

Evaluate -GatePlus

Please follow the steps below to quick start GatePlus application. Please refer to the [Quick Reference Manual](#) for More details.

Step 1: Install the application

Step 2: Register the application

Step 3: Define Database

Once the GatePlus application is installed and the trial version is selected, a window to define database will appear, press “OK” to select the default database.

[Know More...](#)

Step 4: Login as administrator

Once the database is set login as administrator using “ADMINISTRATOR” as Username and “ADMIN” as password

[Know More...](#)

Step 5: Define preferences

Select “manual” option to record the attendance manually, and select “device” option if the attendance are recorded through a device. Select the type of device from the list, if the “device” option is selected (The device should be a Compatible device recommended by the vendor).

[Know More...](#)

Step 6: Define Master Data

Define departments, Designations, Users, Shifts and Employees of the firm using the options from Masters menu.

[Know More...](#)

Step 7: Record In/Out Timings

Select “In/Out time register” from record menu option to record the in/out timings. To record the in/out time manually, select the employee from the list and press “Record” button. On the other hand if the device option is selected and if PC based attendance system is used, the user will have to swipe or have to put his finger to record the In/Out time. In this case the employee will be identified automatically.

[Know More...](#)

Step 8: View Reports

Go to “Reports” option of the main menu, If the master data and some of the entries for employees have been made, then the reports for the existing data can be viewed by selecting various criteria available.

[Know More...](#)

Quick Reference Manual - GatePlus

GatePlus is time and attendance software. You can use GatePlus right away by spending some time going through these easy steps.

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Installation guide

To install GatePlus 2.0 please download the setup from following link.

[Setup](#)

Run the downloaded setup to start the installation.

Follow the instructions given during the setup process.

On completion of the installation, a message window showing successful installation will appear. Click 'Finish' button to end the setup.

Setup will create short cut on Desktop and an option in Start menu.



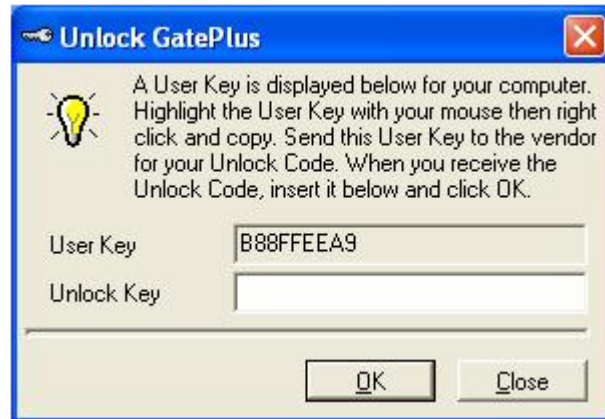
To run the GatePlus from the Desktop, just click the  shortcut.

To run the GatePlus from Start menu click on the GatePlus option of the Start Menu.
Start→Programs→GatePlus→GatePlus.

Registration process

Note: GatePlus gives 30 days trial version. After 30 days, the application needs to be registered, if the user wants to continue using GatePlus.

On expiry the application a window asking the unlock key appears every time the user enters the application. The “Unlock key” can be received from your vendor on giving the “User Key” displayed on the unlock dialogue.



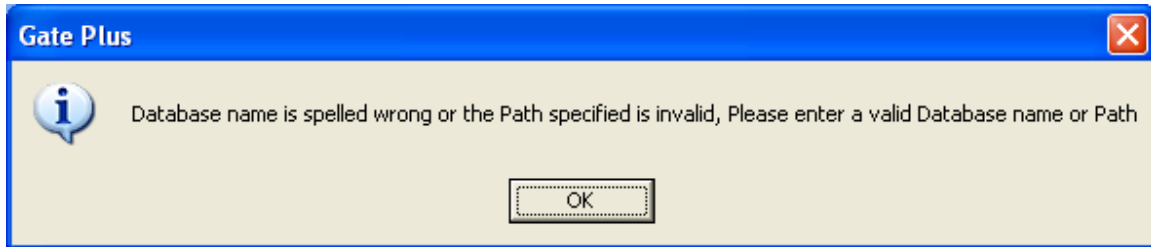
To Receive the Unblock key follow the steps below:

1. User Key shown by default should be conveyed to the vendor.
2. Vendor will give you the unlock key.
3. The unlock key received from the vendor should be entered here and press “OK”

If the product is successfully registered the Unlock dialogue should not appear next time you logon to GatePlus.

