



# TimePro

Time Attendance Management System



The friendly system that goes without saying....

# TimePro-Time Attendance Management System

TimePro is an innovative and human-oriented-designed time attendance system that is truly user friendly and rich in functionalities. It is an extension of E.Time, developed with the robust SQL Server Database, that allows multi-users to access the system simultaneously.

TimePro supports all ELID Time Clocks including IP-based Time Clock and allow clock data to be uploaded into the PC, where they can be processed and generated into more than 20 predefined attendance reports. These reports can also be exported for use by third party payroll software to generate overtime pay.

TimePro provides a simple migration tool for the existing EasyTime/Chronos/E.Time users who wish to upgrade the software to TimePro by retaining the card database, transactions, etc. Software upgrade can be done easily as it is programmed in the second generation of the EsofKey (E.Key)

## Features

### Multi-User or Client/Server Architecture

TimePro allows up to 25 authorized users (supports up to 25 workstations) to log in concurrently into the system, with full functions control.

### Secured Data Storage

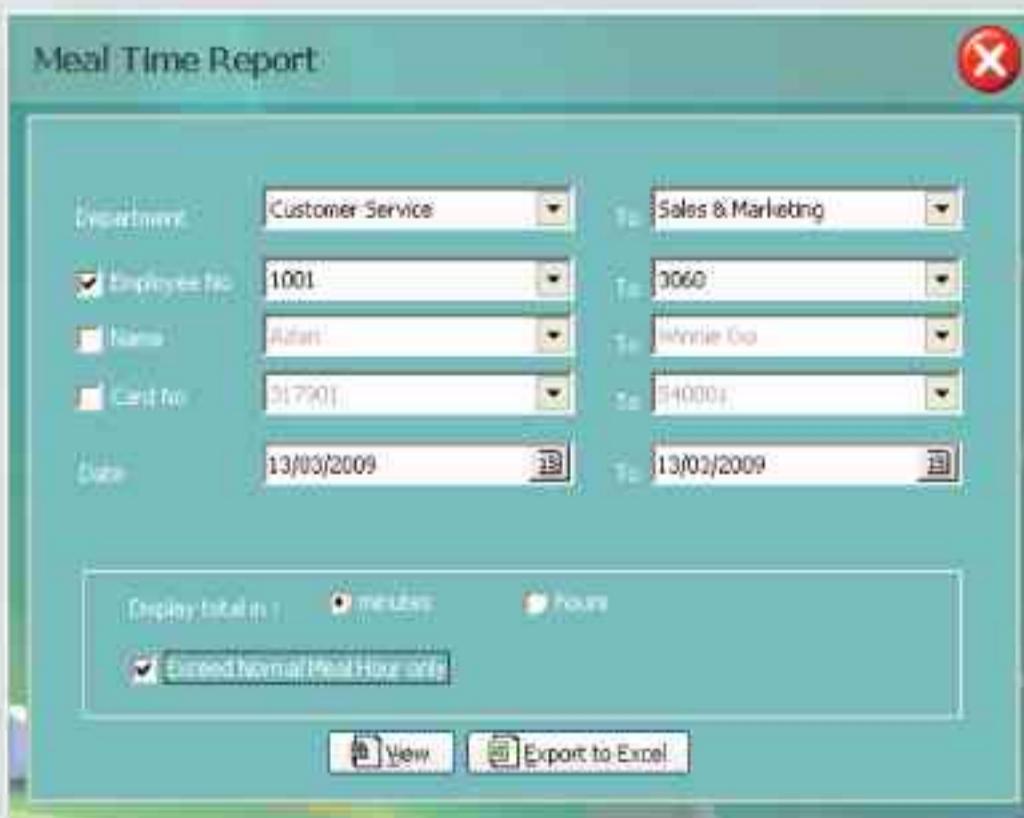
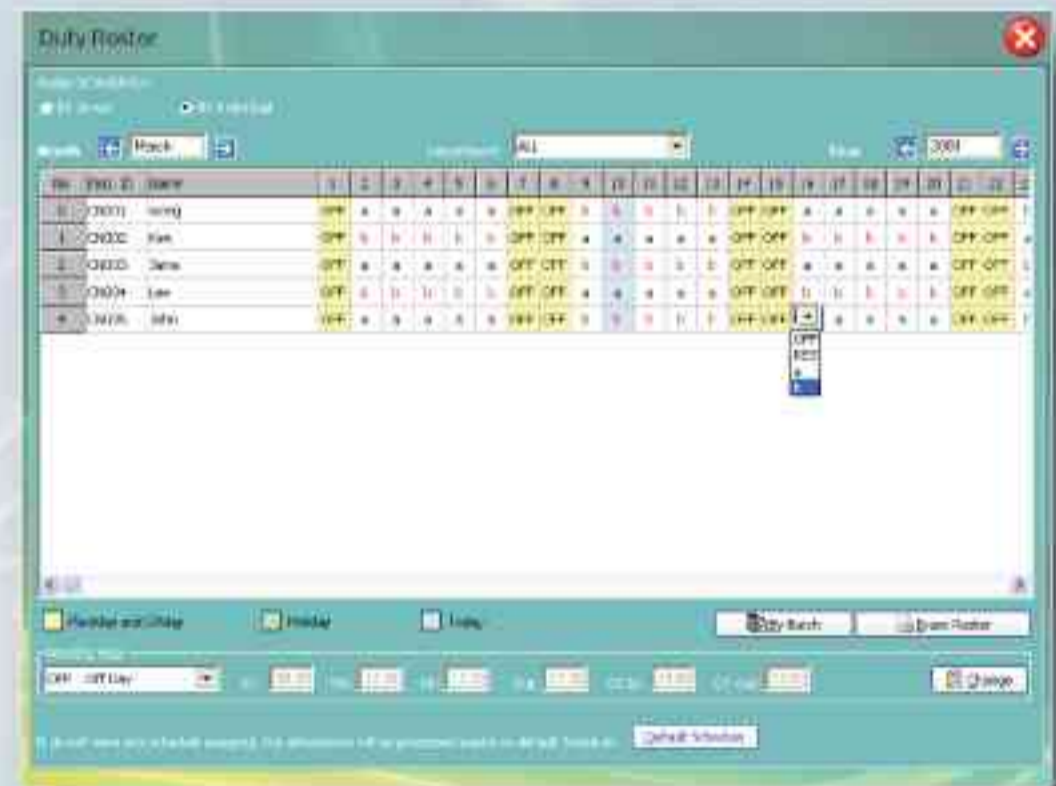
Every clock data and user information as well as system setting will be stored in the powerful Microsoft SQL Server database.

