

Warm Welcome



Attendance Problems in an Organization



Problem	How it Affects to Organisation?
Manual Register Entry	<ul style="list-style-type: none">• Malpractices in Time Marking• Increase Stationary and other Admin Cost
Manual Attendance Calculation	<ul style="list-style-type: none">• Human Errors in Calculation• Wastage of Time and Productivity
Manual Overtime Calculation	<ul style="list-style-type: none">• Employee Dissatisfaction• Increase Salary Cost
Improper Shift Management	<ul style="list-style-type: none">• Chaos due to Improper Planning• Loss of Productivity and Resources
Past Data Retrieval	<ul style="list-style-type: none">• No Proper Data During Audit• Leads to Legal Issues
Leave/Absent Control	<ul style="list-style-type: none">• Affect Organization Performance• Employee Dissatisfaction

How Disciplinary Issues Affect Organization?



- Direct Productivity Loss
- Productivity Loss Due to Inter Dependency
- Delay in Commitments to Customer
- Diminishing Reputation with Customers and Business Loss
- Increase Manpower Cost
- Affects Moral of Colleagues
- Wastage of Energy and Resources
- Disturb Overall Organization Culture

What is the Solution?

COSEC SAMAY

Right People in Right **Place** at Right **Time**

What is COSEC SAMAY?

- Comprehensive Time-Attendance and Leave Management Software
- Desktop based Application for 100 Users
- Flexible Attendance Policy Creation and Assign to User
- Report in MS Excel
- Direct Integration with Tally and Payroll Software
- For Small Organizations, Clinics, Factories etc

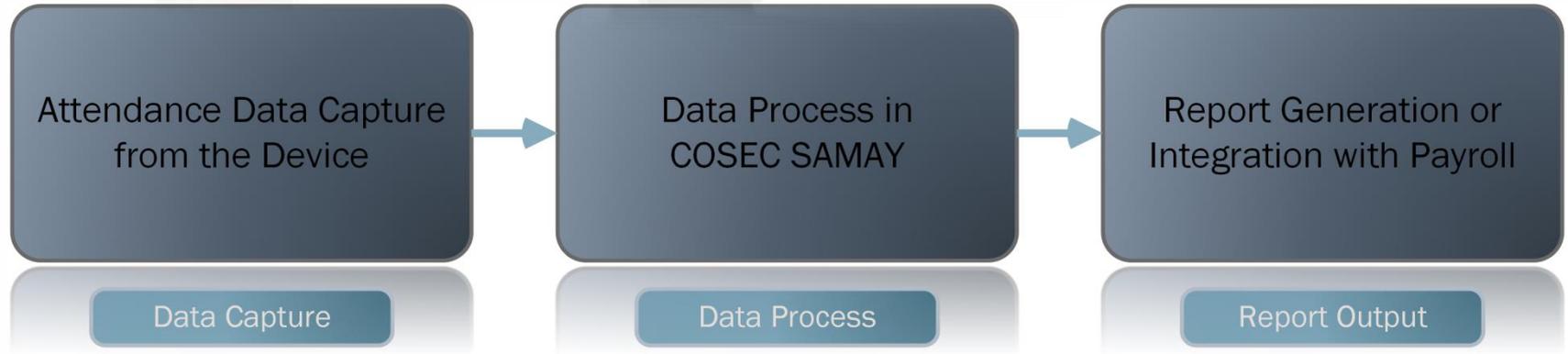


Why COSEC SAMAY?



Features	Matrix COSEC SAMAY	Benefits	Cheap Products
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 Encashment	Match Organization's Exact Leaves and Holidays 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	😞
Multiple Connectivity	Ethernet, Wi-Fi, Mobile Broadband (3G/2G) and Power over Ethernet (PoE)	Reduce Wiring Cost and Improve Network Reliability	😞
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 Quick Decisions	😞
Payroll Integration	Direct Integration with Tally and Other Payroll	Reduce Manual Work and Eliminate Errors or Manipulation	😞

How COSEC SAMAY Works?



