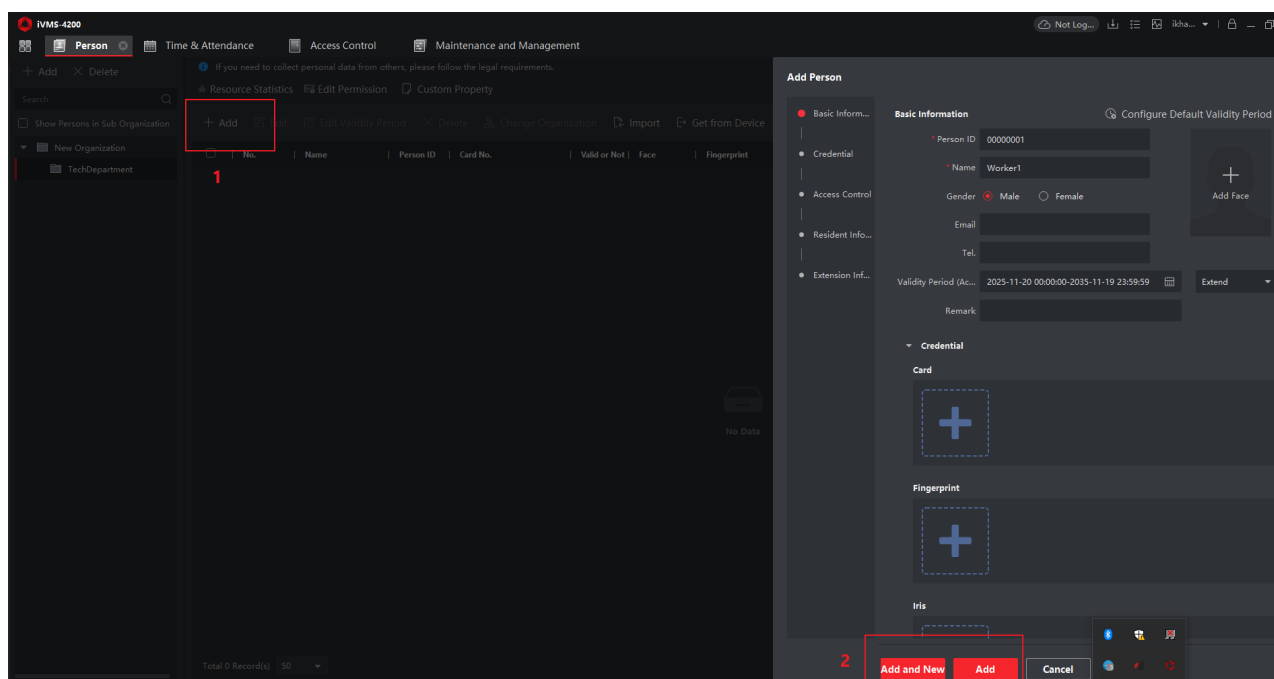
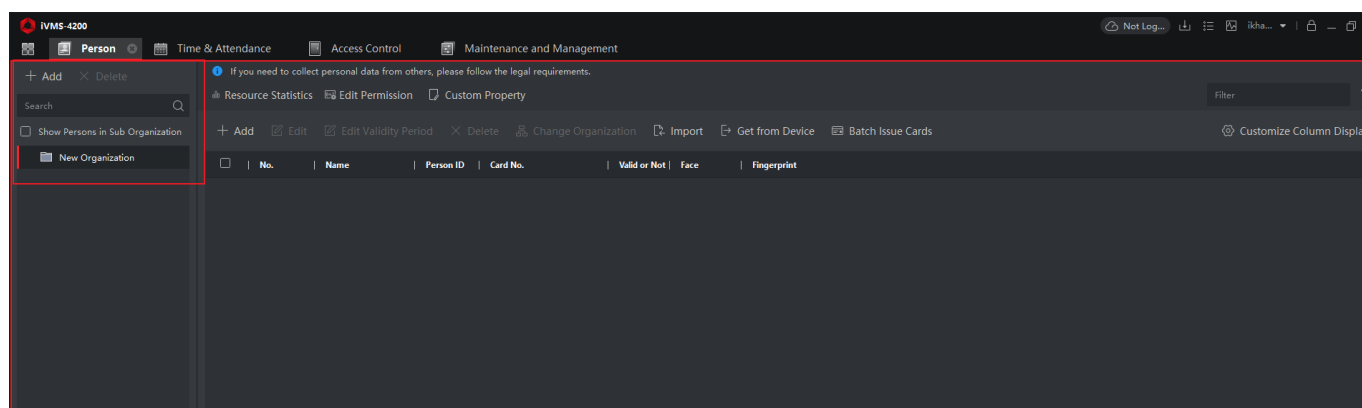


