ATTENDANCE MANAGEMENT SYSTEM

Attendance Management System on One-Click Report Solution

Wireless Remote Site

Delhi

Tokyo

GPRS **London**

Data Push To server via Wireless

Data Push To server via GPRS

Track Your Out Duty Staff
Administrator On Mobile Check Staff Attendance from anywhere in the world
California

Cloud Server
LAN/WAN Internet

Wireless Network

Taiwan
Attendance App on android Phone For Staff Mark Your Attendance for Field with GPS Location

Realsoft Application Server

Payroll Software

Desktop Application
Dubai

Remote Client

Web Application Client
Hong Kong

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Attendance Management System which is an advanced designed for Realtime Data (PUSH data) devices to collect Attendance data. Either work alone as a data collection, work as a web- function plug-in, would also be a nice choice. Under its user friendly UI, users can manage devices, employees, Payroll and most of the hardware and software setting just by several simple clicks. Besides that, some professional functions, such as real-time devices status monitoring, attendance and device log monitoring also available in this software. Can Export Report In Various Format Like PDF, Excel, word.

Software Feature:

. Web - Attendance and Payroll Management System
. Attendance and Payroll Management System Through Android and IOS Application
. Automatic Data synchronization.
. Real-time Monitoring function
. Advanced inter-regional Device Management System
. Administrator and User authorization system
. GPS Tracking and GPS Punching function
. Employee login System

Software Specifications:

System Architecture :	Server/Browser
Database :	SQL Server2005/2008/2012/2014
Supported OS :	Windows7/8/10/Server 2008/2012 (32/64)
Suggested Browsers :	IE 8+/Firefox 11+/Chrome x+
Monitor Resolution :	1024 x 768 or Above

Hardware Requirements:

User :	500	1000	2000	5000	10000
RAM :	4GB	4GB	8GB	12GB	16GB
Processor :	i3	i5	i5	6 Core	6 Core
Hard Disk :	50GB	50GB	100GB	200GB	500GB

Biometric Attendance Software with Redundancy : With built in provision for Multiple shifts, TourManagement, Outdoor Duty Management, Multiple option for attendance management, LeaveManagement, Multiple policy creations, including requests & approvals on different levels,Multiple reports generation

- OEM ISO 9001,14001 and ISO 27001 certified organization (Information Security & Quality Management Systems)

- Software and associated Bio metric Machines can be integrated with Access Control system (If Required).

- The AMS software system shall have the modules that connect the node controllers on TCP/IP of RS-485, scans all the units defined for any events/ alarms and downloads any settings configured by the operator.

- The AMS shall be designed and configured in such a way so that single point failure will have no degradation in overall functionality

- It shall the responsibility of the installer to ensure that the hardware and software solution using the PC specified meets the standards and performance criteria as set.

- The AMS server application within the AMS architecture should store its data within both a conventional relational database, such as MS SQL Server, a network directory. It should have Client-Server Configuration.

- Web Enterprise Attendance software with Leave Management.

- It should be centralized system with 3-tier architecture. Should manage Multiple Units.

- Employee Details should be saved in encrypted form in the Attendance database.

- Login and authority rights to the software shall set for each user.

- Role access and management

- Central on-line data storage of historical transactions, expandable as system resource allow

- Email integration and Notifications/SMS each and every user

- Seamless integration with existing/future ERP , Payroll, HRMS, and legacy systems

- Company , Location, division / project , department , designation, grade, category wise policy definition

- 'Reporting to' hierarchy configuration

- Access your own Project team Attendance and Leave details.

- Supports day and overnight shifts, Auto Shifts & Shift Scheduling

- Out of all available access readers, provision to Select Reader/s for Attendance

- Closing of Financial year/Calender Year should possible such that at the end of current financial year/Calender Year, leaves current financial is carry forwarded to new financial year

- Holidays should be configurable. Should be able to create separate Holidays Groups

- Flexible Holidays, which allows to choose from select holiday group

- Various attendance rules shall be configurable Companywide, Location wise , department wise, Category wise & employee GroupWise etc. like after three consecutive late entries mark half day absent

- Automatic Attendance Process

- There should be provision for Updating already entered employee group details , Bulk updating of any of the field available in Employee Master

Attendance Management System software shall dedicated software which should be responsible for actual rules definition , configuration, operations, monitoring and administration of following mention features:

- Login and authority rights to the software for each operator
- All Approval should have separate Transaction password.
- Overtime calculation
- Leave register shall maintain for Casual Leave , Earned Leave, Sick Leave, Business Travel and other leaves
- Maternity and marriage leave carry forward of previous years leave
- Setup leave encashment facility. Employee Leave card status.
- Employee wise Leave credit configuration possible. For current financial year, user can select employee/s/all employees wise ; credit date, credit type of leave
- Leave system set on calendar or financial year or any month of the year
- Various leave type shall definable in the system that includes standard & accounting , unpaid without accounting , compensatory & accounting, outdoor without accounting , short leave.
- Leaves to be applied shall configured status such as standard leave, half day leave, Leave Encash, Outdoor duty & short leave
- Provision to enter no. of leaves days with from & to date details
- Option to either accept , reject or approved entered leave application as required
- Pro-rata calculation of leaves , Compensatory Off
  Configuration for special travel route related privileges
- Employee group definition , assignment , activation deactivation
- Photographs and Signature shall be stored for each employee
- Add two Supervisors to each Employee
- User-defined employee fields
- Bulk employee upload
- Bulk employee Supervisor Change upload
- Bulk employee Shifts upload
- Bulk employee Leaves Request upload
- Bulk employee Leave Balance upload
- Detailed data entry fields in employee master
- Employee master maintained for various locations/branches.
- Manual Entries , Outdoor duty entries, Tour entries
- Department types , employee types , grades, locations maintained
- Grace time for different grade types.
- Employee group definition
- Multi shifts shall configured with details like min & max working hours, allowable time before shift & allowable time after shift

- For companies having rotating shift pattern, Shift Master should be available with the application
- Once employee is configured in shift rotation , user shall not be allowed to alter his any of shift from Assign Shift Master
- Provision to update, delete or modify already applied shift rotation / Shift Assigned? Weekly Off option
- Approval Process for Shift
- Approval Process for Leaves
- Adding Employee details bulk entries at a time such as Employee Code, Employee Name and Employee from Template Excel Sheet
- Updating Managers/Supervisors in bulk from Template Excel Sheet
- Shift of Employees

Export facility for

- User with all configured masters in Excel
- Daily Attendance extraction
- Daily 3 Consecutive leaves alert
- Daily Exception extraction

Email notification for

- Leave Request
- Leave Approval/Decline
- Leave Cancellation
- If leave not approved in 3 days then escalate to Manager's Manager
- If leave not approved for 6 days then it is escalated to HR
- If more than 15 days leave then it should be escalated to Department head
- When new Employee is added.
- Daily Attendance process result intimation Pass/Fail
- Attendance Management Report - Web MIS reporting

Human Resource

- Employee Personal Info
- Employee Details
- Employee Headcount
- Employee Attrition Report
- New Employee Report
- Employee Shift Roster
- Bus Route Report
- Shift-wise Bus Route Report
- Employee Skill Process and Reports
- Feedback Summary
- Feedback Remarks

Time and Attendance

- Attendance Summary
- Attendance Report
- Monthly Report
- Employee Monthly Hours
- Attendance Override
- Exception Report
- Early Departure
- Late Arrival
- Daily Absent Report
- Daily Present Report
- Shift-wise Attendance
- Department wise Absent
- Department wise Present
- Department wise Work
- Designation wise Absent
- Designation wise Present
- Over Time Report
- Under Time Report
- Attendance Analysis
- Attendance Status
- Leave Balance Report

Employee

- Individual Leave Report
- Individual Attendance Report
- Individual Leave Balance
- Individual Shift Roster

>> Software Dashboard

- On Dashboard we can see Employees current status (Total Present Employee, Total Employee, Total Absent Employee, Total Late Employee and Devices Connection Status)
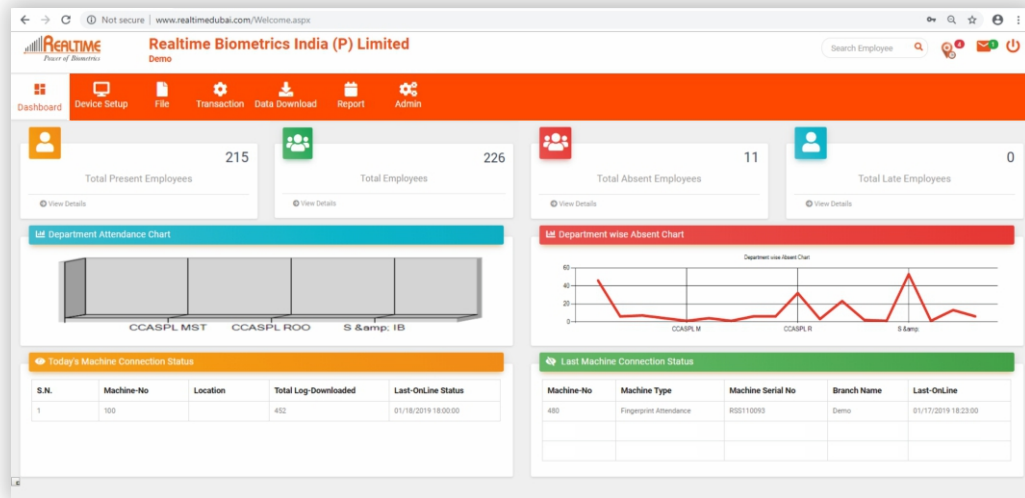
Device Setup

- Add Edit Machine
- Hardware Setup for Fingerprint

>> Add Edit Machine :

- In Add Edit Machine Option We can Add Devices and Manage also

>> Hardware Setup for Fingerprint :
- In Hardware Setup user can Manage Devices.
   (Download and Upload Enrolled Data, Remove Admin, Upload Name and
   Card in device etc)

