

# Lanatechtime 6.0

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# LANAtechtime 6.0 Time Attendance Software



# **OVER VIEW**

Lanatechtime 6.0 is a powerful web-based time attendance software which offers the most innovative features a time attendance software can offer. It provides a stable communication for devices through *LAN*/*WAN*/*Wi-Fi*/*GPRS*/*3G*. Users can access to the software anywhere by their web browser to remotely manage thousands of T&A terminals under complex network (WLAN).

The software features a simple access control module that can connect to **ZKTeco** standalone access control terminals. An Automatic Synchronization function is available to automatically synchronize data between devices and server among the same "Area" With its new user-friendly UI, managing timetable, shifting schedule, and generating attendance report have become easily managed.

#### **MAIN FUNCTIONS**

- Web-Based Time Attendance Software.
- Simple Access Control Module.
- Push data.
- Auto-Synchronization of Palm, Finger vein, Fingerprint, face and Card Templates.
- Embedded HR Integration.
- Multi-Level Approvals and Automatic E-mail Alerts.
- Employee Self-Service.
- Multiple Admin Privilege.
- Multi-languages.
- Real-Time Data Transmission.
- Attendance Calculation & Reports.
- Advanced search features

#### **GLOSSARY**

- Super User: It refers to a user with all operation permissions of the system. A Super User is able to assign new users (such as company management personnel, registrars or attendance Administrators) and configure corresponding user roles.
- *Role*: When using the system, a super user needs to assign different levels to new users. To avoid setting users one by one, you can set roles with specific levels in role management, and assign appropriate roles to users when adding users.
- Attendance Timetable: It refers to the timetables possibly used during attendance settings and configuration of all parameters such as work start/end time, permissible time for late arrival/early leaving, whether check-in/out is mandatory, permissible check-in/out time range, break time, and overtime. This is the minimum unit in attendance time settings.
- Unit/Minimum Unit: The unit covers day, hour and minute and the minimum unit is a numeric value. The combination of these two is used to set the minimum computing unit of a parameter in statistics such as one day, one hour or one minute. For example, the minimum unit of leave is set to one hour. When rounding-off is enabled, the value 1.5 is counted as two hours and the value 1.4 is counted as one hour after rounding off.
- *Auto Overtime*: When the punching time is later than work end time, this parameter determines whether the excessive time is counted as overtime.
- Attendance Status: It refers to what type of the attendance for punching will be counted in the attendance result. By default, the system has eight statuses: Check-In, Check-Out, Dinner-Start, Dinner End, OT-In, OT-Out, Break-Out, and Break-In.
- *Correction of Status*: It refers to determine whether an employee checks in or out by following the attendance calculation rule according to the shift timetable and attendance time of this employee. The calculation is based on this status during statistics.



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- Late Arrival: Late arrival includes the time setting for corresponding timetable and the setting of starting calculation of late arrival, and whether actual check-in time is later than due check-in time in the timetable. On the other hand, if *Must Check-in* in the timetable is set to *Yes* and the attendance parameter is *No Check-in, Count as Late 60 Minutes*, the actual time without check-in is counted as late arrival for N minutes. The time of late arrival does not affect the work minutes for attendance calculation.
- Early Leaving: Early leaving includes the time setting for corresponding timetable and the setting of starting calculation of early leaving, and whether actual check-out time is earlier than due check-out time in the timetable. On the other hand, if *Mandatory Check-out* in the timetable is set to **Yes** and the attendance parameter is *Ending Work Without Check-out* is counted as *Early Leaving for N Minutes*, the actual time without check-out is counted as early leaving for N minutes. The time of early leaving does not affect the work minutes for attendance calculation.
- Absence: Based on attendance parameter settings, the case of no check-in or check-out in attendance statistics can be counted as absence, or late arrival/early leaving for more than N minutes in attendance parameter settings can be counted as absence.
- No Check-In/No Check-Out: No Check in / No Check out refers to the times of no actual implementation in the times of due check in / due Check-out.
- Attendance Duration (Time): It refers to the time span between actual check in time and actual check out time.
- *Exception*: It refers to the leave time during this timetable.
- *Shift*: It refers to a preset work schedule for the personnel and is composed of one or more preset attendance timetables based on certain order and cycle period. For employee attendance, the employee shifts to be used must be set first.
- Schedule: It refers to what kind of shift will be used in a timetable for employee attendance. It is a main basis for calculating attendance results. If an employee works in a flexible schedule and attendance checking is required, a flexible shift can be arranged. If an employee has a punching record without a shift arranged, the attendance results are calculated as overtime based on flexible shifts.
- Temporary Schedule: If the shifts on some dates are adjusted due to temporary changes of employee work time
  after scheduling, the temporary schedule can be used. Temporary schedule can be set as only temporarily valid or
  appending to an employee shift (two schedule records in the attendance statistics in this case). This mode of
  schedule is very applicable to the posts without fixed schedules.
- *Permissible Late Arrival/Early Leaving*: It refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified work time.
- *Must Check-in/Check-Out*: In some companies, only check-in or check-out is carried out. If check-in or check-out is set to be mandatory, corresponding items are included in the range of attendance.
- Flexible Timetable: It refers to a default timetable set in the system. In the settings of a flexible timetable, the work delay is not counted as overtime, and late arrival, early leaving or absence is not counted. The attendance calculation for a flexible timetable is second punching time minus first punching time, fourth punching time minus third punching time, and so on. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a timetable is check-out time minus check-in time of this timetable.
- Start/End Check-In: It refers to a timetable which is the valid range of check-in. The check-in records out of this range are invalid.
- **Start/End Check-Out:** It refers to a timetable which is the valid range of check-out. The check-out records out of this range are invalid. The check-out start time cannot overlap the check-in end time.

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#### SYSTEM PROCEDURE

The following takes a Super User as an example to introduce how to use the system. Different users have different o peration permissions, so corresponding operation procedures are different. Users need to only follow the procedure below to operate the items displayed on the interface.

- Step 1 : Log in to the system and modify the default password for your account.
- Step 2 : Assign accounts and roles for the personnel using the system (such as company management personnel, registrars and attendance administrators).
- Step 3 : Set common system information such as system parameters, announcements and alerts.
- *Step 4* : Set the department organization architecture according to the company structure and set corresponding position information.
- *Step 5* : Enter employee information, issue cards to the employees, and conduct daily maintenance.
- Step 6 : Set the regional structure of the company, add a T&A device for the system, and configure basic information about the device.
- *Step 7* : Set the attendance parameters. You can use the default settings or modify the settings as required.
- *Step 8* : Set the attendance timetables which may be used during attendance, and set relevant parameters.
- Step 9 : Set the shifts frequently used in attendance system, that is, the cycle combination modes of attendance time tables within the time interval.
- *Step 10* : Schedule the shifts for employees and set which employees are in which shifts. For an employee with the shift arranged, if a temporary change occurs, the temporary schedule can be used for setting.
- *Step 11* : Conduct attendance maintenance. During daily attendance, because of abnormalities, the settings of leave, holiday, and compensatory leave are required.
- Step 12: Enable the system to output an attendance report. The system collects statistics and outputs attendance reports on the basis of attendance period.

#### LOGIN

Open the browser, enter the server IP address and port number in the address bar and click *Enter* to access the system login interface.

LanatechTime 6.0
Sign in to start your session User Login Employee Self Username  Password Remember Me Login



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After the user logs in, the system displays the main interface, as shown in the figure below.



On the main interface, four menu panels are displayed: *Personnel, Device, Attendance,* and *system*. Click a related following function below any panel to quickly access the corresponding interface.

# LOG OUT

Click the **user** on top-right of the interface and click *Sign Out* button to logout from the interface.

#### **PERSONNEL MANAGEMENT**

Before using the attendance function, enter the personnel for setting first: department settings for setting the main architecture of the company, and personnel settings for entering employees into system, allocating employees to departments and then conducting employee maintenance.

#### **DEPARTMENT MANAGEMENT**

Choose *Personnel* >> *Department* to access the department management interface, as shown in the figure below.

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Attendance <	1 Default_Department	4 Edit Delete	
⊑ System <	<< < 1 > >> Page 1/ Total 1; Perpa	ge 10 records/Total 1 records	

Before managing company personnel, set the department organization structure of the company. When this system is used for the first time, a level 1 department named **Default\_Department** and numbered **1** already exists in the system by default. This department can be edited (modified) but cannot be canceled.

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# ADD DEPARTMENT Choose Personnel >> Department >> Option >> Add Department

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admin • Online		Department				# Home > Personnel	> Department > /	Add
		Add Department     Add department information	n here, customizing the organizational struct	ure for HR management.			- ×	c
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Personnel	<	Parent Department	~					
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System	<							

Set the parameters as required based on the following steps:

**DEPARTMENT NO:** Enter the department number. Click **Check** to check whether the entered department number is exist or not.

**DEPARTMENT:** Enter a Department Name.

**PARENT DEPARTMENT:** Click the drop-down list and select the department to which the position belongs. After the completion setting, click **OK** to save the settings (click **Save and New** to add another department) and return to the **Department** interface. The information on the new position is displayed in the department interface.

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		<<	< 1 >	Page 1/ Total 1; Pe	r page 10 records/	Total 2 records						



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#### SET DEPARTMENT

#### Choose Personnel >> Department >> Option >> Set Department

Select department and select personnel no or by name then select new department and new position then click OK.

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	Set Departm Modify department						- ×
MAIN NAVIGATION	Search by Dep	partment 🛛 Search by Personnel N	No./Name 🔿 Search by Area				
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		м	Default_Department				
	<< < <	1 > >> Page 1/ Total 1; Per p	page 100 records/Total 4 records				

#### **EDIT DEPARTMENT**

If the related department information changes in the company, you can use the department editing function to modify the department name, number and department. Directly click *Department* or *Edit* under *Related Operation* in the line of the department to be edited to access the editing interface for modification.

LanatechTime 6.0	English Υ 🚯 Δ Notification 🔒 🔔 admin 🕫
admin • Online	Department # Home > Personnel > Department > Add
	Add Department — x Add department information here, customizing the organizational structure for HR management.
MAIN NAVIGATION	* Department No. 10
🚳 Dashboard	* Department Software development
Personnel <	Parent Department
Device <	
▲ Attendance <	✓ Ok Ø Cancel
□ System 〈	

After the completion setting, click **OK** to save the settings and return to the **Department** interface. The information on the new department is displayed in the department interface.

#### **DELETE DEPARTMENT**

Select the department to be deleted, and then click **Delete** on upper left of the department list. Or directly click **Delete** under **Related Operation** in the line of department to be deleted to access the confirmation interface for department deletion.

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LanatechTime 6.0	Ξ Language English ♥ Φ. Notificatio P 🔔 admin 🕫
admin • Online	Department 🏶 Home -> Personnel -> Department -> Delete
	💼 Delete — 🗴 Undo department, Note: Department number cannot be reused after revocation!
MAIN NAVIGATION	Select Department(s):Software development
B Dashboard	
Personnel     <	
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a Attendance <	
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Click **OK** for confirmation of deleting the selected department.

#### **IMPORT DEPARTMENT**

Choose *Personnel* >> *Department* >> *Option* >> *Import* Select file by clicking browse then click *Get Import Template* then click *OK* Button.

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e Online	Department			🗌 Home = Per	rsonnel - Department -	Impor
	Limport To bring a bunch of details from a different program into the one you're using				-	×
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	✓ Ok @Cancel					

Click **OK** to Import Department.

# **EXPORT DEPARTMENT**

Choose Personnel >> Department >> Option >> Export

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admin		Personr	nel	📩 Export	🚣 Export 🛛 ×		# Home > Personnel > Departm		
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am Attendance				Default_Department	4				
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		~	< 1 >	>> Page 1/ Total 1; Pe	r page 10 records/Total 2 recor	Is			

Select *Current Export Table and File Type* from the drop down then click *Export* button *Log.* 

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#### **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

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		urcopincia
		> Page 1/ Total 1; Per page 10 records/Total 2 records

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form

# **SET APPROVER**

Select the department you need to set the approver Select approve level Choose the approver Click OK

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admin • Online	Department  # Home > Personnel > Department > Set Approver
	☑ Set Approver – ×
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🚳 Dashboard	
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Device <	Approver O
a Attendance <	
□ System <	✓Ok ØCancel
102 168 00 102 0055 (dashboard	



#### **POSITION MANAGEMENT**

Before setting company personnel, you need to add corresponding position information for the company. Choose *Personnel* >> *Position* to access the *Position* interface, as shown in the figure below.

LanatechTime 6.0	Ξ	Language English 🗸 🛛 🗘 Notification 🔍 🧟 admin 📽
admin	Position	Home > Personnel > Position > Add
	Add Position     Define the position information for each department.	- x
MAIN NAVIGATION	* Position No. Check	
🚯 Dashboard	* Position Position	
Personnel <	Parent Position	
Device <		
I Attendance < < □ System <		
- System	Bave and New ✓ Ok Ø Cancel	

#### **ADD POSITION**

1. Choose *Personnel* >> *Position* >> *Option* >> *Add* to access the position adding interface.

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admin • Online	Personne	l						# Home	> Personnel >	Position
	Position								& Option	- ×
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□ System <	~ ~	□ 1 > >> Page 1/1	Fotal 1; Per page 10	records/Total 1 records						

Set the parameters as required based on the following steps:

*Position No*: Enter the position number (exclusive). Click *Check* to check whether the entered position number is exist or not.

**Position:** Enter the position title.

Parent Position: select the parent position

After the completion setting, click **OK** to save the settings (click **Save and New** to add another position) and return to the **Position** interface. The information on the new position is displayed in the Position list

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#### **SET POSITION**

#### Choose Personnel >> Position >> Option >> Set Position

Search by department and select personnel number or by name then select new department and new position then click **OK**.

🍘 Dashboard			) Search by Personnel No			
Personnel	<			100 ~	Selected Personnel(0)	<b>E</b> Clear
Device	<	Personnel No	First Name	Department		
Attendance	<		Ab	Default_Department		
🗆 System	<		JESBIN	Default_Department		
			ZK	Default_Department		
			м	Default_Department		
		< < 1 > >>	Page 1/ Total 1; Per pa	ge 100 records/Total 4 records		
		Select New Position:	✓ 0k Ø0	▼ Cancel		

Then click **OK** to confirm set position.

# **IMPORT POSITION**

Choose Personnel >> position >> Option >> Import

Select file by clicking *Browse* then click *Get Import Template* then click *OK* button.

LanatechTime 6.0	English 🗸 🚯 🕹 🕹 🕹 English 🗸 Anotification
admin • Online	Position # Home = Personnel = Position = Import
	📩 Import — 🗴 To bring a bunch of details from a different program into the one you're using
MAIN NAVIGATION	Select the file you want to import:         Choose File         No file chosen         Importing Template Example:         J         B         C         D         E           Want to import:         Only support file formats .xLsx         2         2         2         2         4         1         2         1         4         4         4         4         4         6         0         0         4         4         6         0         1         4         6         0         1         4         6         0         1         4         6         0         1         4         6         0         1         4         6         0         1         4         6         0         1         4         6         0         1         4         6         0         1         4         6         0         1         4         6         1         1         4         6         1         1         4         6         1         1         4         6         1         1         4         6         1         1         1         1         1         1         1         1         1         1         1         1         1
Personnel <	1         Automotic         Bottomotic         1         1           3         Automotic         Bottomotic         224482         1           4         Automotic         Bottomotic         224493         0           5         Automotic         Bottomotic         224494         0           6         Automotic         Bottomotic         122445         0
Device <	Description 1. Import template requires header 2. All fields must be in text format Get Import Templates
□ System <	✓ Ok Ø Cancel

#### **EXPORT POSITION**

Choose *Personnel* >> *Position* >> *Option* >> *Export* Select **Current export table and file type** from the drop down then **click export** button.

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LanatechTime 6.0	=		Language English 🗸 🌒 🗘 Notification
admin Online	Personnel	▲ Export ×	Home > Personnel > Position
	Section 1997	Current Export Table Position  File Type PDF File	≁Option — ×
MAIN NAVIGATION  Dashboard  Personnel  <	Position No. Position No.	Export Method: E	Q, Search Advanced & Clear
Device <	Position No.	Position Parent Pos	sition Employee Count Related Operation
a Attendance <		Project Trainee	0 Edit Delete
🗆 System 🤇	ec c 1 > >> Pag	1/Total 1; Per page 10 records/Total 1 records	

Log: In this whatever change in this software modification it will display in log.

LanatechTime 6.0	ງ ອ <sub>Log</sub>								× k	otification	🤱 admin	• •
admin • Online	Usernam	2	Action Flag	¥	10	~	<b>Q</b> Search	🖉 Clear		# Home	> Personnel >	
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E Attendance			P	roject Trainee			0					
드 System		: < 1 > >> Pag	e 1/Total 1; Per page	10 records/Total 1 records								

# **EDIT POSITION**

If the related position information changes in the company, you can use the position editing function to modify the position name, number and department. Directly click **Position** or **Edit** under **Related Operation** in the line of the position to be edited to access the editing interface for modification.

LanatechTime 6.0	=			Language English 🗸	A Notification	🤱 admin	o;
admin • Online	Position				🕷 Home > Pers	onnel > Position	> Add
	• Add Position Define the position information for	or each department.				-	×
MAIN NAVIGATION	* Position No. 55						
🚳 Dashboard	* Position Project	Frainee					
Personnel <	Parent Position	*					
Device <							
Attendance <							
□ System <							
		lk Ø Cancel					



**Parent Department:** Click the drop-down list and select the department to which the position belongs. **Position No:** Enter the position number (exclusive). Click **Check** to check whether the entered position number is exist or not.

**Position:** Enter the position title.

**Parent Position:** select the parent position.

After the completion setting, click **OK** to save the settings and return to the **Position** interface. The information on the new position is displayed in the department list.

#### **DELETE POSITION**

Select the position to be deleted, and then click **Delete** on upper left of the position list. Or directly click **Delete** under **Related Operation** in the line of position to be deleted to access the confirmation interface for position deletion.

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admin • Online	F	Position # Home ~ Personnel ~ Position > Delete
		Delete – ×
MAIN NAVIGATION		Select Positions(s):Project Trainee
🚳 Dashboard		
Personnel	<	
B Device	<	✓ Ok ØCancel
Attendance	<	
System	<	

Click **OK** for confirmation of deleting the selected position.

#### **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanatechTime 6.0	≡			Notification 2. admin
admin • Online	Personnel	Advanced Query ×		🕷 Home > Personnel > Position
	Section 1	Select Search Field Select Condition Range		≁Option — ×
	Position No.	Conditions Selected		
	Position No.		Q Search	Advanced 🏉 Clear
Dashboard				
Personnel	OAdd			10 ~
Device 🤇	D P		Employee Count	Related Operation
🖅 Attendance <	. 5	O Add         Q Search         ✓ Clear         ❑ Return           Note: For selection of the same field or same conditions, the last selection is prevailing         ■	0	
드 System o		> >> Page 1/ Total 1; Per page 10 records/Total 1 records		

Set the parameters as required based on the following steps:



Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.

*Clear*: This button is used to clear the form.

**Return:** Button is used to return from the current form.

#### PERSONNEL

When starting to use this management system, you need to register personnel in the system or import the personnel information in other software or data to this system. For specific operations,

#### **ADD PERSONNEL**

Choose Personnel >> Personnel >> Add to access the personnel adding interface.

LanatechTime 6.0	≡	Lang	uage English 🗸 🕚 🗘 Notification 🔍 🧟 admin 🕫
admin • Online	Personnel		$\Delta$ Attendance > Personnel > Personnel > Add
	Add personnel     Add personnel information, enroll fingerprint and fill in the card num	mber as required.Note: The parameter with * means it cannot be e	— ж
MAIN NAVIGATION	Personnel Profile		
🙆 Dashboard	*Device ID	Personnel No	Profile Photo Device Photo
Personnel <		Check	
Device <	*Department Default_Department	Position	
E Attendance <		•	
🖵 System <	First Name	LastName	(Optimal Size 120×140 Pixel) Choose File No file chosen
	Father Name	Mother Name	Gender
	Password	Self Password:	Male ~ Card No.
		123456	
			Employee Rule
	Employment Date:	Date Of Attendance Start	Default 🗸
	07/04/2024	07/04/2024	Blood Group
	Employment Type:	Туре	V

Set the parameters as required based on the following steps:

#### **PERSONNEL PROFILE**

				r as required.Note: The parameter with * me			
AIN NAVIGATION		Personnel Profile					
Dashboard		*Device ID		Personnel No		Profile Photo	Device Photo
Personnel	<			Check			
Device	<	*Department		Position			
Bence		Default_Department	*		~		
Attendance	<						
		First Name		LastName			
System	<					(Optimal Size 12 Choose File	
		Father Name		Mother Name	6	ender	No me chosen
				Hourer Hume		Male	~
				6. If D			•
		Password		Self Password:	L	ard No.	
				123456			
					E	mployee Rule	
		Employment Date:		Date Of Attendance Start		Default	~
		07/04/2024		07/04/2024	В	lood Group	
		Employment Type:		Туре			~
		Employee	~	Permanent	~ н	oliday Group	
		Company		Shift		None	~
		All	~	None	~	None	•



- *Personnel No*: The length cannot exceed nice digits. For an employee No. with the length less than nine digits, one or more 0's are prefixed to make the length 9 digits. The numbers cannot be the same.
- Click *Check* to check whether a number is exist or not.
- Gender: Select a Gender.
- *Department*: Select a department from the drop-down list. (If no department has been set, only the default departments existing in the system can be chosen).
- Employment Type: Select the employee type from the drop-down list. It can be set to Permanent or Temporary.
- *Employment Date*: It is set to the current date by default. The employment date is considered as the start date of attendance calculation. The attendance before this date is not calculated in the statistical result.
- *Self-Password*: Set a self-password.
- First Name: Enter first name.
- Last Name: Enter last name.
- *Position*: Select the position from the drop-down list.
- Password: Set the personnel password. The black-and-white T&A device supports passwords with only five digits. The color-screen T&A device supports passwords with only eight digits. Passwords with digits exceeding the specified length are cut out by the system automatically. When you change a password, clear the old password in the text box and then enter the new password. Set to *Employee* or *Contractor*.
- *Card No*: Assign card numbers to personnel for attendance checking. Enter the card No. manually or use a card enroller for issuing cards.

