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# SETUP WIZARD


# GET STARTED

Welcome to TimeTec TA Setup Wizard. Follow all the tabs sequence as the Wizard will guide you through the first part of the basic setup. To fully complete the setup process and start using your account, please proceed to the other key setup modules within the application itself. A checklist of essential setup modules are shown below.

| MODULE                                      | ESSENTIAL | ESSENTIAL WHEN USING | IMPORTANT | OPTIONAL | REMARKS                                |
|---|-----------|----------------------|-----------|----------|--|
| <b>1 COMPANY SETUP</b>                      |           |                      |           |          |  |
| 1.1 Company Profile <span>CSW</span>        | ✓         |                      |           |          |  |
| 1.2 System Settings                         | ✓         |                      |           |          |  |
| 1.3 Organization Structure <span>CSW</span> |           |                      | ✓         |          |  |
| 1.4 Profile Field                           |           |                      |           | ✓        |  |
| 1.5 Day Type                                | ✓         |                      |           |          |  |
| 1.6 Leave Type                              | ✓         |                      |           |          |  |
| 1.7 Remark/Work Code                        |           |                      |           | ✓        |  |
| 1.8 Change Request Approval                 |           |                      |           | ✓        |  |
| <b>2 USER SETUP</b>                         |           |                      |           |          |  |
| 2.1 Manage User <span>CSW</span>            | ✓         |                      |           |          |  |
| 2.2 Manage System Roles & Admin             |           |                      | ✓         |          |  |
| 2.3 Hierarchy Chart                         |           |                      |           | ✓        |  |
| 2.4 Manage Approval Rules                   |           |                      | ✓         |          | Pairs with no.5                        |
| <b>3 SCHEDULE SETUP</b>                     |           |                      |           |          |  |
| 3.1 Holiday                                 | ✓         |                      |           |          |  |
| 3.2 Clocking Schedule <span>TAW</span>      | ✓         |                      |           |          |  |
| 3.3 Assign Schedules and Users into Roster  | ✓         |                      |           |          |  |
| 3.4 Customise User Duty Roster              |           |                      | ✓         |          |  |
| 3.5 Roster Overview                         |           |                      |           | ✓        |  |
| <b>4 DEVICE SETUP</b>                       |           |                      |           |          |  |
| 4.1 Clocking Options <span>TAW</span>       |           |                      |           | ✓        |  |
| 4.2 Mobile Clocking                         | ✓         |                      |           |          |  |
| 4.2.1 GPS Geofence                          |           |                      |           |          |  |
| 4.2.2 Wifi Access Point                     |           |                      |           |          | Require Mobile App to setup            |
| 4.2.3 NFC/Beacon                            |           |                      |           |          | Require Mobile App to setup            |
| 4.3 FingerTec Terminal                      | ✓         |                      |           |          | Applicable if using FingerTec terminal |
| 4.4 Assign Users to Device                  | ✓         |                      |           |          | Setting for GPS Clocking               |
| 4.5 Data Audit List                         |           | ✓                    |           |          |  |
| <b>5 APPROVAL</b>                           |           |                      |           |          |  |
|   |           |                      | ✓         |          | Pairs with no. 2.4                     |



