optimum

THE ONLY COMPLETE TIME ATTENDANCE SOLUTION

Time & Attendance
Management

Workforce
Management

Roster
Management

TIME &
ATTENDANCE
MANAGEMENT

THE TOTAL SOLUTION SYSTEM FOR YOUR BUSINESS

CONTENTS

TIME & ATTENDANCE
"The Only Complete Time Attendance Solution"

Optimum Time & Attendance covers access control, roster and workforce management, project time sheet and attendance. It can manage all type of shifts and rotations with the functionalities of workforce management and time sheet for project management companies.

Optimum Time & Attendance access Control provides centralized online real-time view of the time in and out of employees.

Workforce Management is used to allocate manpower to projects with Time Sheet generated for each project. The module can be linked to Optimum HRMS module.

Why Optimum?

Product Specific:
- *Real-Time Access Control*
- *Shifts Management*
- *Attendance Control*
- *Workforce Management*
- *Project Time Sheet*
- *Time & Attendance Indicators*

Product General:
- *Business Intelligence Reporting*
- *In-Built Document Workflow*
- *Bi-Lingual Arabic/English*
- *Powerful Security Control*
- *Fully Integrated ERP*

Technologies:
- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

Time & Attendance Functionalities:
- Access Control Module
- Roster Management
- Attendance Management
- Project Time Sheet Management
- Workforce Allocation
- Dashboards, Inquiries & Reports

ACCESS CONTROL MODULE

The **Access Control Module** is integrated with bio-metric readers to efficiently manage time, money, materials, people and physical access to sensitive areas. **Optimum** bio-metric devices boasts one of the fastest commercial fingerprint matching and facial recognition algorithms in the market. Some of the **Optimum** bio-metric readers available are:

Unique Features

Product Specific:
- *Real-Time Data View*
- *Attendance By Shift & Location*
- *Unlock Doors Remotely*
- *Optional Manual Data Entry*
- *Dashboards, Inquiries & Reports*

Product General:
- *Supports Document Attachment*
- *In-Built Approval Workflow*
- *Posting Alerts (Emails, sms..etc)*
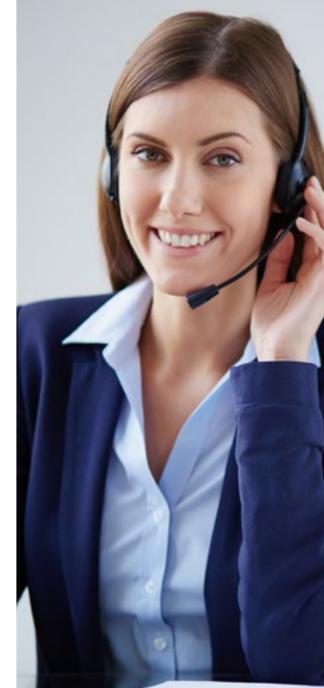- *Powerful Security Control*

- G3 Face Recognition
- G2 Fingerprint Identification
- I-Clock 680
- I-Clock 360
- TF 1700 IP65 Weather Proof
- SC 700 Touch Screen RFID
- SC 503 RFID Stand Alone

Technologies:
- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

Access Control Functionalities:
- Connect & Control The Bio-Metric Devices
- Registration of new users
- Transfer Data Between Devices
- Log In & Out Swipes Of All Users
- Track Users
- Access Control & Tracking Reports
- Control The Opening & Closing Of Doors
- Connect Devices To Fire Control Systems

ROSTER MANAGEMENT

Roster Management is the best tool available to create and manage all kinds of shifts or rosters with ease and total control.

This module allows the users to have the options to either preset the rosters or to create rosters for each employee separately with different patterns.

