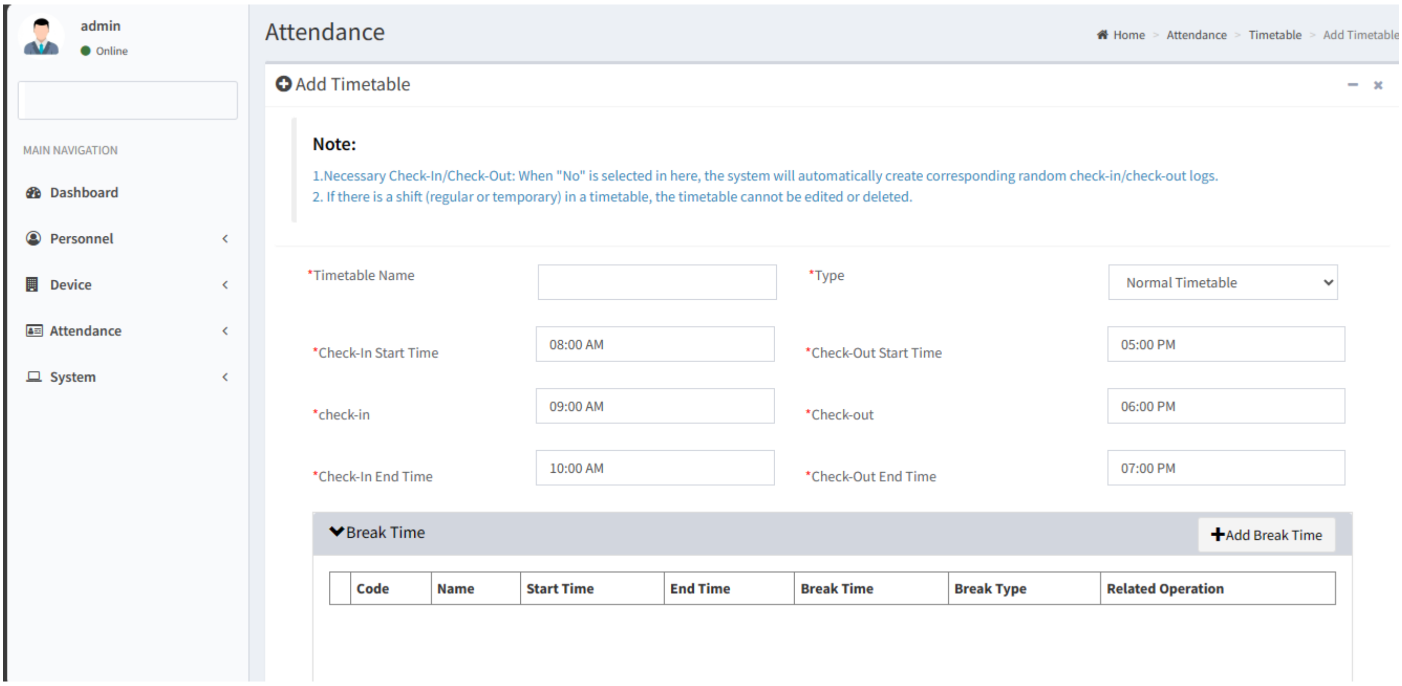


The system will set a default shift with the name of ***Flexible Timetable.***

Flexible Timetable: Work delay is not counted as overtime, and late arrival, early leaving or absence is not calculated. The attendance for a flexible time period is calculated by the even number of card-punching times. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a time period is check-out time minus check-in time.

ADDING A TIME TABLE

Click ***Add*** on the ***Timetable*** interface to access the ***Add*** interface:



Set the parameters as required based on the following steps:

Timetable Name: Enter any characters with 20 characters at most.

Check-In Start Time / ***End Time***, ***Check-Out Start Time*** / ***End Time***: valid range for checking in/out in this time period. Check-in/out records out of this range are invalid. The start check-out time cannot overlap the end check-out time.

Check-In Check-Out: Set the check-in time and check-out time.

Necessary Check-In /***Necessary Check-Out***: Decide whether check-in and check-out are mandatory in the selected time range. If an employee needs to check in/out, select ***Yes*** otherwise, select ***No****.*

Late Arrival/***Early Out***: This refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified working time.

For example, if Allowed late minute is set to ***5*** and check-in time is set to 9:00; Employee A checked in at 9:03 and Employee B checked in at 9:05, we can conclude that Employee A is not late as the interval between his or her check-in time and check-in start time is less than 5 minutes and Employee B is late for 6 minutes as the interval between his or her check-in time and check-in start time exceeds 5 minutes.

Workday: 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 present value. Otherwise, the workday will be calculated according to settings in the attendance rules.

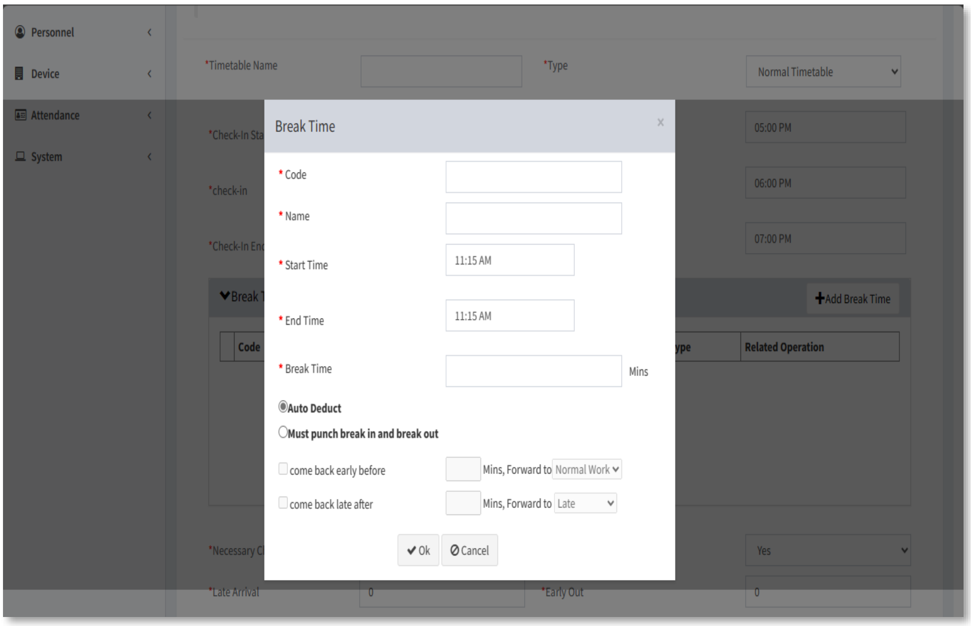
Auto OT: When overtime is calculated, if select ***Yes*** for ***Count Delayed Time as Overtime***, the overtime is the delayed time (the difference between check-out time and check-out end time) + the fixed overtime (minutes) during this timetable. The value is ***0*** if ***No*** is selected for ***Count Delayed Time as Overtime***.

After the completion of the settings, click ***OK*** to save the settings and return to the ***Time Table*** interface. The timetable list displays the added timetable.

Notes:
1. The interval between check-in start time and check-out end time is not allowed to exceed the maximum / minimum timetable length set in the system.
2. There is no timetable with the same start time and end time.

ADDING A BREAK TIME

Choose ***Attendance*** >> ***Timetable*** >> ***Edit Timetable*** >> **Add Brake Time**:

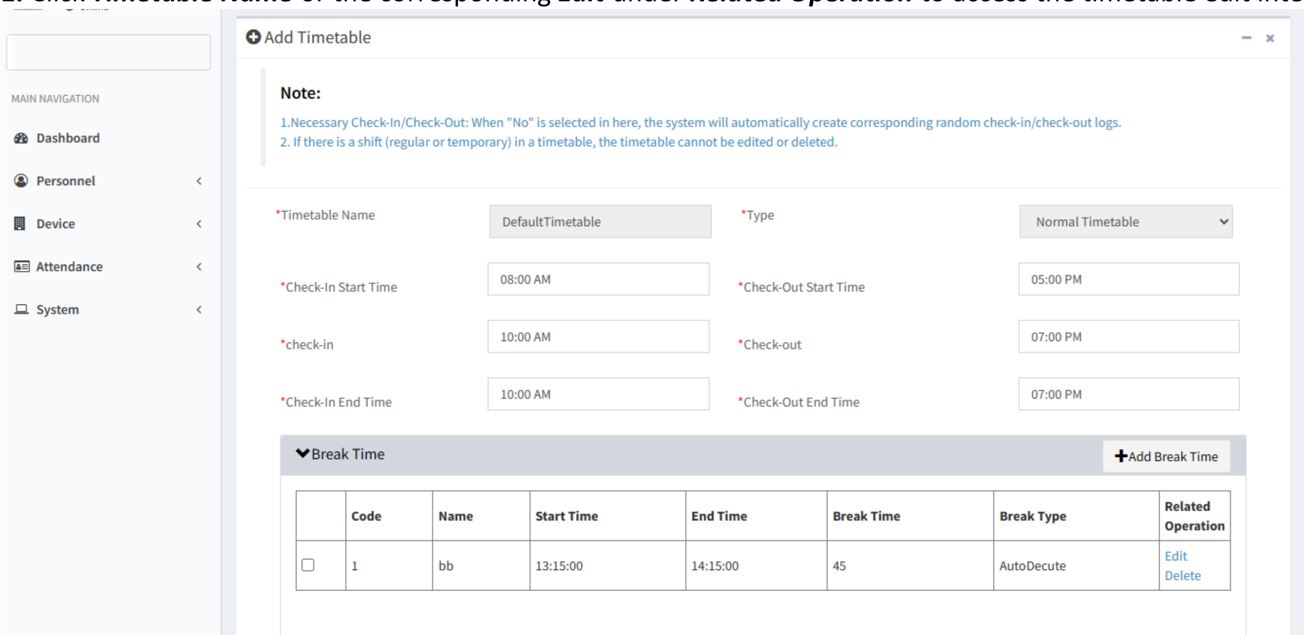


Set the parameters as required based on the following steps:

Code: Enter the code to break time.
Start Time / ***End Time***: Valid range for break start time/end time.
Break Time: Total break time
Auto Deduct: Automatically select break time

EDITING A TIME TABLE

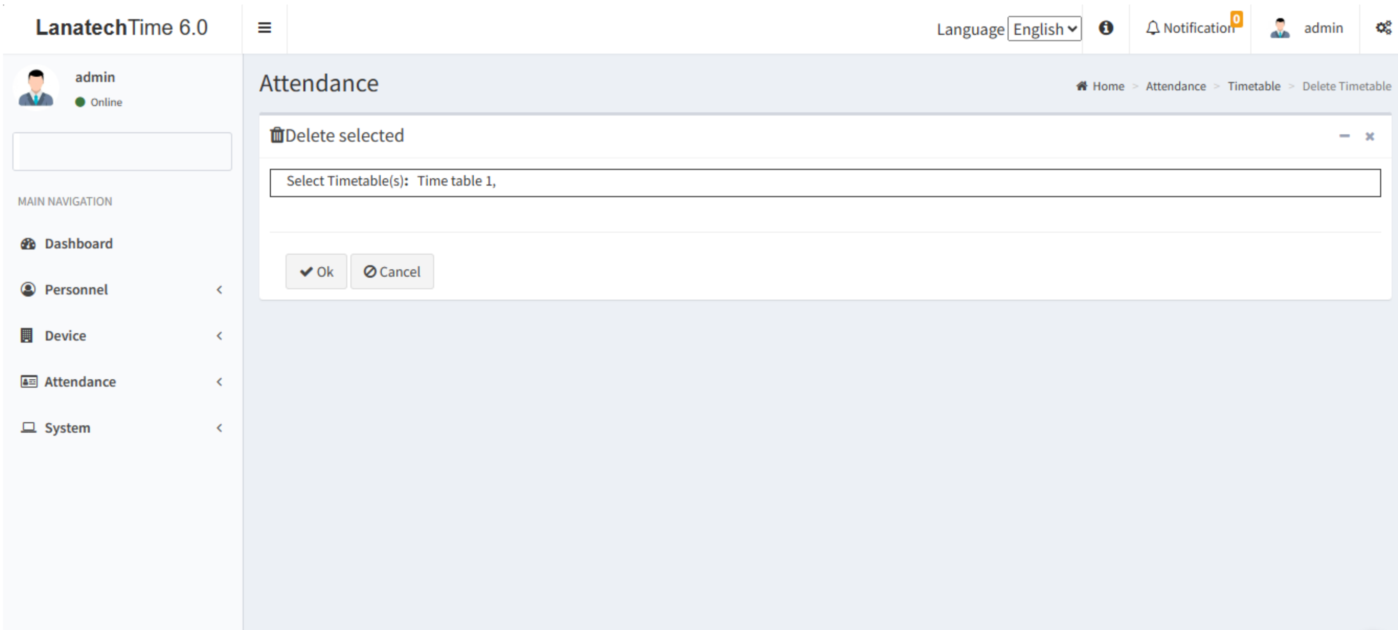
1. Click ***Timetable Name*** or the corresponding ***Edit*** under ***Related Operation*** to access the timetable edit interface.



2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a timetable**.** Click ***OK*** for saving after completing the modification.

DELETING A TIME TABLE

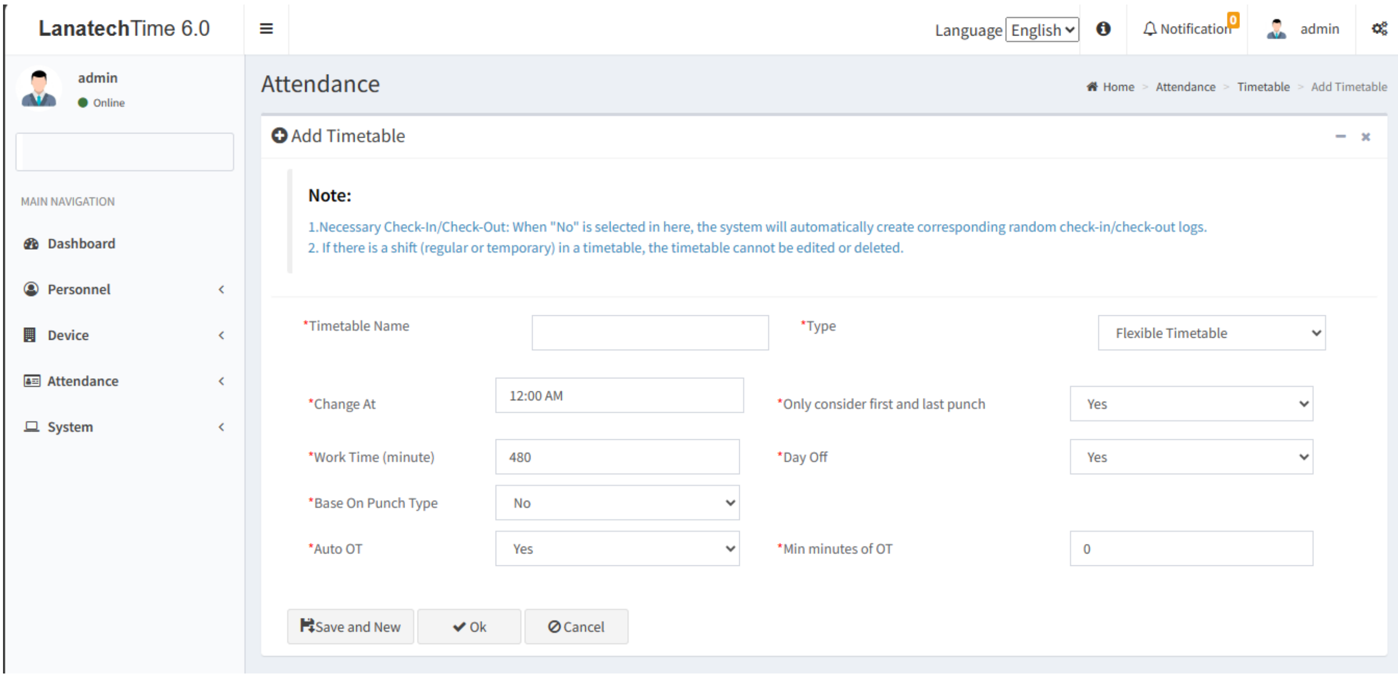
Select a timetable, click ***Delete*** on the upper left of the timetable list or directly click ***Delete*** under ***Related Operation*** to access the timetable deletion confirmation interface.



2. Click ***OK*** to delete this timetable and return to the ***Timetable*** interface.
Note: The default flexible timetable in the system is not allowed to be deleted.

FLEXIBLE TIMETABLE

In this module we can add flexible timetable we can add



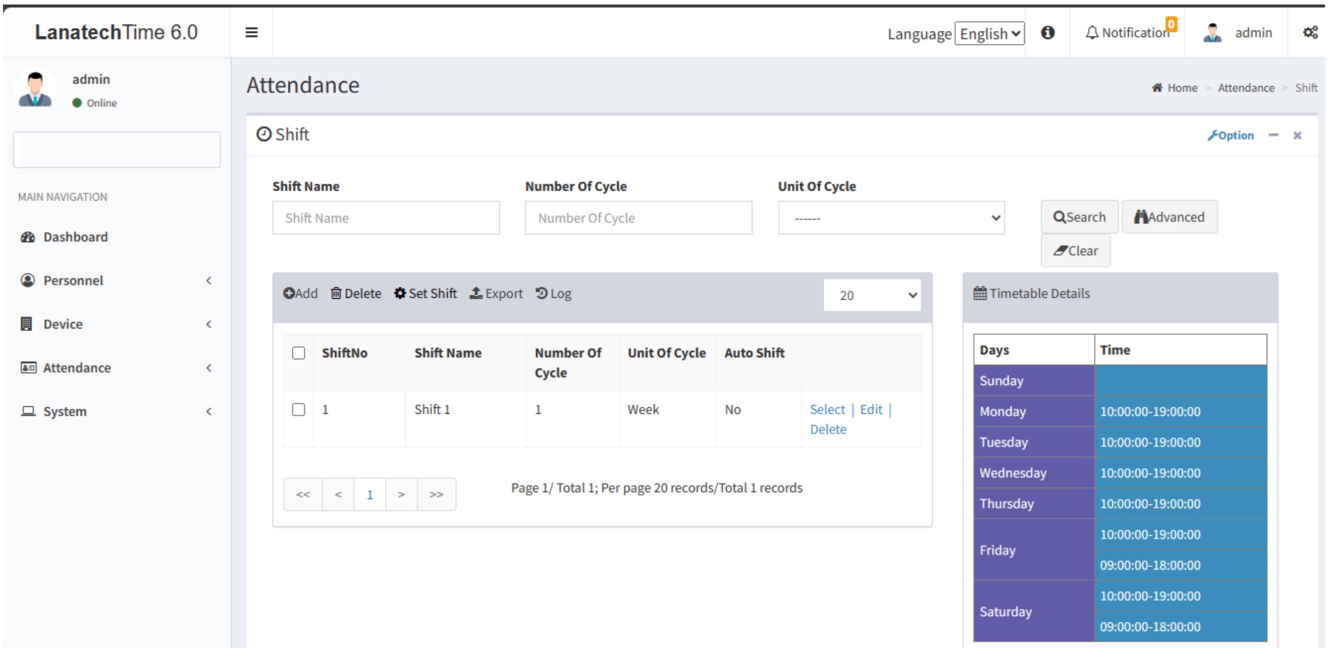
Set the parameters as required
After settings click **OK BUTTON**

SHIFT

SHIFT MANAGEMENT

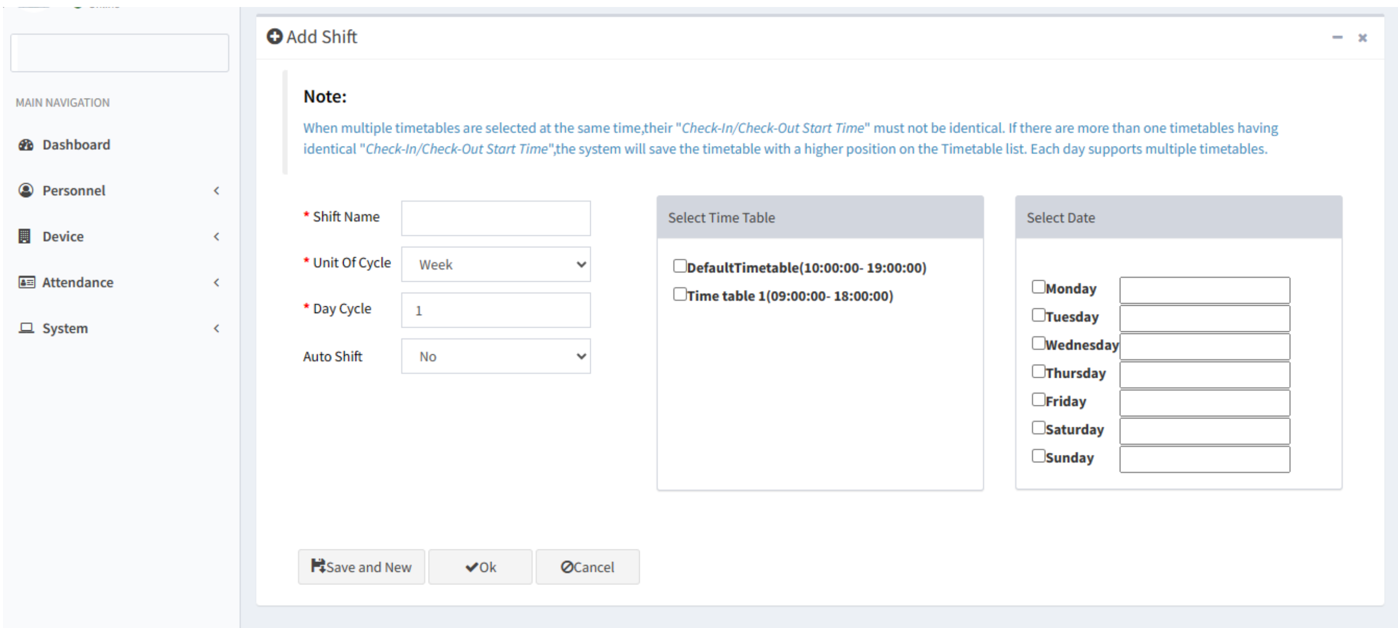
Shift is composed of one or more preset attendance timetable based on certain order and cycle period. It is a preset work schedule for the personnel. It is essential to set shift if you want to perform check on work attendance for employees. This system supports 999 shifts at most.

Choose ***Attendance > Shift*** to access the shift management main interface that displays the search field and shift timetable details. With the search function, you can easily query shifts. All shifts in the current system are displayed in the list. Click the line where the shift is and the timetable details list on the right will display the timetable details of this shift in a chart.



ADDING A SHIFT

1. Click ***Option*** >> ***Add*** on the ***Shift*** interface to access the shift addition interface:



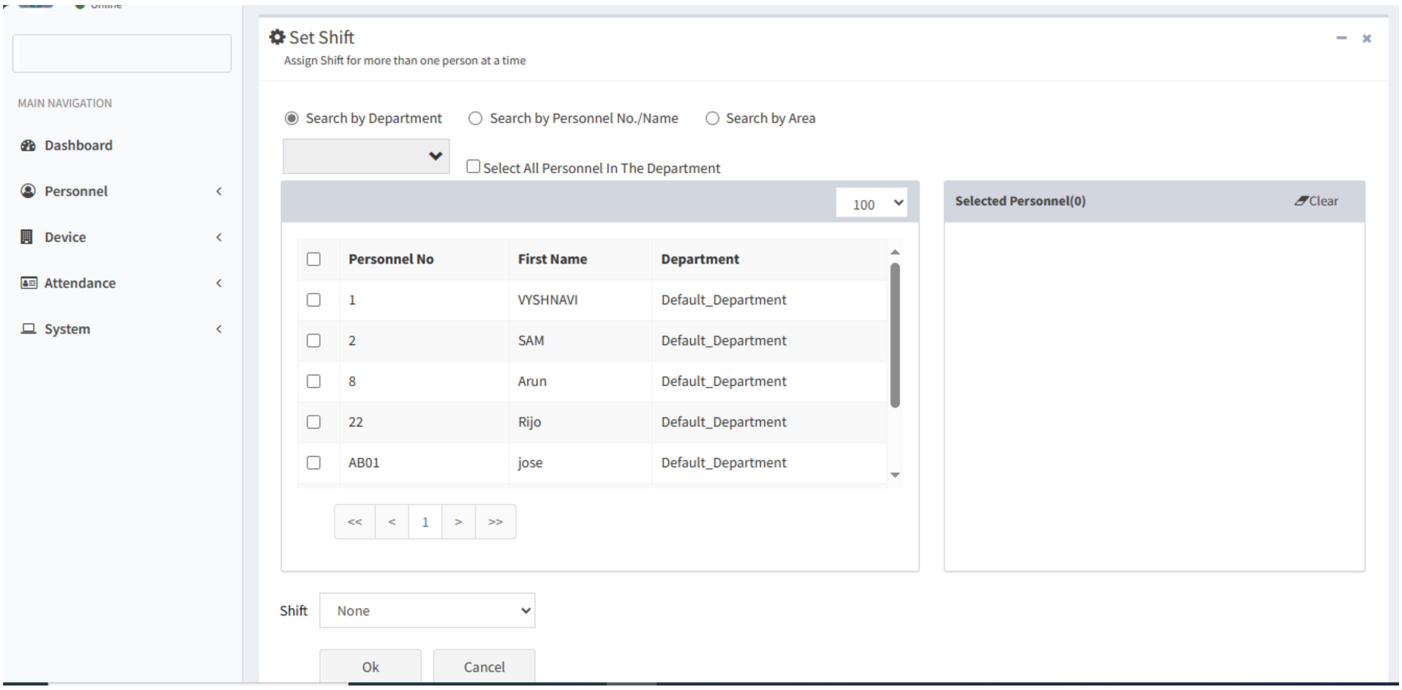
Set the parameters as required based on the following steps:

Shift Name: Enter any characters, with 30 characters at most. A shift name must be unique.
Unit of Cycle: including day, week, and month.
Number of Cycle: Shift cycle period = Number of cycles * Unit of cycle.
Note: The system displays optional dates in the ***Select Date*** box based on the values of ***Unit of Cycle*** and ***Number of Cycle***.
Count Day Off At: Select day off as normal work or auto overtime or weekend overtime.
Count Weekend Off At: Select weekend off as normal work or auto overtime or weekend overtime.
Select Timetable: Select timetable for the shift. It needs to be preset in the Timetable.
Select Date: Select on which date in the cycle the shift (timetable) will be applied in the ***Select Date*** box.

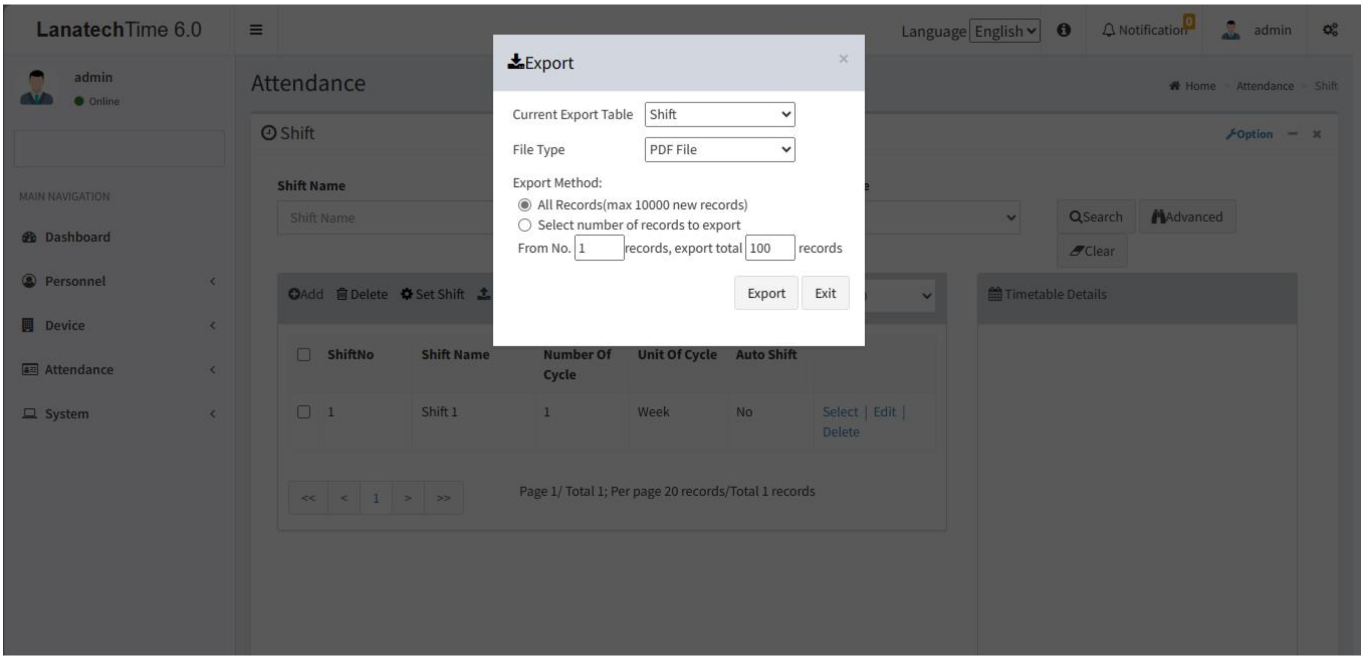
2. After the completion of the settings, click ***OK*** to save the settings and return to the ***Shift*** interface. The shift list displays the added shift details.
Note: A shift refers to the circulation of a timetable chosen by the users in the cycle period set by the user. Dates unselected represent rest days. When scheduling shifts for an employee, a user needs to select only the start date, end date, and the shift used and it is unnecessary to indicate the date which an employee should work or take a vacation. After a shift is selected, the system will automatically determine the dates on which an employee should work or take a vacation according to the cycle settings of the selected shift.

