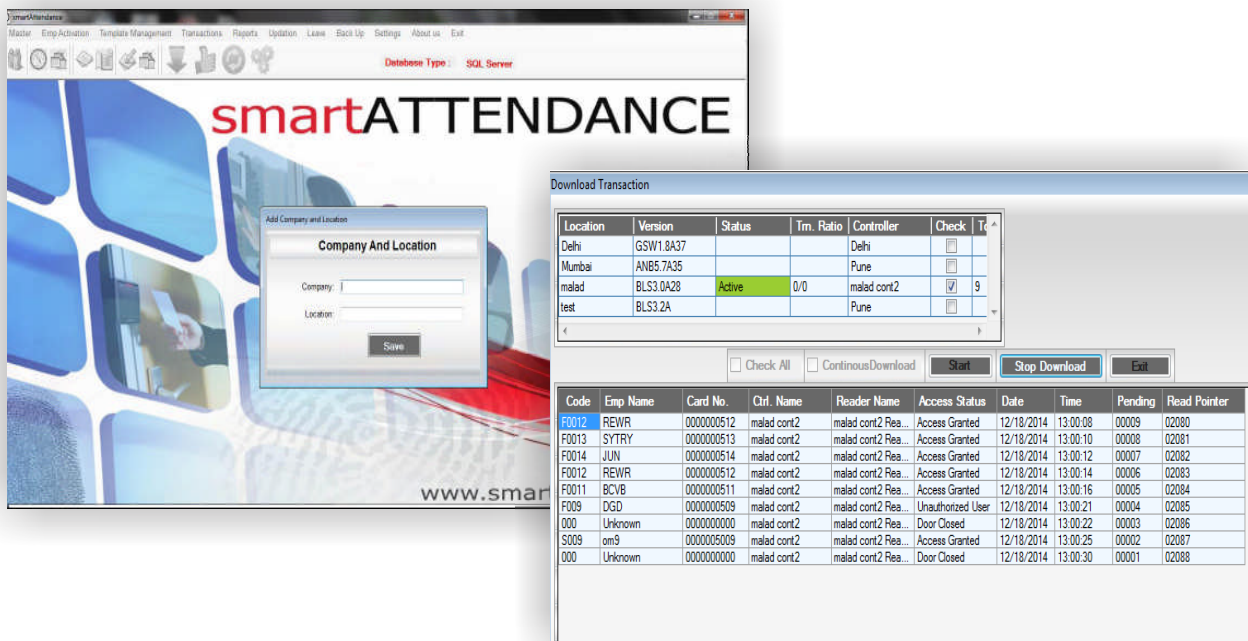


# smartATTENDANCE

## Desktop Based Time Attendance Software



**smartATTENDANCE** is a Desktop based Time Attendance software especially designed to cater small & medium organizations. The software has very user friendly interface that is easy to operate with rich in functionality and also provides comprehensive various useful reports. Software has various other functions i.e. Device configuration, masters, data downloading, Leave Management, Shift Management, Over Time Calculation, Outdoor Entry, Late-Early Calculation, Compensatory off, etc.

### KEY BENEFITS

- **Comprehensive Attendance Policy:** Time attendance rules and policies are varying from company to company. The feature permits the administrator to define various policies as per requirement of the organization for late coming, early going, continues absent, Overtime, Compensatory off, outdoor entry, etc.
- **Complete Leave Management:** Every organization has their set of rules regarding leaves. HR can define various types of leave codes like PL, CL, SL, and EL with description. HR can define various rules e.g. leave accumulation. HR can set the opening leave opening balance for every user; at the end of the financial year leave can be forwarded to new financial year.
- **Shift Management (Effective Work force management)** Work force management gets very easy with shift roster. Employee can be scheduled in various shift on the base work force required in various time. Shift patterns are fully depends upon organizations cultures; it varies from company to company or, sector to sector. Admin can define different type of shifts as per requirement. It is very difficult for an organisation to manage workforce manually, we have considered those difficulties in our software so the organisation can smoothly manage their workforce through various features available i.e. Shift Roaster, Auto shift, flexi shift, night shift, etc.
- **Useful MIS Reports:** Software has various reports which is very useful for any organizations i.e. Late coming, early going, continues absentee/late coming/early going, Effective work hour, Overtime (Individual/department wise), monthly employee, etc.
- **Device Management:** It provides a user friendly interface to manage the Access and time attendance devices. All configurations of devices can be done through central software. It downloads the data manually/automatically and processes the data for generating various access and attendance related reports.
- **HRMS, Payroll & Work force Management module:-** Separate integrated module of HRMS, Payroll and Work force management software for overall manpower operation and efficiency management.

