BioTime 8.0

Change Log

Version Change Info: V1.0

Previous Version: 8.0.3

Current Version: 8.0.4

Date: December 2020

English

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Thank you for choosing our product. Please read the instructions carefully before operation. Follow these instructions to ensure that the product is functioning properly. The images shown in this manual are for illustrative purposes only.

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1 Key Updates

Implemented Change	Description
Personnel Module	Newly included customizable Attributes. Supported devices for Palm and Face enrollment.
Device Module	Enhanced Geo-fence and Device Configuration settings
Attendance module	Enhanced Global Rule Settings. New feature for overtime calculation.
Visitor module	Enhanced QR code reservation function interface.
Meeting Module	Enhanced meeting room management function.
System Module	LDAP integration. Email template settings. Enhanced company setting and security setting function.

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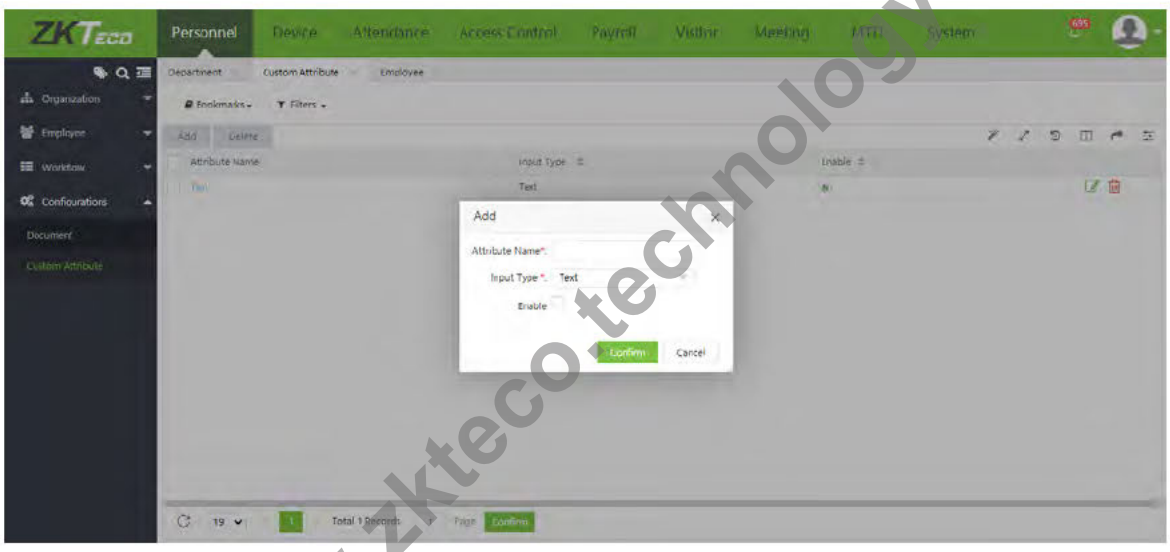
2 Personnel Module

The Personnel module eases the employee creation in the system by directing you only to the relevant and the mandatory fields.

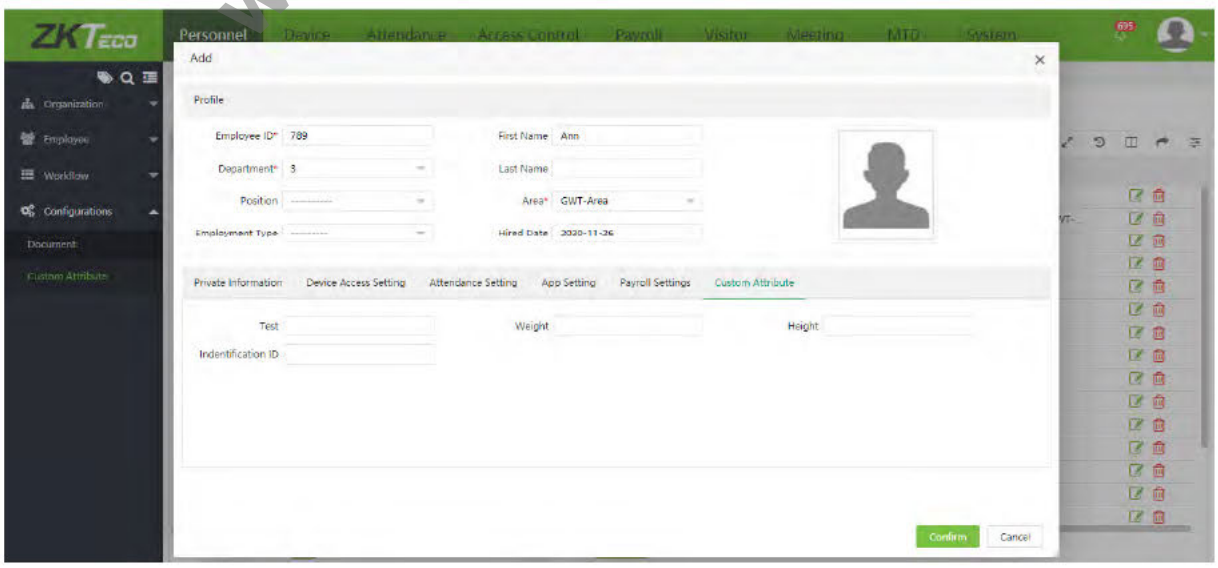
2.1 Custom Attributes

This function lets you manually create a personalized field based on the Organizational requirement. And the created attribute will get reflected in the Employee module.

- On the **Personnel** module, click **Configurations** > **Custom Attribute,** to customize the attributes as required.



- The enabled custom attributes will get displayed on the **[Personnel]** > **[Employee]** > **[Employee]** > **[Add]/ [Edit]** while adding or editing personnel information.



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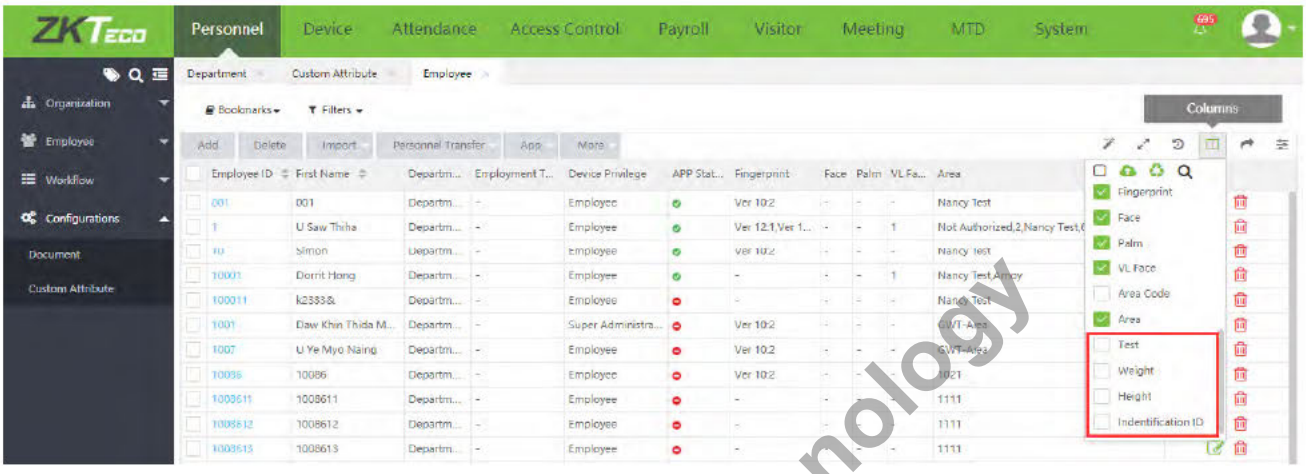
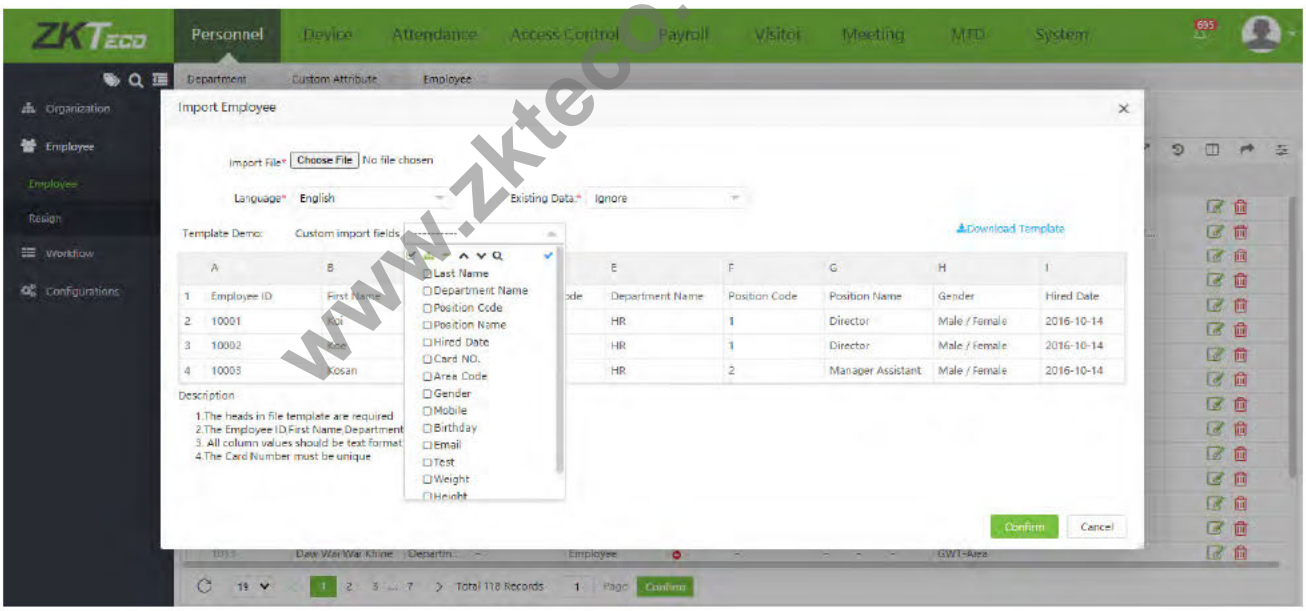
The values of the custom attributes will get displayed on the interface.

