

DOTAPPS ADMINISTRATION GUIDE

DOTAPPS T&A

Prepared By:	Tajdeen Guthpudeen
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About DOTApps

DotApps T&A is a web-based server application that offers time attendance, reporting and analysis at one centralized database. With DotApps, administrators can generate different kind of reports according to the data captured directly from the T&A terminals thru AMS.

Combined with its award winning hardware, the DotApps is a powerful client/server application that allows you to streamline reporting and HR management or change access control group using your browsers only. The DotApps enables the user to generate a variety of Time Attendance reports that are calculated automatically by the software to generate a list of reports which includes:

- Daily Reports
- Absence Report
- Current Event Report
- Detailed Report
- Late Report
- Earlyout Report
- Over Time Report

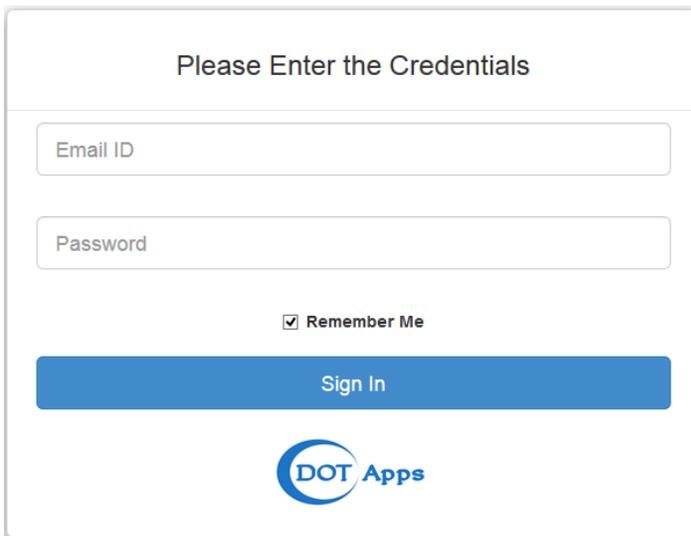
Key Benefits of the DotApps Software

- Web Based Management - With its web based technology, users can remotely manage and gather information of the Time Attendance hardware from any location at any time via Internet browser e.g. I.E.,Firefox,Safari,Opera etc.
- Easy to Use Interface - Easy to install and use with its simplistic interface.
- Generate Attendance Reports Easily - Manage your company's employees effectively and efficiently with automated report generation over a specific time frame.
- Detailed Employee Status Reports – Check status, personal employee information and administer access rights.
- Consolidate your Employees – Software database capacity is capable of holding up to 30,000 users which depends on the storage space of the database server.

To access the DOTApps

1. Open any Internet browser and type the following URL, <http://dotapps.cloudapp.net>

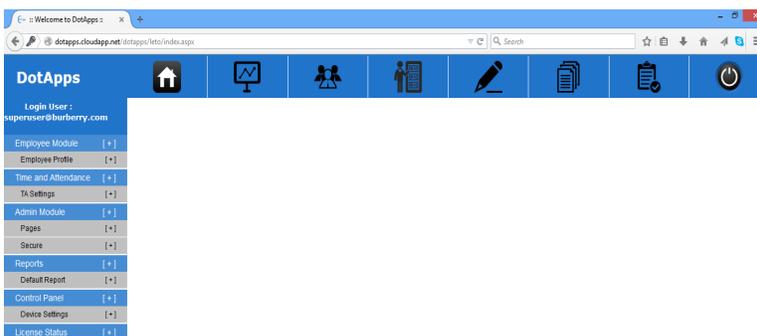
The following login screen will appear.



The screenshot shows a login form with the following elements:

- Title: Please Enter the Credentials
- Input field: Email ID
- Input field: Password
- Checkbox: Remember Me
- Button: Sign In
- Logo: DOT Apps

2. Type your Username and Password in the respective textbox and press Sign in.
3. You will redirected to DOTApps Home Page.



4. Press  Botton to Signout from the DOTApps.

Home Screen Buttons and Menu:



Home – Press this Button From anywhere in DotApps to return Home Screen.



Dash Board – Displays the Graphical Summary.



View Employee – Displays the submenu related to Employee Details



Shift Management – Displays the submenu for Shift scheduling and assigning.



Reports – Displays the submenu to generate different types of reports.



Logout – Logout from the DotApps system.

Employee Module

Under employee menu we can configure Employee Job Title, Sponsor, Visa Designation, Designation, Nationality, Location, Category type, and Location which can be used as a dropdown at the time of new user creation.

Employee Module	[+]
Employee Profile	[-]
Setting	[-]
Employee Job Title	
Employee Sponsor	
Employee Visa Designation	
Employee Designation	
Employee Nationality	
Employee Category	
Location Types	
Locations	

Setting

Employee Job Title

1. ADD Employee Job Title:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Job Title

The following page will appear,

Add / Edit Job Title

Job Name* <input style="width: 90%;" type="text"/>	Job Code* <input style="width: 90%;" type="text"/>
Status <input type="checkbox"/>	

Type the **Job Name** [e.g.: Cashier] and **Job Code** [e.g.: CSH] select the **Status** Tic box to set the job title active. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete Employee Title:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Job Title

The following page will appear,

Employee Job Title

Show 10 entries
Search:

Job Name	Job Code	Edit	Delete
Account Manager Beauty, Middle-East	AM ME	✎	✖
Accountant Executive	AE	✎	✖
Area Manager Dubai Mall	AM DM	✎	✖
Assistant Government Affairs Manager	AGAM	✎	✖
Assistant Store Manager	ASM	✎	✖
Burberry Private Client Consultant	BPCC	✎	✖
Burberry Private Client Mgr, BME/BKSA	BPCM	✎	✖
Cashier	CSH	✎	✖
Concession Manager	CNM	✎	✖
Construction Project Manager Middle-East	CPMME	✎	✖

Showing 1 to 10 of 49 entries
First Previous 1 2 3 4 5 Next Last

Add / Edit Job Title

Job Name*

Job Code*

Status

Save
Cancel

Here you can find the list of Employee Job Titles which already created.



Press this button to Edit Employee Job Title



Press this button to Delete Employee Job Title

Employee Sponsor

1. ADD Employee Sponsor:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Sponsor

The following page will appear,

Add / Edit Sponsors

Sponsor Name*

Sponsor Code*

Status

Save
Cancel

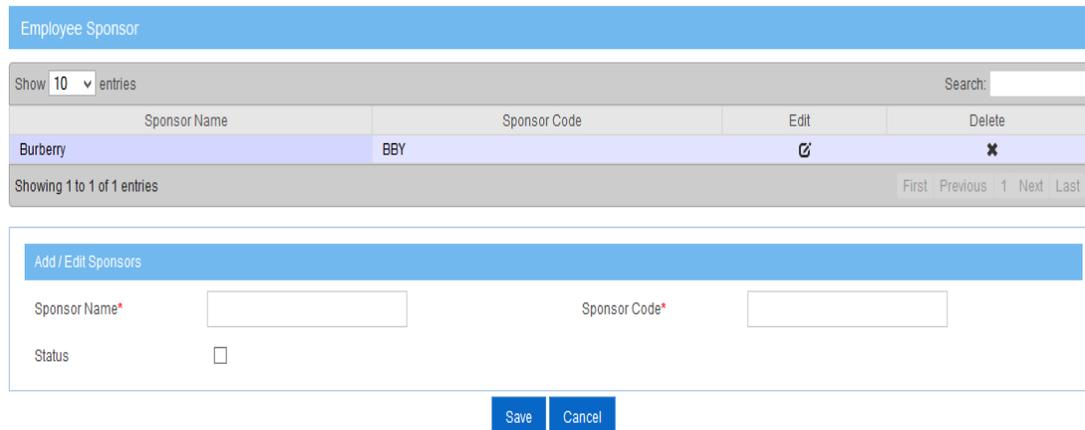
Type the **Sponsor Name** [e.g.: Burberry] and **Sponsor Code** [e.g.: BBY] select the **Status** Tic box to set the Sponsor active. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete Employee Sponsor:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Sponsor

The following page will appear,



Employee Sponsor

Show 10 entries Search:

Sponsor Name	Sponsor Code	Edit	Delete
Burberry	BBY		

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Add / Edit Sponsors

Sponsor Name* Sponsor Code*

Status

Here you can find the list of Employee Sponsor which already created.