Unique Features

Product Specific:
- Roster Calendar by Department
- Roster Calendar by Location
- Auto/Manual Roster Creation
- Edit Rosters
- Swap Rosters for Specific Period

Product General:
- Supports Document Attachment
- In-Built Approval Workflow
- Posting Alerts (Emails, SMS..etc)
- Powerful Security Control

The **Roster Management** module also provides a total control to the line managers or supervisors to control the roster of their employees and create their own customized rosters on daily, weekly or monthly basis.

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Roster Management Functionalities:
- Create & Maintain All Kinds Of Shifts
- Automatic Or Manual Rosters
- Editing Rosters
- Swap Employee Rosters
- Online Access To Users To See Their Schedule/Roster For A Period
- Dashboards, Inquiries & Reports

ATTENDANCE MANAGEMENT

Attendance Management covers the full attendance cycle from daily attendance swipes to data processing and upload to payroll. Employee self-service allows the users to submit their excuses for attendance exceptions which can then be approved or rejected by line managers and following levels in the workflow.

Unique Features

Product Specific:
- Automatic Data Processing
- Dynamic Attendance Inquiry
- Editing Attendance
- Decisions with Self-services

Product General:
- Supports Document Attachment
- In-Built Document Workflow
- Posting Alerts (Emails,SMS..)
- Powerful Security Control

The **Attendance Management** module also gives a first-hand view of the attendance to the management with a number of dashboards and inquiry screens.

Technologies:
- Intranet / Internet based
- Accessible Through Any Browser
- ASP.NET & C# Development Tools
- Microsoft SQL Database
- Mobile Application

Attendance Management Functionalities:
- Calculation For Late In / Early Out / Breaks / Absence & Overtime
- Map Attendance Rules
- Self-Services
- Manager's Decisions
- Upload To Payroll

PROJECT TIME SHEET MANAGEMENT

Project Time Sheet Management module is used to manage the time and attendance system that is linked with the Projects / Sub-projects. The **Project Time Sheet Management** system also allows users to create unlimited Projects and Sub-projects using the employee allocation function.

The module also provides a total control to the project managers or supervisors to control the roster of the employees and create their own customized rosters on daily / weekly / monthly basis.

Unique Features

Product Specific:
• Unlimited Projects/Sub-Projects
• Employee Cost Per Project
• Employee Allocations To Projects
• Full Attendance Calculation
• Full Time Sheet Calculation

Product General:
• Supports Document Attachment
• In-Built Approval Workflow
• Posting Alerts (Emails, SMS, etc.)
• Powerful Security Control

Technologies:
• Intranet / Internet based
• Accessible Through Any Browser
• ASP.NET & C# Development Tools
• Microsoft SQL Database
• Mobile Application

Project Time Sheet Management Functionalities:
• Create Unlimited Number Of Projects
• Assign Employees To Multiple Projects
• Add Working Hours Per Employee By Project
• Calculate The Cost By Project
• Calculate Overtime
• Upload Or Integrate Attendance Data To Any Payroll System

WORKFORCE ALLOCATION

The **Workforce Allocation** module is a unique module which provides a full control over employee allocation to Projects and Sub-projects with multiple filters for employee skills / trades and qualifications.

The **Workforce Allocation** module also provides total control to the project managers and / or supervisors to generate the Time Sheet for employees on daily / weekly / or monthly basis.

Unique Features

Product Specific:
• Unlimited Skills/Trades
• Assign Primary/Secondary Skills
• Allocations To Multiple Projects
• Full Attendance Calculation
• Full Time Sheet Calculation

Product General:
• Supports Document Attachment
• In-Built Approval Workflow
• Posting Alerts (Emails, SMS, etc.)
• Powerful Security Control

Technologies:
• Intranet / Internet based
• Accessible Through Any Browser
• ASP.NET & C# Development Tools
• Microsoft SQL Database
• Mobile Application

Workforce Allocation Functionalities:
• Create & Maintain Unlimited Number Of Skills / Trades
• Personal File Of The Employee
• Linking Employees To Skills
• Employee Distribution According To Work Plans For Each Project
• Arrange For Employees According To The Plan & Needs
• Upload Or Integrate Attendance Data To Any Payroll System

DASHBOARDS, INQUIRIES & REPORTS

Dashboards, Inquiries & Reports are integral part of all Optimum Modules providing detailed analysis and statistics of any organization. The system is available at user level or at management level based on the access rights and privileges. Access Rights can also be granted at department level to view information for particular departments.