- Click the icon on the top right corner of the screen, and the custom attributes will be available on the pop-up window.
- The user can categorize the display of the custom fields and choose the required custom field to export according to the requirement.



- And while bulk importing the employee details, users can define the fields needed to get imported.



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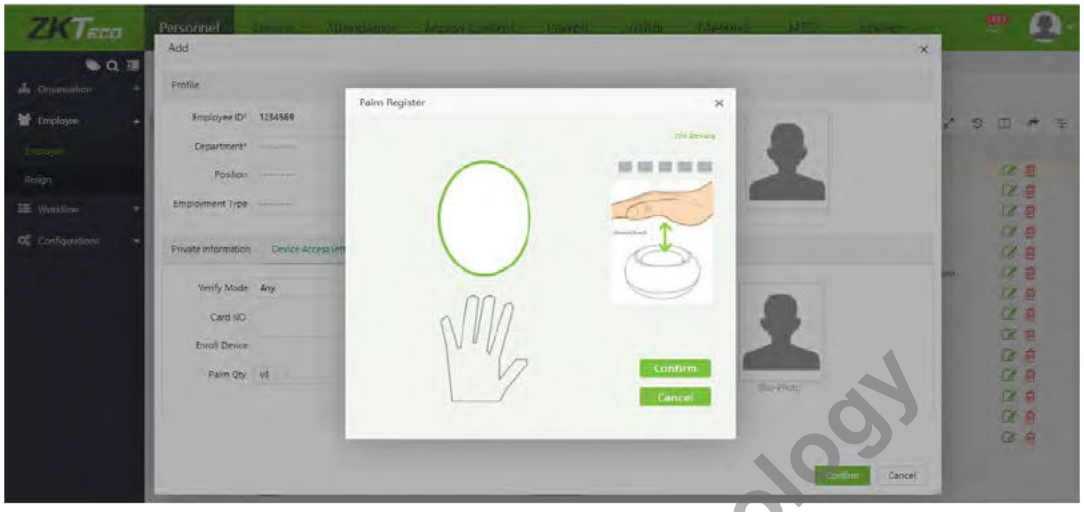
2.2 Palm and Face Enrollment

- The enrollment function facilitates the registration of the employee's face and palm via palm scanner PV10R and face scanner FA10R.



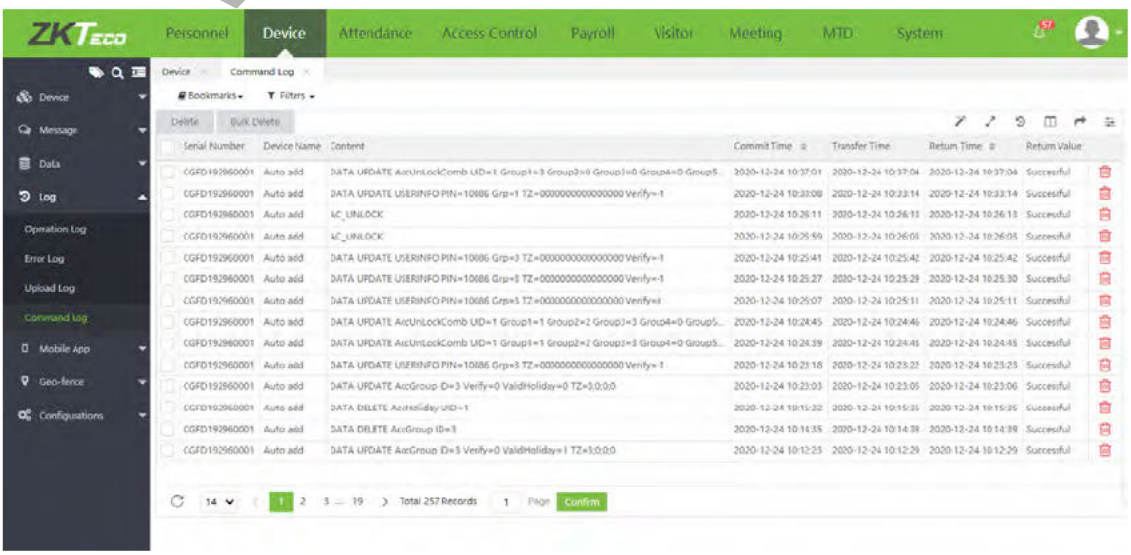
3 Device Module

The Device module manages with the implementation and maintenance process of the Biometric Devices, which facilitates the proper tracking of the Employee attendance and transaction details.

- On the **Device** module, click **Device** > **Device** to view the following features.

3.1 Command Log

The executed commands will be listed on **Device** > **Log** > **Command Log**, and the commands to be executed will be listed on **Device** > **Device** > **Device Command**.



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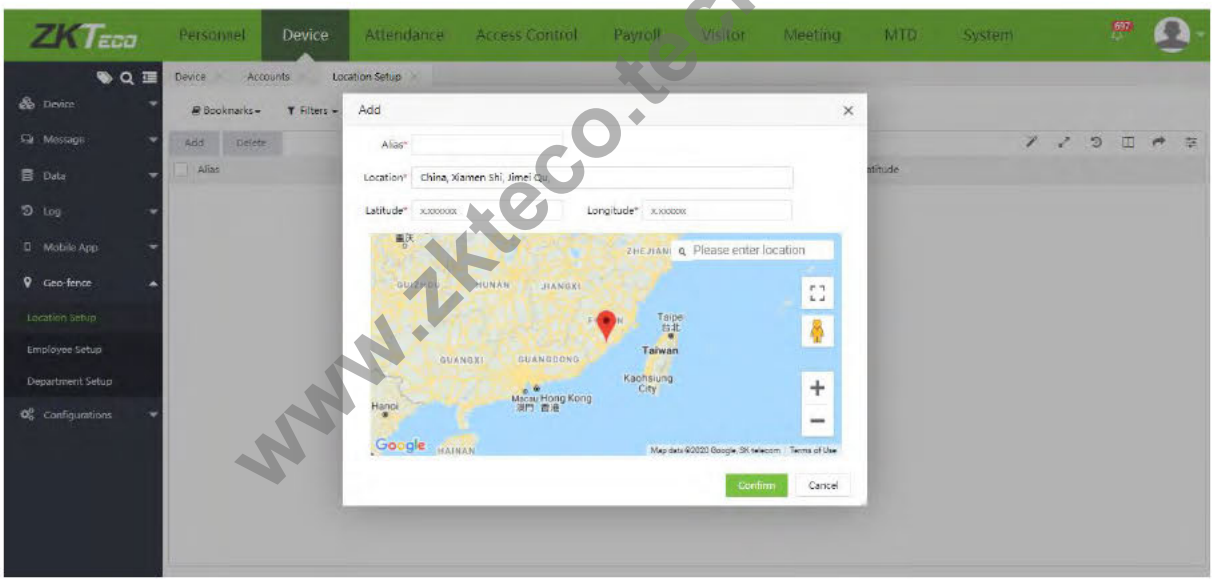
3.2 Geo-fence

This function facilitates setting up a geographical boundary using GPS or RFID technology which limits the Employee to access the Attendance Punch via mobile devices.

- Select **[Device]** > **[Geo-fence]** > **[Location Setup]** > **[Add]**, to add the required location for the employee attendance via mobile phone.
- This function is integrated with Google Map to facilitate positioning.
- On the **Google Map** interface, enter the specific location name in the **[Please enter location]** field.
- And the software will automatically update the location information, including the exact location name, longitude, and latitude details.
- Users can also drag the icon to the required position on the google map; hence, the software will automatically update the location information, including the exact location name, longitude, and latitude details.



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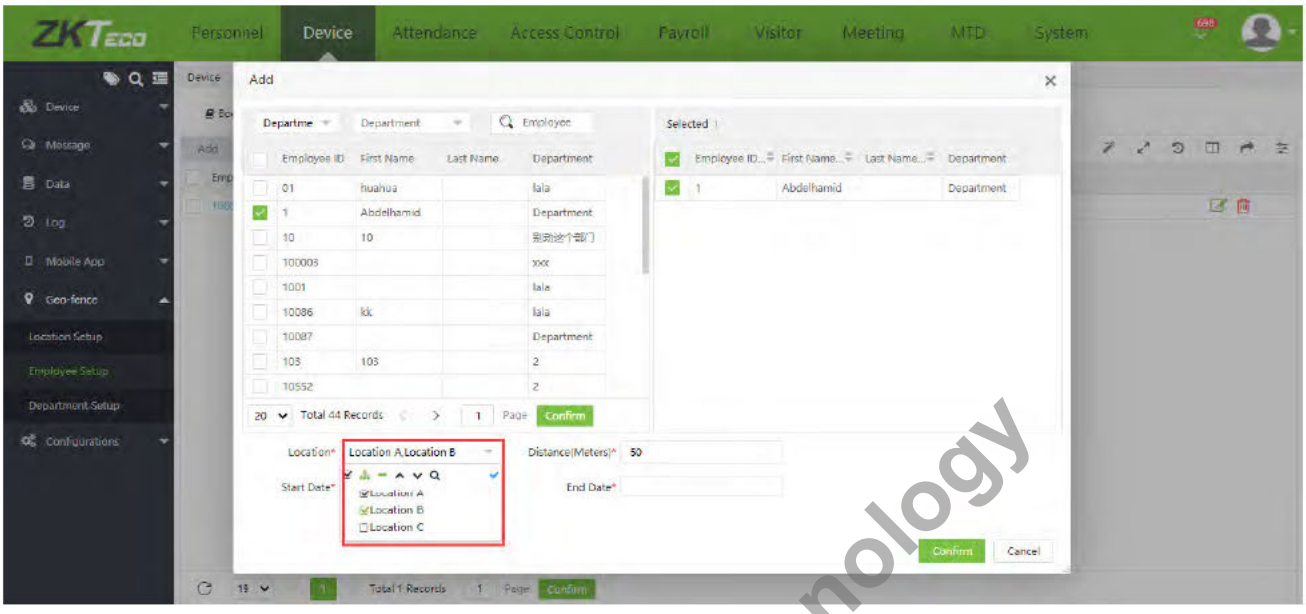
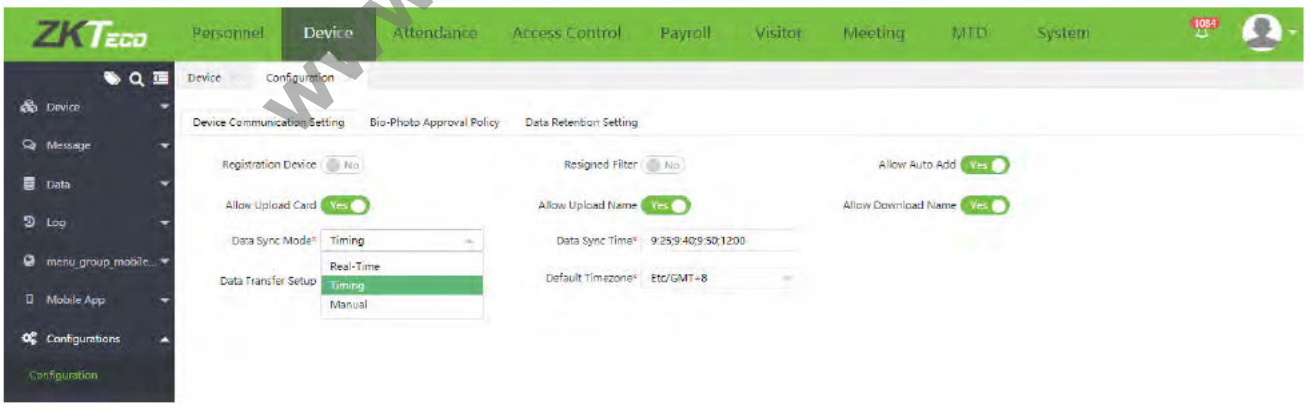
- Please note, Employees/ Department can have more than one access location if there is a necessity to punch-in/out for attendance during their on-duty period or business trips in more than one place.



