

OPTIMA®

ONE Time and mobile application OPTIMA Time



ONE **TIME**

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Time management module

1-Specifications

Features :

- Management of groups of employees in time management different from access control groups
- Access control identifiers are identical in time management
- The definition of working time and working days is done at the level of employee groups
- Weekly working time management
- Employee schedule management with fixed schedules:
no management of employees working nights one week, days the next week
- Management of reasons for absence
- Break management (gap between last exit and last entry)
- Correction of pointing anomalies
- Export of tally data as a report in PDF format or as a file in CSV format
- Consultation of punching data per day, per week or per month
- Access to control functions from a mobile application (people late, people leaving too early, absence requests, etc.)
- One or more readers can be defined as departure or arrival readers.
- A reader can be configured as departure only, arrival only or departure/arrival

2-Compatibilities

All readers compatible with Eden Innovations solutions are compatible with the ONE Time application.

3-One Time module

3.1 Activation of One Time module

To activate this module, press 'Activate' in the Configuration/Installation administration/Additional modules menu. You will be asked for an activation code.

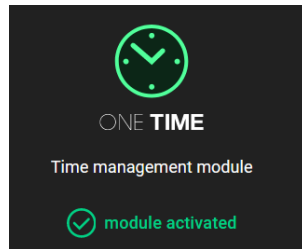


Fig. 1: ONE Time module.

3.2 Access to the module

The Time Management module is accessible from the 'Operation' menu of the OPTIMA® Access Control module.

If you are logged in as 'Administrator' you have access to all the menus.

If you are logged in with user rights and you do not see the 'ONE Time' menu, ask your administrator to add the rights for you.

When you click on ONE Time, the module opens in a new browser tab. The display is similar to that of Access Control.

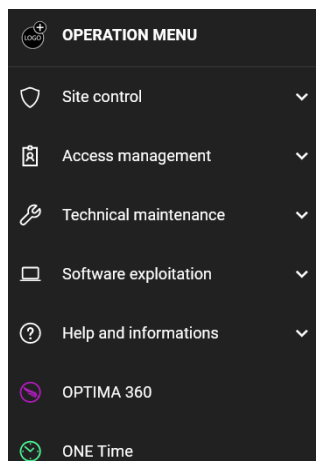


Fig. 2: ONE Time menu.

4- Settings



The *ONE Time* module collects all badges and readers from the access control. But badges will be named *Employees* and readers must be assigned to the time management function.

Before starting to use the *ONE Time module*, you need to set its parameters in the *Configuration* menu.

This menu is divided into 2 tabs:

- General configuration
- Reader selection

4.1 General settings

All settings here will be applied to all employees who do not belong to an employee group. These settings will also be applied by default when you create a new employee group; however, these settings can be modified for each employee group (see next § Employee groups).

Fig. 2: 'Configuration' → 'General settings'.

- **Default working week time** Working time.

All calculations are based on this setting, with the first day of the week being Monday by default. The first day of a week is Monday (by default).

- **Worked days:** The days selected are the working days of the week.

The number of days selected are used as the basis for calculating the theoretical daily working time. Indeed, the theoretical working time is the same for each day: it is calculated by dividing the weekly working time by the number of days worked.

This is considered for the management of anomalies.

- **First day of the week:** Select the first day of the working week.

- **Reset time for leaving/arrival status:** this is the moment when a working day ends and a new one begins. The first log after the reset time is always recorded as an arrival.

This parameter is important because it automatically resets the status for employees who may have forgotten to log when leaving. It is also used to set the calculations for people working on shifts.

Notes:

- If the first log after the reset time is done on a “departure reader”, it will be recorded as a “leaving” instead of an “arrival” and this will generate an anomaly. However, it makes no sense to log on a “departure reader” when arriving
- If the selected time is before 00:00, the clockings will be saved to the previous day

Depending on the type of schedules of employee groups, we recommend setting the reset time to specific times.

- ✓ *For daytime shift covering the period 8h-20h: recommended time of reset at 02h00*

Concerning the three-shifts:

- ✓ *For morning shifts covering the period 3h-15h: recommended time of reset at 00h00*
- ✓ *For afternoon shifts covering the period 11h-23h: recommended time of reset at 06h00*
- ✓ *For night shifts covering the period 19h-7h: recommended time of reset at 13h00*

- **Minimum break:** see *Employee groups*
- **Delay status and status of anticipated departures:** All badges with an arrival time greater than the scheduled time will be counted, the same for those whose departure is before the defined minimum time.
- **Log tolerance:** this parameter sets the system tolerance for weekly calculation (in minutes). Ex: if the log tolerance is set to 3 minutes, an employee who has worked 38h58 instead of 39h00 will have fulfilled his working-time contract.
- **Ignore badges non affected to a group of employees:** all badges created in Access Control are automatically imported to Time Management. If some badges are not used at all or are used for access control but not for time management, tick this box to avoid ‘no log’ anomalies (see 3 *Anomalies* page 18).



The software does not manage flexible shifts from a week to another for the same person.

An employee can work on shifts but will always work the same days of the week.

4.2 Time attendance readers

The selected readers will record all “User accepted” events from the access control feature as time management logs.

i This does not mean that the reader will be assigned only for time management; the reader will have 2 functions: access control and time management.

Each reader can be an arrival reader **or** departure reader, or an arrival **and** departure reader. If a reader is set as an arrival/departure reader, all the odd logs are recorded as “arrival” and all the even logs are recorded as “departure” (the first log is an arrival, the second log is a departure, the third log an arrival and so on).

A small company will probably have only one reader to record time attendance; it will be set as an arrival/departure reader. A much bigger company will probably have two separate readers: one to log in and another one to log out; it will therefore be easier to manage big flows of people.

Readers are added and set as “arrival” or “departure” by selecting the appropriate boxes.

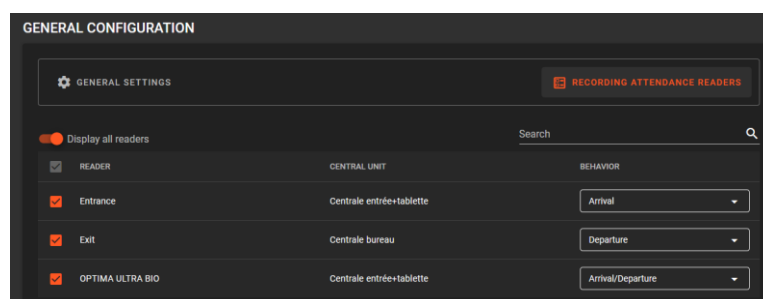


Fig. 3: ‘Configuration’ → ‘Recording attendance selection’.

4.3 Employee groups



As in the main *Access Control* module, a group is used to set the same access rights, configuration, etc. to a list of people. More commonly, an employee group is used to group together a list of people according to various criteria:

- People working on the same days of the week.
- People working the same number of hours per week.
- People having the same manager.
- People with the same break time

You can create as many employee groups as you want.

To add a new employee group, click on the **ADD GROUP** button.

i Do not confuse Access Groups and Employee Groups, especially when it has the same name. Access Groups correspond to the management of Access control, while the Employee Groups correspond to Time Management.

4.4 General settings

ADD GROUP

GENERAL SETTINGS

EMPLOYEES' GROUP

Name

Default working week time
39:00

Manager
ADMINISTRATEUR

Reset time for leaving / arrival status
04:00

Worked days
Everyday

Minimum break
00:00

Flexible hours

Early departure and late arrival time

Latest arrival time
00:00


Earliest departure time
00:00

REWRITE THE GENERAL CONFIGURATION

BACK SAVE


Fig. 4. Add a group.

Type the name of the group in the 'Name' field.

If the parameters of this group are the same as the ones set in the "Configuration" menu –cf. previous §– press button .

Manager: Select the person responsible for time management. Usually this is the person in charge of human resources. This person will receive requests for absences. (cf. § Notifications).

Flexible hours : Employees in this group are not required to have a mandatory presence on their days worked. In other words, there will be no anomalies in the case where the employee is absent in the days defined among the days worked.

 Incoherent and unexpected logs will always be taken into account for this group.

Minimum break:

The **Actual Break Time** is the total amount of time between entry and exit of each employee.

There are situations where employees only log only at the beginning and the end of their shift.

The **Minimum break** allows a group of employees to have a predefined daily break time. It will also deduct the time worked in a day.

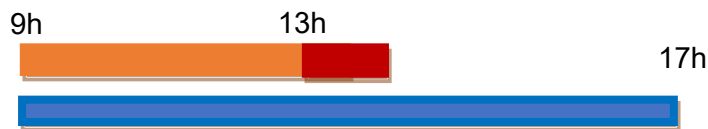
For instance, 9 consecutive hours in the company, with 1 hour of **Minimum break**, will count for 8h of working time.

The **Minimum break time** applies if:

- The **Working Time** added to the **Minimum break** is greater than the **Theoretical Working Time**.
- The actual break time is less than the **Minimum break**.

Exemples :

- If the employee has worked 4h without any break (**1h Minimum break**) in a 8h **Theoretical Working Time**, his deducted break time will be **0h**



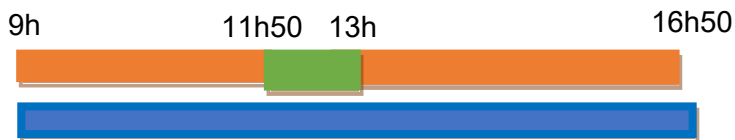
Working time deducted = 4h
Break time deducted = 0h
Delta = -4h

- If the employee has worked 7h10 without any break (**1h Minimum break**) in a 8h **Theoretical Working Time**, his deducted break time will be **1h**



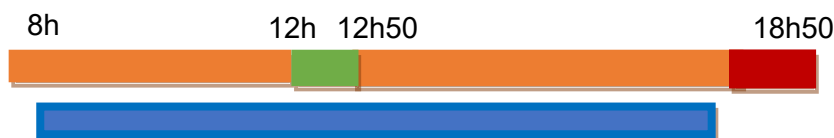
Working time deducted = 6h10
Break time deducted = 1h
Delta = -1h50

- if the employee has worked 6h40 with **1h10 of break time** (**1h Minimum break time**) in a **8h Theoretical Working Time**, his deducted break time will be **1h10**



Working time deducted = 6h40
Break time deducted = 1h10
Delta = -1h20

- If the employee has worked 10h with **50min of break time** (**1h Minimum break**) in a **8h Theoretical Working Time**, his deducted break time will be **1h**



Working time deducted = 9h
Break time deducted = 1h
Delta = +1h

4.5 Employees' group

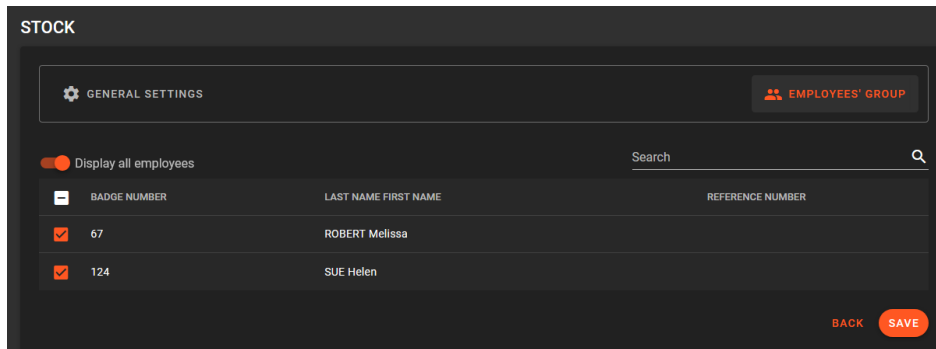



Fig. 51: Creating an employee group.

