

BoneIDW3 on Cloud

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1. Introduction

BoneID W3 on Cloud is complete Access Control and Time & Attendance solution managed using standard web browser from anywhere in the World. It unites cores of two main modules:

1. **BoneID Net** - Access Control and communication module developed for managing network of Civintec's devices
2. **BoneID T&A** - Time & Attendance module is 7th generation of ongoing BoneID project from 1998. when EDGE Group introduced to the market the first release of BoneID T&A solution.

BoneID W3 is .NET based platform, so called chassis that uses two BoneID engines, in charged for user friendly management, data visualization and proper interpretation.

On Cloud extension indicates additional modules needed for support from anywhere in the World. In simple words, it is gateway to the Internet.

1.1. Is BoneID W3 on Cloud replacement for BoneID Net, Express and T&A?

In short words yes and no. It can replace in many situations standard PC based software, but the whole idea of BoneID W3 on Cloud is not to replace it, but to be complementary solution based on the needs of projects and customers.

1.2. When should I go for BoneID W3 on Cloud?

BoneID W3 on Cloud is solution that comes "out of the box". You don't have to worry about server, database, software installing, updates and backup. If you want to eliminate all non core business from your company, or just want to have simple solution without any IT expert, then this is your choice. All you need to have is Internet access.

Even more, if you have displaced you business on several locations that are not connected in a single network using VPN, BoneID W3 on Cloud makes them connected when it comes to Access Control and Time & Attendance.

1.3. What are main differences between BoneID W3 on Cloud and PC based solution?

The first and most significant difference is pricing model.

Standard PC based solution is one time purchase licensed on the number of devices represented by **license slots**. Each Civintec's device type "weights" different number of license slots. From 1 slot (for basic models like EL500) to 16 slots (uTouch device uses 16 slots).

On the other hand, **BoneID W3 on Cloud** is SaaS (software as a service) and pricing model is based on a monthly fee per BoneID user.

Other major differences are:

Feature	BoneID W3 on Cloud	Standard PC based solution
Number of users	Defined by pricing model in chunks of 10 users. Customers are not allowed to add or delete users by their will.	Unlimited
Number of devices	In theory unlimited, but higher number of devices require different pricing class (see 1.4.)	Defined by license slots
Supported devices	Currently only uTouch	All Civintec's devices
Access Control	Currently only basic access control features	Advanced Access Control features
Time & Attendance	None, Express and Enterprise	None and Express (<i>Enterprise is currently only supported on demand. Because of complexity and the fact that this is older generation of software, it is not possible to be sold without assistance "on site" of the experts from EDGE Group</i>)

2. Interfaces

BoneID W3 on Cloud contains 8 main interfaces (*interfaces are named by world famous writers and some interfaces can be linked, in some way, with their most famous books*):

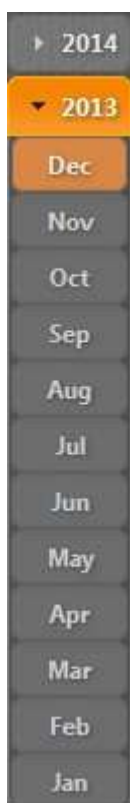
1. **Asimov** - advanced graphical interface for fast and easy T&A management
2. **Homer** - classical table based interface with periodical and summary reports
3. **Melville** - more detailed interface for presence at given time and overview of transactions
4. **Hemingway** - simple vacation planner and overview
5. **Tolstoy** - classic shift planner
6. **Dante** - payroll sheet
7. **Orwell** - calendar, users, devices, shifts, departments, parameters and reports management
8. **Settings** - basic per administrator settings like type of predefined reports and password change

There are some key elements of almost every interface:



Departments is tree view representation of company structure.

List of employees will show all active employees for selected department, or all active employees if departments control is not present. Checkboxes are used for multiple selection and are not available in all interfaces.



Date selector is simplified control for selecting desired period we want to process.

As most of the time data we want to process are based on full month, this control makes use of BoneID W3 very simple and fast.

