User Manual

BioTime Web

Version: 1.0.3

Date: July 2019

About This Manual

- This document introduces the installation and uninstallation of BioTime Web, and describes the user interface and menu operations of this software.
- All design and specification declared are subject to change without notice in advance.

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Contents

1 What is BioTime Web? 1

2 Web Server Access 2

3 Dashboard Options 4

4 Calendar Management 5

4.1 Calendar Definition 5

4.2 Calendar Editing 7

4.3 Other functions 9

5 Shifts Management 10

5.1 Add a New Shift 10

5.2 Edit a Shift 11

5.3 Delete a Shift 12

6 Attendance Events Management 13

6.1 Add a New Attendance Event 13

6.2 Attendance Event Editing 15

6.3 Delete an Attendance Event 16

7 Departments Management 17

7.1 Add a New Department 17

7.2 Edit a Department 17

7.3 Delete a Department 18

8 Employee Management....19

8.1 Add a New Employee....19

8.2 Edit an Employee....20

8.3 Delete an Employee....21

8.4 Enrollment Options....22

8.5 Other Employee Functions....25

9 Real-Time Monitoring....27

10 Messages Management....28

10.1 Add a New Message....28

10.2 Delete Messages....29

11 Attendance Log Records....30

11.1 Search Log Records....30

11.2 Manual Attendance Registration....33

12 Worked Hours Report....35

12.1 Generating a Worked Hours Report....35

13 Balanced Report....41

13.1 Generating the balanced report....41

14 Information Page....44

1 What is BioTime Web?

BioTime Web is a **Web Server** that is **embedded** in a range of ZKTeco **devices**. This web server permits **setup and management of T&A operations** in the device. Via the Web Server, **more advanced functions** can be accessed easily. Such functions include:

- **Employee Management**
- **Calendar and Shift Management**
- **Reports Generation**
- **Attendance Events Management**
- **Manual Attendance Registration (without the use of the device)**

2 Web Server Access

To start operating with the **Web Server,** that is, with the **T&A device via a connected browser**, a **username** and **password** are needed. This username and password should be **set** in the device **in advance**. Also, the user accessing the Web Server should have obtained the **permissions** needed. Please refer to the **ZPad+ User Manual** for instructions on managing users who have the access right to the web server.

1. Access the **login** page of the Web Server. We will consider that the Web Server protocol is set to **HTTP**. The **address** that needs to be introduced in the address bar of the browser is:

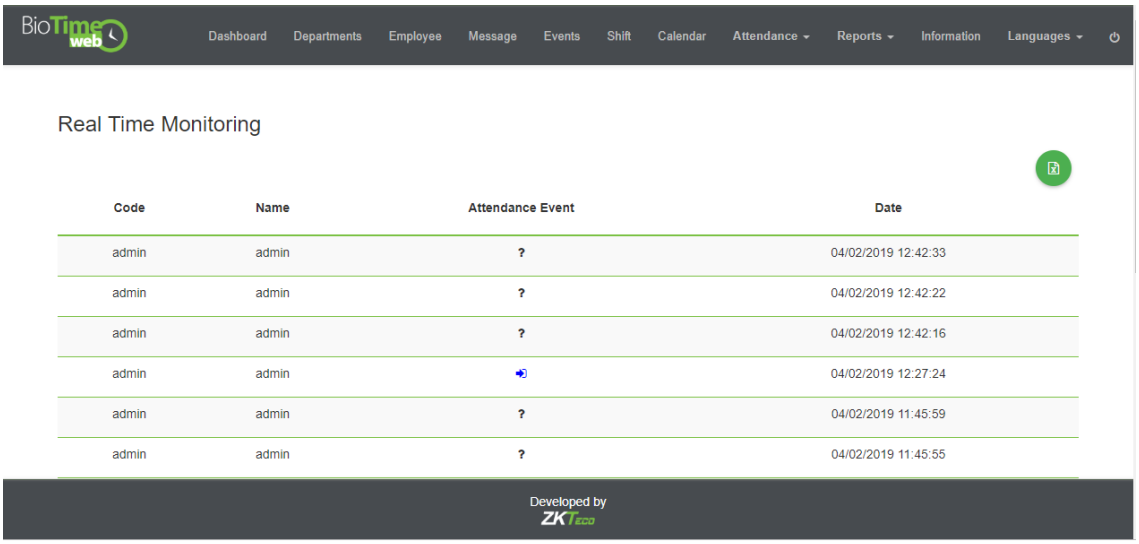
   http://IP_ADDRESS:PORT

   IP_ADDRESS: The device's **IP Address**.

   PORT: The web server's **port**, which is configured in the **T&A Settings app**.

   If the network **communication** to the device is **correct**, and the port configured is accessible, the **login page** will be displayed.

2. Insert the **username and password** of a registered user. Next, click on "**Log In**". If the username and password are correct, the **Dashboard** of **BioTime Web** will be presented to the user, with the **Real-Time Monitoring** interface already selected.



3. If the username or password is **not correct**, a message will be displayed on the screen as shown below.

Once we have provided correct login information and the **Dashboard** is presented to the user, we are ready to start **navigating the Web Server**.

3 Dashboard Options

All operations that can be done with BioTime Web can be accessed from the **Dashboard**.

Below is a **list of options** available.

Option	Description
Dashboard	**Real-Time Monitoring** of the device; **last punches** will be shown here. You may export such data to Excel.
Departments	List of **departments created**. New departments can also be created from here.
Employees	This is **the most important aspect of T&A operation**. The **list of created employees** is displayed here. **New employees** can be registered here. You may also **edit the details** of existing employees or delete their accounts here. **T&A Reports** can be accessed from here and **enrollment options** can be edited.
Messages	**Messages** that need to be sent to the **punching device** either **publicly or to** a list of **employees** are managed from here.
Events	**Attendance Events Management.**
Shifts	Shifts management. **Shifts** are defined in order to compare **expected to actual work time** by the employees.
Calendars	Calendar management. **Calendars** are defined in order to **control Special Days** when certain conditions apply.
Attendance	Attendance registry. **Data** captured by the device is shown. Also, the **modification of the punches details and records is** allowed.
Reports	Reports generated **based on time and attendance** by the employees
Information	Information **about the device** and the **BioTime Web** software. Also, the percentage of the device's used **memory** and **storage** is displayed here.
Language	Language in which BioTime Web is presented to users.
⏻ **(Log Out)**	Log out from BioTime Web and show the login screen.

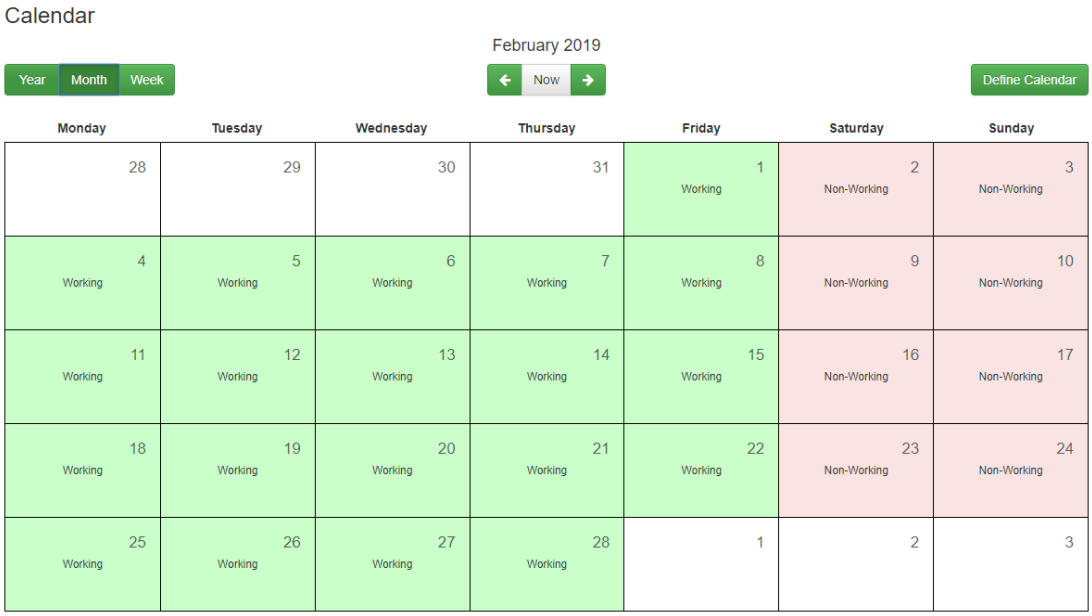
Next, **different navigation options** will be explained. **The order** shown is the order that a user needs to follow in order **to successfully set up a T&A Management** solution using BioTime Web.

4 Calendar Management

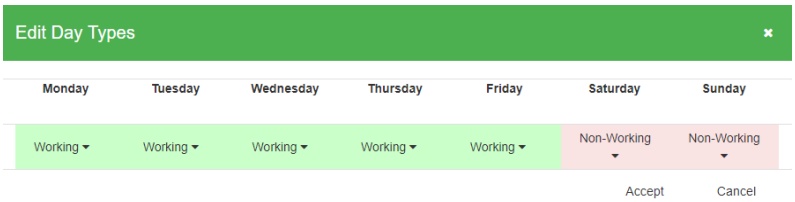
Calendar Management is **the first aspect of T&A Management** that needs to be set up. In **BioTime Web** the calendar is defined by **working, non-working and holidays** of a given year. The difference between the day types is that **on non-working days** and **holidays,** it **is not expected** for an employee to go to work, accordingly the reports do not count the absence of employees during these days. BioTime Web's calendar is created by **default**, and the user needs to edit it according to the **T&A needs** of the company to be managed.

4.1 Calendar Definition

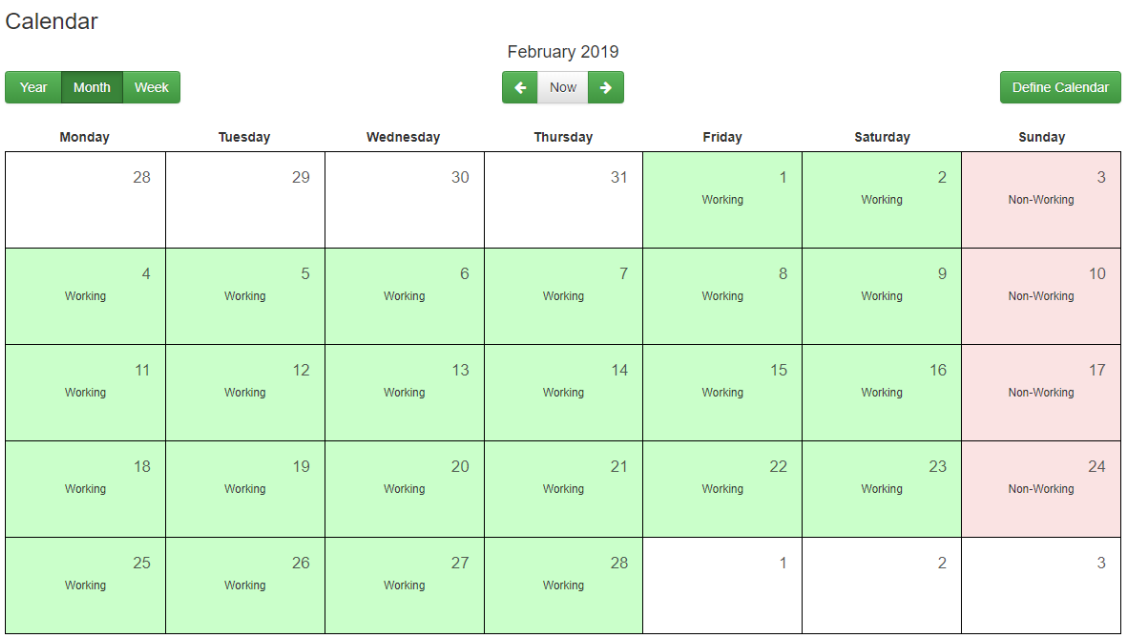
1. Access the Calendar by the link in the **Dashboard**. The **current month** will be displayed.



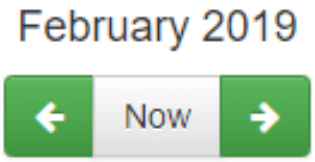
2. Click on the **Define Calendar** icon in order to define the **basic aspect**s of the calendar, being the **working and non-working days**. A page will be presented that lets the user select which days of the week are working and non-working days.



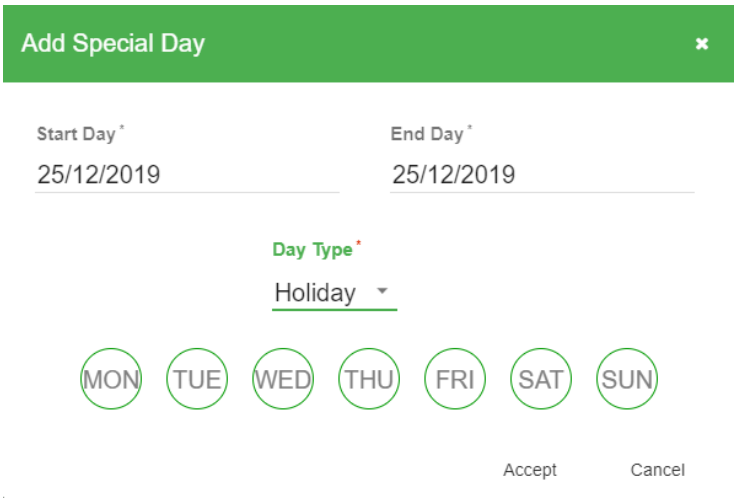
3. The difference between Working and Non-Working days is that **Non-Working days cannot be added to a shift**. By default, Saturdays and Sundays are defined in BioTime Web as Non-working days. Say, in our company, regular shifts are arranged on Saturdays apart from the weekdays, so Saturdays have to be changed to working days. After doing the necessary changes, click Accept in order to save the changes and for the calendar to be recalculated according to the changes.



4. Once the working and non-working days are set, it is time to define the **holidays**. For simplification purposes, only the holiday of the 25th of December will be defined. In order to do it, **navigate** to the month of December using the selector located over the calendar, clicking **the right arrow** until the month of December is shown on screen.



5. Next, click on the 25th day and the **Add Special Day** dialogue will be opened. **Start and End** days are already set, which are both the 25th, the day is set as a **holiday**. Also, there is no need to specify the day of the week. It is only needed to select **Holiday in the Day Type drop-down selector**. After, click on Accept.



