IMPLOYEE

Biometric Attendance & Access Terminal

Device User Manual

Powered by

TERESOL

Technological Research Solutions

Ver 1.0

To get the updated copy of this user manual visit the following url:
https://www.i-mployee.com/documentation/deviceusermanual.pdf

24/7
CUSTOMER
SUPPORT

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051-8313618

CONTENTS

Chapter 1: Getting Started 1
1.1 - Introduction 1
1.2 - Device description 2
1.3 - Special Keys 2
1.4 - LCD Screen 3
Chapter 2: Installation and connection 4
2.1 - Choosing an appropriate place for installation 4
2.2 - Powering up the unit 4
Chapter 3: Enrolling users 5
3.1 - First Time Registration 5
3.2 - User ID Already Created on Server 5
3.3 - Attendance Modes 6
3.4 - Select Attendance Parameter 6
3.5 - Machine User ID 6
3.6 - Registering Fingerprint 7
3.7 - Registering an RFID card 7
3.8 - Registering a PIN 8
3.9 - Registering a Username 8
3.10 - Activate Attendance Parameters 8
Chapter 4: Marking attendance 9
4.1 - Automatic Attendance Modes (eg Mode 01) 9
4.2 - Manual Attendance Modes (eg Mode 02) 9
4.3 - Manual Attendance Modes with Break (eg Mode 03) 10
Chapter 5: Editing & Deleting Existing Users 11
5.1 - Change Attendance Mode 11
5.2 - Replace Attendance Parameter(s) 11
5.3 - Registering a different fingerprint 12
5.4 - Registering a different RFID card 12
5.5 - Changing Username / PIN 12
5.6 - Enabling / disabling attendance parameters 12
5.7 - Disabling a user 12
5.8 - Deleting users 13
Chapter 6: Setting up Wi-Fi communication * 14
Chapter 7: Device settings 15
7.1 - Configuring Device Communication Mode 16
7.2 - Network settings 16
7.3 - Changing Device Admin Password 17
7.4 - Device Status 17
Chapter 8: Additional Features 18
Chapter 9: FAQs and Troubleshooting 19

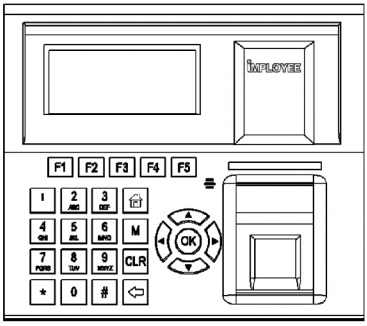
Chapter 1: Getting Started

1.1 - Introduction

Thank you for choosing i-MPLOYEE, a unique, comprehensive and innovative attendance, access and reporting system based on modern biometric and RFID technology. i-MPLOYEE offers one of a kind, on the go, plug-n-play solution which enables customers' flexibility to get attendance and access data from any temporary or permanent location through smart phone application or web portal.

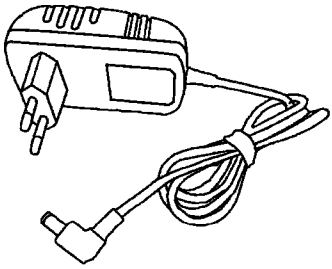
The integrated 'Comprehensive Service Model' provides hassle free customizable service for each of our valued customer which includes centralized servers with redundant data storage, 24/7 remote i-MPLOYEE terminal monitoring for its serviceability and prompt support through Call Centre. The offered service enables our customers on the move to stay informed about their organization in real time through SMS, email and smart phone alerts.

1



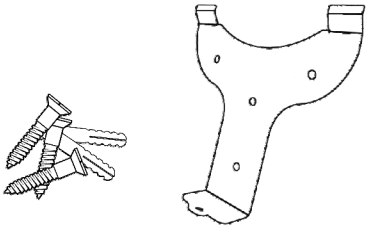
i-MPLOYEE biometric attendance & access terminal (with battery and GSM SIM installed)

2



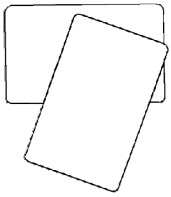
9VDC Power Adaptor

3



Packet of screws& Mounting Plate

4

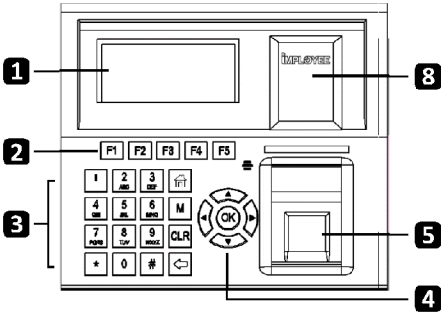


RFID Cards*

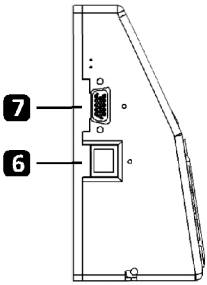
5 Documents (user manual, user registration form, warranty card, EULA)

Box Contents

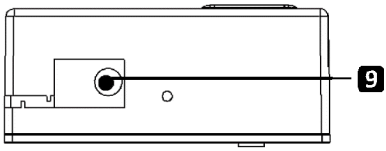
1.2 - Device description



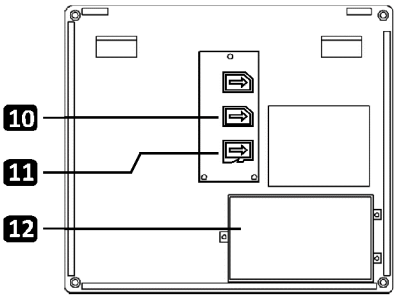
Front View



Side View



Bottom View



Back View

1. LCD Display Screen
2. Function Keys
3. Keypad
4. Navigation Keys
5. Fingerprint Reader
6. LAN Connector
7. External connector for supplementary control
8. RFID card reader
9. Power adapter jack
10. SIM slot
11. Micro SD Card Slot
12. Battery Compartment

1.3 - Special Keys

The i-MPLOYEE terminal features four special keys for use in the device menus

Home Button. Pressing this returns the device to attendance screens

M

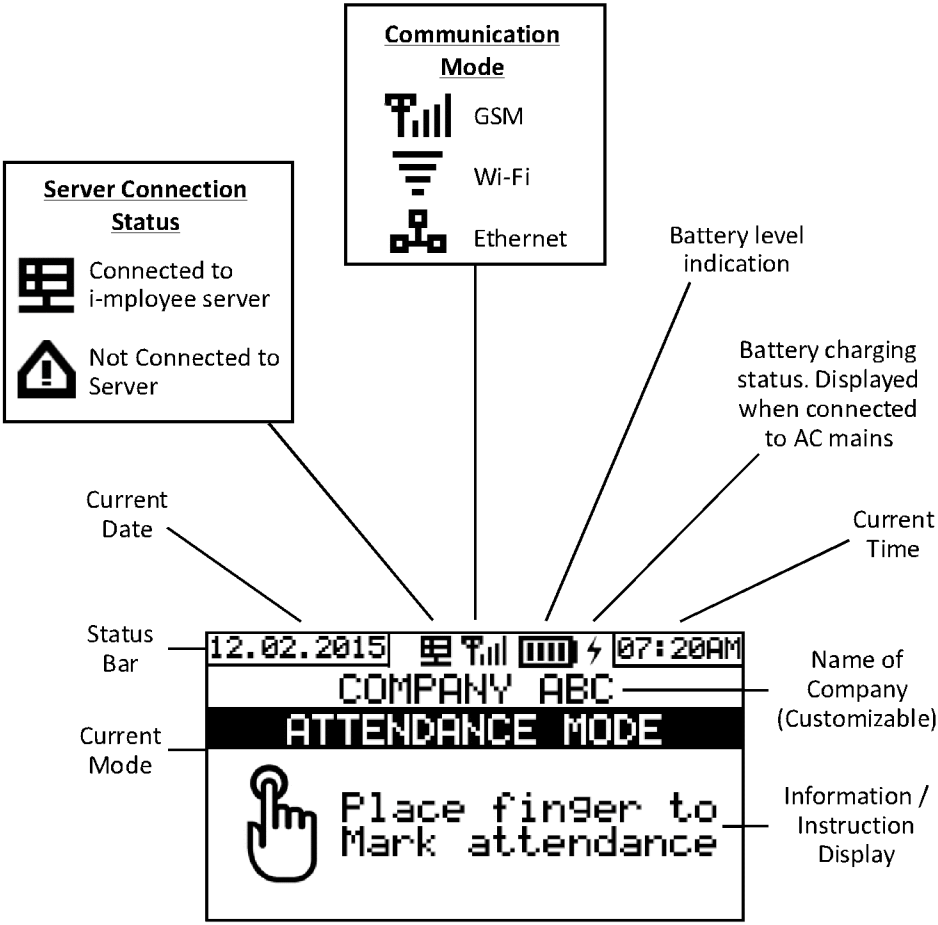
Menu Button. Pressing this button takes you to the device menu.

CLR

Clear Button. Used to undo a mistyped entry.

Back navigation button. Pressing this takes you to the previous screen.

1.4 - LCD Screen



Chapter 2: Installation and connection

In order to get the maximum productivity from your i-mployee biometric attendance device we suggest you to follow the guidelines given below at the time of installation.

2.1 - Choosing an appropriate place for installation

The most appropriate place to record employee attendance is at the entry points to their work place. This ensures that the employees will mark their attendance while entering their place of work or leaving it. Since i-mployee uses GSM as it main mode of communication, its placement is therefore not restricted by wiring. The only thing that will be needed is AC electric mains. Use the metallic mounting plate that came with the device box to mount the unit of a wall.

Guidelines for Installation

- Install the device in a place where employee pass through while coming to / leaving their place of work.
- The device should be placed at about chest level so that employees can easily mark their attendance with their finger and at the same time read the confirmatory messages on the device LCD.
- In case the device is being placed outdoors, it should be kept under a shade.

Precautions

- Avoid direct or harsh sunlight on the fingerprint reader.
- Avoid direct weather effects on the device like rain, dew or dust
- Install in a place where there is no risk of damage due to passing employees or vehicles.

2.2 - Powering up the Unit

The i-mployee device is powered through a 9V DC adaptor. Make sure that there is an AC mains power socket close to the device. When the device is connected to AC main via the included power adaptor, the battery charging indicator will be displayed in the device status bar. An inbuilt battery provides power backup for upto 8 hours in the absence of electricity. The battery icon on the status bar shows the level of charging of the internal battery.

Battery level indicator

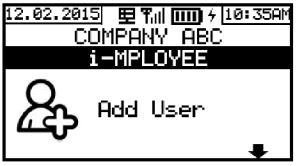
Unit connected to AC Mains

Chapter 3: Enrolling users

Note: Before enrolling users please have the "i-MPLOYEE User Registration Form" and a pen handy. The form will be used to enter essential details about users and will be needed later no when editing user parameters. The form is provided along with the device documentation. Additional copies of the form can be downloaded from the following url:

www.i-mployee.com/documentation/Registerationform.pdf

Press the M key to access the device menu. You will be prompted to enter a password to get admin access. The default password is '555555' which can be changed through the change admin password menu in the device. On keying in the correct password you will enter the device menu. The first entry in the menu is Add user.



Press the OK button to add a new user. The following screen will be displayed:

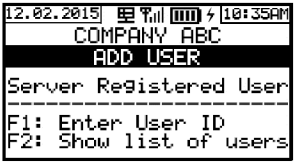
3.1 - First Time Registration:

Select this option if the user's ID has not yet been created on the i-mployee server. The user's data will be registered on the device first, from where it can been uploaded to the server. Remaining particulars of the user can then be entered on the relevant webpage after logging onto the i-mployee server.

