

# Door Access & Time Attendance System

Incorporating industry-leading fingerprint recognition algorithms, BioD'Scan offers a perfect solution for time attendance and access control.



BioD'Scan Web Attendance System is a web-based employee time attendance management tool that automates real-time attendance tracking and approval processes. This feature-rich and user-friendly software provides efficient and effective administration of human resources and at the same time reduces operating costs and increases productivity.

The system provides seamless integration with all BioD'Scan fingerprint readers. This secured, password-protected system is accessible anywhere, anytime as long as an Internet connection is available. It is an ideal solution for personnel management anywhere from small Soho offices to large-scale organizations with multiple branch offices in different locations. Users will benefit from its ease-of-use, precision, and unparalleled performance.

## System Highlights

### Effective Time Attendance Management

Monitor employee attendance by department, unit or other user-defined category. Real-time enquiries and attendance reports can be generated

### Color Indication On Attendance Record

Attendance record is indicated in different colors for ease of viewing.

### Self-defined Attendance Remark

Allows users to input attendance remarks for supervisor approval. Created remarks will be shown in attendance record.

### Supports 6 Types Of Attendance Reports

Generates real-time attendance reports, ready to be printed whenever required. Reports include Daily Attendance, Monthly Attendance Summary, Non Attendance / Absent, Early Out, Late-comer and Overtime.

### Real-time Approval Of Attendance Remark

Attendance remarks can be verified and approved within minutes.

### Unlimited Web Access Account Creation

The system does not restrict the number of user accounts that can be created beyond the standard ADMIN accounts. Each user can have different privileges.

### Multiple Level Access

Access can be created and controlled in viewing of reports for HR manager, Department Head and Individual.

### Email Notification And Approval

Supervisors will receive an email notification whenever employees create remarks on their attendance record and overtime record.

### ONE CLICK Overtime Request

One click – that's all it takes to apply for overtime.

### Compatible With BioD'Scan Hardware

Clock in / out through the BioD'Scan hardware for effective buddy-punching prevention.

Day	W/O	In	Out	Start	End	Work Time	System	Remark	Start	Approved
Wed, Jul 1	W/O	7:31 am	5:53 pm	x	x	9	10 hour 22 min			
Thu, Jul 2	W/O	8:14 am	6:26 pm	x	x	0	10 hour 11 min			
Fri, Jul 3	W/O	8:16 am	x	x	x	0				
Sat, Jul 4	W/O							Weekend		
Sun, Jul 5	W/O							Weekend		
Mon, Jul 6	W/O	8:12 am	6:06 pm	8:53 pm	8:53 pm	84 min	9 hour			
Tue, Jul 7	W/O	8:19 am	6:06 pm	12:58 pm	2:03 pm	1 hour 5 min	8 hour 42 min			
Wed, Jul 8	W/O	8:16 am	6:11 pm	9:38 am	11:31 am	1 hour 53 min	8 hour 21 min	Traffic jam		YER

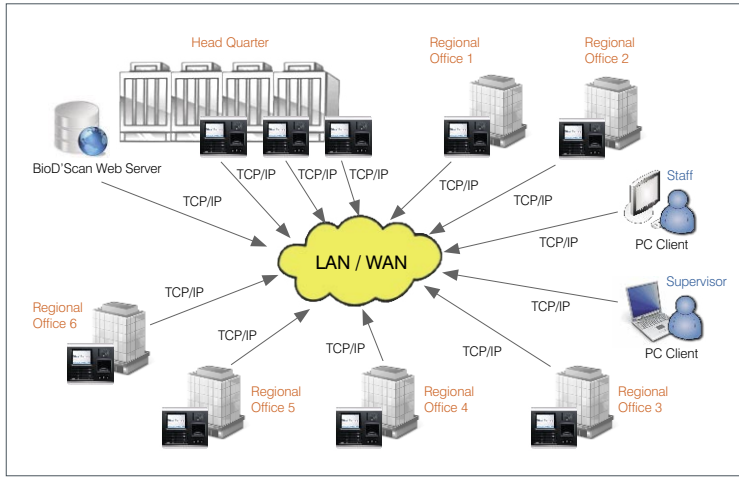
Colour coded Daily Attendance Report

Section	Staff	Days	Absent	Non-Attendance / Absent	Late In	Early Out	Less Working Hour	Non Working Day
Section: ALBIT	01 Danny New [650]	23	23	0	1	0	0	0
	01 Lee Chin Hong [651]	23	2	21	0	0	0	0
Section: FINANCE	01 Johnson Wong [64]	23	9	14	0	0	0	0
	01 Siti bte Abu [700]	23	8	15	7	0	0	0
Section: FINANCE Unit: PAYROLL	01 Justin Chiang [656]	23	23	0	23	0	1	0
	01 Amanda Clarice [660]	23	20	3	18	1	3	0
	01 Tan Chin Hau [663]	23	23	0	21	1	3	0

