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LANA TIME 3.0

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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, the valid attendance duration is a shift timetable, the time set in Work Minute of a shift timetable, the time set in Work Minute of a shift timetable. 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 o peration permissions, so corresponding operation procedures are different. Users need to only follow the procedure below to operate the items displayed on the interface.

Step 1: Log in to the system and modify the default password for your account.

Step 2: Assign accounts and roles for the personnel using the system (such as company management personnel, registrars and attendance administrators).

Step 3: Set common system information such as system parameters, announcements and alerts.

Step 4: Set the department organization architecture according to the company structure and set corresponding position information.



Step 5: Enter employee information, issue cards to the employees, and conduct daily maintenance.

Step 6: Set the regional structure of the company, add a T&A device for the system, and configure basic information about the device.

Step 7: Set the attendance parameters. You can use the default settings or modify the settings as required.

Step 8: Set the attendance timetables which may be used during attendance, and set relevant parameters.

Step 9: Set the shifts frequently used in attendance system, that is, the cycle combination modes of attendance 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

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

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





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

LOG OUT

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

PERSONNEL MANAGEMENT

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

DEPARTMENT MANAGEMENT

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

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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

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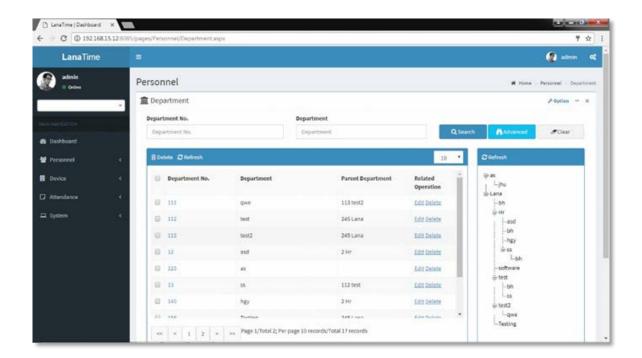
Set the parameters as required based on the following steps:



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

DEPARTMENT: Enter a Department Name.

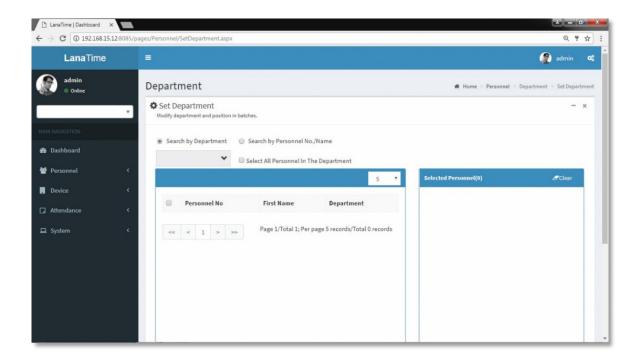
PARENT DEPARTMENT: Click the drop-down list and select the department to which the position belongs. After the completion setting, click **OK** to save the settings (click **Save and New** to add another department) and return to the **Department** interface. The information on the new position is displayed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



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.

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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.

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



IMPORT DEPARTMENT

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

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Click **OK** to Import Department.

EXPORT DEPARTMENT

Choose Personnel >> Department >> Option >> Export

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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.



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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.

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.

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ADD POSITION

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

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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.

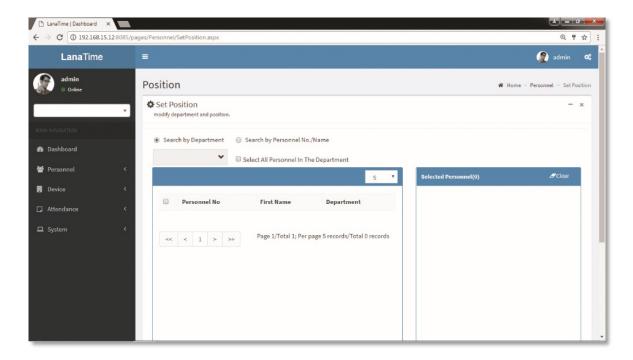
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SET POSITION

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

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



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.

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EXPORT POSITION

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



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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.

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

Position: Enter the position title.

Parent Position: select the parent position.

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

DELETE POSITION

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

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	Delete Undo position, Note: position cannot be reused after revocation!	- ×
MAIN NAVIGATION	Select Positions(s):34 Accountanat	
👹 Personnel 💦 🤇		
Device <	✓ Ok Ø Cancel	
Attendance <		
묘 System 〈		

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

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search 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.

LanaTime Dashboard X		10.108 (DOL)	
← → C ① 192.168.15.12:8085/pt	ages/Personnel/Position.aspx		Q 🕈 ☆ :
LanaTime			👰 admin 🕫
admin Online	Personnel		Home > Personnel > Position
	Position		FOption - x
MAIN NAVIGATION	Positio Advanced Query Positi Select Search Field	Select Condition Range	Search
🚯 Dashboard			
矕 Personnel 🤟 🤞	Conditions Selected		✓ Ø Refresh
Device <			^ ⊕as ∟jhu
□ Attendance <			ia-Lana ↓−bh
🖵 System 🔸	-		⇔ Hr −asd −bh
	Note: For selecting of the sam	• Add Q Search Clear • Re e field or same conditions, the last selection is prevailing.	
			it <u>Delete</u>
		23 Assitant Hr 4565 Yes <u>Ed</u> position	it Delete
	🔲 245 Lana 1	122 Developer Yes <u>Ed</u>	it Delete
	🖸 2 Hr 3	34 Driver 1 Manager Yes <u>Ed</u>	it Delete

Set the parameters as required based on the following steps:

LANA Time Web 3.0



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.

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.

C O Not	secure 192	.168.15.12:8085/pages/l	reisonnel/AddPer	sonneis.aspx						Q 9
LanaTime										🔮 admin
admin Online	F	Personnel							w€ Home ≻ P	ersonnel > Personnel >
	Ŧ	Add personnel	nroll fingerprint and fill	in the card number a	s required.Note: 1	The parameter with * m	ans it cannot be empty.			-
		Personnel Profile								
shboard										
rsonnel	۲.	*Personnel No.			Check	FirstName:				
	*	Gender:		٠		LastName:				
endance	*	*Department:		~		Position:		~		
stem	<	Employment Type:		٠		Туре:		•	(Optimal Size 120×140 Pixel) Choose File No file chosen	
		Employment Date:	23/09/2017			Password:				
		Self Password:	12345			Card No.				
		♥ Personnel Deta	ils							
		✓ Expiry Alert								
		✓ Attendance Set	lings							

Set the parameters as required based on the following steps:

PERSONNEL PROFILE

Employment Date: 23/09/2017 Password:	< Employment Ty	pe:	• Type:	•	(Optimal Size 120×140 Pixel) Choose File No file chosen
✓ Personnel Details Work Address: Office Telephone: Birthday: Home Address: Home Telephone: ID Number: Postal Code: Mobile Phone: Email:	Employment Da	te: 23/09/2017	Password:		
Work Address: Office Telephone: Birthday: Home Address: Home Telephone: ID Number: Postal Code: Mobile Phone: Email:	Self Passwo	rd: 12345	Card No.		
Home Address: Home Telephone: ID Number: Postal Code: Mobile Phone: Email:	✓ Personnel	Details			
Postal Code: Mobile Phone: Email:	Work Address	:	Office Telephone:	Birthday:	
	Home Address	٤	Home Telephone:	ID Number:	
Bank Name: Bank Account: Basic Salary:	Postal Code	•	Mobile Phone:	Email:	
	Bank Name		Bank Account:	Basic Salary:	
	> Attendano	e Settings			



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

Set each parameter as needed.

EXPIRY ALERTS AND ATTENDANCE SETTINGS

	t						
adhar	Expire On:		Email Alert:	Yes 🔻	Before	day(s)	
license	Expire On:		Email Alert:	Yes 🔻	Before	day(s)	
Social Number Security	Expire On:		Email Alert:	Yes 🔻	Before	 day(s)	
Social Number Security	Expire On:		Email Alert:	Yes 🔻	Before	day(s)	
45csdss@#\$	Expire On:		Email Alert:	Yes 🔻	Before	day(s)	
	Settings				•		
Attendance Area:		Enable Attendance Function:	Yes		•		



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.

LanaTime Dashboard X					l	8 0 0	×
← → C ① 192.168.15.12:8085/pa	ages/Personnel/ImportPerson	inel.aspx				0, 7	☆ :
Lana Time	=				٢	admin	¢;
admin Online	Personnel			∦ Home ≥ Pe	rsonnel > Pers	ionnel > Im	port
	Limport To bring a bunch of deta	ails from a different program into the one you're usin	3				×
MAIN NAVIGATION	Select the file	Choose File No file chosen Only support file formats .xls and	Importing Template Example:	A B 1 Personnel No. First Name	C Department No.	D Position No.	E Card N
🙆 Dashboard	import :	only support file formats .xls and .csv		2 300 David	1	2	1
矕 Personnel 🛛 🔇				3 400 Fadd 4 500 Wade 5 600 James 6 700 Snith			123 34 88
📮 Device 🛛 <				6 700 Smith	1		3
□ Attendance <	Duplicate Perso	onnel No : Not Import Cover 	2. Pe De	port template requires head rsonnel No,First Name and spartment No are required fir fields must be in text format	elds		
□ System 〈				tields must be in text formater t Import Templates	t		
	✔ Ok	Ø Cancel					

EXPORT PERSONNEL

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

LanaTime												6	admin	
admin Online		Persor	nnel									• Home > Pers	onnel = Per	sonni
		Pers										×		×
		Perso	nnel No.		Export			×			Position			
		Pers			Current Export									
			Name		File Type Export Method					nced 🥒				
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							Export	_	Gender	Privilege	Area	FingerPrint	Face 🕯	
			Personnel	FIFST										
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			No.	Nam	245			md	Male Male	Employee	India India			
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Log: In this whatever change in this software modification it will display in log.

