



ELID Time Management Software

**E.TIME
(E.WIN Integrated version)**

USER MANUAL
Version 1.0.09

Table of Contents:

1.0 Starting E.Time	3
2.0 Attendance	4
3.0 Employee	8
4.0 Report	12
5.0 Settings	14
5.1 Working Schedule	14
5.2 Duty Roster	22
5.3 Holiday	25
5.4 Leave Type	25
5.5 Department	26
5.6 Section	27
5.7 Job Code	28
6.0 Utility	29
6.1 Import Data	29
6.2 Export Data	32
6.3 Access Right	33
6.4 Reprocess Attendance	35
6.5 Change Company Name	36
6.6 Language	37
6.7 Backup/Restore Database	40
6.8 Purge/Recover	41
6.9 Posting to Payroll System	41
6.10 Data Format	42
6.12 Reindex	45
7.0 About	47

1.0 Starting E.Time

After launch E.WIN Manager, you may see there is an 'Attendance' button at the command bar as shown:



Once you click at the 'Attendance' button at E.WIN, you will get the below screen:



2.0 Attendance

The Attendance could be viewed by date or by employee.

(a) By Date

- view attendance on a particular date
- can be filtered by department, by department and section, or by group

The screenshot displays the 'Attendance' module interface. On the left, there are navigation options: 'View Attendance' (By Date, By Employee) and 'Filter By' (View All, By Department, By Dept. and Section, By Group). Below these are 'Attendance Category' checkboxes for Lateness, Early-out, Overtime, Incomplete, On Leave, and Absent. The main area shows a table of attendance records for the date 01/04/2008. The table includes columns for No., Emp. ID, Name, Sch, In, MOut, MIn, Out, OTIn, OTOut, Work, OT, Late, Early Out, and Leave. The bottom status bar shows 88 Present, 3 Absent, and 20 On Leave.

No.	Emp. ID	Name	Sch	In	MOut	MIn	Out	OTIn	OTOut	Work	OT	Late	Early Out	Leav
1	000001	LEOW SUN HUAT	a	07:45			18:25			10.67	0.00	0.00	0.00	
2	000002	STEFAN BLOECHINGER	a	07:32			19:01			10.46	0.00	0.00	0.00	
3	000003	YOON KWAI CHEE	a	07:29			17:43			9.23	0.00	0.00	0.00	
4	000004	PHUN FOO ON	a	07:41			19:02			10.36	0.00	0.00	0.00	
5	000005	NANCY SAW LYE IM	a	07:29			17:47			9.30	0.00	0.00	0.00	
6	000009	CHENG KAH CHEN	a	06:48			10:09			2.35	0.00	0.00	7.35	
7	000012	LIM HUAT CHYE	a	07:36			17:32			8.93	0.00	0.00	0.00	
8	000013	ONG KIM SONG	a	07:56			17:39			8.72	0.00	0.00	0.00	
9	000015	KOAY SHIK MIONG	a	07:36			18:21			9.75	0.00	0.00	0.00	
10	000020	CHUI KWAI CHUAN	a	07:52			20:00			11.13	0.00	0.00	0.00	
11	000021	CHEW PEI YEE	a	07:41			10:11			1.50	0.00	0.00	7.32	
12	000022	LIM LAI KIN	a	07:24			20:12			11.80	0.00	0.00	0.00	
13	000023	NORAZIZAH	a	07:50			17:31			8.68	0.00	0.00	0.00	
14	000025	ROHAYATI BTE OTHMAN	a	07:54			18:30			9.60	0.00	0.00	0.00	
15	000026	MAK PIK LAI	a	07:58			17:44			8.77	0.00	0.00	0.00	
16	000027	JULIANA LIM	a	07:52			18:51			9.98	0.00	0.00	0.00	
17	000029	CHAN LAI LAI	a	07:43			17:31			8.80	0.00	0.00	0.00	
18	000031	SHAMALA DEVI BALAKRI	a	07:55			17:44			8.82	0.00	0.00	0.00	

(b) By Employee

- view attendance of a particular employee
- can be filtered by Date

Attendance

View Attendance

By Date
By Employee

Emp. No. Name
Card No.

000003

Filter By

View All
Specific Date

From: 01/04/2008
To: 31/05/2008

Attendance Category

Lateness
 Early-out
 Overtime
 Incomplete
 On Leave
 Absent

Display Data In: Minutes Hours

Working Hour: In: 08:00 MO: 12:15 MI: 12:15 Out: 17:30 OT In: 00:00 OT Out: 00:00

No.	Date	Weekday	Sch	In	MOut	MIn	Out	OTIn	OTOut	Work	OT	Late	Early Out	Leave
1	01/04/2008	Tuesday	a	07:29			17:43			9.23	0.00	0.00	0.00	
2	02/04/2008	Wednesday	a	07:28			16:38			9.17	0.00	0.00	0.87	
3	03/04/2008	Thursday	a	07:34			20:05			12.52	0.00	0.00	0.00	
4	04/04/2008	Friday	a	07:27			18:31			11.07	0.00	0.00	0.00	
5	05/04/2008	Saturday	OFF							0.00	0.00	0.00	0.00	
6	06/04/2008	Sunday	OFF							0.00	0.00	0.00	0.00	
7	07/04/2008	Monday	a	07:26			18:19			10.88	0.00	0.00	0.00	
8	08/04/2008	Tuesday	a	07:28						0.00	0.00	0.00	0.00	
9	09/04/2008	Wednesday	a	07:29			18:33			11.07	0.00	0.00	0.00	
10	10/04/2008	Thursday	a	07:29			17:49			10.33	0.00	0.00	0.00	
11	11/04/2008	Friday	a	07:30			17:44			10.23	0.00	0.00	0.00	
12	12/04/2008	Saturday	OFF							0.00	0.00	0.00	0.00	
13	13/04/2008	Sunday	OFF							0.00	0.00	0.00	0.00	
14	14/04/2008	Monday	a	07:28			19:12			11.73	0.00	0.00	0.00	
15	15/04/2008	Tuesday	a	07:23			18:28			11.08	0.00	0.00	0.00	
16	16/04/2008	Wednesday	a	07:28			18:11			10.72	0.00	0.00	0.00	
17	17/04/2008	Thursday	a	07:26						0.00	0.00	0.00	0.00	
18	18/04/2008	Friday	a	07:25			17:41			10.27	0.00	0.00	0.00	

Present: 16 Absent: 7 On Leave: 1

The attendance view also can be filtered by attendance category (lateness, early out, overtime, and incomplete, on leave and absent) by clicking on the check box under the Attendance Category.

Edit Attendance

The attendance (Work In time, Meal Out time, Meal In time, Work Out time, OT In time & OT Out time) can be edited.

Steps:

- i. Click on "Edit" button
- ii. Select a value from the drop down list or key in the value
- iii. Click on "Save" button

Note: The time inserted must be in the format of HH:MM, if not, the edited time will not be saved.

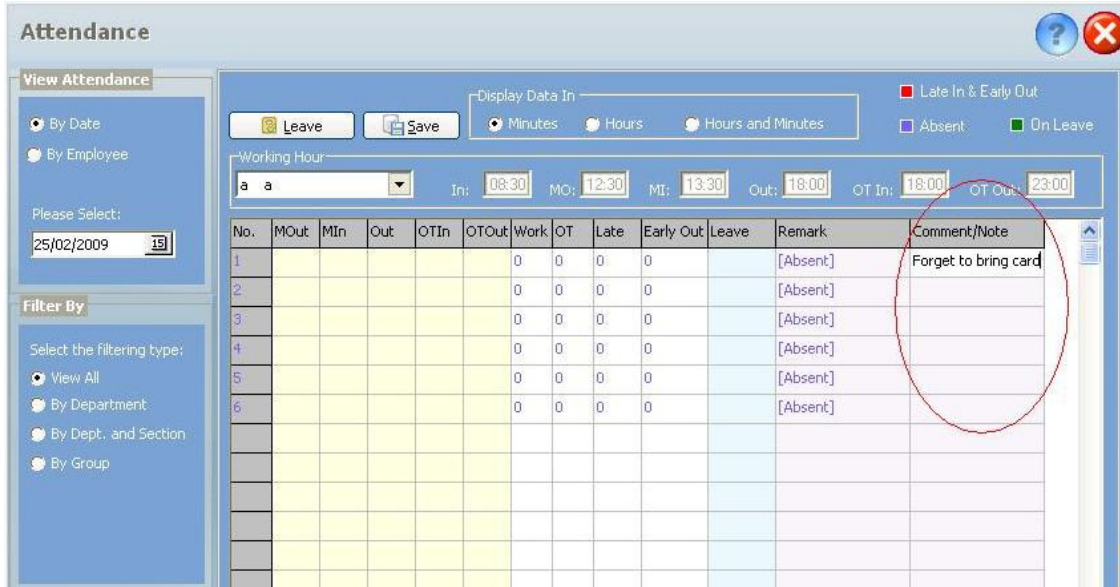
Add Comment/Note

You may add remark/note to a particular attendance record. For example: forget to bring card, outstation, lost card, etc.

Steps:

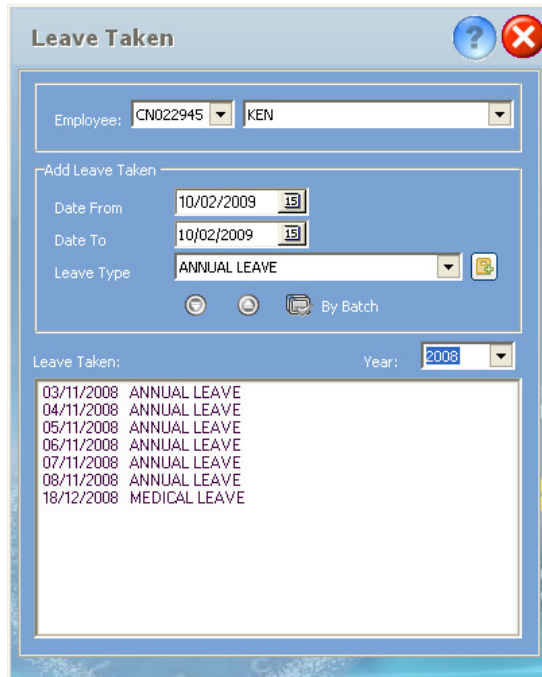
- i. Click on "Edit" button
- ii. Select column "Comment/Note" (the last column) on attendance screen

- iii. Key in the remark or note
- iv. Click on "Save"



Leave

Leave taken by employee could be added by clicking on "Leave" button. The following screen will be displayed:




View Leave Taken

To view leaves that have been taken by employee, please select one of the employees from the drop down list. To view leave taken at previous year, please select year from the drop down list.


