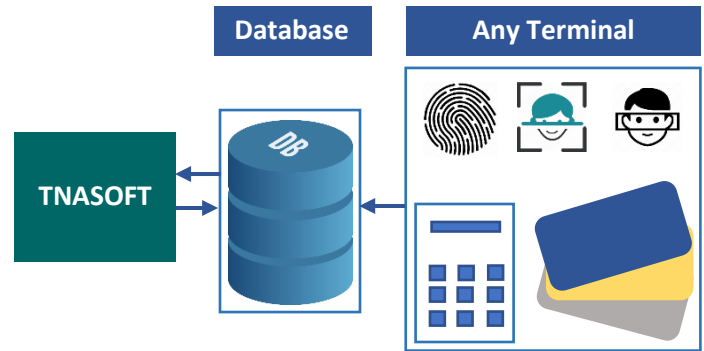


TNA Soft



The basic function of time and attendance system is to process the access grant logs to generate the attendance reports as per the standards of an organization. It automates day-to-day activities by performing administrative tasks such as tracking work hour, calculates benefits accrued, time and expense entry, generating reports, and provides valuable information making business more efficient.

TNA Soft is a comprehensive time and attendance management system designed to provide a user-friendly environment to configure the TNA terminals, and define various attributes of time and attendance.



TNA Soft Modules

Master Module: It allows user to create company profile, personnel details and other relevant information such as department, designation, employee status etcetera.

Shift and Roster: This module allows user to create shift timings with wide range of options, once the shift is created, it can be assigned to different employees with respect to the date and time in which user shall work, roster can be created either manually or automated by system.

System Module: It is used to create system users, assign user rights, department level access, database backup/restore and other configurations.

Leave Management: It is used to keep track of employee leave details to indicate the day status of an employee. Any number of leave types can be created in master module with maximum number of leave days (calendar days) allowed, and same can be used in employee leave request.

Calculating leave days accrued by employee is not scope of TNA system, but it can restrict employee from not exceeding maximum leave days.

Device: As the name indicates it is used to configure the time and attendance terminals with options such as authentication mode, attendance mode, communication details etc. It is also used to transfer finger print templates and to download the transactions.

TNASoft Features

Shift Management: It provides wide range of options to defend the shift details such as

- Shift start and end time
- Break time
- In grace period
- Day change
- Week Off
- Half Day details
- Minimum and Maximum working hour
- Overtime settings
- Option for rounding punch time etc.

Roster Management: It supports two possible ways to create the roster

- Manual Roster Management
- Automated system Roster Management

Over Time Calculation: OT shall be calculated if and only if employee is eligible for OT and total hours are greater than shift hours, it is mandatory to have a roster created to get the shift details for the day employee is working on.

Leave Management: It provides an option to define the leave types and assign leave to an employee.

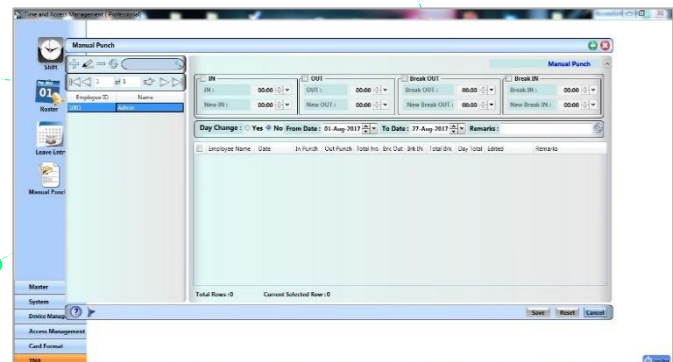
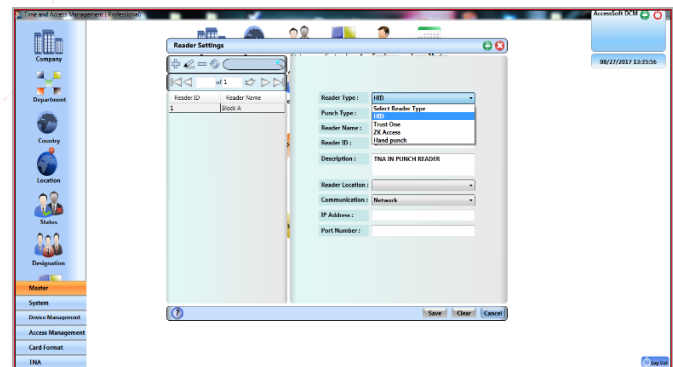
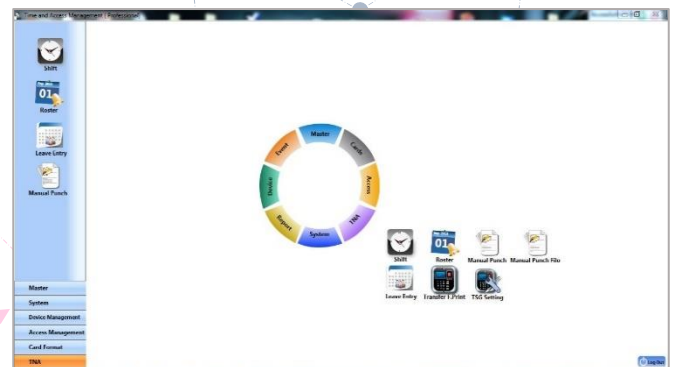
- Define leave types.
- Define maximum number of days allowed for each leave.
- Input leaves taken by employee (restricts not to exceed maximum allowed days).
- Reports day status based on leave type.