### Shift Management

TimePro has the ability to provide shift schedules where each of the staff can be assigned any shift (working schedule) any day. TimePro provides unlimited working schedules; each working schedule can configure work-in/out time, meal-in/out time and Overtime-start/end time in accordance with company's policy. Another shift management provided is the shift group – allows staff who works on the same shift to be grouped together.

### Flexible Meal Time

It is a global setting for every employee, irregardless the employee is set for standard or flexible working hours. A dedicated Meal Time report can be generated in full or for a specified "only employees who have exceeded the allocated meal hour" requirement.



### Job Tracking

TimePro provides user-definable job code. It can record times for job-start or job-end with 3-digit job code, useful for the management to record the time consumed for each activity.

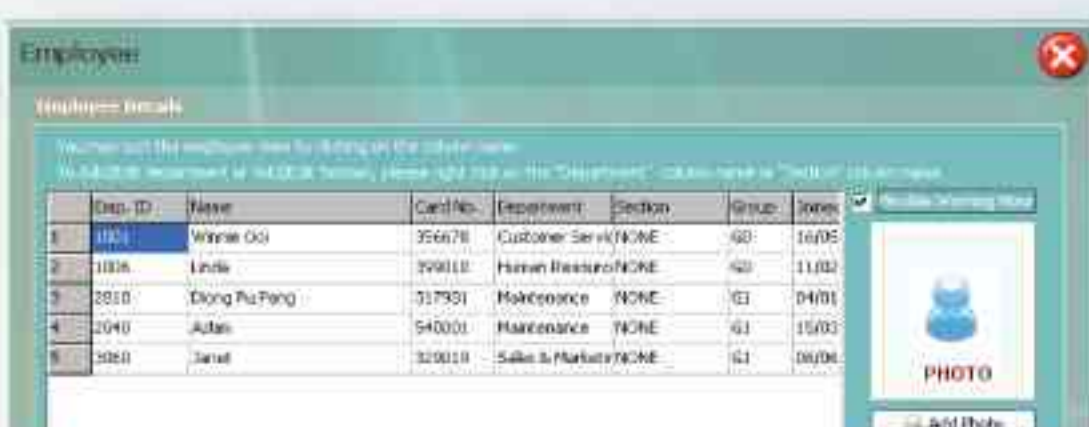


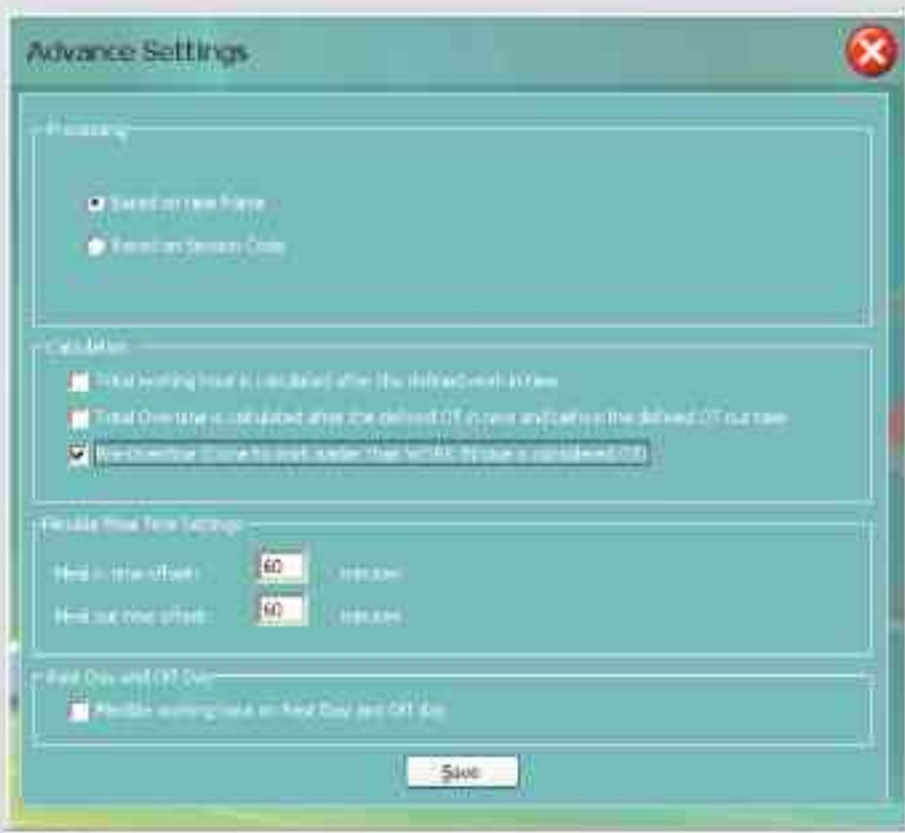
### Flexible Working Hours

TimePro is designed to cater for "flexi working hour" requirements. It will record the working hours for a particular staff based on "first-in and last-out" principle.

### Comprehensive Processing Engine

TimePro is designed with a comprehensive attendance processing engine, by Time Frame or Session Code (Work, Meal, Overtime) with your choice of selection that suits the working environment.





## User Friendliness

TimePro is a user-friendly time attendance management software both in setting up and in operation.

## Ease of Setup

A startup wizard emerges when the TimePro is installed. It will lead the user to complete basic configurations like clock terminal setup, department setting, user ID enrolment, holiday setting and work schedule.



## User-friendly Interface

TimePro has been designed to provide straightforward and user friendly Graphic User Interface for data entry and information retrieval. It saves time in navigating through the functions of the software. You can point and click on the menu bar for attendance of the day, staff information, reports, settings, etc without hassle.



