

LaborTracker V6 Software User Guide



Table of Contents:

TABLE OF CONTENTS:	2
1- PREFACE	5
1.1- About This Manual	5
1.2- How to Use This Manual	5
2- OVERVIEW	6
2.1- Software Architecture:	7
2.2- Software Objectives:	8
2.3- Setup Information:	9
2.3.1- Corporate Hierarchy structure:	9
2.3.1.1- Locations:	9
2.3.1.2- Admin levels:	9
2.3.1.3- Admin units:	9
2.3.1.4- Job levels:	10
2.3.1.5- Jobs:	10
2.3.1.6- Workgroups:	10
2.3.1.7- Readers:	10
2.3.2- Employees data:	10
2.3.2.1- Employees Types:	10
2.3.2.2- Employees Groups:	10
2.3.2.3- Employees Extra Fields:	11
2.3.3- Operational Information:	12
2.3.3.1- Workgroups and Time Schedules:	12
2.3.3.2- Attendance records:	13
2.3.3.3- Excuses:	13
2.3.3.3.1- Vacations:	13
2.3.3.3.2- Vacations Profiles	13
2.3.3.3.3- Missions:	13
2.3.3.3.4- Permissions	13
2.3.3.3.5- Holidays	14
2.3.3.4- Calculations Rules:	15
2.3.3.4.1- Rules Groups	15
2.3.3.4.2- Attendance Reporting	15
2.3.3.4.3- Worked hours calculation	15
2.3.3.4.4- Overtime Calculation	16
2.3.3.4.5- Allowances	17
2.3.3.4.6- Penalties	18
2.3.3.4.7- Permissions Control	19
2.3.3.5- Calculations Periods closing:	19
2.4- Data Flow	20
2.5- System Security	21
3- USING LABORTRACKER:	22
3.1- Starting LaborTracker:	22

3.2-	How to navigate in LaborTracker menus	23
3.3-	How to define / update setup information	24
3.4-	How to register factors	25
3.5-	Selecting Employees	28
3.6-	System Menus:	30
3.6.1-	Main Menu	30
3.6.2-	Hierarchy Structure menu	31
3.6.3-	Security menu	32
3.6.3.1-	Menus Access Profiles	33
3.6.3.2-	Employees Access Profiles	34
3.6.3.3-	Admin Units Access Profiles	35
3.6.3.4-	Workgroups Access Profiles	36
3.6.3.5-	Employees Groups Access Profiles	36
3.6.3.6-	Rules Groups Access Profiles	36
3.6.3.7-	Custom Reports Access Profiles	36
3.6.3.8-	Extra Fields Access Profiles	36
3.6.3.9-	Users definition:	37
3.6.4-	System Control menu	38
3.6.5-	Employees menu	38
3.6.6-	Factors menu	39
3.6.7-	Reports menu	40
3.6.8-	Statistics menu	41
3.6.9-	Payroll menu	41
4-	COMMON ADMINISTRATION TASKS:	42
4.1-	Setup Information definition	42
4.1.1-	Location definition	42
4.1.2-	Admin Level definition	45
4.1.3-	Admin Unit definition	47
4.1.4-	Job Level definition	49
4.1.5-	Job definition	51
4.1.6-	Workgroup definition	53
4.1.7-	Reader definition	55
4.1.8-	Menus Access Profile definition	57
4.1.9-	Employees Access Profile definition	59
4.1.10-	Admin Units Access Profile definition	61
4.1.11-	Workgroups Access Profile definition	63
4.1.12-	Employees Groups Access Profile definition	65
4.1.13-	Rules Groups Access Profile definition	67
4.1.14-	Custom Reports Access Profile definition	69
4.1.15-	Extra Fields Access Profile definition	71
4.1.16-	Users definition	73
4.1.17-	Vacation Types definition	75
4.1.18-	Overtime Profile definition	77
4.1.19-	Mission Types definition	79
4.2-	Factors registration	81
4.2.1-	Working hours definition	81
4.2.2-	Temporary Workgroups registration	86
4.2.3-	Temporary Rules Groups registration	88
4.2.4-	Holidays registration	90
4.2.5-	Vacations registration	92
4.2.6-	Missions registration	94
4.2.7-	Permissions registration	96

4.2.8-	Manual transactions registration	98
4.3-	Reports production	100

1- Preface

1.1- About This Manual

This manual provides information about LaborTracker software configuration and operation

1.2- How to Use This Manual

Users are advised to become familiar with the complete contents of this manual prior to working with LaborTracker software

2- Overview

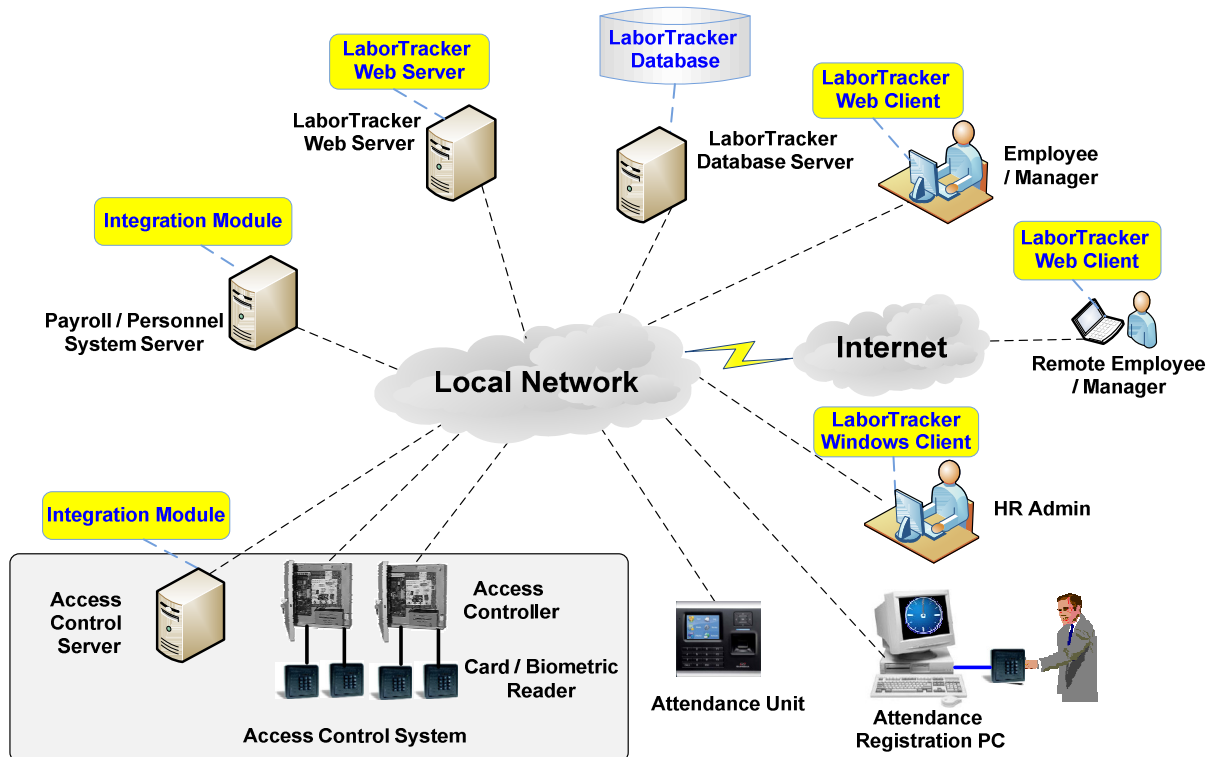
Labor cost consumes a considerable part of organization expenses; accordingly, accurate tracking of employees' attendance time and worked hours is mandatory. Using automated time tracking systems enable organizations to:

- √ Save time, effort and cost consumed in manual tracking of attendance logs / punch cards
- √ Manage and control labor cost, prevent over payment
- √ Eliminate human errors / misuse
- √ Continuous monitoring of employees attitudes, take actions on time
- √ Monitor workload to efficiently utilize workforce

2.1- Software Architecture:

LaborTracker software is a client application to run on user machine and connects to system server to authenticate user rights and exchange data. All calculations are done at user machine (not at server), this architecture benefits users machines processing power to eliminate the need for expensive high specification system server

The software is designed to work as Stand-Alone package that can be interfaced with other Access Control and Attendance Registration Systems. Separate interface modules are developed to collect employees' data from other systems into system database where the software can access



2.2- Software Objectives:

LaborTracker is designed to calculate figures related to workforce labor hours. These figures are:

1- Positive figures:

- 1- Attendance sheet
- 2- Worked hours
- 3- Overtime

2- Negative Figures (infractions):

- 4- Lateness
- 5- Early Leave
- 6- Shortage in worked hours
- 7- Absence
- 8- Single stamp (In without Out)

Reports can be produced for each figure separately or all figures together in a global report

Also calculated figures can be exported to Payroll Systems either manually (through files exported from LaborTracker and imported by Payroll System) or automatically (Data exchange between database tables)

2.3- Setup Information:

2.3.1- Corporate Hierarchy structure:

LaborTracker supports grouping employees by several information fields

2.3.1.1- Locations:

LaborTracker supports corporations with multiple locations (sites). Users can filter employees by location to enable site managers to track their local employees while other central management can track employees from all locations

2.3.1.2- Admin levels:

Administration structure varies based on corporate size, for example a holding company can contain multiple underlying companies, each company contains multiple business sectors (sales, finance, HR, etc....), each sector contains multiple departments and so on

2.3.1.3- Admin units:

Admin units are used to define corporate structure based on defined admin levels, for example

Admin unit	Admin Level
ABC Company	Company
- Sales	Sector
- Domestic sales	Department
- Overseas sales	Department
- Finance	Sector
- Procurement	Department
- Collections	Department
- HR	Sector
- Security	Sector

Each employee must have assigned admin unit, to be able to filter employees by admin unit while generating reports or applying rules

2.3.1.4- Job levels:

LaborTracker supports using employees' job levels (Employee, Manager, Director, etc....) to be able to filter employees by admin unit while generating reports or applying rules

2.3.1.5- Jobs:

LaborTracker supports using employees' jobs (Sales manager, maintenance engineer, etc...) to be able to filter employees by admin unit while generating reports or applying rules

2.3.1.6- Workgroups:

Employees with identical working hours are grouped in workgroups and working hours are assigned to workgroups to save time that will be lost to assign / modify working hours for each employee separately

2.3.1.7- Readers:

LaborTracker supports tracking employees movements by relating Access Control / Attendance readers with locations then recording with each attendance transaction the reader at which the employee stamped

2.3.2- Employees data:

2.3.2.1- Employees Types:

LaborTracker supports grouping employees by types (permanent, temporary, contractor, etc...) for easier reports filtration

2.3.2.2- Employees Groups:

LaborTracker supports grouping employees in customizable groups to be defined by user for fast selection of employees in repetitive operations / reports

2.3.2.3- Employees Extra Fields:

LaborTracker supports defining extra information fields for employees to be defined by users

Extra fields can be any of following types:

- String (text) - Numeric - Boolean (Yes / No)
- Selection from a list of predefined values - Date - Image

Image field can store scanned employee document files into system database for fast access and easier sharing

The screenshot shows the 'Employee Info' window with the 'Extra info' tab selected. The window contains the following fields and controls:

- National ID:** Text input field containing '1234567890'.
- Address:** Text input field containing '123 st xyz'.
- National ID Card:** Image field showing a scanned ID card. To its right are buttons: 'Load', 'Clear' (with a red X icon), 'Show' (with a magnifying glass icon), and 'Print' (with a printer icon).
- Passport:** Image field showing a scanned passport. To its right is a 'Load' button.
- Bus:** Date field showing '6 October' with a dropdown arrow and a yellow pushpin icon.
- Graduation Certificate:** Image field showing a scanned certificate. To its right is a 'Load' button.
- Birth day:** Date field showing 'Tuesday , January 01, 1980' with a dropdown arrow.
- test:** Text field containing '4ddddddddddddd' with a dropdown arrow and a yellow pushpin icon.
- Is manager:** A checkbox that is checked.

At the bottom right of the window are 'Save' and 'Cancel' buttons.

2.3.3- Operational Information:

2.3.3.1- Workgroups and Time Schedules:

In order to calculate attendance figures mentioned above, LaborTracker needs to know employees working hours (work shifts).

LaborTracker handles Work Time Schedules per Workgroup. A workgroup is a group of employees having same work time schedule. Registering work schedule per group save time and efforts consumed in registering same data for each employee. Also if an employee temporarily changed his / her work schedule (work shift), he/she shall be assigned a temporary workgroup without need to reenter his working time

Labor tracker supports most types of work shifts including normal shifts, overnight shifts and cyclic shifts. In weekly work schedule, working hours are related to day of week, for example:

Working Hours info

From: 01-06-2010 to: 31-12-2020

Workgroup: 8:00 - 5:00 (Fri - Sat) 5

New Working Hours

	Start Time	End Time	Working Hours
Saturday	00:00	00:00	00:00
Sunday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Monday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Tuesday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Wednesday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Thursday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Friday	00:00	00:00	00:00

Current Working Hours

Date	Start Time	End Time	Working Hours
Tuesday 01-06-2010	08:00	17:00	09:00
Wednesday 02-06-2010	08:00	17:00	09:00
Thursday 03-06-2010	08:00	17:00	09:00
Friday 04-06-2010			00:00
Saturday 05-06-2010			00:00
Sunday 06-06-2010	08:00	17:00	09:00
Monday 07-06-2010	08:00	17:00	09:00
Tuesday 08-06-2010	08:00	17:00	09:00
Wednesday 09-06-2010	08:00	17:00	09:00
Thursday 10-06-2010	08:00	17:00	09:00
Friday 11-06-2010			00:00

Buttons: Save, Cancel, Load

In cyclic work schedules, working hours are changing in a cyclic form regardless of week day

Organizations working 24/7 (factories for example) always have groups of employees working in shifts, for example group A, B, C & D. During cycle first part group A has morning shift (8:00 – 16:00), group B has night shift (16:00-00:00), group C has midnight shift (00:00 – 8:00) and group D is off. During cycle second part group A shifts to night shift, group B shifts to midnight shift, group C is off and group D shifts to morning shift, and so on.

Working Hours Cycle info

Start Date: 01-06-2011 End Date: 30-06-2020

Workgroup: Group A

New Working Hours

Add (+)

Start Time	End Time	Working Hours
08:00	16:00	08:00
08:00	16:00	08:00
08:00	16:00	08:00
08:00	16:00	08:00
16:00	23:59	08:00
16:00	23:59	08:00
-	-	00:00
00:00	08:00	08:00
00:00	08:00	08:00

Current Working Hours

Load

Date	Start Time	End Time	Working Hours
------	------------	----------	---------------

Save Cancel

2.3.3.2- Attendance records:

LaborTracker process employees' attendance and leave records to calculate worked hours and overtime, these records can be registered within the software or imported from other time machines or Access Control Systems

2.3.3.3- Excuses:

LaborTracker supports definition and control of approved absence excuses including:

2.3.3.3.1- Vacations:

Multiple types of vacations can be defined; LaborTracker can calculate employee remaining balance of each type

2.3.3.3.2- Vacations Profiles

The software supports defining maximum number of vacation days per year for every vacation type (annual, sick leave, emergency, etc.). Again this is not registered for every employee separately but registered as profiles where all employees of same authorized number of days are assigned to the same profile

2.3.3.3.3- Missions:

LaborTracker supports tracking employees work outside premises. Multiple mission types can be defined

2.3.3.3.4- Permissions

LaborTracker support definition and control approved lateness, early leave or absence with possibility to deduct time from vacation balance (as partial day vacation)

2.3.3.3.5- Holidays

LaborTracker support holidays definition

These factors can be fed manually from within the software or electronically using interface programs to upload data from others systems into the system database, for example vacations can be entered in LaborTracker software or imported from other HR systems

2.3.3.4- Calculations Rules:

2.3.3.4.1- Rules Groups

The software supports specifying different rules for different employees according to their level, grade, job, etc. System administrator can define unlimited number of rules groups containing values for every system parameter, and then assign every employee the appropriate rules group

Also LaborTracker supports specifying temporary rules to be applied during specified durations

2.3.3.4.2- Attendance Reporting

LaborTracker supports show all attendance transactions or only displaying first In and last Out transaction for each employee each day

2.3.3.4.3- Worked hours calculation

LaborTracker supports two methods of worked hours calculation:

- 1- Last Out – First In
- 2- Net hours: summation of time between every In and successive Out transactions

The screenshot shows a 'Rules Groups' dialog box with the following details:

- Group Name:** Employees
- Tabs:** Worked Hours, Overtime, Vacations, Permissions, Allowances, Penalties. The 'Worked Hours' tab is active.
- Attendance Report:** Two radio buttons are present: 'Detailed' (selected) and 'First In / Last Out'.
- Worked Hours calculation:** Two radio buttons are present: 'Net' (selected) and 'Last Out - First In'.
- Buttons:** 'Save' and 'Cancel' buttons are at the bottom right.

2.3.3.4- Overtime Calculation

LaborTracker support customizable overtime calculation method (as shown below), also LaborTracker supports multiplying Overtime hours by factors based on the time overtime starts and day type (working day, holiday or off day). Overtime control (setting maximum and minimum thresholds) is also possible

The screenshot shows the 'Rules Groups' dialog box with the 'Overtime' tab selected for the 'Employees' group. The dialog is divided into several sections:

- Working Days Overtime limits:** Contains two time pickers: 'Daily Minimum' set to 00:00:00 and 'Daily Maximum' set to 23:59:00.
- Non Working Days Overtime:** Contains two time pickers: 'Daily Minimum' set to 00:00:00 and 'Daily Maximum' set to 23:59:00.
- Overtime Profile:** A dropdown menu currently showing 'Default Overtime Profile'.
- Overtime Calculation:** Two radio buttons are present. The first, 'Worked hours exceeding working hours', is selected. The second is 'Worked hours after shift end time'.
- Overtime Start:** Two radio buttons are present. The first, 'After Working Hours completion', is selected. The second is 'In Time'.
- Exclude options:** Two checkboxes are at the bottom: 'Exclude hours before start time' and 'Exclude permissions', both of which are currently unchecked.

At the bottom right of the dialog are 'Save' and 'Cancel' buttons.

2.3.3.4.5- Allowances

As negative figures are measured precisely, software enables the user to define allowances for negative figures, for example if the starting time of an employee is 8:00 and lateness allowance is 15 minutes then employees coming till 8:15 will not be considered late however employees coming 8:16 and later will be considered late 16 minutes, and so on

The screenshot shows a software window titled "Rules Groups". Inside, there is a "Group Name" field containing the text "Employees". Below this is a tabbed interface with five tabs: "Worked Hours", "Overtime", "Vacations", "Permissions", and "Allowances" (which is currently selected), and "Penalties". The "Allowances" tab contains a section titled "Allowances" with three rows of settings:

Allowances	
Lateness	00:15:00
Earliness	00:15:00
Shortage	00:15:00

Below the table are two checkboxes:

- ☐ Ignore absence
- ☐ Ignore single stamp

At the bottom right of the dialog are two buttons: "Save" and "Cancel".

2.3.3.4.6- Penalties

As forgiveness allowances are supported, LaborTracker software also supports penalty of day cancellation if infraction exceeded predefined amount, for example consider employee absent if lateness exceeded 60 minutes.

In addition, LaborTracker supports deduction of worked hours / days if repetitive violations occurred (while each of them did not reach day cancelation limit), for example system can deduct one day from employee worked days if employee was 3 times late more than grace period

The screenshot shows the 'Rules Groups' dialog box with the 'Penalties' tab selected. The 'Group Name' field is set to 'Employees'. The 'Penalties' tab contains two main sections: 'Consider absent if' and 'Penalty Profiles'.

Consider absent if:

Category	Value
Lateness	01:00:00
Earliness	01:00:00
Shortage	01:00:00

Penalty Profiles:

Category	Profile	Icon
Lateness	Lateness	Bell icon
Earliness		Bell icon
Shortage		Bell icon
Absence		Bell icon
Single Stamp		Bell icon

At the bottom right, there are 'Save' and 'Cancel' buttons. The 'Cancel' button has a red 'X' icon.

2.3.3.4.7- Permissions Control

LaborTracker supports specifying count and time limits for non-vacation permissions (not to be deducted from vacation balance)

The screenshot shows a window titled 'Rules Groups'. At the top, there is a 'Group Name' field containing the text 'Employees'. Below this is a tabbed interface with six tabs: 'Worked Hours', 'Overtime', 'Vacations', 'Permissions' (which is currently selected), 'Allowances', and 'Penalties'. The 'Permissions' tab contains a section titled 'Permissions' with four rows of settings, each with a label and a numeric input field:

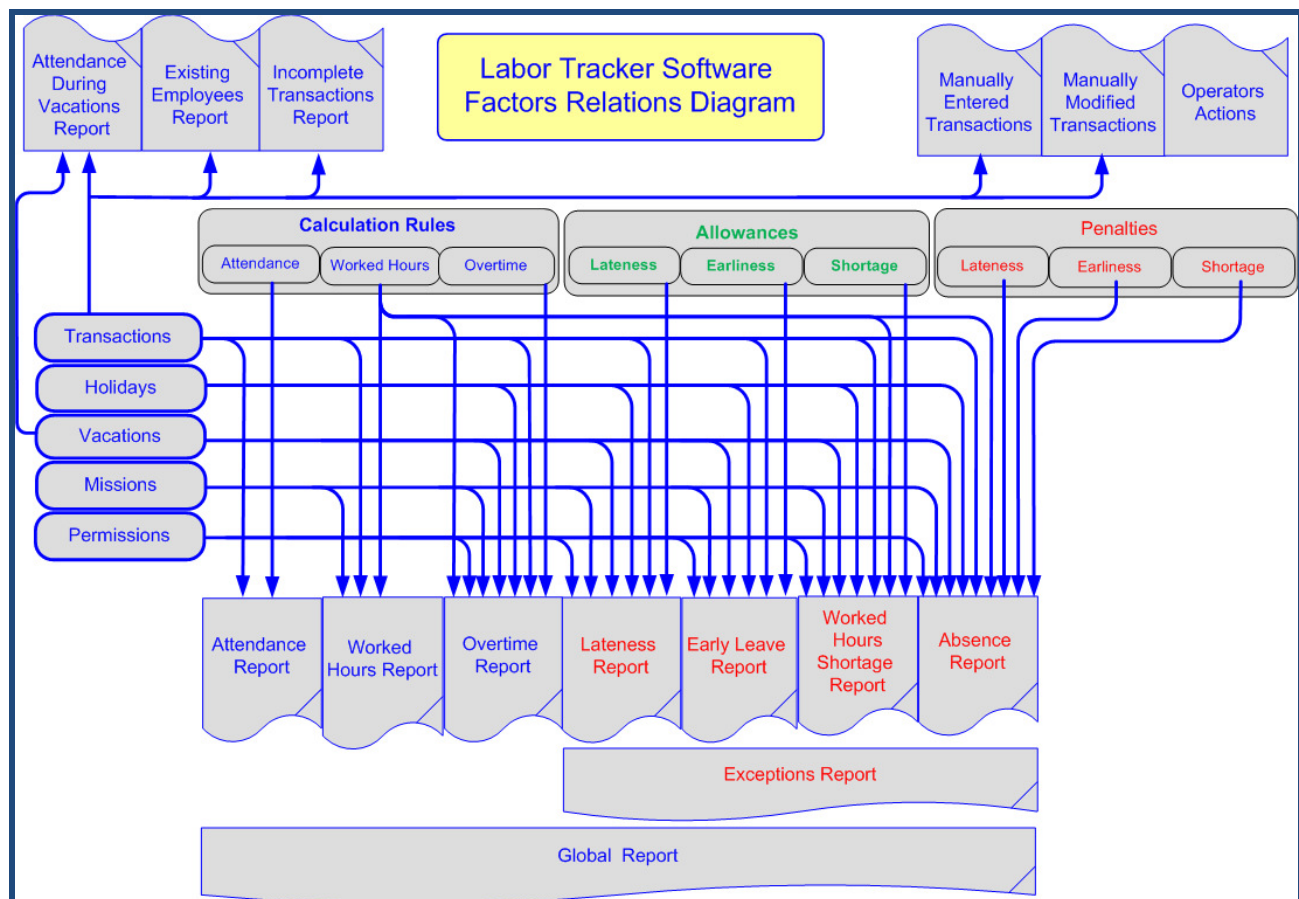
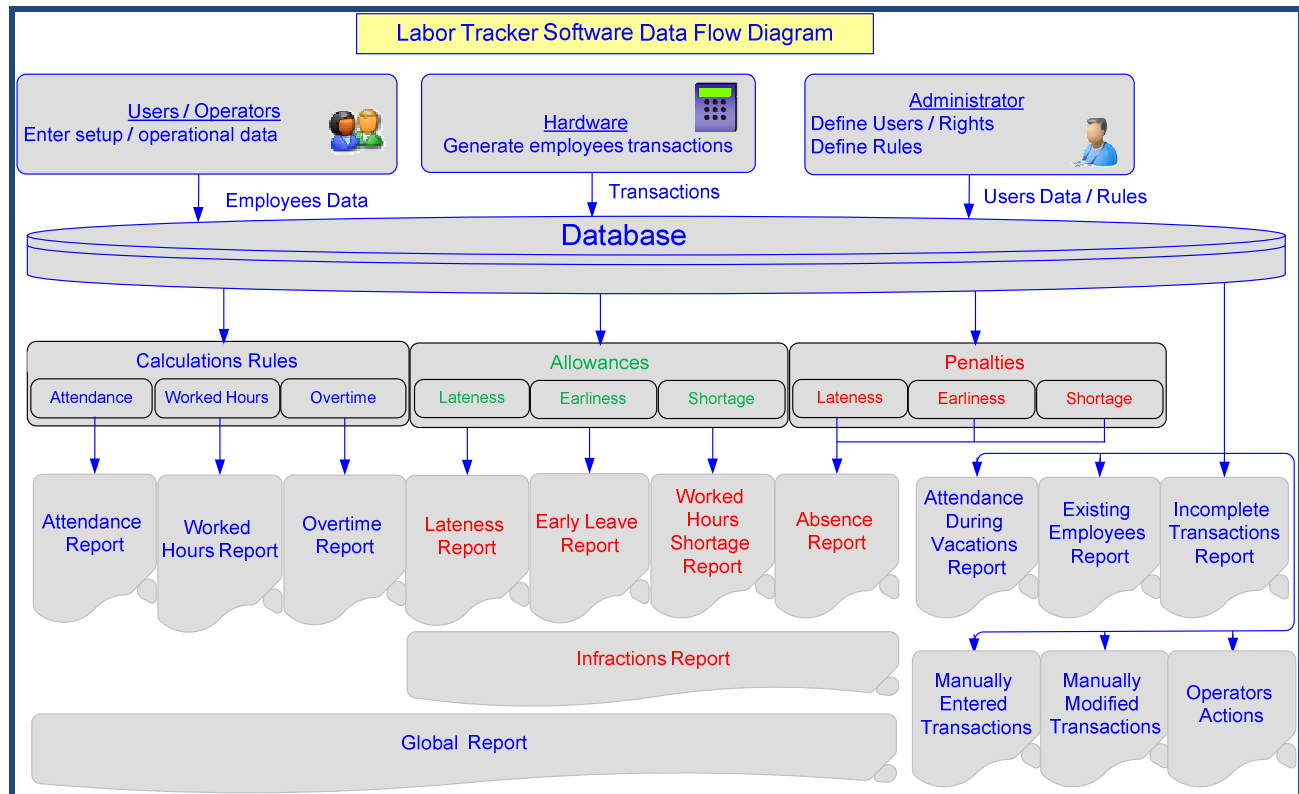
Label	Value
Maximum Monthly Hours	16
Maximum Yearly Hours	50
Maximum Monthly Times	3
Maximum Yearly Times	10

At the bottom right of the dialog, there are two buttons: 'Save' and 'Cancel' (with a red 'X' icon).

2.3.3.5- Calculations Periods closing:

Since LaborTracker calculation results can be exported to Payroll Systems, LaborTracker supports calculation period closing after calculation results are sent to payroll. If a period is closed by system administrator, no factor (holiday, vacation, mission, permission or transaction) can be registered / canceled

2.4- Data Flow



2.5- System Security

System security is implemented using following:

- 1- Controlling which system menus every user (operator) can access
- 2- Controlling which employees' data every user can access
- 3- Registering users activities in the system

To reduce data entry when multiple users have the same rights, security is defines into profiles (authority levels) then all users of same rights are assigned same profile

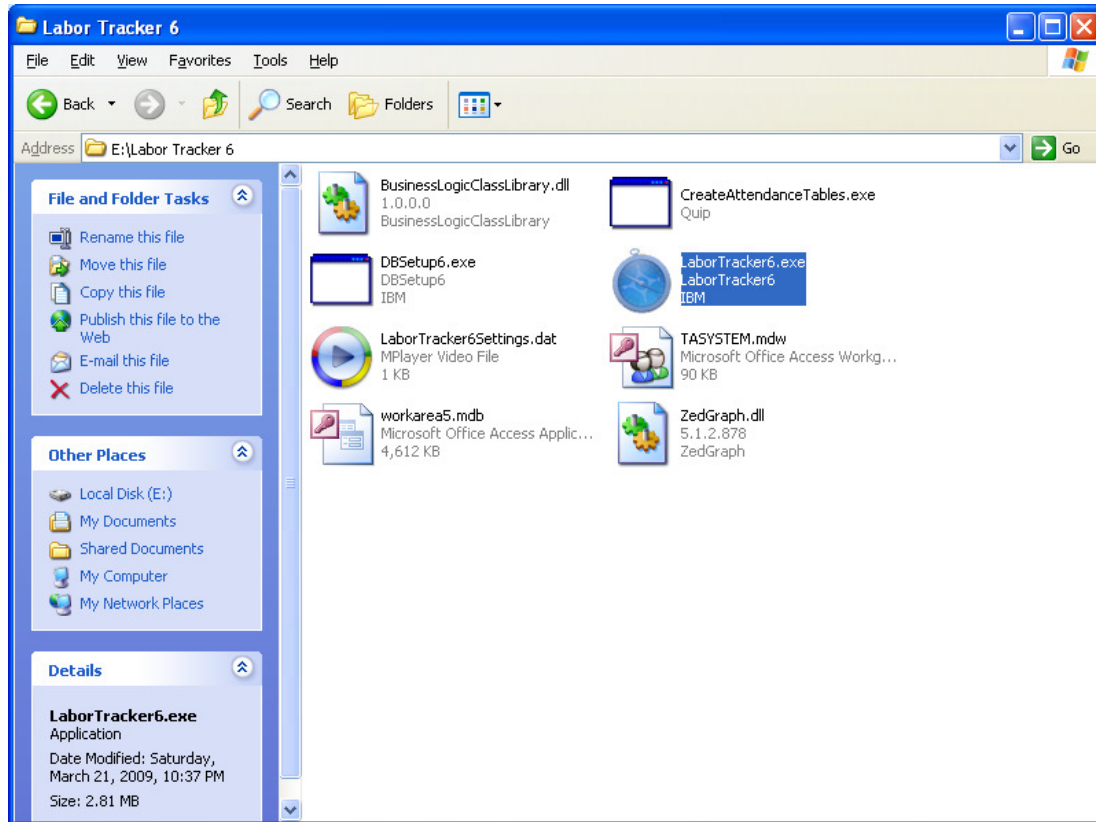
To satisfy criteria No. 1, Menus Access Profiles should be defined including menus authorized for users of different authority levels

To satisfy criteria No. 2, Employees Access Profiles, Admin Units Access Profiles and Extra Fields Access Profiles should be defined to define which employees and which info a user can see

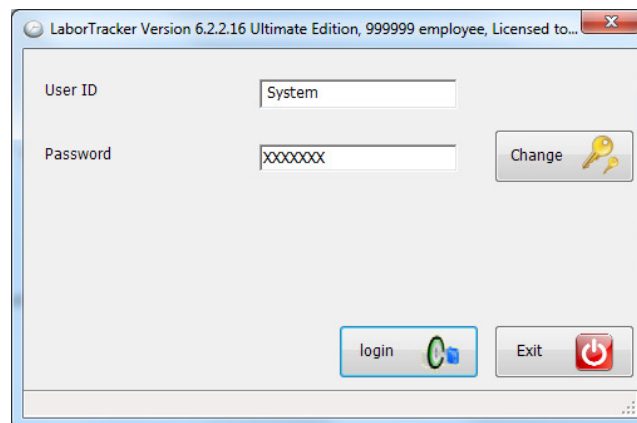
3- Using LaborTracker:

3.1- Starting LaborTracker:

From “Labor Tracker” folder (created during software installation) run “LaborTracker6.exe”



Enter user ID and password, for the first time access enter “System” as user ID and “Startup” as password and click “Login”

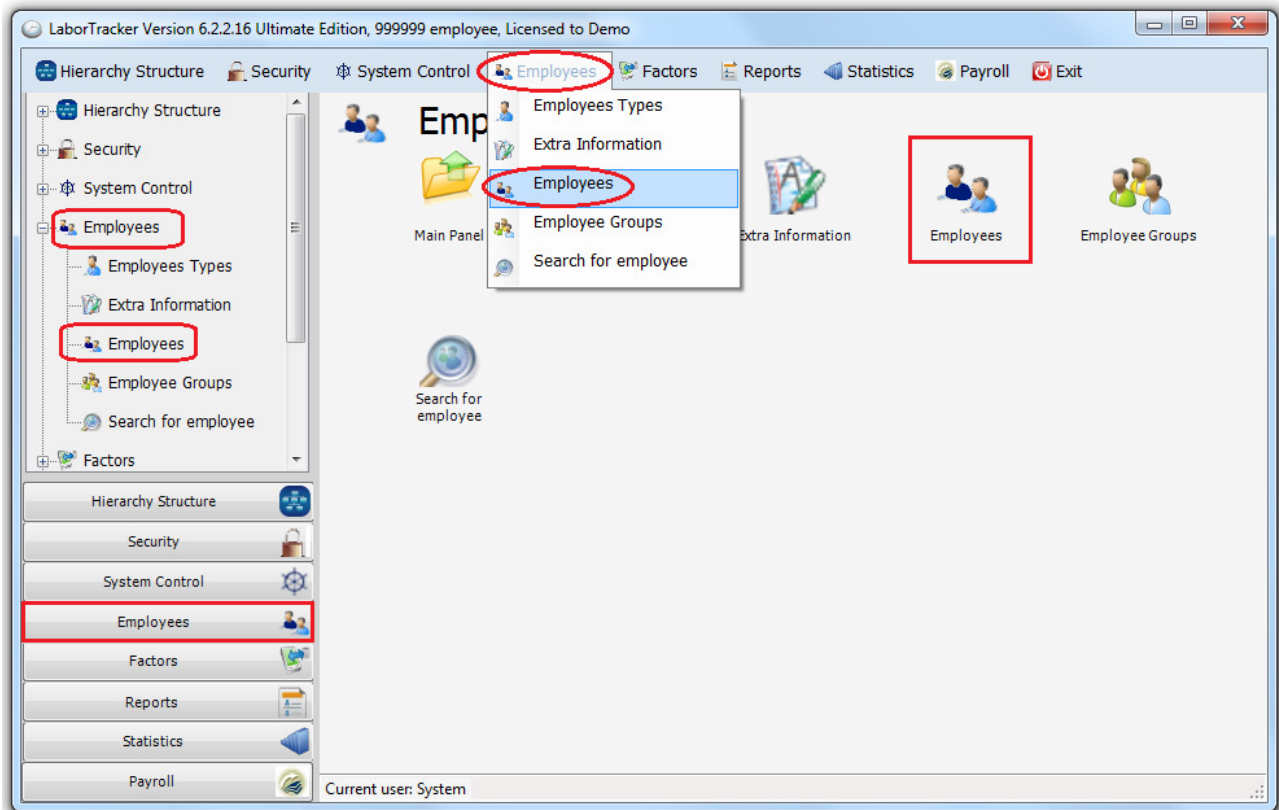


3.2- How to navigate in LaborTracker menus

LaborTracker menus can be accessed in 3 ways:

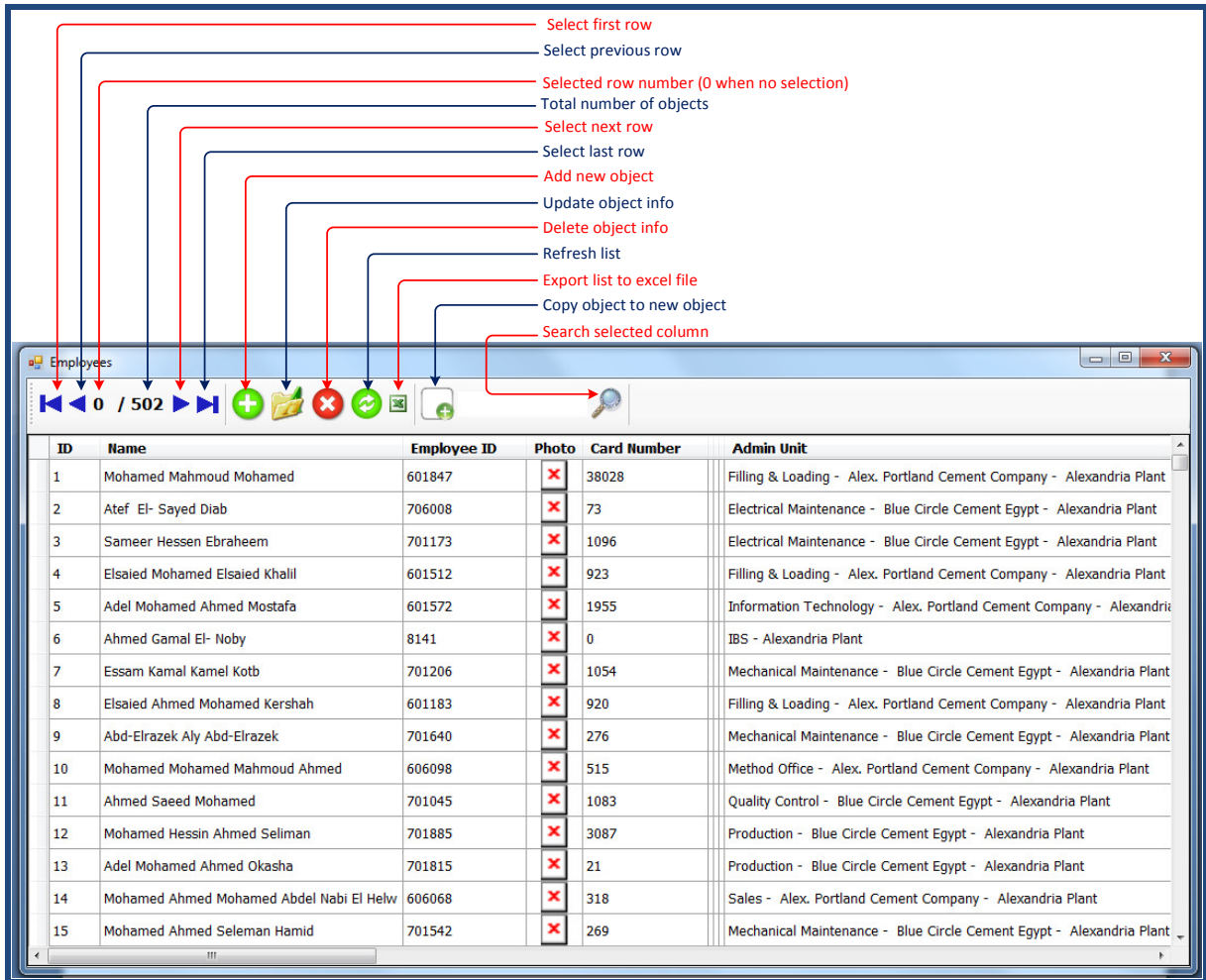
- 1- Using menu bar on the top of the window
- 2- Clicking on menu label in front panel
- 3- Using tree panel on the left of the window

For example to view employees list, select “Employees” menu by either way of the 3



3.3- How to define / update setup information

To add new record or update / delete existing record, user should open requested information list window (for example employees list as explained before) then click related button on top of the window



Object info window shall appear, enter object info then click “Save”

Admin Unit Info

Name: XYZ Holding Company

Admin Level: Holding Company

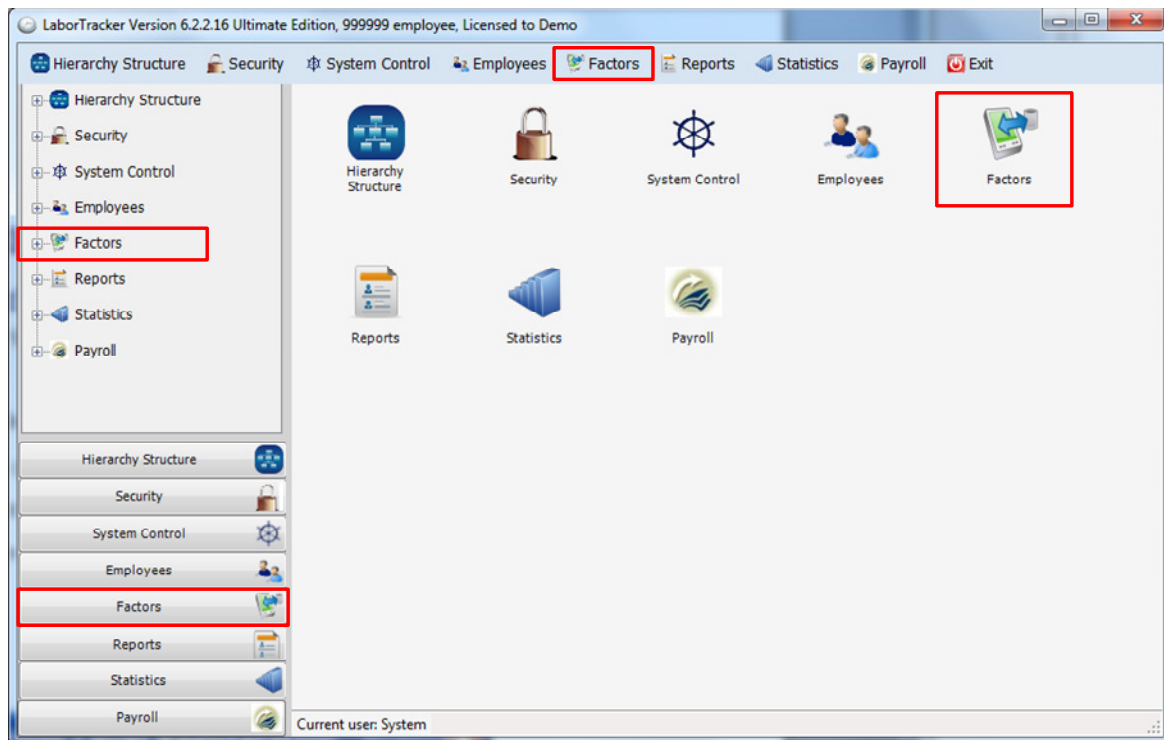
Upper Admin Unit:

Location:

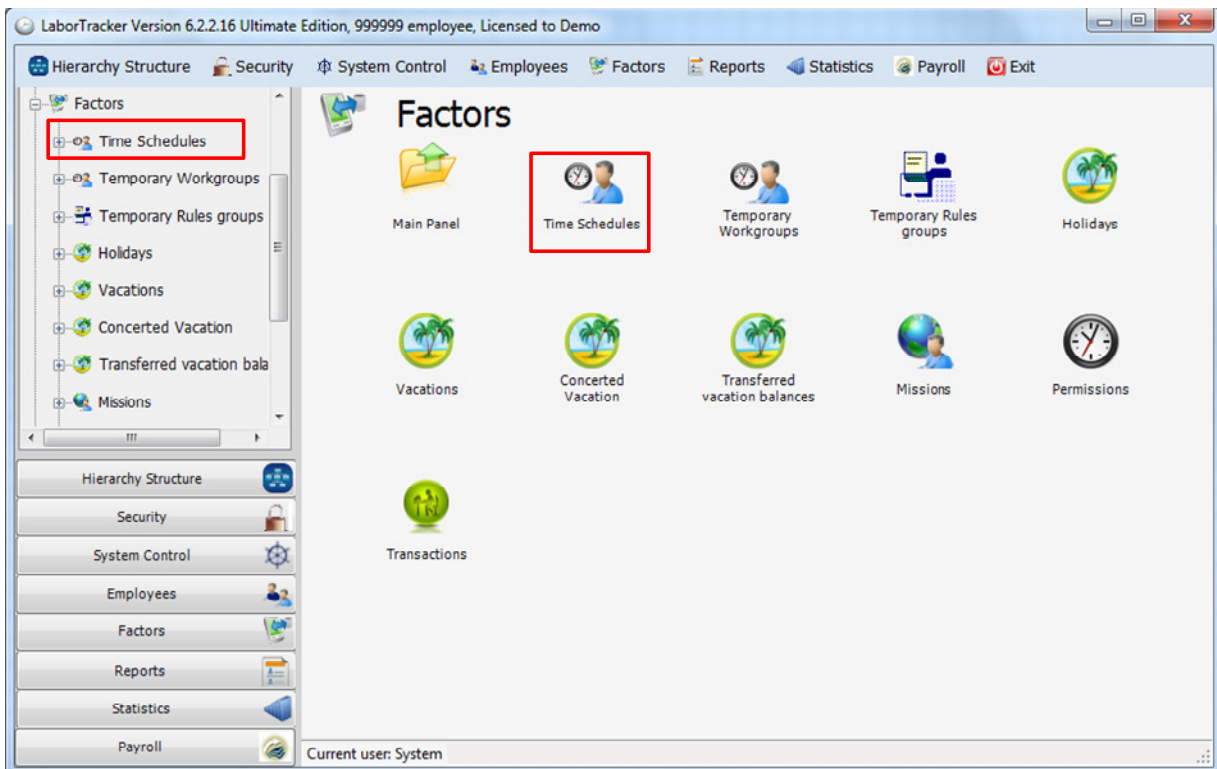
Save Cancel

3.4- How to register factors

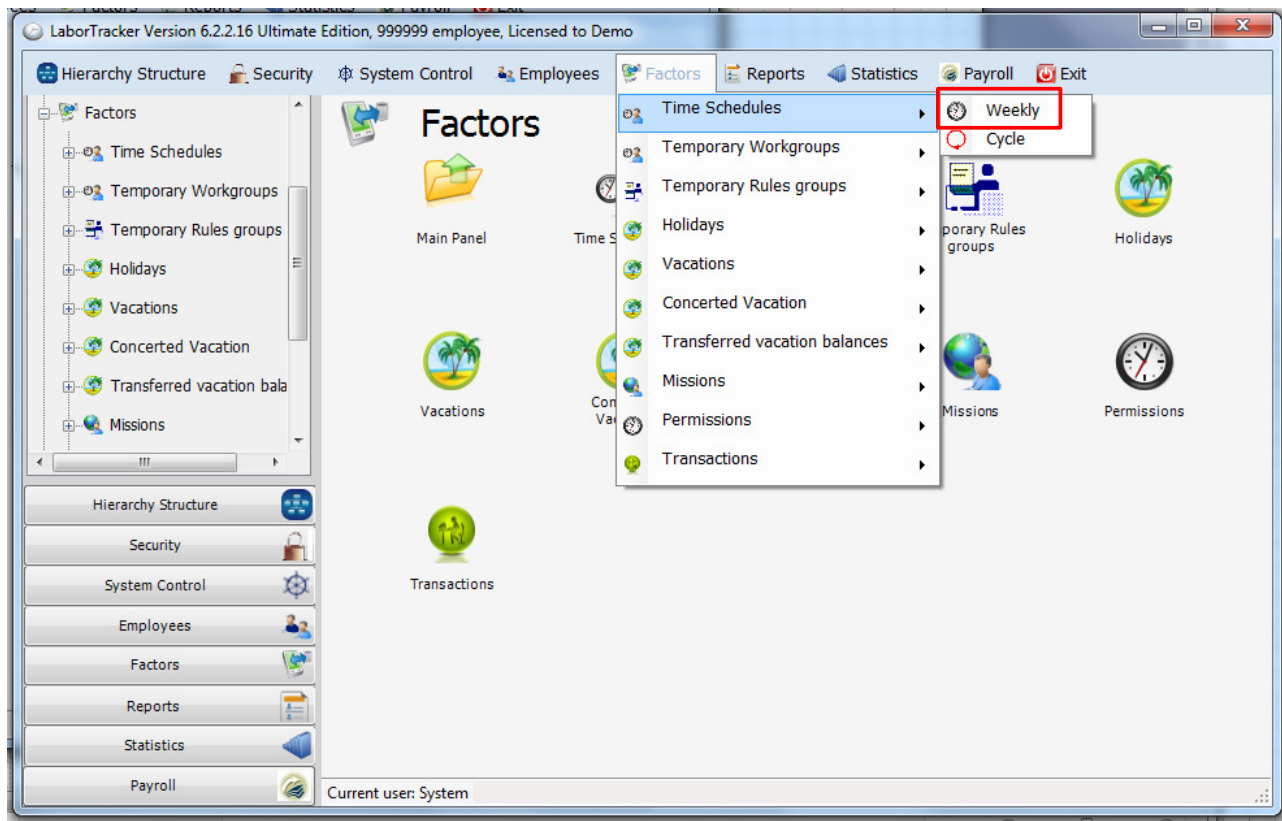
- 1- Open Factors panel by clicking any of the following



