USER GUIDE

Product
AXES Time

Biometric Attendance Software

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Overview

Axes Time is an industry leader in terms of both innovation and value. We Set our own terms to biometric readers, develop our software in-house, and provide remarkable support to our partners and customers. Our commitment to customer service is a major reason why so many government and commercial organizations look to Axes Time for their biometric technology needs. Axes Time is a milestone of biometric devices used for Time & Attendance data recording and access control industry. Established in 2014, Axes Time prides itself on offering premium biometric solutions and support at a competitive price. its Finger scanner / Fingerprint Reader range has been integrated with software offered by us, well as Axes Time owned software solution, Axes Time is committed to serving both our local and global community,

AXES Time

After analyzing the Management issue's in different companies we decided to develop one proper solution which can save procedure of the person for management his staff and attendance. So we named the software AxesTime and developed very user friendly and effective product.

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LOGIN

- After saving SQL Connection Detail, AXES Time Login screen will be open.
- By Default User Name is admin and Password is admin also. Password is case sensitive here.
- Axes Time MDI form will be opened after providing User Name and Password.

Masters

Master Menu has following Master forms

1.1 Company Master

1.2 Department Master

1.3 Designation Master

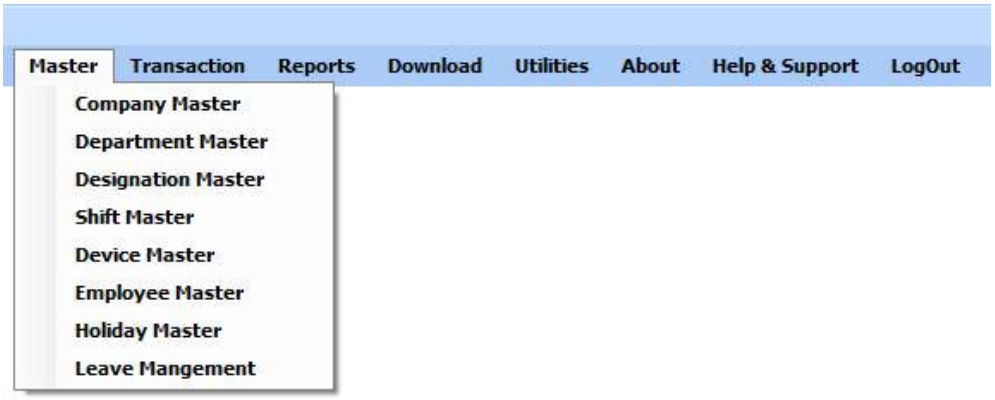
1.4 Shift Master

1.5 Holiday Master

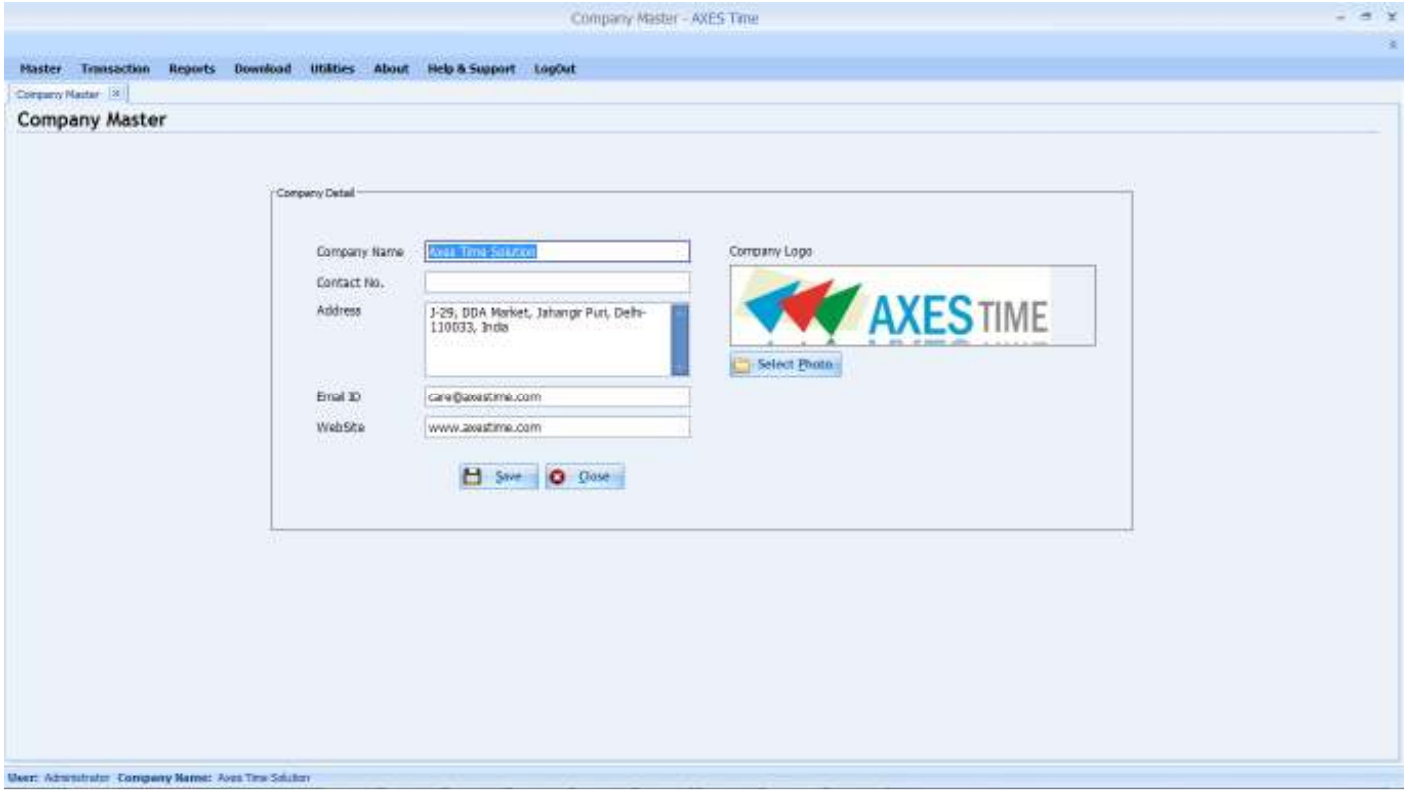
1.6 Employee Master

1.7 Device Master

1.8 Leave Management

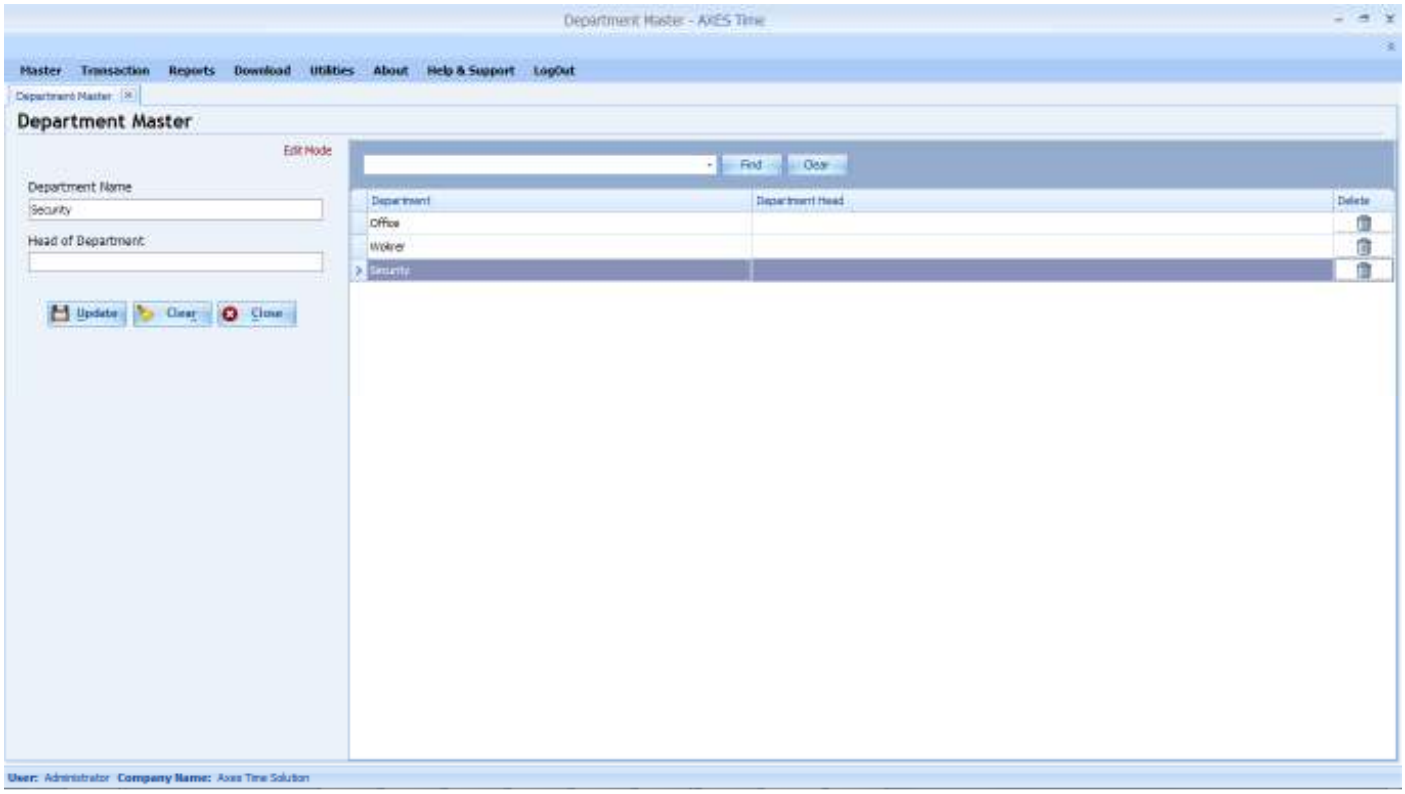


1.1 Company Master



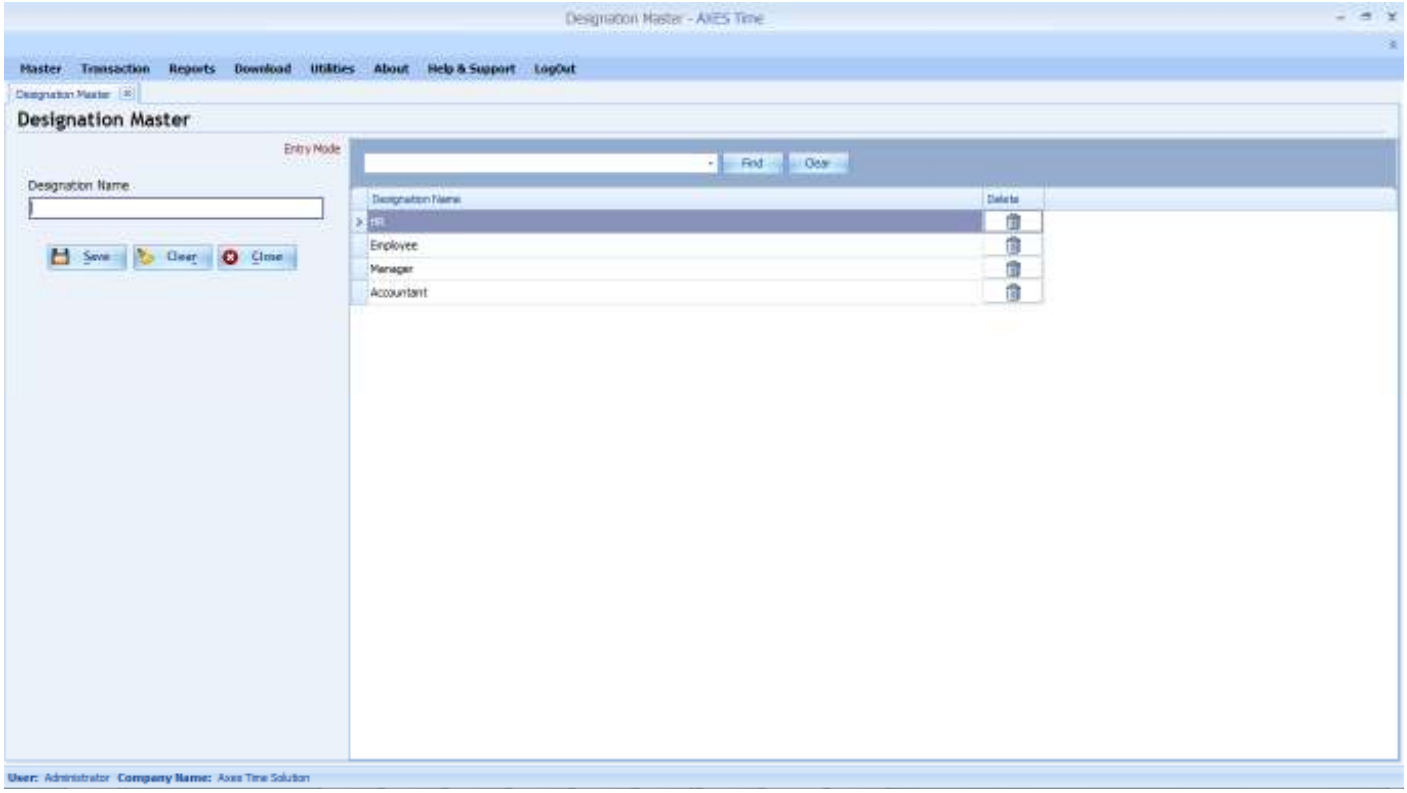
- Enter your company address detail and other detail
- There detail will be showing in the Reports.