3.3 Configurations

Data Sync Mode facilitates syncing of employee data from the software to the device(s), and the mode can be set as **Real-Time**, **Timing**, **Manual**.



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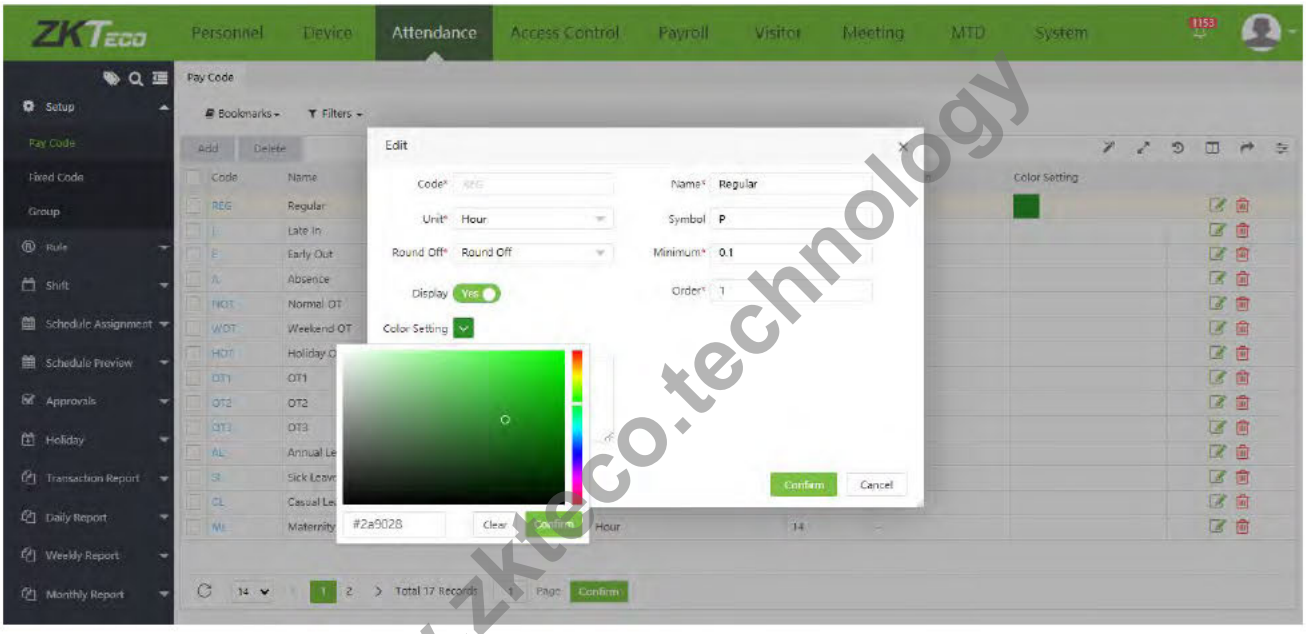
4 Attendance Module

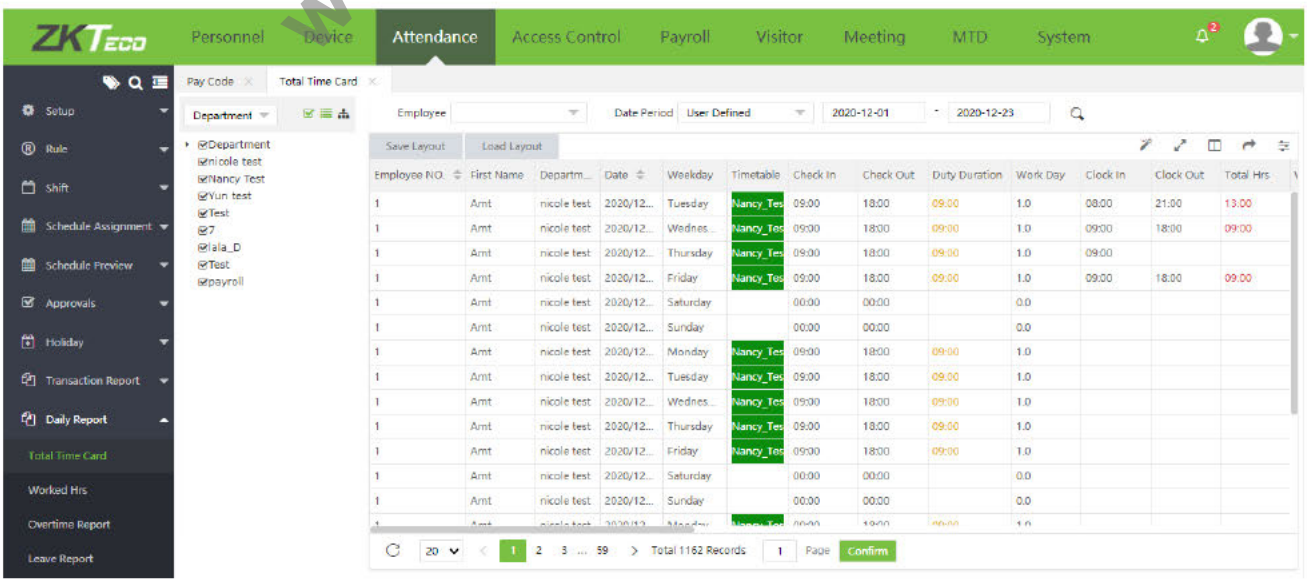
The Attendance Management module maintain all the attendance related operations such as Employee's attendance, Overtime calculations, Leave Calculations, Shift Details, Holiday Details, Employee Schedules, and more.

4.1 Color Setting

- The Color Setting function facilitates to set required colors for distinct Pay Code, Timetable, Weekend, and Holiday.



- The defined color will get reflected on the **Schedule Preview** and on the **Attendance Report** interface as displayed below:



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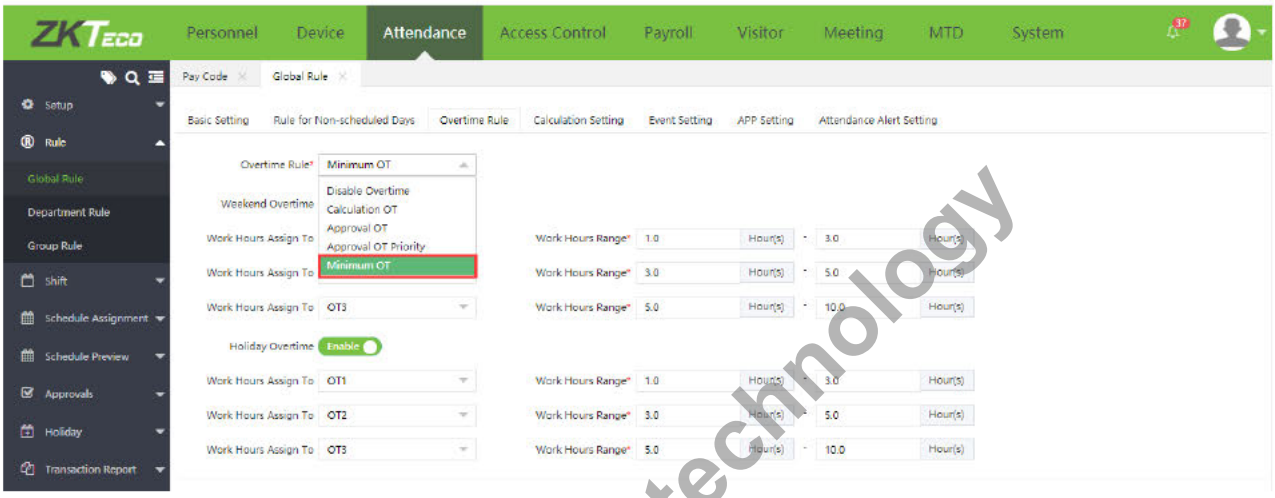
4.2 New Added Overtime Rule

Minimum OT facilitates to calculate the minimum overtime between the Calculation OT and Approval OT.

