

A faint, grayscale world map serves as the background for the title area, showing the outlines of all major continents.

NexTA

Time & Attendance Software

[User Guide](#)

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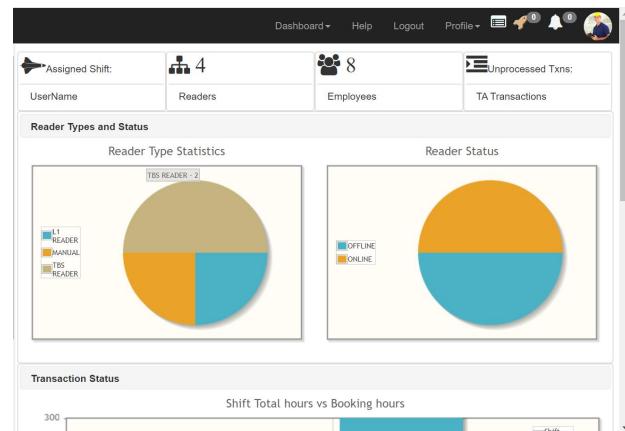
Introduction

AMC NexTA is a robust platform for Time and Attendance management that is integrated with the finger print readers/ attendance monitoring systems. It is a cloud based as well as on premise deployment capable software with complex scheduling and shift management options.

Key Benefits

The key benefits of using the software are given below

- Reduce Labor Cost with Time Management
- Enforce Rules through the software
- Remain in compliance with Working Time Act
- Easy-to-Use, No-Hassle Time & Attendance Software
- Clocking Options – Hardware & through web
- Increase Staff Productivity & Efficiency
- Reporting & Analytics



Key Features

The major features of the software are given below

01. Employee Master

Details of employees can be maintained in a user-friendly interface.

02. Schedule Management

The employee shift schedule and roster can be managed and can be used for attendance and overtime calculations.

03. Leave & Permission Management

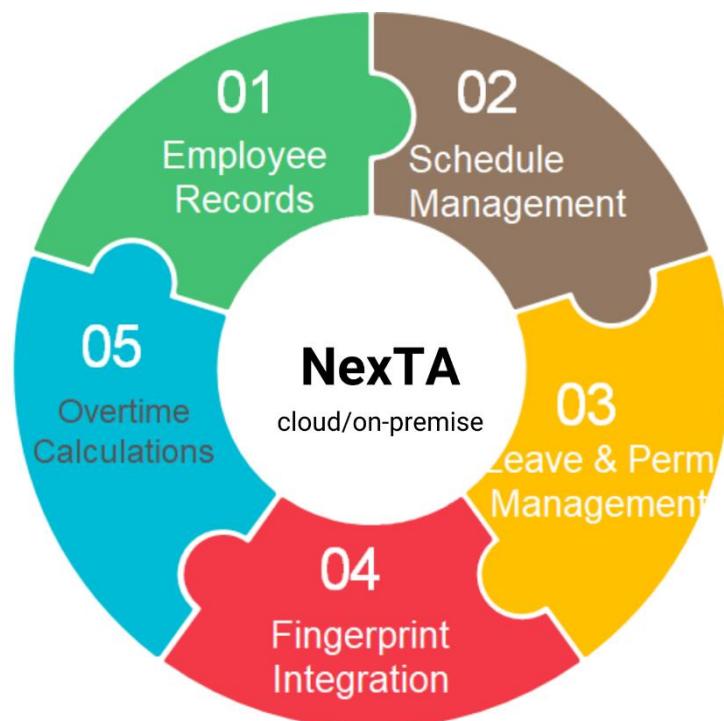
Leaves and Absence Permissions can be requested and approvals can be managed using a flexible workflow system.

04. Biometric Attendance Machine integration

The system has default integrations with many biometric systems.

05. Attendance & Overtime Management

The attendance & overtime are calculated and various dashboards & reports are provided to analyse the data



Standard Features

The standard features available in the software and the common functions available in the pages are given below.

Search Page

The search page allows the users to search for a search criterion and find appropriate records corresponding to the search. Please refer to the below page.

ID	STAFF NO	FULL_NAME	MANAGER	EMAIL	SHIFT TYPE	
1	10001	Joanna Williams	Central Office	Grace Sinclair	balan.sujith@gmail.com	SHIFT
2	10002	Grace Sinclair	Admin	Ameya S	gsinclair@aaaa.com	SHIFT
3	10003	Ameya S	Central Office	Joanna Williams	cenza.veed@gmail.com	SHIFT
4	10004	Ashok Kumar	Central Office	Joanna Williams	ash@gmail.com	SHIFT
5	10005	Antony Gonzalez	Insurance and Coding	Joanna Williams	ang@gmail.com	SHIFT
6	10006	Faisal Mohammed Ali	Central Office	Joanna Williams	faisal@gennexme.com	SHIFT
7	10007	Glenn Whitefield	Central Office		gwh@gmail.com	SHIFT
8	10008	Walter White	Central Office		walterwhite@brba.com	REGULAR

There are 4 main sections in the Search screen. They are (1) Header (2) Navigation panel (3) Search Panel (4) Search Result Panel.

The Header section is similar in all the pages and the users will have the options view their notifications and will have authorization to launch background programs if they have access to do it.

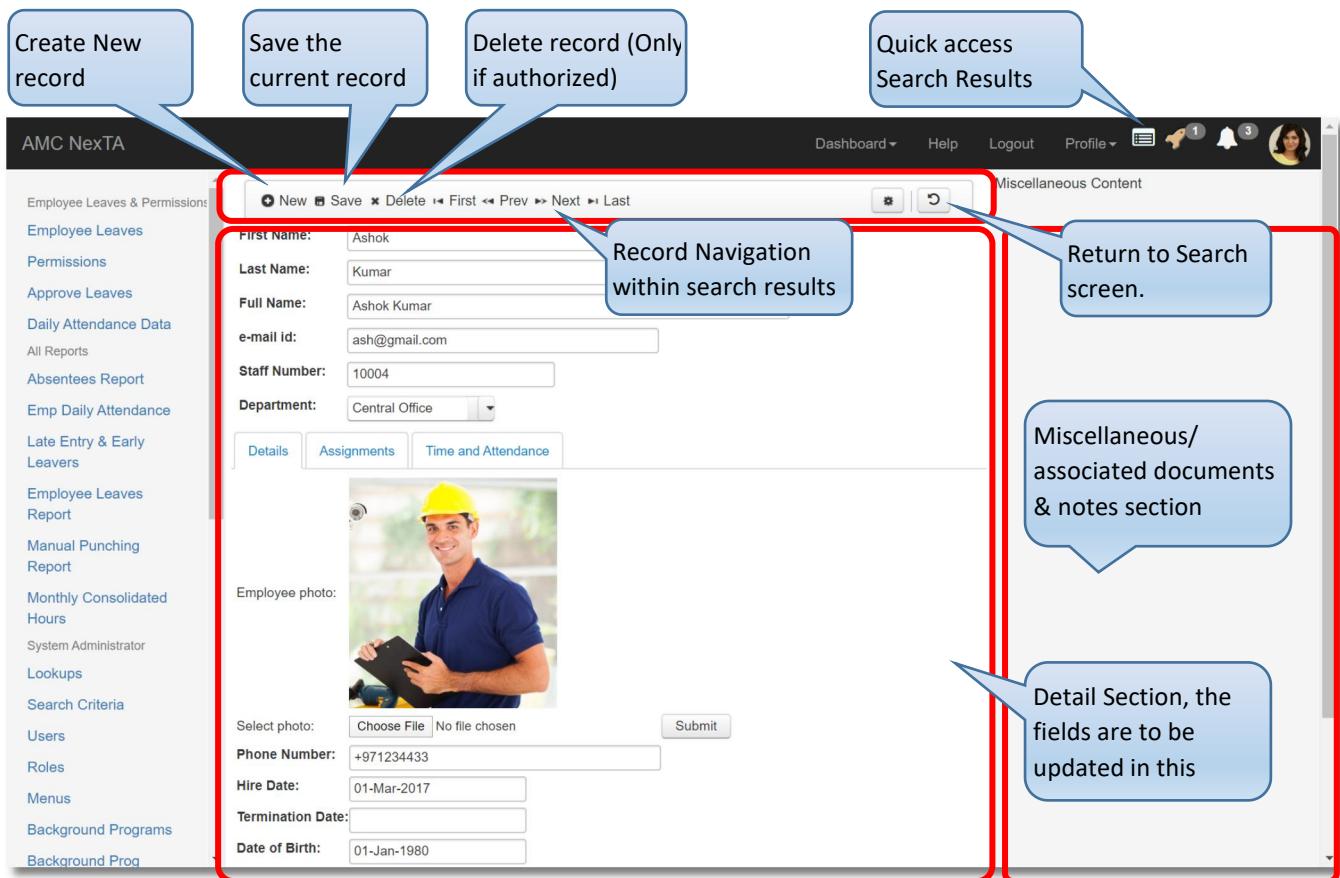
All the pages, reports and dashboards are accessible through the Navigation Panel section. The menu options in the Navigation panel section will be different based on the access restrictions set by the administrator.

The Search panel will have the search parameters to search and find the records the user requires.

The Search results panel section lists the output of the search conducted by the user. The user can select any line in the search results table and click on button Update to update the required. The update/ new record functionality is controlled through access restrictions.

Create or Update Page

The create and update pages allows the user to enter information and save or view the records. Generally, the create-update page navigation is through the corresponding Search page. Please refer to the below figure.



There are mainly three sections in the create update page, (1) Menu bar (2) Details section (3) Miscellaneous/ associated documents & notes section. Also, the header section of the update page has an additional option to view the search results directly without navigating to the Search Screen.

The menu bar shows the applicable action buttons corresponding to the record that is being updated. New, Save, Delete and navigation buttons are available in the menu bar. The confirmation messages are shown as a popup in the right lower corner of the page.

