



Version 1.0

About Time Pro.NET

Time Pro .NET is the kind of application software which reduces the human efforts. It keeps the records of the employee at regular basis. One can upload the data from the attendance machine in the database for the further use.

You can check the status of the employee, daily performance report, monthly performance report, muster roll, detailed muster roll, and employee's list.

In this era no one wants to keep attendance manually because it will take some time every day. This application is used to keep attendance up to date with the time attendance machine. You can add as much employee as you have in the organization. You can also add the Shift Type, company, Department, Branch in Time Pro .NET according to the need in master entries.

In Time Pro .NET the most important thing is the process log. If you want to show the reports, you must have to process all the data. If the data is not processed then it might be that you cannot show the reports.

Time Pro .NET is not to large application so it is not complex. It is easy to use and user friendly application.

Installation Guide

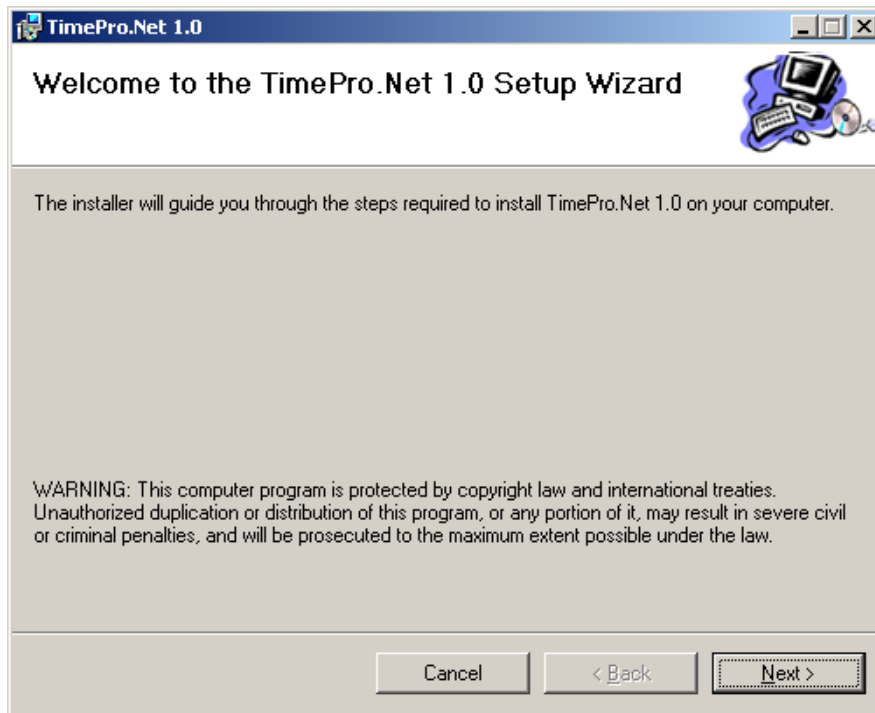
- ✓ Minimum Hardware Requirements
 - Processor: 400 MHz
 - RAM: 256 MB
 - Disk space: 300 MB (280 MB for .net framework and 10 MB for MS Report Viewer included)
 - Display: SVGA (1024 x 768 pixel resolution)
- ✓ Minimum Software Requirements
 - Operating System: Windows 2000/XP/Vista/7
 - .net framework 2.0 or later.
 - Microsoft Report Viewer
 - SQL Server 2005

Installation Steps

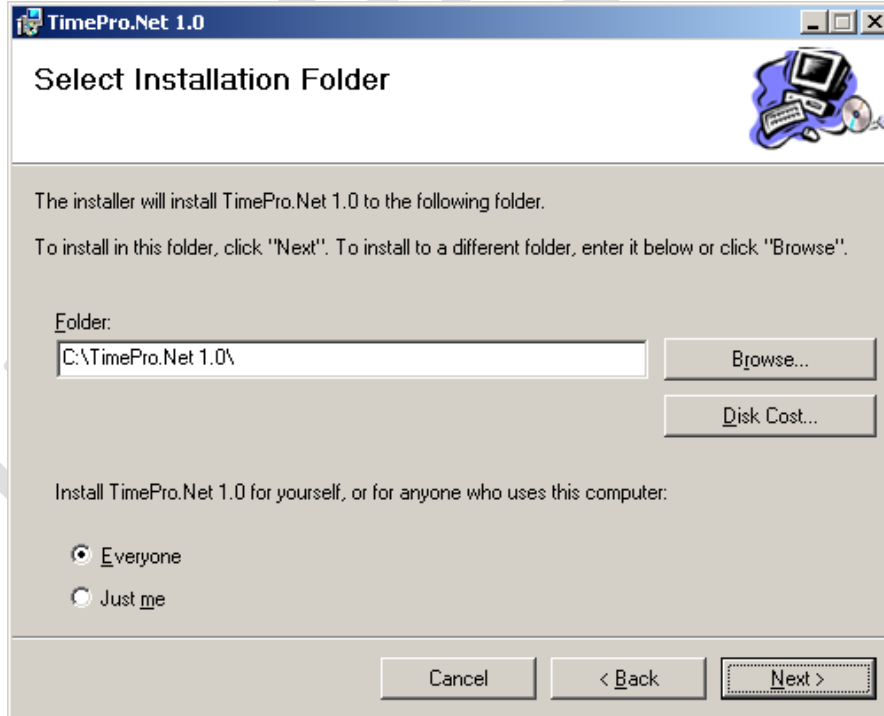
- ✓ First insert CD of Time Pro.NET Attendance Management System



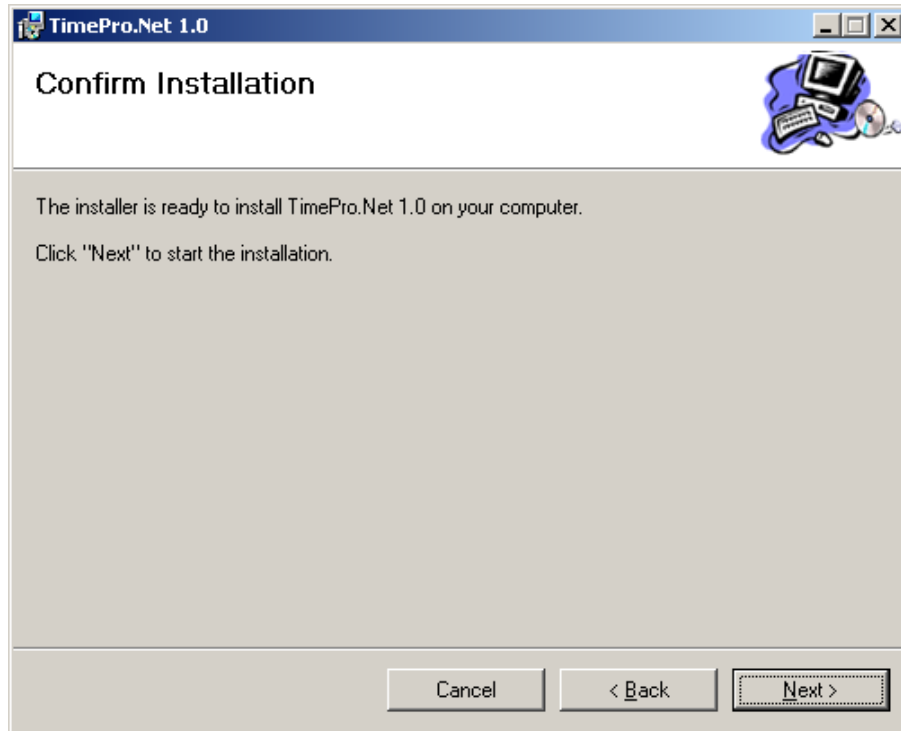
- ✓ First run the setup.exe file then click run button next.



