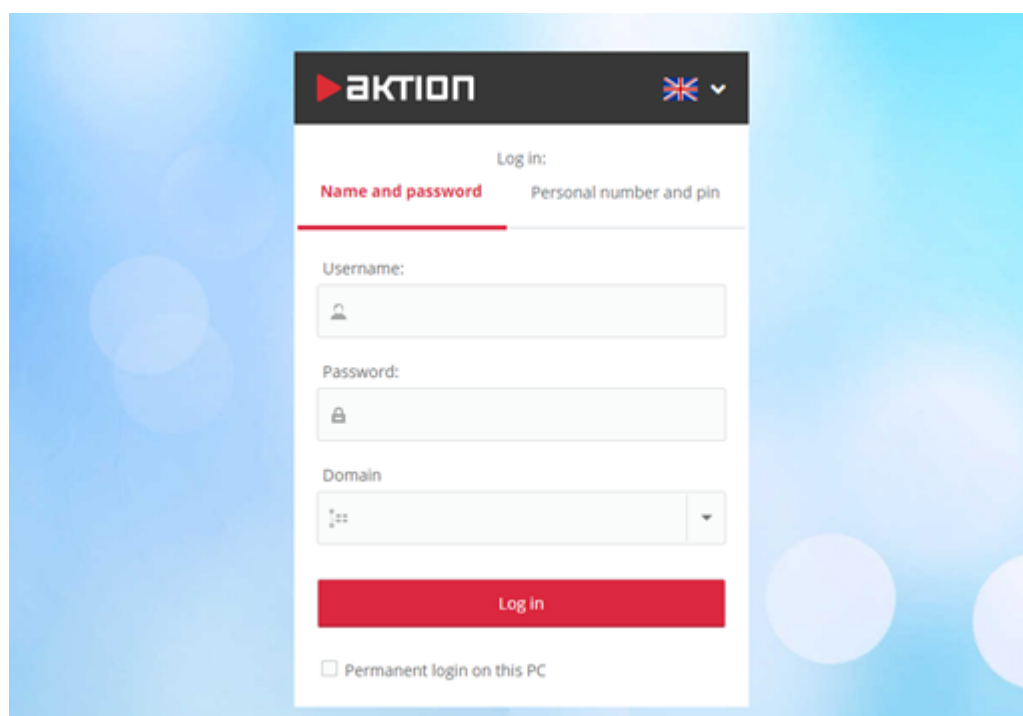


Web application EN

Website contains the main functions of the attendance system Aktion – SW terminal for movements' registration, overview of calculated values and movements, manual adding of movements, closing/confirmation/check of attendance data, vacation requests, personal time off etc. If you will for example find an error in movements (employee forgot to mark the movement on terminal, had chosen the wrong reason for departure etc.), you can edit the attendance data directly in the web app.