Add Leave Taken

Steps:

- i. Select Employee
- ii. Select Date From and Date To
- iii. Select leave type
- iv. Click on  button
- v. The leave added will be shown on leave taken list immediately

Remove Leave Taken

Steps:

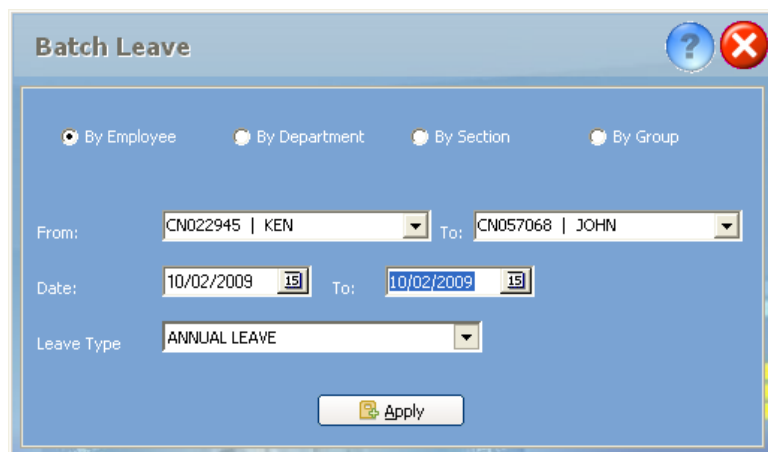
- i. Select Employee
- ii. Select leave taken from the leave taken list
- iii. Click on  button

Add Leave Taken By Batch

Leave taken could be added by batch to a group of employees, departments, sections or employee groups.


Steps:

- i. Click on "By Batch"
- ii. The following screen will be displayed:



- iii. Select By Employee, By Department, By Section or by group
- iv. Select the range of Employee/Department/Section/Group
- v. Select the range of the date
- vi. Select leave type
- vii. Click on "Apply"

Add/Edit Leave Type

Click on 

3.0 Employee

Employee screen will synchronize all employees' details from E.WIN. You may edit or delete employee information on this screen.

Employee

Employee Details

You may sort the employee view by clicking on the column name.
To Add/Edit department or Add/Edit Section, please right click on the "Department" column name or "Section" column name.

	Emp. ID	Name	Card No.	Department	Section	Group
1	000001	LEOW SUN HUAT	000001	DIRECTOR	DIRECTOR	G1
2	000002	STEFAN BLOECHINGER	000002	DIRECTOR	DIRECTOR	G1
3	000003	YOON KWAI CHEE	000003	PERSONNEL		G0
4	000004	PHUN FOO ON	000004	ACCOUNTS	MGT ACCTANT	G0
5	000005	NANCY SAW LYE IM	000005	MARKETING	PRODUCT MGR	G0
6	000009	CHENG KAH CHEN	000009	MARKETING	SR PROD MGR	G0
7	000012	LIM HUAT CHYE	000012	ACCOUNTS	ACCS EXEC	G0
8	000013	ONG KIM SONG	000013	ACCOUNTS	PC ANALYST	G0
9	000015	KOAY SHIK MIONG	000015	ACCOUNTS	ACCS EXEC	G0
10	000020	CHUI KWAI CHUAN	000020	MARKETING	MKTG ASST	G0
11	000021	CHEW PEI YEE	000021	SALES	PRODUCT MGR	G0
12	000022	LIM LAI KIN	000022	SOP	ACCS CLK	G0
13	000023	NORAZIZAH	000023	PERSONNEL		G0
14	000025	ROHAYATI BTE OTHMAN	000025	SOP	ACCS CLK	G0
15	000026	MAK PIK LAI	000026	ACCOUNTS	ACCS SUPVR	G0
16	000027	JULIANA LIM	000027	SOP	ACCS SUPVR	G0
17	000029	CHAN LAI LAI	000029	ACCOUNTS	ACCS SUPVR	G0
18	000031	SHAMALA DEVI BALAKRI	000031	SOP	ACCS CLK	G0
19	000032	LIEW IVY	000032	ACCOUNTS	ACCS EXEC	G0
20	000033	KIM SHU HENG	000033	ACCOUNTS	ASST ACCTANT	G0
21	000035	CHONG SOO HACK	000035	SALES	SR SALES EXEC	G0
22	000037	YEON CHEE CHOW	000037	SALES	SALES EXEC	G0

Flexible Working Hour

PHOTO

Add Photo

Delete Photo

Filter By

Employee ID:

To

Department:

ALL

To

ALL

Refresh

Save Delete Add Group Add badge Card

Edit Employee

Steps:

- i. Edit particular employee's details on the employee list
 - ii. Click on "Save"
- If the employee ID is changed, the following screen will be displayed:

Confirm

Are you sure to change the employee ID? It may take some time to update the database.

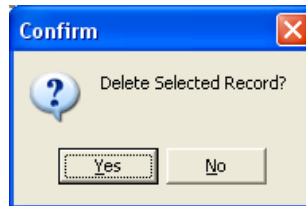
Yes No

Click "Yes" to update the database

Delete Employee

Steps:

- i. Select employee record from the employee list
- ii. Click on "Delete"
- iii. The following screen will be displayed:



- iv. Click "Yes" to delete the record

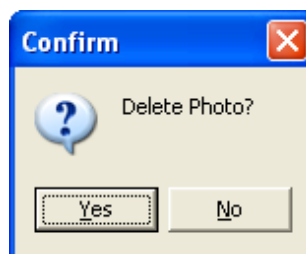
Photo of Employee

Add Photo

- i. Click on "Add Photo"
- ii. Browse to the photo file. File format allowed: GIF, PCX, JPG, JPEG and BMP
- iii. Click on "Open"

Delete Photo

- i. Click on "Delete Photo"
- ii. The following screen will be displayed:



- iii. Click on "Yes" to delete the photo

Group

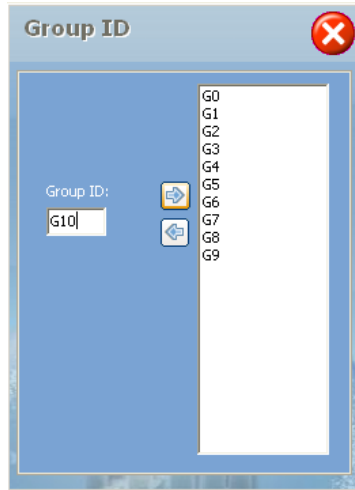
Every employee will be assigned to a group. The default group is G0. The purpose of assigning every employee to a group is to enable the employee to be assigned to different shifts. If a company only has a single shift, all employees will be assigned the same group (G0). If the employee's shift pattern is different from others, this employee could be assigned to group "NONE" where the employee can have his/her own duty roster.

By default, E.Time provides 10 groups (G0 to G9). If the groups provided are not sufficient, you may add the group to the system.

Add Group

Steps:

- i. Click on "Add Group"
- ii. The following screen will be displayed:

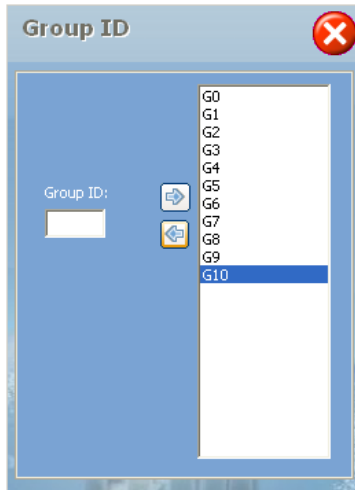


- iii. Key in group id (maximum 4 characters)
- iv. Click on

Delete Group

Steps:

- i. Click on "Add Group"
- ii. The following screen will be displayed:



- iii. Select group from the group list
- iv. Click on

Employee View Filtering

The Employee view can be filtered by employee ID and Department. To view all employees, one needs to blank the 'Employee ID From' and 'Employee ID To' text box and select the department from the first to the last. Thereafter, click on "Refresh" button.

Flexible Working Hour

Flexible Working Hour refers to employee can work anytime from 00:00 to 23:59. The Flexible Meal Time is automatically enabled once Flexible Working Hour is enabled.

To enable the Flexible Working Hour, please tick on the "Flexible Working Hour" check box.

For employee who is entitled to Flexible Working Hour, overtime will not be calculated. The attendance will only show the total working hour of employee.

4.0 Report



E.Time provides numerous reports on employees' attendance status. The reports can be filtered by department, employees and date.

List of reports:

- i) Summarized Report:
 - Attendance Summary (by Employee)
 - Daily Attendance Analysis (by Day)
 - Monthly Attendance Analysis (by Month)

- ii) Detailed Report:
 - Daily Attendance Details
 - Attendance Details by Employee
 - Monthly Attendance Details
 - Lateness report
 - Early Out report
 - Incomplete report
 - Absenteeism report
 - Overtime report
 - Edited Attendance report

- Attendance Sheet
- Meal Time Report
- Activity Report

iii) Others:

- Leave report
- Individual Duty Calendar
- Monthly Duty Calendar
- Department List
- Section List
- Employee List
- Holiday List
- Audit Trail
- Job Tracking Report
- Job Code Activity Report

Export Reports to Excel file

Steps:

- i. Select one of the report
- ii. Select the range of department, employee and date
- iii. Click on "Export to excel" button
- iv. Browse to the directory where you would like to save the file
- v. Click on "OK"
- vi. Wait until you see the message "Done"

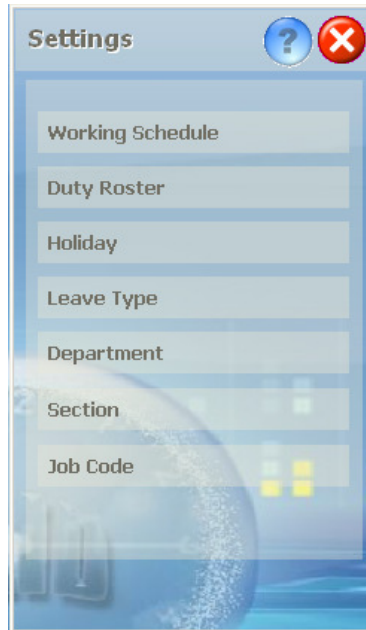
Save report to ndr file, pdf file, html file, rtf file or txt file

Steps:

- i. Select one of the report
- ii. Select the range of department, employee and date
- iii. Click on "View" button
- iv. Click on "File"
- v. Click on "Save As"
- vi. Browse to the directory where you would like to save the file
- vii. Key in the file name
- viii. Select the file type (.ndr, .pdf, .html, .rtf, or .txt)
- ix. Click on "Save" button

5.0 Settings

Settings menu consists of the configuration functions which allow you to configure the software according to your requirements.



5.1 Working Schedule

Working Schedule function allows user to configure the working hour according to company working hour and policy.

