

Attendance Management Software User Manual

About this Manual:

This manual provides software operation instruction, eg install and uninstall program, collect data, assign shift and output report etc.

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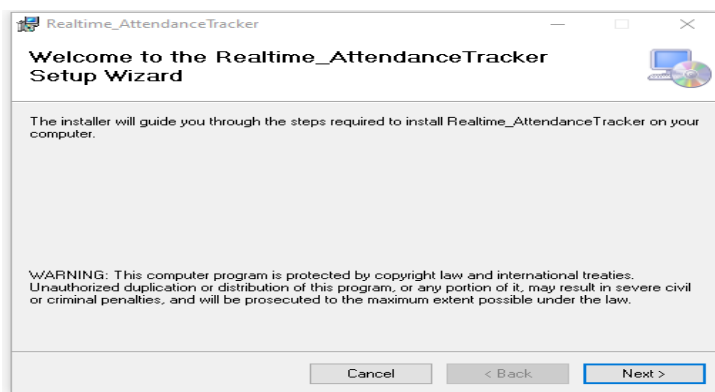
LESSON 8

Troubleshooting

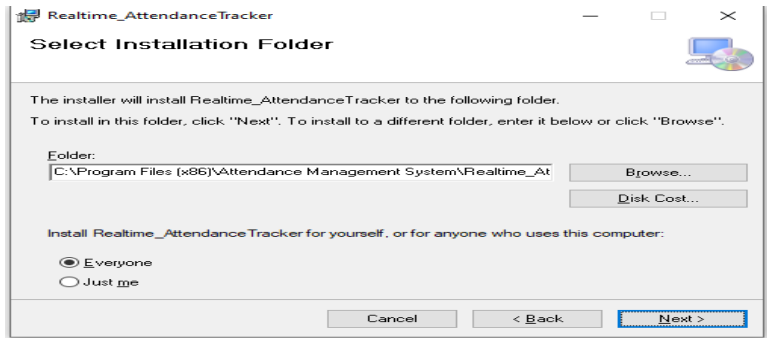
LESSON 1

Install the Attendance Software

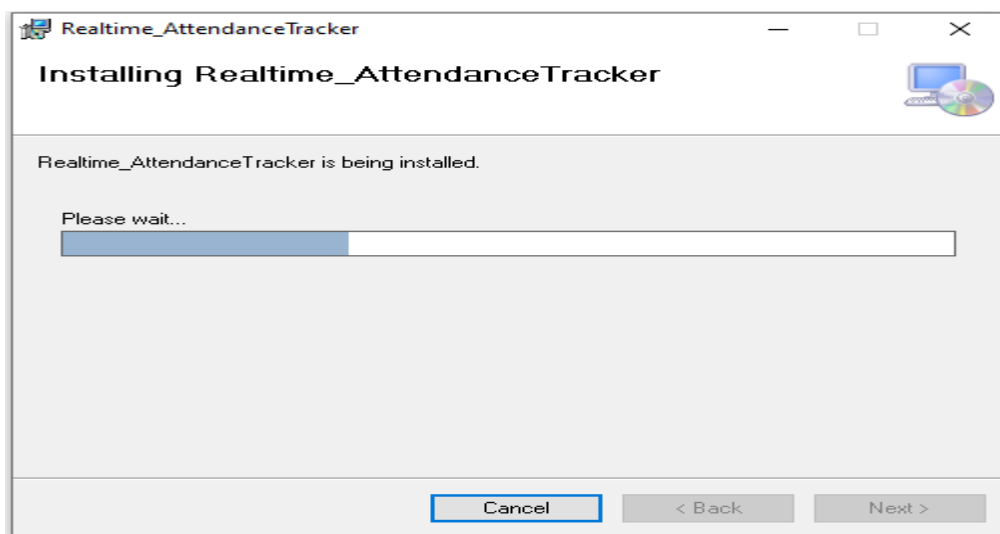
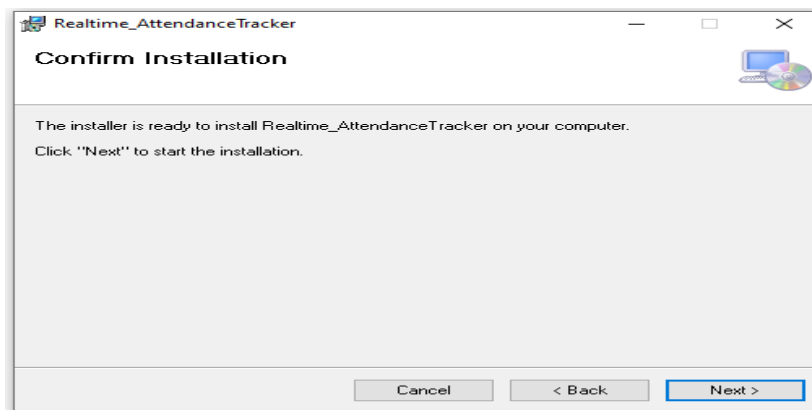
Open The Software file run the Setup file run the Setup File .
After run the Setup file Click on the **NEXT Button**.

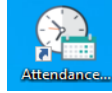


The install interface is used in installing catalog of definition attendance management you can choose default software paths can also choose or create another software location path. Confirm, Click (**Next**) display interface appear following:



Enter this window it is show that you already finish all setup of installing program if you want to modify the setup click (**Back**); otherwise click on the (**Install**) button the installing program will copy file to hard disks and write relate information after finish installing process, click(**Finish**), the installing process is over.





The shortcut will appear on the windows, only click this icon on the windows to enter software.

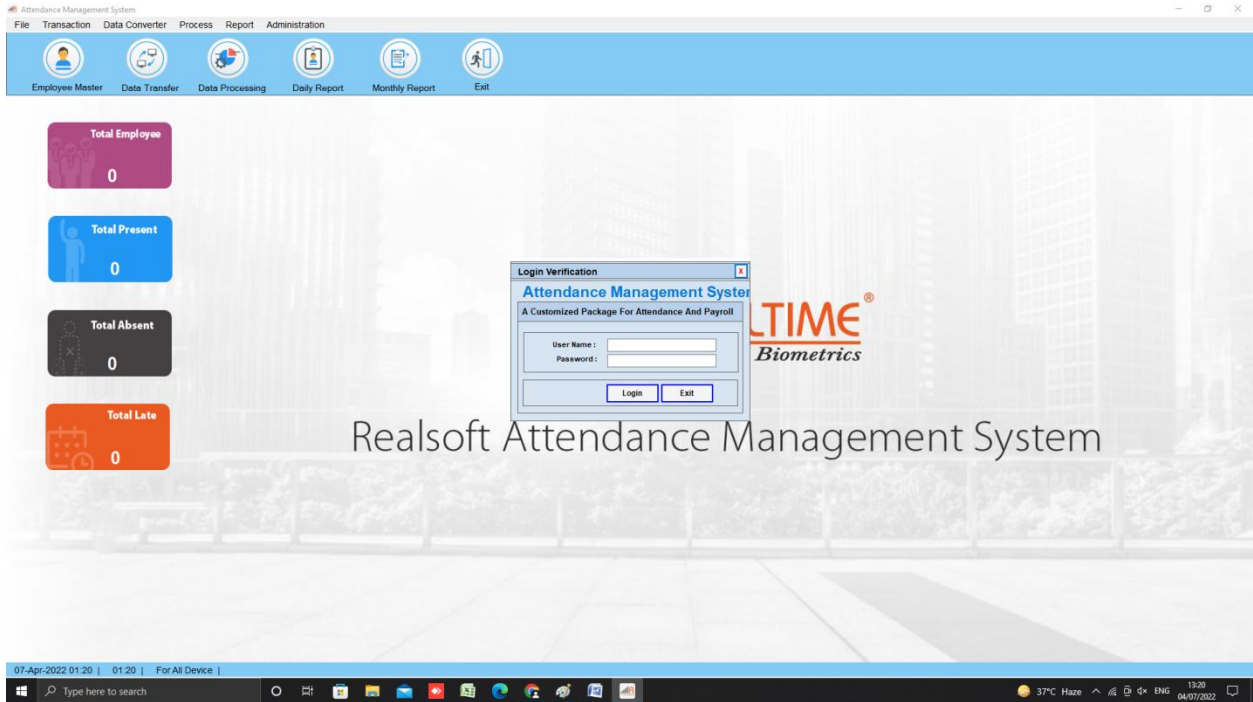
Work flow of the software

1. Downloads user's fingerprint or the card which have been enrolled in the Device to software (Connection Device -Downloads personnel data from Device)
2. Upload staff's name and other materials which have been modify in Device in the Employee maintained (Connection Device –Upload personnel information to Device)
3. Assign Employee to department (enter Department management)
4. Setup Shift Schedule and Time Period(enter Shift and Time Policymaintenance)
5. Setup Shift Schedule (enter Shift Master)
6. Assign the staff Schedule (enter Employee Master)
7. Download attendance data to software in (connection Device – download record data from Device)
8. Examine Attendance report form (enter Attendance report form)

LESSON 2

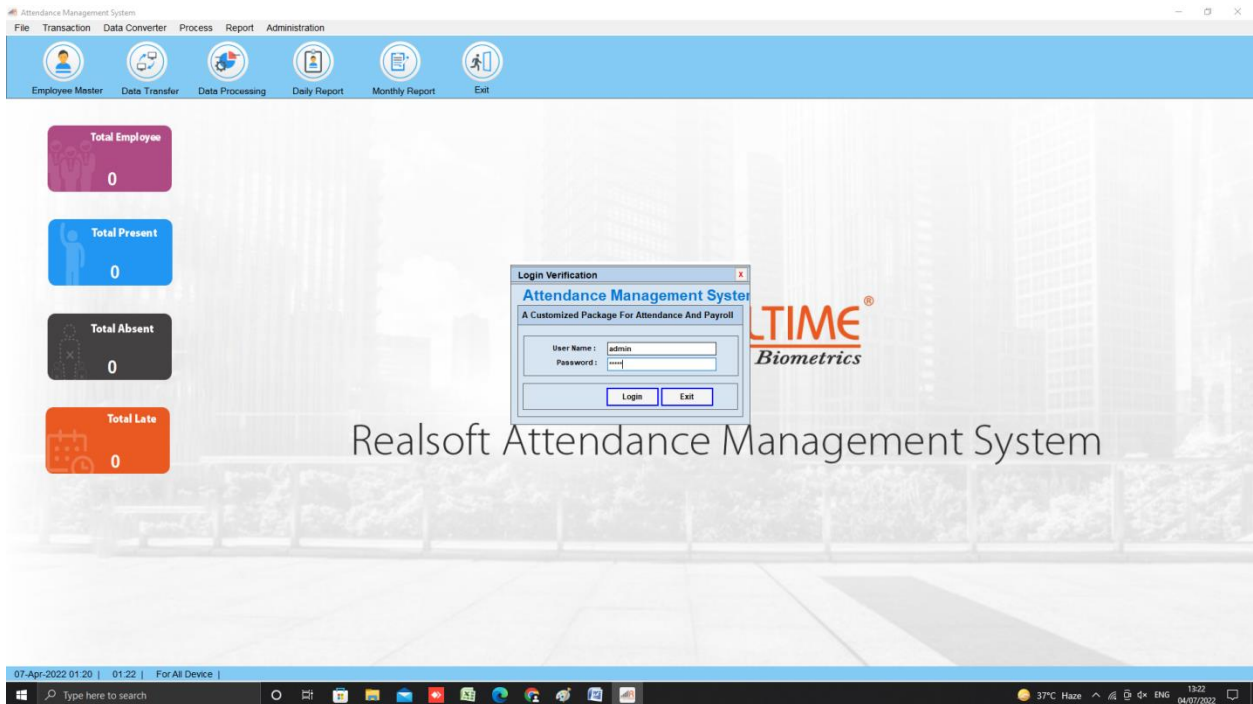
It's Software Interface

Here we can choose the Software language as per our need.



1. Software Default user Name : admin

2. Software Default User Password: admin



3. After putting the User Name and Password Click on the Login Button.

LESSON 3

First Click on file

1 .Parameter setting

2. Machine setup

3. Company

4. Branch

5. Department

6. Designation

7. Shift

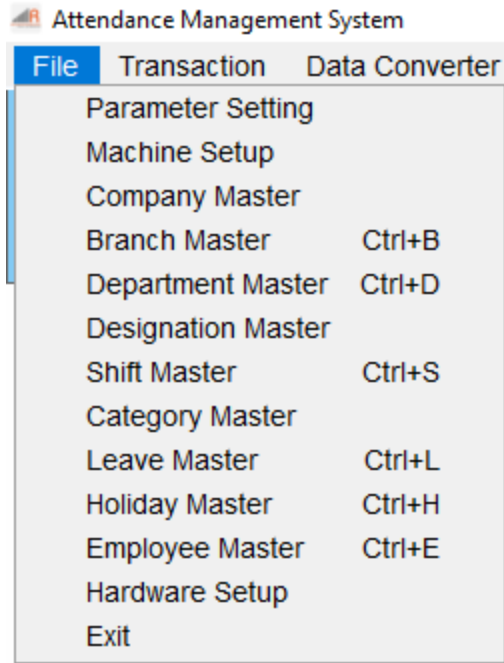
8. Category

9. Leave Master

10. Holiday Master

11. Employee

12. Hardware setup



1. Company

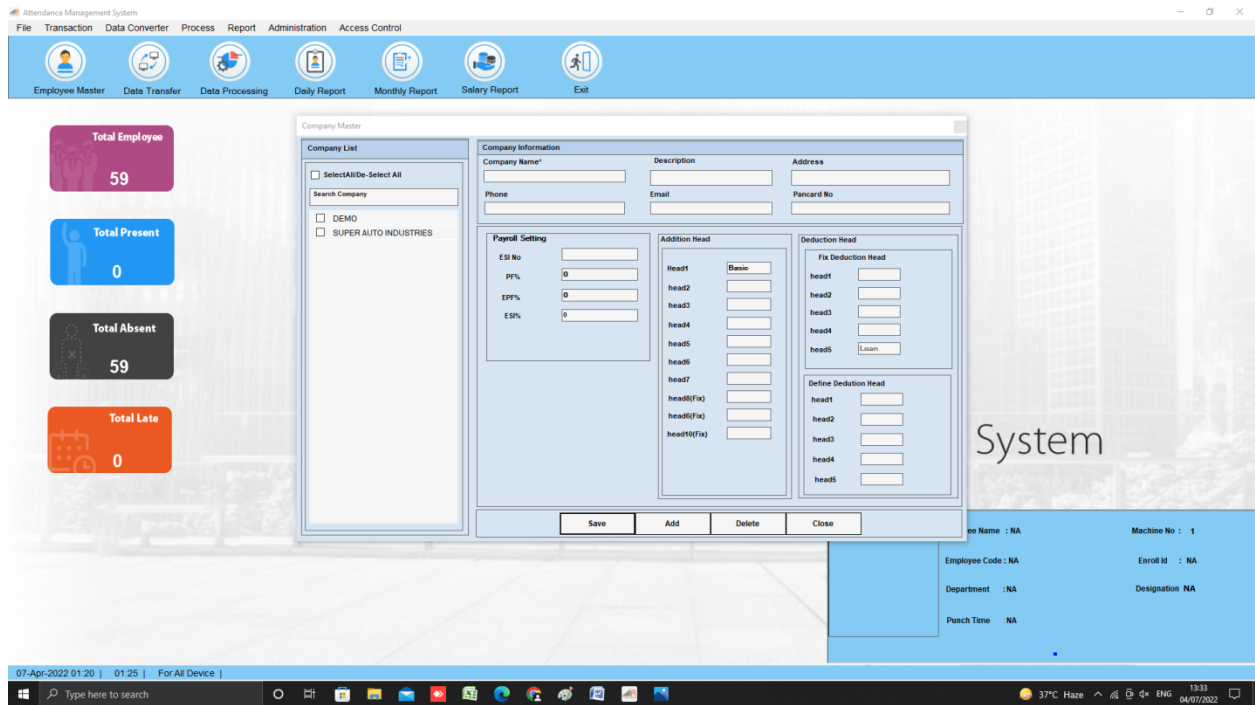
Click on Add Put the Company Details then for saving The Details click On save Button

For Edit any Data select The Company Edit the Details

In the Company Menu we can add/ Edit the Company Details like Company Name, Company Mail Id, Company Address, and Contact Number.

