



SYSDO

Electronic time and attendance system

Table of contents

User	1
First Login	1
Home	4
Access recording	8
Admin	11
Users	11
Work groups	17
Work shifts	20
Work positions	24
Vacation	25
Terminals and readers	26
Zones	32
Access types	33
Branches	35
Companies	36
Reports	37
Requests	38
Errors	40
Dealer	43
License	43
Administration	43

User

FIRST LOGIN

The user accounts are created by admin. You will receive an e-mail with information about your account and instructions for setting up your password.

During your first login on page <https://sysdo.eurosat.cz/login> you will use your new login and password.

SYSDO
Electronic time and attendance system

SET PASSWORD

Set password

First name:

Last name:

New password:

Password again:

[www.sysdo.cz](https://sysdo.cz) | info@sysdo.cz | tech. podpora: +420 533 338 111

SYSDO
Electronic time and attendance system

User name:

Password:

Remember me: ☐

[Forgotten password](#) [Activate product code](#)

Once you are successfully logged in, there is your surname and name in the heading on the main page. By clicking on your name, you can edit your name, surname or password. It is also possible to upload your own photo and avatar or pick out photography from reader (only if you are using access readers with face recognition). Below your name you can see your login and the company. You can change the system language by selecting the flag.

**Edit**



Smith Noah

Avatar





Photo





First name


Last name


Old password


New password


Password again

Save





Smith Noah
smithnoah | Version : 1.6.5
My Awesome Company


Home



Virtual terminal


Forgotten password

Did you forget your password? On the login page, please click on *Forgotten password* and fill in your e-mail address. The system will send you a link with password recovery. Follow the instructions in the e-mail, you will be automatically logged in after entering new password."


 **Forgotten password** 

Please enter your email

 **Send**

 **SYSDO**
Electronic time and attendance system

PASSWORD RECOVERY

 **Password change** 

First name
Last name
New password
Password again

 **Send**



www.sysdo.cz | info@sysdo.cz | tech. podpora: +420 533 338 111

HOME

Let's go through the main page in detail. There are 5 tabs preset on the left panel. You can arbitrarily add more (+) or change the settings (⚙️) of the current ones. It is also possible to rearrange tabs with so called drag & drop gesture.

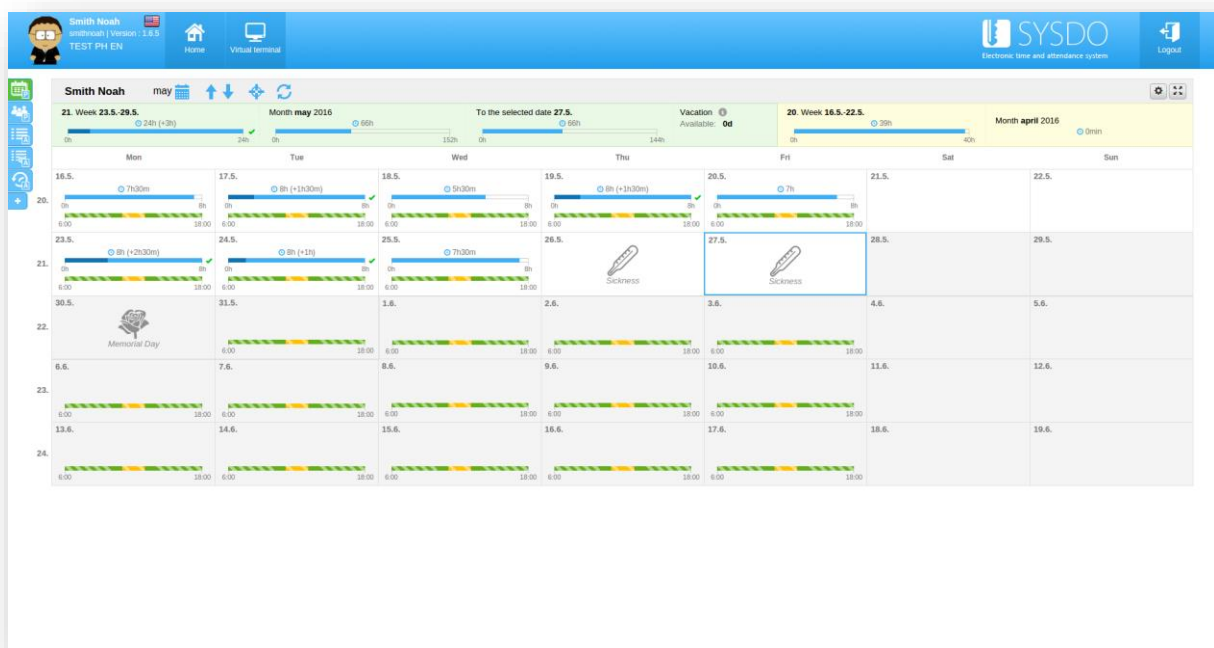
Plan

On this page, you can find current calendar with work shifts scheduled by admin.

In the heading, there is a summary of worked hours to this week, this month and to the selected day; number of vacation days available and overviews considering previous week and month.

For each day, you can see how many hours you have to work and how many have you worked. The assigned work shift is right below. There is the difference between fixed and flexible work shift, flexible work shift is hatched. Green color is for work, break is yellow.

Detailed day overview is shown by clicking on the hand glass icon (🔍). For each day you can add new request (+) regarding compensations, overtimes or sickness, vacation and leaves. These requests are approved by admin. You will be informed via e-mail whether the request is approved or not.



Day overview 20.5.2016 - Smith Noah			
Date	Event		Note
20.5.2016 6:00	Work - in start		
20.5.2016 7:30	In	👤	
20.5.2016 10:00	Work - in end		
20.5.2016 11:00	Break - start		
20.5.2016 13:00	Break - end		
20.5.2016 14:00	Work - out start		
20.5.2016 15:00	Out	👤	
20.5.2016 18:00	Work - out end		

Page 1 of 1 10 View 1 - 8 of 8

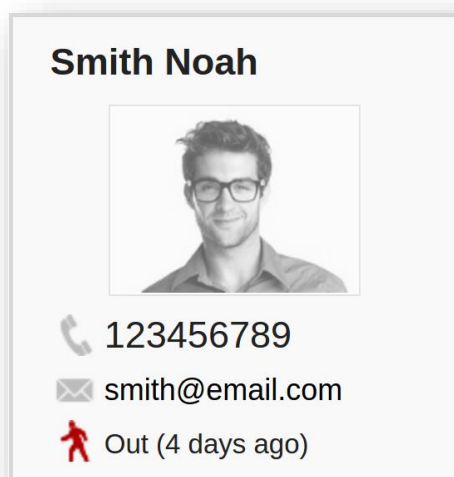
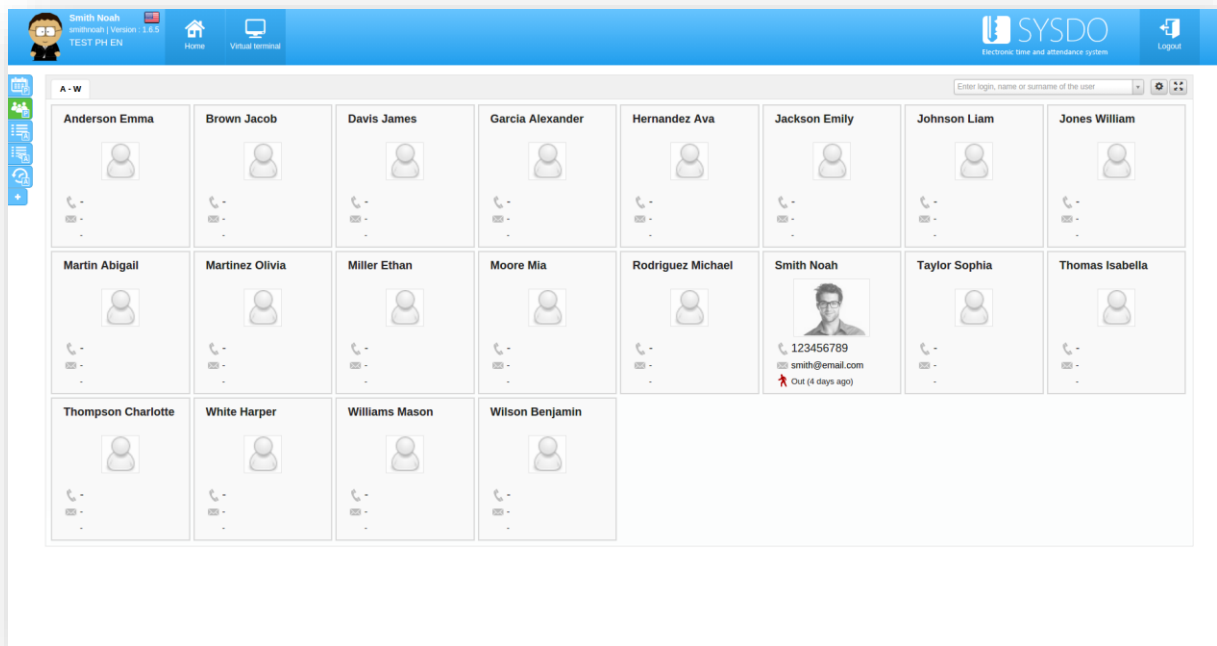


Presence overview

In the presence overview, you can see profiles of individuals employed in the company in alphabetical order, sorted in tabs by surnames. The profile is composed of name, surname, photography, phone number, e-mail and access type with time stamp. Five access types are preset in the system – *In*, *Out*, *Break*, *Doctor* and *Business Leave*; but employer can define new access types.

There is a search bar in the right corner where you can find your colleague by name, surname or login and easily find out your colleague's e-mail, phone number or whether he is present in the workplace.

It is possible to select zones, content (photo, phone number, e-mail, last access) and real or selected photo in the setting.



Access overview

There are three types of graphical layout – line, line with gallery and timeline. Access overviews show valid entries, invalid entries or all entries. In all these overviews you can set the period of time to be shown.

Exact date and time, event, zone, type and name of the reader are put down with every access. GPS location is also saved when using mobile reader, you can find map preview in the access overview.