Настройка учёта рабочего времени в iVMS-4200

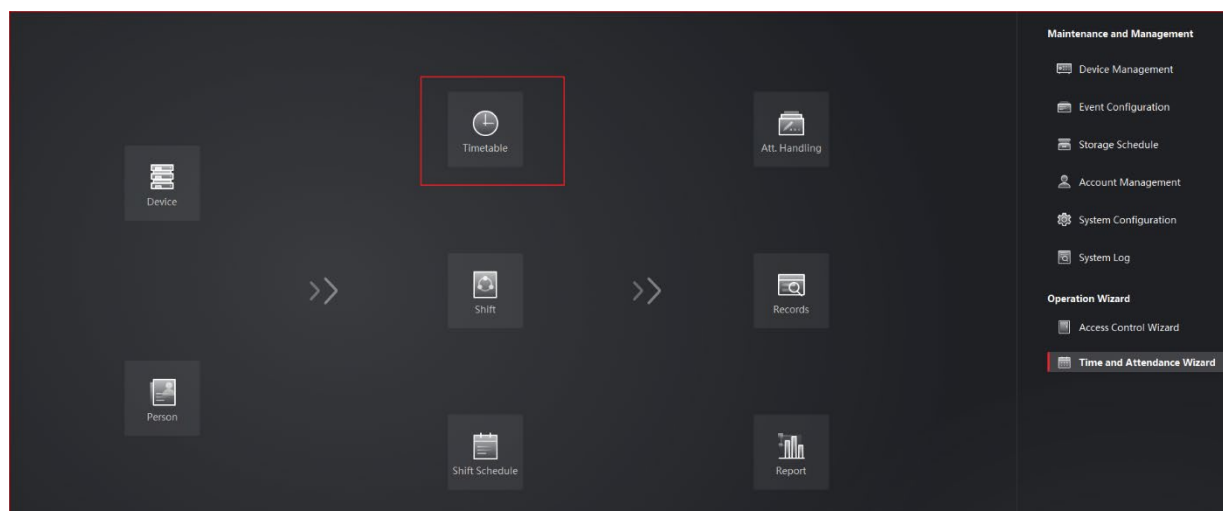
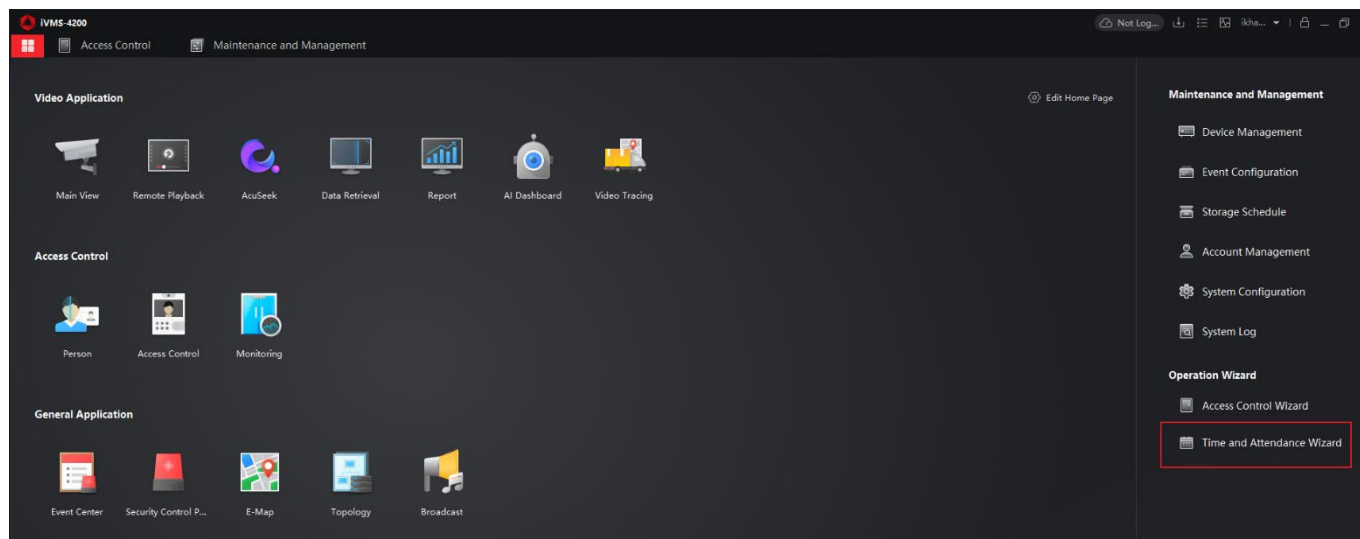
iFLOW



