



Clever Access 2.0

902.92109

User Manual

For more information please visit our website sieraelectronics.com

Login Screen



Default Username : admin

Default Password: admin

Click on “Login” button to login.

Start-up Screen/Splash Screen



Before initialization user interface application configured check port usage, status of it will be available on startup screen.

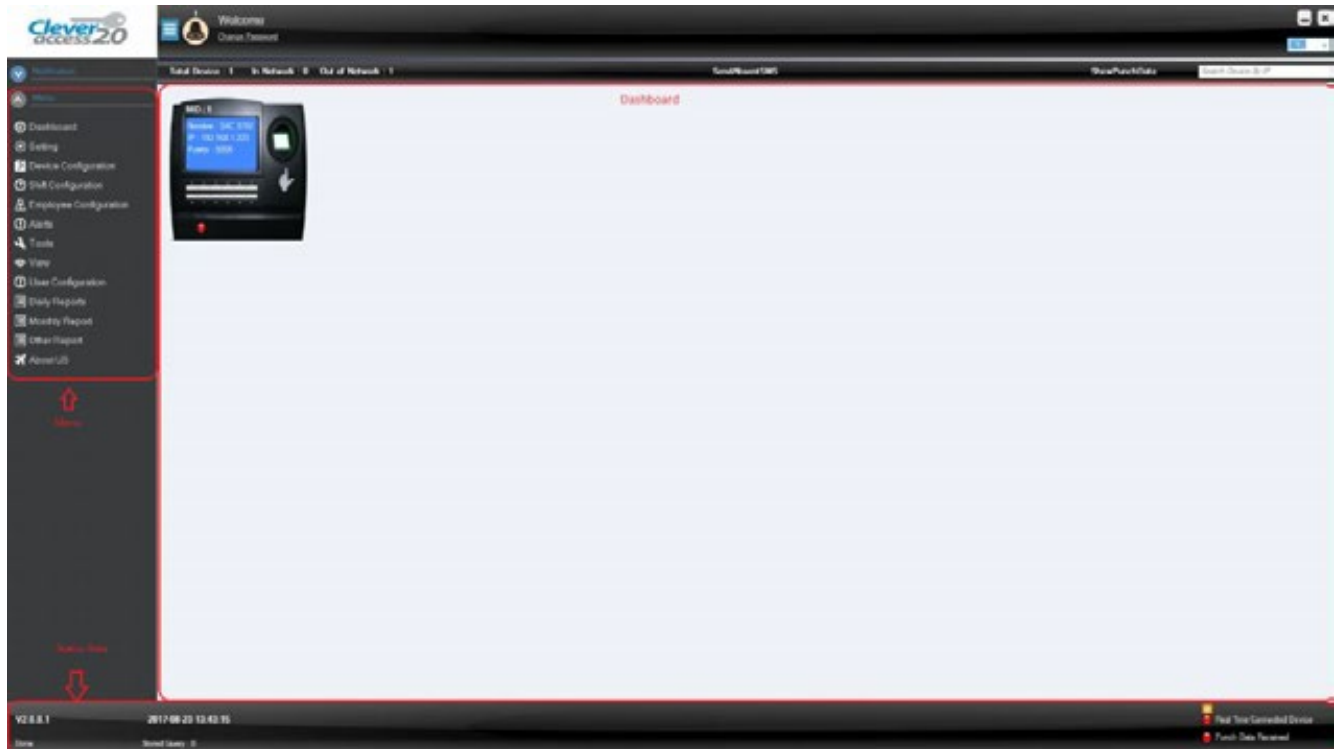
Note : Please wait while this configuration check completed and main screen appears


After successful login user will get main screen of CLEVER ACCESS 2.0 application, which looks like below image. This can be further divided into.

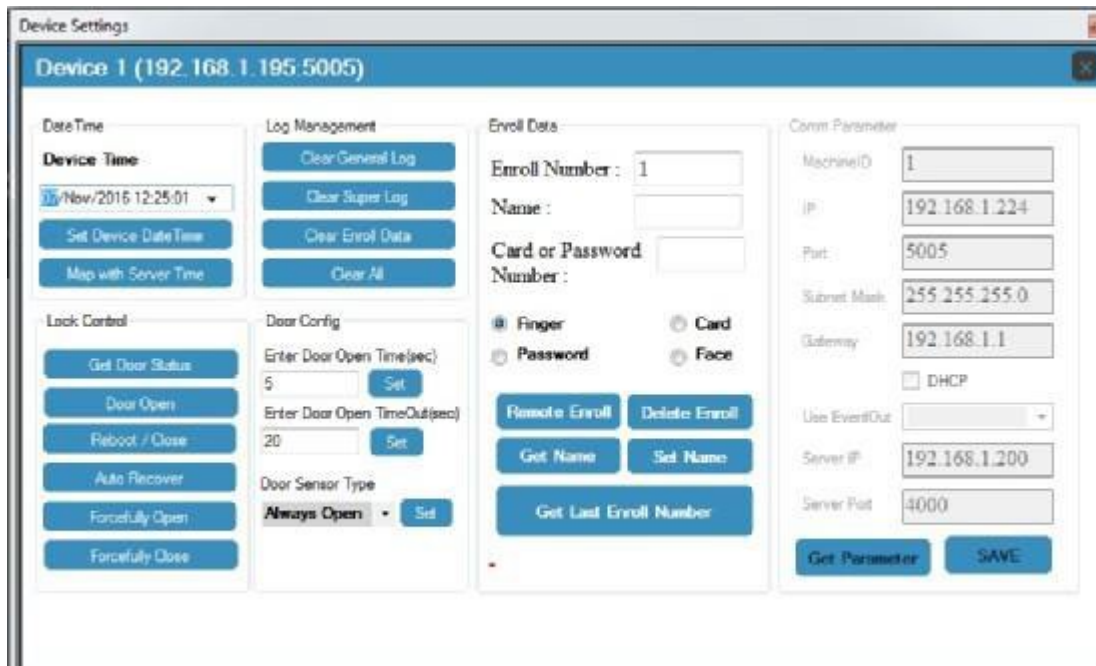
Dashboard

This section will explain the Dashboard options

Here you can check the number of device added in the software with its information like IP address, port, etc. and Also check the status of device whether it is online or offline.



By clicking the setting button  on device in dashboard option you can change the basic setting of the device like IP address, date & time etc.



* all the function are supported by the limited device models.

Startup (First run) Configuration

After installing, you will need a license to activate your software, please request the license from your distributor .


Port Configuration:

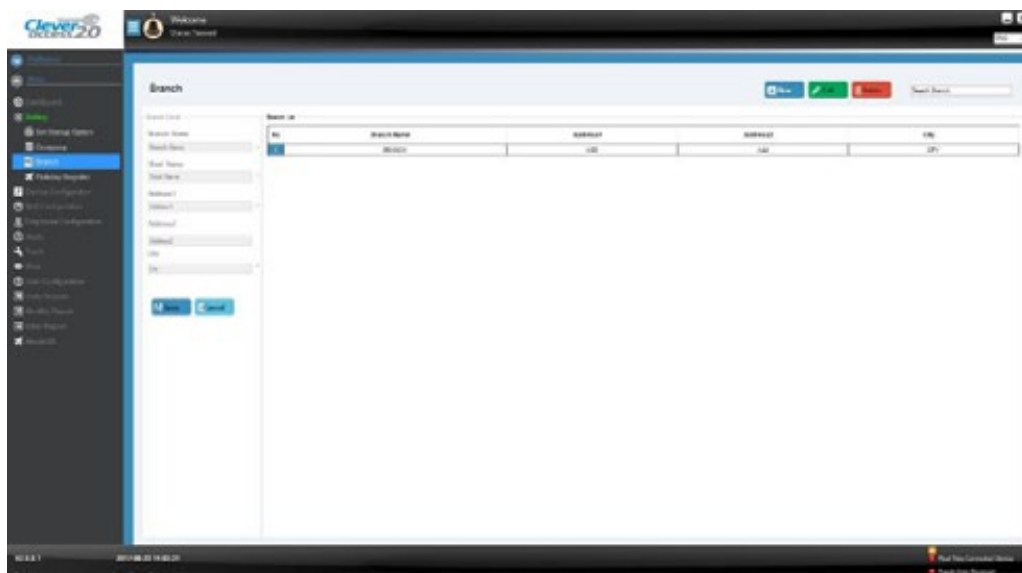
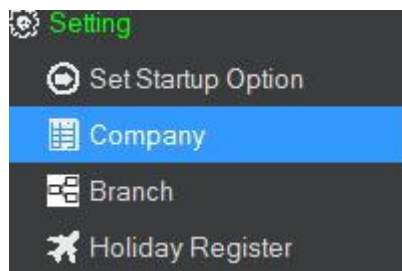
Please keep setting as default default port as 5005 and click on save button.



You can click on

“check” button to check whether

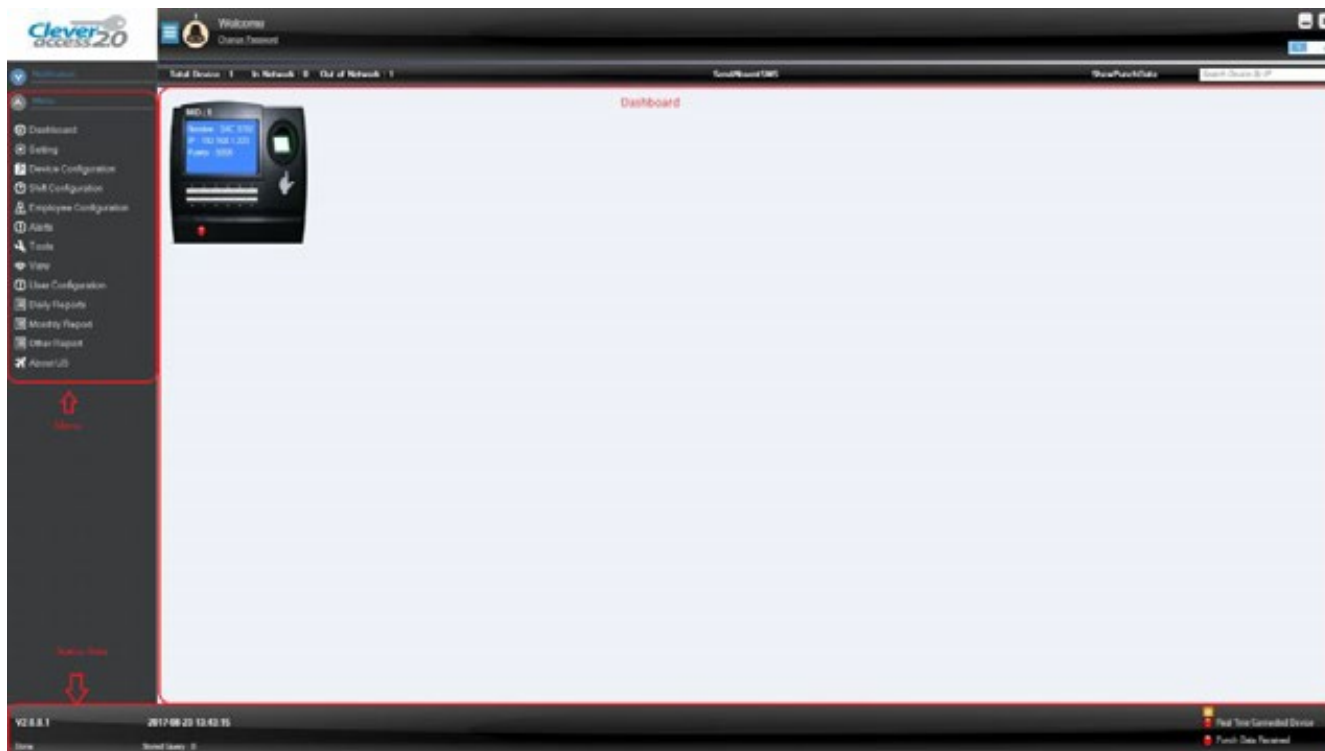
Note: You can also edit this setting or add a new branch in **setting**  Menu.




Dashboard :

This section will explain the Dashboard options

Here you can check the number of device added in the software with its information like IP address, port etc. and Also check the status of device whether it is online or offline.



By clicking the setting button  on device in dashboard option you can change the basic setting of the device like IP address, date & time etc.



* all the function are supported by the limited device models.

Status Area

This section will explain the Status Area options with below details.

- Version details.
- Date & Time of the software.
- Number of devices connected for the realtime data transfer.
- Realtime punch receiving notification.
- Status of long & attendace calculation



Setting:

In Setting option you will get the below sub menu. Where you can configure company, Branch Holiday register etc.



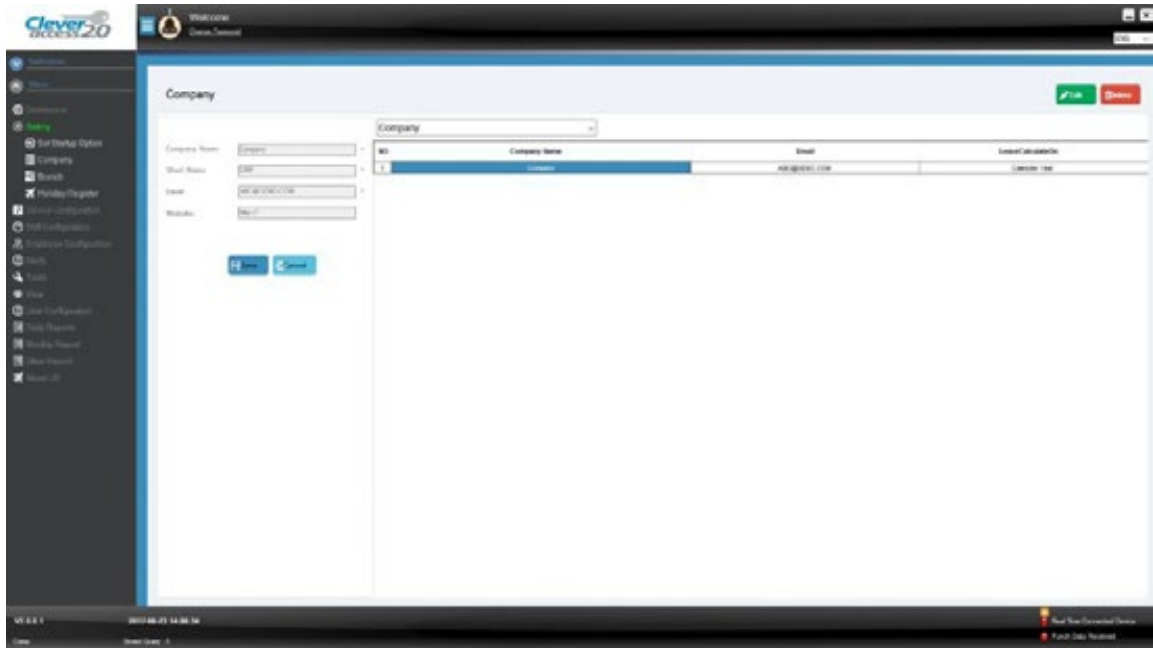
Start-up Option

Synchronize device date time with server date time: If this parameter is checked, on starting of Clever Access 2.0 application all online device date and time will get synchronised with computer.