It usually shows only years and months from year of first data recorded, up to current month except in interfaces Hemingway and Tolstoy where full current year is shown, as those interfaces request data manipulation in future.

2.1. Asimov



This is the most advanced interface for Time & Attendance. Speed and ease of use are key elements. Timeline displays in various colors different time period for each employee. By this color approach you can easily spot any absence or extra time that should be approved or denied.

With this interface usual time spent on management of employees payroll sheets is decreased for more than 50%, because person who is in charged for complete employees data, now with single click on graphical representation of working hours can easily justify or deny questionable hours.

2.2. Homer

Date	In check	Out check	In out check	In/out	Present	Urgent	Extra time	Overtime	Single work	Afternoon work	Night work	WFC	Work on Saturday	Work on Holiday
Jan 2013														
Mon 21.12	17:37		00:52	00:23	18:45	18:37	00:52			06:23	00:00			
Tue 23.12					18:49									
Wed 4.12	17:31		01:46	00:09	18:49	18:51	00:46			06:08	00:00			
Thu 5.12	17:21		02:29	00:39	18:58	18:21	00:28			06:38	00:00			
Fri 6.12	18:18		03:18	00:42	19:58	19:18	02:38			05:42	00:00			
Feb 2013														
Sat 1.12	18:11		03:30		19:54	18:18	06:36				06:36			
Sun 3.12	18:18		03:17		19:59	18:59	06:59	06:59						06:59
Mar 2013														
Mon 9.12	18:56		02:43	00:00	19:53		02:53			05:18	02:30			
Tue 10.12	17:55		02:28	00:05	18:21	18:05	01:28			06:05	00:00			
Wed 11.12	17:54		02:31	00:06	18:57	18:54	01:31			06:06	00:00			
Thu 12.12	18:27		02:02	00:43	19:54	19:27	03:22			05:13	00:00			
Fri 13.12	17:49		03:08	00:46	19:34	18:49	03:04			06:31	00:00			

Homer is classical representation of worked hours in well know table view. Those data can be exported to pdf.

Periodical reports will show only one employee data regardless of multiple selected employees in **List of employees**, but export to pdf will make reports for all selected employees.

By clicking on row of periodical or summary report a new dialog will pop up with graphical representation of hours in selected table row. Next picture shows pop up window when summary report row is clicked.



In short words, this is graphical representation of worked hours, Asimov style. By clicking on any row of this pop up dialog (or any row in periodical report) next dialog pops up.



It is the most powerful dialog because it enables you to justify or deny worked out hours. If employee has wrong shift assigned, it can be easily changed also through this dialog. (Note: to change shift through this dialog, you have to set favorite shifts in **Tolstoy** interface)

To justify unjustified hours, just click on red line and select adequate WHC (Working Hour code).

When another shift is selected from shift selector on left side of dialog, check box "Replace shift" will appear. If your attention is to change assigned shift, it should stay checked. But, if you want to assign second / shift in the same day, then you should uncheck this checkbox.

This dialog shows not just in **Homer** interface, but also in **Asimov** and **Dante** interfaces.

2.3. Melville



Melville has two sub interfaces, Presence and Transactions.

2.3.1. Presence

In **Presence** sub interface you can find out who was present and who was absent at given date and time. Persons who haven't checked in at all on selected date are marked with red square under section **Absent**. Section **Present** shows employees who are at given date and time checked in. And finally, persons marked yellow under section **Out** are persons who checked out that day and are not present at given time.