Also add the Company Salary Heads (like Basic Salary, HRA, DA, PF, EPF, Other Deduction Heads Etc.)

We can add the Multiple Company in the Same Software and Mange.



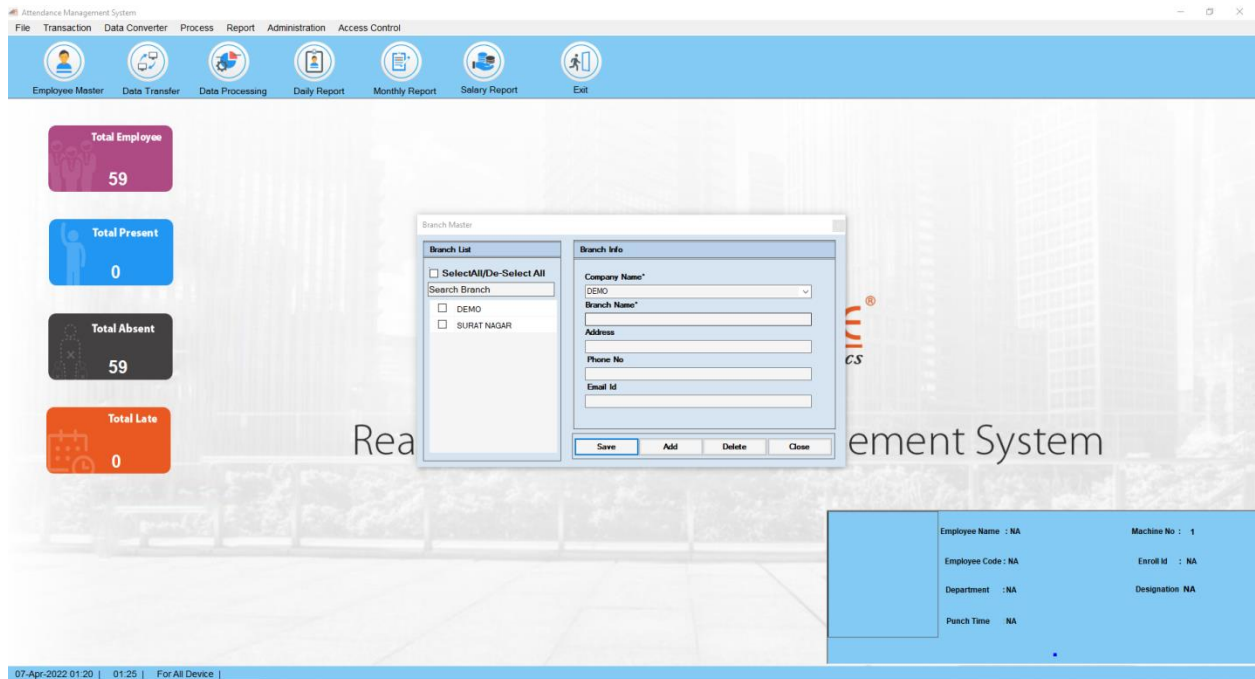
2. Branch

Click On Add Put the Branch Details Then for saving The Details click On save Button

For Edit any Data select The Branch Edit the Details.

In the Branch Menu we can add/ Edit the Branch Details like Select Company Name, Then Enter the Branch Name, Address, and Contact Number.

Mostly Branch Used for In the One Company has Lots Of branch. So that for Identify of the Employee Data we can used the Branch Option.



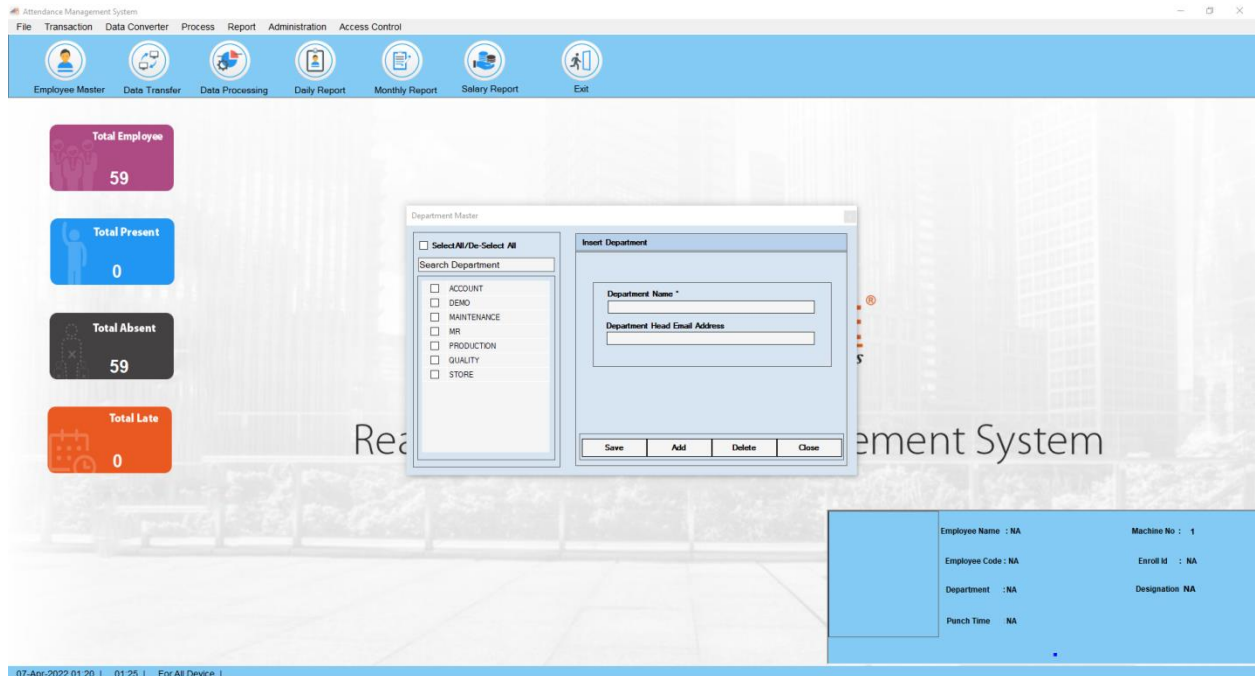
3. Department

Click On Add Put the Department Details Then for saving The Details click On save Button

For Edit any Data select The Department Edit the Details

This module provide with convenient to manage each department, mainly add, cancel department

Click On add Button Put the Department Name And Department Mail Id



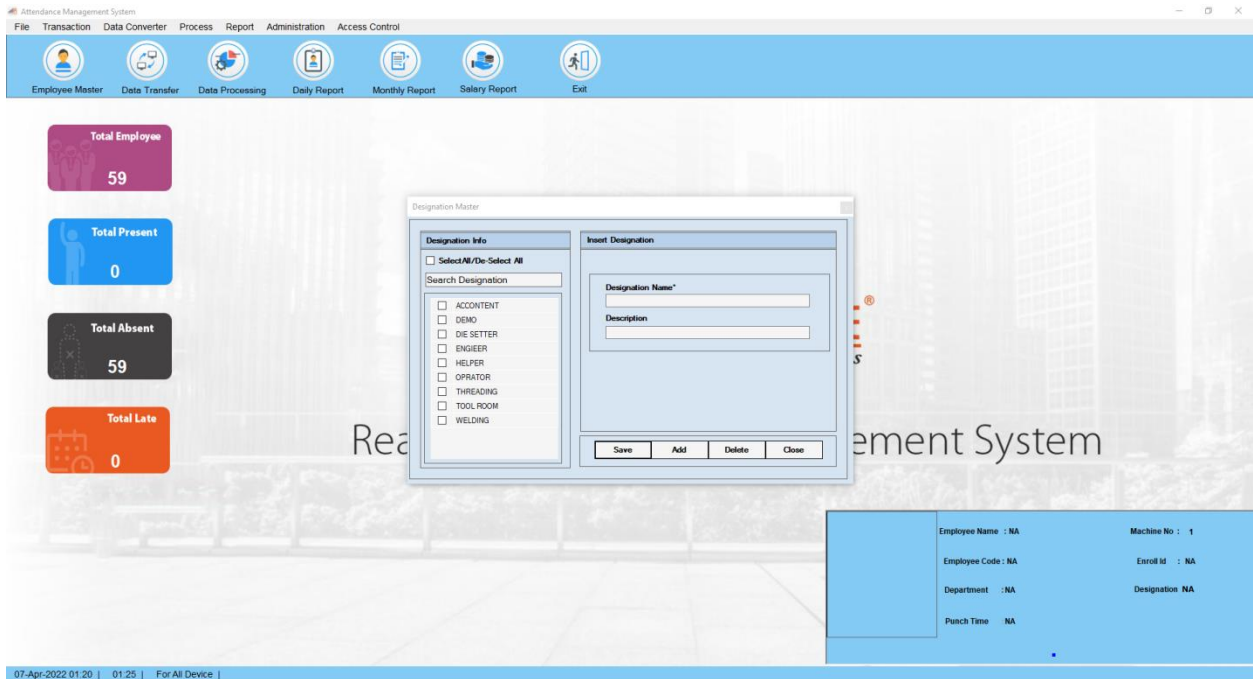
4. Designation

Click On Add Put the Designation Details Then for saving The Details click On save Button

For Edit any Data select The Designation Edit the Details

This module provide with convenient to manage each Designation, mainly add, cancel Designation

Click On add Button Put the Designation Name And Designation Details

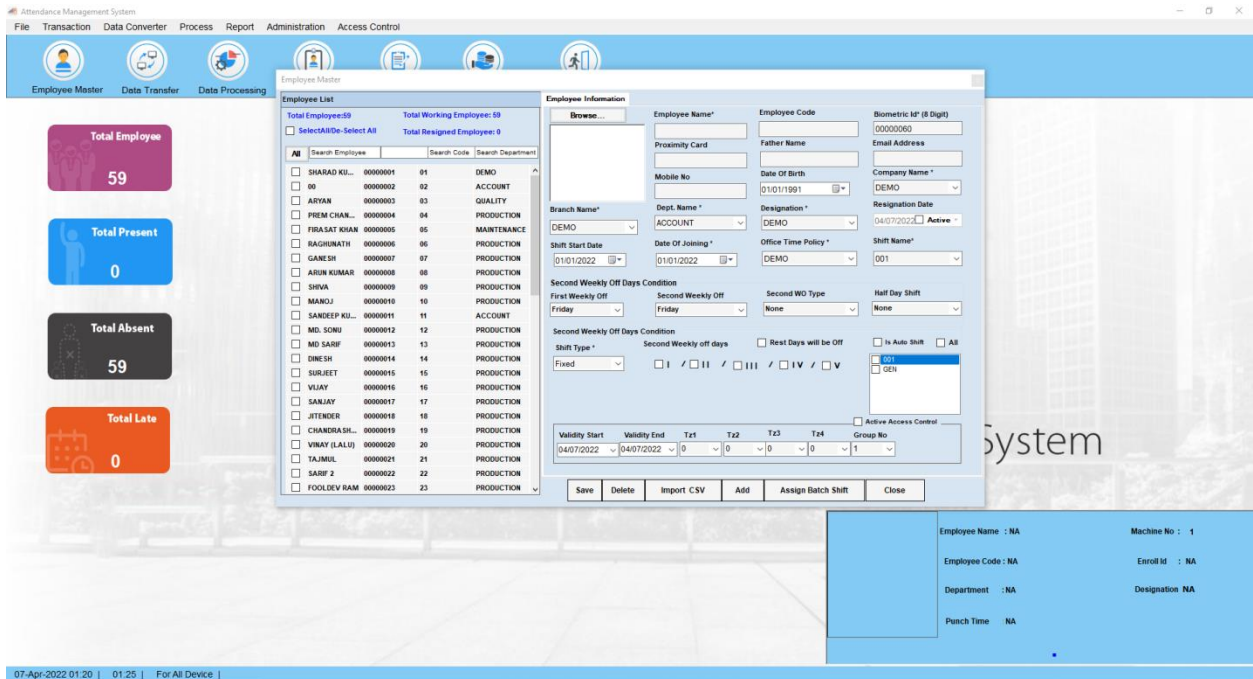


5. Employee

Click on Add Put the Employee Details Then for saving The Details click On save Button

Here put the Name And Emp code Card No: (Its ID generated by the Device Enrollment Number),Email id Proximity Card (This is RF Id card) Email Id , Mobile ID , select The Company Name (By Drop Down Menu), Branch ,Department, Designation, Put the Shift Start ,date Of joining .and Select the Shift ,office time Policy after put the details click on save Button .

