

# 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 our 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.



## 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.

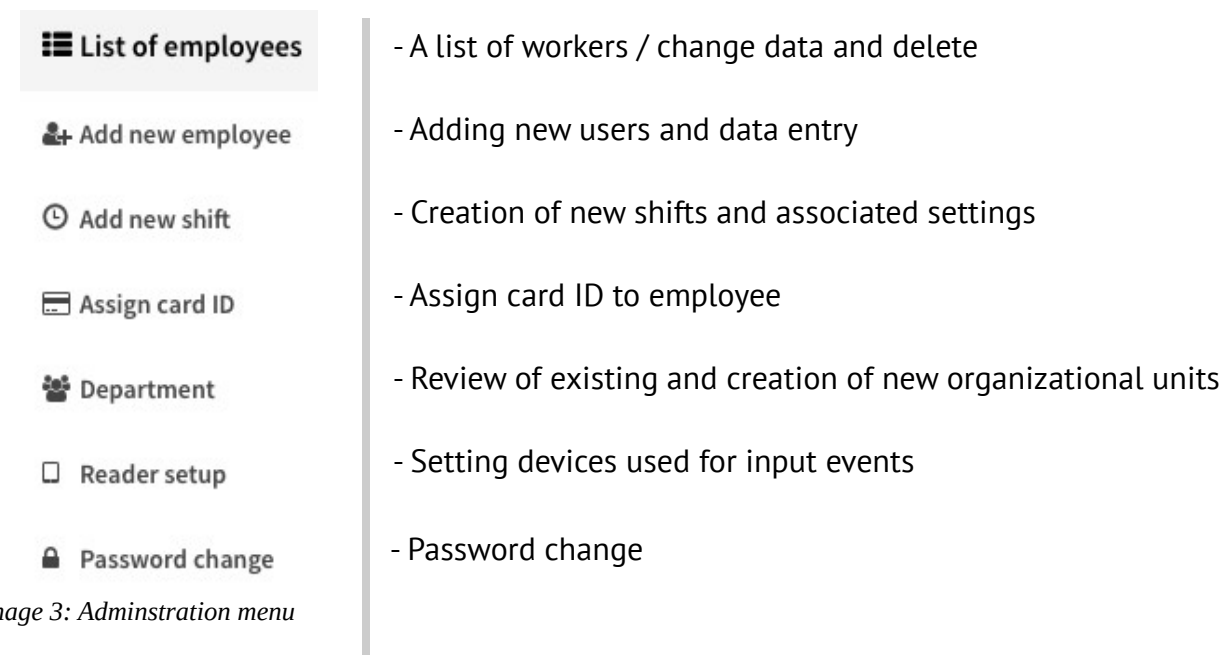


Image 3: Adminstration menu

## 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.

The screenshot shows the 'List of employees' page in the TNA system. The interface includes a sidebar with navigation options and a main table of employee data.

No.	Photo	Name	Surname	Username	Card number	Edit	Delete
1.		Christopher	Williams	Christopher	1181900549204864		
2.		Melissa	Moore	Melissa	1274639901078144		
3.		Eric	Simpson	Eric	1682970880		

At the bottom of the main content area, there are two buttons: 'Send Log' and 'Logout'.

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"**.

The screenshot displays the TNA web application interface. On the left is a sidebar menu with options: List of employees, Add new employee (selected), Add new shift, Assign card ID, Department, Reader setup, and Password change. The main content area is titled 'Add new employee' and contains two sections.

**Add new employee section:**

- Employee data:** Includes a photo upload area (Add user photo: Browse...), and form fields for Username (\*), Name (\*), Middle name, Surname (\*), Phone, Address, Web address, Identification number, Email, Card number (\*), Password (\*), Confirm password (\*), and Department (Unassigned dropdown).
- Submit button:** A large orange button at the bottom right of the form.

**Adding shifts for an employee section:**

- Shift selection:** Includes 'Available shifts' (Nothing select dropdown), 'Working days' (checkboxes for Monday through Sunday), and 'Added shifts' (empty list area).
- Date selection:** Includes 'Applied from' and 'Applied to' date pickers, both set to December 2015. Below each is a calendar grid showing days of the week (Su, Mo, Tu, We, Th, Fr, Sa) and dates.
- Submit button:** A large orange button at the bottom right of the section.

At the bottom of the interface, there is a green bar with 'Send Log »' on the left and 'Logout »' on the right.