Press this button to Edit Employee Sponsor



Press this button to Delete Employee Sponsor

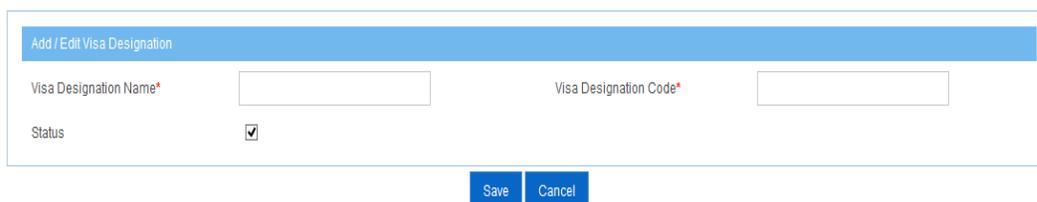
Employee Visa Designation

1. ADD Employee Visa Designation:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Visa Designation

The following page will appear,



Add / Edit Visa Designation

Visa Designation Name* Visa Designation Code*

Status

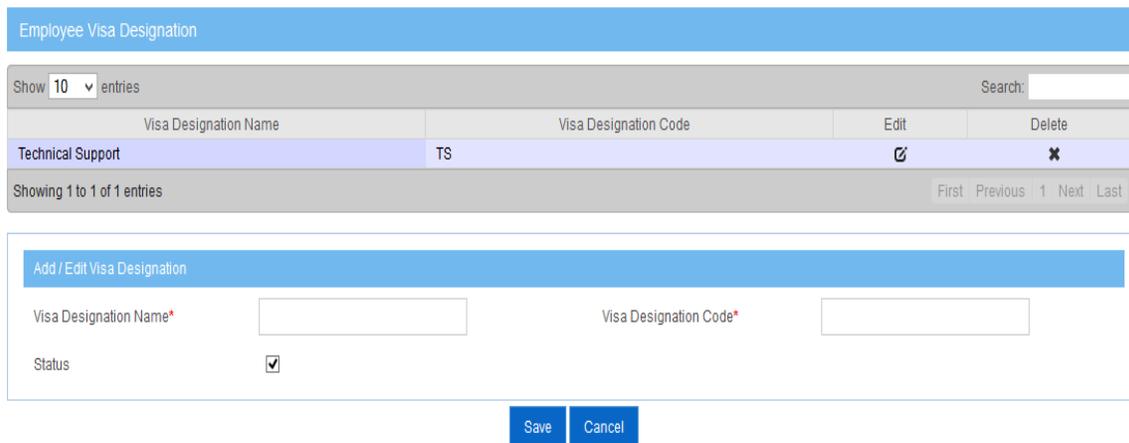
Type the **Visa Designation Name** [e.g.: Technical Engineer] and **Visa Designation Code** [e.g.: TE] select the **Status** Tic box to set the visa designation active. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete Employee Visa Designation:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Visa Designation

The following page will appear,



Visa Designation Name	Visa Designation Code	Edit	Delete
Technical Support	TS		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Add / Edit Visa Designation

Visa Designation Name*

Visa Designation Code*

Status

Here you can find the list of Employee Visa Designation which already created.



Press this button to Edit Employee Visa Designation.



Press this button to Delete Employee Visa Designation.

Employee Designation

1. ADD Employee Designation:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Designation

The following page will appear,

Add / Edit Designations

Designation Name*

Status

Designation Code*

Save
Cancel

Type the **Designation Name** [e.g.: Sales Executive] and **Designation Code** [e.g.: SE] select the **Status** Tick box to set the designation active. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete Employee Designation:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Designation

The following page will appear,

Employee Designation

Show entries
Search:

Designation Name	Designation Code	Edit	Delete
Sales Executive	SE		

Showing 1 to 1 of 1 entries
First Previous 1 Next Last

Add / Edit Designations

Designation Name*

Status

Designation Code*

Save
Cancel

Here you can find the list of Employee Designation which already created.



Press this button to Edit Employee Designation.



Press this button to Delete Employee Designation.

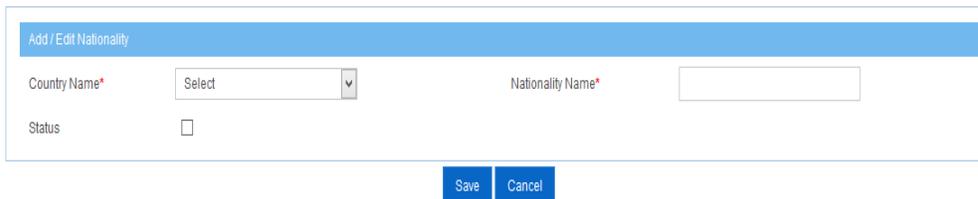
Employee Nationality

1. ADD Employee Nationality:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Nationality

The following page will appear,



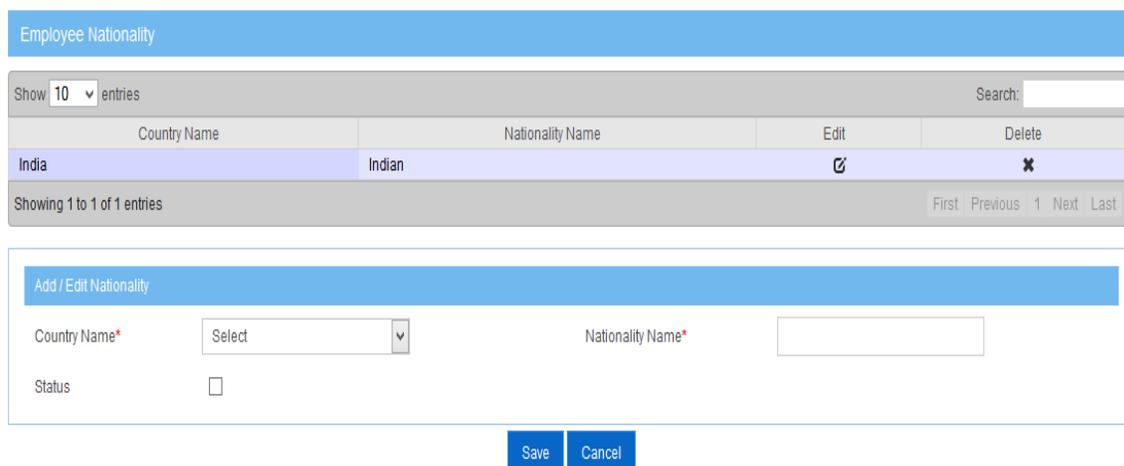
Type the **Country Name** [e.g.: India] and **Nationality Name** [e.g.: Indian] select the **Status** Tic box to set the Nationality active. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete Employee Nationality:

Goto Menu

Employee Module → Employee Profile → Setting → Employee Nationality

The following page will appear,



Here you can find the list of Employee Nationality which already created.