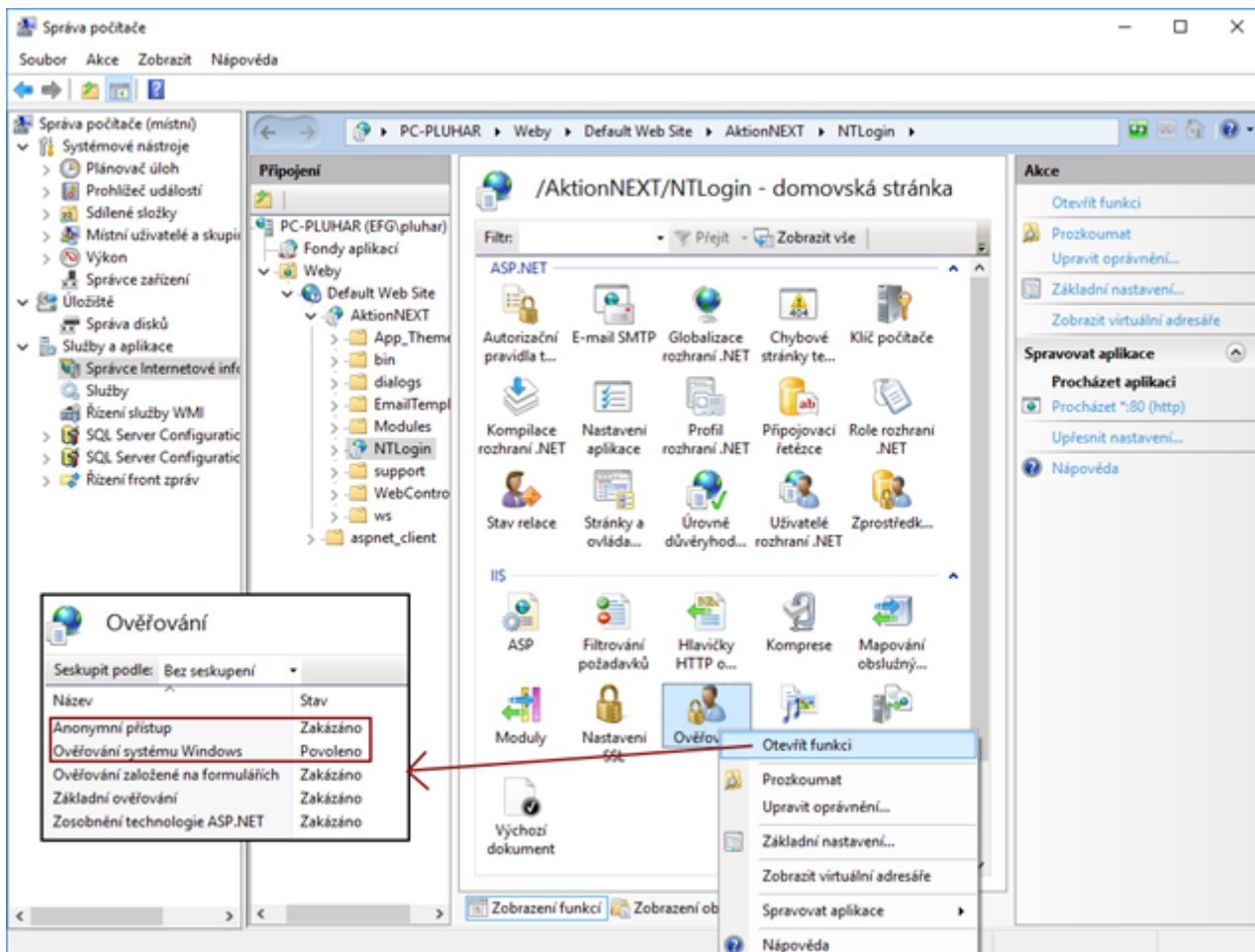
Your attendance web app can be opened in majority of usual browsers. The correct address is known by your administrator. Login is made with your domain account/personal number/PIN/local fingerprint or card reader.

Login screen

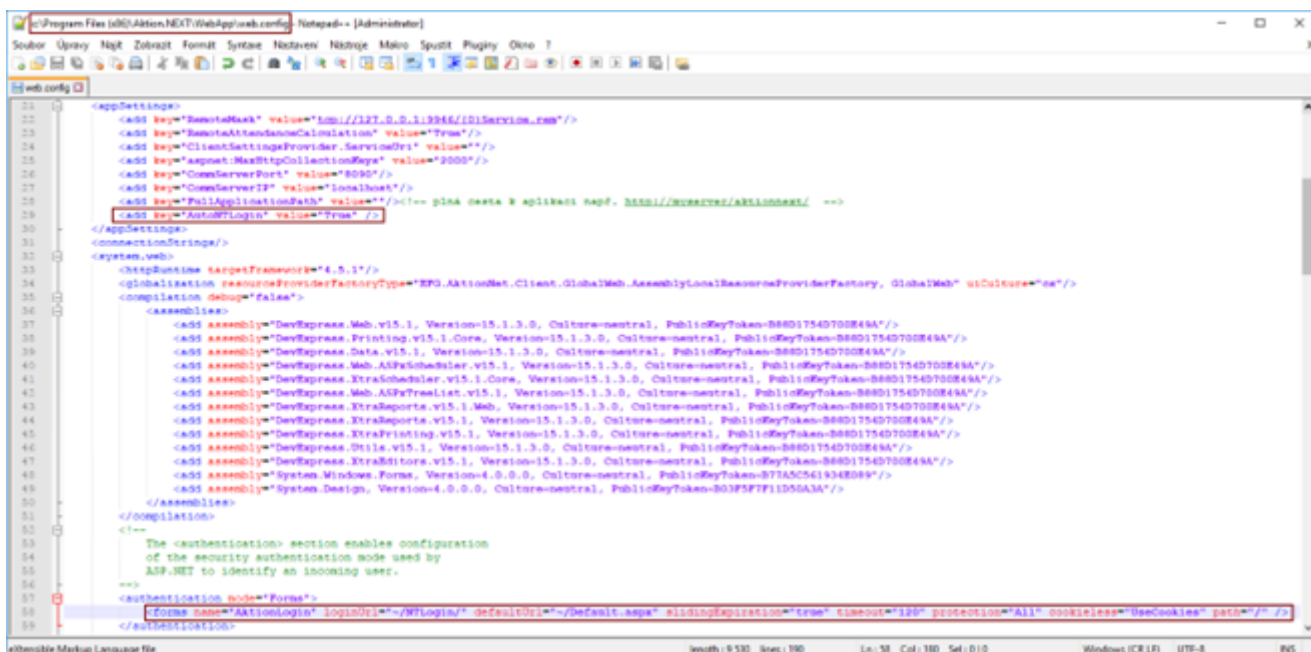


Automatic login setup

1. Open the **PC management**.
2. In the left menu select section Services and applications and open the Internet information service administration.
3. In the menu Connection, select your website and NTLogin.
4. Open details of **Authentication and allow the System Windows authentication**.