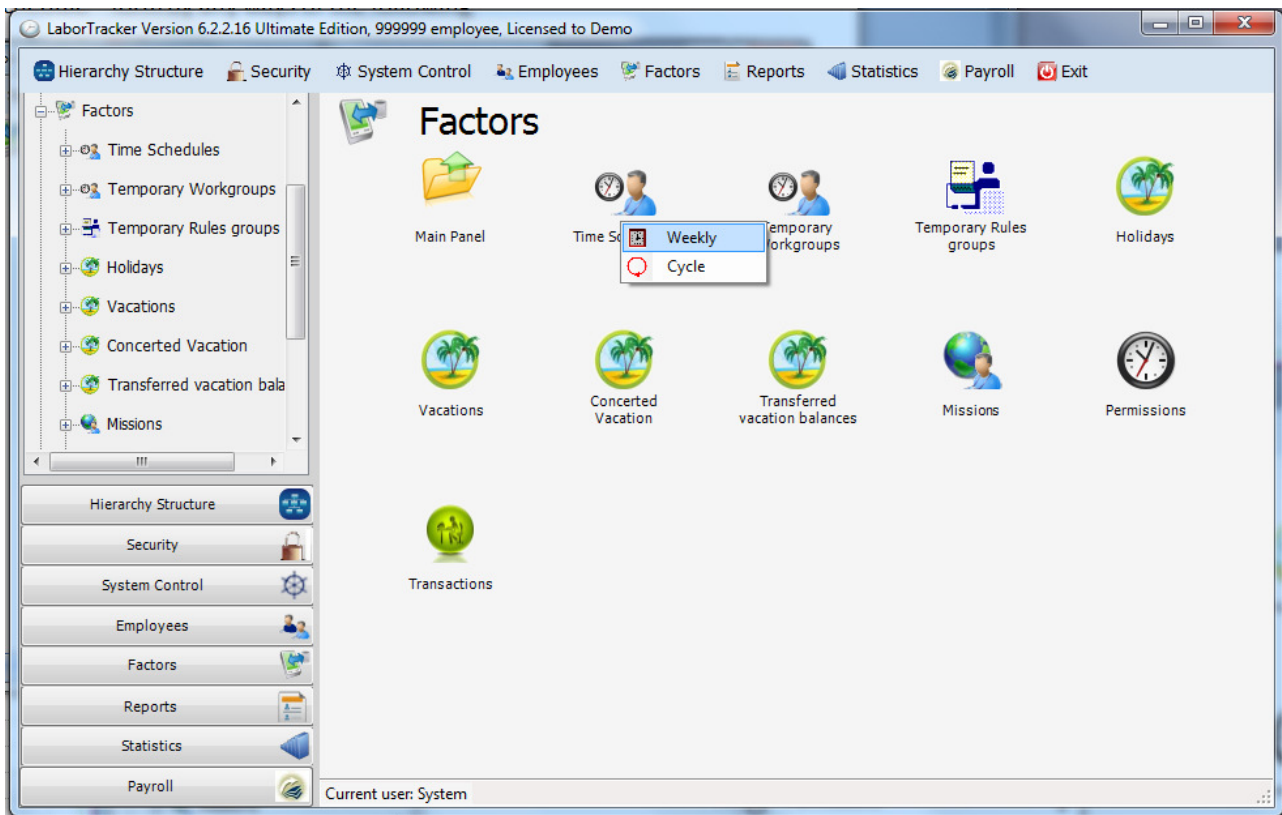
- 2- Factors panel shall appear, Click required factor, for example “Time Schedules”



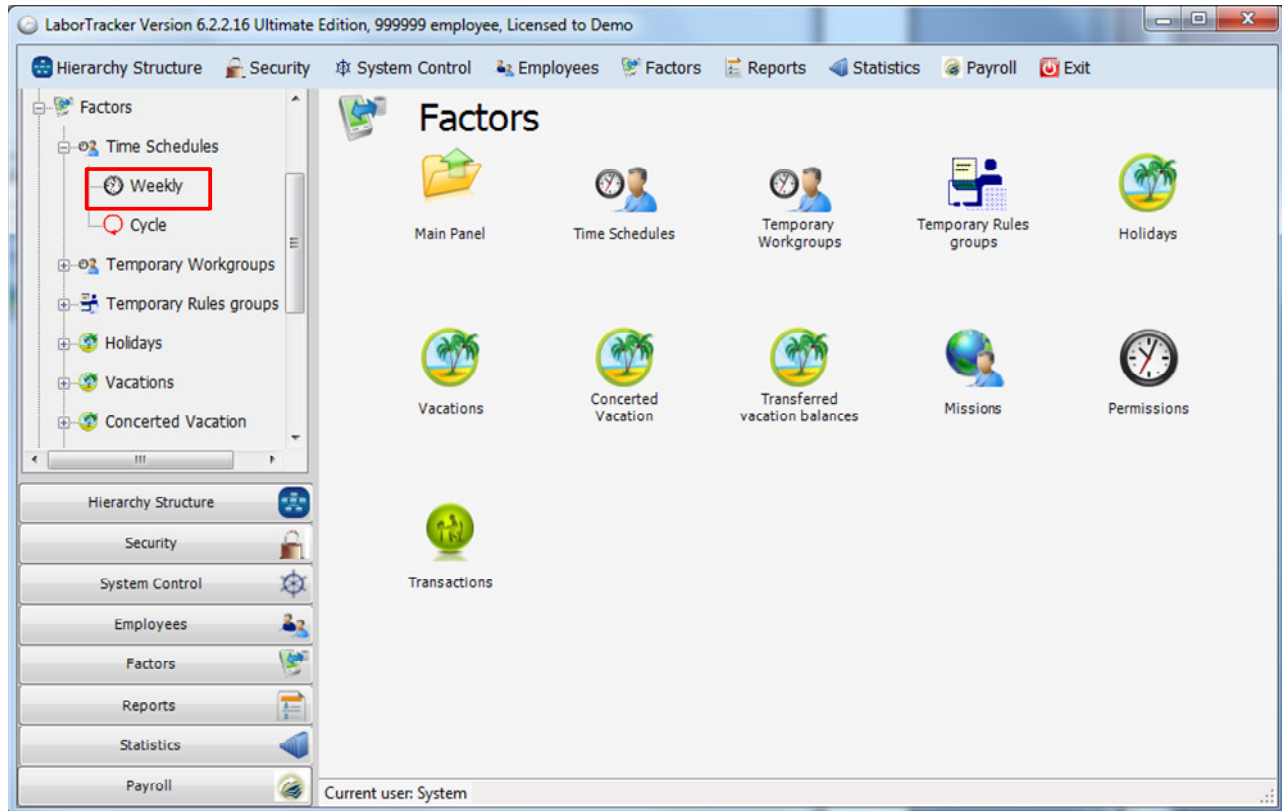
- 3- If working times is related to day of week (i.e. not cycle independent on the day of week) then open “Weekly Time Schedule” form upper menu as follows



Or right click on “Time Schedules” icon on factors panel



Or expand “Time Schedules” node in tree view and click “Weekly”



- 4- Required factor info window shall appear, enter factor info then click “Save” to save record or click “Cancel” to exit without saving

The 'Working Hours info' dialog box is shown. It has a date range from 26-06-2011 to 26-06-2011. The 'New Working Hours' section contains a table with columns for Start Time, End Time, and Working Hours for each day of the week. The 'Current Working Hours' section contains a table with columns for Date, Start Time, End Time, and Working Hours. There are 'Load', 'Save', and 'Cancel' buttons.

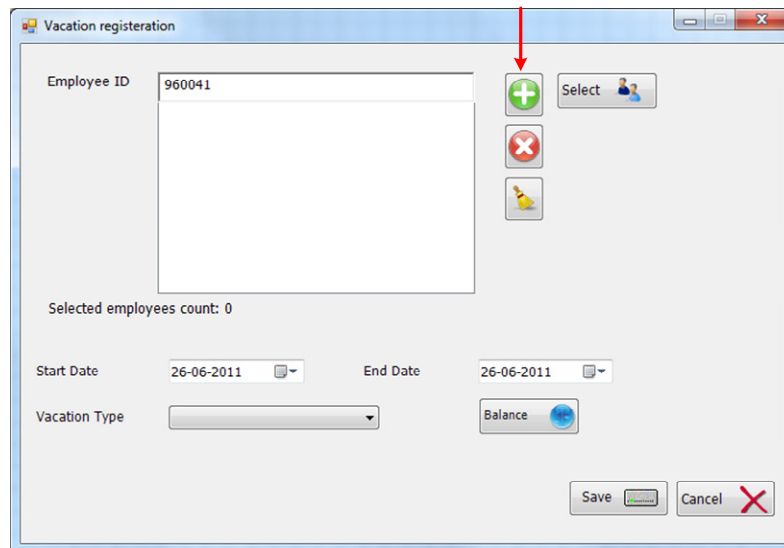
Day	Start Time	End Time	Working Hours
Saturday	00:00	00:00	00:00
Sunday	00:00	00:00	00:00
Monday	00:00	00:00	00:00
Tuesday	00:00	00:00	00:00
Wednesday	00:00	00:00	00:00
Thursday	00:00	00:00	00:00
Friday	00:00	00:00	00:00

Date	Start Time	End Time	Working Hours
------	------------	----------	---------------

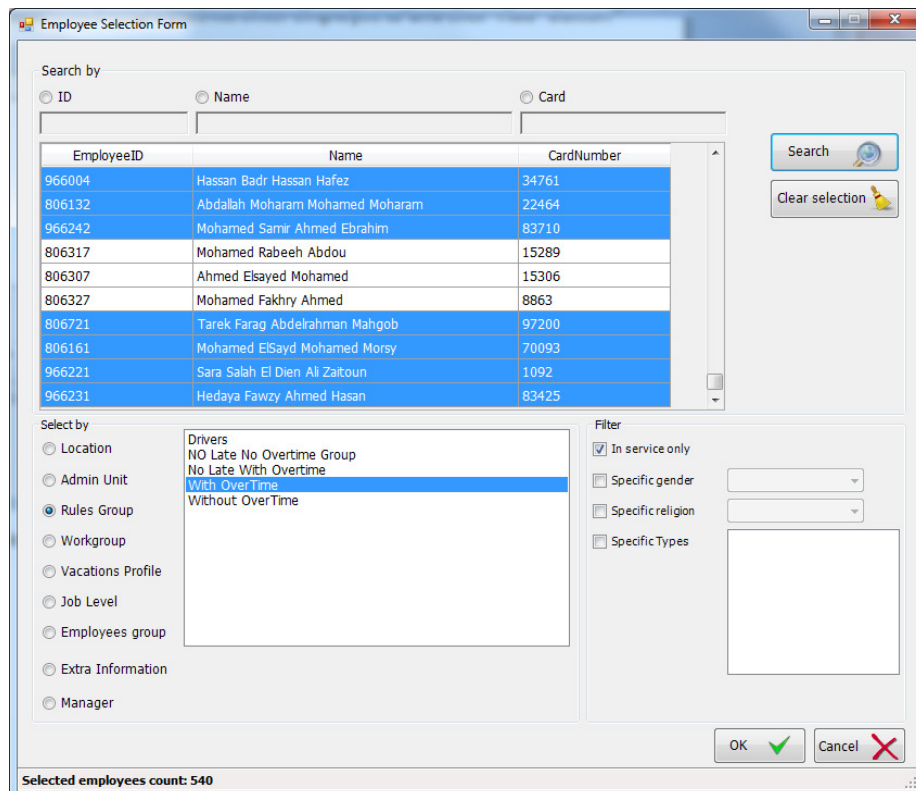
3.5- Selecting Employees

During operation, a user shall want to select group of employees to record a factor (vacation for example) or to produce report, LaborTracker provides a consistent way of employees filtration all over the system

User can add an employee to selected employees list by entering employee ID and clicking “Add” button, this can be repeated for multiple employees but user must remember their ids



Or to select multiple employees user can click “Select” button, Employee Selection Form shall appear, enter selection criteria then click “Search” button



EmployeeID	Name	CardNumber
966004	Hassan Badr Hassan Hafez	34761
806132	Abdallah Moharam Mohamed Moharam	22464
966242	Mohamed Samir Ahmed Ebrahim	83710
806317	Mohamed Rabeeh Abdou	15289
806307	Ahmed Elsayed Mohamed	15306
806327	Mohamed Fakhry Ahmed	8863
806721	Tarek Farag Abdelrahman Mahgob	97200
806161	Mohamed ElSayed Mohamed Morsy	70093
966221	Sara Salah El Dien Ali Zaitoun	1092
966231	Hedaya Fawzy Ahmed Hasan	83425

Employees valid for selection criteria shall be highlighted, click “OK” button, selected employees shall be added to original form

Vacation registration

Employee ID: 960041

Abdallah Mamdouh Abdallah
Abdallah Mohamed Zedan Sad Diab
Abdallah Moharam Mohamed Moharam
Abdel Aal Mohamed Abdel Aal
Abdel Hafez Antar Abdel Hafez
Abdel Maksoud Abdalah Abdelmawgoud
Abdel Naser Mostafan Mohamed
Abdel Sabour Osman Mohamed Ali
Abdel Wahab Ali Mohamed Ali
Abdel Wahab Talaat Abdel Wahab
Abdelaziz Ahmed Abdelaziz
Abdelhalem Mahmoud Ahmed
Abdelhamed Abdelhamed Mansour

Selected employees count: 540

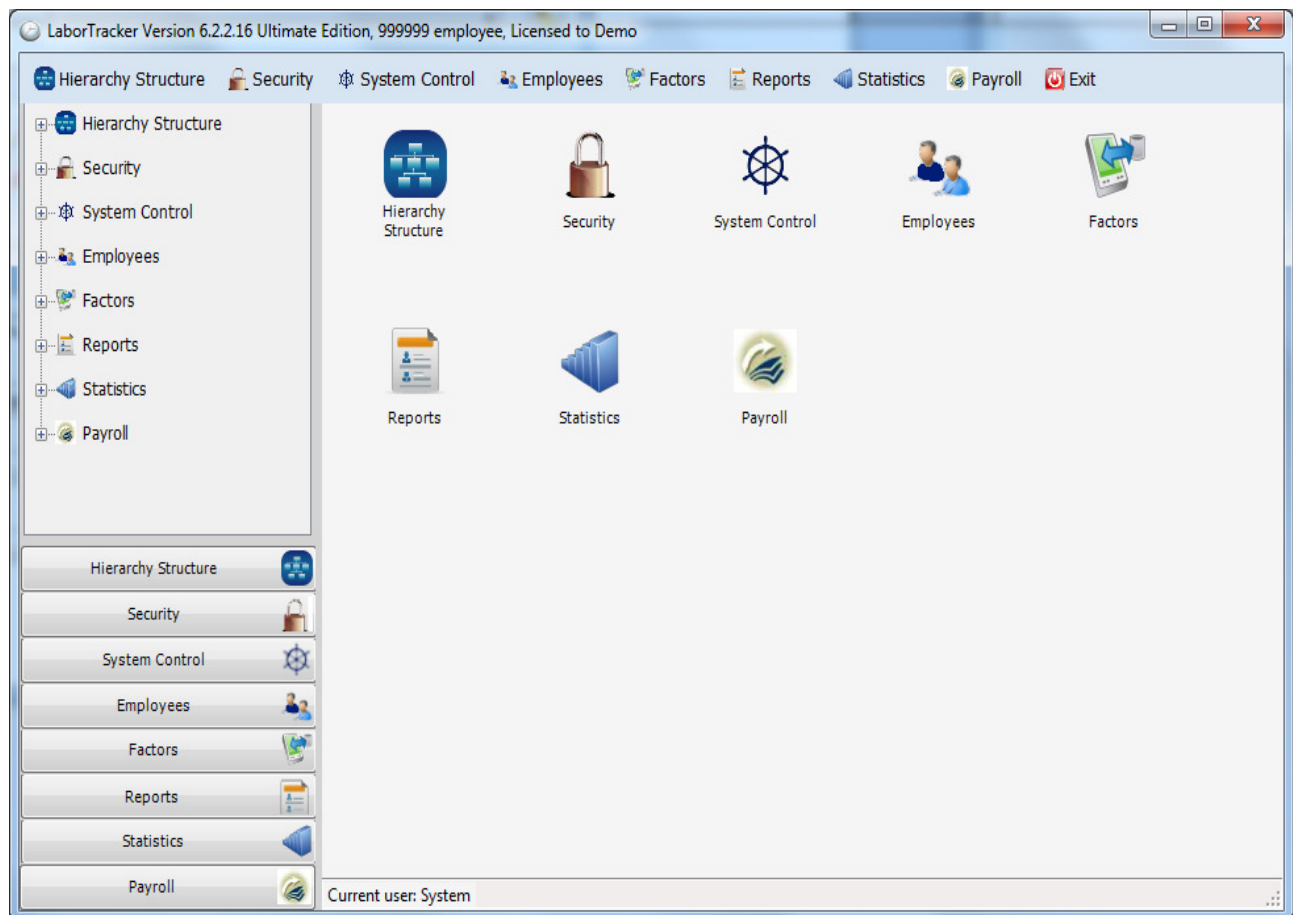
Start Date: 26-06-2011 End Date: 26-06-2011

Vacation Type: Balance

Save Cancel

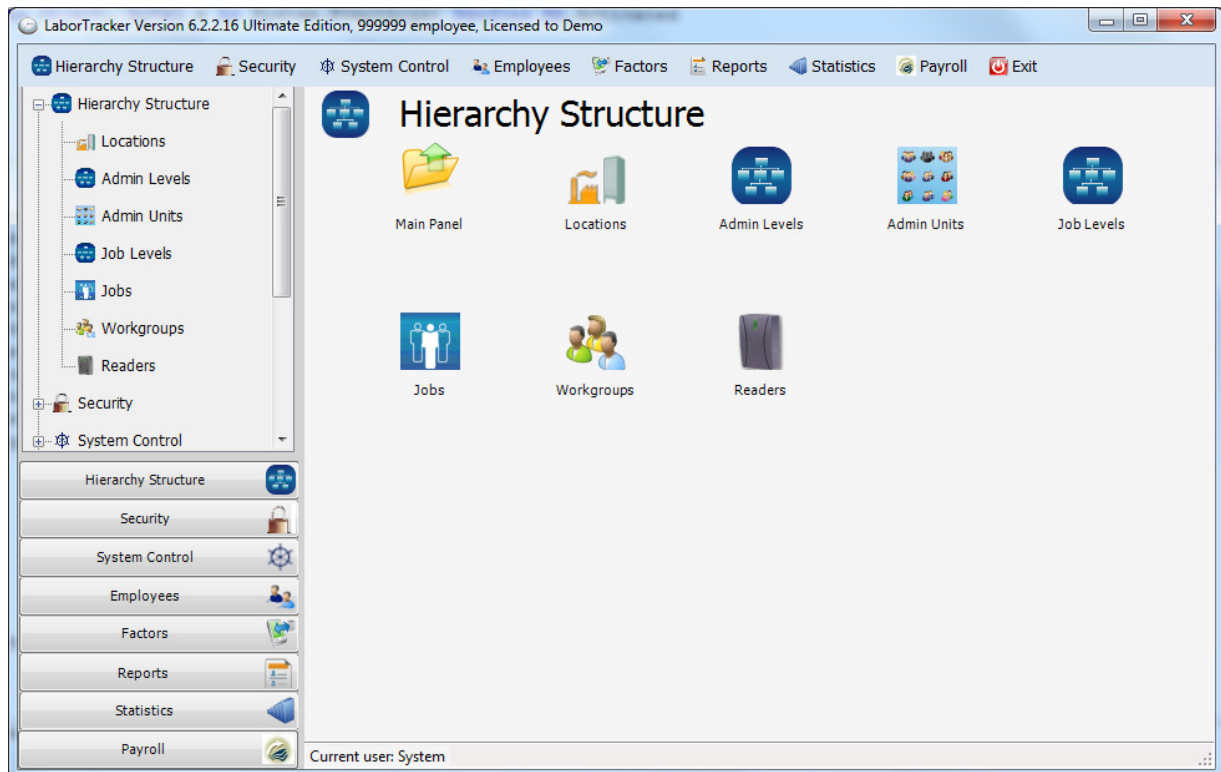
3.6- System Menus:

3.6.1- Main Menu



3.6.2- Hierarchy Structure menu

Hierarchy Structure menu enable user to define corporate hierarchy structure info described in section [2.3.1](#)



Examples:

Admin Levels: Company, sector and department

Admin Units: Companies names, sectors names, departments' names, etc.

Job Levels: Sector Manager, Department Manager, Technical specialist, etc.

Jobs: Finance sector manager, marketing sector manager, technical support department manager, etc.

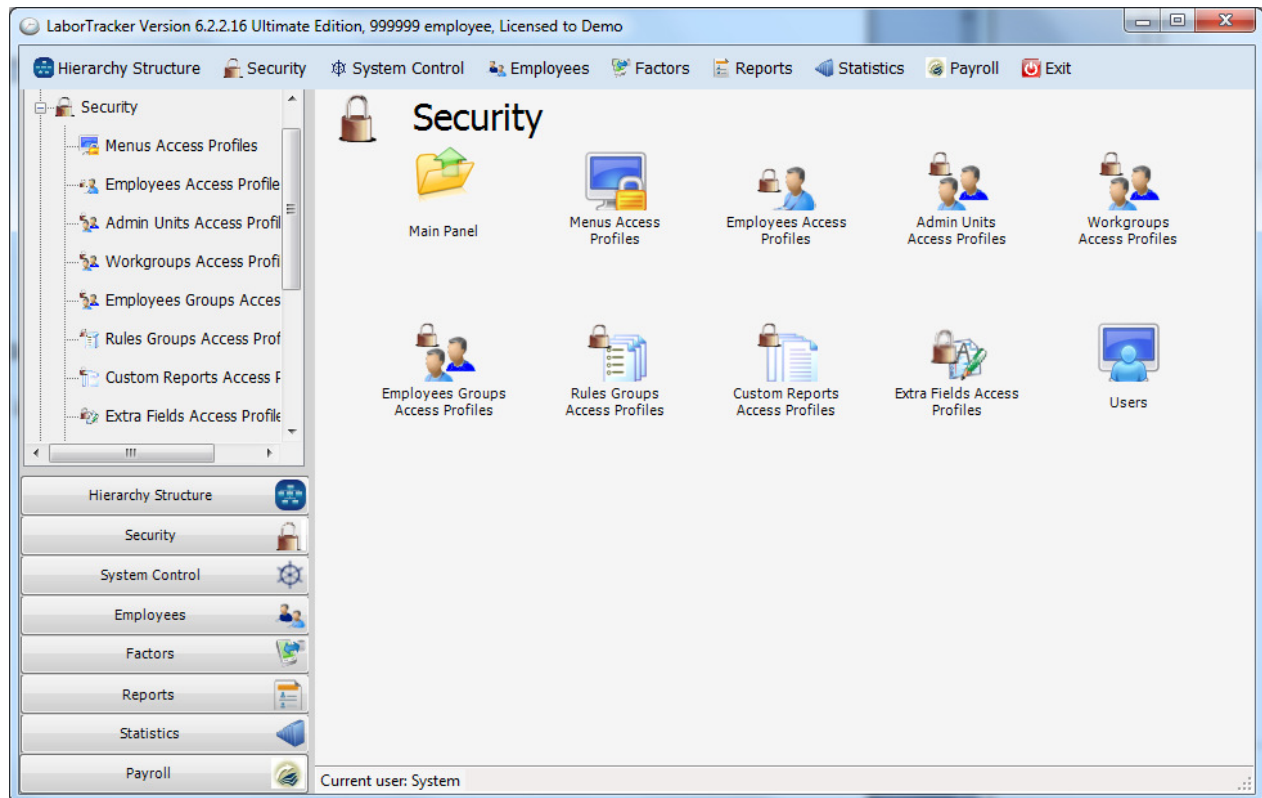
Workgroups: Administration, Security morning shift, Security night shift, etc....

3.6.3- Security menu

Security menu enables system Administrator to define uses and assign their access rights

LaborTracker administrator can control which menus / information other users can access

Each user shall be assigned a group of profiles defining his / her access rights



3.6.3.1- Menus Access Profiles

Menus Access Profiles contains which menus a user having this profile can see and which actions he/she can do

The screenshot shows the 'System Menu Access Profiles' application window. The main window displays a table with the following data:

ID	Name	Users count	Active	Blocked
1	Administrators	1	1	0
3	super-user	3	3	0

The 'super-user' profile is selected, and the 'Menus Access Profile Info' dialog box is open. The dialog box shows the profile name 'super-user' and a table of menu access permissions:

Menu Name	Authorized	Add	Update	Delete
Locations	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Admin Levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Admin Units	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Job Levels	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jobs	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Workgroups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Readers	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Menus Access Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employees Access Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
AdminUnits Access Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Workgroups Access Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Rules Groups Access Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Custom Reports Access Profiles	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employees Groups Access Profiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ExtraFieldsAccessProfiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Users	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Vacations Types	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Below the table, there are two empty boxes labeled 'Active users' and 'Blocked users'. The dialog box also features 'Select' and 'Clear' buttons on the right, and 'Save' and 'Cancel' buttons at the bottom right.

3.6.3.2- Employees Access Profiles

Employees Access Profiles contains which employees a user having this profile can see in addition to employees in admin units included in user' Admin Units Access Profile

The screenshot displays the 'Employees Access Profiles' application window. At the top, there is a toolbar with navigation and action icons. Below the toolbar is a table with the following data:

ID	Name	Employees count	Users count	Active	Blocked
2	test	2	1	1	0
3	test2	1	0	0	0
4	test3	114	0	0	0

An 'Employee Access Profile Info' dialog box is open, showing details for the selected profile 'test3'. The dialog includes a 'Name' field with 'test3', an 'Employee ID' field, and a list of employee names. The 'Selected employees count' is 114. There are also fields for 'Active users' and 'Blocked users', and 'Save' and 'Cancel' buttons at the bottom.

Employee Access Profile Info

Name: test3

Employee ID:

- Abd-Elhalim Abd-Elgalil Ibrahim
- Abd-Elhalim Hafiz Aly Shaaban
- Abd-Elmegeed Masoud Abd-Elmegeed
- Abd-Elmenem Ragab Abd-Rabbou
- Adel Abbas Ibrahim Nagy
- Adel Aly Ragab
- Adel Mohamed Ahmed Okasha
- Adel Nabih Ghanem Elsaied Ghan
- Ahmed Abd-Elghany Aly Mohamed
- Ahmed Abd-Ellatif Mohamed
- Ahmed Abd-Ellatif Seleman
- Ahmed Abd-Elrahman mosaad Ogea

Selected employees count: 114

Active users: [Empty Box]

Blocked users: [Empty Box]

Save Cancel

3.6.3.3- Admin Units Access Profiles

Admin Units Access Profile contains which admin unit a user having this profile can see in addition to employees included in user' Employees Access Profile. Admin Unit Access Profile automatically grant user the right to see new employees added to any of admin units included in the access profile without the need to add them th his / her Employees Access Profile

Admin Units Access Profile Info

Name: Quality Control

Admin Units:

- Quality Control - Alex. Portland Cement Company - Alexandria Plant
- Quality Control - Blue Circle Cement Egypt - Alexandria Plant
- Quality Control - Blue Circle Cement Egypt - Alexandria -Quarries
- Quarries - Alex. Portland Cement Company - Alexandria -Quarries
- Quarries Development - Alex. Portland Cement Company - Alexandria Plant
- Quarries Development - Alex. Portland Cement Company - Alexandria -Quarries
- Sales - Alex. Portland Cement Company - Alexandria Plant
- Security - Alex. Portland Cement Company - Alexandria Plant
- Stores - Alex. Portland Cement Company - Alexandria Plant
- Stores - Blue Circle Cement Egypt - Alexandria Plant
- Temporaries - Alex. Portland Cement Company - Alexandria Plant
- Temporaries - Blue Circle Cement Egypt - Alexandria Plant
- test
- Training & Development - Alex. Portland Cement Company - Alexandria Plant
- Training & Development - Blue Circle Cement Egypt - Alexandria Plant
- Transportation - Alex. Portland Cement Company - Alexandria Plant
- Transportation - Blue Circle Cement Egypt - Alexandria Plant

Clear

Active users: test

Blocked users:

Save Cancel

Note: if a user should access admin units of different admin levels, then all authorized admin units should be added, for example granting a user access to a higher admin unit like Company1 will not automatically grant the user access to all admin units under company1 because a user may be specialized for higher management only, accordingly authorized admin units under company1 should be selected one by one

3.6.3.4- Workgroups Access Profiles

Workgroups Access Profile contains which Workgroups a user having this profile can see and accordingly can set working times

3.6.3.5- Employees Groups Access Profiles

Employees Groups Access Profile contains which employees groups a user having this profile can see and accordingly can select when producing reports or performing other tasks

3.6.3.6- Rules Groups Access Profiles

Rules Groups Access Profile contains which rules groups a user having this profile can see and accordingly can set rules

3.6.3.7- Custom Reports Access Profiles

Custom Reports Access Profile contains which custom reports a user having this profile can see and accordingly can request

3.6.3.8- Extra Fields Access Profiles

Extra Fields Access Profile contains which employee extra information field a user having this profile can see, for example some sensitive employee information should be accessible by limited number of HR department employees

3.6.3.9- Users definition:

To define a new user, system administrator should enter login ID and default password and assign access profiles.

If the user is an employee (HR or time keeper) administrator can relate user account to employee record such that if employee service ended (for example due to resignation), user account shall be automatically blocked.

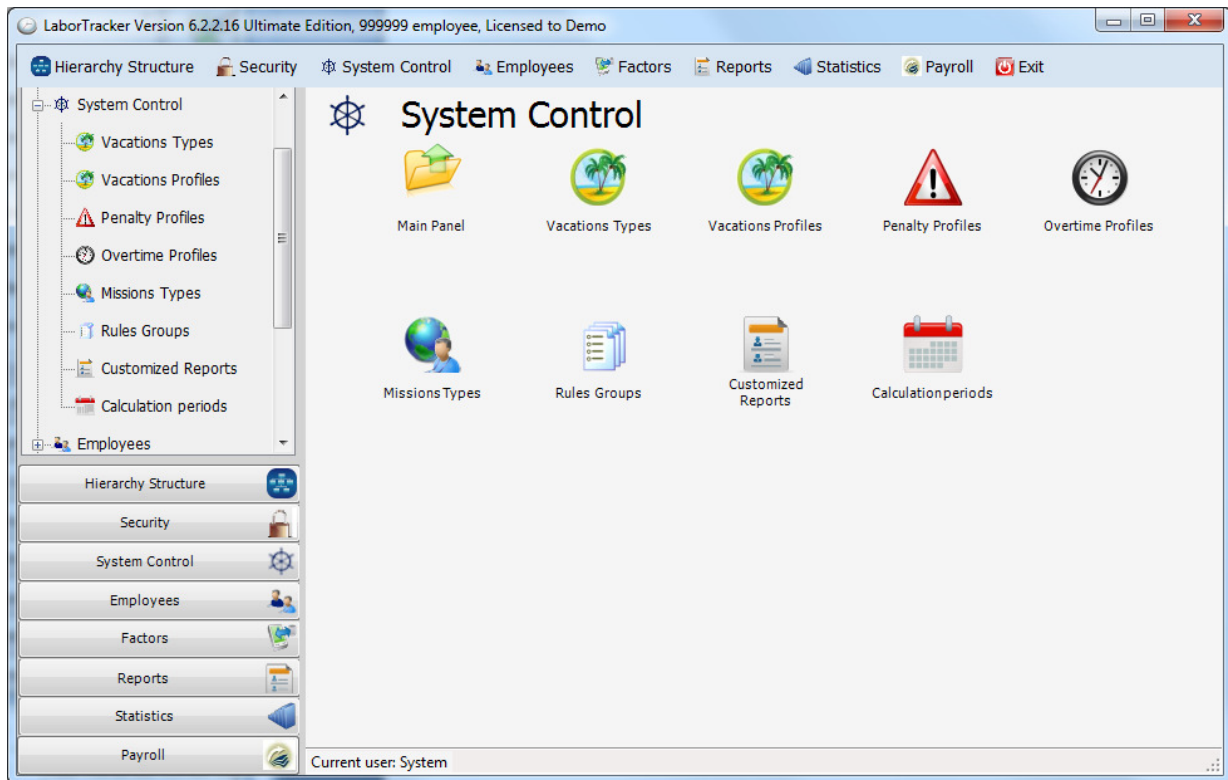
If the user is a contractor, account expiry date can be specified

At any time, system administrator can block user by check marking “Blocked” flag

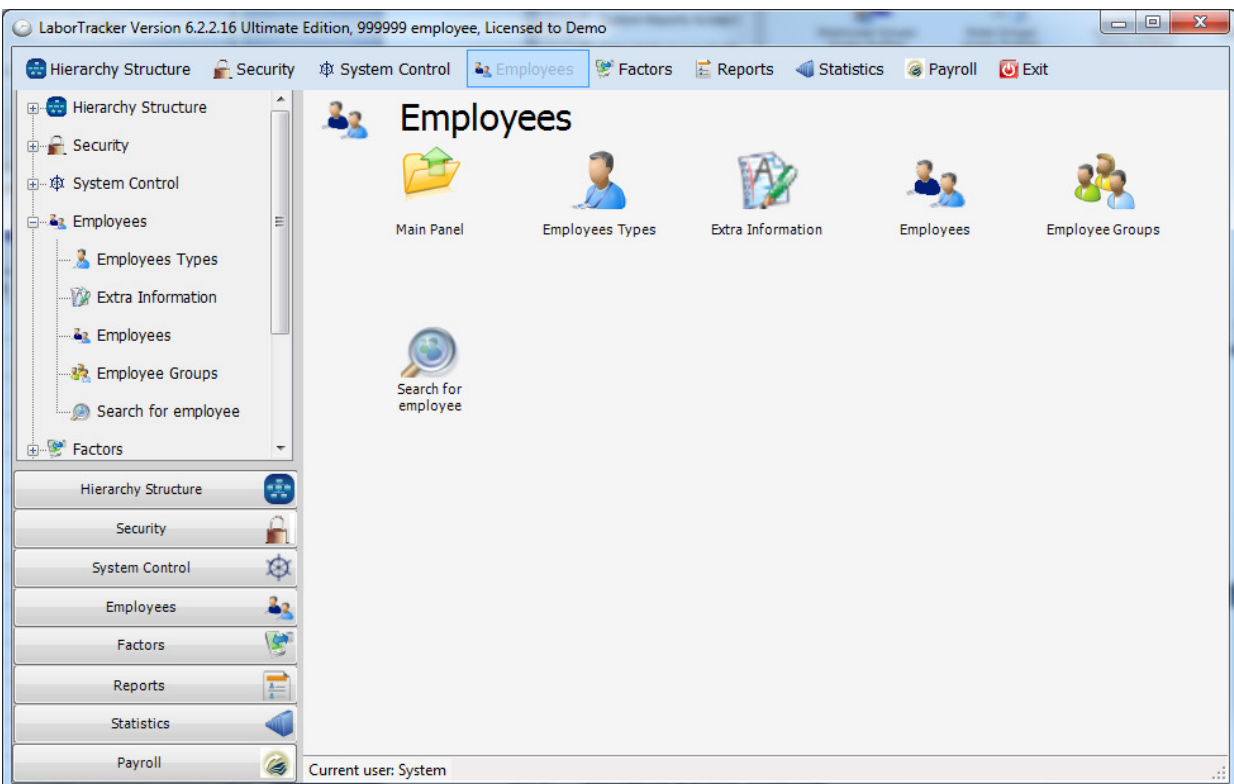
The screenshot shows a 'Users' dialog box with the following fields and controls:

- Name: Text input field
- Login ID: Text input field
- Login Password: Text input field
- Menus Access Profile: Dropdown menu with a selection icon
- Employees Access Profile: Dropdown menu with a selection icon
- Admin Units Access Profile: Dropdown menu with a selection icon
- Workgroups Access Profile: Dropdown menu with a selection icon
- Employees Groups Access Profile: Dropdown menu with a selection icon
- Rules Groups Access Profile: Dropdown menu with a selection icon
- Custom Reports Access Profile: Dropdown menu with a selection icon
- Extra Fields Access Profile: Dropdown menu with a selection icon
- employee: Dropdown menu with a selection icon and a 'Select' button with a user icon
- ☐ Blocked: Checkmark box
- Expiry Date: Text input field
- Save: Button
- Cancel: Button with a red X icon

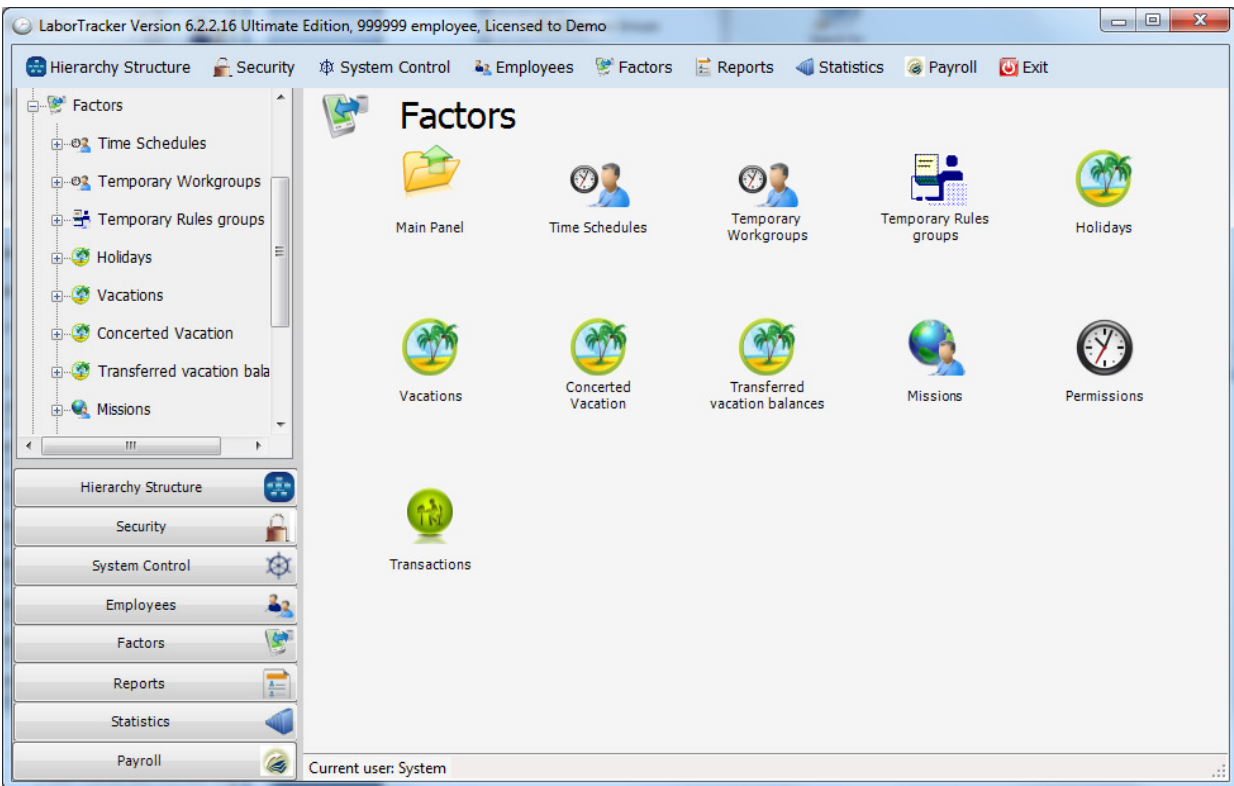
3.6.4- System Control menu



3.6.5- Employees menu



3.6.6- Factors menu



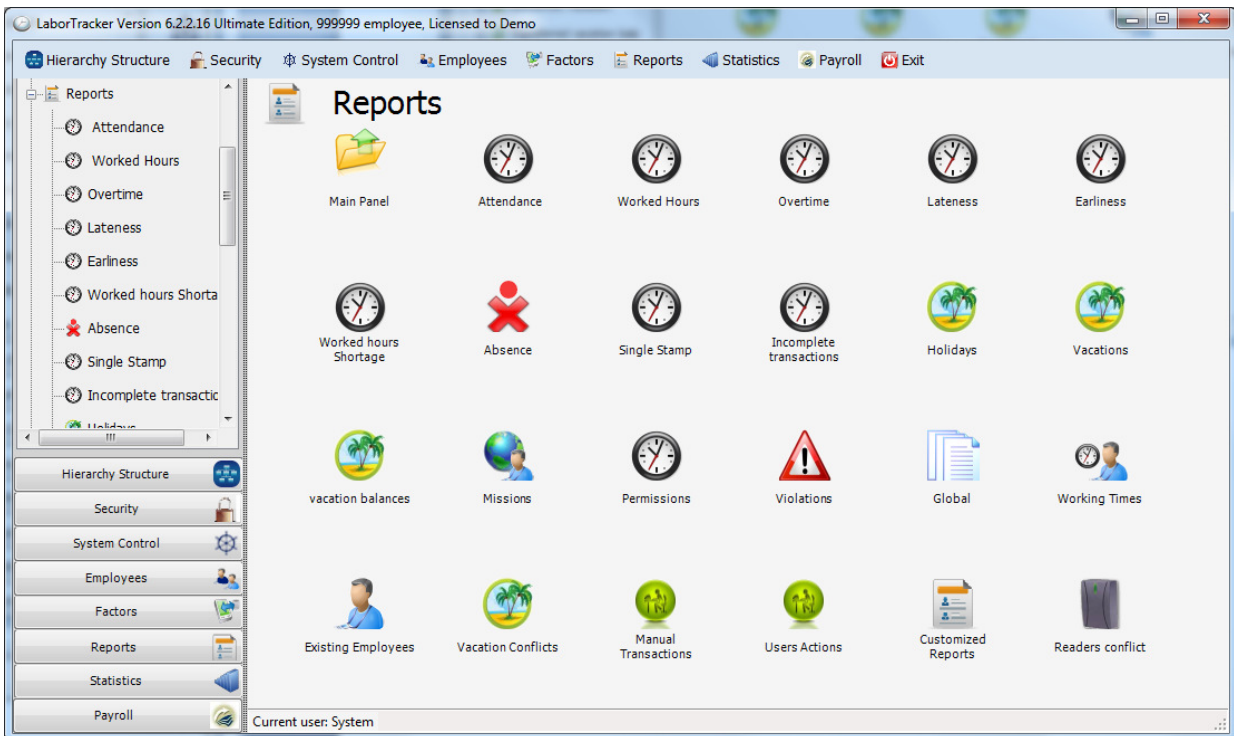
Enable users to define affecting factors:

- **Time schedules:** start time, end time and worked hours for registered workgroups
- **Temporary Workgroups:**

To support business needs the software supports to define different work times for an employee (rather than his original workgroup) for a specified period. To do this the employee should be assigned to the workgroup having the new working times for the required period
- **Concerted Vacations:** in case of having vacation bridge (two holidays / off days with one working day in between) and you want to give it as vacation to all employees to be deducted from their annual balance
- **Transactions:**

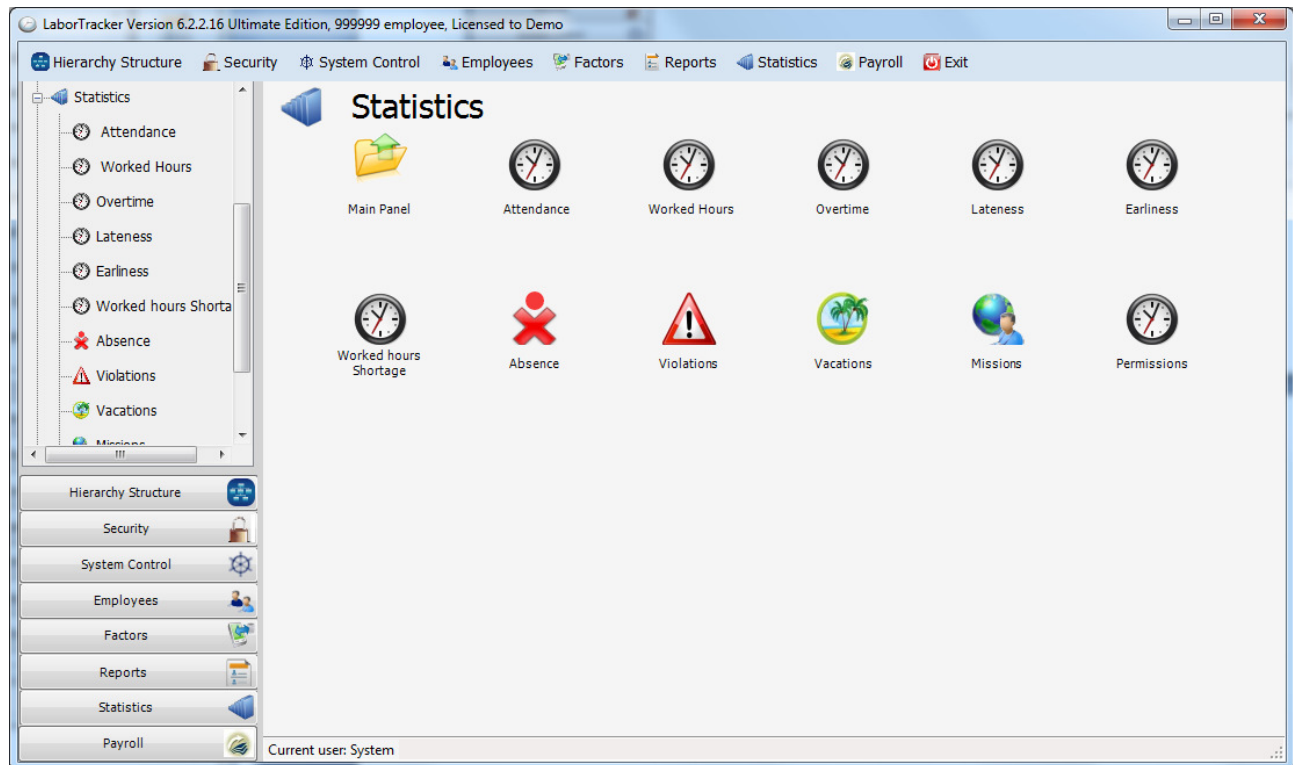
System enables users to register attendance transactions manually in case there is no Access Control or Attendance Registration Systems (with cards, fingerprints, etc.) or when an employee forgets his card, however manual transactions are flagged and can be filtered using "Manual Transactions Report"

3.6.7- Reports menu

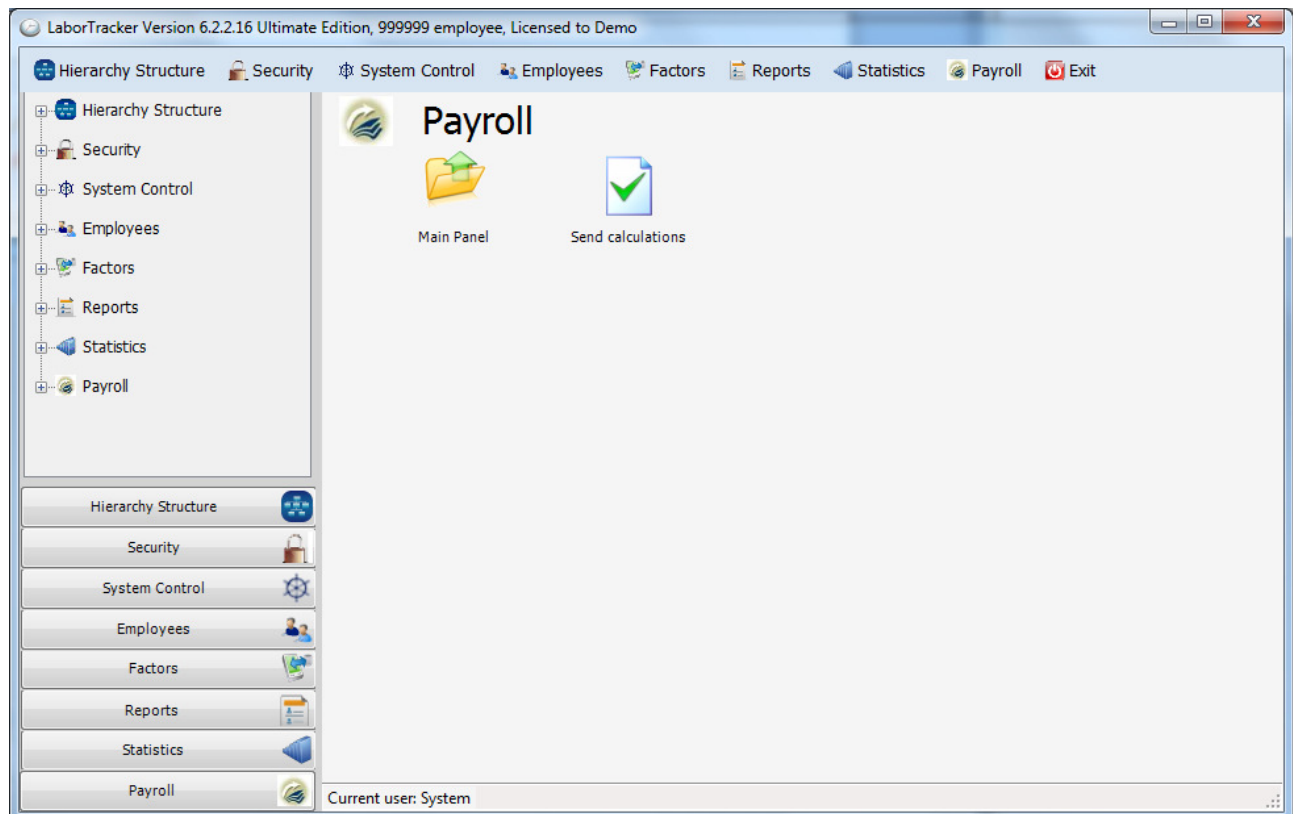


- **Infractions:** Employees days with lateness, early leave, worked hours shortage and / or absence
- **Global:** detailed daily status of employees including start time, first in time, late time, end time, last out time, early leave time, worked hours, working hours, overtime, absence, vacation, mission and permission
- **Working Hours:** employee' start and end times and working hours during every day in the requested period.
- **Existing Employees:** employees attended in specific duration (for security reasons)
- **Manual Transactions:** transactions recorded by operator (not received from machines)
- **Vacation Conflicts:** Attendance During Vacations (for security reasons)
- **Operator Actions:** actions performed by operators (login, adding, updating or deletion records, etc...)

