Cloud TnA WEB

Manual

1.1.   Introduction

We would like to thank you for your trust in our system for time and attendance. We would like to emphasize that in our application integrated advanced functions for the automatic detection of the shift, which can be proud of only a small number of competing programs for time and attendance. More about the automatic detection of shifts will be discussed in the chapter in which we will describe reports. We hope that the first effects of ours system in your business will be visible and measurable as soon as possible. With the wish that this instruction lead you easily and quickly into the basics of using our web applications let's move on to point .

To start using the TNA applications it is necessary to fill in the application at:

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

After filling in a simple registration form, you should follow the link that will be sent on the email that you signed up when completing the registration.

1.2. Log in

Launching TNA online application opens a panel which allows the user to login. It is necessary to correctly fill in the required information and then, click the button **Log in** to access TnA application.

Image 1: Log in

1.3. **Navigatio**

After a successful login loading you will see first page of Web applications. The main navigation is done using the horizontal menu at the top of the page that contains the following options:

Image 2: Navigatio

The choice from one of the options open to the vertical submenus that enable further navigation and selection options.

2.1. **Administratio**

In this menu are enabled to create and edit data about users, and set options for devices that are added to the TNA system.

- A list of workers / change data and delete

- Adding new users and data entry

- Creation of new shifts and associated settings

- Assign card ID to employee

- Review of existing and creation of new organizational units

- Setting devices used for input events

- Password change
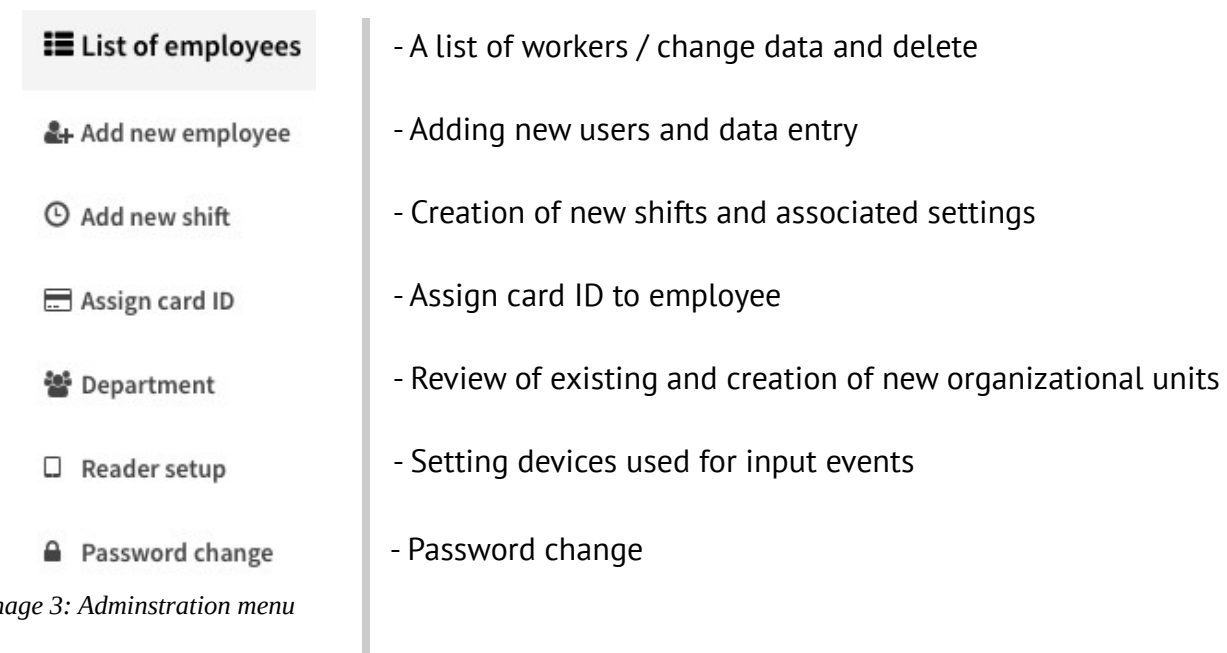
Image 3: Adminstration menu

2.2. **List of employees**

Under this option it is possible to view of all users entered into the system as well as their basic data.