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 employees** . 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.

**TIME AND ATTENDANCE**

ADMINISTRATION | EVENTS | REPORTS

Ben Log out

**Add new shift**

Shift details

Name of the shift:

Start of shift: 10:40

End of shift: 10:40

☐ Shift with break

Break in shift

Submit

List of shifts

Description	Start of shift	End of shift	Start of break	End of break	Break duration	Delete

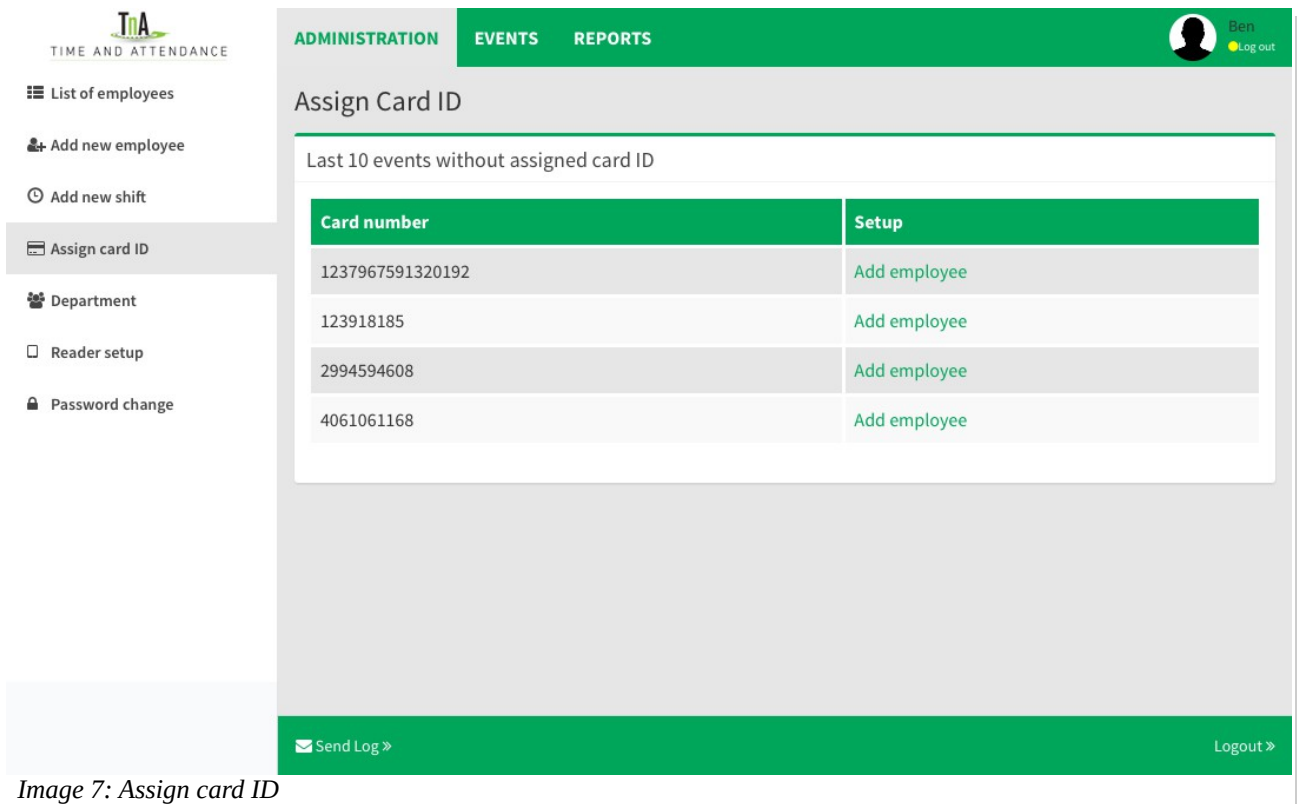
Send Log » Logout »

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.



**TNA**  
TIME AND ATTENDANCE

ADMINISTRATION   EVENTS   REPORTS

Ben Log out

Assign Card ID

Last 10 events without assigned card ID

Card number	Setup
1237967591320192	Add employee
123918185	Add employee
2994594608	Add employee
4061061168	Add employee

Send Log »   Logout »

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.

