

# LANA TIME 3.0

## OVER VIEW

Lana time3.0 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, Face, Fingerprint, and Card Templates.
- Embedded HR Integration.
- Multi-Level Approvals and Automatic E-mail Alerts.
- Employee Self-Service.
- Multiple Admin Privilege.
- Flexible Shift Scheduling and Auto Shift.
- Multi-languages.
- Real-Time Data Transmission.
- Attendance Calculation & Reports.
- Advanced search features are also available.

## 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.
- **Due Attendance Time:** It refers to the duration when an employee should be at work from the start time to the end time based on staff schedule. The default unit is workday, and the statistical rule can be changed in **Attendance >> Calculation Item >> Expected / Actual**. Specifically, the value is determined based on the unit (workday, hour and minute) as well as counted workdays and work minutes in the shift timetable.
- **Actual Attendance Time:** It refers to the actual attendance time of an employee on which statistics are collected based on the check-in/out record in due attendance time during the start and end time. The default unit is workday, and the statistical rule can be changed in **Attendance >> Calculation Item >> Expected / Actual**.
- **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.
- **Due Check-In/Due Check-Out:** Due Check-in/Due Check-out refers to mandatory check in / out time in timetable setting. **Yes** means check in / check out is mandatory, and **No** means check in / check out is optional.
- **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.
- **Work Minute:** In normal attendance, the work minute is the time set in **Work Minute** of a shift timetable. When the valid attendance duration in a shift timetable is smaller than the time set in **Work Minute** of a shift timetable, the valid attendance duration prevails. When the valid attendance duration in a shift timetable is larger than the time set in **Work Minute** of a shift timetable, the time set in **Work Minute** of the shift timetable prevails. The work minute in a flexible shift is **0**.
- **Time in a Timetable:** It refers to the work time of an attendance timetable in the shift setting on that day.
- **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.
- **Work time:** It refers to the time between an employee's work start time and end time (measured in minutes). The filled value may not be equal to the actual interval between punching in and out. The value may be larger or smaller than this interval, depending on the company system. Normally, this value can neither larger than 480 nor smaller than 0. If this value is 0, this timetable is overtime and needs not to be counted as work time. The system will automatically count this timetable as overtime.
- **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.
- **Flexible Shift:** It refers to a default attendance shift set in the system. It is a cycle of flexible timetable within a week. 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 is calculated based on flexible shifts and classified as some overtime such as overtime on days off or on holidays. The flexible shift is applicable to business owners, business personnel, service staff and order-oriented production people.
- **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.

## SYSTEM PROCEDURE

The following takes a Super User as an example to introduce how to use the system. Different users have different operation 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 timetables within the time interval.

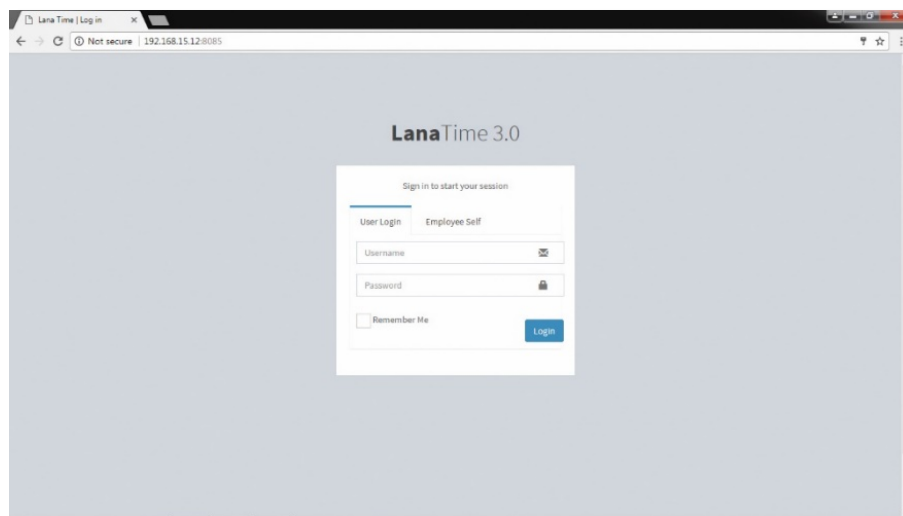
**Step 10:** Schedule the shifts for employees and set which employees are in which shifts. For an employee with the shift arranged, if a temporary change occurs, the temporary schedule can be used for setting.

**Step 11:** Conduct attendance maintenance. During daily attendance, because of abnormalities, the settings of leave, holiday, and compensatory leave are required.

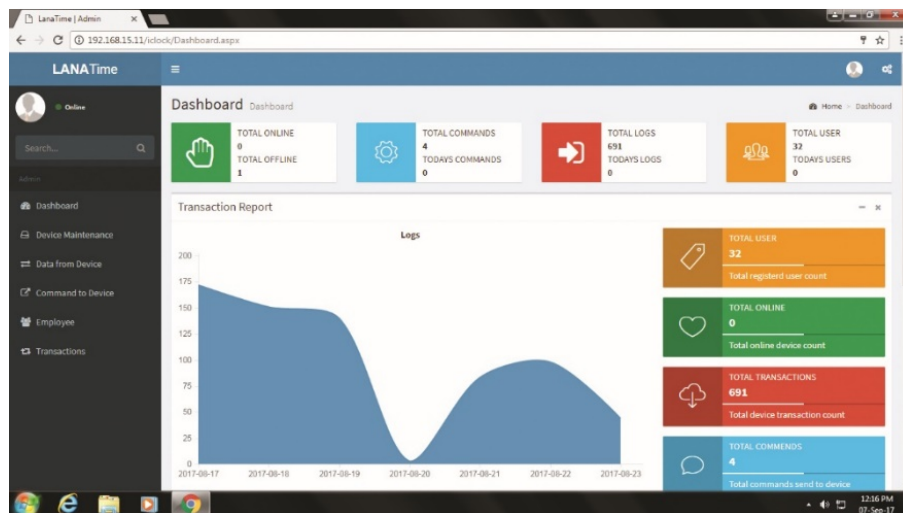
**Step 12:** Enable the system to output an attendance report. The system collects statistics and outputs attendance reports on the basis of attendance period.

## 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.



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

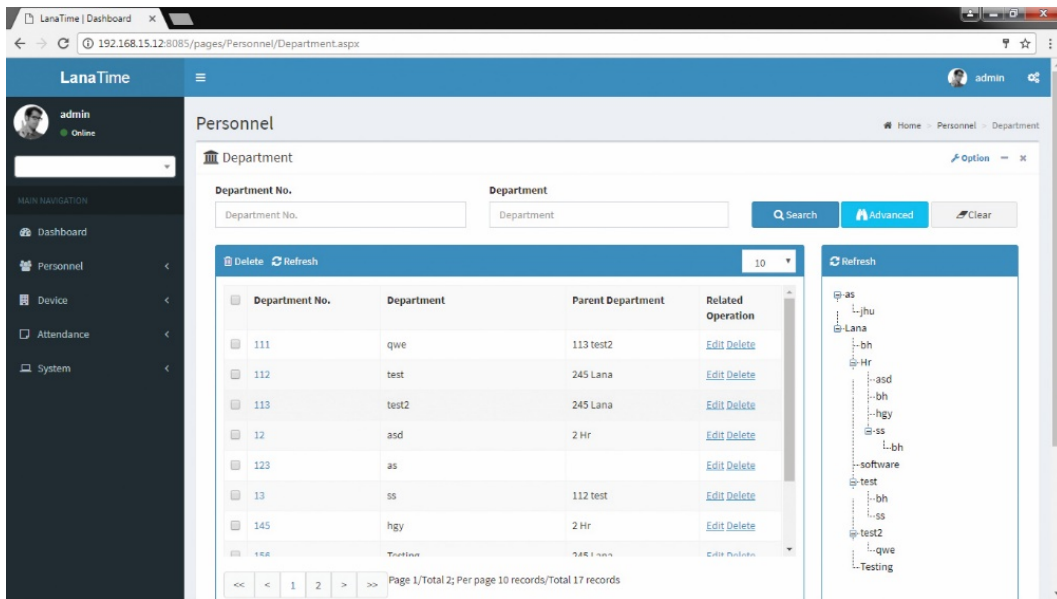
Click the **user** on top-right of the interface and click **Sign Out** button to logout from the interface.

## 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

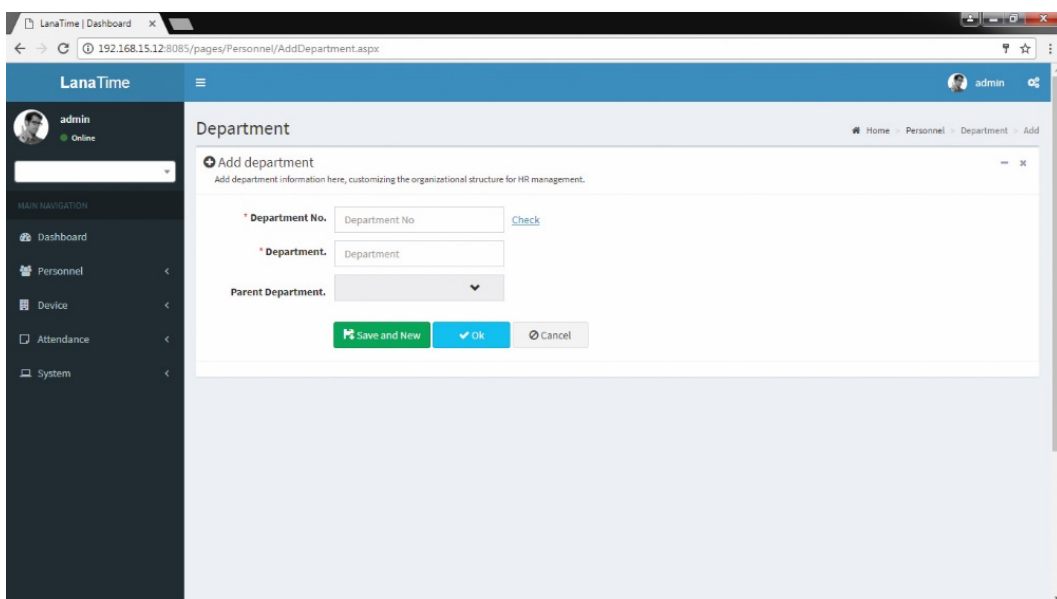
Choose **Personnel** >> **Department** to access the department management interface, as shown in the figure below.



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 **Department** and numbered **1** already exists in the system by default. This department can be edited (modified) but cannot be canceled.

## ADD DEPARTMENT

Choose **Personnel** >> **Department** >> **Option** >> **Add Department**

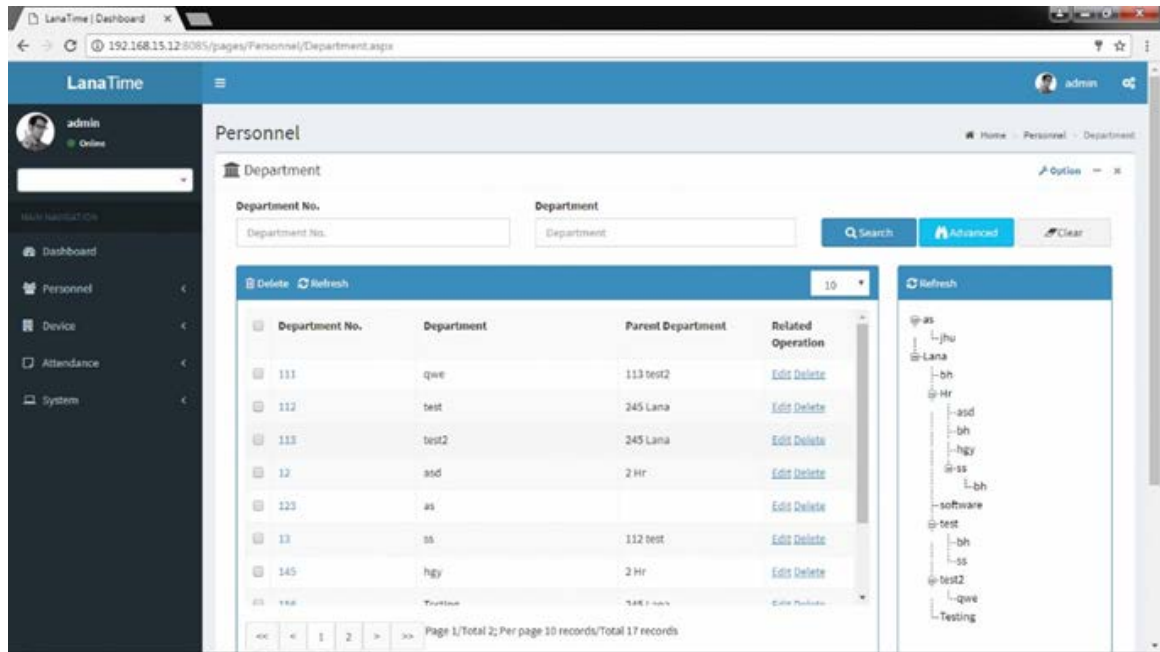


Set the parameters as required based on the following steps:

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

**DEPARTMENT:** Enter a Department Name.

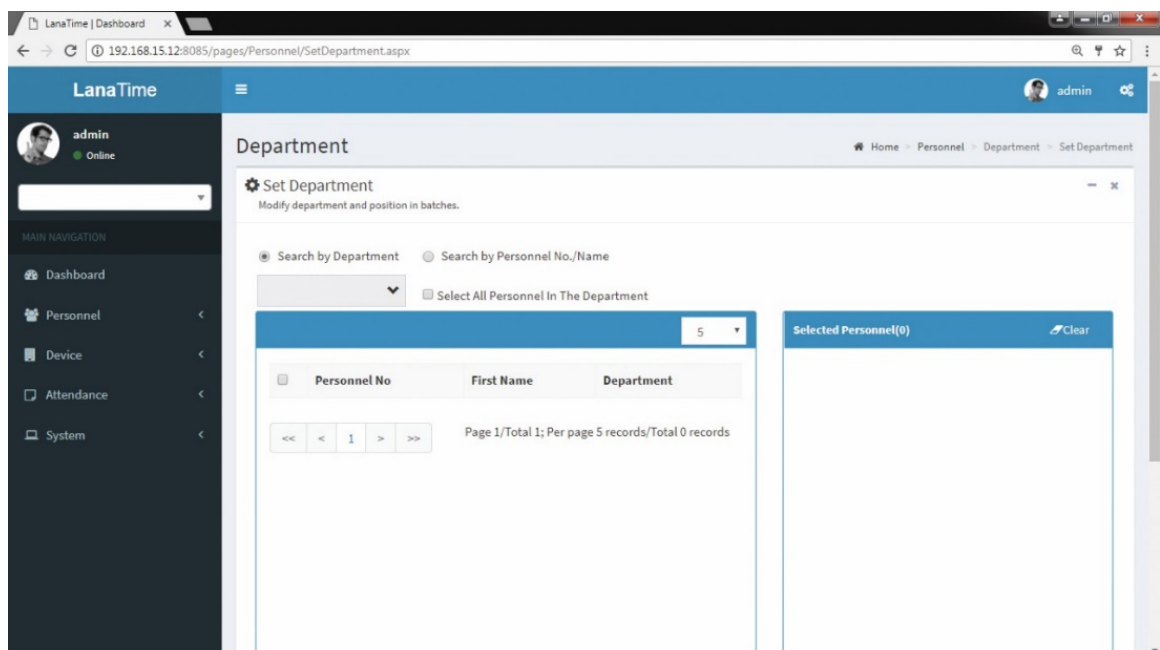
**PARENT DEPARTMENT:** Click the drop-down list and select the department to which the position belongs. After the completion setting, click **OK** to save the settings (click **Save and New** to add another department) and return to the **Department** interface. The information on the new position is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



## SET DEPARTMENT

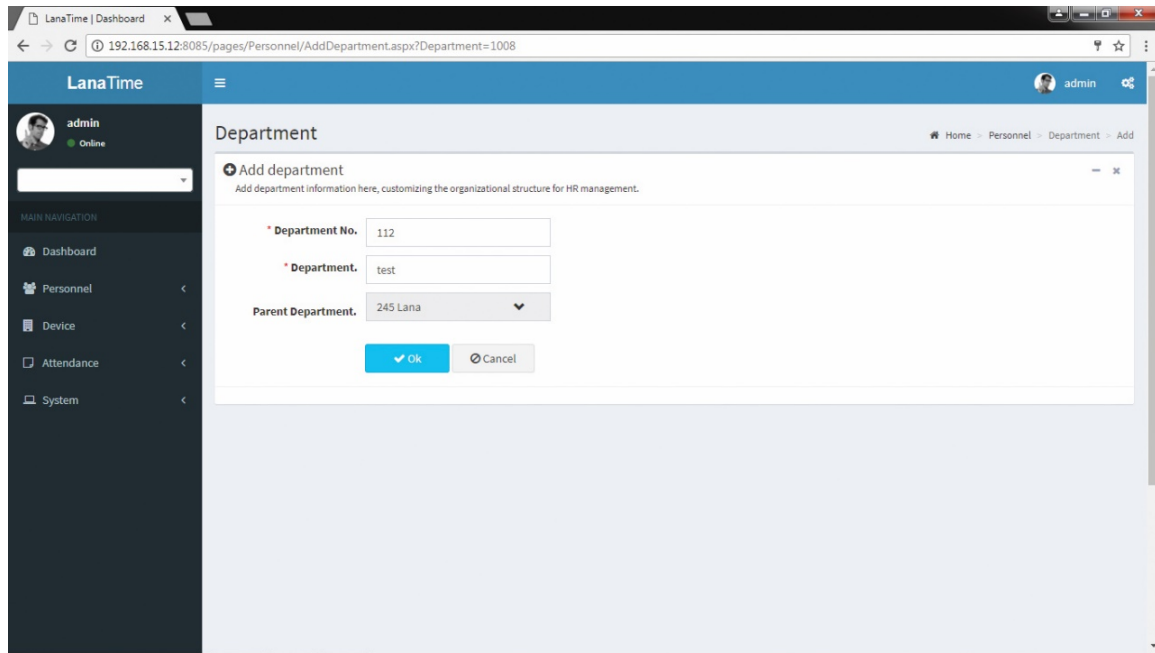
Choose **Personnel** >> **Department** >> **Option** >> **Set Department**

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



## EDIT DEPARTMENT

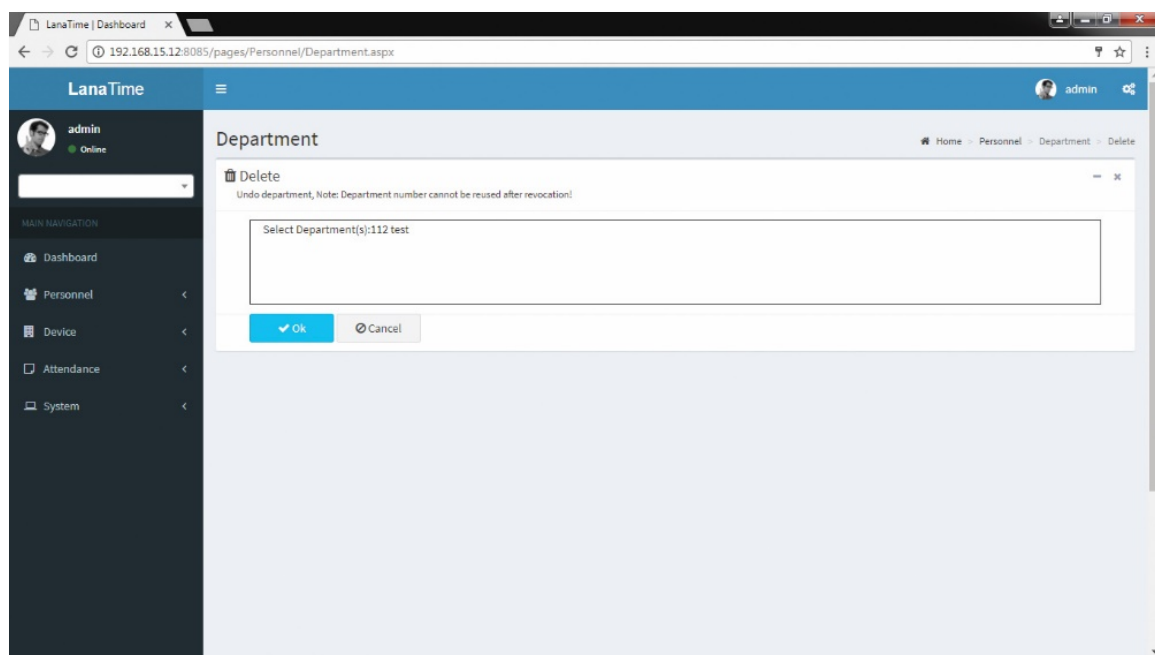
If the related department information changes in the company, you can use the department editing function to modify the department name, number and department. Directly click **Department** or **Edit** under **Related Operation** in the line of the department to be edited to access the editing interface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



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 position list. Or directly click **Delete** under **Related Operation** in the line of department to be deleted to access the confirmation interface for position deletion.



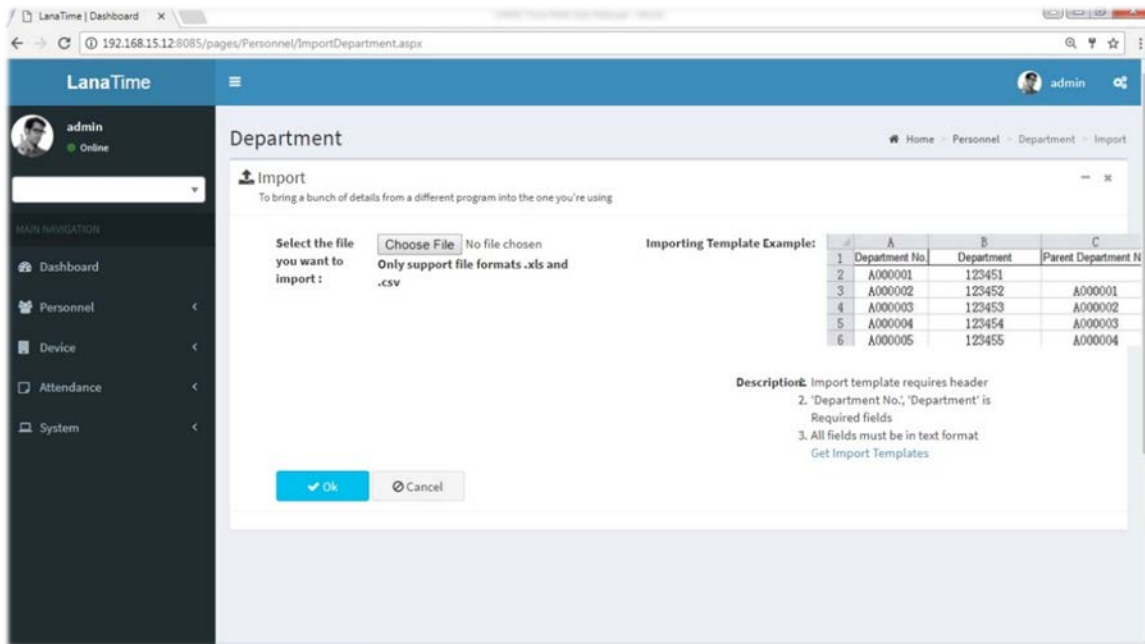
Click **OK** for confirmation of deleting the selected department.



## IMPORT DEPARTMENT

Choose **Personnel** >> **Department** >> **Option** >> **Import**

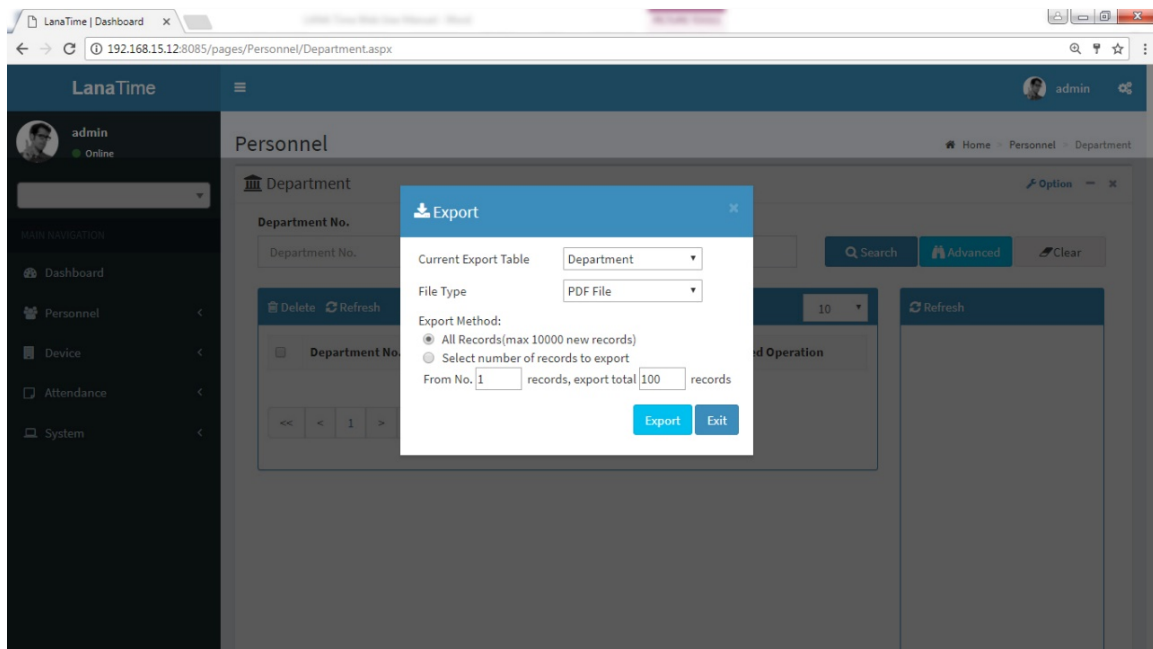
Select file by clicking browse then click **Get Import Template** then click **OK** Button.



Click **OK** to Import Department.

## EXPORT DEPARTMENT

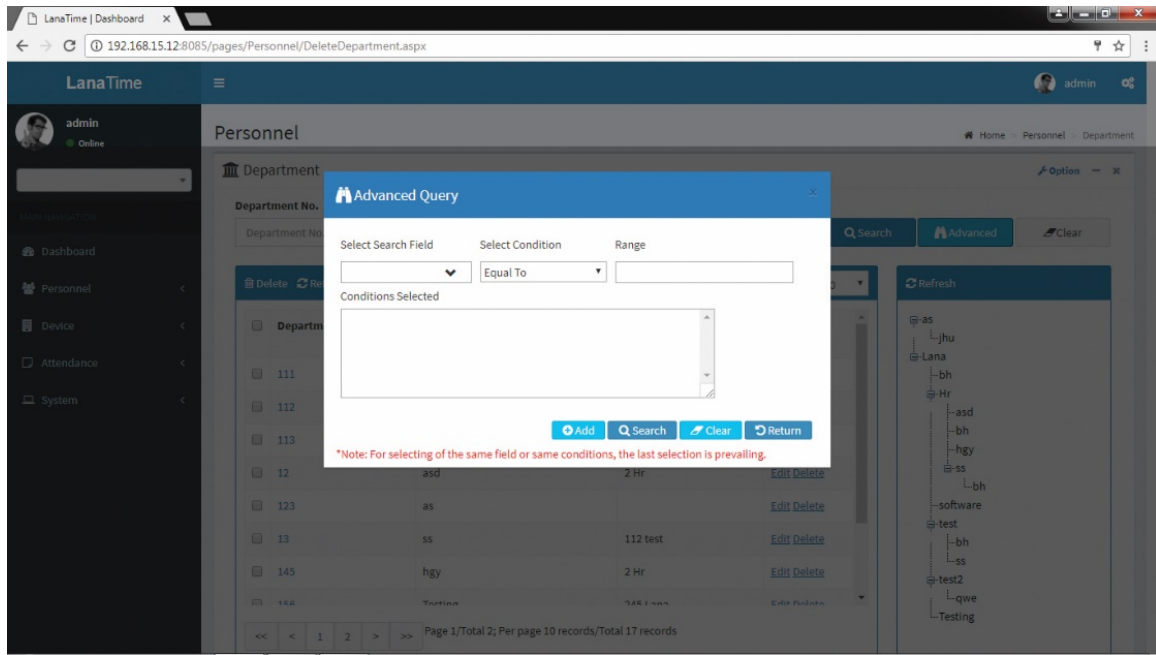
Choose **Personnel** >> **Department** >> **Option** >> **Export**



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



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 search.

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

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

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

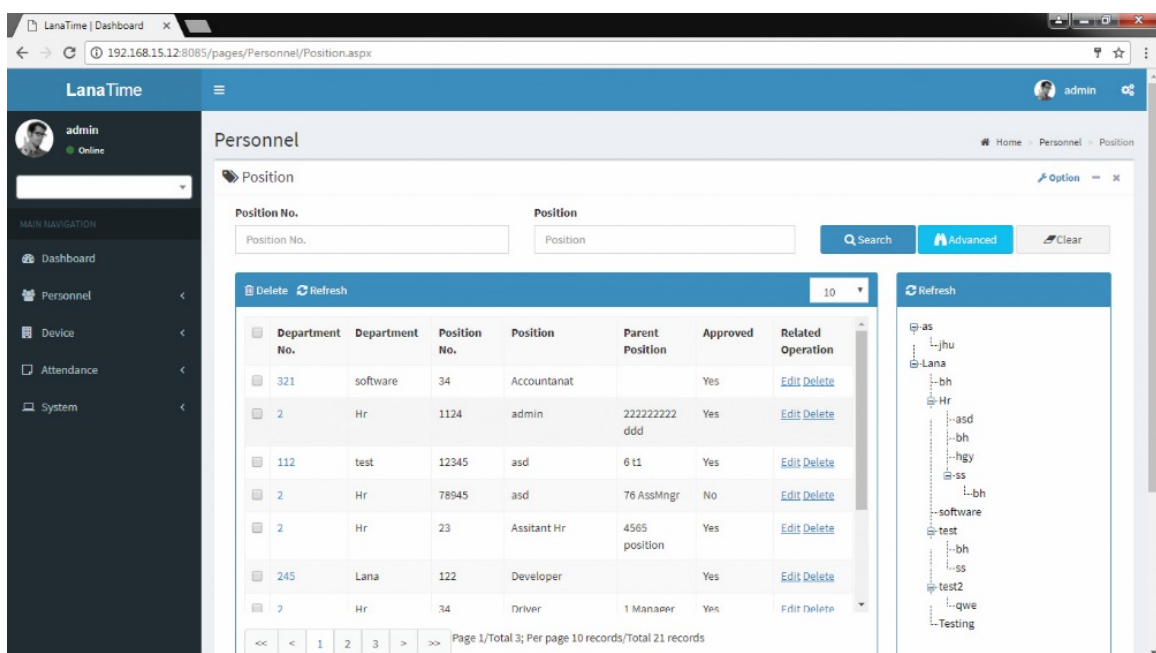
**Search:** This button is used to the features.

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

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

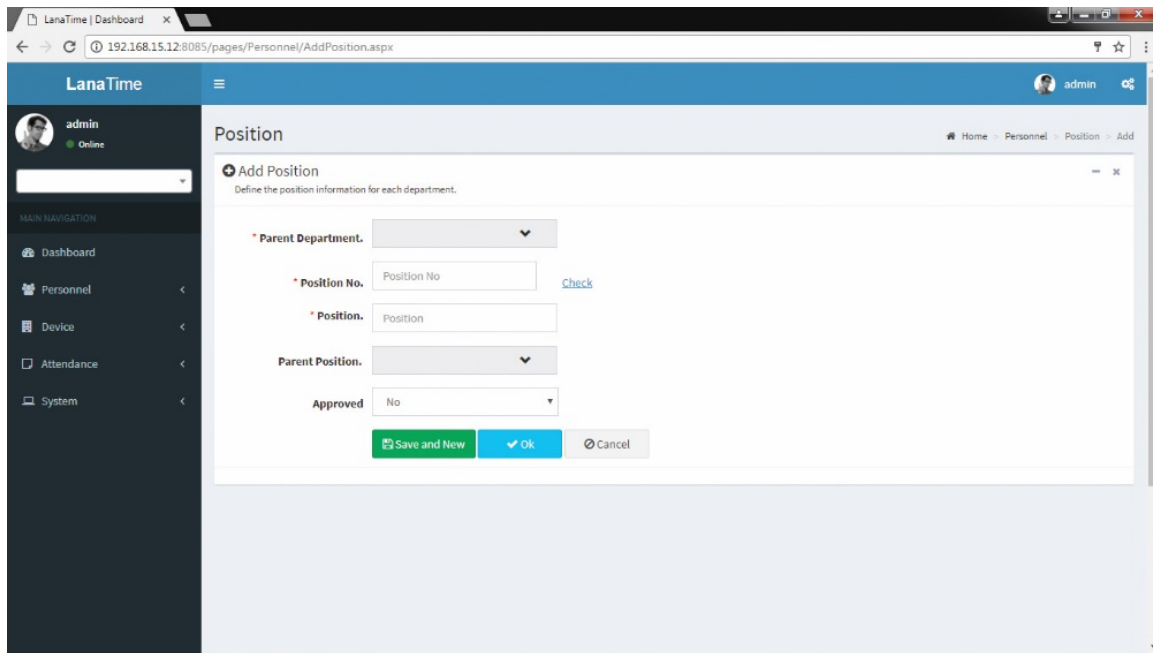
## POSITION MANAGEMENT

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.



