User Guide

iTA

Cloud Attendance System

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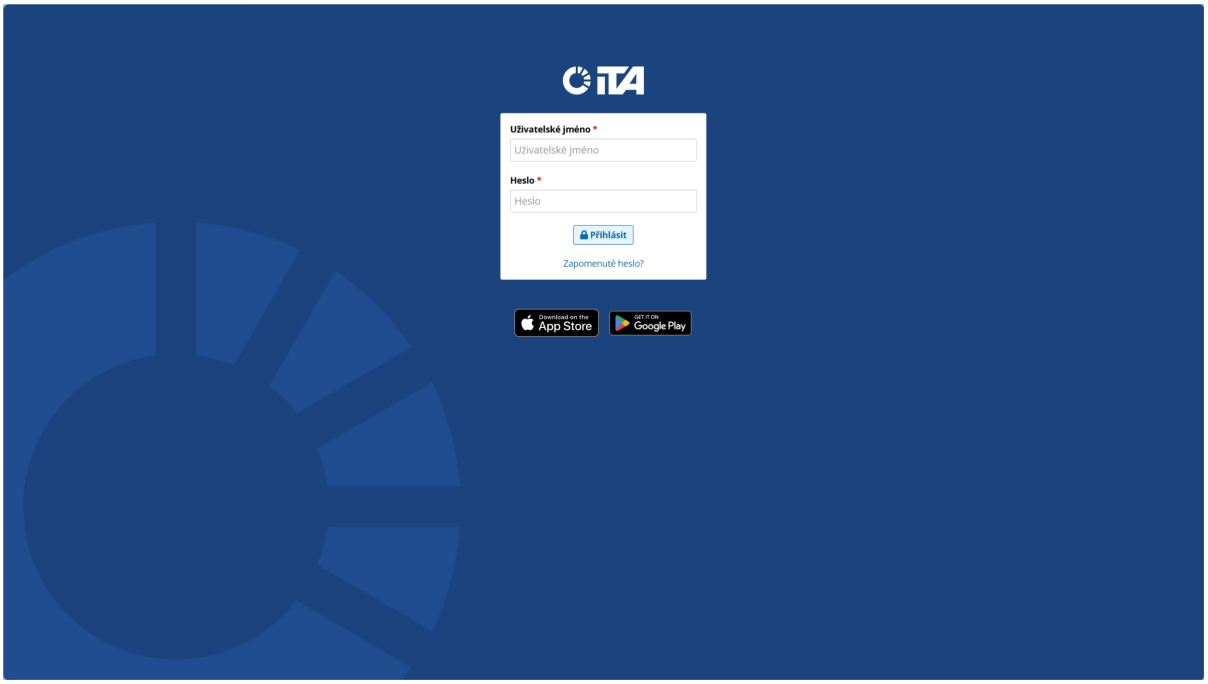
11. Changelog ... 143

1 LOGGING IN TO THE ATTENDANCE SYSTEM

You can log in to the system from any device with an internet connection.

Log in at https://ita.firemnidochazka.cz .

Enter your username and password:



2 OVERVIEW

The iTA attendance system features an overview — a dashboard that displays employee presence, request approvals, daily attendance, and statistics across separate tabs. This is the system's landing page.

To open the page, click Overview.

2.1. Presence

This section displays a summary of employees and their presence at the workplace (if the employee has the relevant permission), along with any messages your attendance system administrator may have configured for you. Messages displayed in this section include vacation approvals, sick leave, and others.

Options

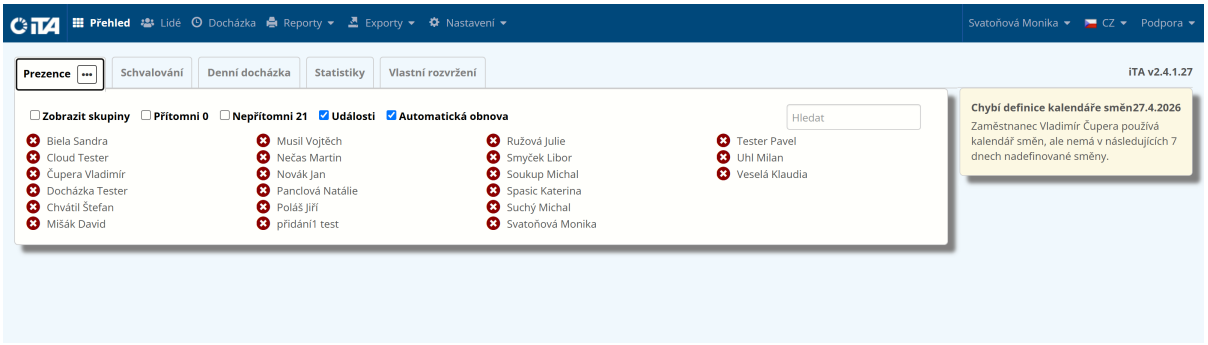
Show groups Groups employees in the overview according to configured groups.

Present Shows only present employees.

Absent Shows only absent employees.

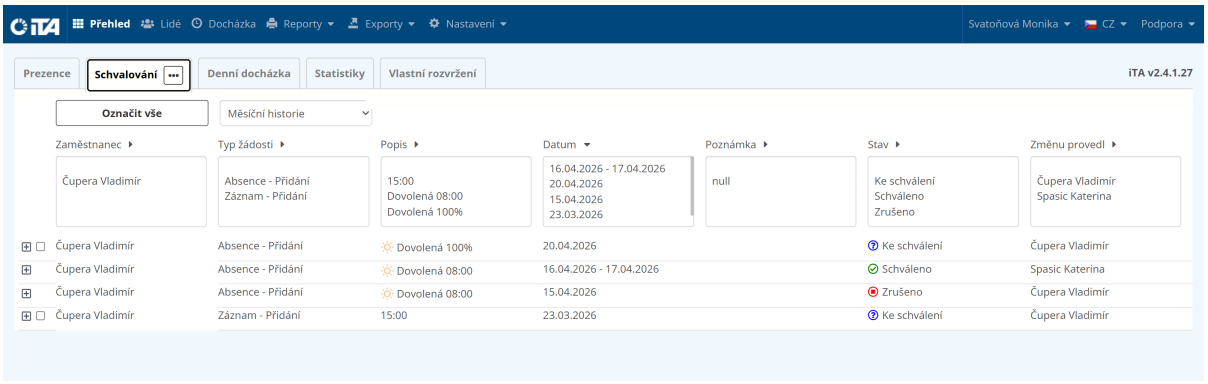
Events The overview also displays reporting records.

Automatic refresh Presence automatically updates every 5 minutes to reflect the current status.



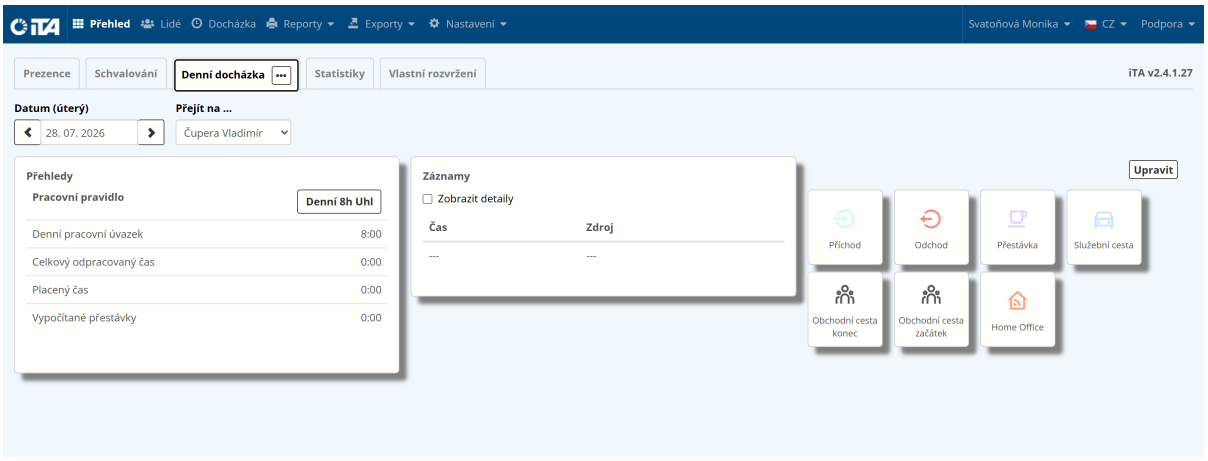
2.2. Approving

Contains all of the employee's requests and their status.



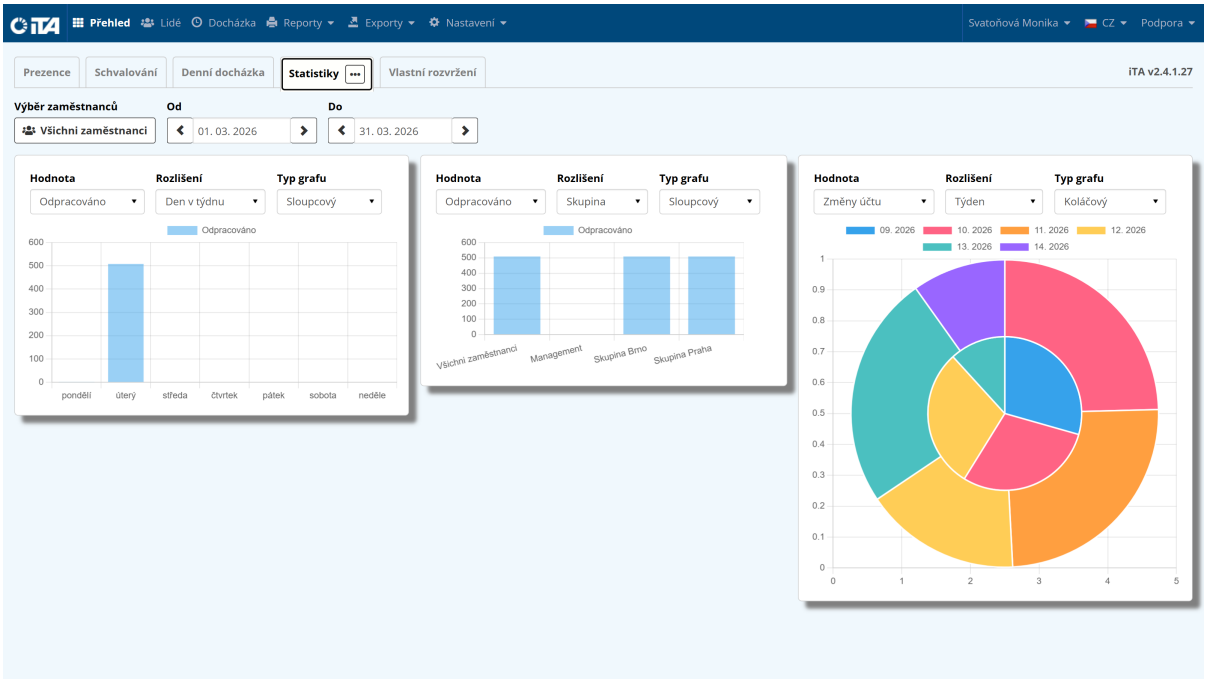
2.3. Daily Attendance

Contains information about the employee's attendance and, depending on the assigned permissions, may also include "tiles" for individual record types. These tiles let you add a clock-in or clock-out time, Home Office, and similar entries. The menu offers the available record types.



2.4. Statistics

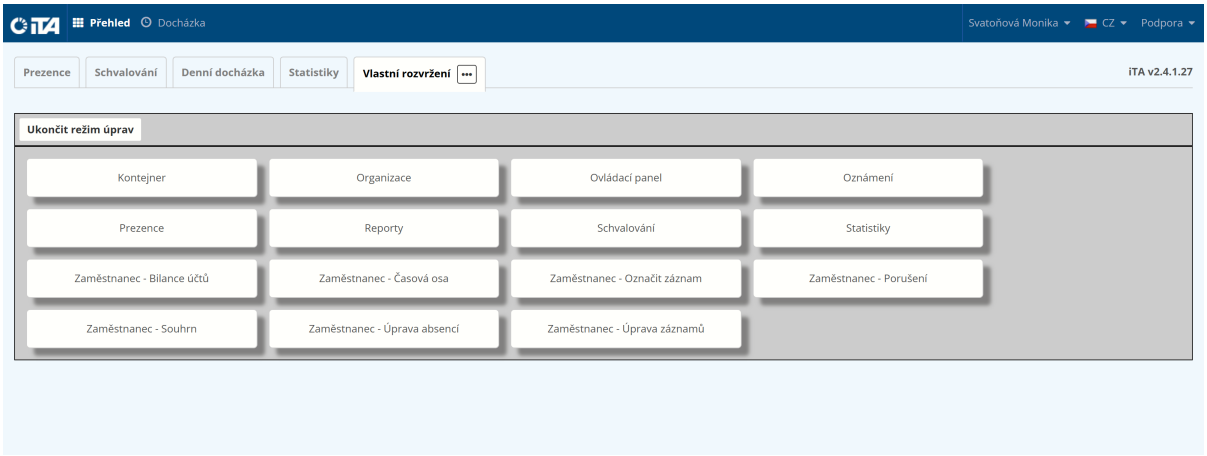
Displays a graphical representation of the employee's attendance.



2.5. Custom Layout

Allows you to configure the appearance of individual modules according to your requirements, and then export the layout and send it to other users.

To make changes, please contact iTA support.

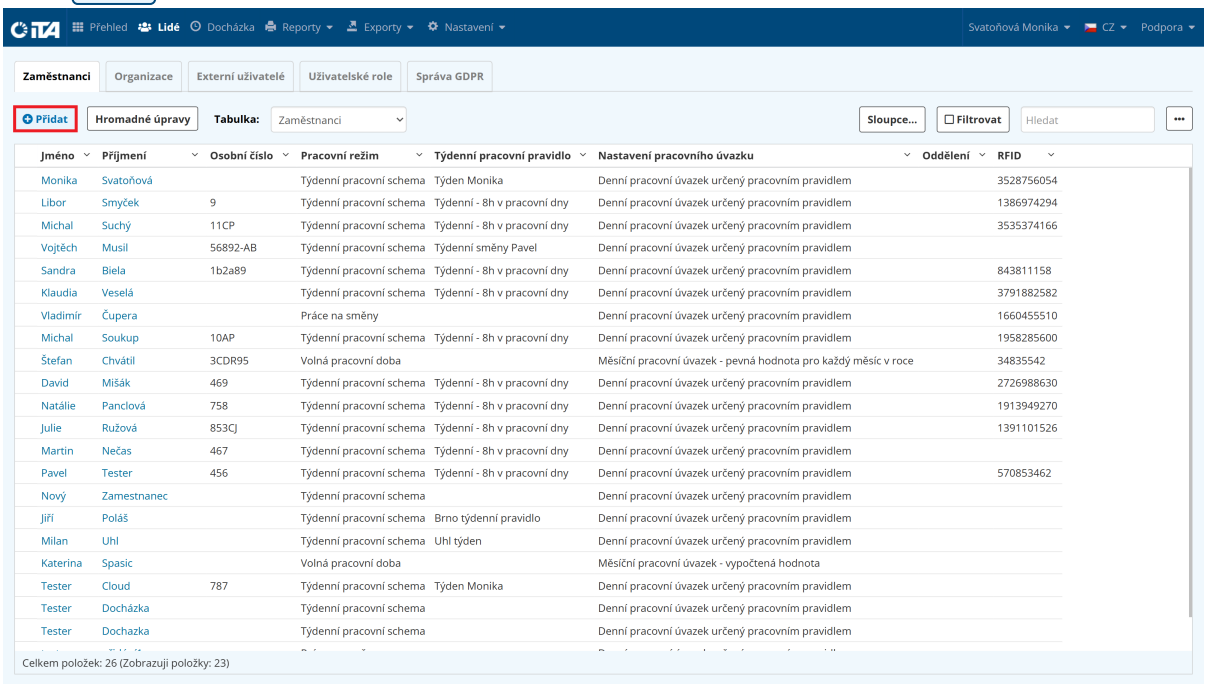

Přehled
Docházka
Svatoňová Monika
CZ
Podpora
Prezence
Schvalování
Denní docházka
Statistiky
Vlastní rozvržení
iTA v2.4.1.27
Ukončit režim úprav
Kontejner
Organizace
Ovládací panel
Oznámení
Prezence
Reporty
Schvalování
Statistiky
Zaměstnanec - Bilance účtů
Zaměstnanec - Časová osa
Zaměstnanec - Označit záznam
Zaměstnanec - Porušení
Zaměstnanec - Souhrn
Zaměstnanec - Úprava absencí
Zaměstnanec - Úprava záznamů

3 PEOPLE

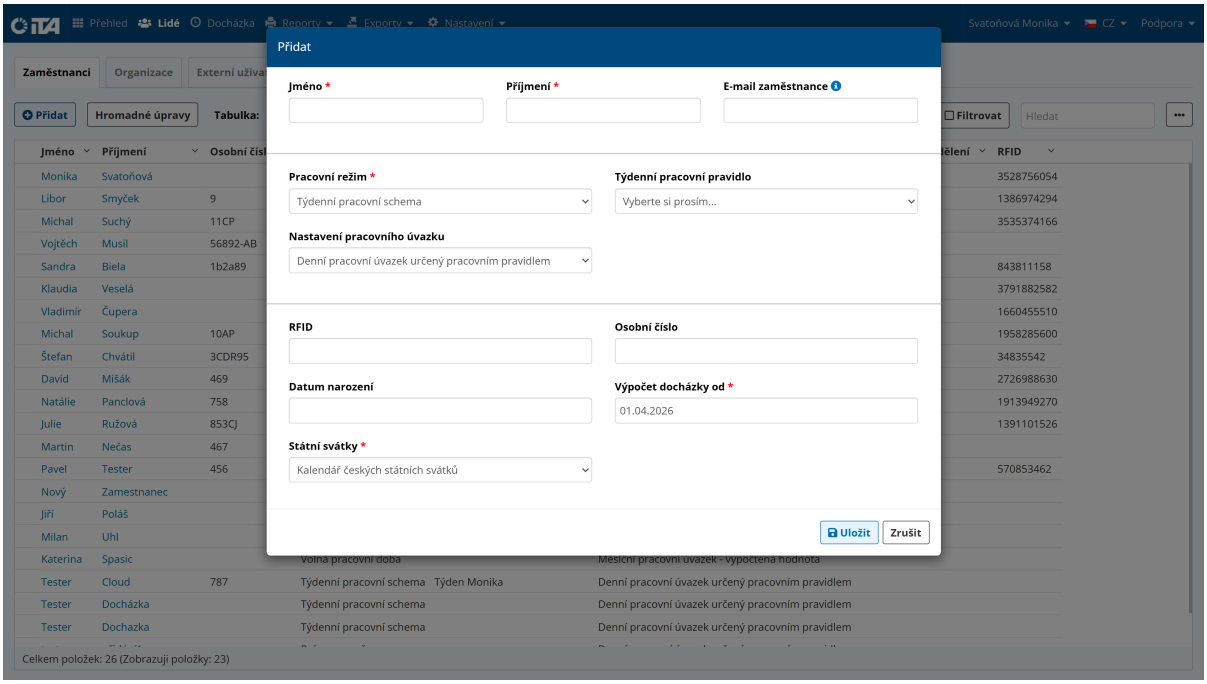
3.1. Employees

3.1.1. Adding a New Employee

1. Click **Add**.



2. Fill in or select the following information:
   - First name *
   - Last name *
   - Employee email
   - Work schedule */ work rule / working hours configuration
   - RFID
   - Personnel number
   - Date of birth
   - Attendance calculation start date *
   - Public holidays *



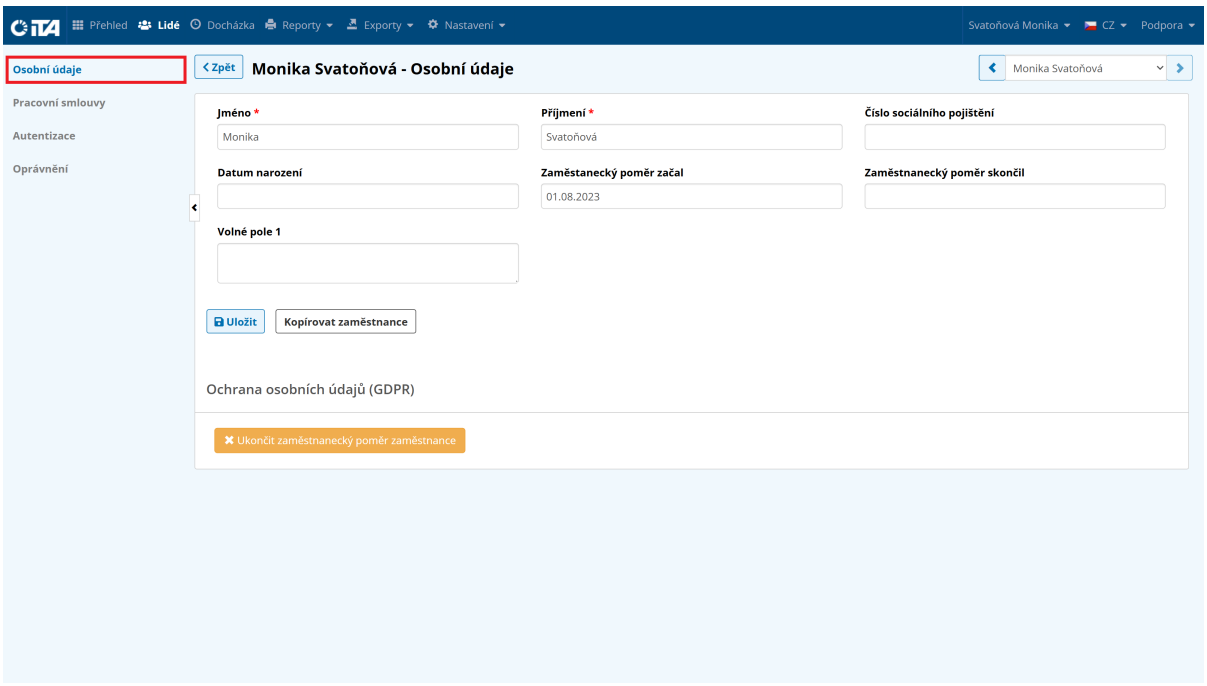
Fields marked with * are required.

To find the RFID number, place a card or tag on the tag reader at the terminal and the number is shown on the display. Enter this number for the employee to whom the tag is assigned.

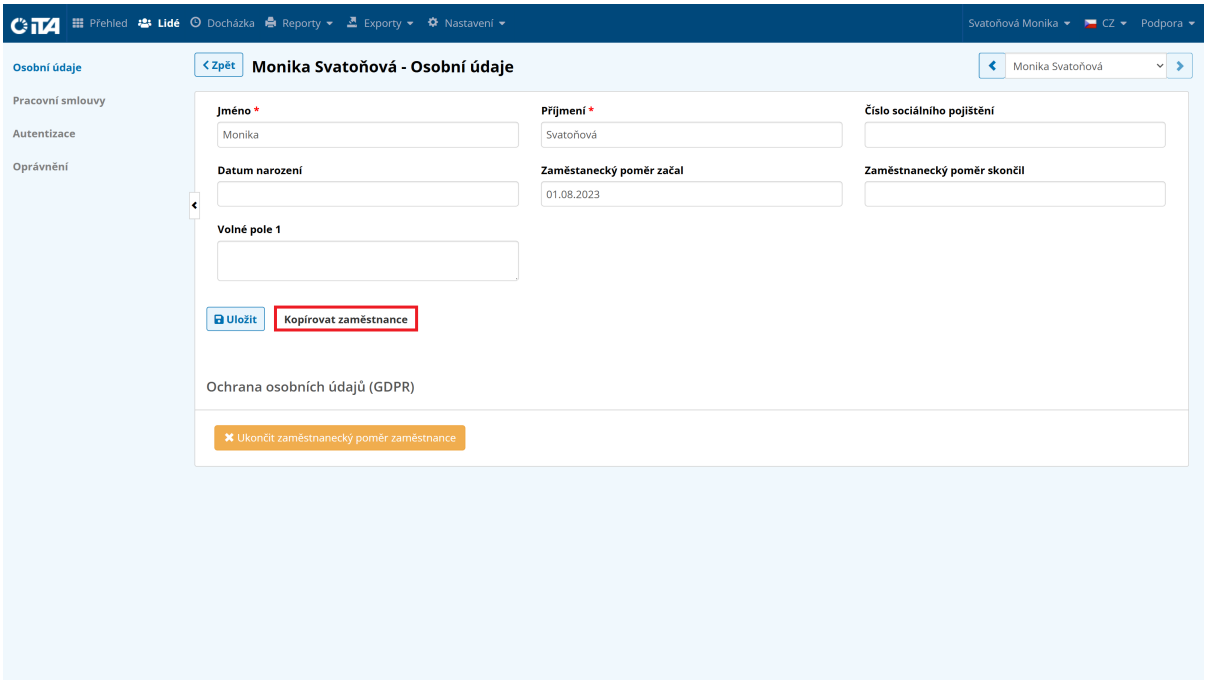
3.1.1.1. Copying an Employee

You can create a new employee by copying an existing one. This option copies **basic personal data** and **contracts** , as well as **authorizations** .

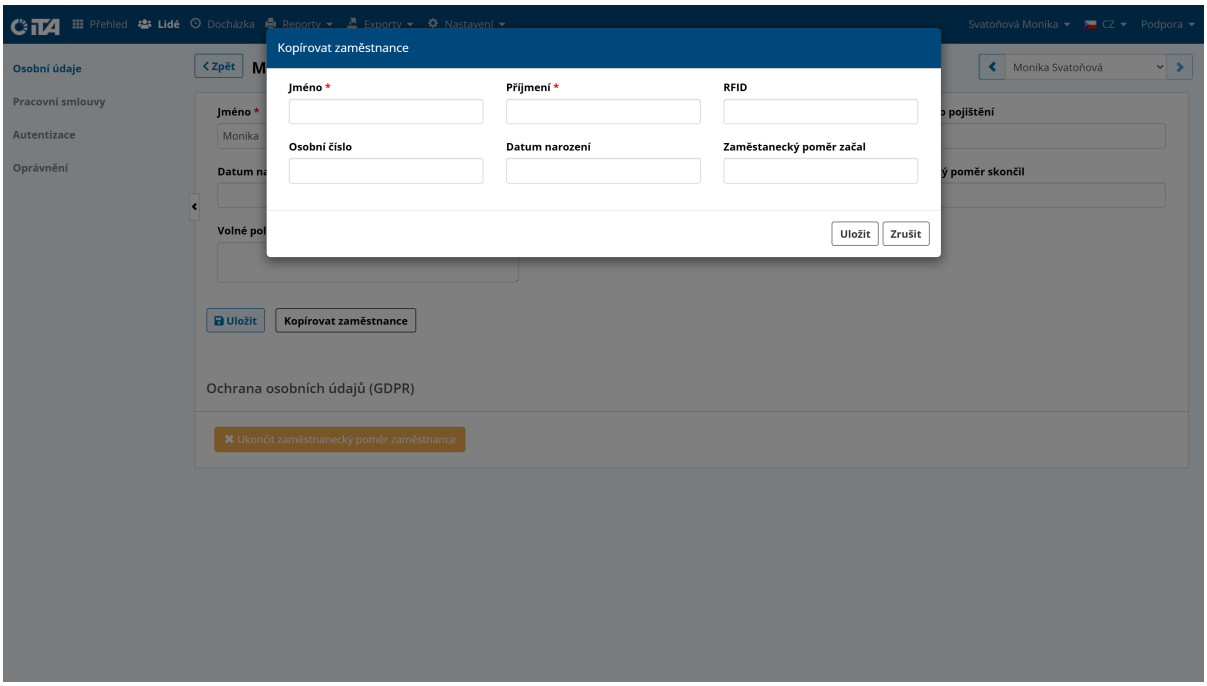
1. Click the employee you want to copy and open the **Personal Details** tab.



2. Click **Copy Employee** .



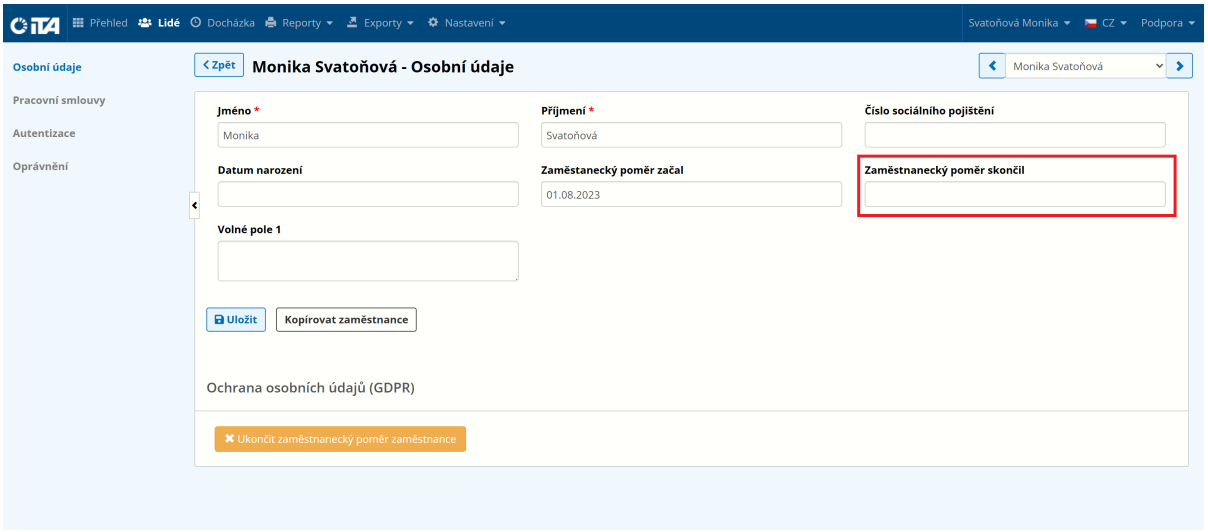
3. Fill in the required data.



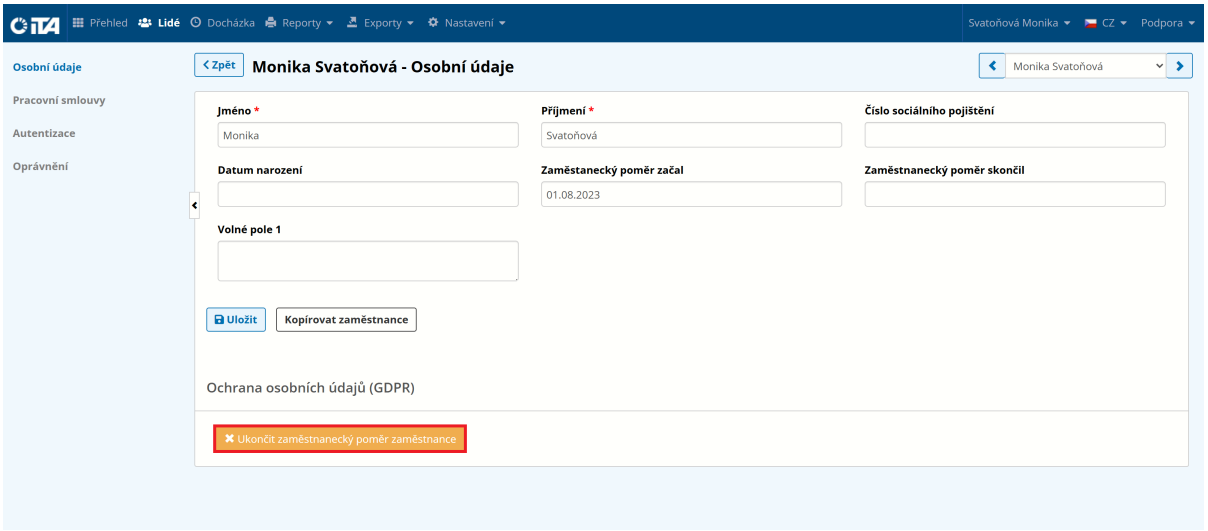
4. Click **Save**.

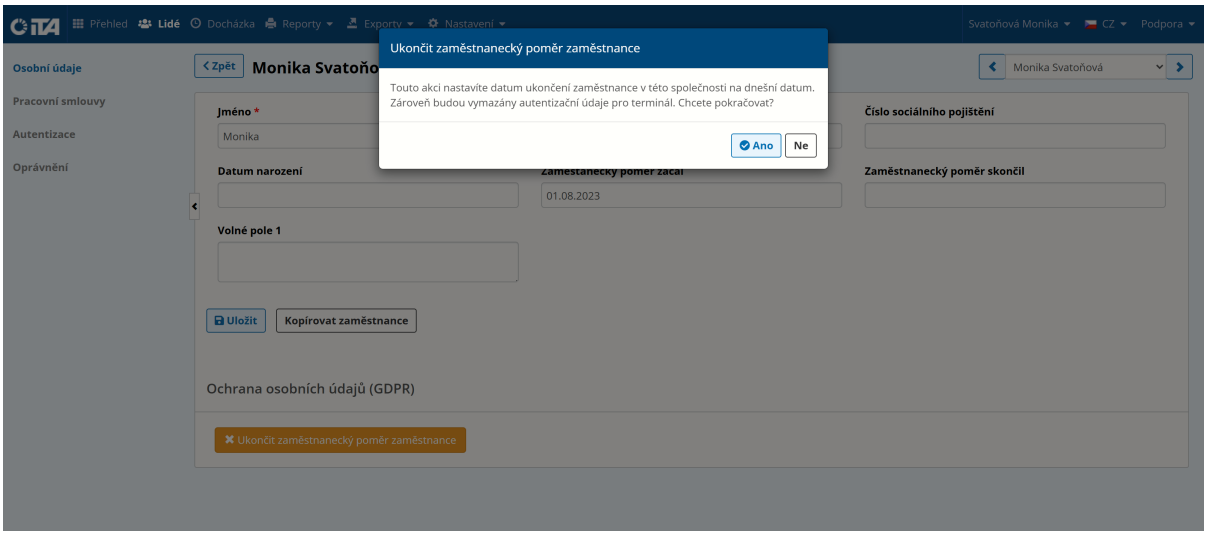
3.1.2. Termination of Employment

When terminating an employment, you must enter the termination date in the employee's contract. Enter this in the employee's personal data, in the **Employment End Date** field.



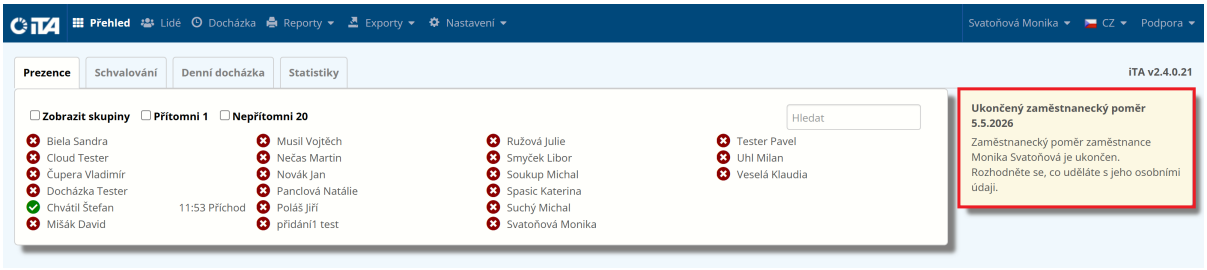
If you do not enter this information, the termination is automatically set to the date on which you perform the action via the Terminate Employment button.



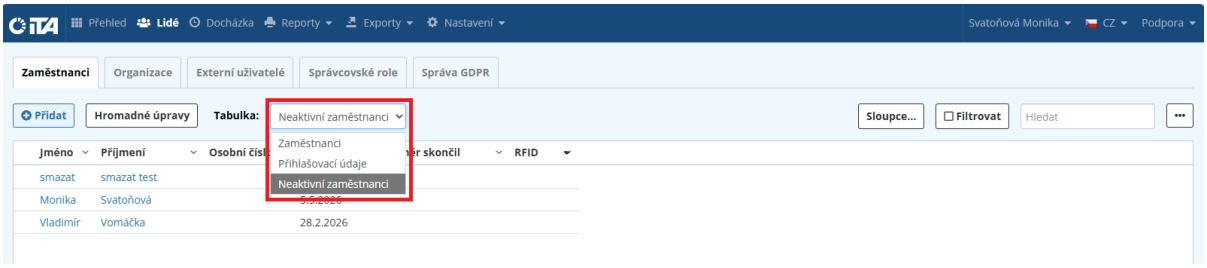


To confirm, click **Yes**.

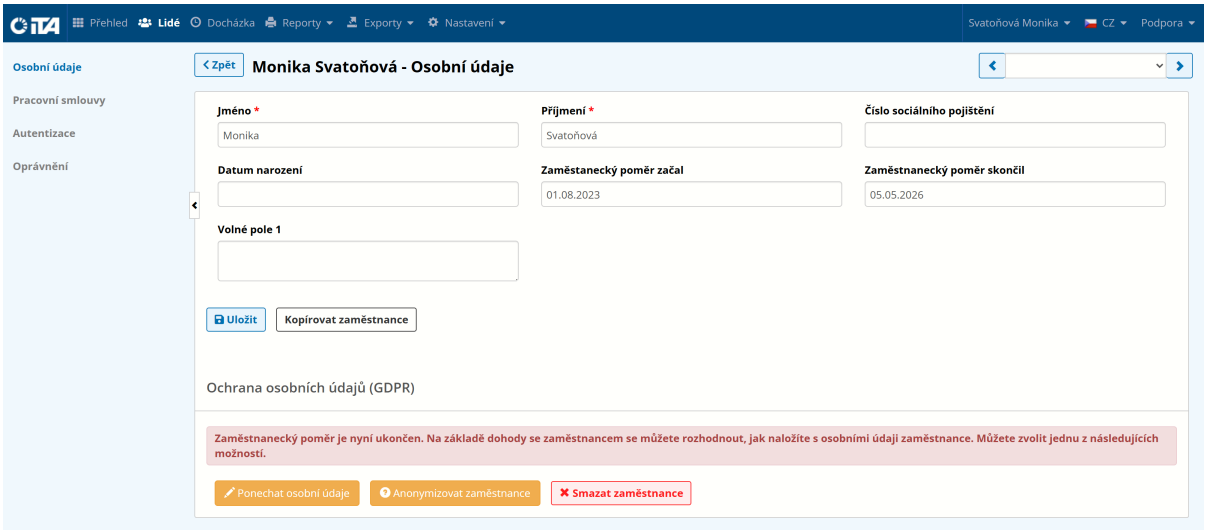
Once an employment is terminated, you must decide how the employee's personal data will be handled. A notification on the Overview page reminds you of this.



To also display employees with terminated employment, select **Inactive Employees** on the Employees tab.



You now have three options for handling the employee's personal data:



Retain Personal Data — The employee is not deleted or anonymized, but is flagged as having consented to the retention of their personal data by the company. The employee's name is then shown crossed out in the system.

Anonymize Employee — After confirmation, the employee remains in the system but their data is irreversibly anonymized. Instead of the name, a crossed-out string with asterisks is displayed.

Delete Employee — The employee is irreversibly and completely removed from the system.

3.1.2.1. Employee Consents to Retention of Personal Data

The employee may decide that the company can retain their personal data.

Since it is the administrator's responsibility to obtain this consent from the employee, iTA's role is only to store the information that the employee has agreed to. Therefore, when you click Retain Personal Data, the system notifies the user and records who performed the change.

3.1.2.2. Anonymizing Employee Data

Anonymization is performed so that specific data can no longer be linked to an employee and therefore the employee can no longer be identified.

This operation deletes only data that allows identification of the employee — that is, personal data such as the name and other identifying information (personnel number, date of birth, employment start date, etc.) are hidden.

All other data, in particular attendance records and account balances, remain in place, so the overall history is preserved for reporting purposes; the employee is simply no longer identifiable.

After this action is performed, the system again records who made the change and when. The employee's personal data is now anonymous and is replaced everywhere by `*** ***` .

3.1.2.3. Deleting Employee Data

This operation removes all of the employee's data from the database, which means every row that belonged to the employee is deleted and cannot be restored.

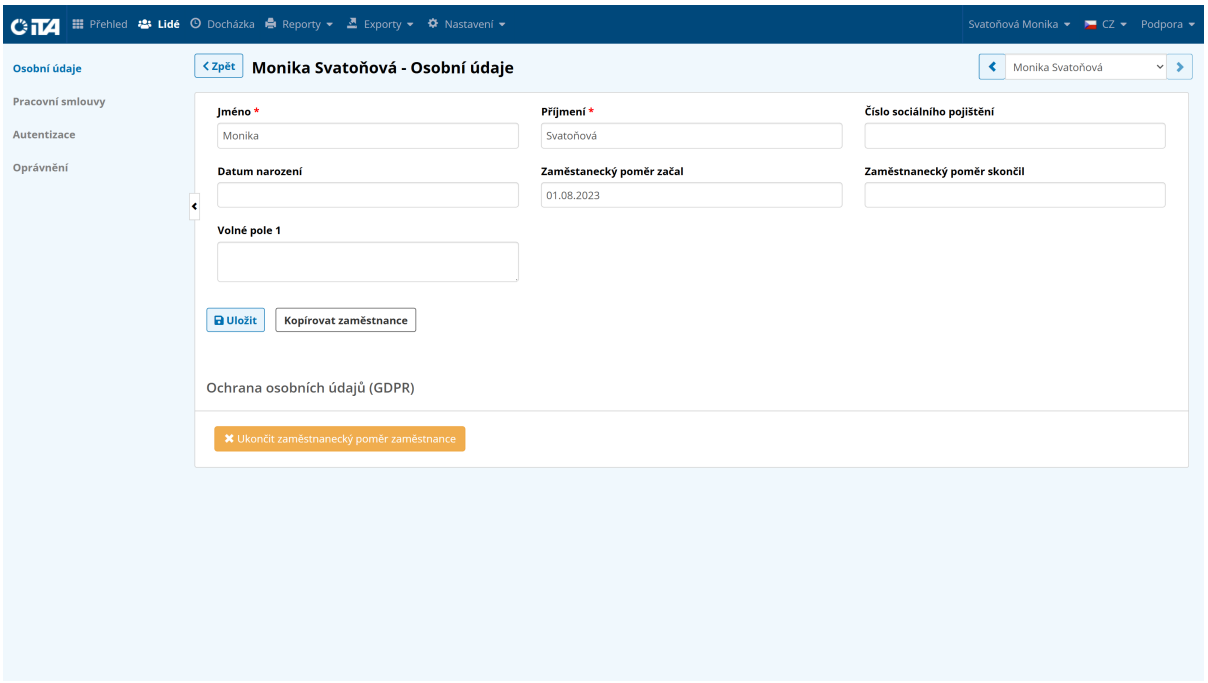
This operation may affect the company's overall figures — for example, the totals of account balances — because the historical data of the deleted employee is lost. If you prefer to preserve the historical balances, anonymizing the employee's data is the preferred option.

3.1.2.4. Returning a Tag (Keyring Fob, Card) and Reusing It

After an employee whose employment has been terminated returns their tag, it can be assigned to another employee. Delete the RFID number assigned to the original employee. Edit this in the Authentication tab, in the RFID field. The number is then free and can be assigned to another user.

3.1.3. Personal Details

When you click any employee, a table containing the employee's personal data is displayed.

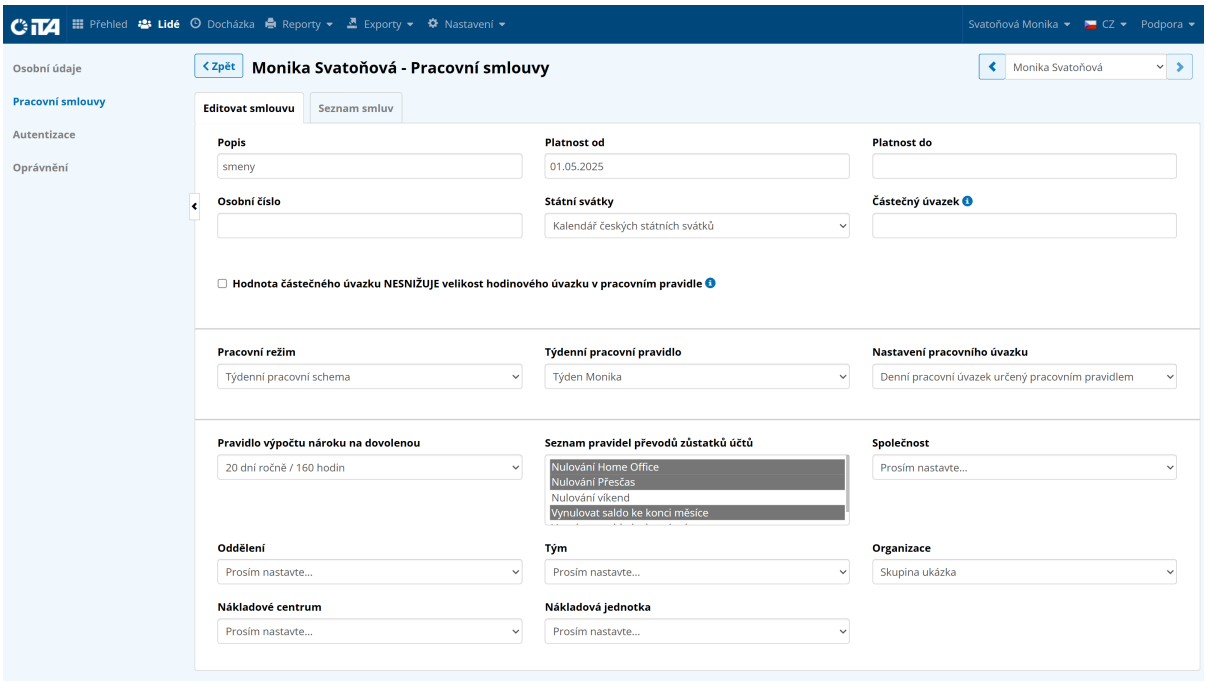


3.1.4. Employment Contracts

Contracts contain information that may affect certain configured work rules — for example, the part-time percentage.

Description	Description of the employment contract
Valid from	Enter the contract start date
Valid to	Enter the contract end date. If left empty, the contract is valid indefinitely.
Personnel number	Personnel number assigned to the employee within the company structure
Public holidays	Calendar that governs the employee's working hours. You can switch to a predefined public holiday calendar for other countries or create your own.
Part-time [%]	For a full-time position, enter 100% or leave empty.
Work schedule	... and its associated working hours configuration
Vacation entitlement calculation rule	Select from the configured vacation entitlement rules.
List of account balance transfer rules	List of active rules
Company, Department, Cost center	Used to set a value from a code list — see the Code Lists chapter. You can also enter a new code list value directly.

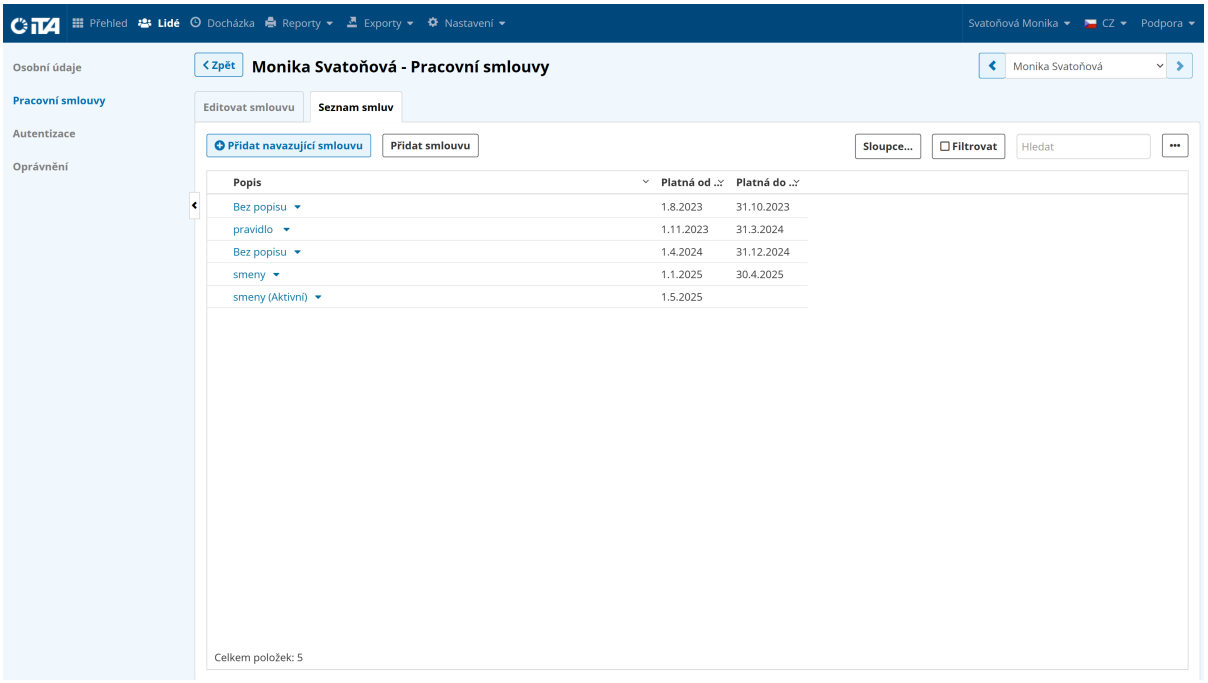
Example:



After filling in the data, be sure to click **Save** before switching to another section.

3.1.4.1. Contract List

You must first assign the employee a contract valid from a specific date. To do this, click **Add Contract**.
To add a follow-up contract, click **Add Follow-up Contract**. The follow-up contract automatically continues from the end date of the active contract.

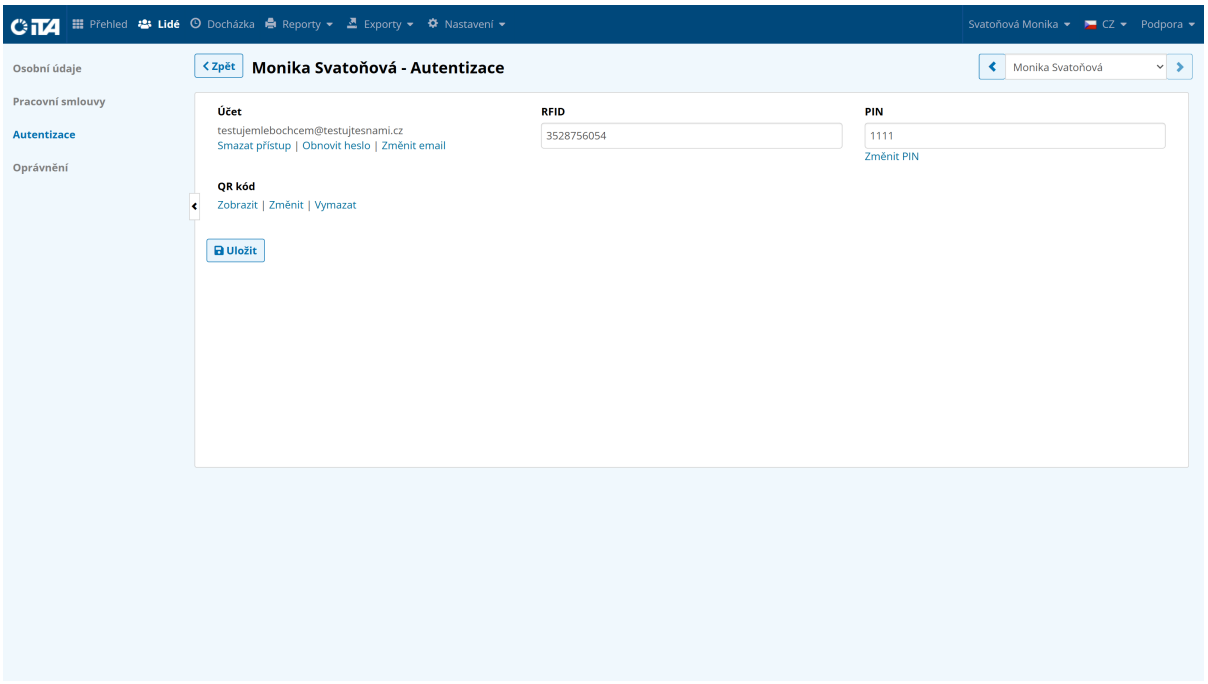


For permanent (open-ended) employment, leave the “Valid to” field empty.

For fixed-term employment, clicking **Add Follow-up Contract** creates a new contract that continues exactly from the end of the previous one.

3.1.5. Authentication

This section lists all the ways an employee can be authenticated in the attendance system.



An email address is required if the employee will use the mobile app or the web interface. Once the address is saved, the system automatically generates a password and sends an information email containing the password to the address provided.

RFID is the tag’s identification number, which you can find by placing the tag on the terminal reader.

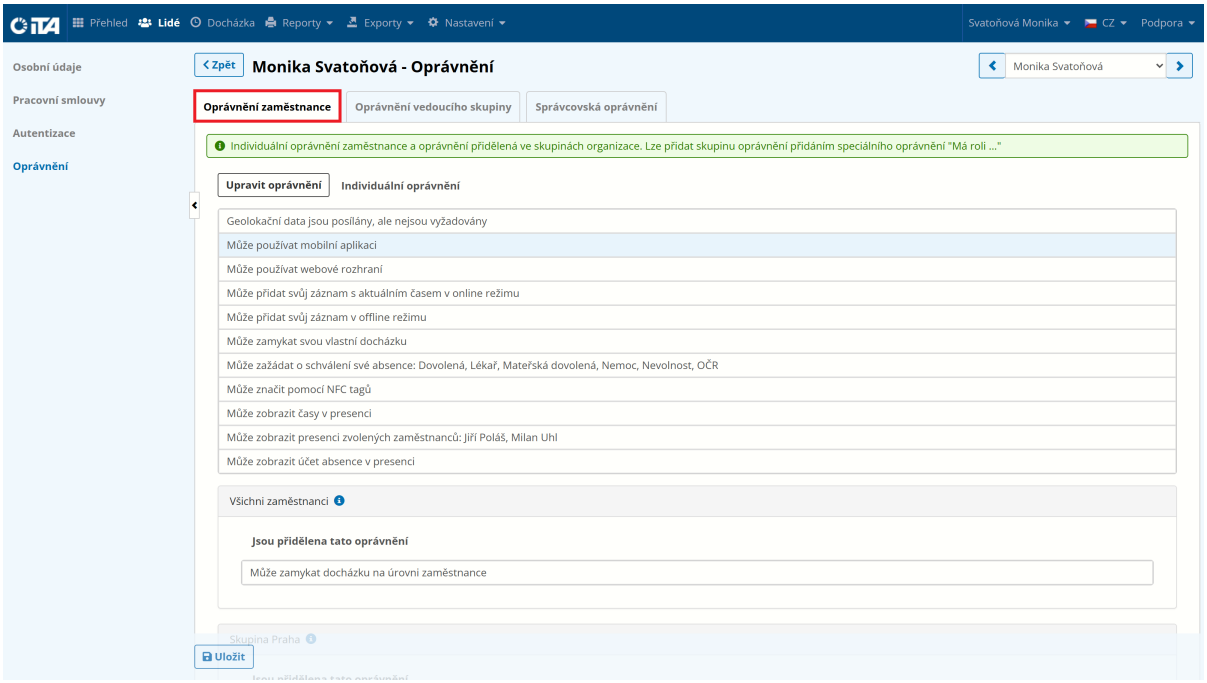
The PIN can be set manually or generated by the system.

The QR code is generated by the system. If the employee’s email address is entered, the QR code is also sent automatically to that address.

3.1.6. Authorization

This section lets you edit your employee's access rights. You can also choose which account they may write to with or without absence approval (see the Approving chapter), and whether they can view other employees' records.

3.1.6.1. Employee Authorizations



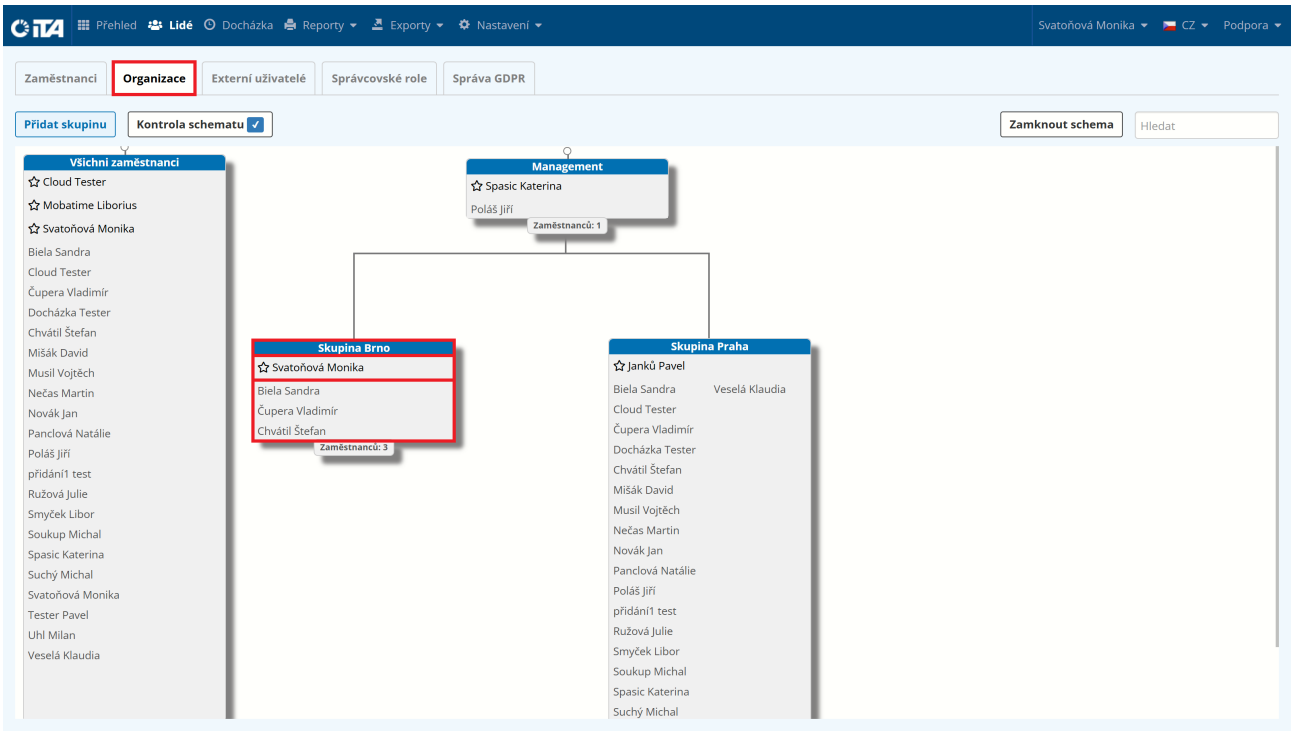
Available authorizations

Authorization	What is it used for
Geolocation data is sent but not required	The mobile app sends location, but the record is saved even without it.
Geolocation data is sent; without it the record cannot be saved	Without GPS data, the record cannot be saved from the mobile app.
Geolocation data is sent; if not, a violation is recorded	Absence of GPS data during recording triggers a rule violation.
Geolocation data is sent; if not, approval is requested	Without GPS data, the record is saved but awaits manual approval.
Has role *[click to set role name]*	Assigns the user a predefined set of permissions (custom role).
Can use the mobile application	The employee can log in and work in the mobile application.
Can use the web interface	The employee can log in and work in the web application.
Can add their own absence *[click to set absence type]*	The employee can add their own absence without requiring approval.
Can add their own record with the current time in online mode	The employee can record arrival/departure online in real time.
Can add their own record in offline mode	The employee can add a record with any timestamp (offline).
Can delete their own absence *[click to set absence type]*	The employee can remove their own absence themselves.
Can manage (create, edit, delete) their own time records	The employee can manage their own time records themselves.
Can manage (create, edit, delete) their own time records; edits must be approved	The employee can edit their records, but changes must be approved by a supervisor.
Can lock their own attendance	The employee can lock their own attendance data.
Can request approval for their own absence *[click to set absence type]*	The employee submits an absence request awaiting supervisor approval.
Can request deletion of their own absence *[click to set absence type]*	The employee submits a request to delete an absence, awaiting supervisor approval.
Can record using NFC tags	The employee can record attendance by tapping an NFC tag.
Can record using NFC tags with geolocation	The employee can record attendance with an NFC tag; GPS location is also sent.
Can view absences of an employee group *[click to set group]*	The employee can see absence records of employees in the selected group.
Can view absences of a selected employee *[click to set employee]*	The employee can see absence records of a specific colleague.
Can view times in presence	The employee sees exact arrival and departure times in the presence overview.
Can view geolocation in presence	The employee sees GPS location of employees in the presence overview.
Can view presence of all other employees	The employee sees the presence overview of all colleagues in the company.
Can view presence of selected employee groups *[click to set groups]*	The employee sees the presence overview of employees in selected groups.

Authorization	What is it used for
Can view presence of selected employees *[click to set employees]*	The employee sees the presence overview of selected specific employees.
Can view shifts of selected employee groups *[click to set groups]*	The employee sees planned shifts of employees in selected groups.
Can view shifts of selected employees *[click to set employees]*	The employee sees planned shifts of selected specific employees.
Can view absence account in presence	The employee sees the type of account used (vacation, etc.) in the presence overview.

Employee Group Authorizations

If the employee is also part of a group, their right in these groups can be configured on the Organization tab:



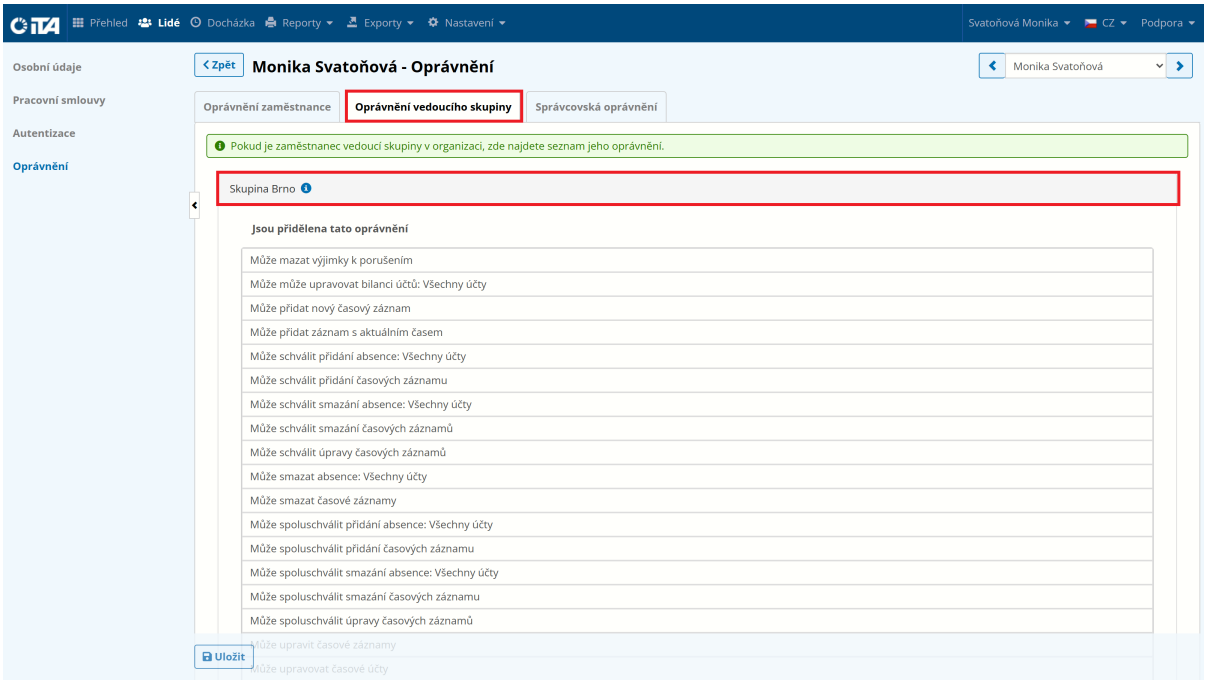
Available authorizations

Authorization	What is it used for
Has role *[click to set role name]*	Assigns the user a predefined set of permissions (custom role).
Can add their own absence *[click to set absence type]*	The employee can add their own absence without requiring approval.
Can add their own record with the current time	The employee can add a record with the current time themselves.
Can delete their own absence *[click to set absence type]*	The employee can remove their own absence themselves.
Can manage (create, edit, delete) their own time records	The employee can manage their own time records themselves.
Can edit planned shifts	Adds, edits, or deletes planned shifts of employees.
Can lock attendance at employee level	Locks attendance records of a specific employee.
Can request adding their own absence *[click to set absence type]*	The employee submits an absence request awaiting approval.
Can request deletion of their own absence *[click to set absence type]*	The employee submits a request to delete an absence, awaiting approval.
Can request edits (adding, editing, deleting) to their own time records	The employee submits a request to edit their records, awaiting approval.
Can view absences *[click to set absence type]*	Displays an overview of employee absences in the group.
Can view account balances *[click to set account selection]*	Displays the current balances of employees' time accounts.
Can view arrival/departure time	Displays the exact arrival and departure times of employees.
Can view employee attendance in the group	A group member can see the attendance records of other employees in the group.
Can view employee attendance in the group (exceptions) *[click to set exceptions]*	A group member sees the attendance of all employees except the selected ones.
Can view geolocation	Displays the employee's GPS coordinates at the time of recording.
Can view planned shifts	Displays the planned shifts of employees.
Can view violations and exceptions	Displays a list of rule violations and assigned exceptions.
Can view absence note	Displays the text note attached to an absence.
Can view notes on time records	Displays notes attached to time records.
Can view presence except for selected group *[click to set group]*	Displays the presence of all employees except the selected group.
Can view presence except for selected employee *[click to set employee]*	Displays the presence of all employees except the selected employee.
Can view presence with absence	Also displays the reason for absence in the presence overview.
Can view presence with record time	Displays the exact times of individual records in the presence overview.
Can view presence with geolocation	Displays the employee's GPS location in the presence overview.
Can view presence with record type	Displays the record type (arrival, departure, etc.) in the presence overview.
Can view presence of all employees	Displays the presence overview of all employees in the company.

Authorization	What is it used for
Can view presence of selected group *[click to set group]*	Displays the presence overview of employees in the selected group.
Can view presence of selected employee *[click to set employee]*	Displays the presence overview of a specific employee.
Can view absence account	Displays which account (vacation, sick day, etc.) the absence was drawn from.
Can view attendance data	Displays basic summary data about an employee's attendance.
Can view attendance locks	Displays which attendance periods are locked.