Defining the database

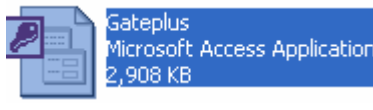
When you open GatePlus first time after the installation, the following window will pop up:



You have to specify the Database and Database path before you login into Gateplus 2.0.

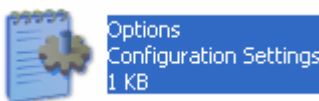
Press **Ok** button and choose the database path and the database file, which is already comes with GatePlus and located at

C:\Program Files\Gateplus\Gateplus.mdb



Later you can choose a different database path by going to the GatePlus folder and editing the file named “options”. Which is by default found in C:\Program Files\Gateplus.

Open the file named **Options**

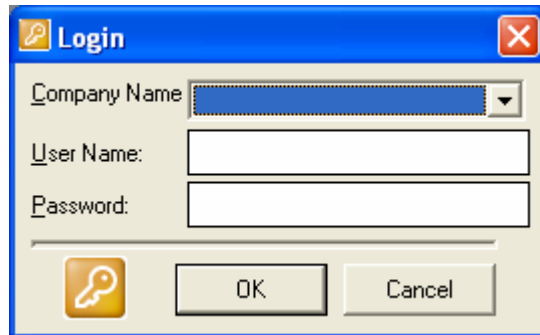


and change the path under the caption “Database” as shown below.

[Database]
Path=C:\Program Files\Gateplus\Gateplus.mdb

Initial login

Once you set the Database path, you are ready for initial log in as ADMINISTRATOR.



Don't select a company name at the time of initial login as there will be no company defined at this time.

Enter User Name as **ADMINISTRATOR** and Password as: **ADMIN** to login initially. As this is an administrative account, you will be able to add new users and create a new company.

Define company profile

You have to fill the Company Information and save it before you start using other features of Gateplus.

