IDTECK TIME PRO
SOFTWARE

IDTECK TIME PRO is a Professional Time & Attendance Management Software. This Management Software has been designed to help manage Small to Enterprise Time & Attendance Solutions. The Management Software allows users to effectively administrate Work Rules, Multi-Shifts, Overtime, and Holidays while giving the user a user-friendly interaction. Ability to configure different Attendance Types per Function Button on IDTECK Controllers. Upon setup of IDTECK TIME PRO, the user will easily be able to obtain reports of the several workplaces by Human Resources. Reports can be obtained in Excel, Text, or PDF.
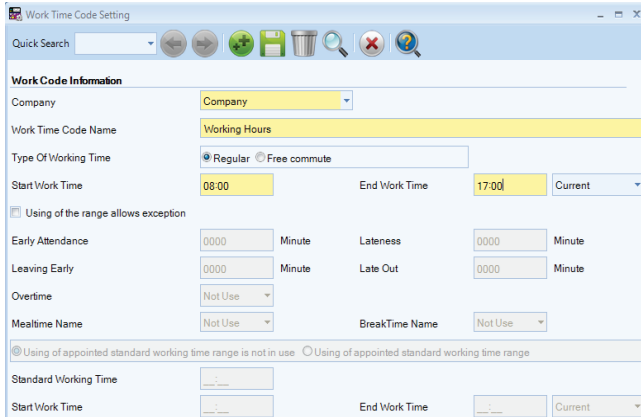
IDTECK TIME PRO was designed to deliver a professional Time & Attendance for larger applications with ability for Unlimited Registerable Users and with the capability of defining multiple SHIFTS.

IDTECK TIME Basic is a complementary software for small to mid-size Time & Attendance applications. It provides the full functionality of IDTECK TIME PRO excluding SHIFT Management and limited up to 200 Registerable Users.
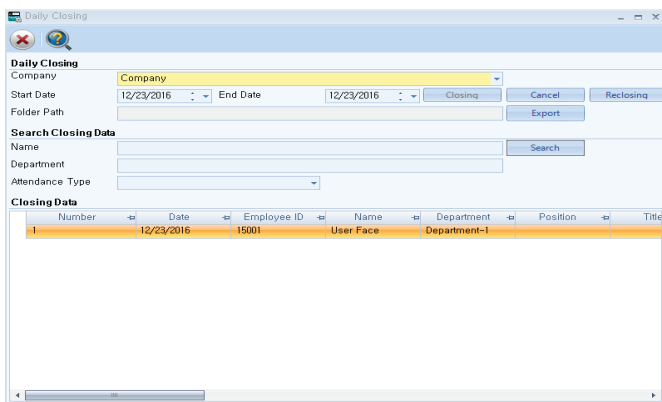
IDTECK TIME PRO has the versatility to be utilized as a Standalone Software or as an Add-On Module for the IDTECK STANDARD Software. This allows the clients to choose if they would like the Time & Attendance system to work separately or working as one system with Access Control.

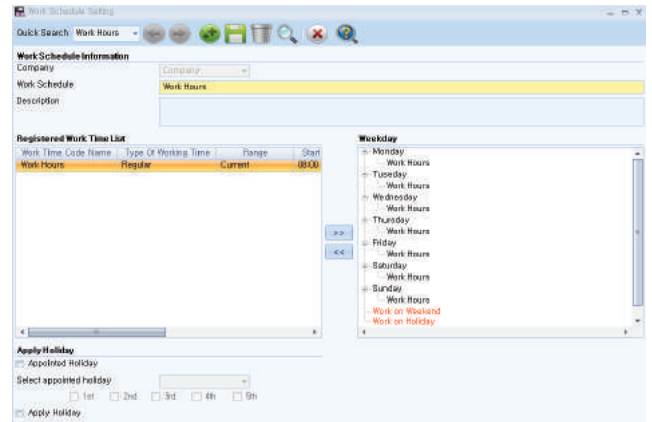# ❖ IDTECK Time Pro Configurable Solutions:

Basic Setting

- Registration of Multiple Companies / Departments / Positions
- User - Definable Function Key Option
- Auto Closing FUnction [Licensed SQL Server Required]
- Overtime / Mealtime / Breaktime Settings
- Work Code Creation: Regular, Free Commute
- Work Schedule Creation:
- Application of different work codes for each day of the week
- Pay Rule Creation: Daily / Weekly / Bi-Weekly / Semi Monthly / Monthly
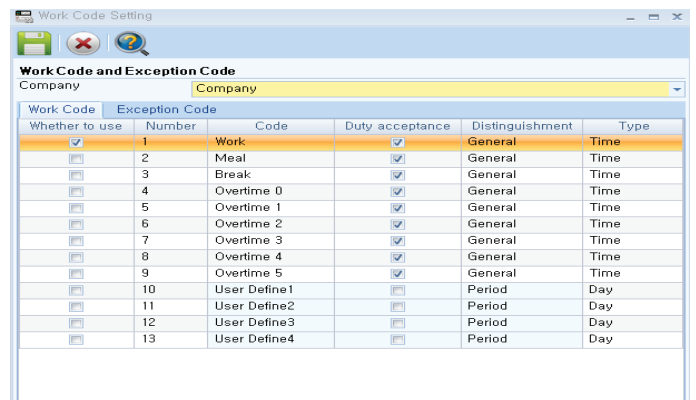- 3-Tier Structure: SQL Database / Communication Server / Application
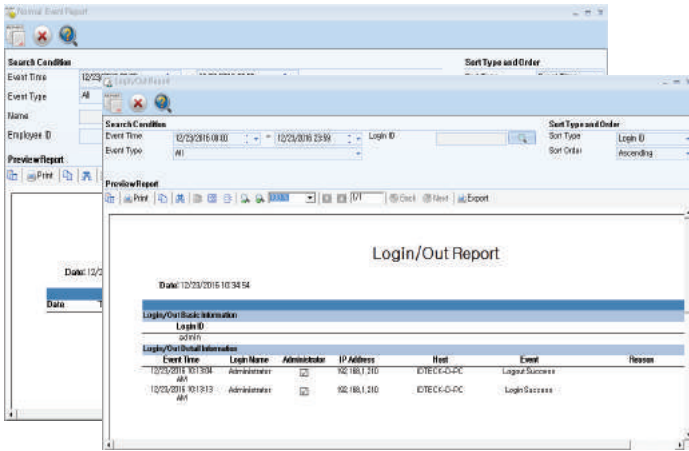

Administration

- Employee Information Management - Basic Personnel Information, Pay Rule, Work Schedule, Reader Group, Biometric Data
- Holiday Management
- Shift Group / Shift Rotation
- Set Shift Schedule
- Definable Various Shift Schedules
- Definable Shift Groups for each day
- Shift Rotation for each period
- Holiday Assignment to each day of the week and rotation periods
- Management by pattern to create Shift Group
- Member Change of a Shift Group for a certain day

Closing

- Types of Closing
- Daily / Weekly / Bi-Weekly / Semi-Monthly / Monthly
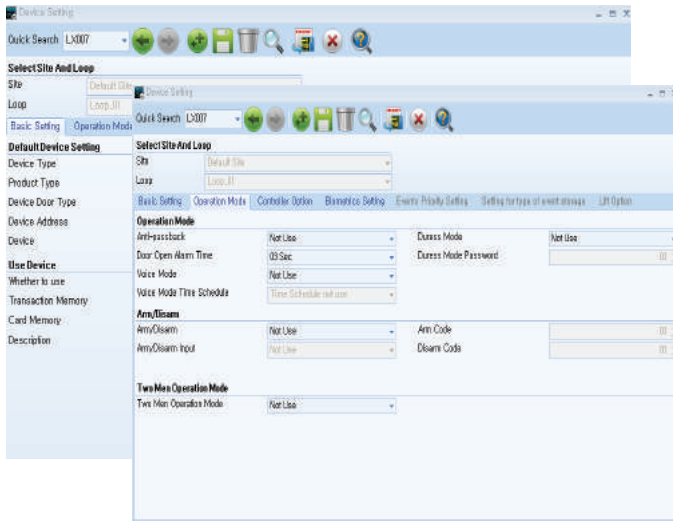- Closing Management of Time & Attendance Data

Attendance Code

- Work Code Creation
- Options to make active or to make inactive work codes displaying their frequency and time period
- Definition of payable and payless for each code
- User's own work code additions

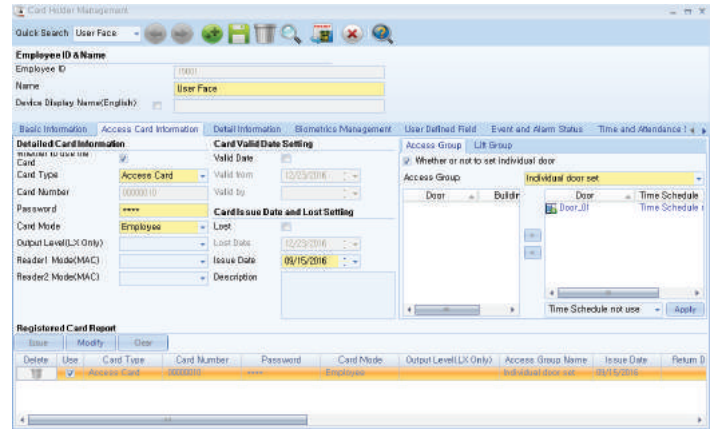## ❖ IDTECK Time Pro Configurable Solutions:

Various Attendance Reports to Review and to Print

- Able to print various Attendance Reports by Code
- Ability to create User-Defined Reports
- Reports
- Attendance Code, Closing Report, Statistics Report,
  Suspension/Retirement, Transaction Data,
  System Information, User Report, User-Defined Report

System Configuration - Menu for System Personalization

- Add / Delete Administrators with its authority definition
  to access menus, authority to use functions of each menu
- Manual Database Backup / Restore
- Automatic and Periodic Database Backup
- Various Import / Export Functions
- Email / SMS by Attendance Status
- Management Log History Review:
- Administration's Log-In / Log-Out Status
- User Registration / Deletion / Modification /
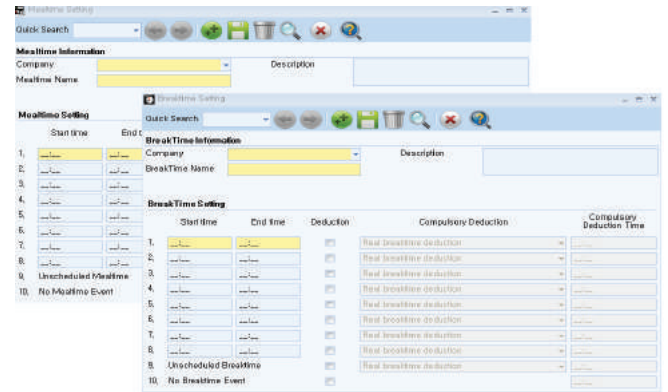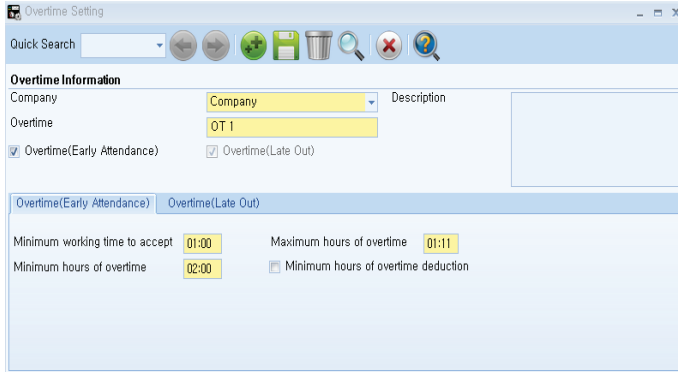 Transmission and more

Device Setting

- Reader Settings / Device Initialization
- Various Options for each device:
- Dual Finger Option Setting, 2 ID Operation,
  Use of Serial Printer, Fingerprint Template, LCD Display,
  and more

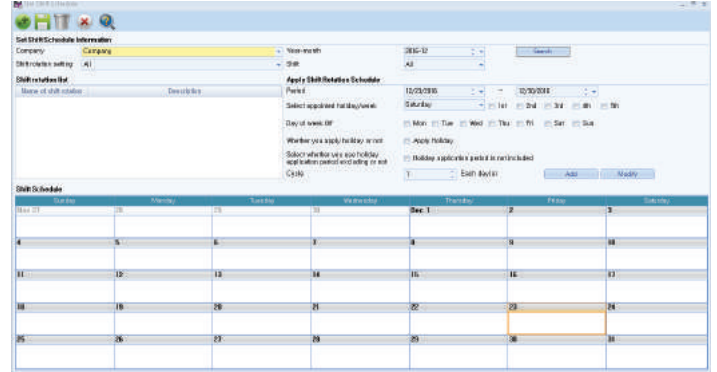### Mealtime / Breaktime Rule Setting

- Registration up to 10 Mealtime(s) and Breaktime(s)
- Rounding rules per Mealtime / Breaktime
- Options of payable or payless for Mealtime / Breaktime
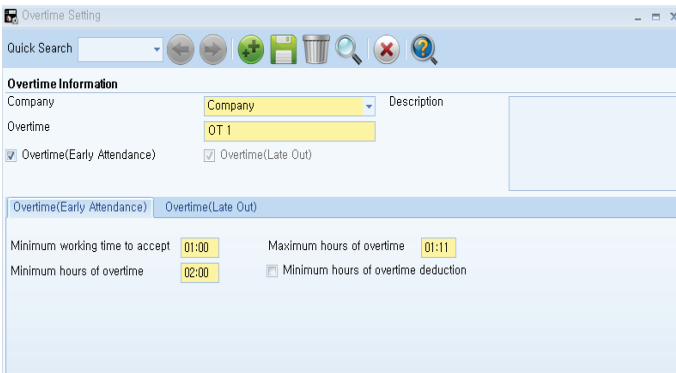
❖ IDTECK Time Pro Configurable Solutions:

Overtime Rule

- Configuration of Early-In / Overtime with complicated pay rules
- Overtime Hour Calculation with up 5 different intervals
- Weekly Overtime Limitation / Monthly Overtime Limitation Definition
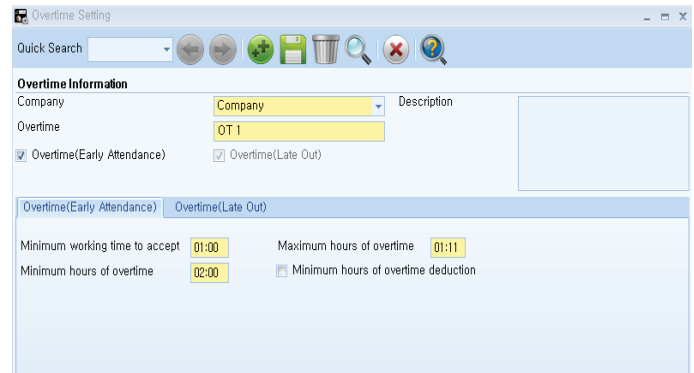

Shift

- Shift Group / Shift Rotation / Shift Schedule Definition
- Shift Scheduling with Off-Days, In-Between Time, Shift Period, Etc.
- Copy & Paste Shift Schedule Pattern for easier configuration

Work Code

- Options of regular / flexible / free punch in and out
- Mixed Configuration of Work Codes depending on Various Attendance Type
- Configuration of Rounding Rule, Mealtime, Overtime, Breaktime by each work code

Workschedule

- Work Schedule Creation combining different work codes
  ex) Regular Work Code for Mon. and Tues.,
  flexible Work Code for Wed. and Thurs. and
  Free Work Code for Fri.
- Off Day Selection for Weekdays
  ex) Monday Off for Work Schedule 1
- Selectable Application of Overtime, Breaktime, and
  Mealtime for selected Weekdays
  ex) Overtime Rule Application from Mon. ~ Thurs. only

❖ Minimum Operating System Requirements

Server / Client

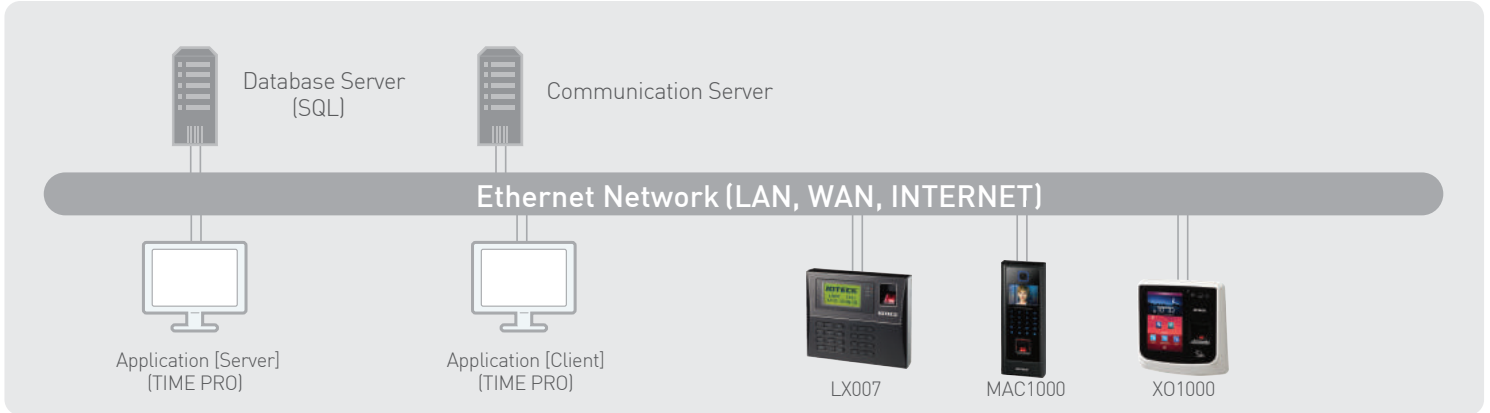| OPERATING SYSTEM	Windows XP Home/Professional Windows Vista Windows 7 / 8 / 10	Windows Server 2003 Windows Sever 2008/R2 Windows Server 2012/R2
PROCESSOR (CPU)	INTEL Core 2 Duo or Higher/AMD A4 or Higher	
MEMORY (RAM)	2GB of RAM or Higher	
HARD DRIVE (HDD)	Minimum of 5GB HDD Space	
DISPLAY (VGA)	1024 x 768 Resolution or Higher	
DRIVE (CD-ROM)	Over 8x Speed CD/DVD Drvie Recommended	
DATABASE (DB)	MS-SQL Server 2008 Express Edition (Free/Included) MS-SQL Server 2008/R2 (Separate Purchase) MS-SQL Server 2012 Express Edition MS-SQL Server 2012 (Separate Purchase) MS-SQL Server 2014 Express Edition MS-SQL Server 2014 (Separate Purchase)	