## ADD POSITION

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



The screenshot shows the 'Add Position' form in the LanaTime web application. The form is titled 'Add Position' and includes the following fields and buttons:

- Parent Department:** A drop-down menu.
- Position No.:** A text input field with a 'Check' link next to it.
- Position:** A text input field.
- Parent Position:** A drop-down menu.
- Approved:** A drop-down menu with 'No' selected.
- Buttons:** 'Save and New' (green), 'OK' (blue), and 'Cancel' (grey).

Set the parameters as required based on the following steps:

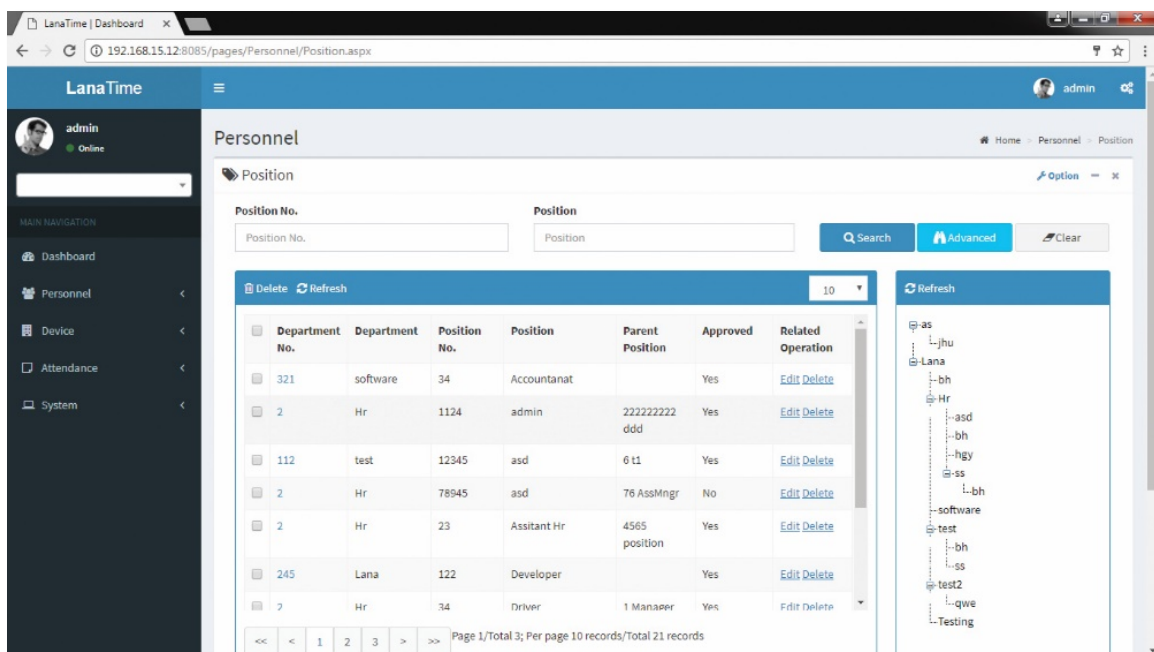
**Parent Department:** Click the drop-down list and select the department to which the position belongs.

**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 (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.



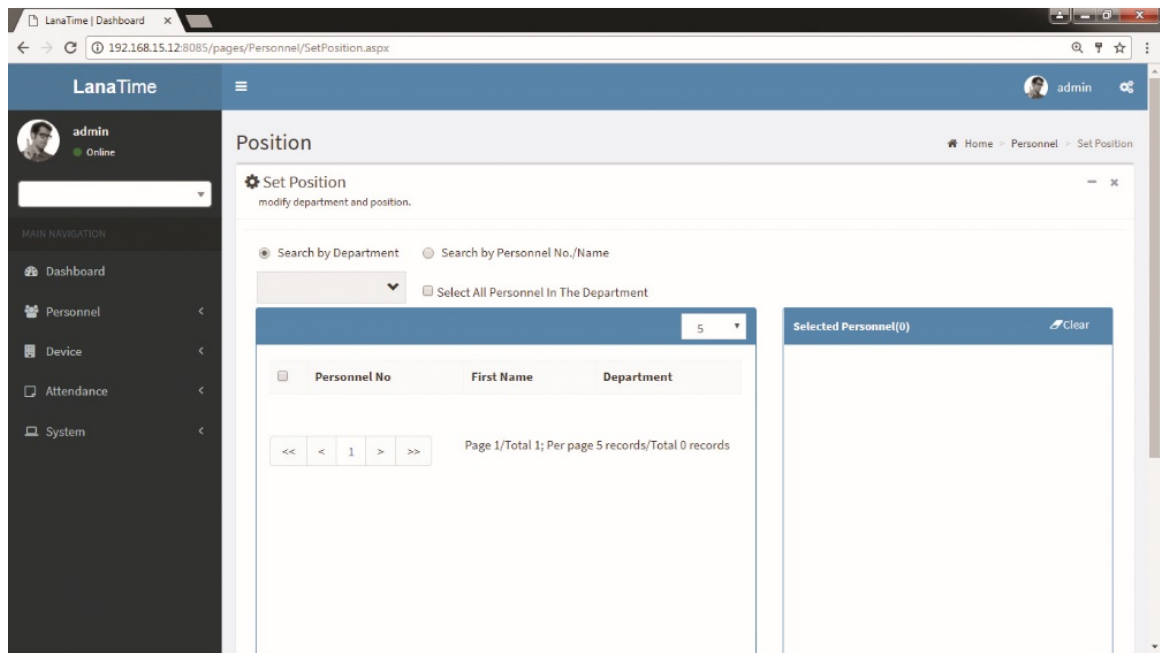
The screenshot shows the 'Personnel' interface in the LanaTime web application. It displays a list of positions with the following columns: Department No., Department, Position No., Position, Parent Position, Approved, and Related Operation. The list is paginated, showing Page 1/Total 3; Per page 10 records/Total 21 records.

Department No.	Department	Position No.	Position	Parent Position	Approved	Related Operation
321	software	34	Accountanat		Yes	<a href="#">Edit</a> <a href="#">Delete</a>
2	Hr	1124	admin	222222222 ddd	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
112	test	12345	asd	0 t1	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
2	Hr	78945	asd	76 AssMngr	No	<a href="#">Edit</a> <a href="#">Delete</a>
2	Hr	23	Assittant Hr	4565 position	Yes	<a href="#">Edit</a> <a href="#">Delete</a>
245	Lana	122	Developer		Yes	<a href="#">Edit</a> <a href="#">Delete</a>
2	Hr	34	Driver	1 Manager	Yes	<a href="#">Edit</a> <a href="#">Delete</a>

## 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**.

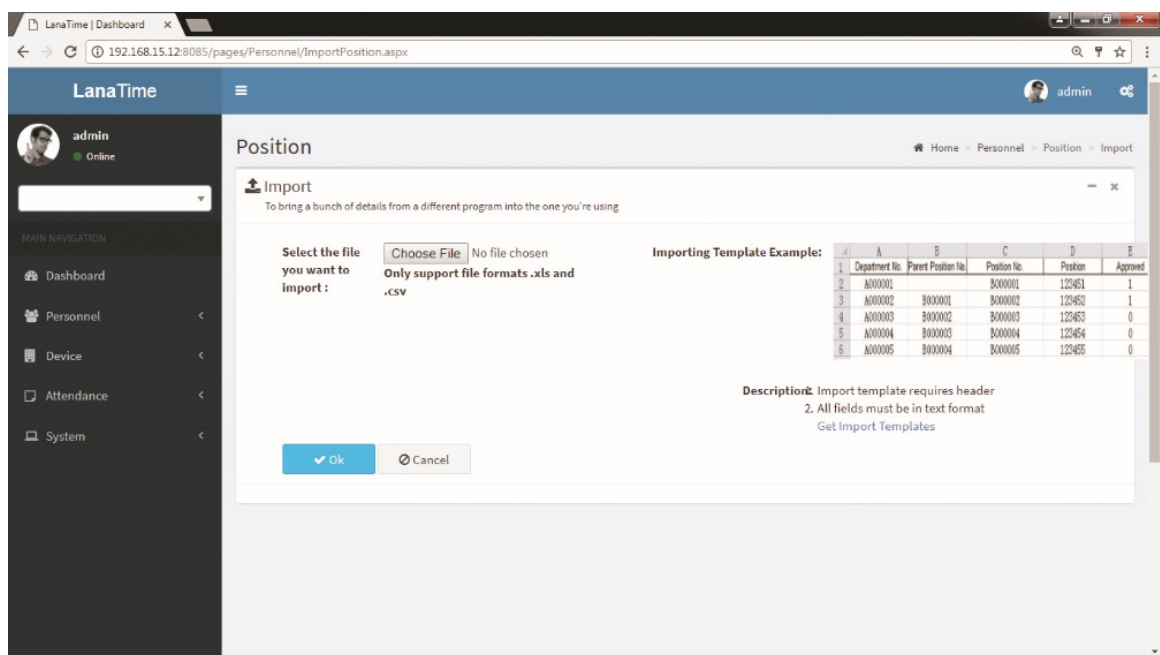


Then click **OK** to confirm set position.

## IMPORT POSITION

Choose **Personnel** >> **Position** >> **Option** >> **Import**

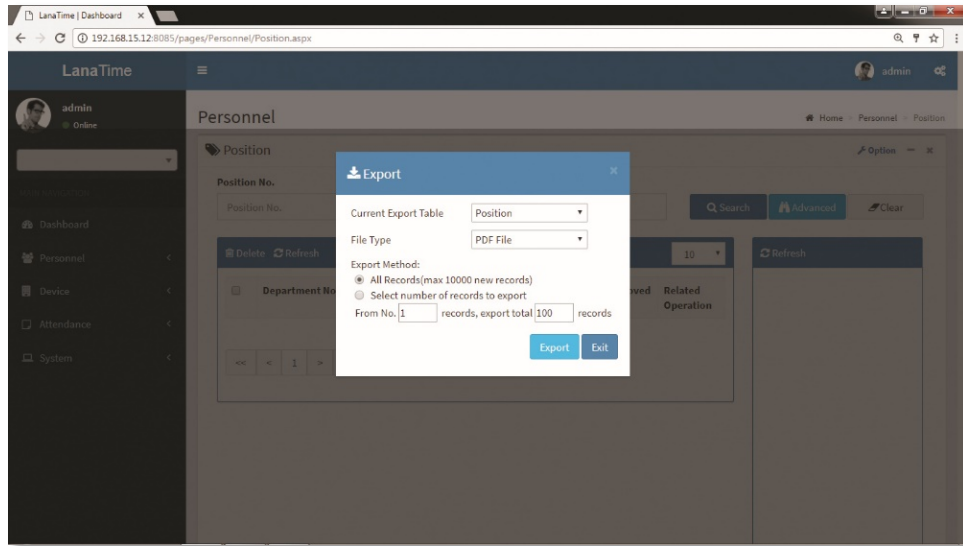
Select file by clicking **Browse** then click **Get Import Template** then click **OK** button.



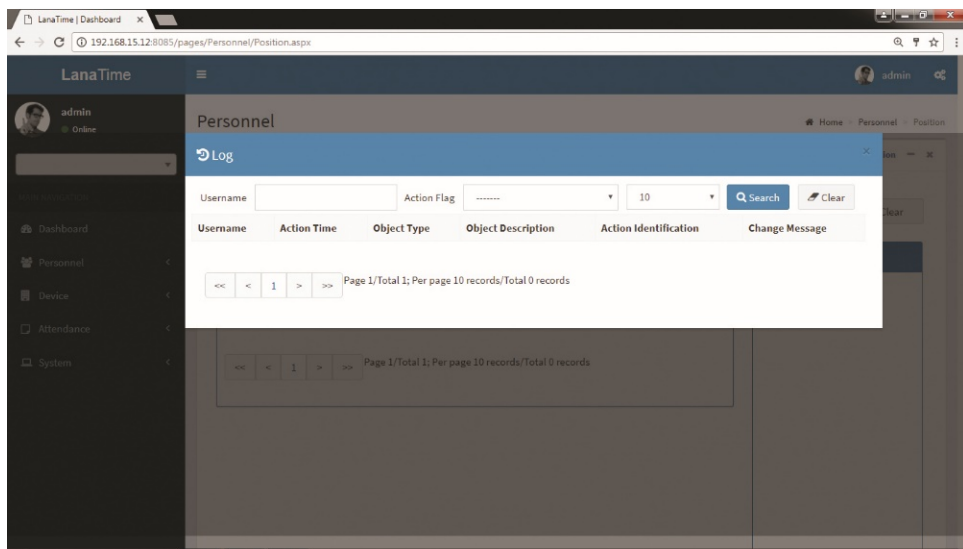
## EXPORT POSITION

Choose **Personnel** >> **Position** >> **Option** >> **Export**

Select **Current export table** and **file type** from the drop down then click **export** button.

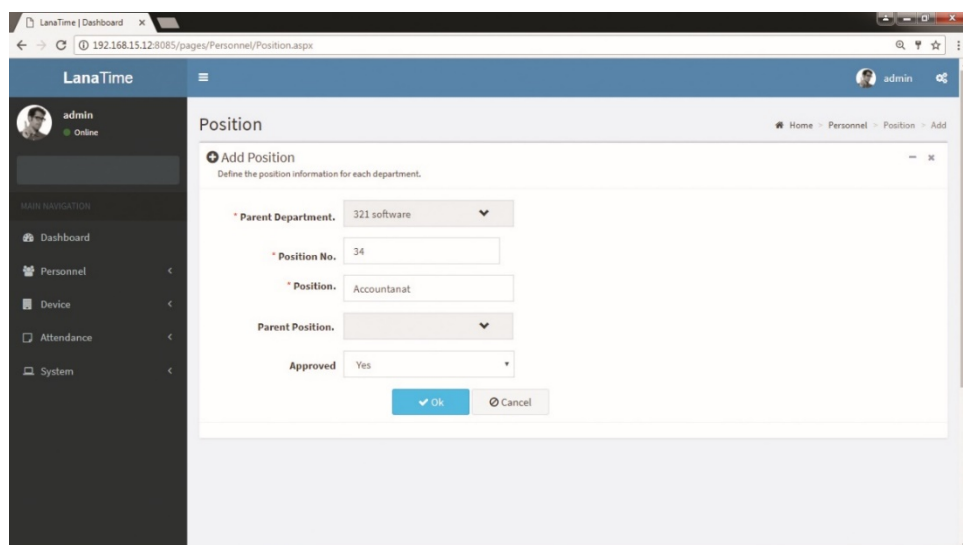


**Log:** In this whatever change in this software modification it will display in log.



## 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.



**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.

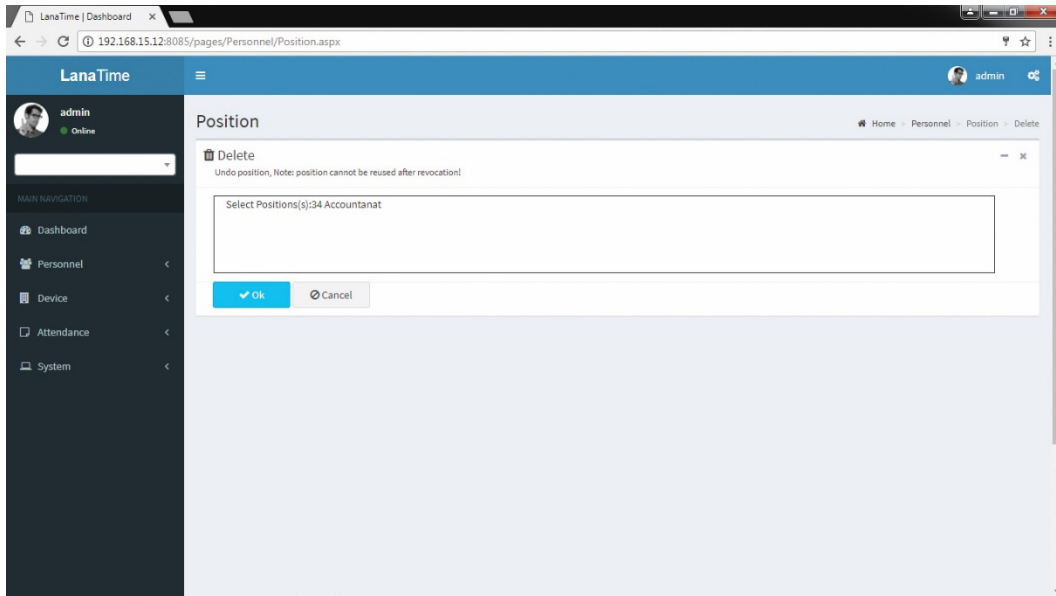
**Position:** Enter the position title.

**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

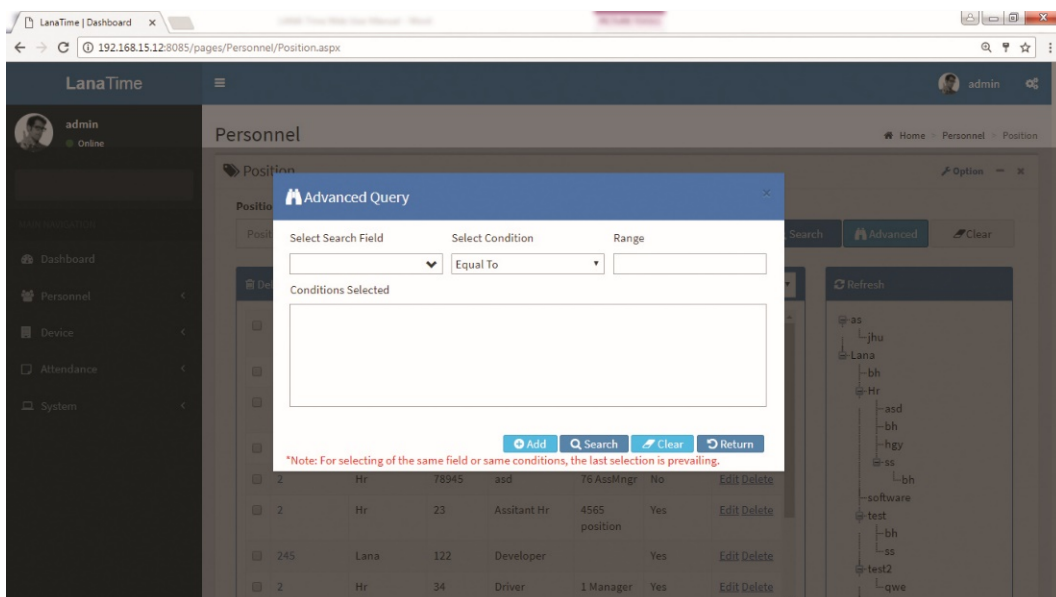
Select the position to be deleted, and then click **Delete** on upper left of the position list. Or directly click **Delete** under **Related Operation** in the line of position to be deleted to access the confirmation interface for position deletion.



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* engines and *search* tools on the Web. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields.



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 search.

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

**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.

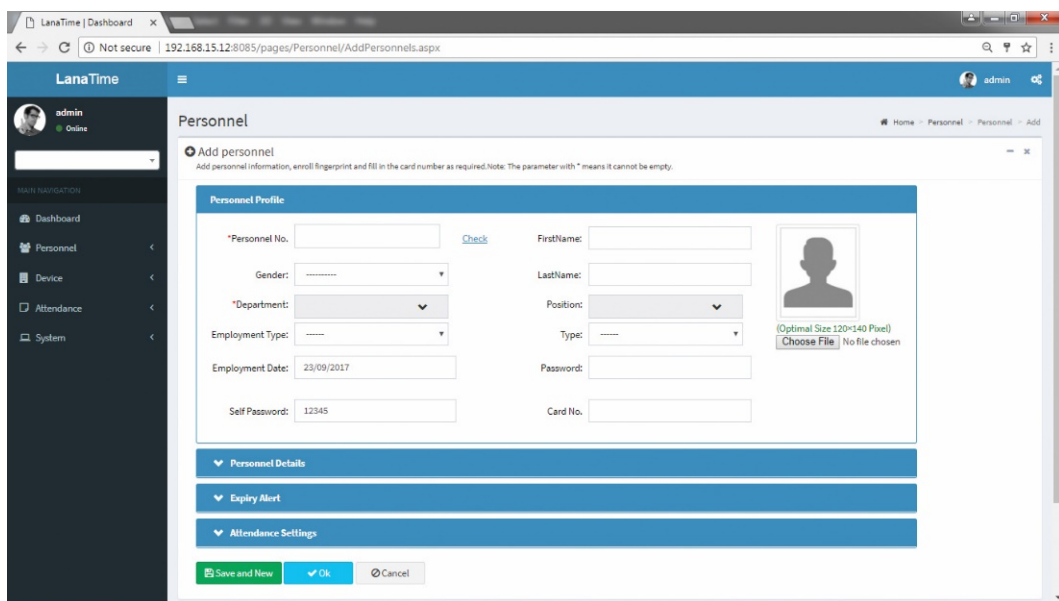
**Return:** Button is used to return from the current form.

## 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,

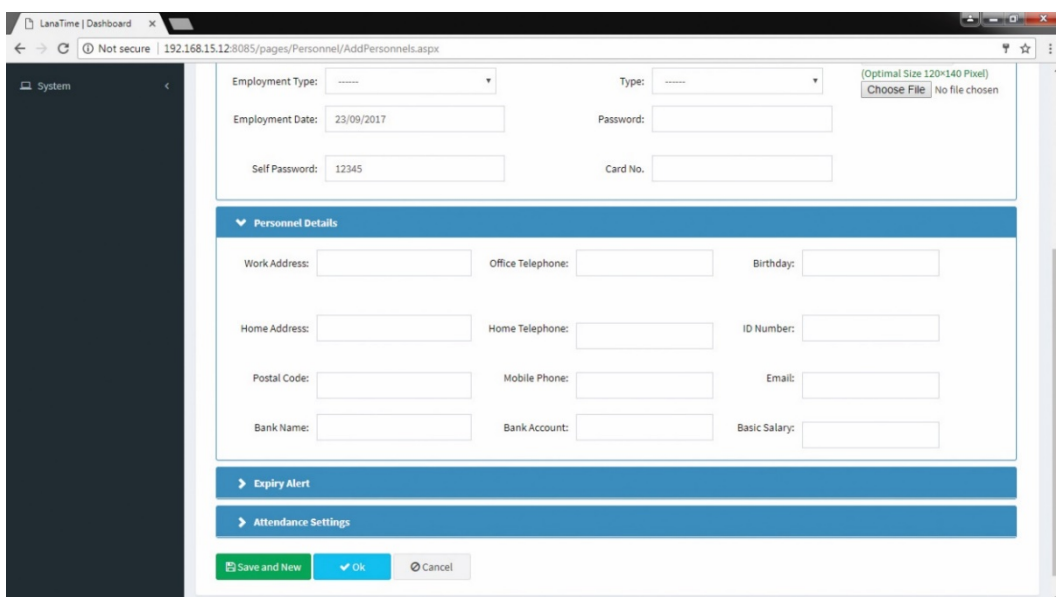
### ADD PERSONNEL

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



Set the parameters as required based on the following steps:

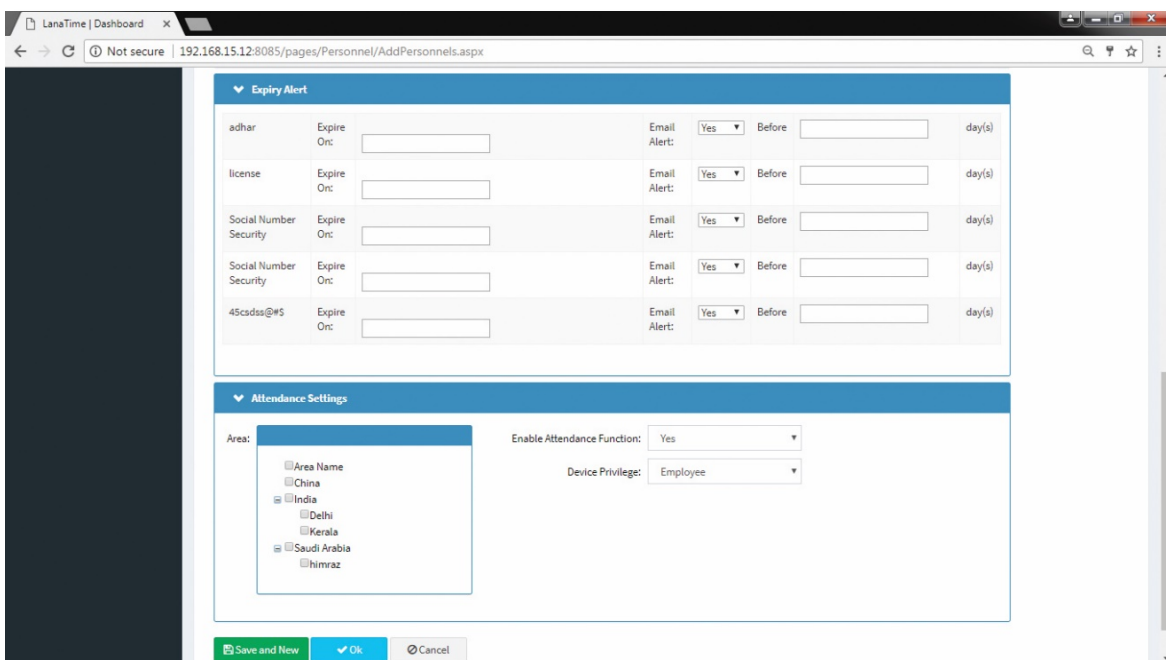
### PERSONNEL PROFILE



- **Personnel No:** The length cannot exceed nine 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 exists 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



The screenshot displays the LANATime web interface for configuring personnel settings. It is divided into two main sections: Expiry Alert and Attendance Settings.

**Expiry Alert Section:** This section contains a table with five rows, each representing a different type of ID or document. Each row has columns for the ID type, an 'Expire On:' field, an 'Email Alert:' dropdown menu (set to 'Yes'), a 'Before:' field, and a unit 'day(s)'. The rows are:
 

ID Type	Expire On:	Email Alert:	Before:	Unit
adhar	<input type="text"/>	Yes	<input type="text"/>	day(s)
license	<input type="text"/>	Yes	<input type="text"/>	day(s)
Social Number Security	<input type="text"/>	Yes	<input type="text"/>	day(s)
Social Number Security	<input type="text"/>	Yes	<input type="text"/>	day(s)
4Scadsa@#S	<input type="text"/>	Yes	<input type="text"/>	day(s)

**Attendance Settings Section:** This section includes:
 

- Area:** A dropdown menu with a list of areas: Area Name, China, India, Delhi, Kerala, Saudi Arabia, and himraz.
- Enable Attendance Function:** A dropdown menu set to 'Yes'.
- Device Privilege:** A dropdown menu set to 'Employee'.

At the bottom of the form, there are three buttons: 'Save and New', 'Ok', and 'Cancel'.

**Set Area:** Select Area



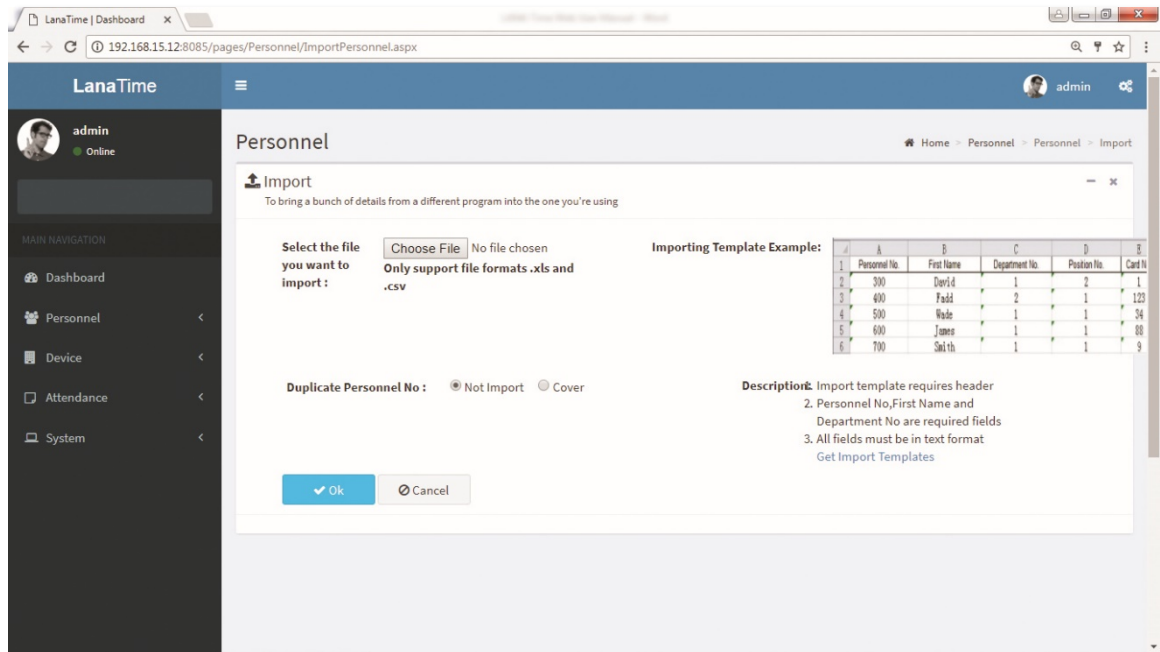
**Enable Attendance Function** (The default value is **Yes** and **No** means this employee is not included in the result of attendance statistics): For some top management personnel and temporary personnel requiring no attendance checking, it can be set to **No**.

**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.

## IMPORT PERSONNEL

Choose **Personnel** >> **Personnel** >> **Option** >> **Import**

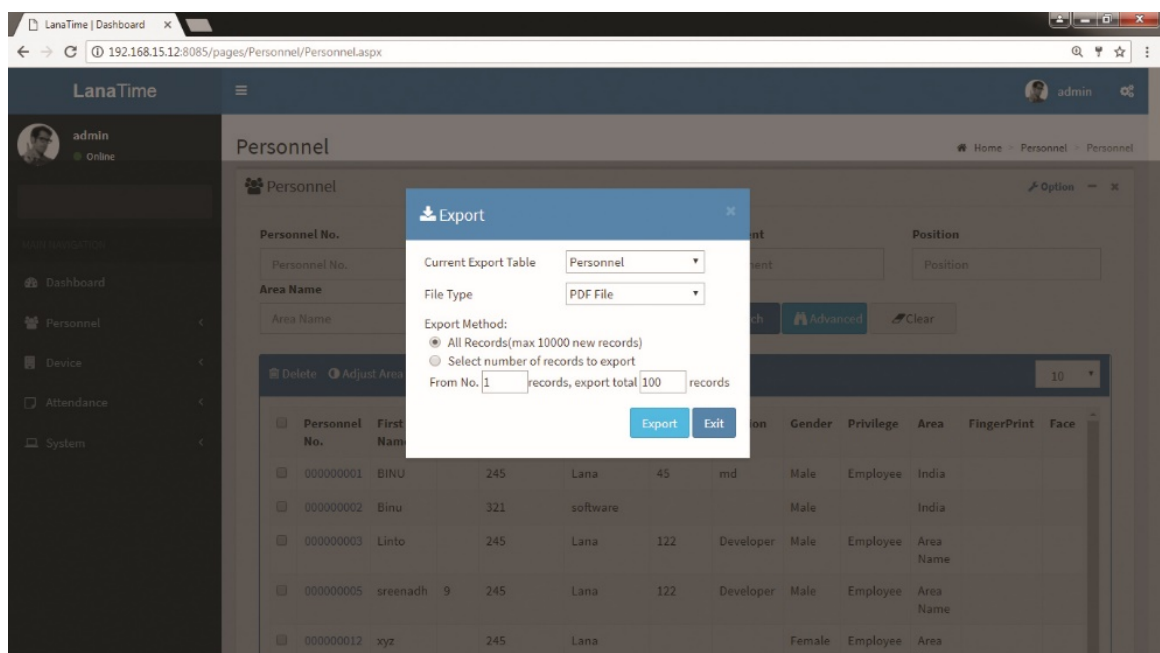
Select file by clicking browse then click **Get Import** template then click **OK** button.