| MODULE   | ESSENTIAL | ESSENTIAL WHEN USING | IMPORTANT | OPTIONAL | REMARKS                                |
|--|-----------|----------------------|-----------|----------|--|
| <b>6 ATTENDANCE</b>  |           |                      |           |          |  |
| 6.1 Attendance   |           | ✓                    |           |          |  |
| 6.2 Attendance Approval  |           |                      | ✓         |          |  |
| 6.3 Export Attendance  |           | ✓                    |           |          |  |
| 6.3.1 Detail Schema  |           |                      |           |          |  |
| 6.3.2 Summary Schema   |           |                      |           |          |  |
| 6.3.3 Export Attendance  |           |                      |           |          |  |
| 6.4 Export Attendance to Payroll                                     |           |                      |           | ✓        |  |
| <b>7 REPORT</b>  |           |                      |           |          |  |
| 7.1 Attendance Listing   |           |                      | ✓         |          |  |
| 7.2 Attendance Analysis  |           |                      | ✓         |          |  |
| 7.3 Device Analysis  |           |                      | ✓         |          |  |
| 7.4 Duty Schedule Listings   |           |                      | ✓         |          |  |
| 7.5 Table Listings   |           |                      | ✓         |          |  |
| 7.6 Scheduler  |           | ✓                    |           |          |  |
| 7.7 Sample Reports   |           |                      |           | ✓        |  |
| <b>8 SUPPORT</b>   |           |                      |           |          |  |
| 8.1 Wizard   |           |                      |           |          |  |
| 8.1.1 Company Setup Wizard   | ✓         |                      |           |          |  |
| 8.1.2 TA Wizard  | ✓         |                      |           |          |  |
| 8.1.3 Migration Wizard   |           |                      |           | ✓        |  |
| 8.2 Archive  |           |                      |           |          |  |
| 8.2.1 Data Audit List  |           | ✓                    |           |          |  |
| 8.2.2 Attendance   |           | ✓                    |           |          |  |
| 8.3 Library  |           |                      |           | ✓        |  |
| 8.4 Training   |           |                      |           | ✓        |  |
| 8.5 Webinar  |           |                      | ✓         |          |  |
| 8.6 Tips   |           |                      | ✓         |          |  |
| 8.7 TimeTec Support  |           | ✓                    |           |          |  |
| <b>9 NOTIFICATION</b>  |           |                      |           |          |  |
| 9.1 Notification   |           |                      |           | ✓        |  |
| 9.2 Announcement   |           |                      |           | ✓        |  |
| 9.3 Attendance   |           |                      |           | ✓        |  |
| <b>10 MESSAGE</b>  |           |                      |           |          |  |
|  |           |                      |           | ✓        |  |
| <b>11 TIMETEC TA MOBILE APP</b><br>(Download iOS or Android version) |           |                      | ✓         |          | Prerequisite setting is within no. 4.4 |

 Company Setup Wizard

 TA Wizard



### ESSENTIAL

You need to complete the setup before started using TimeTec TA.



### ESSENTIAL WHEN USING

Not applicable during setup but essential when started using.



### IMPORTANT

Useful feature but not essential to run the system.



### OPTIONAL

Depends on your company's requirement.

## Let's start with 6 important setups:

- Company Setup
- User Setup
- Schedule Setup
- Device Setup
- Attendance Setup
- Report Setup

# 1 • COMPANY SETUP | Company >

## 1.1 Company Profile

**OBJECTIVE:** Input general yet vital information about your company in this section. The company name that you insert here will be visible in your reports from TimeTec TA.

**PROCESS:** Go to [Company](#) > [Company Profile](#) > Insert information accordingly > [Submit](#).

## 1.2 System Settings

**OBJECTIVE:** To determine the date format, time format, currency symbol, time zone, payroll cycle, and many more; setting the style for your data in TimeTec TA. Pay attention to the required fields to set your system right.

**PROCESS:** Go to [Company](#) > [System Settings](#) > Insert information accordingly > [Submit](#).

## 1.3 Organization Structure

**OBJECTIVE:** Create organization structure in your company. Simply add the names of your organization's branches, departments or sections before assigning the users for each division.

**PROCESS:** Go to [Company](#) > [Organization Structure](#) > Right click then select [Add Division](#) > Insert information accordingly > [Submit](#). At the right panel, click [Edit](#) > Insert the Division Profile > [Save](#). Next, proceed to [Assign Users into Contact Person](#) and [Assign Users into Division](#).

## 1.4 Profile Field

**OBJECTIVE:** To customize and organize your Profile Field by adding or removing the data field(s). You may choose the data fields to be displayed at the Staff Contact module. The arrangement will reflect in both the Web and the Mobile App.

- **Staff Contact Information**

To select which profile fields viewable by users in Staff Contact module.

**PROCESS:** Go to [Company](#) > [Profile Field](#) > [Staff Contact Information](#) > Click and drag any field from the left panel into the right panel to be displayed or vice versa > [Save](#)

- **Edit Layout** - To choose the fields required for Personal Information section.

