CP PLUS

AMS
Attendance Management System

User Manual Guide

Version 1.0.1

Table of Contents

Welcome

Thank you for purchasing our Time Attendance Product!

This user's manual is designed to be a reference tool for your system.

Contact your local retailer ASAP if something is missing or damaged in the device box.

1   AMS Cloud

1.1   AMS Registration

When we open the AMS cloud software, we find the option for login and there we must register first by clicking on **create an AMS account**.

To access AMS cloud please browse – https://ams.cpcppluscloud.com/
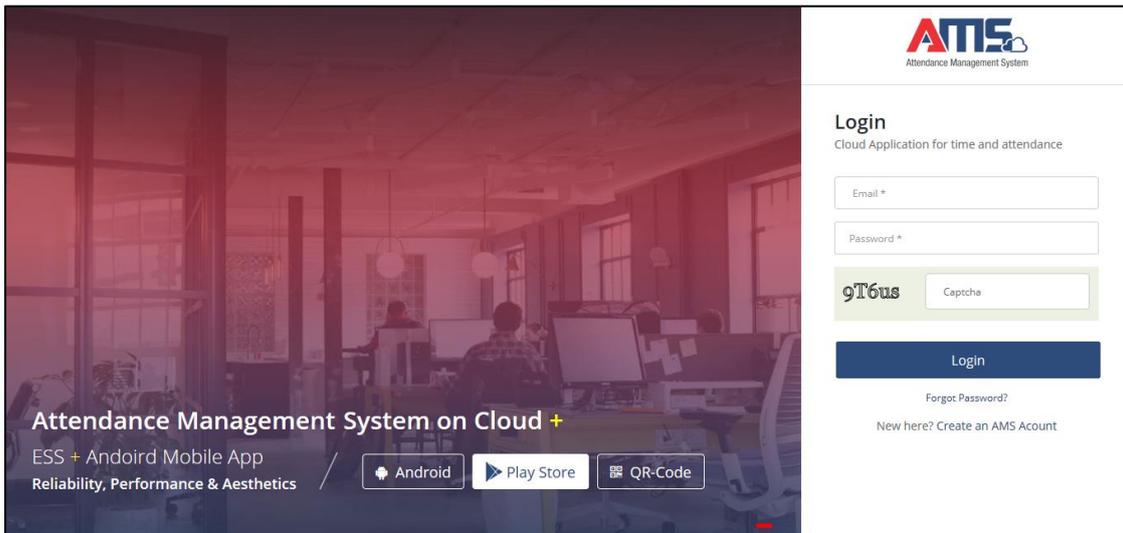
1.1.1   Register Account

After clicking on create an AMS account, we will find this page to register the details and also, we can select any plan according to the convenience

NOTE: - All the columns marked with red as trick are compulsory to fill.
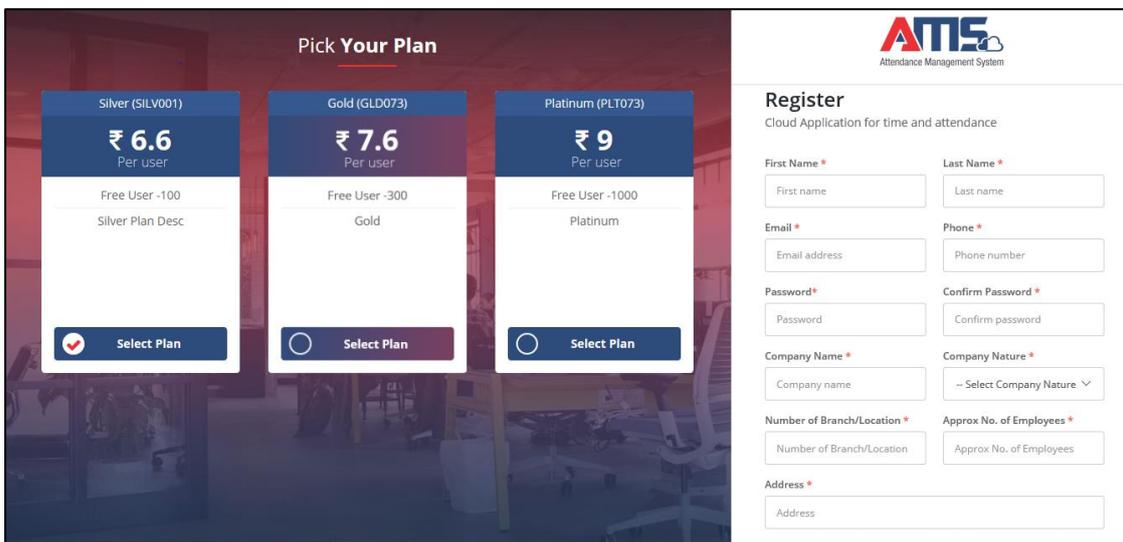
✓ After that we will get the options to register by filling all the details.
✓ After clicking on register option, we will get the option to fill OTP that will come on given email and phone number respectively.
✓ After filling OTP it will redirect you to payment page as given below

1.1.2 Payment Mode

- When we click on payment option after that we will find the options to make payment with different methods for example debit card, credit card etc.
- After successful payment it will show the pages as shown above.

PRN	307004113839
BID	1534853954111
AMT	19800.00
PID	AVN0002
TXNDATETIME	21/08/2018
Transaction Status	Y ▾

Return To the Merchant Site

1.2   AMS Login

• Now we have to login again in AMS by same email id that we have given with password and captcha written over there after which we will click on login option.

• After clicking on login option, we will find this page, it will ask to fill some details regarding branch with place and time zone.

NOTE: - For India we have to select time zone UTC +5:30(Chennai, Kolkata, Mumbai, New Delhi.

1.3   Dashboard

- After entering in AMS, we will find the dashboard like above shown in picture above and here it will give the attendance details showing in a bar chart structures with different parameters.
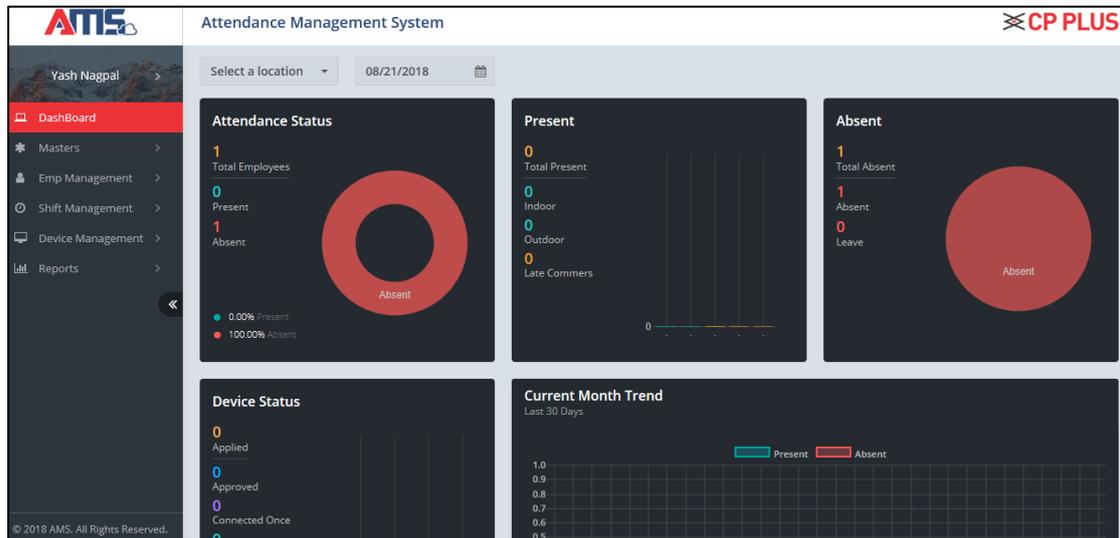
1.4   Masters

Now here we can check masters option where we can enter the different details as shown in the picture above.

1.4.1   Address

Under this we can add different options, first we will find the option to fill the address details under which we will find four options.

- ✓ Country
- ✓ State
- ✓ City
- ✓ Zone
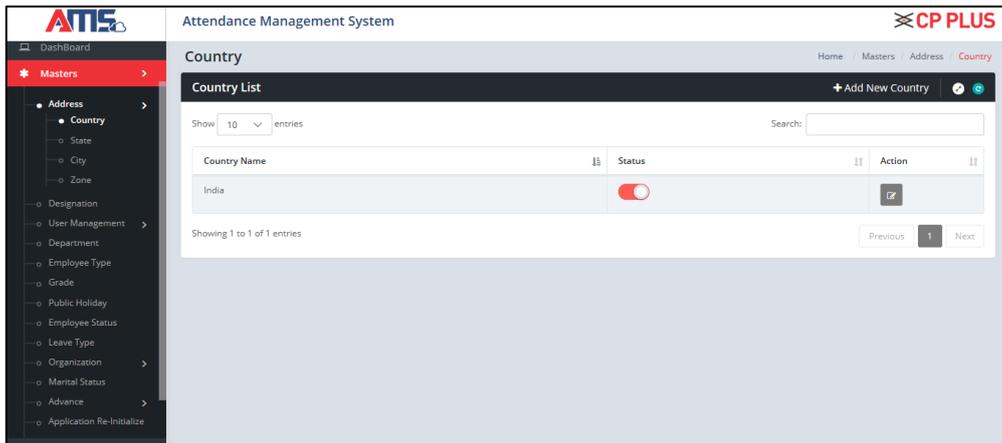
1.4.2 Designation

