timecheck

Complete Time & Attendance Solutions

A Product of

ANGLER
An ISO 9001 Company

**Accurate Monitoring &
Real-time Processing of** *Employee Time*

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1. Year Setting

- Login with Valid user name and Password

- Click on the menu *Configuration → Year Setting*, as shown in the below screen shot.

- Select *Start Month & Year* in respective drop downs.(Sequential of 12months can be provided)

- Select *End Month & Year* in respective drop downs as shown in the below screen shot.

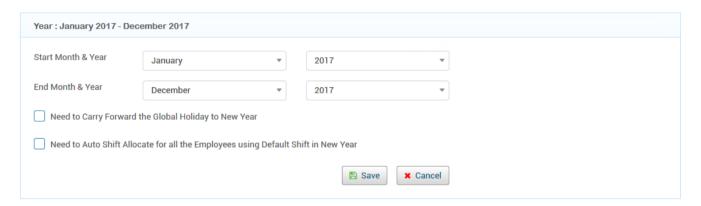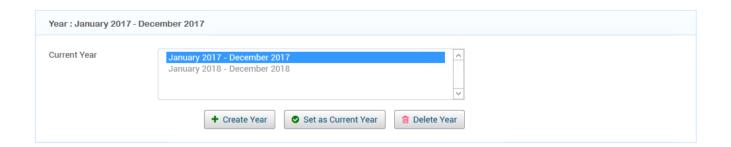- Tick the check box if the Global Holiday need to be carry forwarded to New Year- Optional.

- While creating the New Year for all the employees the shift need to be allocated automatically with the company default shift means tick the appropriate option.

- Click on the *Save button* to save the Year settings.

- After save the Year settings, the configured Year settings as shown in the below screen.

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2. Organization Hierarchy

Note: By default Time check application inserted default Levels as shown in the below screen.

☐	Level Name	Edit		
		▼		
☐	Company	Edit	👁	
☐	Branch	Edit	👁	
☐	Department	Edit	👁	

+ Add New Level   **🗑 Delete**

If the user need different Organizational structure then kindly follow the below steps.

- Select the Department check box and click on the *delete button*.

- After delete the Department level, select the Branch check box and click on the *Delete button*.

- After delete the Branch level, Select the Company check box and click on the Delete button to delete the company level.

Add New Level
- Click on the *Add New Level* button.

- Enter the Level name in *Level name* filed as shown in the below screen

		Mandatory (1 No.)
Level Name		

+ Add Child Level   **‹ Back**

Click on the *Add Child Level button* to add level and it will displayed as shown in the below
screen.

☐	Level Name	Edit		
		▼		
☐	Company	Edit	👁	

Edit Level Name
- After Create the levels if the user need to change the level name then kindly follow the below steps.

- Click on the *Edit button* with corresponding Level name

- Edit the *Level Name* and click on the *Update link* to update the modified level name.

- If the User don't want to modify the name then click on the *cancel button* to display the level name as it is.

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3. Creation of Organization

Timecheck application is includes handy wizards to adding the organization one or more , To add organization kindly follow the below steps.

- ▪ Select **Organization Management → Organization Levels.**

- ▪ Click on the **Level Name** (company) which has been created in **Level settings.**

- ▪ Click on the **Add button** to add new organization as shown in the below screen.

- ▪ Enter all the organization details in Company Add New window and click on the save button.

- ▪ Click on the **Save button** to save the new organization and it will display as shown in the below screen.

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Note: Here the User can add more than one company by using the above same steps and the companies will display as shown in the below screen.

Modify Organization

- Click the Edit button of the *Level name* which is going to modify and it will redirected to Company Modify.

- Edit the required details and click on the *Save button* to save the modified organization details.

Delete the Organization

- Click on the Delete button of the *Level name* which is going to Delete.

- Now the Organization will be deleted.

Note: Remember, The User can't able to delete the organization when that particular Organization's transactions has been started.

4. Dashboard

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Attendance Data:

In the Dashboard Attendance Data – Always it will be displaying the current date attendance status like how many employees were Present, Absent, Approved Leave, Approved On duty, Punctuality, and overall attendance summary.

Filters				
Company	Vaighai Agro Products Li... ▼	Branch	-Select- ▼	
Department	-Select- ▼			
Shift Date	15/06/2020	Shift Name	COPORATE GENERAL SH... ▼	🔍 Search

Here in the dashboard if user want to get the status particularly for any organization level and for any previous date with particular shift means they can able to select the required filter and get the data. Based on the user selected date the value will be getting loaded
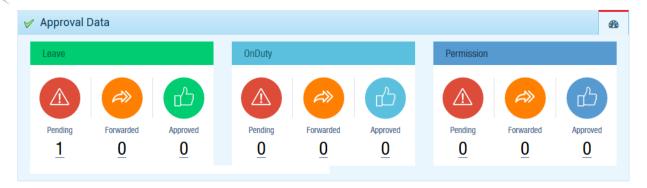
Each section have more info link, XLS, Pdf buttons by clicking to it the employee details of the respective count will be displayed.

1   Id : V51   Name : ASHOK KUMAR M   Designation : Assistant   Level : Commercial

Date	SSN	In Time	Out Time	TBH	TLH	HW	OT	Late IN	Early Out	First Session	Second Session
15/06/2020	CG1	10:31 AM	08:02 PM	-	01:00	08:31	00:00	01:01	00:00	Absent	Present (M)
				00:00	01:00	08:31	00:01	01:01	00:00		

2   Id : V69   Name : LOGANATHAN G   Designation : Officer   Level : Commercial

Date	SSN	In Time	Out Time	TBH	TLH	HW	OT	Late IN	Early Out	First Session	Second Session
15/06/2020	CG1	07:30 AM	07:17 PM	-	01:00	10:47	00:00	00:00	00:00	Present (M)	Present (M)
				00:00	01:00	10:47	00:01	00:00	00:00		

3   Id : VA215   Name : KARTHICK A J   Designation : Assistant   Level : Accounts

Date	SSN	In Time	Out Time	TBH	TLH	HW	OT	Late IN	Early Out	First Session	Second Session
15/06/2020	CG1	09:52 AM	06:31 PM	-	01:00	07:39	00:00	00:22	00:00	Present	Present
				00:00	01:00	07:39	00:01	00:22	00:00		

4   Id : VA240   Name : MURUGESAN A   Designation : Manager   Level : Commercial

Date	SSN	In Time	Out Time	TBH	TLH	HW	OT	Late IN	Early Out	First Session	Second Session
15/06/2020	CG1	09:13 AM	06:44 PM	-	01:00	08:31	00:00	00:00	00:00	Present (M)	Present (M)
				00:00	01:00	08:31	00:01	00:00	00:00		

5   Id : VBA07   Name : SABAREESHWARAN S   Designation : Assistant   Level : Quality Control

Date	SSN	In Time	Out Time	TBH	TLH	HW	OT	Late IN	Early Out	First Session	Second Session
15/06/2020	CG1	07:28 AM		-	-		00:00	00:00	00:00	Present (M)	Absent
				00:00	00:00	00:00	00:01	00:00	00:00		

Approval Data:

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In this Approval Data block there are three sections Leave, On-duty and Permission. For the current date / selected date. If any employee(s) have raised the leave / On-duty / permission and the raised requisition status is pending then the count will show under pending, if the requisition is under forwarded It will show under forwarded, if the requisition got approved then it will be displayed under approved.

