

Cloud TnA WEB

Manual

1.1. Introduction

First of all, we would like to thank you for choosing our application. Time and Attendance application can be applied instantly and effects of it's operation can be visible and measurable in a very short notice. We are hoping that this instruction manual will help you install TnA application easily in order to familiarize with it's basic and advance options. One of those options is automatic detection of shifts, a feature that is not very common among similar applications, but is quite useful.

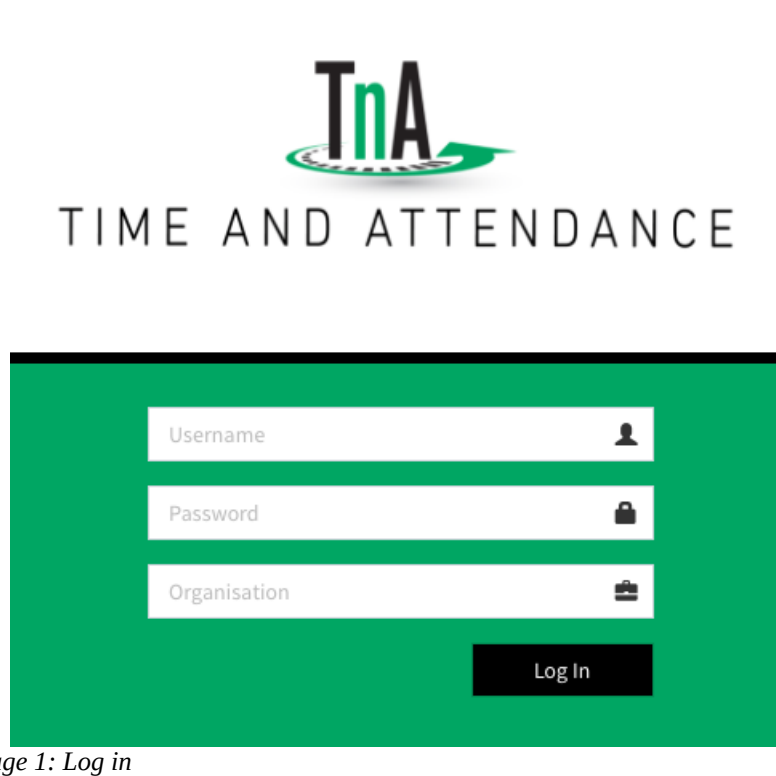
To start using the TnA application it is necessary to sign in at :

<http://time-n-attendance.com/sign/>

After filling in a simple registration form, you are following the link that is being sent to your e-mail address that you signed up with while completing the registration.

1.2. Log in

Launching TnA online application opens a panel which allows the user to login. User is obliged to correctly fill in the required information and then after clicking the "Login" button to access TnA application.



1.3. *Image 1: Log in*

Navigation

After a successful login you will see first page of web application. The main navigation is done using the horizontal menu at the top of the page. Menu contains following options.



Image 2: Navigation

Choosing one of the options opens a vertical submenu that enables further navigation and selecting options.

2.1. Administration

This menu allows creating and editing user's data and setting up options for devices that are being added to the TnA system.

List of employees	- A list of workers ; change and delete data
Add new employee	- Adding new users and data entry
Add new shift	- Creation of new shifts and associated settings
Reader setup	- Setting devices used for input events
Departments	- Review of existing and creation of new organizational units
Assign id card	- Assign card ID to employee
Password change	- Password change
Options	-Assign additional reports to workers
Licences	-Buying premium license
Employees activation	-Selection and allocation licenses to workers

Image 3: Administration menu

2.2. List of employees

This option enables viewing all users entered into the system as well as their basic data.

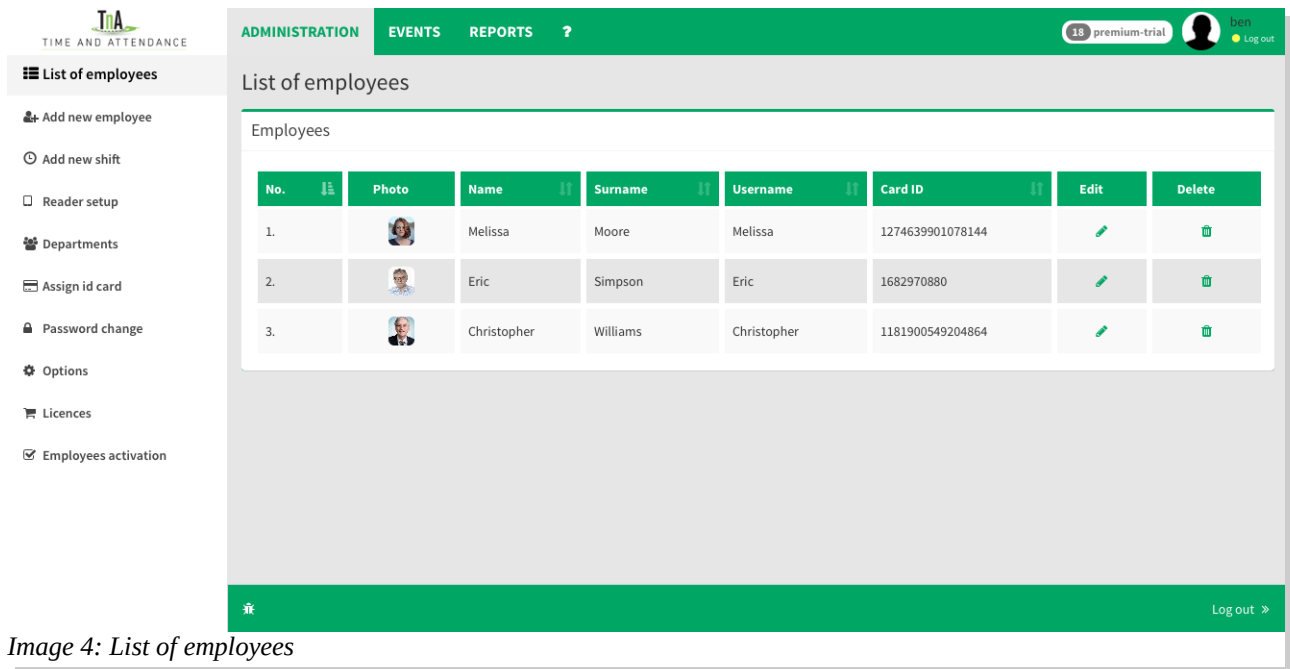


Image 4: List of employees



Edit Clicking button "Edit" opens the window that allows easy addition of data about individual users.