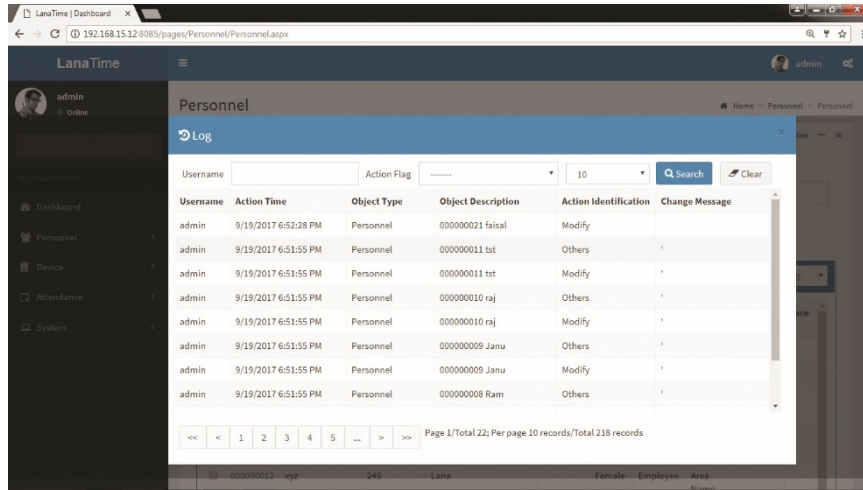
## EXPORT PERSONNEL

Choose **Personnel** >> **Personnel** >> **Option** >> **Export**

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

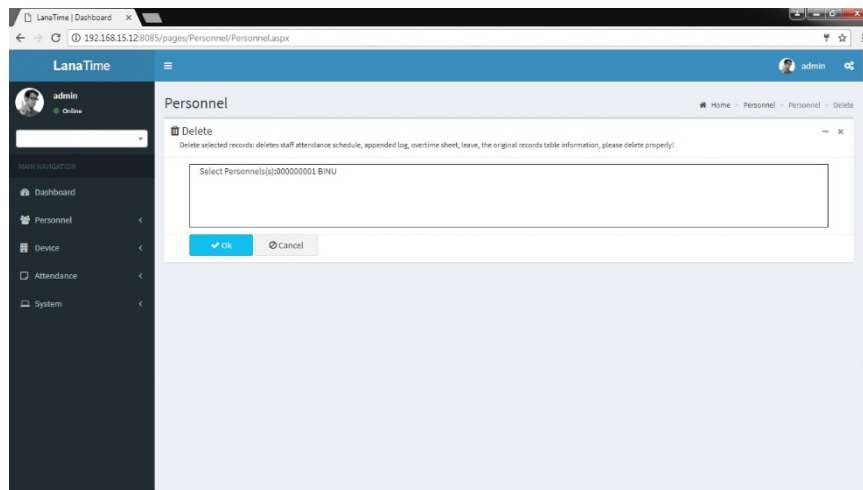


**Log:** In this whatever change in this software modification it will display in log.



## 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.

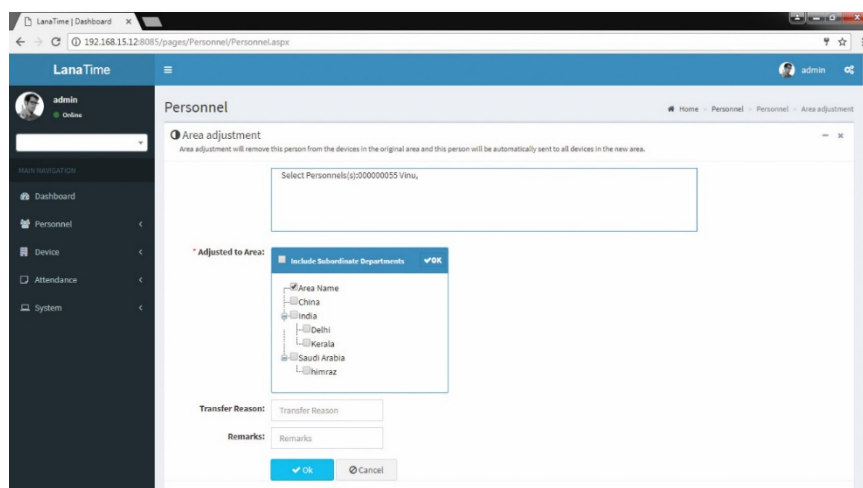


Click **OK** to complete the deletion operation.

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.

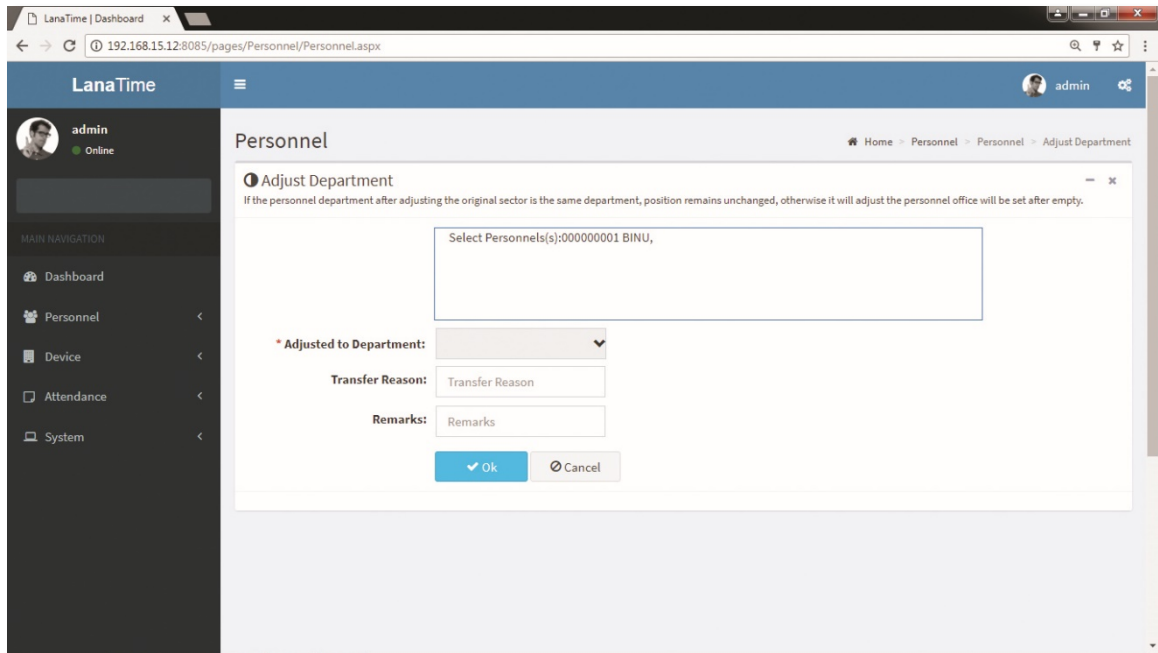


Set the parameters as required based on the following picture above:

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.



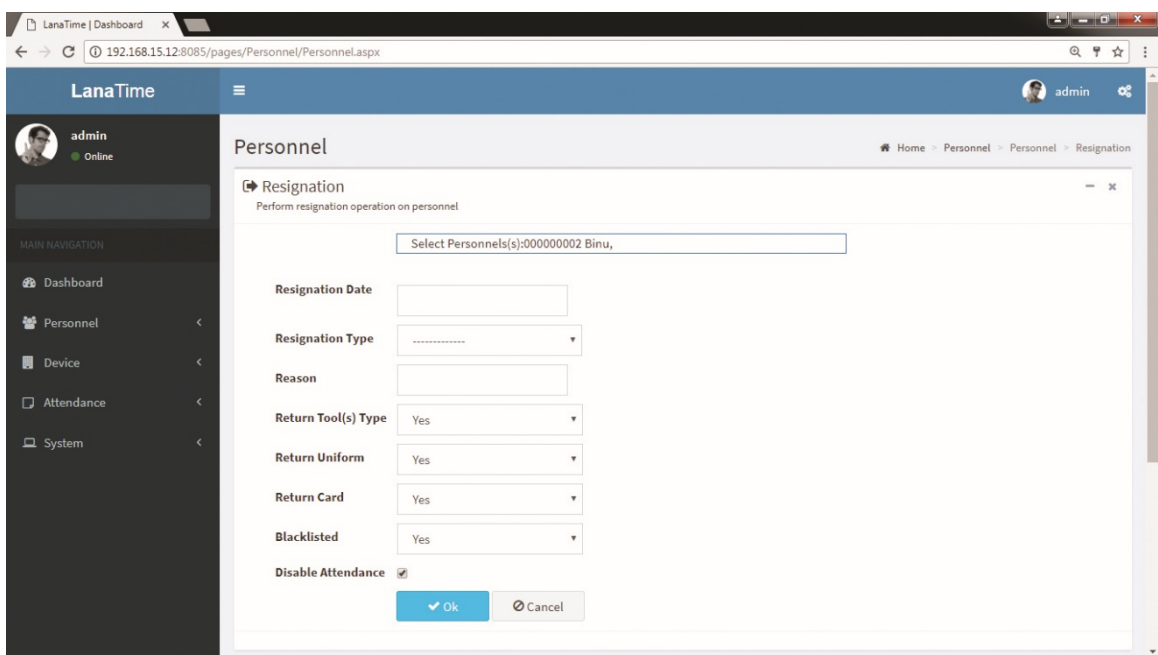
The screenshot shows the 'Adjust Department' form in the LANA Time web application. The form is titled 'Adjust Department' and includes a sub-header: 'If the personnel department after adjusting the original sector is the same department, position remains unchanged, otherwise it will adjust the personnel office will be set after empty.' The form contains the following fields:

- A search box with the text 'Select Personnels(s):00000001 BINU,'
- A dropdown menu labeled '\* Adjusted to Department:'
- A text box labeled 'Transfer Reason:'
- A text box labeled 'Remarks:'
- 'Ok' and 'Cancel' buttons at the bottom.

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

## 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.

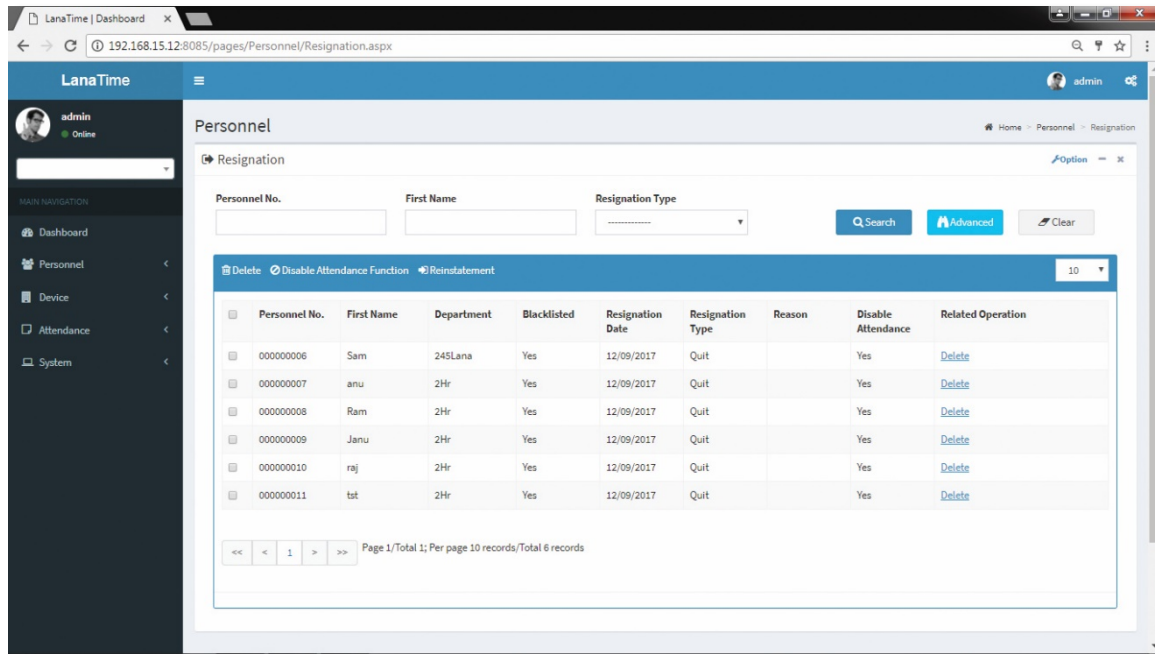


The screenshot shows the 'Resignation' form in the LANA Time web application. The form is titled 'Resignation' and includes a sub-header: 'Perform resignation operation on personnel'. The form contains the following fields:

- A search box with the text 'Select Personnels(s):00000002 Binu,'
- A 'Resignation Date' text box
- A 'Resignation Type' dropdown menu
- A 'Reason' text box
- A 'Return Tool(s) Type' dropdown menu (Yes)
- A 'Return Uniform' dropdown menu (Yes)
- A 'Return Card' dropdown menu (Yes)
- A 'Blacklisted' dropdown menu (Yes)
- A 'Disable Attendance' checkbox (checked)
- 'Ok' and 'Cancel' buttons at the bottom.

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.

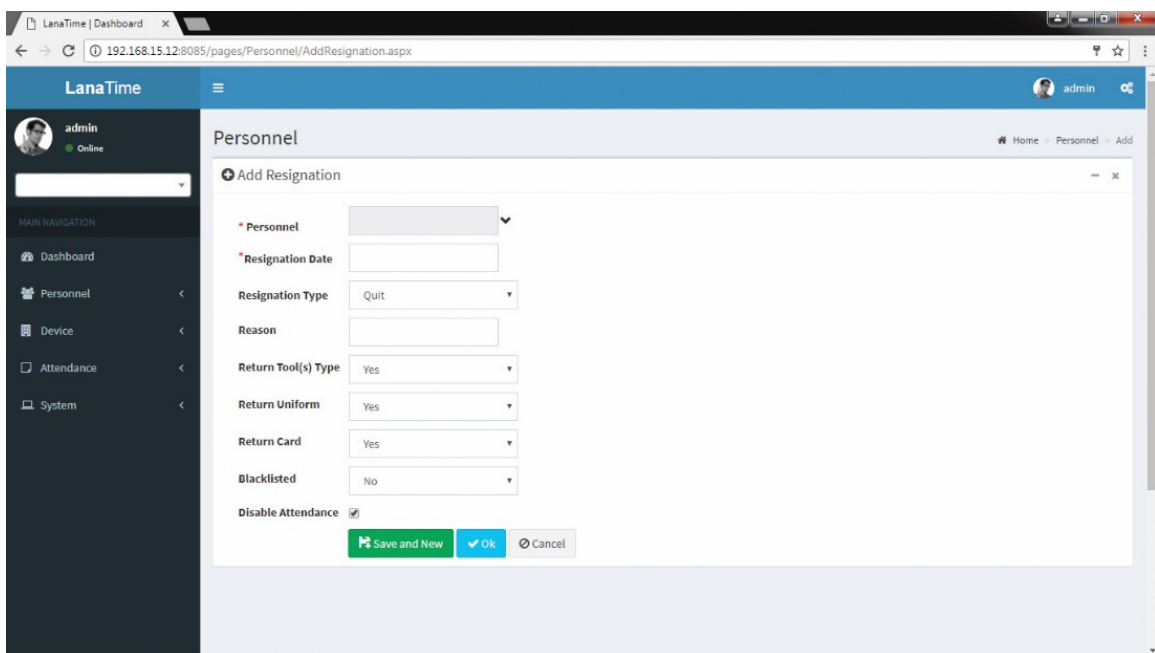
## PERSONNEL RESIGNATION



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.



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.

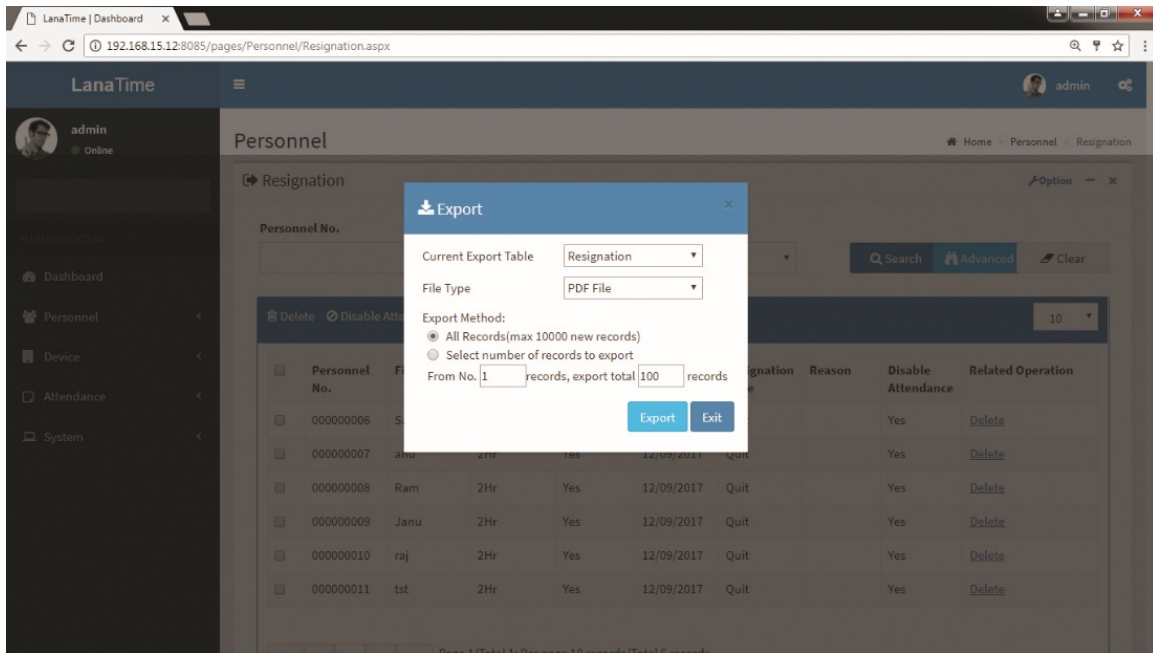
**Disable attendance:** For an employee newly added for resignation with attendance not disabled immediately, follow the following method to disable attendance.

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.

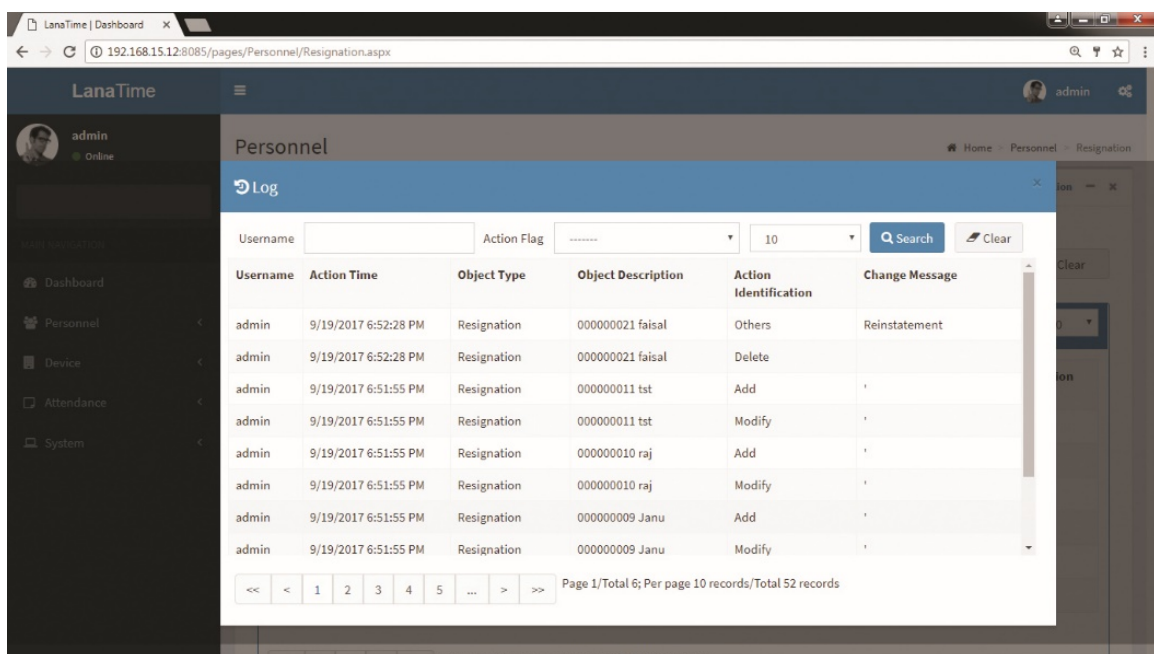
## EXPORT RESIGNATION

Choose **Personnel** >> **Resignation** >> **Option** >> **Export**

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



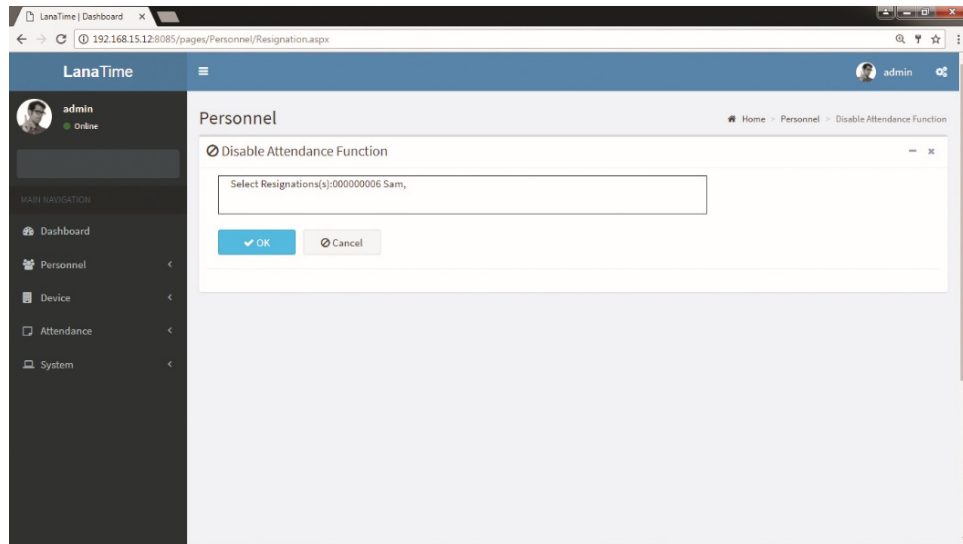
**Log:** In this whatever change in this software modification it will display in log.



## DISABLE ATTENDANCE

Choose **Personnel** to disable attendance from resignation interface >> **Resignation** >> **Disable Attendance**

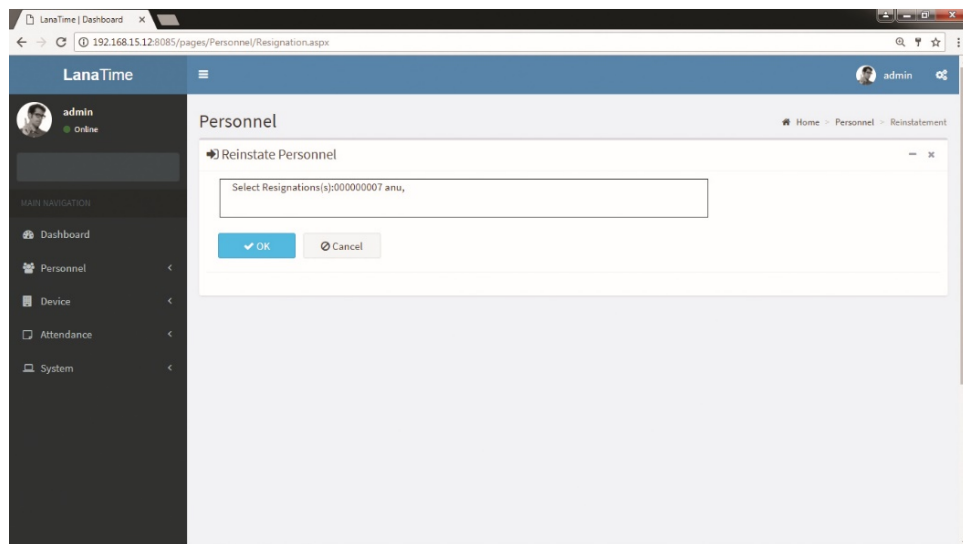
In this the admin have right to disable the attendance of a resigned user



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

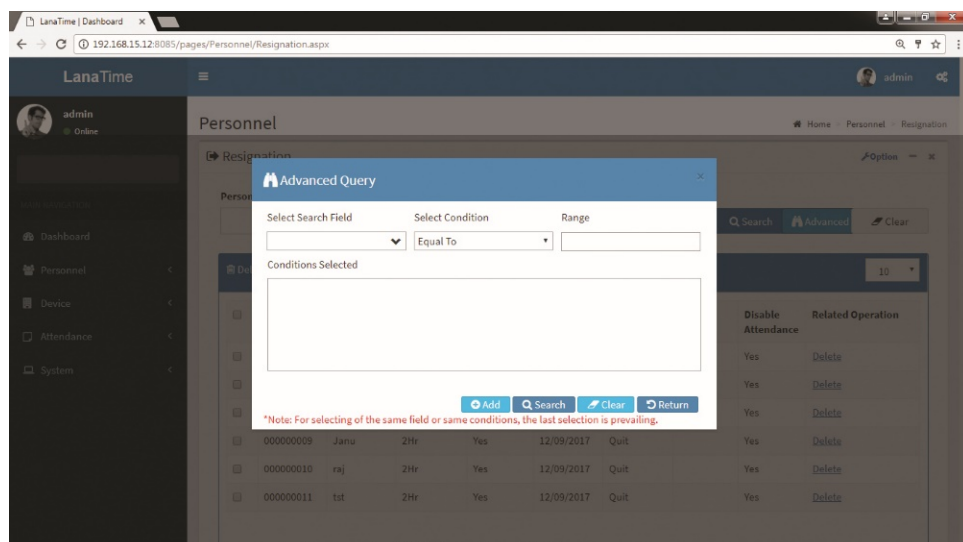
## REINSTATEMENT

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



## ADVANCED SEARCH

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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 search

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

**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

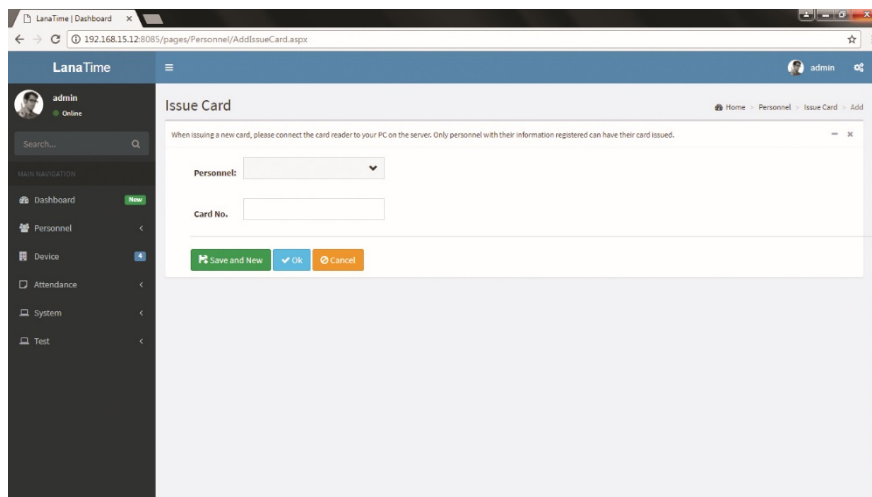
Assign card numbers to personnel for attendance checking. The system supports card issuing with a card enroller or by manually entering card numbers.

### 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.

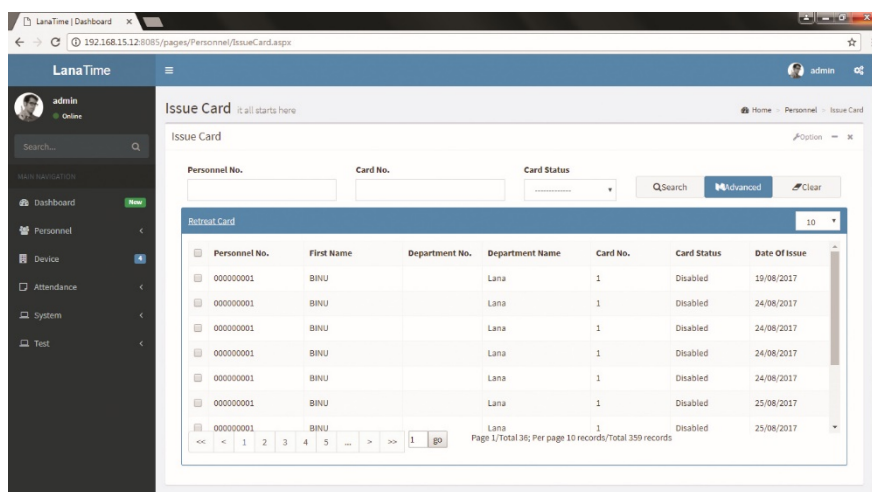


#### PARAMETER DESCRIPTION:

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

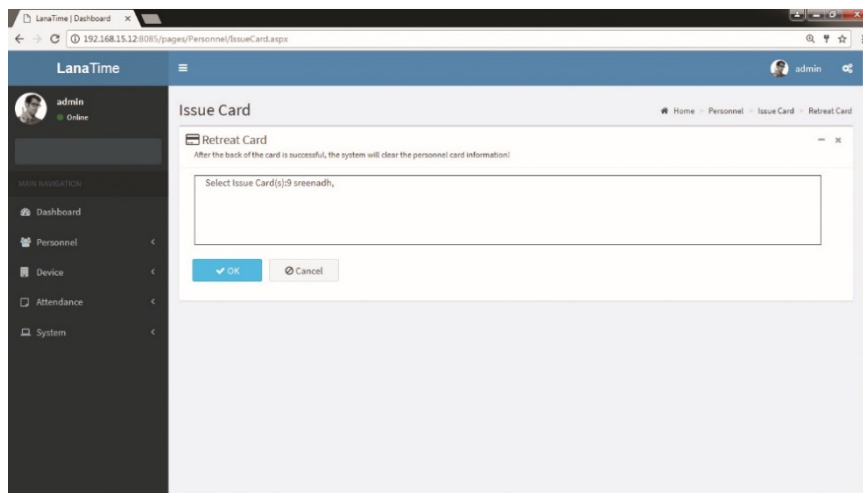
**Card No.:** Enter a card number or obtain a card number by using the card enroller.

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.



## RETREAT CARD

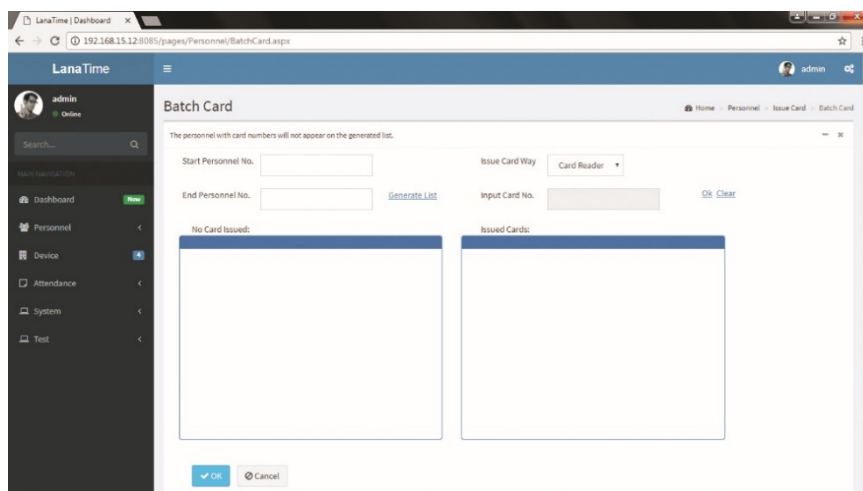
Choose **Personnel** >> **Issue Card** >> **Retreat card**



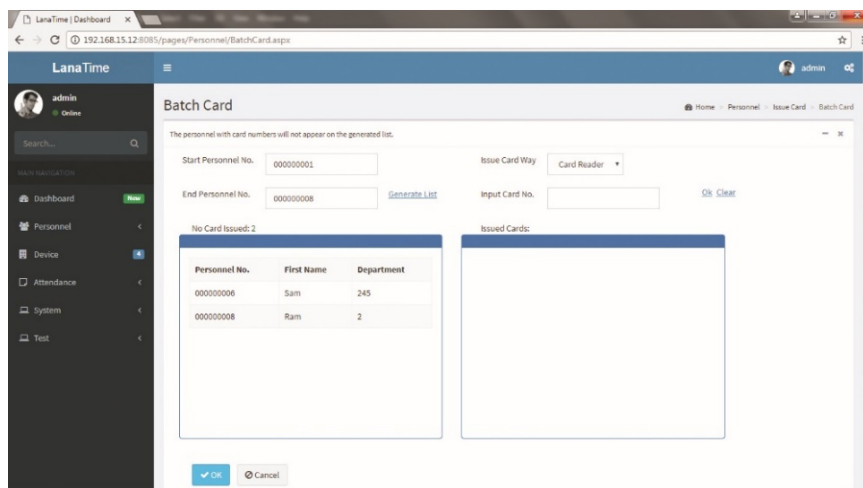
After the completion of setting, click **OK** to save the settings and return to the **document** interface, and the retreated card personnel are removed from issue card interface

## BATCH CARD

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

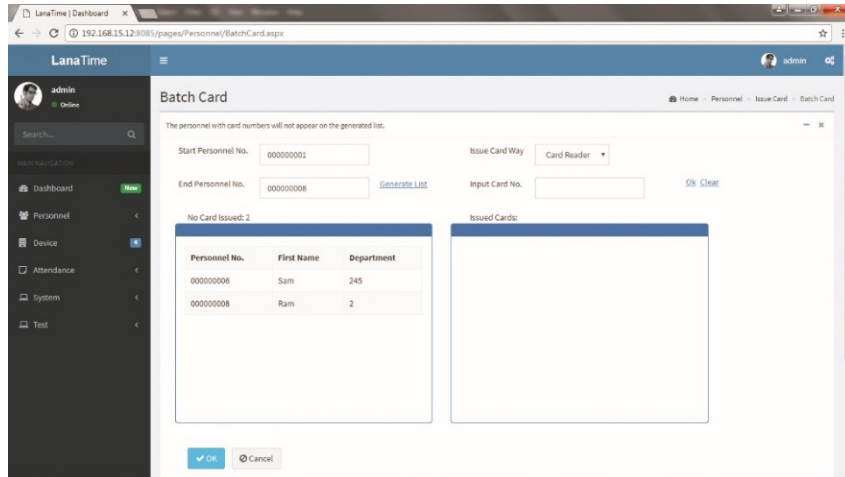


2. Set **Start Personnel No.** and **End Personnel No.** (Ensure that entered numbers do not exceed the maximum numbers of personnel number digits supported by the system). Click **Generate List**. Information on all employees without card numbers in this number range is displayed, as shown in the figure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

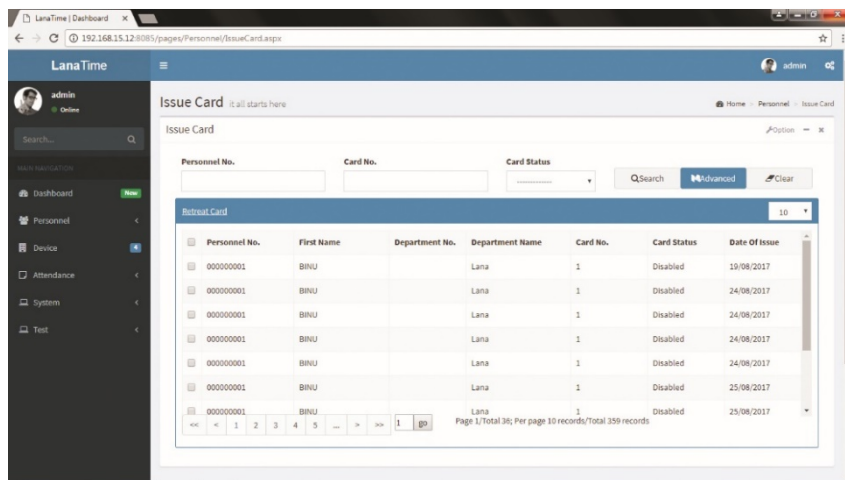




3. Enter a card number in the **Input Card No.** box or obtain a card number by using the card enroller. (The following uses the card enroller for obtaining a card number as an example).
4. Place cards at the card placement position of the card enroller one by one. The card enroller automatically obtains 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.



