



Complete Time & Attendance Solutions

A Product of



Accurate Monitoring &
Real-time Processing of *Employee Time*

Table of Contents

1.	TimeCheck Overview.....	3
2.	Scope of the System	3
3.	TimeCheck System Architecture	4
4.	TimeCheck Product Overview	5
4.1.	Shift Management.....	5
4.2.	Overtime Management	7
4.3.	Leave / Permission Management	8
4.4.	Holiday Management.....	11
4.5.	Manual Time entry Management	12
4.6.	Discrepancy Management	13
4.7.	Month Closure.....	14
4.8.	Year Closure.....	14
4.9.	Organization Management.....	15
4.10.	Terminal Configuration Management	15
4.11.	Dashboard	16
4.12.	My Calendar	17
4.13.	Email Scheduler	19
4.14.	Responsive User Interface.....	20
4.15.	Mobile Compatible	20
4.16.	Reports	21
4.17.	Other Useful Features	21
5.	Technical Requirements	23
6.	About ANGLER	24

1. TimeCheck Overview

TimeCheck is a web enabled software tool and a global product for processing time recorded using any Industry standard smartcard or Biometric terminals across the organization including remote locations over intranet or internet. Known for its adaptability, to the organization's business rules, TimeCheck helps managers to take timely decisions in running their operations by simplifying time-consuming routine of processing their employees' attendance data, against the shifts and approved leaves to arrive at normal time and overtime. TimeCheck also ensures on-time payment of salaries, when integrated with payroll package. With greater flexibility over organization's hierarchical reporting structure, TimeCheck protects sensitive employee information with comprehensive security layers and limits supervisors or managers with only their relevant information.

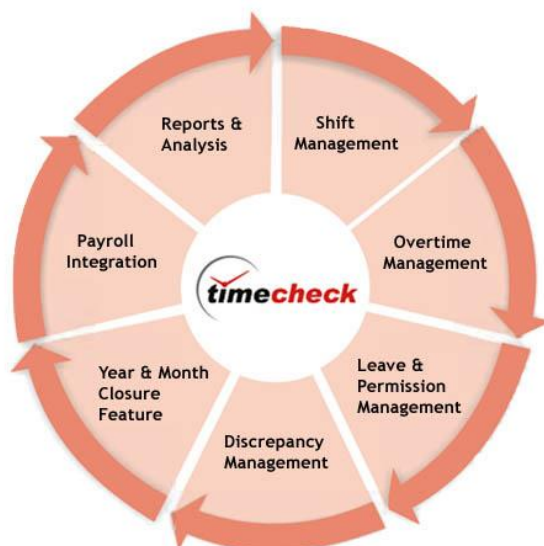
Why TimeCheck?

- Accurate time recording information for specific areas.
- Ability to use the data stored for management purposes.
- Potential to link into automated payments for Payroll.
- Operates according to Industry standard terminals, Smartcard & Biometric.
- Suits Small, Medium and Enterprise organizations.
- Excellent Tool for processing Time data like finding out the normal time and over time validating against the shifts, leaves, holidays, etc.
- Simplifies the time-consuming routine of processing attendance data.
- Reduces human errors & delays.
- Protects both the employer's and employee's interests for a successful business.