Working Schedule ? X

Common Settings for all schedule <<Advance

Employees are required to punch in and out for OVERTIME(OT): Yes No

Flexible Meal Hour: Yes No

Settings for particular schedule

Schedule ID: OFF Description: Off Day

Clocking Time

Please fill in the clocking hour:

In	Out	Meal In	Out	OT Start	OT End
08:30		13:30	17:30	18:00	23:00

Clocking Range

	From	To
In Time	23:01	11:59
Meal Out Time	12:00	13:00
Meal In Time	13:01	14:00
Out Time	14:01	17:59
OT Time	18:00	23:00

Rest Day

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Off day

Sunday
 Monday
 Tuesday
 Wednesday
 Thursday
 Friday
 Saturday

Additional

Allowed Late-in minutes: minutes

Allowed Early-out minutes: minutes

OT Minimum: minutes

OT Rounding: minutes

Calculation Formula: Default Define

Deduct Meal Hour? Yes No

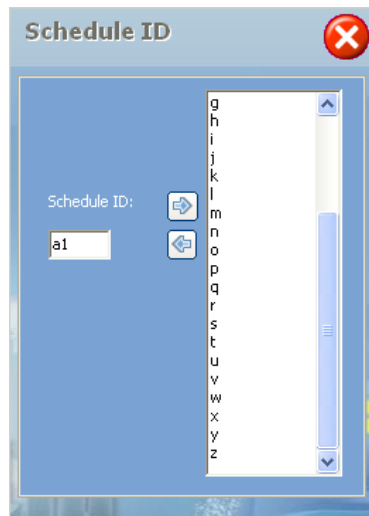
Total Schedules


E.Time provides unlimited schedules/shifts. By default, E.Time provides 26 working schedules. User may add as many schedules as they need.

Add Schedule

Steps:

- i. Click on
- ii. The following screen will be displayed:

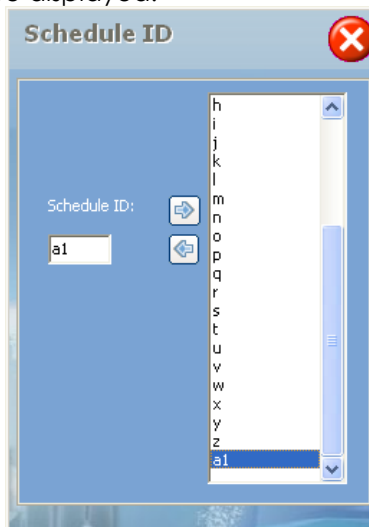



- iii. Key in schedule ID (maximum 4 characters)
- iv. Click on 

Delete Schedule

Steps:

- i. Click on 
- ii. The following screen will be displayed:



- iii. Select schedule id from schedule ID list
- iv. Click on 

Attendance Processing Mode

There are 2 processing modes available:

- a) Based on time frame
- b) Based on session code

Based on time frame

Every time slot will have a clocking range and attendance will be processed based on the "First In Last Out" concept.

Work In: take the first transaction in the work in range
 Meal Out: take the first transaction in the meal out range
 Meal In: take the last transaction in the meal in range
 Work Out: take the last transaction in the work out range
 OT in: take the first transaction in the OT range
 OT out: take the last transaction in the OT range

Note: Please make sure the Work In/Out range is not overlapping with the OT range.

Based on session code (not applicable)

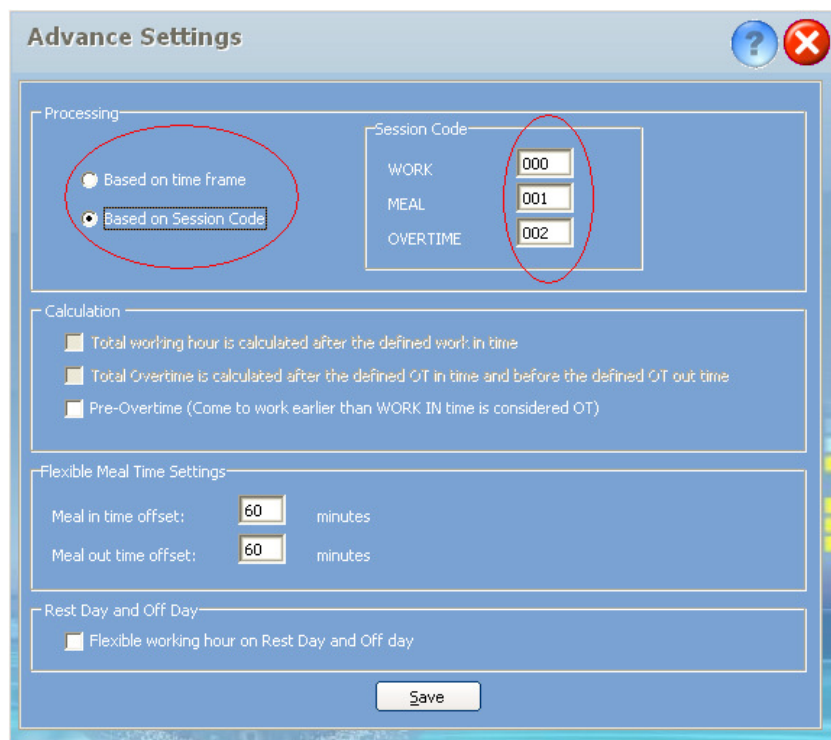
Employees are required to select the session (Work In/Out, Meal In/Out, OT in/Out) on the time clock before badge their cards or verify their fingerprint. The attendance will be processed based on the session which is selected by employees.

Note: Clocking range is required in this mode as well, but the overlapping between Work In/Out range and OT range is allowed.

How to change processing mode?

Steps:

- i. Click on "Advance"
- ii. The following screen will be displayed:



- iii. Select "Based on time frame" or "Based on session code"
- iv. If select "Based on session code", please key in the session code of WORK, MEAL and OT according to the clock terminal settings.
- v. Click on "Save"
- vi. This setting will only take effect after the software is restarted

Clocking range

Clocking range is the time frame that is used to determine which time slot a particular clocking data falls into.

For example,

Work In range: from 06:00 to 12:00

If an employee punches for work in at 12:30, this clocking data is not going to be recorded as work in time. In order to have the work in time, employees are required to badge their card within the work in range (06:00 to 12:00).

Punch in and out for OVERTIME

If "Yes" is selected, employees are required to badge their card for work in, work out, OT In and OT out.

If "No" is selected, overtime calculation will be started from the OT start time. Employees are only required to badge their card for work in and OT Out.

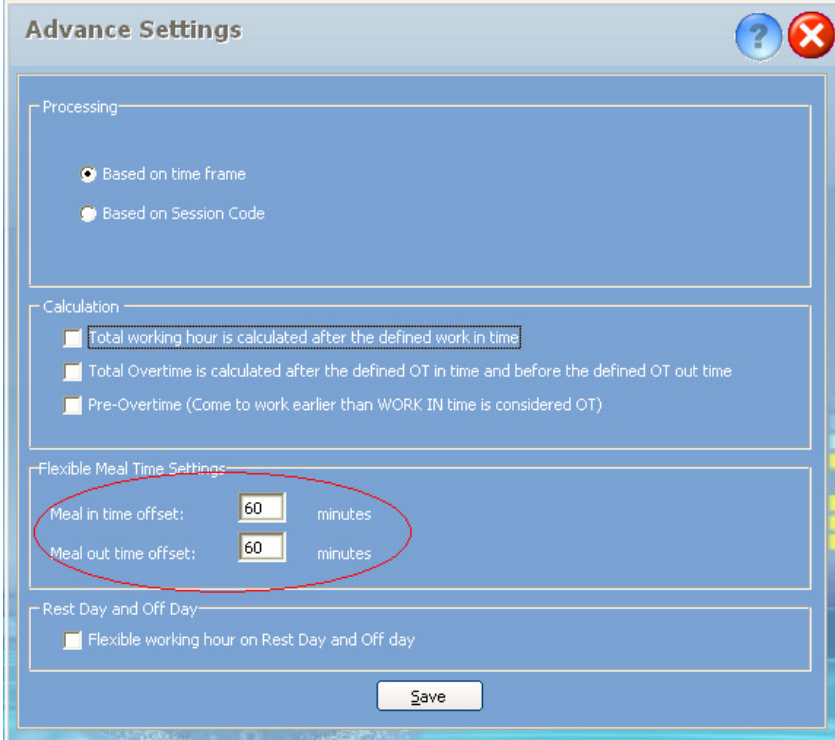
This setting is common settings and it would be applied to all schedules.

Flexible Meal Hour

Employees are allowed to go for lunch anytime. By default, the meal time will start at one hour after Work In time and end at one hour before Work Out time. The one hour offset is configurable.

Steps:

- i. Click on "<<Advance"
- ii. The following screen will be displayed:



Advance Settings

Processing

- Based on time frame
- Based on Session Code

Calculation

- Total working hour is calculated after the defined work in time
- Total Overtime is calculated after the defined OT in time and before the defined OT out time
- Pre-Overtime (Come to work earlier than WORK IN time is considered OT)

Flexible Meal Time Settings

Meal in time offset: minutes

Meal out time offset: minutes

Rest Day and Off Day

- Flexible working hour on Rest Day and Off day

Save

- iii. Change the value of meal in time offset and meal out time offset
- iv. Click on "Save"
- v. This setting will only take effect after the software is restarted.

Off day and Rest day

Each schedule could have it's own off day and rest day settings.

Allowed Late-in minutes

Employee comes late within a certain time would not be considered as late in.

Allowed Early-out minutes

Employee leaves early within a certain time would not be considered as early out.

OT minimum

Employees are required to work OT more than the OT minimum in order to have the overtime calculation.

OT Rounding

Employee's overtime will be rounded down to the nearest value.

For example, OT rounding is 30 minutes.

Overtime 40 minutes will be rounded down to 30 minutes

Overtime 75 minutes will be rounded down to 60 minutes

Deduct Meal Hour

There is an option to deduct total meal hours from total working hours when the software calculates the total working hours.