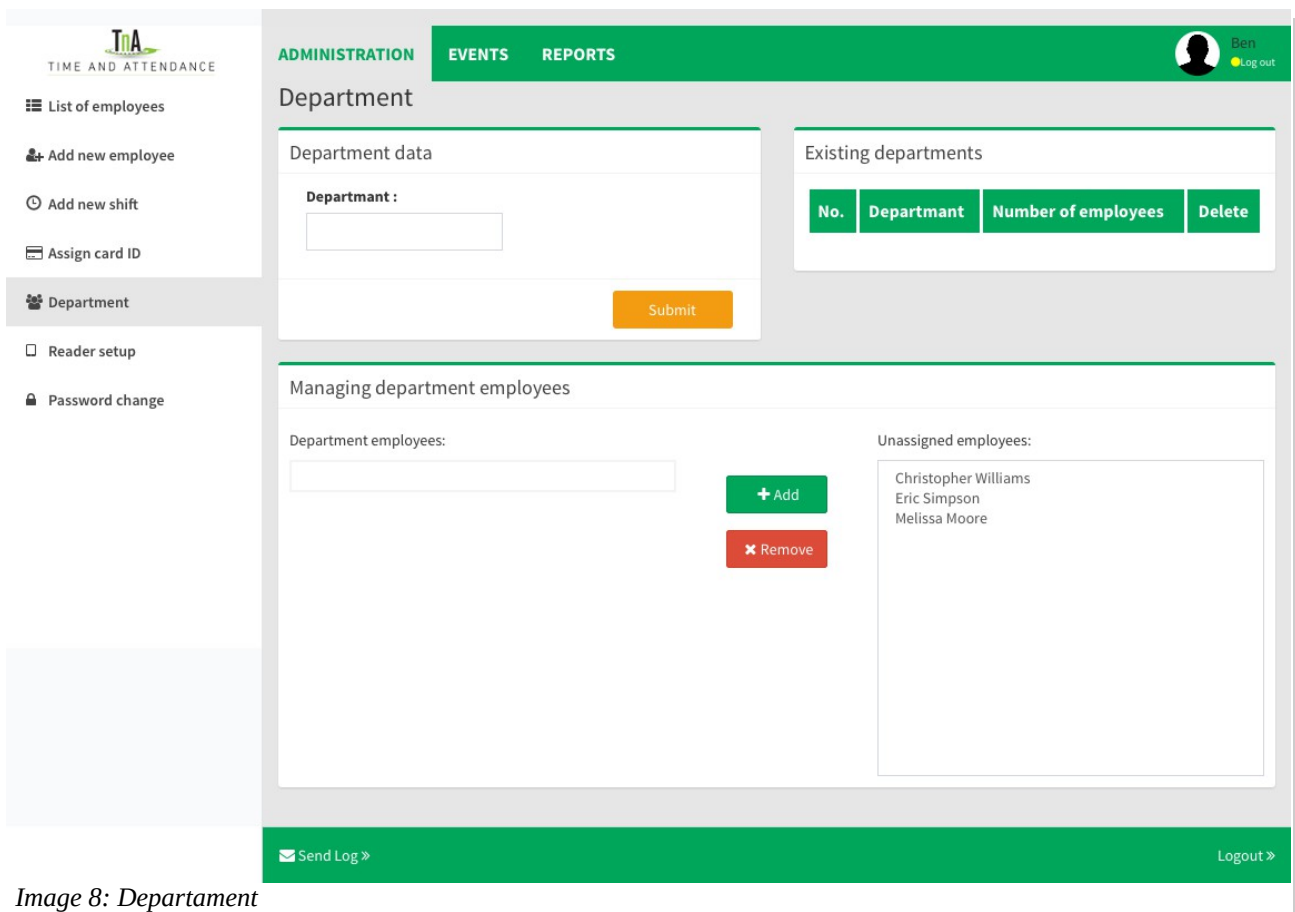


Image 8: Department

## 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.

**ADMINISTRATION** **EVENTS** **REPORTS**

ben Log out

### Reader setup

Reader data

Reader ID:

Reader name:

Reader type:

Submit

### Existing readers

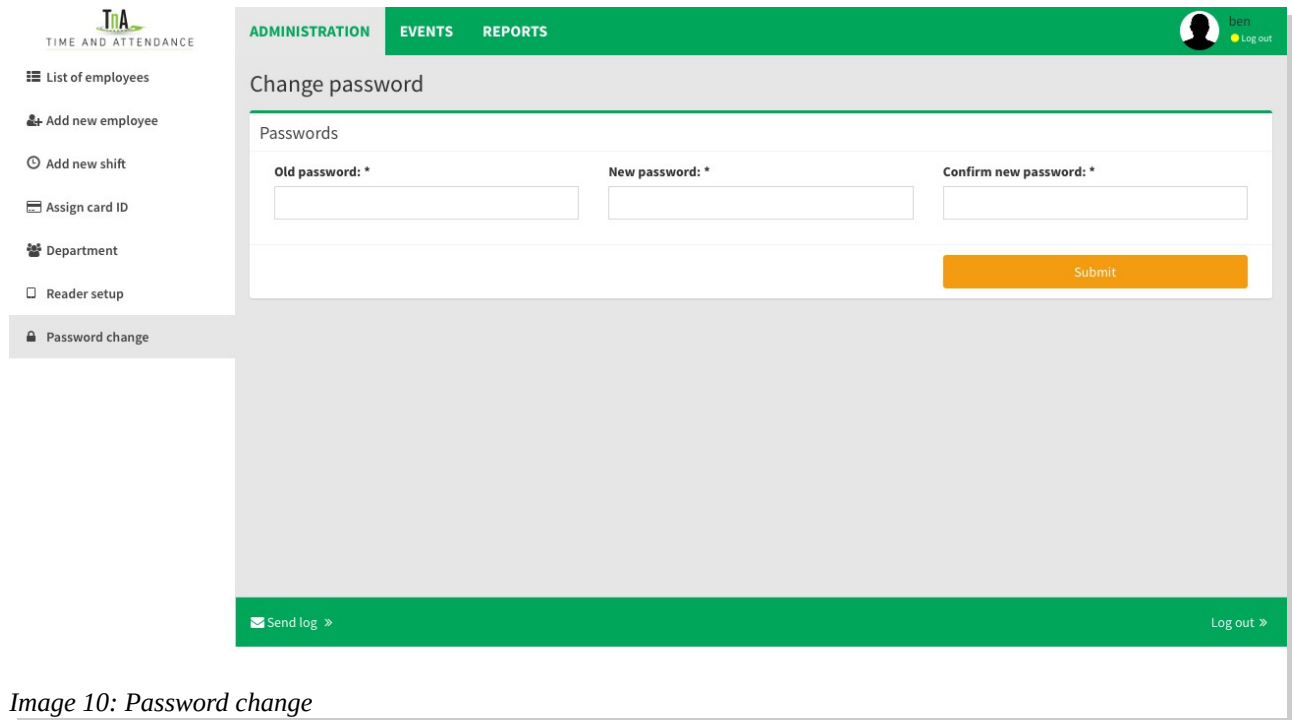
ID	Reader description	Reader type	Delete
1	Android 1 Exit	Arrival	
2	Android 2 Entrance	Departure	
3	Android 3 Exit	Arrival	
4	Android 4 Entrance	Departure	

Send log » Log out »

Image 9: Reader setup

## 2.8. Password change

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



The screenshot displays the 'Change password' interface of the TNA (Time and Attendance) system. The interface is divided into a left sidebar, a top navigation bar, and a main content area.

- Left Sidebar:** Contains the TNA logo and a list of administrative functions: 'List of employees', 'Add new employee', 'Add new shift', 'Assign card ID', 'Department', 'Reader setup', and 'Password change' (which is currently selected).
- Top Navigation Bar:** Features three tabs: 'ADMINISTRATION' (active), 'EVENTS', and 'REPORTS'. On the right side of this bar, there is a user profile icon labeled 'ben' with a 'Log out' link.
- Main Content Area:** The title 'Change password' is at the top. Below it is a section titled 'Passwords' containing 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 main area, there is a green bar with a 'Send log »' link on the left and a 'Log out »' link on the right.

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.

The screenshot shows the 'Manual entry' form in the TNA system. The form is divided into two main sections: 'Event data' and 'Date and time selection'. In the 'Event data' section, there are three dropdown menus: 'Employee' (selected: 1274639901078144 - Moore Melissa), 'Event type' (selected: Arrival), and 'Event description' (selected: Regular). The 'Date and time selection' section features a calendar for January 2016 and a 'Time' input field set to 16:22. A green 'Submit' button is located at the bottom right of the form. The interface also includes a sidebar on the left with 'Manual entry' and 'Days off' options, and a top navigation bar with 'ADMINISTRATION', 'EVENTS', and 'REPORTS' tabs. At the bottom, there is a green bar with 'Send log >' and 'Log out >' links.