The second option we will get here is **Designation** under which we can create new designations for employee.
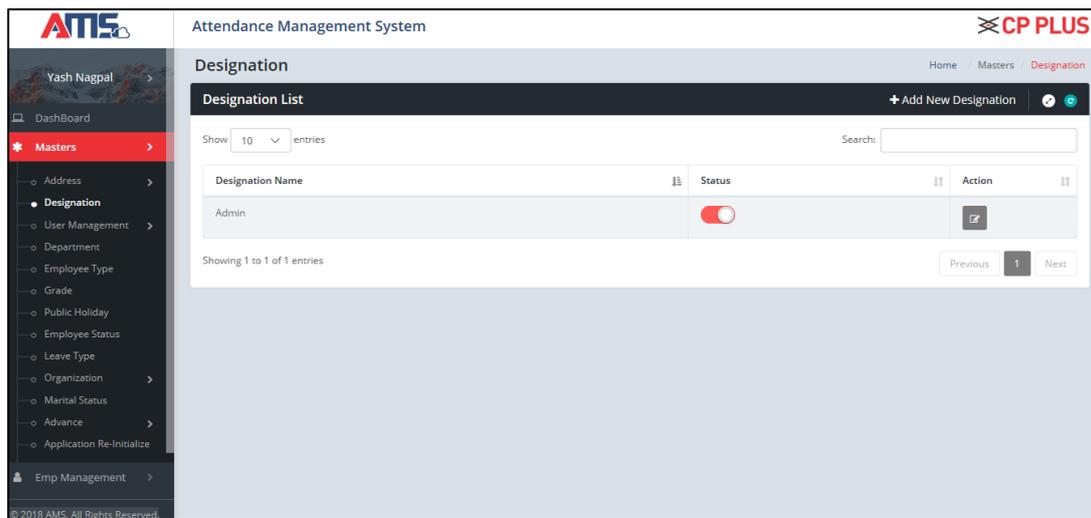
1.4.3 User Management

The third option we will get here is **user management** in which we can make different roles and can provide permissions to roles.
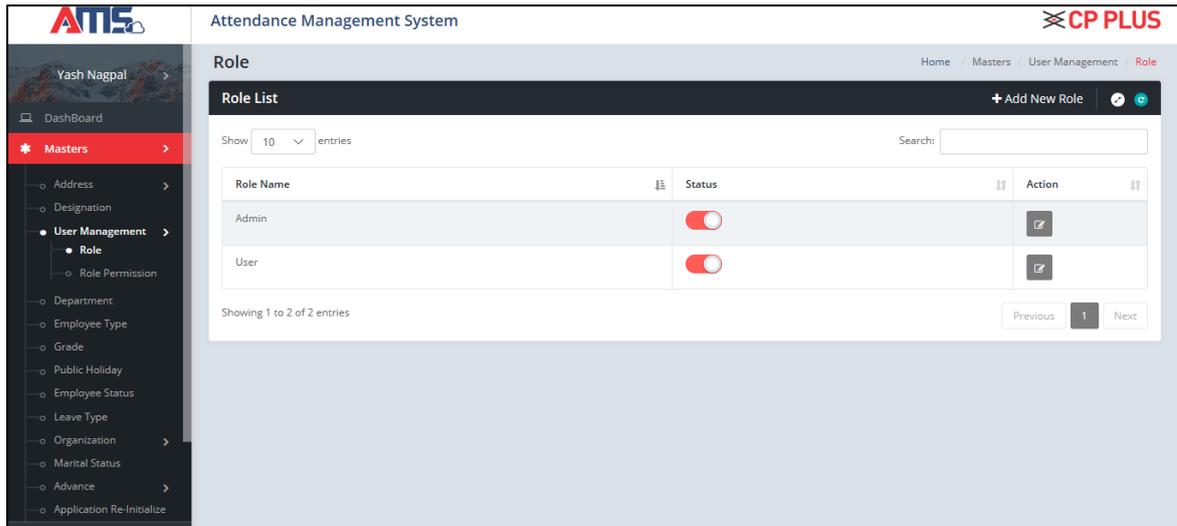
1.4.4 Department

The fourth option we will find for **department**, here user can make different departments according to his work.
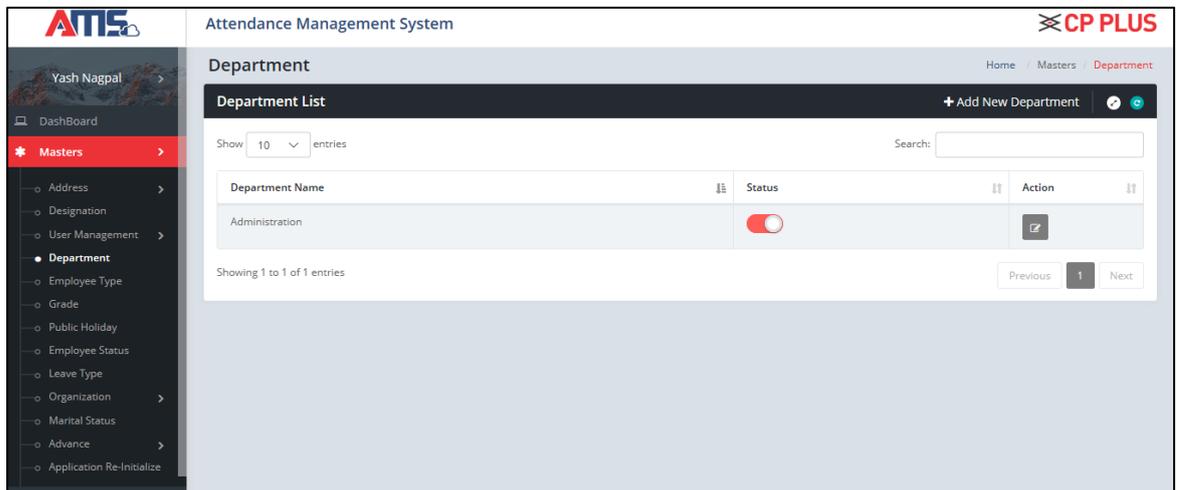
1.4.5 Employee type

The fifth option we will find here for **employee type,** Here we can define whether employee is of full time or half time and we can assign according to requirement.
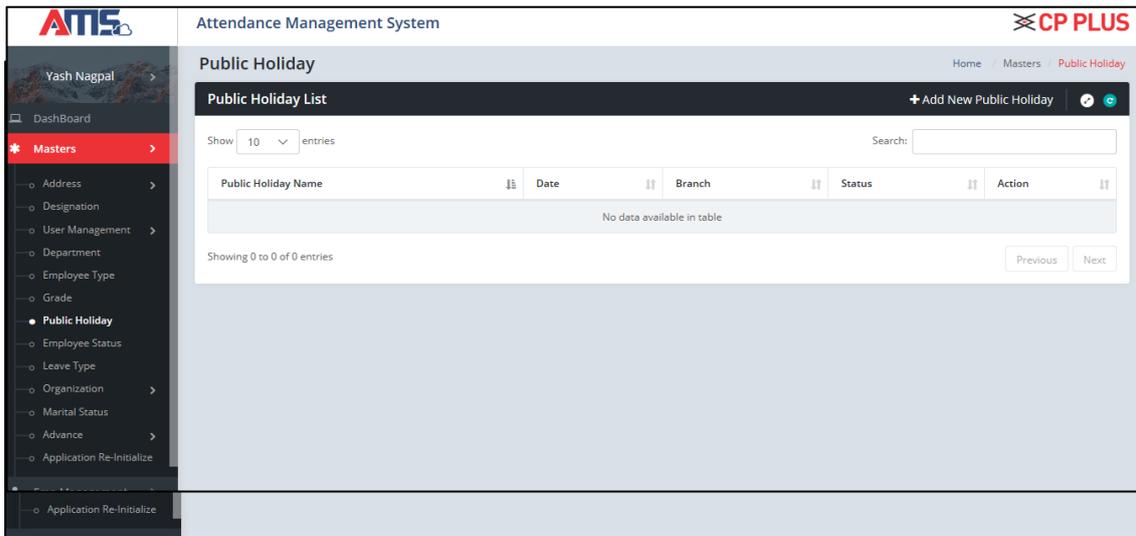
1.4.6 Grade

The sixth option we will get here is **Grade** in which we can categorised employee's according to department or depends on user.
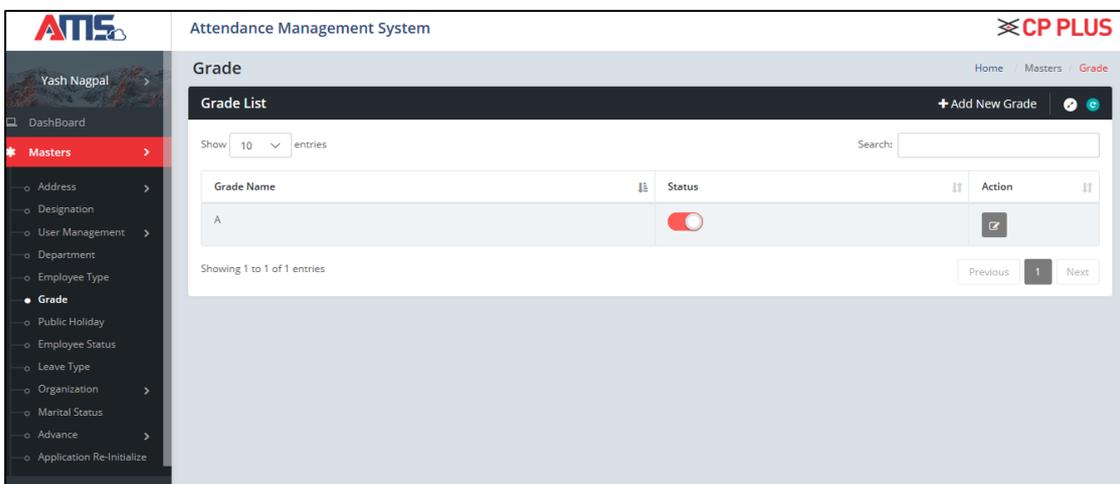
1.4.7 Public Holiday

The seventh option user can find is **public holiday** in which user can give public holiday and can assign the date.

