



ITTSOft Program For Time Attendance Using Finger Print

Technical Description Prepared
By
ITTSOft
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Dear Mr.

we have the pleasure to submit our proposal for " ITTSOft Program For Time Attendance Using Finger Print " We would like to take this opportunity to thank you for choosing *ITTSOft* as your choice to work with.

We hope that our proposal will satisfy your requirements and merit your favorable acceptance, and looking forward to a fruitful business relationship, if you need any clarification, please don't hesitate to contact us.

The program performs the registration of attendance and departure time for employees using biological finger print:

How to use the program:

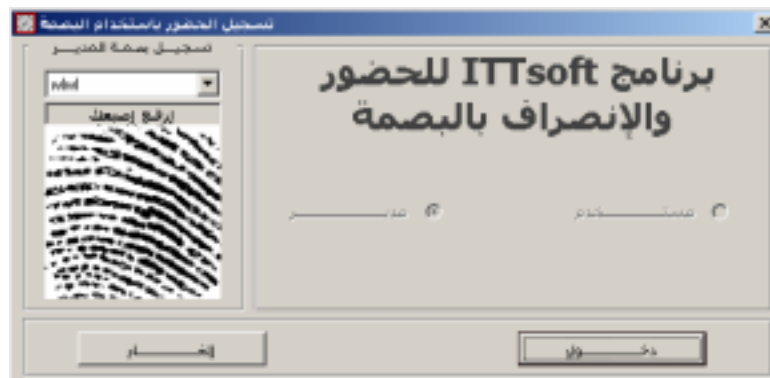
First :Modes of logging to the program:

1- user login mode :

Enables the user only to register the attendance and departure

2- Program administrator login mode:

enables all program capabilities like adjusting program constants, work constants, adding users, adding departments, and getting reports



Second :Adjust program constants :-

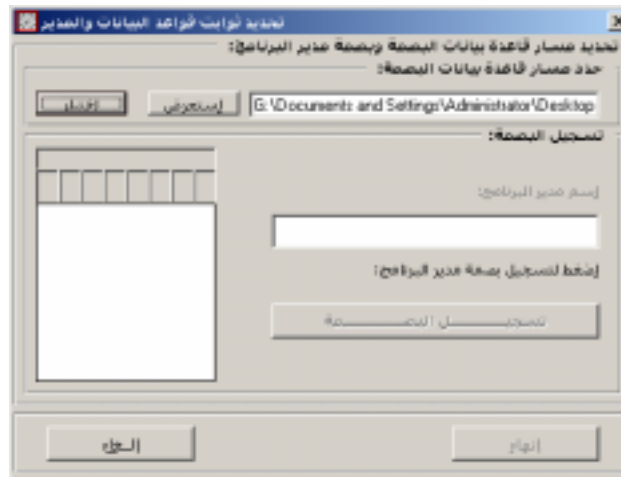
The first time you use the program after setup you've to adjust program constants : from options menu then adjust program constants.

- 1 - Determine the database path on the local PC or even local network.
- 2 - Click Test to ensure that the database is valid and if there is an admin already registered in database or not.

3 - if there is no admin finger print registered in database "Register finger print" button will be active and you can click it to register your finger print to be the main admin of the program.

4 - Now you can add sub administrators to the programs form Management menu then choose add sub administrators.

note: Don't try to close the program during finger print registration process



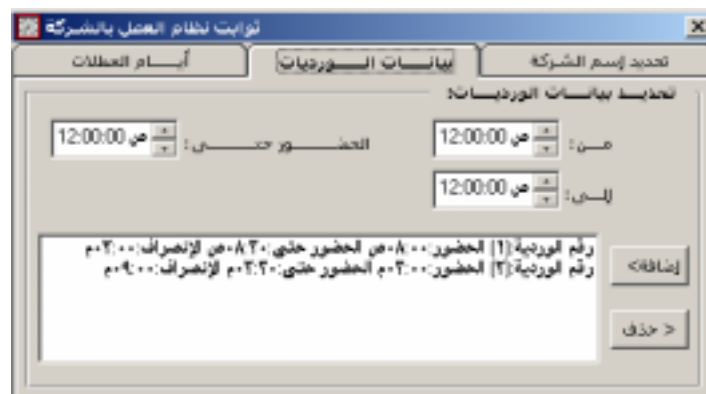
Third :adjust work constants : -

To adjust work constants like company name, days off, and work shifts

- 1- *Adjust company name :you can write company name as you like to appear in reports*
- 2- *Off days :you can adjust the weekend days for the company*
- 3- *Work shifts: you can determine work shifts by "From:" which is the shift beginning time" ,Attendance to" the time that the attendance after is considered delay , and "To" which is the shift end time.*