Please note;

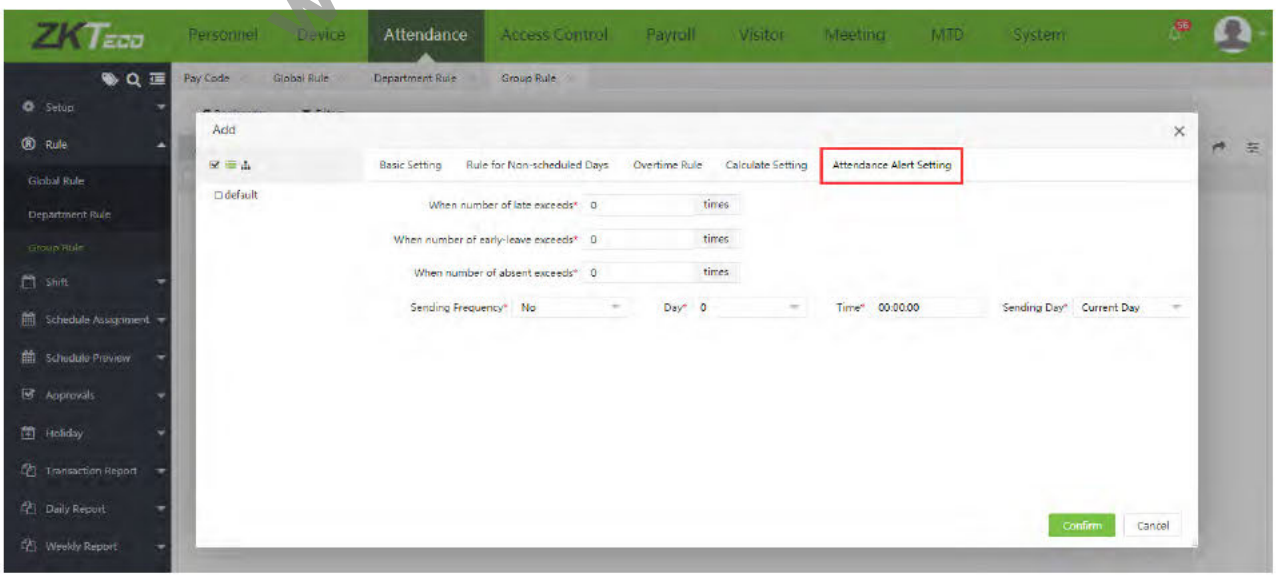
- **Approval OT** calculates the overtime based on the overtime application;
- **Calculation OT** calculates the overtime based on the attendance punch time.



4.3 Attendance Alert Setting

Alert Settings is used to configure the alerts for any exceptions regarding employee's attendance. The corresponding personnel will be notified if any of the configured exceptions occur.

Here, the alert can be set for late check-in, early check-out and absent. You have to set the value for each exception.



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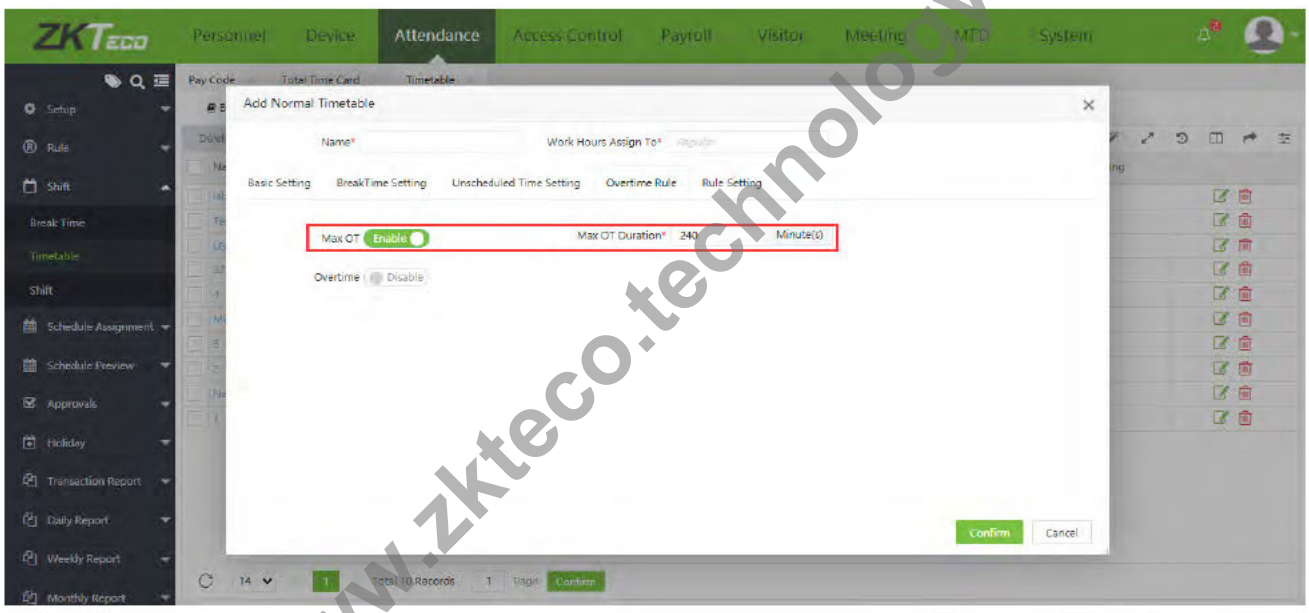
For example, let the values for Late, Early-Leave and Absent are set as 4,5,6, respectively.

- When an employee comes late more than 4 times, an alert will be sent to the corresponding person.
- When an employee leaves early more than 5 times, an alert will be sent to the corresponding person.
- When an employee is absent more than 6 times, an alert will be sent to the corresponding person.

4.4 Maximum Overtime for Timetable

Users can set the maximum overtime for the required timetable. If the calculated overtime of an Employee exceeds the specified maximum overtime, then the software will consider the total overtime of the timetable as the defined maximum overtime.



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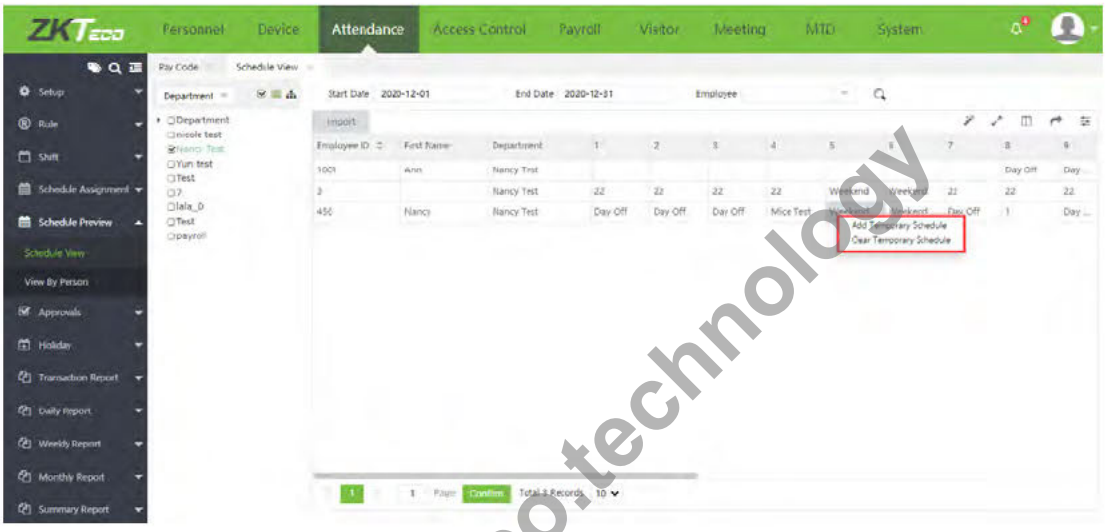
4.5 Shortcut Menu on Schedule View

Schedule View displays a concise view of the schedules allocated to different employees. Users can search the employees' schedules for a specific event like the employee's holidays, weekends, and employee schedule information.

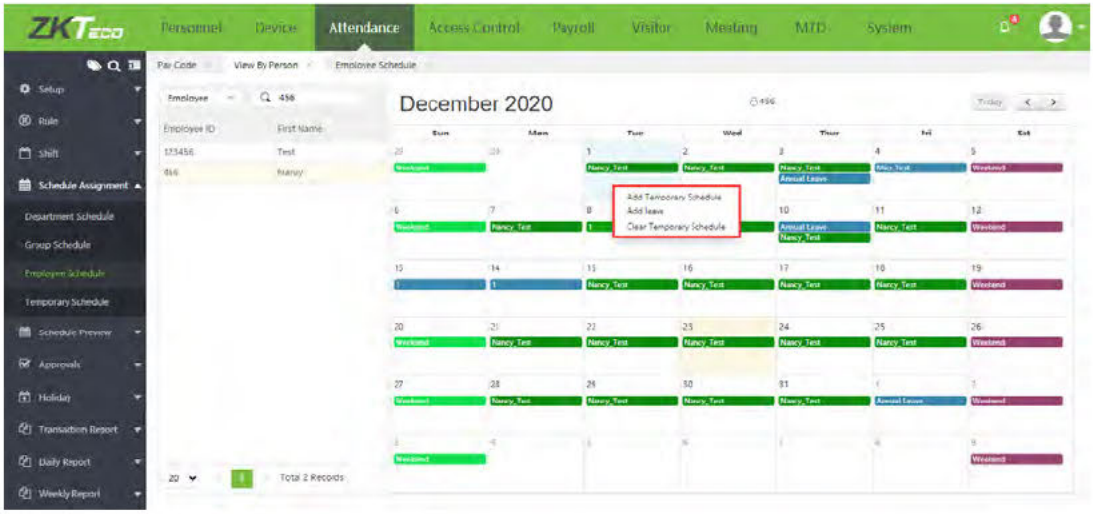
This interface also facilitates the users to easily add or clear the Employee shifts by clicking on the corresponding date and right-click to select the required process (Add/ Clear) from the shortcut menu that pops-up on the interface.



4.6 View By Person

This interface facilitates the user to view the specific Employee's schedule in detail.

This interface also facilitates the users to easily add or clear the Employee shifts by clicking on the corresponding date and right-click to select the required process (Add/ Clear) from the shortcut menu that pops-up on the interface.



