

## Time Attendance for Time Office – dtAIMS

### Introduction

Dachi Technologies Attendance Information Management Software (dtAIMS) solution enables the organization like yours to track, manage time attendance of your employees. It is windows based user friendly, easy to use software solution offering recording of multiple in time(s), out time(s), maintains employee records, attendance rules, employee leave records and generate numerous attendance reports including FORM22.

dtAIMS Software supports the following types of ID Cards to record in/out timings. Your organization can choose any of the following technologies for your employee identification.

1. Bar Coded Identification (ID) cards.
2. Smart card based Identification cards.
3. Proximity (Thick or Thin) Cards,
4. Finger Print of employees (No id cards required).
5. Manual Entry of time attendance.

dtAIMS software is designed to be flexible to support various types of ID card technologies to cater to customer requirements. DACHI TECHNOLOGIES continue to add new technologies support as and when they are available and viable. dtAIMS software is configurable to support centralized readers and/ or distributed networked readers depending on number of employees, clocking locations. It can meet the requirement of small business with less than hundred of employees or large enterprise business with thousands of employees.

### dtAIMS – Hardware Devices



Proximity  
Card Reader



Standalone  
Finger Print Reader



Networking / Terminal  
Finger Print Reader



Palmtop  
Computer (PDA)

## dtAIMS Software – Features

dtAIMS software enables your organization to maintain detailed employee time attendance i.e., In-time, Out-time, late comers, early goers, over-time, shift management, leave info, permission info and to get reports at any time by click of a button. In fact, it can also generate FORM22 report as per the standard format.

## dtAIMS Software Consists

1. Master creation module (Employees, leave, shift, device etc)
2. Setup/configuration module.
3. Device Management module (Down load data, set date and time etc)
4. Administration module (user creation, Assign privilege, passwords etc)
5. Reports module.

## dtAIMS Software – Master Information Management

dtAIMS software enables the administrator to create, modify, delete various database masters like employee records, leave types, musters marks, shifts assignment, Device setup and Attendance rules etc.

## dtAIMS Software – Ease of Setup / Configuration

dtAIMS software with its user friendly setup screens is configurable by any one with out any computer knowledge. The administrator can setup/ define

1. Office timings (Day start time, Day close time, Lunch break, Grace periods etc)
2. Rules for Late, Early, Absent, OT etc.
3. Company Name, Address, Financial year, Departments, Sections and Supervisors etc.
4. Shift Timings, Shift Names, Types of leave etc.
5. Shift Assignment, Change of shift etc.
6. Device type, Device location, Device port etc.

## dtAIMS Software – Device Support

dtAIMS software supports the following types of card readers for recording of employees time attendance.

- a) Barcode card reader(PC based, Remote)
- b) Smart card (contact less) reader (PC based, Remote)
- c) Proximity Card Readers,
- d) Finger print readers (PC Based, Remote)
- e) Manual Attendance (Readers less configuration)

## dtAIMS Software – Device Management

dt AIMS software enables you to manage the readers from the computer center.

- 1) Set date and time to any /group of readers.
- 2) Get status of readers /group of readers.
- 3) Download attendance data at any time or scheduled time(s) from readers
- 4) Enable employee to log the attendance at a particular entry point.

## dtAIMS Software – Administration and Setup

dtAIMS software enables the administrator to create the users, set passwords and even assign privileges for each user against each module /services in the software .

## dtAIMS Software – Reports

dtAIMS Software generates the following reports by employee, department, sections or all employees for any day or for a duration.

1. Attendance Report.
2. Absence Report
3. Late comers Report
4. Early Goers report
5. Over time (OT) Report
6. Exception Report
7. Employees Report
8. FORM 22 Report Generation

## dtAIMS Software – Application Integration

dtAIMS software can be integrated with any other application software, dtAIMS software is configurable to export data in database format, text file format to any other application software like Payroll Software, HRM software etc.

For Further Details contact

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