Monthly Attendance Summary Report

# System Features and Benefits

## Centralize solution



## Integrate with HR System

The screenshot shows an 'Employee Attendance' report from an HR system. The report is for the date 05/08/2008 and lists attendance records for staff members. Below the report, a BioD'Scan fingerprint reader device is shown, with an arrow indicating its integration with the HR system.

Staff No.	Staff Name	Job Description	Job Grade
618	AJING KARTINI BT MOHAMAD RAMLEE	PEGAWAI TADBIR TKT RIASA	N41
FP137	ANGELA AK WILSON	JURUTRENOKAS TKT RIASA	N17

HR System

## BioD'Scan Web Attendance System Advantages

The screenshot shows the 'My Attendance : Detailed Record' page in the BioD'Scan web system. It displays a table of attendance records for the month of November 2009. The table includes columns for Day, WH, In, Out, Break Time, Work Time, and Remark. A 'Create' button is visible next to the record for Wednesday, Nov 4.

Day	WH	In	Out	Break Time	Work Time	Remark
Sun, Nov 1	WH2					Weekend
Mon, Nov 2	WH2	8:10 am	6:31 pm	x x	10 hr 21 min	Create
Tue, Nov 3	WH2	8:19 am	2:05 pm	1:02 pm - 2:05 pm	4 hr 43 min	Create
Wed, Nov 4	WH2	x	x	x x	0	Create
Thu, Nov 5	WH2	-	-	-	0	
Fri, Nov 6	WH2	-	-	-	0	
Sat, Nov 7	WH2					Weekend
Sun, Nov 8	WH2					Weekend

Add remarks remotely from the PC via the web attendance system

The screenshot shows the 'My Overtime : Detailed Record' page in the BioD'Scan web system. It displays a table of overtime records for the month of October 2009. The table includes columns for Day, WH, Start, End, Total [hr], System, Remark, OT Request, and OT Status. A 'Create' button is visible next to the record for Thursday, Oct 8.

Day	WH	Start	End	Total [hr]	System	Remark	OT Request	OT Status
Thu, Oct 1	WH2							
Fri, Oct 2	WH2							
Sat, Oct 3	WH2							
Sun, Oct 4	WH2							
Mon, Oct 5	WH2	5:45 pm	5:52 pm	0.11		Re-king Edit	Cancel	Pending
Tue, Oct 6	WH2	5:45 pm	6:11 pm	0.43			Submit	
Wed, Oct 7	WH2	5:45 pm	6:06 pm	0.35			Submit	
Thu, Oct 8	WH2	5:45 pm	6:08 pm	0.36			Submit	
Fri, Oct 9	WH2	5:45 pm	6:21 pm	0.60			Submit	
Sat, Oct 10	WH2							
Sun, Oct 11	WH2							
Mon, Oct 12	WH2	5:45 pm	6:28 pm	0.71		Prepare tender document related.		YES 1.00

The screenshot shows the 'System Administration' page in the BioD'Scan web system. It lists various system settings and their corresponding actions (View, Edit, Create, Delete).

System Administration	View	Edit	Create	Delete
1. Manage Access Rights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Manage Branch Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Manage Company Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Manage Corporate Holiday	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Manage Job Position	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Manage Keypad Remark [0 - 9]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7. Manage Organization Structure	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8. Manage Overtime Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9. Manage Staff Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10. Manage Staff Working Hour	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11. Manage Working Hours	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The screenshot shows the 'Report' page in the BioD'Scan web system. It lists various reports and their corresponding actions (View, Print).

Report	View	Print
1. Daily Attendance Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Early Out Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Late Comer Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Monthly Summary Attendance Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5. Non Attendance / Absent Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6. Overtime Report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Input OT remarks and submit online

Different Access for different users such as HR Manager, Department Head and staff

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