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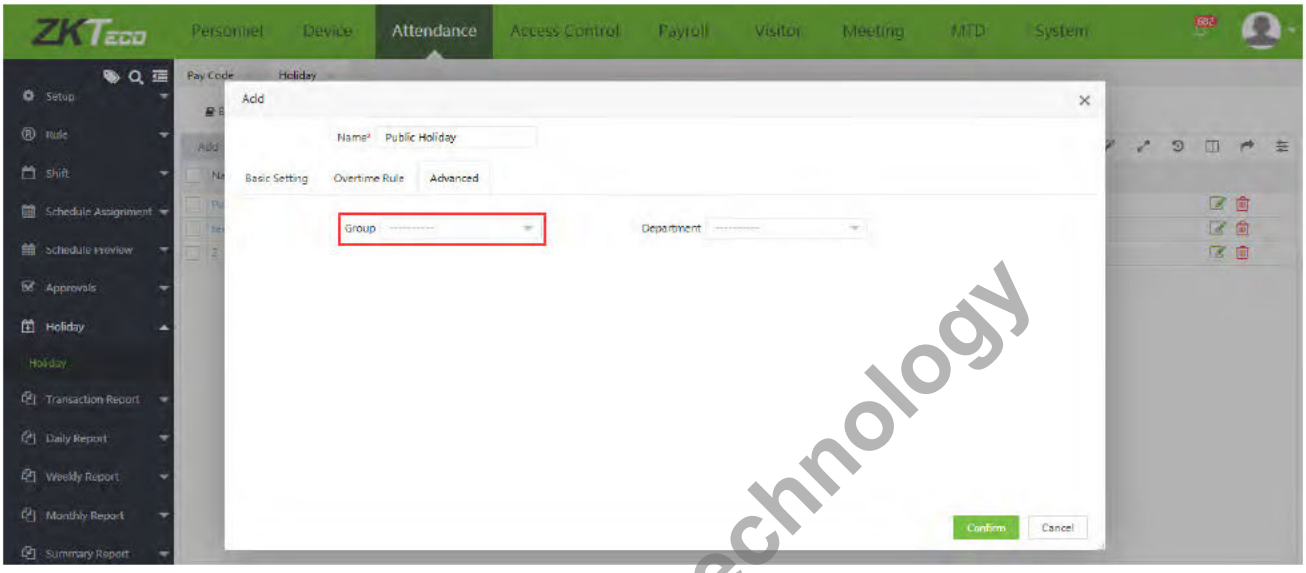
4.7 Holiday

Our Holiday interface is enhanced and now facilitates to set holidays for a specific attendance group.

Please note, the software will also calculate the overtime on holiday according to the enabled overtime rule set for the attendance group or a department.



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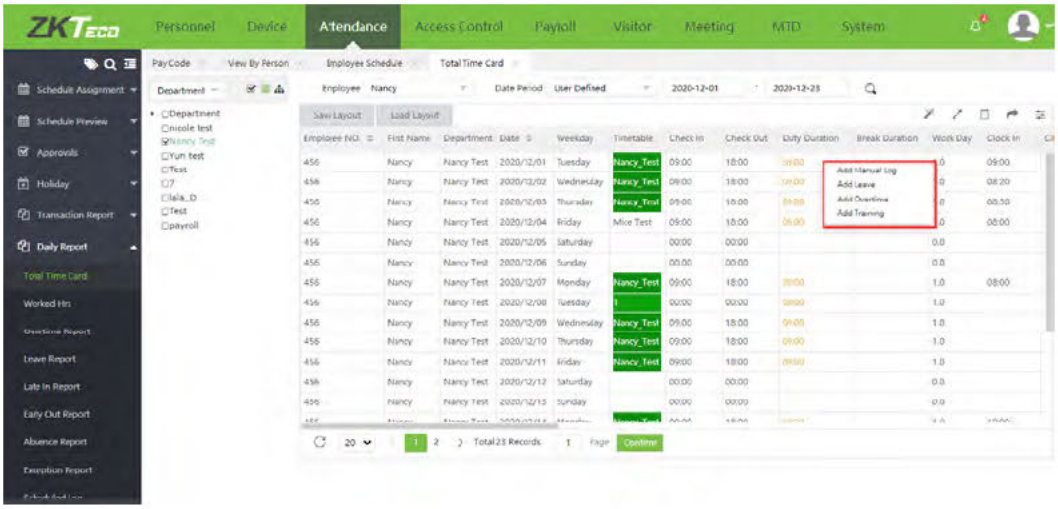
4.8 Total Time Card Report

While checking the Total Time Card report, users can select the corresponding record and directly add either a manual log, leave overtime or training applications for the employees via the pop-up menu list.

- On the **Total Time Card** interface, select the corresponding record from the list, then right-click and select the required application type (**Add Manual Log, Add Leave, Add Overtime, Add Training**) from the pop-up window.



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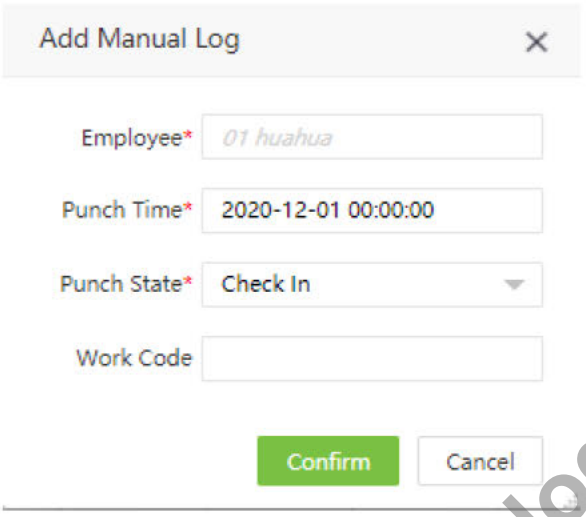
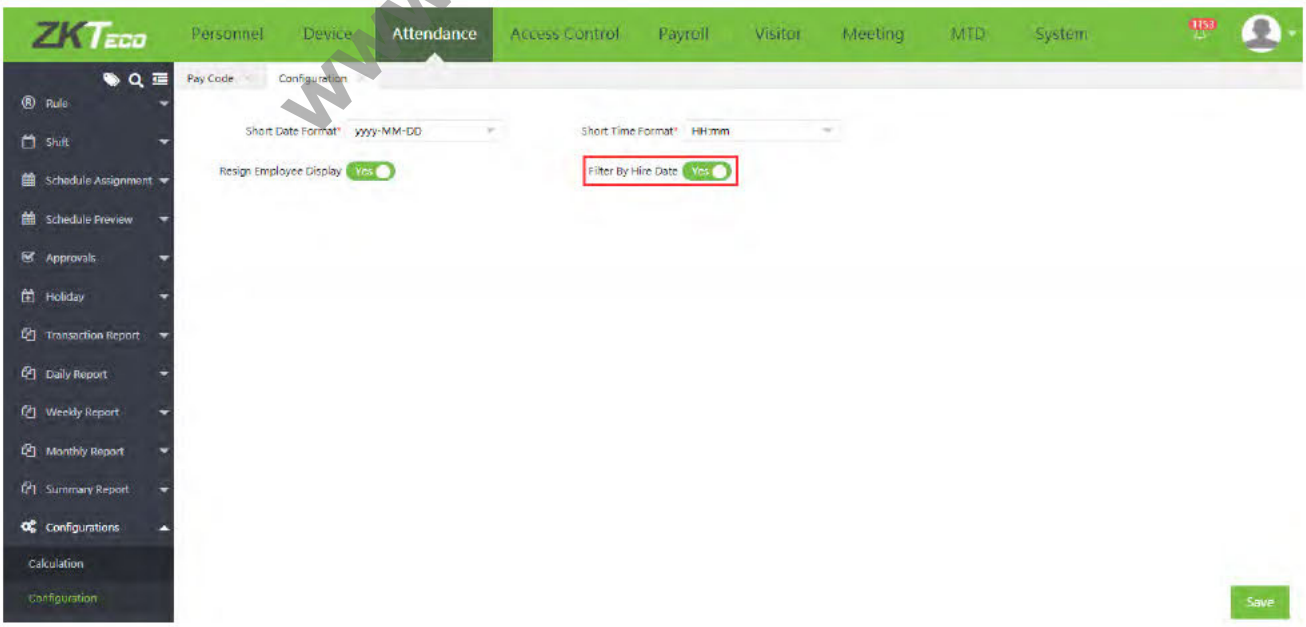
- Here, the software will automatically fill in the employee information according to the selected record.
- And after setting the time and pay code, click **[Confirm]** to save and update the application.



4.9 Configuration

This function facilitates to restrict the process of attendance calculation based on the Employee's hire date.

Please note, if this function is enabled, then it is not possible to assign a schedule or apply manual log/leave/overtime/training/schedule modifications and neither process attendance calculation for the date before the employee hiring date.



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5 Visitor Module (Optional)

The Visitor module is integrated with Access Control Module, facilitates to control, record, and track visitors. The functional feature of this module includes entry registration, exit registration, visitor reservation and so on.

5.1 Visitor Reservation

Enhanced Visitor Reservation interface screen in Mobile App: While scanning the QR code to make a visitor reservation, the reservation interface will adapt to the phone screen size that provides a better user experience.