File Menu

- Company
- Branch
- Department
- Designation
- Office Time Policy
- Shift Details
- Employee List
- Define Leave
- Holiday
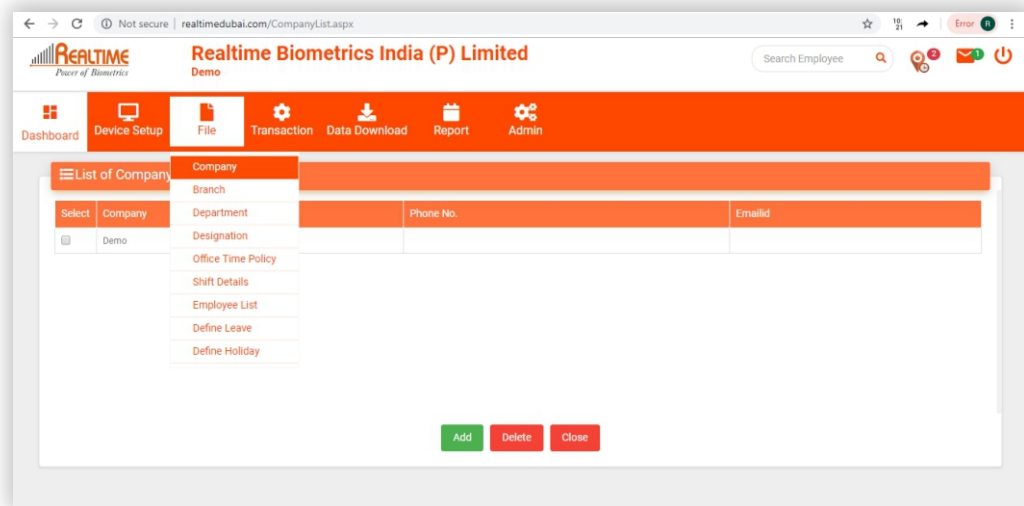
>> Company :

- in Company Master we can Design Schedule of Employees.
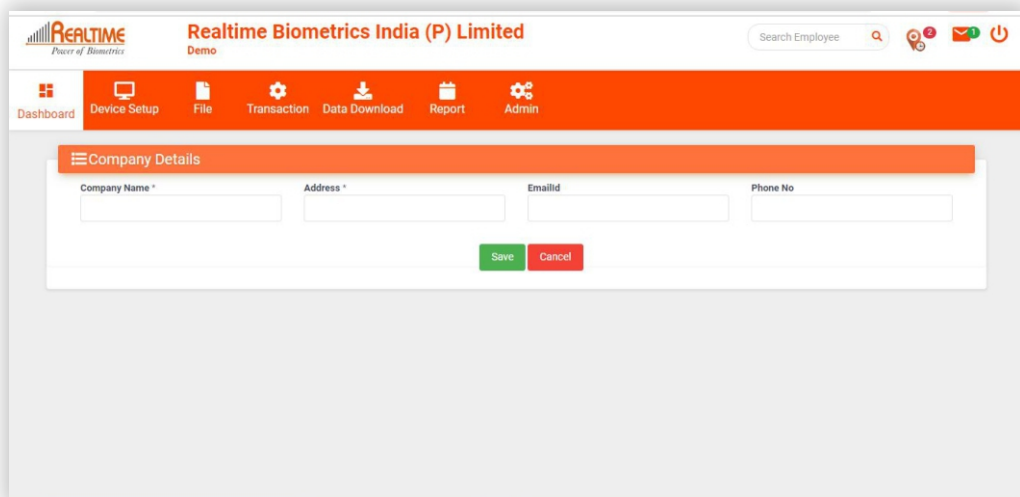
>> Branch :

- In Branch Master We can add Multiple Branches of company
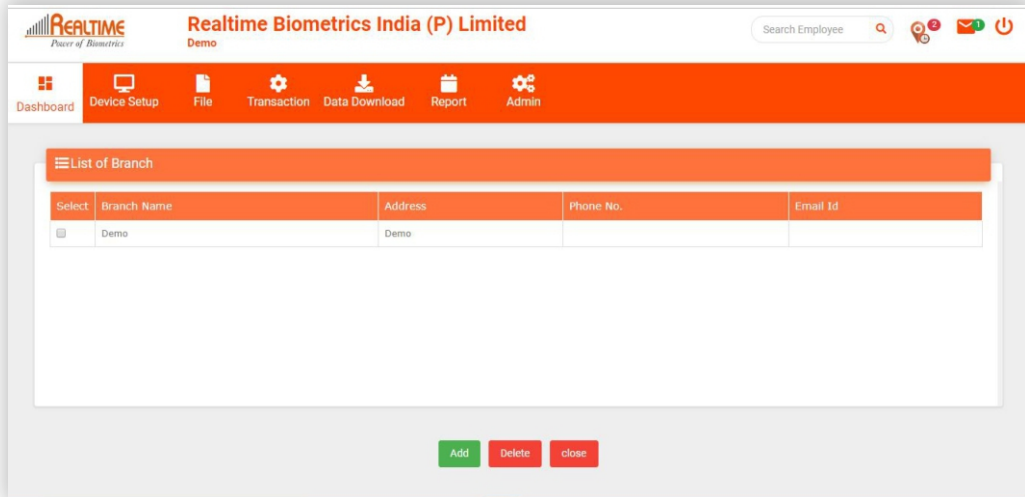
>> Department:

- In Department Master we can Add department for assign to employee
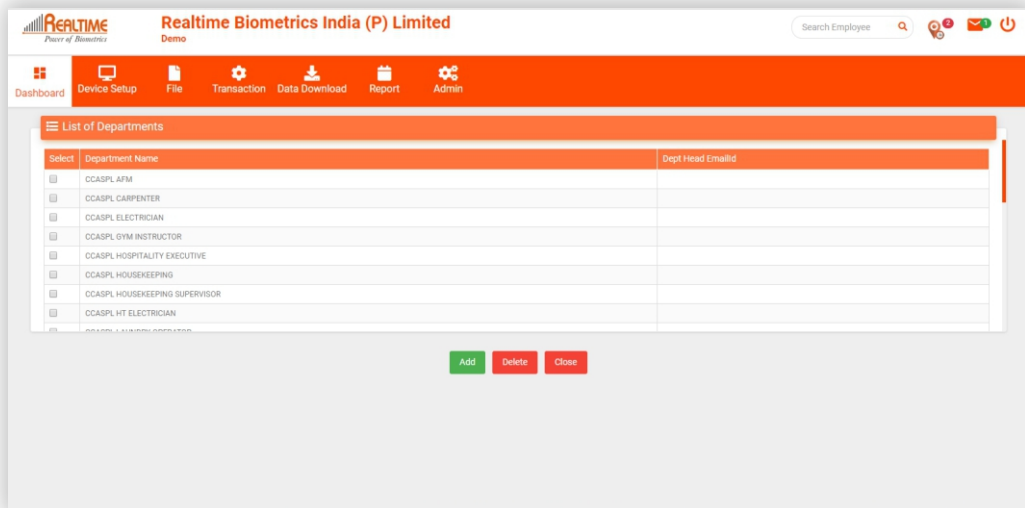
>> Designation :

- In Designation Master we can add designation fo assign to employee
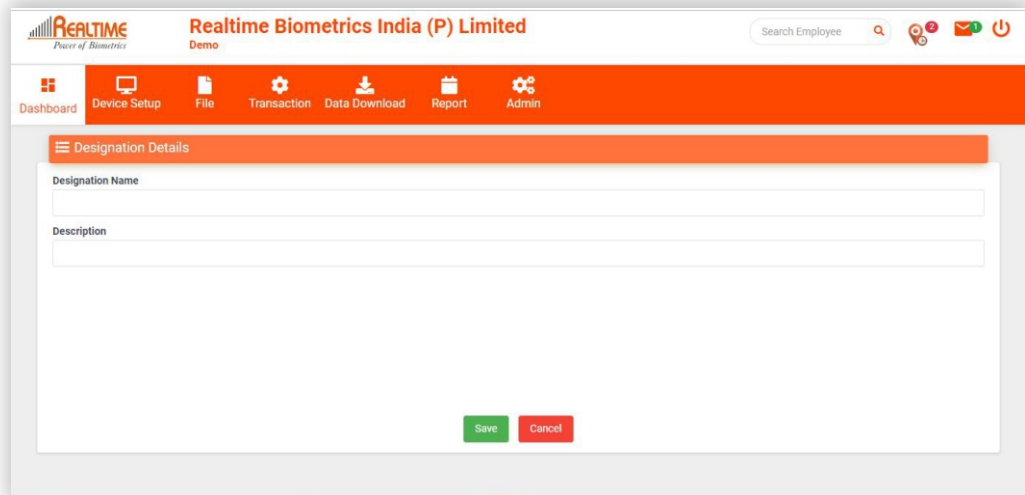
>> Office Time Policy :

- In Office Time Policy we can make a Employee working Policy
  (Example: Permitted Late Arrival, Permitted Early Departure, Half Day & Absent
  For Late Arrival & Early Departure, Other Employee Policy Details etc)

>> Shift Details:

- In Shift Details we can define employee Working Schedule
  (Example : Shift Start Time, End Time, Break Time, Weekly Off etc)

>> Employee List :

- In Employee Master we can add Employee
  (Note : we and add Multiple Employees at a time through CSV Templets)

>> Define Leave :