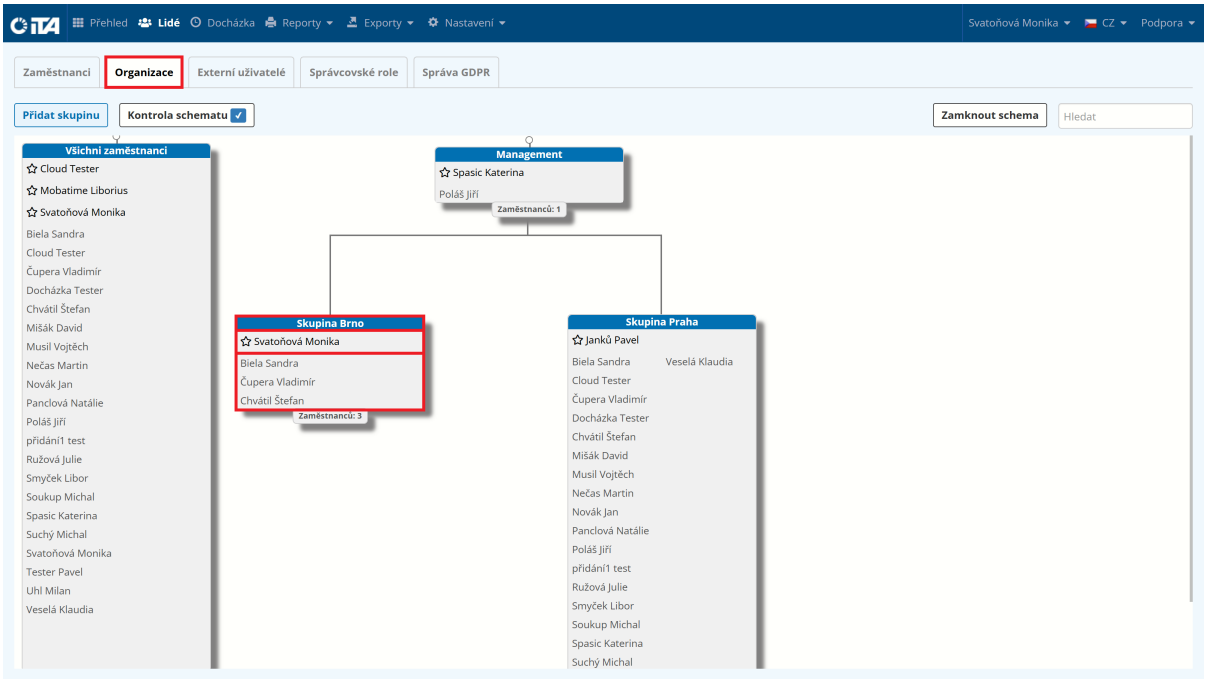
3.1.6.2. Group Leader and Administrator Authorizations

If the employee is also a group administrator or has an administrator role, their rights in these roles are specified on the **Group Leader Permissions** or **Administrator Permissions** tabs.



Group Leader Authorizations

Group leader permissions are configured on the Organization tab:



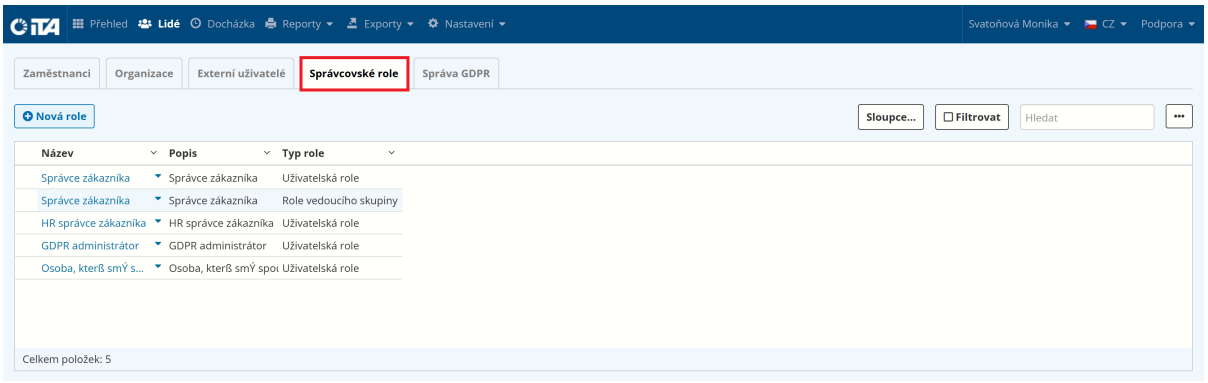
Available authorizations

Authorization	What is it used for
Has role *[click to set role name]*	Assigns the user a predefined set of permissions (custom role).
Can delete violation exceptions	Removes previously entered exceptions for rule violations.
Can edit account balances *[click to set account selection]*	Edits the balances of employees' time accounts.
Can add a new time record	Inserts a time record with a freely chosen time.
Can add a record with the current time	Inserts a time record with the current system time.
Can approve adding an absence *[click to set absence type]*	Finally approves the employee's request to add an absence.
Can approve adding time records	Finally approves the request to add a time record.
Can approve deletion of an absence *[click to set absence type]*	Finally approves the employee's request to delete an absence.
Can approve deletion of time records	Finally approves the request to delete a time record.
Can approve edits to time records	Finally approves the request to edit a time record.
Can delete absences *[click to set absence type]*	Removes an employee's absence from the system.
Can delete time records	Removes an employee's time record.
Can co-approve adding an absence *[click to set absence type]*	Participates in approving the addition of an absence (multi-level approval).
Can co-approve adding time records	Participates in approving the addition of a time record.
Can co-approve deletion of an absence *[click to set absence type]*	Participates in approving the deletion of an absence.
Can co-approve deletion of time records	Participates in approving the deletion of a time record.
Can co-approve edits to time records	Participates in approving the editing of a time record.
Can edit time records	Changes the time or type of an employee's existing record.
Can edit planned shifts	Adds, edits, or deletes planned shifts of employees.
Can create an absence *[click to set absence type]*	Inserts an employee's absence (vacation, sick leave, etc.) into the system.
Can enter violation exceptions	Adds an exception to a rule violation (e.g. excusing a late arrival).
Can lock attendance at group level	Locks attendance records for the entire employee group.
Can lock attendance at company level	Locks attendance records for all employees of the company.
Can lock attendance at employee level	Locks attendance records of a specific employee.
Can view absences *[click to set absence type]*	Displays an overview of employee absences in the group.
Can view account balances *[click to set account selection]*	Displays the current balances of employees' time accounts.
Can view arrival/departure time	Displays the exact arrival and departure times of employees.
Can view geolocation	Displays the employee's GPS coordinates at the time of recording.
Can view planned shifts	Displays the planned shifts of employees.
Can view violations and exceptions	Displays a list of rule violations and assigned exceptions.

Authorization	What is it used for
Can view absence note	Displays the text note attached to an absence.
Can view notes on time records	Displays notes attached to time records.
Can view presence except for selected group *[click to set group]*	Displays the presence of all employees except the selected group.
Can view presence except for selected employee *[click to set employee]*	Displays the presence of all employees except the selected employee.
Can view presence with absence	Also displays the reason for absence in the presence overview.
Can view presence with record time	Displays the exact times of individual records in the presence overview.
Can view presence with geolocation	Displays the employee's GPS location in the presence overview.
Can view presence with record type	Displays the record type (arrival, departure, etc.) in the presence overview.
Can view presence of all employees	Displays the presence overview of all employees in the company.
Can view presence of selected group *[click to set group]*	Displays the presence overview of employees in the selected group.
Can view presence of selected employee *[click to set employee]*	Displays the presence overview of a specific employee.
Can view absence account	Displays which account (vacation, sick day, etc.) the absence was drawn from.
Can view attendance data	Displays basic summary data about an employee's attendance.
Can view attendance locks	Displays which attendance periods are locked.

Administrator Authorizations

Administrator permissions are specified on the Administrator Roles tab:



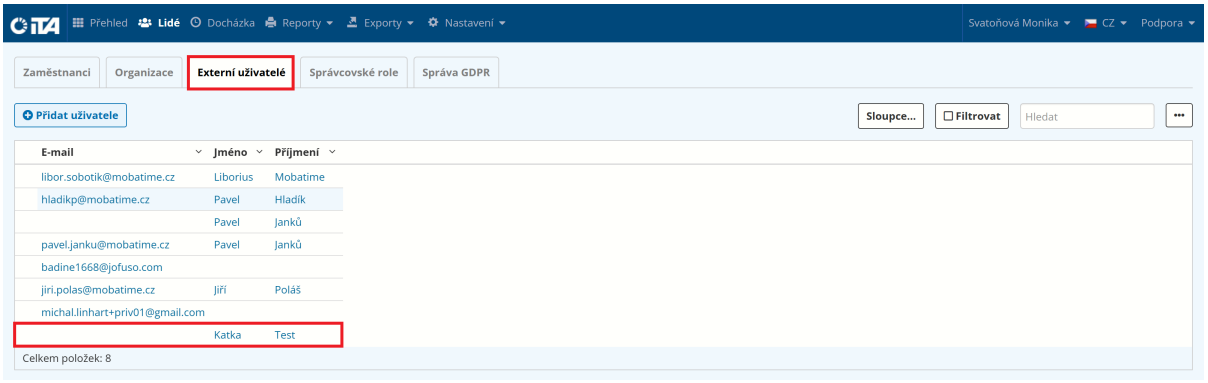
Available authorizations

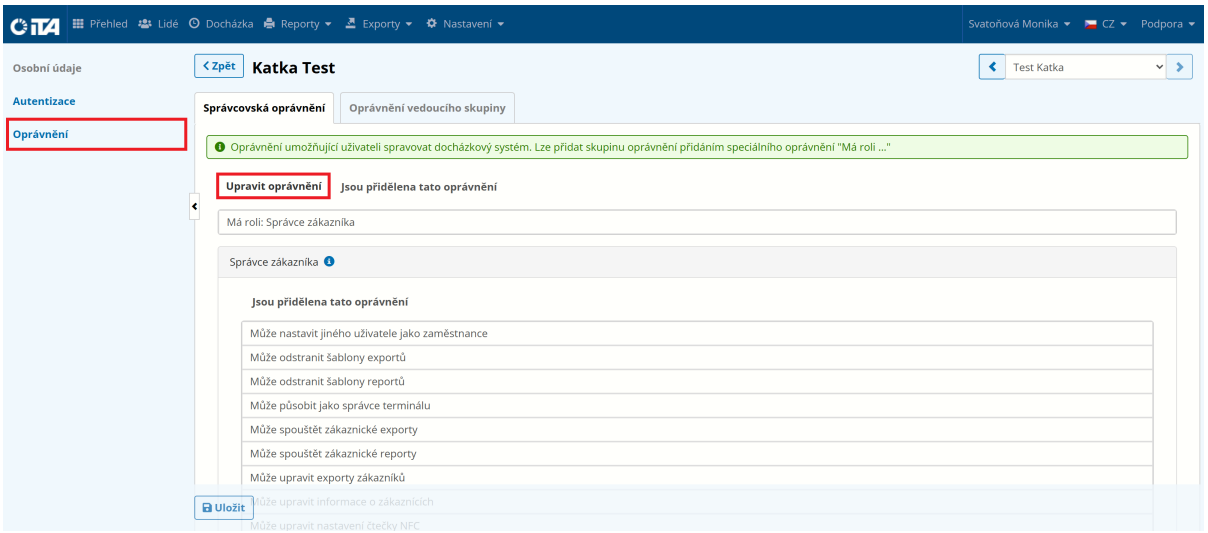
Authorization	What is it used for
Has role *[click to set role name]*	Assigns the user a predefined set of permissions (custom role).
Can set another user as an employee	Assigns the user the employee role in the system.
Can delete export templates	Permanently removes an export template from the system.
Can delete report templates	Permanently removes a report template from the system.
Can act as terminal administrator	Enables performing administrator actions directly on the terminal.
Can run customer exports	Runs a data export to a file (CSV, XLSX, XML, etc.).
Can run customer reports	Generates and displays a customer report.
Can manage employee GDPR data	Provides access to employees' personal data and management of GDPR requirements.
Can edit customer exports	Changes the settings or template of an export.
Can edit customer information	Changes the basic data of a customer.
Can edit NFC reader settings	Changes the configuration of NFC readers.
Can edit work rules	Changes the settings of work rules.
Can edit vacation entitlement calculation rules	Changes the settings of vacation entitlement calculation rules.
Can edit account transfer rules	Changes the settings of account balance transfer rules.
Can edit administrative roles	Changes the permission definition in a custom administrative role.
Can edit authentication methods of other users	Adds, changes, or removes login methods of users.
Can edit time accounts	Adds, changes, or removes time account definitions.
Can edit public holiday calendars	Adds or changes entries in public holiday calendars.
Can edit employee contracts	Changes the employment contract settings of an employee.
Can edit permissions of other users	Adds or removes permissions for other users.
Can edit personal data of other users	Changes the name, email, or other personal data of a user.
Can edit employee groups	Adds, changes, or deletes employee groups.
Can edit tracked fields for employees	Changes the definition of tracked fields for employees.
Can edit report templates	Changes the definition or settings of a report template.
Can edit enumerations	Adds or edits predefined values used in system settings and forms.
Can create additional users	Adds new user accounts to the customer's system.
Can change notification settings	Changes notification settings (e-mail, recipients, events, etc.).
Can change terminal settings	Changes the configuration of terminals.
Can change record settings	Changes the settings of attendance record types.
Can view authentication methods of other users	Displays users' login methods (password, RFID, PIN, etc.).
Can view information about other users	Displays personal and contact data of other users.
Can view customer information	Displays basic data about the customer (name, address, etc.).
Can view public holiday calendars	Displays the defined public holiday calendars.

Authorization	What is it used for
Can view employee contracts	Displays employment contracts and agreements of employees.
Can view NFC reader settings	Displays the configuration of NFC readers.
Can view notification settings	Displays e-mail notification settings.
Can view terminal settings	Displays the configuration of terminals assigned to the customer.
Can view record settings	Displays the settings of attendance record types.
Can view fields tracked for employees	Displays the list of tracked fields in the employee profile.
Can view work rules	Displays the work rule settings (working hours, breaks, etc.).
Can view account transfer rules	Displays the rules for automatic transfer of balances between accounts.
Can view user groups	Displays an overview of employee groups.
Can view administrative roles	Displays an overview of defined custom administrative roles.
Can view user permissions	Displays an overview of permissions assigned to users.
Can view all vacation entitlement calculation rules	Displays the rules for calculating vacation entitlement.
Can view all accounts	Displays an overview of all time accounts (vacation, overtime, etc.).
Can view enumerations	Displays predefined values used in system settings and forms.
Can remove user link as employee	Removes the employee role from a user.

3.1.6.3. Extenal User Authorizations

On the External Users tab, you can grant access to a user who does not have a profile in the system (e.g. an external payroll accountant) and assign them the appropriate rights:





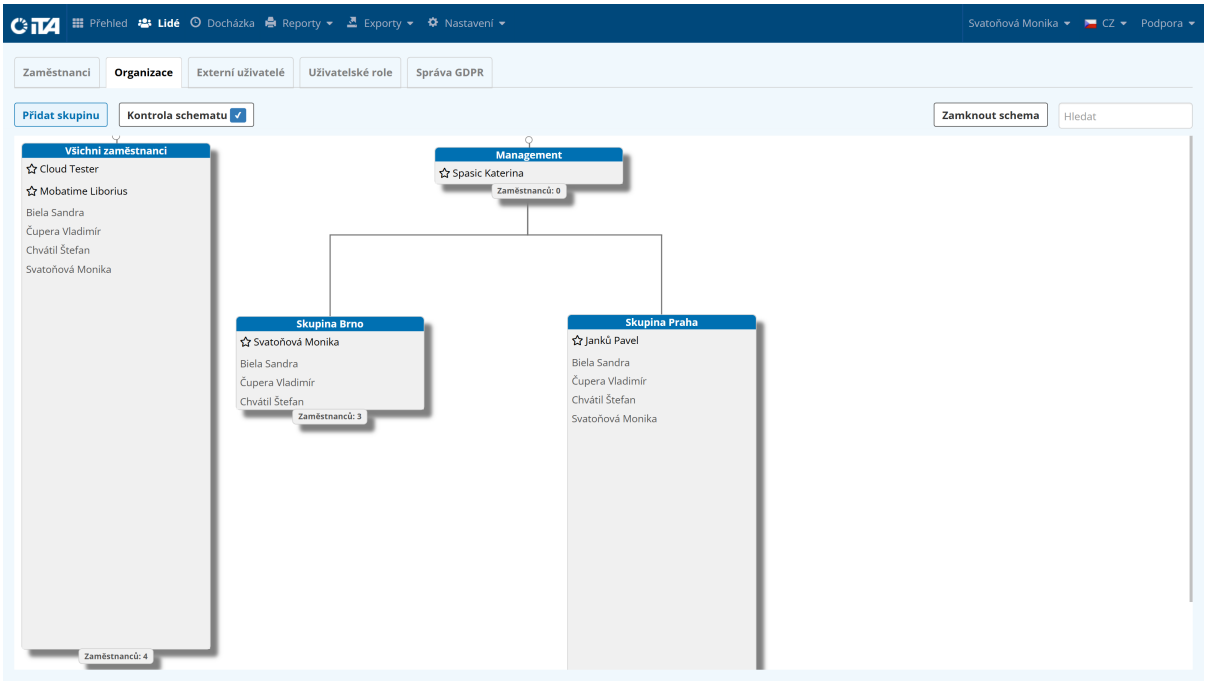
Available authorizations

Authorization	What is it used for
Has role *[click to set role name]*	Assigns the user a predefined set of permissions (custom role).
Can set another user as an employee	Assigns the user the employee role in the system.
Can delete export templates	Permanently removes an export template from the system.
Can delete report templates	Permanently removes a report template from the system.
Can act as terminal administrator	Enables performing administrator actions directly on the terminal.
Can run customer exports	Runs a data export to a file (CSV, XLSX, XML, etc.).
Can run customer reports	Generates and displays a customer report.
Can manage employee GDPR data	Provides access to employees' personal data and management of GDPR requirements.
Can edit customer exports	Changes the settings or template of an export.
Can edit customer information	Changes the basic data of a customer.
Can edit NFC reader settings	Changes the configuration of NFC readers.
Can edit work rules	Changes the settings of work rules.
Can edit vacation entitlement calculation rules	Changes the settings of vacation entitlement calculation rules.
Can edit account transfer rules	Changes the settings of account balance transfer rules.
Can edit administrative roles	Changes the permission definition in a custom administrative role.
Can edit authentication methods of other users	Adds, changes, or removes login methods of users.
Can edit time accounts	Adds, changes, or removes time account definitions.
Can edit public holiday calendars	Adds or changes entries in public holiday calendars.
Can edit employee contracts	Changes the employment contract settings of an employee.
Can edit permissions of other users	Adds or removes permissions for other users.
Can edit personal data of other users	Changes the name, email, or other personal data of a user.
Can edit employee groups	Adds, changes, or deletes employee groups.
Can edit tracked fields for employees	Changes the definition of tracked fields for employees.
Can edit report templates	Changes the definition or settings of a report template.
Can edit enumerations	Adds or edits predefined values used in system settings and forms.
Can create additional users	Adds new user accounts to the customer's system.
Can change notification settings	Changes notification settings (e-mail, recipients, events, etc.).
Can change terminal settings	Changes the configuration of terminals.
Can change record settings	Changes the settings of attendance record types.
Can view authentication methods of other users	Displays users' login methods (password, RFID, PIN, etc.).
Can view information about other users	Displays personal and contact data of other users.
Can view customer information	Displays basic data about the customer (name, address, etc.).
Can view public holiday calendars	Displays the defined public holiday calendars.

Authorization	What is it used for
Can view employee contracts	Displays employment contracts and agreements of employees.
Can view NFC reader settings	Displays the configuration of NFC readers.
Can view notification settings	Displays e-mail notification settings.
Can view terminal settings	Displays the configuration of terminals assigned to the customer.
Can view record settings	Displays the settings of attendance record types.
Can view fields tracked for employees	Displays the list of tracked fields in the employee profile.
Can view work rules	Displays the work rule settings (working hours, breaks, etc.).
Can view account transfer rules	Displays the rules for automatic transfer of balances between accounts.
Can view user groups	Displays an overview of employee groups.
Can view administrative roles	Displays an overview of defined custom administrative roles.
Can view user permissions	Displays an overview of permissions assigned to users.
Can view all vacation entitlement calculation rules	Displays the rules for calculating vacation entitlement.
Can view all accounts	Displays an overview of all time accounts (vacation, overtime, etc.).
Can view enumerations	Displays predefined values used in system settings and forms.
Can remove user link as employee	Removes the employee role from a user.

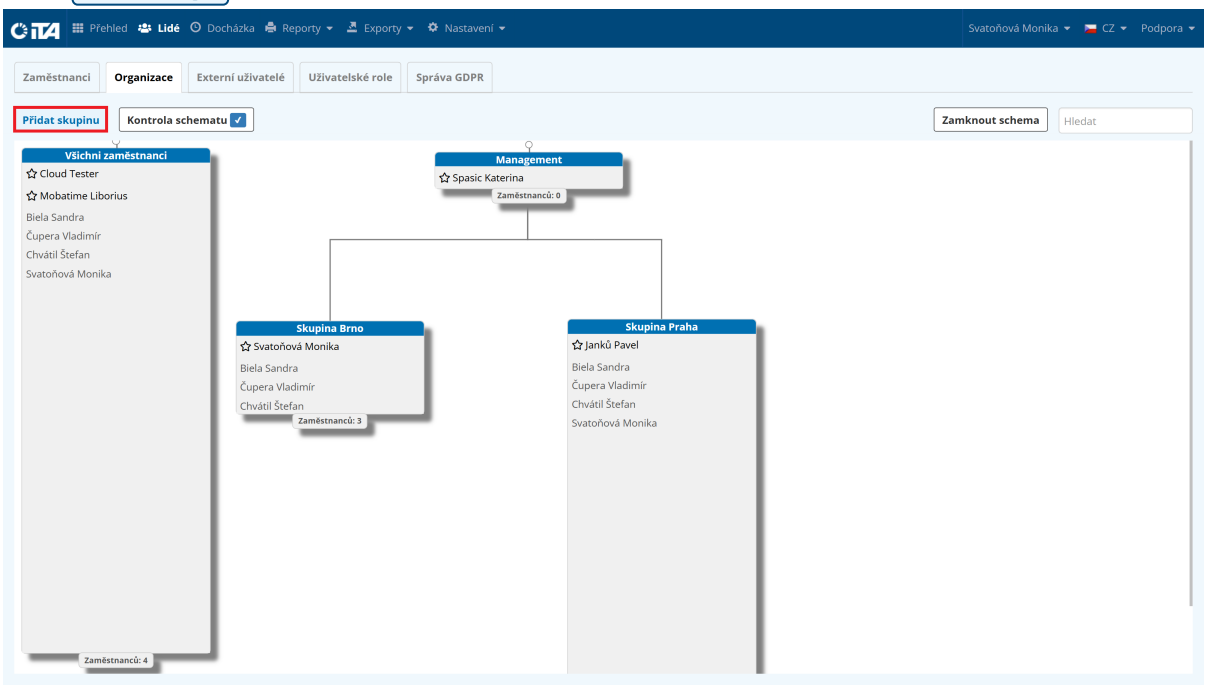
3.2. Organization

The Organization tab lets you split employees into groups for easier overview. A single employee can belong to multiple groups. These groups can be assigned group administrators with specific permissions. You can also build the company's organizational chart: by linking these groups, you define parent departments and create a structure for multi-level approval of absences. Groups can also be independent of each other.

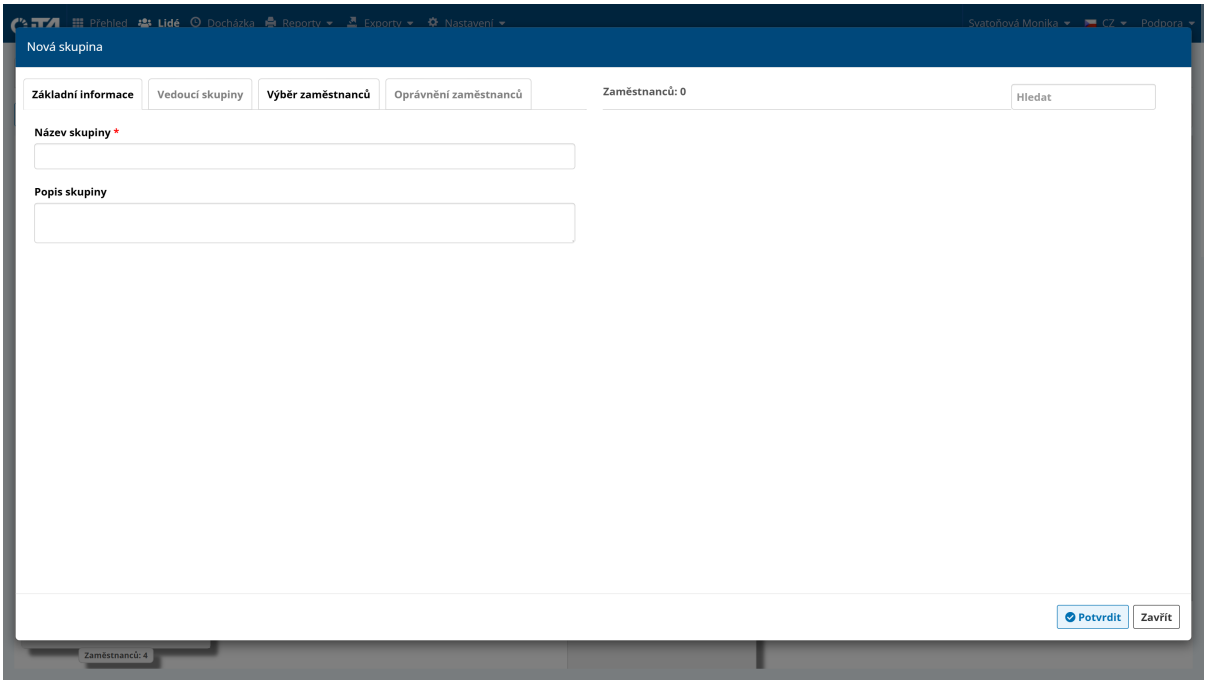


3.2.1. Creating a Group

1. Click **Add Group**:

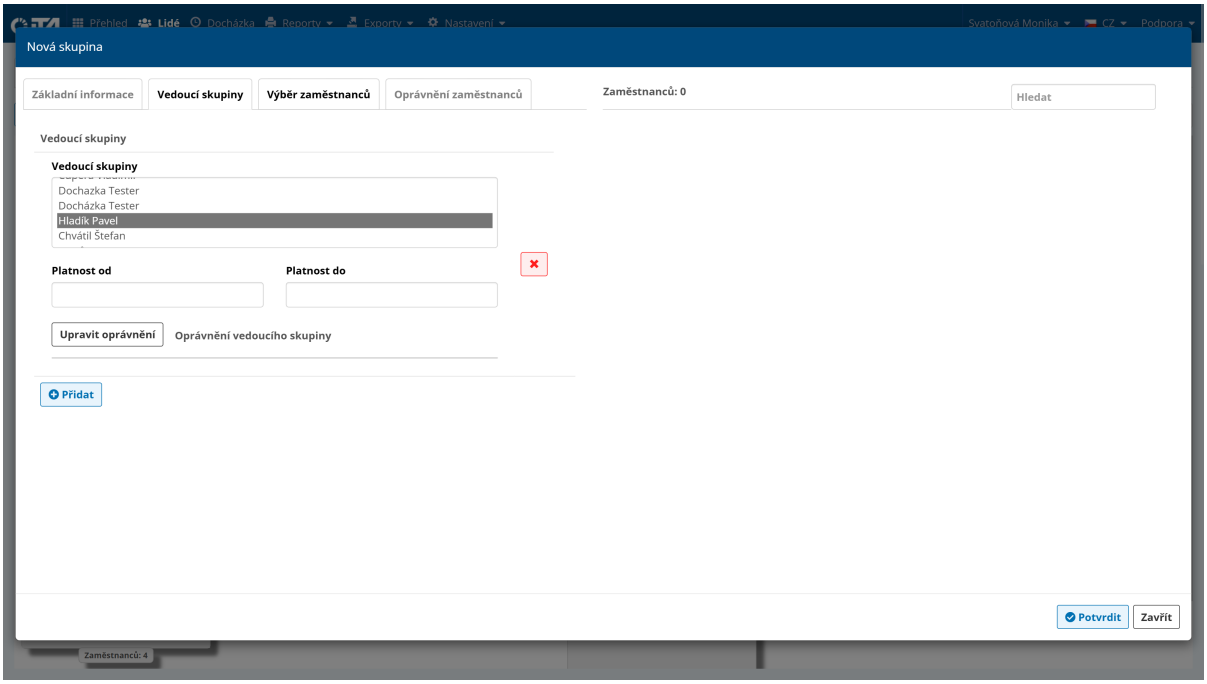


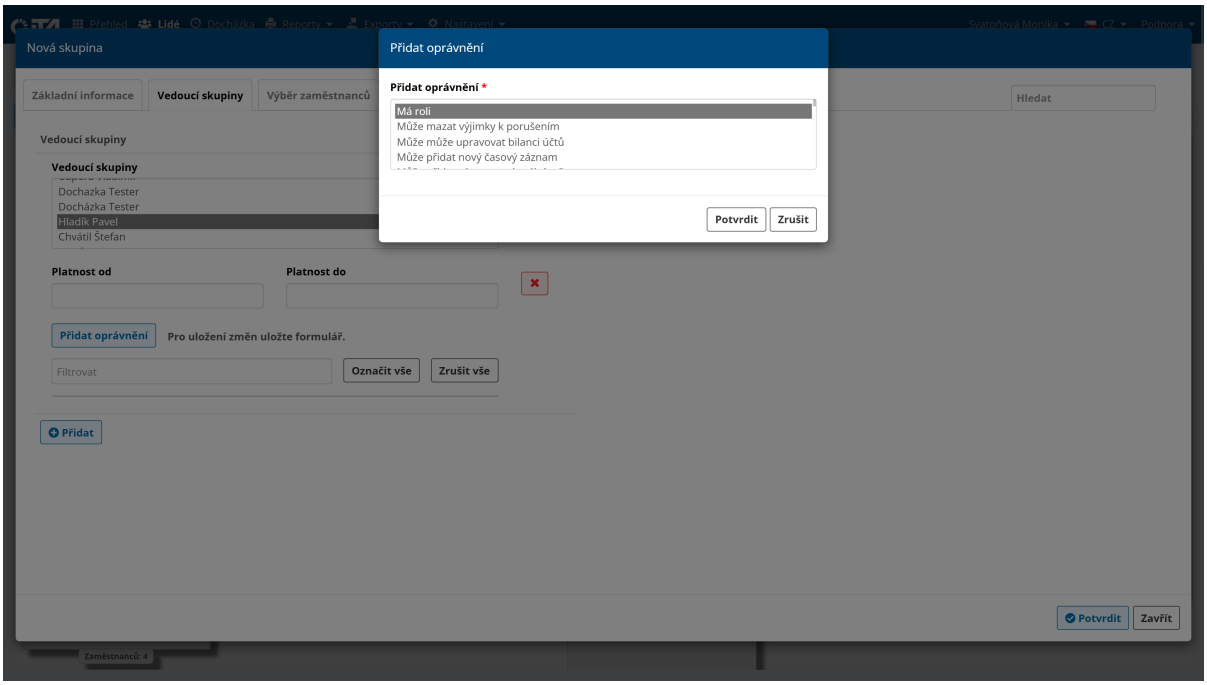
2. Fill in the basic information:



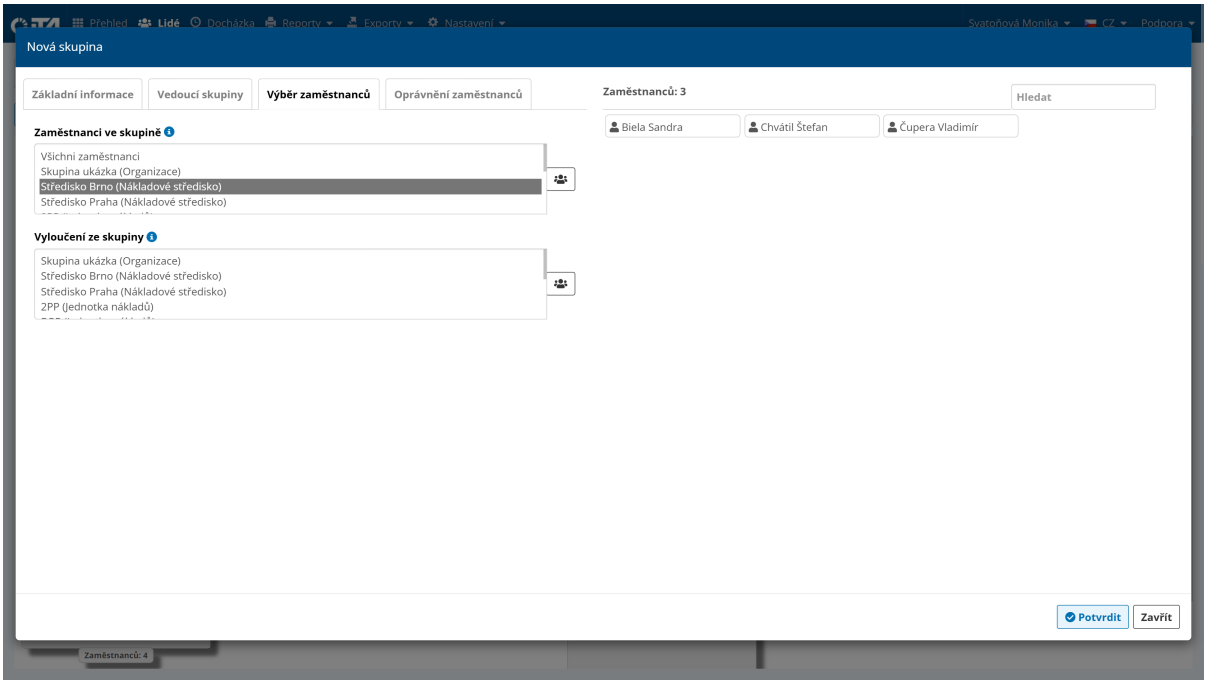
Fields marked with * are required.

3. Assign a group leader and their permissions:

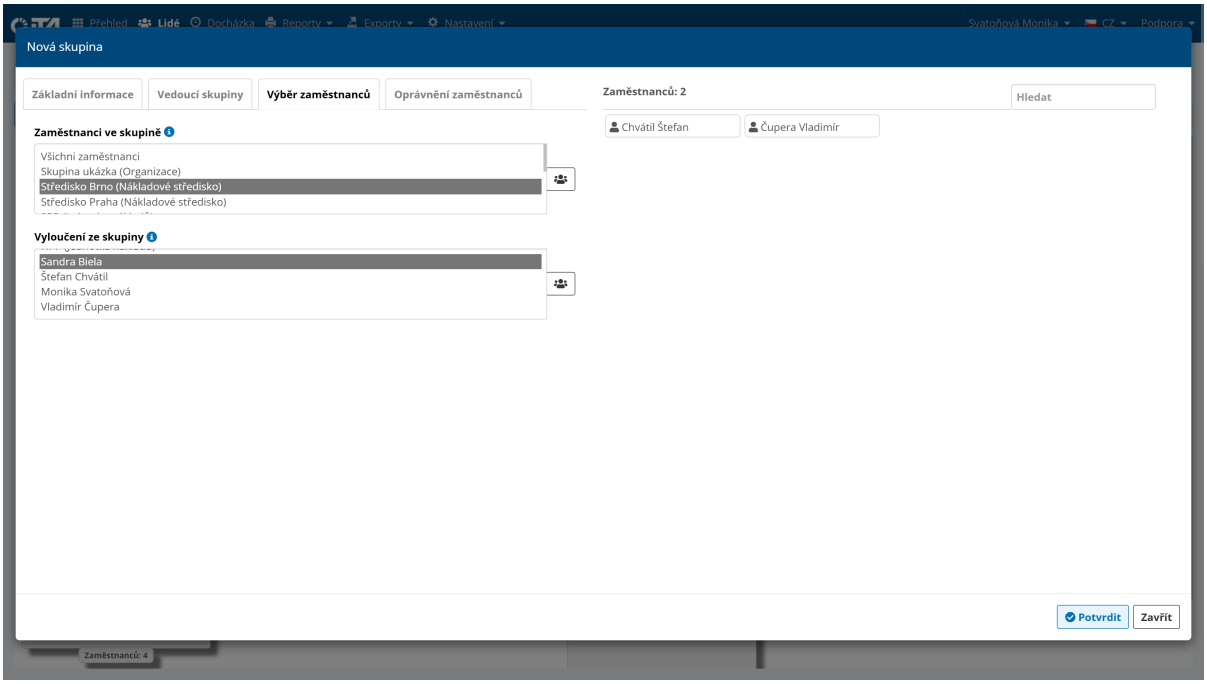




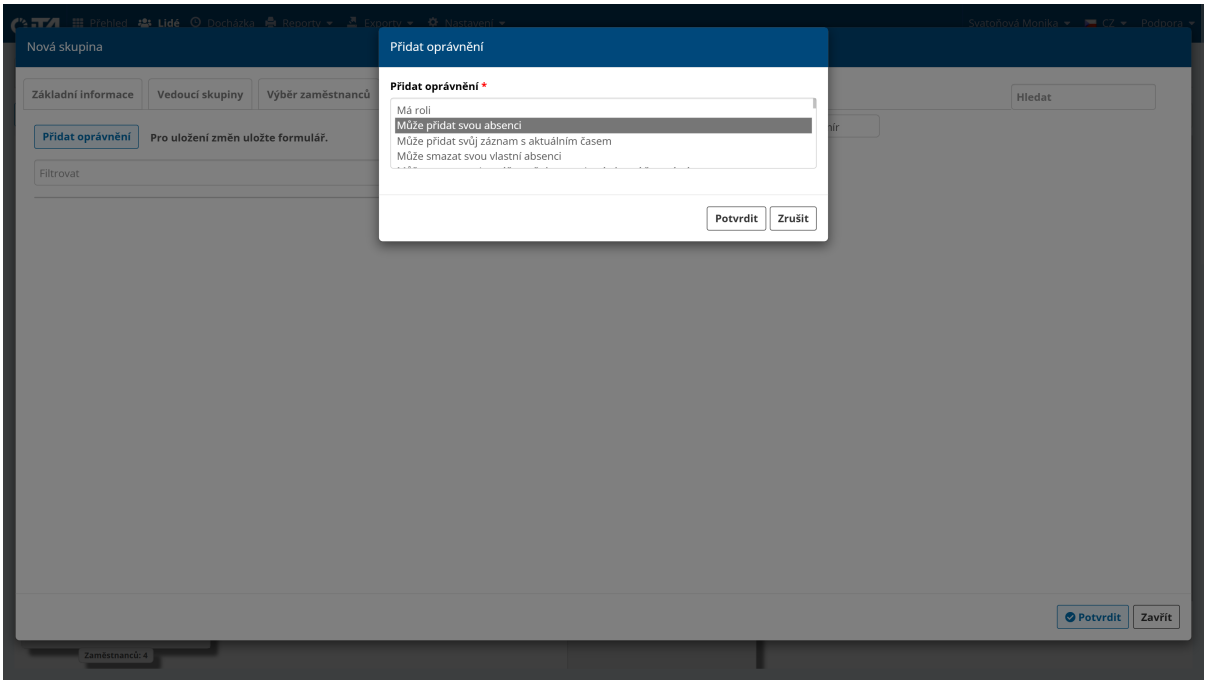
4. Select the employees who belong to the group:



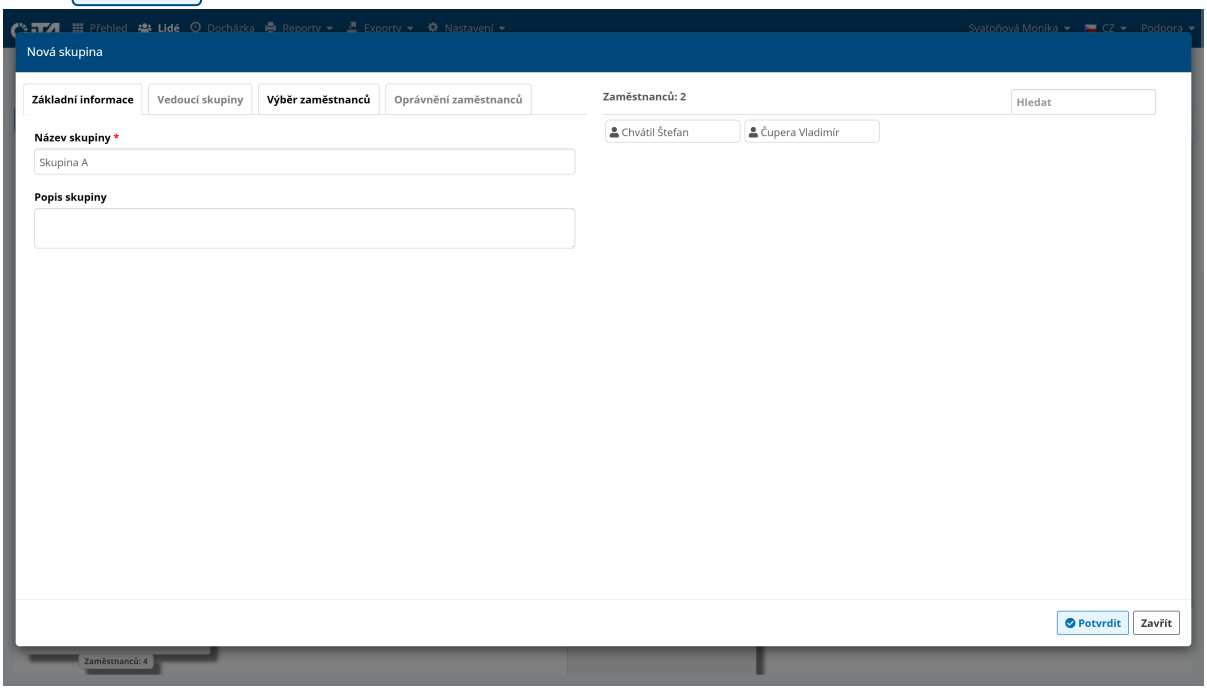
At the same time, select employees who will be excluded from the group (useful when you add an entire department to the organization but want to exclude specific employees from it):



You can also adjust their permissions within the group:

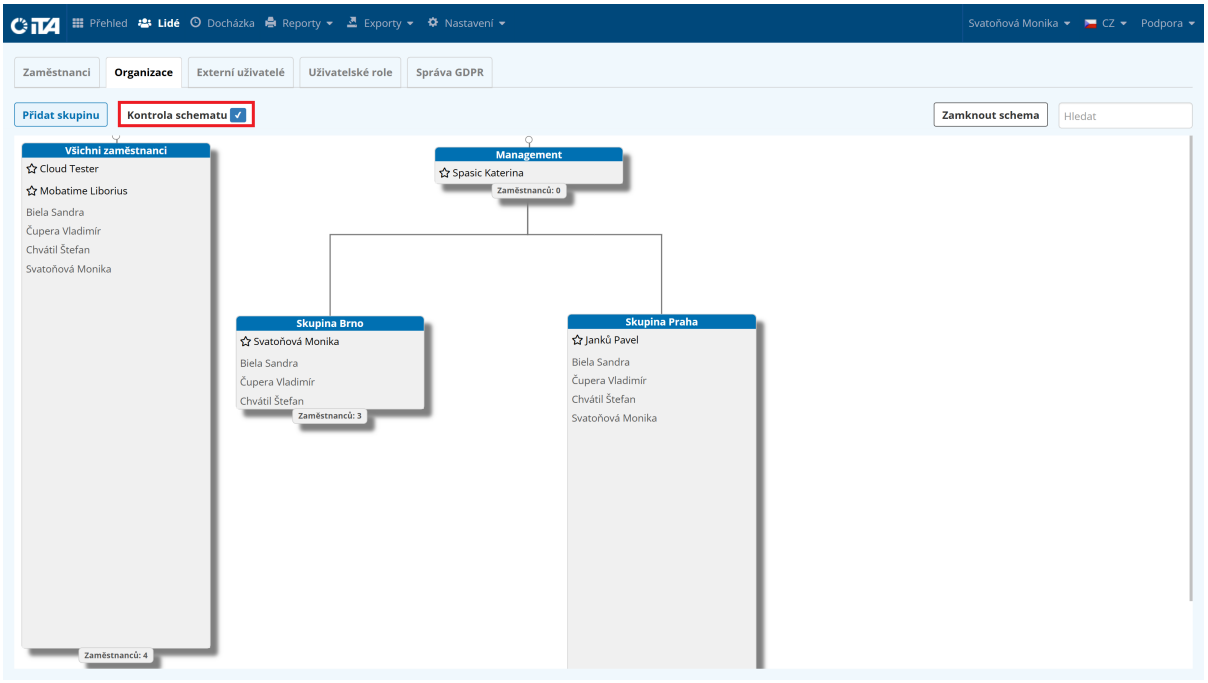


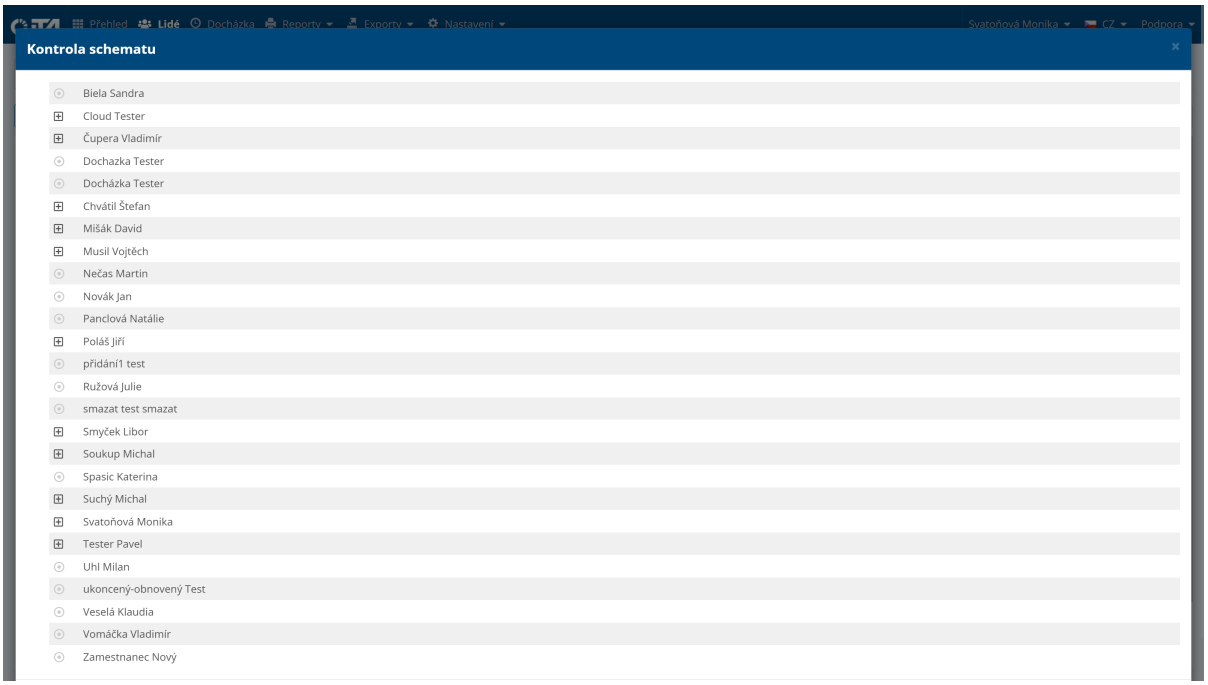
5. Click **Confirm**:



3.2.2. Schema Check

The Schema Check verifies that everything is configured correctly — for example, in the case of multi-level absence approval (whether employees and their supervisors have correctly configured profiles for the whole schema to work properly).
Click **Schema Check** ✔.





3.3. External Users

External users are users who do not have an account on the Employees tab (for example, an external accountant).

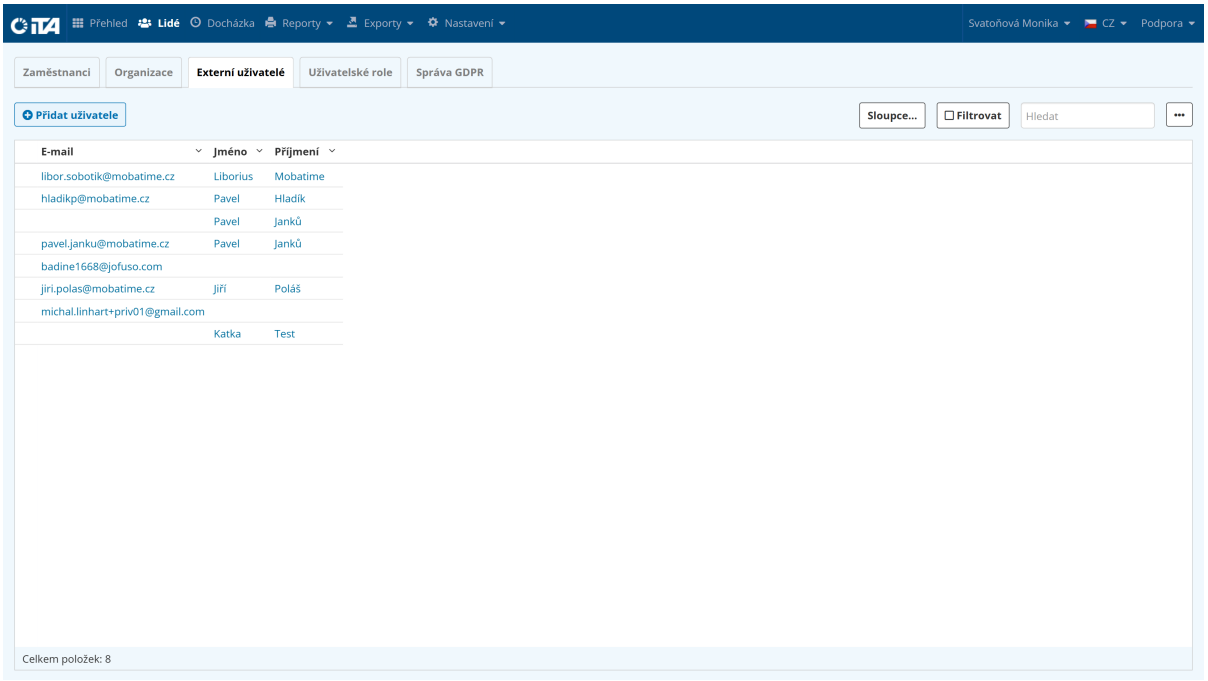
Hint:

An external user can be used not only for people outside the company, such as an external accountant, but also **to create an additional access profile for a regular employees** . This profile can be configured with different permissions, such as rights for administer or edit attendance records.

To create an external users, **you must use an email address other than the one associated with a regular user** .

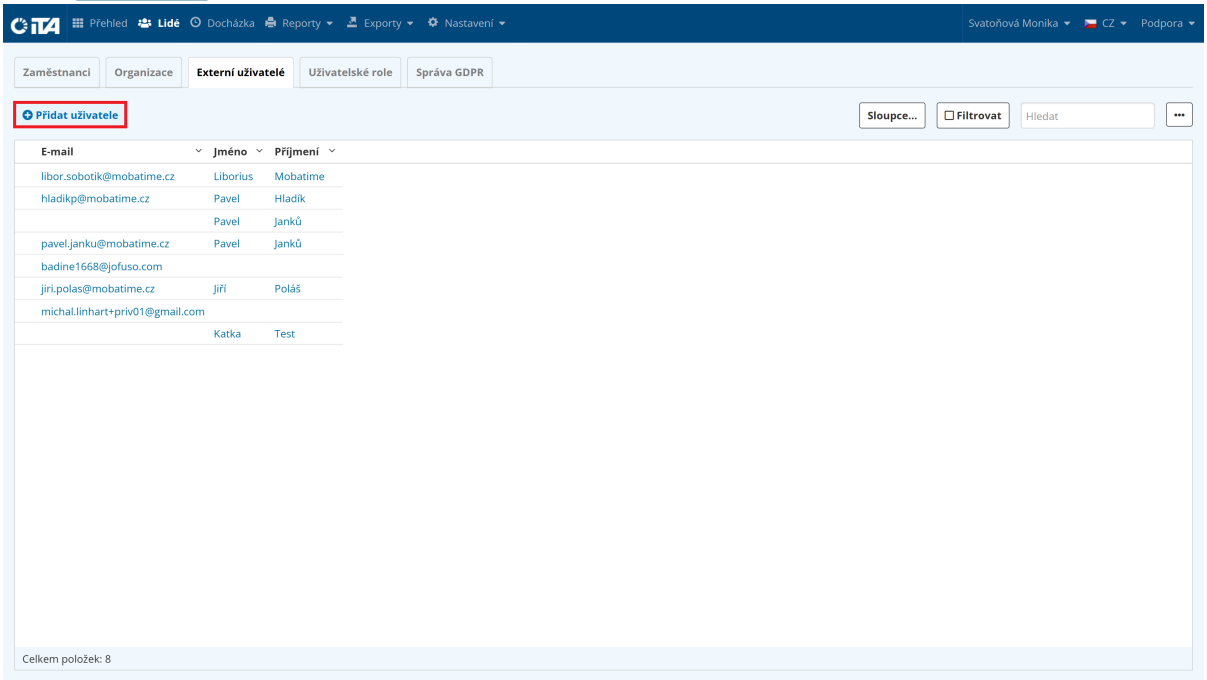
Example:

A payroll accountant can create a separate user profile with administrator privileges.
After logging in with this profile, they can make specific changes to attendance records **without using their regular employee account** .

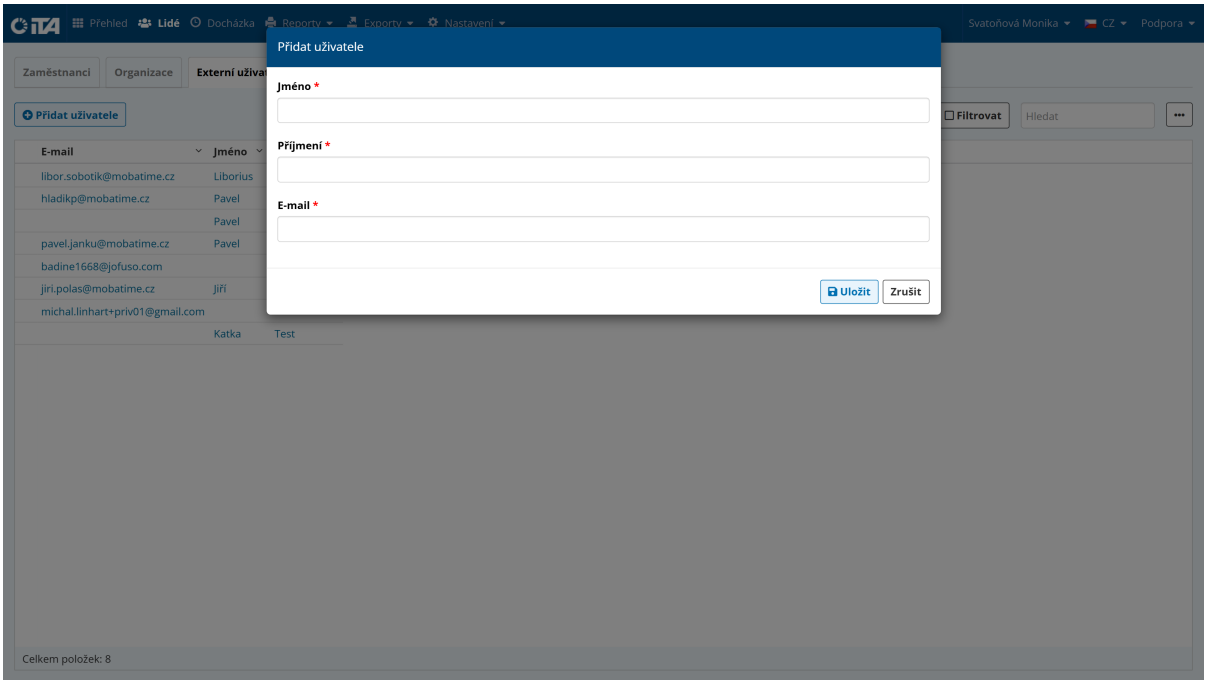


3.3.1. Adding an External User

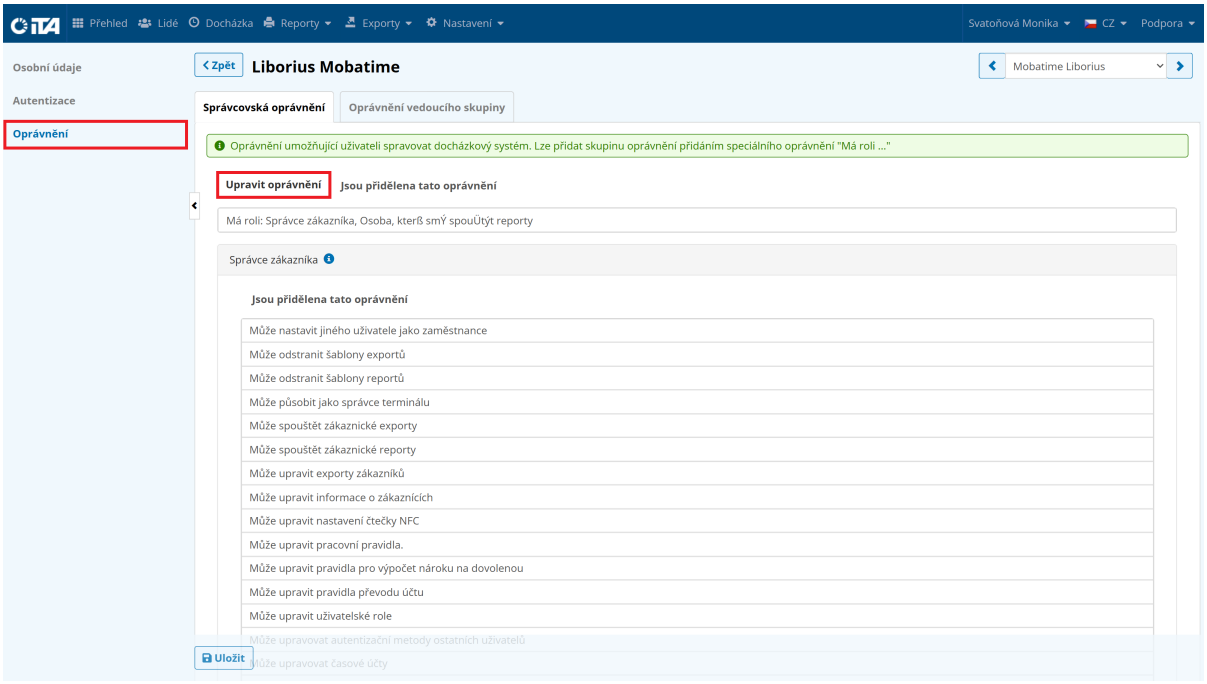
1. Click **Add User**:



2. Enter the first name, last name, and email.

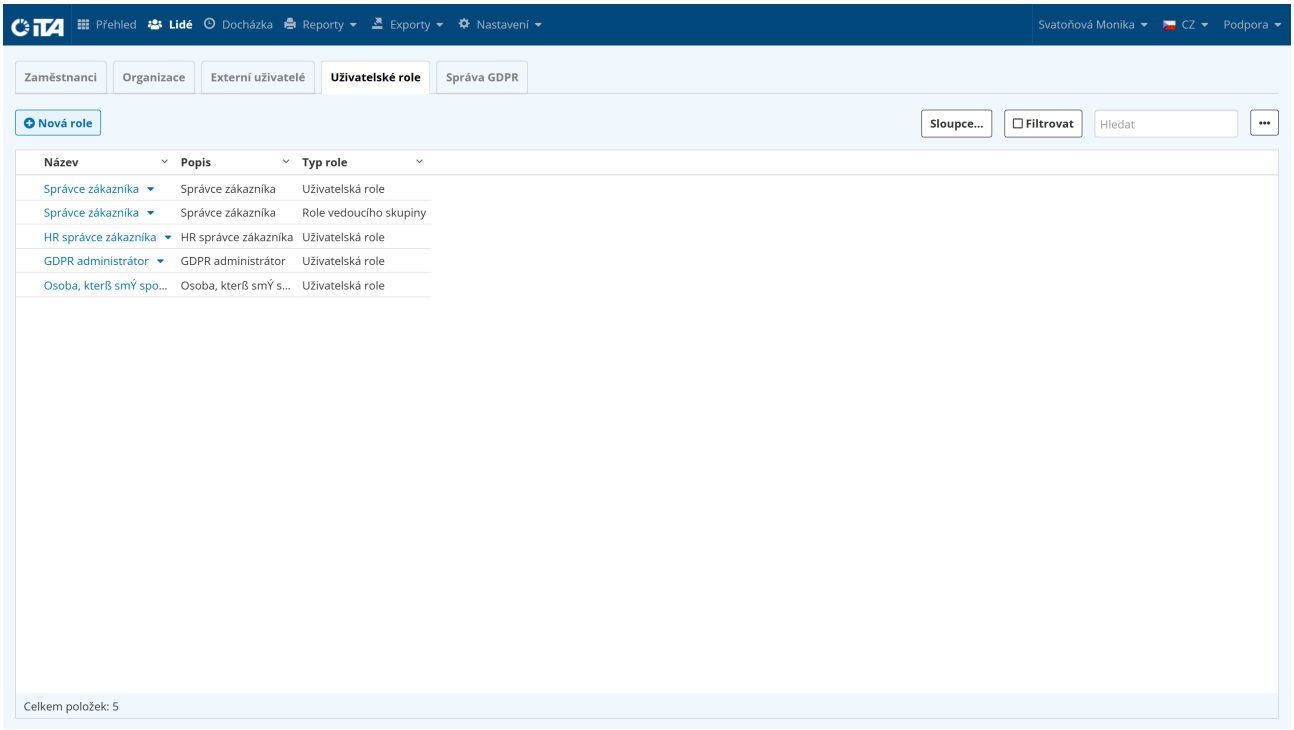


3. Click the newly created user, then go to the **Authorization** tab and assign the permissions or roles you want the user to have.



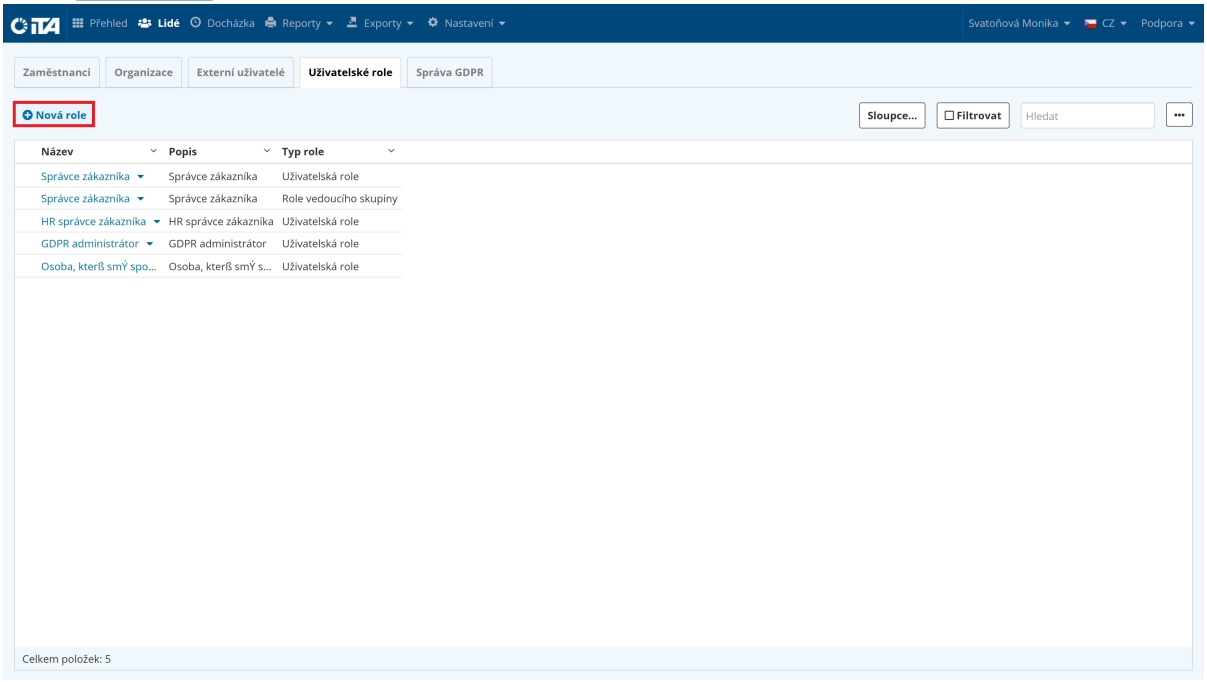
3.4. Administrator Roles

In addition to the system's built-in roles, you can define new roles that match the specific requirements of your company. For example, you can define a role for an external user who should only be able to view the system without being able to make changes.

