REALTIME®
Power of Biometrics

TIMMY®

ATTENDANCE Management Software

Version: 10.7

Date: Jan, 2019

About Attendance 10.7 Software:

This document introduces the installation and uninstallation guide of the Attendance 10.7 Software , and describes the user interface and menu and Feature of this software.

Important:

Before use, please read this manual carefully. The company reminds you that the proper user will improve the use effect and authentication speed. Without the consent by our company, any unit or individual is not allowed to excerpt and copy the content of this manual partially or thoroughly and spread the content in any formats.

Contents About Software:

The Attendance 10.7 Softwrae is a Windows-based Application which have been designed to offer simple yet effective employee time and attendance management & payroll . it Allow to create a multiple users . this software have Many report , can manage night shift also and very User Friendly.

Software Feature:

- Supports WAN device management and Data Sync
- The new UI style is very user friendly , brings new operation experience for user
- Very Easy to use all menu
- automatically syncs the Attendance
- Very Simple Option to manage Device Hardware Management.
- No need Any server, install any Windows PC
- No Need Licence for software
- IN this Software There any many report like Daily Report, Weekly Report Monthly Report, Salary Report

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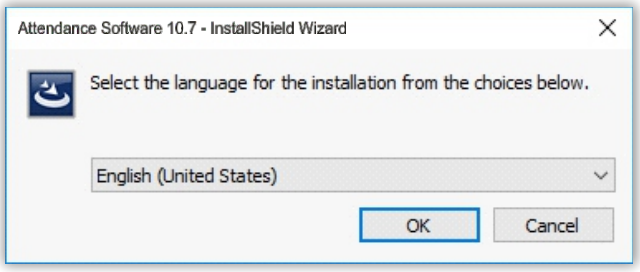
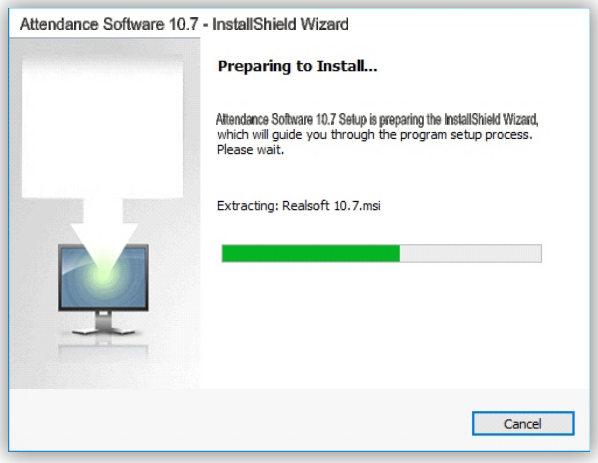
Installation:

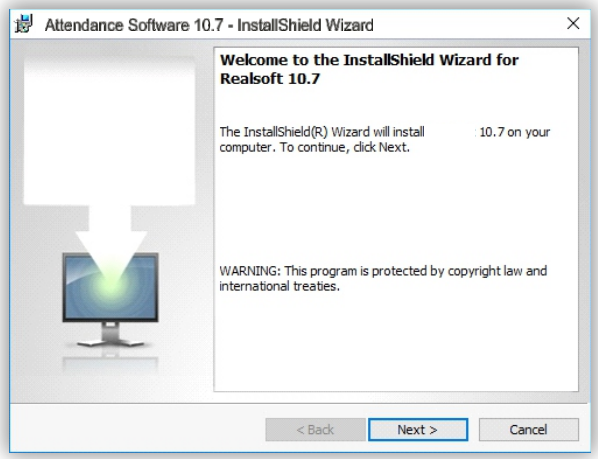
- The demonstration figure below maybe explain you how to installation software.
- If you have installed this program before, please uninstall it first, and restart your computer. Also if You want to re-install the Attendance 10.7 Software, we recommend uninstall old version first.
- It is better to turn off all the other applications before installation, to avoid any conflict in installing procedure.
- During the installation, the computer firewall software may prevent the service from this program, please selects "Allow all", or temporarily stops the firewall software before installation.
- You maybe need to download the installer first then unzip to one folder.
- Double click the "setup.exe", installation program will run automatically.
- You may need administration permission to allow the installation.