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Person	nel				🕷 Home 🍝	Personnel - Person
DLog						× lon – x
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Username	Action Time	Object Type	Object Description	Action Identification	Change Message	Î
admin	9/19/2017 6:52:28 PM	Personnel	000000021 faisal	Modify		
admin	9/19/2017 6:51:55 PM	Personnel	000000011 tst	Others		
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admin	9/19/2017 6:51:55 PM	Personnel	00000008 Ram	Others	•	
~~ <	1 2 3 4 5	> >>	Page 1/Total 22; Per page 10	records/Total 218 records		

DELETE EMPLOYEE

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

🗋 LanaTime Dashboard 🛛 🗙		📥 🗕 🗖 💻	
← → C ① 192.168.15.1	:8085/pages/Personnel/Personnel.aspx	デ ☆	:
LanaTime		😰 admin 🗠	Î
admin • Coline	Personnel	Home > Personnel > Personnel > Delete	
	Delete Delete Delete Delete staff attendance schedule, appended log, overtime sheet, leave, the original records table information, please delete properly!	- ×	
	Select Personnels(s):00000001 BINU		
ab Dashboard			
🖶 Personnel	<		
Device	< OK @Cancel		

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.

LanaTime Dashboard X					6			x
← → C ① 192.168.15.12	8085/pages/Personnel/Personnel	aspx				9	☆	:
LanaTime					2			Î
admin o cetrue	Personnel		🖷 Home 🤉	Personnel	Personnel >	Area adju	stment	
	• Area adjustment Area adjustment will remove	this person from the devices in the original area and this person will be automatically sent to all devices in the new area.				-	ж	I
		Select Personnels(s):000000055 Vinu,						
🙆 Dashboard								
👹 Personnel	c .							I
Device ·	* Adjusted to Area:	Include Subordinate Departments						1
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		UChna ↓ Iloeni Liloeni Liloenia Liloenia Liloenia Liloenia						
	Transfer Reason:	Transfer Reason						
	Remarks:	Remarks						
		✓ Ok Ø Cancel						

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

LANA Time Web 3.0



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.

LanaTime Dashboard	×		
\leftrightarrow \rightarrow C (i) 192.168.15	5.12:8085/pages/F	Personnel/Personnel.aspx	Q 9 🏠 :
LanaTime			😭 admin 🕫
admin Online	Pe	ersonnel	Home > Personnel > Personnel > Adjust Department
		Adjust Department the personnel department after adjustin	g the original sector is the same department, position remains unchanged, otherwise it will adjust the personnel office will be set after empty.
			Select Personnels(s):00000001 BINU,
🚳 Dashboard			
嶜 Personnel	<		
. Device	<	* Adjusted to Department:	Y
Attendance	<	Transfer Reason:	Transfer Reason
🗖 System	<	Remarks:	Remarks
			✓ Ok Ø Cancel
			· · · · · · · · · · · · · · · · · · ·

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.

🗅 LanaTime Dashboard 🛛 🗙								ti i i i i i i i i i i i i i i i i i i	٥	x
\leftarrow \rightarrow C (1) 192.168.15.12	:8085/pages/Personnel/P	ersonnel.aspx						Q	7 ☆	:
LanaTime	=							😰 admin	٩	;
admin Online	Personn	el				🕷 He	ome > Personnel	> Personnel > Resi	gnation	,
	Perform res	ation signation operation on p	ersonnel					-	×	
		s	elect Personnels(s):00000002	Binu,					
🆚 Dashboard	Resig	nation Date								
嶜 Personnel	< Resig	nation Type								
. Device	< Reaso	n								
Attendance	< Retur	n Tool(s) Type	'es	•						
🗖 System	< Retur	n Uniform Y	'es	•						ľ
	Retur	n Card Y	'es	•						
	Black	listed y	'es	*						
	Disab	le Attendance 🕑								
			🗸 Ok	Ø Cancel						

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

LanaTime										👰 admin
admin										
Online	Person	nel								🕷 Home > Personnel > Res
	▼ C Resig	nation								FOption -
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lashboard							*		Q, Search	Advanced SClear
Attendance	<	Personnel No.	First Name	Department	Blacklisted	Resignation Date	Resignation Type	Reason	Disable Attendance	Related Operation
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ttendance										
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	0	00000009	Janu	2Hr	Yes	12/09/2017	Quit		Yes	Delete
		00000010	raj	2Hr	Yes	12/09/2017	Quit		Yes	Delete
										Delete

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.

LanaTime Dashboar	ard ×				
← → C ① 192.1	168.15.12:808	5/pages/Personnel/AddResi	gnation.aspx		무 ☆ :
LanaTime	e				🎡 admin 😋
admin Online		Personnel			🕷 Home > Personnel > Add
	×	• Add Resignation			- ×
		* Personnel	•	*	
2 Dashboard		*Resignation Date			
嶜 Personnel	<	Resignation Type	Quit	•	
Device	۲	Reason			
Attendance	۲.	Return Tool(s) Type	Yes	٣	
🖵 System	۲	Return Uniform	Yes	•	
		Return Card	Yes	Ŧ	
		Blacklisted	No	•	
		Disable Attendance			
			R Save and New 🗸 Ok	Ø Cancel	

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

LanaTime Dashboard											
- → C ① 192.168.1	L5.12:8085/pages	s/Personnel,	/Resignation.asp	х							⊙, ₹
LanaTime											admin admin
admin Online	R	Person	nel								Home > Personnet > Resign
		Resig									≁Option —
		Person	nel No.	📥 Ex	port			×			
				Curre File T	nt Export Table ype	Resignati	on T	•			Advanced 🥒 Clear
		1 Del			t Method: Il Records(max :	10000 new reco	ords)				10 *
	4		Personnel No.		elect number of n No. 1 re	records to exp cords, export to		ds ignation	Reason	Disable Attendance	Related Operation
				Si			Export Exi	it		Yes	
				anu	ZHI	Tes	12/09/2017	Quit		Yes	
				Ram				Quit		Yes	
				Janu				Quit			
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								Quit			

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

LanaTime							admin 🗘	
admin Online	Person	nel				f Home	> Personnel > Resignatio	
	D Log				ion -			
	Username		Action Flag		• 10	Q Search	ear	
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message	- Clear	
	admin	9/19/2017 6:52:28 PM	Resignation	000000021 faisal	Others	Reinstatement	0 *	
	admin	9/19/2017 6:52:28 PM	Resignation	000000021 faisal	Delete			
	admin	9/19/2017 6:51:55 PM	Resignation	000000011 tst	Add		ion	
	admin	9/19/2017 6:51:55 PM	Resignation	000000011 tst	Modify			
	admin	9/19/2017 6:51:55 PM	Resignation	00000010 raj	Add	•		
	admin	9/19/2017 6:51:55 PM	Resignation	000000010 raj	Modify		1.000	
	admin	9/19/2017 6:51:55 PM	Resignation	00000009 Janu	Add			
	admin	9/19/2017 6:51:55 PM	Resignation	00000009 Janu	Modify	,		
	<< <	1 2 3 4 5	> >>	Page 1/Total 6; Per page 10	records/Total 52 records			

DISABLE ATTENDANCE

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



LanaTime	■	🥷 admin
admin • Online	Personnel	₭ Home > Personnel > Disable Attendance Funct
	Oisable Attendance Function	- ×
	Select Resignations(s):00000006 Sam,	
Dashboard	✓ OK Ø Cancel	
	c ox Cancer	
	c	
	¢	
	c -	

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

LanaTime Dashboard ×	pages/Personnel/Resignation.aspx	e = • • • • • • • • • • • • • • • • • •
LanaTime	E halfog z zerozani zeroli antozioadori	admin 📽
admin online	Personnel	♣ Home > Personnel > Reinstatement
	Reinstate Personnel	- x
	Select Resignations(s):00000007 anu,	
🍪 Dashboard	✓ OK Ø Cancel	
🖶 Personnel 🛛 🔇		
Device <		
□ System <		

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

🗅 LanaTime Dashboard 🛛 🗙		
$- \rightarrow \mathbf{C}$ (192.168.15.12:808)	i/pages/Personnel/Resignation.aspx	Q 7 \$
		😭 admin 📽
admin Online	Personnel	🕷 Home - Personnel - Resignation
	Resignation Advanced Query	FOption - x
	Select Search Field Select Condition Range	Q Search 🕅 Advanced 🥒 Clear
	R De Conditions Selected	10 *
		Disable Related Operation Attendance
	0	Yes Delete
	O Add Q Search	Yes <u>Delete</u> Yes <u>Delete</u>
	*Note: For selecting of the same field or same conditions, the last selection is prevailing. 000000009 Janu 2Hr Yes 12/09/2017 Quit	Yes Delete
	© 000000010 raj 2Hr Yes 12/09/2017 Quit	Yes <u>Delete</u>



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.

LanaTime Dashboard X			13	- 0	2	-
← → C ③ 192.168.15.12:808	5/pages/Personnel/AddIssueCard.aspx				\$:
LanaTime			🧟 ad	fmin	0	ŕ
admin • Online	Issue Card	🚯 Home 🗧	Personnel > Issue	e Card >	Add	I
	When issuing a new card, please connect the card reader to your PC on the server. Only personnel with their information registered can have their card issued.			-	×	I
	Personnel:					
a Dashboard New	Card No.					
矕 Personnel 🧹 🤇						
🖪 Device 🚺	R Save and New Ch. Cancel					
						I
		_		_		*

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.

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admin Online		Issue (Card it all starts her	e					🚯 Home > Personnel	> Issue Care
	۹	Issue C	ard						FOption	- ×
		Pers	onnel No.	Card No.		Card Status		_		
	New						•	QSearch MAdv	ranced ØClear	
	<	Retro	eat Card						10	
			Personnel No.	First Name	Department No.	Department Name	Card No.	Card Status	Date Of Issue	-
Attendance	4		00000001	BINU		Lana	1	Disabled	19/08/2017	
System			000000001	BINU		Lana	1	Disabled	24/08/2017	
			000000001	BINU		Lana	1	Disabled	24/08/2017	
	<		00000001	BINU		Lana	1	Disabled	24/08/2017	
			000000001	BINU		Lana	1	Disabled	24/08/2017	
			000000001	BINU		Lana	1	Disabled	25/08/2017	
			000000001	BINU		Lana		Disabled	25/08/2017	-



RETREAT CARD

Choose Personnel >> Issue Card >> Retreat card

LanaTime Dashboard X		
← → C ① 192.168.15.12.808	5/pages/Personnel/IssueCard.aspx	Q 7 \$
LanaTime		🧟 admin 🔍
admin o Online	Issue Card	R Home > Personnel > Issue Card > Retreat Card
	Retreat Card After the back of the card is successful, the system will clear the personnel card information!	- x
	Select Issue Card(s):9 sreenadh,	
🚳 Dashboard		
🗑 Personnel		
Device	Cancel	

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.