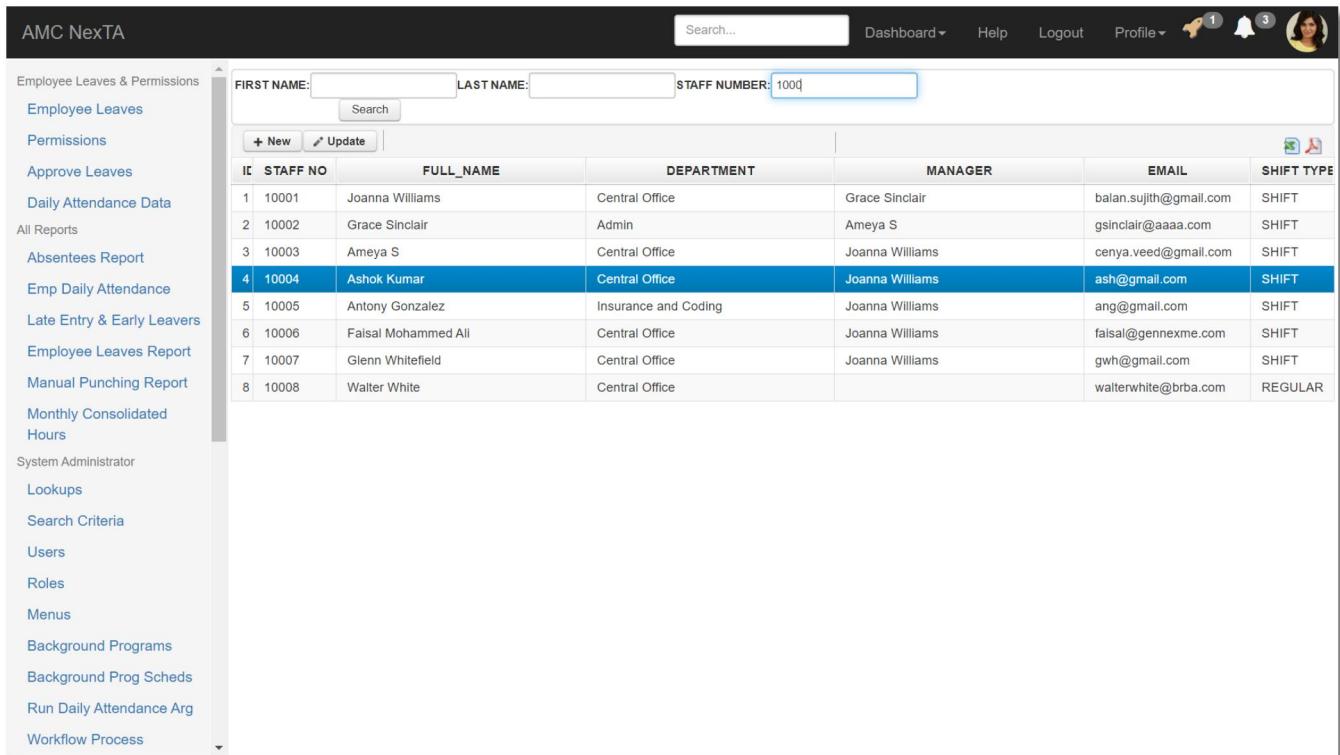
The miscellaneous section will be shown only for applicable screens. It will display any associated document or notes corresponding to the record being updated.

Software Features - Detailed

The main features of NexTA that enables the user to manage the Time and Attendance of a companies workforce are detailed below.

1. Employee Master

The details of the employee can be maintained in the Employee Master module of NexTA. Please find below a screenshot of the employee search screen.



ID	STAFF NO	FULL_NAME	DEPARTMENT	MANAGER	EMAIL	SHIFT TYPE
1	10001	Joanna Williams	Central Office	Grace Sinclair	balan.sujith@gmail.com	SHIFT
2	10002	Grace Sinclair	Admin	Ameya S	gsinclair@aaaa.com	SHIFT
3	10003	Ameya S	Central Office	Joanna Williams	cenza.veed@gmail.com	SHIFT
4	10004	Ashok Kumar	Central Office	Joanna Williams	ash@gmail.com	SHIFT
5	10005	Antony Gonzalez	Insurance and Coding	Joanna Williams	ang@gmail.com	SHIFT
6	10006	Faisal Mohammed Ali	Central Office	Joanna Williams	faisal@gennexme.com	SHIFT
7	10007	Glenn Whitefield	Central Office	Joanna Williams	gwh@gmail.com	SHIFT
8	10008	Walter White	Central Office		walterwhite@brba.com	REGULAR

The user can search for an employee and view or edit or create a new record by selecting the employee and clicking on Update/ new button.

The create update screen is show in the below figure.

AMC NexTA

Employee Leaves & Permissions

Employee Leaves

Permissions

Approve Leaves

Daily Attendance Data

All Reports

Absentees Report

Emp Daily Attendance

Late Entry & Early Leavers

Employee Leaves Report

Manual Punching Report

Monthly Consolidated Hours

System Administrator

Lookups

Search Criteria

Users

Roles

Menus

Background Programs

Background Prog

First Name: Ashok
Last Name: Kumar
Full Name: Ashok Kumar
e-mail Id: ash@gmail.com
Staff Number: 10004
Department: Central Office

Employee photo:

Select photo: Choose File | No file chosen | Submit

Phone Number: +971234433
Hire Date: 01-Mar-2017
Termination Date:
Date of Birth: 01-Jan-1980

Miscellaneous Content

All details of an employee can be maintained in this screen. Also, we can upload a photo of the employee for identification purposes.

The employee assignment allows the Human Resource Manager to maintain the employee's assignment changes over a period of time. Please refer to the below screen shot.

First Name: Ashok
Last Name: Kumar
Full Name: Ashok Kumar
e-mail id: ash@gmail.com
Staff Number: 10004
Department: Central Office

Assignments

Position	Title	Leave DYS	Eff Date	End Date	Edit
Grade-1	SUPERVISOR	30.00	03-Mar-2020		

Details **Assignments** **Time and Attendance**

Shift Assignment type: SHIFT

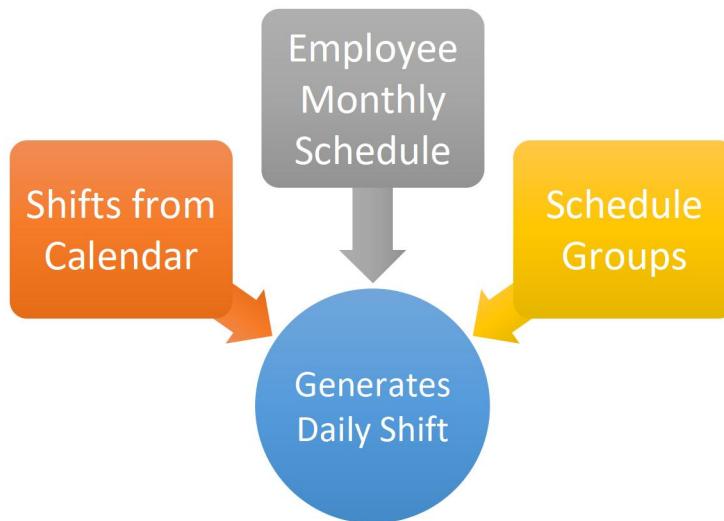
SHIFT (highlighted)
REGULAR
OPEN TIME

The employee can be flagged as a shift or regular employee in tab "Time and Attendance". Please refer to the below screenshot.

2. Schedule Management

The employee shift schedule and roster can be managed, employees time in/out can be captured, daily attendance is calculated in this module. This information is used for attendance and overtime calculations of the workforce.

The below block diagram shows the major components of schedule management.



The daily shifts generated will be used to identify if the employee was present during the assigned shifts based on the clock-in/outs. The employee will be marked as unauthorized absence on the dates where he is assigned with a shift but no clock-in/outs are recorded.

A screenshot of the daily shifts assigned to the employee is given in the below screen.

Schedule Management - Search Options																																
Organization	Employee	Group																														
Select the Organization/ employee below and click on Search button to view the Schedule																																
Month: APR-20	Employee: Joanna Williams	<input type="button" value="Search"/>																														
<input type="button" value="Save"/> <input type="button" value="Monthly Schedule"/> <input type="button" value="Refresh"/>																																
STAFF NO	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15	D16	D17	D18	D19	D20	D21	D22	D23	D24	D25	D26	D27	D28	D29	D30	D31	
Ameya S	S01	S01	OFF	OFF	S02	S02	S02	S02	S02	OFF	OFF	S03	S03	S03	S03	S03	OFF	OFF	S02	S02	S02	S02	S02	OFF	OFF	S02	S02	S02	S02	S02	S02	
Ashok Kumar	S01	S01	OFF	OFF	S02	S02	S02	S02	S02	OFF	OFF	S03	S03	S03	S03	S03	OFF	OFF	S02	S02	S02	S02	S02	OFF	OFF	S02	S02	S02	S02	S02	S02	
Antony Gonzalez	S01	S01	S01	S01	OFF	OFF	S01																									
Santhosh Kumar	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01	S01
Glenn Whitefield	S01	S01	OFF	OFF	S02	S02	S02	S02	S02	OFF	OFF	S03	S03	S03	S03	S03	OFF	OFF	S02	S02	S02	S02	S02	OFF	OFF	S02	S02	S02	S01	S01	S01	

The default shift as assigned in the calendar will be defaulted if no shift is assigned to an employee for a date. Also, if the employee is a Regular employee then the holidays will be defaulted as per the calendar data.

Calendar Definition

The Calendar definition screen is shown in the below screenshot.

AMC NexTA

Schedules

Run Daily Attendance Arg

Workflow Process

Setups

Punch Reasons

Permission Types

Leave Types

Schedule Groups

Org Schedules

Load Schedule

Monthly Schedules

Organization

Organizations

Shift Times

Employees

Calendar

Devices

Readers

Transactions

Web Clock

Txn Interface

Code: CAL01

Calendar Name: DEFAULT CALENDAR

Calendar Period: APR-20

Populate Calendar Lines:

SEQ	Day Date	Period	Day Type	Description	Edit
1	01-Apr-2020	APR-20	WORKING DAY		<input type="button" value="Edit"/>
2	02-Apr-2020	APR-20	WORKING DAY		<input type="button" value="Edit"/>
3	03-Apr-2020	APR-20	HOLIDAY		<input type="button" value="Edit"/>
4	04-Apr-2020	APR-20	HOLIDAY		<input type="button" value="Edit"/>
5	05-Apr-2020	APR-20	WORKING DAY		<input type="button" value="Edit"/>
6	06-Apr-2020	APR-20	WORKING DAY		<input type="button" value="Edit"/>
7	07-Apr-2020	APR-20	WORKING DAY		<input type="button" value="Edit"/>
8	08-Apr-2020	APR-20	WORKING DAY		<input type="button" value="Edit"/>
9	09-Apr-2020	APR-20	WORKING DAY		<input type="button" value="Edit"/>
10	10-Apr-2020	APR-20	HOLIDAY		<input type="button" value="Edit"/>
11	11-Apr-2020	APR-20	HOLIDAY		<input type="button" value="Edit"/>
12	12-Apr-2020	APR-20	WORKING DAY		<input type="button" value="Edit"/>
13	13-Apr-2020	APR-20	WORKING DAY		<input type="button" value="Edit"/>

Miscellaneous Content

The administrators can change the day types if required. Eg. if there is a public holiday declared on a particular date, the user can easily change the day type corresponding to the date to a Holiday. All the Regular employee's calendar will be automatically changed.

Employee Monthly Schedule

The shift schedule of an employee for a month can be setup using the Monthly Schedule page. The user has an option to view all employees in a department as well as he can see all employees under his hierarchy. A screenshot of the Monthly Schedule screen is given below.