SET SHIFT

Assign Shift for more than one person at a time



EXPORT SHIFT



ADVANCED SEARCH

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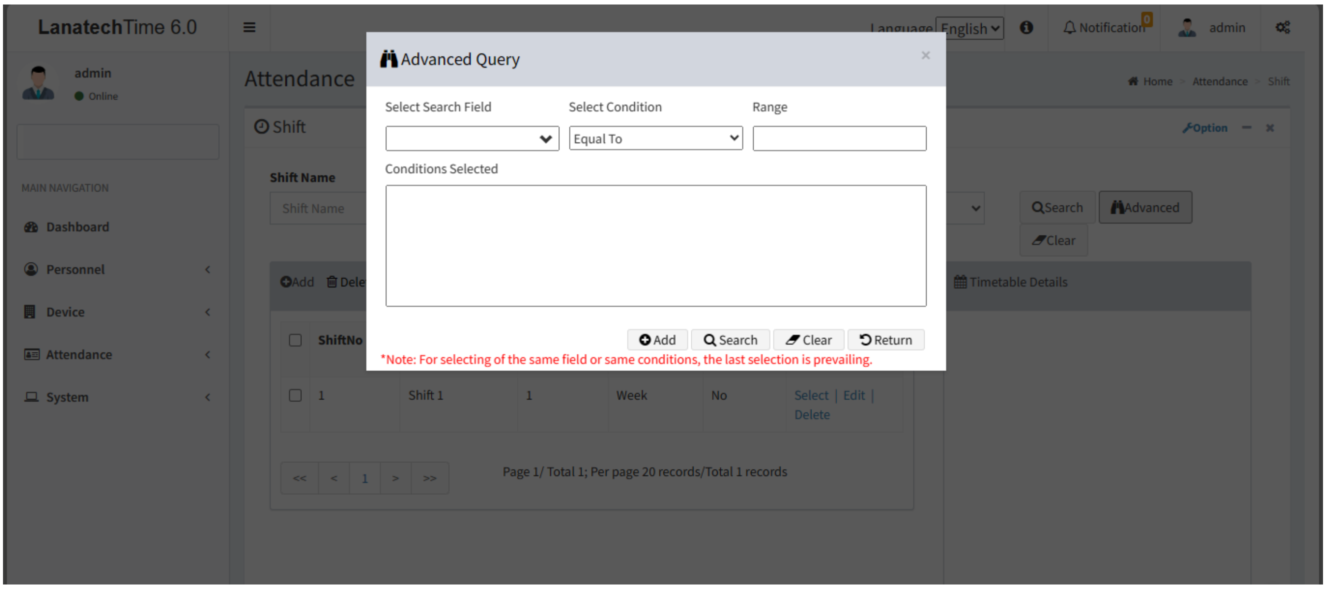


Set the parameters as required based on the following steps:

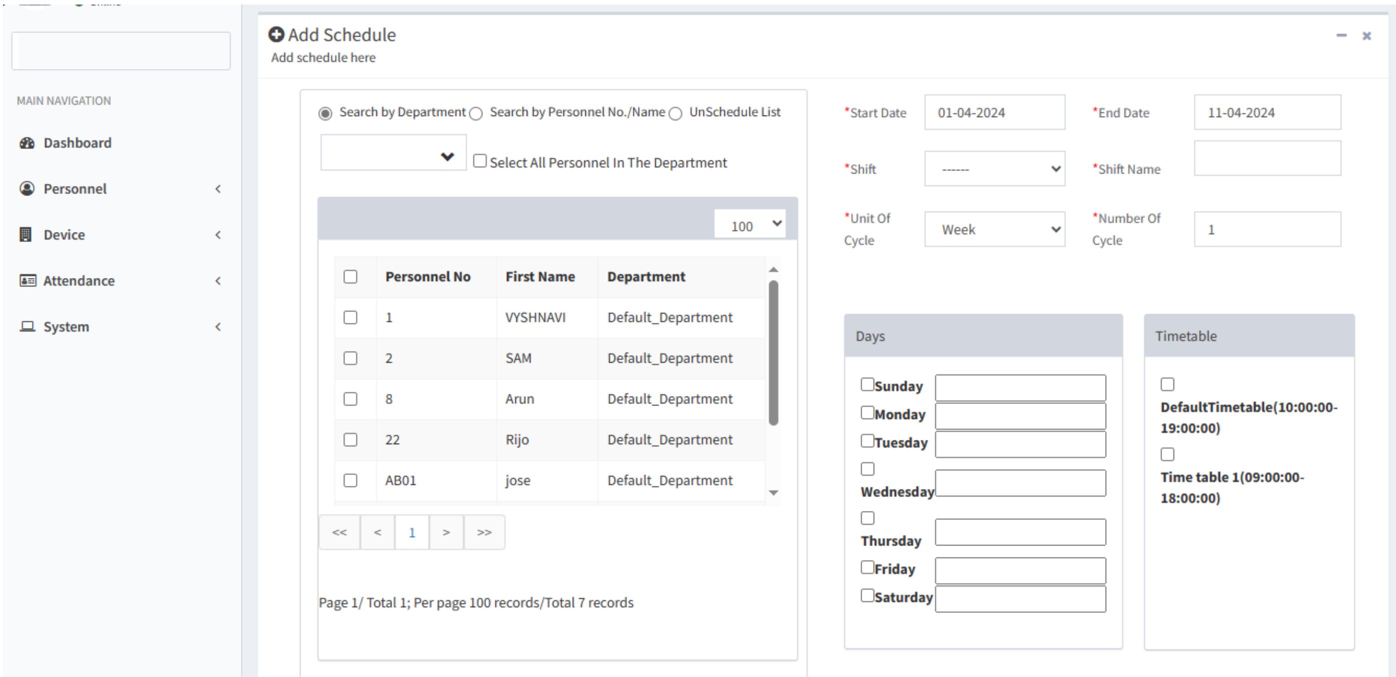
Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

SHEDULE

You can arrange shifts for employees after setting the attendance timetables and shifts. ***If you fail to schedule shifts for employees, overtime will be calculated according to flexible shifts*.**

ADDING A SCHEDULE

Click ***Schedule*** on the ***Schedule*** interface to access the schedule addition interface.



The following describes the specific setting method.

Personnel: Select personnel for whom shifts need to be scheduled. Multiple choices are allowed.

Start Date, ***End Date***: Set the start date and end date for shift scheduling.
Note: By default, the start date and end date are set to the first day of this month and the first day of next month respectively.

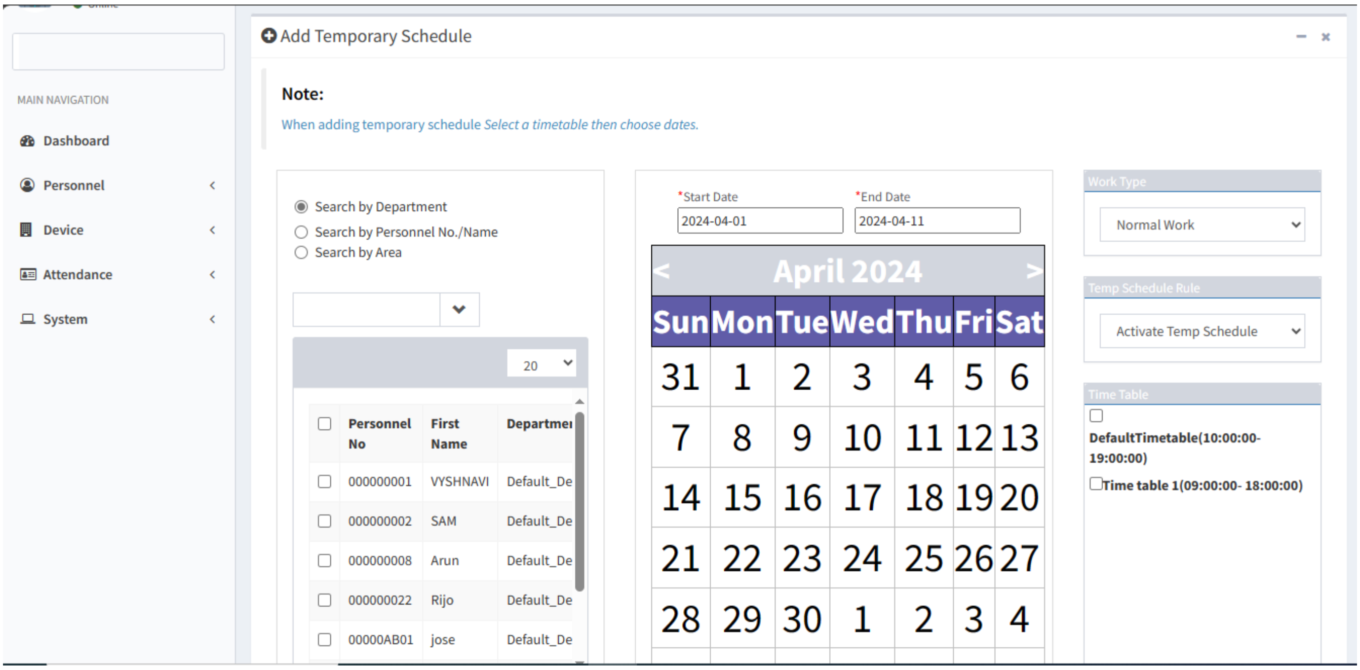
Selected Shift: Select a shift in ***Shift List***, and to move this shift to ***Selected Shift***.

2. After completing settings, click ***OK*** to save the settings and return to the ***Schedule*** interface.
Note: Only one shift can be selected for employee shift scheduling. Only the last settings are saved when date ranges are identical during multiple shift scheduling.

ADDING A TEMPORARY SCHEDULE

Temporary schedule is complementary to the existing schedule. If employees in a shift need to overtime temporarily, it is necessary to arrange one (or more) timetable(s) for overtime temporarily. Generally, temporary schedules are shift scheduling for overtime, for example overtime at night, on weekends, or on holidays and festivals.

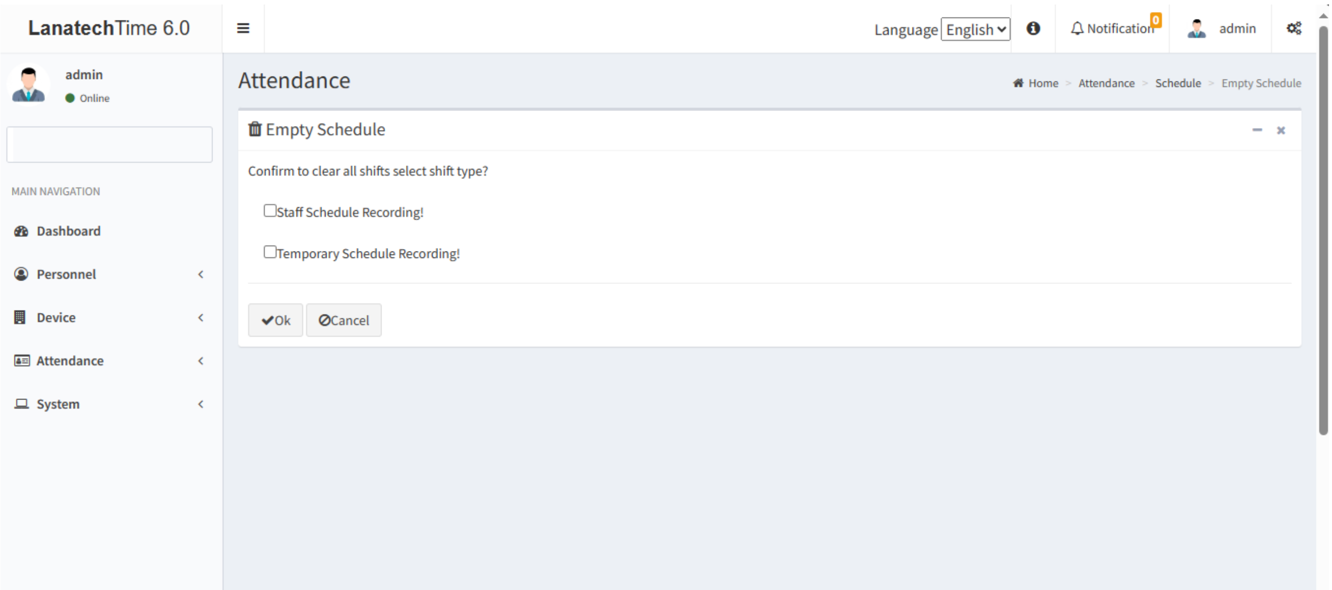
1. Click ***Temp (Temporary) Schedule*** on the ***Schedule*** interface to access the ***Add temporary schedule*** interface.



The following describes the specific setting method.
Personnel: Select personnel needing temporary schedules. (Multiple choices are allowed).
Start Date, ***End Date***: Set the start date and end date for a temporary schedule.
Timetable: Select a timetable used by a temporary schedule. (Multiple choices are allowed).
Date: Click to select the date for temporary schedule. (Multiple choices are allowed).
Had Schedule In Current Day: Select ***only temporary scheduling is effective*** or ***Add after the existing scheduling*** when arranging shifts for employees working in the company in the current day.
Only Temporary Scheduling Is Effective: Whether an employee is scheduled a shift, only temporary scheduling is effective when work attendance is checked.
Add After The Existing Scheduling: is complementary to schedule for employees. The attendance data includes shift arrangement and temporary shift arrangement. It will be displayed with two shift assignment records in calculation.
Specify Work Type: Specify work type for the temporary schedule. The options include ***Normal Work, Overtime on Week Days, Overtime on Rest Days*** (overtime on weekends) or ***Overtime on holidays.*** The late arrival, early leaving, leave, and absence will not be recorded when the work type is set to ***Overtime on Rest Days or Overtime on holidays or festivals.***
Note: Multiple timetables can be selected for temporary schedule, but the start time of timetables should not be the same. The timetables selected can be applicable to all dates selected.
After completing settings, click ***OK*** to save the settings and return to the ***Schedule*** interface.

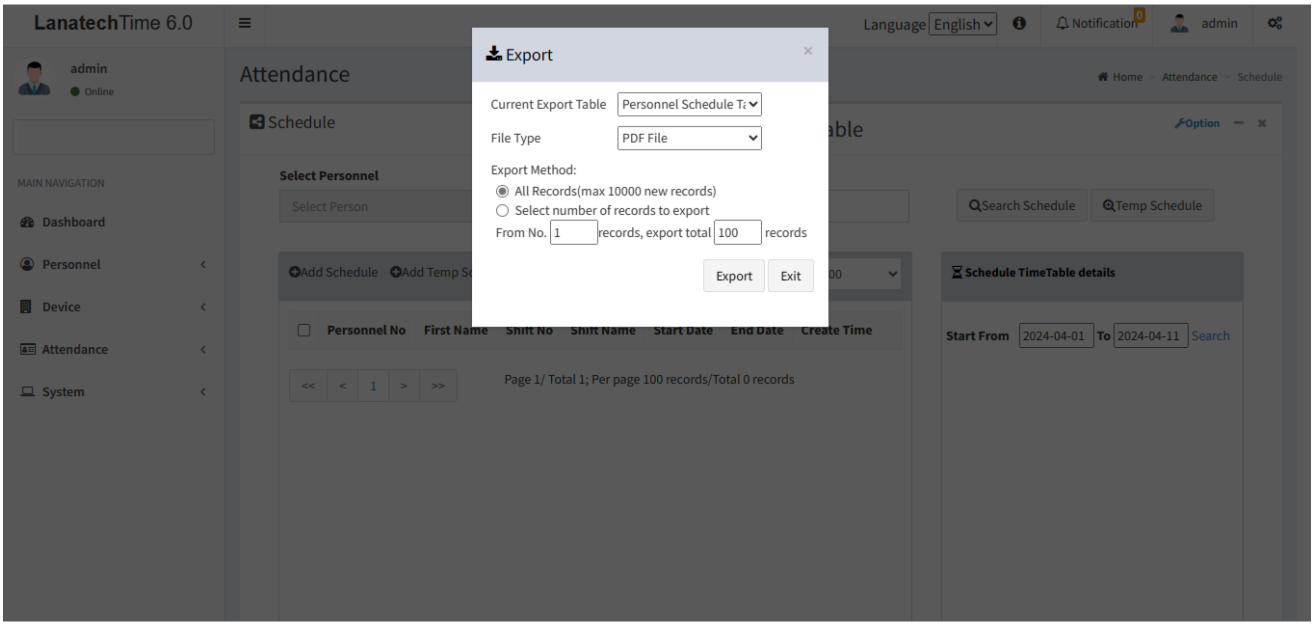
EMPTY SCHEDULE

To create empty schedule
Attendance >> ***Schedule*** >> ***Option*** >> ***Empty Schedule***



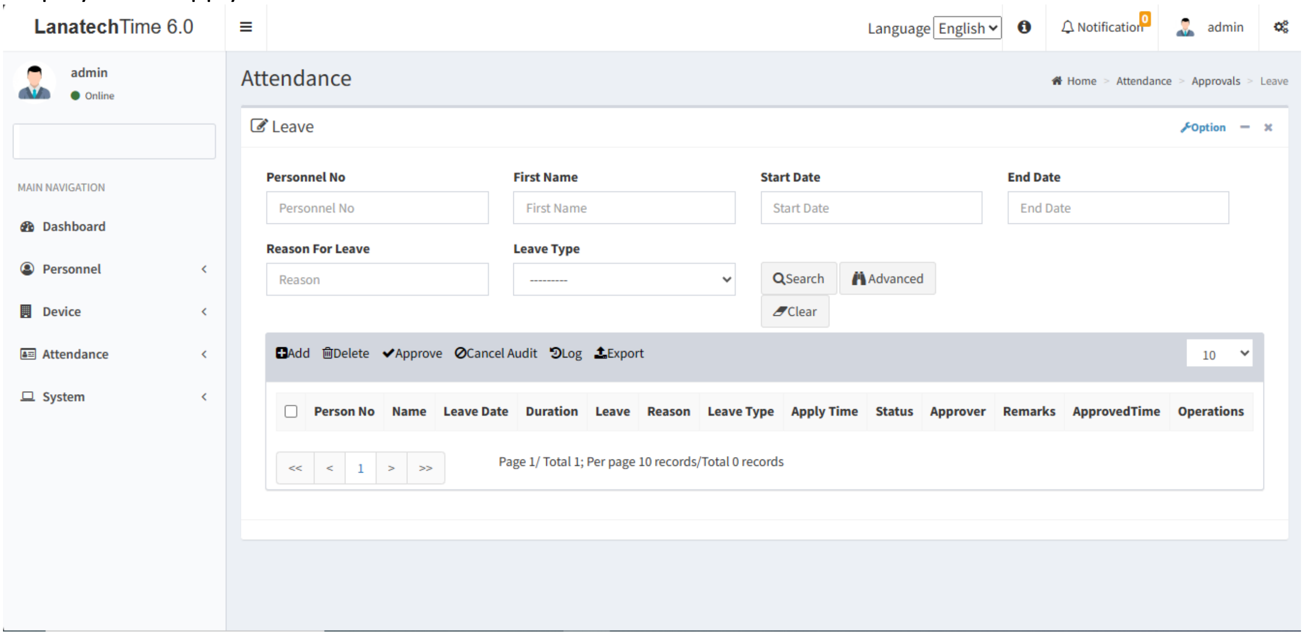
Click ***OK*** to ***save empty schedule***

EXPORT SHEDULE



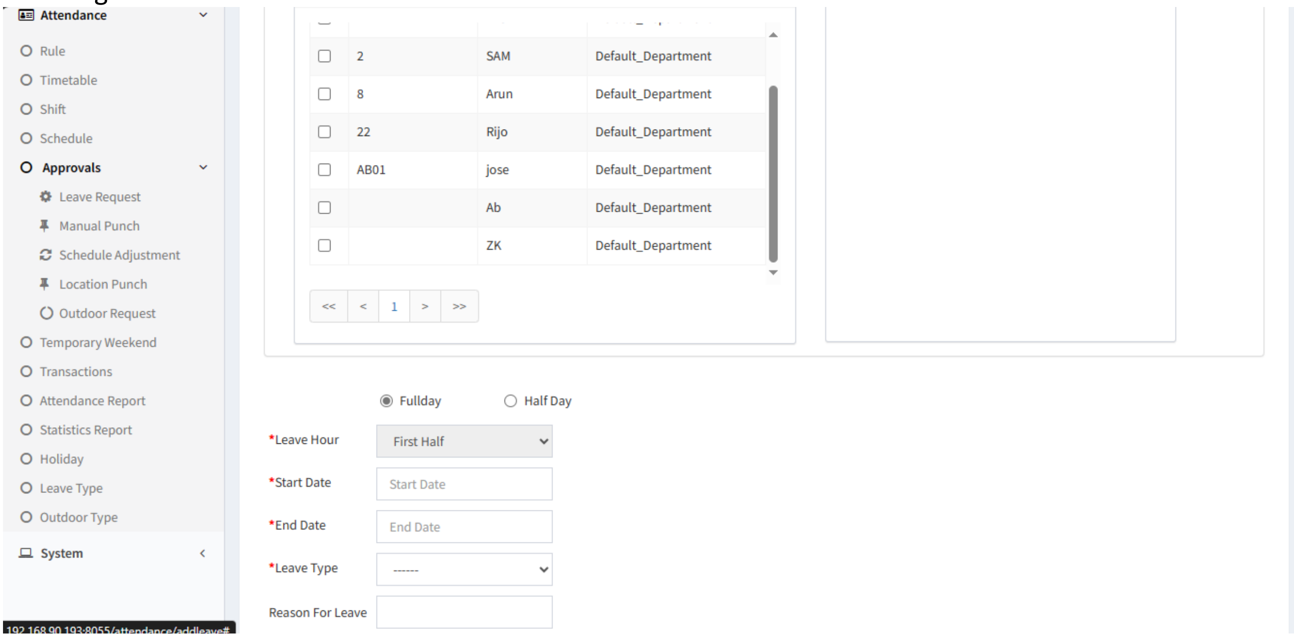
APPROVAL
LEAVE REQUEST

Employee can apply leave here.



ADD LEAVE REQUEST

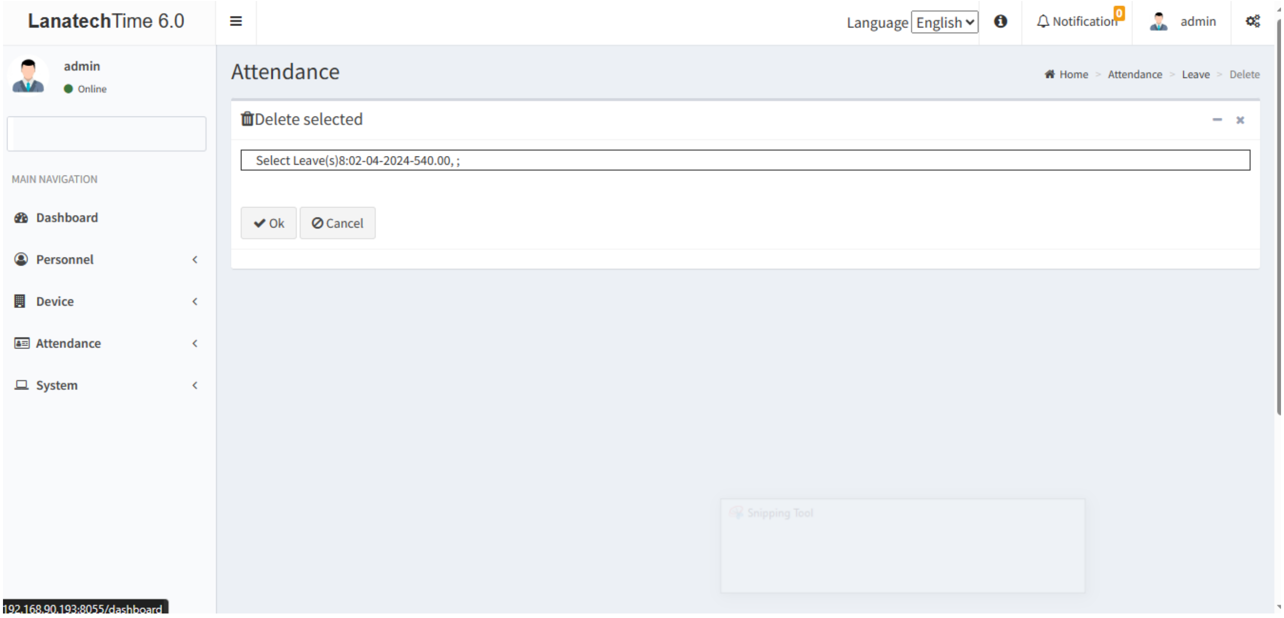
Choose *Attendance* >> ***Approval*** >> **leave request >>*add*** to add the new leave request to adding interface, as shown in the figure below.



Select personnel
Choose full or half day leave
If the employee choose full day leave, select start and end date
Select leave type and enter reason for the leave
If the employee choose half day leave specify the leave hour too(first half or second half)

DELETE LEAVE REQUEST

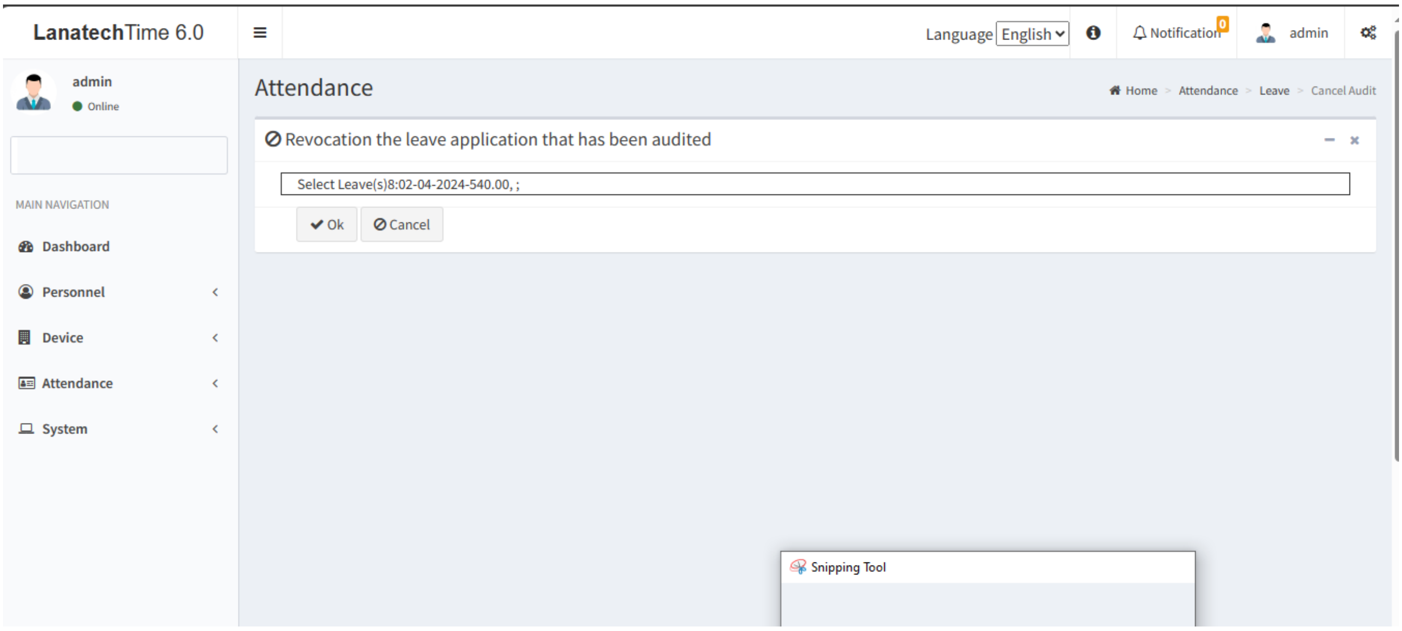
Choose ***Attendance*** >> ***Approval*** >> ***Leave request >> Delete*** to delete the leave request from interface, as shown in the figure below.