Delete Option for deleting users from database. In order to avoid accidental or unwanted deletion, user must follow additional confirmation procedure.

2.3. Adding new users

With this option user is able to enter data of new employees whose working hours are being recorded into the database. This menu also has an option adding images of users besides, their personal details (name, registration number, etc.) as well as an option of setting shifts.

To make sure that the entered data from the form are saved into the database, user must verify it by clicking on the button "submit".

The screenshot displays the TNA web application interface. The top navigation bar includes 'ADMINISTRATION', 'EVENTS', 'REPORTS', and a help icon. A user profile 'proba888' is logged in. The left sidebar lists various administrative tasks, with 'Add new employee' selected. The main content area is divided into two sections: 'Adding new employee' and 'Adding shifts for an employee'.

Adding new employee

Employee data

On the left, there is a placeholder for a user photo with a 'Browse...' button. The form fields are as follows:

- Username: *** (text input)
- Name: *** (text input)
- Middle name:** (text input)
- Surname: *** (text input)
- Phone:** (text input)
- Address:** (text input)
- Web address:** (text input)
- Identification number:** (text input)
- Email:** (text input)
- Card ID: *** (text input)
- Password: *** (text input)
- Confirm password: *** (text input)
- Department:** (dropdown menu, currently set to 'Unassigned')

A large orange 'Submit' button is located at the bottom right of this section.

Adding shifts for an employee

This section is divided into two main parts: 'Shift selection' and 'Date selection'.

Shift selection

- Available shifts:** A dropdown menu currently showing 'Nothing selected'.
- Working days:** A list of days with checkboxes: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, and Sunday.
- Added shifts:** An empty text area for listing added shifts.

Date selection

Applied from: A calendar for December 2016. The dates 27, 28, 29, 30, 1, 2, 3 are highlighted in green.

Applied to: A calendar for December 2016. The dates 27, 28, 29, 30, 1, 2, 3 are highlighted in green.

A blue note at the bottom left states: '* Submitting this form saves both employee and shift data'. A large orange 'Submit' button is at the bottom right.

Image 5: Add new user

The table at the bottom of the window is used to adjust shifts assigned to the worker and also parameters such as the initial and the final date of application of shifts and days of the week for which the given rule applies. In case you forgot to define shifts in which new user is working, it can be always done within the option list of employees plus Edit. In order to successful enter data recorded into the database it is required to confirm changes by clicking on the button "Submit".

2.4. Add new shift

This option is for creating and configuring new shifts. User may define the term as well as the duration of the shift (start and end of shifts). Under this option it is possible to pass parameters related to the use of breaks during shifts.

TIME AND ATTENDANCE

ADMINISTRATION | EVENTS | REPORTS | ?

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Add new shift

Shift details

Name of the shift:

Start of shift:

End of shift:

☐ Shift with break

Break in shift

List of shifts

Description	Start of shift	End of shift	Start of break	End of break	Break duration	Delete
first shift	08:00:00	16:00:00	11:30:00	12:30:00	30	<input type="button" value="🗑️"/>
second shift	16:00:00	00:00:01	18:30:00	19:30:00	30	<input type="button" value="🗑️"/>
middle shift	12:00:00	20:00:00	15:30:00	16:30:00	30	<input type="button" value="🗑️"/>

Log out »

Image 6: Add new shift

- The submenu options "Start of break" and "End of break" are defining the period during which a worker can use a break.
- "Duration of break" is break period and every absence which exceeds the length of the pause time is recorded as unpaid leave.

2.5. Reader settings

This option is for adding and adjusting devices that are used in your system. During the setting, each reader is assigned with a unique ID number. That ID number is later used for reader's identification when recordings of Arrival / Departure events are being sent.

While inputting data of new device, it is very important to make a correct choice of the type of reader-Option "Reader Type". This will ensure that time of arrival or departure event is properly logged and recorded.

The basic version, which has a fully automated process of adding Android devices and additional settings in this section, may be necessary for systems with multiple devices for recording events. In the lower part there is a table with a list of currently active readers and their settings.

ADMINISTRATION EVENTS REPORTS ? 18 premium-trial ben Log out

Reader setup

Reader data

Reader ID: Reader name: Reader type: Arrival

Existing readers

Reader status: All

ID	Reader description	Reader type	Status
4001	manual input departure	Departure	<input type="button" value="Active"/>
4002	manual input arrival	Arrival	<input type="button" value="Active"/>
12001	Android 1 Exit	Departure	<input type="button" value="Active"/>
12002	Android 2 Entrance	Arrival	<input type="button" value="Active"/>
12003	Android 3 Exit	Departure	<input type="button" value="Active"/>
12004	Android 4 Entrance	Arrival	<input type="button" value="Active"/>
12011	Android 5 Exit	Departure	<input type="button" value="Active"/>
12012	Android 6 Entrance	Arrival	<input type="button" value="Active"/>

Image 7: Reader setup

2.6. Department

The option for creating new one and reviewing the entered departments. After entering the name of the new department, it's input must be confirmed by clicking on the "Submit".

A window on the right side is reserved for the list of existing departments and the number of employees. The lower part of this page shows the structure of each department and options for adding and subtracting workers from the selected department. To add an employee to a particular department, first you must choose employee and department to which you want to attach employee, click "Add" and then confirm your selection in the appearing info panel. A process for the separation of the worker from the department is the same except that is performed by selecting the option Remove.