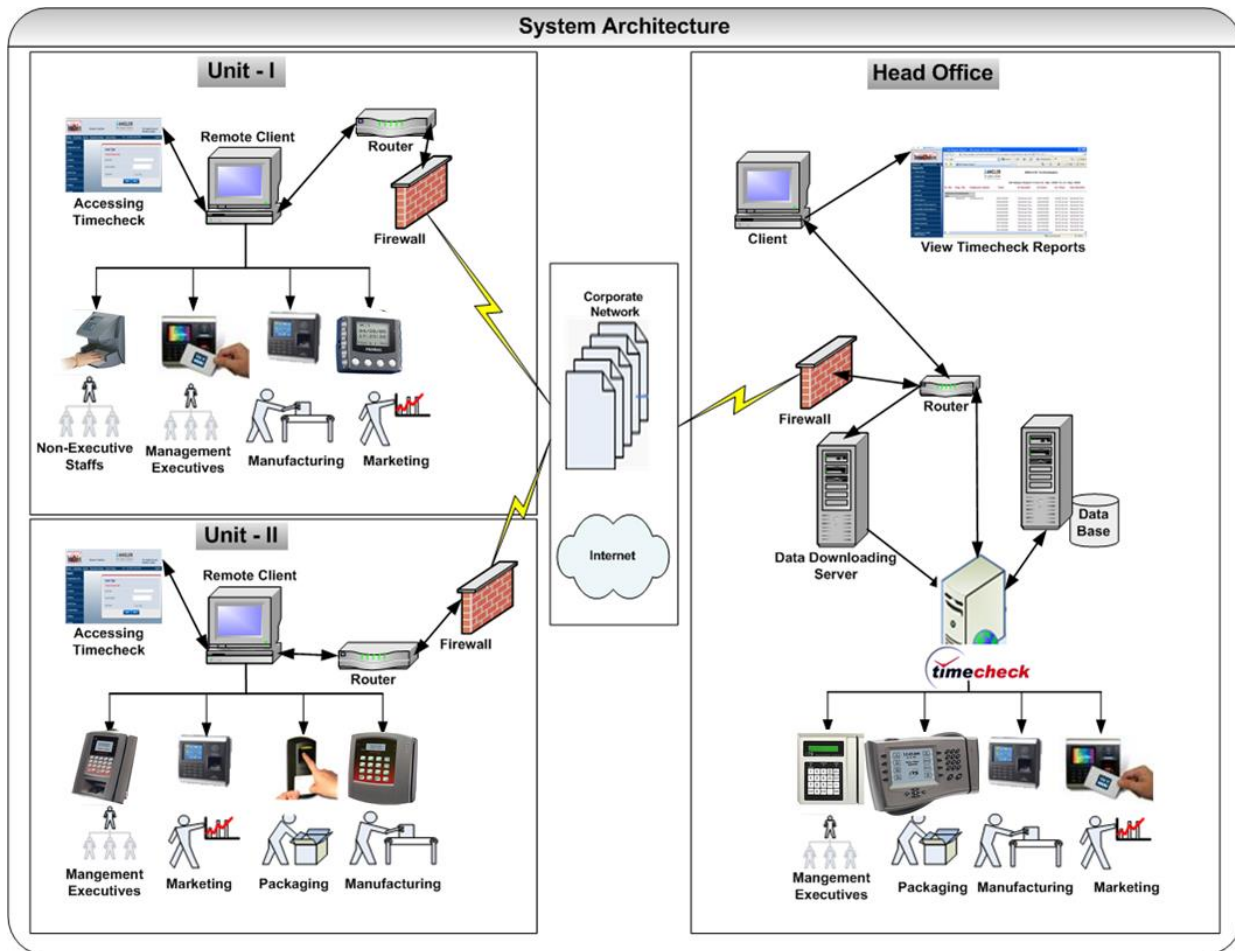
2. Scope of the System

The scope of the system includes the following key functionalities and features:

3.



3. TimeCheck System Architecture



4. TimeCheck Product Overview

- Shift Management
- Overtime Management
- Leave & Permission Management
- Holiday Management
- Manual Time Entry Management
- Discrepancy Management
- Month Closure
- Year Closure
- Organization Management
- Terminal Configuration
- Dash Board
- Automatic Scheduling & Email triggering of Reports
- Reports
- Responsive
- Mobile Compatible
- Other Useful features

4.1. Shift Management

Shift Management helps the authorized person to define the various shifts for a company. With the help of this, the authorized person can define the combination of different work shifts (known as **Shift Pattern**) while allocating shifts to employees. It also helps to list out all the previously entered combination of work shifts including Pattern Name, Company Name and No. of Days.

Shift Management enables in viewing a particular shift pattern, delete a particular record or modify 'Shift Pattern' details accordingly. Similarly, the authorized person can rotate the defined work shifts and grouped Shift Patterns (also known as **Shift Roster**) in a sequential manner and also add, modify or delete either a particular record or details.

Based on a specific requirement, the authorized person can also allocate the Shift(s) temporarily at each employee level / group / individuals besides exchanging the shifts between employees for a particular date or different dates. The authorized person can generate the various shifts allocated for an

employee(s) for a specific time period or summarize his/her permanent schedule report which would help to know the employee's current schedule pattern allocated by the management.

Features:

- TimeCheck has flexible shifts definition
- Acquires excellent user-friendly shift allocation
- TimeCheck helps to rotate the shift patterns for enterprises conveniently
- TimeCheck helps to allocate temporary shifts and shift exchanges in a easier manner

Shift Master

Home > Shift Management > Masters > Shift Master > Modify

Mandatory (9 No.)

General

Company

EON Machineries Pvt Ltd

Default Shift

☐ Yes
 ☒ No

24 Hrs Shift

☐ Yes
 ☒ No

Shift Name

EarlyMorningShift

Shift Short Name

EMS

Shift Description

Shift Type

☐ Free Scan
 ☒ Function Key

Shift Timings

Shift In (hh:mm)

06:00

Shift Out (hh:mm)

14:30

Grace Shift In (hh:mm)

00:10

Grace Shift Out (hh:mm)

00:10

First Half Start Time

06:00

First Half End Time

10:00

Second Half Start Time

10:30

Second Half End Time

14:30

First Half Work Hrs

04:00

Hrs

Second Half Work Hrs

04:00

Hrs

Break Timings (hh:mm)

Start Time

End Time

Lunch/Dinner Start Time

10:00

End Time

10:30

Start Time

End Time

Over Time

Minimum Extra Time For OT (hh:mm)

02:00

Maximum Extra Time For OT (hh:mm)

07:00

Over Time On Working Days

1

Total Working Hours (hh:mm)

08:00

Hrs

Calculate Hours

Save

Back

Shift Allocation

Home > Shift Management > Transaction > Shift Allocation > Add

Mandatory (3 No.)

Mode of Allocation

☒ Manual
 ☐ Import

Employee Selection Mode

☐ Single
 ☒ Multiple

Select Employees

+ Add

View Allocated

Shift

☒ Shift
 ☐ Shift Pattern
 ☐ Shift Roster

Shift

EMS (06:00 - 14:30)

Weekly Off Days

☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☒ Friday
 ☒ Saturday
 ☐ Sunday

Schedule From

02/04/2018

Schedule To

31/08/2018

Save

Back

	Employee ID	Employee Name
Delete	2000	Ashok Kumar
Delete	2001	Anand Prabhu
Delete	2002	Robert

Shift Allocation Report From 01/04/2017 To 28/05/2017																						
Sl. No.	Employee Id	Employee Name	Gender	Year	Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2000	Ashok Kumar	Male	2017	April	EMS	Off	EMS	EMS	EMS	EMS	EMS	EMS	Off	EMS	EMS	EMS	EMS	EMS	Off	EMS	EMS
					May	EMS	EMS	EMS	EMS	EMS	EMS	Off	EMS	EMS	EMS	EMS	EMS	EMS	Off	NS	EMS	EMS
2	2001	Anand Prabhu	Male	2017	April	EMS	Off	EMS	EMS	EMS	EMS	EMS	EMS	Off	EMS	EMS	EMS	EMS	EMS	Off	EMS	EMS
					May	NS	NS	EMS	NS	NS	NS	Off	NS	NS	NS	NS	NS	NS	Off	EMS	NS	NS

4.2. Overtime Management

Overtime Management helps the Approval Authority to approve/ reject or forward the overtime hours of an employee, based on the company's rules and regulations. With the inclusion of 3 statuses including pending, approved & rejected and based on the search criteria, the user can view the result (OT) of a particular employee.