For each employee we can able to set the reporting to authority and approval authority in the employee master under Official tab. So after configuring that if any individual employee raises the Leave / Permission / On-duty requisitions initially it will get displayed under pending count then the reporting authority in his login review the request and approve the request means it's known as Forwarded and after forwarding the final approval authority approve the forwarded status request means then the status will get changed as Approved

Exception Data:

In the Exception data

Late Entry – If any employee is coming to the shift after the grace timings which is mentioned in the shift then those employee(s) count will be displayed under Late Entry

Early Exit – If any employee doing the shift out before the grace timings gets started under the shift end time then those employee(s) count will be displayed under Early Exit

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Less Hours Worked – If any employee not meeting the Total Working Hours of the allocated shift for the day means then those employee(s) count will be displayed under Less Hours Worked

Approved Over Time – If employee(s) worked overtime on the selected date and they got approved means the total approved counts will be displayed here in Approved over Time
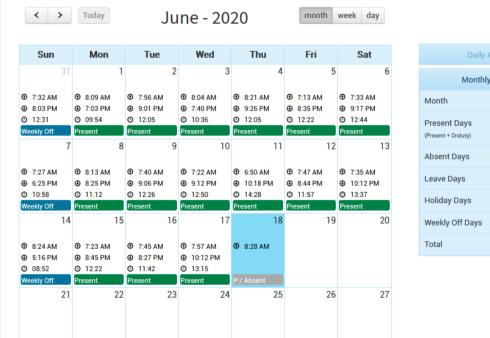
Discrepancy – If employee(s) missing to do either Shift In or Shift Out punches for the day then it will be known as Discrepancy those employee(s) count will be displayed under Discrepancy

Non Processed Record - Though the hardware attendance device got integrated with Timecheck attendance software and if there is any incomplete in data that time data will not be processed. Key reasons are as follows

a.)Employee not created in Timecheck but got enrolled in device.

b.)Shift not got allocated to the employee for the date but employee did the punch for the day

c.)The punch type which employee given in the device not got created in timecheck punch type master
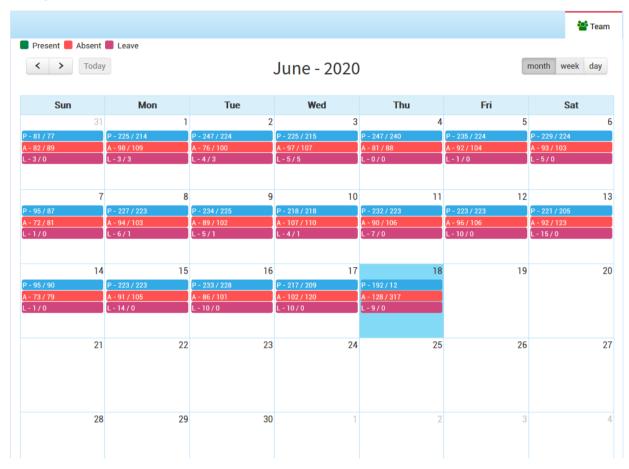
5. My Calendar

Individual User :

The above image shows my calendar option of Individual user. This option will be useful for each and every individual employee in one shot they can able to view the whole month attendance like Present / Absent / Leave / Holiday / Weekly Off days. And for each date the In Time, Out Time and Total hours will get displayed in the calendar itself. In the right side panel it will display the remaining value like Shift Details / Late Hrs. / Early Exit Hrs. / Lunch & Break Hrs.

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There is a separate block Monthly Attendance details in this panel the whole consolidated present days, Absent days, Leave days, Holiday days, weekly off days of the individual with Total will be displayed.

Managers / Admin Users :

In their My calendar view they will get the details of how many of them were present, absent, leave in their team. The same view can be taken on month wise, week wise & day wise. By clicking on the data the consolidated report will be displayed were the user can check who are all the employees under present, absent and leave details.

6. Terminal Datatype

Add Terminal Data Type

Configuration with RDBMS
- Click on the menu *Device Management → Terminal → Terminal Data Type*

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- Click on the ***Add button*** to add the Terminal Data Type .

- Select the ***Brand Type*** from the drop down list .

- Enter the ***Raw data Format*** as shown in the below screen .

Note: When a user select Raw data format as ***RDBMS*** then follow the below steps

- Enter the Data Source that means "where the Bio Star Data base has persist" such as <machine_name>/SQL2008.

- Enter the DB name (Bio star Data Base name) in Initial Catalog. (For ex : Bio star)

- Enter the Database server User name and Password in above connection string.

- Click on the Save button to save the Terminal Data Type and it will display as shown in the below screen.

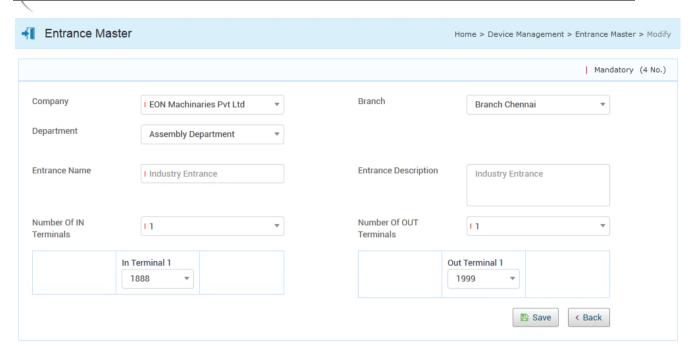|	Raw Data Format	File Type			
☐	RDBMS	RDBMS	👁	✎	🗑

+ Add **🗑 Delete**

7. Terminal Master

- Click on the menu Device Management → *Terminal → Terminal Master .*
- Enter the Terminal Id , Terminal Name . (Terminal Means Device Id)
- Select the Raw date Format from the drop down list (Here will list all the raw data format which has been added in Terminal data Type screen) as shown in the below screen.
- Click on the save button to save the Terminal Master

Note : Here the user can able to add more than one terminals by using the above same steps as shown in the below screen.

8. Entrance

- Click on the menu Device Management → *Terminal → Entrance Master .*
- Select organization levels as shown in the below screen .

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- Enter the Entrance name and Entrance Description.
- Select no of *IN Terminals* and and No of *OUT Terminals* (here the user need to select How many Terminals (devices) are need for that particular Entrance .)
- Select the *Terminal ids* for In Terminal and Out Terminal
- Click on the save button to save the Entrance.

9. Punch Types

In Timecheck application have Two different shift types called

        1.1.1.   Function Key Shift type

        1.1.2.   Free Scan Shift type

Function Key Shift Type

In This shift type , The Terminal (device) have function keys and the user can configure the punch types for that each and every function keys , the same configuration should made in bio star application.

How to Configure Punch Type for Function Key Method

Follow the Steps with Bio star Software

1. Connect the Devices With Bio Star Software
2. Create Punch Types with respective Function keys under Devices → T&A tab as shown below

    In bio star Software, we have configured the punch types under Devices → T & A tab as below

        Shift in = F1

        Shift Out = F2

        Break In = F3

        Break Out = F4

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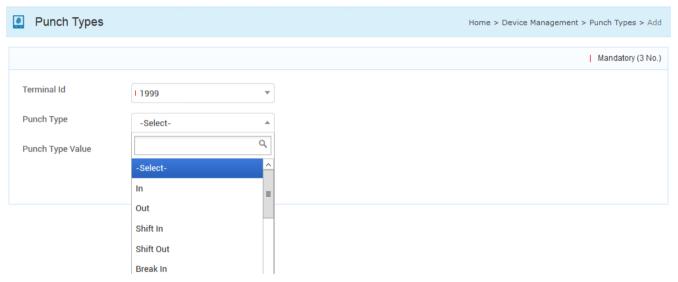www.angleritech.com
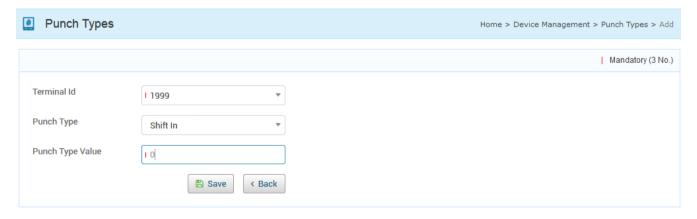Page 13 of 43

Lunch in = 1

Lunch out = 2

Official In = 3

Official Out = 4

Kindly Follow the below steps in Timecheck Application

3. Create Terminals as mentioned in earlier screens

4. Create Entrance as mentioned in earlier screens

5. Create punch Types with following steps

- Click on the menu Device Management → Punch Types
- Click on the Add button to add punch types.
- Select the Terminal Id (here will display all the terminal devices which has been created in Terminal screens)
- Select the Punch Types from the Drop down list (here will list default punch types) as shown in the below screens.

Select the Shift In punch Type and enter the Punch Type value for Shift in is = 0 as shown in the below screen .

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The punch type value 0 for F1, because in Bio Star application we have configured for shift IN = F1 function key, so for F1 function key's corresponding Timecheck Punch type value = 0 and for other function keys find the values below.

```
FUNCTION KEY        PUNCH TYPE VALUE
================================
F1          0
F2          1
F3          2
F4          3

0           4
1           5
2           6
3           7
4           8
5           9
6           10
7           11
8           12
9           13
```

Punch Type Configuration with Free scan shift Type

Free scan shift type behaves as Odd Punches are called Shift In punches and Even punches are called Shift Out punches

Kindly follow the below steps to create punch types for Free Scan Shift Type .