1.4.8   Employee Status

The eighth option user will find is of **employee status** where we can define employee as working or non-working or any other option according to the situation.
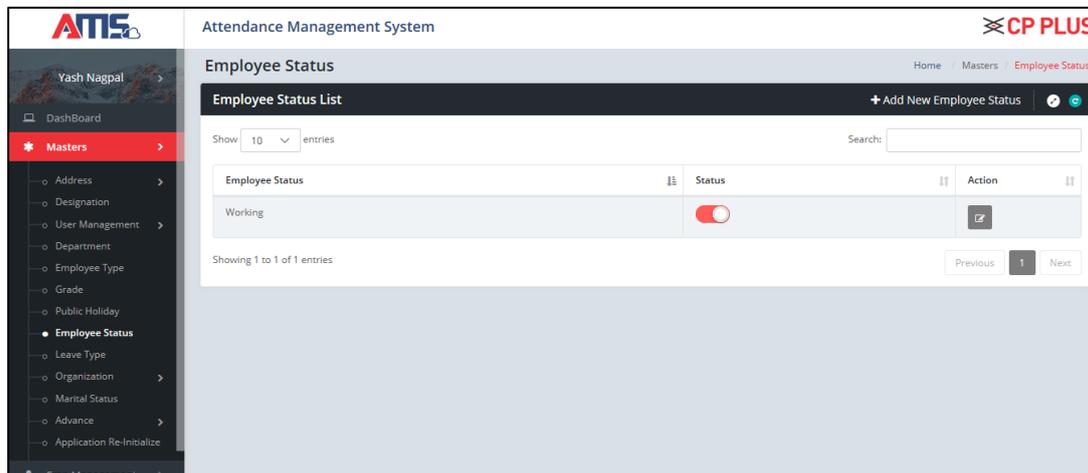
1.4.9   Leave Type

here we get is of **leave type** where user can make different types of leave for example casual leave, sick leave or earned leave.
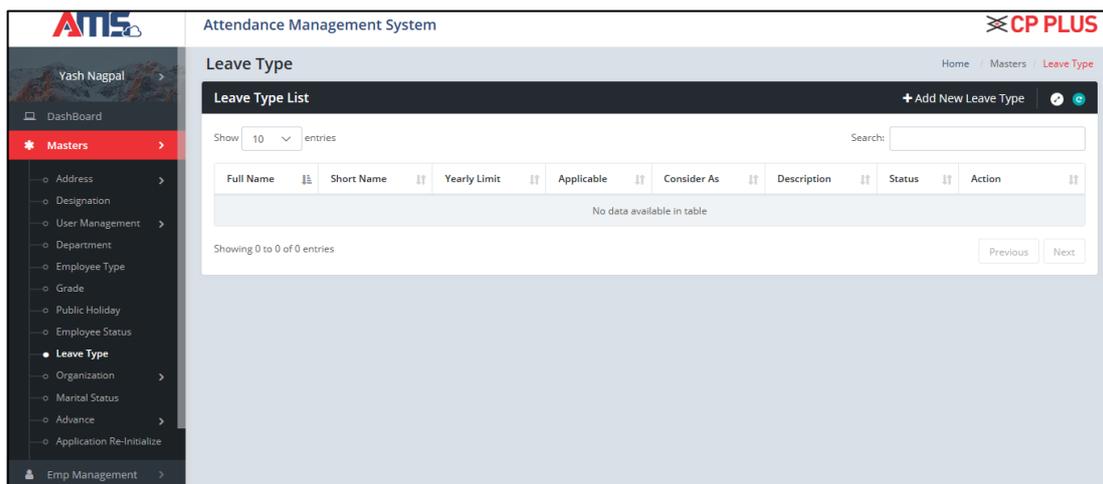
1.4.10 Organization

The here we find is **Organization** where user can define type of company in company nature, here we can see the company details containing its address, email, contact number and its nature.

The other thing we have is branch details where we can see branch details and can add new branch details also.
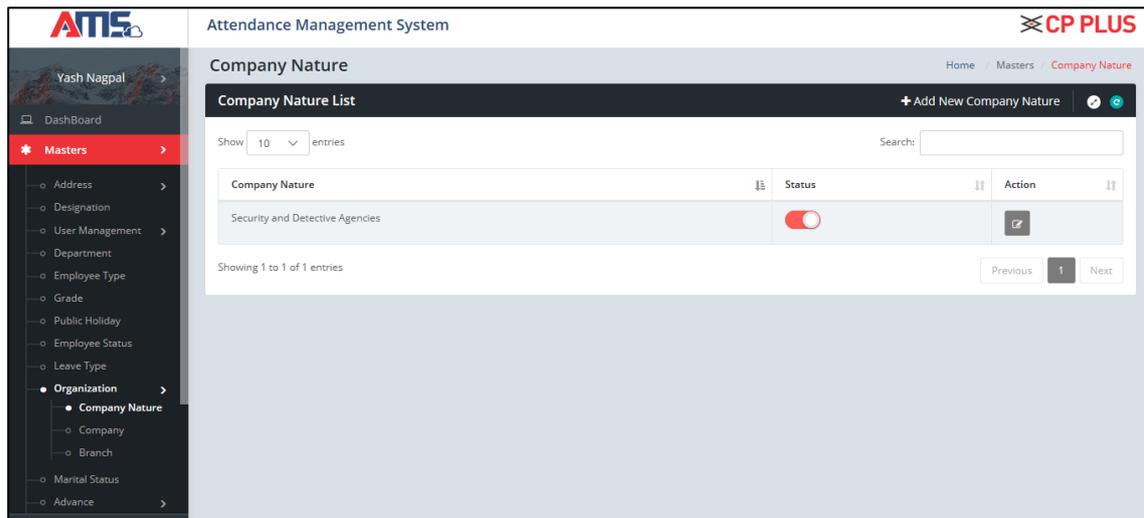
1.4.11 Marital Status

The eleventh option we will find is marital status where user can make marital status type according to the employee marital status in company.
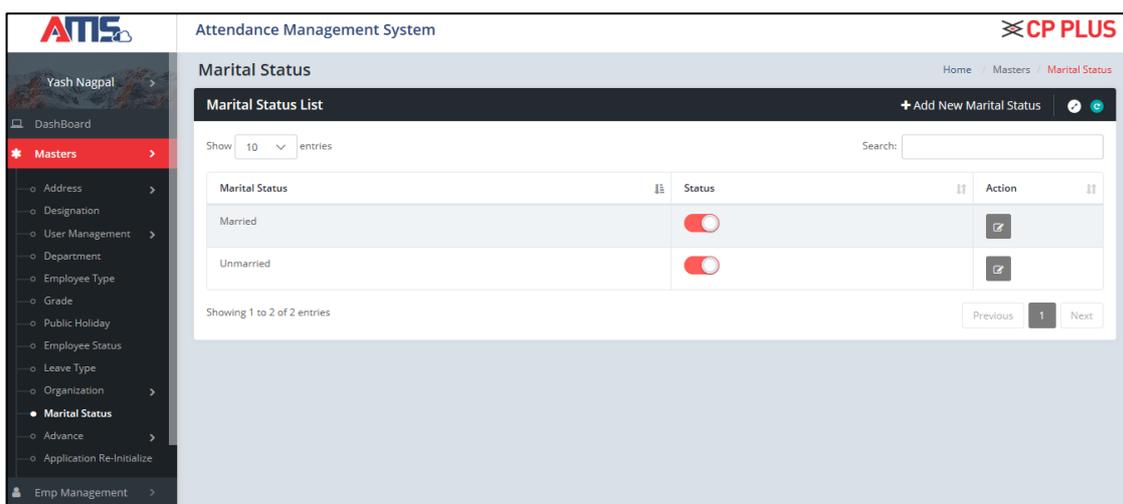
1.4.12 Advance

Here comes the twelfth option advance in which we have different options. Mainly three options are covered under advance given below

- ✓ Email Settings
- ✓ SMS Settings
- ✓ Late coming category
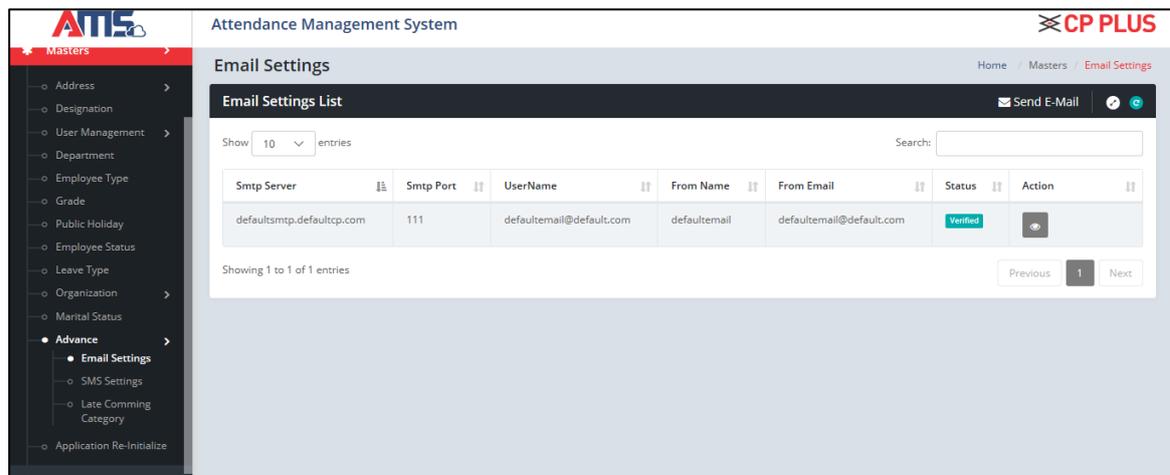
1.4.12.1 Email settings

In this we can add email details including subject that user wants to specify according to the requirement with memo in which user can choose type like late coming, early going, continuous late coming and absent without notice.