Click ***OK*** to ***Delete*** selected leaeve request

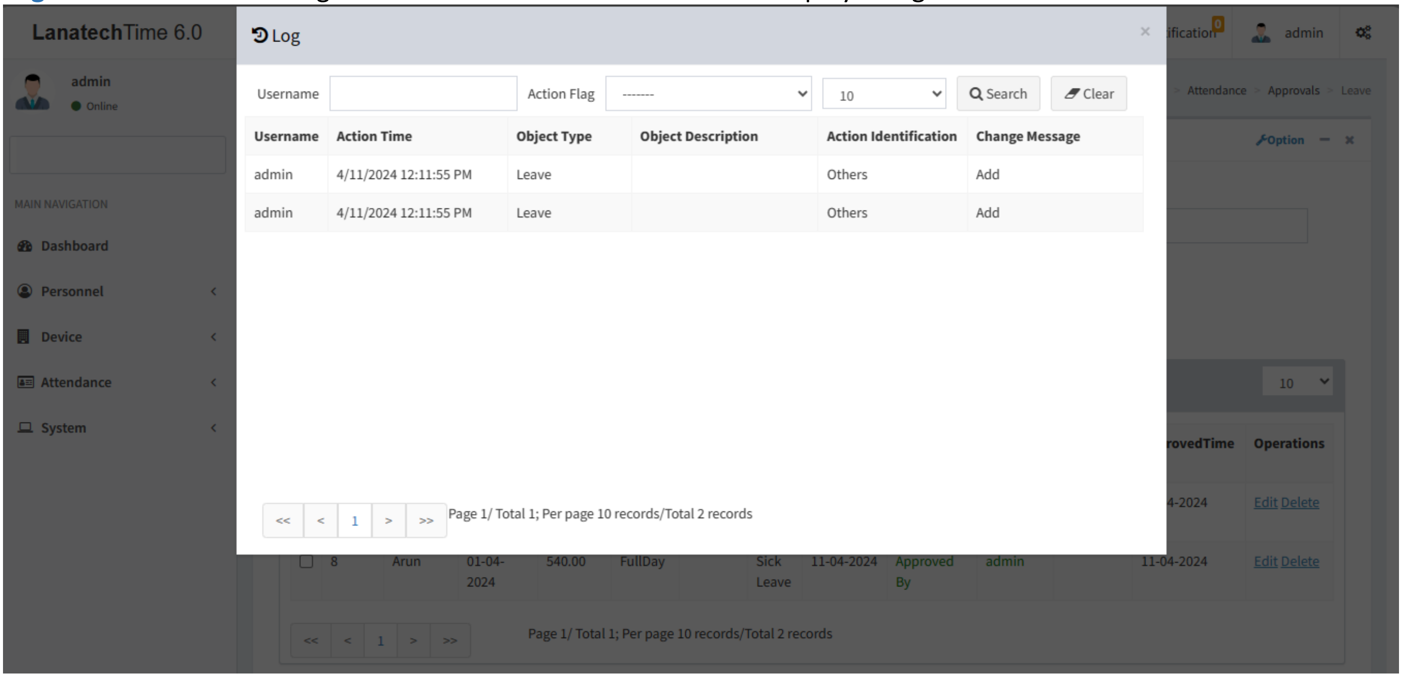
CANCEL AUDIT

Attendance >> **Approval** >> **Select leave request to Cancel >>** then click ***Cancel Audit***



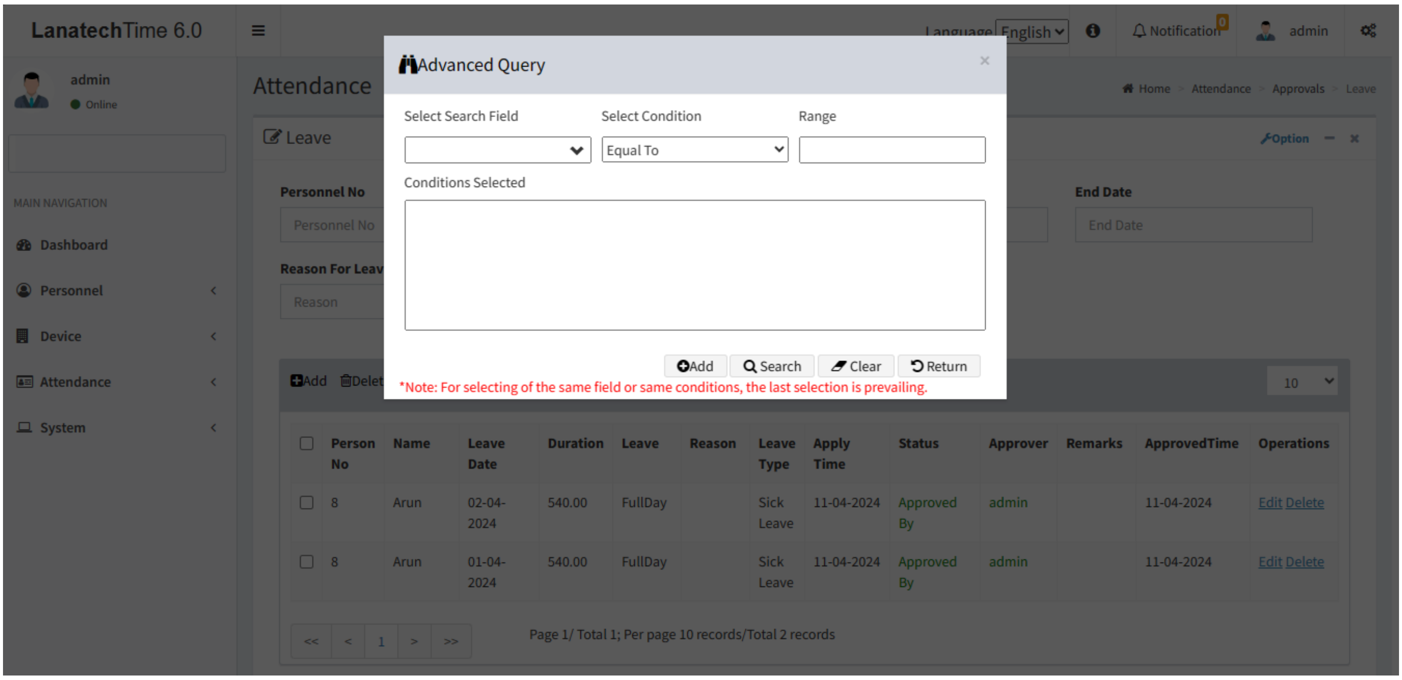
Click ***OK*** to ***CANCEL AUDIT***

Log: In this whatever change in this software modification it will display in log.



ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

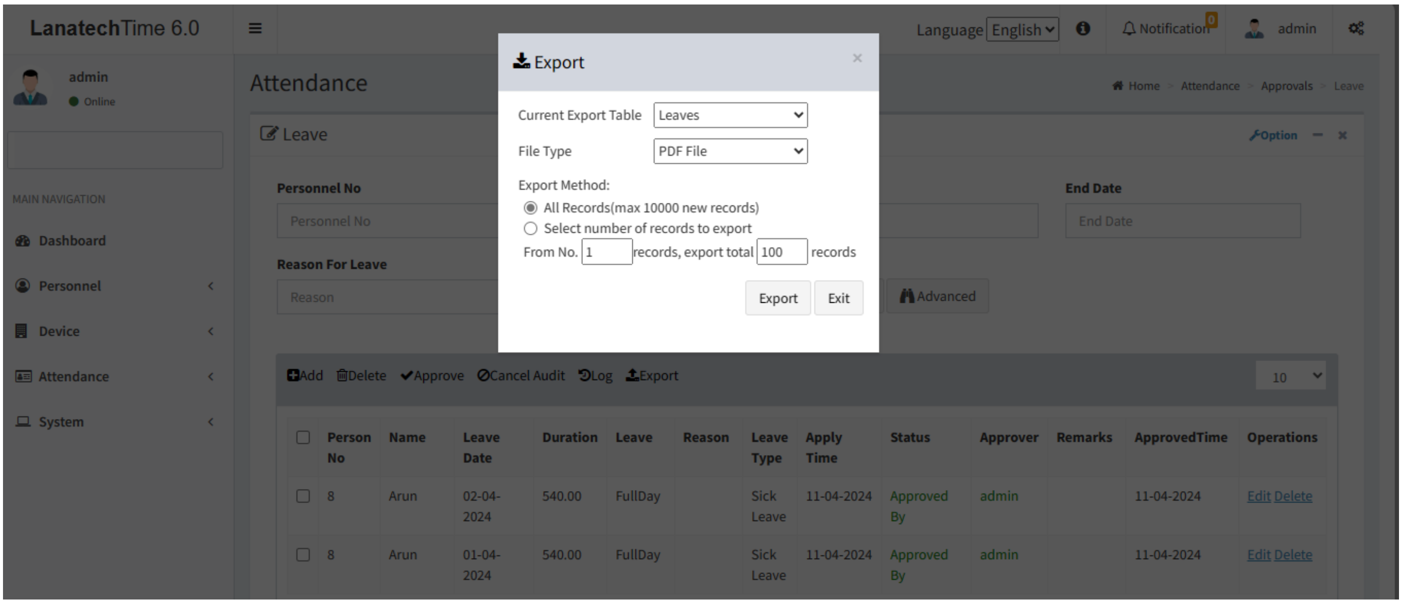


Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features**.**
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

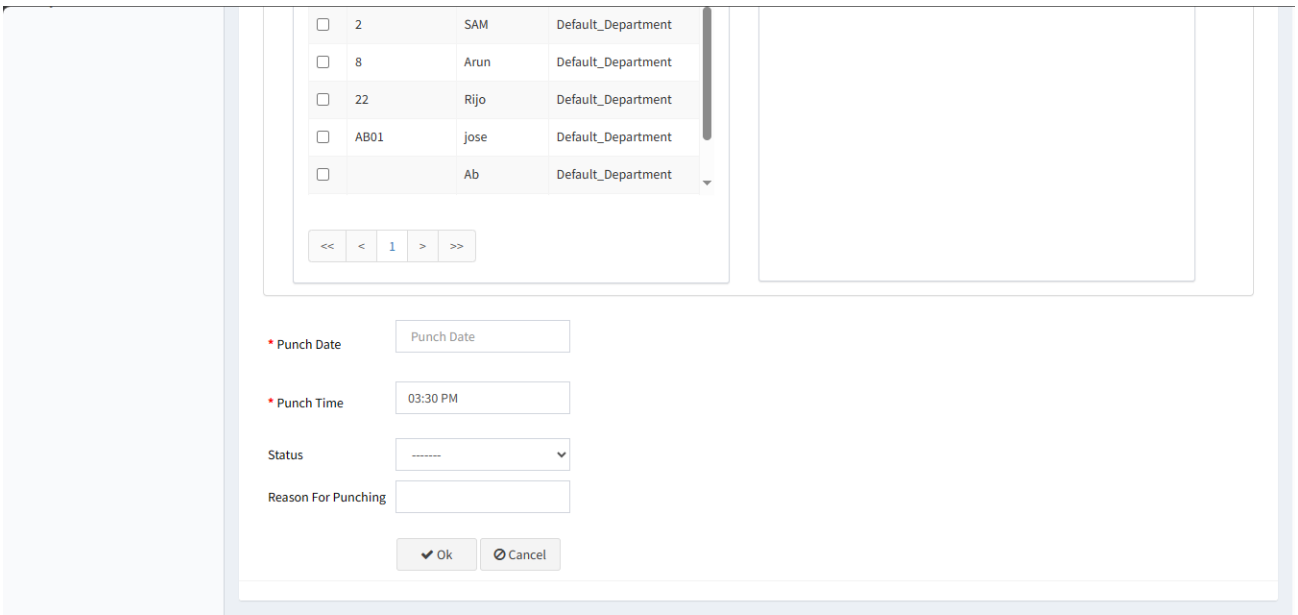
EXPORT

To export the approval details in the different document type (pdf txt, xls, csv) that we want.
Attendance >> ***Approval*** >>***Leave Request*** >> ***Export*** >> ***Select file*** >> ***Export***



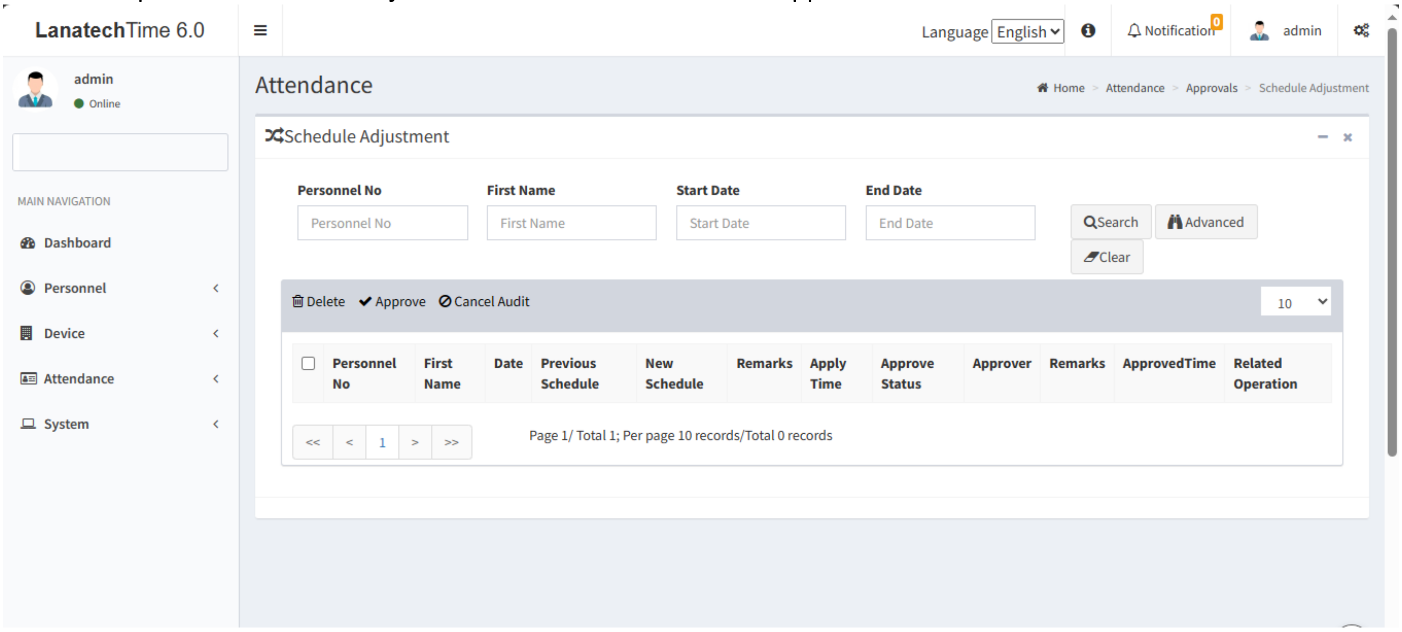
MANUAL PUNCH

We can manually add punch in case we miss one



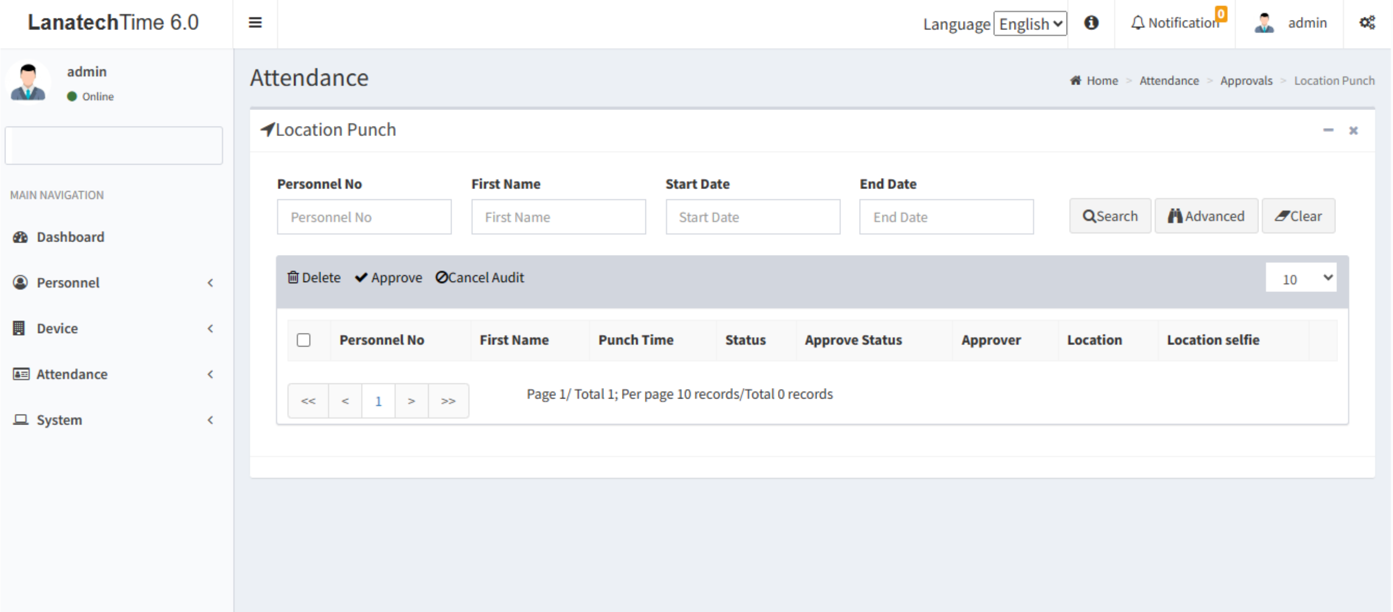
SCHEDULE ADJUSTMENT

You can request the schedule adjust from Lana tech time mobile application.



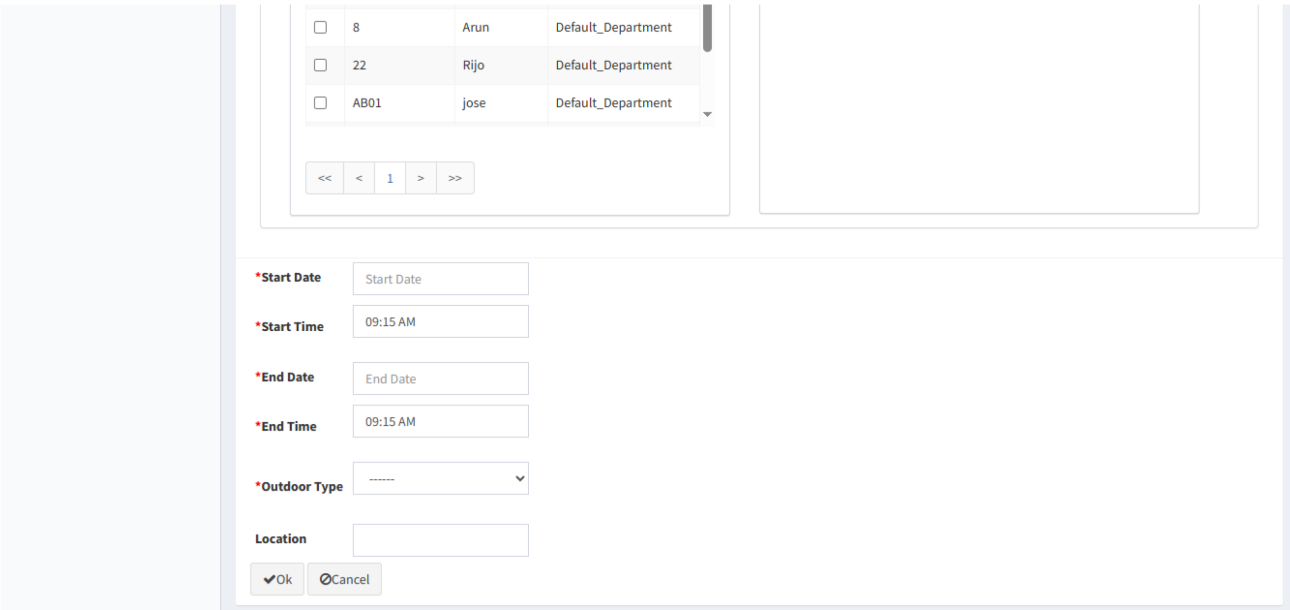
LOCATION PUNCH

An employee can mark his attendance from customer site using mobile application



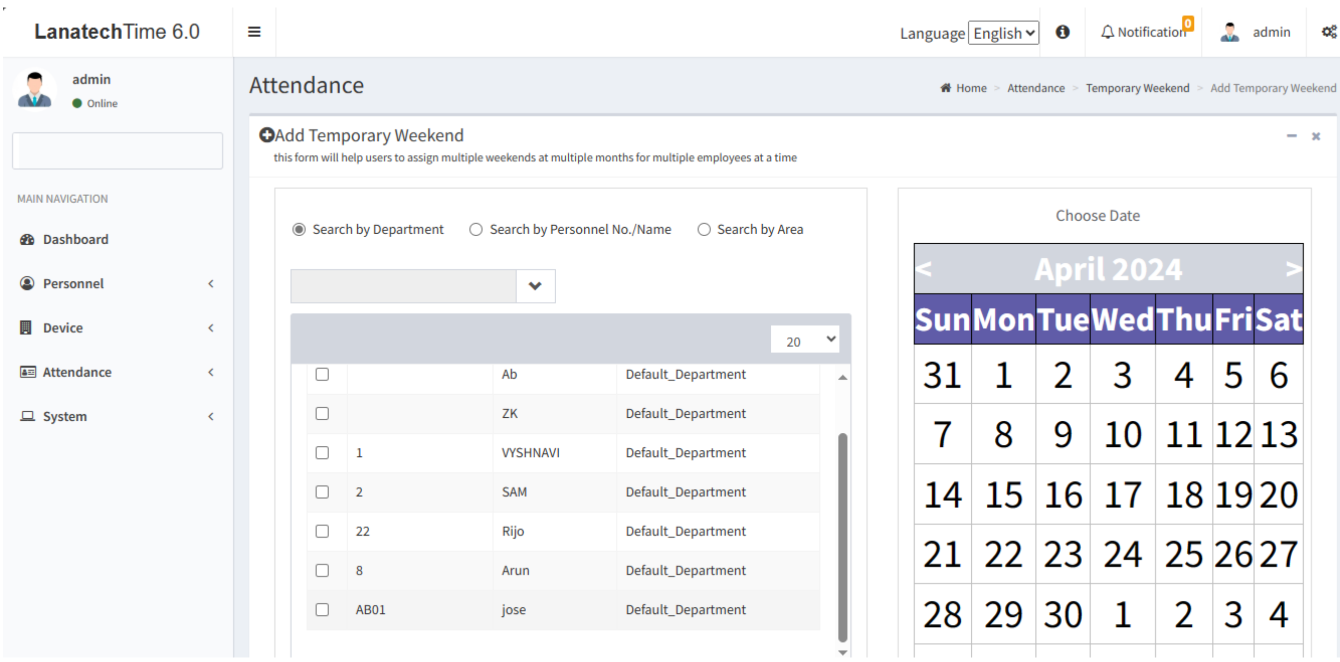
OUTDOOR REQUEST

You can add outdoor request here



ADD TEMPORARY WEEKEND

This form will help users to assign multiple weekends at multiple months for multiple employees at a time



TRANSACTIONS

The transactions interface provides statistics on valid attendance records, which depend on the settings of the effective attendance record interval larger than N minutes.

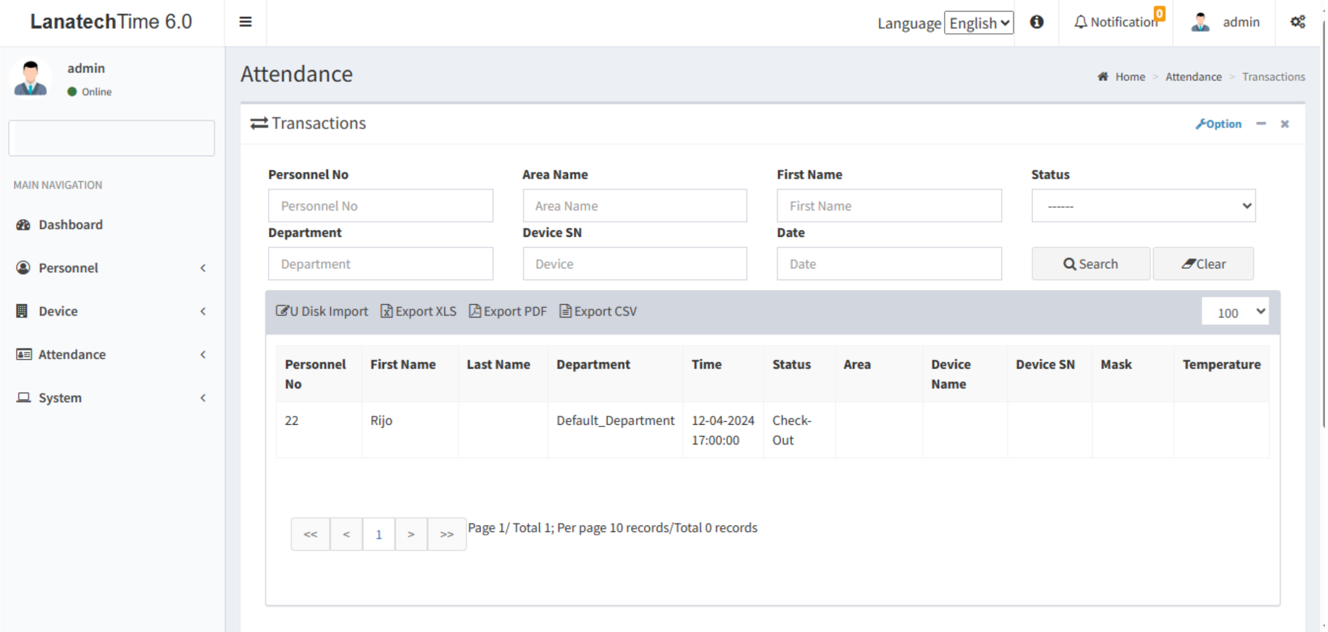
Status refers to AC log status, and ***Correction of Status*** is to follow the attendance calculation rule to determine whether an employee checks in or out for work based on the shift timetable and punching time of this employee. The calculation is based on this correction of status during statistics.

1. Users can export an attendance report to an.xls, pdf, or csv file based on requirements. Export for the specific method of exporting the report.

Users can select the fields required for displaying in the attendance report based on requirements (the fields are displayed after being checked).