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 departments by selecting it properly and confirming on submit button.

In the lower part of the window is option for creating 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.

**TNA**  
TIME AND ATTENDANCE

Manual entry

Days off

**ADMINISTRATION** **EVENTS** **REPORTS**

Days off

Days off data

Employee: --Select--

Department: --Select--

Type: Holidays

Working hours: 8

Date range selection

Start date: « January 2016 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	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

End date: « January 2016 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	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

Submit

Previous Days off

Employee: 1274639901078144 - Moore Melis

Date range selection: [Calendar icon] [Date] - [Calendar icon] [Date]

Show

Username	Name	Surname	Date	Type	Hours	Delete
----------	------	---------	------	------	-------	--------

Send log » Log out »

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.

The screenshot displays the TNA software interface. The top navigation bar is green with tabs for ADMINISTRATION, EVENTS, and REPORTS. The left sidebar shows a list of reports: 'Currently present' (selected), 'Individual reports', 'Department', 'Overtime reports', and 'Delay report'. The main content area is titled 'Currently present' and features a 'Refresh' button. It shows two sections: 'Marketing' and 'R&D'. Each section contains employee status cards. The Marketing section shows two cards for Melissa Moore and Eric Simpson, both marked as present (orange background). The R&D section shows one card for Christopher Williams, marked as present (green background). Each card displays the date (15. December 2015), the time of the last entry or exit, the employee's name, and their card number.

Department	Employee Name	Date	Time	Card Number	Status
Marketing	Melissa Moore	15. December 2015	01:00	1274639901078144	Present
	Eric Simpson	15. December 2015	18:30	1682970880	Present
R&D	Christopher Williams	15. December 2015	13:51	1181900549204864	Present

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 30 days). Clicking on the button "submit", the user confirms the entered data and starts generating a single report.

The screenshot displays the TNA web application interface for generating individual reports. The top navigation bar includes 'ADMINISTRATION', 'EVENTS', and 'REPORTS'. The left sidebar lists options: 'Currently present', 'Individual reports', 'Department', 'Overtime reports', and 'Delay report'. The main content area is titled 'Individual' and contains a 'Report data' section. This section includes a 'Select an employee:' dropdown menu showing '1274639901078144 - Moore Melissa' and a 'Tip prikaza:' dropdown menu showing 'Period'. To the right of these is a 'Date range selection' section with two calendar views for 'December 2015'. The 'Start date' calendar has the 1st highlighted, and the 'End date' calendar has the 30th highlighted. A green 'Submit' button is located at the bottom right of the form.

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. On the bottom of the report is a legend in which are detailed models graphical display of time on a graphic.