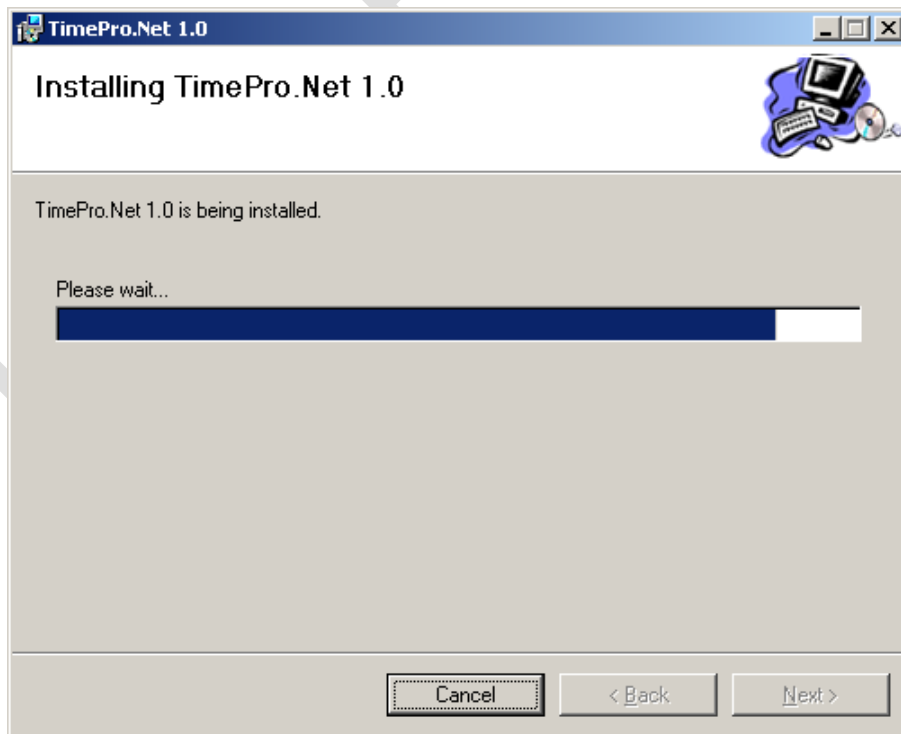
- ✓ If you want to install this application for your own use select Just Me otherwise every one.



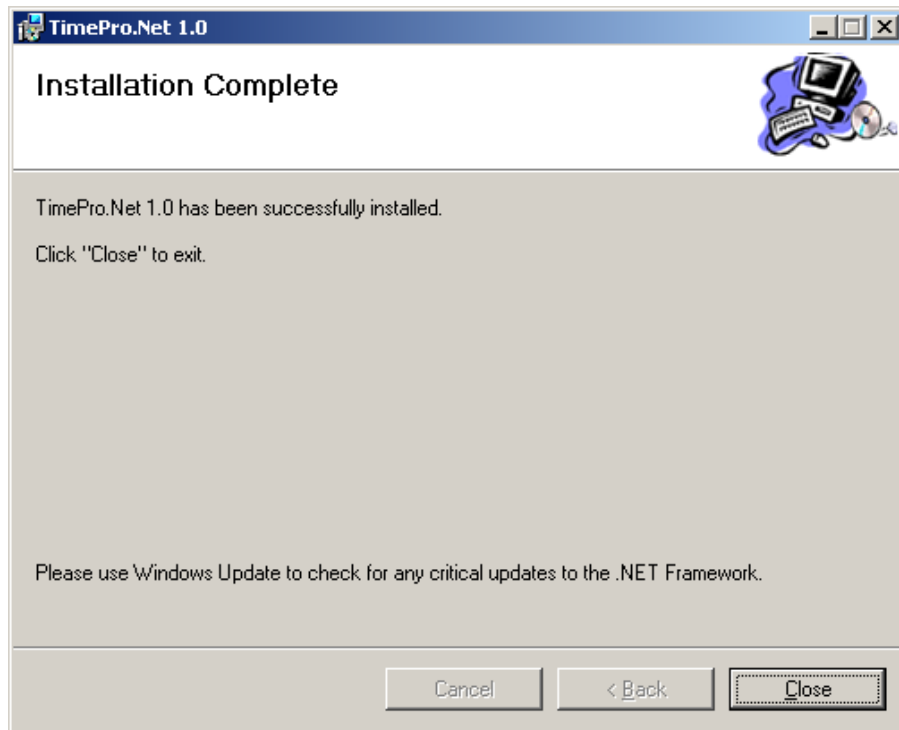
- ✓ Click next for confirmation.



- ✓ Installing Time Pro.NET please wait.



- ✓ Click close to exit setup. Setup has been installed successfully.

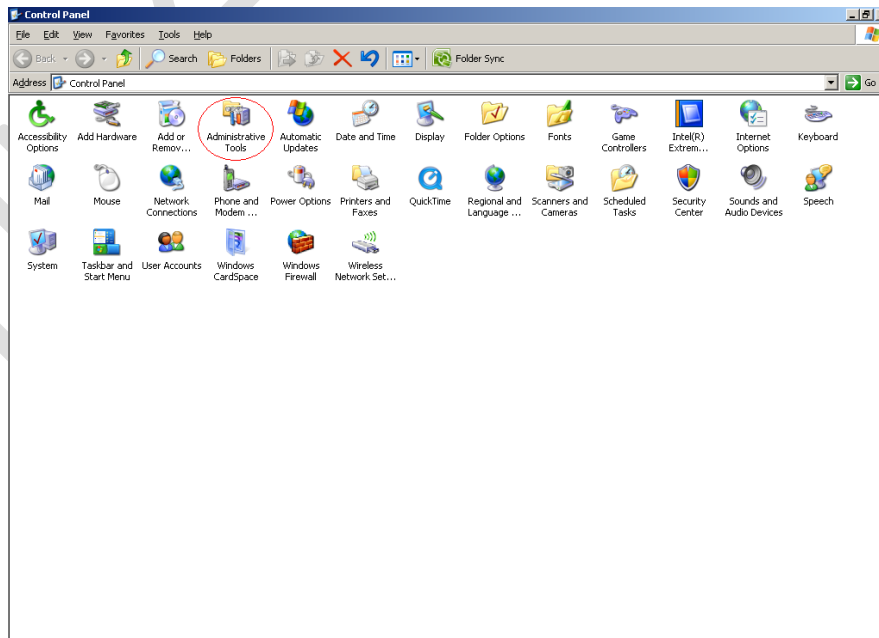


Database Configuration

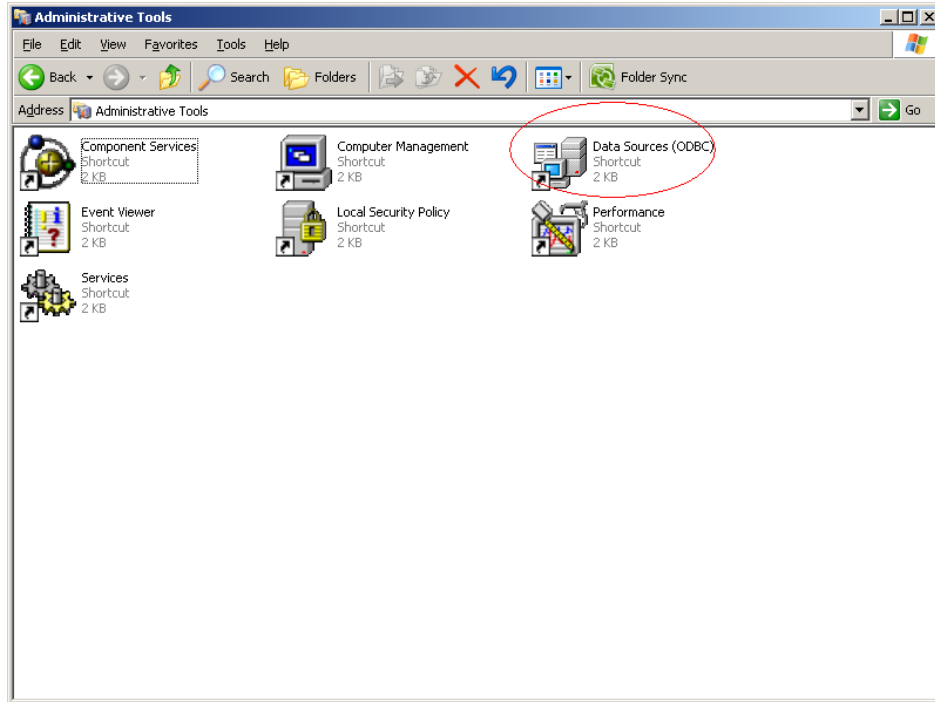
- ✓ After Installation execute C:\Timepro.net 1.0\Timeprostartup.exe
- ✓ When Database is successfully attached then create DSN
- ✓ Go to Control Panel