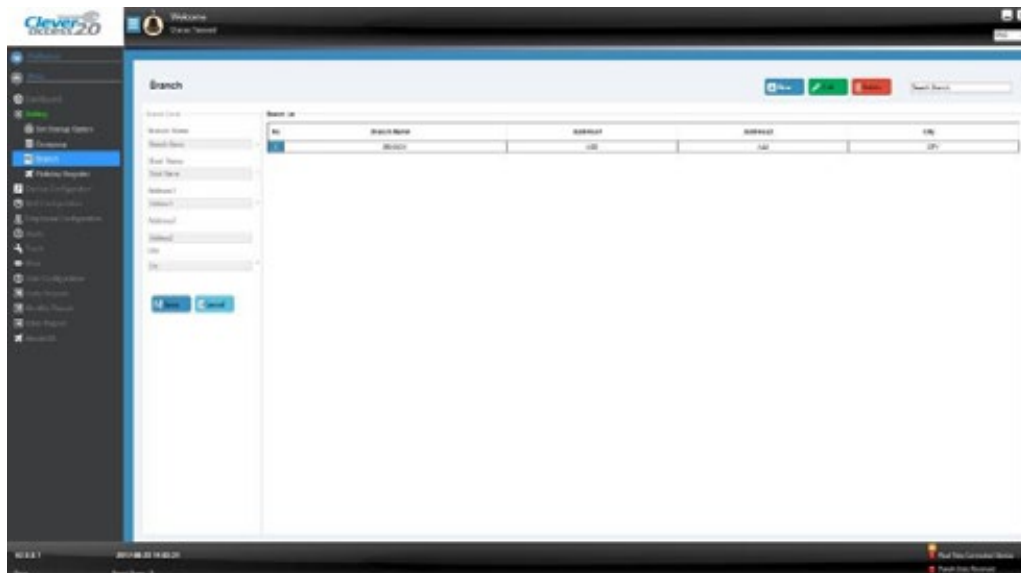
Company:

Here you can configure or edit the company Parameter



Branch

Here you can configure a new branch by clicking on new button Or edit the information of existing branch by click on edit button.



Holiday Register

During calendar year company observes several public holidays, These holidays can be added to holiday register and assigned branchwise.

Holiday register named "**Holidayregister1**" created by default.

Create a New holiday Register

To create new holiday register click on **New** button. Then enter name of register in **Register Name** field and click on **Save**.

Configure the holiday Register

- Click on **New**.
- Select Holiday register from list.
- Select branch from list. (You can define seperate holidays to each branch)
- Select date and pick color from color palette.
- Name the holiday.
- Click on **Save**

The screenshot displays the 'Holiday Details' interface. At the top, there are buttons for 'create new holiday', 'New', 'Edit', and 'Delete', along with a 'Go To' date selector set to '08/Jan/2016'. The main area is a calendar for January 2016. A 'Create Holiday' modal is open on the left, with fields for 'Select Register' (set to 'Holiday'), 'Select Branch' (set to 'Ahmedabad'), 'Holiday Date' (set to '25/Jan/2016'), and 'Holiday Name' (set to 'Republic Day'). The modal has 'Save' and 'Cancel' buttons. The calendar shows two created holidays: 'Republic Day' on January 25th and 'Utarayan' on January 14th and 15th. The 'Utarayan' holiday is highlighted in orange, and the 'Republic Day' holiday is highlighted in brown. The 'New' button at the top is circled in red, and the 'Create Holiday' modal is also circled in red.

Note : You can not edit or delete back date/ Previous days holiday details.

Device Configuration

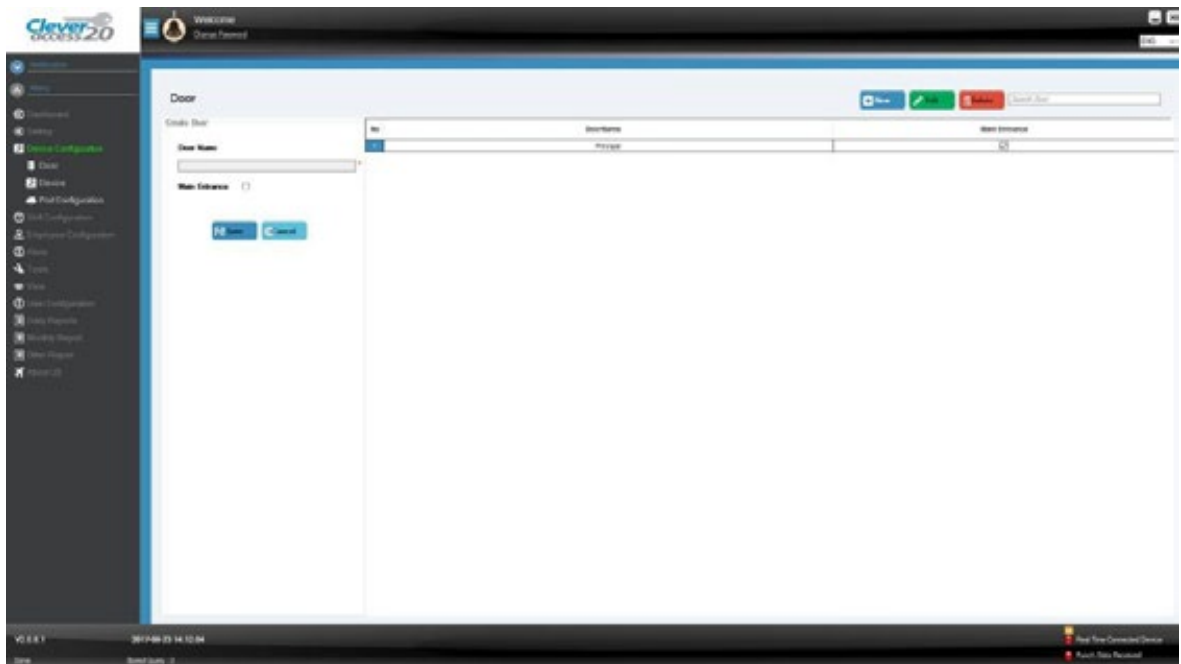
In device configuration you can configure the device (add, delete or edit), plus you also change the door configuration and port configurations.

Door Configuration:

In door configuration you can define the door where the device is going to be installed. In some organisation there are different gates for entry and exit then you have create multiple door in software and define the door accordingly to the device to get the proper data.

Door named "MainDoor" created by default.

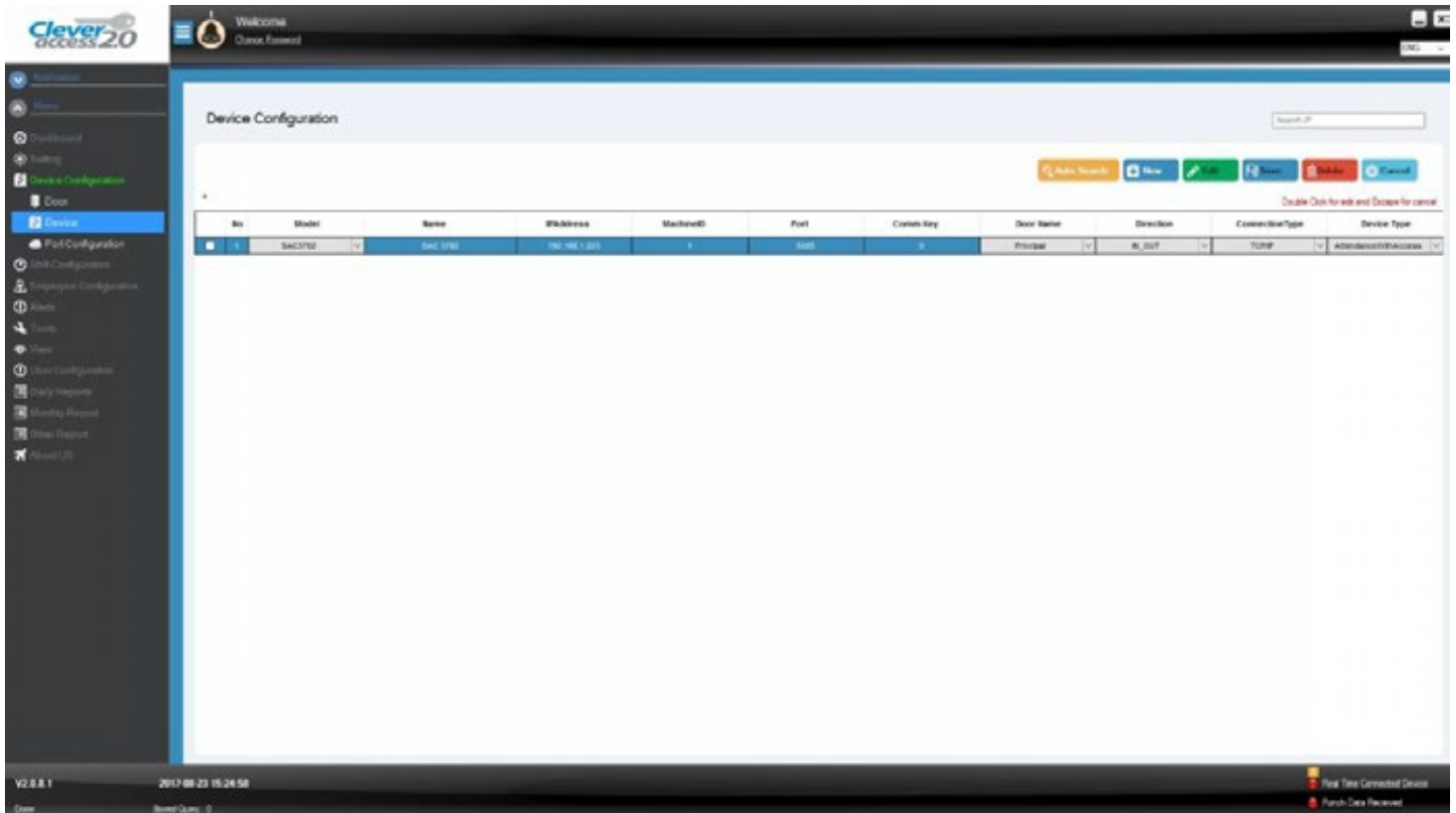
To create new Door click on new button and fill the required information. You can also edit the door information like door name etc by click on **"Edit"** button.



Device

In device option you can add or edit or delete the device or device information.

Add a new device



- 1) New: click on new button to add a new device manually.
- 2) Select device model from drop down list. (Device model is mention on back side of the device or on device box).
- 3) Enter your device name in name. (Name of the device will be anything like device 1, or office device, or entry device, etc.)
- 4) Insert device IP address in IP address field. To know/change device IP address follow the steps as under press device menu button -> go to the communication -> then go to the TCP/IP -> and check set IP address of your device.
Note: The IP adress of each device should be unique so if you want to add the multiple devices in software then please change the device IP first.
- 5) Insert machine ID of your device. Default Machine ID if the device is "1". To know/change machine id follow the step.
Press device menu button -> go to the communication -> then go to the device no, and this device no write into device no column.


Note: The device ID each device should be unique so if you want to add the multiple devices in software then please change the device ID first

- 6) Then next machine port to know machine port follow the step (default port for all series device is "5005")
 - Press device menu button -> go to the communication -> then go to the TCP/IP -> set server port
- 7) Comm Key (Communication Key/Password): In Device it is by default set as 0 or No. comm key is input 0 by default.
- 8) Door Name: your device is attached with which door then select that door name to Door name drop down list.
- 9) Direction: If you are using a single device for entry and exit then please select "In/out" option. Or if you are using separate devices for entry then select "In" and separate device for Exit then select "Out" from the list.
- 10) Connection Type: Select connection type according your device.
ex: If your device support only USB connection then select USB in connection type. See which readers support this type of communication. Else if your device support TCP/IP connection then select TCP/IP in connection type
- 11) Device Type: if your device is support attendance and access then select Attendance+Access else

Edit the Existing device

- To edit an existing device please select the device first which want to edit.

- Then click on **edit** 

- Edit the information and click on save button 

Delete device

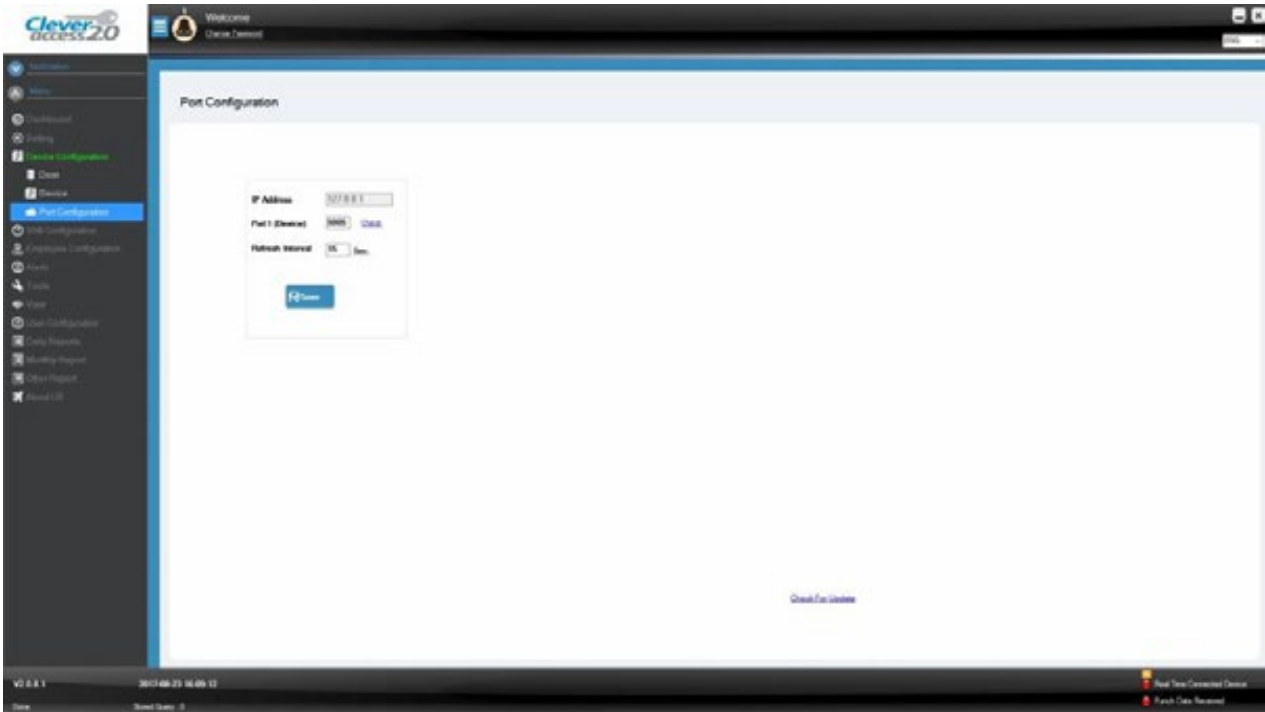
To delete the device, select the device from the list

- Then click on delete  button.

Port Configuration

Port (Device) : Please enter Port for device communication. This port is configured in device as server port for pushing punch data.

