Suprema Webinar 2020

BioStar2 TA Beginner (Crash Course)

Speaker
Hatem Kahla
Regional Technical Manager| Suprema Middle East

Date: Tuesday, June 9, 2020
Time: 6:00 PM, GMT+4, Dubai
Time: 9:00 AM, GMT-5, Mexico (CDT)
Time: 10:00 AM, GMT-4, New York (EDT)
North America, Latin America, Europe

Date: Wednesday, June 10, 2020
Time:12:00 PM, GMT+4, Dubai
Time: 9:00 AM, GMT +1, UK (BST)
Time: 5:00 PM, GMT +9, Seoul
Asia, Europe, Middle East, Africa

FAQ about Suprema Webinar

❖ How can I find Webinar Contents?

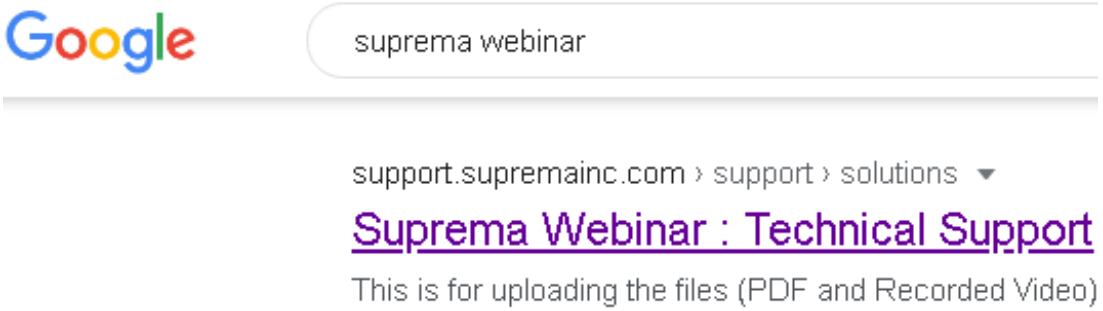
1) Email

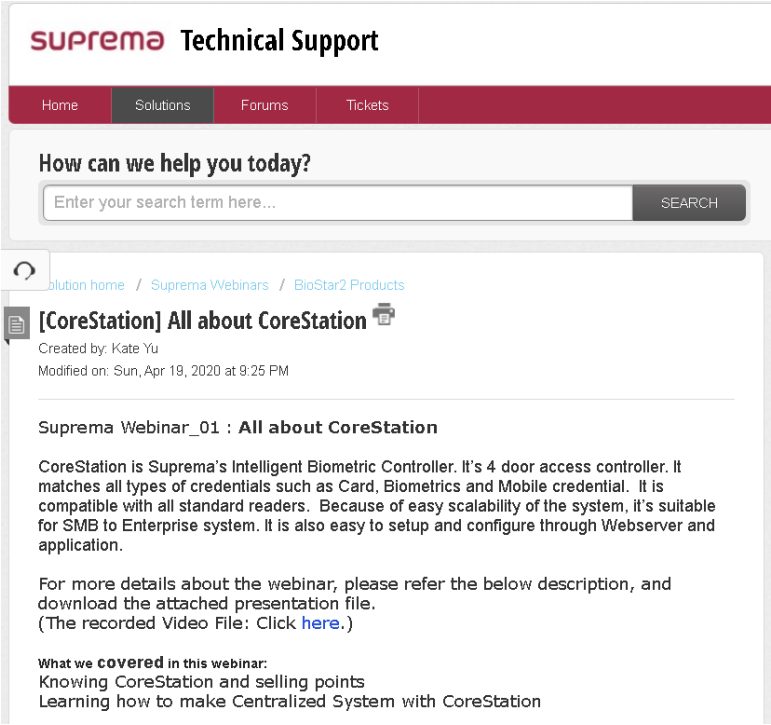
✓ After this webinar, Suprema Team will provide the presentation and the recorded video file to your registered emails. It will take 5 days after reviewing the files with including Q&A list.

2) Website (Suprema Technical Support Site)

✓ After this webinar, you can also find the information with including Q&A list in Suprema support technical site. Search Suprema Webinar on the Suprema Technical Support Site. Or, simply google it.

✓ https://support.supremainc.com





3) SNS Channel & YouTube

✓ Plus, we will post the information to YouTube, Facebook, and LinkedIn. (Simply search it on each site)

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FAQ about Suprema Webinar

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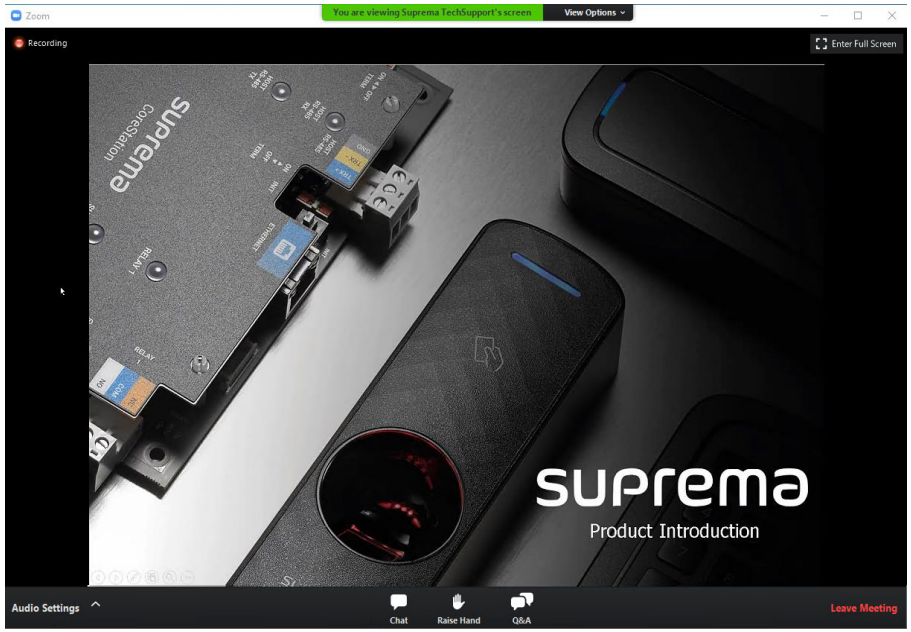
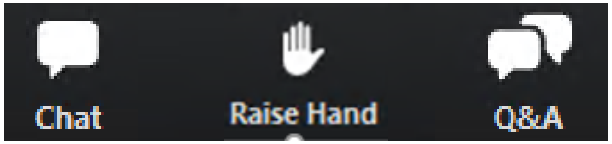
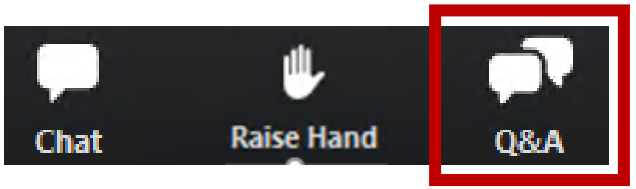


Please mouse over on the bottom of your screen, the 3 buttons as following will come out.





1) [Q&A] Box for leaving your question

✓ During The webinar, you can leave your questions to **Q&A box** **anytime** Suprema agents in panels will answer in real time.

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FAQ about Suprema Webinar

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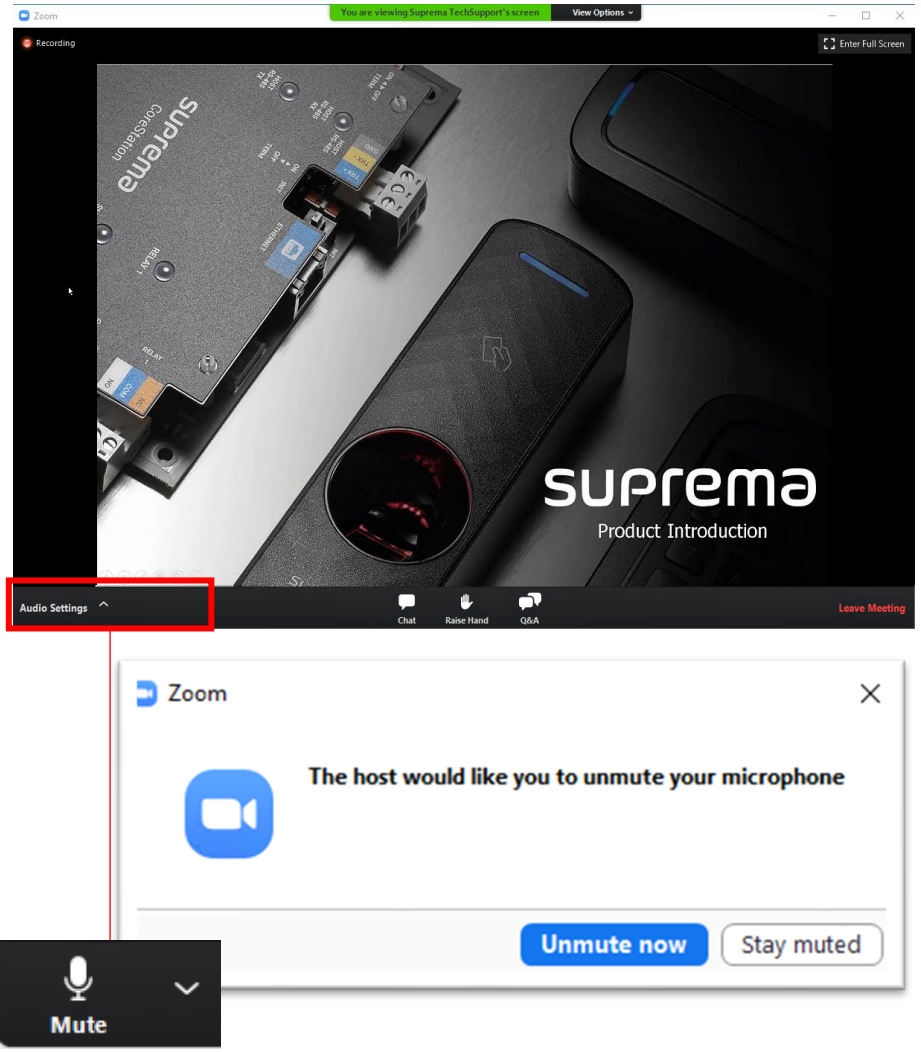
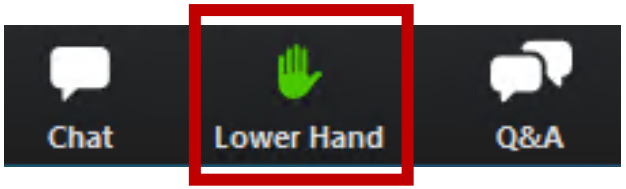


2) [Raise Hand] to speak your Question



Please click on [Raise Hand] on the menu bar if you have a question during the webinar. The color will turn to Green.

Host will allow to unmute your microphone and you will be available to unmute your microphone at the time.

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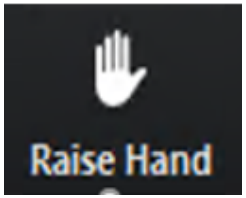
FAQ about Suprema Webinar

❖ How I inquiry during Webinar session?

Notification: Question Session

- ✓ Between the presentation progress, We will have Q&A session to make the interactive webinar.
- ✓ You can leave your questions through **QA box**.
- ✓ Or you can raise your hand from the menu bar, and you will be available to **unmute your microphone** once the host confirms your sign from Attendee's list.
- ✓ ***When you speak through a microphone***, please **introduce your name** and **question**. *We will answer one by one, so please kindly wait for your turn.*



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LET US START

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1 - Webinar Goal

BioStar 2 Time Attendance (Crash Course)

The aim of this webinar is to understand the features and capabilities of Suprema Time Attendance module.

All the information in this webinar is useful for Sales, pre-Sales, and technical teams.

It is important that Sales team understand the limitations of BioStar2 Time Attendance to avoid unsupported features selling to customers.

BioStar 2 TA is a time and attendance module that serves as an add on to the BioStar 2 platform.

Easy integration with HR/ERP system to enable the HR management and T&A management in one system.

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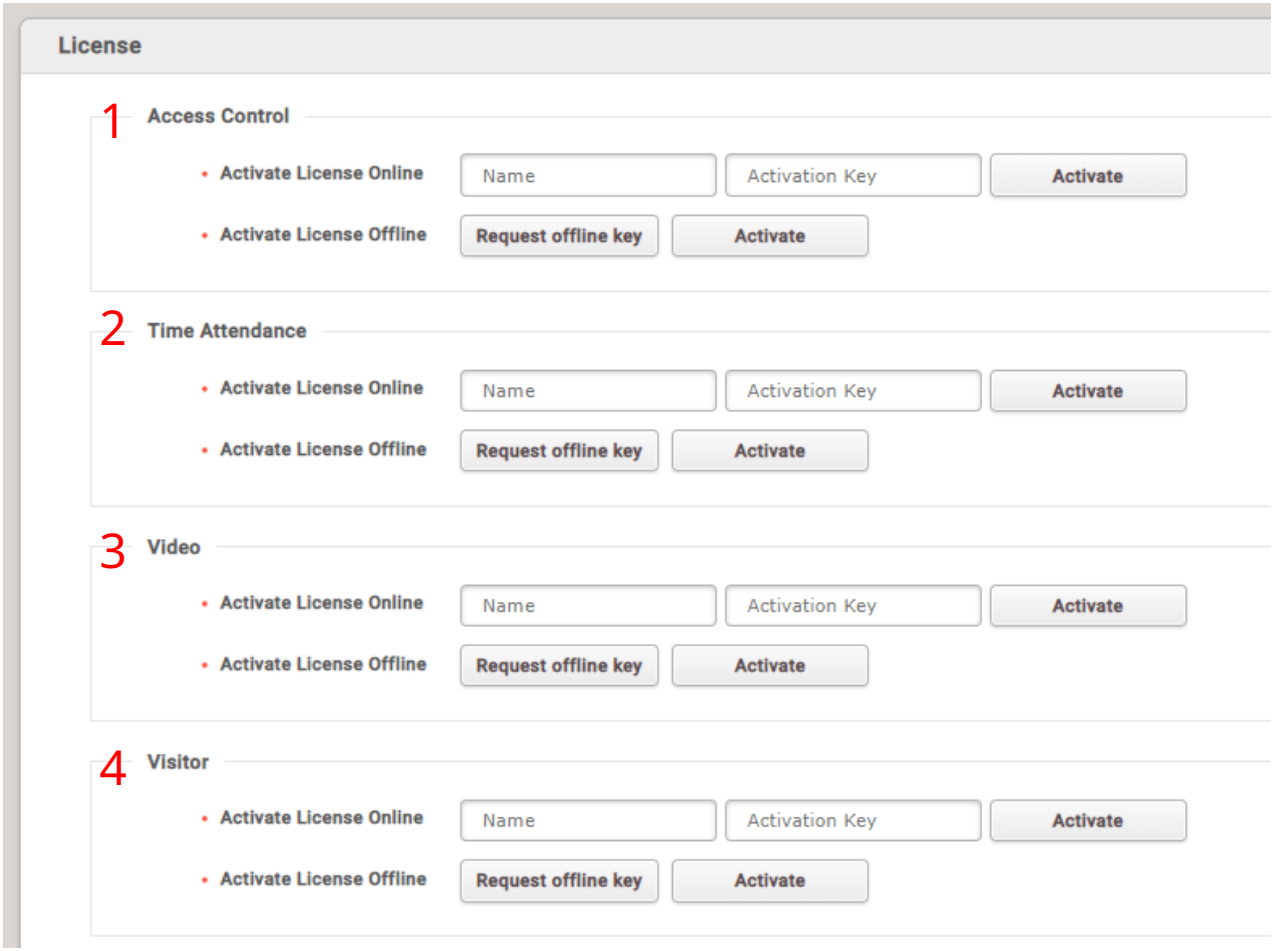
2 – Understanding BioStar2 TA license

BioStar2 Licenses:

We have 4 categories of Licenses:

1. Access Control
2. Time Attendance
3. Video
4. Visitor Management



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2 – Understanding BioStar2 Access Control License

BioStar2 Access Control Licenses:

Items	Starter (Free)	Standard	Advanced	Professional
Number of Users	100	500	1,000	Unlimited

Make sure to say BioStar2 TIME ATTENDACE License when you order,,,

Standard, Advanced, & Professional are also in BioStar2 ACCESS CONTROL

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3 – Activating BioStar2 TA License (online & offline)

BioStar2 License:

BioStar2 online license key consists of 16 numbers in the format of 1234-5678-1234-5678

You can activate BioStar2 either

A. Online (Internet connection is available on BioStar2 application server)
B. Offline (**NO** Internet connection available on BioStar2 application server)

Precaution

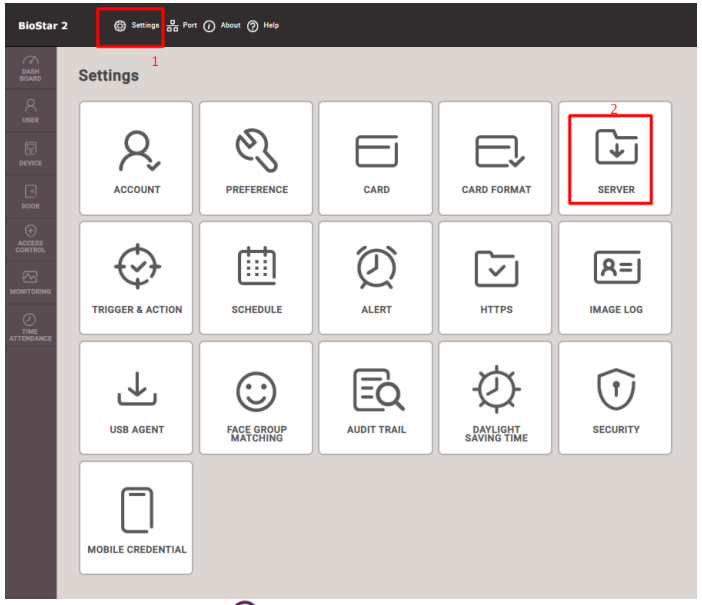
Make sure that you put the 16 numbers with (-) license and in the correct field (Access Control)

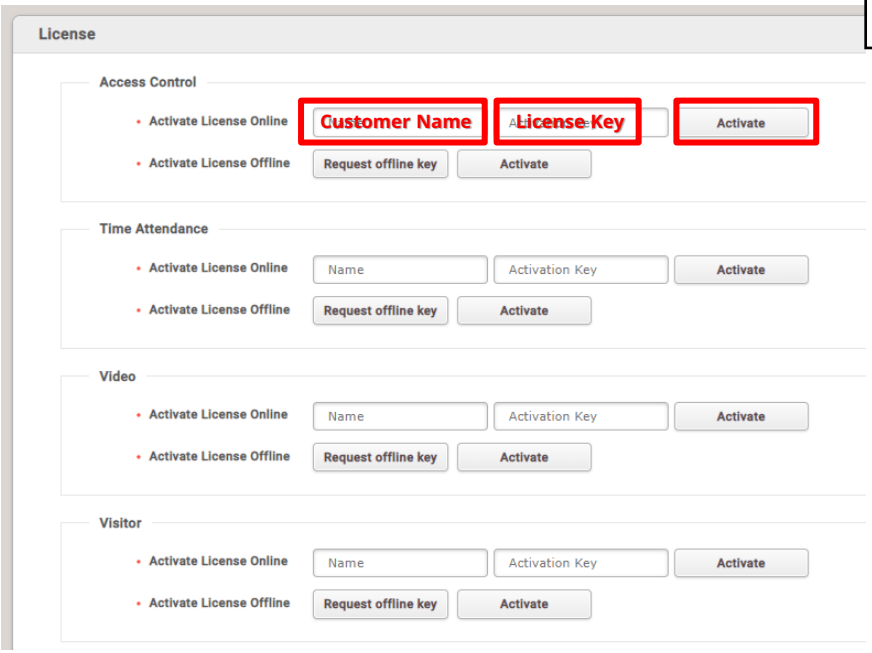
Troubleshooting Activating online license

A. Activating Online License

Please note that you must enter the same format (1234-5678-1234-5678) while activating the license.

Go to setting → Server → License → enter the name of the customer and the 16 numbers license key then click activate in the Access Control part and it will be activated





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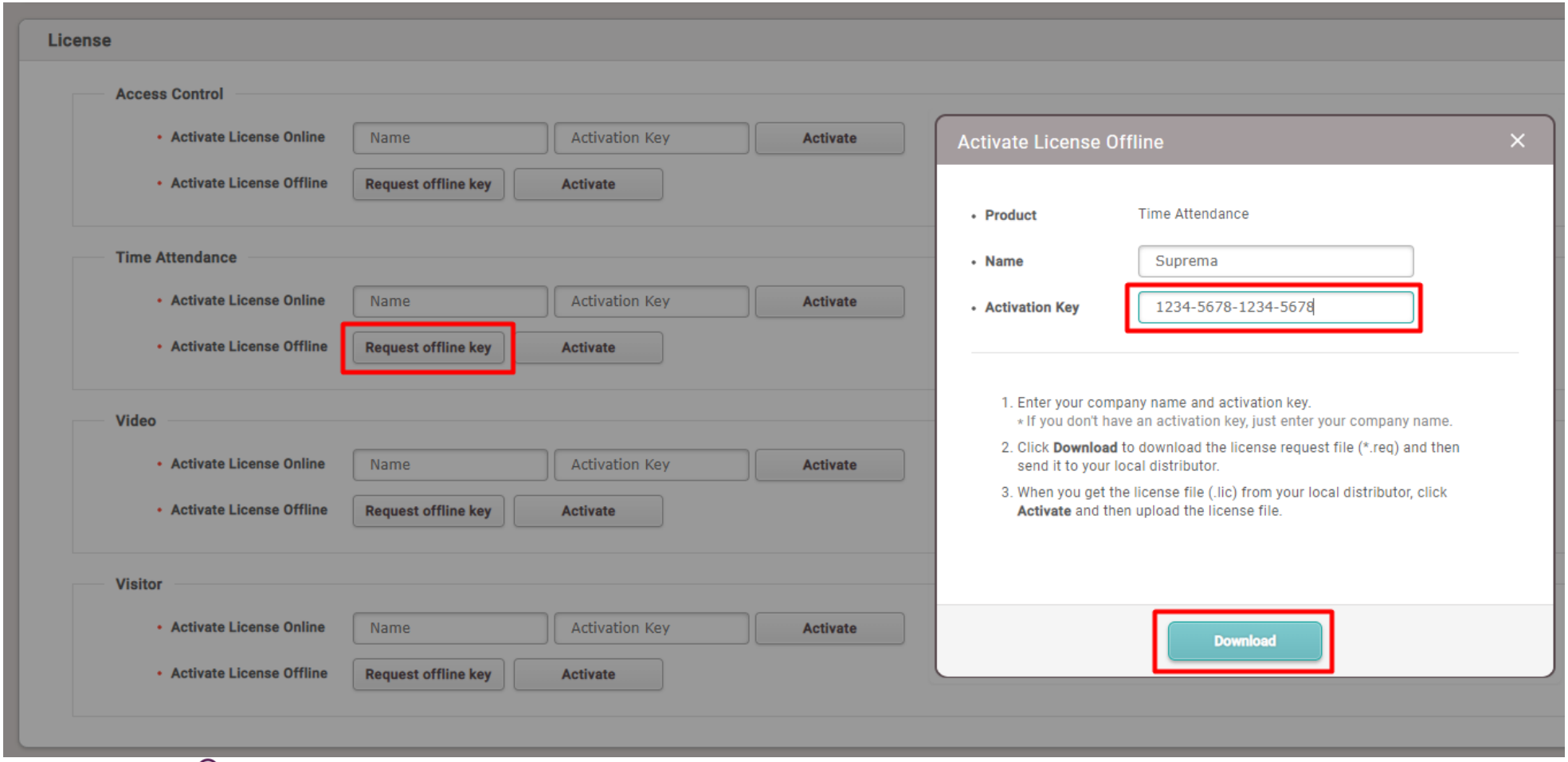
3 – Activating BioStar2 TA License (online & offline)

B. Activating Offline License

1. Go to setting → Server → License → Click on Request offline Key → fill the customer name and enter the 16 number which you have purchased and click Download



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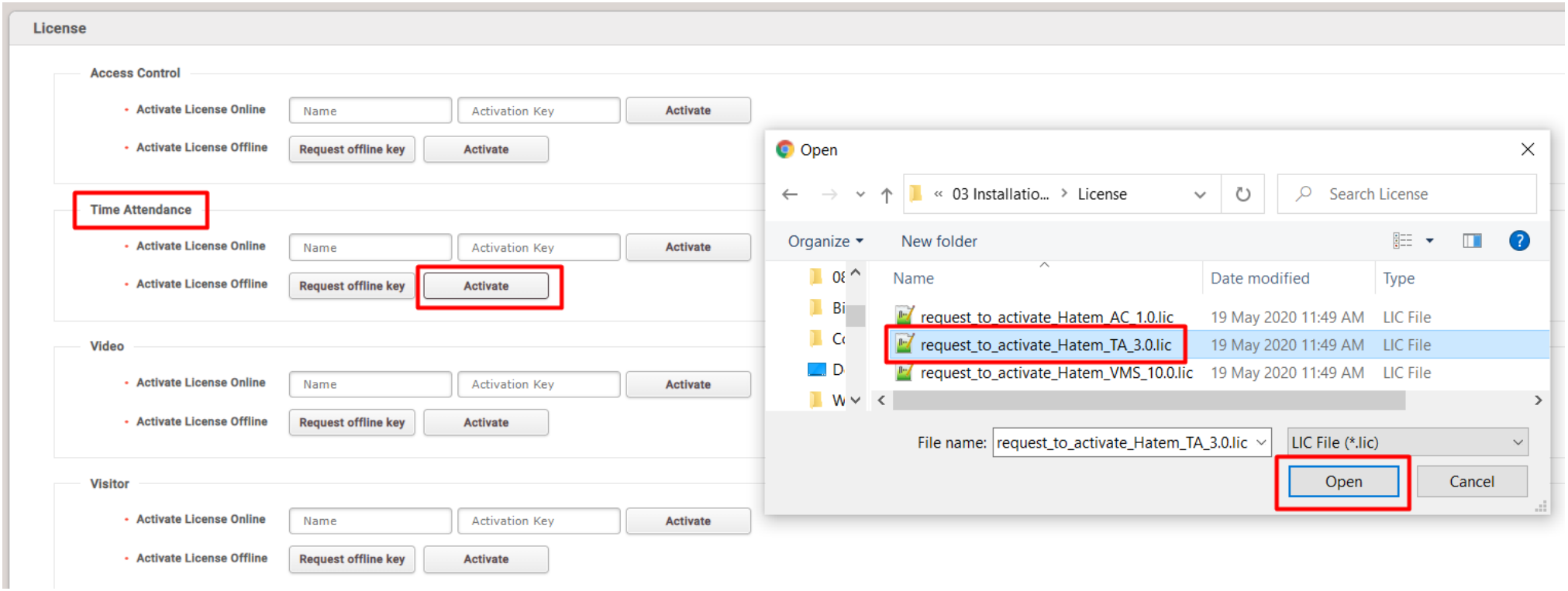
3 – Activating BioStar2 TA License (online & offline)

B. Activating Offline License (Cont'd):

2. Send the downloaded request file (request_to_activate_Suprema_1.0.req) to your Suprema Sales representative and he will return to you with the file (*.lic), please save it to your hard drive (example: desktop)

3. In the same location where you downloaded the request file, please click Activate (next to Request offline key) and the browse will open to chose the *.lic file you have received and click open.

4. **License is activated**



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Demonstration
And
Q&A

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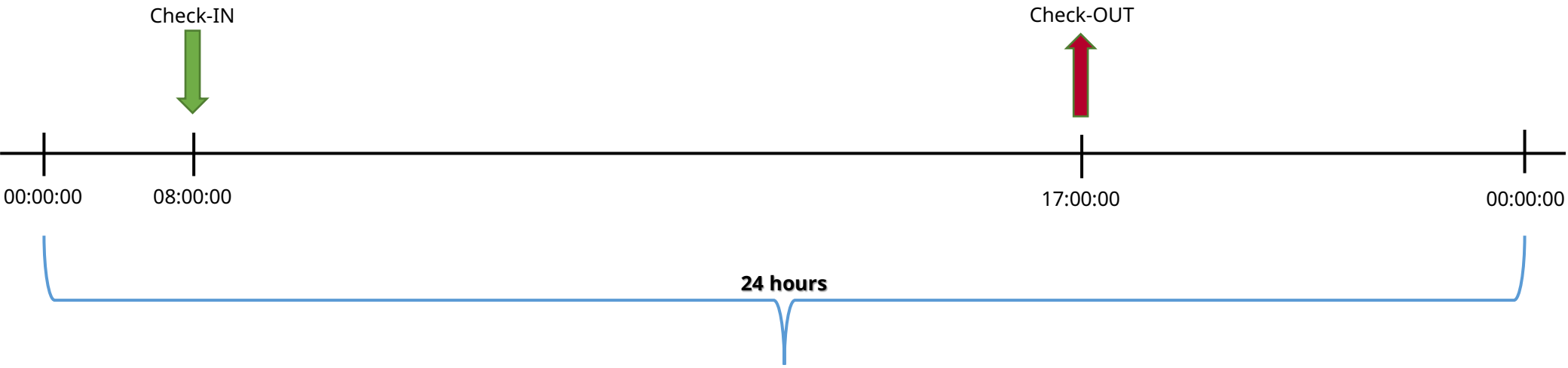
4 – Understanding BioStar2 TA 24 hours shift concept

BioStar2 TA 24 hours concept:

BioStar2 calculate TA based on the successful transactions done within 24 hours.