3.2 - User ID Already Created on Server:

In case the particulars of users have already been entered on the i-mployee server, their user IDs will be assigned by the server at the time of creation. These user IDs will then be sent by the server to the i-mployee terminal which has been selected for registering the user's attendance parameters (fingerprint, RFID, PIN/Username etc). You will be conveyed the server created user IDs along with the employee names. Note these user IDs on the above referred registration form for future reference.

Press F2 to select this option. You will be given the option of either entering the User's server generated ID or searching the User's ID among the list of user's that have been sent to the device by the server. Choose F1 if you know the user's server ID, or F2 to search for the user ID in the list.



Once you have entered the user ID (or selected it from the list), press OK. You will be prompted to choose an attendance mode for the user

3.3 - Attendance Modes:

i-MPLOYEE has 3 default and 13 user customizable attendance modes (total 16 attendance mode). The attendance modes allow for various scenarios of employees check-in/out and breaks. An explanation of the default attendance modes is given below:

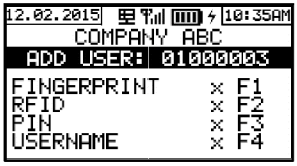
Attendance Mode	Description	Functionality
01	Auto attendance mode	First attendance of the day will be marked as check-in. The following attendance will be treated as check-out.
02	Manual attendance mode	Each time a user marks his/her attendance, the device will ask whether it is check-in or check-out.
03	Manual attendance mode with break	Each time a user marks his/her attendance, the device will ask whether it is check-in, check-out, break-in or break-out. Useful where employees clock-out for lunch / daily break and then clock-in when resuming work.

Forced check-out

Forced check-out can be implemented by creating a customized attendance mode. Forced check-out is implemented using two methods:

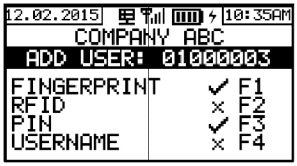
a. Forced check-out after a specified number of hours of employee check-in.
b. Forced check-out at a predefined time.

3.4 - Select Attendance Parameter



After pressing OK on the select mode screen, you will be prompted to choose the attendance parameter that you want to register for the user. Use the function keys F1 to F4 to select the required attendance parameter.

3.5 - Machine User ID



You will notice on the Machine User ID assigned to the current user in the mode bar. This is the 8 digit number displayed in the third line on the LCD. Make a note of this M-UID on the provided registration form. The ID will be needed in future when you need to edit the user.

On pressing OK after selecting the attendance parameters, you will be prompted to register the user's fingerprint, RFID, PIN and username.

3.6 - Registering Fingerprint

When prompted, place finger on the fingerprint reader and wait for beep. The device will make you repeat the process 3 times to ensure a good image registration. Once the fingerprint is successfully captured the device will display a screen mentioning the fact.

Note: A fingerprint already registered on the device cannot be registered to another user.

Guidelines for good fingerprint registration:

- Use the index finger as it can be place comfortably on the reader.
- Place the center point of the finger in the center of the scanner. This ensures a registration of a good image.
- Make sure the finger is not wet, oily, too dry or dirty.
- Cuts or injury marks on the finger also lead to unreliable image registration.
- Avoid direct sunlight or harsh light on the fingerprint reader
- Place the finger on the sensor in a normal manner. Do not apply too much pressure on the fingerprint reader.

3.7 - Registering an RFID card

The device will prompt to swipe an RFID card to register it against the user. Swipe an unregistered card. The device will give a confirmatory beep and ask you to swipe the card again. On the second swipe the device will register the RFID card and display a confirmatory message.

Note: An RFID card already registered on the device cannot be registered to another user.

3.8 - Registering a PIN

When PIN has been selected as a parameter for registration, the device will prompt the user to enter a 4 digit PIN. On entering a PIN the device will ask you to confirm the PIN. After entering the PIN a second time the device will display a message confirming registration of user PIN.

3.9 - Registering a Username

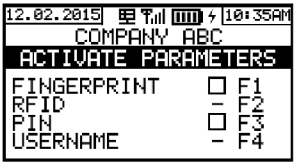
The username on i-mployee is entered in the form of a 10 digit number. Username is mandatory when attendance is to be marked using PIN only. When used in combination with Fingerprint or RFID card, the username can serve as an added level of security or confirmation for making attendance / access control.

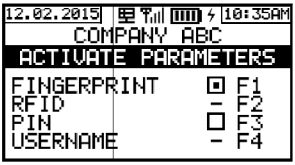
Note:

1. A 10 digit username which has already been registered to one user on the device cannot be registered for another user.
2. You will always be prompted to register a PIN when choosing Username as an attendance parameter.

3.10 - Activate Attendance Parameters

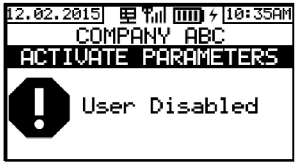
Upon successful registration of all attendance parameters that were selected, the device will prompt you to select the parameters that will be used by the user to mark his/her attendance. Parameters which have not been registered for the user will have a dash marked in front of them and cannot be activated. Use the function keys from F1 to F4 to





activate the required parameters. Press OK to finish. The device screen will display a prompt stating that the user has been added successfully and take you back to the Add user menu screen. Press Home button to exit. The registered user may now mark his/her attendance on the device.

Note: Leaving all parameters unchecked will disable the user. This means that the user's attendance parameters will be stored in the device but he/she will not be able to mark attendance.



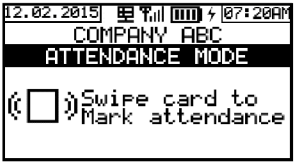
Chapter 4: Marking attendance

Attendance can be marked on i-mployee device through one of the three methods or using their various combinations:

a. Placing a registered finger on the fingerprint scanner
b. Swiping a registered RFID card in front of the RFID card reader
c. Entering the user ID and PIN

Three screens appear on the device LCD by default, prompting users to mark their attendance through the various attendance parameters accepted by the device.

If you cannot see the opposite screens or the screen back light is off, press the home key



In case a user is required to mark his/her attendance through more than one attendance parameters, the device will prompt the user for the other parameters (Fingerprints, RFID, PIN or Username) one by one.

Once the attendance parameters have been accepted by the device, the user will be presented with the following screens:

4.1 - Automatic Attendance Modes (eg Mode 01)

Successful check-in or check-out will be accompanied by a long beep and lighting up of green LED on the device.

4.2 - Manual Attendance Modes (eg Mode 02)

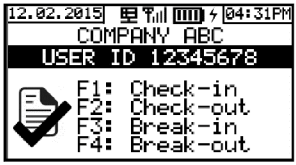
For attendance modes where manual check-in / check-out have been selected (like Mode 02), the user will be prompted with the option of choosing between check-in or check-out. The options can be selected using the appropriate function keys as displayed on the screen.

On pressing F1 key to check-in or F2 to check-out, the following screens will be appear depending upon the

function key pressed, confirming successful check-in or check-out, accompanied by a long beep and lighting up of green LED on the device.

4.3 - Manual Attendance Modes with Break (eg Mode 03)

For attendance modes where manual check-in / check-out with breaks have been selected (like Mode 03), the user will be prompted with the option of choosing between check-in, check-out, break-in or break-out.



Choosing F1 for checking-in or F2 for checking-out will lead to confirmation screen for successful check-in/out, along-with the associated audio /visual confirmatory prompt. For employees clocking out when proceeding on a break, press F4. This will show the following screen:

For employees returning to work from the daily break, press F3. This will give the following screen:

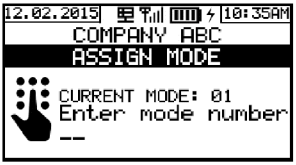
Chapter 5: Editing & Deleting Existing Users

Edit user menu enables you to change attendance parameters / settings related to users already registered on an i-mployee terminal. The edit user menu allows you to:

- Change the attendance mode for a user
- Register an additional attendance parameter for a user
- Register a different Fingerprint for a user
- Register a different RFID card for a user
- Change the username / PIN of a user
- Enable / disable an attendance parameter of a user
- Disable a user from the device

All screens displayed below are accessed through the Edit User menu screen. Press the menu button on the device. You will be prompted to enter the password to get admin access. After entering the device password the first menu screen will be displayed. Using the navigation keys press the down button. The screen will display “Edit User”. Press ok. The device will ask you to enter the user's M-UID (Machine User ID). To find a user' M-UID, please refer to the User Registration Form that was filled at the time of initial user registration.

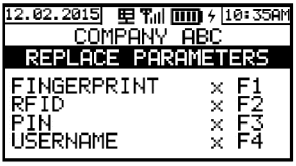
5.1 - Change Attendance Mode

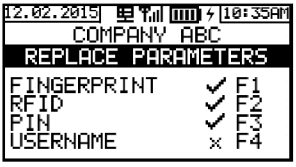


Entering the M-UID of the user to be edited and press OK. You will be prompted to assign an attendance mode to the user. The current mode of the user will also be displayed. To change the attendance mode key in the mode number, for eg. 02 for Mode 2. Press OK.

Note: Not entering a mode and pressing OK will retain the current attendance mode of the user and take you to the next screen.

5.2 - Replace Attendance Parameter(s)





The next screen will show you the four user attendance parameters. All parameters will be crossed out on this screen. Even those parameters which are already registered for a user will be shown as crossed. Using the function keys from F1 to F4, select the parameter what you want to replace and press OK.

Note: Parameters which are already registered on the device for the user and which have not been selected in the above step will remain unchanged after pressing OK.

5.3 - Registering a different fingerprint

A user's registered fingerprint may at times be rendered unrecognizable to the Fingerprint Scanner owing to injury. To allow the user to still mark his/her biometrics based attendance on the device, an alternate healthy fingerprint can be registered on the device. In case you have chosen to replace the user's fingerprint in the previous screen, you will be prompted to place a finger on the Fingerprint Reader. Place the alternate finger that you want to register onto the Fingerprint Reader and follow the screen prompts. The procedure is the same as when registering a new user.

5.4 - Registering a different RFID card

In case of an RFID card getting damaged or lost, an alternate card can be registered against a user. If RIFD card was selected in the Replace Parameters screen, you will be prompted to swipe an RFID card in front of the RFID card reader. Follow the on-screen prompts till the device acknowledged successful registration of the new card.

5.5 - Changing Username / PIN

In order to change either the username or user PIN, select the corresponding parameter in the Replace Parameters screen. Selecting the username parameter will automatically select the user PIN as well. When using the PIN alone as the parameter for marking attendance, the device will ask to enter the corresponding username to authenticate the user's attendance.

5.6 - Enabling / disabling attendance parameters

After all the selected parameters have been entered, the device will display a screen prompting you to enable the required parameters for the user. The enabled parameters will be the ones which the device will use to authenticate a user's attendance. Previously registered parameters which were disabled at the time of enrolling new users can also be activated from this menu. To choose the parameter to activate, simply press the corresponding function key. Once done, press OK to save the changes. The device will display a message confirming that the user has been successfully edited.

5.7 - Disabling a user

If no attendance parameter has been selected for a user and OK is pressed, the user will be disabled. His/her attendance parameters will remain stored on the device, however he/she will not be able to mark attendance on the device.

5.8 - Deleting users

In order to delete a user from the device, scroll to the Delete User screen in the menu. Press OK to enter the menu. You will be prompted to enter the user M-UID. To find the user's M-UID, please refer to the User Registration Form that was filled for the user on initial enrolment on the device.