Calculation Formula

User could define the calculation formula of working hour and overtime. The following are the default formulas:

If deduct meal hour is selected:

Working hour = Work out time – work in time – (meal in time- meal out time)

Overtime = OT out time – OT in time


If deduct meal hour is not selected:

Working hour = Work out time – work in time


Overtime = OT out time – OT in time

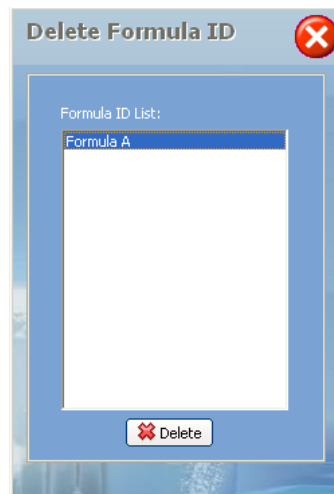
How to define your own calculation formula:Steps:

- i. Click on "Define"
- ii. The following screen will be displayed:

- iii. **Add Formula ID:** click on  The following screen will be displayed:

Key in the Formula ID and click on "Add"

- Delete Formula ID:** click on  The following screen will be displayed:



- Select formula ID from formula ID list and click on “Delete”
- iv. Key in the value of parameters: Minimum working hour (FULL DAY), minimum working hour (HALF DAY), total meal hour (FULL DAY), and total meal hour (HALF).
 - v. You are required to add 6 formulas for each schedule ID. To add formula, please click on the parameters list and click on arrow button.

Total working hour is calculated after the defined work in time

If employees come to work earlier than the defined work in time, total working hour will only be calculated start from the Work in time which is defined in working schedule.

For example:

Working Hour is:

WORK IN = 08:30

WORK OUT = 17:30

One of the employees comes to work at 08:00 and left at 17:45, his/her total working hour will be 555 minutes instead of 585 minutes.

Total overtime is calculated after the defined OT in time and before the defined OT out time

Total overtime will be calculated start from the OT start time until OT end time which is defined in the working schedule.

For example:

Working Hour is:

OT Start = 18:00

OT End =23:00

One of the employees badge for OT in at 18:00 and badge for OT out at 23:30, his/her total overtime will be 300 minutes instead of 330 minutes.

Pre-Overtime

If Pre-overtime is ticked, total early work in minutes will be calculated as overtime.

For example:

Working hour is:

WORK IN = 08:30

WORK OUT = 17:30

OT Start = 18:00

OT End =23:00

One of the employee badges for:

- Work in = 08:00
- Work out = 17:35
- OT in = 18:05
- OT out = 20:00

Total working hour will be 545 minutes if "Total working hour is calculated after the defined work in time" is ticked.

Total working hour will be 575 minutes if "Total working hour is calculated after the defined work in time" is not ticked.

Total overtime will be 145 minutes.

Notes: Please make sure the "Total overtime is calculated after the defined OT in time and before the defined OT out time" is **not ticked** in order to implement the pre-overtime.

5.2 Duty Roster

Duty Roster function allows user to assign every day's schedule to employees. The schedule could be assigned to employee by group or by individual.

Assign schedule by group

Employees with the same schedule are grouped together. Thus, the working schedule could be assigned to employees group by group instead of one by one employee.

Duty Roster

Assign Schedule by:
 By Group By Individual

Month: Year:

Group	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
G0	a	a	a	a	a	REST	REST	b	b	b	b	b	OFF	OFF	c	c	c	c	c	OFF	OFF	a	a	a	a	a	OFF	OFF	b	b
G1	b	b	b	b	b	OFF	OFF	c	c	c	c	c	OFF	OFF	a	a	a	a	a	OFF	OFF	b	b	b	b	b	OFF	OFF	c	c
G2	c	c	c	c	c	OFF	OFF	b	b	b	b	b	OFF	OFF	a	a	a	a	a	OFF	OFF	b	b	b	b	b	OFF	OFF	c	c
G3	a	a	a	a	a	OFF	OFF	c	c	c	c	c	OFF	OFF	b	b	b	b	b	OFF	OFF	c	c	c	c	c	OFF	OFF	a	a
G4																														
G5																														
G6																														
G7																														
G8																														
G9																														

Restday and Offday Holiday Today

Working Hour:
 In: MO: MI: Out: OT In: OT Out:

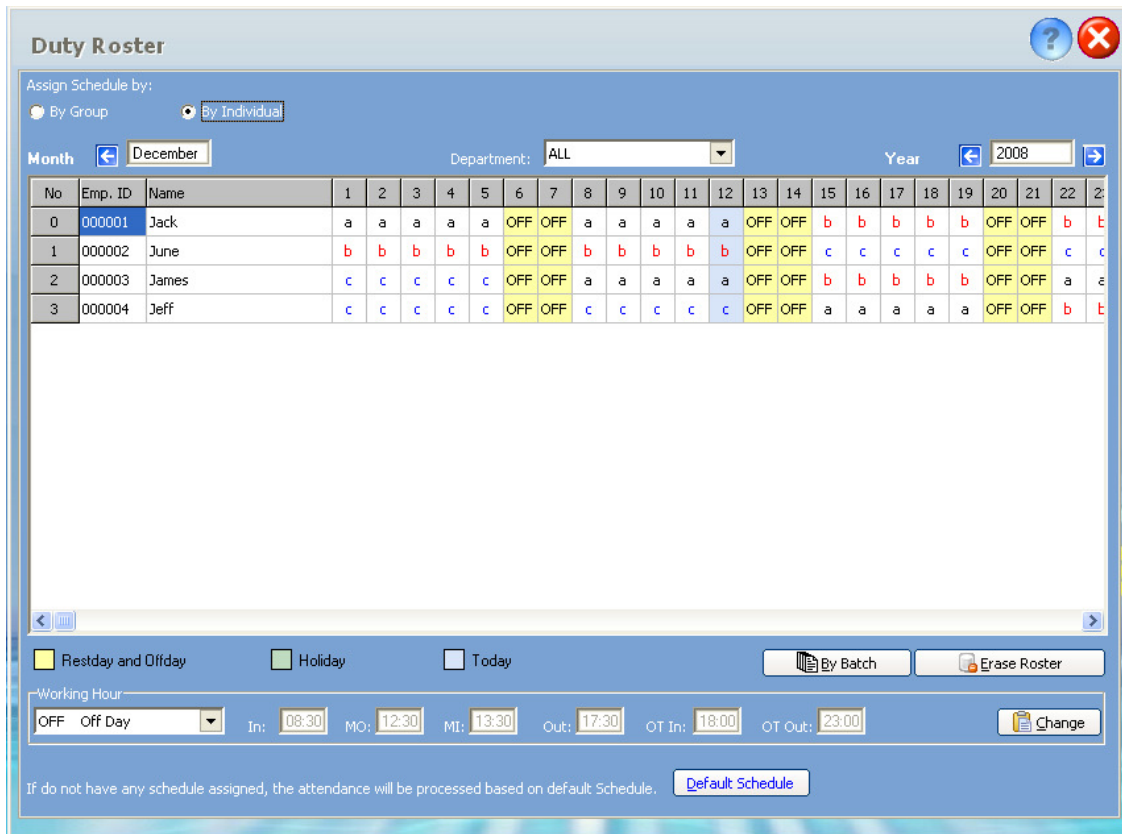
If do not have any schedule assigned, the attendance will be processed based on default: Schedule.

Steps:

- i. Select By Group
- ii. Select month and year
- iii. Select schedule from a drop down list
- iv. The schedule will be saved automatically once the selection is done.

Assign schedule by individual

Employees who have different schedule pattern from others will be grouped to "NONE", so that they could have their own working schedule.



Steps:

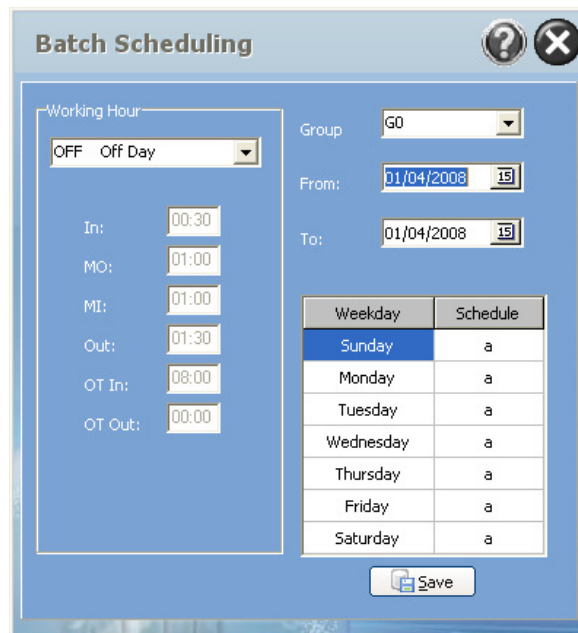
- i. Select "By Individual"
- ii. Select month and year
- iii. Select schedule from a drop down list
- iv. The schedule will be saved automatically once the selection is done.

Assign Schedule by Batch

Batch scheduling will allocate a weekly schedule to a particular group/Employee for a date range.

Steps:

- i. Click on "By Batch"
- ii. The following screen will be displayed:



- iii. Select Group or employee
- iv. Select date range
- v. Assign schedule from Sunday to Saturday
- vi. Click on "Save"

Erase Roster

Steps:

- i. Click on "Erase Roster"
- ii. The following screen will be displayed:



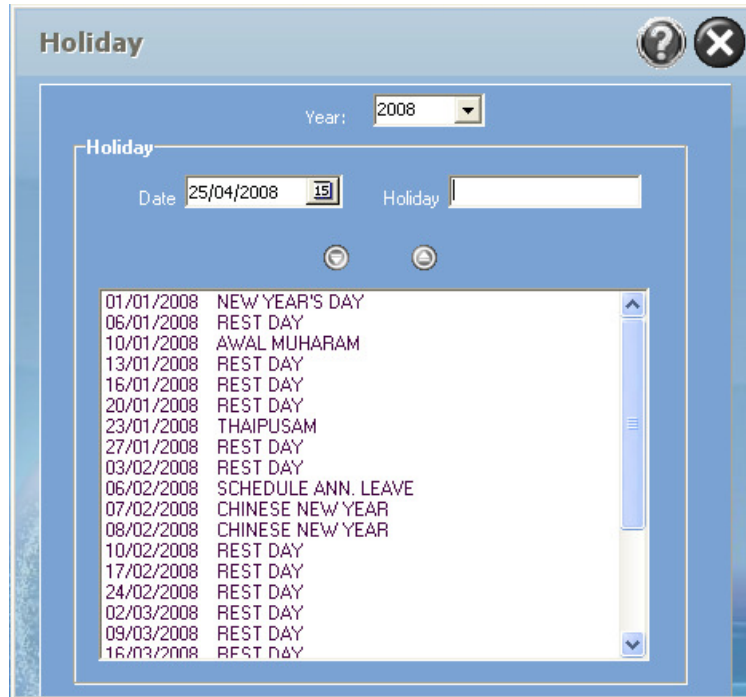
- iii. Select Group/Employee
- iv. Select date range
- v. Click on "Erase"

NOTE:

If do not have any schedule assigned, the attendance will be processed based on the default schedule. The default schedule is created at the startup wizard and you may view or change it by clicking on the "Default Schedule" button.

5.3 Holiday


Holiday function allows user to add public holiday to the system.