3.6.8- Statistics menu



3.6.9- Payroll menu

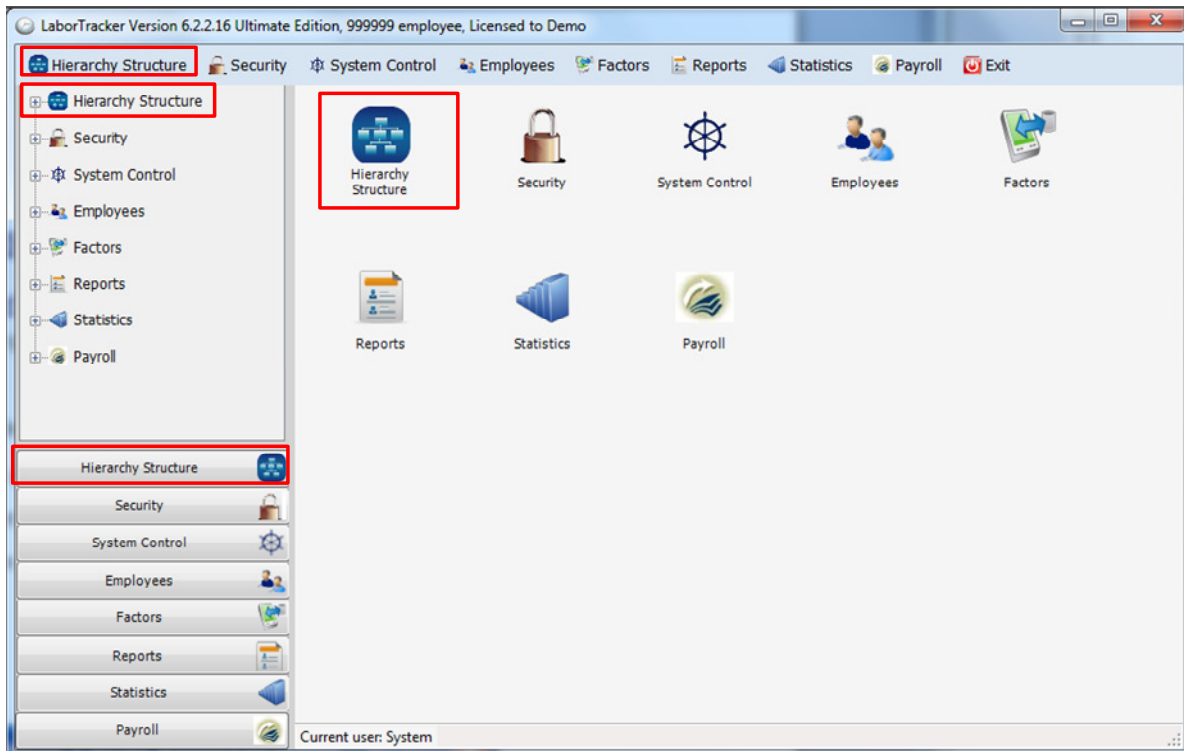


4- Common Administration Tasks:

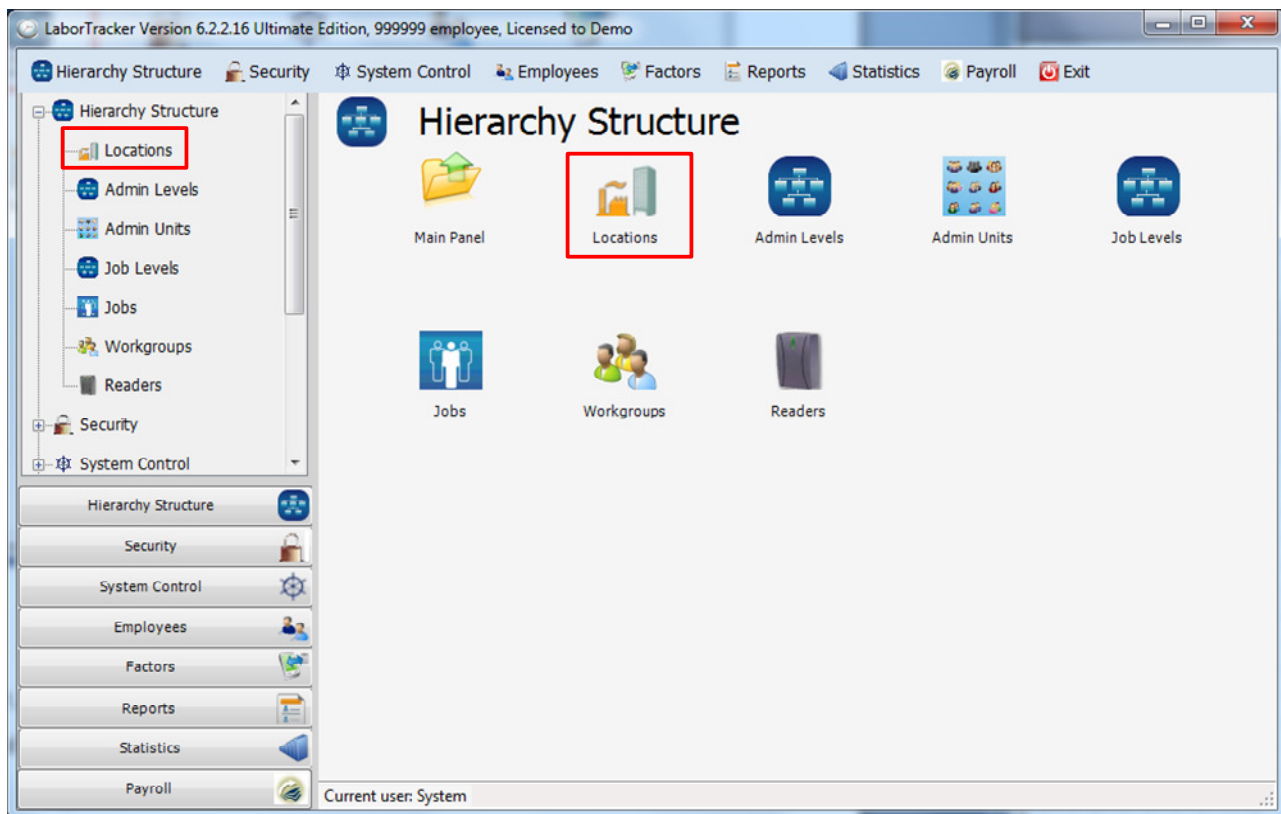
4.1- Setup Information definition

4.1.1- Location definition

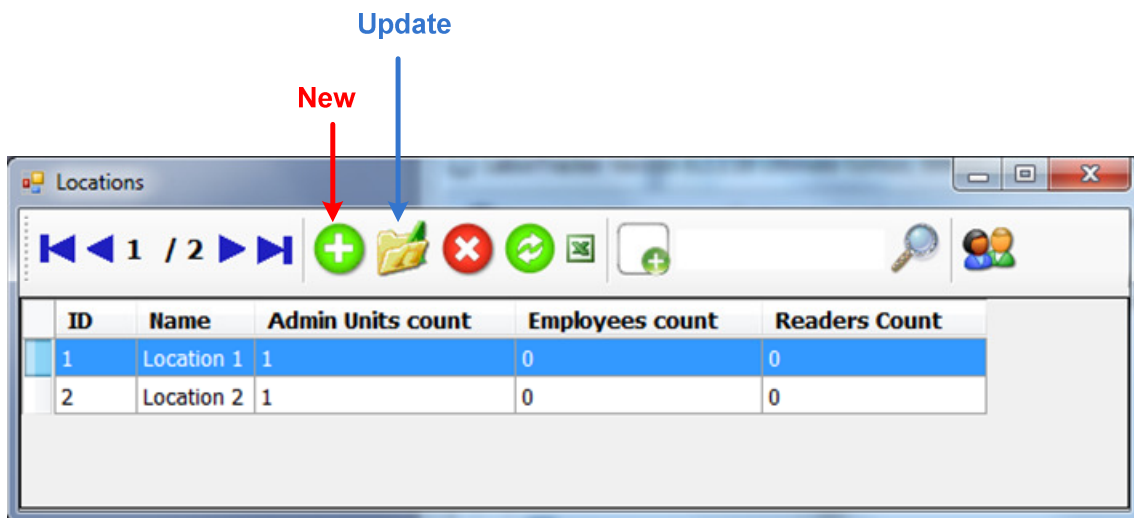
- 1- Open Hierarchy Structure panel by clicking any of the following



- 2- Click "Locations"



- 3- Locations list shall appear, click “New” button to define new location or “Update” button to update previously defined location



- 4- Enter location name then click “Save”

Location info

Name

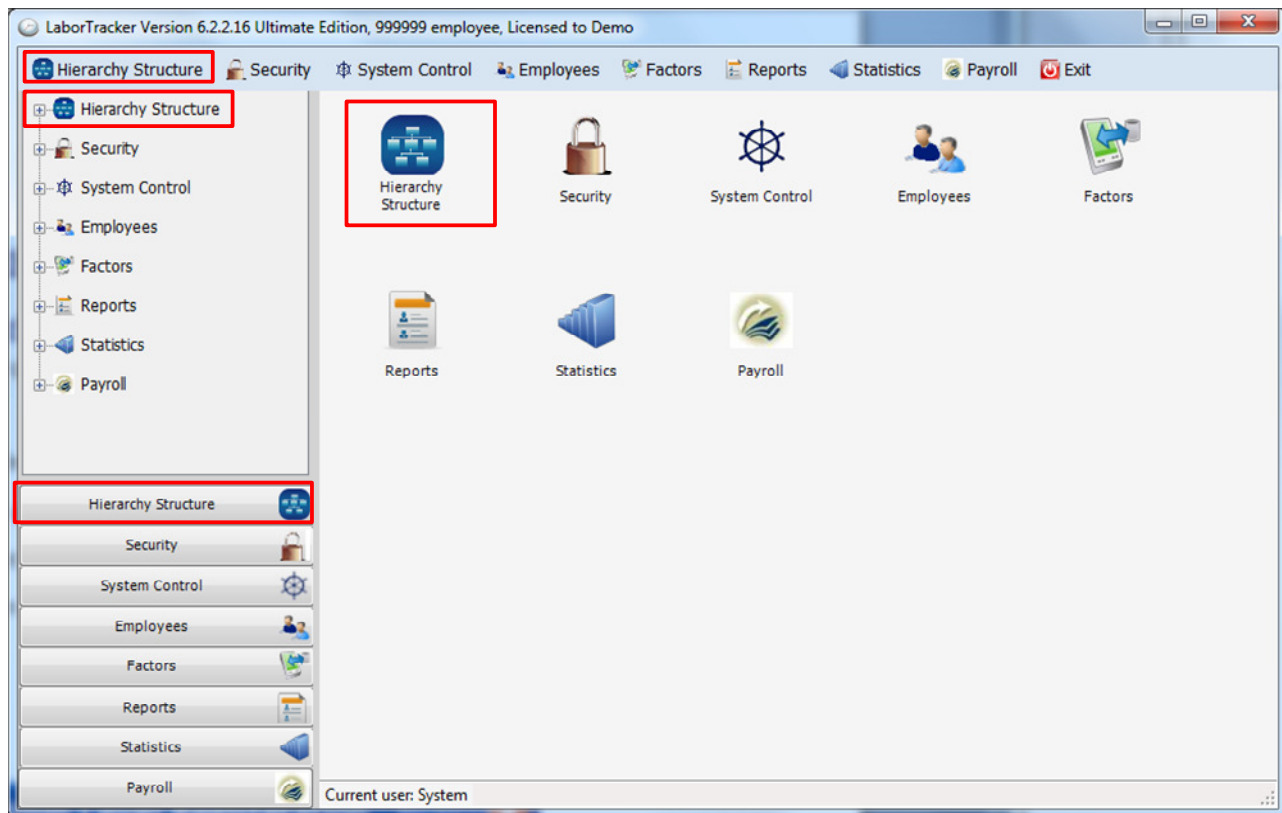
Admin Units

- Company 1
 - Company 1 Finance Sector
 - Company 1 Sales & Distribution Sector

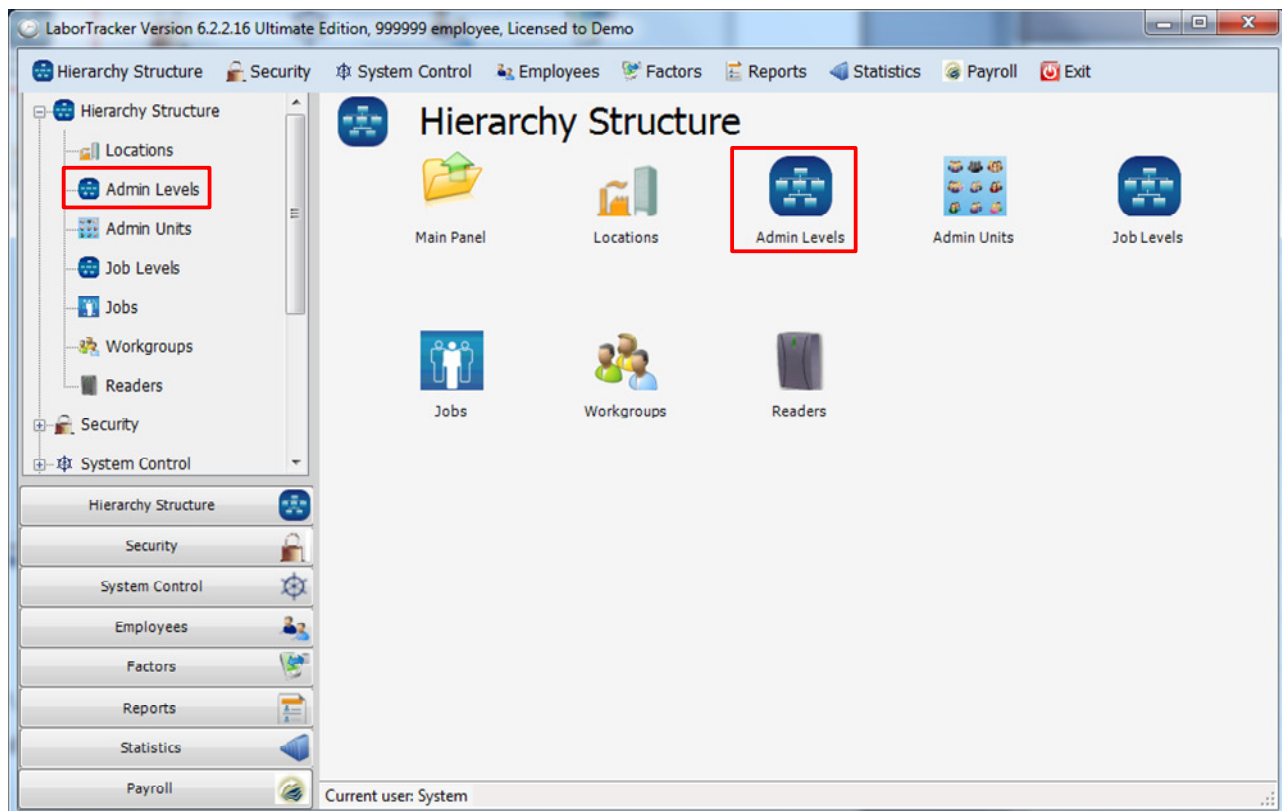
Included readers

4.1.2- Admin Level definition

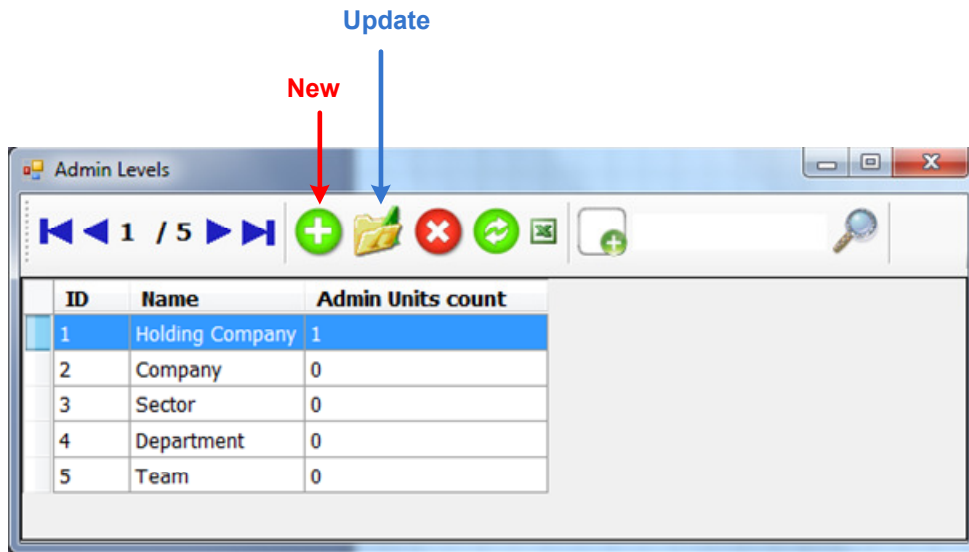
- 1- Open Hierarchy Structure panel by clicking any of the following



- 2- Click "Admin Levels"



- 3- Admin Levels List shall appear, click “New” button to define new admin level or “Update” button to update previously defined admin level



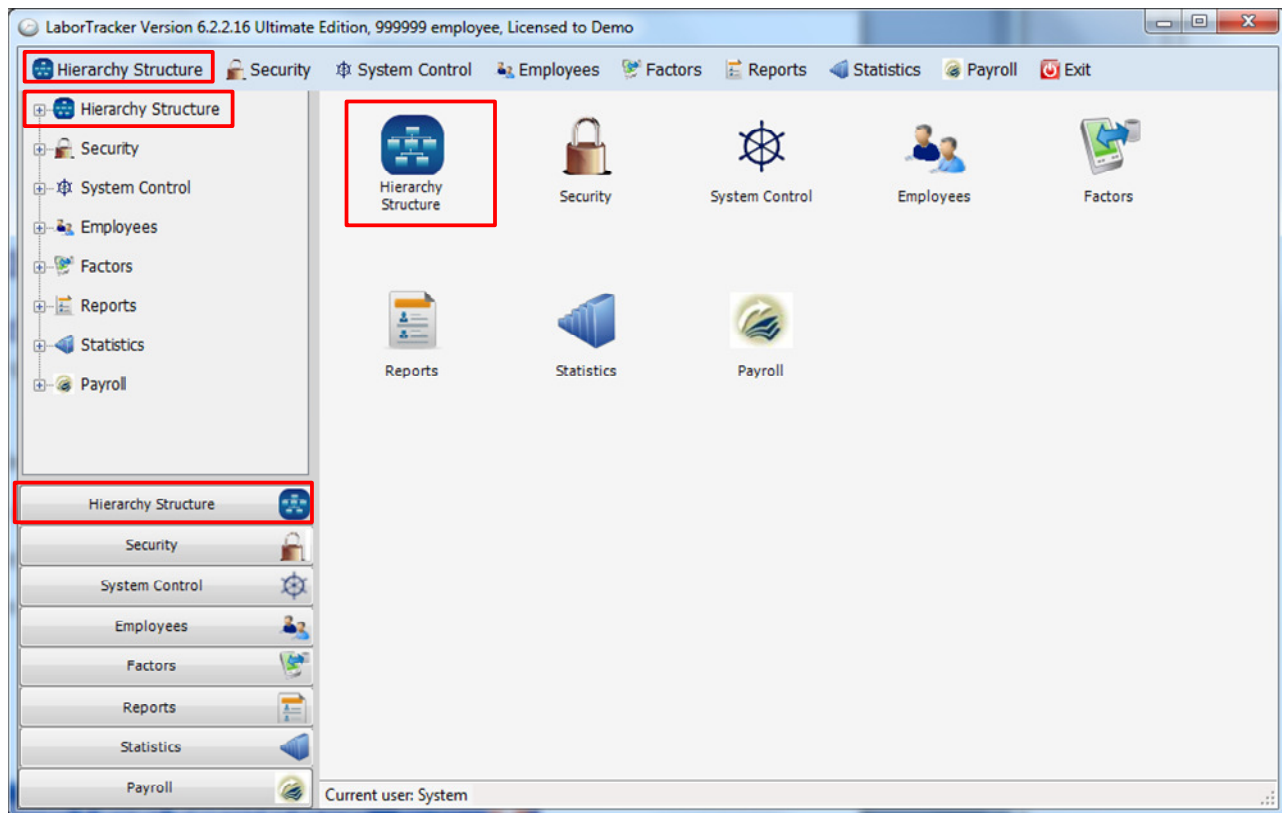
- 4- Enter admin level name and select upper level then click “Save” button

The 'Admin Level Info' window contains the following fields and controls:

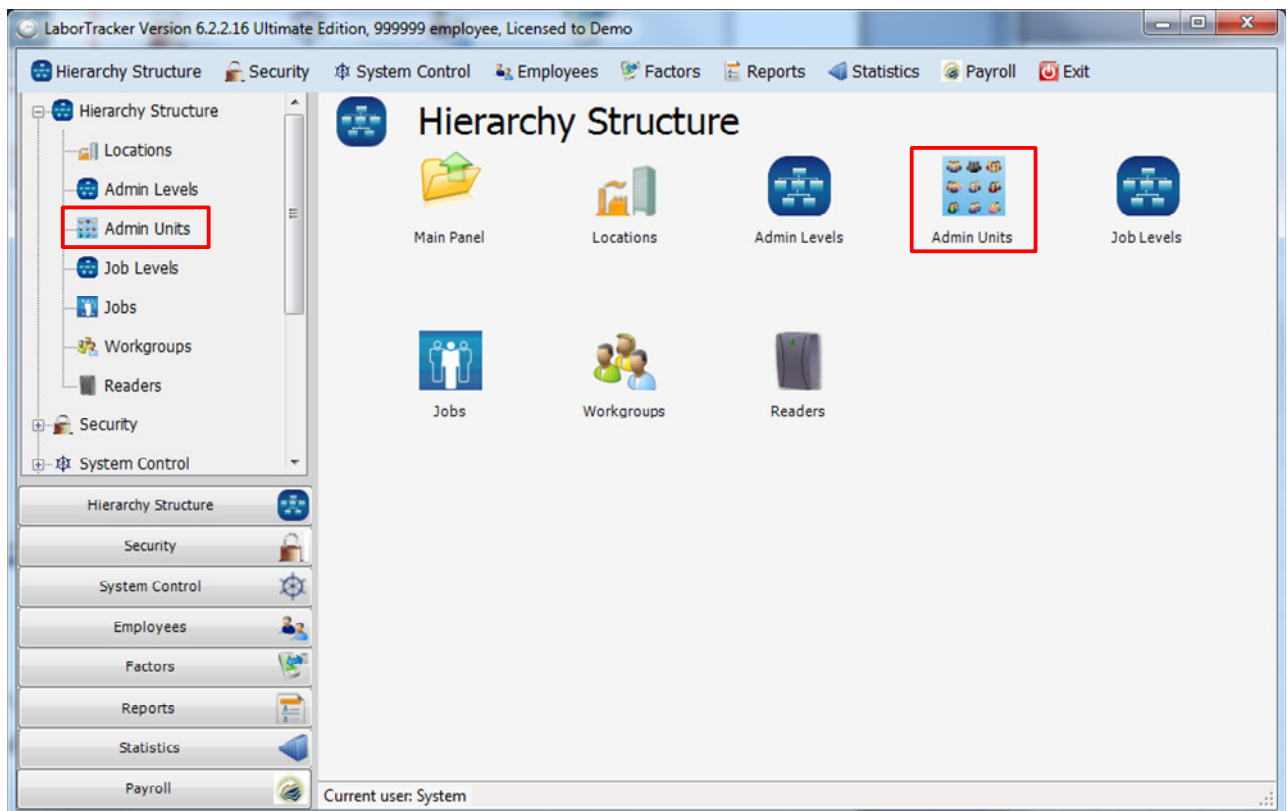
- Name:** A text input field containing the text "Company".
- Upper Level:** A dropdown menu with "Holding Company" selected.
- Admin Units:** A large, empty text area for additional information.
- Buttons:** "Save" and "Cancel" buttons at the bottom right.

4.1.3- Admin Unit definition

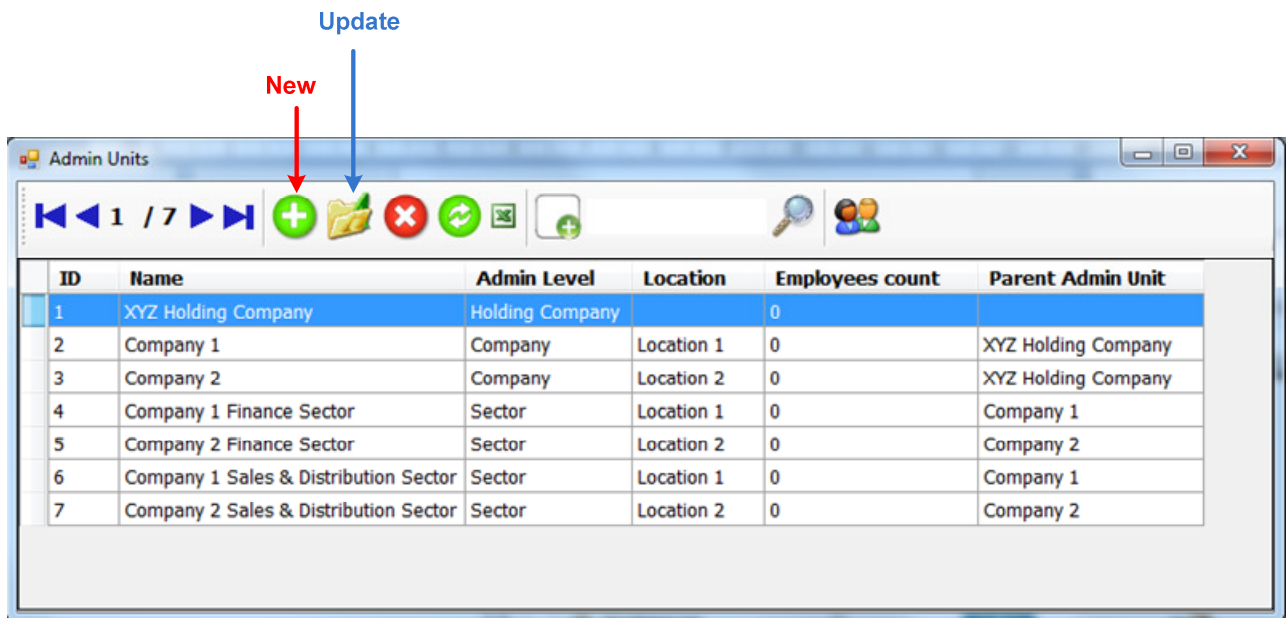
- 1- Open Hierarchy Structure panel by clicking any of the following



- 2- Click "Admin Units"



- 3- Admin Units List shall appear, click “New” button to define new admin unit or “Update” button to update previously defined admin unit



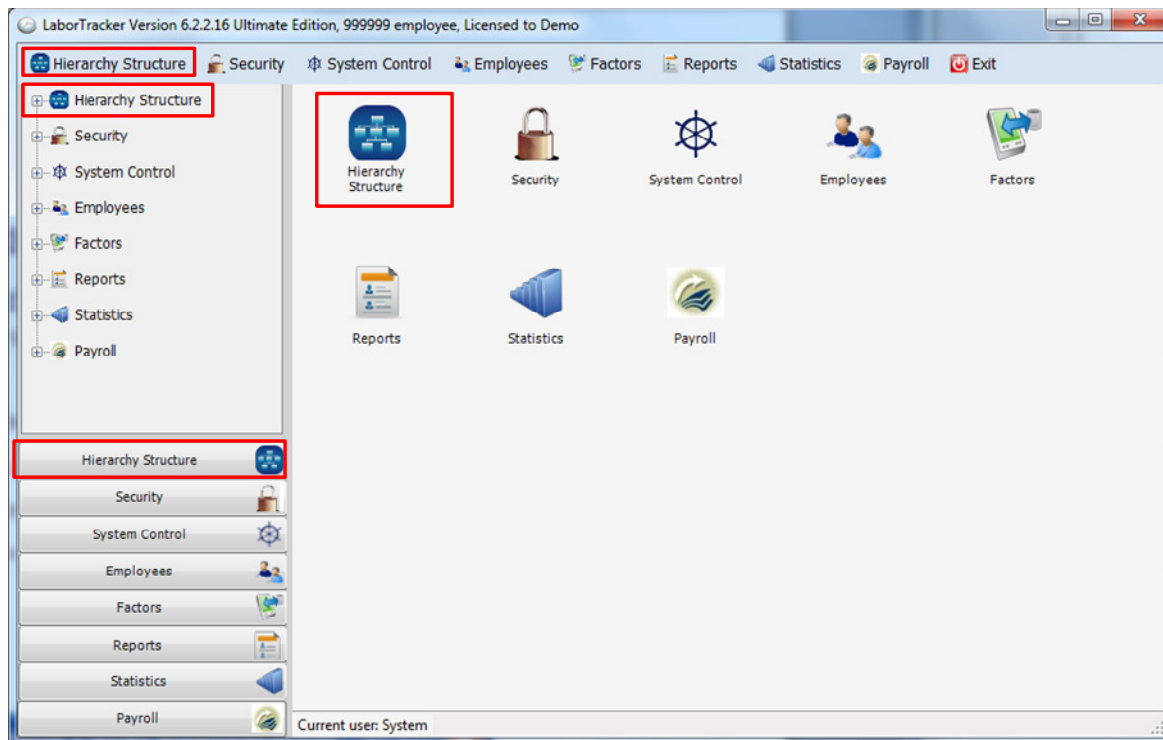
- 4- Enter admin unit name and select admin level, upper admin unit and location then click “Save” button

The screenshot shows the 'Admin Unit Info' dialog box. It contains the following fields and controls:

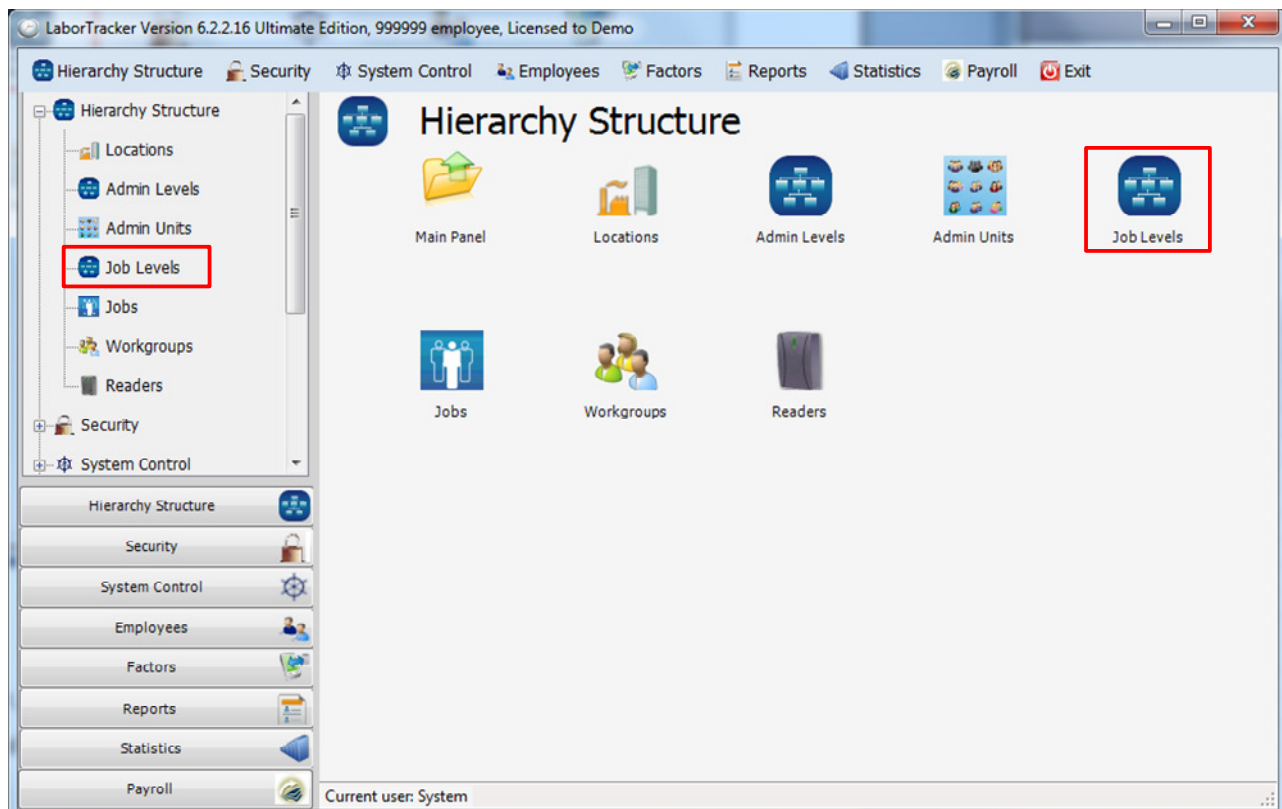
- Name:** A text input field containing 'Company 2 Sales & Distribution Sector'.
- Admin Level:** A dropdown menu with 'Sector' selected.
- Upper Admin Unit:** A dropdown menu with 'Company 2' selected.
- Location:** A dropdown menu with 'Location 2' selected.
- Buttons:** 'Save' (with a floppy disk icon) and 'Cancel' (with a red X icon).

4.1.4- Job Level definition

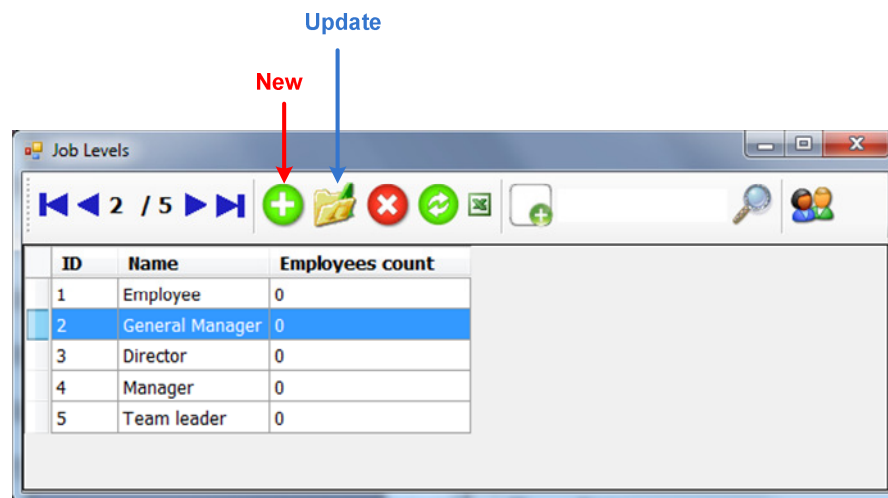
- 1- Open Hierarchy Structure panel by clicking any of the following



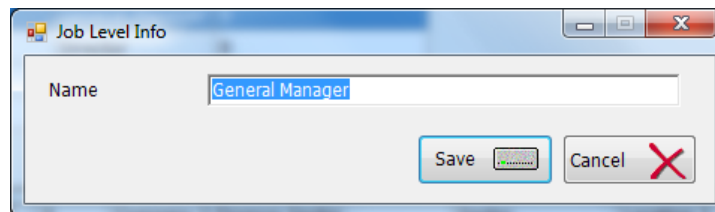
- 2- Click "Job Levels"



- 3- Job Levels List shall appear, click “New” button to define new job level or “Update” button to update previously defined job level

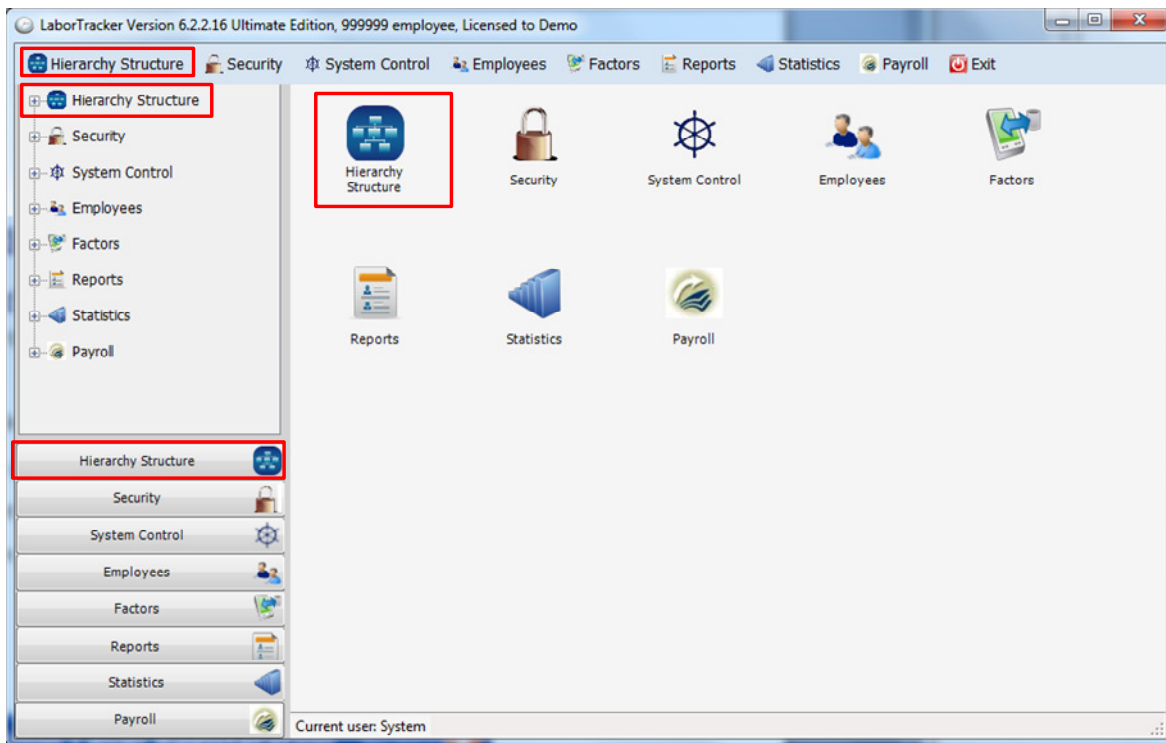


- 4- Enter job level name and then click “Save” button

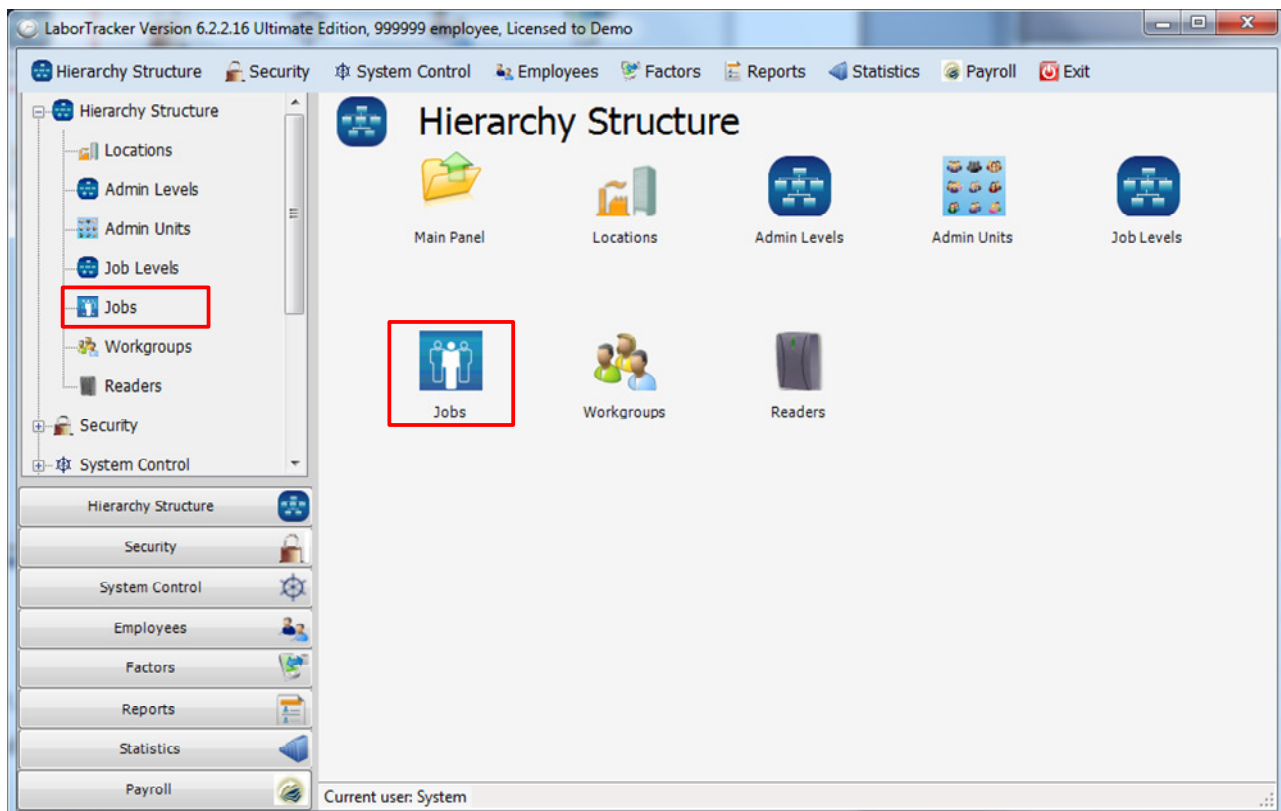


4.1.5- Job definition

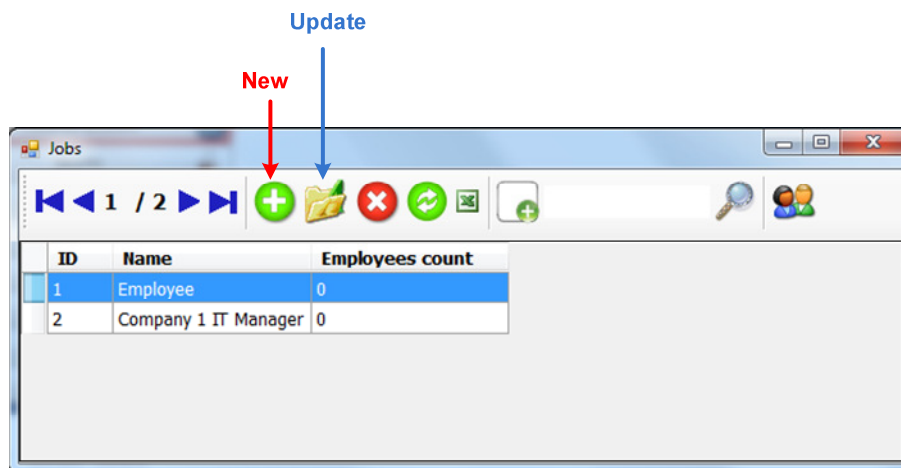
- 1- Open Hierarchy Structure panel by clicking any of the following



