iAS Web

USER MANUAL

Integrated Attendance System (iAS)
(Web Based Application)

☏ (+91)-11–41916615
  +91 9609749609

📍 D-162,Okhla Phase I,Okhla Industrial Area,
New Delhi, Delhi 110020

🌐 sales@timewatchindia.com
www.TimeWatchindia.com

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Disclaimer

User's Notice

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Note: Some of the screen shots may bear old Version / Release numbers as only the relevant screens are changed in the current document.

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Document Revisions

Date	Version Number	Document Changes
14-07-2021	14-07-2021	Initial draft

Technology Used

Name	Title
Front End	ASP. Net
Back End	MS SQL Server
Script	Java Script
External Tool	Dev Express

Prerequisite

Name	Title
OS Version	Windows 10 Or Above (64Bit)
Processor	Core i3 Or Above
RAM	8GB
HDD	500GB
SQL Server	MS SQL Server 2012 Or Above
Framework	4.0 Or Above
IIS	With Full Configuration & Feature

*This is Min System requirement to install iAS Web Application

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Introduction

IAS is a 'Time Attendance & Leave' management software solution for all types of organizations larger or smaller. It delivers the functionality and flexibility to support the demanding and complex time management requirements of your organization. Going far beyond traditional time and attendance systems, the IAS software can significantly improve the efficiency of your business, eliminating unneeded effort and simplifying the daily time management activities for all of the members of your workforce. Our time and attendance solution is designed specifically to support the complex requirements of enterprise-class.

The iAS "Time & Attendance" software is designed for every need of any modern Time Office. With several reports beautifully designed and accurately generated it full the needs of all the departments of any industry or business establishment. All the repetitive, manual, time-consuming work is made simpler and the reports are generated in time. This includes even some of the statutory reports required by the Government.

A huge number of reports is generated through our System, which has been highly appreciated not only by the Time Office but also by the Personnel Department, Accounts Department, EDP Department, and the General Management of every organization.

IAS "Time Office" software can work even in an environment where the employees can record the attendance (by dropping the card to register 'IN' and 'OUT' timings) from any of several systems that could be working at a location and the attendance recording will be done automatically in the correct way.

This software is designed not only to cater to the needs of all kinds of possible users e.g., factories, offices, etc. To cater to the needs of the factories where an employee needs to sit beyond the normal limits of 12 the software takes two days of data together for proper computation of attendance. In the Offices the sales service, account, personnel, administration on personnel needs to go out for sales calls, service calls, bank work, Labor Courts, etc. The software provides the facility of calculating the outwork of such employees and also calculates the outwork as the employee's working hours.

Advantages of having this type of system are:

- It is convenient for the employees, to utilize any of the machines installed on the premises, which is freer. As they can record 'IN' and 'OUT' from any of the Zicom systems which are there, it has an automatic reducing effect on the length of the queue.
- However because of any reason if dedicated machines are required for 'IN' and 'OUT', the same can also be done without any problem. Zicom has this provision.

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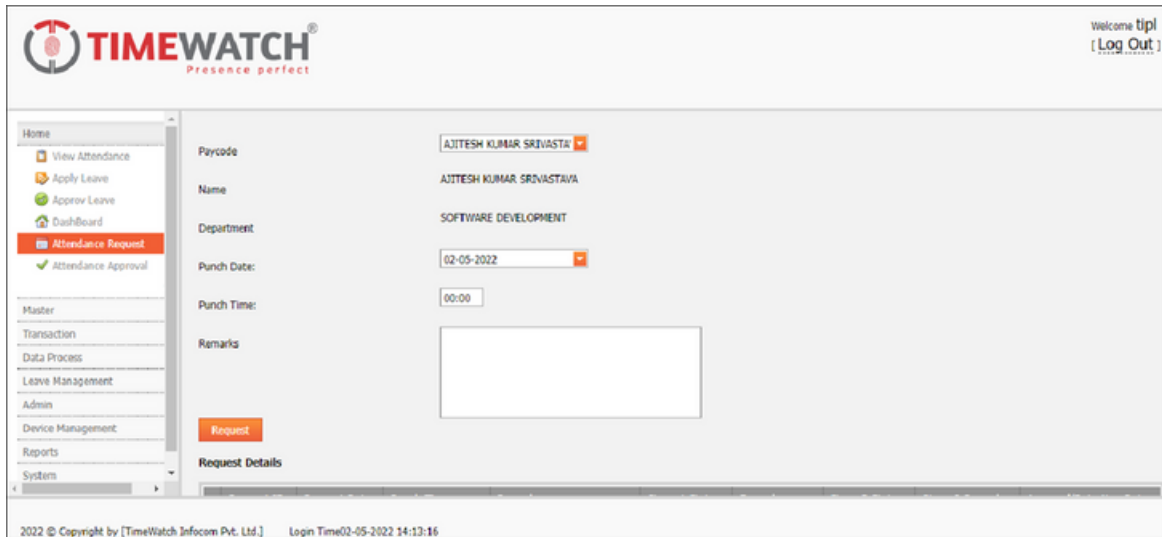
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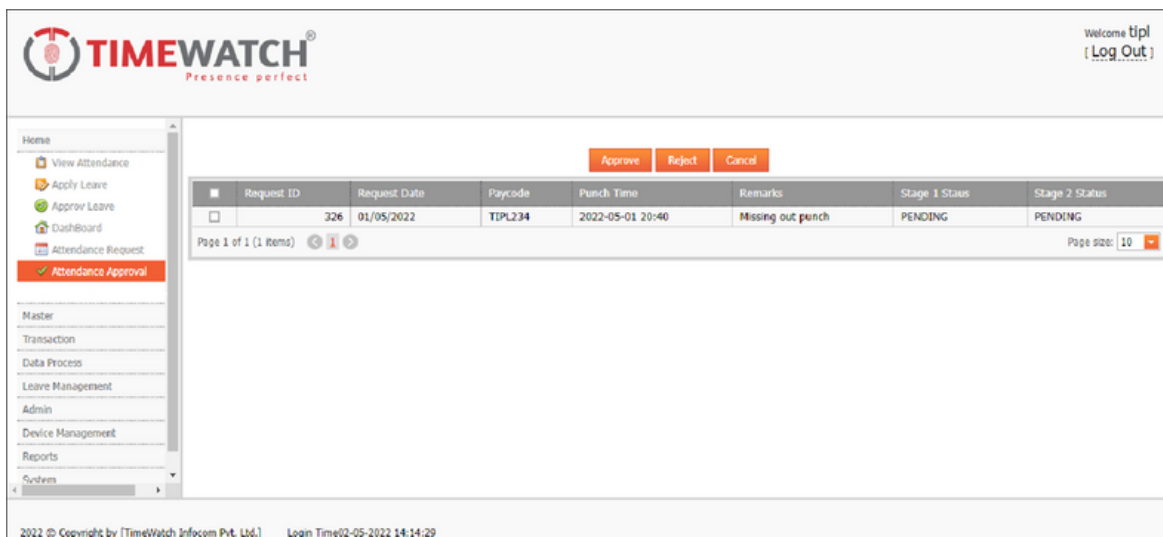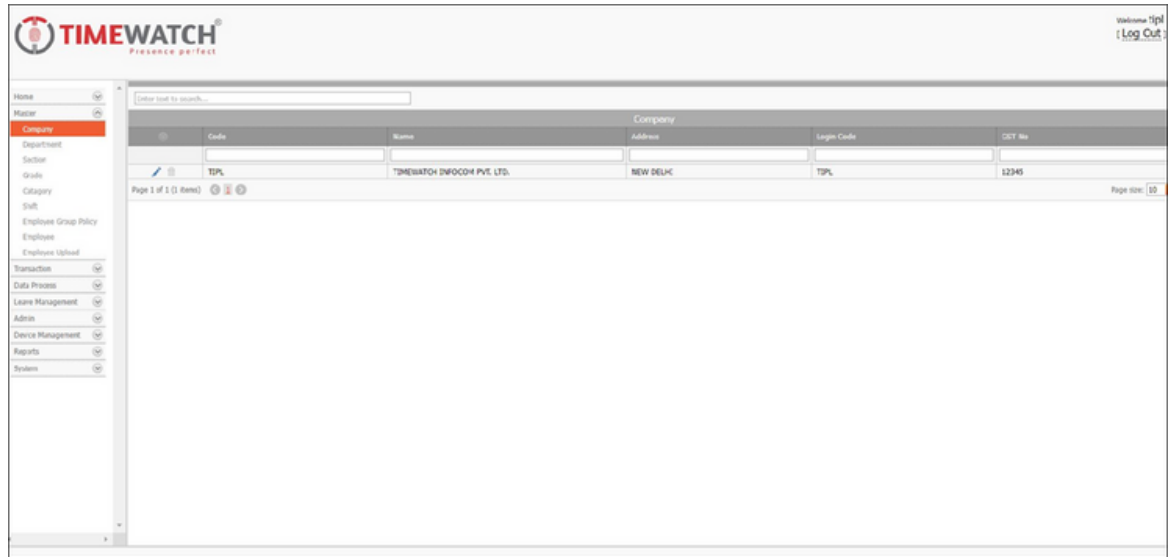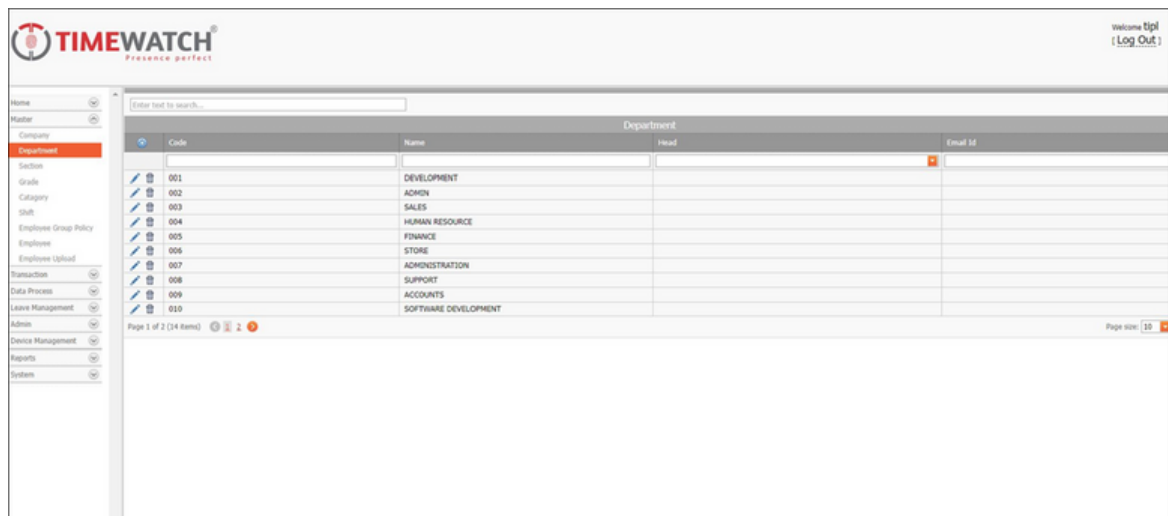
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Duplicate checking of entries