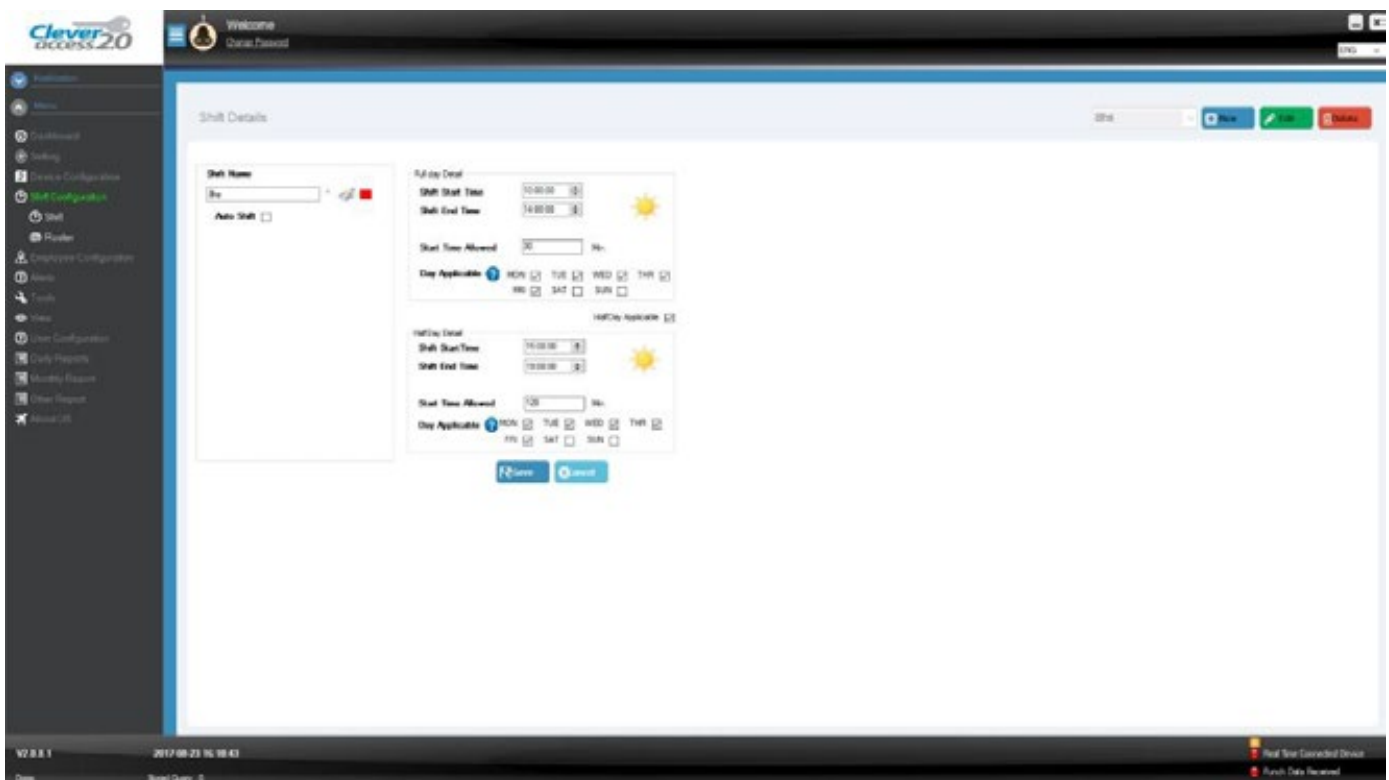
User can click on Check link to check port is free or used by another application.



Shift

In Shift configuration you can create, edit or delete the shift or shift information. You also can create a roster for shift.

Shift:

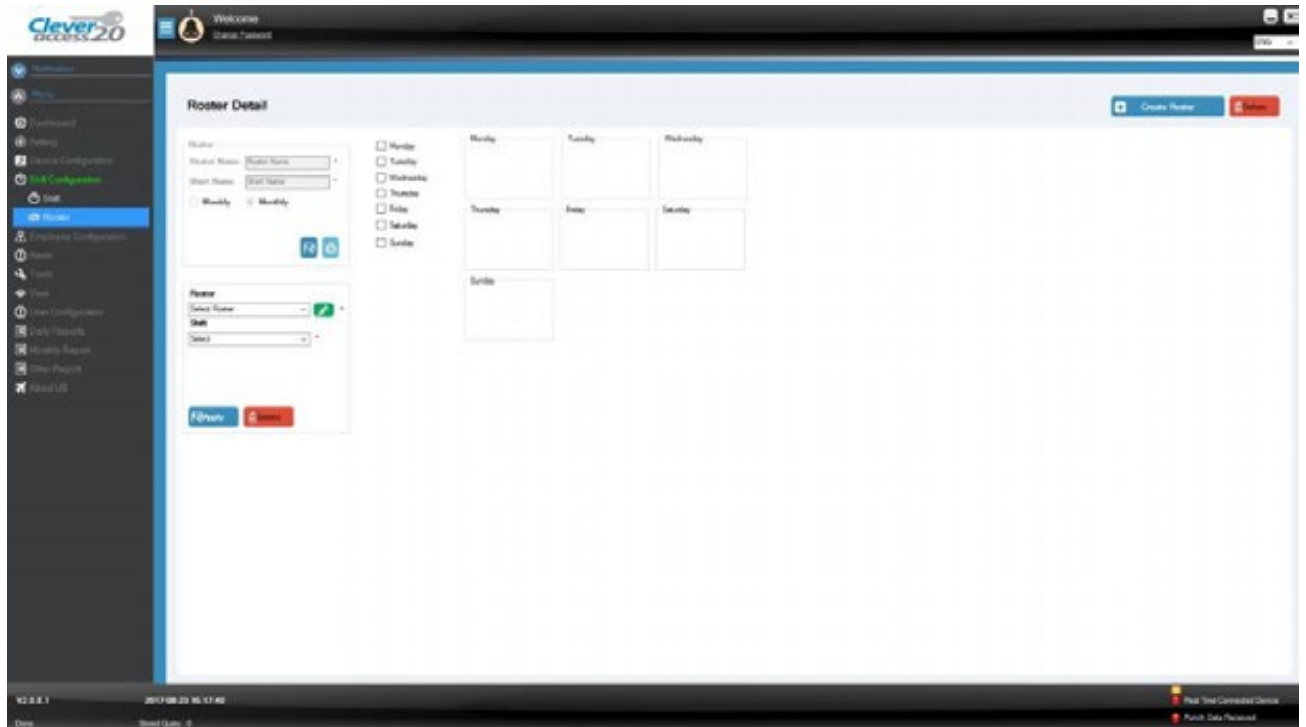


- 1) To create a new shift click on "New button".
- 2) **Shift Name:** Enter the full name of shift as per your choice. You can also give a different color to different shift by clicking in color button.
- 3) **Shift Start time:** Enter the shift start time which must follow the HH:mm:ss (Hours:Minutes:second) format
- 4) **Shift End time:** Enter the shift End time which must follow the HH:mm:ss (Hours:Minutes:second) format.
- 5) **Start time allowed:** Enter the time which allow staff/worker to start the work. default time is 30 min.
Ex. If the shift time is 10:00 Am and start time allowed is 30 minutes then employee can start the work from 9.30
- 6) **Days Applicable:** Please select the days when this shift is applicable, If you don't have one half day in a week concept (Monday to Friday full day working and Saturday half day working) then please select all days.
- 7) **Half days applicable:** Select this Option if you have a half day concept like Monday to Friday full day and Saturday half. Then please give the start and end time of half day shift and select the days when half day is applicable.
- 8) **Save Button:** Once you configure all the parameter please click on save button to save the shift settings.
- 9) **Auto Shift:** Tick this Option if you have multiple shift and employee shift is not fixed. So the shift will be automatically assigned to employee based on their in and out time

Note: You can use this option only in case of non overlap shift (Ex. you have 3 shift 6.00AM to 2.00PM, 2.00PM to 10.00PM and 10.00PM to 06.00AM). If shift time is overlap on each other (Ex. 1st Shift 06.00Am to 02.00Pm, 2nd shift 11.00AM to 7.00PM) then this option can not be used.
- 10) **Edit:** any shift is edit then first select that shift in dropdown list and edit the all parameter and then save.
- 11) **Delete:** delete the particular shift. first select that shift which is delete and click on delete button to delete the shift.

Roster:

Using this menu, You can create multiple shift roster as per your requirement. Each roster has rotation type Weekly or Monthly. Once you select one option out of these two options, then relevant data will be filled in below grid. In other way we can say this is weekly or Monthly work/shift schedule of employee which you can change or edit on weekly or monthly basis.



Roster Creation

- 1) New: To create a new roster click on **“Create Roster”** button
- 2) Roster Name: Enter the full name of shift roster as per your choice
- 3) Short Name: Enter the Short name of shift roster as per your choice
- 4) Roster type: Select roster type monthly or weekly Weekly Monthly
- 5) Save: Click on save button to save setting

Roster Configuration

Roster Detail Create Roster Delete

Roster Name: Demo
Shift Name: Demo
 Weekly Monthly

Roster: Demo
Shift: General
General

Day 1 Day 16
Day 2 Day 17
Day 3 Day 18
Day 4 Day 19
Day 5 Day 20
Day 6 Day 21
Day 7 Day 22
Day 8 Day 23
Day 9 Day 24
Day 10 Day 25
Day 11 Day 26
Day 12 Day 27
Day 13 Day 28
Day 14 Day 29
Day 15 Day 30
Day 31

1	2	3	4	5	6	7
General	General	General	General			
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- 1) **Roster:** Select the roster from the drop down list
- 2) **Shift:** Select the shift which need to be defined in roster. And on right hand side select the day when the shift is applicable.
- 3) Select all parameter then if roster is monthly then apply on that day of 1 to 31 and weekly roster then apply on that day 1 to 7
- 4) Enter all parameter then click on apply button then automatically select that day.

Employee Configuration

In Employee configuration you can add or remove or edit employee information, You can also configure the employee parameters, workgroup and category.

Category Configuration

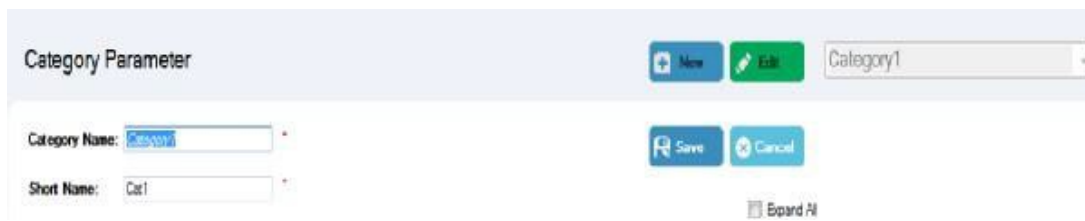
Category configuration is an important part of employee configuration, In which you can define the different rules to employee as per their position in organisation.

Ex. For staff/office member you can create a one category in which late coming or early going is applicable, And for management employee you can create another category in which no rules are applicable.

Category section divided in to 4 details namely:

- 1) OT Details
- 2) Late Coming / Early Going rules
- 3) Week Off details Configuration
- 4) Work Duration Configuration

Create a category:



To create a New category click on new button

In category name enter full name of the category as per your choice ex. Management, Staff, Worker etc.

In Short name enter short name of the category as per your choice.

On completion of configuration click on save button to save settings.

Edit Category



To edit category select the category first from dropdown list and then click on edit

button. After changes in configuration click on save button to save settings.

OT Details

- 1) IF OT Applicable: Tick/Enable this option if you want to enable the OT formulas to this category
- 2) Maximum OT ceiling: Tick/Enable this option if you want to define the maximum OT time allowed to employee
- 3) Work on holiday OT: Tick/Enable this option if employee work holiday and its working hours should be counted in Over time
- 4) Minimum OT Duration (minute): Enter the minimum OT duration time. Ex, if you enter minimum OT duration as 30 Min. The OT will be calculated when OT time is above 30 min only.
- 5) Maximum OT Ceiling: Maximum OT time allowed to employee. Ex. If max OT ceiling time is 120 minute then system will allocate max 120 min and employee work for 240 min in OT still the system will allocate only 120 min of OT to employee

OT Details

Maximum OT Time Allow OTApplicable

Work On Holiday OT

OT Formula: ShiftDuration-ShiftTime

Minimum OT Duration (Minute)

Maximum OT Time (Minute)

Late Coming/Early Leave

Late Coming / Early Going Details

Late Coming

Mark Late Coming Grace Time

Early Going

Mark Early Going Grace Time

Un-Mark LC and EG if Full Duration

- 1) **Late Coming:** Tick the "mark late coming" option to enable the late coming rules. And enter the "grace time" for late coming allowed.
- 2) **Early Going:** Tick the "mark Early Going " option to enable the early going rules. And enter the "grace time" for Early going allowed.
- 3) **Unmark LC & EG if full duration:** by enabling this option LC & EG rule will be not applicabe only when employee will complete its total wotking duration

Week Off details

WeekOff Details

Sunday Weekoff Two

Weekly off can be configured for two days for a specific category. 1. Weekly off 1: this is the first configuration of weekly off. 2. Weekly off 2: this is the second configuration of weekly off. 3. Day for weekly off: select the day of week for off.

Work Duration Configuration

Duration Detail

Half Day Duration	<input type="checkbox"/>	Half Day Duration (Minute)	<input type="text" value="0"/>
Full Day Duration	<input type="checkbox"/>	Full Day Duration (Minute)	<input type="text" value="0"/>
Partial Half Day Duration	<input type="checkbox"/>	Partial Half Day Duration (Minute)	<input type="text" value="0"/>
Partial Full Day Duration	<input type="checkbox"/>	Partial Full Day Duration (Minute)	<input type="text" value="0"/>

Half day duration: Enable this option to compare/define the half day duration. Enter the minute in "Half day duration (minute)". If total working hours of the employee is below half day duration time then it will be treated as "Leave" and if employee total working duration is above half day duration and below full day duration then it will be treated as "half day".