**PROCESS:** Go to [Company](#) > [Profile Field](#) > [Edit the Profile Field layout](#) > Click and drag any field from the left panel into the right panel to be displayed or vice versa > [Save](#)

- **Manage Data Field** - To add more fields for user personal information. You may create your own data fields, determine the data type, field name, and etc. Data fields created will be available in the Profile Field

**PROCESS:** Go to [Company](#) > [Profile Field](#) > [Manage Data Field](#) > Add for Customized Data Fields section > Select Data Type, Enter Field Name > [Save](#)

## 1.5 Day Type



**OBJECTIVE:** To determine the wage percentages of 4 different day types i.e. workday, off-day, restday and holiday. Normal wages percentages for workdays would be 100% for work wages, 150% for OT wages and different OT wages is set at 100%. Define your day type and its corresponding wages percentages here.

**PROCESS:** Go to [Company](#) > [Day Type](#) > [Edit](#) > Edit the percentages accordingly > [Submit](#).

## 1.6 Leave Type



**OBJECTIVE:** To predefine the type of leaves applicable to your company. There are various type of leaves applicable to a business or an organization such as annual leave, medical leave, emergency leave, maternity leave, compassionate leave, sabbatical leave and many more. Add and edit the types of leaves applicable to your company in this tab.

**PROCESS:** Go to [Company](#) > [Leave Type](#) > [Add](#) > Define your leave > [Submit](#).

## 1.7 Remark/Work Code



**OBJECTIVE:** To identify your employees' attendance discrepancies with remark or work code feature. For example, the reason for tardiness is marked with Remark 11: Going to the Clinic or Work Code 13: Meeting Client Outside.

**PROCESS:** Go to [Company](#) > [Remark/Work Code](#) > [Add](#) > Define your Remark / Work Code > [Submit](#).

## 1.8. Change Request Approval



**OBJECTIVE:** To process Change Requests received from users. The request will be available once the system has been used. Nothing should be done if you are a first time user and the system is not up and running yet.

**PROCESS:** Go to [Company](#) > [Change Request Approval](#) > Process.

## 2 • USER SETUP | User >

### 2.1 Manage User

**OBJECTIVE:** To manage your company's User Profile in this tab; add relevant information of the staff to complete the employment details as well as issue new password to any of the users.

- **Add** – To add new user individually

**PROCESS:** Go to [User](#) > [Manage User](#) > [Manage](#) > [Add](#) > Fill up relevant User Info > [Submit](#).

- **Import** – To add new users by batch. You can view the sample import files in Excel and Text that the system expects. Follow the same sequence and save your file.

**PROCESS:** Go to [User](#) > [Manage User](#) > [Manage](#) > [Import User](#) > Select the file you want to use > [Submit](#).

- **Delete** – To delete the selected users from the system. You have to select one of the users first before you can execute this feature.

**PROCESS:** Go to [User](#) > [Manage User](#) > Select user(s) you want to delete > [Delete User](#) > [Confirm](#).

- **Change** – To change TimeTec TA issuance date for selected users, please select the affected users before proceeding.

**PROCESS:** Go to [User](#) > [Manage User](#) > [Manage](#) > [Change Issuance Date](#) > Select the New Date > [Submit](#).

- **Reset Login Password** – To reset the login password for selected users due to certain circumstances, please select a user first before proceeding.

**PROCESS:** Go to [User](#) > [Manage User](#) > [Manage](#) > [Reset Login Password](#) > Change the Password accordingly > [Submit](#).

- **Deactivate User** – To deactivate users in TimeTec TA by changing their Employment Status. Note that users will appear on the Inactive User tab and be hidden in Attendance and Reports.

**PROCESS:** Go to [User](#) > [Manage User](#) > Select users that you want to deactivate > [Edit](#) > [Deactivate User](#) > [Change Employment Status](#) > [Submit](#).

*\*Edit is available at this page and you can carry out with the necessary changes whenever required.*

## 2.2 Manage System Roles & Admin

**OBJECTIVE:** To allow System Administrators to choose employees to be given the administrator privilege(s); select trustworthy staff to assume this role because he/she will have the access to the settings of the system.

**PROCESS:** Go to [User](#) > [Manage System Roles & Admin](#) > [System Roles tab](#) > [Add](#) > Name the Role; configure access rights (choose full or partial) at [Organization Structure & Full Module Rights](#) > [Submit](#). Go to next tab, [Admin](#) > [Add](#) > Appoint the Admin and determine his/her privileges > [Submit](#).

## 2.3 Hierarchy Chart

**OBJECTIVE:** To determine who's who in your company. Construct your company's hierarchy chart in this tab. Click Add to create and name the position's level or designation as well as add subposition to the main position or other designations in the same way. To complete the process, click Assign Users into Hierarchy Chart to place users at their appropriate position.