- Create Terminals in Timecheck as mentioned above screens under Terminal title.
- Create Entrance in Timecheck as mentioned above screens under Entrance title.
- Click on the menu Masters → punch Types
- Select the Terminal id (example 4368) from Terminal id drop down.
- Select punch type as IN
- Enter the Punch type value as ex-4368 (Terminal Id and Punch Type value should be same)

Note : Here The user no need to configure for OUT punch separately . Because In Free scan functionality First punch will be consider as IN and Second punch will be OUT.
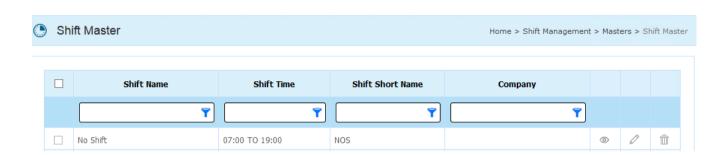
10. Shift

Preloaded Shift

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In the Shift Master screen before creating any shift by the user, the application itself will carry 'No shift' which will be common to all the company. It will work when both the things are not happened
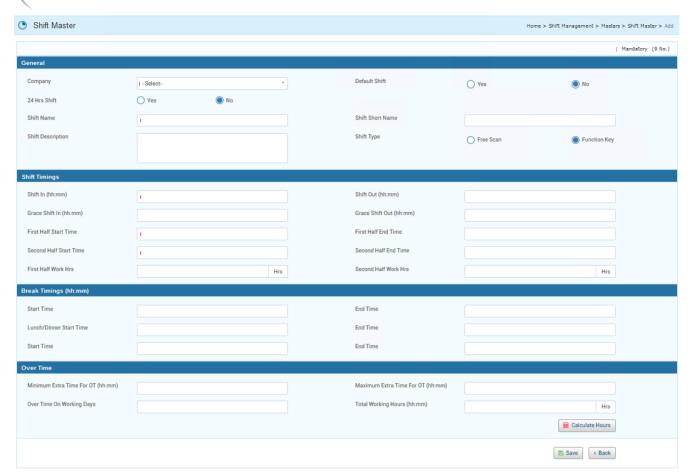
1) Employee haven't allocated with any shift

2) The Organization of that employee is also not having any default shift

Create Shift with Morning Shift Timings

- Login with Valid user name and Password
- Click on the menu **Shift Management → Masters →Shift Master**, as shown in the above screen shot.
- Click on the Add button the Shift add screen will be displayed as shown below
- Select the Company enter the organization Shift Name, Shift Short Name.

- Select the Shift Type either Free scan or Function key

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Function Key – In an organization if they are following the punches along with function key press or other key press in the device then they can go for Function Key option.

Example: Employee will press any one of F1/F2/1/2... etc keys first and then he will do the punching

Free scan – In an organization if they are following the punches without pressing any function key or other keys in the device then they can go for Free scan option where the odd punch will be treated as In Punch and even punch will be treated as Out Punch.
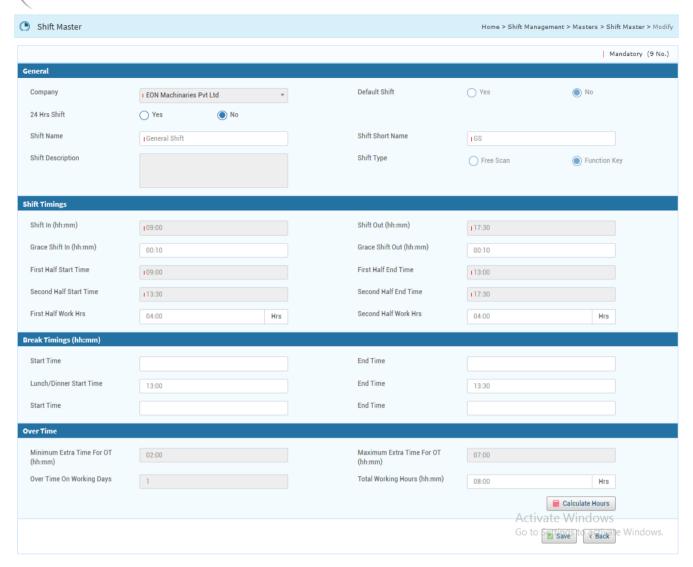
- Fill Shift In and Shift Out time in the appropriate field Shift In and Shift Out
- Fill Grace Shift In and Grace Shift out time in the appropriate field. Grace Shift In value is given as   00:10 means it will consider as 10 minutes from Shift In Time and similarly same for Shift Out
- Fill First Half Start Time, First Half End Time, Second Half Start Time and Second Half End Time appropriately
- After filling the above details First Half Work Hrs Second Half Work Hrs will be calculated and displayed in the appropriate fields

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- Fill the Lunch/Dinner Break Timings the Lunch/Dinner Start Time and End Time, the total hours entered in this field will be deducted from the total worked hours.

- For example : 9am to 6pm =9hrs and if the Lunch/Dinner Start Time and End Time carries 1hr means then this 1hr will be reduced from the Total working hours 9hr and the Actual worked hrs will be getting displayed as 8Hrs

- In the shift you can declare Minimum Extra Time for OT and Maximum Extra Time for OT where Minimum Extra Time will inform how many hrs the employee should work Minimum extra for getting the eligible for OT (overtime) and Maximum Extra Time will inform what will be the Maximum hrs to work in the OT (overtime)

- Over Time on Working Days: This value will be multiplied with the extra hours worked by the employee

- For example: Assume Over Time on Working days = 2 and if employee worked 3hrs extra means this 3 will be multiplied with 2 and Total OT (overtime) will be taken as 6hrs

The filled shift setting screen will be displayed as shown below:

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Shift Master   Home > Shift Management > Masters > Shift Master > Modify

| Mandatory (9 No.)

General

Company	EON Machinaries Pvt Ltd
24 Hrs Shift	○ Yes ● No
Shift Name	General Shift
Shift Description	

Default Shift	○ Yes ● No
Shift Short Name	GS
Shift Type	○ Free Scan ● Function Key

Shift Timings

Shift In (hh:mm)	09:00	Shift Out (hh:mm)	17:30
Grace Shift In (hh:mm)	00:10	Grace Shift Out (hh:mm)	00:10
First Half Start Time	09:00	First Half End Time	13:00
Second Half Start Time	13:30	Second Half End Time	17:30
First Half Work Hrs	04:00 Hrs	Second Half Work Hrs	04:00 Hrs

Break Timings (hh:mm)

Start Time		End Time	
Lunch/Dinner Start Time	13:00	End Time	13:30
Start Time		End Time	

Over Time

Minimum Extra Time For OT (hh:mm)	02:00	Maximum Extra Time For OT (hh:mm)	07:00
Over Time On Working Days	1	Total Working Hours (hh:mm)	08:00 Hrs

Calculate Hours

Activate Windows
Go to Settings to activate Windows.

Save   Back

Modify Shift

Step 1: The Shift details can be modified till the shift is not been allocated to any employee and till the shift is not configured with any Shift Pattern or Shift Roster

Step 2: Click on the shift it will be redirected to the shift details screen and again click modify button

Step 3: Edit the required details and click on save

Step 4: Even if shift is allocated you can able to edit the certain fields like Shift Name/ Short Name / Grace minutes and Break Timings
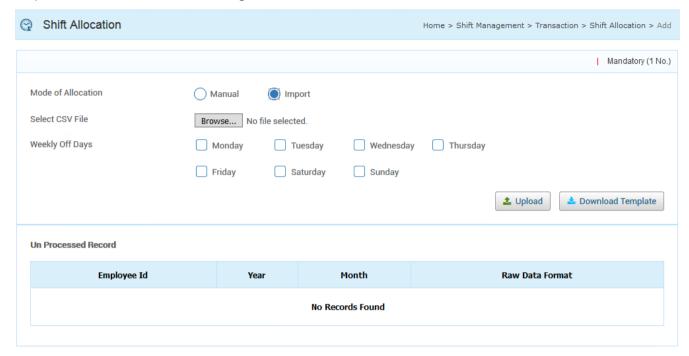
Delete Shift

Step 1: The Shift details can be Deleted till the shift is not been allocated to any employee and till the shift is not configured with any Shift Pattern or Shift Roster
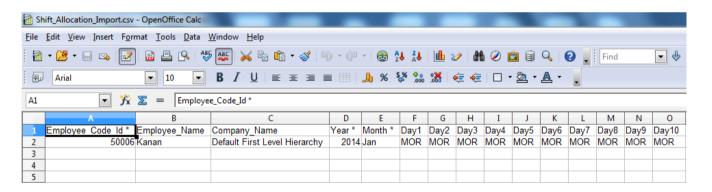
Step 2: Select delete icon of the required shift

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11. Shift Allocation Import

Step 1: Login with Valid user name and Password

Step 2: Click on the menu **Shift Management →Transaction -> Shift Allocation**

Step 3: Click Download Template and get the Shift Import template file

Step 4: Fill the details given in the Template with Employee Id, Name, Company _Name, Year, Month.