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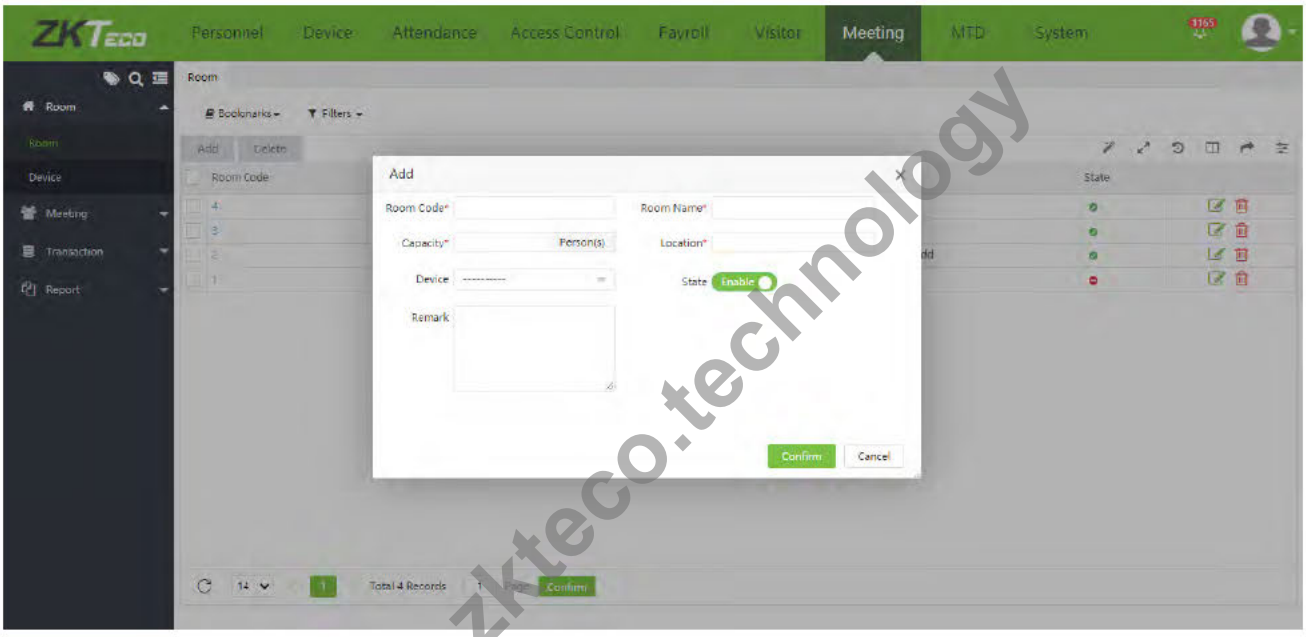
6 Meeting Module

Simple meeting management facilitates users to manage requests, providing access to only the required attendees to the specific meeting rooms, schedule, agenda, attendance, and other related actions.

6.1 Meeting Room Status

Users can now enable or disable the status of the meeting room. The disabled meeting room will not get displayed on the meeting room list while adding meeting applications.



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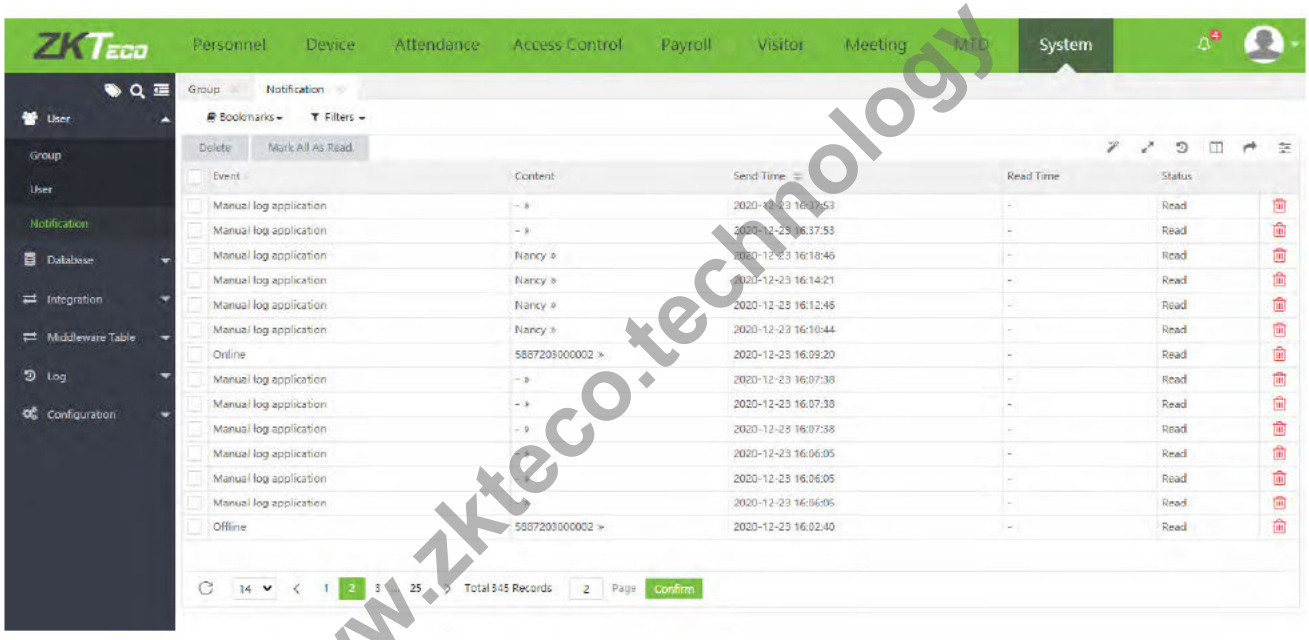
7 System Module

The System Management module is designed to manage multiple users, user groups, databases, and other system-related parameters.

7.1 Notification

This function facilitates to display the notifications such as manual log/ leave/ overtime/ training/ schedule adjustment applications, attendance exceptions (such as late in, early leave and absence), and the device - offline status, where an unread notification will get displayed on the following Notification list.



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The user can also view the notifications as follows;

- On the **Module** bar, click the icon on the top right corner to view the notification information.

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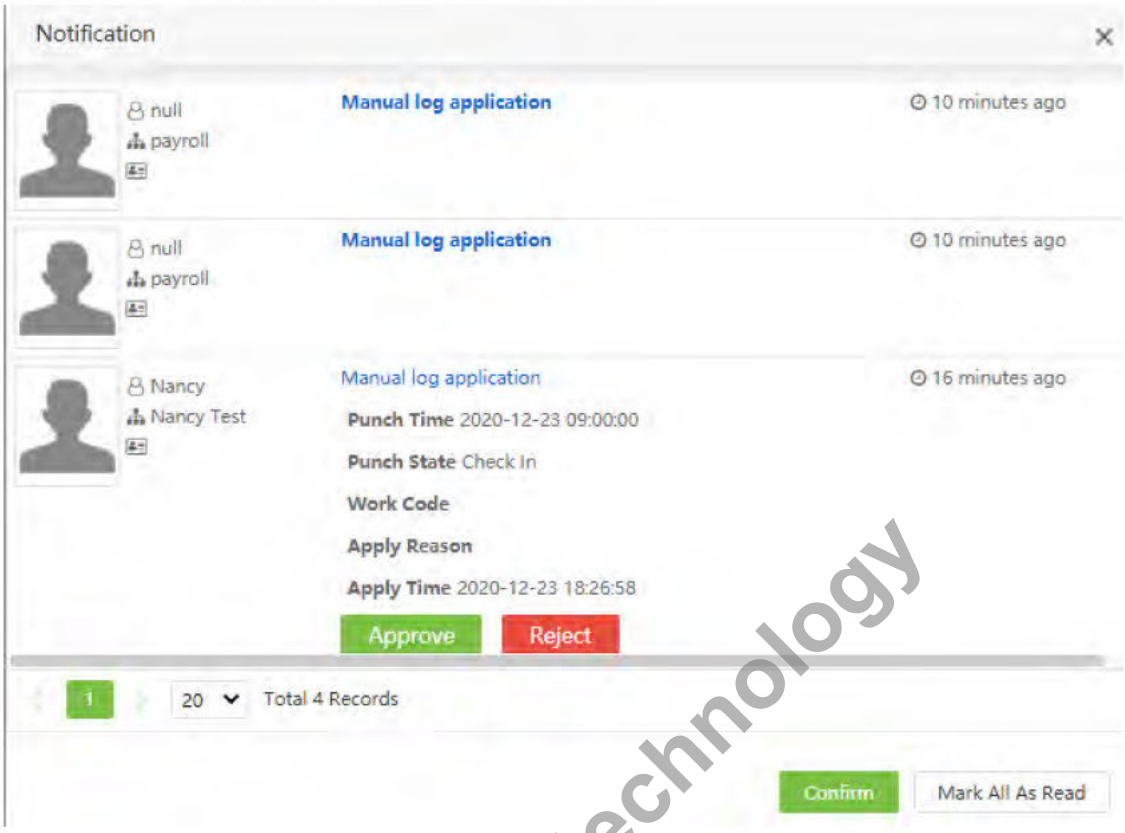
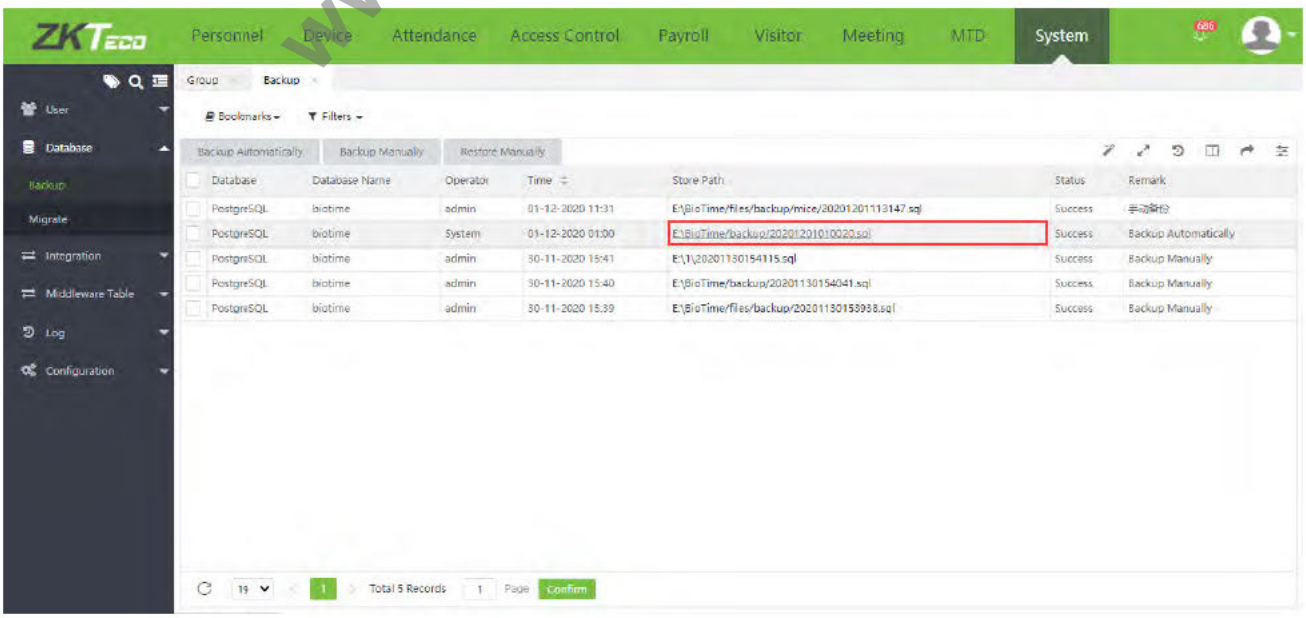
- And the below list displays all the unread notifications.