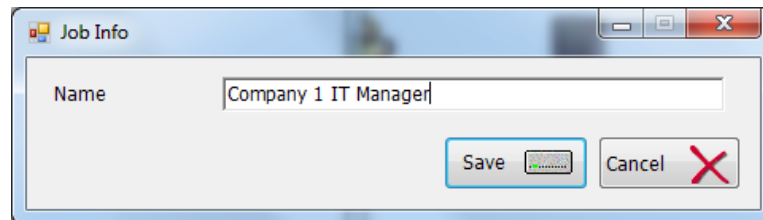
- 2- Click "Jobs"



- 3- Jobs List shall appear, click “New” button to define new job or “Update” button to update previously defined job

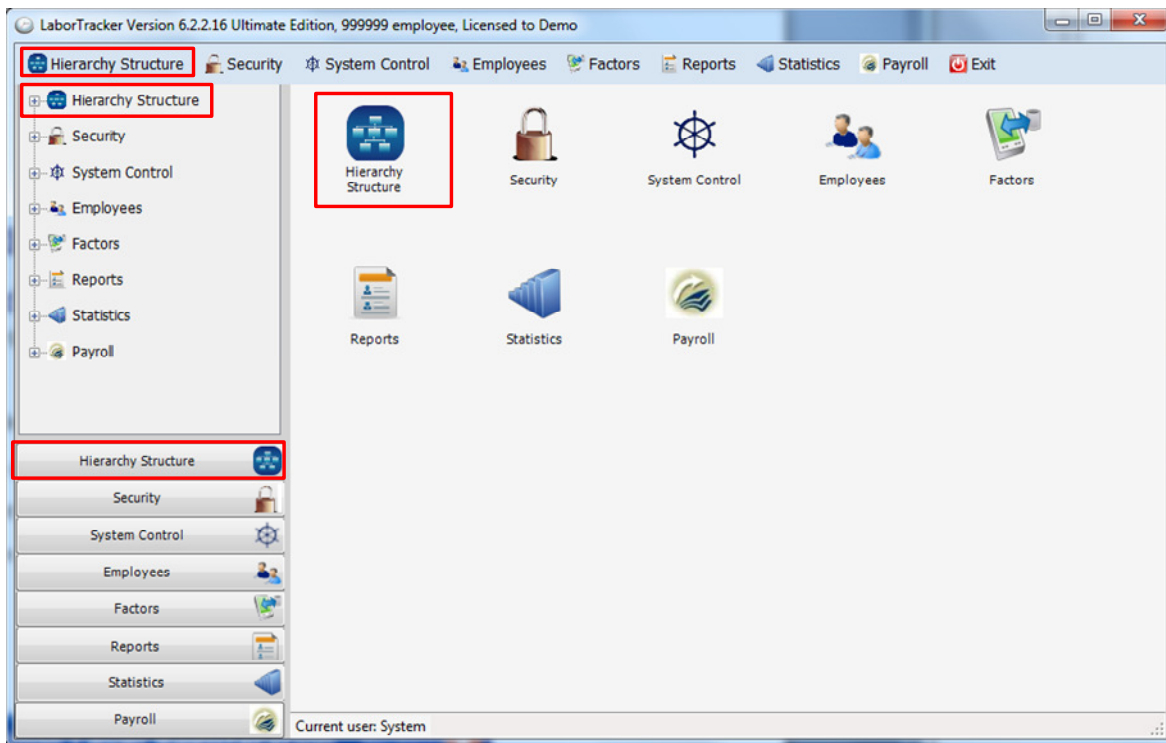


- 4- Enter job name and then click “Save” button

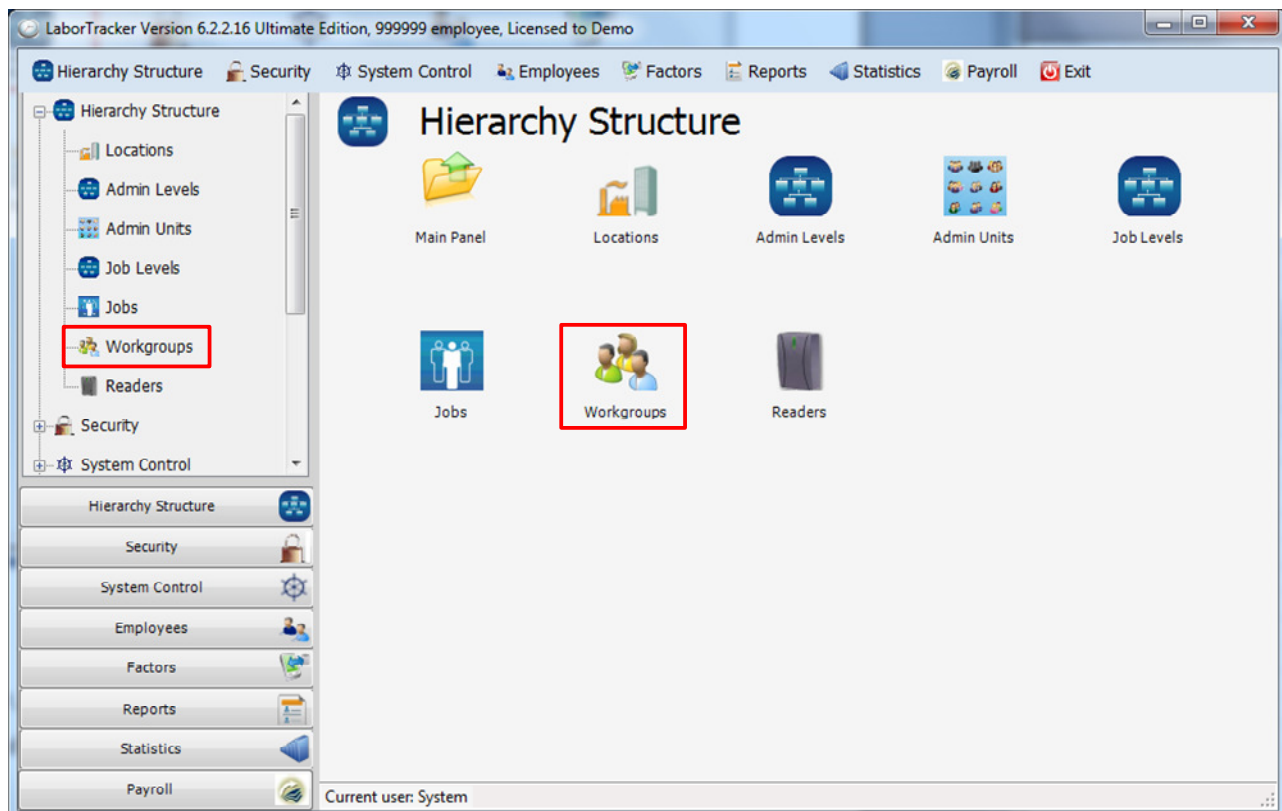


4.1.6- Workgroup definition

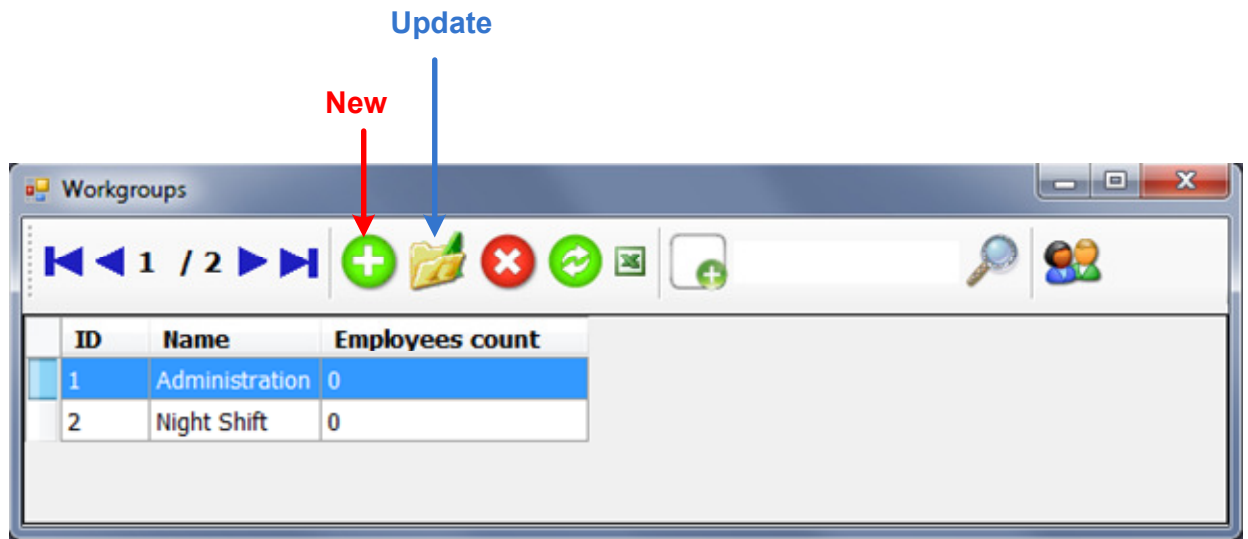
- 1- Open Hierarchy Structure panel by clicking any of the following



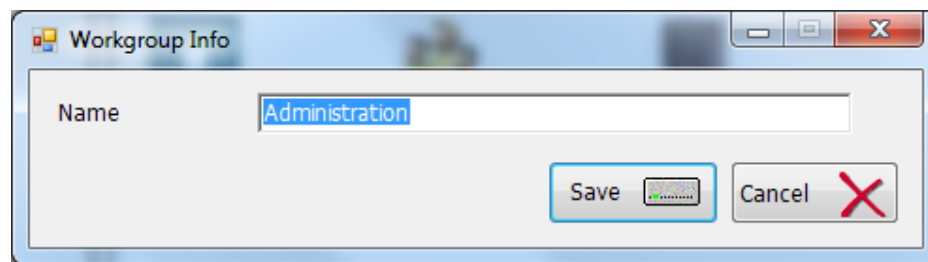
- 2- Click "Workgroups"



- 3- Workgroups List shall appear, click “New” button to define new workgroup or “Update” button to update previously defined workgroup

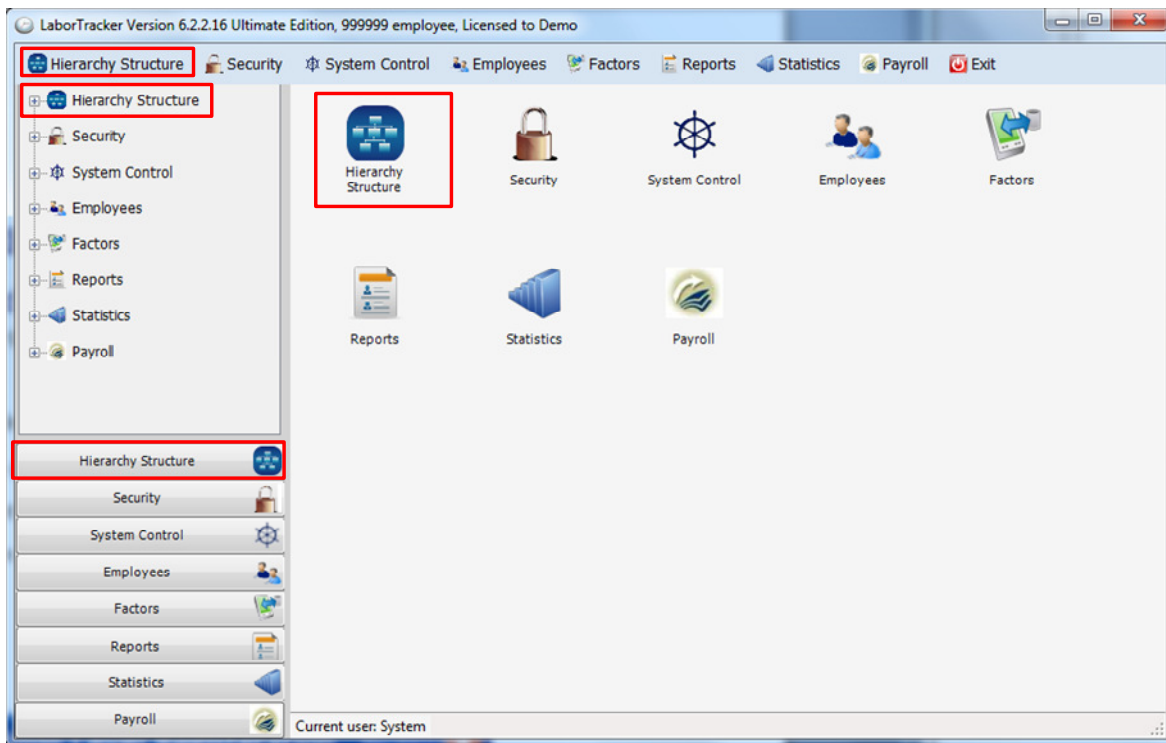


- 4- Enter workgroup name and then click “Save” button

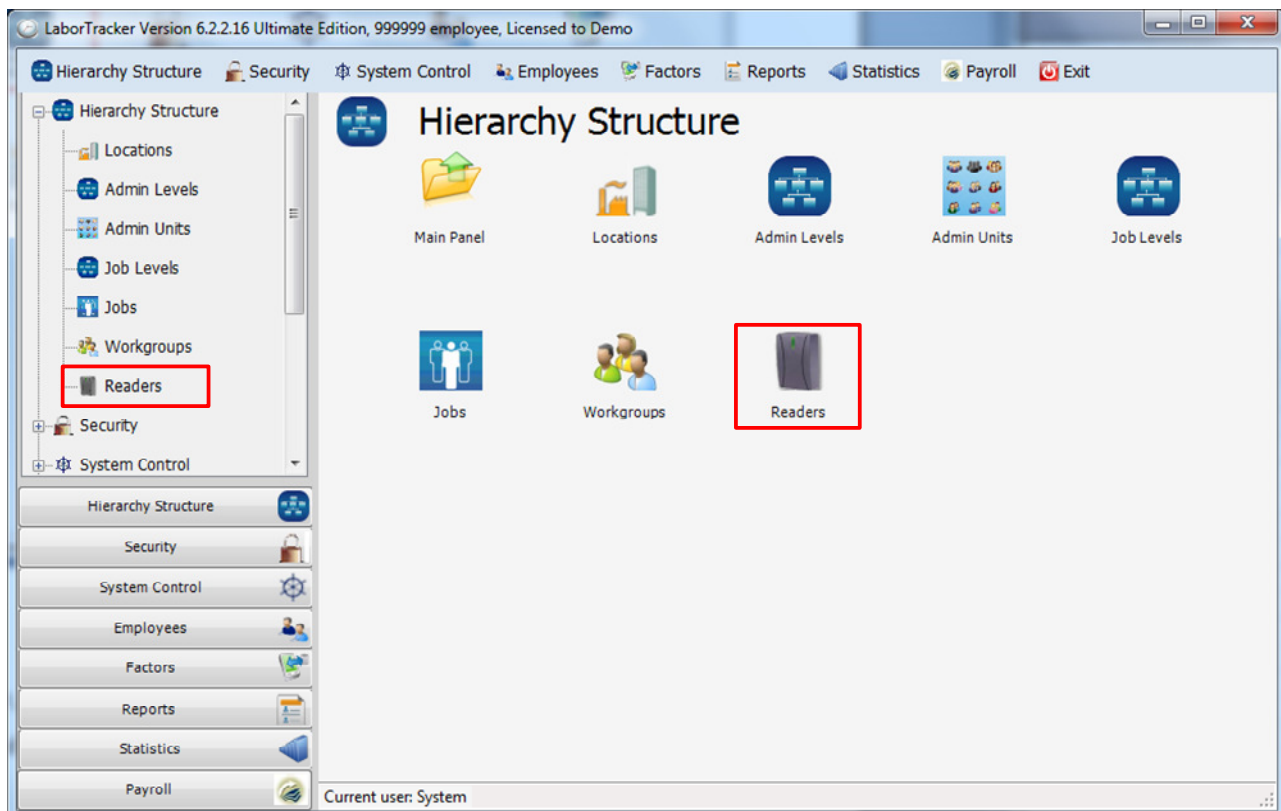


4.1.7- Reader definition

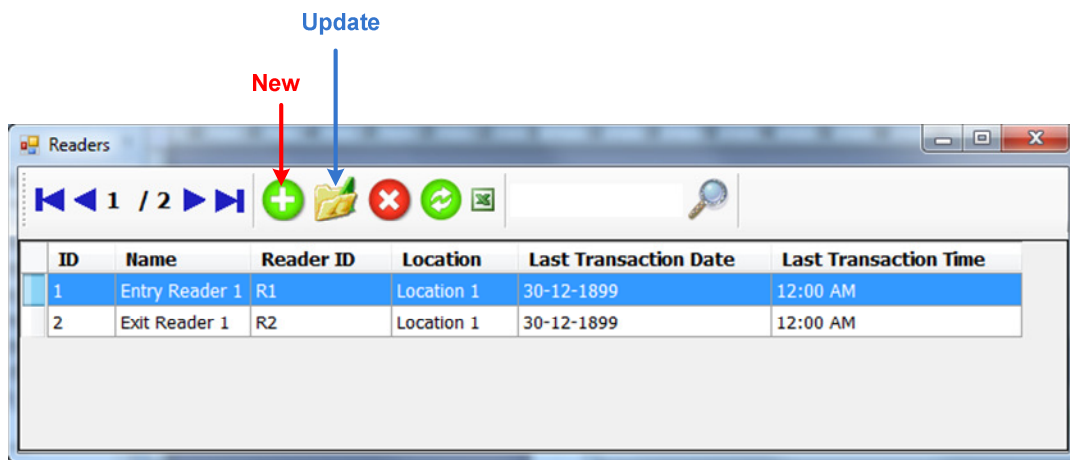
- 1- Open Hierarchy Structure panel by clicking any of the following



- 2- Click "Readers"



- 3- Readers List shall appear, click “New” button to define new reader or “Update” button to update previously defined reader



- 4- Enter reader name, ID and location then click “Save” button.

Reader ID should be specified as it appears in reader system transactions database table

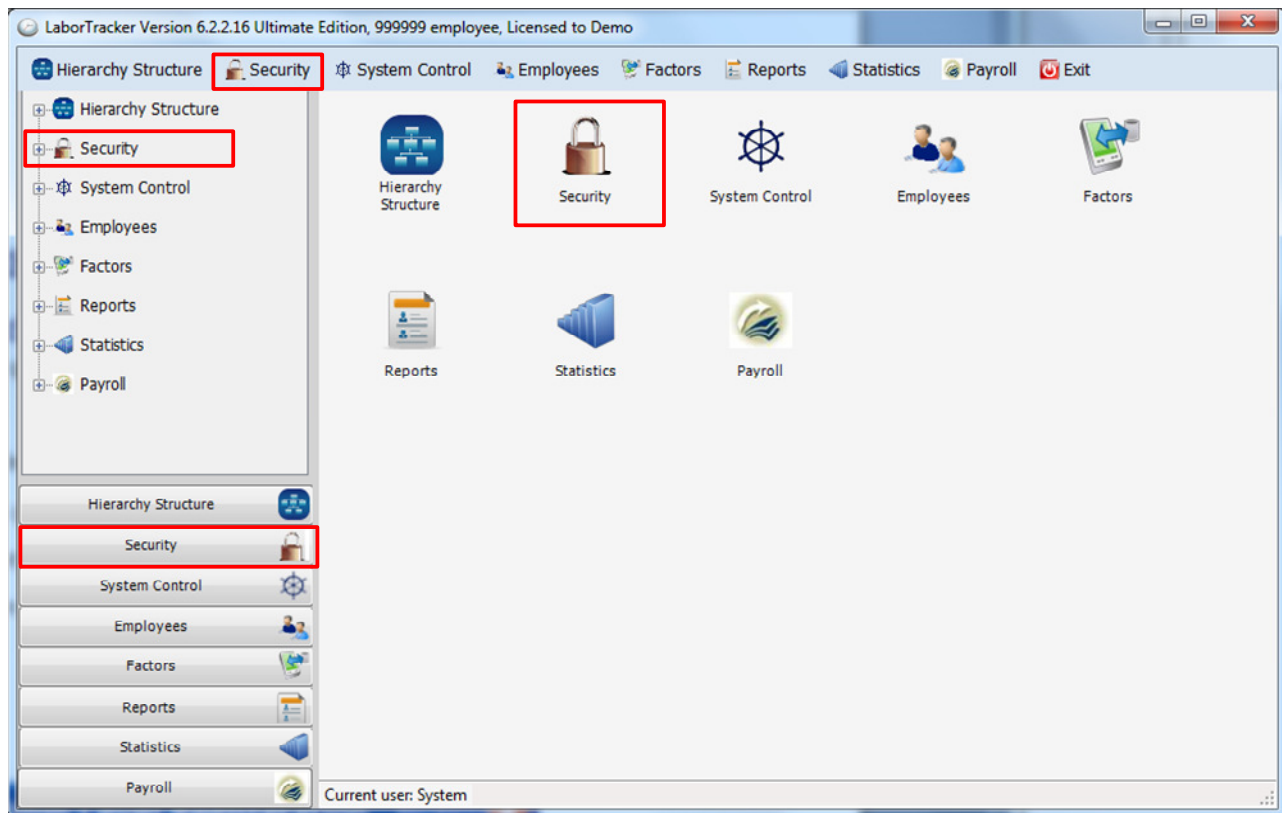
Location should be the physical location where the reader is installed

The 'Reader info' dialog box contains the following fields and controls:

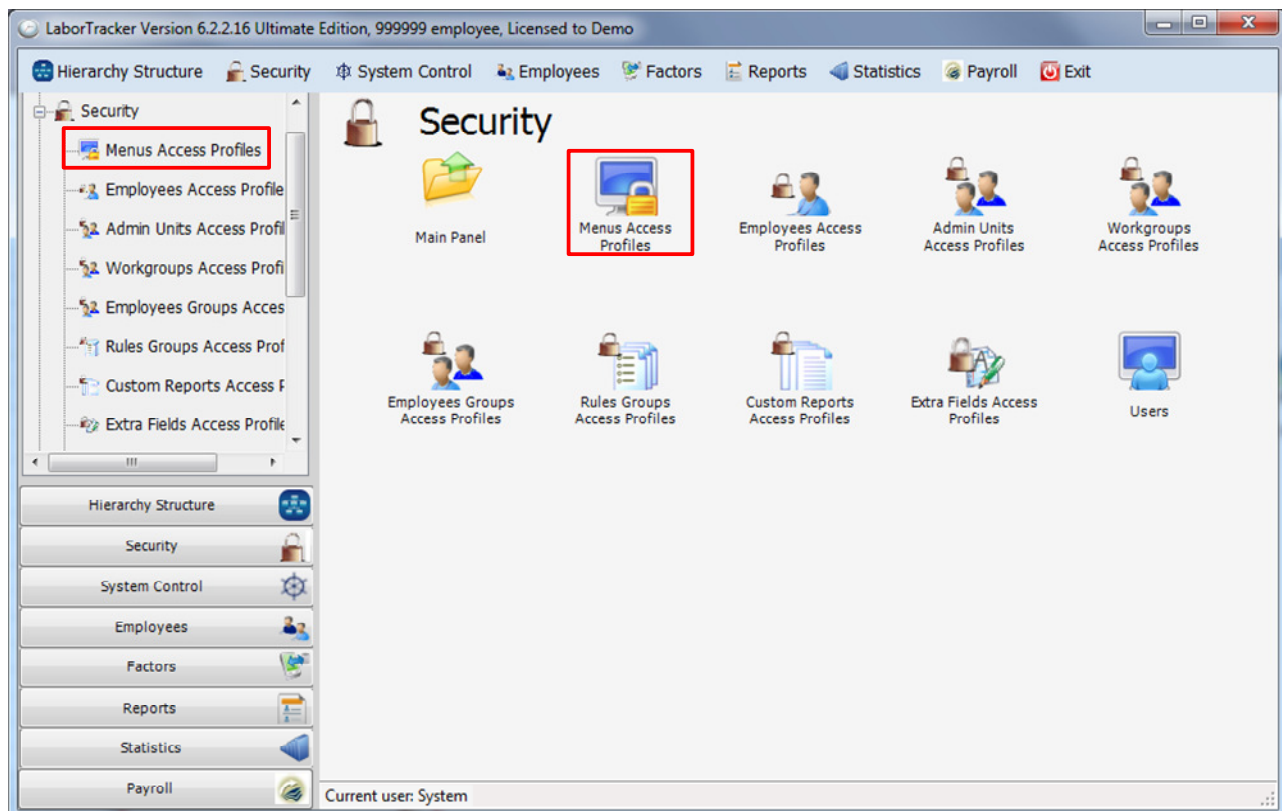
- Name: Entry Reader 1
- ID: R1
- Location: Location 1 (dropdown menu)
- Buttons: Save, Cancel

4.1.8- Menus Access Profile definition

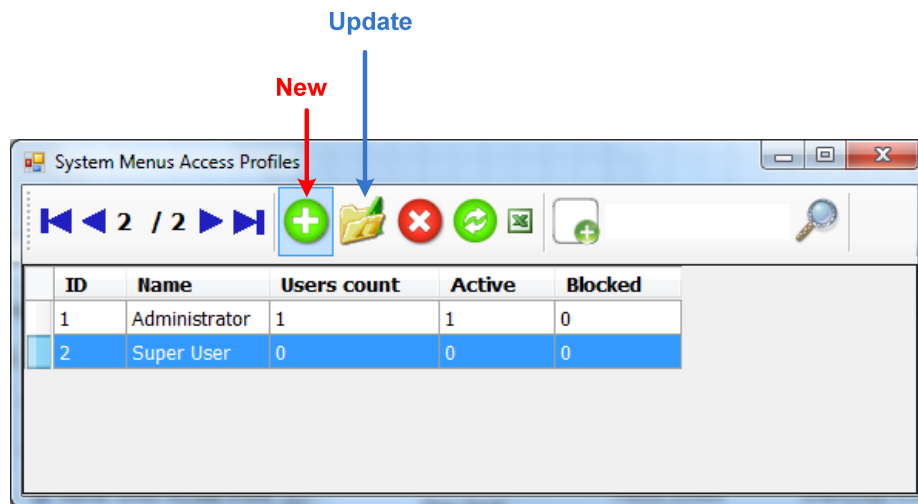
1- Open Security panel by clicking any of the following



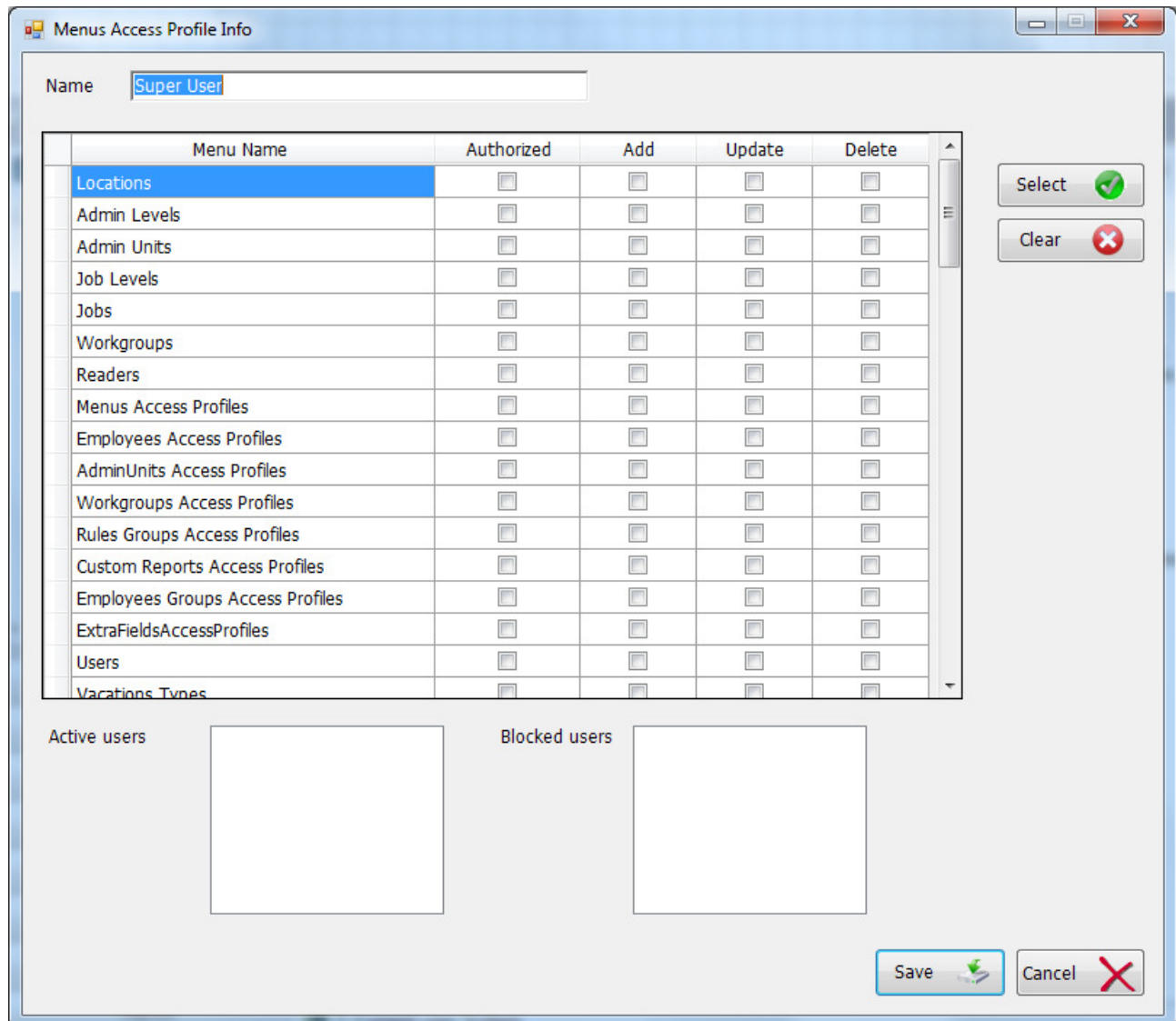
2- Click "Menus Access Profiles"



- 3- Menus Access Profiles List shall appear, click “New” button to define new profile or “Update” button to update previously defined profile

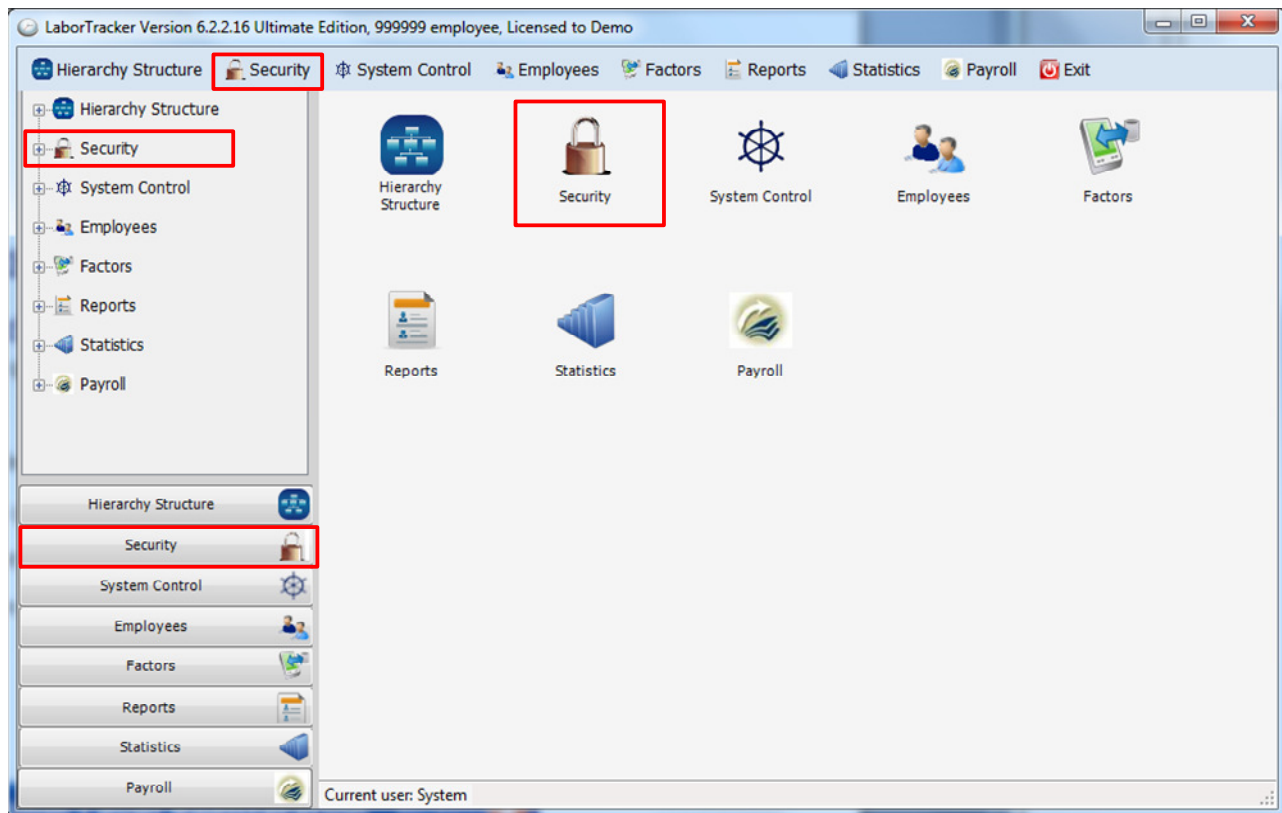


- 4- Enter profile name and select authorized menus / tasks then click “Save” button.

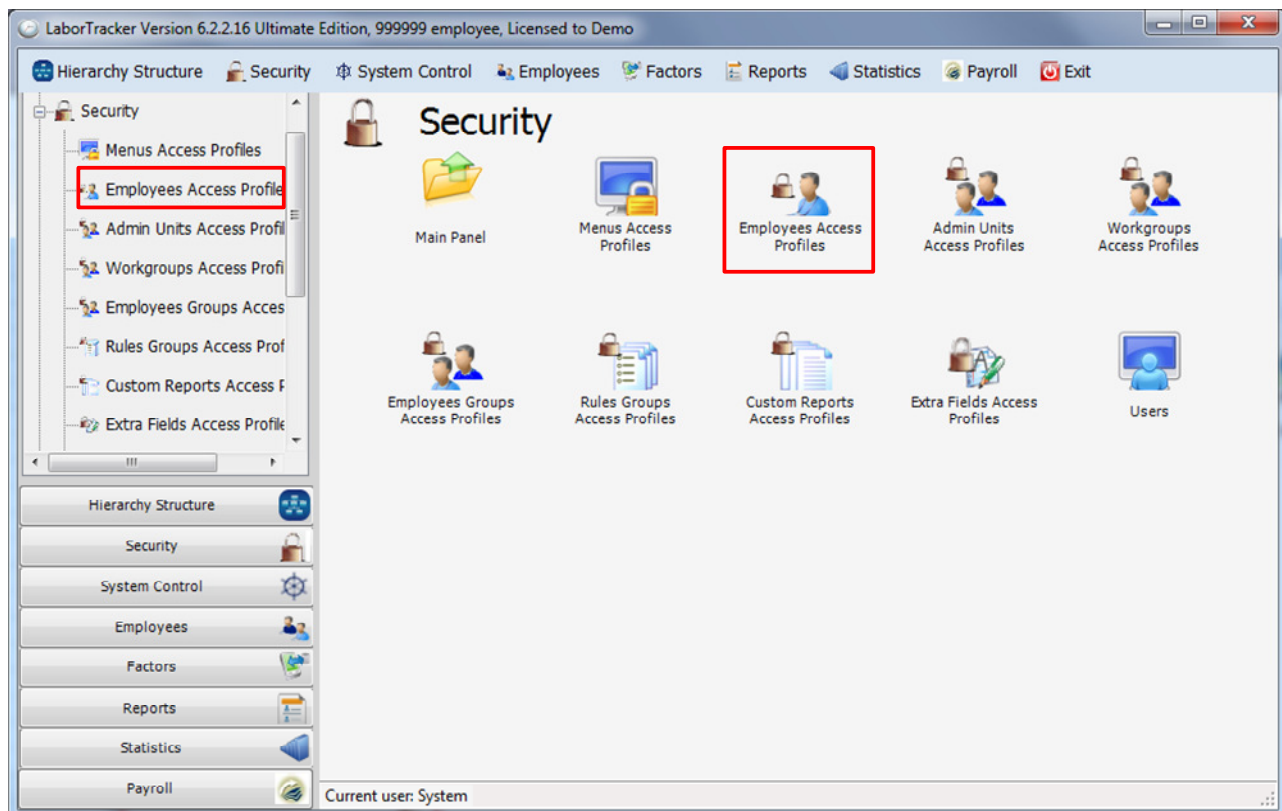


4.1.9- Employees Access Profile definition

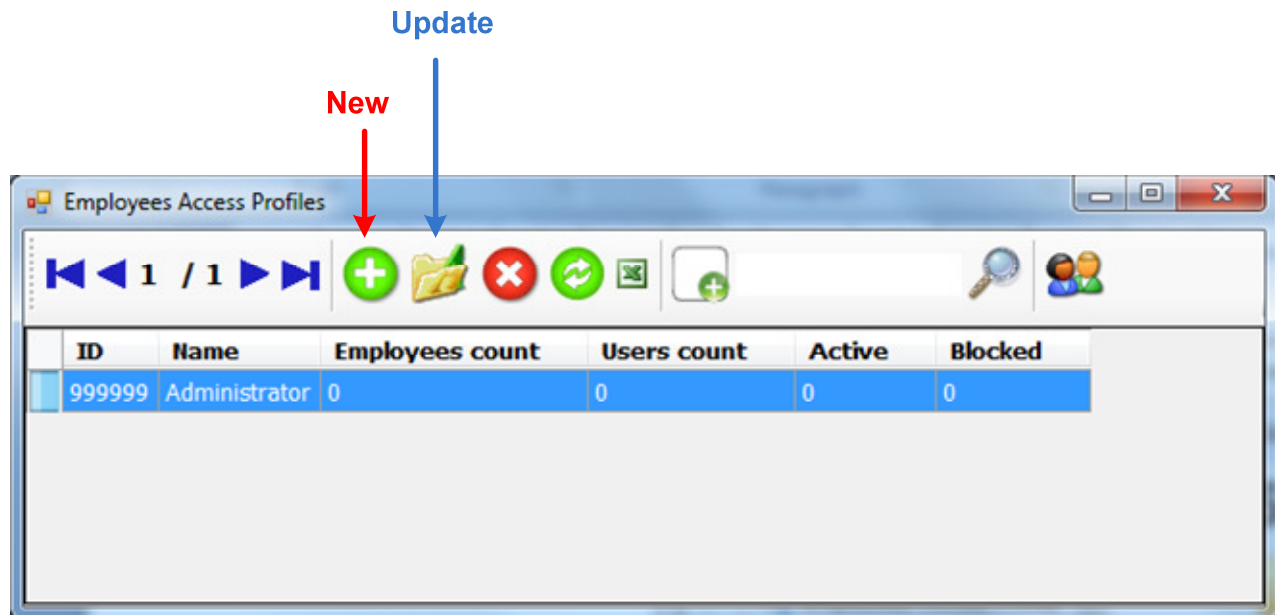
1- Open Security panel by clicking any of the following



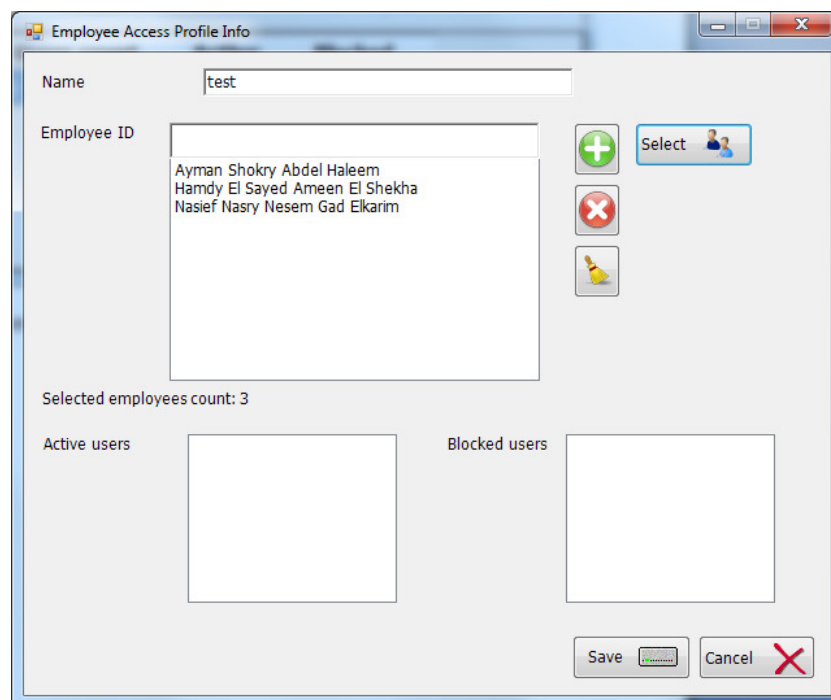
2- Click "Employees Access Profiles"



- 3- Employees Access Profiles List shall appear, click “New” button to define new profile or “Update” button to update previously defined profile

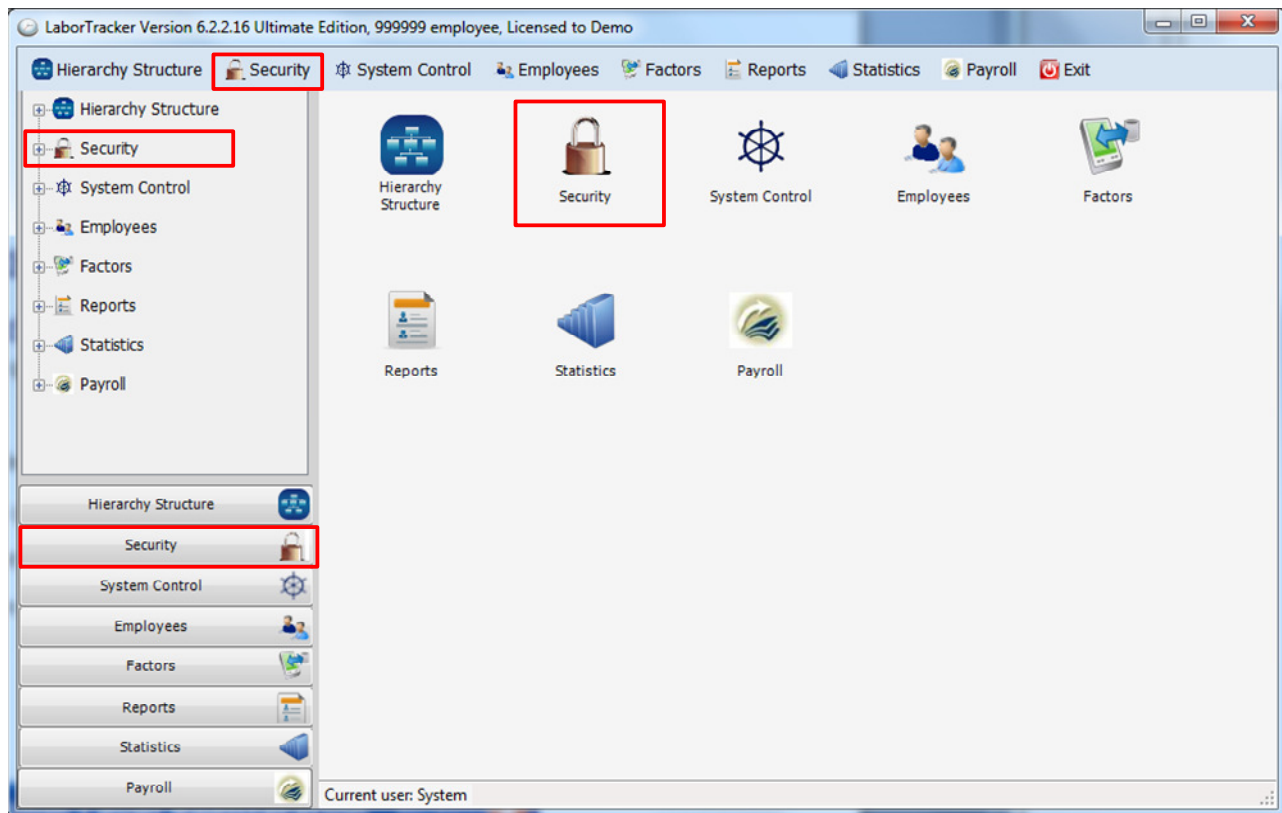


- 4- Enter profile name and select authorized employees then click “Save” button.