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

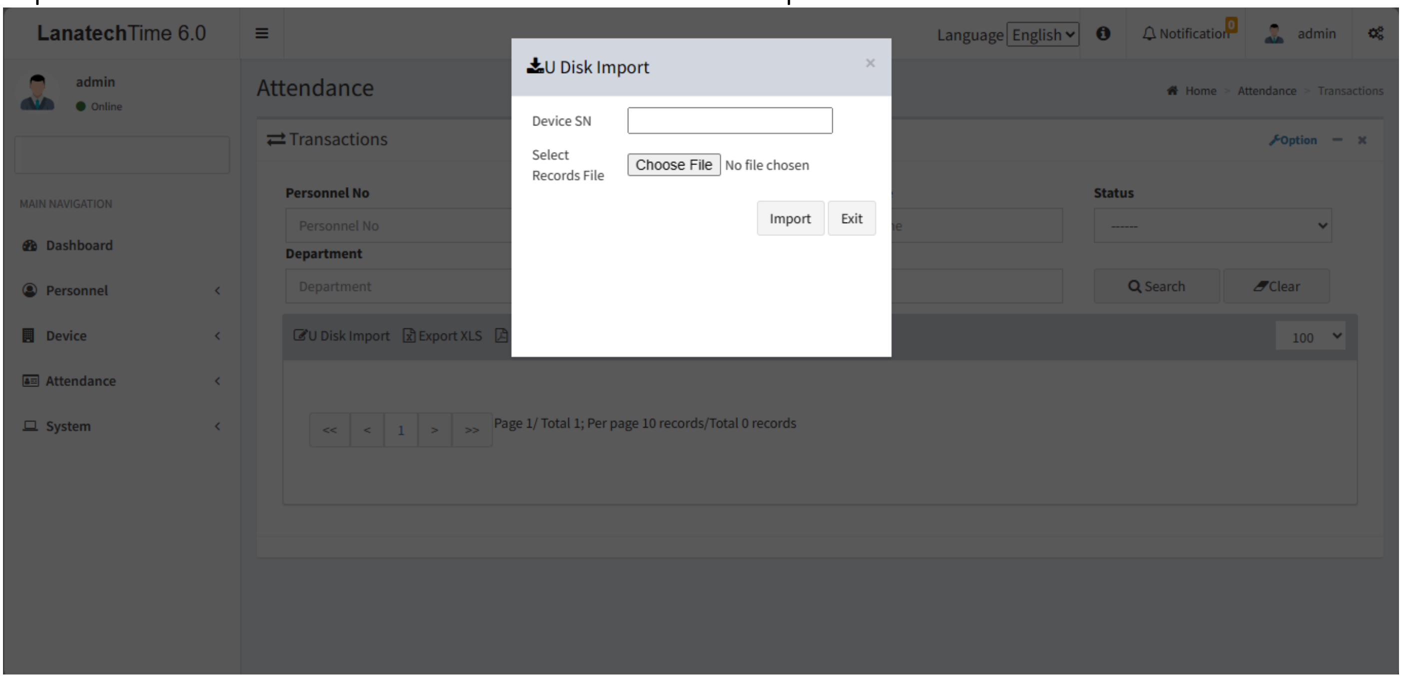
Users can define the number of records displayed on each interface in the attendance report.



Note: Statistics can only be collected for the dates of the current month, and the total statistics dates cannot exceed 31 days.

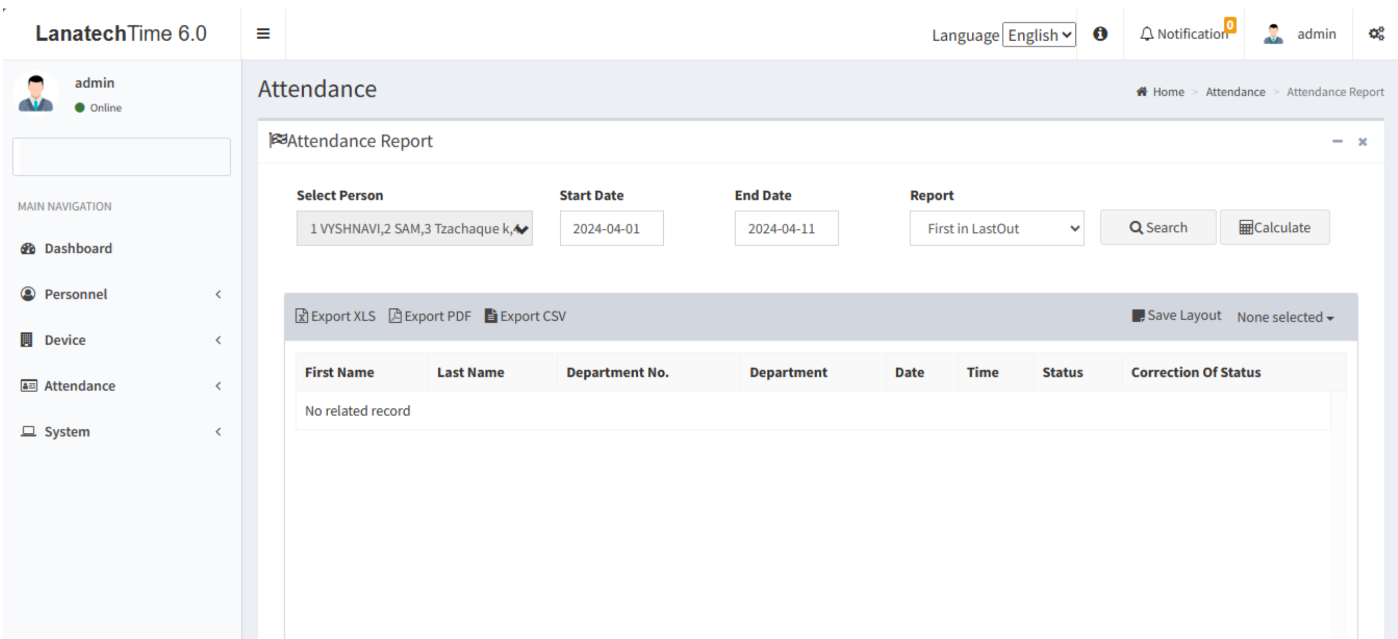
U DISK IMPORT

Import the transactions from time attendance device with the help of USB.



ATTENDANCE REPORT

The attendance report lists the daily attendance information of the queried personnel within a designated time period, and collects statistics on absence, late arrival/early leaving, overtime and leave, to check whether the listed information is consistent with the actual conditions. If the obtained result is inconsistent, adjust the shift, add an overtime sheet or compensatory leave sheet or directly modify the data in the report based on the requirements.
Choose ***Attendance*** >> ***Attendance Report*** to access the ***Attendance Report*** interface.



The following describes how to view an attendance report.

1. Click behind ***Select Personnel***, and select an employee whose attendance report information needs to be viewed from the popped up personnel drop-down list. You can select multiple employees or all employees.

2. Set ***Start Date*** and ***End Date***.

3. Click ***Search***, and view the attendance report information of the selected employees between the set start date and the end date.
Note: When you click a report name, the corresponding report information is displayed.

SCHEDULE LOGS

The Schedule log interface provides statistics on valid attendance records, which depend on the settings of the effective schedule.

Status: **Correction of Status** is to follow the attendance calculation rule to determine whether an employee checks in or out for work based on the shift timetable and punching time of this employee. The calculation is based on this correction of status during statistics.

(1) Users can export an attendance report to an.xls, pdf, or csv file based on requirements.

(2) Users can select the fields required for displaying in the attendance report based on requirements (the fields are displayed after being checked).

Users can change the column width by dragging the column border to the left or right based on requirements.
Users can define the number of records displayed on each interface in the attendance report.
Note: Statistics can only be collected for the dates of the current month, and the total statistics dates cannot exceed 31 days.

The meanings of the symbols in each report are as follows:

Sick leave: minute (B); casual leave: minute (G); maternity leave: day (C); compassionate leave: day (T); annual leave: day (S); due/actual attendance time: day (); late arrival: minute (>); early leaving: minute (<); leave: hour (V); absence: day (A); overtime: hour (+); no check-in: ([); no check-out (]); free overtime: hour (F). Please refer to 6.1 System User Management for adding and modifying the symbols.

Daily Attendance

The daily attendance interface displays the daily attendance status, attendance statistics, over time statistics, leave records, and leave summary within a designated period, and uses symbols or digits or the combination of symbols and digits to represent different items.

- ### Total Timecard

The total timecard interface displays the statistics on the schedule, attendance status, overtime and holidays of all staff by date. The attendance list is a statistical table of attendance records in each shift timetable.
Expected Check-in / Expected Check Out, No Check In / No Check Out: 1 stands for yes and ***0*** stands for no.
Attendance Duration: interval between the check in time and the check-out time.
Exception: all abnormalities other than on-duty and off duty, such as leave.
Timetable: valid duration of actual attendance in ***Work Time (Minute)*** of a timetable.
Note: The data of the absence, attendance duration, work time and timetable are expressed in minutes, and is not subject to the changes to the unit settings of the statistical item.

- ### Attendance

The attendance interface displays detailed attendance report of each employee in the time period, including the lists of attendance, leaves and overtime, namely the summary table of the attendance lists.
The leave records are calculated by the leave type. The data in the leave column is the sum of the data of all leave types. For example, leave = sick leave + casual leave + maternity leave + compassionate leave + annual leave + self-defined leave.

- ### Leave Summary

The leave summary interface displays all valid time and leave types of all valid leave records in the selected date range. Valid time (minutes) means the minutes between the start time and end time of a leave record.

- ### First In Last Out

It provides statistics on the earliest and latest punching data among the punching data of each employee on each day.

- ### Exception

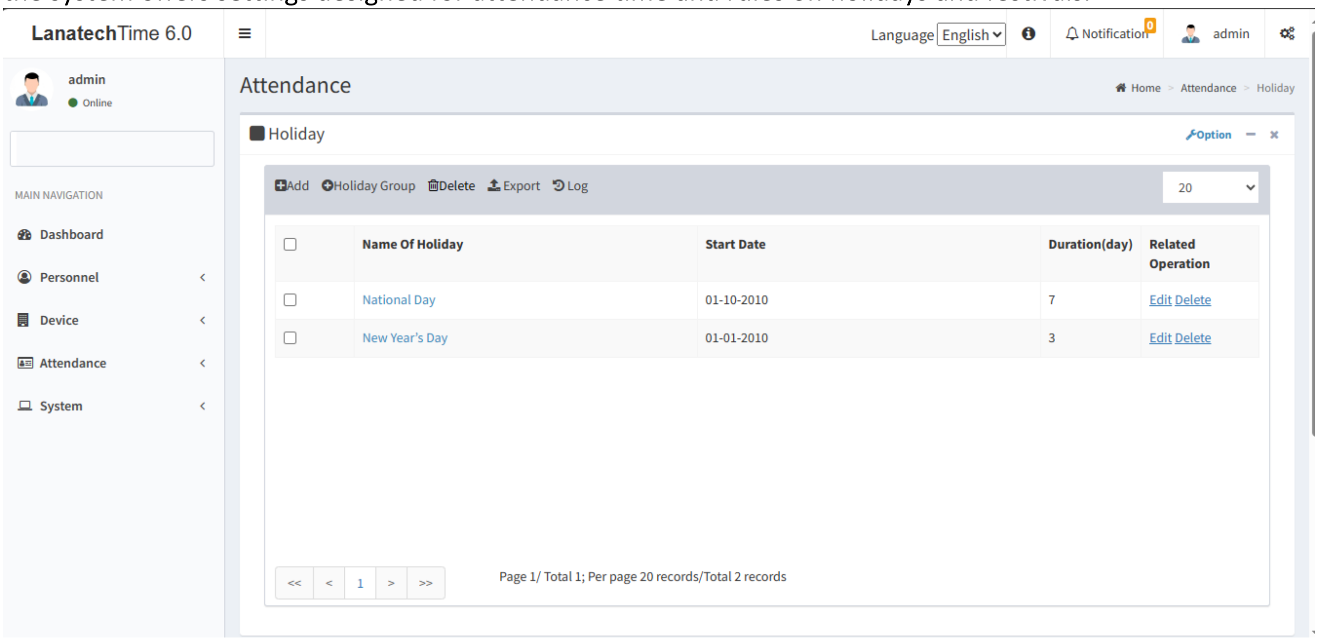
It provides all attendance exceptions.

- ### Time Card

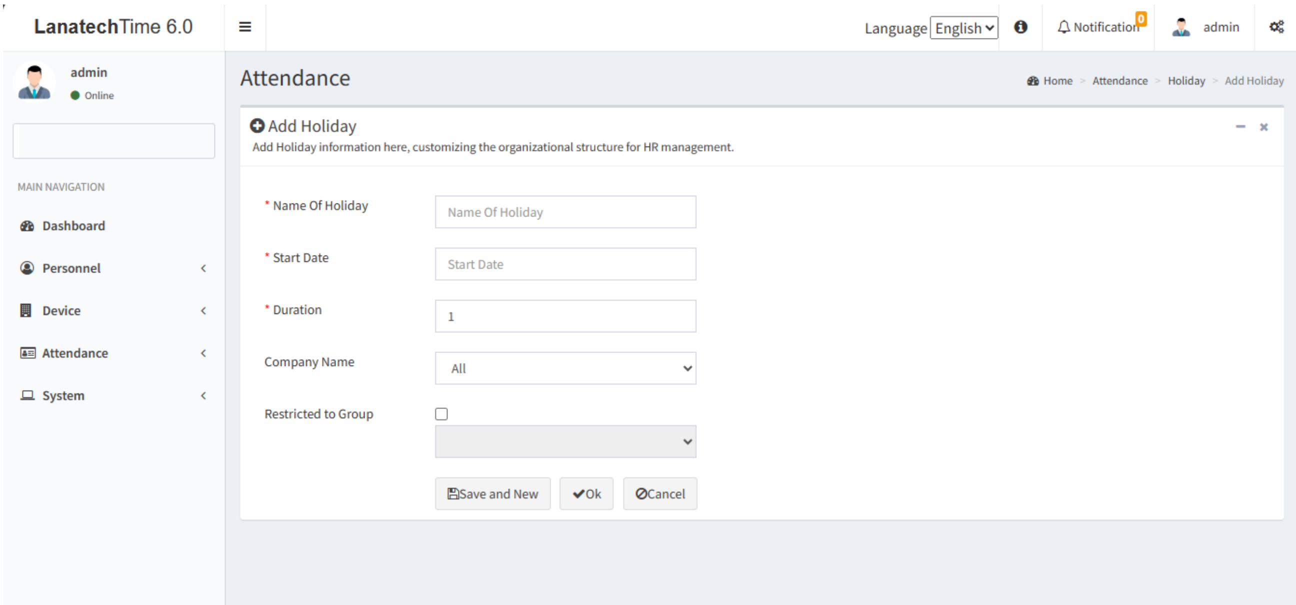
It provides the detailed punching information of the selected personnel.

HOLYDAY

Attendance time on holidays and festivals may be different from that on week days. To simplify operation procedures, the system offers settings designed for attendance time and rules on holidays and festivals.



ADDING HOLIDAY



Set the parameters as required based on the following steps:

Name of Holiday: Enter the name of a holiday.

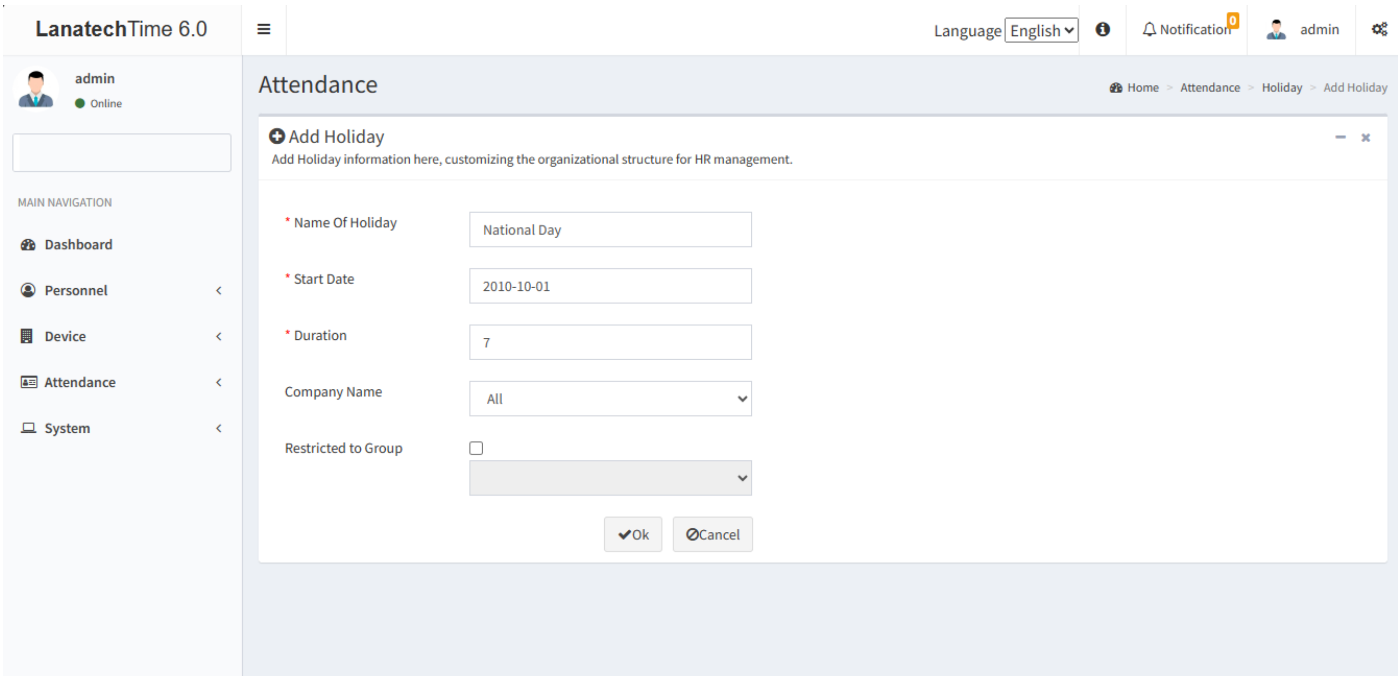
Start Time: to set the start date of the holiday.

Duration: Set the duration of the holiday, with the unit of days.

After the completion of the settings, click ***OK*** to save the settings and return to the ***Holiday*** interface. The holiday list displays the added attendance holiday.
Note: After adding a holiday for attendance, the system will not schedule shifts for the holiday. As there are no schedule records, the system will not record attendance on holidays in the attendance reports.

EDITING A HOLIDAY

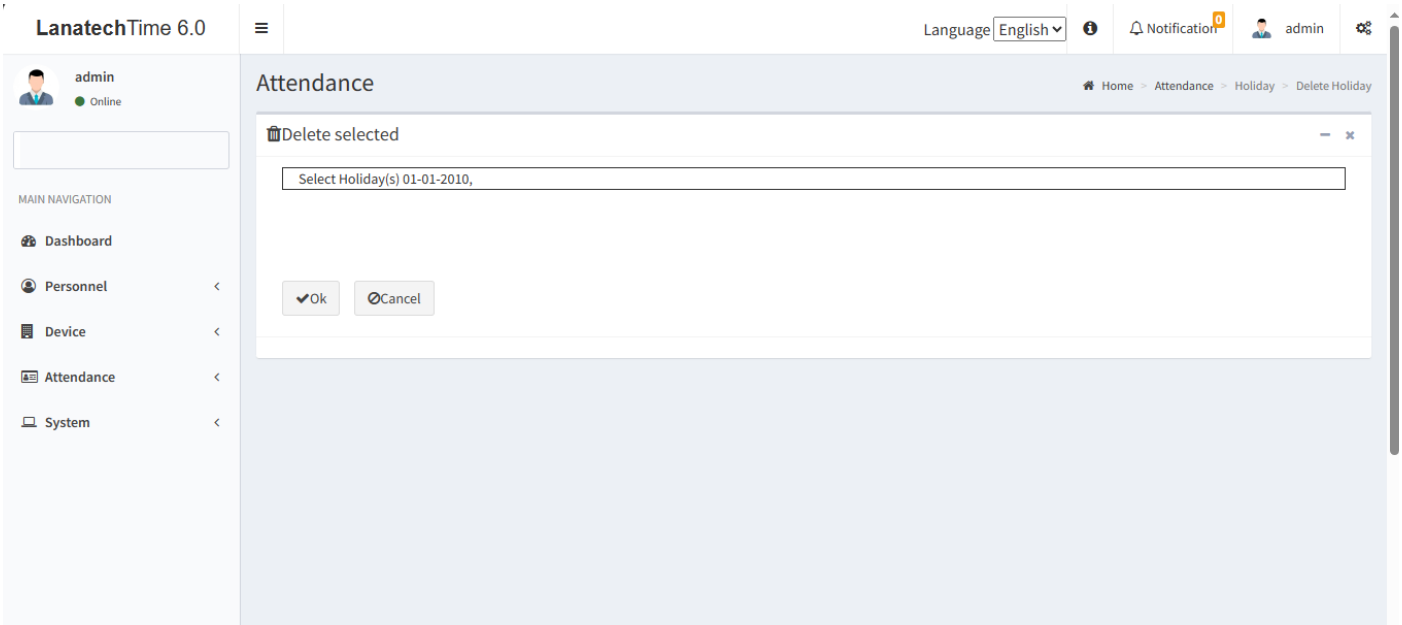
In the holiday list, click the name of a holiday, or click ***Edit*** under ***Related Operation*** to access the edit interface.



Modify parameters as needed and click ***OK*** to save the modifications.

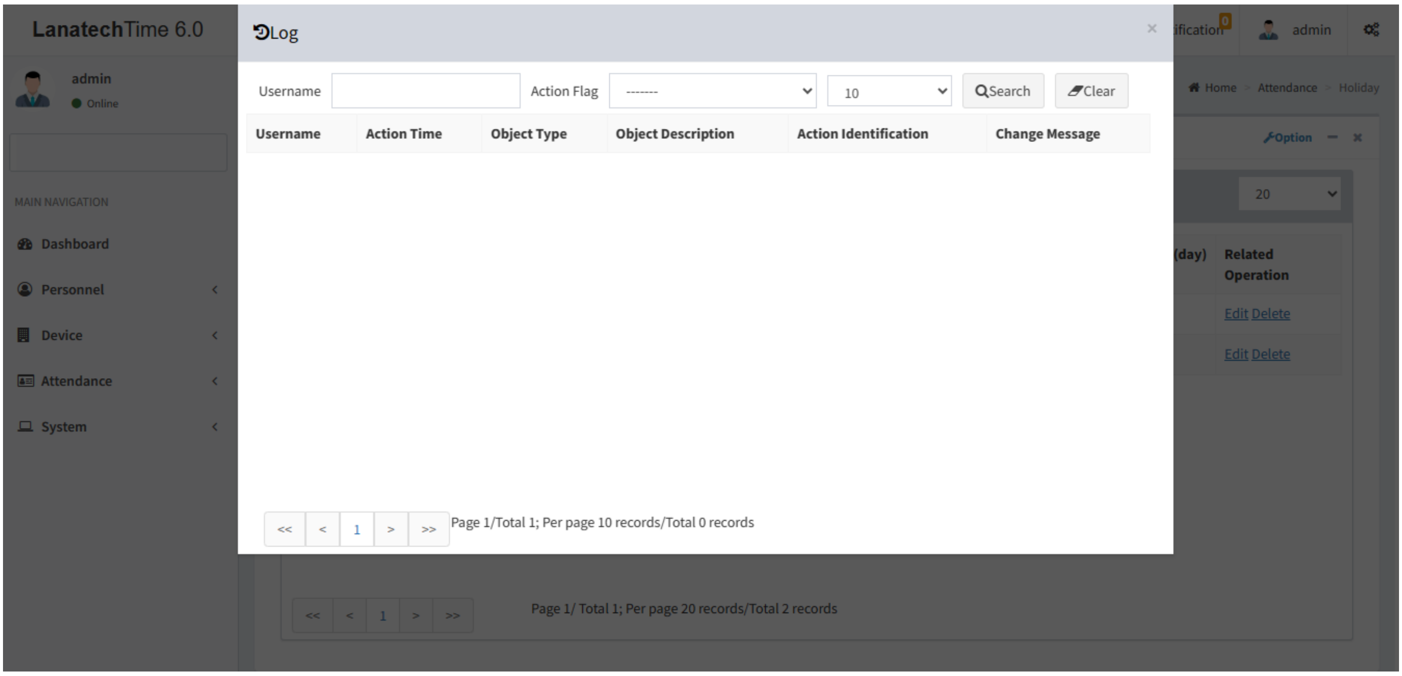
DELETING HOLIDAY

In the holiday list**,** select the holiday to be deleted, and then click ***Delete*** on the upper left of the holiday list**,** or directly click the ***Delete*** under ***Related Operation*** in the line of the holiday to be deleted to access the deletion confirmation interface.



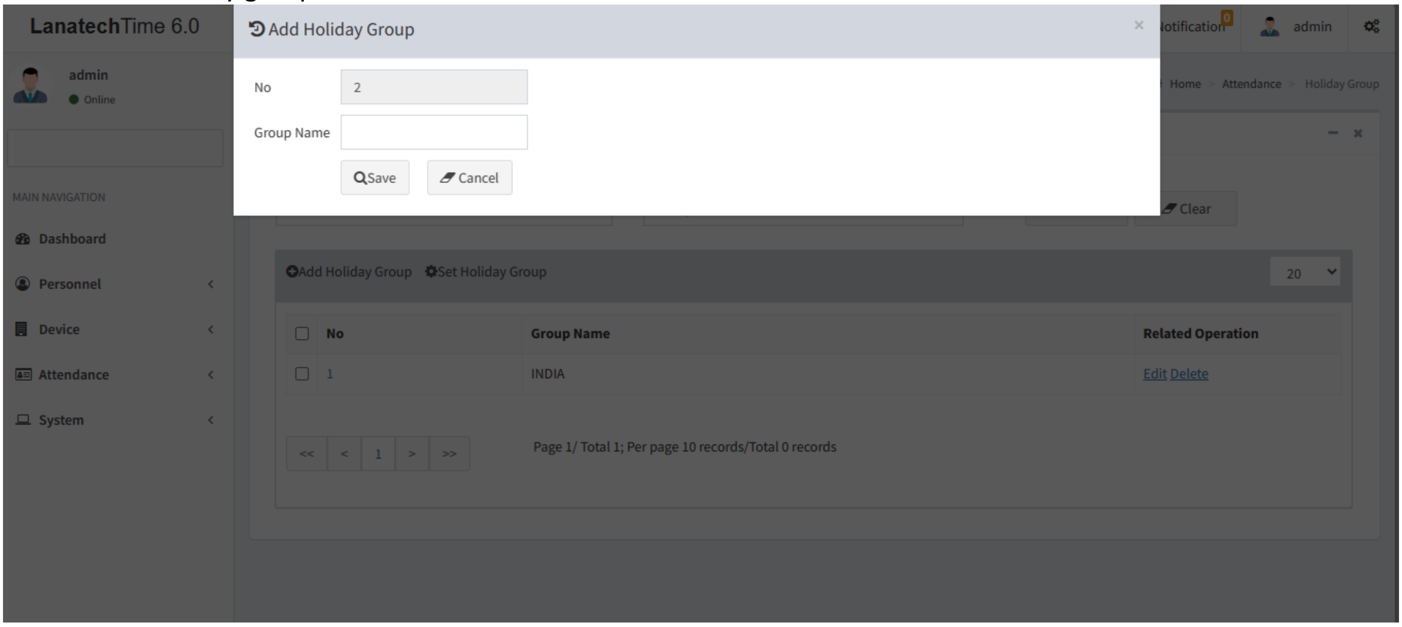
Click ***OK*** to delete the holiday and return to the ***Holiday*** interface.

Log: In this whatever change in this software modification it will display in log.



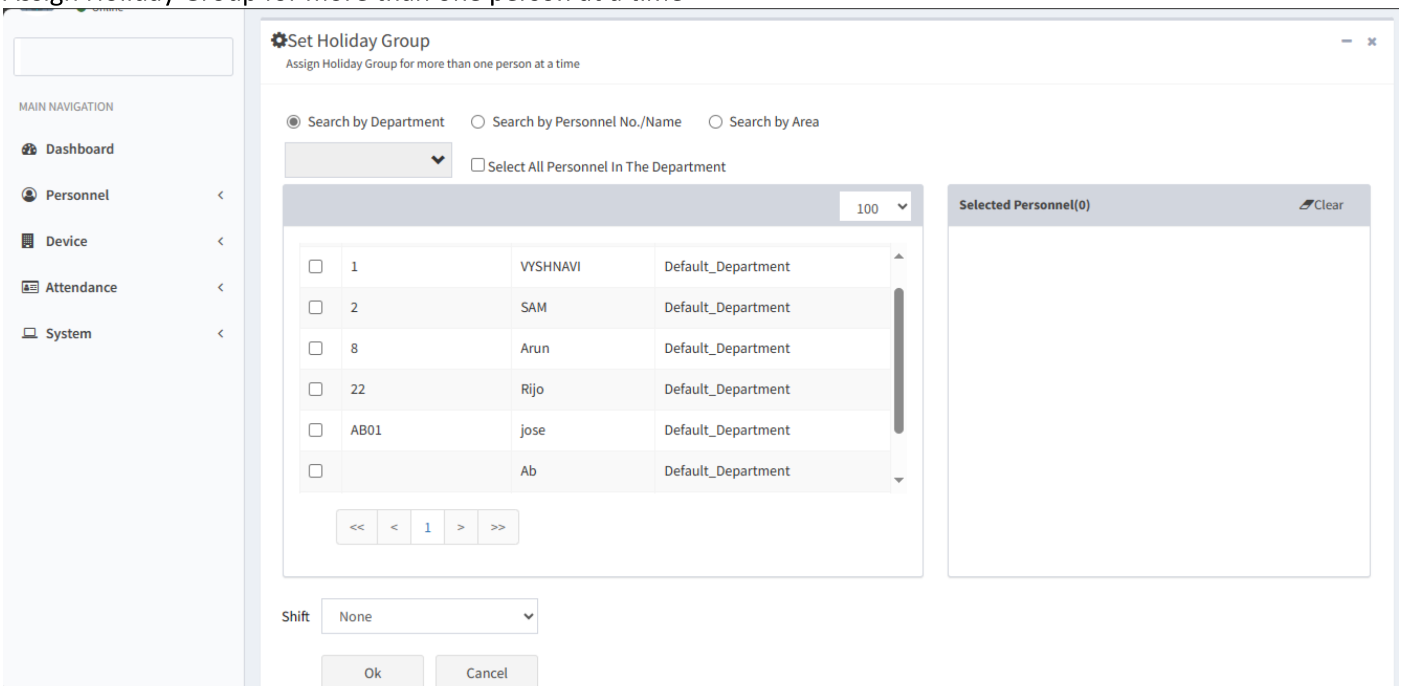
HOLIDAY GROUP

We can add holiday group here.