Set each parameter as needed.

#### **EXPIRY ALERTS AND ATTENDANCE SETTINGS**

> Personnel Details				
Expiry Alert				
aadhar	Expire On:	Email Alert: Y	les <b>v</b> Before	day(s)
Attendance Settings				
Area	Enable Atte	ndance Function: Yes	~	
···· Default Area		Device Privilege: Employee	• •	
♥ Mobile App Setting				



#### Set Area: Select Area

*Enable Attendance Function* (The default value is *Yes* and *No* means this employee is not included in the result of attendance statistics): For some top management personnel and temporary personnel requiring no attendance checking, it can be set to *No*.

*Device Privilege*: Set the permission of a user in the device, with the options including the following four types. After the completion of setting, click *OK* to save the settings (click *Save and New* to add another employee) and return to the *Personnel* interface, and the information on the new employee is displayed in the personnel list. MOBILE APP SETTINGS

			Enable Attendance Function:	Yes	~
Area	Default Area		Device Privilege:		*
v 1	1obile App Setting				
	<b>Iobile App Setting</b> Status	Ą	pp Role		

Set the Mobile app status and mobile app role

#### **IMPORT PERSONNEL**

# Choose Personnel >> Personnel >> Option >> Import

Select file by clicking browse then click *Get Import* template then click *OK* button.

LanatechTime 6.0	≡	Language English 🗸 🛛 🗘 Notification 🔍 🔔 admin 📽
admin • Online	Personnel	₩ Home > Personnel > Import
	▲ Import To bring a bunch of details from a different program into the one you're using	- x
MAIN NAVIGATION	Select the file you Choose File No file chosen want to import : Only support file formats .xlsx	Importing Template Example:
Dashboard     Personnel     <		2 300 Derid 1 2 1 3 400 Fad 2 1 123 4 500 Bade 1 1 9
Device <	Trim Employee Name :	5         600         Jaxes         1         1         80           6         700         Saith         1         1         9           Description         1. Import template requires header
Attendance <		<ol> <li>Personnel No,First Name and Department No are required fields</li> <li>All fields must be in text format</li> </ol>
⊥ System <	✓ Ok ØCancel	Get Import Templates



#### **EXPORT PERSONNEL**

Choose *Personnel* >> *Personnel* >> *Option* >> *Export* Select *Current Export Table and File Type* from the drop down then Click *Export* button

LanatechTime 6.0	=					Language	nglish 🖌 🕚		🧟 admin 🕫
admin	Personnel	📩 Exp	ort		×			🖷 Home	Personnel Personnel
• Online	Personnel	Current File Typ	· (	Personnel 🗸					Foption — x
	Personnel No		Method: Records(max 10	000 new records)	n	t D		ition	
🍘 Dashboard	Personnel No Area Name	○ Sel From N	ect number of re No. 1 reco		records				
Personnel <				Export	Exit	h Advan	ed <i>Ø</i> Clear		
Device <	🖬 Add 💼 Delete 🔾	Adjust Area O Adjust D	epartment 🕒	Resignation OArchived	Personnel	🗴 Import 🔺 Expo	ort 'D Log		100 ~
Attendance <	Person No	First Name	Card No.	Department	Position	Shift	Privilege	Area	Operations
🖵 System <		Ab		Default_Department		None	Employee		Edit Delete
		JESBIN	14947642	Default_Department		None	Employee		
		ZK		Default_Department		None	Employee		
		м		Default_Department		None	Employee		
	< < 1	> >> Page 1/ Total	1; Per page 100 r	ecords/Total 4 records					

Log: In this whatever change in this software modification it will display in log.

LanatechTime 6.	0	්ට Log								× ification	admin 📽
admin • Online		Username		Action Fla	g	~	10	✓ Q Search	🖉 Clear	谢 Hom	e > Personnel > Personnel
		Username	Action Time	Object Type	Object De	scription Act	ion Identificatio	on Chang	ge Message		≁Option — ×
MAIN NAVIGATION		<< <	1 > >> F	Page 1/ Total 1; Per page	10 records/To	tal 0 records					
Personnel	<	Area Na	ame			~	Q Search	Advanced	@Clear		
Device	<	🖪 Add	🗊 Delete 🛛 Adju	ust Area 🛛 Adjust Depa	artment 🕞 R	esignation OArchived	l Personnel  🗈	mport 📥 Export	ී Log		100 💙
Attendance	<		Person No Fi	rst Name	Card No.	Department	Position	Shift	Privilege	Area	Operations
🖵 System	<		Ab	)		Default_Department		None	Employee		
			JE	SBIN	14947642	Default_Department		None	Employee		
			Zł			Default_Department		None	Employee		
			М			Default_Department		None	Employee		
		«	< 1 >	>> Page 1/ Total 1; P	er page 100 re	cords/Total 4 records					



# **DELETE EMPLOYEE**

On the *Personnel* interface, select the employee (or employees) to be deleted, and click *Delete* on upper left of the personnel list to access the confirmation interface for deletion.

LanatechTime 6.0	E Language English 🗸 Notification admin
admin • Online	Personnel Mome > Personnel > Personnel > Delete
	🛍 Delete – 🗴 Delete selected records: deletes staff attendance schedule, manual punch, overtime sheet, leave, the original records table information, please make sure!
MAIN NAVIGATION	Select Personnels(s): Ab,
Dashboard	
Personnel     <	✓ Ok ØCancel
Attendance <	
□ System <	

Click **OK** to complete the deletion operation.

Note: When you delete an employee, the information on this employee in the database is also deleted.

#### **ADJUST AREA**

On the *Personnel* interface, select the employee (or employees) that to adjust area, and click *Adjust Area* on upper left of the personnel list to access the confirmation interface for adjust area.

LanatechTime 6.0	=		Language English 🗸	A Notification	🚨 admin 🛛 😋		
admin • Online	Personnel	M Home > Personnel > Adjust Area					
	• Area adjustment Area adjustment will remove this	person from the devices in the original area and this person will I	e automatically sent to all devices in the new area.		- ×		
MAIN NAVIGATION	Select Personnels(s):	Ab,					
B Dashboard	* Adjusted to Area:	□ Include Subordinate Areas ✓ Ok					
Personnel <		Default Area					
Device <							
E Attendance <							
□ System 〈							
	Transfer Reason:	Transfer Reason:					
	Remarks	Remarks					
		<b>√</b> Ok ØCancel					

Set the parameters as required based on the following picture above: Click **OK** to complete the adjust area operation.



# **ADJUST DEPARTMENT**

On the *Personnel* interface, select the employee (or employees) that adjust department and click *adjust department* on upper left of the personnel list to access the confirmation interface for adjust department.

LanatechTime 6.0	=	Language English 🗸 🚯 🗘 Notification
admin • Online	Personnel	₩ Home > Personnel > Personnel > Adjust Department
	• Adjust Department	justing the original sector is the same department, position remains unchanged otherwise it will adjust the personnel office will be set after empty.
MAIN NAVIGATION	Select Personnels(s):	JESBIN,
🏟 Dashboard	* Adjusted to Department:	~
Personnel <		
Device <	Transfer Reason:	Transfer Reason:
a Attendance <	Remarks	Remarks
□ System <		✓Ok ØCancel

Set the parameters as required based on the picture above: Click **OK** to complete the adjust department operation.

#### **RESIGNATION**

MAIN NAVIGATION		Search by Department O S	earch by Personnel N	o./Name 🛛 Search by Area			
Dashboard		✓ □ Se	ect All Personnel In T	he Department			
Personnel	<				100 🗸	Selected Personnel(0)	<b>Z</b> Clea
Device	<	Personnel No	First Name	Department			
E Attendance	<		м	Default_Department			
😐 System	<						
		<< < 1 > >	>				

All deleted personnel can be viewed in Archived Personnel. You can recover it or delete them permanently



#### RESIGNATION

On the *Personnel* interface, select the employee (or employees) that to resigned, and click *Resignation* on upper left of the personnel list to access the confirmation interface for resignation.

LanatechTime 6.0	≡			Language English 🗸	A Notification	🧟 admin 📽
admin • Online	Personnel				# Home > Personnel >	Personnel > Resignation
	Perform resignation operation	n on personnel				- ×
MAIN NAVIGATION	Selected Person	JESBIN,				
<ul> <li>Dashboard</li> <li>Personnel</li> </ul>	Reason				]	
Device <	Resignation Date		Resignation Type		•	
Attendance <	Return Tool(s) Type	Yes 🗸	· Return Uniform	Yes	•	
□ System <	Return Card	Yes 🗸	Blacklisted	No	•	
	Disable Attendance					
		✓Ok ØCancel				

Set the parameters as required based on the following picture above:

Click **OK** to complete the resignation operation.

After resignation success the selected employee is removed from the personnel interface.

# PERSONNEL RESIGNATION

LanatechTime 6.0	E Language English → ④ △ Notification → admin ↔
admin • Online	Personnel # Home > Personnel > Resignation
	I ← Resignation
MAIN NAVIGATION	Personnel No     First Name     Resignation Type       Image: Clear     Image: Clear
Personnel     <	Add      Delete ØDisable Attendance Function      IReinstatement      Export DLog
Device <	Personnel No First Name Department Blacklisted Resignation Date Resignation Type Reason Disable Attendance Related Operation
Attendance <	
묘 System 〈	<     1     >     Page 1/ Total 1; Per page 20 records/Total 0 records



The operations of personnel resignation cover personnel resignation, reinstatement from resignation and disabling attendance.

#### ADD EMPLOYEE FOR RESIGNATION

Choose *Personnel* >> *Resignation* >> *Options* >> *Add* to access the new adding interface, as shown in the figure below.

LanatechTime 6.0	≡ Language English → Ⅰ Φ ∧ Notification 2 admin	¢\$
admin • Online	Resignation # Home > Personnel > Resignation	n > Add
	• Add Resignation	• ×
MAIN NAVIGATION	* Personnel	
🛿 Dashboard	* Resignation Date	
Personnel <	Resignation Type Quit 🗸	
Device <	Reason	
Attendance <	Return Tool(s) Type Ves 🗸	
□ System <	Return Uniform Yes 🗸	
	Return Card Yes 🗸	
	Blacklisted No 🗸	
	Disable Attendance	
	Save and New VOk ØCancel	

Perform the resignation operation as required. The following shows how to perform operation.

*Personnel*: Click the drop-down list and select the employee for resignation. For personnel selection.

**Resignation Date:** Select the resignation date.

**Resignation Type:** Select the resignation type.

*Reason*: Enter the reason for resignation as required. It can be left blank.

Return tools/Work Uniform/Card: The default value is Yes. You can select No from the drop-down list.

*Blacklisted*: The default value is *No*, that is, resignation without being blacklisted. The operation of reinstatement from resignation cannot be conducted on the resigned personnel in the blacklist.

*Disable attendance*: For an employee newly added for resignation with attendance not disabled immediately, follow the following method to disable attendance.

In the resigned personnel list on the **Resignation** interface, click to select the resigned employee whose attendance needs to be disabled, and then click Disable Attendance Function above the resigned personnel list to access the confirmation interface for disabling attendance, as shown in the figure below. After the completion of setting, click **OK** to save the settings and return to the **Resignation** interface, and the just added employee for resignation will be displayed in the resigned personnel list.

#### **EXPORT RESIGNATION**

Choose *Personnel* >> *Resignation* >> *Option* >> *Export* Select *Current Export Table and File Type* from the drop down then click *Export* button



LanatechTime 6.0	=		Language English 🗸 🚯 🗘 Notification
admin • Online	Personnel	▲ Export ×	# Home > Personnel > Resignation
- Online	C Resignation	Current Export Resignation	⊁0ption — ×
MAIN NAVIGATION  Dashboard  Personnel  C  Device  C  Attendance  C	Personnel No  Ridd @Delete @Disable Attendi  Personnel No First Nam	File         PDF File           Export Method:         •           B All Records/max 10000 new records/skill Records/max 10000 new records/         •           OS elect number of records to exportSelect number of records to export.         •           From No. 1         •         records           Export No. 1         •         Export	QSearch #Advanced #Clear 20  gnation Type Reason Disable Attendance Related Operation
⊥ System ←	« « 1 » » Pag	1/Total 1; Per page 20 records/Total 0 records	

Log: In this whatever change in this software modification it will display in log.

LanatechTime 6.0	<b>'D</b> Log						×	lotification	🤱 admin	Q <sub>0</sub>
admin • Online	Username		Action Flag	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	20 🗸	QSearch 20	Clear	🖷 Home >	Personnel > Re	
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message	e		FOption -	- ×
MAIN NAVIGATION	admin	4/8/2024 11:48:52 AM	Resignation	1202JESBIN	Add	1				
🔁 Dashboard		Page 1/T	otal 1; Per page 20 reco	ords/Total 1 records				Advanced	#Clear	
Personnel <	<< <	1 > >> Page 1/1	otari, rei page zo reco	103/104111C0103					20	
Device <		Personnel No First Na	me Department	Blacklisted Resignation D	ate Resignation Ty	ype Reason Di	isable Attenda	ance Rela	ted Operation	
Attendance <										
므 System 〈		< 1 > >> <sup>p</sup> a	ge 1/ Total 1; Per page :	20 records/Total 0 records						

#### **DISABLE ATTENDANCE**

Choose *Personnel* to disable attendance from resignation interface >> *Resignation* >> *Disable Attendance* In this the admin have right to disable the attendance of a resigned user.

LanatechTime 6.0	=	Language English 🗸 🚯 🗘 Notification 🔍 🍰 admin
admin • Online	Personnel	₩ Home > Personnel > Resignation > Disable Attendance Function
	Obisable Attendance Function	- x
MAIN NAVIGATION	Select Resignations(s):3 Tzachaque k,	
🍘 Dashboard	✓Ok ØCancel	
Personnel <		
Device <		
E Attendance < ↓		
_ 0,000		I
		*



Click **OK** to complete the disable attendance operation. After disable attendance success the selected employee is removed from the resignation interface.

#### REINSTATEMENT

#### Choose *Personnel* to be reinstate from resignation interface >> *Resignation* >>select employee >>Reinstatement

LanatechTime 6.0	English → Δ Notification admin 😋	1
admin • Online	Personnel Home > Personnel > Resignation > Reinstatement	
	Reinstatement     - ×	
MAIN NAVIGATION	Select Resignations(s):3 Tzachaque k,	
🚯 Dashboard	✓ Ok Ø Cancel	
Personnel <		
Device <		
E Attendance <		
□ System <		

# **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanatechTime 6	6.0	≡						Langua	Finglish 🗸	1 A Notifi	cation 🔍 🧟 admin	o;
admin		Person		Advanced Quer	у				×	A	Home > Personnel > Res	
Online		🕞 Resig		Select Search Field	Select Conditi	on V	Range				FOption -	- ×
		Persor	inel No	Conditions Selected								
🚳 Dashboard									QSea	rch MAdva	anced Clear	
Personnel	<	₽Ado	l								20	•
Device	<		Person		C	Add QSear	ch <b>/</b> Clear	DReturn	eason	Disable Attendance	Related Operation	
Attendance	<			-	the same field or same co							
😐 System	<		3	Tzachaque k	1Default_Department	No	08/04/2024	Resign	room	Yes		
			4	Suneer	1Default_Department	No	08/04/2024	Resign		Yes		
		~	< 1	> >> Page 1/ T	otal 1; Per page 20 record	ls/Total 2 record						



Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

#### **ISSUE CARD**

Assign card numbers to personnel for attendance checking. The system supports card issuing with a card enroller or by manually entering card numbers.

#### **1. HOW TO USE THE CARD ENROLLER**

The card enroller is connected with a PC through a USB port. Click the card number entering bar, swipe the card on the card enroller, and this card number is automatically displayed on the entering bar.

#### 2. SPECIFIC CARD ISSUING PROCEDURE

Choose *Personnel* >> *Issue Card* >> *Issue Card* to access the card issuing interface, as shown in the picture below.

LanatechTime 6.0	Eanguage English → O △ Notification 2 admin o
admin • Online	Personnel # Home - Personnel - Issue Card - Add
	OAdd Issue Card - * When issuing a new card, please connect the card reader to your PC on the server. Only personnel with their information registered can have their card issued.
MAIN NAVIGATION	Personnel
2 Dashboard	Card No.
Personnel <	Resure and New VOk ØCancel
Device <	
Attendance <	
💷 System <	

#### **PARAMETER DESCRIPTION:**

Personnel: Click on the right side of Personnel and select an employee from the popped up personnel list.

Card No: Enter a card number or obtain a card number by using the card enroller.

After the completion of the setting, click **OK** to start card issuing. After the operation is successful, the system automatically returns to the **Issue Card** interface. Now the related information on this card is displayed in the card information list on the interface. Note: A card can only be issued to one employee once.

LanatechTime 6.0	=			Language English 🛩 🕚	🗘 Notification 🔍 🤰 admin 🕫
admin • Online	Personnel				Home > Personnel > Issue Card
	Elssue Card				<i>F</i> Option — ×
MAIN NAVIGATION	Personnel No	Card No.		QSearch	Advanced Sclear
B Dashboard	Sissue Card OBatch Card	Retreat Card LExport DLog			20 🗸
Personnel      C     Device	Personnel No	First Name	Department No.	Department Name	Card No.
Attendance <	22	Rijo		Default_Department	11111454
□ System <	«« « 1 » »»	Page 1/ Total 1; Per page 20 records/T	otal 1 records		



# RETREAT CARD

Choose Personnel >> Issue Card >>select card>> Retreat card

LanatechTime 6.0	Ξ	Language English 🗸	A Notification	🧘 admin	°° i
admin • Online	Personnel		Home > Personnel >	Issue Card > Retreat C	Card
	Retreat Card After the back of the card is successful, the system will clear the personnel card information			- >	ĸ
MAIN NAVIGATION	Select Issue Card(s):11111454 Rijo,				
Dashboard					
Personnel     <					
Device <	✓Ok @Cancel				
a Attendance <		(42)			-1
므 System 〈					

After the completion of setting, click **OK** to save the settings and return to the **document** interface, and the retreated card personnel are removed from issue card interface

# **BATCH CARD**

1. Choose *Personnel* >> *Issue Card* >> *Batch Card* to access the batch card issuing interface.

		Batch Card     The personnel with card numbers will not appear on the gener	rated list.		
MAIN NAVIGATION					
Dashboard		Start Personnel No.		Issue Card Way Card Reader 🗸	
Personnel	¢	End Personnel No.	Generate List	Input Card No.	<b>Ø</b> Clear
Device	¢			Issued Cards:	
Attendance	¢	No Card Issued:			
□ System	¢				

2. Set *Start Personnel No.* and *End Personnel No.* (Ensure that entered numbers do not exceed the maximum numbers of personnel number digits supported by the system). Click *Generate List*. Information on all employees without card numbers in this number range is displayed, as shown in the figure below.

		<ul> <li>Batch Card The personnel with card numbers</li> </ul>	will not appear on the genera	ted list.						
MAIN NAVIGATION										
B Dashboard		Start Personnel 1 No.				Issue Card Way	Card Reader	~		
Personnel	<	2 End Personnel No.			Generate List	Input Card No.			✔Ok	#Clear
Device	<	End Personnet No.				Issued Cards:				
and Attendance	<	No Card Issued:								
System	<	1								
		Personnel No	First Name	Departm	nent					
		1	VYSHNAVI	1						
		2	SAM	1						



**3.** Enter a card number in the *Input Card No.* box or obtain a card number by using the card enroller. (The following uses the card enroller for obtaining a card number as an example).

4. Place cards at the card placement position of the card enroller one by one. The card enroller automatically obtains card numbers and starts card issuing from the first employee in the list of personnel without cards assigned. After successful card issuing, the information on related personnel in the list of personnel without cards assigned is automatically cleared. The information (including card numbers) on the personnel with cards issued is displayed in the right list of personnel with cards issued.

NAVIGATION						
shboard		Start Personnel 1 No.			Issue Card Way Card Reader 🗸	
rsonnel	<	2 End Personnel No.		Generate List	Input Card No.	Clear
vice	<				Issued Cards:	
endance	¢	No Card Issued:				
stem	<	-				
		Personnel No	First Name	Department		
		1	VYSHNAVI	1		
		2	SAM	1		

5. Click **OK** to save the settings and return to the **Issue Card** interface. The card information list now displays the personnel with cards issued and the information on their card numbers.

e Online	P	ersonn	el				# Home	Personnel > Issue Car
		Elssue Ca	ard					≁Option – ×
AIN NAVIGATION		Personne	l No	Card No.				
						QSearch	Advanced	#Clear
Dashboard		Elssue (	ard OBatch Card EBR	treat Card 🌲 Export DLog				20 ¥
Personnel	۰.			acarcara menport orcos				20 .
Device	<		Personnel No	First Name	Department No.	Department Name	Card No.	
Attendance	<		1	VYSHNAVI		Default_Department	4444	
l System	<		2	SAM		Default_Department	444447	
			22	Rijo		Default_Department	11111454	

#### **EXPORT**

Choose **Personnel** >> **Issue** >> **Option** >> **Export** Select **Current Export Table and File Type** from the drop down then click **Export** button.