- After that, open the configuration file of the web app in Text editor (usually **C:\Program Files (x86)\Aktion.NEXT\WebApp\web.config**)
- And add to the **appSettings** section this parameter: `< add key=„AutoNTLogin“ value=„True“ />`
- In **authentication** section change loginURL to `„~/NTLogin/“`.



- For the system account (user) **SystemAktionDomain (Main data)** turn on the option: Automatic login

Dashboard

Main view, if not changed in the app configuration, is the SW terminal, calculated values for actual period and movements for last 2 days. Employee can register arrival and departures in the terminal or in mobile app. Setting of shown buttons (Work, Home, Lunch, Vacation, Doctor, etc.) is the same for web terminal and mobile app. You can define them in the windows client of Aktion.NEXT app in the details of address point of Mobile app – Notifications (see user manual for mobile app, located at www.ecare.cz).

Show menu text / Hide menu text / Show menu text on hover

Logged user/person

Language selection

Main menu

Attendance terminal - Monday 21. October 2019

EFG CZ spol. s r. o. 13:45

Work **Home**

Lunch Official Vacation Doctor Illness

Home Office F11 F15 F17

October Worked - 100:43

Hours	Days	Working Time Fund
112:00	14	Working Time Fund
100:43	11	Worked
		Doctor
1:00		Business trip
4:43		Balance
45:16		Balance summary
5:30		Break
144:00	18	Holiday wage remaining
1:16		Lunch
4:00		Overtime Paid
8:00	1	Overtime TDIL
184:00	23	Plný měsíční fond
10:01		Práce mimo předepsanou směnu
9:58	1	Pracovní cesta
9:00		Příplatek No
1:11		Příplatek noční
9:00		Příplatek So+Ne V7
10		Stravenky
83:29		Unapproved balance
8:00	1	Vacation

Last Action

Date	Action	Status
Mon 21.10.2019	18:45 End of interruption	Business trip
09:44	Begin of interruption	Business trip
Sun 20.10.2019	16:44 Departure	Worked
12:44	Arrival	Worked
11:42	Departure	Lunch
06:42	Arrival	Worked

New action



Usage of the mobile app and SW terminal is conditioned by purchase of the Service and system support package

Attendance terminal - Monday 21. October 2019

EFG CZ spol. s r. o.

13 46

Work

Home

Lunch

Official

Vacation

Doctor

Illness

Home Office

F11

F15

F17

=

Attendance

Report >

Workplace >

Home >

Lunch >

Official >

Vacation >

Doctor >

Illness >

Home Office >

F11 >

Attendance

People

Controls

Projects

More

Bulk report

It is a list of all your employees and their calculated values of interruptions and worked hours. Bulk report is used mainly for the check of values, adding records, recalculations, closing and printing of the attendance data of more persons at once. In this list you can see only persons, which have a valid attendance rule for a selected period.

Selection

Bulk report functions

Summary report < **September 2019** > Month

Enter text to search ...

	Clos	Warn	Not appr	Person	Work time Days	Status	Work time Time	Worked Time	Worked Days	Balance Time	Balance total Time	Bussness trip Time	Official Time	Doctor Time
☐			2	Bajer Václav	21	Present	168:00	134:00	16	06:00	55:00	22:32	10:54	01:17
☐			1	Barchánek Jan	21		168:00	177:45	21	09:45	53:45	120:14	13:59	
☐			18	Batunová Darina	21		168:00	152:00	19	00:00				
☐			1	Bičík Vladimír	21	Present	168:00	177:45	21	09:45	101:00	08:58	07:51	
					84	2 present	672:00	641:30	77	25:30	209:45	151:44	32:44	01:17

Page 1 of 1 (4 items) < 1 >

Icons of:

closing



confirmation

check

Attendance warning (not reached balance, absence in core etc.)

Length of period

For a change of the attendance period length you have to click on the name of the actual period length and change it regarding your will. You have 4 options:

1. Month
2. Week
3. Year
4. Custom – allows you to set up any time period. You have to confirm your choice by clicking on “Set”

[Home](#) > [Summary report](#)

Summary report < **September 2019** >  Month >

Filtering

Cells for filtering you can see after clicking on icon:



In case the list consists of more persons and you need to find quickly 1 person (search by name or number), use the filtering for selected column. Filter can be used very easily – start typing into the empty cell above the column name. Filters can be combined for more columns at once.