View Holiday

- i. Select year from the drop down list
- ii. The list of holiday will be displayed on the screen.

Add Holiday

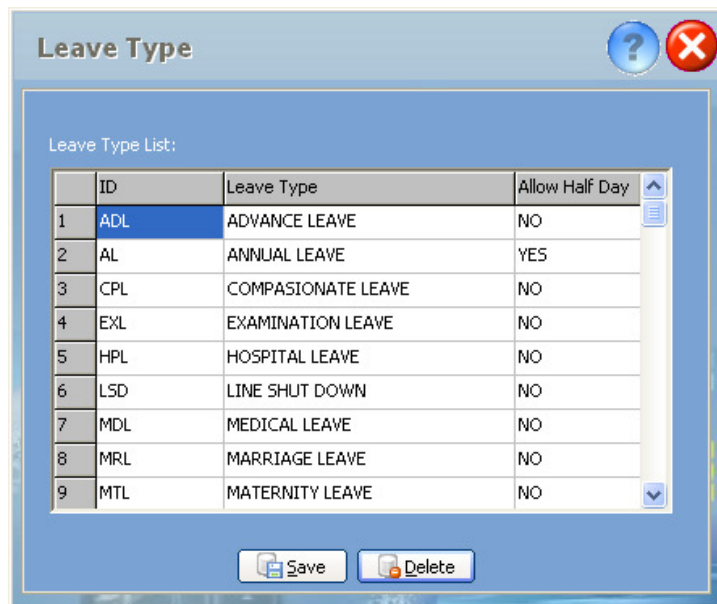
- i. Select date
- ii. Key in holiday description
- iii. Click on 

Delete Holiday

- i. Select holiday from holiday list
- ii. Click on 

5.4 Leave Type

Leave Type function allows user to define the leave type such as annual leave and medical leave according to company policy.



Add Leave Type

Steps:

- i. Add new row: select the last row and press ↓ on PC keyboard
- ii. Key in ID and leave type
- iii. For leave type which allows half day leave, please select YES in the allow half day column.
- iv. Click on "Save"

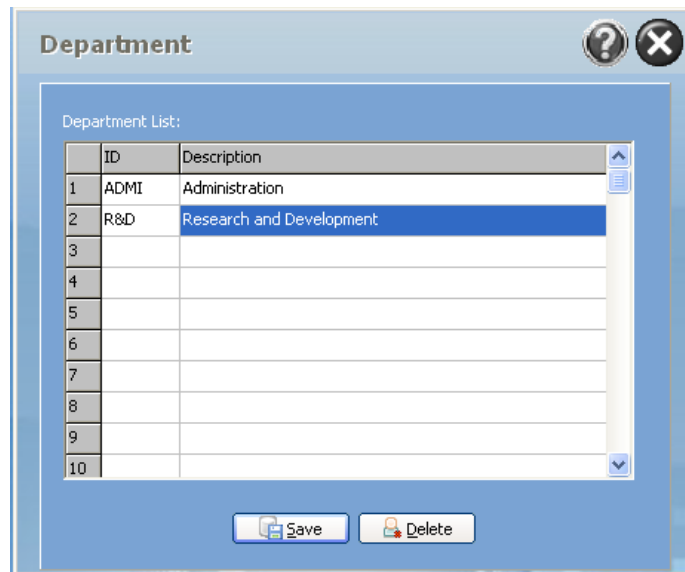
Delete Leave Type

Steps:

- i. Select leave type from the leave type list
- ii. Click on "Delete"

5.5 Department

Department function allows user to define departments according to company organization.



Add Department

Steps:

- i. Add new row: select last row and press ↓ on the PC keyboard
- ii. Key in ID and Description of department
- iii. Click on “Save”

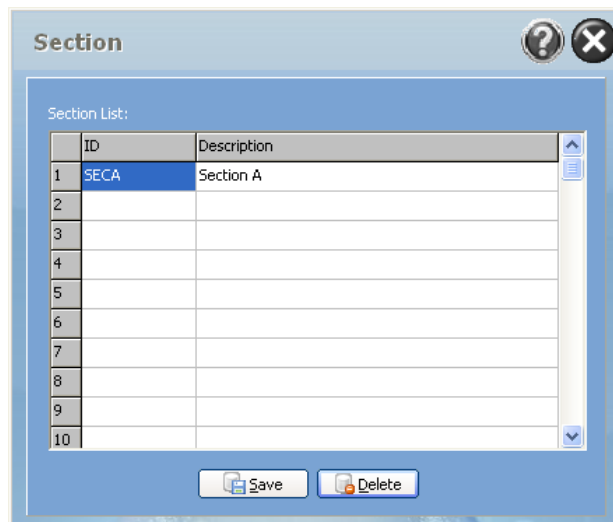
Delete Department

Steps:

- i. Select department from the department list
- ii. Click on “Delete”

5.6 Section

Section is smaller than department in an organization. Section function allows user to define sections according to company organization.



Add Section

Steps:

- i. Add new row: select last row and press ↓ on the PC keyboard.
- ii. Key in the ID and description of section
- iii. Click on "Save"

Delete Section

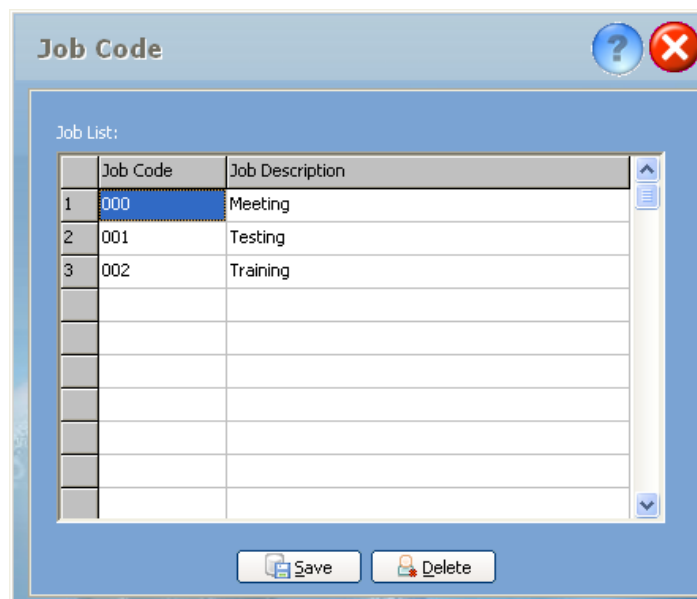
Steps:

- i. Select section from section list
- ii. Click on "Delete"

5.7 Job Code (not applicable)

Job Code function allows user to define job code according to clock terminal settings. The purpose of job code is to allow employer keeps track of the total hours which have been spent by employees on particular job.

Job code related reports include Job Tracking report and Job Code Activity report.



Add Job Code

Steps:

- i. Add new row: select last row and press ↓ on the PC keyboard.
- ii. Key in Job Code and Job description
- iii. Click on "Save"

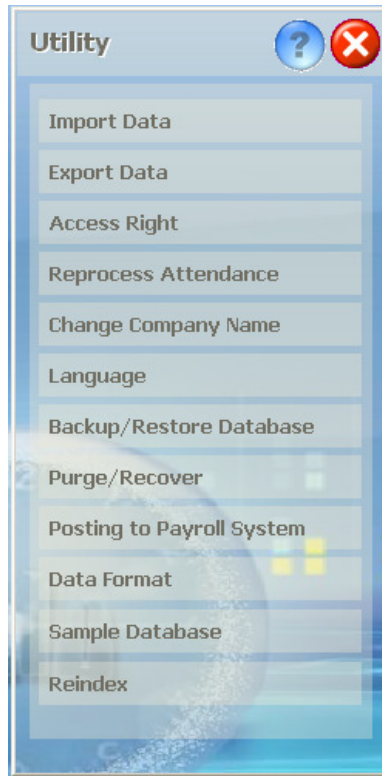
Delete Job Code

Steps:

- i. Select job code from job code list
- ii. Click on "Delete"

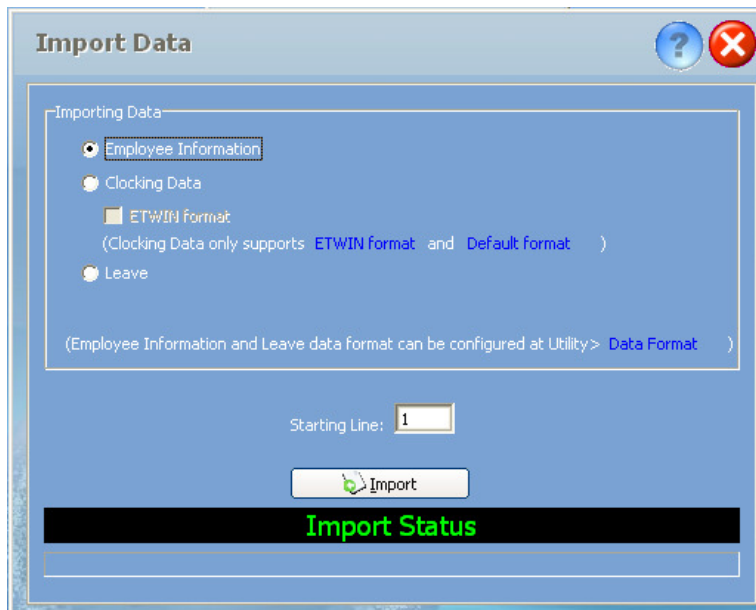
6.0 Utility

Utility menu consists of some additional functions.



6.1 Import Data

Import Data allows user to import employee information, clocking data and leave from text file or excel file to E.Time database.



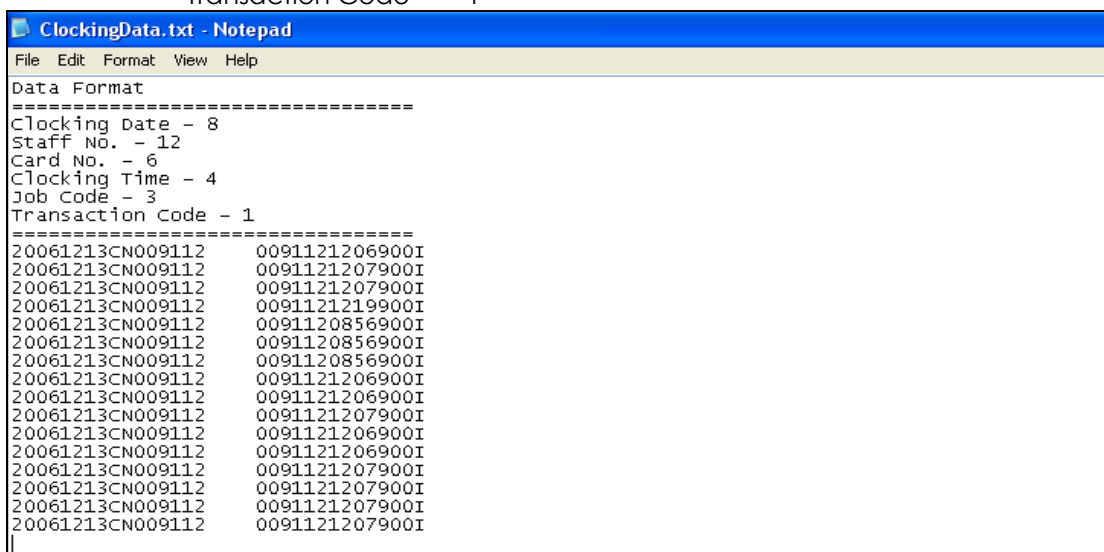
The data format of employee information and leave is configurable. The clocking data only allowed two formats which is ETWIN format and default format.