We can select the employee also and can write the message for the same.
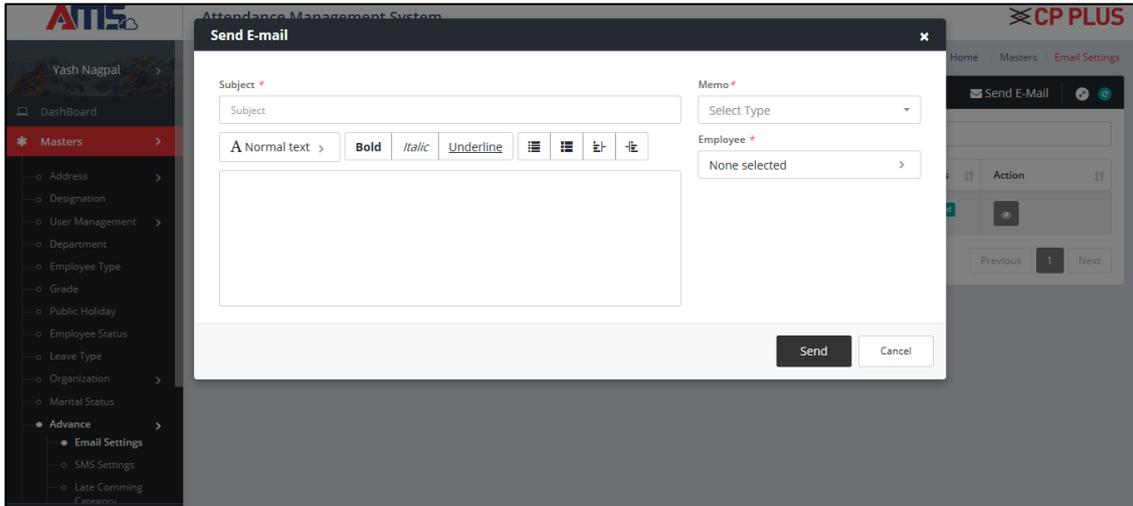
1.4.12.2 SMS settings

In SMS settings, we can send time stamp to directly end customer.
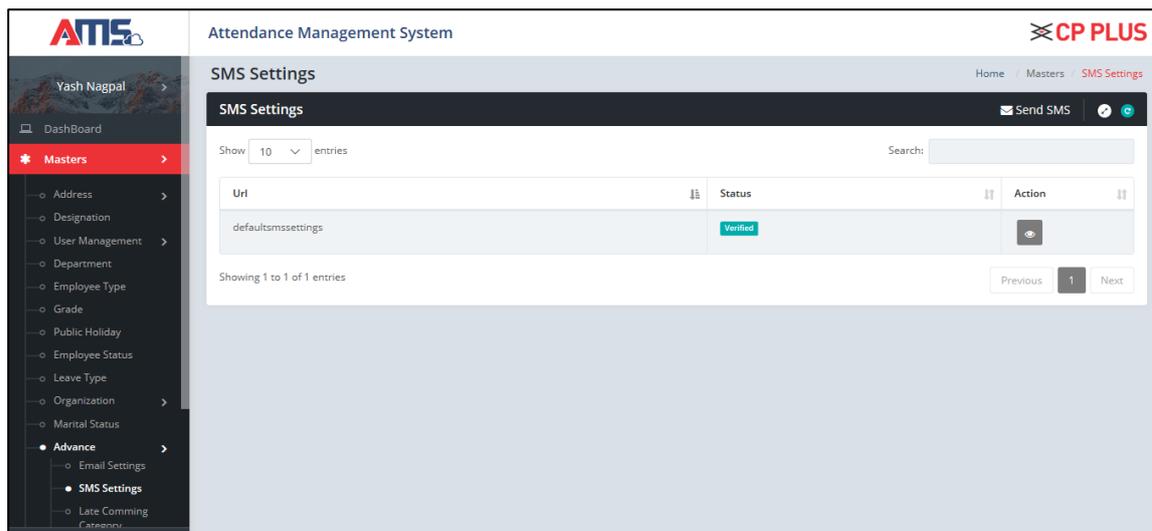
1.4.12.3 Late coming category

Here we can make different categories for late coming for example L1, L2 and L3 under which we can define minutes.

1.4.13 Application Re-Initialized

The last option a user will find is of Application re-initialize in which user can re-initialize the software where all the data gets removed and user can make new entries again.
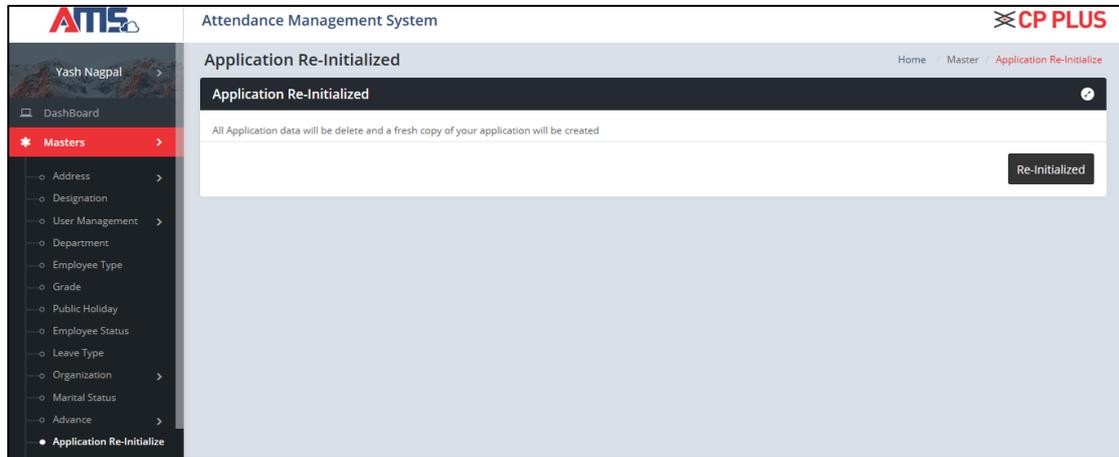
2 Employee Management

In Employee management, you can add details of the employee, create category, week off, assign leave and create outdoor attendance. These options are further explained properly.

2.1 Employee

In this, you can add employees either by clicking on Add New Employee or else you can Download Sample format in excel and then fill in the details. Once the details are added in excel you can directly import the file back in the AMS. There is another option as Export. File can be exported, modified and then imported back.
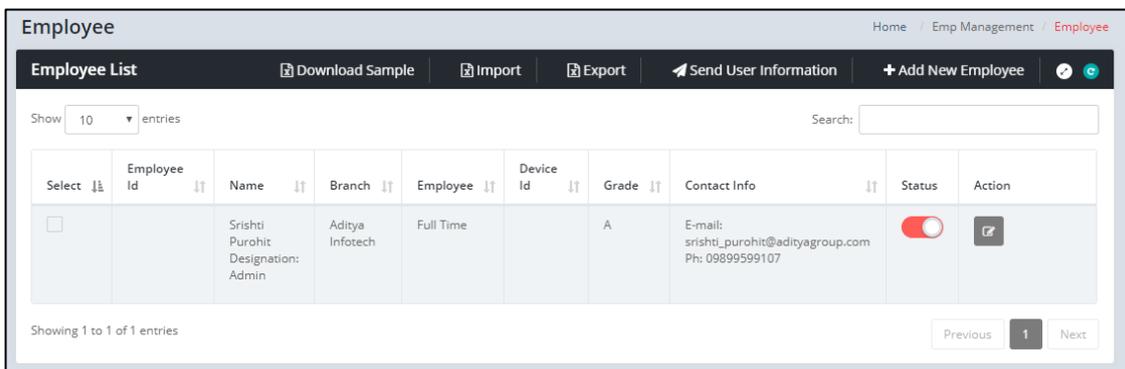
2.1.1 Download Sample

This is how it looks like in excel. Here you can add employees and then import them back in AMS.