← Option Q_Search Andvanced <i>J</i> Clear	- *
20	~
No. Department Name Card No.	
Default_Department 4444	
Default_Department 444447	
Default_Department 11111454	
	Department Name Card No, Default_Department 4444 Default_Department 444447



Log: In this whatever change in this software modification it will display in log.

LanatechTime 6.0	<b>'</b> DLo	og									×	otification	🧸 admir	• •
admin • Online	User	rname		Action Flag		~	10	~	QSearch	<b>S</b> Clear		<b>솀</b> Home :	Personnel > 1	
	User	name	Action Time Obje	ct Type	Object Description	Act	ion Identificatio	n	Change	Message			& Option	- ×
MAIN NAVIGATION	~~	< 1	> >> Page 1/Total	1; Per page 1	0 records/Total 0 records						4	dvanced	@Clear	
Personnel	<	Elissue Car	d 😳 Batch Card 🔚 Retre	at Card 🛛 🚨 🖻	xport OLog									~
Device	< .		Personnel No	First	t Name	Depa	rtment No.		Department N	lame		Card No.		
Attendance	< .		1	VYSH	INAVI				Default_Depar	tment		4444		
🗖 System	<		2	SAM					Default_Depar	tment		444447		
			22	Rijo					Default_Depar	tment		11111454		
			1 > >> Page 1	/ Total 1; Per j	page 20 records/Total 3 recor	ds								

#### **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanatechTime 6.0	=	Langu	age Finglish ~ 0	🗘 Notification 🔍 🧟 admin 📽						
admin • Online	Personnel	MAdvanced Query ×								
	Elssue Card	Select Search Field Select Condition Range		≁ Option — ×						
MAIN NAVIGATION	Personnel No	Conditions Selected	QSearch	Advanced Clear						
🙆 Dashboard										
Personnel ~	Elssue Card			20 👻						
O Department	D Pe		ent Name	Card No.						
O Position O Personnel	L 1	OAd QSearch ØClear DReturn     'Note: For selecting of the same field or same conditions, the last selection is prevailing.	epartment	4444						
O Resignation	□ 2	SAM Def	fault_Department	444447						
O Issue Card O Document Setup	L 22	Rijo Def	fault_Department	11111454						
Device <		> >> Page 1/ Total 1; Per page 20 records/Total 3 records								
Attendance <										
묘 System 〈										

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.
DOCUMENT SETUP >> ADD DOCUMENT

Personnel >> Document Setup >> Options >> Add



LanatechTime 6.0		Language English 🗸 🚯 🗘 Notification
admin • Online	Document Setup	Home > Personnel > Document Setup > Add Document
- Chine	Add Document	- x
MAIN NAVIGATION	* No	
2 Dashboard	* Document Name	
Personnel <	R Save and New ✓ Ok Ø Cancel	
Device <		
Attendance <		
🗆 System <		

Set parameters click ok then the added documents displayed in the document interface

LanatechTime	e 6.0	=					Language En	glish ♥	0		🧟 admin	•
admin Online		Persor	nnel							# Home > Pers	onnel > Documer	nt Set
		Docu	ument Set	qu							FOption -	×
		No				Document Name						
AIN NAVIGATION		No				Document Name		<b>Q</b> Se	arch	Advanced	🝠 Clear	
Dashboard												1
Personnel	<	© Ac	OAdd @Delete &Export ℃Log									
Device	<		No.	Document Name							Related Operation	
Attendance	<		1	aadhar							Edit Delete	
□ System	<											
		~~	: < 1	> >> Page 1/ Total	1; P	er page 20 records/Total 1 records						

#### **EXPORT DOCUMENT**

Choose *Personnel* >> *Export Document* >> *Option* >> *Export* Select *Current Export Table and File Type* from the drop down then click *Export* button

LanatechTime 6.0	=		Language English 🗸 🚯 🗘 Notification
admin	Personnel	🕹 Export 🛛 ×	Home > Personnel > Document Setup
• Online	IDocument Setup	Current Export Table Document Setup   File Type PDF File	FOption - x
MAIN NAVIGATION  B Dashboard  Personnel  C	No No O Add BDelete LExport D Lo	Export Method: (a) All Records(max 10000 new records) S elect number of records to export From No. 1 records export total 100 records Export Exit	Q, Search Advanced I Clear
Device <	No. Document	Name	Related Operation
E Attendance <	1 aadhar		
⊆ System <	<< 1 > »	Page 1/ Total 1; Per page 20 records/Total 1 records	

Log: In this whatever change in this software modification it will display in log.



LanatechTime 6.0	<b>්ට</b> Log						× lotificatio	n 🕰 admin 🕫		
admin • Online	Username		Action Flag	~	10 ~	Q Search Search	Home >	Personnel > Document Setup		
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message		⊁Option — ×		
	admin	4/7/2024 9:33:31 PM	Document Setup	Document object	Add					
							Advance	d 🥒 Clear		
🙆 Dashboard	<< <	1 > >> Page 1/To	otal 1; Per page 10 reco	ords/Total 1 records						
Personnel <								20 💙		
Device <		No. Document	Name					Related Operation		
Attendance <		1 aadhar								
😐 System <										
	<     1     >     >>>   Page 1/ Total 1; Per page 20 records/Total 1 records									

# **EDIT DOCUMENT**

#### Personnel >> Document Setup >> Edit

If the related **Document** information changes in the company, you can use the document editing function to modify the document no and document name. Directly click **Document** or **Edit** under **Related Operation** in the line of the document to be edited to access the document interface for modification.

LanatechTime 6.0	=	Language English 🗸 🚯 🗘 Notification
admin Online	Document Setup	Home > Personnel > Document Setup > Add Document
	O Add Document	- x
MAIN NAVIGATION	* No 1	
🍘 Dashboard	* Document Name aadhar	
Personnel <	✓ Ok Ø Cancel	
Device <		
E Attendance <		
□ System <		

After the completion setting, click **OK** to save the settings and return to the **document setup** interface. The information on the new position is displayed in the document interface

LanatechTime 6.0	=	Language English V 🚯 🗘 Notification						
admin • Online	Personnel	Home > Personnel > Document Setup						
	IDocument Setup	≠option — ×						
MAIN NAVIGATION	No Document Name							
	No Document Name	Q Search Advanced Clear						
n Dashboard								
Personnel <	●Add 曾Delete &Export DLog	20 🗸						
Device <	No. Document Name	Related Operation						
E Attendance <	1 aadhar	Edit Delete						
□ System <								
	<         1         >         >>>           Page 1/ Total 1; Per page 20 records/Total 1 records							



#### **DELETE DOCUMENT**

Select the document to be deleted, and then click **Delete** on upper left of the document list. Or directly click **Delete** under **Related Operation** in the line of document to be deleted to access the confirmation interface for document deletion.

LanatechTime 6.0	=	Language English 🗸 🔨 🗘 Notification 🔍 🧟 admin
admin • Online	Document Setup	₩ Home > Personnel > Document Setup > Delete
	Delete Delete document from the list	- ×
MAIN NAVIGATION	Select Document Setup(s):1 aadhar	
🕸 Dashboard		
Personnel <		
Device <	✓ Ok Ø Cancel	
Attendance <		
□ System 〈		
		·

Click **OK** for confirmation of deleting the selected position.

# **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most search option on the Web application. Advanced search gives the Web searcher the ability to narrow their searches by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanatechTime 6.0		🊨 admin 🛯 😋
💭 admin	Personnel *	nnel 🔹 Dacument Setup
• Online	Select Search Field Select Condition Range	Foption - x
MAIN NAVIGATION	No Conditions Selected	
🕸 Dashboard	No Q.Search Advanced	Clear 🦉
Personnel <	● Add	20 🗸
Device <		Related
Attendance <	*Note: For selecting of the same field or same conditions, the last selection is prevailing.	
🖵 System <		
	<     1     >     Page 1/ Total 1; Per page 20 records/Total 1 records	



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.

*Select Condition*: It is used to select the condition from the drop down that are to be searched.

*Range*: It is used to set range of search field.

Add: Button is used to add extra search features by user.

Search: This button is used to the features.

*Clear*: This button is used to clear the form.

**Return:** Button is used to return from the current form.

#### **DEVICE MANAGEMENT**

To use the attendance function, a user must install devices and connect them to the Internet first; then, the user needs to set the corresponding parameters in the system so as to manage connected devices from the system, thereby implementing digital management, including uploading user attendance data, downloading the configuration information, and exporting various reports.

LanatechTime 6.0 Language English 🗸 🚯 🗘 Notification 🔍 🤱 admin = admin Device Find all Connected Devices Home > Device > Device Managemen **1** Online ⊟Device Management FOption — > Device Name Serial Number Area Name MAIN NAVIGATION Device Name Serial Number Q Search Advanced 🖉 Clear Area Nam Dashboard Personnel m Delete +Device Maintenance ▲Export DLog ↓View Employees ↓View Employees ●Block List 20 Device Device Serial Area Name Status Device Firmware User Finger Face Transaction Last Related Model Count Count Actvity Operation Number Version Count Count Name O Device Management ZYRK14089702 Default Area S62 S63FP V281 15 2/12/2024 <u>Edit</u> 0 1 0 2 O Commands Monitoring 11:54:30 Delete O Device Logs АМ O Message O Area O Biometric Details O Real-Time Monitoring O MobileApp Accounts Attendance 192-168-90-193-8055/dashboard

#### DELETE

You can delete a device by selecting that particular device and clicking delete button

LanatechTime 6.0	=	Language English 🗸 🚯 🗘 Notifica	tion <sup>19</sup> 🔔 admin 📽
admin • Online	Device	# Home > Device > Dev	vice Management > Delete Device
	Delete Device		- ×
MAIN NAVIGATION	Select Device(s): ,		
🚯 Dashboard	✓ Ok Ø Cancel		
Personnel <			
Device <			
E Attendance <			
□ System <			



#### **DEVICE MAINTENANCE**

**Refresh Device Info :** Select the device and click refresh device info to refresh the device info like device model , firmware version, user count, finger coun, face count etc.,

Upload Data Again : This feature is used to upload the user data from device to software

Upload Transactions Again : we can upload transactions again to software

Clear Transactions : This feature is used to clear all transactions from device

Clear All Data : By clicking this feature all data will be cleared

Reload System : To reload the data

Reboot : To restart the device

Delete / Block Employee From Device : We can delete or block employee from the device

LanatechTir	me 6.0	=							La	nguage English 🗸	0	A Notification	🎎 admin	Q <sub>0</sub>
admi • on	Searce	h by Departme	nt 🔿 Searc	h by Personnel No./Name	⊖ Searc	h by Area								_
MAIN NAVIGATIO								10	~	Selected Perso	nnel(0)		Clear	
🍰 Dashboan		Device ID	First Name	Department	Card No.	FP Count	Face Count	Area	-					
Personnel		00000001	VYSHNAVI	Default_Department	4444	0	No	Default Area	L					
Device		00000002	SAM	Default_Department	444447	0	No	Default Area	L					
Attendance		00000008	Arun	Default_Department		0	No	Default Area						
😐 System		000000022	Rijo	Default_Department	11111454	0	No	Default Area						
		00000AB01	jose	Default Department		0	No	Default Area	*					
	<<	< 1 >	>>											
											elete	Block Unblo	ock Close	

Send Employee to Device : To send employee to a device click on this feature after selecting the device

	BioFa	Туре	BioPhoto	BioPalm		Face	Finger	Card				
	DIUFa	Le L	BIOPHOLO			race	Filiger	Caru				
۲	Searc	h by Departme	nt 🔿 Searc	h by Personnel No./Nam	e 🔿 Seard	ch by Area						
			*									
								10	~	Selected Perso	nnel(0)	Cle
	_											
		Device ID	First Name	Department	Card No.	FP Count	Face Count	Area				
		00000001	VYSHNAVI	Default_Department	4444	0	No	Default Area				
		00000002	SAM	Default_Department	444447	0	No	Default Area				
		00000008	Arun	Default_Department		0	No	Default Area				
		00000022	Rijo	Default_Department	11111454	0	No	Default Area				
		00000AB01	iose	Default Department		0	No	Default Area	•			
	~~	< 1 >										



# Enroll fingerprint by Device : We can enroll the finger print through device using this option

Image: Search by Department       Search by Personnel No,/Name       Search by Area         Image: Search by Department       Search by Personnel No,/Name       Search by Area         Image: Search by Department       Search by Personnel No,/Name       Search by Area         Image: Search by Department       Search by Personnel No,/Name       Search by Area         Image: Search by Department       Search by Personnel No,/Name       Search by Area         Image: Search by Department       Search by Personnel No,/Name       Search by Area         Image: Search by Department       Search by Personnel No,/Name       Search by Area         Image: Search by Department       Search by Area       Image: Search by Area         Image: Search by Department       Search by Area       Image: Search by Area         Image: Search by Department       Card No.       FP Count       Area         Image: Search by Option Image: Search by Area       Image: Search by Area       Image: Search by Area         Image: Search by Option Image: Search by Area       Image: Search by Area       Image: Search by Area       Image: Search by Area         Image: Search by Option Image: Search by Area       Image: Search by Area       Image: Search by Area       Image: Search by Area         Image: Search by Option Image: Search by Area       Image: Search by Area       Image: Search by Area       Imag	🧟 admin	A Notification	0	nguage English 🗸	L							≡	me 6.0	LanatechTi
													Finger	admi
NAMIGATIO Dashboar Personel Device Attendard System 0 00000001 V/SHNAVI Default_Department 4444 0 0 No Default Area 0 00000001 V/SHNAVI Default_Department 44447 0 No Default Area 0 00000002 SAM Default_Department 44447 0 No Default Area 0 00000002 Kijo Default_Department 1111154 0 No Default Area					~							:t	sele	ni 🔴 🕐
NAMIGATIO Dashboar Personel Device Attendard System 0 00000001 V/SHNAVI Default_Department 4444 0 0 No Default Area 0 00000001 V/SHNAVI Default_Department 44447 0 No Default Area 0 00000002 SAM Default_Department 44447 0 No Default Area 0 00000002 Kijo Default_Department 1111154 0 No Default Area														
Dashbara       Persona       Device ID       First Name       Department       Card No.       FP Count       Face Count       Area       Image: Count Count       Area       Image: Count Count       Area       Image: Count Count       Default Area       Image: Count Count       Image: Count Area       Image:								ch by Area	: O Sean	ch by Personnel No./Name			Searce	NAVIGATIO
Personne       Image: Selected Personnel(0)         Device ID       First Name       Department       Card No.       FP Court       Face Court       Area         Image: System       00000002       SAM       Default_Department       4444       0       No       Default Area         Image: System       00000002       SAM       Default_Department       44447       0       No       Default Area         Image: System       00000002       SAM       Default_Department       44447       0       No       Default Area         Image: System       00000002       Rijo       Default_Department       1111454       0       No       Default Area											~			-
Persone         Persone         Persone         First Name         Department         Card No.         FP Count         Face Count         Area           Attendard         000000001         VVSHNAVI         Default_Department         4444         0         No         Default Area           System         00000002         SAM         Default_Department         44447         0         No         Default Area           0         00000002         SAM         Default_Department         44447         0         No         Default Area           0         00000002         SAM         Default_Department         44447         0         No         Default Area           0         00000002         Rijo         Default_Department         1111454         0         No         Default Area	Clear		el(0)	Selected Personne	~	10								Dashboan
Attendary         Image: Signary         Image: Signa						10								Personnel
System         Image: Comparison of the comparison o					1	Area	Face Count	FP Count	Card No.	Department	First Name	Device ID		Device
System       Image: System						Default Area	No	0	4444	Default_Department	VYSHNAVI	00000001		Attendanc
000000022     Rijo     Default_Department     11111454     0     No     Default Area						Default Area	No	0	444447	Default_Department	SAM	00000002		System
						Default Area	No	0		Default_Department	Arun	00000008		
□ 00000AB01 iose Default Department 0 No Default Area ▼						Default Area	No	0	11111454	Default_Department	Rijo	00000022		
					-	Default Area	No	0		Default Department	iose	00000AB01		
											>>	< 1 >	<<	
												*		

# **ALL EMPLOYEES**

LanatechTime 6.0	Employees in Device	,			×	ification	🧟 admin 🏼 🌣
admin Online	Personnel No	Name		100 • Q Search	🖉 Clear	ome > Devic	e > Device Managemen
	Personnel No	Device ID	Name	Department	Deletefrom Device		≁Option – ×
		1202	JESBIN	Default_Department	Delete		
B Dashboard		5	М	Default_Department	Delete	Advanced	d 🥒 Clear
Personnel	<	100	Ab	Default_Department	<u>Delete</u>		20 ¥
		200	ZK	Default_Department	<u>Delete</u>		20
Device						Last Actvity	Related Operation
<ul> <li>Attendance</li> <li>System</li> </ul>	<					2/12/2024 11:54:30 AM	Edit Delete

We can see all employees in selected device. **VIEW EMPLOYEES** 



LanatechTime 6.0	Employees in Device				×	ification	🧟 admin 😋
admin • Online	Personnel No	Name	100	✓ Q Search	Clear	ome > Devic	ce 🗧 Device Management
	Personnel No	Device ID	Name	Department	Deletefrom Device		≁Option — ×
MAIN NAVIGATION		1202	JESBIN	Default_Department	Delete		
🍘 Dashboard		5	м	Default_Department	<u>Delete</u>	Advanced	d 🖉 Clear
Personnel <		100	Ab	Default_Department	<u>Delete</u>		20 🗸
-		200	ZK	Default_Department	<u>Delete</u>		
Device <						Last Actvity	Related Operation
Attendance <						2/12/2024	
□ System <						11:54:30 AM	<u>Delete</u>

Here software list the employees who has transactions

#### **EXPORT DEVICE**

Select *Current Export Table and File Type* from the drop down then click *Export* button

LanatechTime 6.0	≡	ļ						Lan	guage E	nglish 🗸	<b>0</b> A N	otification	🧟 admin	00
admin	Devid	Ce Find all Conn		Export			×				*	Home > Devi	ce > Device Mana	
Online	⊖Dev	vice Managem	ent	Current Export Tab File Type	PDF Fil		<b>&gt;</b>						FOption —	×
MAIN NAVIGATION  Dashboard		ice Name evice Name		Export Method: <ul> <li>All Records(main of the second se</li></ul>	of records		0 records				<b>Q</b> Search	Advance	d 🖉 Clear	
Personnel <	Ē	Delete +Device	Maintenance			E	oprt Exit	lock List					20 🗸	
Device <		Device Name	Serial Number	Area Name	Status	Device Model	Firmware Version	User Count	Finger Count		Transaction Count	Last Actvity	Related Operation	Î
Attendance <	5	2	ZYRK14089702	Default Area	0	S62	S63FP_V281	1	0	2	15	2/12/2024 11:54:30 AM		
														J

Log: In this whatever change in this software modification it will display in log.



LanatechTime 6.0	Log										×	ification	🧘 adm	in 😋
admin • Online	Userna	me		Action Flag			✓ 10	~	<b>Q</b> Sea	rch	🖉 Clear	ome > Devi	ce > Device M	
	Userna	me Action	lime Obje	ct Type Ol	bject Descrip	tion	Action Identific	ation	Cha	ange Mes	sage		FOption	- x
MAIN NAVIGATION	~~	< 1 >	Page 1/ Total	1; Per page 10 rec	cords/Total 0 i	records						Advance	d 🥒 Clea	ar
Personnel <	Û	Delete 🛨Device	Maintenance 🏦	ixport DLog 🌡	View Employ	ees 🌡 Viev	v Employees 🛛 🕸 Blo	ock List						~
📃 Device <		Device Name	Serial Number	Area Name	Status	Device Model	Firmware Version	User Count	Finger Count		Transaction Count	Last Actvity	Related Operation	Î
E Attendance <		2	ZYRK14089702	Default Area	0	S62	S63FP_V281	1	0	2	15	2/12/2024 11:54:30 AM		
														U

# **BLOCK LIST**

# You can see the blocked employee list here

LanatechTime 6.0	) в	locked I	Employees	in Device								×	ification	🧟 admin	0°
admin • Online	5	Personnel	No		Name			100	~ 0	Search	Ø CI	ear	ome > Devi	ce > Device Man	
	P	ersonnel	No		Device ID		Name	2	Departm	ent				FOption -	- ×
MAIN NAVIGATION															
🚯 Dashboard		_							_	_	_		Advance 🕈	d 🏉 Clear	
Personnel	¢	🗊 De	lete 🕂 Device	Maintenance 📤	ixport ƊLog ₤V		ees 💄 Viev	v Employees 🛛 🕸 Blo	ock List					20	
Device	<		Device Name	Serial Number	Area Name	Status	Device Model	Firmware Version	User Count	Finger Count		Transaction Count	Last Actvity	Related Operation	Î
<ul> <li>Attendance</li> <li>System</li> </ul>	< <			ZYRK14089702	Default Area	•	S62	S63FP_V281	1	0	2	15			
													AM		
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# **COMMANDS MONITORING**

#### You can see the commands and its status that sent to device here

LanatechTime	e 6.0	=						Language English	✓ ①	otification	🕵 admin
admin Online		Devic	Cor	mmand to Device					🚯 Ho	me > Device > (	Commands M
		C	ommar	nds Monitoring							-
AIN NAVIGATION											20 🗸
Dashboard			ID	Device Name	Device SN	СМД	SendOutTime	ResponseTime	Area	Status	Â
Personnel	<		14		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending	
Device	<		13		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending	
Attendance	<		12		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending	
System	<		11		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending	
			10		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending	
			9		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending	
			8		ZYRK14089702	setuserinfo	2/12/2024 11:46:39 AM		Default Area	Pending	-

#### **DEVICE LOG**

You can see device logs here

admin Online	De	PVICE Data from Device			🍘 Home 🚿 Device 🊿 Devic
		<b> </b>			
AIN NAVIGATION					20 🗸
Dashboard		ID	Content	Date	
Personnel	<	29	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 11:44:40 AM	
Device	<	28	Device ZYRK14089702 uploaded fingerprint of user:ZK	2/12/2024 11:44:40 AM	
Attendance	<	27	Device ZYRK14089702 uploaded fingerprint of user:ZK	2/12/2024 11:44:36 AM	
⊒ System	<	26	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 11:44:32 AM	
		25	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 9:33:59 AM	
		24	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 9:33:49 AM	
		23	Device ZYRK14089702 uploaded 1 attendance record	2/12/2024 9:33:04 AM	

#### MESSAGE

The software supports adding short messages in the system and issuing them to a designated device. Choose *Device* >> *Message* to access the short message setting interface.