Company Information

Add Edit Delete Save Cancel Search Close

Company Name Saltriver Embedded

Address

City

State

Country

Pin

Phone

Mobile

Fax

E Mail

Website

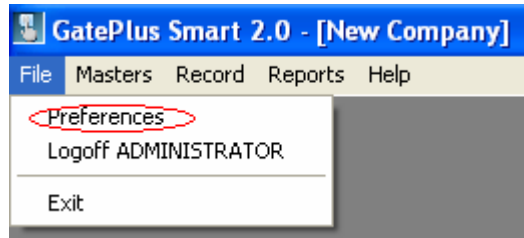
Record : 1 of 2

Navigation icons: Home, Previous, Next, End

Define the Preferences

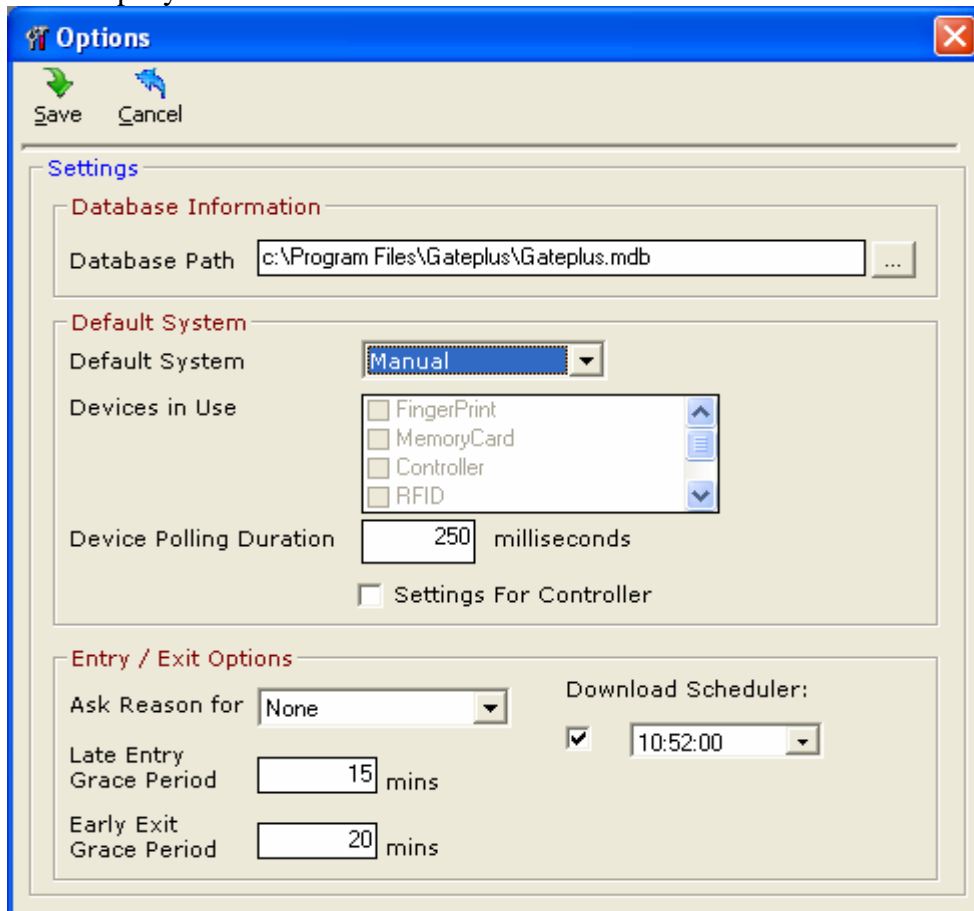
To define the preferences

1. Go to File menu
2. Click on the Preferences option




The following details can be set through preferences option.

1. Database Information
2. Default System
3. Entry/ Exit Option
4. Company Information



Database Information:

The default path for database or one, which defined at the time of running the application first time, can be changed from here by present Browse option to change the path.

Database Path  <--- Browse

Default System Settings

- At Default system option you can choose **Manual** or **Device** option depending upon the device, that you are using to record the attendance. In the evaluation version it only supports manual entry.
- Choose the device you are going to use with GatePlus software and make appropriate changes according to the instructions given by the vendor if you are having a compatible device.
- You can also enable the option **Settings for controller** to do advance settings for the device, which you are using, provided you are an authorized user.
- Note: You can use any standard device to input the attendance of the employees like SmartCard, Proximity Card, RFID, Bluetooth, and BioMetric and BarCode Compatible device. Please contact your vendor to know more about the compatible devices available.

Entry/Exit Option:

Here the user can set the preferences on Entry and Exit of an employee.

Ask Reason for: If this option is set and an employee comes late or leaves earlier than the working hours, the system will compel the user to enter the reason for late arrival or early leaving. The option can be set to both late coming and early exit or to one of these.

Late entry Grace period: The grace period allowed in case of late entry can be defined here. If the employee comes late till this time from the regular time, he will be paid for full day other wise the restrictions according to the company's policy will take place.

Early exit grace period: The grace period to be given on early exit can be set here so that the employee leaves earlier up to this limit will get the full day's pay.

Download scheduler: Here user can set specific time to download the attendance details from the terminal in case if we are using a terminal to record the attendance.