<

</



Petra Hurychová

7:00

7:45

8:00

8:15

8:30

8:45

9:00

9:15

9:30

9:45

10:00

10:15

10:30

10:45

11:00

11:15

11:30

11:45

12:00

12:15

12:30

12:45

13:00

13:15

13:30

13:45

14:00

14:15

14:30

14:45

15:00

15:15

15:30

15:45

16:00

16:15

16:30

16:45

17:00

17:15

17:30

17:45

18:00

18:15

18:30

18:45

19:00

19:15

19:30

19:45

20:00

20:15

20:30

20:45

21:00

21:15

21:30

21:45

22:00

22:15

22:30

22:45

23:00

23:15

23:30

23:45

24:00

24:15

24:30

24:45

25:00

25:15

25:30

25:45

26:00

26:15

26:30

26:45

27:00

27:15

27:30

27:45

28:00

28:15

28:30

28:45

29:00

29:15

29:30

29:45

30:00

30:15

30:30

30:45

31:00

31:15

31:30

31:45

32:00

32:15

32:30

32:45

33:00

33:15

33:30

33:45

34:00

34:15

34:30

34:45

35:00

35:15

35:30

35:45

36:00

36:15

36:30

36:45

37:00

37:15

37:30

37:45

38:00

38:15

38:30

38:45

39:00

39:15

39:30

39:45

40:00

40:15

40:30

40:45

41:00

41:15

41:30

41:45

42:00

42:15

42:30

42:45

43:00

43:15

43:30

43:45

44:00

44:15

44:30

44:45

45:00

45:15

45:30

45:45

46:00

46:15

46:30

46:45

47:00

47:15

47:30

47:45

48:00

48:15

48:30

48:45

49:00

49:15

49:30

49:45

50:00

50:15

50:30

50:45

51:00

51:15

51:30

51:45

52:00

52:15

52:30

52:45

53:00

53:15

53:30

53:45

54:00

54:15

54:30

54:45

55:00

55:15

55:30

55:45

56:00

56:15

56:30

56:45

57:00

57:15

57:30

57:45

58:00

58:15

58:30

58:45

59:00

59:15

59:30

59:45

60:00

60:15

60:30

60:45

61:00

61:15

61:30

61:45

62:00

62:15

62:30

62:45

63:00

63:15

63:30

63:45

64:00

64:15

64:30

64:45

65:00

65:15

65:30

65:45

66:00

66:15

66:30

66:45

67:00

67:15

67:30

67:45

68:00

68:15

68:30

68:45

69:00

69:15

69:30

69:45

70:00

70:15

70:30

70:45

71:00

71:15

71:30

71:45

72:00

72:15

72:30

72:45

73:00

73:15

73:30

73:45

74:00

74:15

74:30

74:45

75:00

75:15

75:30

75:45

76:00

76:15

76:30

76:45

77:00

77:15

77:30

77:45

78:00

78:15

78:30

78:45

79:00

79:15

79:30

79:45

80:00

80:15

80:30

80:45

81:00

81:15

81:30

81:45

82:00

82:15

82:30

82:45

83:00

83:15

83:30

83:45

84:00

84:15

84:30

84:45

85:00

85:15

85:30

85:45

86:00

86:15

86:30

86:45

87:00

87:15

87:30

87:45

88:00

88:15

88:30

88:45

89:00

89:15

89:30

89:45

90:00

90:15

90:30

90:45

91:00

91:15

91:30

91:45

92:00

92:15

92:30

92:45

93:00

93:15

93:30

93:45

94:00

94:15

94:30

94:45

95:00

95:15

95:30

95:45

96:00

96:15

96:30

96:45

97:00

97:15

97:30

97:45

98:00

98:15

98:30

98:45

99:00

99:15

99:30

99:45

100:00

100:15

100:30

100:45

101:00

101:15

101:30

101:45

102:00

102:15

102:30

102:45

103:00

103:15

103:30

103:45

104:00

104:15

104:30

104:45

105:00

105:15

105:30

105:45

106:00

106:15

106:30

106:45

107:00

107:15

107:30

107:45

108:00

108:15

108:30

108:45

109:00

109:15

109:30

109:45

110:00

110:15

110:30

110:45

111:00

111:15

111:30

111:45

112:00

112:15

112:30

112:45

113:00

113:15

113:30

113:45

114:00

114:15

114:30

114:45

115:00

115:15

115:30

115:45

116:00

116:15

116:30

116:45

117:00

117:15

117:30

117:45

118:00

118:15

118:30

118:45

119:00

119:15

119:30

119:45

120:00

120:15

120:30

120:45

121:00

121:15

121:30

121:45

122:00

122:15

122:30

122:45

123:00

123:15

123:30

123:45

124:00

124:15

124:30

124:45

125:00

125:15

125:30

125:45

126:00

126:15

126:30

126:45

127:00

127:15

127:30

127:45

128:00

128:15

128:30

128:45

129:00

129:15

129:30

129:45

130:00

130:15

130:30

130:45

131:00

131:15

131:30

131:45

132:00

132:15

132:30

132:45

133:00

133:15

133:30

133:45

134:00

134:15

134:30

134:45

135:00

135:15

135:30

135:45

136:00

136:15

136:30

136:45

137:00

137:15

137:30

137:45

138:00

138:15

138:30

138:45

139:00

139:15

139:30

139:45

140:00

140:15

140:30

140:45

141:00

141:15

141:30

141:45

142:00

142:15

142:30

142:45

143:00

143:15

143:30

143:45

144:00

144:15

144:30

144:45

145:00

145:15

145:30

145:45

146:00

146:15

146:30

146:45

147:00

147:15

147:30

147:45

148:00

148:15

148:30

148:45

149:00

149:15

149:30

149:45

150:00

150:15

150:30

150:45

151:00

151:15

151:30

151:45

152:00

152:15

152:30

152:45

153:00

153:15

153:30

153:45

154:00

154:15

154:30

154:45

155:00

155:15

155:30

155:45

156:00

156:15

156:30

156:45

157:00

157:15

157:30

157:45

158:00

158:15

158:30

158:45

159:00

159:15

159:30

159:45

160:00

160:15

160:30

160:45

161:00

161:15

161:30

161:45

162:00

162:15

162:30

162:45

163:00

163:15

163:30

163:45

164:00

164:15

164:30

164:45

165:00

165:15

165:30

165:45

166:00

166:15

166:30

166:45

167:00

167:15

167:30

167:45

168:00

168:15

168:30

168:45

169:00

169:15

169:30

169:45

170:00

170:15

170:30

170:45

171:00

171:15

171:30

171:45

172:00

172:15

172:30

172:45

173:00

173:15

173:30

173:45

174:00

174:15

174:30

174:45

175:00

175:15

175:30

175:45

176:00

176:15

176:30

176:45

177:00

177:15

177:30

177:45

178:00

178:15

178:30

178:45

179:00

179:15

179:30

179:45

180:00

180:15

180:30

180:45

181:00

181:15

181:30

181:45

182:00

182:15

182:30

182:45

183:00

183:15

183:30

183:45

184:00

184:15

184:30

184:45

185:00

185:15

185:30

185:45

186:00

186:15

186:30

186:45

187:00

187:15

187:30

187:45

188:00

188:15

188:30

188:45

189:00

189:15

189:30

189:45

190:00

190:15

190:30

190:45

191:00

191:15

191:30

191:45

192:00

192:15

1

ACCESS RECORDING

Readers and terminals are used for recording access. Employers can determine their own types of access. Five access types are preset in the system – *In*, *Out*, *Break*, *Doctor* and *Business Leave*.

The system can intelligently distinguish access types according to the work shift. In case you are marked as absent, the access is determined as arrival (*In*). If you are leaving when the break is set in your work shift, the access is recognized as *Break*. When you have approved request to go to the doctor's, the system establishes access as *Doctor*.

Hardware Readers

User identification is done via attendance terminals and readers. If the company wants to use hardware readers, it is necessary to enroll authentication data. The admin will guide you through authentication process. Access is done by face recognition, fingerprint, reading the chip card or entering a PIN code. Most of the readers connect entry (record) with a photo, which in addition to re-verifying access also helps to create a variety of reports.



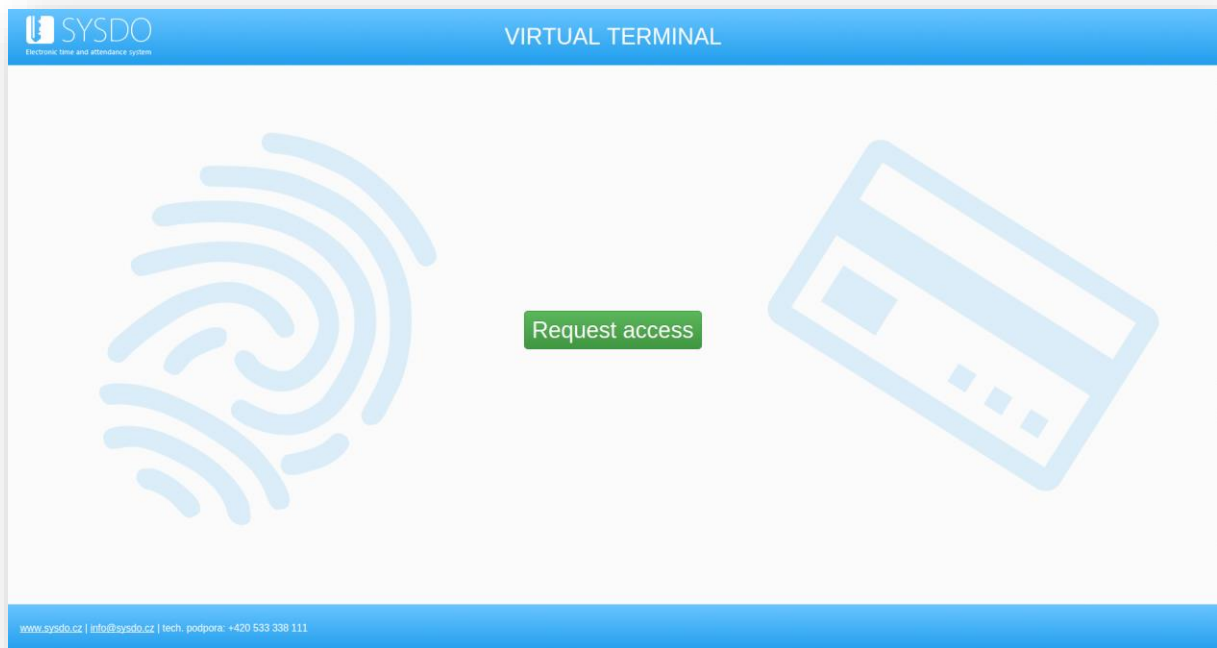
Face reader



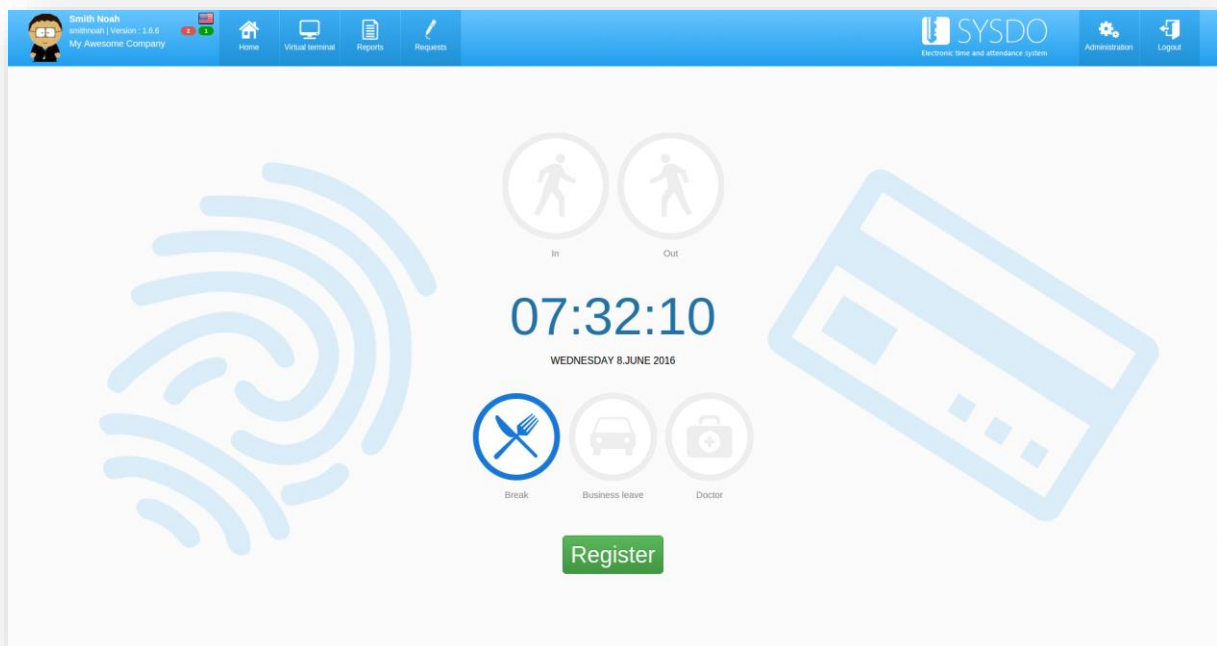
TSG reader

Virtual Terminals

There are two types of virtual terminals – public and internal. Public virtual terminal is accessible from the web page <https://sysdo.eurosat.cz/terminal>, internal virtual terminal can be found in the heading when logged in. It is possible, that you are allowed to use virtual terminals only on approved devices. Do not hesitate and ask your admin for permission.