IDTECK TIME Basic

• IDTECK TIME BASIC is a Complementary Version Software with up to 200 Registerable Users
with No Shift Management
• Review / Print Reports via Web Browser
• Automatic Calculation of Work Time per User
• Lunch Time [Break Time] Management & Deduction Function
• Supports Various Export Features [Excel, Text, PDF, & Database]
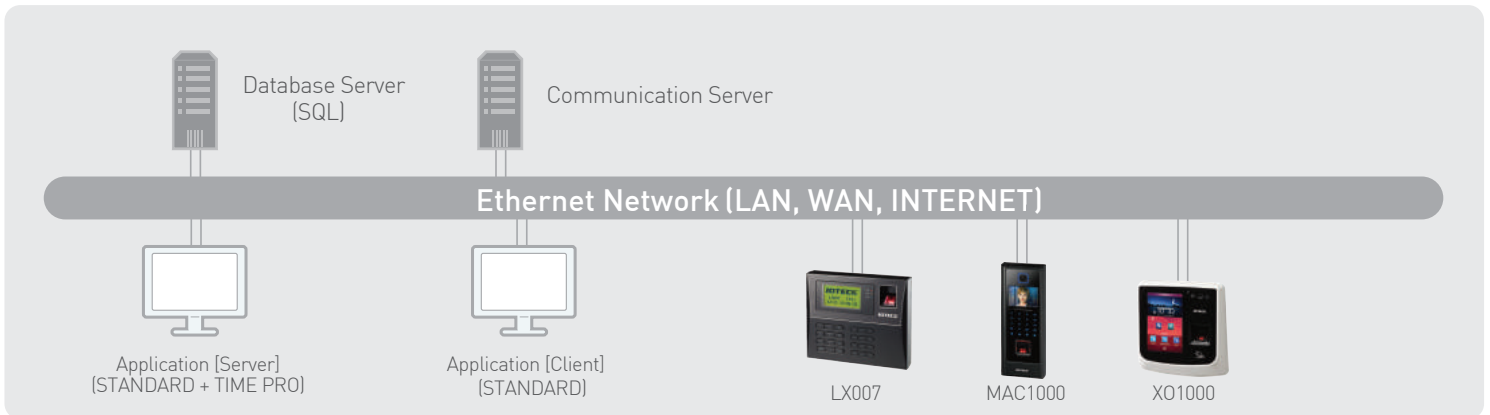• Email and SMS Notification Function

IDTECK TIME PRO

• Professional Time & Attendance Management Software supports Various Worktime Rules
• Various T&A and User-Defined Reports [Excel / Text / PDF]
• User Configurable Multi-Shift Management [Double / Triple / User-Defined Shifts]
• Available as a Module for IDTECK Standard or as an Independent Software

❖ IDTECK Time Pro System Configuration

IDTECK TIME PRO System Configuration

Database Server (SQL)
Communication Server
Ethernet Network (LAN, WAN, INTERNET)
Application [Server] (TIME PRO)
Application [Client] (TIME PRO)
LX007   MAC1000   XO1000

IDTECK STANDARD + TIME PRO System Configuration

Database Server (SQL)
Communication Server
Ethernet Network (LAN, WAN, INTERNET)
Application [Server] (STANDARD + TIME PRO)
Application [Client] (STANDARD)
LX007   MAC1000   XO1000

❖ Related Products

Compatible Hardware

- XO1000/2000 Series
- MAC1000 Series
- LX505/007 Series
- FINGER007 Series
- 505R Series
- iTDC Series
- iCON100

Software

- TIME BASIC
- TIME PRO