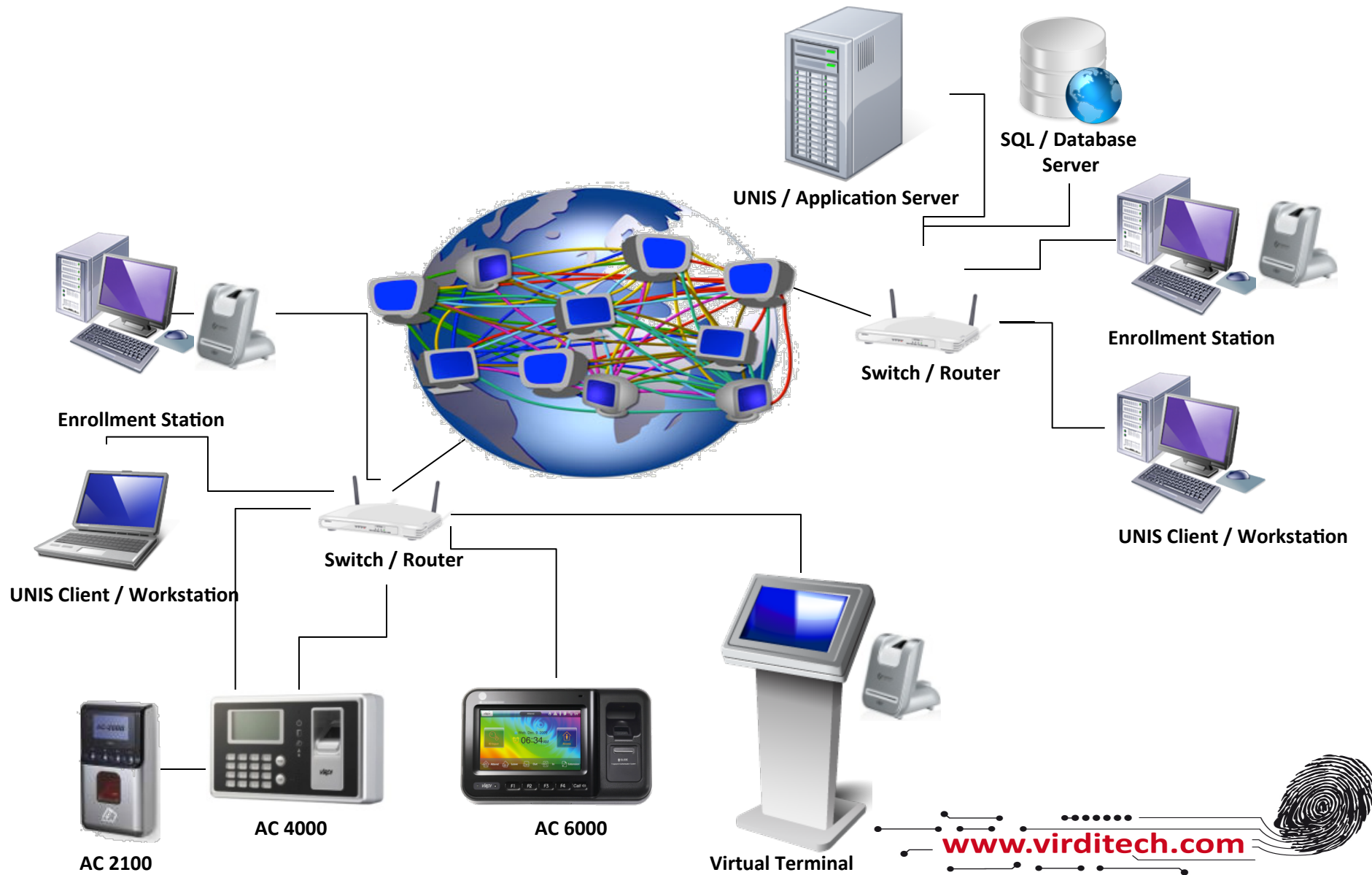


# ***VIRDI***

## **UNIS + UNI-WORK**

**Overview – Jan 2011**





Client / Server Application – Up to 25 Simultaneous System Admin Connections (clients)

Flexible Database Options (MS Access, MS SQL, Oracle)

Real-Time Monitoring – Terminals Use Push Technology

Remote Database Merge Option

◆ Optional Integrated Time & Attendance Module – requires Uniwork USB Dongle

◆ Optional Integrated Meal Management Module – Due 3<sup>RD</sup> Q 2011

Unlimited Users (employees)