**PROCESS:** Go to [User](#) > [Hierarchy Chart](#) > Define your organization's Hierarchy chart.

*\*Clicking Generate will produce an overview of your Hierarchy chart in which you can then save and print.*

## 2.4 Manage Approval Rules

**OBJECTIVE:** To determine whether and how users will be allowed to apply for certain types of Approvals through the system. Currently, the Approval settings available are Edit Attendance, Overtime and Out of Area Clocking (when using GPS Geofence). You can manage your Approval Rules by defining the process, list of approvers, validity periods, approval criteria and etc. Once the rules are configured, you can manage all requests' approvals at the Approval Module.

**PROCESS:** Go to [User](#) > [Manage Approval Rules](#) > [Add](#) > Select the type of [Setting](#) > [Add Approval Rules](#) > Define the rules > [Submit](#). To view request from the users, go to [Approval](#).



## 3 • SCHEDULE SETUP | Schedule >

### 3.1 Company Profile

**OBJECTIVE:** Each working year has numerous fixed holidays and leaves such as Christmas, Eid, Hannukah, Labor Day and so on. Edit your company's holidays and leaves in this tab accordingly to match the days.

**PROCESS:** Go to [Schedule](#) > [Holiday](#) > Click on the year > Click on specific date(s) and determine the leaves/holiday > [Submit](#).

**IMPORTANT NOTE: THIS IS THE SEQUENCE OF THE CLOCKING SCHEDULE SETUP**

- Create Clocking Schedule by setting up the rules and range for a schedule in the **CLOCKING SCHEDULE**
- Create Group Duty Roster by assigning the readily available clocking schedules to a yearly duty roster in **ASSIGN USERS TO DUTY ROSTER**
- Assign Group Duty Roster to users by selecting users applicable for the created group duty roster in **ASSIGN USERS TO DUTY ROSTER**
- Customise Duty Roster for individual user (If required) – This is only applicable to individual users that are assigned with slight variation in their duty roster as opposed to the general Group Duty Roster. This task can be carried out at **CUSTOMISE USER DUTY ROSTER**

### 3.2 Clocking Schedule

**OBJECTIVE:** A clocking schedule can be used as a calculator with configurable rules in addition to the system analyzing these rules when calculating the clocking activities. Managing Clocking Schedules is crucial in finding the balance within business demands and company's workforce resources. To achieve efficiency, clocking schedules need to be adjusted regularly. Edit the details of your company's clocking schedules here. Refer to these scheduling templates for more information: <http://www.timeteccloud.com/guideme-scheduling/>

**Create your Clocking Schedule accordingly.**

**PROCESS:** Go to [Schedule](#) > [Clocking Schedule](#) > [Add](#) > Input Clocking Schedules Rules and Range > [Submit](#). During input, if you tick [Auto Create Roster](#), you will be allowed to [Assign Users](#) after the schedule is created.

### 3.3 Assign Schedules and Users into Roster

**OBJECTIVE:** A Group Duty Roster is used as a calendar to assign which schedule is being used on a specific date in a yearly calendar. You can then create your company's Group Duty Rosters in this tab by assigning the schedules to the rosters and when the assignment of Group Duty Rosters is done; proceed to assign users to the Group Duty Rosters in this tab.

**To create a Group Duty Roster**

**PROCESS:** Go to [Schedule](#) > [Assign Schedules and Users into Roster](#) > [Add](#). Another alternative is to click [Import Roster](#) to upload roster from a pre-configured Excel or Text file.

#### **RULES:**

Group No. must be the same as the Clocking Schedule No. if users wish to adopt the schedule's configurations. For example, Group No 1 will follow Clocking Schedule No. 1. To initiate the process, simply input the Group No. and click anywhere in the table and the schedule will appear in that Group Duty Roster > Submit.

**View Sample Schedule here: 9 to 5 Work Schedule**

<https://www.timeteccloud.com/guideme-scheduling/9-5-work-schedule.html>

It is possible to define your own Group No. and if you want to create a daily schedule, please ensure that you select Group Type as Shift. Click Auto > Define the schedule for each day of the month and the effective dates > Apply. The schedule will then follow the pattern of cycle that you have set > Submit.