SET HOLIDAY GROUP

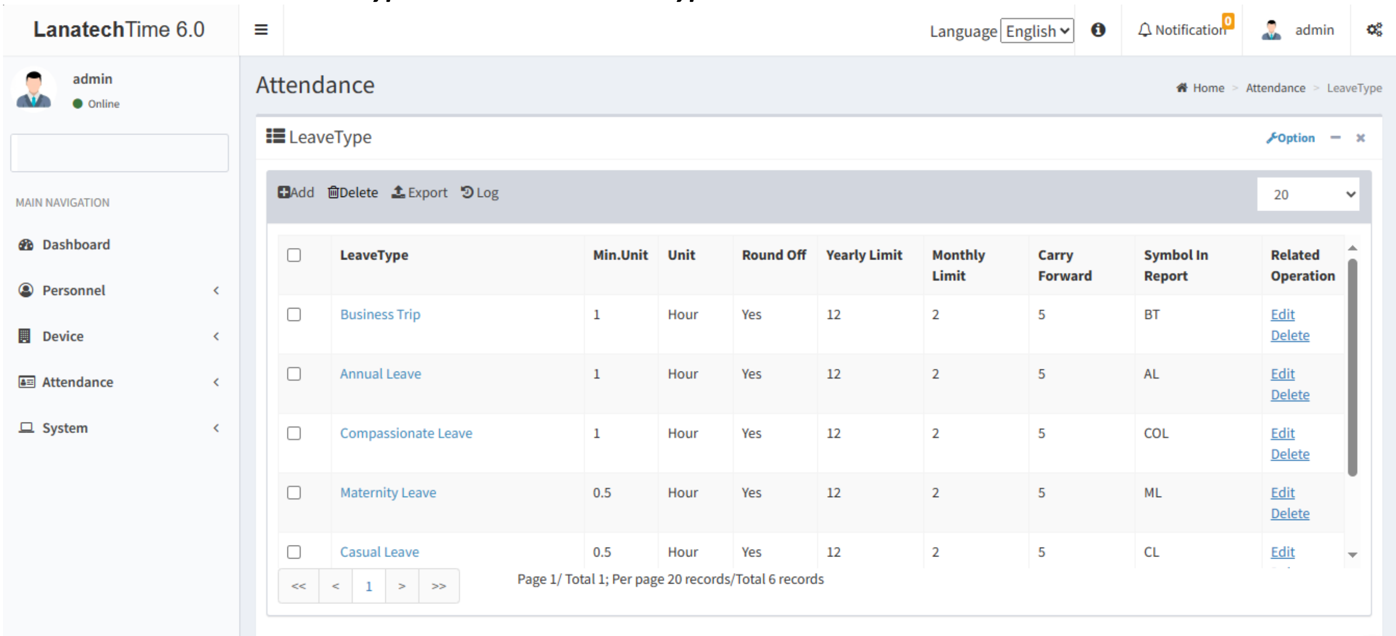
Assign Holiday Group for more than one person at a time



LEAVE TYPE

Leave Type Management

Choose ***Attendance*** >> ***Leave Type*** to access the ***Leave Type*** interface.

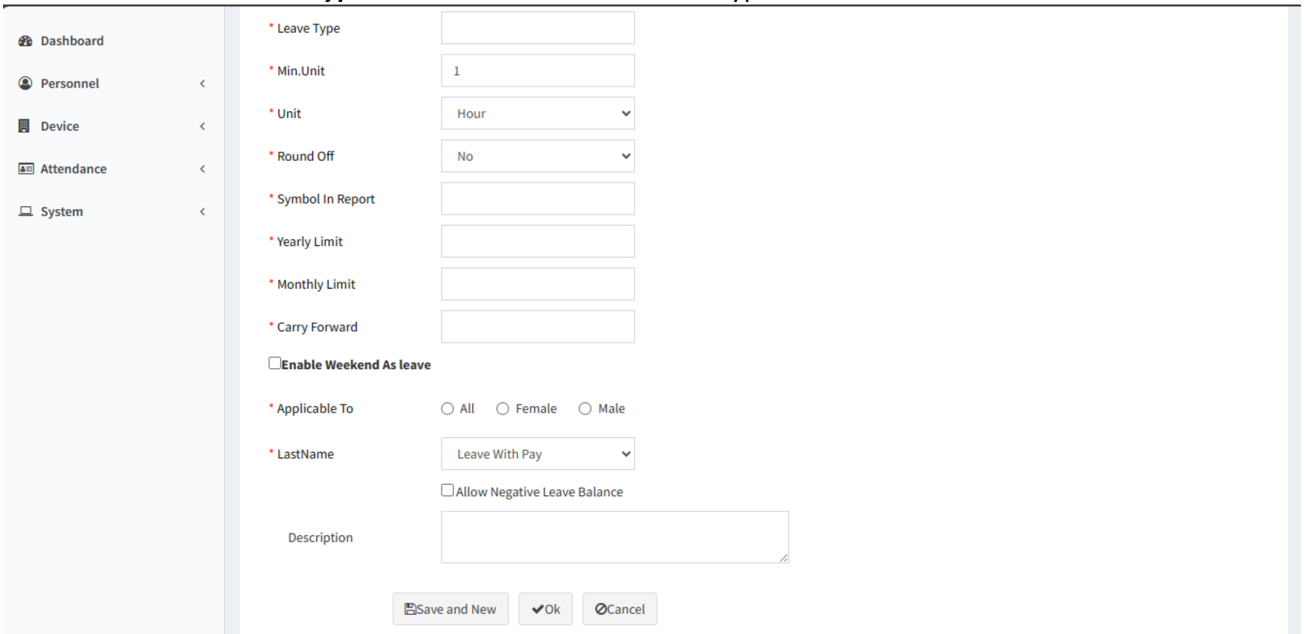


Employees may request a leave and hope that the leave can be displayed in the system statistics. In this case, he or she should select a leave type when entering a leave record.

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

ADD A LEAVE TYPE. (Note: The new leave type has the same function as the default leave types of the system.)

1. Click ***Add*** on the ***Leave Type*** interface to access the leave type addition interface.



Set the parameters as required based on the following steps:

Name of Leave: Enter the name of a leave type, with 20 characters at most.

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

Round Off: Set whether the values are rounded off.

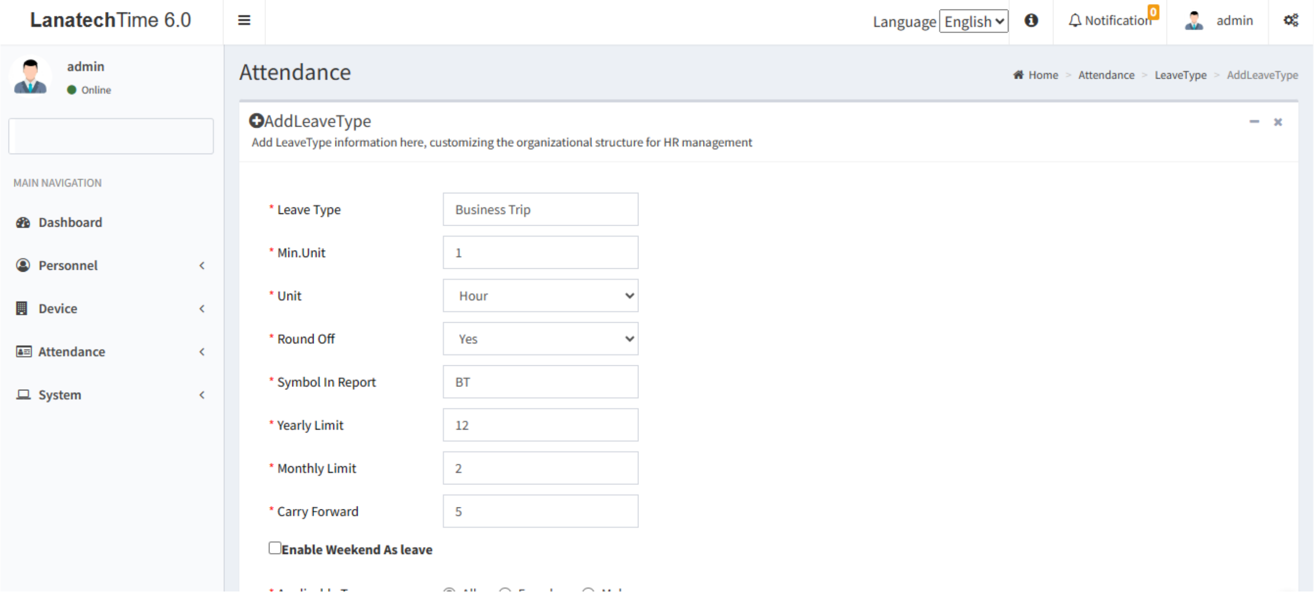
Symbol in Report: Set the symbol of the leave type in the attendance report.

Set parameters as required.

After the completion of the setting, click ***OK*** to save the settings and return to the ***Leave Type*** interface. The leave type list will display the new leave type in leave type interface.

EDIT LEAVE TYPE

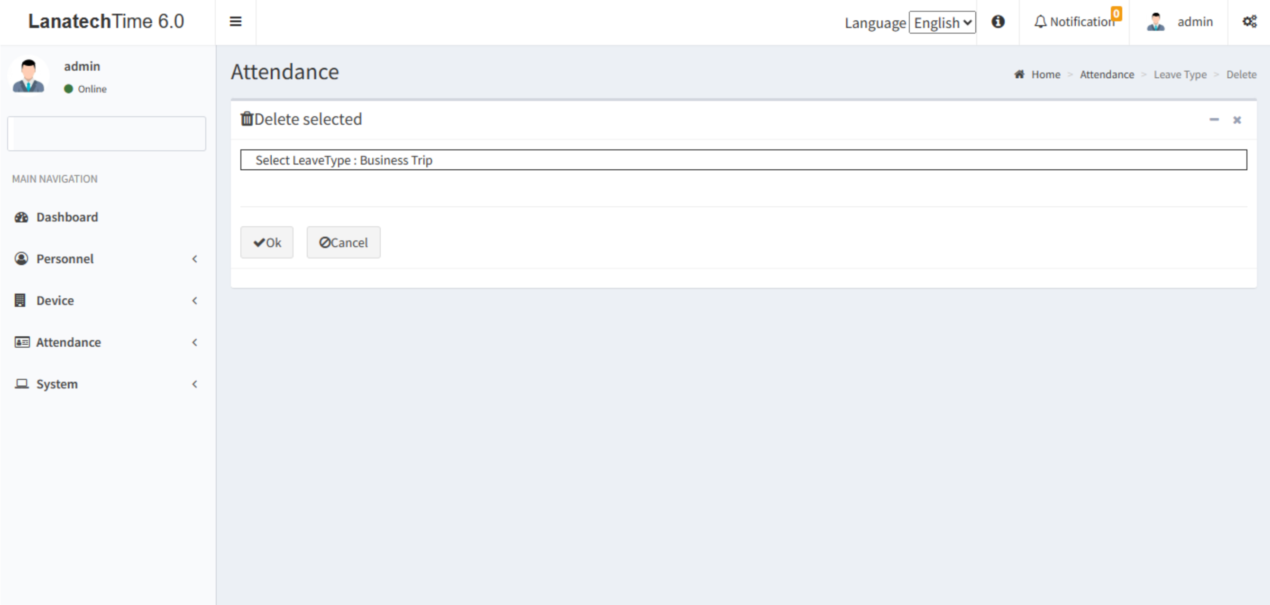
Click ***Leave Type*** or the corresponding ***Edit*** under ***Related Operation*** to access the timetable edit interface.



After modification click **OK** to save

DELETE LEAVE TYPE

Click ***Leave Type*** or the corresponding ***Delete*** under ***Related Operation*** to access the timetable delete interface.

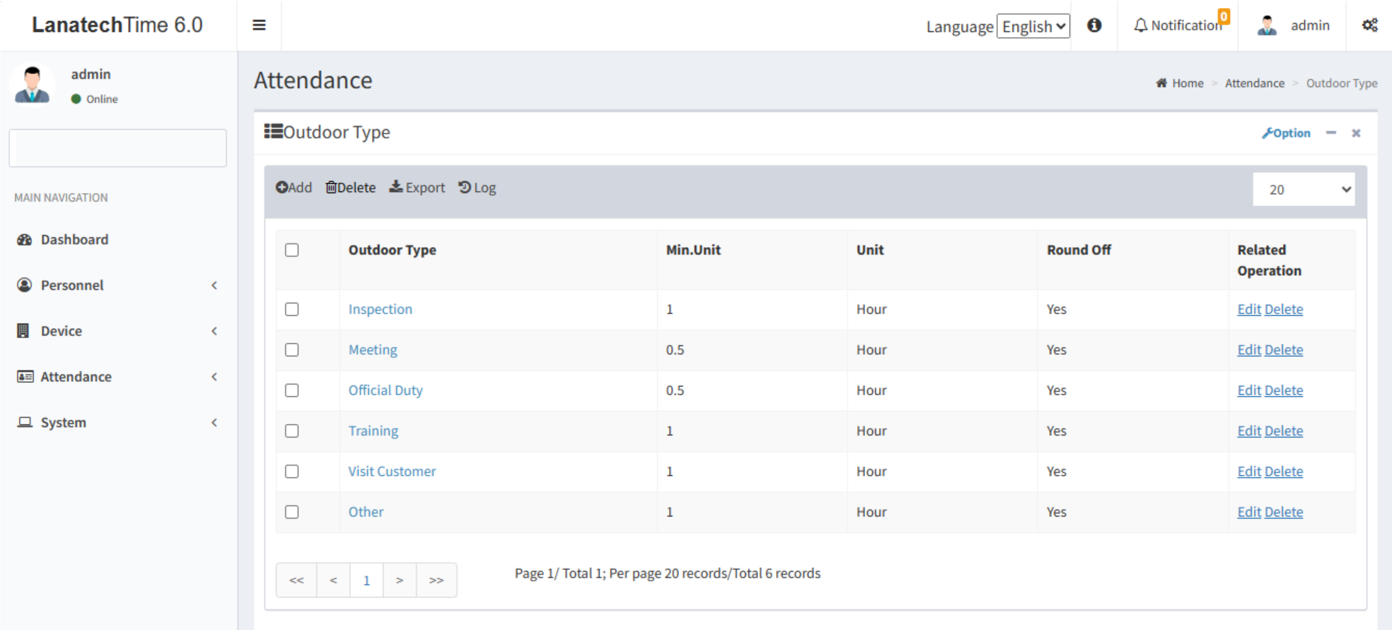


Click ***OK*** for ***Delete***

OUTDOOR TYPE

Outdoor Type Management

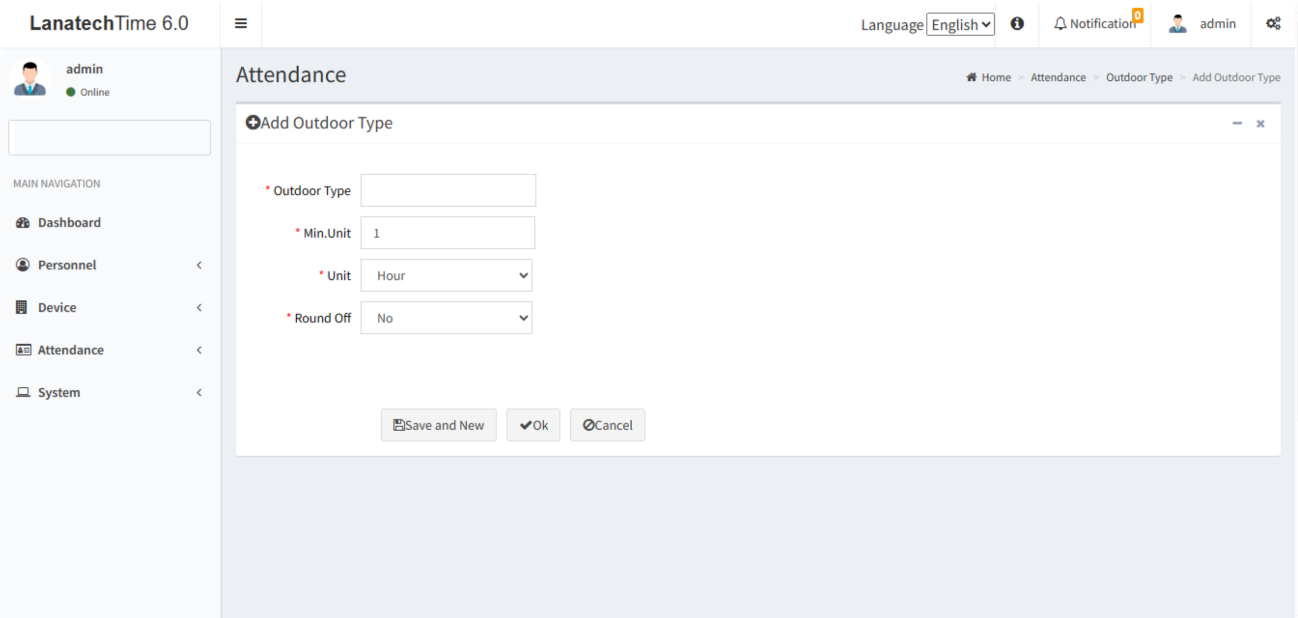
Choose ***Attendance*** >> ***outdoor Type*** to access the ***outdoor Type*** interface.



Employees may request an outdoor request and hope that the request can be displayed in the system statistics.

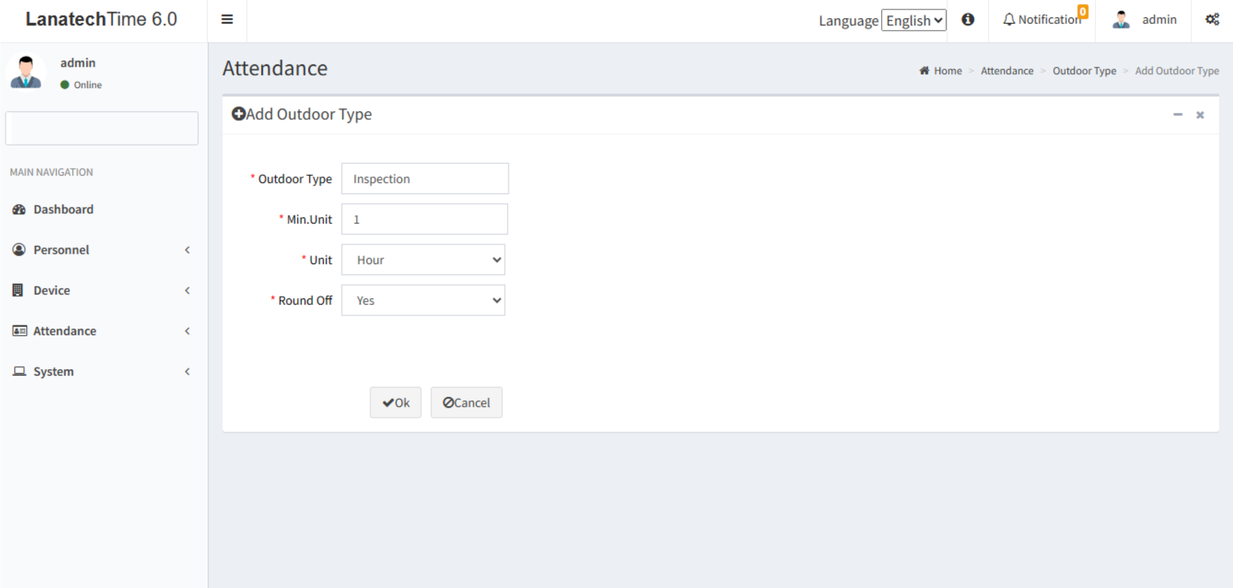
ADD OUTDOOR TYPE. (Note: The new outdoor type has the same function as the default outdoor types of the system.)

1. Click ***Add*** on the ***Outdoor Type*** interface to access the outdoor type addition interface.



EDIT OUTDOOR TYPE

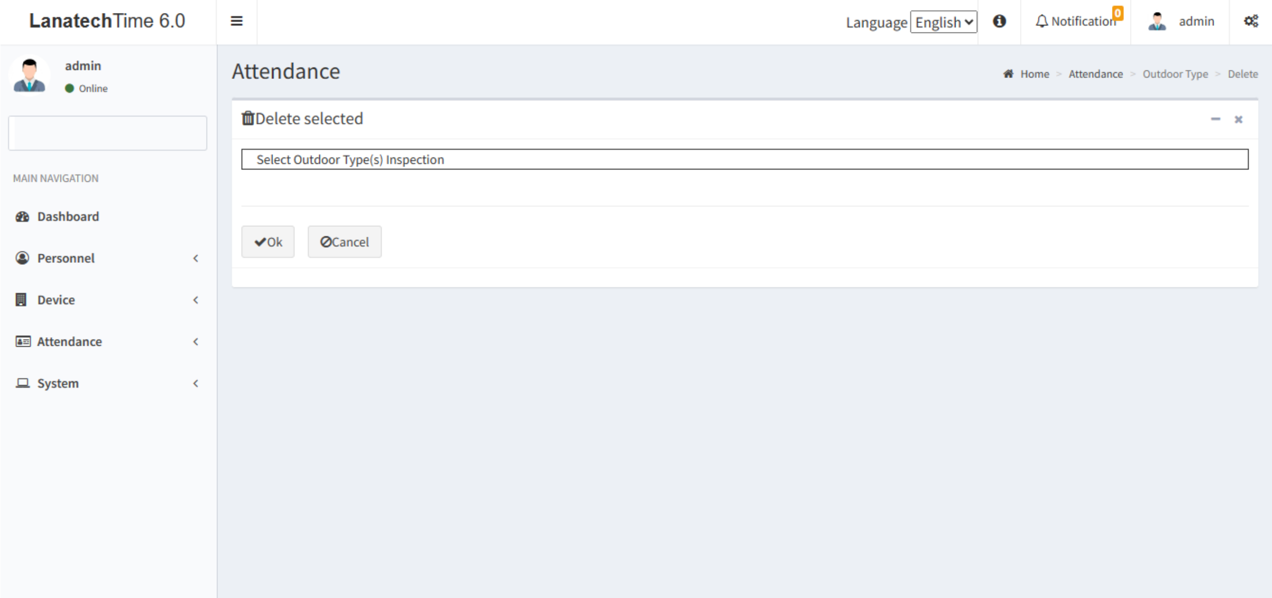
Click ***outdoor Type*** or the corresponding ***Edit*** under ***Related Operation*** to access the timetable edit interface.



After modification click **OK** to save

DELETE OUTDOOR TYPE

Click ***outdoor Type*** or the corresponding ***Delete*** under ***Related Operation*** to access the timetable delete interface.



Click ***OK*** for ***Delete***

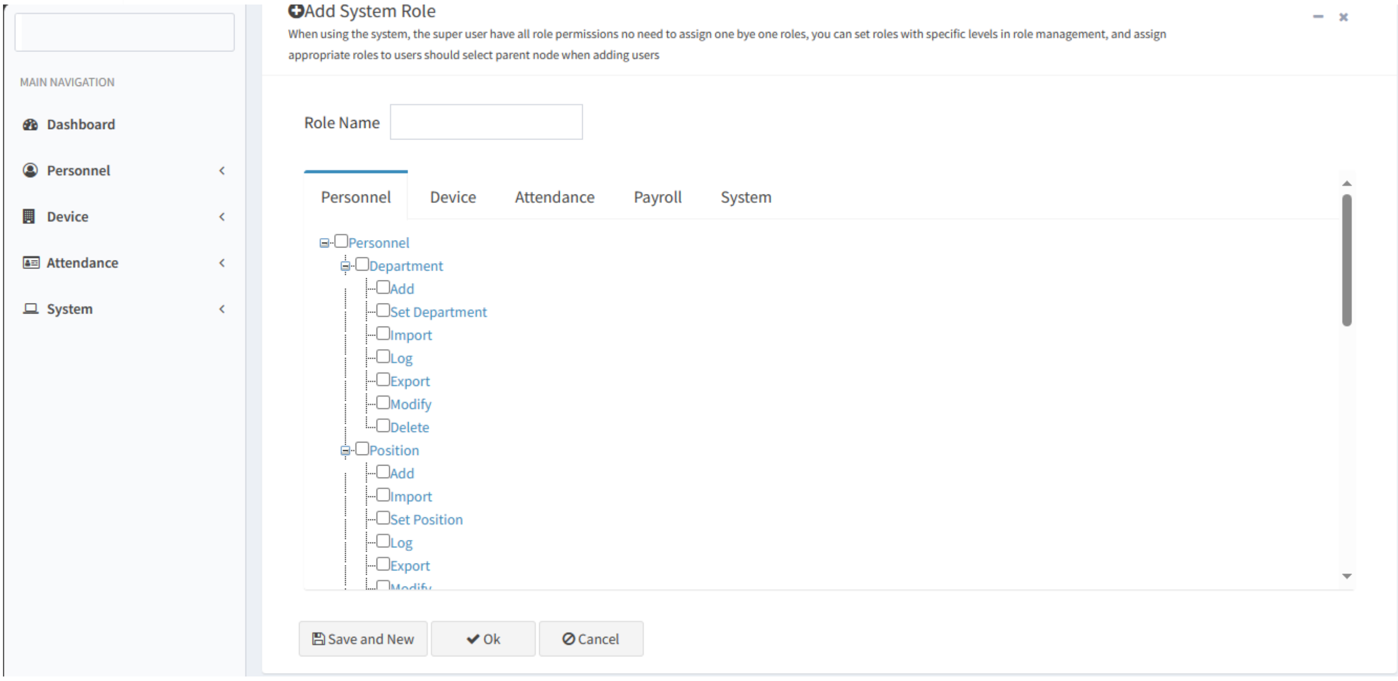
SYSTEM

The system setting is to assign system users (such as company management personnel, registrars, and statistics clerk), configure roles for corresponding users, and set system parameters, notices, reminders and operation logs.

ROLE MANAGEMENT

ADDING A ROLE

Choose ***System*** >> ***Role*** >> ***Option*** >> ***Add*** to access add role interface



Note: Select corresponding permissions based on the selected permission type.

1.*Role Name:* Enter the object type, namely the role name (such as the personnel staff and device administrator).

2.*Permissions*: The permissions of four categories are included: ***Personnel, Device, Attendance*** and ***System***. In the operation permission list under each permission type tab, tick the check box ☐ in front of the operation permission to select the permission, or click the highest permission in the list to select all the sub-permissions under it. For example, click ***Personnel*** with the highest permission. Then, all sub-permissions under it such as ***Department, Position, Personnel, Resignation***, and ***Issue Card*** will be selected.

After the completion of the setting, click ***OK*** to save the settings and return to the ***Role*** interface. The role list will display the new roles.

EDIT ROLE

In the role list, click the role name or click ***Edit*** under ***Related Operation*** in the line of the role to be edited to access the interface for editing roles. Modify the parameter settings based on requirements. After the completion of the modification, click ***OK*** to save the modified role information.