With the help of the Overtime Report, the Admin or the User having privileges can view report that displays Employee ID, Employee Name, Dates, Worked Hours, OT hours, Weekly off OT hours, Holiday OT hours for each employee & each date between the selected periods. Moreover, there are options by which the user can also generate Individual Employee Report, report based on the Organization Level and filter the reports for an Employee Category and Employee Type.

Features:

- Overtime Management helps in the online calculation of overtime
- TimeCheck helps in the flexible calculation to different segments
- TimeCheck facilitates implementation of online approvals and controls based on organization needs
- TimeCheck offers excellent options to en-cash or in-lieu days

OT-Comp Off Sanction

Over Time Approval

Red - OT Hours Got Modified

☐	Date	Employee Id	Employee Name	Level Name	Actual Week day OT	Modified Week Day OT	Actual Week Off OT	Modified Week Off Day OT	Actual Holiday OT	Modified Holiday OT	Status	Edit
☐	05/04/2017	2000	Ashok Kumar	Mold n Press Department	04:45	04:45	00:00	00:00	00:00	00:00	Pending	Edit
☐	10/04/2017	2000	Ashok Kumar	Mold n Press Department	04:00	04:00	00:00	00:00	00:00	00:00	Approved	Edit
☐	11/05/2017	2000	Ashok Kumar	Mold n Press Department	04:11	04:11	00:00	00:00	00:00	00:00	Pending	Edit

Approved

Forwarded

Rejected

Sl.No	Employee Id	Employee Name	Gender	Date	Worked Hours	Actual Week day OT	Modified Week Day OT	Actual Week Off OT	Modified Week Off Day OT	Actual Holiday OT	Modified Holiday OT	Status
Shift : EMS												
1	2000	Ashok Kumar	Male	05/04/2017	12:45	04:45	04:45	00:00	00:00	00:00	00:00	Pending
				10/04/2017	12:00	04:00	04:00	00:00	00:00	00:00	00:00	Approved
				11/05/2017	12:11	04:11	04:11	00:00	00:00	00:00	00:00	Pending
Sub Total :						12:56	12:56	00:00	00:00	00:00	00:00	
Total OT Hours - Worked : 12:56 Total Approved OT Hours : 04:00 Total OT Hrs - Deducted : 00:00												

4.3. Leave / Permission Management

Leave / Permission Management allows the company administrator or user having privileges to define and view various Leave Types (E.g. Casual Leave, Sick Leave, Earned Leave, Medical Leave etc.), which are applicable to any levels in the organization.

Here, TimeCheck helps users submit their leave requests online to get the approval from the concerned authorities and help the authorized person to view the leave request details of all those employees who had applied for a leave with provisions to approve or reject a particular employee's leave application.

This also helps in defining the different leave policies granted to different grades of employees. Also, based on the hierarchical level, with the help of various search criteria (e.g., employee type, duration, etc), the top level executives can view the details of the leave/permission of an executive under supervision.

Features

- TimeCheck helps in defining the number of leave and organization leave policies.
- TimeCheck helps to make a request for a leave online and help in approving the leave request using hierarchy
- An automatic email will be triggered to both the applicant as well as the authorized personnel with the appropriate status
- TimeCheck helps to define the various leave quotas defined and verify for every transaction
- TimeCheck also helps in defining the different leave policies offered to different grades/levels of employees with various search filters so that the policies are applicable to a set/group of employees
- Designed to meet global needs and standards

Leave Application

Home > Leave & Permission > Leave - Transaction > Leave Application > Add

Mandatory (10 No.)

Employee ID

I2000

Q

Employee Name

Balaji Nandagopal

Leave Application Year

☒ Current Year ☐ Successive Year

Application Date

21/07/2016

Leave

From

To

Leave / Restricted Holiday

-Select-

Leave Type

-Select-

Session

-Select-

-Select-

Reason

Number Of Days Applied

Available Leaves

Save

Back

Balance Leave Details

Leave Type	Number Of Days
CL	23.0
EL	0.0
ML	0.0
SL	8.0

LOP Leave Days

Leave Type	Number Of Days
CL	5.0
SL	2.0

Other Details

Restricted Holiday	5
Comp Off Days	0

Leave Application

Home > Leave & Permission > Leave - Transaction > Leave Application

Filters

Employee Name

Employee ID

Date Range From

To

Search

Clear

Application Date	Employee ID	Employee Name	Level Name	Duration	Type Of Leave	Status	Reason	Remarks		
22/05/2018	2009	Brian	Mold n Press De partment	05/04/2017 To 05/04/2017	CL / Leave	Approved	going to nati ve	ok		
11/02/2018	2000	Ashok Kumar	Mold n Press De partment	18/04/2017 To 18/04/2017	CL / Leave	Approved	Due to Perso nal Reason	ok		

Approvals

Home > Leave & Permission > Approvals

Filters

Mandatory (1 No.)