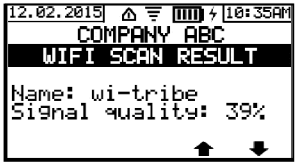
Enter the user's M-UID and press OK. The device will display a confirmatory message that the user has been deleted.

Chapter 6: Setting up Wi-Fi communication *

* for models with Wi-Fi feature

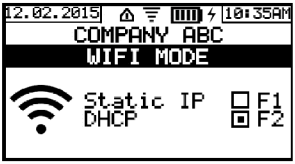
This menu allows you to connect to your desired Wi-Fi network and configure Wi-Fi settings. In order to access this menu the device communication mode must first be set to Wi-Fi. See Chapter 8 for configuring the device communication modes.

Scroll down to the Wi-Fi Settings menu. Press OK. The device will get the current status of it's Wi-Fi connection and display the link state. Press OK to search for available Wi-Fi networks. The device will perform a search and display the results. Use the up and down scroll keys to see the names of available Wi-Fi networks and their signal quality.



Press OK to choose the desired network. You will be prompted to enter the Wi-Fi network password. Use the device alphanumeric keypad to enter the password and press OK.

On the next screen you will be prompted to choose between Static IP and DHCP. Use F1 or F2 function keys to choose your setting. Pressing OK will save the setting. The device will attempt to connect to connect to the network. The device will display a message of “Success” or “Error!” depending on whether the correct network password was entered and reboot itself.



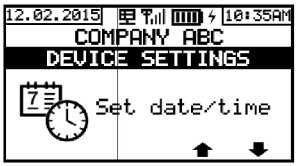
After rebooting the device will connect with the i-mployee server. On establishing a successful connection, the network connectivity icon in the status bar (top of the LCD screen) will change from to , indicating that the device is now connected to i-mployee server.

In case the network connectivity icon does not change to indicate a connected status, check whether you have entered the right network password and ensure that the Wi-Fi router is powered on.

Chapter 7: Device settings

Setting Device Date and Time

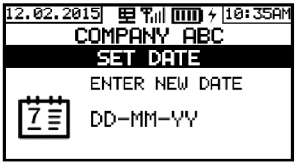
The syncs it's date and time with the i-mployee server. The device also has a RTC (Real Time Clock) cell, which enables it to retain the correct date and time even when it is restarted. In case of a need to change the device date or time (owing to non-connectivity with the server for a prolonged duration etc), the local time on device can be changed via the Set Date/Time menu.



Once in the device menu, scroll down using the navigation keys till you reach the Set Date / Time menu. Press OK.

You will be prompted to enter the new time. Use the keypad to enter the time in the format HH:MM. AM/PM is changed using the down/up navigation key. Press OK to save the changed. Pressing OK without entering any changes will display a message stating that the time was not update.

After pressing OK and receiving the confirmatory message, you will be brought to the next screen. Here you can enter the new date in the format DD-MM-YY using the keypad. Press OK to save the changes. Not making any changes and pressing OK will display a message stating that the date was not updated. You will then be brought back to the Set Date/Time screen.



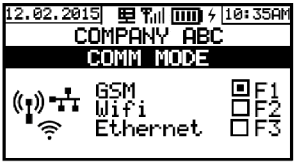
Note: In case the wrong date / time has been set on a device, it will automatically revert back to the correct time when it communicates with the i-mployee server.

7.1 - Configuring Device Communication Mode

i-mployee biometric attendance and access devices three means of communication with the i-mployee server.

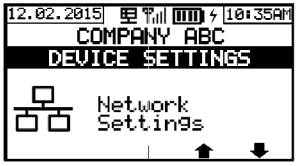
1. GSM (default communication mode)
2. Wi-Fi (in i-mployee models with Wi-Fi capability)
3. Ethernet

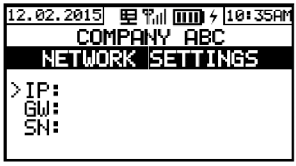
Your device comes with a preinstalled GSM SIM which is used for transmitting and receiving data to/from the i-mployee server. GSM and Ethernet are available in all i-mployee models. Wi-Fi is limited to selected models only. The default communication mode in all i-mployee models is GSM. In order to change the communication mode to Wi-Fi (selected models) or Ethernet, scroll down the menu till you reach the Communication Mode screen. Press OK. The screen will display the communication modes available in your device. The box against the current communication mode will be checked. In order to select another communication mode, press the corresponding function key. Press OK to save the settings. The device will restart for the changes to take effect.



7.2 - Network settings

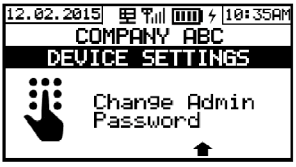
This menu is used for configuring the Ethernet connection with the device. In order to access this menu, scroll down the menu till you reach the Network Settings screen. Press OK. You will be presented with a screen where you have to enter the IP address, Gateway and Subnet Mask for your Ethernet connection. Use the keypad to enter the IP address. To enter a period between the IP address, use the * key. Use the down key to select the Gateway address. Repeat the previous process to complete this field and then shift to the next field with the down cursor key. Please ensure that the addresses follow the valid format.



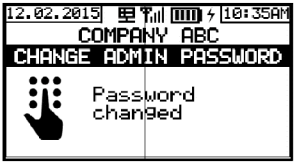


7.3 - Changing Device Admin Password

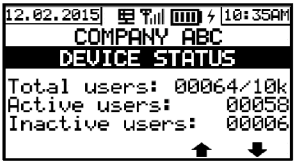
In order to avoid any authorized change to user data, i-mployee device menus are only accessible after entering a 6 digit numeric password. By default the admin password is '555555'. This can be changed through the “Change Admin Password” menu.



Scroll down the menu till you reach “Change Admin Password” menu. Press OK. You will be asked to enter the existing admin password. After entering the current password you will be prompted to enter the new admin password. Enter the new 6 digit numeric password and press OK. You will be prompted to re-enter the new admin password. Repeat the previous step and press OK. The device will display a confirmatory message informing you that the device admin password has been changed.



7.4 - Device Status



This menu screen shows you the status of users currently registered on the i-mployee terminal. You can see the following statistics on this screen:

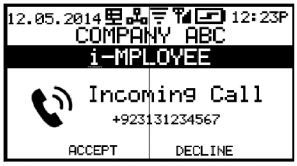
- Total number of users that can be registered on the device
- Number of users currently registered on the device: This includes all users whose attendance parameters are registered on the device.
- Number of active users: These are the registered users on the device who can also mark their attendance.
- Number of inactive users: These are the users who have registered their attendance parameters on the device but all their parameters are disabled.

Chapter 8: Additional Features

Receiving calls on the device

i-mployee terminal has the unique feature of accepting phone calls. This feature can be used as either a means of communication with the shop-floor / office or to make random calls in order to confirm the presence of the employee.

When receiving an incoming call, the device screen will display an incoming call alert along with the caller ID. Press F1 to attend the call or F5 to reject. It.



The device has an inbuilt speaker and microphone through which the incoming calls can be heard / answered.

On accepting the call, the device screen will display the status of the current call and its duration. To end the call press F3.

Access control*

* Optional feature

The i-mployee terminal can be used for access control. An inbuilt external connector enables the device to authenticate users based on biometrics and then control access devices. For further details please contact i-mpoylee customer support.

Chapter 9: FAQs and Troubleshooting

Q1. The device screen is dimmed and showing the current date / time, why am I unable to mark my attendance?

A1. When the back light on the fingerprint reader is turned off but the device LCD is displaying time/date, this means that the device is in energy conservation mode. Press any key on the keypad and the fingerprint reader light will turn on. Place finger or swie RFID card now to mark attendance.

Q2. Why is my attendance data is not being upated on the i-mployee web portal?

A2. Check the status bar on the device LCD. The server connectivity icon should show the connected status. If it is displaying an error icon confirm the availability of GSM signal or availability of internet / Wi-Fi connectivity (in case of Wi-Fi communication mode is selected).

Q3. I have added the user on the device. Why can't I see him on the i-mployee web portal?

A3. After registering the user on the device, you need to complete the next step on the i-mployee web portal. Log onto the i-mployee web portal. Go to HR Management > Employee > Server Pending. User IDs of pending registrations will be listed on this page. Click on the user and complete the remaining particulars of the employee. Once you have entered the employee details and saved them, the user's attendance will automatically be displayed on the web portal.

Q4. How much data can the device retain in case of no GSM signal or breakdown in communication?

A4. i-mployee terminal has inbuilt memory which can retain attendance data for many days. The data is automatically uploaded to the i-mployee server whenever the connection is re-established.

Q5. How long can the device operate in case of a power outage?

A5. All i-mployee devices come with an in-built rechargeable battery than can power the device for upto 8 hours in case of power failure.

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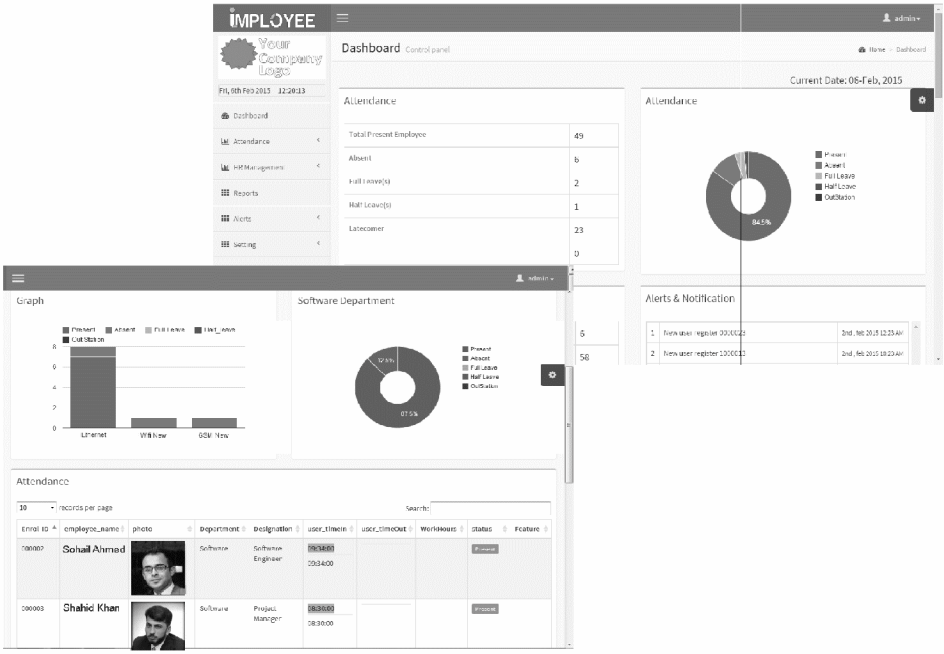
iMPLOYEE

Biometric Attendance & Access Solution

Web User Manual



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To get the updated copy of this user manual visit the following url:
https://www.i-mployee.com/documentation/webusermanual.pdf

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CONTENTS

Chapter 1: Introduction 1
1.1 - Login 1
1.2 - Navigating the web portal....1
1.3 - Dashboard....2
1.4 - Changing your account password....3
1.5 - Signing out....4
Chapter 2: Setting up your company....5
2.1 - Company profile....5
2.2 - Departments....6
2.3 - Designations....7
2.4 - Manage groups....8
2.5 - Company organogram....9
Chapter 3: Enrolling users....10
3.1 - Add employee....10
3.2 - Device pending registrations....11
3.3 - Server pending registrations....11
3.4 - Bulk update....12
Chapter 4: Attendance....13
4.1 - Attendance at a glance....13
4.2 - Bulk Check In / Check Out....14
Chapter 5: Reports....14
5.1 - Attendance summary report....15
5.2 - Weekly attendance listing report....17
5.3 - Terminal activity report....17
5.4 - Employee name list report....18
5.5 - Departmental listing report....18
5.6 - Group listing report....19
5.7 - Electronic time card report....19
5.8 - Tardiness report....20
5.9 - Transaction listing report....20
5.10 - Terminal user list report....20
Chapter 6: HR Management....21
6.1 - Employee list....21
6.2 - Policies....22
6.2.1 - Time table....22
6.2.2 - Roster....23
6.3 - User accounts....26
Chapter 7: Settings....27
7.1 - Custom fields....27
7.2 - User roles and rights....28

Chapter 1: Introduction

i-MPLOYEE web portal is an integrated part of the i-MPLOYEE biometric attenance and access solution. Attenance data sent by the i-MPLOYEE biometric devices is analyzed and presented in an intelligent manner on the web portal to keep management upto date about their employee attendance.