Example:



Result: 17:00:00 – 08:00:00 = 9 hours

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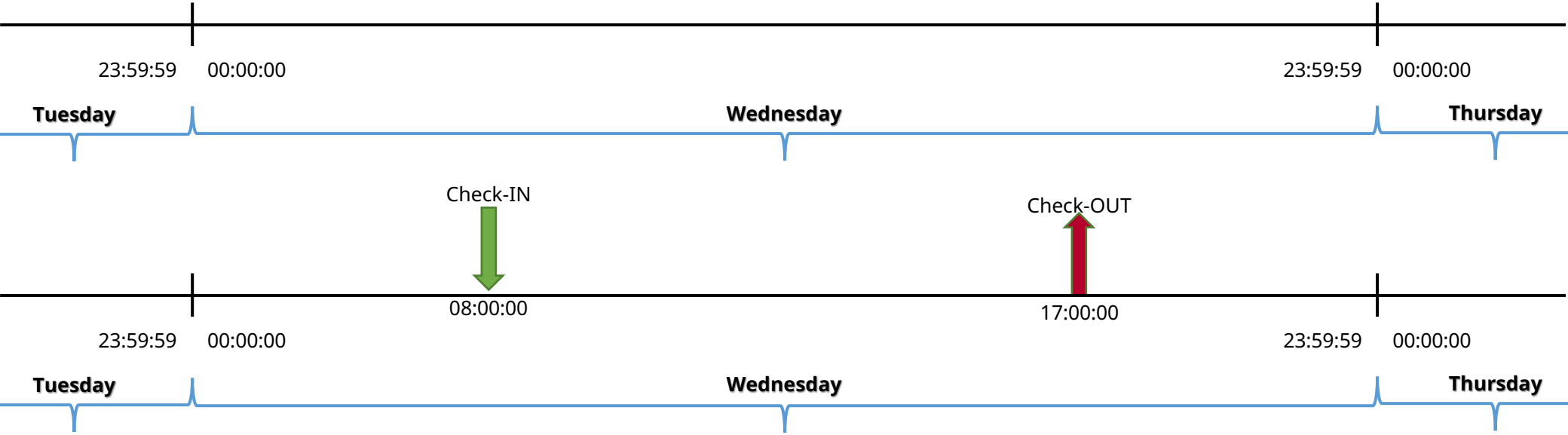
4 – Understanding BioStar2 TA 24 hours shift concept

BioStar2 TA 24 hours concept: (Cont'd)

The most important parameter in BioStar2 TA is Day Start Time (DST):

Day Start Time (DST) is the setpoint of starting the 24 hours

So if DST = 00:00:00 → this will result to be same as the normal days (normal day's DST is 00:00:00)



Result: 17:00:00 – 08:00:00 = 9 hours working

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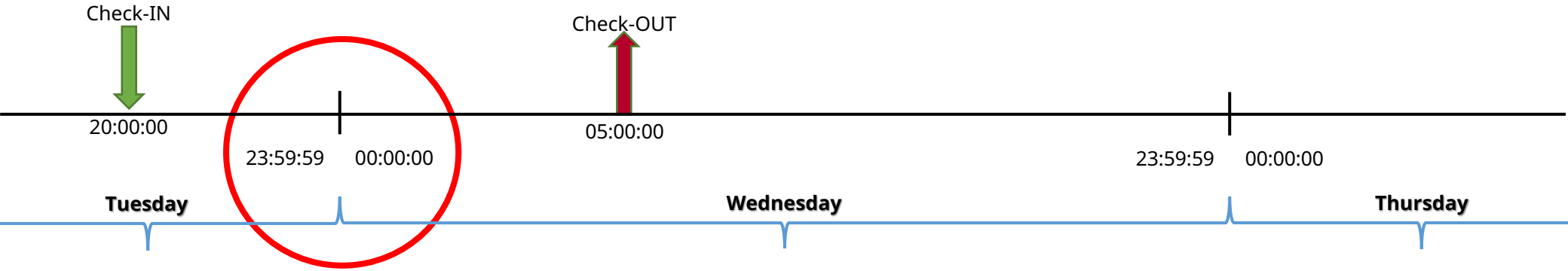
4 – Understanding BioStar2 TA 24 hours shift concept

BioStar2 TA 24 hours concept: (Cont'd)

What if the transactions done out of the 24 hours shift?



Result of running the report:

On Tuesday: Checked-IN at 20:00:00 and missing check-out
On Wednesday: missing Check-IN and Check-OUT at 05:00:00

WHY???

Cause of the 24 hours shift (Check-IN & Check-OUT must be within the 24 hours)

So what if the employee is going to work at night shift?

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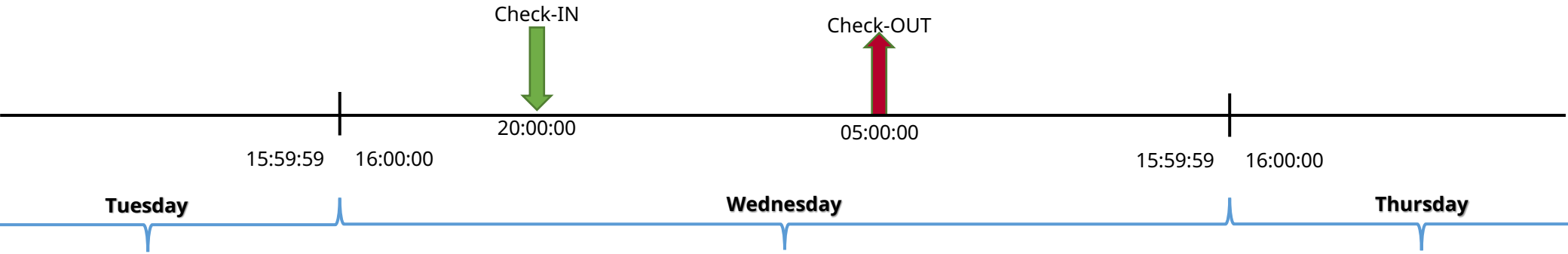
4 – Understanding BioStar2 TA 24 hours shift concept

BioStar2 TA 24 hours concept: (Cont'd)

Employees working on night shift (example from 20:00:00 to 05:00:00):

We must change the Day Start Time to be 3-4 hours earlier than the starting hour of the shift

So setting the DST to be 16:00 will result as below:



Now the Check-IN and Check-OUT are within the 24 hours of the shift and the result will be correct:

05:00:00 – 20:00:00 = 9 hours

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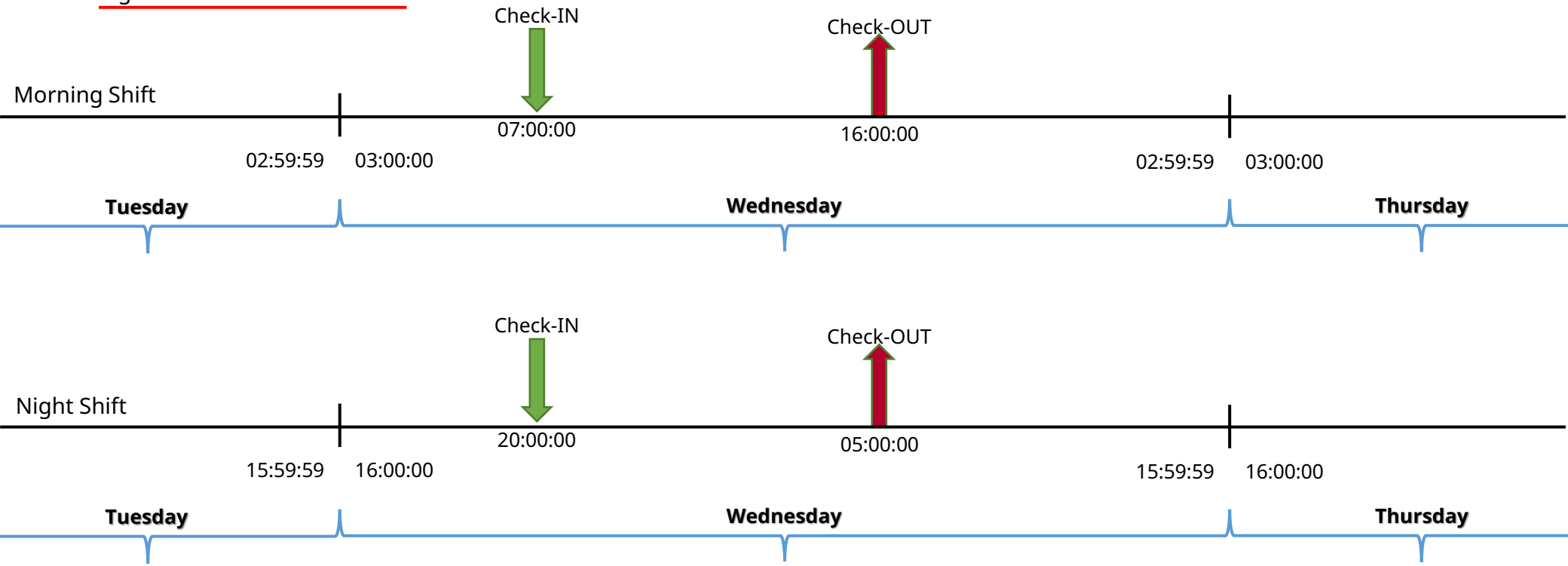
4 – Understanding BioStar2 TA 24 hours shift concept

BioStar2 TA 24 hours concept: (Cont'd)

Employees working on morning shift and others working on night shift
(example of morning shift from 07:00:00 to 16:00:00 &
Night shift from 20:00:00 to 05:00:00):

We must create 2 shifts:
1. Morning shift with DST = 03:00:00
2. Night shift with DST = 16:00:00



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Demonstration

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   Q&A

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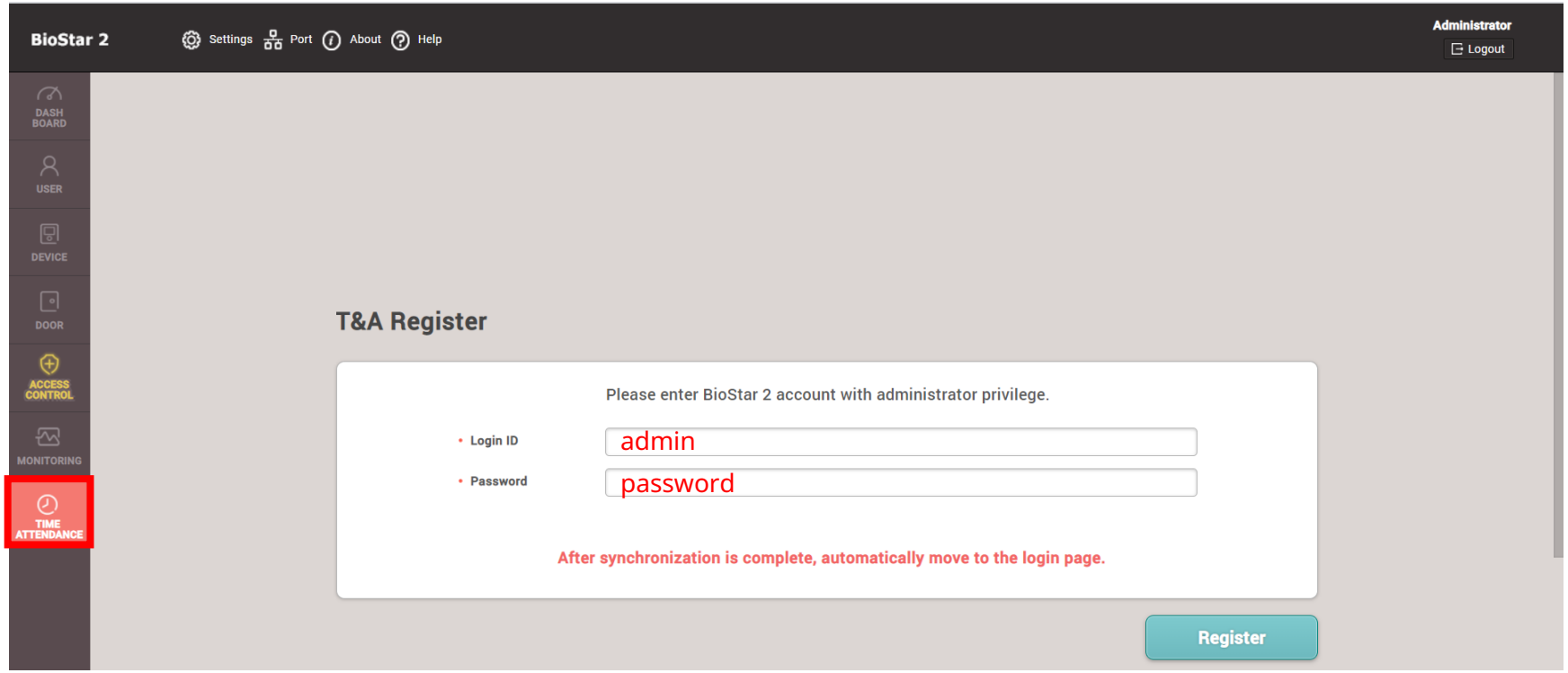
5 – Activate TA module and register devices

Activate TA module:

Once BioStar2 is installed, BioStar2 Time Attendance will require to be activated.



Put the Login ID admin and type the Password and click Register

After registration is completed, BioStar2 services will be restarted and login page will be reloaded.

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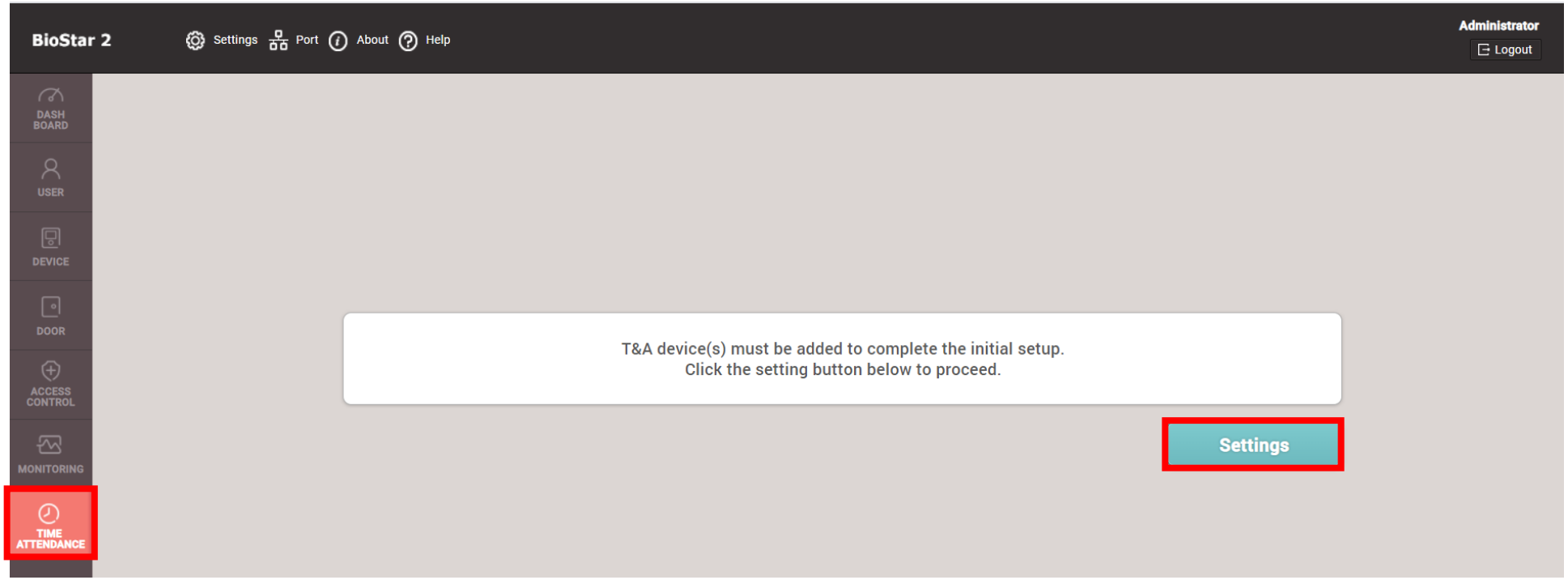
5 – Activate TA module and Register Devices

Register Devices:

After activating the TA module, go to Time Attendance menu and click Settings



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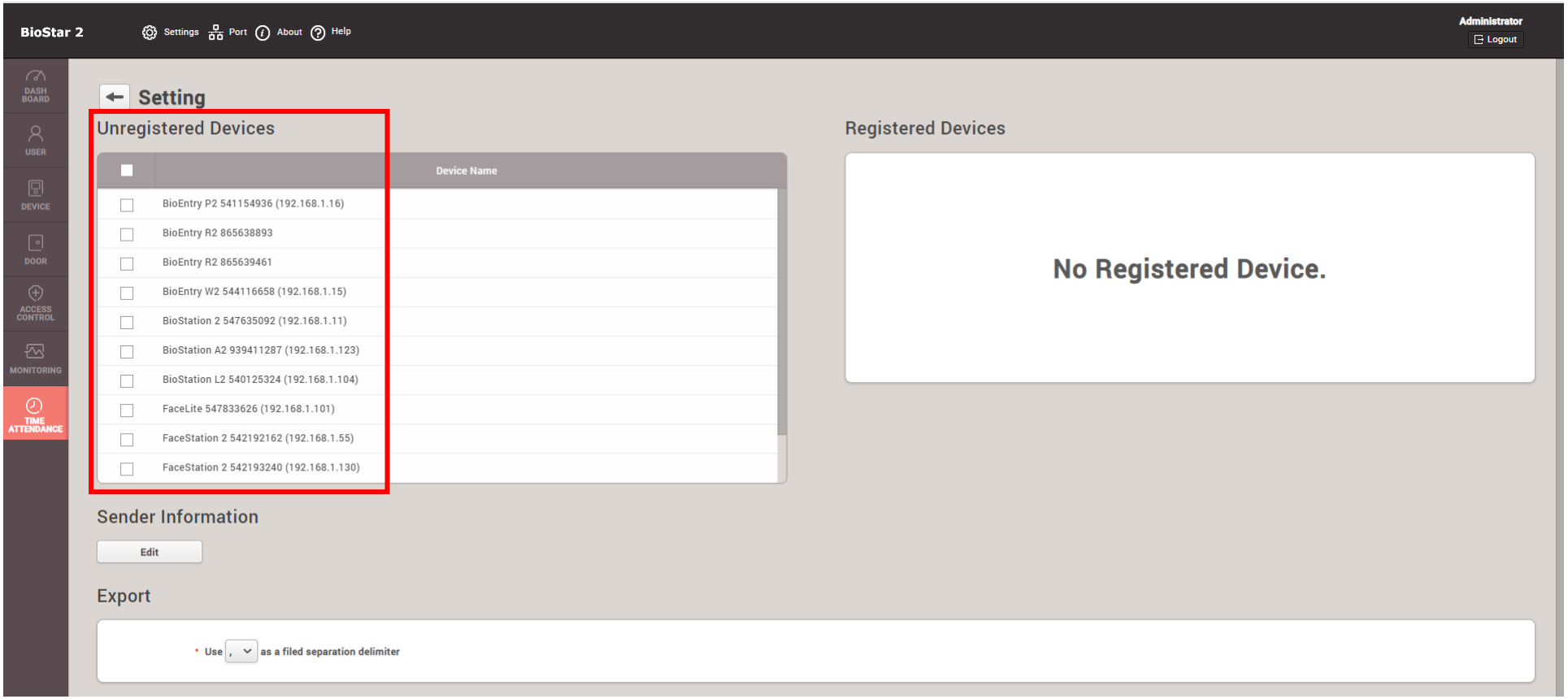
5 – Activate TA module and Register Devices

Register Devices (Cont'd):

List of all devices added to BioStar2 will be at Unregistered Devices.



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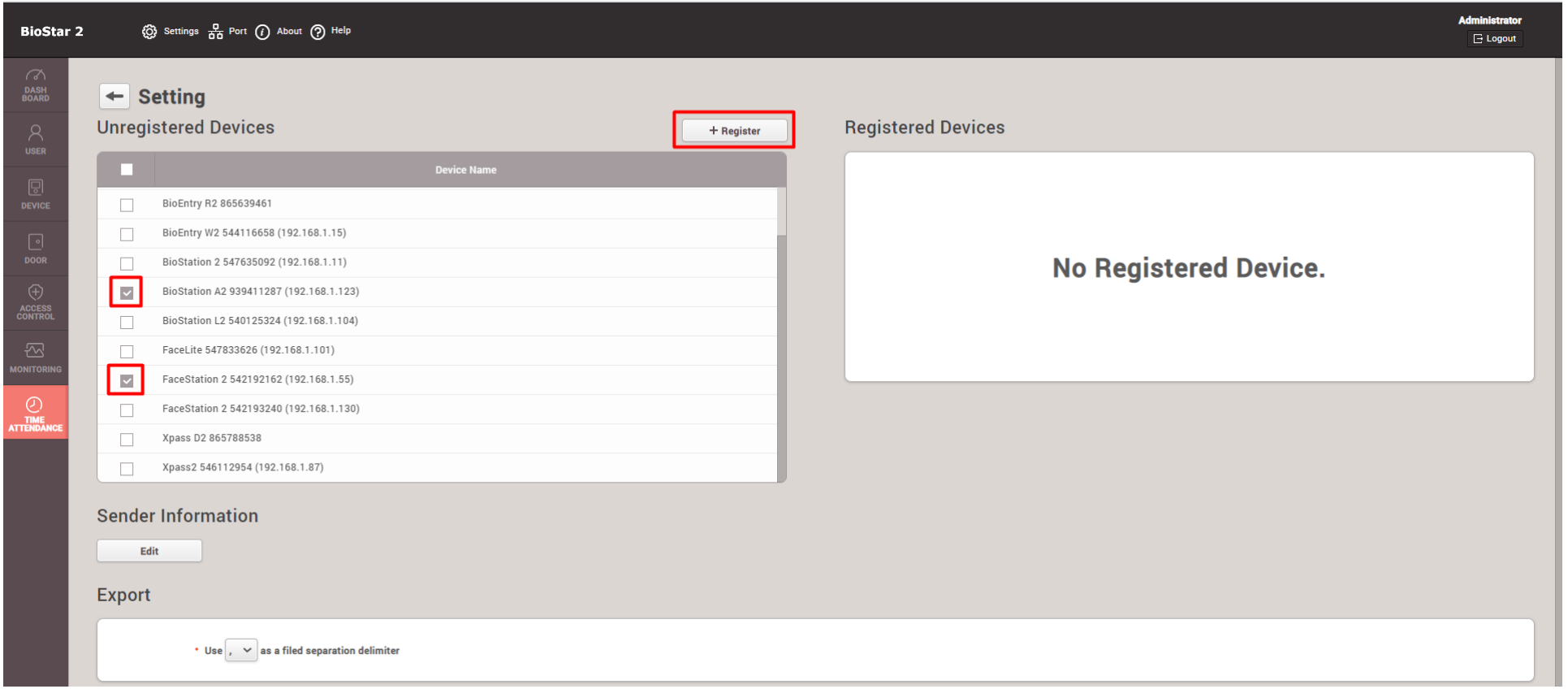
5 – Activate TA module and Register Devices

Register Devices (Cont'd):

Check boxes the devices that will work for TA and click +Register



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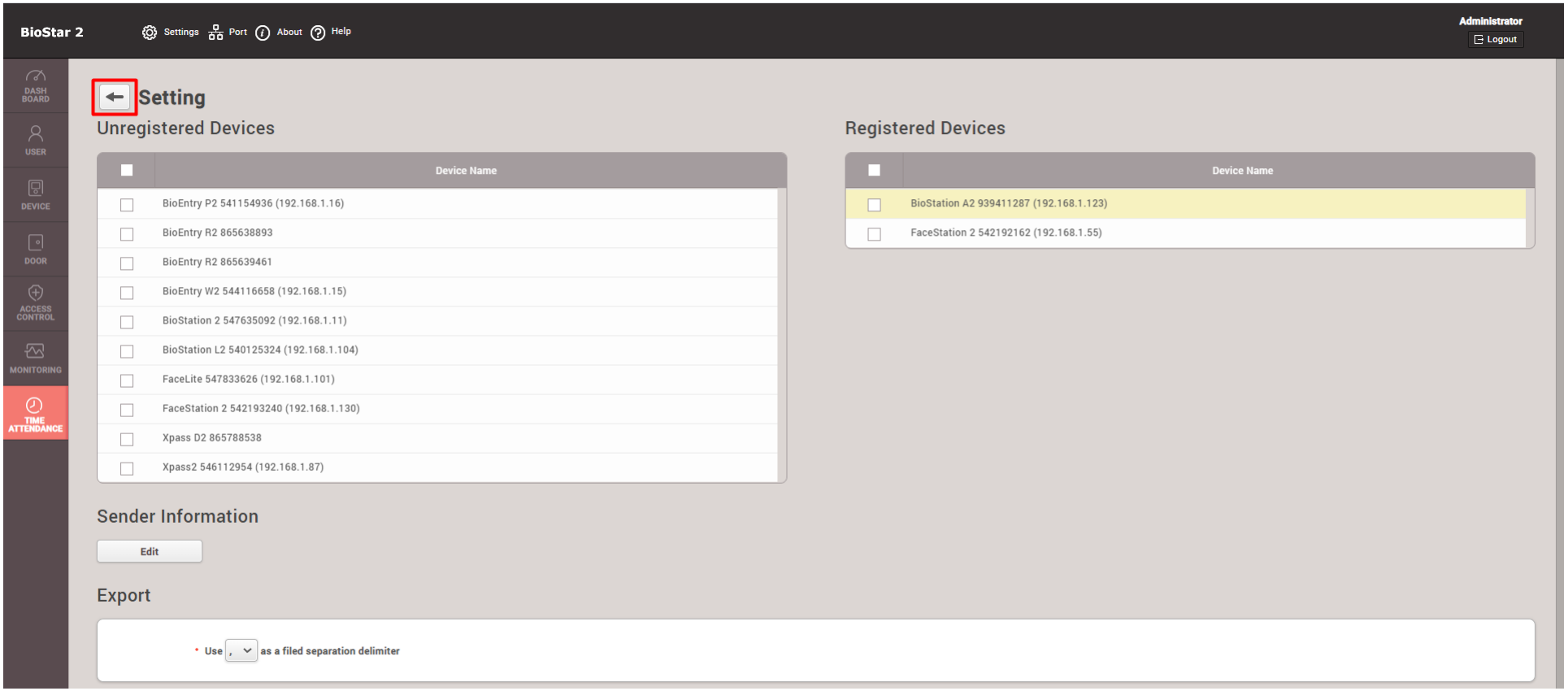
5 – Activate TA module and Register Devices

Register Devices (Cont'd):

After devices are registered, click on back arrow:



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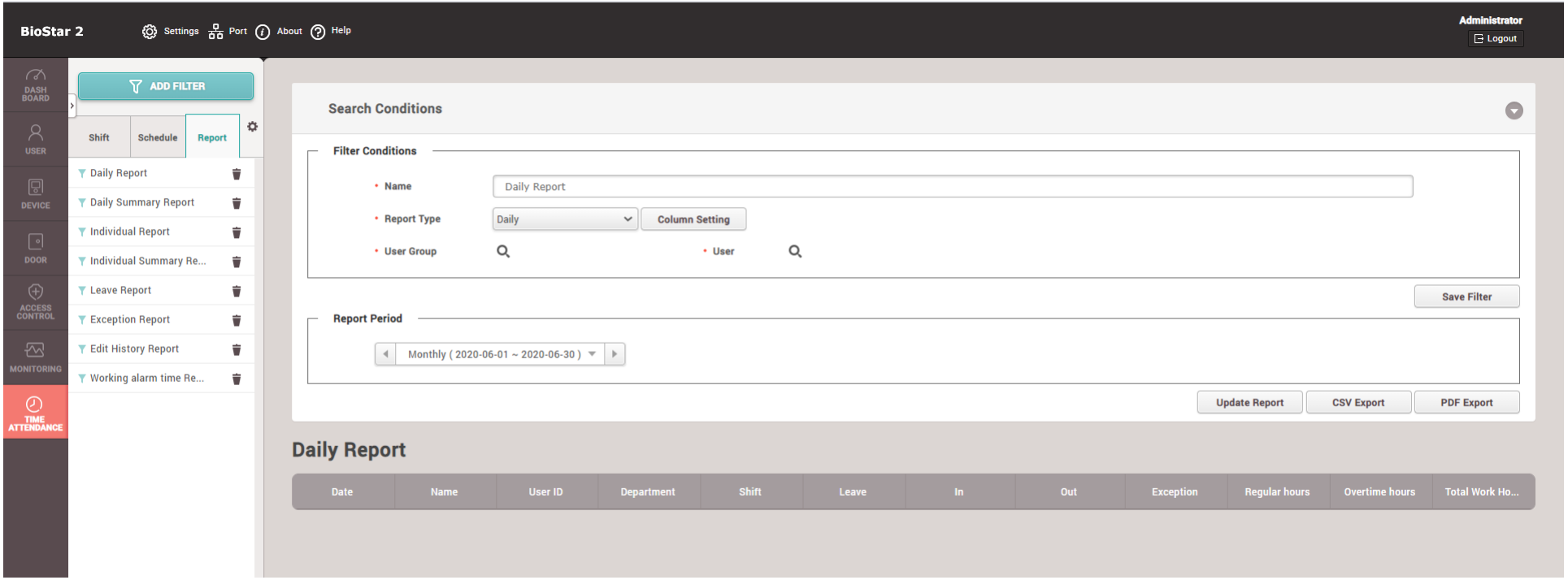
5 – Activate TA module and Register Devices

Register Devices (Cont'd):

Time Attendance Module is ready



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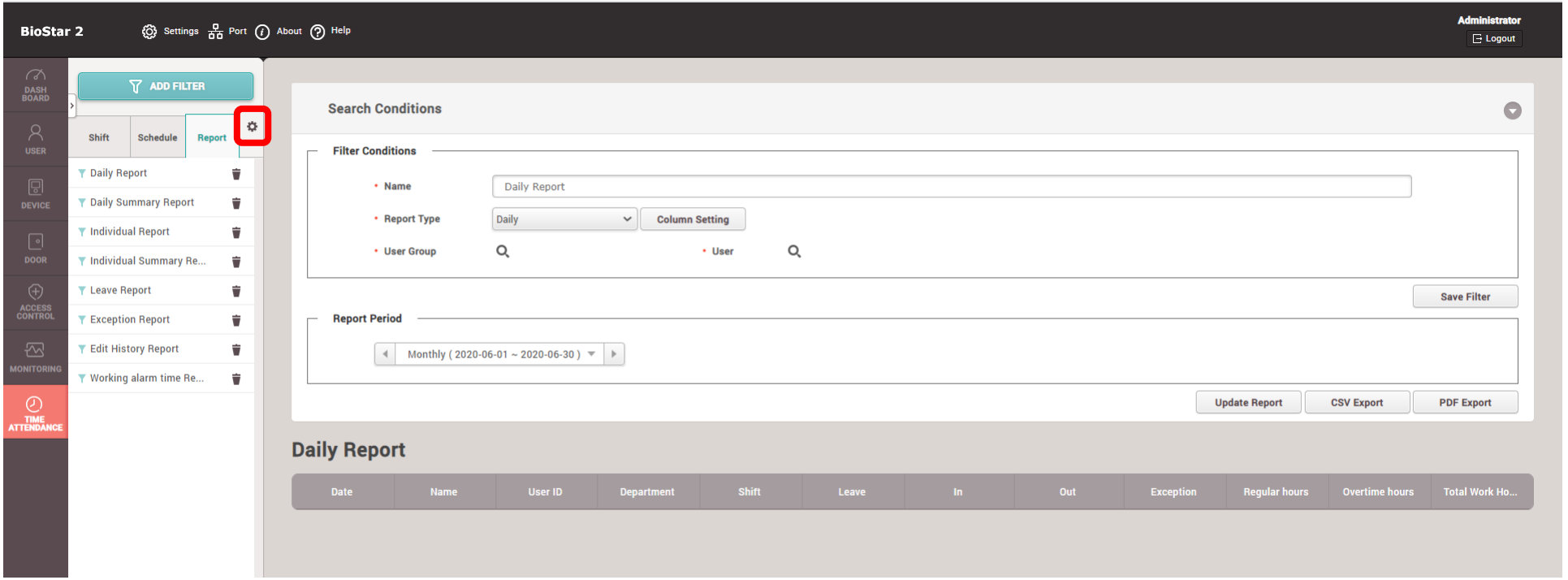
5 – Activate TA module and Register Devices

Registered Additional Devices & Device Setting:

You can Unregister or register more devices if required and also you can change the settings



Click on the gear icon

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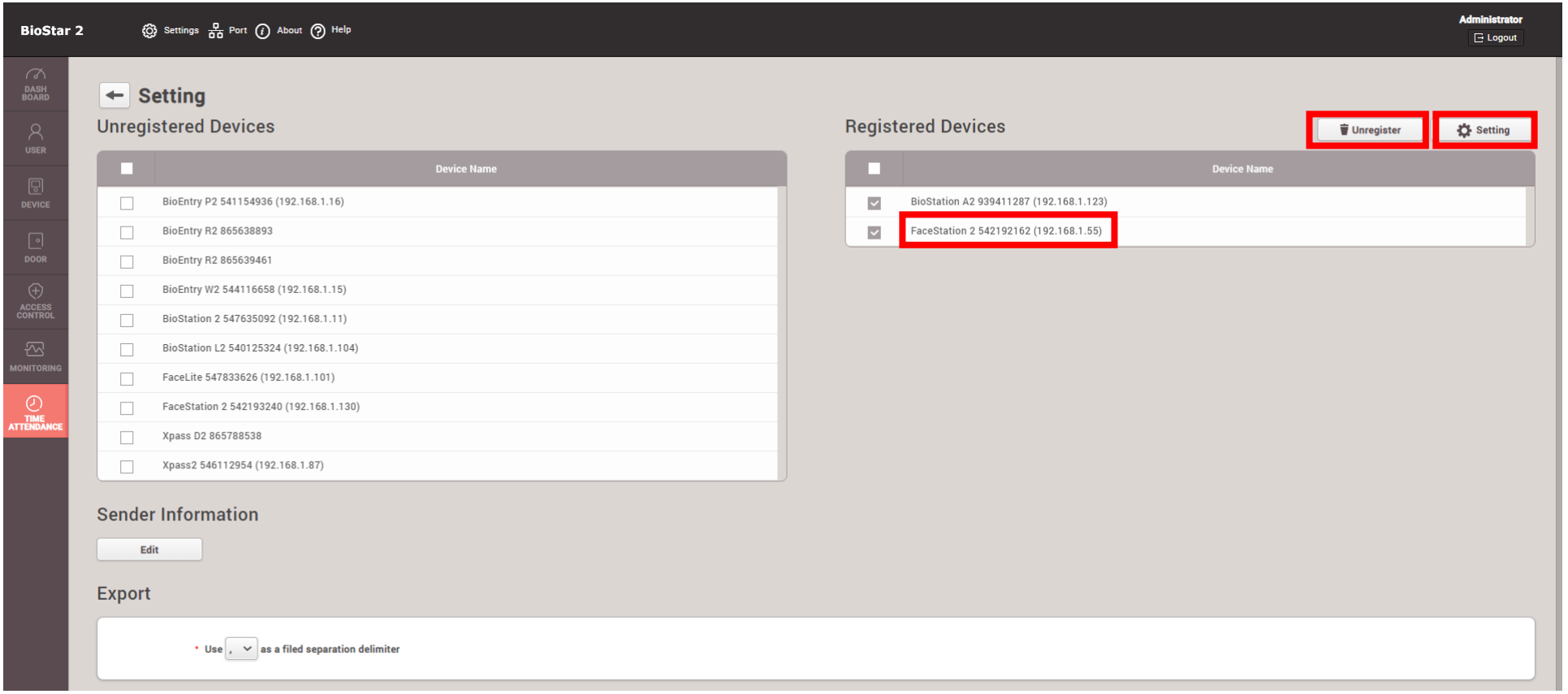
5 – Activate TA module and Register Devices

Registered Device Setting:

Unregister by selecting the devices by check the check box then click Unregister

To change the TA settings of the device, click on it or check the checkbox and click setting



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5 – Activate TA module and Register Devices

Changing TA setting of a device:

By Schedule: T&A event automatically changes according to the pre-defined schedule. You can select the schedule under the T&A Event option.

