

Initializing

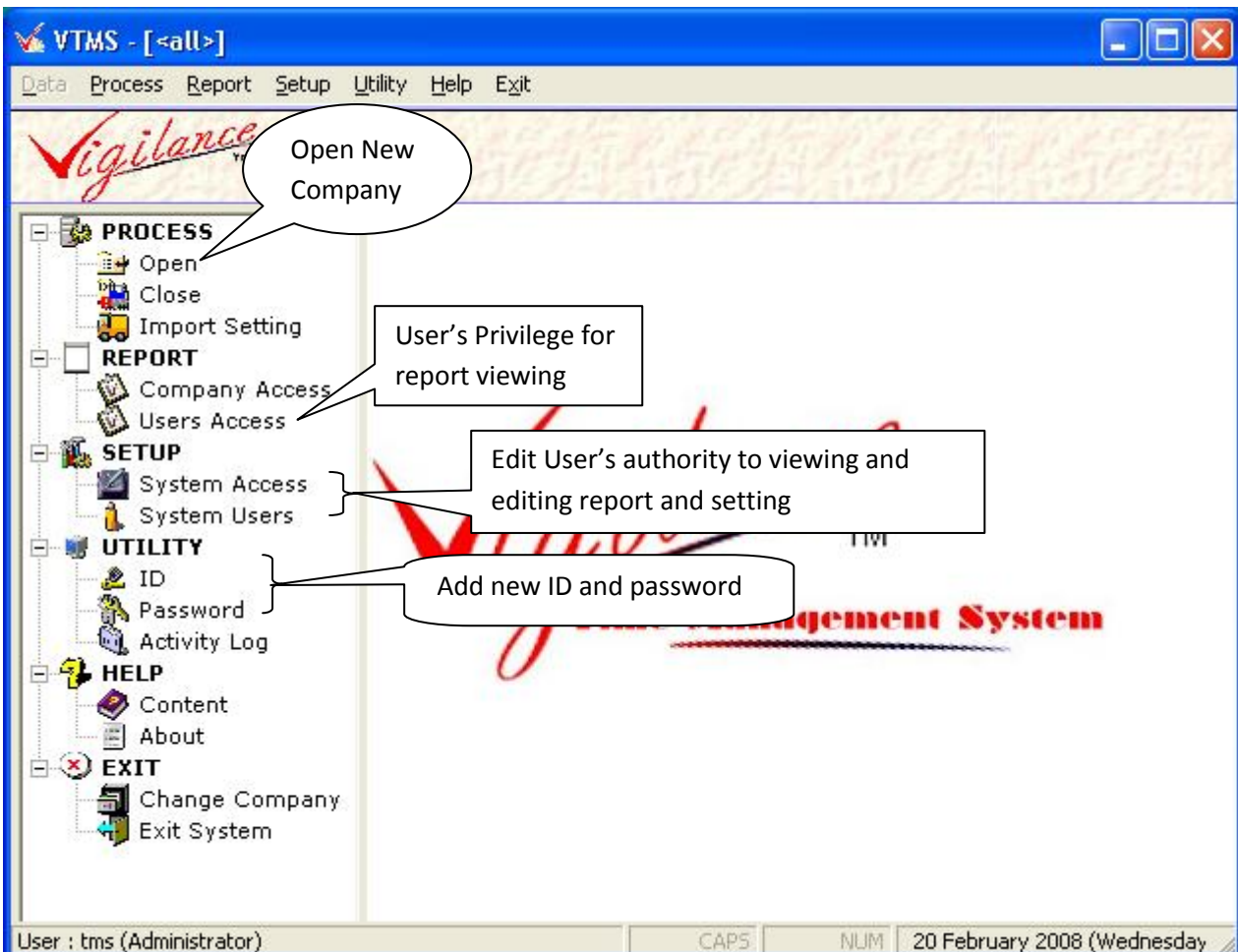
1. Enter the User ID and Password to access the program. Default User ID and Password: tms.