Many times an employee (mainly workers) drops/punch his card more than once in quick succession just to ensure and reassure himself that his attendance is marked. However, the second punch is normally treated as an 'OUT' punch.

To circumvent such a situation and ignore all the repeated punches received within a specific time. Say,

5 minutes or 10 minutes etc., a provision exists so that the repeat punches of the same employee received within this period will not be treated as 'OUT' punch.

Night Shift Operation

iAS software works even for night shift operations i.e., a person entering during the night hours of one day can leave the next day morning or afternoon.

Getting Started:

Open URL for iLMS application it will show you License window and then ask for the valid user name and password that is shown below.

Enter a user name and password that is valid for the Application then click the ok button when this is valid the main screen display is shown below.

On the home screen, a dashboard will be appearing. Following links will be displayed on the dashboard

- Total Employee
- Total Present
- Total Absent
- Total Late
- Total Week Off
- Employee Attendance Details
- Leave Management

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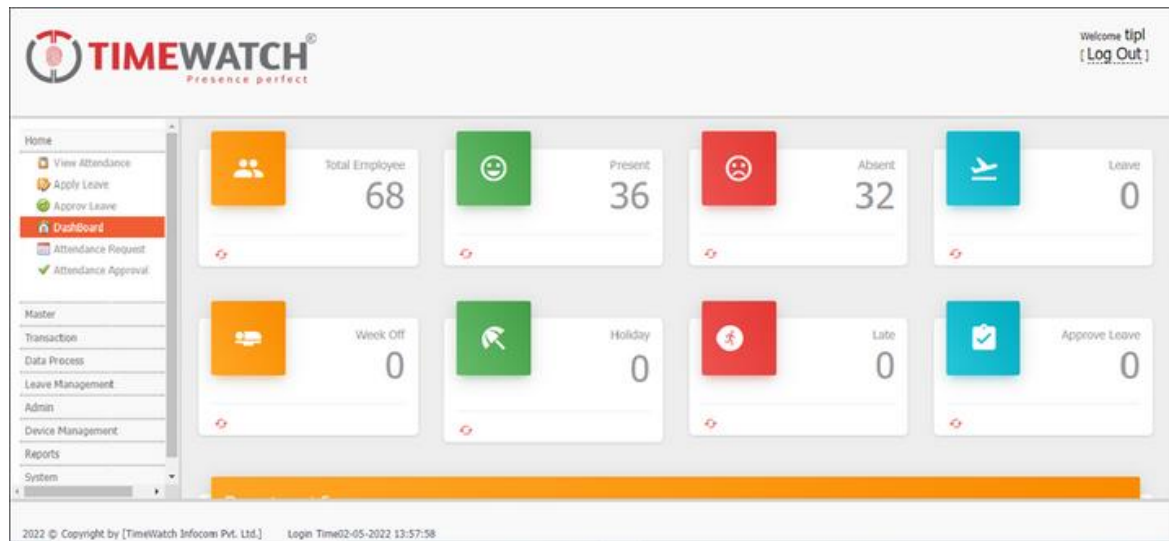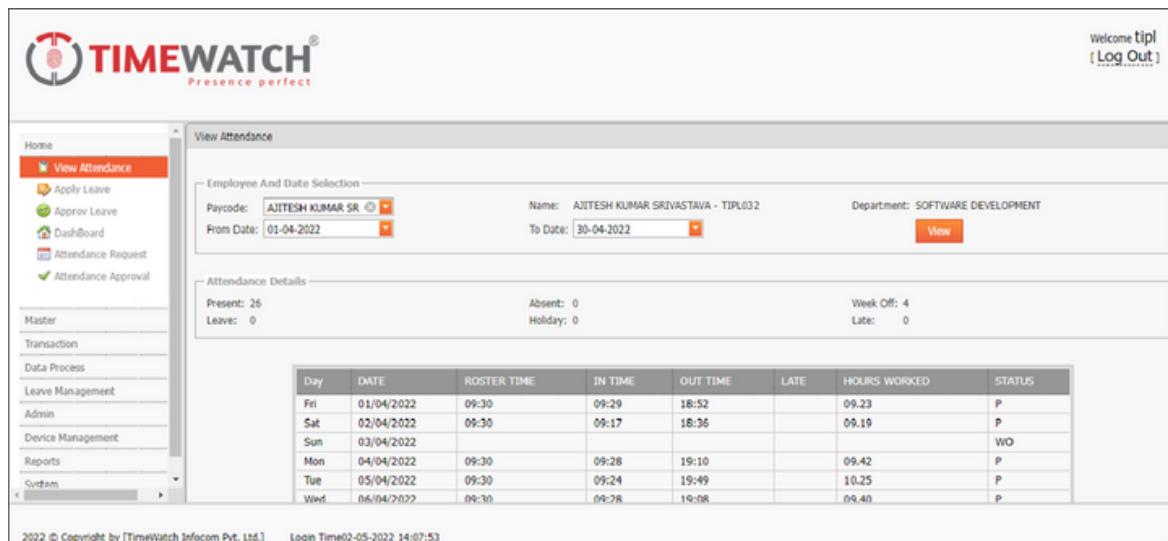
Dashboard

This is a Dashboard of iAS web software where we can check Total Employee, Total Present, Total Absent, Leave,Week off, Holiday, Late Approve Leave and Department wise Attendance.

View Attendance

In View Attendance we can check Employee wise Attendance from particular date range wise.

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Apply Leave

In Leave Application Employee can Apply his/her Leave to select date range & Leave type.

Approve Leave

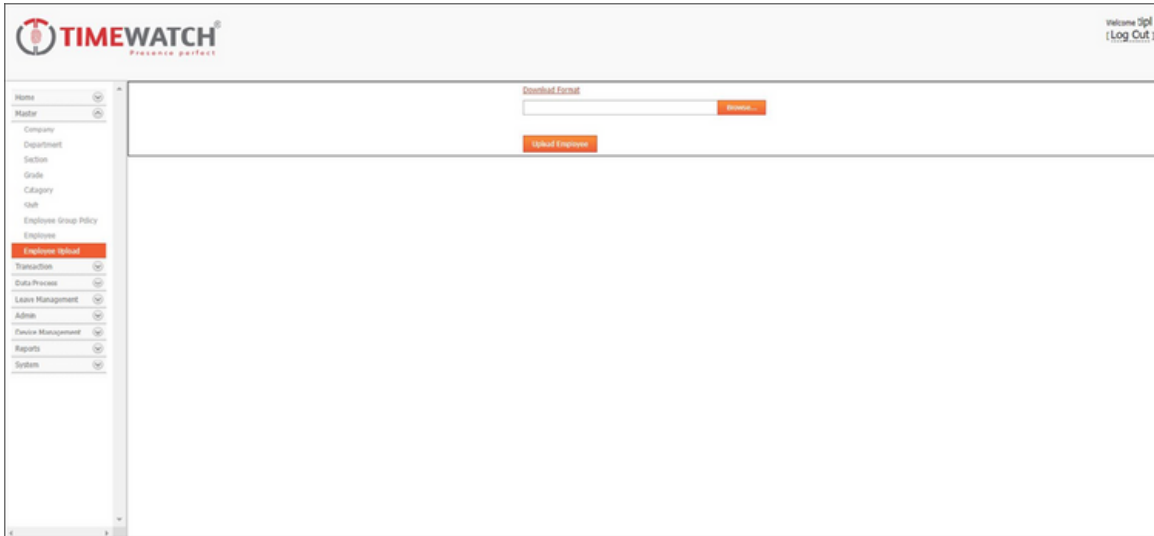In View Attendance we can check Employee wise Attendance from particular date range wise.