1.2 Department Master



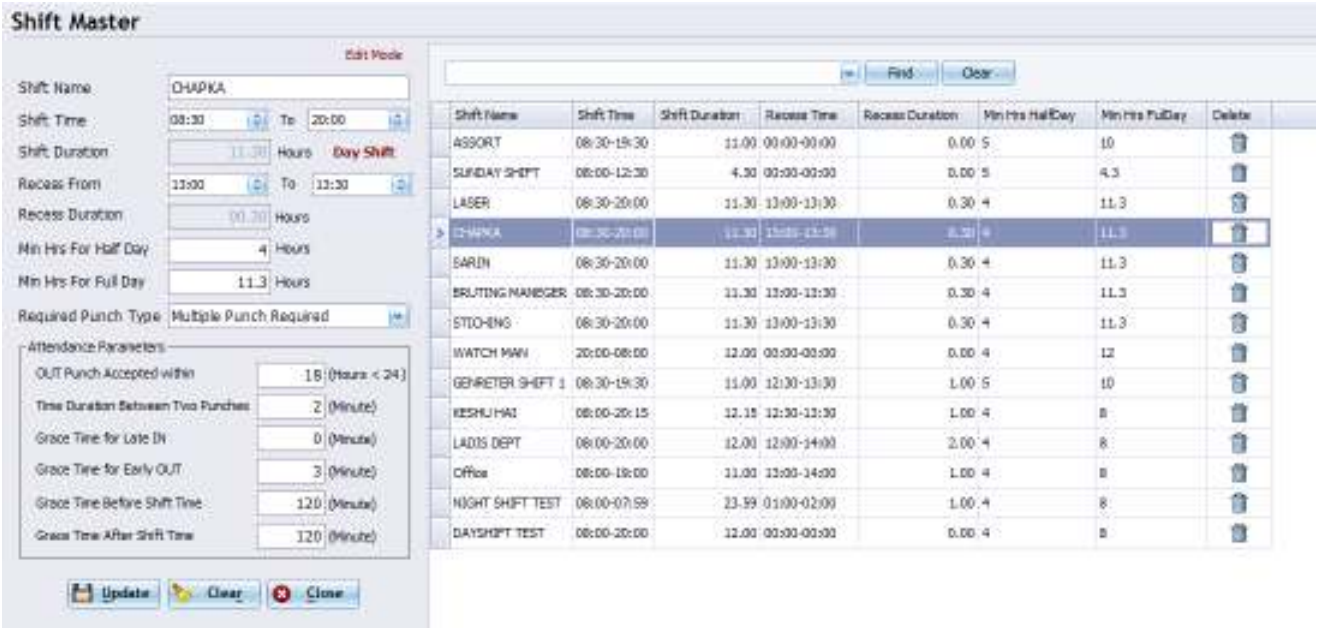
- Save all available Departments in Department Master.
- To add new Department Click on 'Clear' and Then Fill Name and Head of Department information and then click on 'Save'.
- At tope there is red label given by that u can see the form is in Edit or Entry mode.
- When you want to update department text or head then simply click or double click on Grid at right side of the form. To text will be seen in textboxes and save button will be converted in to "Update".
- For Delete Department you can click delete icon at in Grid's each row.

1.3 Designation Master



- Save all available Designation in Designation Master.
- To add new Department Click on ‘Clear’ and Then Designation Name then click on ‘Save’.
- At tope there is red label given by that u can see the form is in Edit or Entry mode.
- When you want to update Designation text or head then simply click or double click on Grid at right side of the form. To text will be seen in textboxes and save button will be converted in to “Update”.
- For Delete Designation you can click delete icon at in Grid’s each row.

1.4 Shift Master



- Save all Shift available in your company
- **Shift Name :** Name of the Shift
- **Shift Time:** time of shift Start time and End time in 24 hour time format. While night shift please be care full for enter the Shift time.
- **Shift Duration:** it will auto calculate the total shift hour from the time rage you entered.
- **Recess From:** time of Recess start time and end time. If you don't want to cut recess hour from the working hour than please don't enter the recess timing.
- **Recess Duration:** it will auto calculate the total Recess hour from the time rage you entered.
- **Min Hrs for Half Day:** If Employee worked more than Min Hrs for Half Day then his/her attendance will be count as Half Day and If Employee worked less then Min Hrs for Half Day then his/her attendance will be count as Less Hour
- **Min Hrs for Full Day:** If Employee worked more than or equal to 'Min Hrs for Full Day' then his/her attendance will be count as Present And if Employee worked more than 'Min Hrs for Full Day' then working Hours more than 'Min Hrs for Full Day' will be considered Over Time.
- **Required Punch Type:** there are two types of the punch type

  <u>One Punch Required:</u> in this case if you want to decide employee's attendance by one punch only. Then you can select this option. It will be depending on 'Grace time for Late in'.

  Ex. Suppose you have put 20 min in late in grace then if employee come late suppose 22 min then his/here attendance will be count as absent if employee come 10 min late than its 10<20 so his/here attendance will be count as present.

  <u>Multiple Punch Required:</u> in this case all punch will be considered for decided all parameter of the working like OT, Present, Half day, Recess hours, working hours.

Attendance Parameters

- **Out punch accept within:** To assign maximum working hours limit.
- **Time Duration between two punches:** Allowed second punch as per the assign time for particular Employee.

  e.g. – If you have set 1 minute

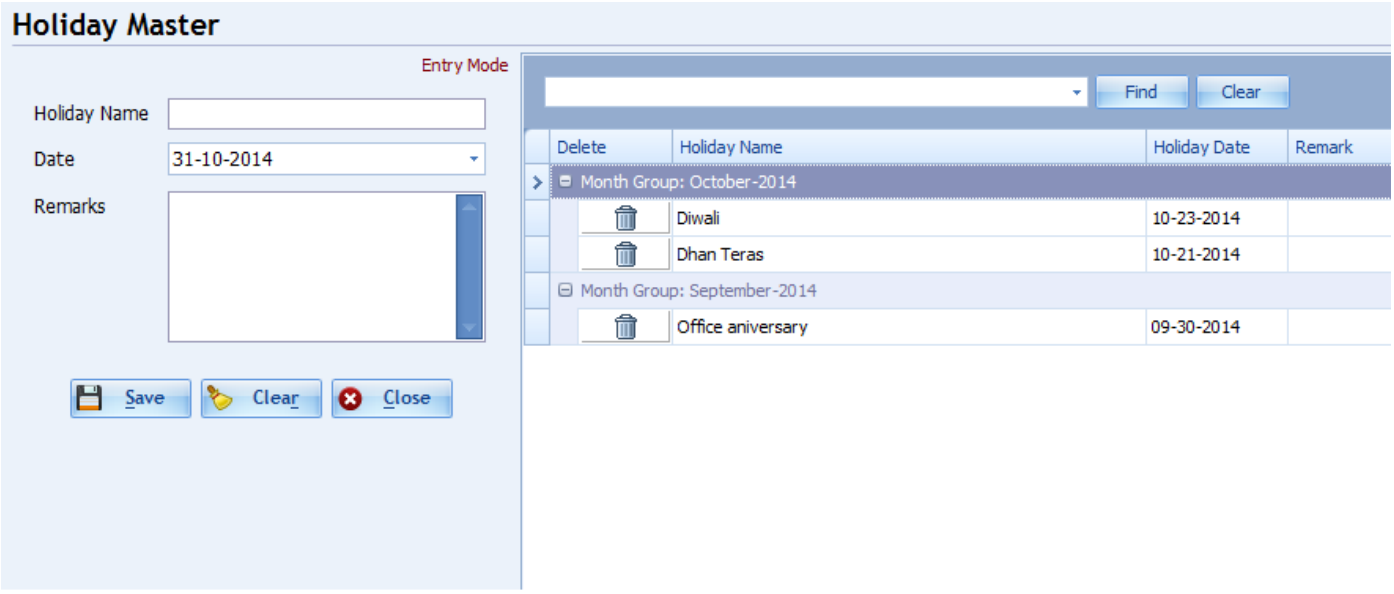
  First punch: - 09:20:15 AM

  Second punch: -09:20:20 AM

  Third punch: - 09:22:00 AM

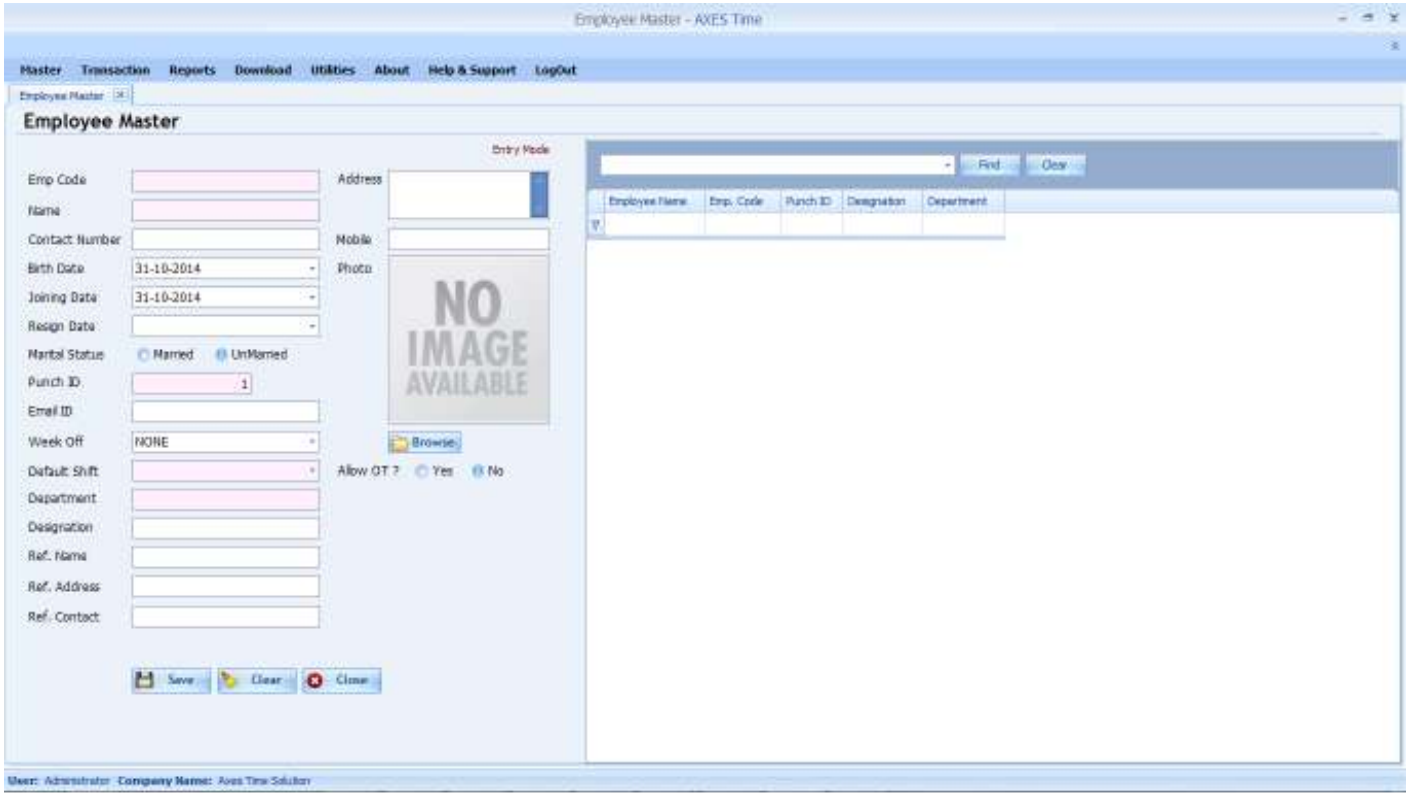
  Than only first and third punches will be considered and the second punch will be discard.
- **Grace Time for Late IN:** if you assign 10 minutes and an employee comes after 10 minutes of Shift Start Time then it will be considered as late comers.
- **Grace Time for Early OUT:** if you assign 10 minutes and an employee goes early 10 minutes of Shift End Time then it will be considered as early goes.
- **Grace Time Before Shift Time:** this value is used for catch the shift range. By default the value will be 60 minute
- **Grace Time After Shift Time:** this value is used for catch the shift range. By default the value will be 60 minute

1.5 Holiday Master



- Save all Holidays in Holiday Master.
- The Fill Name of Holiday, Select Holiday Date and Click 'Save'.
- For Edit click on grid and that name will appear in text boxes and click 'Update' button.
- On right side of screen, it displays all Holidays which already entered by you.
- For Delete Click on delete icon at grid.

