

SYSDO

Electronic time and attendance system

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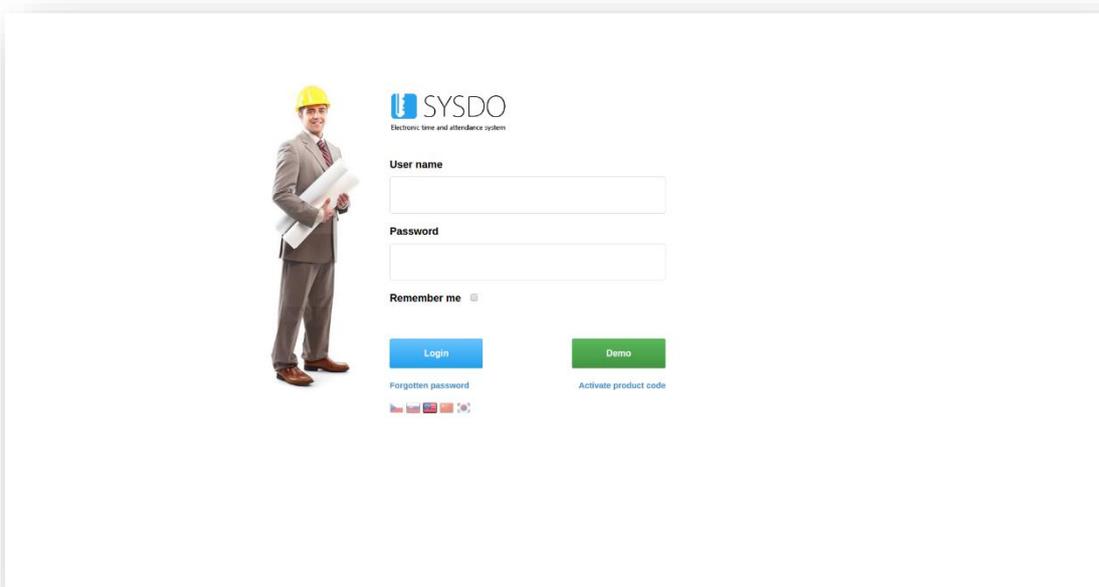
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User

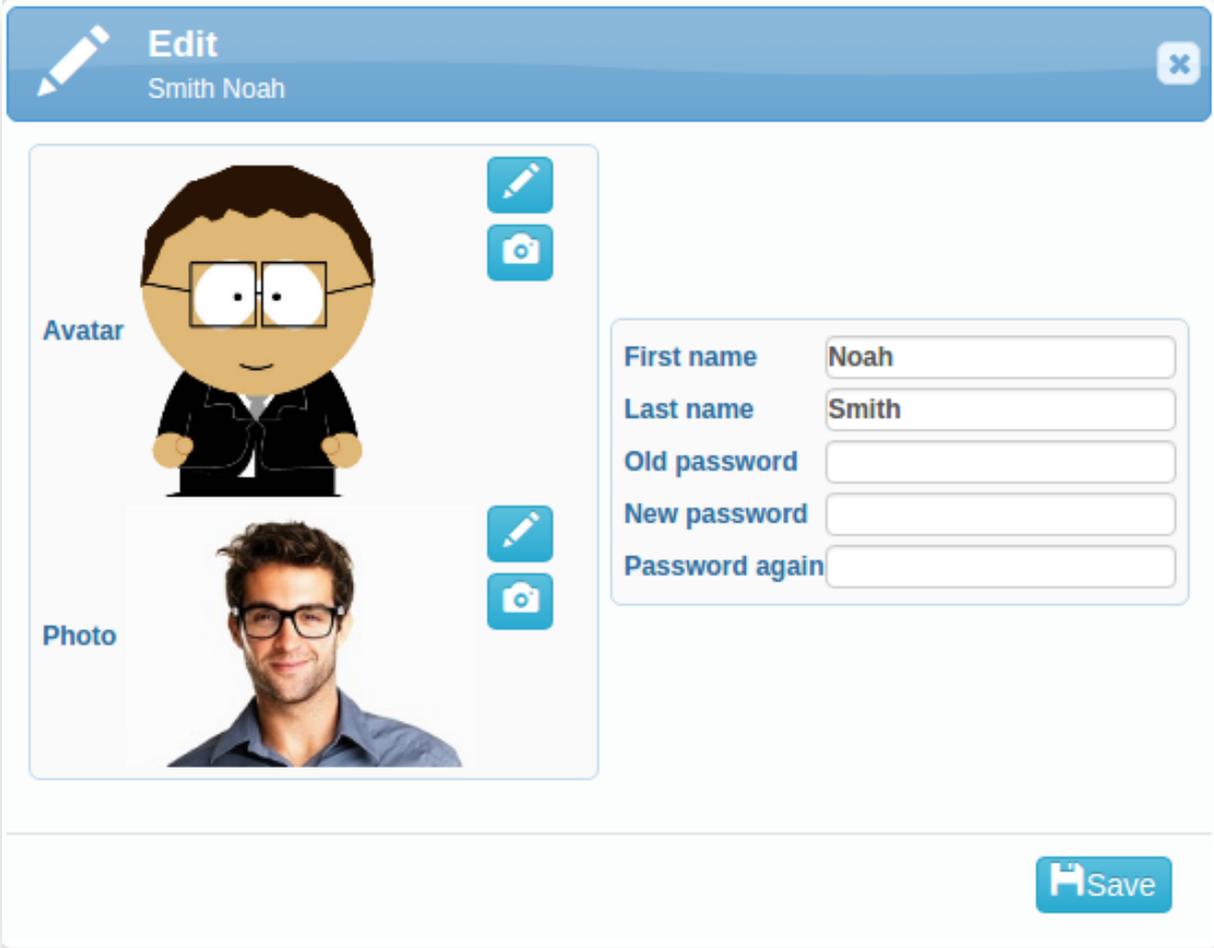
FIRST LOGIN

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.



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.



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.

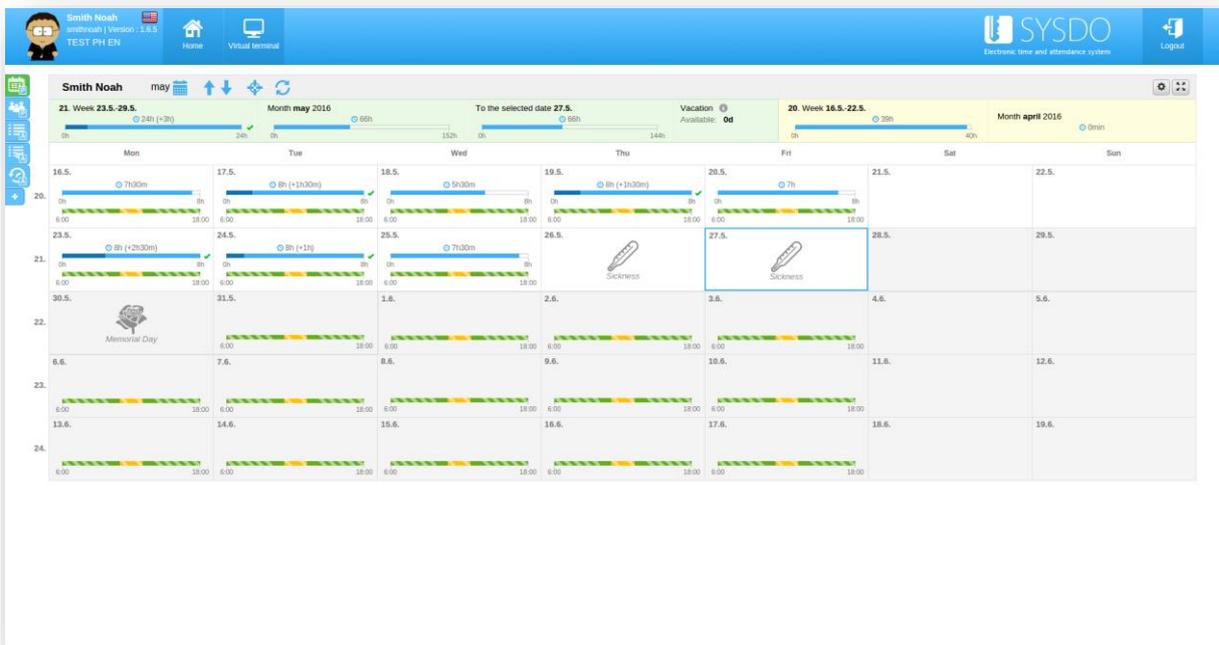
Plan

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 | | |

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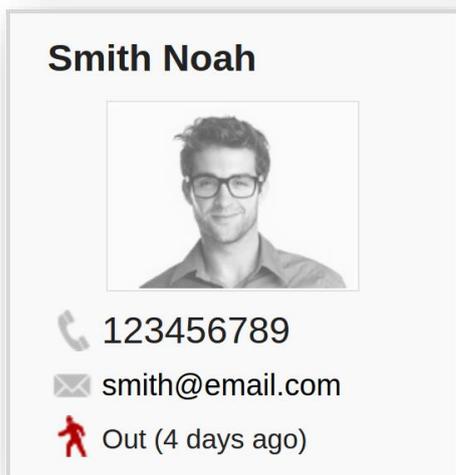
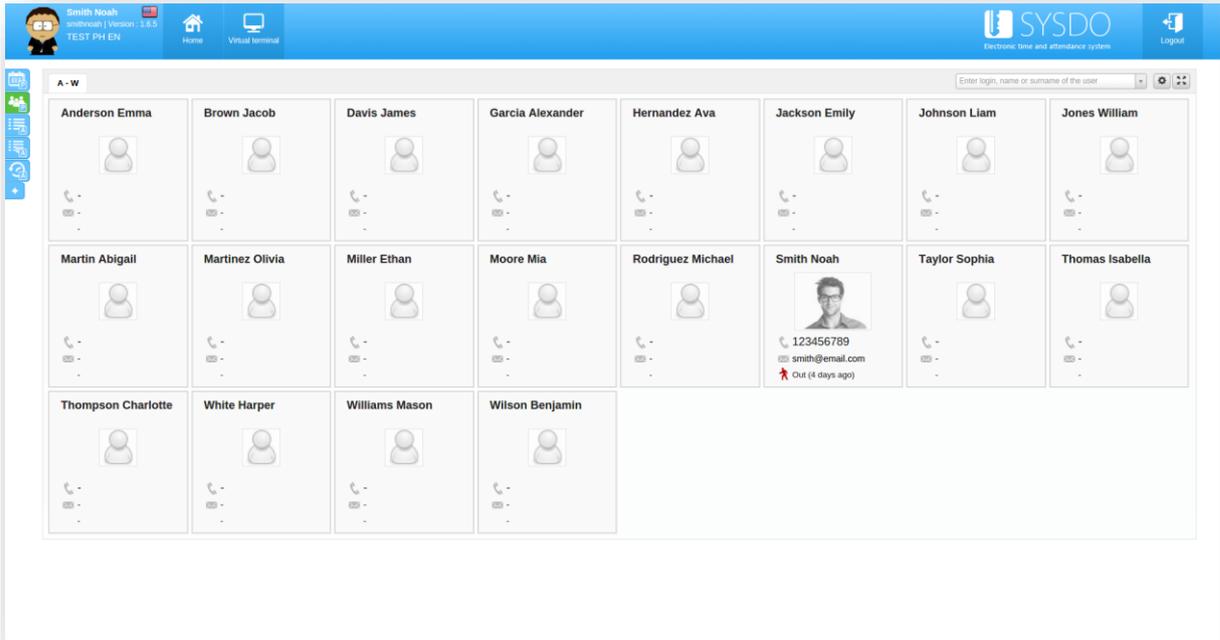


Presence overview

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.