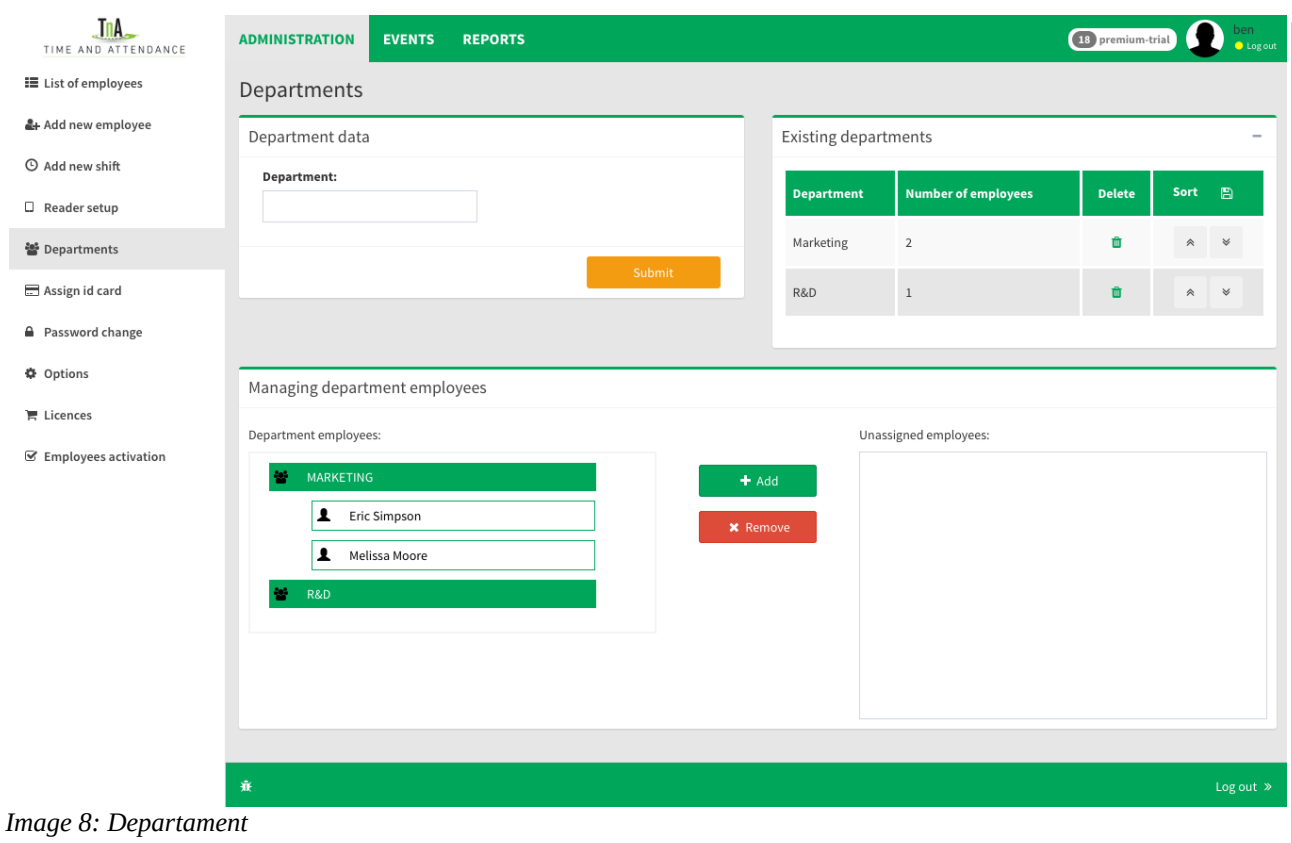


Image 8: Departament

2.7. Assign card ID

With this option each new ID card registered into system can be assigned to an employee easily. Selecting "add employee" in the setup, will open the page with fill in form for new employee.

ADMINISTRATION **EVENTS** **REPORTS** 18 premium-trial ben Log out

Assign ID Card

ID Cards that haven't been assigned to employees

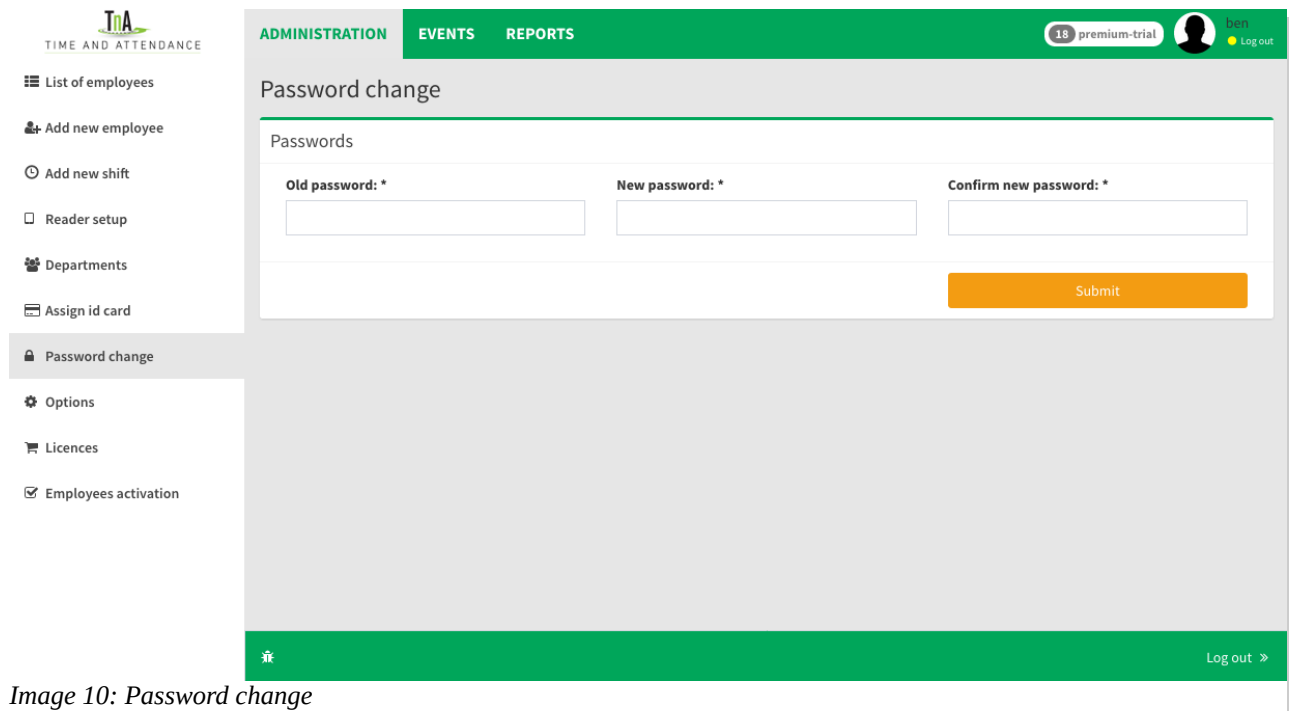
Card ID	Setup
4217746084	Add an employee
722115748	Add an employee
996258212	Add an employee
188069028	Add an employee
3678237092	Add an employee