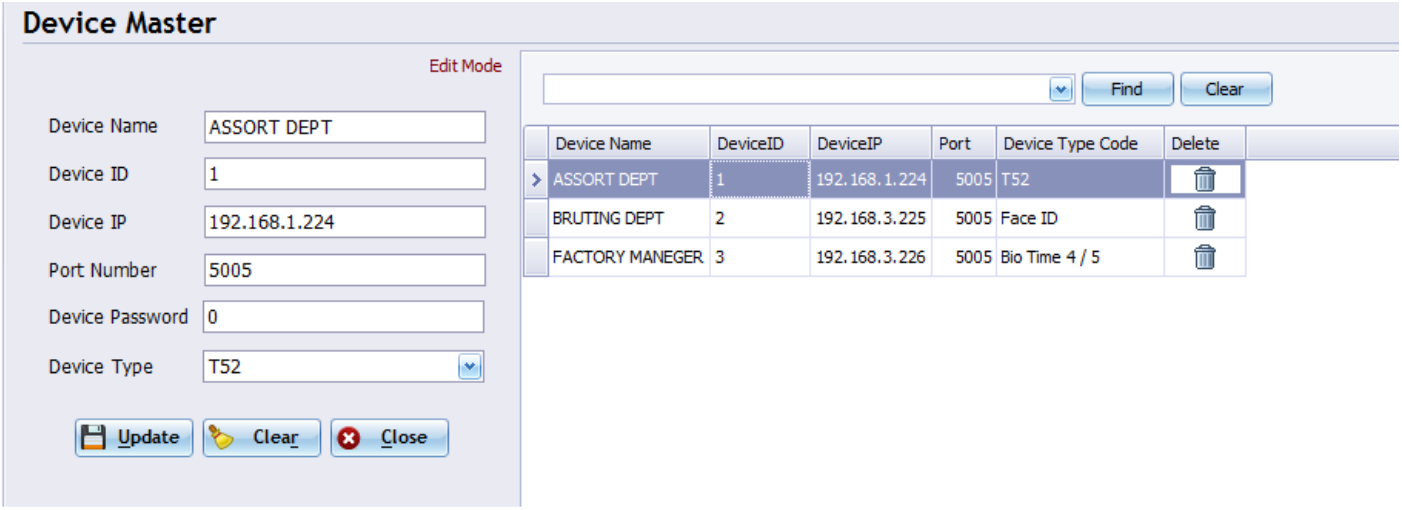
1.6 Employee Master



- Save all Employees Entries in Employee Master.
- Field with the Red background are compulsory for mange employee data
- Shift, Department and Designation entries will be automatically carried out from Masters.
- On right side of screen, it displays all Employees which already entered by you. To Update Employees, you need to double click on the Employee entry and it will automatically fill all his/her information on screen and after updating details click on 'Update'.
- You will not allow deleting of employee entry which have attendance Transactions or used in other place. To delete that employee entry you need to delete transactions for that employee first.
- From Here you can decide that you want to allow them OT (Over Time) or not.
- If you don't want to delete transaction of employee put resign date of that Employee .After that date of resign that employee is not display in report filters.
- You can save employee photo by browsing photos from hard drives.
- **Punch ID** : Punch id will be unique and same as given employee ID No. in to the machine.

  Emp. Code : employee code will be unique alpha numeric word.

1.7 Device Master



- In this form you will have to enter all the Biometric devices which will be use for attendance.
- **Device ID**, **Device IP**, **Port Number**, **Device Password** Details will be available in machine. Please be careful while entering these values. It should be the same as machine otherwise machine will not be connect to the software.

  Device ID: set same as given in device.

  Device IP: IP address should be unique in particular LAN network.

  Port Number: by Default port no. is 5005 if you have set diff in device then please enter and Save.

  Device Password: by Default value is 0 (zero). In case device have password.

  Device Type: there are different types of machine are given. You can choose your machine type properly.

Transaction

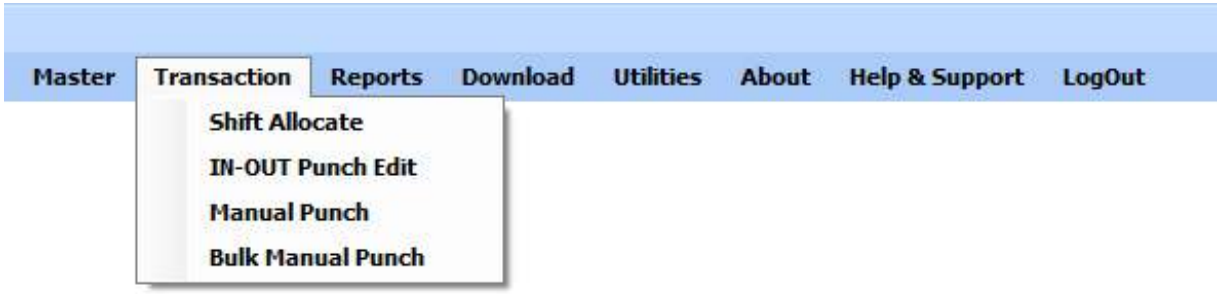
Transaction Menu has following forms

2.1 Shift Allocation

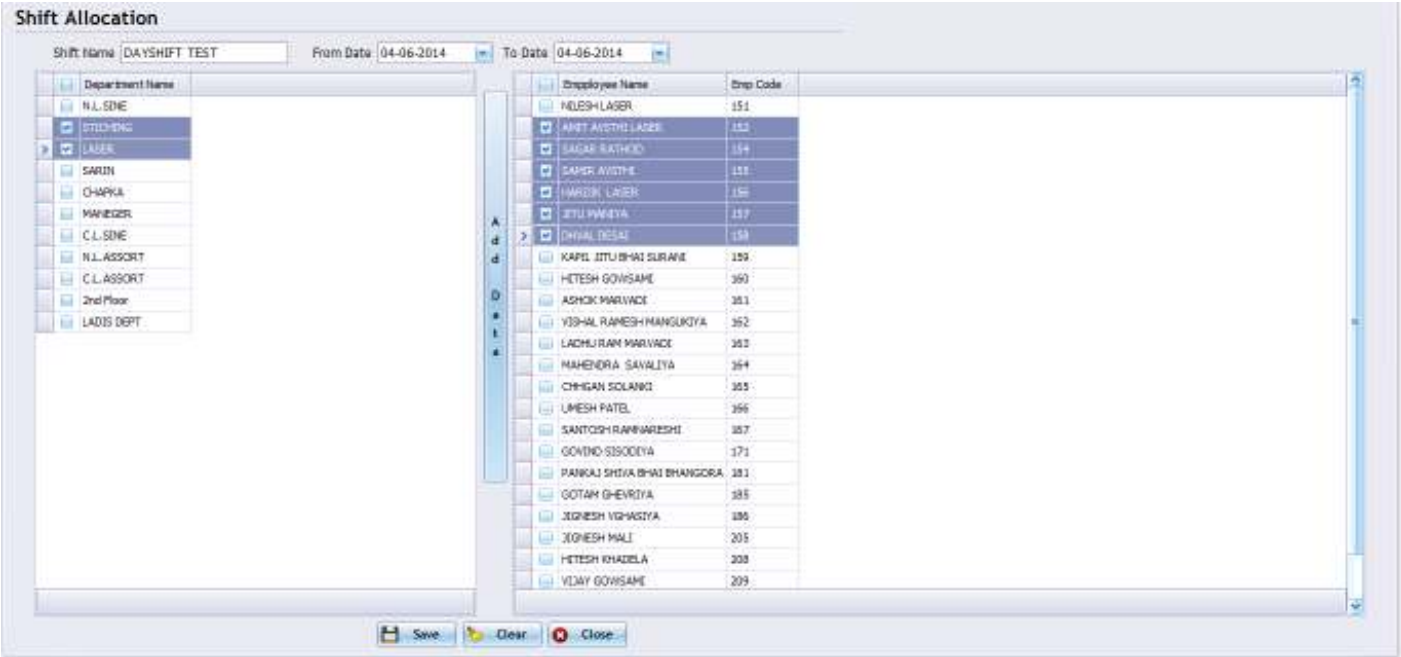
2.2 IN-OUT Punch Edit

2.3 Manual Punch

2.4 Bulk Manual Punch



2.1 Shift Allocation



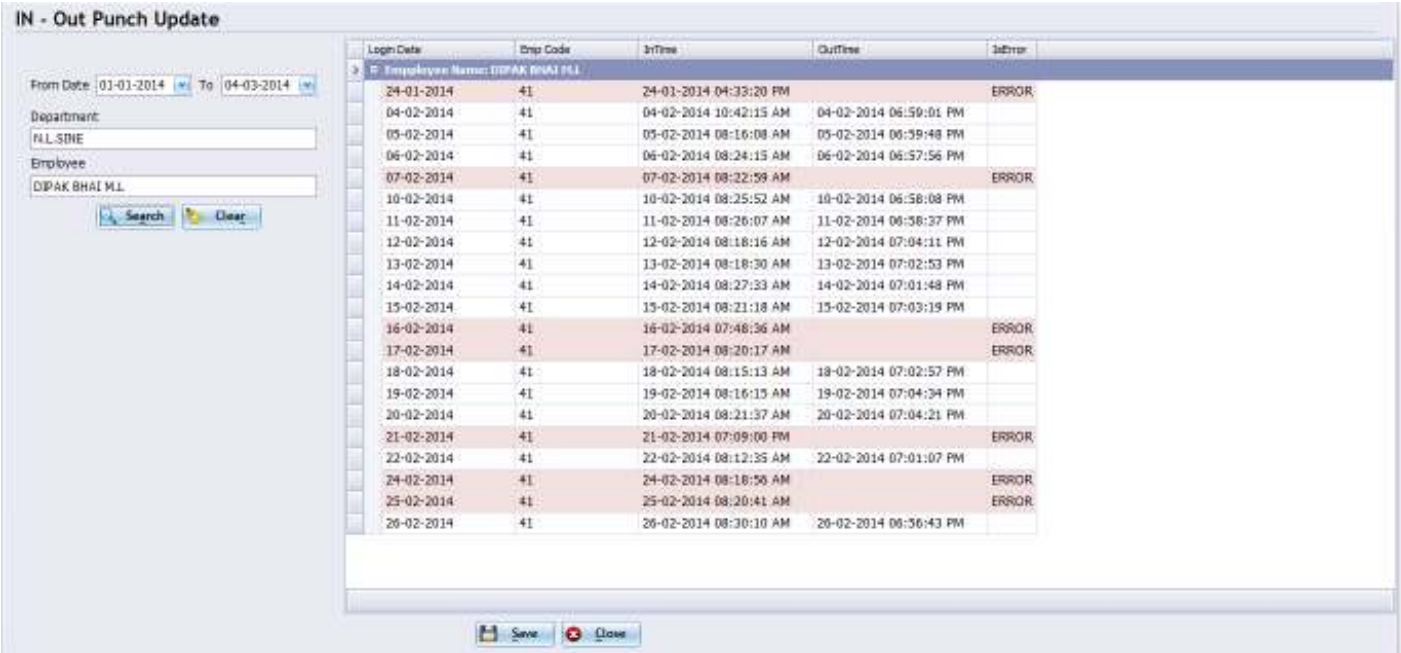
What is it?

Default employee's working shift is already selected when we save employees data first time in to the software. In case change of shift temporary for days or week then here you have to assign shift by selecting FROM to To Date and shift name which will be assigned to employee. So other effect can be calculate and timing also.

- **Shift Name:** Select Shift which you want to assign to the employees
- **From Date & To Date:** Select Date range till you want to assign shift to the employee

Here there are two sides. At left side there is department list for filter it select department and click **"Add Data "** button. So at right side employee list will be come. Select those employee and click on 'Save' button. You can select multiple employee also for shift allocation.