Employee Name

Employee ID

Employee Category

-Select-

Employee Type

-Select-

From

01/07/2018

To

31/10/2018

Status

All

Leave

Permission

OnDuty

Company

-Select-

Branch

-Select-

Department

-Select-

View

☒ Leave Sanction
 Home > Leave & Permission > Approvals > Leave Sanction

Employee ID: 2009
 Employee Name: Brian

From: 05/04/2017 - First half
 To: 05/04/2017 - Second half

Number Of Days: 1.0
 Leave Type: CL / Leave

Reason: going to native
 Remarks:

Date & Time	Comments By	Comments
22/05/2018 19:41	Administrator	ok

Status:
 ☒ Approved
 ☐ Forwarded
 ☐ Pending
 ☐ Rejected

Home > Leave & Permission > Permission - Transaction > Permission Application

Filters

Employee Name:
 Employee ID:
 Date Range From:
 To:

Application Date	Employee ID	Employee Name	Level Name	Duration	Status	Reason	Remarks
22/05/2018	2007	Adrian	Mold n Press Dept C be	05/04/2017 06:00 To 06:45	Approved	Permission	ok
19/06/2017	2000	Ashok Kumar	Mold n Press Department	06/05/2017 13:45 To 14:30	Approved	Permission	ok

4.4. Holiday Management

TimeCheck gives you a wide range of flexibility to define Global Holidays common to all and Restricted Holidays that can be availed on approval against the quota defined. Splitting of Global and Restricted Holidays is one of the unique features offered by TimeCheck, which gives flexibility to the employees and management to selectively choose the region specific holidays for each and every employee.

 Holiday

Home > Configuration > Holiday > Modify

January 2017 - December 2017 Mandatory (4 No.)

- ☒ EON Machinaries Pvt Ltd
 - ☒ Branch Chennai
 - ☒ Assembly Department
 - ☒ Mold n Press Department
 - ☐ Branch Coimbatore
 - ☐ Mold n Press Dept Cbe

< >

Holiday Type	Global Holiday ▼	
From	01/05/2017	To 01/05/2017
Holiday Description	May Day	

 Save
 Back

4.5. Manual Time entry Management

Manual Time Entry allows the administrator or user having privileges to manually add the Shift In and Out Time of an employee for a particular day. The following are the cases in which the admin or user having privileges can enter shift in and shift out manually:

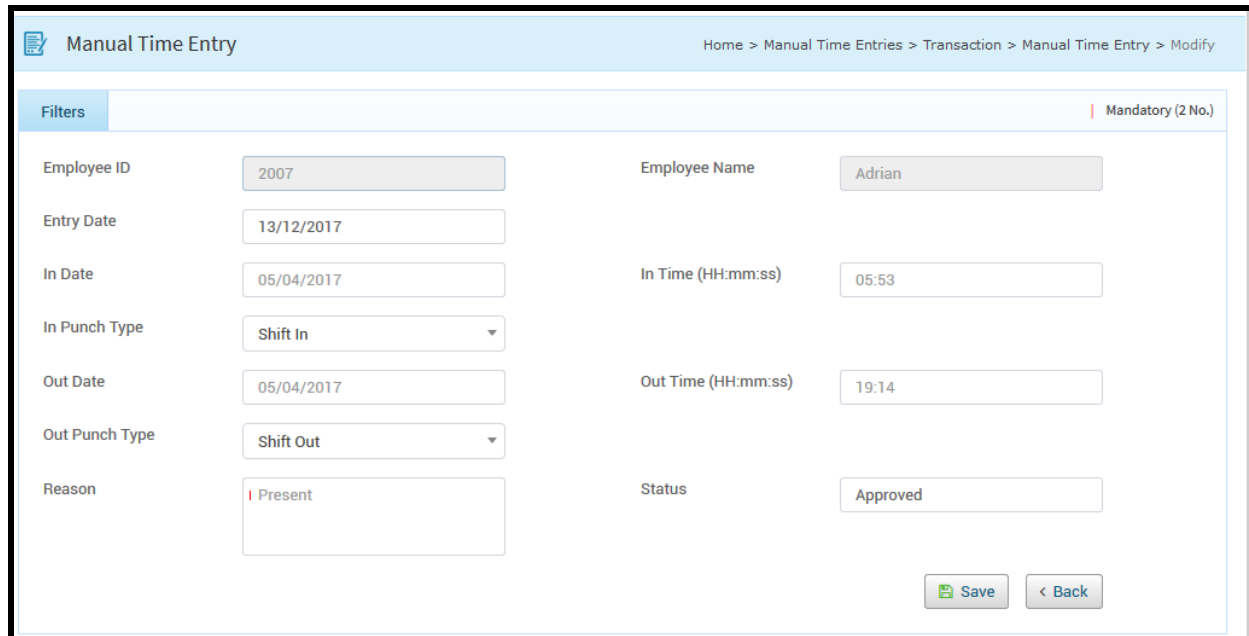
- If an employee forgets to bring swipe card
- If an employee missed out to punch either In or Out
- If an employee comes late to the company due to delay in transportation (like bus useful for Group Manual Entry).
- If an employee has attend to an official duty/job assigned outstation

With well-defined Manual Time Entries like Employee Name, In Date, In Time, In Punch Type, Out Date, Out Time, Out Punch Type, Reason and Status and also search filter, the authorized person can manually add, view and modify the Manual Time Entries. This also allows the administrator or user having privileges to view the discrepancy entries for employees & close the discrepancy entries which has been occurred due to employees failing to punch.

The report thus generated helps the Admin or User to view the Employee ID, Employee Name, Date & Time of Odd punches (In Time without Out time or Out Time without In time) for each employee for a particular day between the selected periods.