Text search

Enter text to search ...

		Clos	Warn	Not	Person	Work time	Status
				appr	Days		
					ba		
☐			2		Bajer Václav	21	Present
☐			1		Barchánek Jan	21	
☐			18		Batunová Darina	21	
						63	1 present

Page 1 of 1 (3 items) < 1 >

Filter can be cancelled in several ways:

Cancelling of filter

Enter text to search ...

Layout: EFG v

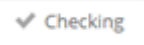
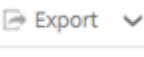
		Clos	Warn	Not	Person	Work time	Status	Work time	Worked Time	Worked Days	Balance	Balance total	Buss
				appr	Days	Time					Time	Time	trip
					ba								
☐			2		Bajer Václav	21	Present	168:00	134:00	16	06:00	55:00	
☐			1		Barchánek Jan	21		168:00	177:45	21	09:45	53:45	
☐			18		Batunová Darina	21		168:00	152:00	19	00:00		
						63	1 present	504:00	463:45	56	15:45	108:45	

Page 1 of 1 (3 items) < 1 > Page size: 100 v

☒ Begins with([Person], 'ba') Clear

Bulk report functions

Button	Function
	Show / hide the cell for filtering
	Show the full name of salary elements or only abbreviations
Recalculate v	Will calculate the attendance data till today/yesterday/end of period. The last option is used for example at the end of period (you have to select persons).
Insert records	Allows you to bulk insert records (you have to select persons)
Closing v	Will close the attendance data (you have to select persons)
Confirmation	Will confirm the attendance data (you have to select persons)

	Will mark attendance data as checked (you have to select persons)
	Allows the setting of a attendance rule directly from bulk report (individually or by batch)
	Will refresh the data on website (you can refresh them also by pressing the F5 button)
	Will export data for example to PDF or XLS file. Data are exported in the same layout as they are shown in the actual table
	Will print the data in the same layout as they are shown in the actual table or in the predefined layout (Monthly report, Business trips, Worksheet ...)

By clicking on the name of a person or on a “pen” icon, you can open the details (personal report), where you can make manual changes, closing, confirmation and check of attendance.

Recalculation

Recalculation of attendance data is running automatically on background after each movement of the person and after manual editing/adding of movements. You can start it manually by clicking on Recalculation button (resp. *by choice Recalculation till end of period / Recalculation till today / Recalculation till yesterday / Recalculation till set date*).

Before the start of Recalculation function, you have to firstly select persons, for which you want to perform this function (you can select all by Select all option). In case that you will choose the Recalculation till end of period, the record will be recalculated according the set period (p.e. October 2019). Change of the period can be done according the chapter Length of period.

Insert of records

This function allows you to insert the same action (movement) to more persons from the list at once. The function is ideal for setting the company-wide vacation, group business trip, adding the vacation possibilities etc. But firstly you have to select persons for editing.

1. Open Bulk report and select persons.
2. Click on the button Insert records.

Bulk insert of records (3 persons)

Quick selection

1 Action

2 Actions

All day

Half-day

Value

Action	All day	Half-day	Interruption
Arrival	Holiday	Holiday	Worked
Departure	Sick day	Sick day	Doctor
Begin of interruption	Illness	Care of Family Member	Business trip
End of interruption	Care of Family Member	Illness	Official
Two passages			Project
Interruption			

Save and recalculate
Cancel

Bulk insert of records (3 persons)

Quick selection

1 Action

2 Actions

All day

Half-day

Value

Date
10/1/2019

Time

Salary element
Sick day

Generate in the next days
☐

Approve
☐

Cancel all passages
☒

Note

Paste into multiple days (according to schedule of shifts)
☒

Paste on Paste on every day
☐

Last day
10/4/2019

Save and recalculate
Cancel

3. Choose the action (p.e. All day) and insert Vacation for more days.
4. Fill in the parameters for bulk insert of record.
5. Click on Save and recalculate button.

Bulk insert of arrival and departure for more days:

1. Switch to a tab named 2 Action, choose the start and end date, add the arrival and departure date, add the type of salary element and select Paste into multiple days (**according to schedule of shifts**). Both movements will be added to all days, for which the shift is planned. If the movements shall be added also for weekends and days out of the schedule, select Paste on every day.