## User-definable

It provides a simple way for software personalization by uploading company logo and company name.

## Data Migration

TimePro provides data export and import feature as well as migration tool.

## Data Export

Users can export the Attendance Details, Attendance Summary, Employee Information, Clocking Data and Leave into text/CSV/Excel file (configurable format) which can be used for integration with third party payroll software to generate salary.

Staff No	Card No	Name	Photo	Department Code	Section Code
A00001	009112	Jenny Lee		ADMI	OPR
A00002	222222	Fatimah binti Abdul Ghani		ADMI	OPR
A00003	333333	Kokila a/p Govinden		ADMI	OPR
A00004	444444	Amy Lim		SALE	OPR
A00005	555555	Jacky Cheng		SALE	OPR

Clocking Date	Staff No	Card No	Clocking Time	Job Code	Transaction Code
20061213	CN009112	009112	1206	900	
20061213	CN009112	009112	1207	900	
20061213	CN009112	009112	1207	900	
20061213	CN009112	009112	1219	900	
20061213	CN009112	009112	0856	900	
20061213	CN009112	009112	0856	900	
20061213	CN009112	009112	0856	900	
20061213	CN009112	009112	1206	900	
20061213	CN009112	009112	1206	900	

## Data Import

Users can import Employee Information, Clocking Data and Leave from text, CSV or Excel file (configurable format) to TimePro database. It saves time to implement the system at the initial stage.

## Migration Tool

Migration Tool is designed for the existing users of EasyTime/Chronos/E.Time who wish to upgrade the time attendance software from the aforementioned software to TimePro.

## Access Right

Users can be assigned to access particular software functions, departments, sections and groups only, in order to limit a user's system uses and controls, reducing chances of unauthorized changes, hence maximizing data integrity.



## Online Monitoring

Attendance record occurring at the Time Clock are reported immediately and displayed on the on-line monitoring screen.

## Comprehensive Reports

TimePro provides 25 pre-defined comprehensive reports for your convenience. Reports can be generated by selective selection – such as, by Department, Date or Employee ID.