Select the Organization button to view all employees of department

Select the Employee button to view all staff assigned to a supervisor/ manager

AMC NexTA

Background Programs

Background Prog Scheds

Run Daily Attendance Arg

Workflow Process

Setups

Punch Reasons

Permission Types

Leave Types

Schedule Groups

Org Schedules

Load Schedule

Monthly Schedules

Organization

Schedule Management

Organization **Employee** **Group**

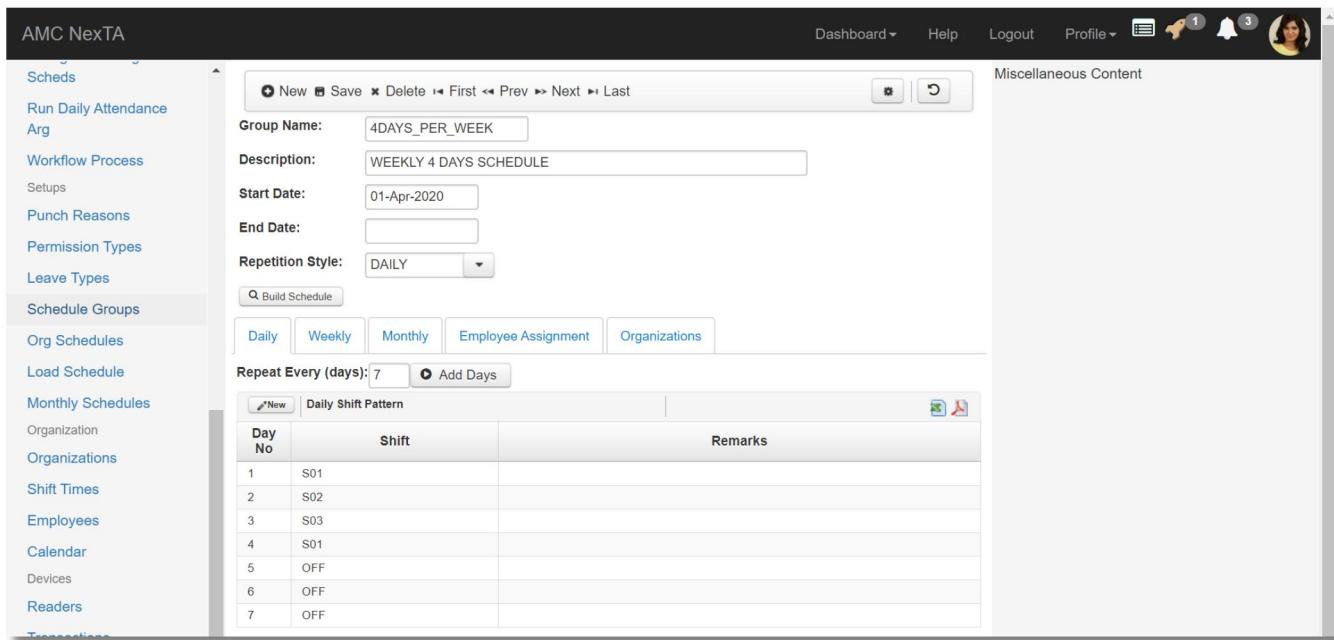
Month: APR-20 **Organization:** Central Office

STAFF NO	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15	D16	D17	D18	D19	D20	D21	D22	D23	D24	D25	D26	D27	D28	D29	D30	D31
Joanna Williams	S01	S01	OF1	OF1	S02	S02	S02	S02	S02	OF1	OF1	S01	S01	S01	S01	S01	S01	S02	S02	S02	S02	OF1	OF1	S02	S02	S02	S01	S01			
Ameya S	S01	S01	OF1	OF1	S02	S02	S02	S02	S02	OF1	OF1	S01	S01	S01	S01	S01	S01	S02	S02	S02	S02	OF1	OF1	S02	S02	S02	S02	S02			
Ashok Kumar	S01	S01	OF1	OF1	S02	S02	S02	S02	S02	OF1	OF1	S01	S01	S01	S01	S01	S01	S02	S02	S02	S02	OF1	OF1	S02	S02	S02	S02	S02			
Faisal Mohammed Ali	S01																														
Glenn Whitefield	S01	S01	OF1	OF1	S02	S02	S02	S02	S02	OF1	OF1	S01	S01	S01	S01	S01	S01	S02	S02	S02	S02	OF1	OF1	S02	S02	S02	S01	S01			
Walter White	S01																														

The user can change the shift by clicking on the cells corresponding to the day and selecting the new shift. The records will be saved on clicking the save button.

Schedule Groups

The schedule groups are applicable only to the Shift employees. The schedule groups define the pattern in which the employee shift to be planned. There are three ways by which the Schedule Groups can be defined, (1) Daily (2) Weekly (3) Monthly. Depending on the convenience and requirements, the daily/weekly/monthly shift pattern can be defined.



AMC NexTA

Scheds

New Save Delete First << Prev Next >> Last

Group Name: 4DAYS_PER_WEEK

Description: WEEKLY 4 DAYS SCHEDULE

Start Date: 01-Apr-2020

End Date:

Repetition Style: DAILY

Build Schedule

Daily Weekly Monthly Employee Assignment Organizations

Repeat Every (days): 7 Add Days

Day No	Shift	Remarks
1	S01	
2	S02	
3	S03	
4	S01	
5	OFF	
6	OFF	
7	OFF	

The applicable employees are to be assigned to the Schedule Group in the “Employee Assignment” tab.

Schedule Data Load

The schedule data load functionality allows the user (administrators or time keeper) to import employee shift schedules manually from an Excel sheet. The below excel template can be used for loading the data.

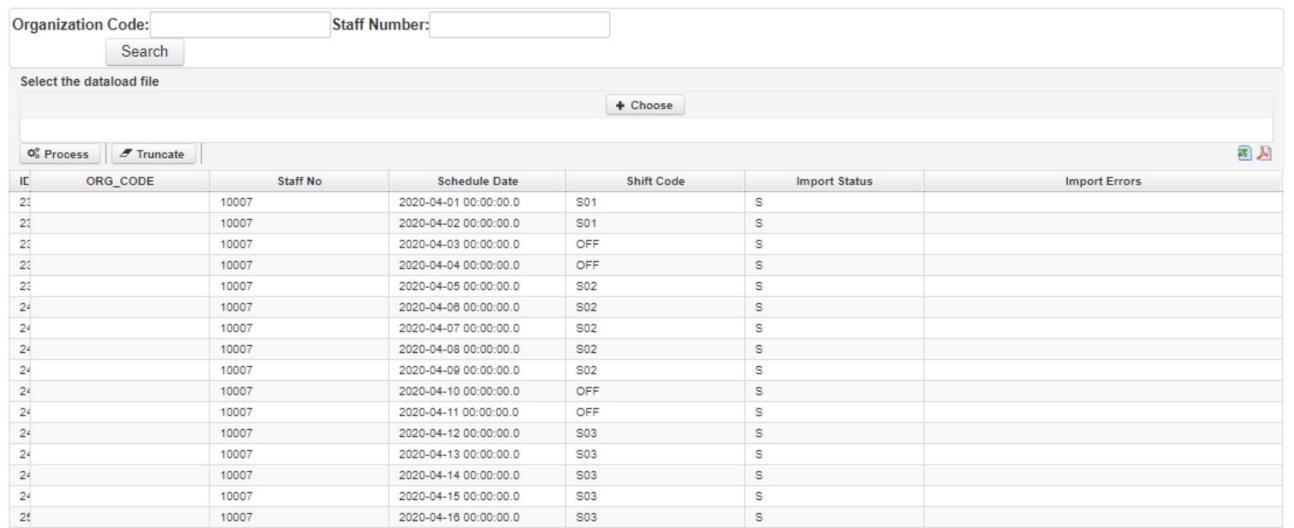
A	B	C	D	E
1 ORG_CODE	STAFF_NUMBER	SCHEDULE_DT	SHIFT_CODE	REMARKS
2	10007	01-Apr-2020	S01	
3	10007	02-Apr-2020	S01	
4	10007	03-Apr-2020	OFF	
5	10007	04-Apr-2020	OFF	
6	10007	05-Apr-2020	S02	
7	10007	06-Apr-2020	S02	
8	10007	07-Apr-2020	S02	
9	10007	08-Apr-2020	S02	

Data Loading Template for importing Employee Schedule.

A screenshot of the employee schedule data load page is given below. The user can upload the template with data by clicking button “Choose”. After the file is uploaded into the interface table, the

user to click on button “Process”, the data uploaded will be validated and loaded into the correct tables.

The records loaded successfully will be flagged as “S” in column import status and the errors will be shown in column Import Errors column.



ID	ORG_CODE	Staff No	Schedule Date	Shift Code	Import Status	Import Errors
23		10007	2020-04-01 00:00:00.0	S01	S	
23		10007	2020-04-02 00:00:00.0	S01	S	
23		10007	2020-04-03 00:00:00.0	OFF	S	
23		10007	2020-04-04 00:00:00.0	OFF	S	
23		10007	2020-04-05 00:00:00.0	S02	S	
24		10007	2020-04-06 00:00:00.0	S02	S	
24		10007	2020-04-07 00:00:00.0	S02	S	
24		10007	2020-04-08 00:00:00.0	S02	S	
24		10007	2020-04-09 00:00:00.0	S02	S	
24		10007	2020-04-10 00:00:00.0	OFF	S	
24		10007	2020-04-11 00:00:00.0	OFF	S	
24		10007	2020-04-12 00:00:00.0	S03	S	
24		10007	2020-04-13 00:00:00.0	S03	S	
24		10007	2020-04-14 00:00:00.0	S03	S	
24		10007	2020-04-15 00:00:00.0	S03	S	
25		10007	2020-04-16 00:00:00.0	S03	S	

Data upload page for employee schedule

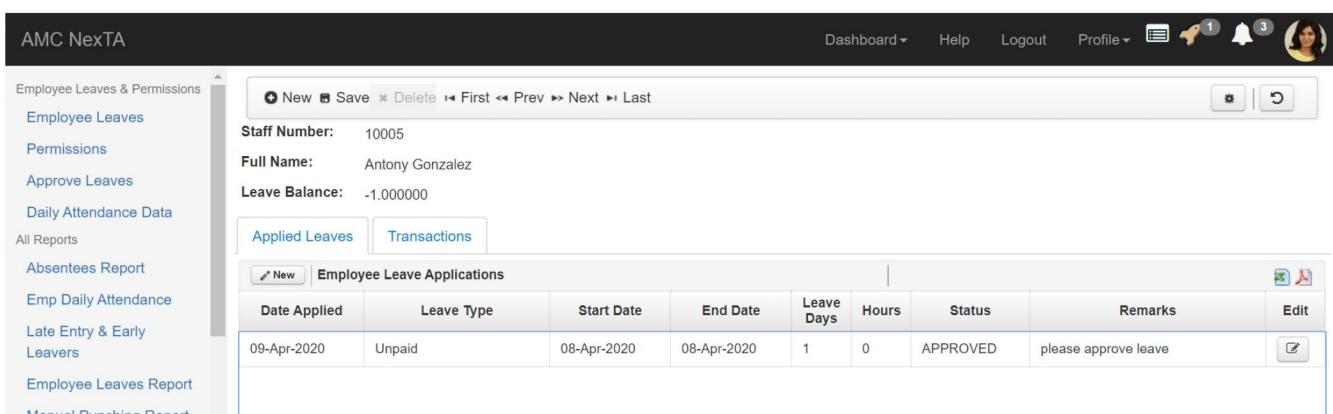
As described above, the daily shifts applicable to the employee are derived and it will be used for the attendance calculations.