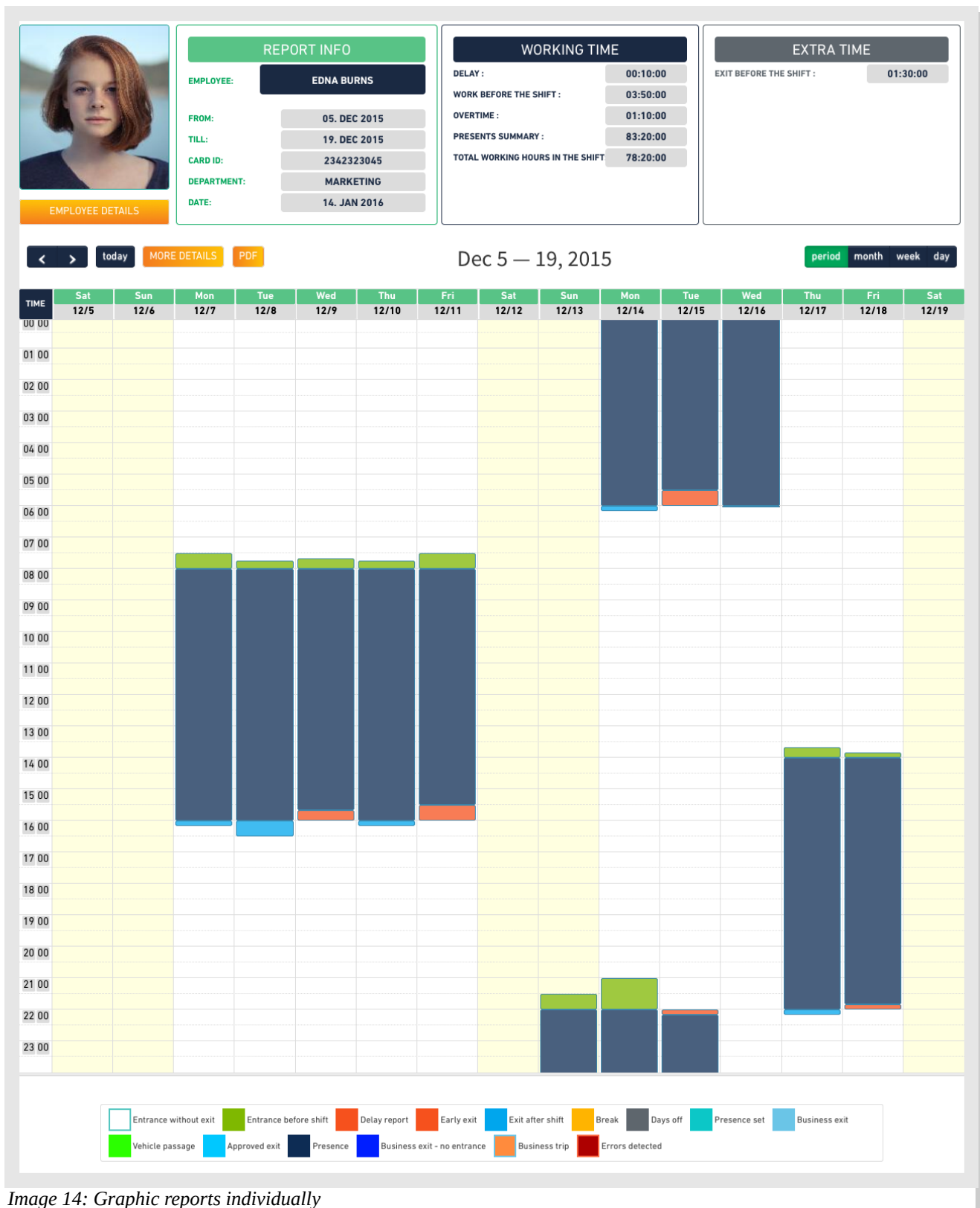


Image 14: Graphic reports individually



### 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 too 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.

A simple example is shown in image 14 and presents a report in which the employee is several times deviated from the standard scheme of work in shifts.

## 4.4. Department

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

The screenshot shows the TNA web application interface. The top navigation bar has three tabs: ADMINISTRATION, EVENTS, and REPORTS. The left sidebar contains a list of report types: Currently present, Individual reports, Department (selected), Overtime reports, and Delay report. The main content area is titled 'Department' and contains a 'Report data' section. This section has two dropdown menus: 'Select departament:' (set to 'Marketing') and 'Tip prikaza:' (set to 'Period'). To the right is a 'Date range selection' section with 'Start date:' and 'End date:' labels. Both date pickers show a calendar for January 2016. Below the date pickers is a large orange 'Submit' button. At the bottom of the main content area, there is a green bar with a 'Send log »' link on the left and a 'Log out »' link on the right.

image 15: Department 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).

**TNA**  
TIME AND ATTENDANCE

ADMINISTRATION EVENTS **REPORTS**

ben Log out

✓ Currently present  
Individual reports  
Department  
Overtime reports  
Delay report

### Presence overtime

Report data

Select an employee:  
1274639901078144 - Moore Melissa

Overtime:  
0

Date range selection

Start date: End date:

January 2016							January 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2	27	28	29	30	31	1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28	29	30	24	25	26	27	28	29	30
31	1	2	3	4	5	6	31	1	2	3	4	5	6