Many highly prestigious organizations from many sectors such as Banking, Pharma, IT, Mega Retail, Government etc. have been using various Access Control, Time and Attendance and Security related systems of **smart-i** in many of their establishments all over India, for many years.

## Feature List

### Architecture

- ✦ Desktop Based
- ✦ Centralized Multi-location

### Employee Management

- ✦ Configurable Employee Hierarchy
- ✦ Multiple employee categories
- ✦ Employee Type
- ✦ Employee Status
- ✦ Employee Photograph with other details

### Attendance Management

- ✦ Overtime parameters
- ✦ Overtime Approval
- ✦ Late/Early count deduction
- ✦ Manual Entry
- ✦ Compensatory off
- ✦ Condone Entry
- ✦ Tour Entry
- ✦ Outdoor Entry
- ✦ Selectable Controller for T&A swipes

### Shift Management

- ✦ Auto Shift
- ✦ Night Shift
- ✦ Flexi Shift
- ✦ Break Shifts
- ✦ Shift Roaster
- ✦ Advance shift Scheduling

### Leave Reports:

- ✦ Leave Register
- ✦ Leave Balance Reports

### Leave management

- ✦ Leave Rules
- ✦ Leave Definition
- ✦ Leave Balance
- ✦ Leave Carry Forward
- ✦ Leave Opening Balance
- ✦ Leave Application/Approval

### Database Management

- ✦ MS-SQL Server 2005 or, Higher
- ✦ Database Back Up
- ✦ Database Restore
- ✦ Backup of Masters only
- ✦ Backup for Attendance only
- ✦ Excel sheet Import for masters data

### Masters

- ✦ Employee
- ✦ Company
- ✦ Locations
- ✦ Department
- ✦ Designation
- ✦ Holiday
- ✦ Category

### Monthly Reports

- ✦ Employee Attendance
- ✦ Muster Reports
- ✦ Muster A3 Reports

### Attendance Report

- ✦ Present/Absent Report Full/Half Day
- ✦ On Duty Report Full/Half Day
- ✦ On Leave Report Full/half Day
- ✦ Week off Report
- ✦ Single Swipe Report
- ✦ Late Coming Report
- ✦ Early Going Report
- ✦ Time Card Report
- ✦ Overtime Report
- ✦ Continuous absentee Report
- ✦ Effective Hour Report
- ✦ Manual Entry Report
- ✦ Multiple Swipe Report
- ✦ Late Deduction Report
- ✦ Shift Roster
- ✦ Holiday list
- ✦ Employee on Leave
- ✦ Department wise Over time reports
- ✦ Daily employee Attendance
- ✦ In-Out Reports
- ✦ Break exception Reports
- ✦ Tour Reports
- ✦ Condone Reports
- ✦ Audit log Reports
- ✦ Department Summary Reports
- ✦ Transactions Report

### INTEGRATIONS

- ✦ Third Party Payroll
- ✦ SAP/ERP/HRMS

## Software Selection Guide

### Ordering Info:-

	smartACCESS	Details
Model Nos	SSTA30- AS - 100U	For 100 Users
	SSTA30- AS - 250U	For 250 Users
	SSTA30- AS - 500U	For 500 Users
	SSTA30- AS - 1000U	For 1000 Users
	SSTA30-AS	For Unlimited Users

\* smart-i Policy is one of constant improvement. We reserve the rights to alter specifications with out any prior notice.