- We can Add Leave and assign to Employees

  (Note : We can Add Leave and do Paid leave or not, Weekly Off Include or
  not, Holiday include or not etc.)
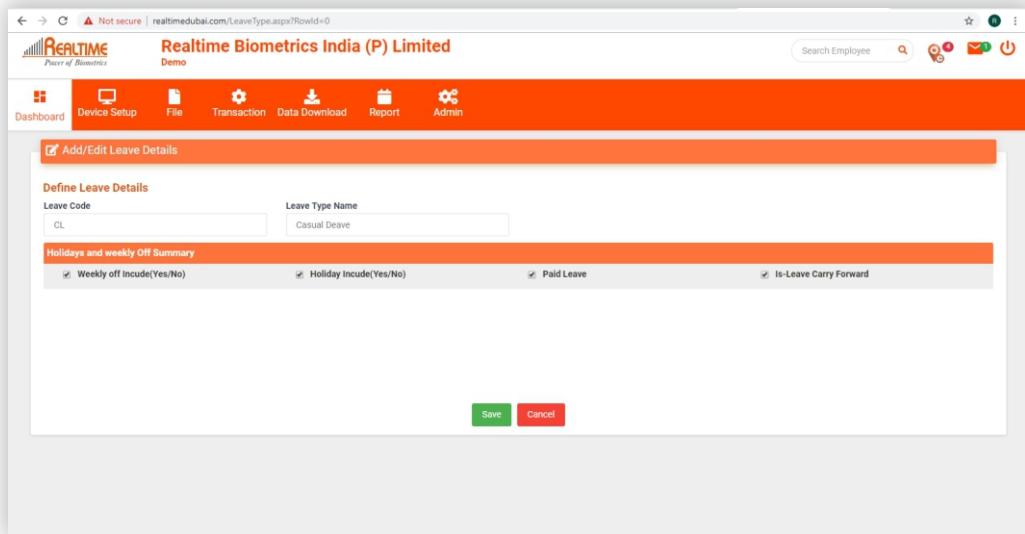
>> Holiday:

- we can add National or Religious Holiday for employees
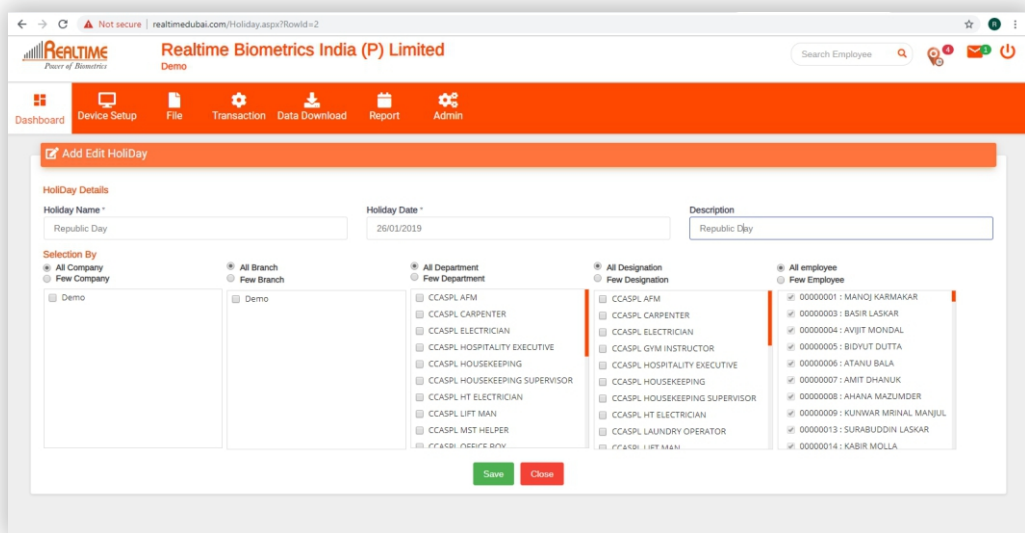
Transaction Menu

- Leave Opening Entry
- Leave Application
- Leave Approval
- Shift Change
- Generate Shift
- Shift Roaster
- Manual Punch
- Approve GPS Punch:
- Attendance Process

>> **Leave Opening Entry:**

- In Leave Opening Option we can open leave for Employees

>> Leave Application:

- In Leave Application Option Employee can Apply for Leave.

>> Leave Approval :

- In Leave Approval Option Admin can Approve Leave

>> Shift Change :

- In Shift Change Option We can Change Employee's Shift
  (Note : No Need to Generate Shift after Change Shift)

>> Generate Shift:

- In Generate Shift Option User can generate shift of Employees

>> Shift Roaster :

- In Shift Roaster Option User can Assign Rotational Shift for Employees

>> Manual Punch :

- In Manual Punch Option User can assign manual punches to employees and show his punches.

>> Approve GPS Punch:

- In Approve GPS Punch Option User can Approve Mobile GPS Punches

>> Attendance Process :

- In Attendance Process Option User can Process Attendance Data of Employees

Data Download

- Download Log From Fingerprint
- Upload AGL File

>> Download Log From Fingerprint:
- In Download Log From Fingerprint option we can download Device log Manually also