Image 4: List of employees

Edit By selecting "Edit" comes to the window which allows easy modification and addition of data about individual users.

Delete option to delete users from the database. In order to perform requires further confirmation is needed, eliminating the possibility of error when deleting.

2.3. Adding new users

  With this option, you will be able to entry of new employees whose working hours are recorded. In addition to input personal details (name, registration number, etc.) In this menu, there is an optional possibility of adding images of users, as well as the setting shifts .

  Entered data into the form to be successfully entered into the database it is necessary to do the verification by clicking on the button "**submit**".

Image 5: Add new user

The table at the bottom of the window is used to adjust the shifts that are assigned to the worker and parameters such as initial and the final date of application of shifts and days of the week for which the given rule applies. If adding a new user you did not define the shift in which it operates, it can always be done within the option **list of eployees** plus **Edit**. In order to successfully enter data recorded in the database is also necessary to confirm the changes with click on the button "**submit**".

2.4. **Add new shift**

This is part of the application for creating and configure a new shifts. When creating a new shift defines 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 shift.

Image 6: Add new shift

- With the option "Start of break" and "End of break" is defined as the period during which a worker could use a break.
- "Duration of break" is a period break and every absence which exceeds the length of the pause time is recorded as unpaid leave.

2.5. Assign card ID

A system that will allow each new ID card that you register in our system in a simple and easy way to be assigned to an employee. Selecting "add employee" moves to the page to fill in the basic data for the employee.

Image 7: Assign card ID

2.6. Department

The option to create and review the entered departments . After entering the name of the new department, its input must be confirmed by clicking on the "**Submit**". In the right window is a part reserved for a list of existing departments and the number of employees. The lower part of this page shows the structure of each department and the functions for adding and subtracting workers from selected department. To make addition of employee to department you must first choose employee and department to which you want to attach employee, and then choose Add. After that occurs info panel on which you should confirm the selection. A process for the separation of the worker from the Department is the same except that it is performed by selecting the function Remove.
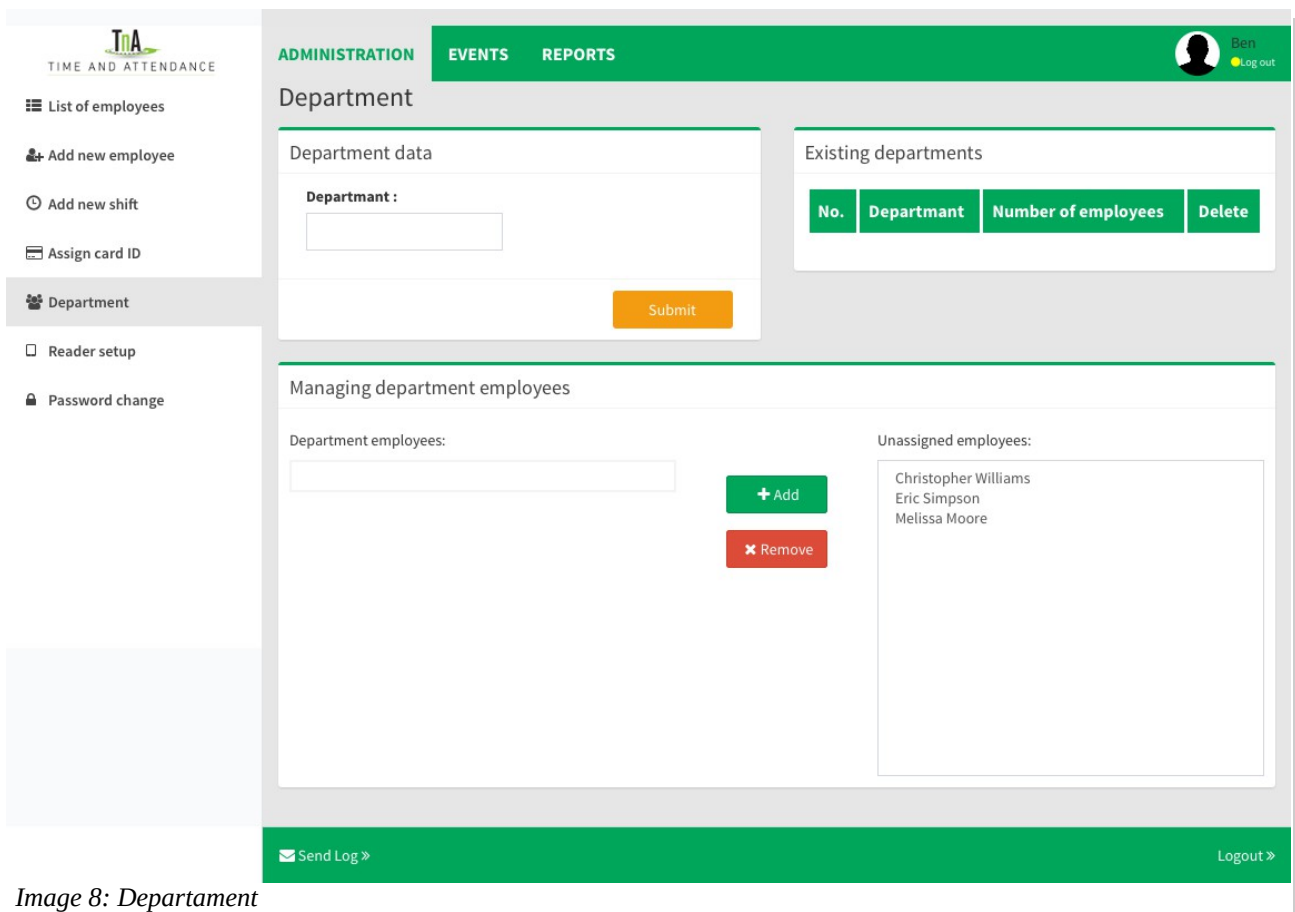