3. Leave & Permission Management

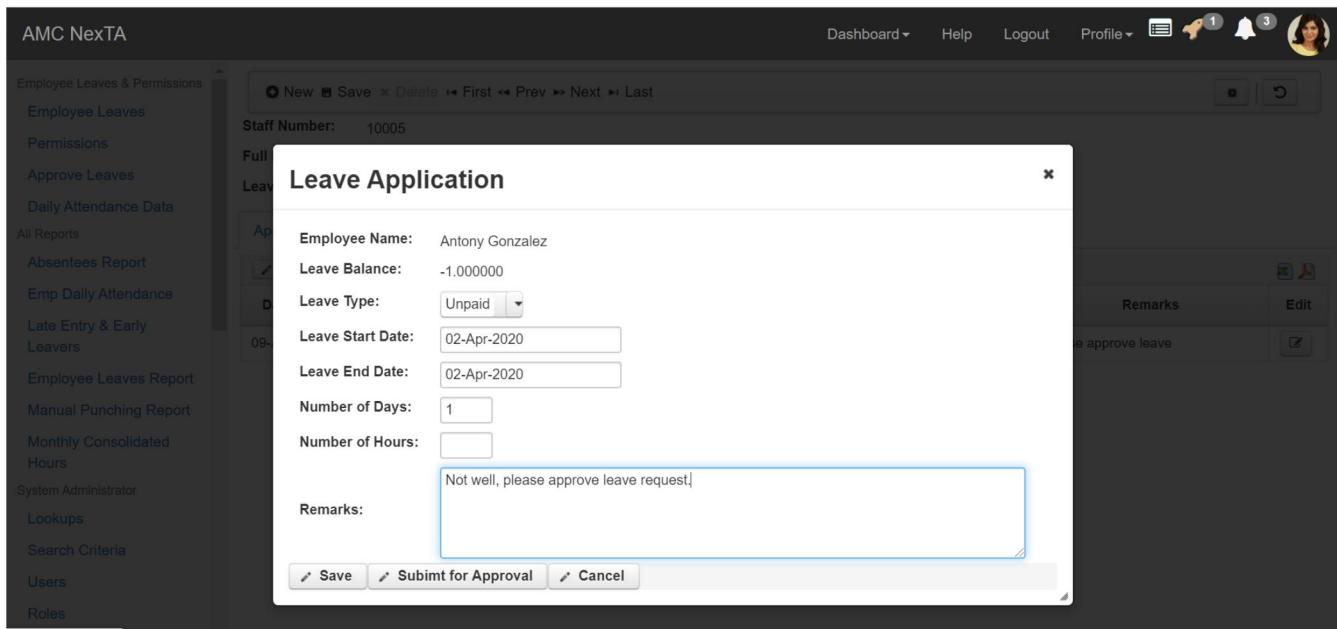
Employee Leaves and Absence Permissions can be requested and approvals can be managed using a flexible workflow system.

Leave Request & Approval

Employee can apply for leave using the Leave application page. A screenshot of the leave application page is given below.



All the leaves applied are displayed in the screen and the status shows the current status of the leave application. In order to apply for a day's leave, the user can click on the button "New". The leave application page opens.



The screenshot shows the AMC NexTA application interface. On the left, there is a sidebar with various menu items under "Employee Leaves & Permissions" such as Employee Leaves, Permissions, Approve Leaves, Daily Attendance Data, All Reports, Absentees Report, Emp Daily Attendance, Late Entry & Early Leavers, Employee Leaves Report, Manual Punching Report, Monthly Consolidated Hours, System Administrator, Lookups, Search Criteria, Users, and Roles. The main area displays a "Leave Application" dialog box. The dialog box has fields for Employee Name (Antony Gonzalez), Leave Balance (-1.000000), Leave Type (Unpaid), Leave Start Date (02-Apr-2020), Leave End Date (02-Apr-2020), Number of Days (1), and Number of Hours (empty). The Remarks field contains the message "Not well, please approve leave request!". At the bottom of the dialog box are three buttons: Save, Submit for Approval, and Cancel. The background shows a list of leave applications with columns for Staff Number, Leave Type, Leave Start Date, Leave End Date, Number of Days, and Remarks. A notification icon in the top right corner indicates 3 pending notifications.

Update the details and click on submit for approval to submit the leave for approval. The leave approval workflow will be initiated and the approvers gets a notification for approval. The workflows are very flexible and the administrator has privilege to define the workflow based on the organizations requirement. i.e. multiple levels of approvers can be defined like first approver is supervisor and next level approver is human resource representative.

The approvers can view the pending approval notifications in his notifications area and he can action them directly when received. The bell icon shows the number of notifications that are pending action by the user. On clicking on the bell icon, it shows the notifications in the popup panel.

The screenshot shows a software interface titled "Open Notifications". It displays three notifications:

- Leave Start Date:** 16-Apr-2020 12:00:00
Leave End Date: 16-Apr-2020 12:00:00
Number of days: 0
Remarks: One hour
- REQUEST FOR LEAVE - STAFF: 10007, Glenn Whitefield**
Request for leave has been submitted by Staff: 10007, Glenn Whitefield.
LEAVE DETAILS:
Leave Start Date: 13-Apr-2020 12:00:00
Leave End Date: 13-Apr-2020 12:00:00
Number of days: 1
Remarks : Sick leave
- PERMISSION REQUEST - STAFF: 10004, Ashok Kumar**
Request for permission has been submitted by Staff: 10004, Ashok Kumar.

For the second notification, there are three buttons in a row: a grid icon, a thumbs-up icon, and a thumbs-down icon. The thumbs-up and thumbs-down icons are highlighted with a red box.

The users can approve or reject the notifications easily by clicking the respective buttons.

The notification will be forwarded to the approvers email id as well and it can be approved directly from the email by clicking the approve button.

The screenshot shows a leave request notification for Glenn Whitefield:

REQUEST FOR LEAVE - STAFF: 10007, Glenn Whitefield

Request for leave has been submitted by Staff: 10007, Glenn Whitefield.
LEAVE DETAILS:
Leave Start Date: 12-Apr-2020 12:00:00
Leave End Date: 12-Apr-2020 12:00:00
Number of days: 1
Remarks : Corona leave

At the top, there is a blue link labeled "Approve Reject" which is highlighted with a red box.

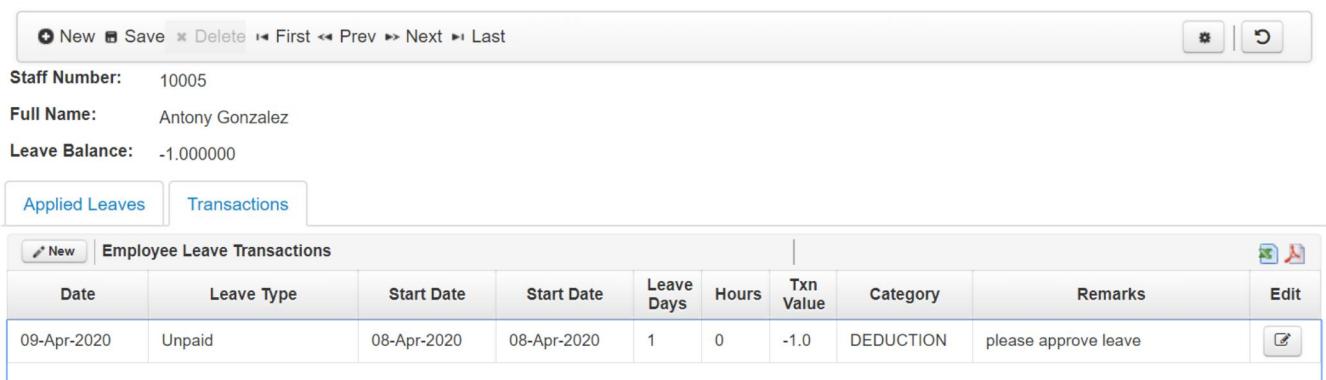
The user can click on the Approve or Reject link to automatically create a reply email with encoded action status. The user doesn't need access to the software at the time of approval as the approval confirmation will be sent back through an encoded email and the system processes it automatically.

The screenshot shows a table titled "Employee Leave Applications". The columns are:

Staff No	Name	Date Applied	Leave Type	Start Date	End Date	Leave Days	Hours	Status	Remarks	Edit	Approve	Reject
10002	Grace Sinclair	19-Apr-20	Unpaid	19-Apr-20	19-Apr-20	1	5	APPLIED	Visa Purpose	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10007	Glenn Whitefield	12-Apr-20	Unpaid	13-Apr-20	13-Apr-20	1	0	APPLIED	Sick leave	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10007	Glenn Whitefield	17-Apr-20	Unpaid	12-Apr-20	12-Apr-20	1	0	APPLIED	test	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Also, the administrators have access to approve/ reject employee leave using Leave approval page. This functionality is available for supervisors as well as the time keepers as well.

Once the leave is approved, the leave status will be changed to Approved. Also, the leave transaction will be confirmed with a deduction in his leave balance. Please refer to the below leave transactions page to view the history of leaves and granted leaves on a monthly/ yearly bases.

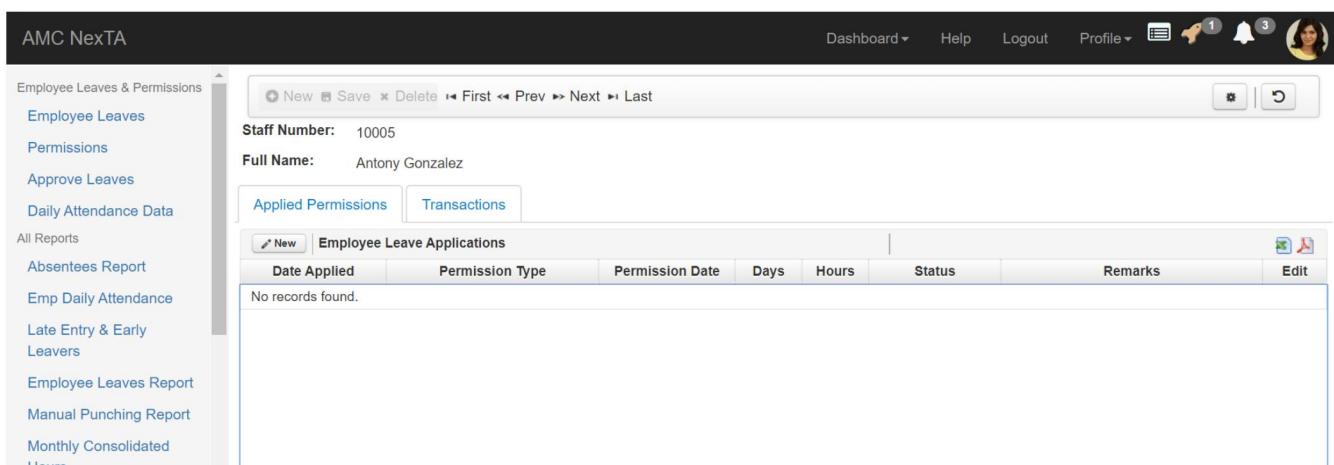


The screenshot shows the 'Employee Leave Transactions' section of the software. At the top, there are buttons for 'New', 'Save', 'Delete', and navigation links ('First', 'Prev', 'Next', 'Last'). Below this, staff details are listed: Staff Number: 10005, Full Name: Antony Gonzalez, and Leave Balance: -1.000000. There are two tabs: 'Applied Leaves' (selected) and 'Transactions'. A table titled 'Employee Leave Transactions' displays one row of data:

Date	Leave Type	Start Date	End Date	Leave Days	Hours	Txn Value	Category	Remarks	Edit
09-Apr-2020	Unpaid	08-Apr-2020	08-Apr-2020	1	0	-1.0	DEDUCTION	please approve leave	

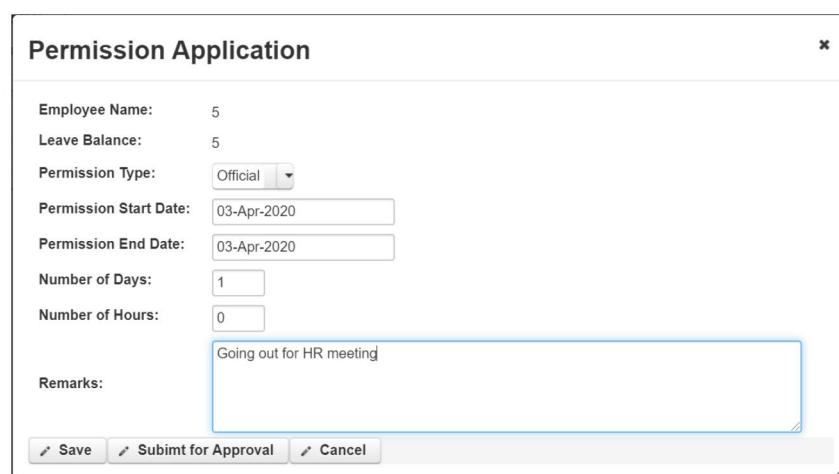
Permission Request & Approval

The permissions to leave workplace can be requested through the software and approvals can be obtained electronically. The permission request screen is shown in the below figure.