2.2 IN-OUT Punch Edit

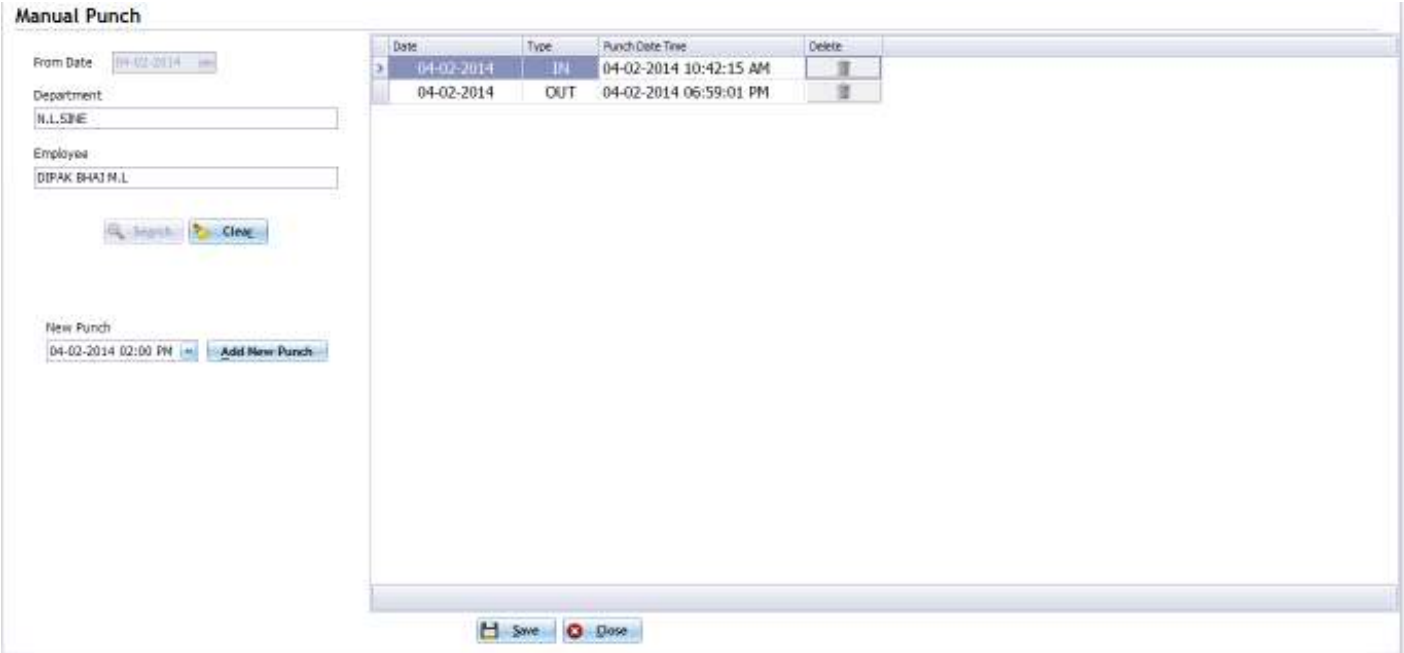


Login Date	Emp Code	InTime	OutTime	InError
F Employee Name: DIPAK BHAI N.L				
24-01-2014	41	24-01-2014 04:33:20 PM		ERROR
04-02-2014	41	04-02-2014 10:42:15 AM	04-02-2014 06:59:01 PM	
05-02-2014	41	05-02-2014 08:16:08 AM	05-02-2014 06:59:48 PM	
06-02-2014	41	06-02-2014 08:24:15 AM	06-02-2014 06:57:56 PM	
07-02-2014	41	07-02-2014 08:22:59 AM		ERROR
10-02-2014	41	10-02-2014 08:25:52 AM	10-02-2014 06:58:08 PM	
11-02-2014	41	11-02-2014 08:26:07 AM	11-02-2014 06:58:37 PM	
12-02-2014	41	12-02-2014 08:18:16 AM	12-02-2014 07:04:11 PM	
13-02-2014	41	13-02-2014 08:18:30 AM	13-02-2014 07:02:53 PM	
14-02-2014	41	14-02-2014 08:27:33 AM	14-02-2014 07:01:48 PM	
15-02-2014	41	15-02-2014 08:21:18 AM	15-02-2014 07:03:19 PM	
16-02-2014	41	16-02-2014 07:48:36 AM		ERROR
17-02-2014	41	17-02-2014 08:20:17 AM		ERROR
18-02-2014	41	18-02-2014 08:15:13 AM	18-02-2014 07:02:57 PM	
19-02-2014	41	19-02-2014 08:16:15 AM	19-02-2014 07:04:34 PM	
20-02-2014	41	20-02-2014 08:21:37 AM	20-02-2014 07:04:21 PM	
21-02-2014	41	21-02-2014 07:09:00 PM		ERROR
22-02-2014	41	22-02-2014 08:12:35 AM	22-02-2014 07:01:07 PM	
24-02-2014	41	24-02-2014 08:18:56 AM		ERROR
25-02-2014	41	25-02-2014 08:20:41 AM		ERROR
26-02-2014	41	26-02-2014 08:30:10 AM	26-02-2014 06:56:43 PM	

When employee's punch need to be edit or enter missed punch. you can use this save or edit employee's punch threw this form.

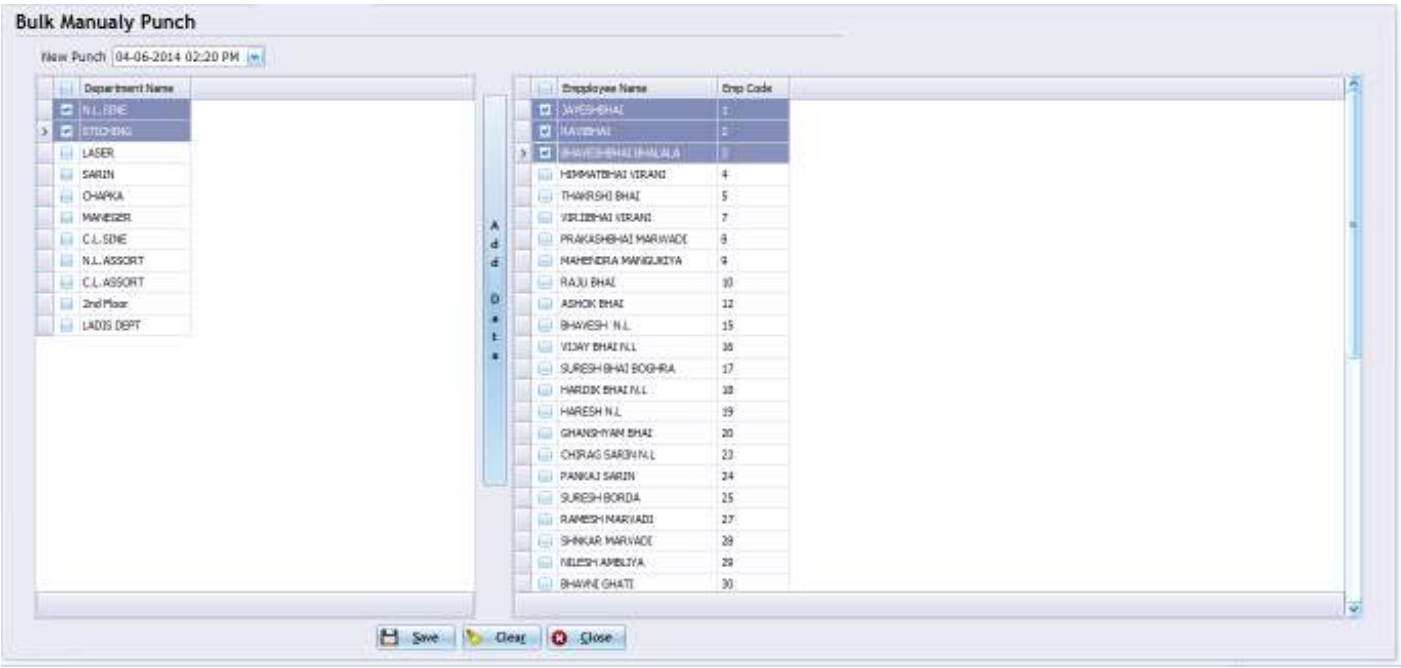
- Here you can edit the particular one employee's punch between Date ranges. For add /delete punch you will have to use 'Manual punch' Form.
- Red background showing the punch missing at date in shown in Login Date column.
- For update the punch you can enter it directly in to the grid cell at right side of the form.

2.3 Manual Punch



- You can use this form Manual punch in chase employee miss the punch in machine. Or by mistake he punch two time. So there is chance to come wrong hours because of punch in appropriate. That type of problem you can solve from here. You can **Add / Delete** punch using this form.
- **Flow:** Select Date and employee click on search then new punch textbox will be appear. If any punch are exist of selected employee then will be shown at right side Grid. You can delete the punch also. The in out type will be automatically work so you need to set only the punch time.

2.4 Bulk Manual Punch



- For bulk manual punch entry you can use this form.
- **Step 1 :** Select Date of punch you want to add.

  Step 2 : Select Department and Employee

  Step 3 : Click on Save for entry.

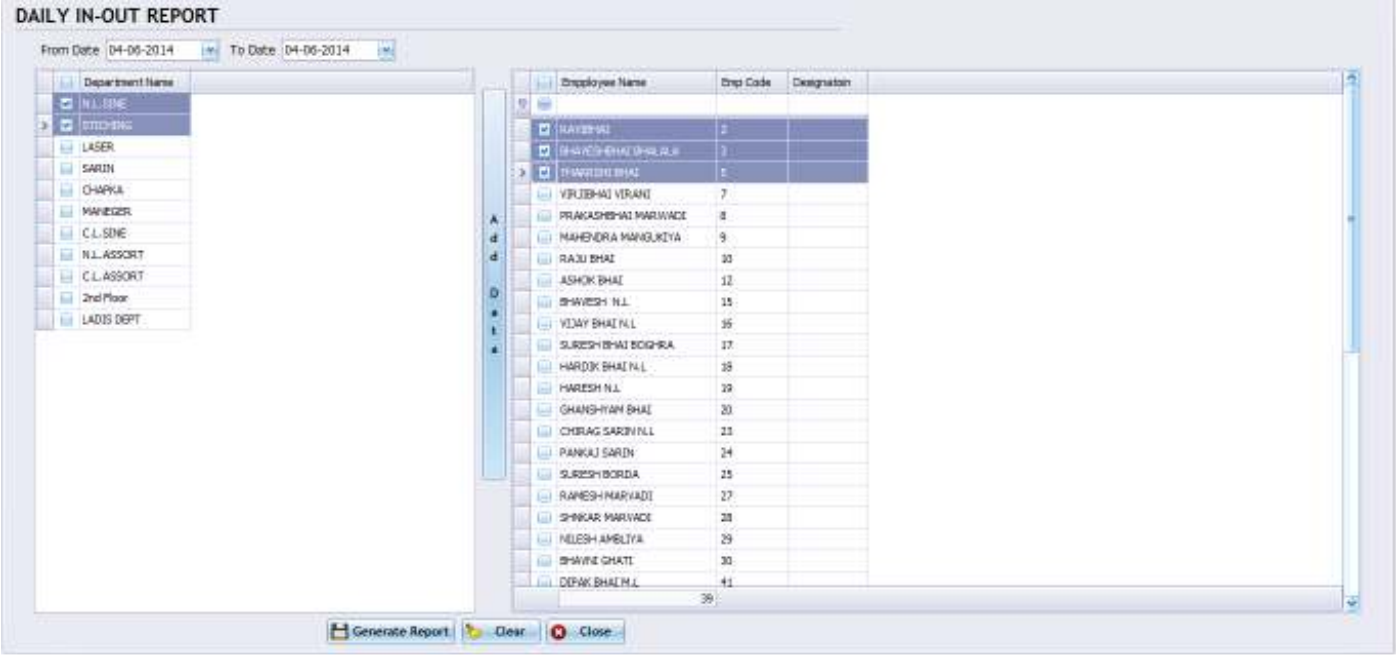
Reports

3.1 Report Filtering understanding

3.2 Report Dialog form Facilities

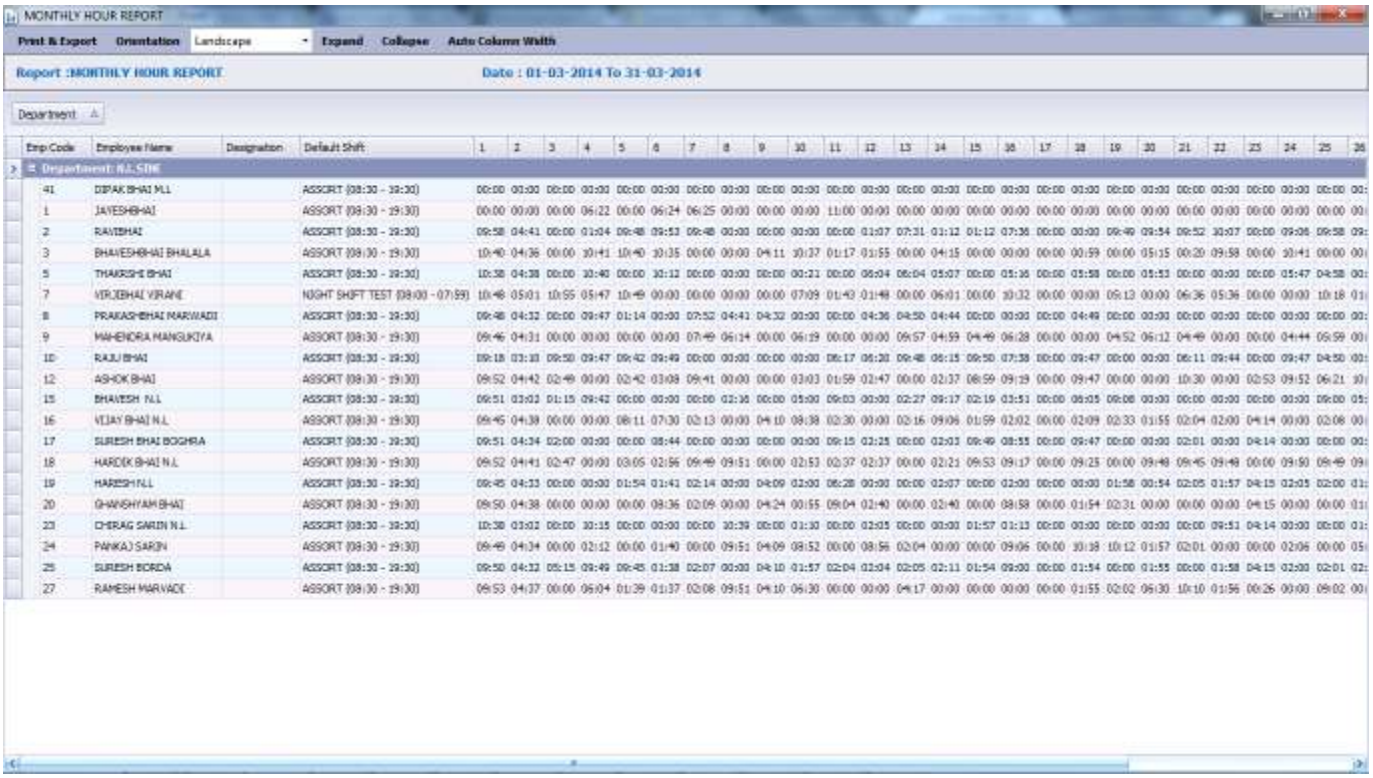
3.3 Error Case Report

3.1 Report Filter form



- For all the reports the filter form is with common design.
- Here you can see above. Ex. Daily in-out report.
  1. Select date for date filter
  2. Select Department for getting particular employees
  3. Click “Add Data” for see the list of the employee.
  4. At the top of the employee grid you can see one empty row using that you can filter the employee also
  5. The total count of the employees is given at the grid footer.