2.3.2. Transactions

Date	Pin	Substation	Transaction type	Job Code	Device	Card ID
2014-01-16 02:29:40		17 Grund Otto Von	FPA Verified		TEST-02	
2014-01-16 02:29:40		17 Grund Otto Von	SYS Relay 2		TEST-02	
2014-01-16 02:29:57		17 Grund Otto Von	FPA Double check		TEST-02	
2014-01-16 02:31:01		17 Grund Otto Von	FPA Verified		TEST-02	
2014-01-16 02:31:01		17 Grund Otto Von	SYS Relay 2		TEST-02	
2014-01-16 02:33:08		17 Grund Otto Von	FPA Verified		TEST-02	
2014-01-16 02:33:08		17 Grund Otto Von	SYS Relay 2		TEST-02	
2014-01-16 02:40:44		17 Grund Otto Von	RDC Verified		TEST-02	A00F88D
2014-01-16 02:40:44		17 Grund Otto Von	SYS Relay 2		TEST-02	A00F88D
2014-01-16 02:44:41		17 Grund Otto Von	RDC Verified		TEST-02	A00F88D
2014-01-16 02:44:41		17 Grund Otto Von	SYS Relay 2		TEST-02	A00F88D
2014-01-16 02:46:02		17 Grund Otto Von	RDC Verified		TEST-02	A00F88D
2014-01-16 02:46:02		17 Grund Otto Von	SYS Relay 2		TEST-02	A00F88D

This sub interfaces show some detailed information about recorded transactions. Here you can see not just T&A transactions, but also all other various types of transactions that occurred in selected period, like relays, inputs, outputs, system changes, etc.

2.4. Hemingway

Full Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Off	Res	Gen	
Grund Otto																																			
Lamp ProfPasser																																			
Engelb VA - Vacation, VA - Off VA																																			

Hemingway is simple vacation planner. After department and date is selected, just click on cells in planner and **VA** will show in planner (*Note: VA is shortened name for Vacation*)

To enable planner changes, click on right bottom button with lock icon.

VA can show in three different colors.

White means employee will use vacation days approved for current year. (Note: to define approved vacation days, enter number of approved days in last cell)

Red means employee is using more vacation days than approved.

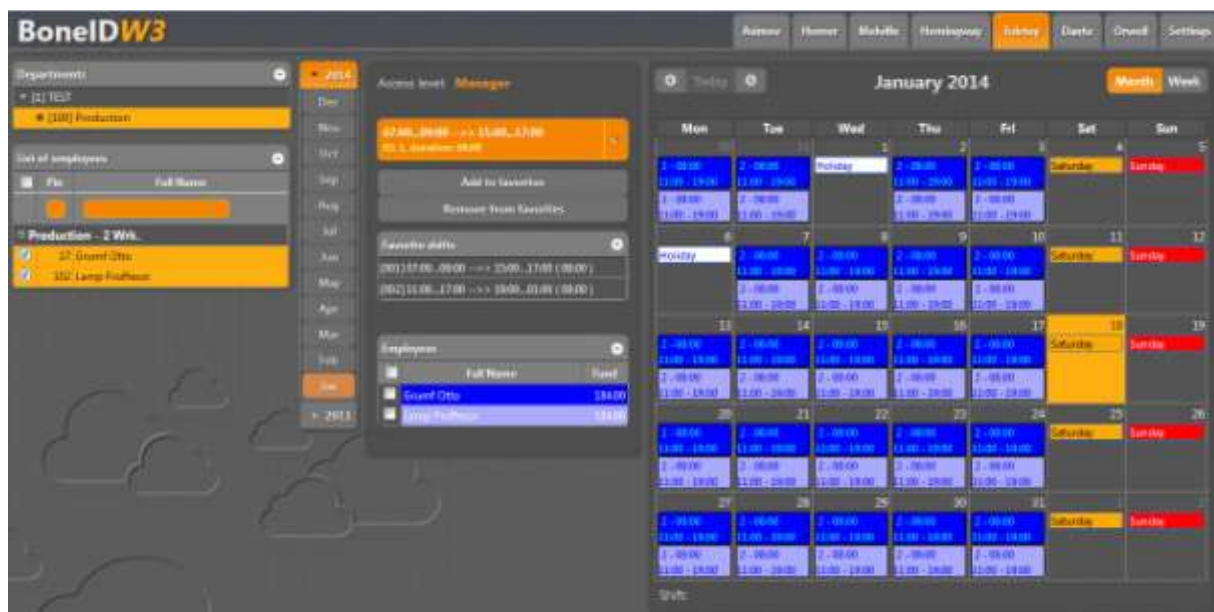
Orange means employee is using vacation days left from last year. (Note: in some countries, employees are allowed to transfer unused vacation days from last year into next year. Those vacation days must be spent before some predefined date in current year. That date of validity can be set in interface **Orwell**.)