Hurychová Petra
Hurychová | Version: 1.6.5
EuroSat CS

Home Virtual terminal

SYSDO
Electronic time and attendance system

Logout

from: 5/1/2016 to: 5/30/2016

| Date | User | Event | Zone | Reader |
|--------------------|-----------------|---------|---------|------------------|
| 30.5.2016 8:49:44 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 27.5.2016 12:56:49 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 27.5.2016 8:50:26 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 26.5.2016 17:08:51 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 26.5.2016 8:50:07 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 25.5.2016 17:12:33 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 25.5.2016 12:22:56 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 25.5.2016 11:39:40 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 25.5.2016 8:53:26 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 24.5.2016 17:11:29 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 24.5.2016 8:56:02 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 23.5.2016 15:51:51 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 23.5.2016 8:51:19 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 20.5.2016 14:59:22 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 20.5.2016 8:50:01 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |

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Hurychová Petra
Hurychová | Version: 1.6.5
EuroSat CS

Home Virtual terminal

SYSDO
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from: 5/1/2016 to: 5/30/2016

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|--------------------|-----------------|---------|---------|------------------|
| 30.5.2016 8:49:44 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
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| 27.5.2016 8:50:26 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 26.5.2016 17:08:51 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 26.5.2016 8:50:07 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 25.5.2016 17:12:33 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 25.5.2016 12:22:56 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 25.5.2016 11:39:40 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 25.5.2016 8:53:26 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 24.5.2016 17:11:29 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 24.5.2016 8:56:02 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 23.5.2016 15:51:51 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 23.5.2016 8:51:19 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |
| 20.5.2016 14:59:22 | Hurychová Petra | Odchod | EuroSat | Eurosat 3 p face |
| 20.5.2016 8:50:01 | Hurychová Petra | Příchod | EuroSat | Eurosat 3 p face |

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Petra Hurychová
30.5.2016 8:49:44

Příchod
EuroSat
Eurosat 3 p face



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.



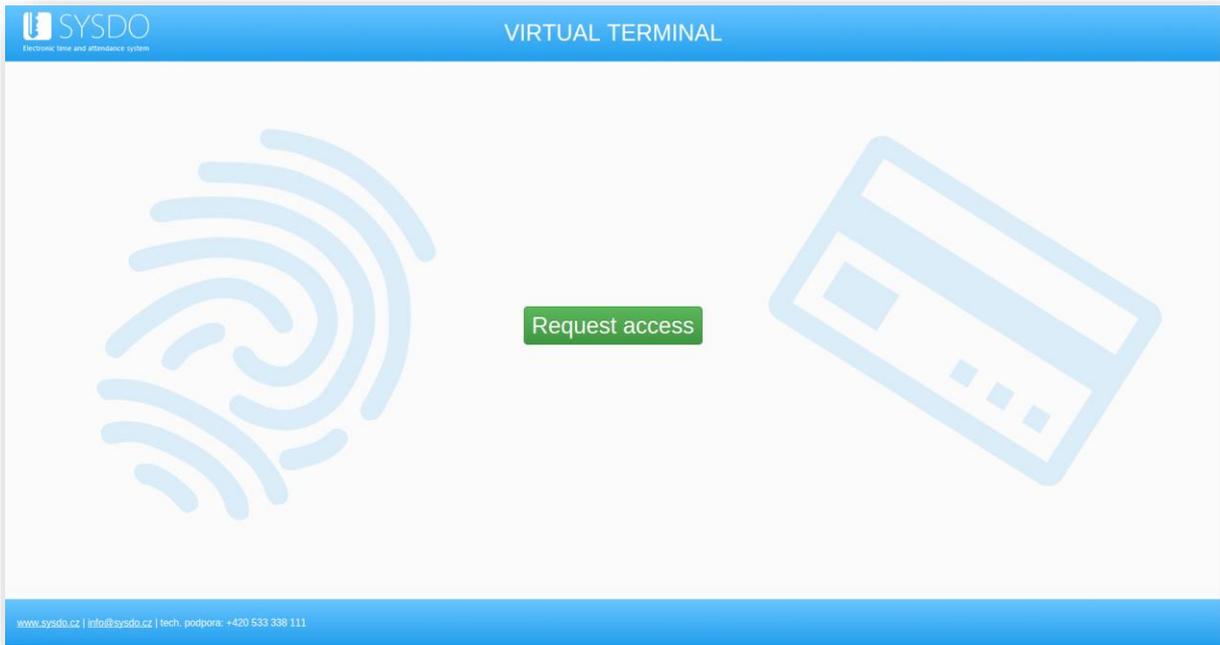
Face reader



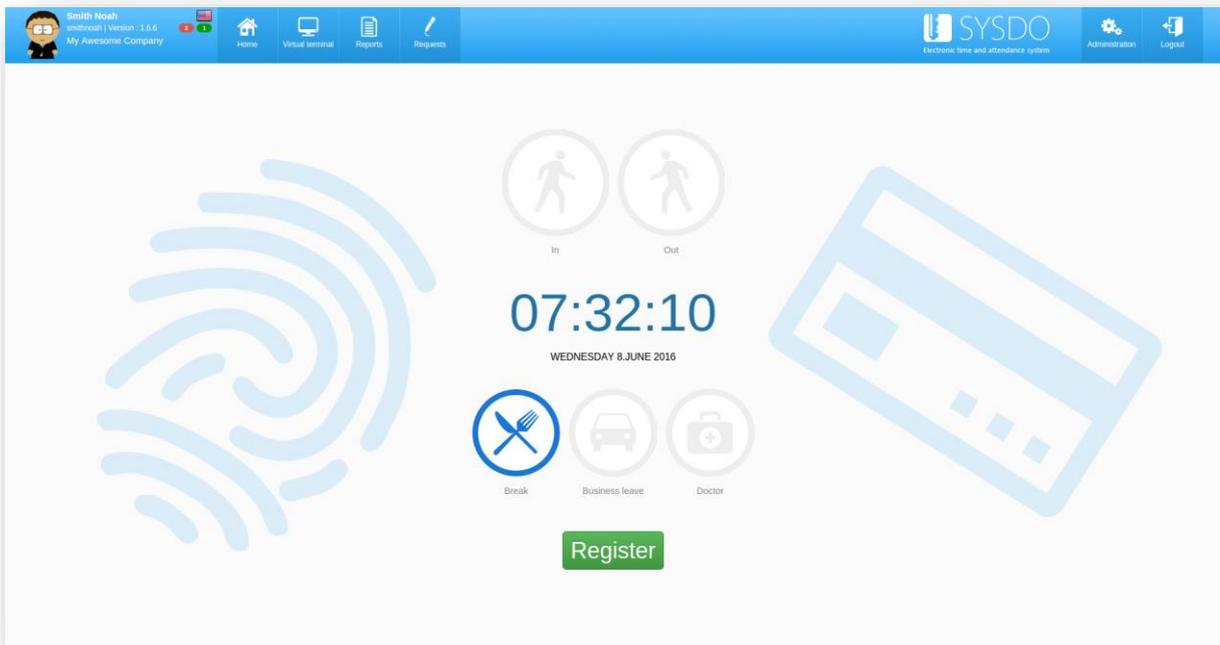
TSG reader

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

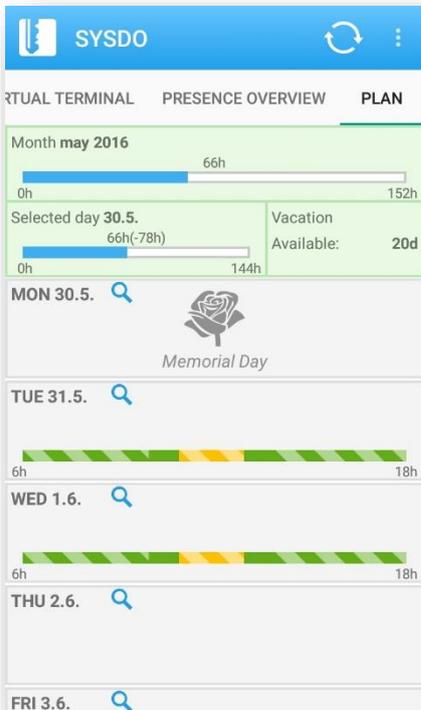
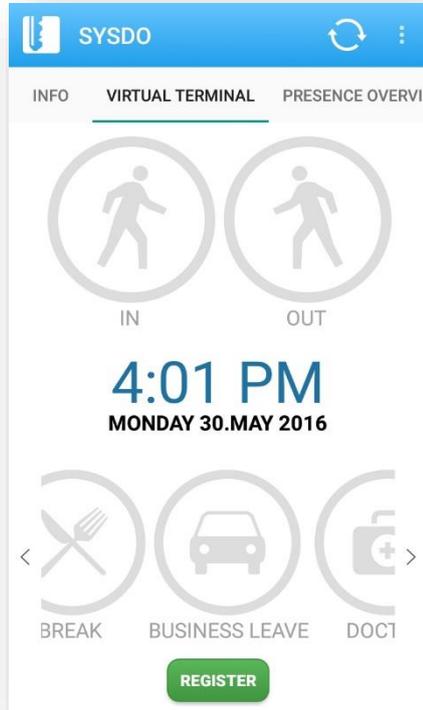
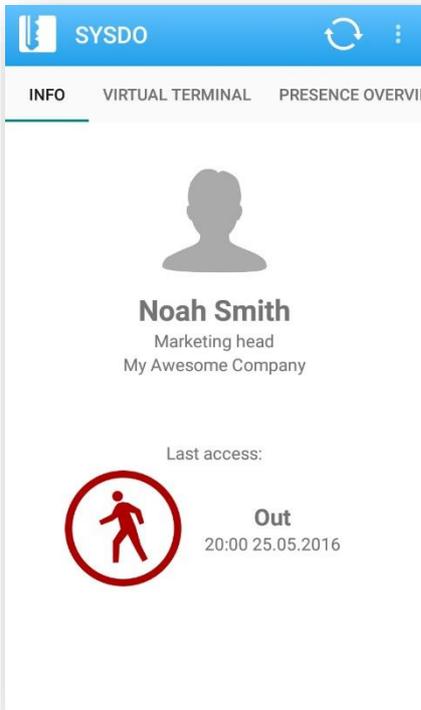