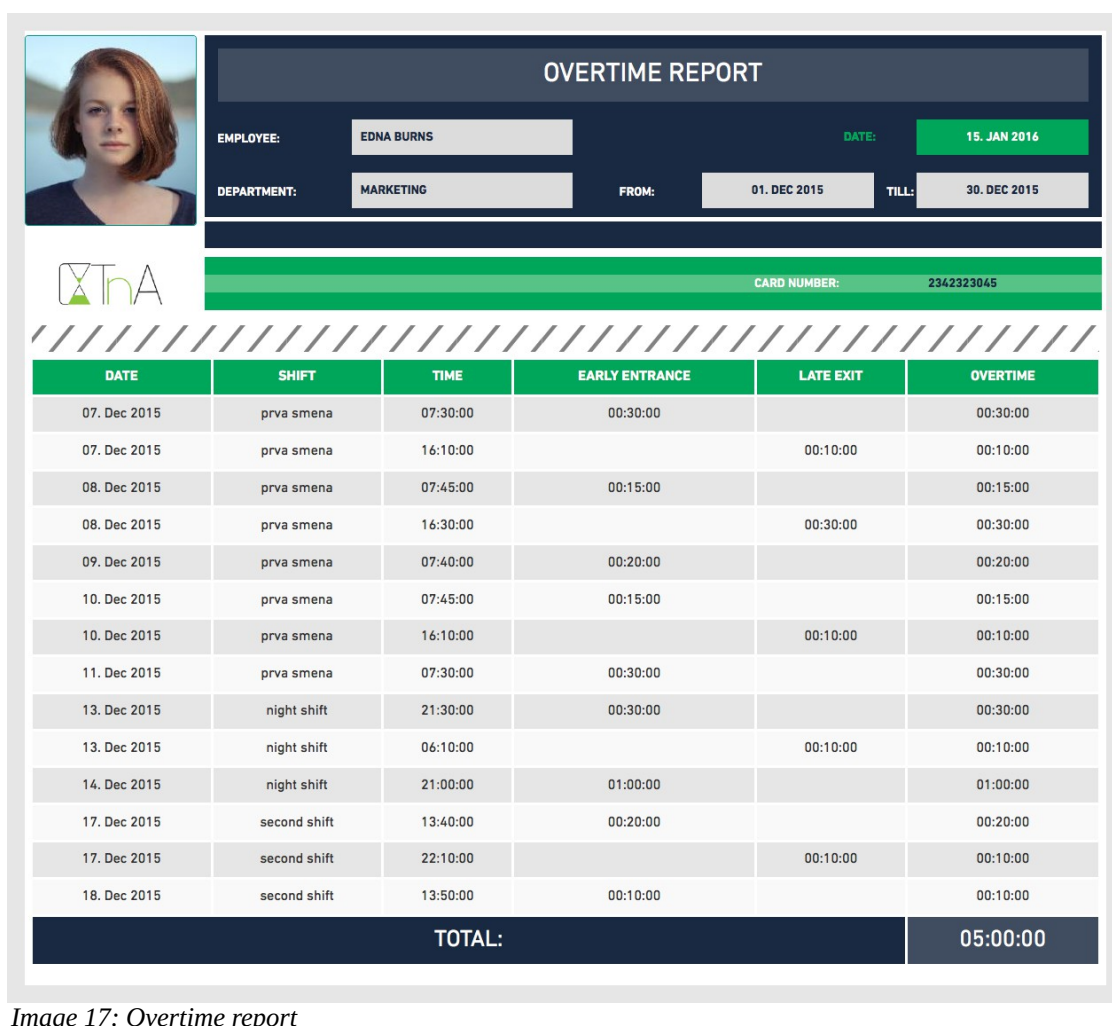
Submit

Send log » Log out »

Image 16: Overtime reports

Under this option it is important to adjust the value for "presence overtime", which is the time margin for duration of working time and is related to the arrival and departure from the workplace. If the workplace is located at some distance from the place where the recording is done with the help of this option you can specify the time it takes a worker to come to his workplace or the factory gates at the exit. In this way, the defined time "presence overtime" shall not be counted as overtime.

Example: If a worker is set "presence overtime" for 10 minutes after his arrival nine minutes earlier will not be recorded as overtime, or check-out that occurred 9 minutes after hours. If a worker checks out 11 minutes later, all 11 minutes he will be counted as overtime.



### OVERTIME REPORT

**EMPLOYEE:** EDNA BURNS **DATE:** 15. JAN 2016  
**DEPARTMENT:** MARKETING **FROM:** 01. DEC 2015 **TILL:** 30. DEC 2015