There is also **List** tab which is just table representation of how vacations are defined and spent.

2.5. Tolstoy

Shift planning is what Tolstoy does. For accurate data about worked hours, this is the most important interface. All calculations of worked hours are based on shifts, so if shifts are not properly assigned, all calculations of worked hours will be wrong.

There are two possible views of shift planner, monthly and weekly. On first picture is displayed monthly view.

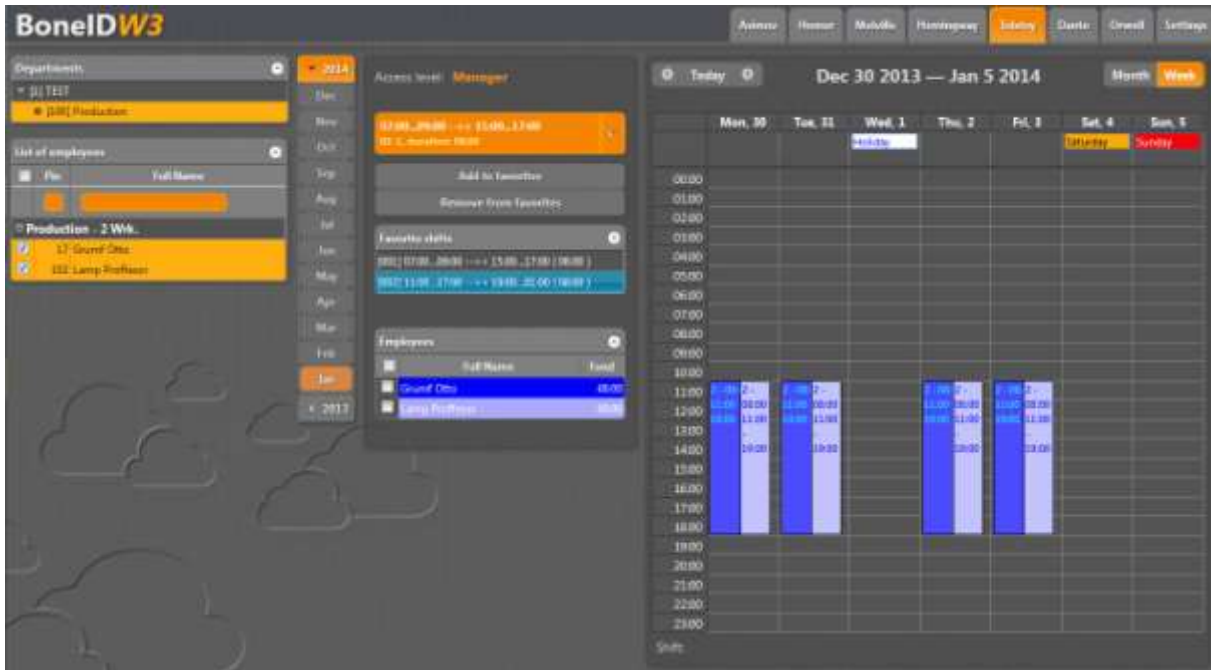


To assign shifts, first you must select some employees in List of employees control. You can select more than one employee if you want to see shifts for all of them on single view, as it is shown on picture. As you select employees you will notice second list of employees showing selected employees in different colors.

To be able to manipulate shifts, you must select employee(s) in that second list.