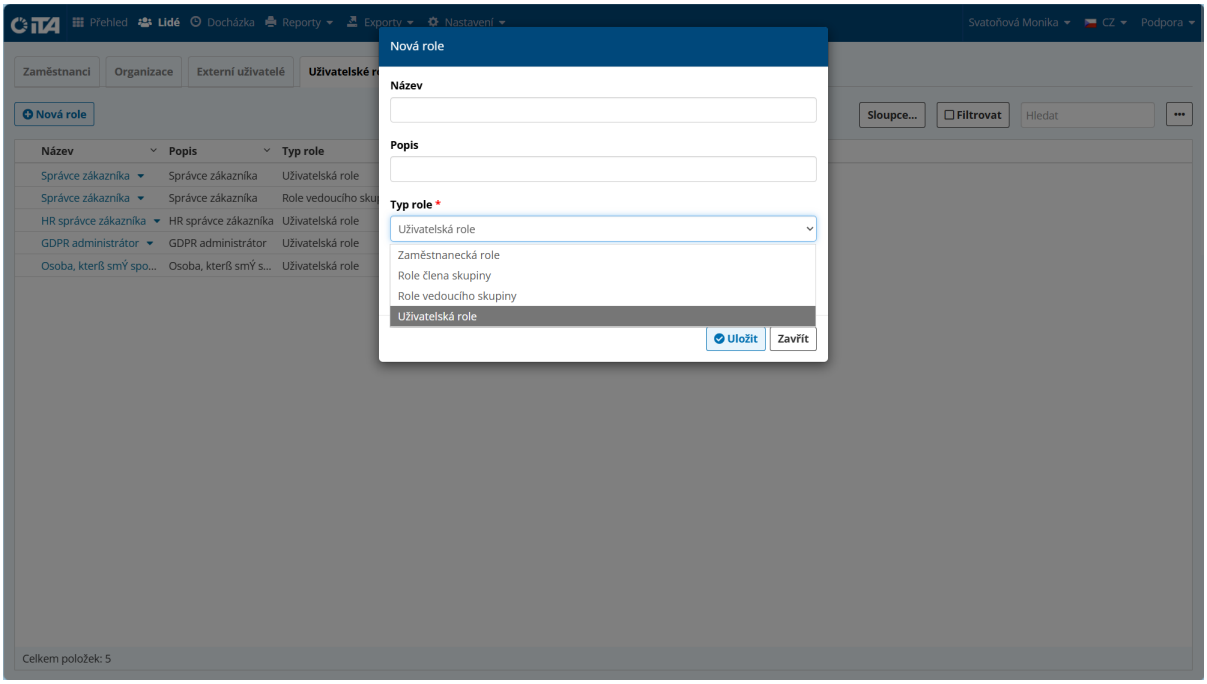


3.4.1. Adding a New Role

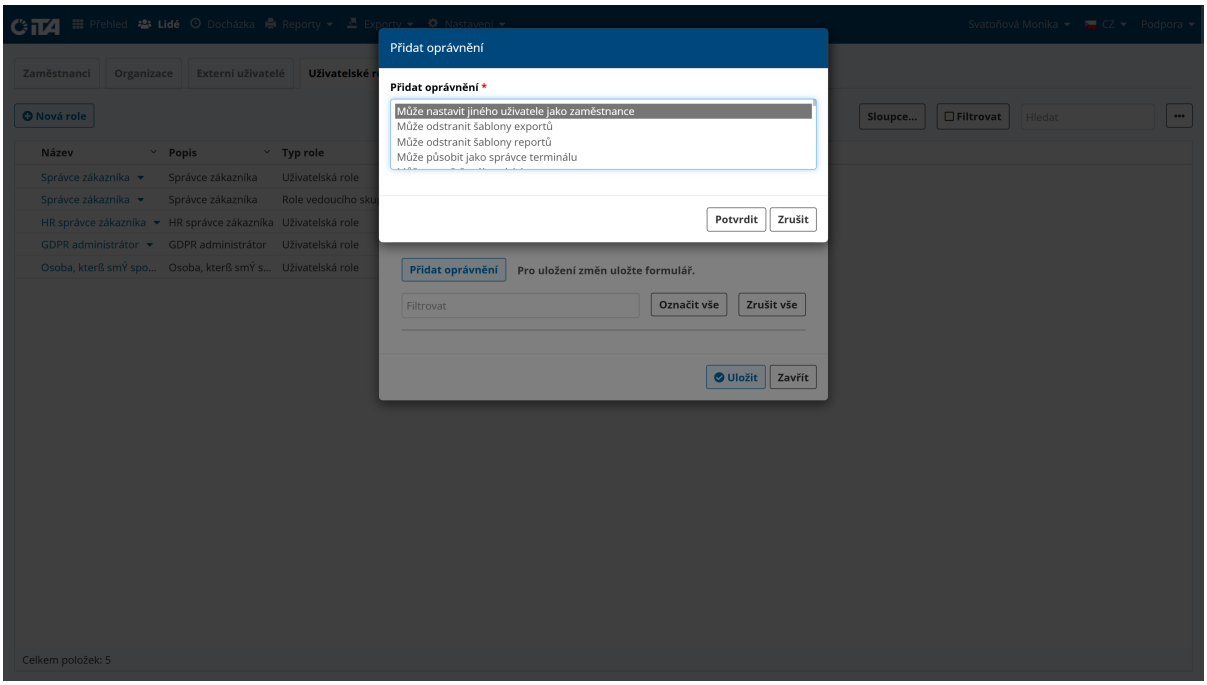
1. Click **New Role**:



2. Enter the role name, description, and role type:



3. Assign permissions to the role:



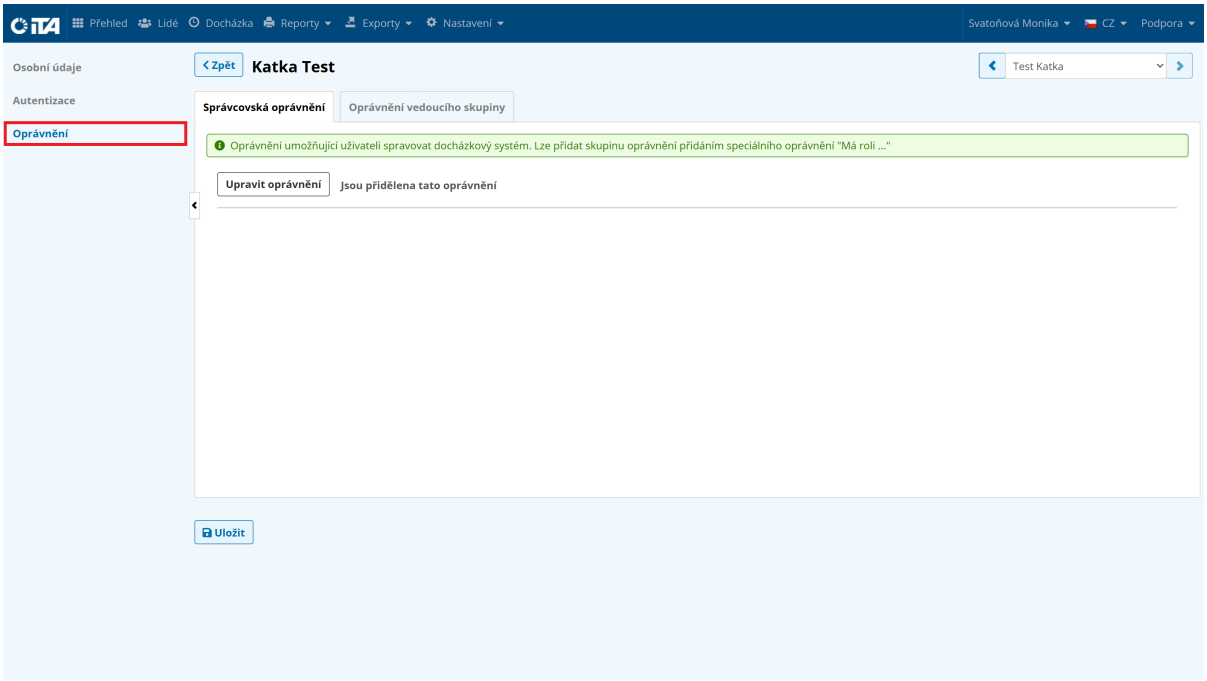
3.4.2. Customer Administrators

This is where you can create and delete accounts that are allowed to manage and perform various operations in the iTA attendance system.

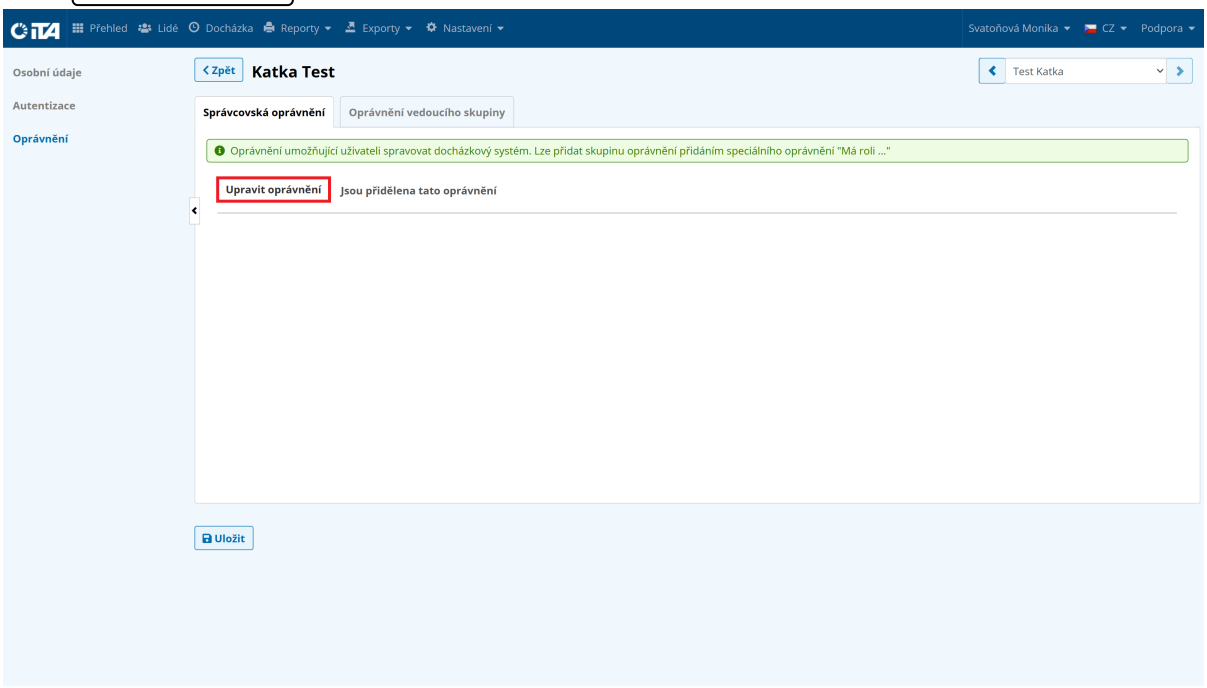
3.4.2.1. Creating a New Administrator

If this is an external user (a user who does not have an account on the Employees tab), enter their first name, last name, and email on the External Users tab and assign them the Customer Administrator role, or another role you previously created for this purpose. The user can then navigate the system based on the rules you have granted:

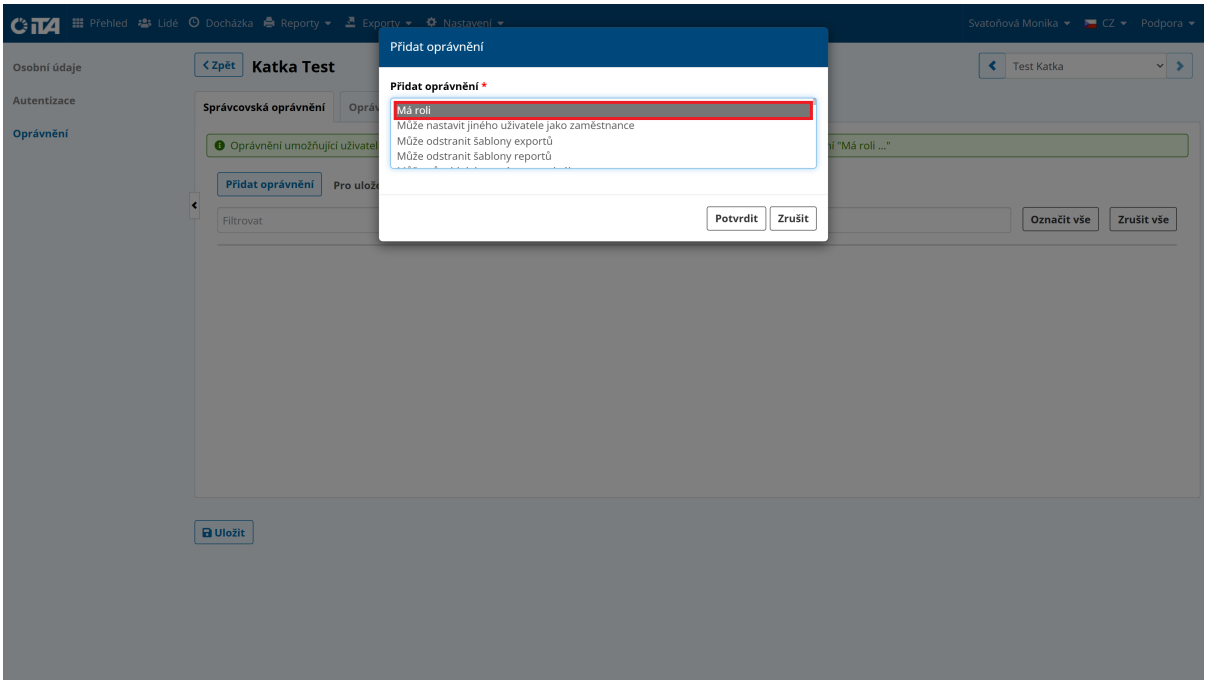
1. Click the external user (a user who does not have an account on the Employees tab), or create an external user .
2. Open the **Authorization** tab:



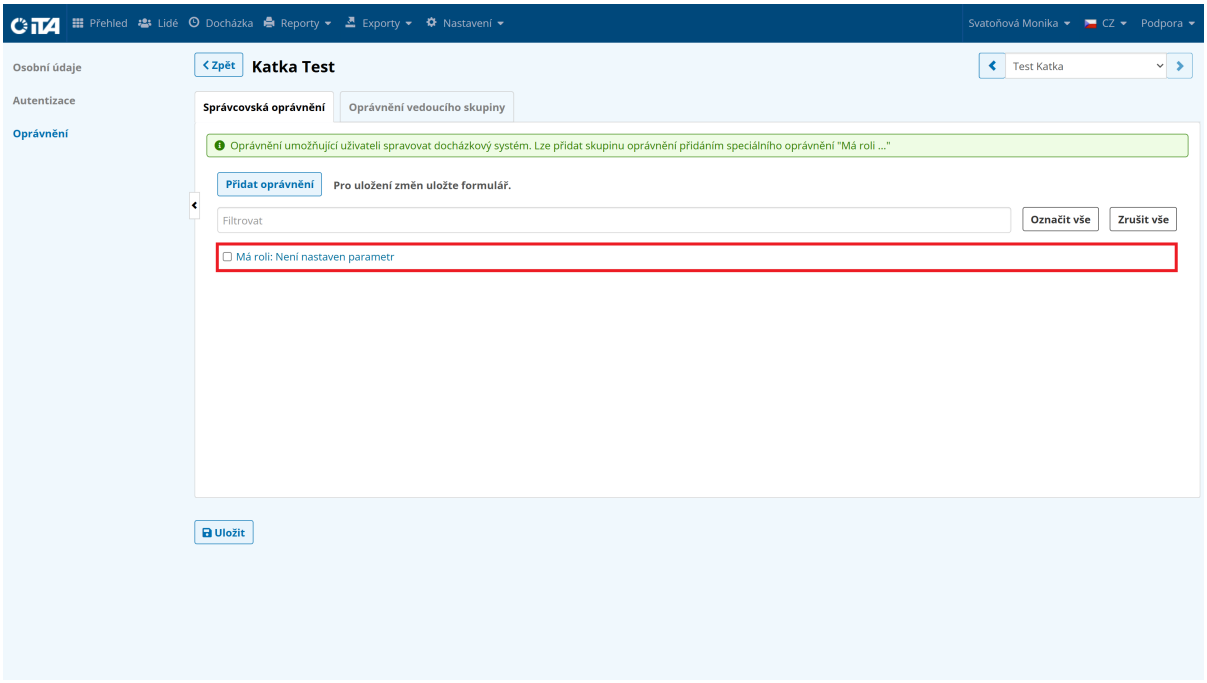
3. Click **Edit Permissions**:

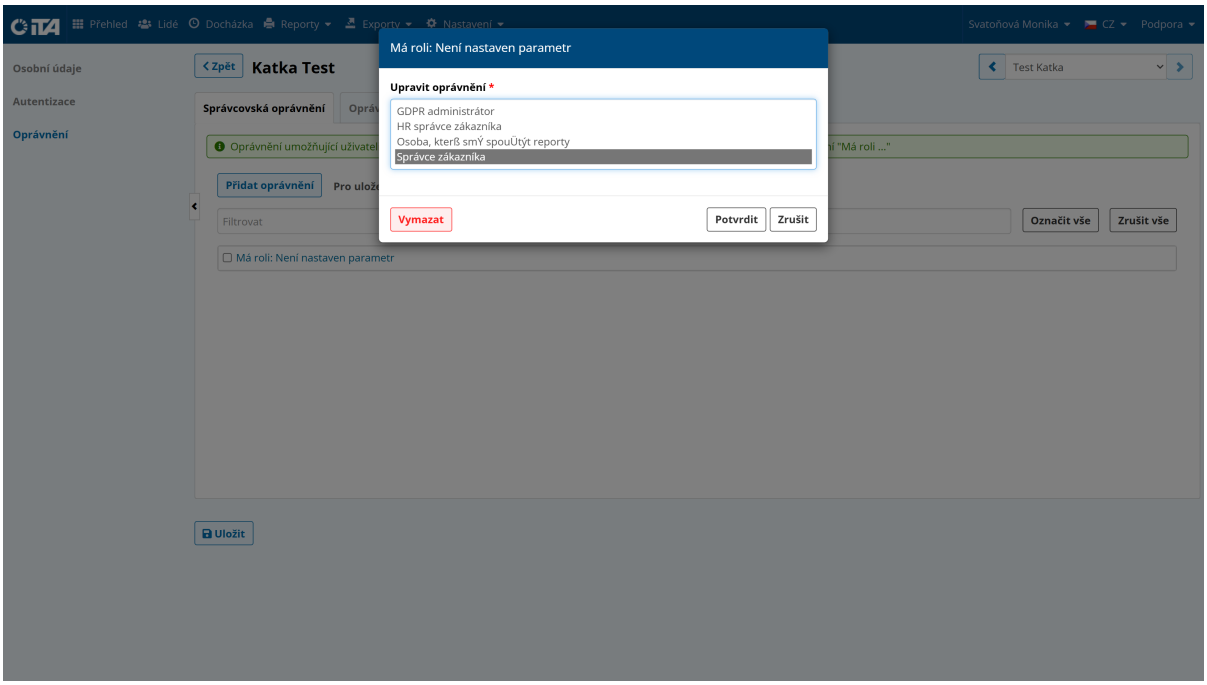


4. Click **Has Role** and confirm with **Confirm**:



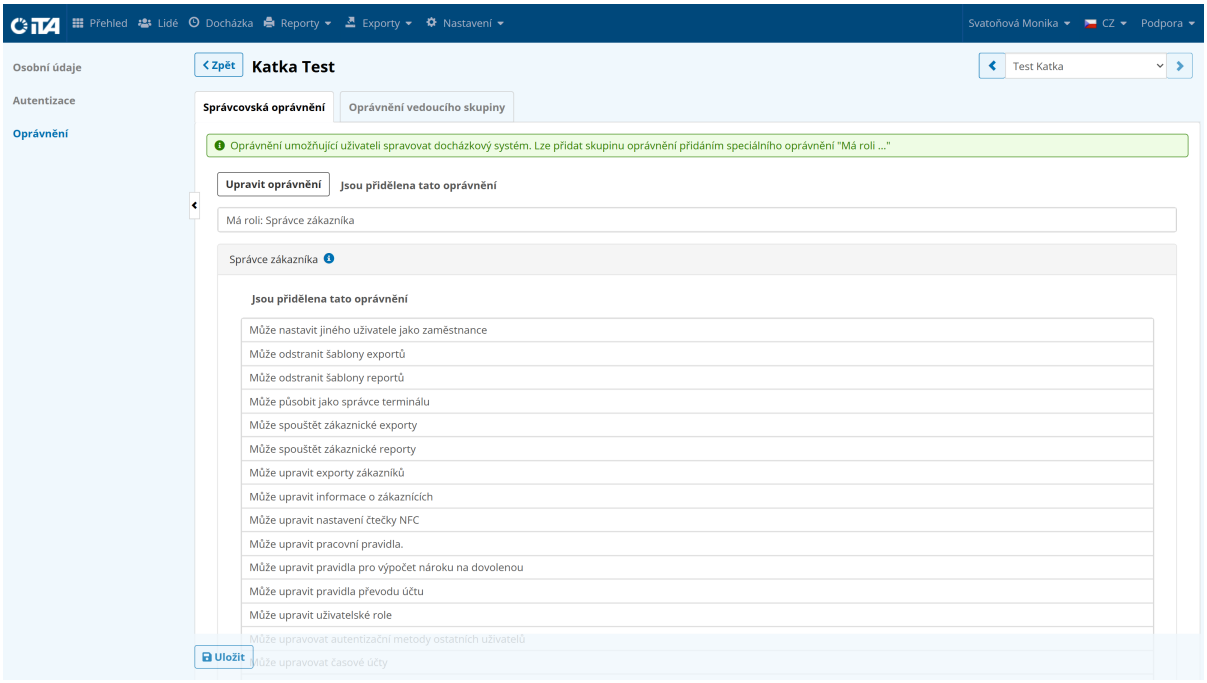
5. Click the newly assigned permission and, in the pop-up window, assign the **Customer Administrator** role or another role you previously created for this purpose:





Click **Confirm**.

6. Click **Save**.



3.5. GDPR Management

3.5.1. Overview

Since the update to version 1.8.0 of 27 April 2018, the attendance system has fully implemented the tools required for personal data protection — GDPR.

GDPR (General Data Protection Regulation) is the EU regulation on the protection of personal data, which took effect uniformly across the EU on 25 May 2018.

It is governed by Regulation (EU) 2016/679 of the European Parliament and of the Council and, in the Czech Republic, replaces the existing personal data protection framework based on Directive 95/46/EC and the related Act No. 101/2000 Coll., on the protection of personal data.

The Regulation clearly defines the following terms:

Data controller — a natural or legal person, public authority, agency, or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data

Data processor — a natural or legal person, public authority, agency, or other body that processes personal data on behalf of the controller

The data controller is always the user of the attendance system; the processor may be, for example, an external accounting firm.

As the controller, you always designate, within the company's organizational structure, the list of authorized persons of the data controller. To grant this permission to yourself or to another company administrator, please contact your iTA system provider.

3.5.2. Handling of Personal Data

In the attendance system, we consider every employee's data to be private. This applies in particular to their name, personnel numbers, date of birth, and similar information. In addition to these, employee attendance records can also be considered private.

In general, the following requirements must be met:

3.5.2.1. Protect the Data We Store From Access by Third Parties

All employees' personal data, including their backups, is stored at the highest possible security standard on Microsoft Azure servers in Germany, the country with the strictest personal data protection laws in the world.

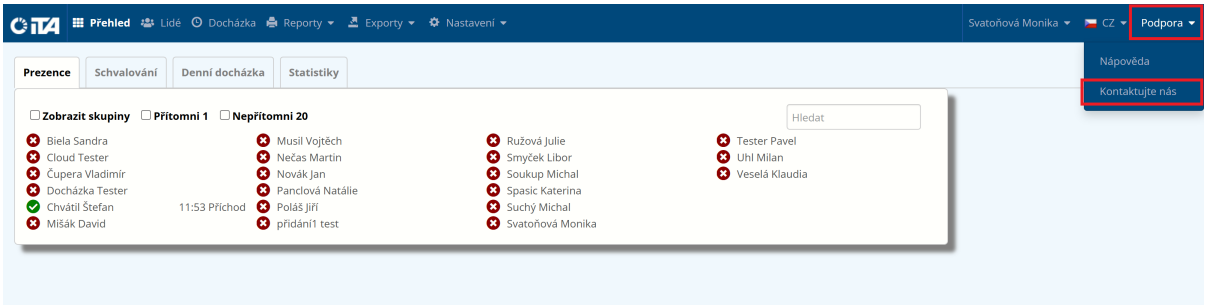
The database is protected with a very strong password and can only be accessed from specifically allowed IP addresses.

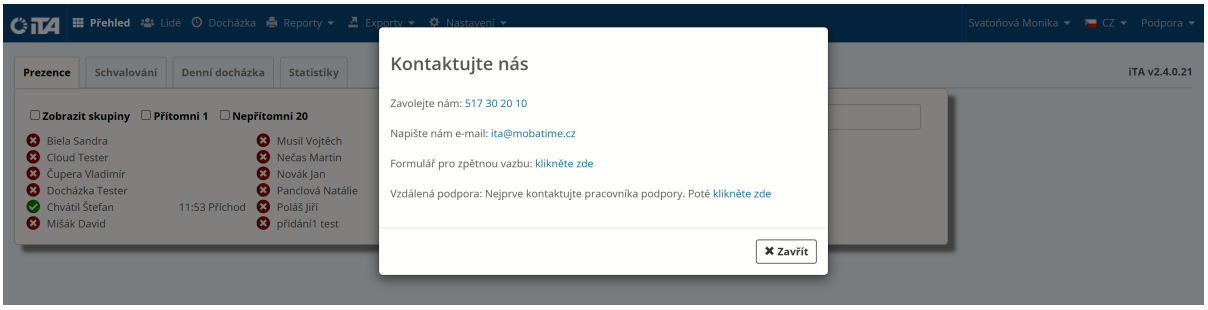
Personal data is transferred between the cloud server and the user exclusively over an encrypted connection using the https:// protocol, with website authenticity verified by a certificate.

3.5.2.2. Manage Access to Personal Data for System Users

Our software lets you manage access permissions and configure access for each user according to the employer's individual requirements.

In the role of the distributor, we can request access to the system via remote management. To obtain this permission, we ask the customer for access via a link in the Support → Contact Us section:





A PIN code is then generated; once it is shared with the administrator and access is approved, the support technician gains remote access. The administrator approves the access and thereby grants rights for a fixed period of 1 hour. All these events are recorded in the personal data disclosure log (who requested access, who approved it, etc.).

3.5.2.3. Provide Records of Access to Each Employee's Personal Data on the Employee's Request

Every employee has the right and option to request a log showing when and by whom their personal data was viewed, as well as a list of the data recorded about them.

We collect records of every access to an employee's personal data.

Only the authorized person of the data controller — designated directly by the data controller, as described in the introduction to the GDPR chapter — has access to these options.

3.5.2.4. Maintain Database Consistency When Restoring From a Backup

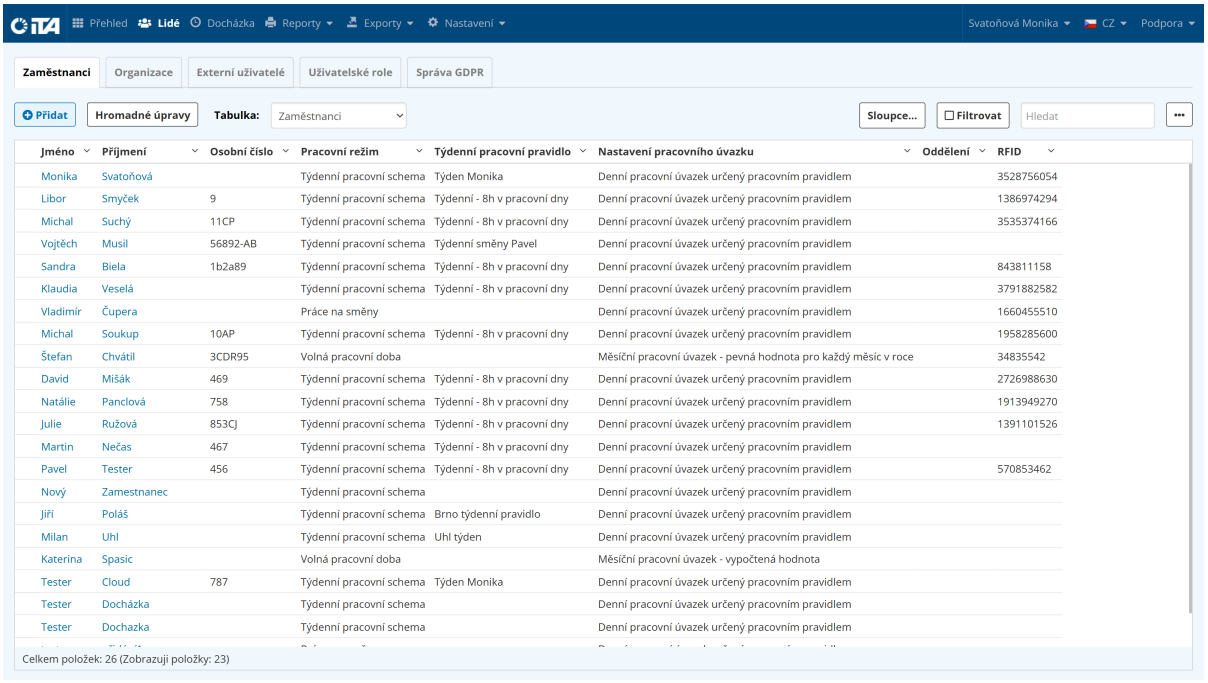
As mentioned, backups are stored on dedicated servers located in Germany.

When restoring from these backups, an employee may have been anonymized or deleted in the meantime. At the moment of restoration, the data must therefore not contain personal data of deleted employees. To meet these requirements, all data is compared with the current database during restoration and evaluated to determine which data should be restored.

The People tab displays a list of all registered employees with selected data fields. You can choose which fields appear in the columns and configure them under the **Columns...** button.

To open the page, click People.

Before that, however, you need to add employees to the system and fill in the required information.



4 ATTENDANCE

The Attendance module displays an overview of your employees' attendance information.

To open the page, click Attendance.

4.1. Main Toolbar

On the main toolbar you can open any number of tabs. Each tab shows a view with its own settings that you can adjust as needed. For example, you can select specific employees or groups of employees, display statistics, switch between days, months, or years, and so on.

Add new tabs using the plus "+" button, or rename them using the pen icon on the left side of the tab. Close tabs using the "x" on the right side of the tab, or simply rearrange tabs by dragging with the mouse (drag-and-drop). The tab labeled "Main Panel" is the default tab and cannot be closed.



Note that opening too many different detail views without a specific purpose can distort the attendance view. If these detail views serve no specific purpose, we recommend closing them all using the "x" icon.

4.1.1. < Back Function

The Back function returns you to the monthly overview of the current month.

4.1.2. Module

Lets you switch between the individual modules (absence, attendance, location, reports, approving, shifts, tables, locking).

4.1.3. Employee Selection

Lets you select a specific group of employees (individuals, departments, branches, teams...) whose records you want to view. Unless otherwise specified in the "Employee Selection" field, the overview for all employees is displayed.

4.1.4. Overview Type

Overview display options:

- Day
- Week — employee
- Week — group
- Month
- Year

4.1.5. Time Period Selection

Lets you select a specific day, week, month, or year depending on the overview type.

4.1.6. Go To...

Filter for selecting a specific employee from the available employee group whose absence you want to display.

4.1.7. ∑ Function (Statistics)

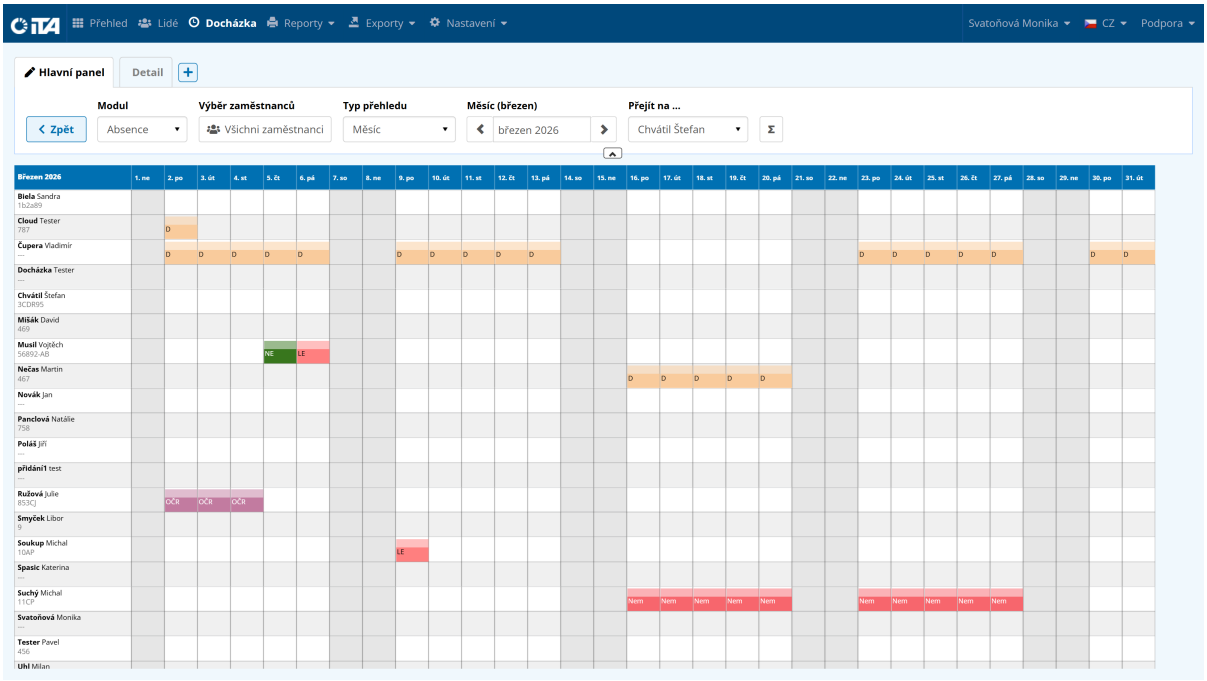
To display an employee's statistics, select the employee in the main table and click the "Statistics..." icon on the main toolbar. To show a specific day, select the desired day in the main table. To select multiple employees or days, hold the Ctrl key while selecting, or simply hold down the left mouse button and drag across the desired selection. The statistics show:

- Absences — here you can see when employees were not at the workplace and why.

4.2. Absence Module

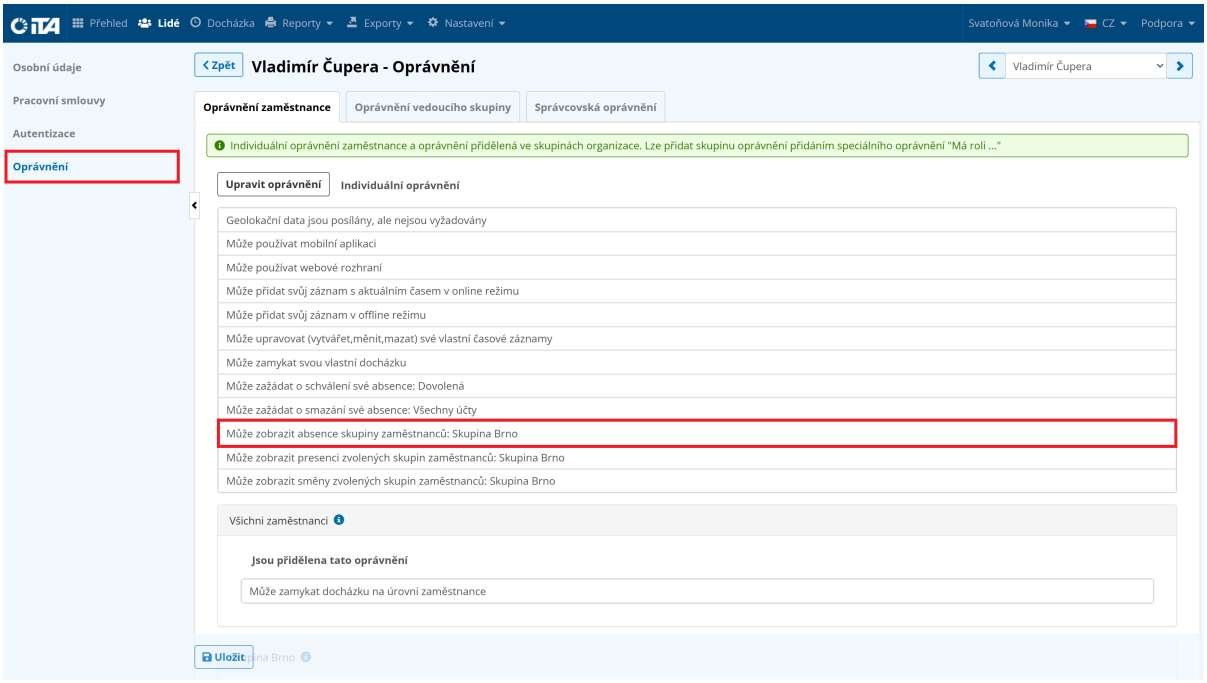
This module lets an employee plan their own absences and view the absences of their colleagues (if they have the relevant permission).

Module **Absence** | Overview type **any** | Month (month) **any** | Go to ... **any**



To manage the Absence module, the employee must be granted access rights in People → Employees → select the relevant employee → Authorization → **Edit Permissions** → **Add Permission**.

Then select the permission that allows viewing presence and choose the employees or groups of employees you want to grant access to.

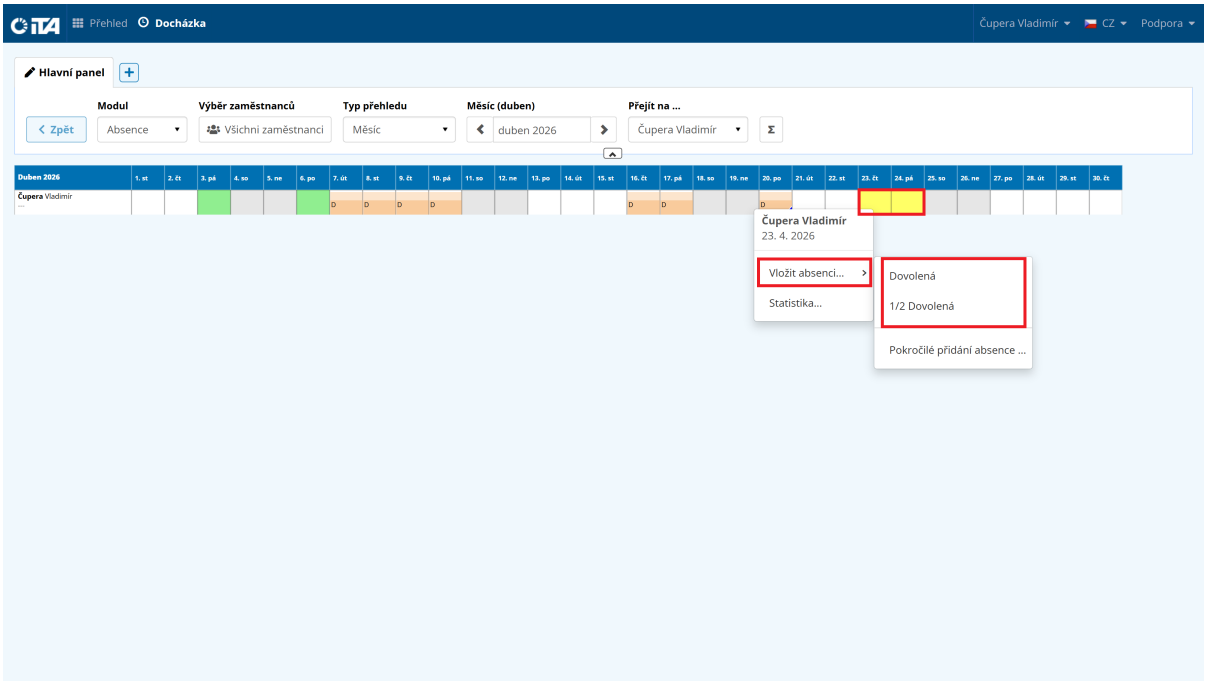


4.2.1. Requesting an Absence — Employee View

For full-day or multi-day absences, use the “Monthly or Yearly Overview”, where the employee can easily select the days they need.

Right-clicking the selected days opens a menu.

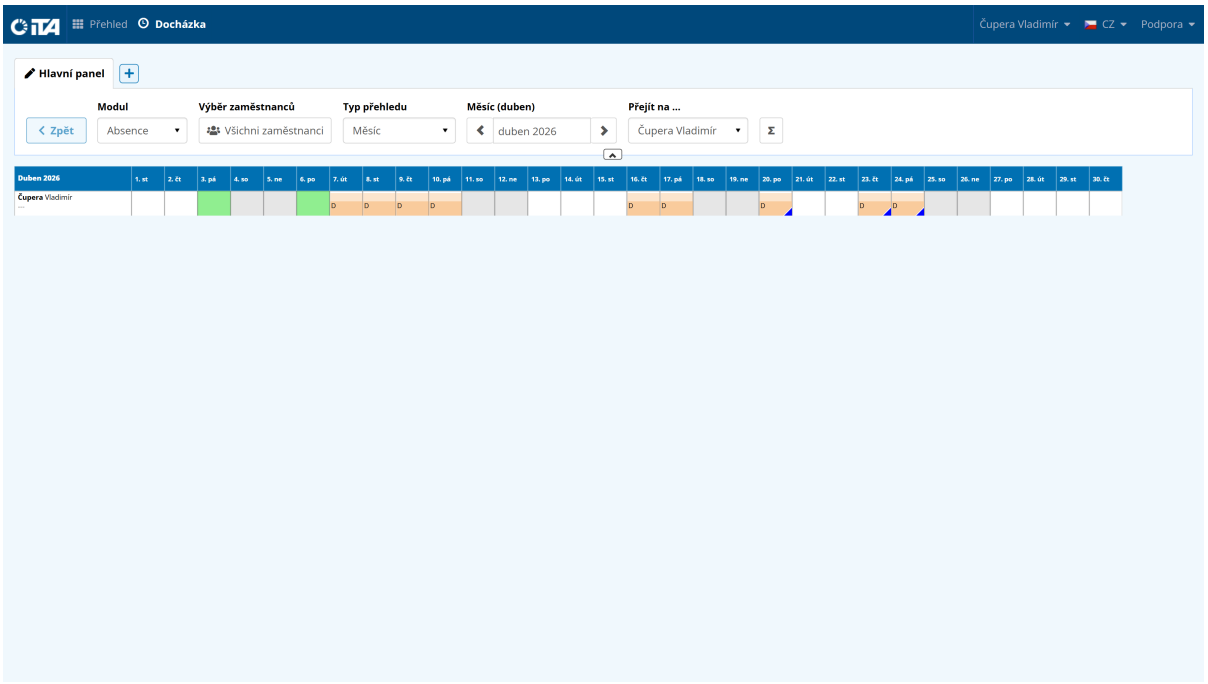
From this menu, the employee can choose one of the allowed absences in the “Insert Absence...” field, or add the required records in the “Add Records” field (the same as in the “Daily Overview”; however, here you can edit multiple arrivals and departures at the same time).



Tip:

To select multiple days, hold the `Ctrl` key while selecting, or simply hold down the left mouse button and drag across the desired selection.

In the Absence module, the employee then sees their planned absences and the related requests. They can also view absence statistics, but cannot make changes to other employees' absences.



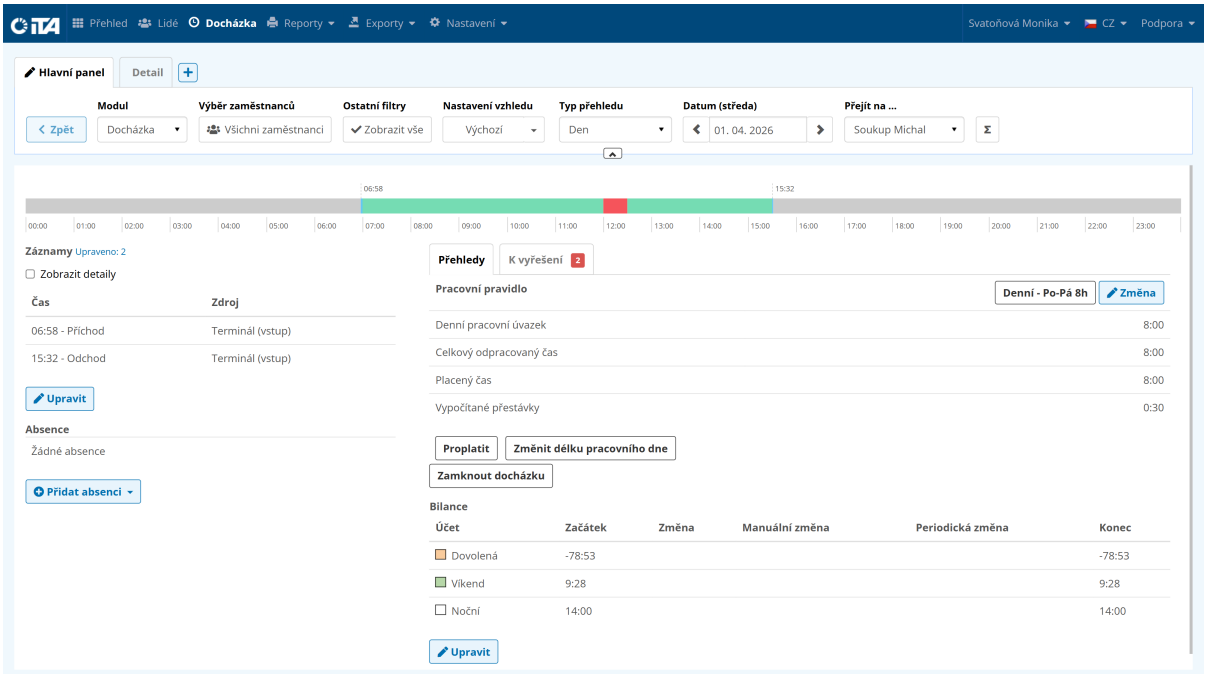
4.3. Attendance Module

4.3.1. Daily Overview

4.3.1.1. Basic Description

The daily overview displays records for a single specific day. In this overview, you can perform manual edits, corrections, and adjustments to attendance. You can approve work rule violations and add missing clock-in or clock-out times.

Module Attendance | Overview type Day | Date (day) any | Go to ... any



4.3.1.2. Viewing and Editing Attendance

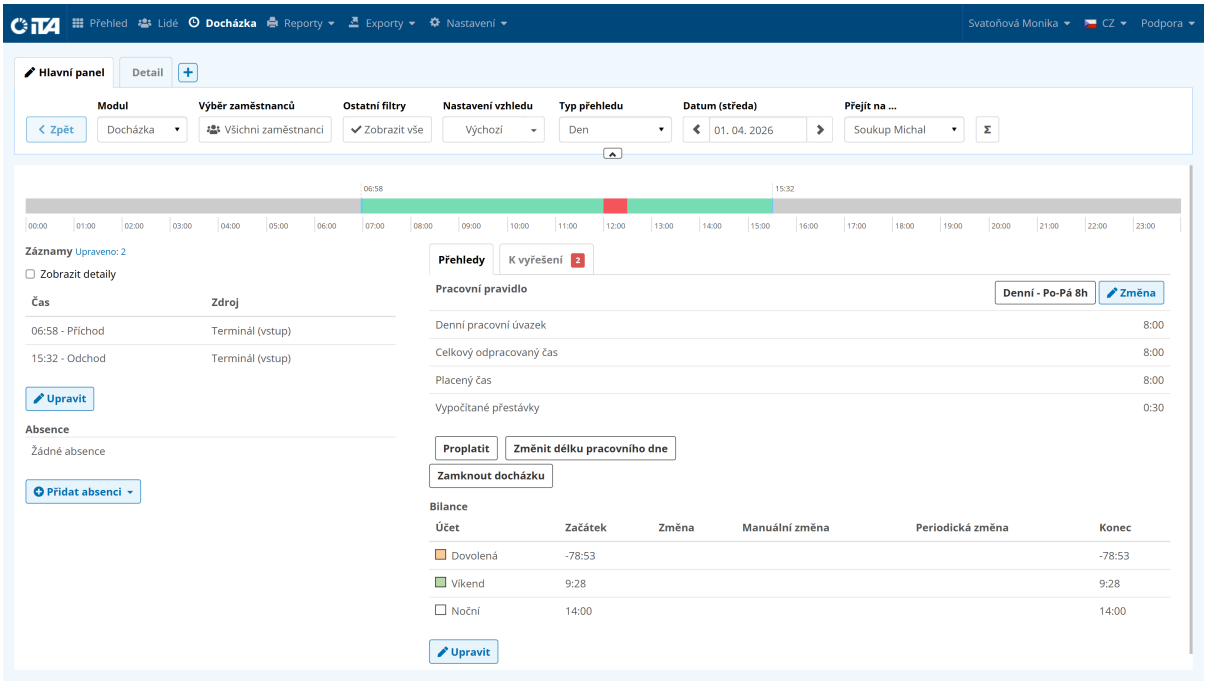
Timeline

A graphical view of the employee's attendance on a timeline. To see more detailed information, hover the mouse over the section of the timeline whose data you want to display.

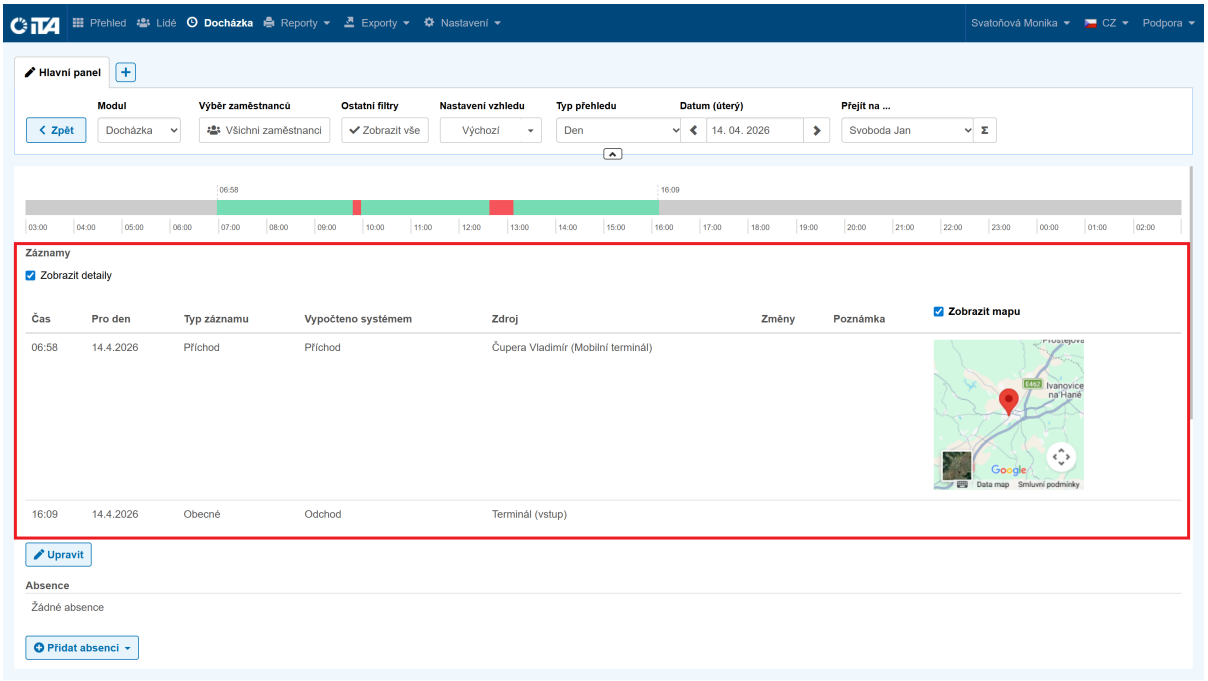


Records

Records display the times the employee arrived at and left the workplace, the break, and any additional information such as a doctor's appointment or business trip. Records can be edited and supplemented later — you can add an arrival or departure, or delete an incorrect record.

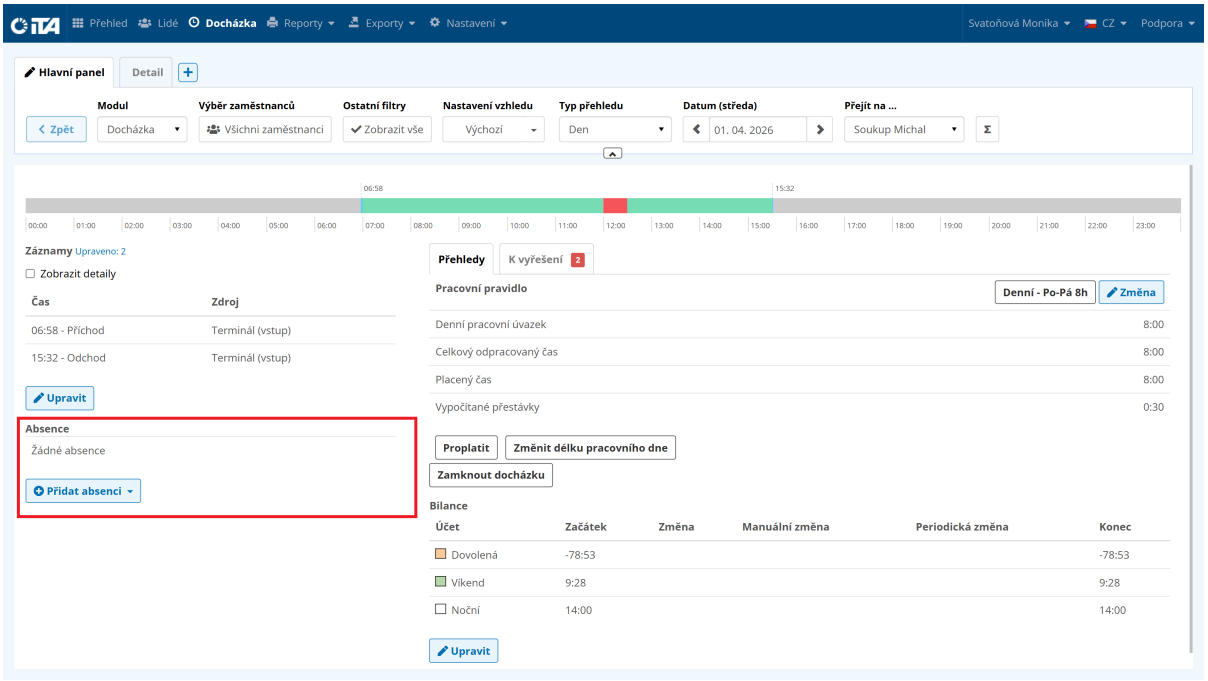


The "Show Details" option is also available for records. When selected, it displays detailed information about the chosen day — time, date, type, source, changes, and the record's note. In addition, if the geolocation feature is used, you can see the record's GPS coordinates with the option to display the record on the map.



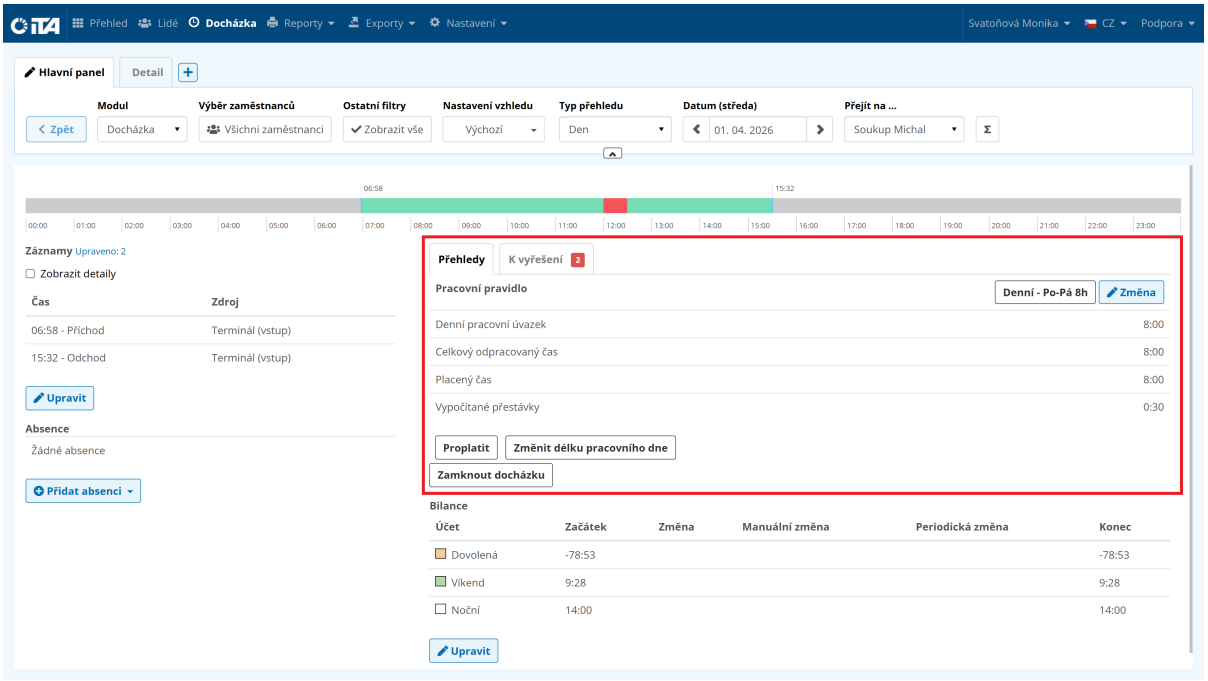
Absences

Absences display the employee's time away due to vacation, sick leave, or other individual absences. Absences can be added or deleted later.



Overviews

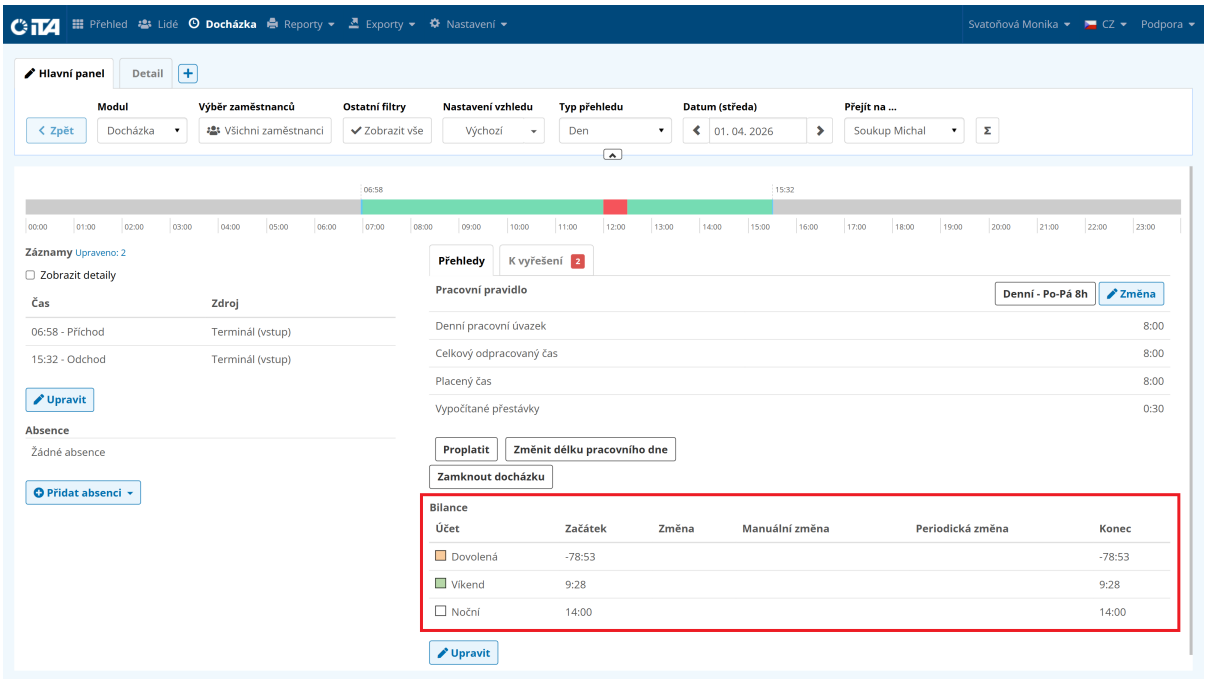
Overviews show which work rule governs attendance for a specific day, the working time obligation, how many hours the employee was actually at work, and how much time was deducted from this for breaks.



The **Pay Out** function allows you to pay out an early arrival, a late departure, or a break.
The **Lock Attendance** function locks or unlocks attendance, typically used for attendance review and payroll processing in the company.

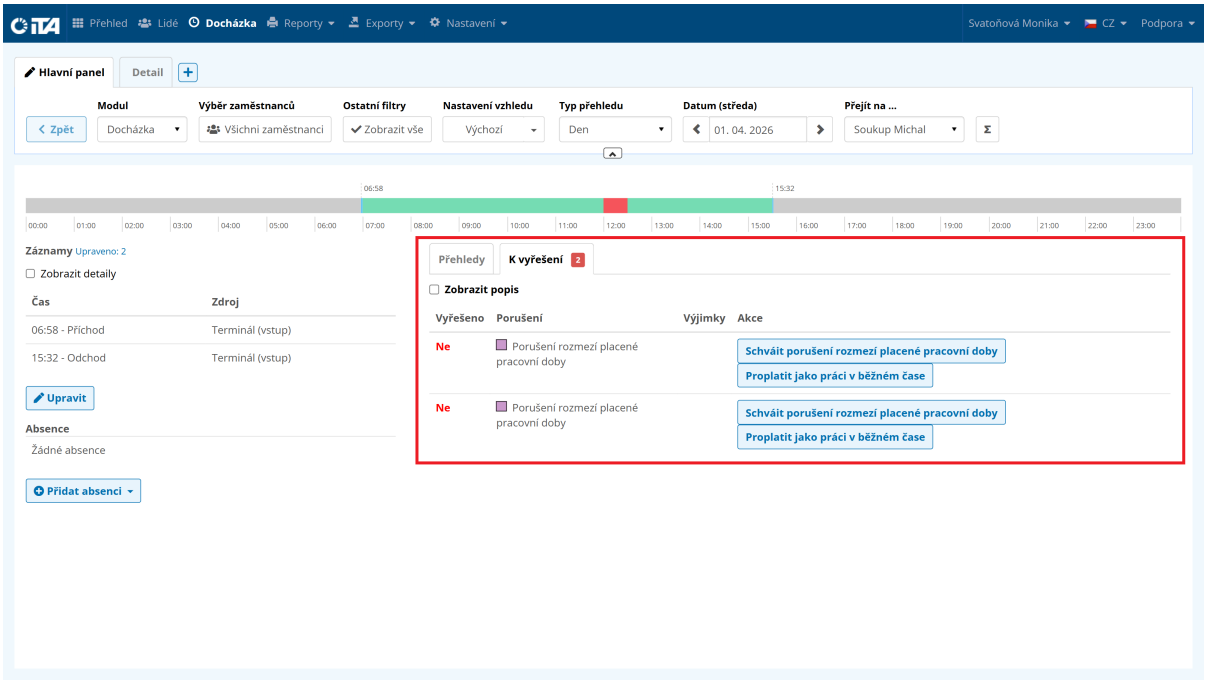
Balance

This section shows the cumulative balance status (and the status of other accounts) from the previous day (opening balance) plus or minus the new value for the given day (closing balance).



To Be Resolved

This section displays violations of the configured work rule. When you select “Show Details”, the system suggests possible resolutions.



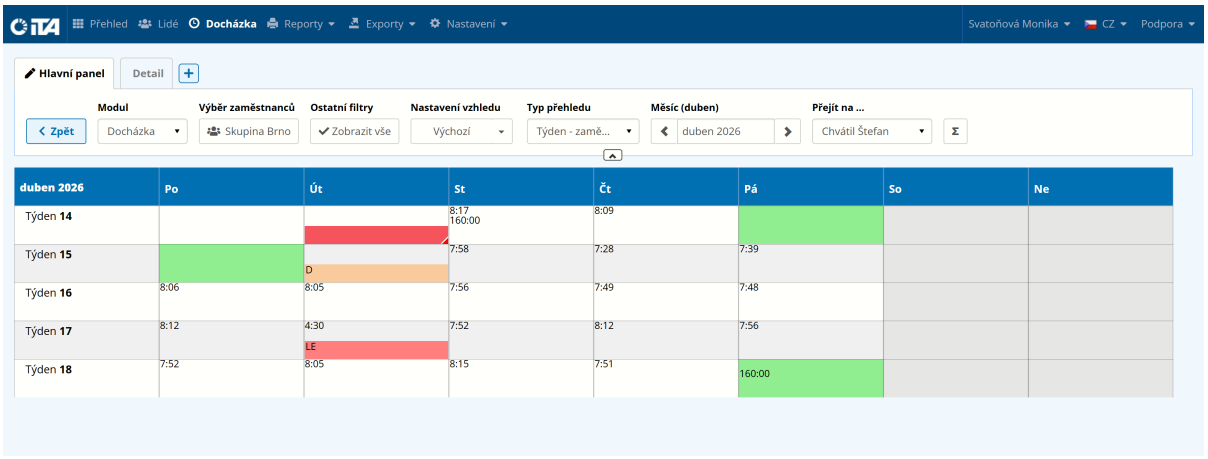
4.3.2. Weekly Overview — Employee

4.3.2.1. Basic Description

Displays a weekly attendance overview for one employee within a specific month. Weeks always start on Monday and end on Sunday.

If a week is split across two months, the days from the neighboring month are included. For better clarity, days (accounts) such as sick leave, vacation, working from home, etc. are color-coded. A red cell indicates a work rule violation.

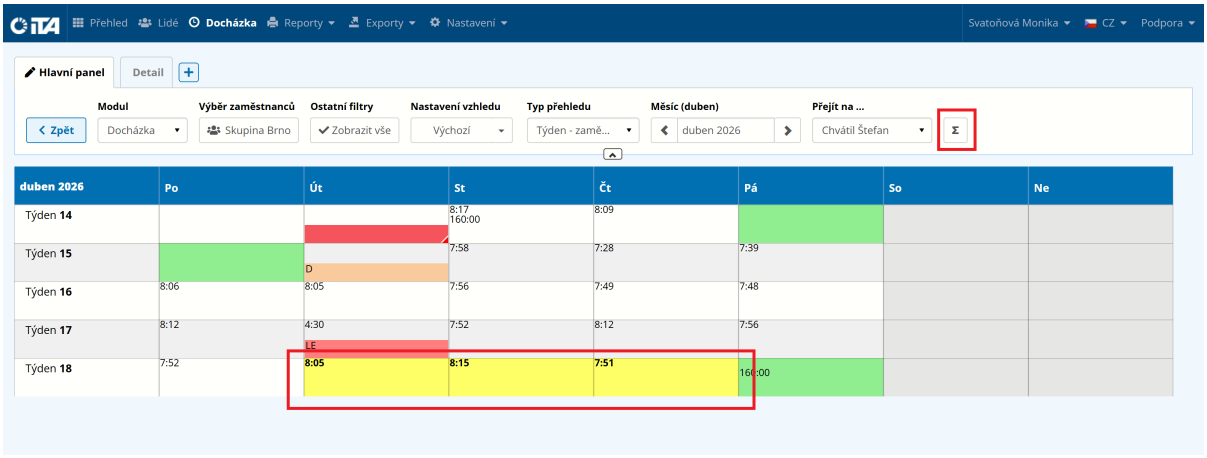
Module Attendance | Overview type Week — employee | Month (month) any | Go to ... any



4.3.2.2. Viewing Statistics

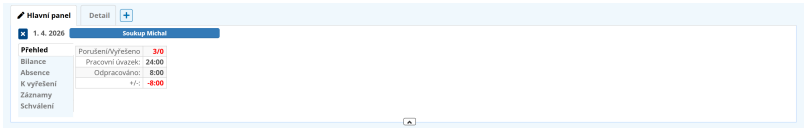
∑ Function (Statistics)

To display an employee's statistics, select the desired day in the main table. To select multiple days or weeks, hold the `Ctrl` key while selecting, or simply hold down the left mouse button and drag across the desired selection.