Press this button to Edit Employee Nationality.



Press this button to Delete Employee Nationality.

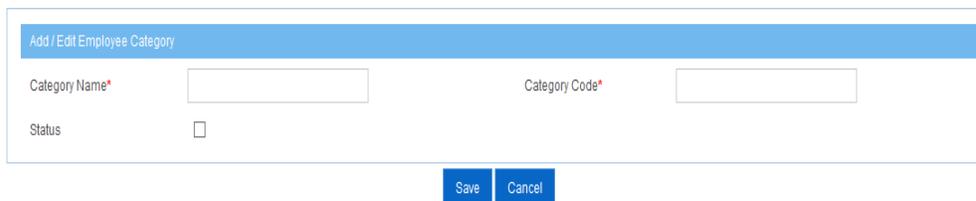
Employee Category

1. **ADD Employee Category:**

Goto Menu

Employee Module → Employee Profile → Setting → Employee Category

The following page will appear,



Type the **Category Name** [e.g.: Outsourced Employee] and **Category Code** [e.g.: OSE] select the **Status** Tick box to set the Category active. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. **Edit/Delete Employee Category:**

Goto Menu

Employee Module → Employee Profile → Setting → Employee Category

The following page will appear,

Employee Category

Show 10 entries
Search:

Category Name	Category Code	Edit	Delete
Outsource Employee	OSE		

Showing 1 to 1 of 1 entries
First Previous 1 Next Last

Add / Edit Employee Category

Category Name*

Category Code*

Status

Save
Cancel

Here you can find the list of Employee Category which already created.



Press this button to Edit Employee Category.



Press this button to Delete Employee Category.

Location Types

1. ADD Location Types:

Goto Menu

Employee Module → Employee Profile → Setting → Location Types

The following page will appear,

Add / Edit Location Type

Location Type Name*

Location Type Code*

Status

Save
Cancel

Type the **Location Types** [e.g.: Country Name] and **Location Types Code** [e.g.: CN] select the **Status** Tic box to set the location type active. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete Location Types:

Goto Menu

Employee Module → Employee Profile → Setting → Location Types

The following page will appear,

Location Types

Show **10** entries
Search:

Location Type Name	Location Type Code	Edit	Delete
COUNTRY	CN		
STORE NAME	SN		

Showing 1 to 2 of 2 entries
First Previous 1 Next Last

Add / Edit Location Type

Location Type Name*

Status

Location Type Code*

Save
Cancel

Here you can find the list of Location type which already created.



Press this button to Edit Location Type.



Press this button to Delete Location Type.

Locations

1. ADD Locations:

Goto Menu

Employee Module → Employee Profile → Setting → Locations

The following page will appear,

Add / Edit Locations

Location Type*

Location Name*

Status

Description

Parent Location

Location Code*

Save
Cancel

Select the Location type and Parent Location from the dropdown box, Type the **Location name** [e.g.: AE0001-UAE Head Office] and **Location Code** [e.g.: UAE HO] select the **Status** Tic box to set the locations active. You can add description also for future reference. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete Locations:

Goto Menu

Employee Module → Employee Profile → Setting → Locations

The following page will appear,

Locations					
Location Name	Location Type	Parent Location	Location Code	Edit	Delete
360 Mall	STORE NAME	Kuwait	360 Mall		
AE0001 - UAE Head Office	STORE NAME	United Arab Emirates	UAE HO		
AE7001 - Mall of the Emirates	STORE NAME	United Arab Emirates	MOE		
AE7002 - Dubai Mall	STORE NAME	United Arab Emirates	DM		
AE7005 - Outlet mall	STORE NAME	United Arab Emirates	OM		
AE7006 - Dubai Mall Kids	STORE NAME	United Arab Emirates	DMK		
AE7008 - Marina Mall AD	STORE NAME	United Arab Emirates	MM AUH		
AE7009 - Dubai Outlet Mall	STORE NAME	United Arab Emirates	DOM		
AE7016 - Bloomingdales	STORE NAME	United Arab Emirates	BD		
AE7018 - Marina Mall AD Kids	STORE NAME	United Arab Emirates	MM AUH K		

Showing 1 to 10 of 35 entries

Here you can find the list of Locations which already created.



Press this button to Edit Locations.



Press this button to Delete Locations.

Activity

Employee Registration

Employee Module	[+]
Employee Profile	[-]
Setting	[+]
Activity	[-]
Employee Registration	

1. Employee Registration:

Goto Menu

Employee Module → Employee Profile → Activity → Employee Registration

The following page will appear,

Add / Edit Employee Details

Employee Code *	<input type="text"/>	Device UserID *	<input type="text"/>
Title	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Mr."/>	First Name*	<input type="text"/>
Middle Name	<input type="text"/>	Last Name *	<input type="text"/>
Date Of Birth	<input style="border: none; border-bottom: 1px solid #ccc;" type="text"/>	Gender	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>
Mobile	<input type="text"/>	Email	<input type="text"/>
Photo	<input type="button" value="Browse..."/> No file selected.		

General Info.

Spouse Name	<input type="text"/>	Blood Group	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>
Marital Status	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>	Religion	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>
Country*	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>	Nationality	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>

Other Info.

Date of Joining*	<input style="border: none; border-bottom: 1px solid #ccc;" type="text"/>	Employee Job Title *	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>
Category	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>	Designation	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>
Sponsor	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>	Visa Designation	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>
Emp. Location*	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>	Emp. Status*	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>

Line Manager Info.

Reporting Manager Location	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>	Reporting Manager	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Select"/>
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Type and fill the following fields with correct details to register the user,

Employee Code *	-	Unique Employee Identification [e.g.: SAP Code]
Device User ID *	-	Unique Employee Identification [e.g.: EMP Code] for finger enrollment in device
Title	-	Dropdown to choose Title [e.g.: Mr. or Mrs.]
First Name*	-	Type the First Name of the Employee [e.g.: Abdul]
Middle Name	-	Type the Middle Name of the Employee [e.g.: Majid] if any
Last Name*	-	Type the Last Name of the Employee [e.g.: Sheik]
Date of Birth	-	Select the data of birth of the employee from the calendar
Gender	-	Dropdown to choose Gender [e.g.: Male or Female]
Mobile	-	Employee mobile number
Email	-	Employee Mail ID

- Photo** - Press **Browse** button to locate and upload employee photo
- Spouse Name** - Spouse Name
- Blood Group** - Dropdown to choose employee blood group [e.g.: A1 Positive or etc.]
- Marital Status** - Dropdown to choose employee marital Status [e.g.: Married or Single]
- Religion** - Dropdown to choose employee religion [e.g.: Muslim]
- Country*** - Dropdown to choose employee country [e.g.: UAE]
- Nationality** - Dropdown to choose employee Nationality [e.g.: Emirati]
- Date of Joining*** - Select the joining data of the employee from the calendar
- Employee Job Tittle *** - Dropdown to choose employee job title [e.g.: Cashier]

