THE ONLY COMPLETE TIME ATTENDANCE SOLUTION

TIME & ATTENDANCE MANAGEMENT

THE TOTAL SOLUTION SYSTEM FOR YOUR BUSINESS
CONTENTS

- Introduction To Time & Attendance.................................2
- Access Control Module..............................................3
- Roster Management..................................................4
- Attendance Management.............................................5
- Project Time Sheet Management....................................6
- Workforce Allocation.................................................7
- Dashboards, Inquiries & Reports...................................8
**Optimum Time & Attendance** covers access control, roster and workforce management, project time sheet and attendance. It can manage all types of shifts and rotations with the functionalities of workforce management and time sheet for project management companies.

Optimum Time & Attendance access Control provides centralized online real-time view of the time in and out of employees. Workforce Management is used to allocate manpower to projects with Time Sheet generated for each project. The module can be linked to Optimum HRMS module.

### Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

### Why Optimum?

#### Product Specific:
- Real-Time Access Control
- Shifts Management
- Attendance Control
- Workforce Management
- Project Time Sheet
- Time & Attendance Indicators

#### Product General:
- Business Intelligence Reporting
- In-Built Document Workflow
- Bi-Lingual Arabic/English
- Powerful Security Control
- Fully Integrated ERP

### Unique Features

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<thead>
<tr>
<th>Technologies:</th>
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<tr>
<td>• G3 Face Recognition</td>
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<tr>
<td>• G2 Fingerprint Identification</td>
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<td>• I-Clock 680</td>
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<td>• I-Clock 360</td>
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<tr>
<td>• TF 1700 IP65 Weather Proof</td>
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<tr>
<td>• SC 700 Touch Screen RFID</td>
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<td>• SC 503 RFID Stand Alone</td>
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### Product General:
- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, sms, etc)
- Powerful Security Control

### Access Control Functionalities:
- Connect & Control The Bio-Metric Devices
- Registration of new users
- Transfer Data Between Devices
- Log In & Out Swipes Of All Users
- Track Users
- Access Control & Tracking Reports
- Control The Opening & Closing Of Doors
- Connect Devices To Fire Control Systems
**Attendance Management**

Attendance Management covers the full attendance cycle from daily attendance swipes to data processing and upload to payroll. Employee self-service allows the users to submit their excuses for attendance exceptions which can then be approved or rejected by line managers and following levels in the workflow.

**Unique Features**

- Automatic Data Processing
- Dynamic Attendance Inquiry
- Editing Attendance
- Decisions with Self-services

**Technologies:**

- Intranet / Internet based
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**Roster Management**

Roster Management is the best tool available to create and manage all kinds of shifts or rosters with ease and total control. This module allows the users to have the options to either preset the rosters or to create rosters for each employee separately with different patterns.

**Unique Features**

- Supports Document Attachment
- In-Built Approval Workflow
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**Technologies:**

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**Roster Management Functionalities:**

- Create & Maintain All Kinds Of Shifts
- Automatic Or Manual Rosters
- Editing Rosters
- Swap Employee Rosters
- Online Access To Users To See Their Schedule/Roster For A Period
- Dashboards, Inquiries & Reports

**Attendance Management Functionalities:**

- Calculation For Late In / Early Out / Breaks / Absence & Overtime
- Map Attendance Rules
- Self-Services
- Manager’s Decisions
- Upload To Payroll
**PROJECT TIME SHEET MANAGEMENT**

**Project Time Sheet Management** module is used to manage the time and attendance system that is linked with the Projects / Sub-projects. The **Project Time Sheet Management** system also allows users to create unlimited Projects and Sub-projects using the employee allocation function.

The module also provides a total control to the project managers or supervisors to control the roster of the employees and create their own customized rosters on daily / weekly / monthly basis.

**Unique Features**

**Product Specific:**
- Unlimited Projects/Sub-Projects
- Employee Cost Per Project
- Employee Allocations To Projects
- Full Attendance Calculation
- Full Time Sheet Calculation

**Product General:**
- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS, etc.)
- Powerful Security Control

**Technologies:**
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**Project Time Sheet Management Functionalities:**
- Create Unlimited Number Of Projects
- Assign Employees To Multiple Projects
- Add Working Hours Per Employee By Project
- Calculate The Cost By Project
- Calculate Overtime
- Upload Or Integrate Attendance Data To Any Payroll System

**WORKFORCE ALLOCATION**

The **Workforce Allocation** module is a unique module which provides a full control over employee allocation to Projects and Sub-projects with multiple filters for employee skills / trades and qualifications.