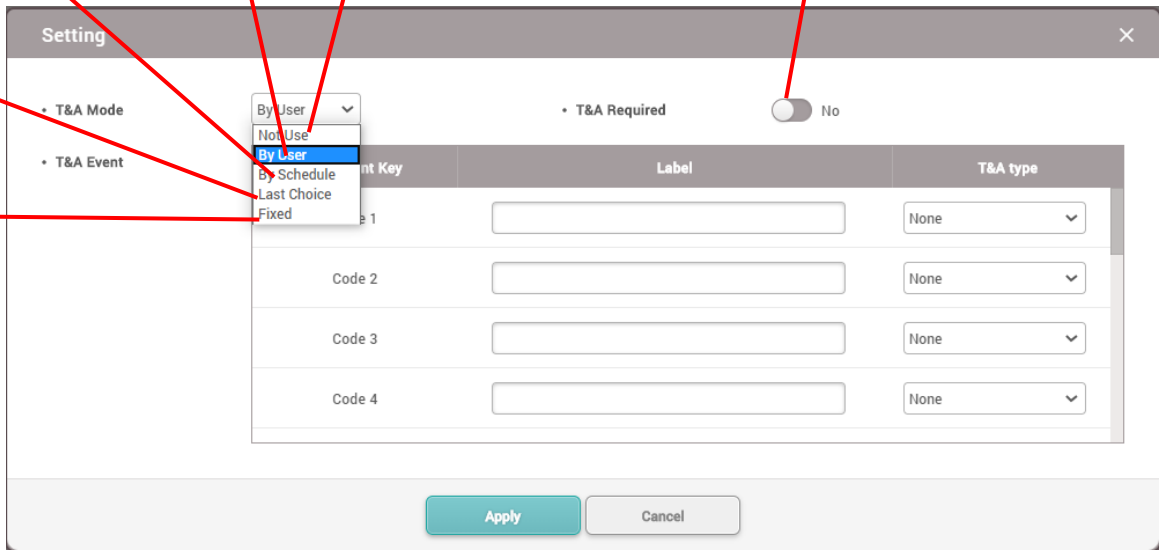
By User: The user can manually select a T&A event before the authentication.

Not Use: The user cannot record T&A events.

T&A Required: The user will be forced to select a T&A event during the authentication process. The T&A Mode option must be set to By User in order to use the Require T&A option.

Last Choice: The T&A event that the last user has selected remains unchanged until you change the T&A event manually.

Fixed: The user can use the fixed T&A event only. Configure the T&A Mode to Fixed and select the event you want to use as fixed.



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5 – Activate TA module and Register Devices

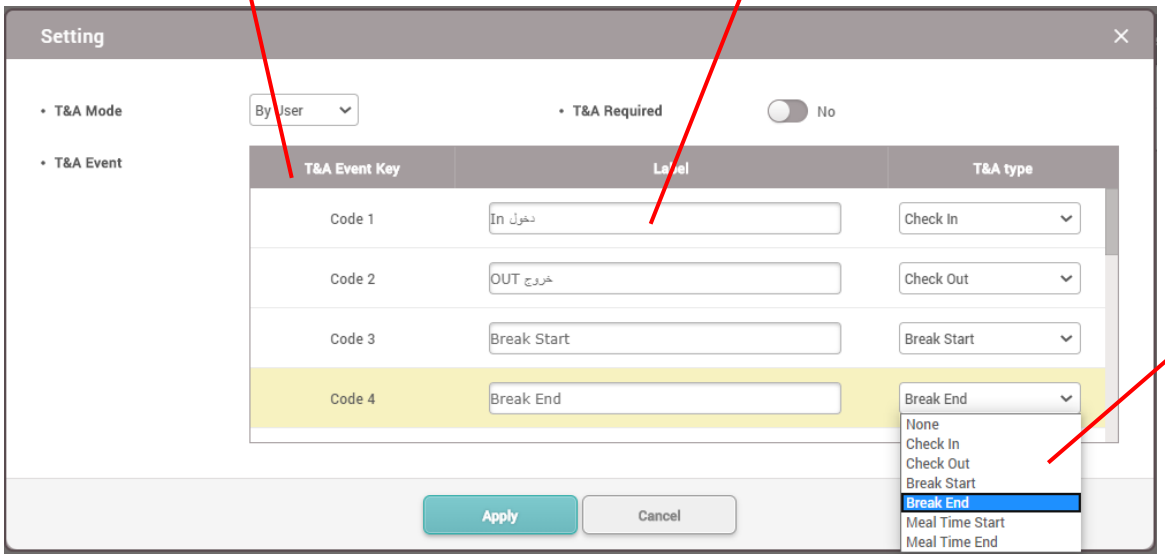
Changing TA setting of a device:

T&A Mode: By User

Label: 16 Characters to be displayed on the device (any language – in below example, English & Arabic)

T&A Event Key: 16 Codes available

T&A Type: Chose from our 3 options if required function keys:
1. Check-IN & Check-OUT
2. Break Start & Break End
3. Meal Time Start & Meal Time End



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5 – Activate TA module and Register Devices

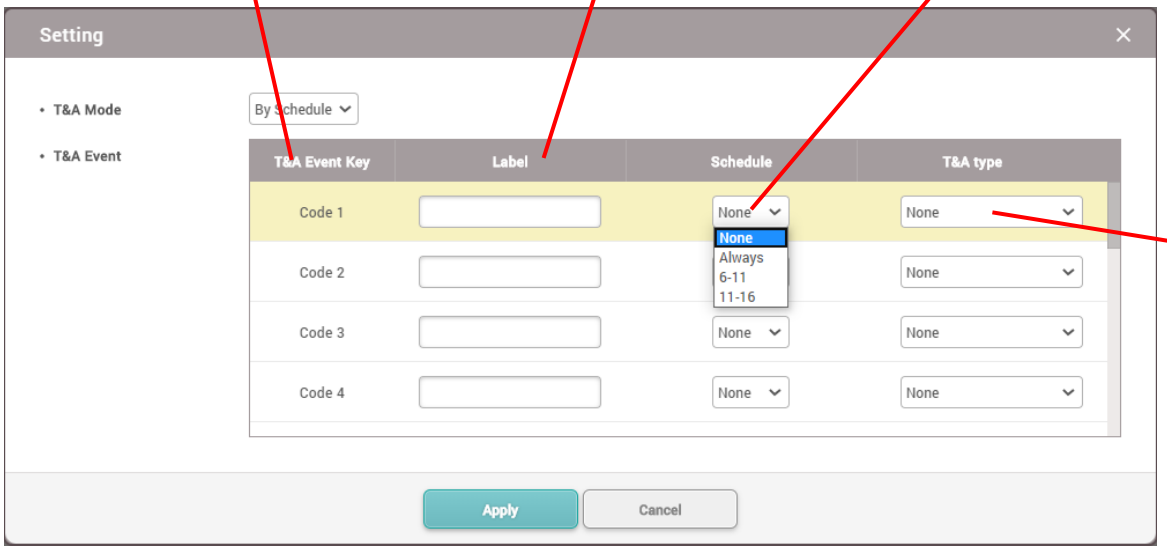
Changing TA setting of a device:

T&A Mode: By Schedule

Label: 16 Characters to be displayed on the device (any language – in below example, English & Arabic)

T&A Event Key: 16 Codes available

Schedule: T&A event automatically changes according to the pre-defined schedule. You can select the schedule under the T&A Event option



T&A Type: Chose from our 3 options if required function keys:

1. Check-IN & Check-OUT
2. Break Start & Break End
3. Meal Time Start & Meal Time End

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5 – Activate TA module and Register Devices

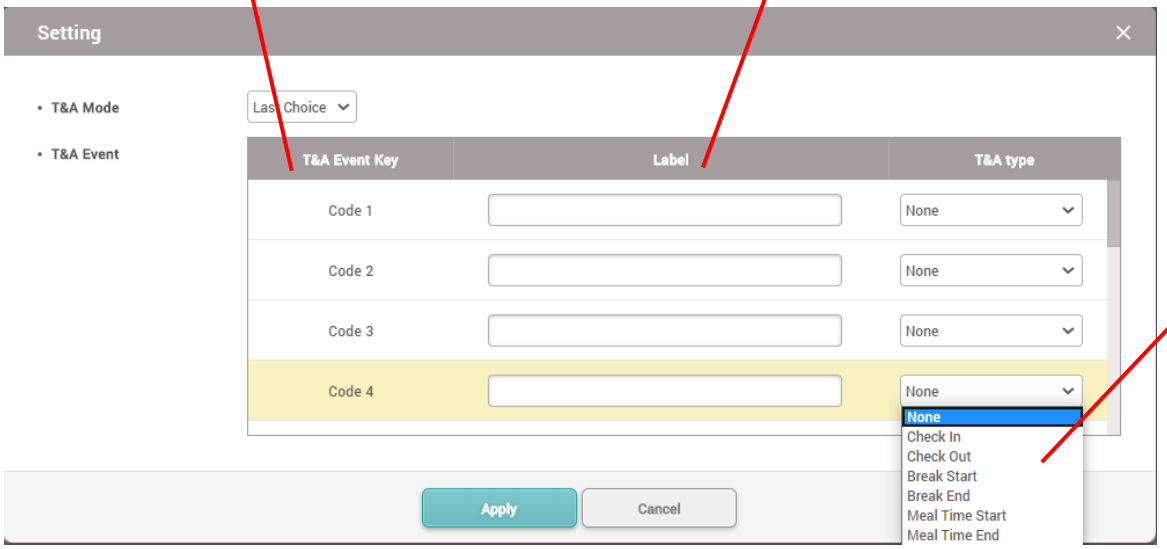
Changing TA setting of a device:

T&A Mode: Last Choice

The T&A event that the last user has selected remains unchanged until you change the T&A event manually.

T&A Event Key: 16 Codes available

Label: 16 Characters to be displayed on the device
(any language – in below example, English & Arabic)



T&A Type: Chose from our 3 options if required function keys:

1. Check-IN & Check-OUT
2. Break Start & Break End
3. Meal Time Start & Meal Time End

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5 – Activate TA module and Register Devices

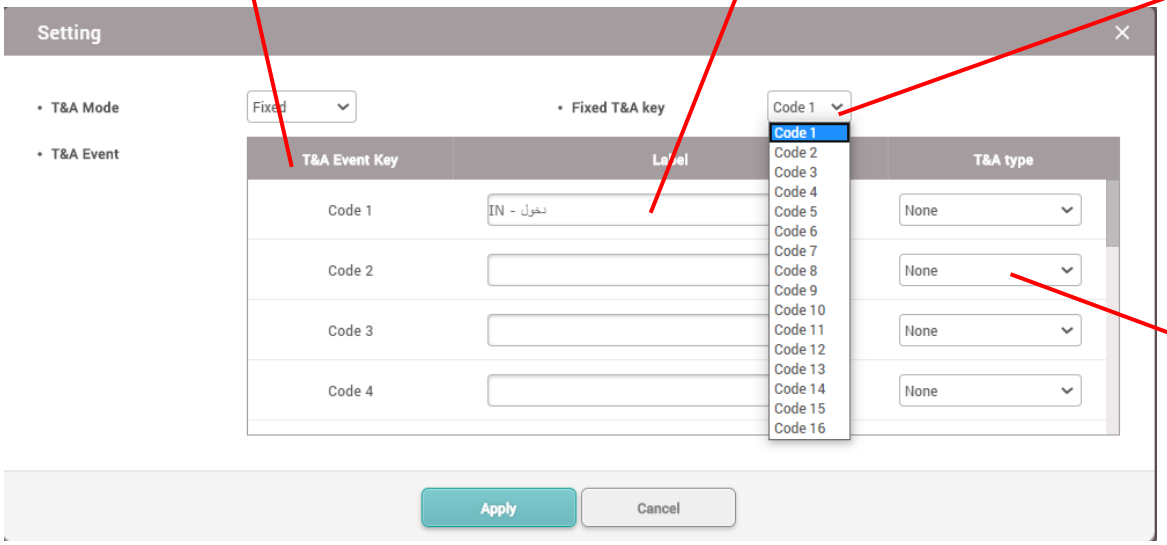
Changing TA setting of a device:

T&A Mode: Fixed

Label: 16 Characters to be displayed on the device (any language – in below example, English & Arabic)

T&A Event Key: 16 Codes available

Fixed T&A Key: The user can use the fixed T&A event only. Configure the T&A Mode to Fixed and select the event you want to use as fixed.



T&A Type: Chose from our 3 options if required function keys:

1. Check-IN & Check-OUT
2. Break Start & Break End
3. Meal Time Start & Meal Time End

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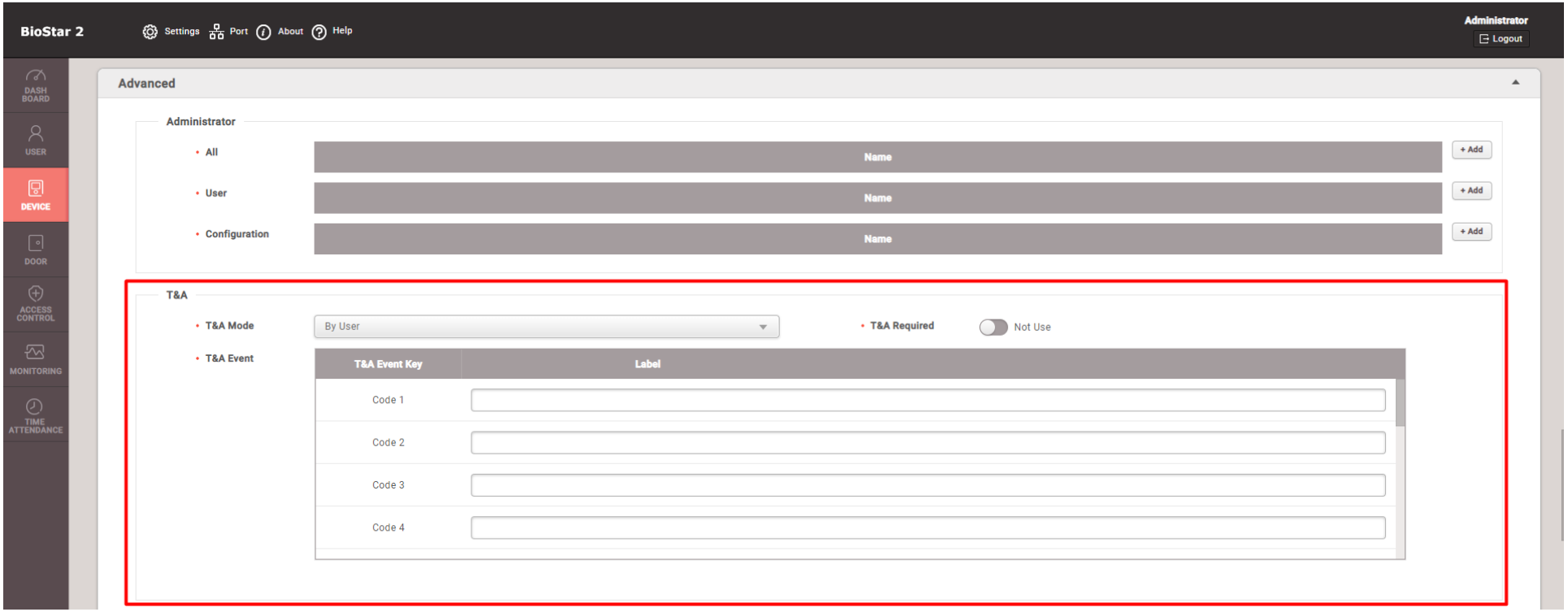
5 – Activate TA module and Register Devices

Changing TA setting of a device:

Changing the same settings can be done from the device menu → Advanced → T&A



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Demonstration

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7. Available reports and limitations
8. Export report as CSV & PDF

   Q&A

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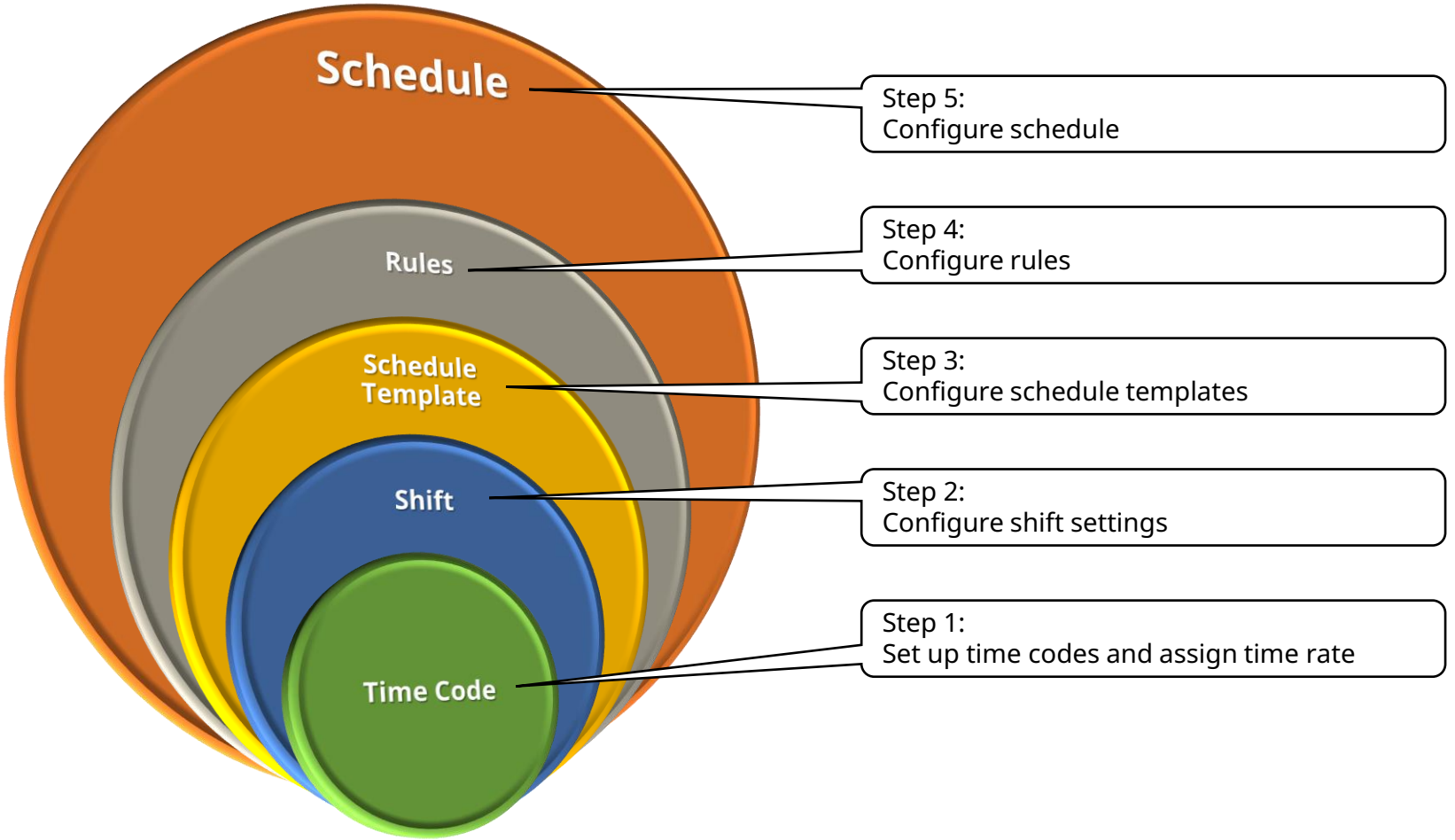
6 – Configuration of time code, shifts, schedule template, rules, schedule

Structure of BioStar2 TA:

BioStar2 TA is set to calculate the working hours with time rates (no payroll).



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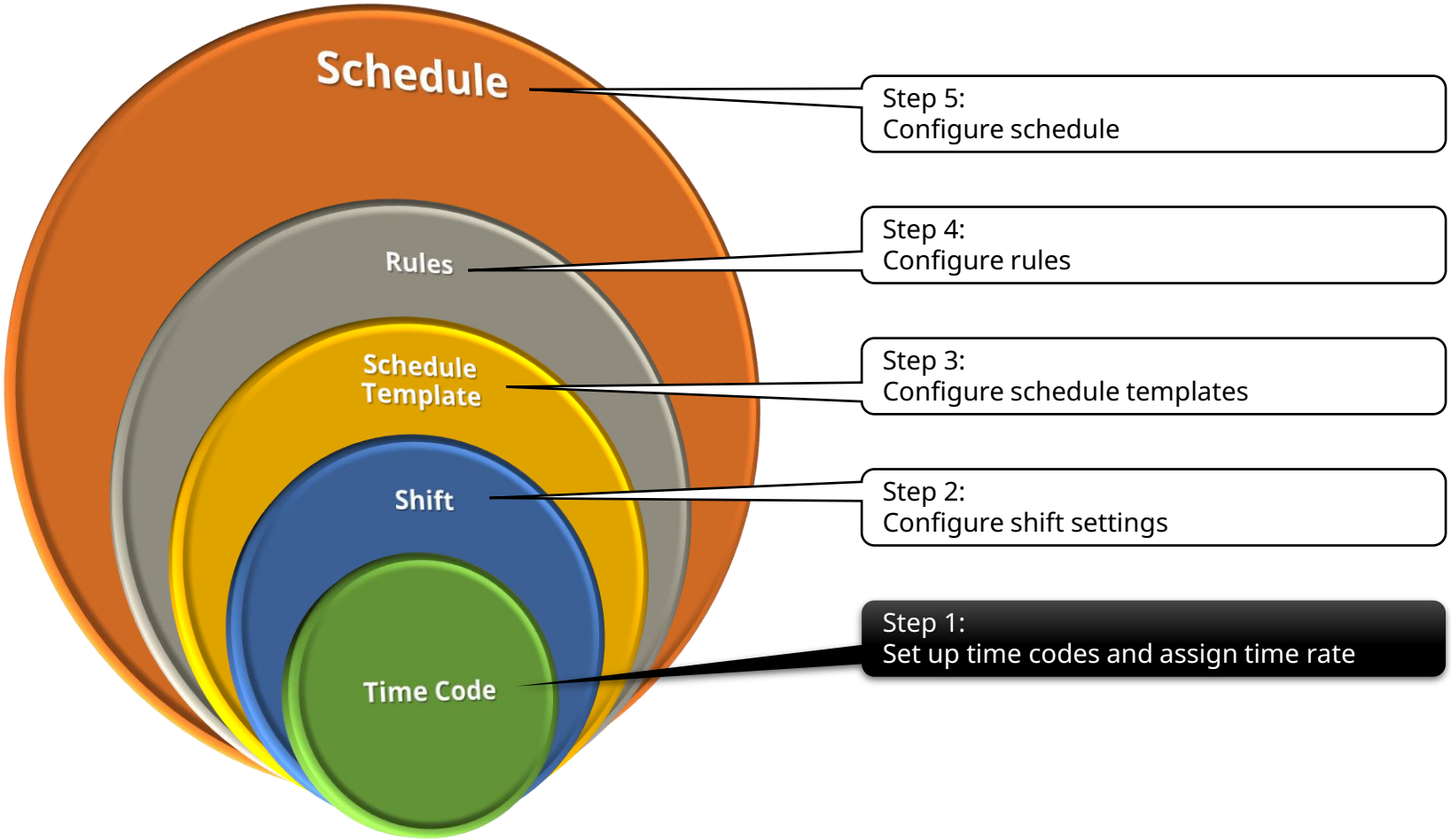
6 – Configuration of time code, shifts, schedule template, rules, schedule

Structure of BioStar2 TA:



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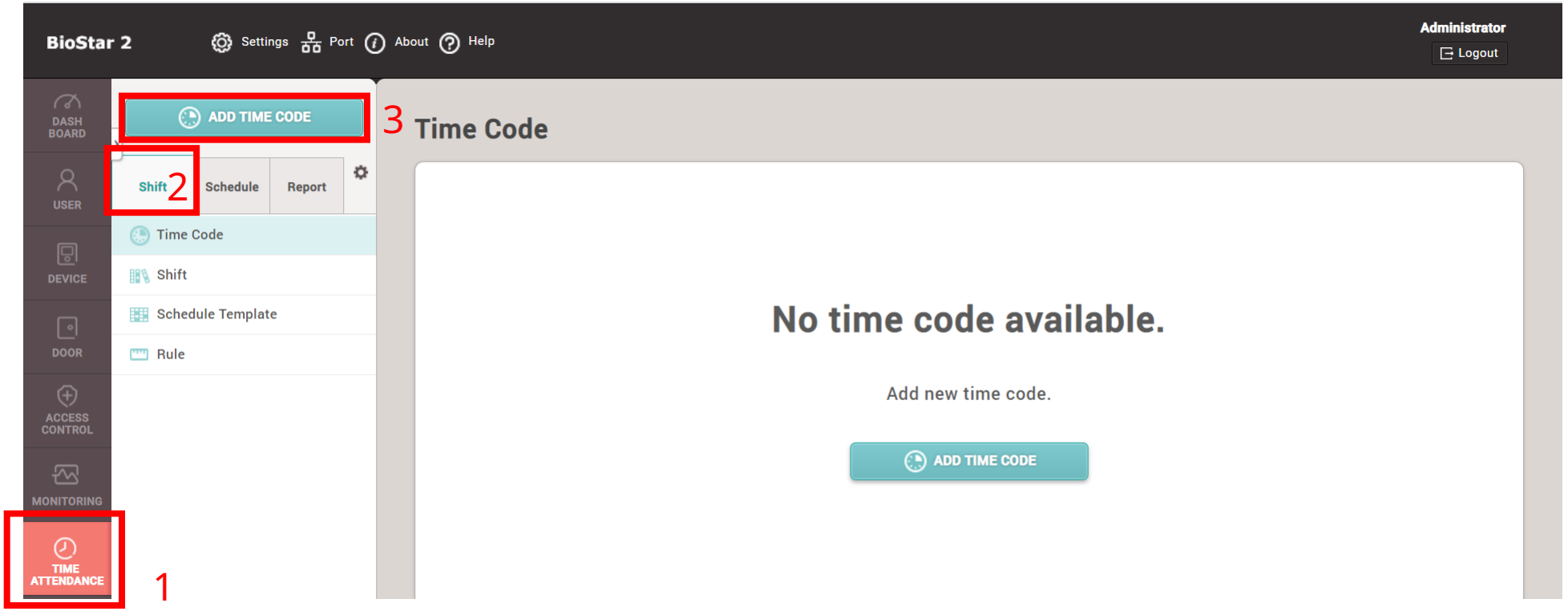
6 – Configuration of time code, shifts, schedule template, rules, schedule

Time Codes

Go to Time Attendance menu → Shift tab → Add Time Code



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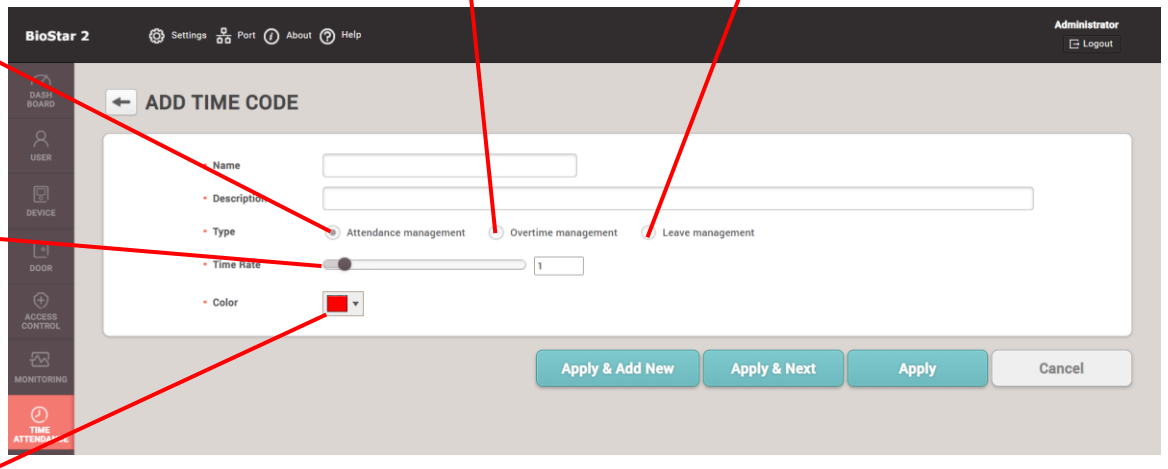
6 – Configuration of time code, shifts, schedule template, rules, schedule

Time Codes (Cont'd)

Attendance management: You can set the time code to be used for the T&A record.