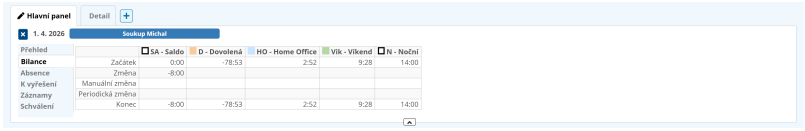


The statistics show:

Overview a quick overview of violations, the work schedule, and time worked.



Balance an overview of the accounts in use, tracking various facts — vacation, night work, sick leave...



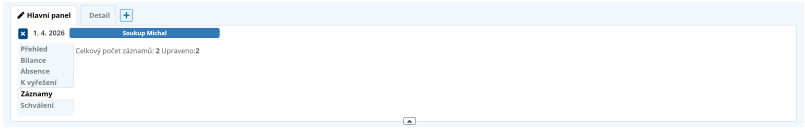
Absence here you can see when employees were not at the workplace and why.



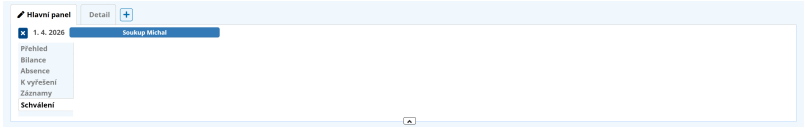
To Be Resolved displays violations of work obligations for the selected period.



Records a summary of records for the selected period.



Approval lets you view approved requests for the selected period.

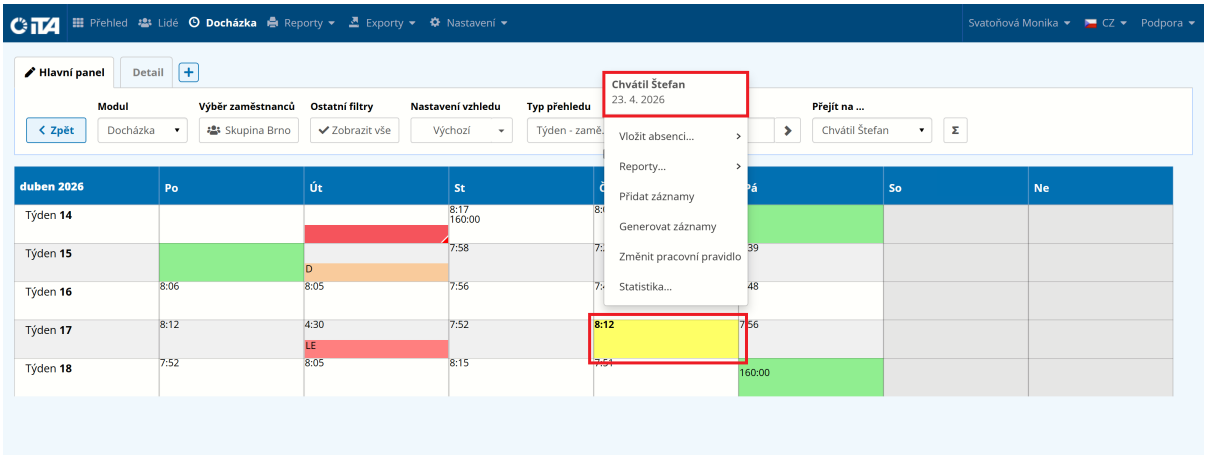


4.3.2.3. Editing Attendance

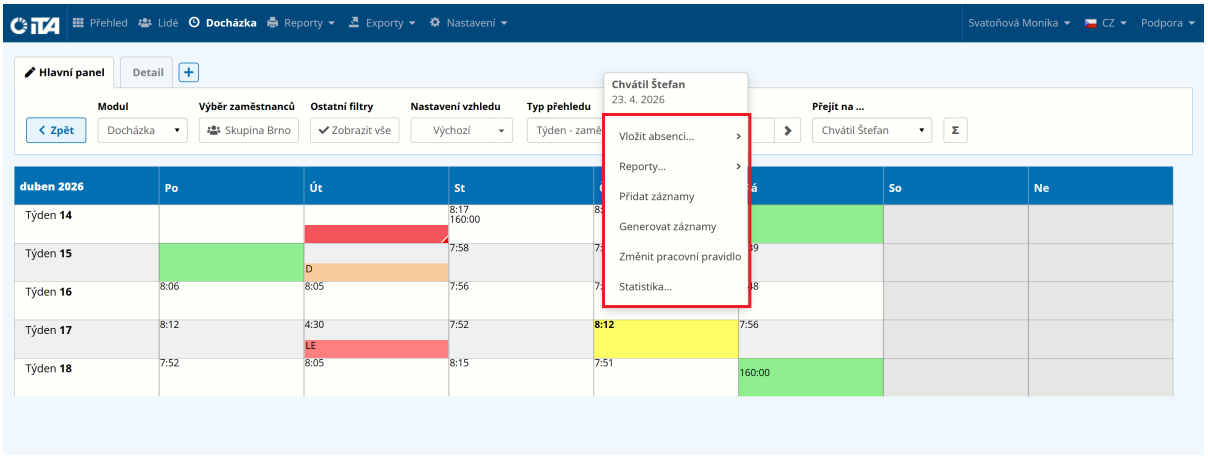
To change a value (edit it, approve a violation...), select the cell in which the change is to be made and right-click it. You can select a single specific day for a single specific employee, or any number of days.

If a single day is selected, the change is made for that day for the selected employee.

Make your selection in the following options table:



The first two rows show the name of the employee and the date on which the edit will be performed.



The next rows offer the available change types:

- Insert Absence
- Reports
- Account History
- Account Balance Correction
- Add Records
- Generate Records
- Change Work Rule
- Statistics

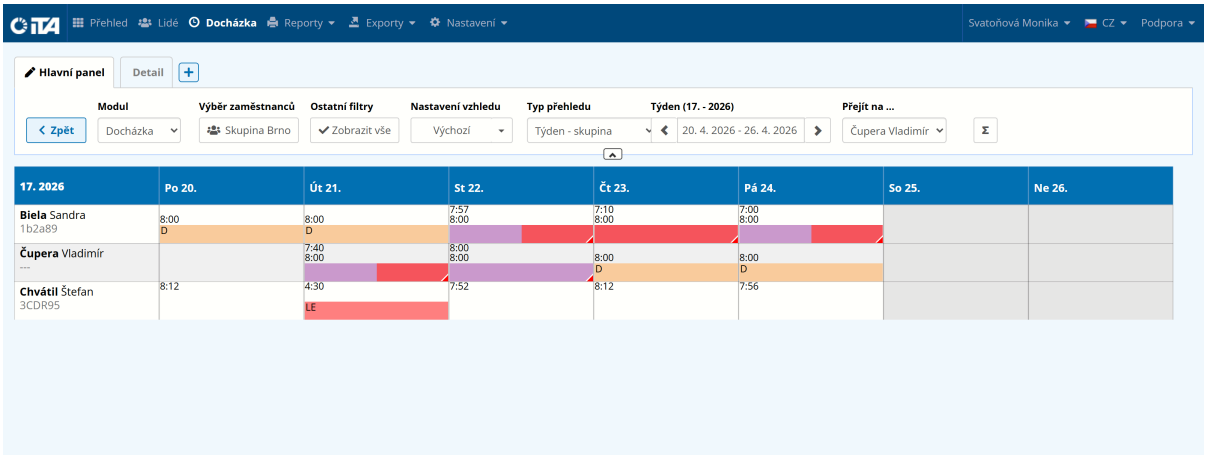
If a longer period is selected, the change is made in all selected cells. The information about the time period is shown in the first two rows.

When editing, always check carefully that the cell is correctly selected and that the values in the first two rows match the date and employee you want to edit.

4.3.3. Weekly Overview — Group

Displays an attendance overview of a selected group of employees for a specific week. For better clarity, days (accounts) such as sick leave, vacation, working from home, etc. are color-coded. A red cell indicates a work rule violation.

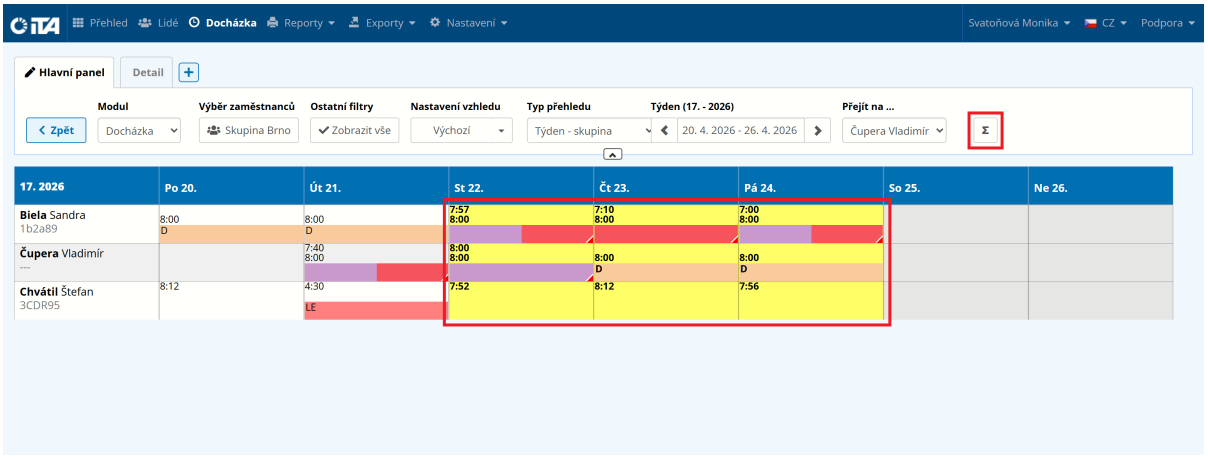
Module Attendance | Employee Selection Sales Department | Overview type Week — group | Week (week) ... any | Go to ... any

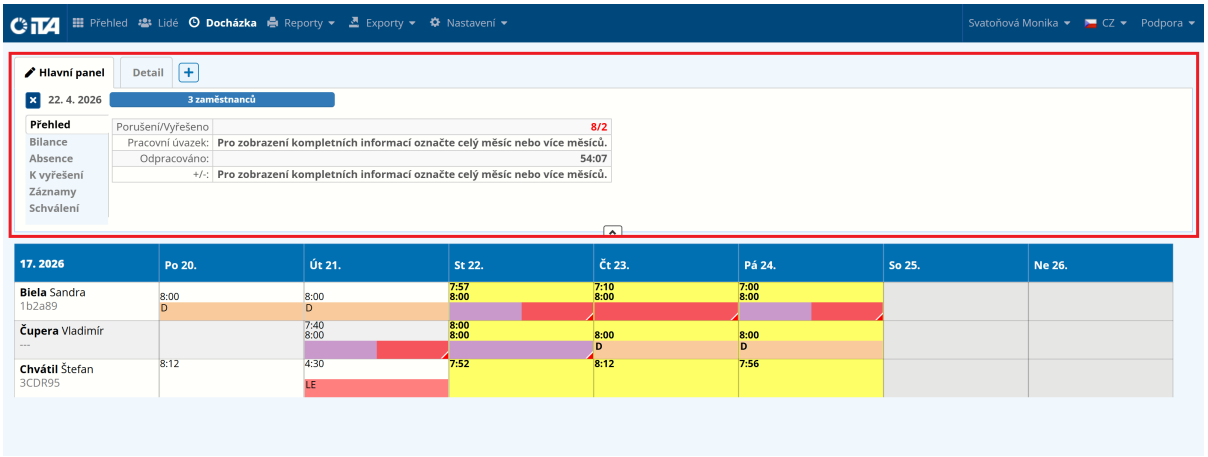


4.3.3.1. Viewing Statistics and Editing Attendance

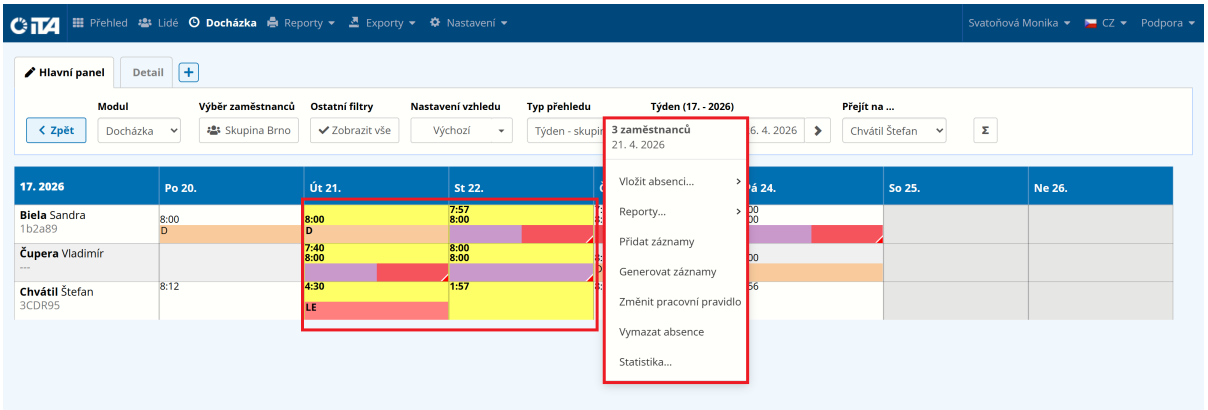
The Weekly Overview — Group works on the same principle as the Weekly Overview — Employee. You can edit records, use reports... However, instead of showing individual weeks with data for a specific employee, this view shows a single specific week with data for the selected group of employees.

Statistics





Editing



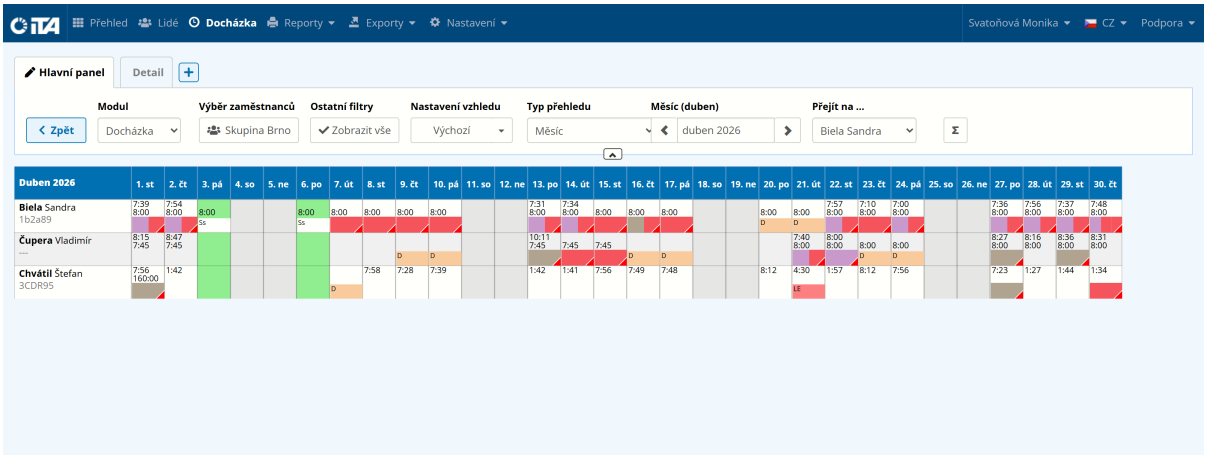
4.3.4. Monthly Overview

Employees only see their own attendance.

4.3.4.1. Basic Description

The monthly overview displays records for one entire calendar month. For better clarity, days (accounts) such as sick leave, vacation, working from home, etc. are color-coded. A red cell indicates a work rule violation.

Module Attendance | Overview type Month | Month (month) any | Go to ... any



4.3.4.2. Viewing Statistics

∑ Function (Statistics)

To display an employee's statistics, select the desired day in the main table. To select multiple days or employees, hold the Ctrl key while selecting, or simply hold down the left mouse button and drag across the desired selection. The statistics show:

Overview a quick overview of violations, the work schedule, and time worked.

Balance an overview of the accounts in use, tracking various facts — vacation, night work, sick leave...

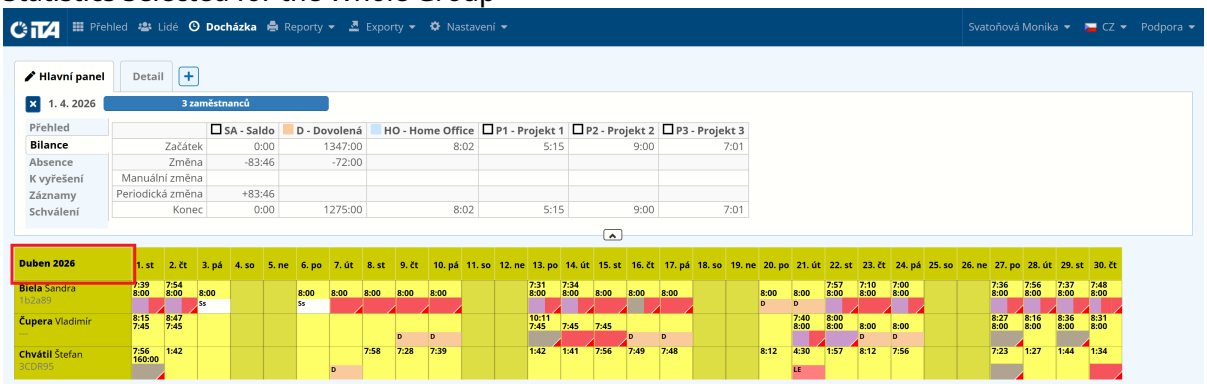
Absence here you can see when employees were not at the workplace and why.

To Be Resolved displays violations of work obligations for the selected period.

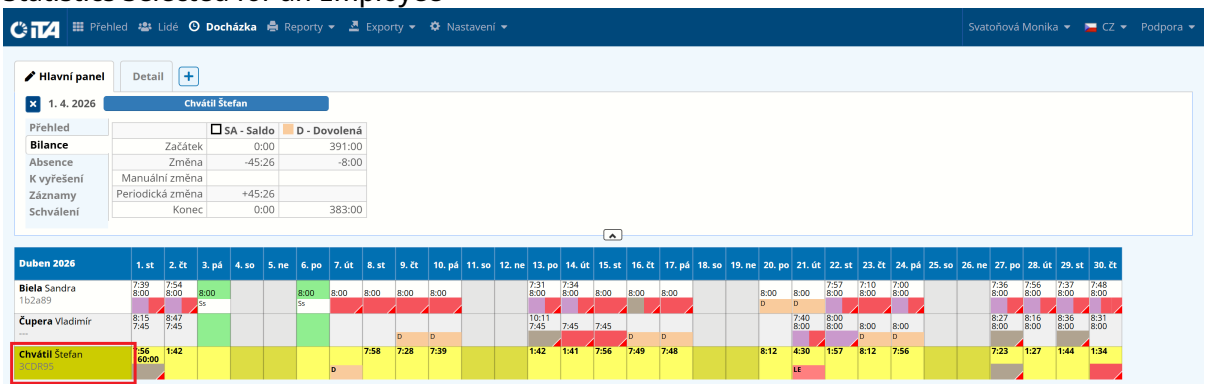
Records a summary of records for the selected period.

Approval lets you view approved requests for the selected period.

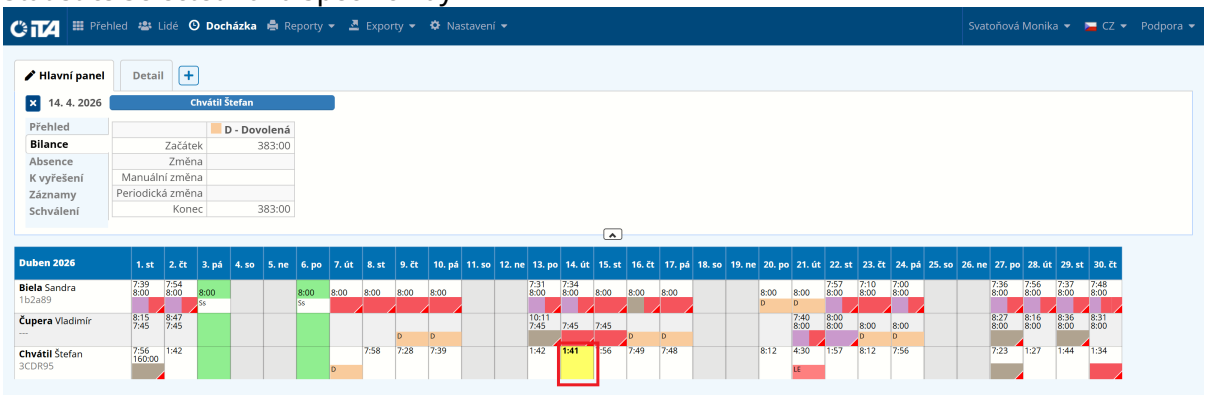
Statistics Selected for the Whole Group



Statistics Selected for an Employee



Statistics Selected for a Specific Day



4.3.4.3. Editing Attendance

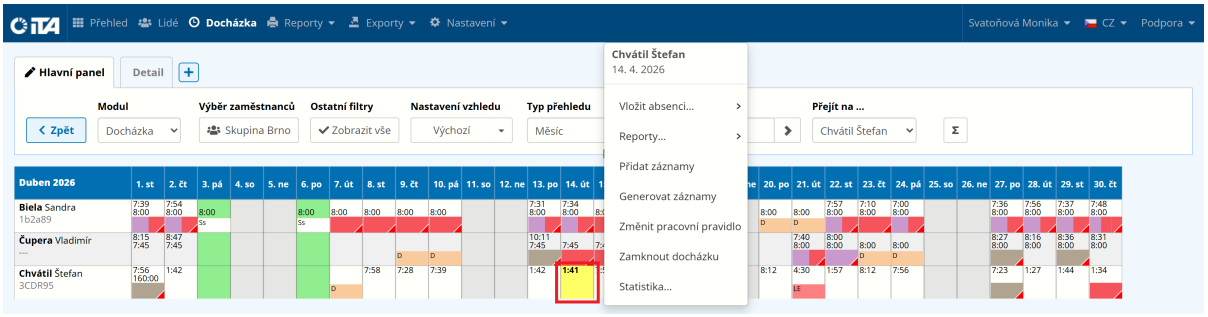
To change a value, left-click the cell in which the change is to be made and then right-click in that cell. You can select a single specific day/week or any number of days/weeks.

Make your selection in the following options table:

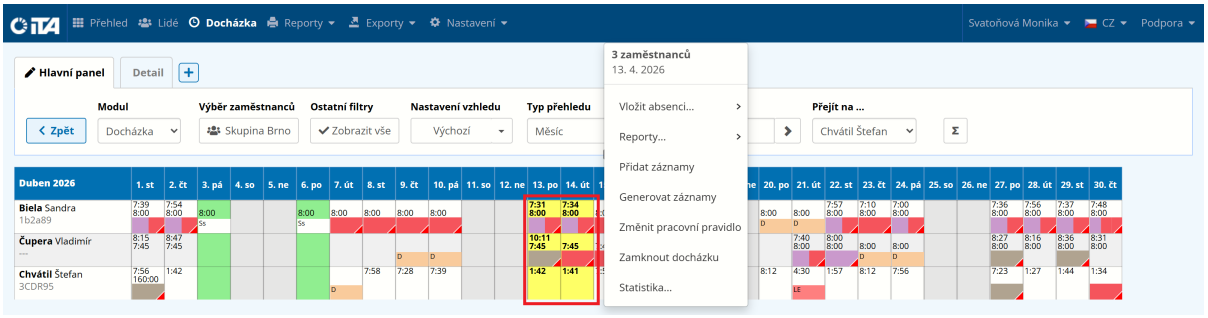
The first two rows show the name of the employee and the date on which the edit will be performed.

The next rows offer the available change types:

- Insert Absence
- Reports
- Account History
- Account Balance Correction
- Add Records
- Generate Records
- Change Work Rule
- Lock Attendance
- Statistics



If a longer period or multiple employees are selected, the change is made in all selected cells. The information about the time period and the number of employees is shown in the first two rows.



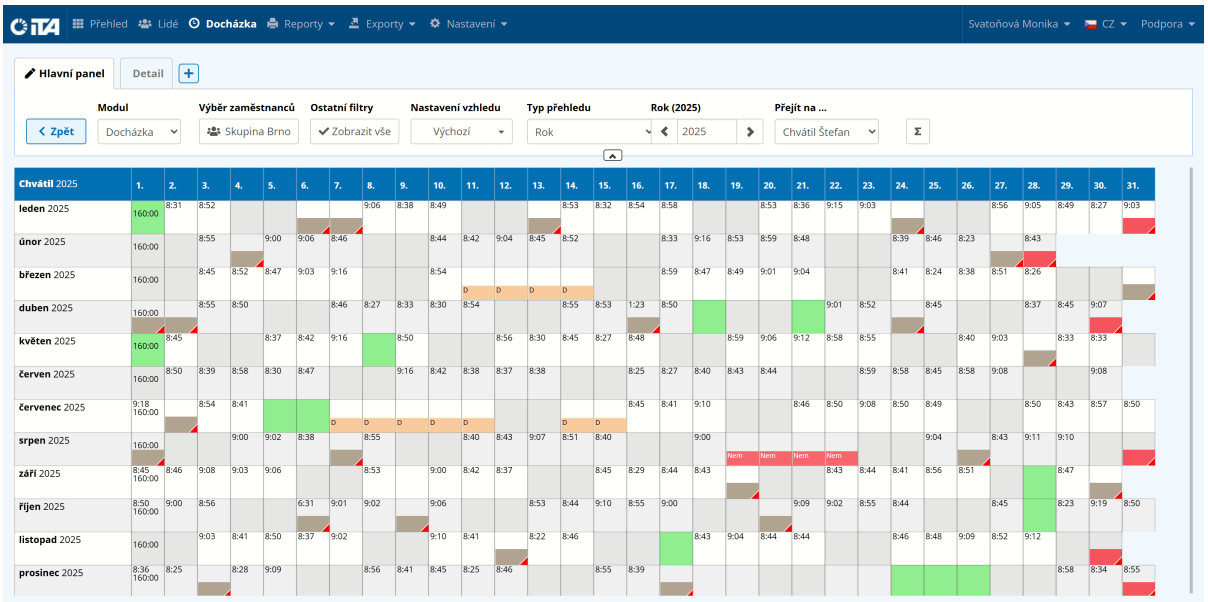
When editing, always check carefully that the cell is correctly selected and that the values in the first two rows match the date and employee you want to edit.

4.3.5. Yearly Overview

Employees only see their own attendance.

Displays a yearly attendance overview for one specific employee. For better clarity, days (accounts) such as sick leave, vacation, working from home, etc. are color-coded. A red cell indicates a work rule violation.

Module Attendance | Overview type Year | Year (year) any | Go to ... any



4.3.5.1. Viewing Statistics and Editing Attendance

The yearly overview works on the same principle as the monthly overview — you can edit records, use reports... However, instead of showing employees, this view shows the individual months.

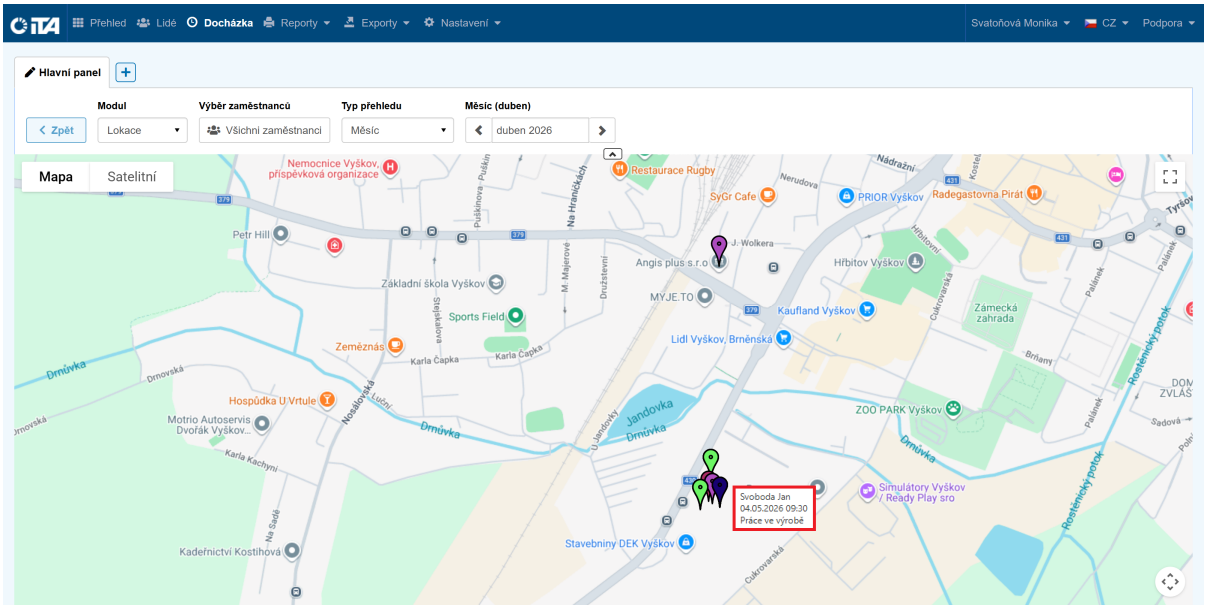
Overviews

4.4. Location Module

Displays labels on a map showing the location of each attendance record.

Module Location | Employee Selection any | Overview type any | Month (month) any

Hover the mouse over a location label to view information about the record: the first and last name of the employee who created it, the date, the time, and the record type. Each employee has their own generated label color.



The Location module requires geolocation data from the Docházka iTA mobile app, which you can download for free below:

GET IT ON Google Play

Download on the App Store

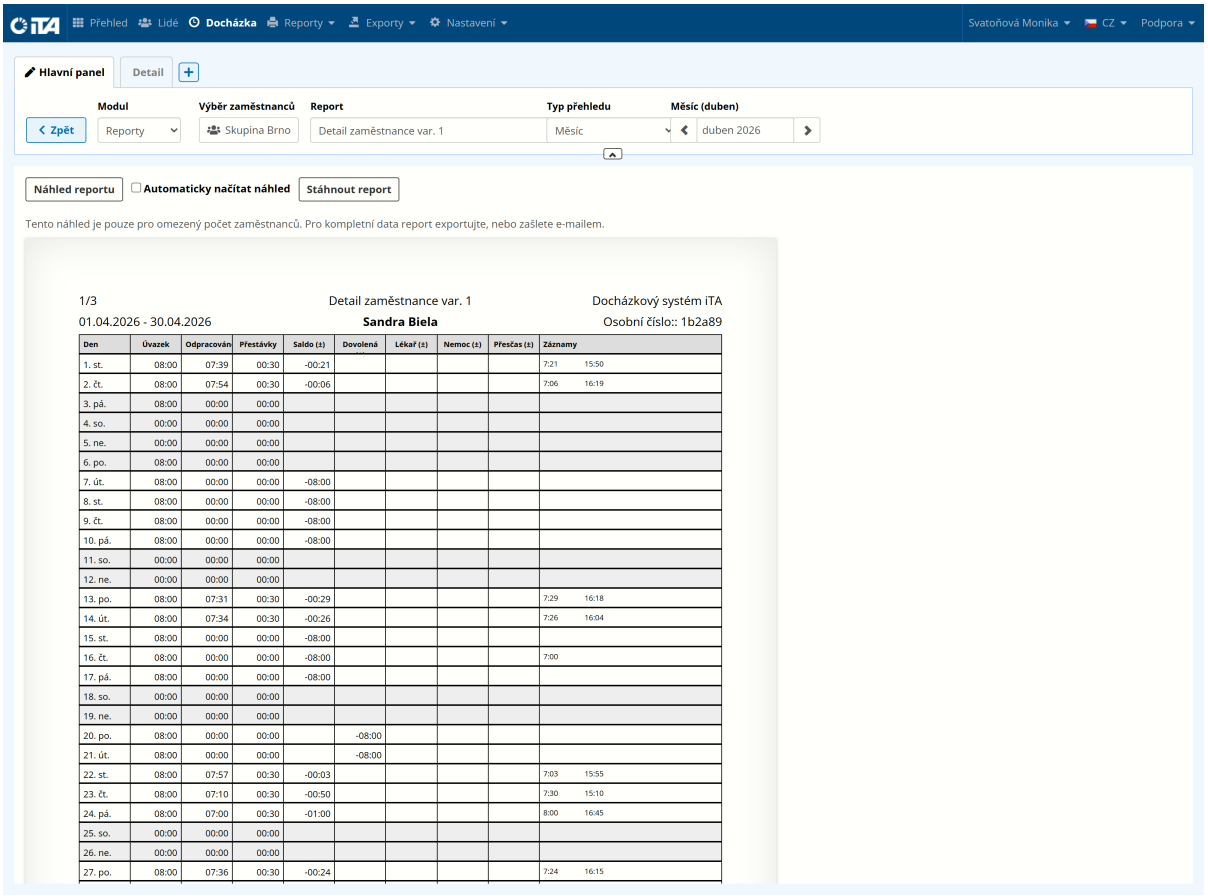
4.5. Reports Module

This module is used to obtain a quick overview and summary information about an employee's attendance.

Module Reports | Employee Selection any | Report any | Overview type any | Month (month) any

In their profile, on the Attendance tab, an employee can download their own report according to the parameters they select in this module.

In the "Report" menu, you can choose from predefined report templates. Several options are available, e.g. Employee Detail, Month Detail, Violations Overview, and many more.



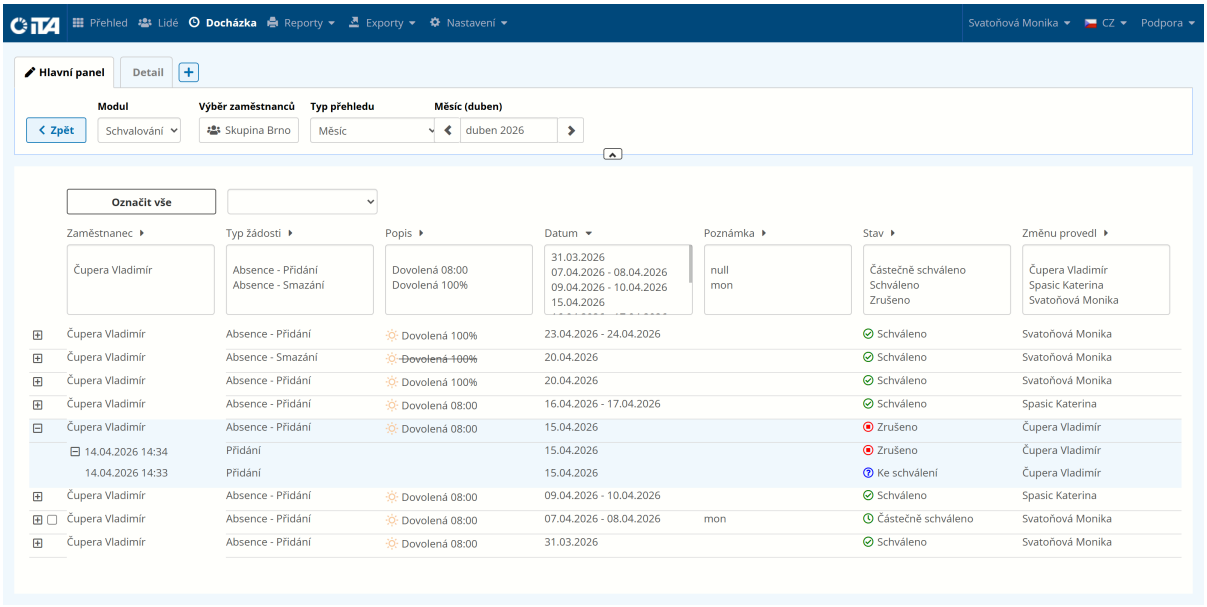
Den	Úvazek	Odpracován	Přestávky	Saldo (±)	Dovolená	Lékař (±)	Nemoc (±)	Přesčas (±)	Záznamy
1. st.	08:00	07:39	00:30	-00:21					7:21 15:50
2. čt.	08:00	07:54	00:30	-00:06					7:06 16:19
3. pá.	08:00	00:00	00:00						
4. so.	00:00	00:00	00:00						
5. ne.	00:00	00:00	00:00						
6. po.	08:00	00:00	00:00						
7. út.	08:00	00:00	00:00	-08:00					
8. st.	08:00	00:00	00:00	-08:00					
9. čt.	08:00	00:00	00:00	-08:00					
10. pá.	08:00	00:00	00:00	-08:00					
11. so.	00:00	00:00	00:00						
12. ne.	00:00	00:00	00:00						
13. po.	08:00	07:31	00:30	-00:29					7:29 16:18
14. út.	08:00	07:34	00:30	-00:26					7:26 16:04
15. st.	08:00	00:00	00:00	-08:00					
16. čt.	08:00	00:00	00:00	-08:00					7:00
17. pá.	08:00	00:00	00:00	-08:00					
18. so.	00:00	00:00	00:00						
19. ne.	00:00	00:00	00:00						
20. po.	08:00	00:00	00:00		-08:00				
21. út.	08:00	00:00	00:00		-08:00				
22. st.	08:00	07:57	00:30	-00:03					7:03 15:55
23. čt.	08:00	07:10	00:30	-00:50					7:30 15:10
24. pá.	08:00	07:00	00:30	-01:00					8:00 16:45
25. so.	00:00	00:00	00:00						
26. ne.	00:00	00:00	00:00						
27. po.	08:00	07:36	00:30	-00:24					7:24 16:15

4.6. Approving Module

This module makes it easy to manage approvals within a defined time range and group of employees. Users can approve, reject, or comment on an approval and view the approval history.

Module Approving | Employee Selection any | Overview type any | Month (month) any

Users with the relevant permissions can view, approve, co-approve, reject, or comment on an approval. Note: The difference between the Approving section and the Approving module is that the Approving module only displays approval requests within the active employee selection and time period. By contrast, the Approving tab in the Overview section displays all approval requests.



4.7. Shifts Module

Allows shift planning for employees in shift work.

Module Shifts | Employee Selection any | Overview type Month | Month (month) any | Go to ... any

This module lets the employee plan their own shifts and view their colleagues' shifts (if they have the relevant permission). The employee cannot, however, make changes to other employees' shifts.

A user with the appropriate permission can confirm or reject employees' proposed changes, or enter their own changes. To grant employees permission to use the shift calendar, go to People → Employees → select the relevant employee → Employment Contracts and, under **Work Schedule** , select **Shift Work** .

To grant permission to view shifts, go to People → Employees → select the relevant employee → Authorization → "Add Permission", then select, specify, and save the relevant permission.

To set or change shifts, select the cell in which the change is to be made and right-click it. You can select a single specific day for a single specific employee, or any number of days or employees.

If a single day is selected, the change is made for that day for the selected employee.

Make your selection in the following options table:

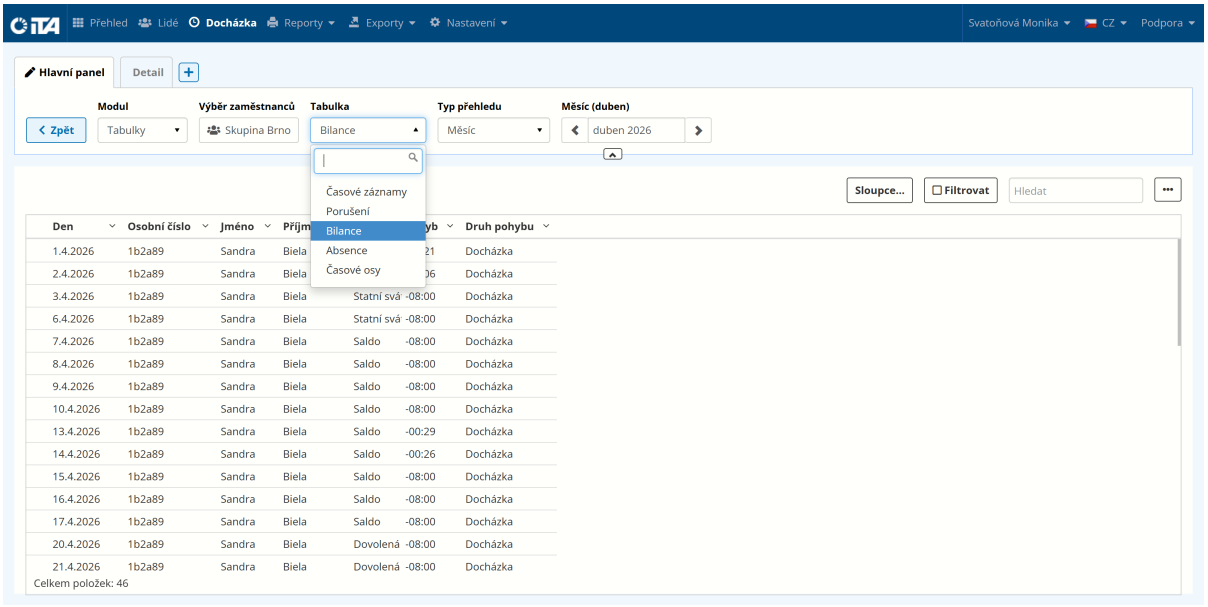
The first two rows show the name of the employee and the date on which the edit will be performed. The next rows offer the available change types:

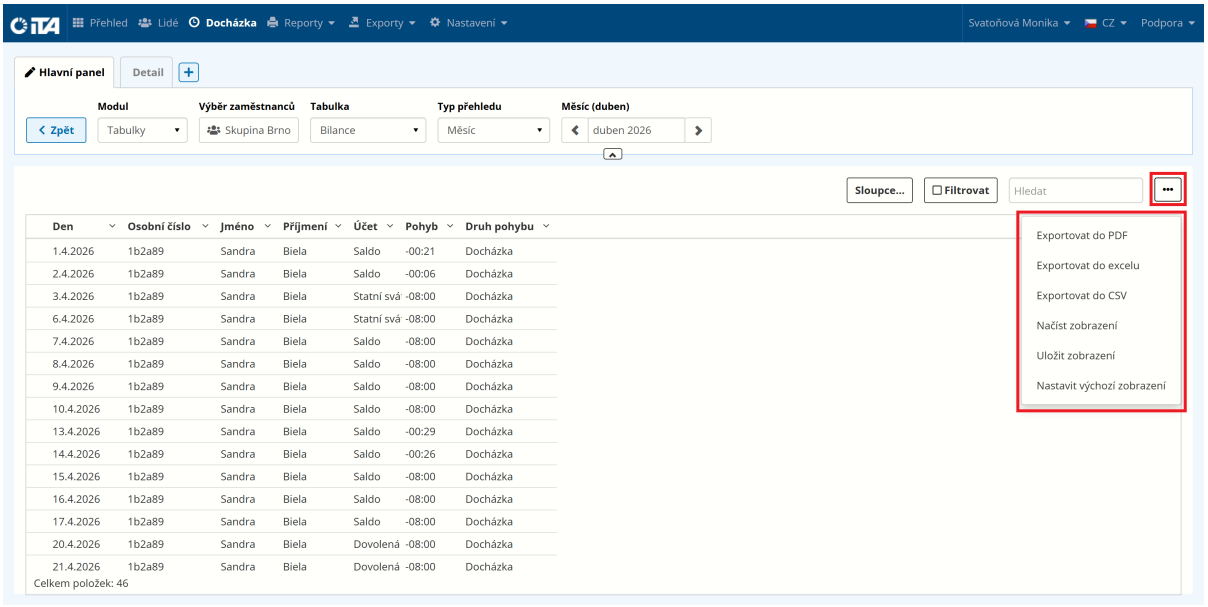
Change Shifts	Assigns shifts that you have configured in the work rules.
Copy Shifts	Lets you copy existing shifts. After selecting this function, the "Paste Shifts" option is displayed.
Rotate Shifts	Rotates shifts between two or more employees.
Repeat Shifts	Repeats shifts up to a configured date.
Statistics	Displays absence and shift statistics.

If you have administrator permissions, you can manage the shift calendar. All shift calendar changes are initially drafts pending approval. A cell pending approval is marked with a blue corner in the lower right. To confirm, right-click the cell and choose "Confirm Changes" or "Discard Changes". You can select a single specific day for a single specific employee, or any number of days or employees.

4.8. Tables Module

This module displays time records and other data in a tabular editor, with the option to export them in various formats.





It provides a clear overview of record types, sources, and record notes.

4.9. Locking Module

This module locks or unlocks attendance, typically used for attendance review and payroll processing in the company.

Module Locking | Employee Selection any | Overview type any | Month (month) any

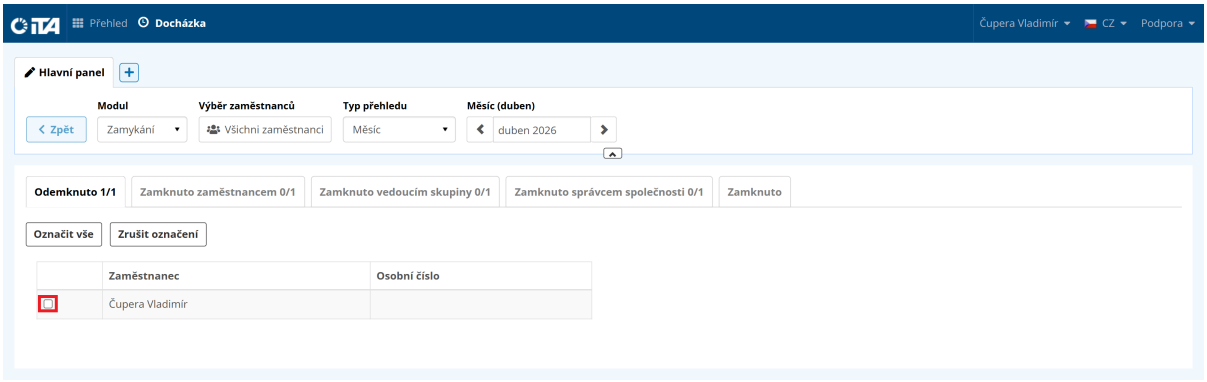
It provides easy management and a complete overview of attendance locking. Users can lock or unlock attendance and view the status of all lock levels for the selected time period and group of employees.

There are 3 lock levels:

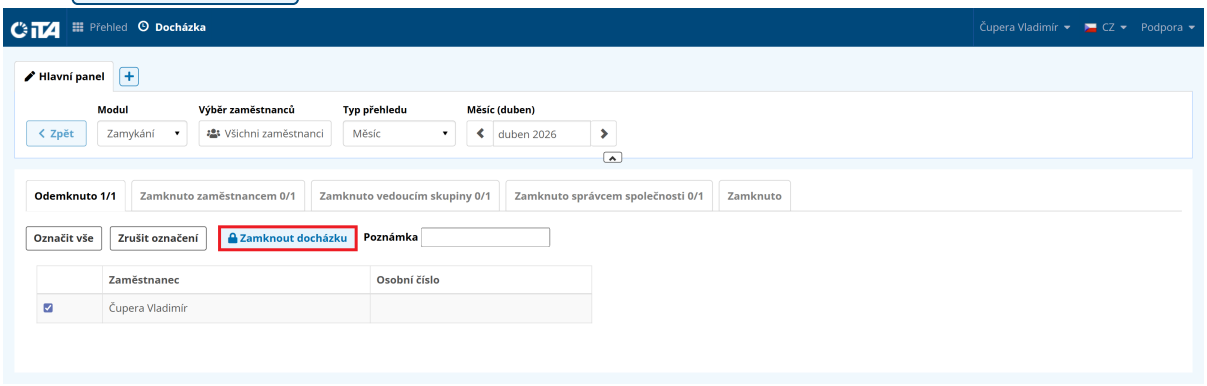
4.9.1. Locked by Employee

At this level, the employee can lock their own attendance. Once locked, the employee can no longer edit their own attendance. By doing so, the employee typically signals to the group leader that their own attendance is complete and reviewed. The group leader and company administrator can still edit the attendance.

1. Select the employee using the checkbox:



2. Click **Lock Attendance**:



4.9.2. Locked by Group Leader

The group leader can lock the attendance of employees in their group. Once locked, the group leader can no longer edit the attendance of the locked employees. The company administrator can still edit the attendance. By doing so, the group leader typically signals to the company administrator that their own group is complete and reviewed.

4.9.3. Locked by Company Administrator

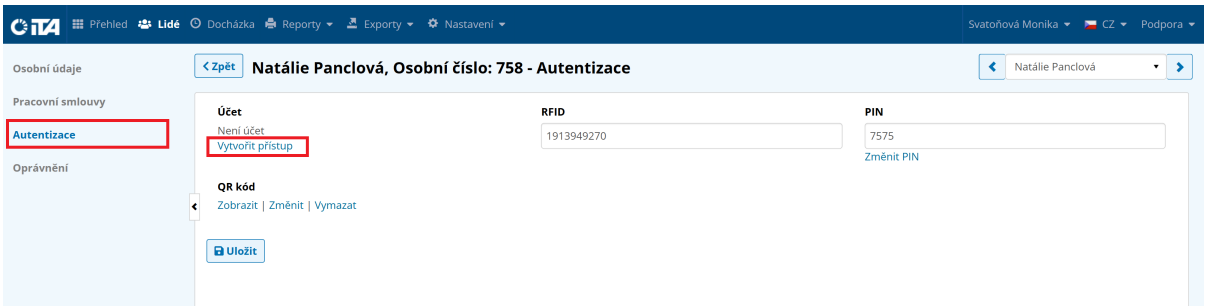
The company administrator can lock the attendance of all employees in the company. Once locked, no one can edit the attendance of the locked employees. Typically used for payroll processing in the company.

5 APPROVING

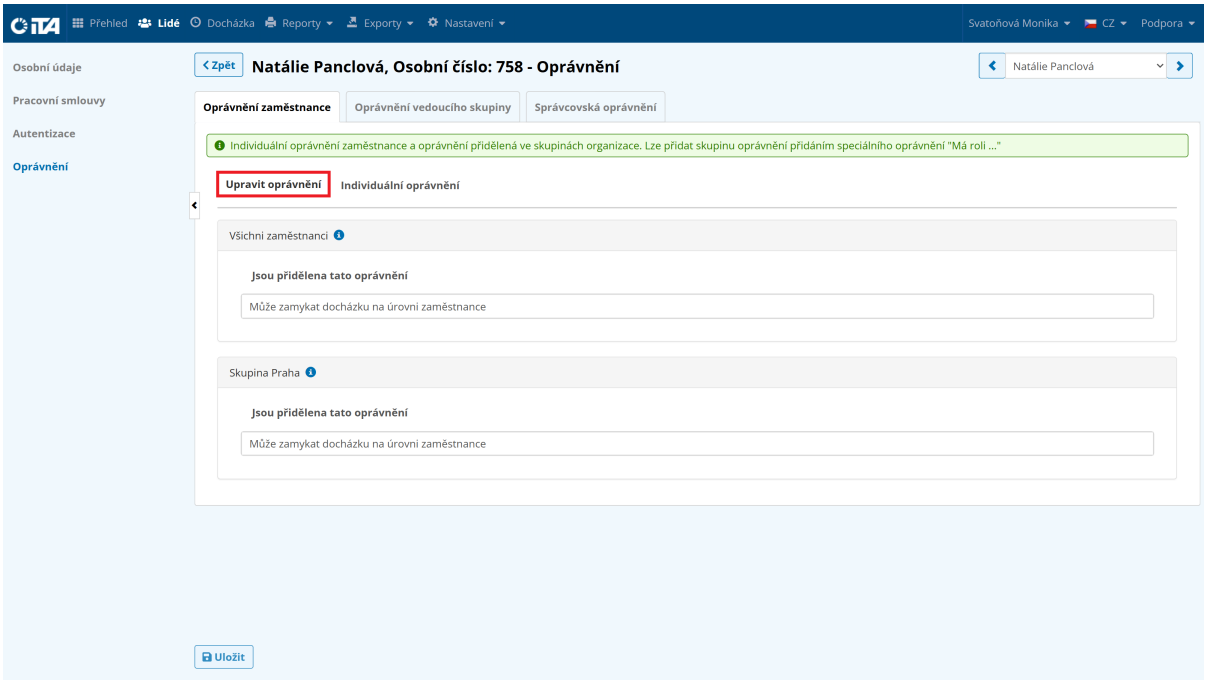
5.1. Configuration

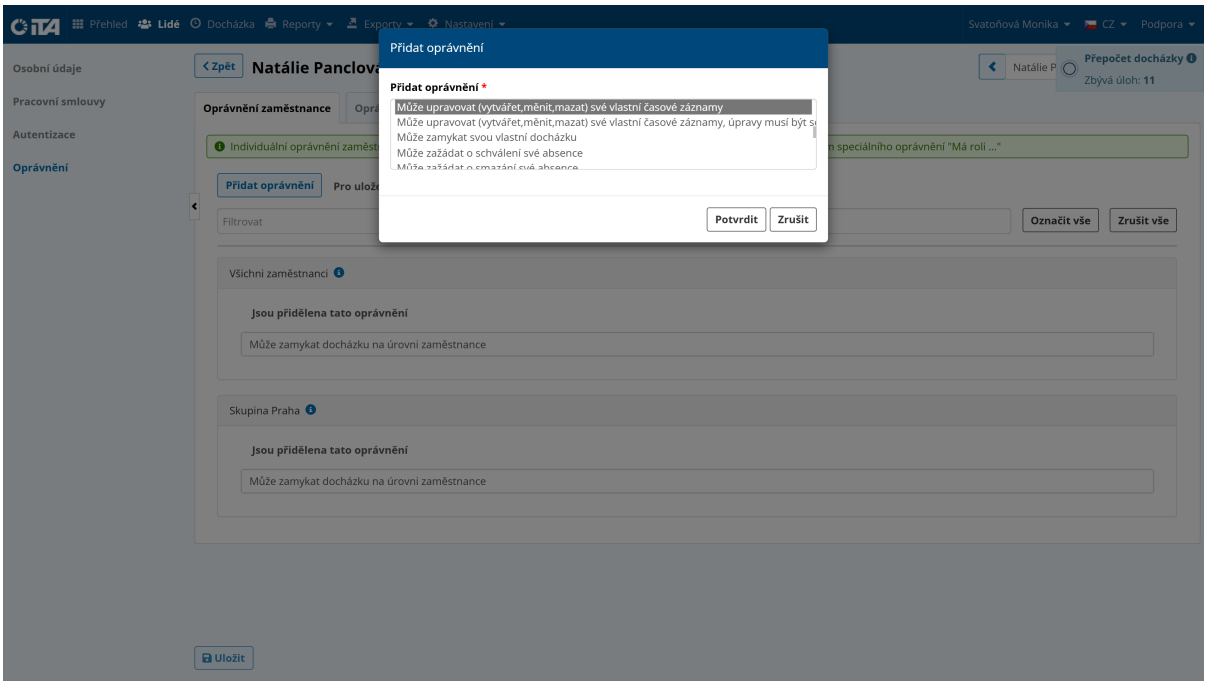
For the Approving module to work correctly, you must first create an account for the employee in the iTA attendance system.

To create an account for an employee, go to People → Employees → click the relevant employee → Authentication . Then click **Create Access** and enter the employee's email address, which will receive their username and password.



Then, on the **Authorization** tab, set the permissions you want to grant the employee and save.



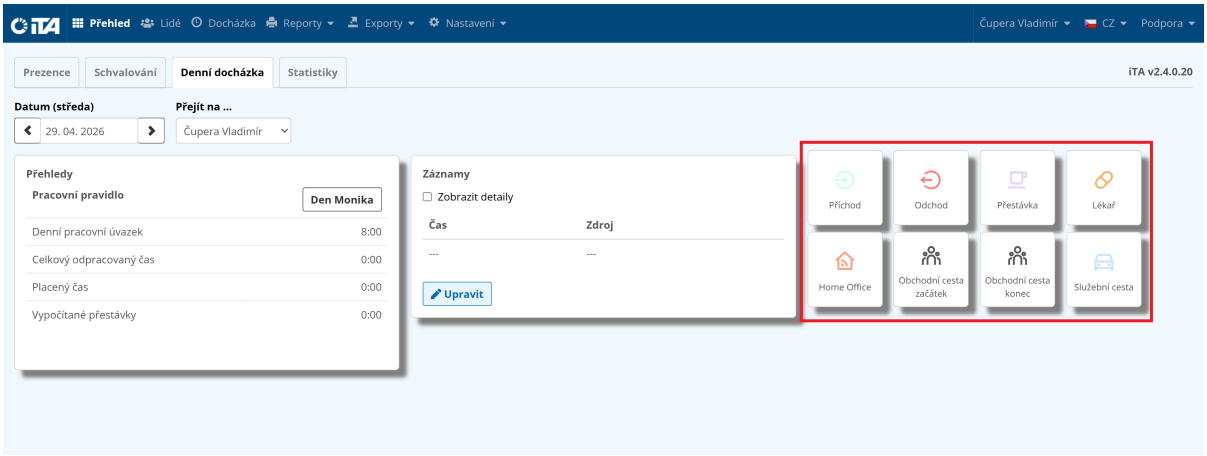


If needed, the employee can create their own vacation and planned absence requests, and edit/add clock-in and clock-out times.

5.2. Clock-in/Clock-out Record

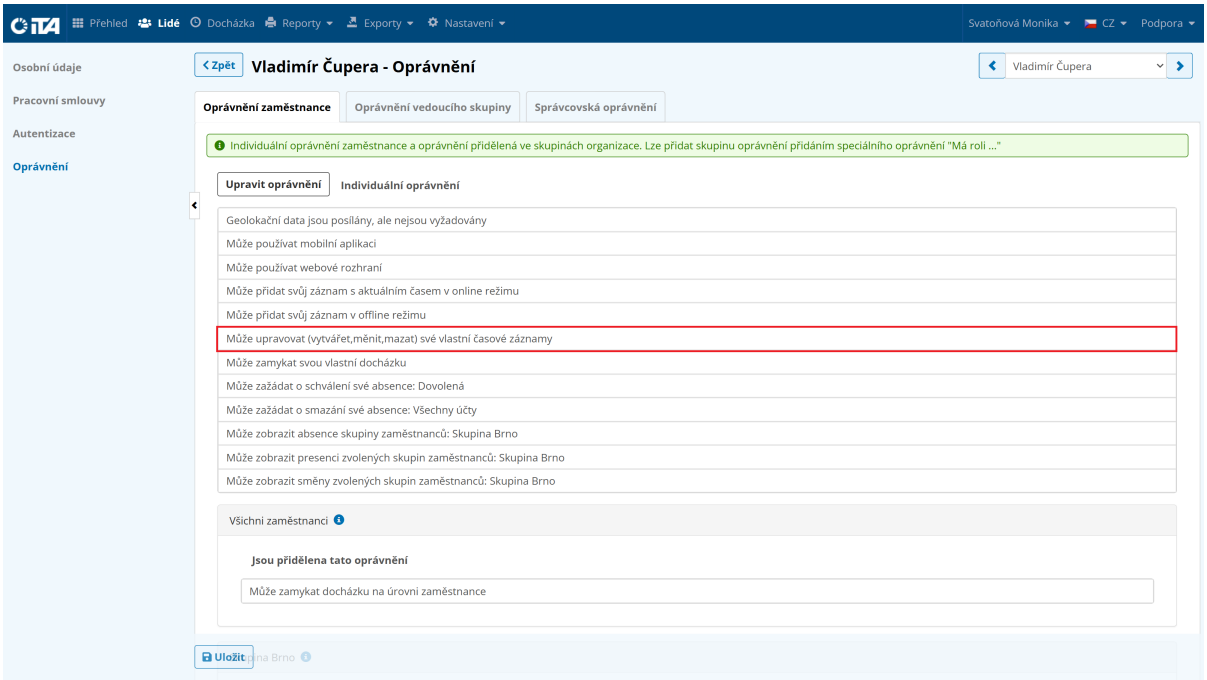
For this option, the employee uses Overview → the Daily Attendance tab, where they click a tile (clock in, clock out, break, doctor's appointment, etc.).

For both clock-in and clock-out, the "Generic" record can be used. The system then automatically determines whether it is a clock-in or clock-out.



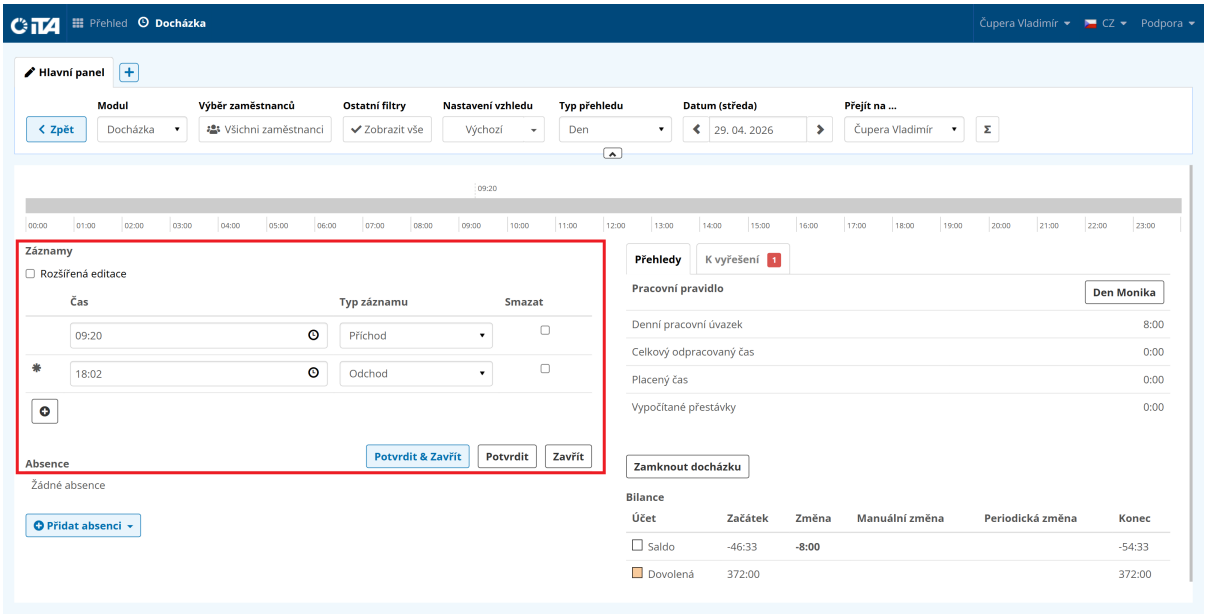
5.3. Changing a Clock-in/Clock-out

The employee makes the change in the Attendance module, if they have the relevant permission:



Module Attendance | Overview type Day | Date (day) the day on which the clock-in/clock-out should be changed | Go to ... the employee the change applies to|

In the **Records** section, the employee clicks **Edit** and changes the time and, if needed, the record type in the relevant fields. For both clock-in and clock-out, the “Generic” record can be used. The system then automatically determines whether it is a clock-in or clock-out. Finally, save by clicking **Confirm & Close**.



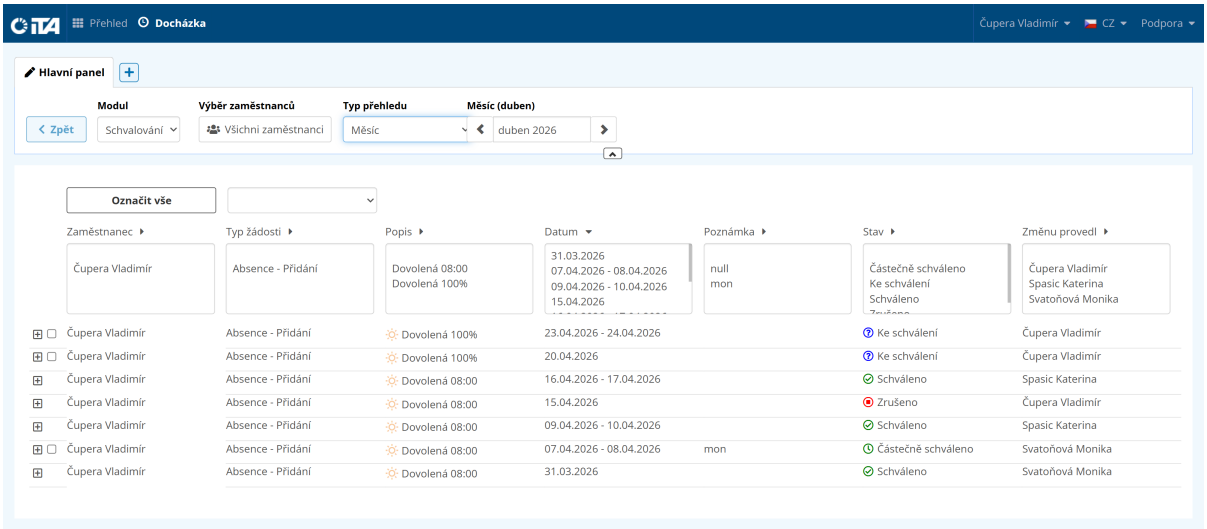
For full-day or multi-day absences, use the “Monthly or Yearly Overview”, where the employee can easily select the days they need. Right-clicking the selected days opens a menu. From this menu, the employee can choose one of the allowed absences in the “Insert Absence...” field, or add the required records in the “Add Records” field (the same as in the “Daily Overview”; however, here you can edit multiple arrivals and departures at the same time).

Tip:

To select multiple days, hold the `Ctrl` key while selecting, or simply hold down the left mouse button and drag across the desired selection.

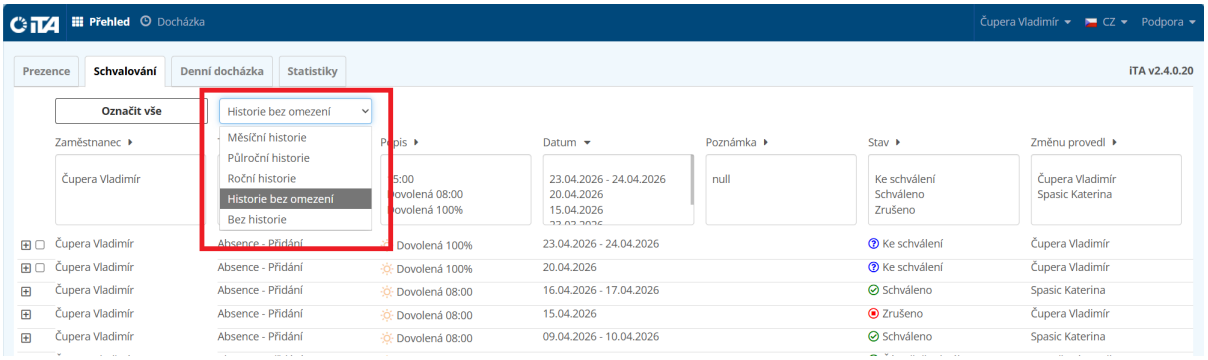
When an employee creates a record that requires approval, the request is shown to their supervisor or supervisors (in the case of multi-level approval) in the Approving module, and also in the Approving section. The record can then be approved, partially approved, or rejected.

