

APS *mini*

APS **400**

APS T&A.WEB

Extending program module for APS identification systems

Installation and user's guide



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2 Product Description

APS T&A.WEB program module extends the program package of *APS Administrator* in an option of viewing and managing T & A of users in selected organization folders with a web browser. The program uses attendance events of the users to present a display of calendar and month total attendance summaries. A user with attendance management authorization is enabled to insert, edit and delete T & A events of users in a folder.

2.1 License terms and conditions

The system must contain proper T&A licenses to meet the terms for this extending module use. In *APS mini Plus* system each reader, which is used for T&A data collection, must be equipped with a *MLA* license. In *APS 400* system each system controller, which contains a reader, which is used for T&A data collection, must be equipped with a *TA* license.

3 Installation of the application, supporting functions and services

The manual for installation of the application and the web server is located in a separate document [Step by step manual for webserver installation](#), which is available on the *Techfass* portal.

4 Basic settings

For running the application, it is necessary to set the *ConnectionString* in the *Web.config* file correctly. The file is located in *aps.ta.web* folder. Open the configuration file and change the following record:

```
<add name = "aps400AdministratorConnectionString" connectionString = "server = (LOCAL); Database = APS400Administrator; Trusted_connection = false; User Id = sa; Password = Password;" providerName = "System.Data.SqlClient" />
```

You have to change the setting due to the type of *SQL server* installation. If the installation was made according to the [Step by step manual for SQL server installation](#) then it is sufficient to change the value of the *Password* attribute to the actual password for the *sa* (system administrator) account, which was set during the SQL Server installation. Mentioned facts are only valid, if you run the database server on the same computer as the web application.

If the SQL Server was installed in another fashion than recommended, set the connection string due to the actual server setting.

```
Do not forget that in the default SQL Server Express Edition installation the Named Instance is installed. In that case you need to set a value in format COMPUTER_NAME\INSTANCE_NAME for the Server attribute. The COMPUTER_NAME is the computer which runs the SQL server and the INSTANCE_NAME is the name of the instance, which is SQLEXPRESS by default.
```

5 Testing the application

The Web App begins to run when the HTTP server receives a properly formulated request from a client (in this case his web browser). Run a web browser at the server and enter a request in the *Adress* line in following format:

```
http://COMPUTER_NAME/aps.ta.web/default.aspx
```

COMPUTER_NAME is Windows name of your computer or IP address of the computer.

Used address is valid only if a standard installation on default port (80) is used and the application is located in the *aps.ta.web* folder.

If everything is configured correctly, a page a with login form will appear. In the other case a page with an error message will appear and it is necessary to change the configuration.

The most frequent mistakes are:

- Incorrect *SQL server* name
- Incorrect password for the *sa* account in the ConnectionString configuration

6 Working with APS T&A.WEB program

6.1 Access rights settings

Access rights of a user are closely related with his options to use programs *APS Administrator* and *APS T&A*. Individual access rights' setting is done in user's properties and folder's properties setting in *APS Administrator*.

A user with a blocked login or empty login credentials cannot access the web pages.

A user with no authorization can only view own attendance data, but is not allowed to change it.

A user with authorization *User is authorized to modify his T&A data* is furthermore allowed to change own attendance data, but cannot view other users' attendance data.

A user with authorization *Time and attendance operator* can view an organization structure of system folders after logging in to the program, and then is able to view and edit all attendance data of users in the folders he is authorized to work with. Authorization for viewing and editing users' attendance in a particular folder is defined in *APS Administrator* program in organization folder *Properties* dialog at the *Authorized users* tab (a user can be added only if he has *T & A operator* or *T & A Administrator* authorization). A user with *T & A operator* authorization is not allowed to define attendance states in *APS T&A* program.

A user with *Time and attendance administrator* authorization has the same privileges as a user with *T & A operator authorization*, but furthermore he is allowed to define attendance states in *APS T&A* program.