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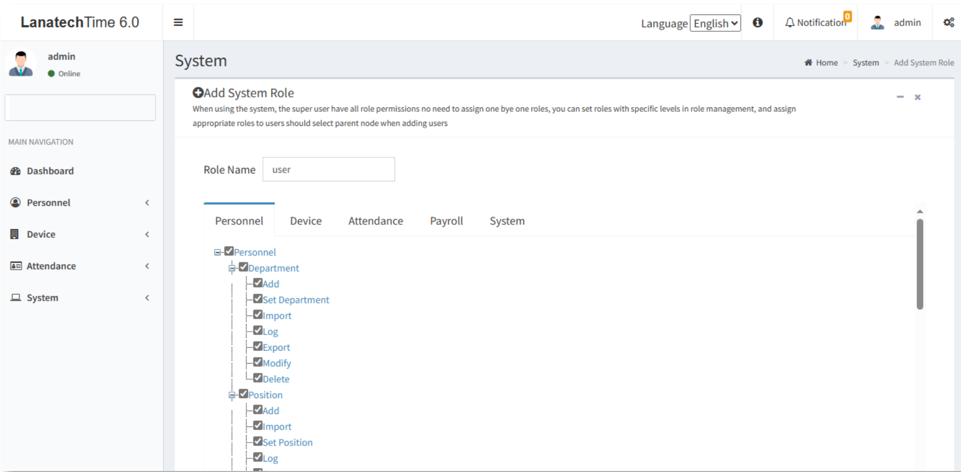
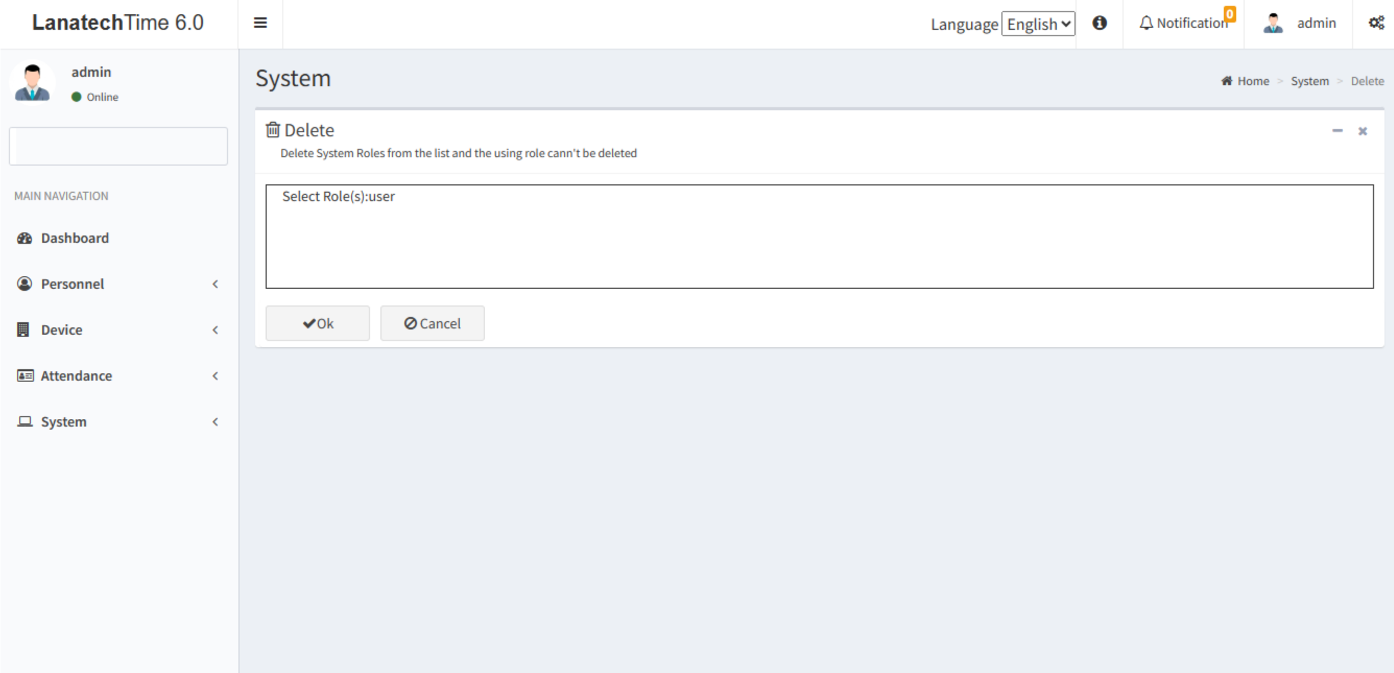


DELETE ROLE

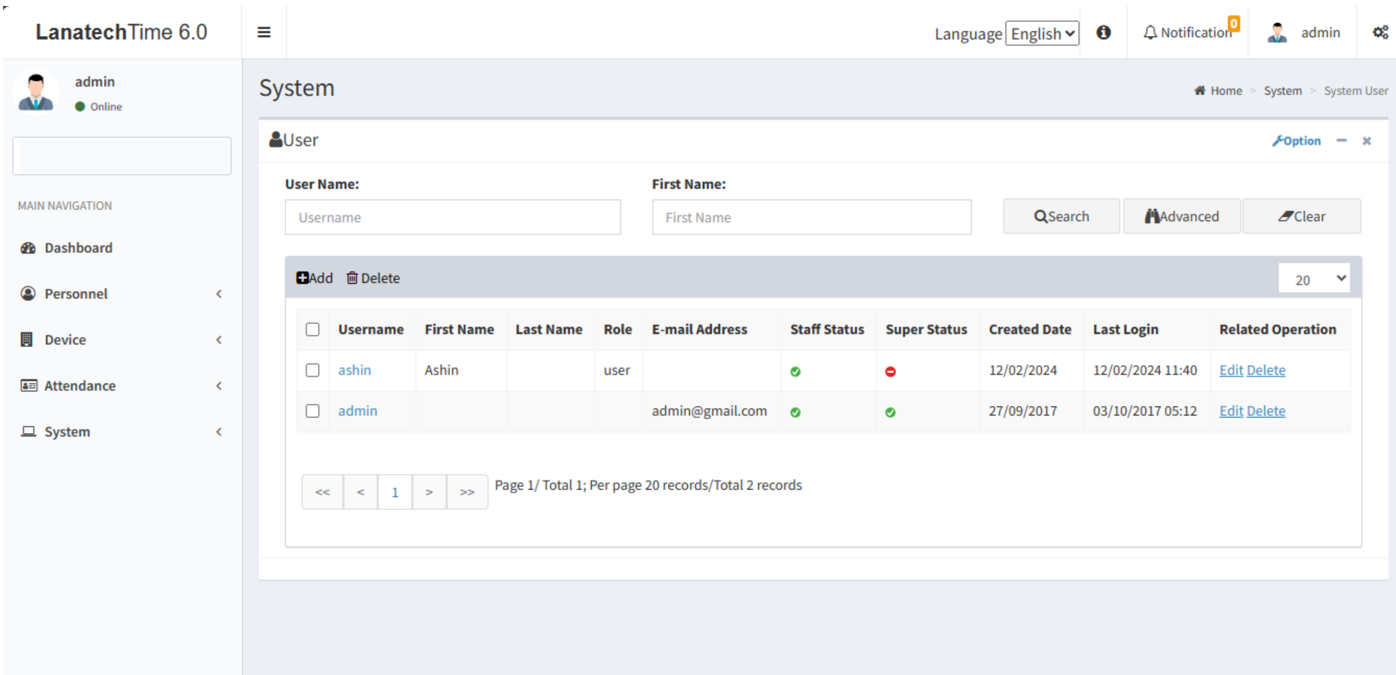
In the role list, select a role to be deleted, and click ***Delete*** on the upper part of the interface or click ***Delete*** under ***Related operation*** in the line of the role to be deleted to access the role deletion interface.
Click ***OK*** to confirm the deletion of the selected role.



In the role list, select a role to be deleted, and click ***Delete*** on the upper part of the interface or click ***Delete*** under ***Related operation*** in the line of the role to be deleted to access the role deletion interface.
Click ***OK*** to confirm the deletion of the selected role.

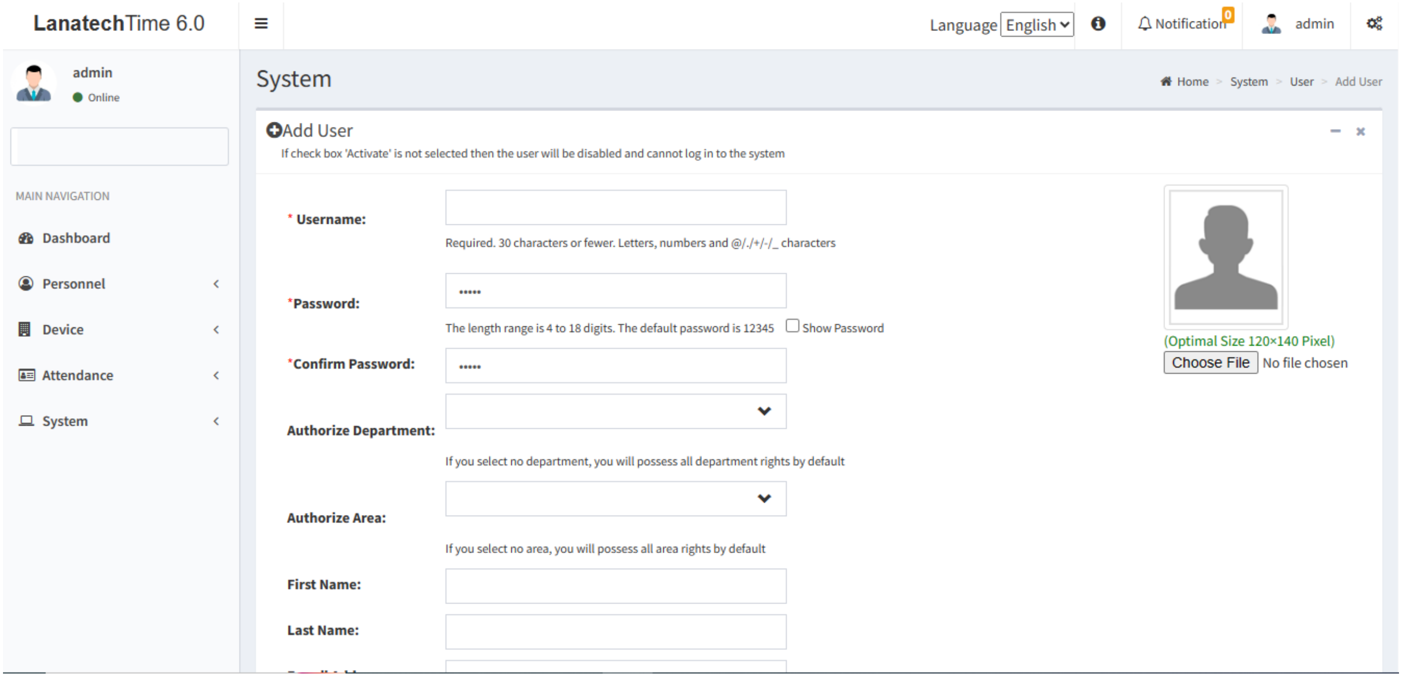
USER MANAGEMENT

Choose ***System*** >> ***User***
Add new users to the system and assign roles (permissions) to users.



ADDING A USER

1. Choose ***System*** >> ***User*** >> **option** >> ***Add*** to access the ***Add User*** interface:



Set the parameters as required based on the following steps (Parameters marked with * are mandatory):
Username: 30 characters or fewer. Only letters or numbers are allowed.

Password/***Confirm Password***: The length range is 4 to 18 digits. The default password is 111111.

Authorize Department: Select a department from the popped up department drop-down list. (If you select no department, you will possess all department rights by default.)

Authorize area: Select an area in the popped up area drop-down list. (If you select no area, you will possess all area rights by default.)

First Name: Enter first name

Last Name: Enter last name

E-mail: enter email address

Staff Status: Designates whether the user can log into this admin site.

Super Status: Designates that this user has all permissions without explicitly assigning them.

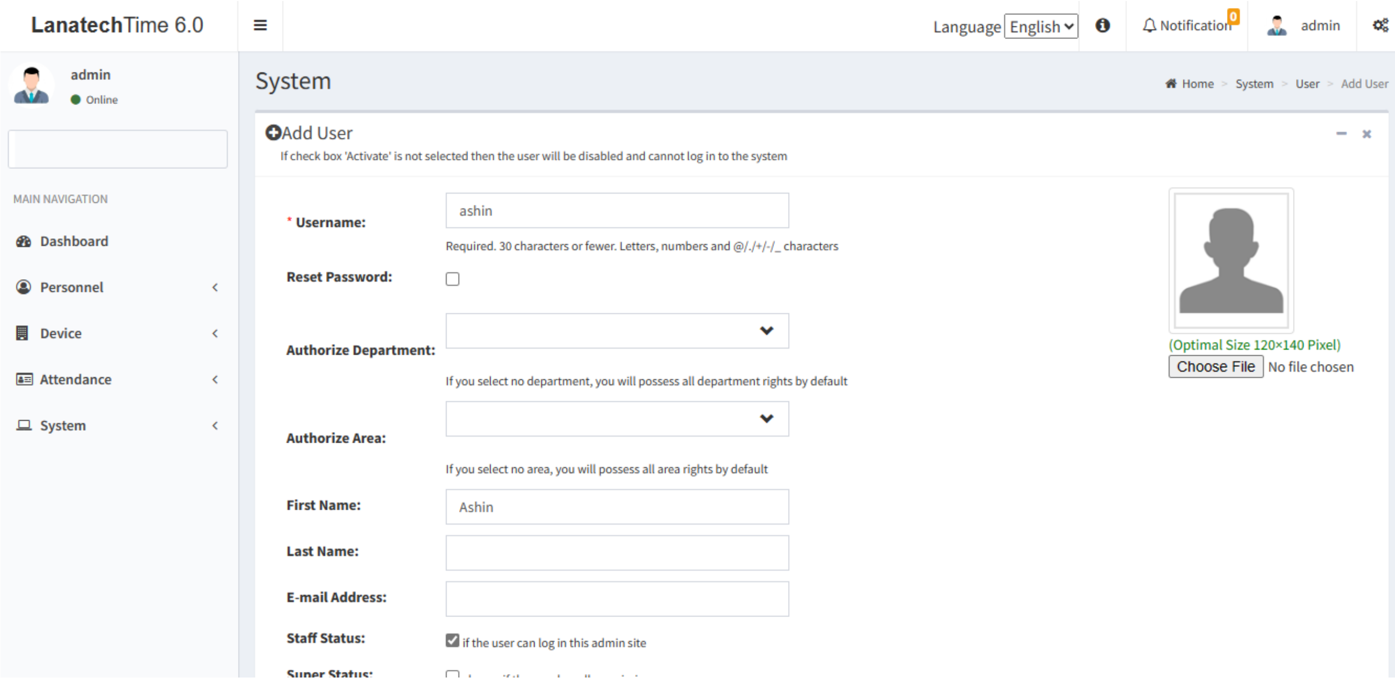
Role: Roles need to be selected for non-super users. Select a preset role, and the user has all operation permissions of this role.

After the completion of the setting, click ***OK*** to save the settings and return to the ***User*** interface. The user list will display the new user.

Note: You can modify or delete existing users. Click ***Edit*** or ***Delete*** behind the username to perform corresponding operations. The detailed operations are the same as those in "Editing a Role" and "Deleting a Role."

EDIT USER

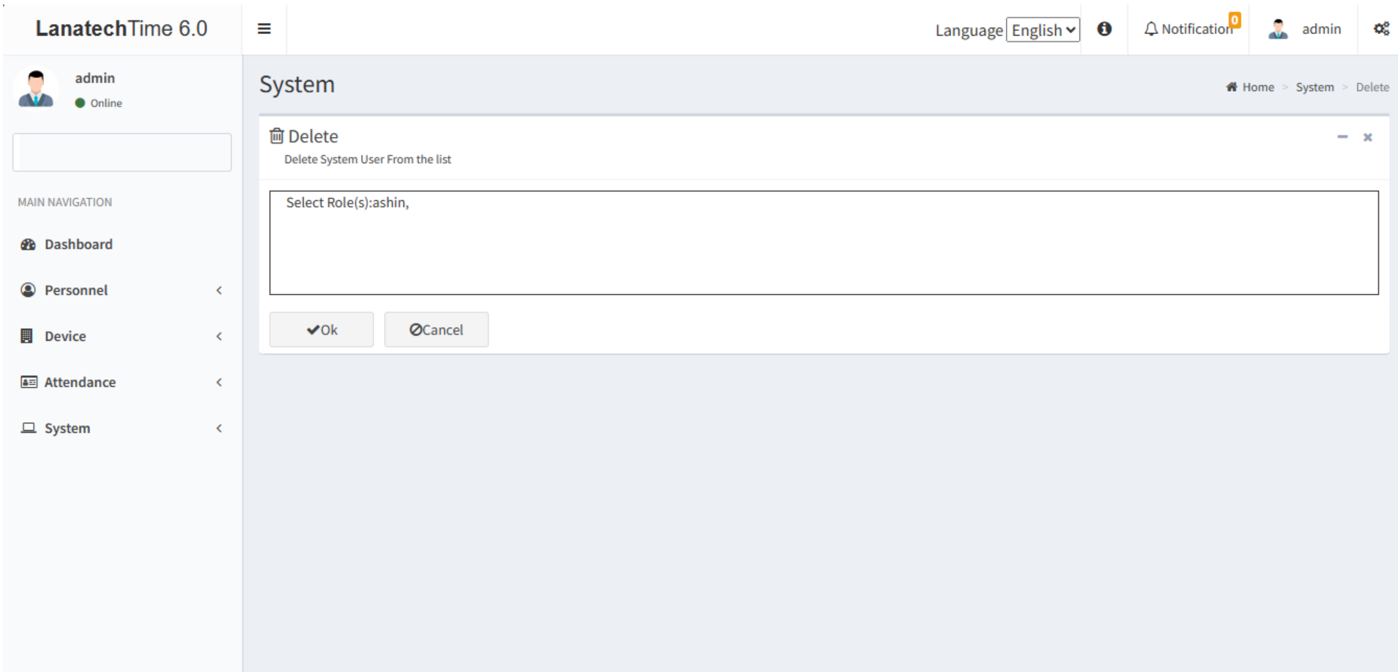
1. In the user list, click the user name or click ***Edit*** under ***Related Operation*** in the line of the user to be edited to access the interface for editing user. Modify the parameter settings based on requirements. After the completion of the modification, click ***OK*** to save the modified role information.



DELETE USER

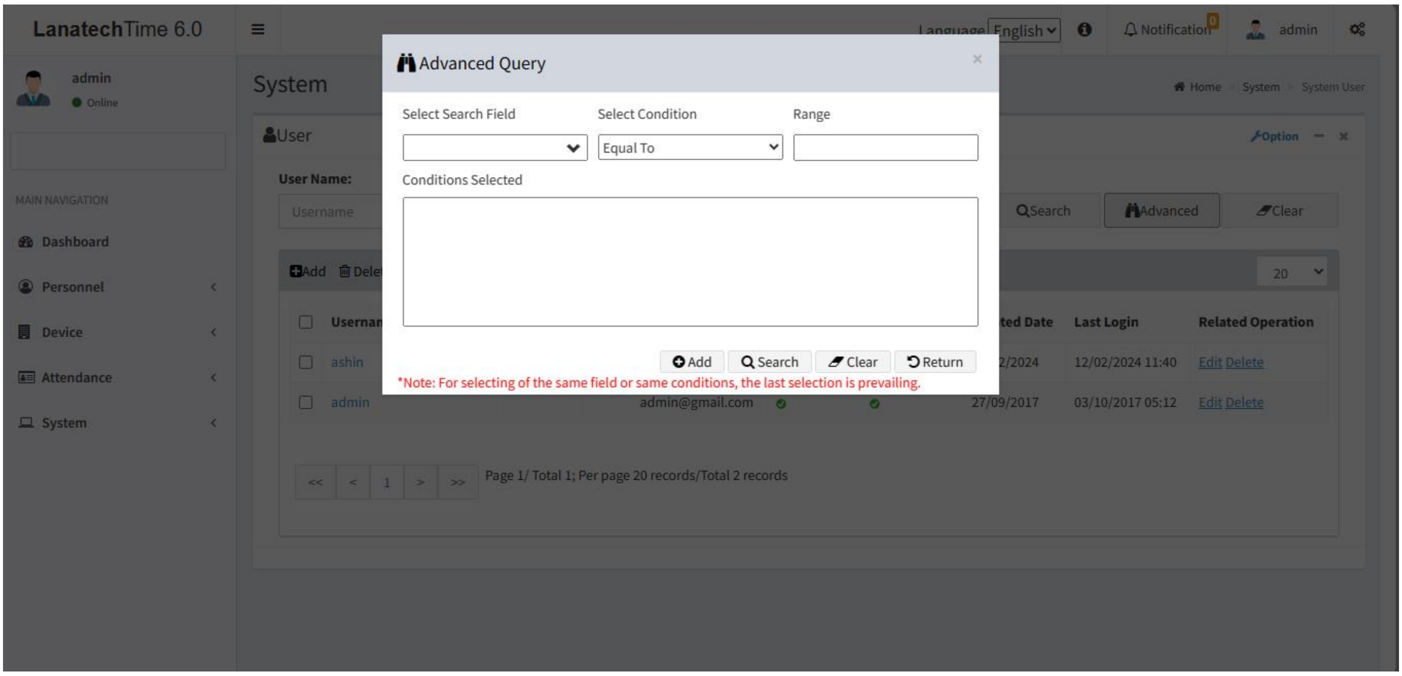
In the user list, select a user to be deleted, and click ***Delete*** on the upper part of the interface or click ***Delete*** under ***Related operation*** in the line of the user to be deleted to access the user deletion interface.

Click ***OK*** to confirm the deletion of the selected user.



ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most *search* option on the Web application. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

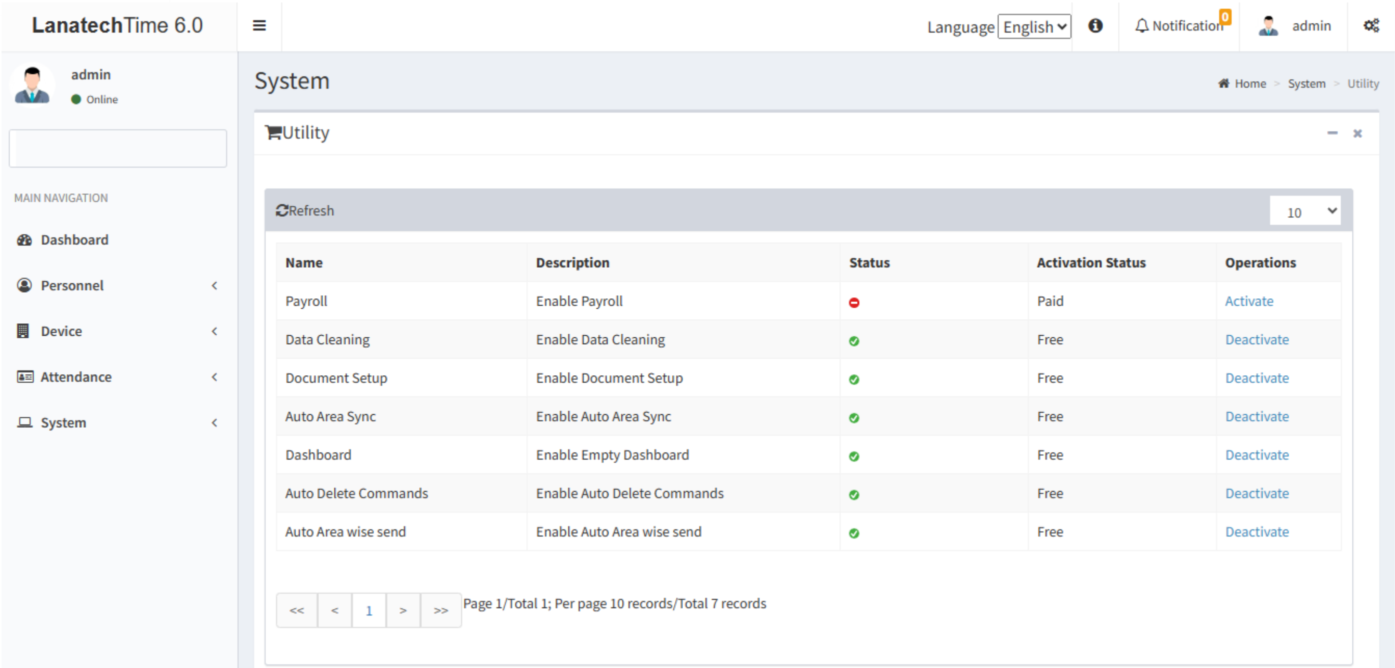


Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features**.**
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

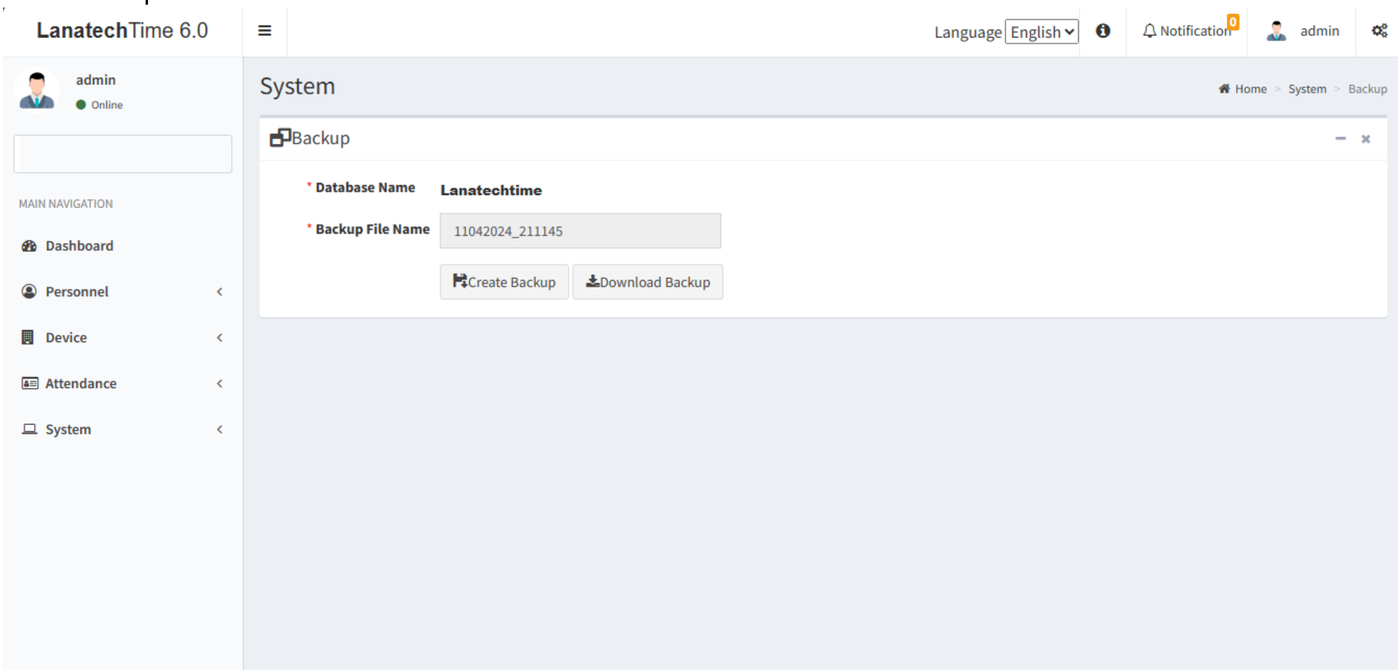
UTILITY

Enable / disable the features as per the customer wish



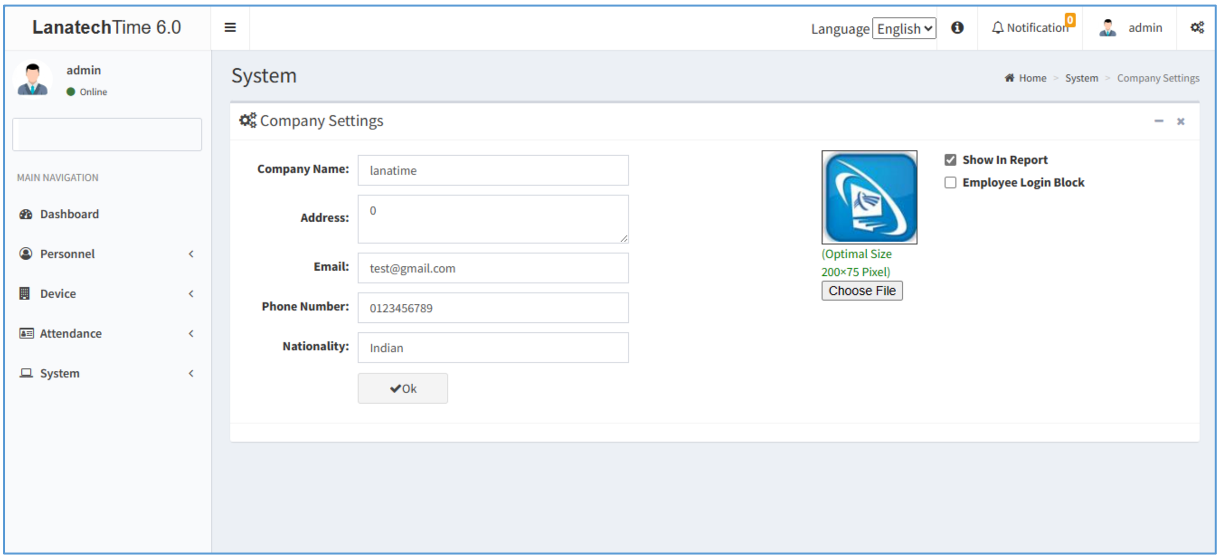
BACK UP

Take back up of lanatime database



COMPANY DETAILES

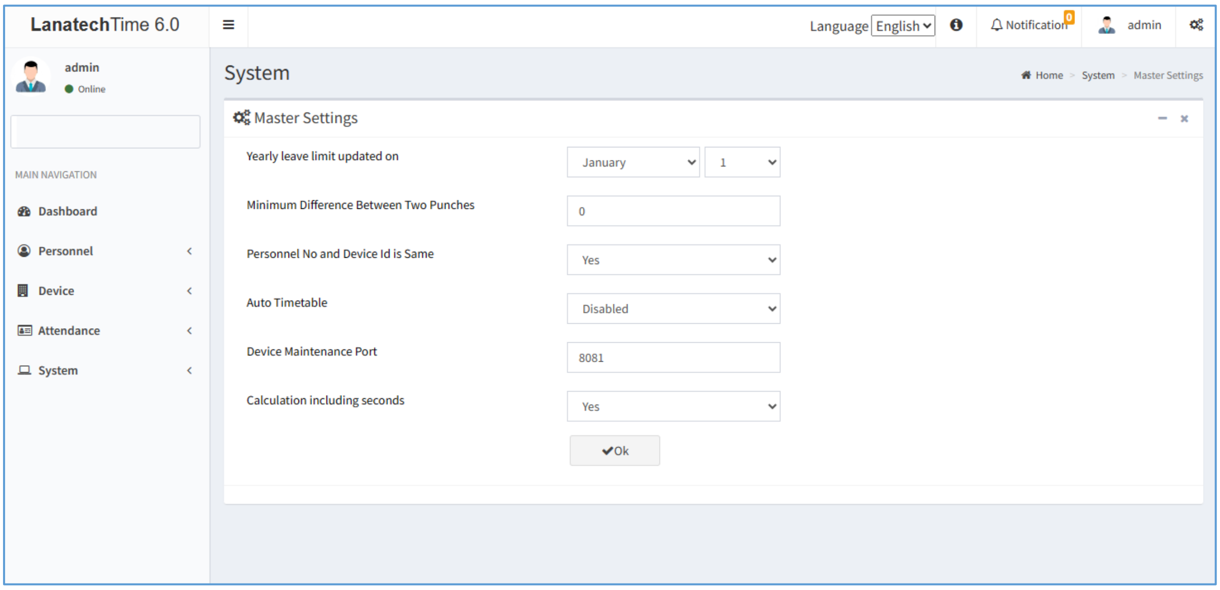
To add company details ***SYSTEM*** >> ***Company Details***



Click ***OK*** to ***SAVE*** company details

Employee Login Block: Employee login to the lanatime can be blocked using this option. It will be helpful by blocking the last time leave, appended, outdoor request for easy salary calculation.