Missing Punches / Manual Punches: It provides an option to correct the punch discrepancy, with following options

- Edit Time In, Time Out, Break Out and Break In
- Input remarks
- Record edited by
- Record date of edit.

Reports: TNA soft generates sophisticated time and attendance and access control reports grouped into respective categories with various filter options.

- Master Reports
- TNA Punch details
- TNA Summary Reports
- Access Control Reports (applies only for access control system).
- Filter options are permutation and combination of following
 - company or branch
 - Department
 - Designation
 - Trade
 - Category
 - Date range



System Specifications

The host application is available in windows desktop version and it will use MS SQL as backend and C# .NET as frontend. It is PC based license, each key works for one PC.

Prerequisites	Recommended	Minimum
Processor	2 GHZ	1 GHZ
RAM	4 GB	2 GB
OS	WIN-7 or Higher (32/64 bit)	WIN-XP-SP3
OS Server	WIN-2008 or Higher (32/64 bit)	WIN-2008
Database	MS-SQL-2008 or Higher (32/64 bit)	MS-SQL-2005
Disc Space	500-GB	40-GB

TNASoft Integration

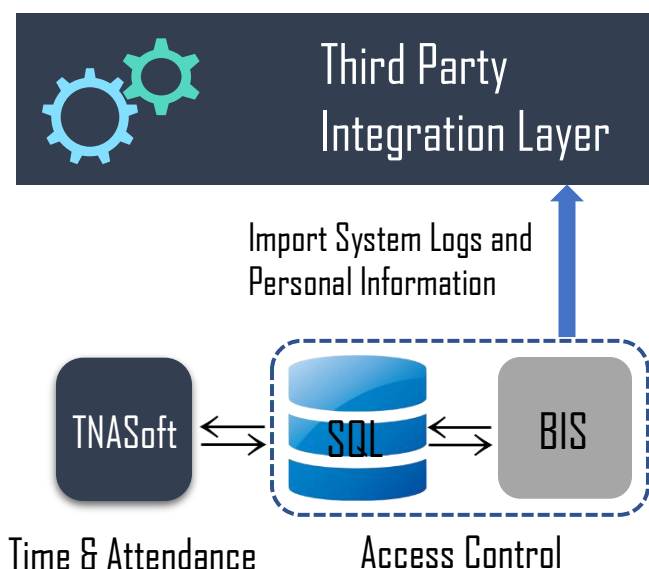
The vital goal of integrating Time and Attendance system with third party application is to simplify the process flow, data normalization and de-duplication, process automation, ease of access, avoid overhead in manual process, human intervention and errors, easy to use and maintain the system.

The flexible and simplified architecture of **TNASoft** proves its scalability to integrate with third party system by introducing new integration layers without disturbing the core business process.

TNASoft Integration with BOSCH ACS System:

Bosch is one of the leading manufacturers and solution providers for Access Control and Security solution products, there are three different flavors of ACS software BOSCH offers, namely BIS, APE and AEC, BIS and APE works on AMC controller, and AEC is an Access control panel with embedded management software.

BIS Integration: TNASoft is successfully integrated with BIS, to import the attendance logs and processes the logs imported from BIS to generate the Time and Attendance reports.





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