Перед тем, как перейти к настройкам учёта рабочего времени, добавьте организацию и сотрудников в разделе Person



1. перейдите в раздел Time&Attendance, как показано ниже на скринах:



2. далее перейдите во вкладку “Report Display” и введите название организации. Оно будет отображаться в отчёте.

IVMS-4200

Person Time & Attendance Access Control Maintenance and Management

Report Display

Attendance Settings Attendance Strategy Attendance Handling Attendance Statistics Attendance Record Calculation Report Regular Report

Company

Company Name TechDepartment

Attendance Status Mark

* Normal W

* Overtime Level 1 OT1

* Overtime Level 2 OT2

* Overtime Level 3 OT3

* Late L

* Early Leave E

* Absent A

* Business Trip B

* Apply for Leave/Business ... LV

Weekend Mark

* Weekend Mark #

Save

3. В **Attendance Settings > General Rule**

установите выходные дни, время входа, отсутствия и другие настройки

Weekend Settings

Set as Weekend ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☒ Saturday ☒ Sunday

Absence Settings

* Check-In, Late for min, Mark as Absent

* Check-Out, Early Leave for min, Mark as Absent

* No Check-In, Mark as

* No Check-Out, Mark as

Auto-Calculate Attendance

* Calculate at

4. Далее в разделе **Attendance Strategy > Timetable** установите расписание, выбрав для него название. Можно также задать другие параметры, например, допустимое опоздание или время ухода.

The screenshot shows the 'Attendance Strategy > Timetable' configuration interface. It is divided into two tabs: 'Work Time' (selected) and 'Break Time'. The interface is organized into three main sections:

- Basic Settings:** Contains fields for 'Name' (TechDepartment Timetable), 'Timetable Type' (General), and 'Calculated by' (First In & Last Out). There are also four toggle switches: 'Enable T&A Status' (disabled), 'Calculate Break Time into Atte...' (enabled), 'Count Early Check-In as Overti...' (disabled), and 'Count Early Check-In as Atten...' (enabled).
- Attendance Time:** Contains fields for 'Start-Work Time' (9:00), 'End-Work Time' (18:00), 'Valid Check-In Time' (8:30 to 9:30), 'Valid Check-Out Time' (17:30 to 18:30), 'Calculated as' (540 min), 'Late Allowable' (5 min), 'Early Leave Allowable' (5 min), and 'Overtime Start Time' (18:00).
- Configuration Result:** A horizontal timeline from 24:00 to 02:00 showing a blue bar representing the work schedule from 09:00 to 18:00.

At the bottom, there are 'Save' and 'Cancel' buttons.

В соседней вкладке Break time можно настроить время перерыва

Work Time

Break Time

Break Time

Select Break Time **Break Time Settings**

☒	Break Name	Start Time	End Time
☒	Lunch Break	13:00	14:00

Save Cancel

5. Далее переходим во вкладку **Attendance Strategy > Shift** для настройки смены

Shift

Name

TechDepartment Shift

Repeat Cycle

1

▼

Month(s)

▼

☐ Default Timetable

☒ TechDepartment Timet...