Log out >

Image 9: Assign card ID

2.8. Password change

If it is required, changing password is quite easy. Fill in boxes as required: old password, new password and confirm new password. Press **Submit** button to confirm.



The screenshot displays the 'Password change' page within the TNA (Time and Attendance) application. The interface features a green header bar with navigation tabs for 'ADMINISTRATION', 'EVENTS', and 'REPORTS'. On the right side of the header, a user profile for 'ben' is shown with a 'Log out' button. A sidebar on the left lists various administrative functions, including 'List of employees', 'Add new employee', 'Add new shift', 'Reader setup', 'Departments', 'Assign id card', 'Password change' (which is currently selected), 'Options', 'Licences', and 'Employees activation'. The main content area is titled 'Password change' and contains a form with three input fields: 'Old password: *', 'New password: *', and 'Confirm new password: *'. An orange 'Submit' button is positioned to the right of these fields. At the bottom of the page, there is a green bar with a 'Log out »' link.

Image 10: Password change

2.9. Options

In this section, administrator have ability to delegate additional reports to employee that are not in default selected. Also these privileges can be call off if it is necessary. The possibility exists that you later create reports according to the customer request, and they will later be activated to those employees who need them. Here is the option to change the language of the application and in case there is a large number of workers, and that the speed of displaying the list of workers slows down it is possible to reduce the display of images employees.

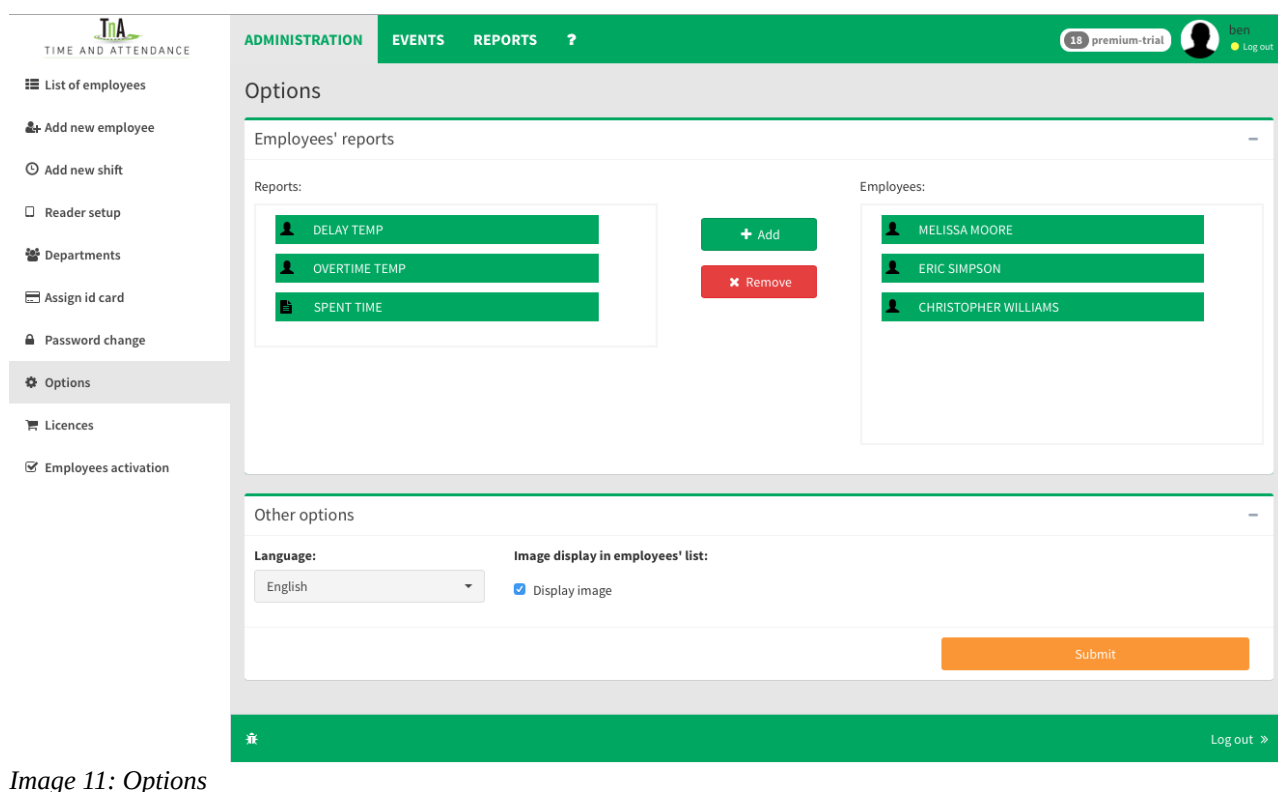


Image 11: Options

2.10. Licences

List of licenses that are linking to a specific company can be viewed on this page. Tabil shows all licenses that were active, with the number employees and the period in which they were valid, as well as the currently active licenses and licenses that are purchased for the upcoming period. In the lower part is a form for purchase of new licenses and the extension of existing ones.