Add/remove the employees by checking / unchecking the employees in the left column.

When an employee is assigned to a group, the employee is subject to the parameters of this group.

To delete a group of employees, click on the corresponding group's recycle bin .

5-Operation

5.1 Activity status



a) Current status

By default, the display allows you to know the instantaneous status of the day of each employee:

- The time of the first check-in of the day (Arrival time).
- The time of the last check-in at the exit (Departure time).

EMPLOYEE	ARRIVING TIME	DEPARTURE TIME
Abora Sophie	9:51 AM	
Sakagami Chloé	8:55 AM	12:59 PM
Dupond Hervé	8:55 AM	1:04 PM
Ranu José	8:55 AM	1:01 PM
Votz Franck	8:55 AM	12:01 PM
Vitello Franca	8:55 AM	1:01 PM
Burton Felipe	8:53 AM	12:01 PM
Terence Maxime	8:47 AM	12:52 PM
Miata José	8:41 AM	1:01 PM
Rullt Elise	8:40 AM	11:54 AM
Thor Jeremy	7:54 AM	11:17 AM
Plato Jacques	7:31 AM	11:54 AM
Yamamoto Mayako	6:54 AM	11:46 AM

Fig. 6: Activity state.

You can easily view previous days, go back to today or go to the next day (if possible) using the buttons at the bottom of the page.

Select the desired date directly, filter by employee group using the right menu.

In the example of figure 6, we consult the instantaneous state at 2:00 p.m.

The employee Votz Franck arrived at 08:55 and has an exit check-in at 12:01 for his lunch break.

The employee Abora Sophie arrived at 9:51 am and did not check-out: a "Missing score" anomaly will appear if this peak employee more during the day on a departure drive.

Employees who do not appear on the list will be counted as a "No clocking" anomaly the next day if they have no planned absence.



The start time will be distorted if the scores are inconsistent.

LOGS - THOR JEREMY					ADD A LOG
	DATE	TIME	RECORDING ATTENDANCE READER	TYPE	DELETE
●	03/08/2021	9:19 AM	Entrance reader	Arrival	🗑️
●	03/08/2021	12:37 PM	Exit reader	Departure	🗑️
✎	03/08/2021	1:17 PM	Exit reader	Departure	🗑️

Fig. 7: Logs errors from the Employee activity / display mode per day.

It will be necessary to correct the inconsistency in the Anomalies menu after the reset time, or on the same day in the Employee activities / Day display mode menu.

In this example, Thor Jeremy has twice pointed to a Arrival reader.

Employee	Time	Time
Thor Jeremy	9:19 AM	1:17 PM

Fig. 8: Departure check-in blocked at 09:19 am from Editing states.

The departure time will always be set at 11:12 am due to the check-in anomaly.

It will be necessary to correct the inconsistency in the **Anomalies** menu after the reset time, or on the same day in the **Employee activities / Day display mode menu**.

b) Delay status

The selection of the "Delay status" state lists the delays of the day of employees who arrive after the scheduled time (possibility of exporting).

STATES ACTIVITY				STATUS DISPLAY	
March 2, 2021				Delay status	
EMPLOYEE	ARRIVING TIME	TARGET ARRIVAL TIME	DELTA	Display mode	Date from
Ranu José	8:55 AM	8:00 AM	00:55:00	Day	03/02/2021
Vitello Franca	8:55 AM	8:00 AM	00:55:00		
Dupond Hervé	8:55 AM	8:00 AM	00:55:00		
Sakagami Chloe	8:55 AM	8:00 AM	00:55:00		
Votz Franck	8:55 AM	8:00 AM	00:55:00		
Burton Felipe	8:53 AM	8:00 AM	00:53:00		
Terence Maxime	8:47 AM	8:00 AM	00:47:00		
Miata José	8:41 AM	8:00 AM	00:41:00		
Ruit Elise	8:40 AM	8:00 AM	00:40:00		

Fig. 9: List of the delay status.

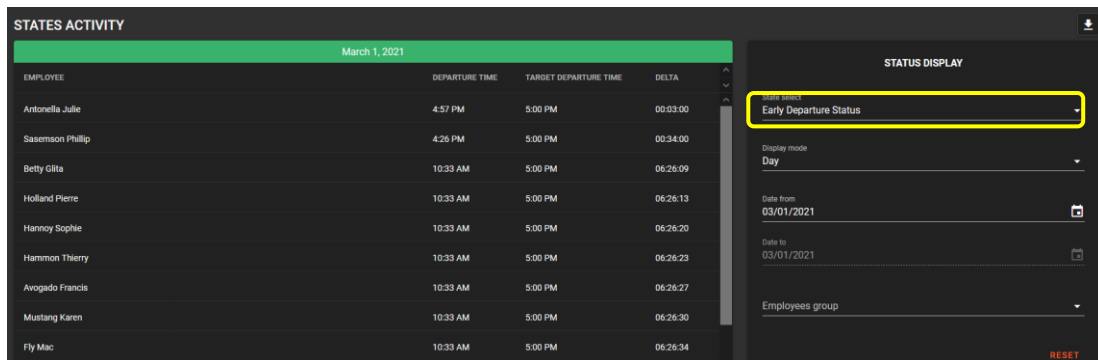
In the example of Figure 9, we consult the delay status at 10:00 a.m. The employee Ranu José is 55 minutes late, Ruit Elise 40 minutes.

i A pointing tolerance of 1 minute is allowed. If an employee lays at 9:00 a.m. and 50 sec, he will not be considered late.

i If you only want to manage the state of early departures, it is suggested to set the maximum arrival time at a later time than the departure time.

c) Early departure status

The selection of the state "**Early departures status**" list of the early departures of the day before (possibility of exporting).






The screenshot shows a software interface with two main panels. The left panel, titled 'STATES ACTIVITY', displays a table for 'March 1, 2021'. The table has columns for 'EMPLOYEE', 'DEPARTURE TIME', 'TARGET DEPARTURE TIME', and 'DELTA'. The right panel, titled 'STATUS DISPLAY', contains a dropdown menu for 'Early Departure Status' (highlighted with a yellow box), a 'Display mode' dropdown set to 'Day', date pickers for 'Date from' and 'Date to' (both set to 03/01/2021), and an 'Employees group' dropdown. A 'RESET' button is located at the bottom right of the interface.

EMPLOYEE	DEPARTURE TIME	TARGET DEPARTURE TIME	DELTA
Antonella Julie	4:57 PM	5:00 PM	00:03:00
Sasemson Phillip	4:26 PM	5:00 PM	00:34:00
Betty Gita	10:33 AM	5:00 PM	06:26:09
Holland Pierre	10:33 AM	5:00 PM	06:26:13
Hannoy Sophie	10:33 AM	5:00 PM	06:26:20
Hammon Thierry	10:33 AM	5:00 PM	06:26:23
Avogado Francis	10:33 AM	5:00 PM	06:26:27
Mustang Karen	10:33 AM	5:00 PM	06:26:30
Fly Mac	10:33 AM	5:00 PM	06:26:34

Fig. 10 : Early departure list.

In the example of Figure 10, we consult the status of early departures. Employee Antonella Julie left at 4:57 PM, 3 minutes ahead of schedule (Delta).

-  The calculation of early departures is triggered at the time of the next reset of the departure / arrival status.
-  The result will therefore be available the day after the employee's check-in.
-  If you only want to manage the delay status, it is suggested to set the minimum departure time to a time earlier than the arrival time.

A pointing tolerance of 1 minute is allowed. If an employee arrives at 5:59 p.m. and 10 seconds, he will not be considered in advance.

5.2 Employee activity



This menu allows you to check the logs by day, week or month.

It displays the current week with the theoretical working time, the hours worked, the total break time and the difference between the theoretical time and the hours worked (Delta).

EMPLOYEE	IDENTIFICATION NUMBER	EMPLOYEES GROUP	TARGET TIME	H. WORKED	REST	DELTA
Jabot Christine		Christine	14:10	00:00	00:00	-14:10
Jobbar Mélanie		Mélanie	17:00	00:00	00:00	-17:00
Manson Karen		Bureaux	16:00	00:00	00:00	-16:00
Fly Mac		Bureaux	16:00	00:34	00:00	-15:26
Buscema Franck		Bureaux	16:00	00:34	00:00	-15:26
Gomez Pedro		Bureaux	16:00	00:34	00:00	-15:26
Tiplack John		Bureaux	16:00	00:34	00:00	-15:26
Mustang Karen		Bureaux	16:00	00:34	00:00	-15:26
Avogado Francis		Bureaux	16:00	00:34	00:00	-15:26
Hammon Thierry		Bureaux	16:00	00:34	00:00	-15:26
Hannoy Sophie		Bureaux	16:00	00:34	00:00	-15:26
Filipetti Antonella		Bureaux	16:00	00:00	00:00	-16:00

Fig. 11: Employee activity.



The **'Target time'** is set in the employee group. If the employee is absent one or several days in the week, the hours are deducted from the theoretical working time. If the employee is absent all the week, the theoretical working time is "0".

If the week is ongoing, the theoretical working time is calculated for the current day and the past days of the week.

Example: An employee is due to work 40 hours a week, 5 days a week so 8 hours a day. If you check the "Consultation" on Wednesday, the theoretical working time will be 24 hours (3 days).

