

wherever you are
there will be a cloud to tell you

www.ecnetwolke.com

AVAILABLE



ON DISC



ON CLOUD

The logo for 'mytime' features a blue soccer ball icon above the word 'my' in blue and 'time' in orange. The 'y' and 'i' in 'my' are connected.
mytime

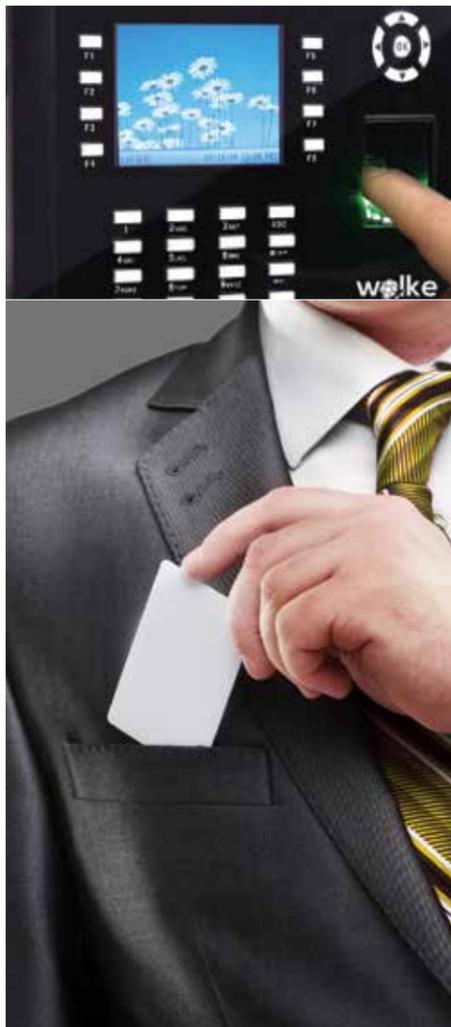
Full-fledged time & attendance system, document-driven
total solution software

The logo for 'wolke' features a stylized soccer ball icon above the word 'wolke' in a lowercase, sans-serif font.



The logo for 'nclink' features a stylized blue and grey circular icon above the text 'powered by nclink'.

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wolke is incredibly flexible due to its numerous features



save time

What is mytime?

mytime is a software designed to manage employees' time in, time out according to their defined shifts, and managers can take actions for their staff being late-in, early out, on break, overtime or absent. mytime provides its users with its own state-of-the-art time attendance devices through which employees attendance can be monitored using swipe cards or fingerprints and reports can be generated for any day, any period through which every single detail of the company's employee time and attendance may be traced. Below is an outline of the main system functions:

- **Late In Monitoring**
- **Break Monitoring (leave during working hours)**
- **Early Out Monitoring**
- **Absence Monitoring**
- **Overtime Calculations**

In addition there are many other business solutions of Wolke business suite that can be incorporated with mytime as an optional add-on:

- **myaccount**
- **mystaff**
- **myassets**
- **mysales**
- **mypurchase**

with mytime

What does mytime have to offer?

- Available on two platforms: browser-based Intranet/Internet or cloud computing.
- Online real-time posting, resulting in online real-time attendance reporting.
- Bilingual capability: Arabic/English, you log into the system with the language of your choice.
- Extensive MIS reporting (in both languages).
- Document printout option upon any task performed.
- Multi-level access to the system and powerful central security control.

What does mytime use?

- The browser interface (totally thin client) for Intranet and Internet use; for easy installation and access from anywhere and anytime, totally user-friendly.
- MS SQL express database for reliability, security, ease of use, easy upgrade to MS SQL, powerful data search and other system interfaces.
- RDBMS technology for the highest level of data integration, safety and genuine on-line real-time processing allowing for an immediate control of the company's activities.
- MS Asp.Net & C# as development tools for highest reliability, security & efficiency.





ATTENDANCE MANAGEMENT

mytime's Attendance Management module provides the functionalities of creating and maintaining employee schedules as well as the functionality of taking actions on the employee's attendance exceptions.

Schedules

mytime has full-fledged employee scheduling feature where multiple employee schedules can be defined for any period of time. Scheduling is capable of handling the following:

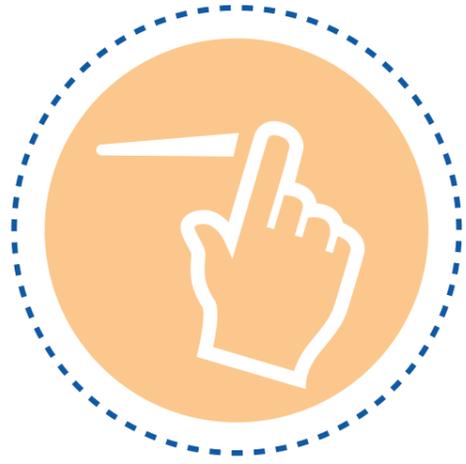
- 24 Hours Shift Schedules
- Public Holidays
- Leaves
- Employee Shift Calendar

Browser Based Online Decision Making:

mytime offers the exceptional functionality to the line managers to take required actions on his/her department employee's attendance exceptions. Actions can be taken on following:

- Late In
- Early Out
- Breaks
- Absence
- Overtime





SWIPE MANAGEMENT

mytime offers a comprehensive Swipe Management module where users can manage all employee swipes data (In and Out) with ease. **mytime** provides the flexibility to input swipes manually as well. Users can also re-process the swipes data as and when required. The processed swipes can also be edited based on the user authorization..