TIME AND ATTENDANCE

ADMINISTRATION | EVENTS | REPORTS

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Licences

List of purchased licences

Date of purchase	Active from	Active until	Number of licences	Status	Type	Action
23. Dec 2016	23. Dec 2016	14. Jan 2017	50	active	trial	+

Purchase new licences

Number of licences:

Licence duration: 1 Month

payment method: Powered by **PayPal**

Log out »

Image 12: Licences

2.11. Employees activation

From this list of workers it is possible to make a choice for which workers will be activated Premium options.

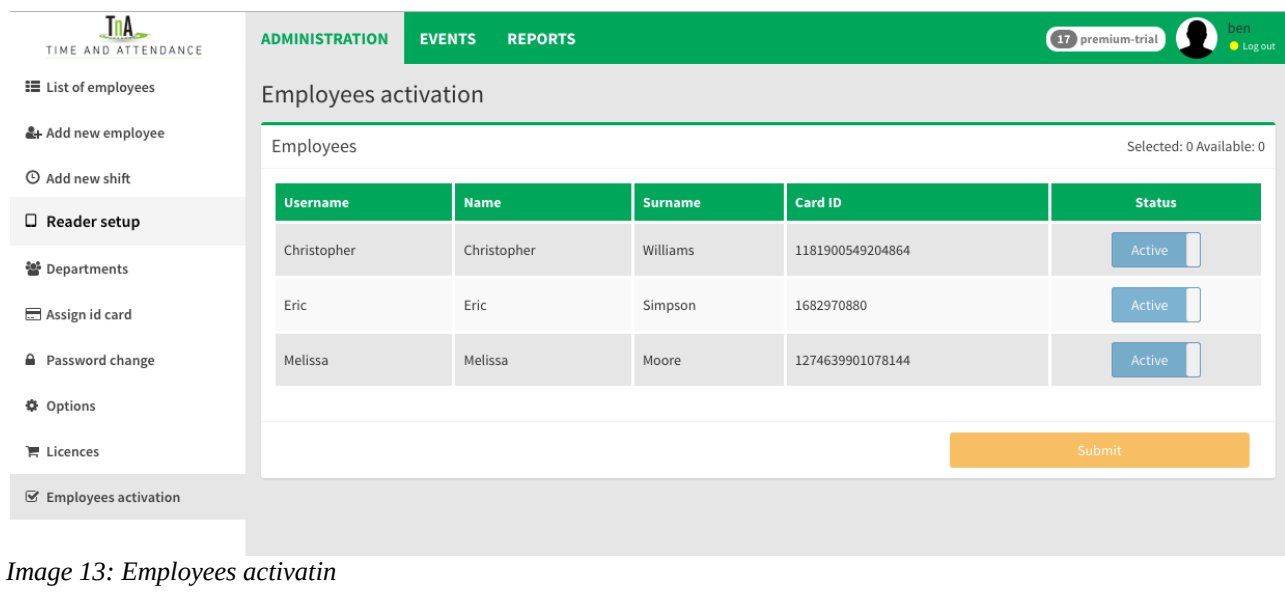


Image 13: Employees activation

3.1. Events

Menu, which consists of two sub-options:

3.2. Manual entry 3.3. Days off 3.4. Suspended events

3.2. Manual entry

By using this option it is possible to manually input events into the database. This option is mostly used by authorized personnel (security officer, doorman, etc.), when it is necessary to enter data on an employee who haven't brought any form of identification registered to the system (such as ID card, key fob, tag). It is also useful when it's necessary to make a correction of the entered time and event data. To confirm correction of events, simply press **submit** button.

The screenshot displays the 'Manual entry' page of the TNA system. The top navigation bar includes 'ADMINISTRATION', 'EVENTS', and 'REPORTS'. The left sidebar lists 'Manual entry', 'Days off', and 'Suspended events'. The main content area is titled 'Manual entry' and contains a form for entering event data. The form has three dropdown menus: 'Employee' (selected: 1274639901078144 - Melissa Moore), 'Event type' (selected: Arrival), and 'Event description' (selected: Regular). To the right of these is a 'Date and time selection' section. It features a calendar for December 2016 with days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates (27, 28, 29, 30, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31). A 'Time' picker is set to 10:46. A green 'Submit' button is located at the bottom right of the form. The bottom of the page has a green bar with a 'Log out' link.

Image 14: Manual entry

3.3. Days off

This option allows defining absence from work through the following events: vacation, sick leave, holidays, paid leave-as well as the number of hours that will be tied to a specific event. Operating hours are entered along with the type of event, in order to emphasize that if an employee is working part-time (for example four hours instead of eight) his paid leave will be calculated in according to that. There are options in the menu allowing to choose holidays and days off for an entire department and confirming choice by clicking "submit".

At the bottom of the window, there is a list of employees' days off. If it's necessary data in this list can be alternated. For example, if there is an event entered by mistake, that event can be erased and correct one entered, confirming the process by clicking "submit".

Days off

Days off data

Employee: 1274639901078144 - Melissa Moore

Department: Marketing

Type: Vacation Name: Vacation + -

Working hours: 8

Date range selection

Start date: « December 2016 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

End date: « December 2016 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Submit

Previous Days off

Employee: 1274639901078144 - Melissa Mo Date range selection: [Calendar] - [Calendar] Show

Username	Name	Surname	Date	Type	Hours	Delete

Log out »

Image 15: Days off

3.4. Suspended events

The great advantage of our application is its capability to easily handle events and information about the presence of workers. The event which was declared redundant at some point of time, will not be deleted from the database because it is necessary to keep track of updates and if necessary, do the additional correction. All of these events are found in this category of suspended events.