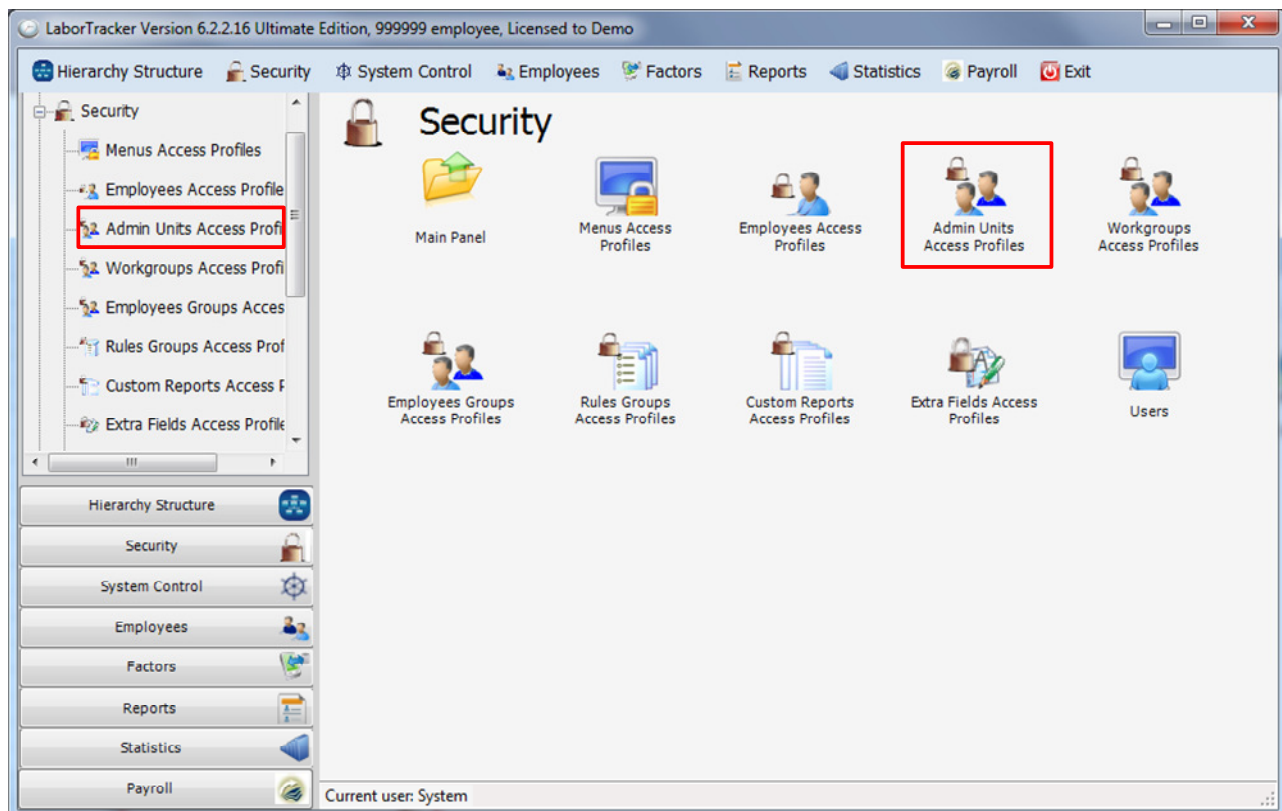


4.1.10- Admin Units Access Profile definition

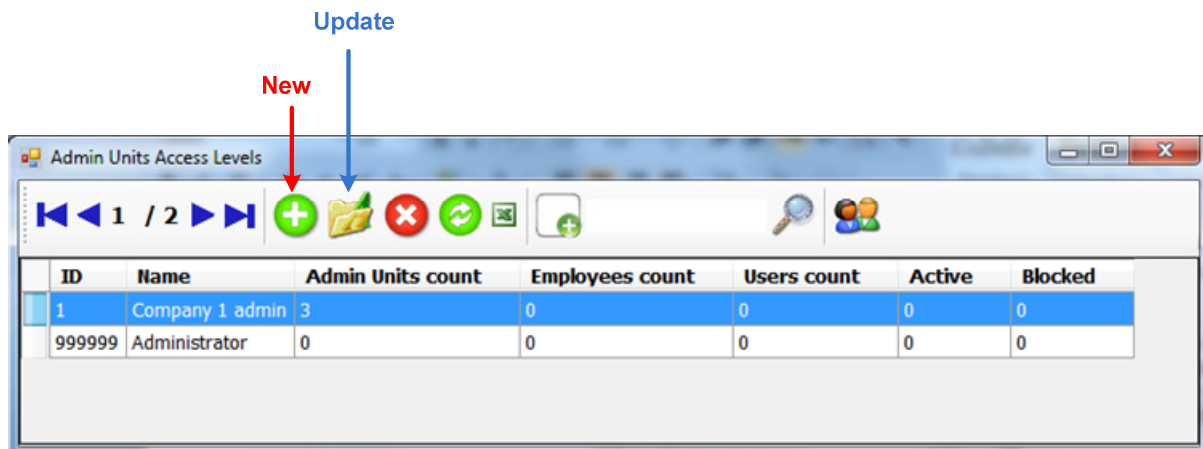
1- Open Security panel by clicking any of the following



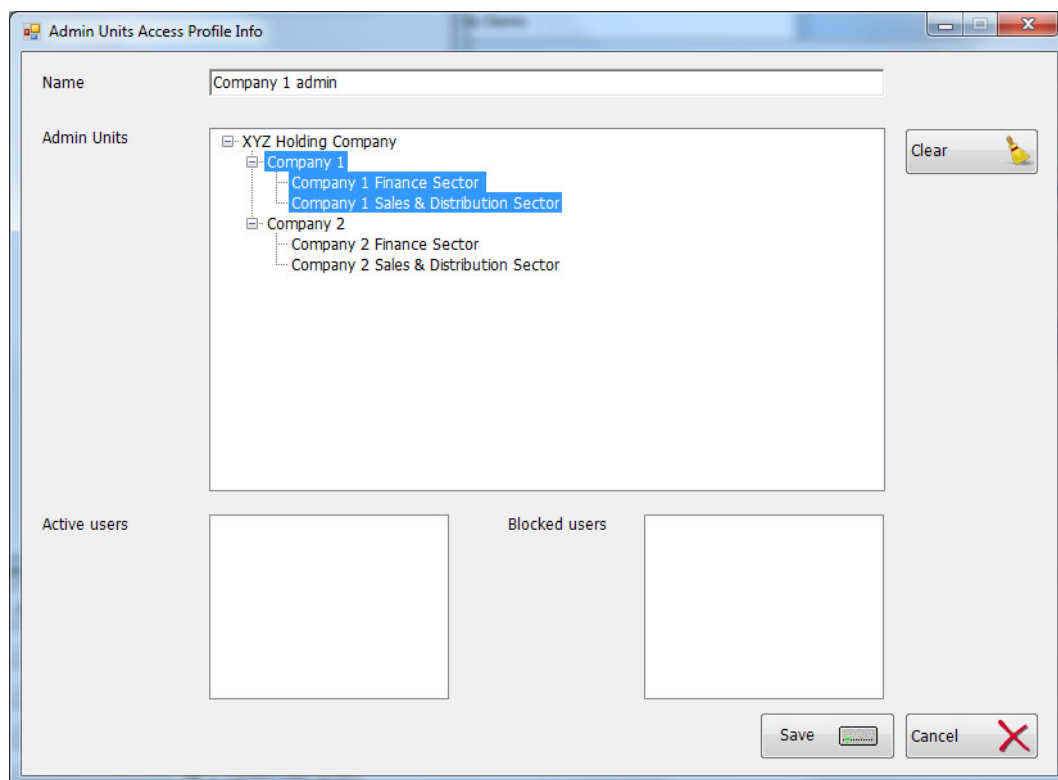
2- Click "Admin Units Access Profiles"



- 3- Admin Units Access Profiles List shall appear, click “New” button to define new profile or “Update” button to update previously defined profile

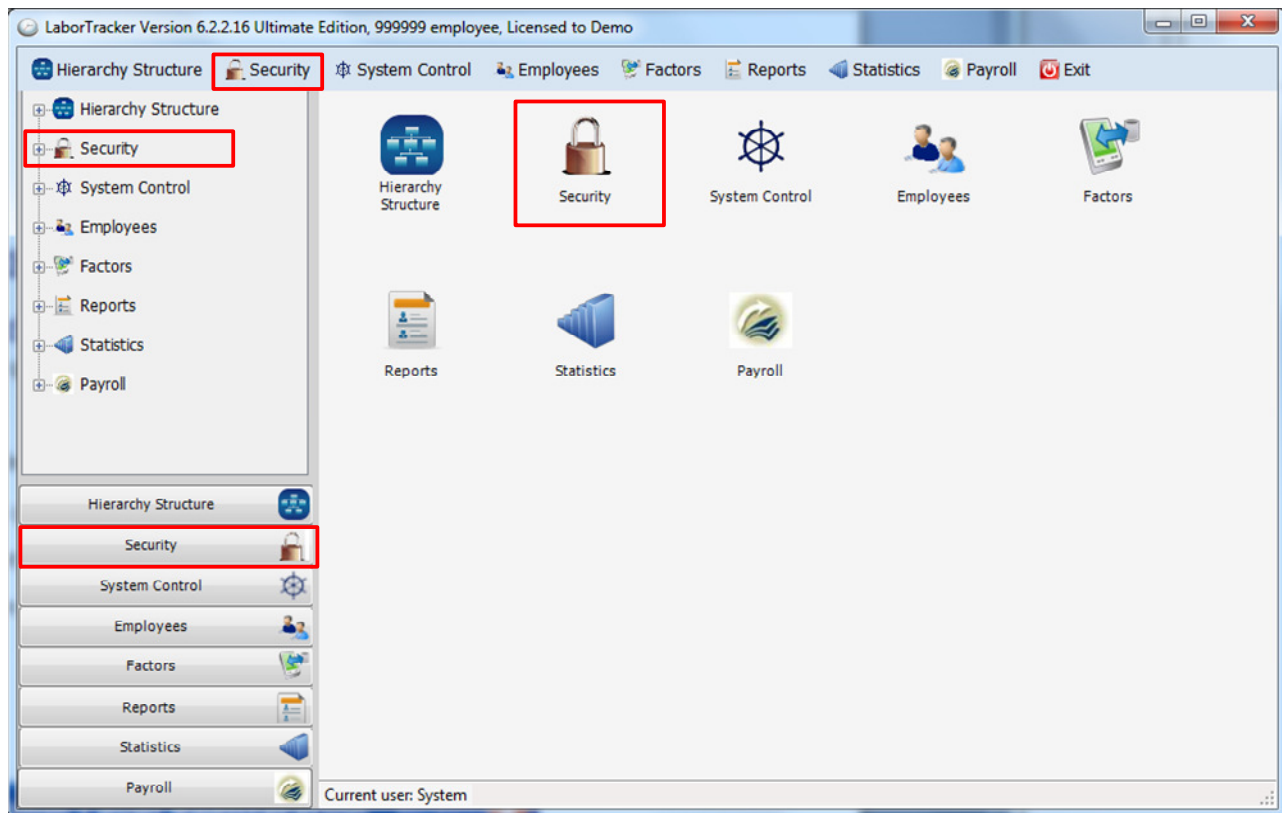


- 4- Enter profile name and select authorized admin units then click “Save” button.

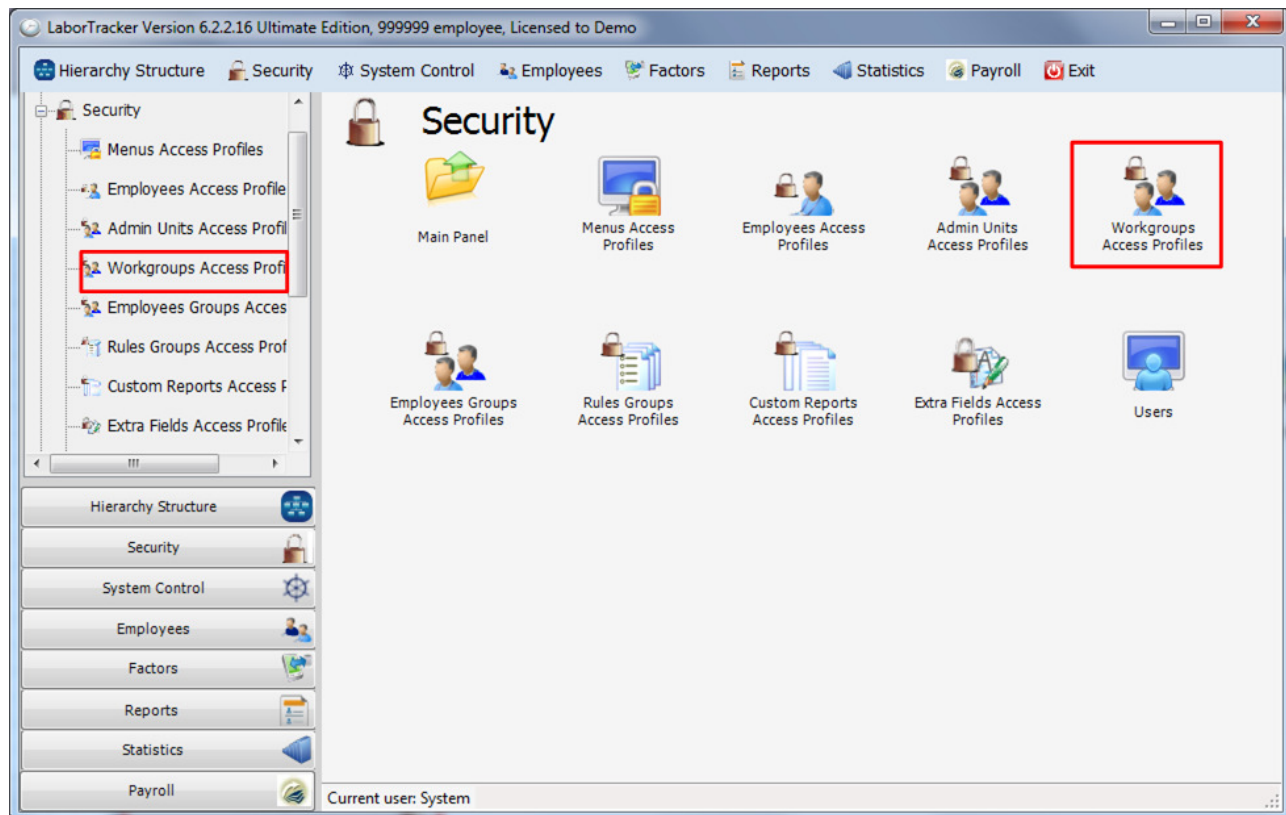


4.1.11- Workgroups Access Profile definition

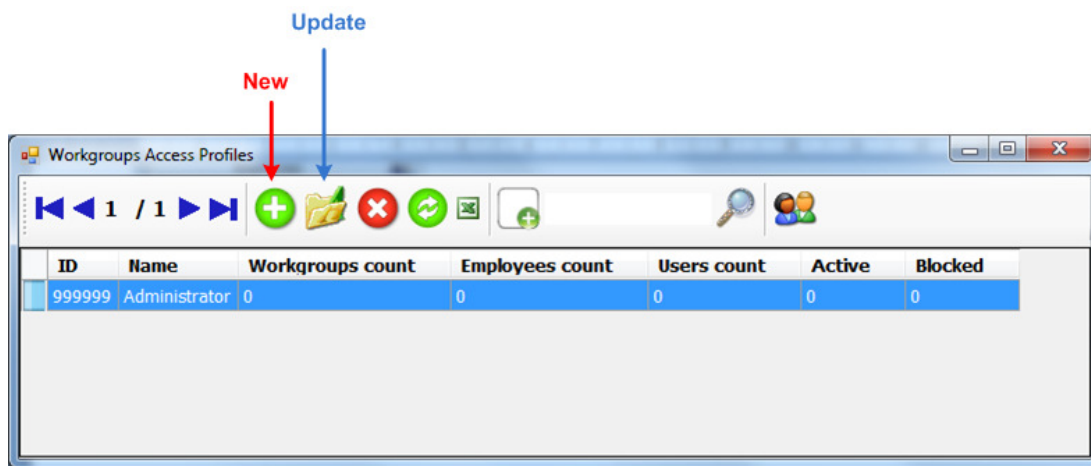
1- Open Security panel by clicking any of the following



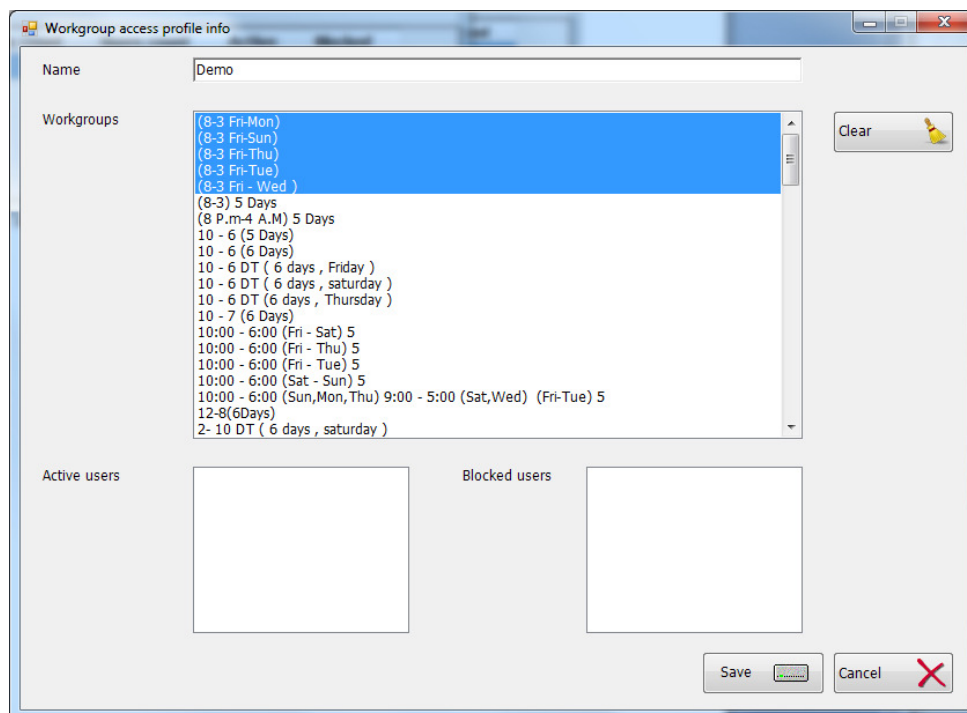
2- Click "Workgroups Access Profiles"



- 3- Admin Units Access Profiles List shall appear, click “New” button to define new profile or “Update” button to update previously defined profile

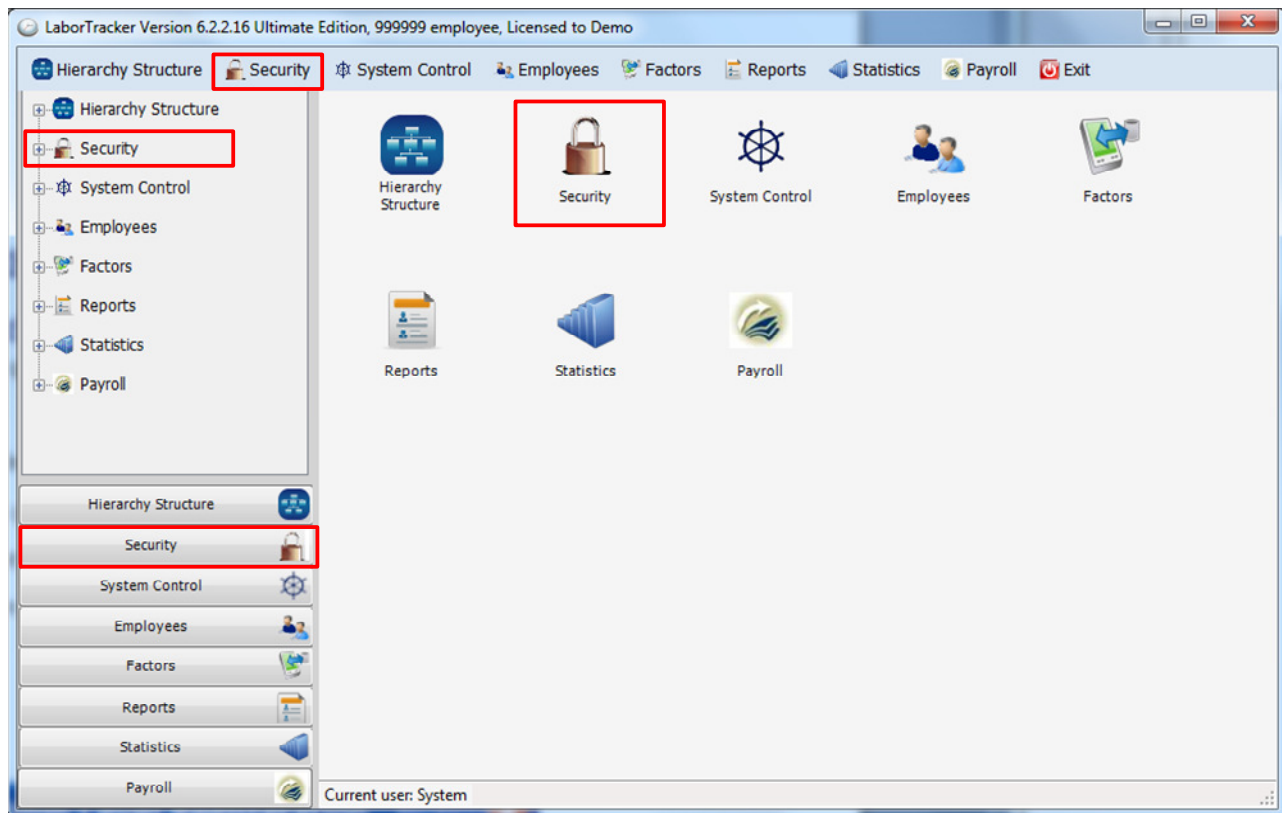


- 4- Enter profile name and select authorized workgroups then click “Save” button.

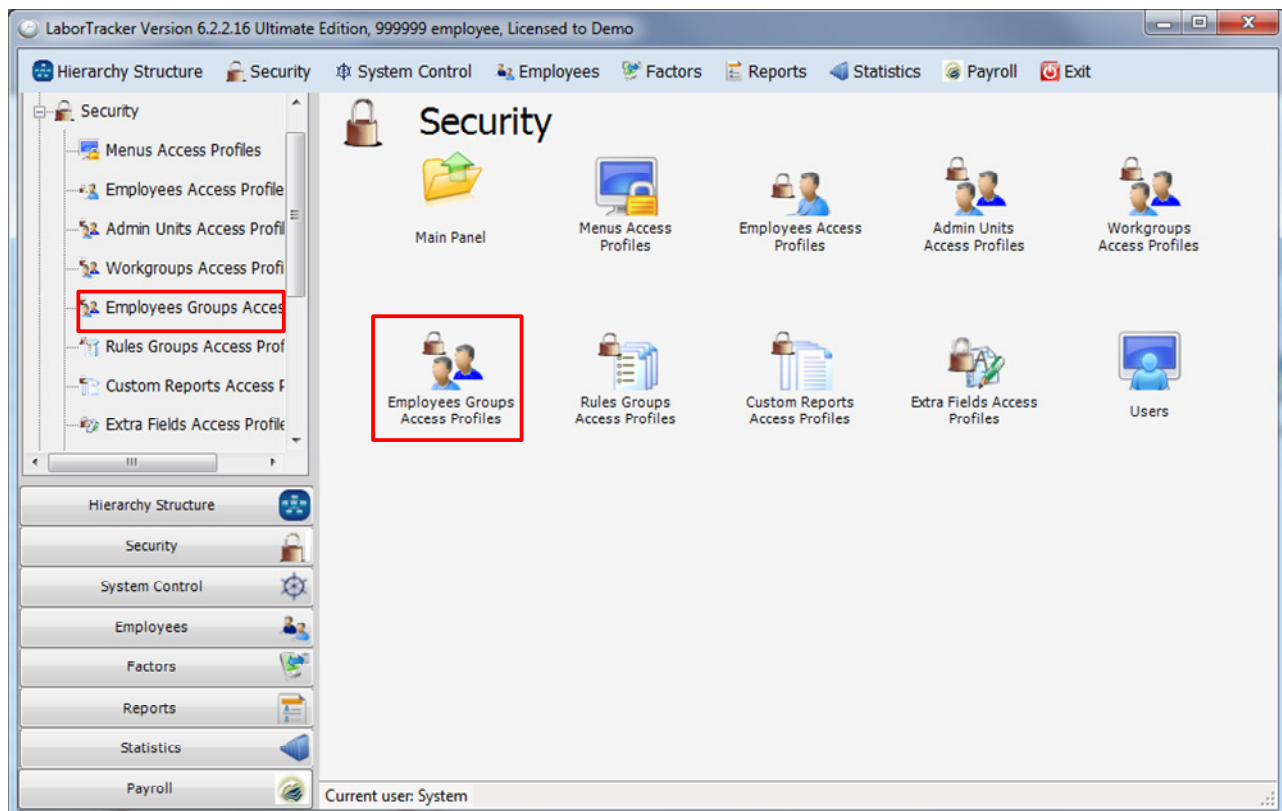


4.1.12- Employees Groups Access Profile definition

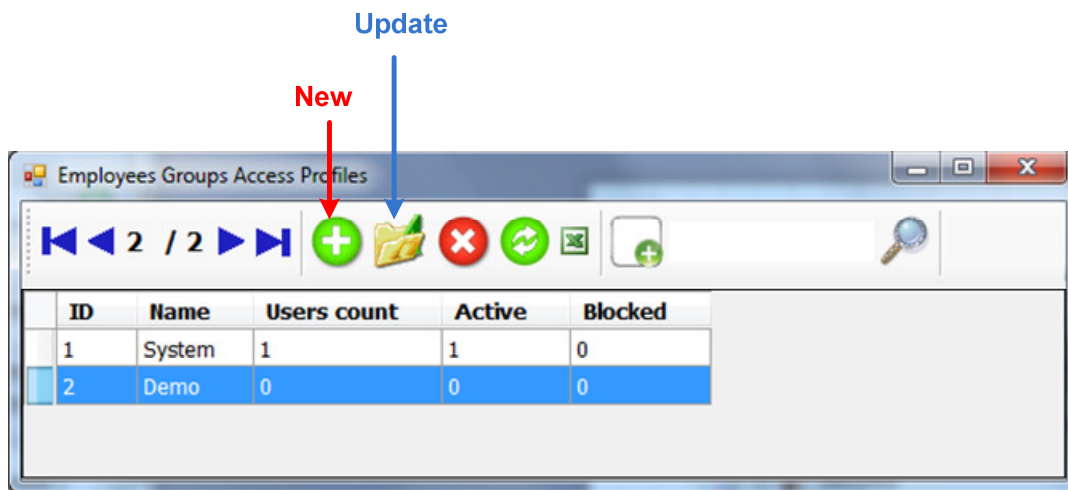
1- Open Security panel by clicking any of the following



2- Click "Employees Groups Access Profiles"



- 3- Employees Groups Access Profiles List shall appear, click “New” button to define new profile or “Update” button to update previously defined profile



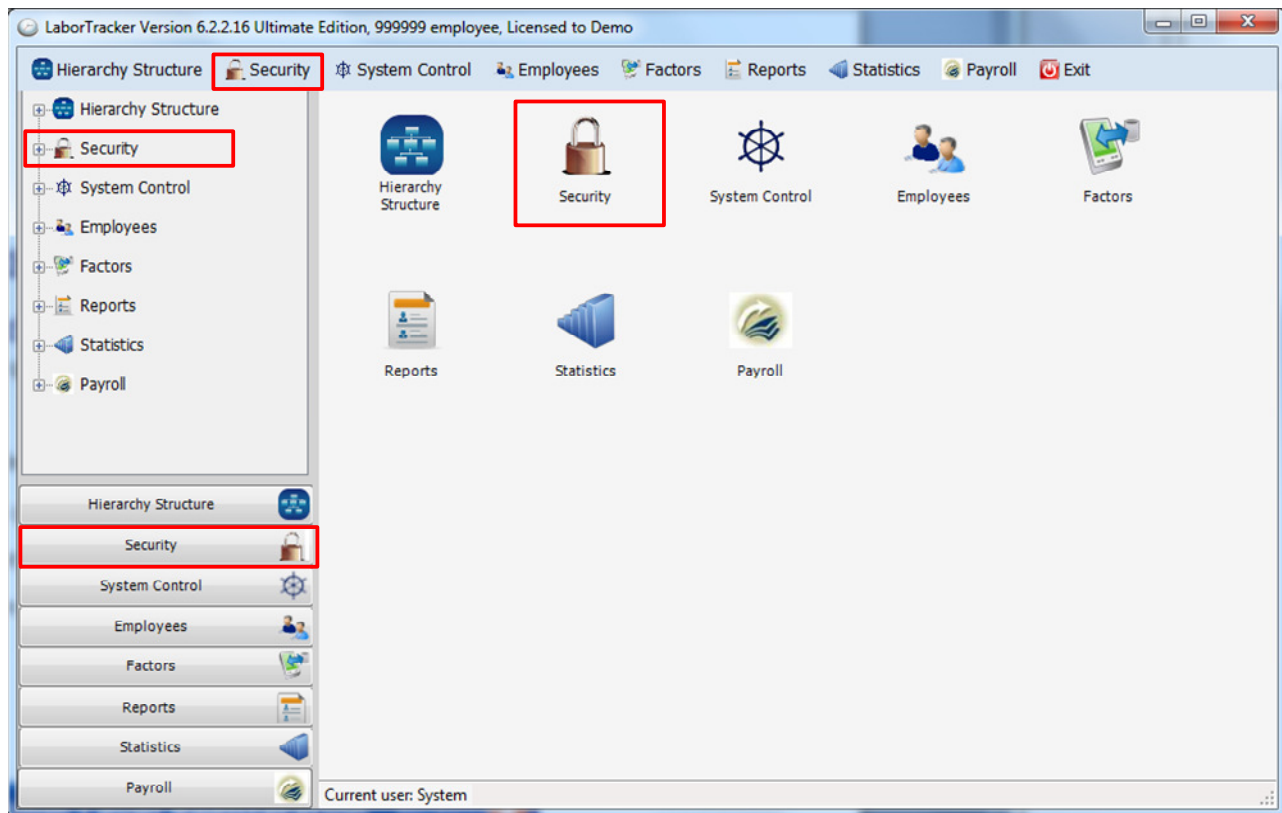
- 4- Enter profile name and select authorized employees groups then click “Save” button.

The screenshot shows a window titled "Employees Groups Access Profile info". It contains the following fields and controls:

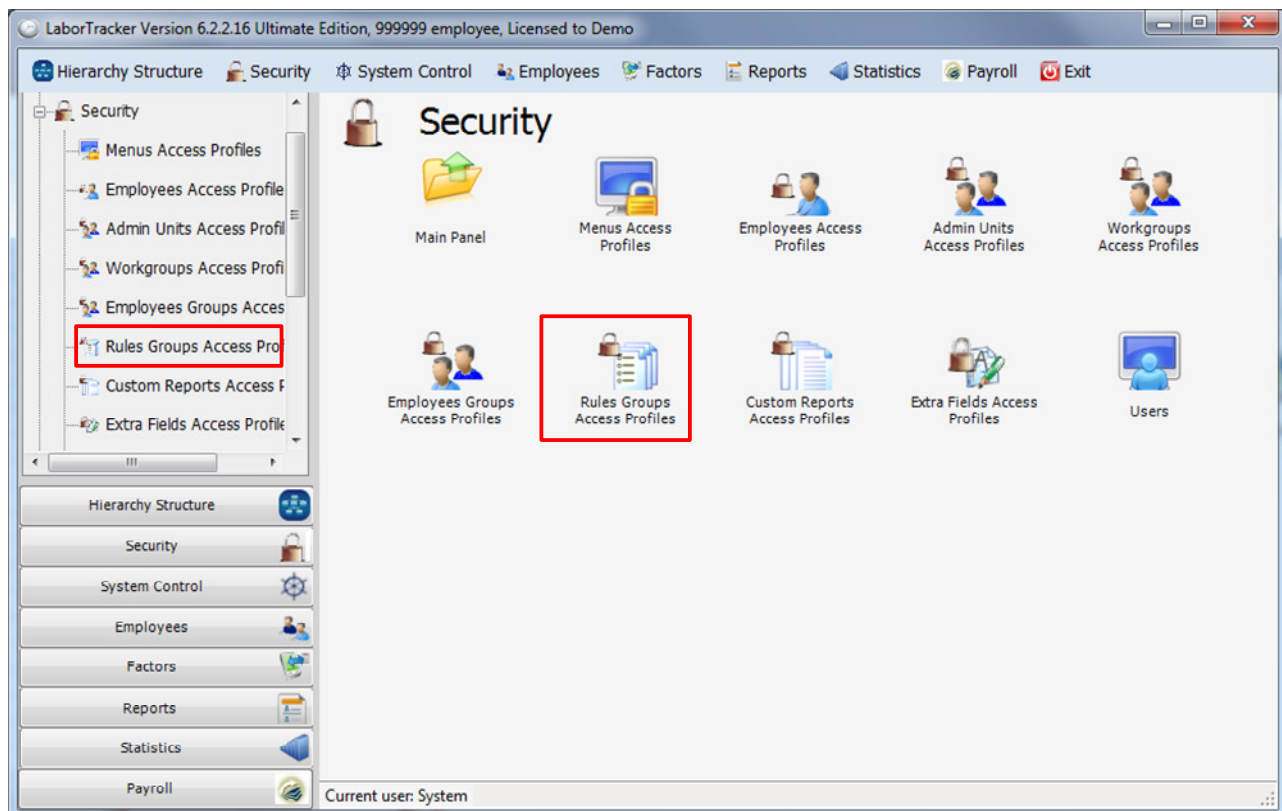
- Name:** A text field containing "Demo".
- Employee groups:** A list box containing "Demo 1" and "demo 2", with "demo 2" selected. A "Clear" button is next to it.
- Active users:** An empty box.
- Blocked users:** An empty box.
- Buttons:** "Save" (highlighted) and "Cancel" (with a red X).
- Status bar:** "Selected reports: 1".

4.1.13- Rules Groups Access Profile definition

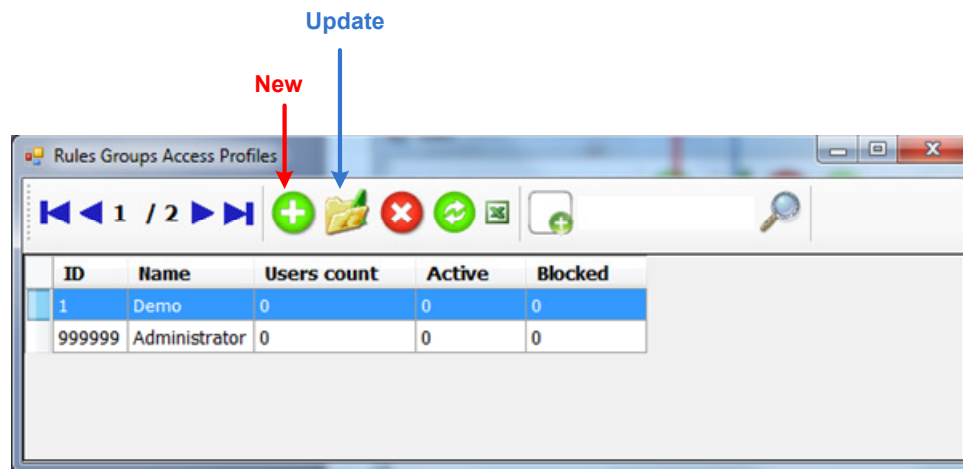
1- Open Security panel by clicking any of the following



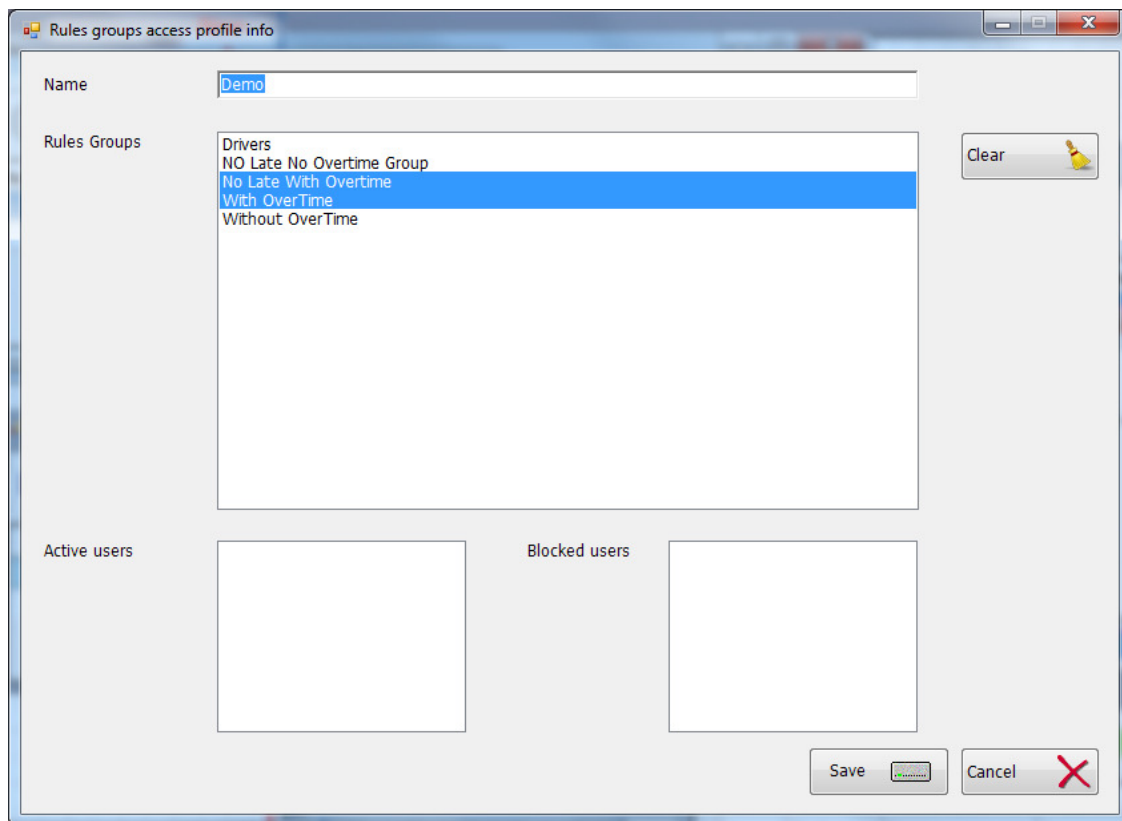
2- Click “Rules Groups Access Profiles”



- 3- Rules Groups Access Profiles List shall appear, click “New” button to define new profile or “Update” button to update previously defined profile

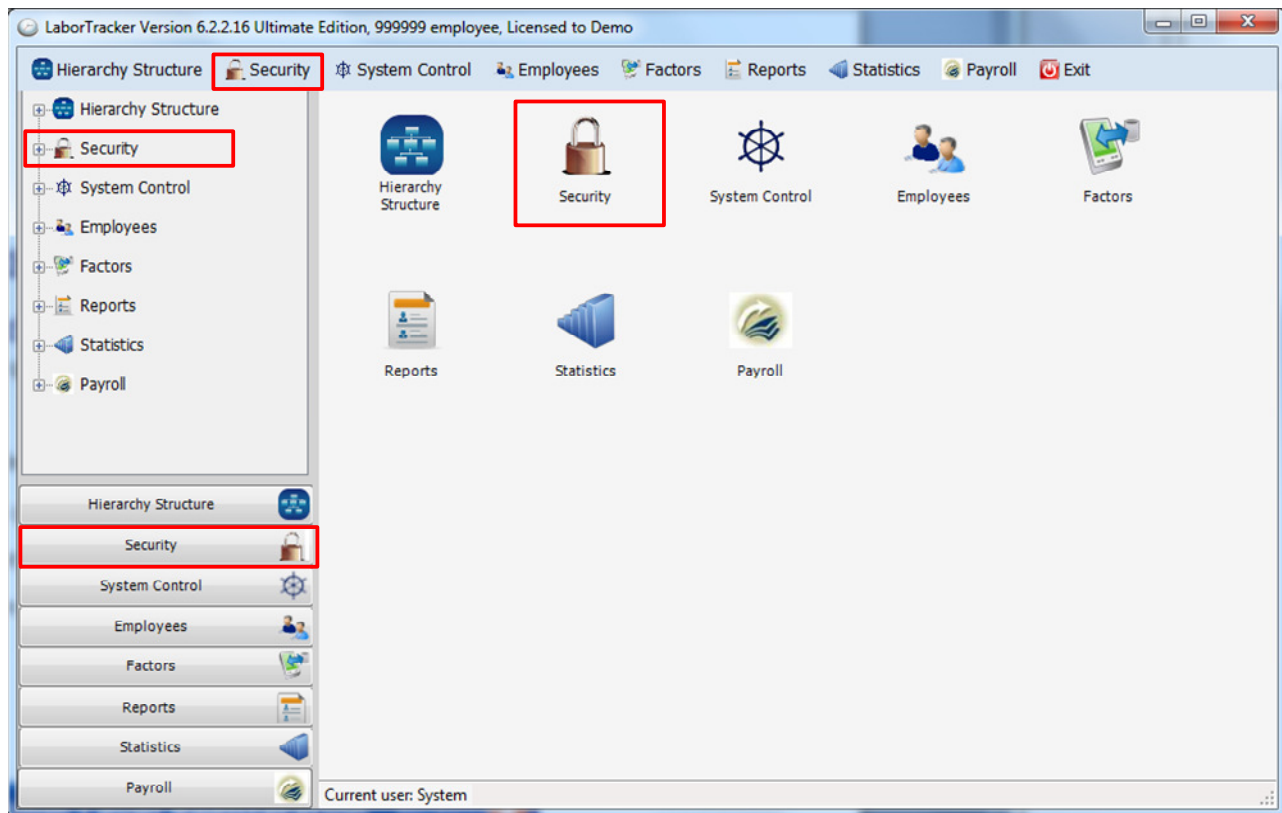


- 4- Enter profile name and select authorized rules groups then click “Save” button.