The screenshot shows the 'Employee Leaves & Permissions' section of the software. On the left, a sidebar lists various reports: Employee Leaves, Permissions, Approve Leaves, Daily Attendance Data, All Reports, Absentees Report, Emp Daily Attendance, Late Entry & Early Leavers, Employee Leaves Report, Manual Punching Report, and Monthly Consolidated Hours. The main area shows the 'Applied Permissions' tab of the 'Employee Leave Applications' section. At the top, there are buttons for 'New', 'Save', 'Delete', and navigation links ('First', 'Prev', 'Next', 'Last'). Below this, staff details are listed: Staff Number: 10005, Full Name: Antony Gonzalez. There are two tabs: 'Applied Permissions' (selected) and 'Transactions'. A table titled 'Employee Leave Applications' displays the message 'No records found.'.

Click on the new button and the permission submit page opens up.



The screenshot shows the 'Permission Application' dialog box. It contains the following fields:

- Employee Name: 5
- Leave Balance: 5
- Permission Type: Official (dropdown menu)
- Permission Start Date: 03-Apr-2020
- Permission End Date: 03-Apr-2020
- Number of Days: 1
- Number of Hours: 0
- Remarks: Going out for HR meeting

At the bottom, there are three buttons: 'Save', 'Submit for Approval', and 'Cancel'.

The permission requests submitted are routed through an approval workflow as defined by the administrator. The notifications are shown in the notification area as well as the user receives an email notification. The request can be approved/ rejected using the email.

PERMISSION REQUEST - STAFF: 10004, Ashok Kumar ➔ Inbox x

SmartSecure
to me ▾

[Approve](#) [Reject](#)

PERMISSION REQUEST - STAFF: 10004, Ashok Kumar

Request for permission has been submitted by Staff: 10004, Ashok Kumar.

LEAVE DETAILS:

Leave Start Date: 16-Apr-2020 12:00:00
Leave End Date: 16-Apr-2020 12:00:00
Number of days: 0
Remarks : Official absense



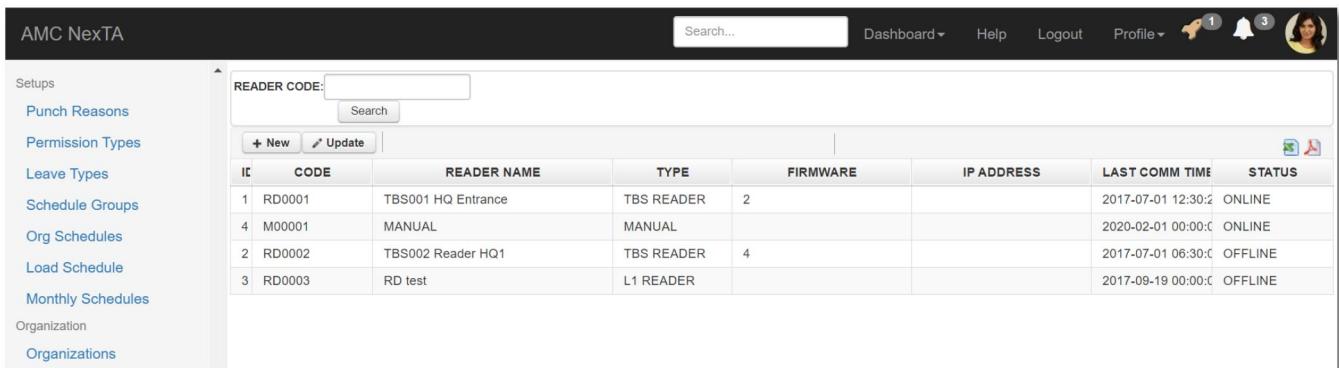
Sample Email notifications to the manager for permission approval.

Once approved, the permission status will be changed to approved. The approved permissions will be considered to calculate the employees working hours in daily attendance.

4. Biometric Attendance Machine integration

NexTA is capable to read data from the biometric devices using the web services interfaces provided by the biometric time and attendance machines. The retrieved data from the devices is validated and populated to the Transactions table and further processed and the daily attendance is calculated.

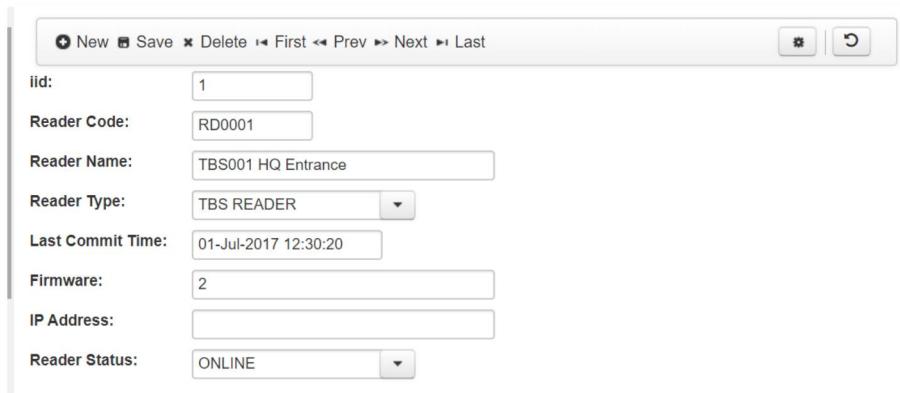
The below screen is used to view and define biometric devices.



The screenshot shows the 'Readers Search Screen' in the AMC NexTA application. On the left, there is a sidebar with various setup options: Setups, Punch Reasons, Permission Types, Leave Types, Schedule Groups, Org Schedules, Load Schedule, Monthly Schedules, Organization, and Organizations. The main area has a search bar at the top with a 'Search...' placeholder and a 'Search' button. Below the search bar is a table titled 'READER CODE:' with columns: ID, CODE, READER NAME, TYPE, FIRMWARE, IP ADDRESS, LAST COMM TIME, and STATUS. The table contains four rows of data:

ID	CODE	READER NAME	TYPE	FIRMWARE	IP ADDRESS	LAST COMM TIME	STATUS
1	RD0001	TBS001 HQ Entrance	TBS READER	2		2017-07-01 12:30:2	ONLINE
4	M00001	MANUAL	MANUAL			2020-02-01 00:00:0	ONLINE
2	RD0002	TBS002 Reader HQ1	TBS READER	4		2017-07-01 06:30:0	OFFLINE
3	RD0003	RD test	L1 READER			2017-09-19 00:00:0	OFFLINE

Readers Search Screen



The screenshot shows the 'Readers Update Screen'. At the top, there is a toolbar with buttons for New, Save, Delete, First, Previous, Next, Last, and other controls. Below the toolbar, there are several input fields for editing a device record:

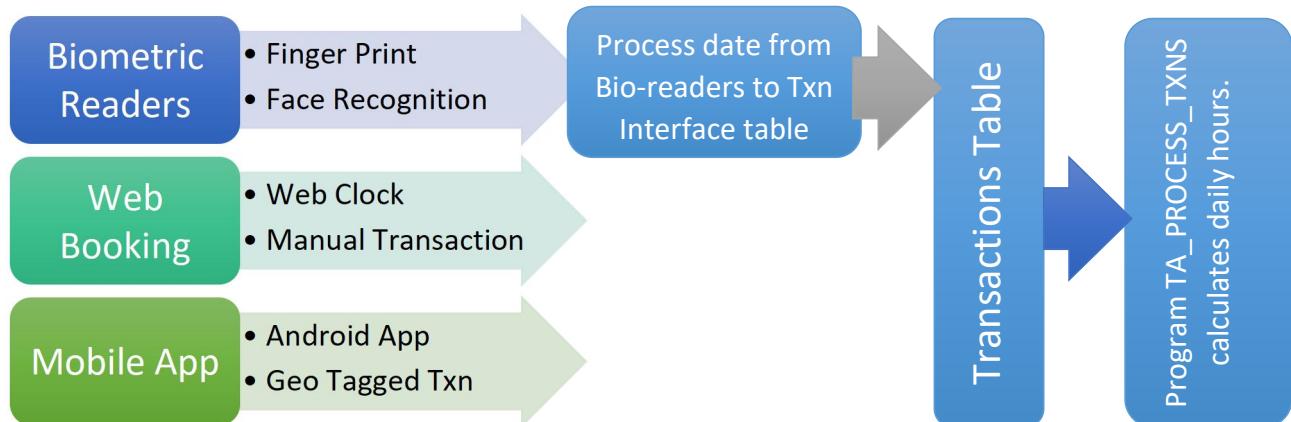
- iid: 1
- Reader Code: RD0001
- Reader Name: TBS001 HQ Entrance
- Reader Type: TBS READER
- Last Commit Time: 01-Jul-2017 12:30:20
- Firmware: 2
- IP Address: (empty)
- Reader Status: ONLINE

Readers Update Screen

The system has default integrations with many biometric systems like TBS reader. Any new devices can be integrated through the web services APIs provided in NexTA.

5. Attendance & Overtime Management

The employee attendance is calculated based on the shift assignment and the clock-in/clock out data received from different devices/ web/ mobile app. Please refer to the below block diagram.



The features available are detailed in below paragraphs.

The employee's entry and exit time can be recorded using a variety of devices like

- (1) Biometric finger-print reader
- (2) Biometric Face detection access control system
- (3) Web clocking page available in NexTA
- (4) Manual transactions done by supervisor/ timekeeper
- (5) Android app with capability of clock-in/out
- (6) Android app with the capability of recording in/ out based on geographical location of the phone

NexTA is capable to read data from the biometric devices using the web services interfaces provided by the biometric time and attendance machines. The retrieved data from the devices is validated and populated to the Transactions table and further processed and the daily attendance is calculated.