- Category** - Dropdown to choose employee category [e.g.: Outsourced Employee]
- Designation** - Dropdown to choose employee designation [e.g.: Sales Executive]
- Sponsor** - Dropdown to choose employee sponsor [e.g.: Burberry]
- Visa Designation** - Dropdown to choose employee visa designation [e.g.: Technical Engineer]
- Emp. Location*** - Dropdown to choose employee posted store location [e.g.: -AE7002 - Dubai Mall]
- Emp. Status*** - Dropdown to choose employee status [e.g.: Active or Left]
- Reporting Manager Location-** Dropdown to choose employee reporting manager location [e.g.: - 360 Mall]
- Reporting Manager** - Dropdown to choose employee reporting manager

Press **SAVE** to complete employee registration. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete Employee:

Goto Menu

Employee Module → Employee Profile → Activity → Employee Registration

The following page will appear,

Employee Registration									
Show 10 entries									
Name	Employee Code	Device UserID	Location	Category	Designation	Gender	Edit	Delete	
		302202	United Arab Emirates				✎	✖	
		3023464	United Arab Emirates				✎	✖	
		3025808	United Arab Emirates				✎	✖	
Aaron Vilacarlos	3011024	3011024	Visual Merchandising			0	✎	✖	
Abdul Salam Chirakkal	3010926	3010926	AE7001 - Mall of the Emirates				✎	✖	
Abdufatah Alshibani		3024001	United Arab Emirates				✎	✖	
Abdulkhalaq Ali Yussuf	3019966	3019966	Villagio				✎	✖	
Abdurahman Zouein	3024368	3024368	Rashid Mall - Khober				✎	✖	
Abdurahman Ibrahim Al Gernas	3024371	3024371	Kingdom Center-Riyadh				✎	✖	
Abdurhman Salman Aljabri	3020023	3020023	Khayat Center-Jeddah				✎	✖	

Showing 1 to 10 of 283 entries

First Previous 1 2 3 4 5 Next Last

Here you can find the list of Employee Category which already created.



Press this button to Edit Employee Category.



Press this button to Delete Employee Category.

Time and Attendance

Under Time and Attendance we can configure schedule Shifts, holiday settings, assign/change shifts to the user, Absent entry and manual attendance entry.

Time and Attendance	[-]
TA Settings	[-]
Setting	[-]
Define Shift	
Holiday Settings	
Type Of Absence	

Setting

Shift Handling

1. Define Shift:

Goto Menu

Time and Attendance → TA Settings → Setting → Define Shift

The following page will appear,

Define Shift

Add / Edit Define Shift

Code	<input type="text"/>	Description*	<input type="text"/>
Grace (In)	<input type="text"/> (Minutes)	Grace (Out)	<input type="text"/> (Minutes)
Lunch Time	<input type="text"/> (Minutes)	Refreshment Break	<input type="text"/> (Minutes)
Status	<input type="checkbox"/>	Include Over Night	<input type="checkbox"/>

Shift Timing

From Time (HH24:MM)	<input type="text" value="00"/>		<input type="text" value="00"/>		To Time (HH24:MM)	<input type="text" value="00"/>		<input type="text" value="00"/>
---------------------	---------------------------------	--	---------------------------------	--	-------------------	---------------------------------	--	---------------------------------

Type the Shift **Code** [e.g.: MS], **Description** [e.g.: Morning Shift]

Grace (IN) [Grace period when the user is punching his IN time]

Grace (OUT) [Grace period when the user is punching his OUT time]

Lunch Time [maximum time allowed for Lunch]

Refreshment Break [maximum time allowed for refreshment]

Select the **Include over Night** tic box when the shift end time is continuing next day

Select the **Status** Tic box to set the Shift active.

From Time - Shift start time

To Time – Shift end Time

Press **SAVE** to complete shift creation, the fields which are all marked * is mandatory you cannot continue without filling these fields.

3. **Edit/Delete Shift:**

Goto Menu

Time and Attendance → TA Settings → Setting → Define Shift

The following page will appear,

Show **10** entries Search:

Shift Code	Shift Description	Shift Timing (HH24:MM)	Grace IN (Minutes)	Grace OUT (Minutes)	Lunch Time (Minutes)	Refreshment Break (Minutes)	Status	Edit	Delete
01:00 PM - 9:30 PM	01:00 PM - 9:30 PM	13:00 - 21:30	0	0	0	0	Active		
09:00 AM - 05:30 PM	09:00 AM - 05:30 PM	09:00 - 17:30	0	0	0	0	Active		
Evening Shift	Evening Shift	16:00 - 22:00	0	0	0	0	Active		
Morning Shift	Morning Shift	09:00 - 18:00	0	0	0	0	Active		
Normal Schedule	Normal Schedule	08:00 - 15:00	10	10	0	0	Active		
TEST	TEST	08:00 - 09:00	1	2	3	1	Active		

Showing 1 to 6 of 6 entries First Previous 1 Next Last

Here you can find the list of Shifts which already created.



Press this button to Edit Shift.



Press this button to Delete Shift.

Holiday Settings

1. Holiday Settings:

Goto Menu

Time and Attendance → TA Settings → Setting → Holiday Settings

The following page will appear,

Holiday Settings

Show **10** entries Search:

Holiday Name	From Date	To Date	Duration	Edit	Delete
New Year	01/01/2015	01/01/2015	1		

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Add / Edit Holidays

Holiday Name*

From Date* To Date

DD/MM/YYYY DD/MM/YYYY

Notes

Type the **Holiday Name** [e.g.: New Year], **From Date** [e.g.: 01/01/2015] and **To Date** [e.g.: 01/01/2015] you can add description also for future reference. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete Holiday:

Goto Menu

Time and Attendance → TA Settings → Setting → Holiday Settings

The following page will appear,

Holiday Settings					
Show 10 entries					Search:
Holiday Name	From Date	To Date	Duration	Edit	Delete
New Year	01/01/2015	01/01/2015	1		

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Here you can find the list of Holidays which already created.



Press this button to Edit Holiday.



Press this button to Delete Holiday.

Types of Absence

1. Types of Absence:

Goto Menu

Time and Attendance → TA Settings → Setting → Types of Absence

The following page will appear,

Add / Edit Type of Absence

Absence Name* Absence Code*

Status

 Activate Windows

Type the **Absence Name** [e.g.: Sick Leave], **Absence Code** [e.g.: SL] Select the **Status** Tic box to set the type of absence active. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete type of absence:

Goto Menu

Time and Attendance → TA Settings → Setting → Type of Absence

The following page will appear,

Type Of Absence			
Show 10 entries			Search:
Absence Name	Absence Code	Edit	Delete
Annual Leave	AL	<input checked="" type="checkbox"/>	
Comp Off	CO	<input checked="" type="checkbox"/>	
Day Off	DF	<input checked="" type="checkbox"/>	
Hajj Leave	HL	<input checked="" type="checkbox"/>	
Lieu Day	LD	<input checked="" type="checkbox"/>	
Maternity	MT	<input checked="" type="checkbox"/>	
Offsite Meeting	OFSM	<input checked="" type="checkbox"/>	
Paternity	PT	<input checked="" type="checkbox"/>	
Public Holiday	PH	<input checked="" type="checkbox"/>	
Sick Leave	SL	<input checked="" type="checkbox"/>	

Showing 1 to 10 of 13 entries First Previous 1 2 Next Last

Here you can find the list of type of absence which already created.



Press this button to edit type of absence.