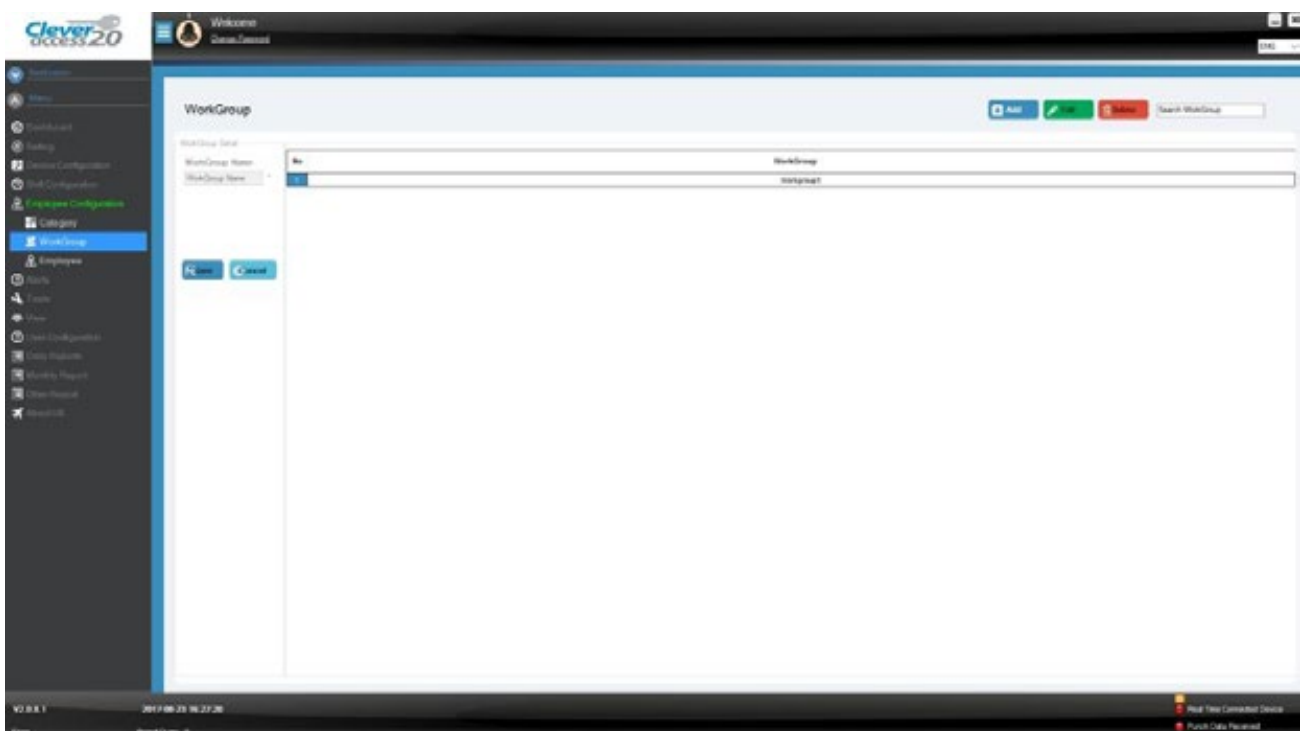
Full day duration: Enable this option to compare/define the full day duration/time. Enter the minute in "full day duration (minute)". If total working duration of the employee is below full day duration time then it will be considered as a half day. And if total working duration of employee is above full day duration then it will be treated as full day.

Partial half day: This option works similar as half day duration but applicable on in case of half day shift.

Partial full day duration: This option works similar as full day duration but applicable on in case of half day shift.

Workgroup Configuration

Workgroup is used to define the department or group of employee/staff, ex. Sales, Admin, HR, Service, IT, Worker, etc. this will help you to filter the data.



To create a new workgroup click on add button

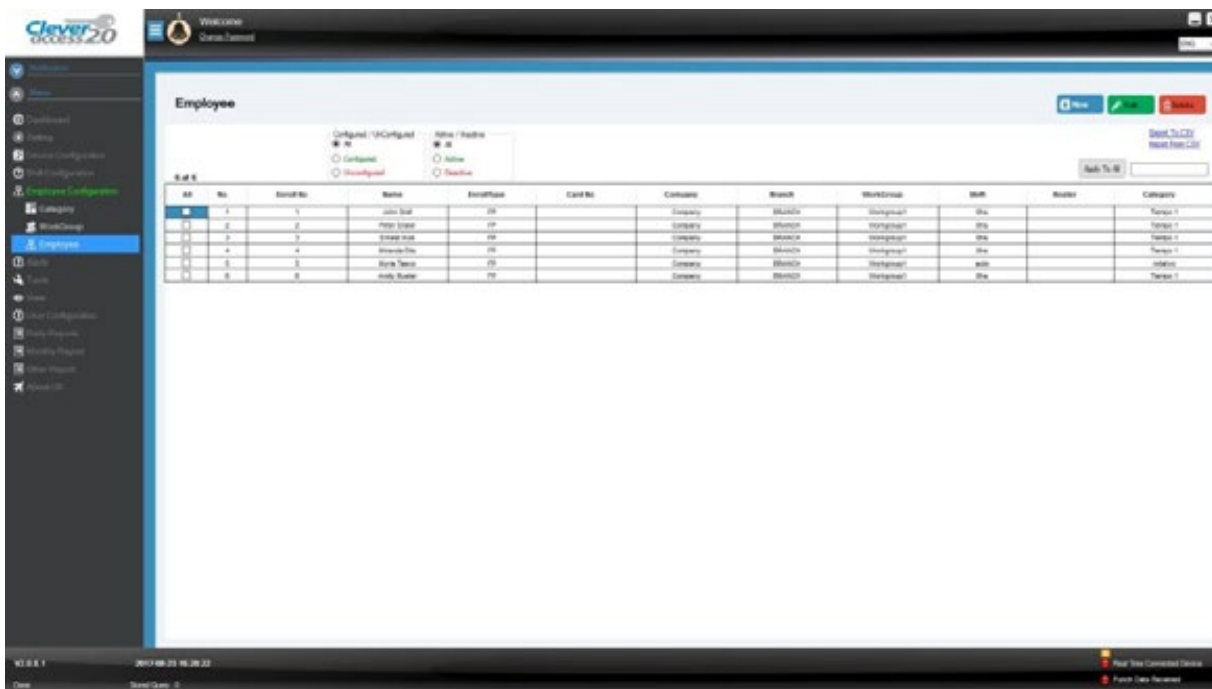
Workgroup Name: Enter the workgroup name as per your choice

After completion of data click on save button

Edit Workgroup: To edit workgroup select workgroup first and then click on edit button

Delete Workgroup: To delete the workgroup select the workgroup and then click on delete button

Employee Configuration



To create a new employee click on new button, then it will Open a new form

Employee details/Configuration

To edit or delete the employee, first select the employee by clicking the check on check box , then click on edit or delete button.

You can check by clicking on “Configured” or “Unconfigured” button whether employee is properly configured or not.

Note: Please note that if employee is not configured properly then you will be not get any proper data of that employee

You can check the active and inactive employee by clicking on Active or inactive button.

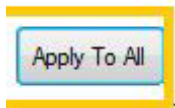
Note: Employee who had left the organisation you can make it Inactive, So that you will have the data of the employee but it will not display in your new/future reports.

You can import or export the employee data in CSV format

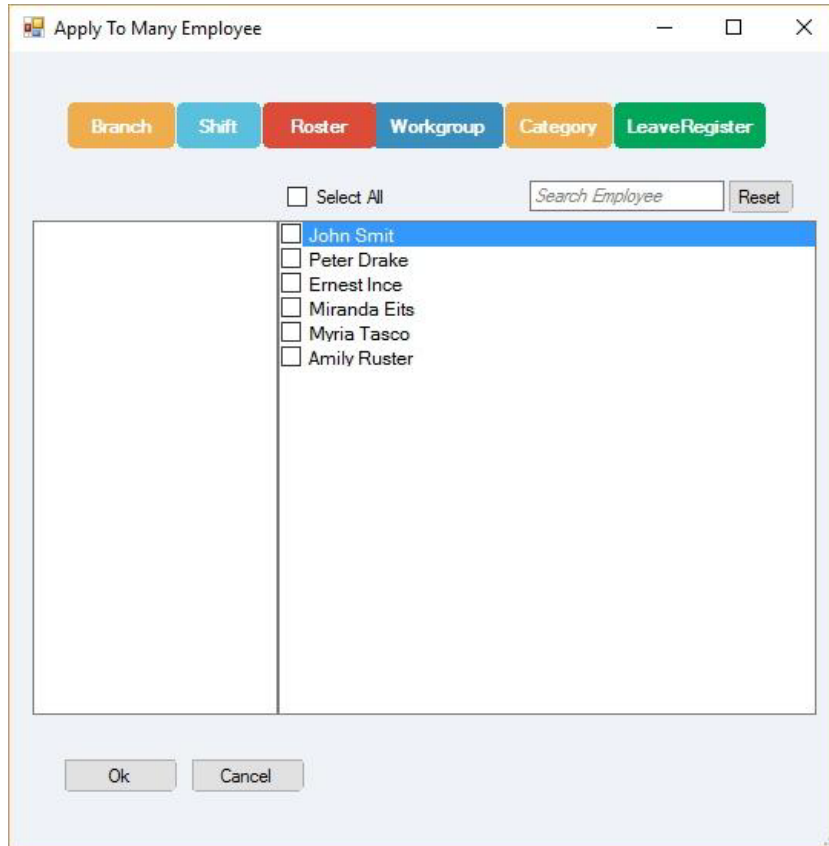
Search Button: You can search or filter the employee by giving any employee information like name, ID, Branch Name, Workshop, Shift, category etc.

Apply to All: To apply the same setting to multiple/all employee at a time you can use this options. by clickin “Apply to all” button it will open a new form

Apply to All



Select the parameters which you want to apply from left side then select the employee to right hand side, And then click on Ok button to apply the setting.



Employee details configuration.

Double click on employee to open the employee details configuration



Employee Details [Save] [Cancel]

 **Employee Number**: 1 **Employee Name**: John Smit Active

Card Number: **Access Password**:

Male Female **Date of Activation**: 18-ago.-2017 **Date of Deactivation**: 18-ago.-2017

ON IN SMS ON OUT SMS SMS On Absent

Recipients Number (With Contry Code): **Email Address**:

Is System User

User Name: **Password**:

Company: Company **Branch**: BRANCH **Workgroup**: Workgroup1 **Leave Register**: Select

Shift: 01:30 **Roster**: **Category**: Team 1 **User Type**: Employee

Name, Gender and status of employee (whether it is active or inactive)

SMS notification with template section

Email ID and User role

Company details, Branch Details, workgroup details, Leave register details, Shift details, Roster Details, Employee type etc

On completion of configuration click on save button to save the setting.

Note: In employee configuration if you had assigned shift to employee you can not assign the roster

Tools

In Tools Option you will get the below Submenu.

Import Export: Here you can upload and download the data from the device like enrol/employee information, Attendance log etc.

Do Manual Punch: Here you can give the manual punch for those employees who had missed to punch in or out or both.

Leave Punch: Here you can punch the leaves of the employees those are absent.

Re-Calculate: Here you can re-calculate the attendance of employees for defined time.

Backup: Here you can take a backup of software setting while reinstalling the software.

Clever Access 2.0ore: This option you can used to rClever Access 2.0ore the software backup which is taken from “backup” options.

Option A: Import Export:

As mentioned above, In this option you can download and upload the enroll/employee data to device.

You can also download the attendance log from device by using this options.

Note: To perform this operation please make sure that device should be online and connected in network. You can check the device status in dashboard option.



Download enroll/employee data.

Go to, Tools > Import Export > Select the device from which you want to upload/download data. >

To download the enrol/Employee information Pls. click on “**Download Enrol Button**”

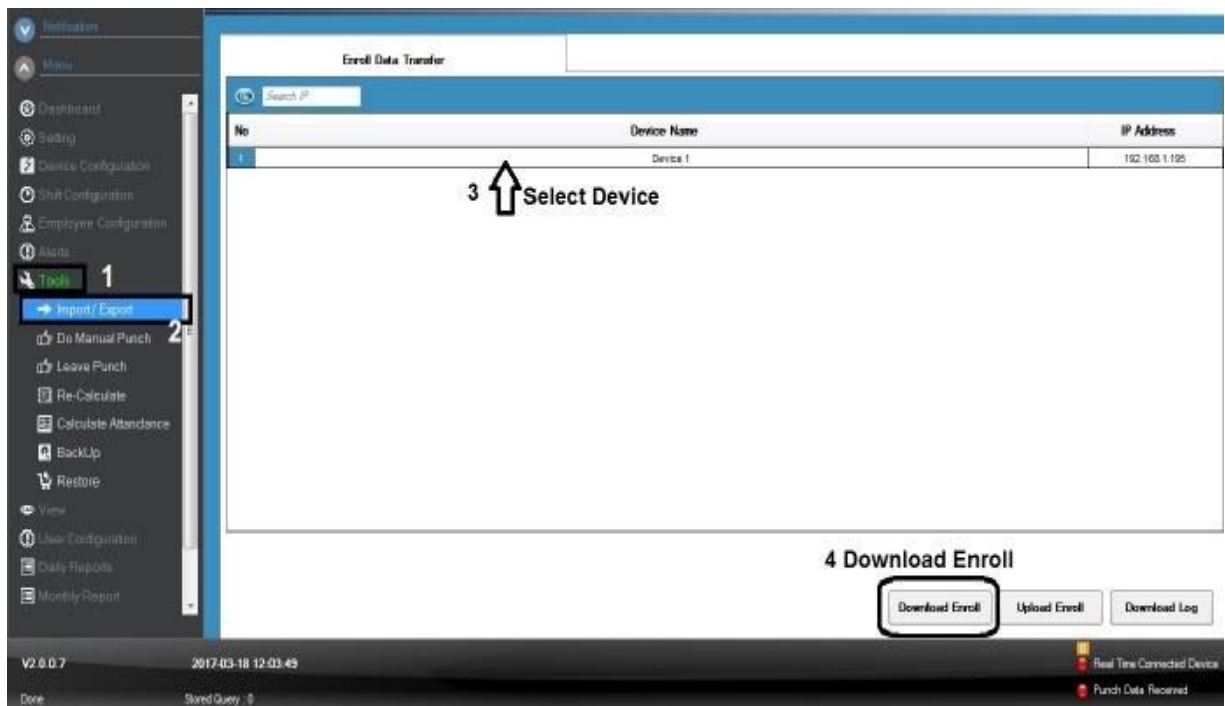
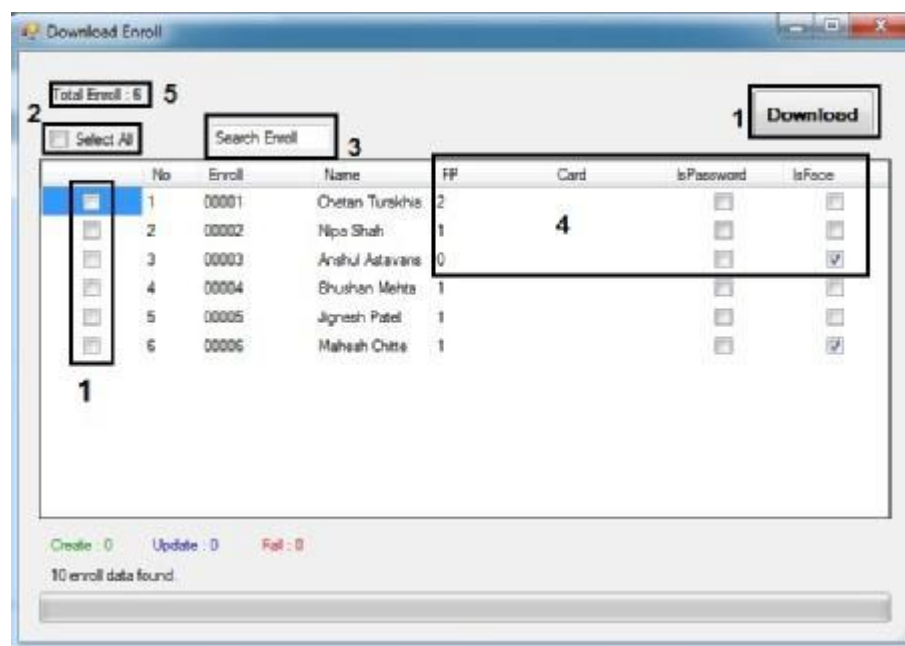


Image 1.1

Once you click on Download enroll button, you will get the new window with the employee information.