This part of the user manual will guide your through the i-MPLOYEE web portal. You will learn how to configure your company and departments, add employees and view their attendance data.

1.1 - LOGIN

- To login into the i-MPLOYEE web portal, open the following link on your web browser:

  https://i-mpoyee.com/login

On initial registration of your i-MPLOYEE biometric attendance device you will be provided a username and password for your company's account on the portal. In case you have a problem logging into your account, please contact the i-MPLOYEE customer support on the numbers provided at the beginning of this user manual.

- Enter your username and password and click on login.
- Check 'Remember Me' option, in order to log in next time without the need to enter your password.

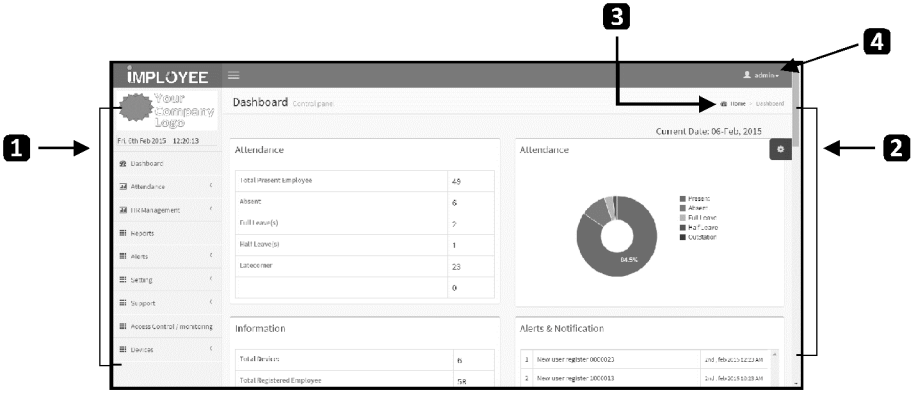
This account is your company's 'Parent Account' on the i-MPLOYEE web portal. You can create further 'sub-user accounts' to enable your departmental managers / supervisors to view their departmental attendance and generate reports. Creating sub-user accounts will be explained in detail in the 'User Accounts' section.

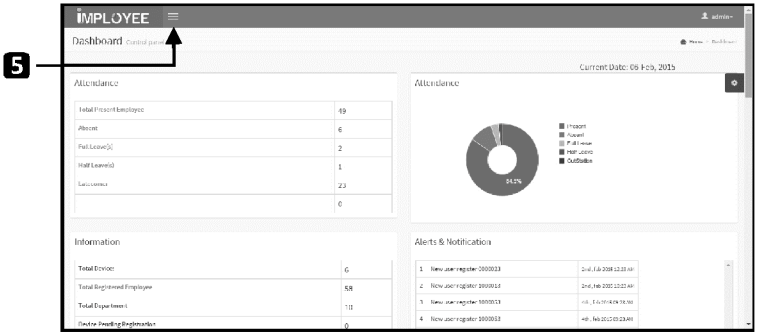
1.2 - Navigating the web portal:

The i-MPLOYEE web portal is divided into two parts. The left pane “1” shows the various sections and sub-sections of the portal. The right pane “2” shows the currently selected page of the portal. This hierarchy of the web page being viewed within the i-MPLOYEE web portal is shown on the top right hand side of the web page “3”.

Icon “4” displays the username of the user currently signed in. In order to sign out from the web portal press

Clicking on the icon “5” will hide the left pane, giving you greater viewing area for the current page. Clicking again on the icon will bring back the left pane.



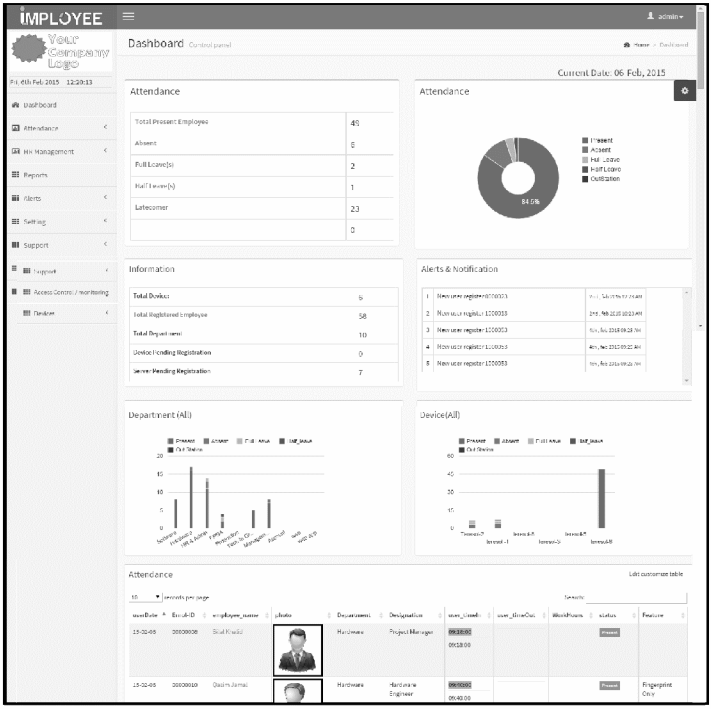


1.3 - DASHBOARD

Once logged in, the i-MPLOYEE dashboard will open up where you can view:

- A summary about your company's attendance statistics for the current day including
  - Total present
  - Absent
  - Full / half leaves
  - Latecomers
- A graphical representation of the current day's attendance statistics
- Summary of the number of devices, registered employees, and pending registrations.
- Alerts and notifications about pending user registrations or based on pre-defined alerts
- Department wise attendance summary of the current day in graph form

Scrolling below the dashboard will show you the detailed attendance of individual employees. Clicking on a employee's name will take you to the detailed record of that individual.



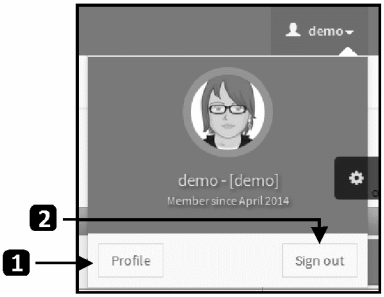
Bar chart shows department wise attendance state of registered employees. Tabular attendance record of the current date is also displayed below the Dashboard. User can directly view the

record of each employee from this table. Click on an employee to view his/her detailed record.

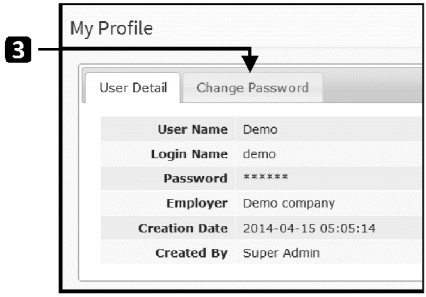
1.4 - Changing your account password

Click on the user icon on the top right side of the web portal. A small window will drop down.

Clicking on profile “1” will open the details of the current user.



Click the “Change Password” tab “3”



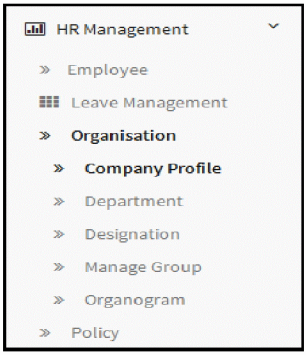
1.5 - Signing out

To sing out form the i-MPLOYEE web portal click on the “Sing Out” button “2”.

Chapter 2: Setting up your company

Before enrolling users you will need to create your company profile and add departments. Once the company structure is created, you can start adding employees and assign them to the relevant departments.

On the left panel of i-MPLOYEE web portal click HR Management>Organization>Company Profile to navigate to the Company Profile web page.



2.1 - Company Profile

Company related information can be viewed and updated from this page

Company Profile

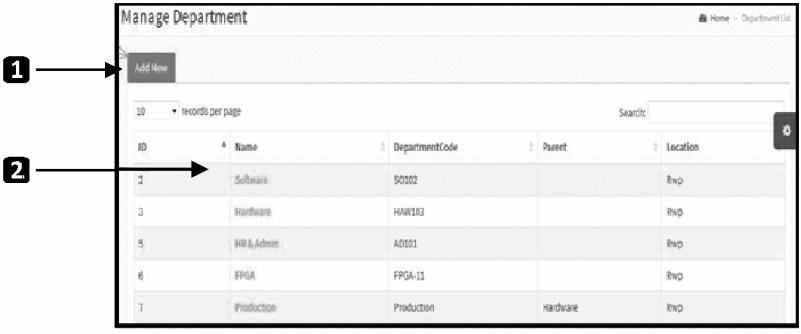
Edit Profile

Name	Demo company
Address 1	1st Floor, Business Aracde
Address 2	
Street	2
City	Rawalpindi
State	Punjab
Country	Pakistan
Zip Code	46000
Phone1	321000000
Phone2	
Email	demo@demo.com
Website	http://democompany.com
Description	Demo Company
Contact Person	
Contact Phone	
Logo	Your Company Logo
Creation Date	2014-04-15 10:04:04

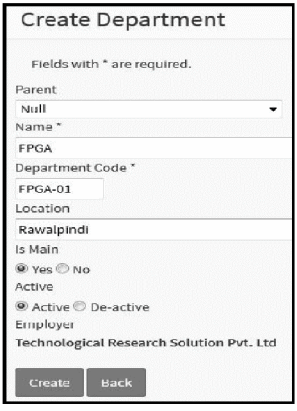
2.2 - Departments

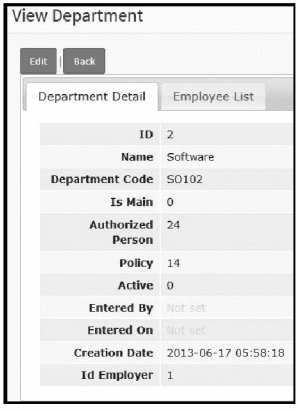
You can add individual departments in your organization using this menu.

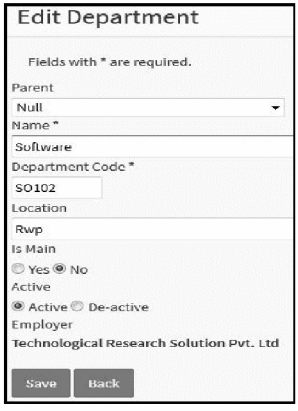
- To add a new department or sub-department click add new 1
- Fill department details and select whether it is a sub department of another department.
- To view employees in any department click its name 2



- Create a new department. Assign parent department (if any).
- Click on 'Edit' while viewing a department, to update its relevant details.
- Press 'Save' for the changes to take effect.