LanatechTime 6.0	=			Language	inglish 🗸 🚯 🗘 N	lotification 🚨 a	dmin 🕫
admin • Online	Device					🎒 Home 🚿 Dev	ice > Message
	Message					Opti عر	on – ×
MAIN NAVIGATION		rsonnel No First I	Name t Name		Q Search	Advanced	ar
Personnel <	OPublic Message OPrivate Messag	ge 🗎 Delete 🛛 🔏 Send Messa	age to Device 🔹 Export	t <sup>D</sup> Log		20	~
Device <	Start Time	Message Duration (min)	Send Status	Short Message Content	Personnel No	Related Operation	1
E Attendance < □ System <	<< < 1 > >>> Page	e 1/ Total 1; Per page 20 recor	ds/Total 0 records				

### **ADDING A PUBLIC MESSAGE**

Choose *Device* >> *Message* >> *Public Message*.

LanatechTime 6.0	≡		Language English 🗸	A Notification	🧟 admin	O <sub>0</sub> °	
admin • Online	Device		Home > Device > Message > Public Message				
	•Add Public Message sen	d messages to Devices			-	×	
MAIN NAVIGATION	* Device	*					
🕸 Dashboard	* Start Time						
Personnel <	* Message Duration (min)	60					
関 Device <	* Short Message Content						
Attendance <							
🖵 System <		/					
		✓Ok ØCancel					

Set the parameters as required based on the following steps:

*Device*: Select a device to which a message needs to be issued from the drop-down list. (You can choose more than one device).

Short Message Content: Enter the short message content to be issued.

*Start Time*: Select the start time for issuing the short message. Please refer to Appendix 3 "Select a Time" for the method of selecting time.

Message Duration: Enter the message display duration.

After the completion of the settings, click **OK** to save the settings and return to the short message setting interface. The short message list displays the added short message.

### **ADDING A PRIVATE MESSAGE**

Choose *Device* >> *Message* >> *Private Message*.



	C	Add Private Message ser	d messages to employees from Devices	- :
AIN NAVIGATION		Device	~	
Dashboard		Personnel	$\circledast$ Search by Department $\bigcirc$ Search by Personnel No./Name $\bigcirc$ Search by Area	
Personnel	<		<b>↓</b>	
Device	<		20 ▼ Selected Personnel(0)  Clear Clear	
Attendance	<		00000002 Skin Default_Department	
System	<		000000022 Rijo Default_Department	
			00000AB01     jose     Default_Department	
			<     <     1     >     >>>   Page 1/ Total 1; Per page 20 records/Total 7 records	
		* Short Message Content		
		* Start Time		
		* Massage Duration (min)	04	

# **EXPORT MESSAGE**

Choose *Device >> Option >> Export Message* Select *Current Export Table and File Type* from the drop down then click *Export* button

LanatechTime 6.0	=		Language English 🗸 🏮	🗘 Notification 🔍 🧟 admin 😋
👮 admin	Device	Export ×		
• Online	Message	Current Export Table Message		¢ Option − ×
MAIN NAVIGATION	Serial Number Pers	File Type         PDF File           Export Method:         •           •         All Records(max 10000 new records)           •         Select number of records to export           From No. 1         records export total 100	Q Search	h Advanced Clear
Personnel     <	OPublic Message OPrivate Messag	Export Exit		20 👻
Device K	Start Time	Message Duration Send Status Sho (min)	ort Message Content Personnel No	Related Operation
Attendance <				
드 System <	ec c 1 > >> Page	1/ Total 1; Per page 20 records/Total 0 records		



Log: In this whatever	change in this	software m	odification it	t will disi	nlav in	log
	change in this	Solution	io annea tion n		picy in	108.

LanatechTime 6.0	Log × lotification 2 admin of
admin • Online	Username Action Flag V 10 V Q Search Clear
	Username Action Time Object Type Object Description Action Identification Change Message
MAIN NAVIGATION	< <p>     &lt; &lt; 1 &gt; Page 1/Total 1; Per page 10 records/Total 0 records</p>
Personnel <	OPublic Message OPrivate Message   Delete   Asend Message to Device   Export  D Log 20   ✓
Device <	Start Time Message Duration Send Status Short Message Content Personnel No Related Operation (min)
Attendance <	
System <	< < 1 > >> Page 1/ Total 1; Per page 20 records/Total 0 records

### **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanatechTime 6.0	≡	Language Finglish 🗸 🚺 🗘 Notification 🙎 admin 📽
admin	Device	Advanced Query X & Brome > Device > Message
• Online	Message	Select Search Field Select Condition Range
	Serial Numb	Conditions Selected
MAIN NAVIGATION		Q, Search Advanced Z Clear
Personnel <	Public Messa;	20 ~
Device <	🗌 Start Tir	Personnel No Related Operation
Attendance <		O Add         Q Search         Image: Clear         O Return           *Note: For selecting of the same field or same conditions, the last selection is prevailing.         Image: Clear         O Return
묘 System 《	< < :	>     >>       Page 1/ Total 1; Per page 20 records/Total 0 records

Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.



### **AREA SETTING**

Perform area division on devices to make sure various devices and personnel information are set in a designated area. (One device can belong to only one area.) The system will automatically issue the personnel information to the devices in real time and it is unnecessary for users to manually manage personnel information on devices each time. Choose *Device* >> *Area* to access the area setting interface.

LanatechTime 6.0	=	Language English 🗸 🌢 🗘 Notification
admin • Online	Device	🊯 Home > Device > Area
		≁Option — ×
MAIN NAVIGATION	Area Name Area Code Remarks	
🕸 Dashboard	Area Name Area Code Remarks	Q Search Advanced Clear
Personnel <	●Add 🗎 Delete 🎜 Synchronize 🖬 Set Area 🕹 Export つLog	20 Y ØRefresh
Device <	Area Code     Area Name     Parent Area     Remarks	Related OperationDefault Area
Attendance <	1 Default Area	Edit Delete
□ System 〈		
	<pre>&lt;&lt; &lt; 1 &gt;&gt;&gt; Page 1/ Total 1; Per page 20 records/Total 1 records</pre>	

### **ADD AREA**

### Choose Device >> Area >> Option >> Add area

LanatechTime 6.0	≡		Language English 🗸 🕚	🗘 Notification 🔍 🏯 admin 📽				
admin • Online	Device		Home > Device > Area > Add Area					
	OAdd Area			- ×				
MAIN NAVIGATION	* Area Code							
Dashboard	* Area Name							
Personnel <	Parent Area							
Device <	Remarks							
Attendance <	R Save and New Vok	⊘ Cancel						
□ System <								



After the completion of the settings, click **OK** to save the settings and return to the area setting interface. The newly added area list displaying the area interface.

### **EDIT AREA**

### Choose Device >> Area >> Edit

If the related area information changes in the company, you can use the area editing function to modify the area code, area name, parent area and remarks. Directly click *Area* or *Edit* under *Related Operation* in the line of the area to be edited to access the editing interface for modification.

LanatechTime 6.0	≡			Language English 🗸	0		🧸 ad	min	¢ŝ
admin • Online	Device					🍪 Home 🗧 D	evice > Area	a > Ado	d Area
	●Add Area							-	×
MAIN NAVIGATION	* Area Code 1								
🙆 Dashboard	* Area Name K	erala							
Personnel <	Parent Area	~							
Device <	Remarks								
Attendance <		✓ Ok Ocancel							
□ System <									

After the completion setting, click **OK** to save the settings and return to the **area** interface. The information on the new modified area is displayed in the area interface

### **DELETE AREA**

### Choose *Device* >> *Area* >> *Delete*

If the related area information don't want in the company, you can use the area **deletion** function to delete the area details. Directly click **area** or **delete** under **Related Operation** in the line of the area to be deleted to access the deleting interface deletion.

LanatechTime 6.0	≡ Language English → Φ Notification 2 3 adr	nin 🕸
admin • Online	Area & Home > Device > Area >	Delete Area
	Delete Area	- ×
MAIN NAVIGATION	Select Area(s)UAE	
🚯 Dashboard	✓Ok ØCancel	
Personnel <		
Device <		
Attendance <		
□ System <		



Click **ok** to confirm delete and deleted area is removed from the area interface

# **EXPORT AREA**

Choose Device >> Area >> Option >> Export

LanatechTime 6.0	) =		Language English 🗸 🚺	) 🗘 Notification 🔍 🧟 admin 📽
admin • Online	Device	Export ×		🍂 Home > Device > Area
Chane	Q Area	Current Export Table Area   File Type PDF File		⊁0ption − ×
MAIN NAVIGATION	Area Name Area Name /	Export Method: <ul> <li>All Records(max 10000 new records)</li> <li>Select number of records to export</li> </ul> From No. 1 records export total 100 records	QSe	arch 👫 Advanced 🍠 Clear
Personnel	< OAdd 🖻 Delete 😂 Synchronize	Export Exit	20 💙	ORefresh
Device	< 🗌 Area Code Area	a Name Parent Area Remarks	Related Operation	-Kerala
Attendance	К 🗌 2 Ке	ala		
💻 System	< 🗌 1 UA			
	Pa	e 1/ Total 1; Per page 20 records/Total 2 records		

Select Current Export Table and File Type from the drop down then click Export button

LanatechTime 6.0	Log			× ification 💁 admin 📽
admin • Online	Username	Action Flag	✓ 10 ✓ Q Search	🍘 Home $\geq$ Device $\geq$ Area
	Username Action Time	Object Type Object Description	Action Identification Change Message	≁Option — ×
	admin 4/11/2024 9:27:11 AM	Area 1 UAE	Add	
	admin 4/11/2024 9:26:27 AM	Area 2 Kerala	Modify	Advanced 🥒 Clear
🏠 Dashboard				
Personnel	< < 1 > >> Page 1/Te	Fotal 1; Per page 10 records/Total 2 records		
Device <				UAE
Attendance <	C 2 Kera	ala		-UAL
🖵 System 🧹	□ 1 UAE	E		

Log: In this whatever change in this software modification it will display in log.



### **SYNCHRONIZE**

Sychronize all current regional data (personnel, fingerprint face) of the software to Time & Attendance devices, and use high-speed buffer transfer.

LanatechTime 6.0	Eanguage English Υ 🚯 Δ Notification 🚨 admin 🗞
admin • Online	Device Home Device Device Data Synchronization Sychronize all current regional data (personnel, fingerprint face) of the software to Time & Attendance devices, and use high-speed buffer transfer. Please note that the machine data software data prevails after synchronization, all registered un-uploaded data will be lost.
	C Device Data Synchronization - *
MAIN NAVIGATION	Select Area(s) UAE,
Personnel <	✓ Ok Ø Cancel
Device <	
Attendance <	
□ System <	

Choose *Synchronize* from area interface >> *Area* >> *Synchronize* In this the admin have right to Synchronize area to device

### Click OK to synchronize the selected area

# **SET AREA**

LanatechTime 6.0	≡					Language En	glish 🗸 🚯		🤱 admin	¢°
admin • Online	Att	endance					*	Home > Attendance	> Zone > Add per	rsonnel
		Add personnel a adjustment will remove this person from the d	evices in t	he original area, and	send the person	to all devices in the new area autom	natically		-	×
MAIN NAVIGATION		Select Area(s)		earch by Departme	ent 🔿 Search b	y Personnel No./Name				
Dashboard		×		~	Select All	Personnel In The Department				
Personnel <						20 💙	Selected Per	sonnel(0)	<u>Clear</u>	
Device <						20				
Attendance <				2	SAM	Default_Department				
□ System 〈					Arun	Default_Department				
				22	Rijo	Default_Department				
				AB01	jose	Default_Department				
					Ab	Default_Department				
					ZK	Default_Department				
			~	< 1 >	>>					

Area adjustment will remove this person from the devices in the original area, and send the person to all devices in the new area automatically



### **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanatechTime 6.0	=	Language English V 🗿 🗘 Notification 💁 🧟 admin	OS
admin • Online	Device	Advanced Query ×	
Chune	Area	Select Search Field Select Condition Range	
MAIN NAVIGATION	Area Name	Conditions Selected	
2 Dashboard		QSearch Advanced Clear	
Personnel <	OAdd 🗎 Dele	20 Citetresh	
📕 Device 🤇	🗌 Area Coo	Add Q Search Clear DReturn	
Attendance <	□ 2	*Note: For selecting of the same field or same conditions, the last selection is prevailing.	
묘 System 〈		UAE <u>Edit Delete</u>	
		Page 1/ Total 1; Per page 20 records/Total 2 records	

Set the parameters as required based on the following steps:

*Select Search Field*: It is to select field from the dropdown that are to be searched.

*Select Condition*: It is used to select the condition from the drop down that are to be searched.

*Range*: It is used to set range of search field.

Add: Button is used to add extra search features by user.

Search: This button is used to the features.

*Clear*: This button is used to clear the form.

*Return*: Button is used to return from the current form.

### **BIOMETRIC DETAILS**

LanatechTime 6.0	≡										Languag	ge Englis	sh ♥ ①	ication	🧸 adm	۱in
admin • Online	Dev	vice											*	Home > De	vice > Biom	ieti
	<b>D</b>	Biometr	ric Details													
MAIN NAVIGATION	Р	Personnel	No			F	irst Nan	ne								
		Personn	el No				First Na	ime					Q Search	Clear		
🚯 Dashboard															_	_
Personnel <	<	Upload	d BioPhoto 🛽 🛓	Export											20	`
Device 🗸	~	ID	Name	Password	Card No.	Finger	Face	BioPalm	BioPhoto	BioFace	NFace	Area	Department	Profile Photo	Device Photo	í
O Device Management		1	VYSHNAVI	No	4444	0	No	No	No	No	No	Kerala	Default_Department			
																. IF
														-		
O Device Logs		2	SAM	No	44447	0	No	No	No	No	No	Kerala	Default_Department	1		
O Device Logs O Message		2	SAM	No	444447	0	No	No	No	No			- •	ł	ľ	
<ul><li>O Device Logs</li><li>O Message</li><li>O Area</li></ul>		2	SAM Arun	No	444447	0	No	No	No	No			- •	*	1	
<ul> <li>Commands Monitoring</li> <li>Device Logs</li> <li>Message</li> <li>Area</li> <li>Biometric Details</li> <li>Real-Time Monitoring</li> </ul>					444447						No	Kerala	Default_Department	x t t	I I I I	

We can see the biometrcic details of each employee here. If you want to upload the biophoton . click on upload biophoton option



LanatechTime 6.0	Uploa	ad Biol	Photo Deta	ils									×	ification	🧘 adm	in 😋	
admin • Online		<b>Operat</b> ployee	ion Role										~	Home > De	vice > Biom	etric Details	
	Persor	nnel Typ	e														
	Con	nmon											~	<b>r</b> Clear			
🍘 Dashboard	BioDat	ta Type															
Personnel <	Biof	Face											~		20	~	
Device <		d Image ose Files	No file chos	sen										Profile Photo	Device Photo	î	
Attendance <										_							
🖵 System <										Up	oload	Upload &	Send Close				
		2	SAM	No	44447	0	No	No	No	No	No	Kerala	Default_Departme		2		
		8	Arun	No		0	No	No	No	No	No	Kerala	Default_Departme	nt <b>L</b>	•	•	
		22	Rijo	No	11111454	0	No	No	No	No	No	Kerala	Default_Departme	nt 💽	•	Ŧ	
		<<	< 1 >	>> Pag	e 1/ Total 1; F	er page 20	) records	/Total 5 reco	ords								

Enter the details and click upload or upload & send option You can also export the details byclicking Export button.

### **REAL TIME MONITORING**

In this admin can monitoring the operations work in a device. *Device* >> *Real Time Monitoring* 

LanatechTime 6.0	) =					Langua	ge English 🗸 🚯	A Notification	admir 🧟
admin • Online	Rea	l-Time Monito	ring Find O	verall Activities				🆀 Home 🚿 Device	Real-Time N
	Tr	ansform your monitoring da	ta into valuable in	sight at any layer of the stack.					-
MAIN NAVIGATION		🖵 Real-Time Monit	oring						
🙆 Dashboard									
Personnel	<	Personnel No	Name	Punch Time	Work Code	Device Name	Device SN	Area Name	Î
Device	<		ZK	12-02-2024 11:44:28	1		ZYRK14089702	Kerala	
_			ZK	12-02-2024 11:44:17	1		ZYRK14089702	Kerala	
Attendance	<		Ab	12-02-2024 09:33:41	1		ZYRK14089702	Kerala	
🖵 System	<		Ab	12-02-2024 09:33:39	1		ZYRK14089702	Kerala	
			Ab	12-02-2024 09:32:51	1		ZYRK14089702	Kerala	
			м	12-02-2024 09:20:26	1		ZYRK14089702	Kerala	
			м	12-02-2024 09:20:20	1		ZYRK14089702	Kerala	



# **MOBILE APP ACCOUNTS**

Employee with mobile app account is listed here.

LanatechTime 6.0	≡				Language Englis	h <b>~</b> ()	A Notification	🤱 admin	¢,
admin • Online	Device						෯ Home 🚿 Devie	ce > MobileApp Ac	ccounts
	DMobileApp Accounts							-	×
MAIN NAVIGATION	Personnel No Personnel No	Name	App Status	App Role	✓ Qs	Search	🖉 Clear		
Dashboard									
Personnel <     Device <		able 🗹 Disable 🗎 Delete						100 💙	
Attendance	Personnel No	Name Login Time	Last Active	Client Category	App Status	App Role	Related Ope	ration	
□ System <	<< < 1 >		e 100 records/Total 1 rec	cords		Linployee			

# We can set the mobile app account to employees from here by clicking Set Mobile App Select the employee set app status and app role

MAIN NAVIGATION		Search by Department	O Search by Personnel I	No./Name O Search by Area			
🚯 Dashboard		~	Select All Personnel In	The Department			
Personnel	<				100 👻	Selected Personnel(0)	<b>Z</b> Clear
Device	<	□ 2	SAM	Default_Department	•		
Attendance	<	8	Arun	Default_Department			
🖵 System	<	22	Rijo	Default_Department			
		□ AB01	jose	Default_Department			
			Ab	Default_Department			
			ZK	Default_Department	-		
		< < 1 >	>> Page 1/ Total 1; Per	page 100 records/Total 7 records			
		App Status Enable	~				
		App Role Employee	~				
		🗸 Ok	⊘ Cancel				



# **ENABLE & DISABLE MOBILE APP ACCOUNTS**

# We can enable and disable the mobile app accounts

Select the particular employee and click enable or Disable as per the requirement

LanatechTime 6.0	≡				I	Language English	<b>1 ∨ ()</b> 4	Notification	🤱 admin	¢\$
admin • Online	Device						4	🚯 Home 🚿 Devic	e > MobileApp A	ccounts
	MobileApp A	Accounts							-	×
MAIN NAVIGATION	Personne		A	pp Status	App Role					
🙆 Dashboard	Personr	nel No Name		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		✓ Q S	iearch	🖉 Clear		
Personnel <	Set Mobile	e App 🔺 Enable 🗹 Disable	🛍 Delete						100 💙	·
Device <	Pers	sonnel No Name	Login Time	Last Active Cli	ient Category	App Status	App Role	Related Ope	ration	
Attendance <	1	VYSHNAVI				Enable	Employee	<u>Delete</u>		
☐ System 〈	< <	1 > >> Page 1/	Total 1; Per page 100	records/Total 1 records						

### **DELETE MOBILE APP ACCOUNTS**

To delete a particular employee's mobile account, select that employee and click delete

LanatechTime 6.0	=	Language	English 🗸	0		2. 2	admin	o;
admin • Online	Device		æ	Home	> Device > Message	> Delete	Mobile Ac	counts
	Delete Selected Mobile Accounts(s)						-	×
MAIN NAVIGATION	Select Message(s):		]					
🚯 Dashboard	✓ Ok ØCancel		_					
Personnel <								
Device <								
Attendance <								
□ System 〈								



### **ATTENDANCE MANAGEMENT**

The system can exchange data with the T&A devices and collect attendance records kept in it. Primary functions implemented by the attendance system include regional user management and management of attendance parameters, shift timetables, scheduling, daily maintenance, attendance calculation, attendance reports, and attendance devices.

### **RULES**

#### **Attendance Parameters**

As attendance systems set up by different companies vary, it is necessary to manually set attendance rule to ensure the accuracy of the final attendance calculation.