2. Before you adding (open) new company, select <all> to login to the main page.



3. Program's main page, before open a new company.



Opening a New Company

1. After open a new company. Then set up the <SETUP> options to get starting.

The image shows a software interface for setting up a new company. On the left is a 'SETUP' menu with various options. A thought bubble points to the first six items: Division, Department, Job Grade, Designation, Nationality, and Ethnicity, with the text 'Setting for employee or staff's description'. A bracket groups the remaining items: Delete Employee, Shift Group, Pay Group, Overtime Rounding, Lateness Rounding, Allowance/Deduction, Shift Meal, Leave Type, Options, Delete TMS, and Reader. An arrow points from this group to a central text box: 'These options to add groups' name for DATA usage'. To the right are several configuration windows: 'Setup - Shift Group' (with a table of Shift Group codes), 'Setup - Pay Group' (with a table of Pay Group codes), 'Setup - Overtime Rounding' (with a table of Overtime Rounding codes), and 'Setup - Lateness Rounding' (with a table of Lateness Rounding codes). Below these is the 'Reader Setup' window, which has fields for Reader (FingerPrint), Device (Network), Port Number (4370), and IP Address (192.168.100.8). At the bottom right is the 'Options' window, which has sections for Process Date, Lateness Checking, Leave Early Checking, and Off Day Checking, with various checkboxes and input fields.

– Setup reader's IP and port.

– Basic TMS' option.

2. Then, edit employee's data here, for report generating usage.

- DATA
 - Company Profile
 - New Employee
 - Update Employee
 - Miscellaneous
 - Shift
 - Pay Group
 - Leave Application
 - Holiday Group
 - Holiday Type
 - Off Day By Group
 - Off Day By Employee
 - Roster By Group
 - Roster By Employee

Callouts:

- Adding and creating employee's info (points to New Employee and Update Employee)
- Creating company's own time attendance table (points to Shift)
- Off day and holiday of the company (points to Holiday Group, Holiday Type, Off Day By Group, and Off Day By Employee)

☺ Adding company own pay group name at <SETUP--Pay Group>, then select here to edit.

Data - Pay Group

PAY GROUP

Pay Group Code : [Dropdown]

Code	Description
Normal	Rest Da
STD	STANDARD

OT Rounding Code : [Dropdown]

Apply		Rate			
Shift	Type	From	To	OT Rate	Round
*					<input type="checkbox"/>

No. of day type in the List : 0

Save Close

Employee - [-]

EMPLOYEE DETAIL

Detail Personal Contact **TMS**

Settings

Enroll No. : [Text Field]

Shift Group : [Dropdown]

Pay Group : [Dropdown]

Holiday Group : [Dropdown]