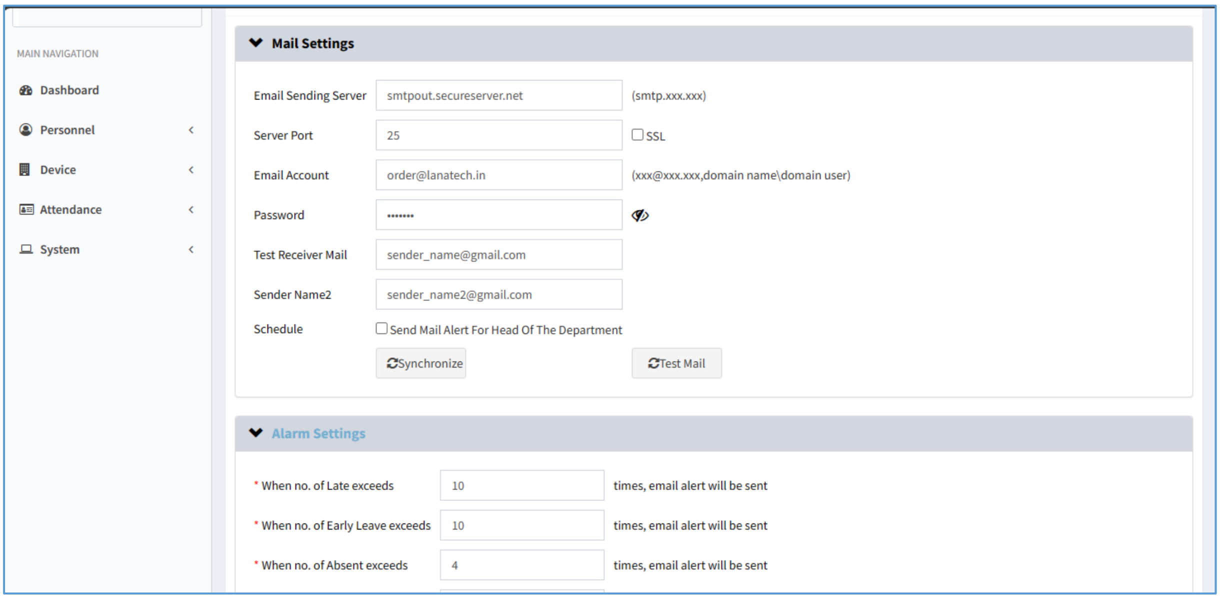
MASTER SETTINGS

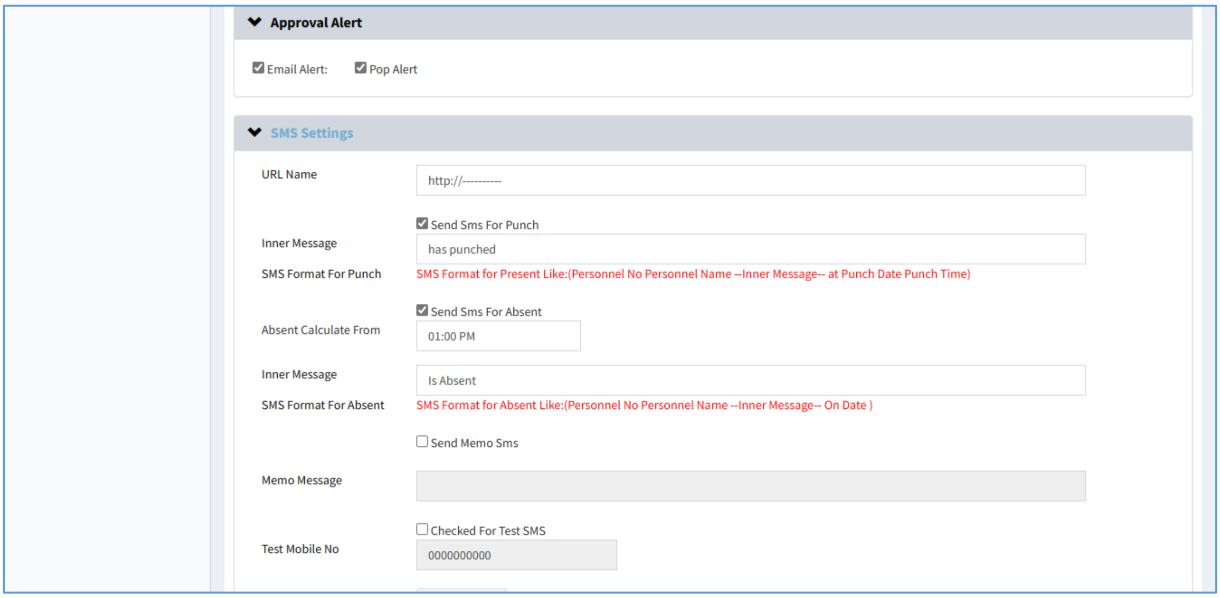


Select if personnel number and device id are same or not and yearly leave limit updating date. By entering the minimum difference between two punches, we can avoid the multiple punches. By enabling auto timetable we can generate the reports according to the default time table without assign shift and schedule. It will be helpful for small firms which has only one timetable

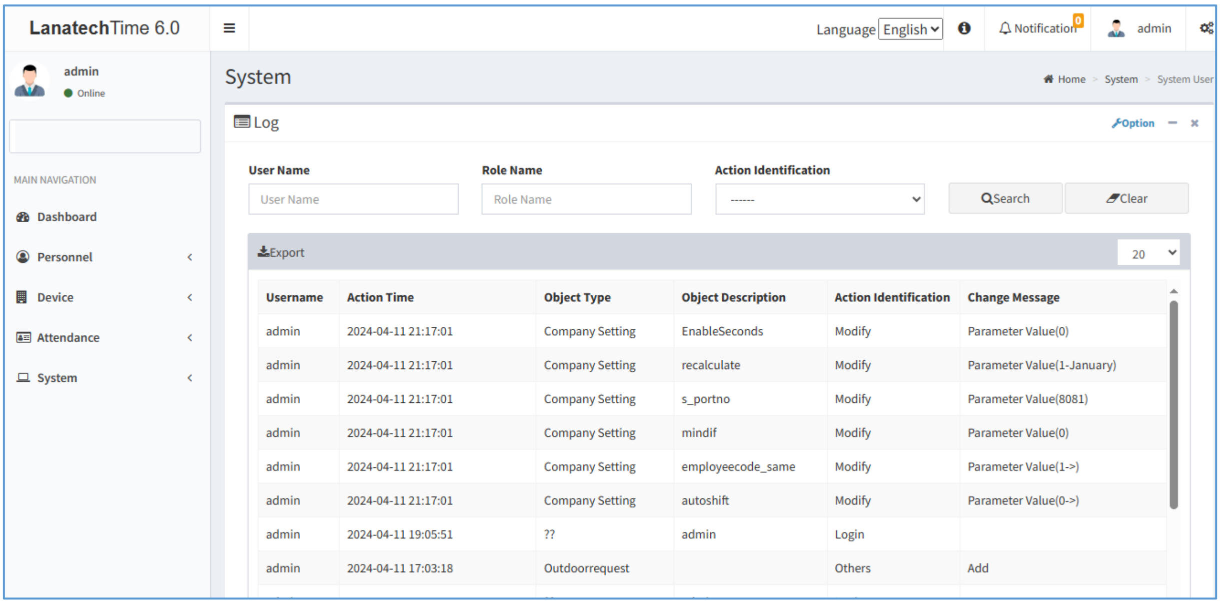
ALERT SETTINGS

We can set the alerts for employees. Alert settings include mail settings, Alarm settings and Approval alert. The alerts can be sent as emails and pop ups



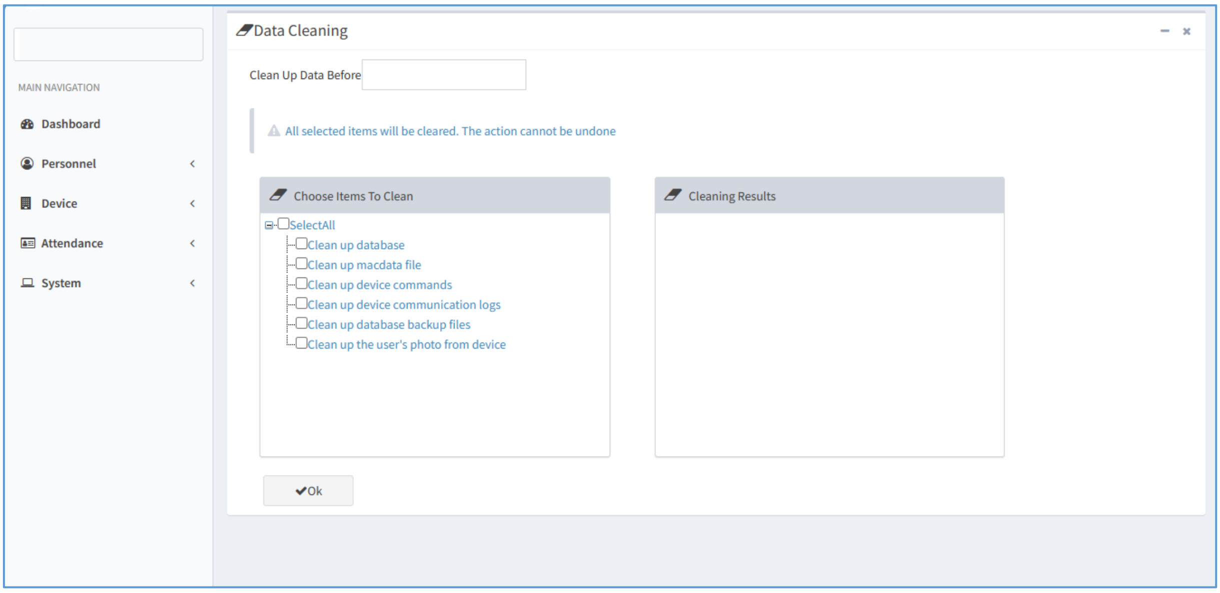


LOG: Shows the whole works and changes we did in the software



DATA CLEANING

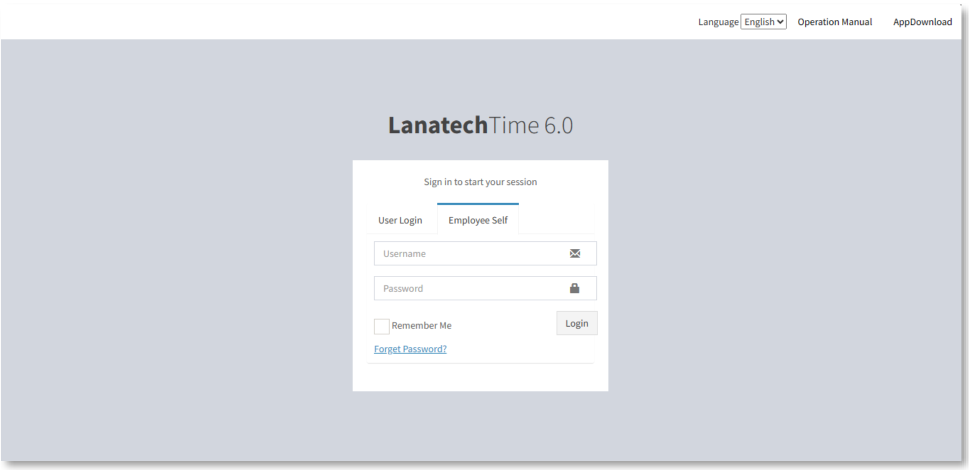
All selected items will be cleared. The action cannot be undone



EMPLOYEE LOGIN

EMPLOYEE SELF

Open the browser, enter the server IP address and port number in the address bar and click ***Enter*** to access the system login interface.

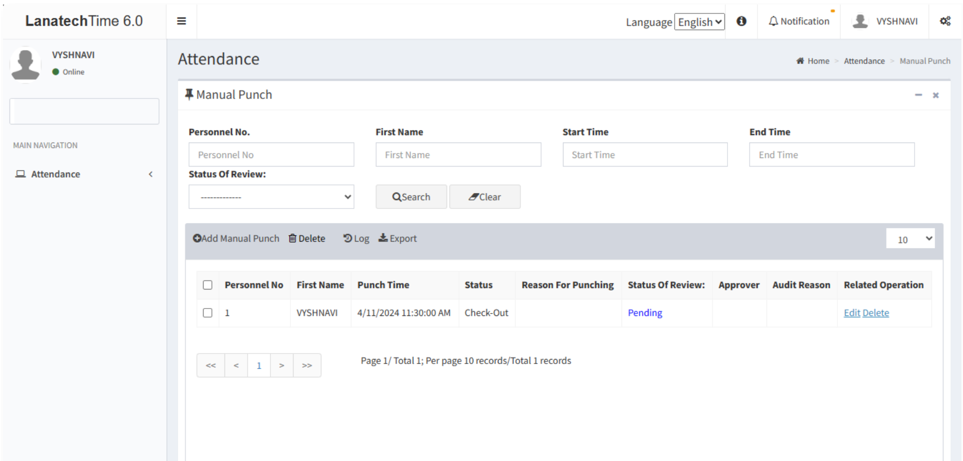


If employee wants to login

Click ***Employee Self*** in the login inter face then enter the employee ***User Name*** and ***Password*** then click ***Log In*** After the employee log in, the system displays the main interface, as shown in the figure.

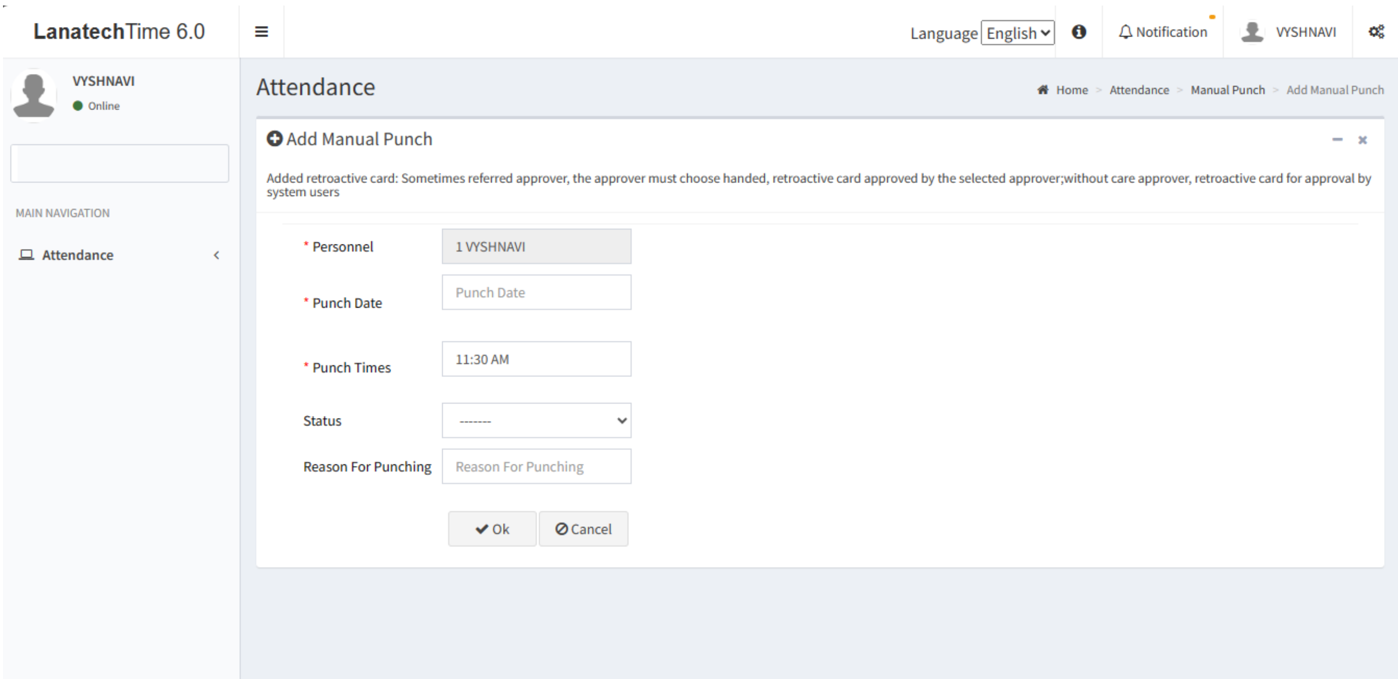
MANUAL PUNCH

Click ***Attendance*** >> ***Manual Punch*** to view the logs given below



ADD MANUAL PUNCH

To add manual punch fill the parameters shown in the figure below

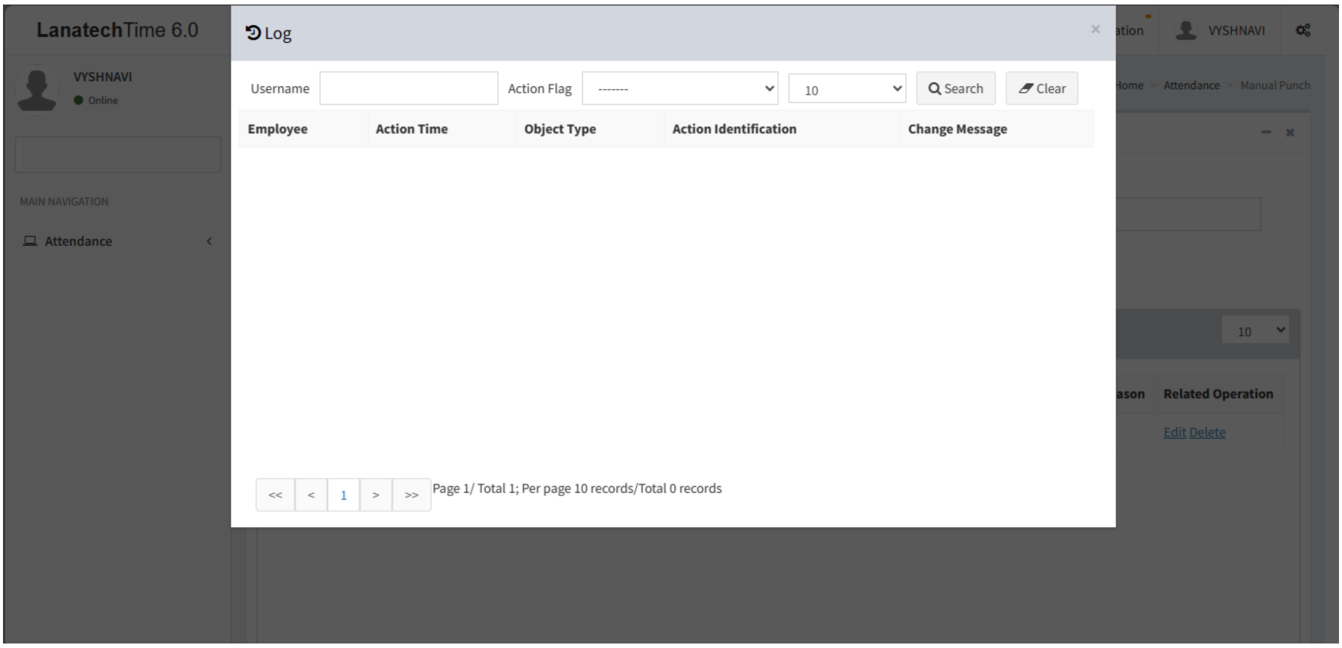


After the completion of the settings, click ***OK*** to save the settings and return to the ***manual punch*** interface.

LOG

To view logs ***manual punch*** >> ***Options*** >> ***Log***

In this whatever change in this software modification it will display in log

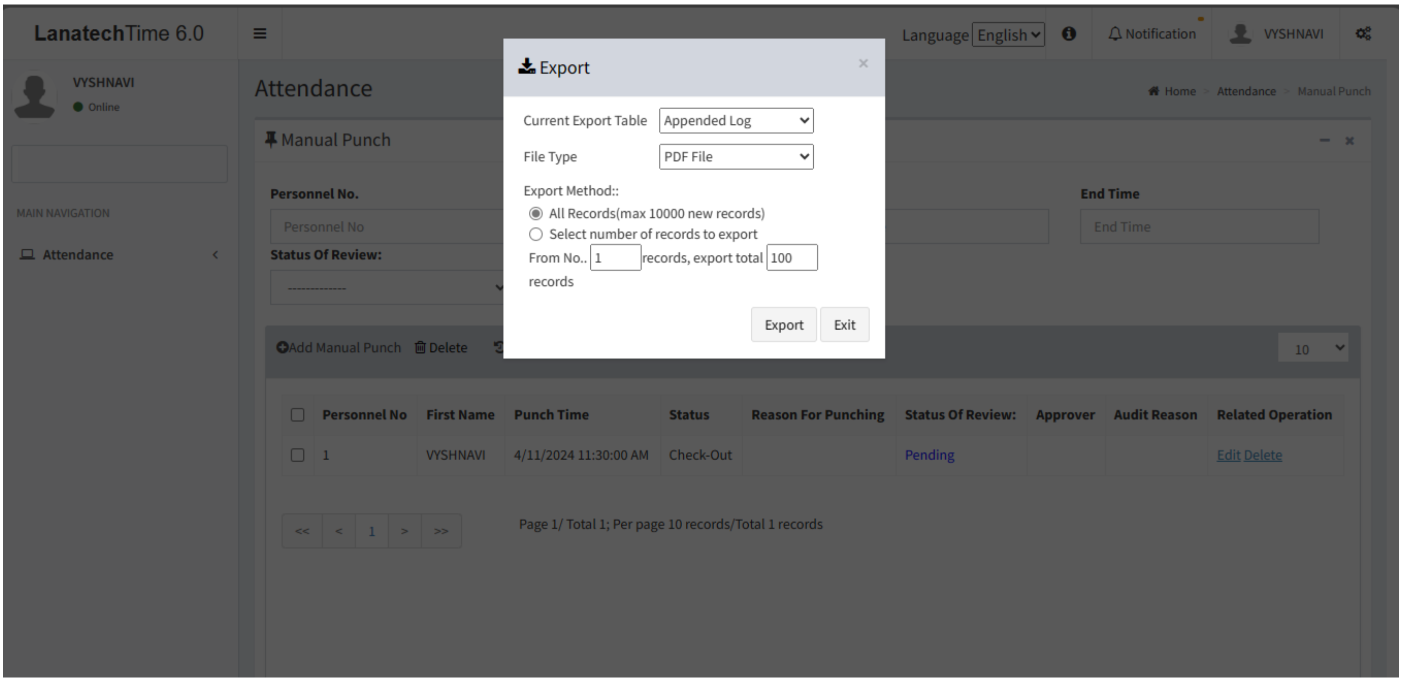


EXPORT

To export the appended log list

Manual punch >> ***Options*** >> ***Export***

Select ***Type File*** and ***Current Export Table*** >> then click ***Export*** showing picture given below