Image 8: Departament

2.7. Reader settings

This option is for adding and adjusting devices that are used in your system. Within the setting, each reader is assigned a unique ID number that is later used to identify when sending events to the data base, for recording **Arrival / Departure** at work.

To read time of arrival and departure from work properly and recorded in the system is of crucial importance that when input data of new device in the system make the correct choice of the type of reader - Option " Reader type ". 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 currently active readers and their settings.
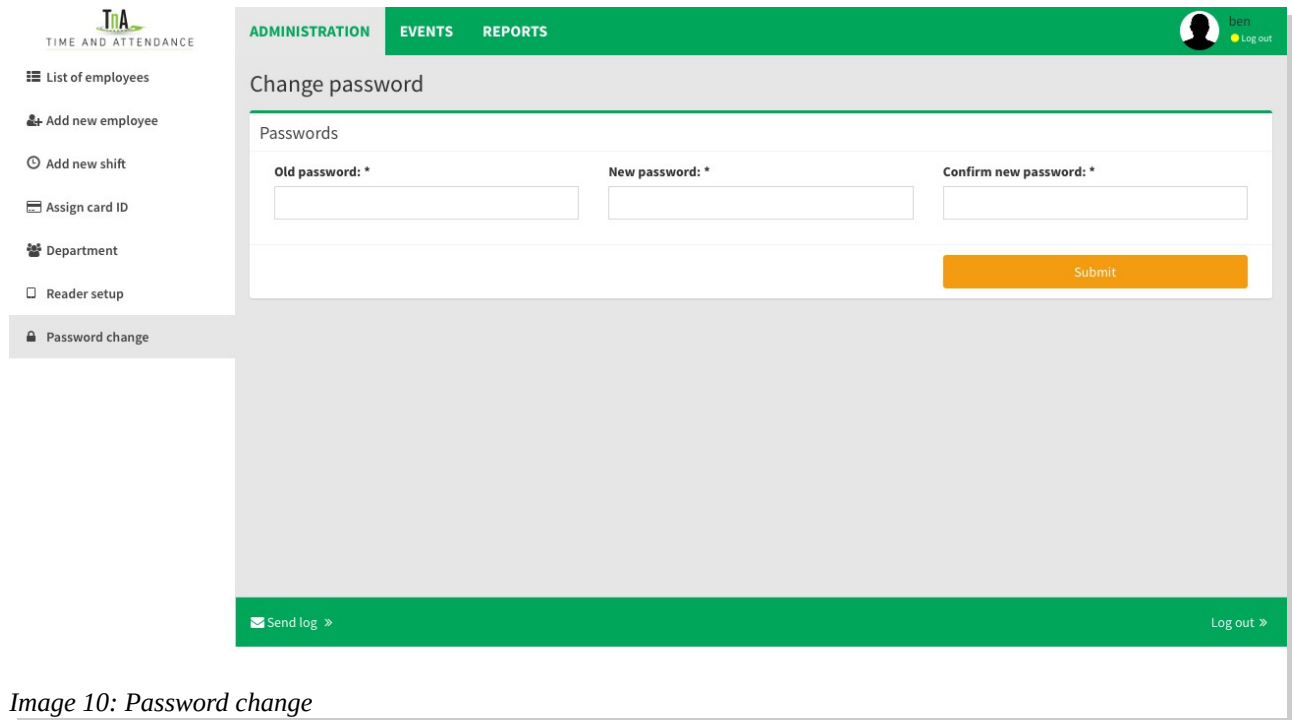
Image 9: Reader setup