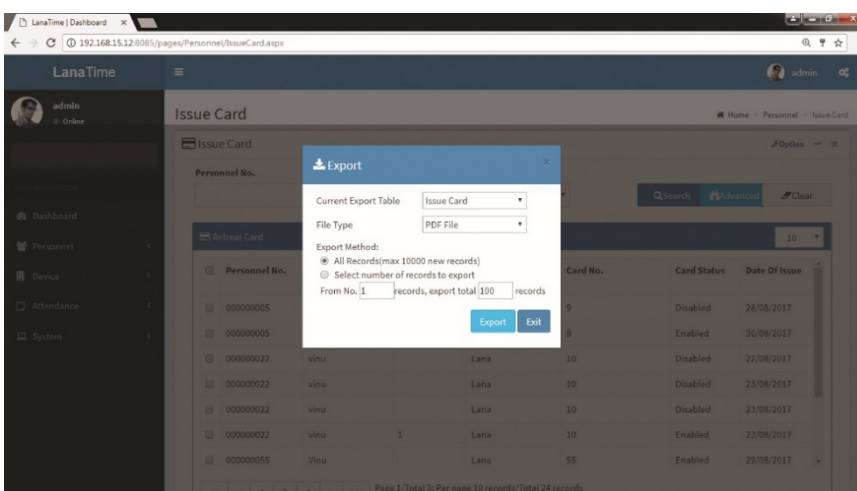
5. Click **OK** to save the settings and return to the **Issue Card** interface. The card information list now displays the personnel with cards issued and the information on their card numbers.



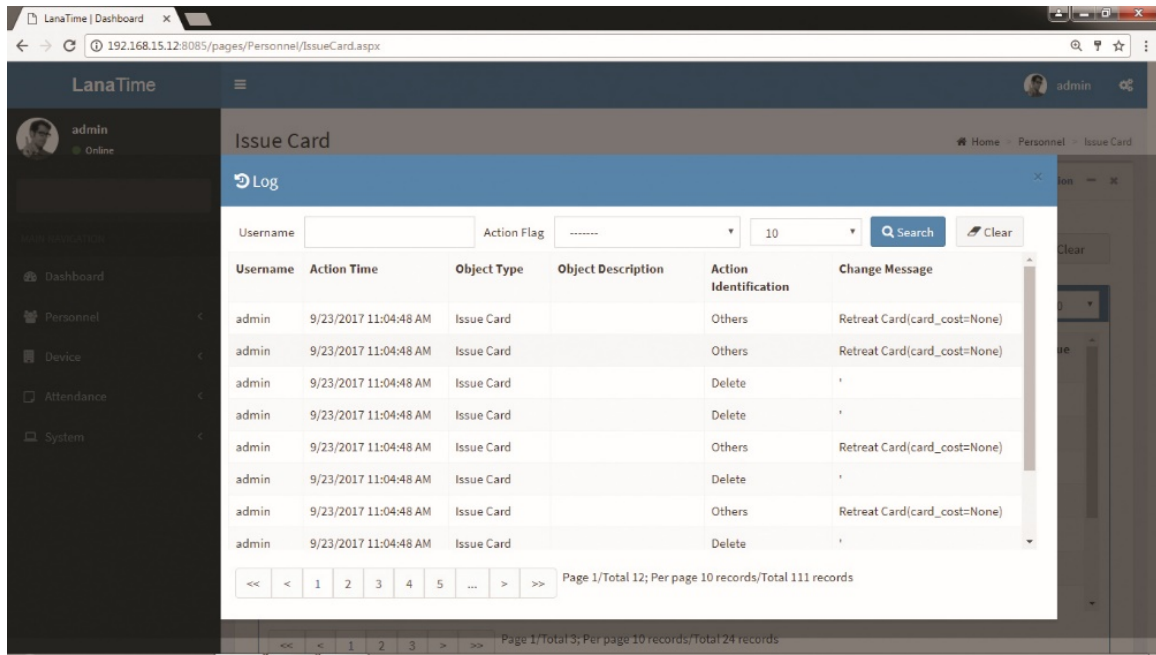
## EXPORT

Choose **Personnel >> Issue >> Option >> Export**

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

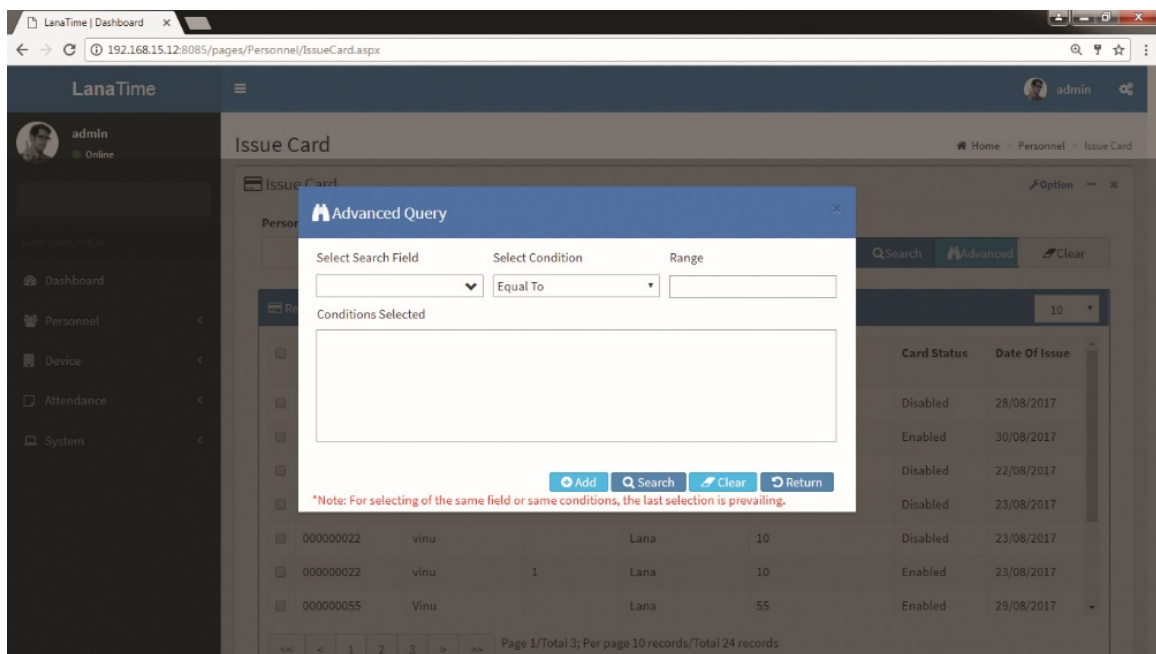


**Log:** In this whatever change in this software modification it will display in log.



## ADVANCED SEARCH

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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 search

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

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

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

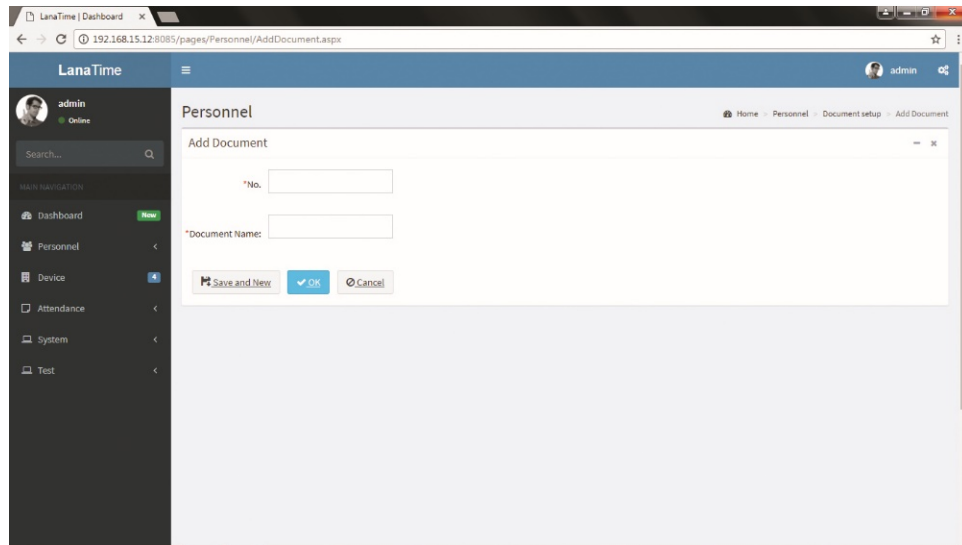
**Search:** This button is used to the features

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

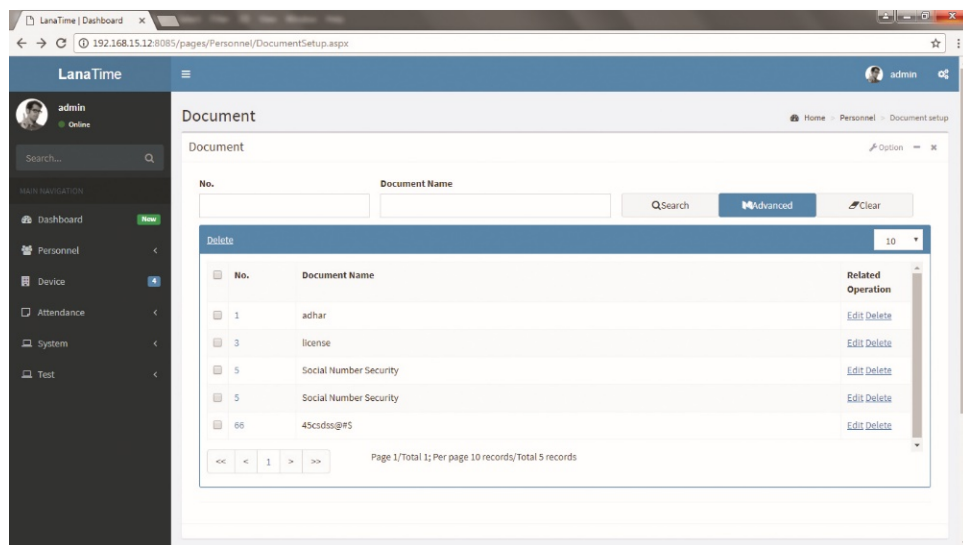
**Return:** Button is used to return from the current form

## DOCUMENT SETUP >> ADD DOCUMENT

*Personnel >> Document Setup >> Options >> Add*



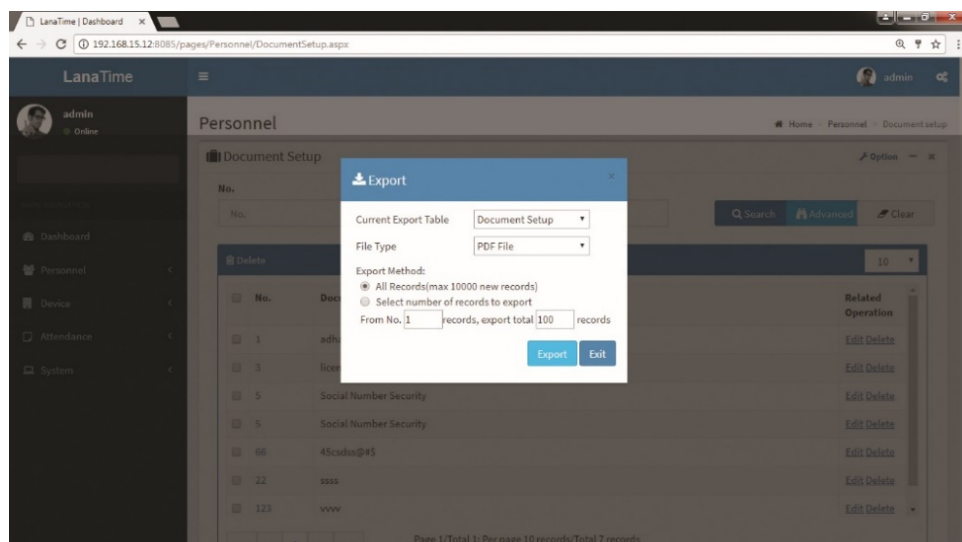
Set parameters click ok then the added documents displayed in the document interface



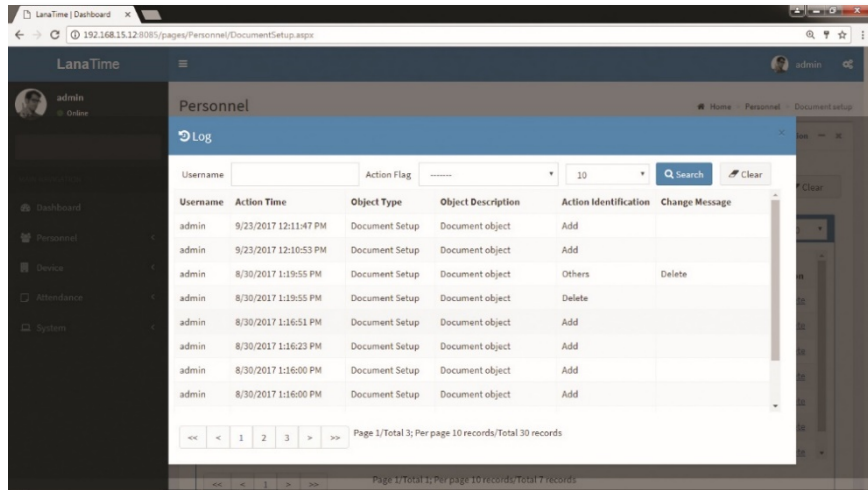
## EXPORT DOCUMENT

Choose *Personnel >> Export Document >> Option >> Export*

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



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

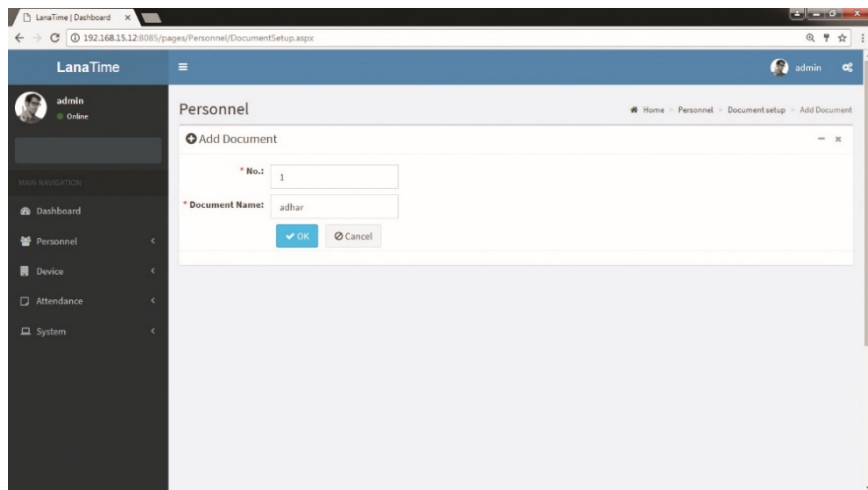


Username	Action Time	Object Type	Object Description	Action Identification	Change Message
admin	9/23/2017 12:11:47 PM	Document Setup	Document object	Add	
admin	9/23/2017 12:10:53 PM	Document Setup	Document object	Add	
admin	8/30/2017 1:19:55 PM	Document Setup	Document object	Others	Delete
admin	8/30/2017 1:19:55 PM	Document Setup	Document object	Delete	
admin	8/30/2017 1:16:51 PM	Document Setup	Document object	Add	
admin	8/30/2017 1:16:23 PM	Document Setup	Document object	Add	
admin	8/30/2017 1:16:00 PM	Document Setup	Document object	Add	
admin	8/30/2017 1:16:00 PM	Document Setup	Document object	Add	

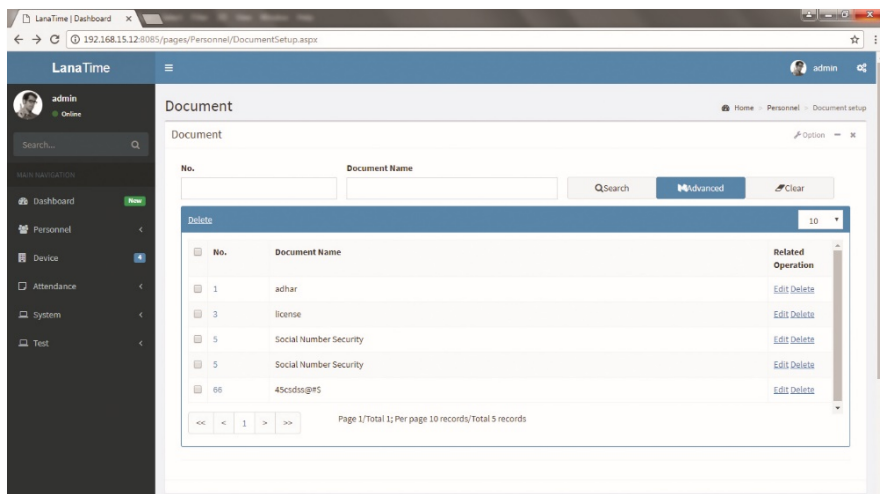
## EDIT DOCUMENT

**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.



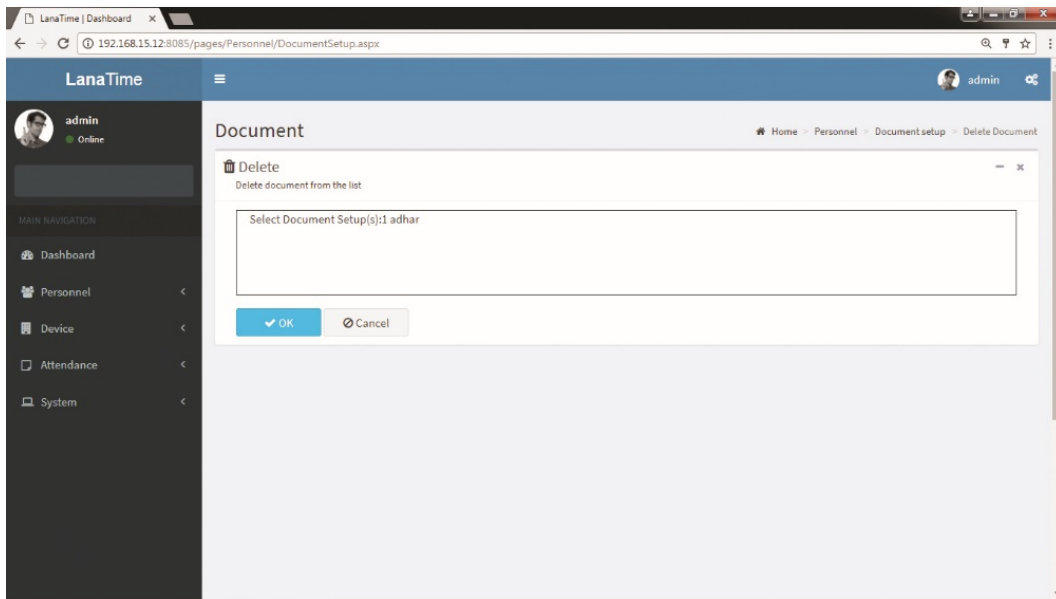
After the completion setting, click **OK** to save the settings and return to the **document setup** interface. The information on the new position is displayed in the department list



No.	Document Name	Related Operation
1	adhar	Edit Delete
3	license	Edit Delete
5	Social Number Security	Edit Delete
5	Social Number Security	Edit Delete
65	45csdsg#5	Edit Delete

## DELETE DOCUMENT

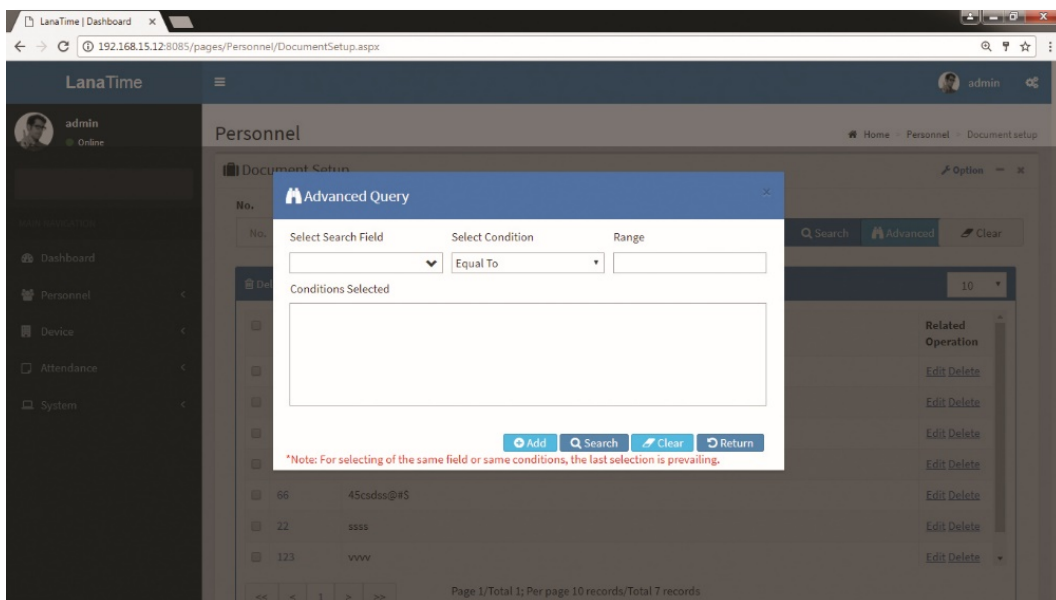
Select the document to be deleted, and then click **Delete** on upper left of the document list. Or directly click **Delete** under **Related Operation** in the line of document to be deleted to access the confirmation interface for document deletion.



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

## ADVANCED SEARCH

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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 search.

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

**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.

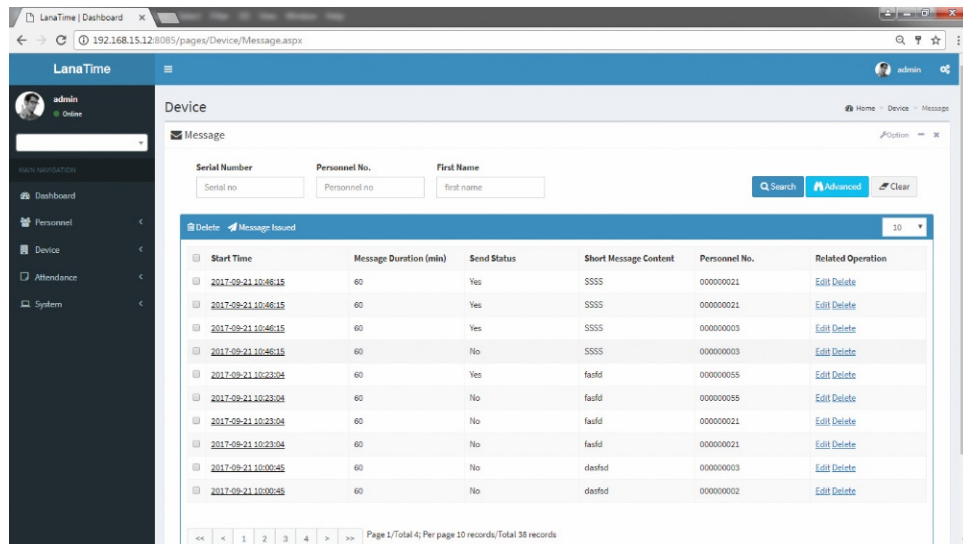
**Return:** Button is used to return from the current form.

## 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.

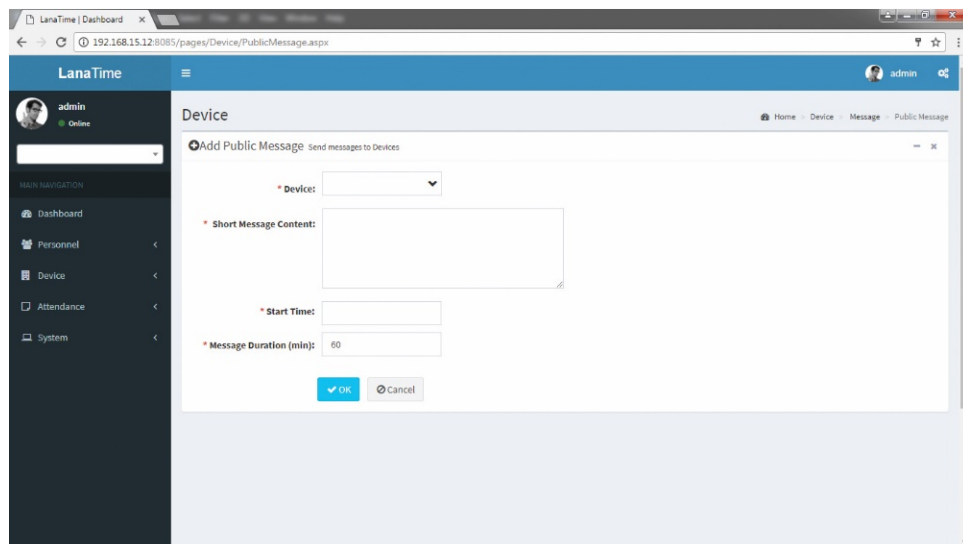
## MESSAGE

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.



## ADDING A PUBLIC MESSAGE

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



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.

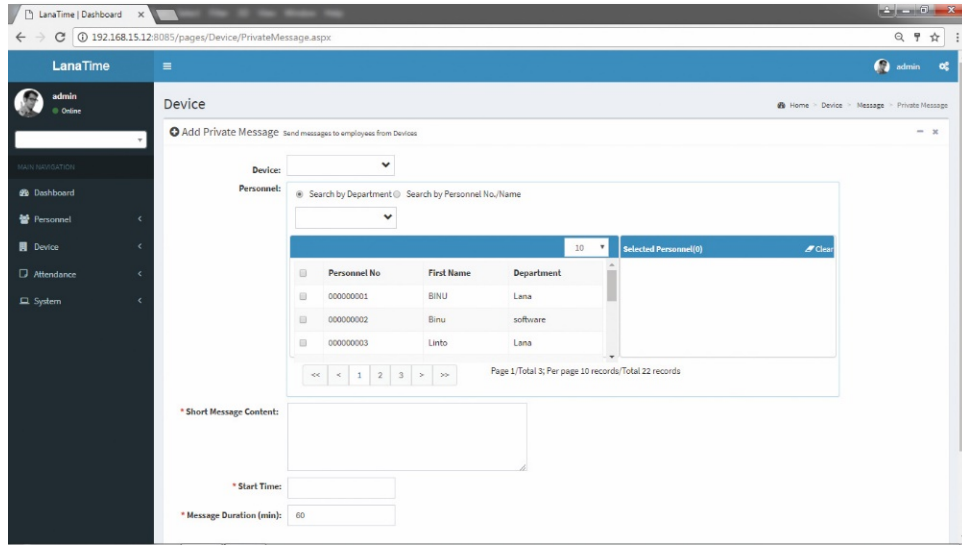
**Start Time:** Select the start time for issuing the short message. Please refer to Appendix 3 "Select a Time" for the method of selecting time.

**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

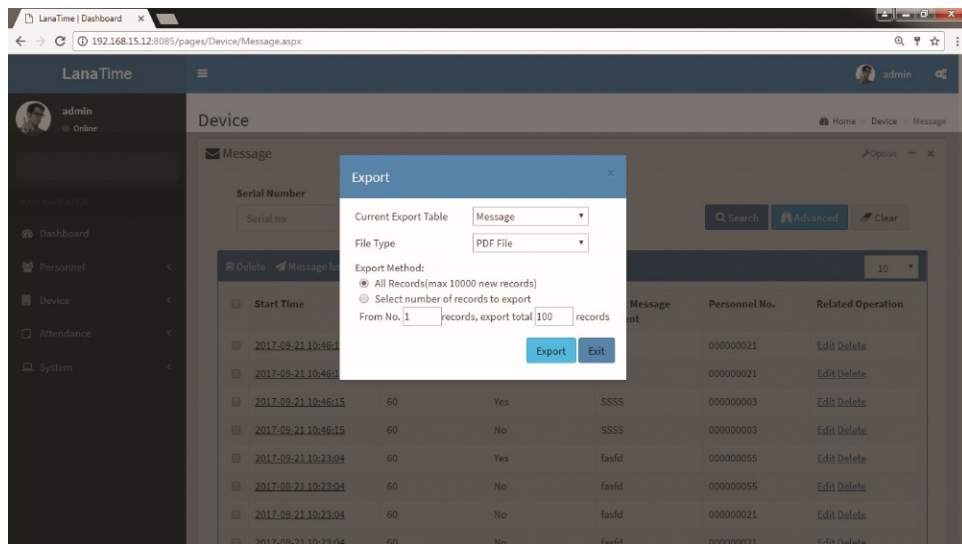
Choose **Device** >> **Message** >> **Private Message**



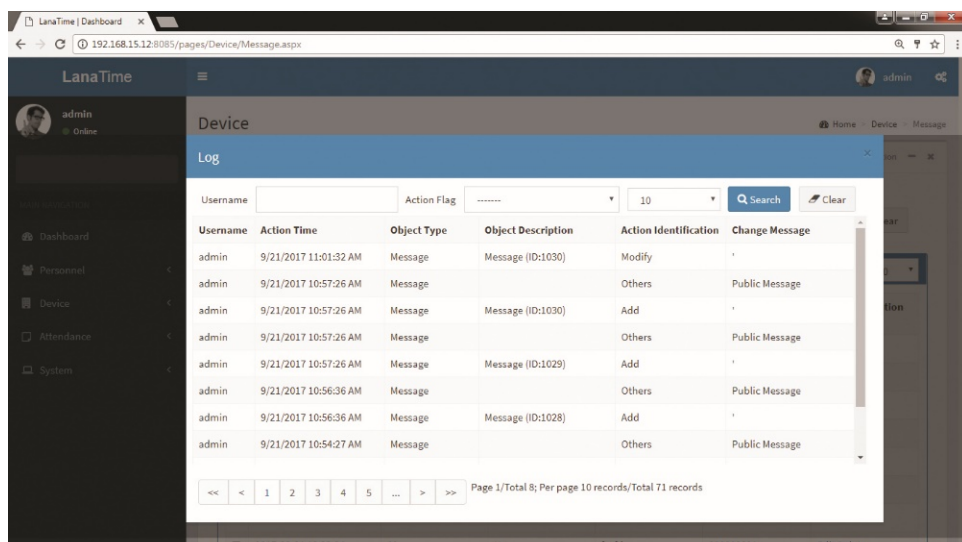
## EXPORT MESSAGE

Choose **Device** >> **Option** >> **Export Message**

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

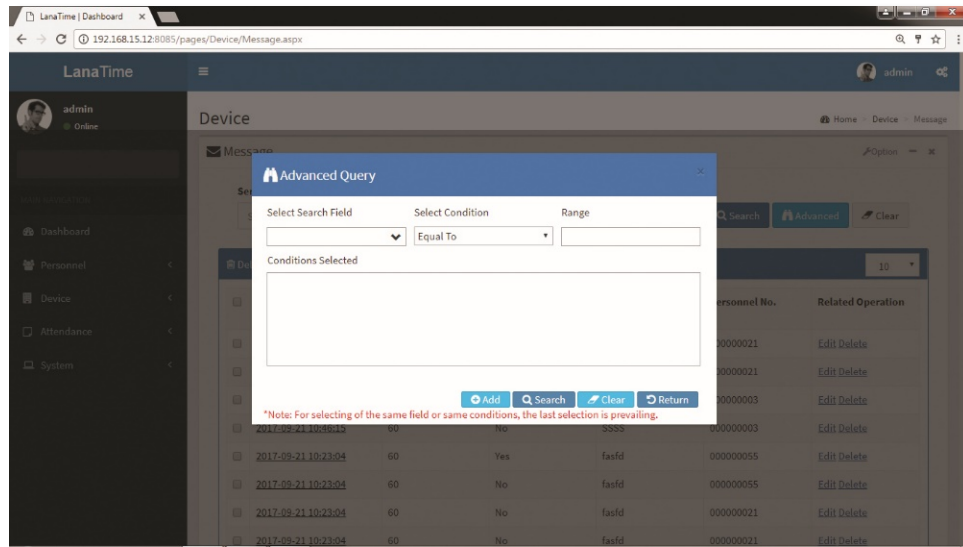


**Log:** In this whatever change in this software modification it will display in log.



## ADVANCED SEARCH

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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 search.