Activity

Time and Attendance	[-]
TA Settings	[-]
Setting	[+]
Activity	[-]

[Assign Shift](#)
[View Shift](#)
[Update Absent Status](#)
[Manual Entry](#)

Assign Shift

1. Assign Shift:

Goto Menu

Time and Attendance → TA Settings → Activity → Assign Shift

The following page will appear,

Assign Shift

Valid From *

Parent Location *

Job Title

Employee

<input type="checkbox"/>	Employee No	Access No	Employee Name
<input type="checkbox"/>	3014908	3014908	Roselie Cervantes-Mendoza
<input type="checkbox"/>	3010968	3010968	Milanie Manalo
<input type="checkbox"/>	3018147	3018147	Kathlynn De Ocampo
<input type="checkbox"/>	3018092	3018092	Michelle Agoy-Agoy
<input type="checkbox"/>	3016465	3016465	Hany Al Banawi
<input type="checkbox"/>	3011495	3011495	Michelle Macandog
<input type="checkbox"/>	3011496	3011496	Sharon Boc

Valid To *

Work Locations

Device UserID

Employee

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Type and fill the following fields with correct details to assign a shift,

Valid From* - Select the valid from date from the calendar

Valid To* - Select the valid to date from the calendar

You can assign shift to the employee by various methods like whole Region [e.g.: whole UAE Staffs], whole store staffs [e.g.: only Dubai Mall staffs], particular designation [e.g.: only for Managers], particular employee by using his Device UserID or employee Code or Employee Name.

Or you can assign the shift simply by selecting the tic box from the Employee list listed.

Then you need to select shift from the dropdown provided [e.g.: Sunday, Monday etc.].

Press **SAVE** to complete Assigning Shift. The fields which are all marked * is mandatory you cannot continue without filling these fields.

[View Shift](#)

1. View or Delete Shift:

Goto Menu

Time and Attandance → TA Settings → Activity → View Shift

The following page will appear,

View Shift											
Valid From	Valid To	Employee No	Employee Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delete
14/01/2015	14/01/2015	3010948	Hussam Makhzoum				09:00 AM - 05:30 PM				✘
14/01/2015	14/01/2015	3025023	Dorian Lee-Martin				01:00 PM - 9:30 PM				✘
14/01/2015	14/01/2015	3018047	Ren Morales				09:00 AM - 05:30 PM				✘

Showing 1 to 3 of 3 entries First Previous 1 Next Last

Here you can find the list of Shifts which already created.



Press this button to Delete Shift.

Update Absent Status

1. Update Absent Status:

Goto Menu

Time and Attendance → TA Settings → Activity → Update Absent Status

The following page will appear,

Update Absent Status

Update Absence Status

Employee Name	<input type="text"/>	Employee Code	<input type="text"/>
Device UserID	<input type="text"/>	Current Status	<input type="text"/>
Date <small>DD/MM/YYYY</small>	<input type="text"/>	Absence Type	<input type="text" value="Select"/>
Remarks *	<input style="width: 100%; height: 100%;" type="text"/>		

Type the **Employee Name, Employee Code, Device UserID, Current Status, Date, Absence Type** and **Remarks** press save to complete employee absence status update. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit Absent Status:

Goto Menu

Time and Attendance → TA Settings → Activity → Update Absent Status

The following page will appear,

Employee Name	Employee Code	Device UserID	Date	Current Status	Work Locations	Remarks	Edit
	3023464		14/10/2014	Absent	United Arab Emirates		
		3025808	14/10/2014	Absent	United Arab Emirates		
	3023464		13/12/2014	Absent	United Arab Emirates		
		3025808	13/12/2014	Absent	United Arab Emirates		
	3023464		12/01/2015	Absent	United Arab Emirates		
		3025808	12/01/2015	Absent	United Arab Emirates		
	3023464		13/01/2015	Absent	United Arab Emirates		
		3025808	13/01/2015	Absent	United Arab Emirates		
			14/01/2015	Absent	United Arab Emirates		
			14/01/2015	Absent	United Arab Emirates		

Showing 1 to 10 of 4,322 entries
First Previous 1 2 3 4 5 Next Last

Here you can find the list of Absent Status which already created.



Press this button to Edit Absent Status.

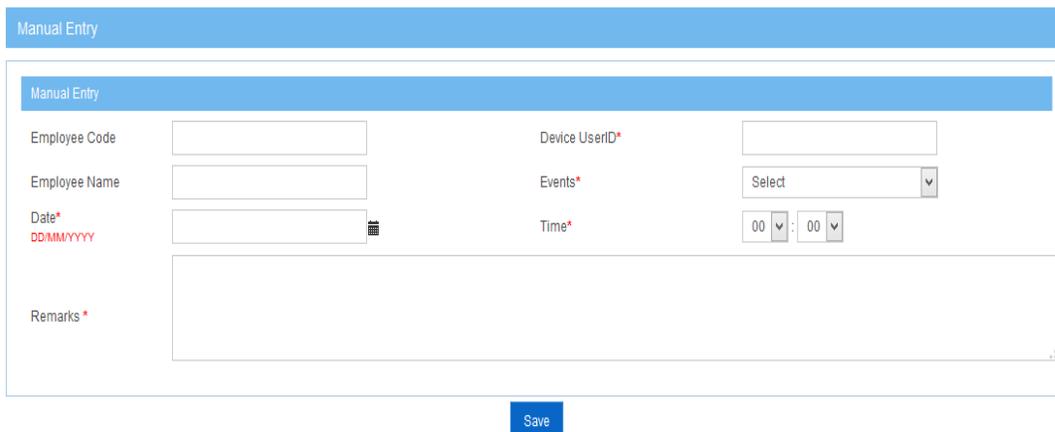
Manual Entry

1. Add Manual Entry:

Goto Menu

Time and Attendance → TA Settings → Activity → Manual Entry

The following page will appear,



The screenshot shows the 'Manual Entry' form interface. It features a blue header bar with the text 'Manual Entry'. Below the header, there are several input fields: 'Employee Code' (text box), 'Employee Name' (text box), 'Date*' (calendar icon, format DDMMYYYY), 'Device UserID*' (text box), 'Events*' (dropdown menu with 'Select' option), and 'Time*' (two dropdown menus for hours and minutes, both set to '00'). A large text area for 'Remarks*' is located below the other fields. A blue 'Save' button is positioned at the bottom center of the form.

Type **Employee Code, Device UserID, Employee Name, Events, Date, Time** and **Remarks** press save to complete Manual Entry update. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit Manual Entry:

Goto Menu

Time and Attendance → TA Settings → Activity → Manual Entry

The following page will appear,

Show 10 entries Search:

Employee Name	Employee Code	Access UserID	Edit
		302202	
		3023464	
		3025808	
Aaron Vilacarlos	3011024	3011024	
Abdul Salam Chirakkal	3010926	3010926	
Abdulfatah Alishibani		3024001	
Abdulkhalaq Ali Yussuf	3019966	3019966	
Abdurahman Zouein	3024368	3024368	
Abdurahman Ibrahim Al Gernas	3024371	3024371	
Abdurhman Salman Aljabri	3020023	3020023	

Showing 1 to 10 of 283 entries First Previous 1 2 3 4 5 Next Last

Here you can find the list of Manual Entry which already created.



Press this button to Edit Manual Entry.

