

APPLICATION NOTE

ONLine Access

This application note explains how to configure T&A and what are the capabilities offered in PROS CS

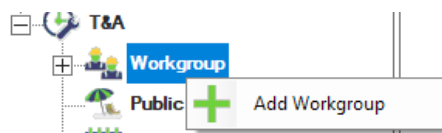
A025

1) Any XPR Reader can be used for T&A and access control at the same time

- The same readers can be used for calculation of working hours and for access control.
- The Readers can be: Proximity, Fingerprint, Keypad or any combination of them.

2) Multiple Readers can be chosen as "Clock IN or Clock OUT" Readers

Create Workgroups (Define which are IN readers and OUT readers)



A workgroup is a set of employees that work the same shifts and are registered on the same readers. In any one day, the members of a workgroup do not have to work the same shift, but in any shift defined for the workgroup

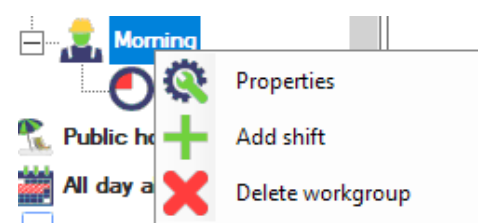
In the example bellow, 2 readers are marked as "IN Readers" and 3 are marked as "OUT Readers"

Enter	Exit	Reader	Area	Site
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOINPROX	Outside	Home
<input checked="" type="checkbox"/>	<input type="checkbox"/>	BIOXR-SW	Outside	Home
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not Used	Outside	Home
<input type="checkbox"/>	<input checked="" type="checkbox"/>	BIOXR	Outside	Home
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reader1 - 120628000	Outside	Home
<input type="checkbox"/>	<input type="checkbox"/>	Reader2 - 120628000	Outside	Home
<input type="checkbox"/>	<input type="checkbox"/>	Main Entrance	Outside	Home
<input type="checkbox"/>	<input type="checkbox"/>	Door2_Reader	Outside	Home
<input type="checkbox"/>	<input type="checkbox"/>	Door1	Outside	Home
<input type="checkbox"/>	<input type="checkbox"/>	Door2	Outside	Home
<input type="checkbox"/>	<input type="checkbox"/>	Door3	Outside	Home

Save & Exit

3) **One User can work in 2 or 3 shifts**

If the employee works one week in morning shift and the next in evening shift, it is only needed to define those 2 shifts. Then, if the employee comes in the morning the system automatically know that it should count the working hours according to the parameters in the morning shift, if the employee comes at night the system automatically knows that the working hours should be calculated according to the night shift parameters.



Shift

Name

Morning shift

?

Accept registration after

07:00

Shift start

08:00

Allow late until

10:00

☒ Slide shift if allowed late

Refuse registration after

10:00

Break accepted from

13:00

Break refused after

16:00

Break leave time

02:00

Early leave allowed from

19:00

Shift end

19:00

Overtime if stay after

20:00

Overtime Limit time

20:00

☐ Treat unused break as overtime

☐ Treat break time as work

☒ Treat "Missing In event" period as Missing

☒ Treat "Missing Out event" period as Missing

Master report settings

Mark Absent for less than

04:00

Mark Half day for less than

06:00

Allowed days

☒ Monday

☒ Tuesday

☒ Wednesday

☒ Thursday

☒ Friday

☒ Saturday

☒ Sunday

☒ Holiday

Save & Exit

4) Parameters within a shift

- You can define if the shift is valid per weekday, weekends or holidays.
- Lunch break can be added and calculated
- Overtime can be defined and calculated
- Late at work can be added and calculated
- Adjustable shift can be defined. If the employee is late 15min, the shift will be prolonged for additional 15min.
- Overtime limit time....

Shift

Name: Morning shift

Accept registration after: 07:00

Shift start: 08:00

Allow late until: 10:00

☒ Slide shift if allowed late

Refuse registration after: 10:00

Break accepted from: 13:00

Break refused after: 16:00

Break leave time: 02:00

Early leave allowed from: 19:00

Shift end: 19:00

Overtime if stay after: 20:00

Overtime Limit time: 20:00

☐ Treat unused break as overtime

☐ Treat break time as work

☒ Treat "Missing In event" period as Missing

☒ Treat "Missing Out event" period as Missing

Master report settings

Mark Absent for less than: 04:00

Mark Half day for less than: 06:00

Allowed days

- ☒ Monday
- ☒ Tuesday
- ☒ Wednesday
- ☒ Thursday
- ☒ Friday
- ☒ Saturday
- ☒ Sunday
- ☒ Holiday

Save & Exit

- Accept registration after: after how long registration of personnel will be treated as the same shift.
- Shift start: time when the shift starts.
- Allow late until: permitted delay. A delay within that time limit will not be shown in the reports and working time will be estimated as if the person came on time.
- Slide shift if allowed late: if the person is no later than the time defined in "Allow late until", the person has to stay after the official end of the shift for the same length of time by which he was late, otherwise the missing period will be treated in the reports as if the person was out.
- Refuse registration after: registration for the beginning of working hours will not be accepted in this shift. The software will search to see if this registration matches other shifts defined for this workgroup.
- Break accepted from: at which time the person may take a break.
- Break refused after: until when the person may report exiting for a break.
- Break leave time: allowed break time.
- Early leave allowed from: at which time the person may report end of shift without it being treated as an early leave in the reports.
- Shift end: end of the shift.
- Overtime if after: shows the time after which working hours are counted as overtime hours. If the person stays later then this time, the time from the end of the shift to the moment he checks out will be counted as overtime work. If the person leaves before this time the report will show the difference between the end of the shift and his exit as "staying late".
- Overtime limit time: the person must not stay overtime after this time. If they report the end of shift after this time, the overtime work will be calculated from the end of the shift to the overtime limit time.

- Treat break time as work: if this option is checked the break time will be added to working hours.
- Treat unused break as overtime: When this option is checked if the person don't leave for break then the break time will be counted as overtime work.
- Treat "Missing In Event" period as Missing: the software calculates periods between two events - Entry and Exit. There are some times when the person may "jump" one event, so there are cases when the person has exited twice without entering. The period between those two events in the reports can be shown as a period when the person was not at work (missing) or as a period for which registration of entry is missing depending on the settings of this option.
- Treat "Missing Out Event" period as Missing: the software calculates periods between two events - Entry and Exit. There are some times when the person may "jump" one event, so there are cases when the person has entered twice without exiting. The period between those two events in the reports can be shown as a period when the person was not at work (missing) or as a period for which registration of entry is missing depending on the settings of this option.
- Allowed days: days for which the shift is valid.
- Treat "Missing In Event" period as Missing: the software calculates periods between two events - Entry and Exit. There are some times when the person may "jump" one event, so there are cases when the person has exited twice without entering. The period between those two events in the reports can be shown as a period when the person was not at work (missing) or as a period for which registration of entry is missing depending on the settings of this option.
- Treat "Missing Out Event" period as Missing: the software calculates periods between two events - Entry and Exit. There are some times when the person may "jump" one event, so there are cases when the person has entered twice without exiting. The period between those two events in the reports can be shown as a period when the person was not at work (missing) or as a period for which registration of entry is missing depending on the settings of this option.
- Allowed days: days for which the shift is valid.