Clocking Data Format

i. Default format

- Text file

Field Name	Field Length
Clocking Date	8 (yyyymmdd)
Staff No.	12
Card No.	6
Clocking Time	4 (HHmm)
Job Code	3
Transaction Code	1



- Excel file
 - 1st column: Clocking Date (yyyymmdd)
 - 2nd column: Staff No.
 - 3rd column: Card No.
 - 4th column: Clocking Time (HHmm)
 - 5th column: Job code
 - 6th column: Transaction code

	A	B	C	D	E	F
	Clocking Date	Staff No.	Card No.	Clocking Time	Job Code	Transaction Code
1						
2	20061213	CN009112	009112	1206	900	
3	20061213	CN009112	009112	1207	900	
4	20061213	CN009112	009112	1207	900	
5	20061213	CN009112	009112	1219	900	
6	20061213	CN009112	009112	0856	900	
7	20061213	CN009112	009112	0856	900	
8	20061213	CN009112	009112	0856	900	
9	20061213	CN009112	009112	1206	900	
10	20061213	CN009112	009112	1206	900	

- ii. ETWIN format

Clock unit, date, time, card no, job code, transaction code
01ddmmyyHHmm123456000<

```

010101060830009112000<
010101061730009112000>
010201060830009112000<
010201061735009112000>
010301060830009112000<
010301061735009112000>
    
```

Configure Employee Information and Leave data format

Steps:

- i. Click on "Data Format" link
- ii. The following screen will be displayed:

- iii. Change the arrangement of the fields according to the format of imported file (Please refer to section 9.10 on how to configure data format)
- iv. Click on "Save"

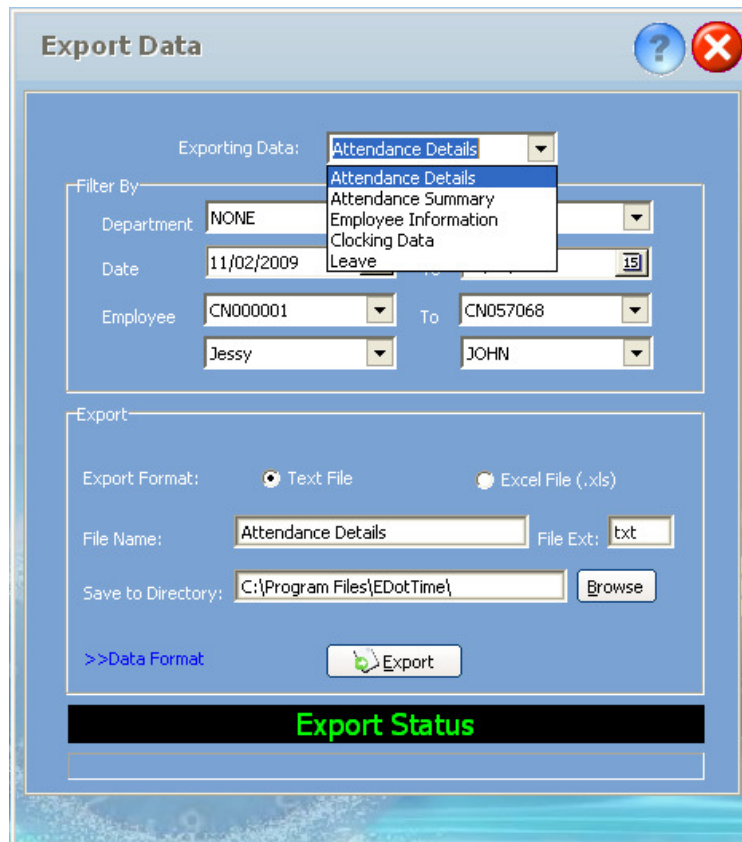
How to Import Data

Steps:

- i. Key in the starting line number (Data will be imported start from this line)
- ii. Click on "Import"
- iii. Browse to the file
- iv. Click on "Open"

6.2 Export Data

Export Data allows user to export attendance details, attendance summary, employee information, clocking data and leave to text file or excel file.



Export format

The data format of the exported file can be configured through the ">>Data Format" link. (Please refer to section 6.10 on how to configure data format)

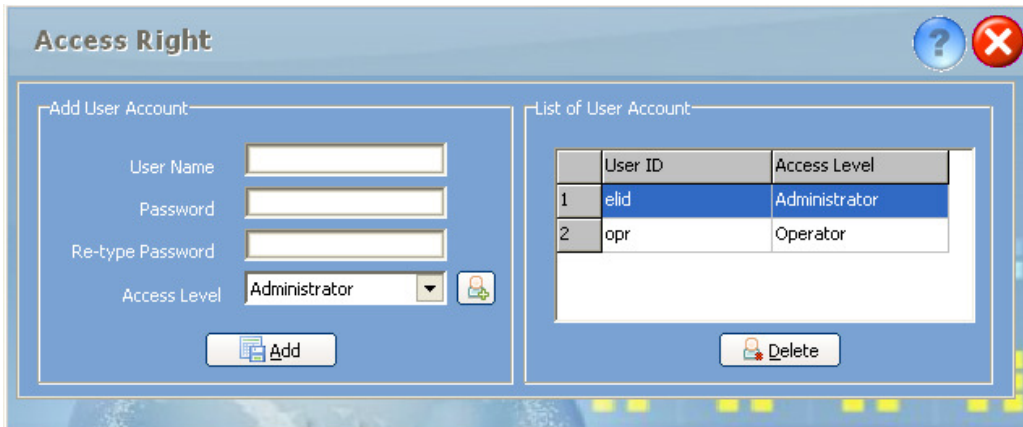
How to Export Data

Steps:

- i. Select the Exporting Data type
- ii. Select department range, date range and employee range
- iii. Select file format: text file or excel file
If text file is selected, you may change the extension of the file. By default, the file extension is txt. You may change it to 'raw', 'dat', etc.
- iv. Key in the file name
- v. Browse to the directory where you would like to save the file
- vi. Click on Export

6.3 Access Right

Access Right function allows user to add user account to E.Time. Access Right helps in preventing unauthorized users use the software.



Add User Account

Steps:

- i. Key in User Name
- ii. Key in password and re-type password
- iii. Select access level
- iv. Click on "Add"

Delete User Account

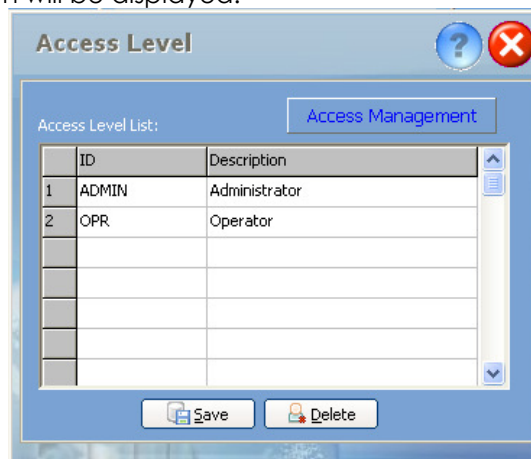
Steps:

- i. Select user account from user account list
- ii. Click on "Delete"

Add/Delete Access Level

Steps:

- i. Click on 
- ii. The following screen will be displayed:



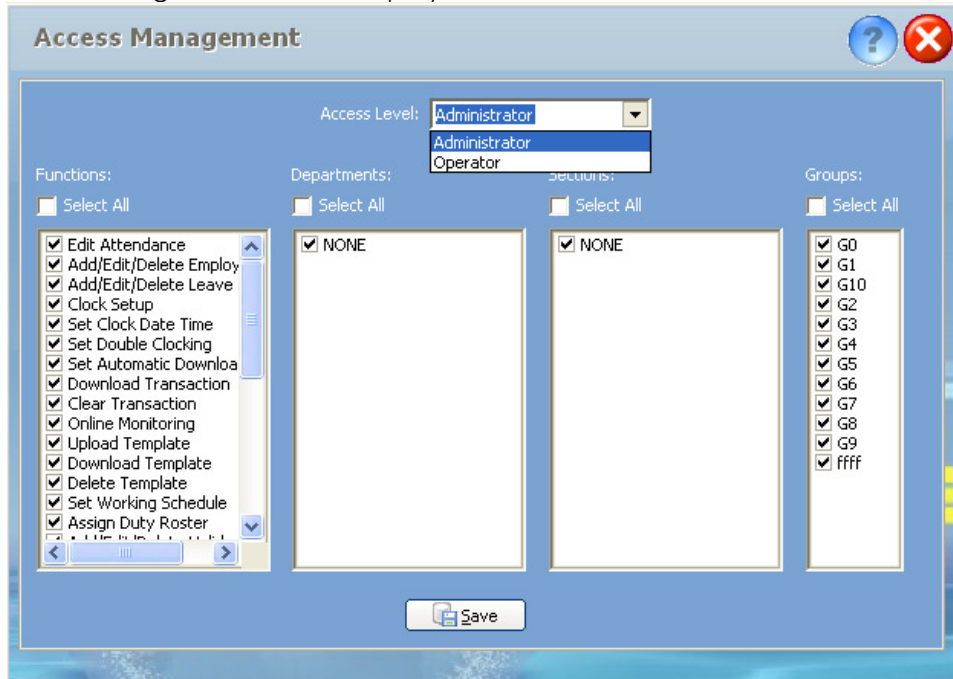
- iii. Add new row: select the last row of access level list and press '↓' on PC keyboard
- iv. Add access level: Key in ID and Description. Thereafter click on "Save"
- v. Delete access level: Select access level from access level list and click on "Delete"

Access Right Management

Access right management allows user to assign right to one particular user account to access some functions, departments, sections and groups.