-	12:8085/pages/Personnel/BatchCard.aspx					_	4
LanaTime	=					🔮 admir	n (
admin Online	Batch Card				Home ⇒ Personnel	Issue Card > B	latch Ca
	The personnel with card numbers will not app	sear on the generated list.					- ×
	Start Personnel No.		Issue Card Way	Card Reader			
	End Personnel No.	Generate List	Input Card No.		Ok Clear		
	* No Card Issued:		Issued Cards:				
	×						
	K						
	×						

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.

🗅 LanaTime Dashboa	-		Paristan (1991)					± = 6 • ×
← → C ① 192.1	68.15.12:808	85/pages/Personnel/BatchCa	rd.aspx					☆ :
LanaTime	e							😰 admin 🔍
admin • Online		Batch Card					Home > Personnel >	Issue Card > Batch Card
		The person nel with card num	bers will not appear on t	he generated list.				- ×
		Start Personnel No.	000000001		Issue Card Way	Card Reader •		
Dashboard		End Personnel No.	000000008	Generate List	Input Card No.		<u>Ok</u> <u>Clear</u>	
📽 Personnel		No Card Issued: 2			Issued Cards:			
E Device		Personnel No.	First Name	Department				
		000000006	Sam	245				
		000000008	Ram	2				
		√ OK Ø G	incel					



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.

LanaTime								admin
admin © Online		Batch Card					Home > Personnel >	Issue Card > Batc
	Q	The personnel with card num	bers will not appear on t	he generated list.				-
		Start Personnel No.	000000001		Issue Card Way	Card Reader *		
	New	End Personnel No.	000000008	Generate List	Input Card No.		<u>Ok Clear</u>	
	٢	No Card Issued: 2			Issued Cards:			
		Personnel No.	First Name	Department				
	٢	000000006	First Name Sam	245				
	۲	000000008	Ram	2				
	۲.							

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.

LanaTime								🧟 adı	min C
admin • Online	Issue	Card it all starts here						Home > Personnel	Issue Card
	Q Issue	Card						POption	- ×
	Per	sonnel No.	Card No.		Card Status				
	New					• Qs	earch MAdv	vanced & Clear	
	< Ref	reat.Card						10	
		Personnel No.	First Name	Department No.	Department Name	Card No.	Card Status	Date Of Issue	-
Attendance		000000001	BINU		Lana	1	Disabled	19/08/2017	
System		000000001	BINU		Lana	1	Disabled	24/08/2017	
		000000001	BINU		Lana	1	Disabled	24/08/2017	
	* E	00000001	BINU		Lana	1	Disabled	24/08/2017	
		000000001	BINU		Lana	1	Disabled	24/08/2017	
		000000001	BINU		Lana	1	Disabled	25/08/2017	
			BINU 4 5 > >	- 1 go Pi	Lana age 1/Total 36; Per page 10 r	1 records/Total 359 record	Disabled	25/08/2017	•

EXPORT

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

								😭 admin 😋
admin • Online		Issue (Card				a B	ome = Personnel = Issue Card
		Issu						Foption - x
	_	Perso	nnel No.	📥 Export				
				Current Export Table	Issue Card 🔹	-		ranced <i>S</i> Clear
				File Type	PDF File *			
		⊞ R		Export Method:				10 *
			Personnel No.	All Records(max 10 Select number of n From No. 1		Card No.	Card Status	Date Of Issue
						9		
					Export Exit	9		
				vinu	Lana	10		
					Lana			
					Lana			



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

LanaTime							👔 admin 🗳
admin Online	Issue C	ard				🕷 Home 🤌	Personnel 🔹 Issue Car
	ී Log						× ion - ×
	Username		Action Flag		• 10	Q Search	Clear
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message	i —
	admin	9/23/2017 11:04:48 AM	Issue Card		Others	Retreat Card(card_cost=None)	0
	admin	9/23/2017 11:04:48 AM	Issue Card		Others	Retreat Card(card_cost=None)	ue 🍈
	admin	9/23/2017 11:04:48 AM	Issue Card		Delete	1	1.000
	admin	9/23/2017 11:04:48 AM	Issue Card		Delete	,	
	admin	9/23/2017 11:04:48 AM	Issue Card		Others	Retreat Card(card_cost=None)	1.000
	admin	9/23/2017 11:04:48 AM	Issue Card		Delete	1	
	admin	9/23/2017 11:04:48 AM	Issue Card		Others	Retreat Card(card_cost=None)	
	admin	9/23/2017 11:04:48 AM	Issue Card		Delete		
	~~ ~	1 2 3 4 5	> >>	Page 1/Total 12; Per pa	ge 10 records/Total 111	records	

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

LanaTime Dashboard X			
\leftrightarrow \rightarrow C (i) 192.168.15.12	:8085/pa	jes/Personnel/IssueCard.aspx	@ ┦☆ :
LanaTime			👰 admin 🕫
admin Online		Issue Card	🕷 Home 🔹 Personnel 🗧 Issue Card
		Elssue Card	≁Option — ×
		Person Advanced Query	
MAIN NAVIGATION		Select Search Field Select Condition Range	QSearch Advanced Clear
🚯 Dashboard		Equal To	
嶜 Personnel		Conditions Selected	10 *
. Device			Card Status Date Of Issue
Attendance			Disabled 28/08/2017
🖵 System		8	Enabled 30/08/2017
		Add Q Search & Clear D Return	Disabled 22/08/2017
		*Note: For selecting of the same field or same conditions, the last selection is prevailing.	Disabled 23/08/2017
		000000022 vinu Lana 10	Disabled 23/08/2017
		🛛 000000022 vinu 1 Lana 10	
		C 000000055 Vinu Lana 55	Enabled 29/08/2017 -
		< < 1 2 3 > >> Page 1/Total 3; Per page 10 records/Total 24 records	

Set the parameters as required based on the following steps:

Select search field: It is to select field from the dropdown that are to be 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

LANA Time Web 3.0



DOCUMENT SETUP >> ADD DOCUMENT

Personnel >> Document Setup >> Options >> Add

LanaTime Dashbox	ard X		
← → C ① 192.	168.15.12:808	5/pages/Personnel/AddDocument.aspx	☆ :
LanaTim	ie		🧟 admin ot 📋
admin Online		Personnel	Bergeneration → Decument setup → Add Document Add Document
Search		Add Document	- x
MAIN NAVIGATION		"No.	
🚳 Dashboard	New	*Document Name:	
👹 Personnel			
Device	•	Save and New CK OCancel	
Attendance System			
□ Test			

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

LanaTime Dashboard	×			NAMES OF TAXABLE OF TA	and the second second		
→ C ① 192.168.1	15.12:8085/p	ages/Per	sonnel/Docu	imentSetup.aspx			\$
LanaTime							🔮 admin o
admin • Online		Docun	nent			🙆 Hom	e > Personnel > Document setu
	Q	Docum	ent				🖋 Option 🗕 😠
		No.		Document Name			
a Dashboard	New				QSearch	MAdvanced	@Clear
Personnel	<	Dele	te				10 •
			No.	Document Name			Related Operation
	<		1	adhar			Edit Delete
1 System	<		3	license			Edit Delete
	<		5	Social Number Security			Edit Delete
			5	Social Number Security			Edit Delete
			66	45csdss@#\$			Edit Delete
		~~	< 1	> >> Page 1/Total 1; Per page 10 records/Total 5 records			*

EXPORT DOCUMENT

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

LanaTime Dashboard	×			
← → C ① 192.168.1	15.12:8085/pa	iges/Personnel/Docume	entSetup.aspx	Q 7 🛧 :
				👰 admin 😋
admin Online		Personnel		Home - Personnel - Document setup
		Document S	Setup	≯ Option - ×
		No.	Current Export Table Document Setup File Type PDF File	Q Search Advanced Clear
		No.	Export Method:	Related Operation
			adh: Export Exit	
			Social Number Security	
				Edit Delete -



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

								•		
admin Online	Person	Personnel @ Home - Person								
	D Log						× ion =			
	Username		Action Flag		•	10 *	Q Search		Clear	
	Username	Action Time	Object Type	Object Description		Action Identification	Change Message	Ê	ciear	
	admin	9/23/2017 12:11:47 PM	Document Setup	Document object		Add		L	•	
	admin	9/23/2017 12:10:53 PM	Document Setup	Document object		Add			14	
	admin	8/30/2017 1:19:55 PM	Document Setup	Document object		Others	Delete		in i	
	admin	8/30/2017 1:19:55 PM	Document Setup	Document object		Delete			te	
	admin	8/30/2017 1:16:51 PM	Document Setup	Document object		Add			te	
	admin	8/30/2017 1:16:23 PM	Document Setup	Document object		Add			te	
	admin	8/30/2017 1:16:00 PM	Document Setup	Document object		Add			te	
	admin	8/30/2017 1:16:00 PM	Document Setup	Document object		Add			te	
	~~ <	1 2 3 > >>	Page 1/Total 3; Per	page 10 records/Total 30 re	ecord	s			te .	

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.