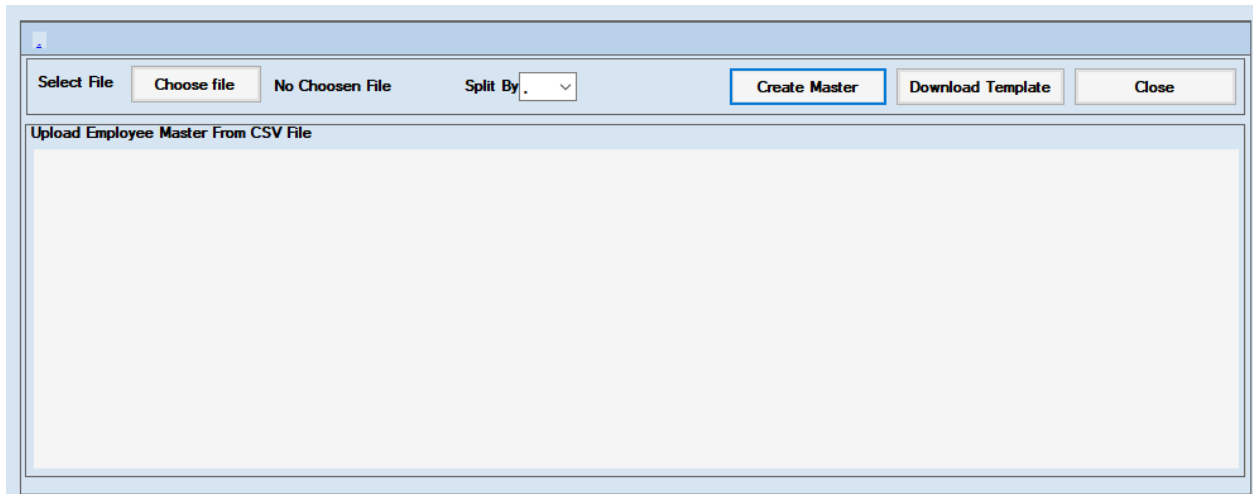
For Edit any Data select The Employee Edit the Details

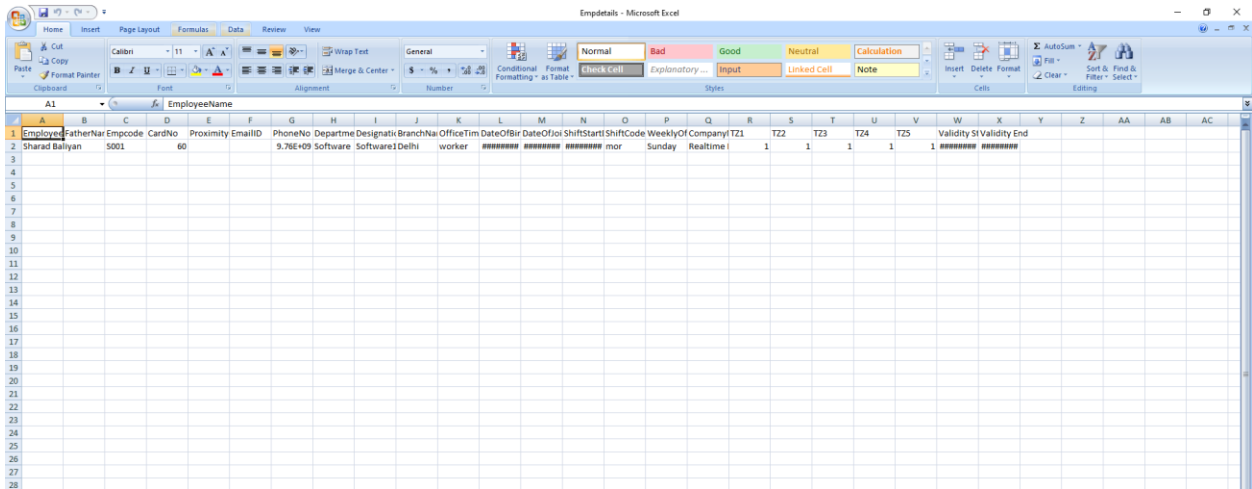


For Importing The Employee By Excel Sheet.

Click On Import CSV Button.

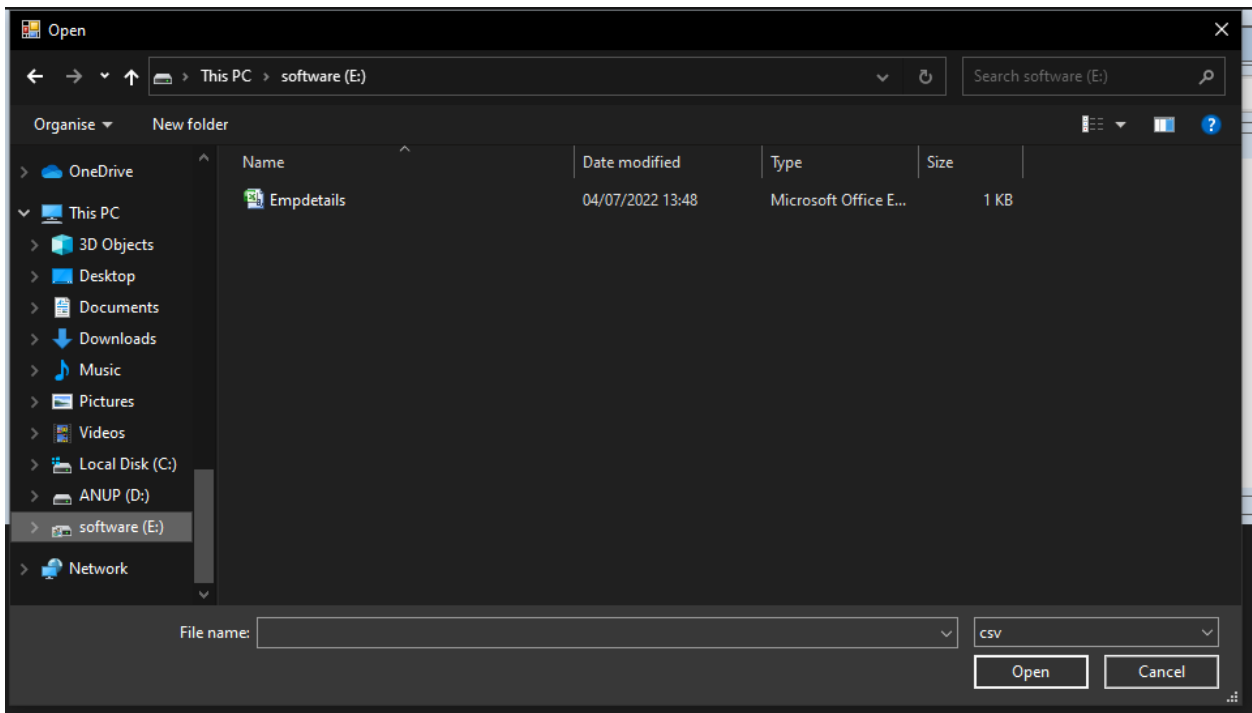
1 Need Download the Template (For Template Download click on the Download Template)

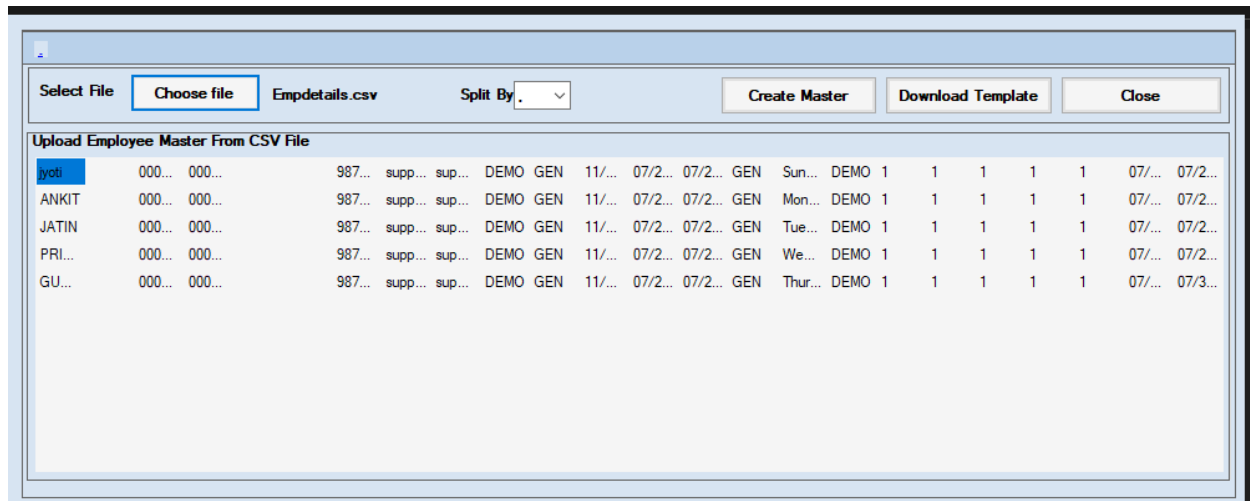




When click on download button so open the Excel Sheet

Put the Employee Data Same As in the Excel Formatting, after put the all details save the employee data at another location





After Choose the file Click On The **Create Master** after that click on Close Button All the Employee Data in the Software Imported.

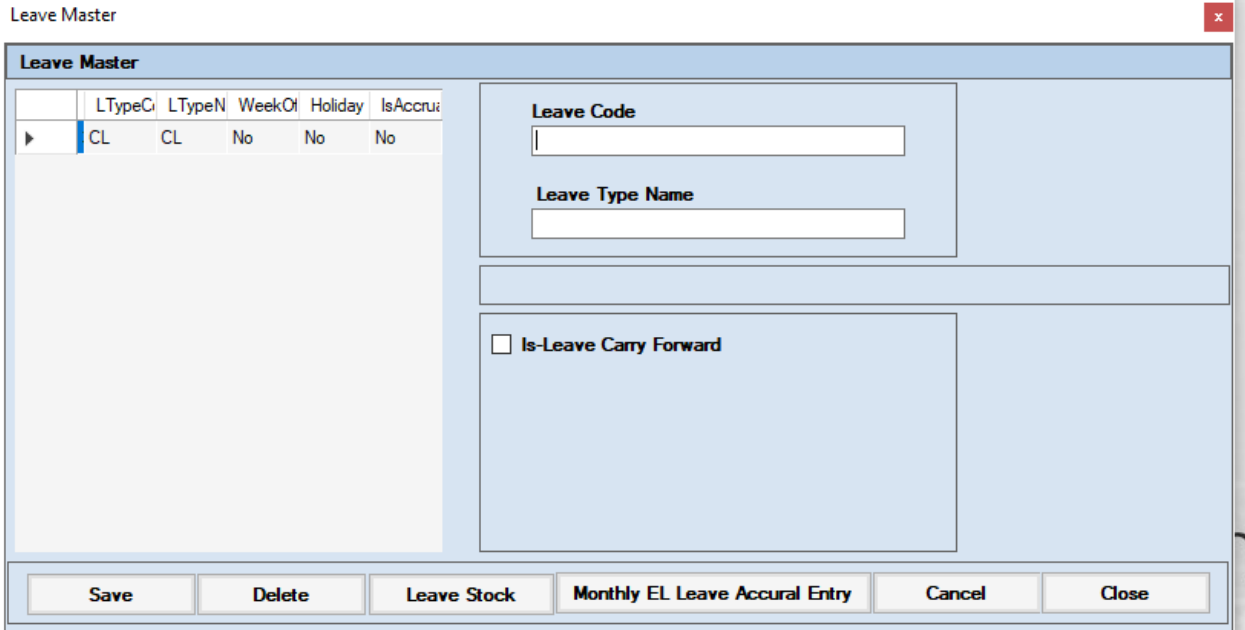
6. Leave Master

Click On Leave Master Put the Leave Details Then for saving The Details click On save Button

Enter the Leave Code (Like SL, AI Etc) then Put the Leave Name (ANNUAL LEAVE, SICK LEAVE).

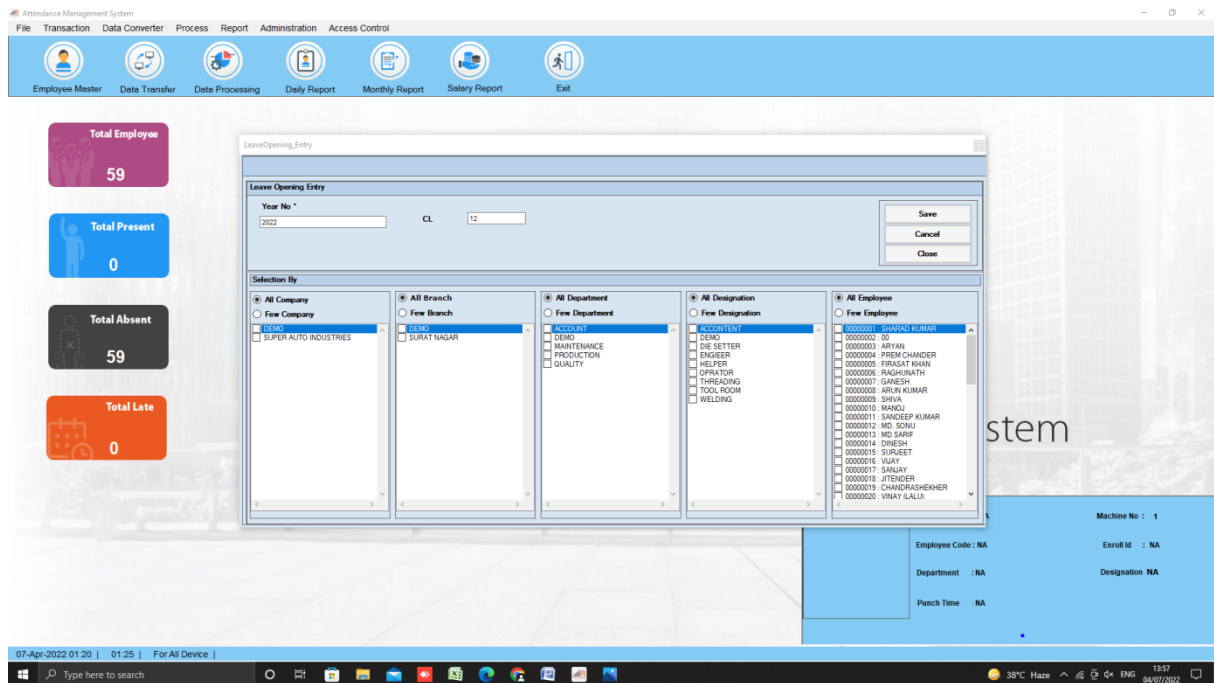
After adding the Leave assign the Leave Stock so click The **Leave Stock**

Is Leave carry Forward (If any Employee not take any leave so all left leave transfer in the next year)



In the **Leave Stock** we assign the Leave Stock for whole year

If you want assign any particular so just select the single employee then transfer



After put the leave value then click on save button.