A user with *Administrator* authorization has all the privileges mentioned above, but furthermore he can view and change all attendance data in all organization folders.

6.2 Changing login data

After a valid signing in every user can change his login data by selecting the *Setting* link (pic. 1). After changing the login data new signing in is not required.

The screenshot shows the 'Personal card' section of the APS T&A.WEB interface. The user is identified as 'Paul User 2, Ing.'. There are two main sections for changing login data:

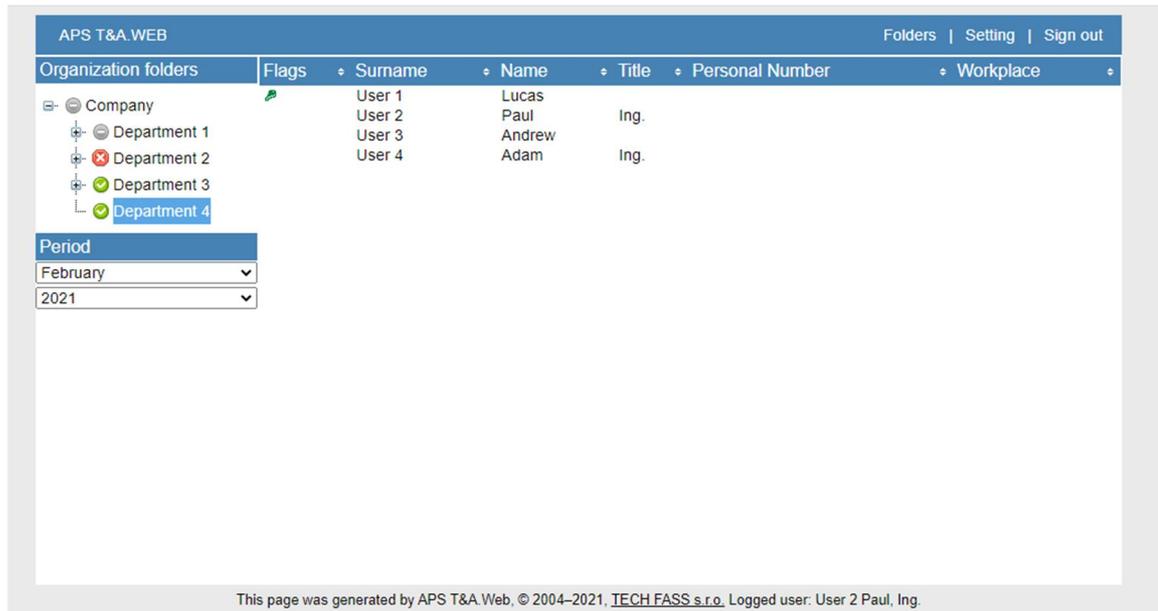
- Change password:** Includes a 'New password' field, a 'Retype new password' field, and a 'Change' button.
- Change username:** Includes a 'New username' field, a 'Retype new username' field, and a 'Change' button.

The 'Change username' section is currently selected and highlighted in blue. At the bottom of the page, a small footer reads: 'This page was generated by APS T&A.Web, © 2004-2021, TECH.FASS s.r.o, Logged user: User 2 Paul, Ing.'

Pic. 1: Changing login data

6.3 Folders

After signing in the first screen displays a window allowing to select a user from displayed organization folders for a selected time period (*pic. 2*).



Pic. 2: Folder and user selection

In the left top part of the window you can choose a folder from the structure created in *APS Administrator* program. An option to view a content of a folder is indicated by a lock icon located next to the folder name. If a lock is opened with a *green arrow*, a user is allowed to access it, if a lock is closed with a *red cross*, user is not allowed to access it. If the icon is grey, the folder is excluded from T&A processing.

A *Period* of display can be chosen in two combo boxes located below the folder selection area; the program displays only the attendance data for the selected month.