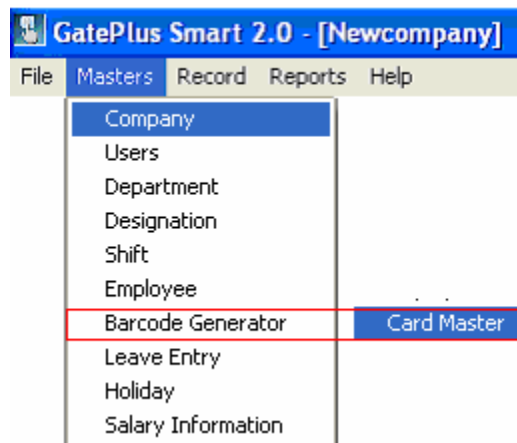
Important features:

GatePlus system offers the following important features:

1. Set company's Department, Designation, Shift and Holiday.
2. Enter Employees and their Information
3. Record the In/Out time
4. View Report for all employees with In/out time and other necessary information

1 & 2: Use Gateplus as management tool

User will be able to maintain and manage the Employee information, User information, Designation information, and Shifts & Departments. These options can be found under the Master Menu.



- You can use **Company** option to Edit, Add or Remove details of the company defined.
- You can use **Users** option to Add or Edit user and to define the user rights by modules. The changes done to the user rights will take place only when the user logins next time.
- It is important to define Departments and their respective HOD persons before using other management options.
- Also Add Designations and Shifts before starting to add Employee information so that the employee designation and shift information can be recorded at the time of adding employees to the system.
- In the **Designation** option salary can be defined for both daily and monthly basis. You cannot use same designation even for different department so make sure to use the different designation for each department.

- You can use **Employee** option to add information for each employee. Later you can Edit, Search and Delete from the same option.

Employee Information

Belongs to

Employee ID

Department

Designation

Shift

First Name

Middle Name

Last Name

Employee Details

Address

City State ZipCode

Phone Mobile

Email

Joining Date Weekly Off

Date of Birth Hourly Charge

Record : 1 of 5

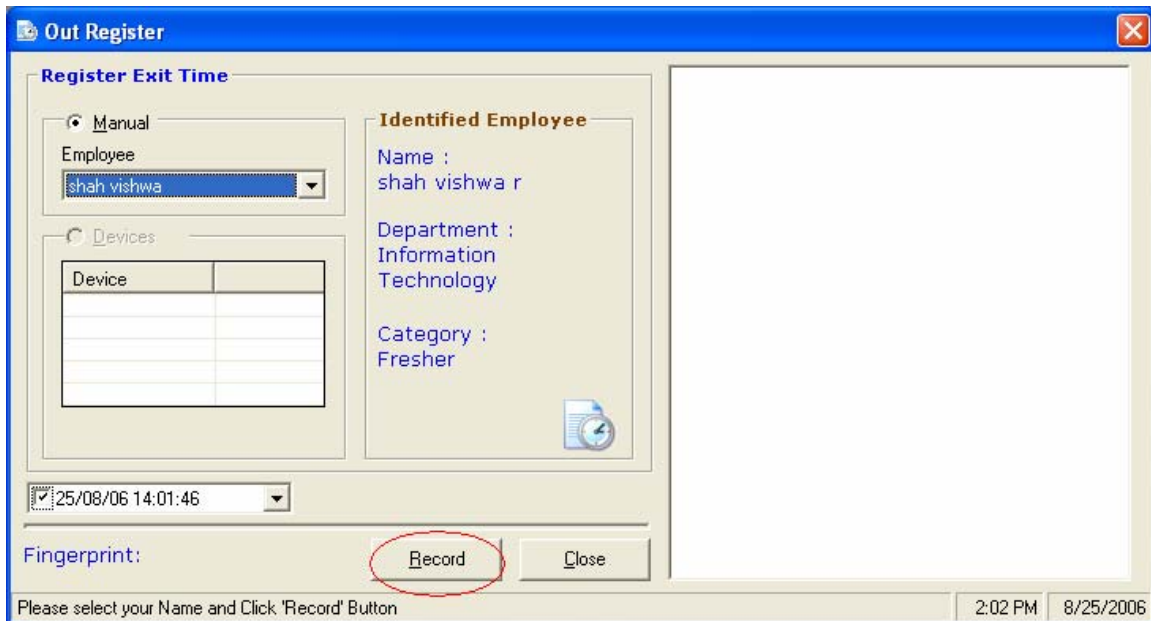
- Note: You will find **Barcode Generator** or Card Master as per selected device.
- You can use **Leave Entry** option to store employee's leave information. The Date time and type of leave and reason can be recorded here.
- As per company's policy you can set holiday information in **Holidays Master**.
- Employee's salary information can be viewed through **Salary Information** option. You can also add information here and save it.