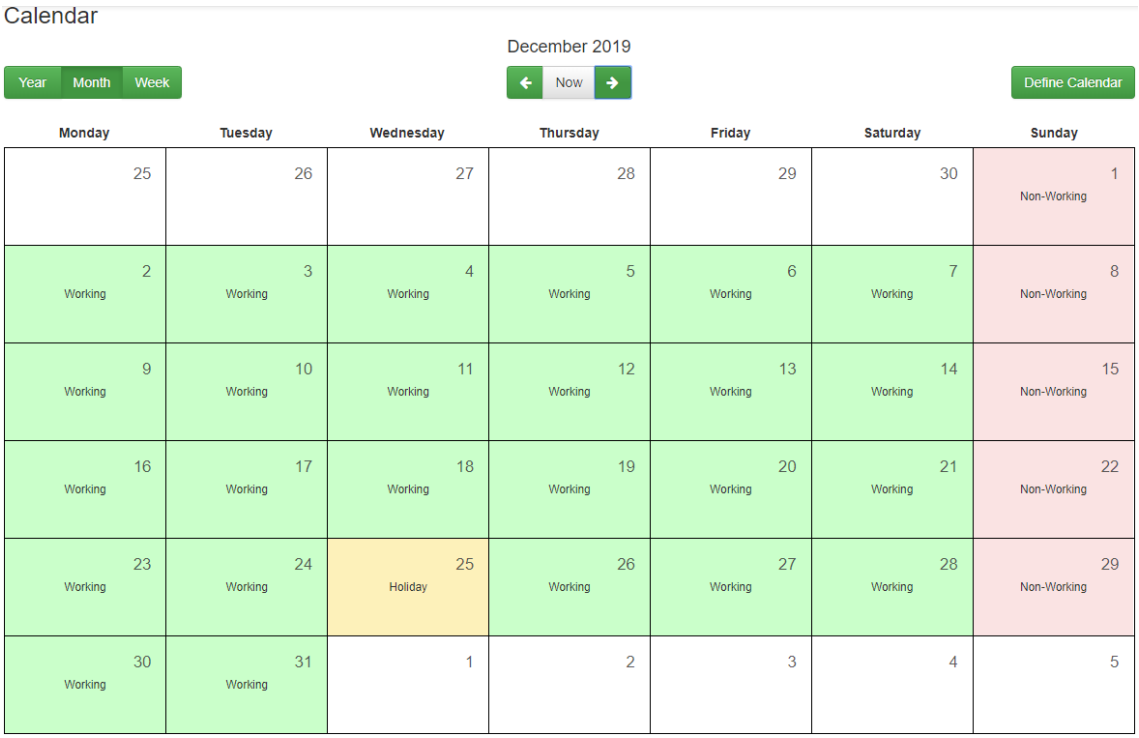
6. The day will be set as a **holiday**. Repeat the process for all the Holidays in a **year** or the needed time period.

4.2 Calendar Editing

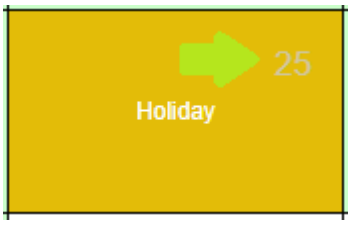
Editing a calendar means **changing day types** for **specific days** of the year. While in the previous section, a holiday was set in the calendar, **other non-working days** or days that are defined **as non-working** can be set as working days instead. **Repeat steps 4 to 6** on the previous section for any day of the year to set it as a **different day type** as it is by default.

The operation to set a day back to its default day type is the following. In the following example, the 25th of December is going to set back as a **working day**.

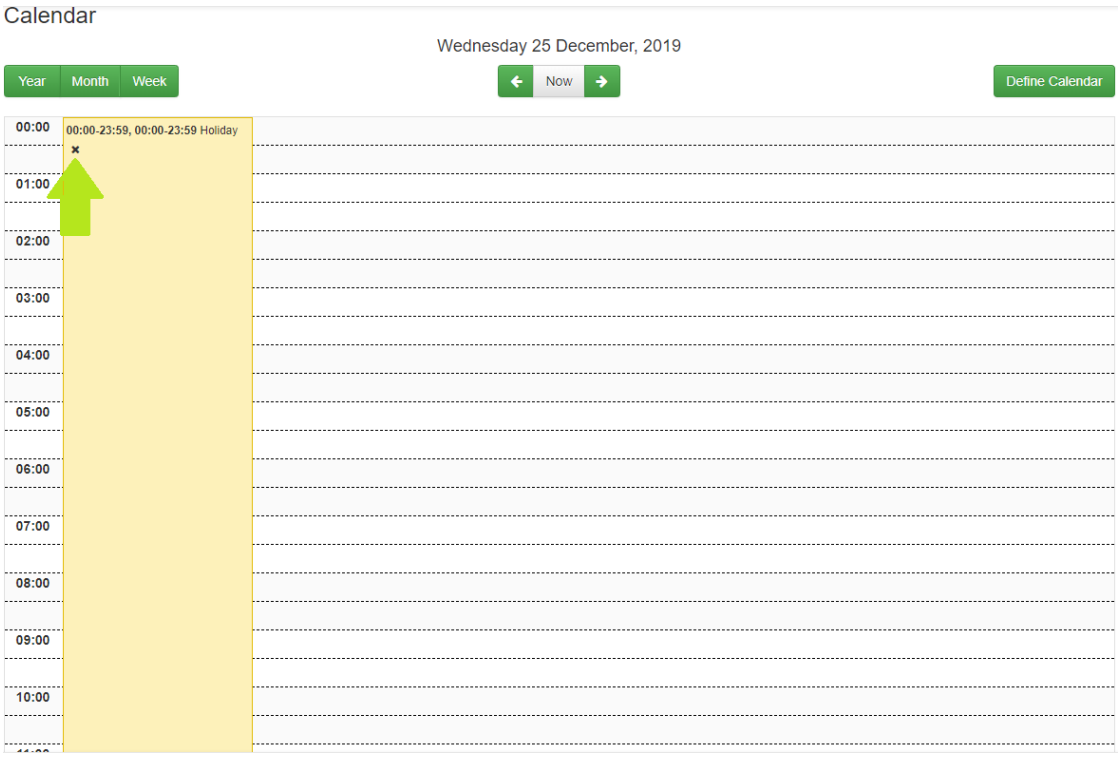
1. **Browse** to the month in which the day has been set up as a holiday. In this case, it is going to be December.



2. **Click** on the day **number**. It is important that the **number** is clicked, **NOT** the rest of the space of the day.



3. The Daily view will be shown. Click on the x on the screen in order to delete the special day and set back the day to default.



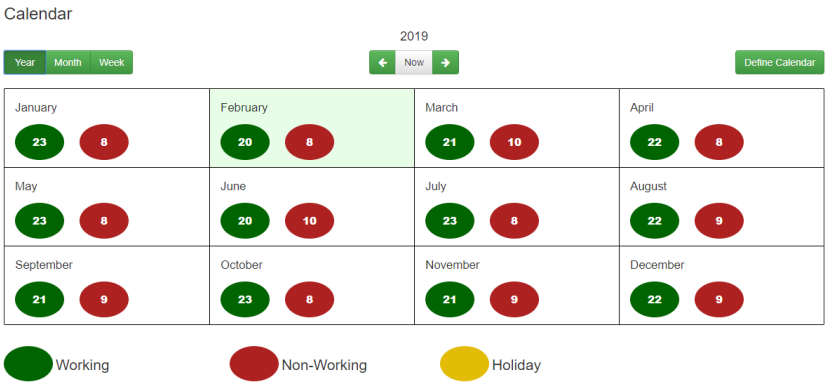
4. After **confirming** the **deletion**, the day will be configured **back** to its default as it was set when the calendar was defined.

4.3 Other Functions

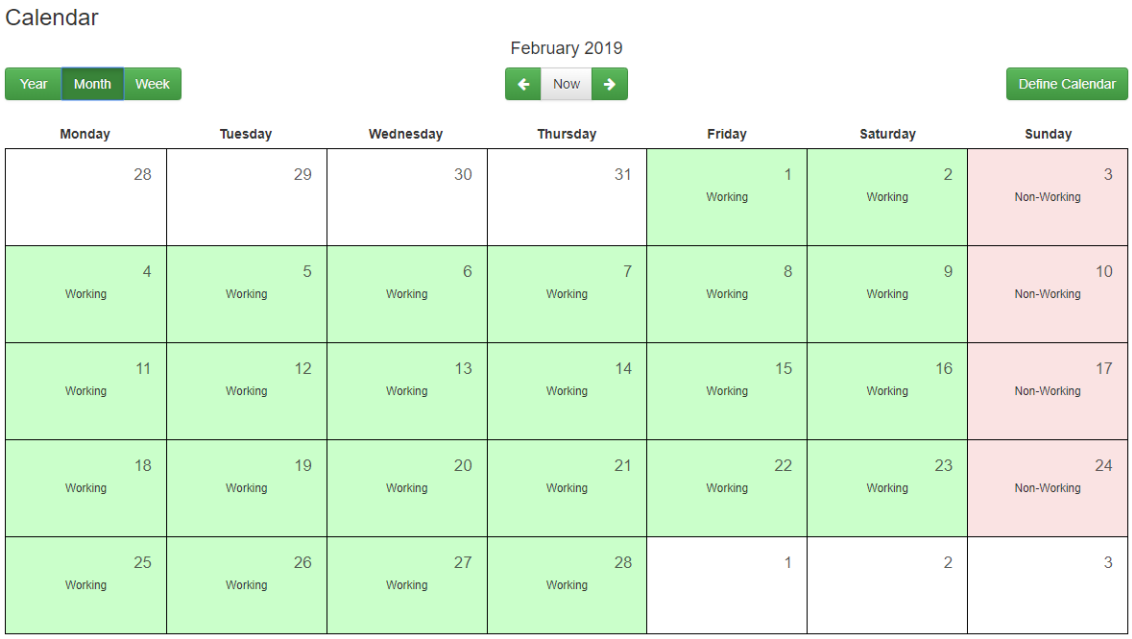
View type. Year, Month, Week

In the **top-left** of the screen, there is an option to **change** how the calendar is shown on screen.

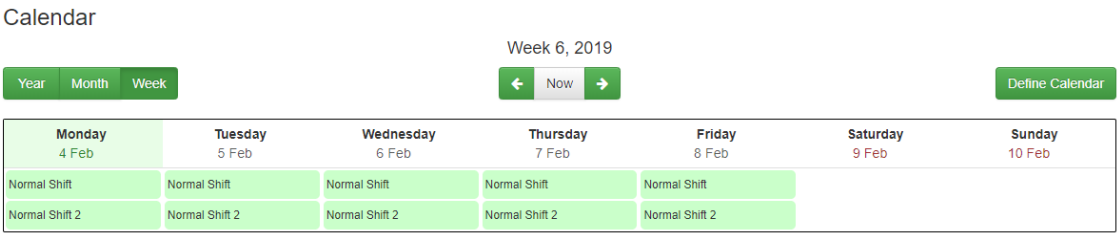
The **yearly view** shows how many working, non-working and holidays are configured in a week.



The **monthly view** is the normal view of the month which lets the user set holiday easily.



The **weekly view** lets the user know which shifts are defined for each day.

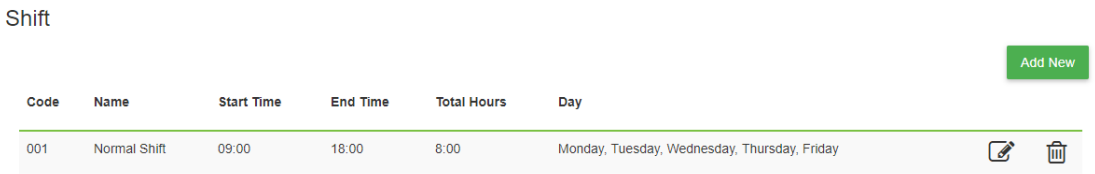


5 Shifts Management

Shifts are the specification of the **time** the employees **need to be** in their workplace and the time they finish their workday. **Multiple shifts** can be defined. **Shifts** are the next aspect **after Calendars** that needs to be defined in a proper **T&A Management**. In order to start shifts management, the **dashboard option Shift** will be selected.

5.1 Add a New Shift

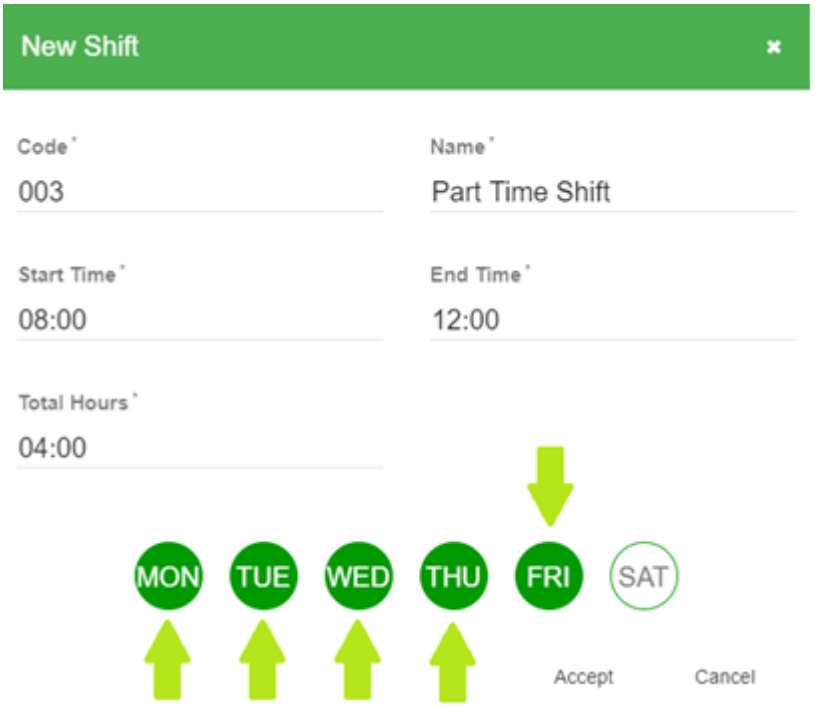
1. Click on **Add New** to start the process of adding a **new shift**.



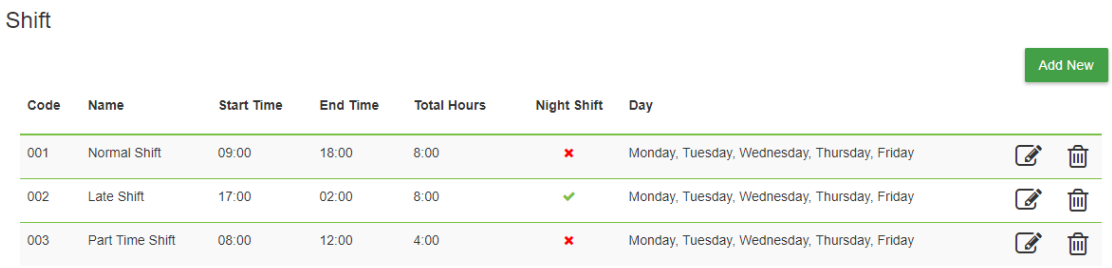
2. The **New Shift** dialogue will appear on the screen. Fill in all the needed details and click on each **weekday** that needs to be added to the shift. The check **Night Shift** specifies if the **End Time** of the shift is **after 23:59**. The field **Total Hours** needs to be **inserted manually**.

   Once completed, click on **Accept** to save the shift.

   Reminder: Only days which are marked as **working days** can be added to **the shift's workdays**.