request access to public virtual terminal

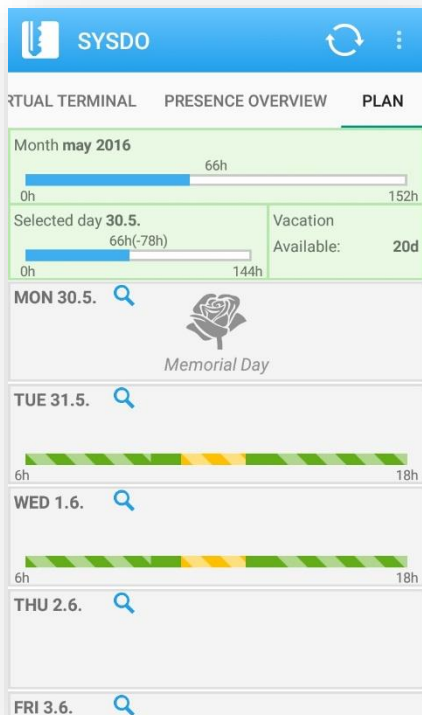
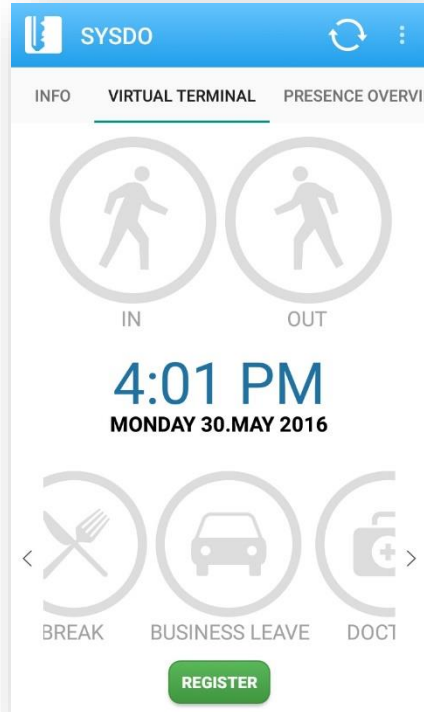
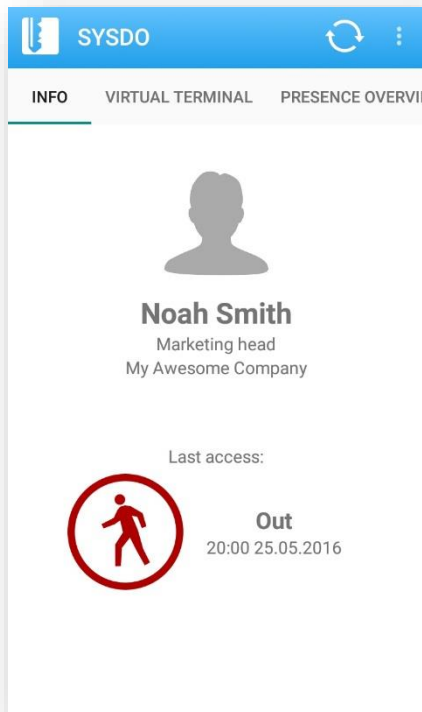


internal virtual terminal

In the virtual terminals, you can enter access after login.

Mobile Apps

Mobile app SYSDO is another way, how you can enter you access. You can also display presence overview and assigned work shift.



Admin

USERS

Add user / Edit user

After filling in the name and surname, login will be automatically filled. It is important to set work begin date correctly for shifts assignment. If work end date does not have permanently fixed date, leave the field empty. More information about the [work groups](#), [work positions](#) and [branches](#) can be found on the relevant pages. Contacts will appear in the [presence overview](#), e-mail is used for sending information about [errors](#) in attendance or changes about [requests](#).

The screenshot shows the 'Edit' user interface for a user named 'Smith Noah'. The interface has a blue header bar with a pencil icon, the title 'Edit', the user name 'Smith Noah', a green status indicator, and a close button. Below the header is a tabbed interface with tabs for 'General', 'Authentication', 'Permissions', 'Readers', 'Alerts', and 'Work shifts'. The 'General' tab is active. The form contains the following fields:

- EID**: Empty text field
- First name**: 'Noah'
- Last name**: 'Smith'
- User name**: 'smithnoah'
- Work begin**: '5/1/2016' with a calendar icon
- Work end**: Empty text field with a calendar icon
- Workgroup**: 'Sales and Marketing' (dropdown)
- Work position**: 'Marketing head' (dropdown)
- Branch**: 'NY' (dropdown)
- API key**: 'Generate key' button
- Default timezone**: 'America/New_York' (dropdown with a refresh icon)
- Active**: Radio buttons for 'No' and 'Yes' (selected)

Below the main form is a 'Contacts' section with the following fields:

- Email**: 'smith@email.com'
- Phone(work)**: '123456789'
- Phone(personal)**: Empty text field

At the bottom of the form, there are two buttons: 'Simple mode' and 'Full mode'. The 'Full mode' button is highlighted. To the right of these buttons is a 'Save' button with a floppy disk icon.

in the Full mode, you can assign ID to the user

Edit
Smith Noah

General
Authentication
Permissions
Readers
Alerts
Work shifts

Password
New password
Password again

Pin
PIN
5833

Cards
Card 1
Card 2

Biometrics
No biometric data are stored

Simple mode
Full mode
Save

the administration of enrolled biometrics is done in the tab authentication

Edit
Smith Noah

General
Authentication
Permissions
Readers
Alerts
Work shifts

Role
Admin

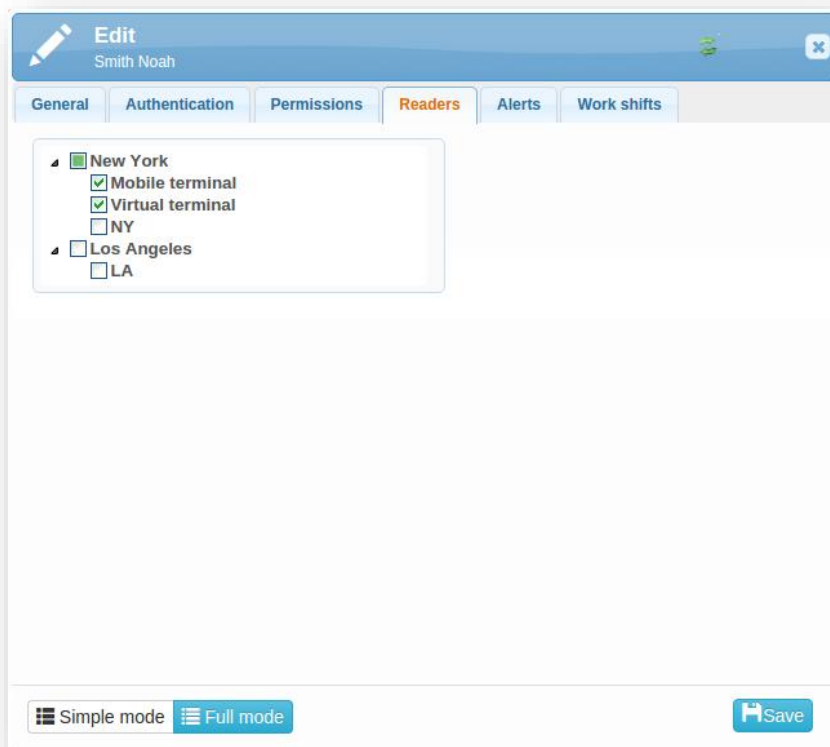
HW Reader administration
All

Monitoring
On
by users
All

Simple mode
Full mode
Save

set the roles – visitor, user or admin in the tab permission

Turning on **monitoring by users** for a particular user makes available the attendance (scheduled shift and individual accesses) of someone else and makes him the administrator of attendance without having admin rights. Turning on **monitoring by readers** makes available the attendance of users which are assigned to individual readers or terminals. With these monitoring rights, it is possible to change [work shifts](#), add [vacations](#), approve [requests](#) and generate [reports](#).



assign readers to the users

Edit
Smith Noah

General
Authentication
Permissions
Readers
Alerts
Work shifts

Access errors

Take settings
☐ No ☒ Yes

Send by email
☐

Request from users

Take settings
☐ No ☒ Yes

Send by email
☐



Simple mode
Full mode

Save

alerts administration

Edit
Smith Noah

General
Authentication
Permissions
Readers
Alerts
Work shifts

	Title	From	To
 	IT	1.4.2016	unlimited

Page 1 of 1
View 1 - 1 of 1

Simple mode
Full mode

Save

work shift assigned to the user

Enroll authentication data

When creating a new user, after filling out all necessary information, click on *Save and enroll*. If there is already created user, for assigning authentication data, use the orange button *Enroll*.

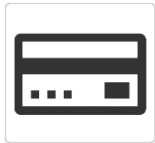
Enroll from web application



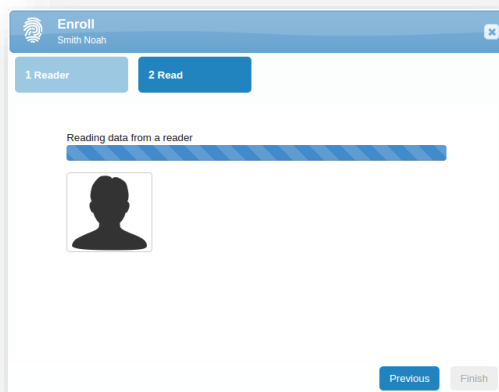
Follow the instructions on the reader. Look into the camera, face should be in a white frame and surrounded by a green frame. Once the enroll is successful, click on the Next button.



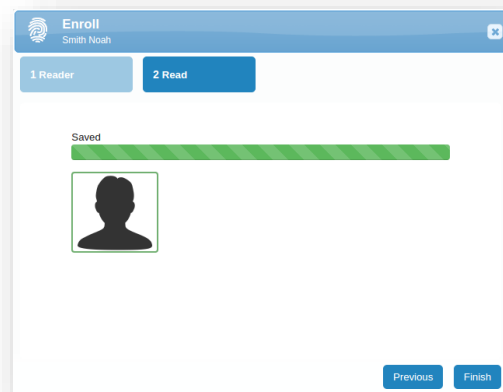
Follow the instructions on the reader. The reader will ask for putting the finger on the scanner, fingerprint needs to be scanned three times. After successful enroll, click on the Next button.



Follow the instructions on the reader. Put the card near the reader, the reader scans unique card number. Confirm this number and click on Next in the application.

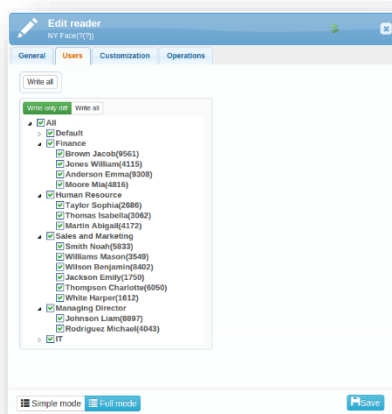


wait until the data is loaded from the reader

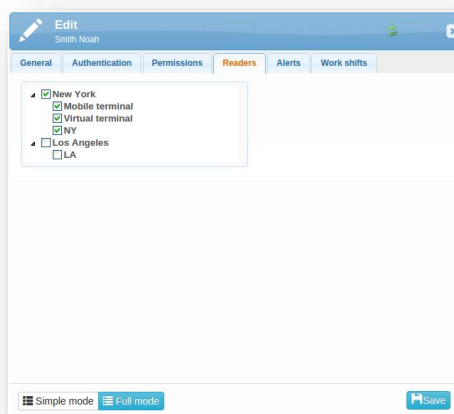


now you can try whether the enroll was successful

Make sure that you have allowed access to the reader for individual users.

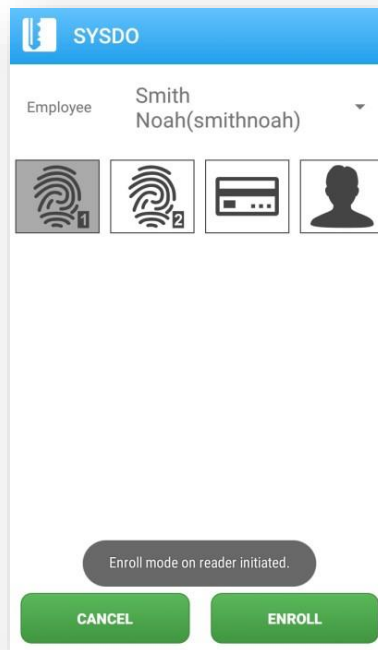
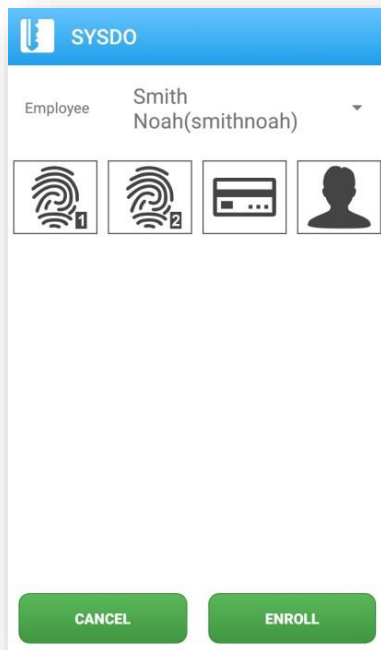


assign users to the reader



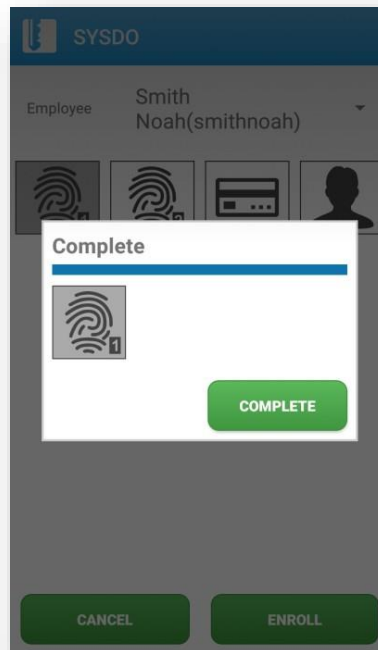
assign readers to the user

Enroll from mobile application



select the reader and the user

the enroll will be launched after selecting the operation, follow the instructions on the reader