Unique Features

Product Specific:
- *Real-Time Access Control*
- *Shifts Management*
- *Attendance Control*
- *Workforce Management*
- *Project Time Sheet*
- *Time & Attendance Indicators*

Product General:
- *Business Intelligence Reporting*
- *In-Built Document Workflow*
- *Bi-Lingual Arabic/English*
- *Powerful Security Control*
- *Fully Integrated ERP*

The system in Time Attendance module has a variety of functions including Access Control, Roster Management, Manpower Planning and Attendance. In self-services users can view their dashboards providing information like their attendance, decisions taken, roster for the period and actual swipes.

Technologies:
- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*

Dashboards, Inquiries & Reports Functionalities:
- Attendance Status by Shift
- Employee Roster
- Department Roster by Shift
- Attendance Trends
- Decisions Taken Trends
- Time Gain/Lost Trends

BUSINESS INTELLIGENCE REPORTING
"Hassle Free Reports!"

Optimum Business Intelligence provides the most user-friendly mechanism to transform, access, analyze and present your business data in the most stunning way. It helps users to turn complex data into actionable insights that can be easily understood. Users can connect virtually to any Optimum ERP data,both in the cloud or the local server.

Unique Features

Product Specific:
- *Transform Your Data*
- *Access Any Data*
- *Deliver Insights Anywhere*
- *Modernize Enterprise Reporting*
- *Create Interactive Reports*
- *Pivot Reporting*
- *Electronic Alerts*

Product General:
- *Business Intelligence Reporting*
- *In-Built Document Workflow*
- *Bi-Lingual Arabic/English*
- *Powerful Security Control*
- *Fully Integrated ERP*

They can also analyze the data and share insights on the web or on mobile devices.

Users can generate and share rich and interactive reports to visualize and analyze your data.

Technologies:
- *Intranet / Internet based*
- *Accessible Through Any Browser*
- *ASP.NET & C# Development Tools*
- *Microsoft SQL Database*
- *Mobile Application*
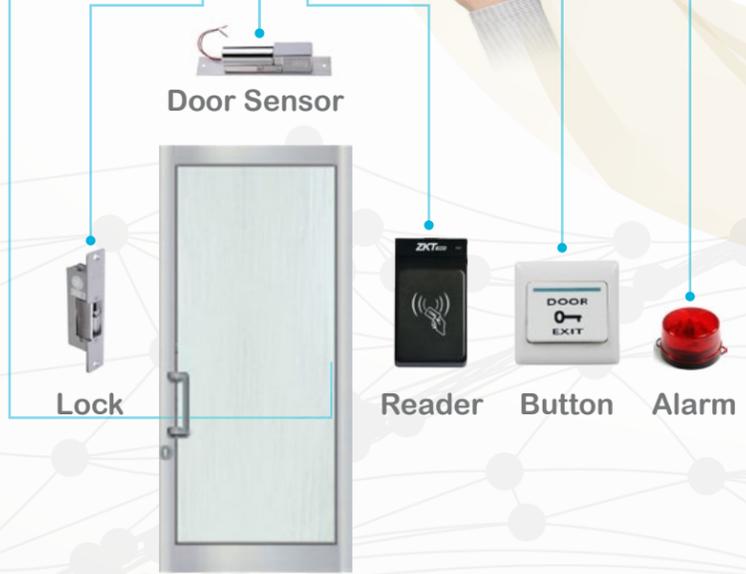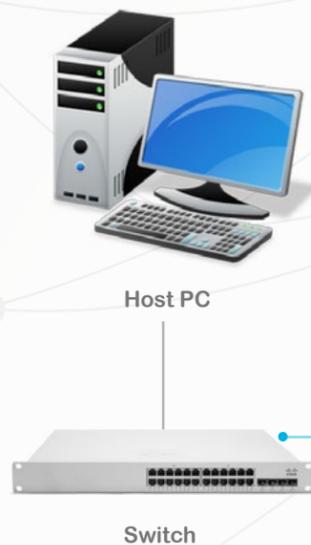
Business Intelligence Reporting Functionalities:
- Data Transformation
- Data Analysis
- Data Delivery
- Interactive Reports Creation