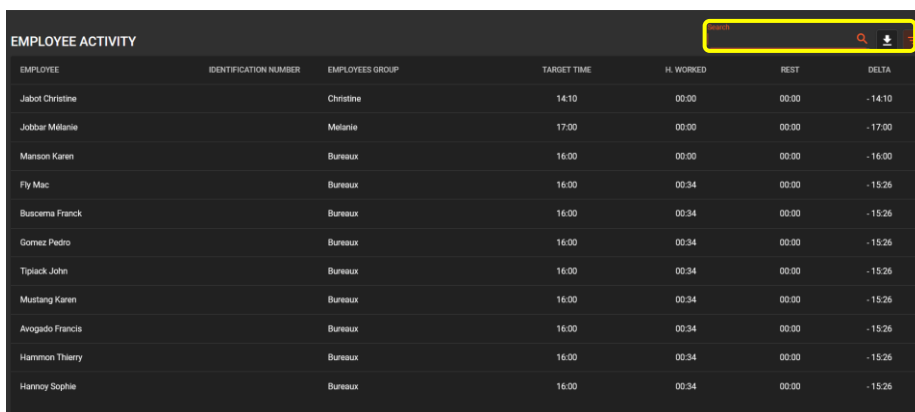
You can export this list, but **'Activity report'** is more comprehensive than the information available here –see 4) Activity reports.

For each employee, you can see the detailed logs by clicking on the corresponding line.

DATE	TIME	RECORDING ATTENDANCE READER	TYPE
03/01/2021	4:38 PM	Entrance	Departure
03/01/2021	5:18 PM	OPTIMA ULTRA BIO	Arrival/Departure
03/02/2021	4:40 PM	OPTIMA ULTRA BIO	Arrival/Departure
03/02/2021	6:06 PM	OPTIMA ULTRA BIO	Arrival/Departure
03/02/2021	6:09 PM	OPTIMA ULTRA BIO	Arrival/Departure
03/02/2021	6:11 PM	OPTIMA ULTRA BIO	Arrival/Departure


Fig. 12: Details of logs.

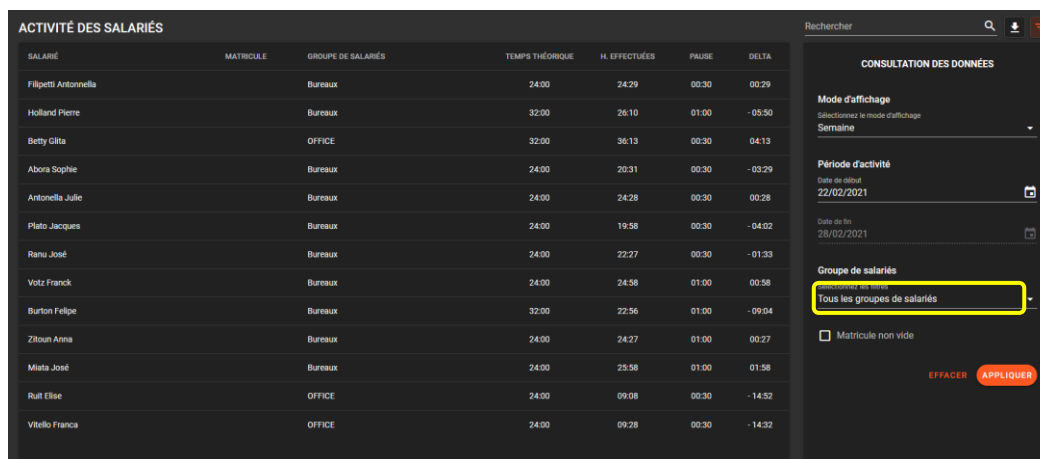
The "Employee activity" menu displays the list of all employees by default, but you can search for an employee by entering his name or first name in the upper right-hand section:



EMPLOYEE	IDENTIFICATION NUMBER	EMPLOYEES GROUP	TARGET TIME	H. WORKED	REST	DELTA
Jabot Christine		Christine	14:10	00:00	00:00	-14:10
Jobbar Melanie		Melanie	17:00	00:00	00:00	-17:00
Manson Karen		Bureaux	16:00	00:00	00:00	-16:00
Fly Mac		Bureaux	16:00	00:34	00:00	-15:26
Busceme Franck		Bureaux	16:00	00:34	00:00	-15:26
Gomez Pedro		Bureaux	16:00	00:34	00:00	-15:26
Tipack John		Bureaux	16:00	00:34	00:00	-15:26
Mustang Karen		Bureaux	16:00	00:34	00:00	-15:26
Avogado Francis		Bureaux	16:00	00:34	00:00	-15:26
Hammon Thierry		Bureaux	16:00	00:34	00:00	-15:26
Hannoy Sophie		Bureaux	16:00	00:34	00:00	-15:26


Fig. 13: Search by employee name.

Search for the employee by his group of employees using the Filter function .



SALARIÉ	MATRICULE	GRUPE DE SALARIÉS	TEMPS THÉORIQUE	H. EFFECTUÉES	PAUSE	DELTA
Filipetti Antonella		Bureaux	24:00	24:29	00:30	00:29
Holland Pierre		Bureaux	32:00	26:10	01:00	-05:50
Betty Glita		OFFICE	32:00	36:13	00:30	04:13
Abora Sophie		Bureaux	24:00	20:31	00:30	-03:29
Antonella Julie		Bureaux	24:00	24:28	00:30	00:28
Plato Jacques		Bureaux	24:00	19:58	00:30	-04:02
Ranu José		Bureaux	24:00	22:27	00:30	-01:33
Voltz Franck		Bureaux	24:00	24:58	01:00	00:58
Burton Felipe		Bureaux	32:00	22:56	01:00	-09:04
Ziboun Anna		Bureaux	24:00	24:27	01:00	00:27
Miala José		Bureaux	24:00	25:58	01:00	01:58
Rull Elise		OFFICE	24:00	09:08	00:30	-14:52
Vibello Franca		OFFICE	24:00	09:28	00:30	-14:52

Fig. 14: Search for employees using the Filter function.

Select an earlier date in 'Activity period', press  to display the past weeks.

You can easily check if an employee has fulfilled their weekly time contract by the color of the value Delta.

EMPLOYEE ACTIVITY						
EMPLOYEE	IDENTIFICATION...	EMPLOYEES GROUP	TARGET TIME	H. WORKED	REST	DELTA
Christine		Christine	42:30	35:56	02:00	- 06:34
Mélanie		Mélanie	42:30	34:06	02:00	- 08:24
Martine		Martine	06:00	06:38	00:00	00:38
Laura		Laura	25:00	26:10	00:00	01:10
Céline		Celine	42:30	44:22	02:30	01:52
Schiara		Manon	35:00	00:00	00:00	- 35:00
Anna		Anna	13:00	00:00	00:00	- 13:00
Manon		Celine	42:30	00:00	00:00	- 42:30

Fig. 15: Consultation for a past period.


- **Green:** The employee has worked the theoretical working time or more.
- **Red:** The employee has worked less than the theoretical working time.

Manual addition of a log

Adding logs from the "**Employee activity**" menu is an important application. Indeed, if an employee forgot to clock in, this will generate an anomaly at the end of the day - cf. Anomalies -.

However, if the employee becomes aware of his oversight, he can notify his manager who will manually add a log to avoid an anomaly.

For this, the manager:

1. Go to the "Employee activity" menu.
2. Activate the filter .
3. Switch to 'Day' display mode.
4. Find and select the employee by clicking on the corresponding line.
5. The default day is the same day, if necessary, choose the date you want.
6. Add a log by clicking on **ADD A LOG** at the top right.

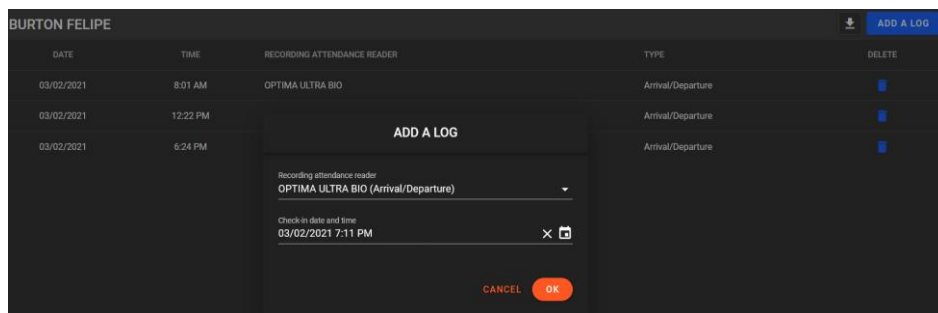



Fig. 16: Adding a log for the current day.

The icon  will then appear in front of the score to indicate that this is a manually added score.



It is not possible to add a log if the display filter is on 'week', 'month' or 'year' as this could create an inconsistent number of logs on a day and it would not be detected as a anomaly. The consequences would be wrong calculations. For this reason, it is mandatory to switch to **'day' view mode** to add a log.

5.3 Absence reasons

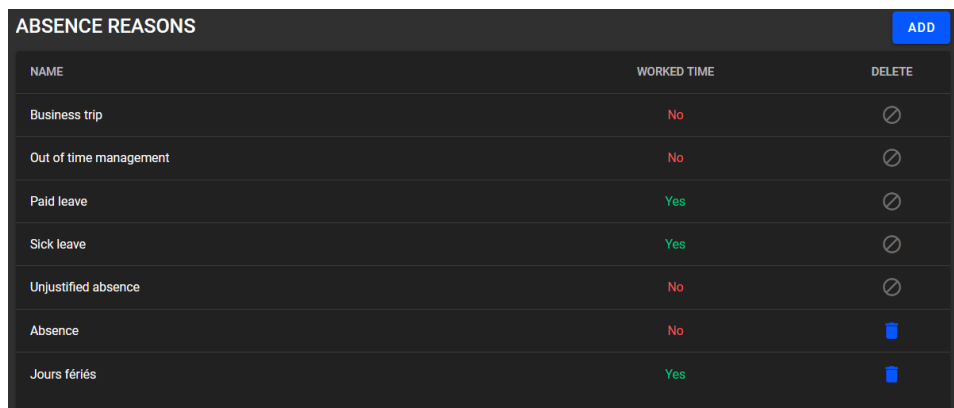


This menu allows you to manage the reasons for absence.

There is a predefined list of reasons for absence, but since each company has its own needs and language, you can create new reasons for absence.

The 5 default reasons are: **"Paid leave"**, **"Sick leave"**, **"Unjustified absence"**, **"Out of time management"** and **"Business trip"**.

It is not possible to modify or delete them.



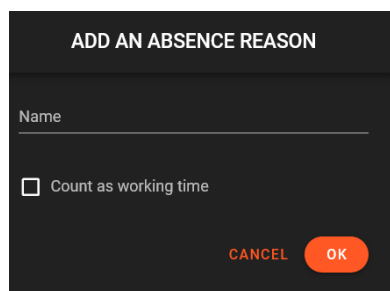
NAME	WORKED TIME	DELETE
Business trip	No	
Out of time management	No	
Paid leave	Yes	
Sick leave	Yes	
Unjustified absence	No	
Absence	No	
Jours fériés	Yes	

Fig. 27: Absence reasons.