Points to take care while filling the template :

- Here Day1 means 1st date of that month, suppose if the month is not carrying Day 31 means you can leave it as empty
- Here Company_Name should carry the very first level of the data suppose employee is working under the level CompanyA → South Region → Branch A means fill the value as Company A
- It is not mandatory that while filling the data no need to declare the weekly off day
- After filling the values save the document

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Step 5: Now in the Import module Browse and pick the filled sheet

Step 6: Before Uploading the document the appropriate weekly off days can be ticked and proceed further

Step 7: After uploading successfully check the Shift report data will be displayed as you assigned.
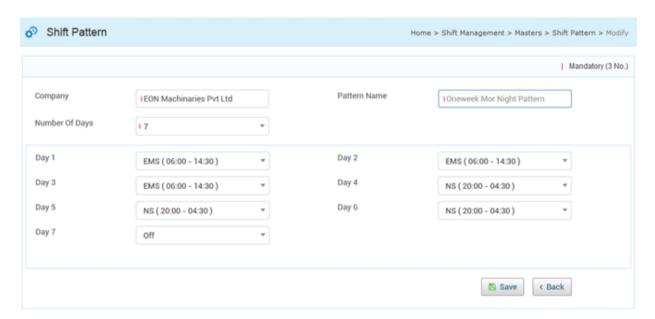
12. Shift Pattern

Shift Pattern means it is a collection of Shifts. In an Organization there will be many shifts and in some organization there will be demand in assigning the shifts to the Employee

For Example: In a week first 2days employee should come in Morning Shift and next 2days same employee should come in Mid-Afternoon shift and next 2days same employee should come in Evening shift then 7th day will be Weekly off
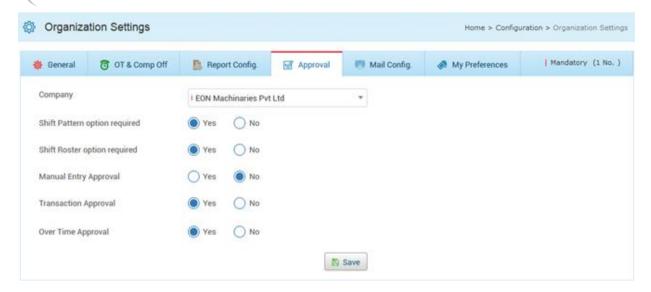
Instead of allocating manually for every few days the organization can create the Shift pattern in the same manner as follows

- Login with Valid user name and Password
- Click on the menu Shift Management →Masters -> Shift Pattern, as shown in the above screen shot.
- Click on the Add button the Shift Pattern add screen will be displayed as shown below

- In the above Shift Pattern screen to get the company list, the Shift pattern option should be enabled in the Approval settings screen
- Click on the menu Configuration - Organization Settings → Approval Tab, as shown in the below screen shot.

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- Select the company from the drop down list mention the Pattern Name and number of days then click Save
- Depend on Number of Days value the day drop down will be loaded here 7days will be listed in that select the shift for each day appropriately and click save
- The Pattern will be created successfully and it will be displayed in the list page as shown below

Modify Shift Pattern

Step 1: The Shift Pattern details can be modified till the shift pattern is not been allocated to any employee and till the shift pattern is not configured with any Shift Roster

Step 2: Click on the Shift Pattern it will be redirected to the shift pattern details screen and again click modify button

Step 3: Edit the required details and click on save

Delete Shift Pattern

Step 1: The Shift Pattern details can be Deleted till the shift pattern is not been allocated to any employee and till the shift pattern is not configured with any Shift Roster

Step 2: Click on the Delete icon of the selected Shift Pattern and click Delete button

13. Employee

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Employee Master is used to store personal and official details of the employee in the Organization. The grade and level of employee is defined here based on which the privileges are applied for the employee. The leave policy is also assigned here.

Employee Add

- Click on the Menu Employee Management -> Masters -> Employee Master
- Employee Add page will be displayed
- Click *Add* button under Select Employees
- Fill the Employee Name. It is a mandatory field.
- Need to select religion field. For Ex: Hindu, Muslim, Christian or All option.
- Fill the date of birth and other details if need.

Official Tab

- Select the company and its level fields, Company field is a mandatory.
- Fill the Date of joining field which is mandatory, Date of joining date will be the Effective date for Level field.
- Fill the Employee ID field which is mandatory, It should be unique.
- Select user group. For Ex: Super admin, Individual
- Select Designation which is mandatory field, Designation Effective date and Basic salary effective date will be the joining date only
- Fill the Employee ID field which is mandatory field. Card No and Employee ID should be same.
- Select the Reporting To and Leave sanctioning authority field.
- Reporting To person will the forwarding Person **For ex:** If the employee raising the Leave, permission, on duty, Comp-off means it will be in Pending status and mail triggers to reporting person. Once reporting person approved it will change as Forwarded status.
- Sanctioning authority person will the Sanctioning Person **For ex:** If the employee raising the Leave, permission, on duty, Comp-off. Once the reporting person approved means mail triggers to Sanctioning person. Once Sanctioning person approved it will change as approved status. The Approved mail will trigger to respective person.
- Select the OT alone / Comp-off alone / OT & Comp-off for the creating employee to give privilege.
- If need, we need to select Exclude from reports. **For ex:** If we have selected Exclude option for this Employee not able view any reports in the application.
  Note: Selecting exclude option is not preferable.
- Select Employee status, by default it will be in active status. **For ex:** if we need to Inactive the employee we can use this option.
- Select Employee category and type which we have created in Category master and type master.
- Employee category Effective date and Employee Type Effective date will the joining date, which will be automatically set the date.

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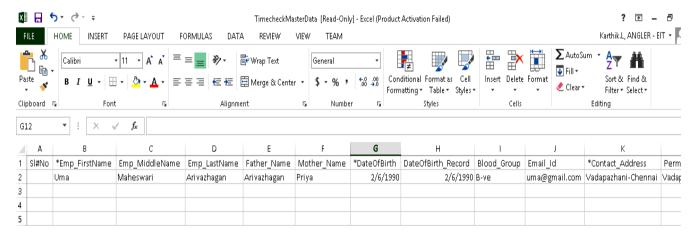www.angleritech.com

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Leave Policy Tab

- Select the Leave policy name which is the mandatory field, Selecting leave policy we have created in leave policy master.
- Click Add button then only the calendar field will be open.
- Select the Leave policy from date and To date as current financial year.
- After that we need to click calculate button. In policy name will display the availed leave details and also we check the same in view quota.
- Click the Next button

14. Employee Import

Master Data Import Module allows the administrator or user having privileges to Import data, download the template (.csv file) and fill the master data in that file. Then upload the same file to the Time check.

- Click on the Menu **Employee Management -> Master Data Import**
- Download the template.
- In that CSV file will have the sample data , delete that record and add the employee details with all mandatory columns.

- Enter all the details and upload the template. Employee will import successfully and we can check in the employee master.

15. Leave Policy Creation

Step 1 : Fill the Policy Name.

Step 2 : Click the Check Boxes to define what are all the **Leave Types** applicable for the Policy

Step 3 : Fill **Applicable days /Year** Text Box that is how much days can be availed for the particular Leave Type. This field will be enabled only when Count Factor is set to 'No' for the selected Leave Type in the Leave type Master.

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Step 3 : Fill Max Days/ Spell Text Box if applicable. (i.e., Maximum number of days can be taken at a time for a particular Leave Type).

Step 4 : Fill Min Days/ Spell Text Box if applicable. (i.e., Minimum number of days can be taken at a time for a particular Leave Type).

Step 5 : Fill Spells/Year in the Text Box if Applicable. (i.e., Number of spells per year for a particular Leave Type.