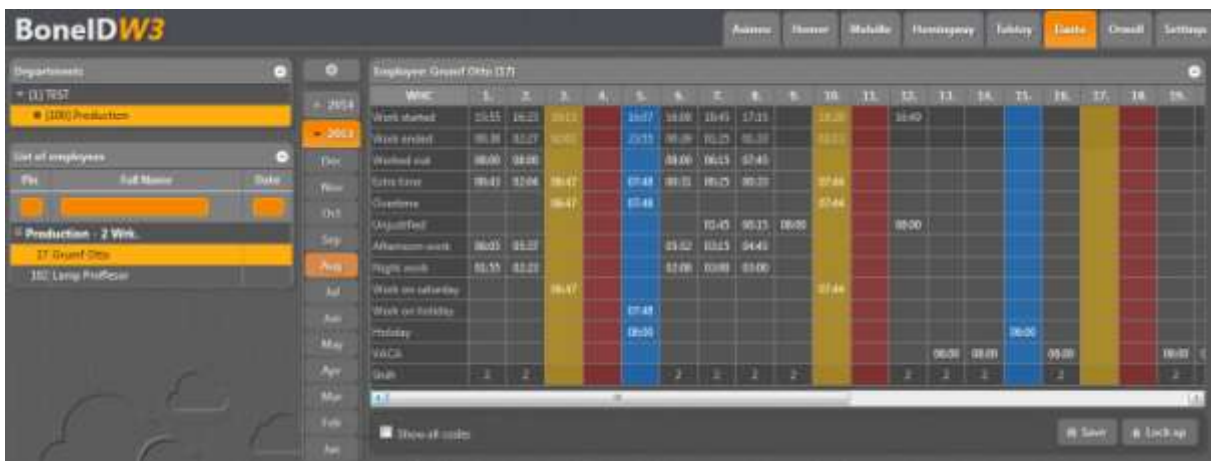
Clicking on grey part of cell will add shift. If you want to delete shift, you must click on shift.

When you make first change to planner, a message will appear saying that those changes are not saved. You don't have to save changes as long as you are in the same month, or changing views.



This picture represents weekly view. In this view you have visual view of shift duration. This view is useful when planning shifts for employees that work in many different shifts. The usual examples are big market stores, where employees shifts are planned by estimated number of customers at certain parts of day.

2.6. Dante



Dante is interface used to make final payroll sheets. Based on those sheets, employees are paid. Basically it is Excel like table where all types of work are separated in their rows and columns.

As this interface takes much space in width, there is a button above date selector which hides departments and list of employees so complete payroll sheet can be seen. This is useful for smaller displays.

Once sheet is saved, it can be printed out.

Button "Lock up" locks not just current sheet, but all sheets in department. If some of sheets are not saved, warning message will appear. Once all sheets are locked, data is ready for transfer to some payroll system using .csv files, or some other custom made method. *(Note: custom made method means EDGE Group has to make customized interface between BoneID W3 on Cloud and some third party payroll system on customers demand)*

2.7. Orwell

This interface is in fact the hearth of BoneID W3 on Cloud and it contains seven sub interfaces. Here you can manipulate employees, shifts, departments, reports, calendar and manage networked devices. Some interfaces are not seen to users with access level lower than Manager.

2.7.1. Employees

First picture displays employees management interface.

Emp. No.	Enabled	Last Name	First Name	Emp. ID	Company ID	Employee Type	Department	Description	Phase 1	Phase 2	Employed from	Employed to	Emp Level	Emp Type	Card	Temp
17	<input checked="" type="checkbox"/>	Grant	Olga			Unimko (10) Production					01.01.2013		User	Fingerprint (2.5)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
102	<input checked="" type="checkbox"/>	Lamp	Profhian			Unimko (10) Production					01.01.2013		User	Fingerprint (2.5)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
103	<input checked="" type="checkbox"/>	Ramsh	Indika			Unimko (1) TEST					14.01.2014		User	Fingerprint (2.5)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11	<input checked="" type="checkbox"/>	Rock	Tim			Unimko (1) TEST					01.01.2013		User	Card ID	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
18	<input checked="" type="checkbox"/>	Starling	Shonda			Unimko (1) TEST					01.01.2013		User	Pin only	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

To edit user details, in left bottom corner is pen icon that opens edit dialog upon user is selected.