Admin Module

Admin Module	[-]
Pages	[-]
Activity	[-]
Module Access Permissions	
Sub Module Access Permissions	
Page Access Permissions	
Locations Access Permissions	
Secure	[+]

Pages → Activity

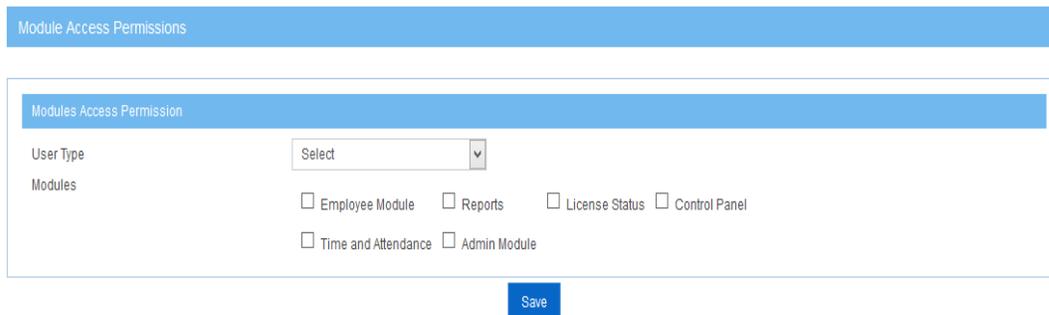
Module Access Permissions

1. Module Access Permissions:

Goto Menu

Admin Module → Pages → Activity → Module Access Permissions

The following page will appear,



Dropdown to select **User Type** [e.g.: Store Manager] and Select the tic box in front of the module which you want to give Access permission.

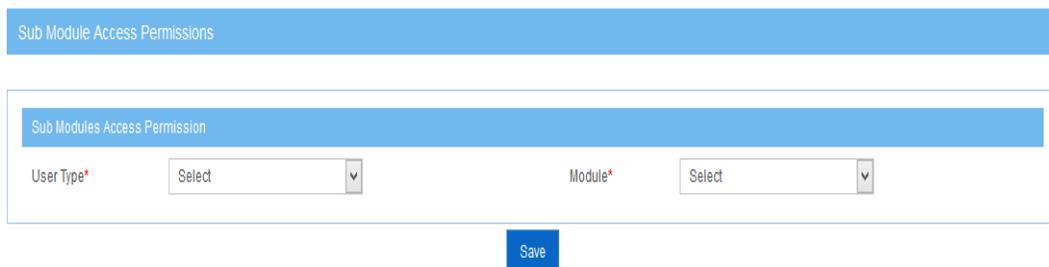
Sub Module Access Permissions

1. Sub Module Access Permissions:

Goto Menu

Admin Module → Pages → Activity → Sub Module Access Permissions

The following page will appear,



Dropdown to select **User Type** [e.g.: Store Manager] and **sub module**, which you want to give Access permission.

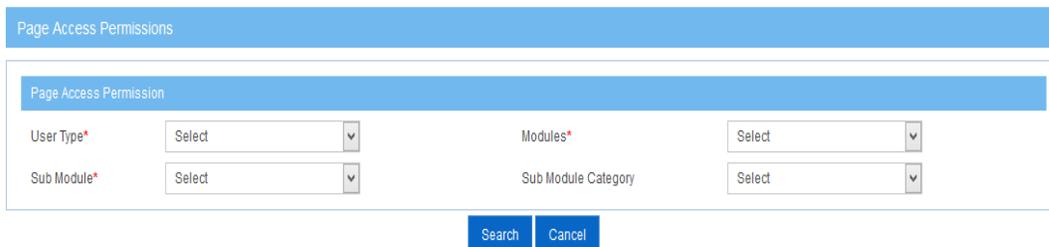
Page Access Permissions

1. Page Access Permissions:

Goto Menu

Admin Module → Pages → Activity → Page Access Permissions

The following page will appear,



The screenshot shows a web interface for 'Page Access Permissions'. At the top is a blue header bar with the text 'Page Access Permissions'. Below this is a white form area with a blue header bar containing 'Page Access Permission'. The form contains four dropdown menus: 'User Type*' (with 'Select' in the dropdown), 'Modules*' (with 'Select' in the dropdown), 'Sub Module*' (with 'Select' in the dropdown), and 'Sub Module Category' (with 'Select' in the dropdown). At the bottom of the form are two blue buttons: 'Search' and 'Cancel'.

Dropdown to select **User Type** [e.g.: Store Manager], **Modules**, **sub modules** and **sub modules Category** which you want to give Access permission.

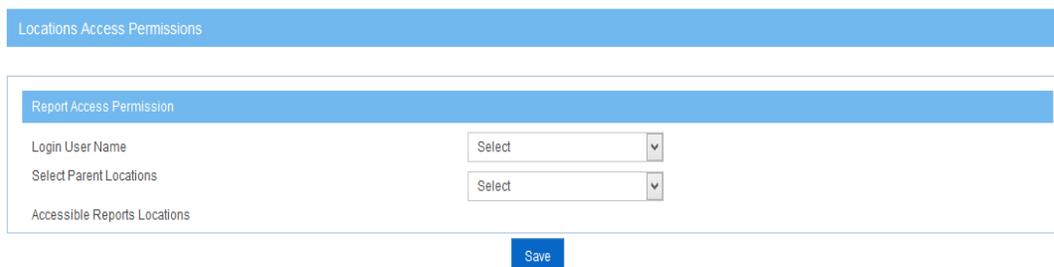
Locations Access Permissions

1. Locations Access Permissions:

Goto Menu

Admin Module → Pages → Activity → Locations Access Permissions

The following page will appear,



The screenshot shows a web interface for 'Locations Access Permissions'. At the top is a blue header bar with the text 'Locations Access Permissions'. Below this is a white form area with a blue header bar containing 'Report Access Permission'. The form contains three dropdown menus: 'Login User Name' (with 'Select' in the dropdown), 'Select Parent Locations' (with 'Select' in the dropdown), and 'Accessible Reports Locations'. At the bottom of the form is a blue button labeled 'Save'.

Dropdown to select **Login User Name** [e.g.: Siraj], **Select Parent Location** and **Accessible Reports Locations** which store or location you want to give report Access permission.

[Secure → Setting](#)

Admin Module	[-]
Pages	[+]
Secure	[-]
Setting	[-]
User Type	

[User Type](#)

1. User Type:

Goto Menu

Admin Module → Secure → Setting → User Type

The following page will appear,

User Type

Show 10 entries Search:

Type Name	Type Code	Edit	Delete
DISTRICT MANAGERS	DM	✎	✖
Grant User	GU	✎	✖
STORE MANAGERS	SM	✎	✖

Showing 1 to 3 of 3 entries
First Previous 1 Next Last

Add / Edit User Types

Type Name*

Type Code*

Status

Save
Cancel

Type the **Name** [e.g.: Store Manager], **Type Code** [e.g.: SM] and select the **Status** Tic box to set the user type active. The fields which are all marked * is mandatory you cannot continue without filling these fields.

2. Edit/Delete User Type:

Goto Menu

Admin Module → Secure → Setting → User Type

The following page will appear,

User Type

Show **10** entries
Search:

Type Name	Type Code	Edit	Delete
DISTRICT MANAGERS	DM		
Grant User	GU		
STORE MANAGERS	SM		

Showing 1 to 3 of 3 entries
First Previous 1 Next Last

Add / Edit User Types

Type Name*

Status

Type Code*

Save
Cancel

Here you can find the list of user type which already created.



Press this button to edit user type.



Press this button to delete user type.

Activity

Admin Module	[-]
Pages	[+]
Secure	[-]
Setting	[+]
Activity	[-]
Define User	
Change Password	
User Masters	

Define User

1. Define User:

Goto Menu

Admin Module → Secure → Activity → Define User

The following page will appear,

Define User

Login Credential

Location* <input type="text" value="Select"/>	Employee Name* <input type="text" value="Select"/>
Username / Email Id* <input type="text"/>	Password* <input type="password"/>

User Info.