Step 6 : Choose Yes Radio Button if LOP (Loss Of Pay) is Applicable. If LOP is not applicable, then choose Radio Button No. If LOP is applicable, then fill the Maximum number of LOP that can be taken in Max LOP Text Box.

Step 7 : Choose Weekly Off Before or After or Intervening if applicable for a particular Leave Type.

Step 8 : Select the Borrow Check Box if Borrowing of Leave from next year is applicable for a particular Leave Type.

Step 9 : Select the Carry Over Check Box if Carry Over of Leave is applicable for a particular Leave Type.

Step 10 : Fill M.Acc. Days (Maximum number of Accumulated Days) in the Text Box if applicable for a particular Leave Type.

Step 11 : Select the Encash Check Box if Encasement for a particular Leave Type is applicable.

Step 12 : Fill the Apply. After (Days) Text Box. (i.e after how many days from the date of joining, the particular Leave Type will be applicable to Employee)

Step 13 : Fill Calc. Factor Text Box, i.e., Calculation Factor for the particular Leave Type. This field will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.

Step 14 : Fill Min. Work Days Text Box, i.e., the number of days that an employee should work to get eligible for the particular Leave Type. This field will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.

Step 15 : Select the Count Factor check boxes whether to include Work Day or Weekly Off or Leave or Holidays to get the Min. Work days. These fields will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.

Step 16 : Set maximum permission hours per month in hh:mm format in the Max Permission Hours Per Month Text Box. This field will be enabled only when the permission check box is selected.

Step 17 : Set maximum number of instances per month in the Max No of Instances per Month Text Box. This field will be enabled only when the permission check box is selected.

Step 18 : Maximum Permission Hours per Instance will be automatically calculated based on maximum permission hours per month and maximum number of instances. This field will be enabled only when the check box is selected.

Step 19 : Select the Permission Before Leave and Permission After Leave if Applicable. These fields will be enabled only when the permission check box is selected.

Step 20: Select the "Enter Comp off Type" Type option whether the Hour wise or Day wise is applicable. This field will be enabled only when the Comp off Type check box is selected.

Step 21: Enter comp-off validity days, Employee can taken comp-off based on entered days not more than that – Whether if The employee has comp off eligibility

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Step 22 : Set Minimum Extra hrs for Half day comp off (Example set : 4Hrs) , it will be applicable for comp off eligibility employee while employee creation.

Step 23 : Set Maximum Extra hrs for Full day comp off (Example set : 7Hrs) , it will be applicable for comp off eligibility employee while employee creation.

Step 21 : Finally Click Save Button to save the Leave Policy Details

Permission Configuration

Permission Configuration			
Max. Hours Per Month (in hh:mm)	04:00	Max No Of Instances Per Month	2
Max. Hours Per Instance (in hh:mm)	02:00	☑ Permission Before Leave	☑ Permission After Leave

- Set maximum permission hours per month in hh:mm format in the Max Permission Hours Per Month Text Box. This field will be enabled only when the permission check box is selected.
- Set maximum number of instances per month in the Max No of Instances per Month Text Box. This field will be enabled only when the permission check box is selected.
- Maximum Permission Hours per Instance will be automatically calculated based on maximum permission hours per month and maximum number of instances. This field will be enabled only when the check box is selected.
- Select the Permission Before Leave and Permission After Leave if Applicable. These fields will be enabled only when the permission check box is selected.
- Once the leave/ Permission allocated to the employee, based on the configuration the employee can take permission.

Example 1: Assume Shift timings is 9am to 5pm. Minimum Permission hours per month is 6:00 hrs and Maximum no of instance per month is 1hrs.Minimum Permission hours per Instance is 6:00 hrs. Assume employee taking permission 9am to 10am on **01-sep-2015**. He works from 10 am to 5pm.So total working hrs 8.

Example 2: Assume Shift timings is 9am to 5pm. Maximum no of instance per month is 1hrs. Assume employee try to take permission on 9am to 10am on **05-sep-2015** same September month. It will not allow to take permission because he have already reached Maximum no of instance per month.

16. Shift Allocation

Step 1: Click on the Menu *Shift Management -> Tansactions -> Shift Allocation -> Shift Allocation Add*

Step 2: Shift Allocation Add page will be displayed

Step 3: Click *Add* button under Select Employees

Step 4: Employee selection screen will be displayed as follows

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Step 5: Select the organization level and click Go, the employees under the selected level will be listed

Step 6: Select the employee (More than one employee is possible) and click Ok as shown below

Step 8: By clicking Ok the employees will be listed in the screen

Step 9: Select the required Shift from the Shift Name drop down value

Step 10: Tick the appropriate weekly off day

Step 11: Select the Schedule From and Schedule To date for the duration the shift need to be allocated for the employees

Step 12: After filling all the data's click save. The Shift will be allocated to all the selected employees for the selected duration as shown below

17. Shift Allocation Report

Step 1: Click on the Menu *Shift Management -> Reports -> Emp.Shift Allocation*

Step 2: Employee Shift Allocation Report page will be displayed as shown below.

Step 3: Select the duration and Company level then click view

Step 4: The Shift allocated details will be displayed in the report as shown below

18. Shift Allocation Delete

Step 1: Click on the Menu *Shift Management -> Transactions -> Shift Allocation -> Shift Allocation Delete*

Step 2: Select the Employees and select the Schedule From and Schedule to duration for which the allocated shift need to deleted

Step 3: Click Delete button the allocated shift of the employees for the selected duration will be deleted

Step 4: Click on the Menu *Shift Management -> Reports -> Emp.Shift Allocation*

Step 5: Select the employee, duration and click View the allocated shift for the employee will be getting deleted as shown below

19. Temp.Shift Allocation

In an Organization after allocating the shifts for the employees if there is any change in shift as temporarily for few days like 1 0r 2 days means then Temporary Shift Allocation can be used

Step 1: Click on the Menu *Shift Management -> Transactions -> Temp.Shift Allocation*

Step 2: Select the Employees to whom the Temporary Shift allocations need to be done also select the shift and the duration of that 1 or 2 day's then click save

20. Leave Application

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Leave Application Module allows the Individual user to submit their leave request online to get the approval from the concerned authorities. The authority can approve / reject the requested leave. This would be intimated to the concerned employee through mail.

- Individual Login with Valid user name and Password
- Click on the Menu *Leave & permission -> Leave -Transaction -> Leave Application*
- Click on the Add button the Leave Application
- Employee ID and Name are filled automatically with the Logged In Employee.
- Leave Application Date Label will be automatically filled with Current Date.
- In Leave, Select From and To date from calendar for leave duration.
- Select from the Dropdown List whether Leave or Restricted Holiday.
- Select session First Half or Second Half from the From and To Dropdown Lists.
- Fill the reason for Leave in the Text Box.
- Number of days applied will be automatically calculated and displayed based on From and To duration.
- Remaining Number of Leave will be automatically calculated and displayed in Available leaves.
- Finally Click Save Button to Save the Leave Application.

- Note – For Deletion click delete button, Leave Application can only be deleted when the Leave Application Status is pending. If it is Standard version immediately after applying it is approved

Administrator Login in to Leave Application

Step 1: Select the Organization Levels from the Dropdown Lists

Step 2: Click the Search Button so that Employee Name Dropdown List will be filled with Employee Names belonging to the selected Organization Level

Step 3: Administrator can select the particular Employee based on Organization from the Dropdown List.

Step 4: Click **Quota Button** to view the remaining number of leaves for different leave types for the particular employee for the current year.

Step 5: Administrator have privilege to delete approved leave.

Step 5: Other than that as same as Individual employee's Steps.

21. Permission

Permission Application Module allows the Individual user to submit their leave request online to get the approval from the concerned authorities. The authority can approve / reject the requested leave. This would be intimated to the concerned employee through mail.

Step 1: Individual Login with Valid user name and Password

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Step 2: Click on the Menu *Leave & permission -> Permission -Transaction -> Permission Application*

Step 3: Click on the Add button the Permission Application add screen

In the screen do the following
Step 1: Permission Application Date Label will be automatically filled with Current Date.

Step 2: Available Hours label will be automatically filled with remaining hours that an employee can take permission.

Step 3: Select the Permission Date from the Calendar. The Permission Date is the Date which an employee requests for Permission.

Step 4: Select the Permission Type from the Dropdown List whether Personal or Official Permission.

Step 5: Select the Permission Start Time and End Time from the Date/Time Picker.