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

**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.

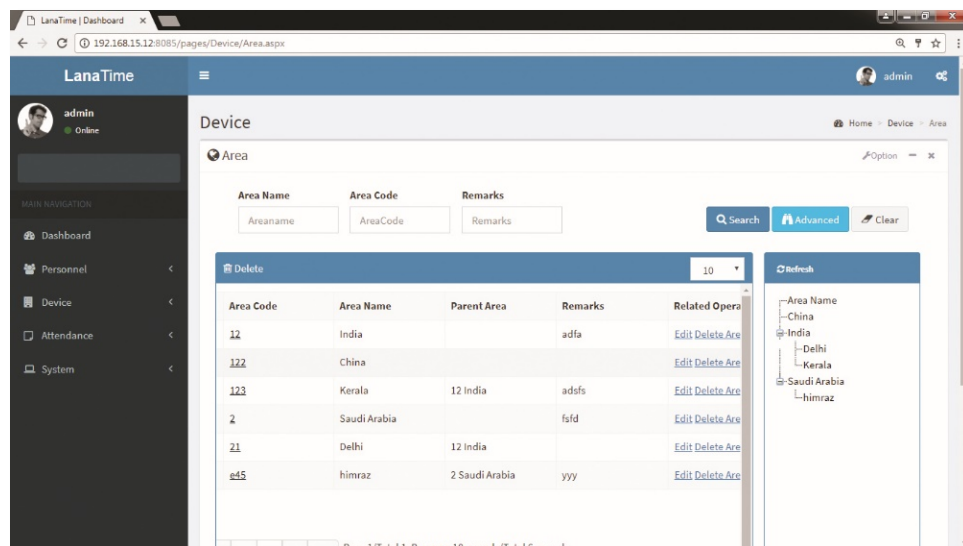
**Clear:** This button is used to clear the form.

**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.

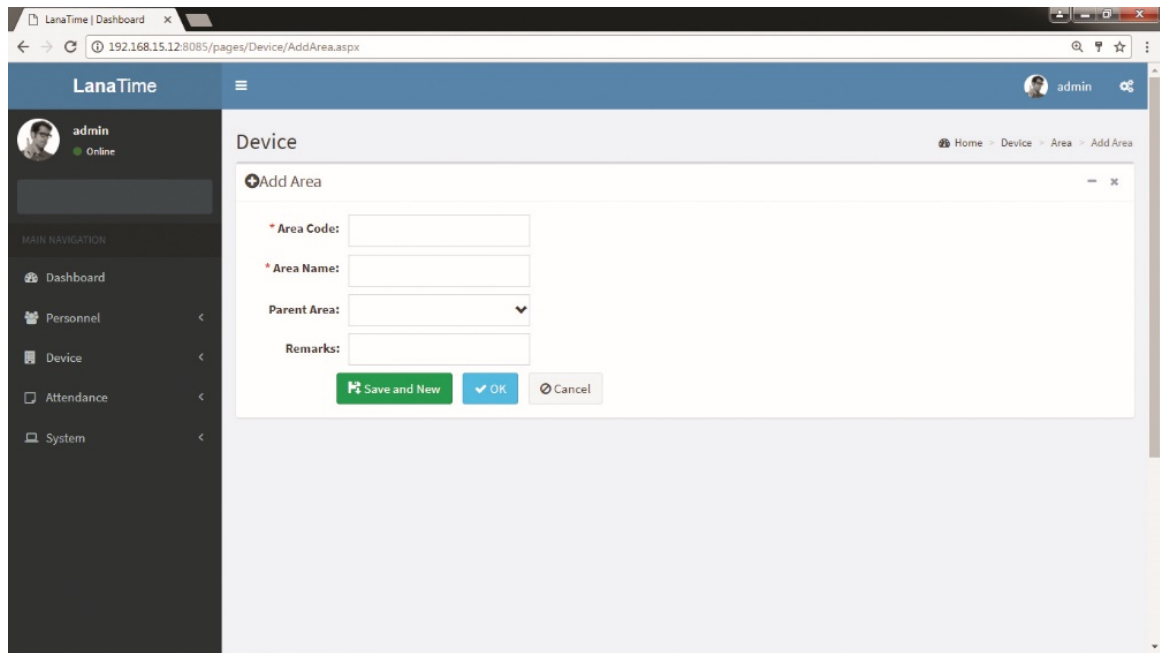
Choose **Device** >> **Area** to access the area setting interface.





## ADD AREA

Choose **Device** >> **Area** >> **Option** >> **Add area**



The screenshot shows the 'Add Area' form in the LANA Time web application. The form is titled 'Add Area' and is located in the 'Device' section. It contains the following fields:

- Area Code:** A text input field.
- Area Name:** A text input field.
- Parent Area:** A dropdown menu.
- Remarks:** A text input field.

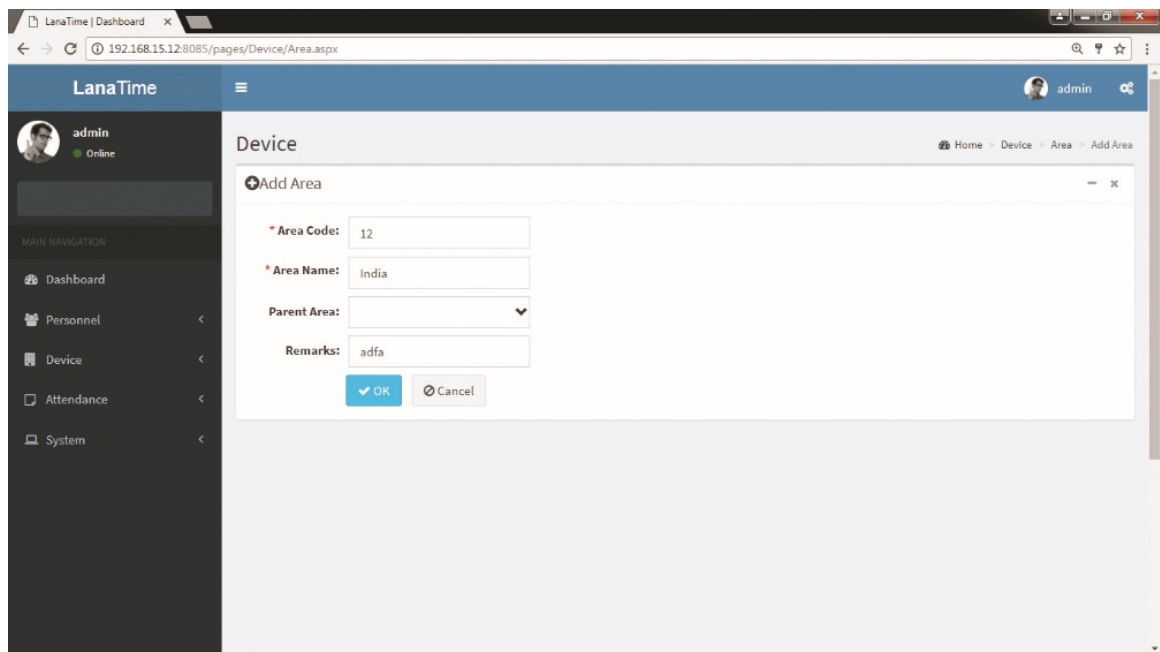
At the bottom of the form, there are three buttons: 'Save and New' (green), 'OK' (blue), and 'Cancel' (grey).

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.



The screenshot shows the 'Add Area' form in the LANA Time web application, now pre-filled with data. The form is titled 'Add Area' and is located in the 'Device' section. It contains the following fields:

- Area Code:** 12
- Area Name:** India
- Parent Area:** (empty dropdown menu)
- Remarks:** adfa

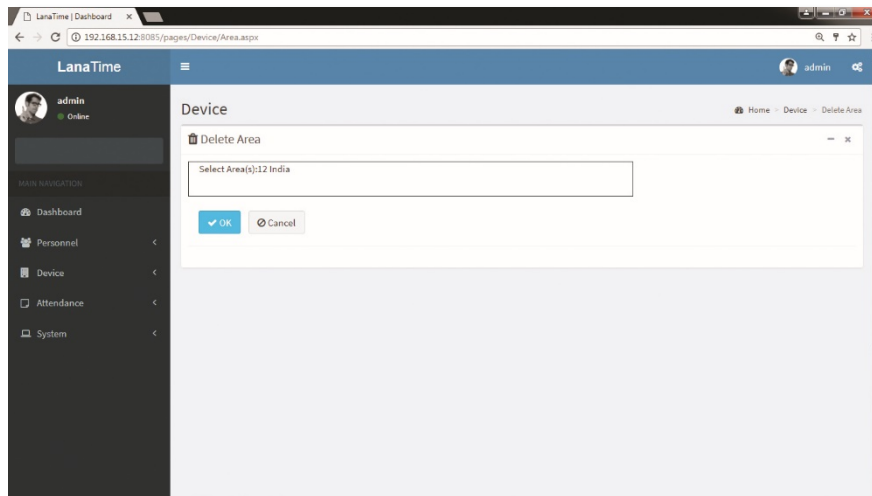
At the bottom of the form, there are two buttons: 'OK' (blue) and 'Cancel' (grey). The 'OK' button is highlighted.

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**

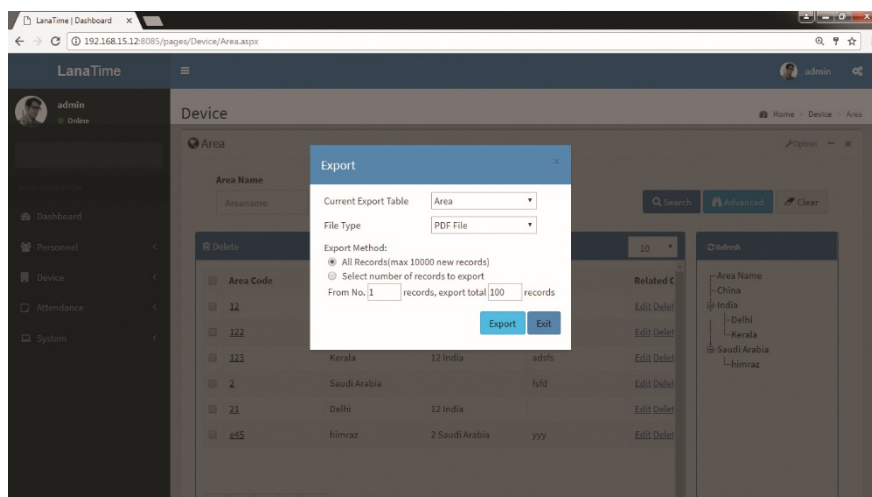
If the related area information don't want in the company, you can use the area **deletion** function to delete the area details. Directly click **area** or **delete** under **Related Operation** in the line of the area to be deleted to access the deleting interface deletion.



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

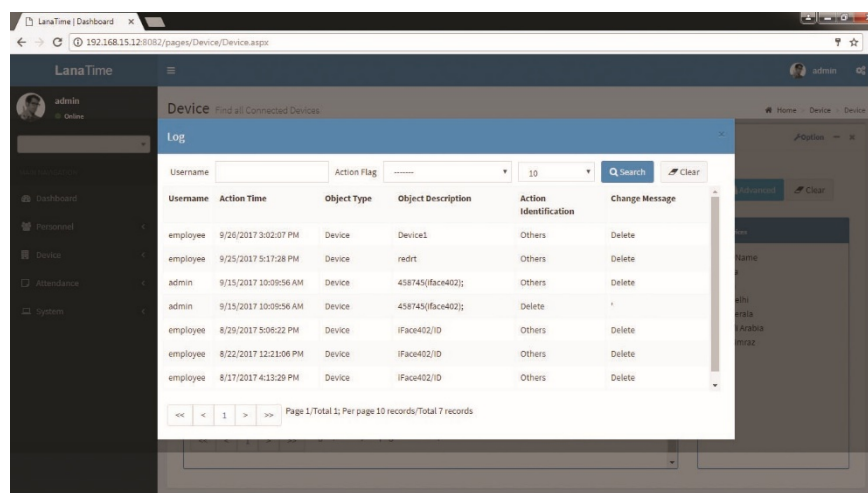
## EXPORT AREA

Choose **Device** >> **Area** >> **Option** >> **Export**



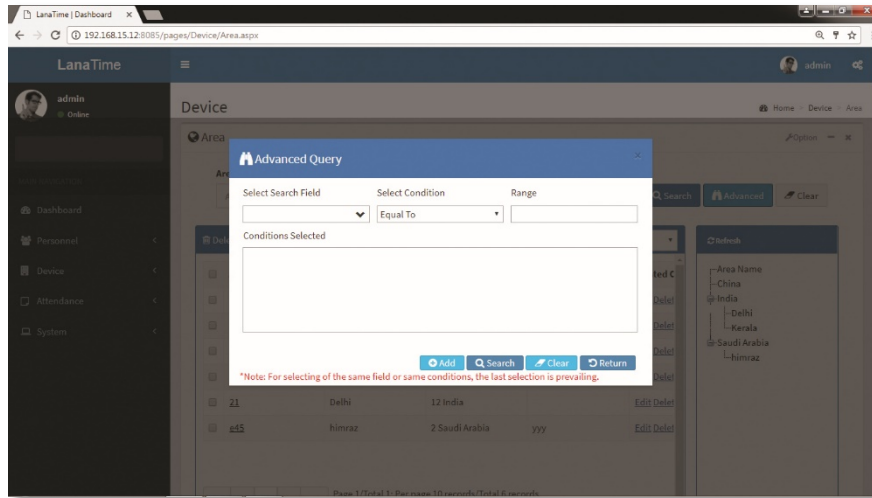
Select **Current Export Table** and **File Type** from the drop down then click **Export** button

**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* engines and *search* tools on the Web. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions, ranges and fields



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 search.

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

**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.

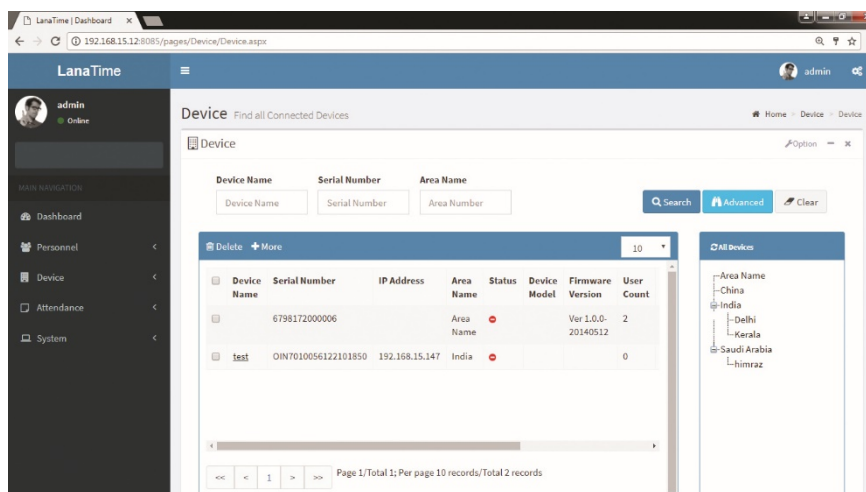
**Return:** Button is used to return from the current form.

## DEVICE

Set communications parameters for connecting to devices. The communication with the devices is successful only after parameters on the system and the devices are set correctly. After the communication is successful, you can view the information on the connected devices and perform operations on them such as remote monitoring, uploading, and downloading.

After a T&A device is connected to the system, if **Real-Time Data Upload** is checked in the device setting, all attendance records will be automatically uploaded to the system. Otherwise it is necessary to select a T&A device and click **Synchronize All Data** to synchronize information of all personnel who belong to the same area as the device to the device.

Choose **Device** >> **Device** to access the T&A device management main interface. All connected T&A devices are displayed in device interface.

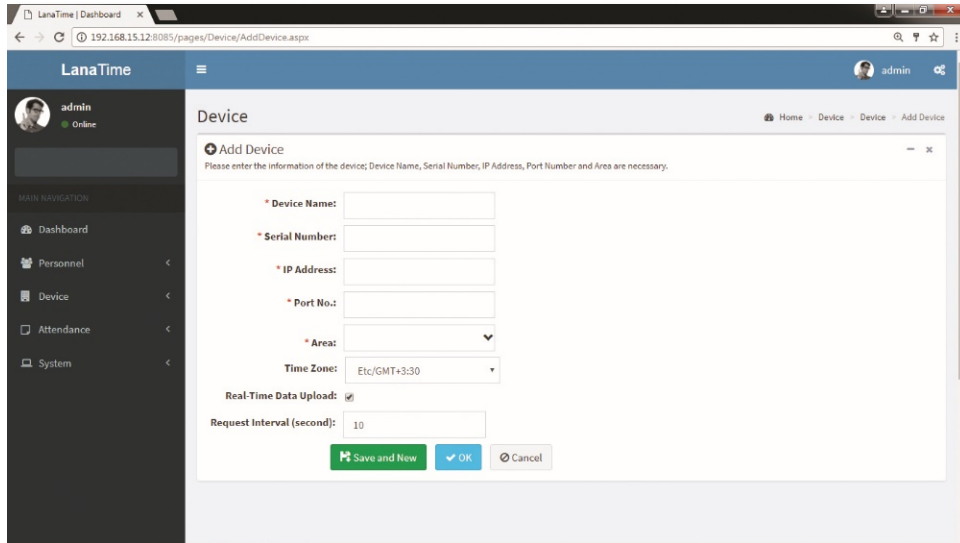


## ADD DEVICE

There are two ways to add a T&A device: manually adding a T&A device and automatically adding a T&A device.  
 Manually adding a T&A device

1. Choose **Device** >> **Device** >> **Option** >> **Add** to access the device addition interface.

There are two ways to add a T&A device: manually adding a T&A device and automatically adding a T&A device.



Set the parameters as required based on the following steps:

**Device Name:** Enter any characters, with 20 characters at most.

**Serial Number:** Enter the serial number of the device.

**IP Address:** Enter the IP address of the device.

**Port No:** Enter the port No. of the device, with the default value of **4370** in the Ethernet communication mode.

**Area:** In the drop-down list, select the area to which the T&A device belongs.

**Time Zone:** When a time zone is selected, the time on the T&A device will be automatically synchronized to the standard time in this time zone.

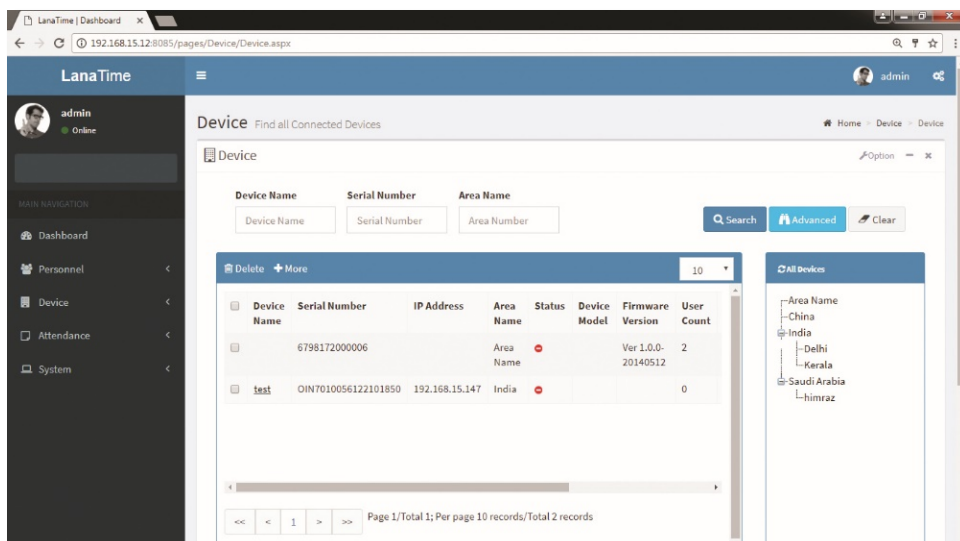
**Real-Time Data Upload:** Select whether to upload data in a real time.

After the setting is completed, click **OK** to add the device and return to the **Device** interface. The device list displays the T&A device.

Note: If an employee is added to a device, when the employee information is uploaded to the server, the information will be automatically synchronized to other devices in the same area as the employee on the server.

**Request Interval second:** The time taken to receive request from device to server.

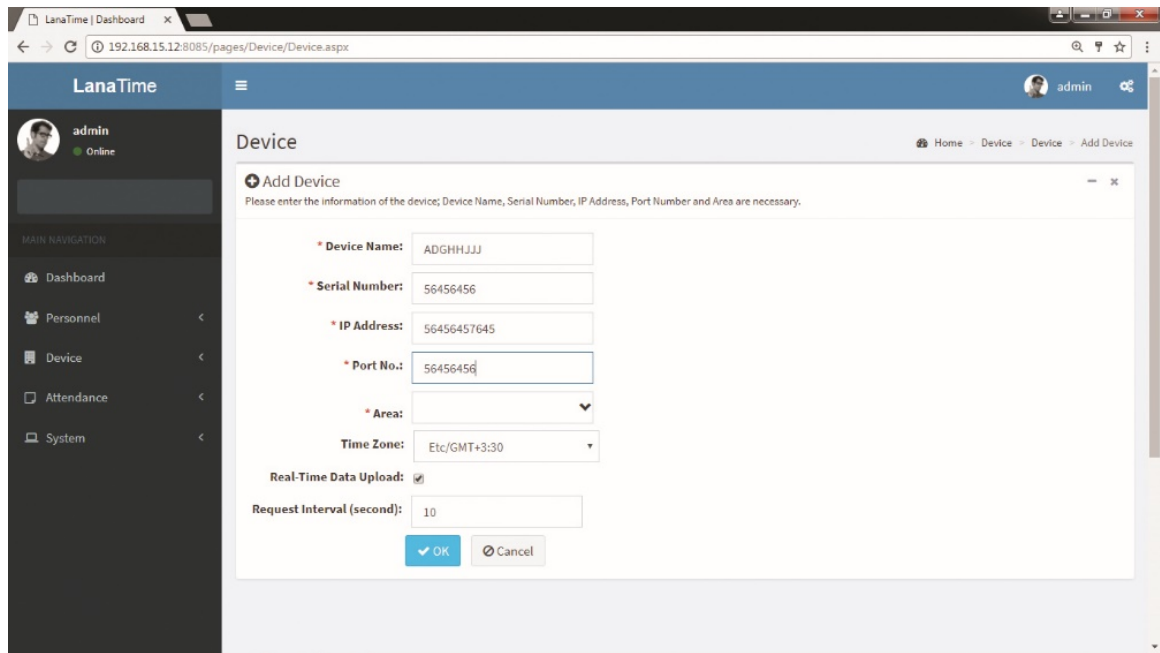
After the setting is completed, click **OK** to add the device and return to the **Device** interface. The device interface displays the T&A device in below list.



Device Name	Serial Number	IP Address	Area Name	Status	Device Model	Firmware Version	User Count
	6798172000006		Area Name			Ver 1.0.0-20140512	2
test	OINT010056122101850	192.168.15.147	India				0

## EDITING A DEVICE

Click a device name, or click **Edit** under **Related Operation** in the line of the device to be edited to access the device editing interface.



The screenshot shows the 'Add Device' form in the LANA Time web application. The form is titled 'Add Device' and includes a sub-header: 'Please enter the information of the device; Device Name, Serial Number, IP Address, Port Number and Area are necessary.' The form fields are as follows:

- Device Name:** ADGHHJJJ
- Serial Number:** 56456456
- IP Address:** 56456457645
- Port No.:** 56456456
- Area:** (dropdown menu)
- Time Zone:** Etc/GMT+3:30
- Real-Time Data Upload:**
- Request Interval (second):** 10

At the bottom of the form, there are two buttons: 'OK' and 'Cancel'.

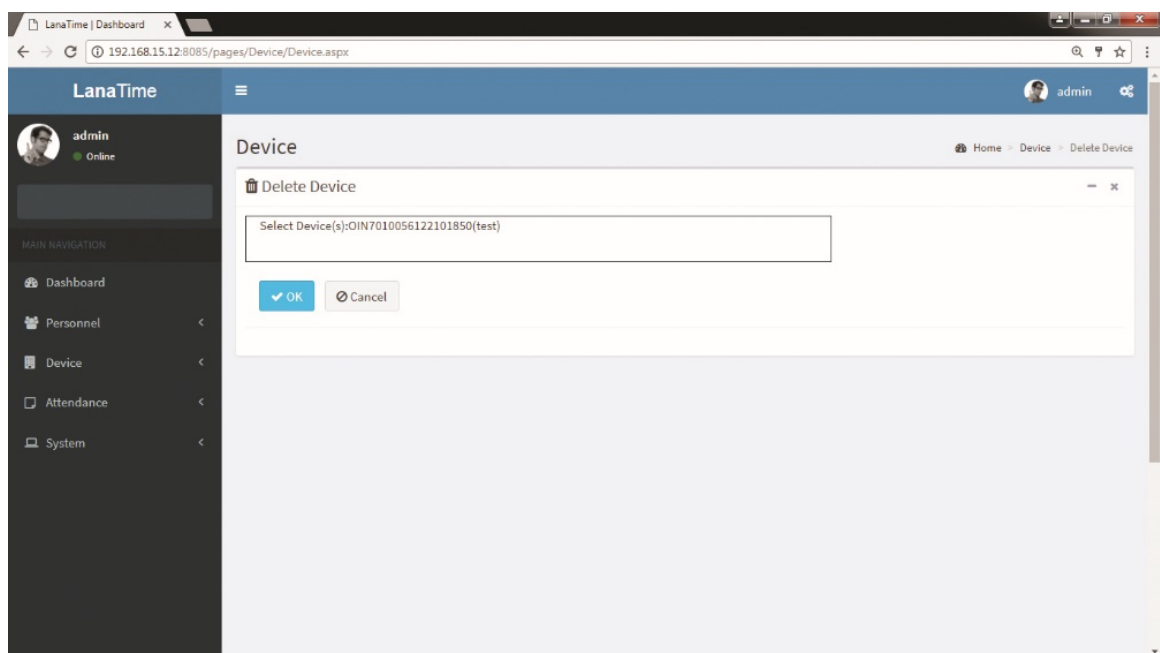
After the setting is completed, click **OK** to add the device and return to the **Device** interface. The device interface displays the T&A device in below list.

Note: Grey items cannot be edited. The device name cannot be the same as the name of another device.

## DELETING A DEVICE

Detailed operations are described as follows:

1. Click to select the device to be deleted, and then click **Delete** above the device list, or directly click **Delete** under **Related operation** in the line of the device to be deleted to access the device deletion confirmation interface, as shown in the following figure.

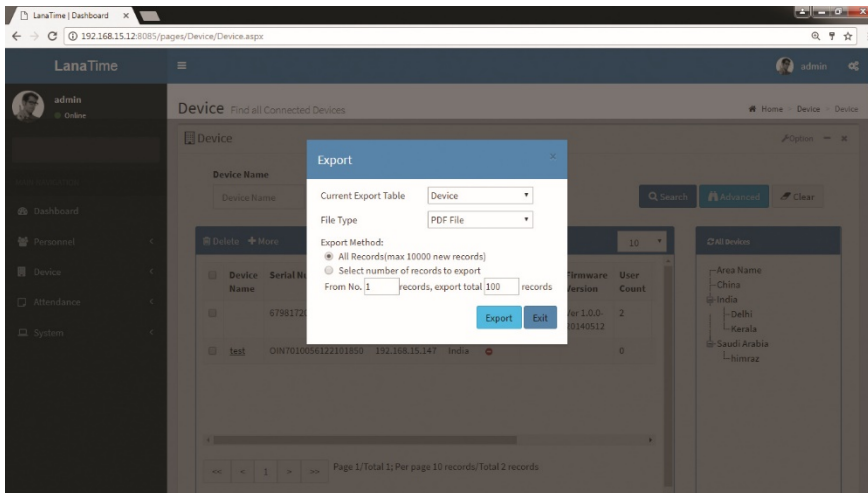


The screenshot shows the 'Delete Device' confirmation dialog in the LANA Time web application. The dialog is titled 'Delete Device' and includes a sub-header: 'Select Device(s):'. The text input field contains the selected device ID: 'OIN7010056122101850(test)'. At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

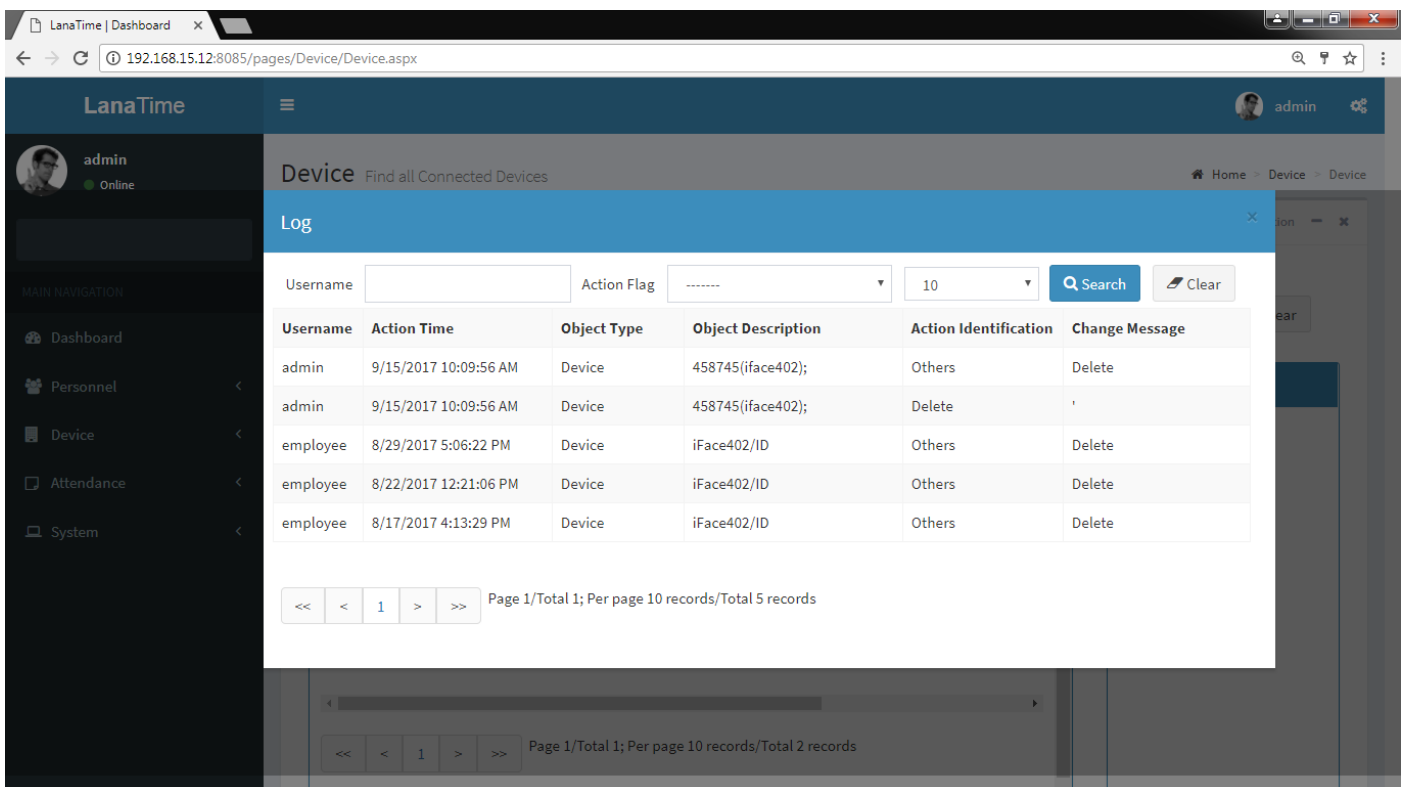
2. Click **OK** to delete the device selected and return to the **Device** interface. The device list no longer displays the device deleted.