optimum

More..

Host PC

Switch

Main Menu

User Mgt. | User Role | COMM. | System

Personalize | Data Mgt. | Access Control | USB Manager

Door Sensor

Lock

Reader

Button

Alarm

Door Sensor

Lock

Reader

Button

Alarm

Access Control Features

- Bio-metric Devices
- Door Locks
- Real-time Access Data
- Time Zones & Remote Control

Access Control Types

Optimum G3	Optimum G2	Optimum iClock 680
Optimum UA400	Optimum ProBio	Optimum ProFAC

Access Control Features

- Modern Design & Interactive UI
- Revolutionary SilkID, Fingerprint Sensor
- Multiple Verification Modes: Fingerprint / Card / Password
- Outstanding Performance With Dry, Wet and Rough Fingers
- Optional Wi-Fi or 3G

Workforce Management System

SECURITY AT YOUR FINGERTIPS!

1 ACCESS CONTROL STRUCTURE

Access Control Features

- Real-Time Swipes Monitoring
- Swipes by Shifts
- Swipes by Location
- Employee Location
- In / Out Reports
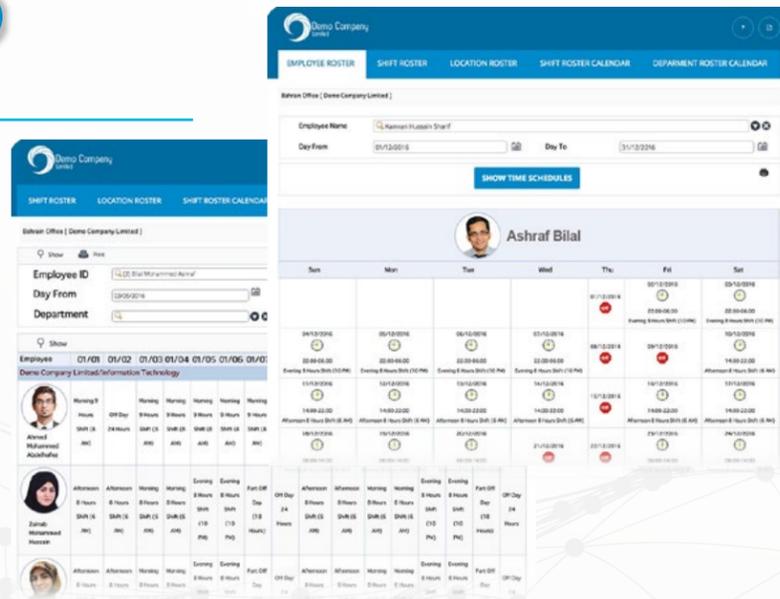
2 BIO-METRIC DEVICES