LESSON 4

This module provide with convenient to manage Shift time, Shift Policy, Holiday and Leave Application

First Click On the File

1. Category Master
2. Shift Details
3. Holiday
4. Leave Master

1. Time Policy

Click on add button add the Office Policy Time (Office time Policy) Put the Details

Permitted Late Arrival (value In HH:MM)>> In this policy its Relaxation Time during office In time (Shift start time)

Let see example our office shift Time for in time 09:00 and out time 18:00 clock so if We put the value Permitted Late arrival (value In HH:MM) 00:10 so employee punch 09:09 so in the report not show as late due 10min Relaxation in in time .(Office In time)

Permitted Early Departure (value In HH:MM)>> In this policy its Relaxation Time during (Shift End time)

Let see example our office shift Time for in time 09:00 and out time 18:00 clock so if We put the value Permitted Late arrival (value In HH:MM) 00:10 so employee punch 17:55 so in the report not show as Early due 10min Relaxation in out time (Office Out time)

Marks as Half Day if working Hours Less Than (value In HH:MM)>> In this policy any employee work short time If we set the time so its showing half day

For example your office working hours 10:00 hours if we set 04:00 in the policy (Marks as Half Day if working Hours Less Than (value In HH:MM)) So if any employee work less than 4 hours so in the report show status as half day like (P/2).

Marks as Absent if working Hours Less Than (value In HH:MM)>> In this policy any employee work short time If we set the time so its showing half day

For example your office working hours 10:00 hours if we set 10:00 in the policy (Marks as Absent if working Hours Less Than (value In HH:MM)) So if any employee work less than 10 hours so in the report show status as absent

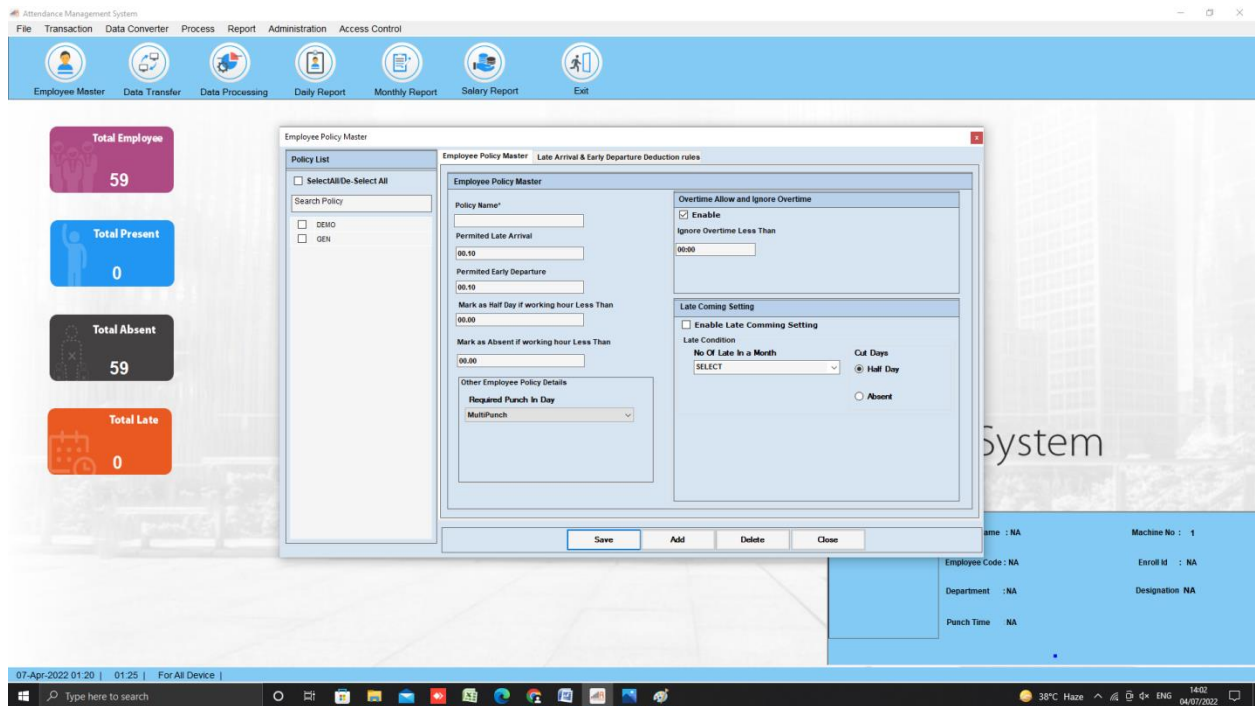
Required Punch In day

If we select **No Punch** so its auto read the shift start and end time In the Report

If we select the **MultiPunch** so its read Device punch for In and Out

Overtime Allow and Ignore

Its just used for overtime value if need remove some hours in the overtime so just put the time in the report not calculate the ignore time



2. Shift Details

Click on add Button add the Shift Name and Shift Code Enter the Shift Time And Shift End Time

For week Off select the Week off day like (Sunday ,Monday,Etc)

If need 2nd week off so select the 2nd week day like (Sunday ,Monday,Etc)

Select the week of condition 1,2,3,4,5 as per your need

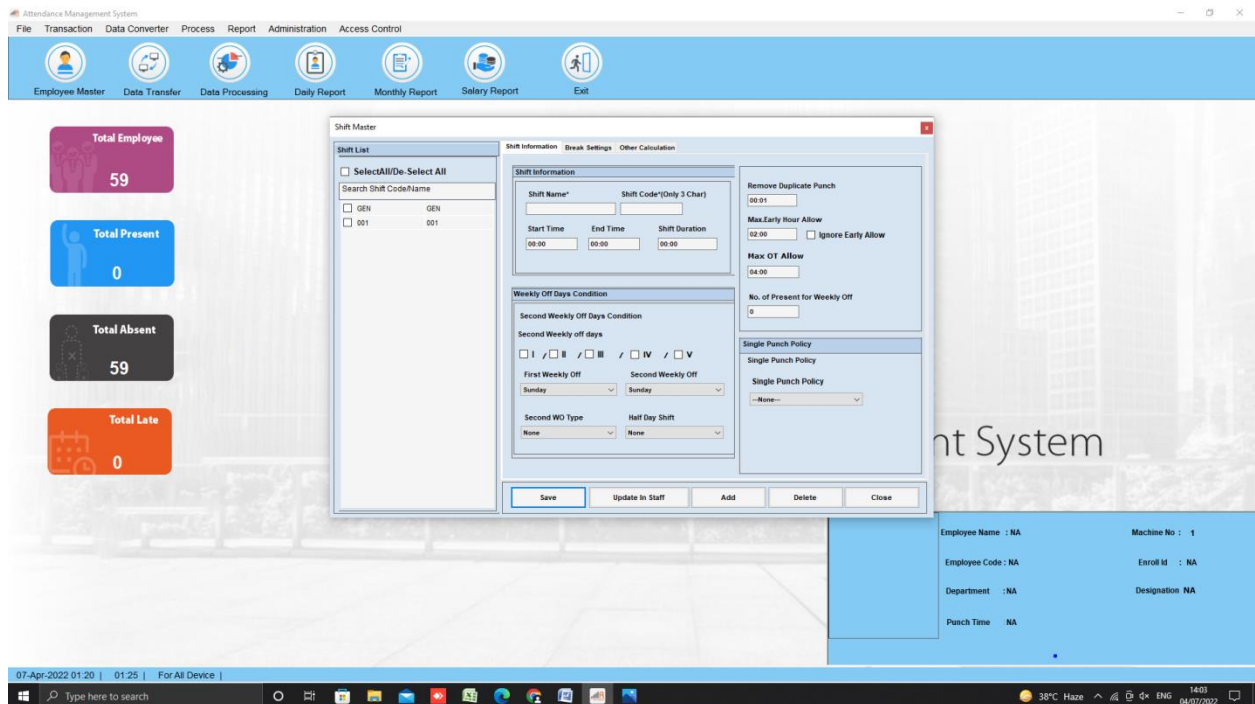
Select the Second week off type half Day and Full Day as per your need

For half day week of condition so make the half the condition assign the Half Day shift

IF no need week off just select the none

Max Early Hours (value in HH:MM) : software include the before shift time punch .

Max OT Allow (value in HH:MM) : software include the after shift time punch.



No: of Present for week Off condition :-- for example we put the 2 so employee get week of f when employee present 2 days

Single Punch Policy :--

Absent on single punch

Half Day on Single punch

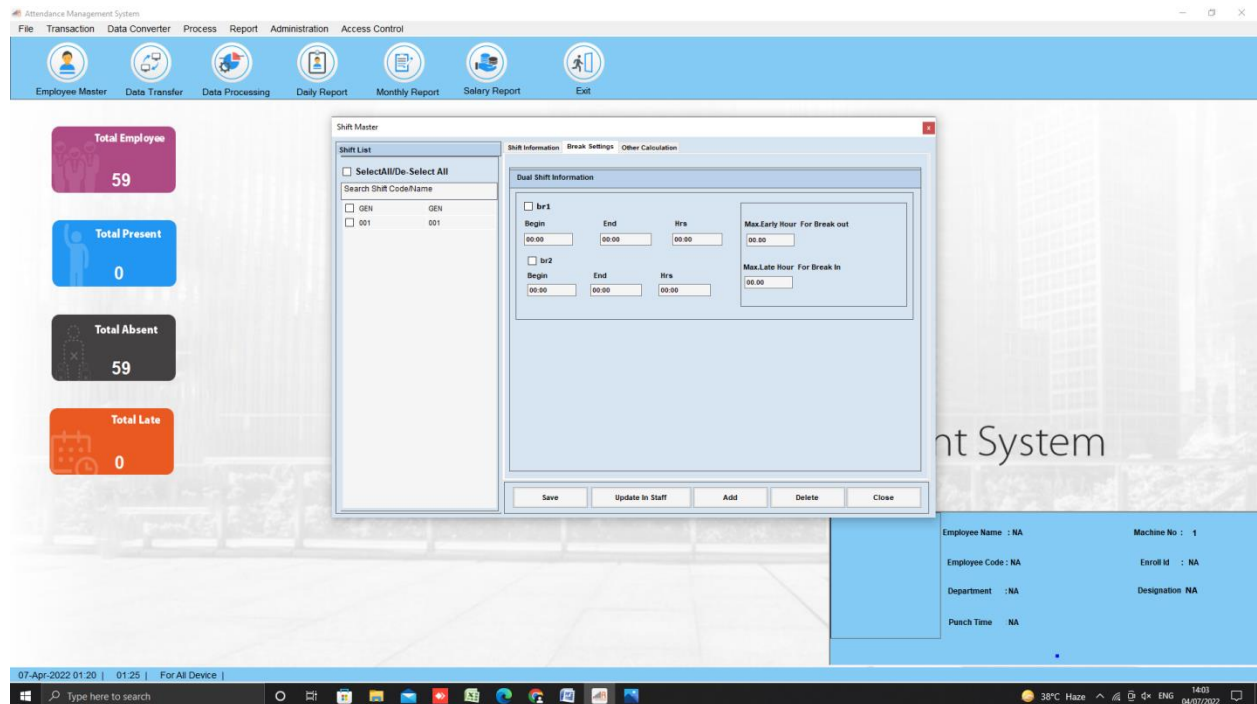
We select the **absent on single punch**: if any employee punch only one time so that condition employee showing as absent in the report

We select **Half Day on Single punch**: if any employee punch only one time so that condition employee showing as Half day in the report

For Break setting (Lunch time Setting) click on the Break setting Option

Break setting (Lunch Time Setting)

Here we put the Break Time (Lunch Time) put the Start break and End Time



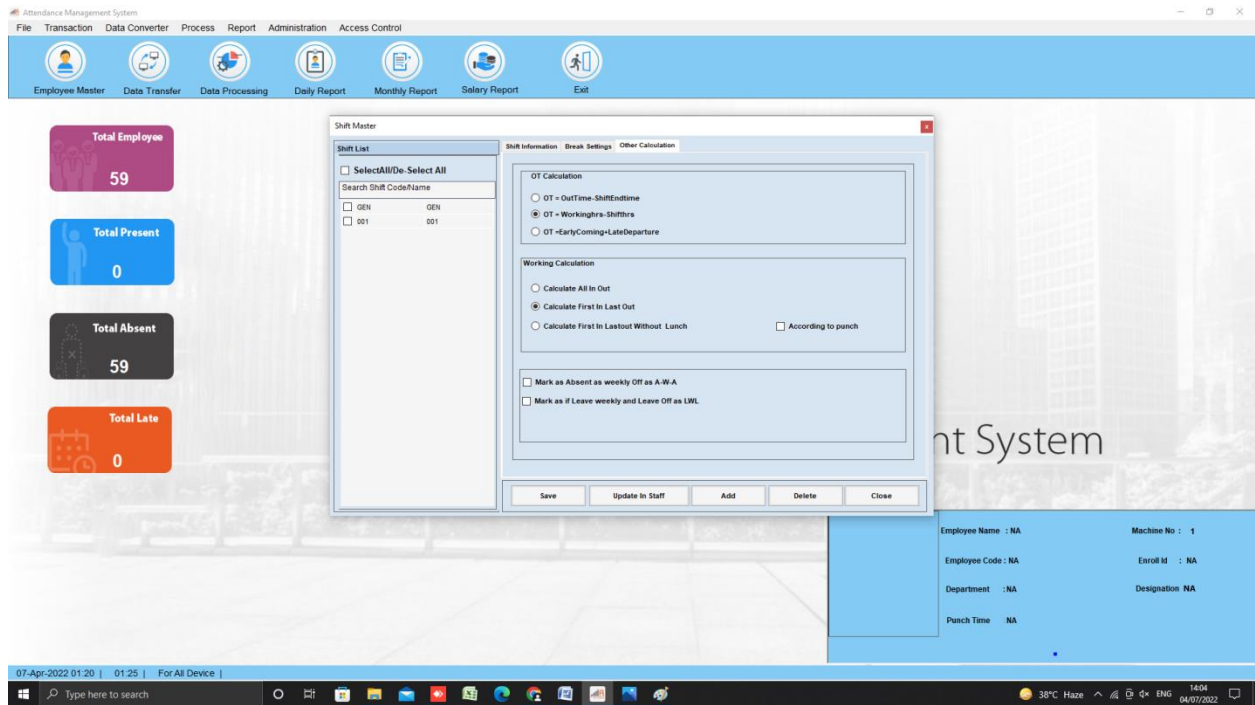
Other Setting

OT (Over Time Calculation)

1. $OT = \text{Out time} - \text{Shift time}$ (Overtime Calculate the actual Punch (Device) out time-Shift End Time)

2. $OT = \text{Workinghrs} - \text{ShiftHrs}$ (Overtime Calculate Total working Hours employee –Total Shift Hours)

3. $OT = \text{EarlyComing} + \text{LateDeapature}$ (Overtime Calculate = = EarlyComing+LateDeapature Time)