## EXPORT DEVICE

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

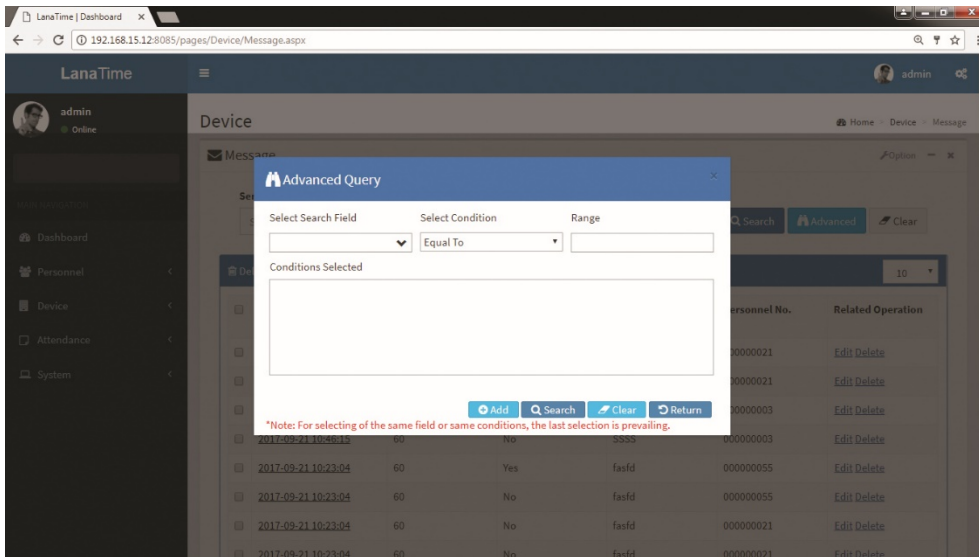


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## ADVANCED SEARCH

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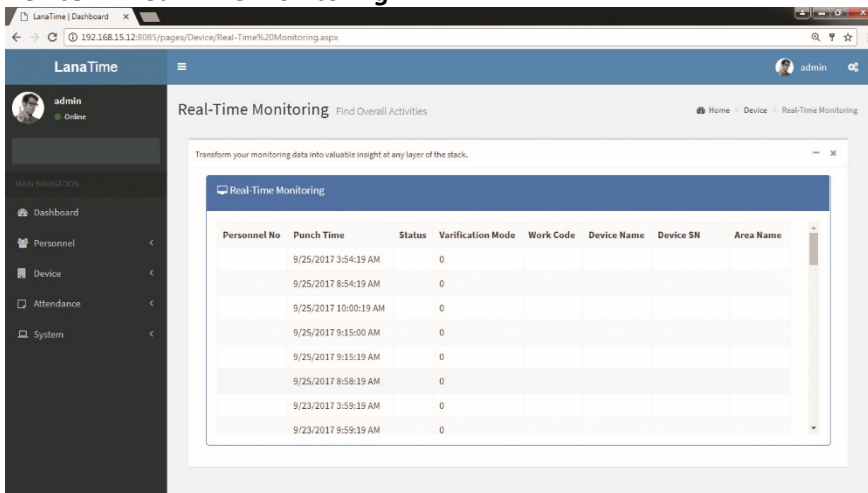
**Clear:** this button is used to clear the form

**Return:** button is used to return from the current form

## REAL TIME MONITORING

In this admin can monitoring the operations work in a device.

### Device >> Real Time monitoring



## 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 parameters to ensure the accuracy of the final attendance calculation.

Choose **Attendance** >> **Rule** to access the attendance parameter setting interface.

### Basic setting

**Check-In Rule:** It can be set to **Principle of Proximit** or **First principle**.

**Check-Out Rule:** It can be set to **Principle of Proximit** or **Last principle**.

**Overtime Sheet Rule:** It can be set to **Auto OT**, **Planned OT** or **Whichever The Lesser in Time**.

**Calculation:** to calculate minutes hours days and round off.

### 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.

**Min. Unit: N Minutes / Hours / Days**

**Round Off Control:**

**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.

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

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

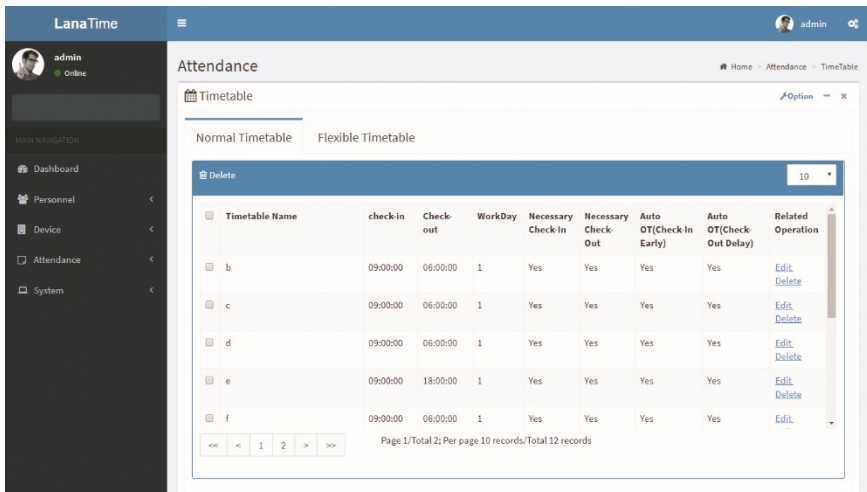
### TIME TABLE

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:



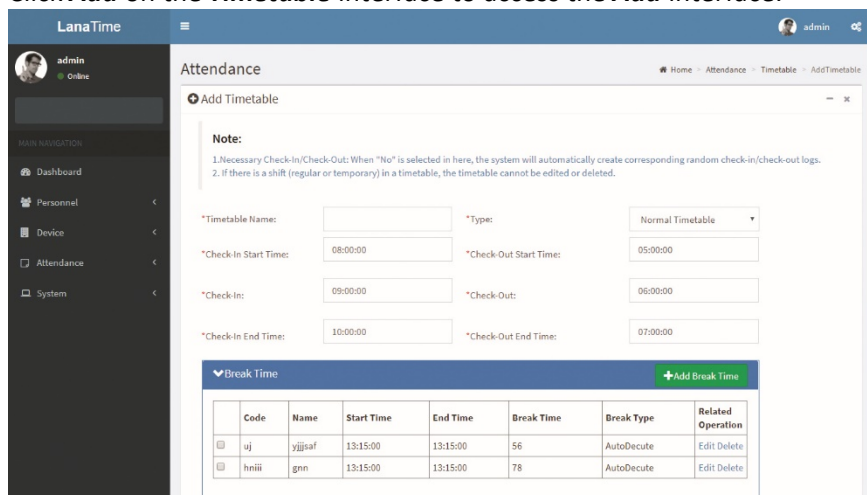


The system will set a default shift with the name of **Flexible Timetable**.

**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

1. Click **Add** on the **Timetable** interface to access the **Add** interface:



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**.

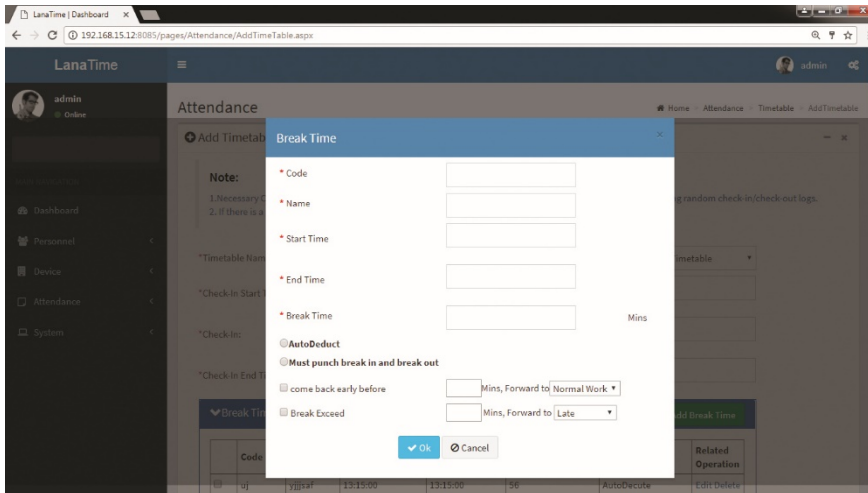
After the completion of the settings, click **OK** to save the settings and return to the **Time Table** interface. The timetable list displays the added timetable.

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 brak time**:



Set the parameters as required based on the following steps:

**Code:** Enter the code to break time

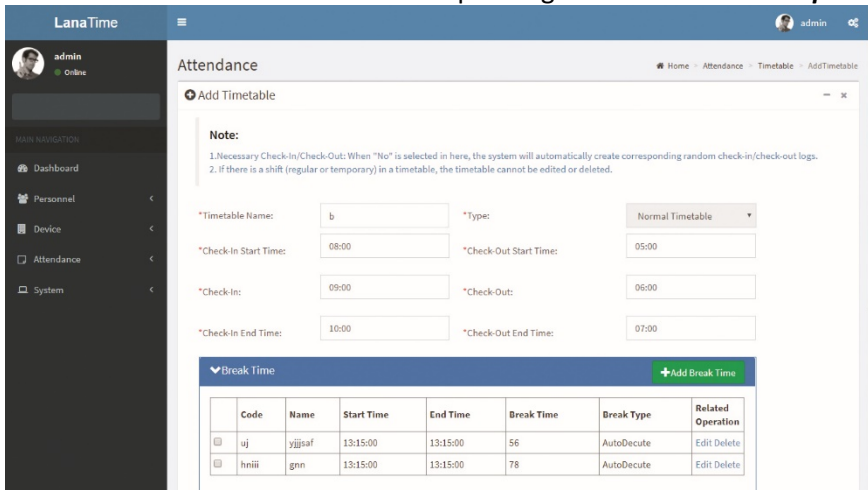
**Start Time / End Time:** valid range for break start time/end time.

**Break time:** total break time

**Auto deduct:** automatically select break time

## Editing a Time Table

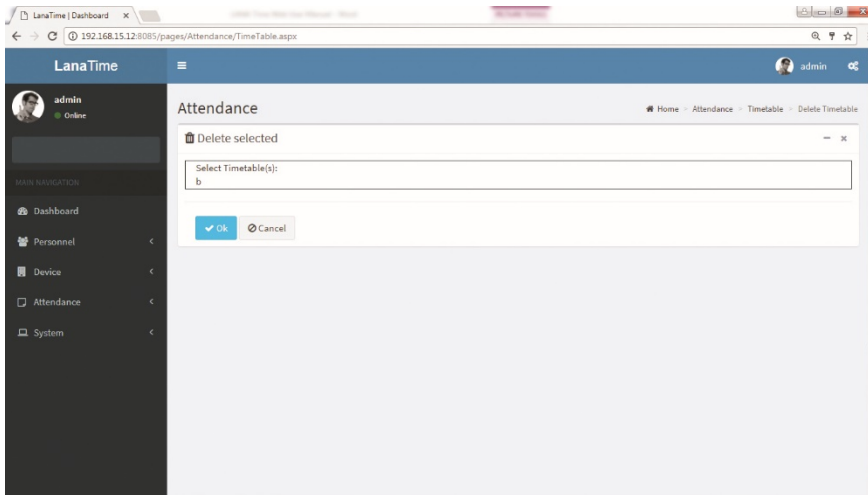
1. Click **Timetable Name** or the corresponding **Edit** under **Related Operation** to access the timetable edit interface.



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

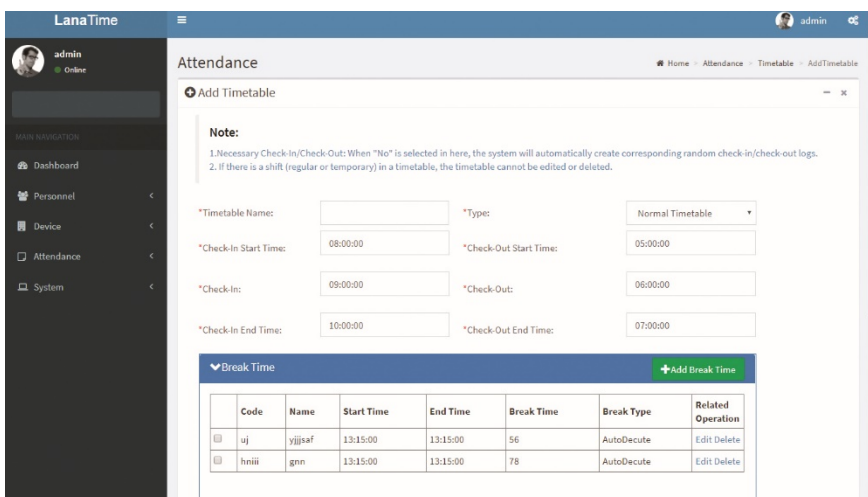
Select a timetable, click **Delete** on the upper left of the timetable list or directly click **Delete** under **Related Operation** to access the timetable deletion confirmation interface.



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



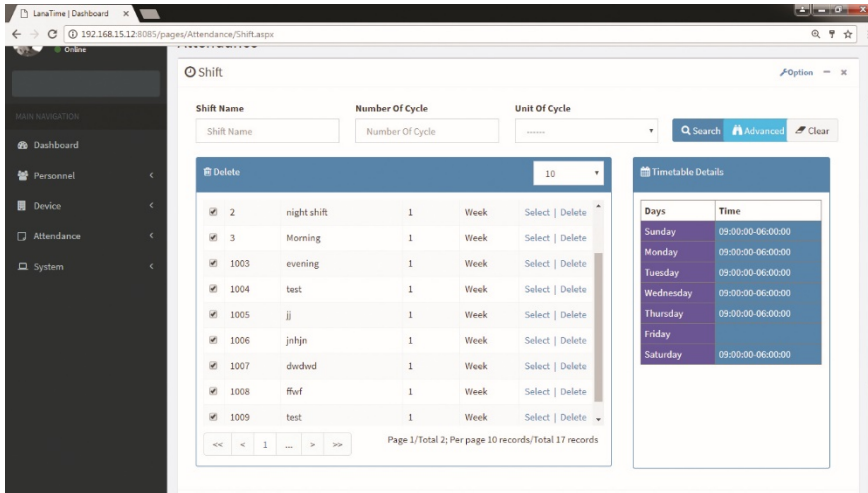
Set the parameters as required based on the following  
After settings click **OK BUTTON**

## SHIFT

### Shift Management

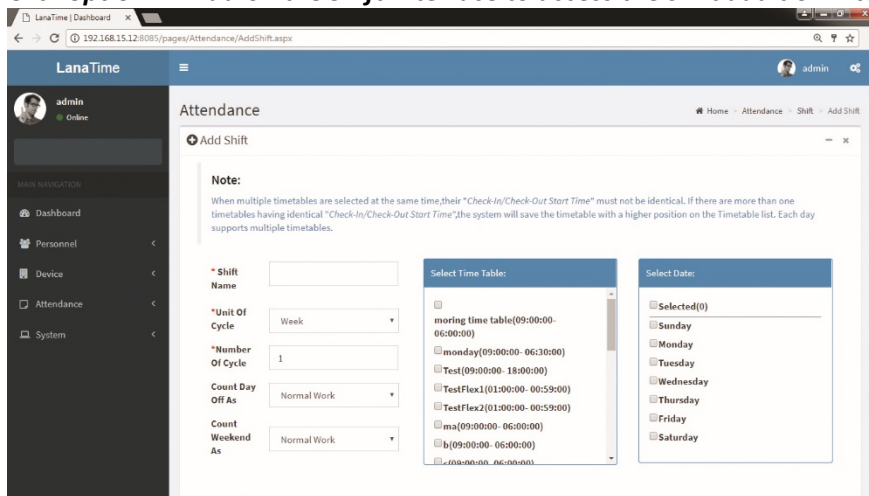
Shift is composed of one or more preset attendance timetable based on certain order and cycle period. It is a preset work schedule for the personnel. It is essential to set shift if you want to perform check on work attendance for employees. This system supports 999 shifts at most.

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.



## Adding a Shift

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



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.

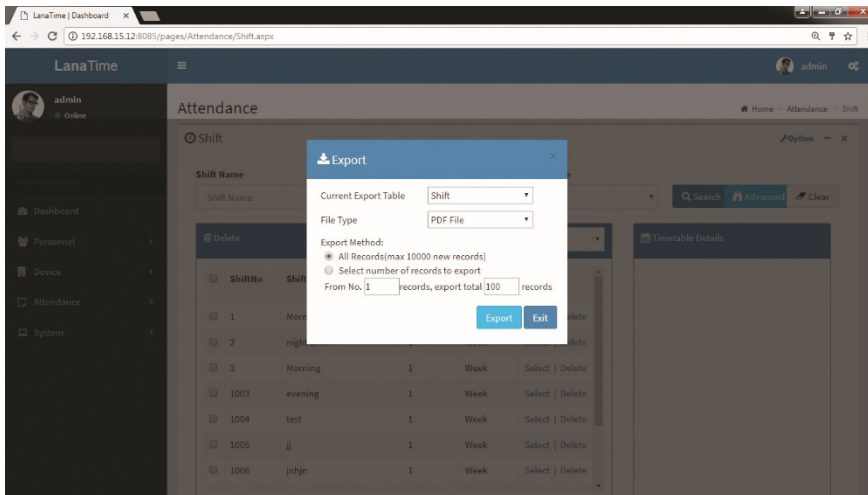
**Select Timetable:** Select timetable for the shift. It needs to be preset in the Timetable.

**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.

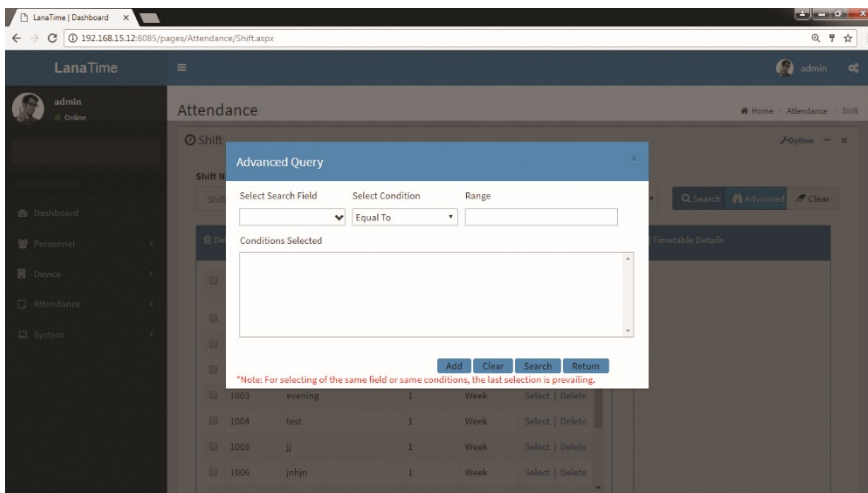
**Note:** A shift refers to the circulation of a timetable chosen by the users in the cycle period set by the user. Dates unselected represent rest days. When scheduling shifts for an employee, a user needs to select only the start date, end date, and the shift used and it is unnecessary to indicate 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.

## Export Shift



## Advanced search

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**Select condition:** it is used to select the condition from the drop down that are to be search

**Range:** it is used to set range of search field

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**Search:** this button is used to the features

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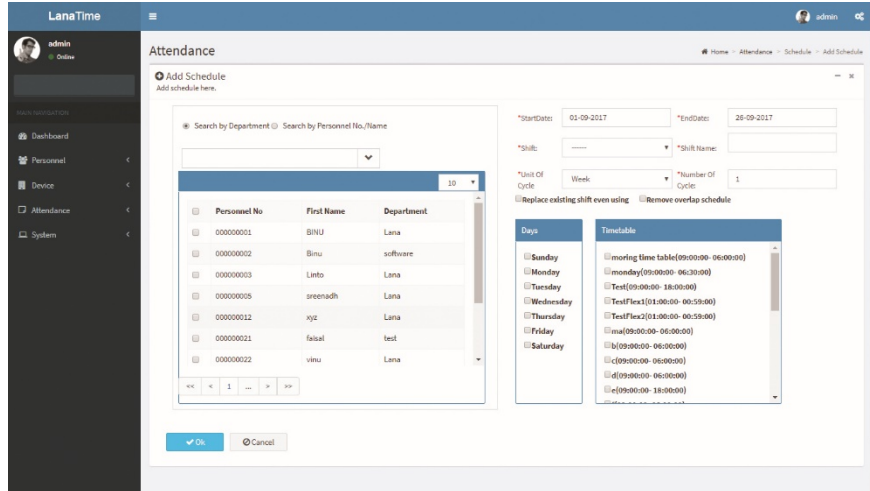
**Return:** button is used to return from the current form

## SCHEDULE

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.



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**.

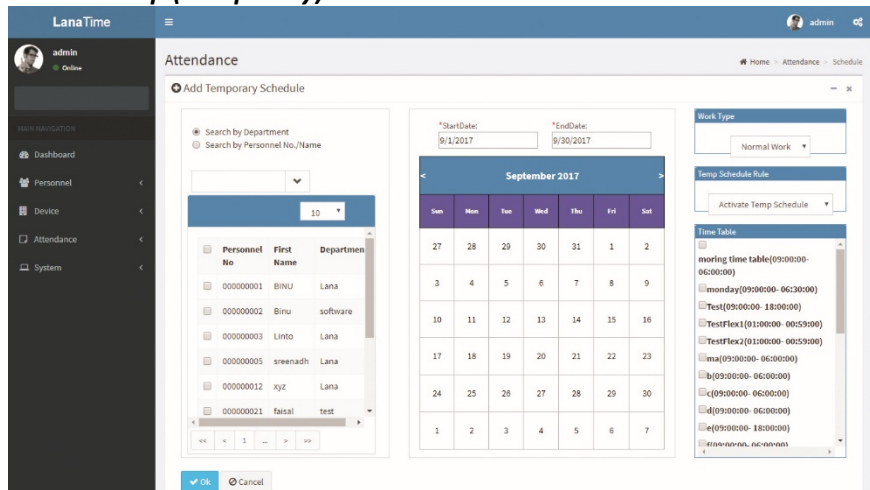
2. After completing settings, click **OK** to save the settings and return to the **Schedule** interface.

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.



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**.

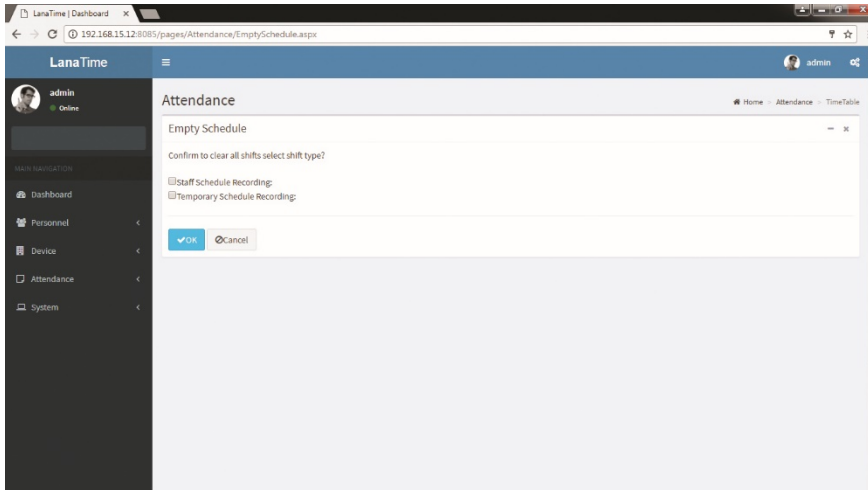
Note: Multiple timetables can be selected for temporary schedule, but the start time of timetables should not be the same. The timetables selected can be applicable to all dates selected.

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

## EMPTY SCHEDULE

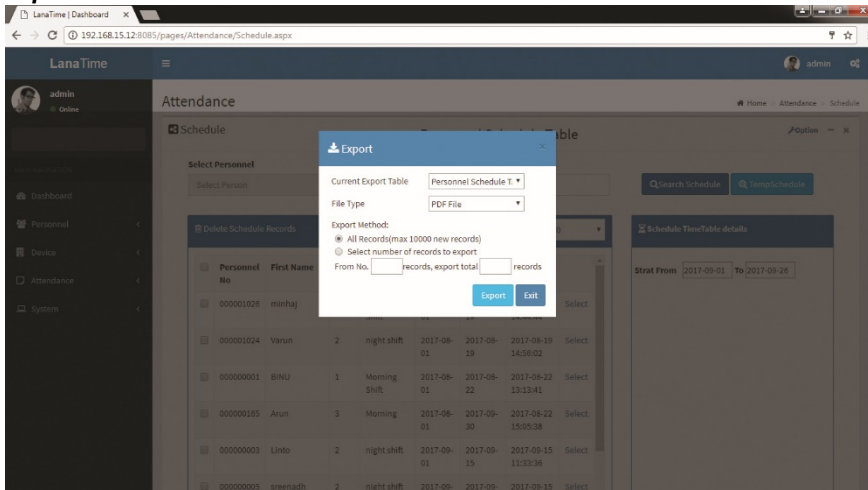
To create empty schedule

**Attendance >> Schedule >> Option >> Empty Schedule**



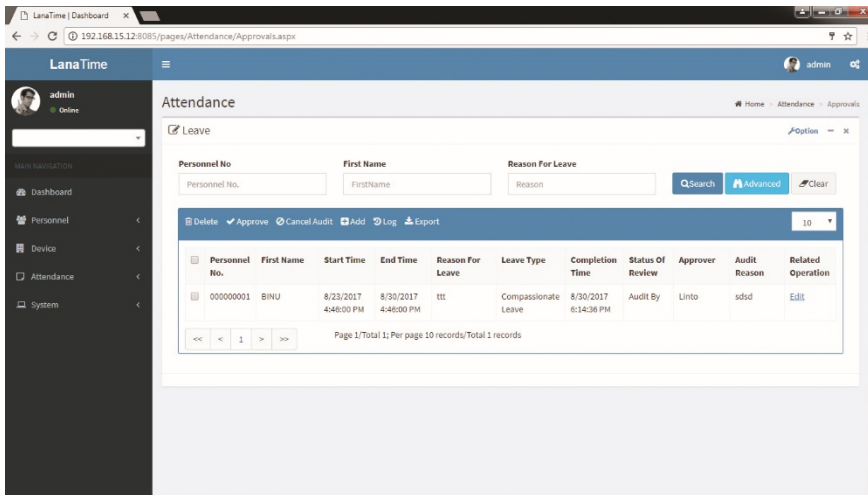
Click **OK** to **save empty schedule**

## Export Schedule



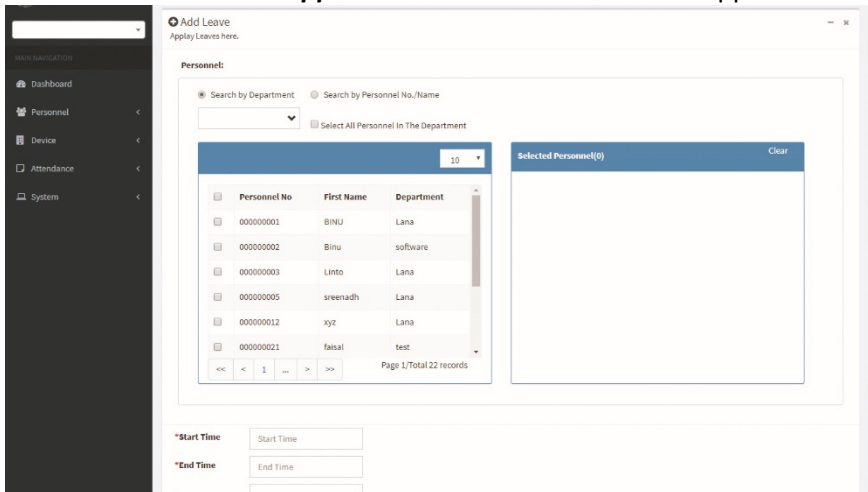
## Approval

**Attendance >> Approval**



## Add approval

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



Set the parameters as required based on the following steps:

**Personnel:** Select personnel need approvals. (Multiple choices are allowed). Please refer to 1. "Personnel Selection"

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

**Leave type:** type of leave that employee need

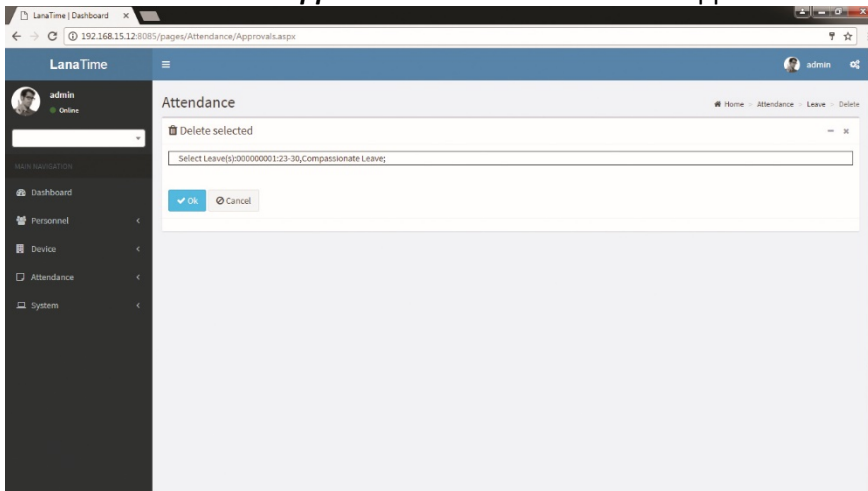
**Reason for leave:** reason for leave to mentioned