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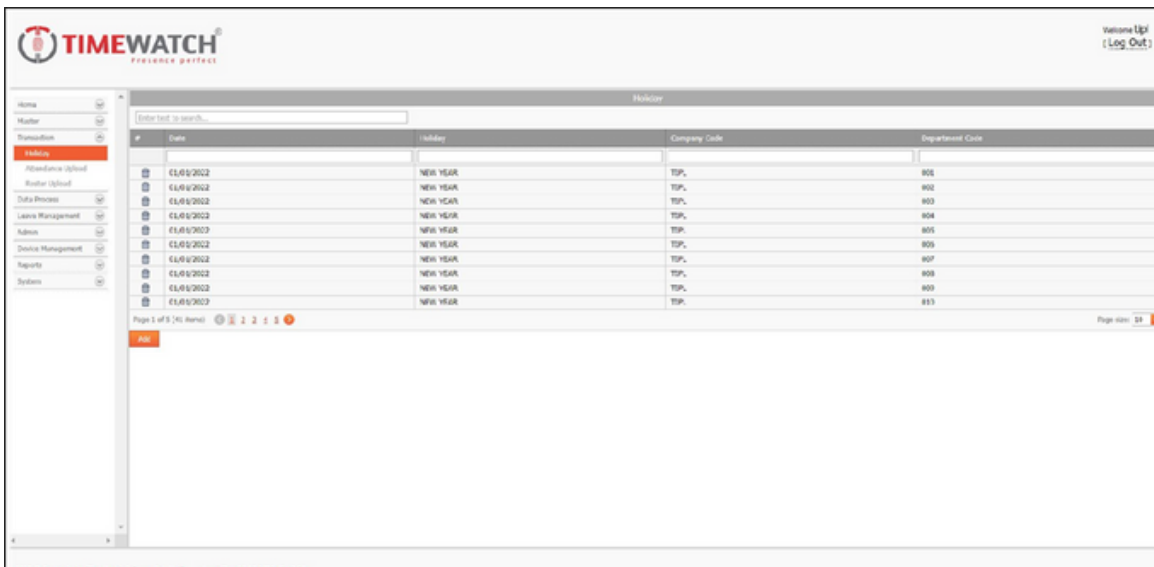
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Attendance Request

Attendance Request:-User can apply his/her Attendance request through attendance request and the request goes to HOD or Admin for approval.

Attendance Approve

Attendance Approval-HOD or Admin can approve user attendance which is requested by users.

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Company Master

It is possible to have different companies on the same premises for the sake of administration or any other reasons, each company has a unique company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee to a specific company

Department Master
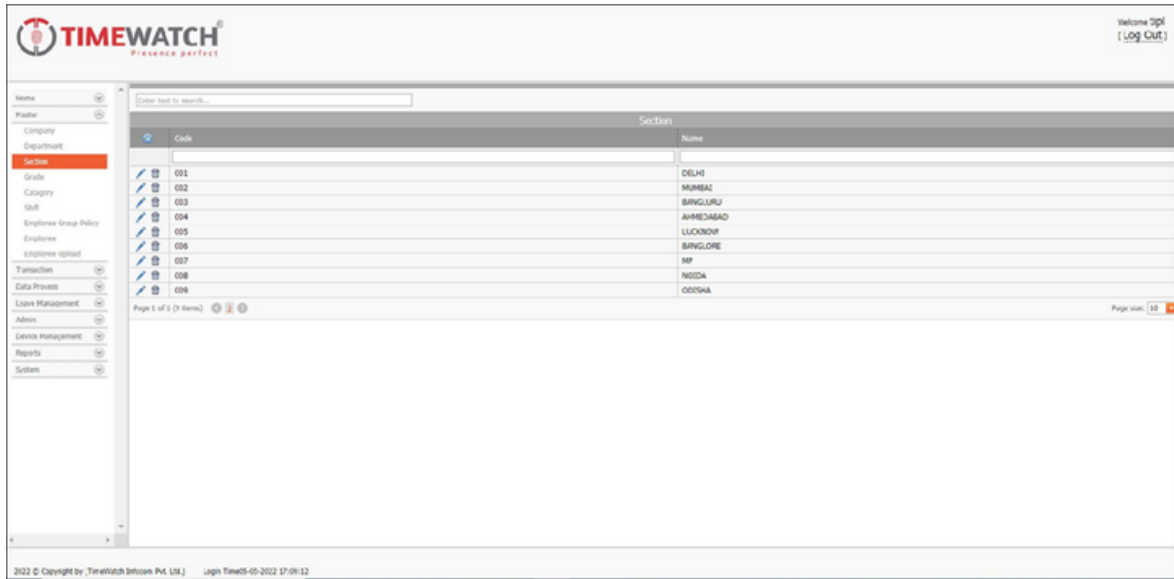
Each location has a unique location code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee to a specific Location

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Section Master

Section Master:-We can create a section master as per company section-wise.

Grade Master

Grade Master:-We can create a Grade master as per company wise.

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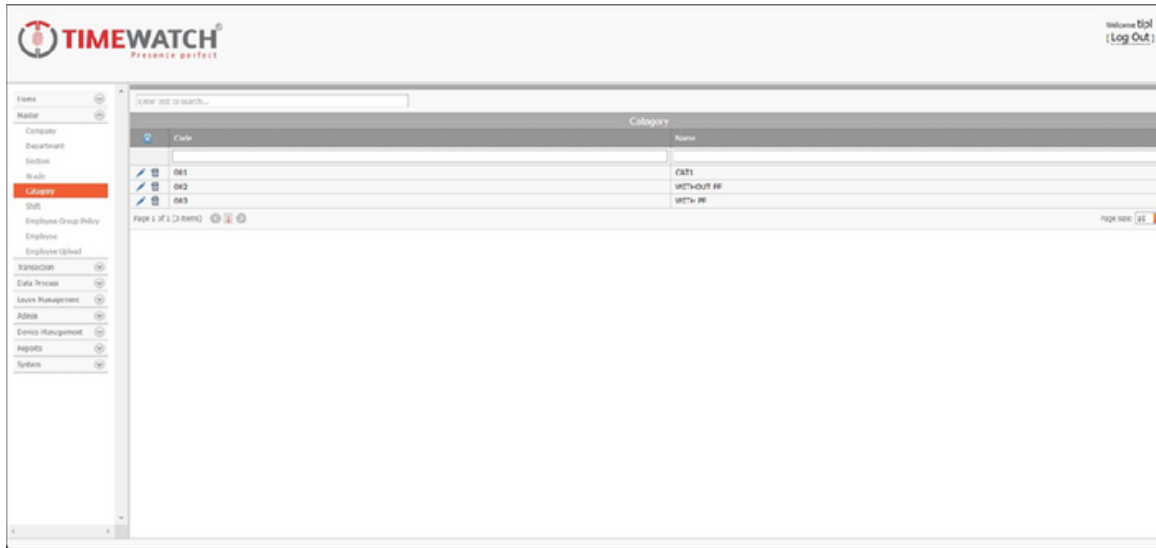
Category Master