Swipe Input

mytime allows the users to input the time in and out of employees manually in case of any issues with the electronic swipes. Swipes can be entered in the system directly and can be processed as usual. The following are the salient features:

- Input employee swipes by date
- Input multiple swipes for any day
- Input distinct swipes for In and Out

Swipe Processing

MyTime allows processing of data on daily basis or for a number of days at the same time. The data processed can be verified in the attendance reports and inquiries. MyTime also allows to roll back the processed dates if required. The following are the salient features:

- Daily Auto Processing
- Multi Day Processing
- Roll back the processed data
- Edit Processed Data





Get your time reports
anytime
 from mytime



INQUIRY & REPORTS

mytime offers comprehensive attendance inquiry and reports module. Users can inquire the attendance of employees based on the user authorization. Further classification is available for Late In, Early Out, Breaks, Absence and Overtime. The following are the salient features of this module:

- 25 plus pre-designed reports
- Filter by Date, Employee or Department
- PDF, Excel or HTML formats
- Attendance Inquiries in PDF





SECURITY & SETUP

Shifts Setup

mytime allows users to create all kinds of shifts possible. MyTime can also handle graveyard shifts (night shifts) with ease and efficiency. The following can be done using Shift Setup:

- Unlimited Shifts
- Night Shifts
- 24/7 Shifts
- Grace periods for Late In, Early Out and Overtime
- Multiple Overtime Types
- Group Shifts

Employees Setup

mytime maintains a brief employee profile including his/her personal information like name, ID number, date of birth, date of hiring, photo etc. It also allows entering employee leaves. The following are the features available in this setup:

- Employee Profile
- Assign employee shift, card/swipe number
- Include/Exclude employee from attendance processing
- Employee Leaves

Security & User Authorizations:

mytime provides a user defined framework regulating the setup and control of MyTime system with a very user-friendly and totally parameterized way. Features available are:

- User defined access for menus and reports
- Modular authorizations
- Read/Edit/Delete Authorizations
- Integration with Windows Active Directory available
- Audit Trail
- Change Password



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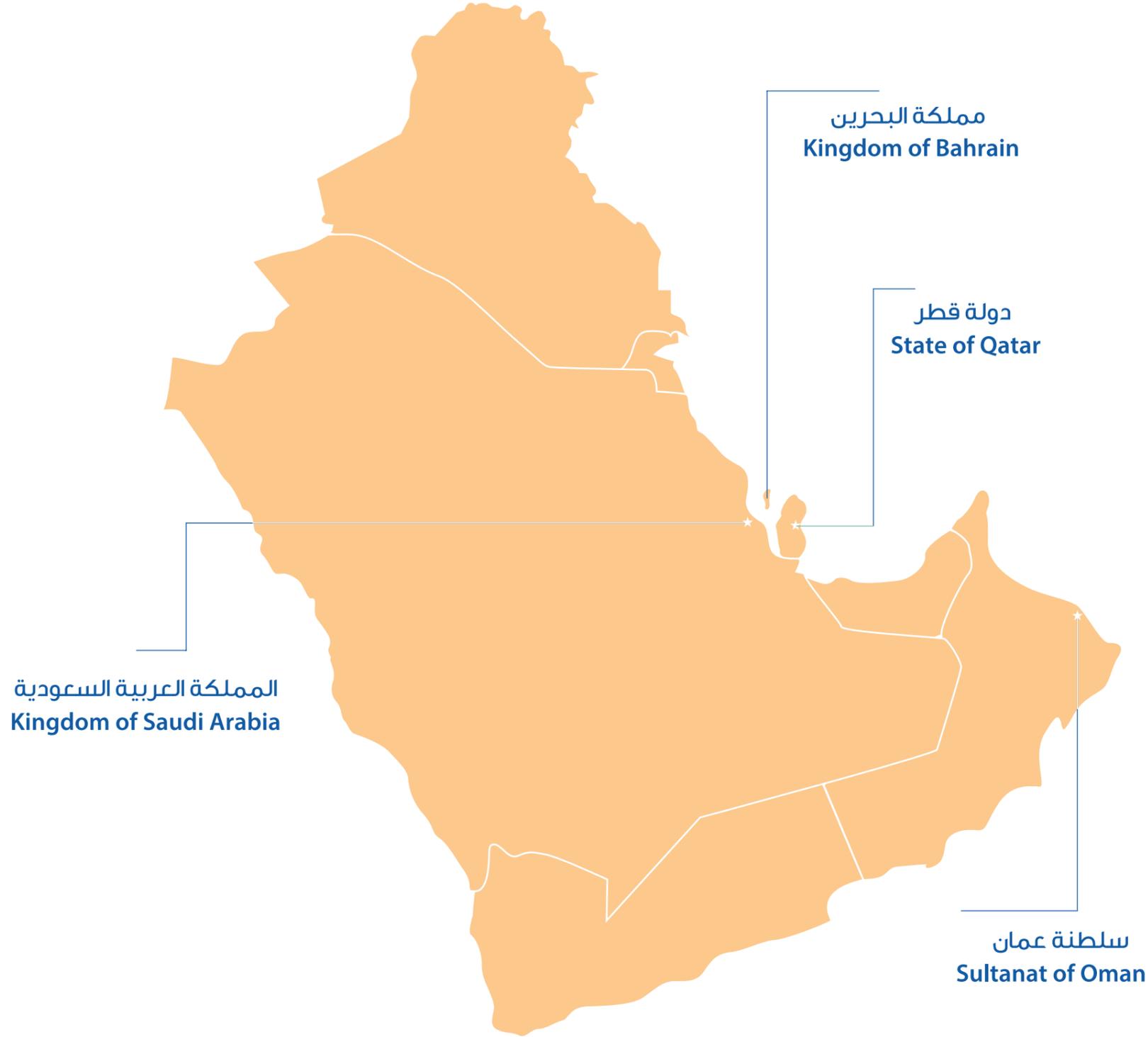
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