>> Select Language then click OK

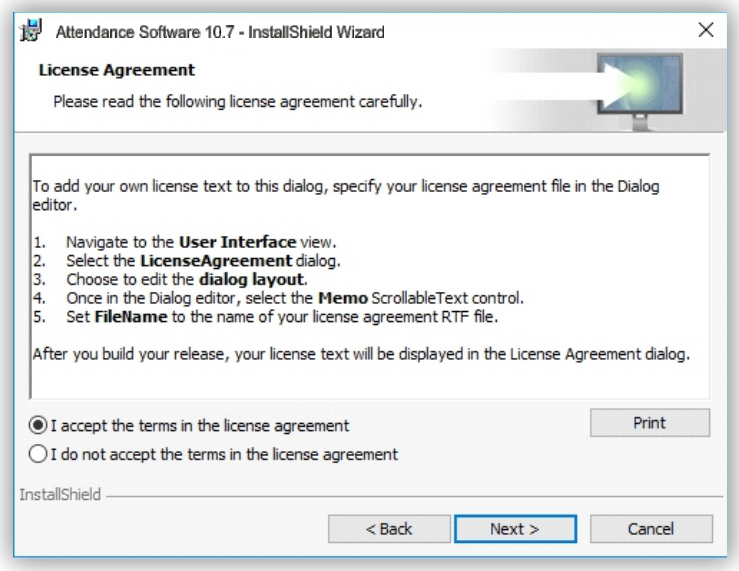


>> Click on NEXT

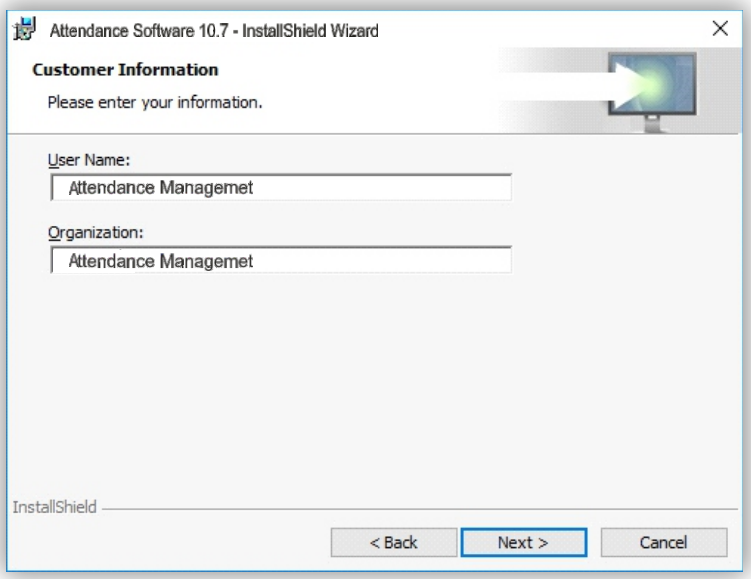




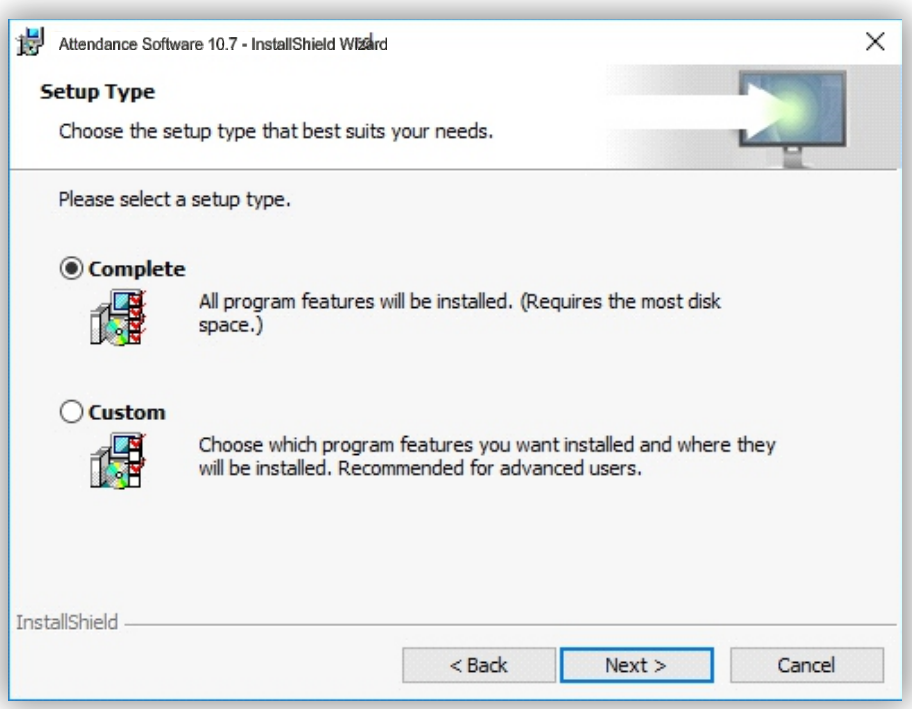
>>Check Mark on terms then click NEXT