Category master:-We can create Category Master as per company wise.
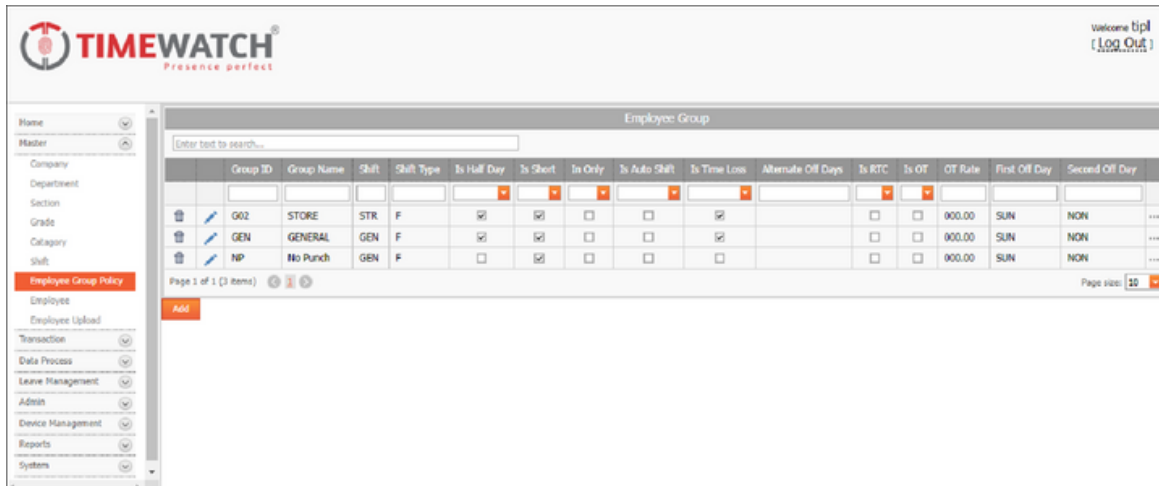
Shift Master
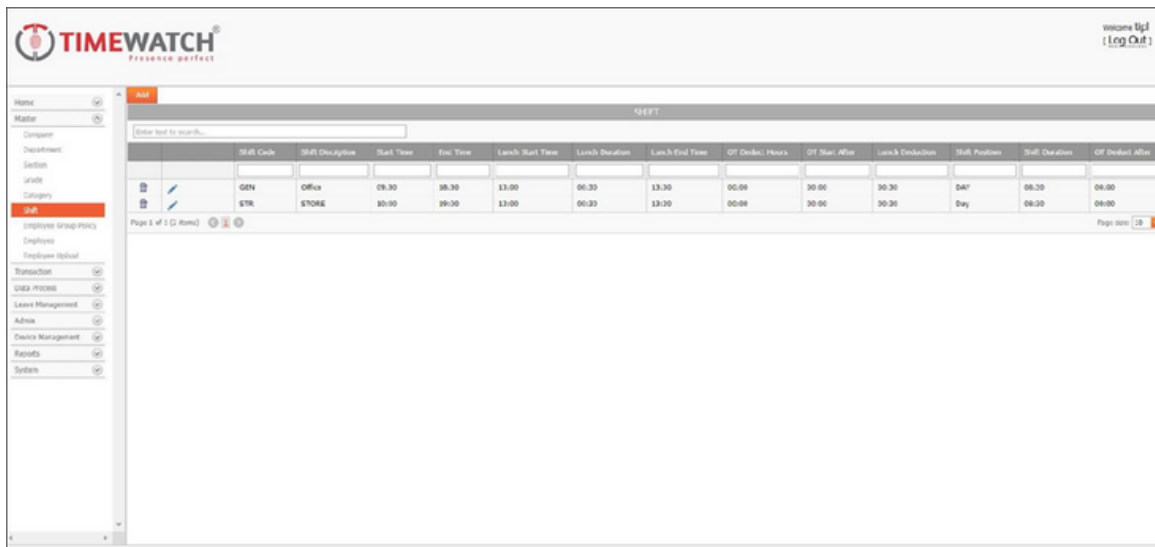
Shift:- Through this option we declare all the possible shifts in the company along with the details.

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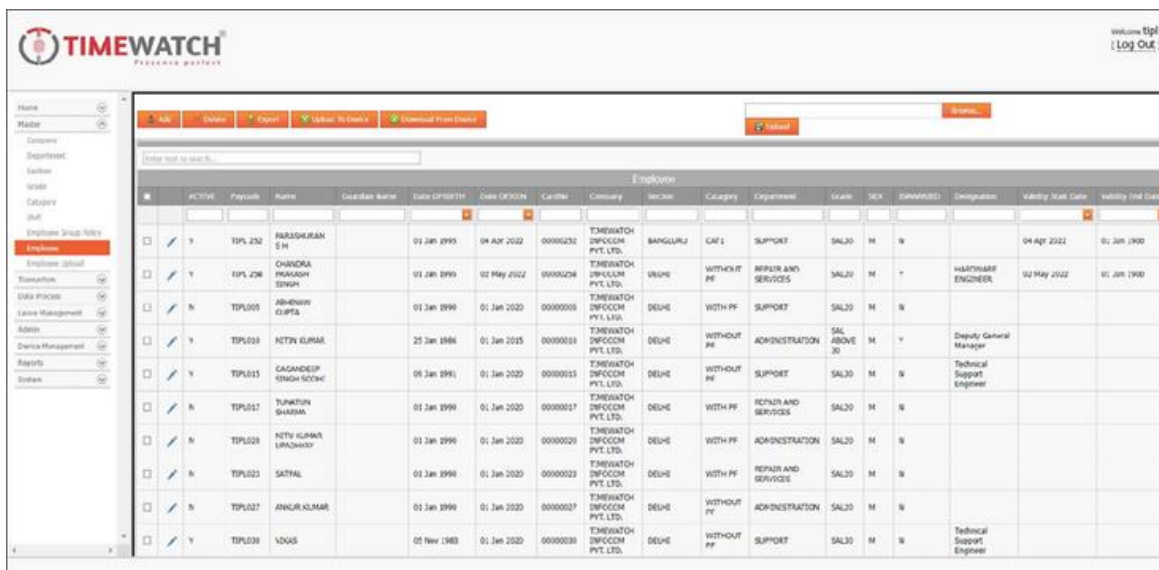
Employee Group Policy

Employee Group Policy:-Here we can add the Groups to the employees with all the necessary settings

Employee

Employee:-Here we can Add an Employee list.

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Employee Upload

Employee Upload:-Here we can upload a bulk number of employees through excel.

Transaction Holiday

Holiday:-Here we can create a Holiday list as per company wise.
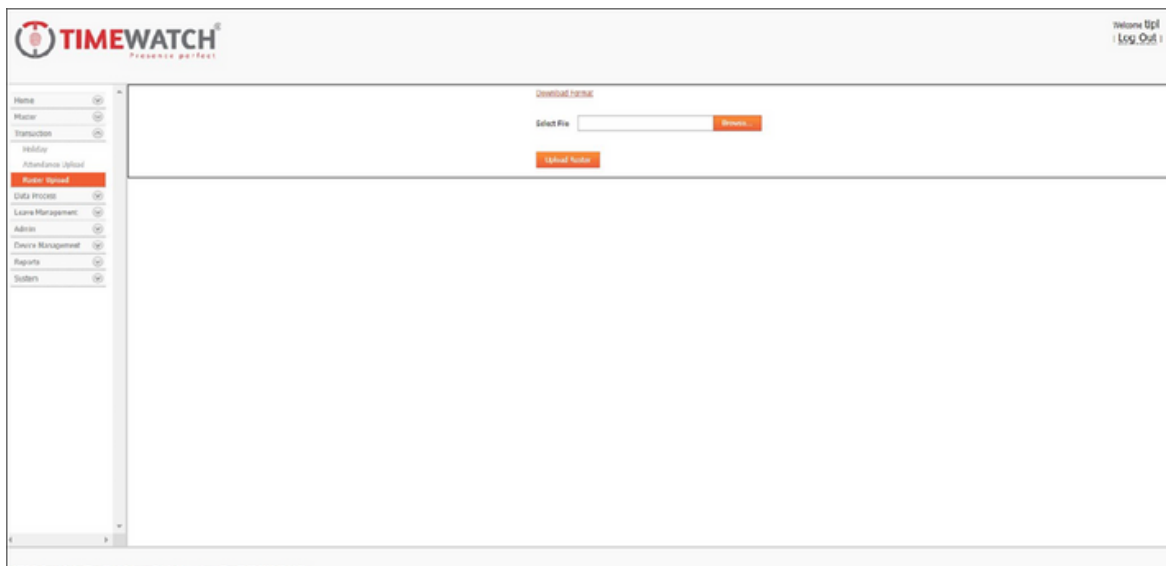
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Attendance Upload

Attendance upload:-Here we can upload the attendance of the employee through an excel file.

Roster Upload
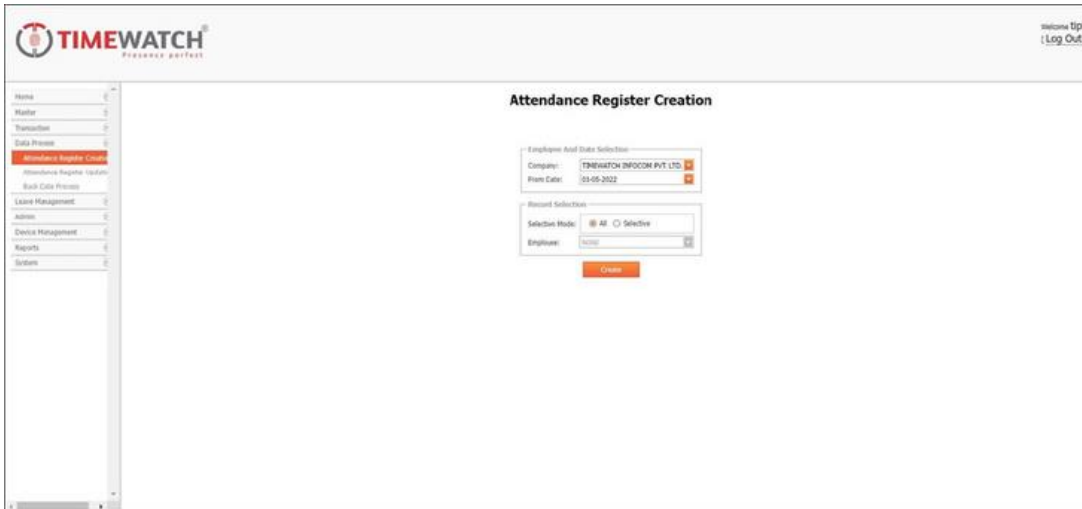
Roster upload:-Here we can upload the Roster of the employee through an excel file.