In this module, the employee sees only their own requests (the same as in the Overview section, Approving tab):



5.4. Approval History

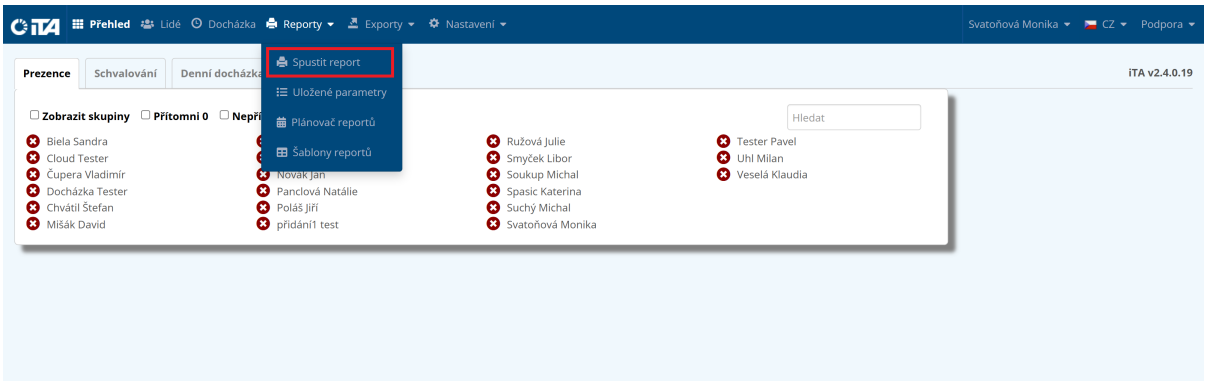
You can configure how far back in the history you want to see approval records:


Přehled
Docházka
Čupera Vladimír
CZ
Podpora
Prezence
Schvalování
Denní docházka
Statistiky
iTA v2.4.0.20
Označit vše
Historie bez omezení
Měsíční historie
Půlroční historie
Roční historie
Historie bez omezení
Bez historie
Zaměstnanec
Popis
Datum
Poznámka
Stav
Změnu provedl
Čupera Vladimír
Ke schválení
Schváleno
Zrušeno
Čupera Vladimír
Spasic Katerina
null
23.04.2026 - 24.04.2026
20.04.2026
15.04.2026
Čupera Vladimír Absence - Přidání Dovolená 100% 23.04.2026 - 24.04.2026 Ke schválení Čupera Vladimír
Čupera Vladimír Absence - Přidání Dovolená 100% 20.04.2026 Ke schválení Čupera Vladimír
Čupera Vladimír Absence - Přidání Dovolená 08:00 16.04.2026 - 17.04.2026 Schváleno Spasic Katerina
Čupera Vladimír Absence - Přidání Dovolená 08:00 15.04.2026 Zrušeno Čupera Vladimír
Čupera Vladimír Absence - Přidání Dovolená 08:00 09.04.2026 - 10.04.2026 Schváleno Spasic Katerina

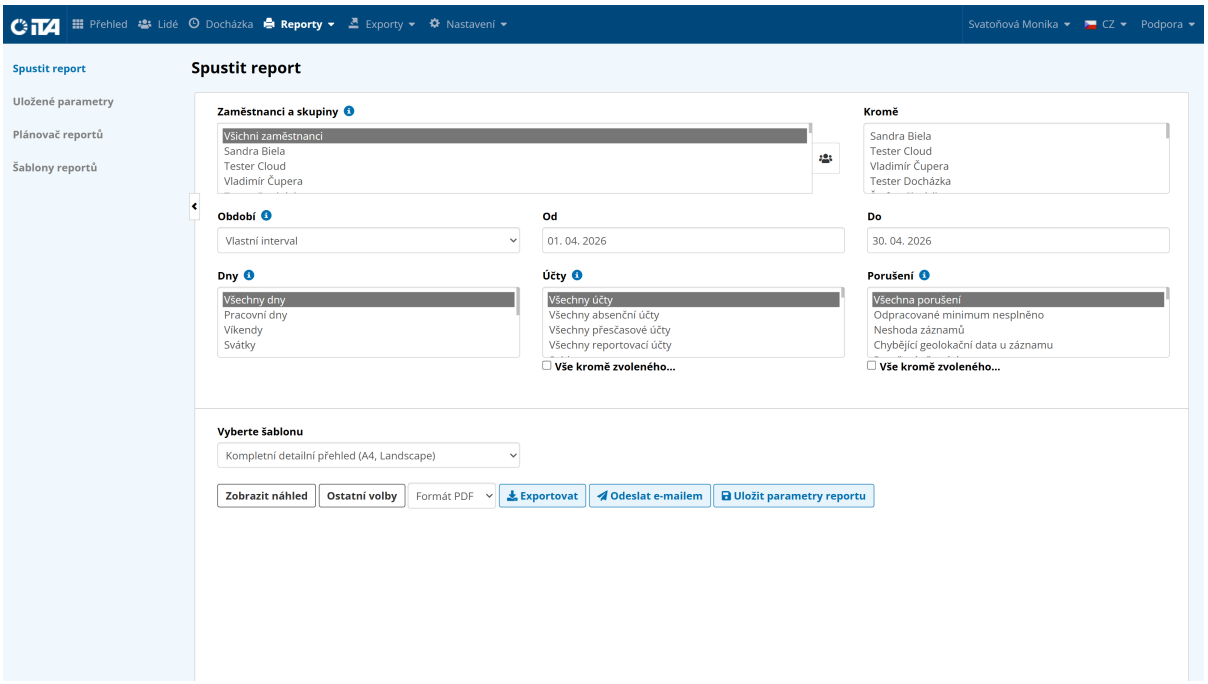
6 REPORTS

6.1. Run Report

To run a report, choose Run Report from the menu.



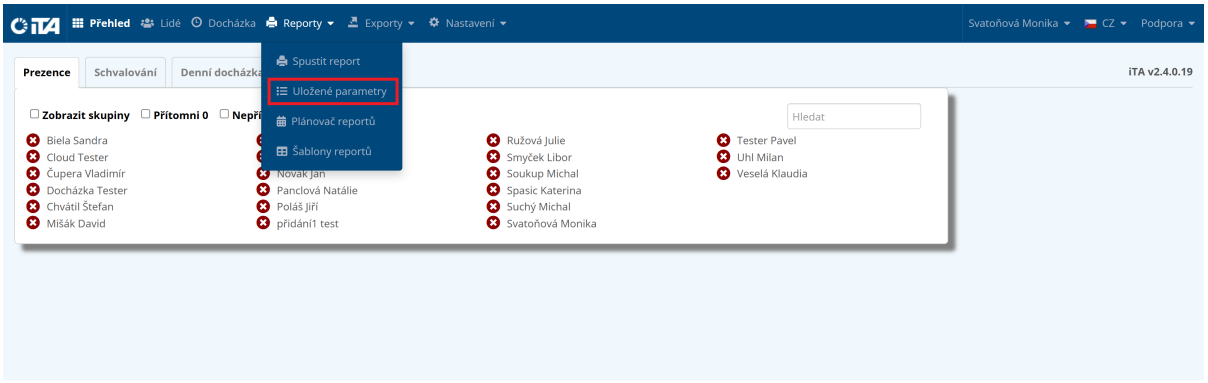
6.1.1. Report Parameters



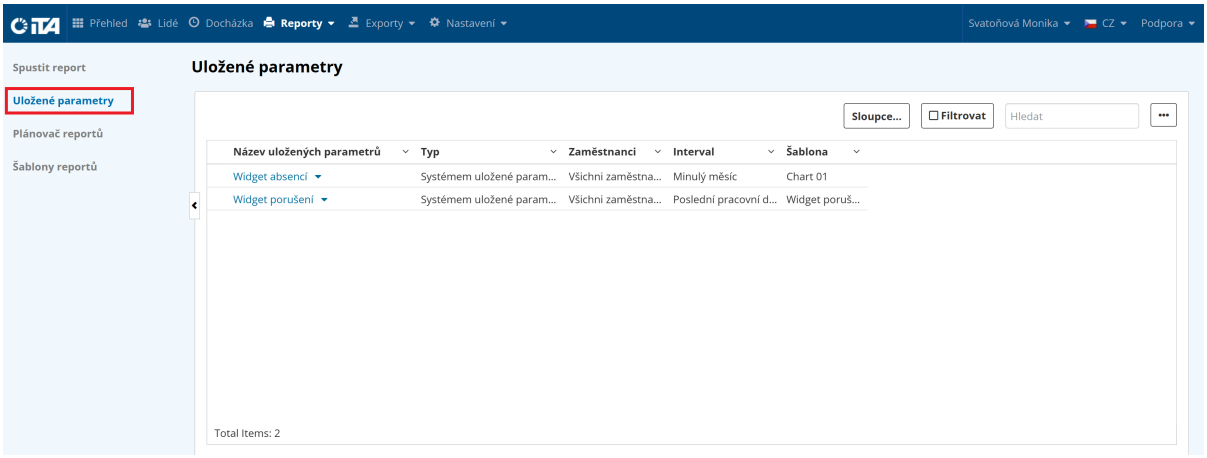
Employees and groups	Select a specific employee, multiple employees, or groups. If nothing is selected, the report is generated for all employees.
Except	Exclude a specific employee, multiple employees, or a group from the report.
Period	Choose one of the predefined periods for which to run the report. If you select “Custom interval”, you can define your own time period.
Days	Select specific days of the week to include, or limit the report to working/non-working days only.
Accounts	Select specific accounts to report on, or keep them all.
Violations	To report specific violations, select the rules whose violations you want to track.
Select template	From the report templates, choose the layout to display the selected data. The filter can be saved for repeated use. You can choose from predefined report templates such as Employee Detail, Month Detail, Violations Overview, and many others. In the “Report Templates” section, you can also create your own template if none of the predefined ones suit your needs.
Show Preview	Clicking “Show Preview” displays the preview on your device without having to download or print it.
Other Options	Other options let you display one record per page, repeat the header on all pages, set the time format to hh:mm or hh:hh, show deleted records, or show all account changes in minutes. You can also choose to create generated records (if they are enabled) or to show the actual records.
Export	This option exports the document as a PDF, which you can then print.
Send by Email	This option sends the configured report to your email.
Save Report Parameters	Choose this option to save your own report parameters.

6.2. Saved Parameters

To view saved report parameters, choose Saved Parameters from the menu.

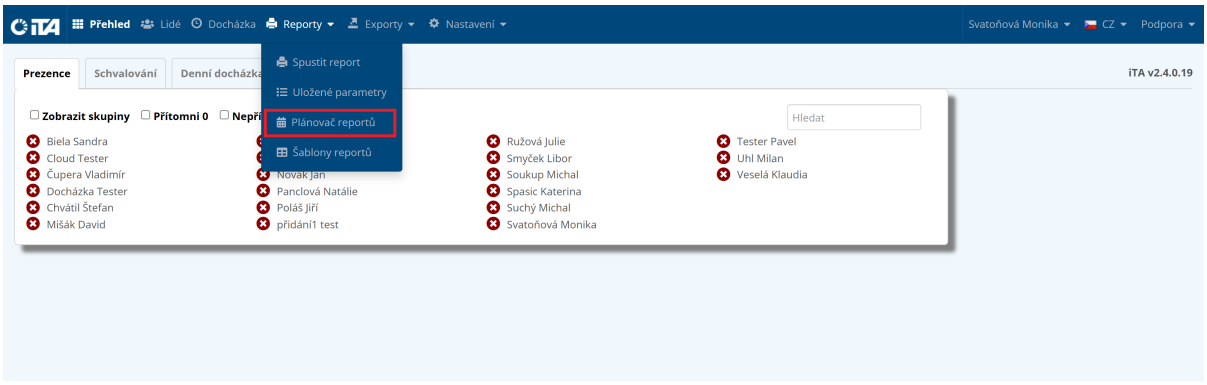


Here you can see the reports you have saved with their defined parameters. Clicking a saved report opens the **Run Report** menu with your predefined report parameters already filled in.

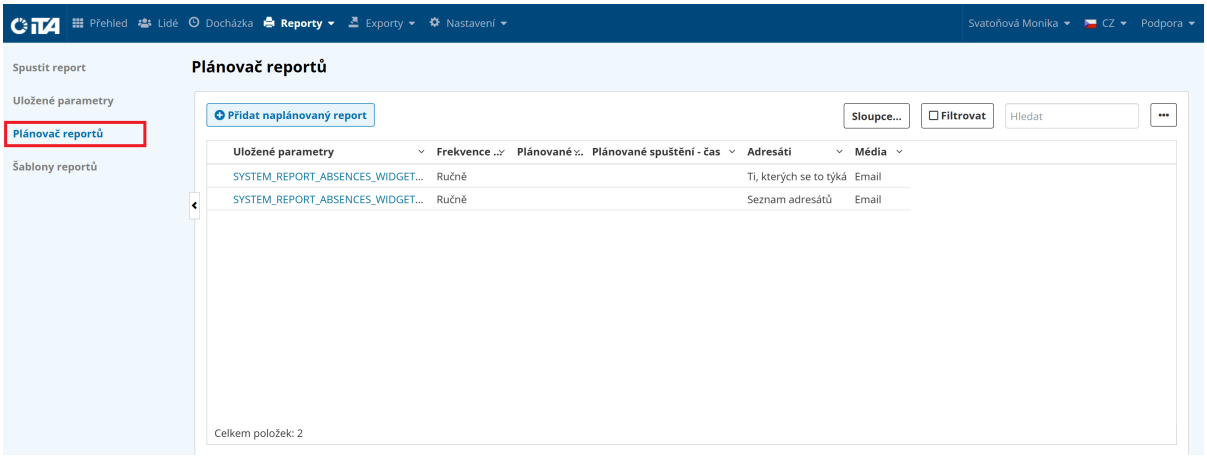


6.3. Reports Scheduler

To open the reports scheduler, choose Reports Scheduler from the menu.

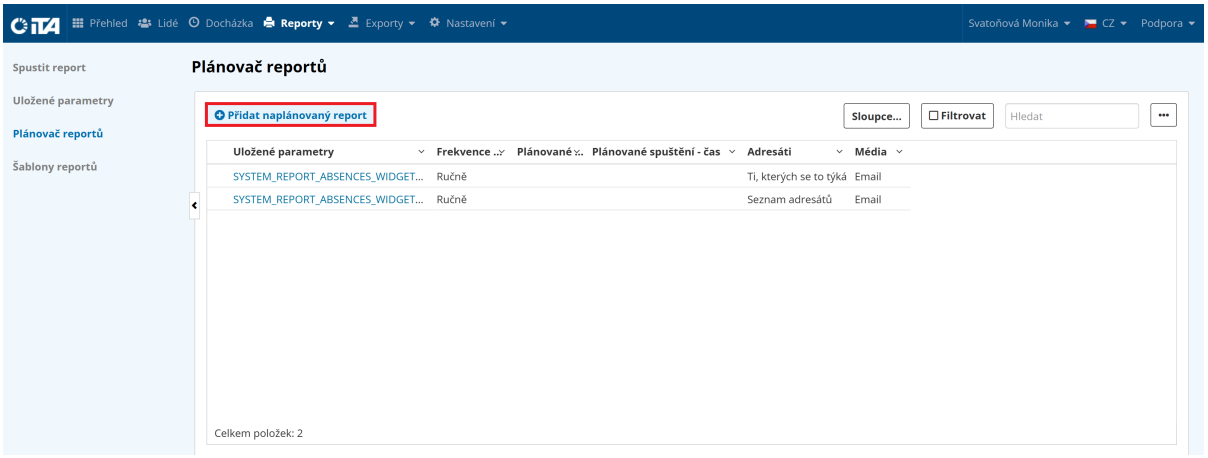


Here you can schedule reports that are automatically sent to recipients or displayed on the dashboard for a specified time.

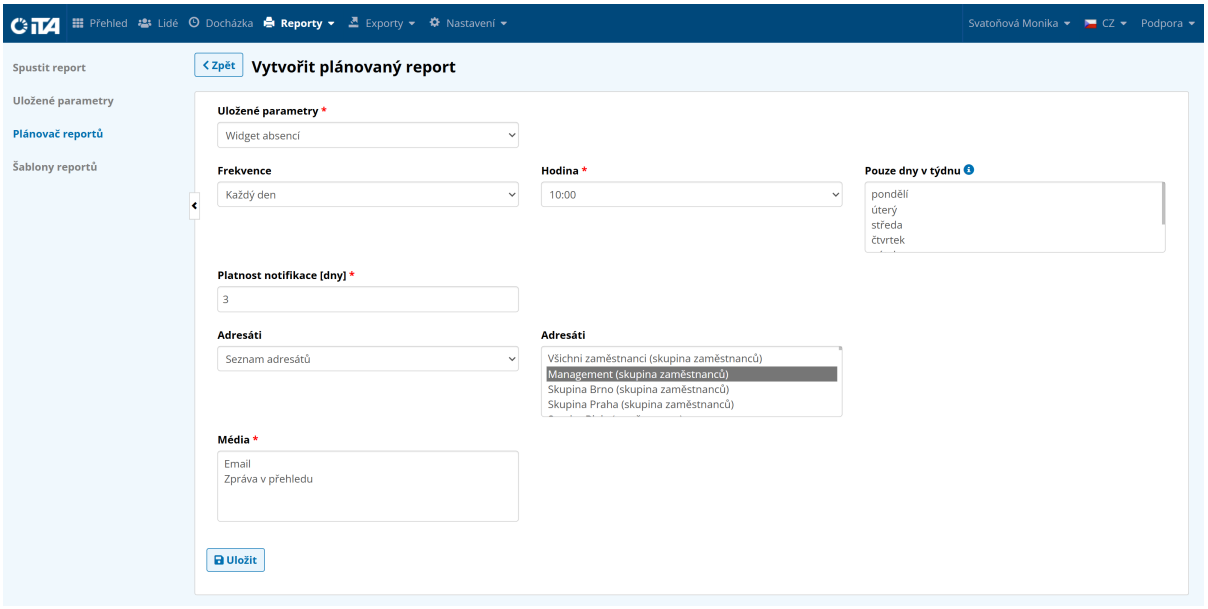


6.3.1. Creating a Scheduled Report

Click **Add Scheduled Report**.



6.3.1.1. Scheduled Report Parameters



Saved parameters
Reports you have saved with their defined parameters.

Frequency / Hour / Days of week only
Select the frequency, the hour, and the days of the week on which the reports are sent.

Notification validity (days)
This setting applies only when reports are sent to the dashboard. It defines how many days the notification remains visible on the dashboard.

Recipients
Three options are available:

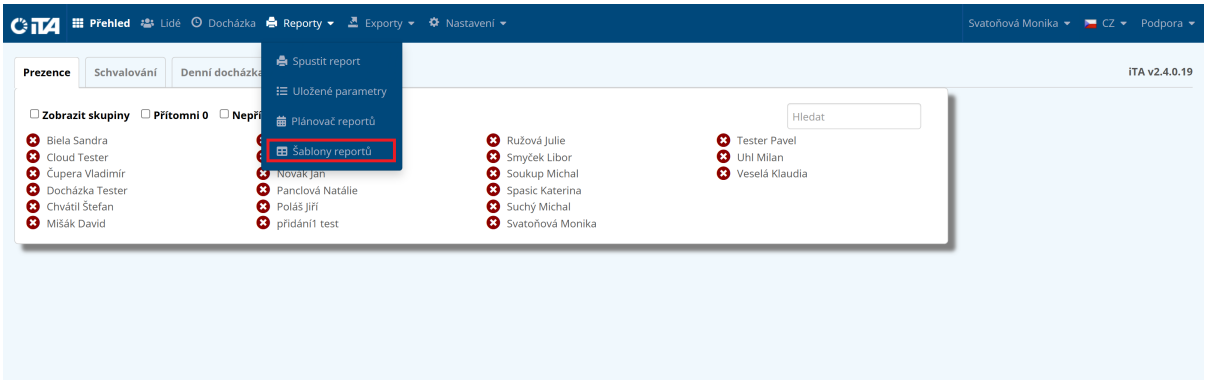
- Those concerned.
- Recipient list — Select any users to whom the report is shown or sent.
- Recipient list (optional emails) — Enter any email addresses, including those outside the company.

Delivery channels
Choose where the reports will be sent.

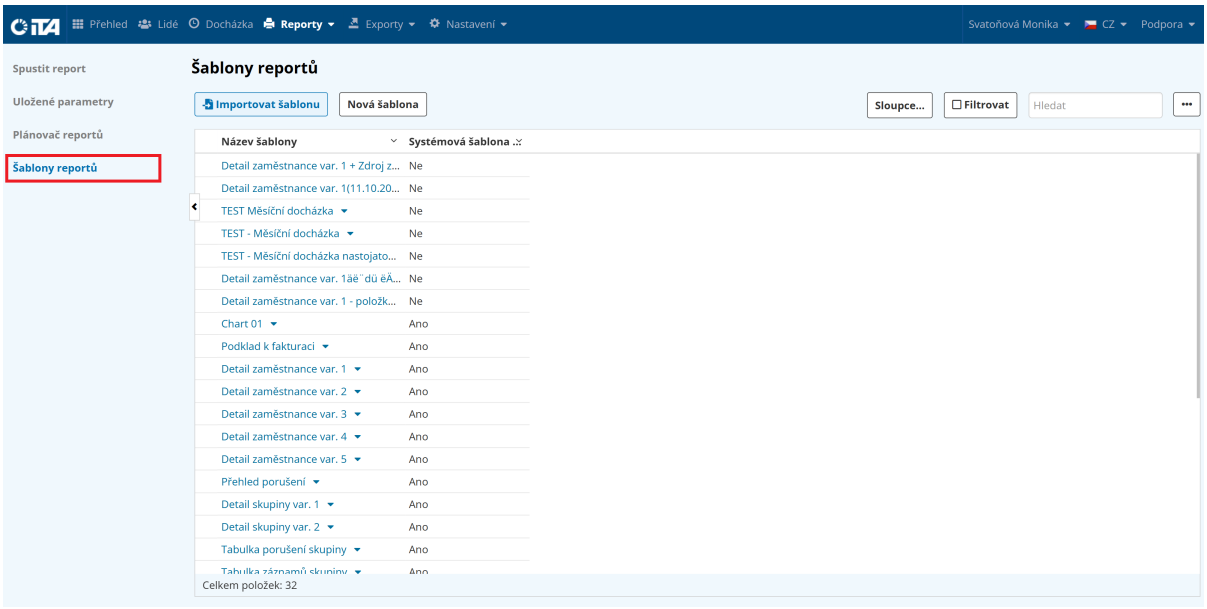
- Dashboard — The report appears on the dashboard.
- Email — The system sends an automatic email to the address of a user with an iTA account.

6.4. Report Templates

To open the report templates, choose Report Templates from the menu.

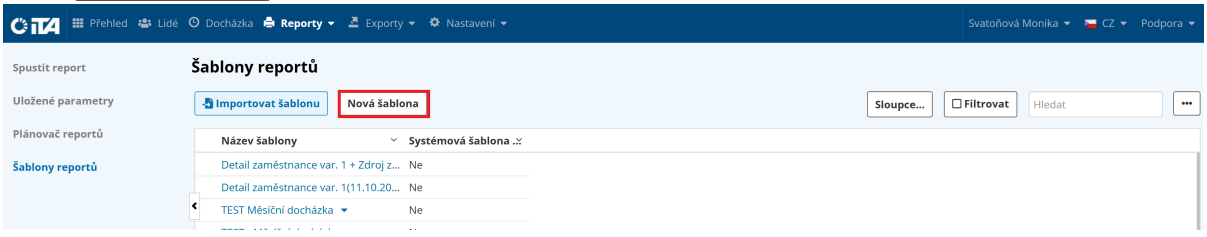


The system provides predefined reports, or you can create a new template, or have one imported.

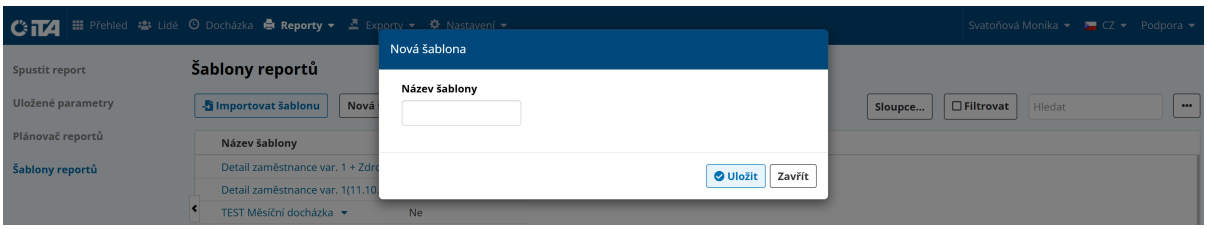


6.4.1. Creating a Report Template

1. Click **New Template**:



2. Enter the report template name:

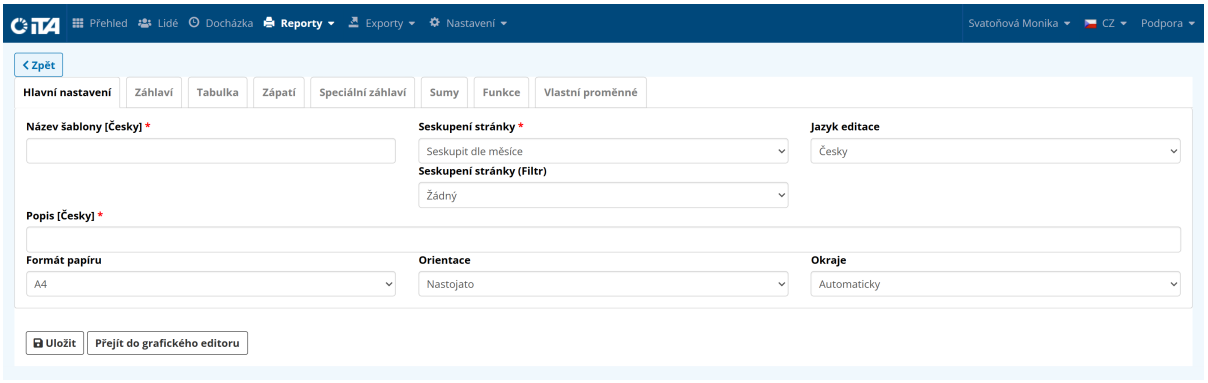


3. Click **Save**. You are taken to the report template parameter settings.

6.4.1.1. Report Template Parameters

Main Settings

In this subsection, you configure the basic settings.



Fill in the following fields:

Template name — The template's name.

Page grouping — The key used to display the information. Example: to create a template for individual employees, select "Group by employee"; to group by month, select "Group by month". The report will have as many pages as there are selected groupings. (If I select "Group by employee", the report will have as many pages as there are employees. If I select "Group by month", it will have as many pages as there are months...).

Editing language — Select the language in which to send the report. Czech, English, German, and Swiss (Rumantsch) are currently supported.

Page grouping (Filter) — Choose whether to display only records using a variable, only records with unresolved violations, or only records containing attendance.

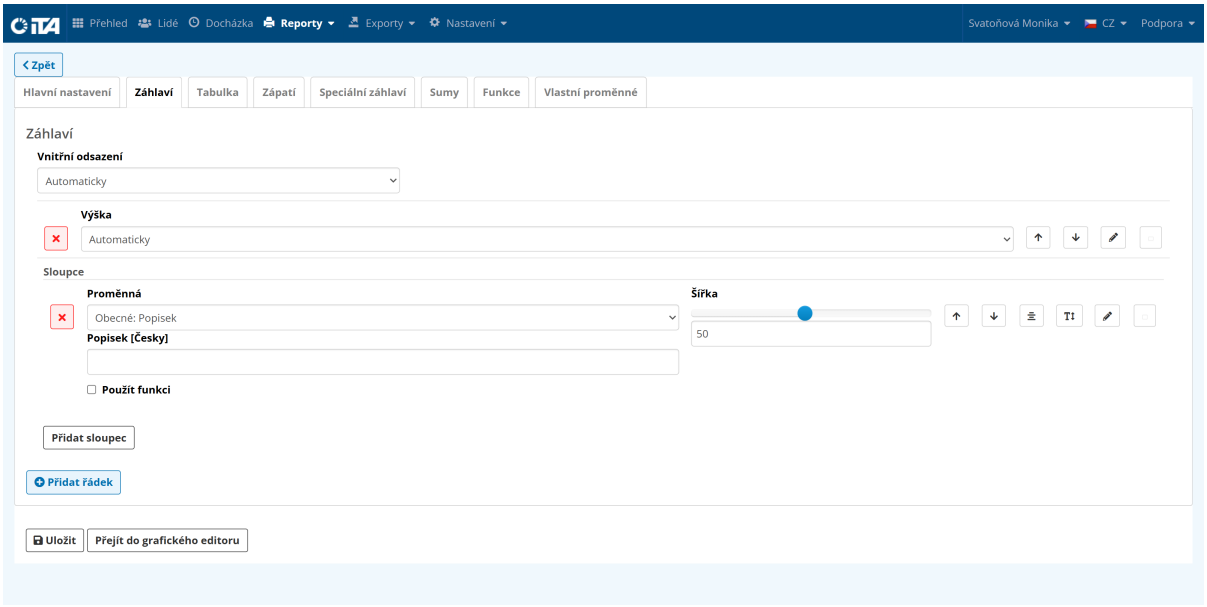
Paper format — Choose between A4, A3, or the widget displayed on the landing page (Overview).

Orientation — Choose portrait or landscape.

Margins — Choose between automatic margins and custom margins.

Header

In this subsection, you can create and edit the header. The header is defined by rows, each of which contains a column. The number of rows and columns defines a table that appears at the top of each page.



Several options are available:

Padding

Lets you set the padding (in mm) on each side:

- Automatic — dimensions are determined automatically by the system.
- Custom — you set the dimensions yourself.

Height

Lets you change the column height:

- Automatic — the system selects the best height automatically.
- Fixed height — set a specific height.

Add column

Use **Add Column** to add columns that drive the data in the header. More than 100 options are available.

Variables: Interval, General, Report, Year, Employee Group, Customer, Employee, Record.

Add row

Use **Add Row** to add a new row, which you can again split into columns.

Universal Options

In the options, you can configure the following parameters:

Width

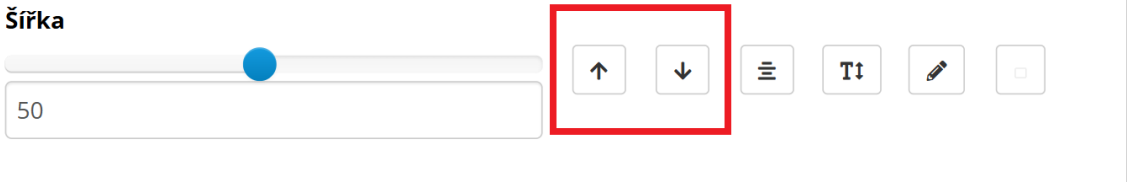
This setting controls the width of the given parameter relative to the others. For example, the date needs less space than the overall summary.



/

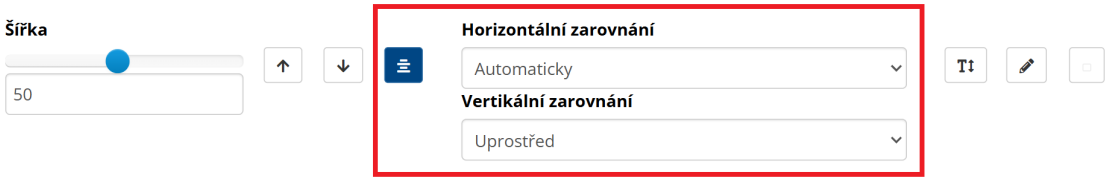
Move up / move down.

Use this option to move individual columns up or down without having to delete and recreate them.



Label type Choose an automatic label, or rename it freely using the “Custom” option.

Horizontal/vertical alignment
use this function to align data in the table to a specific side.



Text size/weight
select the text size and weight.



Text/background color
choose the text and background color.

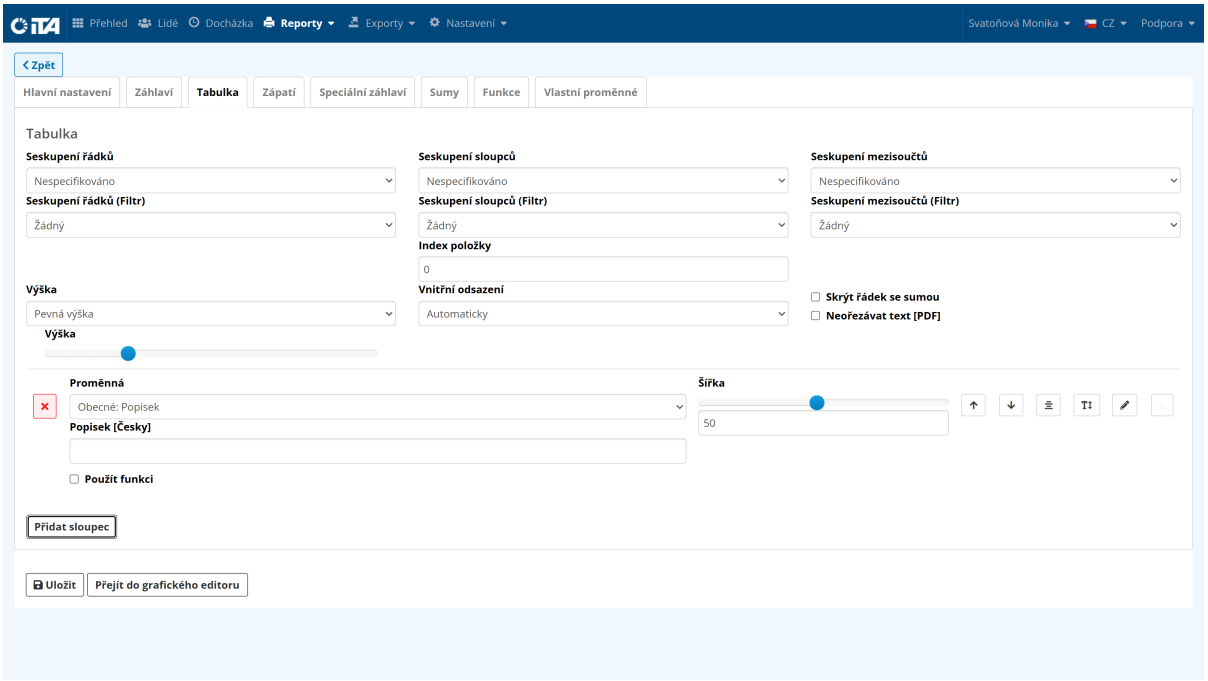


Text border
choose an automatic or custom text border.



Table

On the Table tab, you can select the actual data displayed in the generated report.



Here you can configure grouping by rows and columns, subtotal grouping (e.g. by week, by employee group...), and edit the height and padding. The “Hide sum row” and “Do not crop text [PDF]” options are also available.

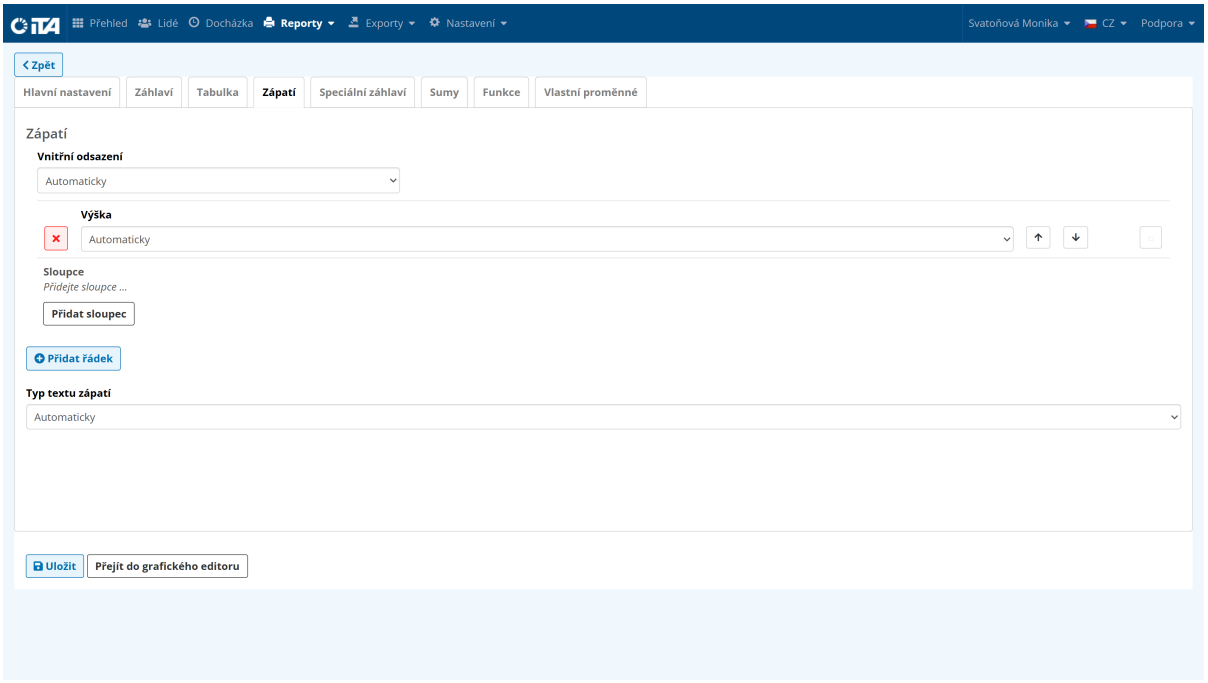
The variables here are similar to those in the header, again divided into the groups Interval, General, Report, Year, Employee Group, Customer, Employee, and Record. You can also use the various supplementary options here, such as text color, highlighting, padding, and so on.

If an index field appears, it refers to an account number. You can find the account number in Settings → Time Account, Absences, Holidays , where each account has a sequence number. Enter this number in the index field.

You can now start defining your own report template.

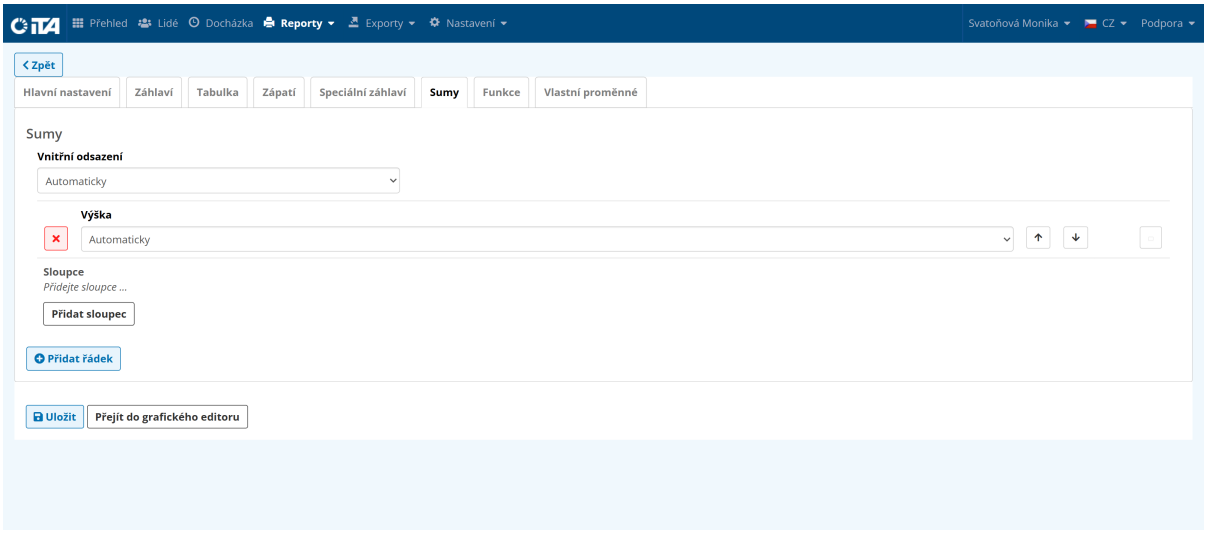
Footer

This option is very similar to the header, but displays the information at the bottom of the page. The options are identical.



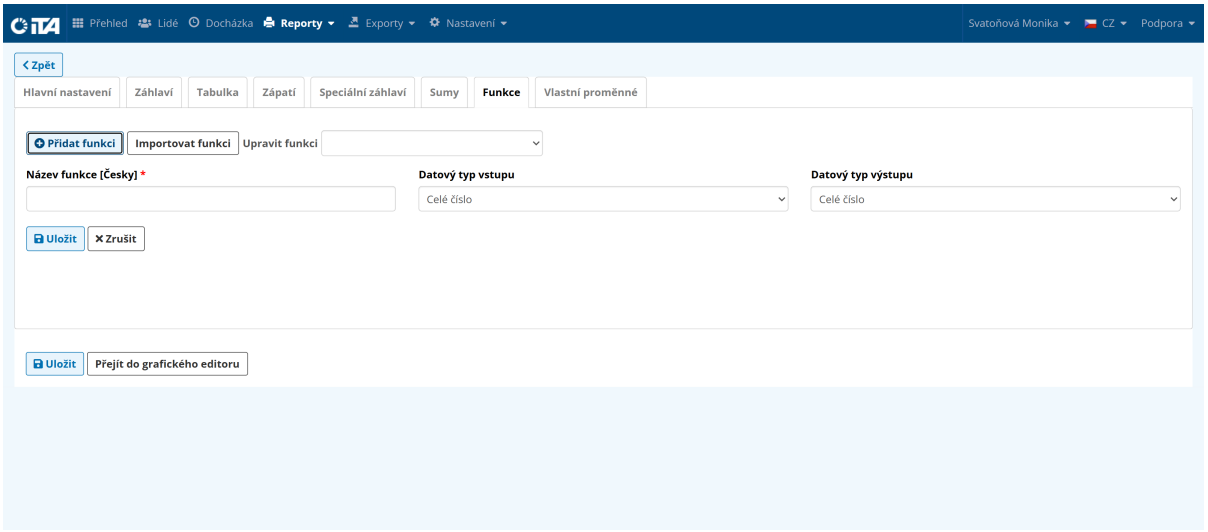
Sums

This option allows you to display total sums. Choose which sum you want and the system calculates it and displays it on the last page of the report.



Functions

The Functions tab lets you write your own function in JavaScript, which then processes the input and is displayed in the report.

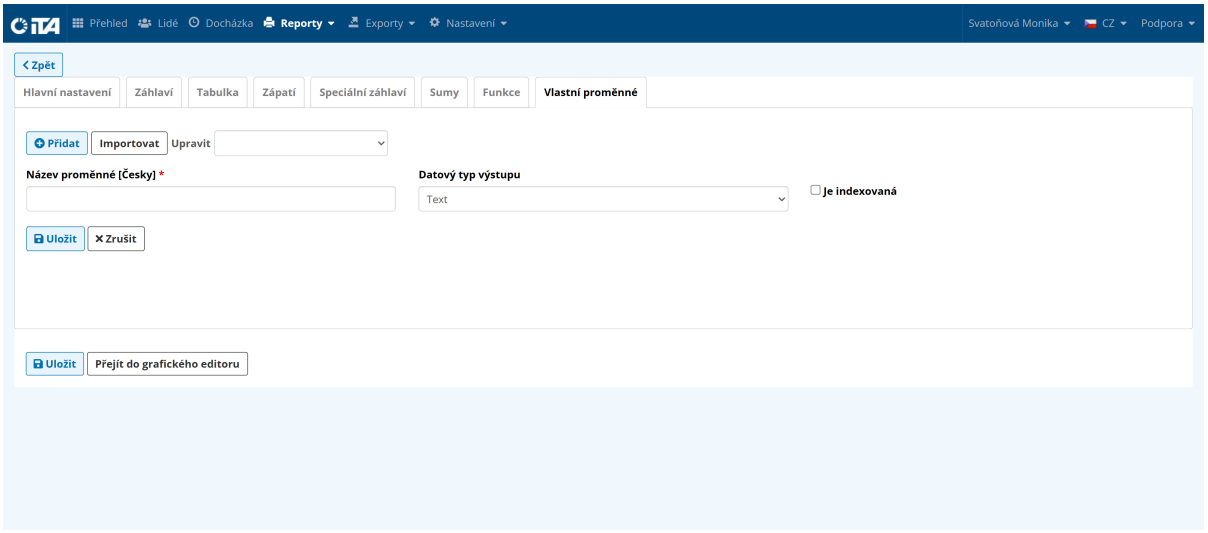


This is an **advanced system feature** ; do not hesitate to **contact us** to set it up.

Custom Variables

Lets you customize the data that the report has available at generation time.

For example: if you want to add some text after the customer name, or add a specific value to the time worked.



This is an **advanced system feature** ; do not hesitate to **contact us** to set it up.

The Reports feature is used to obtain overviews and summary information.

Available Options

Clicking Reports opens a menu of report options:

7 EXPORTS

This module is used to retrieve raw data from the iTA attendance system, which can then be exported in text format to other software. This is an advanced system feature; do not hesitate to contact us to set it up.

To open the page, click Exports.

7.1. Run Export

The “Run Export” function is used to obtain overviews and summary information.

Employees and groups	Select a specific employee, multiple employees, or groups. If nothing is selected, the export is generated for all employees.
Period	Choose one of the predefined periods for which to run the export. If you select “Custom interval”, you can define your own time period.
Days	Select specific days of the week to export, or limit the export to working/non-working days only.
Accounts	Select specific accounts to export, or keep them all.
Violations	To export specific violations, select the rules whose violations you want to track.
Select template	From the export templates, choose the layout to display the selected data. The selection shows the templates you configured in the “Export Templates” section. The filter can be saved for repeated use. This is an advanced system feature; do not hesitate to contact us to set it up.
Show preview	Clicking “Show Preview” displays the preview on your device without having to download or print it.
Other options	Other options let you display one record per page, repeat the header on all pages, set the time format to hh:mm or hh:hh, show deleted records, or show all account changes in minutes. You can also choose to create generated records (if they are enabled) or to show the actual records.
Export	This option exports the document as a CSV text file, which you can then print.
Send by email	This option sends the configured export to your email.
Save report	Choose this option to save your own export parameters.
Saved parameters	Here you can see the exports you have saved with their defined parameters. Clicking a saved export opens the “Run Export” menu with your predefined export parameters already filled in.
Exports scheduler	Schedule exports to be automatically sent to recipients or displayed on the dashboard for a specified time.

7.2. Saved Parameters

The exports you have saved with their defined parameters.

Frequency / Hour / Days of week only	Select the frequency, the hour, and the days of the week on which the exports are sent.
Notification validity (days)	This setting applies only when exports are sent to the dashboard. It defines how many days the notification remains visible on the dashboard.
Recipients	Three options are available: • Those concerned. • Recipient list — Select any users to whom the export is shown or sent. • Recipient list (optional emails) — Enter any email addresses, including those outside the company.
Delivery channels	Choose where the exports will be sent. • Dashboard — These exports appear on the dashboard. • Email — The system sends an automatic email to the address of a user with an iTA account.

7.2.1. Export Templates

Here you can create your own export template. This is an advanced system feature; do not hesitate to contact us to set it up.

8 SETTINGS

Before adding employees to the system, first configure the individual accounts and the rules used to process attendance.

The system works with individual time accounts into which arrival and departure records are sorted. This lets you easily evaluate an employee's overall activity for a given time period.

This sorting of data into specific time accounts is done based on work rules, which define how the employee's presence or absence is recorded in the corresponding reporting accounts (night work, weekend work, absence — sick leave...).

When adding employees, you assign specific rules to each employee, which saves a lot of time when evaluating and processing attendance afterwards.

8.1. Overall System Setup Sequence

1. First, configure the accounts — the categories into which the data from the records will be sorted.

   Tabs: Time Account, Absences, Holidays, Account Balance Transfer Rules

2. Next, configure the work rules — the rules that the system uses to evaluate an employee's attendance.

   Tabs: Work Rules, Public Holiday Calendar Editor, Vacation Entitlement Calculation.

3. Before adding employees, define which information you want to record about them, and optionally add other detailed information.

   Tabs: Employee Tracking Fields, Code Lists

4. Now you can activate the terminal, assign RFID (a tag, card, or sticker) to employees, and fill in the relevant information.

8.2. Time Account, Absences, Holidays

Settings → Time Account, Absences, Holidays

Individual accounts are used to identify and sort the data generated based on work rules. In these accounts, you can, for example, track the duration of an employee's absence and assign its reason, or categorize accumulated overtime.



For example:
Vacation, sick leave, doctor's appointment, family care, night work, weekend work, ...

You can configure 4 types of accounts depending on their intended purpose:

Balance	a general type that can be positive or negative
Absence	for tracking employees' absences; always negative
Overtime	for counting overtime
Reporting	for reporting purposes — this account only provides information and monitors a specific fact. For example, who worked how much during the night work or weekend period, etc.

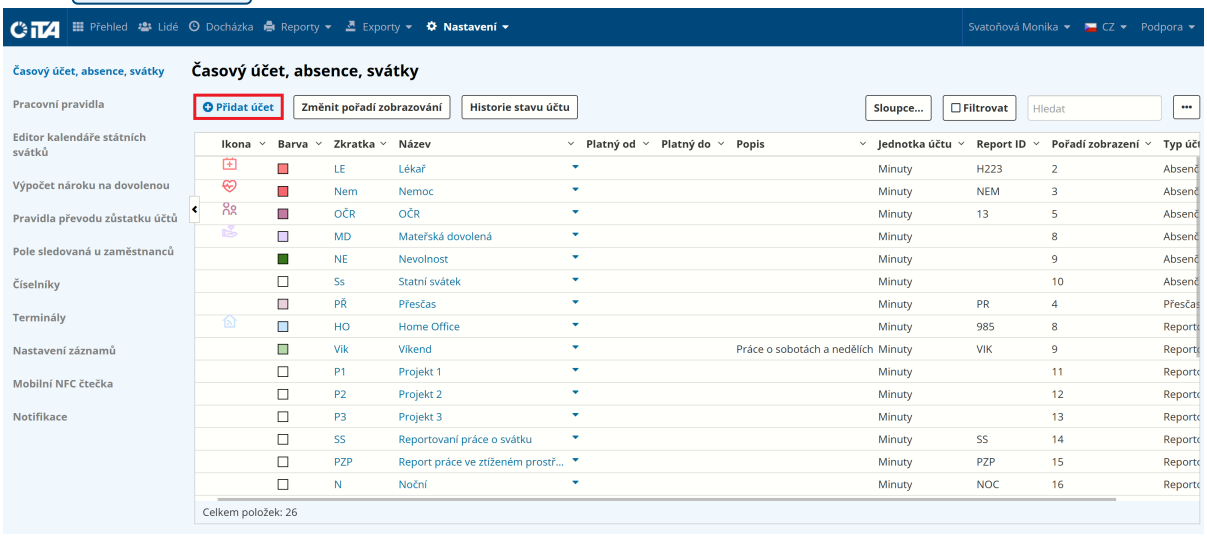
When creating accounts, carefully consider which facts you want to track for your employees so that no required account is missing later when configuring the rules.

The system provides predefined accounts:

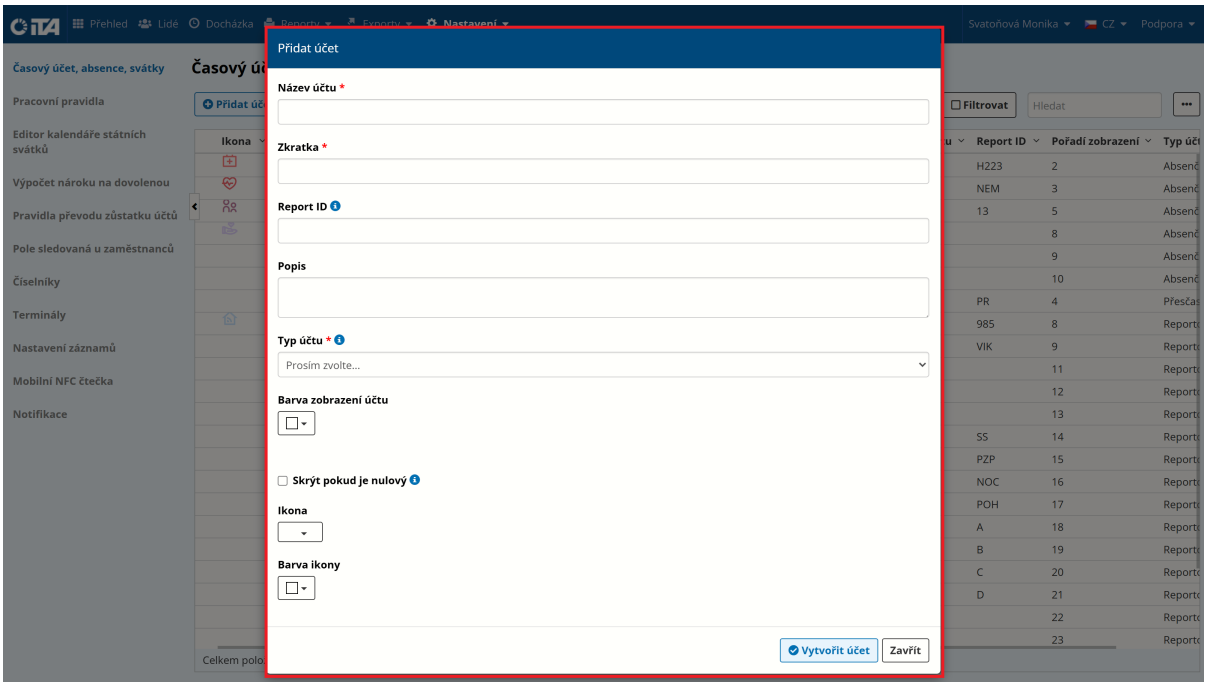
Balance	a system account required for attendance tracking
Vacation	a system account required for attendance tracking
Home Office	absence account
Doctor's Appointment	absence account
Sick Leave	absence account
Family Care	absence account
Overtime	overtime account
Business Trip	absence account

8.2.1. Procedure

1. Click **Add Account**:



2. Fill in the data:



3. Click **Create Account**.

8.2.1.1. Fields

Account name * we recommend a short, descriptive name (vacation, sick leave, night work, ...)

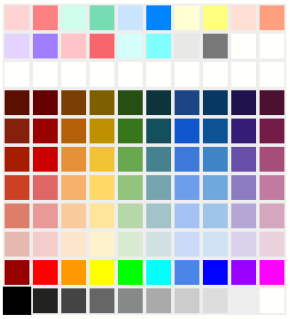
Abbreviation * shortened form of the name

Public identifier account ID used in reports and exports

Description description of the account

Account type * * Balance — a general type that can be positive or negative
- Absence — for tracking employees' absences; always negative
- Overtime — for counting overtime
- Reporting — for tracking time spent during specified intervals

Account display color sets the account color. This color is used in the attendance calendar to clearly distinguish alerts within individual days.



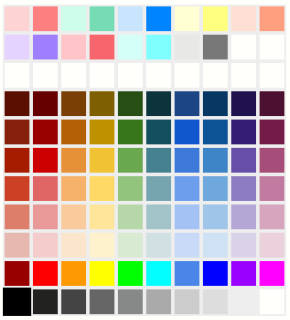
Hide if zero if the account is zero and unchanged, it is hidden in the modules.

Icon account icon

The following icons are available:



Icon color sets the icon color



Fields marked with * are required.

8.2.2. Account List

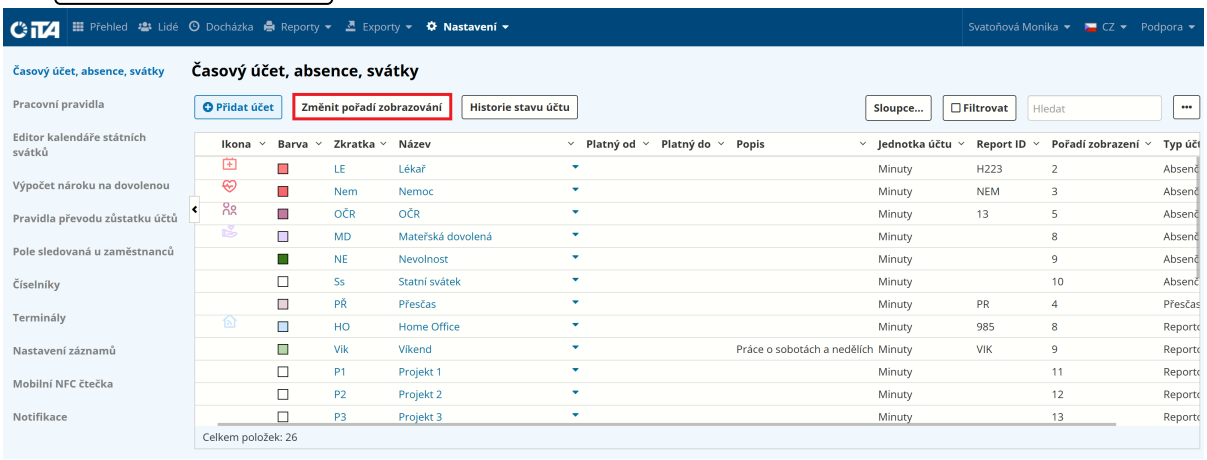
In the displayed list of time accounts, you can deactivate, delete, or view the history of any account.

When an account is deactivated, it remains functional for the employees and rules where it has already been used, but is no longer shown in the selection menu when configuring further rules.

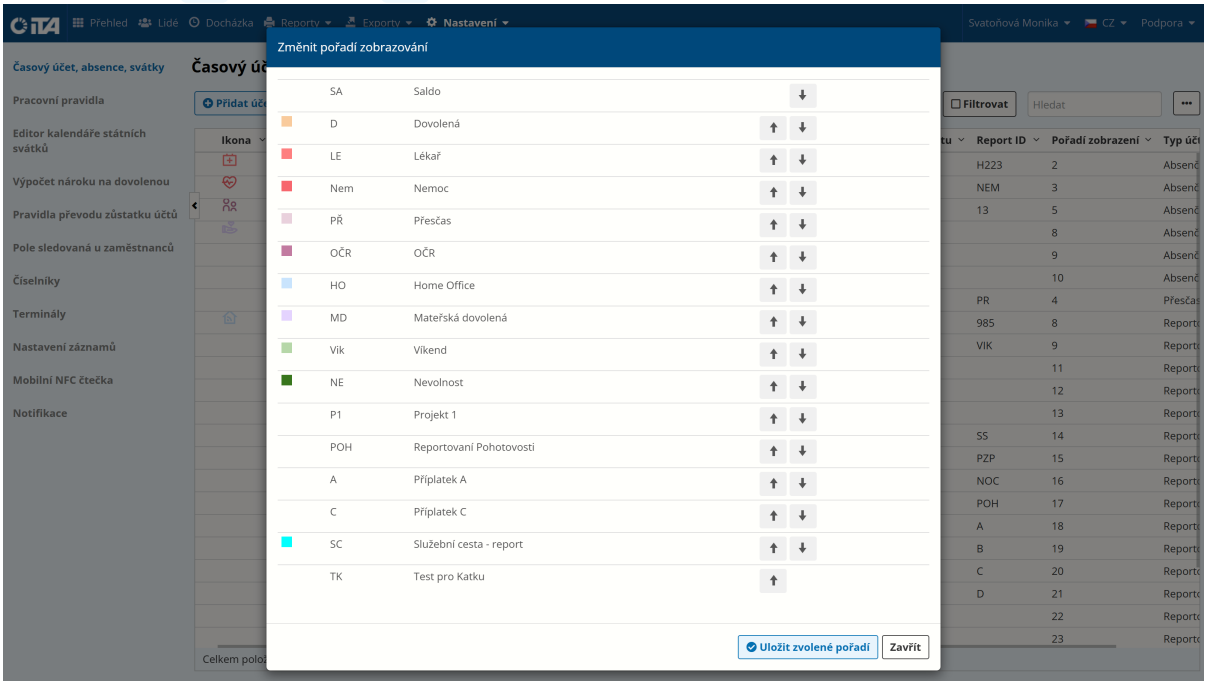
Deleting accounts (not recommended) affects already-calculated attendance, which is then recalculated; some already-configured rules may also stop working.

You can customize the order in which the accounts are displayed.

Click **Change Display Order**.



Use the up arrow or down arrow to adjust the position at which each account is displayed.

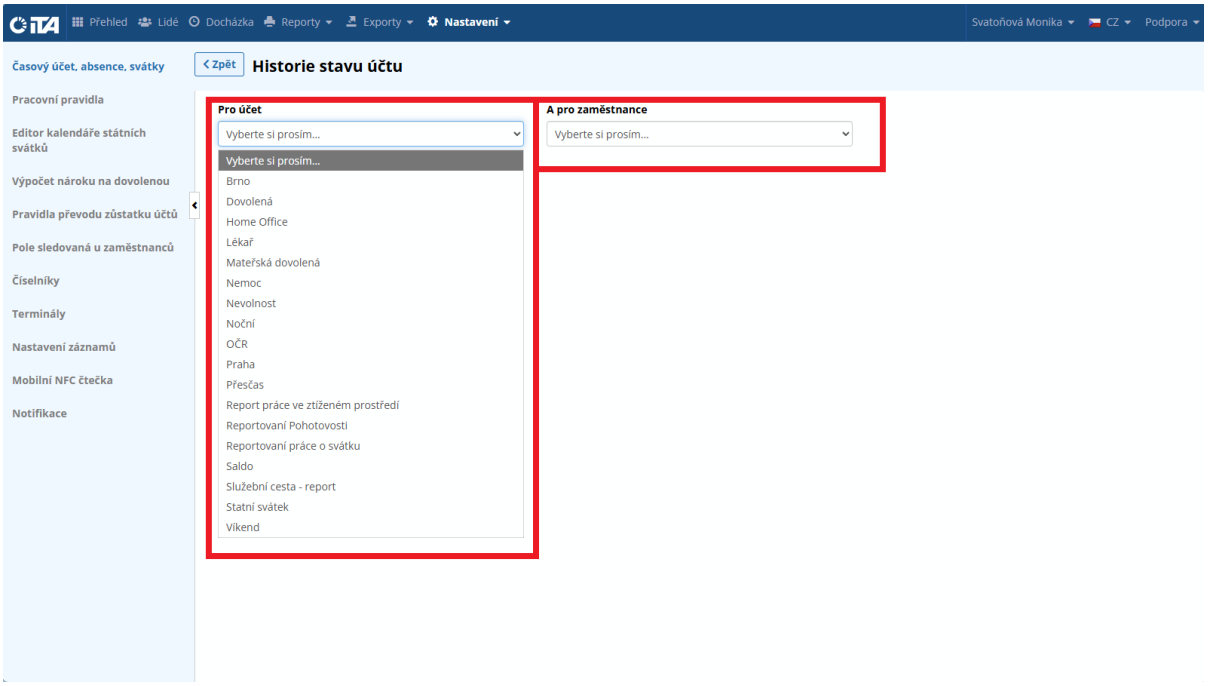


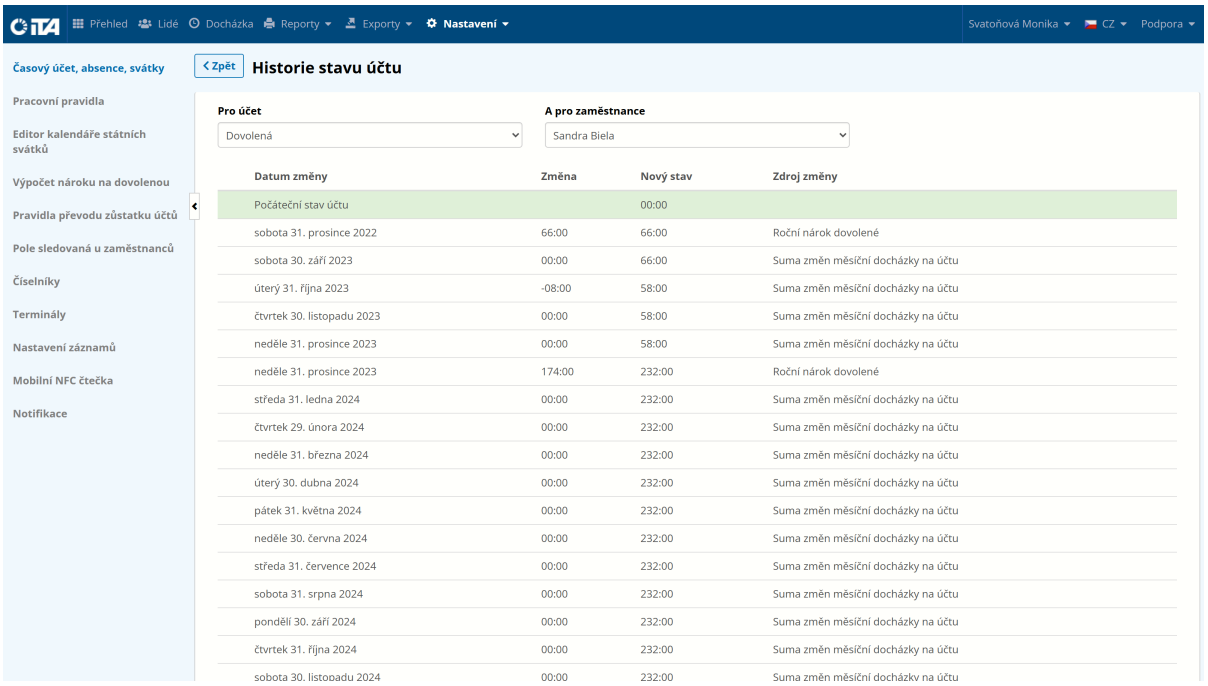
Now click **Save Selected Order**, and then click the “Display Order” column.

8.2.3. Account State History

Here you can review all the changes that have occurred on the selected account for a selected employee.

Simply choose the account and the employee for whom you want to display the history.





8.3. Work Rules

Settings → Work Rules

Work rules define employees' working hours, working time, obligations, and other conditions used to evaluate attendance. Here you set the specific requirements placed on the employee and how their violations are reported. Once configured, the system monitors the rules for each employee and highlights any violations in the overview.