Overtime management: You can set the time code to be used for overtime.

Leave management: You can set the time code to be used for go out, outside work, business trip and vacation.



Set the time rate according to the time code. 1 is the default time rate. If 2 is set, it is calculated with twice the hourly pay when the set time code is applied.

Set a color to distinguish the time code.

Precaution

- If the time code currently used by shift, Type cannot be changed.
- If Type is set to Leave management, Time Rate cannot be set.

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Demonstration
And
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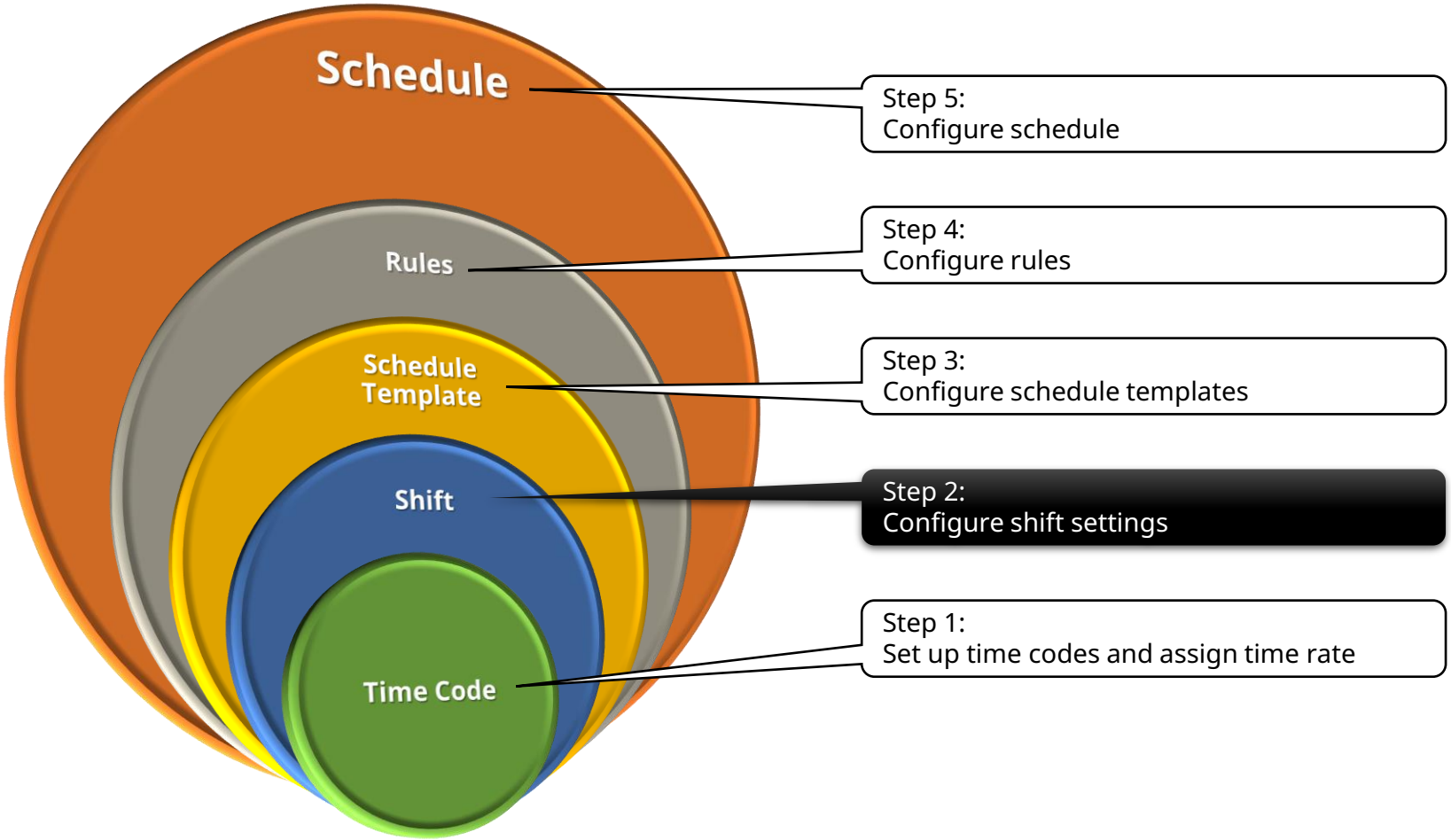
6 – Configuration of time code, shifts, schedule template, rules, schedule

Structure of BioStar2 TA:



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6 – Configuration of time code, shifts, schedule template, rules, schedule

Shift (Cont'd)

BioStar2 has 3 types of shifts:

A. Fixed Shift
How to create T&A settings for organizations with fixed shift

B. Flexible Shift
How to create T&A settings for organizations with flexible shift

C. Floating Shift
How to create T&A settings for organizations with floating shift

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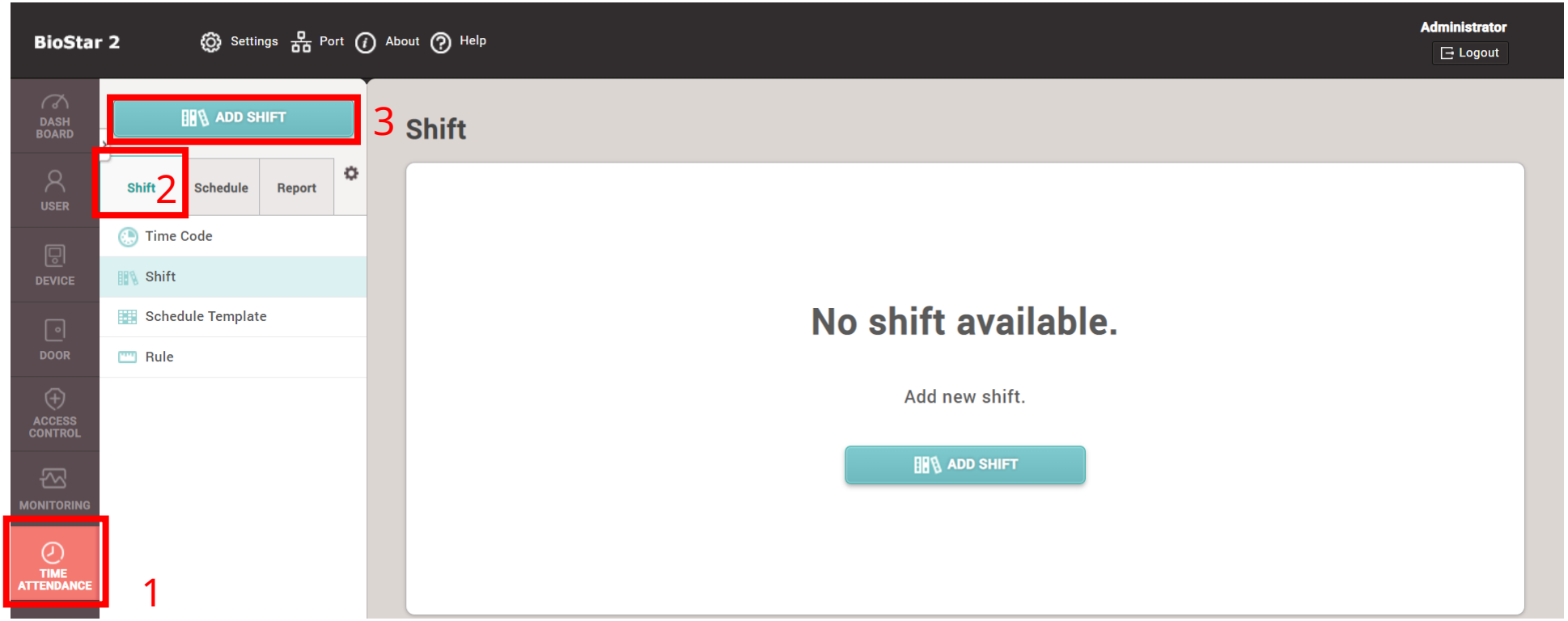
6 – Configuration of time code, shifts, schedule template, rules, schedule

Shift

Go to Time Attendance menu → Shift tab → Add Shift



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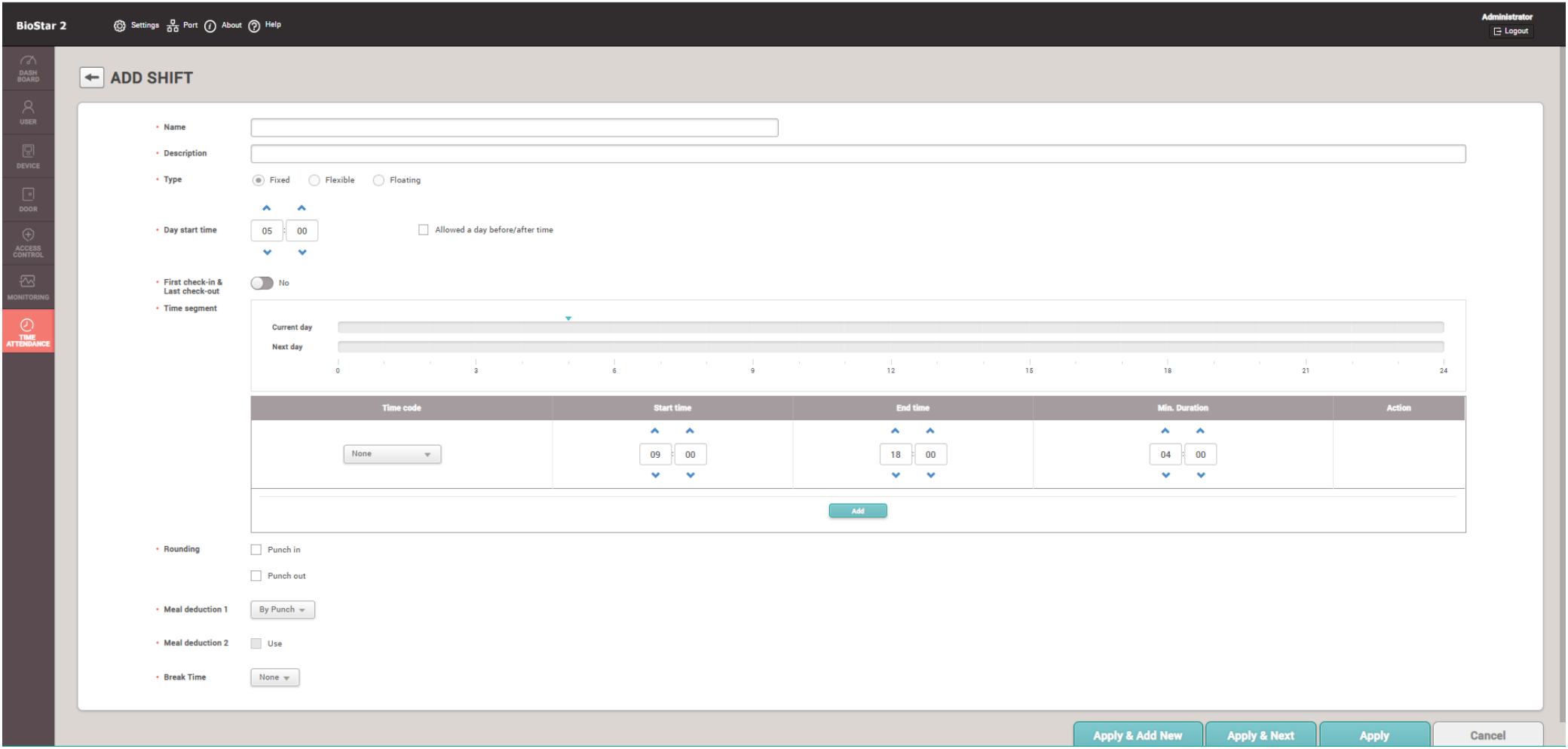
6 – Configuration of time code, shifts, schedule template, rules, schedule

Shift (Cont'd)



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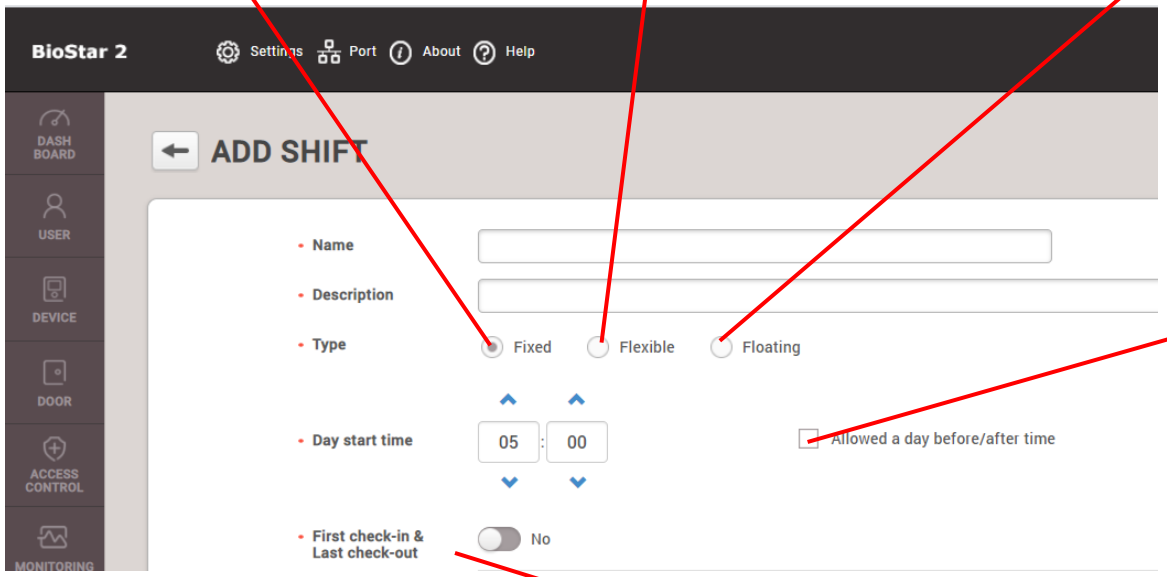
6 – Configuration of time code, shifts, schedule template, rules, schedule

Shift (Cont'd)

Fixed: You can set the fixed service to attend and leave at a fixed time.

Flexible: You can set the flexible service with no fixed attendance and leave times.

Floating: You can set the floating service with no fixed attendance and leave times. In this shift type, the shift is automatically applied according to the attendance time.



Allowed a day before/after time: you can set Shift for work hours exceeding 24 hours based on the Day start time set. It is only used with Fixed shift type
The Allowed a day The before/after time can be set up to ±6 hours.

First check-in & Last check-out: When Yes is set, the first user authentication time is recorded as check-in time, and the last user authentication time is recorded as check-out time within the 24 hours set by DST.

This is common for all 3 types of shifts

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6 – Configuration of time code, shifts, schedule template, rules, schedule

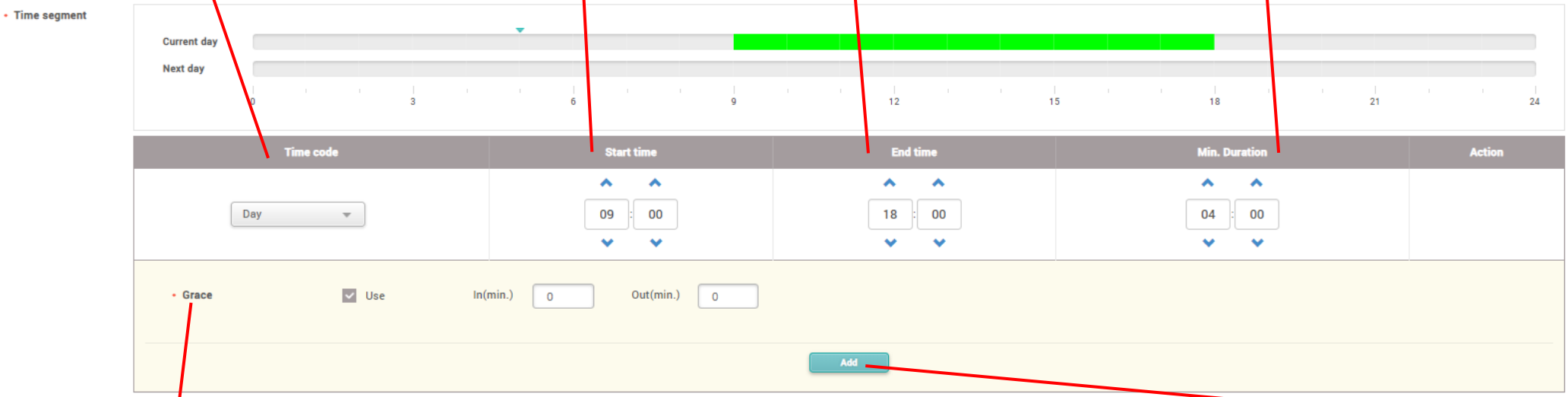
A. Fixed Shift (Cont'd):

Time Code: You can set the time code which has the Attendance management time rate.

Start Time: Set the shift start time

End Time: Set the shift ending time

Min. Duration: Set the minimum working hours that if a user didn't work for this set of hours, Insufficient working hours will be recorded



Grace: When used you can set either IN grace period & OUT grace period.
Start Time is set to 09:00 and End time is set to 18:00

- If the user Checked-IN at 09:00 or later, this user will have Late-in alert, so if Grace is set to 15 min. for IN, the Late-in will start from 09:15.
- If the user Checked-OUT at 18:00 or earlier, this user will have Early-out alert, so if Grace is set to 15 min. for OUT, the Early-out will start from 17:45.

Add: You can add more time segment (Example: overtime)

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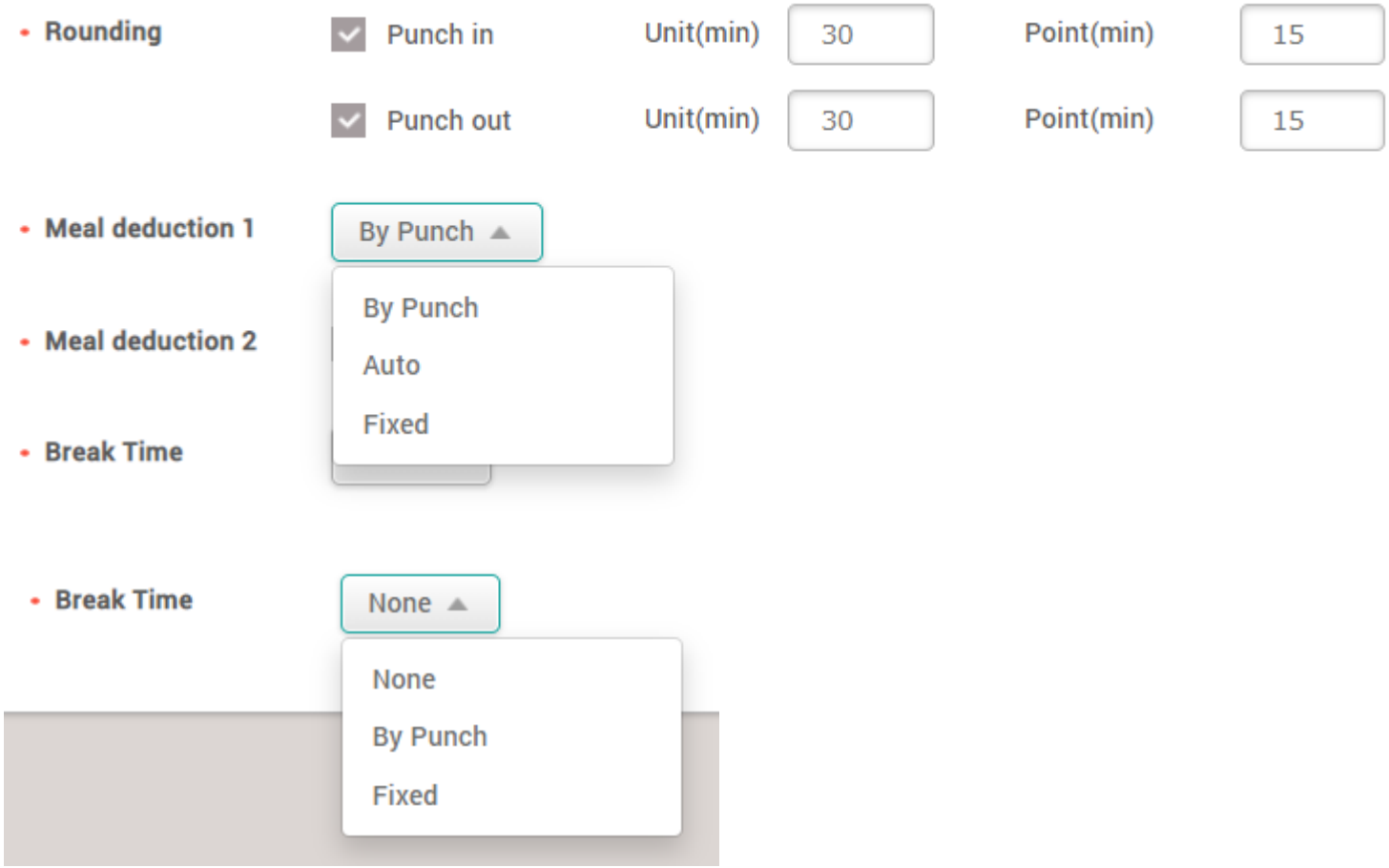
6 – Configuration of time code, shifts, schedule template, rules, schedule

A. Fixed Shift (Cont'd):



Let us have a live explanation with white board and live demonstration.

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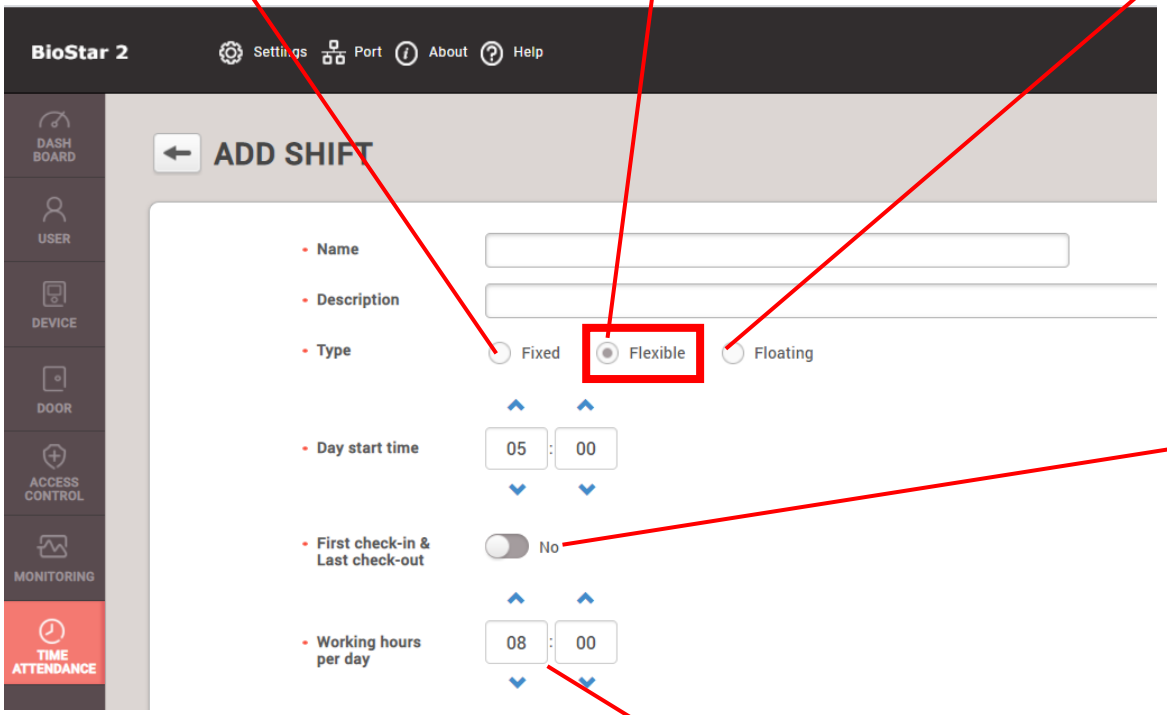
6 – Configuration of time code, shifts, schedule template, rules, schedule

B. Flexible Shift:

Fixed: You can set the fixed service to attend and leave at a fixed time.

Flexible: You can set the flexible service with no fixed attendance and leave times.

Floating: You can set the floating service with no fixed attendance and leave times. In this shift type, the shift is automatically applied according to the attendance time.



First check-in & Last check-out: When Yes is set, the first user authentication time is recorded as check-in time, and the last user authentication time is recorded as check-out time within the 24 hours set by DST.

Working hours per day: You can set how many hours should the user work within this shift.

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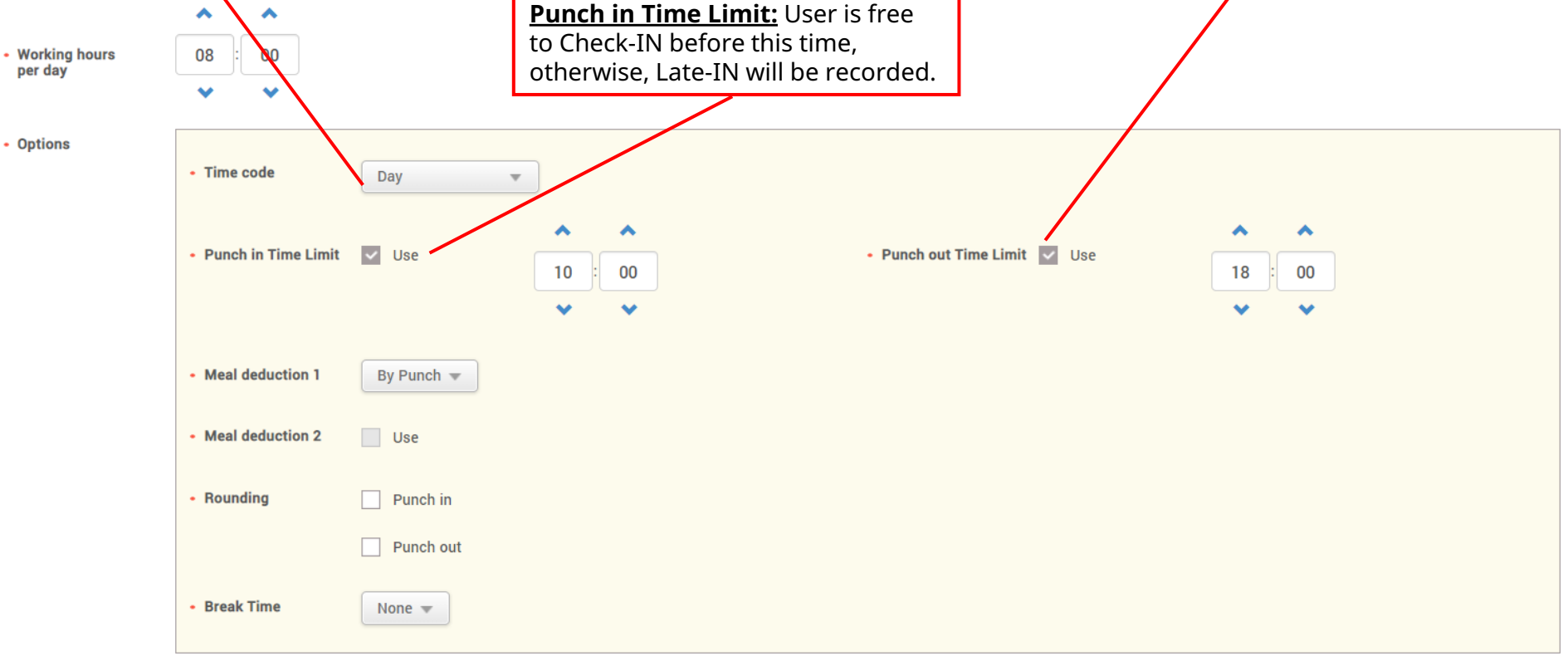
6 – Configuration of time code, shifts, schedule template, rules, schedule

B. Flexible Shift (Cont'd):

Time Code: You can set the time code which has the Attendance management time rate.

Punch out Time Limit: User is free to Check-OUT after this time, otherwise, Early-OUT will be recorded.

Punch in Time Limit: User is free to Check-IN before this time, otherwise, Late-IN will be recorded.