3. The **shift** will be added to the list of **available shifts**.

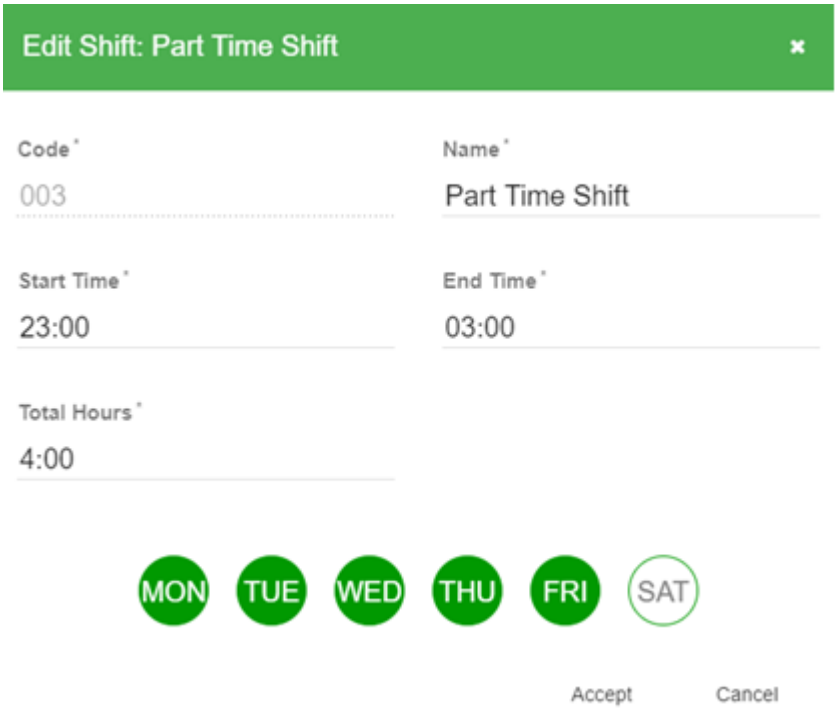


5.2 Edit a Shift

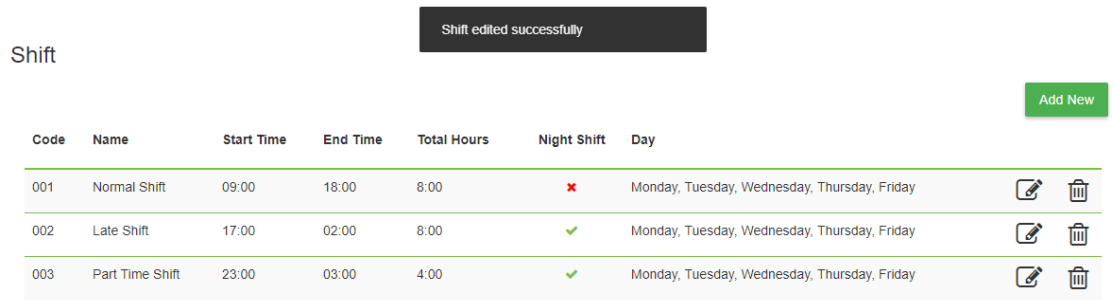
In order to carry the shifts modification of the T&A managed company, **Shifts** defined in **BioTime Web** can be **edited** accordingly.

1. Click on the Edit icon of any registered shift.

2. The **Edit Shift Dialog** will be shown on screen. Make any necessary changes and click **Accept**.



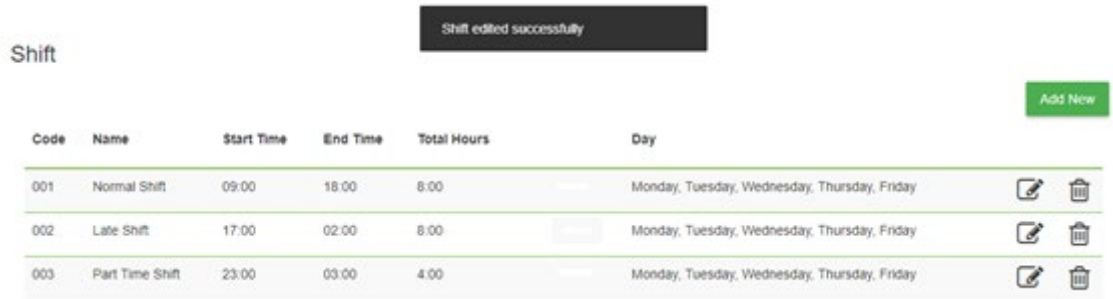
3. The edited details of the shift will show on the screen.



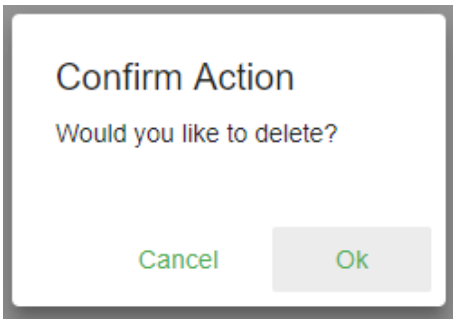
5.3 Delete a Shift

Registered shifts can be **deleted** if they are not needed anymore.

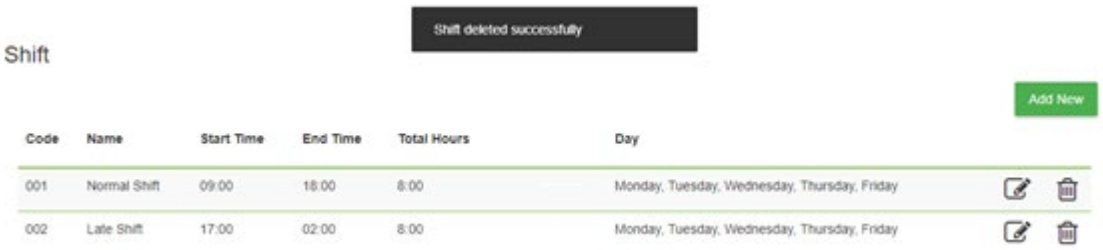
1. Click on the **Delete** icon of a registered shift in order to **delete** it.



2. Click **OK** on the confirmation window.



3. The **Shift** will effectively be **deleted** from the shift list.
   Warning: If any employees had only **the deleted shift assigned** to them, after deleting, **no shift** will be assigned to them, which will make the calculation for some of the reports **impossible**.



6 Attendance Events Management

Attendance Events are a very important aspect of **T&A Management**. **Events** are the "**reasons**" for an employee to **enter and leave** his workplace. In that manner, when an employee **punches** the device, will register an **IN** event or an **OUT** event, on which **reports** will be based. **BioTime Web** includes a list of **basic attendance** events that can be expanded according to needs.

The events included are:

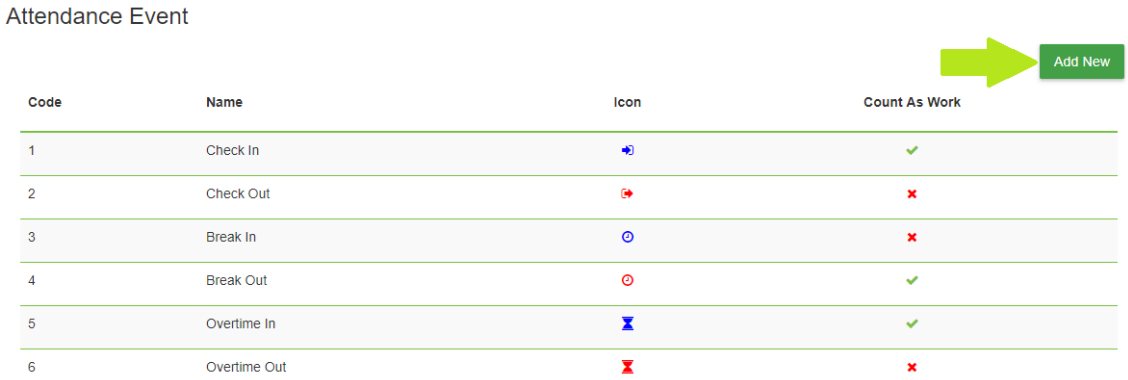
- **Check IN**
- **Check OUT**
- **Break IN**
- **Break OUT**
- **Overtime IN**
- **Overtime OUT**

Also, punching the device **without selecting** an event will also set a **0 (zero) event**, which will be assigned to the event "**Work IN**".

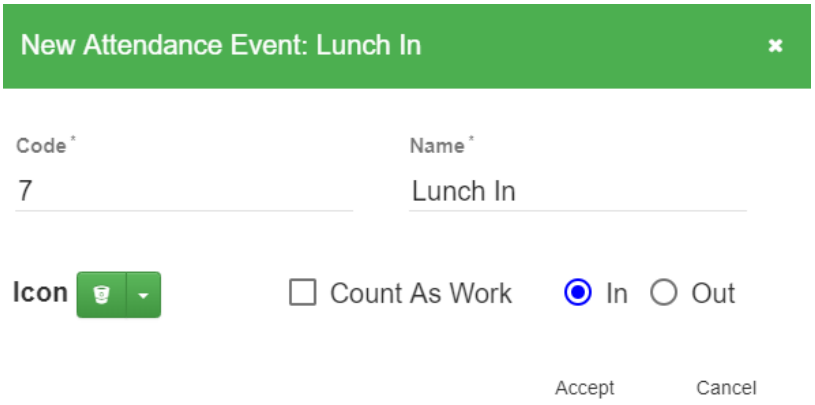
These **events** cannot be changed and will automatically be **translated** according to the language **BioTime Web** is set. In order to manage **Attendance Events**, select the Events option in the **dashboard**.

6.1 Add a New Attendance Event

1. On the **Events** page, click **Add New** to add a new **attendance event**.



2. The **New Attendance Event** dialogue will appear on the screen. Input **all the details** and click **Accept** to save the Event. The **Count as Work** check will determine if the **time that passes after** the event will be counted as **worked time** for reports. The **IN/OUT** selector determines if the event **marks** a time start or a time end of the event.



Attendance Events are configured regarding the **Count As Work** check and the **IN/OUT** selector determines how **T&A is going to be managed** and the punches that are needed to be registered by the employees in order to register worked time correctly.

There are **two** possible scenarios.

a) Only create **OUT** events, and do **NOT** set them with the check **Count as Work** activated:

In this scenario, employees punch when **starting work** without selecting any event, which will punch **the zero event (Work IN)**. To register a **break** in work time, employees will punch the **OUT event** of the needed activity **(Lunch, Break, Doctor, etc..)**. When the break finishes, the employee needs to **punch** again **without** selecting the event. When **finishing the workday**, employees will punch **again without selecting the event**. The total of punches will be always **even**. Calculated work time will be the **total of time registered in pairs of punched events**.

$$t_0 \ldots t_1 \ldots t_2 \ldots t_3 \ldots t_4 \ldots t_5 \ldots\ldots\ldots\ldots\ldots t_n$$

In this example, **n** is the total number of punches registered by an employee in a day. **t0** will be the **first** punch in a day and tn be the **last**.

n will always be an **even** number for calculated time to work **properly**.

Worked time will be calculated in pairs, that means, time passed from t0 to t1, from t2 to t3, t4 to t5, and t(n-1) to tn.

The **time** between odd pairs will not be counted as work

If there is an odd number of punches, the time between t(n-1) and tn will not be counted as work time.

b) Create **IN/OUT** events for all events and set **Count as Work** if needed:

When starting work, the employee will punch **event no.1 (Check IN)**. This event has the check **Count as Work activated**. To register a break in **work time**, punch the selected event **OUT** event (Lunch OUT, Doctor OUT, Break OUT) which has the check **Count as Work** not activated. When the break **finishes**, the **IN** punch of the event is needed, which has **Count as Work activated**. Total punches within a day will also be **even** in this scenario. If a new break happens, the same procedure will be followed. When finishing work, the employee will punch **event no.2 (Check OUT)** which does **not have the check Count as Work activated**. Calculated work time will be the sum of times passed between punches of events which have the check **Count as Work activated** and punches

which do not have the check **Count As Work** activated.

$$t_0 \ldots t_1 \ldots t_2 \ldots t_3 \ldots t_4 \ldots t_5 \ldots\ldots\ldots\ldots\ldots t_n$$

In this example, **n** is the total number of punches registered by an employee in a day. **t0** will be the first punch in a day and tn the last.

n will always be an **even** number, as all events must be "**closed**" before the end of the day.

Worked time will be calculated taking into account the "**Count As Work**" check of the event the punch is registering, that means:

t0 will always have "**Count as Work**" **activated**.

Time will be counted until a **t** is registered with **"Count As Work" deactivated**, and start to be counted again when a **t** with **"Count As Work" activated** is registered.

3. The **created event** will appear on the list, and it will be **available** to set punches to it.

Attendance Event

Add New

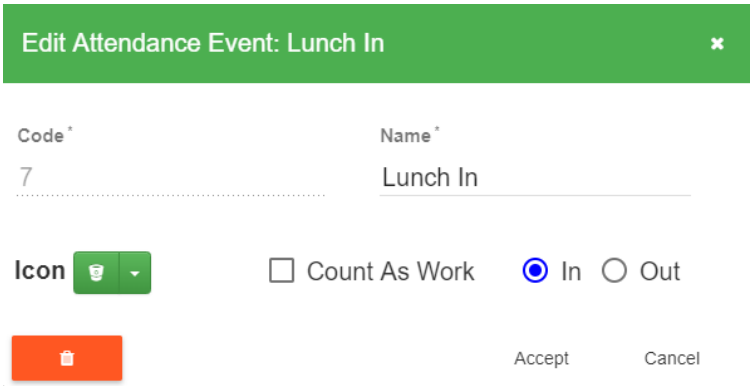
Code	Name	Icon	Count As Work
1	Check In		✔
2	Check Out		✖
3	Break In		✖
4	Break Out		✔
5	Overtime In		✔
6	Overtime Out		✖
7	Lunch In		✖

6.2 Attendance Event Editing

The **only** field of a registered event that cannot be edited is the **Code**.

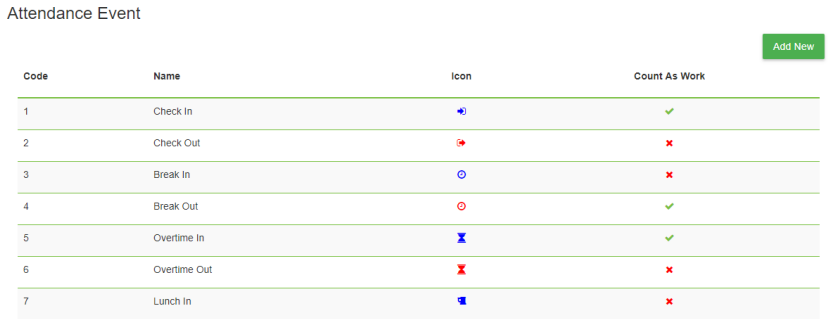
The process of **event editing** is as follows.

1. On the **events list** page, click on the event that needs to be edited. The **Edit Event** dialogue will be **shown**.



2. Make **necessary changes** and click on **Accept**. The properties of the event will be changed accordingly.

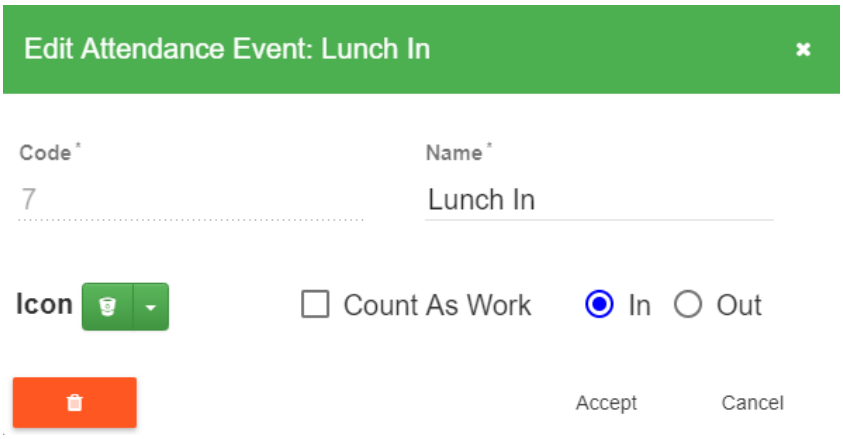
   Warning: Changes in the "**Count as work**" check **can** affect the **worked hours report**.