**CARD NUMBER:** 2342323045

DATE	SHIFT	TIME	EARLY ENTRANCE	LATE EXIT	OVERTIME
07. Dec 2015	prva smena	07:30:00	00:30:00		00:30:00
07. Dec 2015	prva smena	16:10:00		00:10:00	00:10:00
08. Dec 2015	prva smena	07:45:00	00:15:00		00:15:00
08. Dec 2015	prva smena	16:30:00		00:30:00	00:30:00
09. Dec 2015	prva smena	07:40:00	00:20:00		00:20:00
10. Dec 2015	prva smena	07:45:00	00:15:00		00:15:00
10. Dec 2015	prva smena	16:10:00		00:10:00	00:10:00
11. Dec 2015	prva smena	07:30:00	00:30:00		00:30:00
13. Dec 2015	night shift	21:30:00	00:30:00		00:30:00
13. Dec 2015	night shift	06:10:00		00:10:00	00:10:00
14. Dec 2015	night shift	21:00:00	01:00:00		01:00:00
17. Dec 2015	second shift	13:40:00	00:20:00		00:20:00
17. Dec 2015	second shift	22:10:00		00:10:00	00:10:00
18. Dec 2015	second shift	13:50:00	00:10:00		00:10:00
<b>TOTAL:</b>					<b>05:00:00</b>

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".

**TNA**  
TIME AND ATTENDANCE

ADMINISTRATION EVENTS **REPORTS**

proba75  
Log out

Delay report

Report data

Select an employee:  
2342323045 - Burns Edna

Date range selection

Start date:

January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	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

End date:

January 2016						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	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

Submit

Send log » Log out »

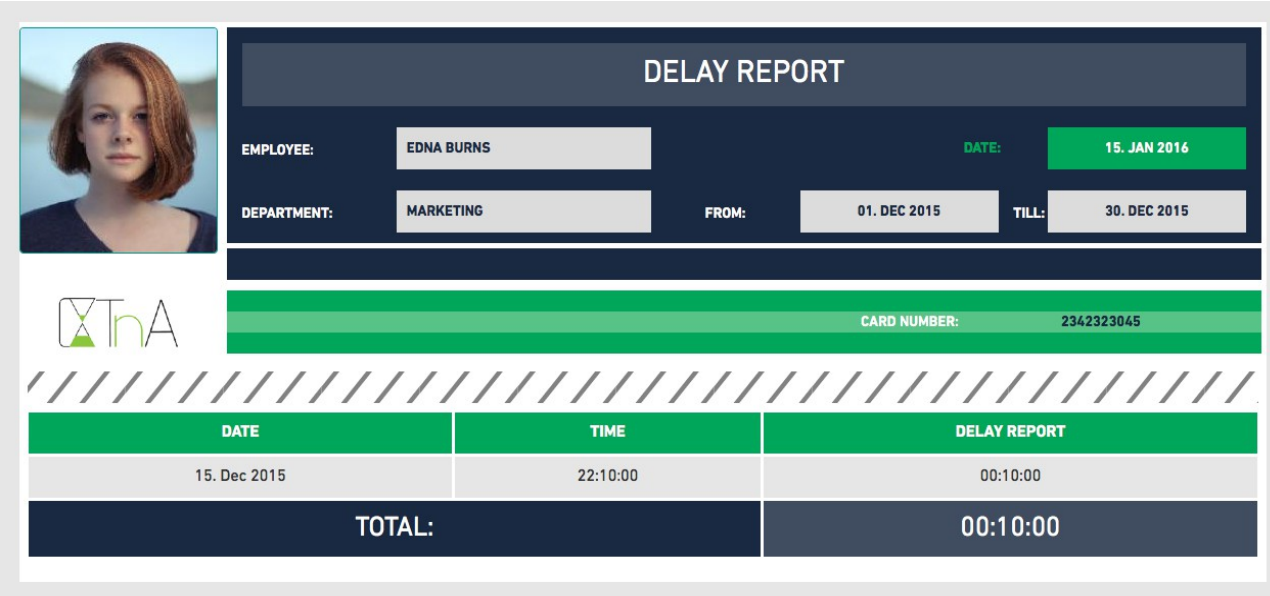
Image 18: Delay report



The report that is created is a table of events in chronological order for the selected period.

**Delay report** is the time for as long as the worker missed the shift.

**Date , time** is the exact time and date in which the worker is recorded at the entrance.

The total is the sum of the delays for the selected period.



### DELAY REPORT

EMPLOYEE: EDNA BURNS

DEPARTMENT: MARKETING

DATE: 15. JAN 2016

FROM: 01. DEC 2015    TILL: 30. DEC 2015

CARD NUMBER: 2342323045

DATE	TIME	DELAY REPORT
15. Dec 2015	22:10:00	00:10:00
<b>TOTAL:</b>		<b>00:10:00</b>

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](http://www.time-n-attendance.com)

or by mail to: [support@time-n-attendance.com](mailto:support@time-n-attendance.com)