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Demonstration
And
Q&A

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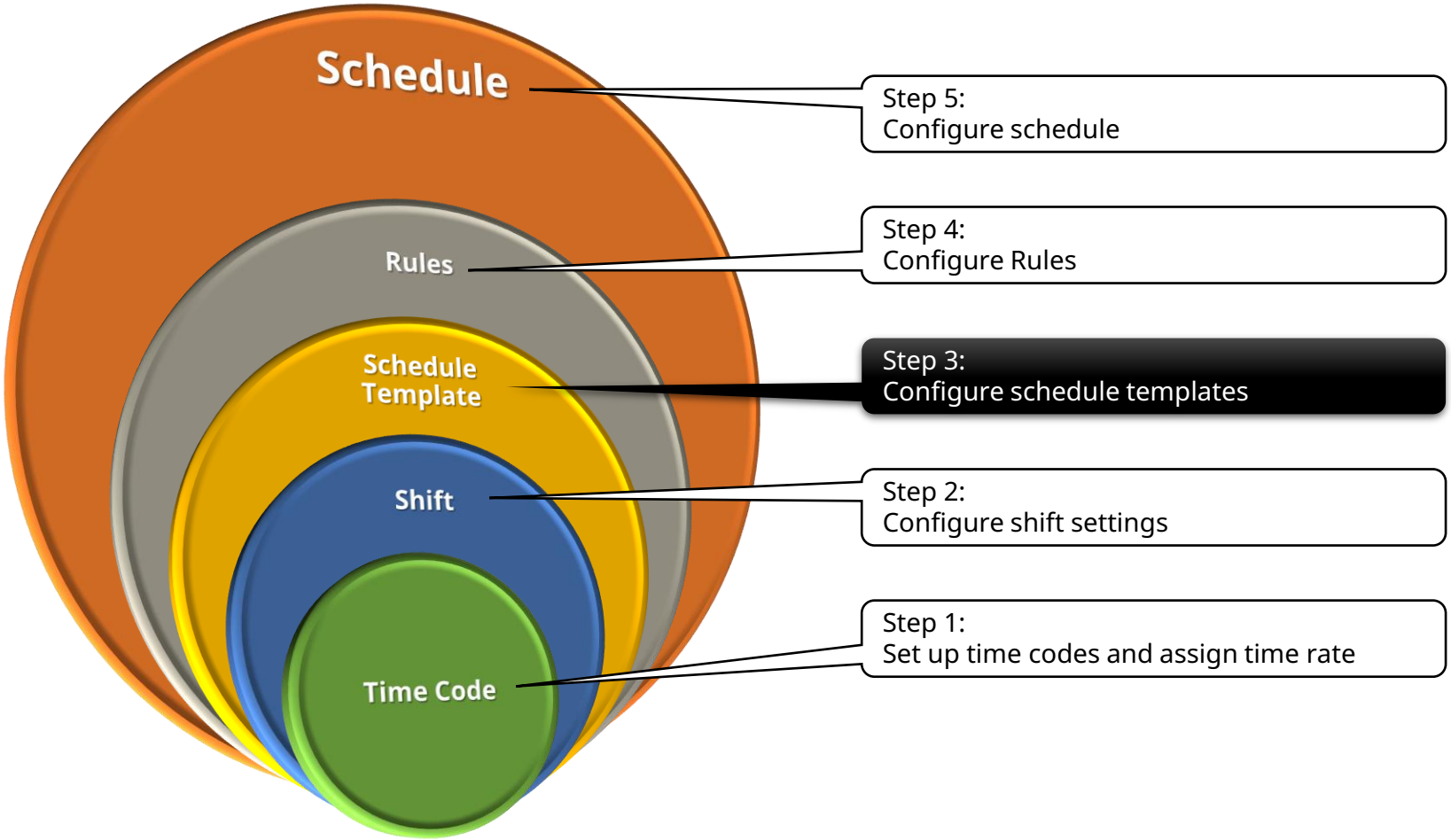
6 – Configuration of time code, shifts, schedule template, rules, schedule

Structure of BioStar2 TA:



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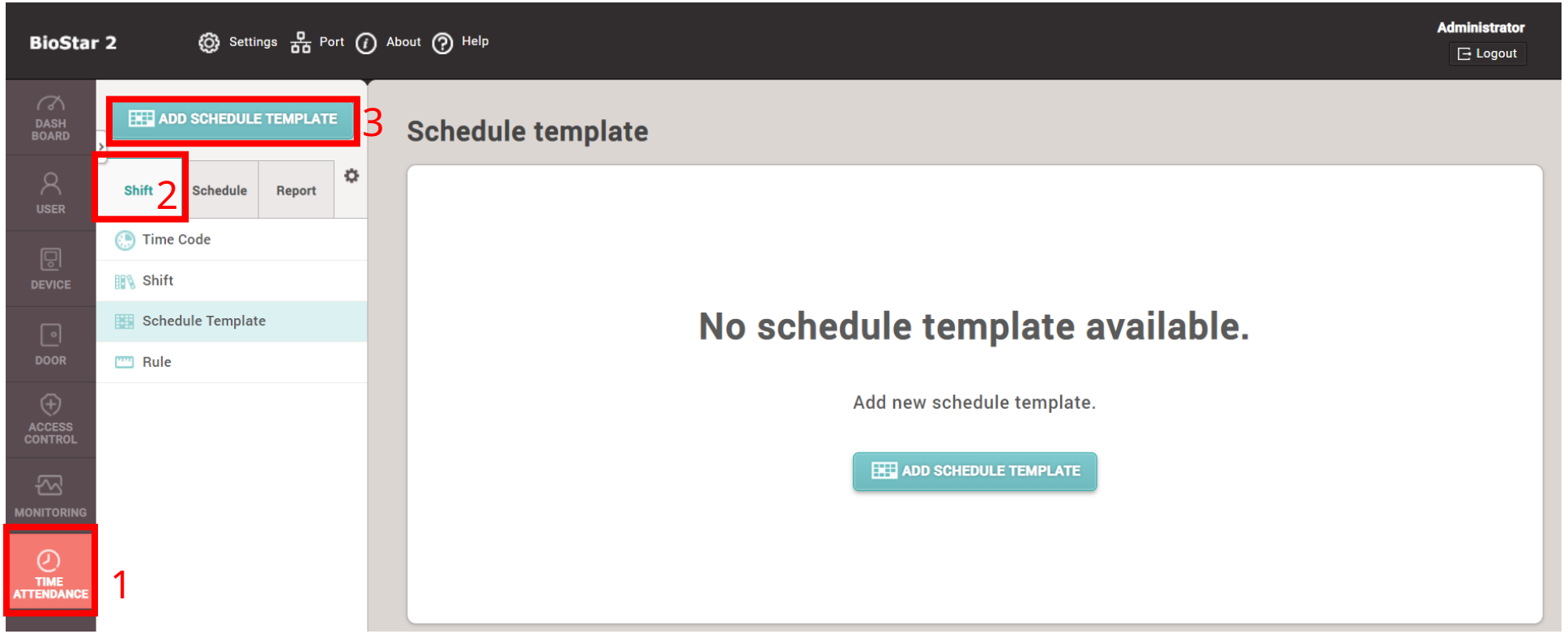
6 – Configuration of time code, shifts, schedule template, rules, schedule

Schedule Template:

You can create a weekly and daily schedule template by using created shifts.

Go to Time Attendance menu → Shift tab → Add Schedule Template



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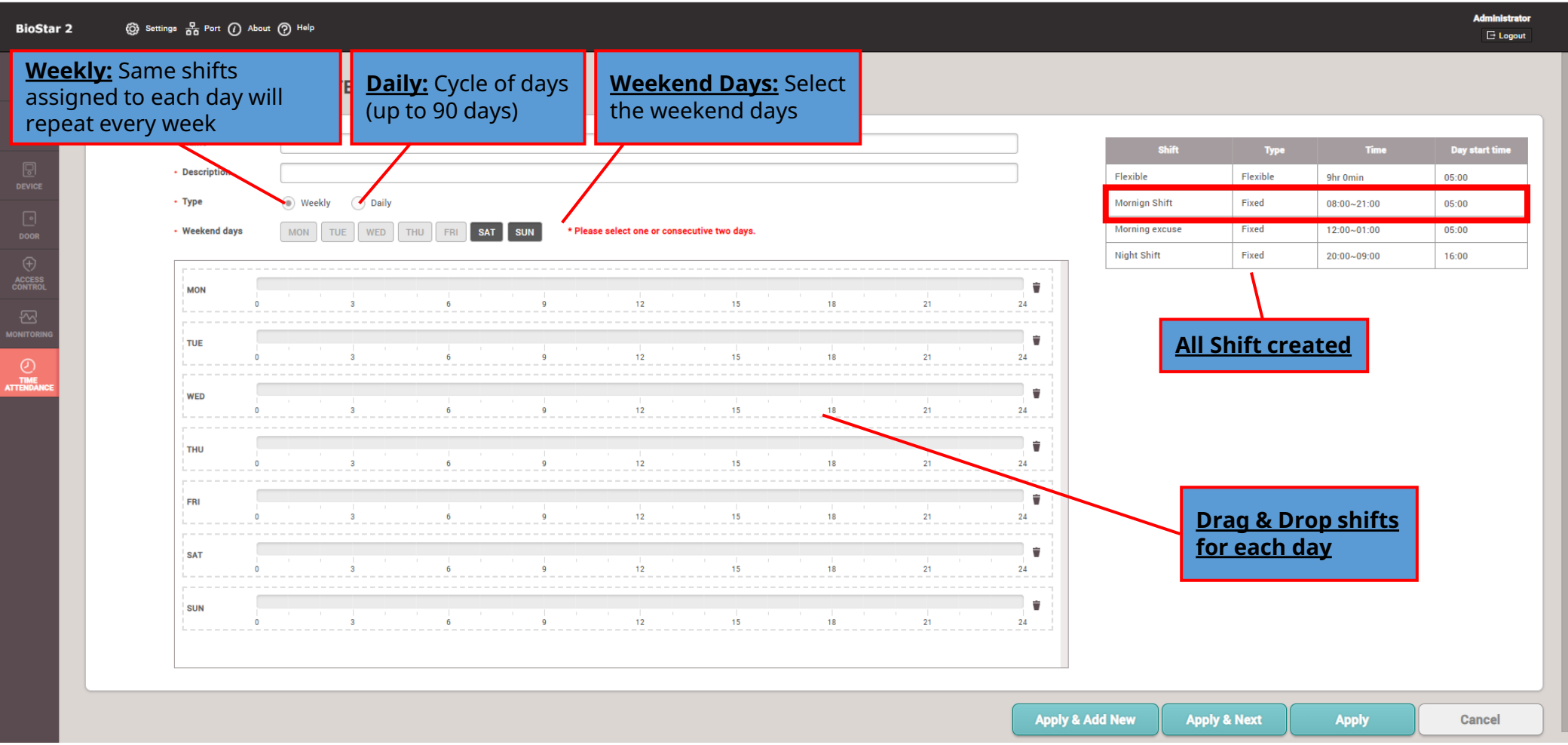
6 – Configuration of time code, shifts, schedule template, rules, schedule

Schedule Template (Cont'd):



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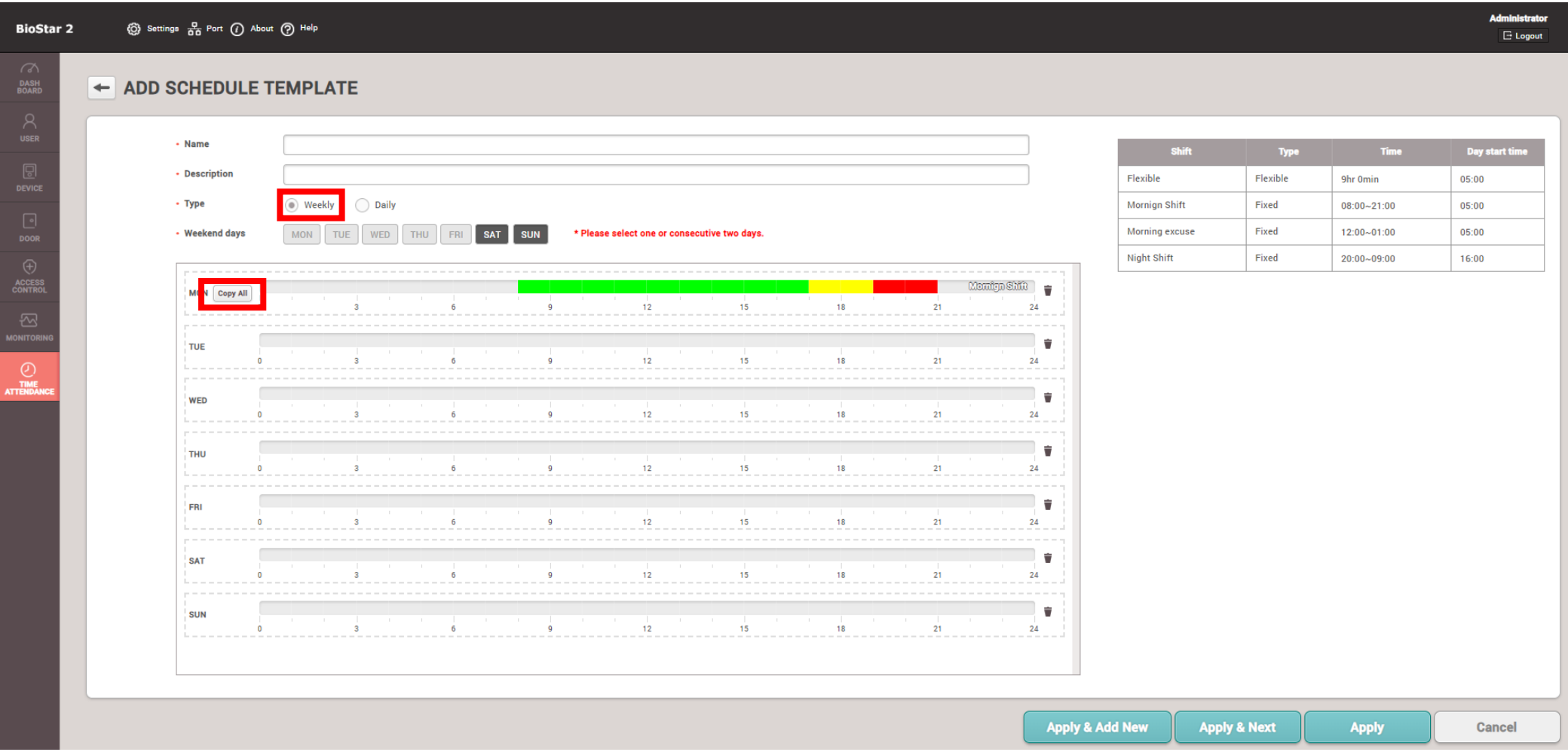
6 – Configuration of time code, shifts, schedule template, rules, schedule

Schedule Template (Cont'd):

A. Weekly



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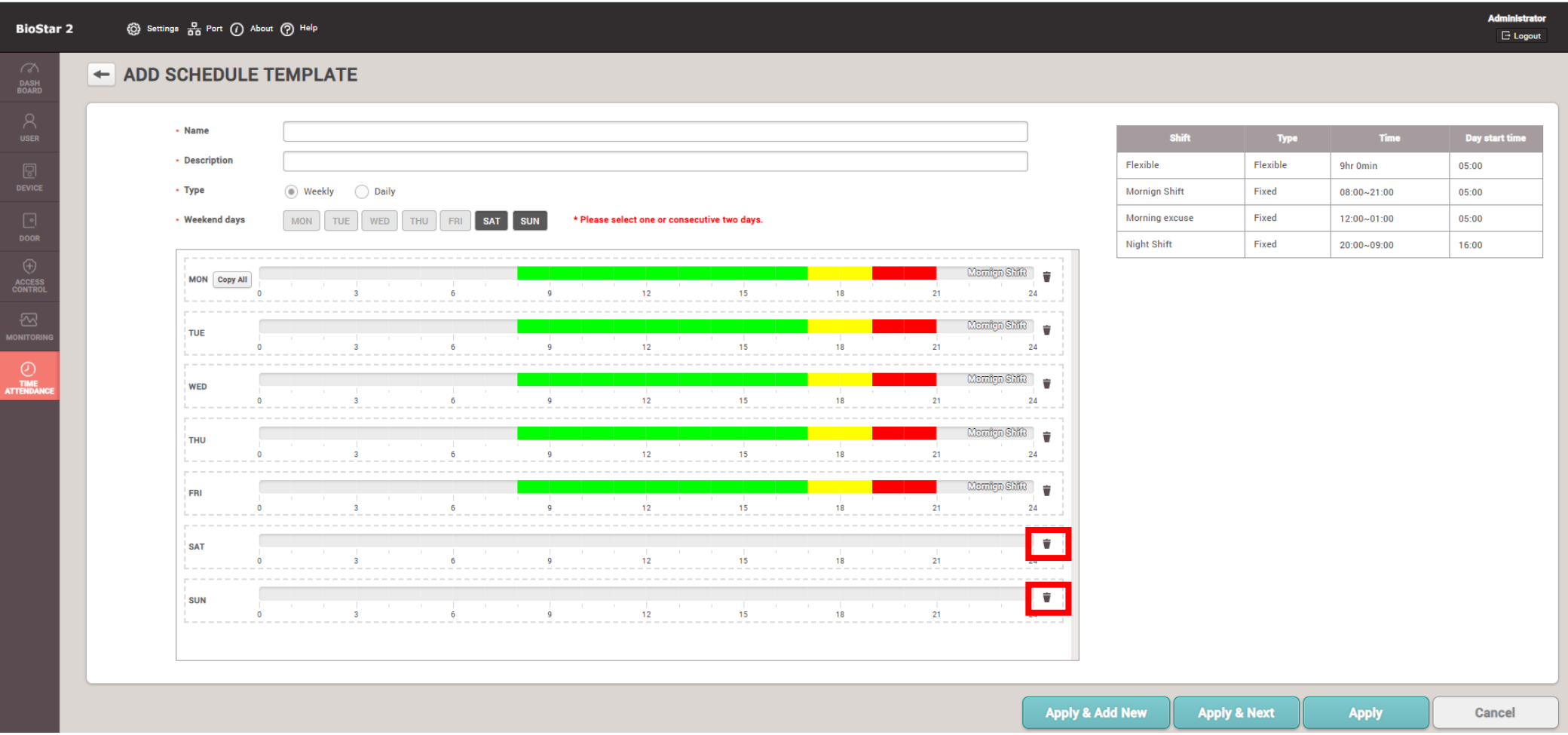
6 – Configuration of time code, shifts, schedule template, rules, schedule

Schedule Template (Cont'd):

A. Weekly



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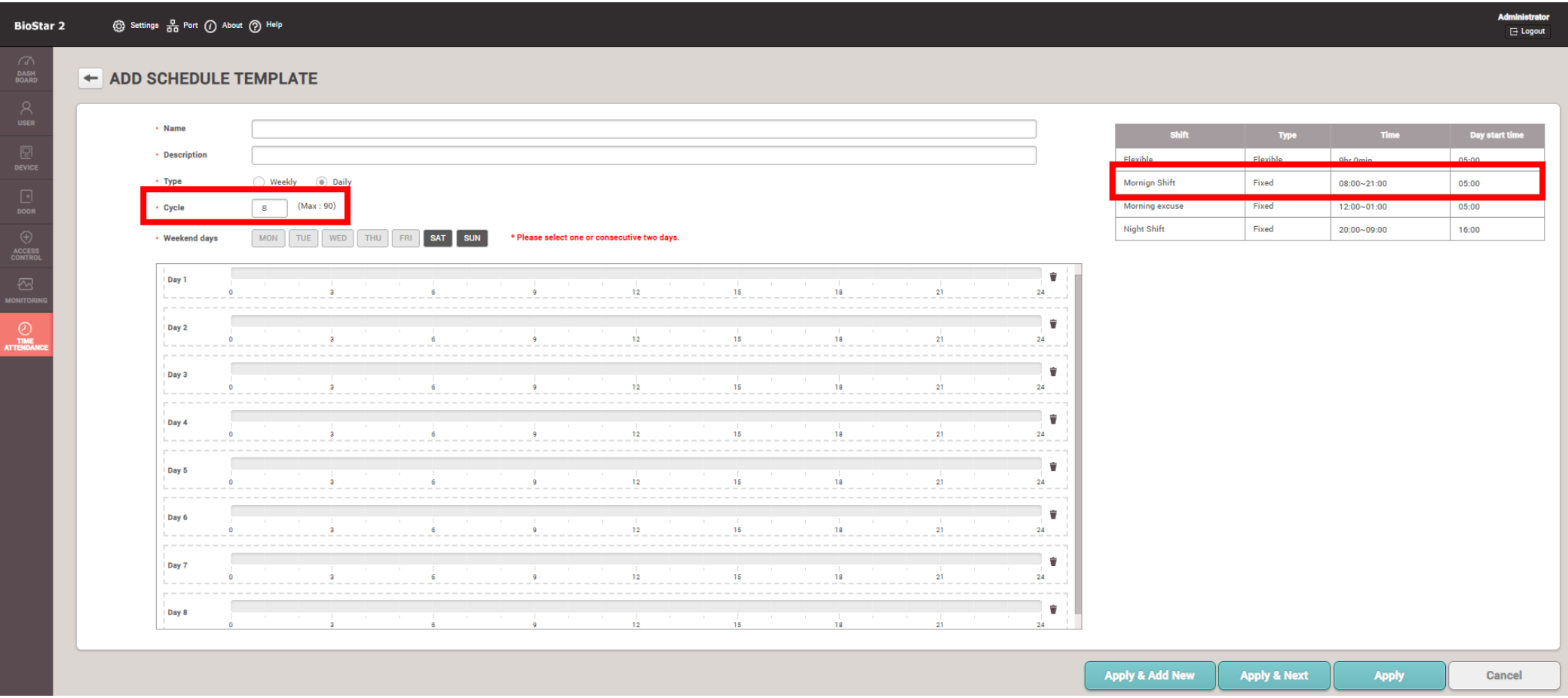
6 – Configuration of time code, shifts, schedule template, rules, schedule

Schedule Template (Cont'd):

B. Daily



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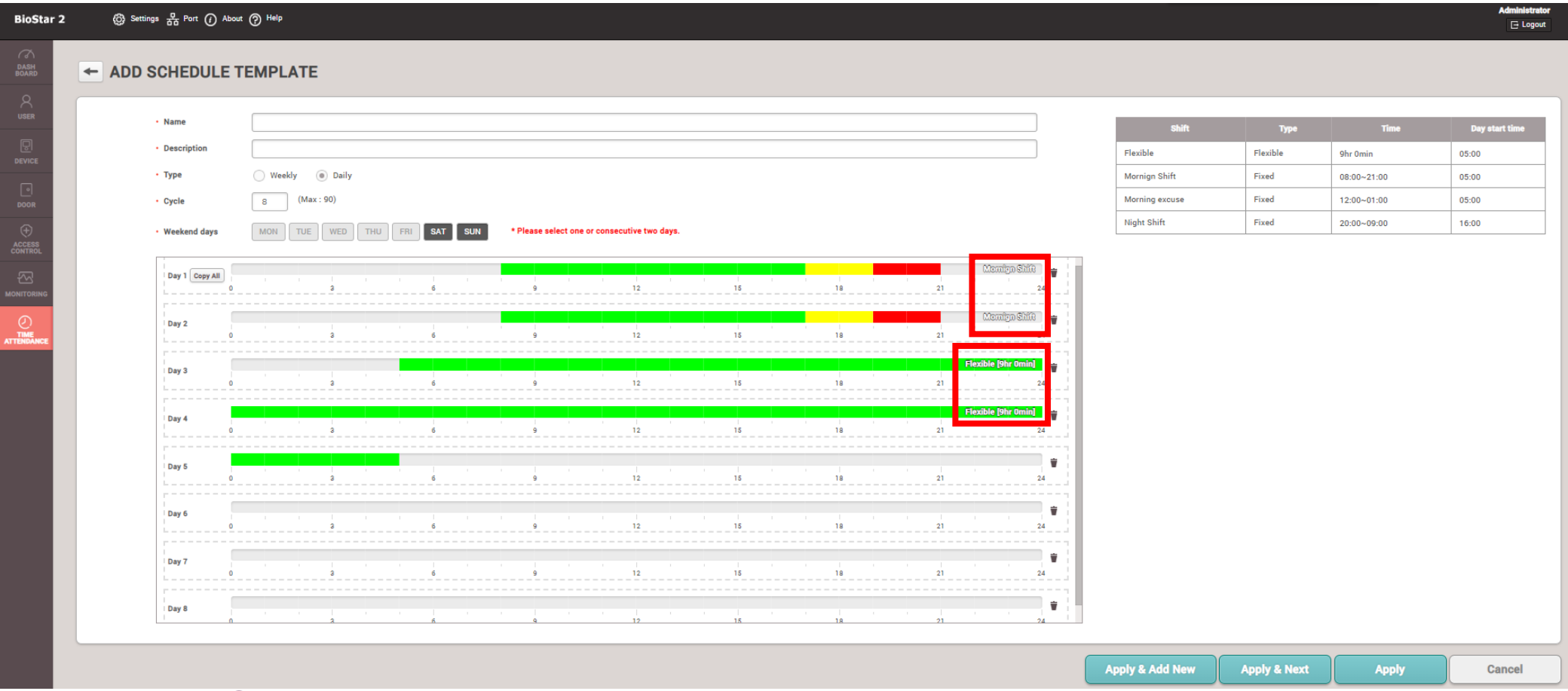
6 – Configuration of time code, shifts, schedule template, rules, schedule

Schedule Template (Cont'd):

B. Daily



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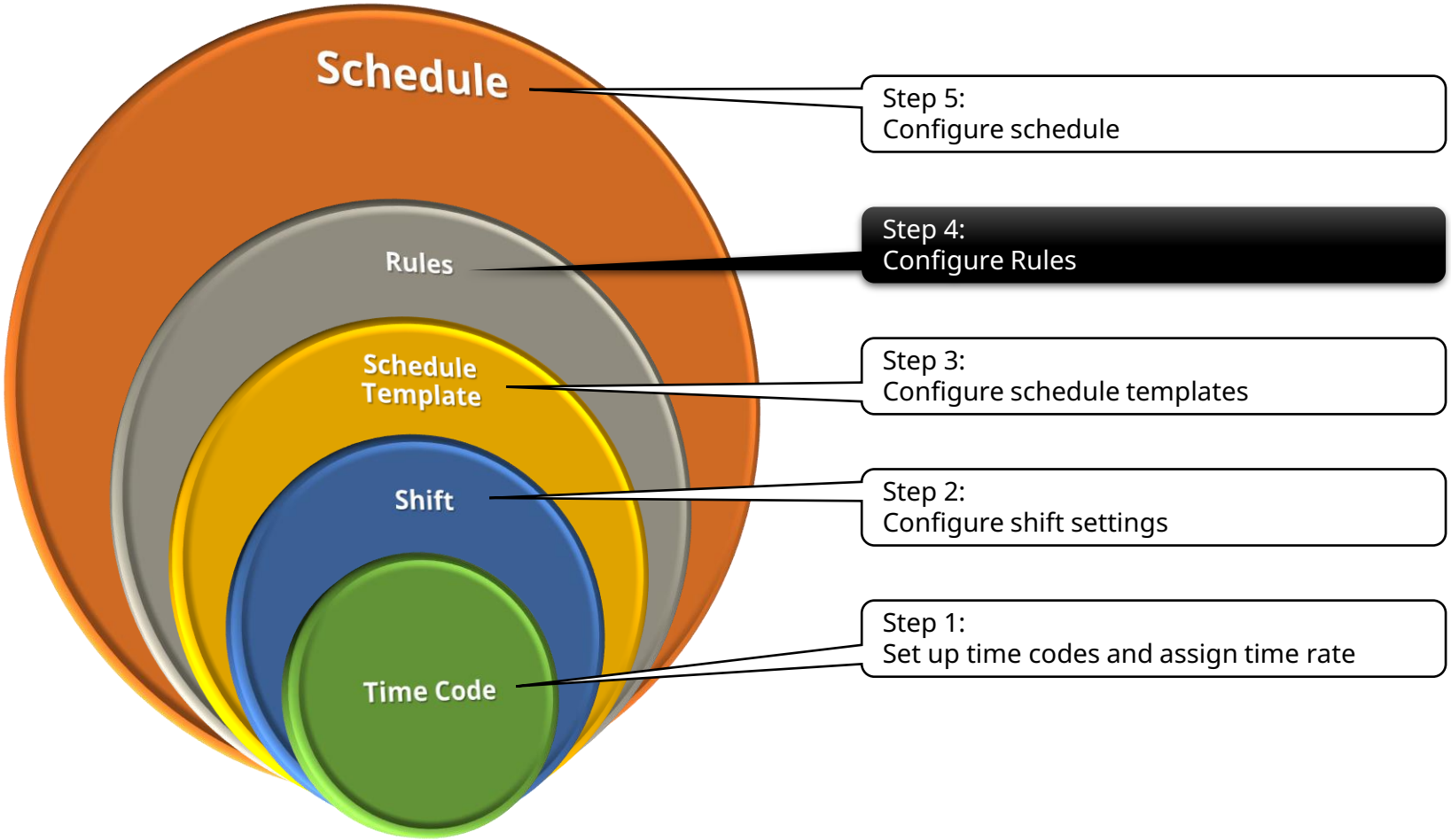
6 – Configuration of time code, shifts, schedule template, rules, schedule

Structure of BioStar2 TA:



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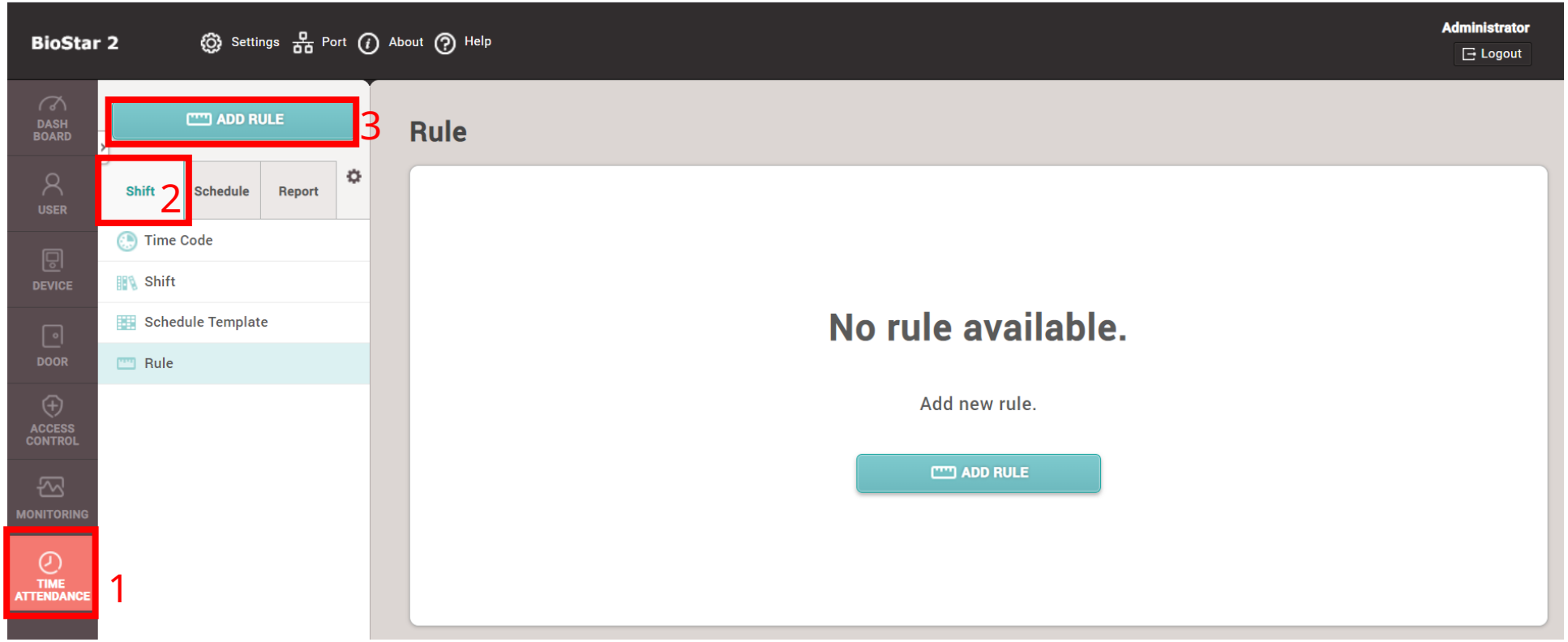
6 – Configuration of time code, shifts, schedule template, rules, schedule

Rule:

This can be used when the overtime time code has not been added to the shift. Overtime set in the shift has a start time and an end time, but rule calculates the total time exceeding the range of regular working time.
Rule can be used conveniently for managing total daily, weekly and monthly overtime hours, and when Rule is set, it applies instead of the overtime time code added to the shift.