   (Note: All Device Data will Sync Automatically)
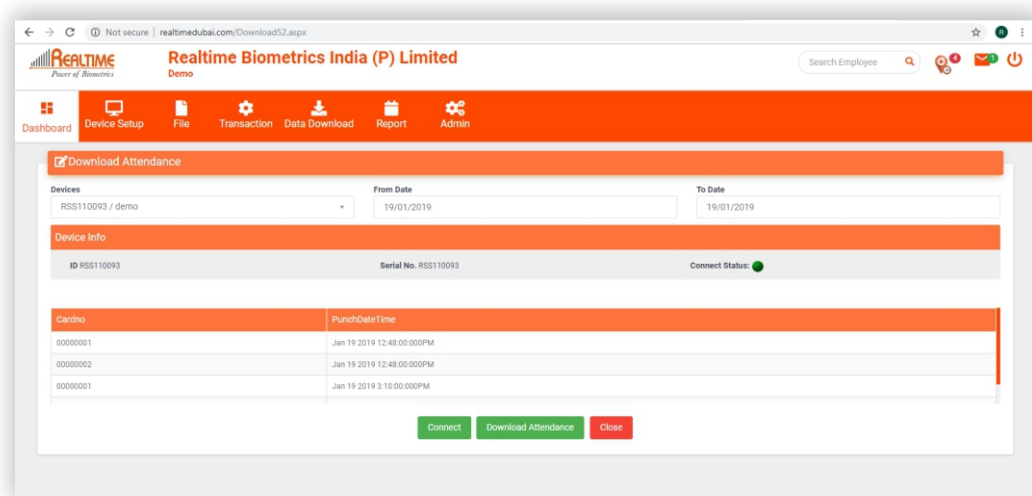
>> Upload AGL File:
- In This Option we can upload device log data in software manually through AGL file.
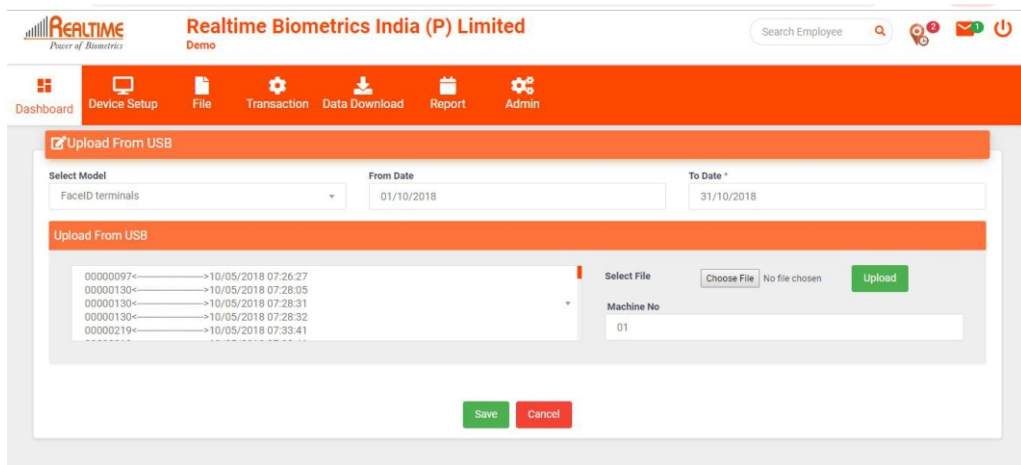
Report

- Master Report
- Daily Report
- Monthly Report
- Leave Report
- GPS Report
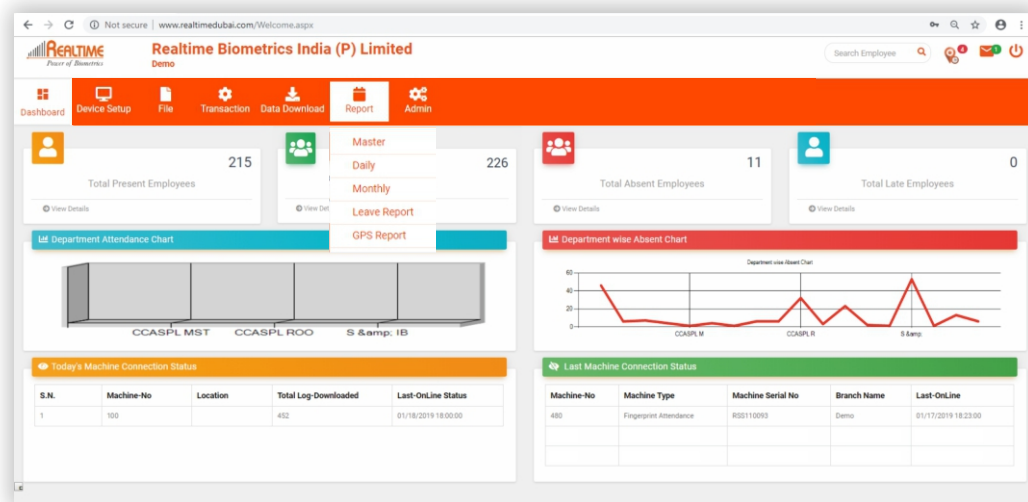
>> Master Report:

- In Master Report User can generate All Masters Report
  (Example: Company, Branch, Department, Designation Shift etc.)