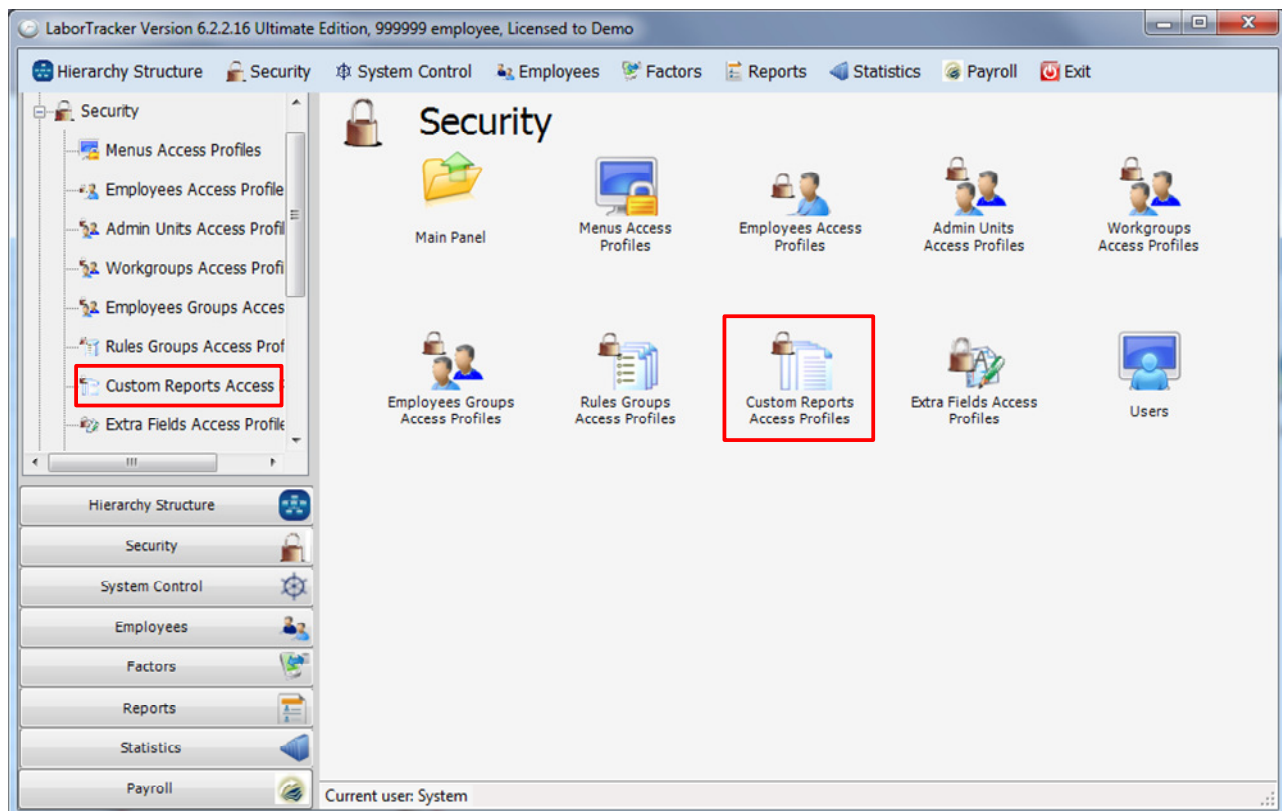


4.1.14- Custom Reports Access Profile definition

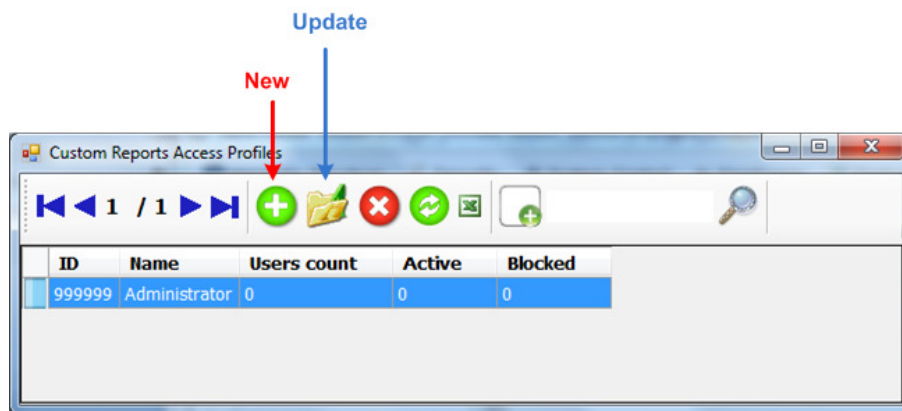
1- Open Security panel by clicking any of the following



2- Click "Custom Reports Access Profiles"



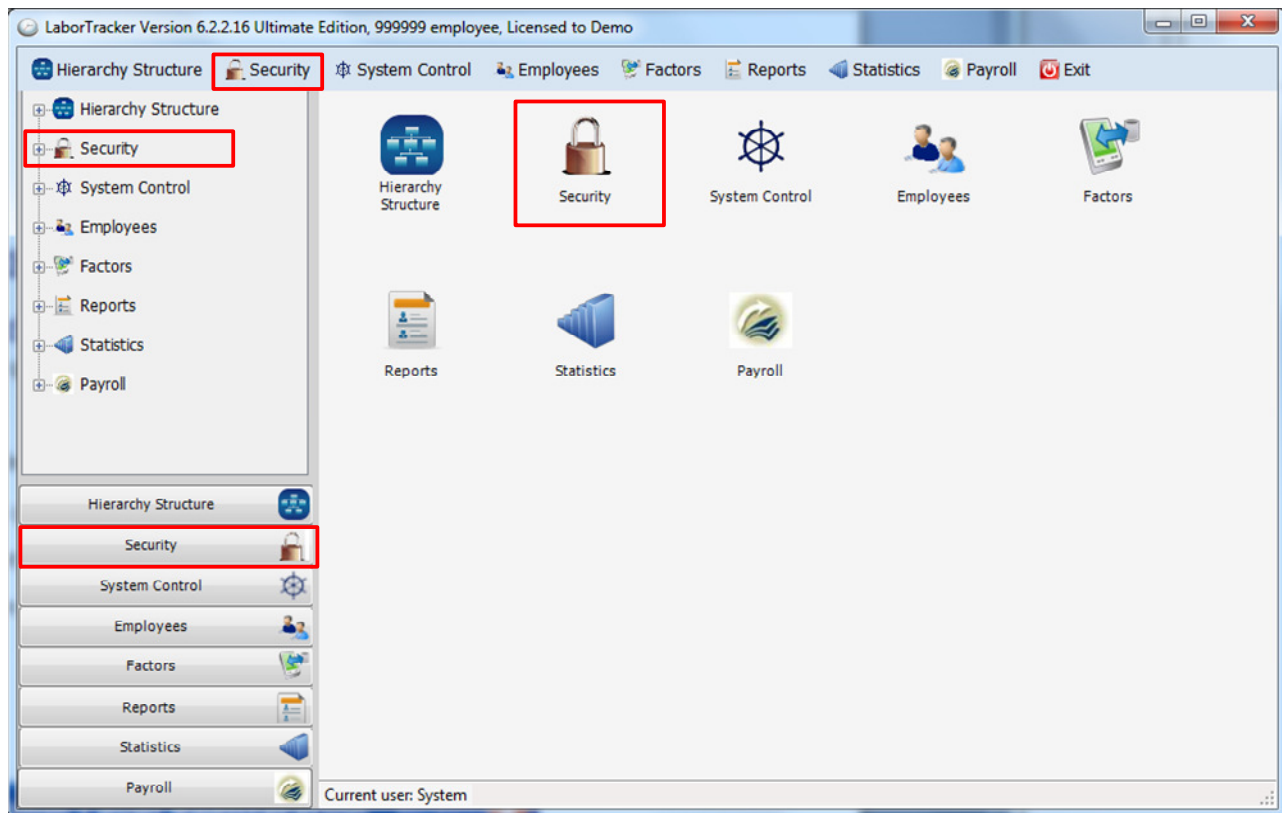
- 3- Custom Reports Access Profiles List shall appear, click “New” button to define new profile or “Update” button to update previously defined profile



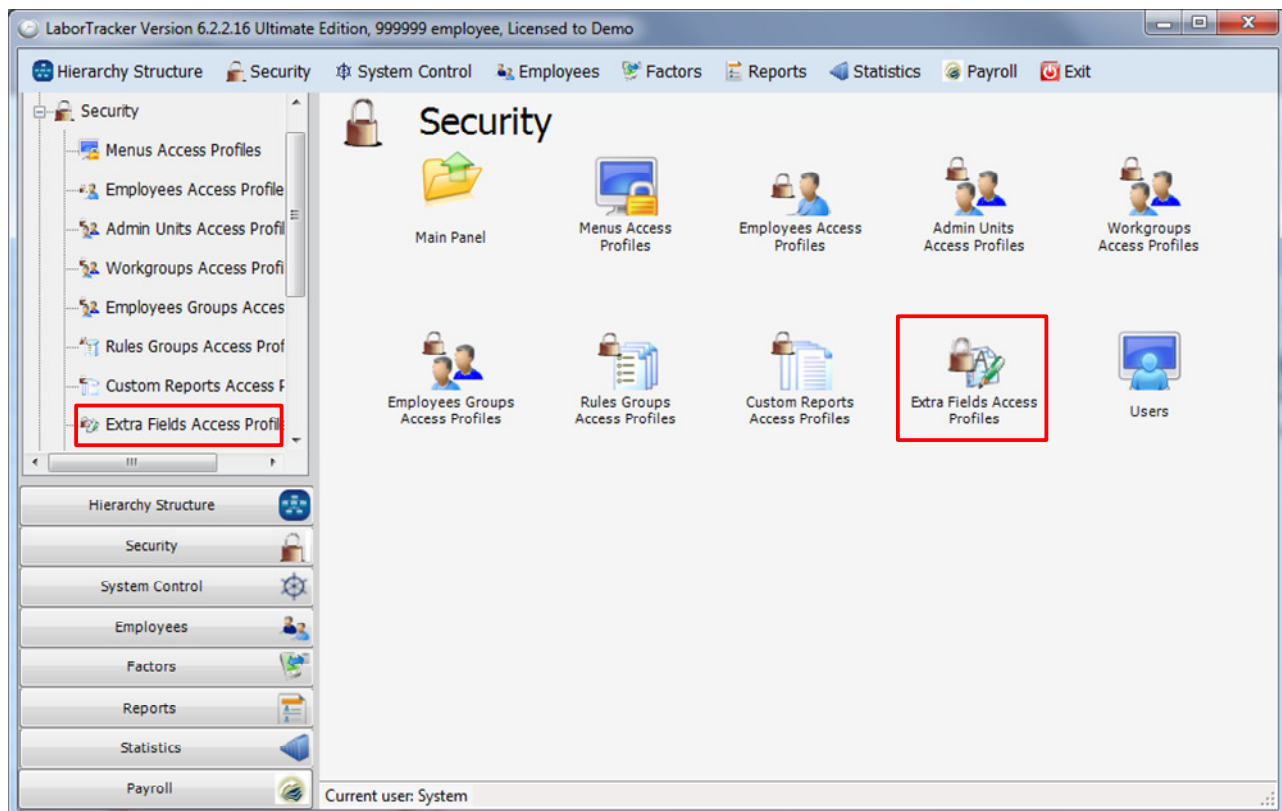
- 4- Enter profile name and select authorized custom reports then click “Save” button.

4.1.15- Extra Fields Access Profile definition

1- Open Security panel by clicking any of the following



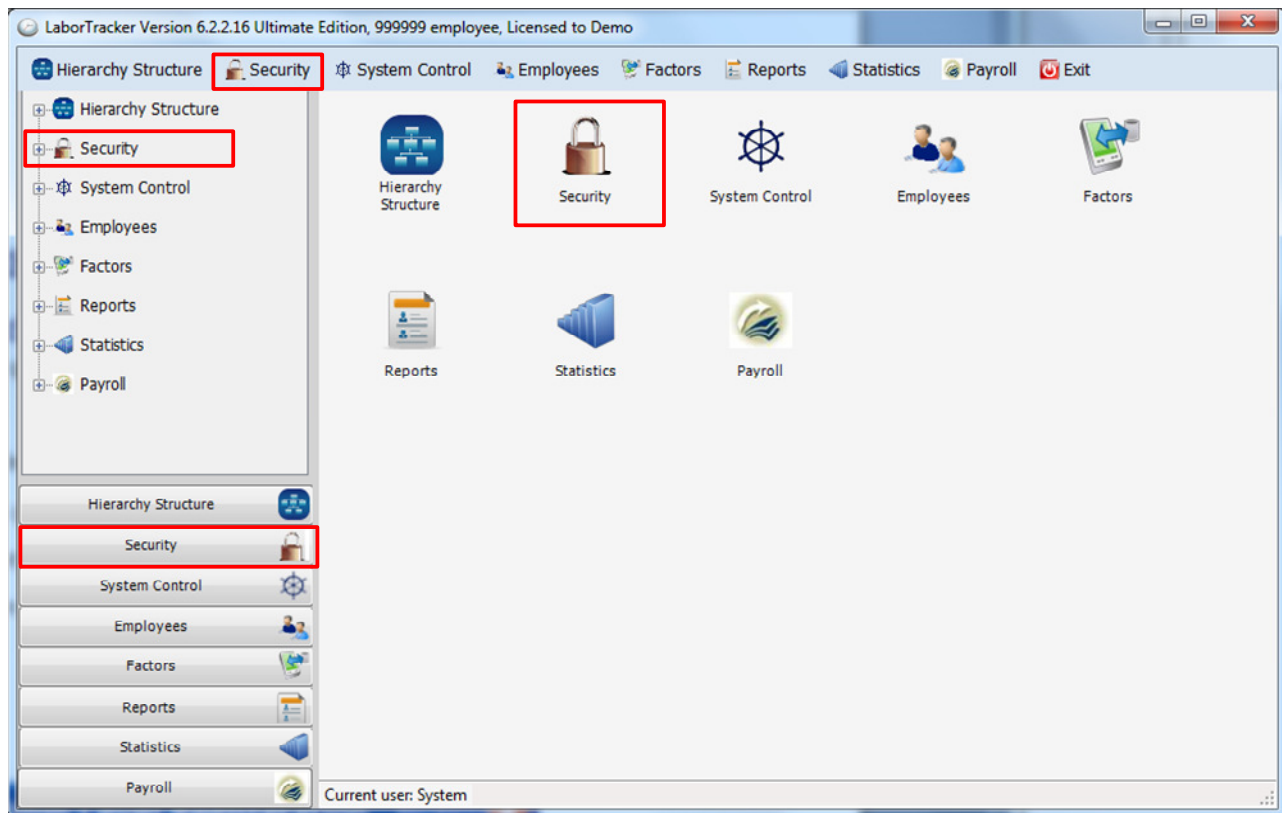
2- Click "Extra Fields Access Profiles"



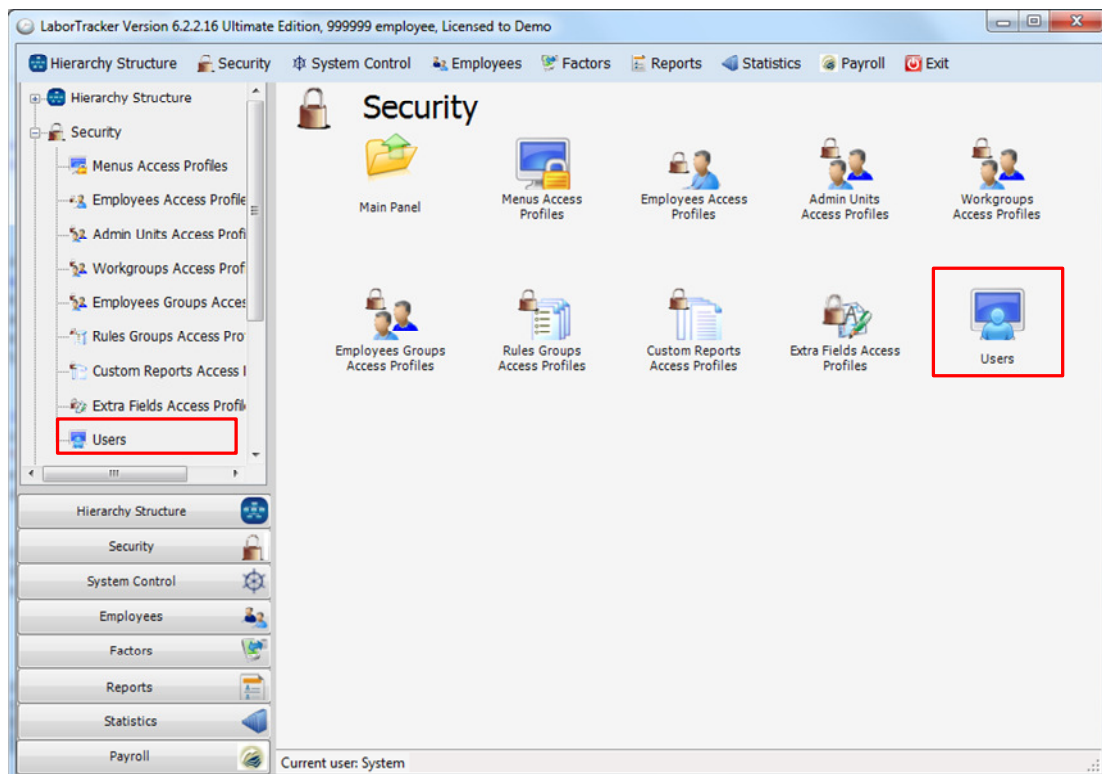
- 3- Extra Fields Access Profiles List shall appear, click “New” button to define new profile or “Update” button to update previously defined profile
- 4- Enter profile name and select authorized extra fields then click “Save” button.

4.1.16- Users definition

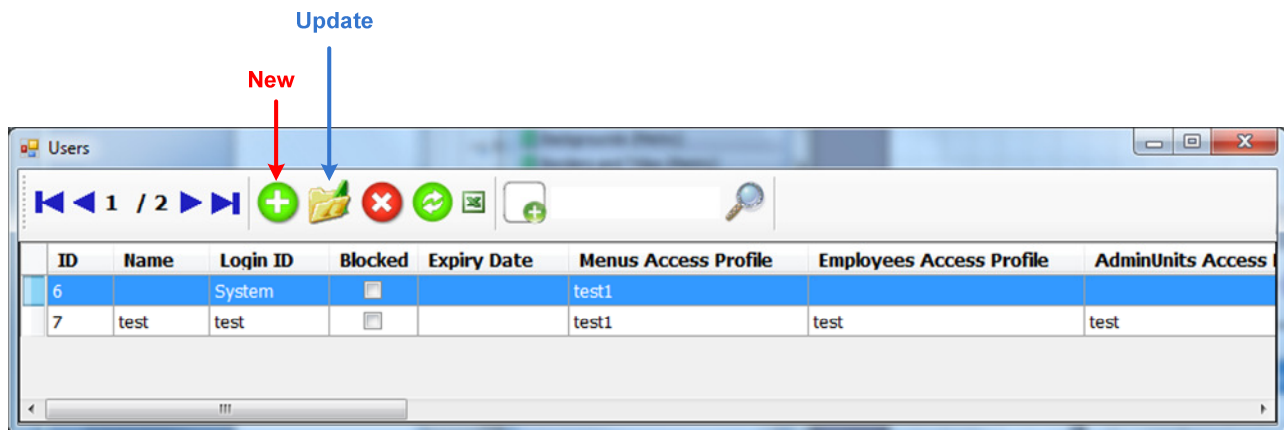
- 1- Open Security panel by clicking any of the following



- 2- Click "Users"



- 3- Users List shall appear, click “New” button to define new user or “Update” button to update previously defined user



- 4- Enter user info, select access profiles then click “Save” button

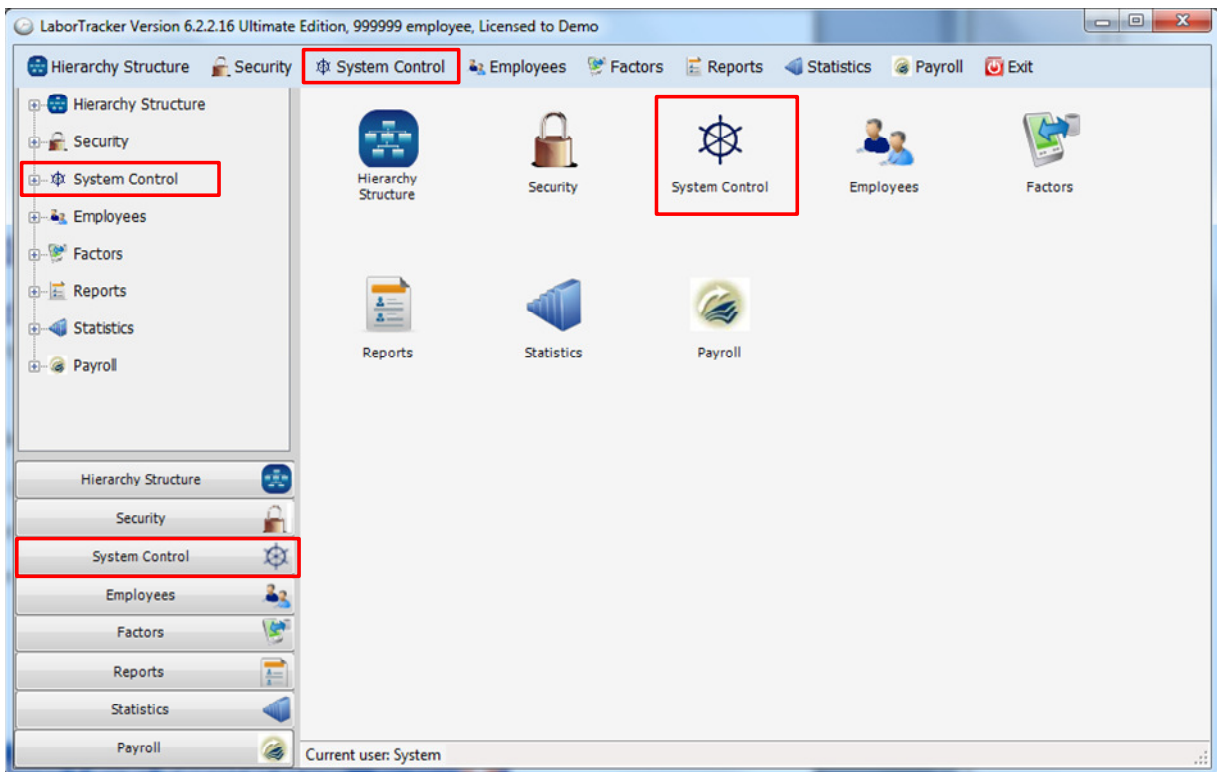
The screenshot shows the 'Users' window with the following fields and values:

- Name: test
- Login ID: test
- Login Password: XXXXXXXX
- Menus Access Profile: test1
- Employees Access Profile: test
- Admin Units Access Profile: test
- Workgroups Access Profile: test
- Employees Groups Access Profile: (empty)
- Rules Groups Access Profile: test
- Custom Reports Access Profile: test
- Extra Fields Access Profile: test
- employee: Adel Abdou Abdel Aal
- Blocked: ☐
- Expiry Date: (empty)

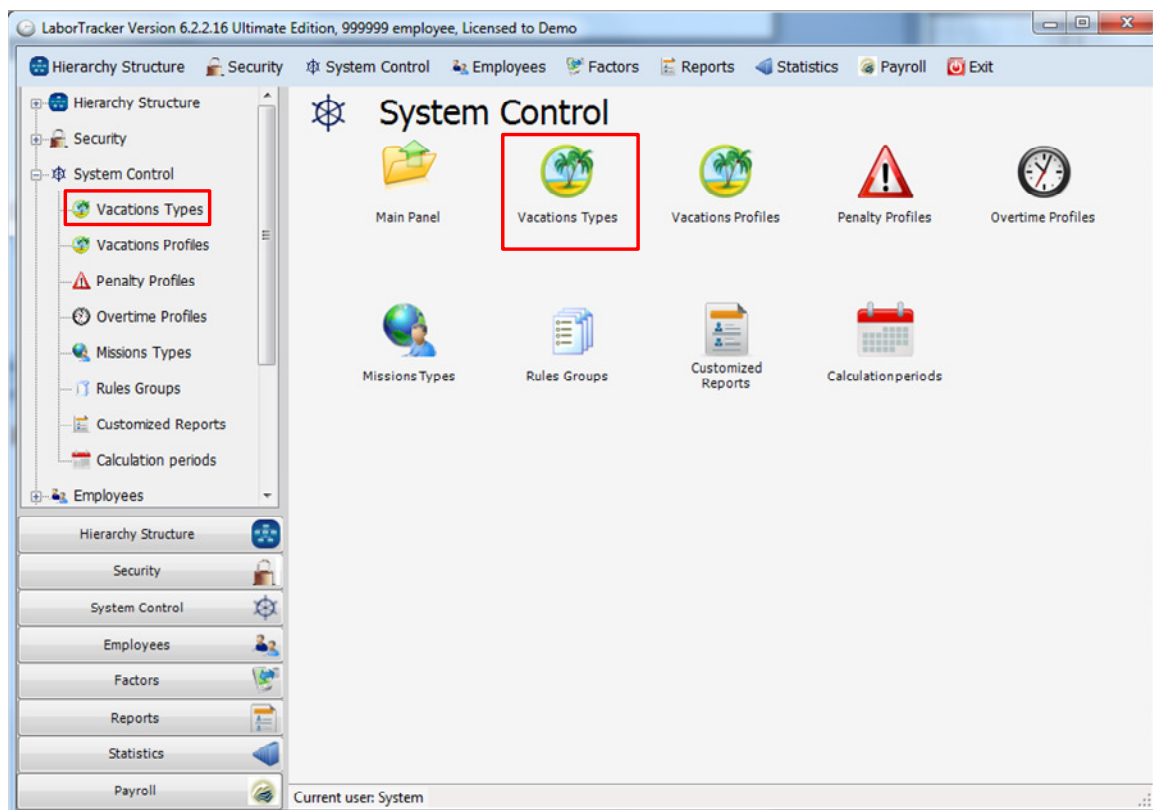
The 'Save' button is highlighted with a blue border.

4.1.17- Vacation Types definition

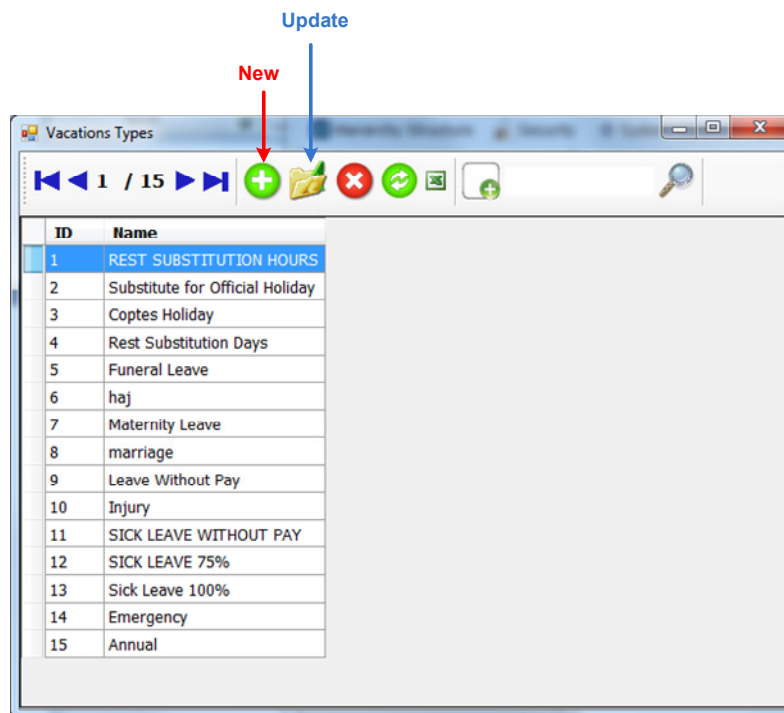
- 1- Open “System Control” panel by clicking any of the following



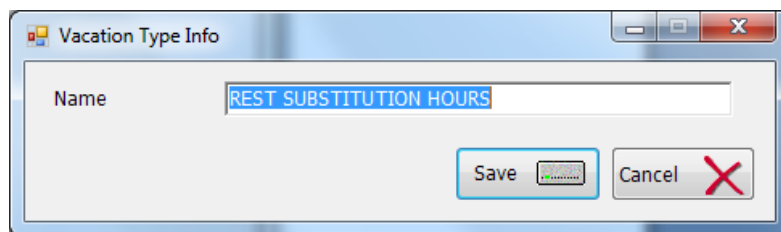
- 2- Click “Vacation Types”



- 3- Vacation Types List shall appear, click “New” button to define new user or “Update” button to update previously defined type

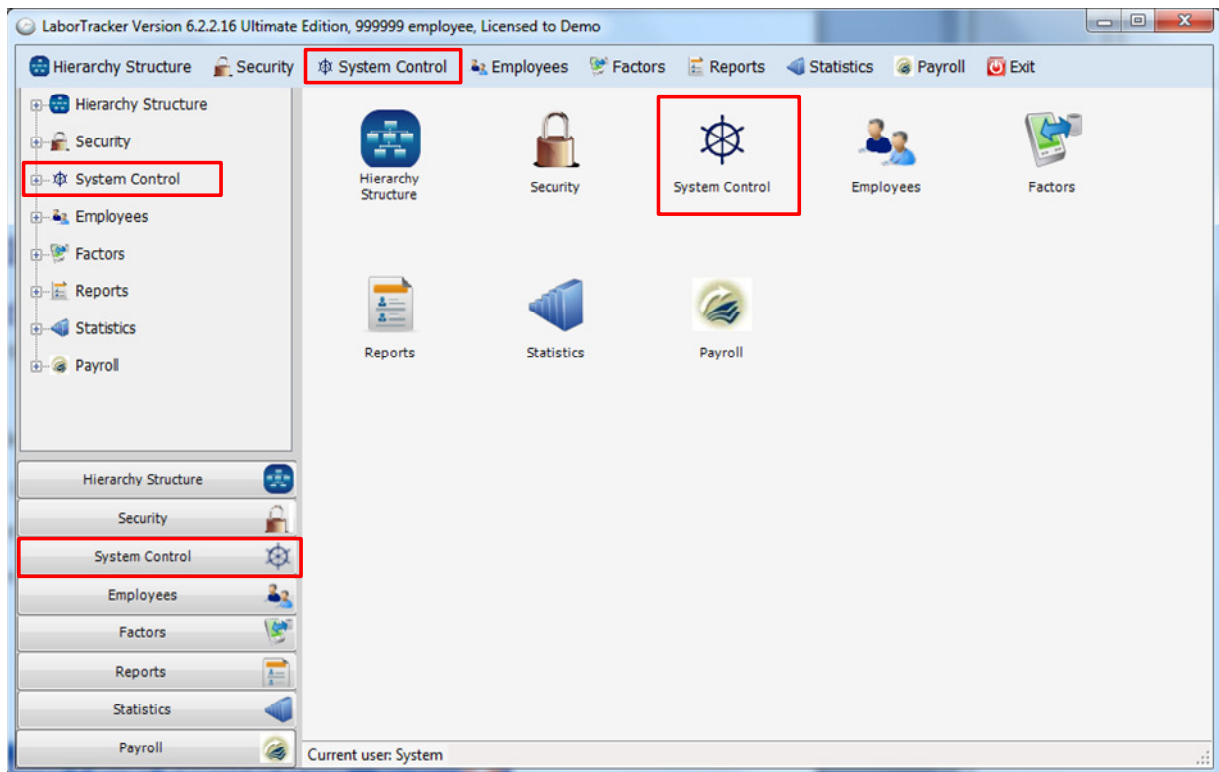


- 4- Enter vacation type name then click “Save” button

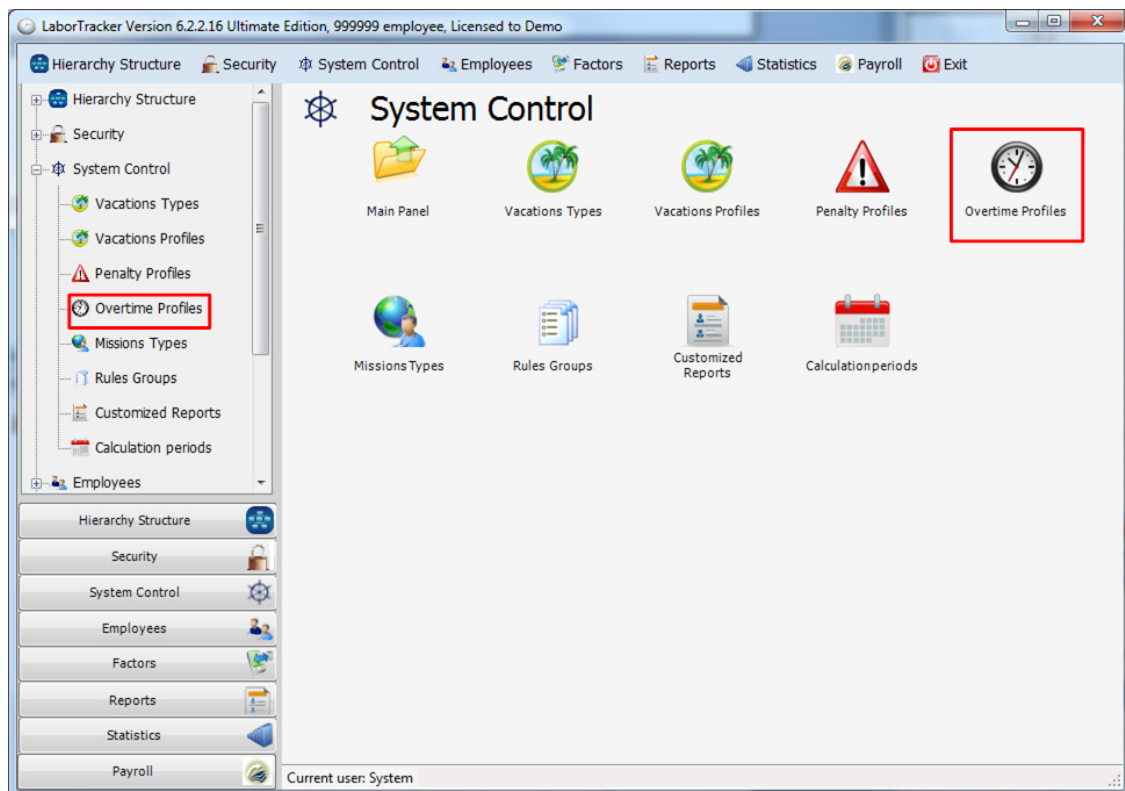


4.1.18- Overtime Profile definition

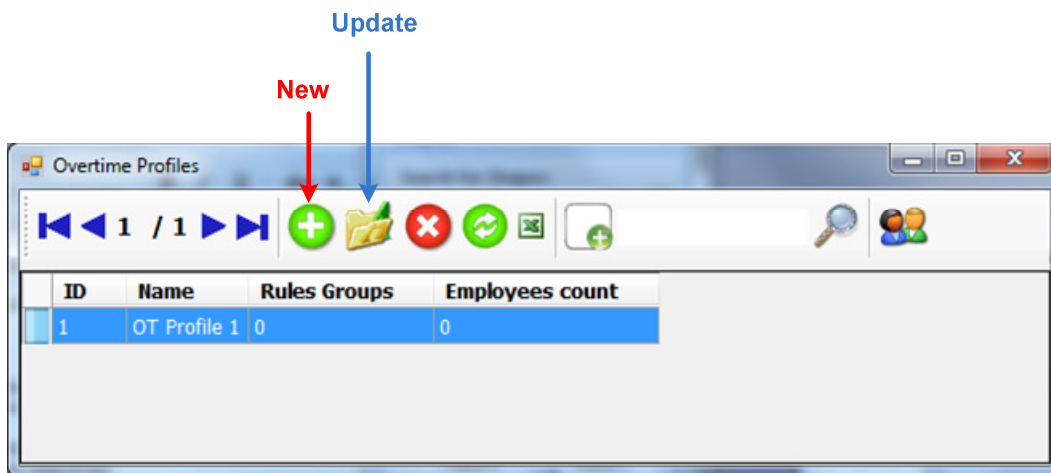
5- Open “System Control” panel by clicking any of the following



6- Click “Overtime Profiles”



- 7- Vacation Types List shall appear, click “New” button to define new user or “Update” button to update previously defined type



- 8- Enter overtime components then click “Save” button

The screenshot shows the 'Overtime Profile info' window. It contains the following fields and controls:

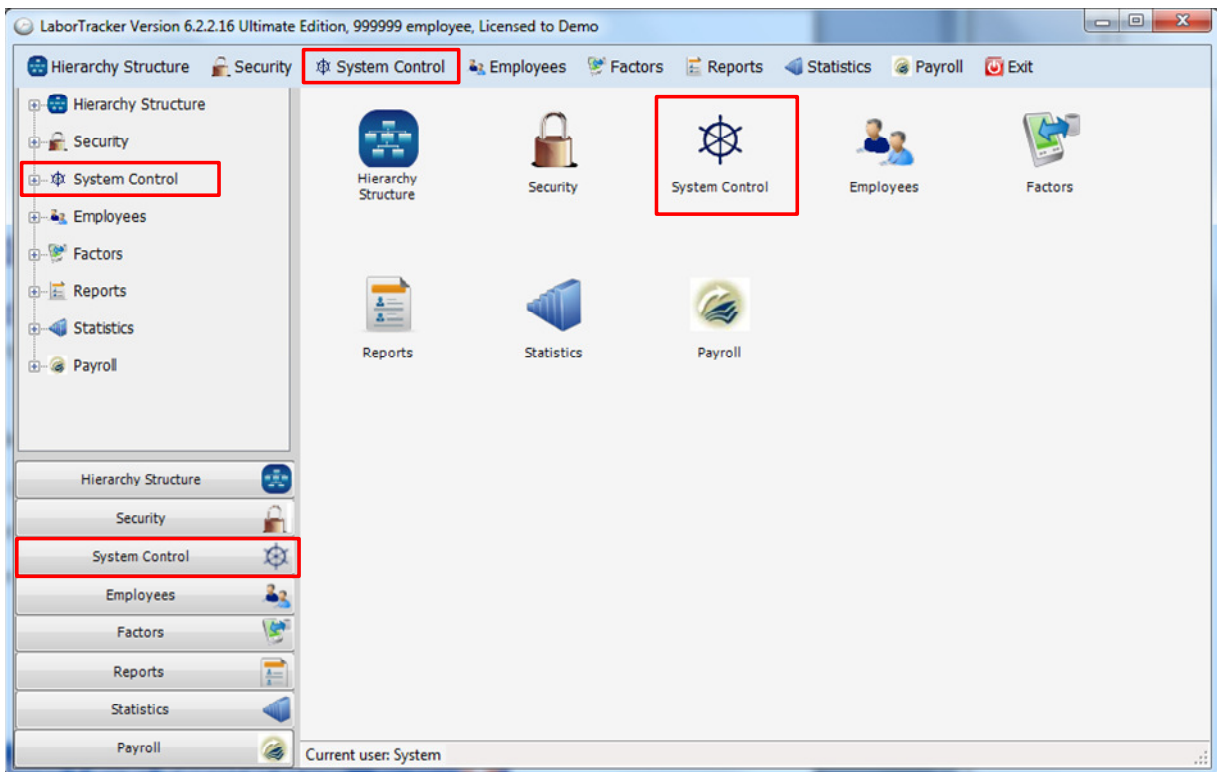
- Name: OT Profile 1
- Overtime Components: Component Name (empty field)
- Day Type: ☒ Working Day, ☐ Off day, ☐ Holiday
- Value Type: ☒ Time, ☐ Hours
- From: 00:00:00, to: 00:00:00, Factor: (empty field)
- Buttons: Add (+), Delete (X)
- Table of Overtime Components:

Name	Day Type	Value Type	From	to	Factor
Working-day day hours	Working Day	Time	06:00	18:00	1.35
Working-day night hours	Working Day	Time	18:00	00:00	1.7
Working-day night hours	Working Day	Time	00:00	06:00	1.7
Holiday overtime hours	Working Day	Time	00:00	00:00	2
Offday overtime hours	Off Day	Time	00:00	00:00	1.5

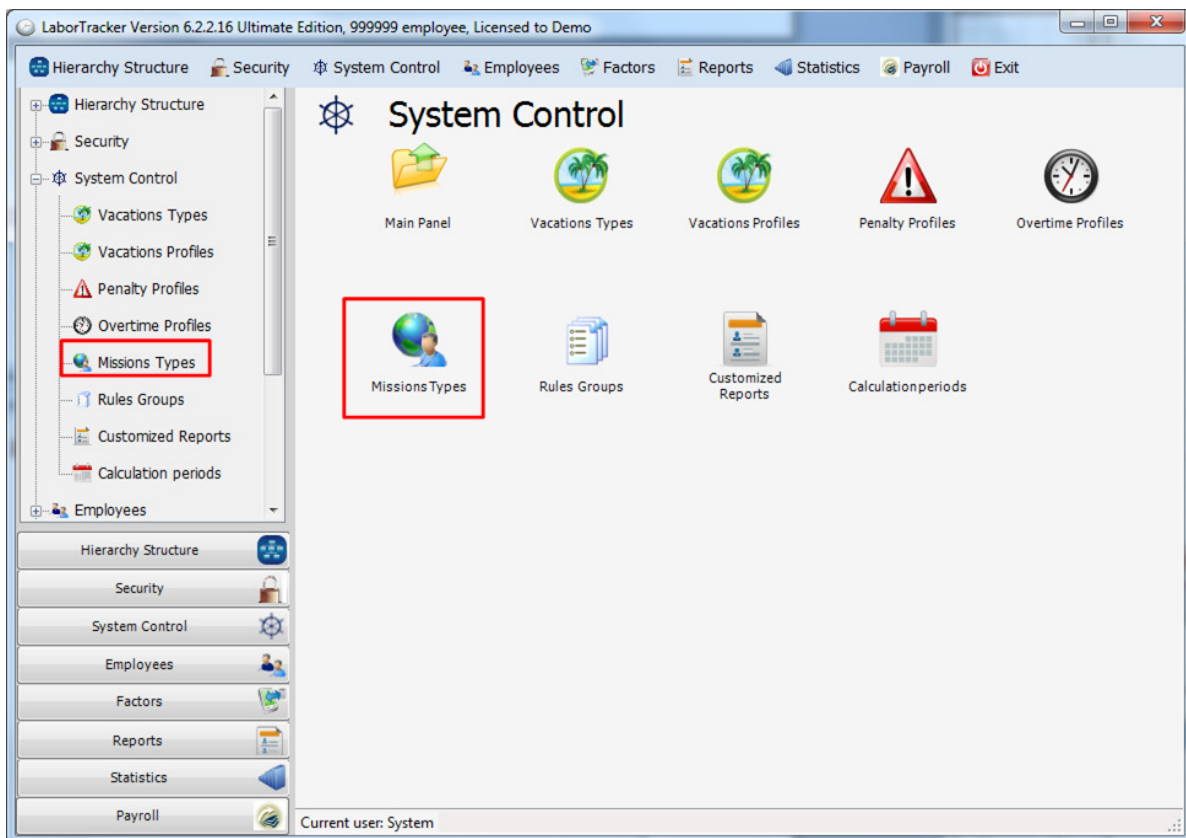
At the bottom, there are 'Save' and 'Cancel' buttons.

4.1.19- Mission Types definition

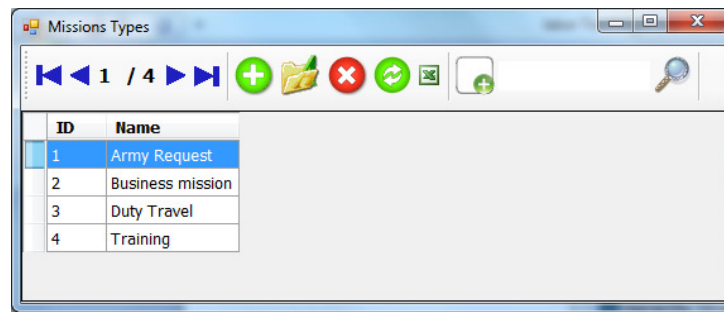
- 1- Open “System Control” panel by clicking any of the following



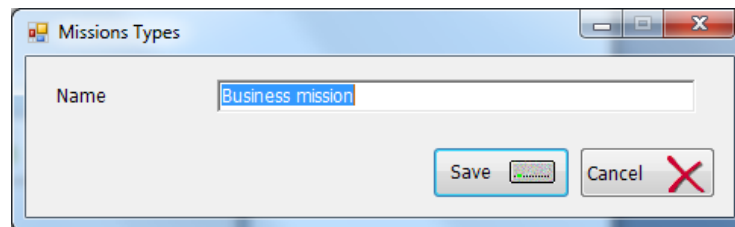
- 2- Click “Mission Types”



- 3- Mission Types List shall appear, click “New” button to define new user or “Update” button to update previously defined type



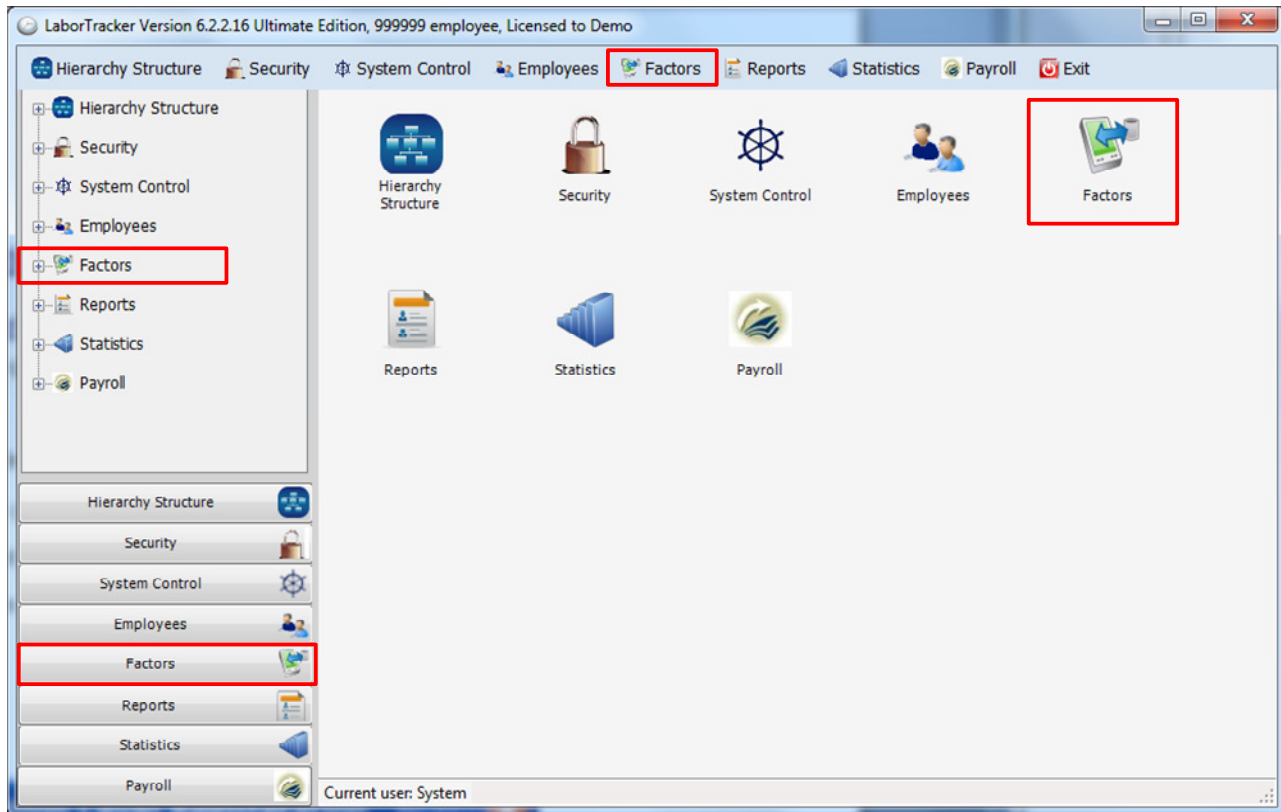
- 4- Enter vacation type name then click “Save” button



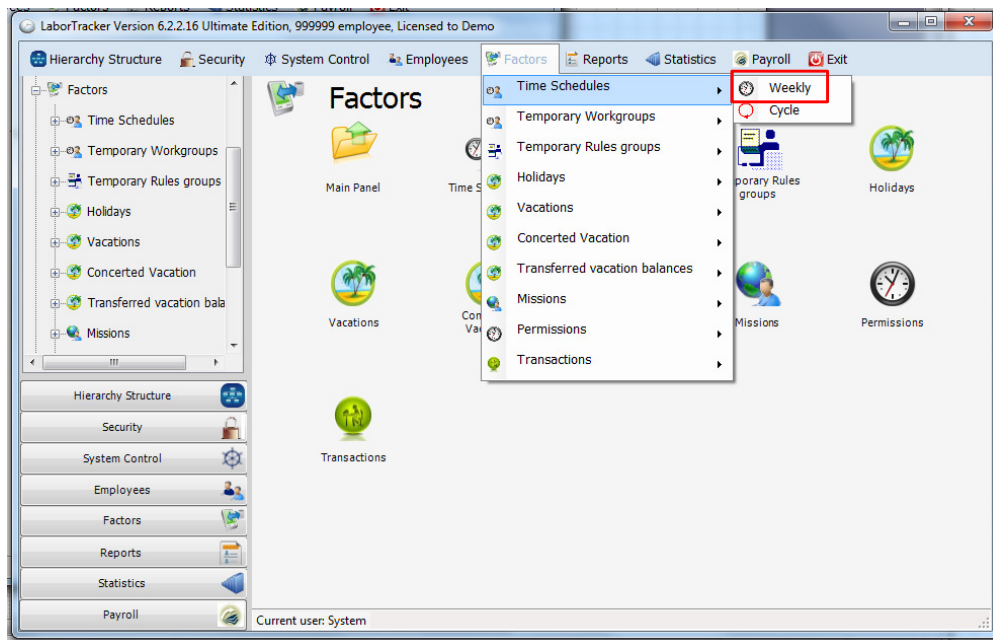
4.2- Factors registration

4.2.1- Working hours definition

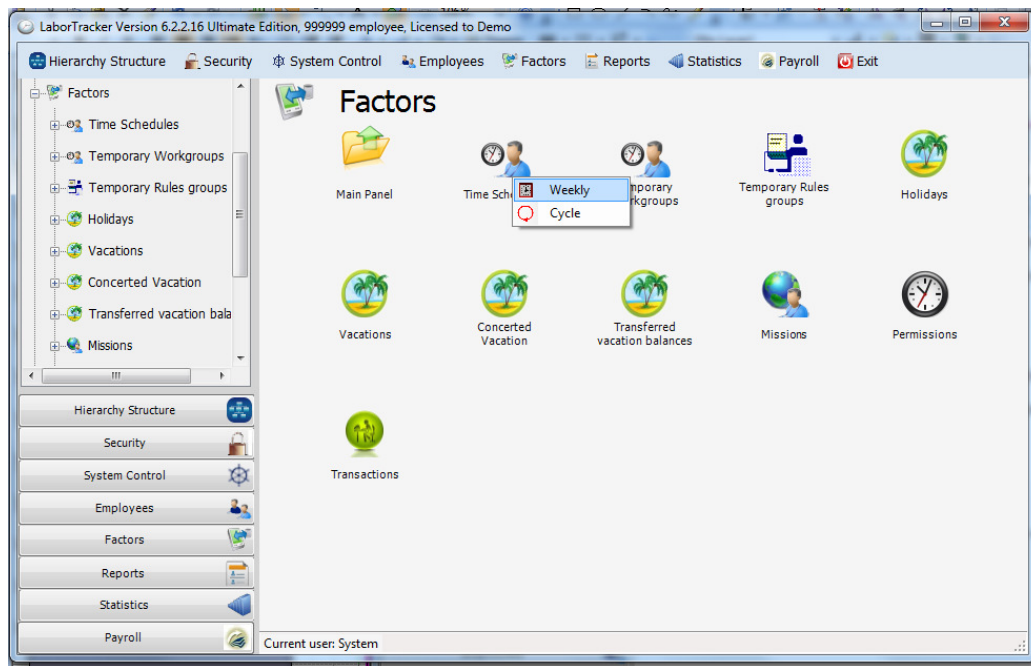
1- Open Factors panel by clicking any of the following