Active

Entitle Overtime

Flexible In / Out

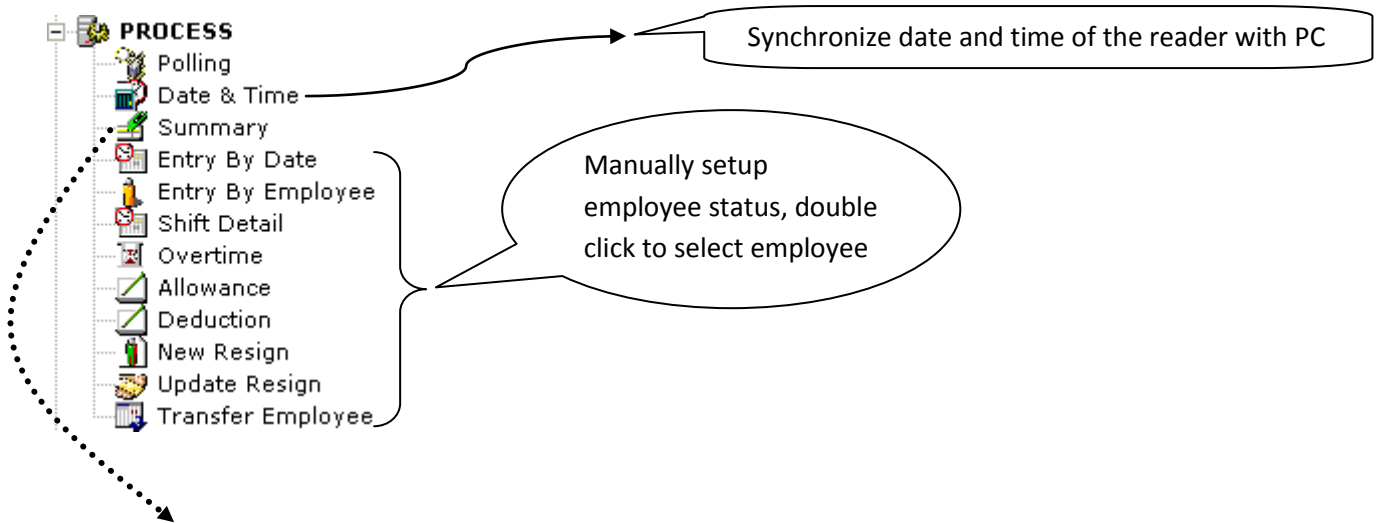
Allowance / Deduction / Shift Meal

Type	Code	Enable
Allowance	01	<input type="checkbox"/>

Save Close

This NO shall same with the User ID in reader

3. Polling transaction data from reader and manually edit employee's data (e.g.: leave, in/out duty...).



Process - Update

SUMMARY DATA

Record(s)

February						2008
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					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	

Month: [Navigation icons] Year: 2008

Legend

- Selected
- Unprocessed Data
- Processed Data

Quick Select

From: // To: //

Employee

Emp No.	Name

Month: [Navigation icons] Year: 2008 + - Total: 0

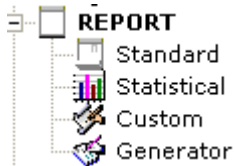
Update Type

Attendance Allowance Deduction Shift Meal

Process **Close**

- After processed the polled data in <Polling>, and then update or change employee status, try to process the final result in here <Summary>.

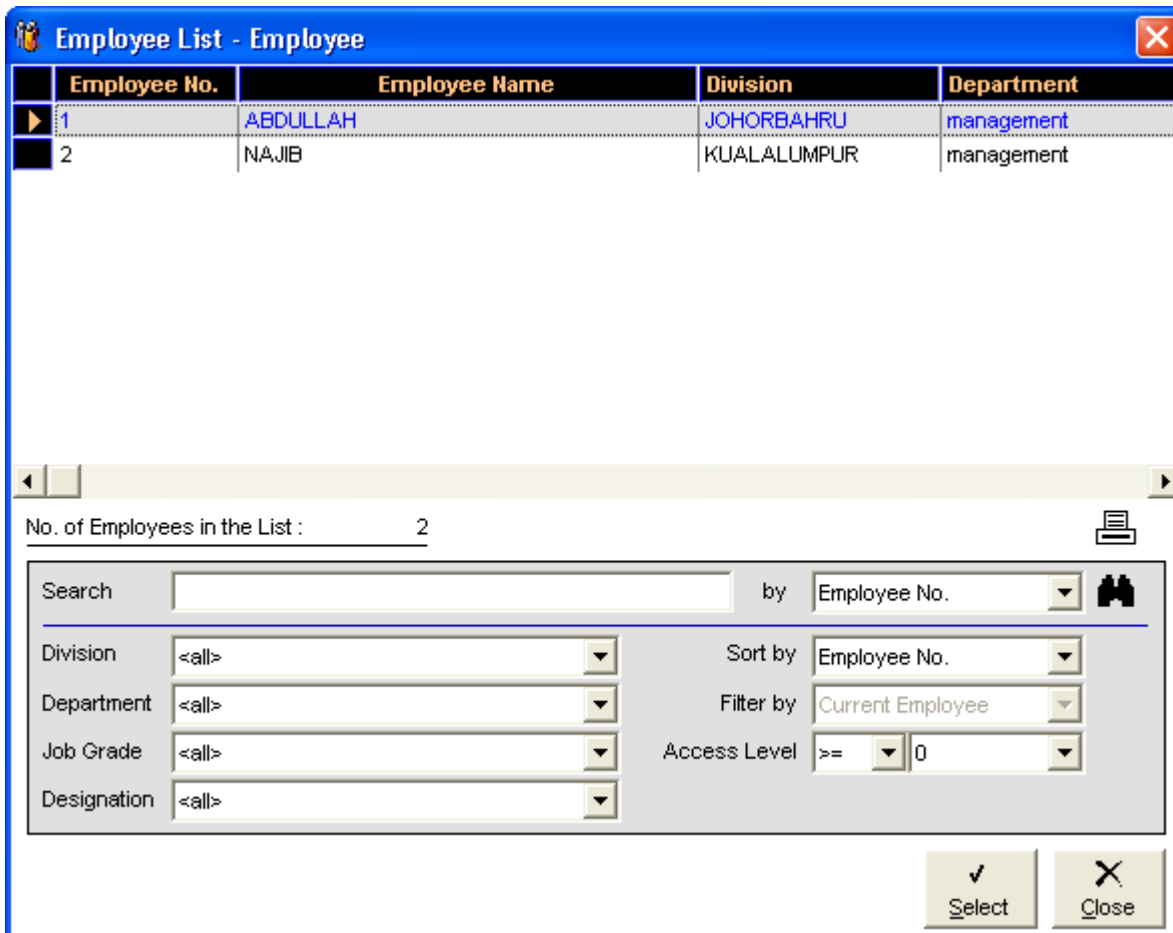
4. Report generation.