Types of Work Rules

Daily extended work rule	a daily rule extended with the working time and absence features
Daily simplified work rule	a daily rule intended for employees with flexible working hours
Daily rules switcher	enables automatic switching between, for example, morning, afternoon, and night shifts
Weekly	differentiation of working time for individual days of the week (e.g. government offices); this rule may only contain daily extended work rules

First, configure the individual types of daily rules, which are then used as the basis for the weekly rule. The weekly rules created in this way can then be assigned to individual employees. The configuration of a daily rule is highly comprehensive. Within a daily rule, you define:

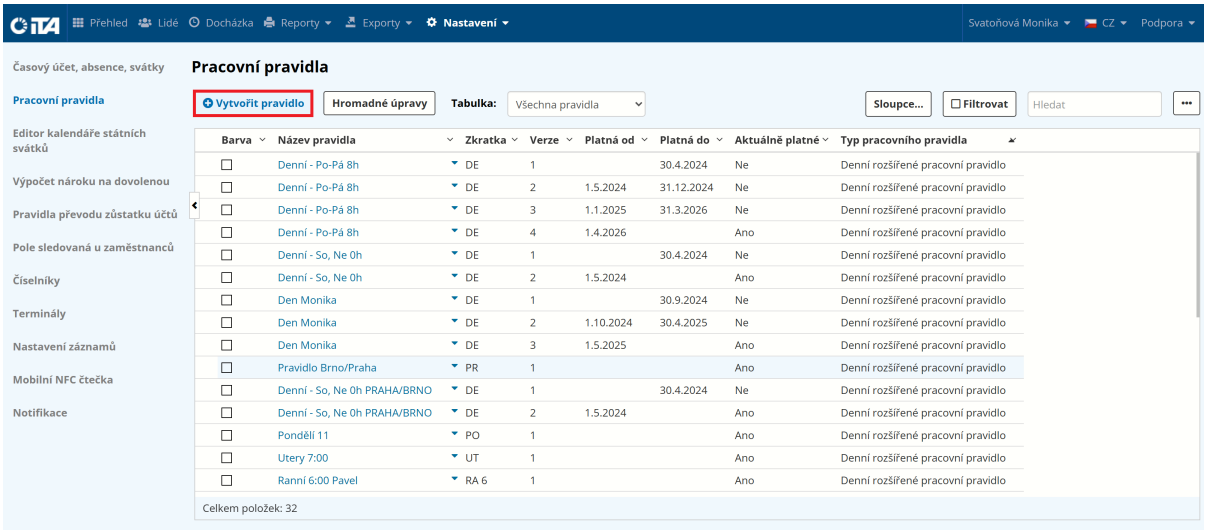
- name
- work obligation
- flexible working time
- core working time
- breaks
- overtime
- allowed presence at the workplace
- unpaid working time range
- paid working time range
- ignored time
- reporting zones
- absences (extended work rule)
- public holiday settings
- day-start settings
- rounding

There is no need to configure shortened or part-time workloads — these can be specified by setting the employee's workload as a percentage: 6h = 75%, 4h = 50%.

8.3.1. Procedure for a Daily Rule

Create an inventory of all the daily rule types you will apply in your company.

1. Click **Create Rule**:



2. Fill in the parameters:



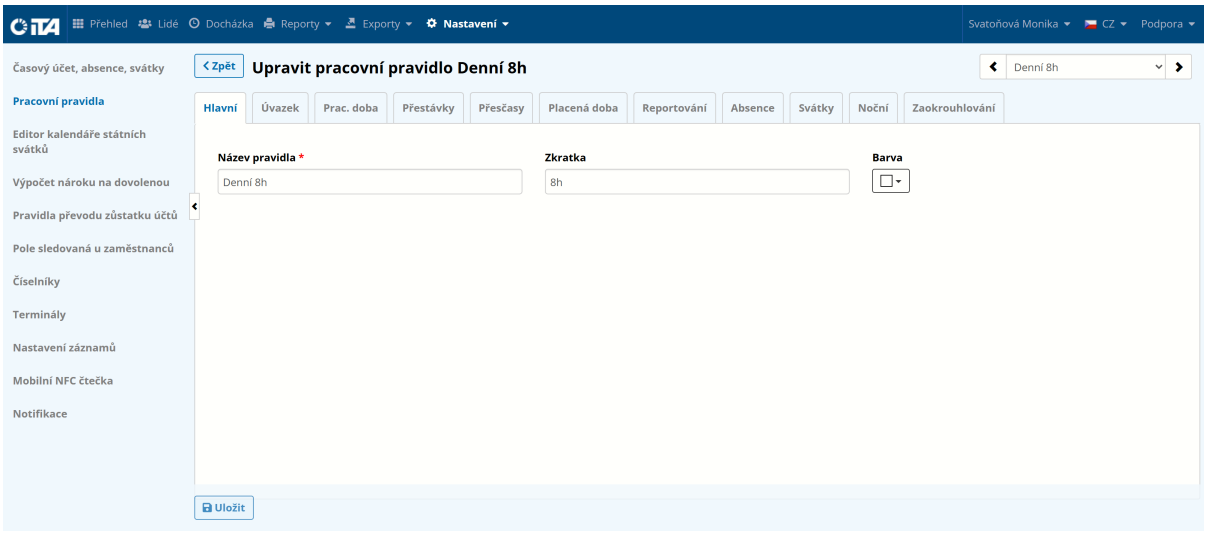
New rule name	Name the rule (we recommend short names, e.g. Daily 8h, Daily 6h, Morning Shift, etc.)
New rule type	Select **Daily extended work rule** or **Daily simplified work rule**

3. Click **Confirm**.

8.3.1.1. Rule Configuration

A rule is configured on the tabs described in the following chapters.
After configuration, save the rule by clicking **Save**.

Main

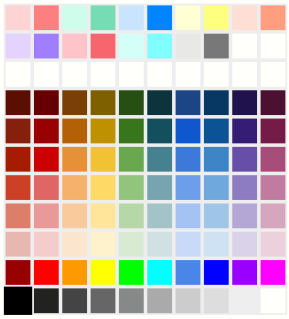


Parameters

Rule name Name the rule (we recommend short names, e.g. Daily 8h, Daily 6h, Morning Shift, etc.)

Abbreviation Shortened form of the name

Color Sets the rule color

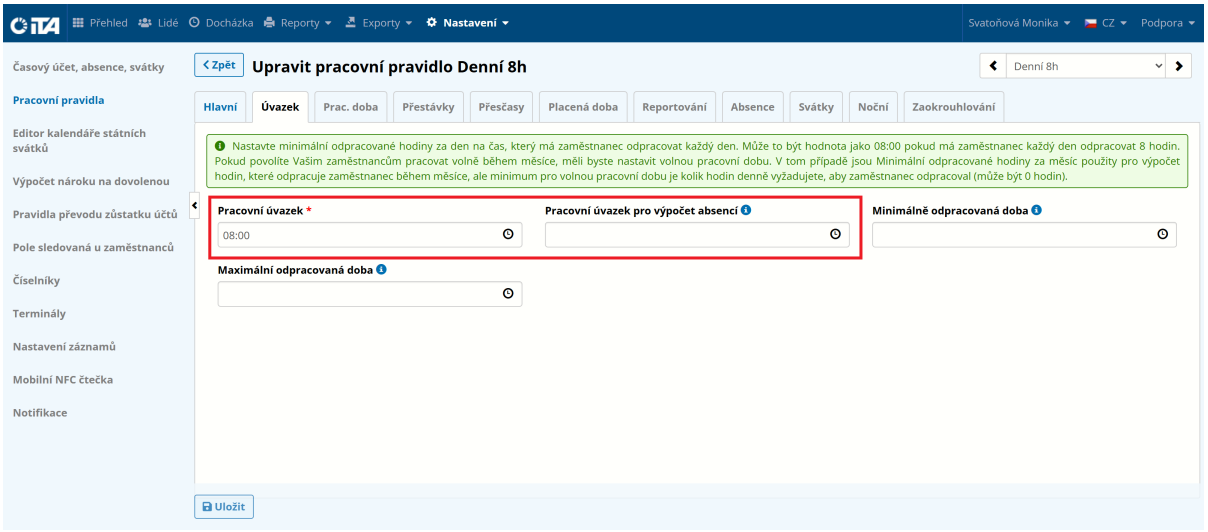


Workload

Defines the total required time spent at the workplace per day, excluding the break.

Example:

Workload 8h = work obligation 8:00.
If the workload used for calculating absences is also 8h, the **Workload for Absence Calculation** field can be left empty.



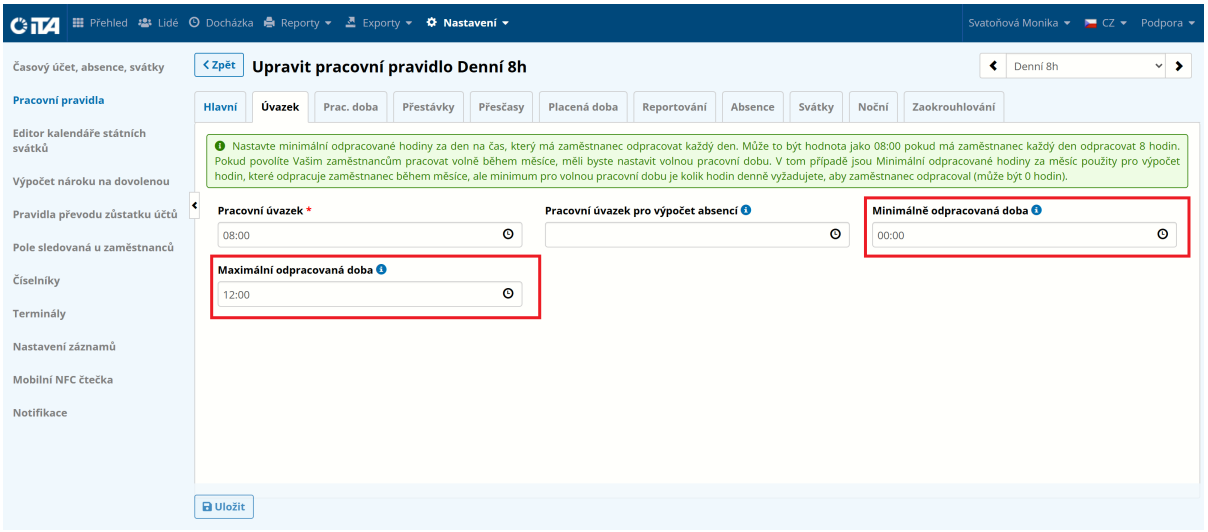
Flexible Working Time

If the employee works flexible hours, their daily work obligation must be adjusted. The work obligation is configured based on the employee's defined workload, while the minimum hours worked corresponds to the minimum number of hours the employee must spend at the workplace each day.

This value can even be zero — in that case, meeting the daily workload is not checked by the system day by day, but only at the end of the month.

Example:

An employee has an 8-hour work obligation plus a 40-minute break but works flexible hours.
The employee must be at the workplace for at least 3 hours per day, so the minimum hours worked is 3. At the same time, they should not be at the workplace for more than 12 hours, which defines the maximum hours worked.
At the end of the month, the system evaluates whether the totals of hours worked across individual days match the 8h/day workload.



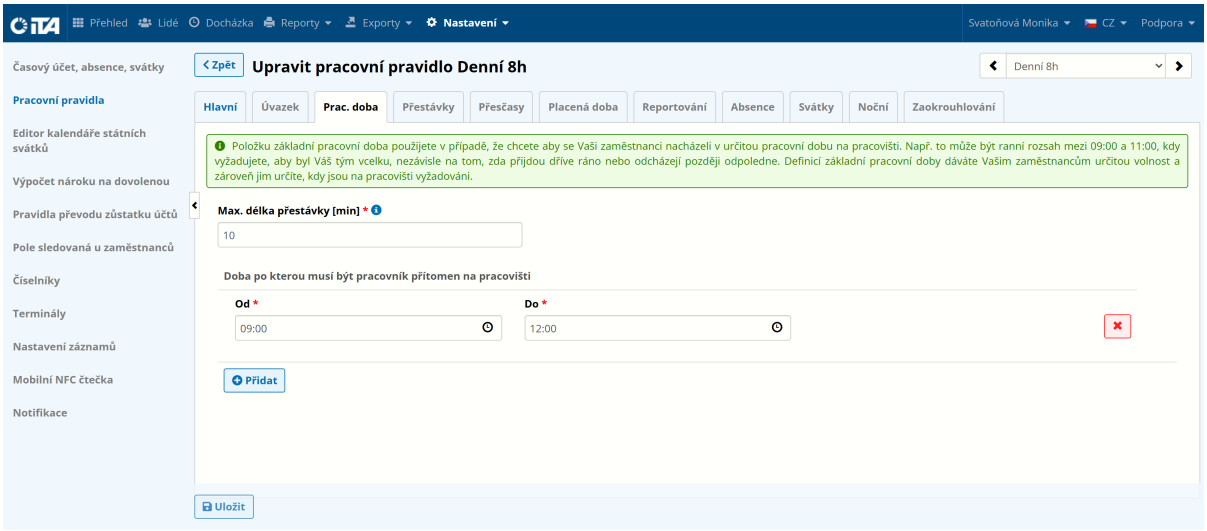
Working Time

The core working time defines the time when the employee must be present at the workplace. It defines the time during which the employee — regardless of whether they have flexible hours — must arrive at the latest and leave at the earliest, and cannot be absent.

In this section, you also enter the duration of breaks that are not counted toward paid time worked.

Example:

A maximum of 10 minutes is deducted from the employee's hours worked, and they must be at the workplace from 9:00 to 12:00.



Breaks

During working time, employees take prescribed breaks. The way breaks are taken and deducted can be configured in different ways. A break can be:

Defined at a given time interval, of a defined duration

Calculated depending on the time worked

Minimum length of each work interruption — ensures that each break lasts at least the configured time. If a break is shorter, the remaining time is deducted from the hours worked.

Defined

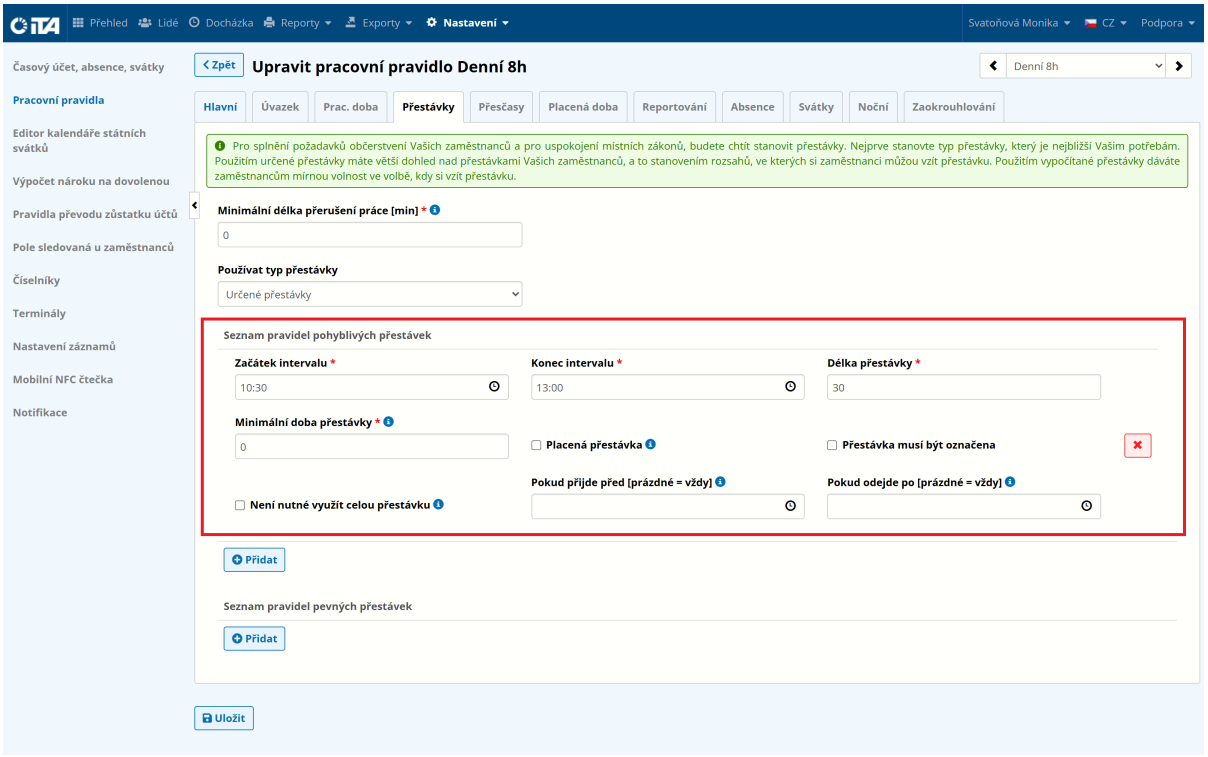
By setting the break type to "Defined", you can set the time when the break must be taken and its duration. A defined break can also be either floating or fixed.

List of Defined Floating Break Rules

For a floating break, set the parameters of the interval in which the break must be taken and the break duration. The minimum break duration then defines the shortest length the break can have to be counted toward this interval. A break taken by the employee within this interval is counted as this break. If no break is taken, this break is deducted automatically.

Example:

A floating lunch break is in the range from 10:30 to 13:00, and 30 minutes are deducted.

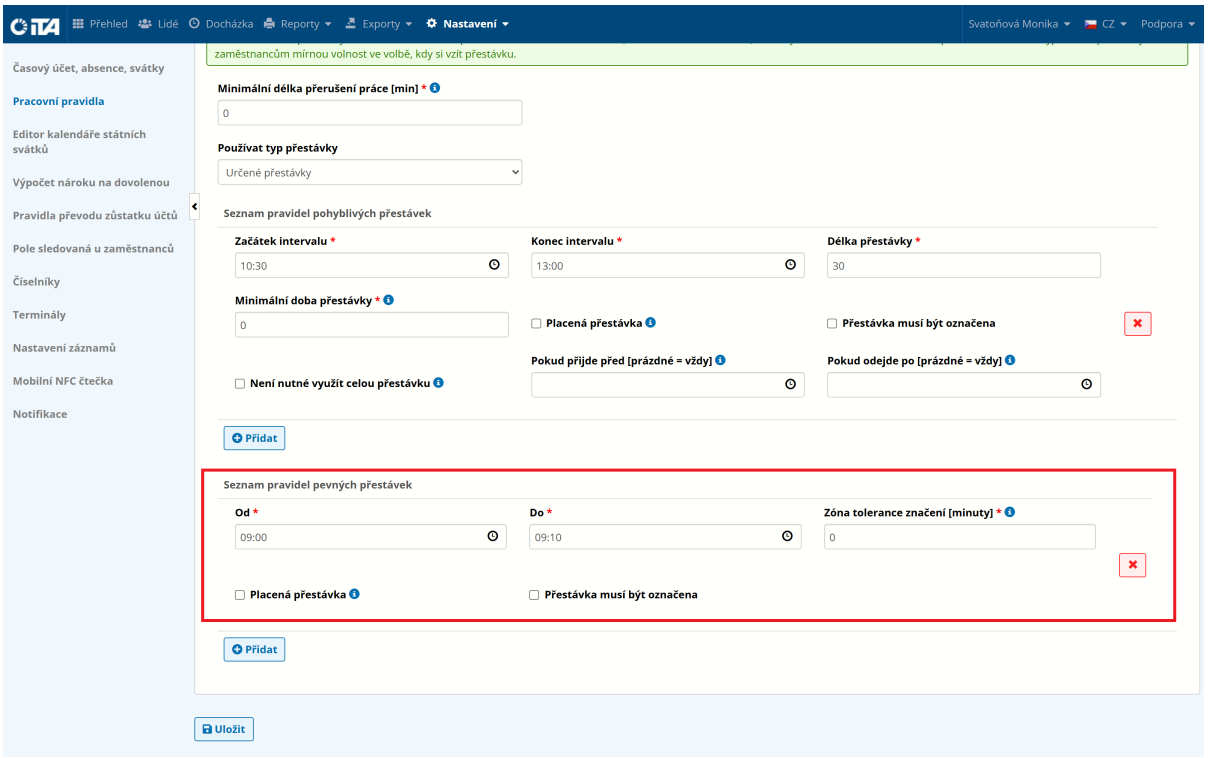


List of Defined Fixed Break Rules

A fixed break defines a strictly given break time. There is no room for free break-taking.

Example:

A fixed break is set from 9:00 to 9:10, and 10 minutes are deducted.



Calculated

Calculated breaks set their duration based on the time worked.

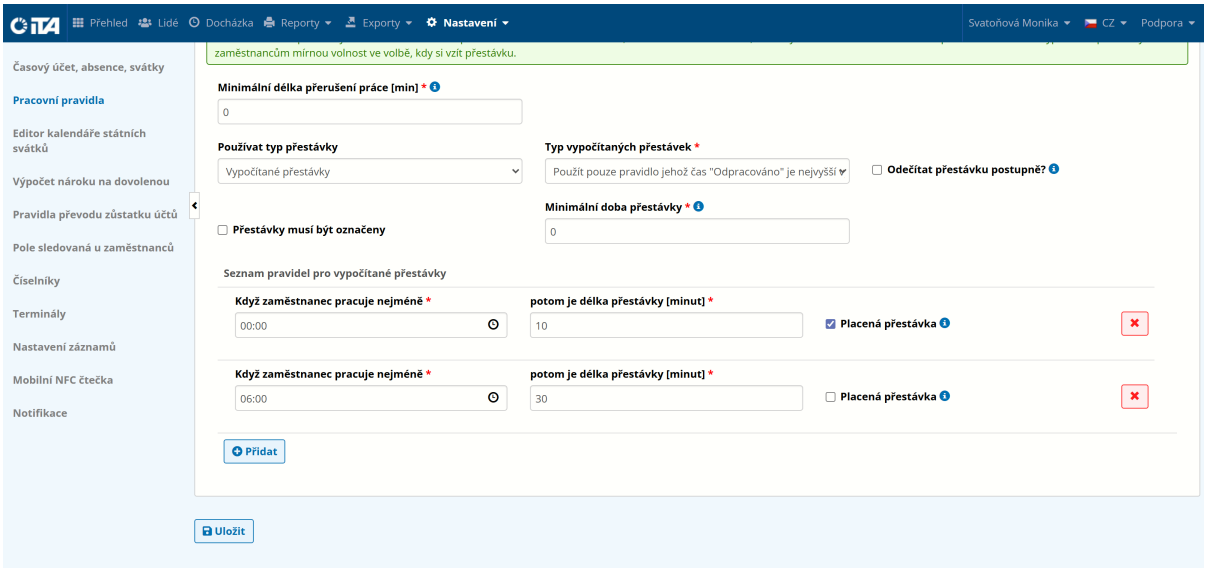
You must choose from the “Calculated Break Type” how the calculation is handled.

- All rules matching the time worked are applied — in the example below, this means both breaks apply after 6 hours worked.
- Apply only the rule whose “Worked” time is the highest matching value — in the example below, this means only the 30-minute break applies after 6 hours worked. If the employee worked, say, 3 hours, only the 10-minute break would apply.

Minimum break duration — the minimum duration defines the shortest length the break can have to be counted toward this interval.

Example:

After 3 hours worked, a 10-minute break is required. After 6 hours worked, a mandatory 30-minute break is required. Hours worked are counted from the employee’s first arrival at work that day.



Overtime

List of Time Zones Considered as Overtime

The list of time zones lets you configure individual time intervals during which time worked is considered overtime and is subject to a specific calculation — time when work is enhanced by some benefit. This time is recorded in the corresponding overtime account.

Add to Overtime Account

This function defines the target overtime account on which time worked in the selected interval is recorded. You can distinguish between an overtime account for night work, weekend and public holiday work, and so on.

Add x % of the Calculated Overtime

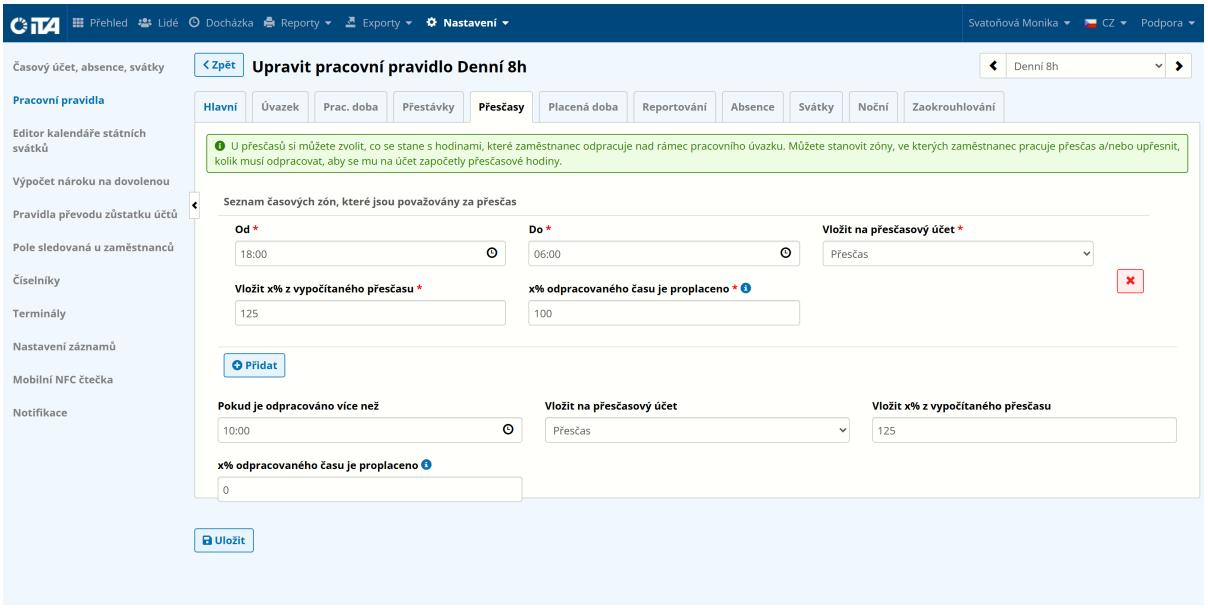
Overtime work is ultimately reported on the selected account. This information can be evaluated and compensated when calculating the employee’s payroll. One compensation option is to provide a benefit by increasing the hours worked when those hours were worked during overtime. The increased hours can then be taken as compensatory time off, or paid out at the standard rate without a premium — the premium being delivered as additional hours in the system.

Example:

The employer provides a +25% overtime benefit when more than 10 hours are worked in a row. This means that for every additional hour worked above 10 hours in a row, the overtime hour equals 1h 15min, and this time can be used as compensatory time off or paid out.

At the same time, the employer provides +25% overtime when working between 20:00 and 23:00. I can choose how to handle hours worked in this range — I select the account on which this time will be recorded and, optionally, the size of the benefit provided.

In this example, the benefits do not exclude each other; instead, they accumulate to the employee's advantage.



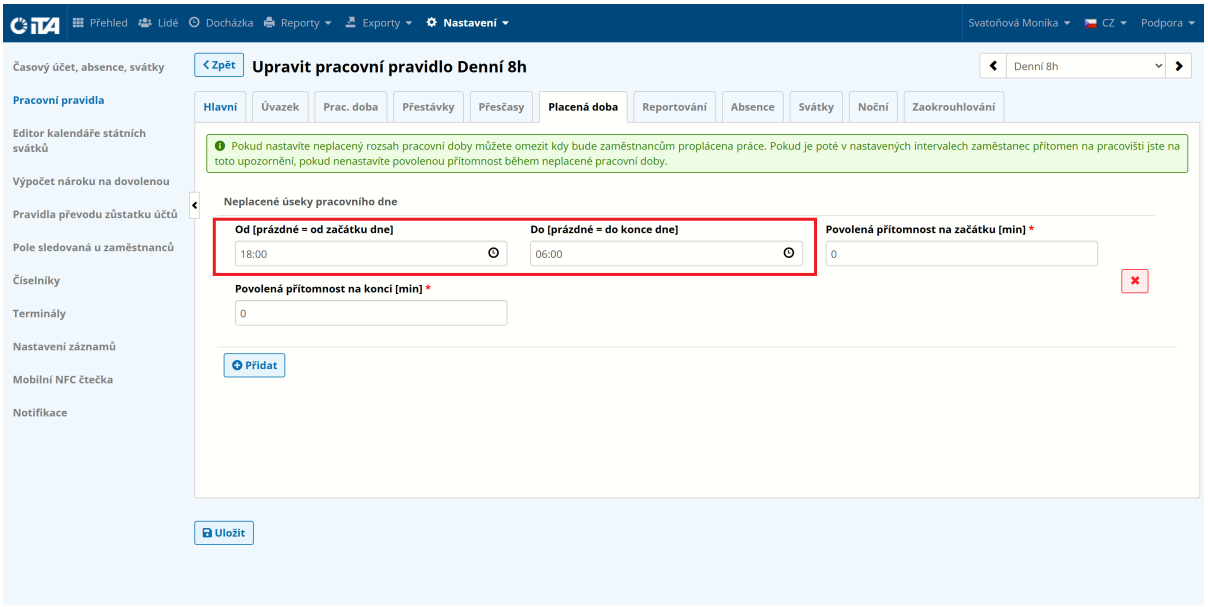
Paid Time

Unpaid Working Time Range

You can also record working time only during a desired range. This function lets you limit the time during which the employee is paid at work — the time that is registered in the system.

Example:

An employee leaves work at 19:00, but paid working time ends at 18:00. In this case, the hour from 18:00 to 19:00 is not counted toward the hours worked — the employee should no longer have been at the workplace.

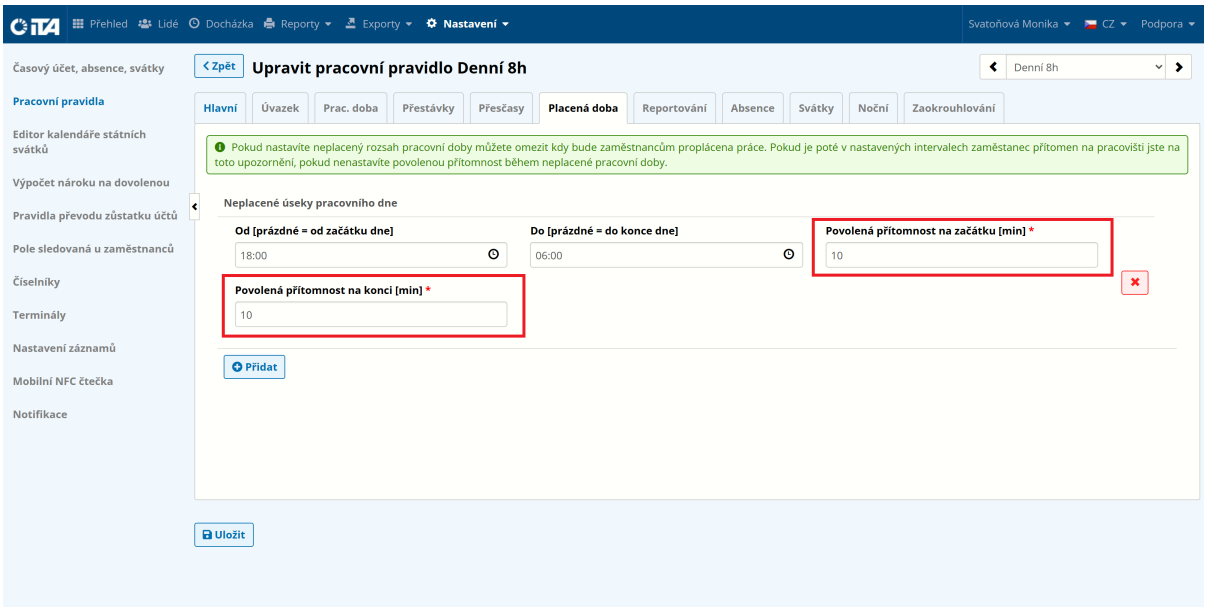


Allowed Presence at the Workplace

This defines the arrival or departure time outside the paid working time range that is not considered a rule violation and is not shown in attendance as a violation. This is time during which the employee may already be at the workplace preparing for work, or may stay at work after the shift ends. Typically 10–30 minutes before or after working time ends.

Example:

Paid working time starts at 6:00 and ends at 18:00.
I know that some employees arrive at work earlier and I don't want this arrival to be displayed as a violation of working time.
At the same time, I don't want this time to count toward the employee's hours worked.
By configuring the allowed presence at the workplace BEFORE/AFTER, I ensure that this earlier arrival or later departure is not reported as a violation of working time.



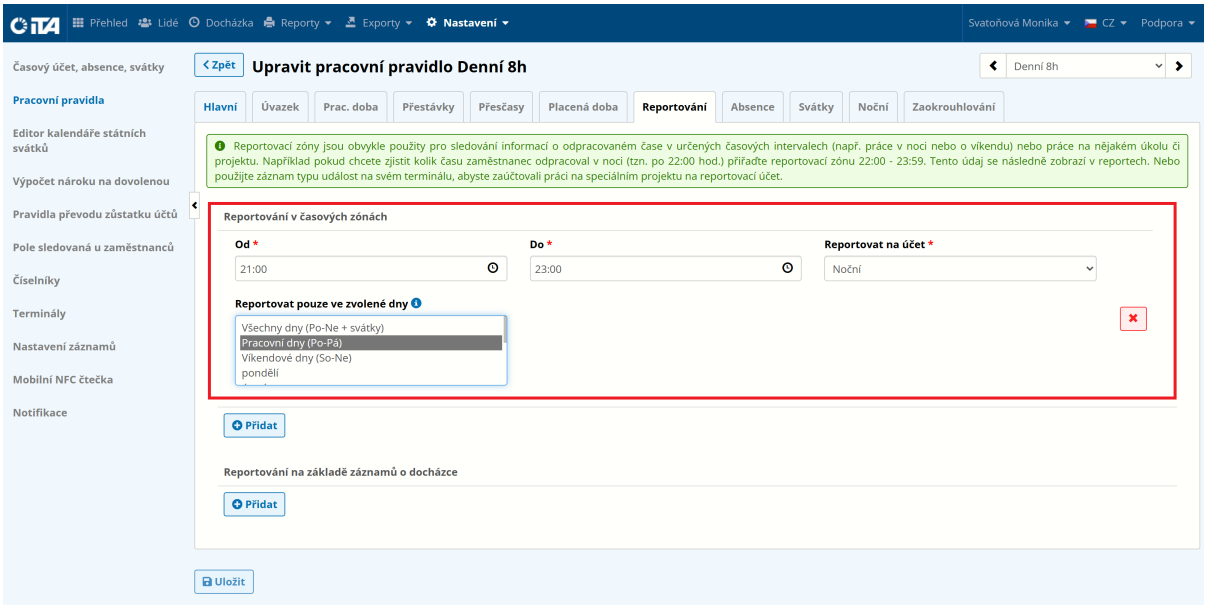
Reporting

Reporting in Time Zones

This tab is used only to monitor specific facts that may occur. It provides an overview of the desired information without affecting the hour split and calculations, and lets you effectively monitor employee behavior.

Example:

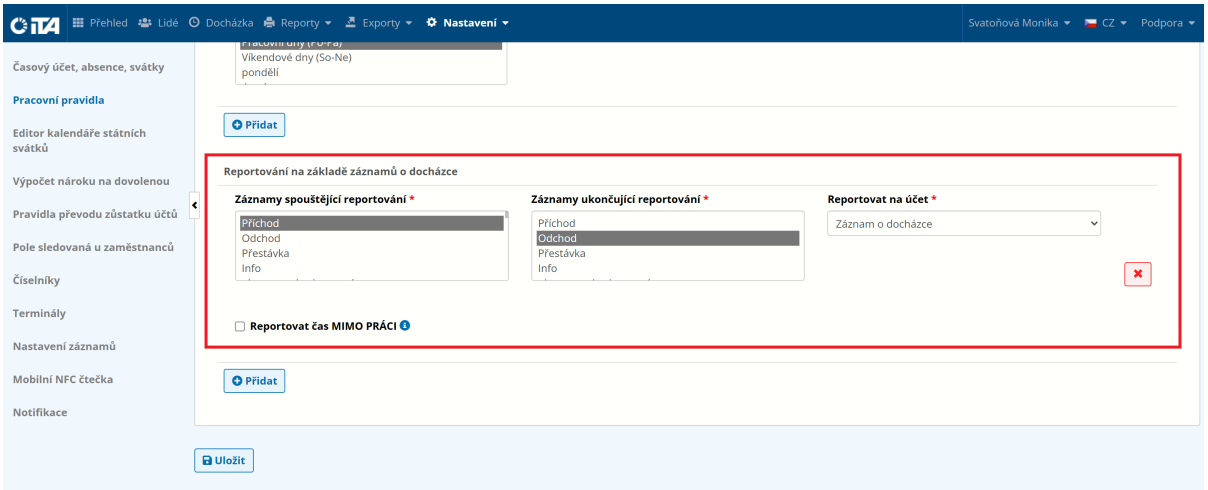
I want to know who is at work between 20:00 and 23:00 and how often, and to whom this counts as “night work”. This information helps me, for example, filter out unwanted frequent night work performed solely to earn the benefit.



Reporting Based on Attendance Records

Here you can choose the event to be reported and the account on which this time is recorded.

When **Report Time AWAY FROM WORK** is selected, time spent away from work is reported (e.g. breaks, absences...).



Absences

This tab allows a work interruption to be changed into an absence based on a specific record. It also allows reporting of time worked to an account based on the same configuration. This is the automatic change of an unpaid work interruption into an absence.

- Automatic changes of work interruptions into absences

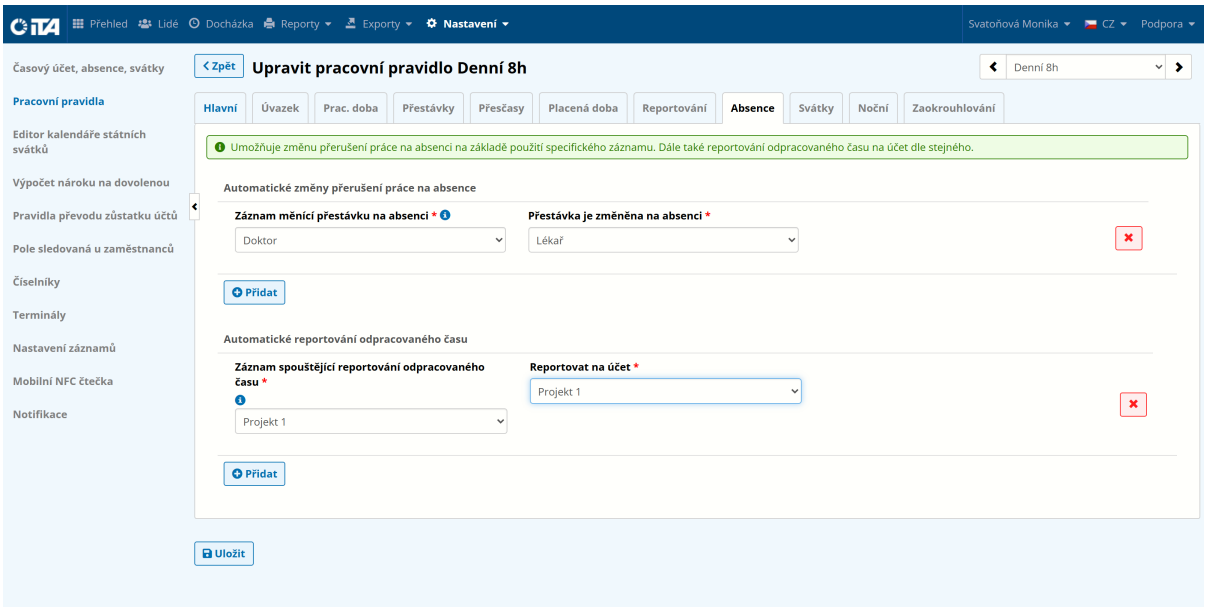
Example:

An employee leaves the workplace for a doctor's appointment. When leaving, they select the "Doctor's Appointment" record; upon returning, they select the "Arrival" record. The time between leaving the workplace and returning is automatically set as an absence.

- Automatic reporting of time worked

Example:

An employee works on a project that needs to be recorded outside the regular records (working hours) on a reporting account.



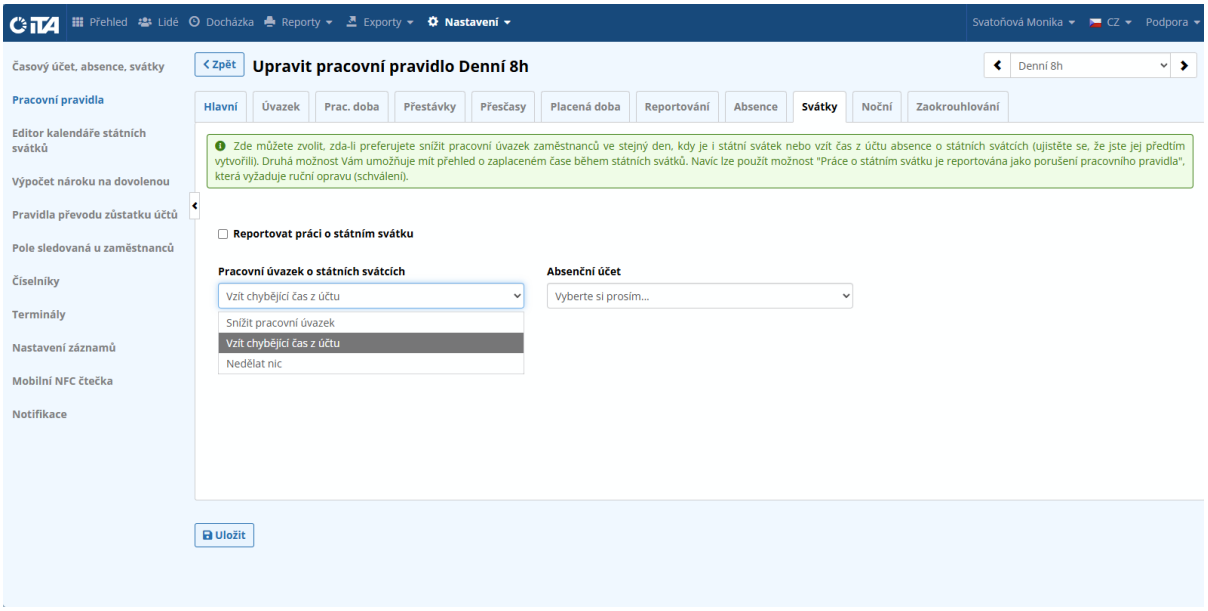
Holidays

In the default configuration, a public holiday is treated as a day on which no work obligation arises. If your company has different needs, this setting lets you put the public holiday into working-day mode.

The option to record missing time to an absence account on public holidays is informational. By using it, you get an overview of the hours missing due to public holidays without registering a working-time violation for the employees. To use this option, create an account for absences on public holidays.

Example:

If a public holiday falls on a working day, the day is treated as a day off. If the "Report Work on Public Holiday" option is checked, the day is in working-day mode.



Night

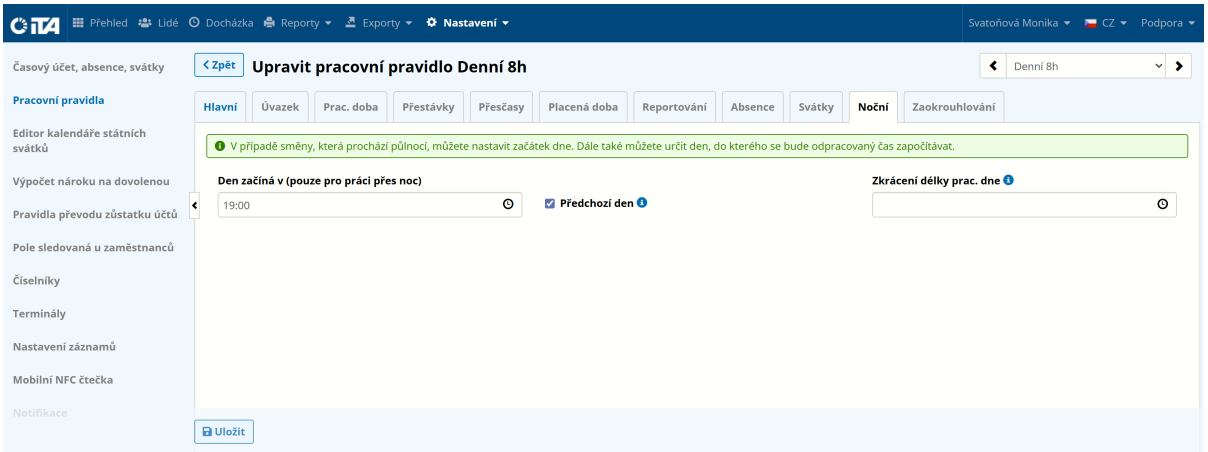
If your company has work spanning two days (i.e. across midnight), you need to configure which day the time worked is counted toward — the day of arrival, or the following day.

For this purpose, you define when the system transitions from one day to the next, in a way that covers the required shift of time worked at night. You can also configure shortening of the day length to less than 24 hours.

This setting can be useful when the rule is used together with a daily rules switcher, especially when, for example, an afternoon shift immediately follows a night shift.

Example:

An employee comes to work at 20:00 and stays until 5:00. The time worked should be counted toward the day of departure from work.
You configure that the new day for them starts not at midnight, but at 19:00 of the previous day.
We recommend setting a time earlier than when the employee's shift starts, so that the system also accounts for a possible earlier arrival of the employee.
The "Previous day" checkbox therefore means that if the arrival is on 31 Jan at 20:00, the time worked is counted toward 1 Feb.



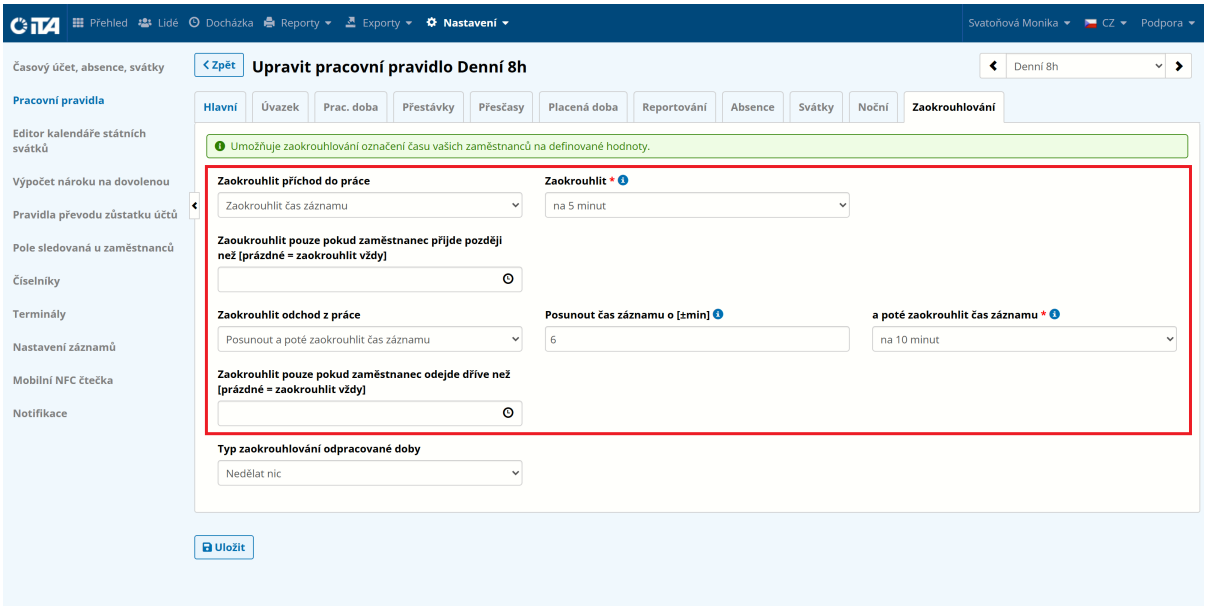
Rounding

Rounding of Arrival and Departure Times

These two functions round the times of arrival and departure. Arrival is rounded up to the nearest multiple of the chosen time, and departure is rounded down to the nearest multiple of the chosen time. This rule is always to the employer's advantage.

The following options are available:

Do nothing	rounding is disabled
Round record time	rounds the time to the nearest multiple you choose.
Shift record time	shifts the record. A positive number shifts it forward, a negative number shifts it backward.
Shift and then round record time	a combination of rounding the record time and shifting the record time



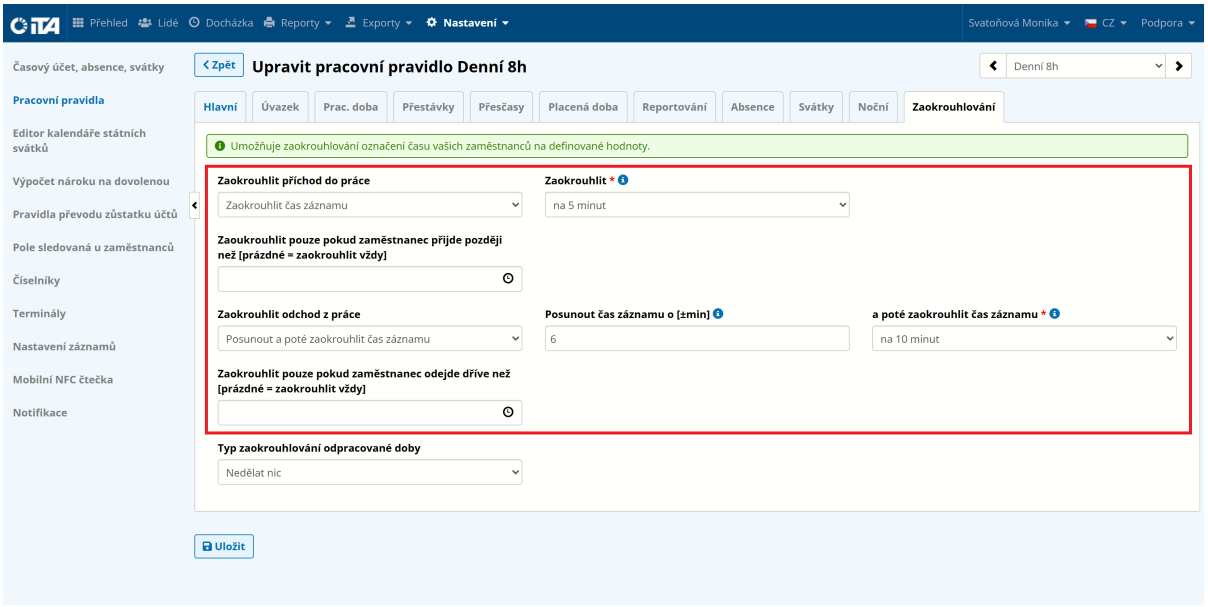
Rounding of Hours Worked

This rule rounds the total time worked, not just the arrival and departure times. Always to the employer's advantage.

The following options are available:

Do nothing	no rule is created
Round (after a defined time worked)	once the minimum hours worked is configured, you can choose to round this time. Example: if the employee works at least 7 hours, the time is rounded by 10 minutes.
Round (within a range of hours worked)	lets you set the minimum and maximum hours worked for which to round. Example: if the employee works more than 8 hours and less than 10 hours, the time is rounded by 5 minutes.

When "Arrival and Departure Rounding" is combined with "Rounding of Hours Worked", the system first rounds arrivals and departures and then rounds the hours worked based on those.

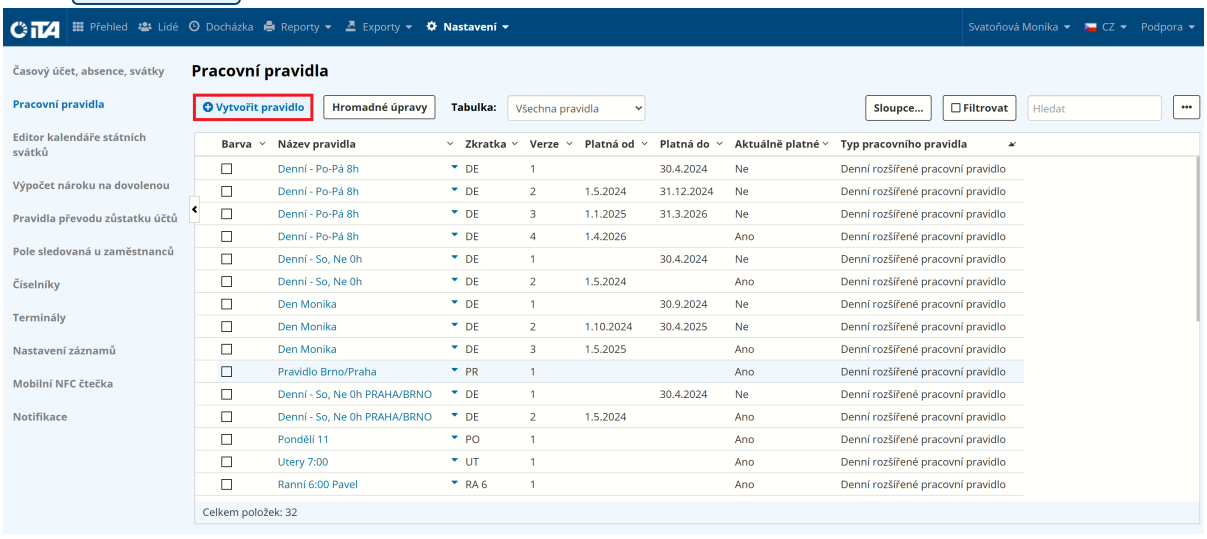


8.3.2. Procedure for the Daily Rules Switcher

The daily rules switcher allows you to configure the conditions for shift operations in the company. To determine the appropriate shift, you define the time interval during which an arrival is evaluated as a morning, afternoon, or night shift.

Based on the rules configured this way, the system then selects the specific attendance evaluation mode for the employee. The daily rules switcher also handles the choice of which specific rule to apply in case of a full-day absence.

1. Click **Create Rule**:



2. Fill in the parameters:



New rule name	Name the rule (we recommend short names)
New rule type	**Daily rules switcher**

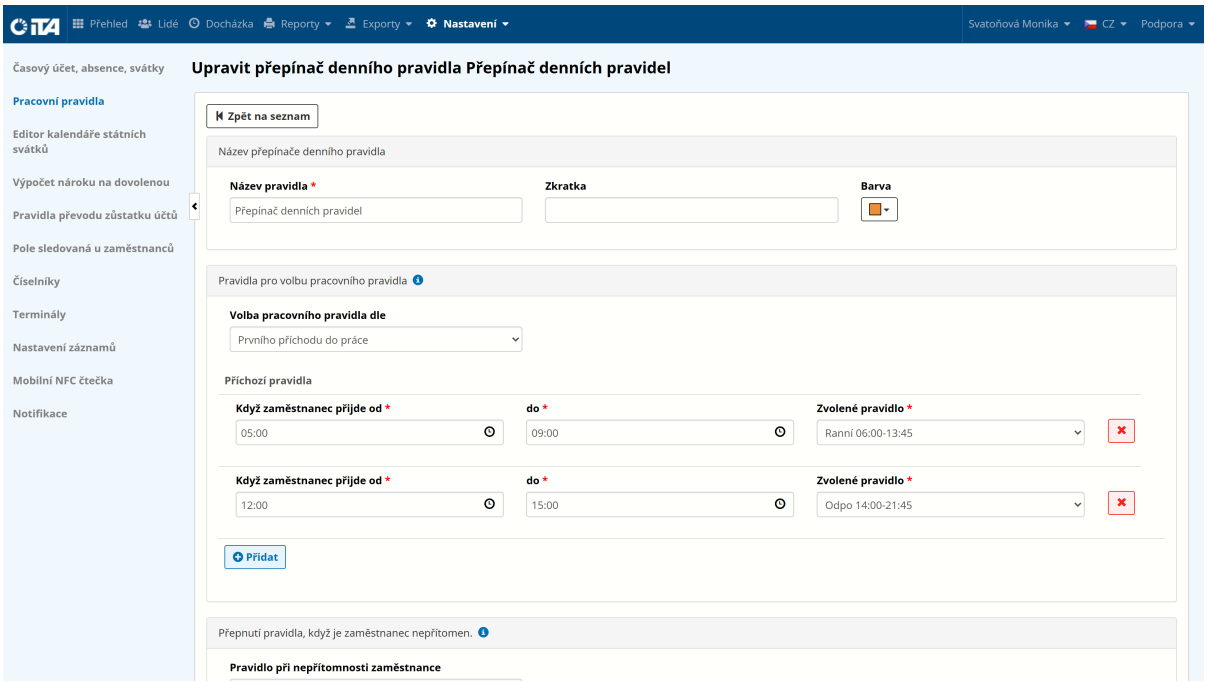
3. Click **Confirm**.

8.3.2.1. Rules for Selecting the Work Rule

Set the range of arrival or departure times for shift operations and the shift each arrival/departure falls into.

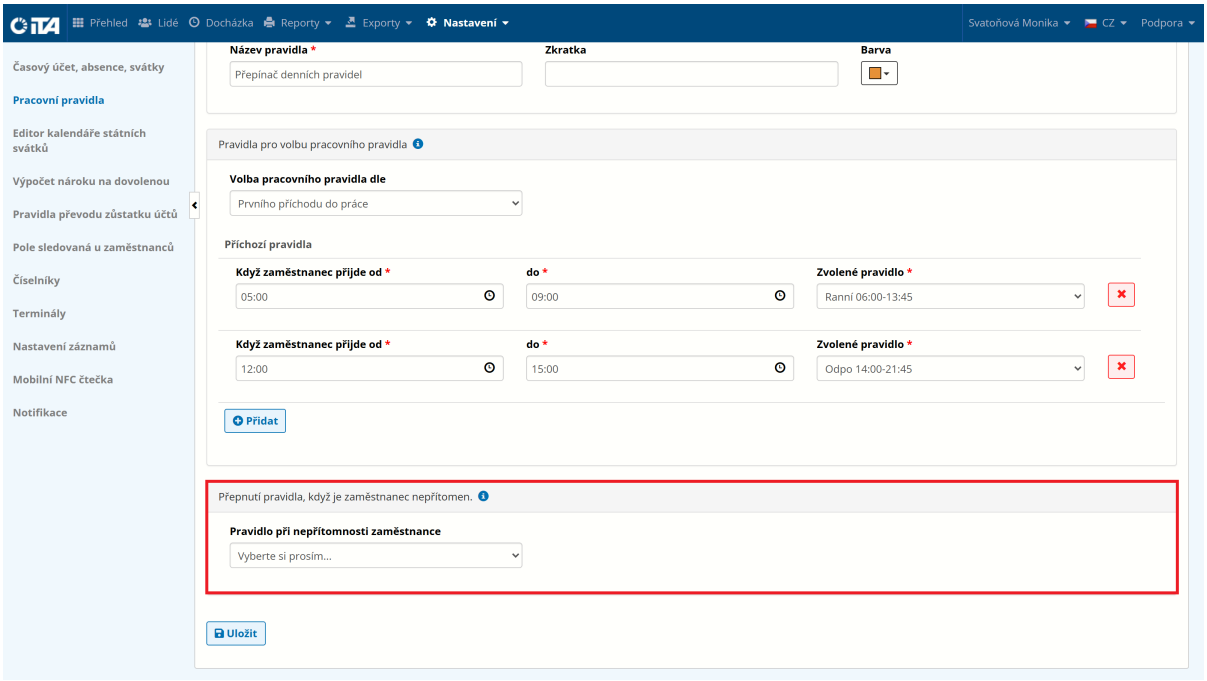
Example:

If an employee arrives between 5:00 and 9:00, their attendance is assigned to the predefined “Morning Shift”. If they arrive between 12:00 and 15:00, the attendance is assigned to the predefined “Afternoon Shift”.



8.3.2.2. Switching the Rule When the Employee Is Absent

If the employee does not come to work for an entire day, this function lets you predefine which rule should be applied. If they do not have a work obligation every day, this field can be left empty.



After configuring the daily rules switcher, click **Save**.

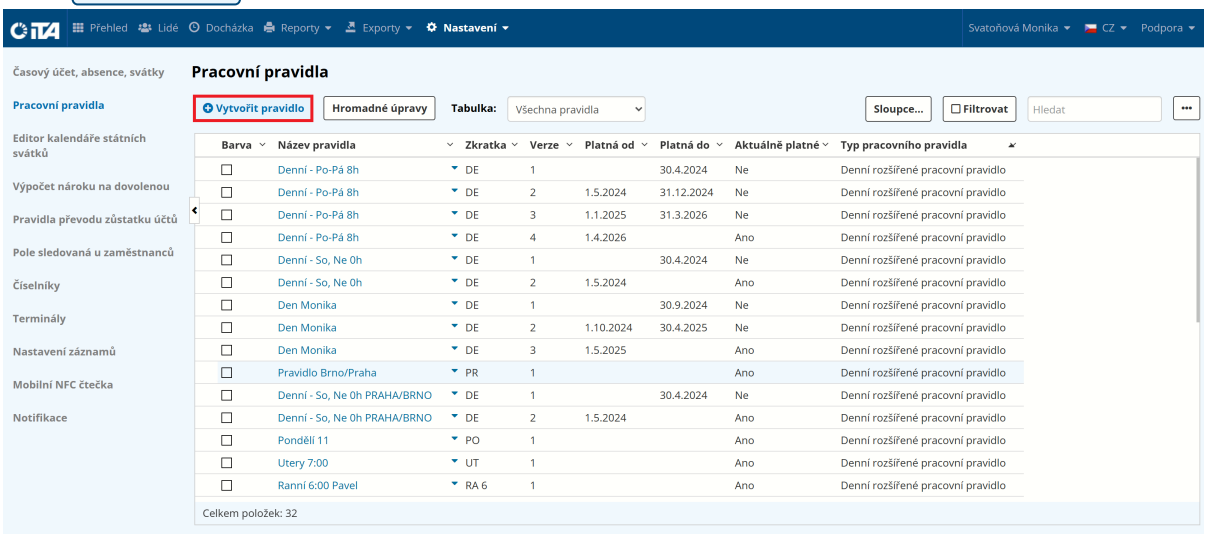
8.3.3. Procedure for a Weekly Rule

A weekly rule adjusts how the employee's attendance obligation is distributed throughout the work week. This lets you specify different requirements for specific days of the week — e.g. office days.

Example:

The company requires mandatory presence at the workplace on Monday and Tuesday from 8:00 to 16:00, and on other days only from 8:00 to 14:00. Within the weekly rule, I select from the portfolio of created daily rules and assign them to the corresponding days.

1. Click **Create Rule**:



2. Fill in the parameters:

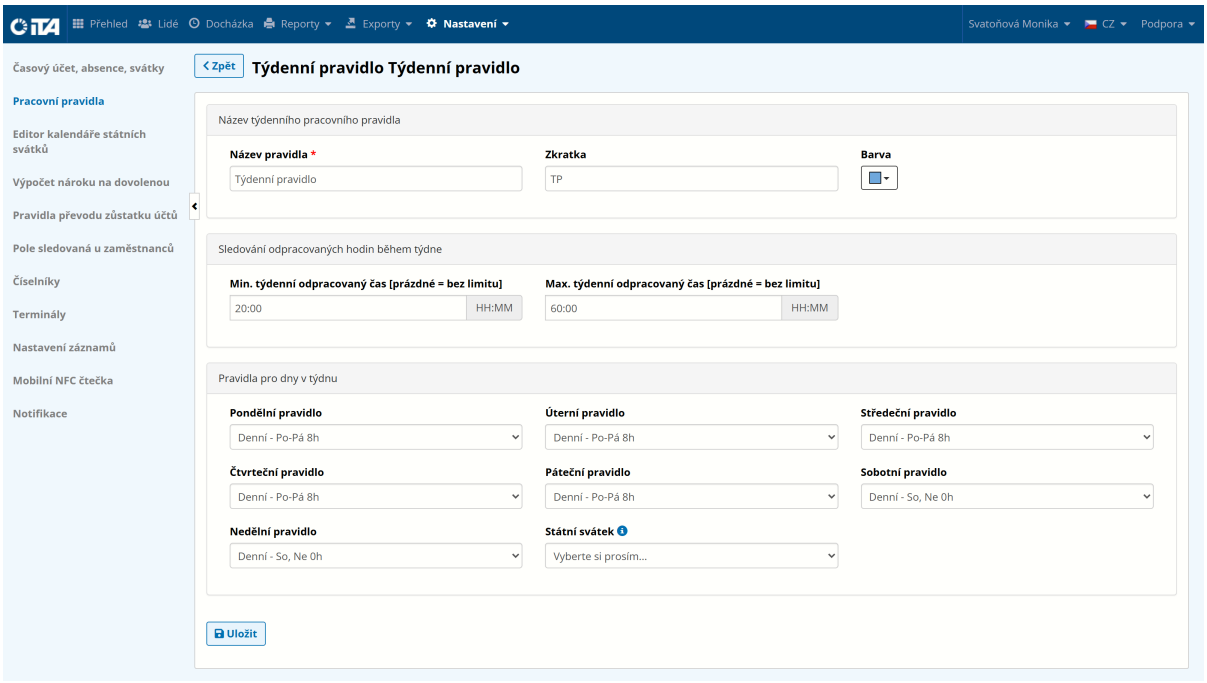


New rule name Name the rule (we recommend short names)

New rule type **Weekly rule**

3. Click **Confirm**.

8.3.3.1. Rule Configuration



Rules for days of the week For each day, select from the predefined daily rules.

Example:

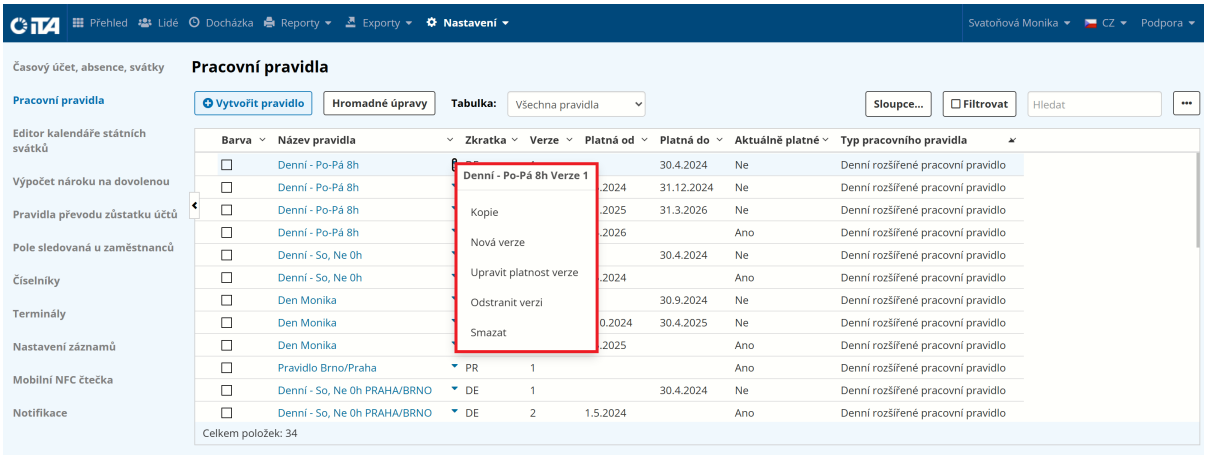
The company requires mandatory presence at the workplace on Monday and Tuesday from 8:00 to 16:00, and on other days only from 8:00 to 14:00. Within the weekly rule, we select from the portfolio of created daily rules and assign them to the corresponding days.