EmployeeId	EmployeeDeviceId	FirstName	LastName	Gender	MaritalStatus	FatherName	MotherName	PersonalEmail	OfficialEmail	PhoneNo1	Country	State	City	Residen
AIL10001	10001	EMP F1	EMP L1	Male	Unmarried	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-18
AIL10002	10002	EMP F2	EMP L2	Male	Married	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-19
AIL10003	10003	EMP F3	EMP L3	Female	Unmarried	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-20
AIL10004	10004	EMP F4	EMP L4	Male	Married	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-21
AIL10005	10005	EMP F5	EMP L5	Male	Unmarried	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-22

2.1.2 Export / Import

In exported file also, the columns are pre-defined, you can add new entries as well as modify the earlier added employees.

Employee	Employee	FirstName	LastName	Gender	MaritalSta	FatherNar	MotherNa	PersonalE	OfficialEn	PhoneNo	Country	State	City	Residenti	Permaner	Departme

2.1.3 Add New Employee

Information regarding the new employees can be added using this option. All the information is not necessary, but you can fill in data for record. But few details which are mandatory are Employee Id, Employee Device Id, First name, Phone 1, Official E-mail. Rest all not optional.

2.1.4 Send User Information

Using this option you can provide access to a particular user. User Id and password are provided on the e-mail and contact number shared, through which user can login the AMS but with the rights that admin has provided.

2.2 Category

In this option, a default category is already created with pre-defined half day late coming duration, full day late coming duration,half and full day work duration,either overtime is applicable or not. If you want to modify this category just click on edit option and modify it. Or else you can click on **Add New Category** and from here a new category can be added.

2.2.1 Add New Category

Using this option, you can add a new category. If over time is applicable in your company, you can just check that option. Late coming duration and work duration can be created from here. The report of a particular employee will get generated according to the category the employee is in.

2.3   Week Off

Week off can be created using this option. Default week off is already created. If you want to delete it you can or if you want to add a new week off, click on Add New Week Off.

2.3.1   Add New Week Off

According to the category selected, week off can be created either **Auto** or **Manual. In case of AUTO,** Select the no. of years you want the same week off list to continue and then further select days either all or optional. **In case of MANUAL,** random days can be selected from the calendar.
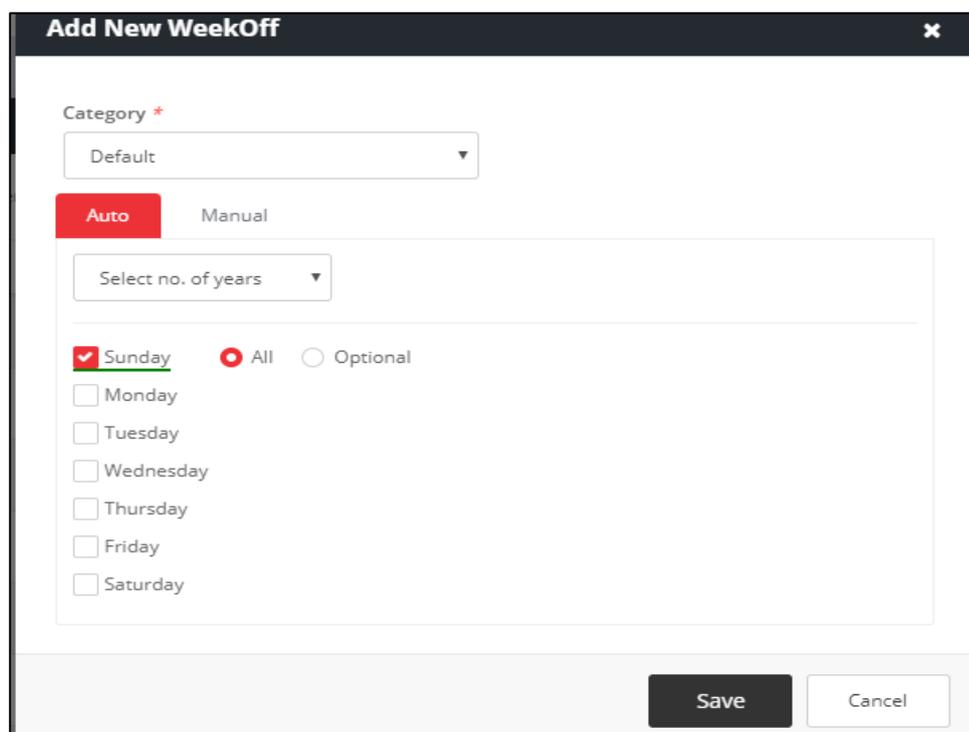
2.4   Leave Assign

You can assign leave using this option in Employee Management. To add a new leave just click on Add New Leave Assign.
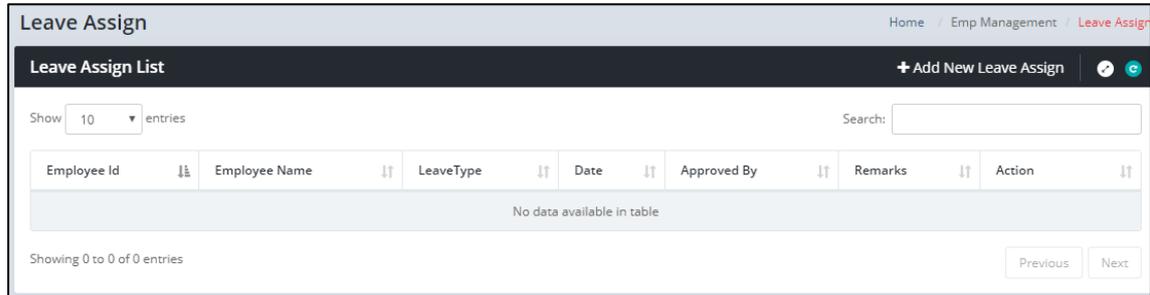
2.4.1   Add New Leave Assign

To assign a new leave, select an employee, select a leave type you want to assign. This leave type can be created from the master's option. Choose the dates from when you want to assign and till when it will last up to. The leave approval and remarks are mandatory. At last just save changed and your leave will be assigned.
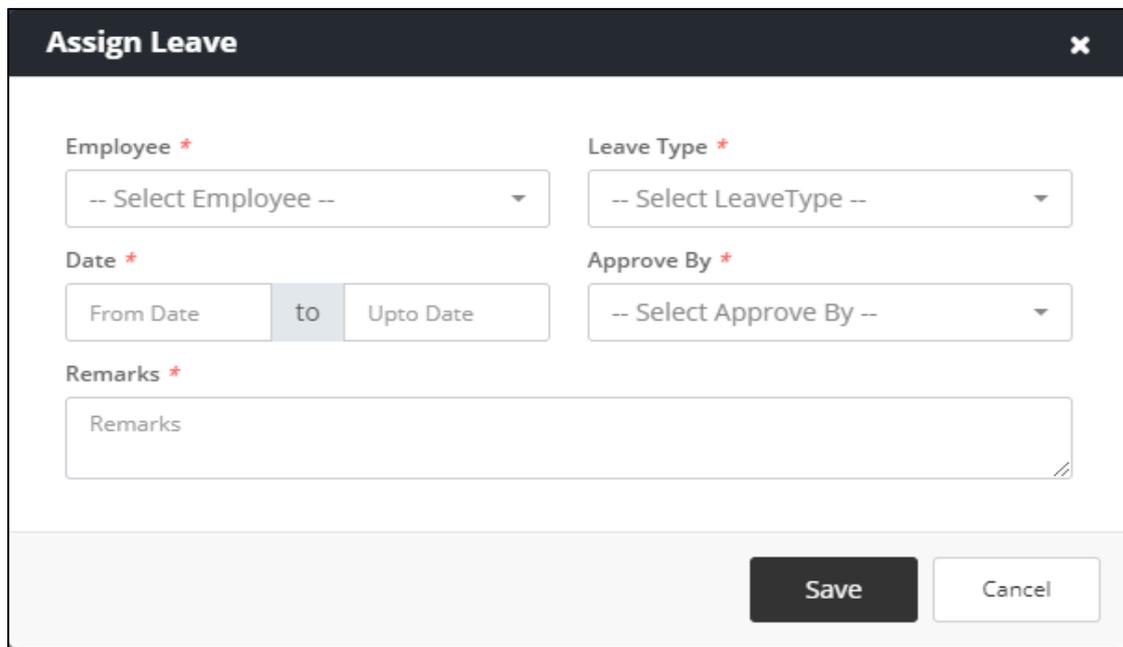
2.5 Outdoor attendance

When an employee is not able to mark his attendance on his own an outdoor attendance can be marked i.e.; a manual entry can be made. This option is useful in case when an employee is out for some official work and cannot come to office for marking attendance. For adding entry click on Add New Outdoor Attendance.