>> Daily Report:

- In Daily Report Option User can Generate More than 10 different report Formats

>> Monthly Report:

- In Monthly Report Options User can generate more than 15 different report formats
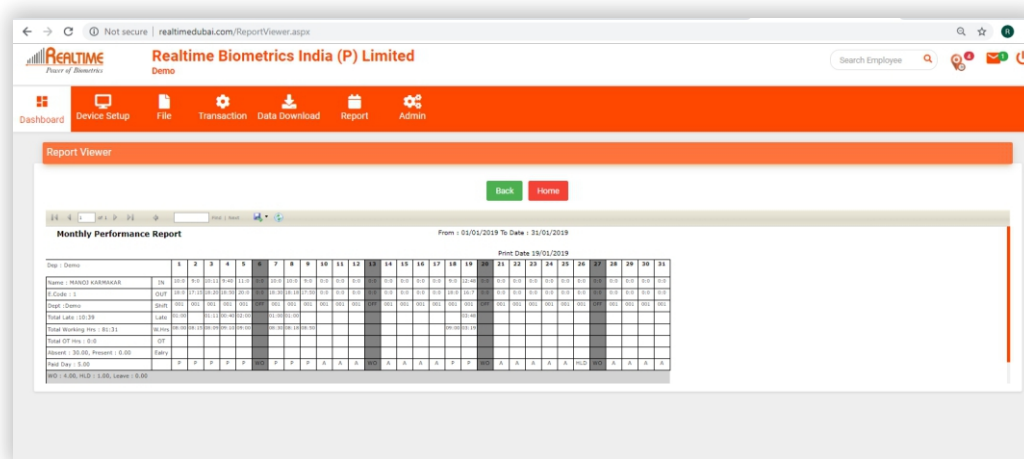
>> Leave Report:

   - In Leave Report Option user can generate more than one different report formats
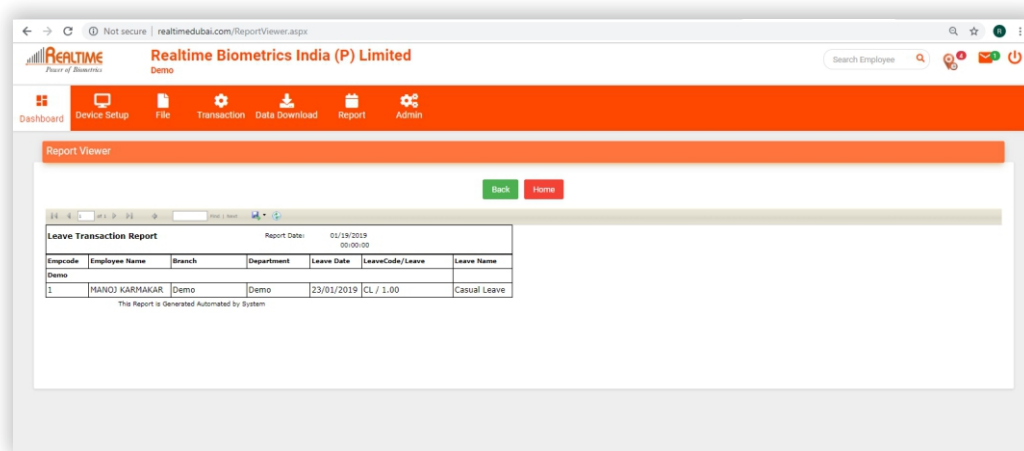
>> GPS Report :

   - In GPS Report Option User can Generate GPS Report
      (Routing Distance Report, Routing Working Hrs Report, GPS Report With Photo)
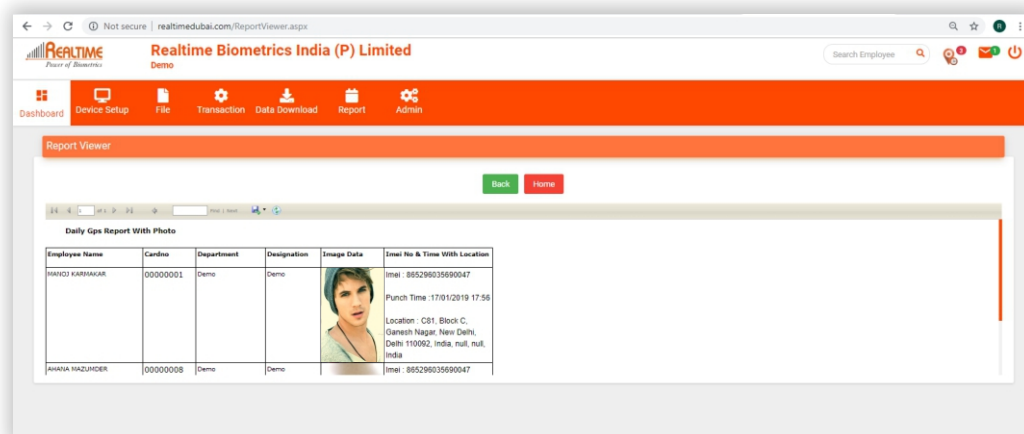
Admin

