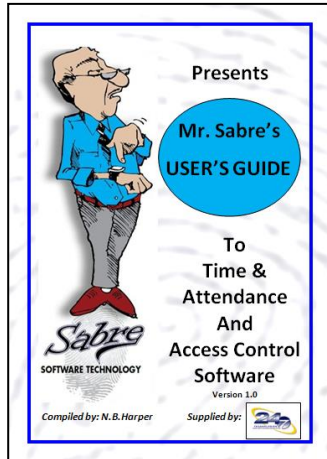




Access Control and Time & Attendance Solutions WWW.SABREBIOMETRICS.COM

Sabre Training Program



Mr Sabre's user Guide A5 Booklet

Mr, Sabre's User Guide will teach you:

- How to log in sabre Software.
- Getting to know Sabres main Screen.
- Working with Table settings. (Setting
- Calendar months and periods, leave Types,
- Public Holidays, Device Types, Shifts and Breaks.
- Setting up New Employees and entering relevant data.
- Bulk Setting of Employees using the Wizard.
- Importing data and processing data in time period.
- Working with individual employees using Employee data.
(Sabre's most powerful tool)
- Final month end (weekly and fortnightly)
- Processing using the T &A Wizard.
- Instructions to Interfacing NT and OT into our Own Sabre payroll or other payrolls i.e.: Pastel or VIP.

- Setting and instructions for using other Modules i.e.: BioPC, Tracker, Loan and Leave Management.
- Instruction on how to use the access Control Functions
- Getting different reports and how to use them.

Training will be done by the Author of **“Mr Sabre's user Guide”** who has been doing Hardware and Software for biometric Time and Attendance and Access Control Systems since 2003.

For more information or to register yourself on our schedule please phone 247 Technologies on 086 1101 738

Training session options

Free training

- Please note that included with your licensed software is an unlimited number of 15 minute training sessions. These are available as refreshers only to whenever you may have already been on official training with us.

One-on-One training at your premises

- Standard rates, call out fee R 450 plus R 400 per hour.
- We have offices in East London and Durban, if outside these area additional cost will apply for travel and accommodation for trainer (you can supply)

One-on-One training via remote desktop / internet



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- Standard rates at R 400 per hour.

Group training at our offices in Pinetown

- Minimum of 6 people required
- R 900 per person per day, includes lunch and teas
- Travel to Durban at your cost
- Accommodation available at R 350 per person including dinner

Group training at your offices

- Standard rates, R 3650 per day.
- We have offices in East London and Durban, if outside these area additional cost will apply for travel and accommodation for trainer (you can supply)
- Maximum 6 people

Training is informal and we recommend you ask as many questions as you can. You can also request any of the below topics be covered.....

Sabre Time & Attendance -

Works together with access control and stand-alone hardware devices

- **Sabre Payroll** – basic budget
Affordable alternative to other complete payrolls, if minimum requirements are expected. Sabre also talks to all other payroll systems
- **User Friendly** -
With our unlimited technical remote support, we are only a click of your mouse away from you.

- **Data Backup** -

Off-site backups are free as part of our service.

- **No long term contracts** –

Only pay for premium functionality and support services. No hidden costs.

FUNCTIONALITY

Sabre Basic Access Control

- Provides access log detail according to the times clocked on the device.
- Access Control reporting with full filtering – Sort by device, location, Dates, Company.
- Archive Attendance Data
- Image Management (Finger prints and Photo's)
- Access In / Access Out
- Basic access control reporting
- Time zone control on all devices
- Employee Listing report including photos
- User rights level control on application
- Export data to excel format

Sabre Full Access Control &

Sabre Basic Time and

Attendance

- Everything in Sabre products above included plus...
- Provides ability to change status when employee clocks out instead if in or in instead of out.
- Full control of Anti Pass Back with wizard



