



## COSEC SAMAY

### Right People in Right Place at Right Time

Most small organizations find it struggle difficult to control timings and the movement of people. This invariably leads to productivity loss and discipline issues. On the other hand, people need flexibility to move for official and personal reasons. Manual registers are just not effective.

Presenting **Matrix COSEC SAMAY** - a professional time-attendance solution specially designed for small organizations. COSEC SAMAY manages the diverse requirements of systematic yet flexible timings with user-wise attendance, shifts and leave policies. It's human-like intelligence calculates attendance and leaves and integrates seamlessly with payroll systems. Matrix COSEC SAMAY dramatically improves productivity and discipline of the organization.





## COSEC SAMAY DIFFERENTIATORS

Matrix COSEC SAMAY is a superior time-attendance solution compared to many other cheap products available in the market!

FEATURES	MATRIX COSEC SAMAY	BENEFIT	OTHERS
User-wise Timings	User-wise Attendance, Late-In, Early-Out, COFF and Overtime	Adapt to the organization's real needs.	
Flexible Shifts	Multiple Shifts and Shift Patterns	Allocate manpower for maximum efficiency.	
Leaves and Holidays	Various Leave Types, Balance Tracking and Encasement	Match organization's exact leaves and holiday policies.	
Overtime	User-wise Overtime Policy and Automatic Calculation	Save time, increase accuracy and reduce cost.	
Online Events Recording	Auto Push Events from Device to Software with User Photo	Prevent human-intervention, errors and manipulation.	
Live Dashboard	Live Status of Attendance, Devices, Shifts and Holiday in a Single Window	Monitor manpower status for better control and faster decisions.	
Reports and Charts	Customized Reports in Excel and Graphical Charts with Filters	Interpret data easily for better and faster decisions.	
Payroll Integration	Direct Integration with Tally and Other Payroll	Reduce manual work and eliminate errors or manipulation.	
Award Winning Design	iF and Red Dot International Awards for Product Engineering and Aesthetics	Improve aesthetics and ease-of-use.	
Sturdy Hardware	Gold-Flash PCBs, Touch-Sense Keys, Scratch-Proof Plastics and Heavy Duty Components	Reliability and long life.	
Multiple Connectivities	Ethernet, Wi-Fi, Mobile Broadband (3G/2G) and Power over Ethernet (PoE)	Reduce wiring cost and improve network reliability.	

## KEY FEATURES

### Flexible Attendance Policies

Matrix COSEC SAMAY offer complete flexibility in defining time-attendance policies for every employee. It allows different rules for different employees for Late-In, Early-Out, Overtime, Compensatory Off (COFF) and Attendance policies.

### Shifts Management

Matrix COSEC SAMAY simplifies complex shift management drastically by allowing to create multiple shifts and shift patterns and assigning them to users easily. It also manages day and overnight shifts and segregate attendance data according to the user's shift. If required and authorized, HR or admin person can make manual entries or correct timings.

### Employee Database

Proper employee information with all the required detail at one central place can eliminate multiple spreadsheets and related confusion and chaos. Use COSEC SAMAY to create full user profile with personal information, contact details, attendance, access policy and other organization information. You can pull out this detail and get a report in Excel for any HR or admin work anytime just by few clicks.

### Organization Structure

COSEC SAMAY supports flexible organizational hierarchy with Branch, Department, Section, Category, Designation and Grade facilitating proper workflow and reports.

### Leave Management

Employee's paid leaves and absenteeism have a significant impact on an organization's culture, discipline and balance sheet. Matrix COSEC SAMAY allows the manager to create different leave types with options like leave encashments, leave credit/debit, leave carry forward to next year and combine with other leaves. With such systematic and automated leave management, manual registers and Excel sheets are redundant improving transparency and productivity.

### Dashboard

Matrix COSEC SAMAY dashboard shows all the vital data and live events in a single window. This includes the live status of users, devices, shifts, up-

coming holidays, etc. Further, the dashboard also shows live entry and exit events with user name and photograph.

### Data Management

Like ERP and CRM, time-attendance system is also a data and transaction intensive application. It is imperative that a good and professional time-attendance system should be strong in all data management functions like storage, backup, restore, archival and retrieval. Any past user, attendance, overtime and leave data may be required in future during any internal, external or legal audits. Matrix COSEC SAMAY supports backup, easy restore and export in any customized format preventing loss and facilitating presentation in the required format.

### Payroll Integration

Time-attendance data is useless if it cannot integrate seamlessly with the payroll application that an organization uses. Matrix COSEC SAMAY offers one touch and online integration with Tally. In addition, COSEC SAMAY allows customized attendance data templates with selective fields suitable for exporting to any payroll application. Such tight and seamless integration eliminates error-prone manual data entries and transfers saving organization's valuable time.