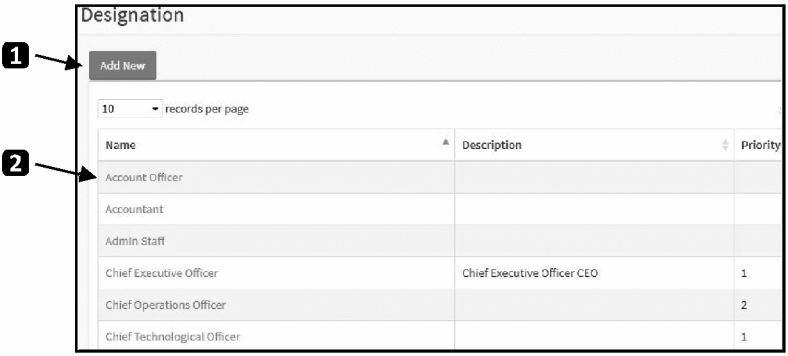




2.3 - Designations

Create employee designations for your company from this menu.

- To add new designation, click 'Add New' 1
- Enter the designation name and select a department (in case the designation is specific to a certain department).



Click on an existing designation to view its details or to edit it. 2

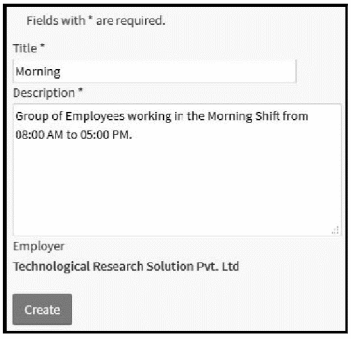
- Add a new designation. Fill in the relevant details and press 'Create'.
- Click on 'Edit' while viewing an existing designation and to update its details.
- Press 'Save' to implement the changes.

2.4 - Manage Groups

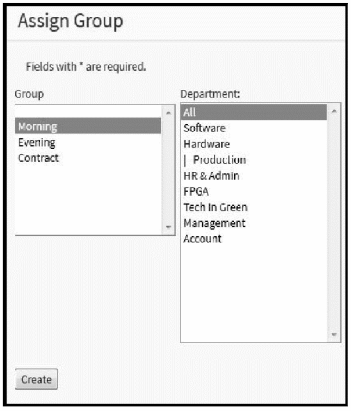
To create new groups or manage employees in a particular group use this page.

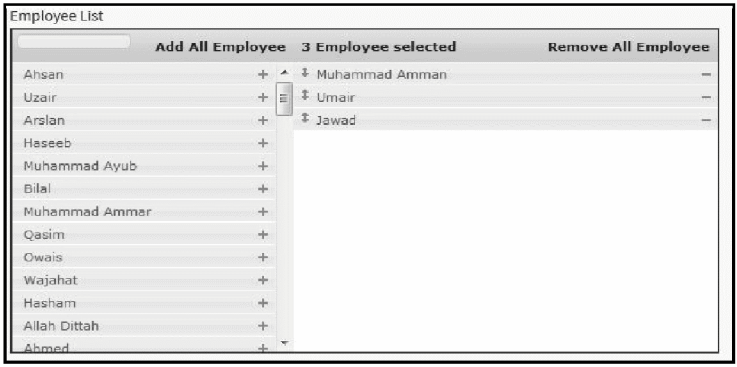
- To assign single, multiple or all employees in a department to a group, use the assign group link.

1. Click to create a new group.
2. Assign employees to a group.
3. Names and description of already existing groups.



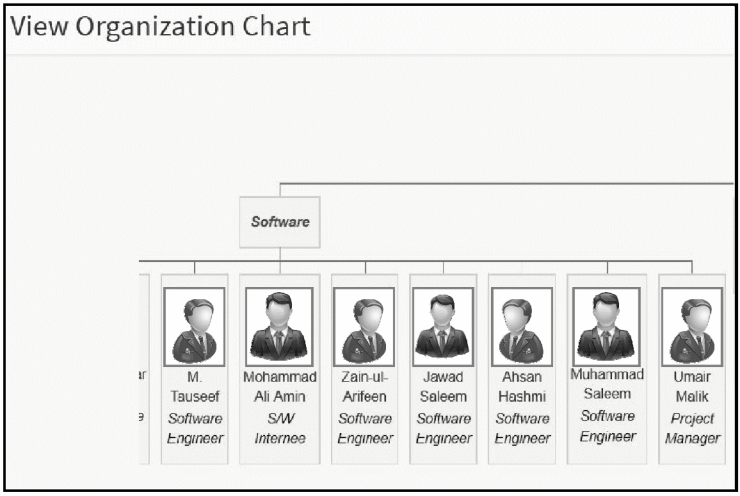
- Select a group.
- Select a department to get the list of employees of that department or get the list of all employees in the organization
- Chose employees to be added in the selected group. You can add all the employees as well. Selected employees names will be displayed on right.
- Click 'Assign Group' from previous page and repeat the above steps to edit employees in a group.





2.5 - Organogram

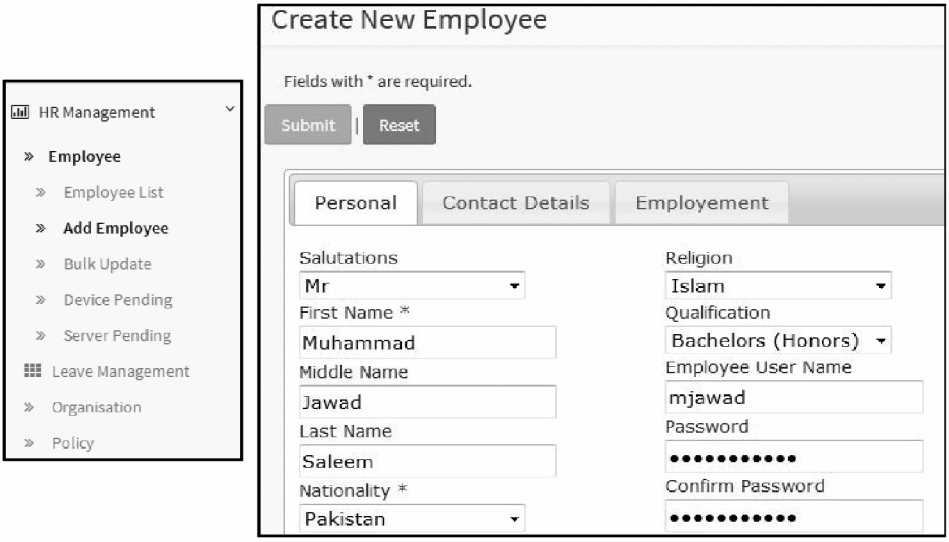
Organogram shows the complete department wise hierarchy in a company.



Chapter 3: ENROLLING USERS

3.1 - Add Employee

New employees have to be registered at web-end as well as device-end (order does not matter). To add new employees at web-end, fill in all the essential details in Personal, Contact Details and Employment tabs. Employee photo can also be added.

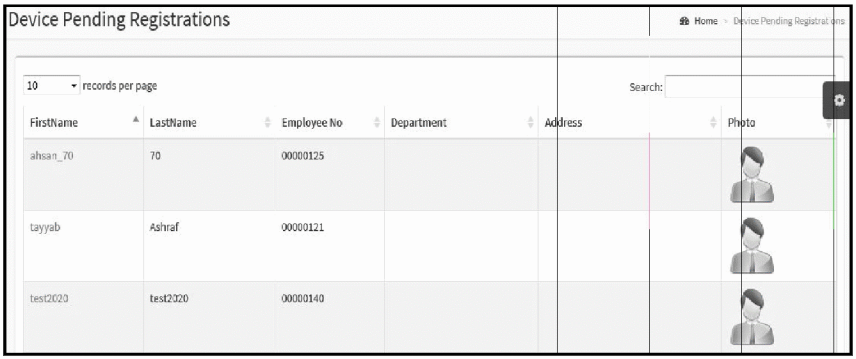


Users can also add custom fields according to their requirement, and view them on the desired page i.e. either on 'Personal Information' or 'Contact Details' or 'Employment' tab. A total of 16 custom fields can be added.

Adding custom fields has been explained in 'Settings' section.

3.2 - Device Pending Registrations

Once an employee has been registered on the web-end, his/her attendance parameters (biometrics / RFID / PIN etc) have to be registered on the i-MPLOYEE device. The following page shows the list of employees who have been successfully registered at the web-end, but are waiting to be added on device-end. Once users are successfully enrolled on the device, their names are removed from this list. For details about registering users on the i-MPLOYEE device, see part 1 of this user manual.



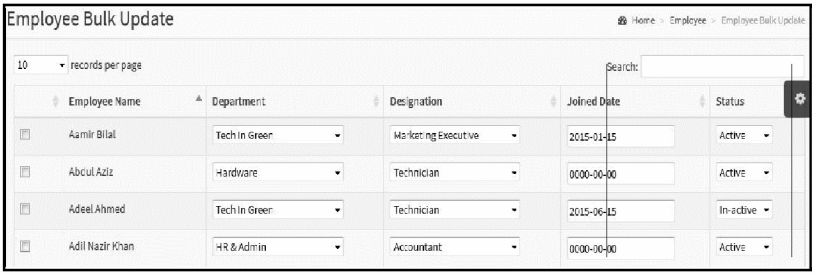
3.3 - Server Pending Registrations

In case users have been registered on the device first, but not enrolled at the web-end, their names appear on this page.

Click on process. This will open up the “Create New Employee” page. Follow the procedure explained in “Add Employee” section to complete the user's registration on the i-MPLOYEE server. Once the changes are saved, the user's attendance data is automatically included in the company's attendance.

3.4 - Bulk Update

Use this page to update information regarding department, designation, joining date or account status of multiple employees.



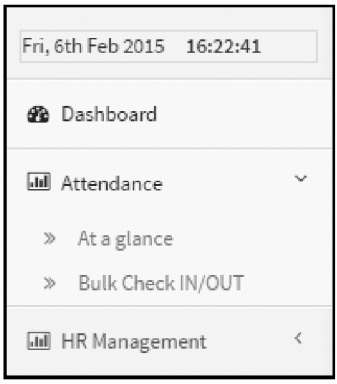
Chapter 4: ATTENDANCE

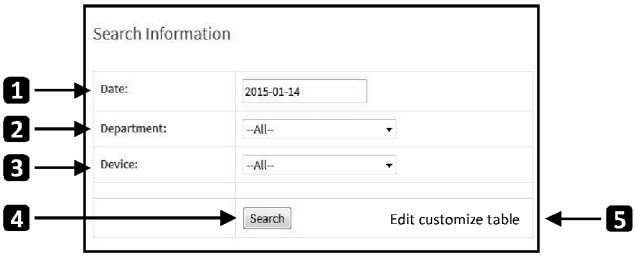
Detailed attendance record of employees can be viewed from this section. The departmental supervisor / HR Department can also mark employee attendance manually from this menu. This section has been divided into two portions:

- Attendance at a Glance
- Bulk Check In/Check Out

4.1 - Attendance at a glance

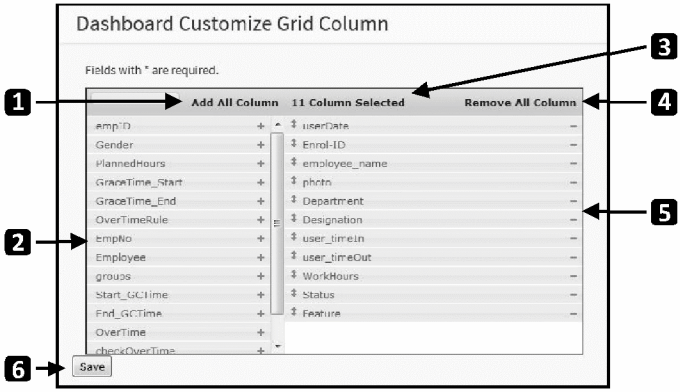
Managers / supervisors can view daily attendence of employees from this page. Use the available filters like Date, Department or Device to refine your search.