"Paid leave" and **"Sick leave"** absences count the hours in these reasons, and count as much the theoretical working time of the current week.

"Unjustified absence", **"Business trip"** and **"Out of time Management"** absences do not count theoretical working time.

To add a reason for absence, click on the  button.



ADD AN ABSENCE REASON

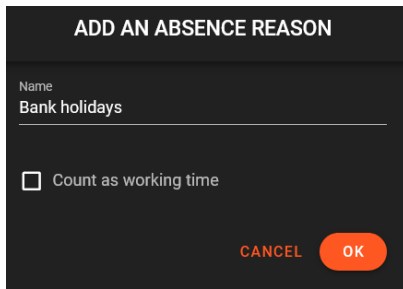
Name

Count as working time

CANCEL OK

Fig. 18: Adding an absence reason.

5.3 Management of holidays



By default, there is no reason for absence 'Bank holidays'. It must be created.

Add a new absence "Bank(public) holidays" in the reasons for absence.

Fig. 19 : Adding bank holidays.

The consequence of not dealing with public holidays, and more generally absences, is that there will be an anomaly the following day. It is always possible to correct anomalies, but it can be long and tedious if there are a lot of employees.



If there are temporary workers or people who have left the company, remember to create an "Out of Time Management" absence for these people. This will prevent 'No Pointing' anomalies.

6) Absences management



This menu allows you to:

- View and search for accepted and upcoming absences, pending, approved or declined absences.
- Export the absences of all employees, employee group or a single employee / reason / period.
- Add an absence for an employee / group of employees / all employees.

 The software manages the half-days of leave.

a) Manually adding an absence

The typical application of this function is the recording by the manager of an absence due to sick leave. Indeed, the employee will not be on site to request a prior absence, but the manager can add the absence as soon as he is notified.

It is possible to add an absence for an employee, a group of employees or all employees.

Press  and enter the necessary information.

Fig. 20: Adding absences.

Select the criteria you want according to one or more employees, one or more groups of employees or all employees.


Check it, or the employee (s) or group (s) of employees.

Select the start and end date of the absence.

For half a day, tick the corresponding box.

Confirm by clicking on "Save".

b) Finding an absence

Select the appropriate criteria and press  to get the results.

By default, research is carried out on accepted/upcoming absences and pending absences.

Fig. 21: Choose the appropriated criteria.

The message and the status colour make it easy to check the absence status:

- **Approved**: The absence request has been accepted.
- **Declined**: The absence request has been refused.
- **In progress**: The absence request is pending validation.

EMPLOYEE	IDENTIFICATION ...	PERIOD ↓	REASON	STATUS
Montana Anna		05/09/2021 - 05/09/2021	Unjustified absence	Declined
Burton Felipe		03/31/2021 - 03/31/2021	Paid leave	In progress
Dupond Hervé		03/31/2021 - 03/31/2021	Sick leave	Approved
Miata José		03/31/2021 - 03/31/2021	Business trip	Approved
Antonella Julie		03/25/2021 - 03/27/2021	Paid leave	Approved

Fig. 22: Search for absences.

It is possible to export  the result.

Export is the ideal solution to analyse data by person, by date or period and by reason of absence.

Example of application: monthly extraction for the establishment of pay slips.

Employee	Identification number	Start date	End date	Reason	Status
Montana Anna		2021-05-09	2021-05-09	Unjustified absence	Refused
Burton Felipe		2021-03-31	2021-03-31	Paid leave	In progress
Dupond Hervé		2021-03-31	2021-03-31	Sick leave	Accepted
Miata José		2021-03-31	2021-03-31	Business trip	Accepted
Antonella Julie		2021-03-25	2021-03-27	Paid leave	Accepted
Thor Jeremy		2021-03-17	2021-03-17	Sick leave	Refused

Fig. 23 : Report of absences.

a) Search for upcoming absence

To view upcoming absences, check only the "Accepted and upcoming" box and press "Apply":

The screenshot shows a filter menu on the left with the option 'Accepted and upcoming' selected. An arrow points from this filter to a table titled 'ABSENCES'. The table has columns for EMPLOYEE, IDENTIFICATION, PERIOD, REASON, and STATUS. The table lists several absences, all with a status of 'Approved'.

EMPLOYEE	IDENTIFICATION	PERIOD	REASON	STATUS
Dupond Hervé		03/31/2021 - 03/31/2021	Sick leave	Approved
Miata José		03/31/2021 - 03/31/2021	Business trip	Approved
Antonella Julie		03/25/2021 - 03/27/2021	Paid leave	Approved
Miata José		03/17/2021 - 03/23/2021	Sick leave	Approved
Montana Anna		03/11/2021 - 03/11/2021	Out of time management	Approved
Sasemson Phillip		03/10/2021 - 03/10/2021	Sick leave	Approved
Sasemson Phillip		03/03/2021 - 03/03/2021	Paid leave	Approved

Fig. 24: Visualization of upcoming absences.

Sort in chronological order by clicking on the 'Period' column.

7) Anomalies



This tool is important in the Time Management module. It is mainly and almost daily used by the managers of employee groups. It allows you to view clocking anomalies by employee.



The "Anomalies" menu does not manage the respect of the time contract but only the pointing anomalies.

There are 4 types of anomalies:

- **Log missing:** The employee has clocked in/out an odd number of times. This means that the employee has forgotten to clock in or forgotten to clock out. The employee may also have clocked in twice or clocked out twice.
- **Incoherent log:** The employee has clocked in instead of out or clocked out instead of in.
- **Unexpected log:** The employee has clocked whereas an absence reason was set or the day was set as a work-free day.
- **No log:** The employee has no log for a day which is due to be a working day.

Remember to **manage absences** –see *Absence management*– so that you don't have 'no log' anomalies when an employee is away for business travel, paid leave, bank holidays or any other planned reason.



ANOMALIES				
EMPLOYEE	IDENTIFICATION ...	EMPLOYEES GROUP	DATE↓	DETAILS
Dupond Hervé		Bureaux	03/02/2021	Log missing
Thor Jeremy		Bureaux	03/02/2021	Log missing

Fig. 25: Anomalies.

Correction of anomalies

Correcting the anomalies results in the archiving of calculations with a view to editing the reports.

a) Correcting a missing log

LOG MISSING - DUPOND HERVÉ						
	DATE	TIME	RECORDING ATTENDANCE READER	TYPE	DELETE	
	03/02/2021	8:55 AM	Entrance	Arrival		
	03/02/2021	1:04 PM	OPTIMA ULTRA BIO	Arrival/Departure		
	03/02/2021	4:28 PM	OPTIMA ULTRA BIO	Arrival/Departure		

Fig. 26: List of logs - missing log.

In the example above, the employee has logged an odd number of times. He logs once at the finish, once at the start, one last time at the end of the day. He forgot to log his departure at the end of the day.

To correct the anomaly, click on **ADD A LOG** to select the exit time and the exit reader:

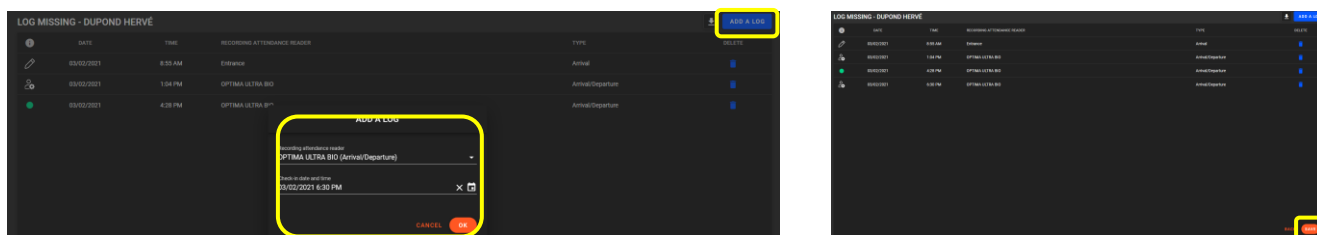


Fig. 27: When the missing log has been added, the 'Save' button is active again.

After validation, the anomaly has disappeared from the list of anomalies.

b) Correcting an incoherent log

ANOMALIES					Search
EMPLOYEE	IDENTIFICATION ...	EMPLOYEES GROUP	DATE	DETAILS	
Hannoy Sophie		Bureaux	03/01/2021	Incoherent log(s)	

Fig. 38: Incoherent log.

To correct this anomaly, click on the line including the anomaly.

In the example below, the log is inconsistent. The employee has pointed to the arrival reader twice (the wrong reader when leaving). The "Save" button is grayed out and the form cannot be validated.

INCOHERENT LOG(S) - HANNOY SOPHIE						ADD A LOG
	DATE	TIME	RECORDING ATTENDANCE READER	TYPE	DELETE	
●	03/01/2021	9:59 AM	Entrance reader	Arrival	■	
●	03/01/2021	10:33 AM	Entrance reader	Arrival	■	

Fig. 29: Two logs for arrival.

You must correct the log by clicking on the last line to modify the departure reader:

EDIT A LOG

Recording attendance reader
Exit reader (Departure)

Check-in date and time
03/01/2021 10:33 AM

CANCEL OK

Fig. 30: Select the departure reader. Then click on 'OK'.

INCOHERENT LOG(S) - HANNOY SOPHIE						ADD A LOG
	DATE	TIME	RECORDING ATTENDANCE READER	TYPE	DELETE	
●	03/01/2021	9:59 AM	Entrance reader	Arrival	■	
✎	03/01/2021	10:33 AM	Exit reader	Departure	■	

BACK SAVE

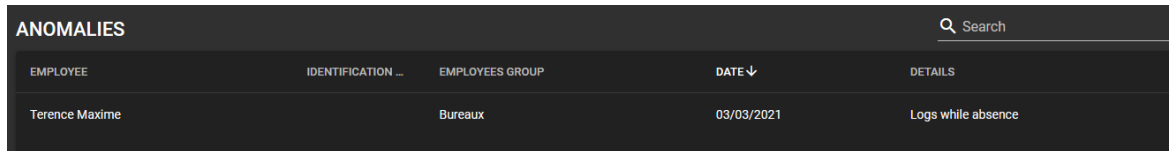
Fig. 31: When the incoherent log has been changed, the Save 'button is active again.

After validation, the anomaly has disappeared from the list of anomalies.

c) Log with absence

This anomaly appears when an employee has clocked in while he had a scheduled absence, or it was a day not worked.

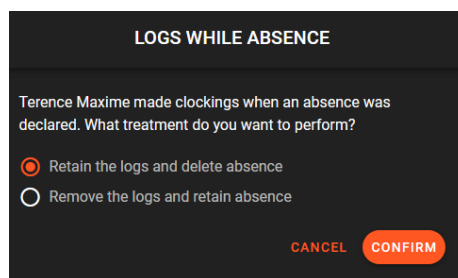
Click on the line corresponding to the unexpected log.