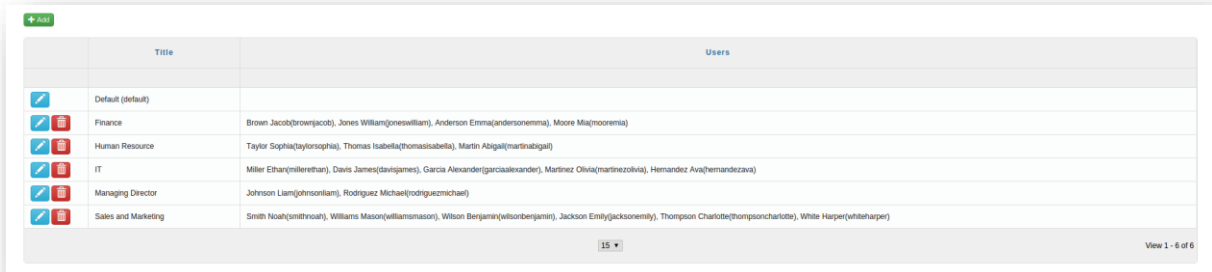


after enrolling, tap on the button ENROLL

now you can try whether the enroll was successful

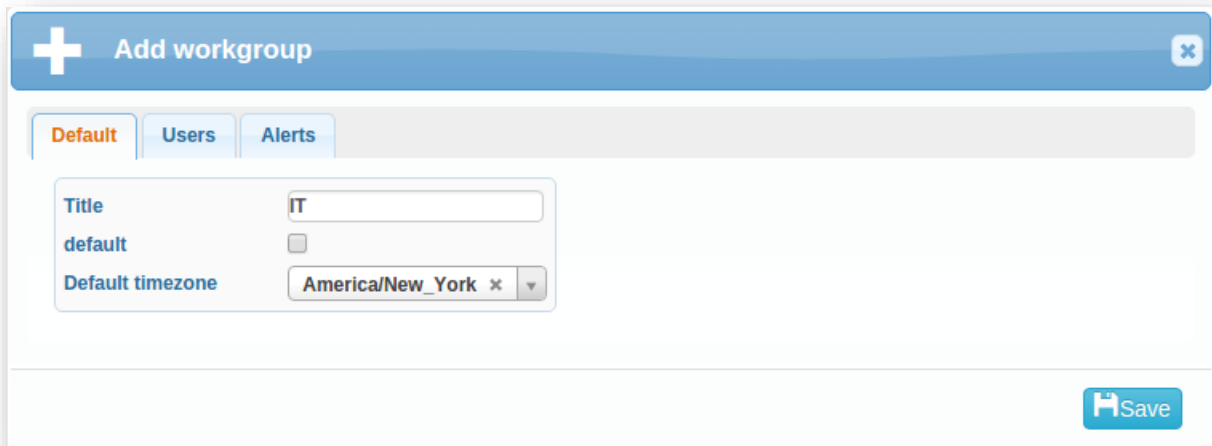
WORK GROUPS

The work groups purpose is to divide users into groups based on common characteristics. It's up to you, what group naming and sorting you choose. It is possible to assign work groups to the [Work shifts](#).



A screenshot of a 'Work Groups' table. The table has two main columns: 'Title' and 'Users'. The 'Title' column lists various departments, and the 'Users' column lists the names of users assigned to each department. Each row has a checkbox on the left. The table is sorted by 'Title' in ascending order. At the bottom right, it says 'View 1 - 6 of 6'.

	Title	Users
<input checked="" type="checkbox"/>	Default (default)	
<input checked="" type="checkbox"/>	Finance	Brown Jacob(brownjacob), Jones William(joneswilliam), Anderson Emma(andersonemma), Moore Mia(mooremia)
<input checked="" type="checkbox"/>	Human Resource	Taylor Sophia(taylor sophia), Thomas Isabella(thomasisabella), Martin Abigail(martinabigail)
<input checked="" type="checkbox"/>	IT	Miller Ethan(millerethan), Davis James(davisjames), Garcia Alexander(garciaalexander), Martinez Olivia(martinezolivia), Hernandez Ava(hernandezava)
<input checked="" type="checkbox"/>	Managing Director	Johnson Liam(johnsonliam), Rodriguez Michael(rodriguez michael)
<input checked="" type="checkbox"/>	Sales and Marketing	Smith Noah(smithnoah), Williams Mason(williams mason), Wilson Benjamin(wilsonbenjamin), Jackson Emily(jacksonemily), Thompson Charlotte(thompsoncharlotte), White Harper(whiteharper)



A screenshot of the 'Add workgroup' form. The 'Default' tab is selected. The form has three tabs: 'Default', 'Users', and 'Alerts'. The 'Default' tab contains the following fields: 'Title' (a text input field with 'IT' entered), 'default' (a checkbox), and 'Default timezone' (a dropdown menu with 'America/New_York' selected). A 'Save' button is located at the bottom right.



A screenshot of the 'Add workgroup' form. The 'Users' tab is selected. The form has three tabs: 'Default', 'Users', and 'Alerts'. The 'Users' tab contains a list of users, each with a delete icon (an 'x' in a circle) and the user's name in parentheses. The users listed are: Miller Ethan(millerethan), Davis James(davisjames), Garcia Alexander(garciaalexander), Martinez Olivia(martinezolivia), and Hernandez Ava(hernandezava). A 'Save' button is located at the bottom right.

In the [Plan](#), you can view only users from selected group or groups.

On the existing *Plan* page, click on the settings (⚙️) or add a new one (+). Choose your own title and leave the type as Plan. Press *Next* to continue and select a work group. You can also choose whether to display errors from all users or not.

In the [Presence overview](#), beside *Work groups*, you can also specify [Zones](#).

You will come across *Work groups* in the [Readers](#) administration, where the users, which you want to assign to the reader, are sorted into work groups.

[Reports](#), more accurately *Month summary* and *Overview errors in the attendance*, also use working group classification of users.

Edit reader
Virtual terminal Virtual()

General Access types Auto access types **Users**

- ☒ All
 - ☐ Default
 - ☒ Finance
 - ☒ Brown Jacob(9561)
 - ☒ Jones William(4115)
 - ☒ Anderson Emma(9308)
 - ☒ Moore Mia(4816)
 - ☒ Human Resource
 - ☒ Taylor Sophia(2686)
 - ☒ Thomas Isabella(3062)
 - ☒ Martin Abigail(4172)
 - ☒ Sales and Marketing
 - ☒ Smith Noah(5833)
 - ☒ Williams Mason(3549)
 - ☒ Wilson Benjamin(8402)
 - ☒ Jackson Emily(1750)
 - ☒ Thompson Charlotte(6050)
 - ☒ White Harper(1612)
 - ☒ Managing Director
 - ☒ Johnson Liam(8897)
 - ☒ Rodriguez Michael(4043)
 - ☒ IT
 - ☒ Miller Ethan(8042)
 - ☒ Davis James(4433)
 - ☒ Garcia Alexander(1179)
 - ☒ Martinez Olivia(3776)
 - ☒ Hernandez Ava(5779)

Simple mode Full mode Save

Month May 2016

Report format Exact Ideal

Type Full Short

Include description No Yes

Users

- ☐ Default
- ☒ Finance
 - ☒ Anderson Emma(andersonemma)
 - ☒ Brown Jacob(brownjacob)
 - ☒ Jones William(joneswilliam)
 - ☒ Moore Mia(mooremia)
- ☒ Human Resource
 - ☒ Martin Abigail(martinabigail)
 - ☒ Taylor Sophia(taylor sophia)
 - ☒ Thomas Isabella(thomasisabella)
- ☐ IT
 - ☐ Davis James(davisjames)
 - ☐ Garcia Alexander(garciaalexander)
 - ☐ Hernandez Ava(hernandezava)
 - ☐ Martinez Olivia(martinezolivia)
 - ☐ Miller Ethan(millerethan)
- ☐ Managing Director
 - ☐ Johnson Liam(johnsonliam)
 - ☐ Rodriguez Michael(rodriguezmichael)
- ☐ Sales and Marketing

The default work group can be set on the page [Companies](#).

WORK SHIFTS

A correctly set working shift is important for the proper functioning of the attendance system.

Employees can see how many hours they have worked and how much they still must work, or how many holiday they have available.

The employer has the ability to track whether employees meet the working hours, or if they come to work late.

[Reports](#), that can be generated in the system, are useful for the accountants, who then have no trouble compiling attendance of each employee.

The result is clearer, better and faster communication between employee and employer.

Add / Edit Work Shifts

period – the period after which the shift cycle is repeated

distinctive value – the value on which are rounded:

- in fixed work *Ins* and *Outs*
- in flexible work the whole days

balance interval – the period after which are working hours controlled (if the number of worked hours at the end of the period does not match ordered number, the error is generated in the attendance)

In the Full mode, you will appreciate the enhanced functionality:

max. difference -- maximum difference between the ideal fund and worked fund (exceeding the value generates an error in attendance)

ideal day fund -- for ideal attendance reports

departure delay -- the period after the end of a shift, in which the employee must leave work (if not, "missing in and out" error is generated)

ideal shift -- for ideal attendance reports

balance interval -- the period after which fund of worked hours is controlled (if the total number of hours worked at the end of the period does not match prescribed number, the error is generated in the attendance)

break tolerance – the time by which it is possible to exceed a break without generating an error (missing fund is necessary to complete in the flexible hours)

+

New work shift

×

Title

cleaning

Min. step

1min.

Period

week

Balance interval

month

Ideal daily time

3 hours

Ideal shift

7:00 AM

-

10:00 AM

Delay out

1 hours

1. week

☒ Monday

0

6

12

18

24

☒ Tuesday

0

6

12

18

24

☒ Wednesday

0

6

12

18

24

☒ Thursday

0

6

12

18

24

☒ Friday

0

6

12

18

24

☐ Saturday

0

6

12

18

24

☐ Sunday

0

6

12

18

24

+

×

Simple mode

Full mode

Save

Edit work shift

×

Shift

Work, 6:00 - 11:00 (3h)

×

▼

Type

Work - flexible

×

▼

Begin

6:00 AM

to

8:00 AM

End

9:00 AM

to

11:00 AM

Length

3 hours

Delete

Save

21

+

New work shift

×

Title

cleaning

Min. step

1min.

Period

week

Balance interval

month

Max. difference

8 hours

Break tolerance

0 minutes

Ideal daily time

3 hours

Ideal shift

7:00 AM

-

10:00 AM

Delay out

1 hours

1. week

☑ Monday

☑ Tuesday

☑ Wednesday

☑ Thursday

☑ Friday

☐ Saturday

☐ Sunday

0

6

12

18

24

+

×

Simple mode

Full mode

Save

Four types can be added for each day:

- fixed work -- fixed time period in which employee must be at work
- flexible work -- you can set the time interval for arrival and departure
- free work -- it does not matter whether the user has accesses (pre-set shift is always considered in the attendance)
- break -- can be any length, with optional beginning and end

If the difference of the end and the beginning of a break is longer than the length of the break, you give employees the freedom to leave, while preserving reserved time. Additionally, you can use the break tolerance, where exceeding the length of the break will not generate an error and missing working fund must be worked in flexible working hours.

Assign shift

In this step, we get to the assignment of created shifts to employees. You can assign individual users or entire work groups.

+

Add

×

User

Smith Noah(smithn) × ▾

Valid from

4/1/2016

📅

Valid to

6/1/2016

📅

☐ unlimited

0

6

12

18

24

⏪

⏩

💾 Save

+

Add

×

Workgroup

IT × ▾

Valid from

4/1/2016

📅

Valid to

☒ unlimited

0

6

12

18

24

⏪

⏩

💾 Save

👤

Assign shift

×

+ Assign section

+ Assign user

	Workgroup	Valid from	Valid to	Starts
✎ 🗑	IT	1.5.2016	unlimited	1. week(Sunday)
	User	Valid from	Valid to	Starts
✎ 🗑	Smith Noah(smithnoah)	1.4.2016	unlimited	1. week(Friday)

If you have employees for seasonal work or part-time workers, you will benefit from the possibility of setting start and end date for the shift.