LanaTime Dashboard	×			
← → C ① 192.168	L15.12:8085/pages/F	ersonnel/Document	Setup.aspx	Q 7 A :
LanaTime	e ≡			🦉 admin 🕫
admin • Online	Pe	ersonnel		Home > Personnel > Document setup > Add Document
	(Add Documen	t	- x
		* No.:	1	
🙆 Dashboard	•	Document Name:	adhar	
矕 Personnel	<		✓ OK Ø Cancel	
Device	۲.			
	<			
	۲.			
			-	

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

LanaTime							😰 admin	0	
admin • Online		Docur	ment		Home ⇒ Personnel ⇒ Document setup				
	Q	Docum	nent		≁option — ×				
		No.		Document Name					
B Dashboard	New				QSearch	MAdvanced	#Clear		
Personnel	×	Dele	zte				10 *		
Device			No.	Document Name			Related Operation		
			1	adhar			Edit Delete		
1 System	<		3	license			Edit Delete		
	۲		5	Social Number Security			Edit Delete		
			5	Social Number Security			Edit Delete		
			66	45csdss@#\$			Edit Delete		
		~	< < 1	> Page 1/Total 1; Per page 10 records/Total 5 records			*		



DELETE DOCUMENT

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

🗋 LanaTime Dashboard 🛛 🗙		
← → C (③ 192.168.15.12:808	5/pages/Personnel/DocumentSetup.aspx	Q 7 ☆
LanaTime	=	🧟 admin 😋
admin Online	Document	₩ Home > Personnel > Document setup > Delete Document
	Delete Delete document from the list	- x
	Select Document Setup(s):1 adhar	
🏟 Dashboard		
📽 Personnel 🛛		
📕 Device 😽	✓ OK Ø Cancel	
Attendance		
묘 System ·		

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

ADVANCED SEARCH

Advanced search options are a set of very useful features offered by most search 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

🗅 LanaTime Dashboard 🛛 🗙 📰		
← → C 🛈 192.168.15.12:8085/	pages/Personnel/DocumentSetup.aspx	@ 7 ☆ :
LanaTime		😭 admin 🕫
admin • Online	Personnel	# Home - Personnel - Document setup
	III Document Setun	≠ Option — ×
	No. Advanced Query	
MAIN NAVIGATION	No. Select Search Field Select Condition Range	Q Search Advanced S Clear
🙆 Dashboard	Equal To	
👹 Personnel <	Conditions Selected	10 *
関 Device <	•	Related Operation
🗍 Attendance <		
🖵 System <		
승규는 이야기 있는 것이 같이 있는데. 상태는 것이 것이 있는 것이 있는 것이 있는 것이 있는 것이 있는 것이 없다.	Add Q Search Ø Clear D Return	
	*Note: For selecting of the same field or same conditions, the last selection is prevailing.	
	■ 66 45csdss@#\$	
		Edit Delete
	<pre>< < 1 > >> Page 1/Total 1; Per page 10 records/Total 7 records</pre>	

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.

LANA Time Web 3.0



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.

LanaTime							🧟 admin
admin Online	Device						Home ≥ Device ≥ M
	▼ Messag	ge					FOption -
IGATION	Seria	al Number	Personnel No.	First Name			
hboard	Ser	rial no	Personnel no	first name		Q Sea	arch 🔥 Advanced 🖉 Clear
	< Delet	te 🖪 Message Issued					10 🔻
	<	itart Time	Message Duration (mi	in) Send Status	Short Message Content	Personnel No.	Related Operation
ndance	< I 2	017-09-21 10:46:15	60	Yes	\$\$\$5	000000021	Edit Delete
em	< 2	017-09-21 10:46:15	60	Yes	SS55	000000021	Edit Delete
	□ <u>2</u>	017-09-21 10:46:15	60	Yes	SS55	00000003	Edit Delete
	B 2	017-09-21 10:46:15	60	No	SSS5	00000003	Edit Delete
	0 2	017-09-21 10:23:04	60	Yes	fasfd	000000055	Edit Delete
	8 2	017-09-21 10:23:04	60	No	fasfd	000000055	Edit Delete
	0 2	017-09-21 10:23:04	60	No	fasfd	000000021	Edit Delete
	II <u>2</u>	017-09-21 10:23:04	60	No	fasfd	000000021	Edit Delete
	0 2	017-09-21 10:00:45	60	No	dasfsd	000000003	Edit Delete
	□ 2	017-09-21 10:00:45	60	No	dasfsd	000000002	Edit Delete

ADDING A PUBLIC MESSAGE

Choose Device >> Message >> Public Message.

LanaTime Dashboard	×	t film 10 film Middle 1			المراغ	7) <mark>- </mark> X	
← → C ① 192.168.1	15.12:8085/pag	es/Device/PublicMessage.aspx			7	\$:
LanaTime					😰 admin	0;	Â
admin Online	De	evice			sage > Public N	essage	
	v C	Add Public Message send	essages to Devices		-	×	
		* Device:	~				
n Dashboard		* Short Message Content:					
矕 Personnel	*						
🖪 Device	<			Ŕ			
Attendance	< <	* Start Time:					
묘 System	<	* Message Duration (min):	0				
			OK Ø Cancel				

Set the parameters as required based on the following steps:

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

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

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

Message Duration: Enter the message display duration.

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



ADDING A PRIVATE MESSAGE

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

→ C ① 192.	100.15.12	8085/pages/Device/PrivateMes	saye.as	pw.						9, 7 1
LanaTime		=								🔮 admin
admin Online		Device							Home > Device >	Message > Private Mes
	÷	• Add Private Message se	and massa	ges to employees fr	rom Devices					- ,
		Device:			~					
ashboard		Personnel:	Sei	arch by Departm	ent© Sea	rch by Personnel I	lo./Name			
					*					
evice								lected Personnel(0)	de Clear	
ttendance				Personnel No		First Name BINU	Department			
_j stem			8	000000002		Binu	software			
				00000003		Linto	Lana			
			~	< 1 2	2 3	> >>	Page 1/Total 3; Per page 10 records/Tota	al 22 records		
		* Short Message Content:								
		* Start Time:					4			
		* Message Duration (min):								

EXPORT MESSAGE

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

							😭 admin 📢
admin Online	Device						▲ Home → Device → Messa
	Messa Seri	age ial Number	Export				₽0ption — x
		erial no	Current Export Table File Type	Message PDF File	•	Q Search	Advanced S Clear
		ete 🛭 🖪 Message Iss	Export Method:				10 *
		Start Time	All Records(max 100 Select number of records) From No. 1		Message records	Personnel No.	Related Operation
		2017-09-21 10:46:1		Export	Exit		
		2017-09-21 10:46:1					
		2017-09-21 10:46:15					
		2017-09-21 10:46:15					
		2017-09-21 10:23:04		Yes	fasfd		
		2017-09-21 10:23:04					
		2017-09-21 10:23:04					
		2017-09-21 10:23:04					

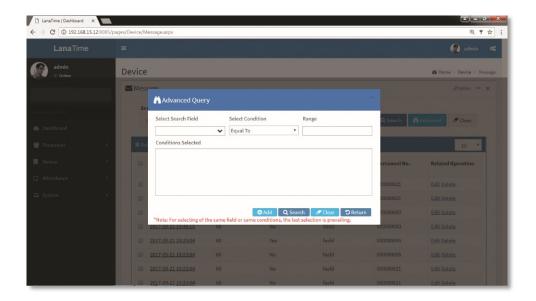
Log: In this whatever change in this software modification it will display in log.

							🔬 admin 🏼 🗢
admin Online	Device					🚯 Hom	e > Device > Messag
	Log						× non - x
	Username		Action Flag	v	10 *	Q Search	
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message	- ear
	admin	9/21/2017 11:01:32 AM	Message	Message (ID:1030)	Modify	1	
	admin	9/21/2017 10:57:26 AM	Message		Others	Public Message	
	admin	9/21/2017 10:57:26 AM	Message	Message (ID:1030)	Add	•	tion
	admin	9/21/2017 10:57:26 AM	Message		Others	Public Message	
	admin	9/21/2017 10:57:26 AM	Message	Message (ID:1029)	Add	•	
	admin	9/21/2017 10:56:36 AM	Message		Others	Public Message	
	admin	9/21/2017 10:56:36 AM	Message	Message (ID:1028)	Add		
admi		9/21/2017 10:54:27 AM	Message		Others	Public Message	
	«	1 2 3 4 5	> >>	Page 1/Total 8; Per page 10 reco	rds/Total 71 records		



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.

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.

LanaTime						🧝 admin
admin Online	Device					
						₽Option = :
	Area Nam	e Area Code	Remarks			
Dashboard	Areanan	AreaCode	Remarks		Q Search	Advanced Sclear
	< 🗊 Delete				10 *	₿ Refresh
Device	< Area Code	Area Name	Parent Area	Remarks	Related Opera	Area Name China
Attendance	< 12	India		adfa	Edit Delete Are	⊜-India - Delhi
	< <u>122</u>	China			Edit Delete Are	Kerala
	123	Kerala	12 India	adsfs	Edit Delete Are	ia-Saudi Arabia └─himraz
	2	Saudi Arabia		fsfd	Edit Delete Are	
	21	Delhi	12 India		Edit Delete Are	
	<u>e45</u>	himraz	2 Saudi Arabia	ууу	Edit Delete Are	



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

LanaTime Dashboard ×		
\leftrightarrow \rightarrow C $\textcircled{0}$ 192.168.15.12:808	5/pages/Device/AddArea.aspx	Q 7 A :
LanaTime	≡	😰 admin 📽
admin Online	Device	Home > Device > Area > Add Area Area Add Area
	●Add Area	- x
MAIN NAVIGATION	* Area Code:	
鍲 Dashboard	* Area Name:	
嶜 Personnel		
. Device	Remarks:	
Attendance		
🖵 System		

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

EDIT AREA

Choose Device >> Area >> Edit

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

🗅 LanaTime Dashboard 🛛 🗙				. 0	2	٢
\leftrightarrow \rightarrow C (1) 192.168.15.12	:8085/pages/Device/Area.aspx		ଷ୍	7	☆	:
LanaTime	=		🤶 ədmir		¢;	Â
admin online	Device		Bevice ≥ Area ≥ Cevice ≥ Cevi	Add A	krea	
	OAdd Area			- ×	¢	I
MAIN NAVIGATION	* Area Code:	12				I
🏟 Dashboard	* Area Name:	India				I
🖉 Personnel	< Parent Area:	*				I
📕 Device	< Remarks:	adfa				I
Attendance	<	✓ OK Ø Cancel				I
🗖 System	<					
				_	-	*

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



DELETE AREA

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

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

Lana I ime Dashboard X		
← → C (③ 192.168.15.12:8085/p	ages/Device/Area.aspx	Q 7 🖈 :
LanaTime	=	🏩 admin 📽
admin Online	Device	Home > Device > Delete Area
	1 Delete Area	- ×
	Select Area(s):12 India	
🍘 Dashboard	✓ OK Ø Cancel	
Personnel <		
Attendance <		
묘 System 〈		
		×