2.5.1 Add New Outdoor Attendance
To add new outdoor attendance, select the employee, then the device, then select date and time. Remarks are mandatory while adding new outdoor entry. Click on sav for adding the entry.
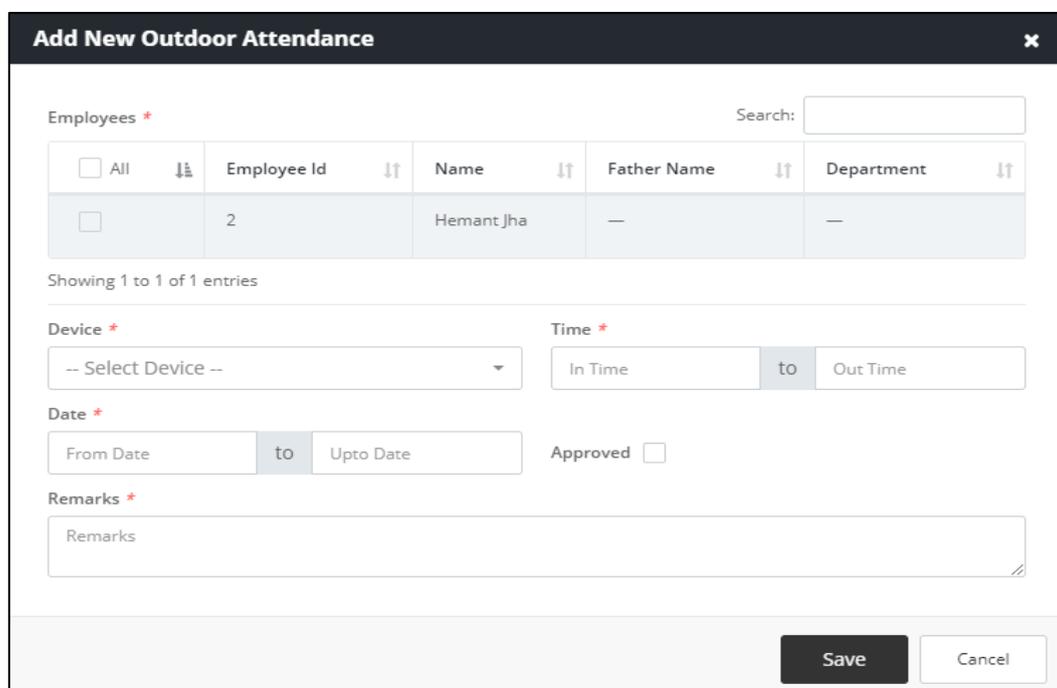
3   Shift Management

Under the shift management option, we have three options mainly

➢ Shift master
➢ Shift group
➢ Shift assign
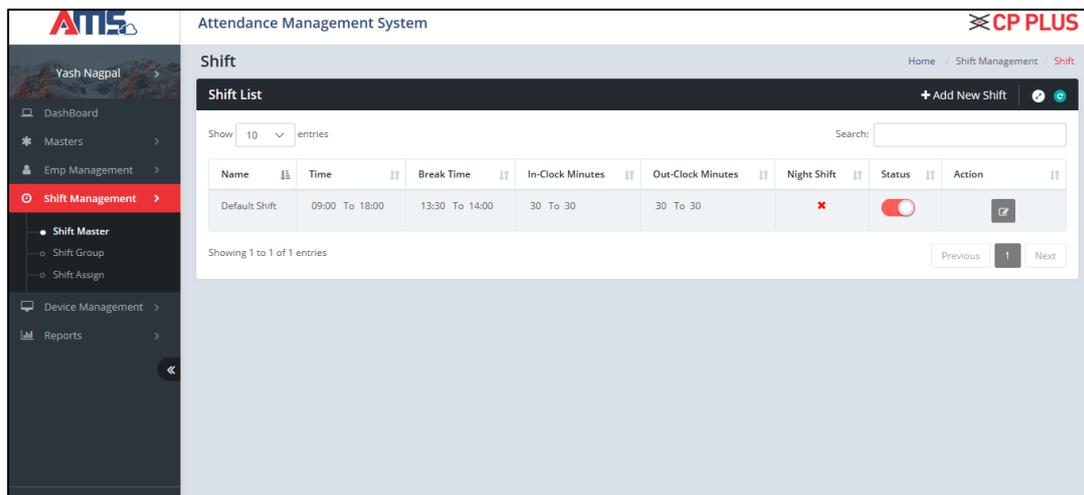
3.1   Shift Master

In shift master, we can make the shift according to the requirement of user. We can make multiple shifts also, while making shift we can mention the following options.

✓ Shift name
✓ Shift timings
✓ Break time
✓ Begin (in and out) clock minutes
✓ End (in and out) clock minutes
✓ Night shift

3.2   Shift Group

In this option we can add multiple shifts and can assign a particular employee to same shift group then after we can assign shift to all employees.
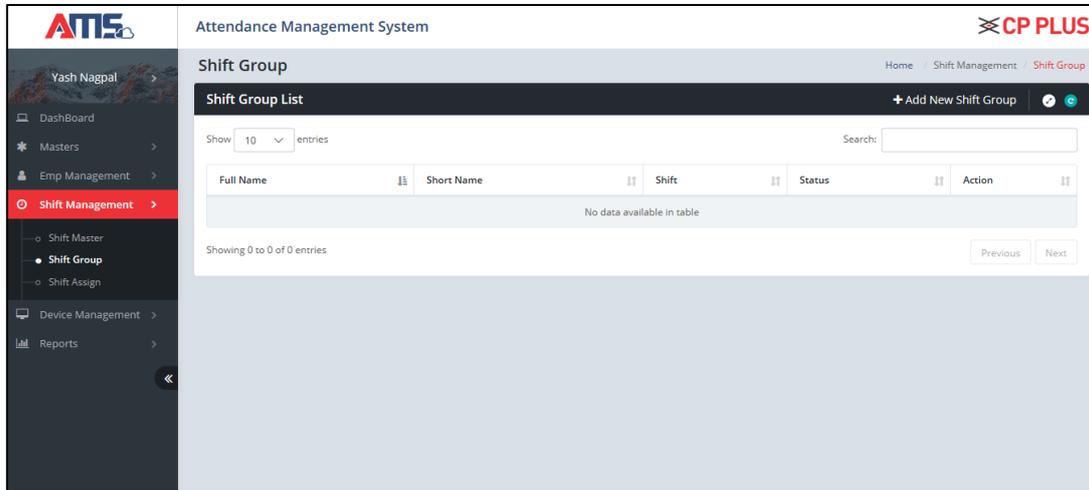
3.3   Shift Assign

This is very important feature as we can assign shift to the employees by selecting category or department or designation of the employee.
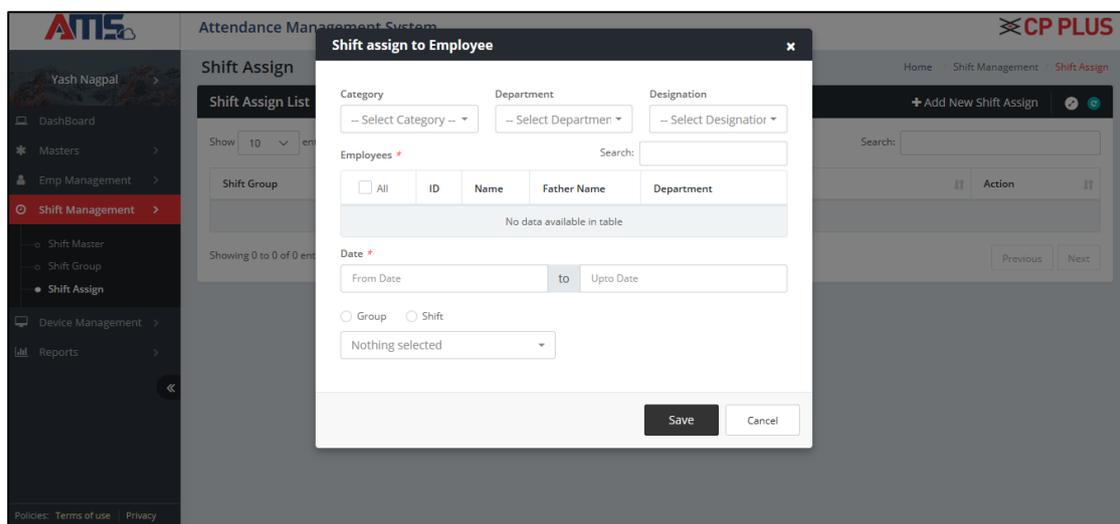
Here we have to mention the date also that is from which date and up to when we want to assign the shift, this is the most important aspect of this option as without specifying these dates we will not be able to see proper attendance report.

We can select the single shift or can select particular shift group and can select auto shift option if assigning multiple shifts.

4   Device Management

This module allows you to work with attendance and barometric devices. You can add a new device, upload the data to and download from the device.

4.1   Device List

This option is used for adding device. You can even have sent commands for specific operation which are discussed below.
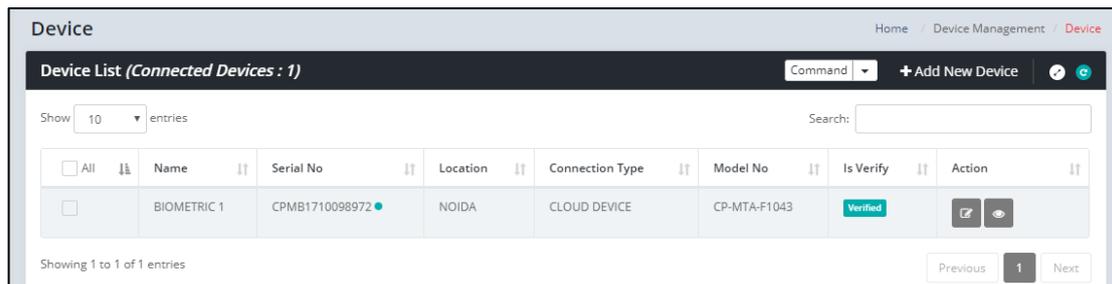
4.1.1   Add New Device

For adding a new device following details are required as shown in the image below. Device name, Serial number, Location, Device no., Connection type, Model number and Branch are mandatory. Here attaching the invoice is also necessary. The invoice will be sent on your mail as soon as you make the payment for the service you are availing. Other details are as per your choice.