- 1) Please select the employee which you want to download in the software and click on download button.
- 2) You can download all employee by selecting the “select all” Options.
- 3) You can also search for particular/Specific employee by giving the employee name or enrol is in “search enrolls” options.
- 4) In this Window you can also get the information about the employee is enrol with face or password or finger or card.
- 5) You can also get the total enrol information available in the **device**.

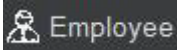
Note: After clicking on Download or Upload enroll or Download log button, If you get the below message “Device is not connected in network”. It mean device is not connected or some problem in communication. So please check all the setting and connection proper and try again by restarting the device & restarting the software.



Upload enroll/employee


This option you can use for upload the enroll from software to device or once device to other device. Or for updating the employee information.

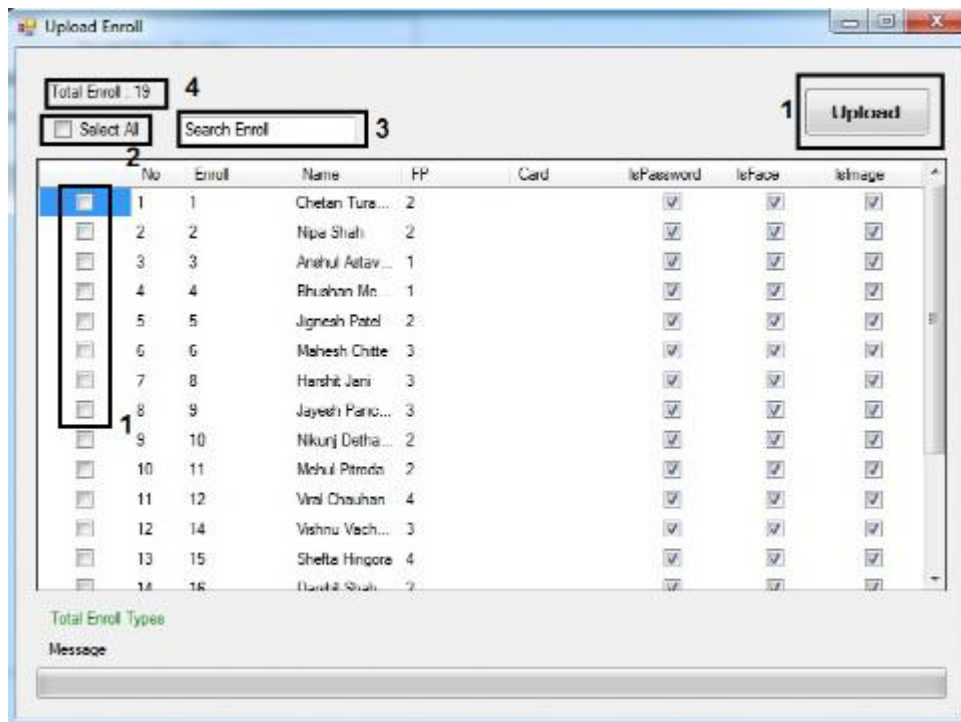
Ex. You had enrol the device in machine and now you want to give the name to employee so while marking the attendance the employee name should be display in machine. So you can download the employee from

machine go to employee configuration  option in software, then go to employee 

Select the employee and give the name in software. And then you can upload the employee to device so that name will get updated in the device.

To upload the employee

Please click on Upload enroll  button by selecting the device. You will get the below window.



- 1) Please select the employee which you want to Upload in the software and click on Upload button.
- 2) You can Upload all employee by selecting the “select all” Options.
- 3) You can also search for particular/Specific employee by giving the employee name or enroll in “search enrolls” options.
- 4) You can also get the total enroll information available in the **Software**.

Download Log/Attandace data from device.

In this option you can download the attendance log/record from machine to software to calculate the an attendance.

- 1) Tools
- 2) Import/Export
- 3) Select the device from which you want to download the attendance log/record.
- 4) Clock on Download log options.

Download Log

Refer Image 1.1 in this document

After clicking on download log **Download Log** Option you will get the below window.

Download Log



- 1) Select the from date and to date for which you want to download the log and then click on “Start Download” button.
- 2) You can also download the log of particular/specific employee by selecting the employee from enroll list.
- 3) You can also see log details with enroll ID, Name, Punch mode (Face, Finger, or Card etc.), date and time of punch
- 4) Here you can see total record found in the date & time period.
- 5) You can also export this log in excel or in notepad format by clicking on Excel or Notepad icon.

Note: You will be able to see only those employees log/record which are configured in software. If the employee is not configured/download in software it will not show that employee record. So download the Employee/Enroll before downloading the Log/record.

Option B: Manual Punch

In this option you can insert the manual punch for the employee who had missed the In or out or both Punch.

The screenshot shows the 'Manual Punch' application interface. At the top, there is a search bar with the date range '17-03-2017' to '18-03-2017'. Below the search bar is a table with columns: No, Enroll ID, Name, Date, Attendance, In/Out, Shift, Manual Punch, Access Log, ReCalculate, and Shift Name. The table contains 18 rows of data for various employees. A red box highlights the 'Manual Punch' column for the 4th row (Enroll ID: 400004, Name: Bhushan Mehta, Date: 2017-03-17, Attendance: P, In/Out: 19:27:11, Shift: 19:31:27). A red box also highlights the 'ReCalculate' button for the 4th row. The bottom of the screen shows the version 'V2.0.0.7' and the date '2017-03-18 10:29:30'.

No	Enroll ID	Name	Date	Attendance	In/Out	Shift	Manual Punch	Access Log	ReCalculate	Shift Name
1	400001	Chetan Turakhia	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
2	400002	Appi Shah	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
3	400003	Anandhalekshmi	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
4	400004	Bhushan Mehta	2017-03-17	P	19:27:11	19:31:27	Manual Punch	Access Log	ReCalculate	General
5	400005	Jyoti Pagar	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
6	400006	Mahesh Chole	2017-03-17	P	09:38:27		Manual Punch	Access Log	ReCalculate	General
7	400007	Hemant Jain	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
8	400008	Jyoti Pagar	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
9	400009	Manoj Chaturvedi	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
10	400010	Manoj Chaturvedi	2017-03-17	P	09:32:09		Manual Punch	Access Log	ReCalculate	General
11	400011	Vishal Chaturvedi	2017-03-17	P	09:32:42		Manual Punch	Access Log	ReCalculate	General
12	400012	Vishal Chaturvedi	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
13	400013	Shruti Hegde	2017-03-17	P	09:36:38		Manual Punch	Access Log	ReCalculate	General
14	400014	Sagar Shah	2017-03-17	P	10:22:05		Manual Punch	Access Log	ReCalculate	General
15	400015	Prasad Patil	2017-03-17	P	11:01:41		Manual Punch	Access Log	ReCalculate	General
16	400016	Manoj Chaturvedi	2017-03-17	P	10:21:53		Manual Punch	Access Log	ReCalculate	General
17	400017	B. Vinayakar	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
18	400018	Prasad Kumar Phadnis	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General
19	400019	Vijay Patil	2017-03-17	AB			Manual Punch	Access Log	ReCalculate	General

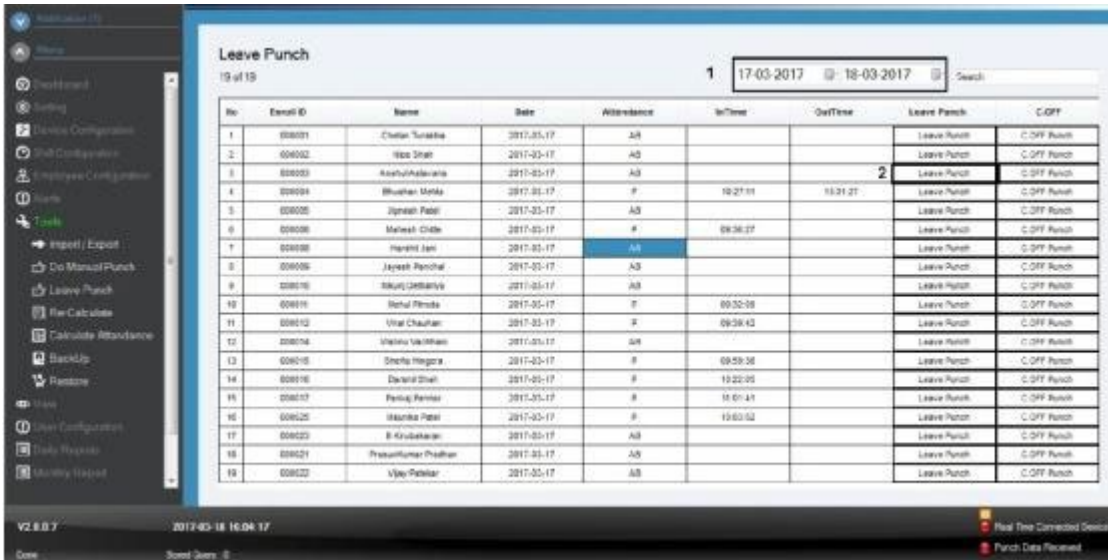
- 1) Select the date for which you want to do manual punch.
- 2) Click on manual punch **Manual Punch** button for employee which you want to calculate an attendance. The new window will open. Insert the date and time and select the relevant device (in case of multiple devices for in & out direction). And then click on save button.

The screenshot shows the 'Manual Punch Details' dialog box. It contains the following fields: Enroll ID: 4, Branch: Demo Branch, Employee Name: Bhushan Mehta, Work Group: Workgroup1, Shift: General, Device: Device 1, and Category: Category1. The Date and Time field is set to 15-03-2017 00:00:00. There are 'Save' and 'Cancel' buttons at the bottom.

- 3) Then select the relevant shift, In case the punch is for different shift than default shift.
- 4) Then click on recalculate button **ReCalculate** to calculate an attendance.

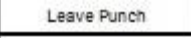
Option C: Leave Punch

In this option you can punch the leave for full day or half day present employees.



The screenshot displays the 'Leave Punch' application interface. On the left is a navigation menu with options like 'Dashboard', 'Settings', 'Device Configuration', 'Shift Configuration', 'Employee Configuration', 'Tools', 'Import/Export', 'Do Manual Punch', 'Leave Punch', 'Re Calculate', 'Calculate Absence', 'Backup', 'Restore', 'Users', 'User Configuration', 'Daily Reports', and 'Monthly Report'. The main area shows a table titled 'Leave Punch' with 19 rows. The table has columns for 'No', 'Enroll ID', 'Name', 'Date', 'Attendance', 'InTime', 'OutTime', 'Leave Punch', and 'C.OFF'. A date range of '17-03-2017' to '18-03-2017' is selected at the top. A search bar is also present. The table data is as follows:

No	Enroll ID	Name	Date	Attendance	InTime	OutTime	Leave Punch	C.OFF
1	00001	Chetan Tushke	2017-03-17	AB			Leave Punch	C.OFF Punch
2	00002	Rita Shah	2017-03-17	AB			Leave Punch	C.OFF Punch
3	00003	AashuAstavans	2017-03-17	AB			Leave Punch	C.OFF Punch
4	00004	Bhushan Mankar	2017-03-17	F	10:21:11	13:21:21	Leave Punch	C.OFF Punch
5	00005	Jayesh Patel	2017-03-17	AB			Leave Punch	C.OFF Punch
6	00006	Manish Chide	2017-03-17	F	08:38:37		Leave Punch	C.OFF Punch
7	00008	Harsh Jain	2017-03-17	AB			Leave Punch	C.OFF Punch
8	00009	Jayesh Panchal	2017-03-17	AB			Leave Punch	C.OFF Punch
9	00010	NitishJethaniya	2017-03-17	AB			Leave Punch	C.OFF Punch
10	00016	Bhush Pimpale	2017-03-17	F	00:00:00		Leave Punch	C.OFF Punch
11	00012	Viral Chauhan	2017-03-17	F	09:28:43		Leave Punch	C.OFF Punch
12	00014	Shashu Vaidya	2017-03-17	AB			Leave Punch	C.OFF Punch
13	00018	Shashi Hegde	2017-03-17	F	09:59:36		Leave Punch	C.OFF Punch
14	00019	Darsh Shah	2017-03-17	F	10:22:05		Leave Punch	C.OFF Punch
15	00017	Pankaj Pansar	2017-03-17	F	11:01:41		Leave Punch	C.OFF Punch
16	00025	Manisha Patel	2017-03-17	F	13:03:02		Leave Punch	C.OFF Punch
17	00023	B Krutakaran	2017-03-17	AB			Leave Punch	C.OFF Punch
18	00021	PrasannaPradhan	2017-03-17	AB			Leave Punch	C.OFF Punch
19	00022	Vijay-Pokhar	2017-03-17	AB			Leave Punch	C.OFF Punch

- 1) Select the date for which you want to punch the leave
- 2) Click on leave punch  button, You will get the new window "leave details". Select the leave type and click on save button.



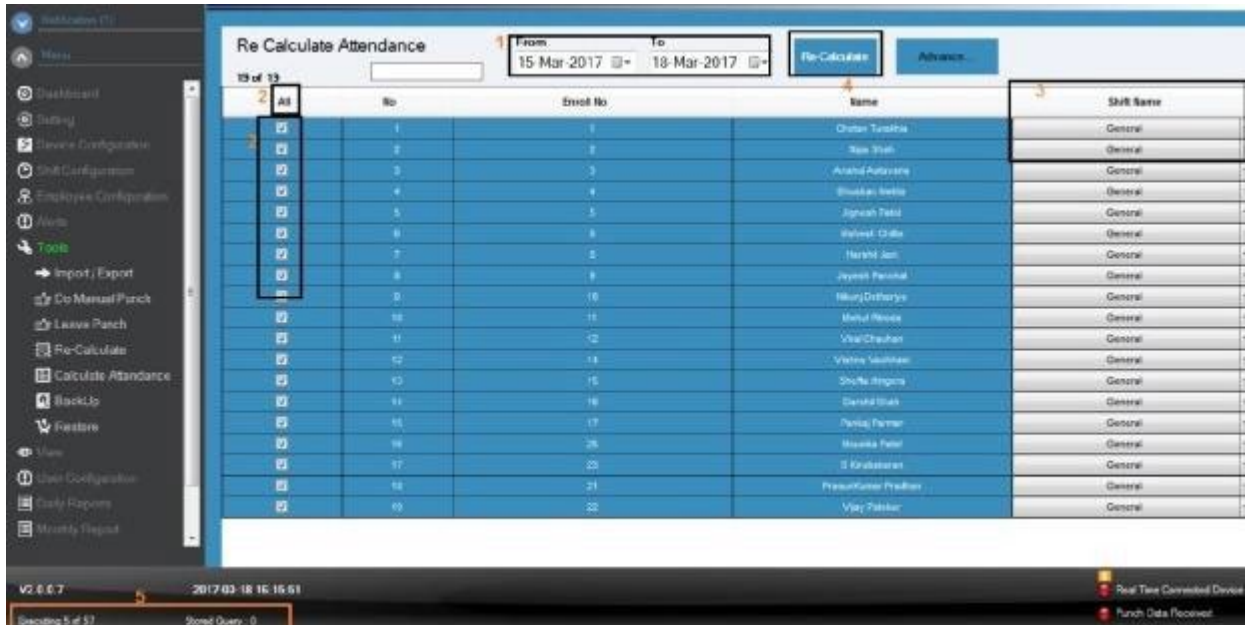
The 'Leave Details' dialog box shows the following information:

- Enroll Number : 000003
- Employee Name : Anshul Astavans
- Leave Type: A dropdown menu is open, showing options: 'Select', 'CL', 'SL', and 'PL'.