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Attendance Register Creation

Attendance Register Creation:- The Attendance Roster is to be prepared for each year. It creates a yearly record. Selecting option All will create an Attendance Register for each & every employee of the organization.

Attendance Register Updation

Attendance Register Updation:- If the shift policies of a particular employee change which will be effective for the remaining year this option is used. First of all make the changes in the employee master followed by selecting the date, month, and the year from which this change is to be made effective.
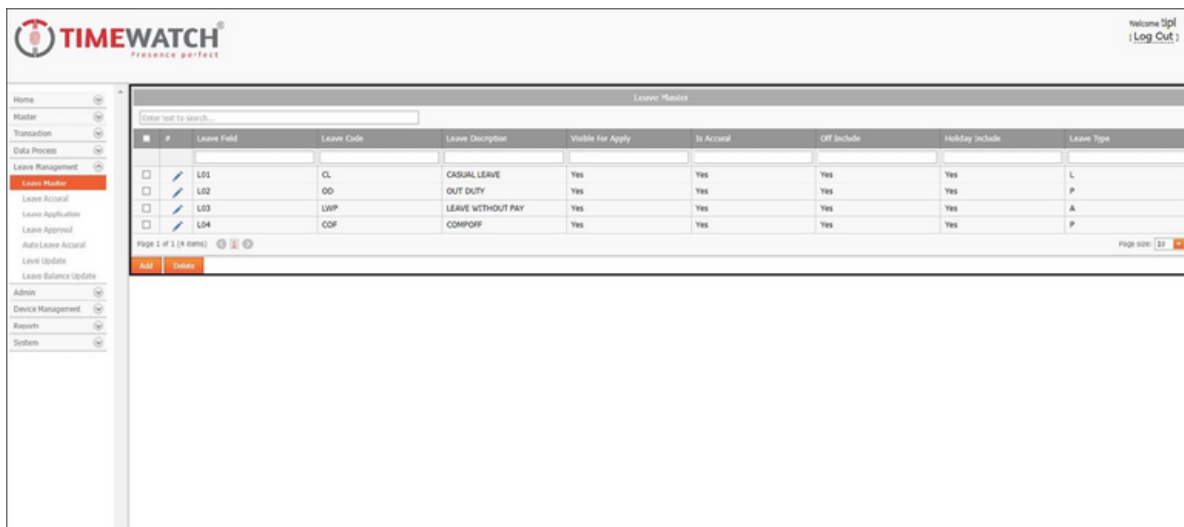
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Back Date Process

Back Date Process:-Here we will do the Back date process after changes in employee data for the report.

Leave Master
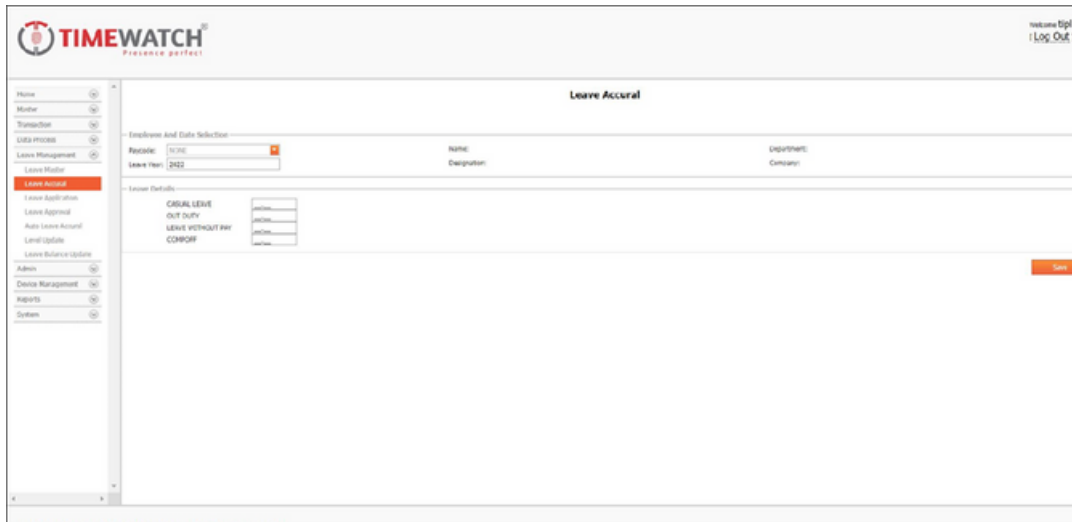
All the possible leaves an employee can take are entered through this option. Maximum of twenty types of leave can be entered to the system. For adding or modifying a record the following form occurs.
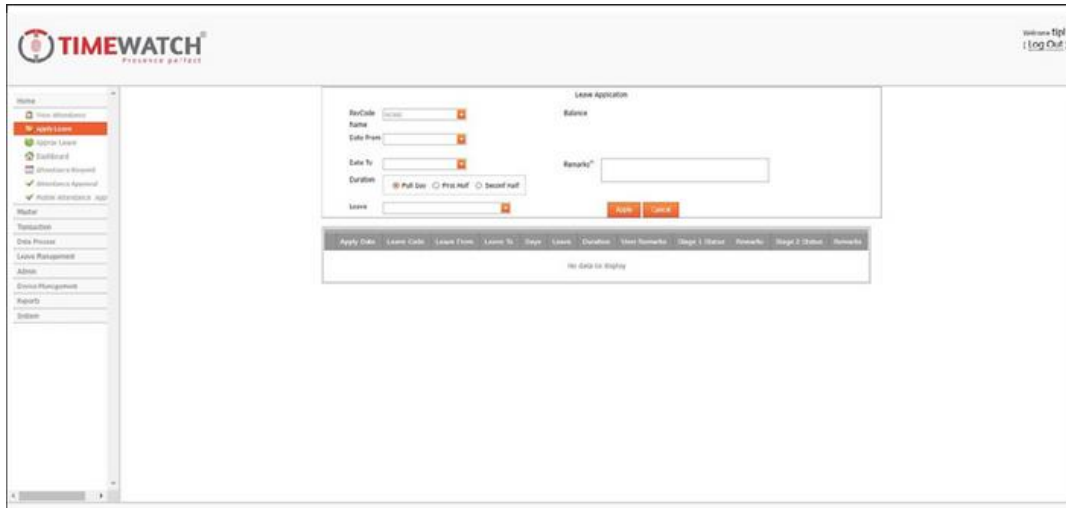
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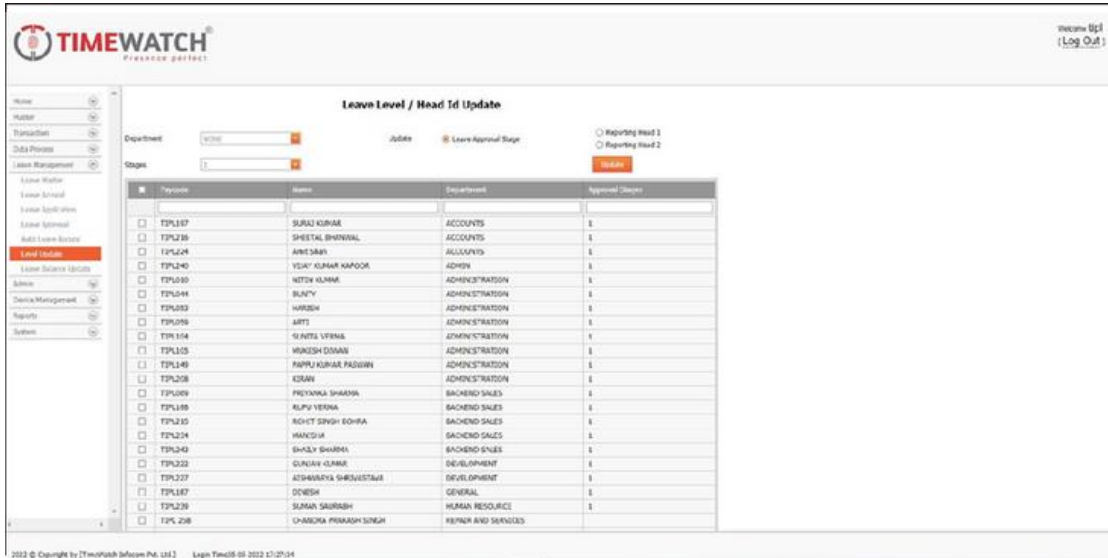www.TimeWatchIndia.com

Leave Accrual

Here we can specify how much leave an employee can avail in the current year. Leave credited to each employee's account will be entered through this option. You will be asked to enter the employee's code range (Paycode from and Paycode to) according to your requirement you have to enter.