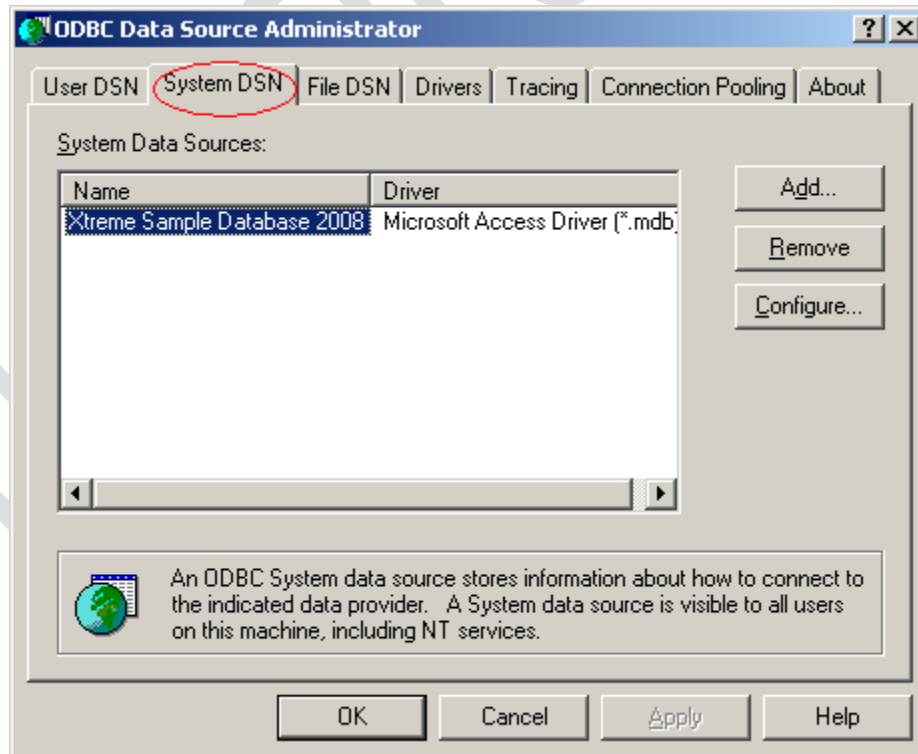
- ✓ Open Administrative tools



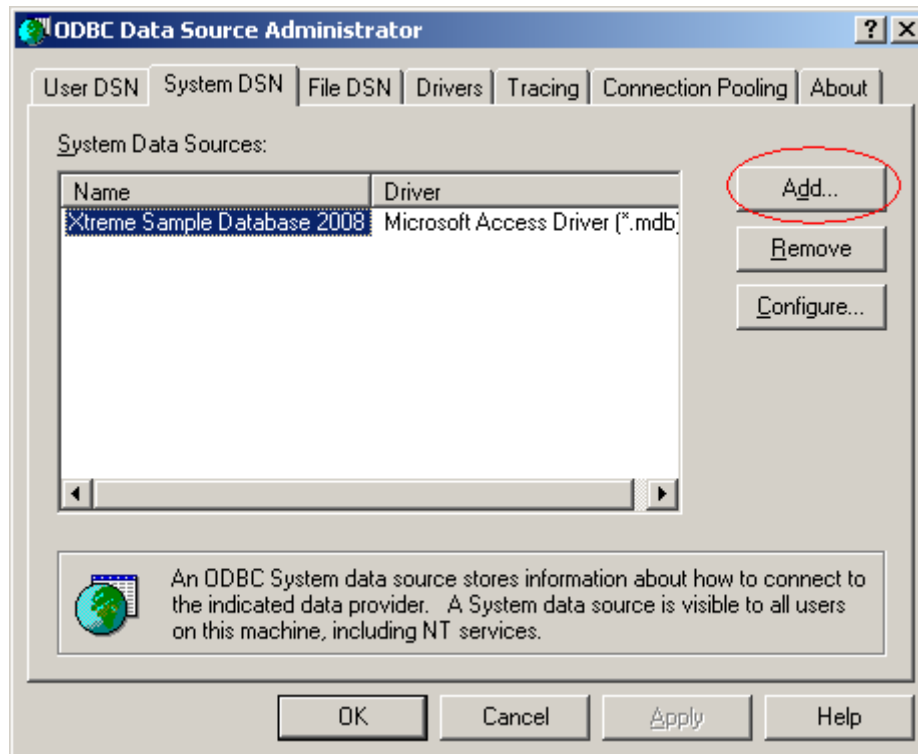
- ✓ Start Data sources(ODBC)