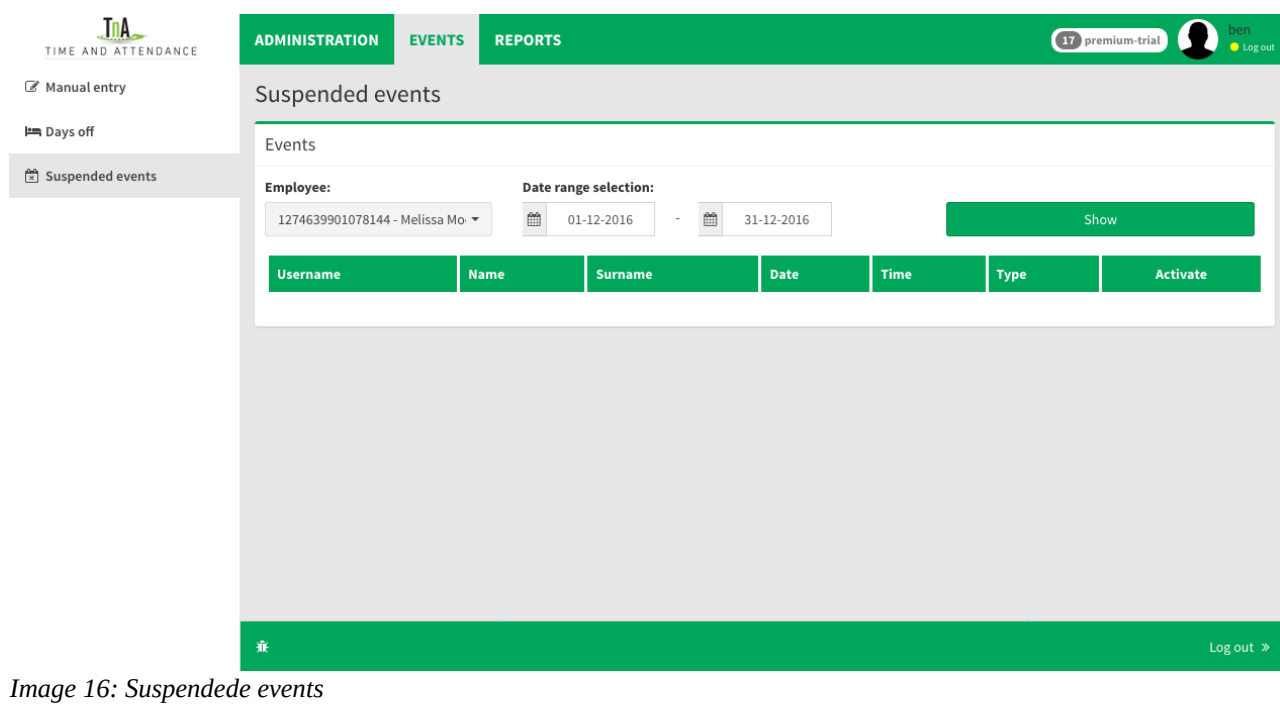


Image 16: Suspended events

4.1. Reports

TnA software allows users to create reports on all entered data and recorded events. Reports are usually presented in the form of chart or table, enabling clear preview of employees engagement.

4.2. Currently present

Real time report that provides an overview of currently present employees. Within this report, workers who are present are marked in green while the absent ones are marked in orange. User can refresh the current status and verify the information on the present workers at the push of a button “Refresh”. Workers are classified by departments they have been assigned to, so it is easy to examine the current state in every department. The date and time of the last recorded entry or exit is displayed for every worker.

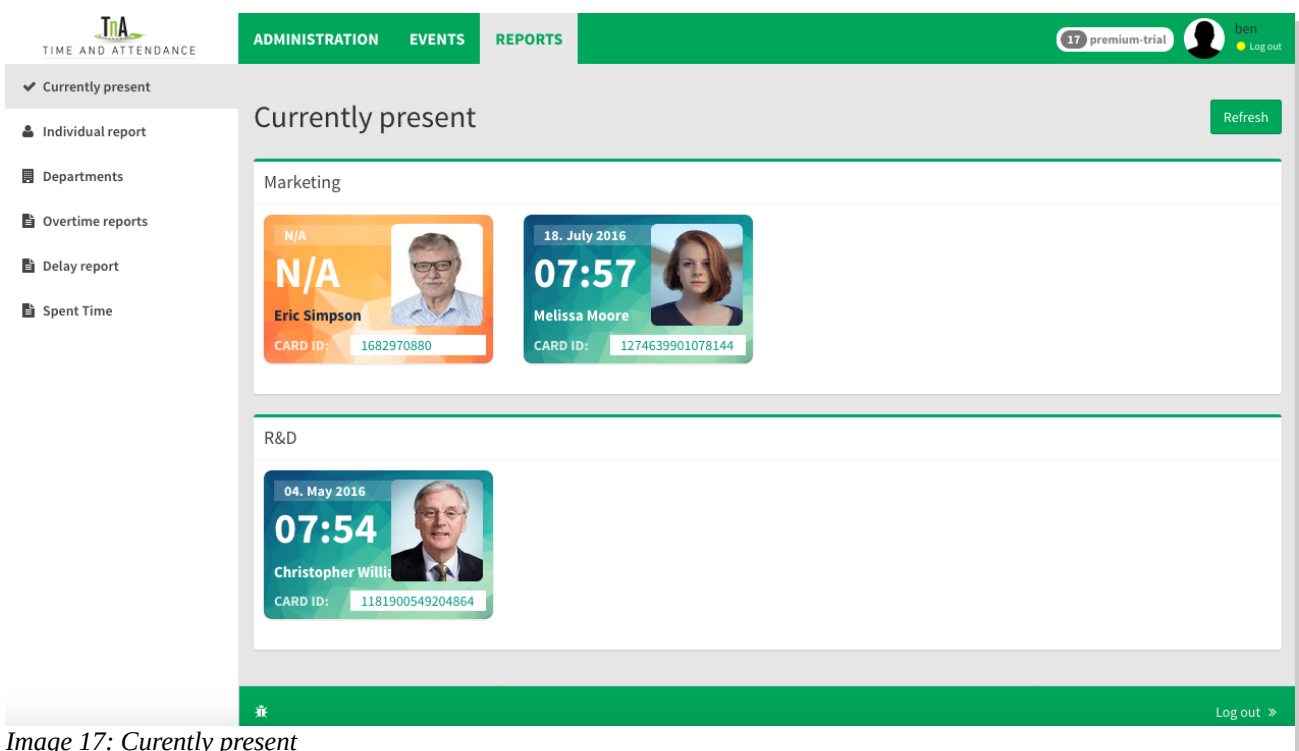


Image 17: Curently present

4.3.1. Individually reports

This option allows user to create individual reports for selected employee, in a defined period of time (which can not exceed 31 days). Clicking on the button "submit", the user confirms the entered data and software starts generating an individual report.