**View Sample Schedule here: 2 Team Fixed 12 Hour Shift Schedule**

<https://www.timeteccloud.com/guideme-scheduling/2-team-fixed-12-hour-shift.html>

If you want to define your own Group No. and create a weekly schedule, make sure you select Group Type as Weekly. Click Auto > Define the schedule for each day of the week and the effective dates > Apply. The schedule will follow the pattern of schedule that you have set > Submit.

**View Sample Schedule here: 4-3, Ten Hour, Rotating Shift Schedule**

<http://www.timeteccloud.com/guideme-scheduling/4-3-ten-hour-rotating-shift.html>

#### **To assign Users to Group Duty Rosters**

**PROCESS:** Go to [Schedule](#) > [Assign Schedules and Users into Roster](#) > Click the Plus (+) sign > Assign the users to Group Duty Rosters accordingly either by user, company / branch, department, and section > [Submit](#)!

## 3.4 Customise User Duty Roster



**OBJECTIVE:** To edit an individual user's duty roster from the group's roster. In the same group duty roster, certain employees can be assigned with a slight deviation from the general roster to match the roster's overall requirements.

*Note: For first time users, you can't proceed until the users are available.*

**PROCESS:** Go to [Schedule](#) > [Customise User Duty Roster](#) > Choose weekly, bi-weekly, monthly or yearly calendar view > Click at the table column to [Edit User Duty Roster](#) > [Submit](#). You can also click Import to download the roster from a file.

## 4 • DEVICE SETUP | Device >

### 4.1 Clocking Options

#### Web Check-In

**OBJECTIVE:** Employees can check-in their attendance via Web by entering their password and work code (optional). All check-in records will be displayed under the Clocking Time data for future reference.

**PROCESS:** Go to [Device](#) > [Assign Users to Device](#) > [Edit](#) > [Allow Web Access](#) > [Clock-In](#) > [Update](#).

#### TimeTec TA Mobile

**OBJECTIVE:** To allow users the option to download the mobile phone application for iOS and Android.

**PROCESS:** Go to [Device](#) > [Clocking Options](#) > Choose the download link suitable for your mobile device's operating system.

### 4.2 Mobile Clocking

**OBJECTIVE:** To allow users the option to report their attendance via selected mobile clocking methods.

#### 4.2.1 GPS Geofence

Clocking with Geolocation to allow user's mobile clocking via Geolocation (GPS)

**PROCESS:** Set Mobile Clocking permission at [Device](#) > [Assign Users to Device](#) > [Edit](#) > [Allow TimeTec TA Mobile Access](#) > [GPS Clocking](#) > [Update](#).

**OBJECTIVE:** Admins can set a Geofence in TimeTec TA so that employees are allowed to clock their attendance using GPS clocking only if they are within the permitted area.

**PROCESS:** Set your Geofence location at [Device](#) > [Mobile Clocking](#) > [GPS Geofence](#) > [Geofence Location List tab](#) > [Click Add](#) > Name the Geofence and configure settings > [Submit](#).

**PROCESS:** Next, group the Geofence locations & assign Users. Go to next tab, [Geofence Location Group](#) > [Click Add](#) > Create an ID, name the group and click Save. Under [Edit](#) column, click the Plus (+) sign to add Geofence Location into the group > [Submit](#). Lastly, click [Assign Users](#), select as appropriate > [Submit](#).

#### 4.2.2 WiFi Access Point

Clocking with WiFi to allow users to carry out mobile clocking when connected to the assigned Wifi Access Points.

**PROCESS:** Admins must use TimeTec TA Mobile App to add Wifi access point and assign users to the access point. Connect to the required Wifi network with the smartphone. Login > [Settings](#) > [Wifi](#) > Tap at the Plus (+) sign to [Add Checkpoint & Access Point](#) > [Submit](#). Next, select the new Checkpoint > [Add User](#) > [Submit](#).