Name* <input type="text"/>	Address <input type="text"/>
Email* <input type="text"/>	Photo <input type="button" value="Browse..."/> No file selected.
Mobile <input type="text"/>	

Other Info.

User Type* <input type="text" value="Select"/>	Status <input checked="" type="checkbox"/>	
Validity From* <small>DD/MM/YYYY</small> <input type="text" value="09/11/2014"/>	Validit To* <small>DD/MM/YYYY</small> <input type="text" value="01/01/2016"/>	
Accessible Company <input type="checkbox"/> Burberry		

Type and fill the following fields with correct details to define the user,

- | | | |
|---------------------------|---|--|
| Location* | - | Dropdown to choose Location [e.g.: Dubai Mall] |
| Employee Name* | - | Type the Name of the Employee [e.g.: Abdul] |
| Username/Email* | - | Username or Employee Mail ID |
| Password* | - | Type the login password |
| Name | - | Type the name of the user |
| Address | - | Address |
| Email* | - | Employee Mail ID |
| Mobile | - | Mobile Number |
| Photo | - | Press Browse button to locate and upload employee photo |
| User Type | - | Dropdown to choose user type |
| Status | - | Select the Status Tic box to set the user active |
| Validity From | - | Please select the from date from the calendar |
| Validity To | - | Please select the to date from the calendar |
| Accessible Company | - | Select the Tic box to grand permission to access the company |

Press **SAVE** to complete define user. The fields which are all marked * is mandatory you cannot continue without filling these fields.

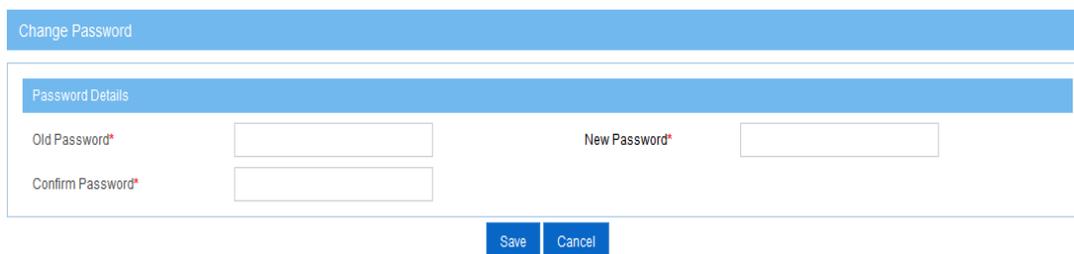
Change Password

1. Change Password:

Goto Menu

Admin Module → Secure → Activity → Change Password

The following page will appear,



Type the old password in the old password text box and new and confirm password in the respective box to change the password.

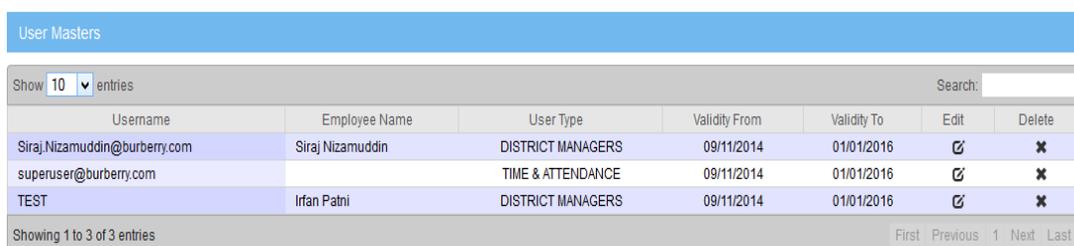
User Masters

1. Edit/Delete User Masters:

Goto Menu

Admin Module → Secure → Activity → User Masters

The following page will appear,



Username	Employee Name	User Type	Validity From	Validity To	Edit	Delete
Siraj.Nizamuddin@burberry.com	Siraj Nizamuddin	DISTRICT MANAGERS	09/11/2014	01/01/2016		
superuser@burberry.com		TIME & ATTENDANCE	09/11/2014	01/01/2016		
TEST	Irfan Patni	DISTRICT MANAGERS	09/11/2014	01/01/2016		

Here you can find the list of User Masters which already created.



Press this button to Edit User Masters.



Press this button to Delete User Masters.

Reports

Reports	[-]
Default Report	[-]
Reports	[-]
Daily Report	
Absence Reports	
Current Event Report	
Detailed Report.	
Late Report	
Early Out Report	
Over Time Report	

[Default Report → Reports](#)

Daily Report:

- You can generate Daily Report by clicking on “Daily Report” under Reports Menu
- Daily Report will take your First IN and Last OUT to calculate your working hours.
- Valid from Date and to Date must be selected before generating the report.
- Parent Location must be selected before generating the report.
- Work Location | Job Title | Device User ID | Employee Code | Employee Name | Report Type – select or Enter the above all or some that you want to filter the report for. Note that you can leave these fields empty if you want to view the report for all users in the system.
- Daily Report can be exported to Word Fromat (.doc) or Excel Format (.xls) or Portable Document Format (.pdf).

Daily Report

Selection Criteria for Report

Valid From*	<input type="text"/>	Valid To*	<input type="text"/>
Parent Location*	<input type="text" value="Select"/>	Work Locations	<input type="text"/>
Job Title	<input type="text" value="Select"/>	Device UserID	<input type="text"/>
Employee Code	<input type="text"/>	Employee Name	<input type="text"/>
Report Type	<input type="text" value="Export To PDF"/>		

Absence Report:

- You can generate Absence Report by clicking on “Absence Report” under Reports Menu.
- Absence Report will display on the days selected whether you have been Absent or Type of Absence.
- Valid from Date and to Date must be selected before generating the report.
- Parent Location must be selected before generating the report.
- Work Location | Job Title | Device User ID | Employee Code | Employee Name | Report Type – select or Enter the above all or some that you want to filter the report for. Note that you can leave these fields empty if you want to view the report for all users in the system.
- Absence Report can be exported to Word Fromat (.doc) or Excel Format (.xls) or Portable Document Format (.pdf).

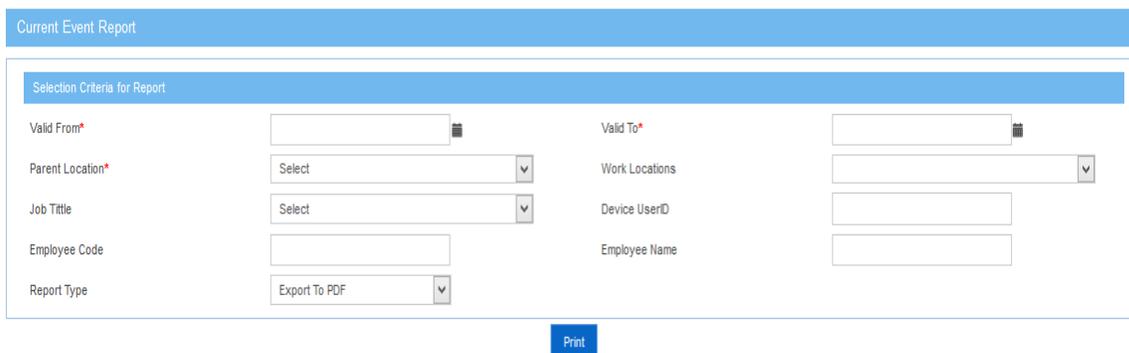
Absence Reports

Selection Criteria for Report

Valid From*	<input type="text"/>	Valid To*	<input type="text"/>
Parent Location*	<input type="text" value="Select"/>	Work Locations	<input type="text"/>
Job Title	<input type="text" value="Select"/>	Device UserID	<input type="text"/>
Employee Code	<input type="text"/>	Employee Name	<input type="text"/>
Report Type	<input type="text" value="Export To PDF"/>		