The screenshot displays the 'Individual report' interface in the TNA application. The top navigation bar includes 'ADMINISTRATION', 'EVENTS', and 'REPORTS'. The sidebar on the left lists various report types. The main content area is titled 'Individual report' and contains two primary sections: 'Report data' and 'Date range selection'. In the 'Report data' section, there is a dropdown menu for 'Select an employee:' currently showing '1274639901078144 - Melissa Moore'. Below this is a 'Display type:' dropdown set to 'Period' and a 'Showing details:' checkbox which is unchecked. The 'Date range selection' section features two calendar views for 'December 2016', each with 'Start date' and 'End date' labels. A prominent orange 'Submit' button is located at the bottom right of the form area. The footer of the application shows a 'Log out' link.

Image 18: Reports individually

Graphics chart of the report is created in accordance with the database and as such represents a useful tool for the control of work engagement of employee. As part of this report is a complete analysis of working hours for the selected employee. The top part of the chart is displaying a table with the employee's basic data, photo and all relevant parameters of working time. Observed period of time (month, week or day) can be altered using navigation arrows or by choosing an option from the menu on the right side of the header. Application also has an option of creating PDF document based on graphic reports.

Active component on this page allows you to add new events and to correct detected errors by simple clicking on the graphic. Left mouse click on **+Add event** opens a new window to adjust the data for the event you want to enter it is also possible to add the shift to a single day or for a period by clicking on **+Assign shift**.

In case it turns out that some events redundant and should be deleted from the display it can be suspended by left clicking on **Suspend an event** on the event that is in the table which is activated by selecting Show more details.

Bottom of the report page contains a legend with detailed graphical models of various times and events being displayed.

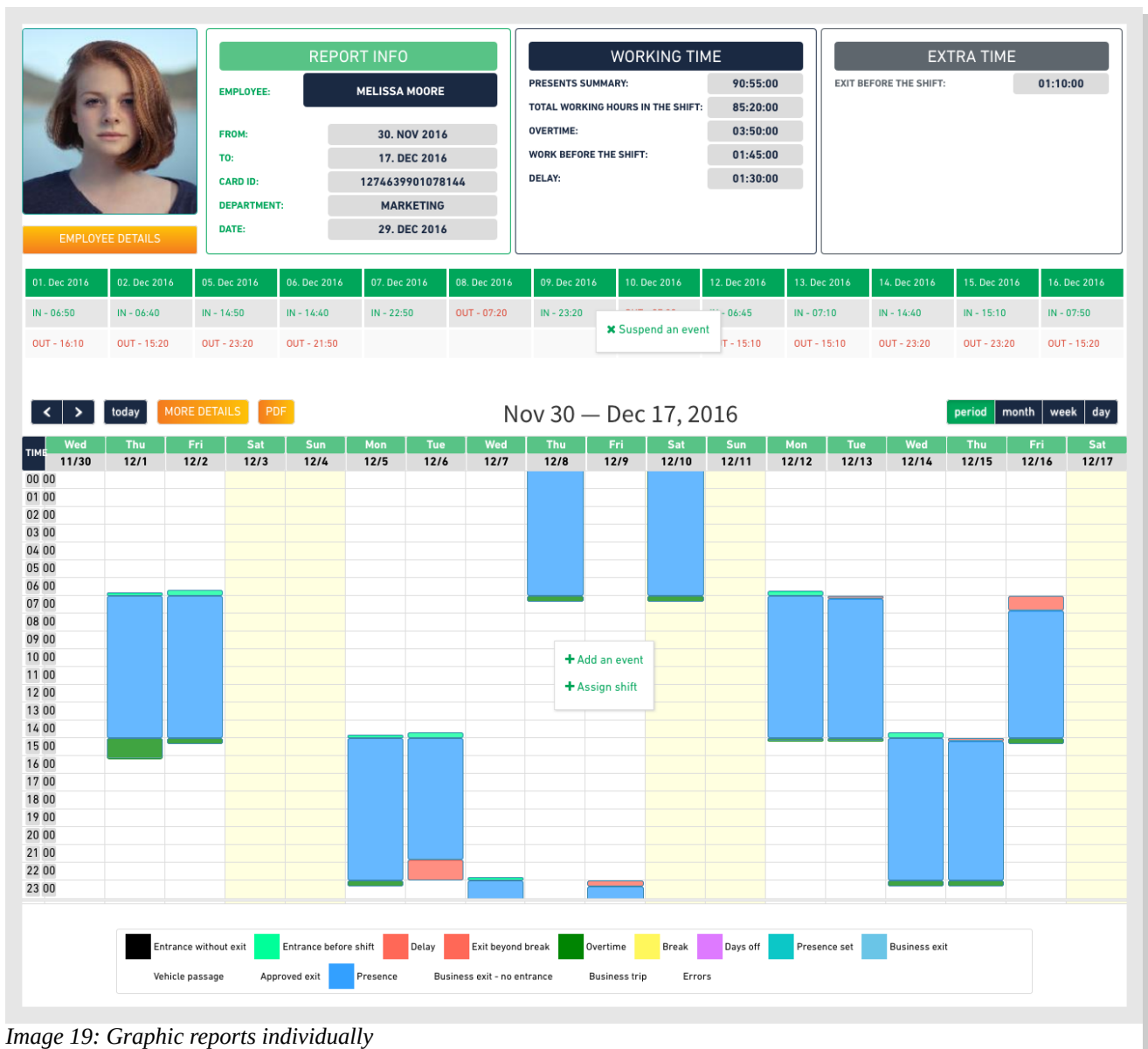


Image 19: Graphic reports individually

4.3.2. Automatic detection of shifts

One of the most complex functions of the software for time attendance is the ability to detect shifts in which the employee was engaged, especially if there is continuity of shifts in schedule or if there is an overtime, before or after the official duration of the shift.