6.3 Delete an Attendance Event

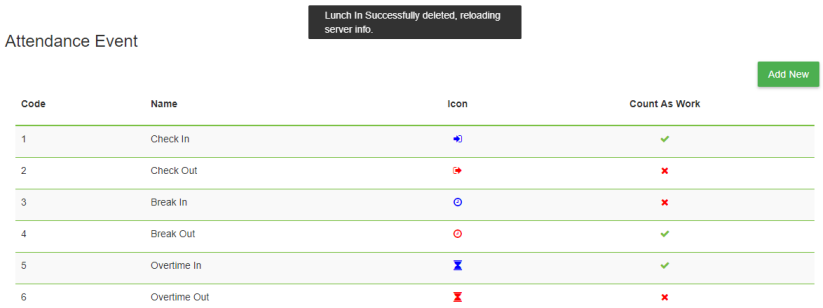
Like editing, you may completely **delete** an attendance event. The process is as follows.

1. On the **events list** page, click on the event that needs to be **deleted**. The Edit Event dialogue will be shown.



2. Click on the red **Delete** icon. After **confirming** the event will effectively be **deleted**.

   Warning: Worked time reports **can** be affected by how the event was created.



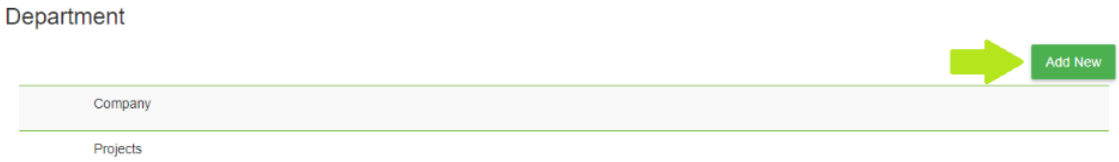
7 Departments Management

The registering of the **Departments** is the final step of the **setup of T&A Management** before employees' registration. **BioTime Web Departments** serve as a **grouping** method of Employees. **Departments** are managed on the **Departments** page found in the **dashboard**

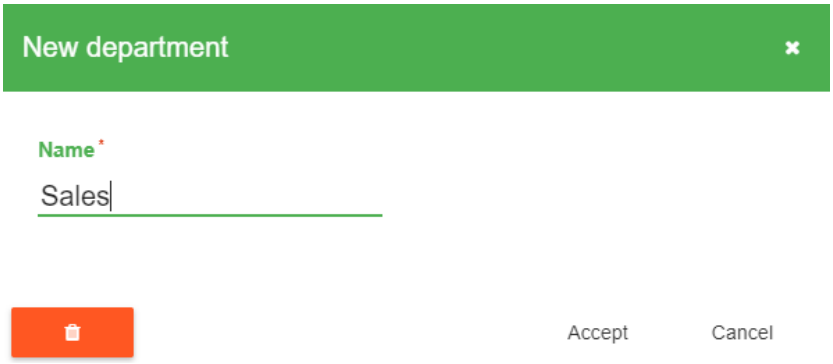
7.1 Add a New Department

To add a new **department** the process is as follows.

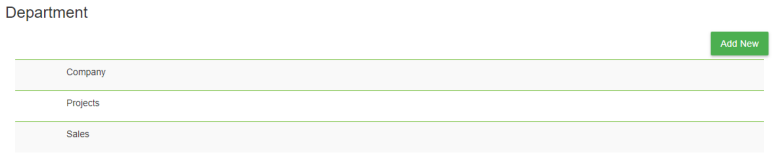
1. Click on the **Add New** button on the department's list page.



2. In the dialogue, input the Name and click Accept.



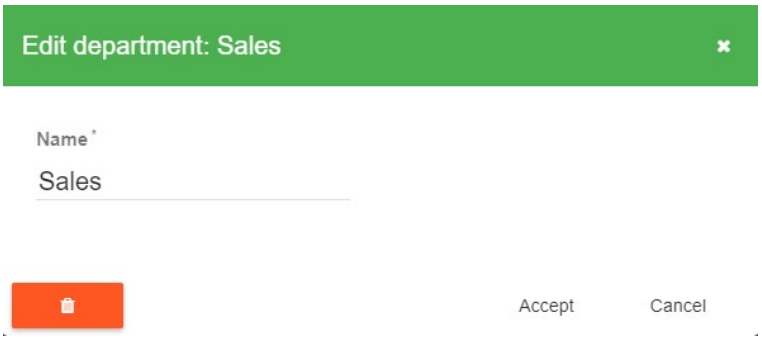
3. The department is **added** to the list.



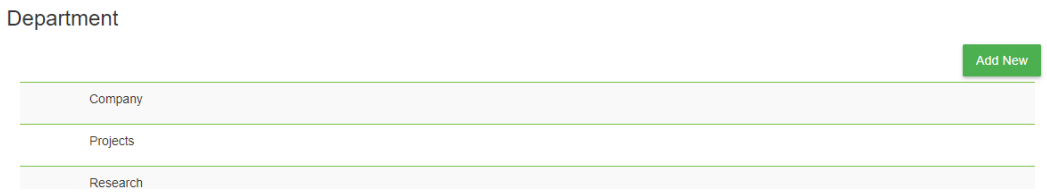
7.2 Edit a Department

The **name** of a **department** can be changed.

1. Select a **department** on the list by clicking on it. The **Edit Department** dialogue will be opened.



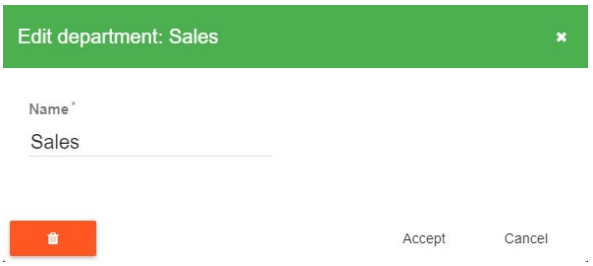
2. Change the **name** as desired and click Accept when done. The list will be **updated** with the **new name**.



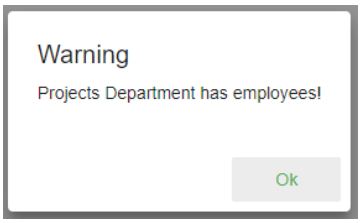
7.3 Delete a Department

A department can be **deleted** as long as it does **NOT** have **any employees** assigned to it.

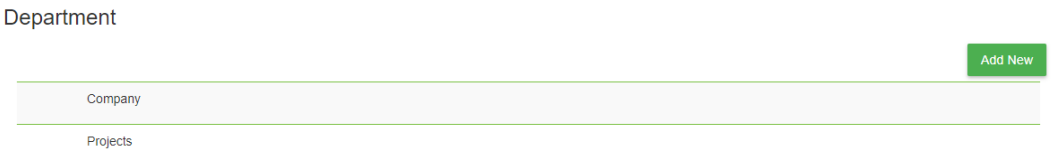
1. Select a **department** on the list by clicking on it. The **Edit Department** dialogue will then be opened.



2. Click on the **red Delete icon** and the confirmation message in order to delete the department. If the department **has any assigned employees**, the following message will be **displayed.**



3. If the deletion is **correct**, the deleted department will **no longer** appear on the list.



8 Employee Management

Employees are the **core** of **T&A Management** systems. The **Employee** management section of **BioTime Web** allows the **registry, modification and deletion** of the employees by the managed company.

When registering a new **employee**, his **department** and **shift** can be provided, in order to generate **accurate reports** about the compliance of the employee to the company in **T&A** terms.

BioTime Web can also communicate with the device in order **to enroll fingerprints** or **cards** for punching. Also, from the **employee's** page, it is possible to set **a manual punch,** access the **log records** and the **reports**.

Employees are managed on the employee page that can be accessed from the **Dashboard**.

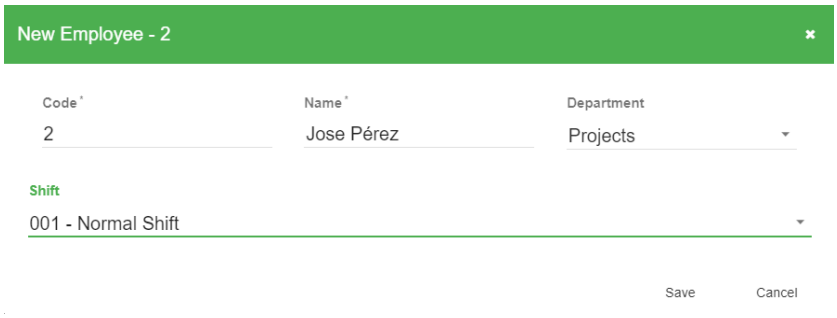
8.1 Add a New Employee

These are the steps needed to register a **new employee**.

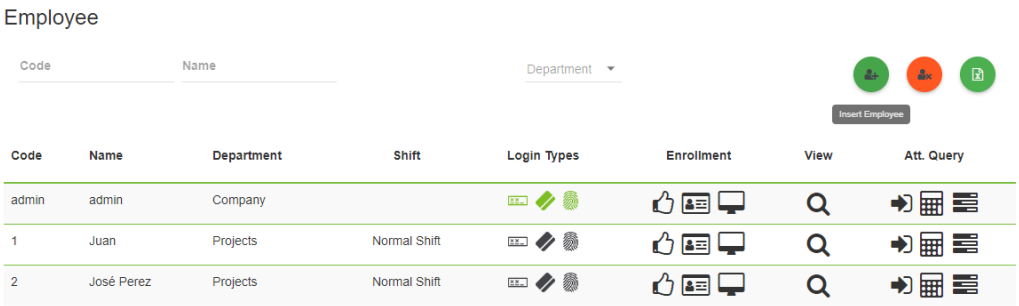
1. Click on the **Insert Employee** icon in order to open the **New Employee** dialogue.

2. Insert the **details** of the employee and click on **Save**.

   Warning: It is not possible to select two or more **conflicting shifts**, that is, two shifts with **coincidence time** between them. An error will be displayed if this situation happens.



3. If the details are **correct**, the employee will be **added to the list**.

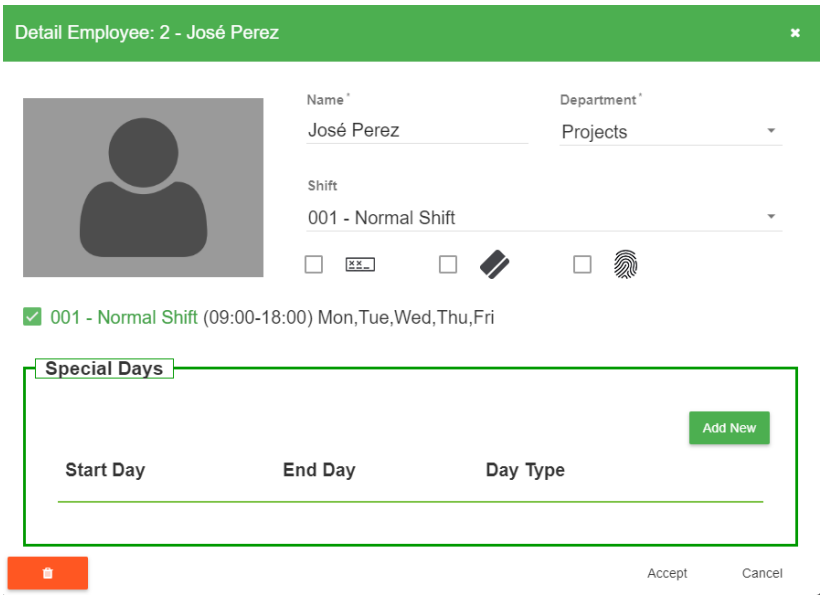


8.2 Edit an Employee

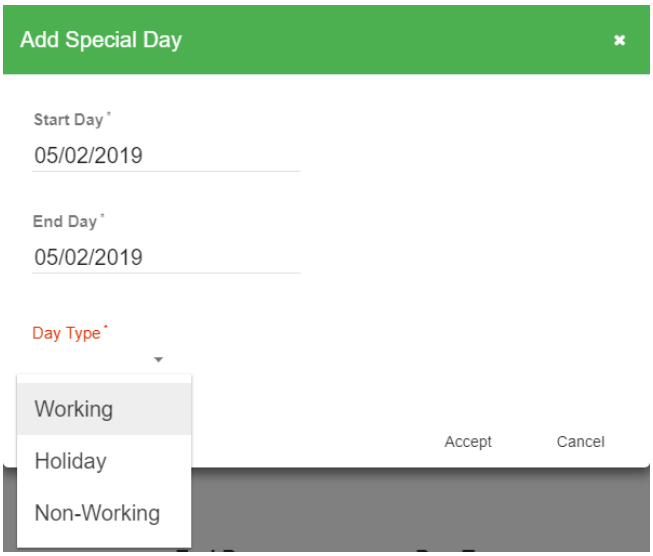
A created **employee** can be edited by changing its **name, department or shifts assigned.** Also, **Special Days** can be set for an employee when it is **NOT** expected for the employee to attend to **work**, i.e. a period of **holidays** demanded by the employee.

1. Click on the **View** icon on any of the employees in order to **edit** them.

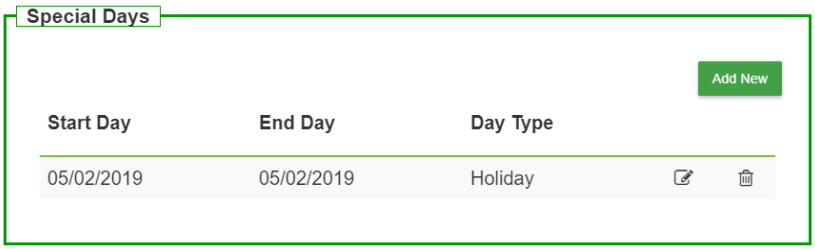
2. The **Employee Detail** dialogue will be opened and any of the **details of the employee** can be edited. Click on **Accept** to **Save** the changes.



3. In order to **add Special Days**, click on the **Add New** icon embedded into the **Special Days** subsection. The **Add Special Days** dialogue will open, where the user can select the **period of time** set as special. After setting the type of day the period will be set, click **Accept** in order to set the special days for the employee.



4. The **special Days** defined will appear in the subsection. As shown in the following screenshot, it is possible to **edit** the special days asked or **delete** them with the corresponding **icons**.