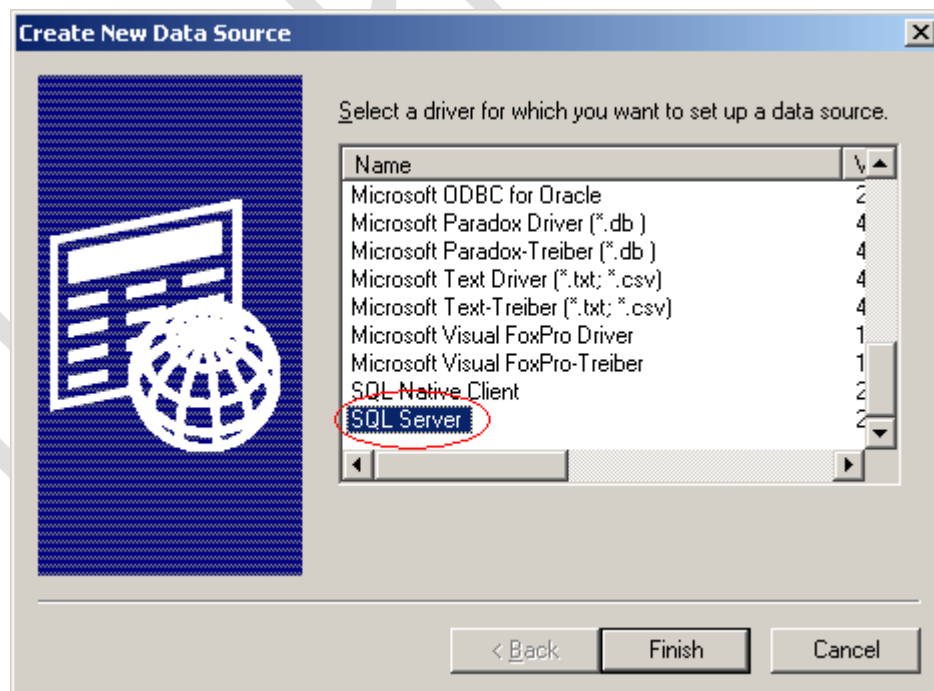
- ✓ Click on System DSN



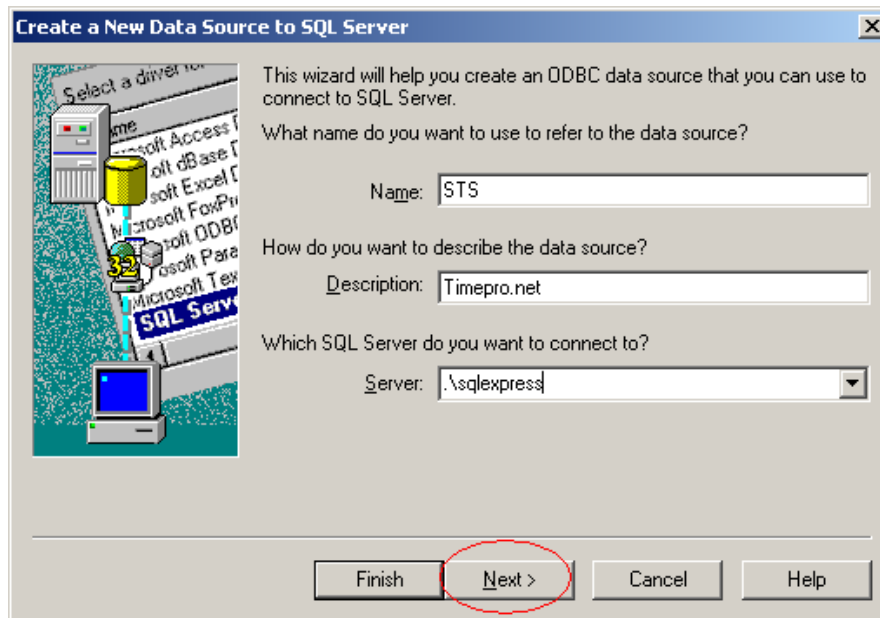
- ✓ Click on Add button



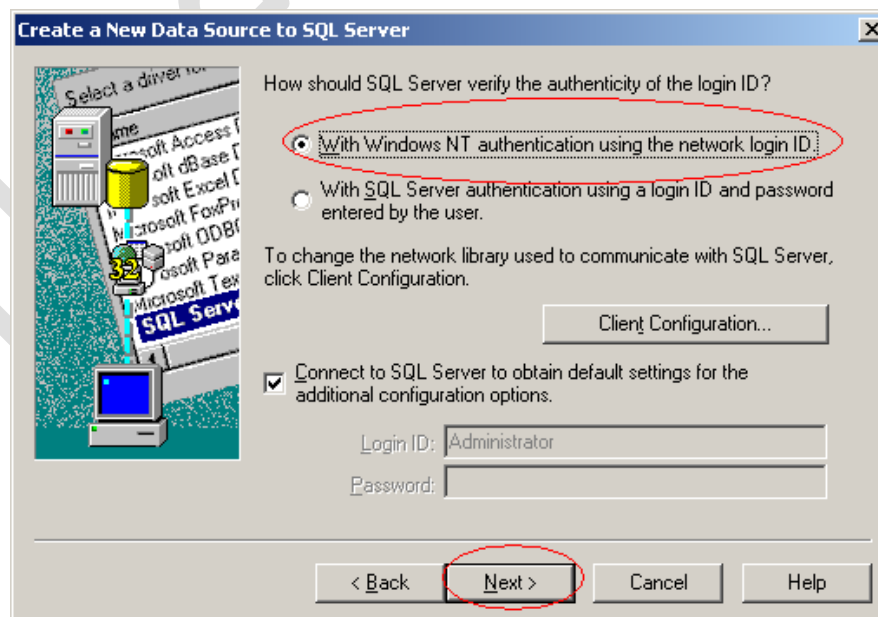
- ✓ In "Create New Data Source", choose "SQL server" and click Finish



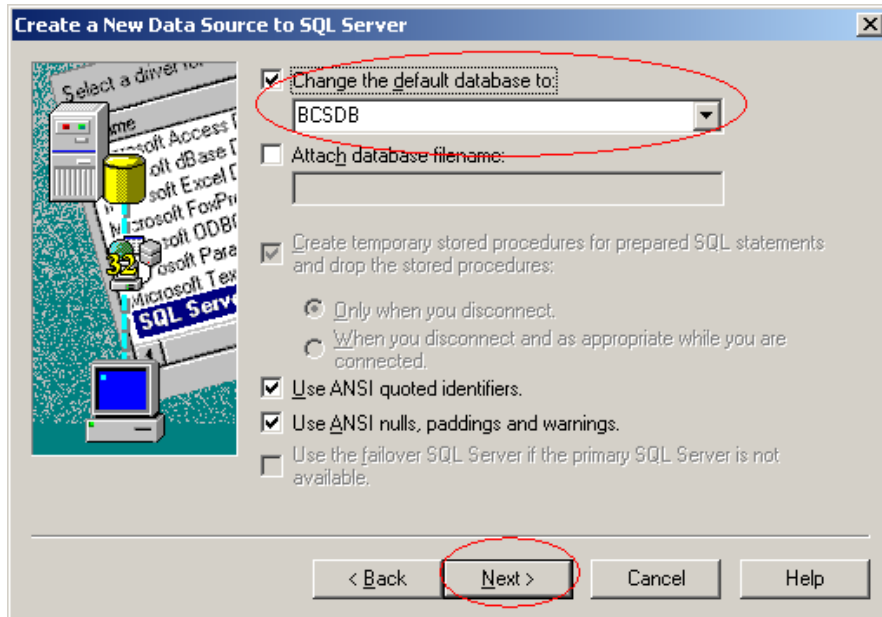
- ✓ Enter the following details
 - DNS Name = STS
 - Description=Timepro.net
 - Server= .\sqlexpress



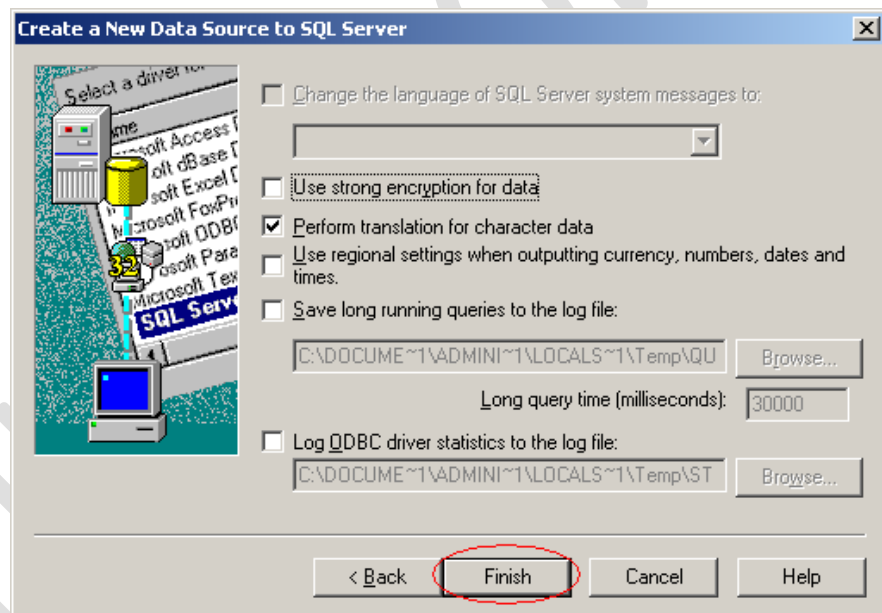
- ✓ Click Next to continue
- ✓ Now Choose Windows authentication and click Next to continue.



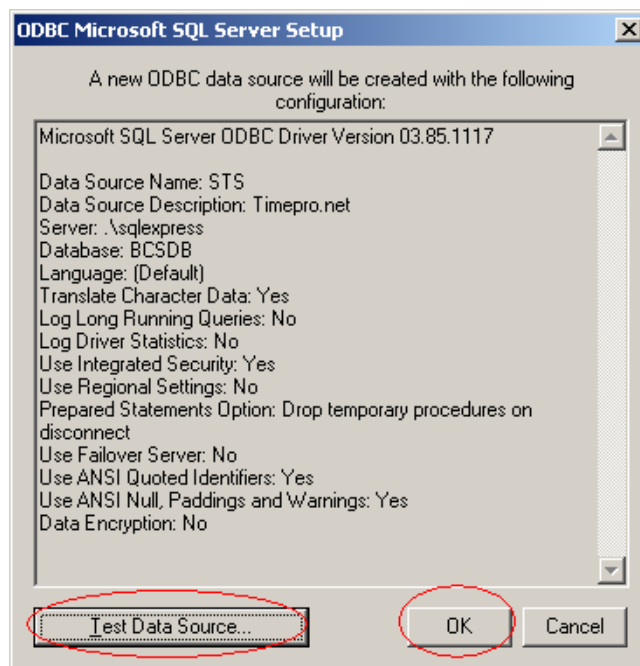
- ✓ Now change default database to “BCSDB” and click next to continue.