Unlimited Visitors

Device Configuration and Management

- (AC1000, AC 2100, AC 3000, AC 4000, AC 5000, AC 6000 and V-Terminal)

Flexible Template Management & Enrollment

- Templates stored on the server and/or on the devices
- Authentication on the device and/or on the server
- Checks for similar fingerprints during registration
- Enroll up to 10 templates per user
- Automatic terminal update of User information





## Powerful Access Control Functionality

### Powerful Access Control Functionality

#### Time Zones

- Up to 12 transaction bands (start and end time) can be created for each day

#### Access Times

- Used to define which Time Zone Rule to apply to each individual day of the week

#### Custom Access Areas

- Used to define which terminal/s to group together

#### Define Access Groups

- A combination of an Access Time and Access Area which is assigned to a specific groups of employees

#### Access Group Scheduling

- Specify a date and time to move a group of employees from their default group to a new group.
- (i.e. move day shift workers to night shift)

#### Anti-PassBack

- This is a server managed function which can be set to be automatically disabled in the event that the server goes off-line



## Blacklist Users

- Transfer “unwanted” Users to the Blacklist
- Real-time alarm and email in the even a Blacklisted User transacts or is enrolled
- Report on Blacklisted User transactions

## Records Transactions and Events

- Print transaction reports
- Flexible data selection options for reports
- Export transaction reports to .CSV file

## Admin Authority Management

- Define what function/s each “USER” with Admin rights can perform

## Terminal Management

- Auto detect terminals
- Configure Common Terminal Settings
- Define Wiegand IN & OUT interface protocol
- Setup Siren Times (used to ring a bell or siren to indicate start an end of work)
- Integrate into Fire / Emergency Evacuation System
- Configure Alarms to Automated Email Settings

## Message Broadcast Facility – ONLY APPLICABLE TO AC5000 and AC6000

- Send Global messages to select AC5000/6000 terminals – (i.e. Production Target Met)
- Send custom message to individual employees – (i.e. Happy Birthday or Report to Clinic)



## Uniwork is a Module of UNIS and Shares a Common Database

- Activated by USB Dongle

## Shifts

- Limited to 99 Shifts
- Each shift has a start and end time
- Defines when an employee is late or leaves early
- Records how many hours need to be worked and at what rate they will be paid (i.e. Normal Time / Overtime etc.)
- Multiple Shifts can be worked on 1 day
- A shift can have up to 5 breaks per day
- A shift can commence on the previous day (paid on day OUT) or end on the following day (paid on day IN)

## Shift Schedule

- A shift schedule is a set number of days (1 to 30), starting on a particular date
- The schedule auto repeats at the end of the cycle
- Employees are assigned to shift schedules
- A custom shift schedule report allows you to assign a new shift to an employee and overwrites the original schedule temporarily

## Monitors Tardiness

- Records late arrivals, early departures and absenteeism



## Calculates Hours Worked by Rate

- Normal Time, Overtime 1, Overtime 2, Overtime 3, Time before Shift and Time worked on scheduled OFF days
- Option to round off clocking times
- Option to backfill hours based on specific rules. i.e. a min of 40hrs normal time
- Totals hours worked on a weekly or fortnightly or monthly basis **(does not cater for combinations)**
- Simple pay rate calculator (earnings based on hours x rate only, no ability to calculate any deductions)

## Auto Process Transactions

- Transactions can be processed manually or at a fixed time each day

## Modify Clockings and Hours

- An administrator can modify clockings and hours (including totals) if necessary
- There is a full audit trail and a field to indicate if transactions have being modified

## Custom Access Areas

- Used to define which terminal/s to group together

## Custom Report Layouts

- Select which fields to view, the position of the fields and the sort order
- Reports can be printed or exported to files such as .CSV or .TXT where applicable





## Reports cont.

- Transaction reports – display clocking information
- Summary reports – display calculations
- Late arrival
- Early departure
- Absenteeism
- Break time reports

## Optional Payroll Translator Module

- Export hours to over 30 different South African based payroll products

## !! WARNING !!

Whilst we warrant the stability and integrity of our product we do not warrant the suitability of this product for every industry or customer.

Time and Attendance is a complex industry and you need to understand what your potential client is trying to achieve by purchasing a TNA module as well as all the clocking rules specific to their business.

If you are in doubt please contact us directly for assistance.

We do not intend to conquer the time and attendance industry with this product. Should your client require additional functionality, we can refer you to one of a number of specialist companies which have interfaced their time and attendance software with UNIS.