Steps:

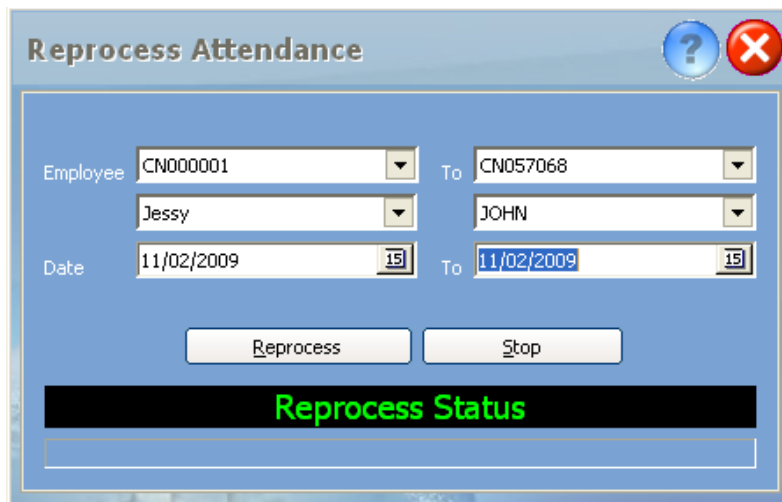
- i. Click on 
- ii. Click on "Access Management"
- iii. The following screen will be displayed:



- iv. Select access level
- v. Tick on the functions, departments, sections and groups which are allowed to be accessed by particular access level
- vi. Click on "Save"

6.4 Reprocess Attendance

Reprocess Attendance function allows user to reprocess the attendance manually. You need to reprocess attendance only if you changed the working schedule settings.



Steps:

- i. Select Employee range
- ii. Select Date range
- iii. Click on "Reprocess"

6.5 Change Company Name

Change Company Name function allows user to upload company logo and change company name. The company name and logo will be displayed in the reports.



Upload Logo

Steps:

- i. Click on "Upload LOGO"
- ii. Browse to logo file. File format allowed includes bmp, jpg,jpeg, gif and pcx.
- iii. Click on "Open"

Delete Logo

Steps:

- i. Click on "Delete Logo"

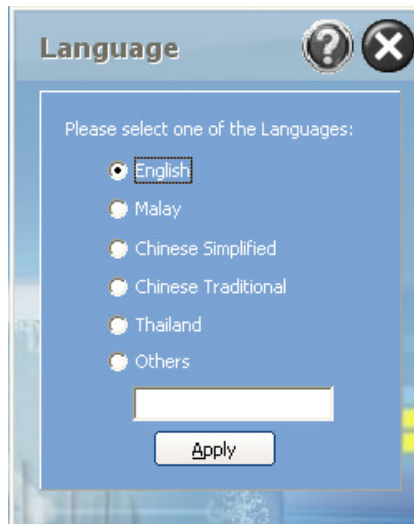
Change Company Name

Steps:

- i. Key in company name
- ii. Click on "Save"

6.6 Language

E.Time supports multiple languages. Language of the software could be changed on the fly through the Language menu.




Steps:

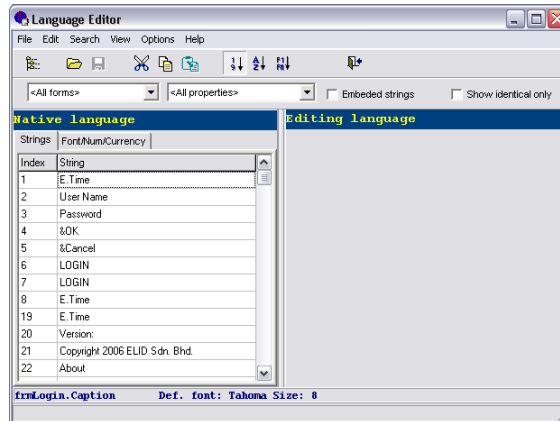
- i. Select language
- ii. Click on "Apply"

Note: "Others" refers to Self-defined language. Click on "Others" and type the name of the language.

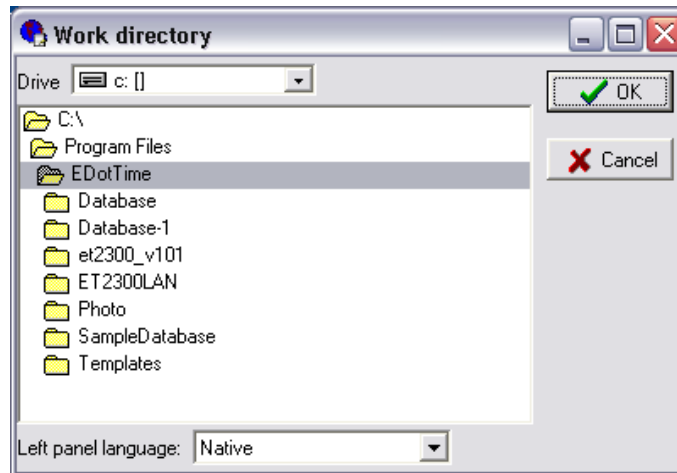
Self-defined language

E.Time has the option for one to define language. To define language, you must obtain `langedit.exe`

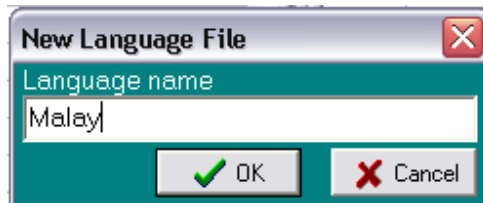
- i. Run `langedit.exe` (). The following screen will be displayed:



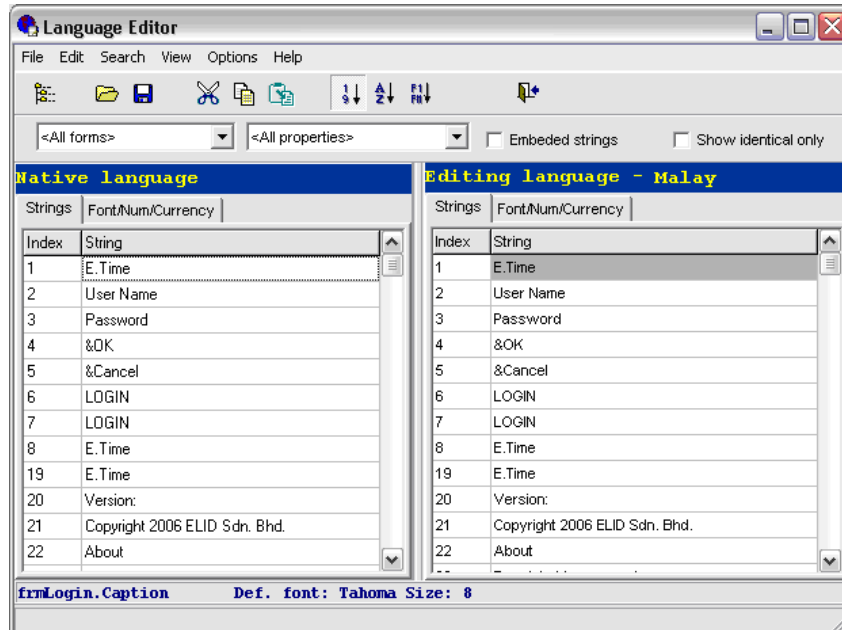
- ii. Go to File>Working Directory. Set the Working Directory to the E.Time root directory. By default, the root directory of E.Time is C:\Program Files\EDotTime. Click "OK" to continue.



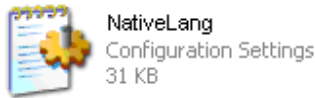
- iii. Go to File>Create New. Key in the language name (eg. Malay). Click "OK" to continue.



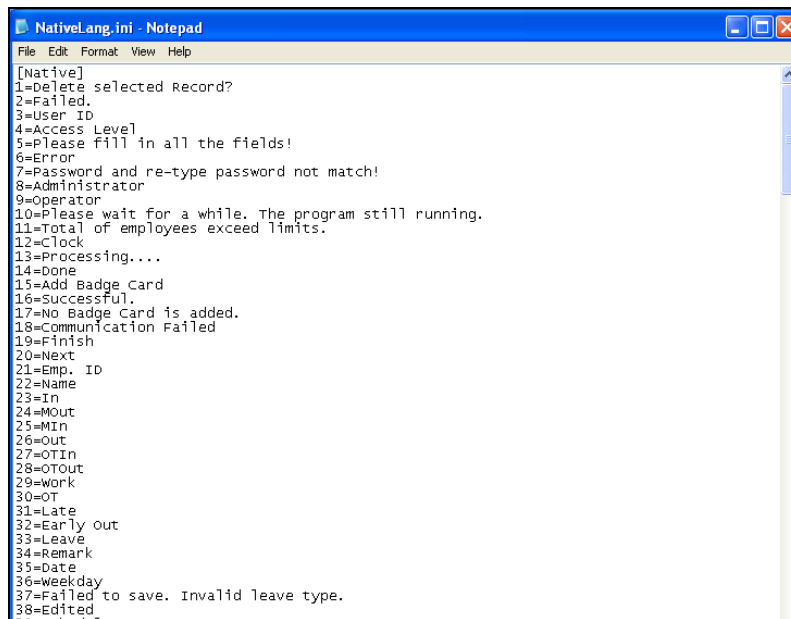
- iv. The second panel on the main window will appear.



- v. Translate all text of Native language and key in the translated words in the Editing language columns.
- vi. Click on File>Save
- vii. Close langedit.exe
- viii. Go to the root directory of E.Time (C:\Program Files\EDotTime)



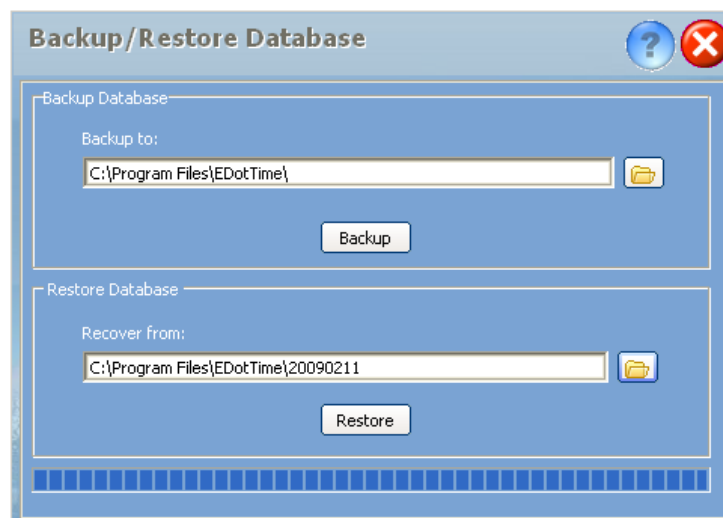
- ix. Open the NativeLang.ini file.