4.1.2 Commands

There are different commands which can be executed from Device management. Commands which can be performed from here are: Sync time, Upload and download fingerprint, Upload, download and delete employee, clear all data, clear all user, Clear Admin privileges, clear all logs, get new logs, get all logs, set device Info, get info, reboot device, enable or disable device. Functionality of these options is mentioned below with their images.

4.1.2.1 Sync Time

This command will help you communicate with the device. Basically, the sync option works automatically but if not that with the help of this command you can update the time.
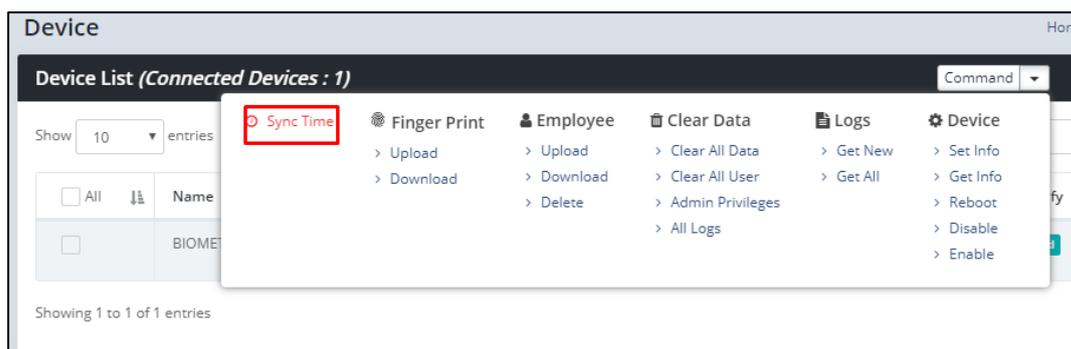
4.1.2.2 Finger Print (Upload and Download)

This command will help you upload and download fingerprint. In case if you have multiple machines and the employees are same in that scenario no need to enroll fingerprint of the

same employees in all machines else you can just use upload fingerprint command to make the process much simpler. Similarly, fingerprint can be downloaded using this command.
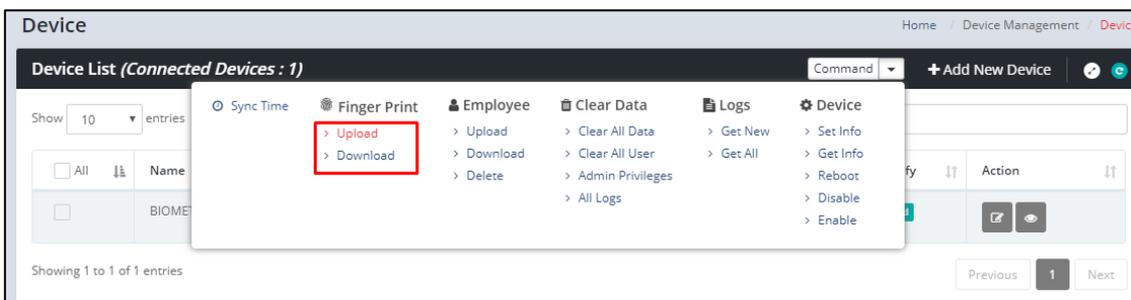
4.1.2.3   Employee (Upload, Download and Delete)

For uploading the names of the employees from the software in the machine, Upload Employee command is used and for download employee command is for downloading the names from machine to the software for uploading the names in another machine.
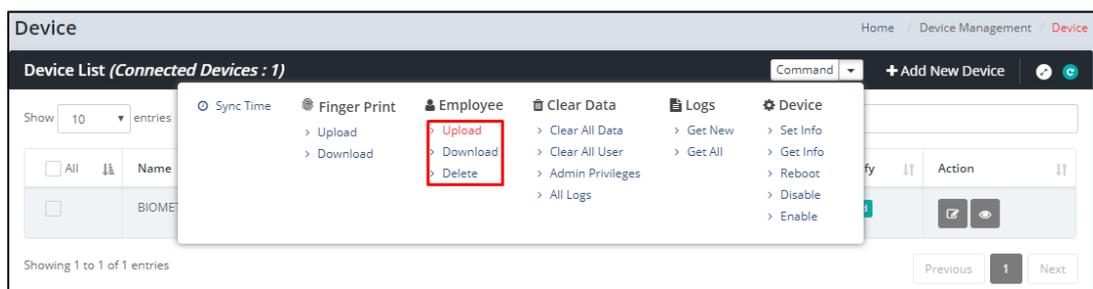
4.1.2.4   Clear Data (All Data, User, Logs, Admin Privileges)

Clear All Data command helps you clear all data from the machine**. Clear all User** helps to remove all the users from the machine. In order to **clear Admin privilege** from the machine, Clear Admin privilege command can be used. For clearing all logs **Clear all Logs** can be used.
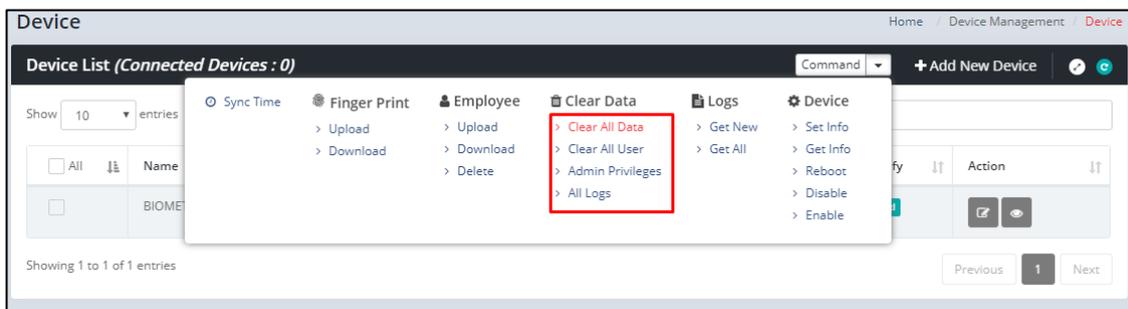
4.1.2.5 Logs (Get New and Get All)

Get New command will help you manually get only the new logs from the machine to the software whereas Get All Logs will help you to get complete logs from the machine.
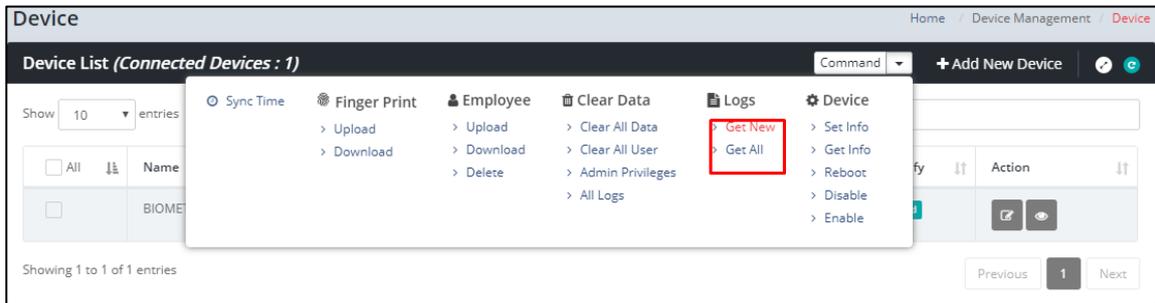
4.1.2.6 Device (Set info, get info, Reboot, Disable, Enable)

Using these commands, you can set and get info from the machine as shown in the below image

4.2   Device Connection Type

This option is used to set a connection type which the device you are connecting supports. Here the device connection type i.e.; Cloud Device is already created. If you want to add a new connection type, you can click on **Add New Connection Type**.

4.3   Model Number

Here you can view the Model number list which are by default added. Else for adding new models you can click on **Add New Model Number.**

4.4 Device Logs

Here you can view the logs that are inside the machines. Once the device is added and is online all the logs inside the machine will be displayed here. Also, you can use auto refresh option by setting a time interval within which the page will get refreshed automatically (time intervals are from 5sec to 30 sec) or else if you want to manual refresh the page just disable the auto refresh option.

4.4.1 Set Filter

Once the logs are taken from the machine, if you want to search or view a particular log then you can just go to set filter, choose the date, select a particular employee and device location if necessary then click submit.

4.5　Mobile Device Log

In case an employee is out of office for some official work, then he/she can mark their attendance using their mobile app. The logs which are generated will displayed in mobile device logs. Here also you can set a time interval for auto refresh or use set filter option for searching or viewing logs.

4.6　Device Request/Response

In this option you can see the status of the events that are happening. Whether the logs are sent or received, or the username is added. They respond to the commands that we send from the software to the machine. It is kind of a history of the device.

5 Report

In reports, we will be able to see the organized attendance data of employees. A user can check the report with different report formats which can give the idea to user for checking the employee details in a filtered way.

In this we have mainly 4 options for calculating report

- ✓ Calculate
- ✓ Daily reports
- ✓ Monthly reports
- ✓ Other reports

5.1 Calculate

In this option, we can calculate the attendance by selecting the date for which user wants to check the attendance data.
We can specify the branch, department, designation and employee respectively for calculating the report of specific group or employees also.

5.2   Daily Report

In this option, we get several options to fetch the report under which a user can check the report in different formats according to the requirement of user.