3.Record In / Out time

You can Record employees In/Out time manually or with the help of a device.

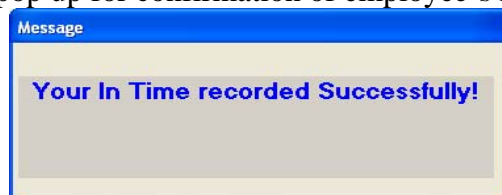


In/Out Time Register option is used to record every employee's entry and exit time. It has two option Manual and Device.



If you have selected **Manual** option, then select the employee and then Press **Record** to record the **in** time manually.

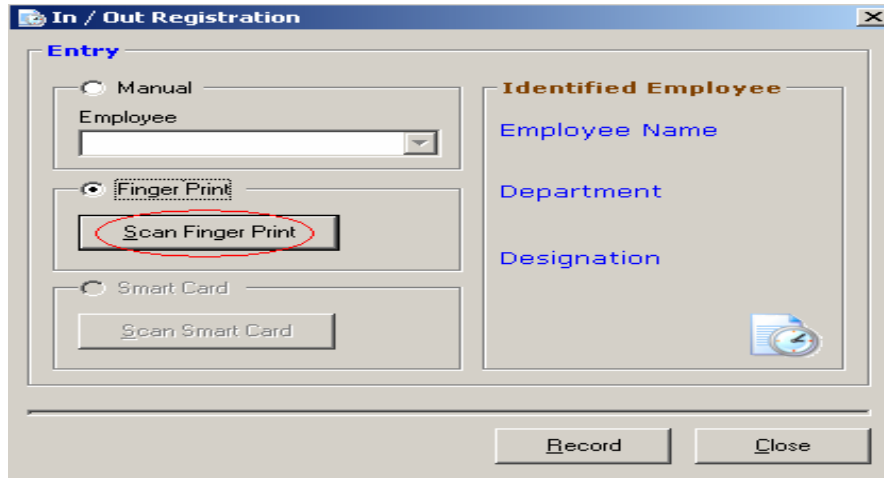
Following window will pop up for confirmation of employee's in time recording:



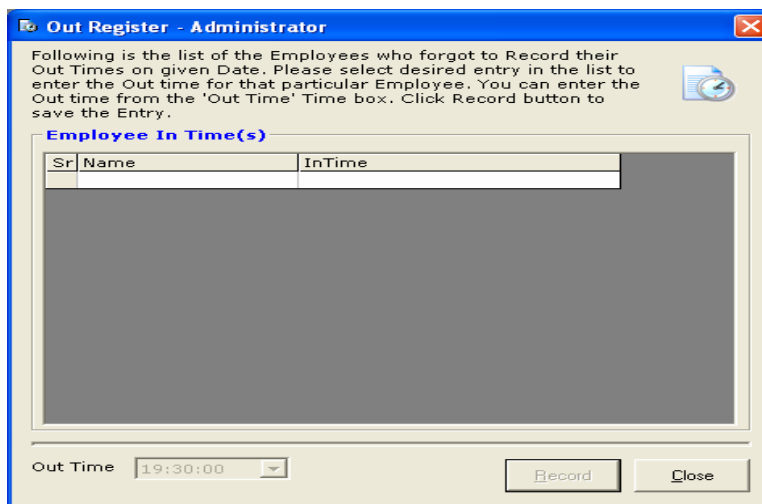
The out time will be recorded when the employee is selected second time and the record button is pressed. Once the in time is recorded for an employee and if the employee is

selected second time and the record button is pressed the out time for the employee will be recorded automatically.