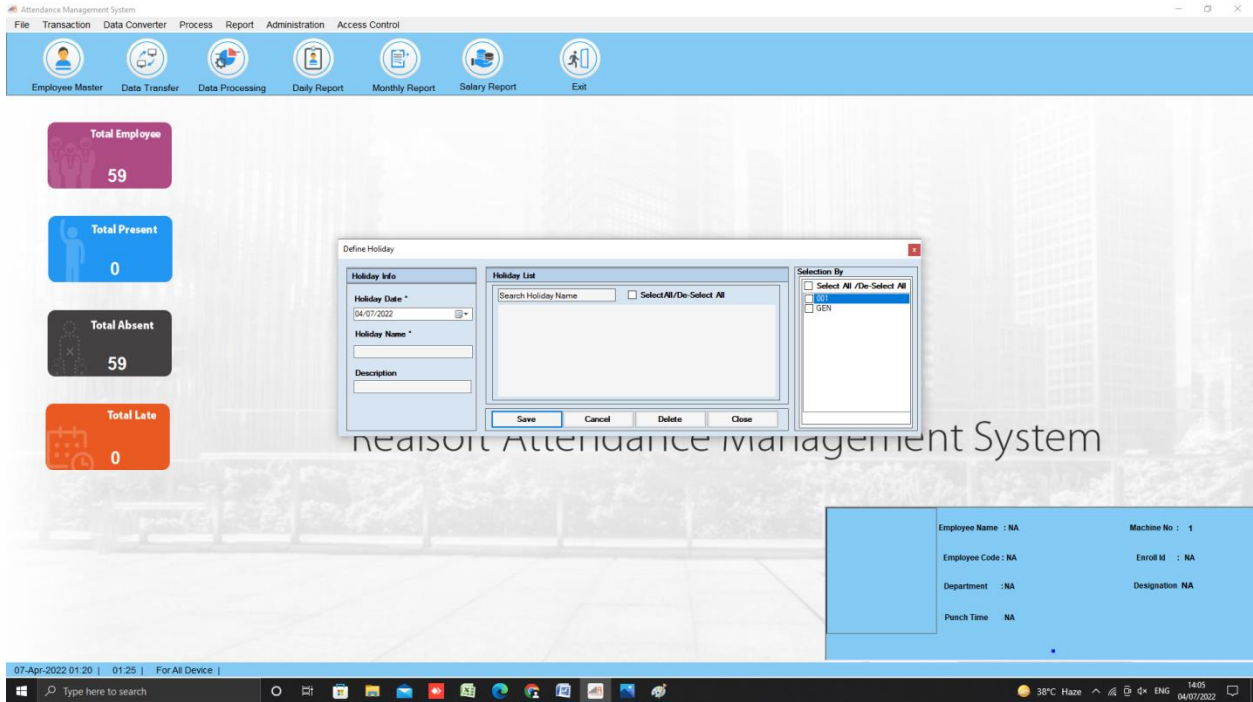
Working Hours Calculation

1. Calculate All In Out (Software Show the All punch for Enable This Setting)
2. Calculate First In Last Out (Software Show the only In and Out punch for Enable This Setting)
3. Calculate First In Last Out Without Lunch (Software Show the in and Out punch without lunch for Enable This Setting)

3. Holiday

Click on the Holiday Menu Put the Holiday Name And Select the Date and Select the Shift Then Click On Save Button if you Can Edit the Holiday so just Select the Holiday then Edit Save

We can delete the also Holiday just select the Holiday then Click on the delete button



4. Leave Application

Click On the Leave Application Menu first Select the Employee then Put the Leave From date and To date then select the Leave Type and put the Remark then click on save Button

In the Leave Option Menu Show the leave Transaction

Opening Leave Consume Leave Balance Leave Leave Type

Here we can delete the Shift also just select the employee then click on delete Button

Attendance Management System

File Transaction Data Converter Process Report Administration Access Control

Employee Master Data Transfer Data Proc...

Total Employee
59

Total Present
0

Total Absent
59

Total Late
0

LeaveApplication

List of Employee For Leave Select All/Un-Select All

Filter By Employee Code: Filter By Employee Name:

Select	EmpCode	EmployeeName	Department	From Date	To Date	Leave Type	Dur1	Dur2	Dur3	Dur4	V_NO
<input type="checkbox"/>	01	SHARAD KUMAR	DEMO	10-04-2022	12-04-2022	CL				Full Day	1

Employee Details

Sort By Staff Number

Employee Code * Date From* To From*

Employee Name Father/Husband Name Card No

Leave Details

Leave Name* Reason

Leave Duration Quarter Half Day Three Fourth Full Day

EmpCode	CardNo	EmpName	Opening	Consume	Balance	Leave
01	00000001	SHARAD KUMAR	15.00	3.00	12.00	CL

Save Delete Close

Machine No : 1

Employee Code : NA

Enroll ID : NA

Department : NA

Punch Time : NA

Designation : NA

07-Apr-2022 01:20 | 01:25 | For All Device |

38°C Haze 14:06 04/07/2022

LESSON 5

This module provide with convenient to manage Device and Hardware option

1. Device Management

2. Data Transfer

3.Usb Converter

4.Hardware Management

1. Device Management

Click On Add button Put the Device ID and Device Serial Number ,Machine ,Device port Location ,Select the Machine Type (Like Face Device And Finger,Etc),Device Ip Address Then Select the Connection mode (Like LAN,USB,DyDns)

Device NO: Its Device Id

(For Finger Device Go to Menu-Advance-Device-Machine Number)

(For Face Device Go to Menu-Communication –Device ID)

Note: Device Id Must Be Same device and Software also

Device Port : Device Communication port

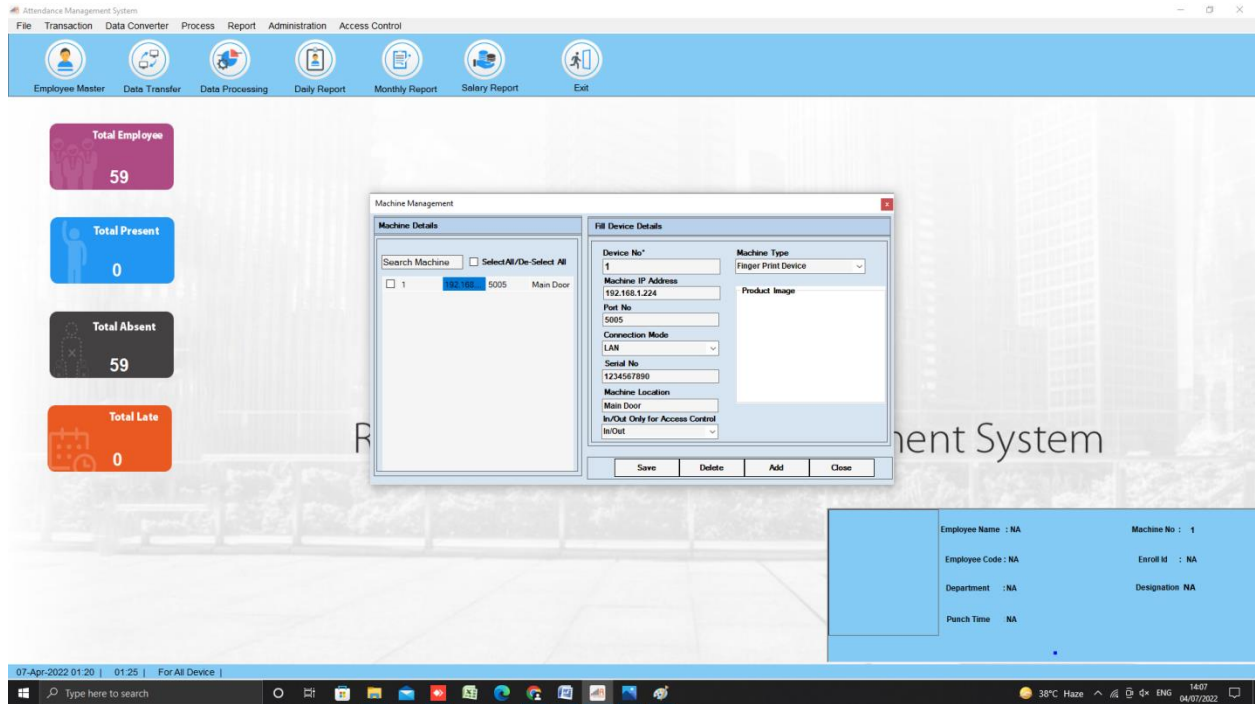
For LAN and USB port 5005

Device Serial No: For Lan and USb (No need)

Machine Location (Enter the Location Place)

Machine Type select Machine Type like Finger Face etc

Machine IP Address: - Device Ip Must be in the Same Network And Same IP Range Then Save Button



For Push Data

1 Finger Device: - Used Server Port Port 7788

Put The System Ip (That System install the Software)In the Server Ip in the Device Server ip And put the Port 7788

Server IP and Server Port

Menu – Set com –Server setting – server Ip and Server port

2 Face Device: Used server Port 5005

Put The System Ip (That System install the Software) In the Server Ip in the Device Server ip And put the Port 5005

Menu – Setting –Server setting – server Ip and Server port ,Set The Event Transfer Mode TCP/IP

2 New Device: Used server Port 7005

Put The System Ip (That System install the Software) In the Server Ip in the Device Server ip And put the Port 7005

Menu – Setcom –network –server set- server Ip and Server port.

Note: For Push Data Port must be Open in the Network as well as In the Windows Firewall

2. Data Transfer

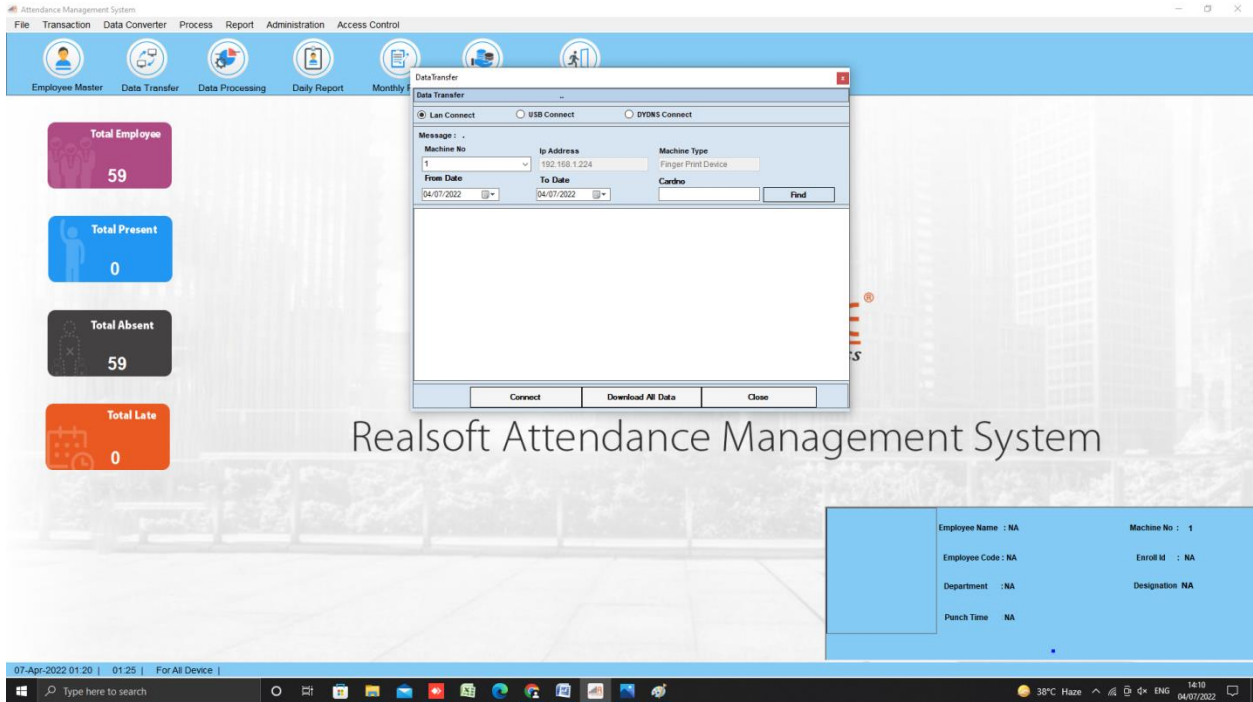
This option are used for download the data from device

First Select the Device No(Machine No:)

Then click on the Connect the Device ,then Select the Date Range From Date and To Date Then Click On Download Button all the data are download from device include finger, face ,Card, Password.

After Downloading logs are automatically save in the Software database

We can find logs search by the card no: (Enrollment no)

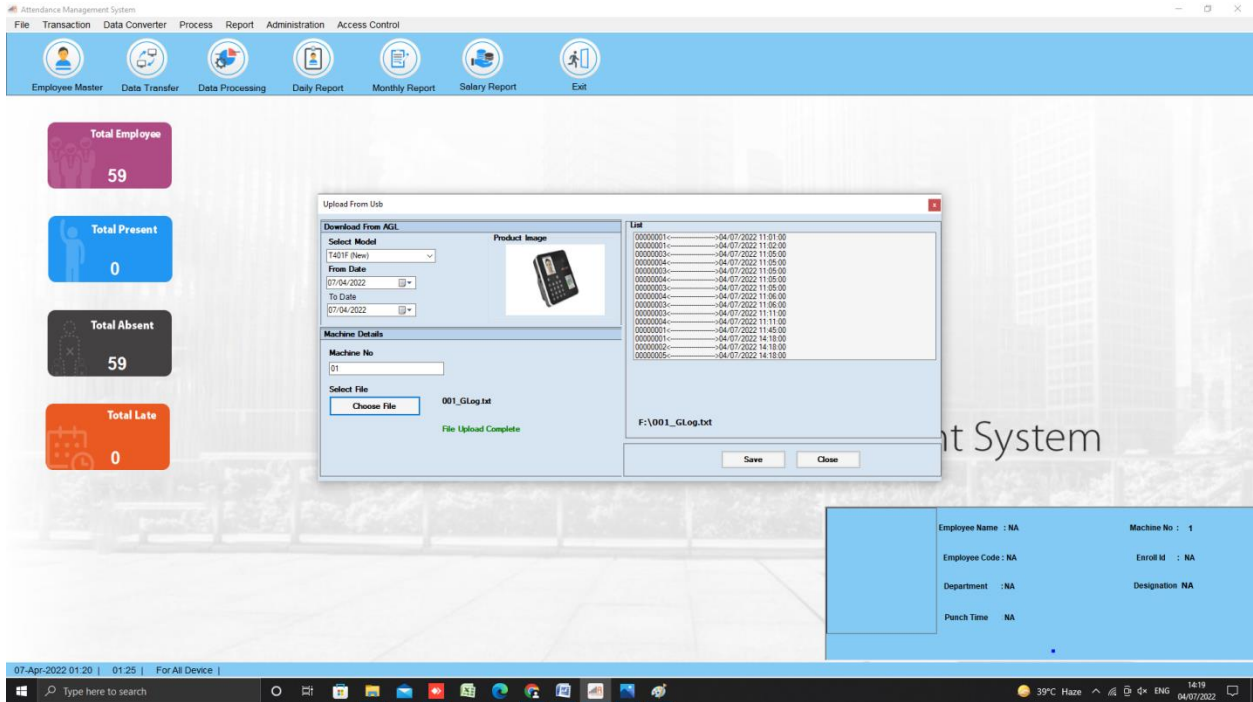


3.Usb Converter

In this Menu we can Upload the device logs File

Upload logs Data from USB(Falsh Device or Pen Derive)