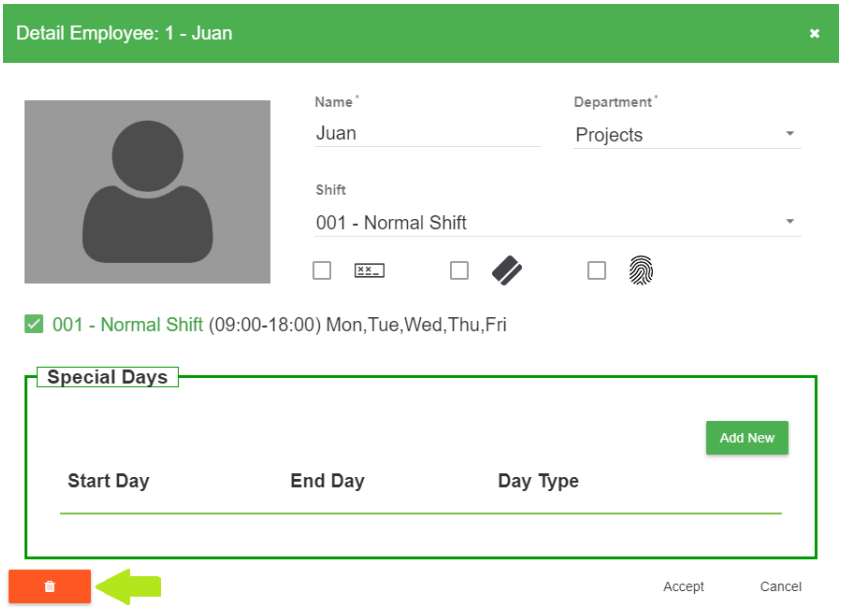
8.3 Delete an Employee

As in all the previous aspects, it is also possible to **delete** the existing employees. The process is as follows. There are **two ways** to delete existing employees.

- **Deleting One Employee at a time**

1. Select an **employee** as if going to edit its details, by clicking on the **View** Icon.

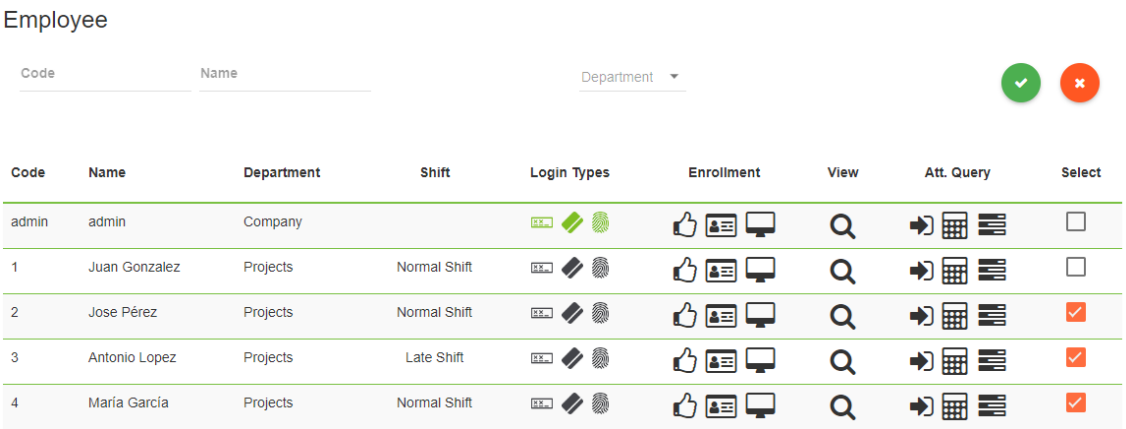
2. In the **Employee Details** dialogue, click on the **red Delete icon** in order to delete the employee. A **confirmation message** will follow and after confirming the employee will be **deleted**.



- **Deleting more than one employee at a time**

1. Click on the **delete employee** icon, which is next to the **registered employee**.

2. A check will appear next to all the **employees** in order to select the employees that need to be **deleted**.



3. Click on the **green** ✓ icon in order to delete the selected employees. **Confirm** the message that appears next.

8.4 Enrollment Options

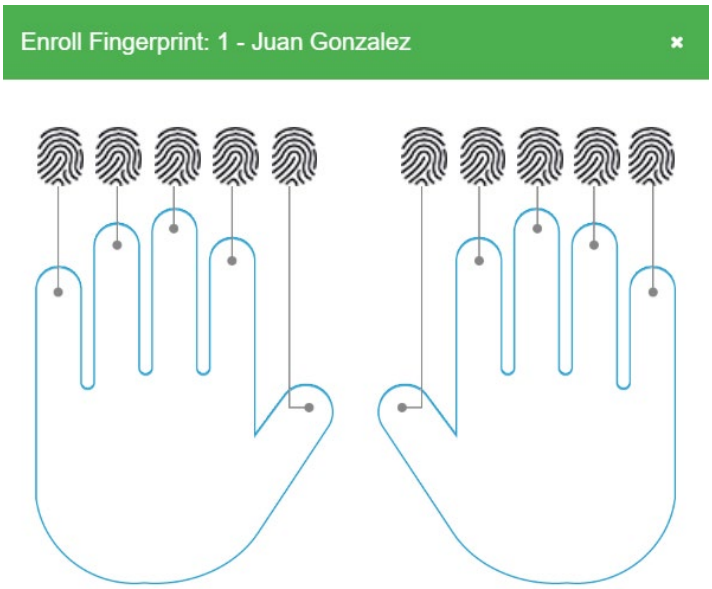
From the **Employees** page, it is possible to direct the Android device which has BioTime Web embedded to enroll a **Fingerprint** or a **Card.** Also, it is possible to input the **Card RFID number** in order to enroll it manually. The enrollment options appear next to the **employee**.

Enrollment

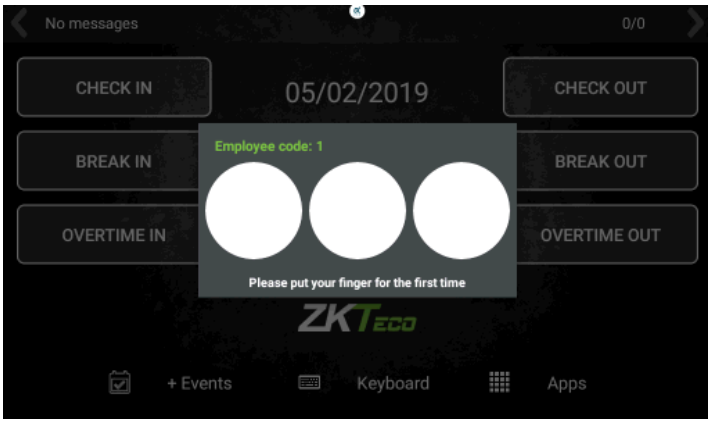
Fingerprint Enrollment

1. In order to enroll a **fingerprint**, click on the hand icon.

2. Select the **finger** to enroll in the following screen.

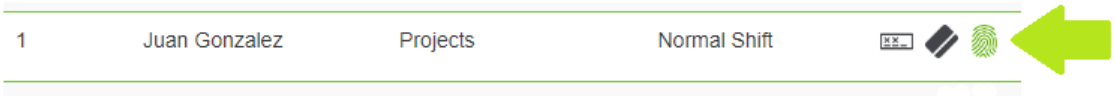


3. In the device, a **dialogue** will be opened, asking the user to **punch** with the same finger **three times**, in order to **enroll the fingerprint**.



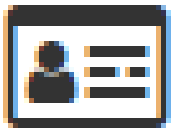
4. The **employee's list** will show that the employee has an **enrolled fingerprint** if it was the first one

enrolled.

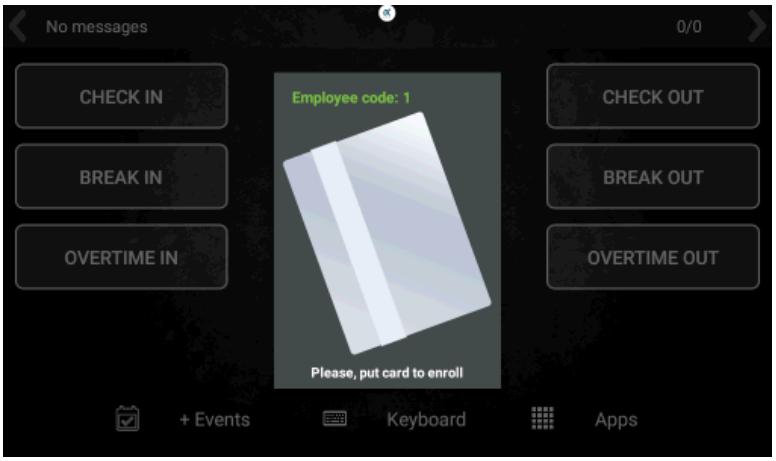


Card Enrollment

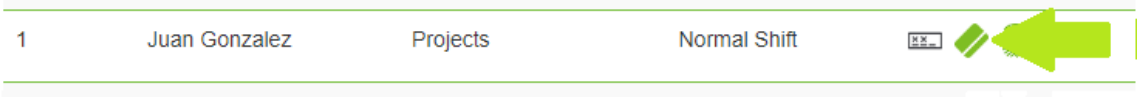
1. To **enroll** a **card**, click on the **card** icon.



2. In the device, a **dialogue** will be opened, asking the user to **punch** with a card in order to **enroll** it.



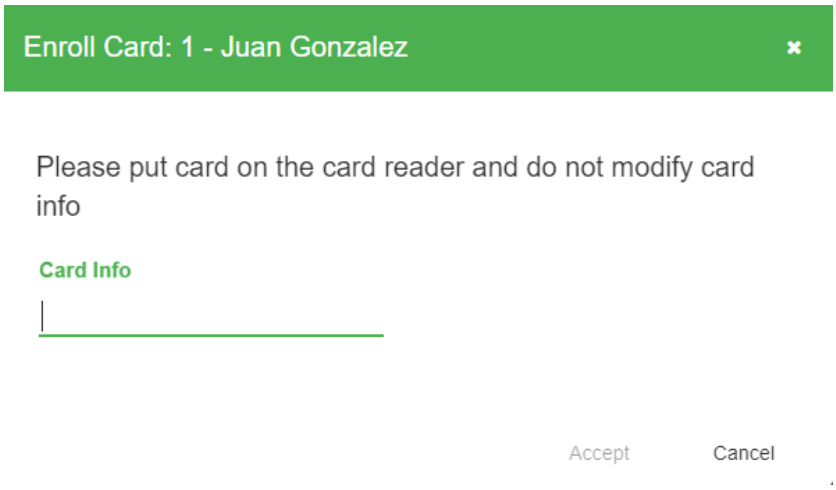
3. If the card can be read and it is not previously **enrolled** to a **different employee**, the enrollment will be **successful**, and the **employee list** will show that the employee has an **enrolled card**.



Manual Card Enrollment

1. In order to manually enroll a **card**, without using the device, while indicating the **RFID** of the card, click on the **screen** icon.

2. A **dialogue** will be opened asking for the **RFID** of the card to be enrolled.



3. After inserting the **RFID**, click on **Accept** in order to **save** the details of the card.

8.5 Other Employee Functions

Other functions **available** include the exporting the employees to **excel**, employee **filtering**, log **records** and **reports**.

Excel Export

In order to export the **employees** that are being shown on the screen to an **excel file (XLSX)**, click on the **Excel export** icon on the top right of the **page**.

Employees Filtering

On occasions, when there **are many employees registered**, it is useful to **filter** the employees in order to reduce the number of employees **on screen**.

Code: Filter employees by codes. Input one or more characters/numbers of the code in order to filter by them.

Name: Filter Employees by names. After writing one or more characters of the name, the employees shown on the screen will be the ones starting by the written characters.

Department: Filter employees by departments. Select a department in the drop-down menu in order for the employees of the selected department to be displayed.

Log Records

It is possible to access the log records page from here, where it is possible to register manual punches. View the **Log Records** section of this manual for more information.

Reports: Worked Hours and Balanced

Also, it is possible to access the reports from here. View the **Reports** section of this manual for more information.

9 Real-Time Monitoring

The **Real Time Monitor** of the device is the page where last punches registered by the device are shown. In order to access it, click on Dashboard.

Real Time Monitoring

Code	Name	Attendance Event	Date
2	Jose Pérez		05/02/2019 17:43:16
3	Antonio Lopez		05/02/2019 17:43:09
2	Jose Pérez		05/02/2019 17:43:01
3	Antonio Lopez		05/02/2019 17:42:53

The **Code, Name, Attendance Event** and **Date/Time** of the punches are shown.

Export to Excel

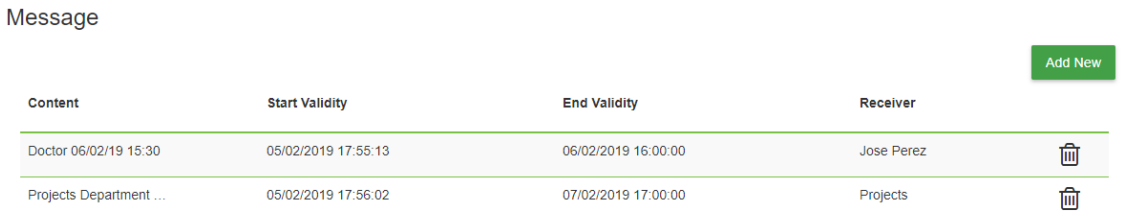
There is an option to export the contents of the **Real-Time Monitor** to **Excel**. It is done by clicking on the icon on the top right of the screen.

10 Messages Management

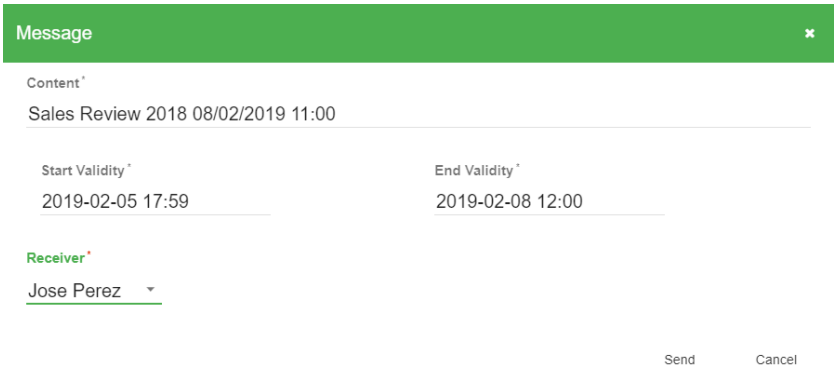
A **Message** is a piece of information that will be **delivered** to the Employees through the **device**. Messages can be sent to **one Employee** only, all the employees in a department or **publicly**. A **message directed** to an employee or a list of employees will be **shown when punching**, while **public** or non-directed messages will be shown on the Desktop of the device; **no punching is needed** to see them. Messages are managed on the message page that can be accessed from the dashboard.

10.1 Add a New Message

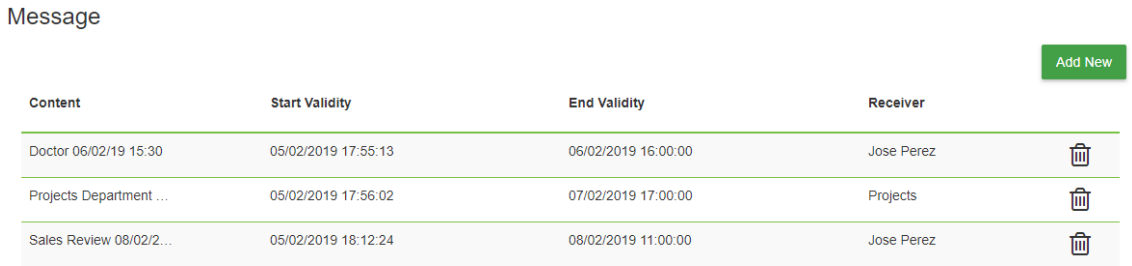
1. To add a new **message**, click on **Add New**.