After configuring the weekly rule, click **Save**.

8.3.4. List of Created Work Rules

In the displayed list of work rules, the following actions are available for each rule:

Copy	Creates a copy of the rule (recommended when creating similar rules)
New version	Creates a new version of an existing rule, effective from the chosen date
Edit version validity	Any edit is reflected wherever this rule is assigned
Remove version	Removes a version of the rule
Delete	**Not recommended** — when deleted, some already-configured rules may stop working



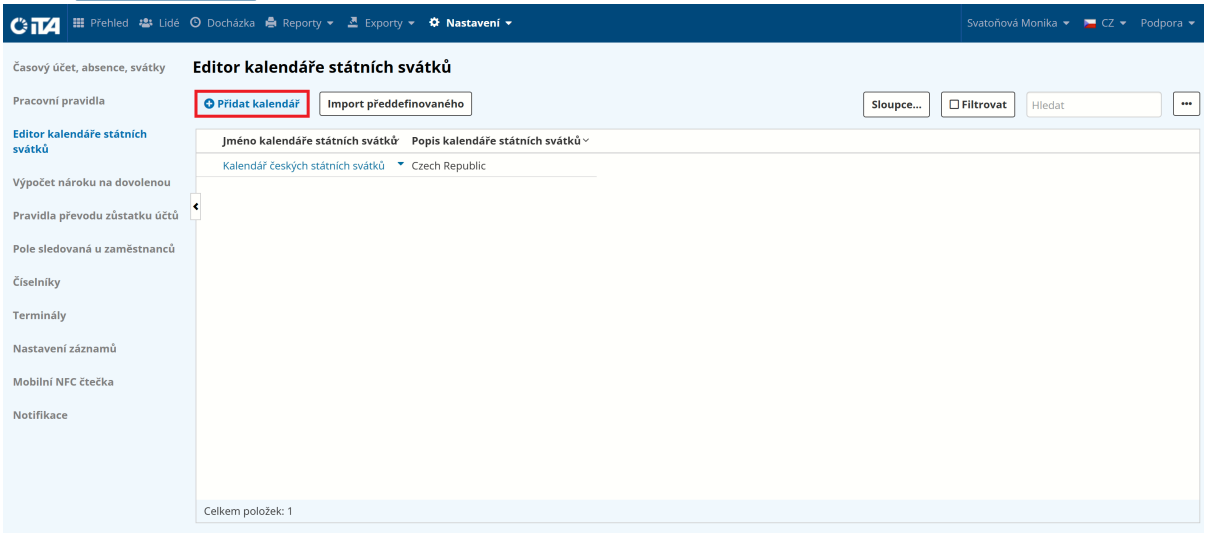
8.4. Public Holiday Calendar Editor

Settings → Public Holiday Calendar Editor

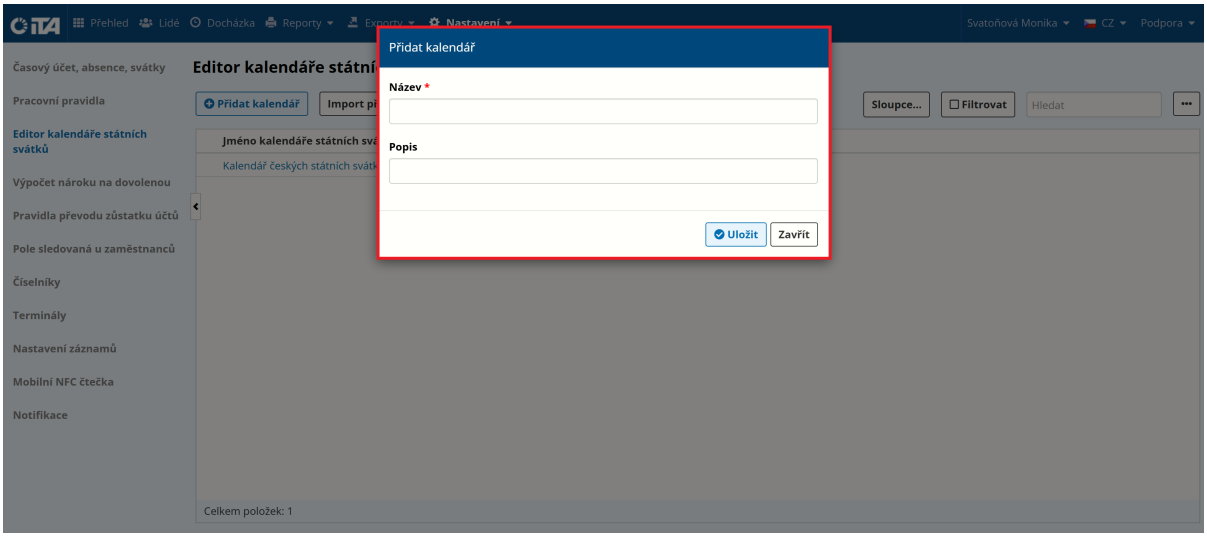
8.4.1. Holiday Calendar

By default, the holiday calendar is predefined for the Czech Republic.
You can also add “internal” holidays manually:

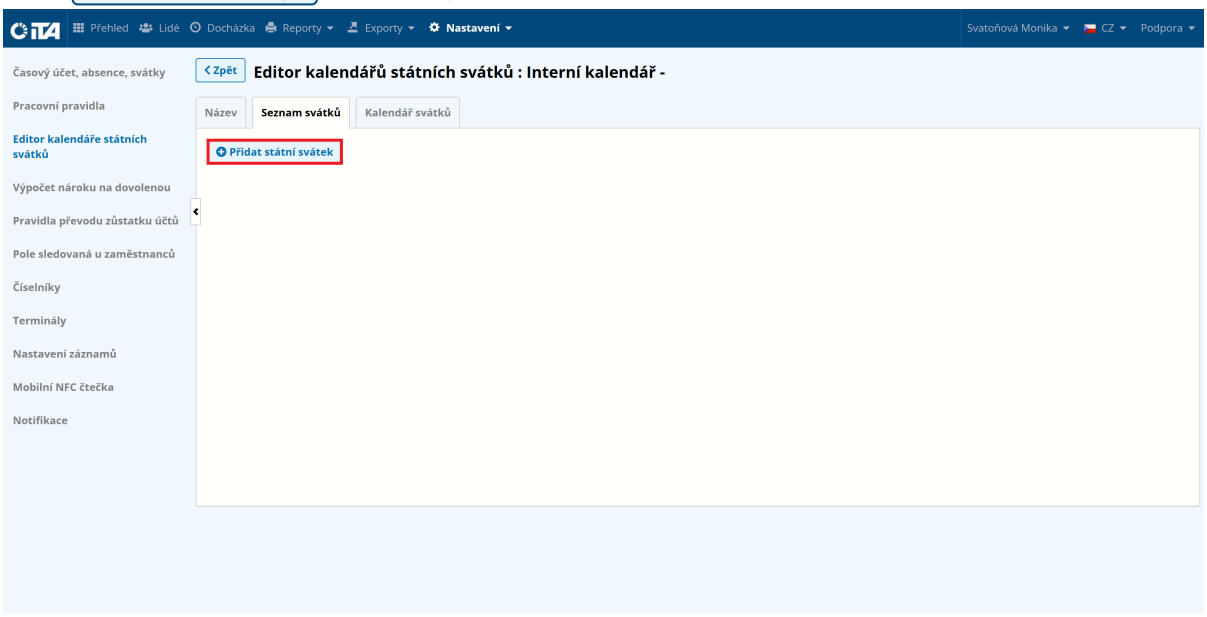
1. Click **Add Calendar**:



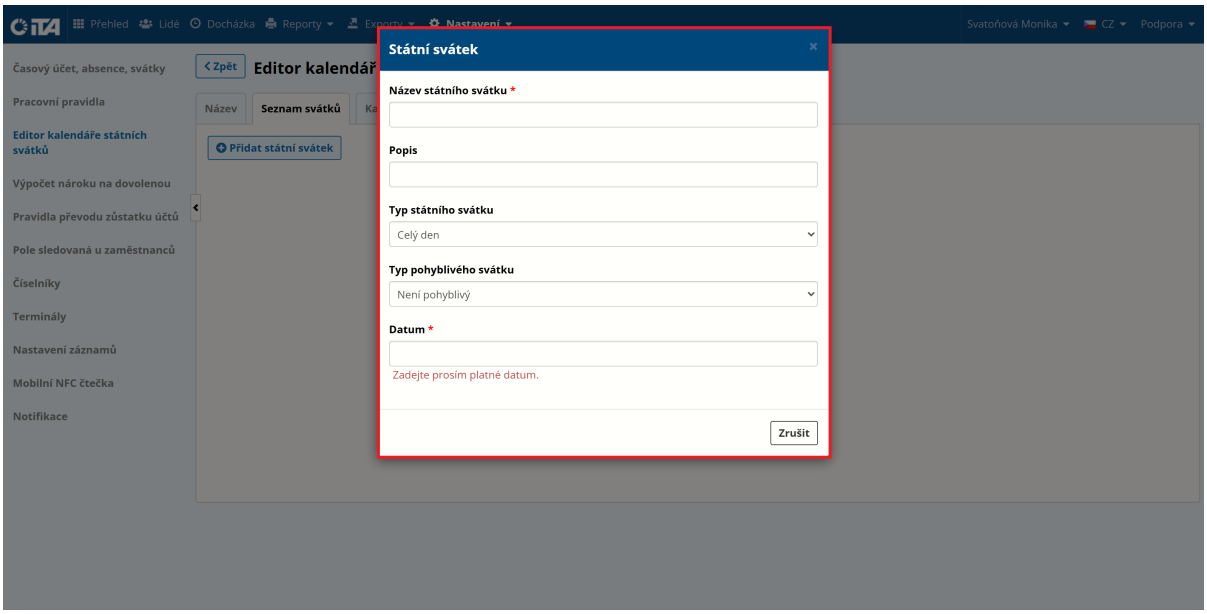
2. Enter the name and description (optional):



3. Click **Add Public Holiday** to add holidays:



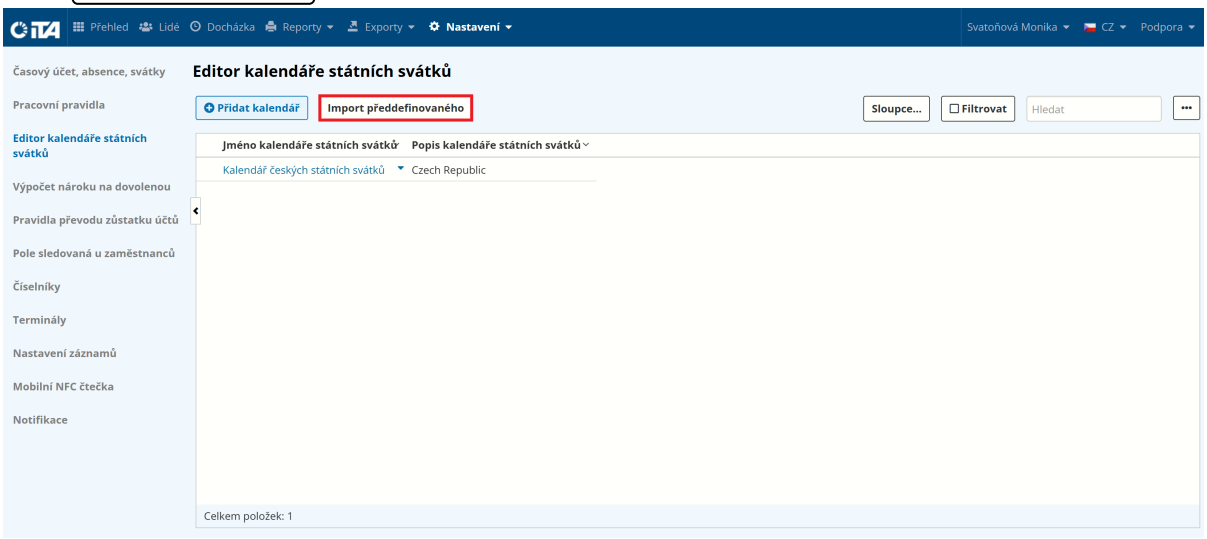
4. Fill in the parameters:



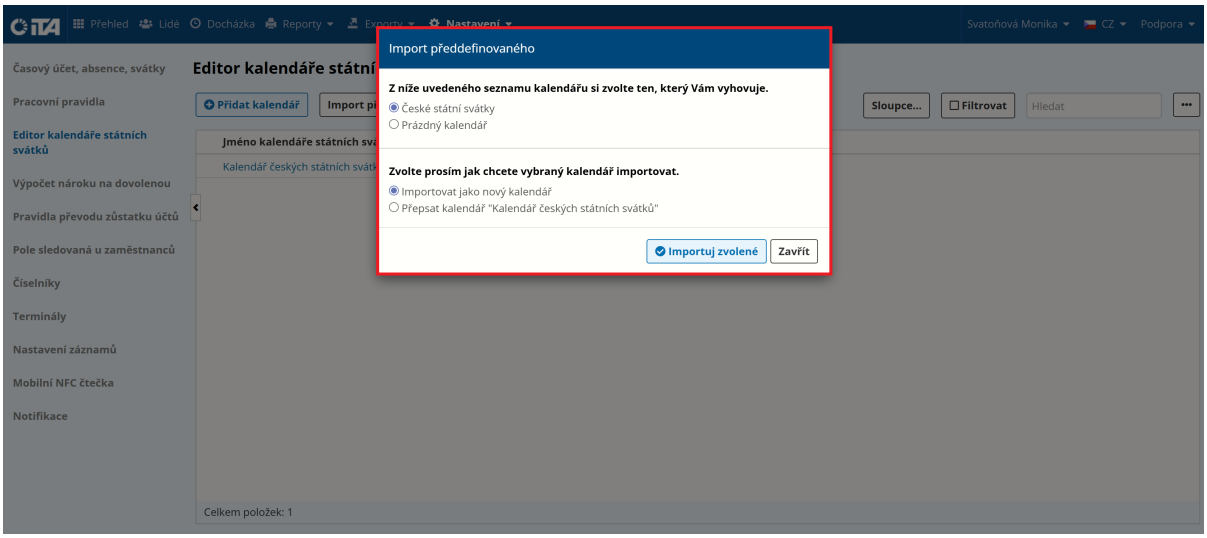
5. Switch to the **Name** field and click **Save**.

If a calendar is not predefined, it can easily be imported:

1. Click **Import Predefined**:



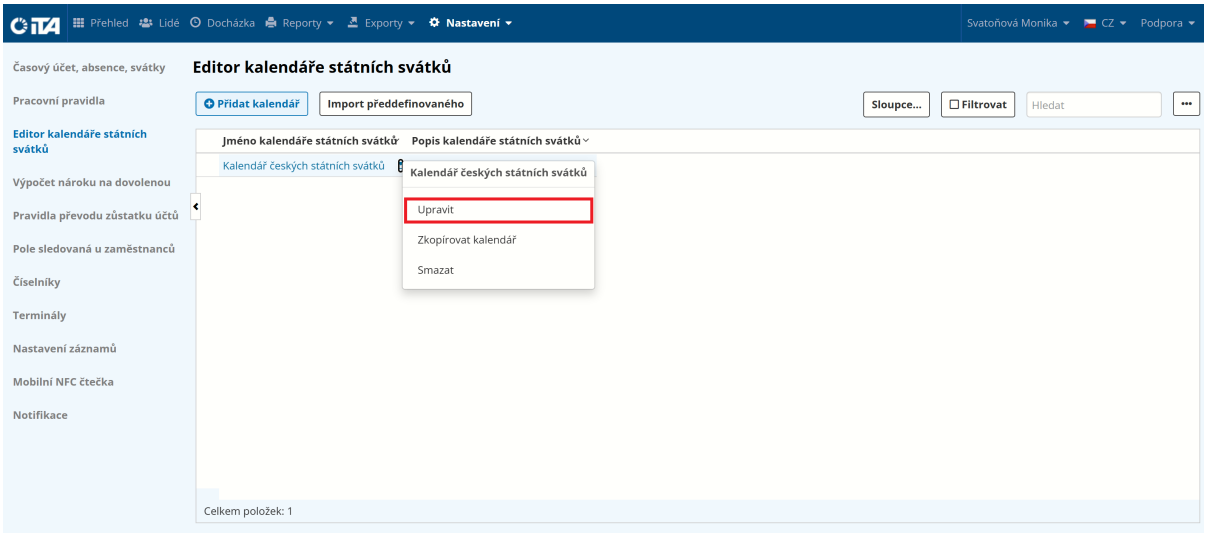
2. Select the import options:



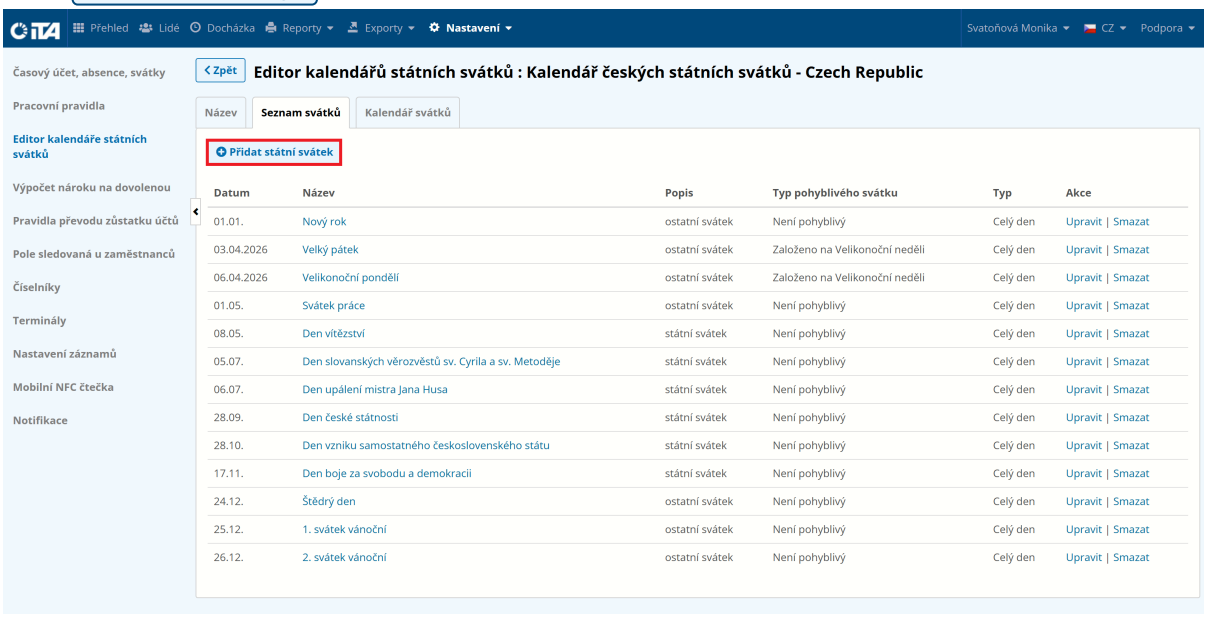
You assign the calendar that should apply to a given employee while adding them to the system.

8.4.2. Adding an Internal Holiday

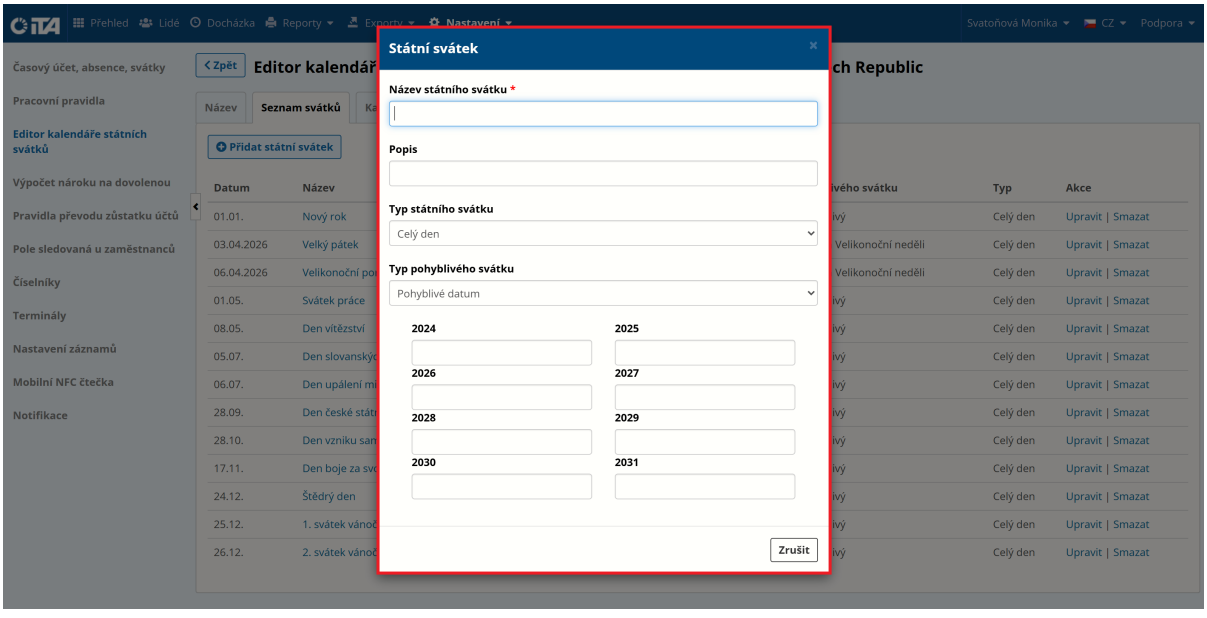
To add an internal holiday (e.g. the company's founding day), click the existing calendar or use the "Edit" action.



1. Click **Add Public Holiday**.



2. Fill in the parameters:



Holiday name	Name of the holiday
Description	Description of the holiday (optional)
Holiday type	Available options: • Full day • Half day • Special day
Movable holiday type	Available options: • Not movable — enter the exact date of the holiday • Movable date — enter the date for each subsequent year • Based on Easter Sunday — enter an approximate date based on Easter Sunday • Based on Day of Repentance and Prayer — enter an approximate date based on the Day of Repentance and Prayer

8.5. Vacation Entitlement Calculation

Settings → Vacation Entitlement Calculation

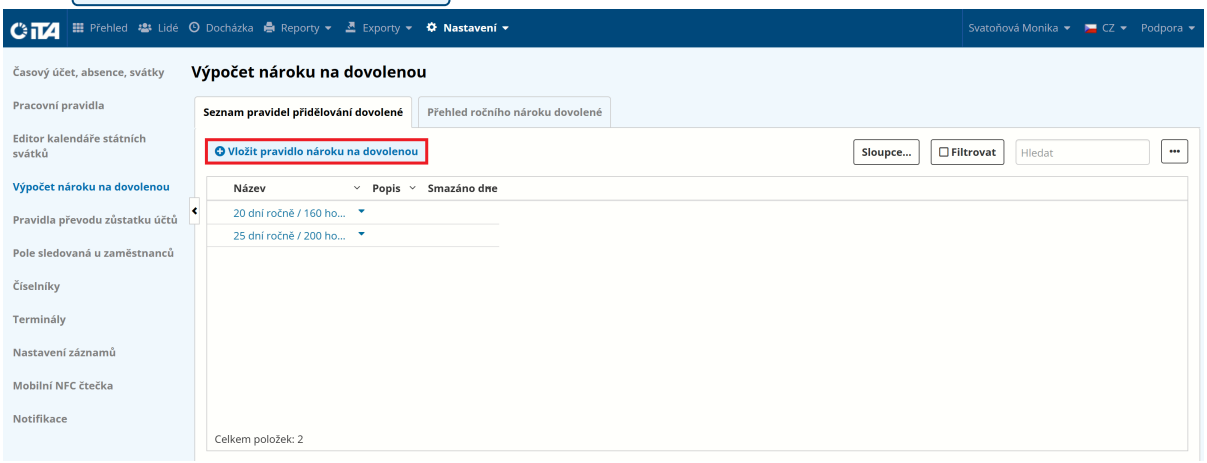
8.5.1. List of Vacation Assignment Rules

By configuring the vacation calculation rules, you can define a flat vacation entitlement for employees, or specify individual dependencies of the calculation according to the practices in your company.

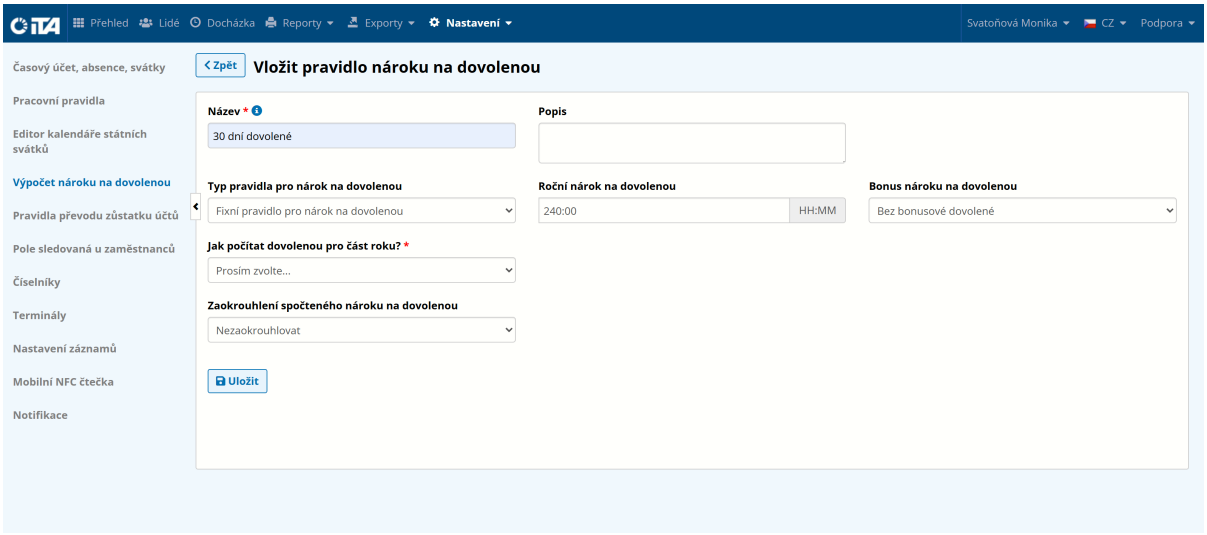
You can set the number of vacation days per calendar year as a flat value, or define the number of days based on the employee's age or the length of their employment.

8.5.1.1. Procedure

1. Click **Add Vacation Entitlement Rule**.



2. Fill in the parameters:



Name	Name of the rule; we recommend a short, descriptive name
Description	Optional detailed description
Vacation entitlement rule type	Available options: • Fixed vacation entitlement rule • Vacation entitlement based on employee age • Vacation entitlement based on length of employment After selection, another table opens for configuring the conditions.

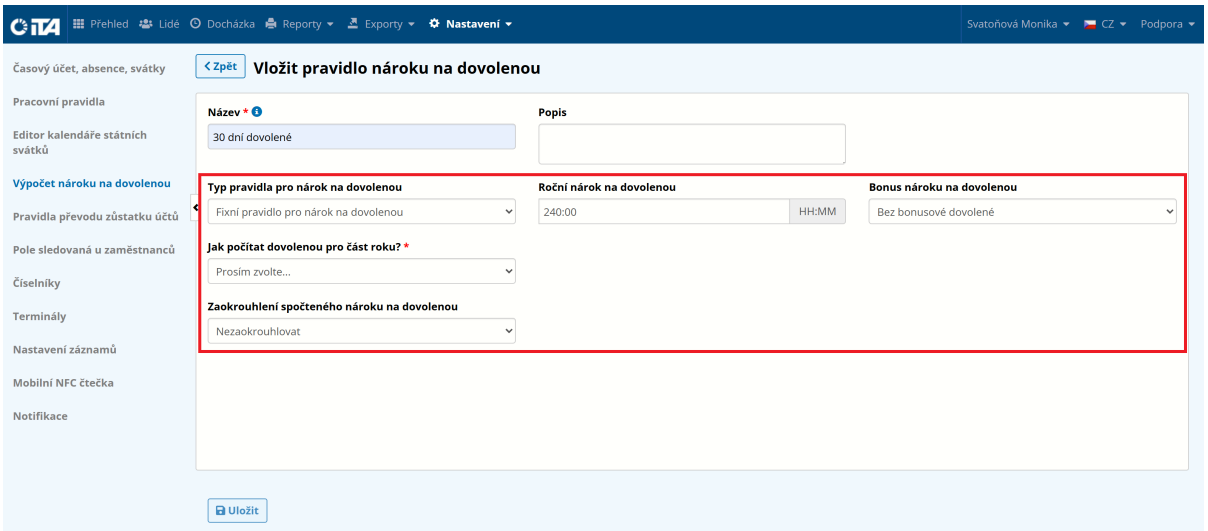
3. After filling in the parameters, click **Save**.

Fixed Vacation Entitlement Rule

Defines a fixed flat vacation amount unrelated to any other circumstances.

Example:

The employee is entitled to 30 days (240 hours) of vacation per calendar year.



How to Calculate Vacation for Part of a Year?

Three options are available:

1. By the number of full months of employment
2. By the number of full weeks of employment
3. By the number of days of employment

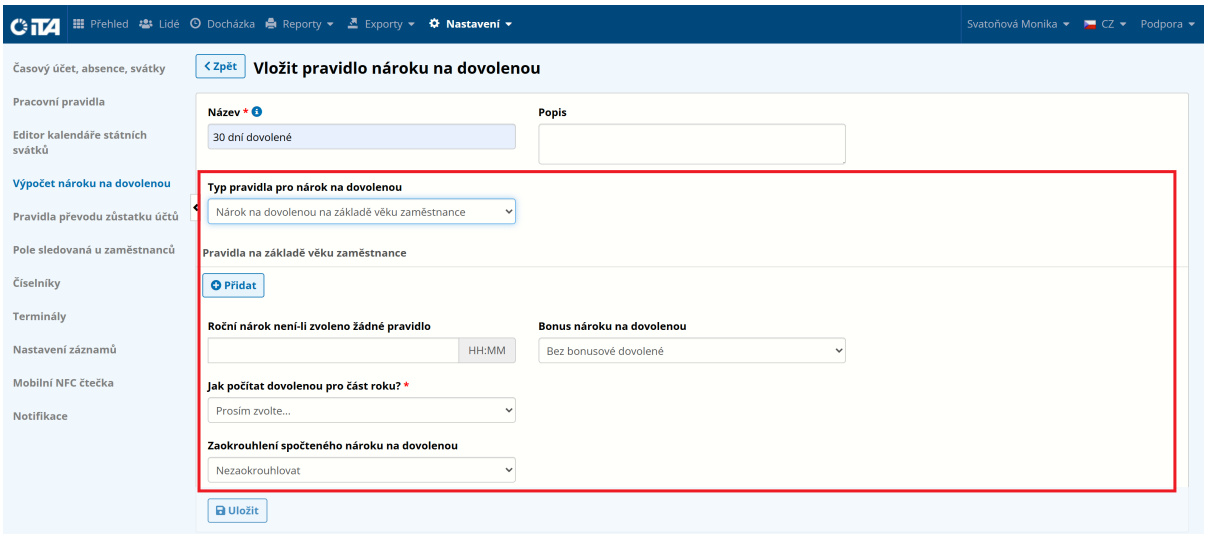
This setting refines the vacation calculation for an employee who, for example, started during the year.

Entitlement Based on Employee Age

Adjusts the basic default vacation amount based on the chosen parameters.

Example:

The employee is entitled to 20 days (160 hours) of vacation per calendar year if they are aged up to 19, 22 days (176 hours) if they are aged 20–29, and 25 days (200 hours) if they are older than 30.

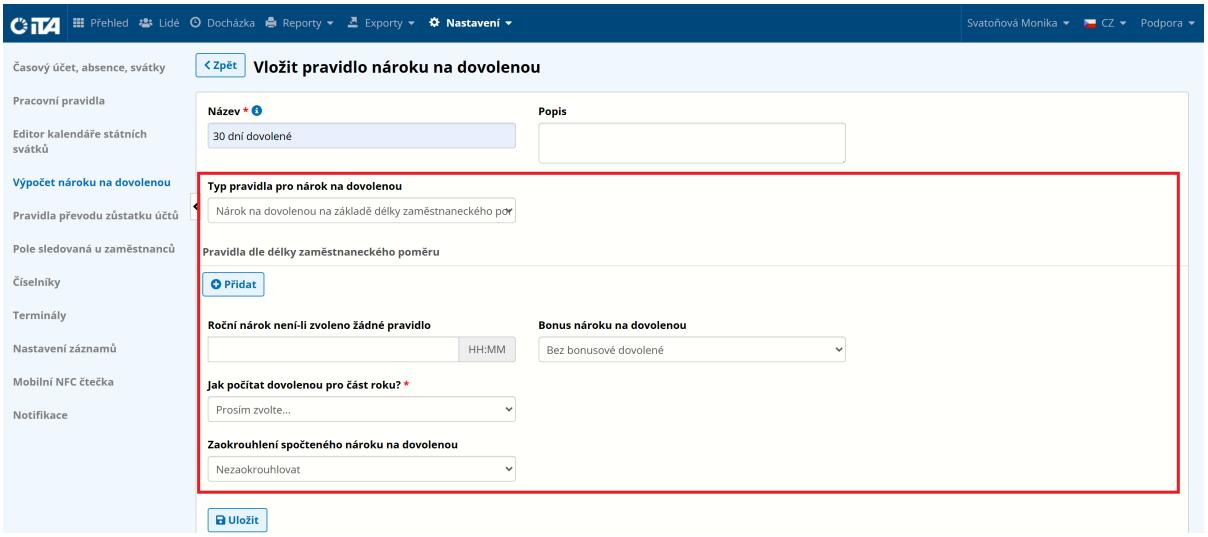


Entitlement Based on Length of Employment

This rule calculates how long the employee has been employed with your company and determines the vacation length accordingly.

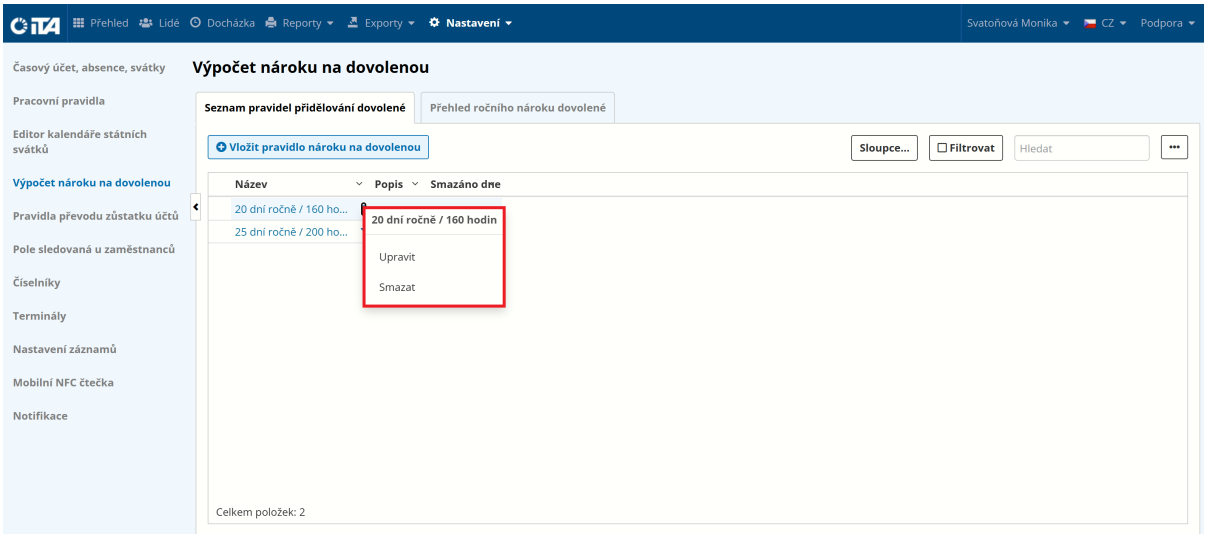
Example:

If the employee has not worked at least 5 years, they are entitled to 20 days (160 hours) of vacation. After 5 years of employment, the employee is entitled to 22 days (176 hours) of vacation. After 10 years worked, to 25 days (200 hours) of vacation.



8.5.1.2. List of Created Vacation Entitlement Rules

In the displayed list of account balance transfer rules, you can edit or delete each rule.

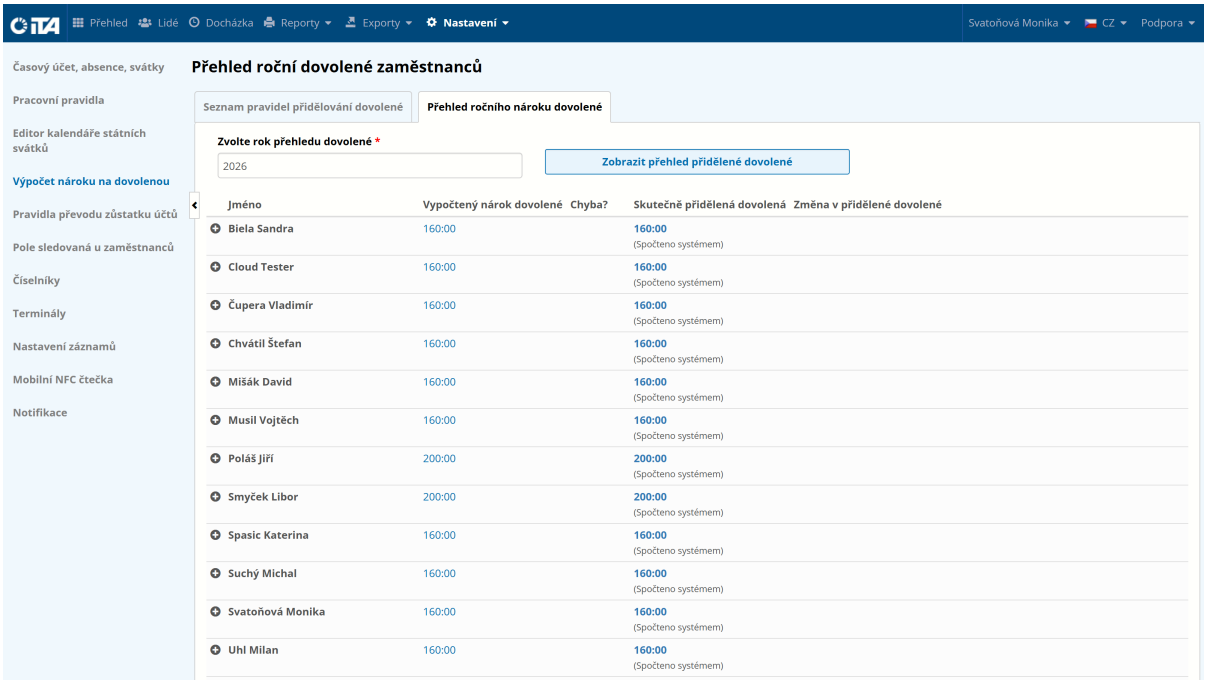


When a rule is edited, any change is reflected wherever the rule is assigned.

If a rule is deleted (not recommended), some already-configured rules may stop working.

8.5.2. Annual Vacation Entitlement Overview

This overview lets you see how many vacation days have been calculated for your employees. Select a year and click **Show Allocated Vacation Overview**.



To manually change the number of vacation days, click “Edit”, set the desired number of days, and click “OK”. Then confirm by clicking “Send Changes in Allocated Vacation”.

8.6. Account Balance Transfer Rules

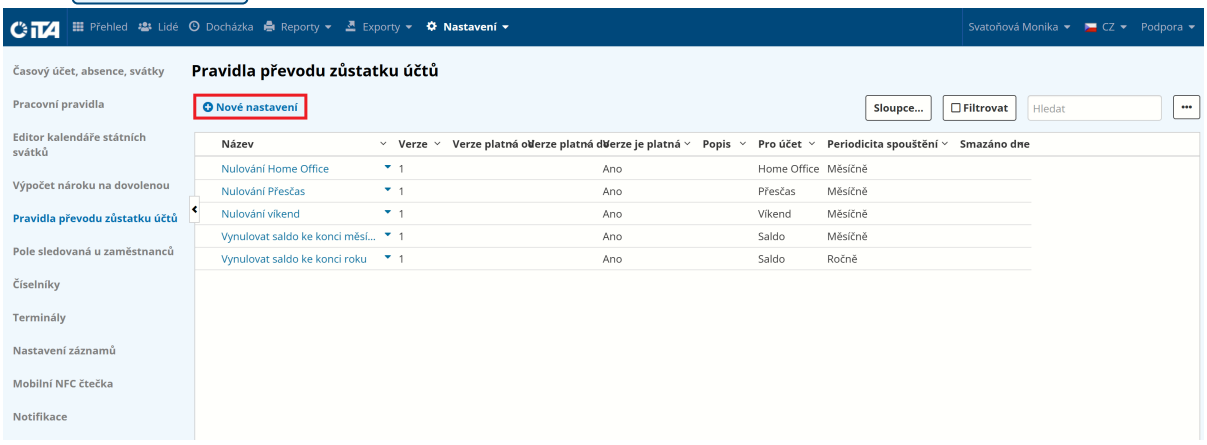
Settings → Account Balance Transfer Rules

8.6.1. Procedure

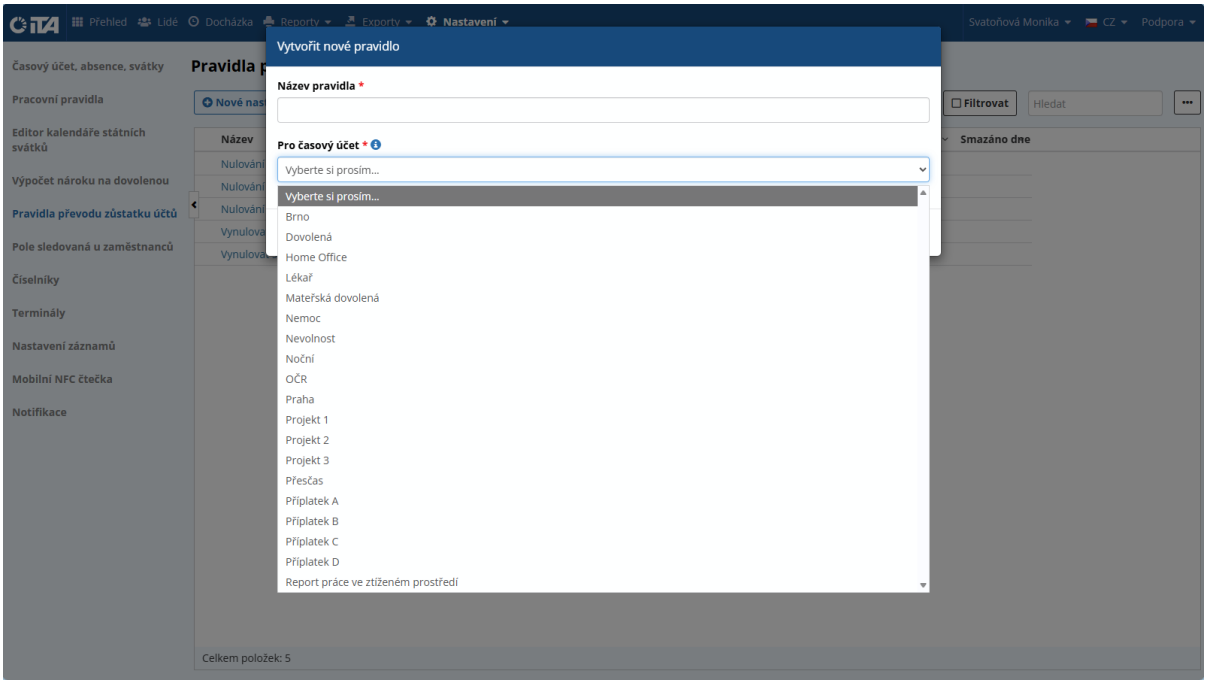
These rules determine how the account balance is further processed at the transition between months and years. If the balance is to be carried over, configuring these rules lets you define the specific transfer method and any adjustment of the balance.

The rule conditions are used for this configuration.

1. Click **New Setting**.



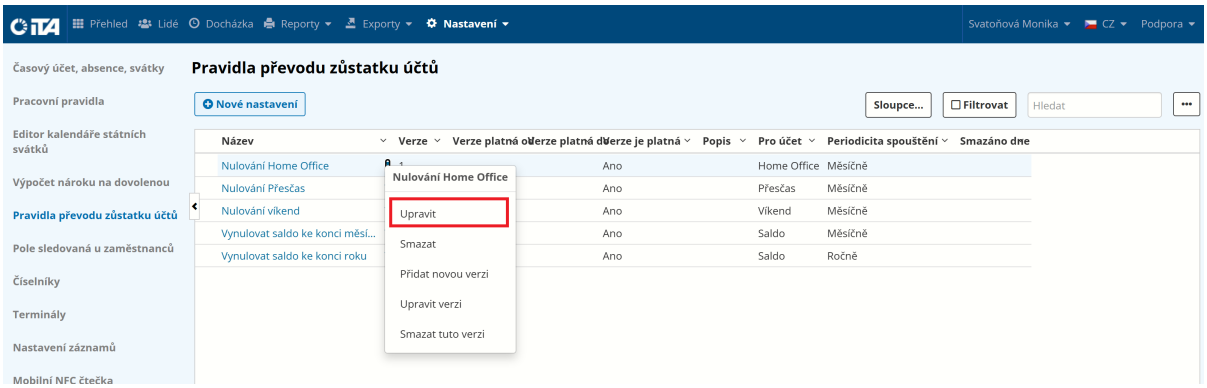
2. Enter the rule name (we recommend a short, descriptive name) and the time account the rule applies to:



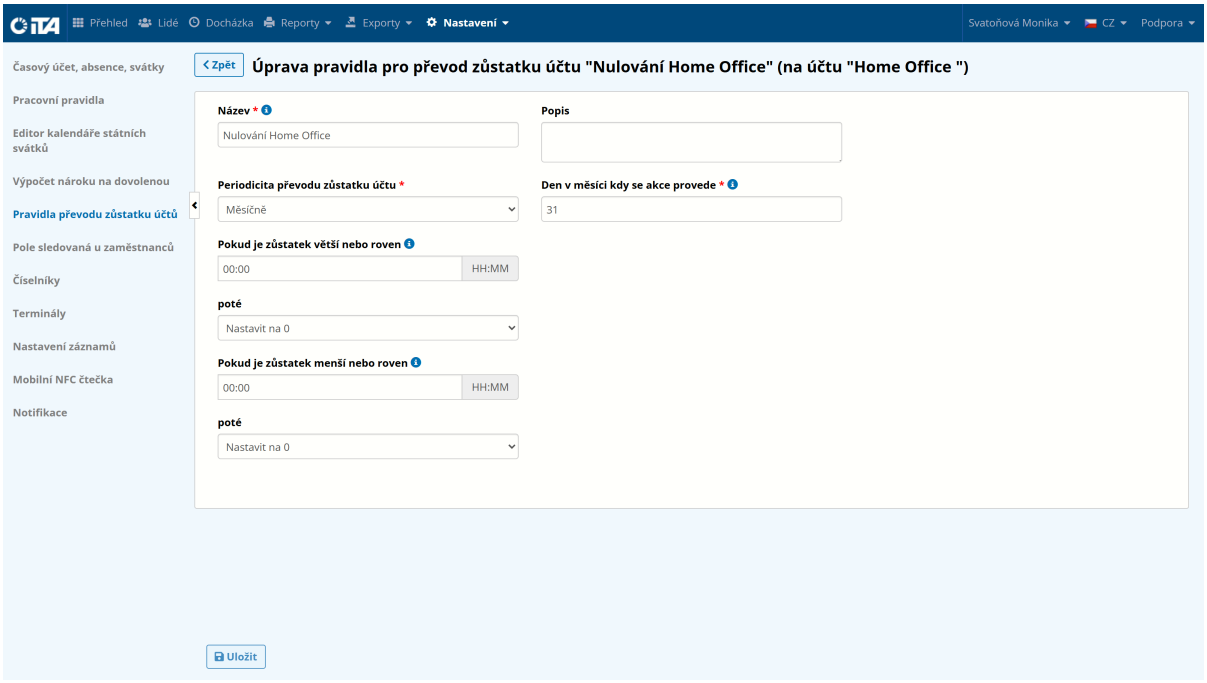
3. After filling in the rule name and time account, click **Create**.

8.6.2. Configuring and Editing a Rule

1. To configure a rule, click the rule you want to configure, or click the arrow to the left of the version and choose “Edit”.



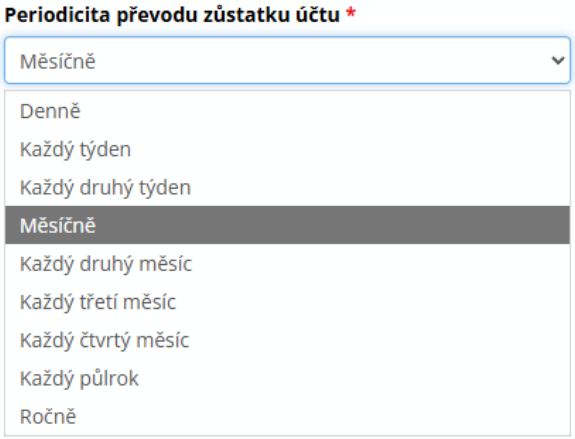
2. Fill in the following fields:


Přehled
Lidé
Docházka
Reporty
Exporty
Nastavení
Svatoňová Monika
CZ
Podpora
Časový účet, absence, svátky
Pracovní pravidla
Editor kalendáře státních svátků
Výpočet nároku na dovolenou
Pravidla převodu zůstatku účtů
Pole sledovaná u zaměstnanců
Číselníky
Terminály
Nastavení záznamů
Mobilní NFC čtečka
Notifikace
Zpět
Úprava pravidla pro převod zůstatku účtu "Nulování Home Office" (na účtu "Home Office ")
Název *
Nulování Home Office
Popis
Periodicita převodu zůstatku účtu *
Měsíčně
Den v měsíci kdy se akce provede *
31
Pokud je zůstatek větší nebo roven
00:00
HH:MM
poté
Nastavit na 0
Pokud je zůstatek menší nebo roven
00:00
HH:MM
poté
Nastavit na 0
Uložit

Name * we recommend a short, descriptive name

Description optional detailed description

Transfer frequency * how often the rule should be applied:



Days of the week / Date of the year on which the action is performed * the day and month on which the action is performed; the year selected is ignored, and the action is performed every year.

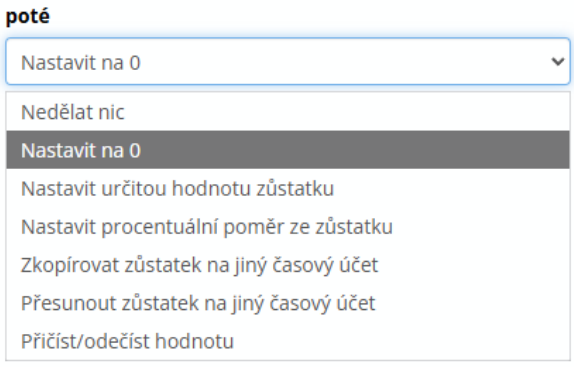
If the balance is greater / less than or equal to ... the transfer rule

Example:

An employee has 30 full vacation days remaining (the vacation account is kept in days); the employer allows all days to be carried over to the following year.

If the employee has fewer than 3 days remaining, those days are deleted.

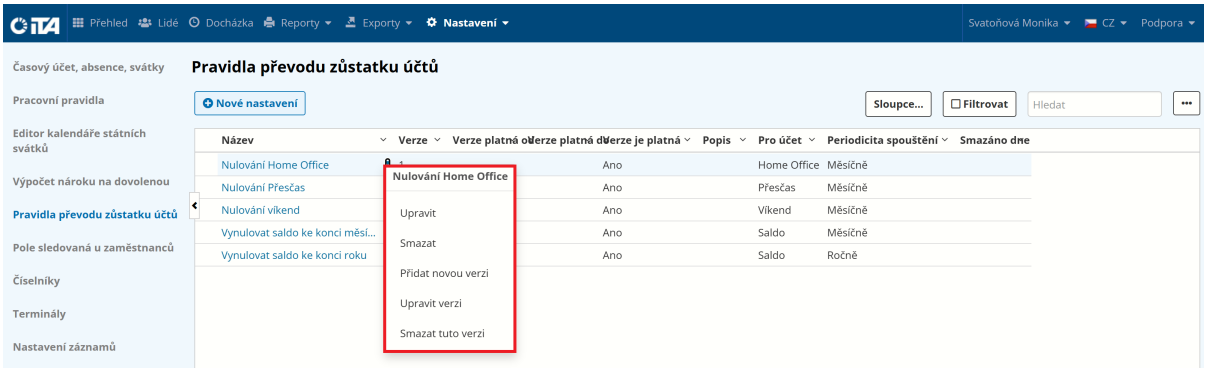
then If the state is greater than or less than, perform the following action:



3. Once configured, click **Save**.

8.6.3. List of Created Balance Transfer Rules

In the displayed list of account balance transfer rules, the following actions are available for each rule:



edit	any change is reflected wherever the rule is assigned
delete	**not recommended** — when deleted, some already-configured rules may stop working
add new version	creates a new version of an existing rule, effective from the chosen date

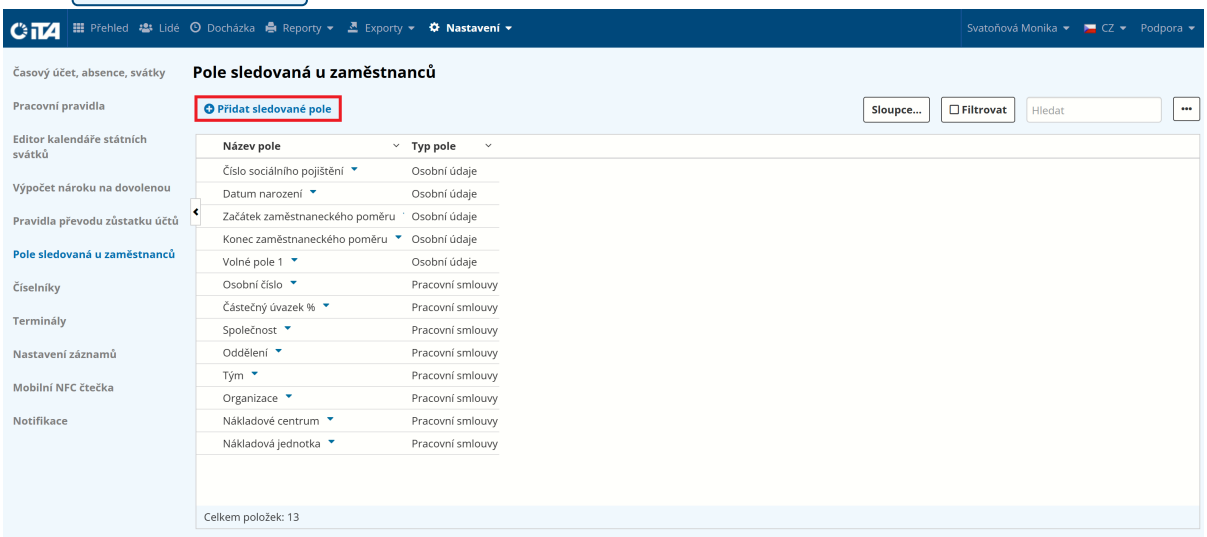
8.7. Employee Tracking Fields

Settings → Employee Tracking Fields

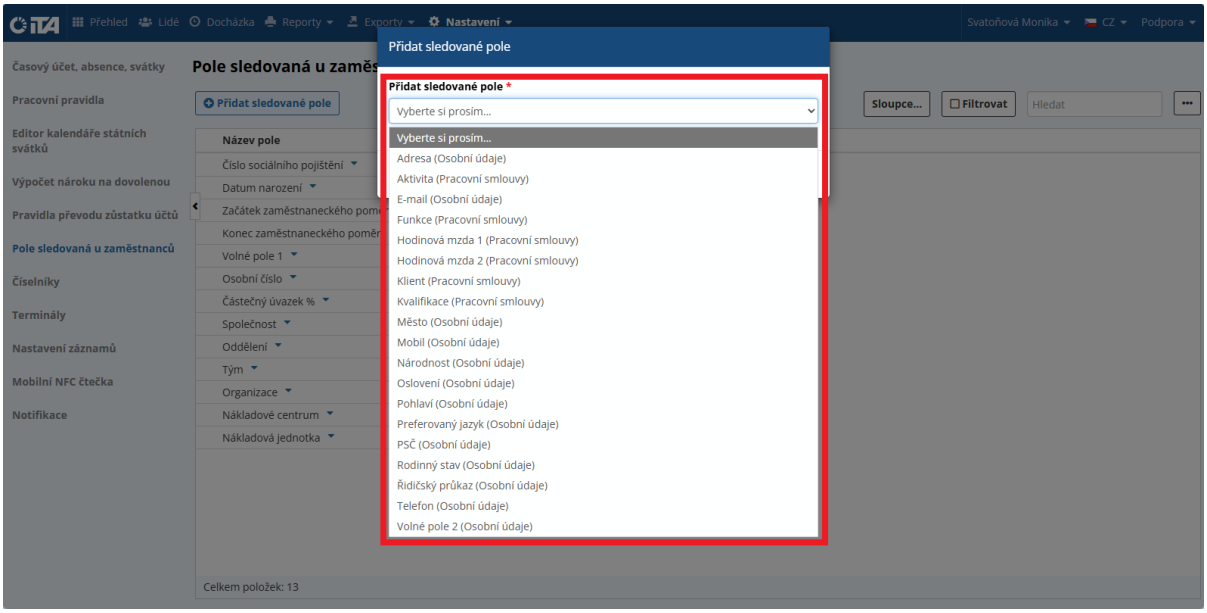
8.7.1. Add Tracked Field

Before adding employees to the system, use the Employee Tracking Fields feature to choose the data you want to record for each employee in the system.
By selecting and saving, you choose which fields are tracked for employees:

1. Click **Add Tracked Field**:



2. Select the field:



3. Click **Save**.

8.7.2. Tracked Fields

8.7.2.1. Personal Details

- Date of birth
- Employment start date
- Employment end date
- Social security number
- Preferred language
- Address
- Postal code
- City
- Email
- Phone
- Mobile
- Custom Field 1
- Custom Field 2
- Marital status
- Nationality
- Gender
- Driver’s license
- Salutation

8.7.2.2. Employment Contracts

- Personnel number
- Part-time %
- Cost center
- Company
- Department
- Client
- Team
- Organization
- Cost unit
- Qualification
- Job title
- Activity
- Hourly rate 1
- Hourly rate 2

8.8. Code Lists

Settings → Code Lists

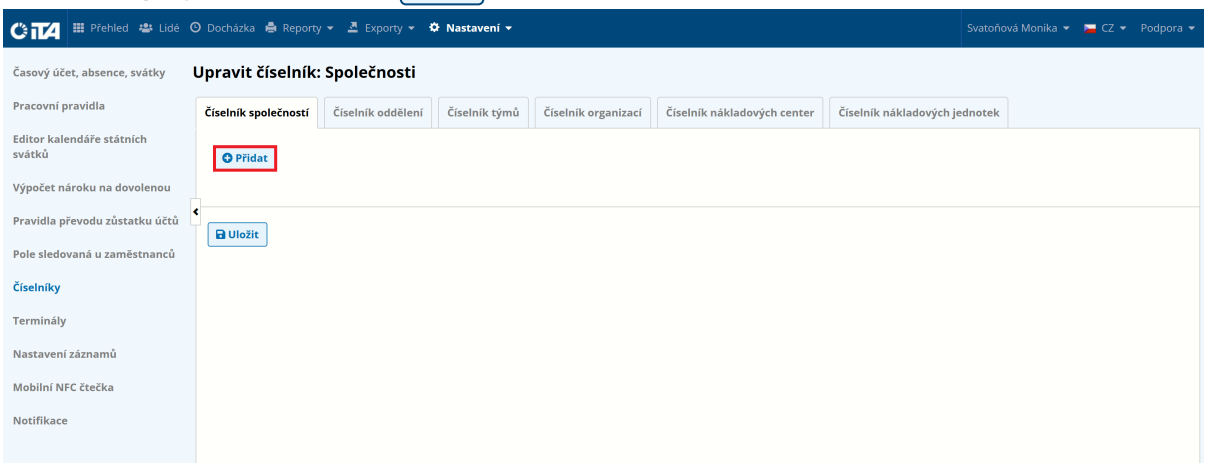
If your tracking needs exceed the basic options, you can specify detailed information by creating code lists.

There can be a wide range of code lists. They are linked to the employee tracking fields. When you create a new tracked field for an employee, you go to the code list created for that field. You define this code list according to your own needs.

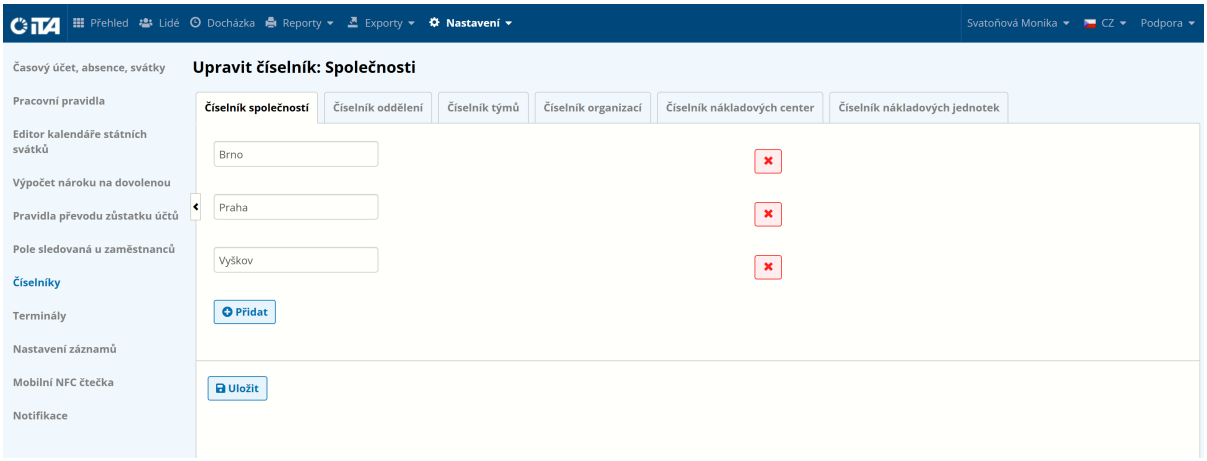
8.8.1. Company Code List

The company code list lets you split tracked employees across organizational units of the company.

1. On the **Company Code List** tab, click **Add**:



2. Fill in the names:

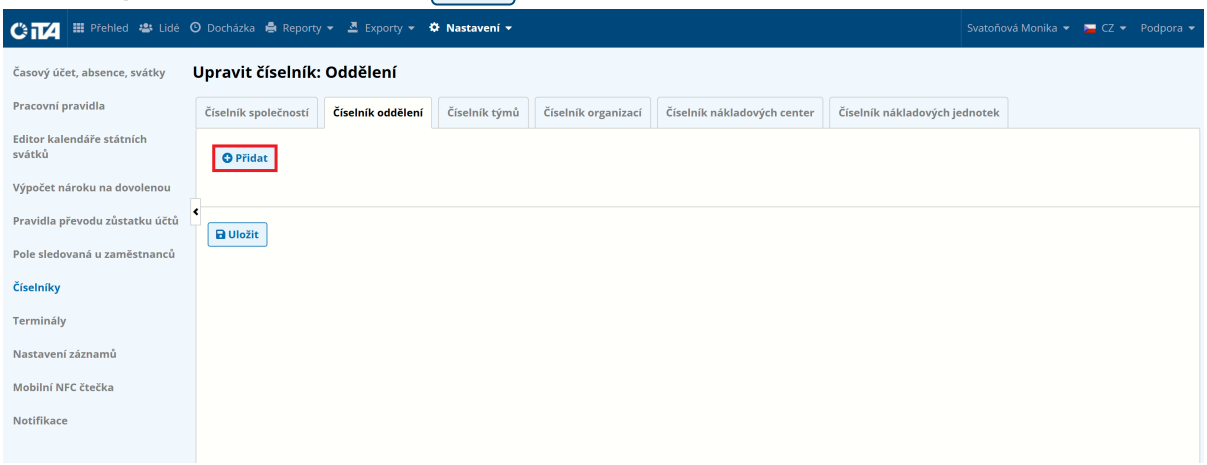


3. Click **Save**.

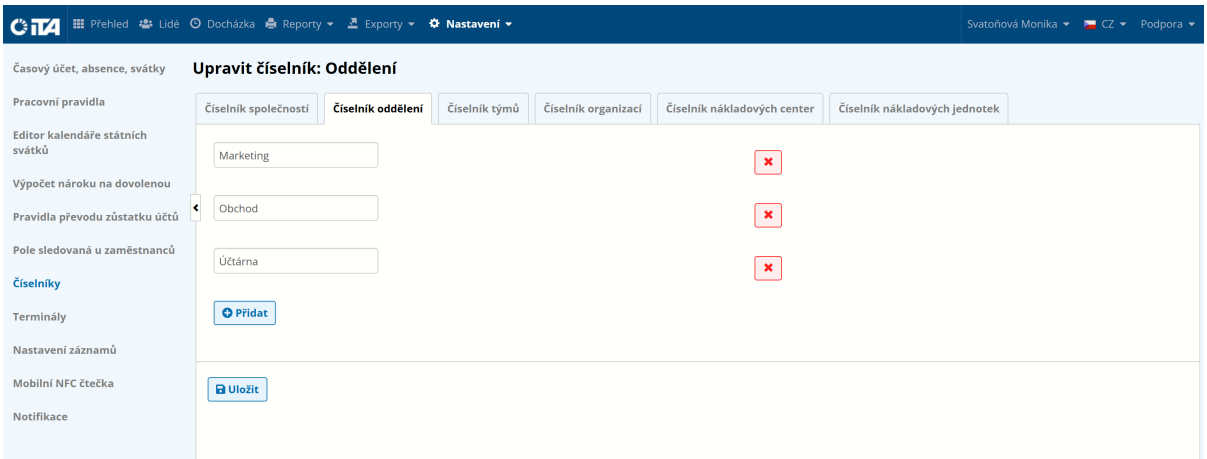
8.8.2. Department Code List

Lets you specify individual departments within the company.