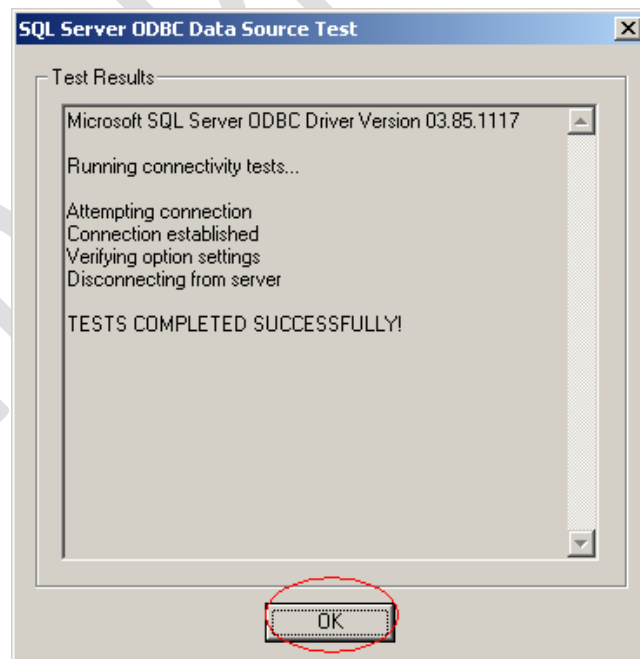
- ✓ Now click Finish to continue.



- ✓ Now Test Data Source and click ok to finish database configuration.

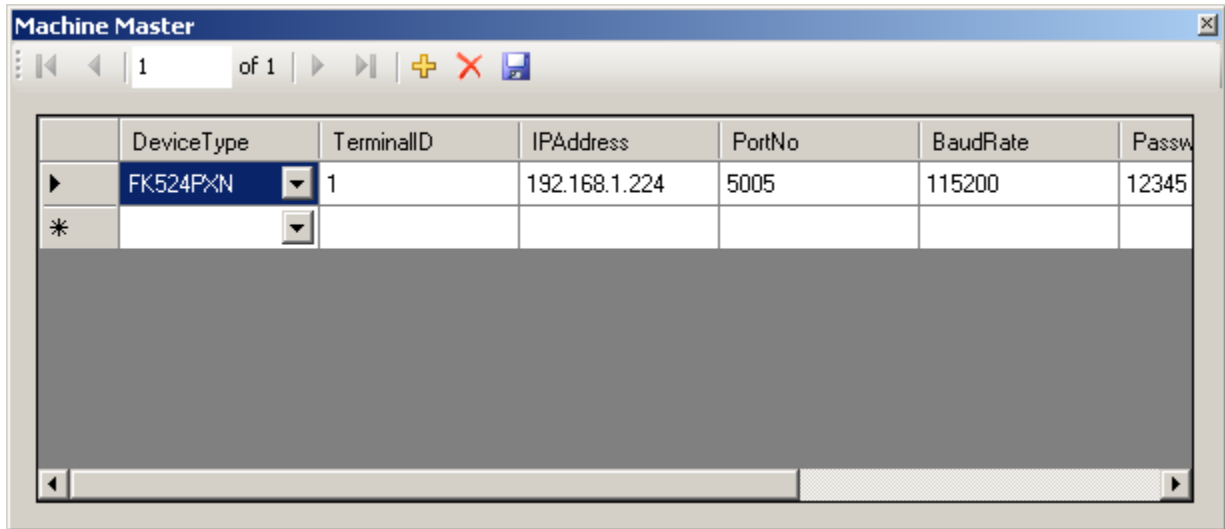


- ✓ TEST COMPLETED SUCCESSFULLY! Message will display if everything is ok.



Step for first time application start

- ✓ Start program
- ✓ Go to System menu->Machine Master

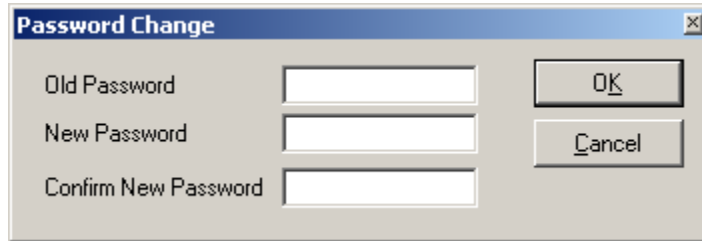


	DeviceType	TerminalID	IPAddress	PortNo	BaudRate	Passw
▶	FK524PXN	1	192.168.1.224	5005	115200	12345
*						

- Port Number for different Device Type
 - BF660 - 2000
 - ZK - 4370
 - FK524ID/FK524PXN – 5005
- Baud rate for all – 115200
- Path is needed only in Syris machine.
- Password is needed in FK524PXN only as stored in machine.
- Configure Machine.
- Enter Master Details.
- Start working.
- Create Register from starting Date.
- Execute Backday Processing if report is to be viewed from previous date.

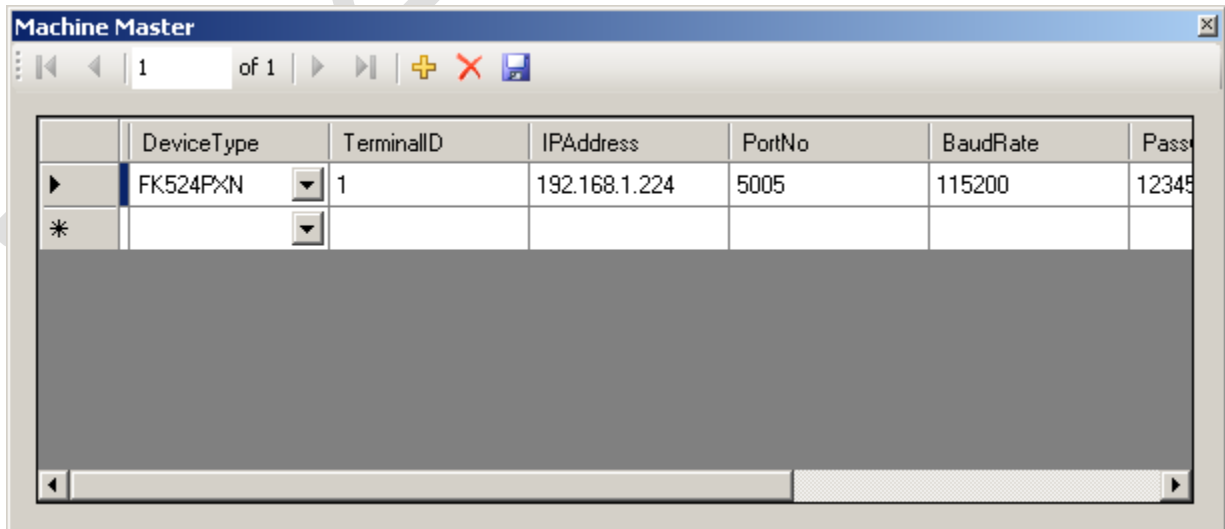
System Configuration

- ✓ To change password enter old and new password.



A dialog box titled "Password Change" with a close button (X) in the top right corner. It contains three text input fields: "Old Password", "New Password", and "Confirm New Password". To the right of the input fields are two buttons: "OK" and "Cancel".