WORK POSITIONS

You can assign work position to every employee. These labels are only used for [Reports](#).

+ Add			Title	Users
			Accountant	Jones William(joneswilliam)
			Advertising head	Wilson Benjamin(wilsonbenjamin)
			CEO	Rodriguez Michael(rodriquezmichael)
			CTO	Johnson Liam(johnsonliam)
			Customer care representative	Thompson Charlotte(thompsoncharlotte)
			Default (default)	
			Finance director	Brown Jacob(brownjacob)
			Financial accountant	Moore Mia(mooremia)
			Junior HR manager	Taylor Sophia(taylorsophia)
			Management accountant	Anderson Emma(andersonemma)
			Marketing head	Smith Noah(smithnoah)
			Project Head	
			Project Manager	Miller Ethan(millerehan)
			Publicity manager	Jackson Emily(jacksonemily)
			Quality Analyst	Martinez Olivia(martinezolivia)
			Recruiting manager	Martin Abigail(martinabigail)
			Sales executive	Williams Mason(williamsmason)
			Sales head	White Harper(whiteharper)
			Senior HR manager	Thomas Isabella(thomasisabella)
			Software Engineer	Davis James(davisjames), Garcia Alexander(garciaalexander), Hernandez Ava(hernandezava)

20 View 1 - 20 of 20

Add position

Default

Users

Title

Project Head

default

☐

Save

Add position

Default

Users

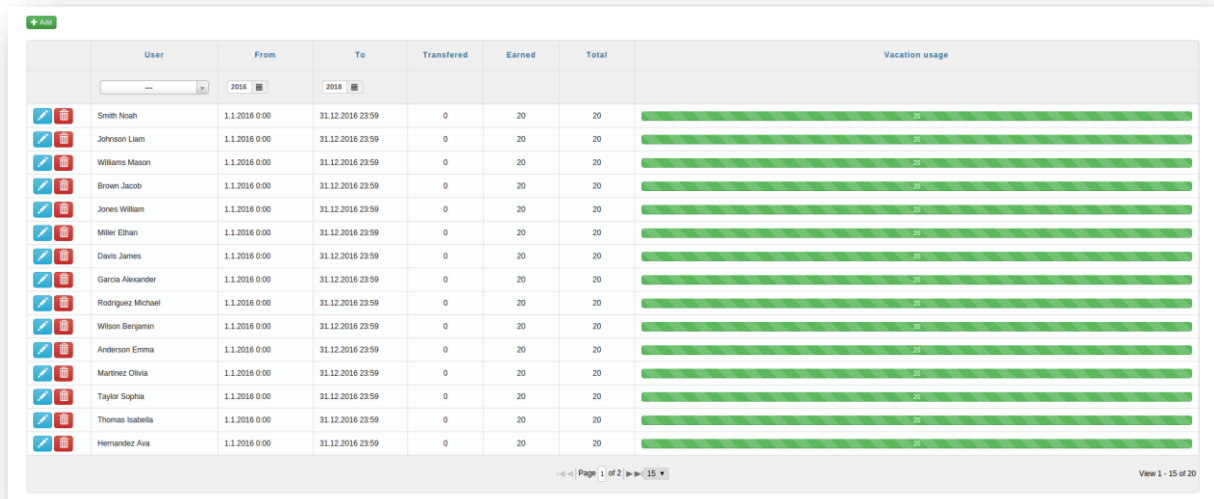
x

Smith Noah(smithnoah)

Save

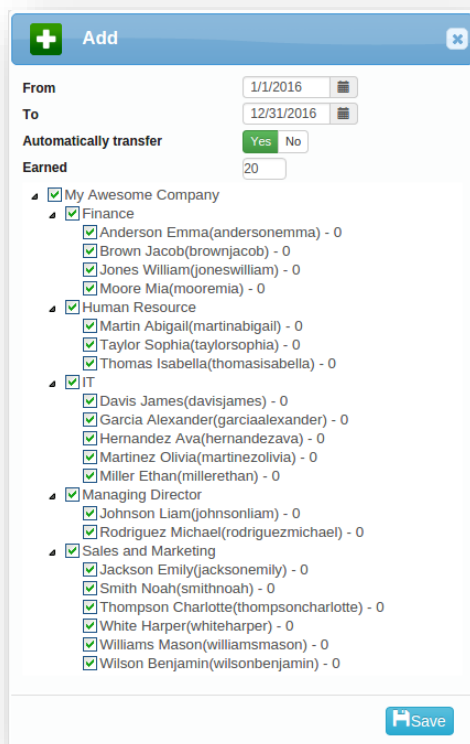
VACATION

On this page, you can see overview of assigned and taken vacation for every employee.



The screenshot shows a table with columns: User, From, To, Transferred, Earned, Total, and Vacation usage. The table lists 15 employees, each with a row of data. The 'From' and 'To' columns show dates from 1.1.2016 to 31.12.2016. The 'Transferred', 'Earned', and 'Total' columns all show 0, 20, and 20 respectively. The 'Vacation usage' column shows a green bar representing 20 days of usage for each employee. The table is part of a web application with a '+ Add' button at the top left and a 'Page 1 of 2' indicator at the bottom right.

	User	From	To	Transferred	Earned	Total	Vacation usage
	Smith Noah	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Johnson Liam	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Williams Mason	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Brown Jacob	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Jones William	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Miller Ethan	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Davis James	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Garcia Alexander	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Rodriguez Michael	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Wilson Benjamin	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Anderson Emma	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Martinez Olivia	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Taylor Sophia	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Thomas Isabella	1.1.2016 0:00	31.12.2016 23:59	0	20	20	
	Hernandez Ava	1.1.2016 0:00	31.12.2016 23:59	0	20	20	



The screenshot shows a form titled 'Add' with a '+ Add' button and a close button. The form has fields for 'From' (1/1/2016), 'To' (12/31/2016), 'Automatically transfer' (Yes/No), and 'Earned' (20). Below these fields is a list of employees with checkboxes and their names followed by '- 0'. The employees are grouped by department: Finance, Human Resource, IT, Managing Director, and Sales and Marketing. A 'Save' button is at the bottom right.

Add

From: 1/1/2016
To: 12/31/2016
Automatically transfer: Yes No
Earned: 20

- ☒ My Awesome Company
 - ☒ Finance
 - ☒ Anderson Emma(andersonemma) - 0
 - ☒ Brown Jacob(brownjacob) - 0
 - ☒ Jones William(joneswilliam) - 0
 - ☒ Moore Mia(mooremia) - 0
 - ☒ Human Resource
 - ☒ Martin Abigail(martinabigail) - 0
 - ☒ Taylor Sophia(taylor sophia) - 0
 - ☒ Thomas Isabella(thomasisabella) - 0
 - ☒ IT
 - ☒ Davis James(davisjames) - 0
 - ☒ Garcia Alexander(garciaalexander) - 0
 - ☒ Hernandez Ava(hernandezava) - 0
 - ☒ Martinez Olivia(martinezolivia) - 0
 - ☒ Miller Ethan(millerethan) - 0
 - ☒ Managing Director
 - ☒ Johnson Liam(johnsonliam) - 0
 - ☒ Rodriguez Michael(rodriguez michael) - 0
 - ☒ Sales and Marketing
 - ☒ Jackson Emily(jacksonemily) - 0
 - ☒ Smith Noah(smithnoah) - 0
 - ☒ Thompson Charlotte(thompsoncharlotte) - 0
 - ☒ White Harper(whiteharper) - 0
 - ☒ Williams Mason(williams mason) - 0
 - ☒ Wilson Benjamin(wilsonbenjamin) - 0

Save

It is possible to add new vacation and also transfer unused holiday from previous period of time.

Approving or disapproving requests for vacation is also related to vacation administration, you can find request administration on page [Requests](#).

TERMINALS AND READERS

Attendance terminals and readers are used for user identification. The access is done by facial recognition, fingerprint, using chip cards or entering a PIN code. Most readers connect access with capturing a photo, which helps with re-verification and creates miscellaneous reports.

Add a reader / Activate product code

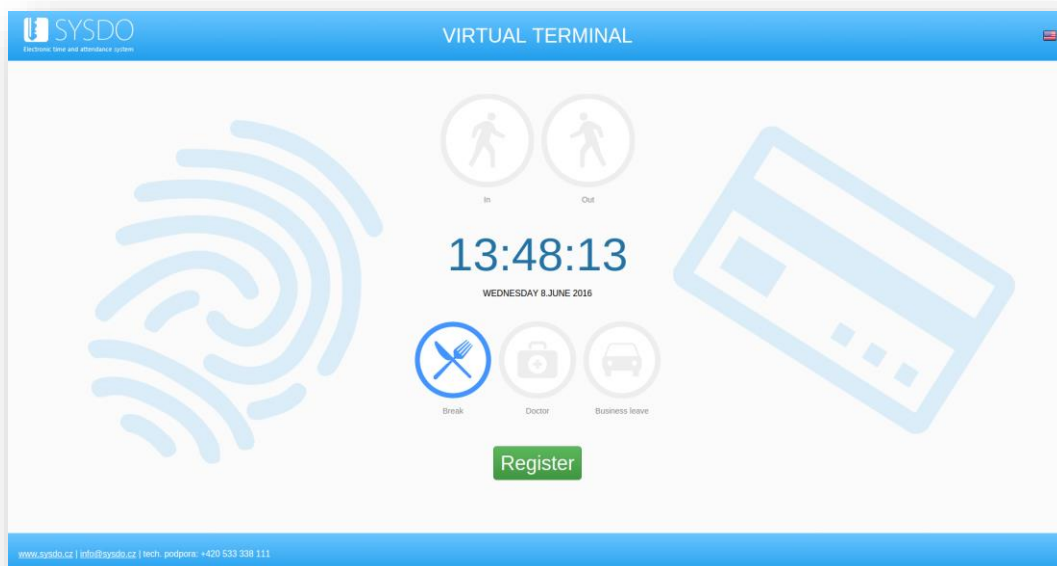
We can add hardware reader to the system using an activation key, which can be found with purchased product.



Face reader



TSG reader



public virtual terminal

For adding a virtual or mobile terminal use the *Add* button.

Edit reader

model: *Face*

General Users Customization Operations

Status ☐ Off ☒ On

Title * NY

IMEI 987456321147852369

Model Face

Zone New York

Timezone America/New_York

Simple mode Full mode Save

General Users Customization Operations

Write all

Write only diff Write all

- ☒ All
 - ☒ Default
 - ☒ Finance
 - ☒ Brown Jacob(9561)
 - ☒ Jones William(4115)
 - ☒ Anderson Emma(9308)
 - ☒ Moore Mia(4816)
 - ☒ Human Resource
 - ☒ Taylor Sophia(2686)
 - ☒ Thomas Isabella(3062)
 - ☒ Martin Abigail(4172)
 - ☒ Sales and Marketing
 - ☒ Smith Noah(5833)
 - ☒ Williams Mason(3549)
 - ☒ Wilson Benjamin(8402)
 - ☒ Jackson Emily(1750)
 - ☒ Thompson Charlotte(6050)
 - ☒ White Harper(1612)
 - ☒ Managing Director
 - ☒ Johnson Liam(8897)
 - ☒ Rodriguez Michael(4043)
 - ☒ IT

Simple mode Full mode Save

in full mode, you can change interface language

assign users to the reader

General Users Customization Operations

Firmware Version unknown. You can not use some features. Check the firmware version

Synchronizovat cas

In Break Doctor

in Break Doctor

Out Bus.leave Vacation

Out Business leave

Simple mode Full mode Save

General Users Customization Operations

Operations

- Delete all users in reader
- Resend configurations to reader
- Delete S-Log
- Delete G-Log
- Reboot
- Synchronize time
- Clear configurations

Simple mode Full mode Save

customize buttons on the reader

use special operations if necessary

model: *Mobile*

The 'Edit reader' form (Mobile terminal Mobile()) has three tabs: General, Access types, and Users. The General tab is active, showing fields for Status (On), Title (Mobile terminal), Model (Mobile), Zone (New York), and Timezone (America/New_York). Below these are 'Mobile reader setting' options: Forcing GPS position (Yes/No), Gesture require (Yes/No), and User must be online (Yes/No). At the bottom are 'Simple mode' and 'Full mode' buttons, and a 'Save' button.