Solutions that most similar softwares are offering are based on the input of special templates with all possible shifts in which an employee is engaged , for each employee individually. This solution is not practical due to possible changes of schedule and duration of the shift, as well as the already mentioned overtime that can easily lead to false detection of shifts. This often involves painstaking changes, analysis and correction of reports on the time spent, as with a larger number of workers can be a big problem for the HR department.

Our software for time attendance based on advanced algorithms for analysis and detection of shifts in which the worker was hired without the need for entering all the possible combinations of shifts can be hired. All you need is to detect the arrival time workers on the job and the time of his departure from work and software will detect where the shift worker was engaged, regardless of whether his involvement was pre-planned or had overtime.

In this way, workers are protected in the event that the absence of the pre-defined shift ran as a failure or delay to these workers, although there is a real need.

On the other hand protected and that the employer at any time within the report can see exactly how much the duration of regular and overtime workers, regardless of the predefined schedule and duration of the shift.

4.4. Department

This option enables creating a series of individual reports that were previously described, for the entire department. This is saving a lot of time especially when creating accounting reports at the end of the month.

TIME AND ATTENDANCE

ADMINISTRATION EVENTS **REPORTS**

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✓ Currently present

Individual report

Departments

Overtime reports

Delay report

Spent Time

Department report

Report data

Select department:
Marketing

Display type:
Period

Showing details:
☐ Show more details

Date range selection

Start date: « December 2016 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

End date: « December 2016 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

Submit

Log out »

Image 20: Department reports

4.5. Overtime reports

Basic version of the TNA web application, has a report on employees working overtime , and also a report on the employees presence outside of usual time frame of business hours. On the main screen, user may choose the employee for whom the report is being made and the related time period to which the report relates (start date, end date). It is possible to generate reports for a specific department. Finally, user may choose if he wants the report to display summary values for the selected period of time or separately, day by day and also the orientation of reports .

Image 21: Overtime reports

Overtime: 01. Jan 2016 - 30. Jan 2016

PHOTO	NAME	SURNAME	BEFORE SHIFT	AFTER SHIFT	OVERTIME SUM
	Marie	Vincent	04:00:00	01:40:00	05:40:00
			04:00:00	01:40:00	05:40:00

Excel CSV

Overtime: 01. Jan 2016 - 30. Jan 2016

PHOTO	NAME	SURNAME	PARAMETER	01	02	03	04	05	06	07	08	09	10	11	12	
	Marie	Vincent	Before shift	00:00:00	00:00:00	00:00:00	00:00:00	00:20:00	00:30:00	00:30:00	00:30:00	00:00:00	00:00:00	00:30:00	00:30:00	00:
			After shift	00:00:00	00:00:00	00:00:00	00:00:00	00:10:00	00:10:00	00:10:00	00:20:00	00:00:00	00:00:00	00:10:00	00:00:00	00:
			Overtime sum	00:00:00	00:00:00	00:00:00	00:00:00	00:30:00	00:40:00	00:40:00	00:50:00	00:00:00	00:00:00	00:40:00	00:30:00	00:

Excel CSV

Image 22: Overtime report



4.6. Delay report

This report is a table display of the individual employee's delays, for the selected period of time. As with previous reports, it is necessary to choose the employee and the period of time related to report. After entering these data and clicking the "Submit" button, report is created.

Image 23: Delay report

Created table report is active and provides the ability to view graphical reports for a particular event. A simple click on the value in the table, opens a new window with a complete graphical report for that date.

Delay: 01. Jan 2016 - 26. Jan 2016

PHOTO	NAME	SURNAME	DELAY
	Sharon	Mccall	00:40:00
	Marie	Vincent	00:30:00
			01:10:00


Excel CSV

Image 24: Delay report

4.7. Spent time

Spent time is the ultimate report that gives a complete overview of events and all parameters of the working hours for each and every employee. By selecting standard set of parameters, user has complete freedom in creating reports, individual or group reports. Like in other application's reports, every element in a table is an active link to a graphical report of the selected event.

Spent Time: Melissa Moore, 01. Dec 2016 - 09. Dec 2016

PHOTO	NAME	SURNAME	PARAMETER	01	02	03	04	05	06	07	08	09	SUMS
	Melissa	Moore	Delay	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00
			Before Shift	00:10:00	00:20:00	00:00:00	00:00:00	00:10:00	00:20:00	00:10:00	00:00:00	00:00:00	01:10:00
			In Shift	08:00:00	08:00:00	00:00:00	00:00:00	08:00:00	06:50:00	08:00:00	00:00:00	00:00:00	38:50:00
			Early Exit	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	01:10:00	00:00:00	00:00:00	00:00:00	01:10:00
			After Shift	01:10:00	00:20:00	00:00:00	00:00:00	00:20:00	00:00:00	00:20:00	00:00:00	00:00:00	02:10:00
			SUM Delay	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	01:10:00	00:00:00	00:00:00	00:00:00	01:10:00
			SUM Overtime	01:20:00	00:40:00	00:00:00	00:00:00	00:30:00	00:20:00	00:30:00	00:00:00	00:00:00	03:20:00
			Spent Time	09:20:00	08:40:00	00:00:00	00:00:00	08:30:00	07:10:00	08:30:00	00:00:00	00:00:00	42:10:00
			Out of Shift	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00



 Excel
  CSV

Image 25: Spent time report

5.1. Conclusion

The manual contains description of basic functions of Cloud TNA WEB system, created to help users mastering all the aspects of this application.

Our customer support service is always available, prepared to answer all of your questions and open-minded for your suggestions and comments. We can be contacted directly through our,

website: www.time-n-attendance.com

or by mail to: support@time-n-attendance.com