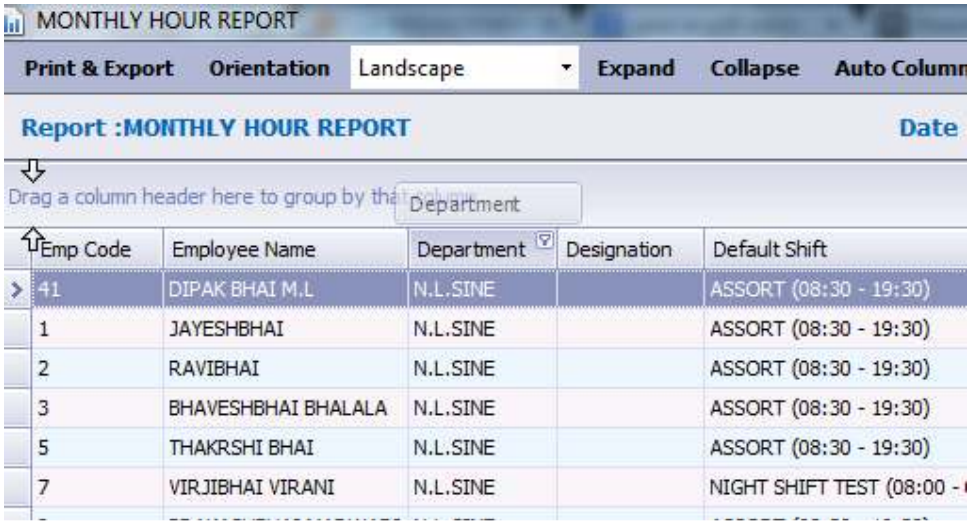
3.2 Report Dialog Facilities



- Above is Report dialog is showing. Some facilities are given below

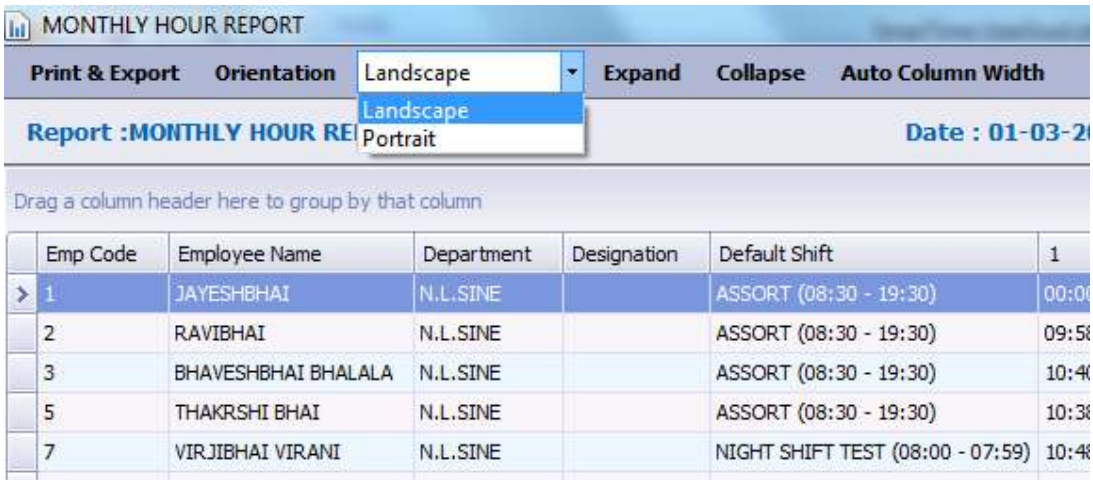
<u>Dragging column and Grouping</u>

- By dragging column you can group the report
- At top menu “Expand” and “Collapse” option are given for handling view.
- “Auto column width” will set the width of column as per content in cell.

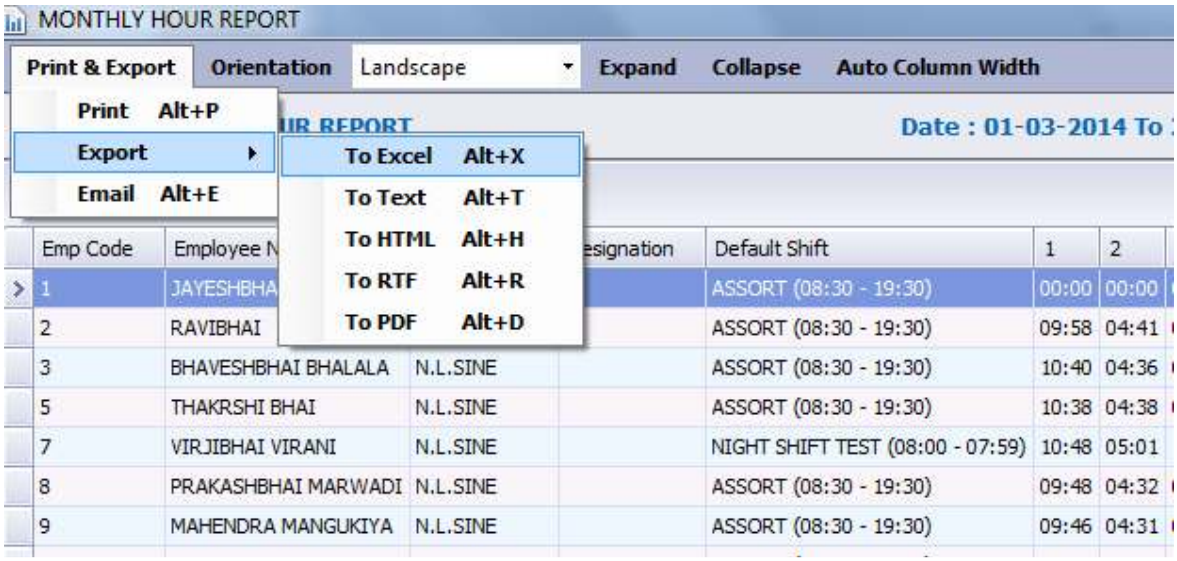


Print & Export

- By clicking Print in “Print & Export“ menu you will be able to see Print Preview. If you want to print in landscape page the dropdown option is given in menu for **Portrait** or **Landscape** Print. See the below image.



- In Export menu we have given different format for export. Suppose when you click on “To Excel” The file save path prompt will be open give the location.. that’s it. The file will be generated at selected location.



3.3 Error Case Report

Punch Error Report

Punch Error Report

From : 01-03-2014 To : 04-06-2014 View

Department Full Name

Attend Date	Emp_Code	Att Date	InTime	OutTime	Status	Punch ID
Department: 2nd Floor						
Full Name: test						
19 - Mar - 2014	1111	03-19-2014	15:36	15:49	ERR	1111
19 - Mar - 2014	1111	03-19-2014	15:56		ERR	1111
Department: C.L.SINE						
Full Name: ALPESH BHAI C.L						
02 - Mar - 2014	32	03-02-2014	07:54		ERR	32
03 - May - 2014	32	05-03-2014	08:11	13:01	ERR	32
03 - May - 2014	32	05-03-2014	14:15		ERR	32
04 - Apr - 2014	32	04-04-2014	07:54	13:02	ERR	32
04 - Apr - 2014	32	04-04-2014	20:02		ERR	32
05 - Mar - 2014	32	03-05-2014	07:57	08:25	ERR	32
05 - Mar - 2014	32	03-05-2014	13:02	18:58	ERR	32
05 - Mar - 2014	32	03-05-2014	20:06		ERR	32
06 - Mar - 2014	32	03-06-2014	07:54	08:28	ERR	32
06 - Mar - 2014	32	03-06-2014	13:02	19:05	ERR	32

By selecting date you will get all **employee's list with error punch**. With time and punch id you can filter also. And also you can change the grouping for filtering.

For Solving the error simple double click on the error row so you will see the manual punch form will be open as dialog form with all pre entered data of employee and date. After solve that error. That entry will be removed from the error case report list. See below image.

Download

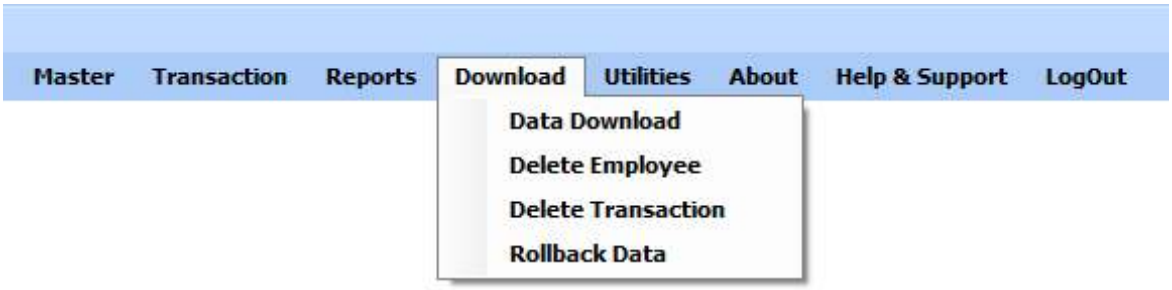
Download Menu has following forms

4.1 Data Download

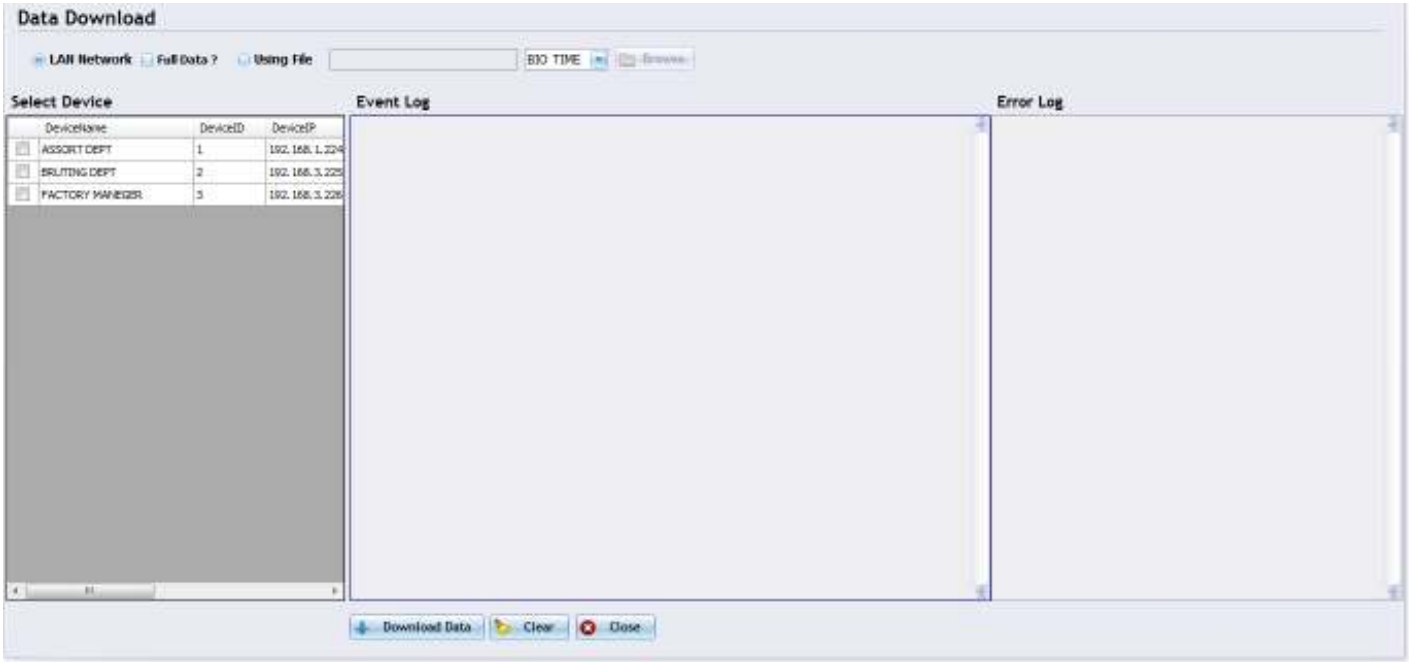
4.2 Delete Employee

4.3 Delete transaction

4.4 Rollback Data



4.1 Data Download



- If device not connected then it shows message in Error Log box **"Device Can Not Connected"**.
- If you found this type of problem then there are two possibilities
  1) The Network Lan connection is not proper try to ping Device IP address with command prompt.
  2) The Device parameters are incorrect. Which can be solve from **Device Master** form.