Step 6: Fill the reason for taking Permission in the Text Box.

Step 7: Click the "Calculate Hours" Button to calculate number of hours applied based on Start Time and End Time displayed in the text box for a particular Employee.

Step 8: Finally, Click Save Button to Save the Permission Add Page.

22. Organization Settings

Before Shift Max.Hours (hh:mm): 02:00
This parameter is used to define that how many hours before from the shift start time the employee is allowed to do Shift In to the company.

For example if the employee Shift in Time is 9am means as per this configuration he can come 2hrs maximum as before by 7am but at same time if employee do Shift in by 6.30am means then that will be considered as previous day shift timings

Ignore Duplicate Punches
Using this configuration the company is defining the TimeCheck application to ignore the Duplicated punches of the employees that is made between the given intervals. For example if any punches made in between 10 minutes means those punches will be ignored.

If this configuration is enabled with No then the punches will not be ignored all the punches made by the employee will be taken and displayed in the TimeCheck application reports.

Default Month Closure Date
The Data process of the organization will be started executing from the date that is defined under this field. Using this configuration user can define the same. For example here it is configured as 31/03/2014 so the data will start processing from the date 01/04/2014.

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Consider day first punch as In time and day last punch as Out time for work hours calculation

The parameter is used to consider the attendance In Time and Out Time. In some organization the door access will be enabled and multiple times employee will be going In and Out in that case if employee missed to do the actual Out or In punch the actual day's first and last punches will be considered for Attendance calculation.

Weekly Off Start Hours setting

This parameter is mainly used to find the starting hours for the weekly off by the system. Consider Sunday is weekly off for the employee and his shift is general shift in the working days means 9am to 6pm shift.

If Employee do Shift IN to office on Saturday by 10.30am and he is doing the Shift out by next day Sunday by morning 8am. This Weekly off start hours declared value 16:00 will split the Saturday end time and Sunday starting time as follows:

Saturday the employee shift is 9am, so from 9am to 10am -1hr and 10am to 11am – 2hr like this it will be considered and by the time of midnight 1am the Saturday gets over. If the Weekly off start hours configuration carries 17:00hrs means 2am will be the Saturday end time. So punches will be automatically got separated and it will be moved to discrepancy module. There the user should update the Saturday end time punch and Sunday start time punch

Lunch Hours Deduction

Lunch deduction on Weekly off \ Holiday – If it is enabled as Yes. Then the Lunch deduction hours will be enabled used can update the hours like 0.45min or 1hr. whatever they required that particular hrs will be getting deducted from the total working hours on Weekly off & Holiday days if any employee(s) got worked

General Overtime Setting

A) Overtime on Holidays

Assume this parameter is configured with value 2. For Holiday and all employees will not be having separate shift and all. So, all the worked hours on Holiday will be considered for Overtime. So, if employee worked for 4hrs means it will be doubled and gets the OT hours as 8hours

B) Overtime on Weekly Off

Assume this parameter is configured with value 2. For Weekly off days and all employees will not be having separate shift. So, all the worked hours on Weekly Off will be considered for Overtime. So, if employee worked for 4hrs means it will be doubled and gets the OT hours as 8hours

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Holiday on Weekly Off

This parameter is used to mark the attendance as Holiday / Weekly off if both Holiday and Weekly off falls on same day

23. Manual Time Entry

Manual Time Entry, using this module organization can able to raise the attendance timings for all the employees. This module is used as a parallel module for the Hardware Biometric fingerprint / Access cards / Face recognition devices whenever the devices got problem, employee forgot the ID card(s) in this situation this module can be used or if any employee fingerprint or face not recognized but he need to start the day this module entry can be used. As usual like Shift In / Lunch Out / Lunch In / Shift Out can be raised.

Step 1: Click Add button under Manual Time Entry module.

Step 2: Select the employee then update the required date, time, and Punch types with required reasons.

Step 3: As soon as entry got saved it will be moved to the Manual Time entry view page as shown below

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Employee Id	Employee Name	In Punch Type	In Date	In Time	Out Punch Type	Out Date	Out Time	Reason	Status			
VM517	DUNGROTHU SHE SHULAL	Shift In	02/07/2020	12:20:51 PM				Shift In	Approved	👁	✎	🗑
VP62	MONISHA M				Shift Out	01/07/2020	06:45:00 PM	Forgot Swi pe Out	Approved	👁	✎	🗑
VO28	AMALRAJ S	Shift In	02/07/2020	10:26:35 AM				Shift In	Approved	👁	✎	🗑
VIT95	ISHWARYA M	Shift In	02/07/2020	10:25:55 AM				Shift In	Approved	👁	✎	🗑
VIT96	SURIYA M	Shift In	02/07/2020	10:25:51 AM				Shift In	Approved	👁	✎	🗑
V30	NATESAMURTHI S	Shift In	02/07/2020	10:12:23 AM				Shift In	Approved	👁	✎	🗑
VM457	SELVASUNDARI S	Shift In	02/07/2020	10:06:29 AM				Shift In	Approved	👁	✎	🗑
VP73	SANGEETHA A	Shift In	02/07/2020	10:03:05 AM				Shift In	Approved	👁	✎	🗑
VA215	KARTHICK A J	Shift In	02/07/2020	09:59:01 AM				Shift In	Approved	👁	✎	🗑
VP64	DHIVAKAR R	Shift In	02/07/2020	09:47:35 AM				Shift In	Approved	👁	✎	🗑

Page 1 of 3433 (34328 items) ◁ [1] 2 3 4 5 6 7 ... 3431 3432 3433 ▷

+ Add

Step 4: If Approval is required for manual time entry, need to enable the Manual Entry approval under Configurations ->Organization Settings ->Approval Tab

Step 5: In employee master for every individual employee under official tab there will be Reporting To and Approval authorities' options admin can update the relevant authorities

Step 6: After completing step 4 & 5 any employee raise the manual time entry its status will be moved to Pending.

Step 7: Now the Reporting To authority can login and do the approval means the authority can forward the request to Approval Authority.

Step 8: As soon as reporting authority forwards the request the approval authority can able to review the same and do the approval for the raised manual time entry.

Step 9: Once the entry got approved the entered timing will get process and hours will be calculated and reported

24. Leave Application

Step 1: Individual Login with Valid user name and Password

Step 2: Click on the Menu Transactions -> Leave -> Leave Application

Step 3: Leave Application Add page will be displayed as shown below

Step 4: Click on the Add button the Leave Application add screen will be displayed as shown below

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Step 5: Employee ID and Name are filled automatically with the Logged In Employee.

Step 6: Leave Application Date Label will be automatically filled with Current Date.

Step 7: In Leave, Select From and To date from calendar for leave duration.

Step 7: Select from the Dropdown List whether Leave or Restricted Holiday.

Step 8: Select session First Half or Second Half from the From and To Dropdown Lists.

Step 9: Fill the reason for Leave in the Text Box.

Step 10: Number of days applied will be automatically calculated and displayed based on From and To duration.

Step 11: Remaining Number of Leave will be automatically calculated and displayed in Available leaves.

Step 12: Finally Click Save Button to Save the Leave Application.

Step 13: Raised leave will display in Leave application grid view screen with pending status as shown below:

Step 14: Now the Reporting To authority can login and do the approval means the authority can forward the request to Approval Authority. Menu can be accessed as Leave & Permission -> Approvals -> Leave

Step 15: As soon as reporting authority forwards the request the approval authority can able to review the same and do the approval for the raised Leave entry. Menu can be accessed as Leave & Permission -> Approvals -> Leave

Step 16: Once the entry got approved the entered Leave will get process and hours will be calculated and reported

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Application Date	Employee Id	Employee Name	Level Name	Duration	Type Of Leave	Status	Reason	Remarks		
01/07/2020	VP69	THENMOZHI G	Lab	16/06/2020 To 16/06/2020 - 1.0	CL / Leave	Approved	personal work		👁	🗑
01/07/2020	VM480	KARTHICK M	Godown	15/07/2020 To 15/07/2020 - 1.0	SL / Leave	Pending	I"m Going To Hospital		👁	🗑
01/07/2020	VIT56	ARUNPANDI G	Logistics And Documentation	03/06/2020 To 03/06/2020 - 0.5	CL / Leave	Approved	Personal		👁	🗑

25. Approvals

In Timecheck application we have the approval work flow using this module any Reporting To and Approval authority can do their team members approvals for various requisitions like Leave, Permission, Onduty module. Menu will be under Leave & Permission -> Approvals

Step 1: Any approval authority who is authorized can move to menu Leave & Permission -> Approvals

Step 2: Can select the appropriate requisition Leave / Permission / Onduty with relevant status either pending / forwarded along with company.