2. In the **Add New** Message **dialogue**, fill in the details of the message. **Note** that in the Receiver field, it is possible to select a **public** message, an **individual** receiver or a **whole department**.



3. The message will be **added** to the message list and will be displayed accordingly.

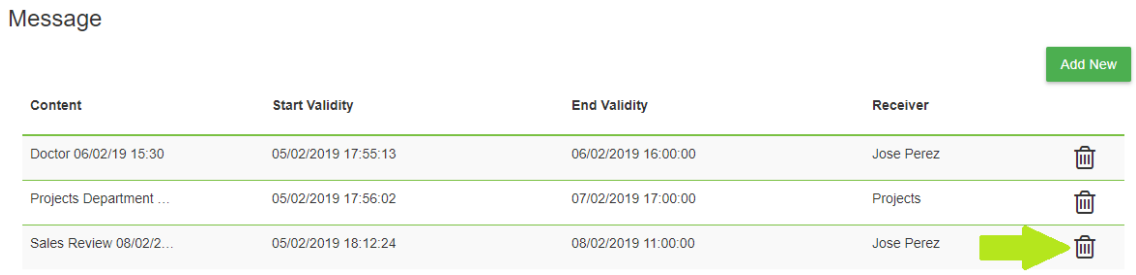


10.2 Delete Messages

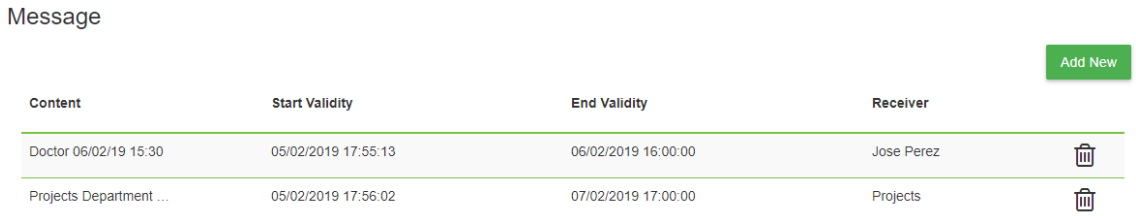
Unlike other aspects of the T&A, editing of messages is **NOT allowed**. However, it is possible to **delete** registered messages, even when their validity date has not yet passed.

The process is as follows.

1. On the messages list, click on the **Delete** icon to the right of the message.



2. After confirming the **deletion**, the message will be deleted and removed from the list of messages.



11 Attendance Log Records

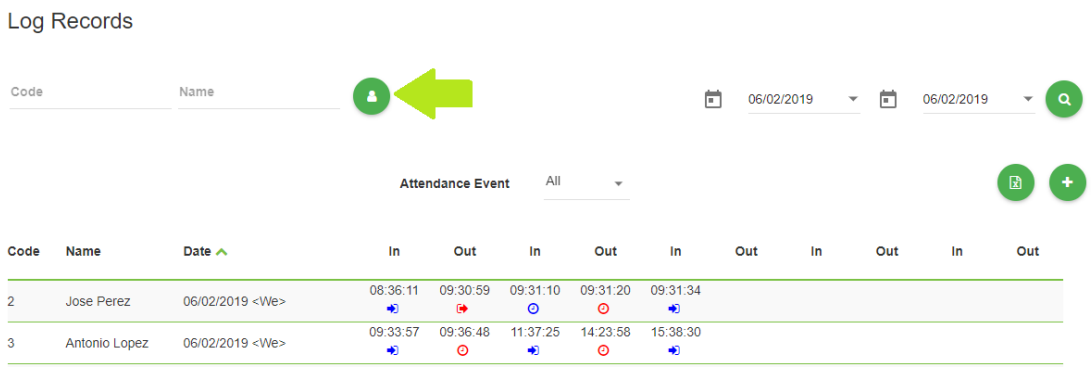
The attendance log page shows a **list of punches** made by the **employees**. Also, it permits the **introduction** of manual punches and the **editing of the punches** made. The **Attendance Log Records** page can be accessed by selecting **Log Records** in the Attendance drop-down menu in the **Dashboard**.

11.1 Search Log Records

Log records can be filtered by **employees and dates**. **Both** filters can be used at the same time in order to search the log records of a **specific** employee in a **specific** date period.

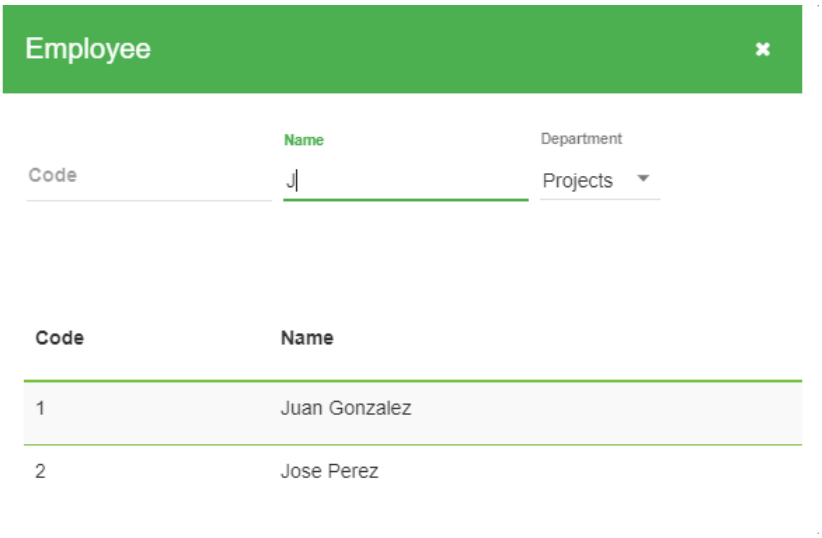
Employee filter

1. When opened, the **Log Records** page will show the punches done in **the current day**. To search the log records of a **specific employee**, click on the **choose employee** icon in order to open the employee dialogue.

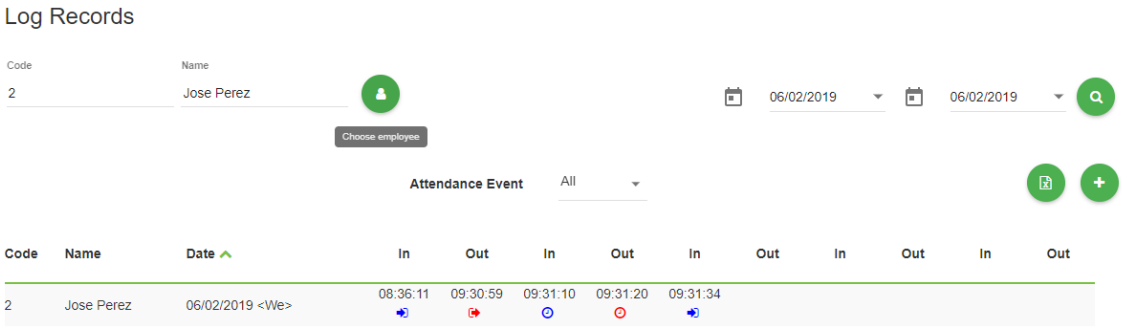


2. On the **employee search** dialogue, input the first **character of the code**, the **name** or the **department** of the employee we are looking for. The results grid will be **updated** according to the characters inputted in those fields.

   Note: The **Department** named Company includes all the registered employees.

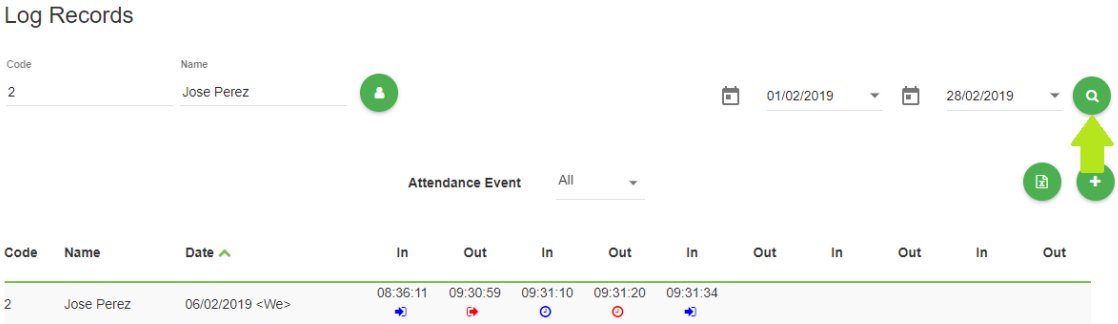


3. Click on the **employee** in the grid that we want the records to be **looked for**. The log records page will show the punches done by the **selected employee** on the **current day**. **20 lines of punches will be shown on each page**.

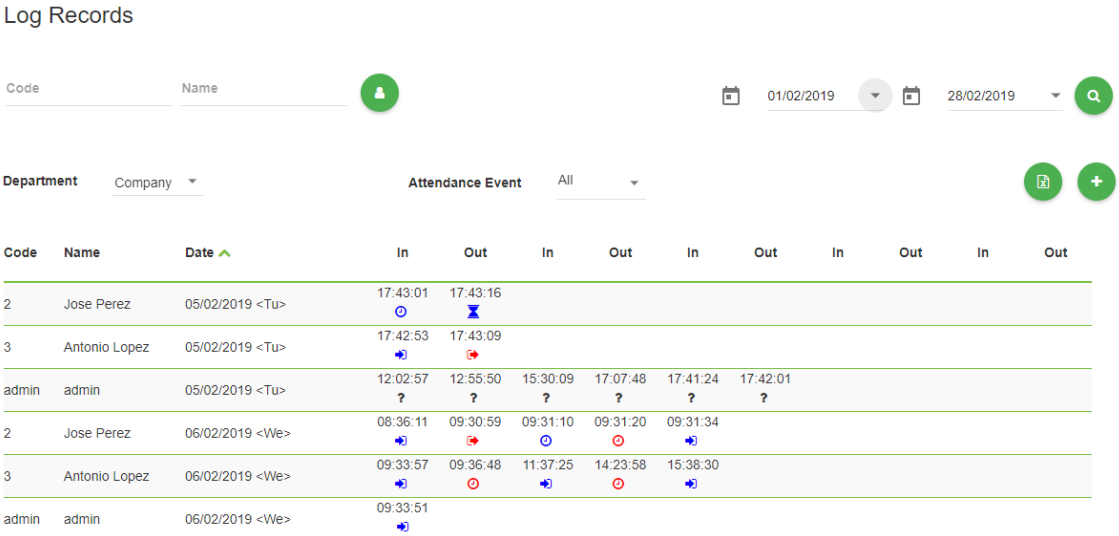


Dates filter

1. In the top right of the page, there are two **date selectors** which work as a **start date/end date period.** In the following example, all punches done in February will be looked for. Once the **two dates** have been set, click on the **Search for logs** icon to filter the punches.



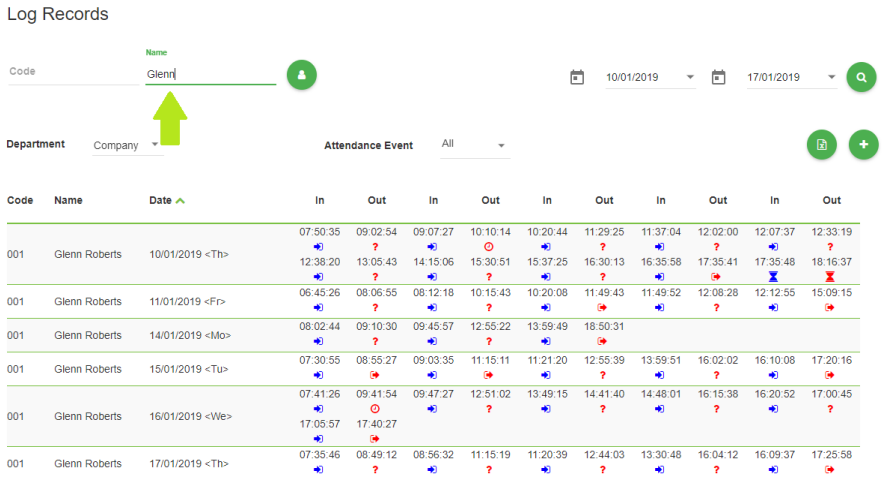
2. All the punches in the **specified dates** will be shown.



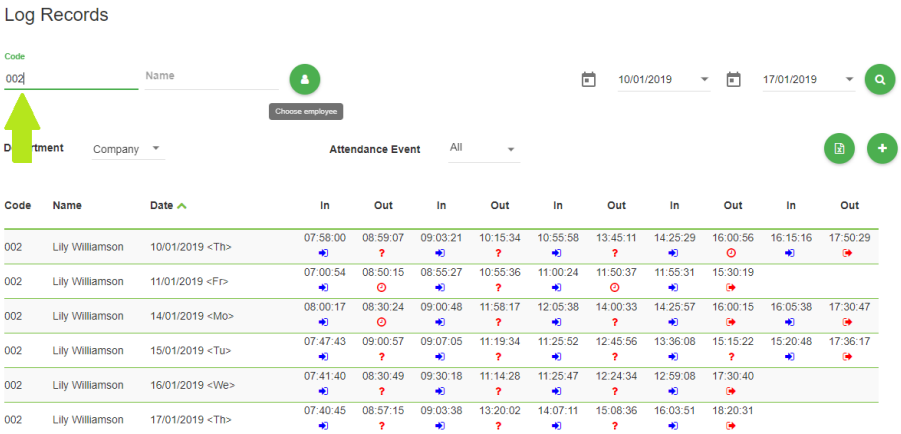
3. Once the punches appear on the screen, an employee can be selected in order to view the punches in the time period with the **Choose Employee** icon. Also, employee punches can be filtered by **Name** or by **Code**. In order to do so, insert **any characters** included in the **Name** or **Code** of the

displayed results. The results will be **filtered** in order to show **only the punches** of the employees with those characters in the **Name** or in the **Code**.

In the following example, results have been filtered by **Name**.

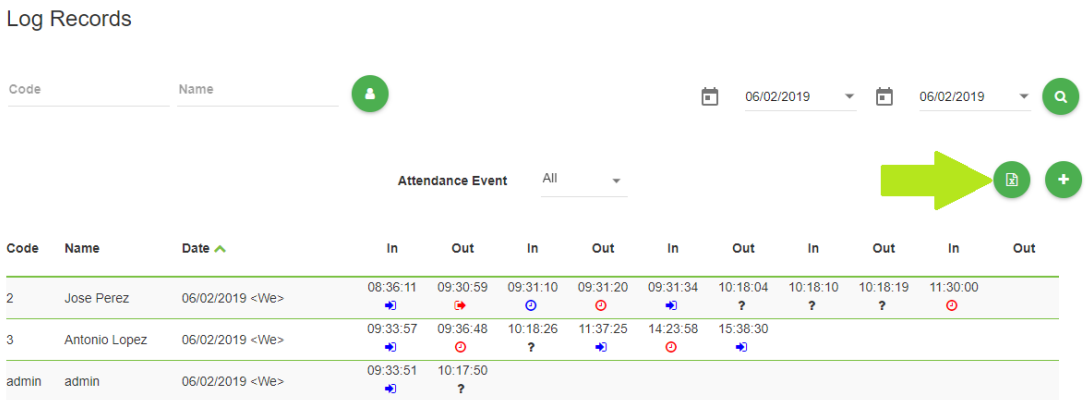


And next, by **Code**.