### Reports in MS Excel

Any time-attendance solution is as good (or as bad) the output it generates. To allow easy data handling and presentation, Matrix COSEC SAMAY uses widely popular MS Excel as its reporting tool. It generates various time-attendance and many other reports directly in the MS Excel files. User can further analyze and edit these Excel reports easily using filters and other Excel functions removing all the constraints associated with "standard" reports.

### Graphical Information

Graphical attendance information in COSEC SAMAY gives quick overview of all various vital parameters like attendance, overtime, absent, late-in, irregularities and others. Looking at this information, the manager can take fast decisions and corrective actions to improve productivity of the organization.

## FEATURES LIST

### Time-Attendance

- Attendance Policies
- Late-In Rules
- Early-Out Rules
- Overtime Policies
- Compensatory Off (COFF)
- Manual Entries
- Manual Corrections

### Organization Hierarchy

- Organization
- Branch
- Division
- Category
- Department
- Designation
- Section
- Grade

### Shift Schedule

- Multiple Shifts Creation
- Shift Patterns Creation
- Manage Overnight Shifts

### Report

- 50+ Reports
- Direct Reports in Excel
- Various Filters

### User

- New User Creation
- Personal and Official Detail
- Assign Attendance Policy
- Assign Organization Hierarchy

### Enroll

- Enroll Card and Finger
- From Software or from Device
- Up to 10 Fingers per User
- 2 RFID Cards per User
- Upload User Photo
- Dual Fingerprint Templates

### Export/Integration

- Create Templates with Custom Fields
- Daily and Monthly Attendance
- Export in MS Excel
- Payroll Integration
- Direct Integration with Tally

### Dash Board

- Live Status of Users and Devices
- Active Users Status
- Absent Users Status
- Leave and On-Tour Users Status
- Shift and Holiday Detail

### Access Control

- Prevent Unauthorized Users
- Time and User based Access Control
- Access Modes

### Admin

- Import and Export Data
- Data Backup and Restore
- Multiple Themes
- Login Roles and Rights
- System Date Format
- Activity Log
- System Status

### Leave Management

- Leave Type Creation
- Leave Credit and Debit
- Leave Balance Management
- Leave Encasement
- Leave Carry Forward
- Holiday Management

## TECHNICAL SPECIFICATIONS

Number of Users	100
Number of Terminals	2
Application	MS Windows Desktop
Reporting Tool	MS Excel
Database	MS-SQL 2008 SP2 R2.
Architecture	Net FrameWork 4.0
Device Support	COSEC DOOR (CAS, CAP, FOS, FOT, FOP, FOW) COSEC PATH Series Door Controllers

### Recommended System Requirements

Operating System	Window XP with SP3 and above
System Hardware	Pentium4 and Above
RAM	1 GB
Hard Disk	1 GB

## COSEC SAMAY INTERFACE DIAGRAM



## ORDERING INFORMATION

<b>COSEC SAMAY</b>	Time-Attendance Application Software for 100 Users
<b>COSEC SAMAY FOT</b>	Hardware and Software Combo with COSEC DOOR FOT and COSEC SAMAY for 100 Users
<b>COSEC SAMAY FOTX</b>	Hardware and Software Combo with COSEC DOOR FOTX and COSEC SAMAY for 100 Users

For more details on Matrix COSEC DOOR FOT, DOOR FOTX and other door controllers and terminals, please check Matrix COSEC brochure or visit [www.MatrixSecuSol.com](http://www.MatrixSecuSol.com).

## ABOUT MATRIX

Established in 1991, Matrix is a leader in Telecom and Security solutions for modern businesses and enterprises. An innovative, technology driven and customer focused organization; the company is committed to keep pace with the revolutions in the telecom and security industries. With around 30% of its human resources dedicated to the development of new products, Matrix has launched cutting-edge products like IP-PBX, Universal Gateways, VoIP Gateways and Terminals, GSM Gateways, Access Control and Time-Attendance Systems, Video Surveillance System and Fire Alarm Systems. These solutions are feature-rich, reliable and conform to the international standards. Having global foot-prints in Asia, Europe, North America, South America and Africa through an extensive network of more than 500 channel partners, Matrix ensures that the products serve the needs of its customers faster and longer. Matrix has gained trust and admiration of customers representing the entire spectrum of industries. Matrix has won many international awards for its innovative products.

For further information, please contact:



### MATRIX COMSEC

#### Head Office

394-GIDC, Makarpura, Vadodara-390 010, India.  
Ph: +91 265 2630555, Fax: +91 265 2636598  
E-mail: [Inquiry@MatrixComSec.com](mailto:Inquiry@MatrixComSec.com)  
SMS 'MATRIX' to +91 99987 55555

#### Factory

19-GIDC, Waghodia, Dist. Vadodara-391 760, India.  
Ph: +91 2668 263172/73

[www.MatrixSecuSol.com](http://www.MatrixSecuSol.com)

Due to continuous technology upgradations, product specifications are subject to change without notice.