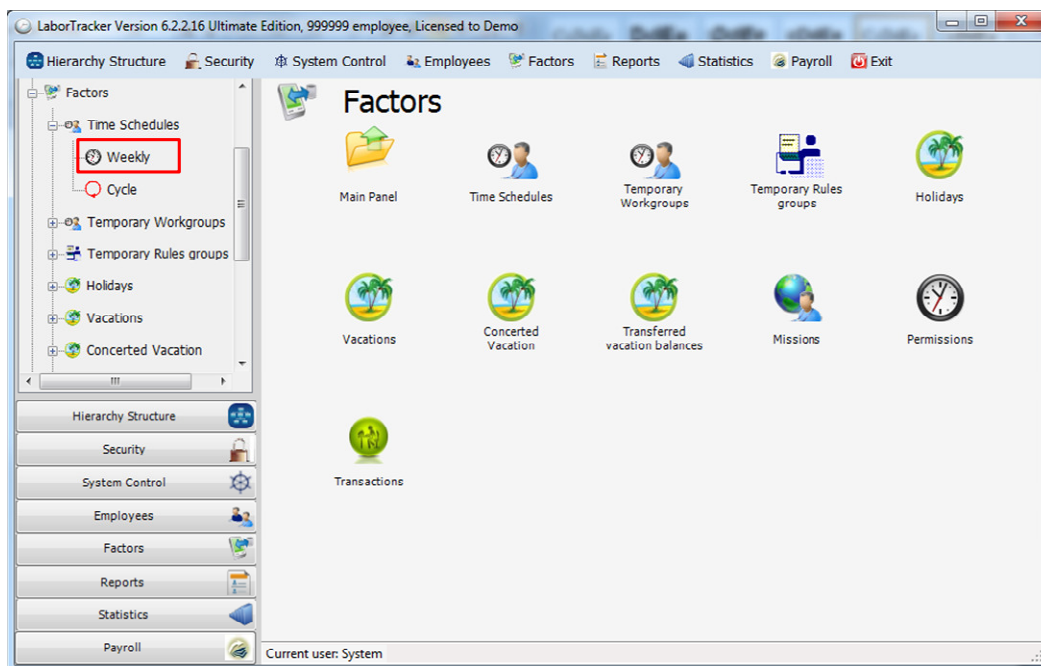
2- If working hours are related to day of week, Click “Time Schedules” – “Weekly” from main menu



Or right click on “Time Schedules” icon in “Factors” panel then click “Weekly”



Or expand “Time Schedules” node in tree view then click “Weekly”



- 3- Select workgroup, enter period start and end dates, mark working days, enter start time, end time and working hours then click “Save” button, “Process Completed” message shall appear, click “OK” then click “Load” button to review saved values

Working Hours info

From: 01-06-2010 to: 31-12-2020

Workgroup: 8:00 - 5:00 (Fri - Sat) 5

New Working Hours

	Start Time	End Time	Working Hours
Saturday	<input type="checkbox"/> 00:00	<input type="checkbox"/> 00:00	<input type="checkbox"/> 00:00
Sunday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Monday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Tuesday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Wednesday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Thursday	<input checked="" type="checkbox"/> 08:00	<input checked="" type="checkbox"/> 17:00	<input checked="" type="checkbox"/> 09:00
Friday	<input type="checkbox"/> 00:00	<input type="checkbox"/> 00:00	<input type="checkbox"/> 00:00

Current Working Hours

Date	Start Time	End Time	Working Hours
Tuesday 01-06-2010	08:00	17:00	09:00
Wednesday 02-06-2010	08:00	17:00	09:00
Thursday 03-06-2010	08:00	17:00	09:00
Friday 04-06-2010			00:00
Saturday 05-06-2010			00:00
Sunday 06-06-2010	08:00	17:00	09:00
Monday 07-06-2010	08:00	17:00	09:00
Tuesday 08-06-2010	08:00	17:00	09:00
Wednesday 09-06-2010	08:00	17:00	09:00
Thursday 10-06-2010	08:00	17:00	09:00
Friday 11-06-2010			00:00

Save Cancel

Notes:

- For non working days uncheck "Start Time", "End Time" and "Working Hours" time boxes
- For overnight shifts end time should be registered shifted (as in the following example)

Working Hours info

From: 01-06-2011 to: 30-06-2020

Workgroup: Demo

New Working Hours

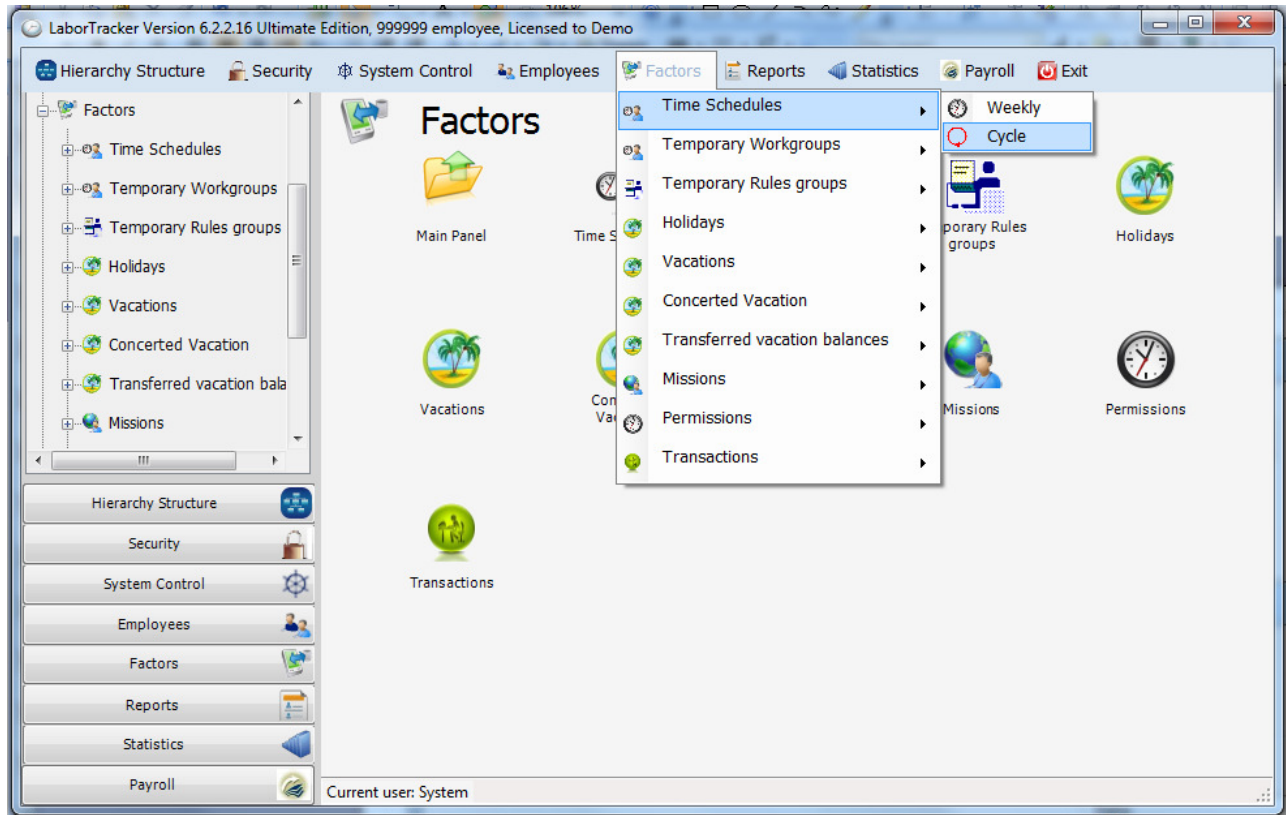
	Start Time	End Time	Working Hours
Saturday	<input type="checkbox"/> 00:00	<input type="checkbox"/> 00:00	<input type="checkbox"/> 00:00
Sunday	<input checked="" type="checkbox"/> 23:00	<input type="checkbox"/> 00:00	<input checked="" type="checkbox"/> 08:00
Monday	<input checked="" type="checkbox"/> 23:00	<input checked="" type="checkbox"/> 07:00	<input checked="" type="checkbox"/> 08:00
Tuesday	<input checked="" type="checkbox"/> 23:00	<input checked="" type="checkbox"/> 07:00	<input checked="" type="checkbox"/> 08:00
Wednesday	<input checked="" type="checkbox"/> 23:00	<input checked="" type="checkbox"/> 07:00	<input checked="" type="checkbox"/> 08:00
Thursday	<input checked="" type="checkbox"/> 23:00	<input checked="" type="checkbox"/> 07:00	<input checked="" type="checkbox"/> 08:00
Friday	<input type="checkbox"/> 00:00	<input checked="" type="checkbox"/> 07:00	<input type="checkbox"/> 00:00

Current Working Hours

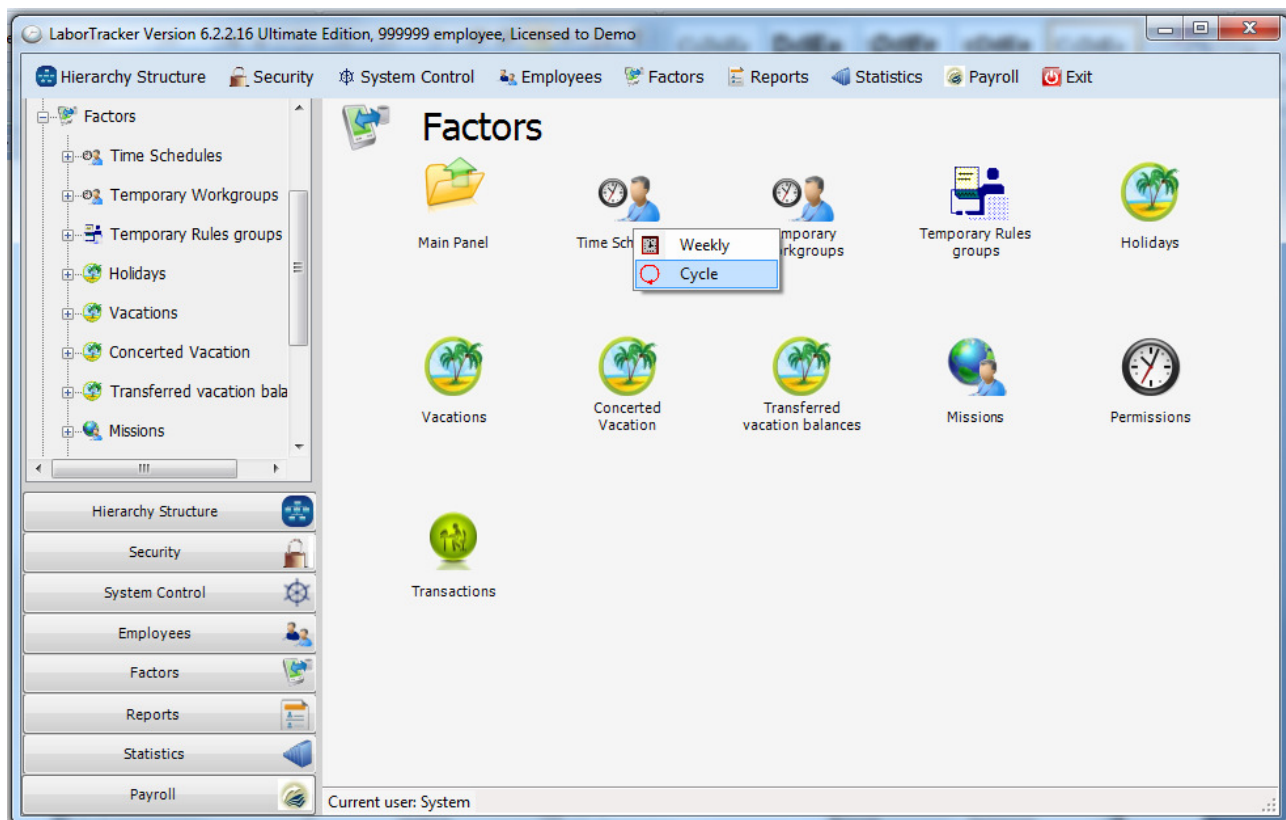
Date	Start Time	End Time	Working Hours
------	------------	----------	---------------

Save Cancel

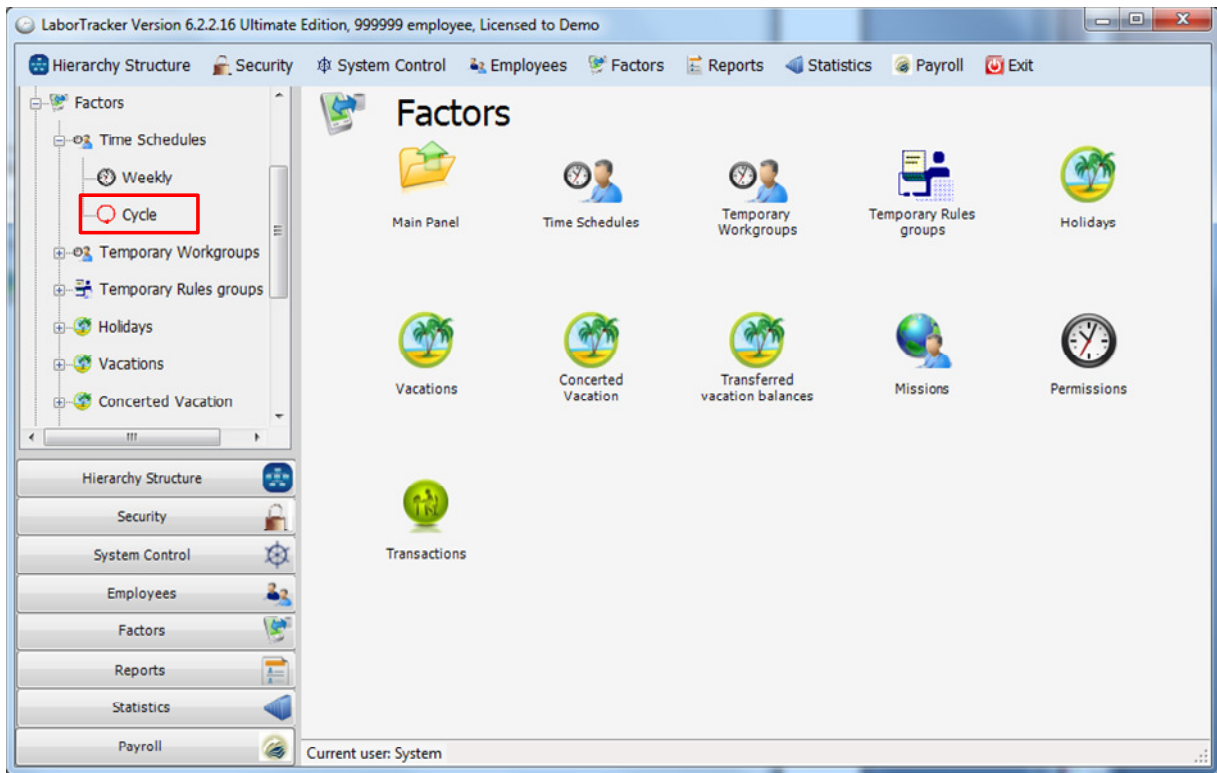
4- If working hours are cyclic, Click “Time Schedules” – “Cycle” from main menu



Or right click on “Time Schedules” icon in “Factors” panel then click “Cycle”



Or expand “Time Schedules” node in tree view then click “Cycle”



- 5- Select workgroup, enter period start and end dates, mark working days, enter start time, end time and working hours then click “Save” button, “Process Completed” message shall appear, click “OK” then click “Load” button to review saved values

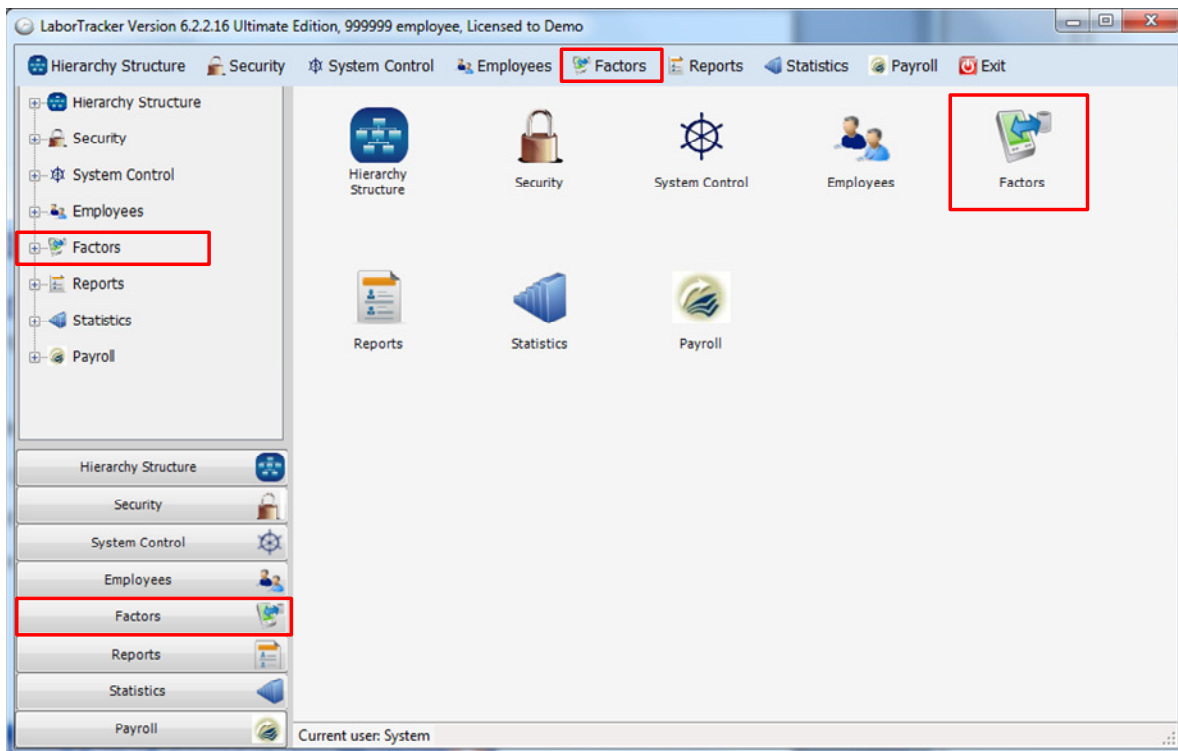
Date	Start Time	End Time	Working Hours
Wednesday 01-06-2011	08:00	16:00	08:00
Thursday 02-06-2011	08:00	16:00	08:00
Friday 03-06-2011	08:00	16:00	08:00
Saturday 04-06-2011	08:00	16:00	08:00
Sunday 05-06-2011	16:00	23:59	08:00
Monday 06-06-2011	16:00	23:59	08:00
Tuesday 07-06-2011	16:00	23:59	08:00
Wednesday 08-06-2011			00:00
Thursday 09-06-2011	00:00	08:00	08:00
Friday 10-06-2011	00:00	08:00	08:00
Saturday 11-06-2011	00:00	08:00	08:00

Notes:

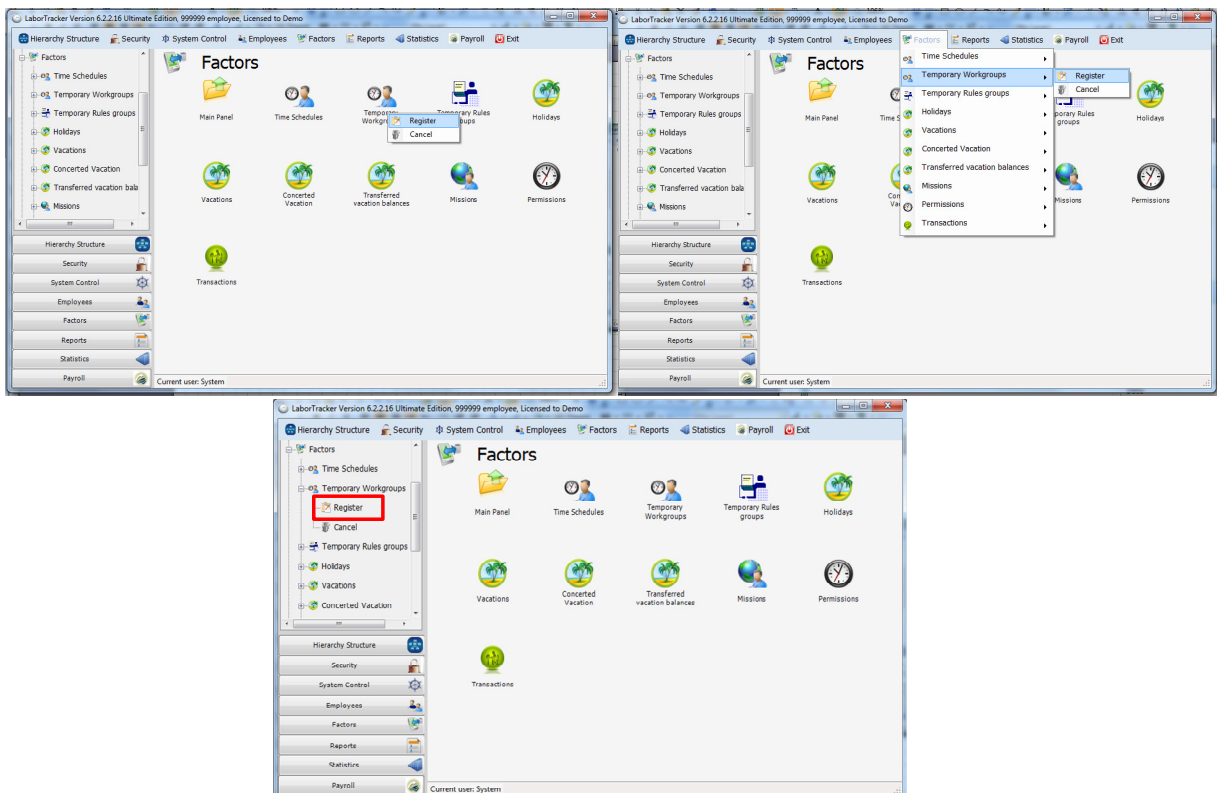
- Start Date should match the work cycle start day otherwise times will be shifted
- For non working days uncheck “Start Time”, “End Time” and “Working Hours” time boxes
- For overnight shifts end time should be registered shifted (as in the following example)

4.2.2- Temporary Workgroups registration

1- Open Factors panel by clicking any of the following



2- Click “Temporary Workgroups” – “Register” by any of the following



- 3- Enter employee ID then click “+” button, repeat for every employee
Or click “Select” to select multiple employees

The screenshot shows the 'Employee Selection Form' window. It has a search section at the top with radio buttons for 'ID', 'Name', and 'Card'. Below this is a table with columns 'EmployeeID', 'Name', and 'CardNumber'. The table contains 12 rows of employee data. To the right of the table are 'Search' and 'Clear selection' buttons. Below the table is a 'Select by' section with radio buttons for 'Location', 'Admin Unit', 'Rules Group', 'Workgroup', 'Vacations Profile', 'Job Level', 'Employees group', 'Extra Information', and 'Manager'. A list box next to 'Admin Unit' shows a hierarchy of locations. To the right of the list box is a 'Filter' section with checkboxes for 'In service only', 'Specific gender', 'Specific religion', and 'Specific Types'. At the bottom right are 'OK' and 'Cancel' buttons. At the bottom left, it says 'Selected employees count: 21'.

EmployeeID	Name	CardNumber
80022	Husien Balagh Husien Ahmed	43866
806718	Mahmoud El Sawy Mahmoud ElSawy	97279
806708	Ayman Mohamed Abdelmomen El Nakeeb	19803
966218	Khaled Gameel Farghal Hussien	97384
806728	Amr Saeed Mahmoud Ameen	97209
966208	Waleed Ali Mohamed Ebrahim	98922
966137	Khaled Samir Ali Abdel All	34835
966158	Mohamed Ashraf Mostafa Mahmoud	88936
966238	Adel Ramadan Mahmoud Mohamed	83465
960054	Mohamed Abdel Rahman El Tabakh	15339

- 4- Enter duration, select workgroup then click “Save” button

The screenshot shows the 'Temporary Workgroup registration' window. It has an 'Employee ID' field with a dropdown list of employee names. To the right of the list are three buttons: a green '+' button, a red 'X' button, and a yellow bell icon. To the right of these buttons is a 'Select' button with a group of people icon. Below the list, it says 'Selected employees count: 21'. At the bottom, there are 'Start Date' and 'End Date' fields with date pickers, and a 'Workgroup' dropdown menu. At the bottom right are 'Save' and 'Cancel' buttons.

Employee ID: [Dropdown list of names]

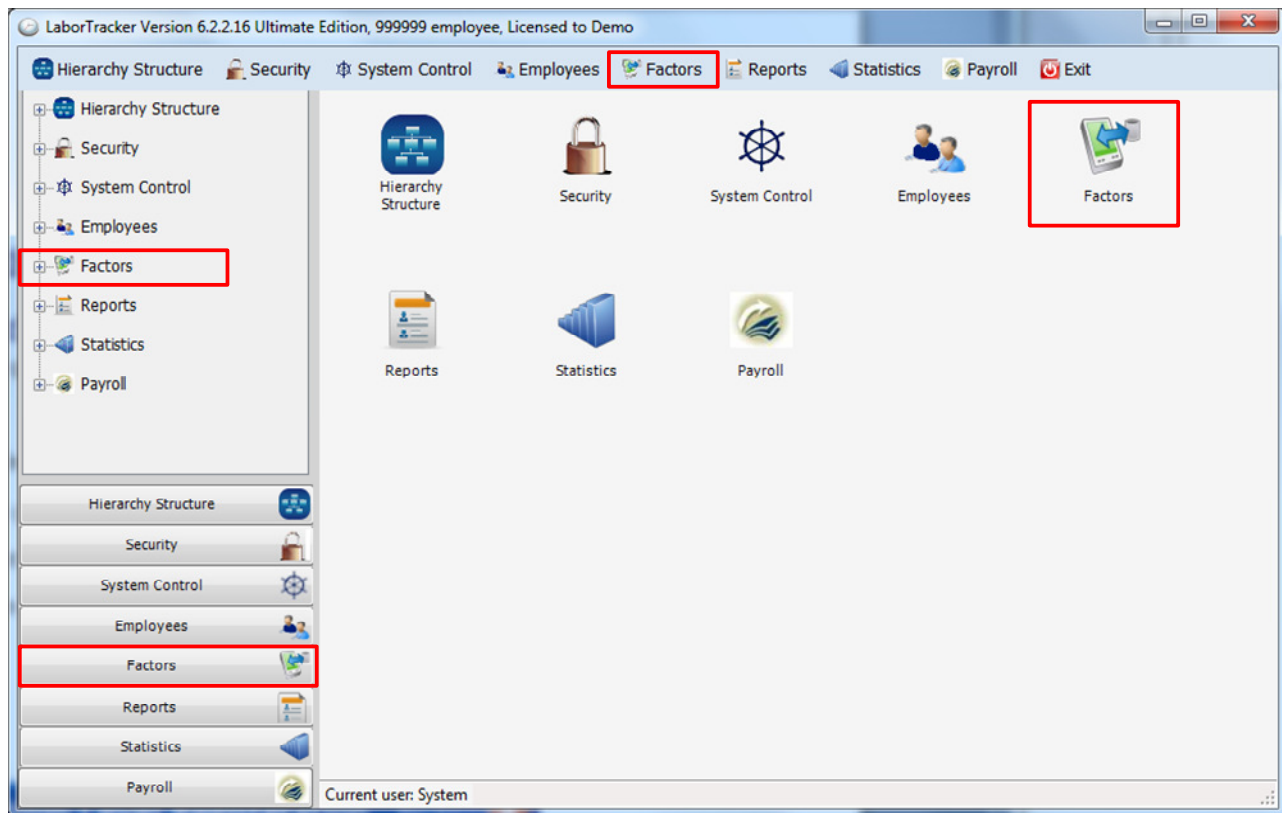
Selected employees count: 21

Start Date: 27-06-2010 End Date: 01-07-2010

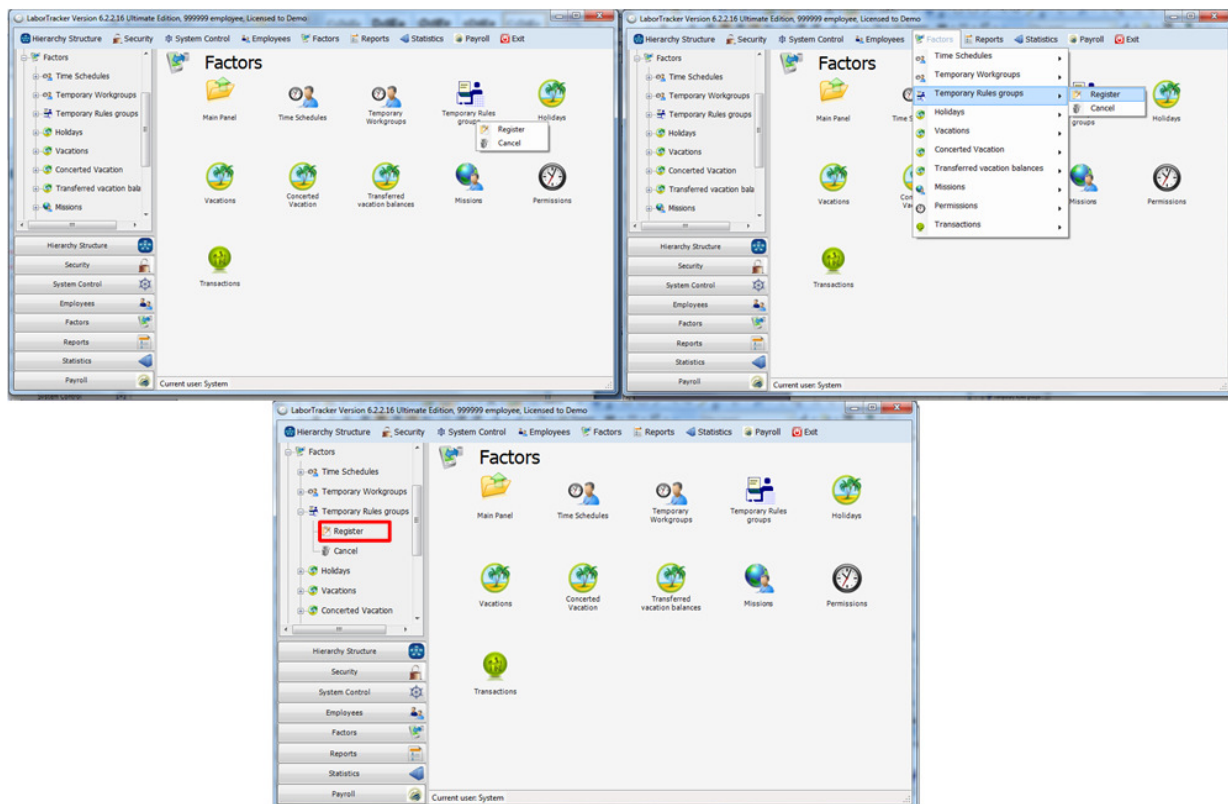
Workgroup: Demo

4.2.3- Temporary Rules Groups registration

1- Open Factors panel by clicking any of the following



2- Click “Temporary Rules Groups” – “Register” by any of the following



- 3- Enter employee ID then click “+” button, repeat for every employee
Or click “Select” to select multiple employees

The screenshot shows the 'Employee Selection Form' window. It has a search section at the top with radio buttons for 'ID', 'Name', and 'Card'. Below this is a table with columns 'EmployeeID', 'Name', and 'CardNumber'. The table contains 12 rows of employee data. To the right of the table are 'Search' and 'Clear selection' buttons. Below the table is a 'Select by' section with radio buttons for 'Location', 'Admin Unit', 'Rules Group', 'Workgroup', 'Vacations Profile', 'Job Level', 'Employees group', 'Extra Information', and 'Manager'. A list box shows various units like 'Accessories-Egypt', 'Accessories-Egypt-Abo', etc. To the right of the list box is a 'Filter' section with checkboxes for 'In service only', 'Specific gender', 'Specific religion', and 'Specific Types'. At the bottom right are 'OK' and 'Cancel' buttons. At the bottom left, it says 'Selected employees count: 21'.

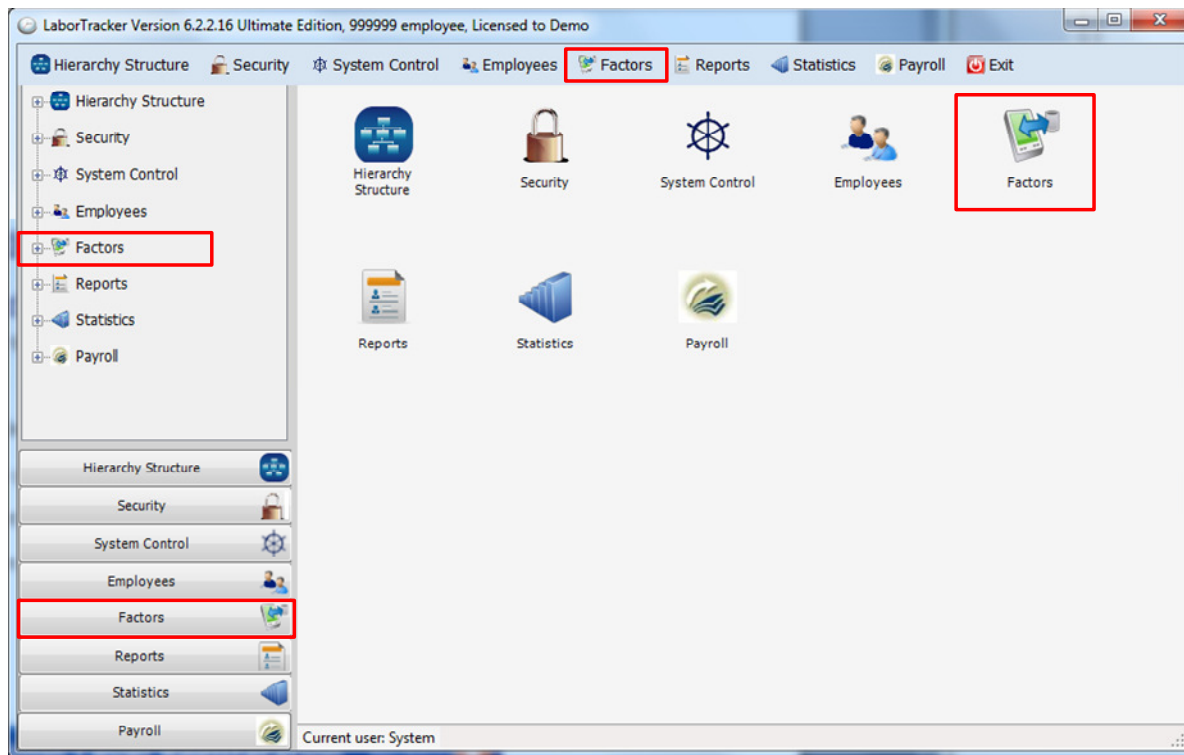
EmployeeID	Name	CardNumber
80022	Husien Balagh Husien Ahmed	43866
806718	Mahmoud El Sawy Mahmoud ElSawy	97279
806708	Ayman Mohamed Abdelmomen El Nakeeb	19803
966218	Khaled Gameel Farghal Hussien	97384
806728	Amr Saeed Mahmoud Ameen	97209
966208	Waleed Ali Mohamed Ebrahim	98922
966137	Khaled Samir Ali Abdel All	34835
966158	Mohamed Ashraf Mostafa Mahmoud	88936
966238	Adel Ramadan Mahmoud Mohamed	83465
960054	Mohamed Abdel Rahman El Tabakh	15339

- 4- Enter duration, select rules group then click “Save” button

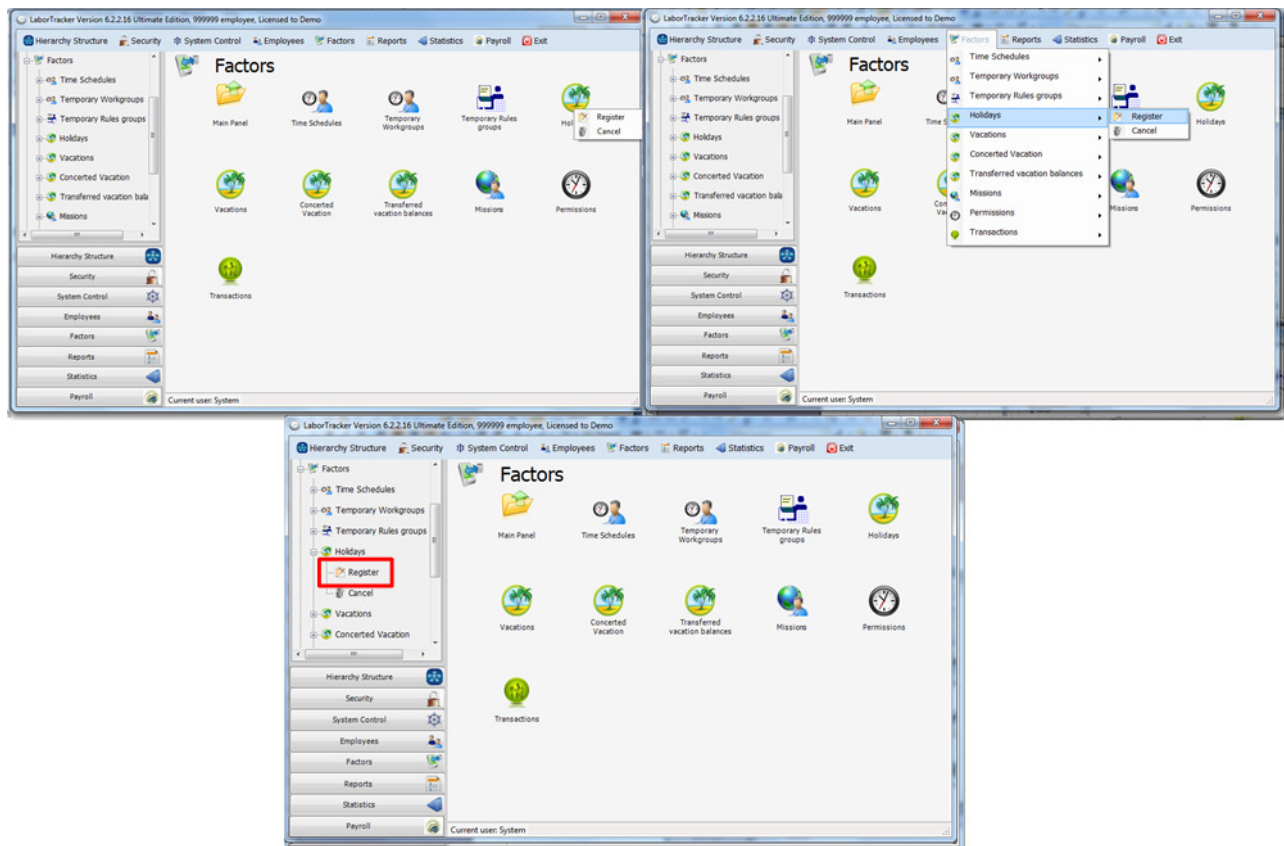
The screenshot shows the 'Temporary rules group registration' window. It has an 'Employee ID' section with a list box containing 15 employee names. To the right of the list box are three buttons: a green '+' button, a red 'X' button, and a yellow bell icon. To the right of these buttons is a 'Select' button with a person icon. Below the list box, it says 'Selected employees count: 21'. Below this are 'Start Date' and 'End Date' fields with date pickers. The 'Start Date' is '27-06-2010' and the 'End Date' is '01-07-2010'. Below these is a 'Rules Group' dropdown menu with 'With OverTime' selected. At the bottom right are 'Save' and 'Cancel' buttons.

4.2.4- Holidays registration

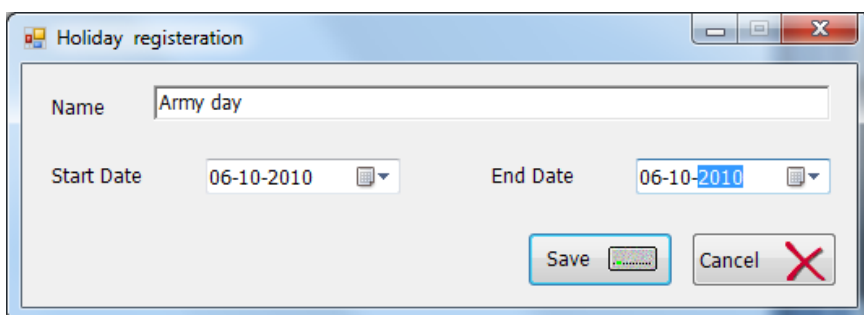
1- Open Factors panel by clicking any of the following



2- Click “Holidays” – “Register” by any of the following



3- Enter holiday name and period then click “Save” button

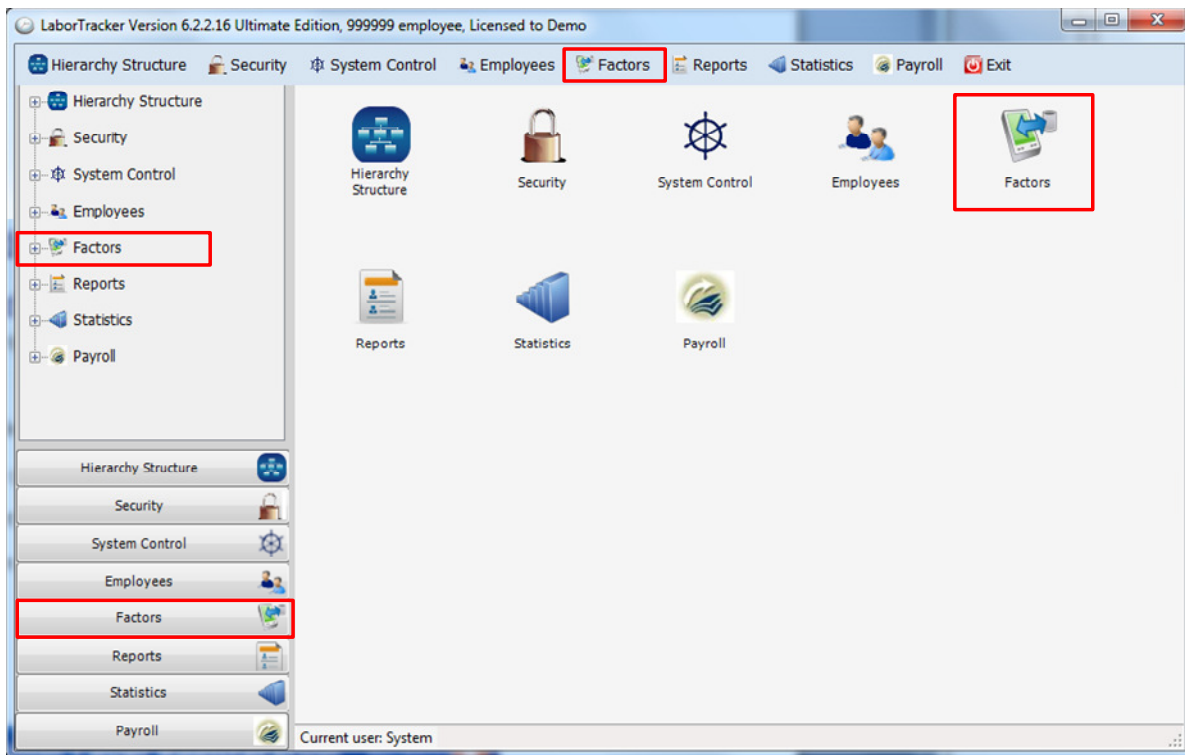


The image shows a software dialog box titled "Holiday registration". It contains the following fields and controls:

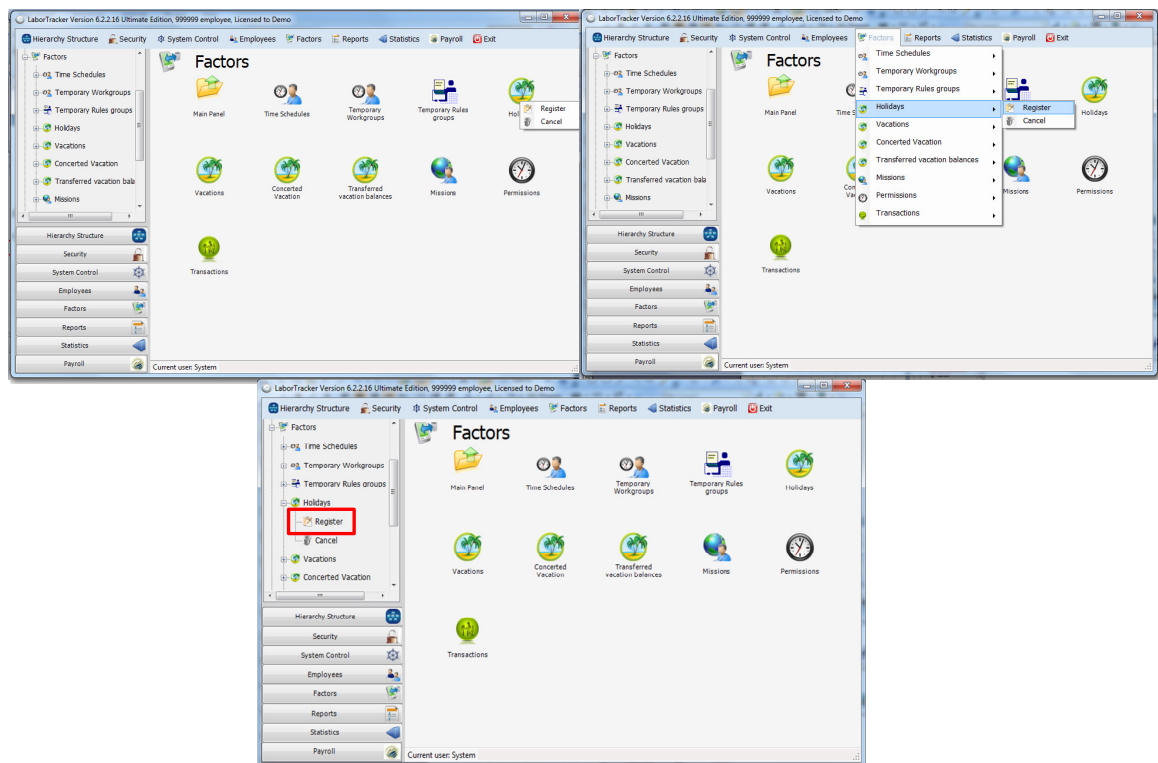
- Name:** A text input field containing the text "Army day".
- Start Date:** A date picker field showing "06-10-2010".
- End Date:** A date picker field showing "06-10-2010", with the year "2010" highlighted in blue.
- Buttons:** Two buttons at the bottom right: "Save" (with a floppy disk icon) and "Cancel" (with a red X icon).