Current Event Report:

- You can generate Current Event Report by clicking on “Current Event Report” under Reports Menu
- Current Event Report will display last status/event ID of the selected users i.e. IN, OUT, F1 etc
- Valid from Date and to Date must be selected before generating the report.
- Parent Location must be selected before generating the report.
- Work Location | Job Title | Device User ID | Employee Code | Employee Name | Report Type – select or Enter the above all or some that you want to filter the report for. Note that you can leave these fields empty if you want to view the report for all users in the system.
- Current Event Report can be exported to Word Format (.doc) or Excel Format (.xls) or Portable Document Format (.pdf).



The screenshot shows a web interface for generating a Current Event Report. At the top, there is a blue header bar with the text "Current Event Report". Below this is a form titled "Selection Criteria for Report". The form contains several input fields and dropdown menus:

- Valid From***: A date input field.
- Valid To***: A date input field.
- Parent Location***: A dropdown menu with "Select" as the current value.
- Work Locations**: A dropdown menu.
- Job Title**: A dropdown menu with "Select" as the current value.
- Device UserID**: A text input field.
- Employee Code**: A text input field.
- Employee Name**: A text input field.
- Report Type**: A dropdown menu with "Export To PDF" as the current value.

Below the form is a blue button labeled "Print".

Detailed Report:

- You can generate Detailed Report by clicking on “Detailed Report” under Reports Menu
- Detailed Report will take your every interval between IN and OUT as your working hour. The total working hours would be calculated by adding up all the intervals.
- Valid from Date and to Date must be selected before generating the report.
- Parent Location must be selected before generating the report.
- Work Location | Job Title | Device User ID | Employee Code | Employee Name | Report Type – select or Enter the above all or some that you want to filter the report for. Note that you can leave these fields empty if you want to view the report for all users in the system.

- Detailed Report can be exported to Word Fromat (.doc) or Excel Format (.xls) or Portable Document Format (.pdf).

Detailed Report.

Selection Criteria for Report

Valid From*	<input type="text"/>	Valid To*	<input type="text"/>
Parent Location*	<input type="text" value="Select"/>	Work Locations	<input type="text"/>
Job Title	<input type="text" value="Select"/>	Device UserID	<input type="text"/>
Employee Code	<input type="text"/>	Employee Name	<input type="text"/>
Report Type	<input type="text" value="Export To PDF"/>		

Print

Late Report

- You can generate Late Report by clicking on “Late Report” under Reports Menu
- Late Report will display the number of hours that you have come to work late.
- Valid from Date and to Date must be selected before generating the report.
- Parent Location must be selected before generating the report.
- Work Location | Job Title | Device User ID | Employee Code | Employee Name | Report Type – select or Enter the above all or some that you want to filter the report for. Note that you can leave these fields empty if you want to view the report for all users in the system.
- Late Report can be exported to Word Fromat (.doc) or Excel Format (.xls) or Portable Document Format (.pdf).

Late Report

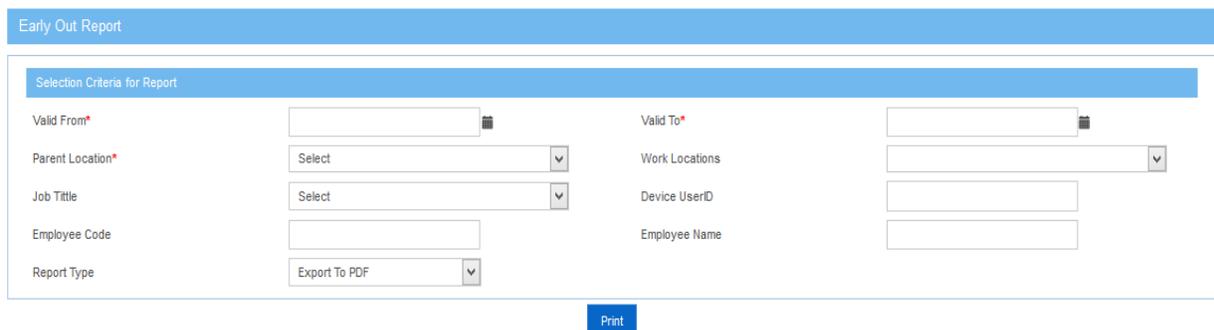
Selection Criteria for Report

Valid From*	<input type="text"/>	Valid To*	<input type="text"/>
Parent Location*	<input type="text" value="Select"/>	Work Locations	<input type="text"/>
Job Title	<input type="text" value="Select"/>	Device UserID	<input type="text"/>
Employee Code	<input type="text"/>	Employee Name	<input type="text"/>
Report Type	<input type="text" value="Export To PDF"/>		

Print

Early out Report

- You can generate Early out Report by clicking on “Early out Report” under Reports Menu
- Early out Report will display the number of hours that you have leave the work early.
- Valid from Date and to Date must be selected before generating the report.
- Parent Location must be selected before generating the report.
- Work Location | Job Title | Device User ID | Employee Code | Employee Name | Report Type – select or Enter the above all or some that you want to filter the report for. Note that you can leave these fields empty if you want to view the report for all users in the system.
- Early out Report can be exported to Word Fromat (.doc) or Excel Format (.xls) or Portable Document Format (.pdf).



The screenshot shows a web interface for generating an Early Out Report. At the top, there is a blue header bar with the text "Early Out Report". Below this is a form titled "Selection Criteria for Report". The form contains several input fields and dropdown menus arranged in two columns. On the left side, there are fields for "Valid From*" (a date picker), "Parent Location*" (a dropdown menu with "Select" as the current value), "Job Title" (a dropdown menu with "Select" as the current value), "Employee Code" (a text input field), and "Report Type" (a dropdown menu with "Export To PDF" as the current value). On the right side, there are fields for "Valid To*" (a date picker), "Work Locations" (a dropdown menu), "Device UserID" (a text input field), and "Employee Name" (a text input field). Below the form, there is a blue button labeled "Print".

Over Time Report

- You can generate Over Time Report by clicking on “Over Time Report” under Reports Menu
- Over Time Report will calculate the number of hours that you have worked officially after the shift hours.
- Valid from Date and to Date must be selected before generating the report.
- Parent Location must be selected before generating the report.
- Work Location | Job Title | Device User ID | Employee Code | Employee Name | Report Type – select or Enter the above all or some that you want to filter the report for. Note that you can leave these fields empty if you want to view the report for all users in the system.

- Over Time Report can be exported to Word Format (.doc) or Excel Format (.xls) or Portable Document Format (.pdf).

Over Time Report

Selection Criteria for Report

Valid From*	<input type="text"/>	Valid To*	<input type="text"/>
Parent Location*	<input type="text" value="Select"/>	Work Locations	<input type="text"/>
Job Title	<input type="text" value="Select"/>	Device UserID	<input type="text"/>
Employee Code	<input type="text"/>	Employee Name	<input type="text"/>
Report Type	<input type="text" value="Export To PDF"/>		

[Print](#)