

Synel E-TimeLOG

Internet platform for TimeLOG - The Time & Attendance Solution

E-TimeLOG is using the latest IT technologies to communicate with the database of TimeLOG, to view and print reports in real time, and to report on attendance absence and job costing directly into the database.

The E-TimeLOG is installed on the company's Server, together with the TimeLOG PRO database.

The user can, through the internet browser on his PC, log in and after entering his user name and password, he can perform what his authorisation level allows him to.

The data is easily accessed, quickly processed and displayed. This system also provides on-line attendance reports.

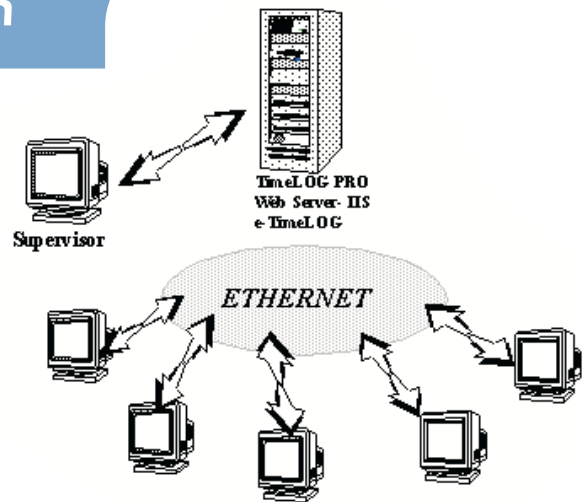
The actions that can be performed using E-TimeLOG are:

- Clocking IN or OUT, reporting on Projects during the working day, reporting on absences (past and future).

- The user can also view (and print) attendance reports, absence, projects, exceptions, balances – all this under his personal authorisation level.

- Employees can fill in missing swipes using the exception report produced directly from the TimeLOG database.

- User defined as Manager or supervisor, can also perform the following for his employees: View data, authorise overtime, authorise the pay period report



E-TimeLOG Ideal for companies:

- With small remote sites
- Travelling Managers
- Where employees need to report their attendance movements and project costing from their PC (rather than a dedicated Time & Attendance terminal) such as: Call Centres, Law Firms, Architects etc.



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Reports

System Reports: Update personnel and organization information

- Displays a detailed list of the company's employees.
- Displays a detailed list of all current projects.
- Displays a detailed list of all company departments.

Attendance reports: Enables issuing periodic attendance reports

- A monthly (as defined in TimeLOG) report issued per employee for a defined period. The supervisor can confirm the report by electronic signature.
- Employees report issued per a predefined time period.
- Displays employees entry/exit/exceptions reports read only. Processing of entry and exit reports is performed only after TimeLOG's data collection. Processing of exceptions reports is performed immediately including calculations.
- Same as exceptions but enables also adjusting the reports as follows:
 1. Requiring supervisor's confirmation, thus data is transferred to DB only after the supervisor has confirmed the report.
 2. No confirmation required - data is transferred directly to the TimeLOG collection file.

Projects reports

- Displays daily project data per employee.
- A graphic report displaying hourly project calculation per user

Balance reports

A graphic report displaying hours worked.

Routine Activities reports

- An employee daily entrance report for a specified date.
- An employee daily exit report for a specified date.
- An employee daily project report for a specified date.
- An absence data periodic employee report.
- Enables the manager to confirm employee exception reports.
- A report displaying all manager's confirmation of employee's exceptions.

System requirements

Server:

Processor: Pentium 400MHz
Windows server NT, 2000
NT Server version 4 or higher
IIS version 4 or higher
200MB Free Hard disk
256Mb RAM (Win NT or 2000)

Client:

SVGA colour monitor, resolution 800x600
Date format: DD/MM/YYYY or mm/DD/YYYY
Date format: HH.mm
Internet explorer version 5.0 or higher
TimeLOG access levels are as follows:
Supervisor - Can display and change data for all employees.
Manager - Can change and display only data for his department employees. The department is defined in the department field in the Employment tab in the Personnel screen. A manager can access the Manager confirmation screen.
None - Access only to the data screen of the employee whose name and password were filled-in when logging-in.

Daily Project Report

Date Day Type	Prod. Entry	Prod. Exit	Def. Time	Total Time	Proj. Name	Project Hour	Action Name	Action Hour	S_action Name	S_action Hour	Man. Edit
18/11/0003 Tue Regular			4:00								
18/11/0003 Wed Regular	9:00	16:00	4:00	7:00	Testing P1	7:00					
20/11/0003 Thu Regular	8:50	16:30	4:00	7:40							
21/11/0003 Fri Regular			4:00								
23/11/0003 Sun Weekend											
24/11/0003 Mon Regular	12:22	12:22	4:00		Testing P1						
24/11/0003 Mon Regular	12:34	12:55	4:00		Testing P1						
24/11/0003 Mon Regular	12:55	13:25	4:00		Testing P1						
24/11/0003 Mon Regular	13:25	13:33	4:00		Testing P1			00001	Sub Atr00001	00001	
24/11/0003 Mon Regular	17:30		4:00		Testing P2			00001	Sub Atr00001	00001	
24/11/0003 Mon Regular	18:32		4:00		Testing P2			00001	Sub Atr00001	00001	

Synel Industries UK Limited

19 Heather Park Drive, Wembley, Middlesex HA0 1SS

Tel: 020 8900 9991 Fax: 020 8902 3595 sales@synel.co.uk www.synel.co.uk