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

EXPORT AREA

Choose Device >> Area >> Option >> Export

🗅 LanaTime Dashboard 🛛 🗙						<u> </u>
← → C ③ 192.168.15.1	2:8085/pa	ges/Device/Area.aspx				@ 7 ☆ :
LanaTime		=				🚱 admin 🕫
admin • Online		Device				Home > Device > Area
		😪 Area				≯Option = ×
		Area Name Areaname	Current Export Table Area	•	Q Search	Advanced Clear
			File Type PDF File			
		1 Delete	Export Method: All Records(max 10000 new records)		10 *	© Refresh
		🔲 Area Code	Select number of records to export From No. 1 records, export total 10) records	Related C	-Area Name -China
		III 12		oort Exit		
			Ext	Exit		-Kerala - Saudi Arabia
		B <u>123</u>	Kerala 12 India	adsfs		L-himraz
		0 2				
			Delhi 12 India			
		<u>e45</u>				

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.

admin	Device	Device Find all Connected Devices												
	Log	Log ×												
	Username		Action Flag		• 10	• Q Search	Ø Clear							
	Username	Action Time	Object Type	Object Description	Action Identification	Change Mess	age	. Adva	nced de Clear					
	employee	9/26/2017 3:02:07 PM	Device	Device1	Others	Delete		ion -						
	employee	9/25/2017 5:17:28 PM	Device	redrt	Others	Delete		Name						
	admin	9/15/2017 10:09:56 AM	Device	458745(iface402);	Others	Delete								
	admin	9/15/2017 10:09:56 AM	Device	458745(Iface402);	Delete	5		elhi erala						
	employee	8/29/2017 5:06:22 PM	Device	iFace402/ID	Others	Delete		Arabi						
	employee	8/22/2017 12:21:06 PM	Device	IFace402/ID	Others	Delete		miaz						
	employee	8/17/2017 4:13:29 PM	Device	IFace402/ID	Others	Delete								
		1 > >> Page 1/	Total 1; Per page 10	records/Total 7 records										



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

🗅 LanaTime Dashboard 🛛 🗙 📃		
← → C ③ 192.168.15.12:8085/p	iges/Device/Area.aspx	Q 7 🛧 :
		👰 admin 🕫
admin • Online	Device	🚯 Home > Device > Area
	Area	<i>P</i> 0ption — x
	Select Search Field Select Condition Range Image Image	Q Search Advanced Clear
	Conditions Selected	ted C
		Led C −China Delet → India Delet Kerala
	Odd Q. Search Zearch D. Return "Note: For selecting of the same field or same conditions, the last selection is prevailing.	Delet Lhimraz
	🗇 21 Delhi 12 India Edit	t Delet
	E45 himraz 2 Saudi Arabia yyy Edi	t Delet
	Page 1/Total 1: Per nage 10 records/Total & records	

Set the parameters as required based on the following steps:

Select search field: It is to select field from the dropdown that are to be 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.

C 3 192.168.15.12:80	85/pages/Device/	Device.asp	:								0, 9
LanaTime											😰 admin
admin © Online	Device	e Find all	Connected Devices							a H	ome > Device > D
	Dev	ice									≁Option -
		evice Nan	e Serial Numb	er Area I	Name						
ashboard		Device Na	me Serial Num	Area	a Number				Q Sean	ch 🔥 Advanced	8 Clear
	< 80	elete 🕂	lore						10 *	@ All Devices	
	< _	Device Name	Serial Number	IP Address	Area Name	Status	Device Model	Firmware Version	User Count	Area Name China	
	< .		6798172000006		Area	•		Ver 1.0.0- 20140512	2	-India	
		test	OIN7010056122101850	192.168.15.147		•			0	E-Saudi Arabia	
	1 K I								•		



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.

🗋 LanaTime Dashboard 🛛 🗙			
← → C ① 192.168.15.12:8	085/pages/Device/AddDevice.aspx		Q 7 ☆ :
LanaTime			🧟 admin 🔍
admin • Online	Device		Home > Device > Device > Add Device
	• Add Device Please enter the information of the d	evice; Device Name, Serial Number, IP Address, Port Number and Area are nece	— ×
	* Device Name:		
🍘 Dashboard	* Serial Number:		
嶜 Personnel	* IP Address:		
B Device	< Port No.:		
Attendance	< * Area:	*	
🖵 System	< Time Zone:	Etc/GMT+3:30 *	
	Real-Time Data Upload:		
	Request Interval (second):	10	
		Save and New 🗸 OK Ø Cancel	
			l.

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.

← → C ① 192.168.3		es/Device/D	evice.aspx											7☆	
LanaTime		=											🧝 admin	۱ ۹	
admin Online		Device	Find all	Connected Devices								# Hom	ne > Device	> Devic	:
		🛄 Devid	e										<i>F</i> Option ■	- ×	
		Device Name Serial Number Area Name							Q Search	Advanced	Ø Clear				
🚯 Dashboard			Device Na	me Serial Num	And	a Number					C Search	Advanced	& Clear		
📸 Personnel	<	⊜Delete +More								10	*	C All Devices			
. Device	<		Device Name	Serial Number	IP Address	Area Name	Status	Device Model	Firmware Version	User Count	Î	-Area Name China			
Attendance System	د د			6798172000006		Area Name	•		Ver 1.0.0- 20140512	2		⊖-India -Delhi -Kerala			
L System			test	OIN7010056122101850	192.168.15.147	India	•			0		– Saudi Arabia └─himraz			
		4									•				



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.

LanaTime Dashboard	×			
$\boldsymbol{\leftarrow}$ \rightarrow \boldsymbol{C} (1) 192.168	.15.12:8085/p	ages/Device/Device.aspx		୧ ମ ☆ :
LanaTime	e	=		😰 admin 🔍 着
admin online		Device		Bevice > Device > Add Device Add Device Add Device Compared Compared
		• Add Device Please enter the information of the d	evice; Device Name, Serial Number, IP Address, Port Number and Area are necessa	- ×
		* Device Name:	ADGHHJJJ	
鍲 Dashboard		* Serial Number:	56456456	
嶜 Personnel		* IP Address:	56456457645	
. Device		* Port No.:	56456456	
Attendance		* Area:	~	
🖵 System		Time Zone:	Etc/GMT+3:30 *	
		Real-Time Data Upload:	×	
		Request Interval (second):	10	
		1	✓ OK Ø 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.

🗋 LanaTime Dashboard 🛛 🗙 👘		
\leftrightarrow \rightarrow C $(192.168.15.12:8085)$	/pages/Device.device.aspx	@ ₹ ☆ :
LanaTime	=	🧟 admin 📽 🕯
admin Online	Device	Home > Device > Delete Device ■
	Delete Device Select Device(s):01N7010056122101850(test)	- ×
MAIN NAVIGATION		
🍄 Dashboard	✓ OK Ø Cancel	
📸 Personnel 🛛 <		
🛃 Device 🤇		
Attendance <		
⊥ System <		

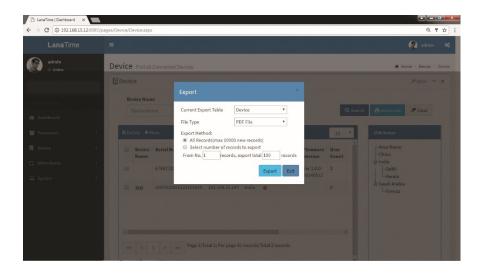
2. Click **OK** to delete the device selected and return to the **Device** interface. The device list no longer displays the device deleted.

LANA Time Web 3.0



EXPORT DEVICE

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.

← → C ① 192.168.15.12:808	/pages/Device/De	vice.aspx					@₹☆
LanaTime						(
admin Online	Device Log	Find all Connected Devices	ŝ			r∰ Home > ×	Device > Device
	Username		Action Flag	v	10 •	Q Search	
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message	ear
Personnel <	admin	9/15/2017 10:09:56 AM	Device	458745(iface402);	Others	Delete	
	admin	9/15/2017 10:09:56 AM	Device	458745(iface402);	Delete	1	
	employee	8/29/2017 5:06:22 PM	Device	iFace402/ID	Others	Delete	
	employee	8/22/2017 12:21:06 PM	Device	iFace402/ID	Others	Delete	
	employee	8/17/2017 4:13:29 PM	Device	iFace402/ID	Others	Delete	
	< <		_	ecords/Total 5 records ge 10 records/Total 2 records	,		

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



LanaTime							👔 admin
admin Online	Devic	e					🍘 Home 🕗 Device 🗠 Messa
	Me	SSade					FOption - ×
		Advanced Quer					
		Select Search Field	Select Co	ndition	Range	Q Search	Advanced 🥒 Clear
			✓ Equal To	•			
		Conditions Selected					10 *
						ersonnel No.	Related Operation
						0000021	
						00000021	
				🖸 Add 🛛 📿 Sea		turn 00000003	
		*Note: For selecting of 2017-09-21 10:46:15	the same field or sar 60	ne conditions, the las No	t selection is prevailing. SSSS	00000003	
		2017-09-21 10:23:04					
		2017-09-21 10:23:04					
		2017-09-21 10:23:04					

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

REAL TIME MONITORING

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

LanaTime									2		
admin o Online	Rea	l-Time Moni	toring Find Overall	Activities				6 3 H	ome > Device > Rea	il-Time Mo	inite
	Tre	insform your monitorin	g data into valuable insight at	any layer of	the stack.					-	×
		Real-Time M	onitoring								
😰 Dashboard			0		(CC) 등 분 관계				호흡=Jc-3 쇼	Q:-Şi	
Personnel	ç	Personnel No	Punch Time	Status	Varification Mode	Work Code	Device Name	Device SN	Area Name	^	
			9/25/2017 3:54:19 AM		0						
Device	¢		9/25/2017 8:54:19 AM		0						
	< .		9/25/2017 10:00:19 AM		0						
	· < ;		9/25/2017 9:15:00 AM		0						
			9/25/2017 9:15:19 AM		0						
			9/25/2017 8:58:19 AM		0						
			9/23/2017 3:59:19 AM		0						
			9/23/2017 9:59:19 AM		0					-	

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.

	317-9-	s/Attendance/Rule.aspx					0, 7
LanaTime							😰 admin
admin Online	/	Attendance					
		👬 Rule					FOption -
		✤ Basic Settings					
		*Check-In Rule	Base On Schedule	•			
	۲.	* Check-Out Rule	Base On Schedule	·			
	۲.	*Overtime Sheet Rule	Auto OT	•			
	< .						
	۲.	♥ Calculation					
		"When Late exceeds		100	minu	tes,count as absence.	
		*When Early Leave exce	eds	100	minu	tes,count as absence.	
		When there is no Check	In record,counted as	Late	• For	60 Minute	
			-Out record,counted as	Early Leave	* For	50 Minute	

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.