internal virtual terminal

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 a web application interface for editing a user. The title bar reads 'Edit' and 'Smith Noah'. Below the title bar are several tabs: 'General' (selected), 'Authentication', 'Permissions', 'Readers', 'Alerts', and 'Work shifts'. The 'General' tab contains the following fields:

- EID:
- First name:
- Last name:
- User name:
- Work begin: with a calendar icon
- Work end: with a calendar icon
- Workgroup: with a dropdown arrow
- Work position: with a dropdown arrow
- Branch: with a dropdown arrow
- API key:
- Default timezone: with a dropdown arrow and a close icon
- Active:

Below these fields is a 'Contacts' section with the following fields:

- Email:
- Phone(work):
- Phone(personal):

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.

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

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

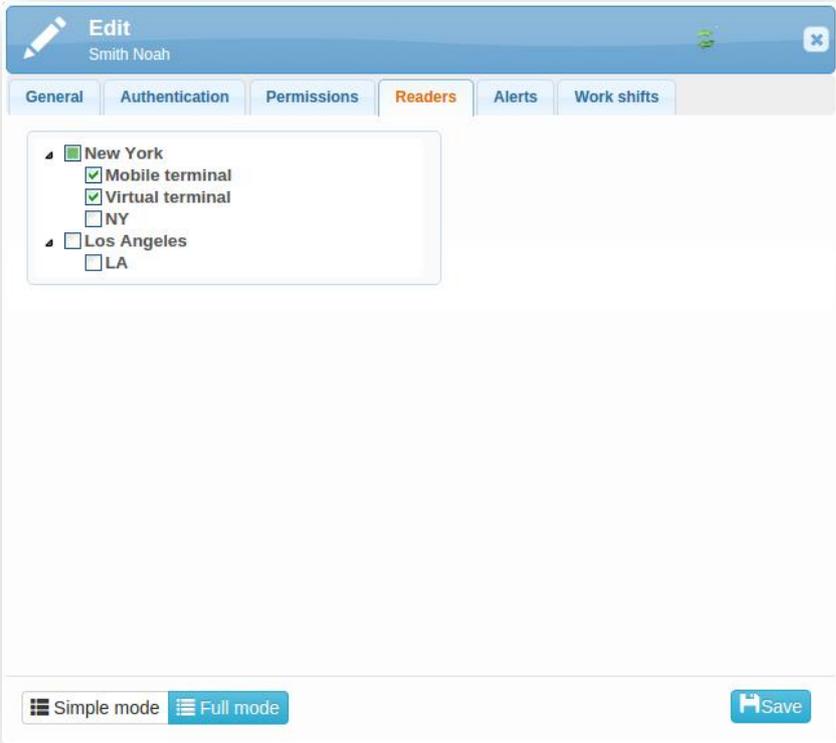
HW Reader administration All

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 |

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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



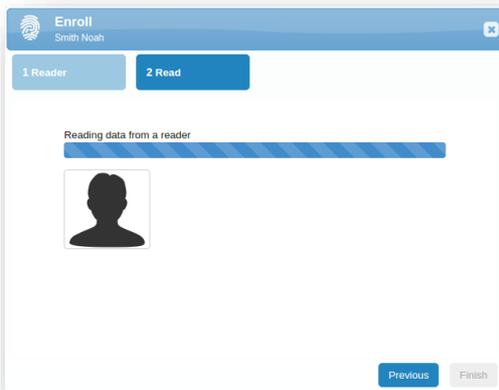
Follow the instructions on the reader. Look into the camera, face should be in a white frame and surrounded by a green frame. Once the enroll is successful, click on the Next button.



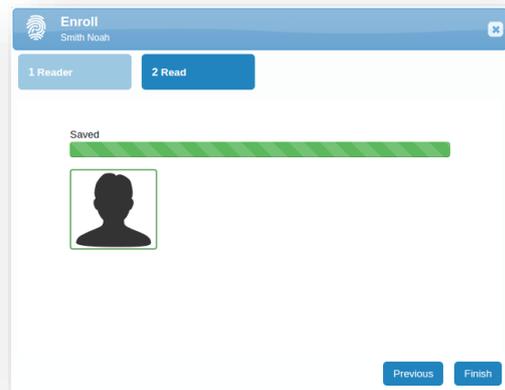
Follow the instructions on the reader. The reader will ask for putting the finger on the scanner, fingerprint needs to be scanned three times. After successful enroll, click on the Next button.



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.

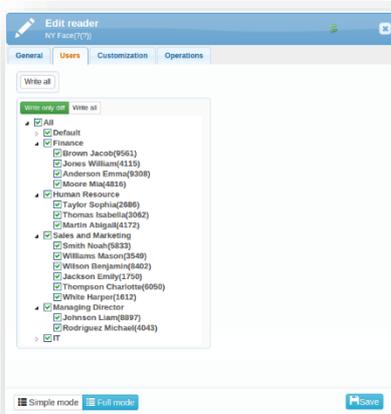


wait until the data is loaded from the reader

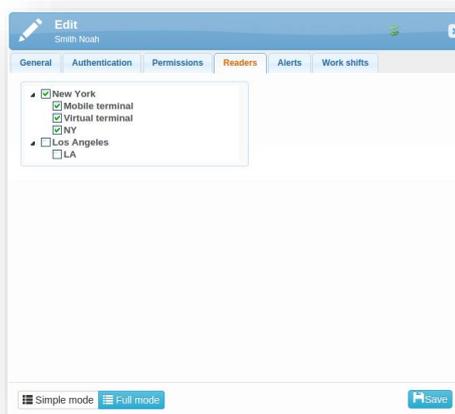


now you can try whether the enroll was successful

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

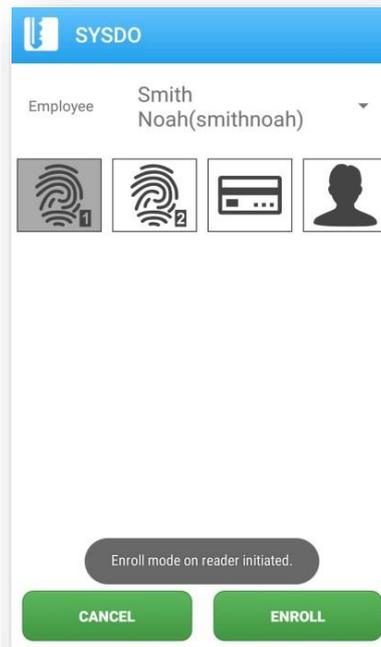


assign users to the reader



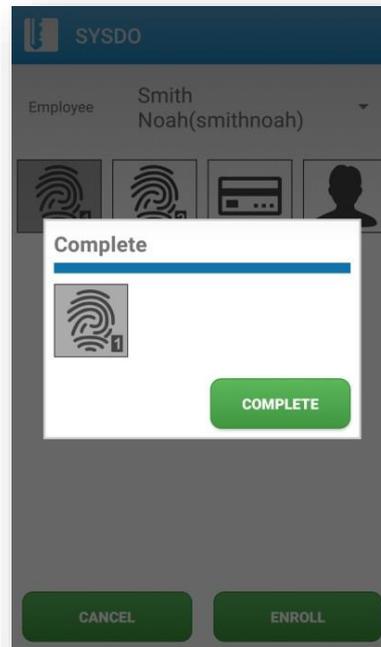
assign readers to the user

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

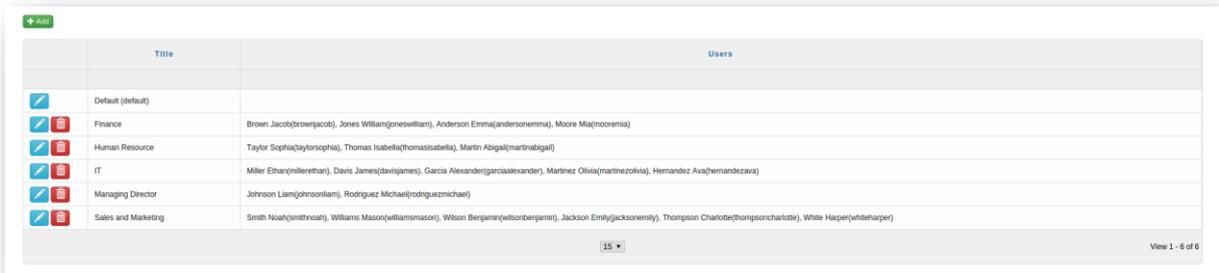


after enrolling, tap on the button ENROLL

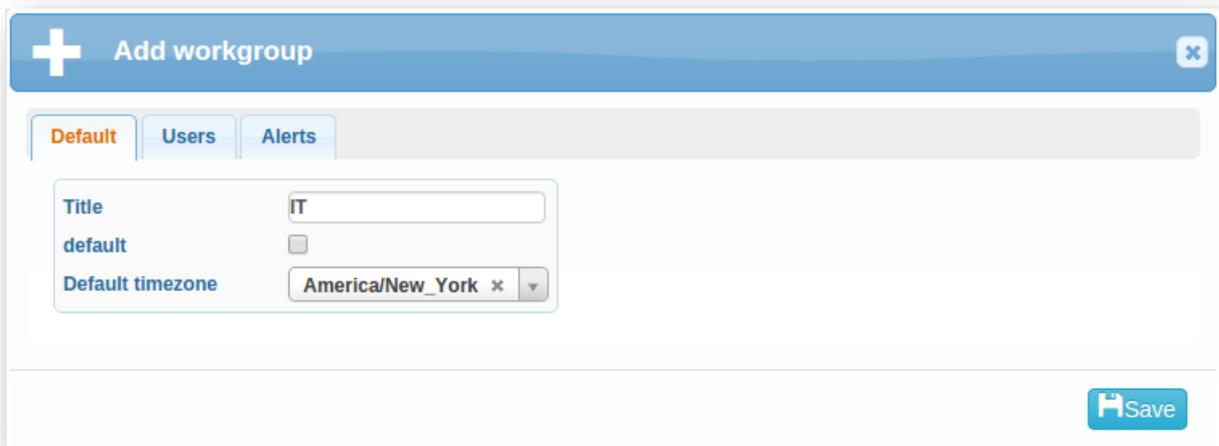
now you can try whether the enroll was successful