Several report formats that are cover under this are –

- ✓ Attendance Details
- ✓ Attendance basic
- ✓ Present
- ✓ Absent
- ✓ Late coming
- ✓ Early going
- ✓ Leave Details
- ✓ Leave summary
- ✓ Missed out punch
- ✓   Log Details
- ✓   Over time
- ✓   In Out time
- ✓   Log Details Location wise
- ✓   GPS log Details

Under the **daily reports,** a user can fetch the report in different formats, the major formats a user can check here are

5.2.1 Attendance Detail

Here user can check all the basic details of employees where a user can get the basic status of employee whether an employee is absent (A) or present (P) or no out punch (NOP).

A user can also check the status of individual employee by selecting the department, designation or can select employee separately as well as all can check the status of all employees.

5.2.2 Late coming and Early going

If user wants to check the status of employee for late coming or early going, he or she can check by simply calculating the attendance and specifying the details of employee or can check for all employees also.
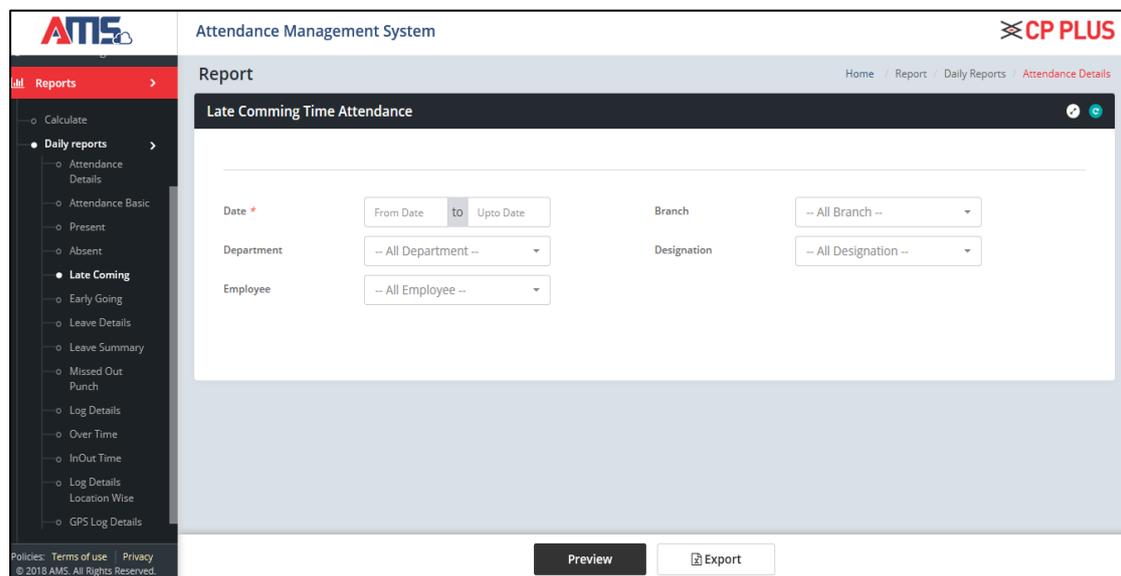
5.2.3 Leave Details and summary

A user can separately check the leave details and summary of employees as many time there is a requirement for the user to check how many leaves an employee has taken, so no need to check manually because this option enables a user to check the leave details separately as well as user can see the summary also.

5.2.4 Log Details

If a user wants to check the log of employees, he or she can check the log separately as it is very helpful to check the details of employee for how many times employee has made punch in machine.

With this we can also check the overtime details with in-out time details separately.

In log details we have one good option, **log details location wise** that will tell the user that the logs that user is checking is of which location.

This option is especially helpful when user has added multiple devices at multiple locations, this feature will give the user a clear idea for checking that logs contains is of which location.

5.2.5 GPS Log Details

This is the most interesting feature under daily reports as user can get the real time logs of employees when using the software on mobile.

The interesting fact about this is that user will be able to get logs by punching on mobile only and we can get the data synchronized from anywhere as this feature uses GPS service of the device through which it will be easy for user to get the log details.

5.3 Monthly Reports

Monthly reports are basically used for fetching the attendance data on monthly basis.

Under this we have mainly three options that are: -

- ✓ Monthly Basic
- ✓ Monthly work duration Detailed
- ✓ Monthly work duration summary

5.3.1 Monthly Basic

In this a user can check the report and basic parameters of the employees on the monthly basis, as this will help user to check the attendance data together for the particular month that user wants to check for the employees.

User can check the data of all employees as well as for separate employee also by selecting the branch, department and designation or employee also.

5.3.2 Monthly work Duration Details and summary

In addition to basic monthly details a user can also check the monthly work duration of employees or an employee as this will help the user to get the idea that employee has invest the required time or working hours for the company and thus fulfil his or her duties accordingly. A user can get the summary of these monthly working hours duration also as this will make the task of user quite easy if user wants to calculate the details of working hours of all employees on the monthly basis.
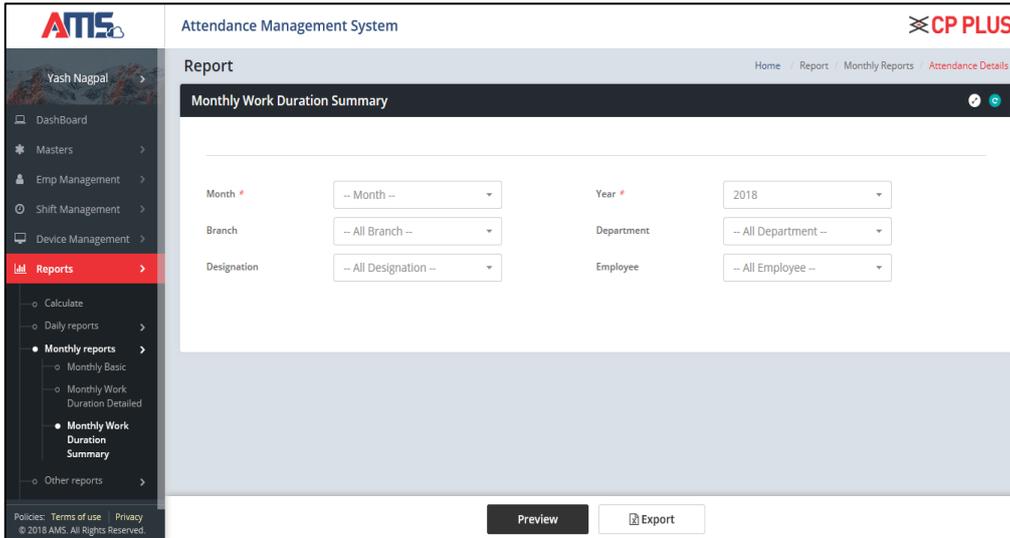
In this we can check the options as given in the image, according to requirement a user can fill the options and fetch the **monthly detailed and summary report.**

5.4   Other Reports

This is the last option under the report format in which there is an option of **holiday** by which a user can check the list of holidays in a month by selecting the particular month, year and branch separately.

This will clearly help user to get the holiday list for a month and therefore user can set the attendance data accordingly through which it will help user to find the days of holidays for employees and therefore it will be not marked as absent.
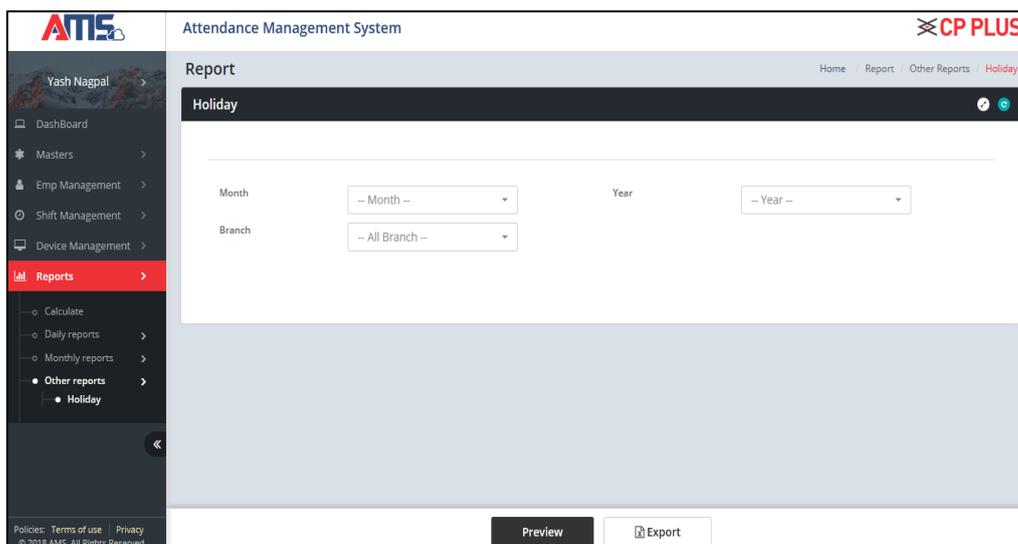
Note

- **This manual is for reference only. Slight difference may be found in the user interface.**
- **All the designs and software here are subject to change without prior written notice.**
- **All trademarks and registered trademarks are the properties of CPPlus.**
- **If there is any uncertainty or controversy, please refer to the final explanation of us.**
- **Please visit our website or contact your local service engineer for more information.**

Thank You for Choosing CP Plus!

Website: - www.cpplusworld.com

Email id: - sales@cpplusworld.com