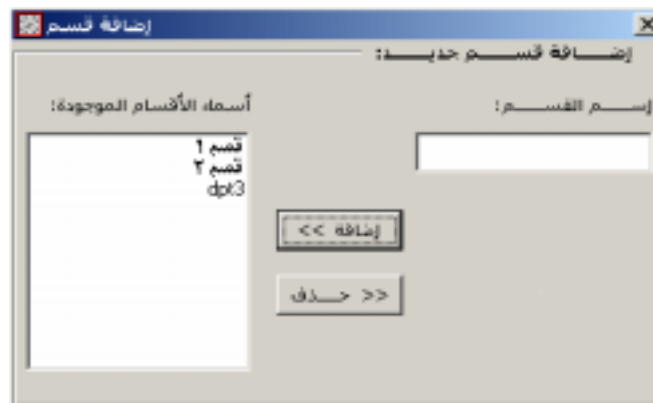
Important notes:

- *The day begins at 12:00AM and ends at 11:59PM.*
- *It is not allowed for two shifts to be overlapped.*
- *It is not allowed for a shift to begin in a day and end in the beginning of the next day.*



Forth :adding departments :-

From management menu choose add department where you can manage (add, remove (departments to the company.



Fifth :Add user :-

You can register employee's data and finger prints by choosing add users from management menu

Sixth: Edit user's data :-

You can edit user's data or delete any user from the database with all his entries by selecting his own number.



Seventh :Queries : -

The program provides three types of reports:

1 - Users data report:

You can make query about users data and get the result in a printable report

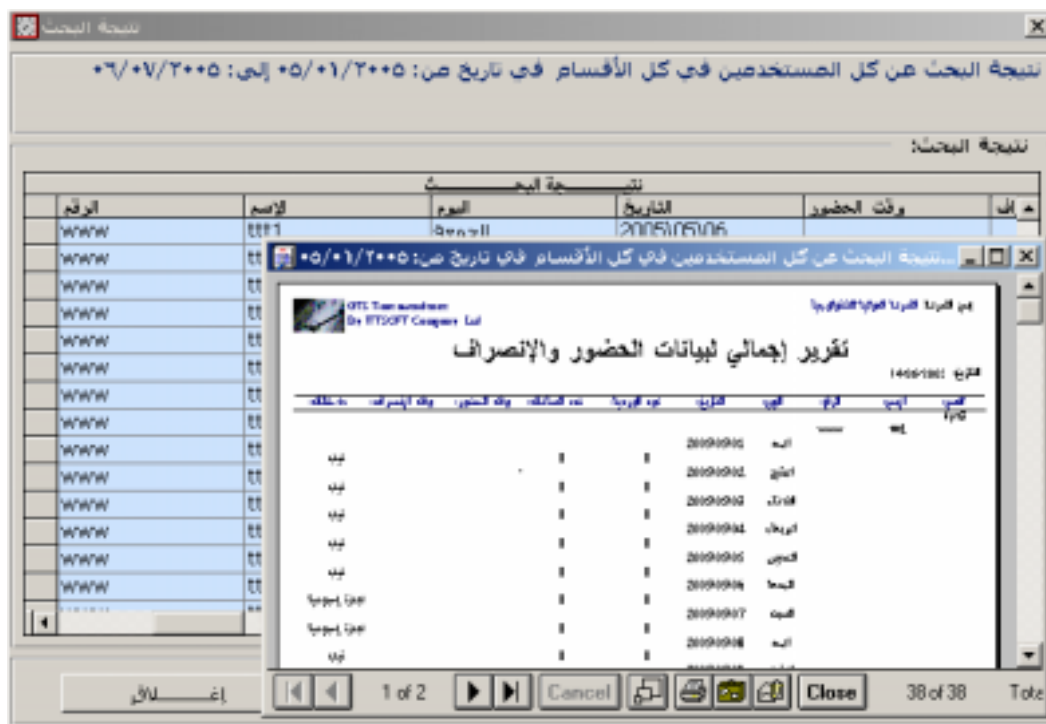
2 - Attendance details data report:

The report shows the attendance details for all or group of users according to your setting for the search constrains. the type of registration appears in form of numbers, and this is the meaning of those numbers:

- 1- Attendance 2- Departure 3- Registration out of shift time.

3-Attendance data summary report:

this report shows a summery for attendance data contains the count of work hours per day and per shift, delay days, and absence days .



Eighth :How to register your attendance in the program : -

- The code employee number that typed when adding the user is the number that employee use in daily registration
- When employee registers in a new day for the first time the registration is considered "attendance", and the registration in the second time is considered" departure" and the program counts the time between attendance and departure ,this time is considered the count of work hours.
- In case of the departure &attendance of any employee in midday it is going to be cut of the total hours of his work day.

- *In case that the employee didn't register his departure, he would be considered absent.*
- *In case the employee registered his attendance out the shift time, the program would give a red sign, this period will not be counted for his work hours.*



Integration with the HR systems : -

The program database could be SQL2000 or ACCESS and can be integrated with other human resources systems.

System Requirements : -

- *P III Processor or higher*
- *One Free USB port*
- *32 MB Ram*
- *350 MB Hard Disk Drive space available*
- *Cd_Rom*
- *Operating Systems : Win98/Win Me/2000/Xp*
- *Windows Compatible Sound Card and Speakers*

Technical Support:

If you faced any kind of problems with the program, we are ready for help or queries at support@ittsoft.net. Please don't hesitate to contact us for any questions.

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