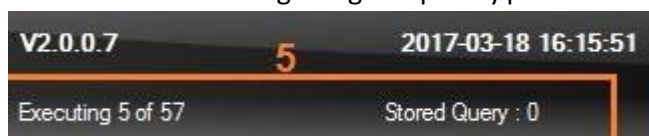
At the bottom of the dialog, there are two buttons: 'Save' and 'Cancel'.

Option D: Recalculate

This option is used for recalculate an attendance for a specific day or date range for individual or all employees.



- 1) Select the Date range.
- 2) Select the employee, you can also select all employee by clicking on all option.
- 3) Select the shift from the list (in case shift is different from default shift of the employee).
- 4) Then click on **recalculate** button to recalculate attendance
- 5) Pls. wait till the data is getting completely processed in queries log.



Option E: Backup

This option you can use to take the backup of software setting.

Click on backup option  to take a backup of the software.
Give the path where you want to store the file and click on save button.

Option F: Restore

This option is used to restore the backup taken from backup option.

- 1) Click on brows backup file, give the patch of the backup file
- 2) Click on restore button. Your backup will be restored

View

In view Option you will get below sub menu.

A) View Punch Data: here you can see the Punch data / attendance log which are received from machine.

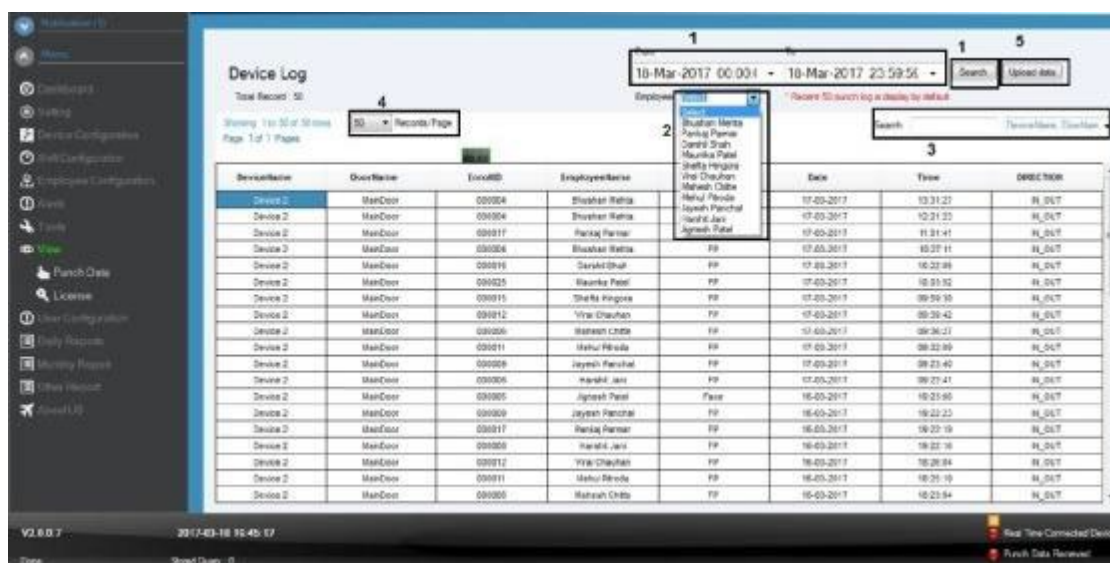
By using this option you can also upload the data through USB disk (In case device is not in network).

B) License: here you can see license information

Option A: View Punch Data

In this option you can view the attendance log/record received from device. All the logs/ record received from machine can be viewed in this option. By using this option you can also upload the data through USB disk (In case device is not in network).

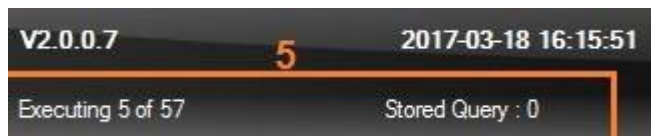
Ex. Sometime its possible that employee is not configured properly in shift or etc, or he has not come in defined shift then in software it will show as absent. But if the employee has come on that day then you can check his attendance log in view punch data option and then recalculate his attendance.



The screenshot displays the 'Device Log' interface. At the top, there are search filters for date (10-Mar-2017 00:00:01 to 10-Mar-2017 23:59:56) and a search button. Below the filters, a table lists attendance records with columns: DeviceName, DoorName, LocaID, EmployeeName, Date, Time, and DIRECTION. A dropdown menu is open over the EmployeeName column, listing names like Bhuvan Mehta, Parag Parmar, etc. The table contains multiple rows of data for various employees and dates.

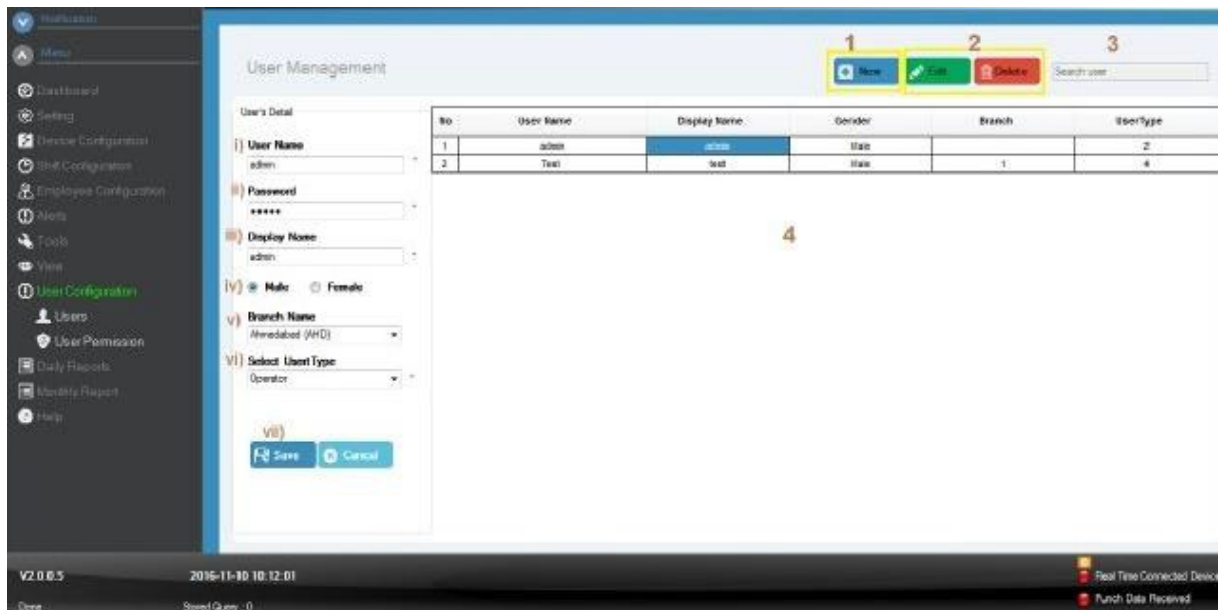
DeviceName	DoorName	LocaID	EmployeeName	Date	Time	DIRECTION
Device 2	MainDoor	00004	Bhuvan Mehta	10-03-2017	13:31:27	IN,OUT
Device 2	MainDoor	00004	Bhuvan Mehta	10-03-2017	12:21:33	IN,OUT
Device 2	MainDoor	00011	Parag Parmar	10-03-2017	11:31:41	IN,OUT
Device 2	MainDoor	00004	Bhuvan Mehta	10-03-2017	10:37:11	IN,OUT
Device 2	MainDoor	00016	Sanket Shah	10-03-2017	10:23:08	IN,OUT
Device 2	MainDoor	00025	Ramka Patel	10-03-2017	10:03:32	IN,OUT
Device 2	MainDoor	00015	Shruti Hingora	10-03-2017	09:56:30	IN,OUT
Device 2	MainDoor	00012	Vinay Chaudhari	10-03-2017	09:39:42	IN,OUT
Device 2	MainDoor	00006	Hemant Chitambar	10-03-2017	09:36:21	IN,OUT
Device 2	MainDoor	00011	Mahesh Khedkar	10-03-2017	09:32:09	IN,OUT
Device 2	MainDoor	00009	Jayesh Panchal	10-03-2017	09:23:40	IN,OUT
Device 2	MainDoor	00006	Hemant Chitambar	10-03-2017	09:21:41	IN,OUT
Device 2	MainDoor	00005	Jayesh Parmar	10-03-2017	10:23:00	IN,OUT
Device 2	MainDoor	00009	Jayesh Panchal	10-03-2017	10:22:23	IN,OUT
Device 2	MainDoor	00011	Parag Parmar	10-03-2017	10:20:19	IN,OUT
Device 2	MainDoor	00009	Hemant Chitambar	10-03-2017	10:22:16	IN,OUT
Device 2	MainDoor	00012	Vinay Chaudhari	10-03-2017	10:20:04	IN,OUT
Device 2	MainDoor	00011	Mahesh Khedkar	10-03-2017	10:19:19	IN,OUT
Device 2	MainDoor	00005	Hemant Chitambar	10-03-2017	10:23:04	IN,OUT

- 1) Select the date range and then click on search button to view punch logs.
- 2) You can also view the punch log of individual employees by selecting the employee from the dropdown list.
- 3) You can also search data by employee name or enrol id by filling the data in search option
- 4) You can set the record per page by these options.
- 5) Upload option is used to upload the data via USB.
 - A) Click on upload button, the new window will open and give the patch of the file.
 - B) Select the date range
 - C) Select enrol if want to download the log for particular employees.
 - D) Click on start upload option and wait till the attendance gets calculated.



User Configuration

User



1) Create a New User: To create a new user click on new button. In user details please fill the complete user information. Then in **User Details** please fill the below information

- i) User Name: Username of the user.
- ii) Password: password for user.
- iii) User Name: Display name of the user.
- iv) Gender: Select gender of user whether 'male' or 'femael'.
- v) Branch: select the branch from drop down list.
- vi) Gender: select the user type from drop down list.
- vi) Gender: select the user type from drop down list.
- vii) Then click on save button to save setting.

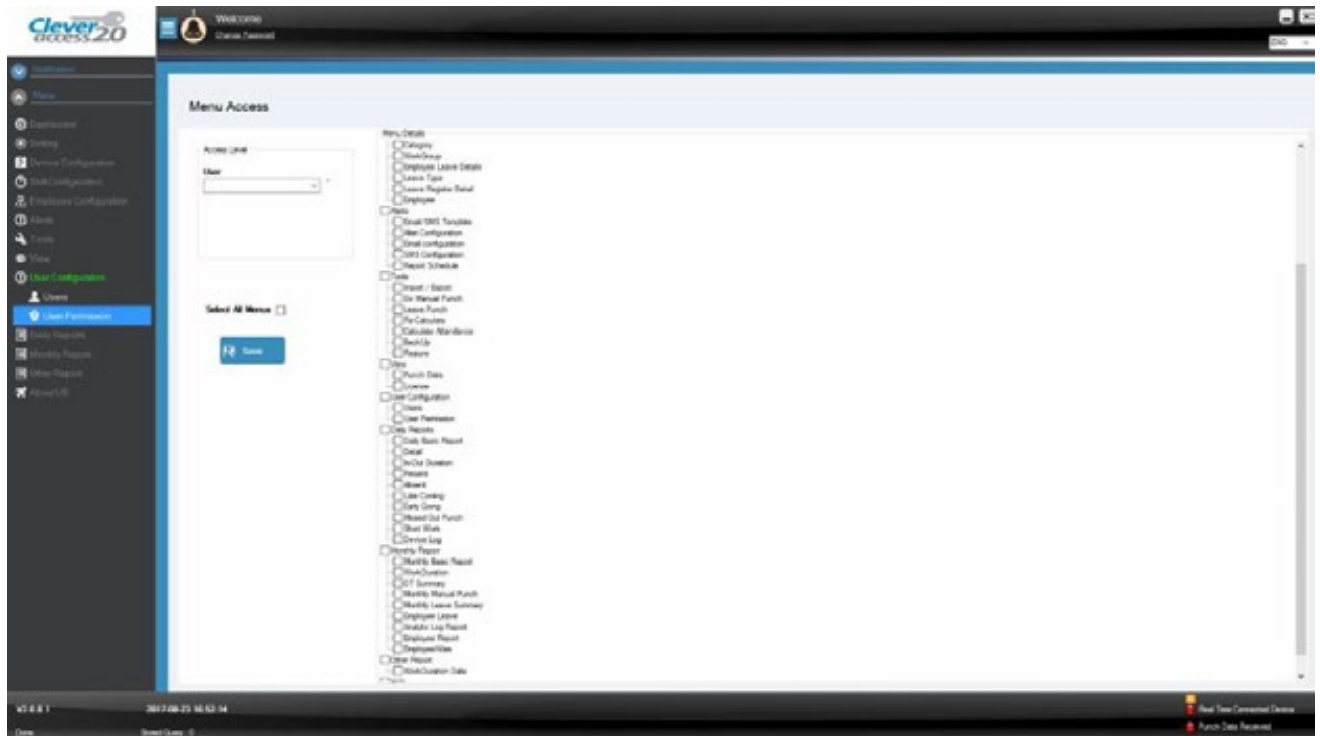
2) Edit or detele the user: To edit or delete the user, first select the user from the list and then click on edit or deletebutton.

3) You can search the user by giving any of information of the user in search user button.