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- Provides ability to add a time when a staff member forgets to clock or cannot clock on that day
- Limited reporting but more than the Basic access control above
- Daily in / out report (sort by employee or by date)
- Daily first in last out report (by employee / by date)
- Reports on hours worked per day (by employee / by date)
- Most reports can be exported to excel directly
- System can be set to automatically update the time on all devices to the management computer's time, this time collected off an internet time server.
- Define devices for Time & Attendance or Access Control only
- Complete shift management
- Create and amend duty schedules
- Calculate tea breaks / lunch breaks and deduct time if required
- year chart
- Duty calendar (see who is on duty, reschedule shifts)
- Shift scheduling / management
Import from Pastel Payroll staff take-on data
- Normal time (NT), overtime (OT1, OT2), Saturday time (SAT), Sunday time (SUN), system generated paid public holidays (SGPPH), paid public holidays (PPH).
- Daily e-mail of tracking report set to send attendance report at specified time
- Full audit trail of changes made approval of overtime by a manager for his / her staff
- Strict start time (arrive ½ hour earlier but only get paid from start time) or strict end times
- Only start paying overtime from shift start time
- Only start paying overtime if employee has exceeded a pre-set time after a shift

Sabre Full Time and Attendance with Access Control

- Everything in Sabre products above included plus...
- **Full Reports**
- Attendance Register (by employee / by date)
- Attendance data reports
- Rounding of times to nearest 5 / 15 / 30 minutes
- Attendance exception reports (missing in / out / in-out)
- Clocking audit report
- Absentee register report
- Employee duty schedule
- Weekly time sheets / and for sub-contractors
- Auto shift sensing feature (No Managing of Shifts)

Sabre Communication Module

- Once-off charge, per device, required for software to talk to every device from the Sabre software.

Sabre Device Monitor and Management Module

- Free with full versions.
- Direct device management to delete all data, admin users, check records on device, unlock device, set threshold, carbon copy etc.



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- Synchronising device to database and vice versa.

Sabre Enrolment / take-on reader

- A USB reader provides a simple computer based method of enrolment of employee's fingers, and together with a web camera full collection of employee information can be achieved. This is optional as fingers can be enrolled on any reader and then be moved between the software and other readers.

Sabre Live Data Collection / Device Reader

- Automated download of data from device real-time, ideal for factory environments where by law reports are required, for example, who was in the factory at the time of the explosion. Also required if features such as POP up / SMS or E-Mail notification as real time collection of data are selected.

Sabre Export to Payroll

- People Plus, Talenger, Pastel, VIP and many others (Can be intergraded to other payrolls on request – no charge)

Sabre Leave Management

- Manages all leave types such as annual leave, sick leave, maternity leave, unpaid leave, study leave.
- Creates leave forms for all leave types so that a signed copy can be collected for

disputes or records.

Sabre Advanced Salary Payments Management

- Create as many advances as necessary as a long term advance plus additional ad-hoc advances against the same employee
- The system will deduct these amounts directly off the employee's salary.
- The system will reflect advances on the payslip.

Siren Management (For Factory environments)

- This system is scheduled according to tea times, lunch breaks and shifts as required

Sabre Remote Door unlock module, opening via Cell Phone / Desk Top

- Facilitates an interface so that you can open any door or all doors at the click of one button from anywhere.

Bio PC

- PC Based Time and Attendance solution using USB Reader off a Computer, this product emulates the hardware product as a cheaper cost but is dependent on the computer to be running unlike a device.

SMS / E-Mail and Cell Phone



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reporting / notification

Sabre Payroll

- Daily / Weekly/ Fortnightly / Monthly Paid management
- Tax Tables
- UIF Control
- Coin Analysis
- Full reporting
- Rates of Pay
- Split Shifts (By Midnight, into previous week, into next week)
- And many more features
- Additional contributions, such as tool allowance, clothing allowance etc.
- Additional deductions such as union fees, garnishee orders etc.

ADMS (Advanced Data Management Services)

- Our GPRS/Internet solution. This solution excludes the standard Sabre software solutions that get charged in addition. You can also use the ADMS solution together with other software such as Easy Roster and Smart Payroll etc.