- User Manager
- Change Password
- SMS Setting
- Mobile Notification
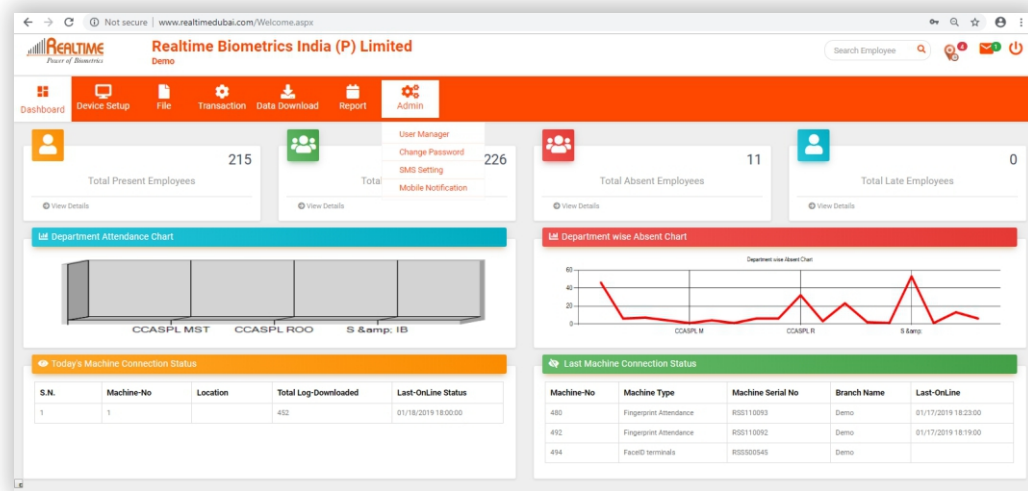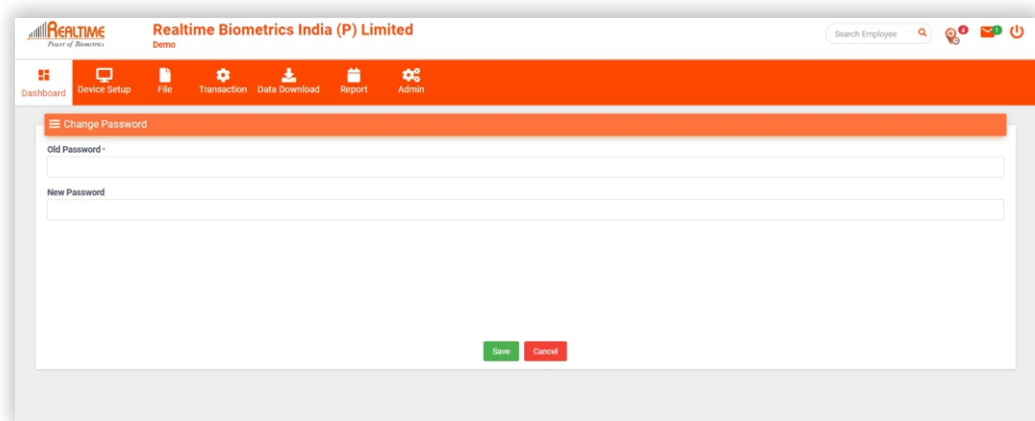
>> User Manager:

- In User Manager Option User can Add more than one user and manage his access permission

>> Change Password:

- In Change Password option user can change Login User Password

>> SMS Setting :

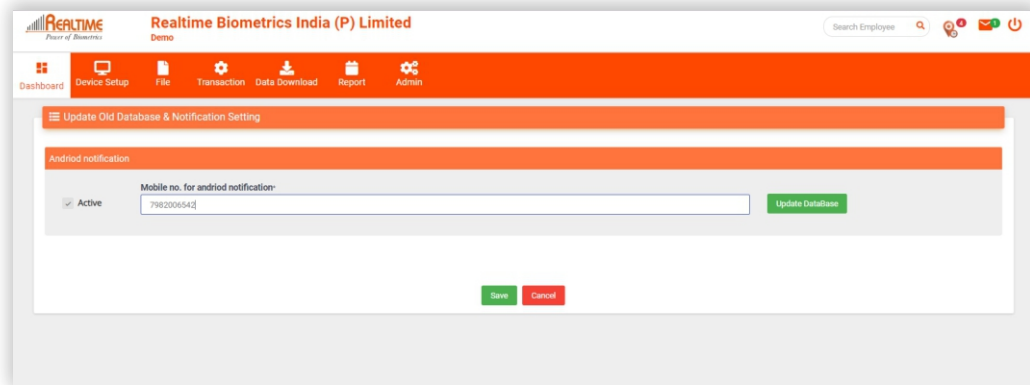- In SMS Setting User can configure SMS API and send IN, Out and Absent SMS to Employees Mobile Numbers.

(Note: User can Enable Email Setting; in email setting Admin can get all Employee in out report automatically).

>> Mobile Notification:

- In Mobile Notification option Employee can enter his Mobile Number in software and Install Mobile App in his Mobile and get notifications.

    (User can update database in Mobile Notification Option)

THANKS FOR BEING

Realtime Biometrics India (P) Limited