1. Select attendance date.
2. Select name of the department or 'All' to fetch desired attendance records.
3. Select device name or 'All' to view relevant attendance data.
4. Press search to proceed; graphs and table will be updated accordingly.
5. To customized the fields appearing in the attendance report, press this button.

The attendance table can be tailored according to your requirements. For example, if you do not want to view the 'Designation' column, you can simply remove it from the selected columns list on the 'Dashboard Customize Grid Column' page. Screenshot of the customize fields menu is given below;

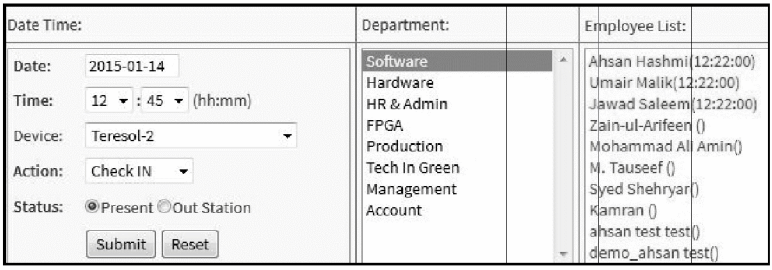


1. Add all columns from the list in the table.
2. List of columns that can be added in the table.
3. Total number of selected columns.
4. Remove all entries from the list of added columns.
5. List of columns added in the table.
6. Press to save the updated settings.

4.2 - Bulk Check In/ Check Out

This menu gives management the option to manually mark the attendance of employee(s) in case of a large number of employees miss checking in/out, or they have to be manually checked in/out owing to a holiday being declared etc.

Following page will open on selecting 'Bulk Check IN/OUT':



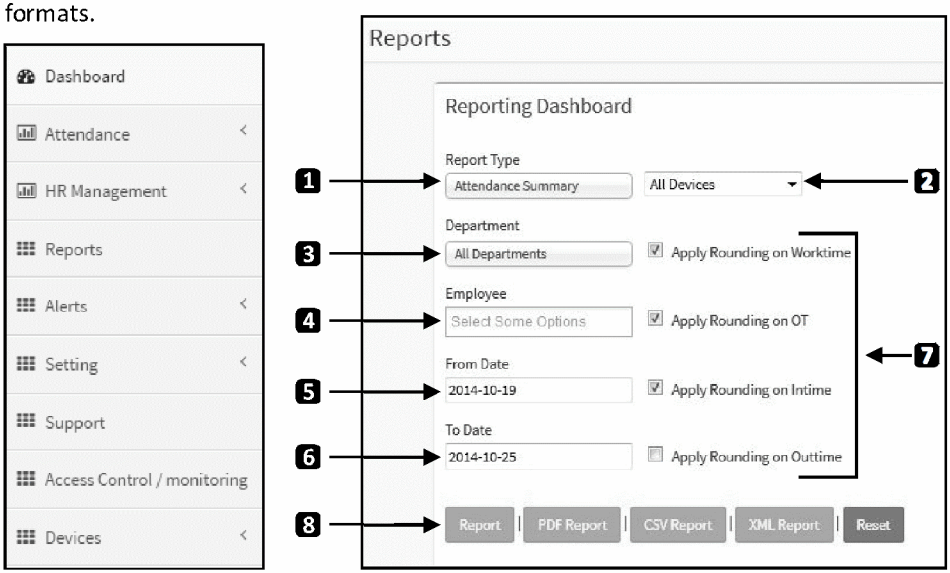
- Select Date and Time of attendance.
- Select the device on which you want to mark the attendance.
- Specify the action to be performed on the selected date, time and device; 'Check IN / Check OUT'.
- Status of the employees, whether they are present at the office or out of station for official work.
- Select department from which the employees belong to.
- Select employees* from 'Employee List' and press 'Submit' to perform the required action.

*Only the names appearing in green can be selected. Names appearing in red are those employees who have already marked the attendance 'Action' which is being marked manually.

Chapter 5: REPORTS

Attendance data sent by i-MPLOYEE attendance terminals is consolidated and processed on i-MPLOYEE servers. This data can be retrieved through intelligent reports which enable management to stay informed about their employees' attendance Apart from reports related to employee attendance, management can also generate report about the devices information or reports relevant to predefined alerts / staus.

Reports can be generated and exported from the web portal in either PDF, XML or CSV formats.



1. Select the report type. Types of reports have been explained further in this section.
2. Select devices for which the report has to be generated or chose “All Devices”.
3. Similarly select departments or chose “All Departments”.
4. Select names of the employees or leave blank to get all the employees.
5. Define report starting date.
6. Define report ending date.
7. Select time rounding features.
8. Click 'Report' to generate report in the browser and take the print directly or select any of the remaining three to export the report in the specified format.

***Note:** *Filters from 2 to 7, shown in the previous figure will change according to the sort of report that has been selected by the user. Only those filters will be visible that are relevant to a particular type of report.*

Following types of reports have been currently integrated with the web portal.

5.1 - Attendance Summary Report

User can see the attendance summary of the selected employees on selected devices in between the specified date range.

Attendance Summary

Your Company Logo

2014-10-19 - 2014-10-25

AB= Absents FL= Full Leave HIL= Half Leave PR= Presents LI= Late In EO= Early Out MP= Mispunch OT= Ourtime

Teresol-2

Software

Sr#	User ID	Name	Workrate %	AB	FL	HIL	PR	LI	EO	MP	Short	WorkTime	OT
1	99000002	Ahsan Hashmi	0.00	0	0	0	6	0	0	0	0.00	0.00	0.00
2	99000001	Umair Malik	0.00	0	0	1	5	0	0	0	0.00	0.00	0.00
3	99000003	Jawad Saleem	0.00	0	0	0	6	0	0	0	0.00	0.00	0.00
4	00000047	Zain-ul-Arifeen	0.00	0	0	0	6	0	0	0	0.00	0.00	0.00
5	00000048	Mohammed Ali Arain	0.00	0	0	0	5	0	0	0	0.00	0.00	0.00

Hardware

Sr#	User ID	Name	Workrate %	AB	FL	HIL	PR	LI	EO	MP	Short	WorkTime	OT
6	00000004	Uzair Afzal	0.00	0	0	0	6	0	0	0	0.00	0.00	0.00
7	00000005	Arslan Qureshi	0.00	0	3	0	3	0	0	0	0.00	0.00	0.00
8	00000006	Haseeb Zahid	0.00	0	0	0	6	0	0	0	0.00	0.00	0.00

5.2 - Weekly Attendance Listing Report

This report covers detailed attendance of the selected employees, on the selected devices in between the chosen date range, including the check in/out times, break starting/resume timings etc.

Weekly Attendance

2014-10-19 - 2014-10-25

Your Company Logo

Teresol-2

Ahsan Hashmi — **Software**

Date	Week Day	Day Type	Sche	In	Break	Resume	Out	Work	Over Time	Short	Leave Taken	Remarks
2014-10-19	Sunday											
2014-10-20	Monday			09:17:00			18:07:00	0.00	0.00	0.00		
2014-10-21	Tuesday			09:10:00			18:17:00	0.00	0.00	0.00		
2014-10-22	Wednesday			09:09:00			19:27:00	0.00	0.00	0.00		
2014-10-23	Thursday			09:44:00			18:10:00	0.00	0.00	0.00		
2014-10-24	Friday			09:24:00			18:43:00	0.00	0.00	0.00		
2014-10-25	Saturday			09:35:00			18:23:00	0.00	0.00	0.00		

Umair Malik — **Software**

Date	Week Day	Day Type	Sche	In	Break	Resume	Out	Work	Over Time	Short	Leave Taken	Remarks
2014-10-19	Sunday											
2014-10-20	Monday			09:10:00			18:10:00	0.00	0.00	0.00		
2014-10-21	Tuesday			09:29:00			18:19:00	0.00	0.00	0.00		

5.3 - Terminal Activity Report

User can view the list of all activities/transactions taken place at a particular device or all the devices. Date wise list is generated, displaying time of the activity along with user id of the person who performed transaction.

Terminal Activity Report

2014-10-19 - 2014-10-25

Your Company Logo

Id	Description	Date	Transaction
		2014-10-19	09:03:00 000045 10:40:00 008888 10:40:00 000072
		2014-10-20	05:44:00 000045 06:18:00 008888 06:25:00 000072 06:29:00 000043 07:41:00 000070 08:21:00 000030 08:30:00 000066 08:33:00 000044 08:34:00 000016 08:49:00 000069 08:49:00 000999 08:53:00 000028 08:54:00 000046 08:56:00 000010 08:58:00 000064 08:59:00 000073 08:59:00 000047 09:00:00 000055 09:03:00 000026 09:06:00 000067 09:07:00 000008 09:07:00 000022 09:10:00 000021 09:10:00 000003 09:12:00 000012 09:12:00 000027 09:12:00 000065 09:13:00 000017 09:14:00 000037 09:17:00 000068 09:17:00 000002 09:19:00 000034 09:19:00 000018 09:24:00 000013 09:27:00 000031 09:29:00 000033 09:36:00 000015 09:33:00 000005 09:44:00 000001 09:48:00 000048 10:12:00 000019 10:19:00 000014 11:22:00 000030 11:24:00 000032 13:26:00 000044 14:12:00 000026 14:32:00 000021 09:00:00 000036 18:15:00 000071

5.4 - Employee Name List Report

Generate report of employee(s) details for a particular department or all the registered employees in the organization, their names, designation, email id etc.

User Listing Report

Total Users : 64

Your Company Logo

Sr#	MUID	Username	Name	Department	Designation	Email	Phone	DOB	Gender	Card#	Status
1	99000002	Ahsanhus	Ahsan Hashmi	Software	Software Engineer	ahsanhashmi@teresol.com	03216804811	0000-00-00	Male	T-000015	Active
2	99000001	Umair	Umair Malik	Software	Project Manager	umair.malik@yahoo.com	03005342511	0000-00-00	Male	T-000007	Active
3	00000004	Uzair	Uzair Ashraf	Hardware	Hardware Engineer		03327358518	1990-11-27	Male	T-000047	Active
4	00000005	Arslan	Arslan Qureshi	Hardware	Software Engineer		03336127673	0000-00-00	Male	T-000064	Active
5	00000006	Haseeb	Haseeb Zahid	Hardware	Software Engineer	haseeb.zahid@hotmail.com	03455230594	0000-00-00	Male	T-000062	Active
6	00000008	Bilal12345	Bilal Khalid	Hardware	Project Manager			0000-00-00	Male	T-000008	Active
7	00000010	Qasim	Qasim Jamal	Hardware	Hardware Engineer	qasim.jamal@live.com		1987-10-15	Male	T-000009	Active
8	00000011	Owais	Owais Nazim	Hardware	Hardware Design Engineer		0344-8916937	2013-12-07	Male	T-000052	Active
9	99000003	jawad	Jawad Saleem	Software	Software Engineer		03515227082	1990-01-12	Male	T-000069	Active

5.5 - Department Listing Report

Generate report regarding the number of employees in each department.