Choose Attenda	nce	>> R	lule									
LanatechTime 6.0		=						Language English 🗸	0		🧸 admir	n 😋
admin • Online		Atten	ndance	5						🖨 Hor	me > Attendanc	ce > Rule
		₩Ru	le									
MAIN NAVIGATION		🖶 Ad	ld 🗎 Dele	ete 🛛 🏶 Set Rule							20	~
2 Dashboard			Rule Name	Allowed Late(Min)	AllowedEarly(Min)	Work Duration(Min)	HalfDay Duration(Min)	Overtime (Min)	Weekend	I	Related	
•	<		Default	0	0	0	300	60	Sunday		<u>Edit</u> Delete	
	<										betete	
Attendance	<											
🖵 System	<											

### **ADD RULES**

LanatechTime 6.0	≡			Language English 🗸	0		🧟 admin	o;
admin Online	Attendance					😤 Hor	ne > Attendance	> Rule
	🚓 Rule						FOption -	×
MAIN NAVIGATION	*Rule Name							
🍘 Dashboard	✤ Basic Settings							
Personnel <	*Check-In Rule	Base On Schedule 🗸						
Device <	* Check-Out Rule	Base On Schedule 🗸						
Attendance <	*Overtime Sheet Rule	Auto OT 🗸						
🖵 System 🧹								
	❤ Weekend Setting	<u>s</u>						
	★ Calculation							
	❤ Calculation Item	I.						
	✓ Resign Staff							



# **BASIC SETTING**

*Check-In Rule*: It can be set to *Based on Schedule or first check in. Check-Out Rule*: It can be set to *Based on Schedule or first check in. Overtime Sheet Rule*: It can be set to *Auto OT or No OT* 

	🚠 Rule	FC	Option – ×
MAIN NAVIGATION	*Rule Name		
Dashboard	✤ Basic S	Settings	
Personnel	< *Check-In R	Rule Base On Schedule V	
Device	< * Check-Ou	<b>It Rule</b> Base On Schedule ✓	
Attendance	< *Overtime	Sheet Rule Auto OT 🗸	
🖵 System	<		
	★ Weeke	and Settings	
	■Monda □Tuesda □Wedne □Thursd □Friday □Saturd ☑Sunday	ay esday day lay y	

### CALCULATION

You can set statistical rules and symbols for normal arrival time/actual arrival time, late arrive, early leaving, leave, absence, overtime, no check-in and no check-out on this interface.

□Friday □Saturday			
<b>⊠</b> Sunday			
✤ Calculation			
*When Late exceeds	0	minutes,count as absence	<b>☑</b> No action
*When Early Leave exceeds	0	minutes,count as absence	No action
* When there is no Check-In record,counted as	Present 🗸		
* When there is no Check-Out record,counted as	Present 🗸		
*When Work Duration is less than	300	minutes,count as halfday.	No action
*When Work Duration is less than	0	minutes,count as absent.	No action
* Early leave exceeds	2	times days mark as absent for	Halfday 🗸
* Late exceeds	2	times days mark as absent for	Halfday 🗸
* Min OverTime	60	* Max OverTime	0



#### **CALCULATION ITEM**

You can set statistical rules and symbols for normal arrival time/actual arrival time, late arrive, early leaving, leave, absence, overtime, no check-in and no check-out on this interface.

Unit: Minutes / Hours / Days

*Round Down*: Omit the decimal part smaller than the minimum unit.

*Round Off*: Count a minimum unit if the decimal part reaches half of the minimum unit.

*Round Up*: Count a minimum unit if the decimal part is smaller than the minimum unit.

*Note*: Use minutes as the minimum unit when calculating the absence time.

*Symbol In Report*: Users can set symbols of normal arrival time/actual arrival time, late arrival, and early leaving in the report as needed.

Cardo La sua aveca da	2	minutes,count as absent.	11-164
Early leave exceeds	2	times days mark as absent for	Halfday 🗸
Late exceeds	2	times days mark as absent for	Halfday 🗸
Min OverTime	60	* Max OverTime	0
Calculation Item	ontroll wwn		

After completion of the setting, click **OK** for saving.

### **RESIGN STAFF**

This parameter is to set whether the resigned staff will be displayed on the operating interfaces (manual punch, overtime sheet, leave, and attendance report etc.); in default setting, they will not be displayed.

Timetable Late Early Leave Leave Absent Overtime No Check-In No Check-Out Present Weekend Holiday Halfday	1.0       Minute(HH:MM)       Round-off Controll       Round-down       @Round-off       Round-up       Symbol In Report   Add
<ul> <li>✓ Resign Staff</li> <li>Display The Resign Staff:</li> <li>Note:</li> <li>This parameter is to set w default setting, they will n</li> </ul>	her the resigned staff will be displayed on the operating interfaces (manual punch, overtime sheet , leave, and attendance report etc.);in
✓Ok	ØCancel



# SET RULES

### You can set rules for employee in batches here.

		Set R Modify R	ule ule in batches					- ×
MAIN NAVIGATION		Sear	rch by Department	Search by Personnel No.,	/Name 🔿 Search by Area			
Dashboard			<b>~</b> □	Select All Personnel In The	e Department			
Personnel	<					100 🗸	Selected Personnel(0)	<b>Z</b> Clear
Device	<		2	SAM	Default Desertment			
Attendance	<		8	Arun	Default_Department Default_Department			
🗆 System	<		22	Rijo	Default_Department			
			AB01	jose	Default_Department	- L		
				Ab	Default_Department			
				ZK	Default_Department	-		
			<< 1 >	>>				
		Employe	ee Rule None Ok	✓ Cancel				

### **TIME TABLE**

Set the time periods that may be used during attendance and set various parameters. The timetable is the minimum unit in personnel attendance time settings. For example: These settings include work start/end time, allowed late arrival/early leaving duration, whether check-in/check-out is mandatory, allowed time period for check-in/out, rest time, and overtime.

Before scheduling the shift, you must set all shift timetables possibly used. Only in this way can various parameters set be valid.

Choose *Attendance* >> *Timetable* to access the *Timetable* interface:

LanatechTime 6.0	Eanguage English - O Notification admin	oç
admin • Online	Attendance # Home > Attendance > Timetat	le
	∰Timetable ≁option - ×	
MAIN NAVIGATION	Normal Timetable Flexible Timetable	
🍘 Dashboard	DAdd aDelete 1 Export DLog	
<ul> <li>Personnel </li> <li>Device </li> </ul>	Timetable Name check-in Check-out Necessary Necessary Auto OT(Check- Auto OT(Check- Related Check-In Check-Out In Early) Out Delay) Operation	
▲ Attendance <	DefaultTimetable 10:00AM 7:00PM Yes Yes No No <u>Edit Delete</u>	
😐 System <		
	<     1     >     >>>       Page 1/Total 1; Per page 20 records/Total 1 records	



### The system will set a default shift with the name of *Flexible Timetable*.

*Flexible Timetable*: Work delay is not counted as overtime, and late arrival, early leaving or absence is not calculated. The attendance for a flexible time period is calculated by the even number of card-punching times. The line numbers of its report are generated automatically. If four records exist, the daily report on that day has two lines. If six records exist, the daily report has three lines. Besides, the attendance time in a time period is check-out time minus check-in time.

### **ADDING A TIME TABLE**

Click Add on the Timetable interface to access the Add interface:

admin • Online	At	tendance						🖀 Home 🚿 Attend	dance > Timetable	> Add Timetabl
	C	Add Timetable								- ×
MAIN NAVIGATION	5			t: When "No" is selected mporary) in a timetable		will automatically create co t be edited or deleted.	orresponding random	check-in/check-out lo	ogs.	
Device	<	*Timetable Name					Normal Timetable		~	
Attendance System	<	*Check-In Start Ti	me	08:00 AM		*Check-Out Start Time	e	05:00 PM		
		*check-in		09:00 AM	M *Check-out		06:00 PM			
		*Check-In End Tin	ne	10:00 AM		*Check-Out End Time		07:00 PM		
		♥Break Time	2						♣Add Break Ti	me
		Code	Name	Start Time	End Time	Break Time	Break Type	Related Opera	tion	

Set the parameters as required based on the following steps:

Timetable Name: Enter any characters with 20 characters at most.

*Check-In Start Time / End Time, Check-Out Start Time / End Time*: valid range for checking in/out in this time period. Check-in/out records out of this range are invalid. The start check-out time cannot overlap the end check-out time.

Check-In Check-Out: Set the check-in time and check-out time.

*Necessary Check-In /Necessary Check-Out*: Decide whether check-in and check-out are mandatory in the selected time range. If an employee needs to check in/out, select *Yes* otherwise, select *No*.

*Late Arrival/Early Out*: This refers to the permissible time for late arrival/early leaving before the designation of late arrival/early leaving starts during specified working time.

For example, if Allowed late minute is set to **5** and check-in time is set to 9:00; Employee A checked in at 9:03 and Employee B checked in at 9:05, we can conclude that Employee A is not late as the interval between his or her check-in time and check-in start time is less than 5 minutes and Employee B is late for 6 minutes as the interval between his or her check-in time and check-in start time exceeds 5 minutes.

*Workday*: It refers to how many workdays are calculated for each shift. If a value is set for it, the workday will be calculated according to the present value. Otherwise, the workday will be calculated according to settings in the attendance rules.

*Auto OT*: When overtime is calculated, if select *Yes* for *Count Delayed Time as Overtime*, the overtime is the delayed time (the difference between check-out time and check-out end time) + the fixed overtime (minutes) during this timetable. The value is *0* if *No* is selected for *Count Delayed Time as Overtime*.

LANAtechtime 6.0



After the completion of the settings, click **OK** to save the settings and return to the **Time Table** interface. The timetable list displays the added timetable.

### Notes:

**1.** The interval between check-in start time and check-out end time is not allowed to exceed the maximum / minimum timetable length set in the system.

2. There is no timetable with the same start time and end time.

### **ADDING A BREAK TIME**

Choose Attendance >> Timetable >> Edit Timetable >> Add Brake Time:

Personnel	<						
E Device	<	*Timetable Na	me	*Type			Normal Timetable
Attendance		*Check-In Sta	Break Time		×		05:00 PM
□ System		*check-in	* Code				06:00 PM
			* Name				07:00 PM
		*Check-In End	* Start Time	11:15 AM			07.00 PM
		♥Break 1	* End Time	11:15 AM			+Add Break Time
		Code	* Break Time		Mins	уре	Related Operation
			Auto Deduct		MILLS		
			$\bigcirc Must$ punch break in and break out				
			come back early before	Mins, Forward to Normal Work	~		
			come back late after	Mins, Forward to Late 🗸	•		
			✔ Ok	O Cancel			Yes 🗸
		*Late Arrivat	0	*Early Out			0

Set the parameters as required based on the following steps:

Code: Enter the code to break time. Start Time / End Time: Valid range for break start time/end time. Break Time: Total break time Auto Deduct: Automatically select break time

### **EDITING A TIME TABLE**

### 1. Click *Timetable Name* or the corresponding *Edit* under *Related Operation* to access the timetable edit interface.

		Add Timet	able						
MAIN NAVIGATION		Note:	n Chask In (Ch	ock Outs When "N	e" is selected in here, the	rutor ull sutor sticellus	reate correct and inc. rea	idom check-in/check-out logs	
Dashboard						e cannot be edited or delet		laom check-m/check-out logs	
Personnel	<								
Device	<	*Timetable Name		Def	aultTimetable	*Type		Normal Timeta	ible 🗸
E Attendance	<	*Check-In Start Time		08:0	00 AM	*Check-Out St	*Check-Out Start Time		
🖵 System	<			10/	20 AM			07:00 PM	
		*check-in		10%	10:00 AM		*Check-out		
		*Check-In I	End Time	10:0	00 AM	*Check-Out Er	nd Time	07:00 PM	
		♥Brea	k Time						Add Break Time
			Code	Name	Start Time	End Time	Break Time	Break Type	Related Operation
			1	bb	13:15:00	14:15:00	45	AutoDecute	Edit Delete



**2.** Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a timetable. Click *OK* for saving after completing the modification.

### **DELETING A TIME TABLE**

Select a timetable, click **Delete** on the upper left of the timetable list or directly click **Delete** under **Related Operation** to access the timetable deletion confirmation interface.

LanatechTime 6.0	=	Language English 🗸 🚯	🗘 Notification 🔍 🧟 admin	o;
admin • Online	Attendance	# Home	> Attendance > Timetable > Delete Ti	imetable
	Delete selected		-	×
MAIN NAVIGATION	Select Timetable(s): Time table 1,			
🚯 Dashboard				
Personnel <	✓ Ok Ø Cancel			
Device <				
Attendance <				
□ System <				

**2.** Click *OK* to delete this timetable and return to the *Timetable* interface. Note: The default flexible timetable in the system is not allowed to be deleted.

# **FLEXIBLE TIMETABLE**

In this module we can add flexible timetable we can add

LanatechTime 6	5.0	=		Language	glish 🗸 🚯 🗘 Notification	🧟 admin 📽
admin • Online		Attendance			# Home > Attendance > T	imetable > Add Timetable
		• Add Timetable				- ×
MAIN NAVIGATION	<		-Out: When "No" is selected in here, the sy r temporary) in a timetable, the timetable	stem will automatically create corresponding ran cannot be edited or deleted.	dom check-in/check-out logs.	
Device	<	*Timetable Name		*Туре	Flexible Timetable	~
Attendance System	<	*Change At	12:00 AM	*Only consider first and last punch	Yes	~
		*Work Time (minute)	480	*Day Off	Yes	~
		*Base On Punch Type	No	•		
		*Auto OT	Yes	<ul> <li>*Min minutes of OT</li> </ul>	0	
		Save and New	k Ø Cancel			

Set the parameters as required After settings click **OK BUTTON** 



# SHIFT SHIFT MANAGEMENT

Shift is composed of one or more preset attendance timetable based on certain order and cycle period. It is a preset work schedule for the personnel. It is essential to set shift if you want to perform check on work attendance for employees. This system supports 999 shifts at most.

Choose **Attendance > Shift** to access the shift management main interface that displays the search field and shift timetable details. With the search function, you can easily query shifts. All shifts in the current system are displayed in the list. Click the line where the shift is and the timetable details list on the right will display the timetable details of this shift in a chart.

LanatechTime 6.0	=		Langua	ge English 🗸 🚯 🖉	🔉 Notification 🔍 🍶 admin	n <b>0</b> 8
admin ● Online	Attendance				希 Home 🚿 Attendanc	te > Shift
	<b>⊘</b> Shift				FOption	- ×
MAIN NAVIGATION	Shift Name	Number Of Cycle	Unit Of Cycle			
🚯 Dashboard	Shift Name	Number Of Cycle		✓ QSear	rch MAdvanced	
				<b>⊿</b> Clea	ar	
Personnel <	OAdd @ Delete ♦ Set Shift 🛓 Ex	port 🔊 Log	20 🗸	🛗 Timetable Details		
Device <					1	1
Attendance <	ShiftNo Shift Name	Number Of Unit Of Cycle	Auto Shift	Days	Time	
		Cycle		Sunday		
□ System <	1 Shift 1	1 Week	No Select   Edit   Delete	Monday	10:00:00-19:00:00	
			Delete	Tuesday	10:00:00-19:00:00	
		Page 1/ Total 1; Per page 20 records/T	atal 1 records	Wednesday	10:00:00-19:00:00	
	<< < 1 > >>	rage 1/ Total 1, rei page 20 Tecolos/1		Thursday	10:00:00-19:00:00	
				Pol Law	10:00:00-19:00:00	
				Friday	09:00:00-18:00:00	
				I	10:00:00-19:00:00	
				Saturday	09:00:00-18:00:00	

### **ADDING A SHIFT**

1. Click *Option* >> *Add* on the *Shift* interface to access the shift addition interface:

NANI MANIGATION Note:   b Dashboard Vhen multiple timetables are selected at the same time,their "Check-In/Check-Out Start Time" must not be identical. If there are more than one timetables having identical "Check-In/Check-Out Start Time",the system will save the timetable with a higher position on the Timetable list. Each day supports multiple timetables.   o Personnel    o Device    o Attendance    o Day Cycle 1   o Day Cycle 1   o Day Cycle 1   o Not: No			Add Shift				
a Dashboard   b Dashboard   c Device   c Noit Of Cycle   c Noit Of Cycle   c Day Cycle   1 Device   c Noit Of Cycle   c Noit Of Cycle   c Day Cycle   c Day Cycle   c Noithit   No   c No     c Diagram     c Diagram <th>AIN NAVIGATION</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	AIN NAVIGATION						
Device  • Shift Name    Attendance  • Day Cycle     • Day Cycle    • Day Cycle    • Day Cycle <th>Dashboard</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Dashboard						
Device    Attendance ·   · Day Cycle   · Day Cycle   Auto Shift No<     No     ·   · DefaultTimetable(109:00:00-19:00:00)   · ·   · Day Cycle   · I     · Day Cycle	Personnel	<					
Attendance   * Day Cycle   Auto Shift   No   Friday   Friday   Staturday	Device	<	* Shift Name			Select Time Table	Select Date
System • Day Cycle   Auto Shift     No     Friday     Image table 1(05:00:00-15:00:00)        Image table 1(05:00:00-15:00:00)    <	Attendance	<	* Unit Of Cycle	Week	~		
Auto Shift No  Auto Shift No  Reverse Staturation  Auto Shift No  Reverse Staturation  Saturation  Sat			* Day Cycle	1		☐Time table 1(09:00:00- 18:00:00)	
□Friday □ □Saturday □	L System	<	Auto Shift	No	~		
Saturday							
Sunday							
							Sunday
			Save and Nev	w 🗸 🗸 🗸	⊘Cancel		



Set the parameters as required based on the following steps:

*Shift Name*: Enter any characters, with 30 characters at most. A shift name must be unique.

Unit of Cycle: including day, week, and month.

*Number of Cycle*: Shift cycle period = Number of cycles \* Unit of cycle.

Note: The system displays optional dates in the *Select Date* box based on the values of *Unit of Cycle* and *Number of Cycle*.

Count Day Off At: Select day off as normal work or auto overtime or weekend overtime.

*Count Weekend Off At*: Select weekend off as normal work or auto overtime or weekend overtime.

*Select Timetable*: Select timetable for the shift. It needs to be preset in the Timetable.

Select Date: Select on which date in the cycle the shift (timetable) will be applied in the Select Date box.

2. After the completion of the settings, click **OK** to save the settings and return to the **Shift** interface. The shift list displays the added shift details.

Note: A shift refers to the circulation of a timetable chosen by the users in the cycle period set by the user. Dates unselected represent rest days. When scheduling shifts for an employee, a user needs to select only the start date, end date, and the shift used and it is unnecessary to indicate the date which an employee should work or take a vacation. After a shift is selected, the system will automatically determine the dates on which an employee should work or take a vacation according to the cycle settings of the selected shift.

#### **SET SHIFT**

Assign Shift for more than one person at a time

		Set Shift Assign Shift for more t	han one person at a time				- ×
MAIN NAVIGATION		Search by Depa	rtment 🔿 Search by Per	sonnel No./Name 🛛 Search by A	Area		
Dashboard			Select All Perso	onnel In The Department			
Personnel	<				100 🗸	Selected Personnel(0)	<b>2</b> Clear
Device	<	Person	nel No First Nan	ne Department	Â		
Attendance	<	1	VYSHNAV	Default_Department			
🖵 System	<	□ 2	SAM	Default_Department			
		8	Arun	Default_Department			
		□ 22	Rijo	Default_Department			
		AB01	jose	Default_Department	-		
		<< <	1 > >>				
		Shift None	~				
		Ok	Cancel				



# **EXPORT SHIFT**

LanatechTime 6.0	English 🗸 🚯 🕹 🕹 🕹 🕹 🕹 🕰 admin
admin	Attendance * Home * Attendance * Shift
• Online	O Shift     Current Export Table     Shift        File Type     PDF File
	Shift Name Export Method: (a) All Records(max 10000 new records)
🏙 Dashboard	Shift Name     O Select number of records to export     Q Search     Advanced       From No. 1     records, export total 100     records     Image: Clear 100
Personnel <	OAdd
Device <	
Attendance <	ShiftNo Shift Name Number Of Unit Of Cycle Auto Shift Cycle Cycle
🖵 System <	1         Shift 1         1         Week         No         Select   Edit   Delete
	<     1     >     >>   Page 1/ Total 1; Per page 20 records/Total 1 records

### **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

admin Attendance	
	dance > Shift
Online     Select Search Field     Select Condition     Range       O Shift     ✓     Equal To     ✓	on – ×
MAIN NAVIGATION     Shift Name   Conditions Selected	
Bashboard     Shift Name     QSearch     MAdvanced	
Personnel     CAdd      Dele	
Device <	
Attendance	
System <	
< < 1 > Page 1/ Total 1; Per page 20 records/Total 1 records	



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Set the parameters as required based on the following steps:

*Select Search Field*: It is to select field from the dropdown that are to be searched.

*Select Condition*: It is used to select the condition from the drop down that are to be searched.

*Range*: It is used to set range of search field.

Add: Button is used to add extra search features by user.

Search: This button is used to the features.

Clear: This button is used to clear the form.

*Return*: Button is used to return from the current form.

### **SHEDULE**

You can arrange shifts for employees after setting the attendance timetables and shifts. *If you fail to schedule shifts for employees, overtime will be calculated according to flexible shifts*.

### **ADDING A SCHEDULE**

Click *Schedule* on the *Schedule* interface to access the schedule addition interface.