In the right part of the window there is a *list of users* displayed if a folder contains some users and a user has an appropriate authorization. Every user has a *name*, *surname*, *title*, personal number and a workplace displayed according to the data entered in *APS Administrator* program. The *lock* attribute indicates whether the T & A is locked for the current user and month in *APS T&A* program. Users can be sorted by any possible column.

If a key indicating T & A lockout is *not displayed*, the T & A was not locked out for a current user and month so far. If a *red key* is displayed, the T & A is locked out and it is not possible to change T & A events of a selected user and month. A display of a *green key* indicates the T & A was opened again. When altering T & A events of the users with a reopened T & A, a green key is displayed in the event properties indicating they were changed after reopening T & A.

6.4 Events

After selecting a user in a folder or by selecting *Events* command in the *Display* menu a screen with T & A events appears (pic. 3).

APS T&A.WEB							Folders	Setting	Sign out	
Personal card	Date	L	Time	Name	Last modified	Operator	Note			
Lucas User 1 Display Events Calendar Overview Deleted events Lock Period February 2021 Other commands New event	01. pondělí		08:37:00	Presence	01.02.2021 08:37:00	-				
			13:21:00	Lunch	01.02.2021 13:21:00	-				
			13:51:00	Presence	01.02.2021 13:51:00	-				
		17:05:00	Absence	01.02.2021 17:05:00	-					
	02. úterý		08:36:00	Presence	02.02.2021 08:36:00	-				
			13:09:00	Lunch	02.02.2021 13:09:00	-				
			13:39:00	Presence	02.02.2021 13:39:00	-				
		17:09:00	Absence	02.02.2021 17:09:00	-					
	03. středa		08:32:00	Presence	03.02.2021 08:32:00	-				
			13:05:00	Lunch	03.02.2021 13:05:00	-				
			13:35:00	Presence	03.02.2021 13:35:00	-				
		17:11:00	Absence	03.02.2021 17:11:00	-					
04. čtvrtek		08:32:00	Presence	04.02.2021 08:32:00	-					
		13:07:00	Lunch	04.02.2021 13:07:00	-					
		13:37:00	Presence	04.02.2021 13:37:00	-					
	17:07:00	Absence	04.02.2021 17:07:00	-						
05. pátek		08:35:00	Presence	05.02.2021 08:35:00	-					
		12:50:00	Lunch	05.02.2021 12:50:00	-					
		13:20:00	Presence	05.02.2021 13:20:00	-					
	17:06:00	Absence	05.02.2021 17:06:00	-						

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Pic. 3: Events

In the left part of a program there are several commands available. You can access a screen with users and folders selection by selecting an icon next to the *Personal list* label. Below the label there is a *name*, *surname*, *title* and a *personal number* of a selected user displayed. A status of T & A lockout is indicated by an existence and a color of a *key*, meaning of which is the same as in the *chapter 4.2*.

In a *Display* menu you can choose between displaying *Events* (*chap. 4.4*), *Calendar* (*chap. 4.5*) and *Overview* (*chap. 4.6*). Below the menu there is an option to select a displayed time period again and an option to insert new events.

In the right part there is a list of all events for a selected month displayed. Events are sorted by *Date* and *Time* and displayed in a color scheme defined in *APS T&A* program. Furthermore every event record contains information about a *name of a status* related with the event, an *operator* who inserted the event if it was not inserted by a system and an icon of a key, if the event was inserted after reopening the T & A lockout.

For inserting a new event select an option *New event* or a *star icon* next to a desired event date. After clicking an event, you can edit it (pic. 4).

APS T&A.WEB Folders | Setting | Sign out

Personal card | **Event editing**

Lucas User 1 ✕

Status: Presence ▼

Date: únor 2021

Time: 8 : 0 : 0

Note:

Warning (automatic status replacing)

Save Delete Back

History of event modification

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Pic. 4: Event editing

After setting a *state*, *time* and *date* of an event you can save it. For deleting an event choose a *Delete* command. For returning to a previous screen, select a *Back* command.