✕ Delete

🗑 Clear

TechDepartment Timetable : 09:00 - 18:00

Time	00:00	02:00	04:00	06:00	08:00	10:00	12:00	14:00	16:00	18:00	20:00	22:00	24:00
Day 1													
Day 2													
Day 3													
Day 4													
Day 5													
Day 6													
Day 7													

Save

Assign

Кликнув **Assign**, мы можем присвоить настроенную смену всей организации, конкретному подразделению либо определённому сотруднику

Assign

Available

Departm... Person

Search

☒ Include Sub Organization

☒ New Organization

☒ TechDepartment

Selected

Clear

New Organization

TechDepartment

New Organization

TechDepartment

Expiry Date

2025-11-20-2025-12-31

Rule

☐ Check-In Not Required

☐ Check-Out Not Required

☐ Effective for Holiday

☐ Effective for Overtime

☐ Flexible Shift Schedule on Weekend

Save

Cancel

6. Во вкладке **Shift Schedule** можно установить период, в который данное расписание будет действительно (для организации, подразделения или сотрудника):

Генерация отчёта

1. Во вкладке **Attendance Statistics > Calculation** кликаем на Calculate, выбрав нужный период и другие параметры

IVMS-4200

Person Time & Attendance Access Control Maintenance and Management

Calculation Timetable Attendance... Shift Sched... Shift

Start Time: 2025-11-20 End Time: 2025-12-31

Department: TechDepartment Name: Enter person name.

Person ID: Enter person ID.

Attendance Status: ☒ Normal ☒ Absent ☒ Late ☒ Early Leave ☒ OT ☒ Leave/Business Trip

☒ Break ☒ No Shift Schedule

Correct Check-In/Out Report Export

Person ID	Name	Department	Date	Shift	Timetable	Attendance ...	Check-In	Check-out	Late	Early Leave	Attended	Absent	Worked	Break	Leave Type	Leave
00000001	Worker1	New Organi...	2025-12-08	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-09	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-10	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-11	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-12	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-15	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-16	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-17	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-18	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-19	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-22	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-23	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-24	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-25	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-26	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min
00000001	Worker1	New Organi...	2025-12-29	TechDepart...	TechDepart...	Absence			0 min	0 min	60 min	480 min	60 min	60 min		0 min

Total 30 Record(s) 100 / 1 Page

2. Затем переходим в **Attendance Statistics > Report**, нажимаем на **First/Last Access**, выставляем нужные параметры и нажимаем **Report** в правом нижнем углу

IVMS-4200

Person Time & Attendance Access Control Maintenance and Management

Report Calculation Timetable Attendance... Shift Sched... Shift

Attendance Settings Attendance Strategy Attendance Handling Attendance Statistics Attendance Record Calculation Report Regular Report Report Display

Department Attendance... Daily Monthly Monthly Overview Valid Access Records Start/End Work Time **First/Last Access** Flexible Attendance Daily Break Monthly Report (Full)

Attendance Details Attendance Summary

Abnormal Attendance Overview Absence Early Leave Late Att. Correction Leave

Overtime Statistic Details Overview

First/Last Access

Person: Worker1, Worker2

Start Time: 2025-11-20 End Time: 2025-12-31

Report

3. Полученный отчёт можно сохранить в удобном виде

Live View

File View Navigate

100 % Page: 1/4 Close

TechDepartment										
First/Last Access Records Report										
2025-11-20 00:00:00 - 2025-12-31 23:59:59										
No.	Person ID	Name	Department	Position	Gender	Date	Day Of Week	Timetable	First-In	Last-Out
1	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-11-20	Thu.	(09:00:00-18:00:00)	-	-
2	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-11-21	Fri.	(09:00:00-18:00:00)	-	-
3	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-11-24	Mon.	(09:00:00-18:00:00)	-	-
4	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-11-25	Tue.	(09:00:00-18:00:00)	-	-
5	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-11-26	Wed.	(09:00:00-18:00:00)	-	-
6	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-11-27	Thu.	(09:00:00-18:00:00)	-	-
7	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-11-28	Fri.	(09:00:00-18:00:00)	-	-
8	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-01	Mon.	(09:00:00-18:00:00)	-	-
9	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-02	Tue.	(09:00:00-18:00:00)	-	-
10	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-03	Wed.	(09:00:00-18:00:00)	-	-
11	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-04	Thu.	(09:00:00-18:00:00)	-	-
12	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-05	Fri.	(09:00:00-18:00:00)	-	-
13	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-08	Mon.	(09:00:00-18:00:00)	-	-
14	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-09	Tue.	(09:00:00-18:00:00)	-	-
15	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-10	Wed.	(09:00:00-18:00:00)	-	-
16	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-11	Thu.	(09:00:00-18:00:00)	-	-
17	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-12	Fri.	(09:00:00-18:00:00)	-	-
18	00000001	Worker1	New Organization/ TechDepartment	-	Male	2025-12-15	Mon.	(09:00:00-18:00:00)	-	-