Note: If single status is selected the check box will be loaded. So all records can be selected and get it approved at one shot. If all status is selected checkbox will not be loaded

Step 3: Click View the appropriate data will be loaded

Step 4: User can able to do the approvals of requisitions as bulk (or) individual.

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26. Leave Reports

Step 1: Individual employee or any authorized user can move to menu Leave & Permission -> Leave Reports -> Leave

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Step 2: User can use the required filter and can click View to get the Leave report details which is as follows

Leave Report From 01/06/2020 To 30/06/2020

1 ID : V114 Name : NAGARAJ K						Designation :	Senior Manager	
From Date	To Date	From Session	To Session	No. Of Days	Leave Type	Status	Approved By	Reason
12/06/2020	12/06/2020	First half	Second half	1.0	SL	Approved		Due to unhealthy
			Sub Total	1.0				

2 ID : v124 Name : SANTHOSAM M						Designation :	Assistant Manager	
From Date	To Date	From Session	To Session	No. Of Days	Leave Type	Status	Approved By	Reason
10/06/2020	10/06/2020	Second half	Second half	0.5	SL	Approved		Personal Work
			Sub Total	0.5				

3 ID : V131 Name : MANIRAMAR B						Designation :	Assistant	
From Date	To Date	From Session	To Session	No. Of Days	Leave Type	Status	Approved By	Reason
03/06/2020	03/06/2020	First half	Second half	1.0 (A)	SL	Approved		family function
19/06/2020	19/06/2020	First half	Second half	1.0	SL	Approved		Condolence
			Sub Total	2.0				

27. On Duty

On Duty, In the organization if employee performed on duty outside for single or multiple days they can raise the request using this module and if the requisition got approved the attendance for the date will be updated for the particular employee for the particular date.

The On duty requisitions will be raised as follows

Step 1: Any authorized user can move to menu On Duty Management -> On Duty Entry

Step 2: Click Add and select the On duty Type either Single / Multiple and fill the appropriate on duty details and save the request

Step 3: As soon record saved it will be moved to On duty view page with the status Pending

Step 4: As per the approval authorities action the record status will be changed to Forward then to Approved

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OnDuty Entry

| Mandatory (5 No.)

| Employee Id | | VFH01 |
| Employee Name | | GUHANJ |

OnDuty Type — ● Single Day   ○ Multiple Days

Include WeekOff/Holiday — ○ Yes   ● No

Application Date	26/06/2020	OnDuty Date		25/06/2020
Start Time		09:30 AM	End Time		02:45 PM
Reason		biometric checkin missed	Status	Approved

[💾 Save] [‹ Back]

OnDuty Entry Approval

| Mandatory (1 No.)

Employee Id	VIT96	Employee Name	SURIYAM
OnDuty Type	Single Day		
OnDuty Entry Date	02/07/2020		
In Date	29/06/2020	In Time (hh:mm)	09:30 AM
Out Date	29/06/2020	Out Time (hh:mm)	06:30 PM
Reason	evening attendance punching missed.	Status	Pending
Remarks			

Status   ○ Approved   ○ Forwarded   ● Pending   ○ Rejected

[💾 Save] [‹ Back]

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28. Privilege Management

User Groups – Using this module admin can create the various required user groups and for each user group whatever rights on Organization level wise, Module wise, Dashboard view wise can be decided and it can be allocated on employee wise

The above screen shown how to create a new User group.

If the Individual user parameter set as **Yes** & Special Rights – Enabled and the same group has been allocated to employee then then that particular employee can able to raise the requisitions for his self alone he can't able to raise the request for other team members. The employee can able to raise his requisition for past days also for Leave / Permission & On duty

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If the Individual user parameter set as **No**, Reports Based On – **Level Rights** and Special Rights – **Enabled** and the same group has been allocated to employee then that particular employee can able to raise the requisitions for his self and also he can able to raise the requisitions for all the employee(s) of the organization level which is permitted to his allocated user group. While coming to reports view again the employee can able to view the reports of all the employee(s) of the organization level which is permitted to his allocated user groups

If the Individual user parameter set as **No**, Reports Based On – **Reporting to Mapping** and Special Rights – **Enabled** and the same group has been allocated to employee then that particular employee can able to raise the requisitions for his self and to the specific team members where he is an Reporting / Approval Authority of those employees re all balso he can able to raise the requisitions and able to view the reports for the same set of employee(s).

User Groups			Home > Privilege Management > User Groups > Module Rights

Module Rights

User Group : Dgl Unit

Dashboard	☐ Add	☐ View	☐ Modify	☐ Delete
Dashboard	☑	☑	☑	☐
My Calendar	☐ Add	☐ View	☐ Modify	☐ Delete
My Calendar	☑	☑	☑	☐
Configuration	☐ Add	☐ View	☐ Modify	☐ Delete
Year Setting	☐	☐	☐	☐
Organization Settings	☐	☐	☐	☐
Holiday Setting	☐	☐	☐	☐
Holiday	☐	☐	☐	☐
Language Settings	☐	☐	☐	☐

Module Rights – Using this option the admin user can decide what are the modules that need to be provided for the specific user groups. Ticking the module will represent as enabled.

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The last section is the Dashboard section the admin user can easily allocate the rights for the required boards and the required display type of each. Based on this each user will get the respective boards and display types. Here if it is an individual user he will get the record count of his detail alone. If the user is a department head he will get the board status of all his team members count.

29. Raw data Report

It can be accessed from Menu Reports -> Attendance Reports -> Raw Data Report

Raw Data Recent Punches Report From 30/06/2020 To 06/07/2020

Sl.No	Employee ID	Employee Name	Device ID	Punch Time	Punch Type (Value)	Log Status	Solution
Punch Date : 30/06/2020							
1	7716	RAMALINGAM K	Chemical Unit (21)	10:37 PM	Shift In (21)	Processed	
2	6692	JEYA RAJ R	Tirunelveli Unit (25)	10:36 PM	Shift In (25)	Processed	
3	6685	SAKTHIVEL S	Tirunelveli Unit (25)	10:34 PM	Shift In (25)	Processed	
4	6631	MUTHAMIL SELVAN A	Tirunelveli Unit (25)	10:33 PM	Shift In (25)	Processed	
5	66149	POOBALAGAN R	Tirunelveli Unit (25)	10:32 PM	Shift In (25)	Processed	
6	77174	KALIDAS R	Chemical Unit (21)	10:18 PM	Shift In (21)	Processed	
7	6651	SELVAM A	Tirunelveli Unit (25)	10:16 PM	Shift In (25)	Processed	
8	8811	BALAKRISHNAN K	Chemical Unit (21)	10:13 PM	Shift In (21)	Processed	
9	8820	SABARIRAJAN S	Chemical Unit (21)	10:13 PM	Shift In (21)	Processed	
10	6603	AMIRTHARAJ M	Tirunelveli Unit (25)	10:13 PM	Shift In (25)	Processed	

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The above report is used to find whether the Raw data received from the hardware device got processed or Not. If it is not processed it will clearly give the remedy status dynamically what to do it will be a clear guidance to the end user / admin / Hr. departments

