



Starter Pack

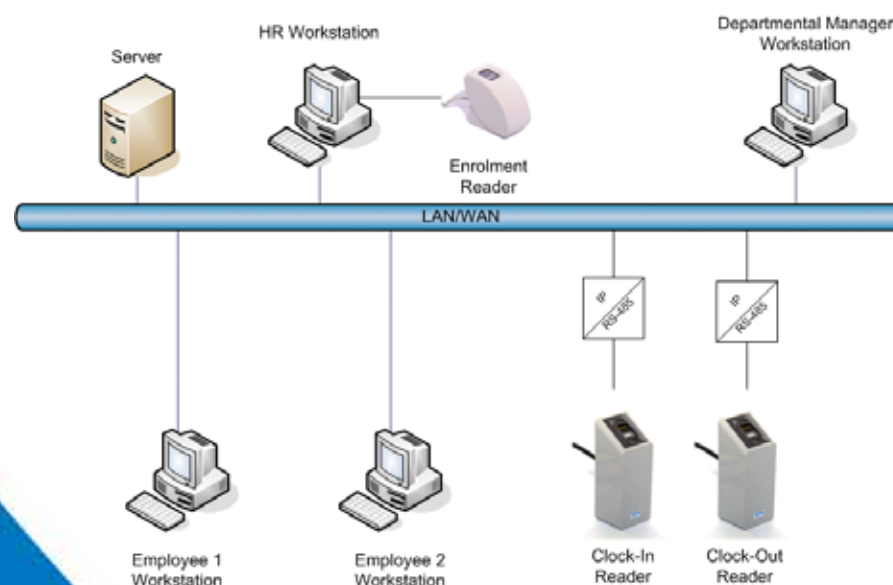
TIMEgarde is also available as a convenient starter pack which includes everything that you need to implement your Time and Attendance system - **TIMEgarde** PC software, two DIGIgarde fingerprint readers, two protocol converters for TCP/IP connectivity and a desktop enrolment reader.

System Requirements

TIMEgarde is designed to operate on a PC or Server running a Microsoft Windows operating system. The installation package contains everything that you need to get started and includes it's own .NET framework, database and web server components which are required for system operation. No additional software is required.

Recommended PC Specification

- Pentium P4 1.6 GHz or equivalent
- 512 MB RAM
- CD-ROM drive for software installation
- 20 GB hard disk free space available
- Microsoft Windows® XP Pro (service pack 2) or Microsoft Server 2003
- Microsoft Internet Explorer version 7 or above



TDSi UK
Unit 10
Concept Park
Innovation Close
Poole
Dorset
BH12 4QT
United Kingdom

t: +44 (0)1202 723535
f: +44 (0)1202 724975
e: sales@tdsi.co.uk

Ordering Information
TIMEgarde Time and Attendance PC Software 4420-2600
TIMEgarde Starter Pack 5002-5000



For further information please contact
t: 01202 723535 e: sales@tdsi.co.uk



TIMEgarde

TIMEgarde is a web-based Time and Attendance package that provides Time and Attendance logging against user-defined working patterns. Featuring a powerful reporting tool, **TIMEgarde** gives you precisely the information that you need in an easy to understand format allowing you to maximise employee efficiency.

Flexibility is the key and the ability to create multiple working times and assign any one of these to an individual ensures that **TIMEgarde** meets the needs of your particular business.

Controlling absenteeism such as sickness, holidays and off-site working is paramount to managing your resources effectively. **TIMEgarde** allows your staff to enter absences remotely for later approval by departmental managers or HR staff. This fundamental HR functionality is ideally suited to smaller businesses.

Working with TDSi's DIGIgarde fingerprint and innovative PALMgarde palm vein biometric readers, **TIMEgarde** offers you an intuitive Time and Attendance package based around the latest in biometric identification technology, practically eliminating the risk of fraudulent clocking in and out of personnel.



TIMEgarde

Working Times

The ability to create and tailor multiple working time patterns ensures that the system will meet the requirements of your business. Default working times can be specified for entire departments providing quick and easy set up of the time pattern structures that you want to implement. Additionally, separate working times can be applied to selected individuals within those departments giving you complete flexibility. Flexi-time working patterns are also catered for including user-definable clocking error bands which allow you to easily set up allowances for early and late clocking.



Employees

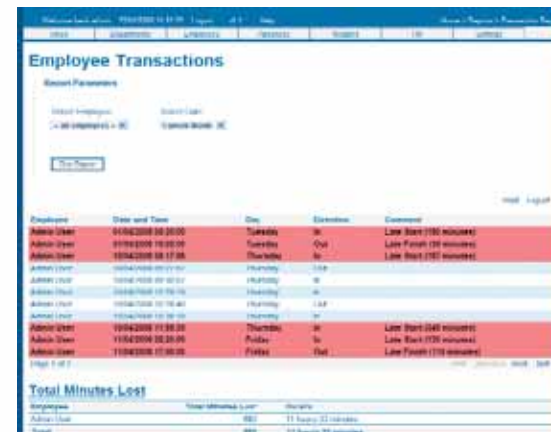
Employees are added to **TIMEgarde** in one of three ways – manually, though the import of a comma separated values (CSV) file or through Active Directory. For your convenience, employee records include a full range of information fields including a photograph, address information, phone numbers and payroll number, presenting the operator with all useful information in one place. Once the employees have been created the biometric credentials are then captured using a local enrolment reader connected directly to the workstation. The system then seamlessly distributes the templates to the clocking readers allowing the employee to start using the system immediately with the minimum of fuss.



Absences

All absence reasons (such as holidays, sickness and off-site working) are configurable which you can easily edit at a later date. Should you need additional absence reasons specific to your business then these can be added also. Employees are then able to enter an absence against one of these reasons for later review by the departmental manager who can make decisions on whether to authorise or reject the absence. Should you require, you can also make deductions when authorising absences for payroll purposes.

In addition **TIMEgarde** can also be configured to automatically send e-mail alerts between managers and employees in response to their absence record ensuring timely notification.



Reports

TIMEgarde features a comprehensive range of reports providing you with precisely the information that you need to help keep your business in check. In addition to the ability to run reports for specific days or periods, you can specify the reporting period giving you maximum flexibility.

Exceptions such as an employee clocking in late are clearly highlighted minimising the risk of overlooking important information.

TIMEgarde includes reports covering the following aspects:

- Absences allowing you to quickly monitor and control absences that have been entered and processed within the system
- Hours worked and remaining. Overtime hours are also included providing precise and comprehensive information when you need it
- Deductions reports show any deductions that have been made against pay so this information can be correlated against the payroll system
- An incorrect clocking report shows you who is incorrectly using the system allowing you to give additional training if required
- A report to easily identify those who have clocked in late allowing you to take corrective action
- Employees who are on and off-site providing a simple roll call facility.

For further processing and analysis, information can easily be exported to a comma separated values (CSV) file which can be utilised by popular spreadsheet applications.

HR

TIMEgarde also facilitates the convenient management of basic HR information. Notes, attachments, images and scanned documents can all be appended to any employee record within the system providing you with a single repository for employee information making **TIMEgarde** ideal for small businesses.