Features

- TimeCheck helps the administration view discrepancies
- Highly flexible and suits the various organization demands
- The authorized person can approve/reject the manual entry performed by the admin



The screenshot shows a web application interface for 'Manual Time Entry'. At the top, there is a breadcrumb trail: 'Home > Manual Time Entries > Transaction > Manual Time Entry > Modify'. Below this, a 'Filters' tab is active, and a red indicator shows 'Mandatory (2 No.)'. The form contains several input fields arranged in two columns. The left column includes: 'Employee ID' (text box with '2007'), 'Entry Date' (text box with '13/12/2017'), 'In Date' (text box with '05/04/2017'), 'In Punch Type' (dropdown menu with 'Shift In'), 'Out Date' (text box with '05/04/2017'), 'Out Punch Type' (dropdown menu with 'Shift Out'), and 'Reason' (text box with 'Present'). The right column includes: 'Employee Name' (text box with 'Adrian'), 'In Time (HH:mm:ss)' (text box with '05:53'), 'Out Time (HH:mm:ss)' (text box with '19:14'), and 'Status' (text box with 'Approved'). At the bottom right, there are two buttons: 'Save' (with a green icon) and 'Back' (with a blue icon).

4.6. Discrepancy Management

Discrepancy Entry Module allows the administrator or user having privileges to view the discrepancy entries for employees and close the discrepancy entries which have been occurred due to employees failing to punch.

Features:

- Flexible handling for Odd punches using various filter options
- Discrepancy Entry enables authorized person to view and close the discrepancy entries for employees to make month closure process without disturbance
- The authorized person can able to exclude or include the discrepancies based on their needs.


Discrepancy Entry

Home > Manual Time Entries > Transaction > Discrepancy Entry

Filters

Mandatory (3 No.)

Shift

All

Employee Name

Employee Id

Employee Category

-Select-

Employee Type

-Select-

Time Period From

01/04/2017

To

01/09/2018

☒ With PunchType
☐ Without PunchType

☒ Discrepancy
☐ Absent

Company

-Select-

Branch

-Select-

Department

-Select-

View

4.7. Month Closure

Month Closure enables the user or the admin to process the data by proper verification of discrepancy and re-processes the data based on the changes. It also allows the Admin or the Users having privileges to view report that shows Employee Number, Employee Name, Hours Worked, OT during Week Days, OT during Weekly Off, OT on Holidays, Early Out, Late In, Less hours worked, Hours Extra, Leave Days, Present Days, Absent Days and Holidays for each/all Employee(s) based on the search criteria.

Features

- It includes Automatic or Batch process to conveniently synchronize with the Payroll & HR Applications
- It is flexible and has user defined date and month for processing
- The processed data can be exported in the form of excel format for Payroll integration
- It is reliable and user friendly with pop-up discrepancy reports

4.8. Year Closure

Year Closure helps the authorized person to calculate Leave arrears, Current Quota, Leave Taken and Leave Available for the next successive year for each employee. After the year closure, the Leave Policies which have been defined for the year is locked and the existing policies can be automatically assigned for the next successive year. With the help of the Year Closure report, the authorized person can view leave quota, remaining number of leave available in a particular year.

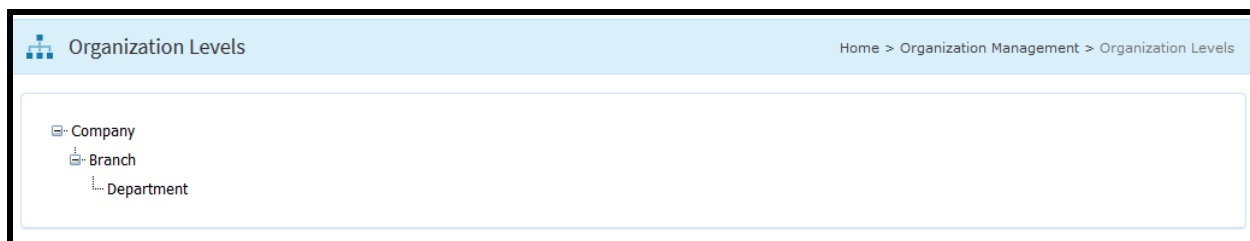
Features (Year Closure)

- It helps to calculate Leave arrears, Current Quota, Leave Taken and Leave Available for the next successive year for each employee
- It is flexible and has user defined date and year for processing.

It is reliable and user friendly with options to view the leave encashment at any time

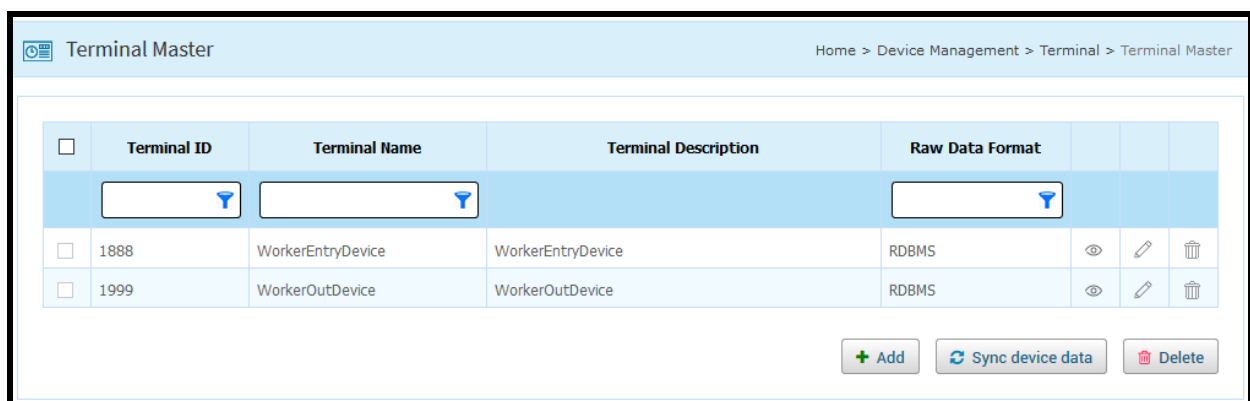
4.9. Organization Management

Accurate recording of employees' time and attendance is essential for decision making in all organizations. With TimeCheck's Organization Management, you can easily define organization level hierarchy like Company, Region, Branch, and Department and so on. Besides you can group multiple companies and manage their organization level hierarchy in a user-friendly manner. TimeCheck gives you an excellent opportunity to customize your organization needs