Software Licensing

- Mandatory
- Based on version of software required and number of employees
- Remote setup of the software for reseller and client
- Unlimited remote telephonic support (0861101738)
- Remote Desktop support via internet

- also the client gets all new features / program enhancements and tools as they are developed.
- We supply automatic updates in our software via the internet, the client can update as often as he wishes.

REFERENCES

Download a demo

<http://www.sabrebiometrics.com/software.html>

Sample reports

Timesheet For Cafe Gitano - 01/04/2008 to 07/04/2008

Department: All	Name	No	01/04/2008		02/04/2008		03/04/2008		04/04/2008		05/04/2008		06/04/2008		07/04/2008		TOTAL HOURS	EMP SEGR
			IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT				
Female	72	15:09	23:09	15:12	22:51	15:19	22:37	07:00	16:00	05:11	---	15:42	23:02	15:11	23:06	+47:54		
Path	53	06:04	16:04	06:46	13:46	---	---	---	---	06:00	14:00	15:37	22:37	06:45	15:34	+30:49		
Lindwee	67	06:00	14:00	06:00	14:00	---	---	06:53	13:51	06:55	15:30	07:50	15:31	06:53	15:51	+40:22		
Male	58	---	---	---	---	---	---	06:50	13:50	15:28	23:40	06:47	15:42	---	---	+24:07		
Makubaga	66	15:31	22:31	---	---	15:30	22:30	15:08	23:52	16:08	16:21	15:49	23:49	15:17	23:09	+30:57		
Propper	75	15:31	23:11	06:00	14:00	15:19	22:30	15:07	22:07	15:12	22:12	06:00	14:00	15:11	23:09	+52:57		
Welcome	77	06:13	16:13	06:49	16:18	06:52	16:13	06:47	16:06	06:44	16:10	06:45	16:37	15:52	23:30	+43:04		
Zamambo	49	07:50	15:50	06:50	15:34	06:50	15:38	06:00	14:00	06:46	15:40	06:49	15:52	06:00	14:00	+29:03		
Male 120 class	27	06:59	15:52	15:12	22:49	06:40	15:37	06:40	15:31	06:46	15:38	06:41	15:26	06:42	15:40	+41:30		
Brilliant 170 Aall	56	---	---	15:18	23:51	07:01	15:40	15:09	23:36	15:12	23:41	15:09	23:46	07:01	15:43	+50:18		
Delibe Banda	23	15:49	23:37	15:52	23:21	15:55	23:14	15:59	---	15:56	06:35	15:46	23:46	07:01	16:06	+39:45		
Washington Bhangwa	110	---	---	15:46	23:14	15:09	23:09	15:42	---	15:42	06:29	15:42	22:42	06:51	16:25	+32:02		
Metropolitan Cafe	203	---	---	---	---	---	---	---	---	---	---	---	---	---	---	00:00		
Delibe Chogamara	44	06:00	14:00	06:00	14:00	06:00	14:00	06:00	14:00	06:00	14:00	06:00	14:00	06:00	14:00	+56:00		
Carl Ann 201 Date	96	07:02	15:39	15:15	22:44	06:00	14:00	06:00	14:00	06:00	14:00	06:00	14:00	07:17	15:41	+56:30		
Bathable 202 Dm	85	06:45	15:50	15:11	23:14	15:19	22:44	---	---	---	---	15:58	23:38	15:11	23:13	+39:16		
Carille Nandu 207 Gwami	63	---	---	16:08	23:08	15:57	23:03	16:06	---	15:59	23:05	15:45	23:38	07:05	16:00	+30:49		
Thandeka 208 Gwami	94	15:33	23:28	15:12	22:12	---	---	---	---	15:11	---	15:10	23:47	---	---	+23:32		
Phindiso 118 Gwami	33	06:51	16:11	06:43	16:06	06:00	14:00	06:46	15:34	06:41	16:06	06:43	16:02	---	---	+54:35		
Refugee Mtongana	201	15:38	23:37	15:30	23:21	15:18	23:16	15:44	---	15:43	06:35	15:40	23:47	---	---	+31:49		
Thami 205 Mtongana	79	15:23	23:13	---	---	15:19	22:40	15:07	23:07	---	---	---	---	---	---	+25:52		
Resud 97 Kabeve	24	06:55	16:14	06:57	16:33	06:55	16:21	06:55	15:51	06:54	16:26	06:49	16:19	---	---	+56:12		