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](#).



| | Title | Users |
|-------------------------------------|---------------------|---|
| <input checked="" type="checkbox"/> | Default (default) | |
| <input checked="" type="checkbox"/> | Finance | Brown Jacob(browjacob), 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(millerehan), 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) |



+ Add workgroup

Default | Users | Alerts

Title:

default:

Default timezone:

Save



+ Add workgroup

Default | **Users** | Alerts

Miller Ethan(millerehan) Davis James(davisjames) Garcia Alexander(garciaalexander)

Martinez Olivia(martinezolivia) Hernandez Ava(hernandezava) |

Save

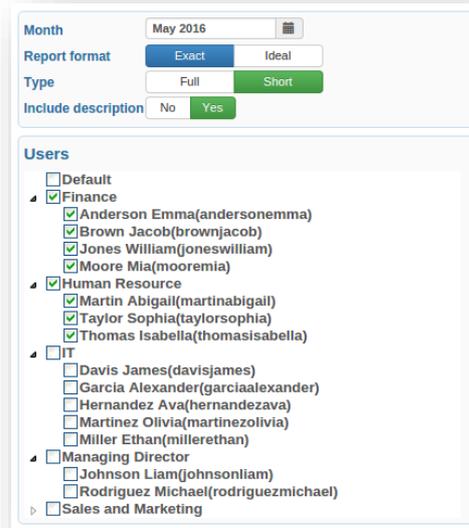
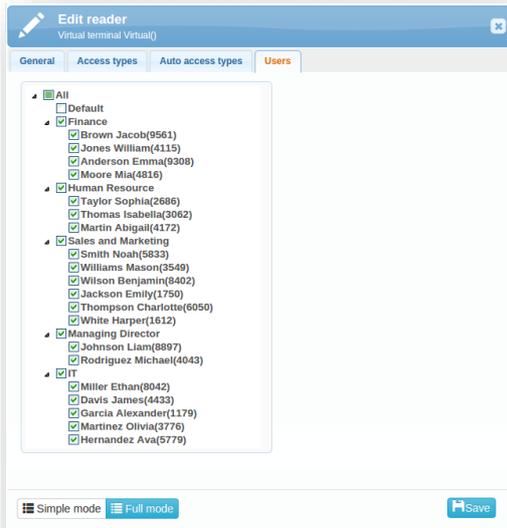
In the [Plan](#), you can view only users from selected group or groups.

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.



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 | <input type="text" value="cleaning"/> | Min. step | <input type="text" value="1min."/> |
| Period | <input type="text" value="week"/> | | |
| Balance interval | <input type="text" value="month"/> | | |
| Ideal daily time | <input type="text" value="3 hours"/> | Ideal shift | <input type="text" value="7:00 AM"/> - <input type="text" value="10:00 AM"/> |
| Delay out | <input type="text" value="1 hours"/> | | |

1. week
✕

| | |
|---|---|
| <input checked="" type="checkbox"/> Monday | <div style="background-color: #ccc; height: 15px; border: 1px solid #ccc;"></div> |
| <input checked="" type="checkbox"/> Tuesday | <div style="background-color: #ccc; height: 15px; border: 1px solid #ccc;"></div> |
| <input checked="" type="checkbox"/> Wednesday | <div style="background-color: #ccc; height: 15px; border: 1px solid #ccc;"></div> |
| <input checked="" type="checkbox"/> Thursday | <div style="background-color: #ccc; height: 15px; border: 1px solid #ccc;"></div> |
| <input checked="" type="checkbox"/> Friday | <div style="background-color: #ccc; height: 15px; border: 1px solid #ccc;"></div> |
| <input type="checkbox"/> Saturday | <div style="background-color: #ccc; height: 15px; border: 1px solid #ccc;"></div> |
| <input type="checkbox"/> Sunday | <div style="background-color: #ccc; height: 15px; border: 1px solid #ccc;"></div> |

0
6
12
18
24

+
✎
✕

Simple mode
 Full mode

Save

✎ **Edit work shift** ✕

| | | | | |
|--------|--|---|----|---------------------------------------|
| Shift | <input type="text" value="Work, 6:00 - 11:00 (3h)"/> | ✕ | ▼ | |
| Type | <input type="text" value="Work - flexible"/> | ✕ | ▼ | |
| Begin | <input type="text" value="6:00 AM"/> | ☰ | to | <input type="text" value="8:00 AM"/> |
| End | <input type="text" value="9:00 AM"/> | ☰ | to | <input type="text" value="11:00 AM"/> |
| Length | <input type="text" value="3 hours"/> | | | |

Delete
Save

+ New work shift ✕

| | | | |
|------------------|---------------------------------------|------------------|--|
| Title | <input type="text" value="cleaning"/> | Min. step | <input type="text" value="1min."/> |
| Period | <input type="text" value="week"/> | Balance interval | <input type="text" value="month"/> |
| Max. difference | <input type="text" value="8 hours"/> | Break tolerance | <input type="text" value="0 minutes"/> |
| Ideal daily time | <input type="text" value="3 hours"/> | Ideal shift | <input type="text" value="7:00 AM"/> - <input type="text" value="10:00 AM"/> |
| Delay out | <input type="text" value="1 hours"/> | | |

1. week

| | |
|---|--|
| <input checked="" type="checkbox"/> Monday | |
| <input checked="" type="checkbox"/> Tuesday | |
| <input checked="" type="checkbox"/> Wednesday | |
| <input checked="" type="checkbox"/> Thursday | |
| <input checked="" type="checkbox"/> Friday | |
| <input type="checkbox"/> Saturday | |
| <input type="checkbox"/> Sunday | |

0
6
12
18
24

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:

Valid from:

Valid to: unlimited

0 6 12 18 24

Save

Add

Workgroup:

Valid from:

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](#).

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

+ Add position ✕

Default Users

Title: Project Head

default

Save

+ Add position ✕

Default **Users**

✕ Smith Noah(smithnoah)

Save

VACATION

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

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

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

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

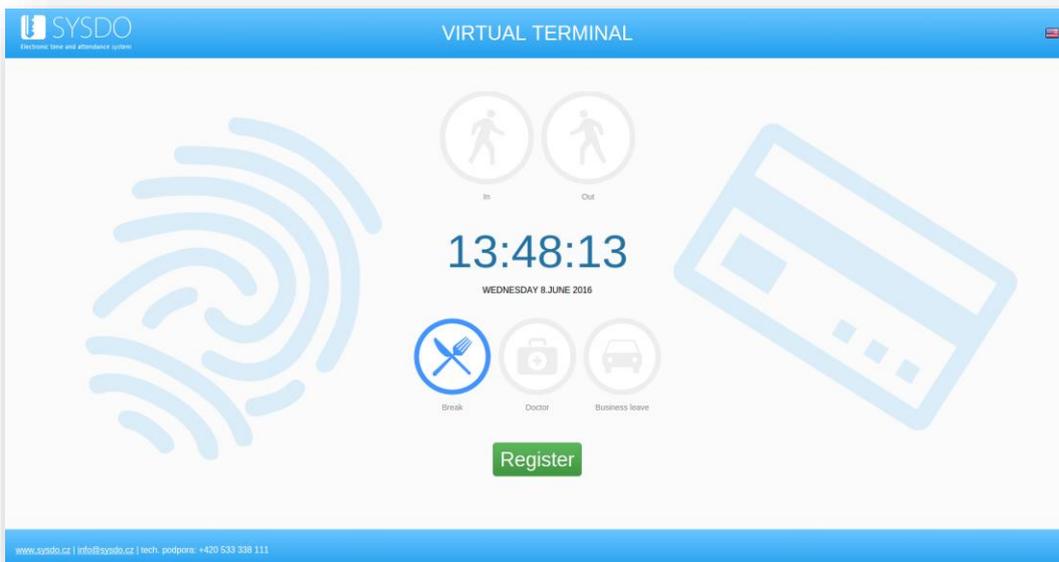
We can add hardware reader to the system using an activation key, which can be found with purchased product.