Bulk insert of records (3 persons)

Quick selection 1 Action **2 Actions** All day Half-day Value

Date: 10/1/2019 10/4/2019

Time: 07:00:00 15:30:00

Direction: Arrival Departure

Salary element: Worked Worked

Ignore limits: ☐

Ignore aligning: ☐

Paste into multiple days (according to schedule of shifts): ☒

Paste on every day: ☐

Cancel all passages: ☒

Note:

Set presence in the zone between passes: ☐

Zone: ...

Save and recalculate **Cancel**

2. Click on Save and recalculate.

Bulk insert of records

This option can be used for example for adding the vacation possibilities, medical leave or for adding the bonuses for more employees at once.

1. Select persons and click on "Insert records".
2. Switch to tab Value, choose a type of salary element, select Date and fill Time/Days/Appearance/Money.

Bulk insert of records (3 persons)

×

Quick selection

1 Action

2 Actions

All day

Half-day

Value

Salary element

Bonus

▼

...

Date

10/15/2019

▼

Time

Days

Appearance

Money

5000

Note

Save and recalculate

×

Cancel

3. Click on Save and recalculate.

Because you have entered the record manually, it is highlighted by yellow color.

Added value can be cancelled individually in Personal report by clicking on Default values or by batch by inserting a blank value.

Calculated values for period

Layout

All items

	Time	Days	Money	Note
Balance	01:45			
Balance total	83:15			
Bonus			5000.00	<i>Default values</i>
Break	07:00			

Bulk insert of records (3 persons)

Quick selection

1 Action

2 Actions

All day

Half-day

Value

Salary element

Bonus

Date

10/15/2019

Time

Days

Appearance

Money

Note

Save and recalculate

Cancel

Batch cancelling of value

Personal report

Button	Function
	Show / hide the cell for filtering
	Show the full name of salary elements or only abbreviations
Recalculate	Will calculate the attendance data till today/yesterday/end of period. The last option is used for example at the end of period (you have to select persons).
Closing	Will close the attendance data (you have to select persons)
Confirmation	Will confirm the attendance data (you have to select persons)
Checking	Will mark attendance data as checked (you have to select persons)

Refresh	Will refresh the data on website (you can refresh them also by pressing the F5 button)
Export	Will export data for example to PDF or XLS file. Data are exported in the same layout as they are shown in the actual table
Print	Will print the data in the same layout as they are shown in the actual table or in the predefined layout (Monthly report, Business trips, Worksheet ...)
Delete	Will delete the selected movement (tab Movements and actions)
Recover the deleted pass	Will recover the selected movement, which was deleted

Check of attendance data

1. Open the personal report by clicking on the name of person.
2. Check the worked hours and balance in each day or values – and manually edit if necessary.

> Summary report > Daily data > Bičík Vladimír (000067)

Daily data
Period
Passages and actions
Personal plan and requests
Work journeys
Work report

Bičík Vladimír (000067)
<
October 2019
>
Month
Recalculate
Print

	Clos	Warn	Planned event	Period date	Begin	End	Worked Days	Worked Time	Balance Time	Unapproved balance Time	Break Time	Lu
				Tue 01.10.	05:11	14:40	1	08:30	00:30	00:31	00:30	
				Wed 02.10.	05:22	14:22	1	08:30	00:30	00:08	00:30	
				Thu 03.10.	05:15	14:15	1	10:00	02:00	01:08	00:30	
				Fri 04.10.	05:57	15:03	1	08:30	00:30	00:26	00:30	
				Sat 05.10.								
				Sun 06.10.								
				Mon 07.10.	08:32	17:36	1	08:30	00:30	00:24	00:30	
				Tue 08.10.	05:55	14:56	1	08:30	00:30	00:15	00:30	
				Wed 09.10.	05:04	14:28	1	08:30	00:30	02:25	00:30	
				Thu 10.10.	05:03	15:20	1	08:00			00:30	
				Fri 11.10.	05:00	12:04	1	06:30	-01:30		00:30	

Manually added values of salary elements are highlighted with yellow color.

If you see this icon next to the Recalculation button: , it means that the recalculation was made till yesterday or till end of period. It warns you, that the attendance data must not be actual till today. If recalculation till yesterday was made, it means today's data are hidden (incl. movements). In case of recalculation till end of period, you can see the generated data till the end of the period regarding the attendance rule.

If you need to switch to another person, you can simply click on the arrow on the right side of the name and a list of persons will appear (only persons for which you have the right to edit).