ANOMALIES					Search
EMPLOYEE	IDENTIFICATION ...	EMPLOYEES GROUP	DATE ↓	DETAILS	
Terence Maxime		Bureaux	03/03/2021	Logs while absence	

Fig. 32: Log with absence.

You have the option to retain the logs and delete the absence or to retain the absence and remove the logs:



LOGS WHILE ABSENCE

Terence Maxime made clockings when an absence was declared. What treatment do you want to perform?

Retain the logs and delete absence

Remove the logs and retain absence

CANCEL CONFIRM

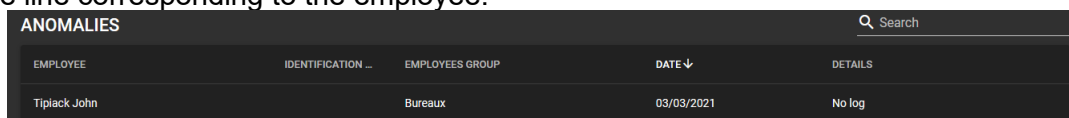
Fig. 33: Click "Retain the logs" or "Remove the logs as appropriate."

d) No log correction

This anomaly may have several reasons:

- The employee has forgotten to clock in/out all day long.
- The employee did not come to work and has given no reason. This is an unjustified absence.
- The employee is sick.
- The employee was away for business trip and the manager had not managed this absence.
- The manager forgot to manage temporary workers, leavers or other absences.

Click on the line corresponding to the employee:



ANOMALIES					Search
EMPLOYEE	IDENTIFICATION ...	EMPLOYEES GROUP	DATE ↓	DETAILS	
Tiplack John		Bureaux	03/03/2021	No log	

Fig. 34 : No log"

d) Add missing logs

The employee has forgotten to clock in/out all day long: you just have to add the missing logs.

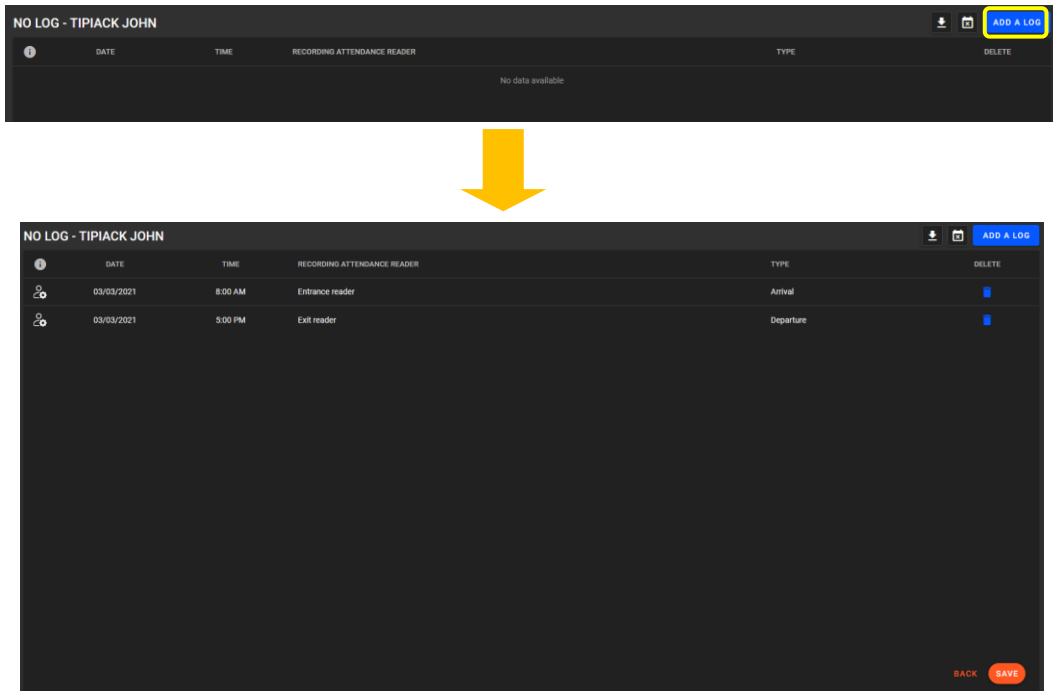


Fig. 35 : When the logs has been added, the Save 'button is active again.

e) Add an absence

The employee is sick/in business trip, unjustified absence, you should select a reason for this absence.

Click on to add a reason for absence and correct the anomaly.

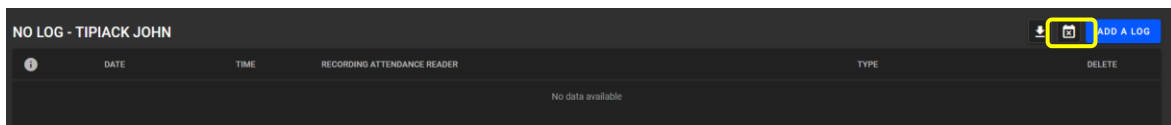


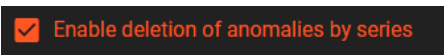
Fig. 36: Addition of an absence to correct the 'No log' anomaly.

As soon as the absence is confirmed, the anomaly is corrected and disappears from the list of anomalies.

f) Delete anomalies

Click on **DELETE ANOMALIES** if necessary.

This option is available if it has been previously activated in Configuration / General settings:



It is thus possible to correct anomalies over a given period.

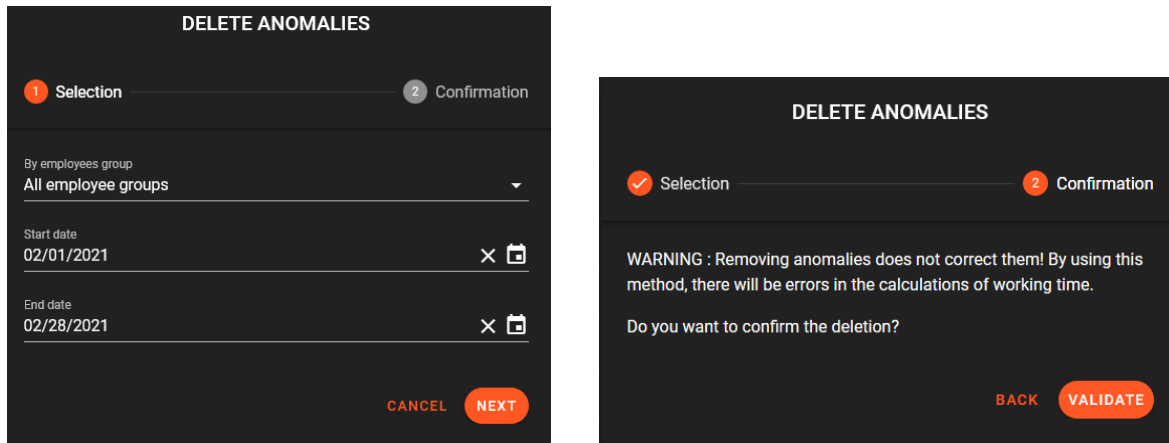


Fig. 37: Delete anomalies.

i Removing anomalies does not correct them by using this method, there will be errors in the calculations of working time.

8) Editing report



The "**Editing report**" menu allows you to:

- Export a report for one or more employees or one or more groups of employees.
- Choose a given period.
- Export in XLS or PDF format.

i By default, the period chosen concerns the previous month.

In PDF format, it is possible to display or not the details of the logs.

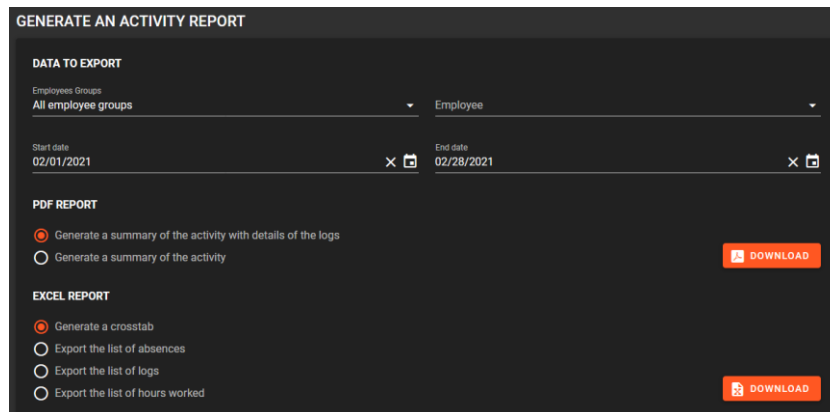


Fig. 38: Activity reports, PDF format.

In XLS format, you can export:

- The list of absences.
- The list of logs with the delay times and early departure times (if existing)
- The list of hours worked.
- A cross table of all data.

Illustrations :

- The export in PDF format summarizes the theoretical working time, completed, the delta, the break time, the number of days of absence and their reasons:

Fig. 39: Logs for the month of December.

Optima Box Laura

Exportation date : 2021-03-08 15:00
Activity overview from 2020-12-01 to 2020-12-31

2020-12-22 : Paid leave
2020-12-23 : Paid leave
2020-12-24 : Paid leave
2020-12-25 : Paid leave
2020-12-28 : Paid leave
2020-12-29 : Paid leave
2020-12-30 : Paid leave
2020-12-31 : Paid leave

Theoretical working time :	75:00
Working time done :	79:46
Delta :	04:46
Rest time :	00:00
Number of days of absence for the period :	8
Paid leave :	8

- **The export in PDF format with details of the logs** also provides the daily logs:

Optima Box
Laura

Exportation date : 2021-03-08 15:02
Activity overview from 2020-12-01 to 2020-12-31