NORMAL TIME AND OVERTIME REPORT

Name: **Khuluse, Nolwasi** Cafe Gitano

Employee No: **31**

Clock Card ID No: **31**

Week No	Date IN	Day IN	Time IN	Date OUT	Day OUT	Time OUT	NT	OT1	OT2	SAT	SUN	PPH
48	01/12/2007	Sat	14:59	02/12/2007	Sat	23:08	+07:54	00:00	00:00	00:00	00:00	00:00
48	02/12/2007	Sun	07:57	02/12/2007	Sun	15:57	00:00	00:00	00:00	00:00	00:00	+07:45
49	03/12/2007	Mon	07:24	03/12/2007	Mon	15:49	+08:00	+00:10	00:00	00:00	00:00	00:00
49	04/12/2007	Tue	07:07	04/12/2007	Tue	15:07	+07:45	00:00	00:00	00:00	00:00	00:00
49	05/12/2007	Wed	---	05/12/2007	Wed	---	00:00	00:00	00:00	00:00	00:00	00:00
49	06/12/2007	Thu	06:43	06/12/2007	Thu	15:56	+08:00	+00:58	00:00	00:00	00:00	00:00
49	07/12/2007	Fri	07:55	07/12/2007	Fri	15:55	+07:45	00:00	00:00	00:00	00:00	00:00
49	08/12/2007	Sat	06:51	08/12/2007	Sat	15:46	+08:00	00:00	00:00	00:00	00:00	00:00
49	09/12/2007	Sun	---	09/12/2007	Sun	---	00:00	00:00	00:00	00:00	00:00	00:00
50	10/12/2007	Mon	06:45	10/12/2007	Mon	14:45	+07:45	00:00	00:00	00:00	00:00	00:00
50	11/12/2007	Tue	06:51	11/12/2007	Tue	14:51	+07:45	00:00	00:00	00:00	00:00	00:00
50	12/12/2007	Wed	06:45	12/12/2007	Wed	15:43	+08:00	+00:43	00:00	00:00	00:00	00:00
50	13/12/2007	Thu	---	13/12/2007	Thu	---	00:00	00:00	00:00	00:00	00:00	00:00
50	14/12/2007	Fri	06:48	14/12/2007	Fri	15:50	+08:00	+00:47	00:00	00:00	00:00	00:00
50	15/12/2007	Sat	15:02	15/12/2007	Sat	23:49	+08:00	00:00	00:00	00:00	00:00	00:00
50	16/12/2007	Sun	15:18	16/12/2007	Sun	23:12	00:00	00:00	00:00	00:00	00:00	+07:39
51	17/12/2007	Mon	15:08	17/12/2007	Mon	23:34	00:00	00:00	00:00	00:00	00:00	+06:11
51	18/12/2007	Tue	06:52	18/12/2007	Tue	15:57	+08:00	+00:50	00:00	00:00	00:00	00:00
51	19/12/2007	Wed	06:51	19/12/2007	Wed	14:51	+07:45	00:00	00:00	00:00	00:00	00:00
51	20/12/2007	Thu	15:22	20/12/2007	Thu	23:04	+07:27	00:00	00:00	00:00	00:00	00:00
51	21/12/2007	Fri	06:52	21/12/2007	Fri	16:27	+08:00	+01:19	00:00	00:00	00:00	00:00
51	22/12/2007	Sat	15:11	22/12/2007	Sat	23:43	+08:00	00:00	00:00	00:00	00:00	00:00
51	23/12/2007	Sun	15:20	23/12/2007	Sun	23:33	00:00	00:00	00:00	00:00	00:00	+07:58
52	24/12/2007	Mon	---	24/12/2007	Mon	---	00:00	00:00	00:00	00:00	00:00	00:00
52	25/12/2007	Tue	---	25/12/2007	Tue	---	00:00	00:00	00:00	00:00	00:00	00:00
52	26/12/2007	Wed	06:54	26/12/2007	Wed	15:41	+08:00	00:00	00:00	00:00	00:00	+08:32
52	27/12/2007	Thu	---	27/12/2007	Thu	---	00:00	00:00	00:00	00:00	00:00	00:00
52	28/12/2007	Fri	06:49	28/12/2007	Fri	14:49	+07:45	00:00	00:00	00:00	00:00	00:00
Total:							+133:51	+04:48	00:00	00:00	+15:43	+24:22