Go to Time Attendance menu → Shift tab → Add Rule



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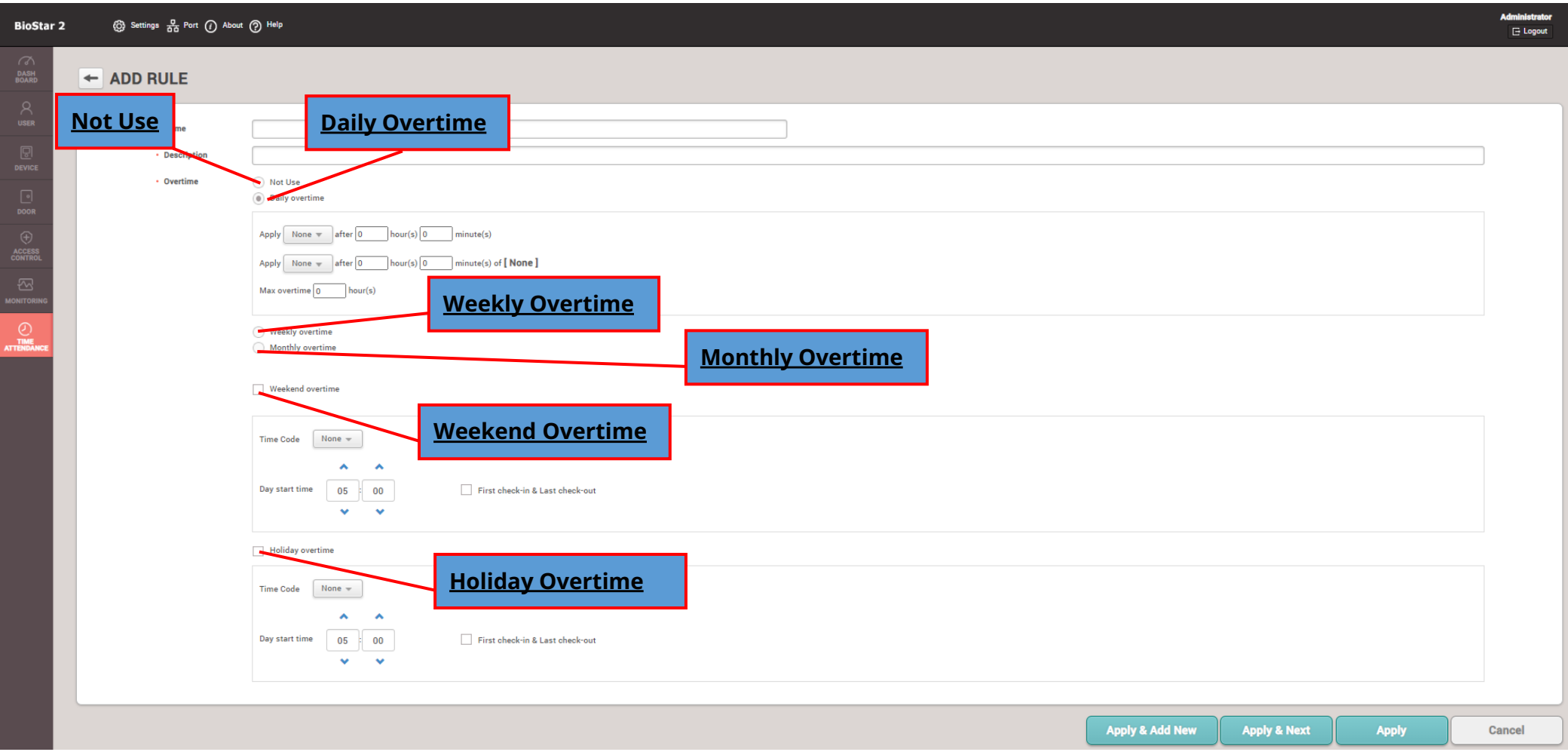
6 – Configuration of time code, shifts, schedule template, rules, schedule

Rule (Cont'd):



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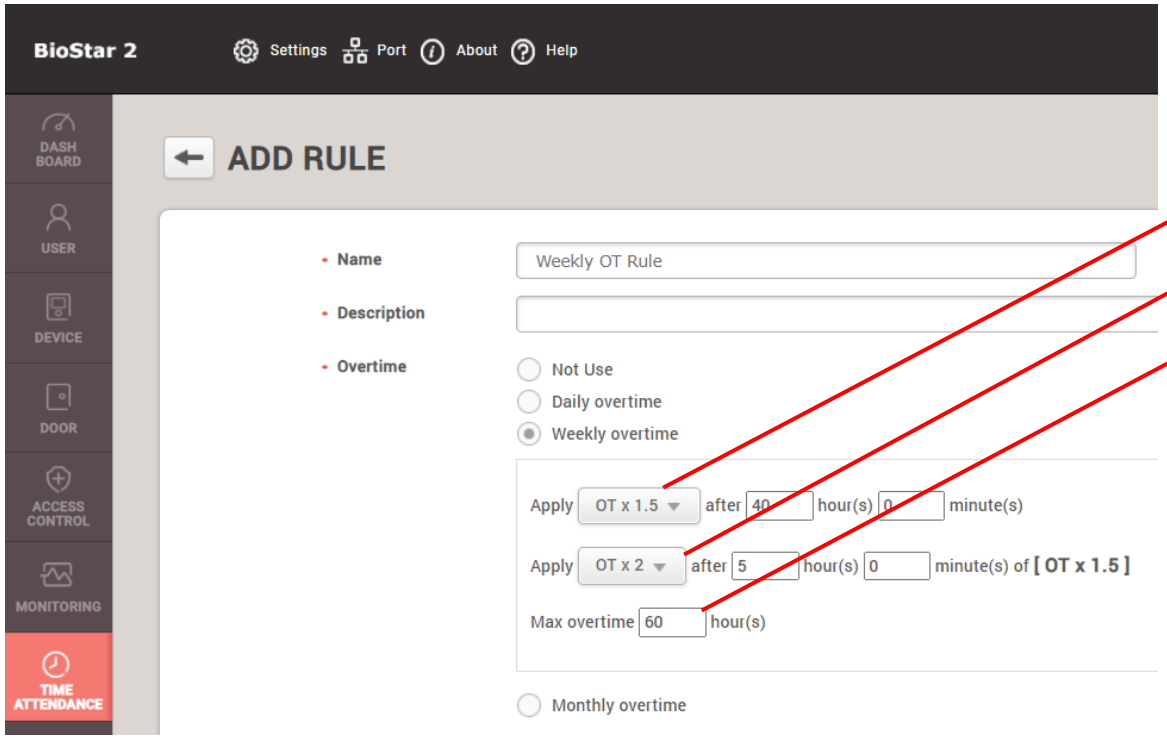
6 – Configuration of time code, shifts, schedule template, rules, schedule

Rule (Cont'd):

Example of weekly overtime rule



After 40 hour(s), apply Overtime 1.5x.

After 5 hour(s) of Overtime 1.5x apply Overtime x2

Max overtime 60 hours

Weekly Overtime Rule:

- 1x the regular rate for hours less than 40 in a week.
- 1.5x the regular rate hours between 40 and 45
- 2x their regular rate for hours beyond 45 hours in a week and
- Maximum overtime is 60 per week

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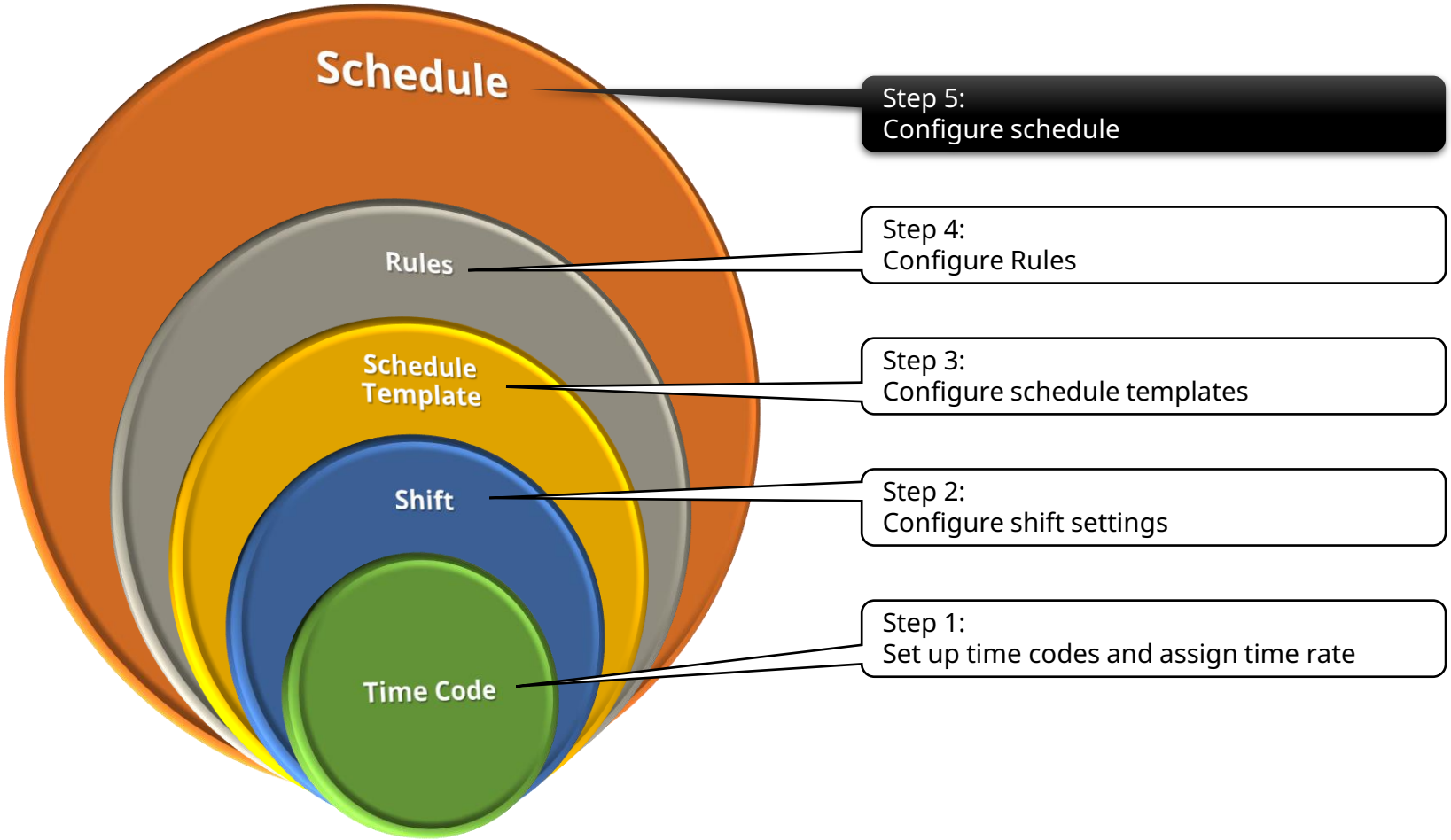
6 – Configuration of time code, shifts, schedule template, rules, schedule

Structure of BioStar2 TA:



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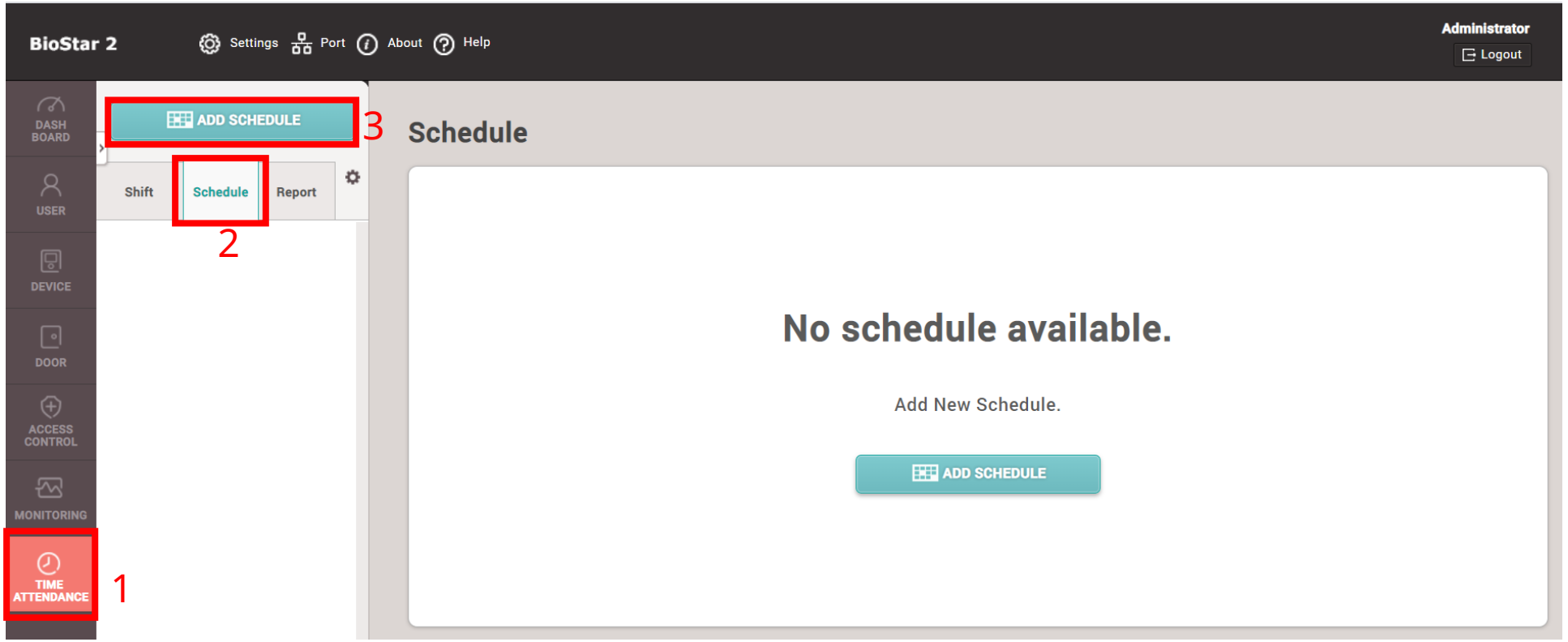
6 – Configuration of time code, shifts, schedule template, rules, schedule

Schedule:

You can create a service schedule by assigning the set schedule template, overtime rule, period, and holiday to a user.
You can also add a temporary schedule or personal vacation to the created service schedule.

Go to Time Attendance menu → Schedule tab → Add Schedule



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6 – Configuration of time code, shifts, schedule template, rules, schedule

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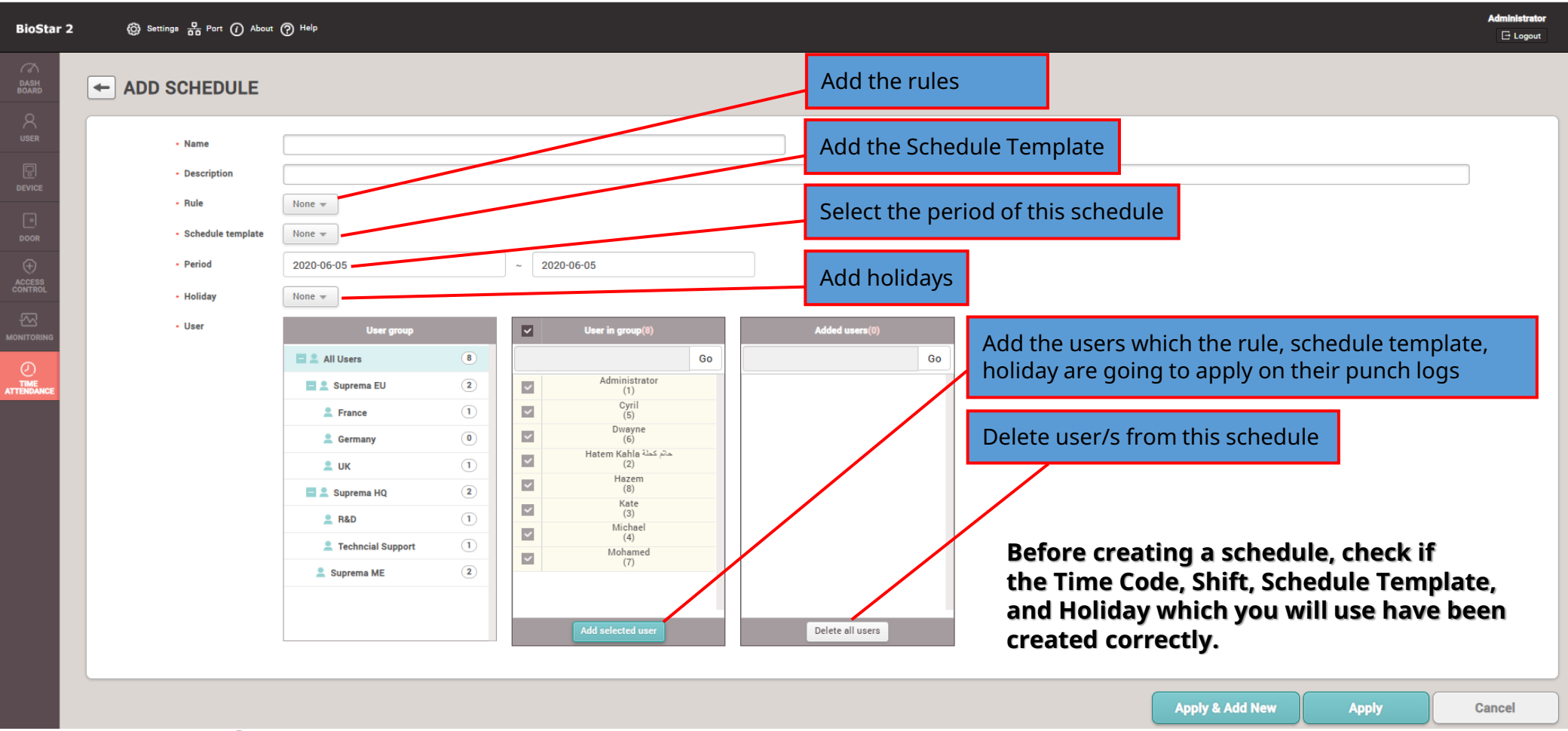

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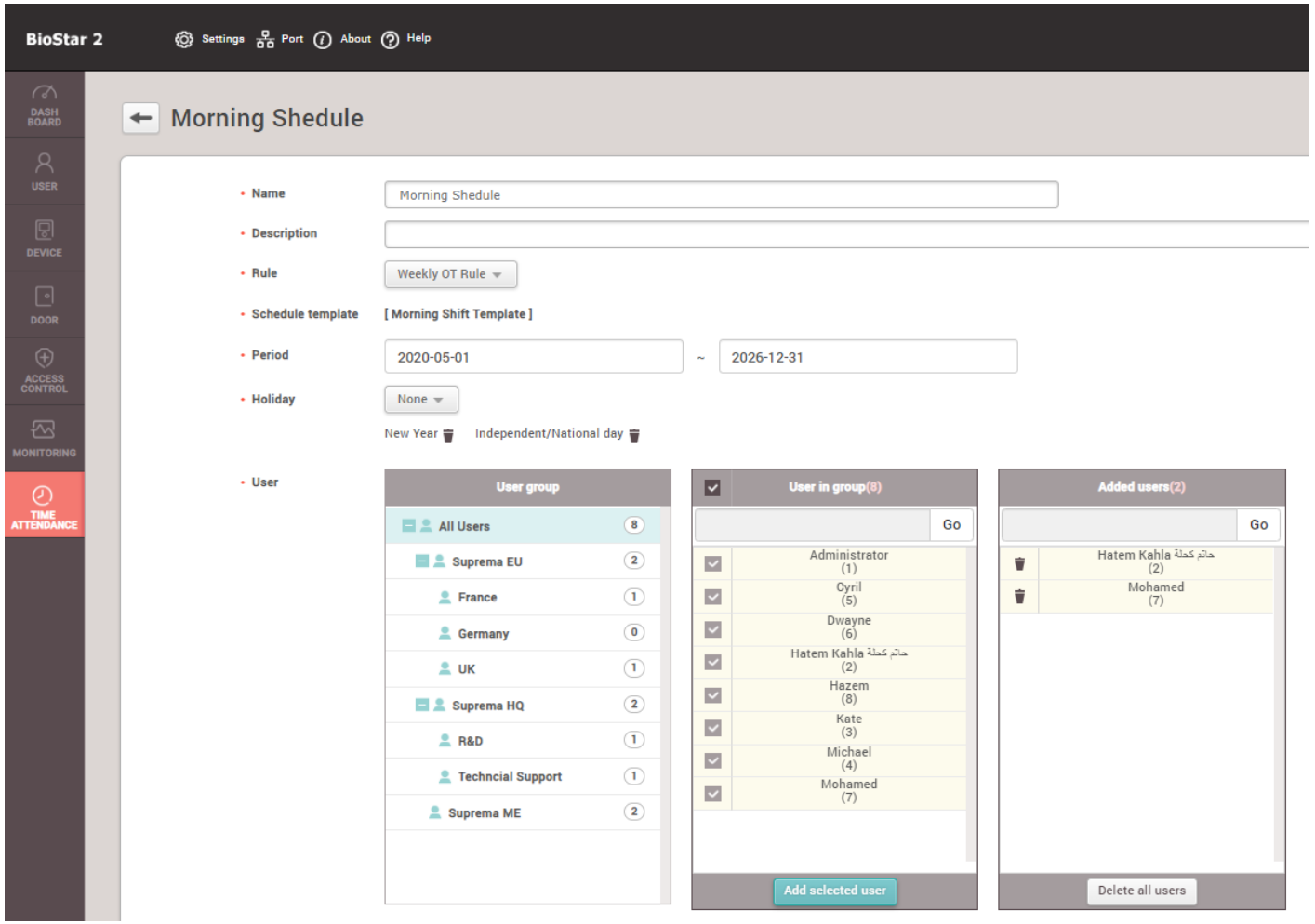
6 – Configuration of time code, shifts, schedule template, rules, schedule

Schedule:

Example



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   Q&A
7. **Available reports and limitations**
8. Export report as CSV & PDF

   Q&A

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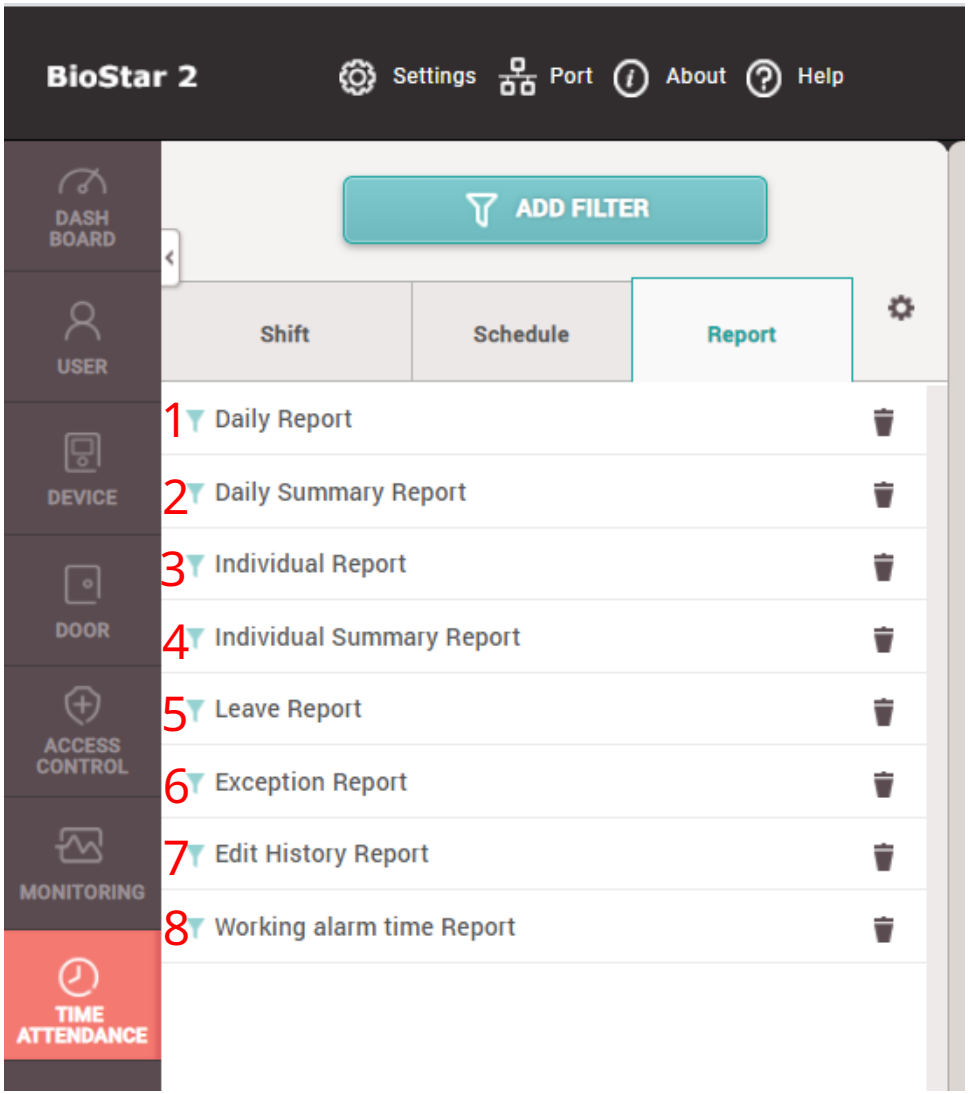
7 – Available reports and limitations

Reports:

BioStar2 has 8 preset reports:

1. Daily report
2. Daily Summary Report
3. Individual Report
4. Individual Summary Report
5. Leave Report
6. Exception Report
7. Edit History Report
8. Working alarm time Report



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7 – Available reports and limitations

1. Daily Report:

Report Type: Change the report type form the 8 preset reports

Column Setting: hide/unhide columns and change the order

User: Select user/s to run the report

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User Group: Select user group/s to run the report

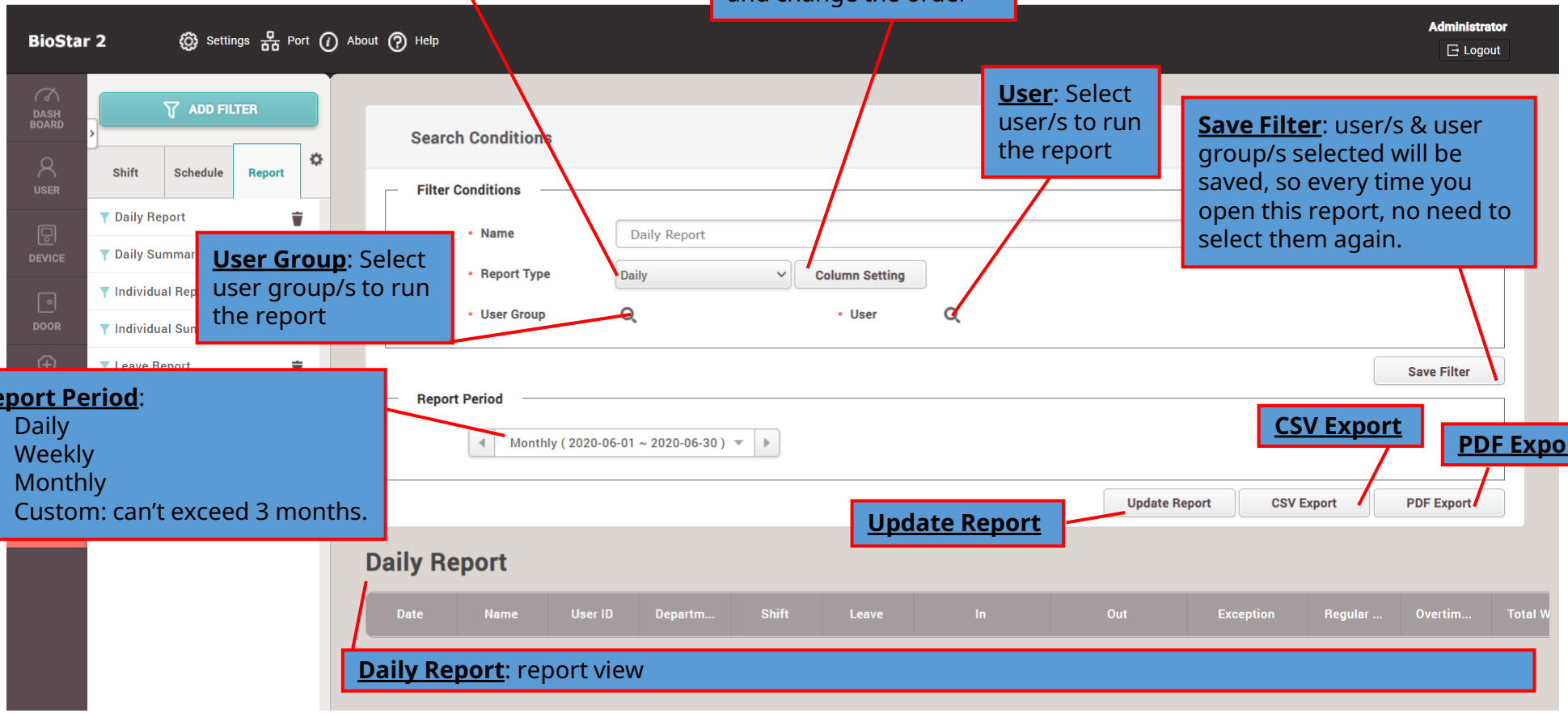
Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report