2020-12-01 - Hours worked : 05:00 - Rest time : 00:00 1:20 PM Entrance reader (Arrival) 6:20 PM Entrance reader (Arrival)	< Entry > Exit	1:25 PM Entrance reader (Arrival) 6:35 PM Entrance reader (Arrival)	< Entry > Exit
2020-12-02 - Hours worked : 05:22 - Rest time : 00:00 1:16 PM Entrance reader (Arrival) 6:38 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-18 - Hours worked : 05:47 - Rest time : 00:00 1:07 PM Entrance reader (Arrival) 6:54 PM Entrance reader (Arrival)	< Entry > Exit
2020-12-03 - Hours worked : 05:13 - Rest time : 00:00 1:14 PM Entrance reader (Arrival) 6:27 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-21 - Hours worked : 05:59 - Rest time : 00:00 7:23 AM Entrance reader (Arrival) 1:22 PM Entrance reader (Arrival)	< Entry > Exit
2020-12-04 - Hours worked : 05:16 - Rest time : 00:00 1:17 PM Entrance reader (Arrival) 6:33 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-22 - Hours worked : 00:00 - Rest time : 00:00 Paid leave	
2020-12-07 - Hours worked : 05:04 - Rest time : 00:00 7:22 AM Entrance reader (Arrival) 12:26 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-23 - Hours worked : 00:00 - Rest time : 00:00 Paid leave	
2020-12-08 - Hours worked : 05:06 - Rest time : 00:00 7:19 AM Entrance reader (Arrival) 12:25 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-24 - Hours worked : 00:00 - Rest time : 00:00 Paid leave	
2020-12-09 - Hours worked : 05:07 - Rest time : 00:00 7:19 AM Entrance reader (Arrival) 12:26 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-25 - Hours worked : 00:00 - Rest time : 00:00 Paid leave	
2020-12-10 - Hours worked : 05:09 - Rest time : 00:00 7:18 AM Entrance reader (Arrival) 12:27 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-28 - Hours worked : 00:00 - Rest time : 00:00 Paid leave	
2020-12-11 - Hours worked : 05:16 - Rest time : 00:00 7:17 AM Entrance reader (Arrival) 12:33 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-29 - Hours worked : 00:00 - Rest time : 00:00 Paid leave	
2020-12-14 - Hours worked : 05:31 - Rest time : 00:00 1:06 PM Entrance reader (Arrival) 6:37 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-30 - Hours worked : 00:00 - Rest time : 00:00 Paid leave	
2020-12-15 - Hours worked : 05:28 - Rest time : 00:00 1:12 PM Entrance reader (Arrival) 6:40 PM Entrance reader (Arrival)	< Entry > Exit	2020-12-31 - Hours worked : 00:00 - Rest time : 00:00 Paid leave	
2020-12-16 - Hours worked : 05:18 - Rest time : 00:00 1:20 PM Entrance reader (Arrival) 6:38 PM Entrance reader (Arrival)	< Entry > Exit		
2020-12-17 - Hours worked : 05:10 - Rest time : 00:00			
Theoretical working time :			75:00
Working time done :			79:46
Delta :			04:46
Rest time :			00:00
Number of days of absence for the period :			8
Paid leave :			8

Fig. 40: Detailed logs for the current month.

- The **export in Excel format of the list of absences** gives the information in a table:

Employee	Identification number	Reason	Number of days of absence for the period
Laura		Paid leave	8

Fig. 41: List of absences.

- **Exporting the list of logs** in Excel format returns all the daily logs in a table:

GENERATE AN ACTIVITY REPORT

DATA TO EXPORT

Employees Group: All employee groups | Employee: 64 - DOLORES Laura

Start date: 12/01/2020 | End date: 12/31/2020

PDF REPORT

Generate a summary of the activity with details of the logs
 Generate a summary of the activity

EXCEL REPORT

Generate a crosstab
 Export the list of absences
 Export the list of logs
 Export the list of hours worked

DOWNLOAD

1	Employee	Identification number	Date	Hour	Reader	Type
2	Laura		2020-12-01	13:20:10	Entrance reader (Arrival)	< Entry
3	Laura		2020-12-01	18:20:00	Entrance reader (Arrival)	> Exit
4	Laura		2020-12-02	13:16:51	Entrance reader (Arrival)	< Entry
5	Laura		2020-12-02	18:38:52	Entrance reader (Arrival)	> Exit
6	Laura		2020-12-03	13:14:53	Entrance reader (Arrival)	< Entry
7	Laura		2020-12-03	18:27:15	Entrance reader (Arrival)	> Exit
8	Laura		2020-12-04	13:17:54	Entrance reader (Arrival)	< Entry
9	Laura		2020-12-04	18:33:42	Entrance reader (Arrival)	> Exit
10	Laura		2020-12-07	07:22:16	Entrance reader (Arrival)	< Entry
11	Laura		2020-12-07	12:26:47	Entrance reader (Arrival)	> Exit
12	Laura		2020-12-08	07:19:19	Entrance reader (Arrival)	< Entry
13	Laura		2020-12-08	12:25:29	Entrance reader (Arrival)	> Exit
14	Laura		2020-12-09	07:19:11	Entrance reader (Arrival)	< Entry
15	Laura		2020-12-09	12:26:41	Entrance reader (Arrival)	> Exit
16	Laura		2020-12-10	07:18:44	Entrance reader (Arrival)	< Entry
17	Laura		2020-12-10	12:27:12	Entrance reader (Arrival)	> Exit
18	Laura		2020-12-11	07:17:37	Entrance reader (Arrival)	< Entry
19	Laura		2020-12-11	12:33:43	Entrance reader (Arrival)	> Exit
20	Laura		2020-12-14	13:06:48	Entrance reader (Arrival)	< Entry
21	Laura		2020-12-14	18:37:44	Entrance reader (Arrival)	> Exit
22	Laura		2020-12-15	13:12:51	Entrance reader (Arrival)	< Entry
23	Laura		2020-12-15	18:40:17	Entrance reader (Arrival)	> Exit
24	Laura		2020-12-16	13:20:19	Entrance reader (Arrival)	< Entry
25	Laura		2020-12-16	18:38:25	Entrance reader (Arrival)	> Exit
26	Laura		2020-12-17	13:25:15	Entrance reader (Arrival)	< Entry
27	Laura		2020-12-17	18:35:30	Entrance reader (Arrival)	> Exit
28	Laura		2020-12-18	13:07:56	Entrance reader (Arrival)	< Entry
29	Laura		2020-12-18	18:54:42	Entrance reader (Arrival)	> Exit
30	Laura		2020-12-21	07:23:03	Entrance reader (Arrival)	< Entry
31	Laura		2020-12-21	13:22:56	Entrance reader (Arrival)	> Exit

Fig. 42: List of logs.

- Exporting the **list of hours worked** in Excel format gives the total number of hours worked daily in a table:

GÉNÉRER UN RAPPORT D'ACTIVITÉ

DONNÉES À EXPORTER

Groupes de salariés: Tous les groupes de salariés | Salarié: 64 - DOLORES Laura

Date de début: 01/12/2020 | Date de fin: 31/12/2020

RAPPORT PDF

Générer une synthèse de l'activité avec le détail des pointages

Générer une synthèse de l'activité

RAPPORT EXCEL

Générer un tableau croisé

Exporter la liste des absences

Exporter la liste des pointages

Exporter la liste des heures effectuées

TÉLÉCHARGER

Fig. 43: List of hours worked.

1	Salarié	Matricule	Date	Heures effectuées
2	Laura		2020-12-01	05:00
3	Laura		2020-12-02	05:22
4	Laura		2020-12-03	05:13
5	Laura		2020-12-04	05:16
6	Laura		2020-12-07	05:04
7	Laura		2020-12-08	05:06
8	Laura		2020-12-09	05:07
9	Laura		2020-12-10	05:09
10	Laura		2020-12-11	05:16
11	Laura		2020-12-14	05:31
12	Laura		2020-12-15	05:28
13	Laura		2020-12-16	05:18
14	Laura		2020-12-17	05:10
15	Laura		2020-12-18	05:47
16	Laura		2020-12-21	05:59
17	Laura		2020-12-22	00:00
18	Laura		2020-12-23	00:00
19	Laura		2020-12-24	00:00
20	Laura		2020-12-25	00:00
21	Laura		2020-12-28	00:00
22	Laura		2020-12-29	00:00
23	Laura		2020-12-30	00:00
24	Laura		2020-12-31	00:00

- Exporting **the crosstab** in Excel format provides all the previous information in a table:

GENERATE AN ACTIVITY REPORT

DATA TO EXPORT

Employee Groups: All employee groups | Employee: 64 - DOLORES Laura

Start date: 12/01/2020 | End date: 12/31/2020

PDF REPORT

Generate a summary of the activity with details of the logs
 Generate a summary of the activity

EXCEL REPORT

Generate a crosstab
 Export the list of absences
 Export the list of logs
 Export the list of hours worked

DOWNLOAD (PDF) | **DOWNLOAD** (Excel)

1	Salarié	Matricule	2020-12-01	2020-12-02	2020-12-03	2020-12-04	2020-12-05	2020-12-06	2020-12-07	2020-12-08	2020-12-09	2020-12-10	2020-12-11	2020-12-12	2020-12-13	2020-12-14	2020-12-15	2020-12-16	2020-12-17	2020-12-18	2020-12-19	2020-12-20	2020-12-21
2	Laura		05:00	05:22	05:13	05:16	-	-	05:04	05:06	05:07	05:09	05:16	-	-	05:31	05:28	05:18	05:10	05:47	-	-	05:59
			2020-12-22	2020-12-23	2020-12-24	2020-12-25	2020-12-26	2020-12-27	2020-12-28	2020-12-29	2020-12-30	2020-12-31	Temps de travail théorique	Heures effectuées	Delta	Temps de pause	Temps de retard	Temps de départ anticipés					
			Congé payé	Congé payé	Congé payé	Congé payé	-	-	Congé payé	Congé payé	Congé payé	Congé payé	75:00	79:46	04:46	00:00	00:00	00:00					

Fig. 44 : Crosstab.



9) History of modifications



This tool keeps a log of all actions and modifications applied from the software.

It is displayed in a 5-column table:

- Date and time of the action.
- Name of the person who performed the modification.
- Action
- Previous value
- New value



You can filter  by date and export .

