

# **USER MANUAL**

Integrated Device Management System (iDMS) (Web Based Application)









July 2021 Version 2.0.1 (Beta)

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







## **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		







#### 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 fulls 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.

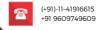
A huge number of reports is generated through our System, which has been highly appreciated not only by the Time Office but also by the Personnel Department, Accounts Department, EDP Department, and the General Management of every organization.

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.









#### **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.

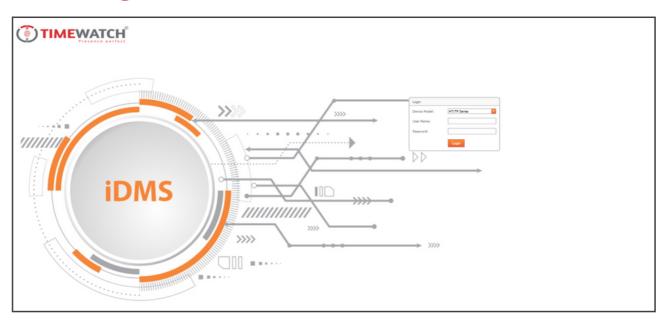
Enter a user name and password that is valid for the Application then click the ok button when this is valid the main screen display is shown below.

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

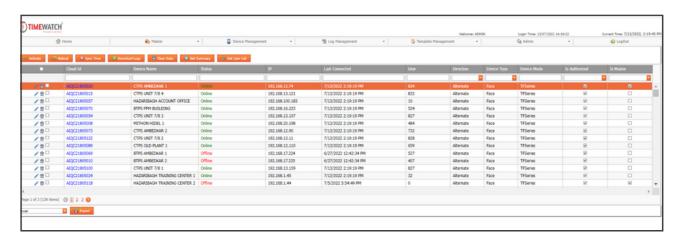


## **Home Page**

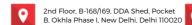


This is the Login page of iDMS software, Here we required a user id & password to login software.

# **Login page**

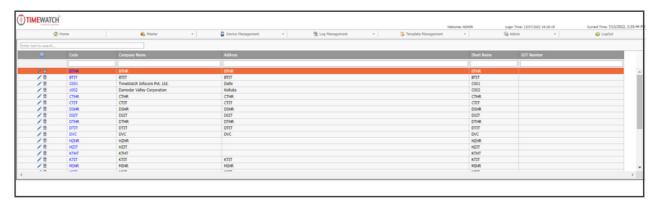


This is the Home page of the software, Here Device List(Device s.no, Device Name, Device Status, IP,& Device details) will show.



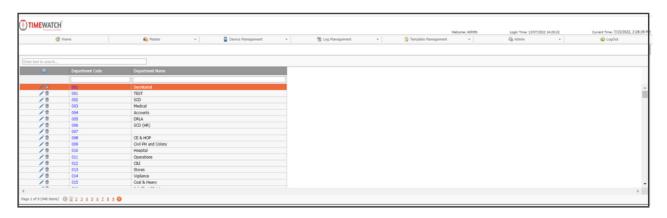


## **Master-Company Master**



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)

## **Department Master**



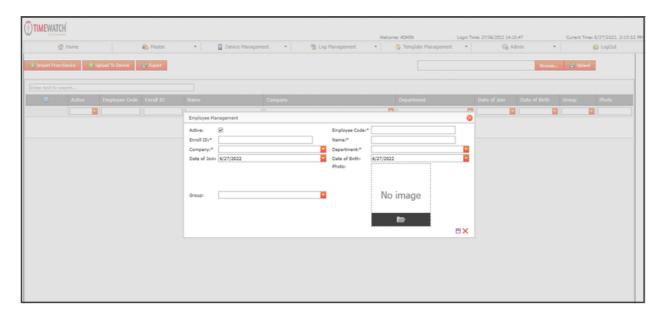
Each location has a unique location code. This code is required to enter against each employee in the Master (Employee)







# **Employee Master**



Here we can add Employee data.