The **Workforce Allocation** module also provides total control to the project managers and / or supervisors to generate the Time Sheet for employees on daily / weekly / or monthly basis.

**Unique Features**

**Product Specific:**
- Unlimited Skills/Trades
- Assign Primary/Secondary Skills
- Allocations To Multiple Projects
- Full Attendance Calculation
- Full Time Sheet Calculation

**Product General:**
- Supports Document Attachment
- In-Built Approval Workflow
- Full attendance Calculation
- Powerful Security Control

**Technologies:**
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**Workforce Allocation Functionalities:**
- Create & Maintain Unlimited Number Of Skills / Trades
- Personal File Of The Employee
- Linking Employees To Skills
- Employee Distribution According To Work Plans For Each Project
- Arrange For Employees According To The Plan & Needs
- Upload Or Integrate Attendance Data To Any Payroll System
Dashboards, Inquiries & Reports are integral part of all Optimum Modules providing detailed analysis and statistics of any organization. The system is available at user level or at management level based on the access rights and privileges. Access Rights can also be granted at department level to view information for particular departments.

**Unique Features**

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The system in Time Attendance module has a variety of functions including Access Control, Roster Management, Manpower Planning and Attendance. In self-services users can view their dashboards providing information like their attendance, decisions taken, roster for the period and actual swipes.

**Business Intellligence Reporting Functionalities:**
- Attendance Status by Shift
- Employee Roster
- Department Roster by Shift
- Attendance Trends
- Decisions Taken Trends
- Time Gain/Lost Trends

Optimum Business Intelligence provides the most user-friendly mechanism to transform, access, analyze and present your business data in the most stunning way. It helps users to turn complex data into actionable insights that can be easily understood. Users can connect virtually to any Optimum ERP data, both in the cloud or the local server.

**Unique Features**

**Product Specific:**
- Transform Your Data
- Access Any Data
- Deliver Insights Anywhere
- Modernize Enterprise Reporting
- Create Interactive Reports
- Pivot Reporting
- Electronic Alerts

They can also analyze the data and share insights on the web or on mobile devices. Users can generate and share rich and interactive reports to visualize and analyze your data.

**Business Intellligence Reporting Functionalities:**
- Data Transformation
- Data Analysis
- Data Delivery
- Interactive Reports Creation

**Technologies:**
- Intranet / Internet based
- Accessible Through Any Browser
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**Business Statistics**

Creating Reports

Data Analysis
Switch
Host PC
Door Sensor
Lock
Reader Button Alarm

Access Control Features
• Bio-metric Devices
• Door Locks
• Real-time Access Data
• Time Zones & Remote Control

Access Control Types
Optimum G3
Optimum G2
Optimum iClock 680
Optimum UA400
Optimum ProBio
Optimum ProFAC

Access Control Features
Modern Design & Interactive UI
Revolutionary SilkID, Fingerprint Sensor
Multiple Verification Modes: Fingerprint / Card / Password
Outstanding Performance With Dry, Wet and Rough Fingers
Optional Wi-Fi or 3G

More..
SECURITY AT YOUR FINGERTIPS!

1. ACCESS CONTROL STRUCTURE

   Access Control Features
   - Real-Time Swipes Monitoring
   - Swipes by Shifts
   - Swipes by Location
   - Employee Location
   - In / Out Reports

2. BIO-METRIC DEVICES

   Bio-Metric Device Features
   - Face Recognition
   - Fingerprints
   - Access Cards
   - Passwords

3. ROSTER MANAGEMENT

   Roster Management Features
   - Auto / Manual Roster Creation
   - Unlimited Shifts
   - Management Dashboards
   - Detailed Inquiry & Reports

   NOW, ANY ROSTER IS POSSIBLE!

4. ATTENDANCE MANAGEMENT

   Attendance Management features
   - Integrated with Payroll System
   - Manager Decisions with Workflow

   Attendance Functions
   - Employee Attendance
   - Late-In/Early Out/Absence/Breaks
   - Normal/Special Overtime
   - Dashboards & Inquiries

5. MANPOWER PLANNING

   Manpower Planning Features
   - Planning Histogram
   - Primary / Secondary Allocation of Employees
   - Employee Allocation Based on Trades / Qualifications
   - Integrated with Attendance & Access Control

For Further Details, Request Your Demo Now!