Leave Application

Leave Application:-You can use this to enter any type of leaves or tour for a single or group of employees for a single or multiple days. Before using this Transaction, you should make sure that all possible leave types are defined in the left master. Once you give the pay code (single or range) and date you can select the leave, you want to enter. For ease of work, the system will select the first leave in the left master as the default leave. If you want to change the leave type, simply click on it. And you will get a list, which will show even the balance also.
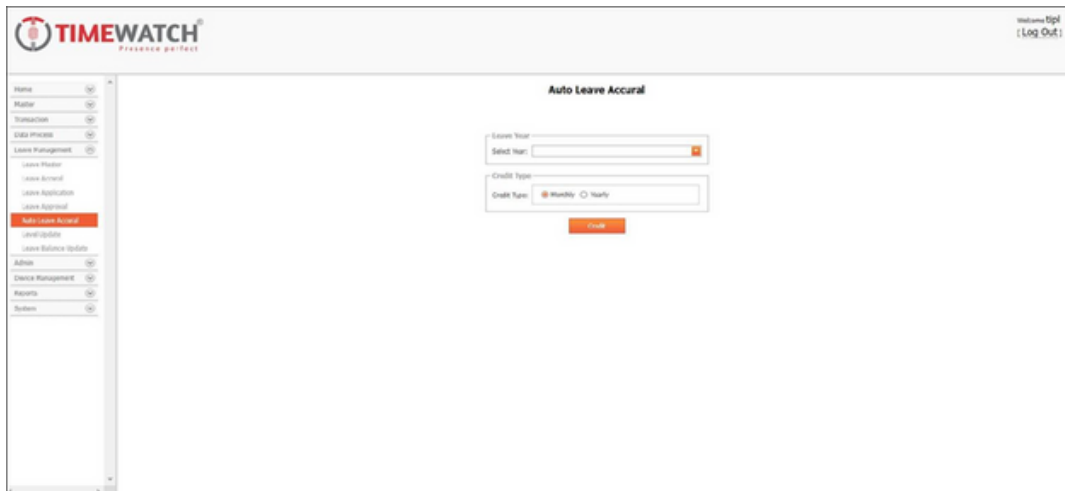
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Leave Approval

Leave Approval:-Here HOD or user will approve the Leave of users.

Auto Leave Accrual

Auto Leave Accural:-Here we will assign Auto Leave accrual of employees monthly or yearly.

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Leave Update

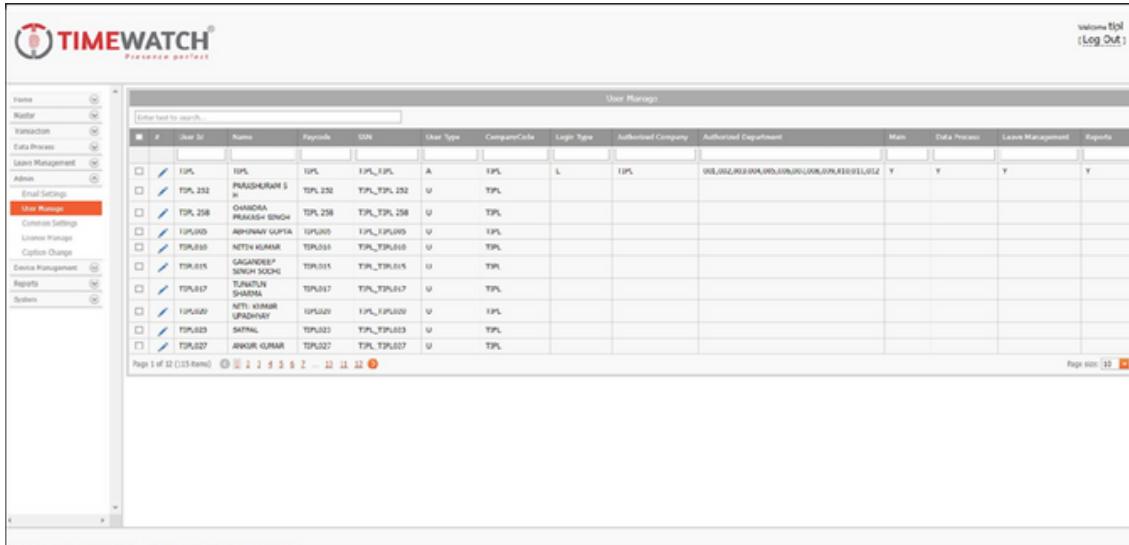Leave Update:-Here we will update the Leave or Head ID of employees.

Email Settings

Email Settings:- Can send types of Daily reports over the mail in a predefined time, we need to provide all email settings, this will be the FROM email id details.

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User Manage

User Manage:- Through this option new users can be created or the existing users and their rights can be modified. While selecting the user privileges from the main menu you will get a browse window with the details of the existing users

Common Settings

Common Settings:-Here we can check common settings for Time office policy Like Auto process, Duplicate punch Min, etc
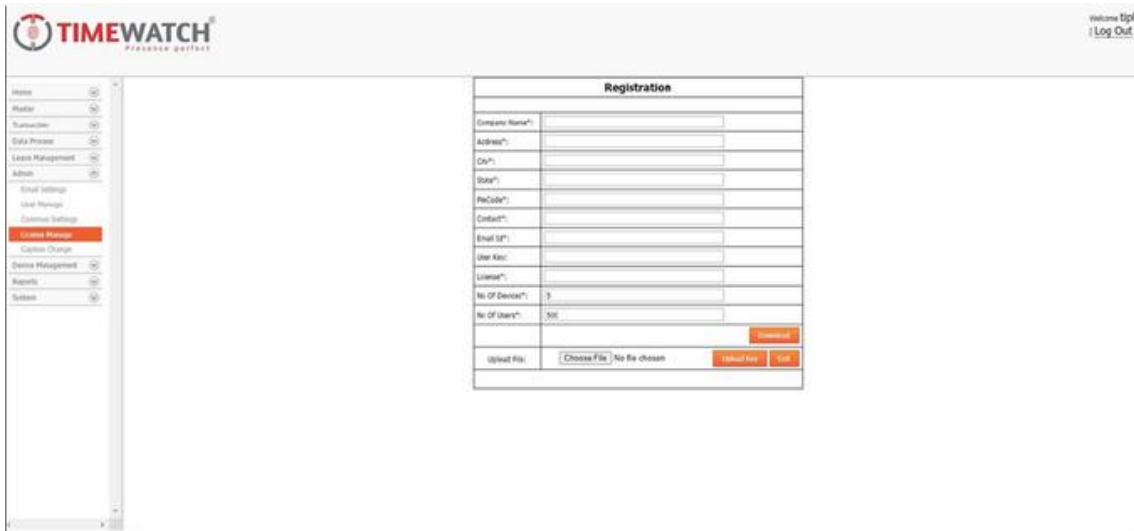
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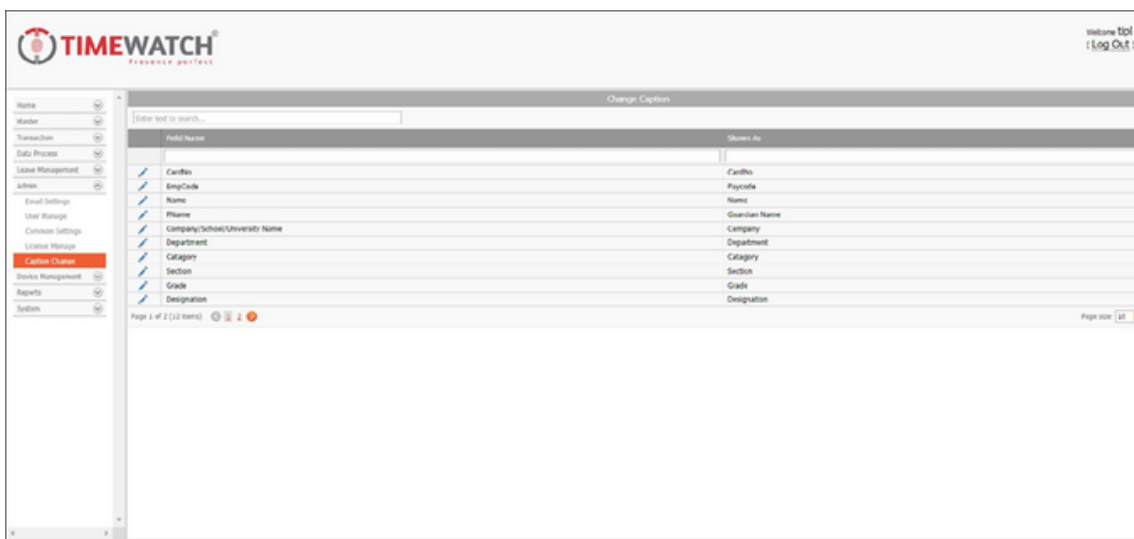sales@timewatchindia.com
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License Manage

License Manage:-Here we can fill in the details while installing software after that we can check the License details of the software, Like company details, Device & user details of the software.