Target Customers



Small Factories



Private Offices

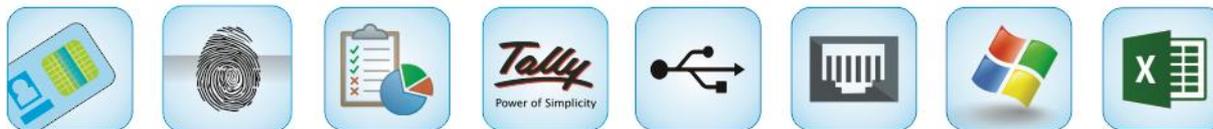
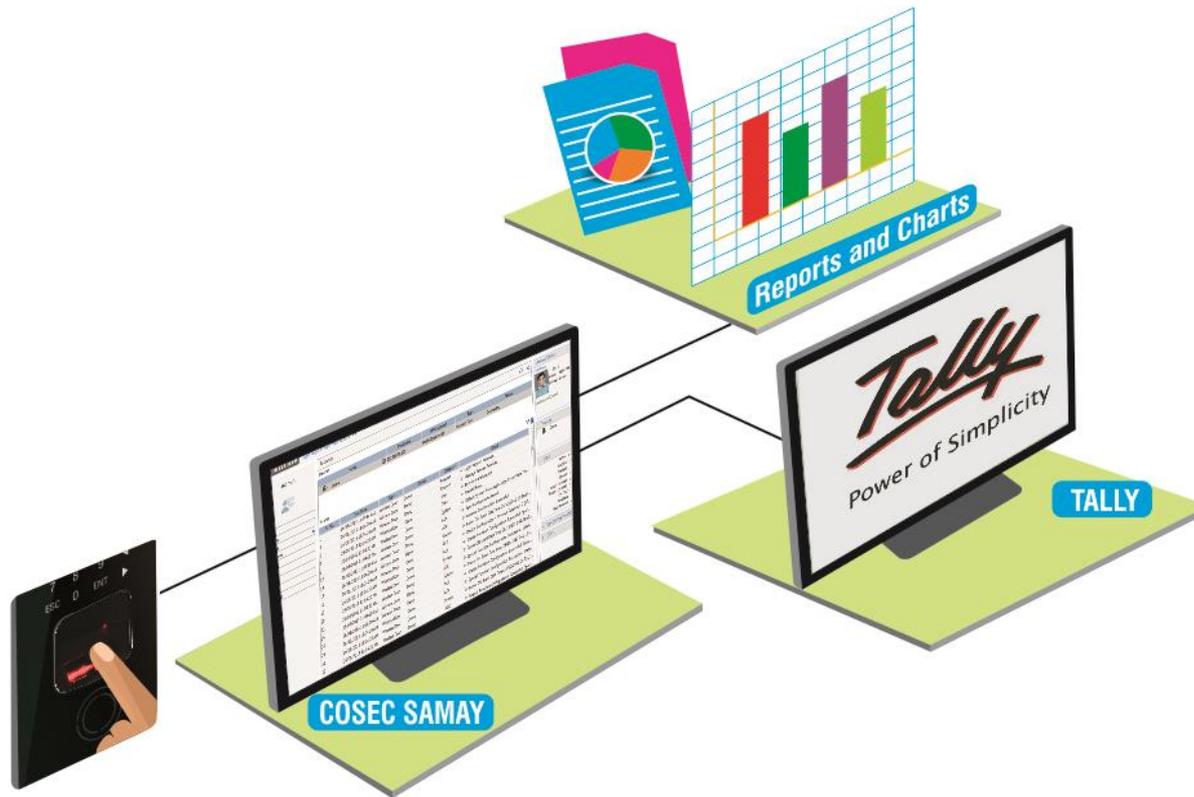


Small Organizations



Clinics

Connectivity Diagram



SAMAY Specifications



Software 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

Key Features

Manage Employee Database

- Create and Edit Complete User Profile
- Maintain User Information:
 - ✓ Personal
 - ✓ Photograph
 - ✓ Contact
 - ✓ Attendance and Access
 - ✓ Organizational
- User Reports with all Details
- Centralized Data for any HR Related Information