Face reader



TSG reader

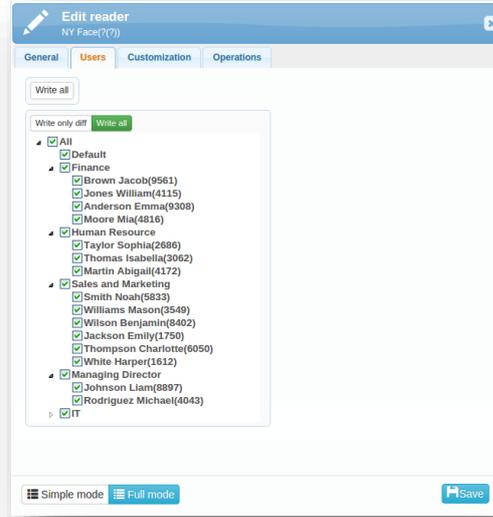
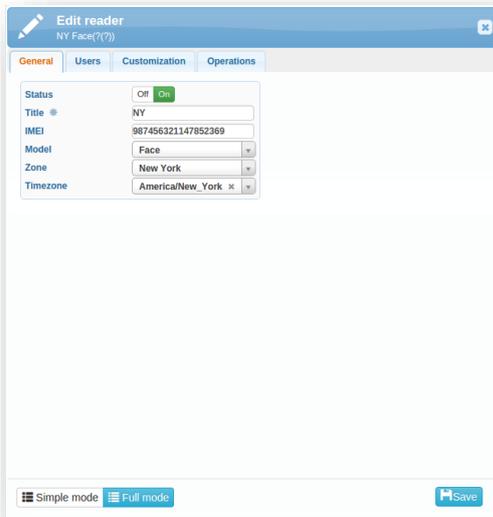


public virtual terminal

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

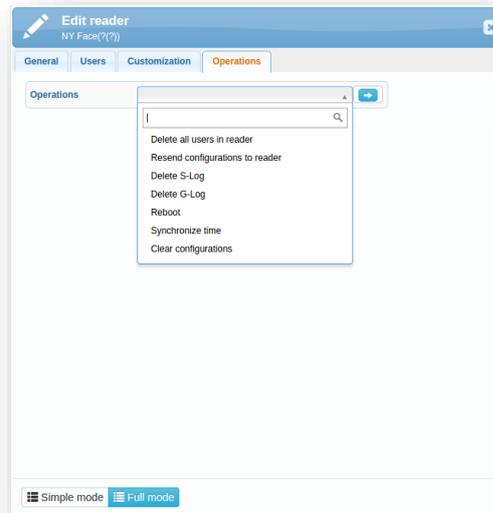
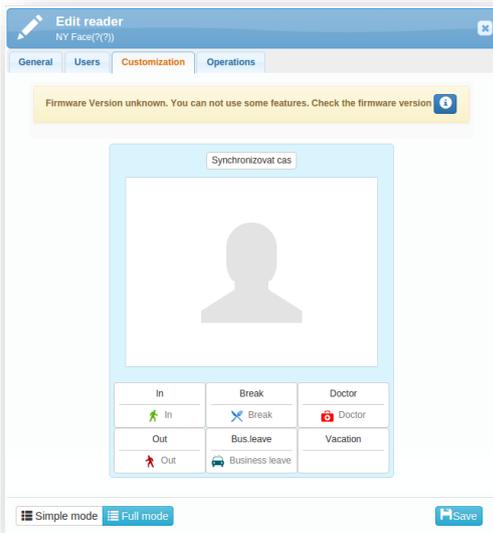
Edit reader

model: Face



in full mode, you can change interface language

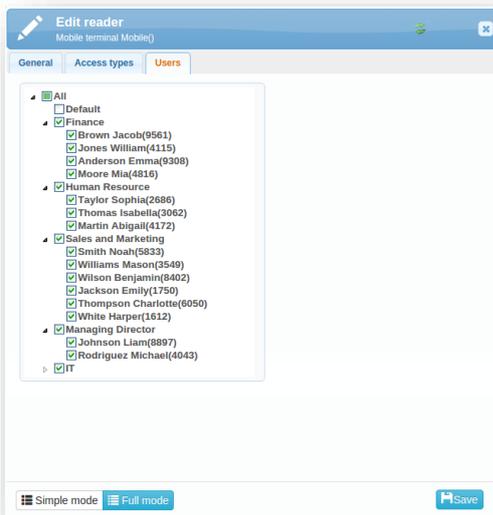
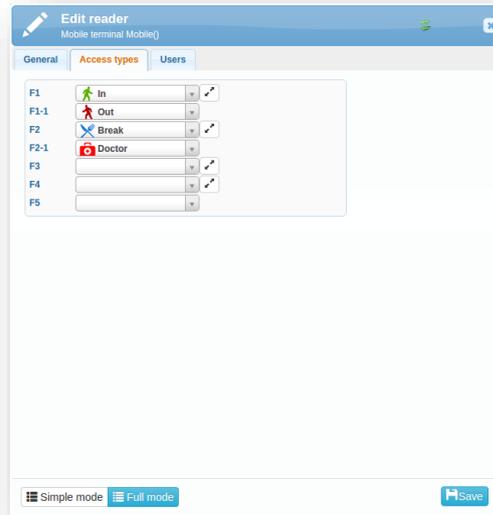
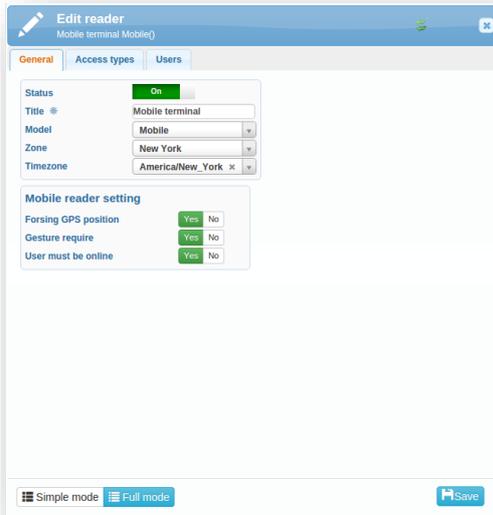
assign users to the reader



customize buttons on the reader

use special operations if necessary

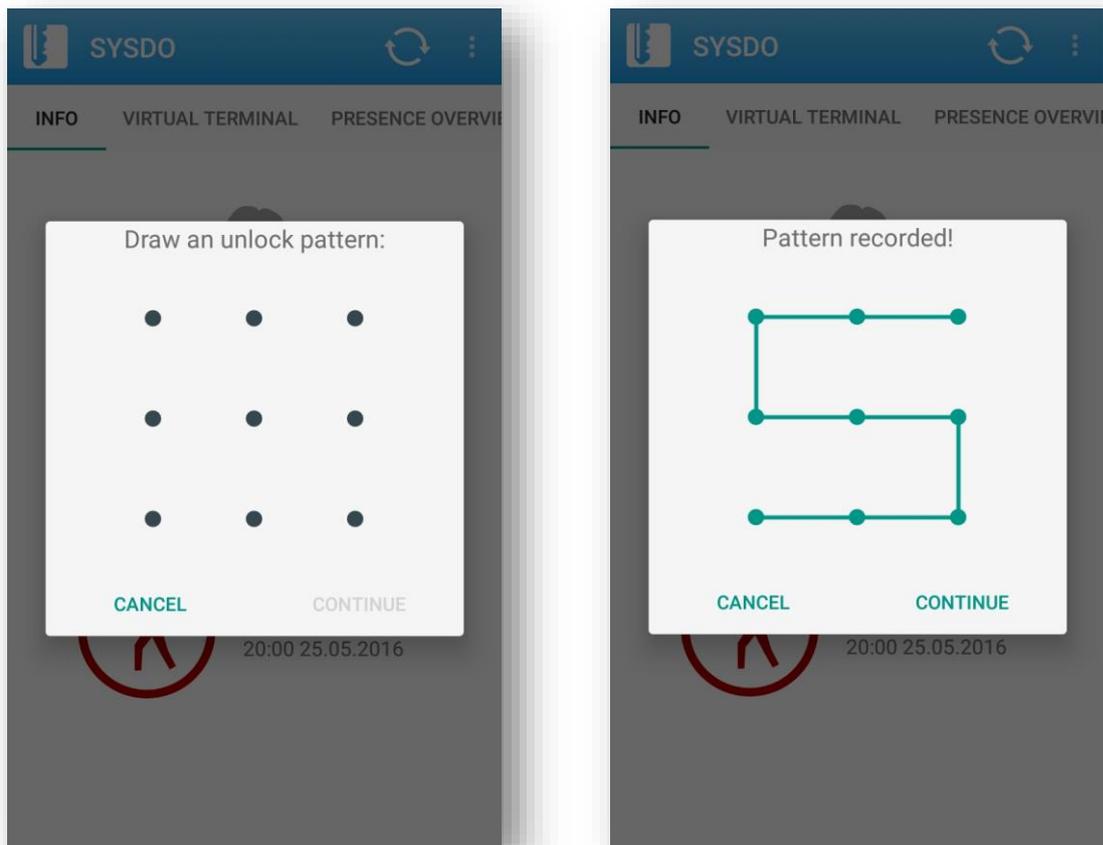
model: *Mobile*



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.