MAIN NAVIGATION			Searce	ch by Department 🔿	Search by Person	nel No./Name 🔿 UnSchedule List	*Start Date 01-04-2024 *E	ind Date 11-04-2024
Dashboard				~ □	Select All Person	nnel In The Department	*Shift ¥ *Si	hift Name
Personnel	<	:				_		
Device	<	:				100 💙	*Unit Of Week  Volume Cycle  V	Iumber Of I
Attendance	<	:		Personnel No	First Name	Department		
🖵 System	<	:		1	VYSHNAVI	Default_Department	Days	Timetable
				2	SAM	Default_Department		
				8	Arun	Default_Department	Sunday Monday	DefaultTimetable(10:00:00
				22	Rijo	Default_Department	Tuesday	19:00:00)
				AB01	jose	Default_Department	U Wednesday	Time table 1(09:00:00- 18:00:00)
			<<	< 1 > >	>		Thursday	
							□Friday	
			Page 1/	Total 1; Per page 100	) records/Total 7	records	Saturday	

The following describes the specific setting method.

*Personnel*: Select personnel for whom shifts need to be scheduled. Multiple choices are allowed.

*Start Date, End Date*: Set the start date and end date for shift scheduling.

*Note*: By default, the start date and end date are set to the first day of this month and the first day of next month respectively.

Selected Shift: Select a shift in Shift List, and to move this shift to Selected Shift.

After completing settings, click OK to save the settings and return to the Schedule interface.
 Note: Only one shift can be selected for employee shift scheduling. Only the last settings are saved when date ranges are identical during multiple shift scheduling.

### **ADDING A TEMPORARY SCHEDULE**

Temporary schedule is complementary to the existing schedule. If employees in a shift need to overtime temporarily, it is necessary to arrange one (or more) timetable(s) for overtime temporarily. Generally, temporary schedules are shift scheduling for overtime, for example overtime at night, on weekends, or on holidays and festivals.

1. Click Temp (Temporary) Schedule on the Schedule interface to access the Add temporary schedule interface.

LANAtechtime 6.0



- Onnic		• Add Ten	nporary Sc	hedule									
MAIN NAVIGATION		Note:											
Dashboard		When add	ling temporar	y schedule Se	elect a timetable i	then choose dates							
Personnel	<		rch hy Doparte	mont		*SI	art Date		*End D	ate			Work Type
Device	<	-	Search by Department     Search by Personnel No./Name			24-04-01	2024-04-11			Normal Work			
Attendance	<	Sear	rch by Area			<		Apr	il 20	24		>	Temp Schedule Rule
😐 System	<			~		Su	nMor	Tue	Wed	Thu	Fri	Sat	Activate Temp Schedule
					20 💙	31	. 1	2	3	4	5	6	Time Table
			Personnel No	First Name	Departme	7	8	9	10	11	12	13	DefaultTimetable(10:00:00- 19:00:00)
			00000001	VYSHNAVI	Default_De	1/	15	16	17	10	10	20	Time table 1(09:00:00- 18:00:0
			00000002	SAM	Default_De	14	· T2	10	11	10	19	20	
			00000008	Arun	Default_De	21	22	23	24	25	26	27	
			000000022	Rijo	Default_De	20	20	20	1	2	2	Λ	
			00000AB01	jose	Default_De	20	29	30	1	Z	3	4	

The following describes the specific setting method.

Personnel: Select personnel needing temporary schedules. (Multiple choices are allowed).

Start Date, End Date: Set the start date and end date for a temporary schedule.

*Timetable*: Select a timetable used by a temporary schedule. (Multiple choices are allowed).

Date: Click to select the date for temporary schedule. (Multiple choices are allowed).

*Had Schedule In Current Day*: Select *only temporary scheduling is effective* or *Add after the existing scheduling* when arranging shifts for employees working in the company in the current day.

**Only Temporary Scheduling Is Effective:** Whether an employee is scheduled a shift, only temporary scheduling is effective when work attendance is checked.

Add After The Existing Scheduling: is complementary to schedule for employees. The attendance data includes shift arrangement and temporary shift arrangement. It will be displayed with two shift assignment records in calculation.

*Specify Work Type*: Specify work type for the temporary schedule. The options include *Normal Work, Overtime on Week Days, Overtime on Rest Days* (overtime on weekends) or *Overtime on holidays*. The late arrival, early leaving, leave, and absence will not be recorded when the work type is set to *Overtime on Rest Days or Overtime on holidays or festivals*.

*Note*: Multiple timetables can be selected for temporary schedule, but the start time of timetables should not be the same. The timetables selected can be applicable to all dates selected.

After completing settings, click **OK** to save the settings and return to the **Schedule** interface.

### **EMPTY SCHEDULE**

To create empty schedule Attendance >> Schedule >> Option >> Empty Schedule



LanatechTime 6.0	=	Language English 🗸	0		2	admin	o:
admin • Online	Attendance		🖨 Home	> Attendance > Sch	nedule >	Empty Sc	hedule
	Demoty Schedule					-	×
MAIN NAVIGATION	Confirm to clear all shifts select shift type?						
<ul> <li>Dashboard</li> </ul>	Staff Schedule Recording!  Temporary Schedule Recording!						
Personnel <							
Device <	✓Ok ØCancel						
Attendance <							
□ System <							

# Click **OK** to **save empty schedule**

### **EXPORT SHEDULE**

LanatechTime 6.0	≡		Language English 🗸 🌒 🗘 Notification 🔍 🎿 admin
admin • Online	Attendance	▲ Export ×	# Home > Attendance > Schedule
	Schedule	Current Export Table Personnel Schedule Tr 🗸	≁Option — ×
MAIN NAVIGATION	Select Personnel Select Person	Export Method: (a) All Records(max 10000 new records) Select number of records to export From No. 1 records, export total 100 records	Q Search Schedule Q Temp Schedule
Personnel     Control	●Add Schedule ●Add Temp S	From No. I records, export total Luo records Export Exit 00	✓ Z Schedule TimeTable details
Attendance <      System <	Personnel No First Na	me Shift No Shift Name Start Date End Date Create Tin Page 1/ Total 1; Per page 100 records/Total 0 records	te Start From 2024-04-01 To 2024-04-11 Search



# APPROVAL LEAVE REQUEST

Employee can a		leave here. ≡				Language	English 🗸	• •		🧟 admin 🔇
admin • Online		Attendance						4	Home > Attendanc	e > Approvals > Lear
		C Leave								⊁Option — ×
MAIN NAVIGATION		Personnel No	First Name		Start Date			End Date		
Dashboard		Personnel No	First Name		Start Date			End Da	te	
Personnel	<	Reason For Leave	Leave Type	~	QSearch	Advanced				
Device	<				<b>Ø</b> Clear					
Attendance	<	■Add	icel Audit 🧿Log 🛓Export							10 🗸
😐 System	<	Person No Name Leave I	Date Duration Leave Reason	Leave T	ype Apply T	ime Status A	Approver	Remarks	ApprovedTime	Operations
		<< < 1 > >>	Page 1/ Total 1; Per page 10 record	ls/Total 0 re	cords					

### **ADD LEAVE REQUEST**

**Choose** *Attendance* >> *Approval* >> *leave request* >>*add* to add the new leave request to adding interface, as shown in the figure below.

Attendance V		_			
O Rule		□ 2		SAM	Default_Department
O Timetable		. 8		Arun	Default_Department
O Shift		2	2	Rijo	Default_Department
O Schedule					
O Approvals ~			B01	jose	Default_Department
<ul> <li>Leave Request</li> <li>Manual Punch</li> </ul>				Ab	Default_Department
Schedule Adjustment				ZK	Default_Department
Location Punch					
O Outdoor Request		<< <	: 1 > >>		
O Temporary Weekend					
O Transactions					
O Attendance Report			Fullday	○ Half Day	
O Statistics Report	*Le	ave Hour	First Half	~	
O Holiday					
O Leave Type	• Sta	art Date	Start Date		
O Outdoor Type	*En	id Date	End Date		
□ System <	*Le	ave Type		~	
192 168 90 193-8055/attendance/addlea		ison For Leave	2		

Select personnel

Choose full or half day leave

If the employee choose full day leave, select start and end date

Select leave type and enter reason for the leave

If the employee choose half day leave specify the leave hour too( first half or second half)



# **DELETE LEAVE REQUEST**

Choose *Attendance* >> *Approval* >> *Leave request* >> *Delete* to delete the leave request from interface, as shown in the figure below.

LanatechTime 6.0	E Language English 🗸 🚯 🗘 Notification
admin • Online	Attendance # Home > Attendance > Leave > Delete
	Delete selected – *
MAIN NAVIGATION	Select Leave(s)8:02-04-2024-540.00,;
🕸 Dashboard	✓ Ok Ø Cancel
Personnel     <	
Device <	
□ System <	
192, 168, 90, 193; 8055/dashboard	

Click **OK** to **Delete** selected leaeve request

### **CANCEL AUDIT**

# Attendance >> Approval >> Select leave request to Cancel >> then click Cancel Audit

LanatechTime 6.0	English → Δ Notification admin 🕫	Í
admin • Online	Attendance Home > Attendance > Leave > Cancel Audit	
MAIN NAVIGATION	Select Leave(s)8:02-04-2024-540.00, ;	
🚯 Dashboard	✓ Ok Ø Cancel	
Personnel <		
Device <		
Attendance <		
□ System <		
		ľ
	😪 Snipping Tool	



### Click OK to CANCEL AUDIT

LanatechTime 6.	0 🔊 Log						× ification	🧟 admin 🔇
admin Online	Usernam	e	Action Flag	~~~~	10 👻	Q Search 🖉 Clear	> Attendar	ice > Approvals > Leave
	Usernam	e Action Time	Object Type	Object Description	Action Identification	Change Message		≁Option — ×
	admin	4/11/2024 12:11:55 PM	Leave		Others	Add		
	admin	4/11/2024 12:11:55 PM	Leave		Others	Add		
🙆 Dashboard								
Personnel	<							
Device	<							
Attendance	<							10 🗸
🗆 System	<						rovedTime	Operations
	<<	< 1 > >> Page 1/	Total 1; Per page 10 r	records/Total 2 records			4-2024	
		8 Arun 01-0 2024		FullDay Sick 1 Leave	1-04-2024 Approved By	admin	11-04-2024	
	<	< < 1 > >>	Page 1/ Total 1;	Per page 10 records/Total 2 recor	rds			

Log: In this whatever change in this software modification it will display in log.

### **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanatechTime 6.0	≡			_	_	-	-	-	_	Langua	e English	- 0	A Notification	🧸 admin	00
admin	Attend	ance	<b>Å</b> Adva	anced Que	ry						×	R	Home > Attendance	a > Approvals >	
Online	🕼 Leav		Select S	Search Field	S	elect Cond	ition	F	Range					60.11	
	Leav	e			¥	Equal To		~						FOption -	×
MAIN NAVIGATION	Persor	nnel No	Conditi	ons Selected								End Date			
🚳 Dashboard															
	Reaso	n For Leav													
Personnel <															
Device <							OAdd	<b>Q</b> Search		D Return					
Attendance <	₽Ad	d 🛍 Delet	*Note: Fe	or selecting o	f the same fiel				Clear election is prev					10 🗸	
🖵 System <		Person	Name	Leave	Duration	Lanva	Reason	Leave	Apply	Status	Annyovor	Domorka	ApprovedTime	Onerations	
		No	Name	Date	Duration	Leave	Reason	Туре		Status	Аррготег	Reindiks	ApprovedTime	operations	
		8	Arun	02-04- 2024	540.00	FullDay		Sick Leave	11-04-2024	Approved By	admin		11-04-2024		
		8	Arun	01-04- 2024	540.00	FullDay		Sick Leave	11-04-2024	Approved By	admin		11-04-2024		
	<	< 1	> >	*	Page 1/ Total	1; Per page	10 records/	Total 2 re	cords						



Set the parameters as required based on the following steps:

Select Search Field: It is to select field from the dropdown that are to be searched.
Select Condition: It is used to select the condition from the drop down that are to be searched.
Range: It is used to set range of search field.
Add: Button is used to add extra search features by user.
Search: This button is used to the features.
Clear: This button is used to clear the form.
Return: Button is used to return from the current form.

### **EXPORT**

To export the approval details in the different document type (pdf txt, xls, csv) that we want. **Attendance** >> **Approval** >>**Leave Request** >> **Export** >> **Select file** >> **Export** 

LanatechTime 6.0	=								Langua	ge English	• 0		🧟 admin 🔹
admin • Online	Attenda	nce		📥 Export	_			×			#	Home > Attendance	Approvals > Leave
	C Leave			Current Export File Type		eaves DF File		* *				≁Option — ×	
MAIN NAVIGATION	Personne Personn Reason Fe Reason	nel No		Export Method All Record: Select num From No. 1	s(max 1000 nber of rec record	ords to expo ds, export to	ort	records Exit	Advance	d	End Date		
Attendance <		™Delete ▼ Person Na		ancel Audit DLo		rt Reason	Leave	Apply	Status	Approver	Remarks	ApprovedTime	10 V
		lo	Date					Time					
	8	Aru	un 02-04- 2024	540.00	FullDay		Sick Leave	11-04-2024	Approved By	admin		11-04-2024	
	8	Aru	un 01-04- 2024	540.00	FullDay		Sick Leave	11-04-2024	Approved By	admin		11-04-2024	

### **MANUAL PUNCH**

We can manually add punch in case we miss one



# SCHEDULE ADJUSTMENT

You can request the schedule adjust from Lana tech time mobile application.

LanatechTime	e 6.0	≡								Lang	uage Englis	h <b>∨ 0</b>		adı 🧟	min
admin • Online		Attend	lance								,	👫 Home > A	Attendance > Approv	vals > Schedul	le Adjusti
		<b>X</b> Sche	edule Adjust	ment											-
AIN NAVIGATION		Per	rsonnel No		First N	ame	Star	Date		End Date					
Dashboard		Ρ	ersonnel No		First	Name	Sta	rt Date		End Date		QSe	arch 🐴 Advar	nced	
a basilboard												<b>Z</b> CI	ear		
Personnel	<	De	elete 🗸 Appr	ove 🖉 Can	cel Audit									10	~
Device	<														
Attendance	<		Personnel No	First Name	Date	Previous Schedule	New Schedule	Remarks	Apply Time	Approve Status	Approver	Remarks	ApprovedTime	Related Operation	
□ System	<	<<	< 1	> >>		Page 1/ Total 1;	Per page 10 re	cords/Total 0 re	cords						

### **LOCATION PUNCH**

An employee can mark his attendance from customer site using mobile application

	Attendance    Attendance  Attend	
AMAIN NAVIGATION	MAIN NAVIGATION       Personnel No       First Name       Start Date       End Date       QSearch       Advanced       Advanced	> Location
Advisition     Personnel No     First Name     Start Date     End Date     QSearch     Advanced     Personnel No     First Name     Start Date     End Date     QSearch     Advanced     Clear     10 *     Personnel No     First Name     Punch Time     Status     Approve     Location selfie     ************************************	Attendance     Personnel No      First Name   Start Date   End Date   QSearch   Advanced   Advanced   Personnel No   First Name   Punch Time   Startus   Approve   Cancel Audit   Personnel No   First Name   Punch Time   Startus   Approver   Location selfie   Page 1/ Total 1; Per page 10 records/Total 0 records	-
<ul> <li>Bashboard</li> <li>Personnel &lt;</li> <li>Device &lt;</li> <li>Personnel No</li> <li>First Name</li> <li>Punch Time</li> <li>Status</li> <li>Approve</li> <li>Approver</li> <li>Location selfie</li> <li></li> <li></li> <li>Page 1/ Total 1; Per page 10 records/Total 0 records</li> </ul>	<ul> <li>Bashboard</li> <li>Personnel &lt;</li> <li>Device &lt;</li> <li>Personnel No</li> <li>First Name</li> <li>Punch Time</li> <li>Status</li> <li>Approve Status</li> <li>Approver</li> <li>Location selfie</li> <li>Control 1; Per page 10 records/Total 0 records</li> </ul>	
Device       C       Personnel No       First Name       Punch Time       Status       Approve       Location       Location selfie         Im Attendance          Page 1/ Total 1; Per page 10 records/Total 0 records	Device       Control       Personnel No       First Name       Punch Time       Status       Approve Status       Approver       Location       Location selfie         Image: Attendance          Page 1/ Total 1; Per page 10 records/Total 0 records	<b>7</b> Clear
Attendance	Personnel No     First Name     Punch Time     Status     Approve     Approver     Location     Location selfie       Image: Attendance        >     >     Page 1/ Total 1; Per page 10 records/Total 0 records	10 🗸
<     1     >     Page 1/ Total 1; Per page 10 records/Total 0 records	<     1     >     Page 1/ Total 1; Per page 10 records/Total 0 records	



# OUTDOOR REQUEST

You can add outdoor request here

	8	Arun	Default_Department		
	22	Rijo	Default_Department		
	AB01	jose	Default_Department		
<<	< 1 >	>>			
*Start Date	Start Date				
*Start Time	09:15 AM				
*End Date	End Date				
	End Date				
*End Date	09:15 AM				
*End Date *End Time	09:15 AM	~			

#### **ADD TEMPORARY WEEKEND**

This form will help users to assign multiple weekends at multiple months for multiple employees at a time

LanatechTime	6.0	≡						Language	English 🗸	0	🗘 Notific	ation	2	admin
admin • Online		Atter	ndan	ce				🖨 Ho	me > Atten	dance > T	emporary W	eekend >	Add Tem	porary \
				porary Weeker		e months for multiple employees at a tir	ne							-
IAIN NAVIGATION					_					Choo	se Date			
🚯 Dashboard			Searce	ch by Department	<ul> <li>Search by Person</li> </ul>	nel No./Name 🛛 Search by A	rea	<		Apri	il 202	24		>
Personnel	<				~									
Device	<						20 🗸	Sun	Mon	Tue	Wed	Thu	Fri	Sa
Attendance	<				Ab	Default_Department	*	31	1	2	3	4	5	6
🖵 System	<				ZK	Default_Department		7	8	9	10	11	12	12
				1	VYSHNAVI	Default_Department		-	0	5	TO		12	то
				2	SAM	Default_Department		14	15	16	17	18	19	20
				22	Rijo	Default_Department		21	າາ	22	24	25	26	27
				8	Arun	Default_Department		21	22	23	24	25	20	21
				AB01	jose	Default_Department		28	29	30	1	2	3	4

### **TRANSACTIONS**

The transactions interface provides statistics on valid attendance records, which depend on the settings of the effective attendance record interval larger than N minutes.

*Status* refers to AC log status, and *Correction of Status* is to follow the attendance calculation rule to determine whether an employee checks in or out for work based on the shift timetable and punching time of this employee. The calculation is based on this correction of status during statistics.

**1.** Users can export an attendance report to an.xls, pdf, or csv file based on requirements. Export\_for the specific method of exporting the report.

Users can select the fields required for displaying in the attendance report based on requirements (the fields are displayed after being checked).



Users can change the column width by dragging the column border to the left or right based on requirements.

Users can define the number of records displayed on each interface in the attendance report.

LanatechTime 6.0	≡						Lang	uage English	• 6 4	Notification	🧸 admin	o;		
admin • Online	Attenda	nce												
	<b>≓</b> Transa	actions									≁Option —	×		
MAIN NAVIGATION	Personr	nel No	4	rea Name		First Na	me		Status					
🍘 Dashboard	Person Departm	nnel No		Area Name		First N Date	ame							
Personnel <	Depart			Device		Date			Qs	<b>⊿</b> Clear				
Device <	CU Di	sk Import 🔀 Export XL	S 🕒 Export I	PDF 🖹 Export CSV										
Attendance <	Perso No	onnel First Name	Last Name	Department	Time	Status	Area	Device Name	Device SN	Mask	Temperature			
□ System 〈	22	Rijo		Default_Department	12-04-2024 17:00:00	Check- Out								
	<<	: < 1 > >>	Page 1/ To	tal 1; Per page 10 records/T	otal 0 records									

Note: Statistics can only be collected for the dates of the current month, and the total statistics dates cannot exceed 31 days.

### **U DISK IMPORT**

Import the transactions from time attendance device with the help of USB.

LanatechTime 6.0	≡		Language English 💙 0 🗘 Notification 🚨 admin 🕫
admin	Attendance	▲U Disk Import ×	₩ Home > Attendance > Transactions
Online	<b> </b> → Transactions	Device SN	<i>F</i> option − ×
		Select Records File No file chosen	
	Personnel No Personnel No	Import Exit	Status
🚯 Dashboard	Department		e •
Personnel <			Q Search Clear
Device <	CU Disk Import 🕅 Export XLS 🖻		100 👻
Attendance <			
□ System <	< < 1 > >> Pa	ge 1/ Total 1; Per page 10 records/Total 0 records	

### **ATTENDANCE REPORT**

The attendance report lists the daily attendance information of the queried personnel within a designated time period, and collects statistics on absence, late arrival/early leaving, overtime and leave, to check whether the listed information is consistent with the actual conditions. If the obtained result is inconsistent, adjust the shift, add an overtime sheet or compensatory leave sheet or directly modify the data in the report based on the requirements. Choose **Attendance** >> **Attendance Report** to access the **Attendance Report** interface.

67



LanatechTime 6.0	≡				Langu	age English 🗸 🚯	↓ Notification	🧟 admin	o;
admin • Online	Attendance						🖀 Home > Attend	ance > Attendance	Report
	Attendance	Report						-	×
MAIN NAVIGATION	Select Person 1 VYSHNAVI,	2 SAM,3 Tzachaque k, 😽	<b>Start Date</b> 2024-04-01	End Date 2024-04-11	<b>Report</b> First in I	LastOut 🗸	<b>Q</b> Search	<b>⊞</b> Calculate	
Personnel     C     Device	Export XLS	🖾 Export PDF 📑 Expor	t CSV				Save Layout	None selected <del>-</del>	
Device <     Attendance <	First Name	Last Name	Department No.	Department	Date T	ime Status	Correction Of Sta	tus	
□ System 〈	No related re	cord							

The following describes how to view an attendance report.