# **Export Utility**

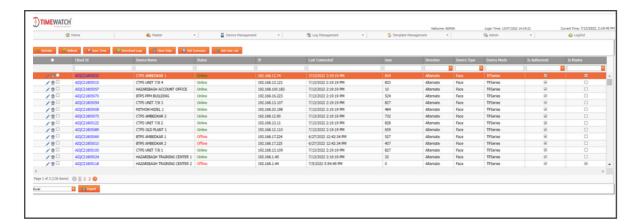


Here we can Export data of the Employees.



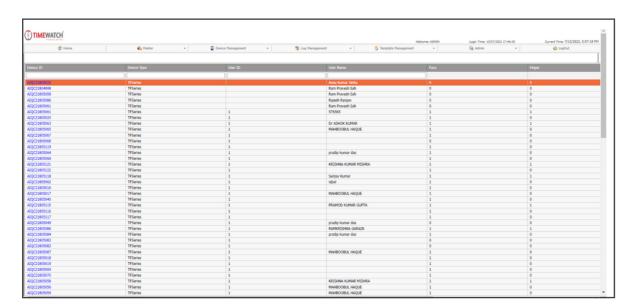


## **Device List**

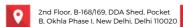


Here Device List (Device s.no, Device Name, Device Status, IP,& Device details) will show.

## **Device User List**



Here we can check the Employee list as per device with name & Employee code.





#### **Device User Photo**



Here we can check the Employee list with photo as per device with name & Employee code.

## **Deleted/Black Listed User**

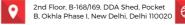


List:-Here we can check deleted and blocked listed Employee lists.

# **Device Group**

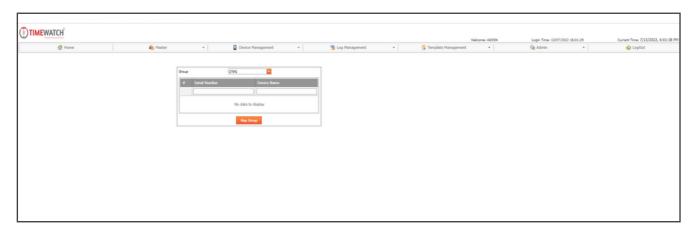


Here we can create a device group for mapping the device group



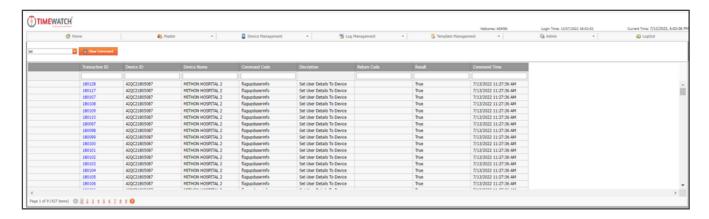


# **Device group Mapping**



Here we can Map the devices in groups.

## **Device Commands**



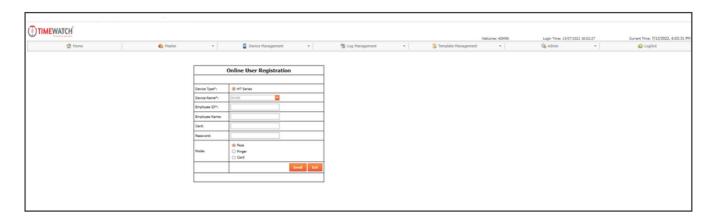
Here we can check Device commands which are given by for example Template transfer, Template removal, etc







# **Remote Enrollment**



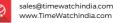
With this option, we can enroll users sitting from anywhere on the device. To do this we need to select the device user id name n mode of enrollment i.e. face/FP. once we click on ok service will send a command to the device. The device will prompt a message to enroll face/FP.

## **Failed Enteries**



Here All failed entries will shows which is failed at the device end due to the device offline or device switched off.