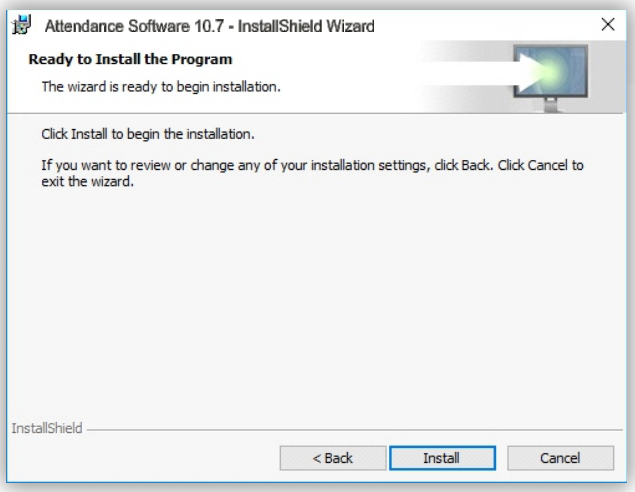
>> Write User name , Organization name and click on NEXT



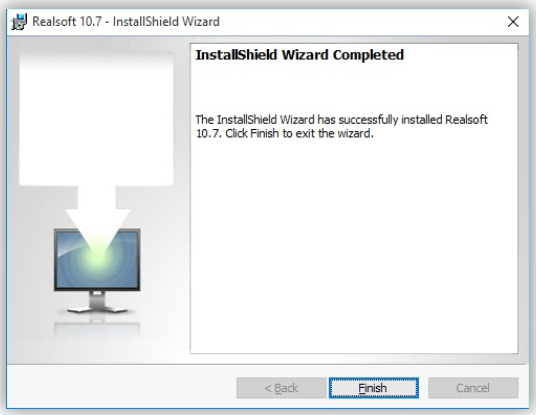
>> Select Setup type Complete then Click on NEXT