4) show you the details of available users in the system. User information

User Permission:

In permission you can give/define the access rights to user



Daily Reports:

General Information About the report

All Data
 By AttendanceType
 By Branch
 By Workgroup
 Shift

Showing 1 to 19 of 19 rows | ALL Records/Page | Search: EnrolID

EnrolID	employeeName	BranchName	orkGroupNam	Date	ttendanceTyp	InTime	OutTime	ShiftName	OT	Duration	LCDuration	ELDuration
000001	Chetan Tare...	Dena Branch	Workgroup1	16-03-2017	AB	--	--	General	00:00:00	--	00:00:00	00:00:00
000002	Nipa Shah	Dena Branch	Workgroup1	16-03-2017	AB	--	--	General	00:00:00	--	00:00:00	00:00:00
000003	Anahul Aata...	Dena Branch	Workgroup1	16-03-2017	AB	--	--	General	00:00:00	--	00:00:00	00:00:00
000004	Bhashan Me...	Dena Branch	Workgroup1	16-03-2017	P	10:17:37	16:36:03	General	00:00:00	06:18:26	00:00:00	01:23:00
000005	Jignesh Patel	Dena Branch	Workgroup1	16-03-2017	P	10:31:40	19:23:00	General	00:00:00	08:51:20	00:31:00	00:00:00
000006	Mahesh Chilla	Dena Branch	Workgroup1	16-03-2017	P	09:57:40	18:23:54	General	00:00:00	08:26:15	00:00:00	00:00:00
000008	Harshid Jani	Dena Branch	Workgroup1	16-03-2017	P	10:05:18	09:22:41	General	00:00:00	23:13:23	00:00:00	00:27:00
000009	Jayesh Panch...	Dena Branch	Workgroup1	16-03-2017	P	09:39:58	09:23:40	General	00:00:00	23:43:42	00:00:00	00:36:00
000010	Nikunj Dettar...	Dena Branch	Workgroup1	16-03-2017	AB	--	--	General	00:00:00	--	00:00:00	00:00:00
000011	Mehul Pitroda	Dena Branch	Workgroup1	16-03-2017	P	10:05:53	18:25:19	General	00:00:00	08:19:26	00:00:00	00:00:00
000012	Vinod Chaudhar...	Dena Branch	Workgroup1	16-03-2017	P	09:36:47	18:20:04	General	00:00:00	08:46:17	00:00:00	00:00:00
000014	Vishnu Voch...	Dena Branch	Workgroup1	16-03-2017	AB	--	--	General	00:00:00	--	00:00:00	00:00:00
000015	Shefali Hingora	Dena Branch	Workgroup1	16-03-2017	P	09:58:44	18:04:07	General	00:00:00	08:05:23	00:00:00	00:00:00
000016	Darshid Shah	Dena Branch	Workgroup1	16-03-2017	P	10:11:14	17:32:13	General	00:00:00	07:28:59	00:00:00	00:27:00
000017	Pankaj Parmar	Dena Branch	Workgroup1	16-03-2017	P	19:22:19	--	General	00:00:00	--	09:22:00	18:00:00
000025	Housika Patel	Dena Branch	Workgroup1	16-03-2017	P	09:58:11	18:03:24	General	00:00:00	08:05:13	00:00:00	00:00:00

Generate Report: To generate the report select the date click on generate button.



Note: if you get the message “No data found” it means

- 1) You don't have any data on that day
- 2) Or the log are not downloaded from the device
- 3) Or the attendance is not calculated yet

Export Report: You can export the report in excel or PDF format by clicking the button.

If you want to export the report in excel format, click on  button

If you want to generate the report in PDF format, click on  button.

Filter report: You can filter the report in the following manner.

All Data By AttendanceType By Branch By Workgroup Shift

- Branchwise
- Attendance type wise
- Workgroup wise
- Shift wise.

Search or filter the field:

You can search particular employee data by giving the information in the search button, like employee name, employee ID, branch, etc.

Search

Daily Basic Report

Basic Report

Showing 1 to 15 of 15 rows | ALL Records/Page | Search: [] EnrollID

All Data | By Attendance Type | By Branch | By Workgroup | Shift

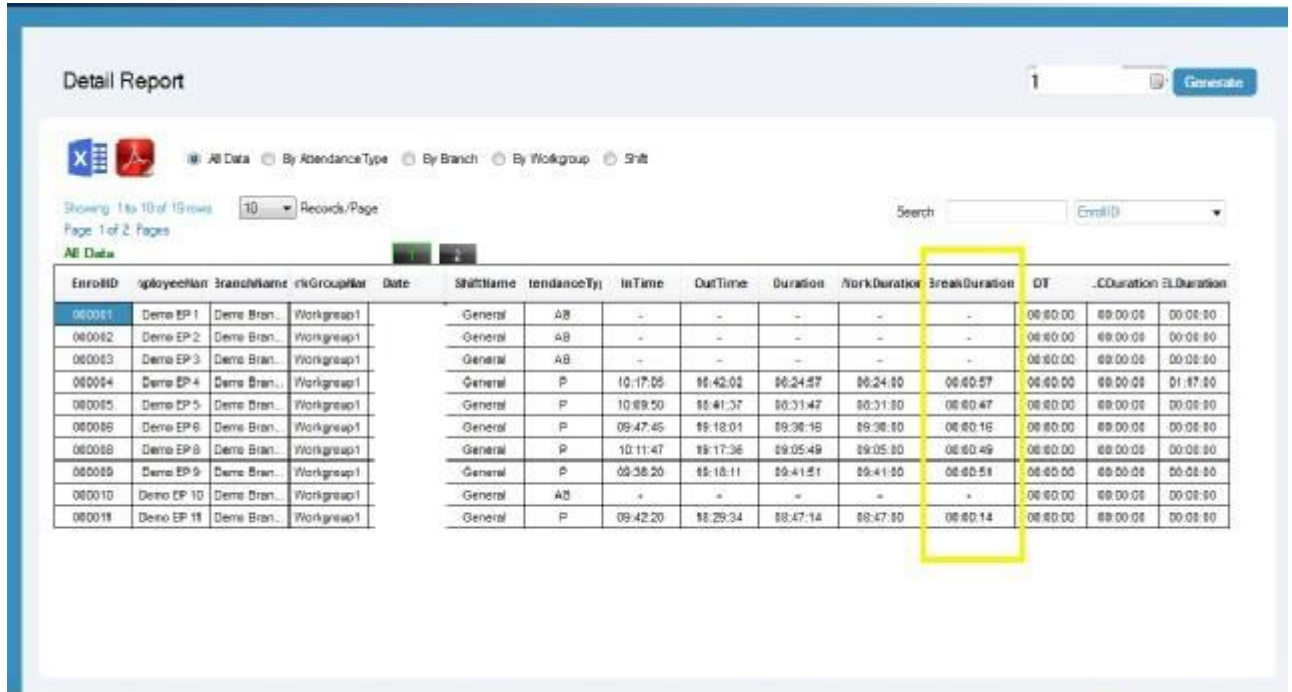
EnrollID	employeeName	BranchName	orkGroupNam	Date	AttendanceTyp	InTime	OutTime	ShiftName	OT	Duration	LCDuration	ELDuration
00001	Demo EP 1	Demo Branch	Workgroup1		AB	-	-	General	00:00:00	-	00:00:00	00:00:00
00002	Demo EP 2	Demo Branch	Workgroup1		AB	-	-	General	00:00:00	-	00:00:00	00:00:00
00003	Demo EP 3	Demo Branch	Workgroup1		AB	-	-	General	00:00:00	-	00:00:00	00:00:00
00004	Demo EP 4	Demo Branch	Workgroup1		P	10:17:53	17:05:12	General	00:00:00	06:47:19	00:00:00	00:54:00
00005	Demo EP 5	Demo Branch	Workgroup1		P	10:04:38	-	General	00:00:00	-	00:00:00	00:00:00
00006	Demo EP 6	Demo Branch	Workgroup1		P	09:45:00	18:19:39	General	00:00:00	08:34:33	00:00:00	00:00:00
00008	Demo EP 8	Demo Branch	Workgroup1		P	10:09:46	18:17:04	General	00:00:00	08:07:18	00:00:00	00:00:00
00009	Demo EP 9	Demo Branch	Workgroup1		P	09:39:46	18:17:07	General	00:00:00	08:37:18	00:00:00	00:00:00
00010	Demo EP 10	Demo Branch	Workgroup1		AD	-	-	General	00:00:00	-	00:00:00	00:00:00
00011	Demo EP 11	Demo Branch	Workgroup1		P	09:50:58	18:26:16	General	00:00:00	08:35:18	00:00:00	00:00:00
00012	Demo EP 12	Demo Branch	Workgroup1		P	09:42:27	18:26:10	General	00:00:00	08:43:43	00:00:00	00:00:00
00014	Demo EP 14	Demo Branch	Workgroup1		AB	-	-	General	00:00:00	-	00:00:00	00:00:00
00015	Demo EP 15	Demo Branch	Workgroup1		AB	-	-	General	00:00:00	-	00:00:00	00:00:00
00016	Demo EP 16	Demo Branch	Workgroup1		P	18:10:58	-	General	00:00:00	-	00:10:00	00:00:00
00017	Demo EP 17	Demo Branch	Workgroup1		P	10:50:13	18:24:19	General	00:00:00	07:25:06	00:59:00	00:00:00
00020	Demo EP 20	Demo Branch	Workgroup1		P	09:58:05	18:00:36	General	00:00:00	08:07:31	00:00:00	00:00:00

In Daily Basic report you will get the below data

- 1) EnrollID:
- 2) Employee Name:
- 3) Branch Name:
- 4) Workgroup name:
- 5) Date:
- 6) Attendance type: whether present or Absent
 - a. **P**: Present
 - b. **AB**: Absent
 - c. **HD**: Halfday
 - d. **WHO**: Work on Holiday
- 7) In time:
- 8) Out Time:
- 9) Shift name:
- 10) OT time: If applicable or if done OT
- 11) Duration: Total working duration
- 12) LC: Late come duration if late comes
- 13) EL: Early leave duration of leave early.

Details report:

In this report you will get additional Break duration information



Detail Report

Showing 1 to 10 of 19 rows | 10 Records/Page | Search | EnrollID

All Data | By AttendanceType | By Branch | By Workgroup | Shift

EnrollID	EmployeeName	BranchName	Workgroup	Date	ShiftName	AttendanceType	InTime	OutTime	Duration	WorkDuration	BreakDuration	OT	.CDuration	E.Duration
060001	Demo EP 1	Demo Bran..	Workgroup1		General	AB	-	-	-	-	-	06:00:00	06:00:00	00:00:00
060002	Demo EP 2	Demo Bran..	Workgroup1		General	AB	-	-	-	-	-	06:00:00	06:00:00	00:00:00
060003	Demo EP 3	Demo Bran..	Workgroup1		General	AB	-	-	-	-	-	06:00:00	06:00:00	00:00:00
060004	Demo EP 4	Demo Bran..	Workgroup1		General	P	10:17:05	06:42:02	06:24:57	06:24:00	06:00:57	06:00:00	06:00:00	01:17:00
060005	Demo EP 5	Demo Bran..	Workgroup1		General	P	10:09:50	06:41:37	06:31:47	06:31:00	06:00:47	06:00:00	06:00:00	00:00:00
060006	Demo EP 6	Demo Bran..	Workgroup1		General	P	09:47:45	06:18:01	06:30:16	06:30:00	06:00:16	06:00:00	06:00:00	00:00:00
060008	Demo EP 8	Demo Bran..	Workgroup1		General	P	10:11:47	06:17:36	06:05:49	06:05:00	06:00:49	06:00:00	06:00:00	00:00:00
060009	Demo EP 9	Demo Bran..	Workgroup1		General	P	09:38:20	06:18:11	06:41:51	06:41:00	06:00:51	06:00:00	06:00:00	00:00:00
060010	Demo EP 10	Demo Bran..	Workgroup1		General	AB	-	-	-	-	-	06:00:00	06:00:00	00:00:00
060011	Demo EP 11	Demo Bran..	Workgroup1		General	P	09:42:20	06:29:34	06:47:14	06:47:00	06:00:14	06:00:00	06:00:00	00:00:00

In-Out Report

In this report you can get in employee In and out punch. To generate the report.



Click on button, The below window will appear.



Filter

Door: MainDoor

From: 24-Mar-2017 00:00:0

To: 24-Mar-2017 23:59:5

Employee: Select

Minimum In Duration: 0 Min.

Save Cancel

Select the door for which you want to generate the report.

Select the from date

Select the to date

Select Employee (Optional if you want to generate the report of particular employee).

If you want to generate the report for all employee do not select anything.

Select Min duration: Optional

Click on save button.

Then click on generate button.

Date	EnrollID	EmployeeName	DayIn	DayOut	TotalDuration	WorkDuration	BreakDuration	InTime	OutTime	InDuration
2017-03-21	000011	Demo EP 11	09:50:50	18:26:16	08:35:18	06:35:09	00:40:18	09:50:50	18:26:16	08:35:00
	000012	Demo EP 12	09:42:27	18:26:10	08:43:43	06:43:09	00:40:43	09:42:27	18:26:10	08:43:00
	000016	Demo EP 16	18:10:58					18:10:58		
	000017	Demo EP 17	18:59:13	18:24:19	07:26:06	07:26:09	00:40:06	10:59:13	18:24:19	07:26:00
	000025	Demo EP 25	09:50:05	18:06:36	08:07:31	08:07:08	00:40:31	09:50:05	18:06:36	08:07:00
	000004	Demo EP 4	18:17:53	17:05:12	06:47:19	06:47:08	00:40:19	10:17:53	17:05:12	06:47:00
	000005	Demo EP 5	18:04:31					18:04:31		
	000006	Demo EP 6	09:45:06	18:19:39	08:34:33	08:34:09	00:40:33	09:45:06	18:19:39	08:34:00
	000008	Demo EP 8	18:09:46	19:17:64	09:07:18	09:07:09	00:40:18	18:09:46	19:17:04	09:07:00
	000009	Demo EP 9	09:36:46	19:17:67	09:37:16	09:37:09	00:40:16	09:36:46	19:17:07	09:37:00

- 1) Date
- 2) Enroll ID:
- 3) Employee name:
- 4) Day In: First punch of the day
- 5) Day Out: out punch
- 6) Work Duration: total work duration for day
- 7) Break Duration: total break duration for day
- 8) In Time: First In punch of the day
- 9) Out Time: Last out punch of the day
- 10) In Duration: Total how many time spend inside the office or factory.

Note: To generate the accurate report it's suggested to use the separate device for in and out. And ask employee to don't miss the punches.

Present

List of present employee.

Abset

List of absent employee

Late coming

List of late coming employee with late come (LC) duration for particular day.

EnrollID	EmployeeName	BranchName	WorkGroupname	Date	InTime	OutTime	LC Duration	AttendanceType	ShiftName
060016	Demo EP 16	Demo Branch	Workgroup1		18:10:58	-	00:18:00	P	General
060017	Demo EP 17	Demo Branch	Workgroup1		18:59:13	18:24:19	00:29:00	P	General

Early going

List of the employee leave early with early leave (EL) Duration for the day.

EnrollID	EmployeeName	ShiftName	BranchName	WorkGroupname	Date	InTime	OutTime	EL Duration	AttendanceType
000094	Demo EP 4	General	Demo Branch	Workgroup1		10:09:44	14:45:16	03:14:00	P

Missed out Punch

List of the employee who missed to mark the out punch for the particular day.

EnrollID	EmployeeName	BranchName	WorkGroupname	Date	InTime	OutTime	ShiftName	AttendanceType
060006	Demo EP 6	Demo Branch	Workgroup1		11:24:33	-	General	P
060009	Demo EP 9	Demo Branch	Workgroup1		16:49:25	-	General	P

Short work

List of the employee who worked for short time compare to its desire time.

Ex. Total working duration of employee is 8hrs and h work for 7 hrs only. so his name will reflect in this list.