     Device ID : Match the device id in physical device and Device master form

     Device IP : Match the device IP address in physical device and Device master form

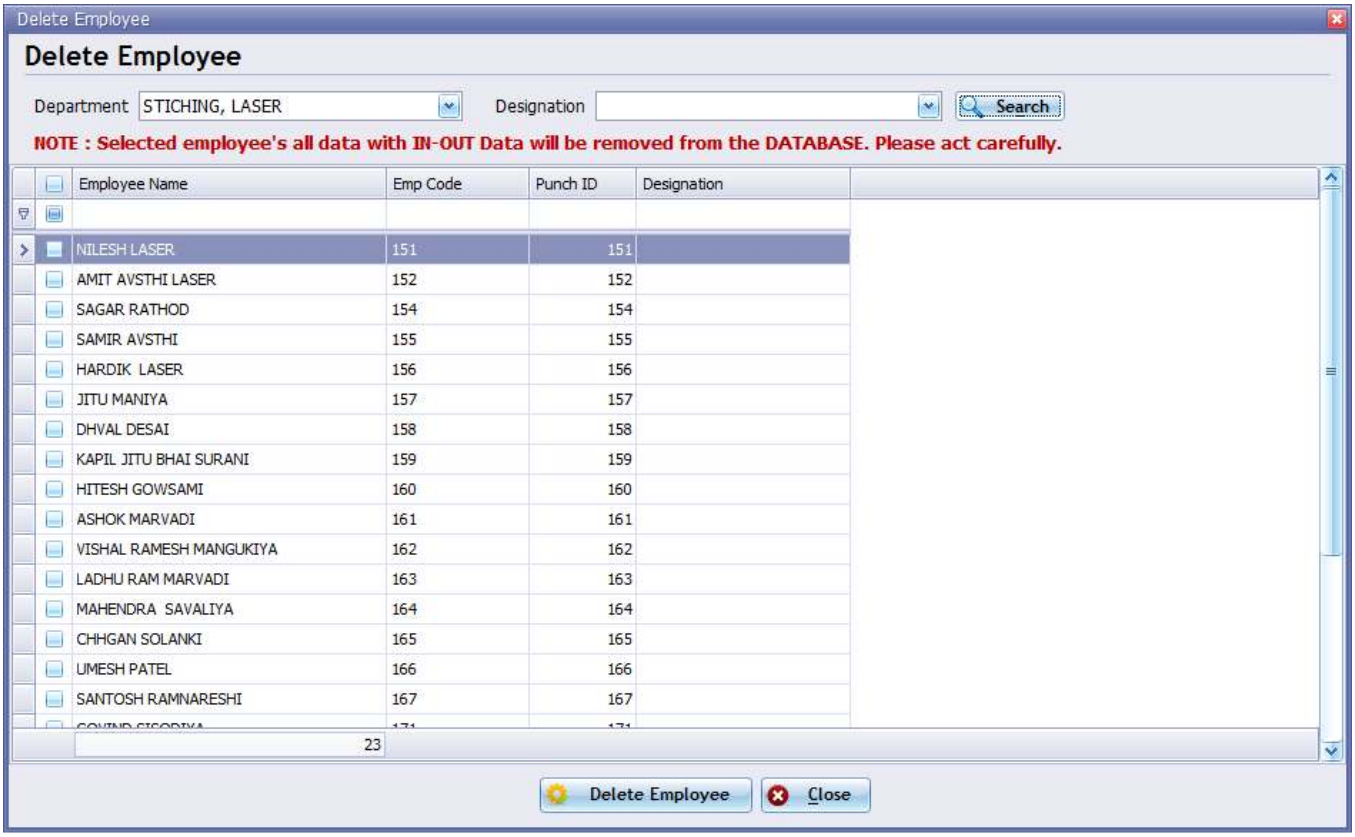
     Port Number: Match the device Port No. in physical device and Device master form

Data Download using File

Select "**Using file**" Option and click "Browse" Button and select the file location which you got from the machine.

And then select machine type ex. Biotime and then click "Download Data" button the process will start and you will get message "Download Data successfully" that's it. No need to select machine and all.

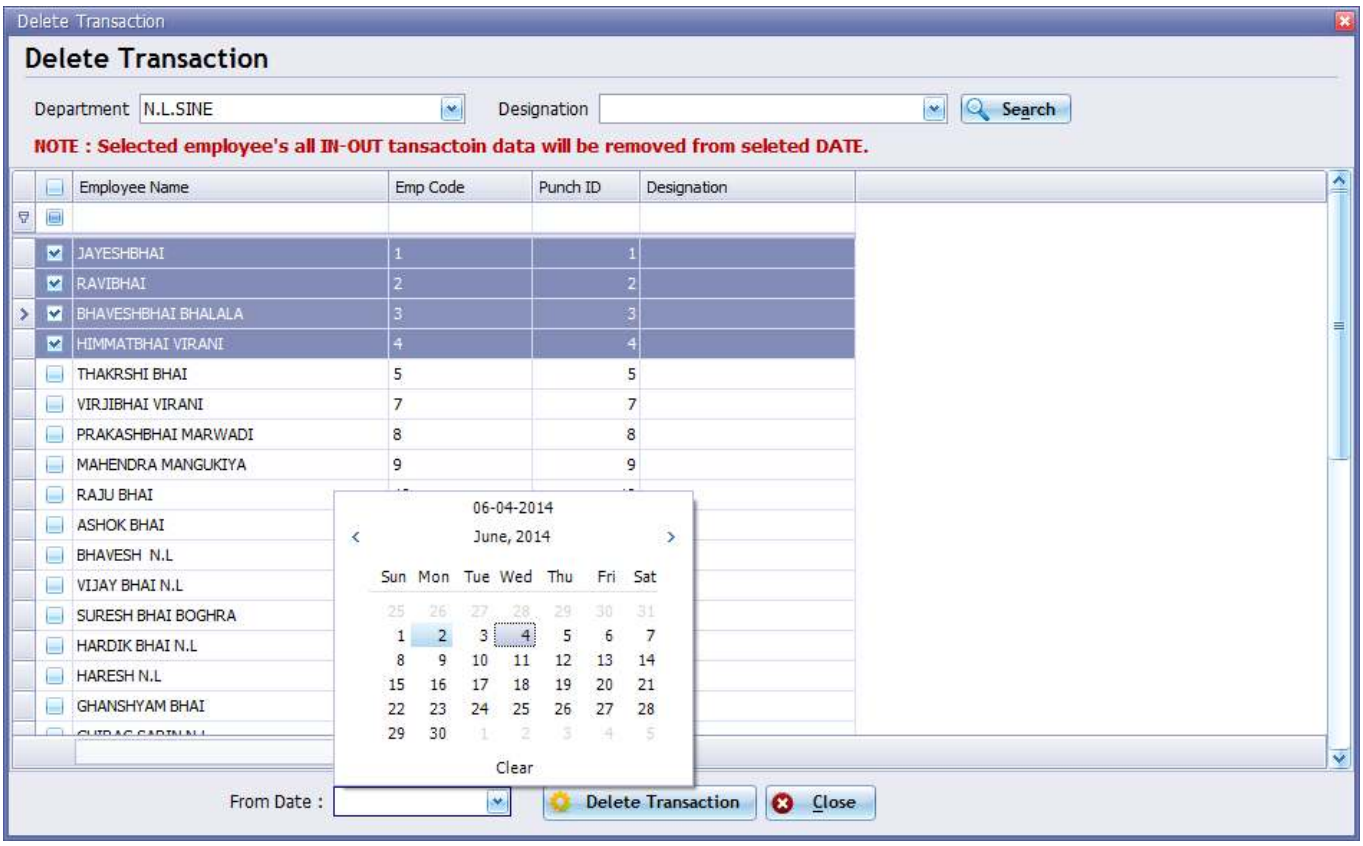
4.2 Delete Employee



- In case you want to Delete employee completely from the software you can use this form.
- Select department and Designation for getting list of employee.
- You will get the list of employee as shown above image.
- Select employee which you want to delete using checkbox and then click “Delete Employee” button.

Note: here you will lose all employee’s manual punch data also employee’s all data like shift allocation and employee master detail.

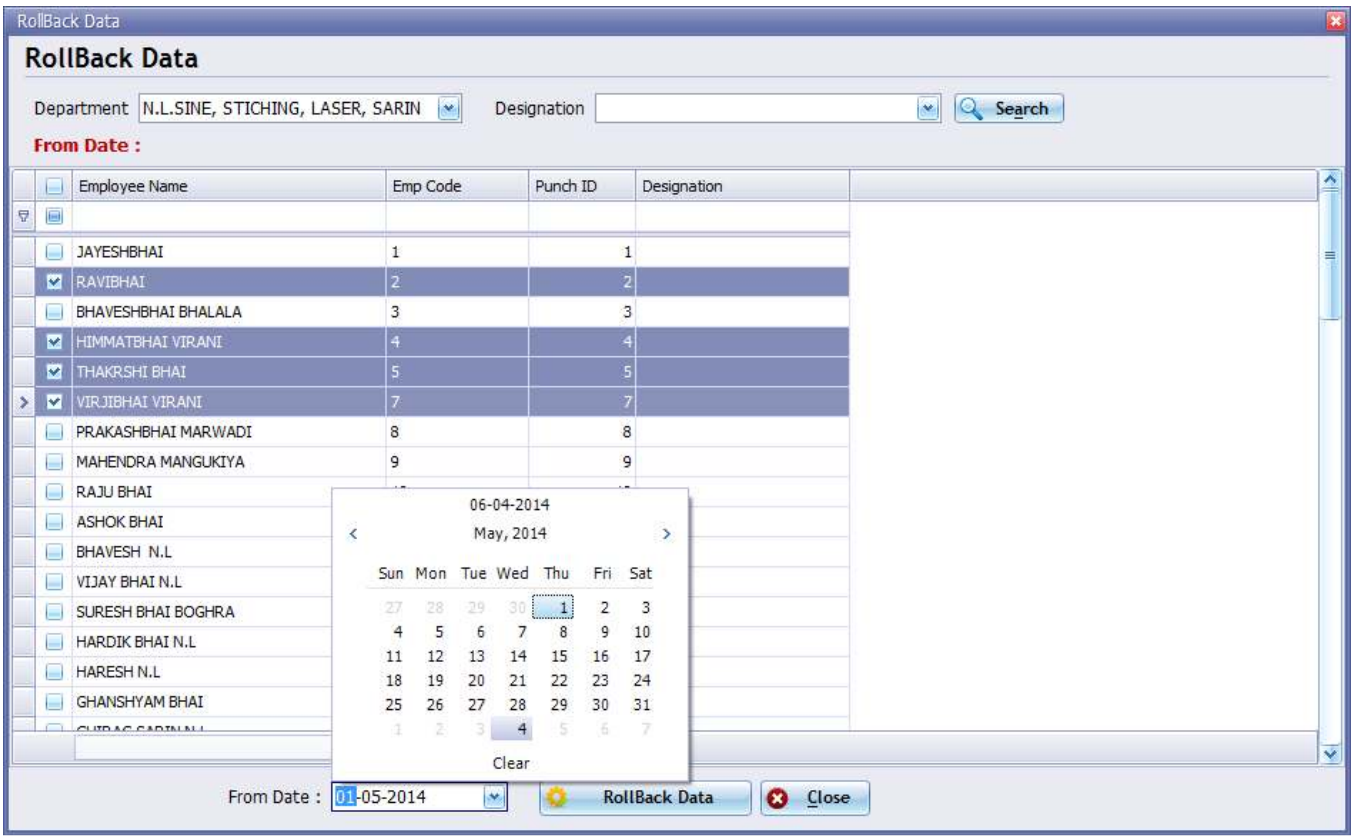
4.3 Delete Transaction



- For Delete employee's in-out data and all manual punch data which you have entered before you can use this form.
- The transaction will be delete which are downloaded in the software. In device employee data will be remain.
- By selecting particular date the transaction data will be delete which are greater than selected date.

Note: here you will lose all employee's manual punch data also employee's all in-out punch data.

4.4 Rollback Data



- If you required data back again for reprocessing then it will be done using Data Rollback.
- You need to select Date from which data is required rollback and also select employees from the list.
- Rollback data is necessary when you change the employee's shift or shift timing after download data.

