



# Access

Access Control Management Software

Ontime Access control system supervises in-and-out passage. It is mainly used to authorize in-and-out personnel and record their process. ONtime access control system regulates who may access specific doors or other types of controls door, such as parking gates, or elevators operates 24 hours a day, 7 days a week, 12 months of the year. Authorized individuals are recognized by a "credential", which could be a card, pin or fingerprint. ONtime assists in maintaining employee management, online movement monitoring, controlling user access on different doors etc. The software works on Windows platform



Email & SMS Service Supported (Optional)

## Salient Features

- Multi Company Option
- Multi Location / Department / Designation / Grade Option
- Auto / Manual Download Punch from Machine
- Multi Leave Type
- Group wise Master Configuration (e.g. Shift / Holiday / Leave / Category Rules / Attendance Rules / Deduction Rules)
- Attendance Process with Salary Calculation
- Sms / Email Alerts

## Access Controller Management

- Multiple controller Option
- Auto Download Punch from Device
- Device Administration
- Card Management
- Privilege management
- Time zone management
- Access control group
- Holiday management
- Alarm management

## Time Management System

- Manual Attendance
- Download Attendance from Machine
- Weekly Off Adjustment
- Over Time Calculation
- Shift Group/Shift/Shift Roster Management
- Shift Scheduling
- Leave/On-Duty Management
- Holiday Management
- Attendance Process with Salary Calculation

## Leave/Holiday Group Management

- User Defined Leave Types
- User Defined Holidays Configuration
- Leave Application
- Leave Balance Details
- Yearly leave carry-forward

## Employee's Management

- Employee General Information
- Family Background Details
- Qualification / Experience Details

## Add on Module

- Employee self-service(Web-based application)
- View personal, Leaves & Attendance Details.
- Apply for Leave
- View payslip

## All Report

- Note:
- All Reports are based on flexible Filtration (e.g. Company / Branch / Department / Designation / Grade / Shift Group / Shift / Employee)
  - In Each Report have some Selection Criteria as per Report Category

## Utility

- Import Employee Details from Excel/CSV File
- Import Punches from text file
- User wise Access Permission
- Report Scheduler
- Bulk Update

## Attendance Report

- Daily / Monthly Attendance Report
- Absentees / Present / Late Arrival / Late Departure / Early Arrival / Early Departure
- Employee wise Daily / Monthly Attendance
- Attendance with Shift time/In Time/Out Time
- Over Time Report
- Muster Roll / Form No-25 / Form No-12
- Monthly Report with In/Out Time
- Shift Scheduling Report
- Monthly Performance Report

## Salary Report

- Salary Slip
- Paid Salary Details
- Projected Salary Details

## Database Supported

- SQL Express 2005 or above ,
- SQL Server 2005 or Above & Oracle 11g

