

# Door Access & Time Attendance System

Incorporating industry-leading fingerprint recognition algorithms, BioD'Scan offers a perfect solution for time attendance and access control.



BioD'Scan Web Attendance System is a web-based employee time attendance management tool that automates real-time attendance tracking and approval processes. This feature-rich and user-friendly software provides efficient and effective administration of human resources and at the same time reduces operating costs and increases productivity.

The system provides seamless integration with all BioD'Scan fingerprint readers. This secured, password-protected system is accessible anywhere, anytime as long as an Internet connection is available. It is an ideal solution for personnel management anywhere from small Soho offices to large-scale organizations with multiple branch offices in different locations. Users will benefit from its ease-of-use, precision, and unparalleled performance.

## System Highlights

### Effective Time Attendance Management

Monitor employee attendance by department, unit or other user-defined category. Real-time enquiries and attendance reports can be generated

### Color Indication On Attendance Record

Attendance record is indicated in different colors for ease of viewing.

### Self-defined Attendance Remark

Allows users to input attendance remarks for supervisor approval. Created remarks will be shown in attendance record.

### Supports 6 Types Of Attendance Reports

Generates real-time attendance reports, ready to be printed whenever required. Reports include Daily Attendance, Monthly Attendance Summary, Non Attendance / Absent, Early Out, Late-comer and Overtime.

### Real-time Approval Of Attendance Remark

Attendance remarks can be verified and approved within minutes.

### Unlimited Web Access Account Creation

The system does not restrict the number of user accounts that can be created beyond the standard ADMIN accounts. Each user can have different privileges.

### Multiple Level Access

Access can be created and controlled in viewing of reports for HR manager, Department Head and Individual.

### Email Notification And Approval

Supervisors will receive an email notification whenever employees create remarks on their attendance record and overtime record.

### ONE CLICK Overtime Request

One click – that's all it takes to apply for overtime.

### Compatible With BioD'Scan Hardware

Clock in / out through the BioD'Scan hardware for effective buddy-punching prevention.

Day	Wkt	In	Out	Start	End	Total	Work Time	System	Remark	Staff	Approved	
Wed Jul 1	WH2	7:31 am	5:53 pm	x	x	9	10 hour 22 min					
Thu Jul 2	WH2	8:18 am	6:25 pm	x	x	9	10 hour 11 min					
Fri Jul 3	WH2	8:10 am	x	x	x	9						
Sat Jul 4	WH2	Non Working Day										Weekend
Sun Jul 5	WH2	Non Working Day										Weekend
Mon Jul 6	WH2	8:12 am	6:06 pm	11:49 pm	1:43 pm	14	9 hour					
Tue Jul 7	WH2	8:19 am	6:06 pm	12:58 pm	2:43 pm	14	9 hour 42 min					
Wed Jul 8	WH2	8:16 am	6:11 pm	9:38 am	11:31 am	14	9 hour 53 min		Traffic jam		YES	

Colour coded Daily Attendance Report

Days/Month	Staff	Days	Absent	Non Attendance / Absent	Leave In	Early Out	Late Working Hour	Non Working Day
31	Denny Hiew [434]	23	23	0	1	0	0	0
31	Lee Chia Fang [651]	23	2	21	0	0	0	0

Days/Month	Staff	Days	Absent	Non Attendance / Absent	Leave In	Early Out	Late Working Hour	Non Working Day
31	Johnson Wong [60]	23	9	14	8	0	3	0
31	Siti bte Abu [260]	23	8	15	7	0	0	0

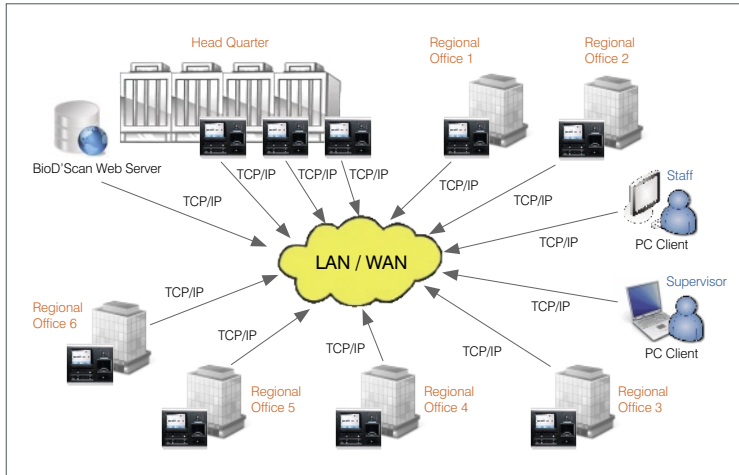
  

Days/Month	Staff	Days	Absent	Non Attendance / Absent	Leave In	Early Out	Late Working Hour	Non Working Day
31	Justin Chong [646]	23	23	0	23	0	1	0
31	Amanda Claissie [660]	23	20	3	19	1	3	0
31	Tan Chin Hau [661]	23	23	0	21	1	3	0

Monthly Attendance Summary Report

# System Features and Benefits

## Centralize solution



## Integrate with HR System

The screenshot displays the 'Employee Attendance' interface for 'Golden Arch Limited'. It shows an attendance list for the period from 01-Aug-08 to 05-Aug-08. The list includes columns for Staff No., Staff Name, Job Description, and Job Grade. Two employees are listed: AJING KARTINI BT MOHAMMAD RAMLEE and ANGELA AK WILSON. Below the screenshot, a BioD'Scan fingerprint reader device is shown, labeled 'Fingerprint Reader'.

## BioD'Scan Web Attendance System Advantages

This screenshot shows the 'My Attendance : Detailed Record' page. It displays a table with columns for Day, WH, In, Out, Break Time, Work Time, and Remark. A callout box is overlaid on the 'Remark' column, showing a form for adding remarks. The form includes fields for Staff No. (661), Staff Name (JACK TANG), Branch Code (JUD [Jalan Uplands Office]), Section Code (R&D [Research And Development]), Actual Time [TI - TO] (WH2: 8:00 am - 5:30 pm [ 09:30 ]), Actual Break Time (01:00), Actual Work Time [TO - TI - Break] (08:30), Attendance Date (03/11/2009 [Tuesday]), and various codes (CKI, CKO, WORC) with their respective times and remarks like [LATE IN], [EARLY OUT], and [LESS WORK TIME].

Add remarks remotely from the PC via the web attendance system

This screenshot shows the 'My Overtime : Detailed Record' page. It displays a table with columns for Day, WH, OT, Total [hr], System, Remark, OT Request, and OT Status. A callout box is overlaid on the 'Remark' column, showing a form for adding and submitting remarks. The form includes fields for Day, WH, OT, Total [hr], System, Remark, OT Request, and OT Status. The 'Remark' field contains the text 'Prepare tender document related.' and the 'OT Status' is 'PENDING'.

Input OT remarks and submit online

This screenshot shows the 'System Administration' menu. It lists 11 management options, each with 'View', 'Edit', 'Create', and 'Delete' actions. The options are: 1. Manage Access Rights, 2. Manage Branch Details, 3. Manage Company Details, 4. Manage Corporate Holiday, 5. Manage Job Position, 6. Manage Keycard Remark [0 - 9], 7. Manage Organization Structure, 8. Manage Overtime Settings, 9. Manage Staff Details, 10. Manage Staff Working Hour, and 11. Manage Working Hours. Below the menu, there is a 'Report' section with options for 'By Individual', 'By Supervisor', 'By Group', and 'By Location', and a list of 6 reports with 'View' and 'Print' actions.

Different Access for different users such as HR Manager, Department Head and staff

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