7.2 Database Backup

This function facilitates preventing data loss when there is an exception occurs on the server.

- Click the corresponding store path on the database backup list to download the backup database file from the server to the client.



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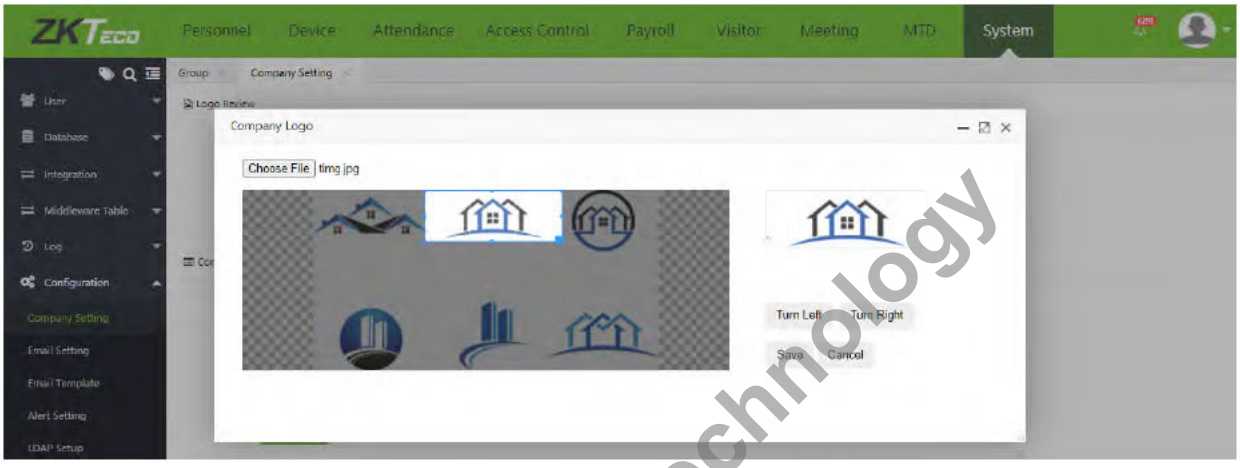
7.3 Company Logo

The Company Setting interface facilitates to upload and modify the company logo and the company name. This company logo and the company name can be displayed in the exported report.

Users can upload a picture and crop it as a company logo, the dimensions of the cropped image will be 200 x 75, which is the suitable size for displaying on the exported file.

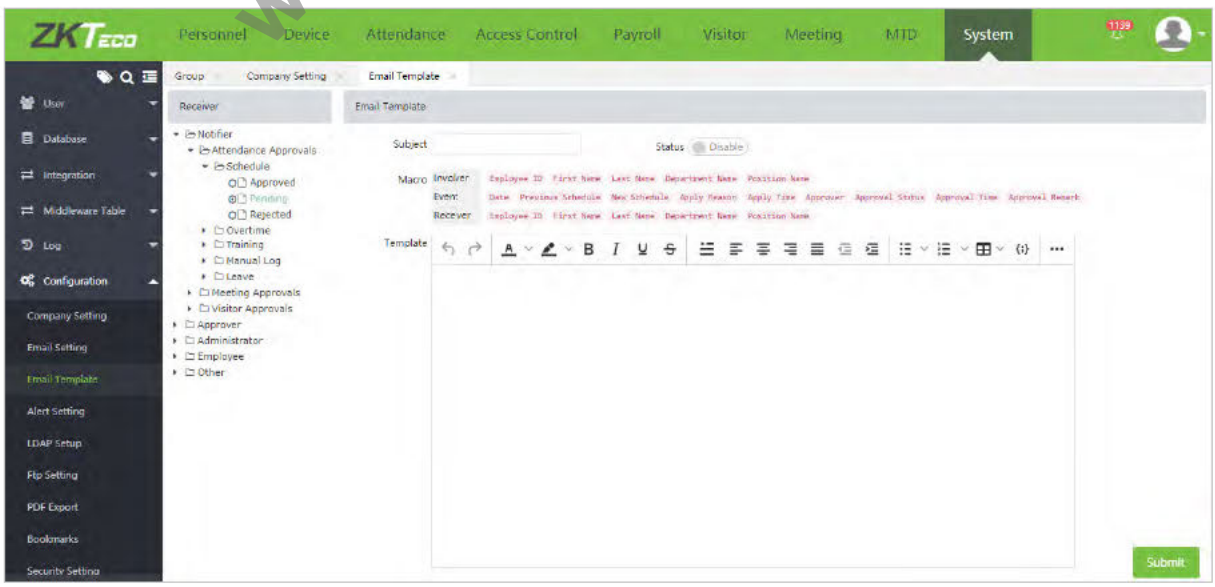
- Click **[System]** > **[Configuration]** > **[Company Setting]** to access the Company Setting interface.



7.4 Email Template

On the **System** module, click **[Configuration]** > **[Email Template]** to set the email template. Users can draft the corresponding email templates for different events, such as attendance/visitor/meeting approvals, attendance exceptions and so on.

Please note, if the status of the email template is disabled, then the default email template which comes with the software is used for the email notification.



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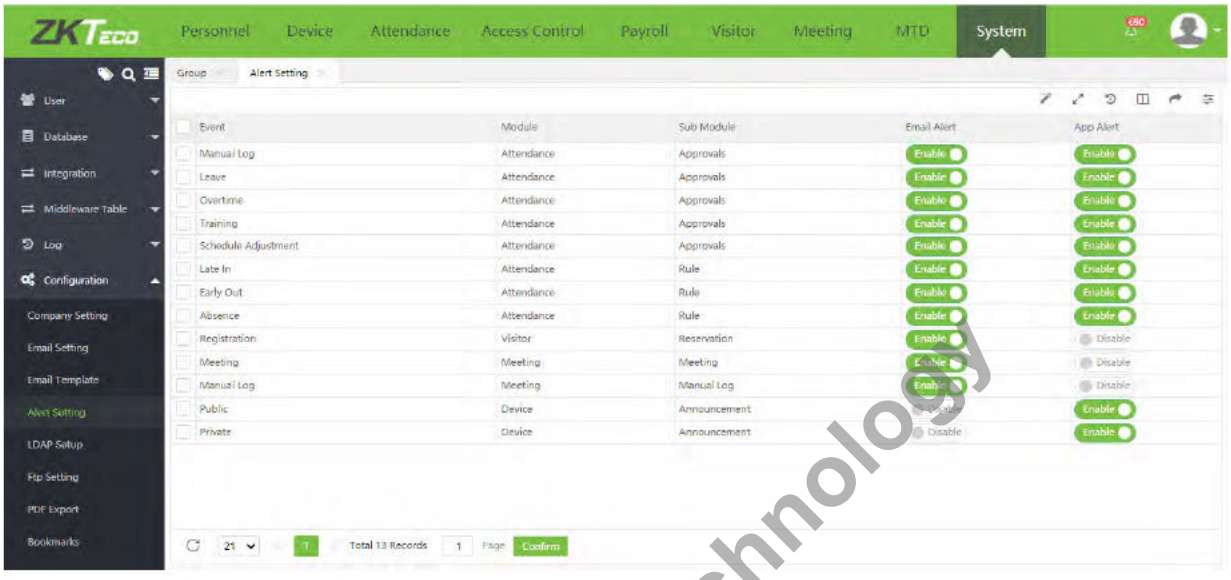
7.5 Alert Settings

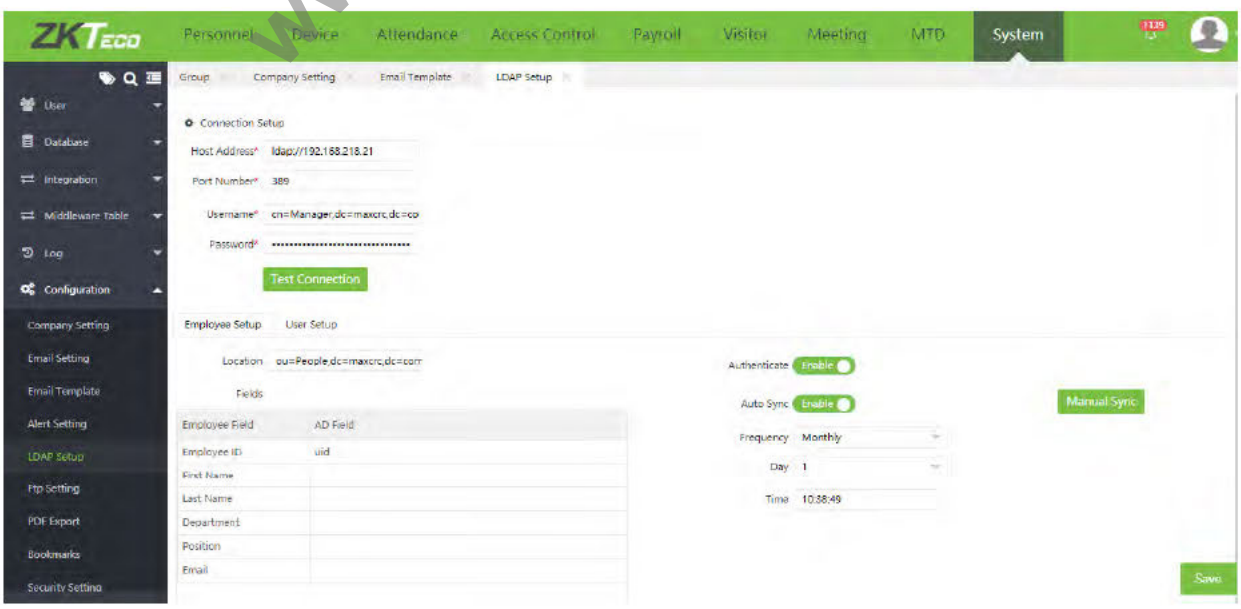
On the **System** module, click [**Configuration**] > [**Alert Settings**] to configure the alerts for the events.