The below screen shows the transaction table data. The time keeper or the administrator can edit the transactions if required through this screen.

AMC NexTA

Search...
Dashboard
Help
Logout
Profile

STAFF NUMBER:								
		<input type="text"/> <input type="button" value="Search"/>						
		<input type="button" value="+ New"/> <input type="button" value="Update"/>						
ID	STAFF NO	NAME	DATE TIME	TMODE	REASON CODE	READER	READER NAME	REMARKS
1	10001	Joanna Williams	24-Mar-20 00:00:00	I	BUS IN	M00001	MANUAL	
2	10001	Joanna Williams	24-Mar-20 00:00:00	O	BUS OUT	M00001	MANUAL	
3	10001	Joanna Williams	26-Mar-20 00:00:00	I	IN	M00001	MANUAL	
4	10001	Joanna Williams	26-Mar-20 00:00:00	O	OUT	M00001	MANUAL	
5	10001	Joanna Williams	26-Mar-20 00:00:00	O	OUT	M00001	MANUAL	
6	10001	Joanna Williams	27-Mar-20 00:00:00	I	IN	M00001	MANUAL	
7	10001	Joanna Williams	27-Mar-20 00:00:00	O	OUT	M00001	MANUAL	
8	10002	Grace Sinclair	27-Mar-20 00:00:00	I	IN	M00001	MANUAL	
9	10002	Grace Sinclair	28-Mar-20 00:00:00	I	IN	M00001	MANUAL	
10	10002	Grace Sinclair	29-Mar-20 00:00:00	O	OUT	M00001	MANUAL	
11	10001	Joanna Williams	29-Mar-20 00:00:00	I	IN	M00001	MANUAL	
12	10002	Grace Sinclair	31-Mar-20 00:00:00	O	OUT	M00001	MANUAL	
13	10002	Grace Sinclair	31-Mar-20 00:00:00	I	IN	M00001	MANUAL	
14	10004	Ashok Kumar	31-Mar-20 00:00:00	I	IN	M00001	MANUAL	
15	10004	Ashok Kumar	31-Mar-20 00:00:00	O	OUT	M00001	MANUAL	
16	10004	Ashok Kumar	02-Apr-20 00:00:00	I	IN	M00001	MANUAL	
17	10004	Ashok Kumar	04-Apr-20 00:00:00	I	IN	M00001	MANUAL	

Transactions Search Screen

Employee:	<input type="text" value="Ashok Kumar"/>
Transaction Date:	<input type="text" value="11-Apr-2020 18:00:00"/>
Transaction Mode:	<input type="text" value="O"/>
Reason:	<input type="text" value="OUT"/>
TA Reader:	<input type="text" value="M00001"/>
Remarks:	<input type="text" value="Manually entered by Admin"/>

Transactions Update Screen

The Web Clocking can be used by the employees if there are no biometric readers are available. The Web-Clocking screen is shown in below figure.

AMC NexTA

Web Clock

Web Clock

Asset Management

Assets

Maintenance Activities

Maintenance Plan

Asset Issue & Returns

SPEC2000 Messages

Messages - IN



Employee: Ashok Kumar
Transaction Date: 25-Apr-2020 17:11
First Checkin Time:

Check-IN **Check-OUT**

Business-IN **Business-OUT**

The user can Clock-in or Clock out using this screen. Also, if he is going out for business reasons, the Business-in or Business-out options can be used.

The final calculated attendance or absense will be shown in the daily attendance data page.

AMC NexTA

[Dashboard](#) ▾ [Help](#) [Logout](#) [Profile](#) ▾   

Employee Leaves & Permissions

[Employee Leaves](#)

[Permissions](#)

[Approve Leaves](#)

[Daily Attendance Data](#)

All Reports

[Absentees Report](#)

[Emp Daily Attendance](#)

[Late Entry & Early Leavers](#)

[Employee Leaves Report](#)

[Manual Punching Report](#)

[Monthly Consolidated Hours](#)

System Administrator

[Lookups](#)

[Search Criteria](#)

[Users](#)

[Roles](#)

[Menus](#)

[Background Programs](#)

[Background Prog Scheds](#)

[Run Daily Attendance Arg](#)

Daily Attendance

New Employee Daily Attendance Records											
Staff No	Name	Day	Shift Hrs	First In	Last Out	Total Hrs	Leave Hrs	Permissi Hrs	Net Hrs	Shortage Hrs	Edit
10001	Joanna Williams	30-Apr-20	8.00			0.00			0.00	8.00	
10001	Joanna Williams	29-Apr-20	8.00			0.00			0.00	8.00	
10001	Joanna Williams	28-Apr-20	8.00			0.00			0.00	8.00	
10001	Joanna Williams	27-Apr-20	8.00			0.00			0.00	8.00	
10001	Joanna Williams	26-Apr-20	8.00			0.00			0.00	8.00	
10001	Joanna Williams	25-Apr-20	0.00			0.00			0.00	0.00	
10001	Joanna Williams	24-Apr-20	0.00			0.00			0.00	0.00	
10001	Joanna Williams	23-Apr-20	7.98			0.00			0.00	7.98	
10001	Joanna Williams	22-Apr-20	8.00			0.00			0.00	8.00	
10001	Joanna Williams	21-Apr-20	8.00	21-Apr-20 10:40	21-Apr-20 23:54	13.22			13.22	0.00	
10001	Joanna Williams	20-Apr-20	8.00			0.00			0.00	8.00	
10001	Joanna Williams	19-Apr-20	8.00			0.00			0.00	8.00	
10001	Joanna Williams	18-Apr-20	8.00			0.00			0.00	8.00	

The first in and last out transactions are used to find the number of hours the employee was available at work. The net hours show the time available and Shortage hours shows if the employee was short on working hours as per the shift assigned to him on that day.

6. Reports & Dashboards

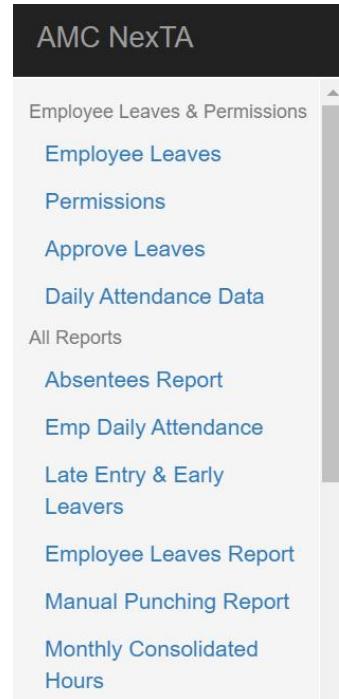
Reports

Various reports are inbuilt in the software as listed below.

- Absentees Report
- Emp Daily Attendance
- Late Entry & Early Leavers
- Employee Leaves Report
- Manual Punching Report
- Monthly Consolidated Hours

Any additional reports as required can be added by report registration option.

The menus showing the reports are shown below:



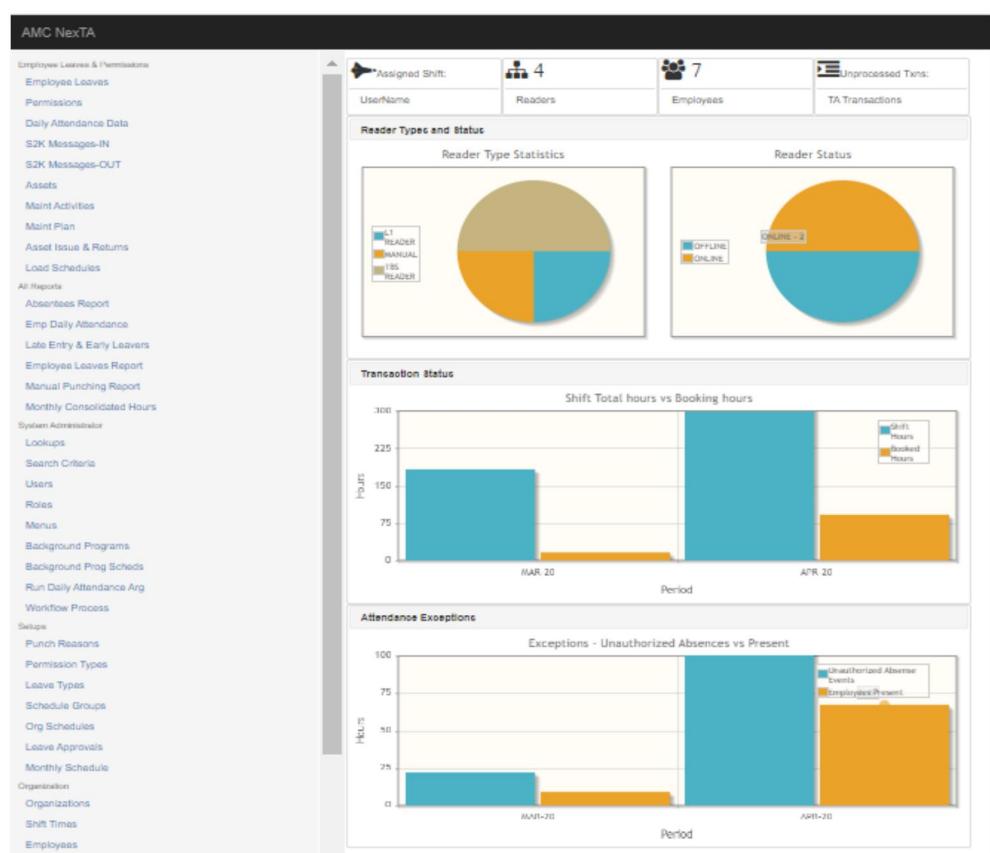
The screenshot shows a sidebar menu titled "AMC NexTA" with the following items:

- Employee Leaves & Permissions
- Employee Leaves
- Permissions
- Approve Leaves
- Daily Attendance Data
- All Reports
- Absentees Report
- Emp Daily Attendance
- Late Entry & Early Leavers
- Employee Leaves Report
- Manual Punching Report
- Monthly Consolidated Hours

Dashboards

A dashboard is a type of graphical user interface which often provides at-a-glance views of key performance indicators (KPIs) relevant to a particular objective or business process.

NexTA provides various dashboards. The user, managers and administrators' dashboards are the most frequently used dashboards.



7. Administration

Users & Roles

New Save Delete First <> Prev >> Next Last

User Name:	grace	
Full Name:	Grace Sinclair	
Password:	+++++	
Email id:	+++++@++++.com	
HR Employee:	10002	

User Roles

User Roles Association		Role	Start Date	End Date	Delete
SEQ					
10		MT_S2K_MESSAGES-SPEC2000 Messages			X
20		AD_SYS_ADMIN-System Administrator			X
30		AD_SETUPS-Setups			X
40		SC_WEB_CLOCK-Web Clock			X

Menus

The menus are defined in the system that are to be assigned to the roles and the roles are assigned to the users. The menus will be displayed on the left menu panel and the users can select screens through these menus.