Department Listing Report

Total Departments : 8

Your Company Logo

Sr#	Name	Total Users
1	Software	17
2	Hardware	22
3	HR & Admin	17
4	FPGA	5
5	Production	0
6	Tech In Green	8
7	Management	8
8	Account	3

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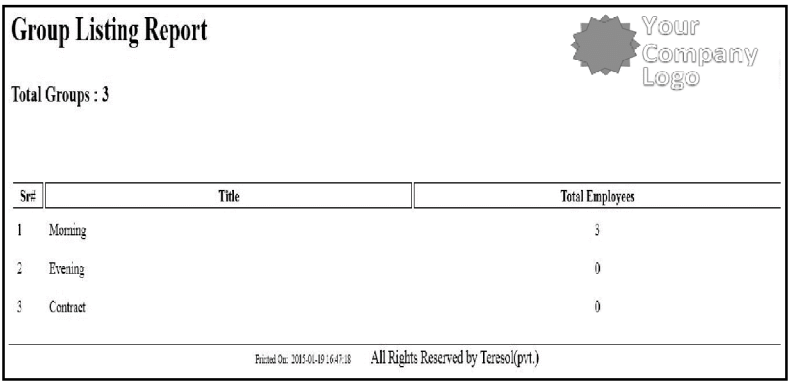
5.6 - Group Listing Report

Generate report regarding the number of employees in each group created by the organization.



Group Listing Report

Your Company Logo

Total Groups : 3

Sr#	Title	Total Employees
1	Morning	3
2	Evening	0
3	Contract	0

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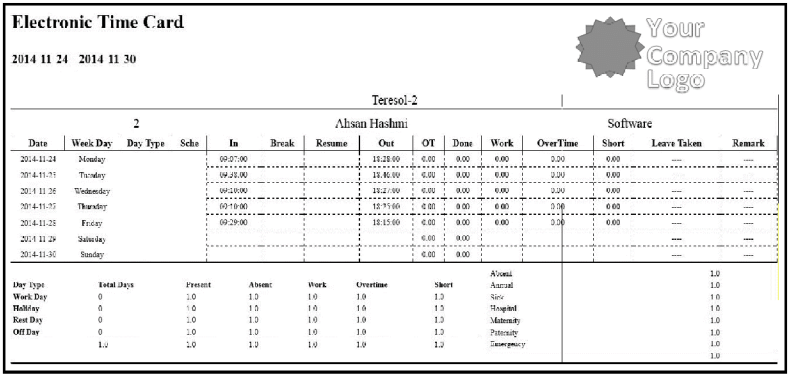
5.7 - Electronic Time Card Report

This report is similar to the weekly report with an extra feature that it also displays the work schedule of an employee with regard to the days defined by the organization. At the end of each employee attendance detail, a table displaying the number of different types of days (as defined by organization) falling in the selected duration and employee work details relevant to each day are calculated.



Electronic Time Card

Your Company Logo

2014 11 24 2014 11 30

Teresol-2

2 Ahsan Hashmi Software

Date	Week Day	Day Type	Sche	In	Break	Resume	Out	OT	Done	Work	OverTime	Short	Leave Taken	Remark
2014-11-24	Monday			09:07:00			18:28:00	0.00	0.00	0.00	0.00	0.00	----	----
2014-11-25	Tuesday			09:21:00			18:40:00	0.00	0.00	0.00	0.00	0.00		
2014-11-26	Wednesday			09:10:00			18:21:00	0.00	0.00	0.00	0.00	0.00	----	----
2014-11-27	Thursday			09:19:00			18:37:00	0.00	0.00	0.00	0.00	0.00	----	----
2014-11-28	Friday			09:29:00			18:15:00	0.00	0.00	0.00	0.00	0.00	----	----
2014-11-29	Saturday							0.00	0.00				----	----
2014-11-30	Sunday							0.00	0.00				----	----

Day Type	Total Days	Present	Absent	Work	Overtime	Short		
Work Day	0	1.0	1.0	1.0	1.0	1.0	Absent	1.0
Holiday	0	1.0	1.0	1.0	1.0	1.0	Annual	1.0
Rest Day	0	1.0	1.0	1.0	1.0	1.0	Sick	1.0
Off Day	0	1.0	1.0	1.0	1.0	1.0	Hospital	1.0
	1.0	1.0	1.0	1.0	1.0	1.0	Maternity	1.0
							Paternity	1.0
							Emergency	1.0
								1.0

5.8 - Tardiness Report

This report shows employees with tardiness for example: late in, early out, and etc. This report will show the time of tardiness in red and the total short minutes.

*Report View Currently Not Available

5.9 - Transaction Listing Report

This report is an extension to 'Terminal Activity Report'. This is a detailed report which shows date and time of the activity, performed on which device (device name) along with user ID and name of the person who did the transaction. Transaction type is also given in this report.

Transaction Listing

2014-10-19 - 2014-10-25

Your Company Logo

Transaction mode: 0 = Check In , 1 = Check Out

Date	Device Name	User ID	User Name	Transaction
2014-10-19 09:03:00	Teresol-2	000045	Muhammad Basheer	0
2014-10-19 17:15:00	Teresol-2	000045	Muhammad Basheer	1
2014-10-19 10:40:00	Teresol-2	008888	Nasir	0
2014-10-19 22:06:00	Teresol-2	008888	Nasir	1
2014-10-19 10:40:00	Teresol Wifi New	008888	Nasir	0
2014-10-19 22:07:00	Teresol Wifi New	008888	Nasir	1
2014-10-19 10:40:00	teresol -1	008888	Nasir	0
2014-10-19 22:06:00	teresol -1	008888	Nasir	1

5.10 - Terminal User List Report

This report gives a detailed list of all the employees registered on a device(s), along with their employee id, name that displays on each terminal while marking attendance along with the information that how the employee is registered. If the employee is registered via RFID card, his card number will be displayed and if he is registered via fingerprint, then a '1' would be marked in relevant column of report.

Terminal Users

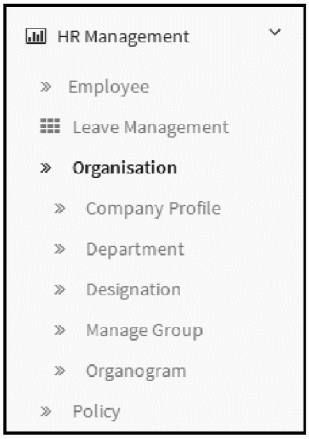
Your Company Logo

Terminal:Teresol-2

Employee	Employee Name	Name on Device	Privilage	Card	Fingerprint
00000001	Muhammad Amman Khan			408D431F	1
99000002	Ahsan Hashmi	ahsan hashmi		4E32F8AF	1
00000003	Umair Malik			4F32F8AF	1
00000004	Uzair Afzal				1
00000005	Arslan Qureshi			--------	1
00000006	Haseeb Zahid			--------	1

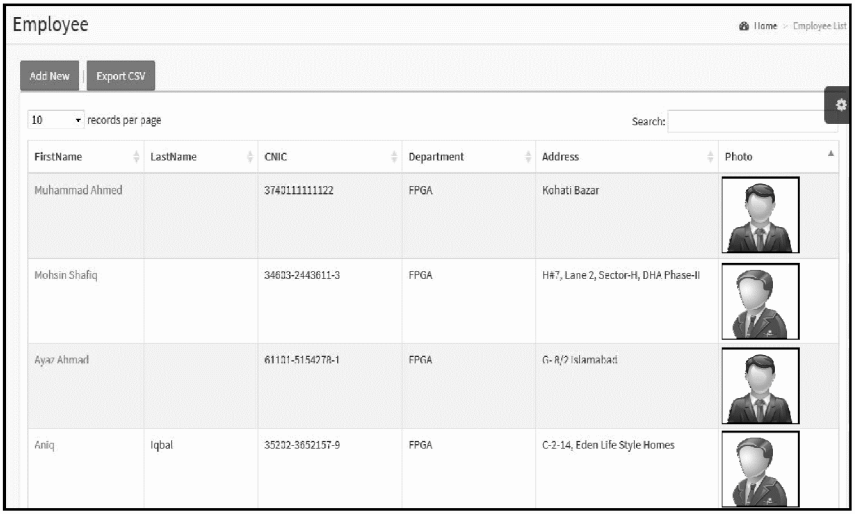
Chapter 6: HR MANAGEMENT

6.1 - Employee



Employee List

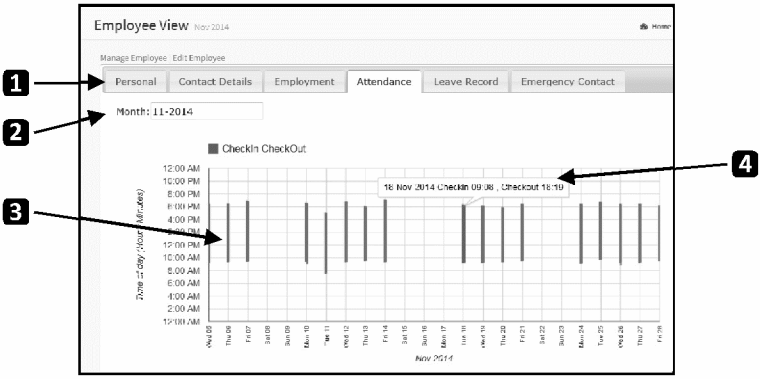
- Complete list of registered employees can be viewed on this page.
- To view detailed information of any particular employee, click name of that employee.



The following detailed information tabs are available when an employee name is clicked:

- Employee Personal Information
- Employee Contact Details
- Employment Details
- Employee Monthly Attendance Record
- Employee Leave Record
- Emergency Contact Information

Monthly Attendance Record of an employee:



The graph represents the monthly attendance record of an employee for the month of November 2014. Dates are on the horizontal axis, whereas time is on the vertical axis. Hover mouse over a bar, to get exact date and check in/out times of that particular day.

1. Select the required tab, 'Attendance' tab currently in view.
2. Specify year and then month for which the attendance has to be viewed.
3. Bars representing work hours spent by the employee on each day.
4. Information displayed on hovering mouse over a particular bar, displaying date and check in/out times.

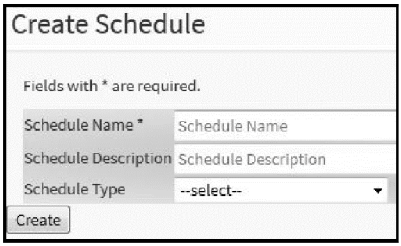
6.2 - POLICIES

6.2.1 - Time Table

Time table and attendance schedule for employees can be defined here.

- To create a schedule click Add new and to view details of a particular schedule click its name.
- Daily and weekly timetable can be created as per requirements.

1. Click to add a new schedule.
2. List of existing schedules.



Currently there are three types of schedules that can be created:

1. Daily Schedule
2. Weekly Schedule
3. Flexi Schedule

Daily Schedule - Working schedule that rotates daily. This schedule is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, where the work schedules change daily.

Weekly Schedule - Working schedule that rotates weekly. This schedule is the most commonly used working schedule worldwide where working days fall on weekdays and off days fall on weekends.

Flexi Schedule - Working schedule that does not include any 'late ins', 'early outs' or 'overtime'. This schedule is suitable for groups of workers having flexible working time.

6.2.2 - Roster

Weekly and monthly time table can be implemented via roster.
There are two types of group duty rosters:
Weekly - Group duty roster for weekly basis. This is the most commonly used working rosters worldwide where working days fall on weekdays and off days fall on weekends.