### 4.2.3 Beacon (Bluetooth) or NFC.

Clocking with Time Beacon/ NFC to allow users to carry out mobile clocking via Time

**PROCESS:**

1. Add Time Beacon/ NFC as Checkpoints  
Go to [Device](#) > [Mobile Clocking](#) > [NFC | Beacon](#) > [NFC | Beacon List](#) > Click [Add](#) > [Select Beacon/ NFC](#) > Enter the Device ID and Device Name > Click [Update](#).
2. Enrol the Beacon/ NFC using TimeTec TA App.  
Turn on Bluetooth/ NFC function > Login to TimeTec TA Mobile App > Go to [Settings](#) > [NFC | Beacon](#) > Select a Checkpoint > Select the preferred Beacon from the available list (Based on the Distance) or tap on NFC Tag > [Enroll](#) the UUID > [Yes](#).
3. Assign Beacon/ NFC to a Checkpoint Group, and allocate users under each group.  
Login to Web > Go to Device > [Mobile Clocking](#) > [NFC | Beacon](#) > [NFC | Beacon Group](#) > Click [Add](#) > Enter the [ID](#) and [Location](#) > [Update](#). To complete the setup, follow with [Assign Checkpoints and Assign Users](#).

### 4.2.4 Supervisor Mobile

Supervisor Mobile Clocking to allow supervisors to clock-in on behalf of team members.

**PROCESS:** Go to [User](#) > [Manage System Roles & Admin](#) > select relevant [System Role](#) > [Edit](#) > Ensure either [Full Module Rights](#) is enabled or Rights to [Mobile App, Supervisor Clocking](#) is enabled > [Submit](#). Assign the role to the applicable supervisor.

## 4.3 FingerTec Terminal

### 4.3.1 Terminal Group

**OBJECTIVE:** Create groups for your biometrics terminals in this tab. For example, if you have 3 branches (North, South and East), you will need to create group N, S and E in the system to be able to assign biometrics terminal(s) into these groups later on. Each group can likewise have many terminals in it.

**PROCESS:** Go to [Device](#) > [FingerTec Terminal](#) > [Terminal Group](#) > [Add](#) > Create your terminal group name and its description > [Submit](#). You will use this grouping in the [Manage Terminal](#) page.

### 4.3.2 Manage Terminal

**OBJECTIVE:** Add terminals to the connection list as well as edit and view the terminals' information in this tab. You can upload user data to the terminal device or download data from the terminal. Select the terminals that you want to operate and select the command.

**PROCESS:** Go to [Device](#) > [FingerTec Terminal](#) > [Manage Terminal](#) > Select terminal > [Manage Terminal](#) > Select command on the dropdown list.

**ADD TERMINAL OBJECTIVE:** To add terminal to the list of connected terminals.

**PROCESS:** Go to [Device](#) > [FingerTec Terminal](#) > [Manage Terminal](#) > [Add](#) > Fill up the info accordingly > [Submit](#).

### 4.3.3 Terminal Automation

**OBJECTIVE:** Automate the process of downloading and uploading new users in FingerTec Terminal to TimeTec TA and vice versa. Set the time to trigger the process, select your terminals and enable Auto Create User Profile to automatically add the users in TimeTec TA.

**PROCESS:** Go to [Device](#) > [FingerTec Terminal](#) > [Terminal Automation](#) > Enable the [List of terminals to auto sync or auto create users from](#) > Click [Select Terminal](#) > Pop-up displays all of your added FingerTec Terminals > Select the terminal and click [Submit](#). Set the timer for autodownload and create users into TimeTec TA.

**PROCESS:** Scroll down to the second section > Enable the [List of terminals to auto upload users to after create user in step above](#) > Click [Select Terminal](#) > Pop-up displays FingerTec Terminals list > Select the terminal and click [Submit](#).

## 4.4 Assign Users to Device

**OBJECTIVE:** Admins can assign users to reporting devices whether it is Web Check-In, Mobile or Terminal. You can choose users to either only view their attendances or to report using the devices.

**PROCESS:** Go to [Device](#) > [FingerTec Terminal](#) > [Assign Users to Device](#) > Edit accordingly > [Submit](#).

## 4.5 Data Audit List

### 4.5.1 Data Audit List

**OBJECTIVE:** View clocking activities downloaded from the terminals, mobile or web including details such as Clocking Time, Remark, Location, etc. Data Audit List can be converted as an Attendance Sheet in case there are missing information that are only available in the Data Audit List. This live Data Audit List is available for a period of 2 years only, and all data past this 2-year period will be moved to Archive, where it will be stored a further 3 years for viewing purpose only.