Caption Change

Caption change:-Here we can change the caption of the software Like Cardno to pay code etc.

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Device List

Device List:-Here we check all device list which is connected in software with device s.no.,Device name, Device status, Device IP, etc.

Device Group

Device Group:-Here we can create a device group for mapping the device group.

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Group Mapping
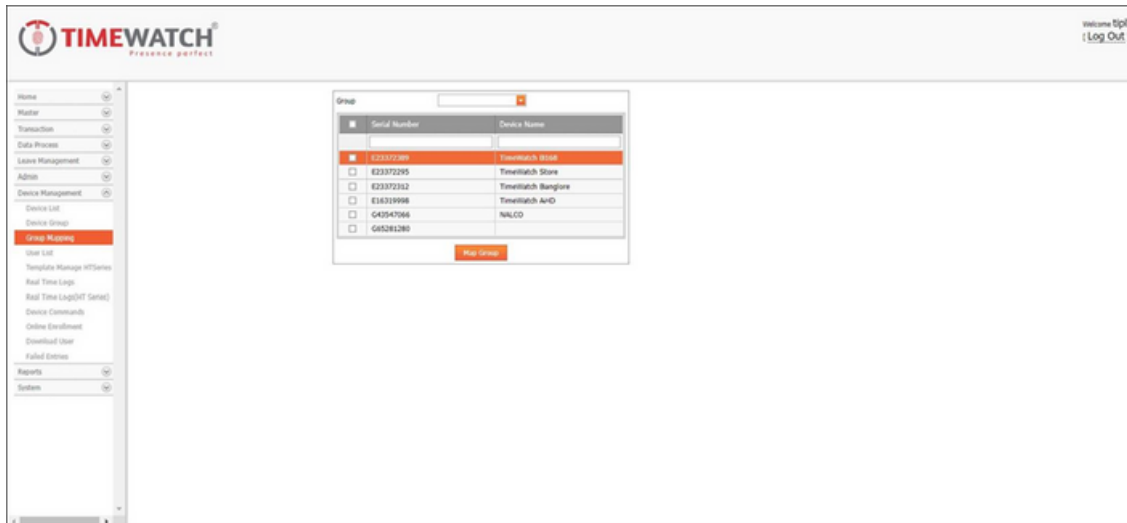
Group Mapping:-Here we can Map the devices in groups.

User List

User List:-Here we can check the Employee list as per device with name & Employee code.

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Template Management

Template Mangement:-Here we will transfer or delete Template from one device to another device.

Real Time Log

User List:-Here we can check the Employee list as per device with name & Employee code.
Real-Time Log:-Here we can check the Real-Time punches of the devices.

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Device Commands

Device Commands:-Here we can check Device commands which are given by for example Template transfer, Template remove, etc

Report - Daily Report

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Report - Daily Report

Daily Report: This report can be generated after transferring the data from the TimeWatch machine into your computer. Management for making quick decisions may require these reports. All the following reports can be taken just after the shift start time. Please ensure that you transfer data of previous days before generating reports like Daily Performance, Over Time, etc.

Late Arrival: This report provides the information of all the employees who have come late on the date specified.

Absenteeism: It provides the information of the employees who are absent on the date specified.

Attendance: This report shows the attendance of all the employees on the date specified. This report shows department-wise analysis: showing a number of employees present, absent, on leave, and having weekly off on the date specified.

Department Summary: This report shows the department-wise attendance details of employees like total employees in the department, number of presents, absent, on leave, and on weekly off.

 Early Arrival: This report shows the information of employees who have come earlier than the shift in time on the date specified.
Shift Wise Presence: This report shows the attendance details of employees shift-wise. It shows the number of days present, absent, weekly off, leave, OT, and OT amount.

Machine Raw Punch: This report shows all the punches of that day including the manual punches (suffixed by the character "M" which distinguishes it from the machine punch).

Manual Punch Audit: This report can only be generated if authorized personnel do any manual punch on that day.
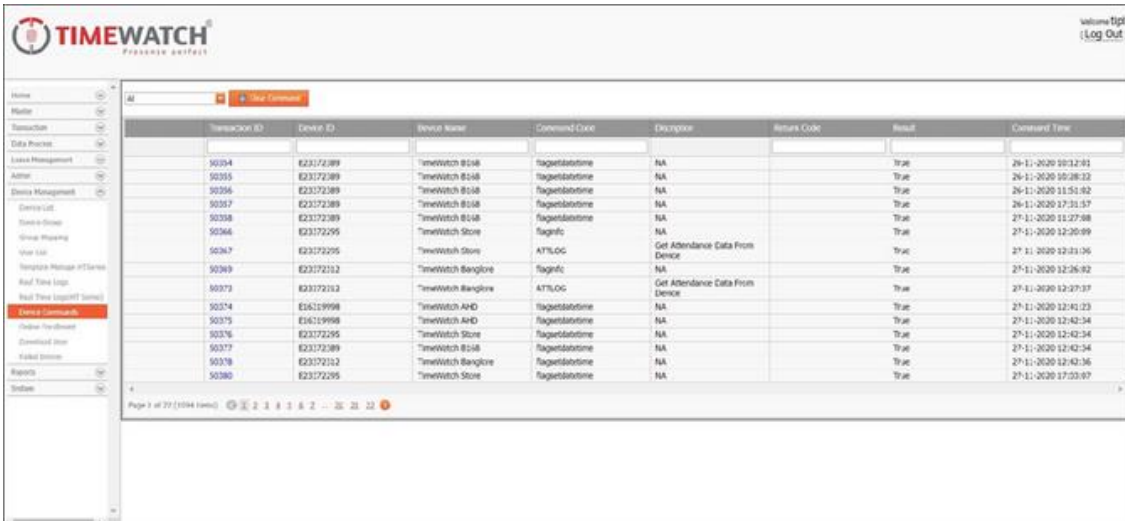
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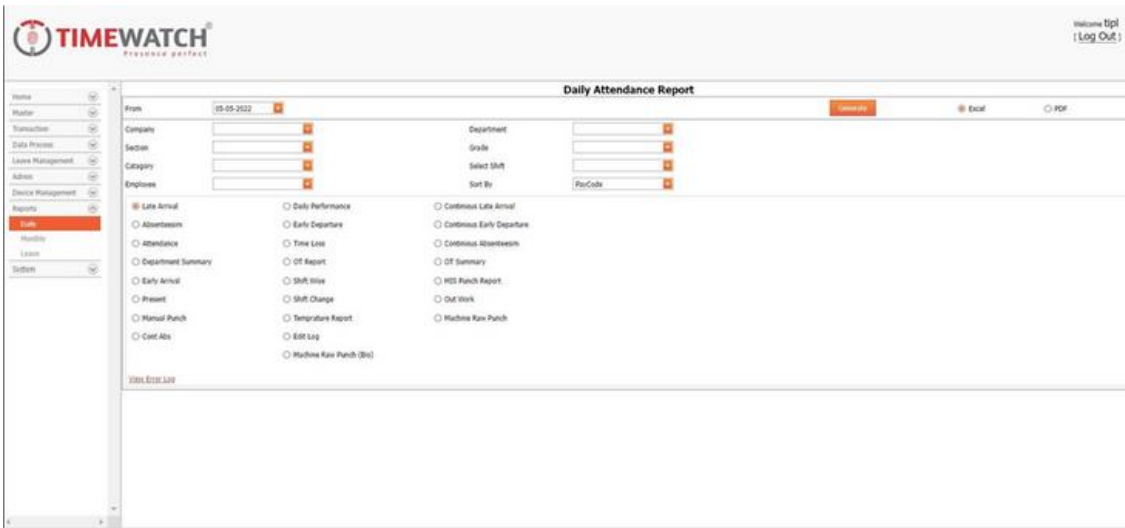sales@timewatchindia.com
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Report - Daily Report

Daily Performance: This report shows the performance of all the employees on the selected date. The information includes the Employees name, the shift of the employee, shift start time, details of all the punches, total hours worked, OT, OT amount, etc.

Early Departure: This report shows total loss hours for the company, employee-wise, on account of their early departure. It also shows the no of days the employee has left early.

Time Loss: If an employee comes after the permissible late arrival time or takes excess time for lunch than the allowed lunch duration time or goes before the permissible early departure time then the case is considered as a time loss. Details of such employees are obtained through this kind of report.

Over Time Register: Generated for Employees who work more than the working hours; the excess working hours are considered as over time (if allowed in Employee Master) and reflected in this report.