2.8. Password change

Extremely simple and clear function that allows you to change the password when needed.

Image 10: Password change

3.1. Events

Menu, which consists of two sub-options:

3.2. **Manual entry**   3.3. **Days off**

3.2. Manual entry

By using this option it is possible to create a manual input events in the database. This option is only used in cases when it is necessary to make a correction of the entered time and events. Conformation of selection will be done by pressing submit button.

Image 11: Manual entry

3.3. **Days off**

Under this option it is possible to define absences 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 in the event that employee is working part-time and need to be assigned four rather than eight hours as full time. It is also possible to add the holiday or day off for the entire depataments by selecting it properly and confirming on submit button.

In the lower part of the window is list of days off for employees. This list is supported by the ability to erase the incorrect choice of days off and then confirming choice made correctly.

Image 11: Days off

4.1. Reports

For all entered data and recorded events TNA software enables users to create appropriate reports in charts or tables, within which there is a clear display of engaging workers.

4.2. Currently present

The report provides an overview of currently present employees in real time. Within the plot of this report workers who are present are marked green while absent are marked in orange. Also any time you can refresh the current status and verify the information on the present workers by push of button "Refresh". Workers are classified by department to which they have been assigned so it is easy to examine the current state in every department. For every worker is showing the date and time of the last recorded entry or exit.
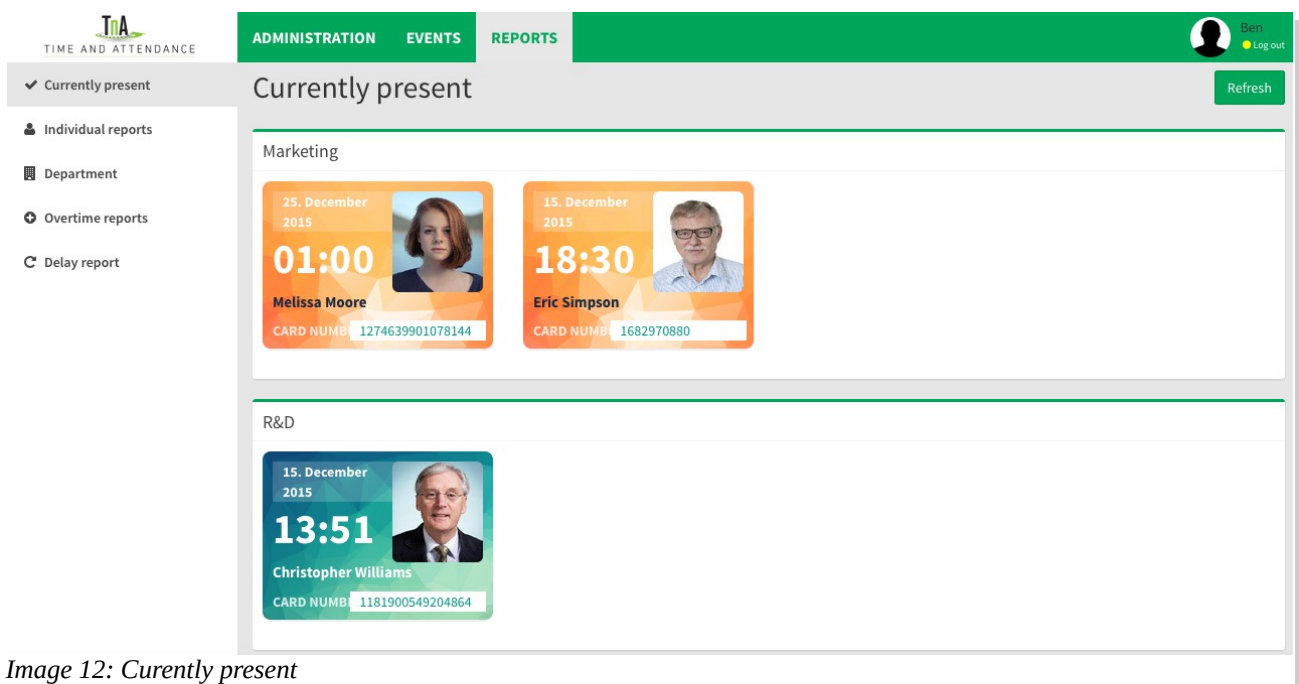

Image 12: Curently present

4.3.1. Individually reports

This option allows you to create individual reports for selected employee in a defined time period (maximum period shall not be longer than 31 days). Clicking on the button "submit", the user confirms the entered data and starts generating a single report.