- x. Go to Start>All Programs>Accessories>Notepad>open a new file
- xi. Copy all text from NativeLang.ini file and paste them to the new notepad file which have been opened just now
- xii. Close NativeLang.ini file
- xiii. Change [Native] to [yourLanguageName] (eg. [Malay]) in the new notepad file
- xiv. Change all text to your defined language accordingly.
For example:
 1=The E.Time Software has Expired!
 Change to:
 1=Perisian E.Time telah habis tempoh!
- xv. After finish changed all the text, go to File>Save (file name must be same with the language name which you created in the languedit.exe and the file extension must be '.ini', eg. Malay.ini
- xvi. Open E.Time software, go to Utility>language.
- xvii. Select "Others" and key in the name of the language (eg. Malay). Click on "Apply" Button.

6.7 Backup/Restore Database

Backup and restore database function allows user backup the whole database to PC directory. If there is any corruption on database, user could recover the database from the backup.



Backup Database

Steps:

- i. Browse to the directory where you would like to save the database backup
- ii. Click on "Backup"

Restore Database

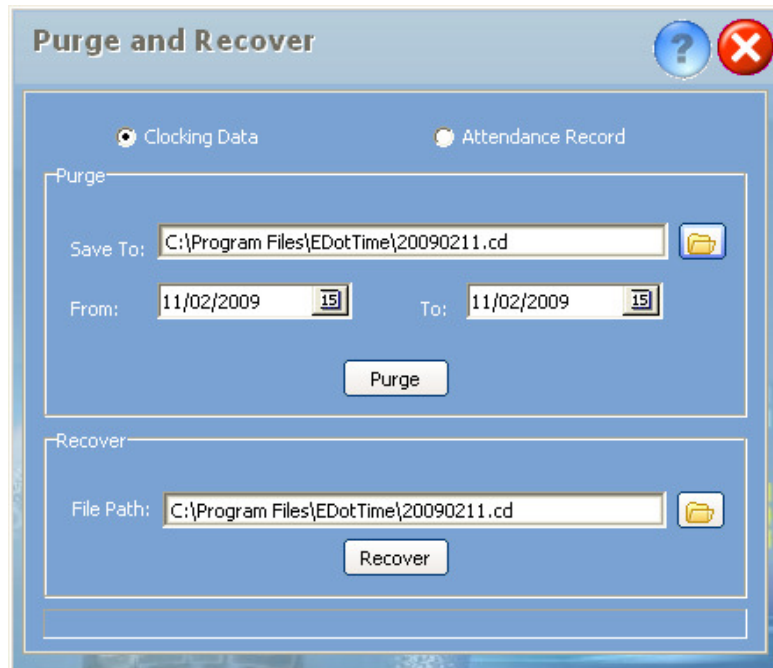
Steps:

- i. Browse to the database backup directory
- ii. Click on "Restore"

6.8 Purge/Recover

Purge and Recover function allows user to shift out some data from database and save them to a file. The purpose of purging database is to prevent the database from growing too big and influence the performance of software.

Data which could be purged out include clocking data and attendance data. You may recover the data back to E.Time database from the purged files.



Purge Data

Steps:

- i. Select data type: clocking data or attendance data
- ii. Browse to the directory where you would like to save the data
- iii. Select data date range
- iv. Click on "Purge"
- v. Clocking data will be saved to file with extension 'cd' and the attendance data will be saved to file with extension 'ar'

Recover Data

Steps:

- i. Select data type: clocking data or attendance data
- ii. Browse to the data file
- iii. Click on "Recover"

6.9 Posting to Payroll System

Posting to Payroll System function allows user to transfer the attendance data from E.Time to Payroll software directly. For the mean time, E.Time only supports UBS payroll system.

Steps:

- i. Browse to the data folder of UBS payroll system
- ii. Select the payment method: according days worked or hours worked
- iii. Match E.Time defined leave types with UBS Payroll leave types
- iv. Select overtime rate for normal working day, off day, rest day and holiday
- v. Select employee range
- vi. Select date range
- vii. Click on "Post to UBS Payroll"

Note: Please make sure the employee No in UBS Payroll system is match with E.Time employee ID.

6.10 Data Format

Data format function allows user to change the data format of the file for importing and exporting.

There are 2 types of file format: text file and excel file

Text file

There are 2 types of data format for text file:

- i. Fixed Position
Each data field has a fixed length and fixed position.

	Start Position	End Position		Start Position	End Position
Date	1	8	Meal In	85	88
Staff No	9	20	Meal Out	81	84
Card No.	21	26	Leave	128	139
Name	27	76	Total work hour	101	104
Absent	125	125	Total Late In	105	108
Incomplete	0	0	Total Early Out	109	112
Off and Rest Day	126	126	Total Overtime	121	124
Holiday	127	127	Total Meal Early Out	117	120
In Time	77	80	Total Meal Late In	113	116
Out Time	89	92	Section code	0	0
OT In	93	96	Department code	0	0
OT Out	97	100			

Please make sure you fill in the start position and end position for each field. Put '0' at the start position and end position of the fields which you do not need.

Note: Please make sure the position of each field is not overlapping.

The following is the sample of a fixed position text file:

```

Employee Information.txt - Notepad
File Edit Format View Help
Data Format
-----
Staff No - 12
Card No. - 6
Name - 50
Photo - 24
Department code - 4
Section code - 4
Group - 2
-----
CN000001    000001ken                                OPR NONEG0
CN000002    000002John                               OPR NONEG0
CN000003    000003Jacky                             SALENONEG0
CN000004    000004Lee                               SALENONEG0
CN000005    000005Elve                              OPR NONEG0
CN000006    000006Wilson                            SALENONEG0
-----
12 Characters  6 Characters                                50 Characters                                24 characters                                4    4    2
    
```

- ii. Delimiter
Each field is separated by a delimiter (comma, space, etc)

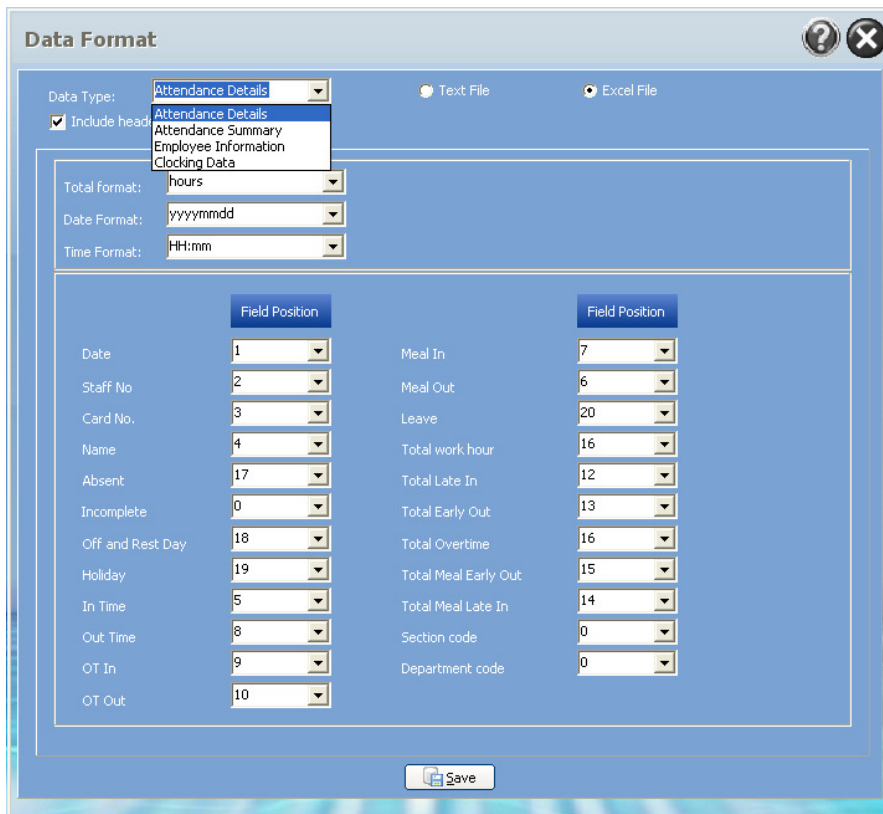
Please arrange the fields accordingly and make sure the field position is not overlapping. Put '0' for the field which you do not need.

The following is the sample of a delimiter file:

```

Employee Information.txt - Notepad
File Edit Format View Help
Data Format
=====
Staff No,Card No.,Name,Photo,Department code,Section code,Group,Flexible working Hour,,
Joined Date,Resigned Date,Department Description,Section Description
=====
"CN000001","000001","Ken","","OPR","NONE","G0","N","","20090211","20891231","OPERATION","NONE"
"CN000002","000002","John","","OPR","NONE","G0","N","","20090211","20891231","OPERATION","NONE"
"CN000003","000003","Jacky","","SALE","NONE","G0","N","","20090211","20891231","Sales and Marketing","NONE"
"CN000004","000004","Lee","","SALE","NONE","G0","N","","20090211","20891231","Sales and Marketing","NONE"
"CN000005","000005","Elve","","OPR","NONE","G0","N","","20090211","20891231","OPERATION","NONE"
"CN000006","000006","Wilson","","SALE","NONE","G0","N","","20090211","20891231","Sales and Marketing","NONE"
    
```

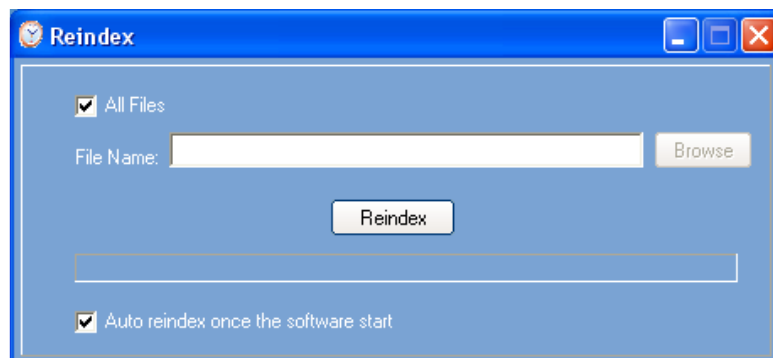
[Excel file](#)



Please arrange the field accordingly and make sure the field position is not overlapping. Put '0' for the field which you do not need.

6.11 Reindex

Reindex function allows user to reindex the paradox database in order to prevent the database corruption.



Reindex all database files

- i. Tick on the "All Files" check box
- ii. Click on "Reindex"

Reindex one of the database file

- i. Uncheck the "All Files" check box
- ii. Browse to the database file (EdotTime Program folder > Database folder)
- iii. Click on "Reindex"

Reindex all database files when the software is launched

Software will automatically reindex all database files once the software is launched if "Auto reindex once the software starts" is ticked.

7.0 About

About Menu will show the software version number of E.Time and the software copyright.