LanaTime Dashboard X				
· → C ① 192.168.15.12	8085/pages/Attendance/Rule.aspx			Q 7 1
LanaTime				🧟 admin
admin • Online	Attendance			🖷 Home > Attendance > R
	Rule			≁0ption – ×
	Basic Settings			
Dashboard	✓ Calculation			
Personnel	< "When Late exceeds	100	minutes.count as absence.	
	When Early Leave exceeds	100	minutes,count as absence.	
	When there is no Check-In record, counted as	Late	For 60 Minute	
2 System	When there is no Check-Out record,counted as	Early Leave	• For 60 Minute	
	✓ Calculation Item			
	Actual Attendance Attendance Min.Unit Attendance Duration/Short Total Time/Total Time Worked 0.5			
	Break Time/Actual Break Time Timetable WorkDay	• •		

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:



LanaTime										😰 admir	
admin • Online	Atten	dance							# Home >	Attendance > 1	TimeTa
	m Tim	etable								FOption	- >
	Nor	mal Timetable	Flexible Timetable	2							
	館 De	elete								10	٠
	<	Timetable Name	check-in	Check-	WorkDay		Necessary	Auto	Auto	Related	ŕ
	< .			out		Check-In	Check- Out	OT(Check-In Early)	OT(Check- Out Delay)	Operation	L
	٠ –	b	09:00:00	06:00:00	1	Yes	Yes	Yes	Yes	Edit. Delete	L
	/										
	`	c	09:00:00	06:00:00	1	Yes	Yes	Yes	Yes	Edit. Delete	4
			09:00:00	06:00:00	1	Yes Yes	Yes	Yes	Yes Yes		1
	•	d								Delete Edit	

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:

LanaTime									🧟 admin
admin Online	Attend	lance					4 H	ome > Attendance > Tim	etable > AddTimeta
	O Add	Timetable	2						- ×
	No	ote:							
						system will automatic e cannot be edited or		ng random check-in/che	ck-out logs.
	¢								
	< Time	table Name:			*Type:			imetable 🔻	
	< *Chee	k-In Start Tir	ne:	08:00:00	*Chec	-Out Start Time:	05:00:00		
	< *Chec	:k-In:		09:00:00	*Chec	c-Out:	06:00:00		
	*Chec	k-In End Tim	e:	10:00:00	*Chec	-Out End Time:	07:00:00		
	~	Break Time					+/	ldd Break Time	
		Code	Name	Start Time	End Time	Break Time	Break Type	Related Operation	
		uj	yjjjsaf	13:15:00	13:15:00	56	AutoDecute	Edit Delete	
		hniii	gnn	13:15:00	13:15:00	78	AutoDecute	Edit Delete	

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:

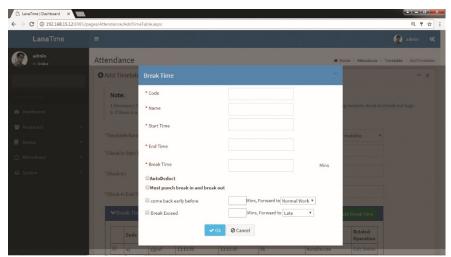
Δ

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

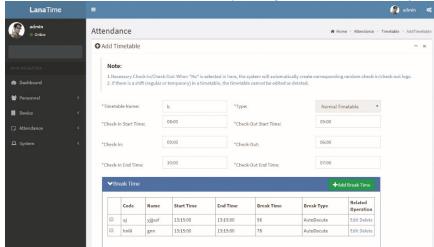
Start Time / End Time: valid range for break start time/end time.

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.

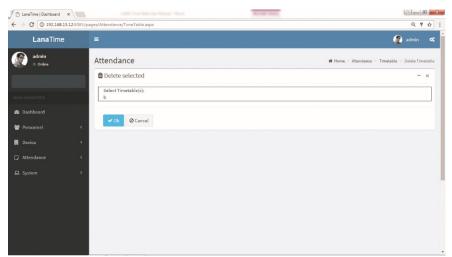


2. Modify relevant settings as needed. The detailed modification method is the same as the operation of adding a timetable. Click *OK* for saving after completing the modification.

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

LanaTime	=								🧟 admin 📽
admin • Online	Attenda	nce					4 9 Ha	ome > Attendance > T	imetable > AddTimetable
	• Add Ti	metable							- ×
MAIN NAVIGATION	Note								
🕸 Dashboard						e system will automatic ble cannot be edited or	ally create correspondin deleted.	ng random check-in/ch	neck-out logs.
👹 Personnel	< *Timetal	ole Name:			*Typ	~	Normal T	Tarabela 💌	
Device	< Innecat	sie Name:			typ	e:		imetable *	
Attendance	< *Check-I	n Start Time		08:00:00	*Che	ck-Out Start Time:	05:00:00		
🖵 System	< *Check-l	n:		09:00:00	*Che	ck-Out:	06:00:00		
	*Check-I	n End Time:		10:00:00	*Che	ck-Out End Time:	07:00:00		
	◆Bre	eak Time					+A	dd Break Time	
		Code	Name	Start Time	End Time	Break Time	Break Type	Related Operation	
		uj	yjjjsaf	13:15:00	13:15:00	56	AutoDecute	Edit Delete	
		hniii	gnn	13:15:00	13:15:00	78	AutoDecute	Edit Delete	

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.



→ C ③ 192.168.15	.12:8085/pages/Attenda		IX						Q 🖣 1	R
	O Shif	t						FOption	- ×	c
	Shift	Name		Number Of Cycle		Unit Of Cycle				
Dashboard	Sh	ift Name		Number Of Cycle			• Q Se	arch 🕺 Advanced 🥒 🤇	lear	
Personnel	.c. 💼 🖬 🛙	elete				10 *	🛗 Timetable D	etails		
	<	2	night shift	1	Week	Select Delete	Days	Time	1	
	۲ 🖉	3	Morning	1	Week	Select Delete	Sunday	09:00:00-06:00:00		
		1003	evening	1	Week	Select Delete	Monday			
		1004	test	1	Week	Select Delete	Tuesday Wednesday	09:00:00-06:00:00		
				1	Week	Select Delete	Thursday	09:00:00-06:00:00		
			jnhjn	1	Week	Select Delete	Friday			
			dwdwd	1	Week	Select Delete	Saturday	09:00:00-06:00:00		
			ffwf	1	Week	Select Delete				
				-						
		1009	test	1	Week	Select Delete 👻				

Adding a Shift

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

LanaTime				🧟 admin 📽
admin Online	Attendance			🕷 Home > Attendance > Shift > Add Shift
	• Add Shift			- x
NN NAVIGATION 8 Dashboard 9 Personnel	timetables ha		ume time,their "Check-In/Check-Out Start Time" mu It Start Time",the system will save the timetable wit	
	Shift Name		Select Time Table:	Select Date:
	c *Unit Of Cycle *Number Of Cycle	Week *		Selected(0) Sunday Monday Tuesday Wednesday
	Count Day Off As Count	Normal Work *	TestFlex1(01:00:00-00:59:00)	Thursday
	Weekend	Normal Work 🔻	<pre>ma(09:00:00 · 06:00:00)</pre> b(09:00:00 · 06:00:00)	Saturday

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.

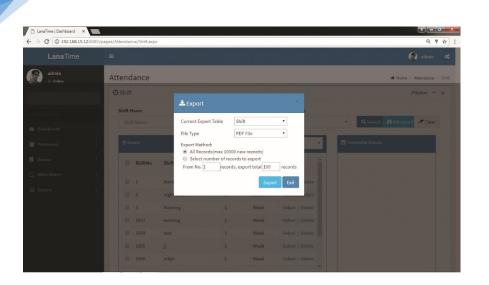
Select Date: Select on which date in the cycle the shift (timetable) will be applied in the Select Date box.

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

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

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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



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.

admin • Online	Atte	endand	e							# Hom	e > Attendance > Schedule	 Add Schedul
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		Sea	rch by Department 😑 S	iearch by Personnel	No./Name							
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											*	

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.

admin • Online	4	Attenda	nce										# Home > Attendance > Sch
		O Add Te	mporary S	chedule									-
UN NAVIGATION			arch by Depan arch by Persor		ne		rtDate: /2017			EndDate: /30/2017			Work Type Normal Work
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		4	000000021 < 1		test -	1	2	3	4	5	6	7	d(09:00:00-06:00:00) e(09:00:00-18:00:00)

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*.

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.

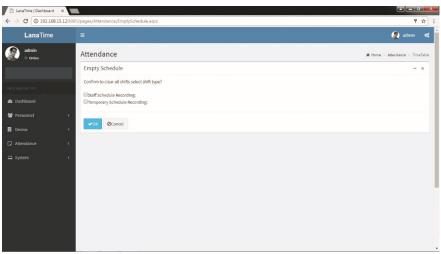
After completing settings, click **OK** to save the settings and return to the **Schedule** interface.

EMPTY SCHEDULE

Δ

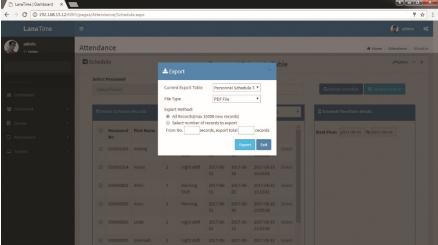
To create empty schedule

Attendance >> Schedule >> Option >> Empty Schedule



Click OK to save empty schedule

Export Shedule



Approval Attendance >> Approval



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Add approval

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

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		~~	< 1 >	>>	Page 1/Total 22 records			

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**. 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

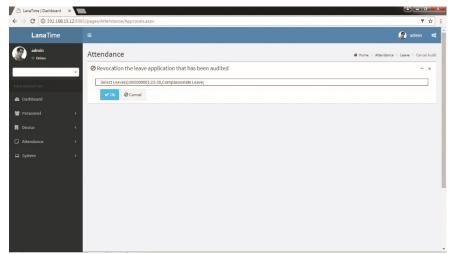
Choose *Attendance* >> *Approval* >> *Delete* to delete the approval from interface, as shown in the figure below.