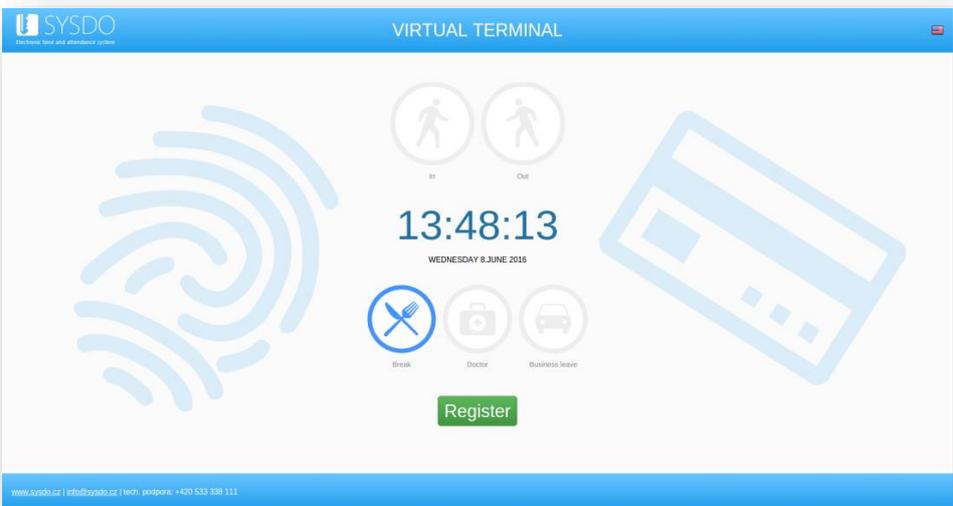
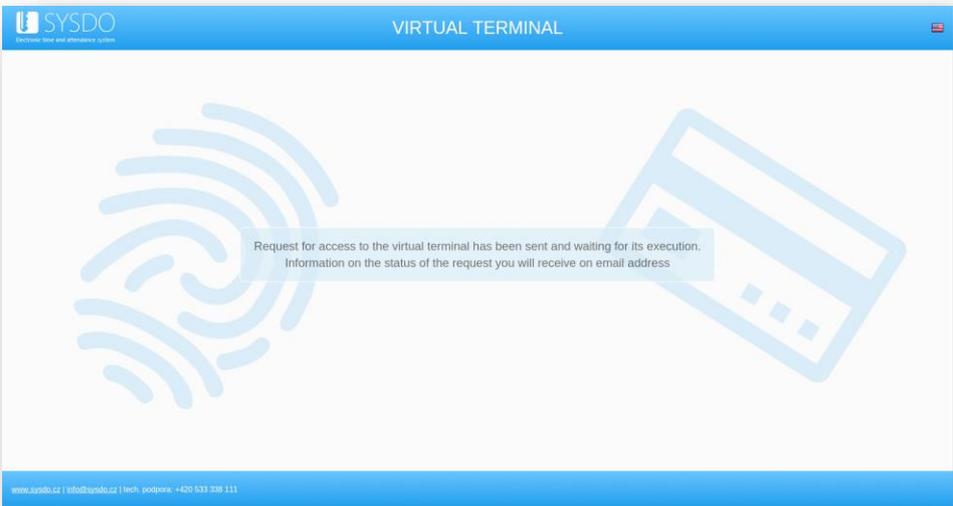
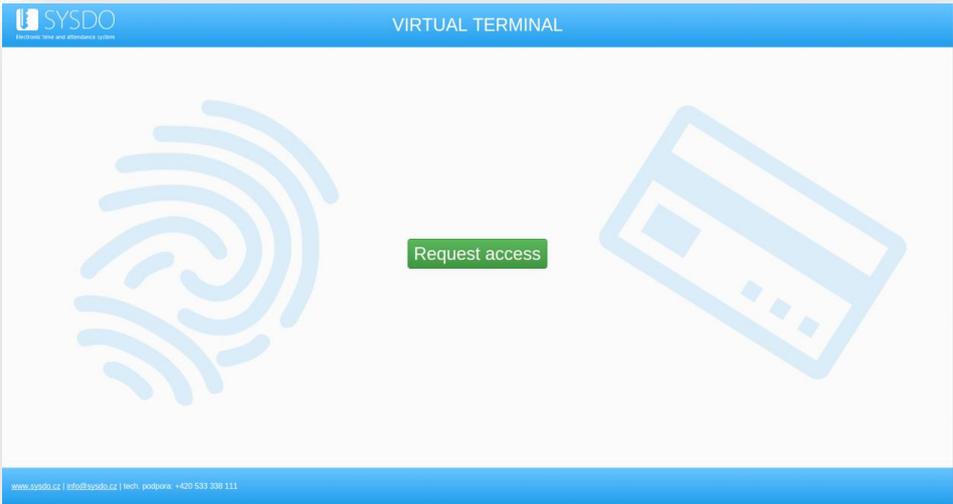
If the virtual terminal (public or internal) is set to allow access only to approved devices, the admin must approve the request from the user to use a virtual terminal from a particular device. Approval or rejection can be done in the tab [Requests](#), where you will see the name of the browser and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

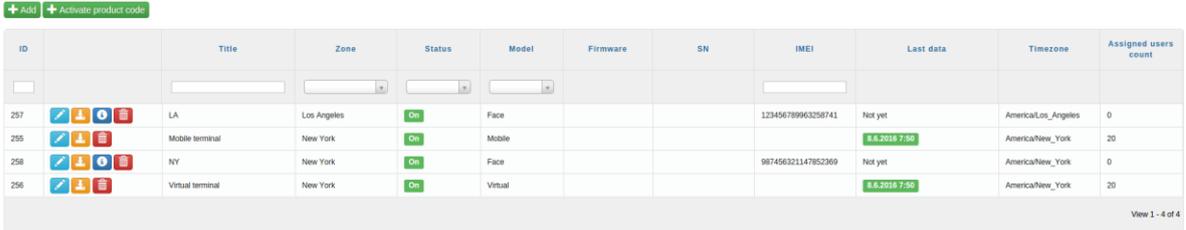
Open the page <https://sysdo.eurosat.cz/terminal> on this device and request access. The admin can then approve this request. You can also set what types of access should be used on this terminal, or leave the default types. Do not forget to set which employees can use virtual terminal.

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

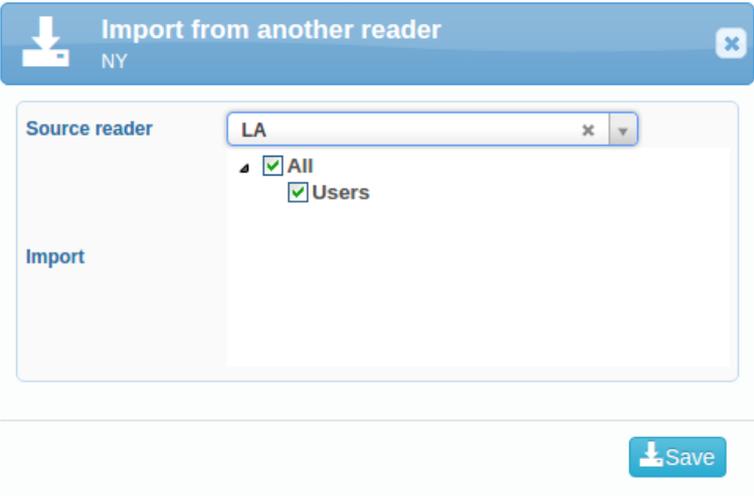
In case that the employee has home office and you want to track his worked hours, enable internal terminal, and alternatively allow access only to approved devices (if you want to select from what device will employees log-in). The employee then sends an access request from the device, which the administrator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



| ID | Title | Zone | Status | Model | Firmware | SN | IMEI | Last data | Timezone | Assigned users count |
|-----|------------------|-------------|--------|---------|----------|----|--------------------|---------------|--------------------|----------------------|
| 257 | LA | Los Angeles | On | Face | | | 12345678903258741 | Not yet | AmericaLos_Angeles | 0 |
| 255 | Mobile terminal | New York | On | Mobile | | | | 8.6.2018 7:50 | AmericaNew_York | 20 |
| 258 | NY | New York | On | Face | | | 987456321147852369 | Not yet | AmericaNew_York | 0 |
| 256 | Virtual terminal | New York | On | Virtual | | | | 8.6.2018 7:50 | AmericaNew_York | 20 |



Import from another reader
NY

Source reader: LA

Import:

- All
- Users

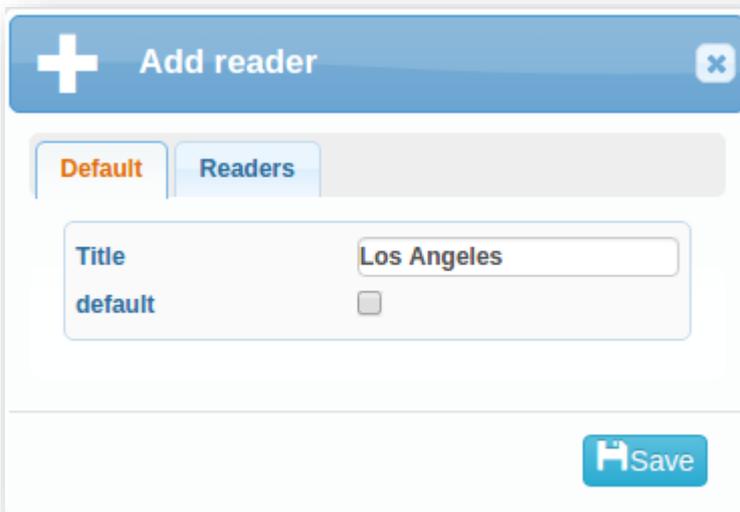
Save

ZONES

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



| ID | | Title | Readers |
|-----|-------------------------------------|--------------------|---------------------------------------|
| 188 | <input checked="" type="checkbox"/> | New York (default) | Mobile terminal, Virtual terminal, NY |
| 189 | <input checked="" type="checkbox"/> | Los Angeles | LA |