**1.** Click behind *Select Personnel*, and select an employee whose attendance report information needs to be viewed from the popped up personnel drop-down list. You can select multiple employees or all employees.

### 2. Set Start Date and End Date.

**3.** Click *Search*, and view the attendance report information of the selected employees between the set start date and the end date.

Note: When you click a report name, the corresponding report information is displayed.

### SCHEDULE LOGS

The Schedule log interface provides statistics on valid attendance records, which depend on the settings of the effective schedule.

*Status*: **Correction of Status** is to follow the attendance calculation rule to determine whether an employee checks in or out for work based on the shift timetable and punching time of this employee. The calculation is based on this correction of status during statistics.

- (1) Users can export an attendance report to an.xls, pdf, or csv file based on requirements.
- (2) Users can select the fields required for displaying in the attendance report based on requirements (the fields are displayed after being checked).

Users can change the column width by dragging the column border to the left or right based on requirements. Users can define the number of records displayed on each interface in the attendance report. Note: Statistics can only be collected for the dates of the current month, and the total statistics dates cannot exceed 31 days.

The meanings of the symbols in each report are as follows:

*Sick leave*: minute (B); casual leave: minute (G); maternity leave: day (C); compassionate leave: day (T); annual leave: day (S); due/actual attendance time: day (); late arrival: minute (>); early leaving: minute (<); leave: hour (V); absence: day (A); overtime: hour (+); no check-in: ([); no check-out (]); free overtime: hour (F). Please refer to 6.1 System User Management\_for adding and modifying the symbols.

Daily Attendance



The daily attendance interface displays the daily attendance status, attendance statistics, over time statistics, leave records, and leave summary within a designated period, and uses symbols or digits or the combination of symbols and digits to represent different items.

# Total Timecard

The total timecard interface displays the statistics on the schedule, attendance status, overtime and holidays of all staff by date. The attendance list is a statistical table of attendance records in each shift timetable.

Expected Check-in / Expected Check Out, No Check In / No Check Out: 1 stands for yes and 0 stands for no.

Attendance Duration: interval between the check in time and the check-out time.

Exception: all abnormalities other than on-duty and off duty, such as leave.

Timetable: valid duration of actual attendance in *Work Time (Minute)* of a timetable.

Note: The data of the absence, attendance duration, work time and timetable are expressed in minutes, and is not subject to the changes to the unit settings of the statistical item.

# Attendance

The attendance interface displays detailed attendance report of each employee in the time period, including the lists of attendance, leaves and overtime, namely the summary table of the attendance lists.

The leave records are calculated by the leave type. The data in the leave column is the sum of the data of all leave types. For example, leave = sick leave + casual leave + maternity leave + compassionate leave + annual leave + self-defined leave.

# Leave Summary

The leave summary interface displays all valid time and leave types of all valid leave records in the selected date range. Valid time (minutes) means the minutes between the start time and end time of a leave record.

# First In Last Out

It provides statistics on the earliest and latest punching data among the punching data of each employee on each day.

Exception

- It provides all attendance exceptions.
- Time Card

It provides the detailed punching information of the selected personnel.

### HOLYDAY

Attendance time on holidays and festivals may be different from that on week days. To simplify operation procedures, the system offers settings designed for attendance time and rules on holidays and festivals.

LanatechTime 6.0		≡				Language English 🗸	1 A Notificatio	on 🔍 🌲 admin	¢°
admin • Online		Atte	endance				<b>#</b> H	lome > Attendance > H	Holiday
		■H	Ioliday					FOption -	×
MAIN NAVIGATION		6	∎Add OHol	iday Group 🛍 Delete 🕹 Export 🔊 Log				20 🗸	
Dashboard				Name Of Holiday	Start Date		Duration(day)	Related Operation	
Personnel	<			National Day	01-10-2010		7	Edit Delete	
. Device	<			New Year's Day	01-01-2010		3	Edit Delete	
Attendance	<								
😐 System	<								
			<< <	1 > >> Page 1/ Total 1;	Per page 20 records/Total 2 records				



### **ADDING HOLIDAY**

=		Language English 🗸 🚯		🧸 admin	o;
Attendance		Ø	Home > Attendance >	Holiday > Add	Holiday
Add Holiday     Add Holiday information here,	customizing the organizational structure for HR management.			-	×
* Name Of Heliday					
Name Of Holiday	Name Of Holiday				
* Start Date	Start Date				
* Duration	1				
Company Name	All				
Restricted to Group					
	*				
	Save and New  Cancel				
	Attendance Add Holiday Add Holiday information here, Name Of Holiday Start Date Duration Company Name	Attendance Add Holiday Add Holiday Add Holiday Name Of Holiday Name Of Holiday Start Date Duration 1 Company Name All  Restricted to Group	Attendance       a         C Add Holiday       Add Holiday information here, customizing the organizational structure for HR management.         • Name Of Holiday       Name Of Holiday         • Start Date       Start Date         • Duration       1         Company Name       All         Restricted to Group	Attendance         Add Holiday         Add Holiday         Add Holiday information here, customizing the organizational structure for HR management.         • Name Of Holiday         • Start Date         • Duration         1         Company Name         All	Attendance   Add Holiday   Add Holiday   Add Holiday information here, customizing the organizational structure for HR management.   • Name Of Holiday   • Start Date   • Duration   1   Company Name   All

Set the parameters as required based on the following steps:

*Name of Holiday*: Enter the name of a holiday.

*Start Time*: to set the start date of the holiday.

Duration: Set the duration of the holiday, with the unit of days.

After the completion of the settings, click **OK** to save the settings and return to the **Holiday** interface. The holiday list displays the added attendance holiday.

*Note*: After adding a holiday for attendance, the system will not schedule shifts for the holiday. As there are no schedule records, the system will not record attendance on holidays in the attendance reports.

### **EDITING A HOLIDAY**

In the holiday list, click the name of a holiday, or click *Edit* under *Related Operation* to access the edit interface.

LanatechTime 6.0	≡		L	anguage English 🗸	A Notification	🧸 admin	œ
admin • Online	Attendance				& Home ≥ Attendance	e > Holiday > Add H	loliday
	Add Holiday Add Holiday information here,	customizing the organizational structure for HR manage	ement.			-	×
MAIN NAVIGATION	* Name Of Holiday						
🍘 Dashboard	,	National Day					
Personnel <	* Start Date	2010-10-01					
Device <	* Duration	7					
Attendance <	Company Name	All					
□ System <	Restricted to Group						
		v					
		<b>✓</b> Ok ØCancel					

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Modify parameters as needed and click **OK** to save the modifications.

# **DELETING HOLIDAY**

In the holiday list, select the holiday to be deleted, and then click **Delete** on the upper left of the holiday list, or directly click the **Delete** under **Related Operation** in the line of the holiday to be deleted to access the deletion confirmation interface.

LanatechTime 6.0	English V 🖸 🗘 Notification	Í
admin • Online	Attendance 🕷 Home > Attendance > Holiday > Delete Holiday	
	Delete selected – ×	
MAIN NAVIGATION	Select Holiday(s) 01-01-2010,	
🚳 Dashboard		
Personnel <	VOk ØCancel	
Device <		l
Attendance <		
□ System <		
		ĺ

Click **OK** to delete the holiday and return to the **Holiday** interface.

Log: In this whatever change in this software modification it will display in log.

LanatechTime 6.0	DLog	×ific	ation 🚨 admin 📽
admin • Online	Username Action Flag V 10 V QSearch #Clear		🕷 Home > Attendance > Holiday
	Username Action Time Object Type Object Description Action Identification Change Message		≁Option — ×
MAIN NAVIGATION			20 🗸
🔁 Dashboard		(da	ay) Related
Personnel <			Operation Edit Delete
Device <			
Attendance <			
□ System <			
	<< < 1 > Page 1/Total 1; Per page 10 records/Total 0 records		
	<		



# **HOLIDAY GROUP**

# We can add holiday group here.

LanatechTime 6.0	🕲 Add Holiday Group	× Jotification 🙎 admin 📽	
admin • Online	No 2 Group Name		Home > Attendance > Holiday Group
MAIN NAVIGATION	QSave Cancel		Clear
Personnel <	OAdd Holiday Group Set Holiday Grou		20 🗸
Device <	D No C	Group Name	Related Operation
Attendance <		INDIA	
☐ System <	<< 1 > >>	Page 1/ Total 1; Per page 10 records/Total 0 records	

# SET HOLIDAY GROUP

# Assign Holiday Group for more than one person at a time

Comme		Set Holiday Group					- ×
		Assign Holiday Group for more	than one person at a time				
MAIN NAVIGATION		Search by Department	O Search by Personnel	No./Name O Search by Area			
Dashboard		~	Select All Personnel Ir	n The Department			
Personnel	<				100 🗸	Selected Personnel(0)	<b>Clear</b>
Device	<						
Attendance	<		VYSHNAVI	Default_Department			
C. Curture		2	SAM	Default_Department			
System	<	8	Arun	Default_Department			
		22	Rijo	Default_Department			
		AB01	jose	Default_Department			
			Ab	Default_Department	-		
		<< < 1	> >>				
		Shift None	✓ Cancel				


# **LEAVE TYPE**

#### Leave Type Management

Choose Attendance >> Leave Type to access the Leave Type interface.

admin Online		Attendance # Home > Attendance > LeaveTy										
		III LeaveType										
N NAVIGATION		₿Add	🛍 Delete 🤹 Export 🧿 Log								20	
Dashboard Personnel			LeaveType	Min.Unit	Unit	Round Off	Yearly Limit	Monthly Limit	Carry Forward	Symbol In Report	Related Operation	
Device	< <		Business Trip	1	Hour	Yes	12	2	5	ВТ	<u>Edit</u> Delete	
Attendance	<		Annual Leave	1	Hour	Yes	12	2	5	AL	<u>Edit</u> <u>Delete</u>	
System	<		Compassionate Leave	1	Hour	Yes	12	2	5	COL	<u>Edit</u> <u>Delete</u>	
			Maternity Leave	0.5	Hour	Yes	12	2	5	ML	<u>Edit</u> <u>Delete</u>	
			Casual Leave	0.5	Hour	Yes	12	2	5	CL	Edit	

Employees may request a leave and hope that the leave can be displayed in the system statistics. In this case, he or she should select a leave type when entering a leave record.

There are six default leave types in the system: sick leave, casual leave, maternal leave, compassionate leave, annual leave and business trip.

ADD A LEAVE TYPE. (Note: The new leave type has the same function as the default leave types of the system.)

1. Click *Add* on the *Leave Type* interface to access the leave type addition interface.

_



Set the parameters as required based on the following steps:

Name of Leave: Enter the name of a leave type, with 20 characters at most.

Min. Unit and Unit: Set the measurement unit and minimum value of the leave type. Unit can be set to Hour, Minute or Workday.

Round Off: Set whether the values are rounded off.

Symbol in Report: Set the symbol of the leave type in the attendance report.

Set parameters as required.

After the completion of the setting, click OK to save the settings and return to the Leave Type interface. The leave type list will display the new leave type in leave type interface.

#### **EDIT LEAVE TYPE**

Click *Leave Type* or the corresponding *Edit* under *Related Operation* to access the timetable edit interface.

LanatechTime 6.0	≡			Language English 🗸 🐧	🗘 Notification	admin	¢ŝ
admin • Online	Attendance			🚜 Hom	e > Attendance > LeaveTy	pe > AddLeav	/eType
	Add LeaveType Add LeaveType information here	, customizing the organizational structure for	HR management			-	×
MAIN NAVIGATION							
🕸 Dashboard	* Leave Type	Business Trip					
Personnel <	* Min.Unit	1					
Device <	* Unit	Hour 🗸					
ia≣ Attendance <	* Round Off	Yes 👻					
□ System 〈	* Symbol In Report	ВТ					
	* Yearly Limit	12					
	* Monthly Limit	2					
	* Carry Forward	5					
	Enable Weekend As leav	/e					
	•• P 11 -						

#### After modification click **OK** to save

### **DELETE LEAVE TYPE**

Click Leave Type or the corresponding Delete under Related Operation to access the timetable delete interface.

LanatechTime 6.0	E Language English → 0	🗘 Notification <sup>0</sup> 🤰 admin 📽
admin • Online	Attendance *	Home > Attendance > Leave Type > Delete
	Delete selected	- ×
MAIN NAVIGATION	Select LeaveType : Business Trip	]
Dashboard	✓ Ok ØCancel	
Personnel <		
Device <		
Attendance <		
□ System <		



# Click OK for Delete

# **OUTDOOR TYPE**

#### Outdoor Type Management

# Choose Attendance >> outdoor Type to access the outdoor Type interface.

LanatechTime	e <mark>6.0</mark>	≡			Langu	uage English ♥ ① ♀ Noti	fication 🔍 🔍 admin 📽			
admin • Online			Attendance * Home > At							
		Cutdo	or Type				FOption — ×			
MAIN NAVIGATION		<b>●</b> Add [	OAdd ⊜Delete ŁExport ⊙Log							
🙆 Dashboard			Outdoor Type	Min.Unit	Unit	Round Off	Related Operation			
Personnel	<		Inspection	1	Hour	Yes	Edit Delete			
Device	<		Meeting	0.5	Hour	Yes	Edit Delete			
Attendance	<		Official Duty	0.5	Hour	Yes	Edit Delete			
😐 System	<		Training	1	Hour	Yes	Edit Delete			
			Visit Customer	1	Hour	Yes	Edit Delete			
			Other	1	Hour	Yes	Edit Delete			
		~~	< 1 > >> Page 1/ Total 1	; Per page 20 records/Total 6 rec	cords					

Employees may request an outdoor request and hope that the request can be displayed in the system statistics.

ADD OUTDOOR TYPE. (Note: The new outdoor type has the same function as the default outdoor types of the system.)

1. Click *Add* on the *Outdoor Type* interface to access the outdoor type addition interface.

LanatechTime 6.0	=	Language English 🗸 🛈 🗘 Notification 🖉 🍶 admin 📽
admin • Online	Attendance	♣ Home > Attendance > Outdoor Type > Add Outdoor Type
	OAdd Outdoor Type	- x
MAIN NAVIGATION	* Outdoor Type	
🕸 Dashboard	* Min.Unit 1	
Personnel <	•Unit Hour 🗸	
Device <	* Round Off No 🗸	
Attendance <		
□ System 〈		
	BSave and New ✓Ok ØCancel	



#### EDIT OUTDOOR TYPE

Click outdoor Type or the corresponding Edit under Related Operation to access the timetable edit interface.

LanatechTime 6.0	≡				Language English 🗸	0		🤱 admin	¢			
admin • Online	Attendance			🖨 Hon	₭ Home > Attendance > Outdoor Type > Add Outdoor Typ							
	⊖Add Outdoor Ty	vpe			- *							
MAIN NAVIGATION	* Outdoor Type	Inspection										
🚯 Dashboard	* Min.Unit	1										
Personnel <	* Unit	Hour 🗸										
Device <	* Round Off	Yes 🗸										
E Attendance <												
□ System <		<b>√</b> Ok ØCancel										

After modification click **OK** to save

# **DELETE OUTDOOR TYPE**

Click outdoor Type or the corresponding Delete under Related Operation to access the timetable delete interface.

LanatechTime 6.0	E Language English - Φ Δ Notification <sup>O</sup> 🧟 admin 🕫
admin • Online	Attendance # Home > Attendance > Outdoor Type > Delete
	Delete selected - ×
MAIN NAVIGATION	Select Outdoor Type(s) Inspection
🍘 Dashboard	✓ Ok ØCancel
Personnel <	✓ Ok ØCancel
Device <	
Attendance <	
🗆 System <	

# Click OK for Delete

#### SYSTEM

The system setting is to assign system users (such as company management personnel, registrars, and statistics clerk), configure roles for corresponding users, and set system parameters, notices, reminders and operation logs. **ROLE MANAGEMENT** 

#### ADDING A ROLE

Choose System >> Role >> Option >> Add to access add role interface



MAIN NAVIGATION		appropriate roles to users should select parent node when adding users	
Dashboard		Role Name	
Personnel	<		
Device	<	Personnel Device Attendance Payroll System	I
Attendance	<	⊒-⊡Personnel ≑⊡Department	- 1
므 System	¢		Ţ

Note: Select corresponding permissions based on the selected permission type.

1. Role Name: Enter the object type, namely the role name (such as the personnel staff and device administrator).

2.Permissions: The permissions of four categories are included: Personnel, Device, Attendance and System. In the operation permission list under each permission type tab, tick the check box in front of the operation permission to select the permission, or click the highest permission in the list to select all the sub-permissions under it. For example, click Personnel with the highest permission. Then, all sub-permissions under it such as Department, Position, Personnel, Resignation, and Issue Card will be selected.

After the completion of the setting, click **OK** to save the settings and return to the **Role** interface. The role list will display the new roles.

#### **EDIT ROLE**

In the role list, click the role name or click *Edit* under *Related Operation* in the line of the role to be edited to access the interface for editing roles. Modify the parameter settings based on requirements. After the completion of the modification, click *OK* to save the modified role information.

LanatechTime 6.0	E Language English 🗸 🚯 🗘 Notification
admin Online	System # Home > System > Add System R
	OAdd System Role — x When using the system, the super user have all role permissions no need to assign one bye one roles, you can set roles with specific levels in role management, and assign according the lot users should select parent node when adding users
MAIN NAVIGATION	
2 Dashboard	Role Name user
Personnel <	
Device <	Personnel Device Attendance Payroll System
Attendance <	a ⊠Department ; - i=2sdd
□ System 〈	- Set Department - Cingon - Cingon - Cingont - Cing
	Generation - Stand - Sta



### **DELETE ROLE**

In the role list, select a role to be deleted, and click **Delete** on the upper part of the interface or click **Delete** under **Related operation** in the line of the role to be deleted to access the role deletion interface. Click **OK** to confirm the deletion of the selected role.

LanatechTime 6.0	English V 🚯 🗘 Notification
admin • Online	System Home > System > Delete
	Delete System Roles from the list and the using role cann't be deleted
MAIN NAVIGATION	Select Role(s):user
🚯 Dashboard	
Personnel <	
Device <	✓Ok Ø Cancel
Attendance <	
□ System <	

In the role list, select a role to be deleted, and click **Delete** on the upper part of the interface or click **Delete** under **Related operation** in the line of the role to be deleted to access the role deletion interface. Click **OK** to confirm the deletion of the selected role.

#### **USER MANAGEMENT**

#### Choose *System* >> *User*

Add new users to the system and assign roles (permissions) to users.

LanatechTime 6.0	≡							Langu	age English 🗸		ation 🔍 🌲 admin	¢\$
admin • Online	System						₩ Home > System > System U					
	<b>&amp;</b> User										≁Option -	- ×
	User	Name:				First Name:						
MAIN NAVIGATION	Use	rname				First Name			QSearc	h 🐴Advanc	ed <b>/</b> Clear	
Dashboard	BA	dd 🛍 Delete									20	
Personnel <											_	
Device <			First Name	Last Name	Role	E-mail Address	Staff Status	Super Status	Created Date	Last Login	Related Operation	
Attendance <			Ashin		user		0	•	12/02/2024	12/02/2024 11:40	Edit Delete	
🖵 System <		admin				admin@gmail.com	0	0	27/09/2017	03/10/2017 05:12	Edit Delete	
		< 1	> >> F	Page 1/ Total 1;	Per page	20 records/Total 2 reco	ords					



#### **ADDING A USER**

1. Choose System >> User >> option >> Add to access the Add User interface:

LanatechTime 6.0	≡		Language English 🗸 🚯	🗘 Notification 🔍 🧟 admin 📽
admin • Online	System			♣ Home > System > User > Add User
	Add User      If check box 'Activate' is not se	ected then the user will be disabled and cannot log in to the system		- ×
MAIN NAVIGATION	* Username:			
🕸 Dashboard		Required. 30 characters or fewer. Letters, numbers and @/./+/-/_ characters		-
Personnel <	*Password:			
Device <		The length range is 4 to 18 digits. The default password is 12345	1	(Optimal Size 120×140 Pixel)
a Attendance <	*Confirm Password:			Choose File No file chosen
□ System <	Authorize Department:	~		
		If you select no department, you will possess all department rights by default		
	Authorize Area:	~		
		If you select no area, you will possess all area rights by default		
	First Name:			
	Last Name:			

Set the parameters as required based on the following steps (Parameters marked with \* are mandatory): *Username*: 30 characters or fewer. Only letters or numbers are allowed.

Password/Confirm Password: The length range is 4 to 18 digits. The default password is 111111.

*Authorize Department*: Select a department from the popped up department drop-down list. (If you select no department, you will possess all department rights by default.)

Authorize area: Select an area in the popped up area drop-down list. (If you select no area, you will possess all area rights by default.)

First Name: Enter first name

Last Name: Enter last name

E-mail: enter email address

*Staff Status*: Designates whether the user can log into this admin site.

Super Status: Designates that this user has all permissions without explicitly assigning them.

*Role*: Roles need to be selected for non-super users. Select a preset role, and the user has all operation permissions of this role.

After the completion of the setting, click **OK** to save the settings and return to the **User** interface. The user list will display the new user.

*Note*: You can modify or delete existing users. Click *Edit* or *Delete* behind the username to perform corresponding operations. The detailed operations are the same as those in "Editing a Role" and "Deleting a Role."