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admin • Online	Attendance	W Home > Attendance > Leave > Delete
	Delete selected	- ×
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🗑 Personnel 🧹 🤟		
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Click *OK* to *Delete* selected approval Cancel Audit Attendance >> Approval >> Select Approval to Cancel >> then click *Cancel Audit*

LANA Time Web 3.0





Click OK to CANCEL AUDIT

Log

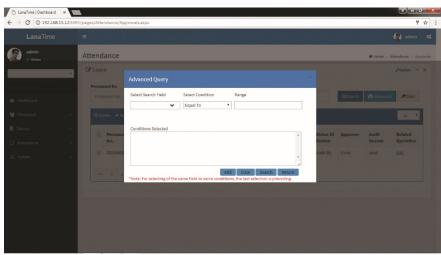
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	admin	9/9/2017 11:07:50 AM	Leave		Others	Add		
	admin	9/9/2017 11:06:49 AM	Leave		Others	Add		
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	~ <	1 2 3 > >>	Page 1/Total 3; Per	page 10 records/Total 24 records				

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

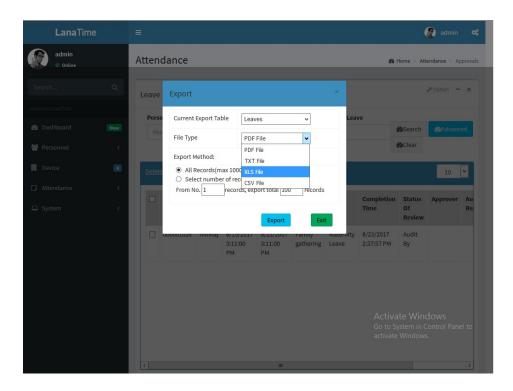
LANA Time Web 3.0



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

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.



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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.

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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: ([); no check-out (]); free overtime: hour (F). Please refer to 6.1 System User Management_for adding and modifying the symbols.

Daily Attendance

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

Total Timecard

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

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

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

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

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

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

Attendance 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

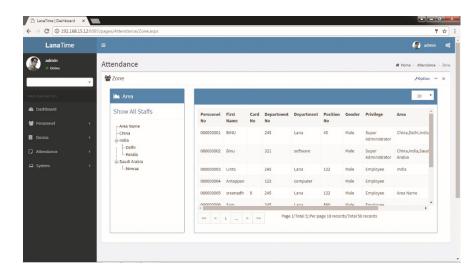
It provides all attendance exceptions.

Time Card

It provides the detailed punching information of the selected personnel.

Zone

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

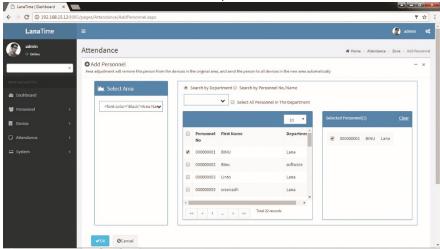




Users can add personnel to an area on the interface. Select an area from the area list on the left, and the system automatically screens and displays the personnel of the area in list on the right.

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.

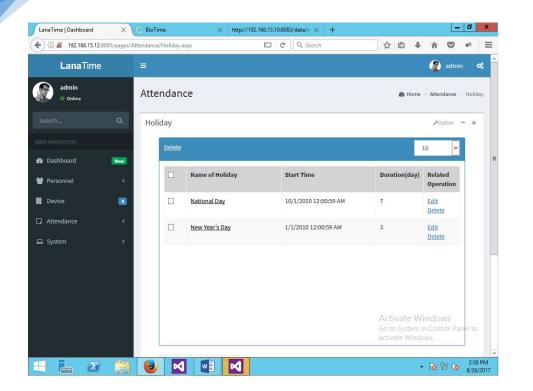
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	۲.	Delhi Kerala Saudi Arabia	000000002	Binu		321	software		Male	Super Administrator	China,India,Saud Arabia	
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			000000004	Antappan		123	computer		Male	Employee		
			000000005	sreenadh	9	245	Lana	122	Male	Employee	Area Name	
			000000006	¢ am		245	Lana	800	Mala	Employee	•	
			~ <	1	> >>	Page	1/Total 5; Per pa	age 10 recor	ds/Total 50	records		

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

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avigation ashboard	* Name Of Holiday.	Name Of Holiday	
	Start Time.	Start Time	
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	<	✓OK ØCancel	

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.



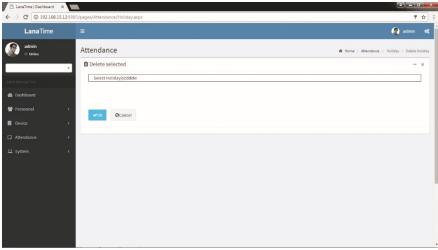
	:8085/pages/Attendance/Holiday.aspx	7
LanaTime		😰 admin
admin Online	Attendance	Home ⇒ Attendance ⇒ Holiday ⇒ Add H
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ersonnel	< * start Time. 8/15/2017 12:00:00 AM	
	C Juration.	
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	с VOK ØCancel	

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

Deleting Holiday

5

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

Home Attendance (
10 *
on(day) Related
Operation

Leave Type

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

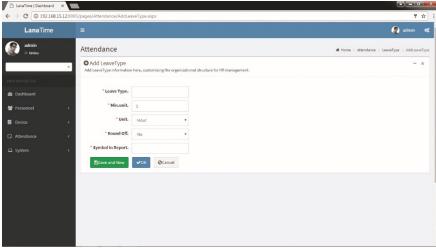


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Employees may request a leave and hope that the leave can be displayed in the system statistics. In this case, he or she should select a leave type when entering a leave record.

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.



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admin Online	Attendance		🏶 Home > Attendance > LeaveType > Addl
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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.

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므 System 〈			

Click OK for Delete

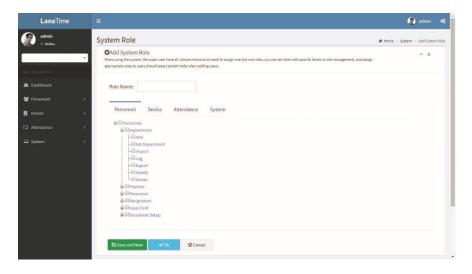
SYSTEM

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

Role Management

Adding a Role

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



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

LANA Time Web 3.0

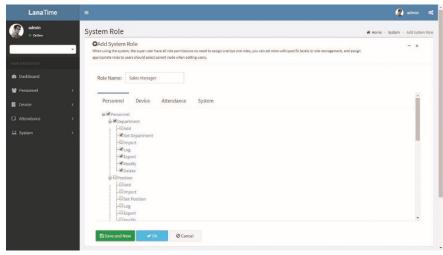


- 1. Role Name: Enter the object type, namely the role name (such as the personnel staff and device administrator).
- 2. **Permissions**: The permissions of four categories are included: **Personnel**, **Device**, **Attendance** and **System**. In the operation permission list under each permission type 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.

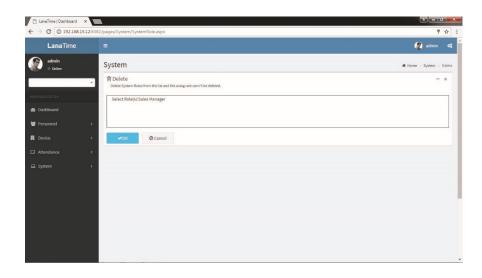
Edit Role

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.

admin													
Online	Sy	stem	ı									# Home > System > S	iyste
	4	User										FOption	-
		User Na	ame:				First Name:			-			
		User	Name.				FirstName.			QSearch	i M Adva	niced SClear	
	< C	🔒 Del	lete									10	•
	< .		Username	First Name	Last Name	Role	E-mail Address	Staff Status	Super Status	Created Date	Last Login	Related Operation	-
	<		jerry	Jerry	Jacob	Sales Manager		0	•	25/09/2017	25/09/2017 05:46	Edit Delete	I
	٢.		admin1				admin@zkteco.com	0	0	21/09/2017	21/09/2017 01:10	Edit Delete	I
			qwerty	sdsesdsfr	sedfdf	SysAdmin		•	•	30/08/2017	30/08/2017 04:53	Edit Delete	I
			arun	efrgf	wrewrer	SysAdmin		0	0	30/08/2017	30/08/2017 04:59	Edit Delete	I
			ram	ram	ert	head	ram@gmaiLcom	•	•	30/08/2017	30/08/2017 01:02	Edit Delete	ľ
			jo	jo	ja	epm11	jo@gmail.com	0	•	30/08/2017	30/08/2017 11:29	Edit Delete	
			prijo	prijo	kuriakose	manager	prijo@gmail.com	0	•	30/08/2017	30/08/2017 10:32	Edit Delete	

Adding a user

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

LanaTime			🧟 admin 🕫
admin • Cnline	System		₩ Home > System > User > Add User
	Add User If check box 'Activate' is not set	ected then the user will be disabled and cannot log in to the system!	- x
Dashboard	* Username:	Required. 30 characters or fewer. Letters, numbers and @/./+/-/_ characters	
🗑 Personnel	< Reset Password:		
Device	< Authorize Department:	¥	
	<	If you select no department, you will possess all department rights by default.	
	< Authorize Area:	~	
		If you select no area, you will possess all area rights by default.	
	First Name:		
	Last Name:		
	E-mail Address:		
	Staff Status:	I choose if the user can log in this admin site.	
	Super Status:	Choose if the user has all permissions.	
	* Last Login:		
	* Created Date:		

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					🧟 admin 🕫
admin o Online		System			₩ Home > System > User > Add User
	×	OAdd User If check box 'Activate' is not set	ected then the user will be disabled and cannot log in	to the system!	- x
MAIN NAVIGATION					
Dashboard		* Username:	arun		
🗑 Personnel		Reset Password:	Required. 30 characters or fewer. Letters, numbers a	and @/./+/-/characters	
Device		Authorize Department:	bh	*	
Attendance			If you select no department, you will possess all dep	partment rights by default.	
묘 System		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		
			(====================================	120	

DELETE USER

6

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 Dashboard		
← → C ① 192.16	8.15.12:8082/pages/System/SystemUser.aspx	9 x] :
LanaTime		🦉 admin 😋
admin Online	System	₩ Home > System > Delete
	Delete Delete System User from the list.	- x
	Select Role(s):admin1	
Dashboard		
矕 Personnel	<	
🛃 Device	< OK ØCancel	
	<	
	<	