Daily Report: report view



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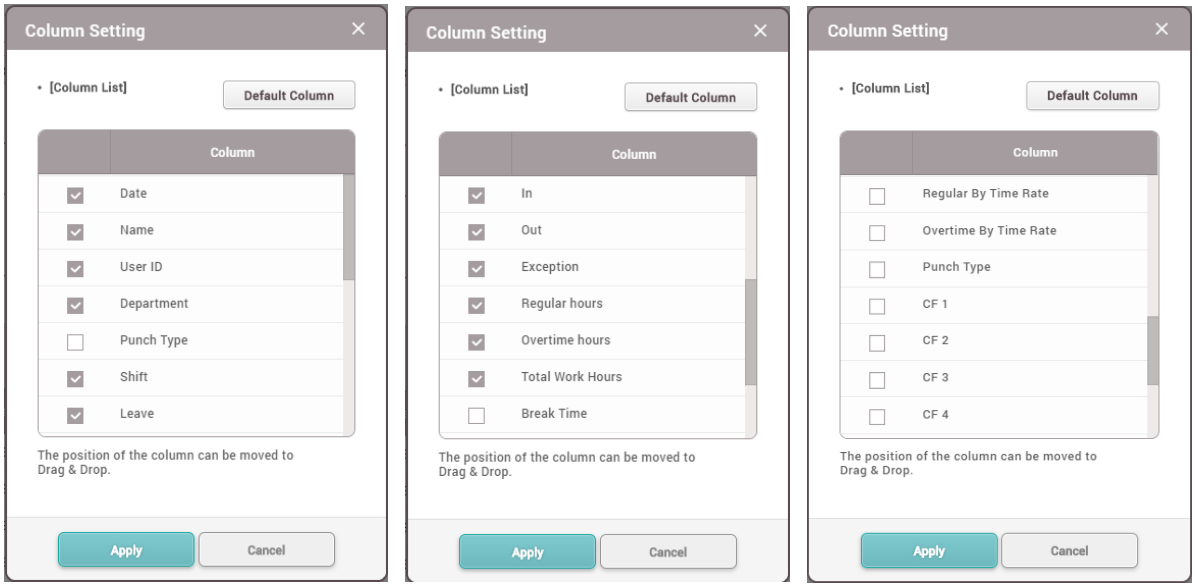
7 – Available reports and limitations

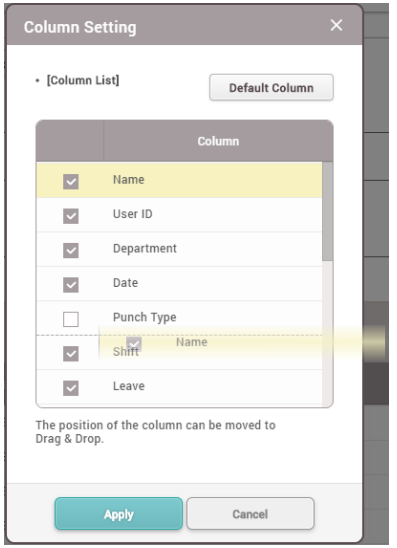
1. Daily Report (Cont'd):

Daily report has below columns:

1. Date
2. Name
3. User ID
4. Department (user group)
5. Punch Type
6. Shift
7. Leave
8. In
9. Out
10. Exception
11. Regular hours
12. Overtime hours
13. Total Work Hours
14. Break Time
15. Over Break Time
16. Meal Time
17. Regular By Time Rate
18. Overtime By Time Rate
19. Custom Fields



- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns



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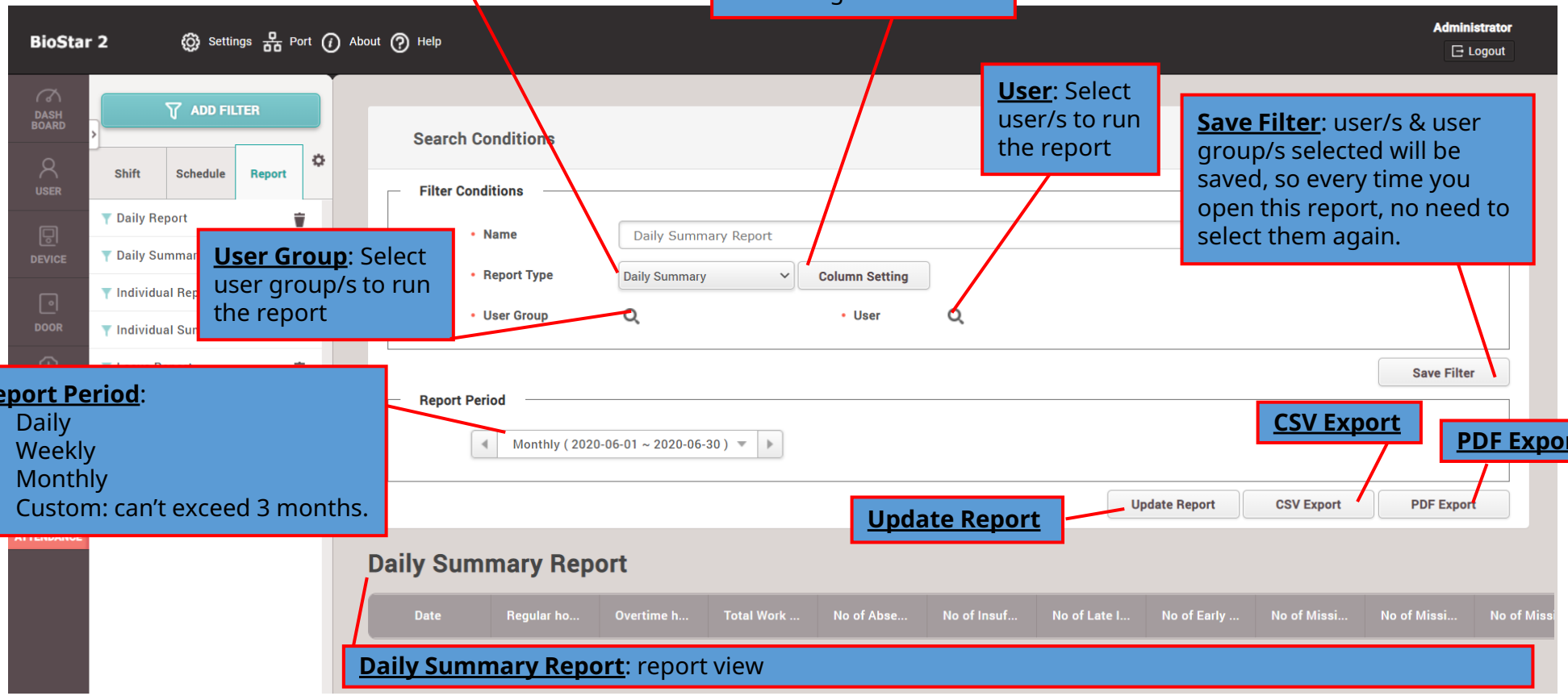
7 – Available reports and limitations

2. Daily Summary Report:



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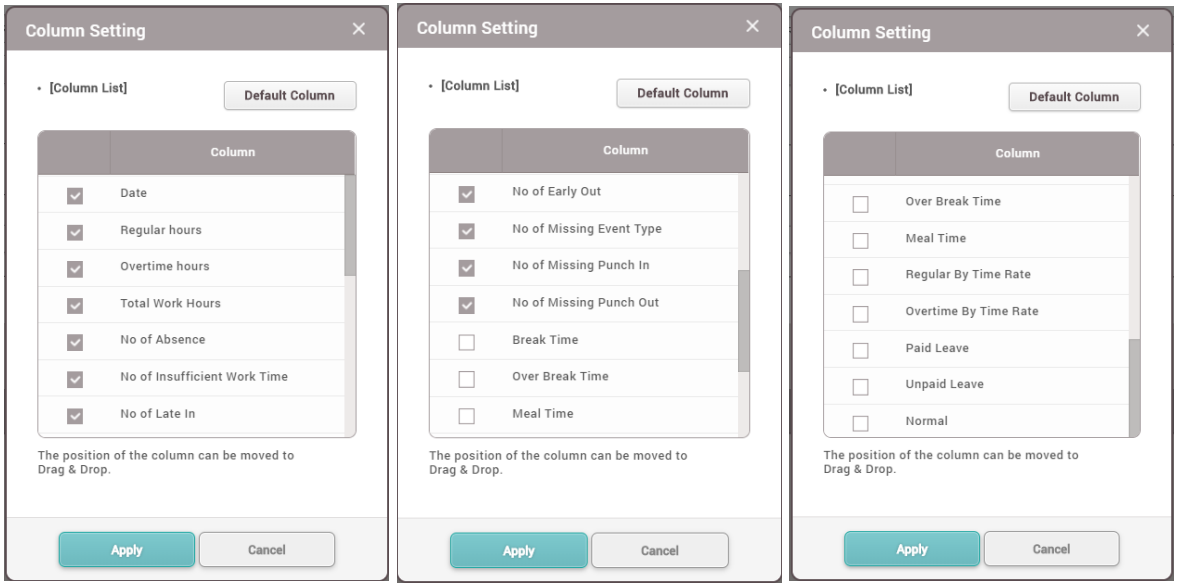
7 – Available reports and limitations

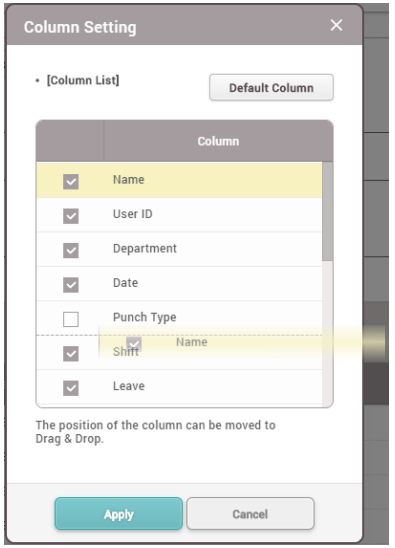
2. Daily Summary Report (Cont'd):

Daily report has below columns:

1. Date
2. Regular hours
3. Overtime hours
4. Total Work Hours
5. No. of Absence
6. No. of Insufficient Work Time
7. No. of Late in
8. No. of Early Out
9. No. of Missing Event Type
10. No. of Missing Punch In
11. No. of Missing Punch Out
12. Break Time
13. Over Break Time
14. Meal Time
15. Regular By Time Rate
16. Overtime By Time Rate
17. Paid Leave
18. Normal



- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns



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7 – Available reports and limitations

3. Individual Report:

Report Type: Change the report type form the 8 preset reports

Column Setting: hide/unhide columns and change the order

User: Select user/s to run the report

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User Group: Select user group/s to run the report

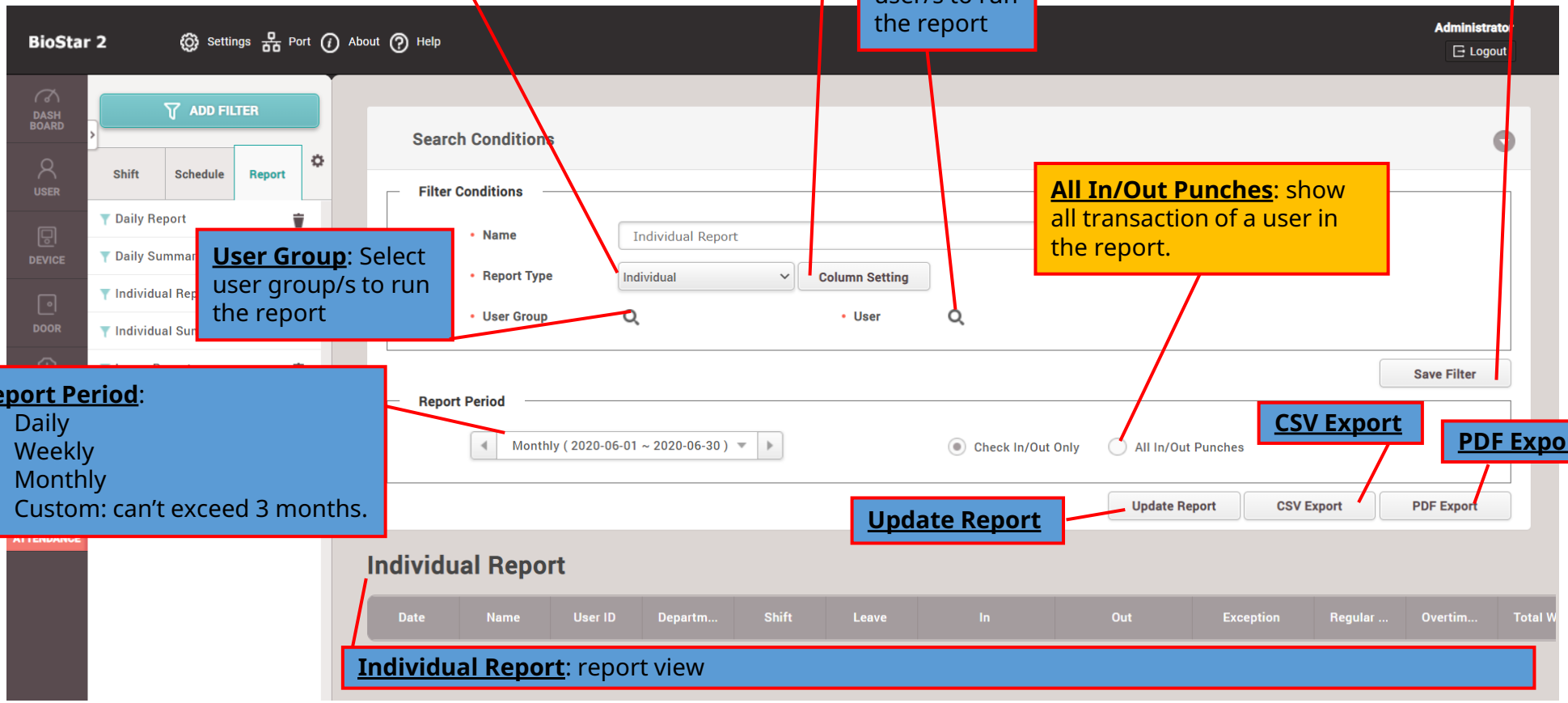
All In/Out Punches: show all transaction of a user in the report.

Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report



Individual Report: report view

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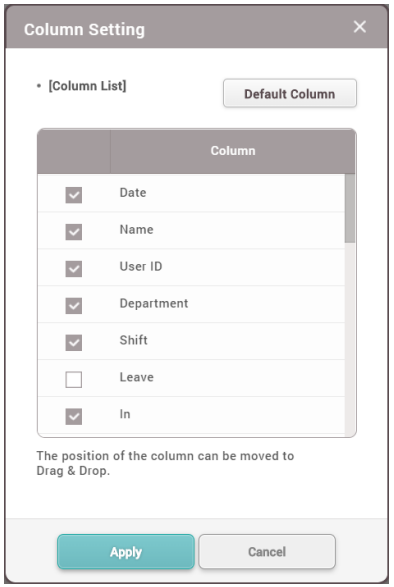
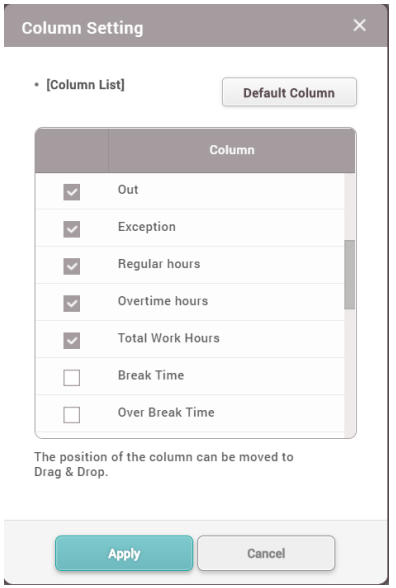
7 – Available reports and limitations

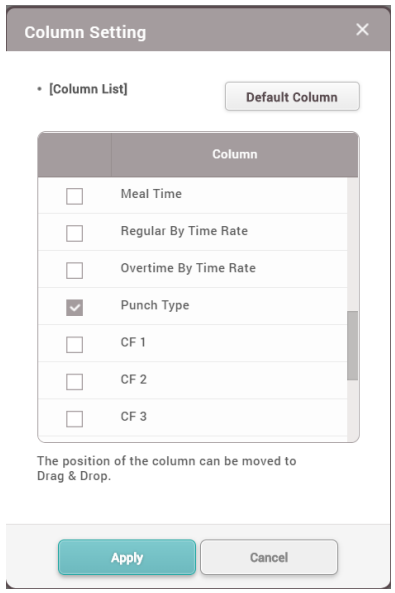
3. Individual Report (Cont'd):

Daily report has below columns:

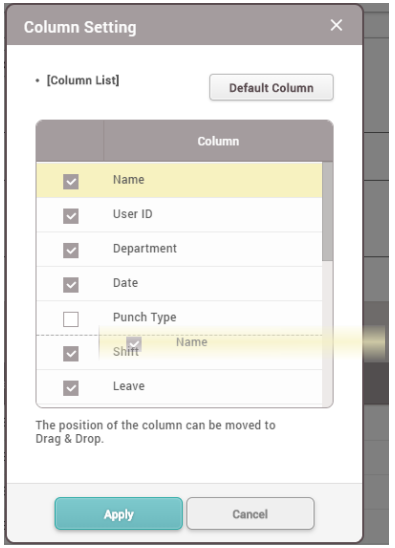
1. Date
2. Name
3. User ID
4. Department
5. Shift
6. Leave
7. In
8. Out
9. Exception
10. Regular hours
11. Overtime hours
12. Total work Hours
13. Break Time
14. Over Break Time
15. Meal Time
16. Regular By Time Rate
17. Overtime By Time Rate
18. Punch Type
19. Custom Fields







- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns



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7 – Available reports and limitations

4. Individual Summary Report:

Report Type: Change the report type form the 8 preset reports

Column Setting: hide/unhide columns and change the order

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User: Select user/s to run the report

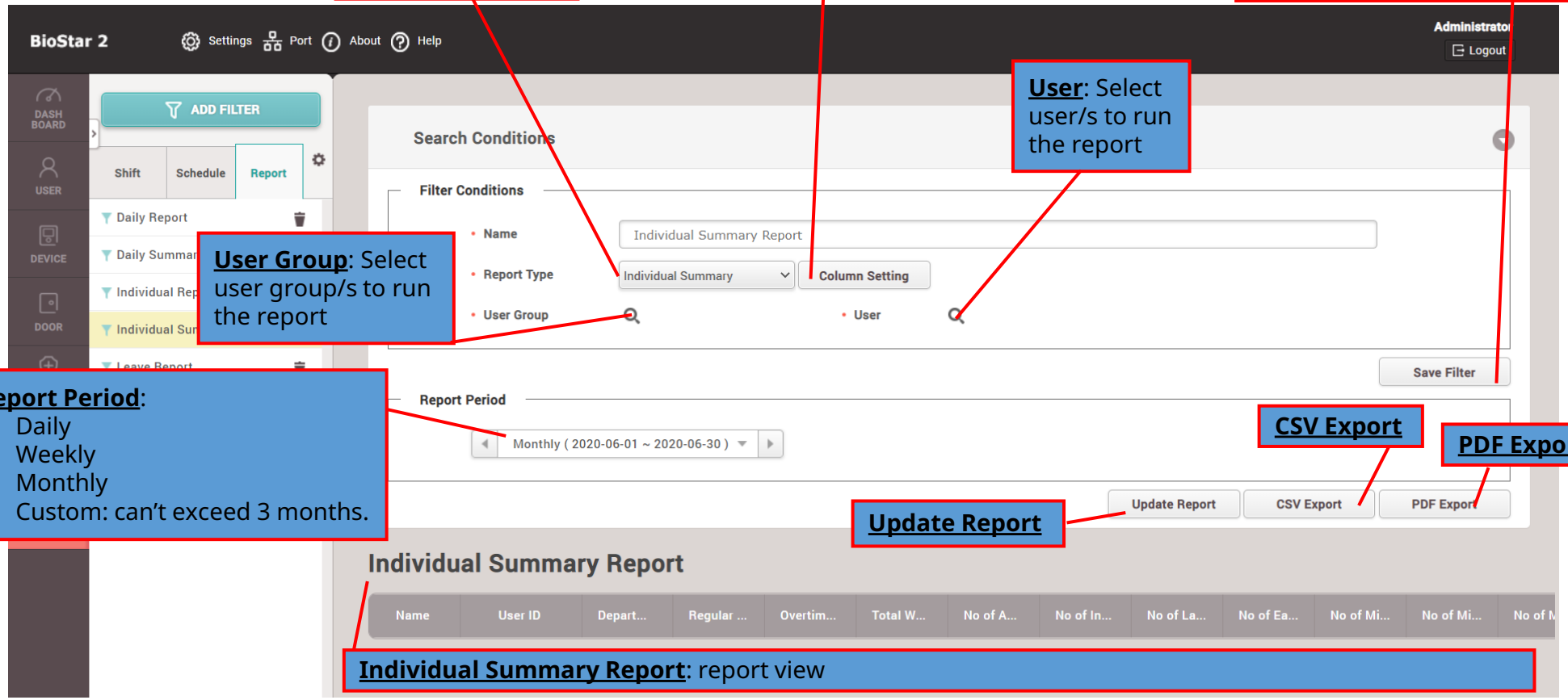
User Group: Select user group/s to run the report

Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report



Individual Summary Report: report view

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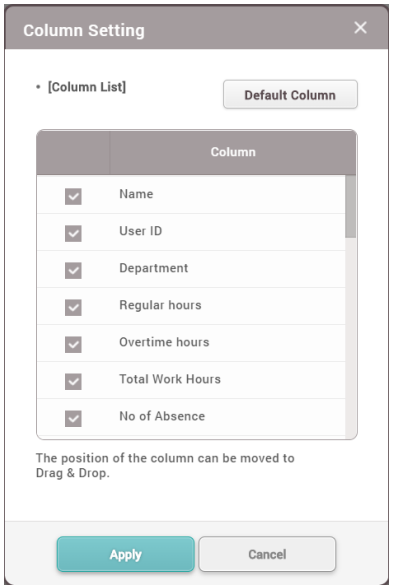
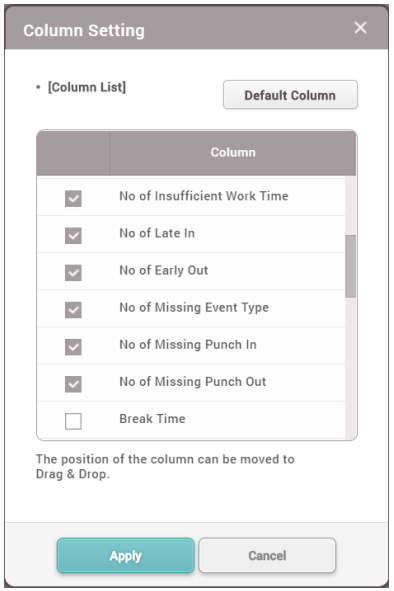
7 – Available reports and limitations

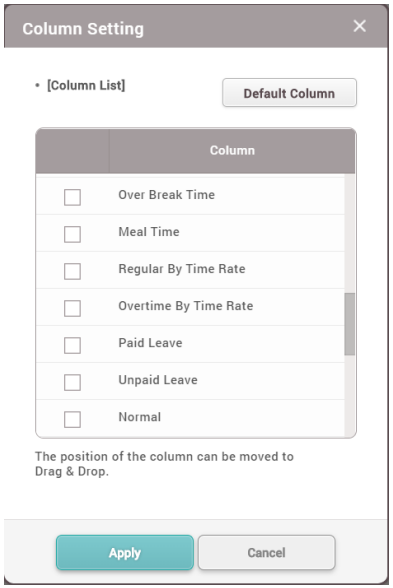
4. Individual Summary Report (C):

Daily report has below columns:

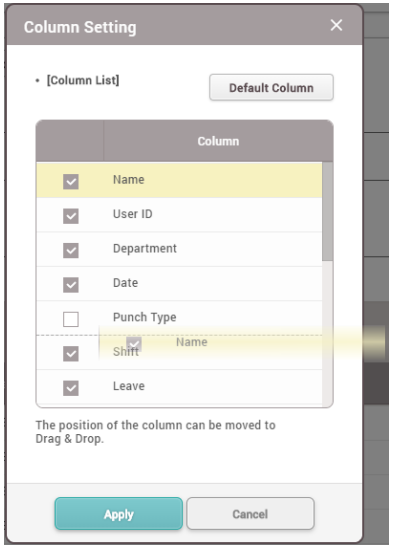
1. Name
2. User ID
3. Department
4. Regular hours
5. Overtime hours
6. Total Work Hours
7. No of Absence
8. No of insufficient Work Time
9. No of Late In
10. No of Early Out
11. No of Missing Event Type
12. No of Missing Punch In
13. No of Missing Punch Out
14. Break Time
15. Over Break Time
16. Meal Time
17. Regular By Time Rate
18. Overtime By Time Rate
19. Paid Leave
20. Unpaid Leave
21. Normal
22. Custom Fields







- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns



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7 – Available reports and limitations

5. Leave Report:

Report Type: Change the report type form the 8 preset reports

Column Setting: hide/unhide columns and change the order

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

Filter: Select from the leaves time code you created.

User: Select user/s to run the report

User Group: Select user group/s to run the report

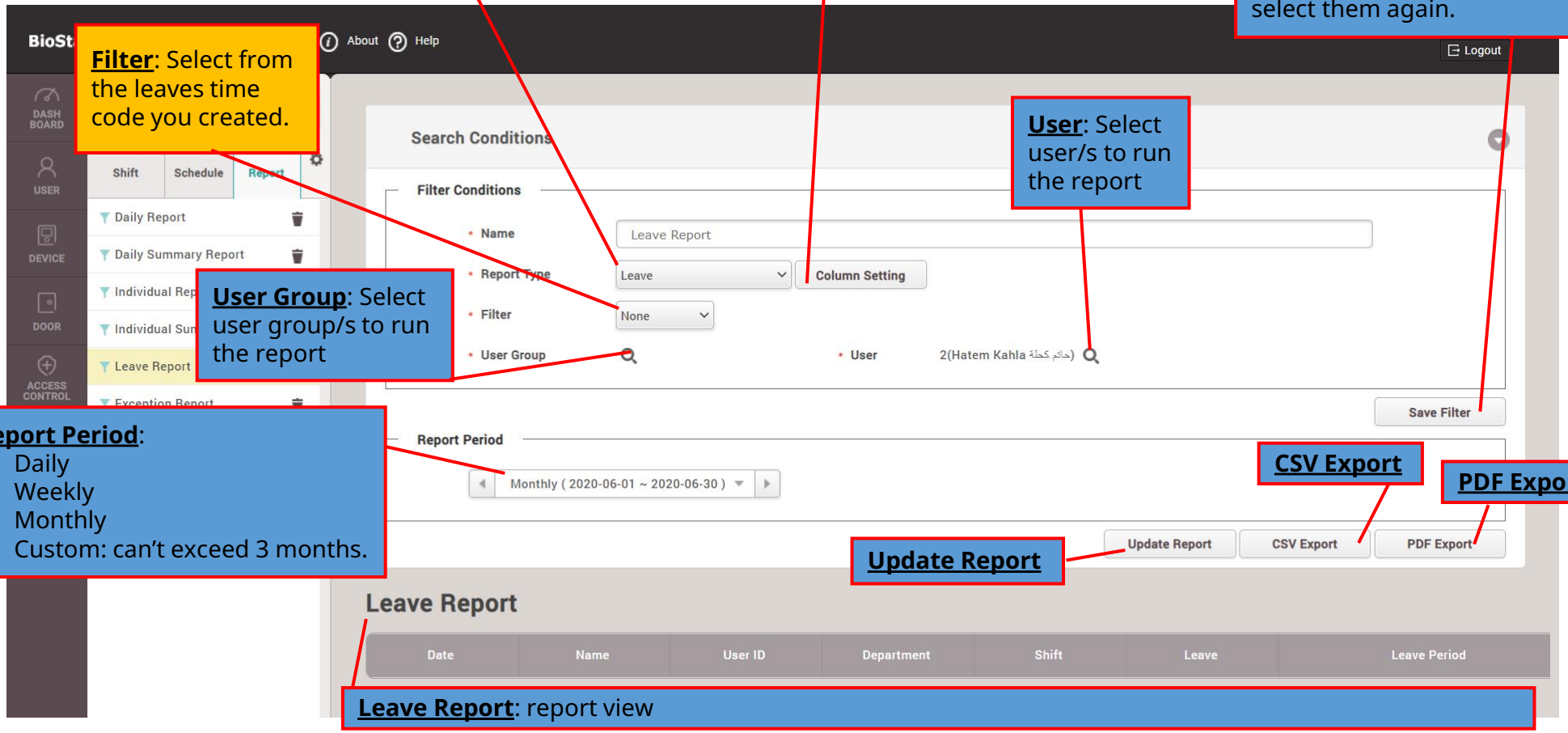
Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report

Leave Report: report view



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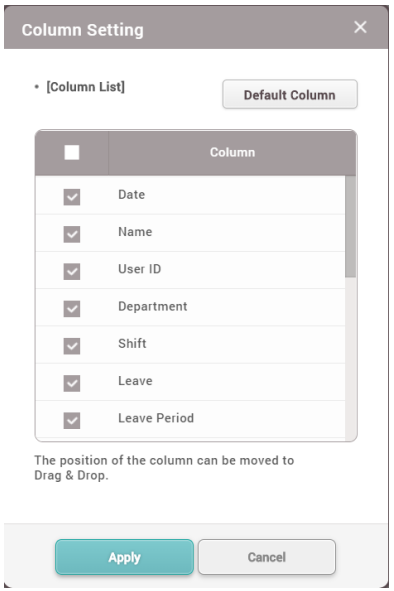
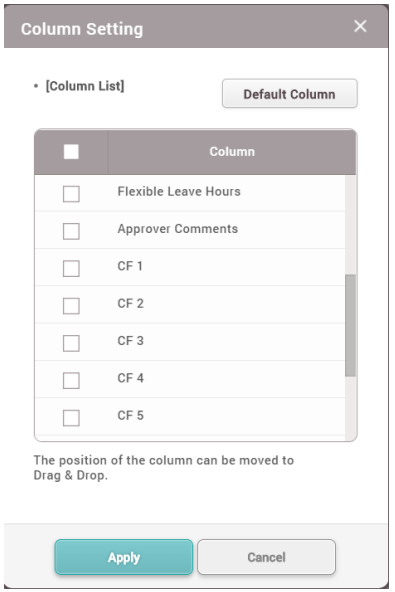
7 – Available reports and limitations

5. Leave Report (Cont'd):

Daily report has below columns:

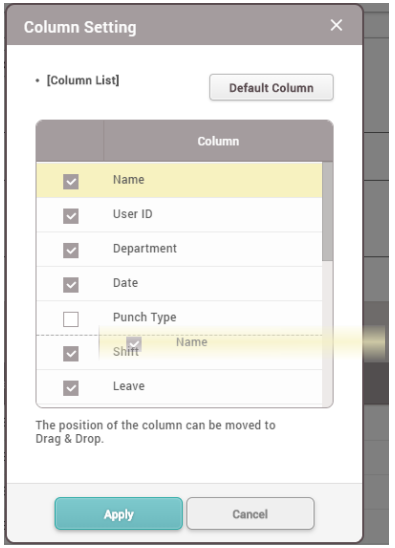
1. Date
2. Name
3. User ID
4. Department
5. Shift
6. Leave
7. Leave Period
8. Flexible Leave Hours
9. Approver Comments
10. Custom Fields





- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes

- **You can select all columns (less than 15)**



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7 – Available reports and limitations

6. Exception Report:

Report Type: Change the report type form the 8 preset reports

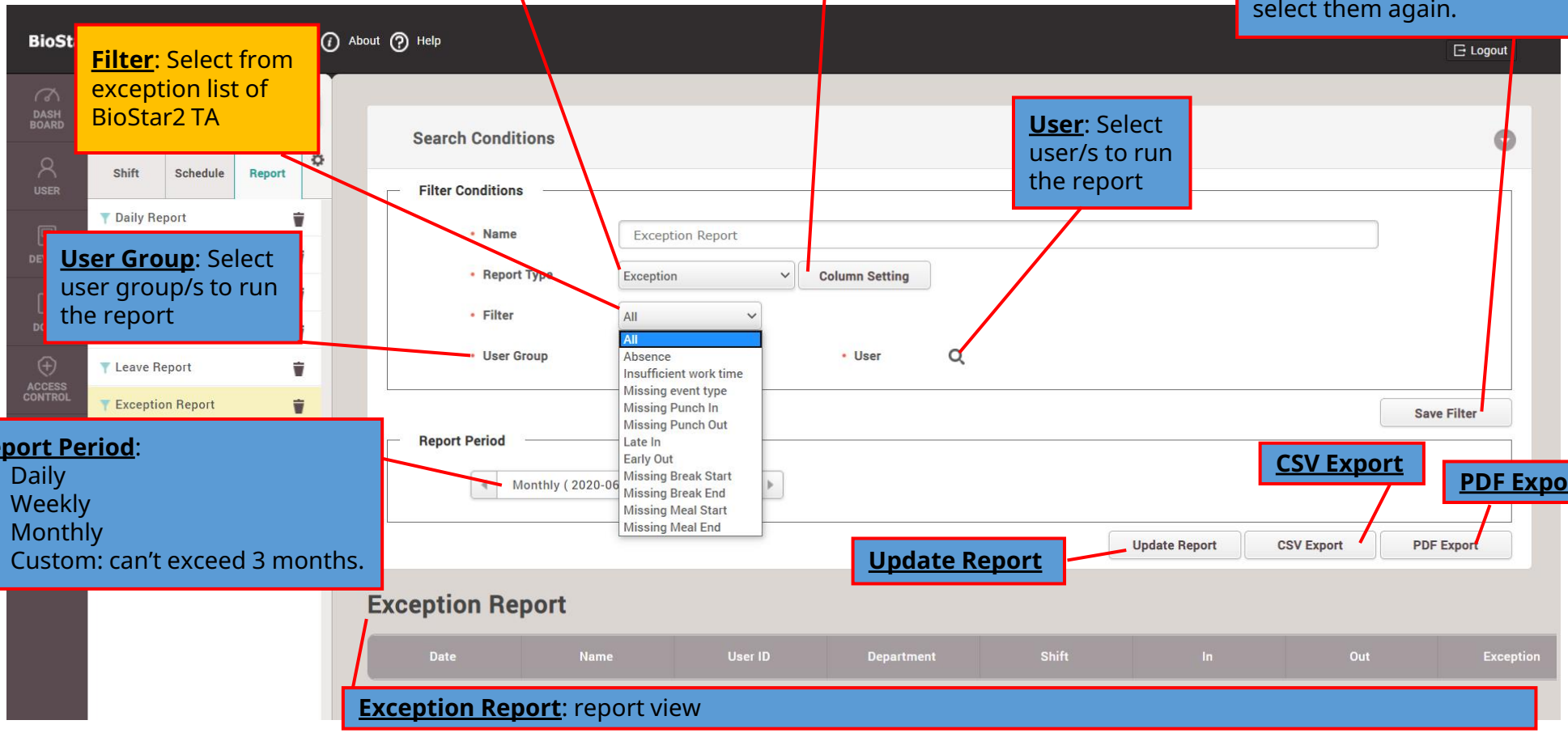
Column Setting: hide/unhide columns and change the order

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

Filter: Select from exception list of BioStar2 TA

User: Select user/s to run the report

User Group: Select user group/s to run the report



Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

CSV Export

PDF Export

Update Report

Exception Report: report view

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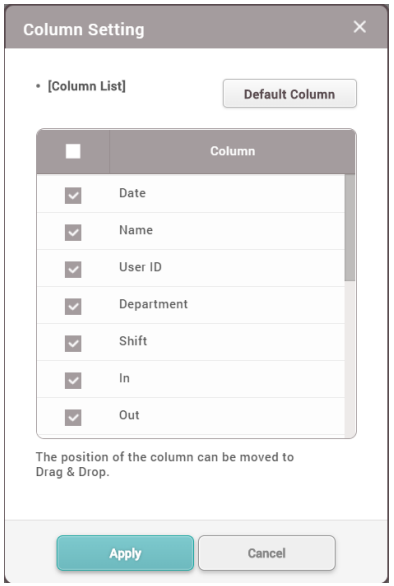
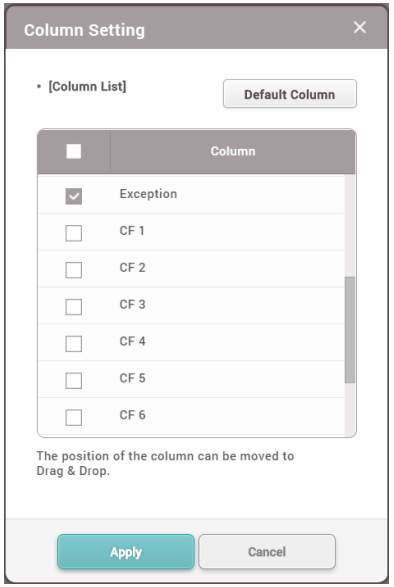
7 – Available reports and limitations

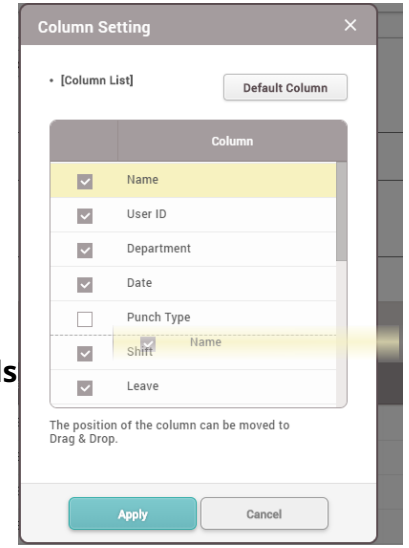
6. Exception Report (Cont'd):

Daily report has below columns:

1. Date
2. Name
3. User ID
4. Department
5. Shift
6. In
7. Out
8. Exception
9. Custom Fields







- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- **You can select up to 15 columns if custom fields exceed 6 fields**

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7 – Available reports and limitations

7. Edit History Report:

Report Type: Change the report type form the 8 preset reports

Column Setting: hide/unhide columns and change the order

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User: Select user/s to run the report

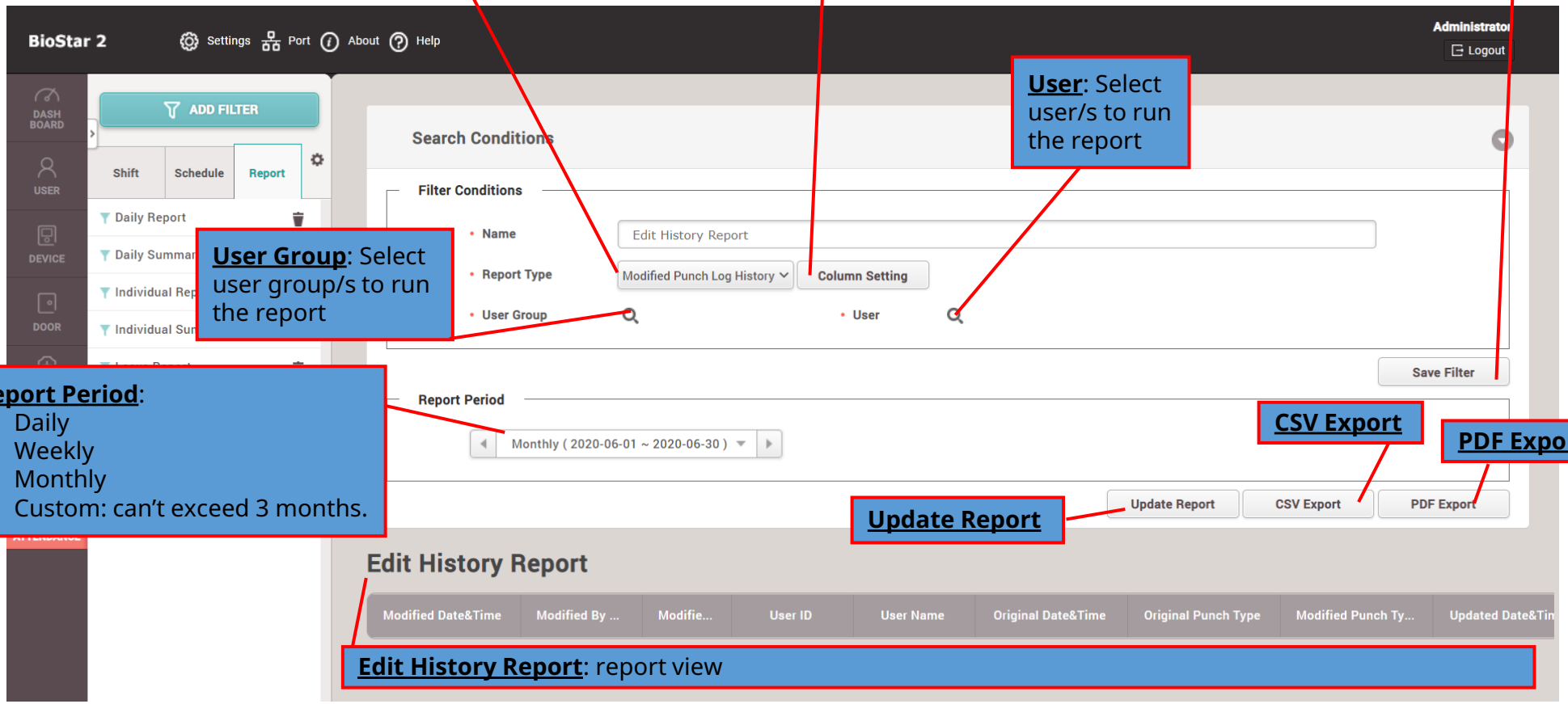
User Group: Select user group/s to run the report

Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

Update Report

CSV Export

PDF Export



Edit History Report: report view

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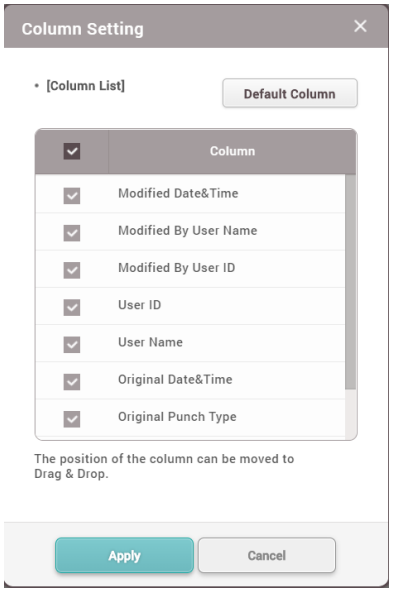
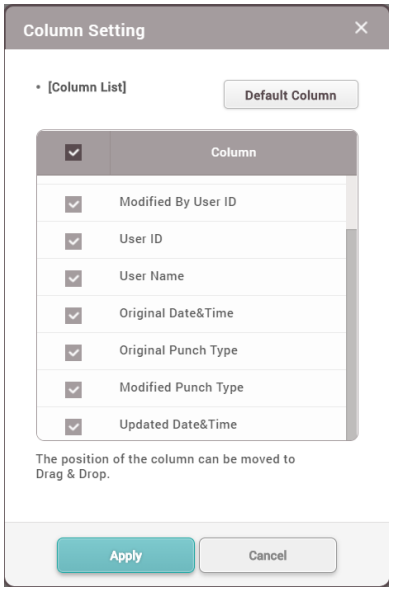
7 – Available reports and limitations

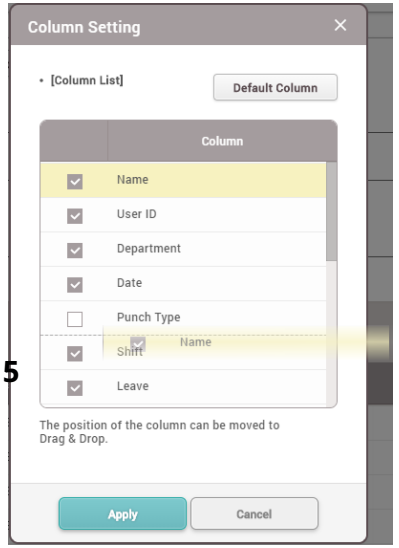
7. Edit History Report (Cont'd):

Daily report has below columns:

1. Modified Date&Time
2. Modified By User Name
3. Modified By User ID
4. User ID
5. User Name
6. Original Date&Time
7. Original Punch Type
8. Modified Punch Type
9. Updated Date&Time







- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- **You can select all columns because it is below 15**

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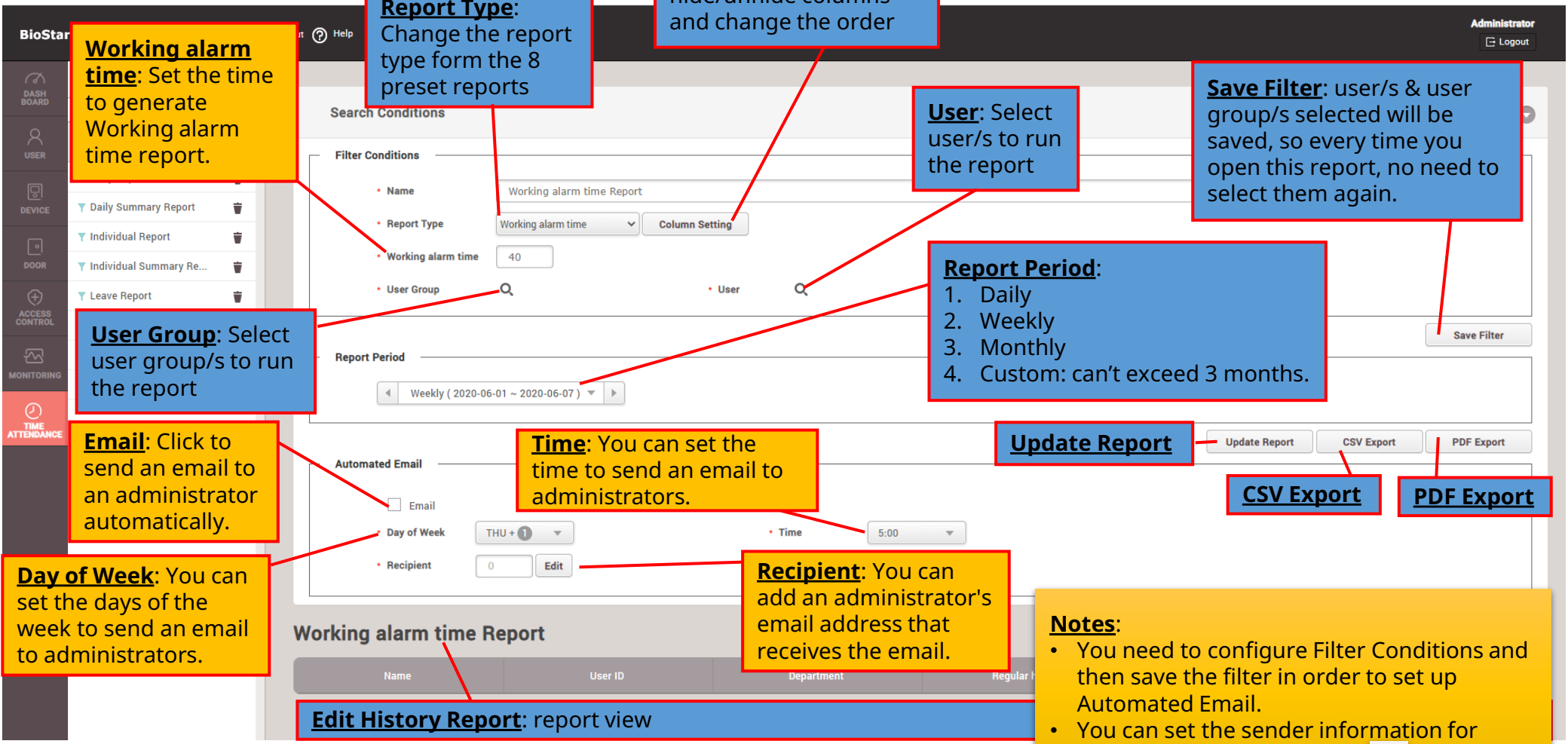
7 – Available reports and limitations

8. Working Alarm Time Report:



Working alarm time: Set the time to generate Working alarm time report.

Report Type: Change the report type form the 8 preset reports

Column Setting: hide/unhide columns and change the order

User: Select user/s to run the report

Save Filter: user/s & user group/s selected will be saved, so every time you open this report, no need to select them again.

User Group: Select user group/s to run the report

Report Period:
1. Daily
2. Weekly
3. Monthly
4. Custom: can't exceed 3 months.

Email: Click to send an email to an administrator automatically.

Time: You can set the time to send an email to administrators.

Update Report

CSV Export

PDF Export

Day of Week: You can set the days of the week to send an email to administrators.

Recipient: You can add an administrator's email address that receives the email.

Edit History Report: report view

Notes:
- You need to configure Filter Conditions and then save the filter in order to set up Automated Email.
- You can set the sender information for automatically sent emails in ⚙

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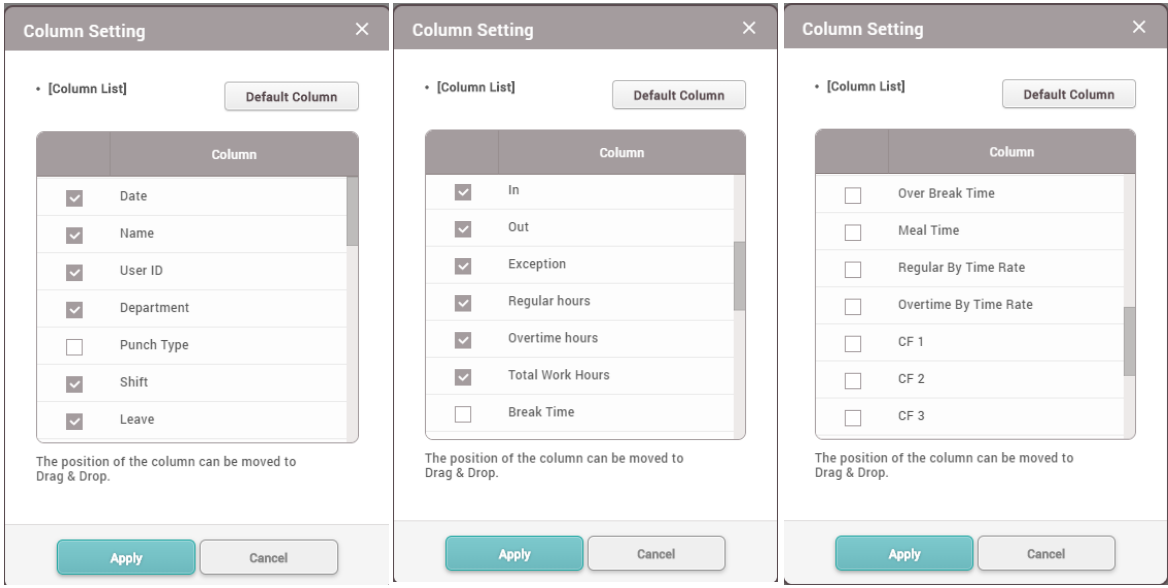
7 – Available reports and limitations

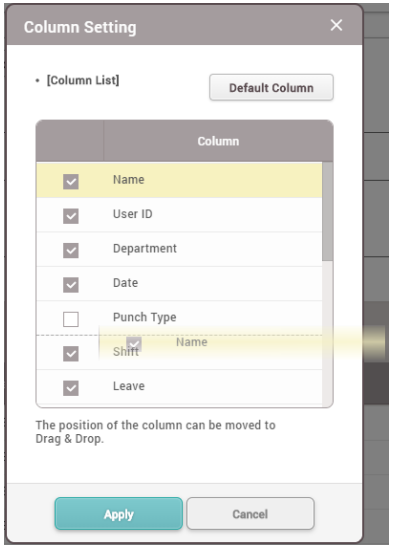
8. Working Alarm Time Report (Cont'd):

Daily report has below columns:

1. Date
2. Name
3. User ID
4. Department
5. Punch Type
6. Shift
7. Leave
8. In
9. Out
10. Exception
11. Regular hours
12. Overtime hours
13. Total Working Hours
14. Break Time
15. Over Break Time
16. Meal Time
17. Regular By Time Rate
18. Overtime By Time Rate
19. Custom Fields



- Arrange the columns order by drag and drop
- Select the required field by check the checkboxes
- You can select up to 15 columns



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7 – Available reports and limitations

Limitations:

1. Only 8 reports are available.
2. No customized reports in BioStar2 TA report.
3. No direct integration between BioStar2 TA & 3rd party reporting tool (example: Crystal report).
4. No rotating shifts as it is based on 24 hours shift.
5. No mails for exceptions or any other log (only for working alarm time report, report no.8).
6. No requests for leaves or special permission from BioStar2.

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Contents

1. Webinar Goal
2. Understanding BioStar2 TA license
3. Activating BioStar2 TA License (online & offline)

   Q&A
4. Understanding BioStar2 TA 24 hours shift concept

   Q&A
5. Activate TA module and Register Devices

   Q&A
6. Configuration of time code, shifts, schedule template, rules, schedule

   Q&A
7. Available reports and limitations
8. **Export report as CSV & PDF**

   Q&A

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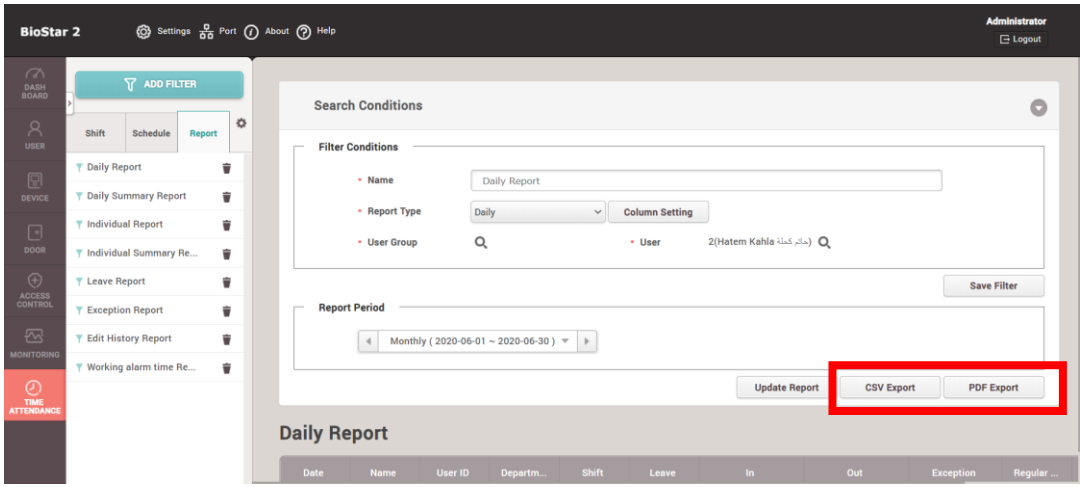
8 – Export report as CSV & PDF

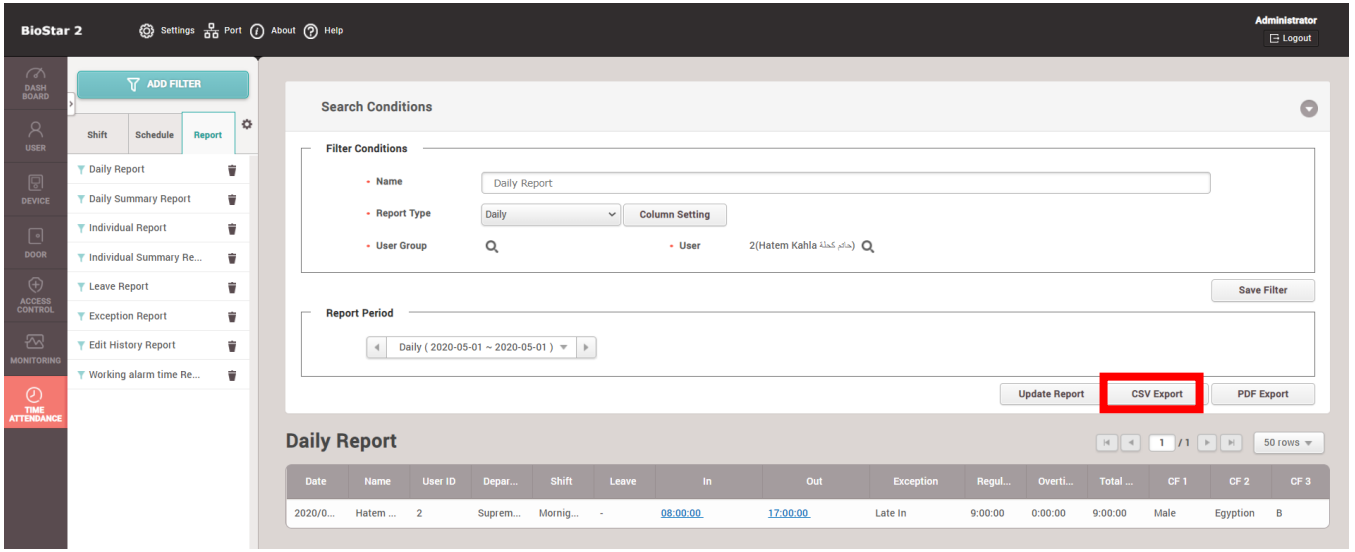
Export Report:

All of BioStar2 TA reports (8 reports) can be exported in either:

1. CSV
or
2. PDF



Export CSV:



Microsoft Excel Worksheet

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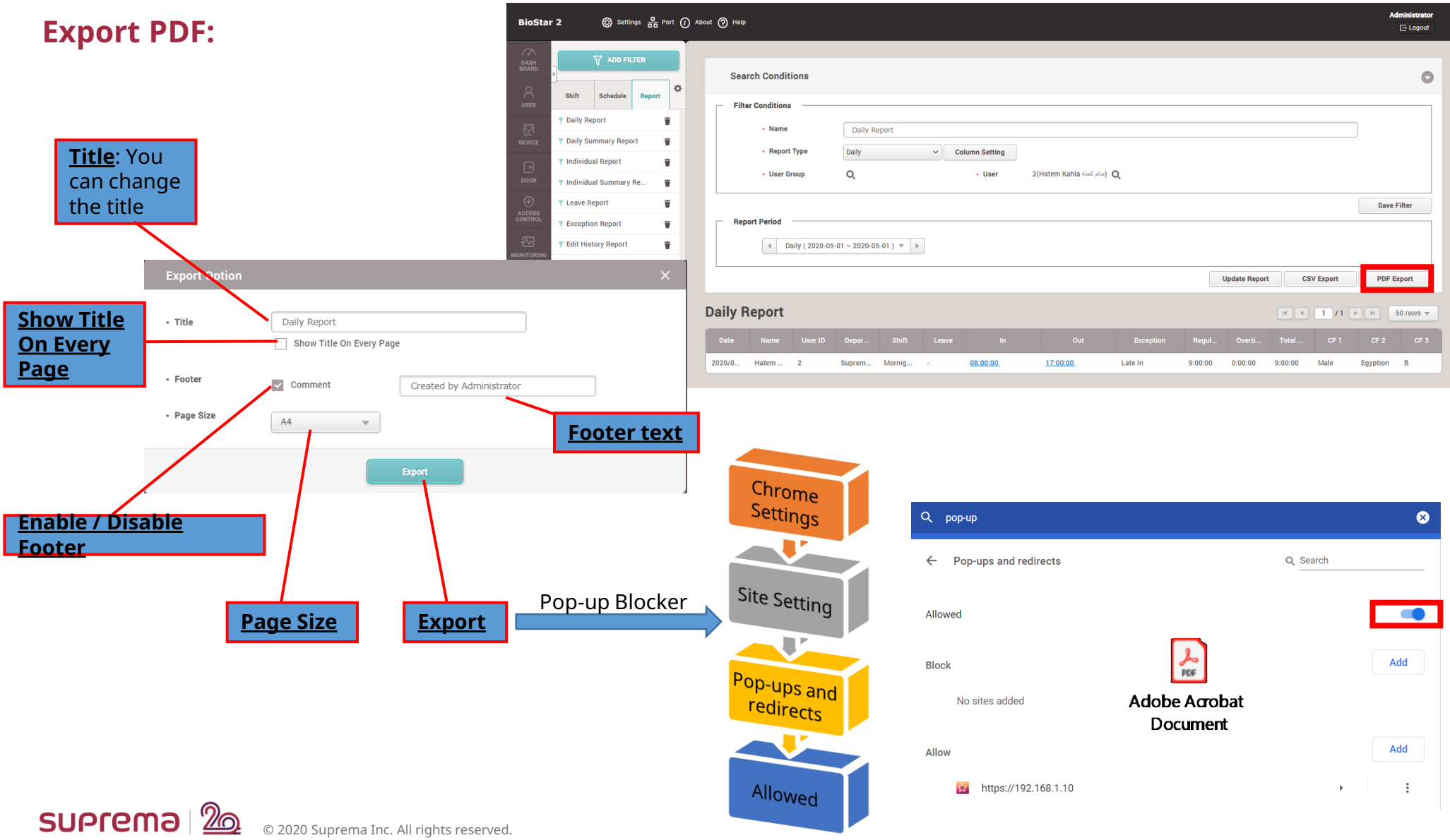
8 – Export report as CSV & PDF

Export PDF:



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Poll (your Opinion Maters) and Questions & Answers

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20 Years of Innovation

Thank you

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