Bio-Metric Device Features

- Face Recognition
- Fingerprints
- Access Cards
- Passwords

3 ROSTER MANAGEMENT

Roster Management Features

- Auto / Manual Roster Creation
- Unlimited Shifts
- Management Dashboards
- Detailed Inquiry & Reports
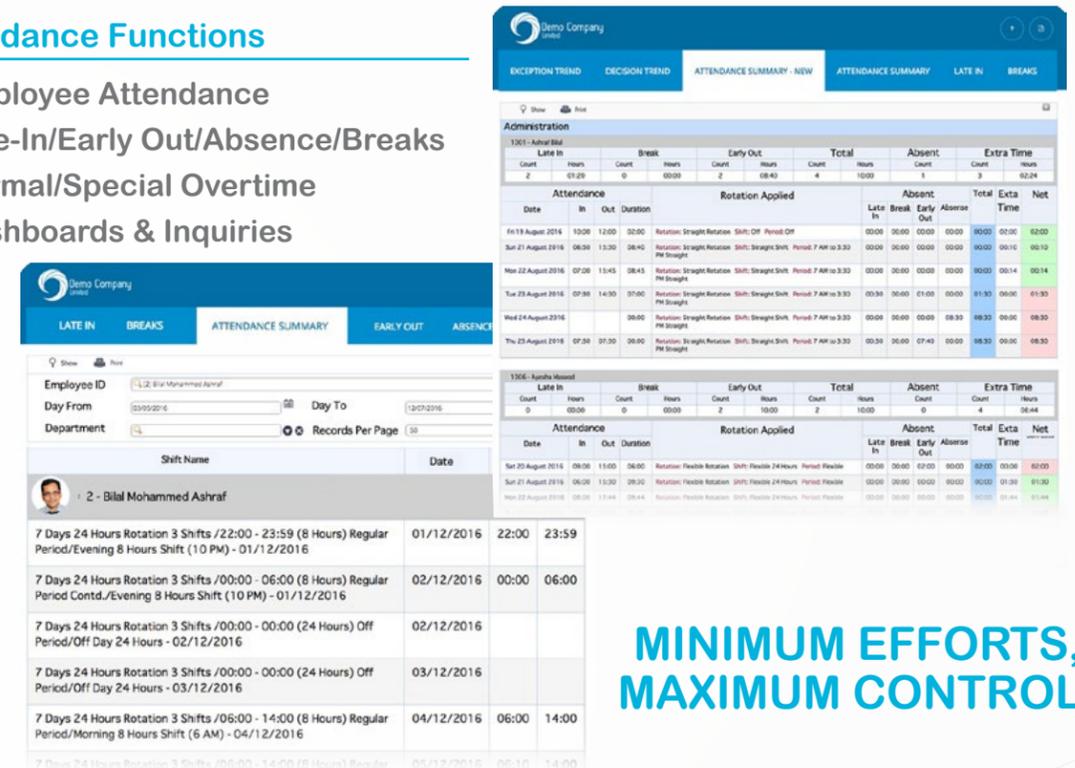
NOW, ANY ROSTER IS POSSIBLE!