Export to Excel

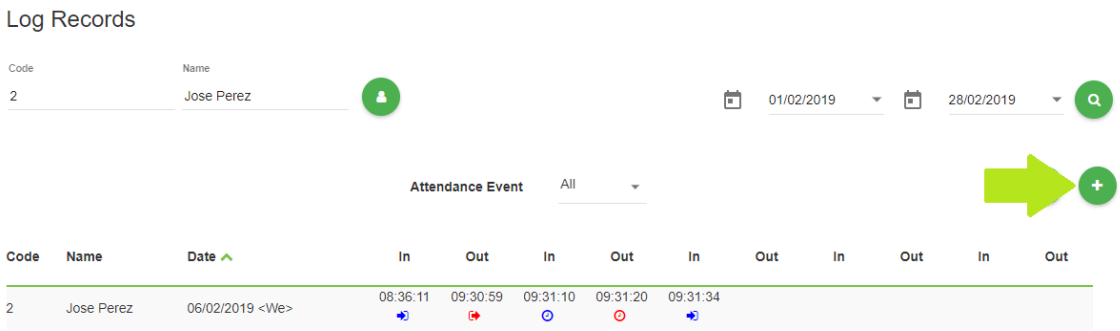
Once the wanted punches by the wanted employees are shown on screen, it is possible to export them to excel. Click on the "export to excel" icon on the right of the page.



11.2 Manual Attendance Registration

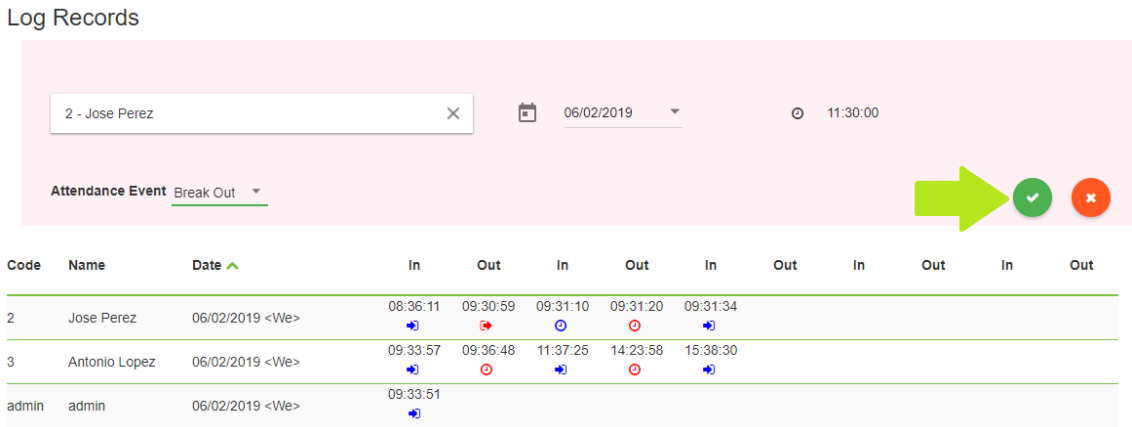
BioTime Web allows the user to manually add an attendance registry without the use of the device. The procedure is as follows.

1. On the **Log Records** screen, click on the **Insert Attendance icon**.

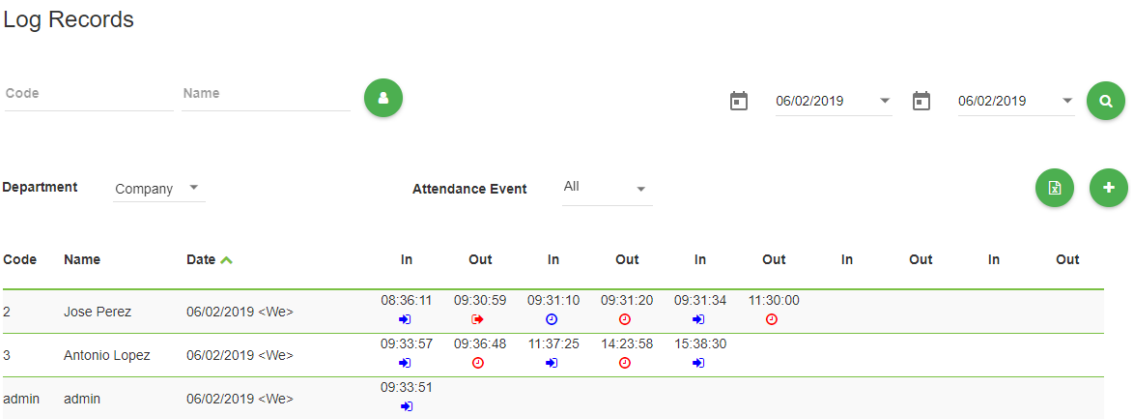


2. On the **insert attendance** dialogue, fill in the **employee** that a **manual punch** is going to be inserted, the **attendance event** and the **date and time**. Next, click on the **green ✓ icon** to insert the **manual punch**.

   Warning: Insert the time **carefully** in the expected format.



3. The **manual punch** will be added into the **log records** of the **employee**.



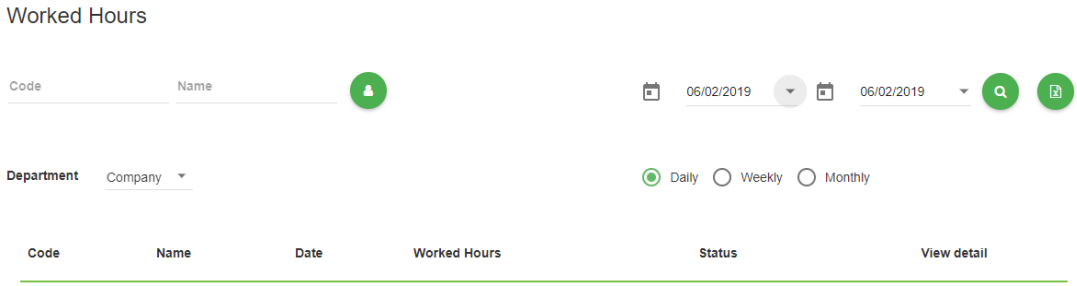
12 Worked Hours Report

After having configured all the **T&A** for the company, and having punches already registered in the device, it is now possible to **generate reports** based on the **punches**.

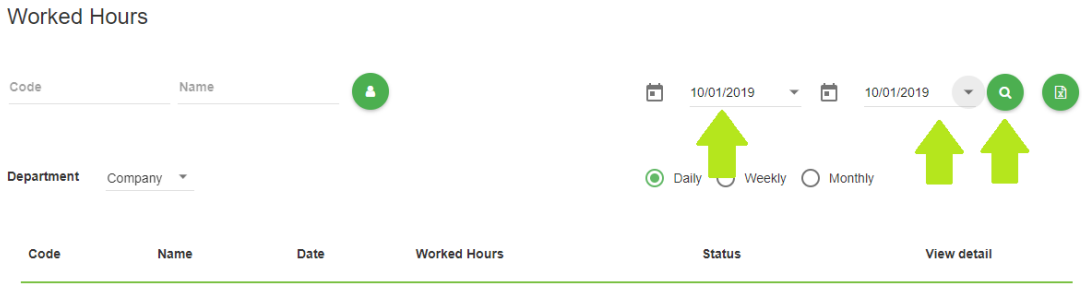
The first of the available reports is the Worked Hours report, in which the total of worked hours by the employees are shown. To access this report, select Worked Hours from the Report drop-down menu of the dashboard.

12.1 Generating a Worked Hours Report

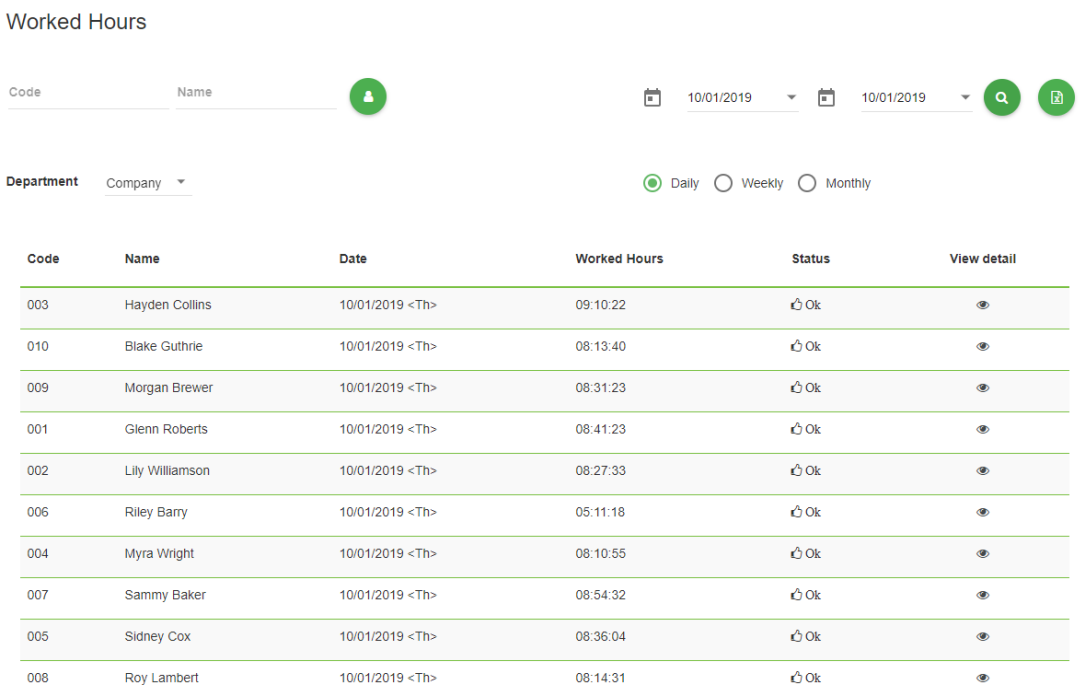
1. After selecting the **worked hours report**, automatically the report of the **current day** for all the employees will be **generated**. Usually, this report **will not be completed** as not all the punches from today are already **registered**. In the following example, no punches have been registered today.



2. Next, we are going to generate the reports for the day **10/01/2019** of all the registered **employees**. In order to do so, we are going to select the day **10/01/2019** in both dates selector. In order to generate the **report** click on the **Search for Logs** icon next.



3. Allow some time for the report to be **generated**. When the **calculations** are finished the report will be shown **on screen**.

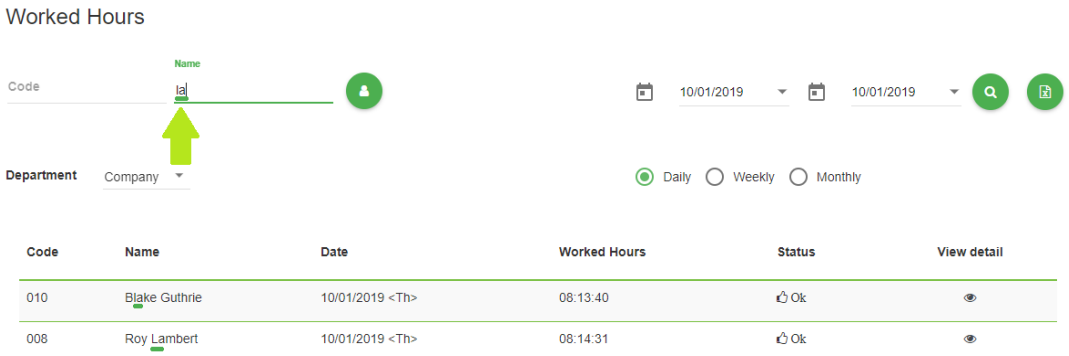


4. From this point, there are a few possible options regarding the **results of the report**.

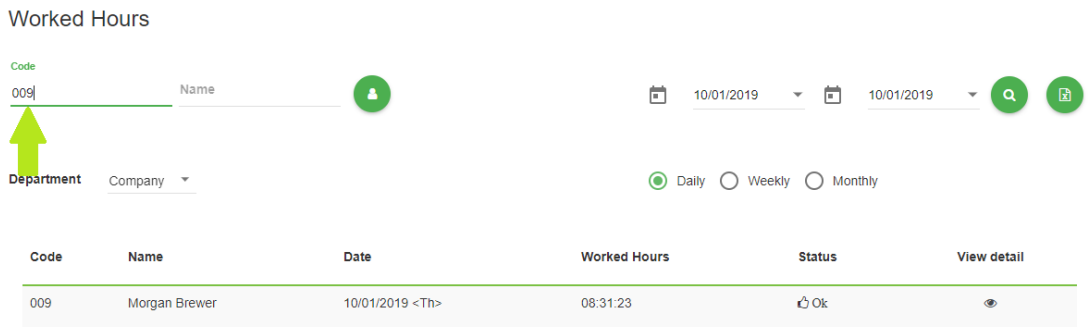
Employee Filtering.

There are several options in order to limit the employees shown in the report. Once the report is displayed on the screen, results can be filtered by names or by codes, inserting characters of the name or of the code in the corresponding fields.

In the following example, the results have been filtered by Name.

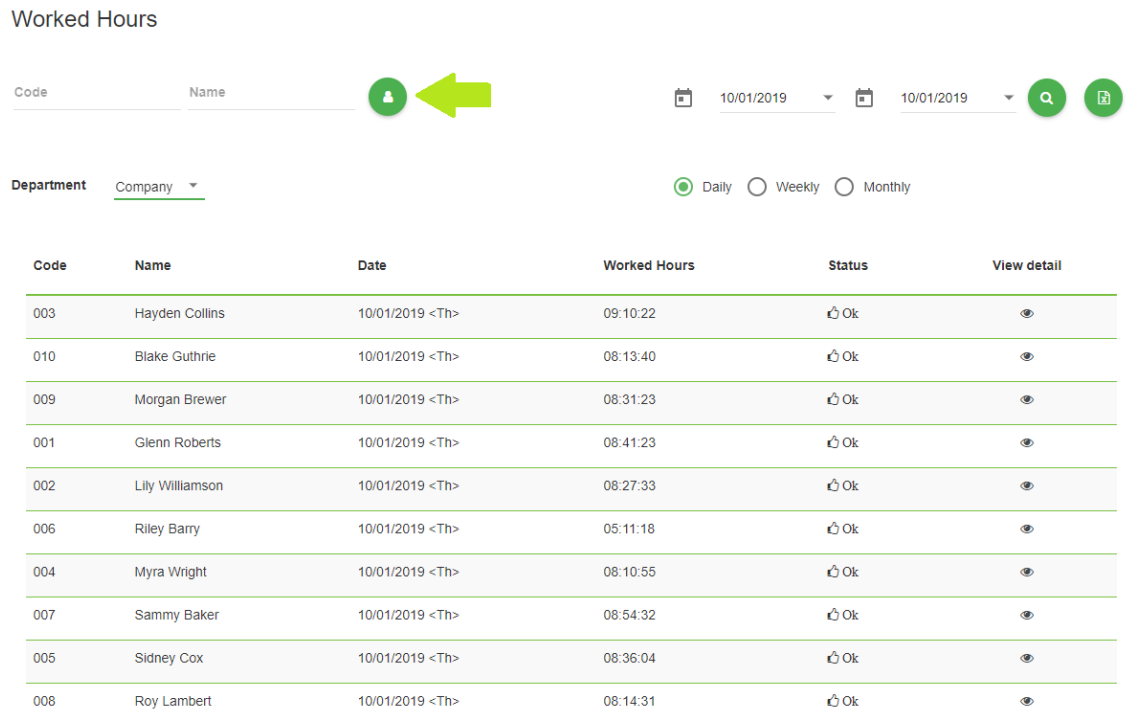


And next, filtered by Code.