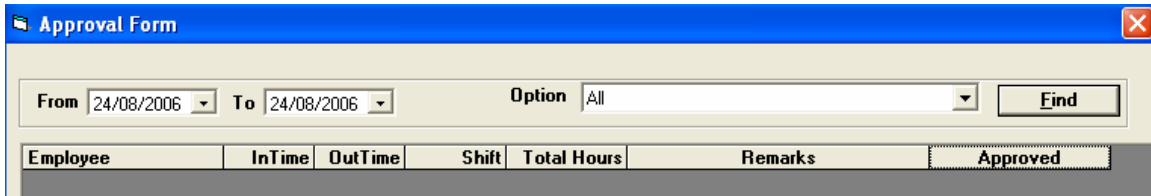
If you are using a compatible **Device** to record the transactions then the attendance will be recorded as soon as the user inserts the card or putting the finger on the biometric reader or by swiping the card on Barcode Reader.



If any employee forgot to do the out entry, the option **Out Entry By Admin** can be used to record the out time of the employee. Just select the Employee and change the out time and Press **Record** button to record the out time.

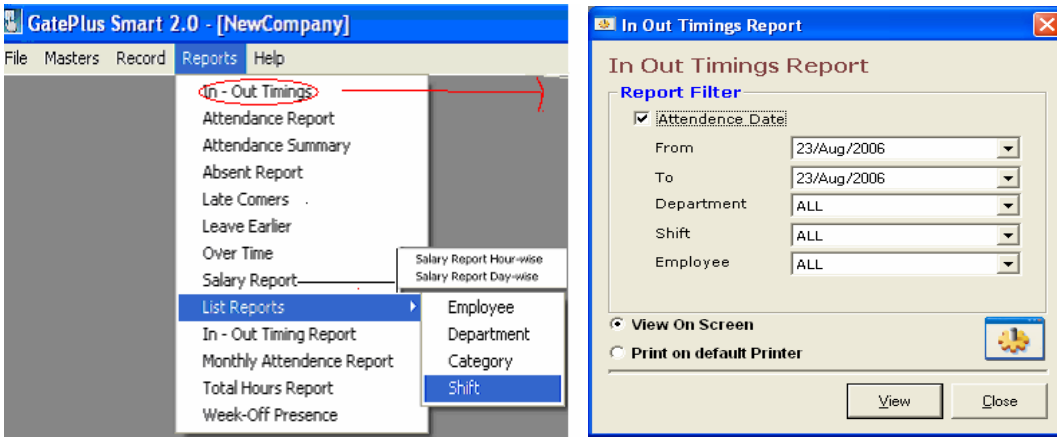


The option of **Approval** can be used to approve information about employees In-time, Out-time, shift, Total hours and remark. Select the employee and press Save to approve the information.



4.View Reports

If you have entered data in master files and have made some attendance entries then various reports can be viewed.



Saltriver Infosystem

306, Primum house, Ahemdabad, 380002 Gujarat, India.
 Phone : 79123456 Mobile : 9898912345 Fax : 7912345 Email : info@saltriver.com

Date : 23/08/2006

In Out Timings

Attendance Date From : 23/Aug/2006 To : 23/Aug/2006

Date	Sr. No.	Name	Shift	In Time	Out Date-Time	Total Hours	Late Entry Reason
23/08/06	1	shah vishwa r	2nd shift	17:59	23/8/06 17:59	00 : 00	
			2nd shift	18:00	23/8/06 18:00	00 : 00	
						00 : 00	
	2	shah Hardika	3rd shift	17:59	23/8/06 18:00	00 : 01	
	3	patel nita	3rd shift	17:59	23/8/06 18:00	00 : 01	
4	mehta raj	2nd shift	17:59	23/8/06 17:59	00 : 00		
		2nd shift	18:00	23/8/06 18:00	00 : 00		
					00 : 00		
5	shah neel	3rd shift	17:59	23/8/06 18:00	00 : 01		

More detailed description of all the features is available in the **Online Help** provided with this product.