>> Now click on install



>> Then Finish

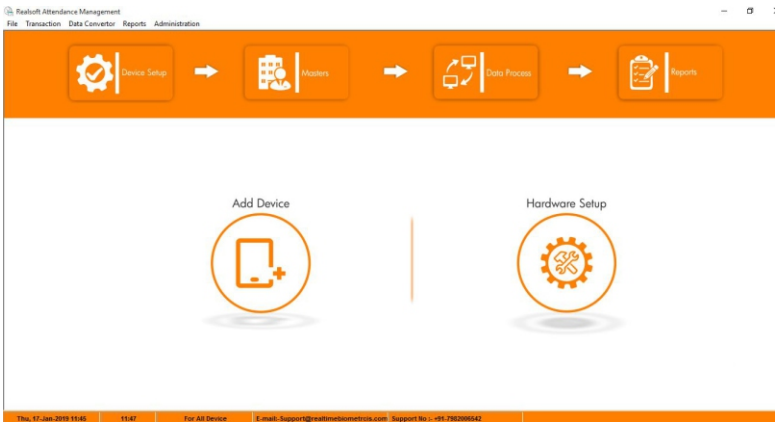


User Interface and Main Menu:

>> Login Software

Enter User Name : admin
Enter Password : admin

- This is the Final Dash Board of Attendance Management Software 10.7



- There are 4 Modules In Our Attendance Management 10.7 Software
  - File
  - Transaction
  - Reports
  - Administration

File:

>> To Enter in Setup or Hardware Setup
>> Enter the password- admin

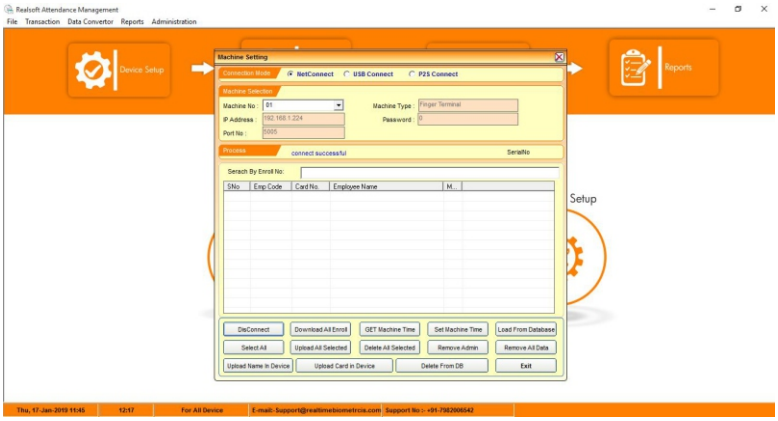
Password For Setup : Admin

>> Setup Parameters

- Click on edit option and customize your requirement as per your company policy.
- Like if you want deduct your out side working hours of your staff then check mark on calculate all in out and if you mark absent of single punch then check mark on absent on single punch option.
- If you need payroll in software so check mark on payroll similarly all the option fill.

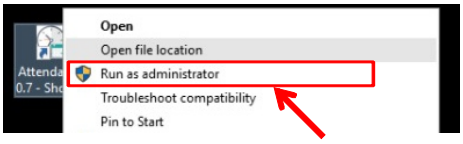
>> Hardware setup

- It is important part of software in this option firstly connect your machine through lan cable then you can
- Download the all finger templates and upload in other machines without any human interruption and if you lost your machine password you can remove here through remove admin and you can remove all the data from machine and set the time delete selected users etc..



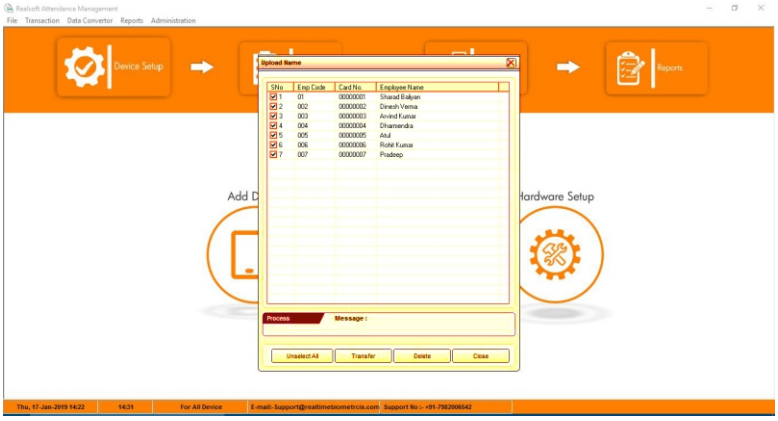
>> Machine setup

- In machine setup you can configure your biometric machine these are the following steps
  - Click on add button.
  - Define the machine number.
  - And select Connection mode LAN/P2S/USB.
  - Write the machine IP which is provided by your technical staff.
  - Then save.