EnrollID	EmployeeName	BranchName	WorkGroupName	Date	InTime	OutTime	ShiftName	AttendanceType	LDuration	EDuration
000004	Demo EP 4	Demo Branch	Workgroup1	14-03-2017	10:17:05	16:42:02	General	P	08:00:00	01:17:06
000015	Demo EP 15	Demo Branch	Workgroup1	14-03-2017	17:55:45	-	General	P	07:56:00	18:00:00
000017	Demo EP 17	Demo Branch	Workgroup1	14-03-2017	11:13:17	19:16:55	General	P	01:13:00	00:00:00

Device log

In this report you can check the device log information (Punch received from device).

DeviceName	DoorName	EnrollID	EmployeeName	PunchType	Date	Time	DIRECTION
Device 1	MainDoor	000004	Demo EP 4	FP		10:56:44	IN_OUT
Device 1	MainDoor	000004	Demo EP 4	FP		13:50:07	IN_OUT
Device 1	MainDoor	000004	Demo EP 4	FP		14:45:18	IN_OUT
Device 1	MainDoor	000004	Demo EP 4	FP		18:19:40	IN_OUT
Device 1	MainDoor	000005	Demo EP 5	FP		11:24:33	IN_OUT
Device 1	MainDoor	000006	Demo EP 6	FP		10:16:12	IN_OUT
Device 1	MainDoor	000008	Demo EP 8	FP		16:48:13	IN_OUT
Device 1	MainDoor	000009	Demo EP 9	FP		09:29:48	IN_OUT
Device 1	MainDoor	000009	Demo EP 9	FP		18:49:25	IN_OUT
Device 1	MainDoor	000011	Demo EP 11	Face		09:49:45	IN_OUT

- 1) Device name
- 2) Door name: Where device is installed
- 3) EnrollID:
- 4) Name:
- 5) Punch Type: mark punch by card , or FP (Finger Print) or Face
- 6) Date
- 7) Time: Punch time
- 8) Direction: Direction set in device.


Monthly Report

General Information: You can generate the report for particular month. To generate the report

Select the month and click on generate report.



Export Report: You can export the report in excel or PDF format by clicking the button.

If you want to export the report in excel format, click on  button.

If you want to generate the report in PDF format, click on  button.

Filter report: You can filter the report in the following manner.

All Data By AttendanceType By Branch By Workgroup Shift

- Branchwise
- Attendance type wise
- Workgroup wise
- Shift wise.

Search or filter the field:

You can search particular employee data by giving the information in the search button, like employee name, employee ID, branch, etc.

Search

Monthly Basic Report

In this report, you can get the below information. You will get the information date wise.

Basic Report 2017-03

All Data
 By Branch
 By Workgroup
 Shift
 Deactive

Showing 1 to 15 of 15 rows Records/Page Search SRNO

All Data

SRNO	YearMonth	EnrollID	Employee Name	Workgroup Name	Branch Name	Shift Name	D1	D2	D3
1	2017-03	1	Demo EP 1	Workgroup 1	Demo Branch	General	AB	AB	AB
2	2017-03	2	Demo EP 2	Workgroup 1	Demo Branch	General	AB	AB	AB
3	2017-03	5	Demo EP 3	Workgroup 1	Demo Branch	General	AB	AB	AB
4	2017-03	4	Demo EP 4	Workgroup 1	Demo Branch	General	AB	PLC,EL	PEL
5	2017-03	5	Demo EP 5	Workgroup 1	Demo Branch	General	P	PLC,EL	AB
6	2017-03	6	Demo EP 6	Workgroup 1	Demo Branch	General	P	PLC	PLC
7	2017-03	8	Demo EP 7	Workgroup 1	Demo Branch	General	PLC,EL	P	PLC
8	2017-03	9	Demo EP 8	Workgroup 1	Demo Branch	General	P	P	P
9	2017-03	10	Demo EP 10	Workgroup 1	Demo Branch	General	AB	AB	AB
10	2017-03	11	Demo EP 11	Workgroup 1	Demo Branch	General	P	P	P
11	2017-03	12	Demo EP 12	Workgroup 1	Demo Branch	General	AB	P	P

- 1) Year and month:
- 2) Enrol ID:
- 3) Employee name:
- 4) Workgroupname:
- 5) Branch name:
- 6) Shift name:
- 7) D1 to D30: date wise information
 - P: present
 - AB: Absent
 - P, LC: present but late come
 - P, EL : present but early leave.
 - P, HD: present but for Half day.
 - WH: Work on holiday.

Showing 1 to 15 of 15 rows Records/Page Search SRNO

All Data

S	D29	D30	D31	Total Days	WeekOFF Holidays	Working Days	Present Days	Total Absent	LateComing	LCDuration	EarlyLeave	ELDduration	OT
-	-	-	-	31	3	28	8	21	8	08:08:00	8	06:06:06	90:90:90
-	-	-	-	31	3	28	8	21	8	08:08:00	8	06:06:06	90:90:90
-	-	-	-	31	3	28	8	21	8	08:08:00	8	06:06:06	90:90:90
-	-	-	-	31	3	28	16	5	7	08:48:00	13	54:14:06	90:90:90
-	-	-	-	31	3	28	14	7	7	21:06:00	8	144:90:90	90:90:90
=	=	=	=	31	3	28	18	3	5	09:48:00	1	18:06:06	90:90:90
=	=	=	=	31	3	28	18	3	7	13:58:00	3	44:57:06	90:90:90
=	=	=	=	31	3	28	19	2	2	18:28:00	4	53:06:06	90:90:90
=	=	=	=	31	3	28	8	21	8	08:08:00	8	06:06:06	90:90:90
-	-	-	-	31	3	28	18	2	8	08:08:00	1	18:06:06	90:90:90
-	-	-	-	31	3	28	18	3	7	04:79:00	8	06:06:06	90:90:90

- 8) Total days: Total days in month.
- 9) Weekoff/holidays: Total week of or holidays in a month
- 10) Working Days : Total working days in month by deduction weekoff and holidays
- 11) Present Days : Total present days of employee in a month
- 12) Absent Days : Total absent days of employee in a month
- 13) Late Coming : Total late coming count in month
- 14) LC : Total late come duration in month
- 15) Early leave: Total early leave count in month
- 16) EL Duration: Total early leave duration in month
- 17) OT: Total Overtime duration in month.

Work Duration Monthly:

In this report you will get an additional information of

- Total Present Days
- Total Absent Days

The screenshot shows the 'Work Duration Report' interface. At the top, there are filters for 'All Data', 'By Branch', 'By Workgroup', 'Shift', and 'Deactive'. Below the filters, it indicates 'Showing 1 to 10 of 10 rows' and 'Page 1 of 2 Pages'. The main table has the following columns: #, Week/Off Holidays, Working Days, Present Days, Total Absent, Late Coming, LCDuration, EarlyLeave, ELDuration, TotalDuration, and OT. The 'Present Days' and 'Total Absent' columns are highlighted with yellow boxes.

#	Week/Off Holidays	Working Days	Present Days	Total Absent	Late Coming	LCDuration	EarlyLeave	ELDuration	TotalDuration	OT
1	4	24	0	24	0	08:30:00	0	08:00:00	80:08:50	00:00:00
2	4	24	0	24	0	08:30:00	0	08:00:00	80:08:50	00:00:00
3	4	24	0	24	0	08:30:00	0	08:00:00	80:08:50	00:00:00
4	4	24	18	6	13	18:18:00	15	41:12:00	82:48:30	00:00:00
5	4	24	18	6	9	13:21:00	5	99:00:00	91:08:20	00:00:00
6	4	24	15	9	6	12:16:00	5	38:35:00	102:30:40	00:00:00
7	4	24	21	3	9	04:11:30	1	18:00:00	162:34:34	00:00:00
8	4	24	18	6	0	08:30:00	1	18:00:00	132:41:51	00:00:00
9	4	24	0	24	0	08:30:00	0	08:00:00	80:08:50	00:00:00
10	4	24	25	4	4	22:14:00	6	98:57:00	144:43:04	00:00:00

OT Details Monthly:

In this report you can get the day wise OT details and total OT details for a month.

The screenshot shows the 'OT Summary Report' interface for the month of 2017-02. It includes filters for 'All Data', 'By Branch', 'By Workgroup', 'Shift', and 'Deactive'. The main table displays OT details for various employees across different workgroups and branches, categorized by shift name and date (D1 to D6).

Employee Name	WorkGroup Name	Branch Name	Shift Name	D1	D2	D3	D4	D5	D6
Demo EP 5	Workgroup1	Demo Branch	General	-	-	08:00:00	00:00:00	-	00:22:00
Demo EP 6	Workgroup1	Demo Branch	General	01:03:00	01:05:00	-	00:00:00	-	00:00:00
Demo EP 8	Workgroup1	Demo Branch	General	08:58:00	-	06:00:00	00:16:00	-	00:16:00
Demo EP 9	Workgroup1	Demo Branch	General	01:23:00	01:35:00	-	-	-	-
Demo EP 10	Workgroup1	Demo Branch	-	-	-	-	-	-	-
Demo EP 11	Workgroup1	Demo Branch	General	08:57:00	01:41:00	06:37:00	00:16:00	-	00:00:00
Demo EP 12	Workgroup1	Demo Branch	General	01:07:00	05:48:00	06:28:00	00:19:00	-	00:00:00
Demo EP 14	Workgroup1	Demo Branch	-	-	-	-	-	-	-
Demo EP 15	Workgroup1	Demo Branch	General	09:00:00	08:00:00	06:00:00	00:00:00	-	00:00:00
Demo EP 16	Workgroup1	Demo Branch	General	08:00:00	08:00:00	06:00:00	00:00:00	-	00:00:00
Demo EP 17	Workgroup1	Demo Branch	General	08:10:00	08:34:00	06:00:00	00:00:00	-	00:00:00

- 1) D1 to D30: date wise OT details (Above Image).
- 2) OT: Total Monthly OT time (below Image).

OT Summary Report Generate

All Data
 By Branch
 By Workgroup
 Shift
 Deactive

Showing 1 to 19 of 19 rows ALL Records/Page Search SRNO

All Data

WeekOff Holidays	Working Days	Present Days	Total Absent	LateComing	LCDuration	EarlyLeave	ELDURATION	TotalDuration	OT
0	0	0	0	0	-	0	-	-	04:28:00
0	0	0	0	0	-	0	-	-	04:16:00
0	0	0	0	0	-	0	-	-	03:50:00
0	0	0	0	0	-	0	-	-	12:34:00
0	0	0	0	0	-	0	-	-	-
0	0	0	0	0	-	0	-	-	24:37:00
0	0	0	0	0	-	0	-	-	24:07:00
0	0	0	0	0	-	0	-	-	-
0	0	0	0	0	-	0	-	-	00:27:00
0	0	0	0	0	-	0	-	-	00:40:00
0	0	0	0	0	-	0	-	-	00:44:00

Monthly Manual Punch:

Manul Punch report monthly.

Employee Report:

You will get the complete information of employee with its status.

Employee Report

All Data
 By Branch
 By Workgroup
 Deactive

Showing 1 to 10 of 19 rows 10 Records/Page Search EnrollID

All Data

EnrollID	EmployeeName	CreateDate	DeactiveDate	IsActive	BranchName	WorkGroupname
00001	Demo EP 1	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1
00002	Demo EP 2	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1
00003	Demo EP 3	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1
00004	Demo EP 4	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1
00005	Demo EP 5	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1
00006	Demo EP 6	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1
00008	Demo EP 8	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1
00009	Demo EP 9	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1
00010	Demo EP 10	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1
00011	Demo EP 11	22-Mar-2017		<input checked="" type="checkbox"/>	Demo Branch	Workgroup1

- 1) EnrollID:
- 2) Employee Name
- 3) Creation Date: Employee creation date

- 4) Deactive: Deactive date in case of employee is deactivated
- 5) Is active: Active status of employee
- 6) Branch
- 7) Workgroup

Employ wise report:

This report will give the complete details for a month for selected employee.

To generate the report:

- Select the month
- Select the employee

1	1	Demo EP 1	FRRF		Demo Company	Demo Branch	Workgroup1	General		Category1
2	2	Demo EP 2	FRRF		Demo Company	Demo Branch	Workgroup1	General		Category1
3	3	Demo EP 3	FRRF		Demo Company	Demo Branch	Workgroup1	General		Category1
4	4	Demo EP 4	FRRF		Demo Company	Demo Branch	Workgroup1	General		Category1
5	5	Demo EP 5	FRRF		Demo Company	Demo Branch	Workgroup1	General		Category1
6	6	Demo EP 6	FRRF		Demo Company	Demo Branch	Workgroup1	General		Category1



Click on PDF button

D	WD	P	AB	LC	LCD	EL	ELD	WO	H	L	OTD	WHR
28	24	15	9	6	12:56:00	5	38:35:00	4	0	0	04:16:00	102:08:40

D	WD	P	AB	LC	LCD	EL	ELD	WO	H	L	OTD	WHR
28	24	15	9	6	12:56:00	5	38:35:00	4	0	0	04:16:00	102:08:40

- 1) D: total days in month
- 2) Total working days in a month
- 3) P: total present days in a month
- 4) AB: total Absent days in a month
- 5) LC: total late coming count in a month
- 6) LCD: Total late come duration in a month
- 7) EL: Total early leave count in a month

- 8) ELD: Total early leave duration in a month
- 9) WO: Week of in a month
- 10) H: Holidays in a month
- 11) L: Leaves in a month
- 12) OTD: Over time (OT) duration in a month
- 13) WHR: working hours in a month.

Date	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Status	P	P	AB	P	WO	P	P	P	P	P	AB	WO	P	P	P	P	P	AB	WO	AB	AB	AB	AB	AB	AB	WO	P	P	-	-	-	
Shift	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	Gene	-	-	
In	09:49	10:21	--	10:41	--	11:10	10:03	13:48	10:01	10:09	--	--	11:12	09:53	10:06	09:54	09:46	--	--	--	--	--	--	--	--	--	11:24	09:46	--	--	--	
Out	18:52	19:16	--	16:49	--	18:02	18:30	--	--	18:24	--	--	18:20	17:11	18:09	18:14	17:22	--	--	--	--	--	--	--	--	--	18:10	18:53	--	--	--	
Total OT	01:03	01:05	00:00	00:00	00:00	00:00	00:27	00:00	00:00	00:15	00:00	00:00	00:00	00:00	00:00	00:19	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	01:07	--	--	--	
Late By	00:00	00:21	00:00	00:41	00:00	01:10	00:00	00:00	00:00	00:00	00:00	00:00	01:12	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	01:24	00:00	--	--	--	
Early By	00:00	00:00	00:00	01:10	00:00	00:00	00:00	13:00	13:00	00:00	00:00	00:00	00:00	00:43	00:00	00:00	00:37	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Duration	09:03	09:05	00:00	06:07	00:00	06:51	08:27	00:00	00:00	08:15	00:00	00:00	07:07	07:17	08:03	08:19	07:35	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	06:46	09:07	--	--	--

- 1) Date: Date information
- 2) Status:
 - a. P: Present
 - b. AB: Absent
 - c. WO: Weekoff
- 3) Shift :
- 4) In: intime
- 5) Out: out time
- 6) Total OT: OT time for that particular day
- 7) Late by: Late coming minute for that particular day
- 8) Early by: Early leave time for that particular day
- 9) Duration: Working duration for that particular day