Calculated values - Fri 02.03.2018

Layout

All items

	Time	Days	Money	Note
Working Time Fund	08:00	1		
Worked	08:30	1		
Doctor				
Balance	01:45			
Break	00:30			

[Home](#) >
 [Summary report](#) >
 [Daily data](#) >
 Bičík Vladimír (000067)

Daily data

Period

Passages and actions

Personal plan ar

Bičík Vladimír (000067)



October 2019



If you will find errors in movement, you must make a manual correction of the data by clicking on the “pen” icon at the beginning of each row, where you want to make changes.

a. Editing of movement

Bičík Vladimír (4321)

< March 2018 >

Month

	Period date	Closin	Planned event	Begin	End	FDP	Odp	SaA	Pr
	Thu 01.03.			07:00	16:00	08:00	08:30	00:30	00:30
	Fri 02.03.			07:00	16:00	08:00	08:30	01:45	00:30



Summary report > Daily data > **Bičík Vladimír (4321)** 

Daily data

Period

Passages and actions

Personal plan and requests

Work journeys

Work report

Bičík Vladimír (4321) 



Fri

3/2/2018



Recalculate 



Save



Refresh



Passages and daily actions

 Near days

 Deleted passages

 Duplicate passages



Fri 02.03.2018 **Add action**

Time	Passage type	Sal. element	I.L.	I.A.	G.	Note
07:00	Arrival	Worked	☐	☐	☐	
17:15	Departure	Worked	☐	☐	☐	



Work report - Fri 02.03.2018

Activity description

Location

Calculated values - Fri 02.03.2018

 Layout 

 All items

	Time	Days	Money	Note
Working Time Fund	08:00	1		

In Movements and actions you can add and change the movements. By clicking Add action a window will appear for adding the movement/action.

Passages and daily actions

 Near days

 Deleted passages

 Duplicate passages



Fri 02.03.2018 **Add action**

Time	Passage type	Sal. element	I.L.	I.A.	G.	Note
07:00	Arrival	Worked	☐	☐	☐	
17:15	Departure	Worked	☐	☐	☐	



b. Editing of calculated values

Next possibility of editing is in the calculated values section. By clicking the Save button you will save and recalculate values.

Simplified editing of movements/calculated values:

c. Editing of movement

In the attendance detail of selected person, you can mouse over the cells Begin/End in the day you need to change and a window will appear – here you can Display/Hide near days and Add/Remove/Delete movements.

Bičík Vladimír (4321)

<

March 2018

>

Month

▼

T

⌘

Recalculate

▼

🔒

C

🖨️

Print

▼

	Period date	Closin	Planned event	Begin	End	FDP	Odp	SaA	Pr	V	SC	L
	Thu 01.03.			07:00	16:00	08:00	08:30	00:30	00:30			
	Fri 02.03.			07:00	16:00	08:00	08:30	01:45	00:30			
	Sat 03.03.											
	Sun 04.03.											
	Mon 05.03.					08:00		-08:00				
	Tue 06.03.			07:00								
	Wed 07.03.											
	Thu 08.03.			07:00								
	Fri 09.03.			07:00								
	Sat 10.03.											
	Sun 11.03.											

[Display near days](#)
[Match action](#)

Mon 05.03.2018

Add action

[Restore passages of current day.](#)

There are no actions on this day.

After clicking on Add action link a window will appear, where you will choose tab All day and here you can add for example Vacation. The change will appear after clicking on button Save and recalculate.

Passages and actions

Quick selection
1 Action
2 Actions
All day
Half-day

Date
3/5/2018

Time

Salary element
Vacation

Generate in the next days
☐

Approve
☐

Cancel all passages
☒

Note

Paste into multiple days (according to schedule of shifts)
☒

Paste on every day
☐

Last day
3/5/2018

Save and recalculate

Cancel

Tab 2 Actions allows you to add two movements at once – in standard setting the lock function is on. This function is automatically setting the opposite direction of movement and same salary element for the second action compared to first action.

Passages and actions
×

Quick selection
1 Action
2 Actions
All day
Half-day

Date
3/5/2018

Time
00:00:00

Direction
Arrival

Salary element
Worked

Ignore limits
☐

Ignore aligning
☐

Paste into multiple days (according to schedule of shifts)
☐

Paste on every day
☐

Cancel all passages
☐

Note

Set presence in the zone between passes
☐

Zone

3/5/2018

Departure

Worked

From shift

Save and recalculate

Cancel

By clicking on the time of movement you can make a change (change of time, salary element or direction etc.):

Thu 17.10.	06:33	15:46	1	07:30	-00:30		
Fri 18.10.	06:36						
Sat 19.10.							
Sun 20.10.							
Mon 21.10.	06:18						
Tue 22.10.							
Wed 23.10.							
Thu 24.10.							
Fri 25.10.							
Sat 26.10.							
Sun 27.10.							