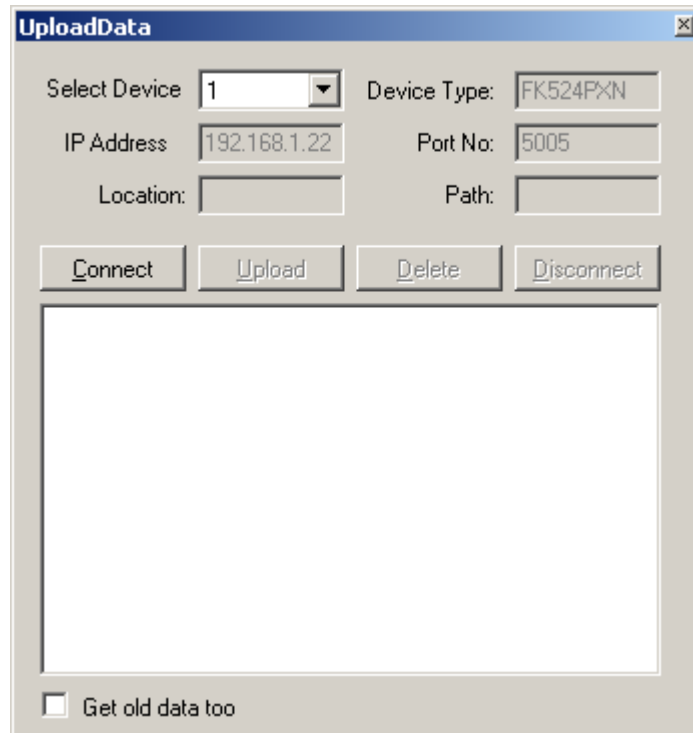
- ✓ Enter machine details.
 - Port Number for different Device Type
 - BF660 - 2000
 - ZK - 4370
 - FK524ID/FK524PXN – 5005
 - Baud rate for all – 115200
 - Path is needed only in Syris machine.
 - Password is needed in FK524PXN only as stored in machine.



A screenshot of the "Machine Master" application window. The window title is "Machine Master" and it has a close button (X) in the top right corner. Below the title bar is a toolbar with navigation icons (back, forward, home, search, refresh) and a status bar showing "1 of 1". The main area contains a table with the following columns: DeviceType, TerminalID, IPAddress, PortNo, BaudRate, and Password. The first row is selected and contains the following data: DeviceType: FK524PXN, TerminalID: 1, IPAddress: 192.168.1.224, PortNo: 5005, BaudRate: 115200, Password: 12345. Below the table is a large greyed-out area, likely a terminal or log viewer.

	DeviceType	TerminalID	IPAddress	PortNo	BaudRate	Password
▶	FK524PXN	1	192.168.1.224	5005	115200	12345
*						

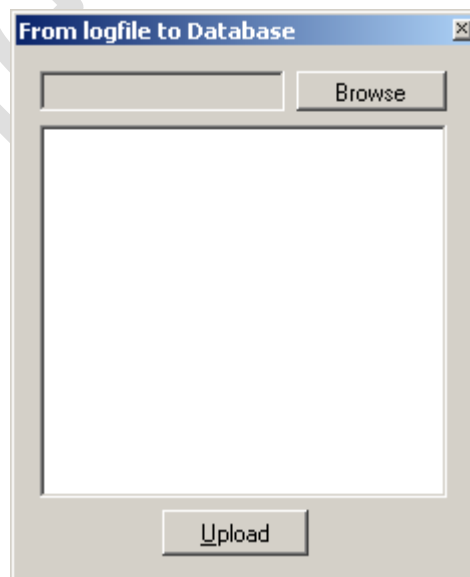
- ✓ To upload data from machine Select Device and click Connect then click Upload.
- ✓ To upload old data select the option “Get old data too” otherwise it will not upload the data which will upload earlier.



The screenshot shows a dialog box titled "UploadData" with a close button (X) in the top right corner. It contains the following fields and controls:

- Select Device: A dropdown menu showing "1".
- Device Type: A text box containing "FK524PXN".
- IP Address: A text box containing "192.168.1.22".
- Port No: A text box containing "5005".
- Location: An empty text box.
- Path: An empty text box.
- Buttons: "Connect", "Upload", "Delete", and "Disconnect".
- Checkbox: "Get old data too" (unchecked).

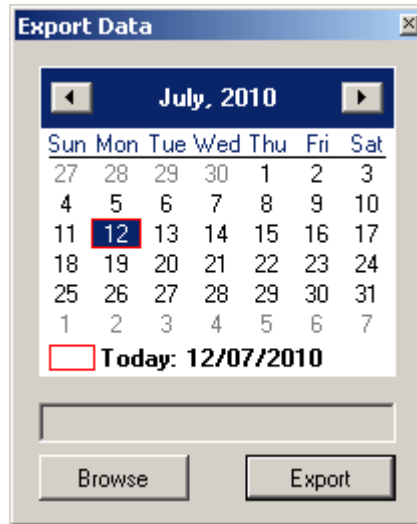
- ✓ To import data from log file to database, First browse the database log file and then click on Upload



The screenshot shows a dialog box titled "From logfile to Database" with a close button (X) in the top right corner. It contains the following fields and controls:

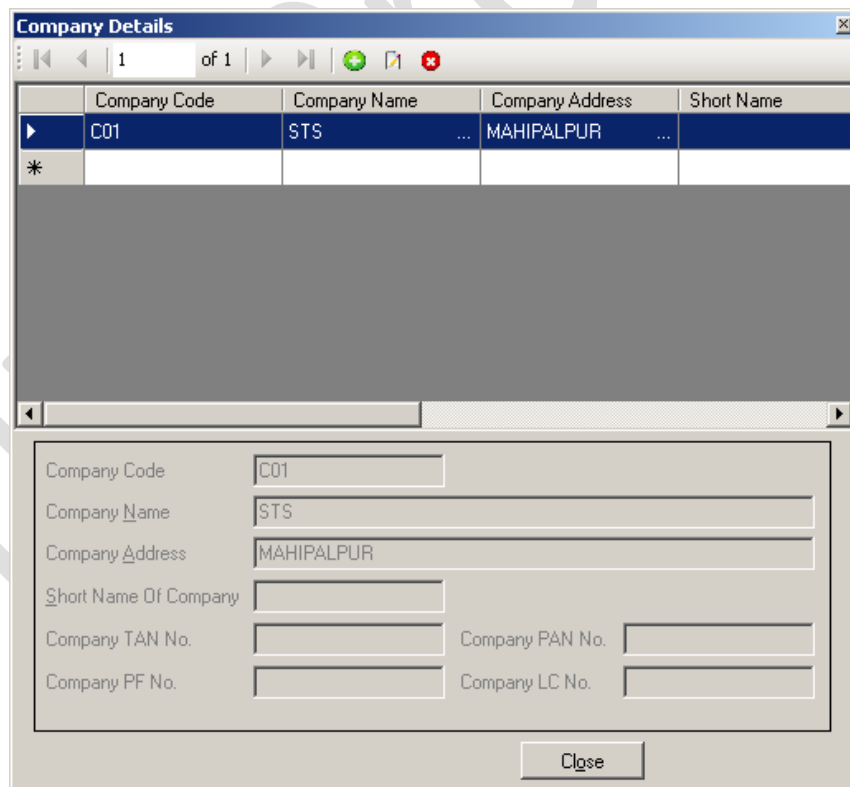
- A text box for the file path.
- Button: "Browse".
- Button: "Upload".

- ✓ To export data for backup, first choose path from browse button, then click Export.



Master Configuration

- ✓ Master>>Company Details



- Here you can view, add, delete and modify company details information.

✓ Master>>Department Details

The screenshot shows a window titled "Department Details" with a table and form fields. The table has three columns: Department Code, Department Name, and Department Head. The first row is selected and shows D01, HR, and ... The second row shows D02, Admin, and ... There is a row with an asterisk for adding new records. Below the table are input fields for Department Code (D01), Department Name (HR), Department Head, and Email ID. A Close button is at the bottom.

	Department Code	Department Name	Department Head
▶	D01	HR	...
	D02	Admin	...
*			

Department Code:

Department Name:

Department Head:

Email ID:

Close

- Here you can view, add, delete and modify company department details information.

