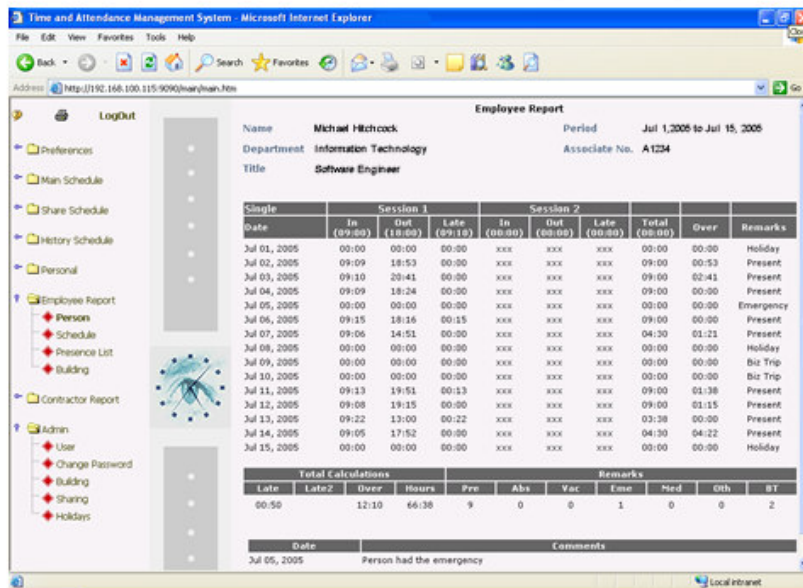


Product Information

SMATA - A Time & Attendance Management System



The screenshot shows a web browser window displaying the SMATA Employee Report for Michael Hitchcock, Information Technology Department, Software Engineer, for the period of July 1, 2005 to July 15, 2005. The report includes a table with columns for Date, In (09:00), Out (18:00), Late (09:10), In (00:00), Out (00:00), Late (00:00), Total (00:00), Over, and Remarks. Below the table are sections for Total Calculations and Remarks.

Date	In (09:00)	Out (18:00)	Late (09:10)	In (00:00)	Out (00:00)	Late (00:00)	Total (00:00)	Over	Remarks
Jul 01, 2005	00:00	00:00	00:00	xxx	xxx	xxx	00:00	00:00	Holiday
Jul 02, 2005	09:09	18:53	00:00	xxx	xxx	xxx	09:00	00:53	Present
Jul 03, 2005	09:10	20:41	00:00	xxx	xxx	xxx	09:00	02:41	Present
Jul 04, 2005	09:09	18:24	00:00	xxx	xxx	xxx	09:00	00:00	Present
Jul 05, 2005	00:00	00:00	00:00	xxx	xxx	xxx	00:00	00:00	Emergency
Jul 06, 2005	09:15	18:14	00:15	xxx	xxx	xxx	09:00	00:00	Present
Jul 07, 2005	09:06	14:51	00:00	xxx	xxx	xxx	04:30	01:21	Present
Jul 08, 2005	00:00	00:00	00:00	xxx	xxx	xxx	00:00	00:00	Holiday
Jul 09, 2005	00:00	00:00	00:00	xxx	xxx	xxx	00:00	00:00	Biz Trip
Jul 10, 2005	00:00	00:00	00:00	xxx	xxx	xxx	00:00	00:00	Biz Trip
Jul 11, 2005	09:13	19:51	00:13	xxx	xxx	xxx	09:00	01:38	Present
Jul 12, 2005	09:08	19:15	00:00	xxx	xxx	xxx	09:00	01:15	Present
Jul 13, 2005	09:22	13:00	00:22	xxx	xxx	xxx	03:38	00:00	Present
Jul 14, 2005	09:05	17:52	00:00	xxx	xxx	xxx	04:30	04:22	Present
Jul 15, 2005	00:00	00:00	00:00	xxx	xxx	xxx	00:00	00:00	Holiday

Total Calculations				Remarks						
Late	Late2	Over	Hours	Pre	Abs	Vac	Eme	Hed	Oth	BT
00:50		12:10	66:38	9	0	0	1	0	0	2

- English/Arabic Interface
- User-management
- Department/Branch level Authorizations
- Complex Schedule Handling Capability
- Schedule History & Backup
- Customized Reports
- Log Investigation
- Active Directory Authentication
- Online Helpdesk

User-Management

User accounts can be created in the system and every user can have authorization on department/branch basis. By having an authorization on certain department/branch, a user can

- Create schedules
- Assign schedule to employees
- Generate reports of employees who belong to the authorized department/branch
- Modify the records of employees

Support for complex schedules

The system is fully capable to handle complex schedules for large environments like Banks, Hospitals and Factories. The system is well suited where people are working in night shifts, double shifts, keep changing duties on weekly basis, rosters etc. The system will navigate through all the schedules of an employee and be able to generate, in a single report, which employee was following what schedule. For the holy month of Ramadhan, a schedule can be created for the prospective dates and assigned to the employees and the system while generating the report will automatically switch to the Ramadhan Schedule and generate the report based on the timings for Ramadhan.

Backup & History

Once the schedule is created and has been assigned to employees, every modification in that schedule will allow the system to save the particular schedule and employees who are following that schedule to date as a history. So in future if you want to refer that what was the schedule of my employees 6 months ago the system will generate the report based on the schedule which they were following at that time.

Customized reports

The system has variety of reports based on the information required by the user. Reports can be generated on individual basis as well as department/branch basis. some of the reports are:

- **Attendance report:** the comprehensive and detailed report showing IN & OUT readings, total hours, overtime, lateness, Comments/ Reminders etc. this reports provides the option to edit records.
- **Absence report:** the report will show you only the absences, sick leaves, vacations, emergency leaves and employee has taken within the specified period.
- **Late report:** generates and shows only the lateness of employees that can be used for deductions.
- **Overtime report:** generates and shows only the overtime of employees that can be used for incentives.
- **Summary reports:** a summarized report showing the durations for lateness, overtime, total hours as well as the no. of presences, absences, sick leave, vacations, emergency leaves.
- **Presence List:** a general Who's IN Who's OUT report indicating the last IN/OUT status of an employee from an entrance.

Miscellaneous features

- **Edit Remarks:** this feature allows pre-announcing the vacation, leave of an employee in the system
- **Edit record:** For uncertainties, users, privileged by the administrator of the system for this feature, are able to edit and adjust the records of employees which are under their authorization.
- **Log investigation:** this feature allows the user to confirm the records directly from the access control system
- **Annual holidays:** In the system, annual holidays such as Eid holidays, Hajj holidays, and National Day holidays can be declared once and the system will consider these as **Holidays** for all the schedules and for all the employees.
- **Schedule sharing:** a user of the system can allow other users to adopt his schedule.
- **Active Directory Authentication:** The system is fully compatible with Microsoft Active Directory. This feature gives you an option to rely on your native active directory authentication. In this way if a user has been declared inactive in Active Directory, He won't be able to access the SMATA
- **Online Helpdesk and upgradation:** the technical support is available 24/7 online and should you require any technical support you can post your queries for our Knowledge Base and can get the response within 24 hours. Any future enhancements/upgrades can be done via an online patch and that doesn't require the re-installation of the system.