Display near days
Match action

Fri 18.10.2019
Add action
Restore passages of current day

06:36 Arrival Worked Remove

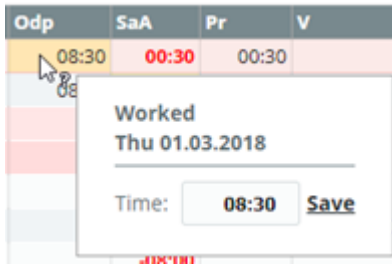
11:00 Departure Lunch Remove

11:38 Arrival Worked Remove

15:16 Departure Worked Remove

d. Editing of calculated values

By clicking on the calculated value you can change the value – or by clicking on an empty cell, you can add a value.

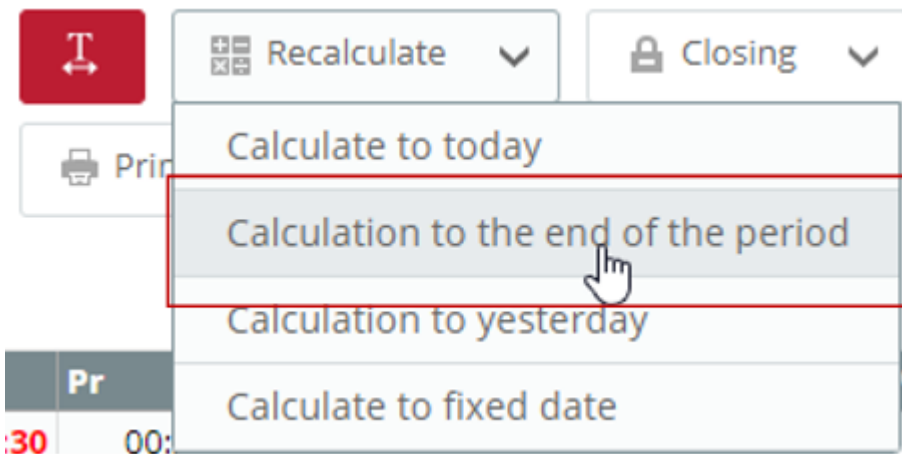


Note: Editing of calculated values does not have any influence on other calculations in the attendance for selected day. The correct process of correcting the attendance is by adding/changing/removing the movements!

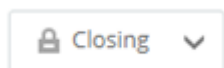
Closing of attendance

After check and performing changes, you can close the attendance. If you need to close it before end of the time period, it will be necessary to recalculate data for the whole period and check, if these data are correct for last day of the month.

1. Recalculation till the end of period can be done by mouse over the Recalculate button and clicking on "Recalculation till end of the period".



2. If everything is OK, you can close the attendance by clicking the button "Closing"



3. After that, you can see this window:

Closing

Closing date

3/31/2018

☐ Partial attendance closing only

Note:

Last recalculation info:

Transfer value

Layout

	Time	Time transfer	Time - previous period	Days	Days transfer	Days - previous period	Note
Holiday wage remaining				6	6	7	
Balance summary	50:15	50:15	50:00				
Unapproved balance	132:15	132:15	120:00				

Realize closing

Close

4. Click on Realize closing button.

When performing the closing for whole period, the option Partial attendance closing only must not be selected!

Closing

Attendance was successfully closed.

Close

If the attendance is closed, you can see the lock icon in the daily and bulk report.

Daily data

Period

Passages and actions

Personal plan and requests

Work journeys

V

Bičík Vladimír (4321) ▾



March 2018 ▾



Month ▾



Recalcu



Print ▾

	Clos	Period date	Planned event	Begin	End	FDP	Odp	SaA	Pr	V
		Thu 01.03.		07:00	16:00	08:00	08:30	00:30	00:30	
		Fri 02.03.		07:00	16:00	08:00	08:30	01:45	00:30	
		Sat 03.03.								
		Sun 04.03.								
		Mon 05.03.				08:00		-08:00		
		Tue 06.03.		07:00	15:00	08:00				08:00
		Wed 07.03.				08:00		-08:00		
		Thu 08.03.		07:00	16:00	08:00	08:30	00:30	00:30	
		Fri 09.03.		07:00	16:00	08:00	08:30	00:30	00:30	
		Sat 10.03.								
		Sun 11.03.								

Summary report



March 2018 ▾



Month ▾

Enter text to search ...