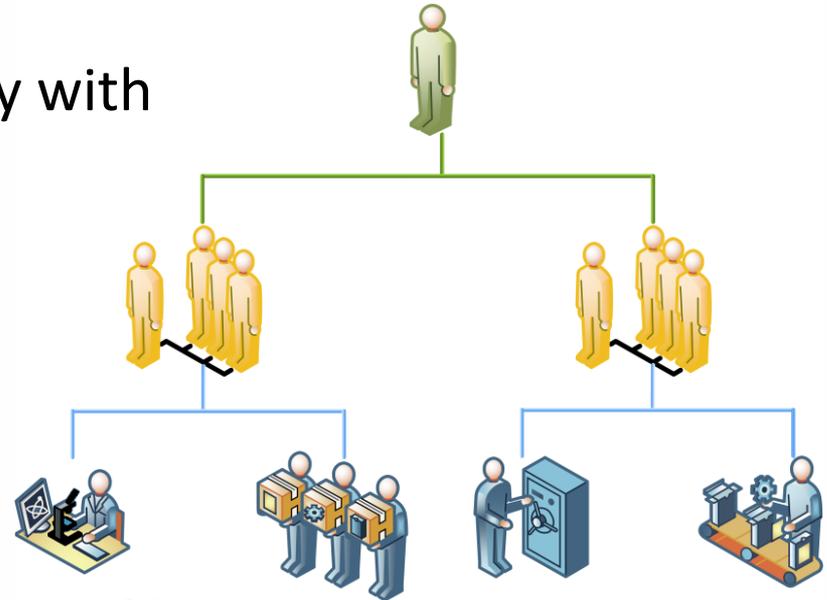
User-wise Attendance Policy

- Attendance Policy for Every Users
- Flexible Attendance Policies :
 - ✓ Late-In
 - ✓ Early-Out
 - ✓ Compensatory Off (COFF)
 - ✓ Overtime
- Easily Adjust with Organization's Attendance Policy



Create Organization Structure

- Create Organization Hierarchy with
 - ✓ Branch
 - ✓ Department
 - ✓ Section
 - ✓ Category
 - ✓ Designation
- Assign User Directly based on Profile
- Generate Specific Report
- Facilitate Proper Workflow in the Organization

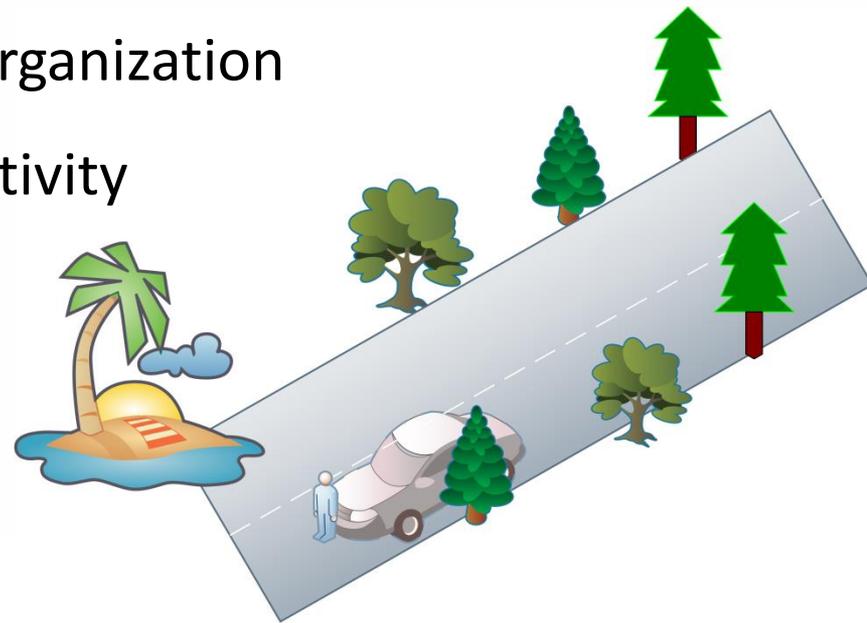


Shifts and Schedules

- Create Multiple Shifts and Shift Patterns
- Directly Assign Shift Pattern to the User
- Day and Overnight Shifts
- View User's Complete Shift Patterns in a Month
- Improve Productivity by Proper Shift Planning