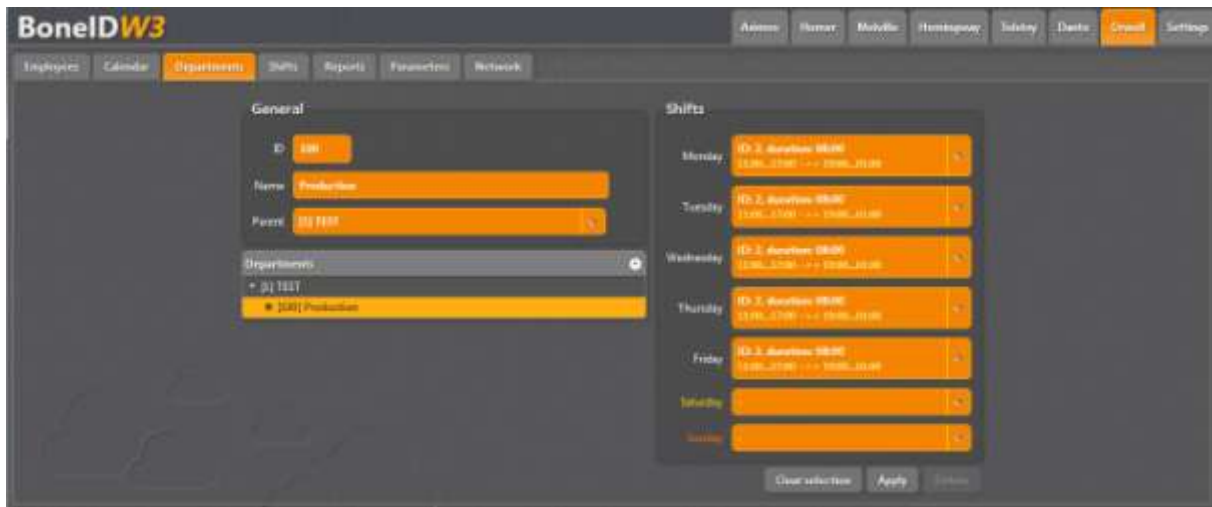
If you have users that you don't want to use, just make them disabled, because users are not allowed to delete by customers. Only EDGE Group can add or delete users.

2.7.2. Calendar

Month	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S		
January			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
February			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29						
March			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
April		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
May			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
June			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
July		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					
August			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
September		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						
October			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				
November			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					
December		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					

This sub interface defines national holidays. By simply clicking on day it turns day to holiday and back to regular day if clicked once more.

2.7.3. Departments

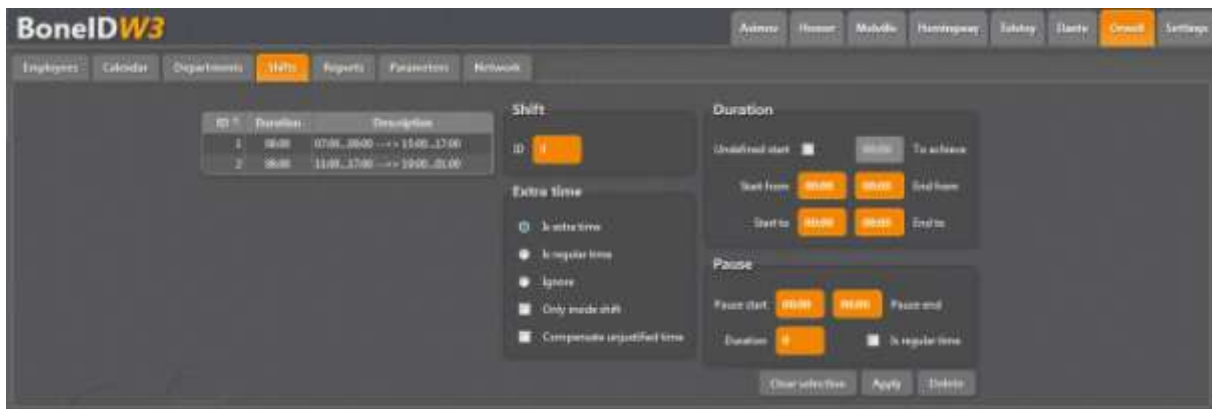


This interface is only visible to users of access level Manager.