✓ Master>>Section Details

The screenshot shows a window titled "Section Details" with a table and form fields. The table has two columns: Section Code and Section Name. The first row is selected and shows S01 and SEC01. There is a row with an asterisk for adding new records. Below the table are input fields for Section Code (S01) and Section Name (SEC01). A Close button is at the bottom.

	Section Code	Section Name
▶	S01	SEC01
*		

Section Code:

Section Name:

Close

- Here you can view, add, delete and modify company section details information.

✓ Master>>Grade

The screenshot shows a window titled "Grade Details" with a table and input fields. The table has two columns: "Grade Code" and "Grade Name". The first row contains "G01" and "GRAD1". Below the table, there are two input fields: "Grade Code" with the value "G01" and "Grade Name" with the value "GRAD1". A "Close" button is located at the bottom right of the window.

	Grade Code	Grade Name
▶	G01	GRAD1 ...
*		

Grade Code:

Grade Name:

Close

- Here you can view, add, delete and modify Employee Grade details information

✓ Master>>Category Details

The screenshot shows a window titled "Category Details" with a table and input fields. The table has two columns: "CAT" and "Category Name". The first row contains "C01" and "STAFF". Below the table, there are two input fields: "Category Code" with the value "C01" and "Category Name" with the value "STAFF". A "Close" button is located at the bottom right of the window.

	CAT	Category Name
▶	C01	STAFF ...
*		

Category Code:

Category Name:

Close

- Here you can view, add, delete and modify Employee Category details information

✓ Master>>Shift Details

The screenshot shows a software window titled "Shift Details". At the top, there is a navigation bar with "1 of 2" and several icons. Below this is a table with the following data:

	Shift Code	Start Time	End Time	Lun
▶	G	09:30:00	18:00:00	12:00
	NIG	20:00:00	05:00:00	23:00
*				

Below the table is a "Shift Setup" form with the following fields:

Shift Code	G	Shift Duration	08:30
Shift Start Time	09:30	Lunch Start Time	12:00
Shift End Time	18:00	Lunch End Time	13:00

A "Close" button is located at the bottom right of the form.

- Here you can view, add, delete and modify Shift details information of company.
- This will allow you to add different shift with different start and end time
- Note: for night shift code, Shift Code name must be started with "N".

- ✓ Master>>Employee Details>>General Information

The screenshot shows a software window titled "Employee Details" with a table of employee records and a detailed form below it.

Active	CARDNO	Pay Code	Emp Name	C
N	1	1	A	S
Y	2	2	AAAAA	S
*				

The detailed form below the table has the following fields:

- Active: N
- Employee Type: P
- Card No: 1
- Name: A
- Gurdian Name:
- Pay Code: 1
- Company: STS
- Department: HR
- Category: STAFF
- Section: SEC01
- Leaving Date: 12/ Jul /2010
- Reason: ssdfcf
- Grade: GRAD1
- PF No:
- ESI No:
- Date of Join: 01/ Jun /2010
- Date Of Birth: 15/ Jun /2010
- Married: Y
- Blood Group: N/A
- Qualification:
- Sex: M
- Designation:
- Experience:
- E-Mail:

A "Close" button is located at the bottom right of the form.

- Here you can view, add, delete and modify General information of employee in company.

- ✓ Master>>Employee Details>>Timing Policy

Active	CARDNO	Pay Code	Emp Name	C
N	1	1	A	S
Y	2	2	AAAAA	S
*				

Timing Policy

Permissible Late Arrival: 00:10
 Permissible Early Departure: 00:10
 Maximum Working Hours in a Day: 24:00
 Round The Clock Working: Y
 Half Day Marking: N
 Short Day Marking: N
 Present Marking Duration: 04:00
 Maximum Working Hours for half day: 05:00
 Maximum Absent Hours for Short day: 02:00
 Overtime Allowed:

Punches Required in a Day
 Multiple Punch: Y
 Four Punch: N
 Single punch: N

Single Punch Only
 Fixed Out Time
 Overwrite

Close

- Here you can view, add, delete and modify Timing Policy information of employee in company
- If employee arrival time is today and departure time is tomorrow then Round The Clock Working is “Yes”.
- If you want to allow overtime for any employee than “Overtime Allowed:” is set to “Y”.

- ✓ Master>>Employee Details>> Shift\WO Policy

The screenshot shows the 'Employee Details' application window. At the top, there is a table with the following data:

Active	CARDNO	Pay Code	Emp Name
N	1	1	A
Y	2	2	AAAAA
*			

Below the table, there are three tabs: 'General Information', 'Timing Policy', and 'Shift/WO Policy'. The 'Shift/WO Policy' tab is selected and contains the following settings:

- Shift Type: F
- Shift: G
- Shift Pattern: [Dropdown] [X]
- Shift Remaining Days: 0
- Shift Change after ? Days: 1
- Run Auto Shift: N
- Authorised Shifts: [Dropdown] [X]

The 'Weekly Off Details' section includes:

- First Weekly Off: Sun
- Second Weekly Off: [Dropdown]
- Second WO Type: [Dropdown]
- Half Day Shift: G
- Second WO Days:
 - I-
 - II-
 - III-
 - IV-
 - V-

A 'Close' button is located at the bottom right of the window.

- With The use of this, you can apply shift pattern, shift type, and Weekly Off details to an Employee in a company.

✓ Master>>Leave Master

The screenshot shows the 'Leave Master' application window. At the top, there is a title bar and a navigation bar with '1 of 2' and several icons. Below this is a table with the following data:

	Leave Field	Leave Code	Leave Description	IS Off Include	IS Hol
▶	L01	CL	CASUAL LEAVE ...	Y	Y
	L02	LWP	LEAVE WITHOUT P...	N	N
*					

Below the table is a detailed form for editing a record. The form contains the following fields and controls:

- Leave Field: L01
- Leave Code: CL
- Leave Description: CASUAL LEAVE
- Weekly Off Include (Yes/No): Y
- Holiday Include (Yes/No): Y
- Leave Type: L
- Is Accrual (Yes/No): N
- Sanction Limit: Carried Fixed
- Min: 0.00
- Max: 0.00
- Close button

- Through this form you can enter the details about the leave information of your company.
- Through this form you can easily enable or disable the status of leave. By Setting "Is Off Include:" as "Y/N".

- ✓ Master>>Holidays Details

The screenshot shows a window titled "Holidays Details" with a table and form fields. The table has columns for Date, Reason, Company, and Department. The first row contains the date 15/08/2010, the reason "inpedance day", and the department "HR". Below the table are form fields for Date (12/Jul /2010), Company (STS), Reason (empty), and Department (HR, Admin). A "Close" button is at the bottom right.

Date	Reason	Company	Department
15/08/2010	inpedance day		HR

Date: 12/Jul /2010
Company: STS
Reason:
Department: HR, Admin
Close

- Through this section you can define different holidays for your different departments.

Transaction Configuration

- ✓ Transaction>>Manually Punch

The 'Manually Punch' window contains the following fields and controls:

- Pay Code: Find
- Process From: 12/ Jul /2010
- Punch Time: 12/ Jul /2010 00:00 AM
- CardNo:
- Process Upto: 12/ Jul /2010
- Buttons: Post Punch, Delete Punch, Close

Processed Data			Un Processed Punches
Shift In	Lunch Out	Lunch Return	

- With the help of this form you can manually enter the punch in software (database).If punches are missed due any reason by the Machine failure.