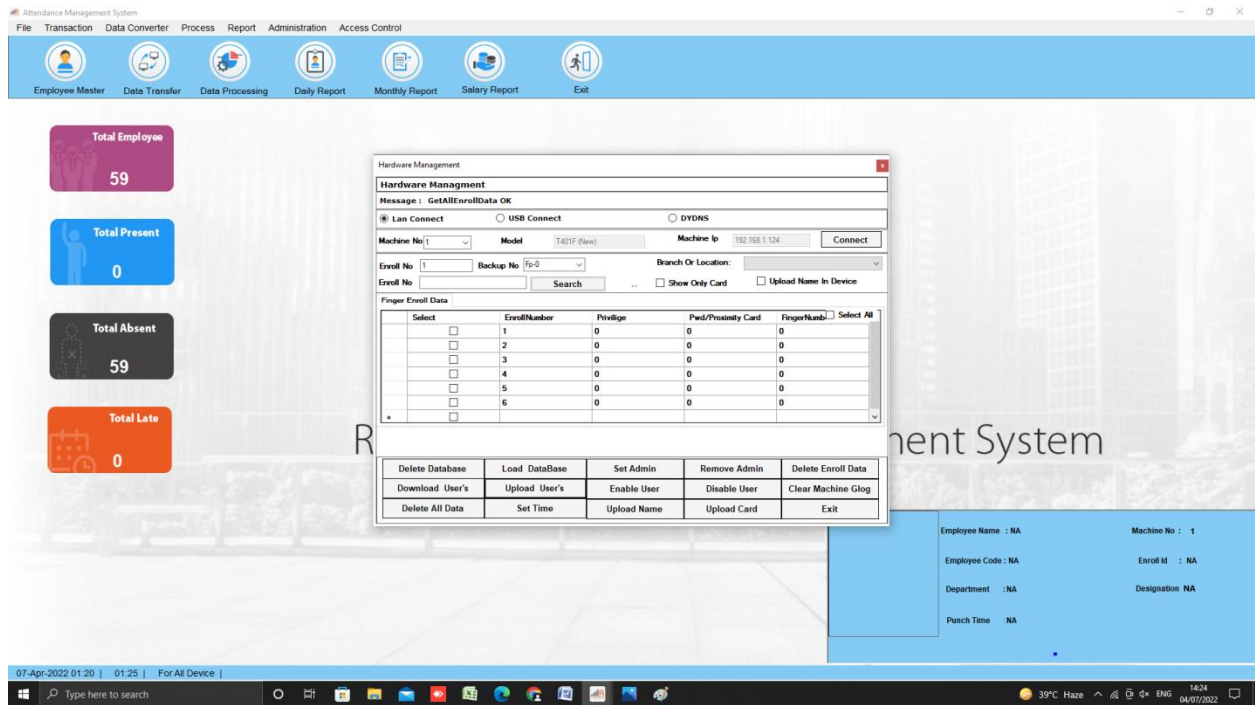
1. Select the Device Type
2. Select the From Date and To Date
3. Choose The File (Device logs file name like AGL01.Txt)
4. Wait for uploading logs File
5. After uploading click on save button



4. Hardware Management.

When click on the Hardware Management open the Password Option so Hardware option password is **admin**

Password



1. Select the Device then click on the Connect
2. Download finger Data (all the data download from the device)
3. Click on the Load Database (Save all Enrollment Data in the software)
4. Set Admin (For set admin click enrollment then enrollment Number then clicks on set admin button)
5. Remove admin (Select all the enrollment remove the admin)
6. Delete Enrollment (Select the enrollment then click on Delete Enrollment)
7. Delete all users (Delete all the Enrollment Data from the device)
8. Set Time (Set system time in the device)
9. Clear Machine logs (Delete all the logs Data)
10. Upload Name (Select the all enrollment, Check on the Upload name in the device after that Click on the Upload Name)
11. Enable user (Select the enrollment then click Enable user)
12. Disable User (Select the Enrollment then click Disable User)

LESSON 6

This module provide with convenient to manage Software Manipulation

1. Generate Shift

2. Manual Punch

3. Process Attendance

1. Generate Shift

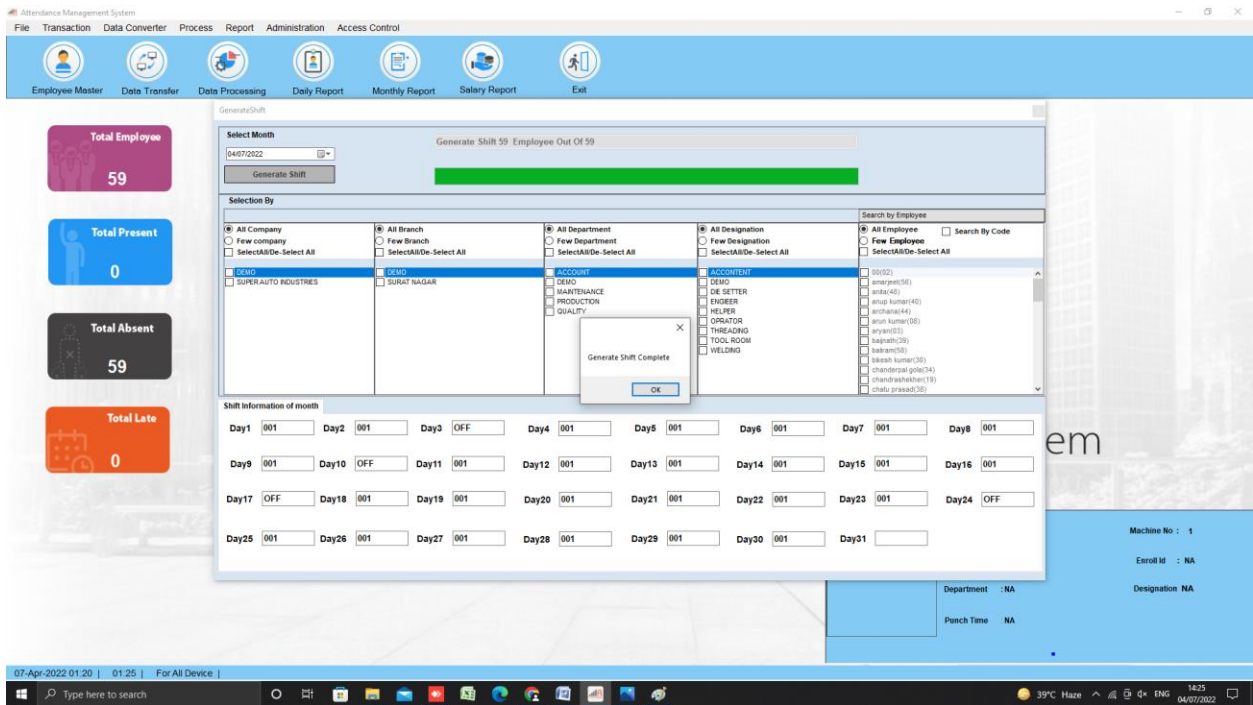
In this Module Analysis of the Shift setting and Office policy

Need to generate the shift before taking report.

First select the Months

Here have option generate the shift by Branch, Company, Department, Designation and Employee

Here have also Generate shift by some employee, comapnay and Department,Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)

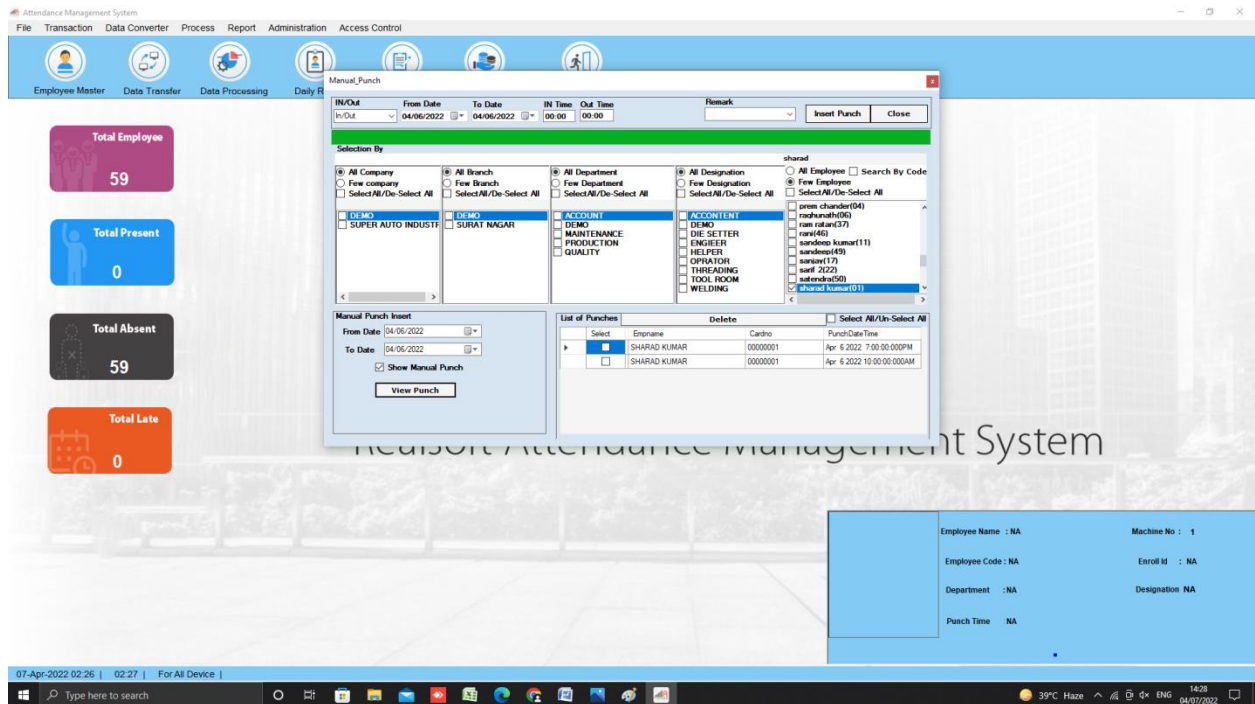


When click the Generate Button processing Bar start after finish show the message Generate Shift Complete.

2. Manual Punch

In this Module we can assign the punch by manually no need punch through by Device

This Module used for Manually Punch for employee using by the Software let see the Example Employee forget the punch in the Device that condition we can assign the Forget punch by this Manual Punch Module



1. Assign the Manual Punch .

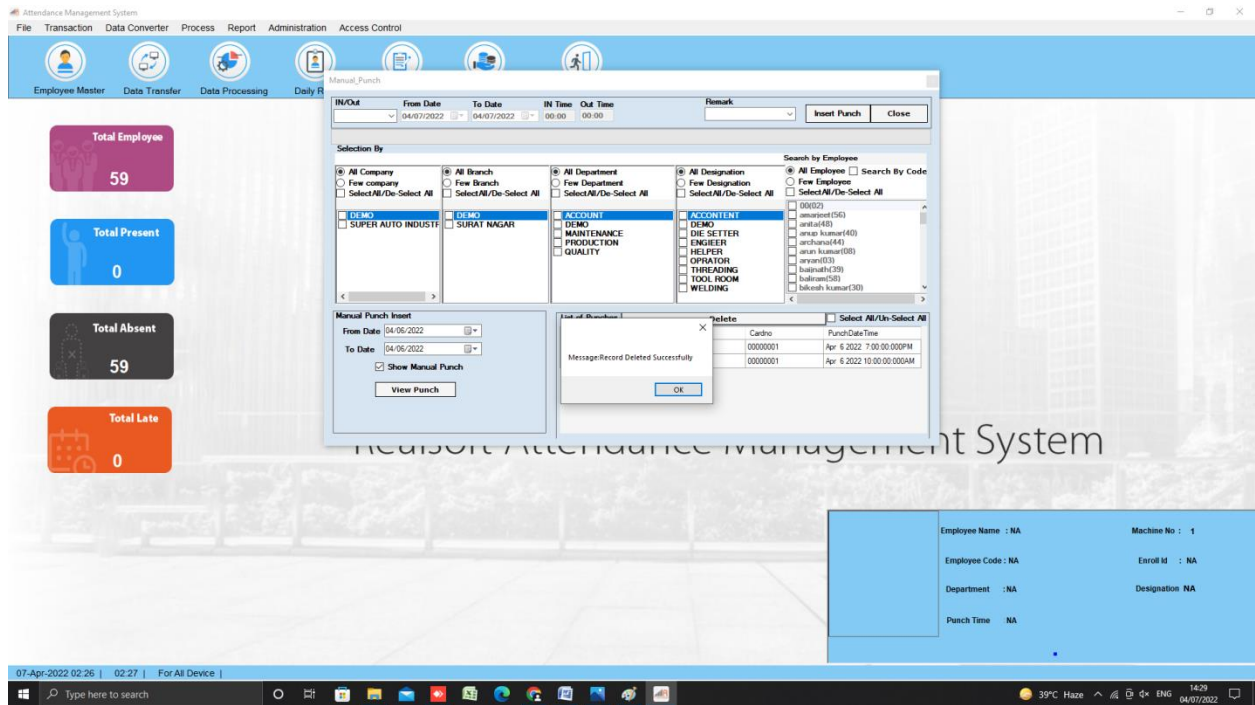
Select the Date for manual punching then give the Miss Time for Example Employee Forget In time so just put the Time In the IN time Box vice-versa for Out time Punch after that we can also drop the Remark for Manual punch condition. Then click on the Insert Punch after clicking the insert punch button message show Punch Insert Successfully.