>> Upload Name in machine

- If you transfer the name in biometric machine follow these steps:
  - Click on the connect button.
  - Then select the employee.
  - Then click on transfer button.
  - Now a message appear in the box successfully transfer.



>> Company Master

- Click on Add button.
- Put company Name and Address.
- In Define addition Heads you can define basic salary, HRA,DA and Deduction details as (ESI and PF) for Payroll.

>> Department Master

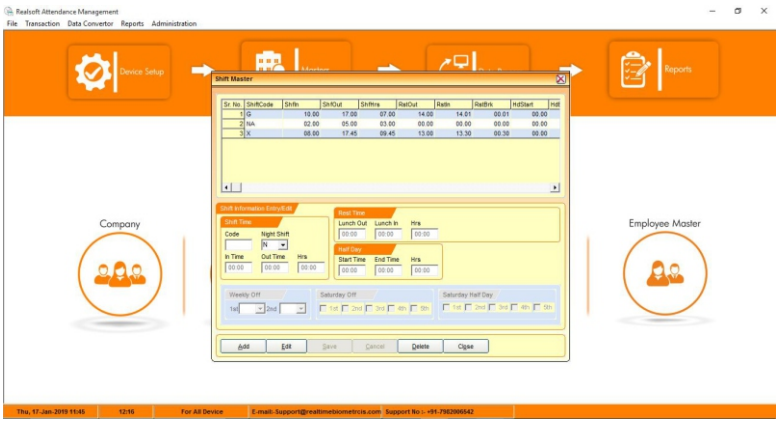
- Click on Add button.
- Put Department Name and Description.
- We can add numbers of Department in it.

>> Designation Master

- Click on Add button.
- Put Designation Name and Description.
- We can add numbers Designation of in it.

>> Shift Master

- X Shift is Default don't give to any Employee.
- NA Shift is Default for More then 24 hours shift Employee.
- Click on Add button.
- Put Shift code and Shift in time or out time.
- Here is another options as mark absent or half day as per working hrs in a day.
- We can set the WO(weekly off) of the employees in it.

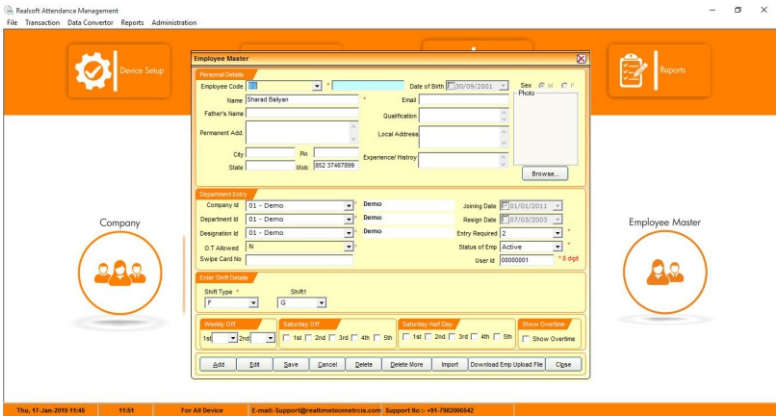


>> Holiday Master

- Click on Add button.
- Select date for Holiday
- Put Holiday name and Holiday Type .
- Select Holiday code .
- Select Applicable shift for Holiday .
- Click on save button