- ✓ Transaction >>Shift Change

The 'Shift Change' window contains the following fields and controls:

- Pay Code: Search
- Month: July , 2010
- Employee Details:
 - Name:
 - Card No:
 - Company: Department:
 - Catagory:
 - Section: Grade:
- Date: 12/ Jul /2010
- Shift:
- Shift Start Time: 15:58
- Shift End Time: 15:58
- Lunch Start Time: 15:58
- Lunch End Time: 15:58
- Buttons: Change, Close

	DateOFFICE	SHIFT	SHIFTATTE
*			

- This will allow you to change the shift time of any employee on the basis of Pay Code

- ✓ Transaction >>Leave Application

Leave Application

Paycode Search Date From 12/ Jul /2010 To 12/ Jul /2010

Name
Card No.
Designation
Company
Department
Category
Section
Grade

Leave Duration
 Quarter
 Half Day
 Three Fourth
 Full Day

Leave Code CL
Reason
Approved date 12/ Jul /2010

OK Close

- This is a searching form of leave application by Pay code

- ✓ Transaction>>Leave Accrual

Leave Accrual Form

Paycode Search Year 2010

Name
Card No.
Designation
Company
Department
Category

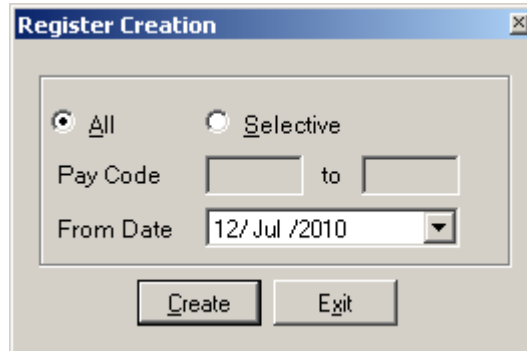
Opening Balance

CASUAL LEAVE
LEAVE

Save Close

Duty Roster Configuration

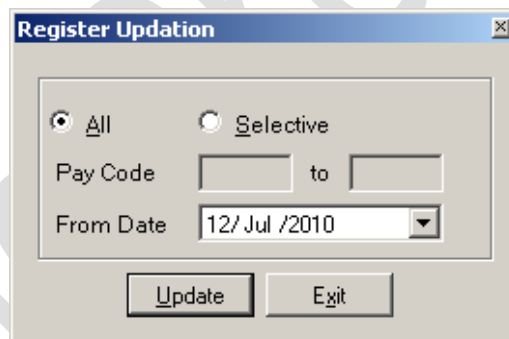
✓ Duty Roster>>Register Creation



The 'Register Creation' dialog box features a title bar with a close button. It contains two radio buttons: 'All' (selected) and 'Selective'. Below these are two input fields for 'Pay Code' separated by 'to', and a 'From Date' dropdown menu currently showing '12/Jul /2010'. At the bottom are 'Create' and 'Exit' buttons.

- When you install first time, Time Pro.NET ,it is necessary to create Register before starting work
- It is also help to create resister on the given range of Pay code and date

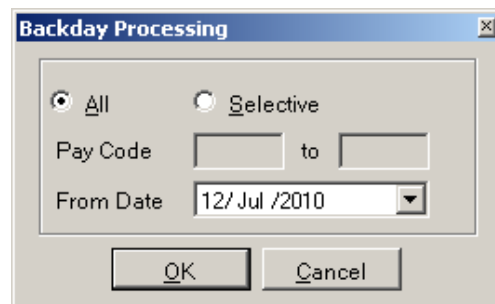
✓ Duty Roster >>Register Updating



The 'Register Updation' dialog box has a title bar with a close button. It includes 'All' (selected) and 'Selective' radio buttons. There are 'Pay Code' input fields with 'to' between them, and a 'From Date' dropdown menu set to '12/Jul /2010'. The bottom buttons are 'Update' and 'Exit'.

- It is used to update the previously created register

✓ Duty Roster >>Backday Processing



The 'Backday Processing' dialog box has a title bar with a close button. It features 'All' (selected) and 'Selective' radio buttons. It contains 'Pay Code' input fields with 'to' between them, and a 'From Date' dropdown menu showing '12/Jul /2010'. The bottom buttons are 'OK' and 'Cancel'.

- It is used to update the information of employee in database

✓ Duty Roster >> Muster Roll

Pay Code	CardNo	Name	12-Jul	DW	WD	HLD
2	2	AAAAA	A	0	0	0

- It will show you complete detail of all employee company and department wise on the given range of date
- You will also able to export it into Excel format

Administration Configuration

✓ Administration >> Time Setup >> General Setup

Setting	Value	Setting	Value
For Punch In Night Shift	N	Half Day Marking	
End Time For IN Punch	05:00	Short Leave Marking	
End Time For Out punch (Next Date) for RTC Employee With Multiple Punch	05:00	Maximum Working Hours for Half Day	300
Permissible Late Arrival	10	Maximum Absent Hours For Short Day	120
Permissible Early Departure	10	MaxWkDuration	1440
Present Marking Duration	240		

- It is a general setting (Global Setting) of Time policy of employee

Administration >> Time Setup >> Advance Setup

Time Policies

General Setup **Advance Setup**

Duplicate Check Min: 5
 Out Work Allowed: N
 OverStay Allowed: N
 Over Time Allowed: N
 Auto Shift Allowed: N
 Is Present on WO, Present: N

Is Present on Holiday, Present: N
 Mark WO as Absent when No. of Present < No. of Present for WO: N
 Week Off include or not in Duty Roster: N
 Overtime Formula: []

1: OT = Out time - Shift End Time
 2: OT = Hrs. Worked - Shift Hours
 3: OT = Early Arrival + Late Departure

Save Close

- It is a Advance setting(Global Setting) of Time policy of employee

Reports Configuration

✓ Reports

TimePro.net Reports

Report Type

- Attendance Report
- Absenteeism Report
- Performance Report
- Late Arrival Report
- Late Arrival Summary Report
- Early Departure Report
- Early Departure Summary Report
- Manual Punch Audit Report
- Overtime Report
- Overtime Summary Report
- Monthly Performance Report
- Leave Card
- Machine Raw Punch
- Detailed Muster Roll

Record Selection

- All Records
- Selected Records

Date Range

From: 12/04/2010 To: 12/07/2010

Sorting Option

- Company + Department wise
- Company + Grade wise
- Company + Section wise
- Paycode wise (Raw Entries)

Show Report

Main Report

Daily Attendance Report for 01/06/2010

Company Name : STS
 Department Name : HR

S. No.	Pay Code	Employee Name	Shift	Start Time	Arrival	Late Arrival	Status
1	2	AAAAA	G	09:30			A

Daily Attendance Report for 02/06/2010

Company Name : STS
 Department Name : HR

S. No.	Pay Code	Employee Name	Shift	Start Time	Arrival	Late Arrival	Status
2	2	AAAAA	G	09:30			A

Daily Attendance Report for 03/06/2010

Company Name : STS
 Department Name : HR

S. No.	Pay Code	Employee Name	Shift	Start Time	Arrival	Late Arrival	Status
3	2	AAAAA	G	09:30			A

Daily Attendance Report for 04/06/2010

Company Name : STS
 Department Name : HR

S. No.	Pay Code	Employee Name	Shift	Start Time	Arrival	Late Arrival	Status
4	2	AAAAA	G	09:30			A

Daily Attendance Report for 05/06/2010

Company Name : STS
 Department Name : HR

S. No.	Pay Code	Employee Name	Shift	Start Time	Arrival	Late Arrival	Status
5	2	AAAAA	G	09:30			A

Current Page No.: 1 Total Page No.: 6 Zoom Factor: 80%

- Reports are basically filter on the basis of four section
 - Report Type : First you select report type which you want to show
 - Record Selection: By default it will show you all records from given date then you have to choose Selected Records.
 - Date Range: This section will only work when Selected Records option is checked.
 - Sorting Option: This will show you report group wise on the basis of selection.
- You are able to export report on Microsoft Word (*.doc), Microsoft Excel (*.xls) or Adobe Acrobat (*.Pdf) format.

Other Important Points

- ✓ **Troubleshooting**

Visit <http://www.bioroles.com> for latest support information

- ✓ **FAQ**

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- ✓ **DOS And DON'TS**

- **Dos:**

- Before installing the application check carefully that .Net framework and Microsoft Report Viewer must be installed on your computer.
- Take regular backup of database.

- **Don'ts**

- Never reinstall the application without taking the backup of the database.
- Do not delete the database file.
- Do not cut and paste the database file at another location from actual location

- ✓ **Disclaimer**

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