2. View the Manual Punch and Machine (Device) Punch .

Select the from date and to date if view the Machine logs click on the View Punch if we need to view the Manual punch so click on the check box of the Show manual punch then click on the view Punch

3. Delete the Manual Punch.

Select the Punch id of that Employee then click on the Delete Button show message Delete punch data successfully



3. Process Attendance

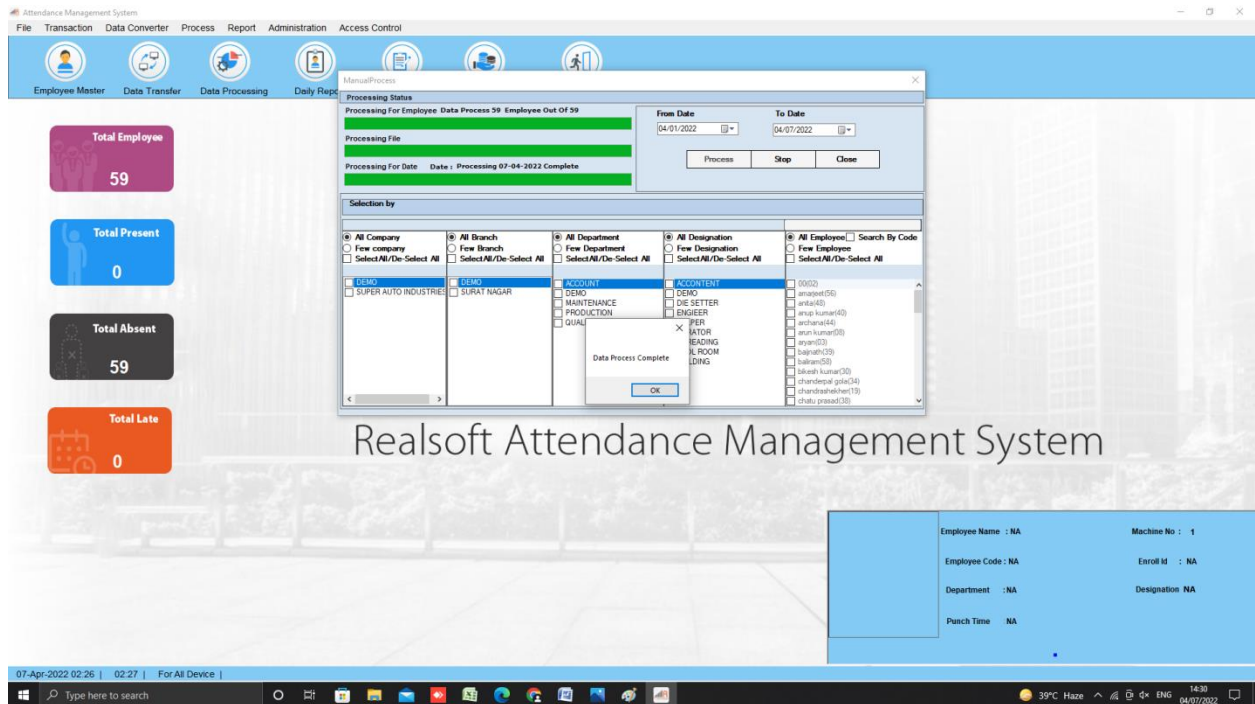
In this Module Analysis of the Shift setting and Office policy and punch manipulation of the leave and holiday break setting etc and calculation

Note: For get Report must be process Attendance.

First Select the Date Range for Processing From Date and To Date

Here have option **Process Attendance** by Branch, Company, Department, Designation and Employee

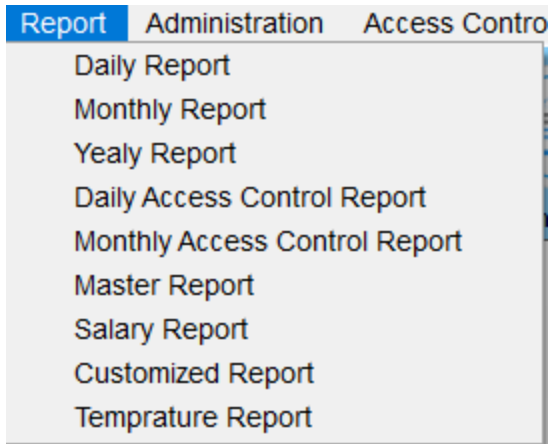
Here have also **Process Attendance** by some employee, company and Department, Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)



When click the Process Button processing Bar start after finish show the message Data Process Complete

LESSON 7

In this Module for viewing Report Daily and Monthly Report and some Date interval Report .Master Report



1. Master Report

2. Daily Report

3. Mothly Report

4. Custom Report

1. Master Report

In this report have the following report

1. Company report (in this report have all the company details)
2. Shift Details Report (in this report have all shift Details)
3. Employee Access Details Report (in this report have all Access Details)
4. Department report (In this report have all Department)
5. IN-active and Active Report (In this report have all active and Resign Employee)
6. Branch (In this report have all Branch)

7. Holiday (In this report have all Holiday)

Master

Master Page

Select Report

Company

Employee Access Details

Department

Branch

Active Employee

Designaton

Shift Details

In-Active Employee

Leave Type

Employee

Holiday

Export Employee List In CSV Format

Show Report Close

Company report (in this report have all the company details)

Report Viewer

Print Date: 07/04/2022
Page No: 1 of 1

Company Master

SLSO	Company	Address	Phone No
1	GENE		
2	SUPER AUTO INDUSTRIES	JELU SURAT KIDAR	83808736

This Report is Generated Automated by System

39°C Haze 14:35 04/07/2022

Employee Access Details Report (in this report have all Access Details)

Report Viewer

Employee Access Details

Print Date 07/04/2022
Page No 1 of 3

SR.NO	Employee Name	Emp Code	Biometrics ID	Department	Designation	TZ1	TZ2	TZ3	TZ4	Valid From	Valid To
Company Name : DEMO											
Branch Name : DEMO											
1	SHARAD KUMAR	01	00000001	DEMO	DEMO						
Company Name : SUPER AUTO INDUSTRIES											
Branch Name : SURAT NAGAR											
2	00	02	00000002	ACCOUNT	ACCONTENT	0	0	0	0		
3	ARYAN	03	00000003	QUALITY	ENGINEER	0	0	0	0		
4	PREM CHANDER	04	00000004	PRODUCTION	ENGINEER	0	0	0	0		
5	FIRASAT KHAN	05	00000005	MAINTENANCE	ENGINEER	0	0	0	0		
6	RAGHUNATH	06	00000006	PRODUCTION	WELDING	0	0	0	0		
7	GANESH	07	00000007	PRODUCTION	WELDING	0	0	0	0		
8	ARUN KUMAR	08	00000008	PRODUCTION	OPRATOR	0	0	0	0		
9	SHIVA	09	00000009	PRODUCTION	DIE SETTER	0	0	0	0		
10	MANOJ	10	00000010	PRODUCTION	TOOL ROOM	0	0	0	0		
11	SANDEEP KUMAR	11	00000011	ACCOUNT	ACCONTENT	0	0	0	0		
12	MD. SONU	12	00000012	PRODUCTION	OPRATOR	0	0	0	0		
13	MD SARIF	13	00000013	PRODUCTION	DIE SETTER	0	0	0	0		
14	DINESH	14	00000014	PRODUCTION	OPRATOR	0	0	0	0		
15	SURJEET	15	00000015	PRODUCTION	OPRATOR	0	0	0	0		
16	VIJAY	16	00000016	PRODUCTION	THREADING	0	0	0	0		
17	SANJAY	17	00000017	PRODUCTION	OPRATOR	0	0	0	0		
18	JITENDER	18	00000018	PRODUCTION	THREADING	0	0	0	0		
19	CHANDRASHEKHER	19	00000019	PRODUCTION	HELPER	0	0	0	0		
20	VINAY (LALLU)	20	00000020	PRODUCTION	WELDING	0	0	0	0		
21	TAMMUL	21	00000021	PRODUCTION	OPRATOR	0	0	0	0		
22	SARIF 2	22	00000022	PRODUCTION	THREADING	0	0	0	0		

This Report is Generated Automated by System

Windows taskbar: 39°C, 14:36, 04/07/2022

Shift Details Report (in this report have all shift Details)

Report Viewer

Shift Master

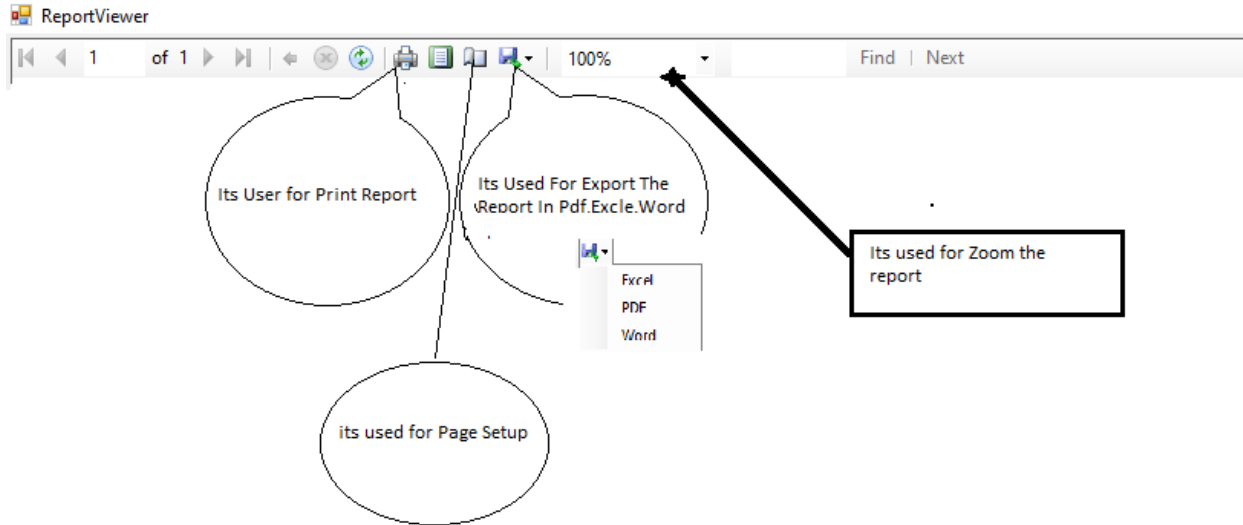
Print Date 07/04/2022
Page No 1 of 1

ShiftCode	Shift	Shift	Shifts	Duration
001	8:00	20:00	11:30	11:30
002	10:00	18:00	8:00	8:00

ReportViewer

1 of 1 | 100% | Find | Next

For Exporting the Report



2. Daily Report

In this module have the entire report format have daily basis.

1 Performance report

2. Attendance

3. Present

4. Absent

5. Late Arrival

6. Daily All In-Out Report

8. Early Departure

9. Department Summary

10. Attendance with Photo

1. Performance report

In this report whole information show like punch in time and out time ,late ,Early Departure ,OT ,Status Remarks

Here have also view report by some employee, company and Department, Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)

Report Date : 07-04-2022 Print Date : 07-04-2022

Total Present : 4.50 Total Absent : 54.50 Total Leave : 0.00

Sr.No	Emp.Code	CardNo	Name	Designation	Shift	Start Time	Arr. Time	Late Hrs	Dept Time	Early Hrs	WkHrs	O.Time	Status	In Temp	Out Temp	Remark
Company : DEMO																
Branch : DEMO																
Department : DEMO																
1	01	00000001	SHARAD KUMAR	DEMO	GEN	10.00	11.01	1.01	14.18	3.42	3.17		PI2			
Company : SUPER AUTO INDUSTRIES																
Branch : SURAT NAGAR																
Department : ACCOUNT																
2	02	00000002	00	ACCOUNTANT	001	08.30	14.18	5.48					P			MIS
3	11	00000011	SANDEEP KUMAR	ACCOUNTANT	001								A			
4	34	00000034	Chanderpal Gola	ACCOUNTANT	001								A			
Department : MAINTENANCE																
5	05	00000005	FIRASAT KHAN	ENGINEER	001	08.30	14.18	5.48					P			MIS
Department : PRODUCTION																
6	04	00000004	PREM CHANDER	ENGINEER	001	08.30	11.05	2.35	11.11	8.49	0.01		P			
7	06	00000006	RAGHUNATH	WELDING	001								A			
8	07	00000007	GANESH	WELDING	001								A			
9	08	00000008	ARUN KUMAR	OPRATOR	001								A			
10	09	00000009	SHIVA	DIE SETTER	001								A			
11	10	00000010	MANJU	TOOL ROOM	001								A			
12	12	00000012	MD. SONU	OPRATOR	001								A			
13	13	00000013	MD SARIF	DIE SETTER	001								A			
14	14	00000014	DINESH	OPRATOR	001								A			
15	15	00000015	SURJEET	OPRATOR	001								A			
16	16	00000016	VILAY	THREADING	001								A			
17	17	00000017	SANJAY	OPRATOR	001								A			
18	18	00000018	JITENDER	THREADING	001								A			

Page No 1 of 3 Approved BY :

Department Summary

In this report Department wise report show total present, total absent, total leave

Here have also view report by some employee, company and Department, Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)

Report Date 07-04-2022

Daily Department Summary Report

Print Date 07-

Dept Name	Total Employee	Total Present	Total Absent
ACCOUNT	3	1.00	2.00
DEMO	1	0.50	0.50
MAINTENANCE	1	1.00	0.00
PRODUCTION	53	1.00	52.00
QUALITY	1	1.00	0.00
Total	59	4.50	54.50

Late Arrival

In this report show all late employee report

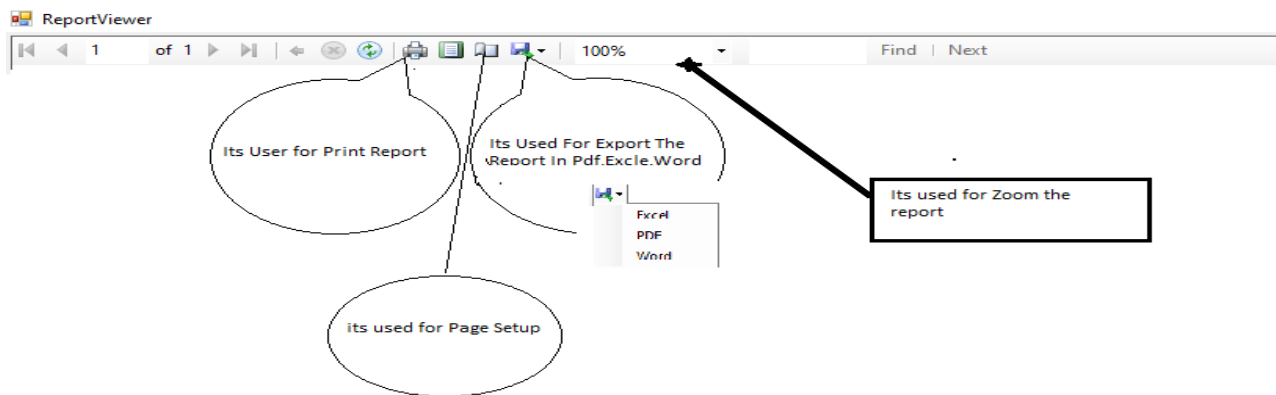
Here have also view report by some employee, company and Department, Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)

Daily late Arrival Report 07-04-2022

Print Date 07-04-2022

Sl No	EmpCode	CardNo	Employee Name	Designation	Shift	Shift Start Time	In Time	Late Arrival	Status	Remark
Department :ACCOUNT										
1	02	0000002	00	ACCOUNTENT	001	08:30	14:18	5:48	P	MIS
Department :DEMO										
2	01	0000001	SHARAD KUMAR	DEMO	GEN	10:00	11:01	1:01	P/2	
Department :MAINTENANCE										
3	05	0000005	FIRASAT KHAN	ENGINEER	001	08:30	14:18	5:48	P	MIS
Department :PRODUCTION										
4	04	0000004	PREM CHANDER	ENGINEER	001	08:30	11:05	2:35	P	
Department :QUALITY										
5	03	0000003	ARYAN	ENGINEER	001	08:30	11:05	2:35	P	