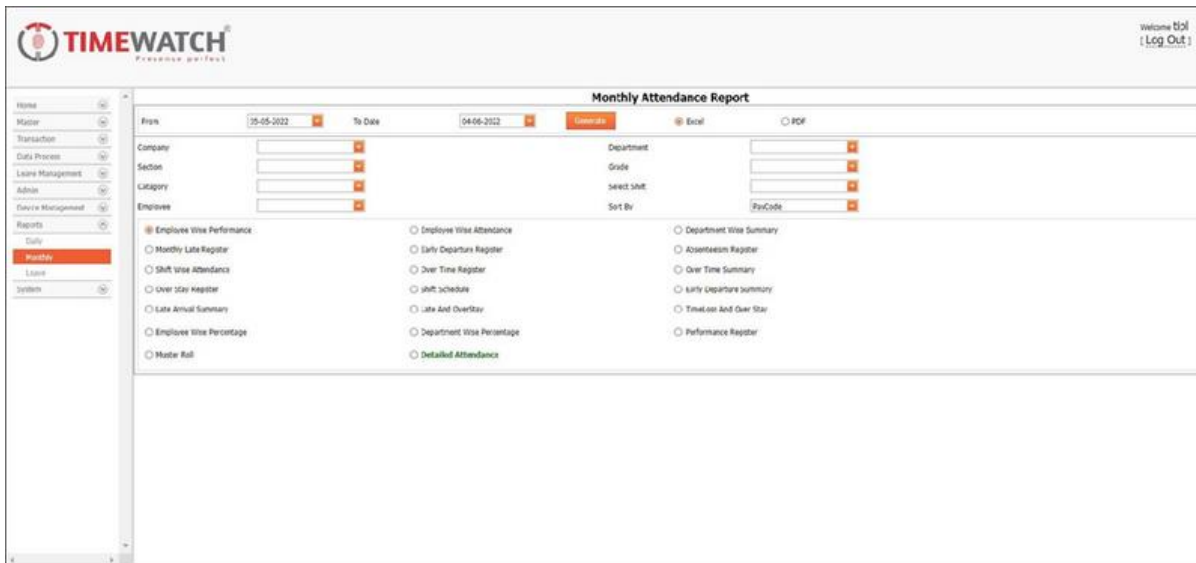Over Time Summary: This report shows the department-wise overtime status of employees on that day

Shift Change Statement: In case an employee is allowed to work in a shift other than his/her usual shift (through the authorized shift assignment of the Employee Master) the automatic shift change checks the arrival time of the employee and allocates the shift nearest to it. This change is noticed through the shift change statement as it indicates the actual shift and changed shift of that employee.

Our Work: In case the software is set to calculate two punches, this report shows the punches in between the in punch and out punch, as out work of the employees on that day.

Missing and Re-varication: This report shows the details of employees whose in or out punch is missing and of the employees who have worked more than the permissible maximum working hours etc. Our Software brings to your notice the abnormalities for correction.

Report - Monthly Report

Report - Monthly Report

Performance: This report shows the Monthly performance of an employee. Employee Wise Attendance: This report shows the attendance details of employees like the total present, absent, leave, weekly off, OT, and OT amount for a month.

Department Wise Attendance: This report shows the department-wise attendance details of employees like total employees in the department, number of presents, absents, leaves, and weekly off. Shift Wise Attendance: This report shows the attendance details of employees shift-wise. It shows the number of days present, absent, weekly off, leave, OT, and OT amount.

Muster Roll: This report shows the entire month's attendance details of all the employees in a single chart. This report can be generated on 80 columns or 132-column stationery. This specimen is for 80 columns. The same report in a better manner can be generated in 132 columns.

Over Time Register: Employees who work more than the working hours; the excess working hours are considered as over time (if allowed in Employee Master) and reflected in this report.

Over Time Summary: This report shows the department-wise overtime status of employees on that day.

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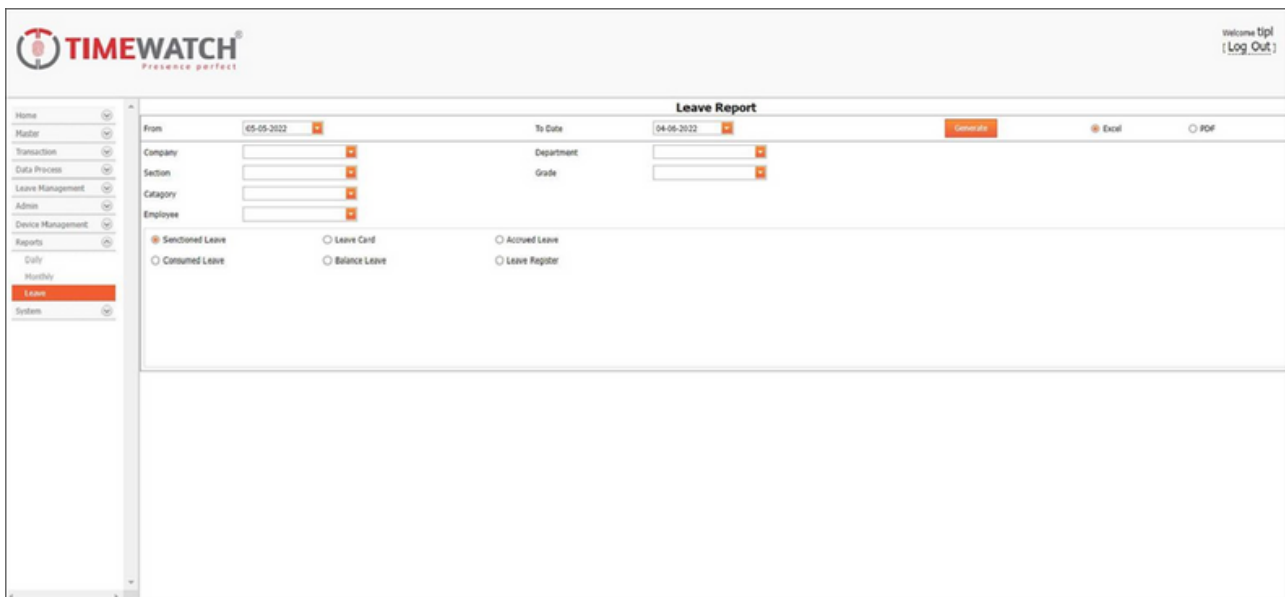
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Shift schedule: This report shows the shift chart of the employees for a month. This report can be generated for all shifts (Fixed, rotational, ignorable) / rotational shifts only / Fixed shifts only. This chart shows shift pattern, weekly off (First and second) and the shift of each day employee-wise.

Employee Wise: This report shows the attendance details of employees like the total present, absent, leave, weekly off, OT, and OT amount for a month.

Department Wise: This report shows the department-wise attendance details of employees like the total employees in the department.
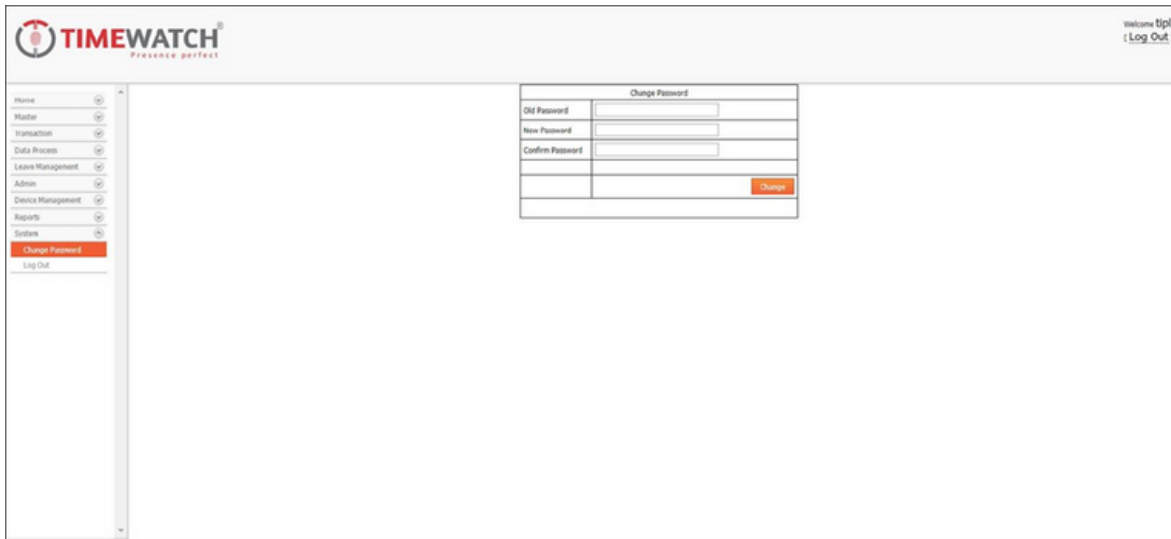
Report - Leave Report

Leave Report:-Here we can check Leave report like Section Leave,Leave card,Balance Leave,Leave Register etc.

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Change Password

Change Password-Here we can change password of user logins.