DATE ↓	USER	ACTION	NEW VALUE	PREVIOUS VALUE
3/8/2021 2:52 PM	LIG	Addition Employee group	Bureau - 39 - 9 - 04:00:00	Bureau - 39 - 7 - 04:00:00
3/8/2021 19:20 ...	ADMINISTRATEUR	Modification Log (Saxemson Philip)	2021-03-08 17:17:00 Departure	2021-03-08 10:17:04 Departure
3/8/2021 19:20 ...	ADMINISTRATEUR	Modification Log (The Jeremy)	2021-03-08 13:17:00 Departure	2021-03-08 10:17:10 Departure
3/8/2021 19:19 ...	ADMINISTRATEUR	Modification Log (Dupond Hervé)	2021-03-08 10:20:00 Departure	2021-03-08 10:17:01 Departure
3/8/2021 19:19 ...	ADMINISTRATEUR	Modification Log (Sakagami Chieko)	2021-03-08 20:17:00 Departure	2021-03-08 10:17:17 Departure
3/8/2021 19:19 ...	ADMINISTRATEUR	Modification Log (Yamamoto Mayako)	2021-03-08 15:17:00 Departure	2021-03-08 10:17:21 Departure
3/8/2021 19:19 ...	ADMINISTRATEUR	Modification Log (Viello Francis)	2021-03-08 18:17:00 Departure	2021-03-08 10:17:08 Departure
3/8/2021 19:18 ...	ADMINISTRATEUR	Modification Log (Burton Felipe)	2021-03-08 17:17:00 Departure	2021-03-08 10:17:13 Departure
3/8/2021 19:17 ...	ADMINISTRATEUR	Modification Log (Plato Jacques)	2021-03-08 16:17:00 Departure	2021-03-08 10:17:06 Departure
3/5/2021 4:31 PM	ADMINISTRATEUR	Deletion Anomalies		
3/5/2021 4:29 PM	ADMINISTRATEUR	Addition Absence (Dipti Manon)	2021-03-04 - 2021-03-04 - Absence injustifiée	
3/5/2021 4:14 PM	ADMINISTRATEUR	Addition Absence (Dolores Laura)	2021-03-04 - 2021-03-04 - Déplacement professionnel	
3/5/2021 4:12 PM	ADMINISTRATEUR	Addition Log (Mustang Karen)	2021-03-05 15:01:00 Annual	
3/5/2021 4:12 PM	ADMINISTRATEUR	Addition Log (Mustang Karen)	2021-03-05 18:01:00 Departure	

DATA FILTERS

By users
Select filters
All users

By actions
Select filters
All actions

By period
Date from: 
Date to: 

CLEAR **APPLY**

Fig. 45: History of modifications, filter.

10) Notifications





The horizontal banner highlights One Time notifications.



They are related to:

- Requests for absence. Employee absence requests must be validated, along with the quantity.
- Anomalies.

Four status are possible:

- No notification: 
- Presence of anomaly (s): 
- Absence request (s) awaiting validation: 
- Absence request (s) awaiting validation and anomaly (s): 

a) Management of anomalies

If there are any anomalies, clicking on the notification displays the Anomaly menu in order to deal with them.

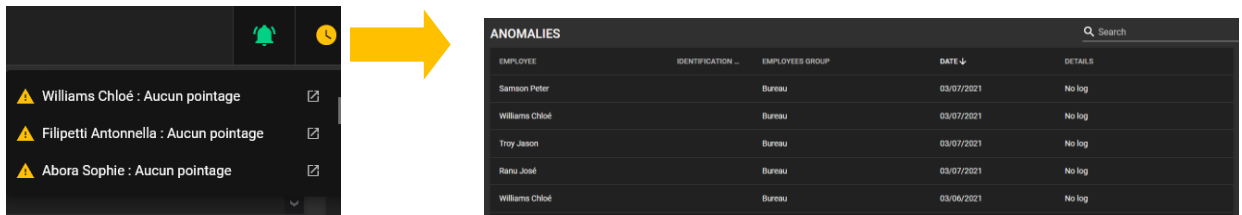


Fig. 46: Display anomalies

b) Management of absence requests

Absence requests come from employees. They can request absences from the tablet associated with time management - see next § OPTIMA Time mobile application or from the RATM application.

You must be logged in as the employee group manager to see the requests.

Click on the notification in the horizontal bar to view it.



For an absence request, you can accept or decline the request.

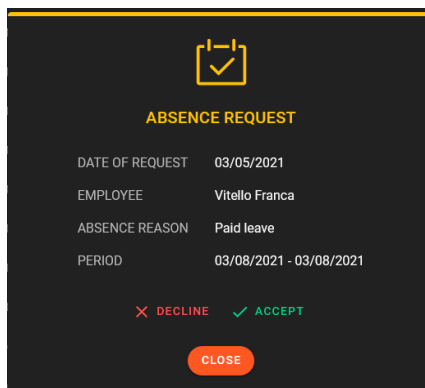


Fig. 47: Management of absence request.

As soon as the manager has processed the request, the employee can check the response the next time he logs on the reader associated with the tablet - see next § OPTIMA Time mobile application.

If the request is accepted, it would appear in the 'Absences' menu.

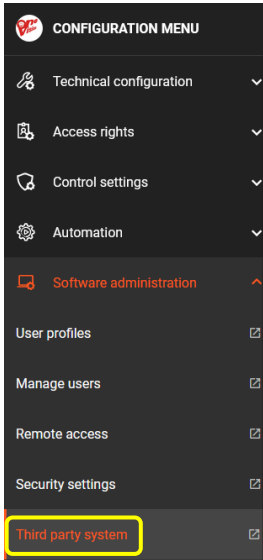
ABSENCES				
EMPLOYEE	IDENTIFICATION ...	PERIOD ↓	REASON	STATUS
Vitello Franca		03/08/2021 - 03/08/2021	Paid leave	Approved

Fig. 48: Absence accepted.

Mobile application OPTIMA Time

1-Setup OPTIMA Time access

First of all, It is necessary to have an access account to the OPTIMA Time application.



It must be created from the OPTIMA main interface in the Administration menu of the software / Users, to add a "Third party system" type "Optima Time».

Fig. 49: Users

Click on the "Add Third Party System" button on the Third Party System tab.

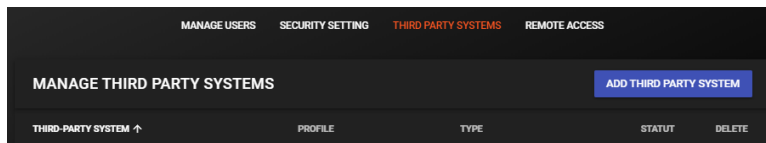


Fig.50 Add third party system.

And enter a third-party system with "Optima Time" type from the drop-down list "Type of third party systems":

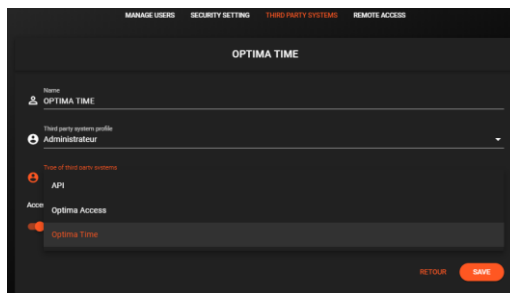


Fig.51 Adding a Third party system with the Optima Time type

2-Accessing the mobile application OPTIMA Time

On the mobile device, enter the OPTIMA® IP address in the web browser address field.

If the link does not work, enter the address of the OPTIMA® followed by '/ mobile', example: 192.168.2.130/mobile.

On the OPTIMA ULTRA tablet, the direct access to configure in the Kiosk application is:

url/mobile/app/sfxtime

example: 168.2.130/mobile/app/sfxtime

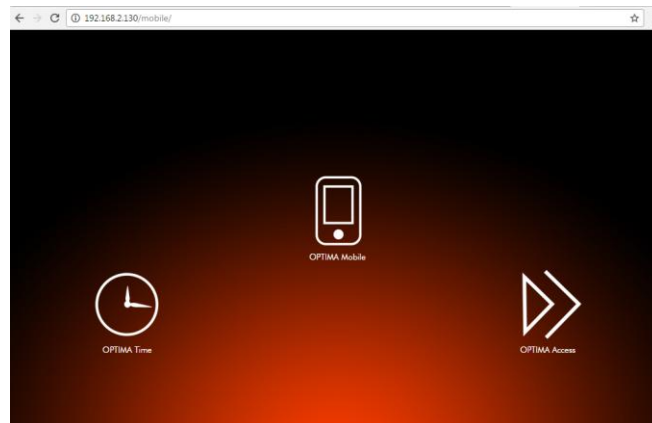
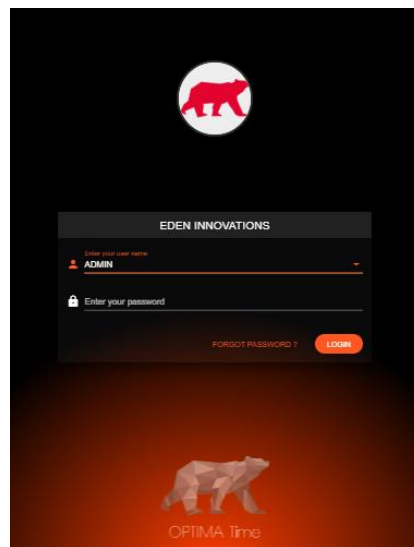


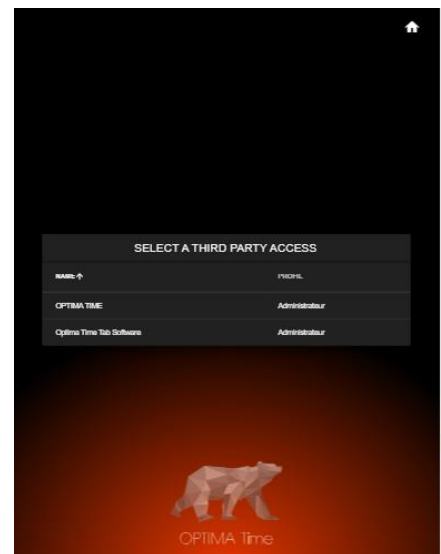
Fig. 52: OPTIMA Box kiosk: OPTIMA Time, OPTIMA Mobile and OPTIMA Access.



1. Click OPTIMA Time.



2. Select the user account associated with the Third party system "Optima Time".



3. Select the third party system Optima Time

Fig 53. Accessing Optima Time

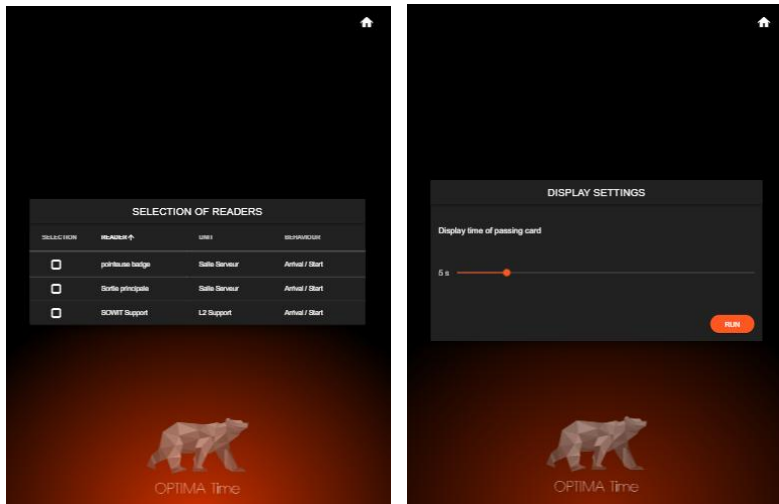


Fig.54 Select the reader and the display duration.

Then select the parameters, in terms of choice of reader (only one reader to choose), and duration of display of the user file (from 1s to 20sec).