For Exporting the Report any report



3. Monthly Report.

In this report have all the report with certain Date range or monthly basis

1. Performance

2. Attendance

3. Absent

4. Monthly In-out Report

5. Cust.Text

6. Attendance Vertical with Break

7. Present

8. Machine Punch

9. Early Departure

10. Attendance vertical

11. OT summary

12. Attendance Details lunch Report

13. Missing Punch

14. Late Arrival

15. Attendance with Break

16. Manual Punch

17. Attendance Details Report

Selection

From Date: 04/07/2022 To: 04/07/2022

Filter Employee

<input checked="" type="radio"/> All Company <input type="radio"/> Few company <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Branch <input type="radio"/> Few Branch <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Department <input type="radio"/> Few Department <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Designation <input type="radio"/> Few Designation <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Employee <input type="checkbox"/> Search By Code <input type="radio"/> Few Employee <input type="checkbox"/> Select All/De-Select All
<input type="checkbox"/> DEMO <input type="checkbox"/> SUPER AUTO INDUSTRIES	<input type="checkbox"/> DEMO <input type="checkbox"/> SURAT NAGAR	<input type="checkbox"/> ACCOUNT <input type="checkbox"/> DEMO <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> PRODUCTION <input type="checkbox"/> QUALITY	<input type="checkbox"/> ACCCONTENT <input type="checkbox"/> DEMO <input type="checkbox"/> DIE SETTER <input type="checkbox"/> ENGINEER <input type="checkbox"/> HELPER <input type="checkbox"/> OPRATOR <input type="checkbox"/> THREADING <input type="checkbox"/> TOOL ROOM <input type="checkbox"/> WELDING	<input type="checkbox"/> 00(02) <input type="checkbox"/> amarjeet(56) <input type="checkbox"/> anita(48) <input type="checkbox"/> anup kumar(40) <input type="checkbox"/> archana(44) <input type="checkbox"/> arun kumar(08) <input type="checkbox"/> aryan(03) <input type="checkbox"/> bajjnath(39) <input type="checkbox"/> baliram(58) <input type="checkbox"/> bikesh kumar(30) <input type="checkbox"/> chanderpal gola(34) <input type="checkbox"/> chandrashekher(19) <input type="checkbox"/> chatu prasad(38) <input type="checkbox"/> dinesh(14) <input type="checkbox"/> firsat khan(05) <input type="checkbox"/> fooldev ram(23)

Performance	Attendance	Absent	Raw swipe report	Present	Machine punch
Early Departure	Date Wise Performance	Attendance With Break	OT Summary	Missing Punch	Late Arrival
Manual Punch	Datewise Per In_out	Mn_Summary	Mn_Summary_Total	Leave Details	Leave Balance Report
NA Shift Report	NA Shift Report Pagewise	Work.Hrs Report	Close		

1. Performance (In this report have monthly basis and include total late, total working hours, and in and out logs data)

Here have also view report by some employee, company and Department, Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)

07-04-2022

Monthly Performance Report

Print Date 07/04/2022

Company Name : DEMO

Branch : DEMO

Department : DEMO

EmpCode	Name	Designation	Present	HL	WO	Absent	Leave	PaidDays	LateHrs.	WorkHrs	OvTim																				
01	SHARAD KUMAR	DEMO	27	0	4	0	0	31		268:40	52:40																				
	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
Arrived Time	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20
Dept. Time	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00
Working Hrs.	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40
O.Times Hrs.	00:40	00:40	00:40	00:40	00:40	08:40	00:40	00:40	00:40	00:40	00:40	00:40	08:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	08:40	00:40	00:40	00:40	00:40	00:40	00:40	08:40	00:40	00:40	00:40
Status	P	P	P	P	P	POW	P	P	P	P	P	P	POW	P	P	P	P	P	P	P	POW	P	P	P	P	P	P	POW	P	P	P

2. Attendance (In this report have only in and out data and status)

Here have also view report by some employee, company and Department, Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)

07-04-2022

Monthly Attendance Report

Print Date 07/04/2022

Company Name : DEMO

Branch : DEMO

Department : DEMO

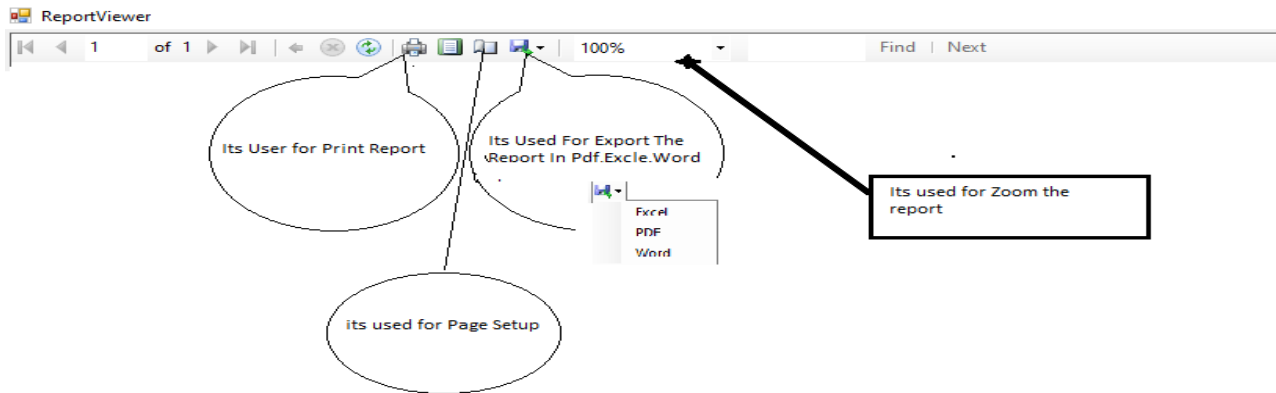
EmpCode	Name	D1	D2	D3	D4	D5	D6	D7	D8	D9	D10	D11	D12	D13	D14	D15	D16	D17	D18	D19	D20	D21	D22	D23	D24	D25	D26	D27	D28	D29	D30	D31
01	SHARAD KUMAR	P	P	P	P	P	POW	P	P	P	P	P	P	P	POW	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P

Machine Punch Report (In this report have all in and out)

Here have also view report by some employee, company and Department, Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)

CardNo	Emp Name	Department	Branch	Swipe Record
0000001	SHARAD KUMAR	DEMO	DEMO	
		03/01/2022		09:20(0)18:00(0)
		03/02/2022		09:20(0)18:00(0)
		03/03/2022		09:20(0)18:00(0)
		03/04/2022		09:20(0)18:00(0)
		03/05/2022		09:20(0)18:00(0)
		03/06/2022		09:20(0)18:00(0)
		03/07/2022		09:20(0)18:00(0)
		03/08/2022		09:20(0)18:00(0)
		03/09/2022		09:20(0)18:00(0)
		03/10/2022		09:20(0)18:00(0)
		03/11/2022		09:20(0)18:00(0)
		03/12/2022		09:20(0)18:00(0)
		03/13/2022		09:20(0)18:00(0)
		03/14/2022		09:20(0)18:00(0)
		03/15/2022		09:20(0)18:00(0)
		03/16/2022		09:20(0)18:00(0)
		03/17/2022		09:20(0)18:00(0)
		03/18/2022		09:20(0)18:00(0)
		03/19/2022		09:20(0)18:00(0)
		03/20/2022		09:20(0)18:00(0)
		03/21/2022		09:20(0)18:00(0)

For Exporting the Report any report



Custom Report (In this report have the punch Data some Custom fields like Employee code, Card Number, Name Date and Time).

In this report format in the Text,Csv,Data,and ,xls .

Selection

From Date: 04/01/2022 To: 04/07/2022 File Type: CSV

Export Daily Export Monthly Show Report Close

Filter Employee

- All Company Few Company SelectAll/De-Select All
- All Branch Few Branch SelectAll/De-Select All
- All Department Few Department SelectAll/De-Select All
- All Designation Few Designation SelectAll/De-Select All
- All Employee Search By Code Few Employee SelectAll/De-Select All

Selected filters: DEMO, SURAT NAGAR, ACCOUNT, ACCCONTENT

Employee list:

- 00(02)
- amarjeet(56)
- anita(48)
- anup kumar(40)
- archana(44)
- arun kumar(08)
- aryan(03)
- bajjnath(39)
- baliram(58)
- bikesh kumar(30)
- chanderpal gola(34)
- chandrashekher(19)

Row Punch Export Selection

- EmpCode Empname
- CardNo MachineNo
- Punchdatetime

Select the Empode , Biometric code, Attendance Date etc.

```
00000107042022I11.011  
00000107042022014.181  
00000207042022I14.181  
00000207042022014.181  
00000307042022I11.051  
00000307042022011.111  
00000407042022I11.051  
00000407042022011.111  
00000507042022I14.181  
00000507042022014.181
```

For Exporting the report select the Fields then Click report format on the show report then chose the report saving paths ..

LESSON 8

Troubleshooting.

The following is a list of typical troubles you may be annoyed of at the beginning of working with program and their solution as well.

Question: - I cannot connect the device to the computer, what can I do?

Answer : - 1. *Check the Device ID and Port no. of the software are the same with the ones in the device.*

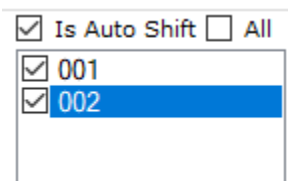
2. *If the communication way is USB communication, please check if the USB driver has been installed*

3. *For lan connection must be device in same network as well as must be ping the device ip in the software location*

4 *For push data must be open the port in the network and windows firewall*

Question: How to assign the auto shift for employee .?

Answer: - *Go to EMPLOYEE MASTER – Select the Employee there have Option for assign the auto shift just assign the required shift*



<input checked="" type="checkbox"/> Is Auto Shift	<input type="checkbox"/> All
<input checked="" type="checkbox"/> 001	
<input checked="" type="checkbox"/> 002	

Question: How to assign the rotational shift for employee?

Answer : - - *Go to employee master– Select the Employee Module there have Option for assign the Rotational shift just assign the required shift*

Shift Type *

Rotational ▼

Add Shift	002 ▼	Add	001.002.	7
Remove Shift	002 ▼	Del		

So just add the required shift and assign and allow the shift Day

For weekly so type 7 day and for daily type 1 and for monthly 30

Question: -The time of the machine is not correct, what should I do?

Answer: *Terminal –Hardware Management-connect the Device –click on set Time Synchronous Time Device (Synchronize device time and the current computer time*

Question: Why there's no data in the report?

Answer: - *1.Check if the data has been acquired;*

2. Check if the personnel information is written;

3. Check whether the Enroll ID is in accordance with the number of the attendance machine or not;

4. Check if the personnel's date of entry is correct;

5. Check whether the default shift is correct or not;

6. Check if the machine time, report query time is correct;

7. Check if the data statistics has been done.

8. Must be Process the attendance complete .

Question: -What can I set in the Attendance Rule Setting

Answer:- Attendance-Time Policy Attendance Rule: Late/Early/Absence rules, Duty time, Shift, Weekend, Holiday, Overtime Rules.

Question: -How to resign the Employee?

Answer:- Employee Master-Employee have the option just select the Check box when you will click so in the report have no date for that employee

Resignation Date
11/22/2019 Active

Question: - What can I do when employee out time and in time and OT time also not show ?

Answer:- Check the Shift Details when shift is correct so need to check the punch time

Max.Early Hour Allow

02.00

Max OT Allow

04.00

Go To attendance Menu – Check The Shift Details - check the OT Time and Early Time if Employee punch before Shift and after shift punch so that condition punch not show so need to set some time in the Early and OT time fields .

Question:- What is the data downloaded by the USB flash driver?

Answer:- A. GLG_001.TXT: is the new attendance record.

B. AGL_001.TXT: is all the attendance record.

C. SLG_001.TXT: is the super administrator operation record

. D. AFP_001.TXT and AFP_001.DAT: are the files when you download all the enroll info.

Question:-How to check the download punch in the software?

Answer:- 2. View the Manual Punch and Machine (Device) Punch.

Select the from date and to date if view the Machine logs click on the View Punch if we need to view the Manual punch so click on the check box of the Show manual punch then click on the view Punch

The screenshot shows the 'Manual_Punch' software interface. At the top, there are fields for 'IN/Out', 'From Date' (04/07/2022), 'To Date' (04/07/2022), 'IN Time' (00:00), and 'Out Time' (00:00). There is a 'Remark' dropdown and buttons for 'Insert Punch' and 'Close'. Below this is the 'Selection By' section with five columns of radio buttons for selection criteria: All/Few Company, All/Few Branch, All/Few Department, All/Few Designation, and All/Few Employee. Each column has a 'Select All/De-Select All' checkbox. Below these are lists of options for Company (DEMO, SUPER AUTO INDUSTF), Branch (DEMO, SURAT NAGAR), Department (ACCOUNT, DEMO, MAINTENANCE, PRODUCTION, QUALITY), Designation (ACCOUNT, DEMO, DIE SETTER, ENGINEER, HELPER, OPRATOR, THREADING, TOOL ROOM, WELDING), and Employee (prem chander(04), raghunath(06), ram ratan(37), rani(46), sandeep kumar(11), sandeep(49), saniay(17), sarif 2(22), satendra(50), sharad kumar(01)). A 'Manual Punch Insert' section on the left has 'From Date' (03/01/2022) and 'To Date' (03/31/2022) fields, a checked 'Show Manual Punch' checkbox, and a 'View Punch' button. On the right, a 'List of Punches' table is displayed with columns for 'Select', 'Empname', 'Cardno', and 'PunchDate Time'. The table contains six rows of punch data for 'SHARAD KUMAR' with card number '00000001' and various dates and times in March 2022.

Select	Empname	Cardno	PunchDate Time
<input checked="" type="checkbox"/>	SHARAD KUMAR	00000001	Mar 1 2022 6:00:00:00PM
<input type="checkbox"/>	SHARAD KUMAR	00000001	Mar 1 2022 9:20:00:00AM
<input type="checkbox"/>	SHARAD KUMAR	00000001	Mar 2 2022 6:00:00:00PM
<input type="checkbox"/>	SHARAD KUMAR	00000001	Mar 2 2022 9:20:00:00AM
<input type="checkbox"/>	SHARAD KUMAR	00000001	Mar 3 2022 6:00:00:00PM
<input type="checkbox"/>	SHARAD KUMAR	00000001	Mar 3 2022 9:20:00:00AM

Question:-