4.10. Terminal Configuration Management

With TimeCheck's configuration ability to fit your organization's business rules, you can configure the Biometric and Smartcard devices with related information and map it with entrances and punch types in much easy way

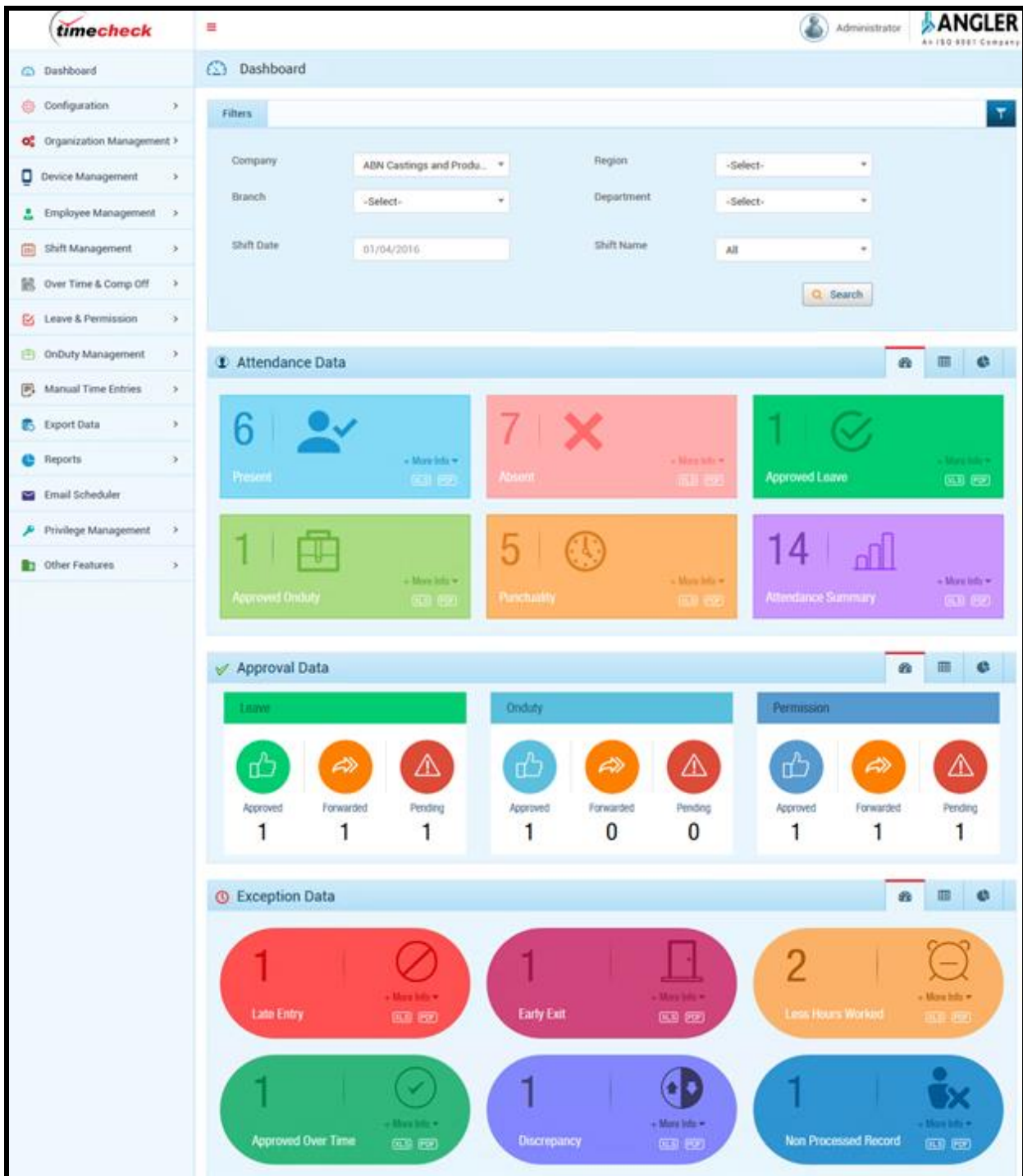


4.11. Dashboard

TimeCheck Application comes with new enhanced, User-Friendly Dashboard with responsive design, Grid view and Graphical representation.

We have made a very good progress in all three Dashboards (Attendance Data / Exception Data / Approvals) and provided Export to Excel & Pdf options.

- **Attendance Board** – User can view the current status of Employees Present / Absent / Approved Leave / Approved On Duty / Approved Permission & Punctuality details
- **Exception Board** – User can view the current status of Employees Late Entry / Early Exit / Less Hours Worked / Approved Over Time / Discrepancy data's / Non Processed Record details
- **Approval Board** – User can view the various status of Approvals like Pending / Forwarded / Approved for Leave / Permission & On Duty



4.12. My Calendar

My Calendar provides individual users all attendance details such as Present, Absent, Leave, Weekly off Holiday details in a single snapshot. System provides the facility to view the Hours Worked details & Exception hours details (Late entry + early exit)