Here you make company tree view departments structure. Each department can have predefined day shifts. (*Predefined shifts are usually used for department that have the same schedule each week, but those shifts can be overridden in Tolstoy interface if needed.*)

Name and ID of root department can't be changed. Department ID is limited to 7 digits.

2.7.4. Shifts



This interface is only visible to users of access level Manager. Number of shifts you may define is limited to 9999.

There are 3 basic types of shifts:

1. Undefined - shift with no specified start time and end time. Employee must achieve given daily fund at any time in a day. (Check **Undefined start** checkbox)
2. Sliding - shift with defined start and end window. Employee has a right to arrive at work in given time range and has to achieve daily fund. (Define **start from - start to** and **end from - end to** range. We recommend starting and ending range to be of the same time span)

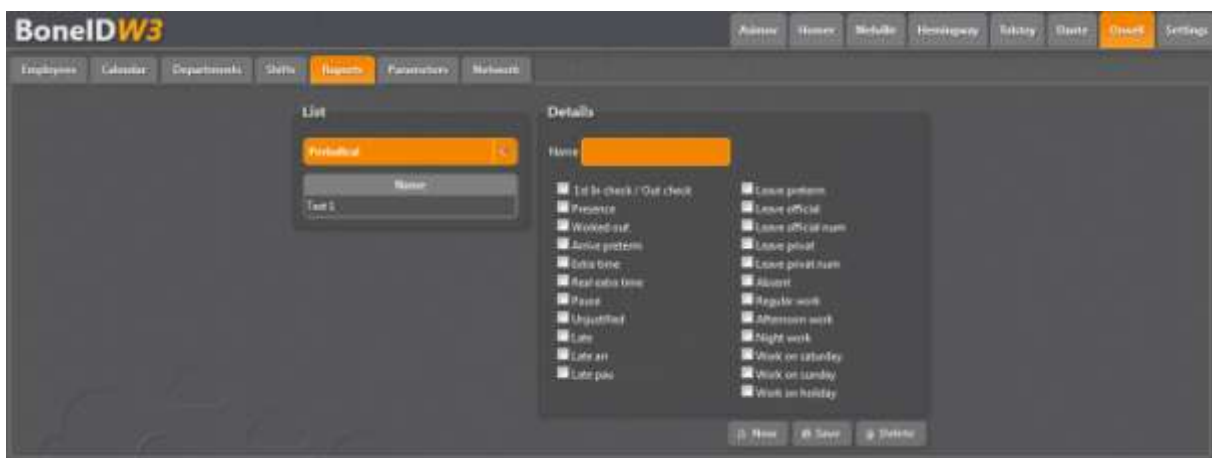
- Fixed - Employee must check in at exact time. (**Start from - start to** range, as well as **end from - end to** range, must have the same values)

If there is a pause allowed, then you can define pause length, and time range when employee may go to pause. In some countries pause is counted as worked out, so in this case you must check **Is regular time** checkbox. Otherwise leave it unchecked.

If some extra time is achieved in a day, you can define what you want to do with that extra time; treat it as extra time, treat it as regular time, or simply ignore it.

Extra time can be used to approve unjustified time on a same day and, in the case of sliding shift, you can limit extra time only to a window of sliding shift.