Leave Management

- Create Different Leave Types with Different Options:
 - ✓ Paid/Unpaid
 - ✓ Leave Encashment
 - ✓ Leave Credit/Debit
 - ✓ Leave Carry Forward
- Assign Leave Type to the User
- Controls Absenteeism in the Organization
- Improve Discipline and Productivity



Dashboard



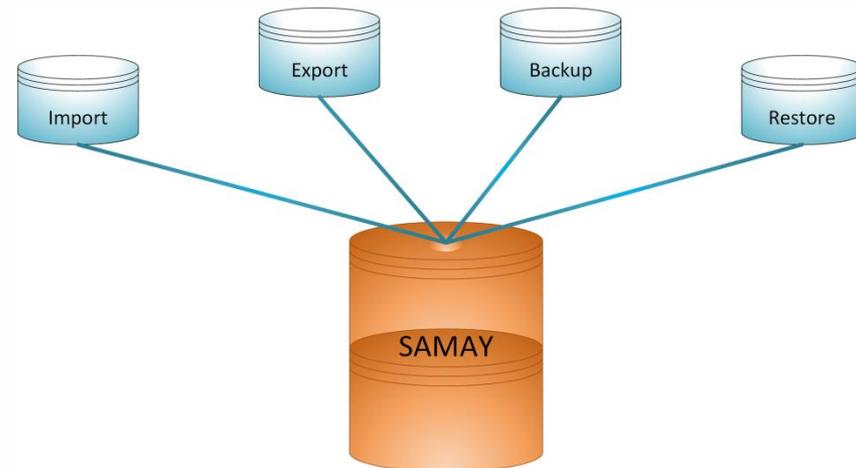
- Live Dashboard Application for Showing Important Data
- Status of:
 - ✓ User's Access Detail with Photograph
 - ✓ Shifts in the Month
 - ✓ Upcoming Holidays
 - ✓ Preset and Absent Users
 - ✓ Users on Leave and Tour
 - ✓ User Enrollment
- Facilitate better Control and Faster Decision

The screenshot displays a dashboard with four panels, each with a refresh icon in the top right corner.

- Access Details:** Shows user information for Jatin Desai (ID: 1), including a photograph, punch time (11:08 AM), and device (Demo). The status is "Access Allowed".
- User:** A list of user statistics: Active (2), Inactive (0), Present (0), Absent (0), Cards Enrolled (0), Fingers Enrolled (2), On Tour (0), On Leave (0), and User-In count (0).
- Upcoming Holidays:** Lists two holidays: Janmasthami (28/08/2013 - 1 Day) and Christmas (25/12/2013 - 1 Day).
- Shifts:** Shows a shift schedule: MS - 06:30 - 15:00 - 2.

Data Management

- Database Back Up to Prevent Data from any Accidental Loss
- Restore Data in Case of any System Failure
- Import Existing User Data by Simply Excel File Import
- Export Data with Customized Field to Integrate with any other Payroll Software
- Export Data in:
 - ✓ XLS
 - ✓ CSV



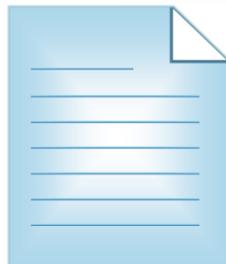
Integration with Tally and Payroll



- Integration with Payroll Software for Salary Generation
- Export Customized Template with Required Attendance Fields
- Import Attendance Template in Payroll for Salary Calculation
- One Click Integration with Popular Tally Software
- Punch to Pay Slip in a simplified Manner

Reports and Charts

- Informative Reports and Colorful Charts
- Direct Report Generation in Excel
- Apply Various Filters to Generate Specific Report
- Daily and Monthly Attendance and Leave Reports
- Reports with Fix or Defined Time Period
- Charts with Overtime, Absent, Late In, Attendance Summary
- Increase Speed of Decision Making



COSEC SAMAY Features

Time-Attendance

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

Leave Management

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

Shift Schedule

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

Organization Hierarchy

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

COSEC SAMAY Features

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
- ✓ Access Modes

Admin

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

COSEC SAMAY Features

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

Reports

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

Thank You