							Individual	Team
January - 2018								
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
31 Weekly Off	1 Holiday	2 HW : 09:24 - EH : 00:02:00	3 HW : 09:41 - EH : 00:02:00	4 HW : 08:55 - EH : 00:00:00	5 HW : 08:17 - EH : 00:06:00	6 Weekly Off / Present		
7 Weekly Off	8 HW : 08:22 - EH : 00:01:00	9 HW : 07:22 - EH : 00:14:00	10 HW : 09:28 - EH : 00:00:00	11 HW : 10:17 - EH : 00:00:00	12 HW : 09:06 - EH : 00:15:00	13 Weekly Off / Present		
14 Weekly Off	15 HW : 08:07 - EH : 00:07:00	16 HW : 09:33 - EH : 00:00:00	17 HW : 10:00 - EH : 00:00:00	18 CL / Present	19 HW : 09:35 - EH : 00:03:00	20 Weekly Off / Present		
21 Weekly Off	22 Leave - CL	23 HW : 09:28 - EH : 00:05:00	24 HW : 11:24 - EH : 00:09:00	25 HW : 11:30 - EH : 00:08:00	26 Holiday	27 Weekly Off / Present		
28 Weekly Off	29 HW : 09:30 - EH : 00:00:00	30 HW : 09:34 - EH : 00:00:00	31 HW : 12:25 - EH : 00:07:00	1 HW : 10:06 - EH : 00:00:00	2 HW : 11:29 - EH : 00:01:00	3 Weekly Off / Present		
4 Weekly Off	5 HW : 10:55 - EH : 00:07:00	6 HW : 09:50 - EH : 00:00:00	7 HW : 09:15 - EH : 00:07:00	8 Present / Absent	9	10		

Daily Attendance Details

Shift Date	12-Jan-2018
Shift Details	RES(09:00 AM - 05:30 PM)
Total Working Hours	08:00
Shift In Time	9:45 AM
Shift Out Time	8:12 PM
Worked Hours	09:06
Late Hours	00:15
Early Exit Hours	-
Lunch hours	01:21
Break hours	00:44
Attendance details	Present / Present

Monthly Attendance Details

Present

Holiday

Absent

Combined Attendance

Leave

Weekly Off

Team

<
>
today

January - 2018

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31 P - 0 / 0 A - 0 / 0 L - 0 / 0	1 P - 0 / 0 A - 0 / 0 L - 0 / 0	2 P - 118 / 119 A - 10 / 10 L - 11 / 10	3 P - 120 / 121 A - 12 / 12 L - 7 / 6	4 P - 121 / 120 A - 11 / 12 L - 7 / 7	5 P - 120 / 120 A - 14 / 13 L - 5 / 6	6 P - 104 / 99 A - 11 / 10 L - 5 / 3
7 P - 0 / 0 A - 0 / 0 L - 0 / 0	8 P - 116 / 114 A - 12 / 14 L - 11 / 11	9 P - 122 / 122 A - 11 / 11 L - 6 / 6	10 P - 121 / 121 A - 13 / 12 L - 5 / 6	11 P - 117 / 117 A - 13 / 13 L - 9 / 9	12 P - 120 / 118 A - 12 / 12 L - 7 / 9	13 P - 85 / 73 A - 15 / 18 L - 13 / 7
14 P - 0 / 0 A - 0 / 0 L - 0 / 0	15 P - 71 / 71 A - 19 / 19 L - 49 / 49	16 P - 112 / 112 A - 14 / 14 L - 13 / 13	17 P - 119 / 119 A - 13 / 13 L - 9 / 9	18 P - 118 / 119 A - 12 / 11 L - 11 / 11	19 P - 117 / 114 A - 12 / 13 L - 12 / 14	20 P - 104 / 94 A - 9 / 11 L - 10 / 4
21 P - 0 / 0 A - 0 / 0 L - 0 / 0	22 P - 118 / 118 A - 11 / 10 L - 12 / 13	23 P - 123 / 123 A - 13 / 13 L - 5 / 5	24 P - 126 / 125 A - 13 / 13 L - 3 / 4	25 P - 121 / 120 A - 11 / 12 L - 9 / 9	26 P - 0 / 0 A - 0 / 0 L - 0 / 0	27 P - 77 / 73 A - 17 / 15 L - 22 / 12
28 P - 0 / 0 A - 0 / 0 L - 0 / 0	29 P - 112 / 113 A - 14 / 14 L - 15 / 14	30 P - 122 / 119 A - 14 / 16 L - 5 / 6	31 P - 122 / 121 A - 15 / 15 L - 4 / 5	1 P - 121 / 122 A - 16 / 14 L - 4 / 5	2 P - 120 / 121 A - 15 / 14 L - 5 / 5	3 P - 105 / 94 A - 13 / 13 L - 9 / 5
4 P - 0 / 0 A - 1 / 1 L - 0 / 0	5 P - 118 / 118 A - 17 / 17 L - 6 / 6	6 P - 119 / 121 A - 16 / 16 L - 6 / 4	7 P - 114 / 115 A - 21 / 19 L - 6 / 7	8 P - 108 / 0 A - 29 / 137 L - 4 / 4	9	10

4.13. Email Scheduler

TimeCheck offers a new module Email Scheduler where the TimeCheck user can select their required reports and frame the various frequency as Daily / Weekly / Monthly for sending the updated report automatically to the configured mail id's

Email carries two types Mail as Attachment, Mail as Link. Mail as Attachment will carry the report as pdf where user should get the details from the attached pdf for looking the report. The another type is user will get the mail trigger and in that separate link will be provided using the link the appropriate user will be directly taken to the report for getting the data

Page 20 of 26

- Immediacy – Mobile Websites are instantly accessible to users via a browser across a range of devices (iPhone, Android, windows).
- Compatibility – Mobile Websites are Compatible across Devices and its URLs are easily integrated within other mobile technologies such as SMS, QR Codes and near field communication (NFC)
- Upgradability – Mobile Websites can be updated instantly, it's much more dynamic than an app in terms of pure flexibility to update content
- Reduced Time and Cost – Mobile Websites are less Expensive

4.16. Reports

TimeCheck offers a wide range of reports to satisfy the needs of even the most demanding organization. Timecheck reports can be easily exported to MS Word, MS Excel, Rich Text and PDF format in a single click. Here are just a few of the different reports TimeCheck offers:

- Detailed Attendance Report
- Monthly Attendance Report
- Month Closure Report
- Muster roll Report
- All Swipes Report
- Manual Time Entry Report
- Leave report
- Overtime Report
- Shift Report
- Employee Shift Allocation Report
- Shift Not Allocated Report
- Late Entry Report
- Early Exit Report
- Discrepancy Report
- Punctuality Report
- Employee Details Report
- Employee History Report

4.17. Other Useful Features

- **Flexible Hours Calculation:** Flexible Hours calculation is a feature available in the Timecheck that helps to set flexible timings either for the whole company or for an Individual employee, so that there will be no constraints on the shift timings for the employee that he should come to the company in pre-defined shift timings but Timecheck calculates the attendance hours based on actual punches he made.