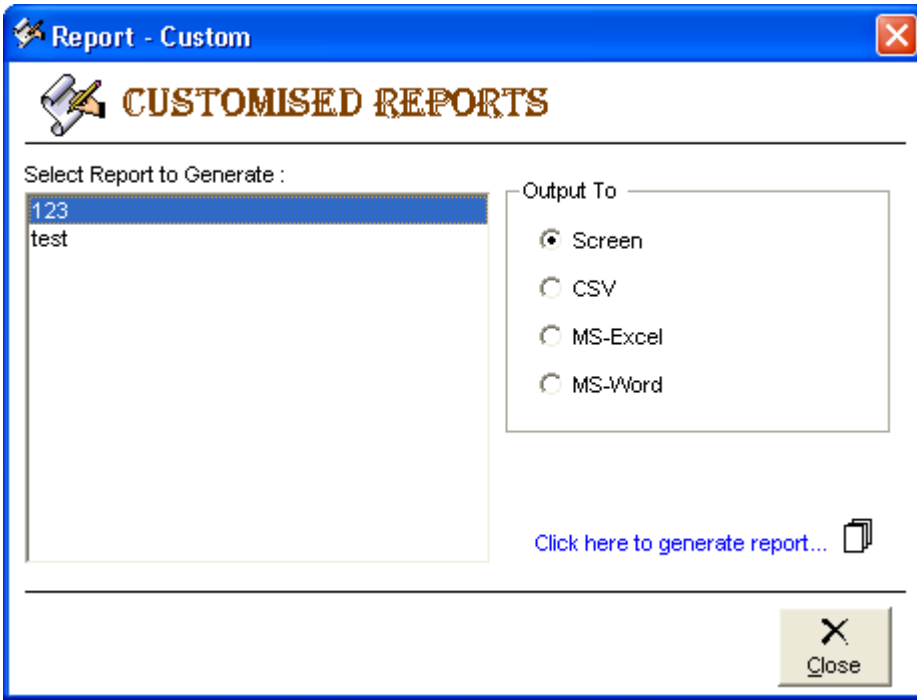
- Standard: select report type for output and printing.



- Statistical: checking employee statistical report.



- Custom: generate customized report.



- Generator: edit a custom report.