### (i) Summarized Reports

Attendance Summary  
Daily Attendance Analysis  
Monthly Attendance Analysis

### (ii) Detailed Reports




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

## Compatible Time Clocks

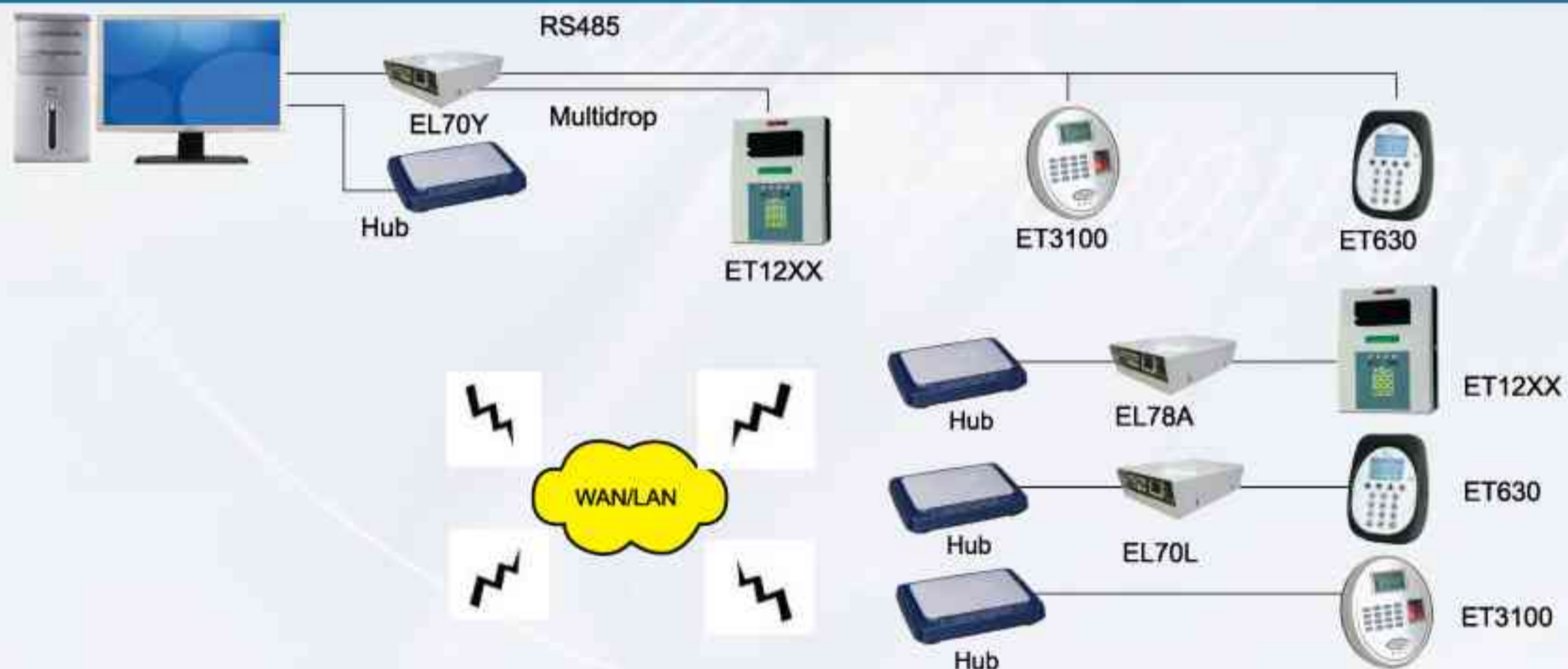
The TimePro supports ET12XX, ET63X, ET3100 and ET3000 Time Clock.

	ET1200 is designed to be able to work with all card technologies of common similarities like Bar-code, Magnetic and Proximity. It is housed in a sturdy metal casing and is highly suitable for factory environment.
	ET630 is an elegant and compact time clock whose design blends in well in an office environment. It comes with a built-in proximity reader.
	ET3100 is an optical, cost-effective fingerprint time clock.
	ET3000 is a state-of-the-art silicon-based fingerprint time clock with built-in EM/HID/Mifare reader.

## SYSTEM REQUIREMENTS

Computer	Pentium IV or higher
Operation System	Microsoft Windows 2000/XP or higher
Memory (RAM)	Minimum 128MB
Hard Disk Space	30MB (Installation), 100MB (Operation)
Display	Super VGA Monitor with 1 M SVGA interface board
Communication Interface	One RS232 serial port (com 1 or com 2)
Display	800 x 600 or better

## Flexible Configuration



The TimePro is able to retrieve the transactions from standard time clock through a communicator or IP time clock through TCP/IP signal.



For more information; check out the website at: [www.elid.com](http://www.elid.com), or contact our dealers. ELID has a policy of continuous research and development, and reserves the right to change specifications without notice.

[www.elid.com](http://www.elid.com)