- Users can enable or disable the corresponding event for Email and App alerts.



7.6 LDAP Setup

On the [System] module, click [Configuration] > [LDAP Setup] to set up the LDAP integration for personnel information synchronization and authentication from the AD server to BioTime 8.0 according to the set frequency. And also, LDAP authentication is available for employees and users to login BioTime 8.0.



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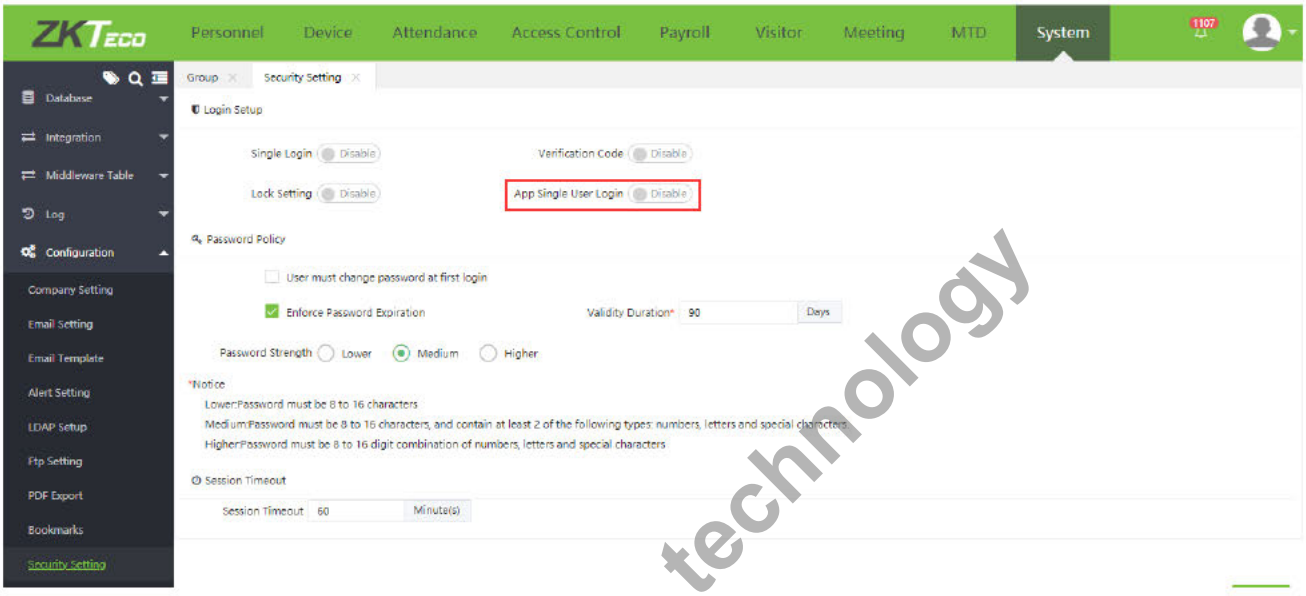
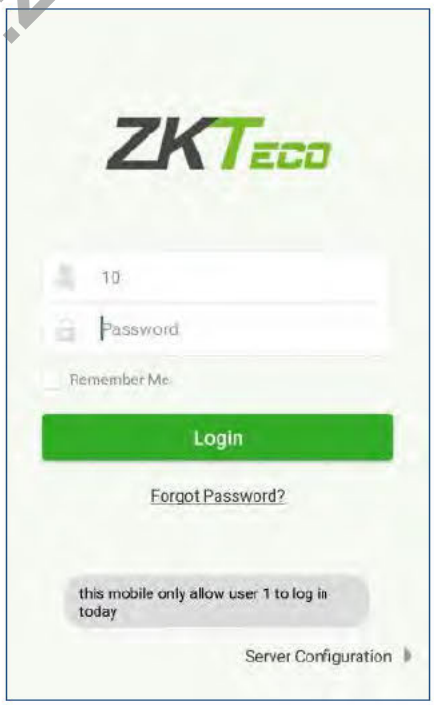
7.7 APP Single User Login

On the **System** > **Configuration** > **Security Setting**, toggle to enable **APP Single User Login**, and only one APP account will be allowed to log in to the APP within one day with the same mobile phone. This function facilitates added security by preventing the employee from making attendance punch on APP for the other employee.



As displayed in the below image, when this function is enabled, only one employee can log in to the APP on one phone, while the other employee tries to login the APP with the same phone, then there will be a prompt to limit the login.



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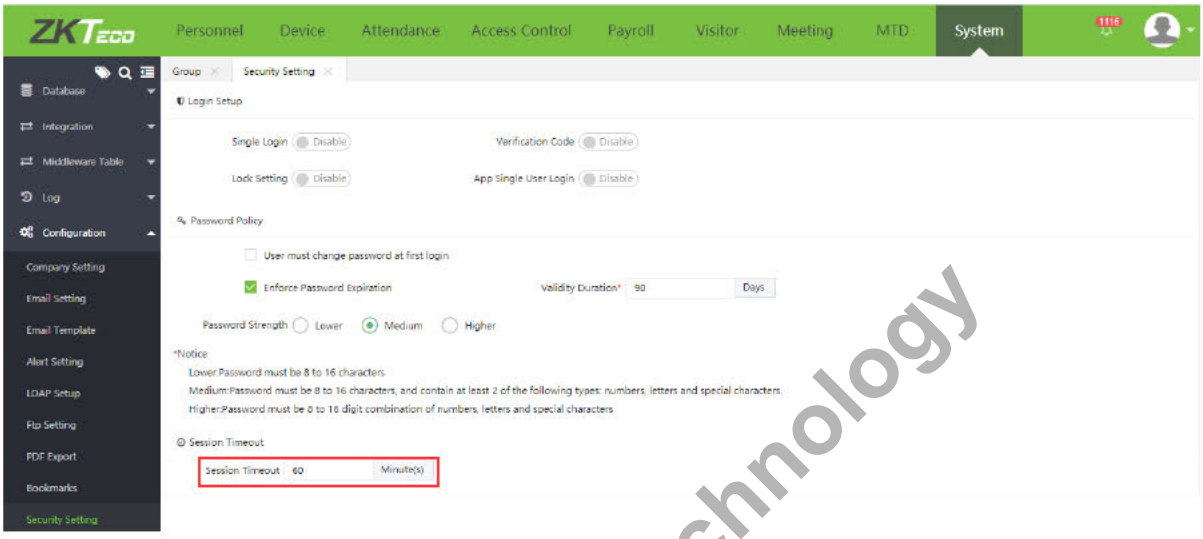
7.8 Session Timeout

This function facilitates setting the period for the session timeout.

And the time the user does not operate the software exceeds the defined time, then the software will automatically log out to ensure data security.



7.9 Employee Attendance

On the **Login** interface, click **Employee Attendance** and the employee can enter the Employee ID and Punch State, then click **Fingerprint**, and then verify fingerprint on the fingerprint scanner for attendance.

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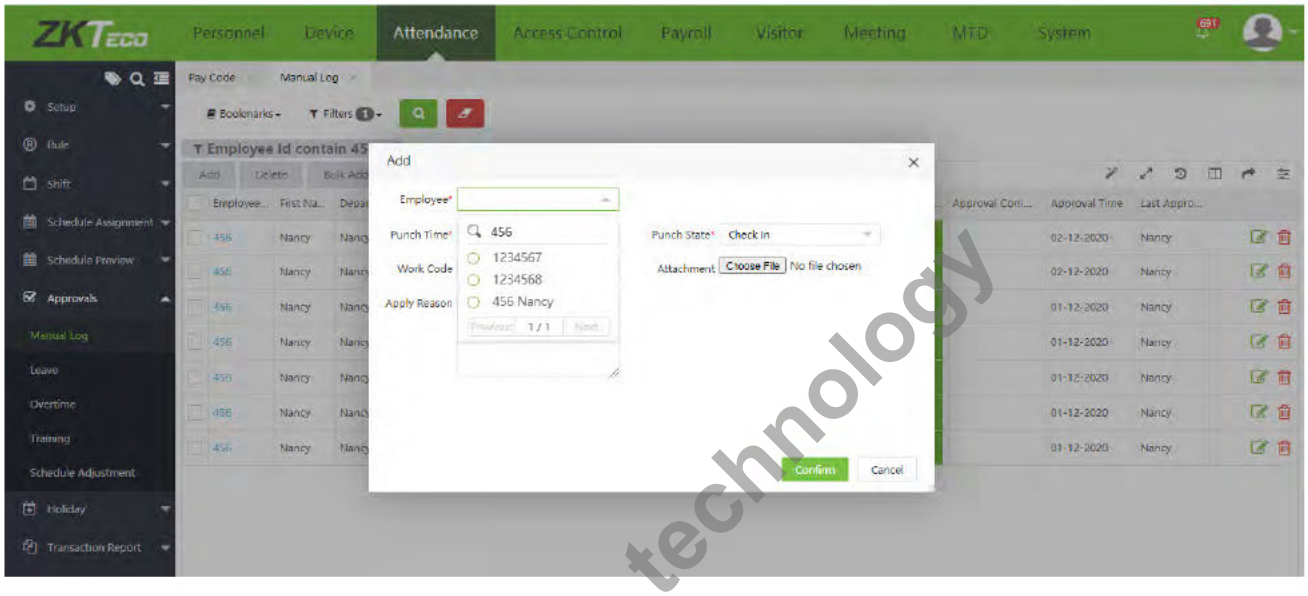
7.10 Employee Precise Search

Enter the Employee ID or Name to be searched in the text box and click to make precise search, click again to make random search. Then the related employee details will be displayed.



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