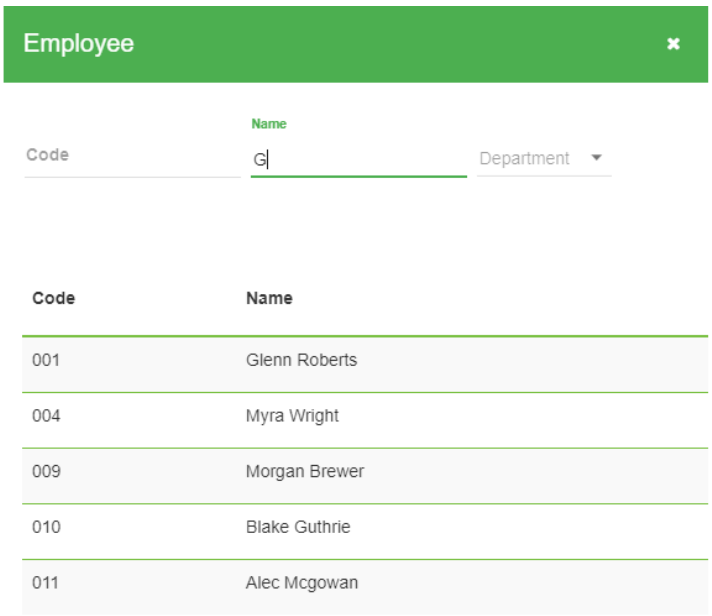
To view the **worked hour report** of a single employee only, please follow these steps.

1. Click on the **Choose Employee** icon.

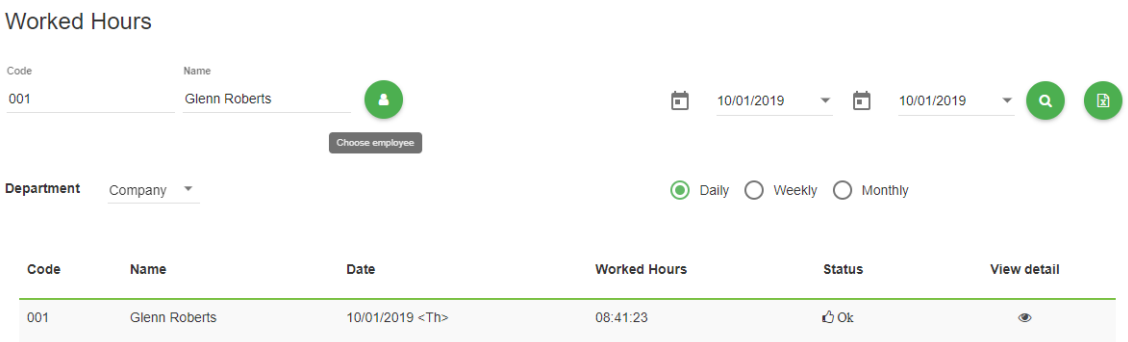


2. In the **employee search dialogue**, input the first character of the **code**, the **name** or the **department of the employee** we are looking for. **The results grid** will be updated according to the characters inputted in those fields.

   Note: The **Department** named Company includes all the registered employees.

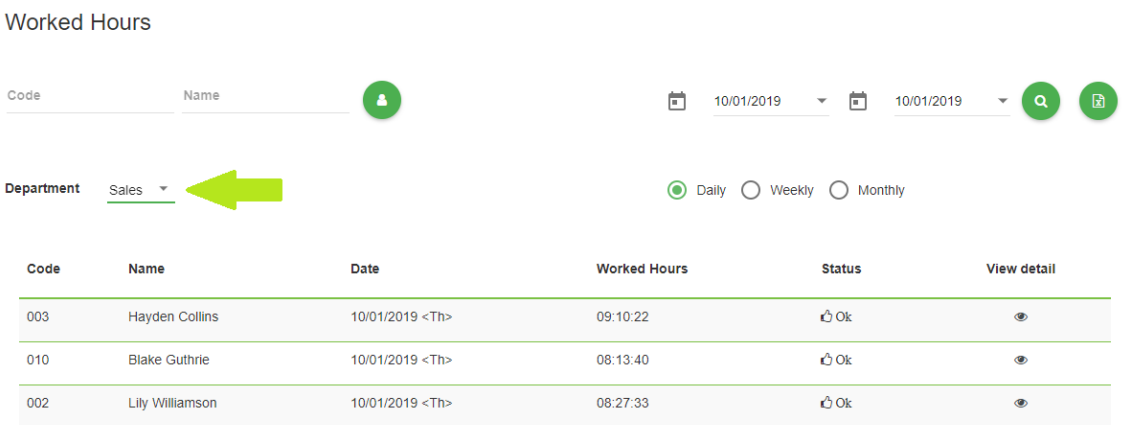


3. We can also click on the **Choose employee** icon and choose a specific employee. The report will be **updated** to include the **employee selected** only.



Also, it is possible to **limit the employees** shown on the report by showing **only** the **employees** of a selected **department** or by manually **selecting** the desired employees.

In order to only **view** the employees of **one department**, select the **department** that needs to be **shown** on the **departments drop-down** selector available.



Report Status

Next, to the amount of **worked hours** by the employee on a given date, there is a **status field** that specifies if the **T&A Records** for that employee in that date are **correct**. Being correct means that the number of events is even (**View** the **Attendance Events** section of this manual for more information). There are two possible results in the **status** field.

This is the **Ok** status, means that **T&A** for the employee and date is correct.

001	Glenn Roberts	14/01/2019 <Mo>	09:07:53	Ok	

This is the **Review** status, means that there are one or more errors in the **T&A** for the employee and date.

001	Glenn Roberts	14/01/2019 <Mo>	04:17:11	REVIEW	

In this case, click on the **eye** icon next, with the column name **View Detail**, in order to c**heck** the punches done by that employee on that date and find what the errors are.

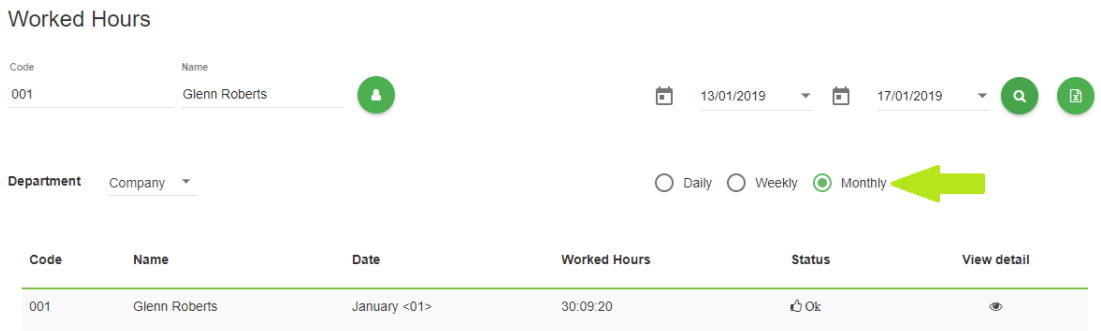
Number of attendances: 5

Hour	Event	Actions
09:02:44		
10:10:30	?	
10:45:57		
13:55:22	?	
14:59:49		

As we can see, the **number of events is odd**. Noticing the times of the punches made, it looks like the employee **forgot to punch his exit**. In order to correct this situation, a **manual punch** needs to be done on the **Log Records** page. In other circumstances, the time of punches, the event or the deleting of punches can be done on this page.

Daily/Weekly/Monthly Report

There is an option to **group the days** in **weeks** or **months** in order to make the report more readable. **The status** field in a grouped report is the same that in a **daily report**, marking the **week/month** as **OK** if an **even** number of punches are registered.


Worked Hours
Code
001
Name
Glenn Roberts
13/01/2019
17/01/2019
Department
Company
Daily
Weekly
Monthly
Code
Name
Date
Worked Hours
Status
View detail
001
Glenn Roberts
January <01>
30:09:20
Ok

13 Balanced Report

The **balanced report** compares the worked hours by an **employee** on a given date to the hours that the **employee** should have worked according to its assigned **shift**.

To access the **balanced report**, click on **Balanced** from the **Reports** drop-down menu in the **Dashboard**.

13.1 Generating the Balanced Report

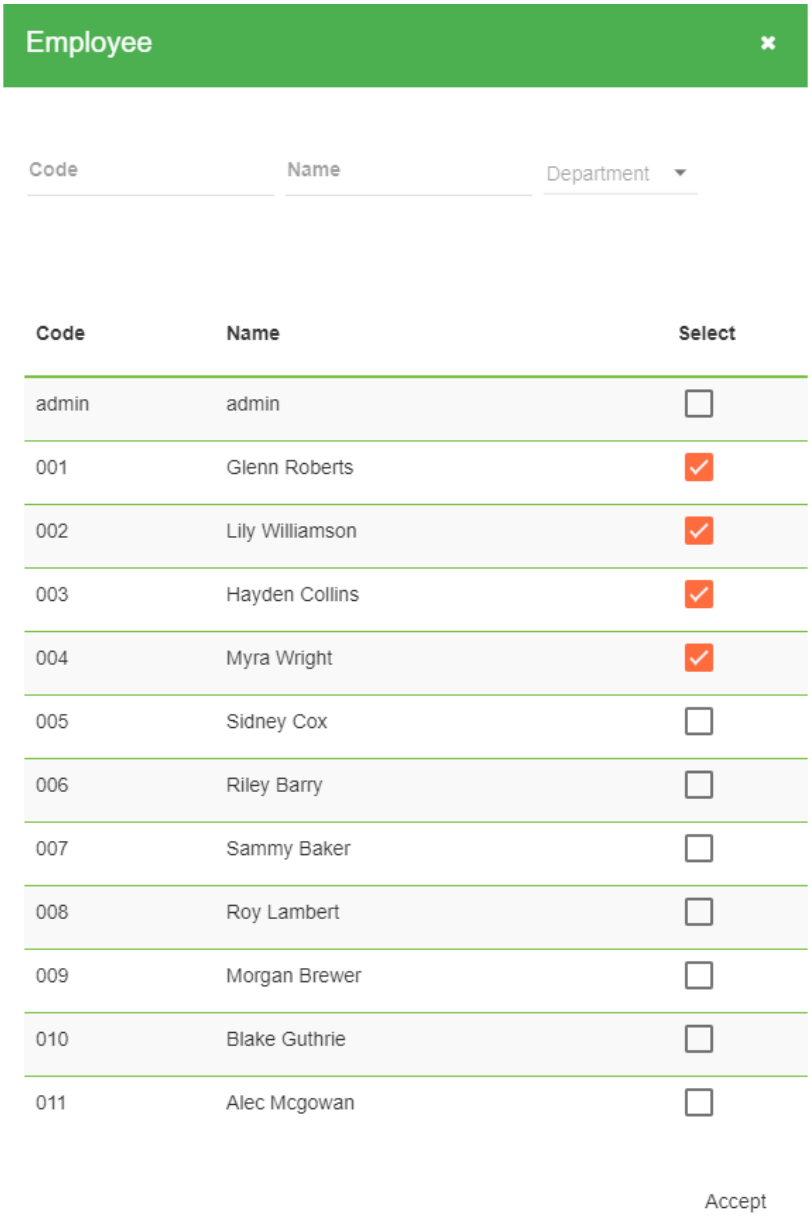
The previous report explained was generated automatically with the current date for all the registered employees. This report, on the contrary, **needs** specific steps to be **followed** in order to **generate** it.

1. First, select **View Logs** if needed. If this check is selected, the **report** will include the **punches registered**, if not, only the **total of worked hours** will be shown.

2. Select the **employees** that are going to be included in the **report**. It is possible to select a **whole department** by selecting from the drop-down menu of **Department**.

There is also a **Choose Employee** icon available to select specific employees.

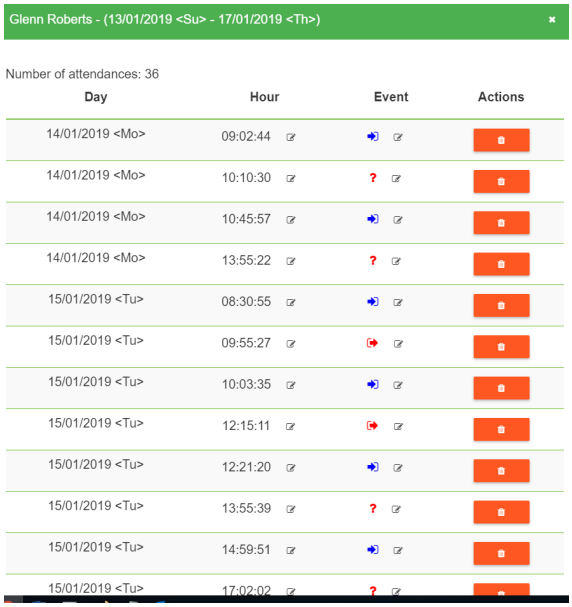
3. This dialogue is different from the similar one available in the previous report. Here, **more** than **one employee** can be selected. After selecting **all** the needed **employees**, click on **Accept** to close the dialogue.



4. Next, select the **starting date** and **ending date** the report needs to be generated, the report will include **worked time** between these **two dates** against **expected working time** according to **shifts**.

5. The **balanced report** will be generated for the **employees** and dates **selected**. In the example, it is shown that **two employees** worked **less time** than expected, and two employees worked **more**.

6. By clicking on any of the **employees** in the report, it is possible to view the **details** of the **punches registered** to find any **mistakes** or **missing punches**.

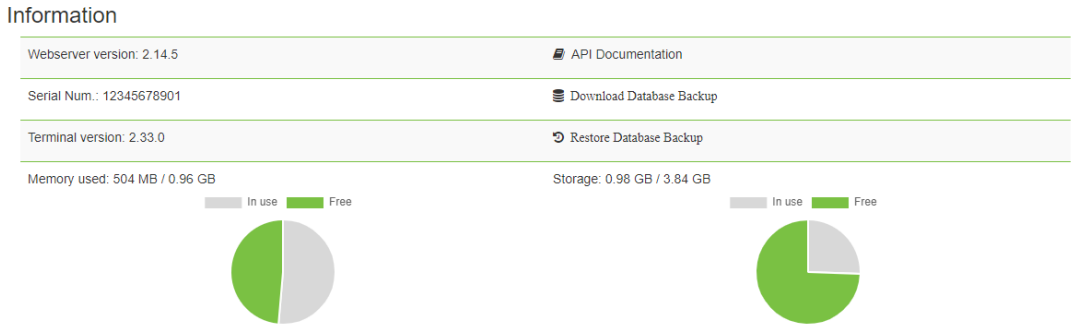


7. This report also offers the feature "**export to excel**".

14 Information Page

The information page shows the **amount of memory used** by the device and the amount of used space. The rest of the information is only directed to **distributors**.

This page also allows users to perform a backup of the current T&A data and to restore this data.



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