Image 13: Reports individually

Graphic within the report is created based on the data from 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 selected employee. The top part of the chart shows a table with the basic data for employee and all sums to the existing parameters of working time and picture of employee. Also it is possible to replace the period for which the observed results by choosing options month, week or day on the right side of header or use the navigation arrows located on the left side. A useful feature is the creation of a PDF document on the basis of graphic reports. Active component on this page allows you to click on the graphics add new events and to correct errors that were detected. Clicking the left mouse button opens options **+Add event** which opens a new window to adjust the data for the event you want to enter. On the bottom of the report is a legend in which are detailed models graphical display of time on a graphic.
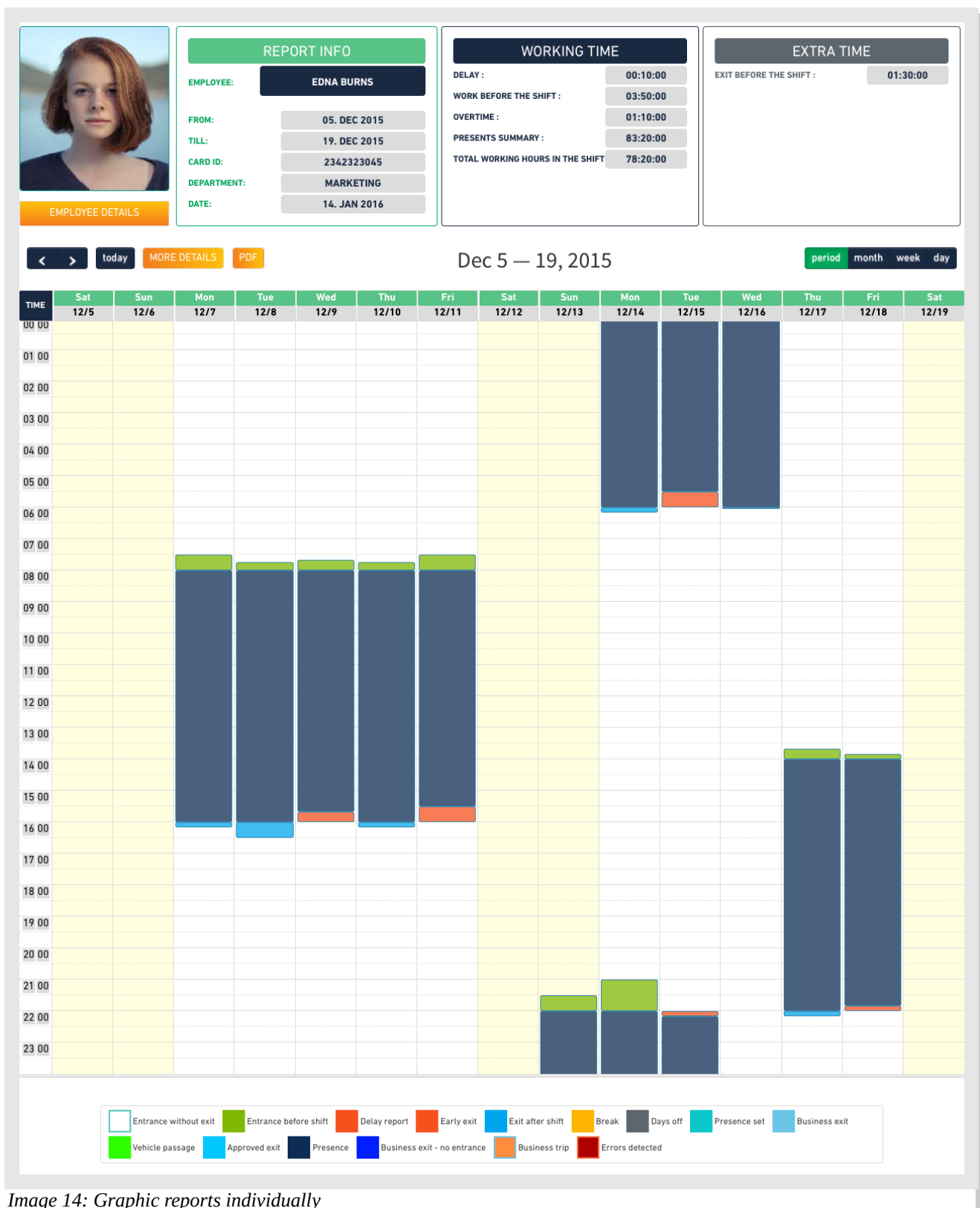
Image 14: Graphic reports individually

4.3.2. **Automatic detection of shifts**

One of the most complex functions of the software for time attendance implies the ability to detect shifts in which the employee worked, especially if there is exactly perpetuity shift schedule or there is overtime, before or after the official duration of the shift.

Solutions that most similar softwares offered are based on the input of special templates with defining all possible shifts in which a worker can work, for each worker 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. All to 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. Departament

This option provides the ability to create a series of individual reports that were previously described for the entire departament. Thus greatly saves time especially when creating accounting reports at the end of the month.


image 15: Departament reports

4.5. Overtime reports

In the basic version TNA web applications, there is a report on overtime workers, and report on the presence of worker outside of normal business hours. In the main screen is made user choice, worker for whom the report is made, and the time period to which the report relates (start date, end date). It may also be selected to generate reports for a specific department. The last choice that is made is whether we want the report to show summary values for the selected period or separately by day.

Image 16: 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 17: Overtime report

4.6. **Delay report**

The latest report in this series dedicated to the tabular view delays the individual employee for the selected time period. As with previous reports, it is necessary to choose the user and the period for which it is created, after which it starts generating reports by clicking on the button "submit".

Image 18: Delay report

The table that is made is active and provides the ability to view graphical reports for a particular event. By simply clicking on the value in the table opens a new window with a complete graphical report for that date.

Image 19 : Delay report

5.1. **Conclusion**

The contents of this guide includes a basic description of Cloud TNA WEB system that users need to help you as soon as possible to master the use of this software.
Of course, we are always open for questions and comments can be sent directly from our website: www.time-n-attendance.com
or by mail to: support@time-n-attendance.com