☐		Clos	Not a	Warn	P	Person	↑	Personal num	S
☐				2		Bičík Vladimír		4321	

Page 1 of 1 (1 items)

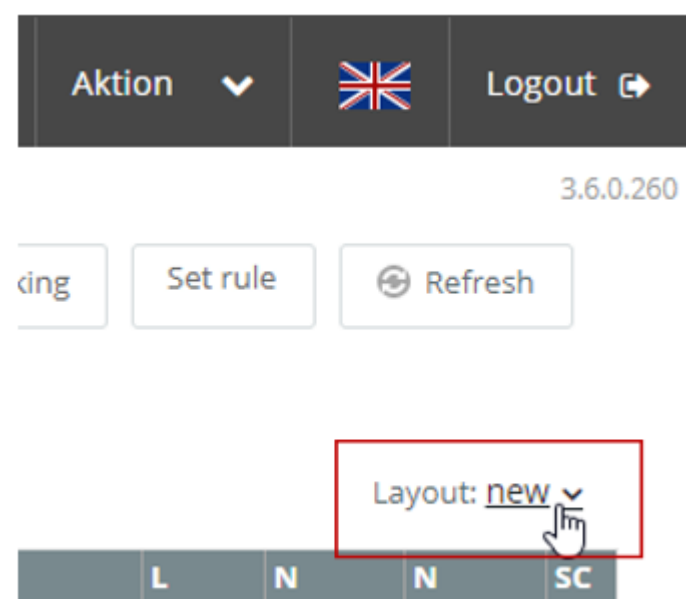


1

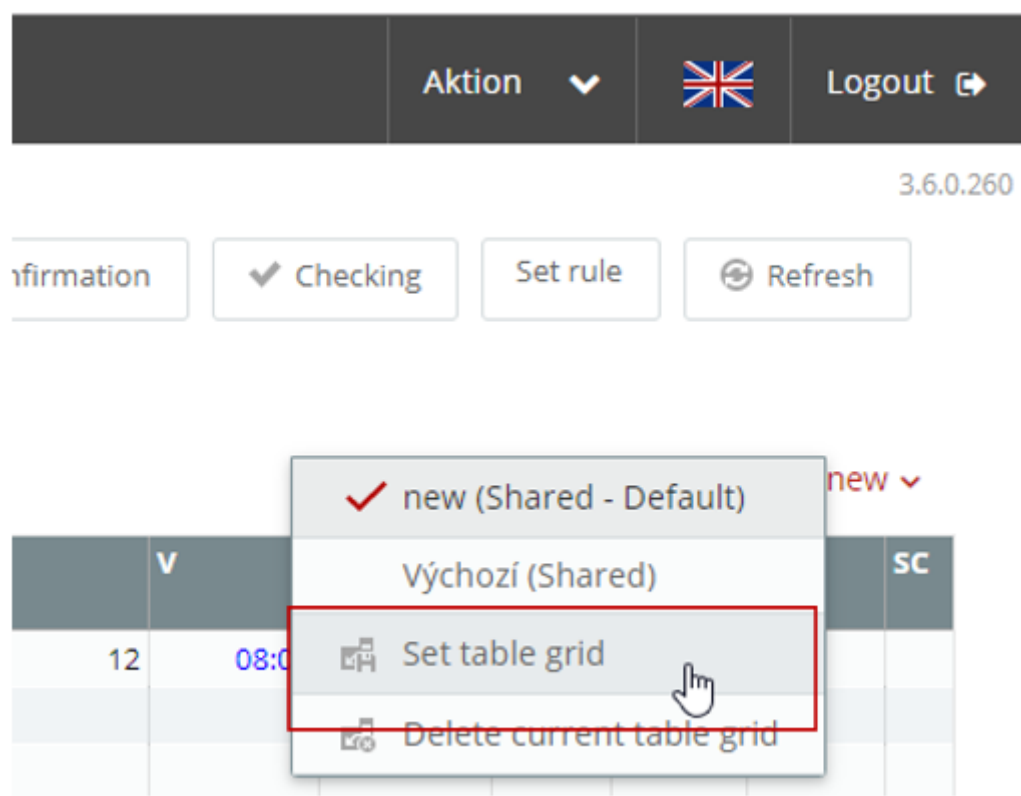


Display settings

For each agenda you can setup your own display (connected with the user rights for Editing the public display). You can edit the setting by clicking on the arrow above the list in Bulk report.



Continue by clicking on Set **table grid**



Choose columns, which shall be shown (right side – Displayed columns) and add a new name for the layout.



- change of order (moving) of selected column



- adds selected column into displayed
- moves all available columns into displayed



- removes selected column from displayed
- removes all available columns from displayed

Visible for everyone – all persons and users will see this layout and can use it

Default for everyone – layout will be set as default for all users and persons (if this layout is already selected by the user, the setting will not change).

At the end you can set the width of columns and save the layout:

Layout: EFG 

Save

Save as New

Person	Personal number
Apetický Dominik	1122

Worked Time	Worked Days	Balance Time	Balance total Time	B tr
58:45	7	02:45	71:15	