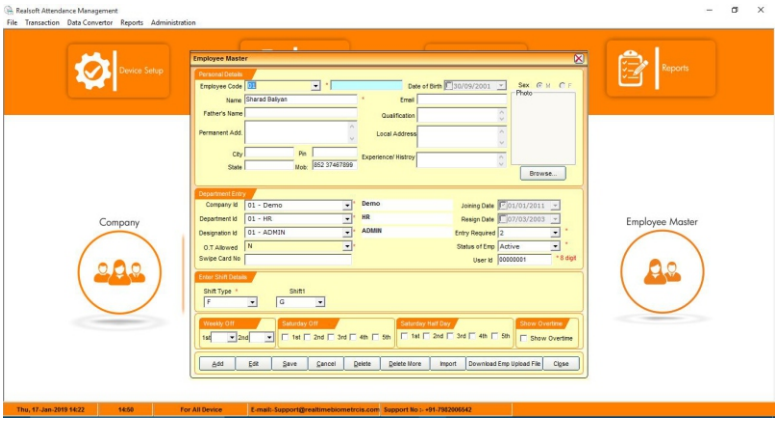
>> Employee Master

- Click on Add button.
- Put Employee code, name, email ,DOB etc.
- Select department Details
- Put User Id (8 Digit) .
- Enter Shift Details and weekly off details.

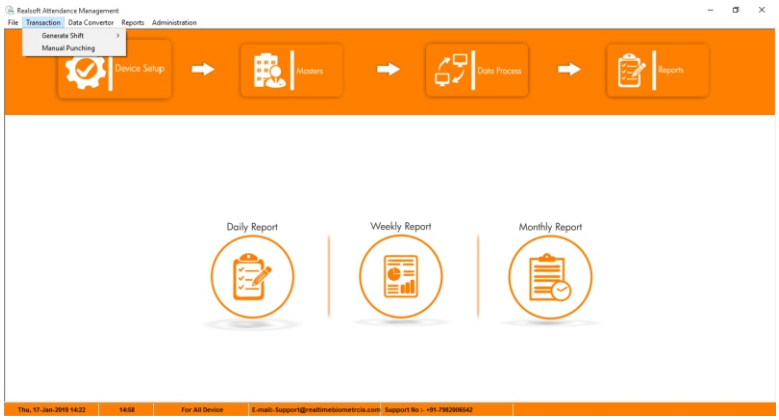


>> Import

- Download Employee Upload File option for getting Sample excel file.
- Import option is used for upload employee through excel file.
- Click on import button.
- Choose empmast_upload.xls file these are updated by you or your client.
- Then click on open button.
- Then a message appear on the screen import successfully.
- Restart the software .

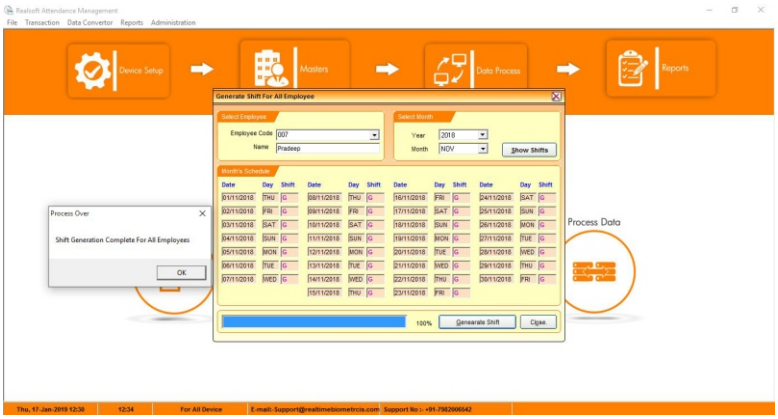


Transaction:



>> Generate Shift

- For generate the shift go to the transaction –shift generate –for all employees or press Ctrl + A and select the month then click on generate shift its required for every month or if you add new employee either update leave and holiday then you should be generate shift.