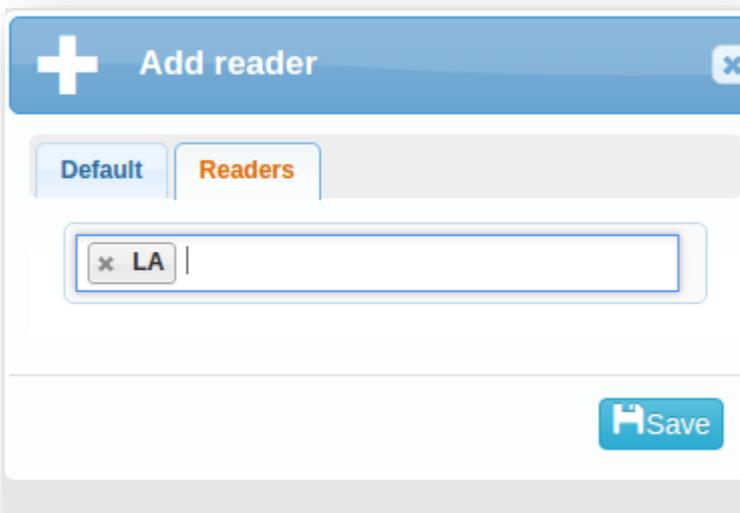
+ Add reader

Default | Readers

Title: Los Angeles

default

Save



+ Add reader

Default | **Readers**

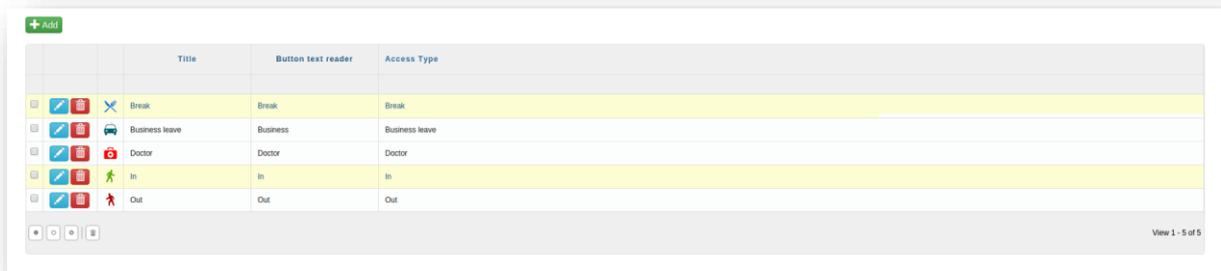
Save

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

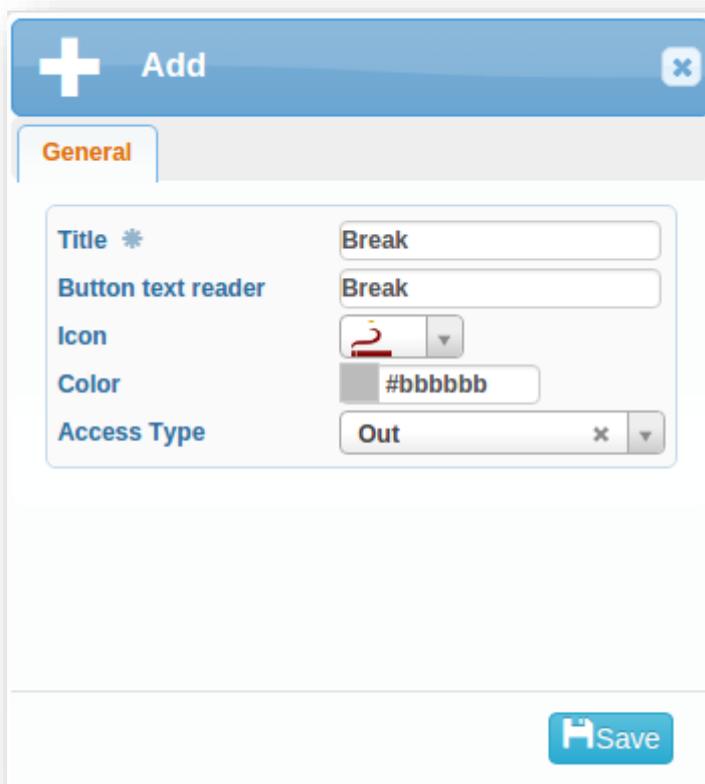
ACCESS TYPES

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.



| | Title | Button text reader | Access Type |
|--------------------------|----------------|--------------------|----------------|
| <input type="checkbox"/> | Break | Break | Break |
| <input type="checkbox"/> | Business leave | Business | Business leave |
| <input type="checkbox"/> | Doctor | Doctor | Doctor |
| <input type="checkbox"/> | In | In | In |
| <input type="checkbox"/> | Out | Out | Out |



+ Add

General

Title * Break

Button text reader Break

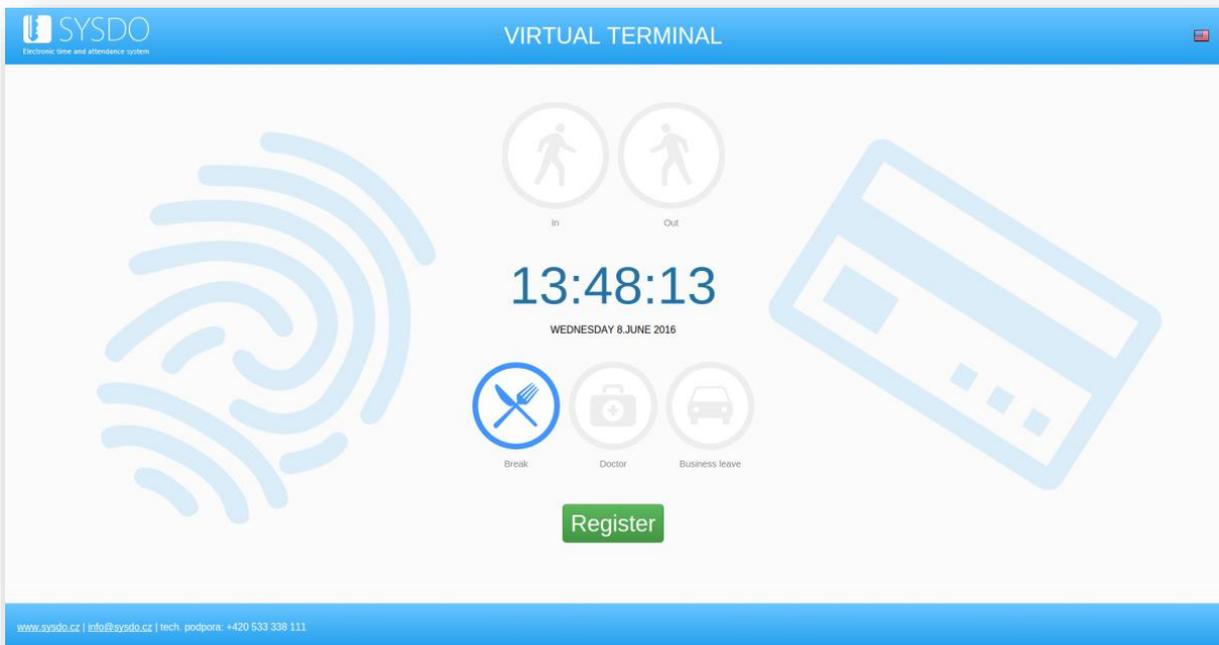
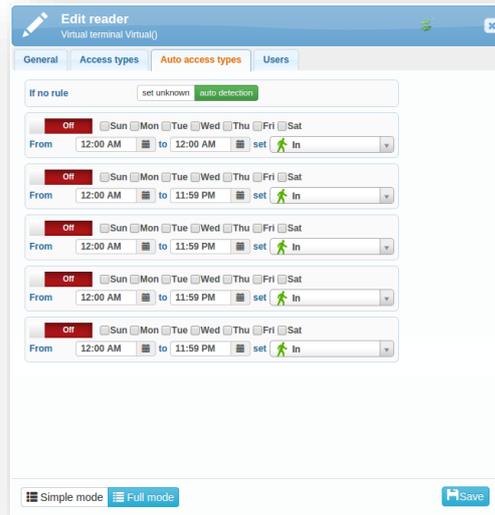
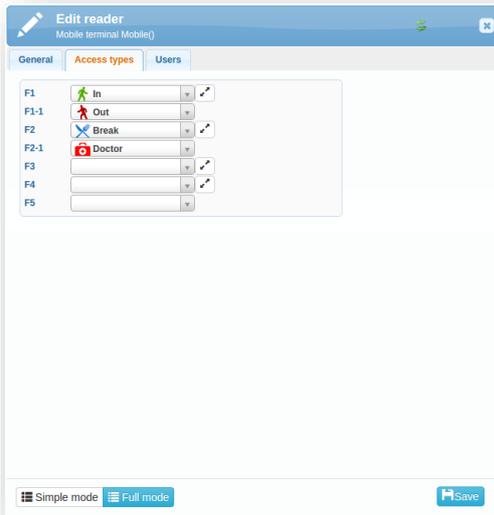
Icon 

Color #bbbbbb

Access Type Out

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.

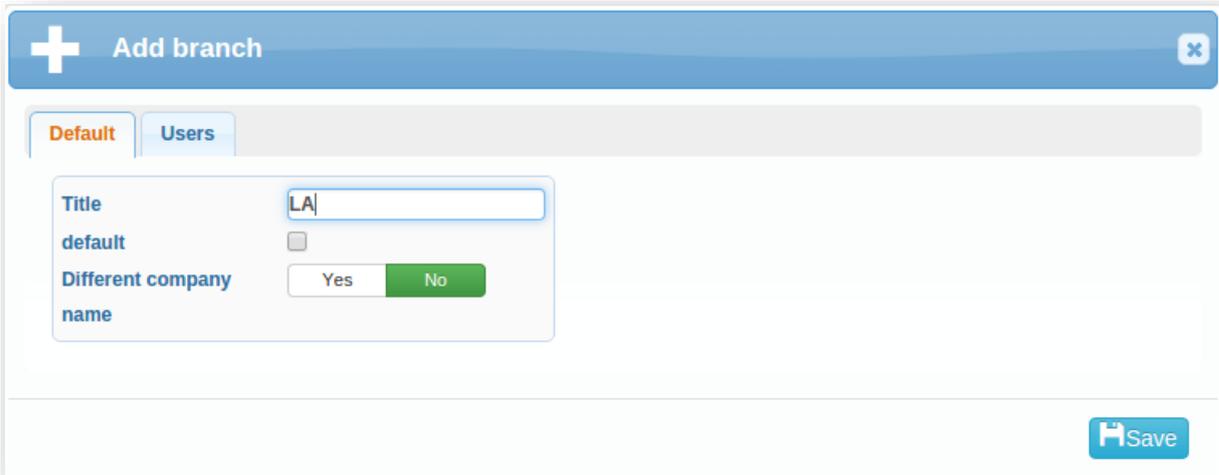
BRANCHES

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



| 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(williamsmason), Brown Jacob(brownjacob), Jones William(joneswilliam), Rodriguez Michael(rodriiguezmicahel), 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

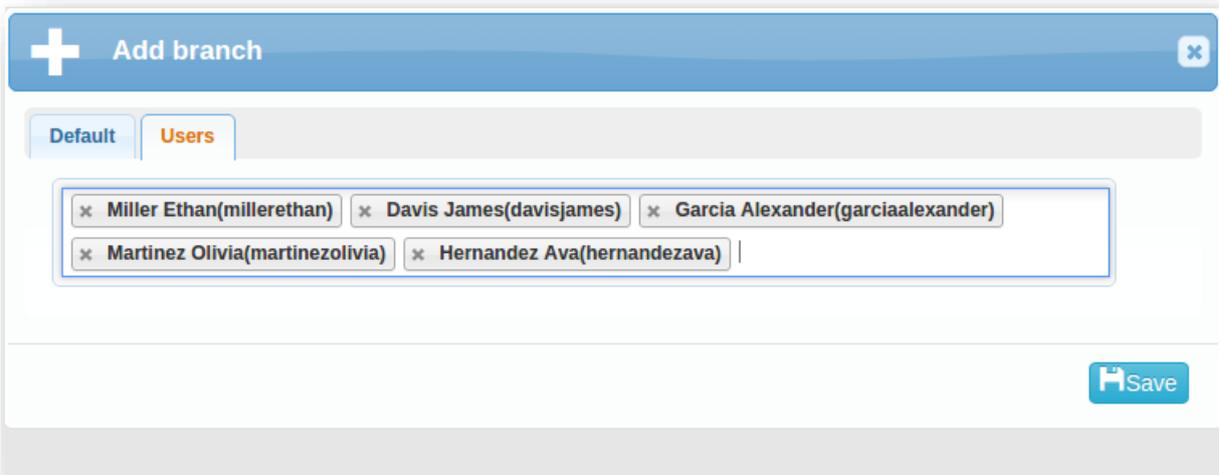
Default | Users

Title:

default:

Different company name:

Save



+ Add branch

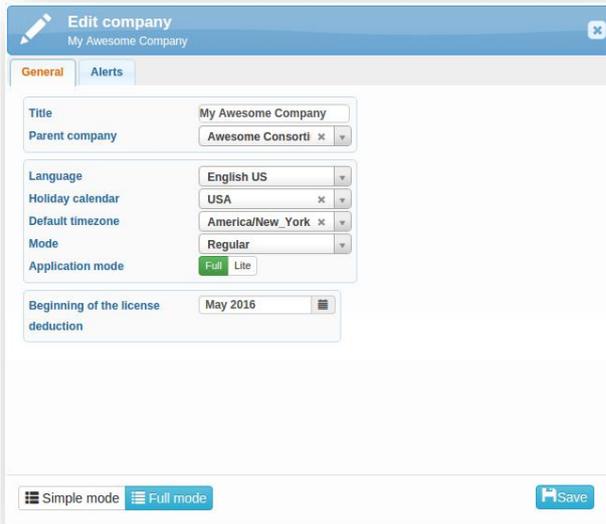
Default | **Users**

Save

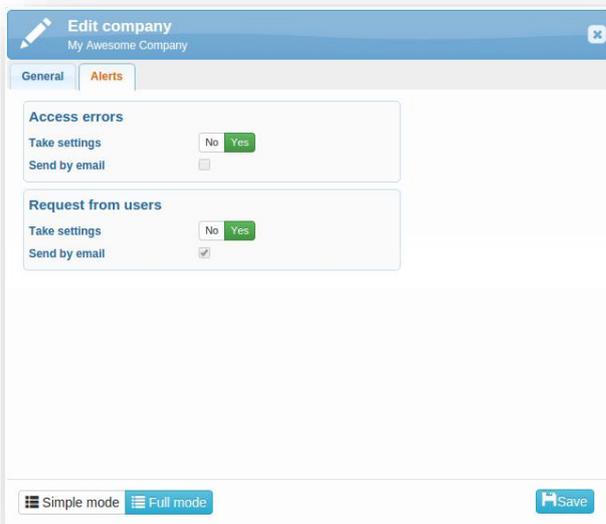
COMPANIES

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 in 'General' mode. The title is 'My Awesome Company'. The 'Parent company' is 'Awesome Consorti'. The 'Language' is 'English US', 'Holiday calendar' is 'USA', and 'Default timezone' is 'America/New_York'. The 'Mode' is 'Regular' and the 'Application mode' is 'Full'. The 'Beginning of the license deduction' is 'May 2016'. At the bottom, there are 'Simple mode' and 'Full mode' buttons, and a 'Save' button.



The screenshot shows the 'Edit company' form in 'Alerts' mode. The 'Access errors' section has 'Take settings' set to 'Yes' and 'Send by email' set to 'No'. The 'Request from users' section has 'Take settings' set to 'Yes' and 'Send by email' checked. At the bottom, there are 'Simple mode' and 'Full mode' buttons, 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

| 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 | 0 | -10 | 0 | |
| 3 | Davis James | X | 0 | 0 | 0 | 0 | 0 | | | | X | X | X | X | | | X | X | X | X | X | | | X | X | X | X | X | | X | X | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -10 | 0 | |
| 4 | Garcia Alexander | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -10 | 0 | |
| 5 | Hernandez Ana | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 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 | 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 | 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 | 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 | 0 | -10 | 0 | |
| 10 | Martinez Olivia | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -10 | 0 | |
| 11 | Miller Steven | 0 | 0 | 0 | 0 | 0 | 0 | | | | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 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 | 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 | 0 | -10 | 0 | |
| 14 | Smith Noah | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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.

| | 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 Steven | - | - | - | - | - | - | - | 0 |
| Moore Mia | - | - | - | - | - | - | - | 0 |
| Rodriguez Michael | - | - | - | - | 10 | - | 1 | 11 |
| Smith Noah | - | - | - | - | - | - | - | 0 |
| 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 | 1 | 11 |

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

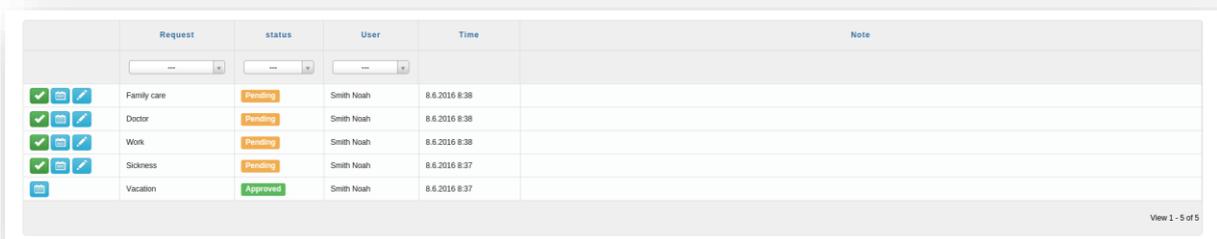
The user can communicate through requests with the administrator or attendance manager. There are two types of the requests – attendance requests or request related to the virtual terminal.

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.

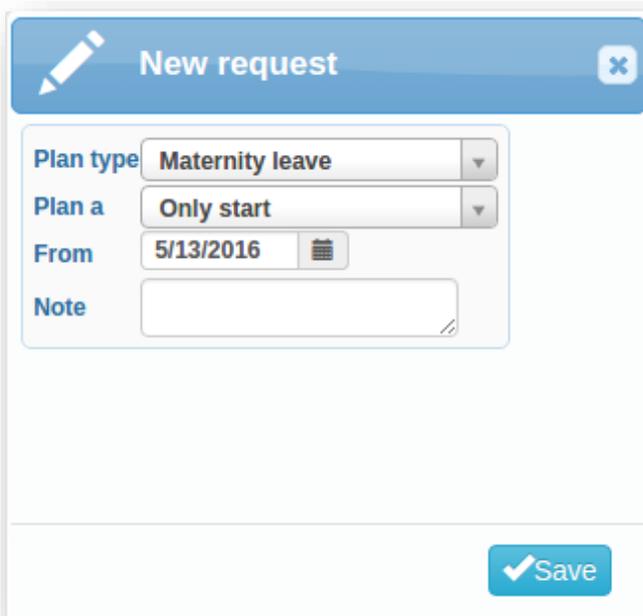
You can also ask for adding the work, overtime or compensation.

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 |
|---|-------------|----------|------------|---------------|------|
|    | 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
✕

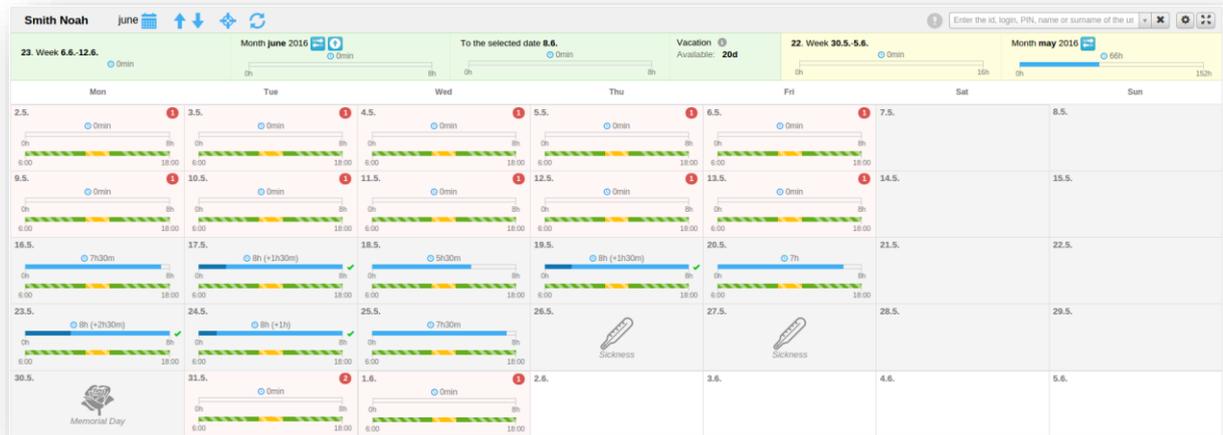
| | |
|--|---|
| <p>User <input style="width: 80%;" type="text" value="Smith Noah"/> ✕ ▾</p> <p>Plan type <input style="width: 80%;" type="text" value="Sickness"/> ▾</p> <p>Plan a <input style="width: 80%;" type="text" value="Start and the end"/> ▾</p> <p>From <input style="width: 80%;" type="text" value="5/9/2016"/> 📅</p> <p>To <input style="width: 80%;" type="text" value="5/9/2016"/> 📅</p> <p>Note <input style="width: 90%; height: 20px;" type="text"/></p> | <p>Comment on request</p> <p>New comment</p> <div style="border: 1px solid #ccc; height: 20px; width: 90%;"></div> <p><input style="background-color: #eee; border: 1px solid #ccc;" type="button" value="Save"/></p> |
|--|---|

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 | | |

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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 Auis | 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 Auis | 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 Auis | 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 |

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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:

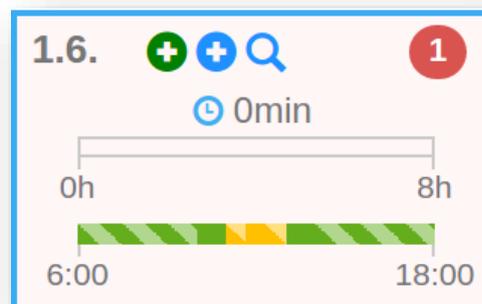
Start date:

End date:

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