1. On the **Department Code List** tab, click **Add**:



2. Fill in the names:

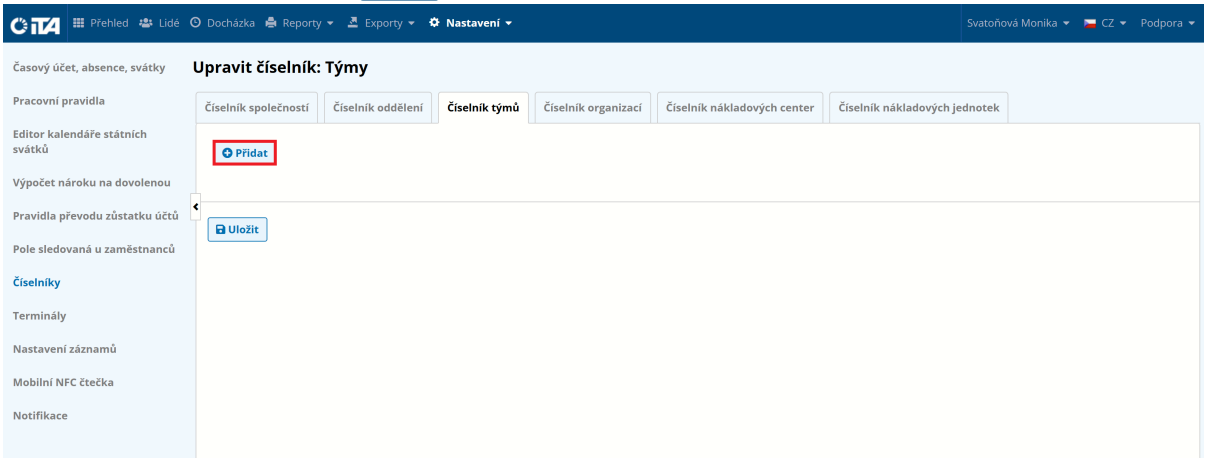


3. Click **Save**.

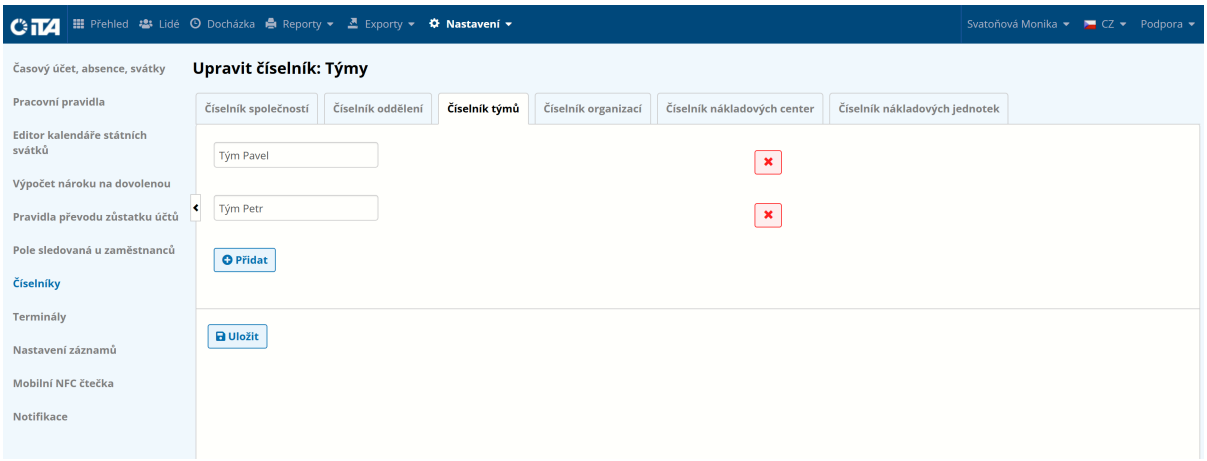
8.8.3. Team Code List

Lets you specify individual teams within the company.

1. On the **Team Code List** tab, click **Add**:



2. Fill in the names:

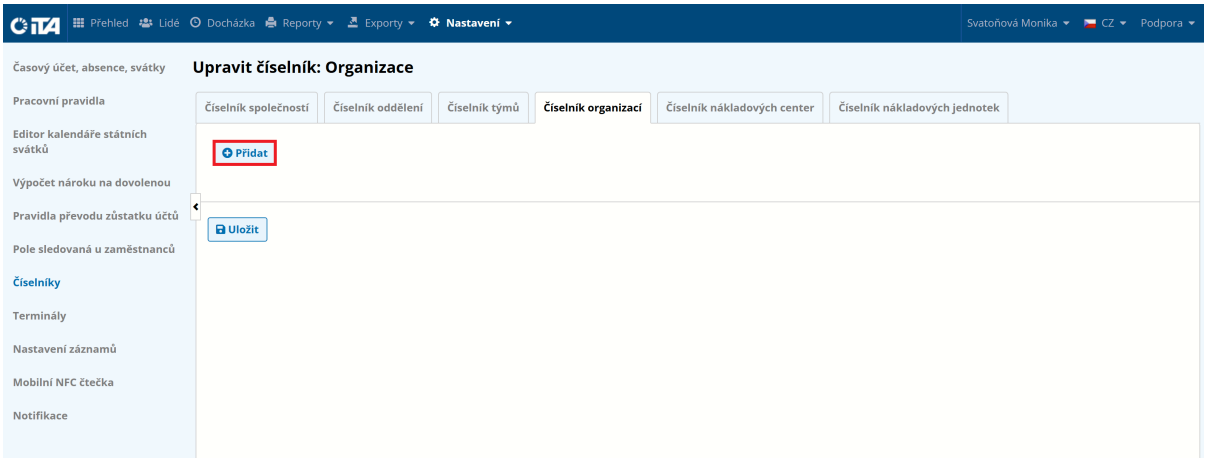


3. Click **Save**.

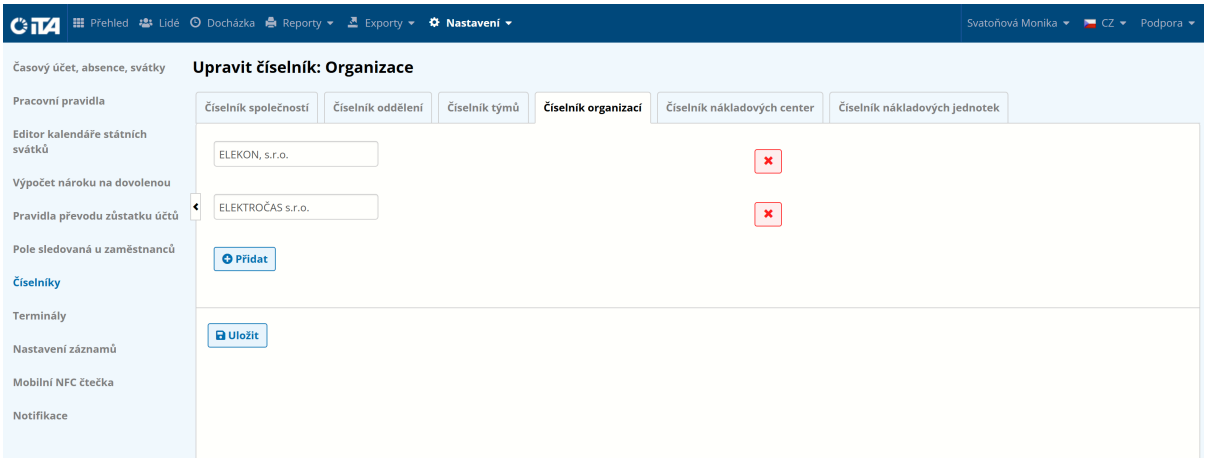
8.8.4. Organization Code List

Lets you specify individual organizations.

1. On the **Organization Code List** tab, click **Add**:



2. Fill in the names:

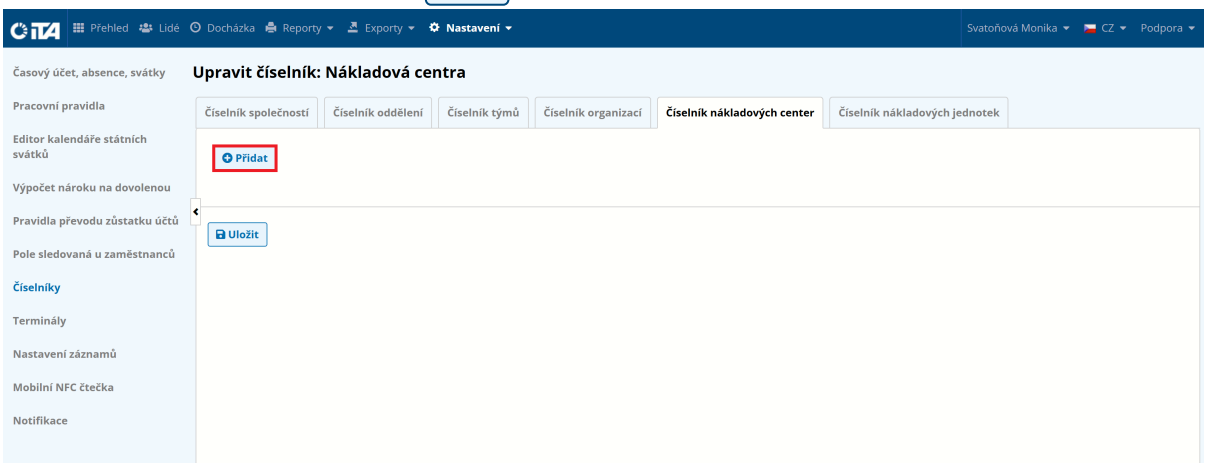


3. Click **Save**.

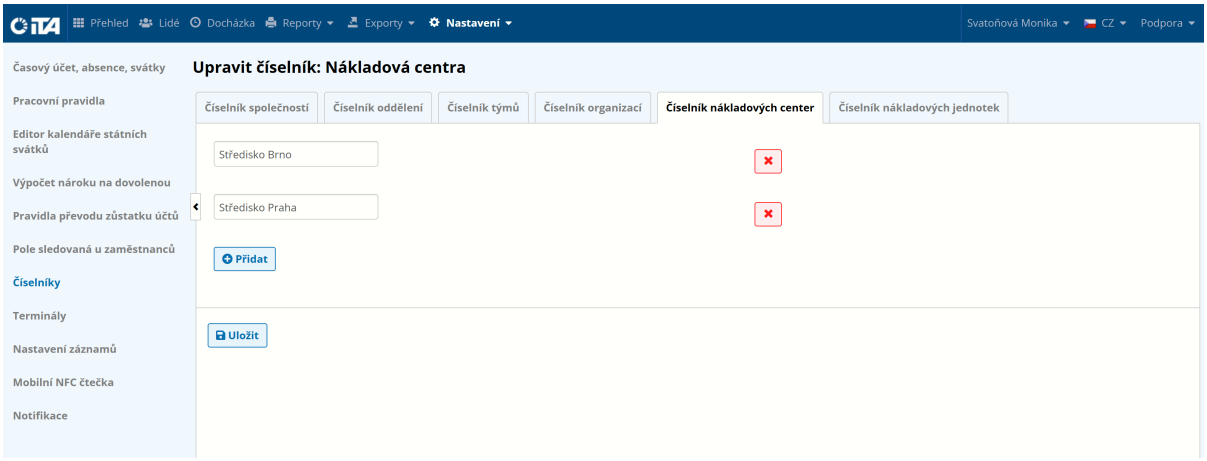
8.8.5. Cost Center Code List

Lets you split employees by assignment to individual cost centers.

1. On the **Cost Center Code List** tab, click **Add**:



2. Fill in the names:

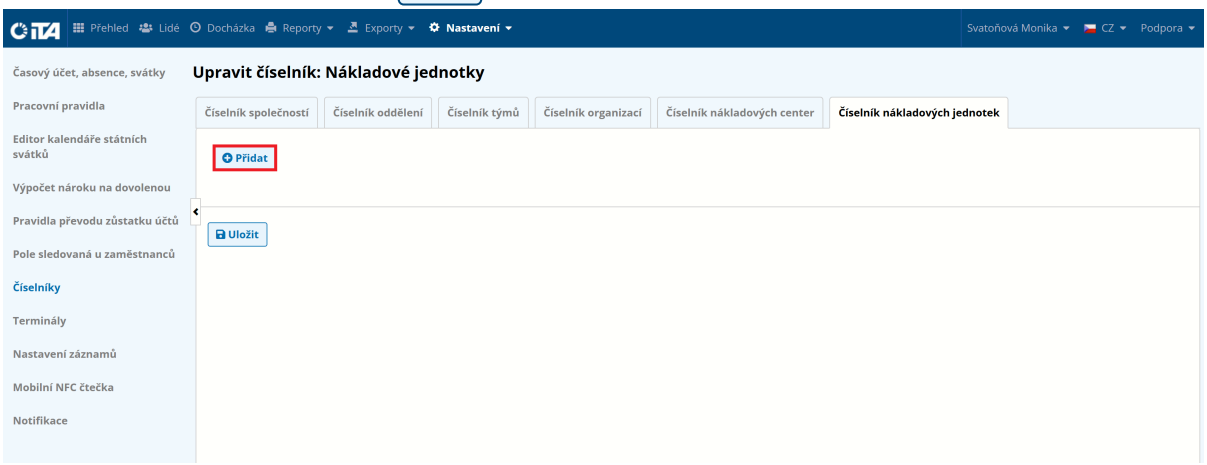


3. Click **Save**.

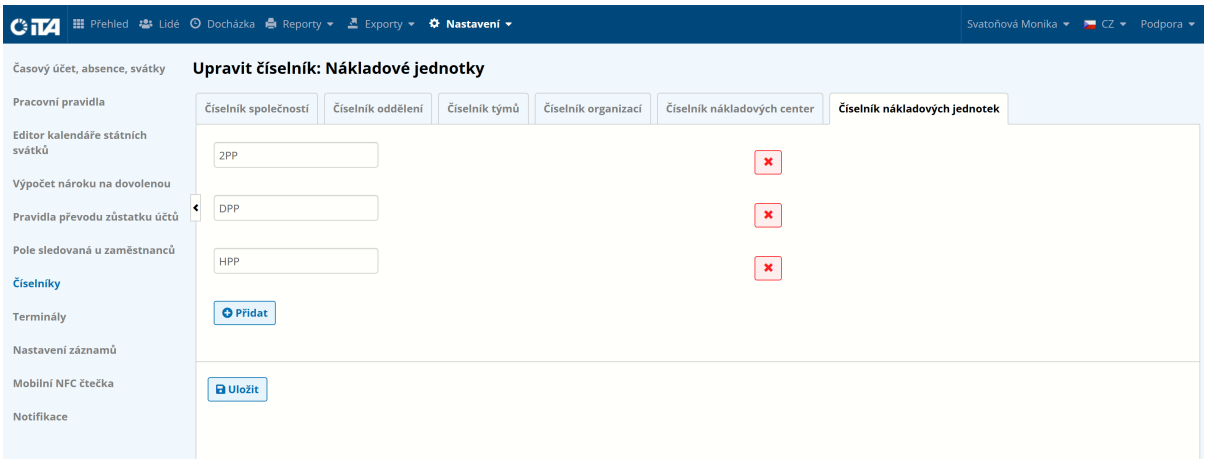
8.8.6. Cost Unit Code List

Lets you split employees by assignment to individual cost units.

1. On the **Cost Unit Code List** tab, click **Add**:



2. Fill in the names:

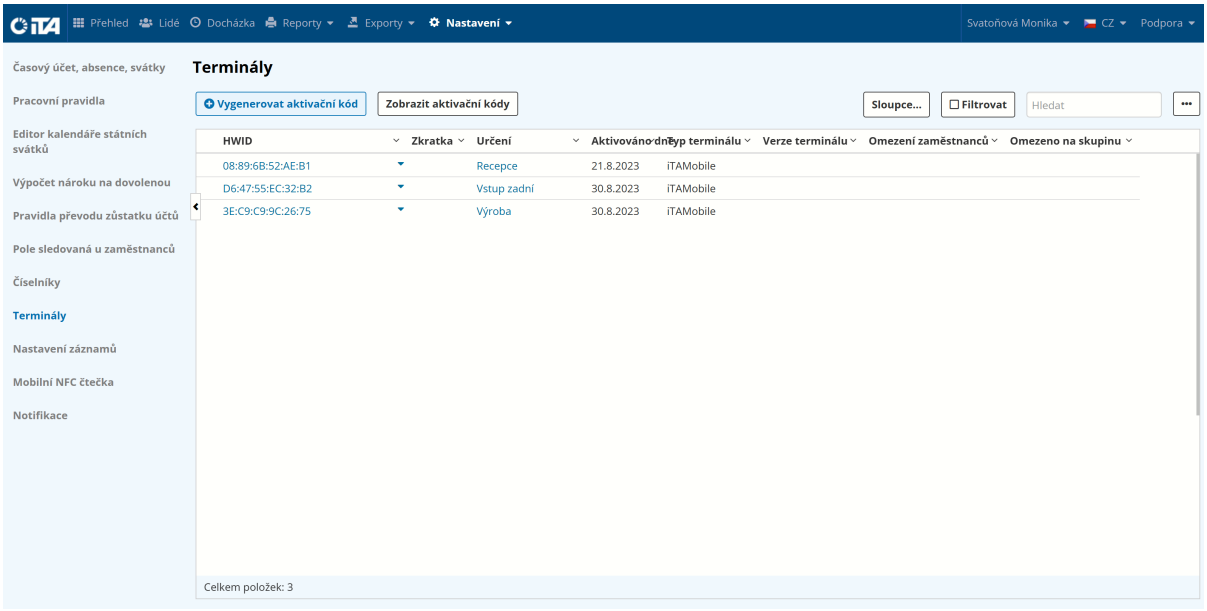


3. Click **Save**.

8.9. Terminals

Settings → Terminals

This is where the list of active terminals is shown. You can name each terminal by its location:



8.10. Record Settings

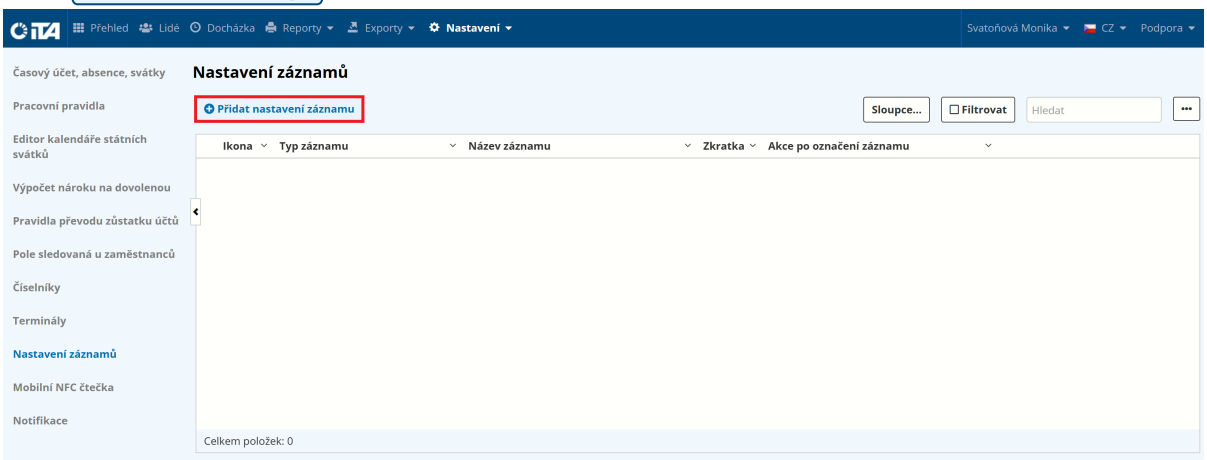
Settings → Record Settings

This is where you add and edit the records that will be displayed on your terminal, in the web interface, and in the mobile app.

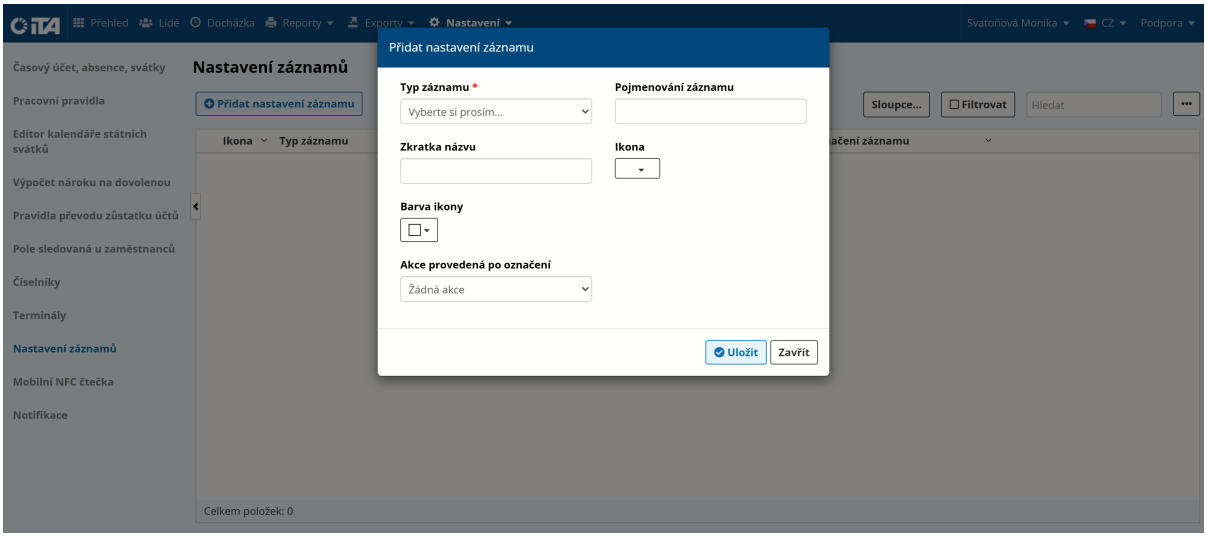
We do not recommend using the predefined records that are available, as they are tied specifically to the older GEN1 terminal type.

8.10.1. Adding a New Record

1. Click **Add Record Setting**:



2. Fill in the parameters:


Přehled
Lidé
Docházka
Reporty
Exporty
Nastavení
Svatoňová Monika
CZ
Podpora
Časový účet, absence, svátky
Pracovní pravidla
Editor kalendáře státních svátků
Výpočet nároku na dovolenou
Pravidla převodu zůstatku účtů
Pole sledovaná u zaměstnanců
Číselníky
Terminály
Nastavení záznamů
Mobilní NFC čtečka
Notifikace
Nastavení záznamů
Přidat nastavení záznamu
Sloupce...
Filtrovat
Hledat
Ikona
Typ záznamu
Celkem položek: 0
Přidat nastavení záznamu
Typ záznamu *
Vyberte si prosím...
Pojmenování záznamu
Zkratka názvu
Ikona
Barva ikony
Akce provedená po označení
Žádná akce
Uložit
Zavřít

Record type

From the predefined records, use only the first 5 types (using the rest is not recommended). Select an event (`Enter` , `Leave` , `Break` , `Info` , or `Generic`) or another record (in the list, these start with `UserEvent000` or `UserBreakEnter000`) and edit it as needed.

Record name

The name of the record as displayed on your terminal, in the web interface, and in the mobile app.

Name abbreviation

A shortened form of the record name (e.g. Sick Leave → SCK).

Icon

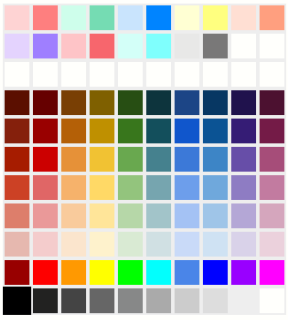
Record icon

The following icons are available:



Icon color

Sets the icon color



Action performed upon selection

Available options:

- No action
- Create a record with a time offset by a defined difference — adds a record offset by the chosen time (positive or negative).
- Create a record at a specified time on the given day — sets a fixed time for the added record.
- Change work rule — switches to a specific work rule.
- Add another record
- Create a virtual record to meet the daily workload

3. Click **Save** .

8.11. Mobile NFC Reader

Settings → Mobile NFC Reader

In this module, you customize the settings for NFC tags and how they are used. The Mobile NFC Reader offers only those records that are configured in the Record Settings module.

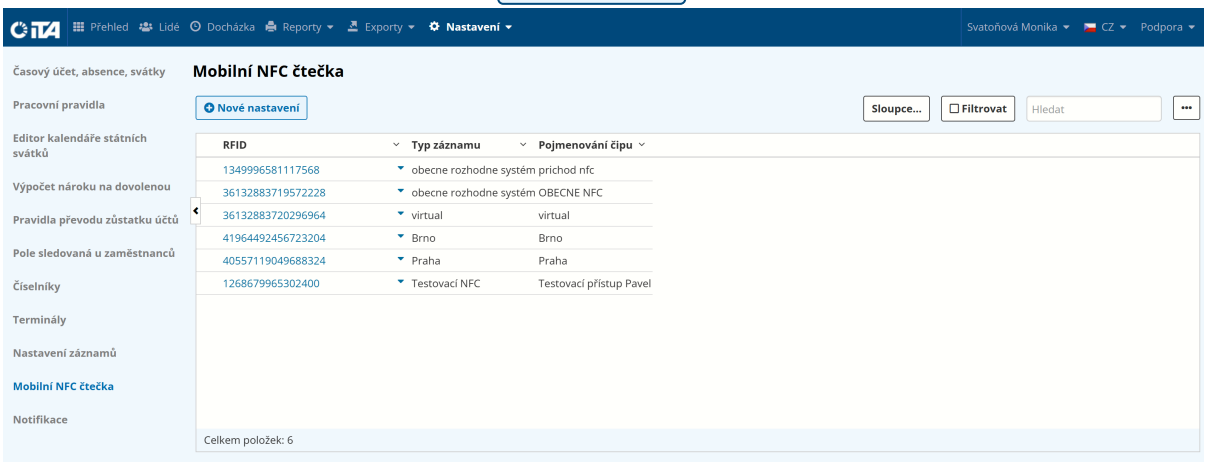
8.11.1. Configuration Procedure

1. Find the RFID number of the tag or card using a terminal, or a mobile phone with the Docházka iTA app.

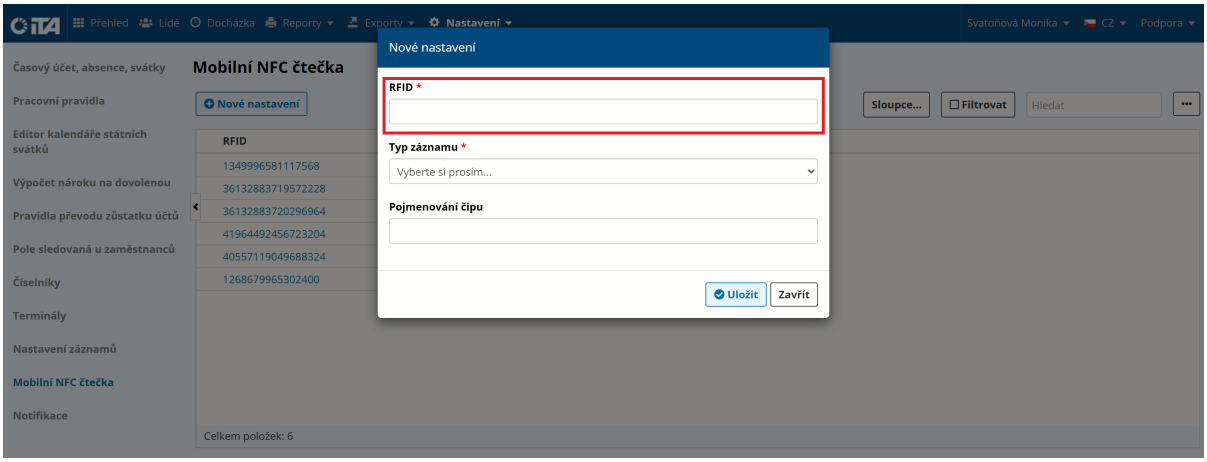
Simply place the tag on the terminal or on the NFC reader of the mobile phone. The number appears on the terminal or mobile phone display.

On iOS, you must open the Docházka iTA app and choose **READ TAG** .

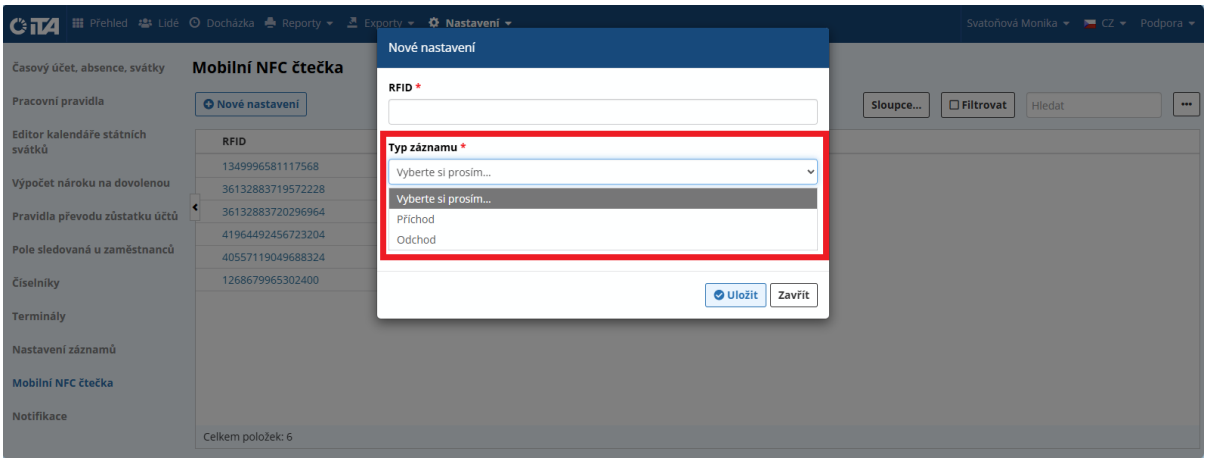
2. On the **Mobile NFC Reader** settings page, click **NEW SETTING** :



3. In the **RFID** field, enter the RFID number of the tag or card you found:

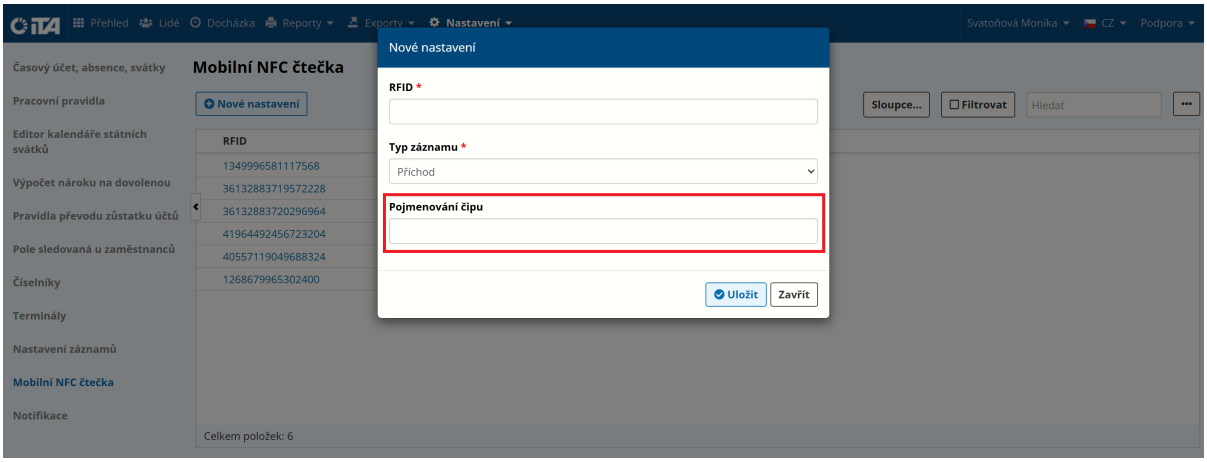


4. Select the record type:



The records shown are those configured in the Record Settings module.

5. Optionally, give the tag a name for easier identification (e.g. main entrance, parking lot entrance, etc.):



6. Click **Save**.

8.11.2. App

To use the Mobile NFC Reader, you need the MOBATIME Docházka iTA mobile app and a device that supports NFC data exchange. The Docházka iTA app can be downloaded for free below:

GET IT ON Google Play

Download on the App Store

8.12. Notifications

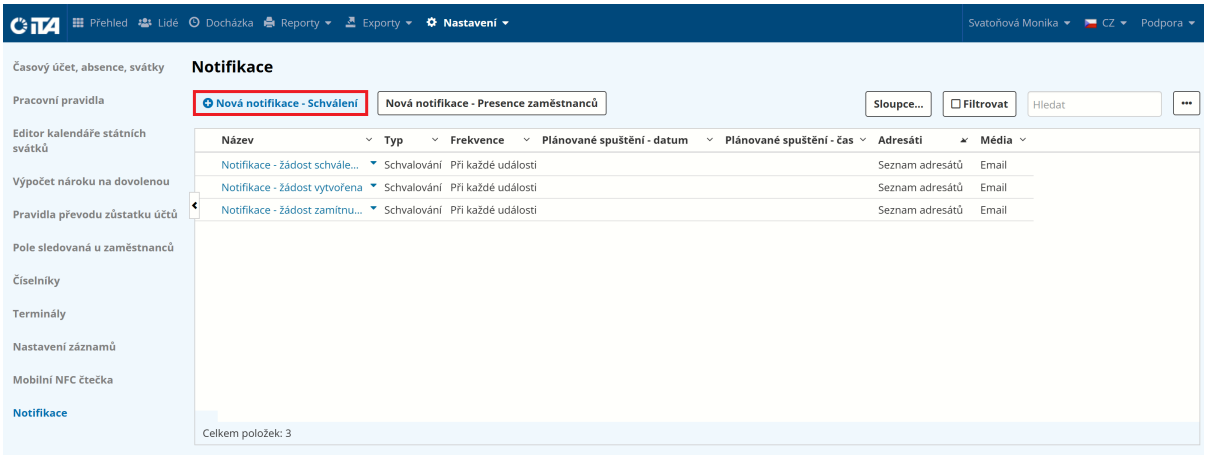
Settings → Notifications

In this module, you can configure automatic monitoring of employee requests, or set up automatic sending of employee attendance. This module is closely linked to the “Approving” module.

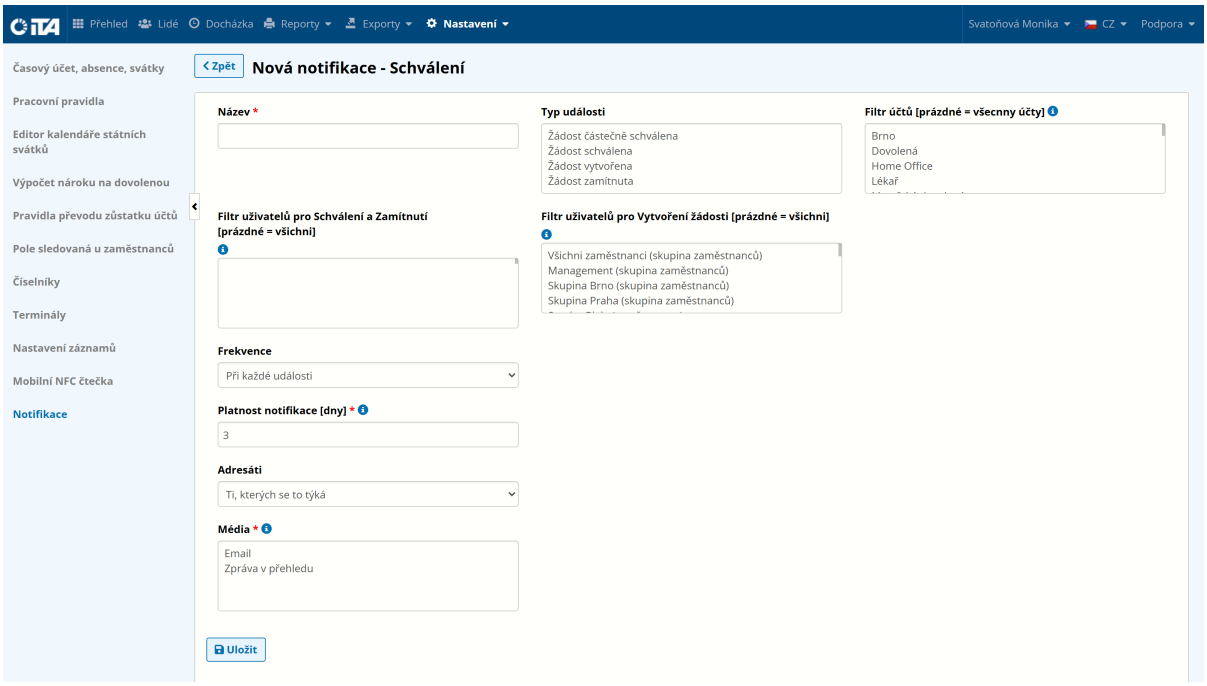
8.12.1. Creating a New Notification — Approval

This filter applies only to approvals and rejections.

1. Click **New Notification — Approval**:



2. Fill in the parameters:

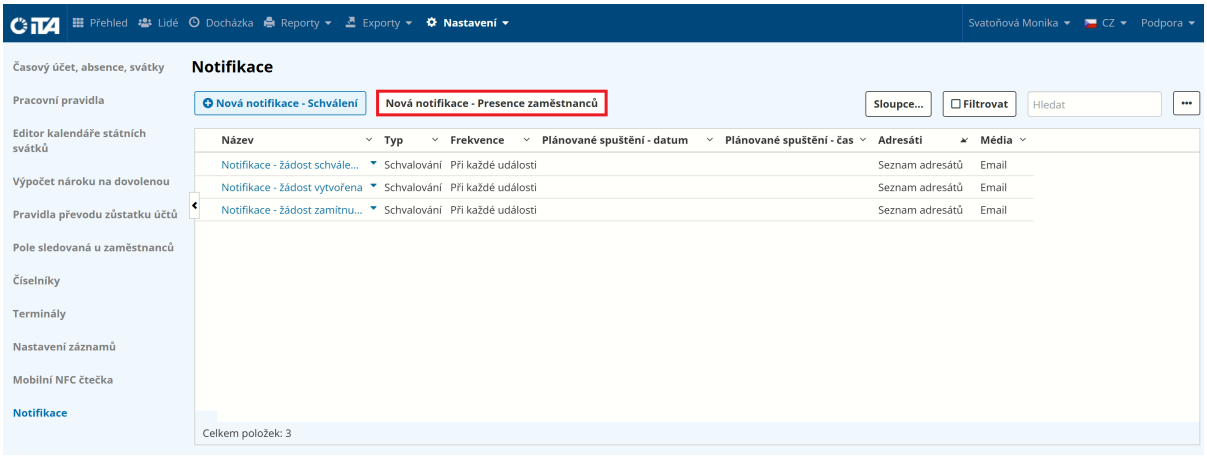


Name *	The name under which notifications will be displayed.
Event type	Select the type of event for which you want to be notified.
Account filter	**[empty = all accounts]** Choose for which requests the notification will be shown.
User filter for Approval and Rejection	**[empty = all accounts]** The person, people, or group for whom the notification will appear. This person must have a registered account in the iTA attendance system. If the field is left empty, all users are monitored.
User filter for Request Creation	**[empty = all accounts]** The person, people, or group that will be monitored for approval. If the field is left empty, all users are monitored.
Frequency	Available options: • On every event • Every day • Every week • Every month
Hour *	Only with frequency **Every day** , **Every week** , or **Every month** . Select the hour at which the notification arrives.
Days of week only	Only with frequency **Every day** . Select the day(s) on which the notification arrives.
Day of the week *	Only with frequency **Every week** . Select the day of the week on which the notification arrives.
Day of the month *	Only with frequency **Every month** . Select the day of the month on which the notification arrives.
Notification validity [days]	This setting applies only when reports are sent to the dashboard. It defines how many days the notification remains visible on the dashboard.
Recipients	Two options are available: • Those concerned — Approver and requestor. • Recipient list — Select any users to whom the notification is shown.
Delivery channels *	Choose where the notifications will be sent. • Dashboard — The notification appears on the dashboard. • Email — The system sends an automatic email to the address of a user with an iTA account.

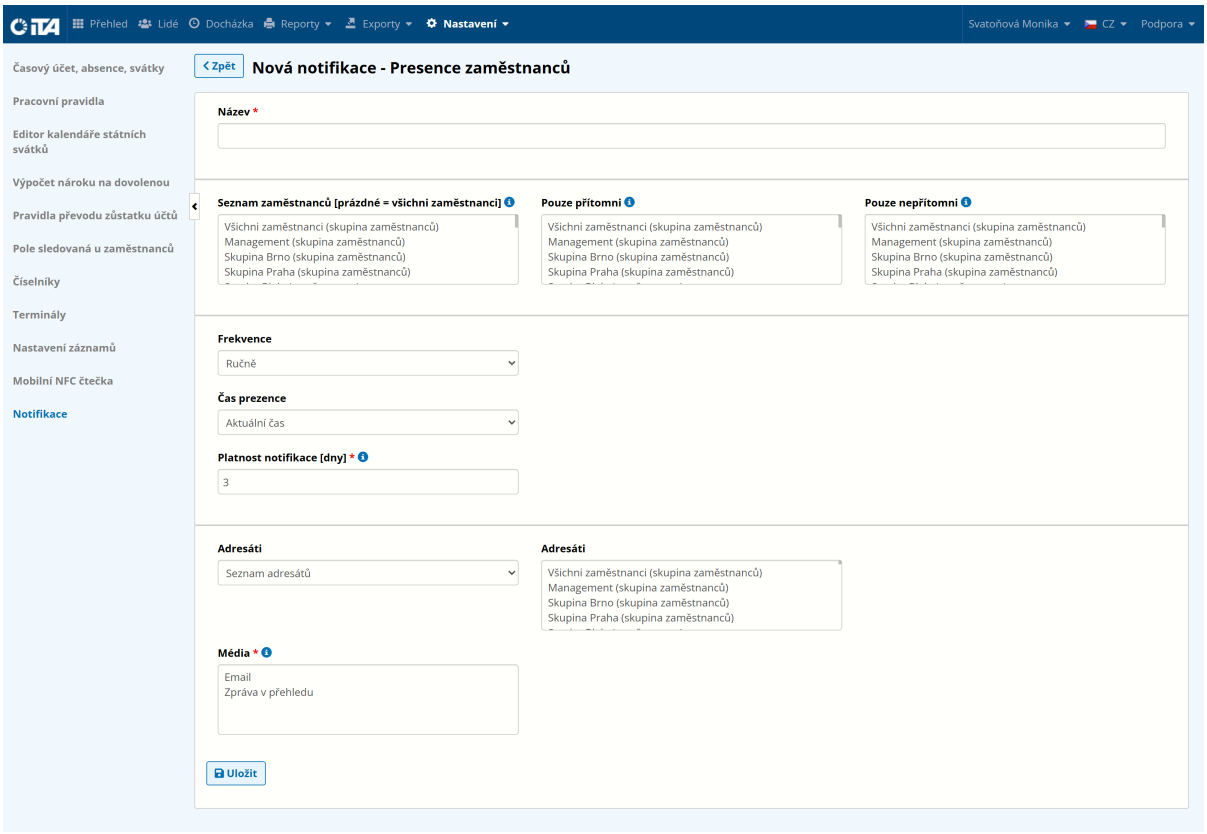
3. Click **Save** .

8.12.2. Creating a New Notification — Employee Attendance

1. Click **New Notification — Employee Attendance** :



2. Fill in the parameters:

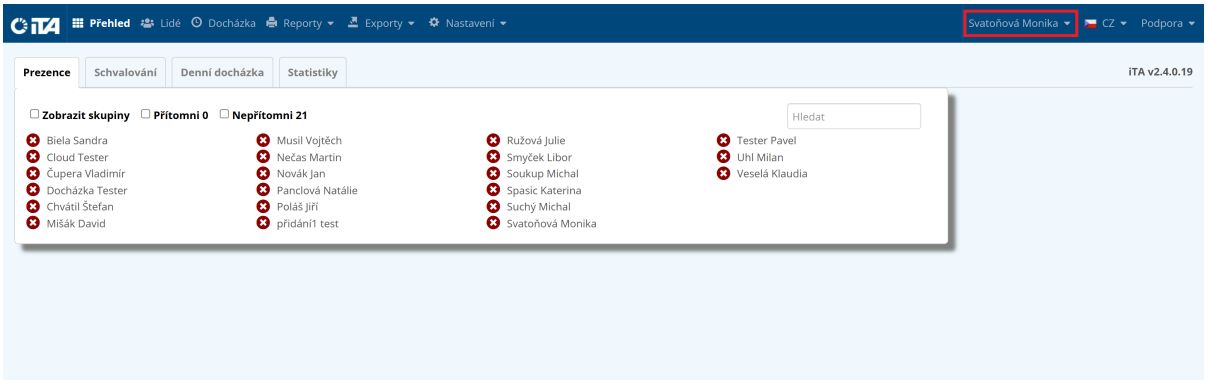


Name *	The name under which notifications will be displayed.
Employee list	**[empty = all employees]** The list of employees whose attendance is reported.
Present only	Employees on this list are reported only if they are present at the workplace at the attendance time.
Absent only	Employees on this list are reported only if they are absent from the workplace at the attendance time.
Frequency	Available options: • Manual • Every day • Every week • Every month
Hour *	Only with frequency **Every day** , **Every week** , or **Every month** . Select the hour at which the notification arrives.
Days of week only	Only with frequency **Every day** . Select the day(s) on which the notification arrives.
Day of the week *	Only with frequency **Every week** . Select the day of the week on which the notification arrives.
Day of the month *	Only with frequency **Every month** . Select the day of the month on which the notification arrives.
Attendance time	Set the current or specified time at which attendance is sent: • Current time — example: You set the “Hour” field to send attendance at 13:00. Thanks to the “Current time” option, the system honors the configured 13:00 time and sends the notification at that time. • Specified time — example: You set the “Hour” field to 13:00 and the “Attendance time” field to 12:00. In this case, the notification arrives at 13:00 and contains attendance records as of 12:00.
Notification validity [days]	This setting applies only when reports are sent to the dashboard. It defines how many days the notification remains visible on the dashboard.
Recipients	Two options are available: • Recipient list — Select any users to whom this notification is shown. • Recipient list (optional emails)
Delivery channels *	Choose where the notifications will be sent. • Dashboard — The notification appears on the dashboard. • Email — The system sends an automatic email to the address of a user with an iTA account.

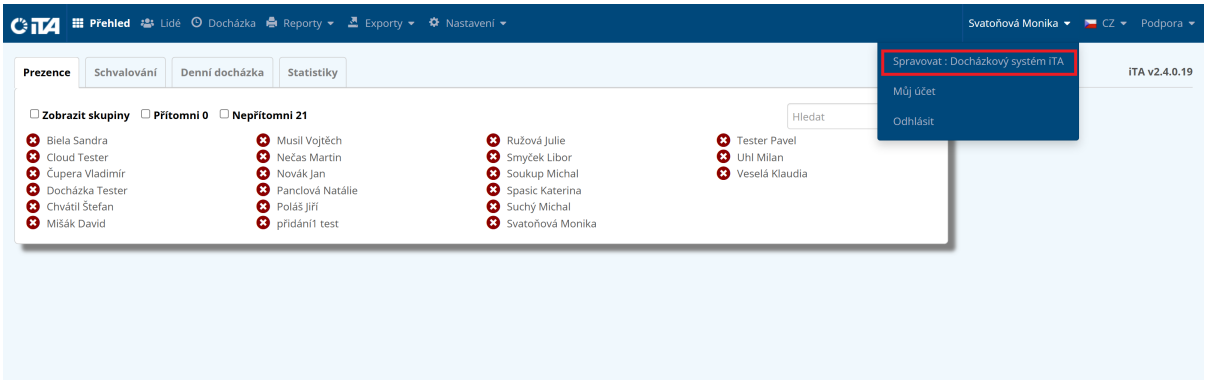
3. Click **Save** .

9 ACCOUNT MANAGEMENT

To manage your account, click your username in the top right corner. Your account offers several options. Here you can manage your company, change your password, or log out.



9.1. Manage Company

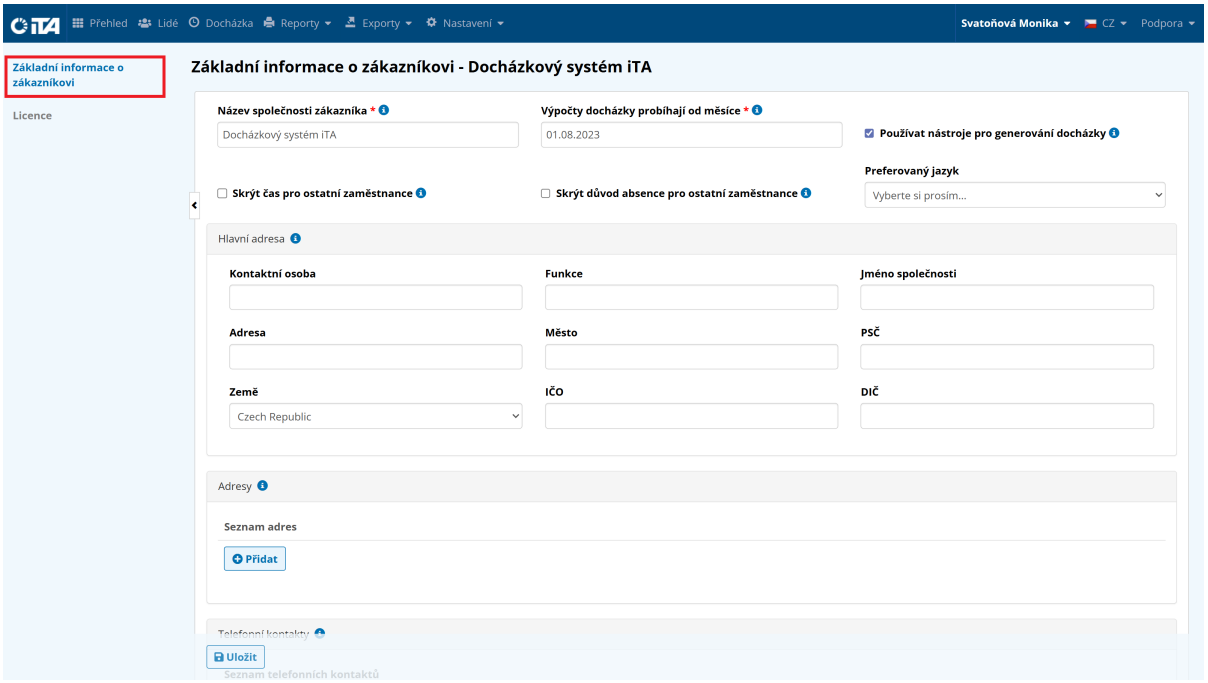


Here you can configure detailed information about your company.

Customer basic information This section lets you edit company details such as the address, phone number, email for system maintenance notifications, and so on. This section is intended primarily for the system reseller. For any changes, please contact them.

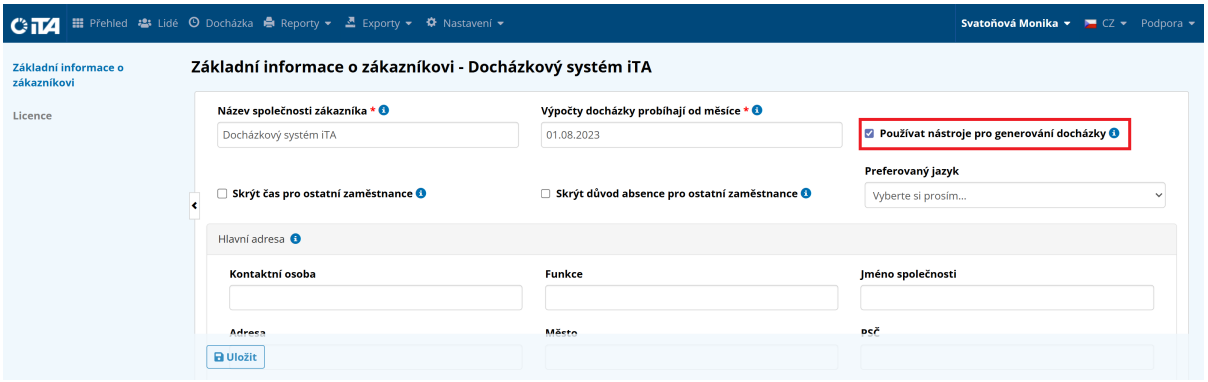
License Information about iTA license validity and the activated system features.

9.1.1. Customer Basic Information



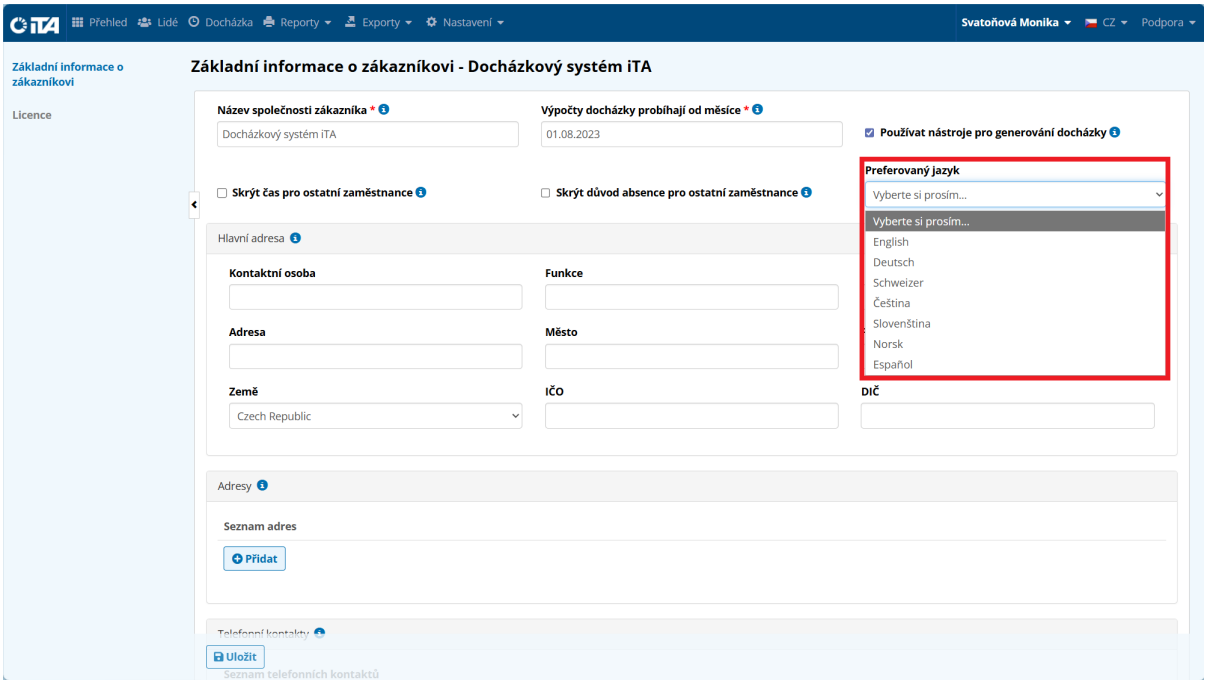
9.1.1.1. Attendance Generation

Selecting this option enables the automatic attendance generation feature. This section is intended for the system reseller; for any changes, please contact them.



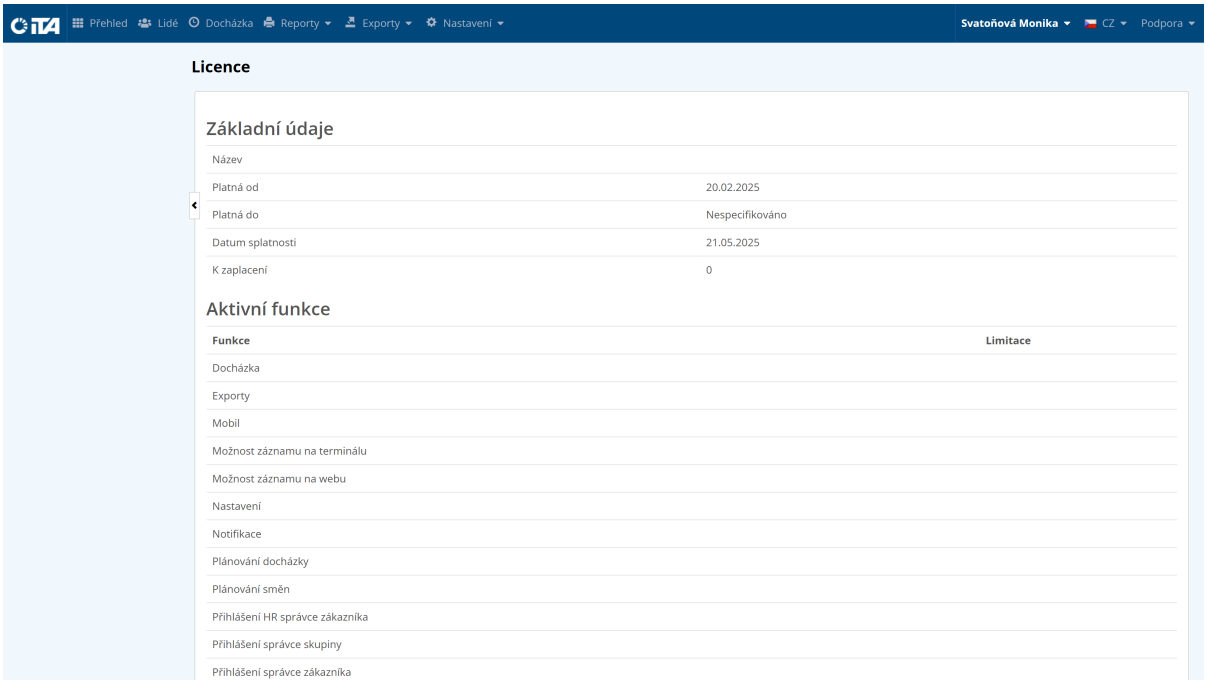
9.1.1.2. Preferred Language

The system is set automatically to **Czech** . The remaining languages are prepared for future system development.

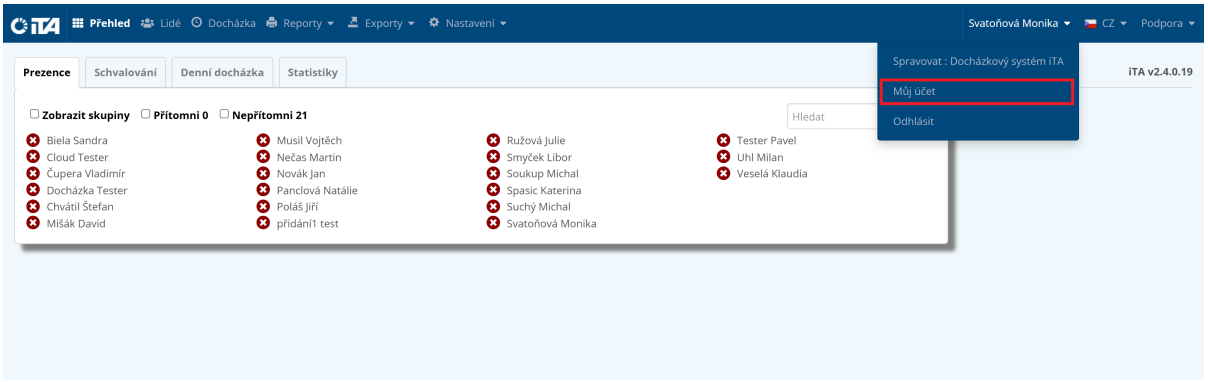


9.1.2. License

Here you can see information about iTA license validity and the activated system features.

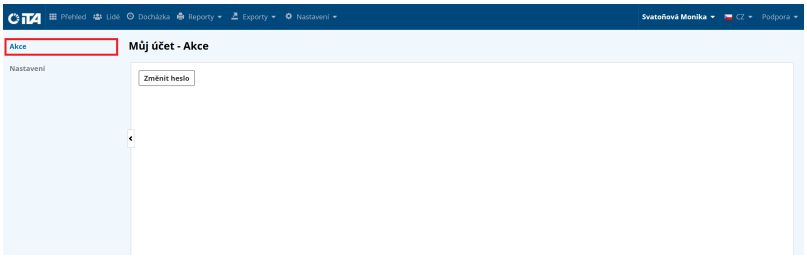


9.2. My Account



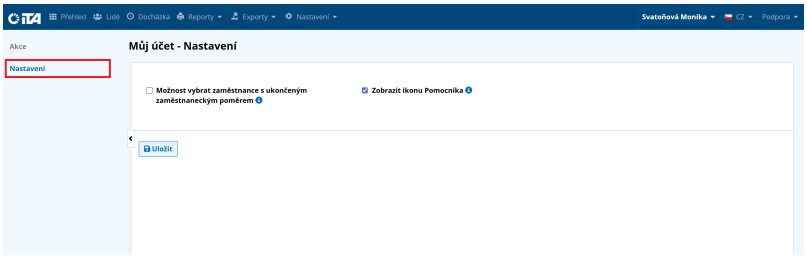
Actions

Change Password — this button lets you change your password for system access.



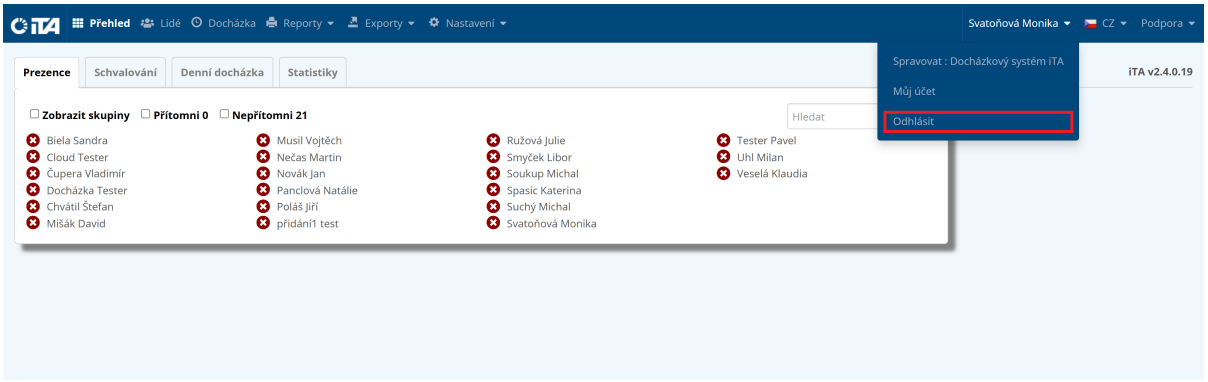
Settings

Lets you select employees with terminated employment (e.g. so reports also show employees who no longer work for the company).



9.3. Log Out

When you finish working with the iTA attendance system, please log out.



10 FAQ

How Do I Set Up a Work Rule?

For instructions on configuring work rules, see Work Rules .

How Do I Add a New Employee?

The procedure for adding a new employee to the system is described here: Adding a New Employee .

How Do I Find the RFID Number of a Card or Tag?

To find the RFID number, use a terminal: place the card, tag, or sticker on it, and the RFID number is shown on the terminal display.

What Should I Do If a Tag Is Lost?

If an employee loses their tag (card or keyring fob), you need to issue a new one.

Procedure:

- Find the RFID number of the new tag. See “How Do I Find the RFID Number of a Card or Tag?”.
- Delete the original RFID number from the employee’s profile and enter the new one. You can edit the employee’s RFID number on the Personal Details tab, in the RFID field.

How Do I Correctly Define Statutory Work Breaks?

The Czech Labour Code states:

“The employer must provide its employee with a meal and rest break of at least 30 minutes, taken in one piece, after no more than 6 hours of continuous work. For example, a young employee (under 18 years of age) must be granted a meal and rest break after 4.5 hours of continuous work. Meal and rest breaks may not be granted at the beginning or end of the working day and are not counted toward the hours worked; the working day is therefore effectively extended by this period. However, in jobs in which work cannot be interrupted, the employer must provide and ensure the employee a reasonable time for rest and meals; unlike a regular break, this time is counted toward working hours. In the case of a young employee, the employer must always provide a break after no more than 4.5 hours of continuous work. If the meal and rest break is split for any reason, at least one part must be at least 15 minutes long.”

For information on how to configure breaks, see Settings , section Breaks .

How Do I Enter Vacation, Sick Leave, etc.?

This information is entered manually in the Attendance module.
For more information, see Absence Module .

How Do I Set the Default Vacation Entitlement?

This is configured in Settings , section Vacation Entitlement Calculation .
This is where you set the vacation entitlement rule.

How Do I Manually Override the Number of Vacation Days?

This is changed in Settings , section Account State History .
In the “For Account” field, select Vacation and choose the employee for whom the change should be made. Click **Add Manual Change to Account** and enter the desired value. Once saved, the change is reflected in the attendance record.

What Should I Do When Terminating an Employment?

See Termination of Employment
When terminating an employment, you must enter the termination date in the employee’s contract. If the employee will not return in the future (e.g. as a temporary worker), enter this in the employee’s personal data as well, in the “Employment End Date” field. If you do not enter this information, the termination is automatically set to the date you perform the action via the Terminate Employment button. You then need to choose how to handle the employee’s personal data.

A Terminal Has Failed — How Do I Replace It With a New One?

Contact your distributor, who will verify that there are no unprocessed records on the terminal and then deactivate the old terminal and activate the new one. After that, you can disconnect the existing terminal and connect the new one.

11 CHANGELOG

12 October 2026

Version 7 **Latest**

Added

- External users and Admin roles youtube video (only for czech language)

30 September 2026

Version 6

Added

- Organization youtube video (only for czech language)
- Employees youtube video (only for czech language)
- Changelog chapter

Updated

- CSS styles for improved typography and layout consistency
- Header sizes

21 August 2026

Version 5

Added:

- Overview youtube video (only for czech language)

31 July 2026

Version 4

Updated

- Overview page update
- Dashboard chapter images

10 June 2026

Version 3

Added

- Authorizations description
- Image zoom-in

Fixed:

- Links leading nowhere

5 June 2026

Version 2

Added

- PDF version
- Authorization lists

Updated

- External users page update
- Clarified that employee permissions are copied during employee duplication

13 May 2026

Version 1

- iTA user guide release

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