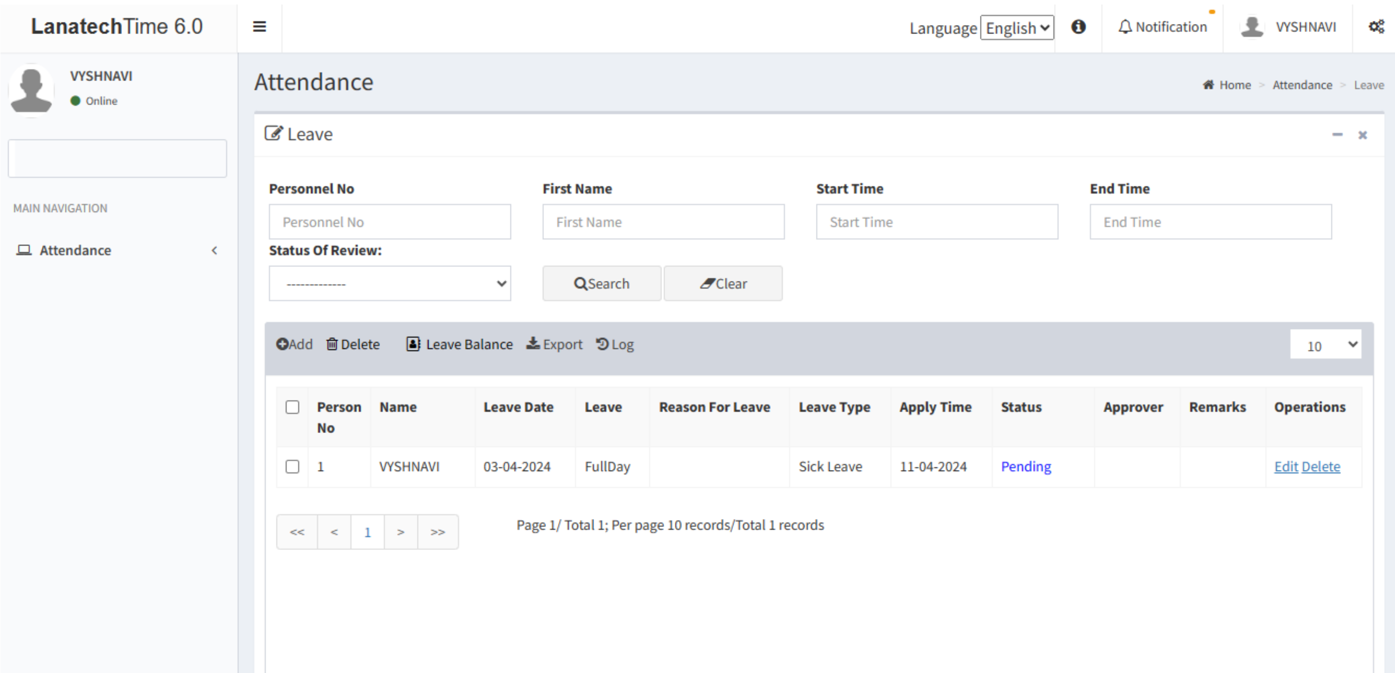
LEAVE

In this employee can only view, add and export leave

To view the leave details

Attendance >> ***Leave***

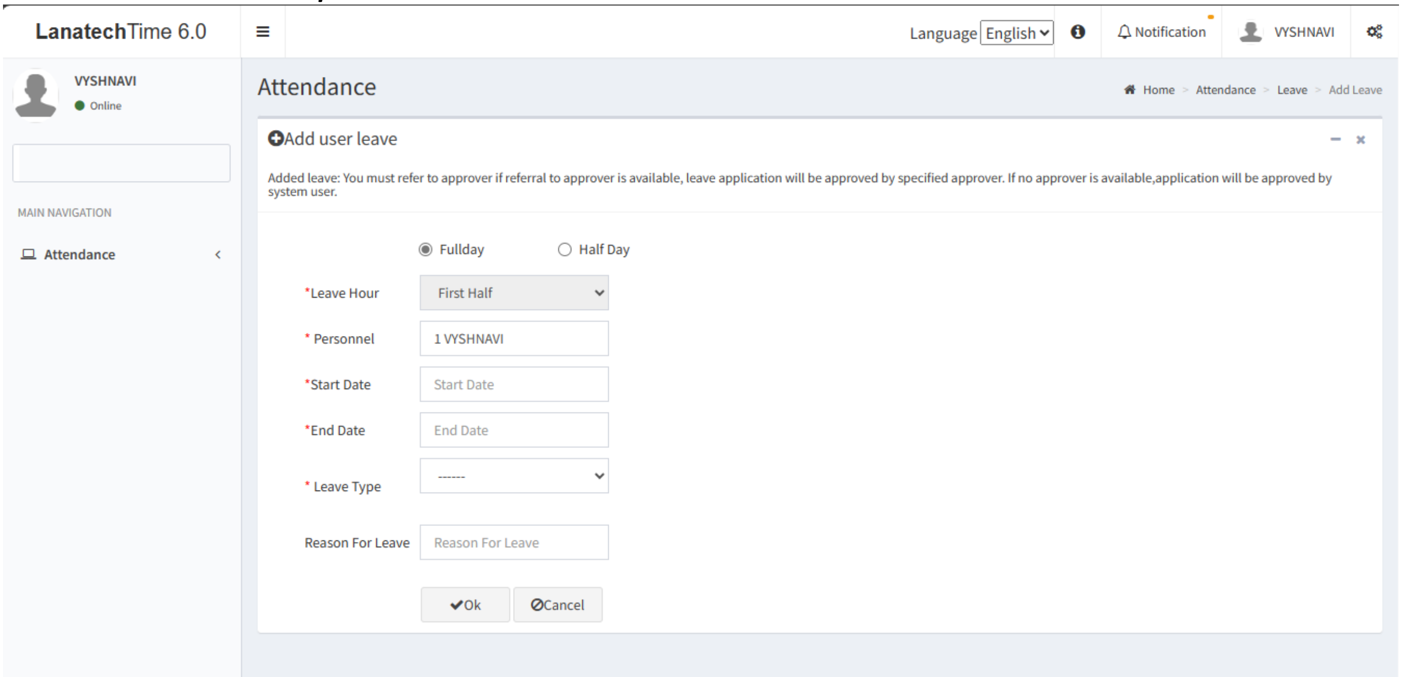
Leave details are shown in the leave interface in the picture below



ADD LEAVE

To add leave

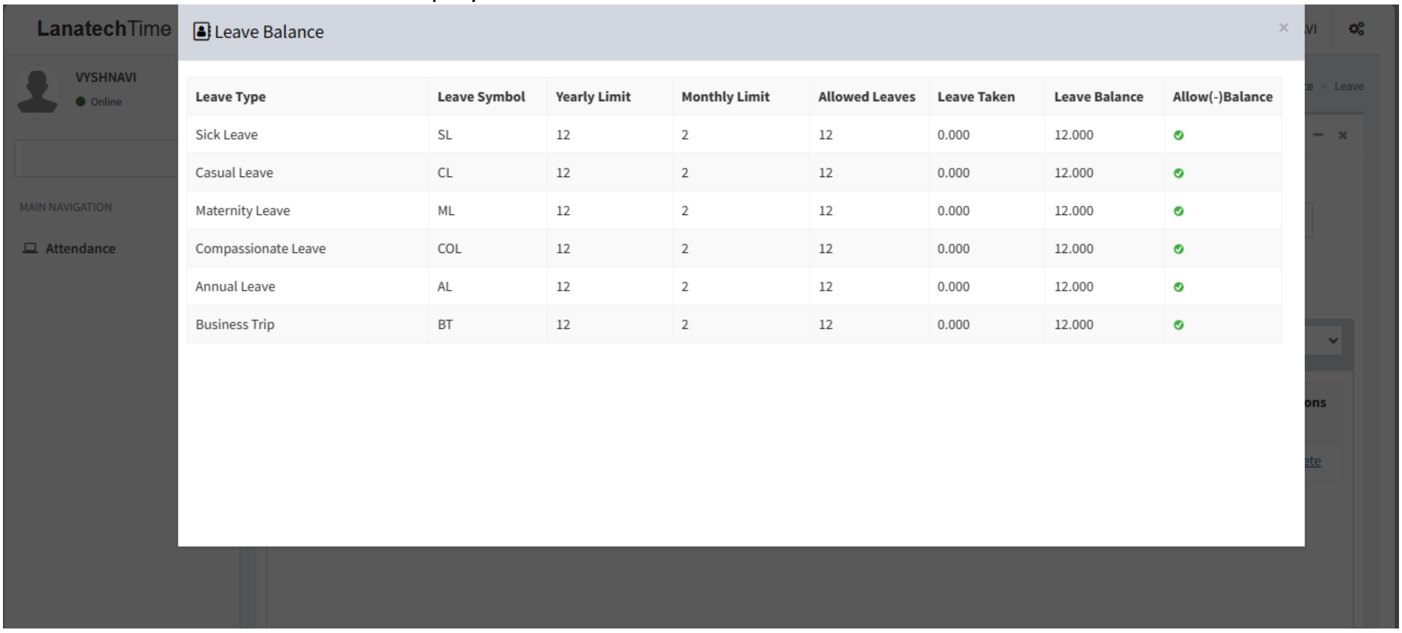
Attendance >> ***Leave*** >> ***Options*** >> ***Add Leave***



After the completion of the settings, click ***OK*** to save the settings and return to the ***Leave*** interface. The leave list displays the added leave shows picture given below

LEAVE BALANCE

We can see the leave balance of employee

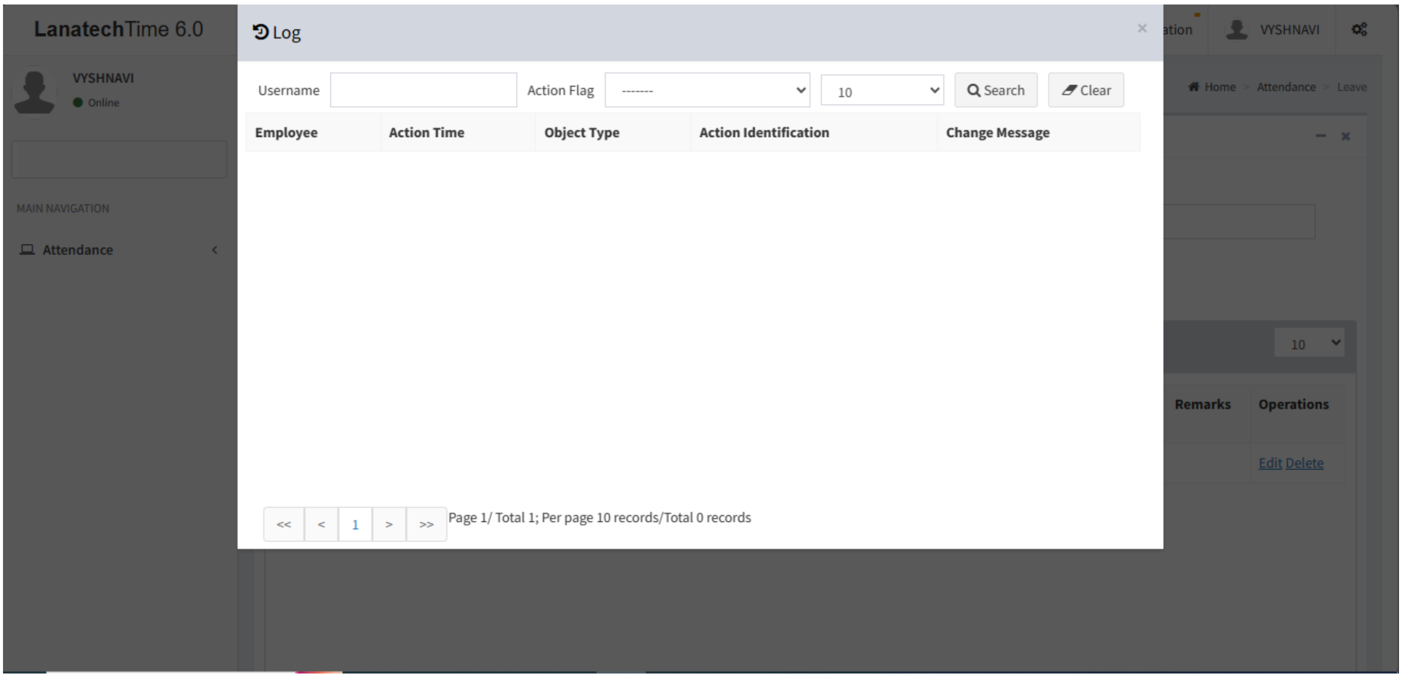


Leave Type	Leave Symbol	Yearly Limit	Monthly Limit	Allowed Leaves	Leave Taken	Leave Balance	Allow(-)Balance
Sick Leave	SL	12	2	12	0.000	12.000	✔
Casual Leave	CL	12	2	12	0.000	12.000	✔
Maternity Leave	ML	12	2	12	0.000	12.000	✔
Compassionate Leave	COL	12	2	12	0.000	12.000	✔
Annual Leave	AL	12	2	12	0.000	12.000	✔
Business Trip	BT	12	2	12	0.000	12.000	✔

LOG

To view leave log

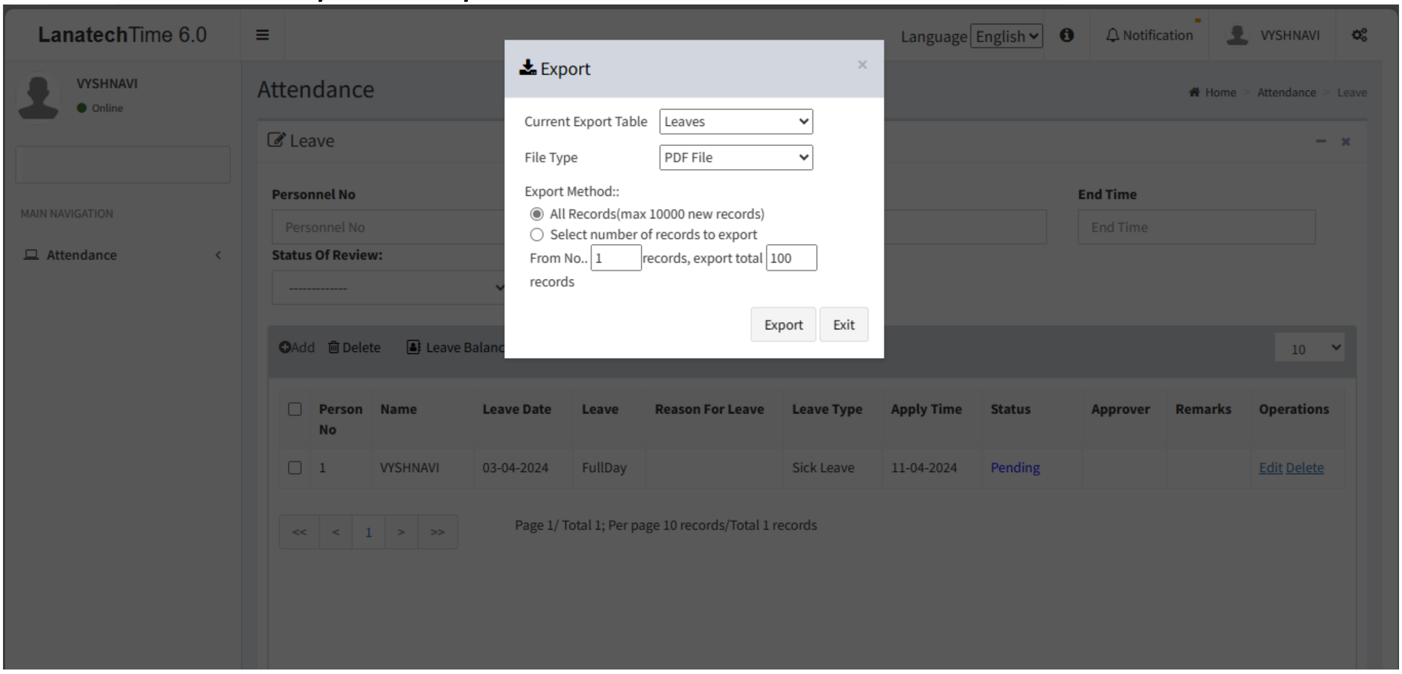
Attendance >> ***Leave*** >> ***Options*** >> ***Log***



EXPORT LEAVE

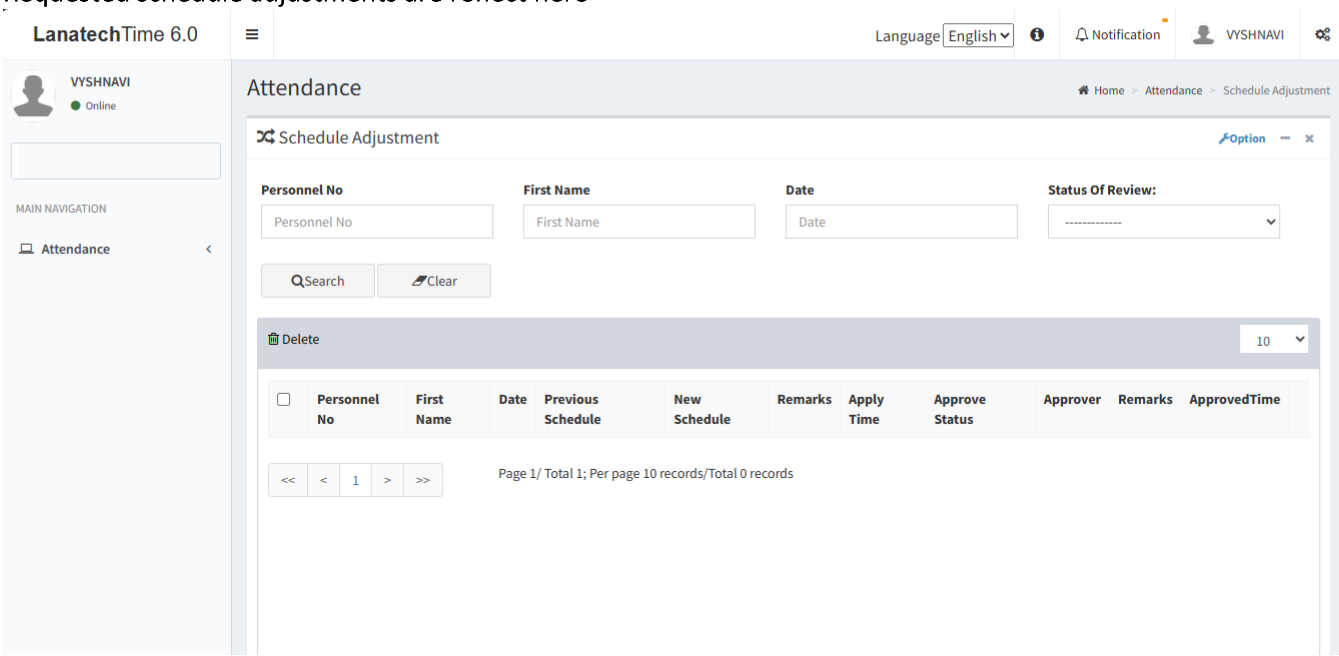
To export leave

Attendance >> ***Leave*** >> ***Options*** >> ***Export***



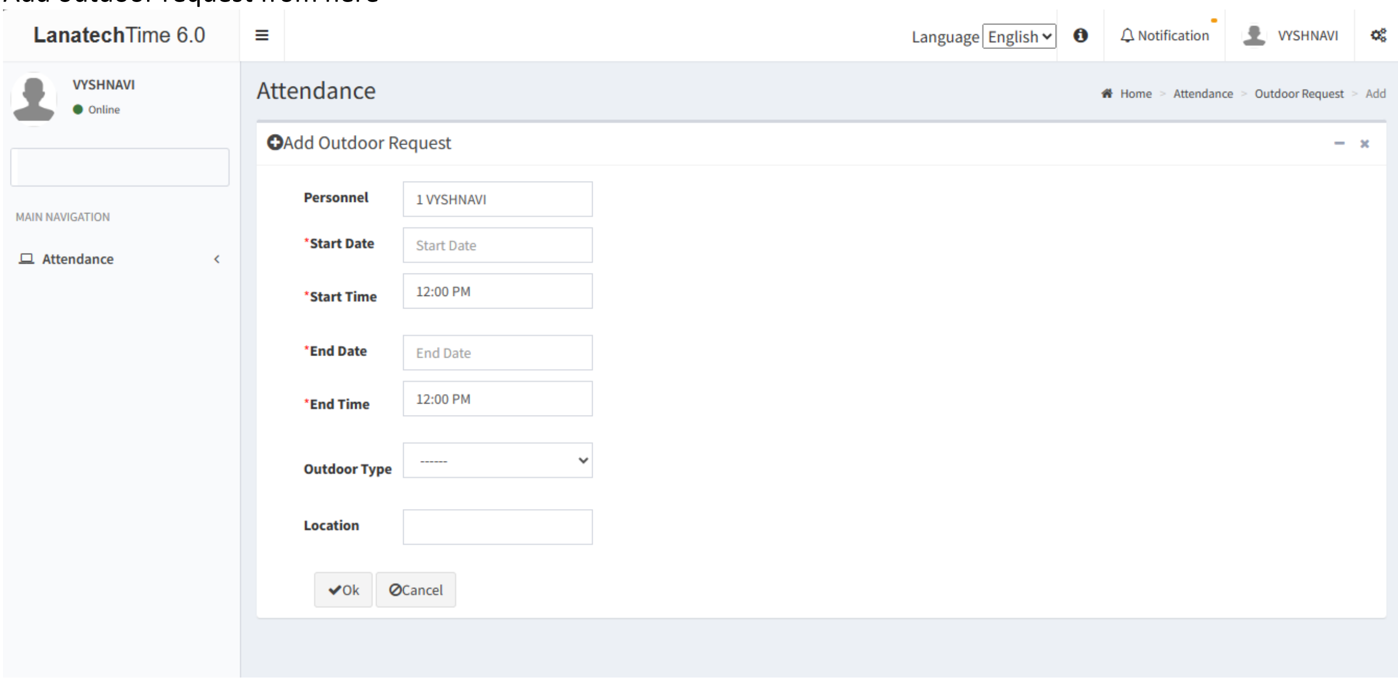
SCHEDULE REQUEST

Requested schedule adjustments are reflect here



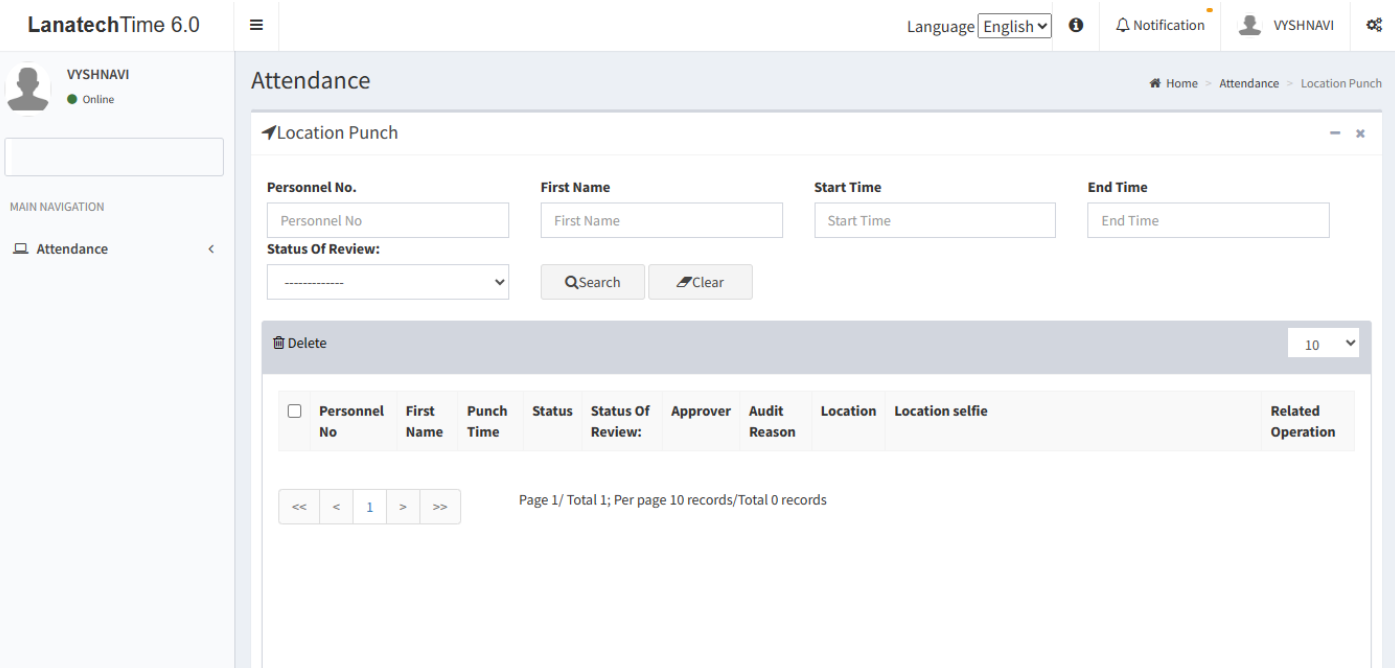
OUTDOOR REQUEST

Add outdoor request from here



LOCATION PUNCH

Live location punch details are listed here



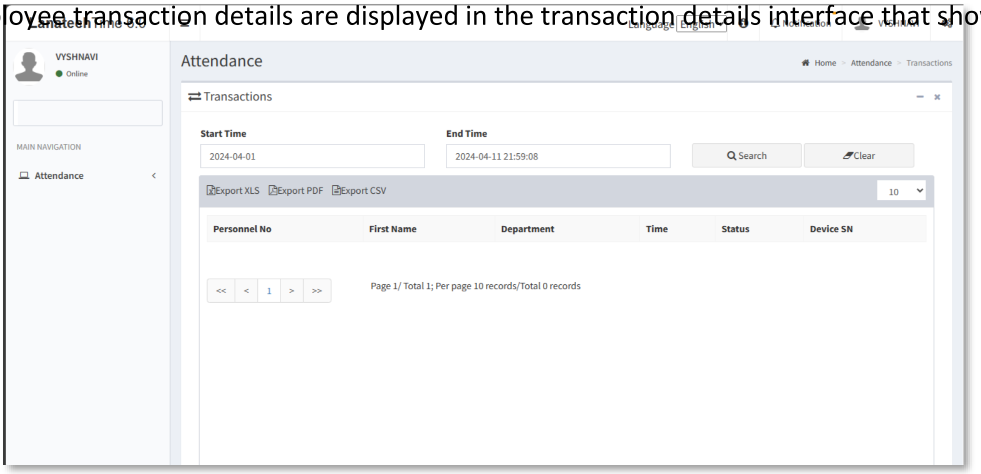
TRANSACTIONS

To view the check in and check out transaction details of employee

Attendance >> ***Transactions***

Select ***Start Time*** and ***End Time*** then click ***Search***

The employee transaction details are displayed in the transaction details interface that shown given below

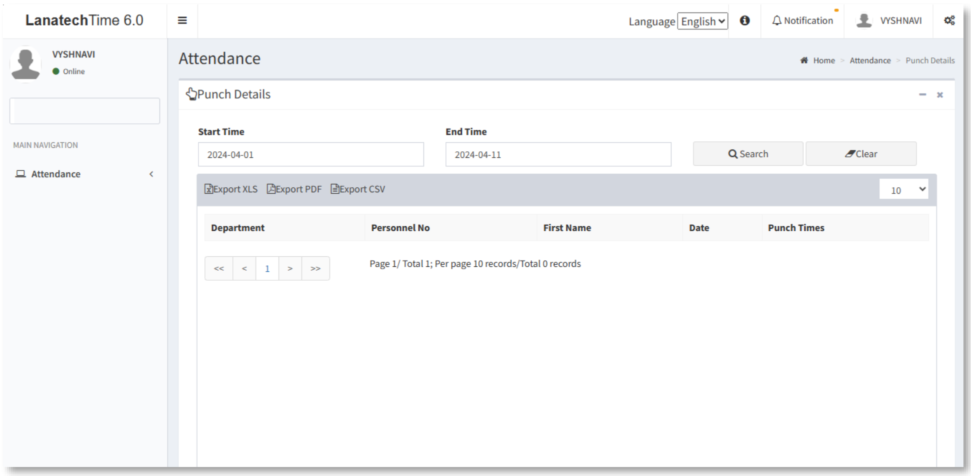


PUNCHING DETAILS

To view the punching details of an employee

Select ***Start Time*** and ***End Time*** then click ***Search*** button

The punching details are displayed in the punching details interface shown given below



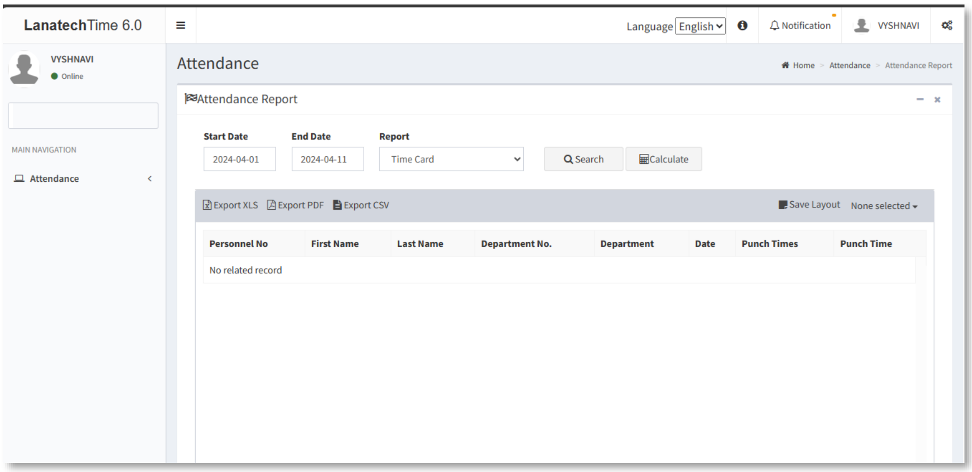
ATTENDANCE DETAILS

To view the attendance details of employee

Attendance >> Attendance Details

Select ***Start Time*** and ***End Time*** then click ***Search*** button

The attendance details are displayed in the attendance interface that shown given below



END