30. All Swipes Report

It can be accessed from Menu Reports -> Attendance Reports -> All Swipes

F_In - Free Scan InPunch
F_Out - Free Scan OutPunch
- NOS Records

All Swipes Report From 01/06/2020 To 03/06/2020

Sl.No	Employee Id	Employee Name	Designation	Gender	Date	In Reader ID	In Punch Type	In Date	In Time	Out Reader ID	Out Punch Type	OutDate	Out Time	Remarks
Level :	**Accounts**													
Shift :	**CG1**													
1	V114	NAGARAJ K	Senior Manager	Male	01/06/2020	Corporate	F_In	01/06/2020	09:30 AM	Corporate	F_Out	01/06/2020	06:50 PM	
					02/06/2020	Corporate	F_In	02/06/2020	09:31 AM	Corporate	F_Out	02/06/2020	07:08 PM	
					03/06/2020	Corporate	F_In	03/06/2020	09:33 AM	Corporate	F_Out	03/06/2020	07:05 PM	
2	V143	MUTHU KUMAR T R	Assistant Manager	Male	02/06/2020	Corporate	F_In	02/06/2020	09:27 AM	Corporate	F_Out	02/06/2020	07:05 PM	
					03/06/2020	Corporate	F_In	03/06/2020	09:30 AM	Corporate	F_Out	03/06/2020	06:37 PM	
3	V24	NAGALINGAM P	Senior Manager	Male	01/06/2020	Corporate	F_In	01/06/2020	09:44 AM	Corporate	F_Out	01/06/2020	06:39 PM	
					02/06/2020	Corporate	F_In	02/06/2020	09:28 AM	Corporate	F_Out	02/06/2020	07:10 PM	
					03/06/2020	Corporate	F_In	03/06/2020	09:29 AM	Corporate	F_Out	03/06/2020	06:58 PM	
4	V26	RAJA S	Assistant Manager	Male	01/06/2020	Corporate	F_In	01/06/2020	09:22 AM	787	F_Out	01/06/2020	06:52 PM	Forgot Swipe Out
					02/06/2020	-	F_In	02/06/2020	09:41 AM	787	F_Out	02/06/2020	06:42 PM	Shift Out
					03/06/2020	-	F_In	03/06/2020	09:21 AM	787	F_Out	03/06/2020	06:41 PM	Shift Out
5	V42	SUDHARSAN T M	Manager	Male	01/06/2020	Corporate	F_In	01/06/2020	02:25 PM	Corporate	F_Out	01/06/2020	06:46 PM	
					02/06/2020	Corporate	F_In	02/06/2020	09:35 AM	Corporate	F_Out	02/06/2020	07:03 PM	
					03/06/2020	Corporate	F_In	03/06/2020	09:31 AM	Corporate	F_Out	03/06/2020	06:44 PM	
6	V52	SRIKANTH N	Senior General Manager	Male	01/06/2020	Corporate	F_In	01/06/2020	12:21 PM	Corporate	F_Out	01/06/2020	06:43 PM	
					02/06/2020	Corporate	F_In	02/06/2020	09:42 AM	Corporate	F_Out	02/06/2020	07:30 PM	
					03/06/2020	Corporate	F_In	03/06/2020	09:45 AM	Corporate	F_Out	03/06/2020	07:29 PM	
7	V74	VIJAYA V	Assistant	Female	01/06/2020	-	F_In	01/06/2020	09:03 AM	787	F_Out	01/06/2020	06:45 PM	Forgot Swipe Out
					02/06/2020	-	F_In	02/06/2020	10:10 AM	787	F_Out	02/06/2020	06:45 PM	Forgot Swipe Out
					03/06/2020	-	F_In	03/06/2020	09:15 AM	787	F_Out	03/06/2020	06:45 PM	Forgot Swipe Out
8	VA215	KARTHICK A J	Assistant	Male	01/06/2020	Corporate	F_In	01/06/2020	09:34 AM	Corporate	F_Out	01/06/2020	06:33 PM	
					02/06/2020	Corporate	F_In	02/06/2020	09:30 AM	Corporate	F_Out	02/06/2020	06:31 PM	
					03/06/2020	Corporate	F_In	03/06/2020	09:26 AM	Corporate	F_Out	03/06/2020	06:36 PM	
9	VCA15	KANNAN A	Officer	Male	01/06/2020	Pollachi Unit	F_In	01/06/2020	09:17 AM	Pollachi Unit	F_Out	01/06/2020	08:43 PM	
					02/06/2020	Pollachi Unit	F_In	02/06/2020	09:28 AM					
					03/06/2020	Pollachi Unit	F_In	03/06/2020	12:34 PM	Pollachi Unit	F_Out	03/06/2020	09:30 PM	

The above report is used to find all the punch details that Individual employee placed in the biometric devices along with the device id. This report can be generated for the required dates and for the required organization levels

31. Monthly Attendance Report

It can be accessed from Menu Reports -> Attendance Reports -> Monthly Attendance Report

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Monthly Attendance report From 01/06/2020 To 04/06/2020

1	Id : V07		Name : RAMESH BABU C			Designation : Executive Assistant			Level : Md Sect		
Date	**SSN**	**In Time**	**Out Time**	**TBH**	**TLH**	**HW**	**OT**	**Late IN**	**Early Out**	**First Session**	**Second Session**
01/06/2020	CG1	09:24 AM	07:36 PM	-	01:00	09:12	00:00	00:00	00:00	Present	Present
02/06/2020	CG1	09:19 AM	07:33 PM	-	01:00	09:14	00:00	00:00	00:00	Present	Present
03/06/2020	CG1	09:29 AM	07:35 PM	-	01:00	09:06	00:00	00:00	00:00	Present	Present
04/06/2020	CG1	09:28 AM	07:17 PM	-	01:00	08:49	00:00	00:00	00:00	Present	Present
				00:00	04:00	36:21	00:00	00:00	00:00		
2	Id : V09		Name : PAULPANDI S			Designation : Senior Officer			Level : It		
Date	**SSN**	**In Time**	**Out Time**	**TBH**	**TLH**	**HW**	**OT**	**Late IN**	**Early Out**	**First Session**	**Second Session**
01/06/2020	CG1	09:29 AM	07:34 PM	-	01:00	09:05	00:00	00:00	00:00	Present (M)	Present (M)
02/06/2020	CG1	09:19 AM	09:16 PM	-	01:00	10:57	02:46	00:00	00:00	Present (M)	Present (M)
03/06/2020	CG1	09:08 AM	09:20 PM	-	01:00	11:12	02:50	00:00	00:00	Present (M)	Present (M)
04/06/2020	CG1	09:23 AM	07:21 PM	-	01:00	08:58	00:00	00:00	00:00	Present	Present
				00:00	04:00	40:12	05:36	00:00	00:00		
3	Id : V109		Name : MEENA M			Designation : Assistant			Level : Admin		
Date	**SSN**	**In Time**	**Out Time**	**TBH**	**TLH**	**HW**	**OT**	**Late IN**	**Early Out**	**First Session**	**Second Session**
01/06/2020	GS3	07:51 AM	05:08 PM	-	01:00	08:17	00:00	00:00	00:00	Present	Present
02/06/2020	GS3	08:14 AM	04:58 PM	-	01:00	07:44	00:00	00:14	00:02	Present	Present
03/06/2020	GS3	08:08 AM	06:10 PM	-	01:00	09:02	00:00	00:08	00:00	Present	Present
04/06/2020	GS3	08:13 AM	05:30 PM	-	01:00	08:17	00:00	00:13	00:00	Present	Present
				00:00	04:00	33:20	00:00	00:35	00:02		

The above report is a monthly attendance report based on the daily punches records the system will clearly calculate the exception, OT and Hours worked details along with attendance details

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Please contact us

ANGLER
An ISO 9001 Company

www.angleritech.com

info@angleritech.com

Toll free number

+1 888 353 1725
(for US,CA)

🇮🇳 ANGLER Technologies India Pvt Ltd

1247 (Old #1144), Trichy Road	AL Block, #6 (Old #141/1),
Coimbatore 641 045, India	11th Main Road 2nd Street, Anna Nagar,
Tel: +91 422 2312707 / 2313938	Chennai - 600 040, India
Fax:+91 422 2313936	Tel: +91 44 32945559 / 26225285

🇺🇸 ANGLER Technologies USA Inc
305 Madison Avenue, Suite 449
New York, NY 10165, USA
Tel: +1 646 290 8609, +1 408 754 6222

🇦🇪 ANGLER iTech Pvt Ltd
PO Box 6488
Dubai, UAE
Tel: +971 50 6440981,+971 50 1885785

🇨🇦 ANGLER Technologies Canada Inc
80, Strathaven Drive, Suite 29
Mississauga, Ontario L5R 3V9, Canada
Tel: +1 416 907 6798

🇸🇬 ANGLER Technologies SG Pte Ltd
417, Yishun Ave 11, #01-331
Singapore 760417
Tel: +65 67540567

🇬🇧 ANGLER Technologies UK Ltd
Prospect House, Crendon Street
High Wycombe, Buckinghamshire
HP13 6LA, United Kingdom
Tel: +44 845 22 44085, +44 20 7096 1480

🇭🇰 ANGLER Technologies HK Ltd
302, Koon Fook Centre,
9, Knutsford Terrace,Tsim Sha Tsu,
Hong Kong
Tel: +852 2851 6317