3-Using the mobile application OPTIMA Time

3.1 Information screen



Fig.55 Main screen

Each time an employee clocks in/out on a reader associated with the tablet, he/she can see an information screen displaying:

- The hours worked and the hours left for the week.
- The hours worked and the hours left for the day
- If the clocking is in or out.

3.2 User Interface

- Employee's identity
- The green circle indicates a clocking in. A red circle indicates a clocking out.

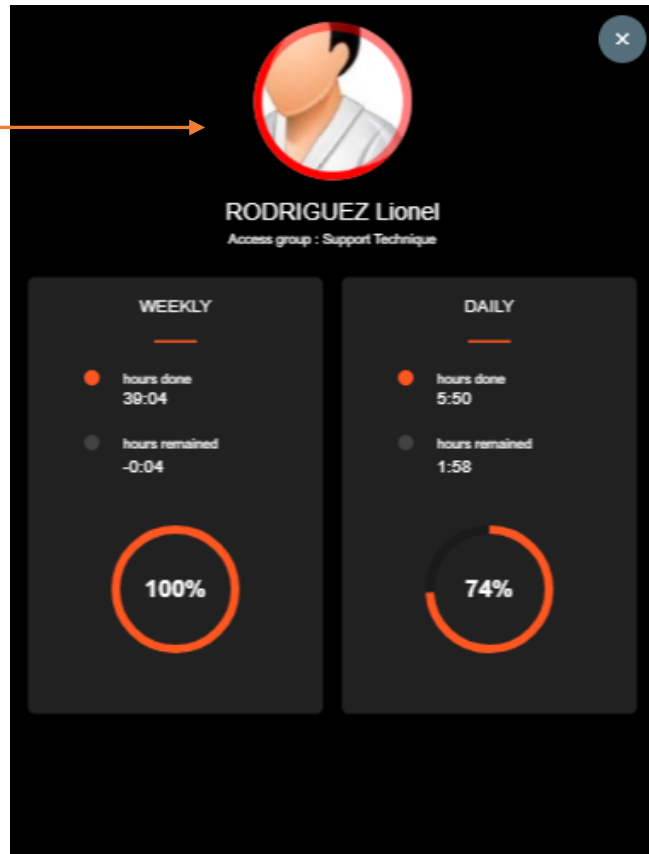


Fig. 56: Information screen when the employee clocks in.

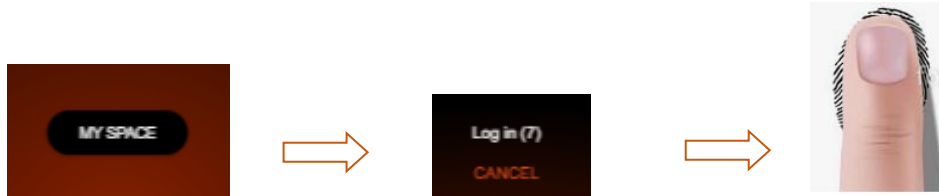
- Weekly information: hours worked, remaining hours in hours and percentage.
- Daily information: hours worked, remaining hours in hours and percentage.

i If you clock in or out twice within one minute, only the first clocking will be recorded.

3.3 Personal account

Each employee can access a personal account to check his/her history of clocking and ask for an absence or an appointment.

To access your account, click 'Log in' on the OPTIMA Time homepage and identify yourself on the reader. Once you have clicked 'Log in', you have 10 seconds to identify yourself on the reader.



i It will **not be counted as a clocking**. The identification is only used to get access to the personal account.

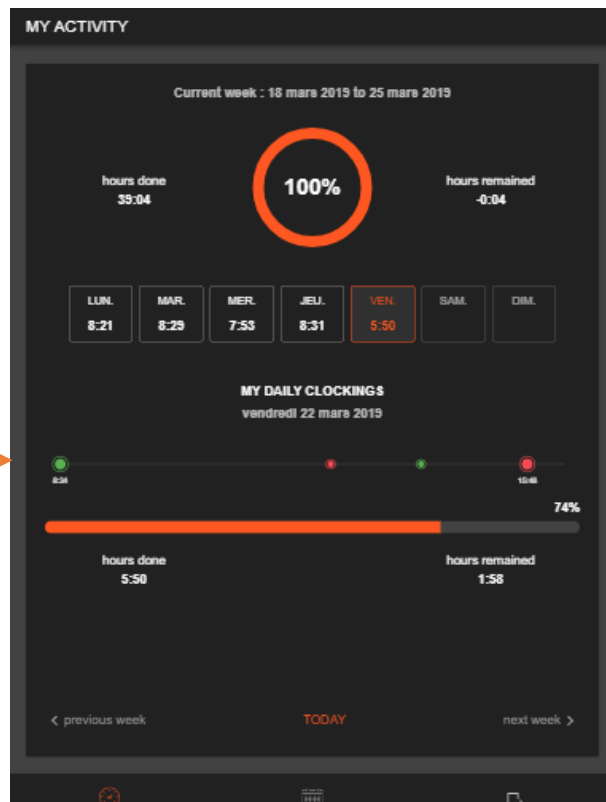


Fig. 57: OPTIMA Time personal account.

All the pointing information is given at a glance:

- ✓ The weekly percentage in the day graphically, with hours worked and hours left.
- ✓ A timeline indicating the input scores (in green) and the output scores (in red)
- ✓ The hours worked and the rest of the day

- ✓ The current day is selected by default, the other days of the week are available by clicking on it
- ✓ Previous or next weeks are available at the bottom of the screen, pressing "TODAY" returns to the current day

3.4 Absence requests

It is possible to make an absence request from this interface

After login to the personal account, click on the calendar logo at the bottom of the screen.



Fig. 58: Calendar for absence requests.

We can thus consult the previous requests and their status: *Accepted, Refused, In progress.*

'*In progress*' means that the manager has not yet accepted the request.

This allows you to view the history of his absences without making a request. Just close the window after the consultation.

MOTIF	DATE DÉBUT	DATE FIN	ETAT
Déplacement Professionnel	28 mars 2019	29 mars 2019	In progress
CP	11 mars 2019 1/2	11 mars 2019	Accepted
All	8 mars 2019	8 mars 2019	Accepted
CP	31 déc. 2018	31 déc. 2018	Accepted
CP	28 déc. 2018	28 déc. 2018	Accepted
CP	27 déc. 2018	27 déc. 2018	Accepted
CP	26 déc. 2018	26 déc. 2018	Accepted
CP	24 déc. 2018	24 déc. 2018	Accepted
CP	19 janv. 2019	19 janv. 2019	Accepted
CP	7 janv. 2019	7 janv. 2019	Refused
Déplacement Professionnel	4 déc. 2018	5 déc. 2018	Accepted
Trouvé à domicile	23 oct. 2018 1/2	23 oct. 2018	Refused
Jours fériés	1 janv. 2019	1 janv. 2019	Accepted
Jours fériés	25 déc. 2018	25 déc. 2018	Accepted
Jours fériés	1 nov. 2018	1 nov. 2018	Accepted
Déplacement Professionnel	9 oct. 2018	9 oct. 2018	Accepted
CP	2 nov. 2018	2 nov. 2018	Accepted

Fig. 59: List of absences

To request a new absence, click on the "+" icon at the bottom right to complete the reason, the date of start / end day / half day.

Fig. 60: Request an absence.

3.5 Back to the interface from the main menu

After authentication on the third-party system, the connection is saved in memory.

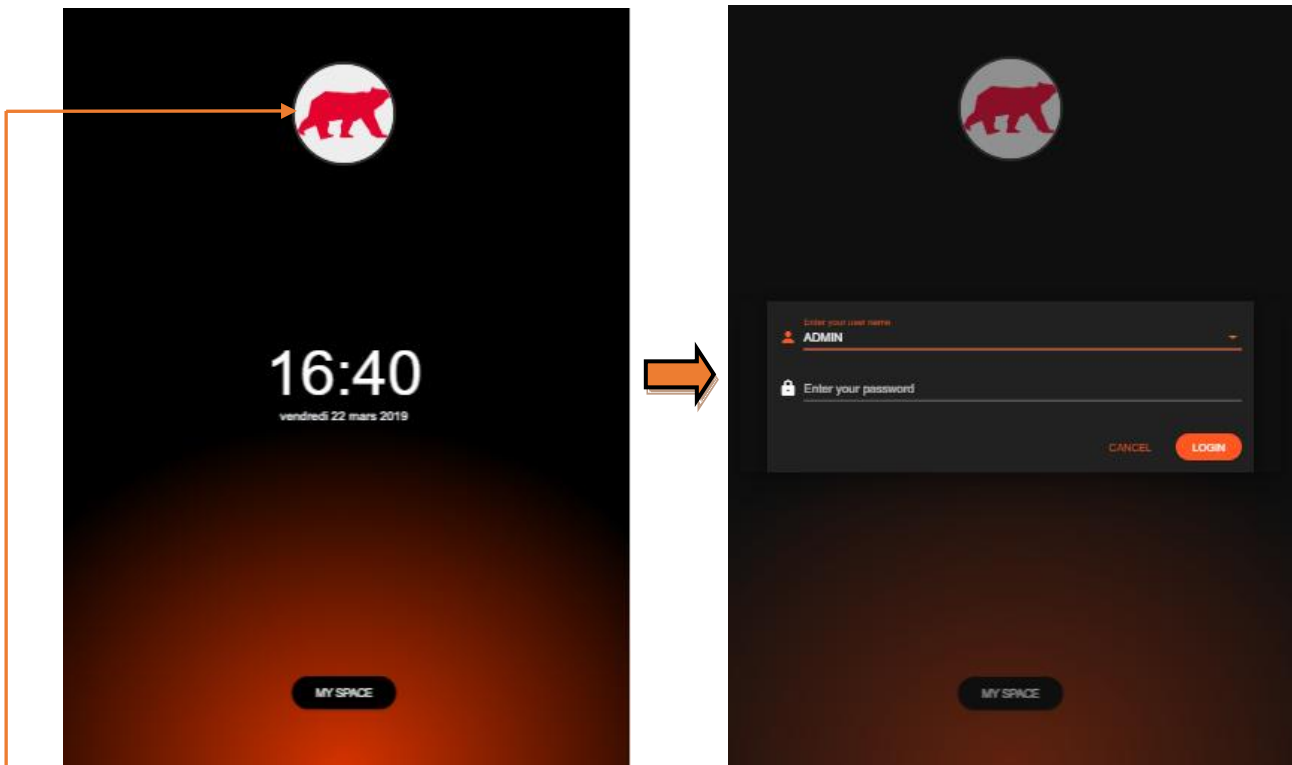


Fig. 61: Back to the interface from the main menu.

To change the reader or the duration time of the badge file, simply press twice on the company logo and wait 30 seconds.

Technical support :

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