

BioTicks V1.0 – Attendance and Leave Management System

BioTicks V1.0 – Attendance and Leave Management System is another **BioSignIN Engine** enabled product that intelligently collects employee login and attendance information. The **BioTicks V1.0** also integrated with online leave management system which is inline with company's paperless policy. **BioTicks V1.0** is an ideal choice of Small and Medium companies that looking for cost cutting but efficient online attendance/leave management solution.

Highlighted Features

BioSignIN Engine Login System

- Besides username and password verification for access control, we able to verify your employee typing keystroke based on your employee's password by using our proprietary **BiosignIN Engine**. It can greatly prevent from "buddy punching" problems.

Instant Attendance and Leave Monitoring

- Provide instant attendance and leave monitoring for all employees to ensure smooth working environment between departments. Employees able to plan schedule with their working partner from different department easily.

Computer Based Real time Employees Clock in and Clock out System

- Cost effective and efficient control of attendance and punctuality of all employees in your company. Online/intranet employees attendance reporting system including working times, absences, tardiness, and etc.

Auto Email Notification for Late/Absent Employees

- The **BioTick V1.0** can be pre-configured to add email sending list to notify for late/absent employees to HR department or immediate supervisor. This is a great features for user that frequently in traveling mode but still able to keep monitor their employees attendance status.

Online Leave Management System

- Auto email notification for leave application/approval.
- Paperless system for online leave application and approval.
- Employee can easily online checking for leave planning
- User friendly system for HR department to plan leaves allocation for employees such as public holidays, medical leaves, shutdown day, and etc.
- Simple reporting systems that able to export into excel/PDF format (for payroll calculation).

For More Information:

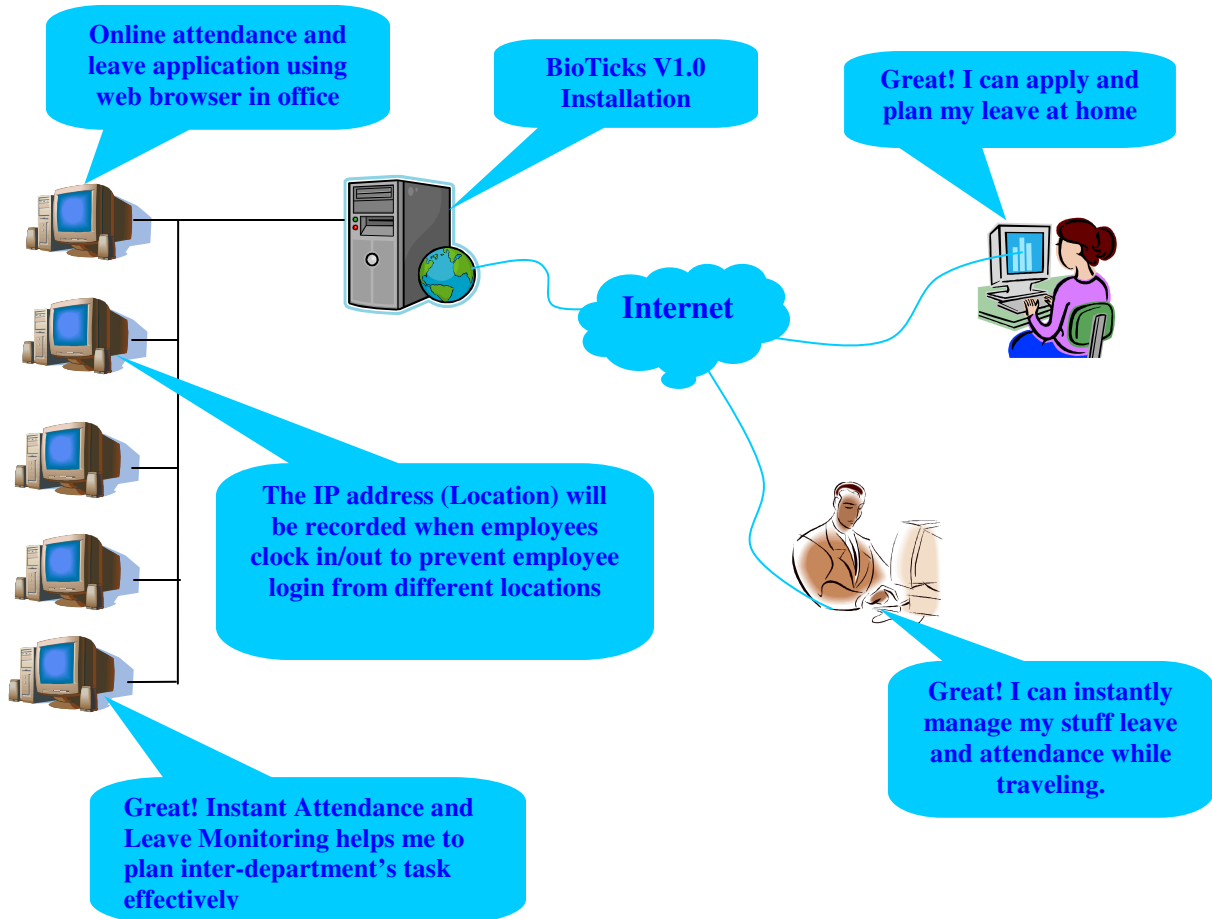
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How the BioTicks V1.0 works?

BioTicks V1.0 is an online server based application that able to support for multiple employees access using web browser (No installation is required at client PC/Notebook).



BioTicks V.10 System Requirements

- Windows XP Pro, 2000 and 2003 server
- Internet Information Services (IIS) 5.1 and above
- MySQL 5.1 and above

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Simple Guide for BioTicks V1.0

Step 1

- Installation

- Windows XP Pro, 2000, and 2003 server with pre-installation of
 - IIS 5.1 and above web server
 - MySQL 5.1
- **BioTicks V1.0** Installation

Step 2

- BioTicks v1.0 Server Configuration and setup

- Working Group
 - To create new working groups/departments
- User Management
 - To create list of employees
 - To assign superior of the employees
 - To assign Working Groups/Departments
- Leave Management
 - Public Leave Allocation
 - To create Public Holidays and Shutdown Days
 - Individual Leave Allocation
 - To create individual leave allocation and entitlement
- System Setting
 - To create official working days/hours per week
 - To set rule for leave application
 - To enable/disable email notification for online attendance and leave application
 - BioSignIN Engine enable/disable – Auto or Manual mode setting

Step 3

- Employee's Account Configuration

- Login into specific URL given by administrator
- First Time Login with default username and password
- To create new password (the BioSignIN engine will automatically collect user's password keystroke)
- Attendance Functions
 - Daily Clock In and Clock Out Function
 - Lunch Clock In and Clock Out Function
- Leave Application/Approval function
 - To check and apply leaves
 - To approval subordinate leaves
- Subordinate
 - To view and approve subordinate leaves summary
- Instant Attendance and Leave Monitoring
 - To view all employees instant attendance and leave monitoring for effective inter department's task planning.

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