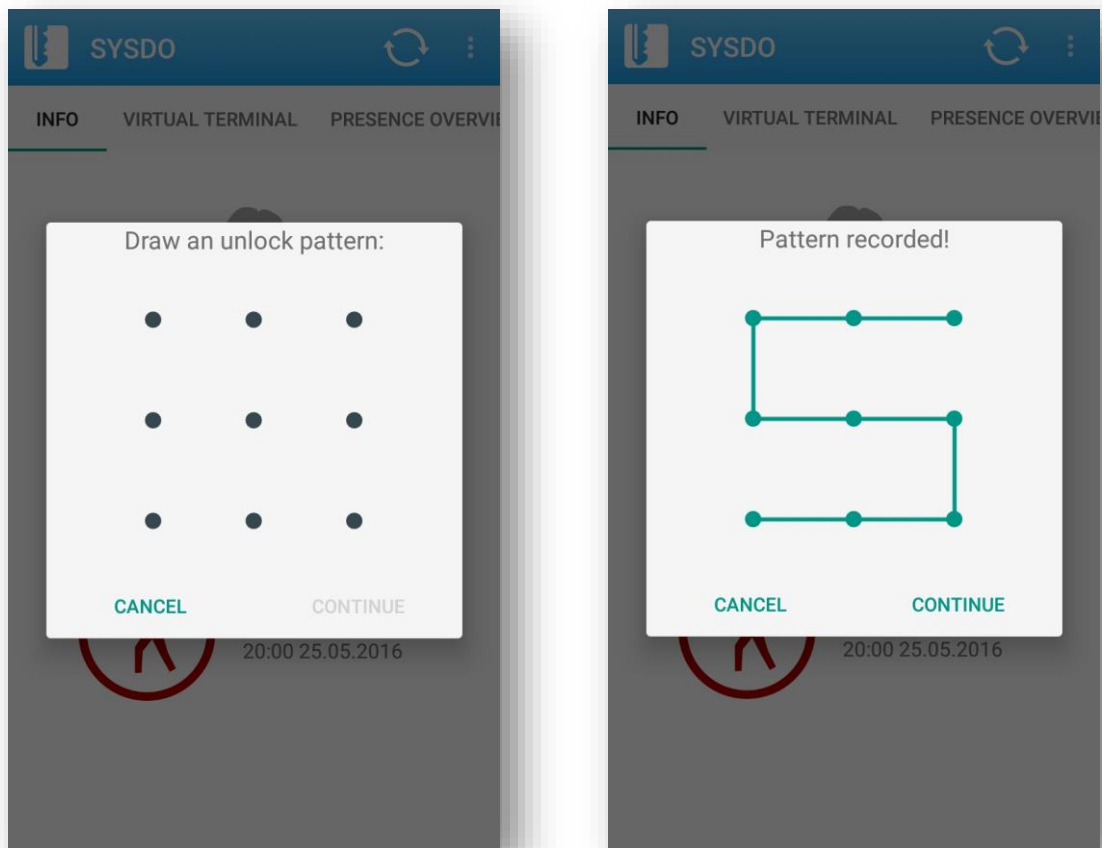
The 'Edit reader' form (Mobile terminal Mobile()) has three tabs: General, Access types, and Users. The Access types tab is active, showing a list of access types: F1 (In), F1-1 (Out), F2 (Break), F2-1 (Doctor), F3, F4, and F5. Each type has a corresponding icon and a 'Save' button. At the bottom are 'Simple mode' and 'Full mode' buttons, and a 'Save' button.

The 'Edit reader' form (Mobile terminal Mobile()) has three tabs: General, Access types, and Users. The Users tab is active, showing a list of users with checkboxes: All, Default, Finance (Brown Jacob(9561), Jones William(4115), Anderson Emma(9308), Moore Mia(4811)), Human Resource (Taylor Sophia(2686), Thomas Isabella(3062), Martin Abigail(4172)), Sales and Marketing (Smith Noah(5833), Williams Mason(3549), Wilson Benjamin(8402), Jackson Emily(1750), Thompson Charlotte(6050), White Harper(1612)), Managing Director (Johnson Liam(8897), Rodriguez Michael(4043)), and IT.

When *Forcing GPS position* is switched on, in the access overview, you will see where the access has been logged in the preview map. You can control that it has been entered from permitted place (e.g. from work and not from home).

You can force that user will be connected to the Internet when registering access by turning on the option *User must be online*. This way you will ensure the exact time for each access.

Require gesture is used for controlling that the access is entered by the user who is currently logged in. Users are asked to create their own gesture. Then it is necessary to enter the gesture during access registration.



model: *Virtual*

The virtual terminal allows recording access directly from your computer (smartphone or tablet). Hardware reader is replaced by website. Public terminal is available from the web <https://sysdo.eurosat.cz/terminal>, internal terminal can be found after log in in the tab Virtual terminal.

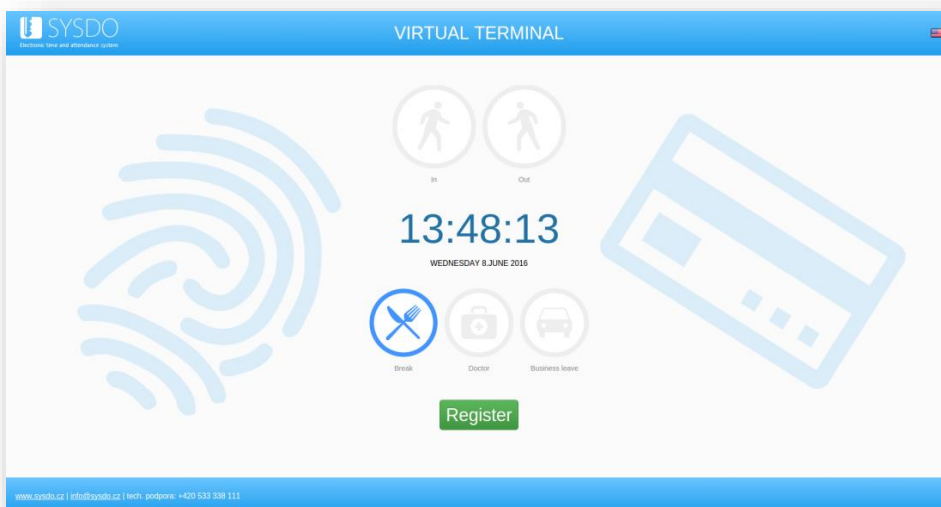
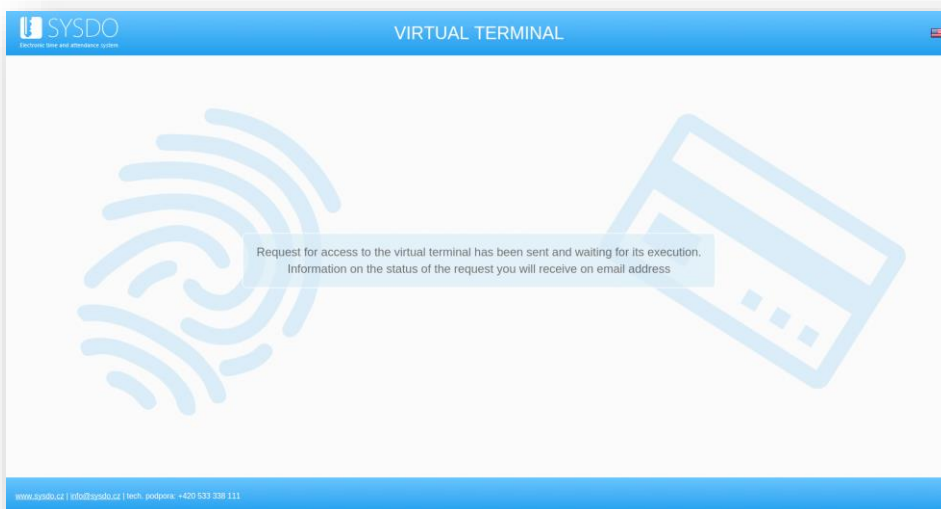
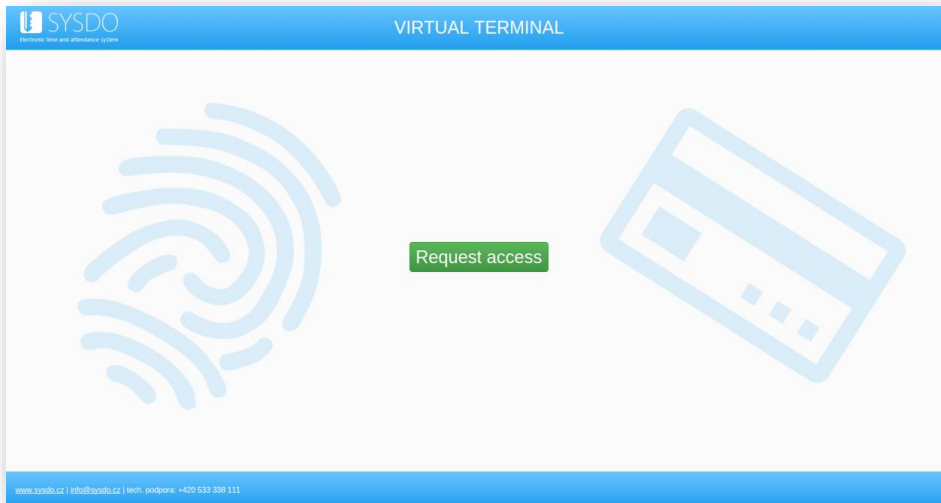
If the virtual terminal (public or internal) is set to allow access only to approved devices, the admin must approve the request from the user to use a virtual terminal from a particular device. Approval or rejection can be done in the tab [Requests](#), where you will see the name of the browser and IP address for the request. The admin is notified by e-mail about new request.

When the terminal is set to *Allowed*, users can enter access in virtual terminal from any device.

On page [Users](#), it is necessary to select users, which will have access to this terminal.

Access request

On page <https://sysdo.eurosat.cz/terminal>, fill in the log-in and password, the access request will be sent to the admin. You will be notified by email regarding the status of the request.



To reduce initial costs, instead of hardware readers you can use your own equipment (computer, tablet). You only need Internet connection and a web browser. Such equipped devices can be placed at the entrance or in the hallway, where it will be accessible to employees.

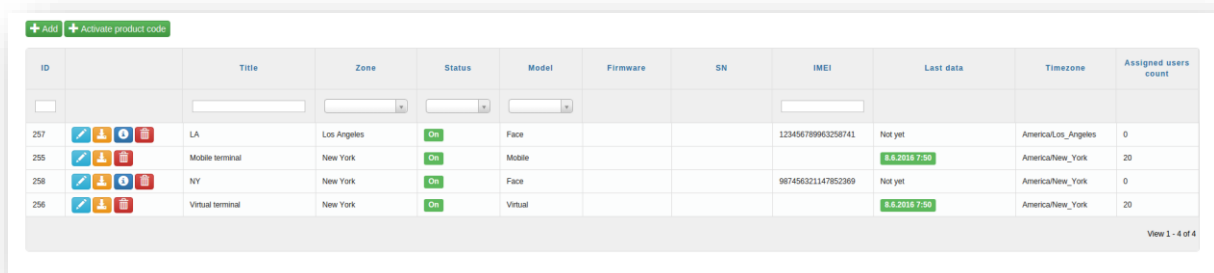
Open the page <https://sysdo.eurosat.cz/terminal> on this device and request access. The admin can then approve this request. You can also set what types of access should be used on this terminal, or leave the default types. Do not forget to set which employees can use virtual terminal.

After entering the log-in and password, employees can enter their accesses.

In case that the employee has home office and you want to track his worked hours, enable internal terminal, and alternatively allow access only to approved devices (if you want to select from what device will employees log-in). The employee then sends an access request from the device, which the administrator must approve.