**PROCESS:** Go to [Device](#) > [Data Audit List](#) > [Data Audit List](#) > [Select Date](#) > View or Convert.

### 4.5.2 Export Data Audit List

**OBJECTIVE:** To export audit records to an external file as a raw input clocking data for other time attendance system. You can also create a Scheduler to export this data automatically to pre-set email address.

**PROCESS:** Go to [Device](#) > [Data Audit List](#) > [Export Data Audit List](#) > Select the info accordingly > [Next](#) > Define export format and file > [Export](#).

## 5 • ATTENDANCE SETUP | Attendance >

### 5.1 Attendance Approval

**OBJECTIVE:** If you enable Attendance Approval in System Settings, this allows the Admins to provide approval on the staffs' attendance. Only approved attendance will be able to be exported into Attendance > Export Attendance & Export Attendance to Payroll.

**PROCESS:** Go to [Company](#) > [System Settings](#) > [Time & Attendance](#) > [Edit](#) > Enable [Attendance Approval](#) and choose start date > [Save](#)

**PROCESS:** Go to [User](#) > [Manage System Roles & Admin](#) > select relevant [System Role](#) > [Edit](#) > Ensure either [Full Module Rights](#) is enabled or Rights to [Attendance & Report, Attendance - Approve](#) is enabled (for Mobile App, please also enable [Mobile App, Attendance - Approve](#)) > Submit. Assign the role to the applicable Admin/Approver.

### 5.2 Export Attendance

**OBJECTIVE:** All employee attendance data can be exported into a template and format of your preference. The attendance export formats are divided into Detail Schema and Summary Schema, which must be configured before exporting. You can also create a Scheduler to export the Attendance data automatically to pre-set email address.

**INFO:** Detail Schema- to export day-by-day attendance records such as; In, Out, Break, Resume, OT, and Done clocking times of each user. Summary Schema- allows users to summarise the clocking information of each user, such as; Workday Present, Workday Hour, and Total Overtime.

**PROCESS:** Go to [Attendance](#) > [Detail Schema or Summary Schema](#) > Define the arrangement for the required data fields > [Save](#).

**PROCESS:** Go to [Attendance](#) > [Export Attendance](#) > [Export Attendance](#) > Select the user > Click [Export Detail or Export Summary](#) > Ok.

### 5.3 Export Attendance to Payroll

**OBJECTIVE:** Allows users to directly export the attendance data from TimeTec TA into third party payroll provider application (instead of having to configure the schemas). By selecting this, you can export the attendance data directly into an output file that has been customised to match the payroll requirements. Please note that the list of payroll options available is shown according to your country.

**PROCESS:** Go to [Attendance](#) > [Export Attendance to Payroll](#) > Choose the applicable Payroll > Select the info accordingly > [Submit](#).

## 6 • REPORT SETUP | Report >

### 6.1 Scheduler

**OBJECTIVE:** The system provides numerous reports for various information needs and a selection of these can be automatically exported through the Report Scheduler and sent to the recipient's email address.

*Note: Please click to verify your email once you have logged into TimeTec TA to receive email notifications and scheduler reports that are sent to your email.*

**PROCESS:** Go to [Report > Scheduler > Add](#) > Select the info accordingly > [Submit](#).

With the completion of the 6 setup modules (Attendance Setup and Report Setup can be deferred to a later time if required), the system is now ready to be used. More modules or features are included in TimeTec TA as part of its data presentation, communication/monitoring feature and for technical support.'

#### Attendance

View the transactions from the clocking terminal and attendance records of all employees.

#### Report

Generate and view various formats of reports by filtering out the desired data fields.

#### Notification

Send greetings, memo or attendance status alerts (e.g. tardiness alert) to the selected recipients.

#### Library

Stores the company's files in which the employees can download from. The content of the Library includes forms (leave forms, mileage claim forms, etc.), guidance materials (handbook, memo, etc.), references (websites, images, etc.) or any other important files that the company uploads.

#### Support

To help provide the necessary support for TimeTec TA users for a great managing experience and to solve any technical issues. Technical support comes in the form of Wizard for setup and migration, E-Learning for an online manual, Webinar, Technical Tips, FAQ, Live Chat and Email.

For additional information on some of the setup above, we strongly recommend that you visit our Technical Tips page, by clicking here: [https://www.timetecta.com/tta\\_tips.php](https://www.timetecta.com/tta_tips.php)