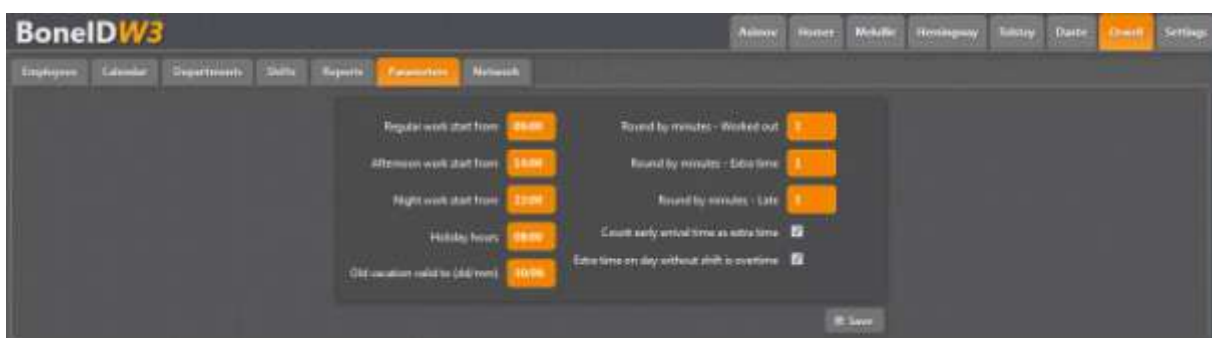
2.7.5. Reports



This interface is only visible to users of access level Manager.

The purpose of it is very simple. Defining columns you want to see in **Homer** and **Melville** presence reports. You may define as many as you like reports giving them custom names.

2.7.6. Parameters



This interface is only visible to users of access level Manager.

General parameters that applies to all employees, shifts and departments. Here you can set date of validity of old vacation mentioned in description of **Hemingway** interface.

2.7.7. Network



This interface is only visible to users of access level Manager.

Here you can manage network of your devices. Monitor online status, real time transactions flow and some system messages useful for detecting the status of network connection and device itself.

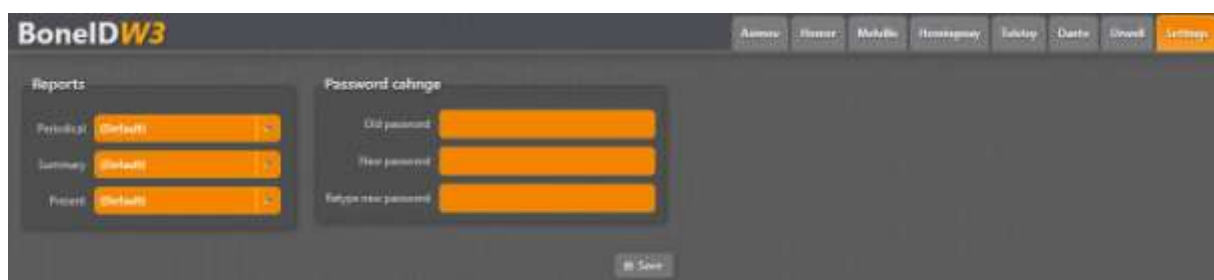
Device can be enabled or disabled. You can define text on 4 function keys on device, and define relay and output durations on various events from device.

To use device as source of T&A transactions, you must assign BoneID Event VERIFY_OK to appropriate device event. Usually you will assign VERIFY_OK to **FPM: Verified**, **RDC: Verified** and **PIN: Verified**, or in some cases only to **JOB: F1, F2, F3** or **F4** if you attend to, for example, use regular check in for door opening, and using Function keys only for T&A.

More on events can be found in device manual.

When you are finished with alarms and / or other settings press button **Apply** in order to send configuration to device.

2.8. Settings



Here you are defining what type of report you want to use, and to change your access password.

3. Troubleshooting tips

- After long inactivity your session may expire or server can reset your connection. In that case you may experience interfaces with no data, data not updating or even error message may pop up.
 - Just refresh page and it will throw you back to Log in screen.
- Sometimes it takes very long to open start page
 - This is normal. If server receives no activity from users for a long time, web server releases all resources, so starting new **BoneID W3 on Cloud** instance can take some more time than usual.