Import from other readers

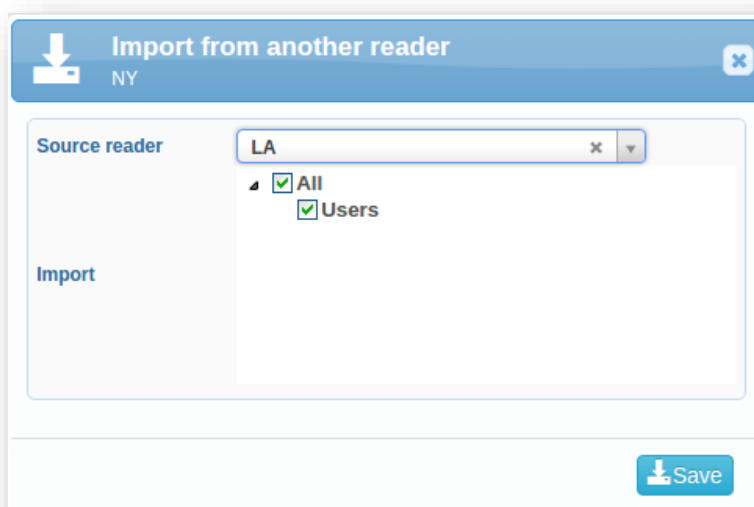
You will select this option if you want to transfer the settings from exiting reader to a new reader. You can copy access types, automatic access types and users.



The screenshot shows a web interface for managing terminals. At the top, there is a green button labeled '+ Add' and a link '+ Activate product code'. Below this is a table with the following columns: ID, Title, Zone, Status, Model, Firmware, SN, IMEI, Last data, Timezone, and Assigned users count. The table contains four rows of data:

ID	Title	Zone	Status	Model	Firmware	SN	IMEI	Last data	Timezone	Assigned users count
257	LA	Los Angeles	On	Face			1234567890123456789	Not yet	America/Los_Angeles	0
255	Mobile terminal	New York	On	Mobile				8.8.2018 7:30	America/New_York	20
258	NY	New York	On	Face			9876543210987654321	Not yet	America/New_York	0
256	Virtual terminal	New York	On	Virtual				8.8.2018 7:50	America/New_York	20

At the bottom right of the table, there is a link 'View 1 - 4 of 4'.



The screenshot shows a dialog box titled 'Import from another reader' with a close button (X) in the top right corner. Below the title bar, there is a dropdown menu labeled 'Source reader' with 'NY' selected. Below this, there is a section labeled 'Import' with a dropdown menu showing 'LA' selected. Under the 'LA' dropdown, there are two checkboxes: 'All' (checked) and 'Users' (checked). At the bottom right of the dialog box, there is a blue button labeled 'Save'.

ZONES

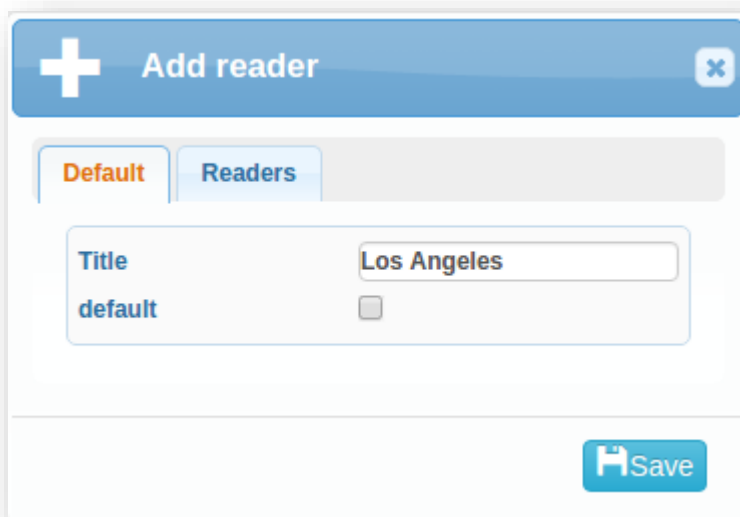
Zones will help you with reader's administration. For each reader you can see, where is its location.



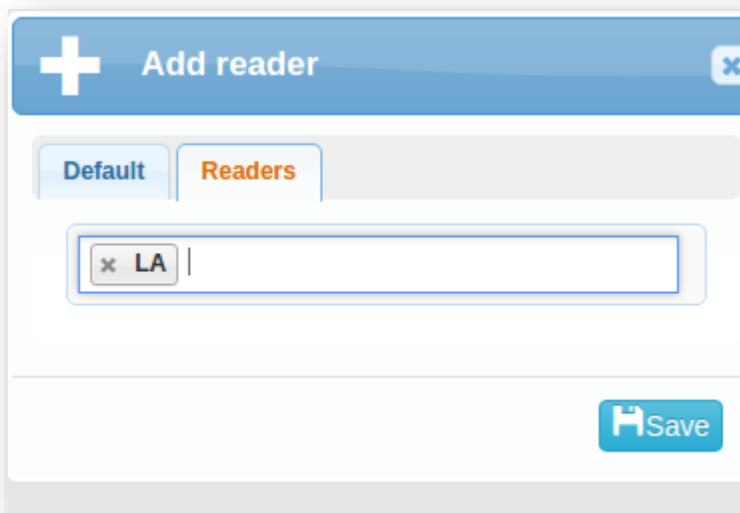
The screenshot shows a table with the following data:

ID		Title	Readers
188	 	New York (default)	Mobile terminal, Virtual terminal, NY
189	 	Los Angeles	LA

At the bottom right of the table, it says "View 1 - 2 of 2".



The 'Add reader' form has a blue header with a plus icon and a close icon. Below the header are two tabs: 'Default' (selected) and 'Readers'. The 'Default' tab contains a 'Title' label and a text input field with the value 'Los Angeles'. Below the input field is a 'default' label and a checkbox. At the bottom right is a blue 'Save' button with a floppy disk icon.



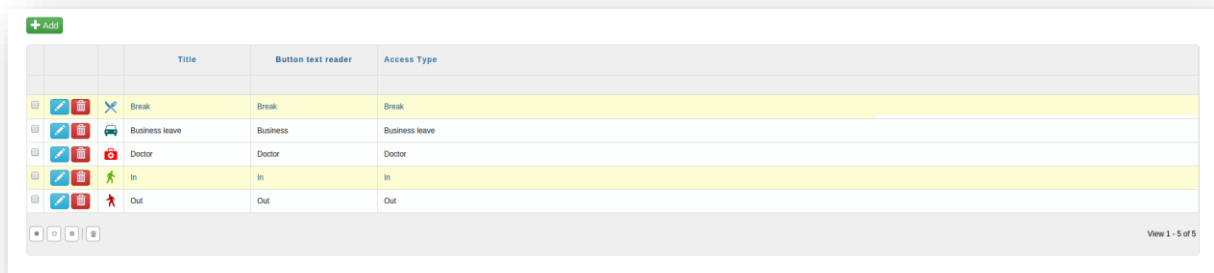
The 'Add reader' form has a blue header with a plus icon and a close icon. Below the header are two tabs: 'Default' and 'Readers' (selected). The 'Readers' tab contains a text input field with a dropdown menu showing 'LA' and a close icon. At the bottom right is a blue 'Save' button with a floppy disk icon.

You can use this sorting for filtering in the access overview, where you can display accesses from specific zone.
















ACCESS TYPES

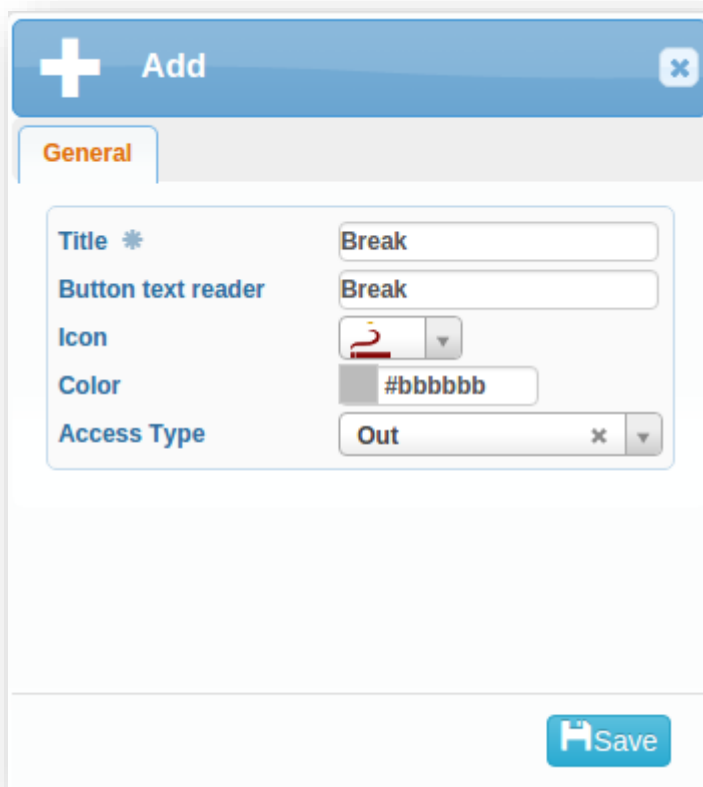
Each access types are recorded by hardware [readers](#), alternatively virtual or mobile terminals. These records can be found in the [access overviews](#).

There are preset 5 access types -- *In*, *Out*, *Break*, *Business leave* and *Doctor*. You can freely add your own access types or delete the preset ones.



The screenshot shows a table with 5 columns: an action column with icons (edit, delete, add), a 'Title' column, a 'Button text reader' column, and an 'Access Type' column. There are 5 rows of preset data. The first row is highlighted in yellow. At the bottom right, it says 'View 1 - 5 of 5'.

	Title	Button text reader	Access Type
  	Break	Break	Break
  	Business leave	Business	Business leave
  	Doctor	Doctor	Doctor
  	In	In	In
  	Out	Out	Out




The 'Add' form has a blue header with a '+' icon and the word 'Add'. Below the header is a 'General' tab. The form contains five fields: 'Title' (required, marked with an asterisk), 'Button text reader', 'Icon' (with a dropdown arrow), 'Color' (with a color picker showing '#bbbbbb'), and 'Access Type' (with a dropdown arrow and an 'x' icon). A blue 'Save' button is at the bottom right.

+ Add

General

Title * Break

Button text reader Break

Icon  ▼

Color #bbbbbb

Access Type Out x ▼

Save

For virtual terminals, there is the option of auto access types. Chosen access type will be highlighted for specific date and time.

The system can intelligently detect the type of access by set work shift. If you are registered as absent, access on reader is identified as arrival. When you leave at the time of break, the access is recognized as break. If you have an approved application to go to the doctor's, the system determines access as doctor when leaving.

BRANCHES

Every employee can be categorized into branches. These labels are only used for [Reports](#).

+ Add				
ID		Title	Company	Users
188	 	LA	My Awesome Company	Miller Ethan(millerethan), Davis James(davisjames), Garcia Alexander(garciaalexander), Martinez Olivia(martinezolivia), Hernandez Ava(hernandezava)
187		NY (default)	My Awesome Company	Smith Noah(smithnoah), Johnson Liam(johnsonliam), Williams Mason(williamsnason), Brown Jacob(brownjacob), Jones William(joneswilliam), Rodriguez Michael(rodriguezmicahel), Wilson Benjamin(wilsonbenjamin), Anderson Emma(andersonemma), Taylor Sophia(taylorsofia), Thomas Isabella(thomasisabella), Moore Mia(mooremia), Martin Abigail(martinabigail), Jackson Emily(jacksonemily), Thompson Charlotte(thompsoncharlotte), White Harper(whiteharper)

View 1 - 2 of 2

+ Add branch

Default

Users

Title

LA

default

☐

Different company name

Yes

No

Save

+ Add branch

Default

Users

✕ Miller Ethan(millerethan)

✕ Davis James(davisjames)

✕ Garcia Alexander(garciaalexander)

✕ Martinez Olivia(martinezolivia)

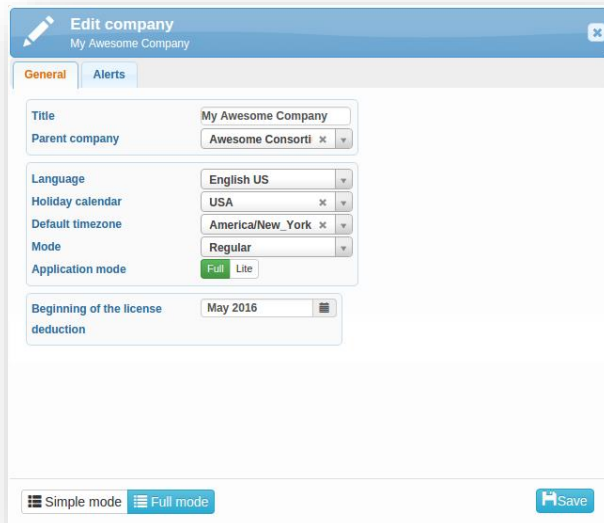
✕ Hernandez Ava(hernandezava)

Save

COMPANIES

On the page *Companies*, there are basic information about your company or companies. Exact numbers of users and readers, information about the license.