**Completion time:** time in the leave to be mentioned

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

## Delete Approval

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

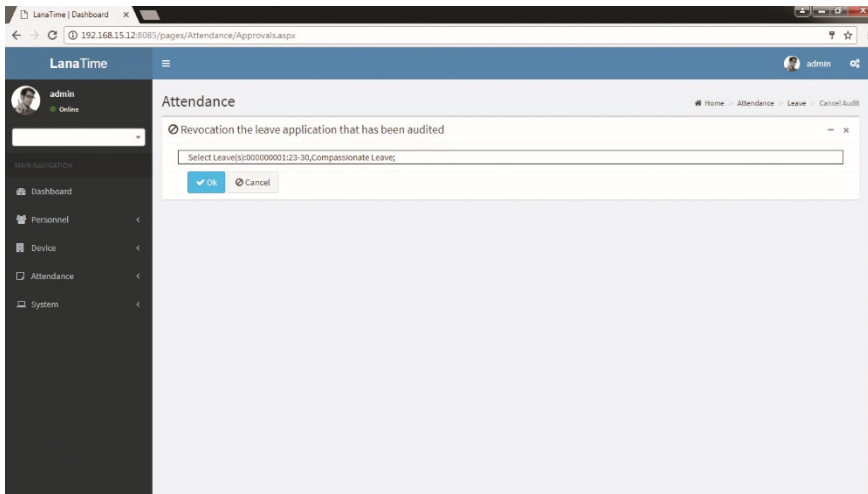


Click **OK** to **Delete** selected approval

## Cancel Audit

**Attendance** >> **Approval** >> **Select Approval to Cancel** >> then click **Cancel Audit**

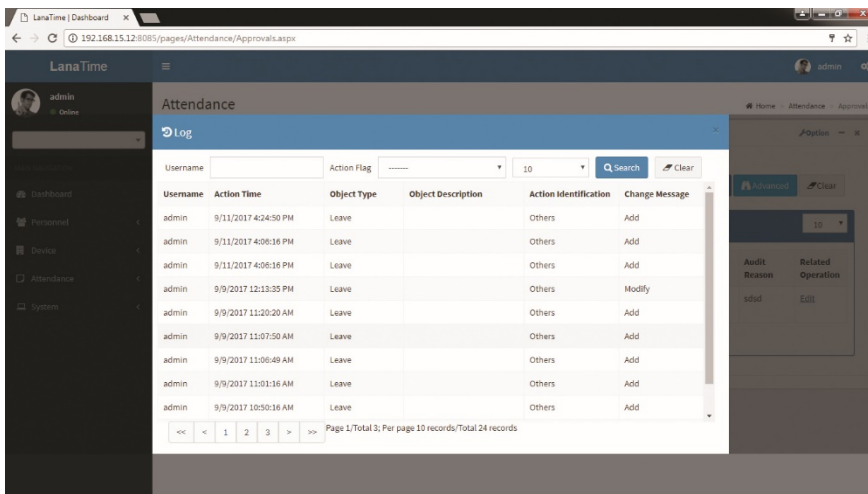




Click **OK** to **CANCEL AUDIT**

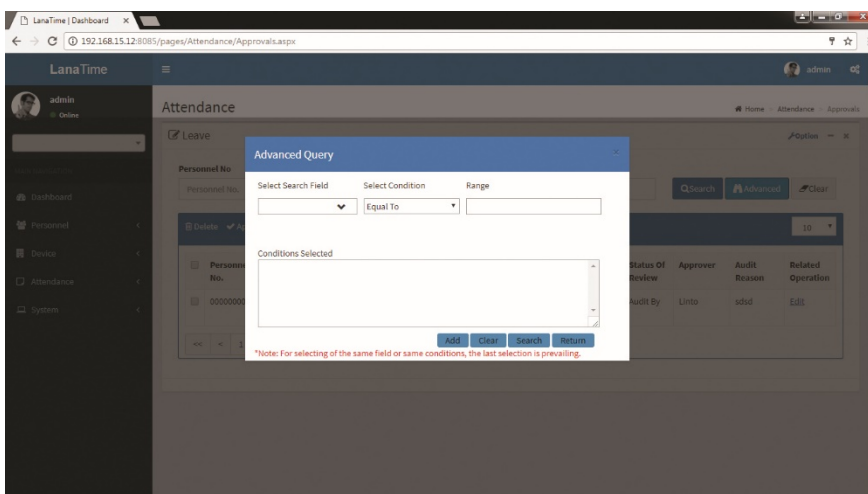
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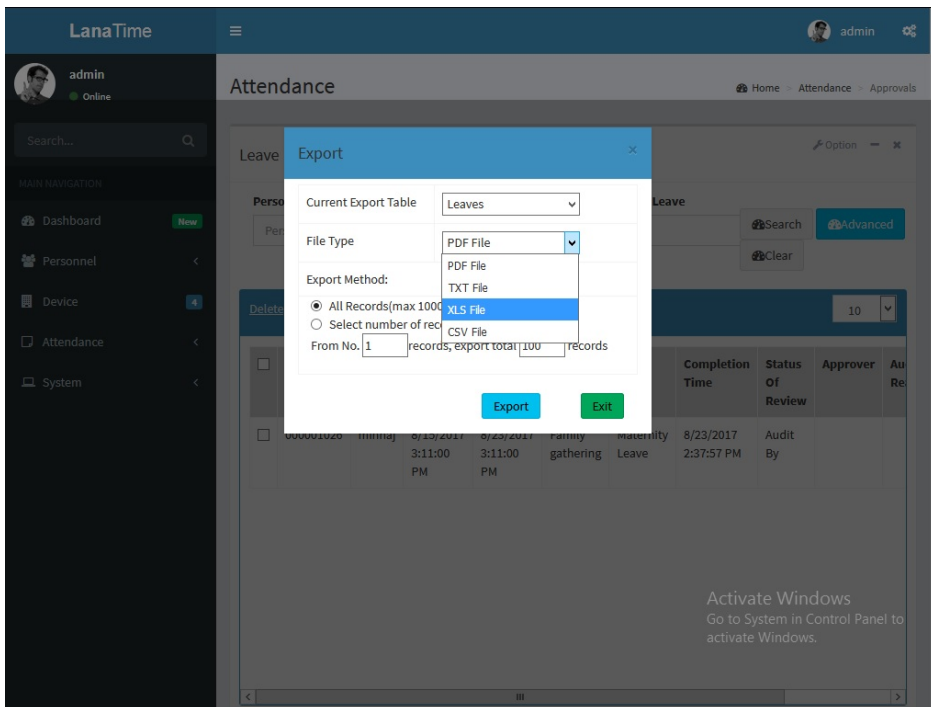
**Clear :** this button is used to clear the form

**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 >> Export >> Select file >> Export**



## TRANSACTIONS

### 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.

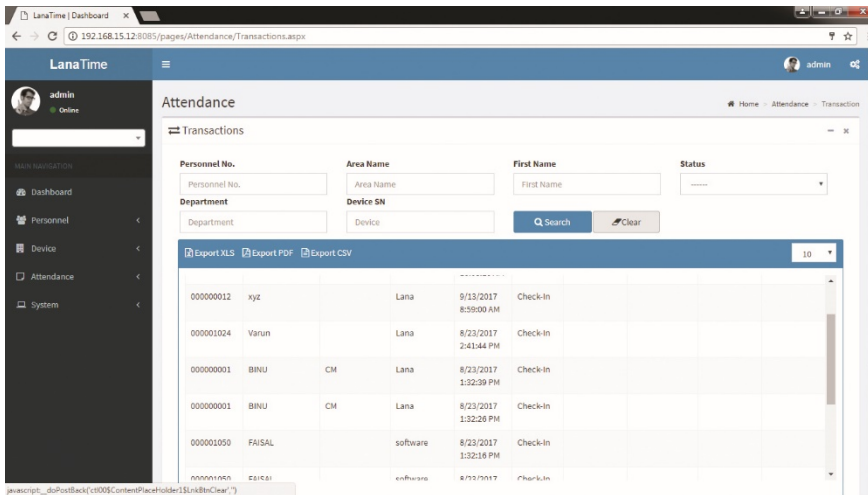
**Status** refers to AC log status, and **Correction of Status** is to follow the attendance calculation rule to determine whether an employee checks in or out for work based on the shift timetable and punching time of this employee. The calculation is based on this correction of status during statistics.

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.

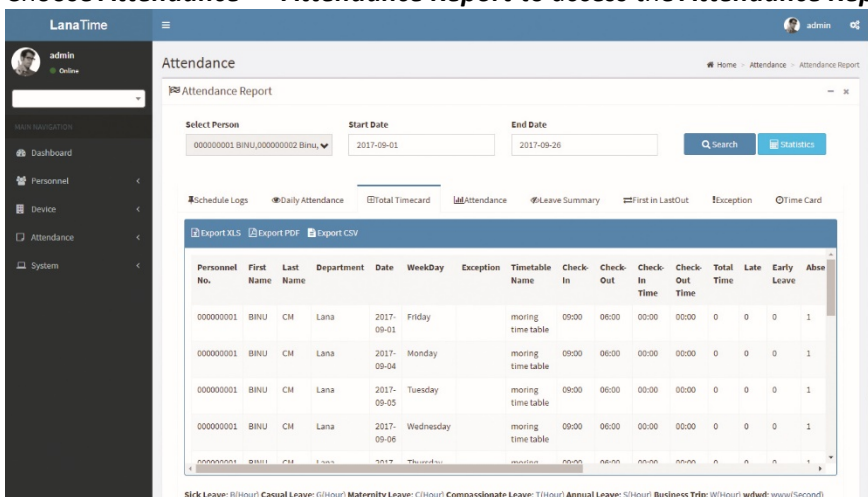
Users can define the number of records displayed on each interface in the attendance report.



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

## 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.



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.

## 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.

(2) Users can export an attendance report to an.xls, pdf, or csv file based on requirements.

(3) 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: (I); no check-out (J); 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 Summary

The attendance summary interface displays the attendance summary 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

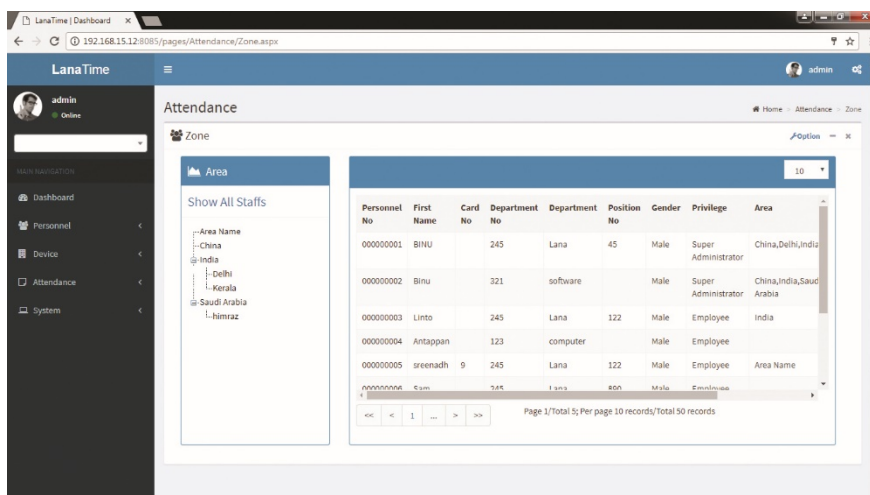
It provides all attendance exceptions.

### ● Time Card

It provides the detailed punching information of the selected personnel.

## Zone

Click **Attendance** >> **Zone** to access the **Zone User Management** interface.

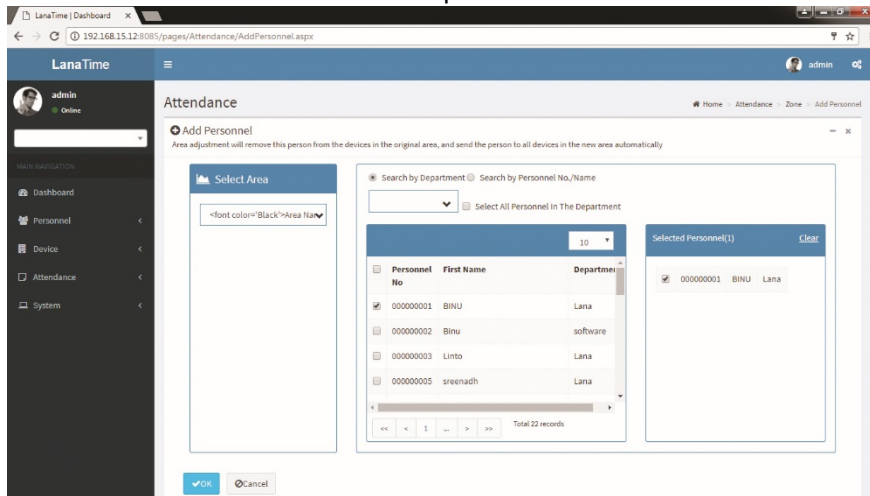


## Add zone

Users can add personnel to an area on the interface. Select an area from the area list on the left, and the system automatically screens and displays the personnel of the area in list on the right.

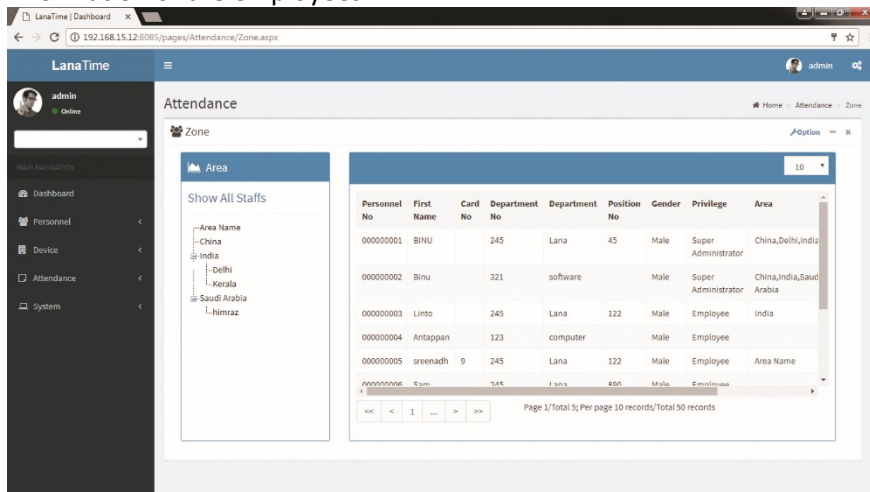
The steps for adding an employee to an area are as follows:

1. Click **Add Personnel** to access the personnel addition interface.



Select areas (multiple choices are allowed) and employees (multiple choices are allowed). Click **OK** to save the settings, and return to the **Zone User Management** interface.

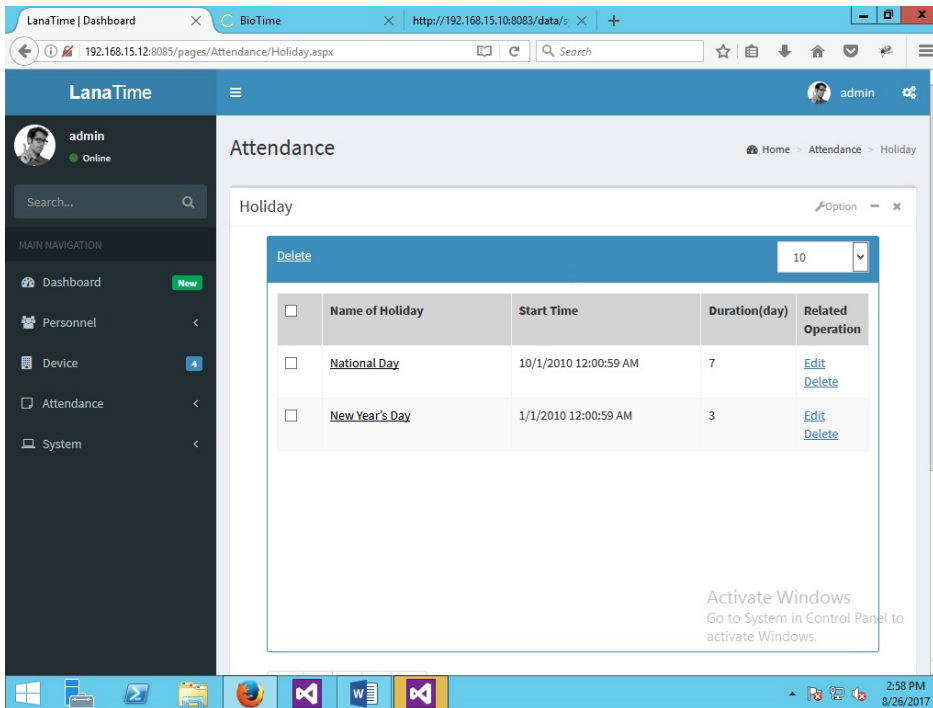
On the **Zone User Management** interface, click the selected area, and the area personnel list on the right displays the information of the employees.



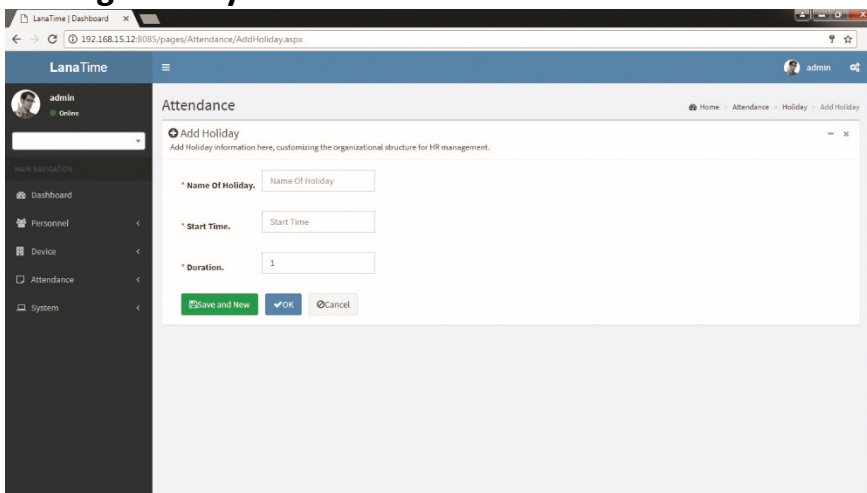
Note: After employees are added, the employees are set to be in the selected attendance area, the employee information is issued to all devices in the attendance area, and the employee information in all devices in the original attendance area is deleted.

### 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.



## Adding Holiday



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

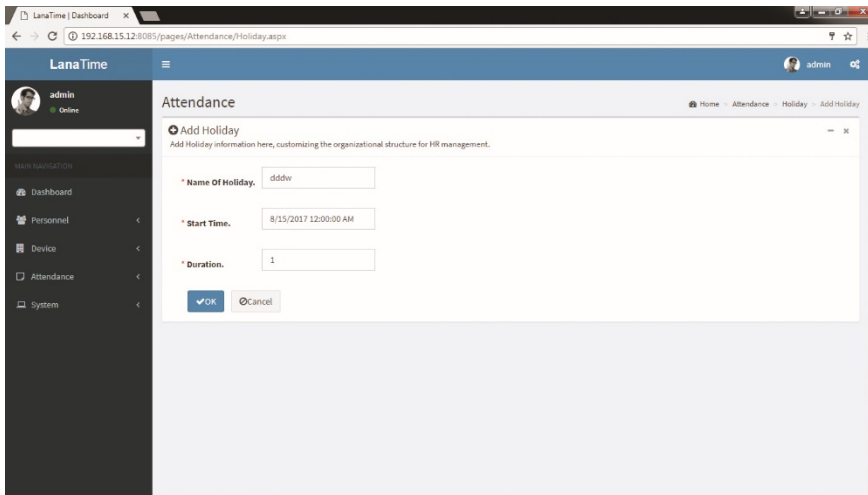
**Duration:** Set the duration of the holiday, with the unit of days.

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

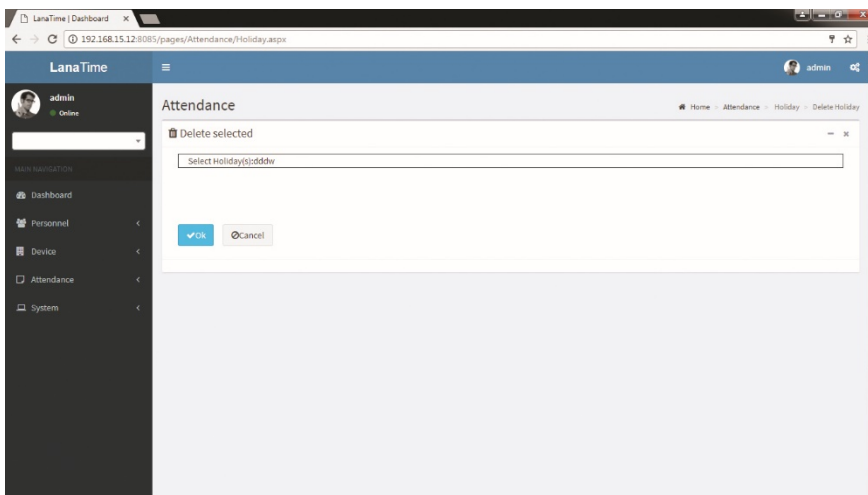
In the holiday list, click the name of a holiday, or click **Edit** under **Related Operation** to access the edit interface.



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

## Deleting Holiday

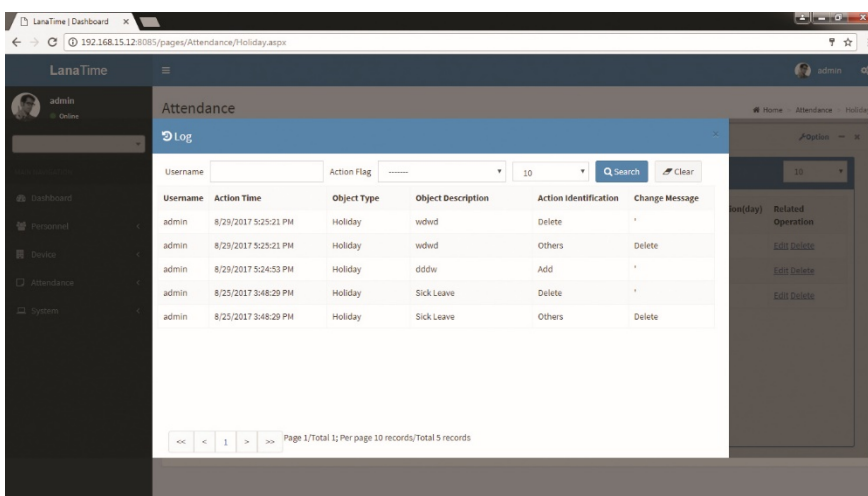
In the holiday list, select the holiday to be deleted, and then click **Delete** on the upper left of the holiday list, or directly click the **Delete** under **Related Operation** in the line of the holiday to be deleted to access the deletion confirmation interface.



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

## Log

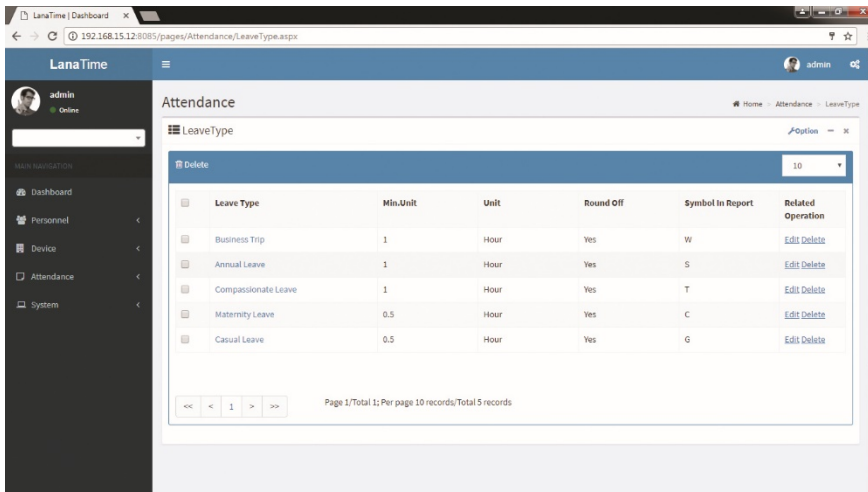
In this whatever change in this software modification it will display in log



## Leave Type

Leave Type Management

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

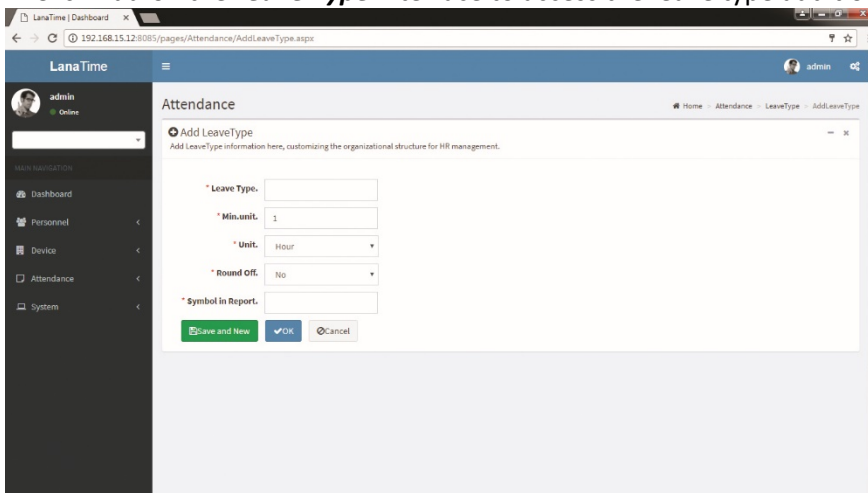


Employees may request a leave and hope that the leave can be displayed in the system statistics. In this case, he or she should select a leave type when entering a leave record.

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.

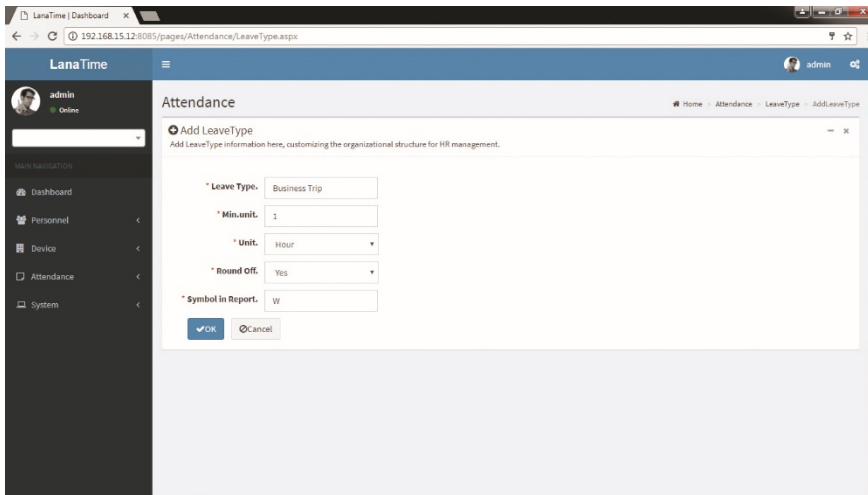
**Symbol in Report:** Set the symbol of the leave type in the attendance report.

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.

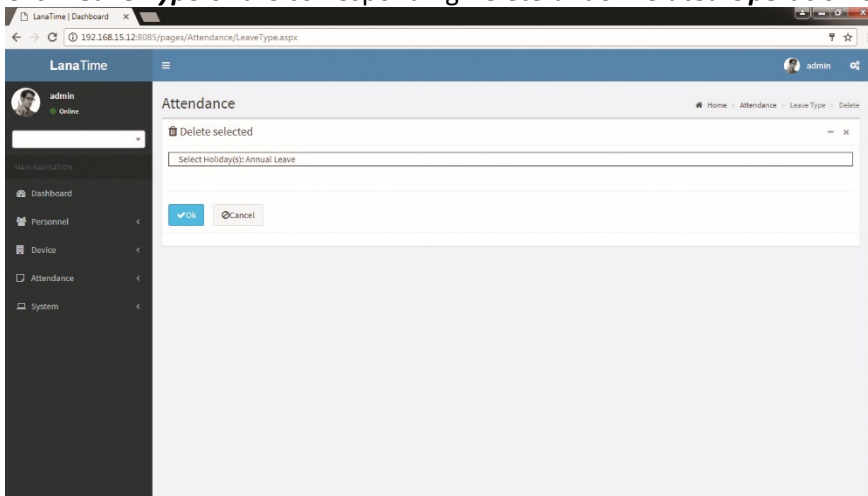




After modification click **OK** to save

## Delete Leave Type

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



Click **OK** for **Delete**

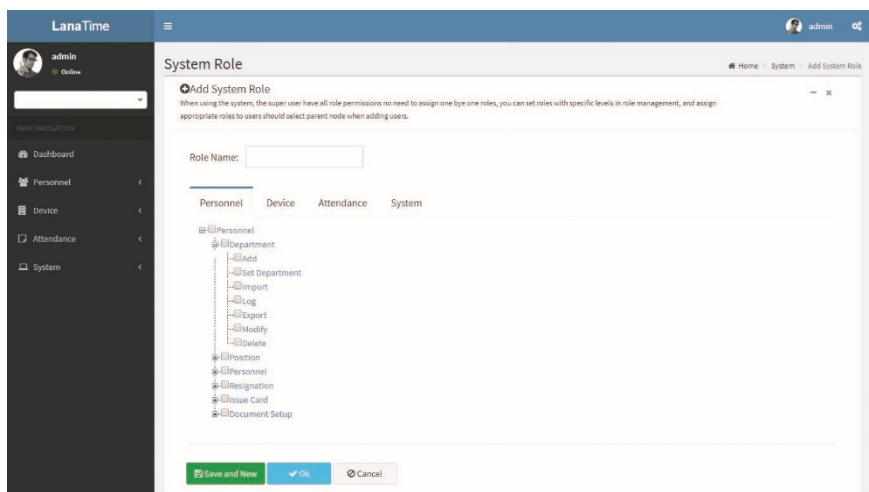
## SYSTEM

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



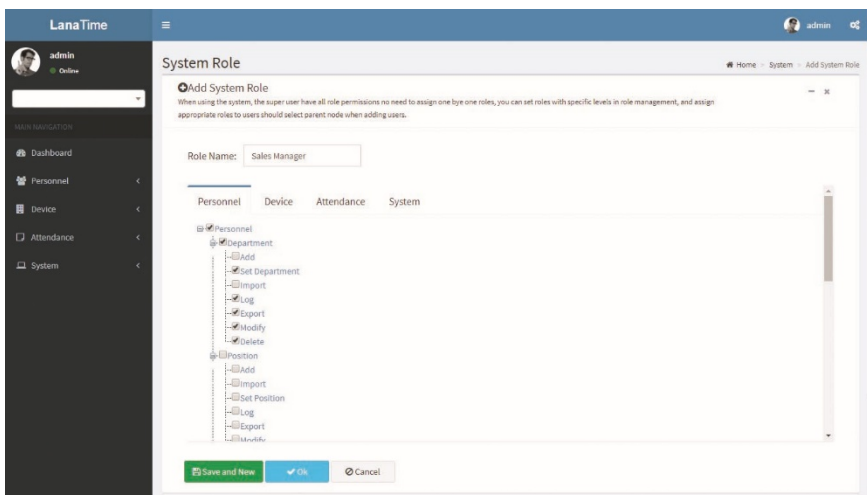
Note: Select corresponding permissions based on the selected permission type.

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.

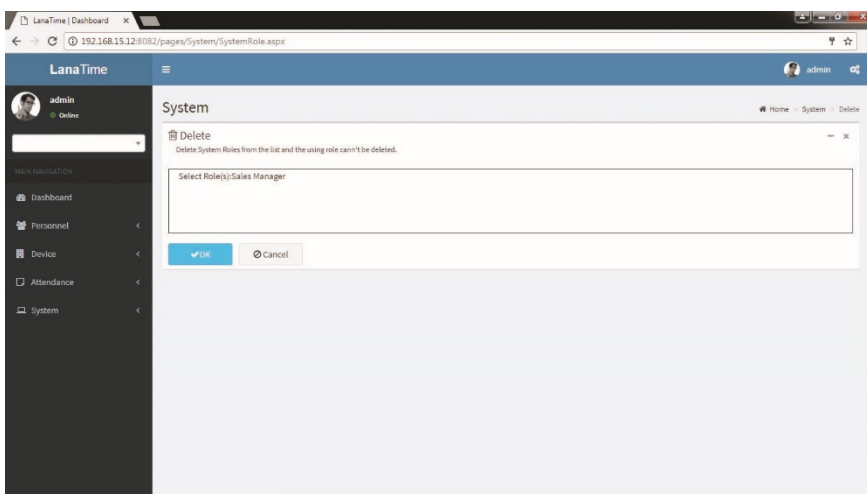
## Edit Role

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.



## 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.

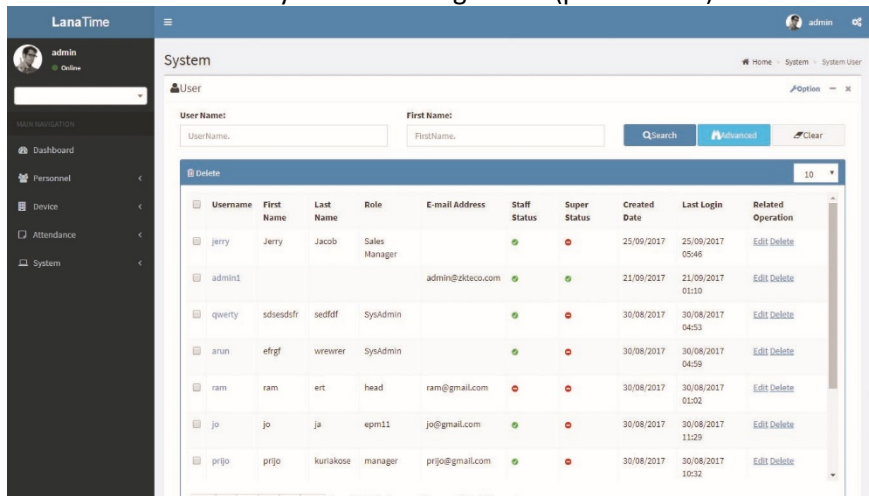


In the role list, select a role to be deleted, and click **Delete** on the upper part of the interface or click **Delete** under **Related operation** in the line of the role to be deleted to access the role deletion interface. Click **OK** to confirm the deletion of the selected role.

## USER MANAGEMENT

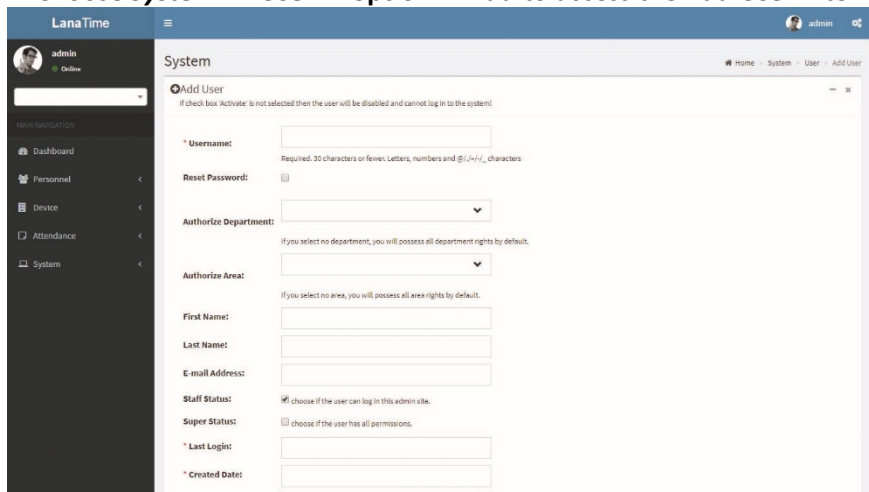
.Choose **System >> User**

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



## Adding a user

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



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.