New Save Delete First <> Prev >> Next Last

Menu Code:	HR_EMP_LEAVE_PERM
Menu Name:	EMPLOYEE LEAVE PERMISSIONS
Remarks:	

Menu Relations

Search Columns		
SEQ	Display Name	Function
10	Employee Leaves	HR_EMPLOYEE_LEAVE
20	Permissions	SC_EMP_PERMISSIONS
30	Daily Attendance Data	HR_DAILY_ATTENDANCE
40	S2K Messages-IN	MT_S2K_MESSAGE_LOG_IN
50	S2K Messages-OUT	MT_S2K_MESSAGE_LOG_OUT
60	Assets	MT_ASSETS
70	Maint Activities	MT_EN_MAINT_ACTIVITY
80	Maint Plan	MT_EN_MAINT_PLAN
85	Asset Issue & Returns	MT_ASSET_ISSUE_RET

Background Programs

Many background programs are defined in the system. Any additional programs can be added if required by the implementors.

PROGRAM NAME:			
<input type="text"/> <input type="button" value="Search"/>			
<input type="button" value="+ New"/> <input type="button" value="Update"/>			
ID	PROGRAM NAME	DESCRIPTION	
1	TBS_IMPORTER	TBS IMPORTER	
2	TA_PROCESS_TXNS	TA PROCESS TA TRANSACTIONS	
3	AD_WORKFLOW_PROCESS	AD WORKFLOW PROCESS	

The below background programs are available in

TBS_IMPORTER = It will fetch data from the Attendance Readers/Machine.

TA_PROCESS_TXNS = Updating all the attendance and leave transactions from tables.

AD_WORKFLOW_PROCESS = Check workflows of transactions. Eg. : Gives notifications to respective persons for approval.

Background Schedules

Scheduling a background program is easy. The user can click on the background program icon in the header section and click on button “Schedule”. When scheduling it he can run it as an one time schedule or it can be scheduled to run repetitively based on any interval – per seconds, per minutes, hourly, daily etc.

Run Daily Attendance

An option to run the daily attendance schedule is provided as a menu item.

<input type="button" value="Process Transactions"/>	<input type="button" value="Import TBS Txns"/>
Select Employee:	10001
Period:	JUN-17
Run Every:	0
Launch Background Process:	<input type="button" value="Launch Job"/>

Run Background Program Job

<input type="radio"/> Schedule	<input type="radio"/> Parameters
Select Program :	<input type="text"/> 0
Schedule Type:	<input type="radio"/> ONE TIME <input type="radio"/> SECONDS <input type="radio"/> MINUTES <input type="radio"/> HOURS <input type="radio"/> DAYS
Schedule Value:	<input type="text"/>
Scheduled Date:	18-Apr-2020 10:12:48
Schedule End Date:	<input type="text"/>
Repeat Count:	<input type="text"/>

Schedule

Process Transactions	Import TBS Txns
Process the records from Interface to TA tables : <input type="button" value="Process"/>	
Launch Process Daily Attendance: <input type="button" value="Process"/>	

8. Setups

Organization Setups

The organizations can be defined using the organization definition screen as shown below.

CODE:		DESCRIPTION		DESCRIPTION_AR		PARENT ORG	OPEN SHIFT
ID	CODE	DESCRIPTION	DESCRIPTION_AR	PARENT ORG	OPEN SHIFT		
1	O8	Insurance and Coding	Insurance and Coding	Central Office	N		
2	O1	Central Office	Central Office	Insurance and Coding	N		
3	O2	Admin	Admin	Central Office	N		

Shift Setup

The shifts with the in time and out time can be defined using the below screen.

CODE:		COLOR CODE		IN TIME1	OUT TIME1	IN TIME2	OUT TIME2	IN TIME3	OUT TIME3
ID	CODE	COLOR CODE	IN TIME1	OUT TIME1	IN TIME2	OUT TIME2	IN TIME3	OUT TIME3	
1	OFF	9e9e9e	1970-01-01 00:00:00.0	1970-01-01 00:00:00.0					
2	S01	df0f00	1970-01-01 08:00:00.0	1970-01-01 16:00:00.0					
3	S02	944fe3	1970-01-01 07:30:00.0	1970-01-01 15:30:00.0					
4	S03	e01616	1970-01-01 16:00:00.0	1970-01-01 23:59:00.0					

The update screen is shown below.

AMC NexTA
Dashboard Help Logout Profile

Employee Leaves & Permissions

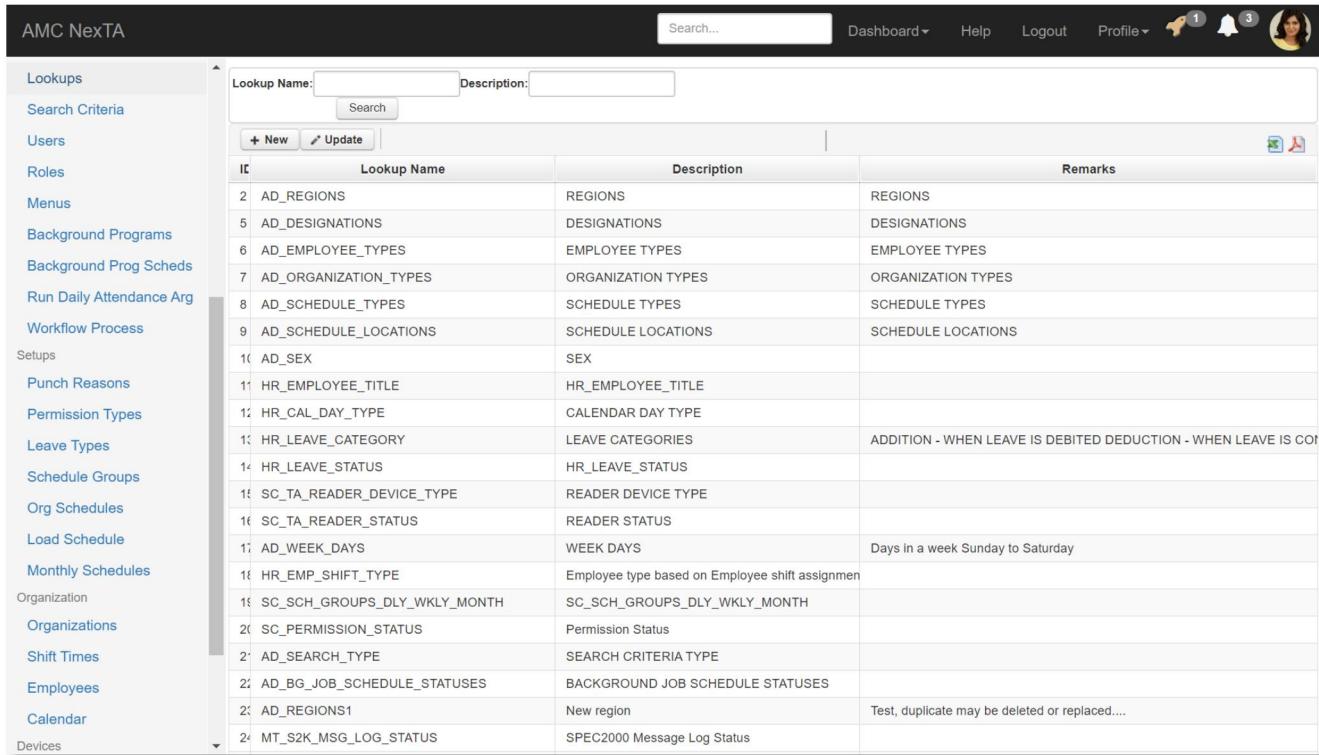
• New Save Delete First Prev Next Last

Code:	S02
Color:	
Location:	Central Office
Organization:	Central Office
In Time1:	07:30
Out Time1:	15:30
In Time (Ramadan):	
Out Time (Ramadan):	
Flexible Hour:	

Miscellaneous Content

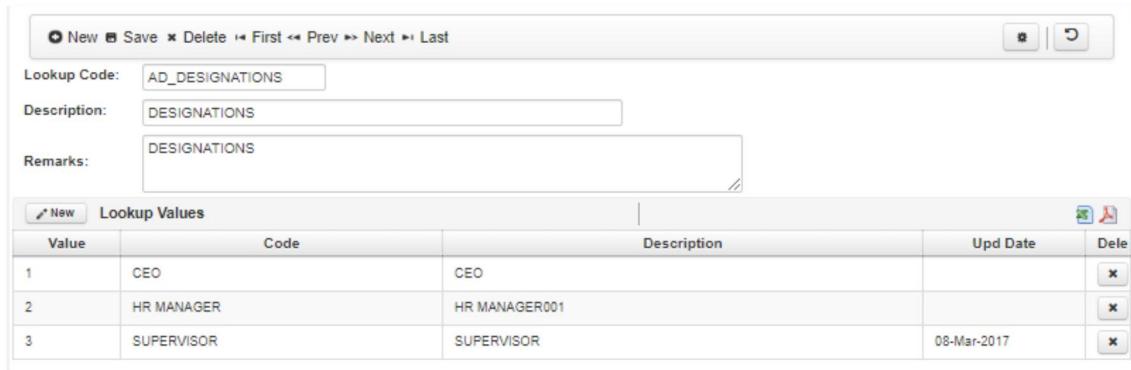
Lookups

Lookups are used to store values required in the update pages for selection. The below are the common lookups and their values.



Lookups		Lookup Name:	Description:	Search
		+ New	Update	
ID	Lookup Name	Description	Remarks	
2	AD_REGIONS	REGIONS	REGIONS	
5	AD_DESIGNATIONS	DESIGNATIONS	DESIGNATIONS	
6	AD_EMPLOYEE_TYPES	EMPLOYEE TYPES	EMPLOYEE TYPES	
7	AD_ORGANIZATION_TYPES	ORGANIZATION TYPES	ORGANIZATION TYPES	
8	AD_SCHEDULE_TYPES	SCHEDULE TYPES	SCHEDULE TYPES	
9	AD_SCHEDULE_LOCATIONS	SCHEDULE LOCATIONS	SCHEDULE LOCATIONS	
10	AD_SEX	SEX		
11	HR_EMPLOYEE_TITLE	HR_EMPLOYEE_TITLE		
12	HR_CAL_DAY_TYPE	CALENDAR DAY TYPE		
13	HR_LEAVE_CATEGORY	LEAVE CATEGORIES	ADDITION - WHEN LEAVE IS DEBITED DEDUCTION - WHEN LEAVE IS CO	
14	HR_LEAVE_STATUS	HR_LEAVE_STATUS		
15	SC_TA_READER_DEVICE_TYPE	READER DEVICE TYPE		
16	SC_TA_READER_STATUS	READER STATUS		
17	AD_WEEK_DAYS	WEEK DAYS	Days in a week Sunday to Saturday	
18	HR_EMP_SHIFT_TYPE	Employee type based on Employee shift assignmen		
19	SC_SCH_GROUPS_DLY_WKLY_MONTH	SC_SCH_GROUPS_DLY_WKLY_MONTH		
20	SC_PERMISSION_STATUS	Permission Status		
21	AD_SEARCH_TYPE	SEARCH CRITERIA TYPE		
22	AD_BG_JOB_SCHEDULE_STATUSES	BACKGROUND JOB SCHEDULE STATUSES		
23	AD_REGIONS1	New region	Test, duplicate may be deleted or replaced....	
24	MT_S2K_MSG_LOG_STATUS	SPEC2000 Message Log Status		

The update screen for Lookup name AD_DESIGNATIONS is given below.