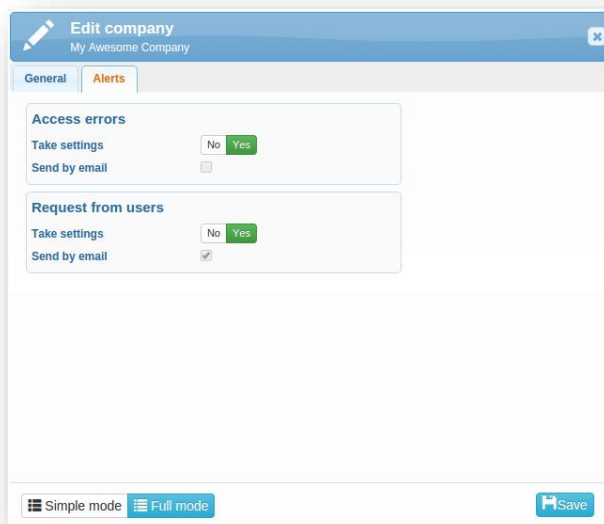
In the settings, you can change general information about the company and manage alerts.



The screenshot shows the 'Edit company' form with the 'General' tab selected. The form contains the following fields and options:

- Title:** My Awesome Company
- Parent company:** Awesome Consorti (with a dropdown arrow)
- Language:** English US (with a dropdown arrow)
- Holiday calendar:** USA (with a dropdown arrow)
- Default timezone:** America/New_York (with a dropdown arrow)
- Mode:** Regular (with a dropdown arrow)
- Application mode:** Full (highlighted in green) and Lite
- Beginning of the license deduction:** May 2016 (with a calendar icon)

At the bottom, there are two tabs: 'Simple mode' and 'Full mode', and a 'Save' button.



The screenshot shows the 'Edit company' form with the 'Alerts' tab selected. The form contains the following sections and options:

- Access errors:**
 - Take settings:** No and Yes (Yes is highlighted in green)
 - Send by email:** ☐
- Request from users:**
 - Take settings:** No and Yes (Yes is highlighted in green)
 - Send by email:** ☒

At the bottom, there are two tabs: 'Simple mode' and 'Full mode', and a 'Save' button.

Alerts

By taking over access errors settings in the attendance, the errors will appear to the administrator in the *Plan* tab. You can also turn on sending e-mails in the case of taking over settings.

If you enable takeover, requests from users will appear in the [Requests](#) tab.

REPORTS

Currently, it is possible to generate 5 types of reports. For each report, you can select the month and the user. Reports will appear on the screen; you can print it or save it as a PDF file.

Monthly summary

1 Report category

2 Step 2

3 Step 3

Print

Save as PDF file

Attendance for may 2016 Finance

Work : 21 days

Holiday : 1 day

No.	Surname and name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	W.D.	H.	S.	LA.	V.	T.	HRS	
1	Anderson Emma	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
2	Brown Jacob	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
3	Davis James	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
4	Garcia Alexander	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
5	Hernandez Ana	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
6	Jackson Emily	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
7	Johnson Liam	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
8	Jones William	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
9	Martin Abigail	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
10	Martinez Olivia	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
11	Miller Ethan	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
12	Moore Mia	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
13	Rodriguez Michael	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
14	Smith Noah	X	X	X	X	X				X	X	X	X	X			7.5	9.5	5.5	9.5	7			10.5	9	7.5	9	9			X	X	0	0	0	0	0	0	-10	0
15	Taylor Sophia	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
16	Thomas Isabella	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
17	Thompson Charlotte	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
18	White Harper	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
19	Williams Mason	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0
20	Wilson Benjamin	X	X	X	X	X				X	X	X	X	X			X	X	X	X	X			X	X	X	X	X			X	X	0	0	0	0	0	0	-10	0

The ideal report format will show the ideal values set in shifts. Half days of vacation are combined into one day, errors are not displayed. The exact report displays real data.

Monthly summary individuals

You can include more events to the report – arrival, departure, break start and break end

Errors in the attendance overview

This overview displays errors in the attendance of users that were counted as user errors -- illegal in, illegal out, illegal break, long break, missing in, missing out, missing in and out.

1 Report category

2 Step 2

3 Step 3

Print

Save as PDF file

Error attendance statistic

may 2016

	Illegal in	Illegal out	Illegal break	Long break	Missing in	Missing out	Missing in and out	Summary
Anderson Emma	-	-	-	-	-	-	-	0
Brown Jacob	-	-	-	-	-	-	-	0
Davis James	-	-	-	-	-	-	-	0
Garcia Alexander	-	-	-	-	-	-	-	0
Hernandez Ana	-	-	-	-	-	-	-	0
Jackson Emily	-	-	-	-	-	-	-	0
Johnson Liam	-	-	-	-	-	-	-	0
Jones William	-	-	-	-	-	-	-	0
Martin Abigail	-	-	-	-	-	-	-	0
Martinez Olivia	-	-	-	-	-	-	-	0
Miller Ethan	-	-	-	-	-	-	-	0
Moore Mia	-	-	-	-	-	-	-	0
Rodriguez Michael	-	-	-	-	-	-	-	0
Smith Noah	-	-	-	-	10	-	5	15
Taylor Sophia	-	-	-	-	-	-	-	0
Thomas Isabella	-	-	-	-	-	-	-	0
Thompson Charlotte	-	-	-	-	-	-	-	0
White Harper	-	-	-	-	-	-	-	0
Williams Mason	-	-	-	-	-	-	-	0
Wilson Benjamin	-	-	-	-	-	-	-	0
Summary	0	0	0	0	10	0	5	15

Export to Pamica payroll system

The ideal report format will show the ideal values set in shifts. Half days of vacation are combined into one day, errors are not displayed. The exact report displays real data.

The result is an XML file.

REQUESTS














The user can communicate through requests with the administrator or attendance manager. There are two types of the requests – attendance requests or request related to the virtual terminal.

In case of virtual terminal, you are requesting access to the internal or public virtual terminal from a particular device.



If you need to go to the doctor's, you are sick or you want holiday or other leave, there is nothing simpler than clicking on *New request* button (+) on page *Plan*, select the Plan type and the time interval. Where applicable leave a note. By pressing *Save* button you will send this request to the attendance manager.

You can also ask for adding the work, overtime or compensation.

The attendance manager or the administrator handles the requests on page *Requests*, there is an overview of the submitted requests. For each new request, the admin is notified by e-mail, each request can be approved or rejected, or you can add a note or comment.

	Request	status	User	Time	Note
	<input type="text"/>	<input type="text"/>	<input type="text"/>		
  	Family care	Pending	Smith Noah	8.6.2016 8:38	
  	Doctor	Pending	Smith Noah	8.6.2016 8:38	
  	Work	Pending	Smith Noah	8.6.2016 8:38	
  	Sickness	Pending	Smith Noah	8.6.2016 8:37	
	Vacation	Approved	Smith Noah	8.6.2016 8:37	

View 1 - 5 of 5

 **New request** 

Plan type


Maternity leave

Plan a


Only start



From



5/13/2016





Note


 Save



Approval a request


User  

Plan type 

Plan a 


From 


To 


Note

Comment on request

New comment

 Save

 Reject

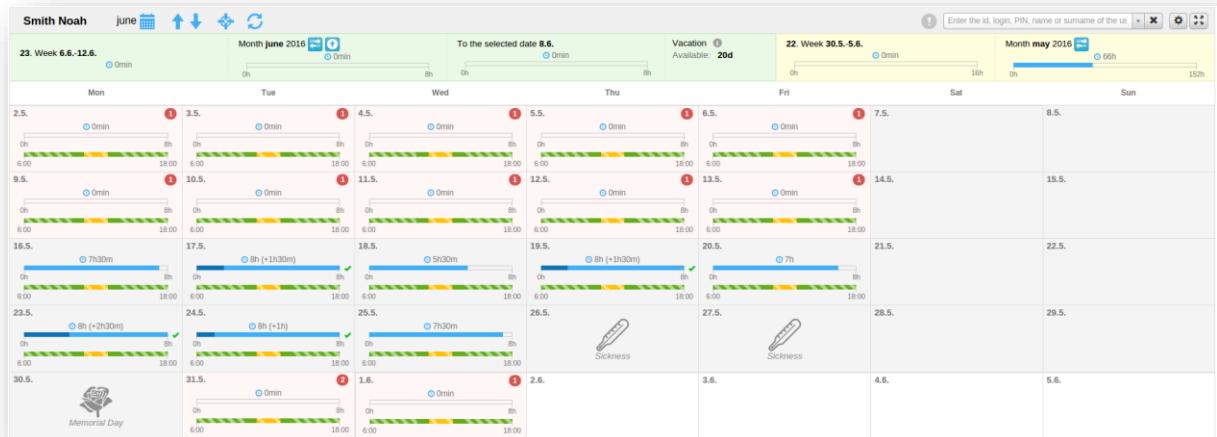
 Approve

Plan types:




- fixed work
- flexible work
- overtime
- flexible overtime
- fixed compensation
- flexible compensation
- doctor
- sickness
- business leave
- vacation
- paid leave
- unpaid leave
- family member care
- private leave
- parental leave
- maternity leave

ERRORS




The SYSDO monitors work shifts, if at specific time user did not log the appropriate event (access) or recorded the event outside of the plan (adjustable time tolerance), notification will be send to him and his superior. The error is also saved in the system. Error correction is only possible with permission. After correcting any event, history of changes is saved for possible feedback.



displayed errors on the home page
















Access errors			
	Date	User	Log
  	1.6.2016 14:00:00	Smith Noah	Missing in and out
View 1 - 1 of 1			

by clicking on the red circle you can display all errors in the attendance

Day overview 11.5.2016 - Smith Noah				
	Date	Event		Note
	11.5.2016 6:00	Work - in start		
	11.5.2016 10:00	Work - in end		
	11.5.2016 11:00	Break - start		
	11.5.2016 13:00	Break - end		
	11.5.2016 14:00	Missing in and out		
	11.5.2016 14:00	Work - out start		
	11.5.2016 18:00	Work - out end		


Page 1 of 1 | 10 | View 1 - 7 of 7


errors overview in the day overview

	Date	User	Log
	7.6.2016 14:00:00	Garcia Alexander	Missing in and out
	7.6.2016 14:00:00	Miller Ethan	Missing in and out
	7.6.2016 14:00:00	Hernandez Ava	Missing in and out
	7.6.2016 14:00:00	Martinez Olivia	Missing in and out
	7.6.2016 14:00:00	Davis James	Missing in and out
	6.6.2016 14:00:00	Hernandez Ava	Missing in and out
	6.6.2016 14:00:00	Davis James	Missing in and out
	6.6.2016 14:00:00	Martinez Olivia	Missing in and out
	6.6.2016 14:00:00	Miller Ethan	Missing in and out
	6.6.2016 14:00:00	Garcia Alexander	Missing in and out
	3.6.2016 14:00:00	Davis James	Missing in and out
	3.6.2016 14:00:00	Hernandez Ava	Missing in and out
	3.6.2016 14:00:00	Martinez Olivia	Missing in and out
	3.6.2016 14:00:00	Garcia Alexander	Missing in and out
	3.6.2016 14:00:00	Miller Ethan	Missing in and out

Page 1 of 8 | 15 | View 1 - 15 of 118

errors overview tab

You can correct errors by clicking on button "Correct" () , the type of correction depends on the type of the error.

 Correction

Correct method

Vacation

Start date

6/1/2016


End date

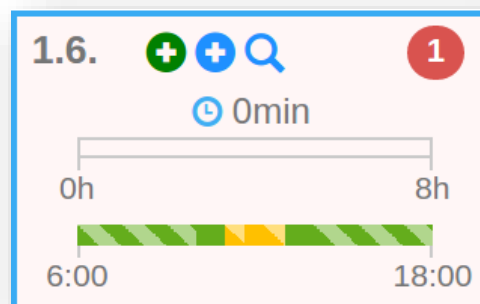
6/1/2016

Count as user error

Yes No

Note

 Save



Add event

When an employee forgets to use reader when coming or leaving, you can replace access by inserting a new event. The event can be only assigned to a virtual reader; this event will be marked in the access overview as manually added.

Add plan

Inserting the new plan may not only serve for fixing bugs. You can also schedule a business trip or extra work for the employee.

Dealer

LICENSE

ADMINISTRATION