# **EDIT USER**

1. In the user list, click the user name or click *Edit* under *Related Operation* in the line of the user to be edited to access the interface for editing user. Modify the parameter settings based on requirements. After the completion of the modification, click *OK* to save the modified role information.

LanatechTime 6.0	=		Language English 🗸 🌔	D 🗘 Notification 🔍 🧟 admin ⊀	<b>3</b> 8
admin • Online	System			♣ Home > System > User > Add Us	ser
	Add User     If check box 'Activate' is not s	elected then the user will be disabled and cannot log in to the system		- ×	n > User > Add User - × 0×140 Pixel)
MAIN NAVIGATION	* Username:	ashin			
🙆 Dashboard	osername.	Required. 30 characters or fewer. Letters, numbers and @/./+/-/_ characters			
Personnel <	Reset Password:				
Device <	Authorize Department	·		(Optimal Size 120×140 Pixel)	
Attendance <		If you select no department, you will possess all department rights by default		Choose File No file chosen	
□ System <	Authorize Area:	~			<ul> <li>Add User</li> <li>- *</li> <li>kel)</li> </ul>
		If you select no area, you will possess all area rights by default			
	First Name:	Ashin			
	Last Name:				
	E-mail Address:				
	Staff Status:	☑ if the user can log in this admin site			
	Super Status:				

#### **DELETE USER**

In the user list, select a user to be deleted, and click *Delete* on the upper part of the interface or click *Delete* under *Related operation* in the line of the user to be deleted to access the user deletion interface.

Click **OK** to confirm the deletion of the selected user.

LanatechTime 6.0	Ξ Language English ▼ € Ω Notification 2 ad	min 4	¢\$
admin • Online	System # Home > Syst	em > Dele	lete
	Delete Delete System User From the list	- ×	
MAIN NAVIGATION	Select Role(s):ashin,		7
🙆 Dashboard			
Personnel <			
Device <	✓Ok ØCancel		
Attendance <			
□ System <			



# **ADVANCED SEARCH**

Advanced search options are a set of very useful features offered by most *search* option on the Web application. Advanced search gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields and also in this we can add the advanced features.

LanatechTime 6.0	English 🗸 🚯 🗘 Notification 🔍 🧟 admin	
admin	Advanced Query × * * * * * * * * * * * * * * * * * *	
Online	Select Search Field Select Condition Range	
MAIN NAVIGATION	User Name: Conditions Selected QSearch Advanced Clear	
🔁 Dashboard		
Personnel <	CAdd	
Device <	Usernar ashin OAdd Q Search Clear Clear 2/2024 12/02/2024 11:40 Edit Delete	
Attendance <	*Note: For selecting of the same field or same conditions, the last selection is prevailing. admin@gmail.com @ @ 27/09/2017 03/10/2017 05:12 Edit Delete	
☐ System 〈	<     1     >     Page 1/ Total 1; Per page 20 records/Total 2 records	

Set the parameters as required based on the following steps:

*Select Search Field*: It is to select field from the dropdown that are to be searched.

Select Condition: It is used to select the condition from the drop down that are to be searched.

*Range*: It is used to set range of search field.

Add: Button is used to add extra search features by user.

Search: This button is used to the features.

*Clear*: This button is used to clear the form.

*Return*: Button is used to return from the current form.

# UTILITY

Enable / disable the features as per the customer wish



LanatechTim	e 0.0	=		Langu	uage English ♥ ① △ Notifi	ication 🔍 🧟 admin
admin Online		System				倄 Home 🗧 System 🗧
		₩Utility				-
AIN NAVIGATION		<b>∂</b> Refresh				10 ~
Dashboard		Name	Description	Status	Activation Status	Operations
Personnel	<	Payroll	Enable Payroll	•	Paid	Activate
Device	<	Data Cleaning	Enable Data Cleaning	ø	Free	Deactivate
Attendance	<	Document Setup	Enable Document Setup	ø	Free	Deactivate
System	<	Auto Area Sync	Enable Auto Area Sync	ø	Free	Deactivate
		Dashboard	Enable Empty Dashboard	ø	Free	Deactivate
		Auto Delete Commands	Enable Auto Delete Commands	0	Free	Deactivate
		Auto Area wise send	Enable Auto Area wise send	۲	Free	Deactivate

### **BACK UP**

Take back up of la		e database				Language English	 ↓ Notification	🧘 admi	in os
admin		stem				Language		ome > System	
Online		<b>J</b> Backup						-	- ×
MAIN NAVIGATION		* Database Name	Lanatechtime						
🍘 Dashboard		* Backup File Name	11042024_211145						
Personnel	<		Create Backup	Download Backup					
Device	<								
Attendance	<								
□ System	<								



#### **COMPANY DETAILES**

#### To add company details SYSTEM >> Company Details

LanatechTime 6.0	=		Language English 🗸	🚯 🗘 Notification 🔍 🧟 admin 📽
admin • Online	System			Home > System > Company Settings
	📽 Company Setti	ings		- ×
MAIN NAVIGATION	Company Name:	lanatime		<ul><li>Show In Report</li><li>Employee Login Block</li></ul>
🍘 Dashboard	Address:	0		
Personnel     <	Email:	test@gmail.com	(Optimal Size 200×75 Pixel)	
Device <	Phone Number:	0123456789	Choose File	
Attendance <	Nationality:	Indian		
□ System <		✓Ok		

#### Click OK to SAVE company details

*Employee Login Block*: Employee login to the lanatime can be blocked using this option. It will be helpful by blocking the last time leave, appended, outdoor request for easy salary calculation.

#### **MASTER SETTINGS**

LanatechTime 6.0	=		Language English 🗸 🕚	🗘 Notification 🔍 🧟 admin 📽
admin • Online	System			# Home > System > Master Settings
	📽 Master Settings			- ×
MAIN NAVIGATION	Yearly leave limit updated on	January 🗸 1 🗸		
🍘 Dashboard	Minimum Difference Between Two Punches	0		
Personnel <	Personnel No and Device Id is Same	Yes 🗸		
Device <	Auto Timetable	Disabled 🗸		
E Attendance <	Device Maintenance Port	8081		
	Calculation including seconds	Yes 🗸		
		✓Ok		

Select if personnel number and device id are same or not and yearly leave limit updating date. By entering the minimum difference between two punches, we can avoid the multiple punches. By enabling auto timetable we can generate the reports according to the default time table without assign shift and schedule. It will be helpful for small firms which has only one timetable

#### **ALERT SETTINGS**



We can set the alerts for employees. Alert settings include mail settings, Alarm settings and Approval alert. The alerts can be sent as emails and pop ups

		_				
MAIN NAVIGATION		✤ Mail Settings				
🚳 Dashboard		Email Sending Server	smtpout.secureserver.net	(smtp.xxxxxxx)		
Personnel	<	Server Port	25	SSL		
Device	<	Email Account	order@lanatech.in	(xxx@xxx.xxx,domain name\domain user)		
Attendance	<	Password	•••••	Ø		
🖵 System	<	Test Receiver Mail	sender_name@gmail.com			
		Sender Name2	sender_name2@gmail.com			
		Schedule	Send Mail Alert For Head Of The Departme	ent		
			C Synchronize	♂Test Mail		
		✤ Alarm Settings				
		* When no, of Late exceeds 10 times, email alert will be sent				
		* When no. of Early Leav	ve exceeds 10	times, email alert will be sent		
		* When no. of Absent ex	ceeds 4	times, email alert will be sent		

🖾 Email Alert: 🔤 Pop Alert								
http://								
Send Sms For Punch								
SMS Format for Present Like:(Personnel No Personnel NameInner Message at Punch Date Punch Time)								
Send Sms For Absent 01:00 PM								
Is Absent								
SMS Format for Absent Like:(Personnel No Personnel NameInner Message On Date )								
Send Memo Sms								
Checked For Test SMS 000000000								

LOG: Shows the whole works and changes we did in the software



LanatechTime (	6.0	≡				Language English 🗸	A Notification	🧘 admin
admin Online		System					😤 Home	> System > System
		🔲 Log						FOption -
MAIN NAVIGATION		User Name		Role Name	Action Identific	ation		
Dashboard		User Name		Role Name		*	QSearch	<i>■</i> Clear
Personnel	<	<b>±</b> Export						20 🗸
Device	<	Username	Action Time	Object Type	<b>Object Description</b>	Action Identification	Change Message	î
Attendance	<	admin	2024-04-11 21:17:01	Company Setting	EnableSeconds	Modify	Parameter Value(0)	
□ System	<	admin	2024-04-11 21:17:01	Company Setting	recalculate	Modify	Parameter Value(1-Jar	nuary)
		admin	2024-04-11 21:17:01	Company Setting	s_portno	Modify	Parameter Value(8081)	
		admin	2024-04-11 21:17:01	Company Setting	mindif	Modify	Parameter Value(0)	
		admin	2024-04-11 21:17:01	Company Setting	employeecode_same	Modify	Parameter Value(1->)	
		admin	2024-04-11 21:17:01	Company Setting	autoshift	Modify	Parameter Value(0->)	
		admin	2024-04-11 19:05:51	??	admin	Login		
		admin	2024-04-11 17:03:18	Outdoorrequest		Others	Add	

#### DATA CLEANING

All selected items will be cleared. The action cannot be undone

		and Tata Cleaning	- ×
MAIN NAVIGATION		Clean Up Data Before	
🚯 Dashboard		▲ All selected items will be cleared. The action cannot be undone	
Personnel	<		
Device	<	Choose Items To Clean Cleaning Results Cleaning Results	
Attendance	<	-Oclean up database	
☐ System	×	Clean up device commands Clean up device commands Clean up device communication logs Clean up database backup files Clean up the user's photo from device	



# EMPLOYEE LOGIN EMPLOYEE SELF

Open the browser, enter the server IP address and port number in the address bar and click *Enter* to access the system login interface.

		Language English 🗸	Operation Manual	AppDownload
LanatechTime 6.0	า			
Lanatechnine o.	0			
Sign in to start your session				
Hunterland Content of M				
User Login Employee Self				
Username	2			
Password	<b>a</b>			
Remember Me	Login			
Forget Password?				

### *If employee wants to login*

Click *Employee Self* in the login inter face then enter the employee *User Name* and *Password* then click *Log In* After the employee log in, the system displays the main interface, as shown in the figure.

#### **MANUAL PUNCH**

Click Attendance >> Manual Punch to view the logs given below

LanatechTime 6.0	=			Language English 🗸	A Notification	VYSHNAVI 📽
VYSHNAVI • Online	Attendance				# Home	Attendance > Manual Punch
	<b>₽</b> Manual Punch					- ×
MAIN NAVIGATION	Personnel No.	First Name	Start Time		End Time	
Attendance	Personnel No Status Of Review:	First Name	Start Time		End Time	
묘 Attendance <		✓ QSearch	Clear			
	OAdd Manual Punch 🗑 Delete	🗩 Log 🎿 Export				10 🗸
	Personnel No First Name	Punch Time Sta	tus Reason For Punching	Status Of Review: Ap	oprover Audit Reason	Related Operation
	1 VYSHNAVI	4/11/2024 11:30:00 AM Ch	eck-Out	Pending		Edit Delete
	« < 1 > »	Page 1/Total 1; Per page 10	ecords/Total 1 records			



#### **ADD MANUAL PUNCH**

To add manual punch fill the parameters shown in the figure below

LanatechTime 6.0	=	Language English 🗸 10 🗘 Notification
VYSHNAVI • Online	Attendance	Home > Attendance > Manual Punch > Add Manual Punch
	• Add Manual Punch Added retroactive card: Someti system users	- ×
AAIN NAVIGATION	* Personnel	1 VYSHNAVI
	* Punch Date	Punch Date
	* Punch Times	11:30 AM
	Status	<b>v</b>
	Reason For Punching	Reason For Punching
		✓ Ok Ø Cancel

After the completion of the settings, click **OK** to save the settings and return to the **manual punch** interface.

# LOG

## To view logs *manual punch* >> *Options* >> *Log*

In this whatever change in this software modification it will display in log





# **EXPORT**

To export the appended log list *Manual punch* >> *Options* >> *Export* Select *Type File* and *Current Export Table* >> then click *Export* showing picture given below

LanatechTime 6.0	=		_	Language English	<b>• 6</b>		VYSHNAVI	¢°
VYSHNAVI • Online	Attendance	LEXPORT	🗰 Home 🗧 Attendance 🕤 Manual Punc					
	<b>#</b> Manual Punch	Current Export Table Appended Log					-	ж
MAIN NAVIGATION	Personnel No. Personnel No Status Of Review: Control C	Export Method:: <ul> <li>All Records(max 10000 new records)</li> <li>Select number of records to exp From No</li> </ul> From No	ort			<b>Time</b> d Time	10	×
	Personnel No     First Name     1     VYSHNAVI	Punch Time         Status           4/11/2024 11:30:00 AM         Check-Out	Reason For Punching	Status Of Review: Pending	Approver	Audit Reason	Related Operation	
	<< 1 > >>	Page 1/ Total 1; Per page 10 records/T	otal 1 records					

# LEAVE

In this employee can only view, add and export leave To view the leave details

#### Attendance >> Leave

Leave details are shown in the leave interface in the picture below

LanatechTime 6.0	≡								Language	English 🗸	0	↓ Notific	ation	VYSHNAVI	¢°
VYSHNAVI • Online	Atter	ndance	5										希 Home	> Attendance	> Leave
	C Leave										-	×			
MAIN NAVIGATION	Personnel No			Fir	st Name		s	itart Time			E	nd Time			
MAIN NAVIGATION	Per	sonnel No		F	irst Name			Start Tim	e			End Time			
	OAd	d 🖻 Dele		Salance 🕹 Exp	-	Clear								10	~
		Person No	Name	Leave Date	Leave	Reason For Leave	Lea	ve Type	Apply Time	Status		Approver	Remarks	Operation	s
		1	VYSHNAVI	03-04-2024	FullDay		Sick	Leave	11-04-2024	Pending				Edit Delete	
	~~	< ]	1 > >>	Page 1/	Total 1; Per p.	age 10 records/Total 1 r	ecords	5							



# **ADD LEAVE**

#### To add leave Attendance >> Leave >> Options >> Add Leave

LanatechTime 6.0	=						Language English	•• 0	$\triangle$ Notification	VYSHNAVI	o;
VYSHNAVI • Online	Attendance								🖷 Home > Atten	idance > Leave > Ad	d Leave
	•Add user leave									-	×
MAIN NAVIGATION	Added leave: You must refer system user.	er to approver if re	ferral to approve	r is available, le	eave application	will be approved	by specified approver. If no	approver is	available,application	will be approved by	
□ Attendance <	(	Fullday	⊖ Half I	Day							
	*Leave Hour	First Half	~								
	* Personnel	1 VYSHNAVI									
	*Start Date	Start Date									
	*End Date	End Date									
	* Leave Type		*								
	Reason For Leave	Reason For Le	ave								
		✔Ok	<b>⊘</b> Cancel								

After the completion of the settings, click **OK** to save the settings and return to the **Leave** interface. The leave list displays the added leave shows picture given below

### **LEAVE BALANCE**

# We can see the leave balance of employee

LanatechTime	Leave Balance							×	.VI 😋
VYSHNAVI • Online	Leave Type	Leave Symbol	Yearly Limit	Monthly Limit	Allowed Leaves	Leave Taken	Leave Balance	Allow(-)Balance	e > Leave
	Sick Leave	SL	12	2	12	0.000	12.000	0	- ×
	Casual Leave	CL	12	2	12	0.000	12.000	0	
	Maternity Leave	ML	12	2	12	0.000	12.000	0	
Attendance	Compassionate Leave	COL	12	2	12	0.000	12.000	•	
	Annual Leave	AL	12	2	12	0.000	12.000	0	
	Business Trip	BT	12	2	12	0.000	12.000	0	~
									ons ete



# LOG To view leave log Attendance >> Leave >> Options >> Log

LanatechTime 6.0	<b>ව</b> Log					×	ation	VYSHNAVI 😋
VYSHNAVI • Online	Username		Action Flag	✓ 10	✓ Q Search	/ Clear	👫 Home 🗄	> Attendance > Leave
	Employee	Action Time	Object Type	Action Identification	Change Message			- ×
MAIN NAVIGATION								
🖵 Attendance <								
								10 🗸
							Remarks	Operations
								Edit Delete
	<< < 1	> >> Page 1/ Tot	al 1; Per page 10 records/Tot	al 0 records				

# **EXPORT LEAVE**

# To export leave

# Attendance >> Leave >> Options >> Export

LanatechTime 6.0	≡		Language English 🗸	🗘 🗘 Notification
VYSHNAVI • Online	Attendance	Leaves	×	# Home > Attendance > Leave
	C Leave	File Type PDF File 🗸		- ×
MAIN NAVIGATION	Personnel No Personnel No Status Of Review:	Export Method:: All Records(max 10000 new records) Select number of records to export		End Time
Li Attendance k		From No 1 records, export total 100 records	Exit	
	🕒 Add 📋 Delete 📑 Leave Balan			10 💙
	Person Name Le	eave Date Leave Reason For Leave Leav	re Type Apply Time Status	Approver Remarks Operations
	1 VYSHNAVI 03-	3-04-2024 FullDay Sick	Leave 11-04-2024 Pending	
	<< 1 > >>	Page 1/ Total 1; Per page 10 records/Total 1 records		



# SCHEDULE REQUEST

# Requested schedule adjustments are reflect here

LanatechTime 6.0	English Vishnavi
VYSHNAVI Online	Attendance 🕷 Home > Attendance > Schedule Adjustment
	ズ Schedule Adjustment     Foption = ×
MAIN NAVIGATION	Personnel No First Name Date Status Of Review:
	Personnel No First Name Date
□ Attendance <	QSearch <b>Clear</b>
	10 V
	Personnel No         First         Date         Previous         New         Remarks         Apply         Approve         Approve         Remarks         ApprovedTime           Schedule         Schedule         Schedule         Time         Status         Approve         ApprovedTime
	<     1     >     >>>   Page 1/ Total 1; Per page 10 records/Total 0 records

# **OUTDOOR REQUEST**

# Add outdoor request from here

LanatechTime 6.0	≡		Language English 🗸	• 1 A Notification	VYSHNAVI	¢8
VYSHNAVI  Online	Attendance			希 Home > Attenda	nce > Outdoor Request >	> Add
	OAdd Outdoor R	equest			-	×
MAIN NAVIGATION	Personnel	1 VYSHNAVI				
□ Attendance <	*Start Date	Start Date				
	*Start Time	12:00 PM				
	*End Date	End Date				
	*End Time	12:00 PM				
	Outdoor Type	•				
	Location					
	<b>√</b> 0k €	Cancel				



# **LOCATION PUNCH**

#### Live location punch details are listed here

LanatechTime 6.0	≡		Language English 🗸 🕚	A Notification
VYSHNAVI • Online	Attendance			# Home > Attendance > Location Punch
	✓Location Punch			- ×
MAIN NAVIGATION	Personnel No.	First Name	Start Time	End Time
PARTNARIOSTON	Personnel No	First Name	Start Time	End Time
Attendance <	Status Of Review:			
	V	QSearch Clear		
	Delete Personnel First Punch No Control of the second seco	Status         Status Of Review:         Approver         Audit Reason           Page 1/ Total 1; Per page 10 records/Total 0 reco	Location Location selfie	10 V Related Operation

# TRANSACTIONS

To view the check in and check out transaction details of employee

# Attendance >> Transactions

#### Select Start Time and End Time then click Search

The employee transaction details are displayed in the transaction details interface that shown given below

VYSHNAVI     Online	Attendance	# Home > Attendance > Transactions					
	<b>⇄</b> Transactions					-	×
MAIN NAVIGATION	Start Time	Er	d Time				
	2024-04-01		2024-04-11 21:59:08		Q Search		
☐ Attendance <	문xport XLS 옵Export PDF 畵태	xport CSV				10 👻	
	Personnel No	First Name	Department	Time	Status	Device SN	
	« < 1 > »	Page 1/ Total 1; Per p	age 10 records/Total 0 records				

#### **PUNCHING DETAILS**

To view the punching details of an employee Select **Start Time** and **End Time** then click **Search** button The punching details are displayed in the punching details interface shown given below



LanatechTime 6.0	≡		Language English V 1 A Notification	n 👤 VYSHNAVI 📽					
VYSHNAVI     Online	Attendance		if Hom	e > Attendance > Punch Details					
			- ×						
MAIN NAVIGATION	Start Time	End Time							
	2024-04-01	2024-04-11	Q Search	@Clear					
	DExport XLS DExport PDF DExport CSV			10 💙					
	Department Personn	nel No First Name	Date Punch Times						
	< < 1 > >> Page 1/1	Total 1; Per page 10 records/Total 0 records							

#### **ATTENDANCE DETAILS**

To view the attendance details of employee Attendance >> Attendance Details Select Start Time and End Time then click Search button The attendance details are displayed in the attendance interface that shown given below

LanatechTime 6.0	≡						Language	inglish 🗸	0		VYSHNAVI	¢,
VYSHNAVI • Online	Atl	tendance								<table-of-contents> Home &gt; Att</table-of-contents>	endance > Attendanc	e Report
	P3Attendance Report – ×											
MAIN NAVIGATION		Start Date 2024-04-01	End Date 2024-04-11	Report Time Card	~	Q Search	Calculat	e				
		🕃 Export XLS 🖉 Export PDF 📑 Export CSV					Save Layout None selected -					
		Personnel No	First Name	Last Name	Department No	. Dej	partment	Date	Punch	Times	Punch Time	
		No related record										





END