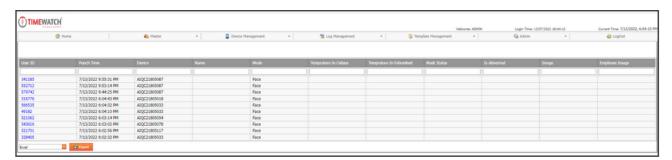


## **Online Enrollment**



Here we can send commands for online enrollment through software at particular devices.

# **Real-Time Log**



Here Data will reflect on Real Time basis.





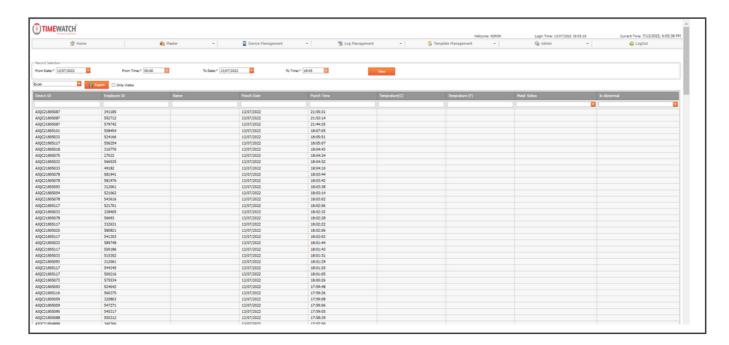


# Log (With Image)

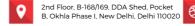


Here Punching data will reflect with Images.

# Log (With Image)



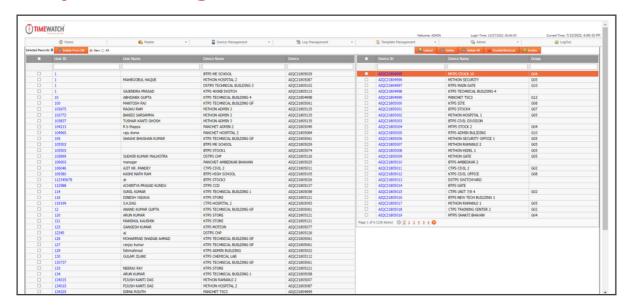
Here we can download data with image from particular date range.







# **Template Management**



Here we will transfer or delete the Template from one device to another device.

## **Download User**



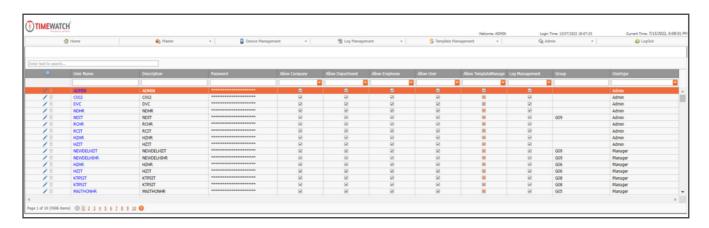
Here we can download the data of the users.





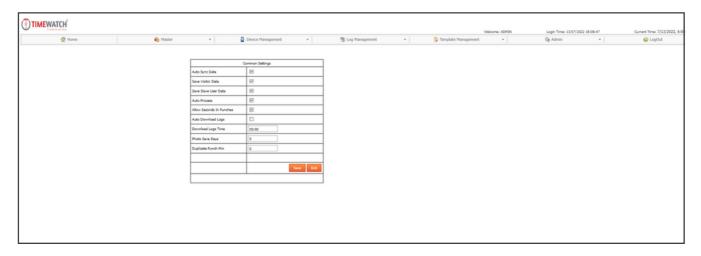


# **Admin-User Manage**

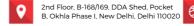


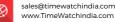
Through this option, new users can be created or the existing users and their rights can be modified. While selecting the user privileges from the main menu you will get a browse window with the details of the existing users

## **Admin-Common Setting**



Here we change the setting Like(Auto Sync data, Save Visitor data, Save slave data, Auto process, Auto Download Logs, Download logs Time, Photo save Days, and Duplicate Minute)







### **Parallel DB**



This option is used to push our Device logs to Third Party Database in Particular Table Parallel. There Are Three Database Types Used in Parallel Database Export i.e. SQL Server, My SQL, Oracle

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