Lookup Values				
Value	Code	Description	Upd Date	Delete
1	CEO	CEO		x
2	HR MANAGER	HR MANAGER001		x
3	SUPERVISOR	SUPERVISOR	08-Mar-2017	x

Lookup values: 1-3, please see their codes and its meanings.

The below values are also defined in the system in addition to the lookups as defined in the lookup table above.

Punch Reasons

CODE:		REASON:		
			Search	
+ New		✓ Update		
ID	CODE	REASON DESCRIPTION	MODE	PROMPT MESSAGE
1	PER OUT	Permission Out	Out	Permission Out
2	PER IN	Permission In	In	Permission In
3	OUT	Out	Out	Out
4	IN	In	In	In
5	BUS IN	Business In	In	Business In
6	BUS OUT	Business Out	Out	Business Out

Permission Types

CODE:		DESCRIPTION:		
			Search	
+ New		✓ Update		
ID	CODE	DESCRIPTION	REASON	MAX PERMIS
1	1	Official	Official	10
2	2	Personal	Personal	5

Leave Types

CODE:				
		Search		
+ New		✓ Update		
ID	CODE	DESCRIPTION	NEED_APPROVAL	OFFICIAL
1	UNPAID	Unpaid	Y	N
2	SICK	Sick	Y	N

Search Criteria

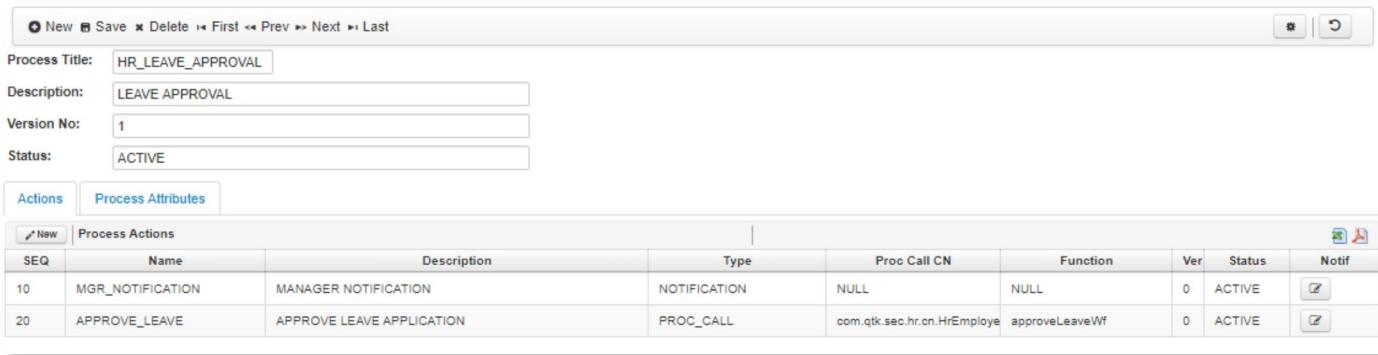
<input checked="" type="radio"/> New <input type="radio"/> Save <input type="radio"/> Delete <input type="radio"/> First <input type="radio"/> Prev <input type="radio"/> Next <input type="radio"/> Last																											
Query Name:	MO_ORGANIZATIONS																										
Description:	Organization																										
Query String:	<pre>SELECT MO_ID, MO.org_code, MO.org_name, MLE.LE_CODE, MD.DIV_SHORT_NAME FROM MO_ORGANIZATIONS MO, MO_LEGAL_ENTITY MLE, MO_DIVISION MD WHERE MO_LEGAL_ENTITY_ID=MLE.ID AND MO.ORG_DIVISION_ID=MD.DIV_ID(+)</pre>																										
Search Crit Type:	<input type="button" value="SEARCH QUERY"/>																										
Web Update Page:	<input type="text"/>																										
Web Update Page Controller:	<input type="text"/>																										
Columns Search Parameters Page Actions																											
<table border="1"> <thead> <tr> <th><input type="button" value="New"/></th> <th><input type="button" value="Search Columns"/></th> <th></th> <th></th> </tr> <tr> <th>Column Name</th> <th>Column Heading</th> <th>Order</th> <th>Width</th> </tr> </thead> <tbody> <tr> <td>ORG_CODE</td> <td>Organization Code</td> <td>30</td> <td>100</td> </tr> <tr> <td>ORG_NAME</td> <td>Organization Name</td> <td>40</td> <td>300</td> </tr> <tr> <td>LE_CODE</td> <td>Entity Code</td> <td>10</td> <td>100</td> </tr> <tr> <td>DIV_SHORT_NAME</td> <td>Division Name</td> <td>20</td> <td>100</td> </tr> </tbody> </table>				<input type="button" value="New"/>	<input type="button" value="Search Columns"/>			Column Name	Column Heading	Order	Width	ORG_CODE	Organization Code	30	100	ORG_NAME	Organization Name	40	300	LE_CODE	Entity Code	10	100	DIV_SHORT_NAME	Division Name	20	100
<input type="button" value="New"/>	<input type="button" value="Search Columns"/>																										
Column Name	Column Heading	Order	Width																								
ORG_CODE	Organization Code	30	100																								
ORG_NAME	Organization Name	40	300																								
LE_CODE	Entity Code	10	100																								
DIV_SHORT_NAME	Division Name	20	100																								

The administrator can see all the forms, search page queries, reports and data loads. The user can view all the search pages defined in NexTA.

Work flow Process

Work flow defines the process flow. Following one of the work flow process in NexTA. For Employee Leave approval system will do following steps. Manager gets notification or email for approving or rejecting employee leave. System will update the leave after manager's approval. These steps are defined in the workflow by the administrator.

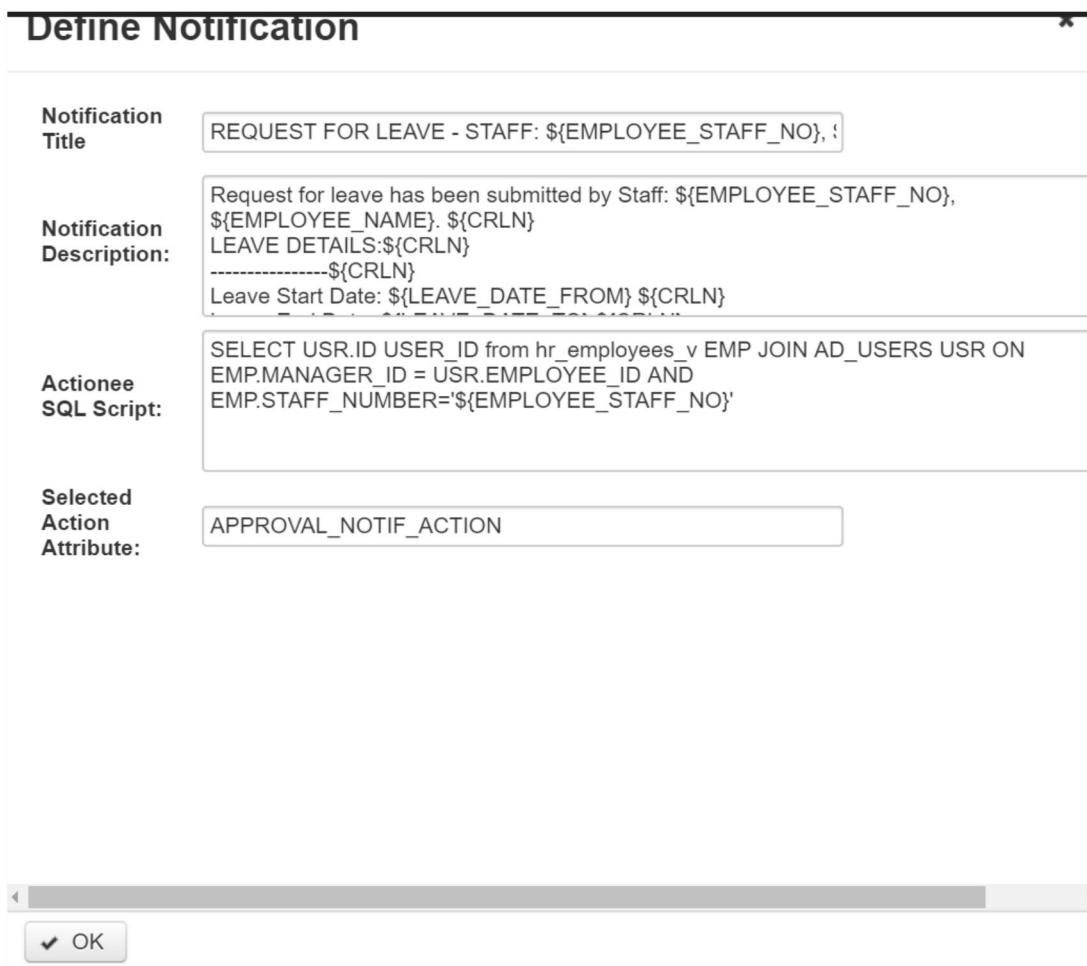
Please find below a sample workflow. Administrator can add or edit their workflows as per company's regulations.



The screenshot shows a software interface for managing workflows. At the top, there are buttons for 'New', 'Save', 'Delete', and navigation links 'First', 'Prev', 'Next', 'Last'. Below this, there are four input fields: 'Process Title' (HR_LEAVE_APPROVAL), 'Description' (LEAVE APPROVAL), 'Version No.' (1), and 'Status' (ACTIVE). There are two tabs at the bottom: 'Actions' (selected) and 'Process Attributes'. The main table lists workflow steps:

SEQ	Name	Description	Type	Proc Call CN	Function	Ver	Status	Notif
10	MGR_NOTIFICATION	MANAGER NOTIFICATION	NOTIFICATION	NULL	NULL	0	ACTIVE	<input checked="" type="checkbox"/>
20	APPROVE_LEAVE	APPROVE LEAVE APPLICATION	PROC_CALL	com.qtk.sec.hr.cn.HrEmployee	approveLeaveWf	0	ACTIVE	<input checked="" type="checkbox"/>

The notification content definition screen. The content of the notification that will be shown in the approval notification is customizable by the administrator and the content can be rearranged based on the requirement of the company.



The screenshot shows a 'Define Notification' dialog box with the following fields:

- Notification Title:** REQUEST FOR LEAVE - STAFF: \${EMPLOYEE_STAFF_NO}, \${EMPLOYEE_NAME}
- Notification Description:** Request for leave has been submitted by Staff: \${EMPLOYEE_STAFF_NO}, \${EMPLOYEE_NAME}. \${CRLN}
LEAVE DETAILS:\${CRLN}
-----\${CRLN}
Leave Start Date: \${LEAVE_DATE_FROM} \${CRLN}
- Actionee SQL Script:** SELECT USR.ID USER_ID from hr_employees_v EMP JOIN AD_USERS USR ON EMP.MANAGER_ID = USR.EMPLOYEE_ID AND EMP.STAFF_NUMBER=' \${EMPLOYEE_STAFF_NO}'
- Selected Action Attribute:** APPROVAL_NOTIF_ACTION

At the bottom right is an 'OK' button with a checkmark.

Summary

The software features have been detailed in this User Guide. Please contact us at sales@amcaero.com for any additional information or for sales enquiries.



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