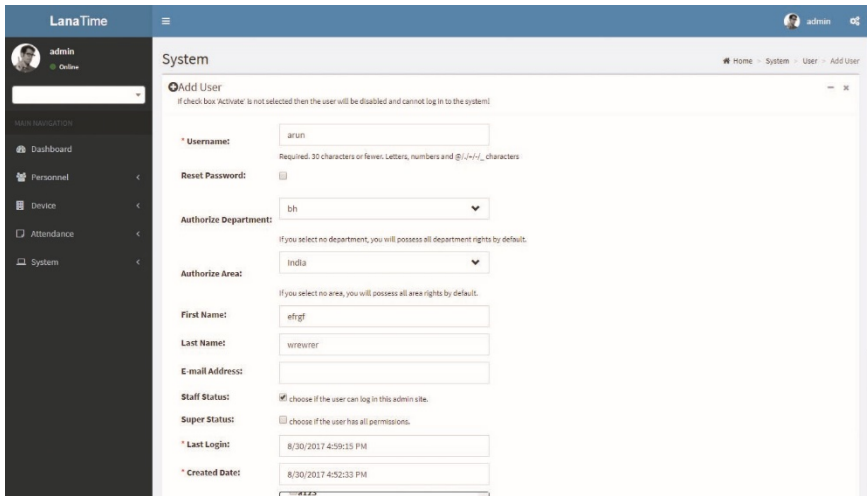
**Role:** Roles need to be selected for non-super users. Select a preset role, and the user has all operation permissions of this role.

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.



**LanaTime** System

**Add User**  
 If check box 'Activate' is not selected then the user will be disabled and cannot log in to the system!

**Username:** arun  
 Required: 30 characters or fewer: Letters, numbers and @,.,/,-,\_, characters

**Reset Password:**

**Authorize Department:** bh  
 If you select no department, you will possess all department rights by default.

**Authorize Area:** India  
 If you select no area, you will possess all area rights by default.

**First Name:** efrgf

**Last Name:** wrewrer

**E-mail Address:**

**Staff Status:**  choose if the user can log in this admin site.

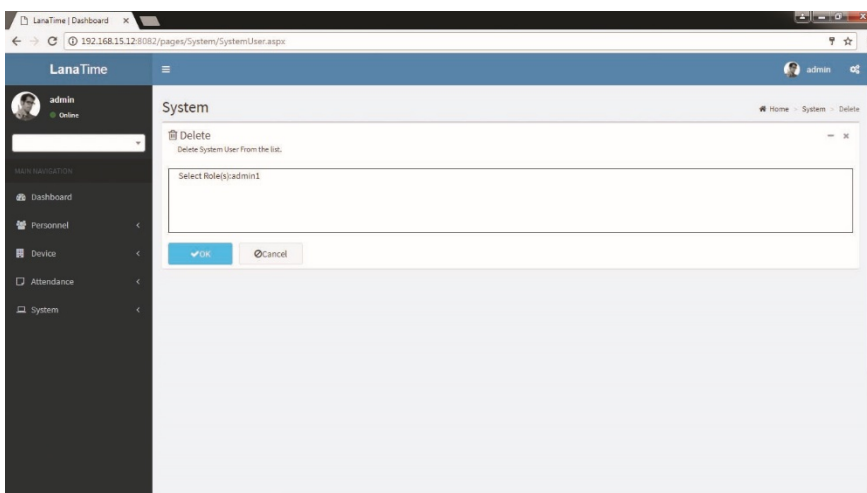
**Super Status:**  choose if the user has all permissions.

**Last Login:** 8/30/2017 4:59:15 PM

**Created Date:** 8/30/2017 4:52:33 PM

## 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.



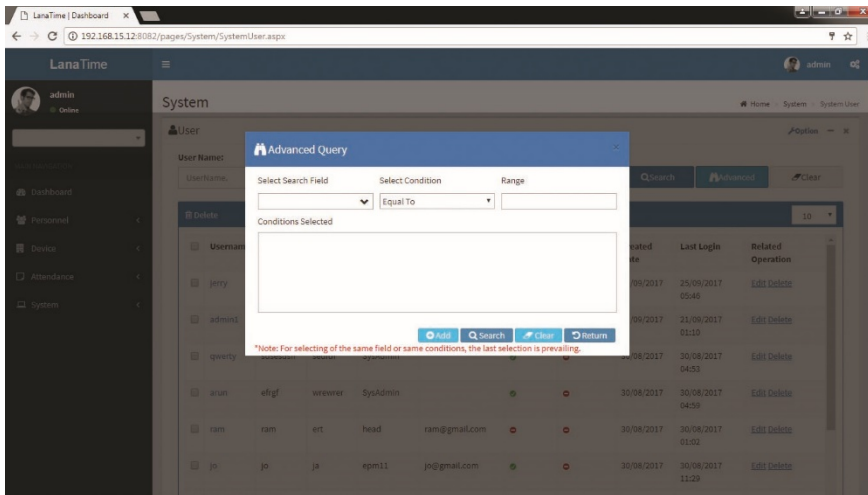
**LanaTime** System

**Delete**  
 Delete System User from the list.

Select Role(s):admin1

## Advanced search

*Advanced search* options are a set of very useful features offered by most *search* engines and *search* tools on the Web. *Advanced search* gives the Web searcher the ability to narrow their *searches* by a series of different conditions ,ranges and fields



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 search

**Select condition:** it is used to select the condition from the drop down that are to be search

**Range:** it is used to set range of search field

**Add:** button is used to add extra search features by user

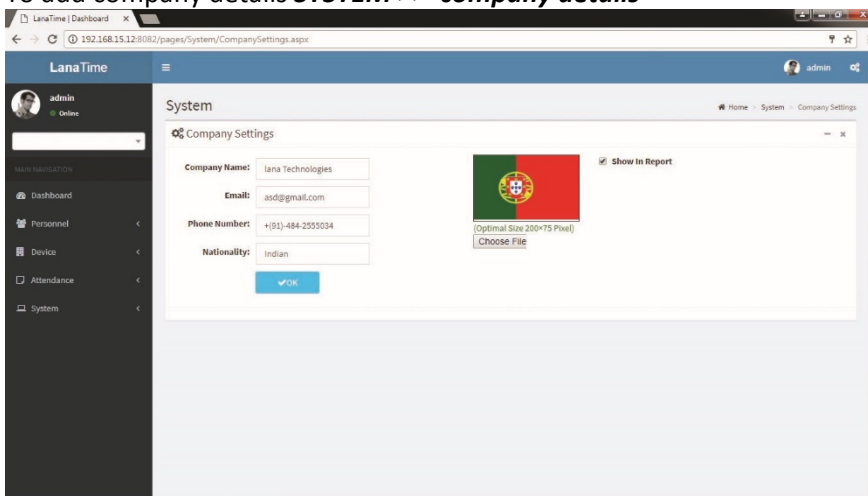
**Search:** this button is used to the features

**Clear:** this button is used to clear the form

**Return:** button is used to return from the current form

## COMPANY DETAILS

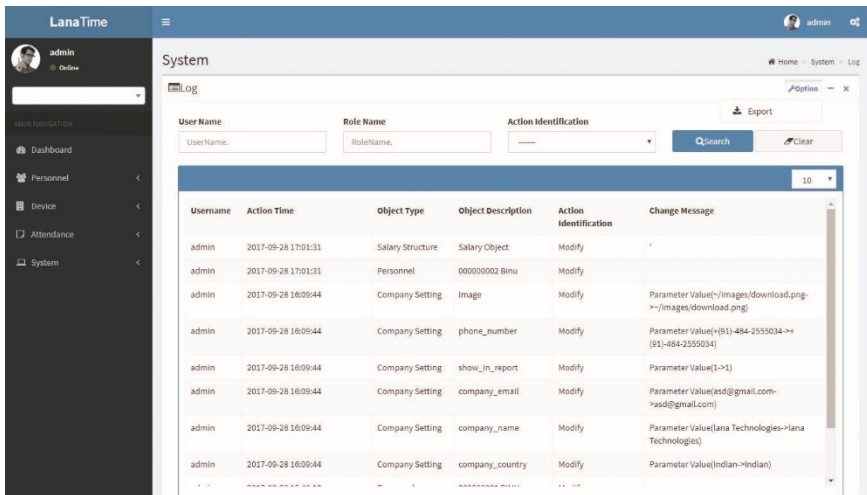
To add company details **SYSTEM >> company details**



Click **OK** to **SAVE** company details

## LOG

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

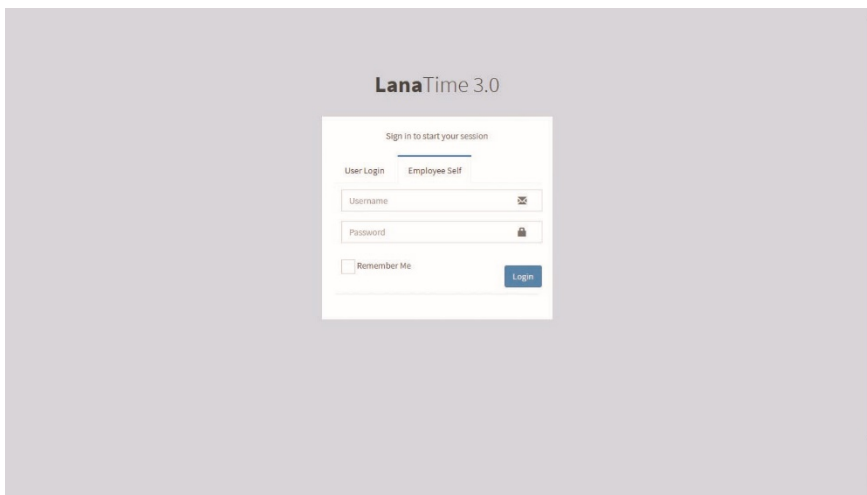


Username	Action Time	Object Type	Object Description	Action Identification	Change Message
admin	2017-09-28 17:01:31	Salary Structure	Salary Object	Modify	
admin	2017-09-28 17:01:31	Personnel	00000002 Binu	Modify	
admin	2017-09-28 16:09:44	Company Setting	image	Modify	Parameter Value(-\images\download.png->-\images\download.png)
admin	2017-09-28 16:09:44	Company Setting	phone_number	Modify	Parameter Value(+91-484-2555034->+91-484-2555034)
admin	2017-09-28 16:09:44	Company Setting	show_in_report	Modify	Parameter Value(1->1)
admin	2017-09-28 16:09:44	Company Setting	company_email	Modify	Parameter Value(asd@gmail.com->asd@gmail.com)
admin	2017-09-28 16:09:44	Company Setting	company_name	Modify	Parameter Value(Lana Technologies->Lana Technologies)
admin	2017-09-28 16:09:44	Company Setting	company_country	Modify	Parameter Value(Indian->Indian)

## 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.



**LanaTime 3.0**

Sign in to start your session

User Login    **Employee Self**

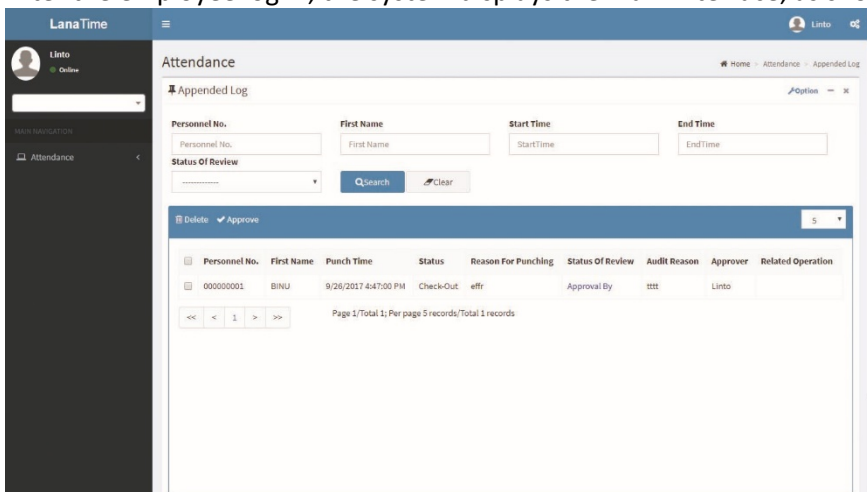
Username

Password

Remember Me    **Login**

If employee wants to login

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



Personnel No.	First Name	Punch Time	Status	Reason For Punching	Status Of Review	Audit Reason	Approver	Related Operation
00000001	BINU	9/26/2017 4:47:00 PM	Check-Out	eftr	Approval By	tttt	Linto	

LANA Time | Dashboard

Attendance

Home - Attendance - Appended Log - Add Appended Log

Add appended log

Added retroactive card: Sometimes referred approver, the approver must choose handed, retroactive card approved by the selected approver/without care approver, retroactive card for approval by system users

Personnel No. 00000003 Linto

Punch Time

Status:

Reason For Punching Reason For Punching

Forwarding Approver

OK Cancel

## Appended Log

Click **Attendance** >> **Appended Log** to view the logs given below

LANA Time | Dashboard

Attendance

Home - Attendance - Appended Log

Appended Log

Personnel No. First Name Start Time End Time

Personnel No. First Name StartTime EndTime

Status Of Review

Search Clear

Delete Approve

Personnel No.	First Name	Punch Time	Status	Reason For Punching	Status Of Review	Audit Reason	Approver	Related Operation
00000001	BINU	9/26/2017 4:47:00 PM	Check-Out	efr	Approval By	tttt	Linto	

Page 1/Total 1; Per page 5 records/Total 1 records

## Add Appended Log

To add appended log fill the parameters shown in the figure below

LANA Time | Dashboard

Attendance

Home - Attendance - Appended Log - Add Appended Log

Add appended log

Added retroactive card: Sometimes referred approver, the approver must choose handed, retroactive card approved by the selected approver/without care approver, retroactive card for approval by system users

Personnel No. 00000003 Linto

Punch Time

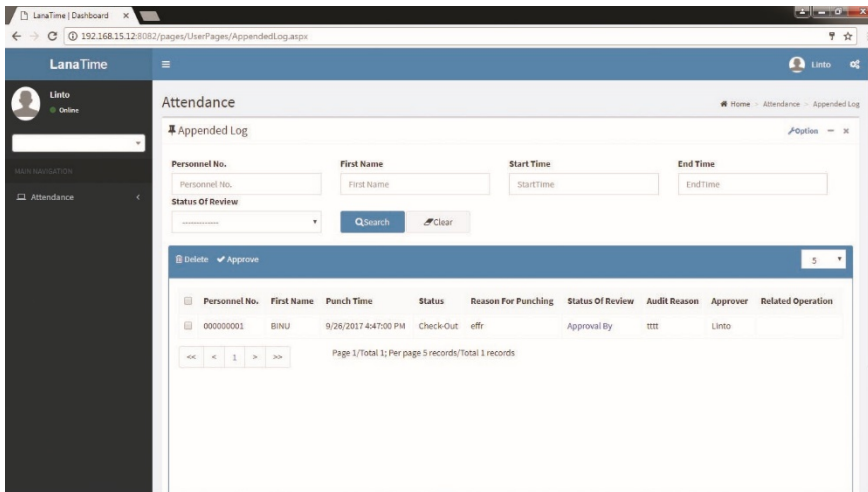
Status:

Reason For Punching Reason For Punching

Forwarding Approver

OK Cancel

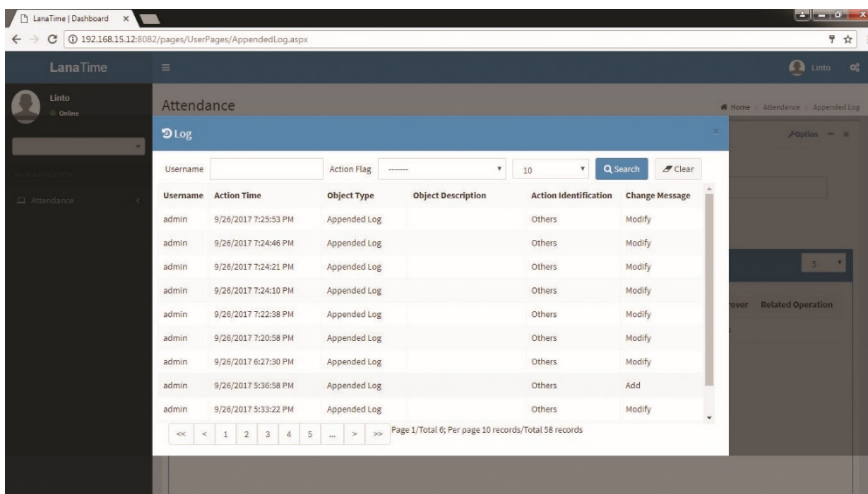
After the completion of the settings, click **OK** to save the settings and return to the **Appended Log** interface.



## LOG

To view logs **Appended Log** >> **Options** >> **Log**

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

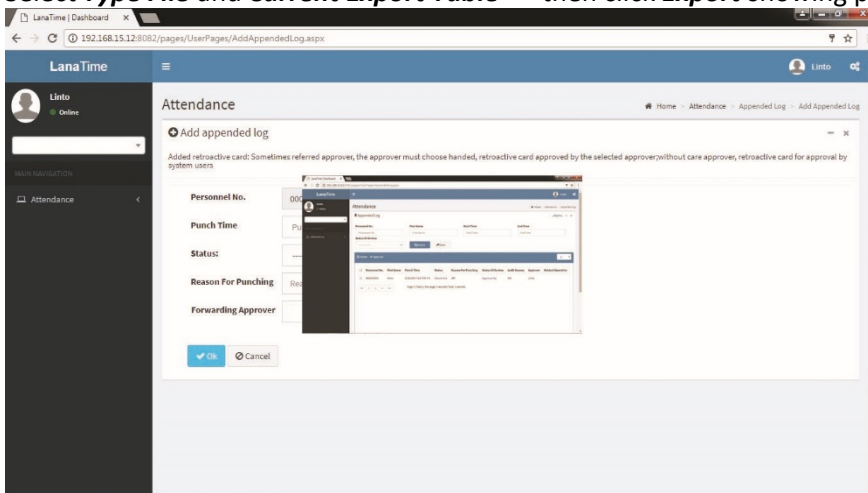


## Export

To export the appended log list

**Appended log** >> **Options** >> **Export**

Select **Type File** and **Current Export Table** >> then click **Export** showing picture given below



## Leave

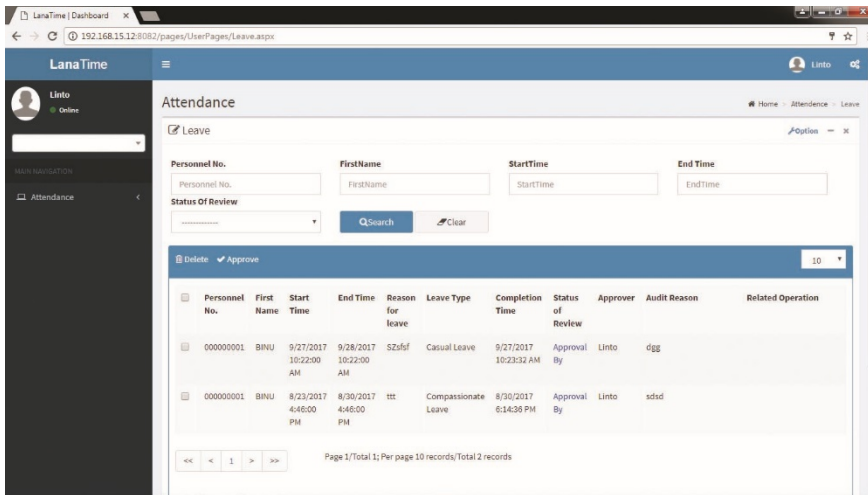
In this employee can only view, add and export leave

To view the leave details

**Attendance** >> **Leave**

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

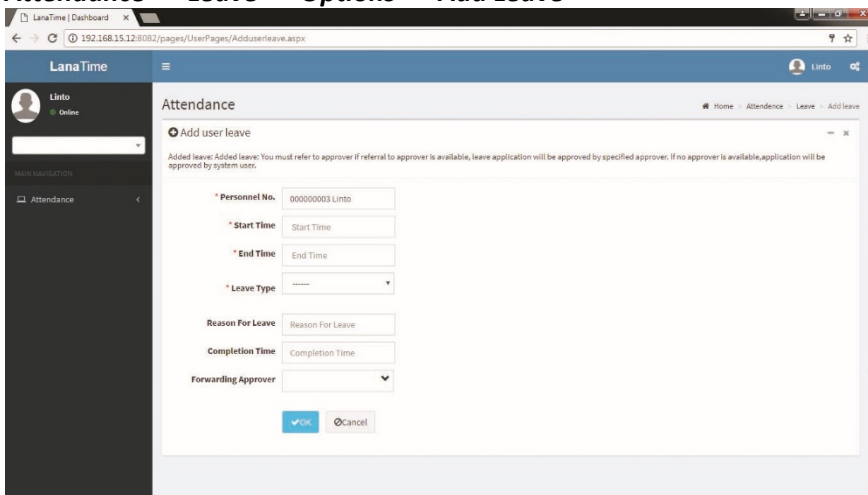




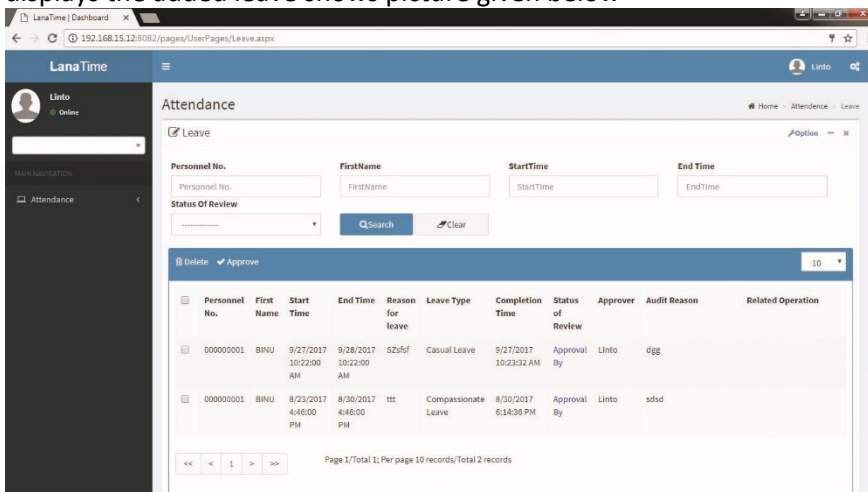
## Add leave

To add leave

**Attendance >> Leave >> Options >> Add Leave**



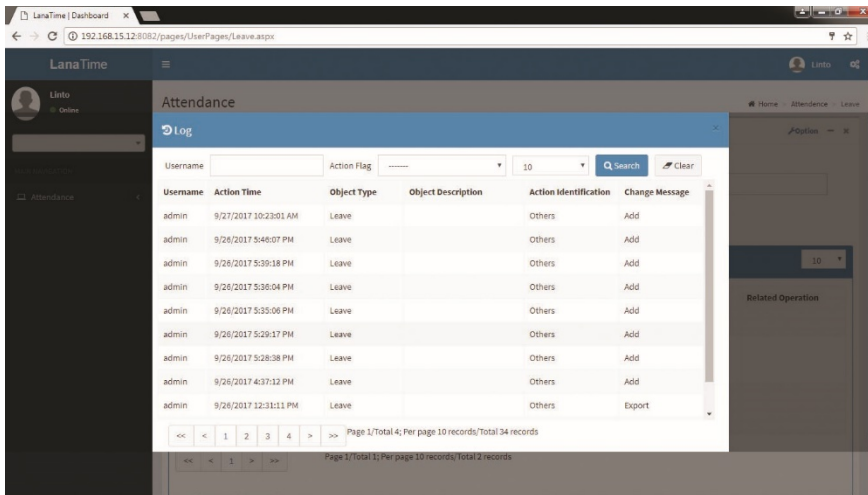
After the completion of the settings, click **OK** to save the settings and return to the **Leave** interface. The leave list displays the added leave shows picture given below



## LOG

To view leave log

**Attendance >> Leave >> Options >> Log**



## Export leave

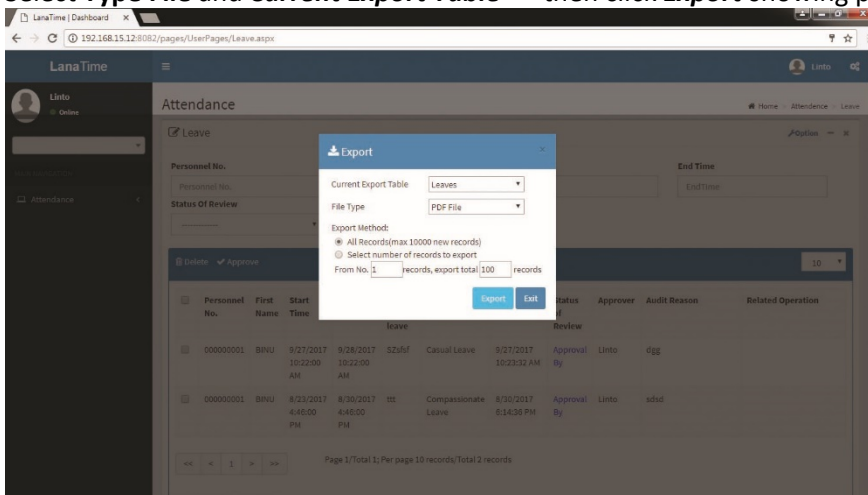
To export leave

**Attendance >> Leave >> Options >> Export**

To export the leave

**Appended Log >> Options >> Export**

Select **Type File** and **Current Export Table** >> then click **Export** showing picture given below



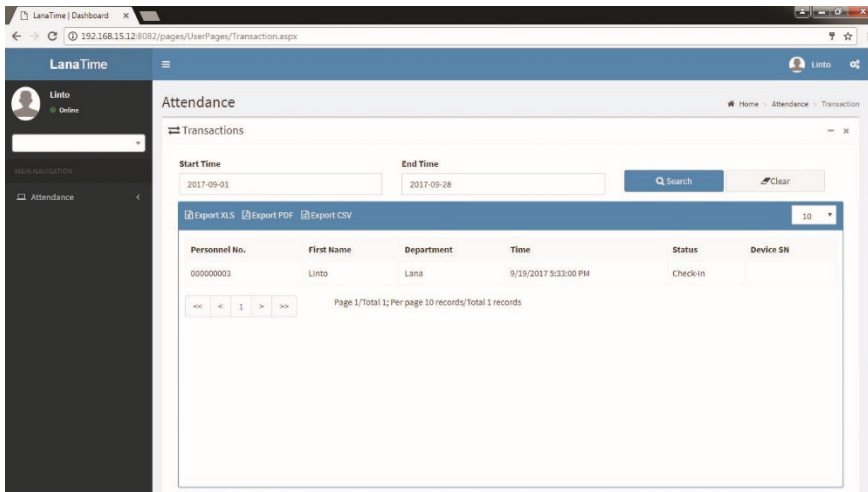
## Transactions

To view the checkin 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



## Export

To export the transaction details

On the top of **transaction** interface, **Export xls**, **Export pdf**, **Export csv**

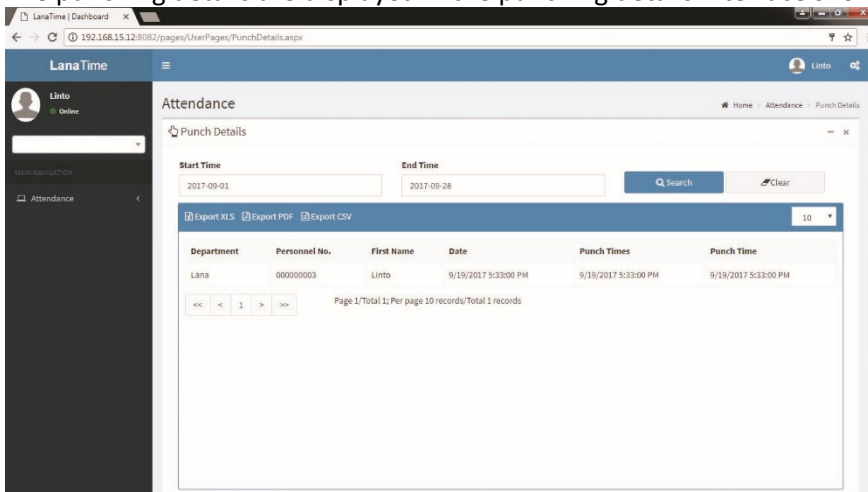
Select any file type and export

## 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



## Export

To export the punching details

On the top of **Punching Details** interface, **Export xls**, **Export pdf**, **Export csv**

Click **OK** to export

Select any file type and export shown in the picture below

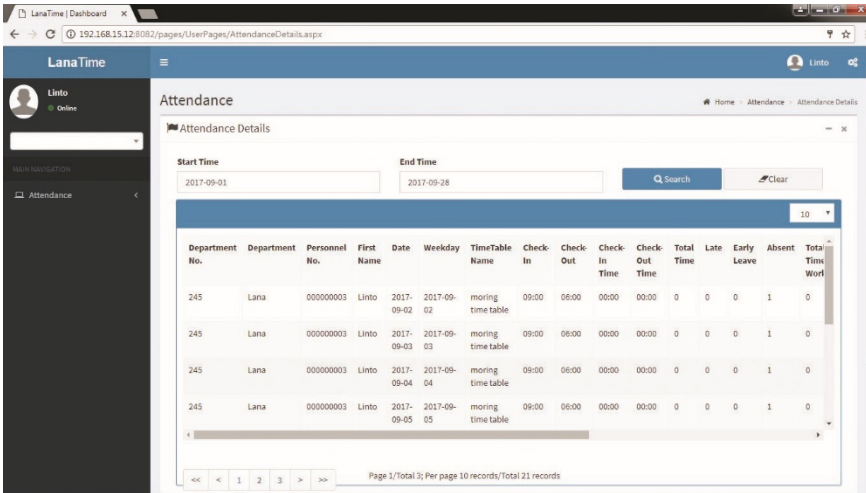
## Attendance Details

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



Department No.	Department	Personnel No.	First Name	Date	Weekday	TimeTable Name	Check-In	Check-Out	Check-In Time	Check-Out Time	Total Time	Late	Early Leave	Absent	Total Time Work
245	Lana	00000003	Linto	2017-09-02	02	moring time table	09:00	06:00	00:00	00:00	0	0	0	1	0
245	Lana	00000003	Linto	2017-09-03	03	moring time table	09:00	06:00	00:00	00:00	0	0	0	1	0
245	Lana	00000003	Linto	2017-09-04	04	moring time table	09:00	06:00	00:00	00:00	0	0	0	1	0
245	Lana	00000003	Linto	2017-09-05	05	moring time table	09:00	06:00	00:00	00:00	0	0	0	1	0

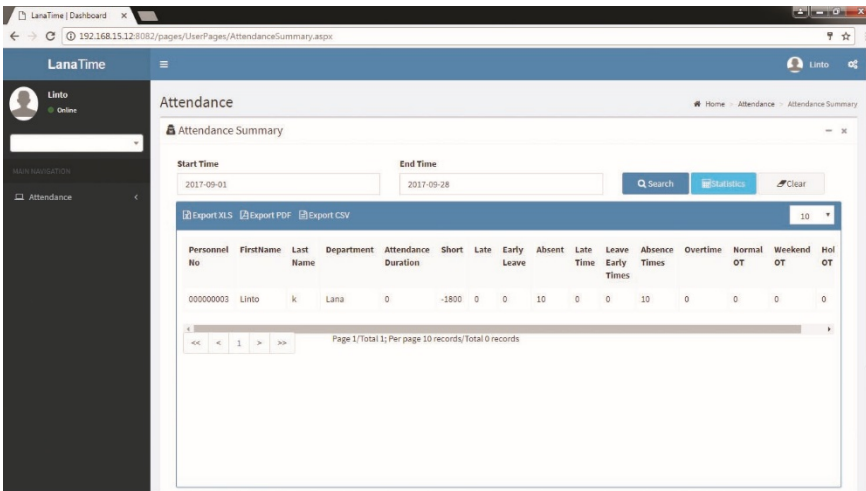
### Attendance summary

To view the attendance summary of employee

**Attendance** >> **Attendance Summary**

Select **Start Time** and **End Time** then click **Search** button

The attendance summary are displayed in the attendance summary interface that shown given below



Personnel No.	FirstName	Last Name	Department	Attendance Duration	Short	Late	Early Leave	Absent	Late Time	Leave Early Times	Absence Times	Overtime	Normal OT	Weekend OT	Hol OT
00000003	Linto	k	Lana	0	-1800	0	0	10	0	0	10	0	0	0	0

### Export attendance summary

To export the attendance summary

On the top of attendance summary interface **Export xls**, **Export pdf**, **Export csv**

Click **OK** to export

Select **Any File Type** and **Export** shown given below