4.2.5- Vacations registration

- 1- Open Factors panel by clicking any of the following



- 2- Click “Vacations” – “Register” by any of the following



- 3- Enter employee ID then click “+” button, repeat for every employee
Or click “Select” to select multiple employees

Employee Selection Form

Search by

☐ ID ☐ Name ☐ Card

EmployeeID	Name	CardNumber
80022	Husien Balagh Husien Ahmed	43866
806718	Mahmoud El Sawy Mahmoud ElSawy	97279
906708	Ayman Mohamed Abdelmomen El Nakeeb	19803
966218	Khaled Gameel Farghal Hussien	97384
806728	Amr Saeed Mahmoud Ameen	97209
966208	Waleed Ali Mohamed Ebrahim	98922
966137	Khaled Samir Ali Abdel All	34835
966158	Mohamed Ashraf Mostafa Mahmoud	88936
966238	Adel Ramadan Mahmoud Mohamed	83465
960054	Mohamed Abdel Rahman El Tabakh	15339

Search

Clear selection

Select by

☐ Location ☒ Admin Unit ☐ Rules Group ☐ Workgroup ☐ Vacations Profile ☐ Job Level ☐ Employees group ☐ Extra Information ☐ Manager

Accessories-Egypt
Accessories-Egypt-Abo
Accessories-Egypt-Alex
Accessories-Industrial
Accessories-Industrial-Alex
Accessories-Misr
Accessories-Misr-Abo
Accessories-Misr-Alex
Accessories-Misr-CFC
After Sales-Egypt
After Sales-Egypt-Abo
After Sales-Egypt-Alex
After Sales-Industrial

Filter

☒ In service only

☐ Specific gender

☐ Specific religion

☐ Specific Types

OK

Cancel

Selected employees count: 21

4- Enter duration, select vacation type then click “Save” button

Vacation registration

Employee ID

Abdulaziz Ahmed Ali Yousef Ali
Adel Aabdel Salam El Shourbagy
Ahmed Sadek Abdel Sabour Ahmed
Amr Mohamed Mohamed about rous
Ayman Ebrahim Ebrahim Rakha
Ayman Mohamed Abdelmomen El Nakeeb
Ehab Sayed Abdelmonem Sayed
Ezzeldin Mostafa AbdelKhalek
Hatem Kamel Esmaeel Hasaneen
Hesham Morsy Ahmed Mahmoud
Khaled Gameel Farghal Hussien
Khaled Mohamed Esmail Mohamed
Mahmoud Ali Kourash

Selected employees count: 21

Start Date 28-06-2011 End Date 28-06-2011

Vacation Type Annual

Balance

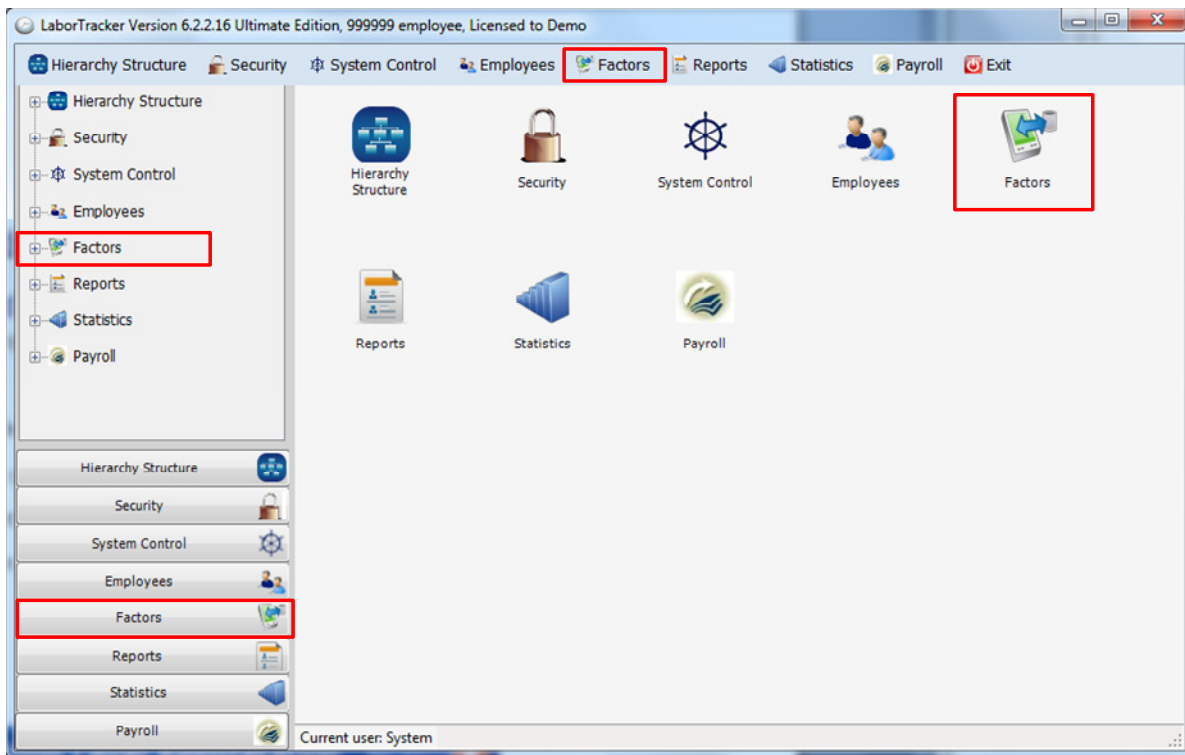
Save

Cancel

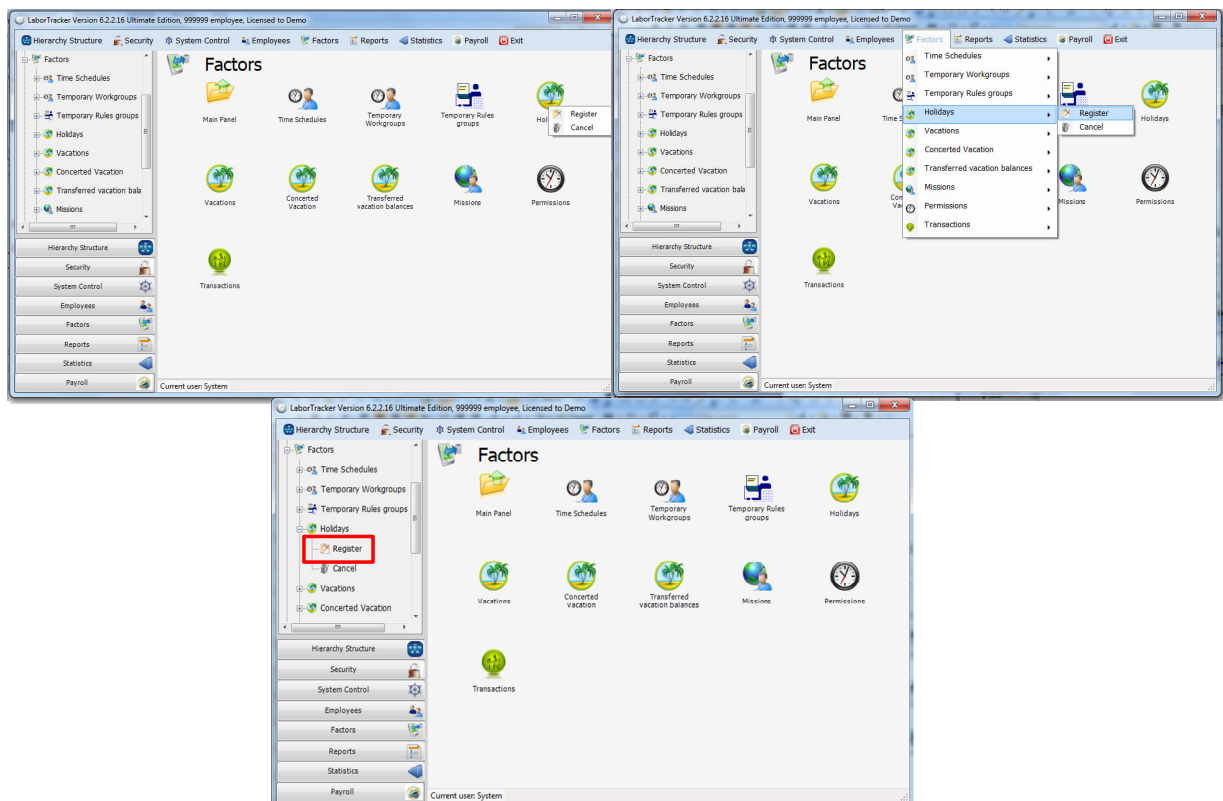
Note: You can review vacation balance before saving by clicking “Balance” button

4.2.6- Missions registration

- 1- Open Factors panel by clicking any of the following



- 2- Click “Missions” – “Register” by any of the following



- 3- Enter employee ID then click “+” button, repeat for every employee

Or click “Select” to select multiple employees

Employee Selection Form

Search by: ☐ ID ☐ Name ☐ Card

EmployeeID	Name	CardNumber
80022	Husien Balagh Husien Ahmed	43866
806718	Mahmoud El Sawy Mahmoud ElSawy	97279
806708	Ayman Mohamed Abdelmomen El Nakeeb	19803
966218	Khaled Gameel Farghal Hussien	97384
806728	Amr Saeed Mahmoud Ameen	97209
966208	Waleed Ali Mohamed Ebrahim	98922
966137	Khaled Samir Ali Abdel Ali	34835
966158	Mohamed Ashraf Mostafa Mahmoud	88936
966238	Adel Ramadan Mahmoud Mohamed	83465
960054	Mohamed Abdel Rahman El Tabakh	15339

Select by: ☐ Location ☒ Admin Unit ☐ Rules Group ☐ Workgroup ☐ Vacations Profile ☐ Job Level ☐ Employees group ☐ Extra Information ☐ Manager

Filter: ☒ In service only ☐ Specific gender ☐ Specific religion ☐ Specific Types

OK Cancel

Selected employees count: 21

4- Enter duration, select mission type then click “Save” button

Mission registration

Employee ID:

Selected employees count: 21

Mission Dates: From 27-06-2010 to 01-07-2010

Mission Time: From 08:00 to 16:00

Mission Type: Training International

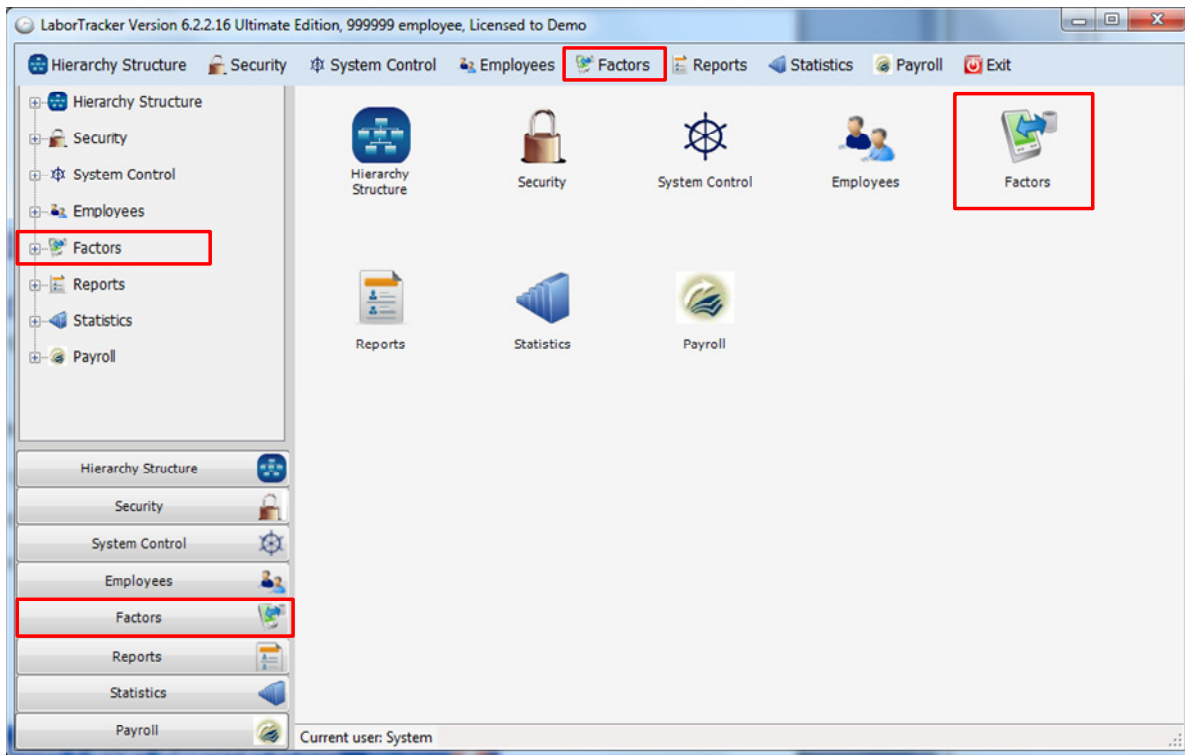
☒ Working days only

Save Cancel

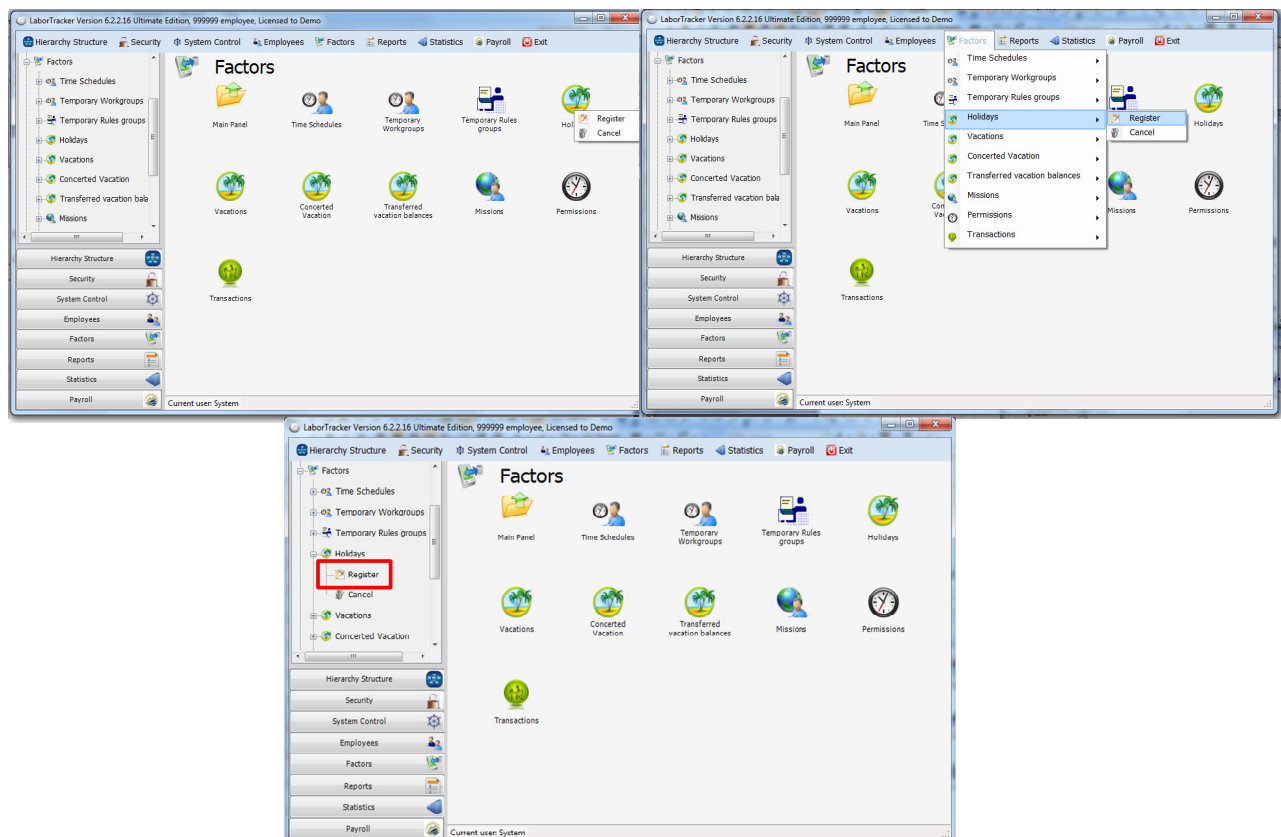
Note: If mission start date is not mission end date, system shall register mission for every day in the specified duration, if “Working days only” flag is checked, non working days shall be excluded

4.2.7- Permissions registration

- 1- Open Factors panel by clicking any of the following



- 2- Click "Permissions" – "Register" by any of the following



- 3- Enter employee ID then click "+" button, repeat for every employee

Or click “Select” to select multiple employees

Employee Selection Form

Search by: ☐ ID ☐ Name ☐ Card

EmployeeID	Name	CardNumber
80022	Husien Balagh Husien Ahmed	43866
806718	Mahmoud El Sawy Mahmoud ElSawy	97279
806708	Ayman Mohamed Abdelmomen El Nakeeb	19803
966218	Khaled Gameel Farghal Hussien	97384
806728	Amr Saeed Mahmoud Ameen	97209
966208	Waleed Ali Mohamed Ebrahim	98922
966137	Khaled Samir Ali Abdel Ali	34835
966158	Mohamed Ashraf Mostafa Mahmoud	88936
966238	Adel Ramadan Mahmoud Mohamed	83465
960054	Mohamed Abdel Rahman El Tabakh	15339

Select by: ☐ Location ☒ Admin Unit ☐ Rules Group ☐ Workgroup ☐ Vacations Profile ☐ Job Level ☐ Employees group ☐ Extra Information ☐ Manager

Filter: ☒ In service only ☐ Specific gender ☐ Specific religion ☐ Specific Types

Selected employees count: 21

- 4- Enter duration, select permission type
- 5- If permission to be deducted from vacation balance (partial day vacation), mark “Deducted from vacation balance” check box and
- 6- If vacation to be deducted does not equal requested period / day working hours enter value
- 7- Click “Save” button

Permission registration

Employee ID:

Selected employees count: 21

Date: 28-06-2011 Permission period: 2:00

Permission Type: ☒ Lateness ☐ Earliness ☐ Shortage

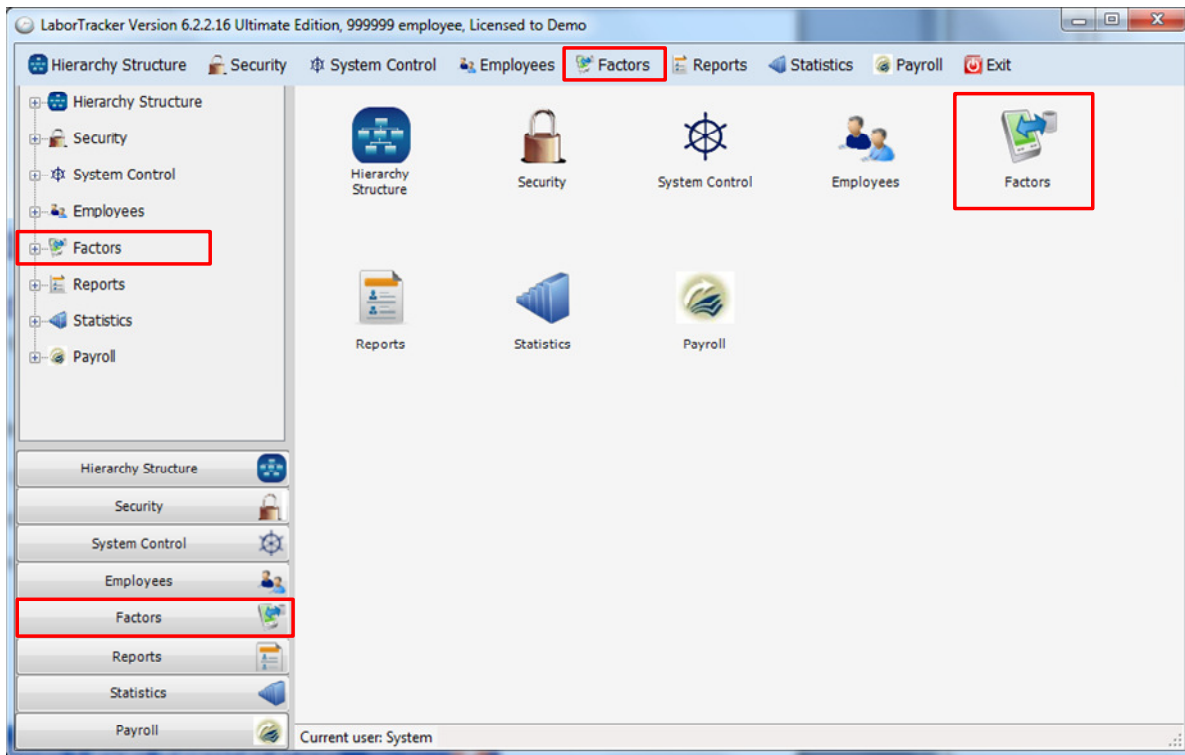
☒ Deducted from vacation balance

Vacation Type: Annual

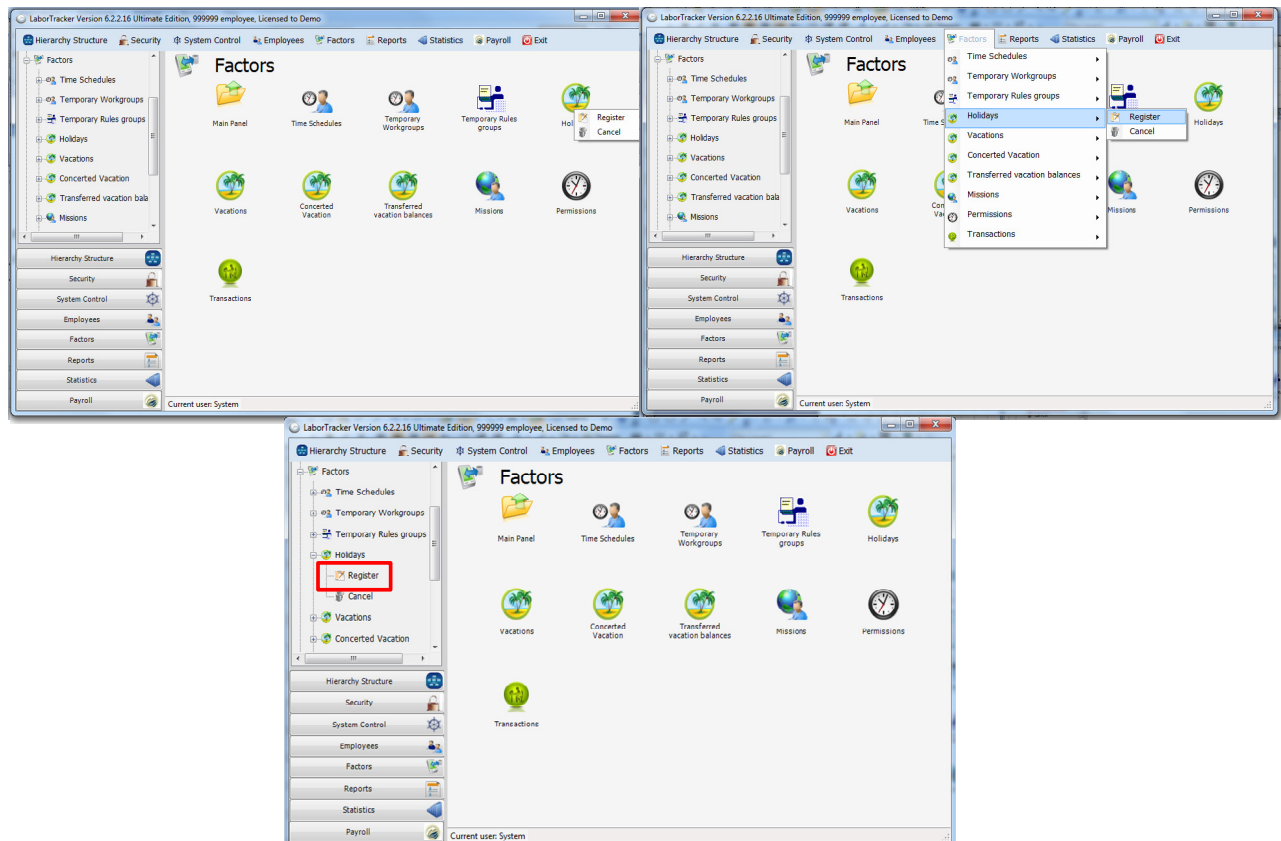
Vacation period: ☒ Based on employee working hours ☐ Fixed Value: 0.00

4.2.8- Manual transactions registration

- 1- Open Factors panel by clicking any of the following

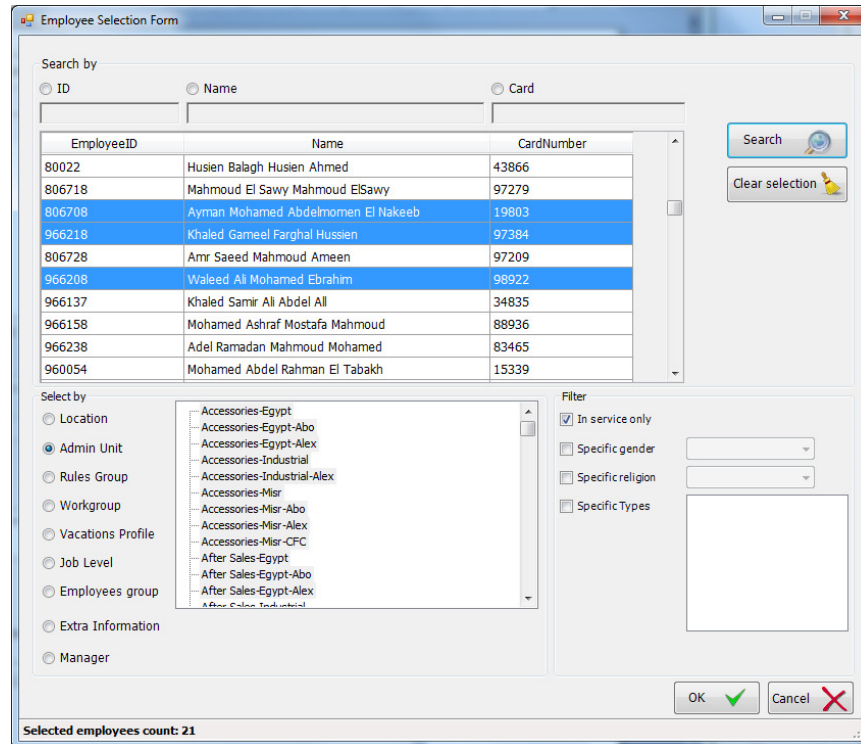


- 2- Click “Transactions” – “Register” by any of the following



- 3- Enter employee ID then click “+” button, repeat for every employee

Or click “Select” to select multiple employees

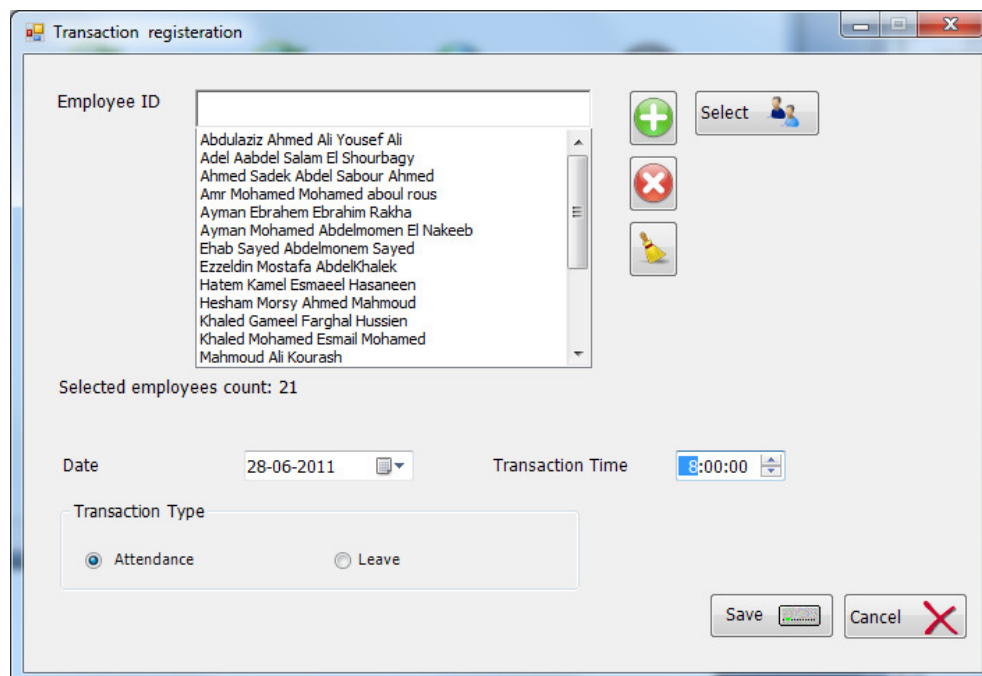


The screenshot shows the 'Employee Selection Form' window. It features a search bar at the top with radio buttons for 'ID', 'Name', and 'Card'. Below this is a table with columns 'EmployeeID', 'Name', and 'CardNumber'. Several rows are highlighted in blue. To the right of the table are 'Search' and 'Clear selection' buttons. Below the table is a 'Select by' section with radio buttons for 'Location', 'Admin Unit', 'Rules Group', 'Workgroup', 'Vacations Profile', 'Job Level', 'Employees group', 'Extra Information', and 'Manager'. A list of categories is shown next to it. To the right of this list is a 'Filter' section with checkboxes for 'In service only', 'Specific gender', 'Specific religion', and 'Specific Types'. At the bottom right are 'OK' and 'Cancel' buttons. At the bottom left, it says 'Selected employees count: 21'.

EmployeeID	Name	CardNumber
80022	Husien Balagh Husien Ahmed	43866
806718	Mahmoud El Sawy Mahmoud ElSawy	97279
806708	Ayman Mohamed Abdelmomen El Nakeeb	19803
966218	Khaled Gameel Farghal Hussien	97384
806728	Amr Saeed Mahmoud Ameen	97209
966208	Waleed Ali Mohamed Ebrahim	98922
966137	Khaled Samir Ali Abdel Ali	34835
966158	Mohamed Ashraf Mostafa Mahmoud	88936
966238	Adel Ramadan Mahmoud Mohamed	83465
960054	Mohamed Abdel Rahman El Tabakh	15339

4- Enter date, time and select transaction type

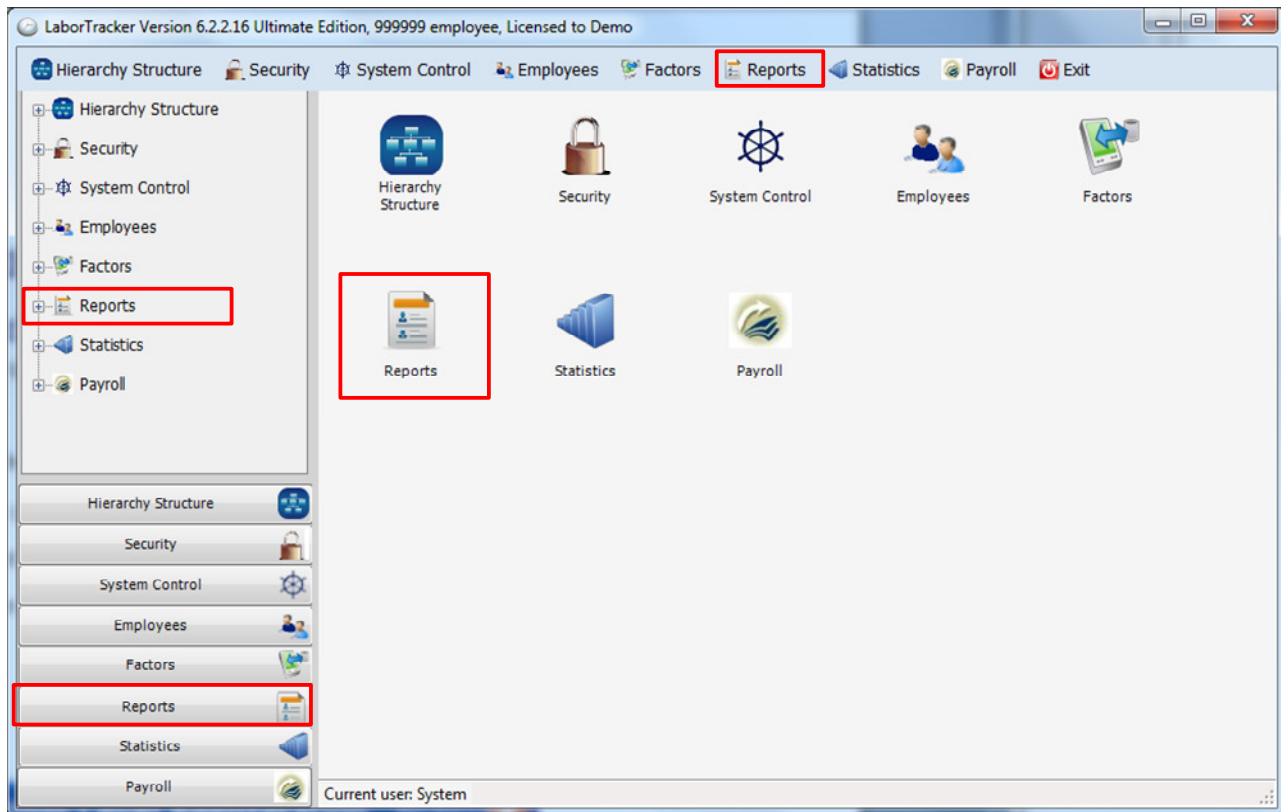
5- Click “Save” button



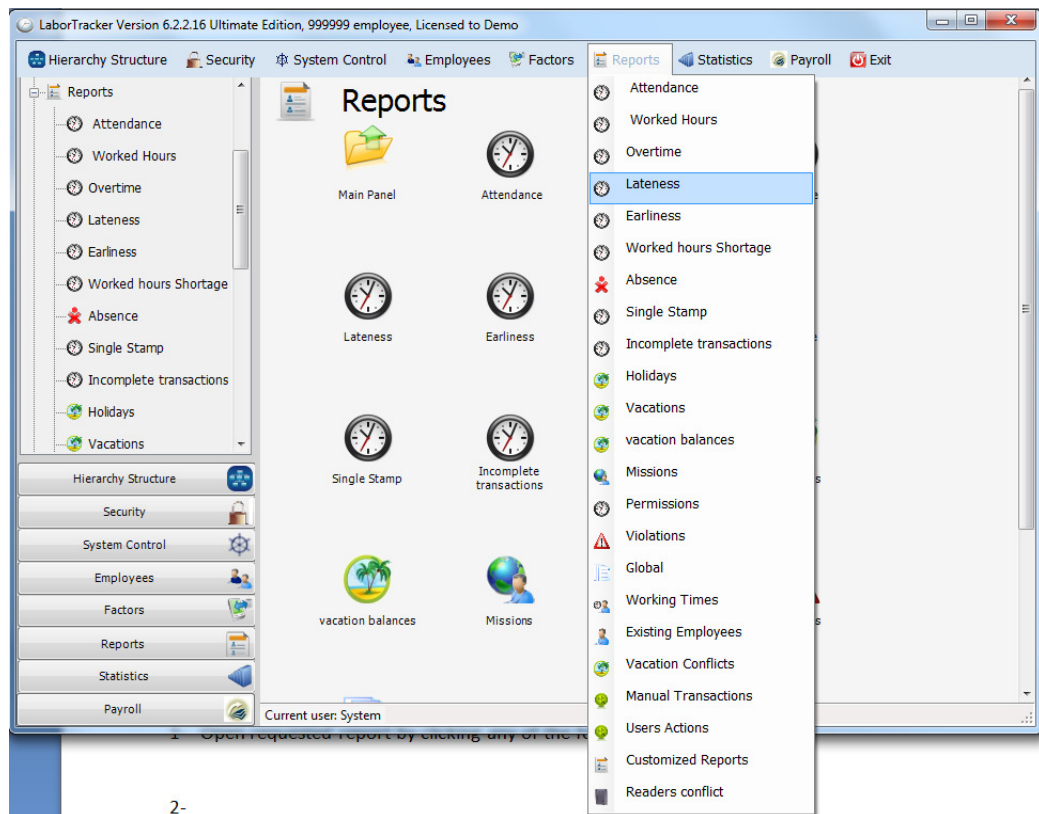
The screenshot shows the 'Transaction registration' window. It has an 'Employee ID' field with a list of employee names below it. To the right of the list are three buttons: a green plus button, a red minus button, and a yellow bell button. Below these buttons is a 'Select' button with a person icon. Below the employee list is a 'Selected employees count: 21' label. Below this are 'Date' and 'Transaction Time' fields. The 'Date' field shows '28-06-2011' and the 'Transaction Time' field shows '8:00:00'. Below these fields is a 'Transaction Type' section with radio buttons for 'Attendance' and 'Leave'. At the bottom right are 'Save' and 'Cancel' buttons.

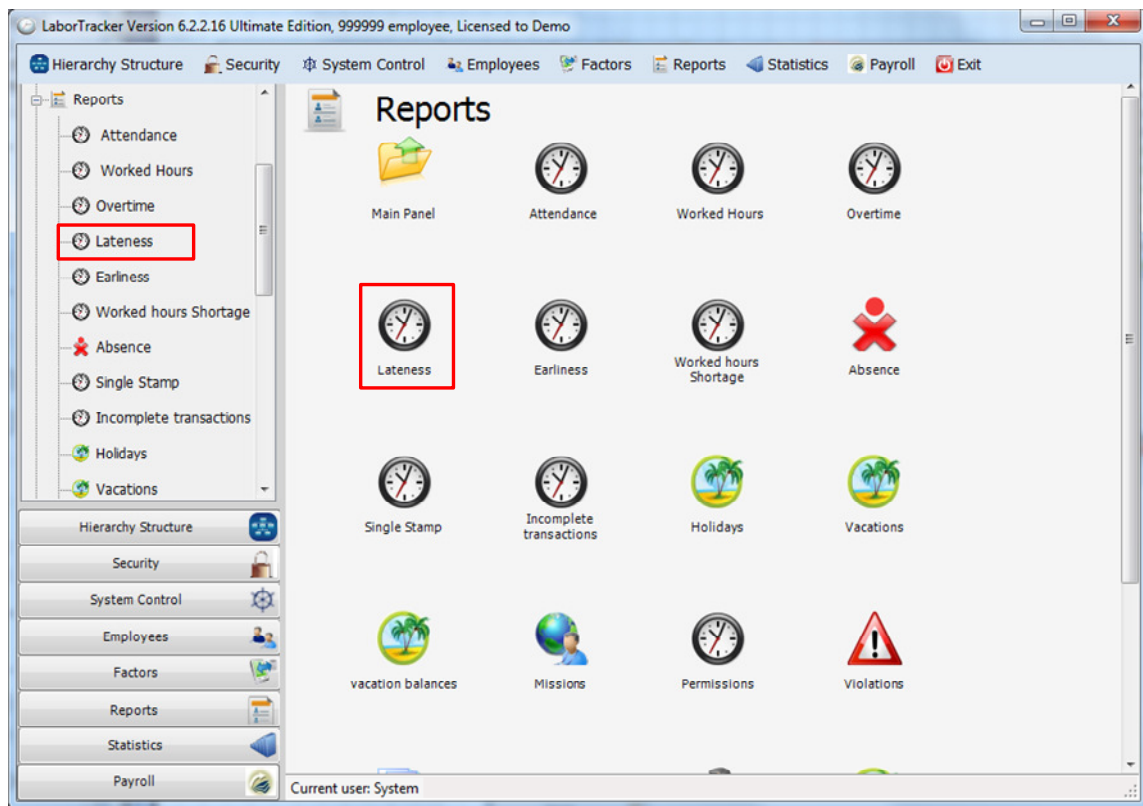
4.3- Reports production

1- Open “Reports” panel by clicking any of the following



2- Open requested report by clicking any of the following:





- 3- Enter report duration
- 4- Select employees to be included in the report by marking “Specific Employees” check box

Start Date: 28-06-2011 End Date: 28-06-2011

Employees Result filters

☒ Specific employees

Employee ID

Selected employees count:

☐ Show status in all days

OK Cancel

- 5- Enter required employee id then click “+” icon or click “Select” then “OK” buttons to select multiple employees

Employee Selection Form

Search by

☐ ID ☐ Name ☐ Card

EmployeeID	Name	CardNumber
806708	Ayman Mohamed Abdelmomen El Nakeeb	19803
966218	Khaled Gameel Farghal Hussien	97384
806728	Amr Saeed Mahmoud Ameen	97209
966208	Waleed Ali Mohamed Ebrahim	98922
966137	Khaled Samir Ali Abdel All	34835
966158	Mohamed Ashraf Mostafa Mahmoud	88936
966238	Adel Ramadan Mahmoud Mohamed	83465
960054	Mohamed Abdel Rahman El Tabakh	15339
960004	Yaser Mohamed Sayed Abdelhalim	17067
960014	Samy Abdel Maksoud Abdelfatah	82036

Select by

☐ Location ☒ Admin Unit ☐ Rules Group ☐ Workgroup ☐ Vacations Profile ☐ Job Level ☐ Employees group ☐ Extra Information ☐ Manager

Filter

☒ In service only

☐ Specific gender

☐ Specific religion

☐ Specific Types

OK Cancel

Selected employees count: 21

Lateness report

Start Date 01-06-2009 End Date 30-06-2009

Employees Result filters

☒ Specific employees

Employee ID

Abdulaziz Ahmed Ali Yousef Ali
Adel Aabdel Salam El Shourbagy
Ahmed Sadek Abdel Sabour Ahmed
Amr Mohamed Mohamed about rous
Ayman Ebrahim Ebrahim Rakha
Ayman Mohamed Abdelmomen El Nakeeb
Ehab Sayed Abdelmonem Sayed
Ezzeldin Mostafa AbdelKhalek
Hatem Kamel Esmaeel Hasaneen
Hesham Morsy Ahmed Mahmoud
Khaled Gameel Farghal Hussien
Khaled Mohamed Esmail Mohamed

Selected employees count: 21

☐ Show status in all days

OK Cancel

6- If report results filtering is required, select “Results Filter” tab then enter filtering criteria

Lateness report

Start Date: 01-06-2009 End Date: 30-06-2009

Employees **Result filters**

☐ No filter
☒ Number of days From: 3 to:
☐ Total hours
☐ Daily hours

☐ Show status in all days

OK Cancel

7- Click “OK” to start report production, report detailed and summary (totals) results shall appear

Lateness report

☒ Group by Admin Unit ☐ Group by employee ☐ No grouping

Dates from 01-06-2009 to 30-06-2009 , Days from 3 to 99999

ID	Name	Admin Unit	Job	Workgroup	Rules Group	Day
966192	Amr Mohamed Mohamed about r...	Accessories-Misr	E.M Auto Technic...	8:00 - 5:30 (Fri - Thu...	With OverTime	Tues...
966192	Amr Mohamed Mohamed about r...	Accessories-Misr	E.M Auto Technic...	8:00 - 5:30 (Fri - Thu...	With OverTime	Tues...
966192	Amr Mohamed Mohamed about r...	Accessories-Misr	E.M Auto Technic...	8:00 - 5:30 (Fri - Thu...	With OverTime	Monday
966192	Amr Mohamed Mohamed about r...	Accessories-Misr	E.M Auto Technic...	8:00 - 5:30 (Fri - Thu...	With OverTime	Tues...

ID	Name	Admin Unit	Job	Job Level	Days Count	Total hours
966192	Amr Mohamed Mohamed about r...	Accessories-Misr	E.M Auto Technic...	1	4	04:35

Total number of employees: 1 , Total mandays: 4 , Total hours: 4.59

8- Results details and summary can be exported to excel in 2 ways:

- a. Clicking "Export to excel" icon, generates excel xml file, user shall be prompted to specify saving location
- b. Selecting required cells then pressing "Copy to clip board" icon then pasting in excel document

9- Report can be printed grouped by admin unit by marking "Group by admin unit" box and clicking "Print" icon, also report results can be exported to excel file with same printed format by clicking "Save" then "Excel" menus

Admin unit: Accessories-Misr
Employee ID: 966192 Name: Amr Mohamed Mohamed about rous

In Date	First In	Start Time	Lateness
Tuesday 09-06-2009	09:32	08:00	01:32
Tuesday 16-06-2009	08:43	08:00	00:43
Monday 29-06-2009	09:36	08:00	01:36
Tuesday 30-06-2009	08:44	08:00	00:44
Total hours:			04.59

Page 1