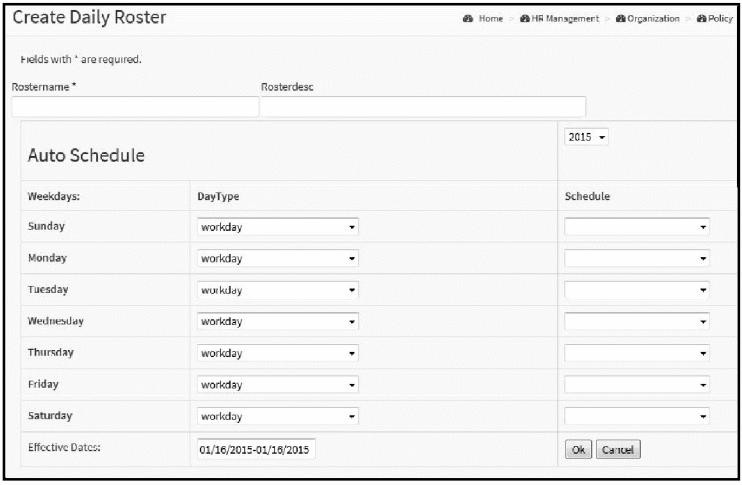
Shift - Working schedule for daily basis. This is suitable for multiple shifts, overnight shifts, open shifts, rotational shifts, etc. where the work schedules change every day.

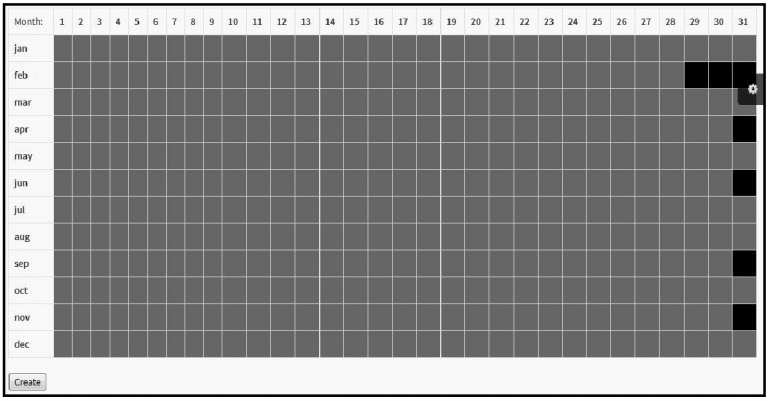
1. Click to create new Weekly roster.
2. Click to create new Multi Shift roster.
3. List of previously created rosters.

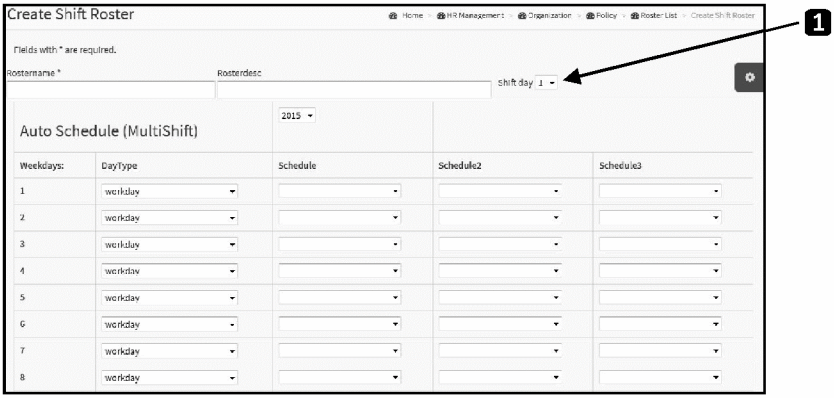
Click any roster name to view its details or to edit it.

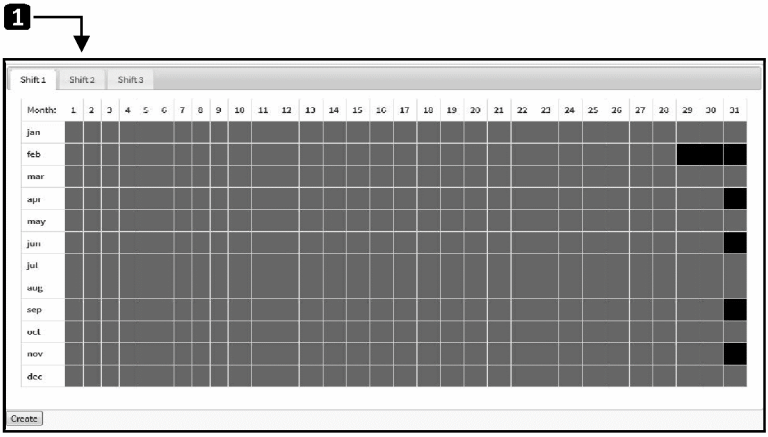
For creating a Weekly roster fill in the relevant details, roster name, its description, day type, whether workday, rest day, off day or holiday and assign schedule (explained in 'Time Table' section) for each day.

Similar procedure is for creating a new Multi Shift roster, with the exception that the shifts for each day would have to be handled separately.




Month: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
jan
feb
mar
apr
may
jun
jul
aug
sep
oct
nov
dec
Create


Create Shift Roster
Home › HR Management › Organization › Policy › Roster List › Create Shift Roster
1
Fields with * are required.
Rostermame *
Rosterdesc
Shift day 1
Auto Schedule (MultiShift)
2015
Weekdays:
DayType
Schedule
Schedule2
Schedule3
1 workday
2 workday
3 workday
4 workday
5 workday
6 workday
7 workday
8 workday

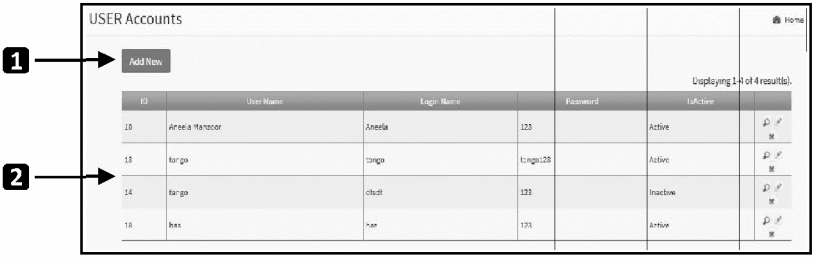

1
Shift 1
Shift 2
Shift 3
Month: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
jan
feb
mar
apr
may
jun
jul
aug
sep
oct
nov
dec
Create

1. Select the number of shifts per day. Fill the required details.
2. Roster display for each shift.

6.3 - User Accounts

Web accounts for employees/departmental supervisors can be managed from here.

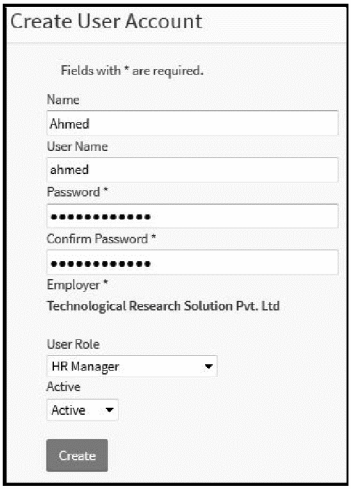
- To add new account click Add New, fill account details and provide a username and password.
- Available accounts can also be modified, activated or deactivated.



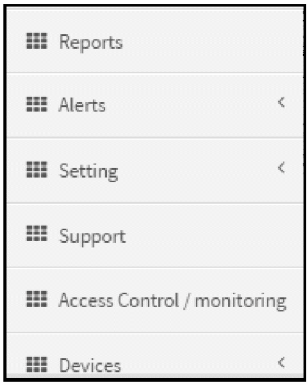
1. Click to add a new user account.
2. List of already existing accounts with username, password and status details.

Enter Name of the person to whom the account is being issued.

- Username for logging in to the account.
- Enter password and its confirmation as well.
- Role of the account user. These roles are created by the organization itself. Creating roles has been explained in 'Users Roles and Rights' section.
- Will the account be active as soon as it is created? Select as per requirement.
- Press 'Create' to generate an account with the stated settings.



Chapter 7: SETTINGS



7.1 - Custom Fields

User can add custom fields which can be used to further classify the employees while enrolling them. These custom fields can be of two types:

1. Text or Number
2. Drop down list

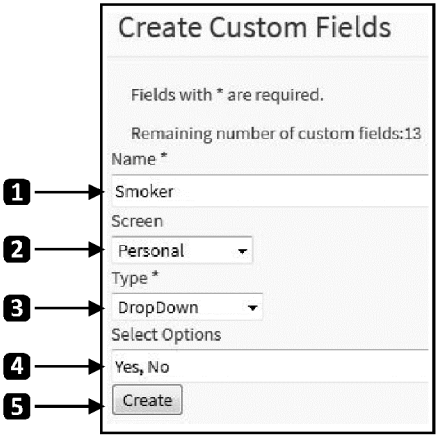
These custom fields will be displayed on one of the pages in the Add Employee section, as selected by user while creating a custom field. Users can create a maximum of 16 custom fields presently.

In order to create new custom fields, follow these steps:

1. Select "Settings" tabs from Main Menu on the left side of the page.
2. Select "Custom Fields" from the given options.
3. "Mange Custom Fields" page will open, once clicked on "Custom Fields".

Custom fields (if any), will be displayed on this page. User can add more fields by pressing "Add" on this page. Total number of fields that can be added is also displayed on this page.

1. Remaining number of fields that the user is allowed to create.
2. Add new field. Fill in the following fields:



1. Enter desired name of custom field.
2. Select screen where this field will be displayed.
3. Select type of this field i.e. whether text/number type or to be selected from predefined items in the drop down list.
4. This entry is optional and will display only 'Dropdown' type of custom field is to be created. Write the options to be shown from which the user can select a single one. Enter fields separated by "," (comma). E.g. If the user wants to have two options e.g. 'Yes' and 'No' in the dropdown list, then he must write it as follows: "Yes, No". Numbers of entries have currently not been fixed.
5. Press to create a new custom field.

3. List of previously created custom fields. Click on any one to view/edit it.

7.2 - User Roles and Rights

Administrator can create and define roles of users that can log in to the web portal. Along with roles, rights and permissions of each user role are also nominated in this section.

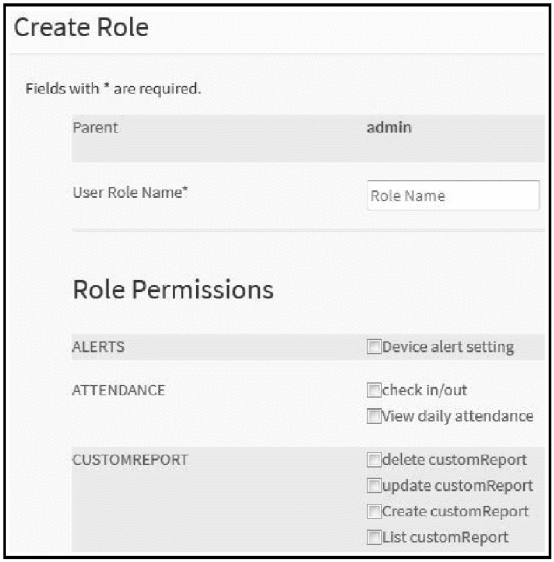
In order to create new Roles, follow these steps:

1. Select "Settings" tabs from Main Menu on the left side of the page.
2. Select "User Roles & Rights" from the given options.
3. "Mange Roles" page will open from where new roles can be created and previously created roles can be viewed and edited if required.

Roles (if any), will be displayed on this page. User can add more roles by pressing "Add New" on this page.

1. Click to add new roles.
2. List of previously created roles. Click on a role, to view its relevant details, permissions granted to that role and to edit if required.

The following page will open when "Add New" is clicked:



Enter name of user role. Check items from the list provided under "Role Permissions". These permissions have been classified into their relevant groups. By selecting an item, administrator will allow the user, whoever is allotted this role as told in "User Accounts", to make modifications in the selected item. Once done with permissions, click "Save" at the bottom of this page.

Roles can be assigned to users when a new user is created. Creating users and assigning them roles has been explained in "User Accounts" section.

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