http://www.sabrebiometrics.com/sabre_reports.html

Software screen shots



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Attendance Data For Bands, Debbie (Date Range: 01/04/2008 - 30/04/2008)

Ln	Date In	Day	Date Out	Day	Time In	Time Out	Blk. Me	hrTime	CALC	NT Pay	OT Pay	OT Pay	Daily Wage	OT1	OT2	Sat	Sun
14	02/04/2008	Wed	02/04/2008	Wed	15:53	23:21	09:00	-07:28	-07:28	00.00	00.00	00.00	00.00	00.00	00.00		
14	03/04/2008	Thu	03/04/2008	Thu	15:55	23:16	09:00	-07:21	-07:21	00.00	00.00	00.00	00.00	00.00	00.00		
14	04/04/2008	Fri	04/04/2008	Fri	15:59	00:00	09:00	-08:36	00:00	00.00	00.00	00.00	00.00	00.00	00.00		
14	05/04/2008	Sat	06/04/2008	Sun	15:56	00:00	09:00	-08:04	00:00	00.00	00.00	00.00	00.00	00.00	00.00		
14	06/04/2008	Sun	06/04/2008	Sun	15:46	23:49	09:00	-08:03	00:00	00.00	00.00	00.00	00.00	00.00	00.00		
14	07/04/2008	Mon	07/04/2008	Mon	07:01	16:06	09:00	-09:05	00:00	00.00	00.00	00.00	00.00	00.00	00.00		
15	08/04/2008	Tue	08/04/2008	Tue	07:00	16:05	09:00	-09:05	00:00	00.00	00.00	00.00	00.00	00.00	00.00		
15	09/04/2008	Wed	09/04/2008	Wed	07:01	16:07	09:00	-09:06	00:00	00.00	00.00	00.00	00.00	00.00	00.00		
15	11/04/2008	Fri	11/04/2008	Fri	06:51	16:03	09:00	-09:12	00:00	00.00	00.00	00.00	00.00	00.00	00.00		
15	12/04/2008	Sat	12/04/2008	Sat	07:01	16:05	09:00	-09:04	00:00	00.00	00.00	00.00	00.00	00.00	00.00		
15	13/04/2008	Sun	13/04/2008	Sun	06:58	16:12	09:00	-09:14	00:00	00.00	00.00	00.00	00.00	00.00	00.00		

Attendance Summary: Total Hours Worked (OT Hours) +230 19h 04 Min, Status Summary: Absent Early, Leave On Time, Absent On Time, Leave On Time, Total Overtime Hours (OT) +76 19h 21 Min, Total Hours (NT Pay) +144 19h 03 Min, Daily Wage R 1,224.31, Total Salary/Pay R 1,955.44



http://www.sabrebiometrics.com/sabre_screen_shots.html

Client reference letters

<http://www.sabrebiometrics.com/documents.html>

Hardware brochures

<http://www.sabrebiometrics.com/brochures.html>

Contact details

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E-Mail sales@247technologies.co.za

Call 086 1101738

For Sabre terms and conditions

<http://www.sabrebiometrics.com/terms.html>