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



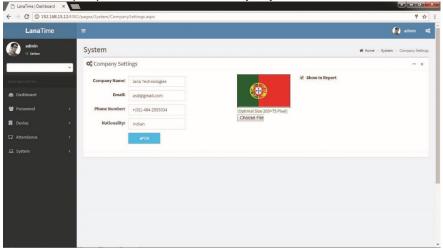
→ C ③ 192.168	15.12:808	s2/pages/Sys	stem/System	nUser.aspx									7 🕁
												•	
admin		Syste	m									# Home - System	
		&User User	Name:	Advar 👗									tion – X
		Use		Select Sea	arch Field	Select C		Range		QSearc		inced 30	lear
		fi c		Condition	is Selected	- Indon							0 *
			Usernan							eated	Last Login	Related Operation	
										/09/2017			
							O Add Q Sean			/09/2017			
				"Note: For	selecting of the	same field or sa	ime conditions, the last	selection is	prevailing.	50/08/2017			
								0	۰		30/08/2017 04:59		
								۰	۰				
								0	•				

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 DETAILES

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



Click OK to SAVE company details

LOG

6

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



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admin o Online		System					🕷 Home = 3	System > L
	*	ELog					Foptic	- x
NN NAVIGATION		User Name		Role Name	Action Id	lentification	🛓 Export	
Dashboard		UserName.		RoleName.			QSearch Clear	
Personnel							10	
		Username	Action Time	Object Type	Object Description	Action Identification	Change Message	ŕ
		admin	2017-09-28 17:01:31	Salary Structure	Salary Object	Modify		11
		admin	2017-09-28 17:01:31	Personnel	000000002 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(Iana Technologies->Iana Technologies)	
		admin	2017-09-28 16:09:44	Company Setting	company_country	Modify	Parameter Value(Indian->Indian)	
		1.11				4.4		*

EMPLOYEE LOGIN

Employee Self

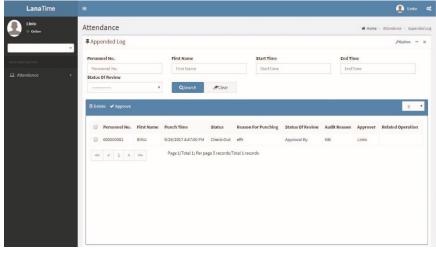
6

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

	le la
La	anaTime 3.0
54	gn in to start your session
UserLogin	Employee Self
Username	2 2
Password	

If employee wants to login

Click *Employee Self* in the login inter face 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.



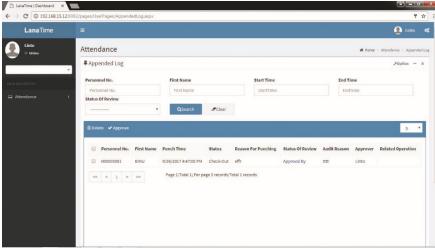


LanaTime	=		👤 Linto 🕴
Online	Attendance		Home > Attendance > Appended Log > Add Appended L
	• Add appended log		- x
NAMENTION	Added retroactive card: Sometim system users	nes referred approver, the app	over must choose handed, retroactive card approved by the selected approver; without care approver, retroactive card for approval by
	Personnel No.	000000003 Linto	
	Punch Time	Punch Time	
	Status:		*
	Reason For Punching	Reason For Punching	
	Forwarding Approver		
	-		
	✓ Ok Ø Cancel		

Appended Log

6

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



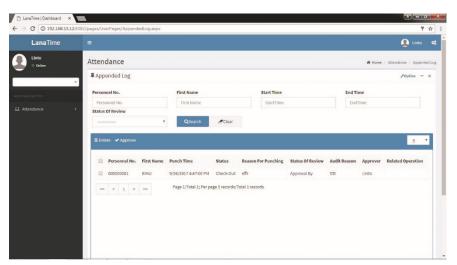
Add Appended Log

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

	pages/UserPages/AddAppende		
LanaTime		karoglasbx	5
			🔮 Linto
Linto Online	Attendance		# Home > Attendance > Appended Log > Add Appen
- vigation	• Add appended log Added retroactive card: Sometime system users	es referred approver, the app	-
endance <	Personnel No.	000000003 Linto	
	Punch Time	Punch Time	
	Status:		•
	Reason For Punching	Reason For Punching	
	Forwarding Approver		~

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





LOG

6

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

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

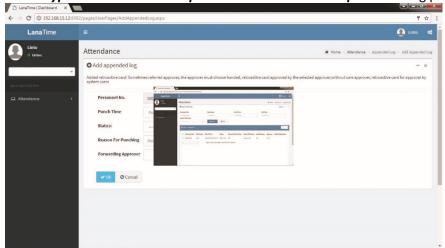
Linto	Attenda	ance					Home - Attendance - Appended
	DLog						× Foption - s
MARKTON	Username		Action Flag	- *	10 * Q.s	earch 🥑 Clear	
	Username	Action Time	Object Type	Object Description	Action Identification	Change Message	<u> </u>
	admin	9/26/2017 7:25:53 PM	Appended Log		Others	Modify	
	admin	9/26/2017 7:24:46 PM	Appended Log		Others	Modify	
	admin	9/26/2017 7:24:21 PM	Appended Log		Others	Modify	5 *
	admin	9/26/2017 7:24:10 PM	Appended Log		Others	Modify	
	admin	9/26/2017 7:22:38 PM	Appended Log		Others	Modify	over Related Operation
	admin	9/26/2017 7:20:58 PM	Appended Log		Others	Modify	
	admin	9/26/2017 6:27:30 PM	Appended Log		Others	Modify	
	admin	9/26/2017 5:36:58 PM	Appended Log		Others	Add	
	admin	9/26/2017 5:33:22 PM	Appended Log		Others	Modify	
	~ <	1 2 3 4 5	> >> Pa	ge 1/Total 6; Per page 10 record	ds/Total 58 records		

Export

To export the appended log list

Appended log >> Options >> Export

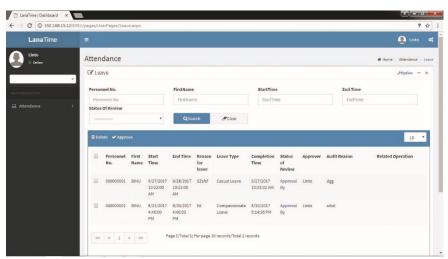
Select Type File and Current Export Table >> then click Export showing picture given below



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

6

To add leave Attendance >> Leave >> Options >> Add Leave × C () 192.168.15. 4 • Linto Ω Attendance # Home > At O Add user leave leave: Added leave No. Start Time Start Tim ✓OK ØCancel

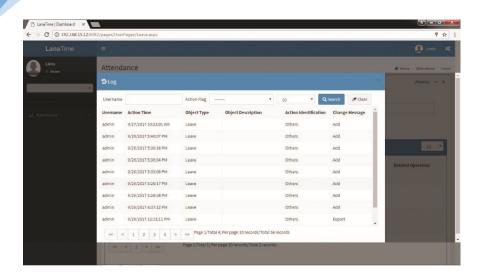
After the completion of the settings, click **OK** to save the settings and return to the **Leave** interface. The leave list displays the added leave shows picture given below

anaTime													4	Linto
nto Online	Atten	dance											# Home > At	tendence
	C Lea	ve											H	option
TION	Person	nel No.			FirstName			StartTime				End Time		
ance <	Perso	Personnel No.				FirstName			StartTime					
	1 Dele	ete ✔ Appro	ve	•	QSea		∂ Clear							10
				Start	End Time		Leave Type	Completion Time	Status of Review	Approver	Audit R	eason	Related Oper	10 ration
	1 Dele	ete 🗸 Appro Personnel	First Name	Start	EndTime	Reason for			of		Audit R dgg	eason	Related Oper	

LOG

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





Export leave

6

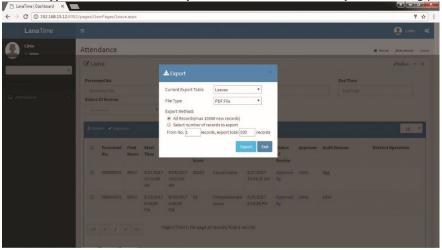
To export leave

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

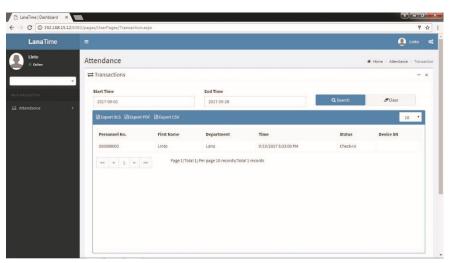
To view the checkin and check out transaction details of employee

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





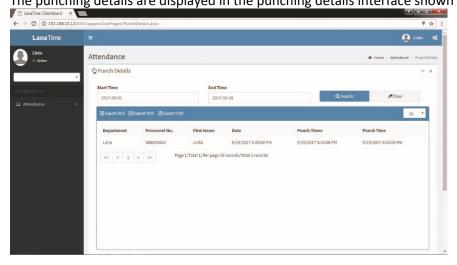
Export

6

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



LanaTime																Linto
Linto Online	Attendance												# Hor	ne > Atte	ndance > (Attendance
	Attendance I	Details														-
IAVIGATION	Start Time				End	Time					_					
ttendance	2017-09-01				20	17-09-28					Q	earch		-	Clear	
ttendance																10 *
	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 Worl
	245	Lana	00000003	Linto	2017- 09-02	2017-09- 02	moring time table	09:00	06:00	00:00	00:00	0	0	0	1	0
	245	Lana	00000003	Linto	2017- 09-03	2017-09- 03	moring time table	09:00	06:00	00:00	00:00	0	0	0	1	0
	245	Lana	00000003	Linto	2017- 09-04	2017-09- 04	moring time table	09:00	06:00	00:00	00:00	0	0	0	1	0
	245	Lana	00000003	Linto	2017-09-05	2017-09- 05	moring time table	09:00	06:00	00:00	00:00	0	0	0	1	0

Attendance summary

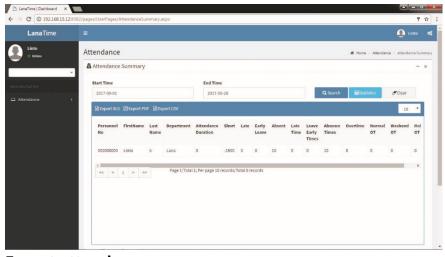
6

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



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 s*hown given below