After inserting and editing an event the *Operator's* name (=signed user's name) is added to an event record. If the change is done after reopening a locked-out T & A, a *green key* is displayed.

6.5 Calendar

After selecting a command *Calendar* from a display menu, a calendar overview for a selected user and month is displayed (pic. 5).

APS T&A.WEB											Folders	Setting	Sign out
Personal card	Date	Day	Type	From	To	Worked	CTO	Leave	Balance	Cumulative	Details		
Lucas User 1 Display Events Calendar Overview Deleted events Lock Period February 2021	1. *	pondělí	Presence	08:37	17:05	07:58			-00:02	-00:02	hide		
			Lunch	13:21	13:51								
			Presence	13:51	17:05	03:14							
			Absence	17:05									
	2. *	úterý	Presence	08:36	17:09	08:03			+00:03	+00:01	hide		
			Lunch	13:09	13:39								
			Presence	13:39	17:09	03:30							
			Absence	17:09									
	3. *	středa	Presence	08:32	17:11	08:09			+00:09	+00:10	hide		
			Lunch	13:05	13:35								
			Presence	13:35	17:11	03:36							
			Absence	17:11									
4. *	čtvrtek		08:32	17:07	08:05			+00:05	+00:15	details			
5. *	pátek		08:35	17:06	08:01			+00:01	+00:16	details			
6.	sobota								+00:16				
7.	neděle								+00:16				
8. *	pondělí							-08:00	-07:44				
9. *	úterý							-08:00	-15:44				
10. *	středa							-08:00	-23:44				
11. *	čtvrtek							-08:00	-31:44				
12. *	pátek							-08:00	-39:44				

Pic. 5: Calendar

At the screen you can see a display of T & A for a whole month selected in a *Period* menu. Workdays are indicated by a star in the *Date* column, other columns contain information about *Day in a week*, Type of an event, columns *Since* and *To* specify the time of the first and the last event of a day. Columns *Worked*, *Compensative time*, and *Leave* are displaying sums of time periods of involved event category. In a *Balance* column there is a sum of total margin of hours worked and the workload, in *Current balance* column there is a current balance state displayed from the beginning of a month. In the display column you can *Display* or *Hide* the details of every day's events.

6.6 Overview

After choosing the *Overview* command there is a total month overview of T & A displayed for a selected user and month (*pic. 6*).

APS T&A.WEB		Folders Setting Sign out			
Personal card		Workday	Sat+Sun	Holiday (0, 00:00)	Total
Lucas User 1	worked	40:16	00:00	00:00	40:16
	compensatory time off	00:00	00:00	00:00	00:00
Display	leave	00:00	00:00	00:00	00:00
	workload (8:00)	160:00	00:00	00:00	160:00
Calendar	balance	-119:44	+00:00	+00:00	-119:44
Overview	Details				
Deleted events	Business trip	00:00	00:00	00:00	00:00
Lock	Home office	00:00	00:00	00:00	00:00
Period	Holiday	00:00	00:00	00:00	00:00
February	Time accounts				
2021	Presence summarized	40:16	00:00	00:00	40:16

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Pic. 6: Month T & A overview

The overview is divided in the columns according to the day the events occurred – to the *workdays*, *weekends* and *holidays*. In the last column there is a sum of previous columns values displayed. Each row displays total hours worked, compensative time off, leave, calculated total work time given by a workload and total month balance. In the details there are states displayed, which are to be displayed in a month overview in APS T&A program.

Most of the information displayed in *APS T&A.WEB* module is directly bound to the setting of *APS T&A program*. In a case of changing the settings in the program, the setting of the web module is affected in the same way.

6.7 Deleted events and lock

The last two pages contain a list of deleted events (they can also be restored) and a list of attendance locks.