4 ATTENDANCE MANAGEMENT

Attendance Management features

- Integrated with Payroll System
- Manager Decisions with Workflow

Attendance Functions

- Employee Attendance
- Late-In/Early Out/Absence/Breaks
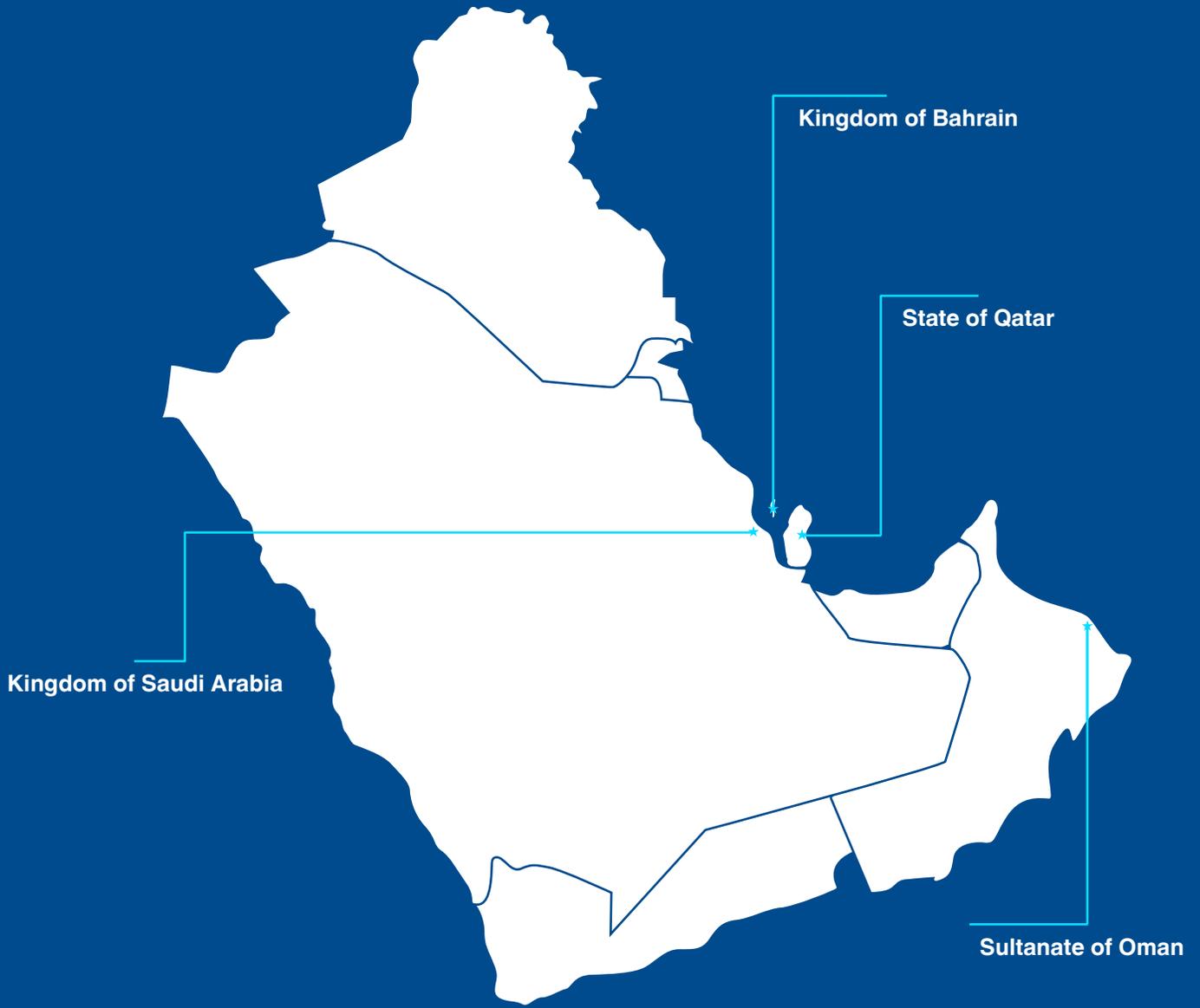- Normal/Special Overtime
- Dashboards & Inquiries

MINIMUM EFFORTS, MAXIMUM CONTROL!

5 MANPOWER PLANNING

Manpower Planning Features

- Planning Histogram
- Primary / Secondary Allocation of Employees
- Employee Allocation Based on Trades / Qualifications
- Integrated with Attendance & Access Control

For Further Details, Request Your Demo Now!

Kingdom of Bahrain

State of Qatar

Kingdom of Saudi Arabia

Sultanate of Oman

REGIONAL OFFICES

BAHRAIN

P.O. Box 2949
Manama, Kingdom of Bahrain
Tel. +973 1729 7227
amthaladmin@al-amthal.com

QATAR

P.O. Box 31122
Doha, State of Qatar
Tel. +974 4450 3659
amthaldoha@al-amthal.com

SAUDI ARABIA

P.O. Box 3674
Al Khobar, Kingdom of Saudi Arabia
Tel. +966 5357 6606 0
khaleeji@al-amthal.com

OMAN

P.O. Box 1801
Muscat, Sultanate of Oman
Tel. +968 2447 2223/4
amthaloman@al-amthal.com

amthal GROUP | optimum | ecnet | nclink | wolke