Utilities

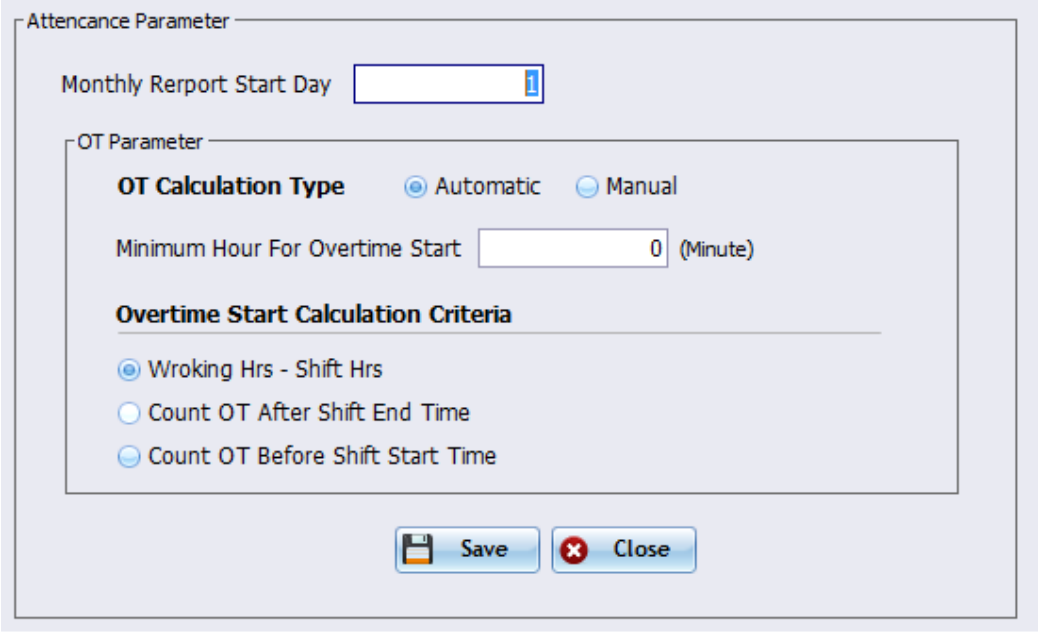
Utilities Menu has following forms

5.1 Attendance Parameter

5.2 User Master

5.3 User Authentication

5.1 Attendance Parameter



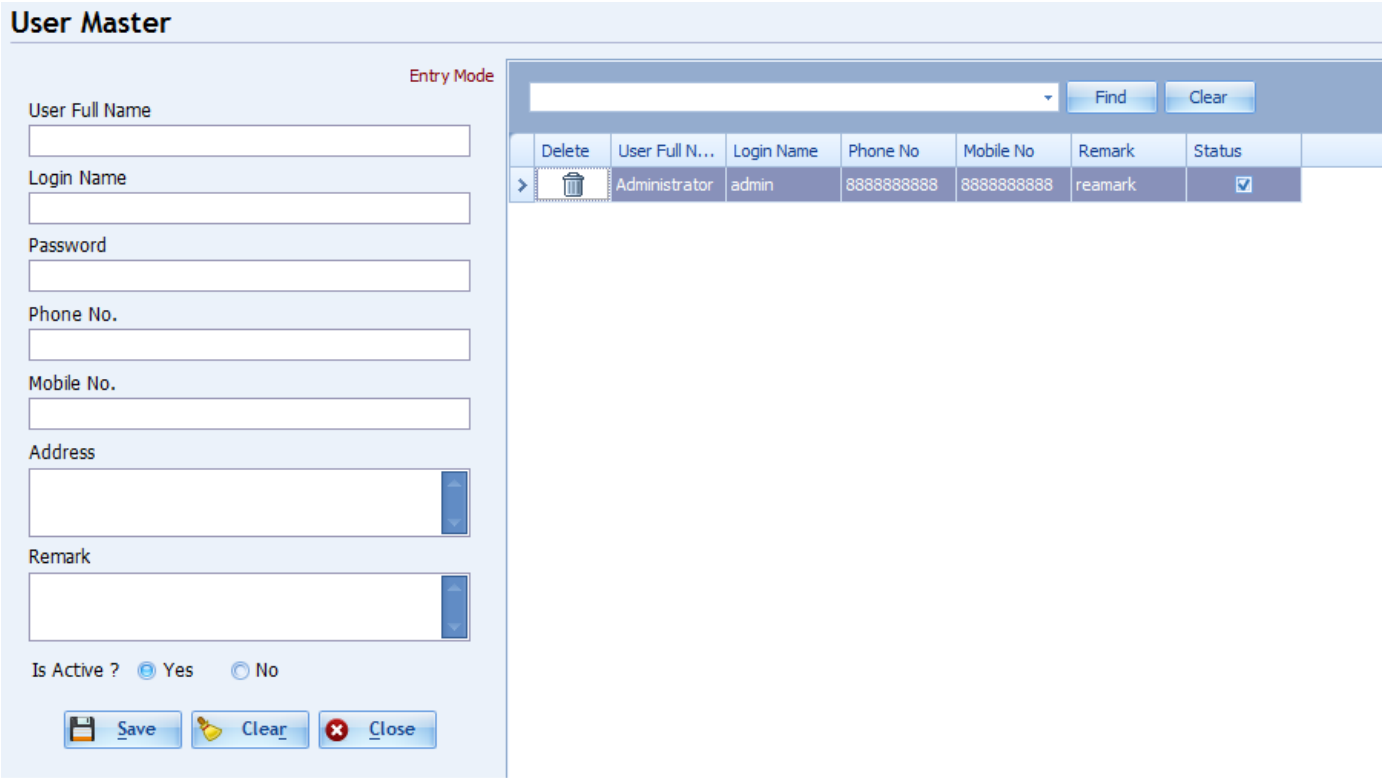
Monthly report Start Day: By setting it all monthly report and salary start date will be consider from selected day.

OT Calculation Type: Here there are two option for Automatic and manual OT. If you select Automatic OT then if employee attend the hour grantor than shift hours then that extra hour will be count as Overtime (OT) after check the OT Calculation Criteria and also if in employee master "Allow OT" set to yes.

Minimum hour for Overtime Start: It define that if employee's overtime is greater than or equal to the minute than only count as OT else none. Ex. If I have set 30 min than if employee's OT will only accepted if it's greater or equal to 30 minute. If 29 minute than that will not be accepted in OT.

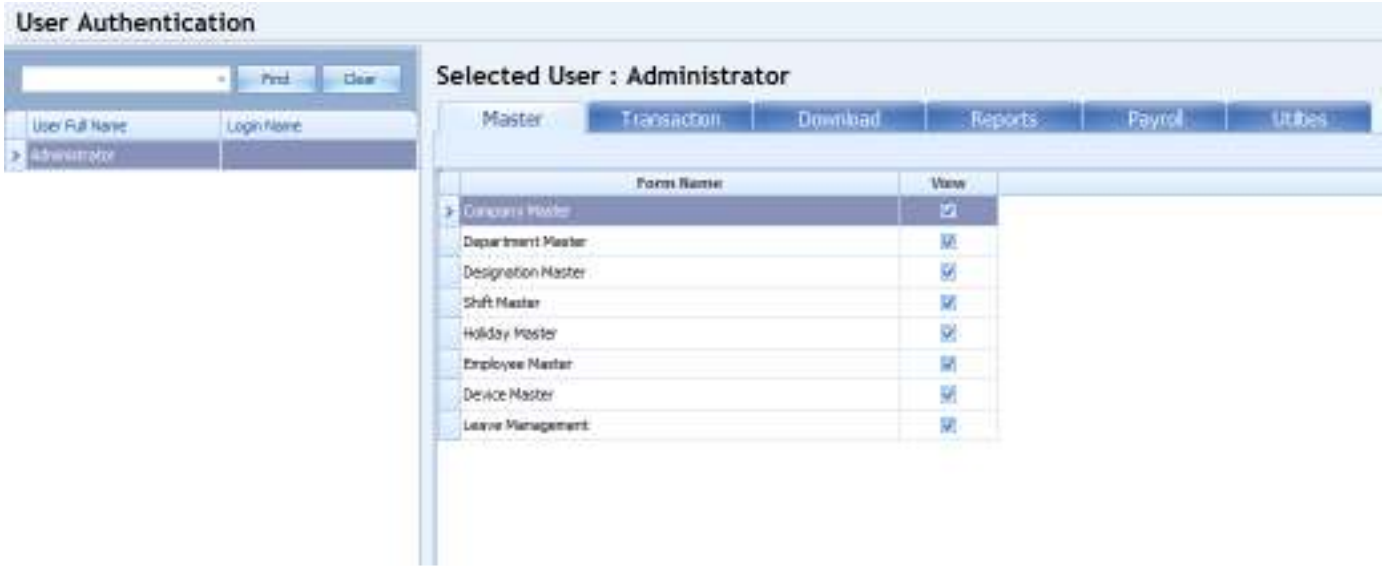
Overtime Calculation Criteria: defines what will be the type of Overtime calculation method. It will be global for all employee so please be careful if you changing it frequently.

5.2 User Master



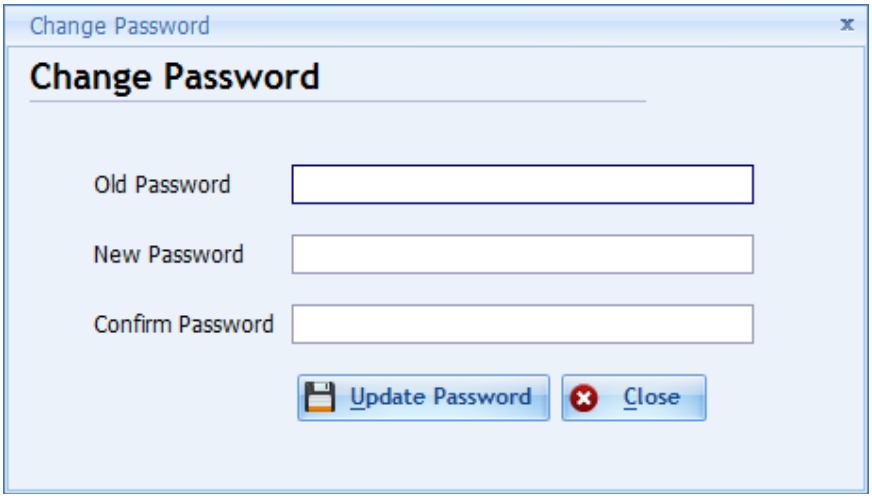
User master contain the users for software. So for multiple user allow login in AxesTime you can create new user and update using this form. After creating user form authentication is necessary.

5.3 User Authentication



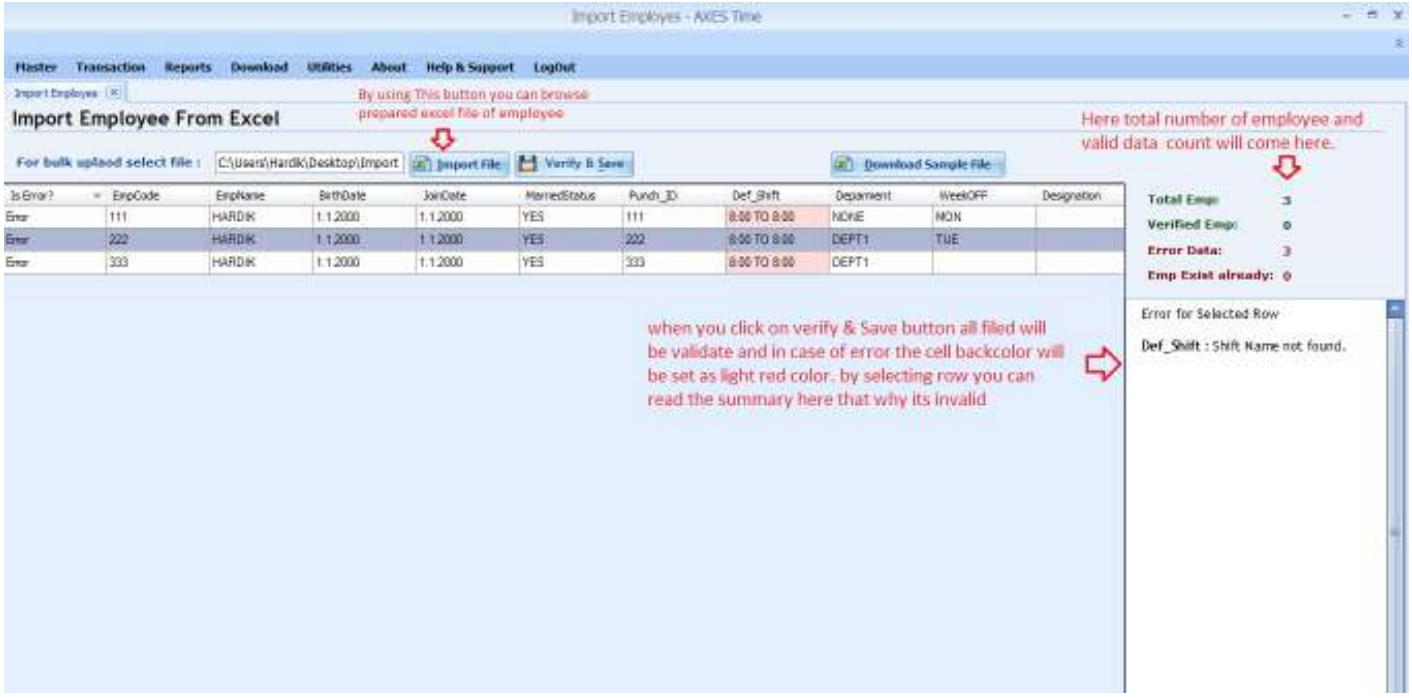
- For select setting the form authentication you can use this form.
- Double click on user at left side grid of the form.
- After that you will see the form list with different tabs . select the checkboxes which form you want to give access to particular employee and Save.

5.4 Change Password



This for is used for change the password for user. And second ways it from administrator. Administrator also can change other user's password from User Master form.

5.5 Import Employee



For uploading Employee in bulk using excel you can use this form from utility menu.

Download Sample file: given button at the right top for downloading sample file of excel with the header of each column. With orange background color header are compulsory field of employee for uploading bulk employee to the software.

Note while creating Excel file:

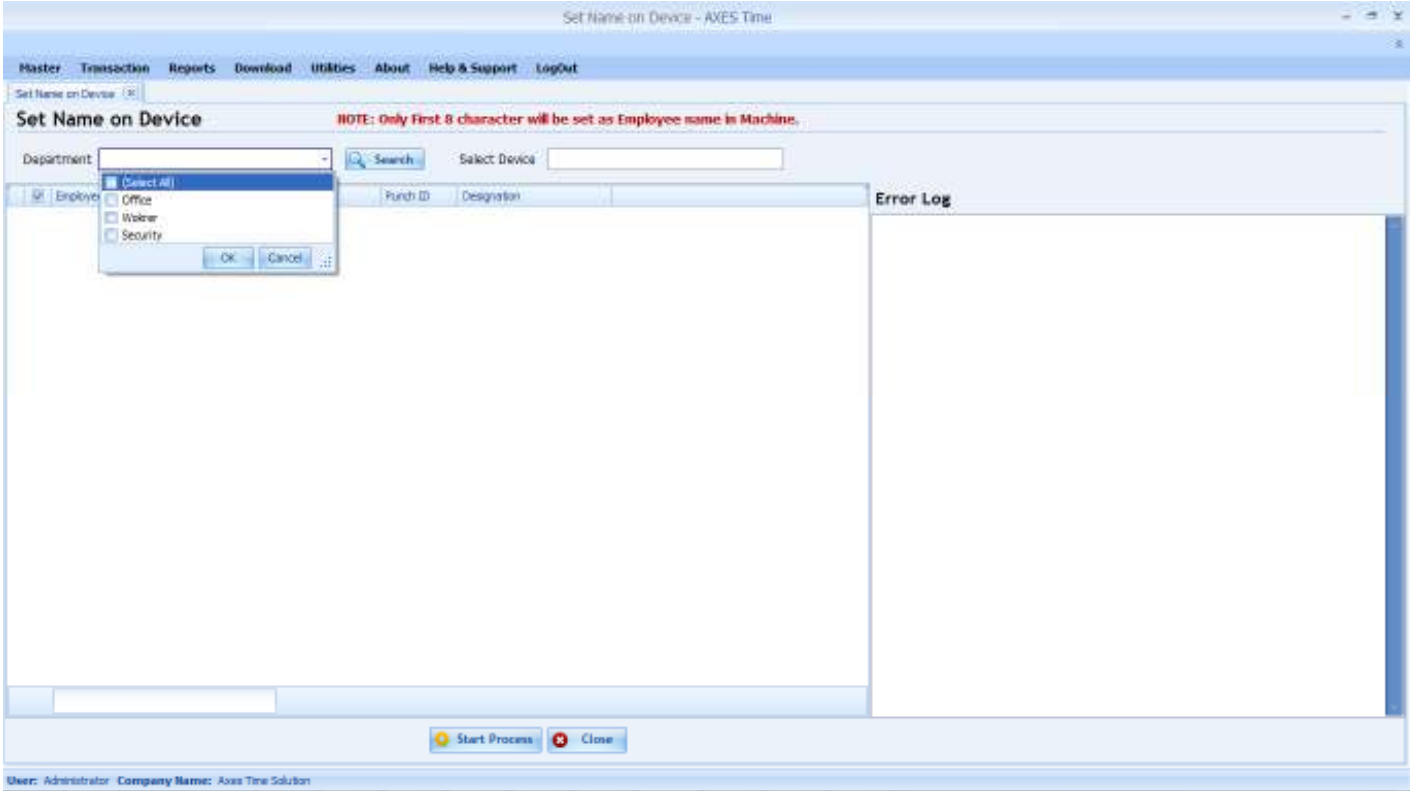
1) Before creating excel file first you have to create shift. Whatever will be assigned to employees. And that Shift name should be set in to the excel file. Other wise will not be considered as valid.
2) For WeekOff , if no weekoff is set to employee than leave blank else you can enter from these words : MON, TUE, WED, THU, FRI, SAT, SUN other word will not be considered as valid.
3) For married Status set allowed word : YES/NO
4) Birth Date and Join Date only allowed format is dd.MM.yyyy (Ex: 25.01.2014)
5) **Punch ID** and **Emp.Code** should be unique. And punch id should be same as set in Device.
6) Department and Designation will be created automatically if not exist in software. You just have to fill the text in to excel cell.

Import File: when the excel file is ready with employee data. Click on this button and browser the file and open it. All excel data will be seen in grid given in form.

Verify & Save: By clicking this button all employee's row with each filed will be verified. In case of any error operation will be stopped and cell background will be set at light red which have error. Error description will be come at the right side of the form.

5.6 Set Name on Device

5.7



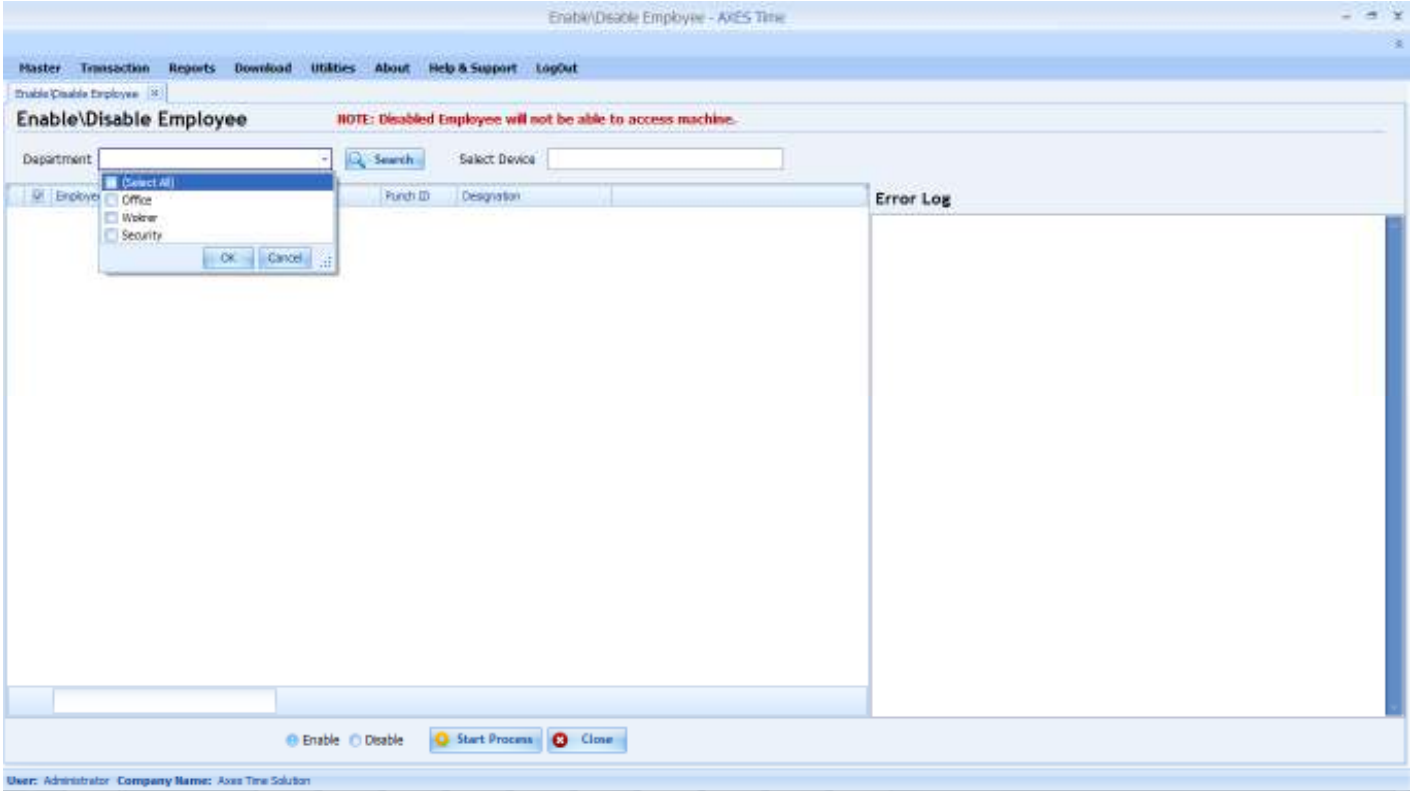
This form is designed for uploading employee's name to device from the software. By using this form employee's name will be uploaded to device according to punch id matching.

First you need to select department and click on search button then select device in which you have set punch id of those employee. Select employee using checkbox and click on "Start Process".

One by one name will be uploaded to device. And error log will be display at right side of the form.

Note: not all devices support this facility.

5.8 Enable/Disable Employee



For Enable or Disable employee directly to the machine this form you can use. By disable employee to the device, employee's finger or Card will not work on machine until set as enable.

Same as "Set on Name device" form here process will be same like punch id will be matched with the selected device.

Select Department and search, then select device, select employee using check box and at last select radio button given at bottom "Enable" or "Disable" and click on start process. Error log will be seen at right side textbox part.

5.9 Delete Employee from Machine

By using this form you can delete employee directly in machine from software. As unique employee ID in machine will be matched to punch id and employee finger and also card data will be deleted from device.

Process flow is same as given in **5.8 Set names on Device**.

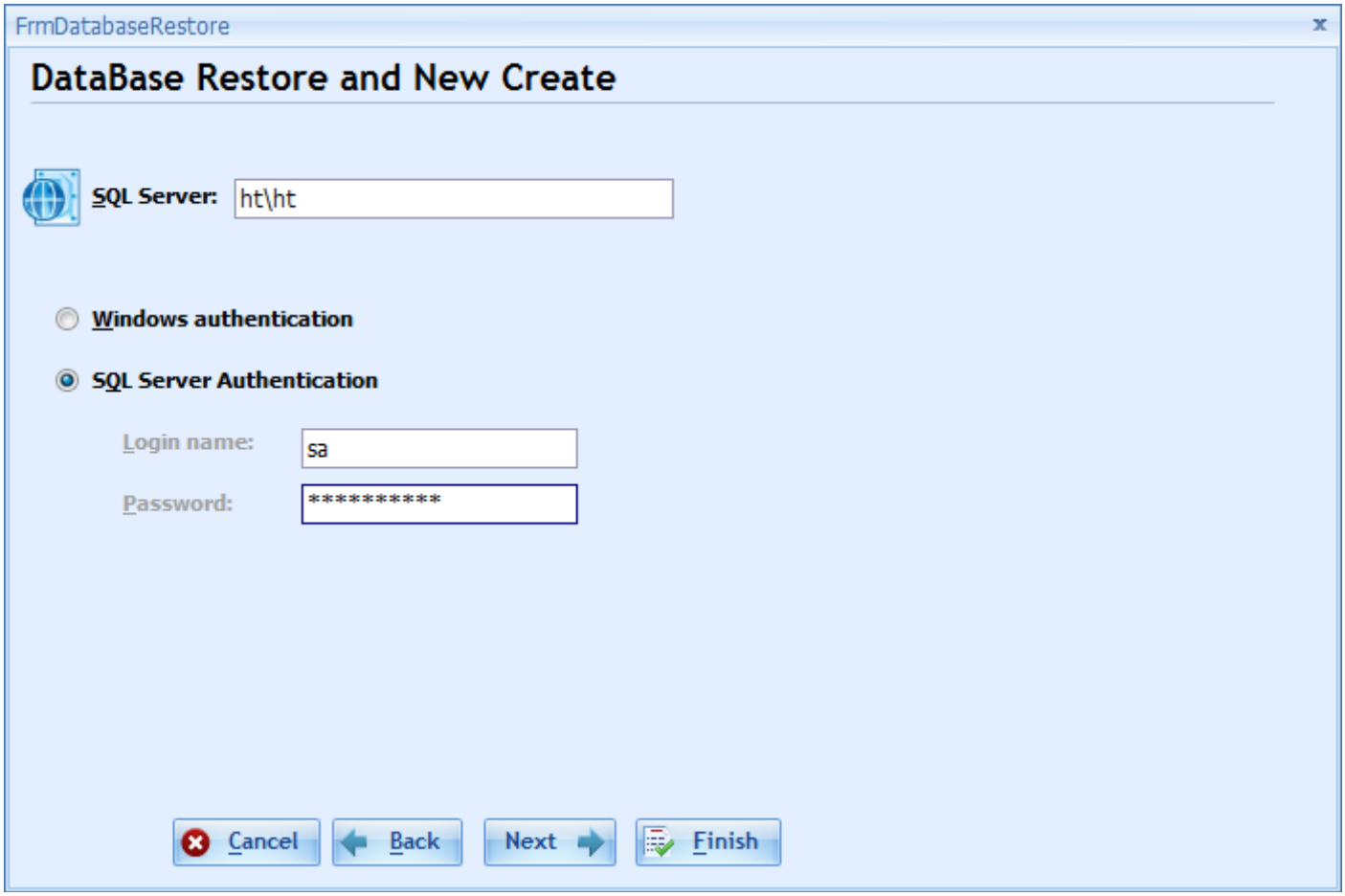
Note: not all machine support this facility

5.10 Database Backup

This form help you to backup your full database with all master and employees and their each punch data in device at selected directory. When Backup is complete the backup file name will be like ex. "`AXES_Time_BackUp31102014_174640580.bak`" here "`BackUp31102014`" Includes the date "31102014" (31-10-2014).

Note: when Backup is complete at right side grid you will see the new record. In Remark cell text should be "Success". In some Operating system if you have selected backup path which have access denied problem then backup will not be completed and you will see the error text in Remark cell.

5.11 Database Restore

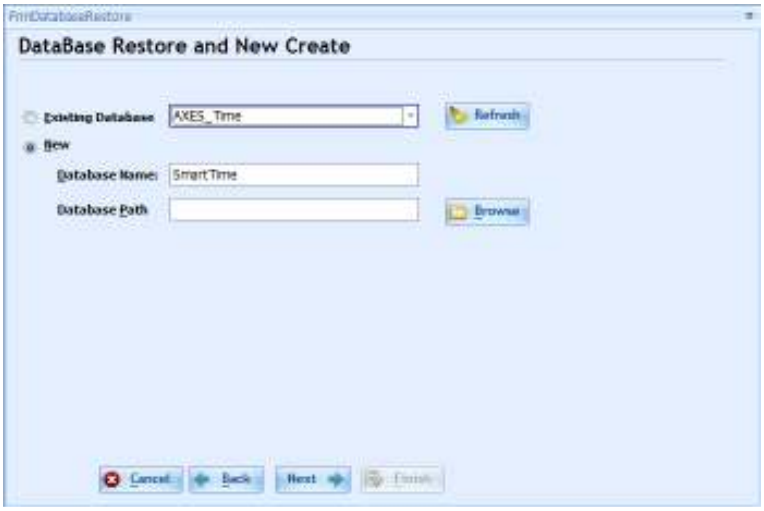


This form will help you to restore backup which have taken backup by this software. Here SQL Authentication will be required. SQL server (Stands for Server name), Login name (Default is 'sa') and password whatever you have set for the software while installing SQL first time.

After fill up the data press "Next" if entered data are correct then second screen will shown as given below.

Here you will see the directory browsing option from than select Backup file and click on “Next” button.

Next screen will show up as given below. If you have already created database and want to overwrite it then select radio button of “Existing Database“ and selected database name from dropdown button on which you want to overwrite (Be careful Overwrite database will erase all your old data of that database, so new Database is recommended)



For New Database give Database Name in and select path where you want to store. (Please select drive which don’t have security read/write permission) and click on next. By clicking on next button database restore process will be start and new database will be created with given name.

So now you have to set New SQL connection at login screen to use new database restored.

-- The End --