- **Temporary Week Day:** Temporary Weekday is a feature available in the Timecheck through which the closing time of the company can be entered/declared on a working day due to some uncircumstance situations that is raised like Strike or Local Bandth etc.
- **Additional Week Off :** Additional Weekly Off is a feature available in the Timecheck that enables to define the additional weekly off for example 2nd Saturday.
- **Audit Trial:** Audit Trial is a feature available in the Timecheck that helps to track the changes made in this application for security purpose.
- **Master Data Import:** Master Data Import is a feature available in the Timecheck that helps to import the master data including Employee organizational levels, employee details category, employee type, designation etc in one single click using predefined template.
- **Language Settings:** Language settings is a feature available in the Timecheck that facilitates you to set the language like English / Arabic. On selection of language the user interface screen will change accordingly.
- **Export Data:** Export Data is a feature available in the Timecheck through which the processed data like Overtime, Attendance, Leave can be exported. Export data can be done in various formats like XLS / CSV / XML also the data can be dealt with two types as Summarized Data and as well as Daily Data

5. Technical Requirements

Pre-requisites to be confirmed from the client end (before the start of project)

- Confirmation of single point contact at the client end.
- Confirmations of virus free PC for software installation with sufficient memory space and RAM.

Minimum & recommended system requirements (to run the TimeCheck application)

- Recommended system configuration
 - RAM – 2 GB
 - Hard disk - 160 GB(min)
 - OS (32 bit) - Windows XP / Windows 2003 server / Windows Server 2008 R2 Standard / Windows 7
 - IE 10 & above, Firefox above 45
 - IIS (Internet Information server)

Pre-requisites for TimeCheck to run that will be installed automatically by TimeCheck application setup

- SQL Express 2014 or above

Limitations

- ✓ The free version of SQL Server 2005 is the "Express" edition. SQL Server Express has most of the features offered by SQL Server full version, but with certain limitations
- ✓ SQL Server Express uses only one CPU at a time. It can be installed on a server with multiple CPUs, but it will use only one CPU at a time.
- ✓ SQL Server Express uses a maximum of 1 GB memory for its data buffer. So, if our server has several GB memories, SQL Server Express cannot take advantage of it.
- ✓ Maximum database size is limited to 4 GB (log file size is not counted)
- ✓ Profiler tool is not included with SQL Server Express editions.
- ✓ Job Scheduling service is not available with SQL Server Express.
- ✓ Data import and export feature is not available with SQL Server Express.
- ✓ Management Studio feature is not available with SQL Server Express.
- Crystal reports 13.0.2

Dot net framework 4.0 Recommendations & Responsibilities

- Only the standard features available in the TimeCheck software will be installed.
- Customization of TimeCheck standard software will be treated as an enhancement only.
- TimeCheck training will be offered to the HR / IT team users with only sample entries. With the completion of the training process, the project will shift towards the sign-off stage.

- We will not involve in any data entry in employee master and other forms on behalf of the client.
- All data entry works have to be taken care of by the HR / IT team

6. About ANGLER

ANGLER is a pioneering India-based, Internet-solutions company with offices worldwide. Our unique Full Service Provider (FSP) solutions model brings the best of the worlds of Offshore Software Development, Mobile Applications, E-Business Products, Design Solutions and Interactive Media.

Our Factsheet

- 14+ Years in Business
- 200+ Professionals
- 20,000 sq. ft. Development Centre
- ISO 9001 Quality-Certified Company
- 10+ Global locations with local support
- Clients in 4 Continents and 14 Countries
- Well-defined Intellectual Property Protection
- Diverse Technology Skills, all under One Roof

Our client-centric Quality Policy

"We are committed to satisfy and exceed our customer expectations by providing high quality products and solutions, on-time, every time."

Our Infrastructure Advantages

- Access-controlled world-class development centres.
- High-speed machines on a secure switched network
- IBM-powered Windows and Linux servers for development
- High-speed connectivity for 24×7 access to clients and server farms
- Redundant UPS backup with backup generator for uninterrupted power
- Own built-up real-estate capacity to scale operations quickly for future requirements

Our Technology Skills

- Open Source Development & CMS solution frameworks
- Microsoft Applications
- Mobile App Development
- Agile Development & RAD Tools
- Systems Programming
- Database Programming

- Creative Design & Interactive Marketing

Client Testimonials

Visit <http://www.angleritech.com/clientele/testimonials/> to view few of the client's testimonials.

Accolades

Over the years, we have been recognized for our excellent work by partners, customers and other industry bodies. These accolades are a reflection of our service excellence, continual improvements and commitment to consistently deliver business value to our customers.



ANGLER have been working to get our clients up and running with mission critical e-business solutions, that realizes their business goals in a short span of time and we have repeatedly produced positive business impact for our clients.

A lot of time and careful thought have gone into drafting this Internet solutions strategy for <<Client name>> and hope it will suit your requirement.

Look forward to receive your valuable order confirmation.

Please contact us



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