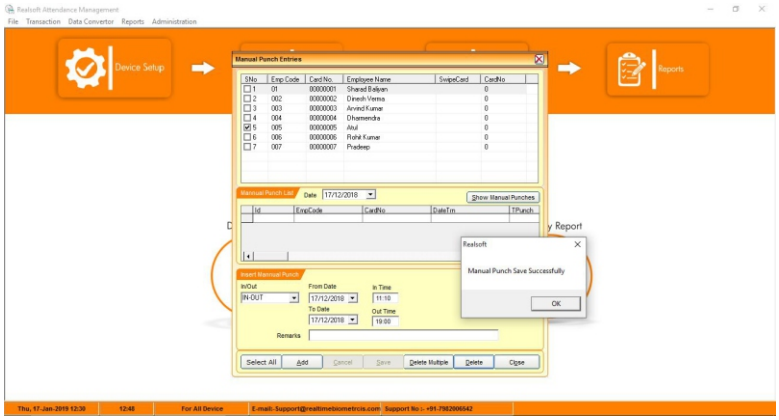


>> Manual Punch

- These option are use for which person whose miss there punch in machine and HR or responsible person are manually insert the punch in software .
    - Firstly select the employee .
    - Click the add button.
    - Select the date rang.
    - Select the in-out option.
    - Input the timing.
    - And Save .

For delete multiple manual punch

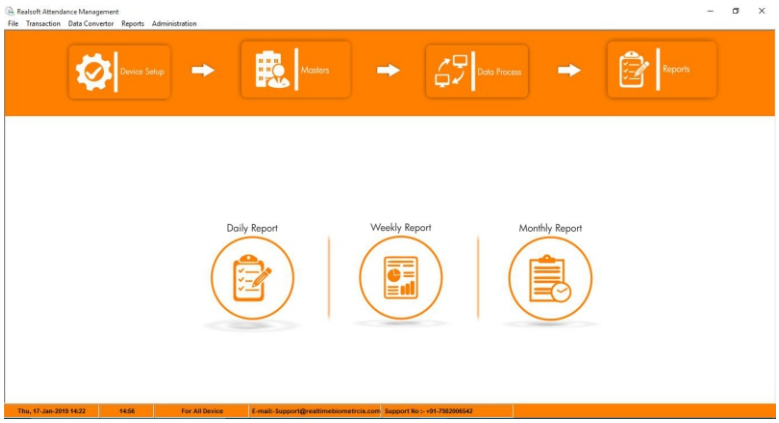
- Firstly select the employee .
- Select the date rang.
- Click the Delete Multiple button.



Reports:

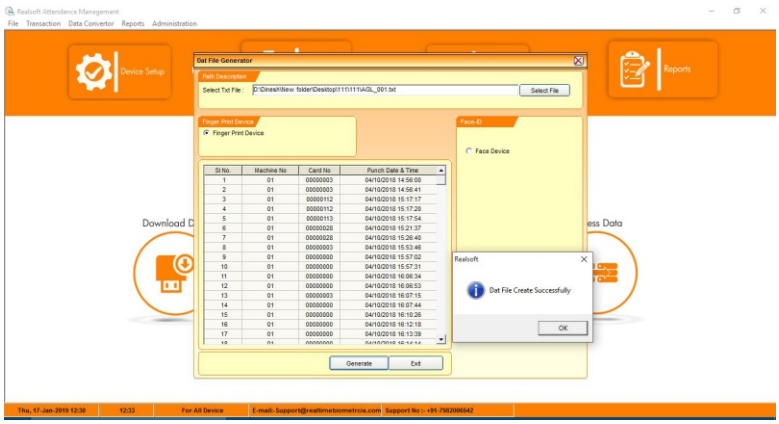
>> Data Converter

- You can download data in pen drive also.
- Put the pen drive in machine and download the agl(all general log).



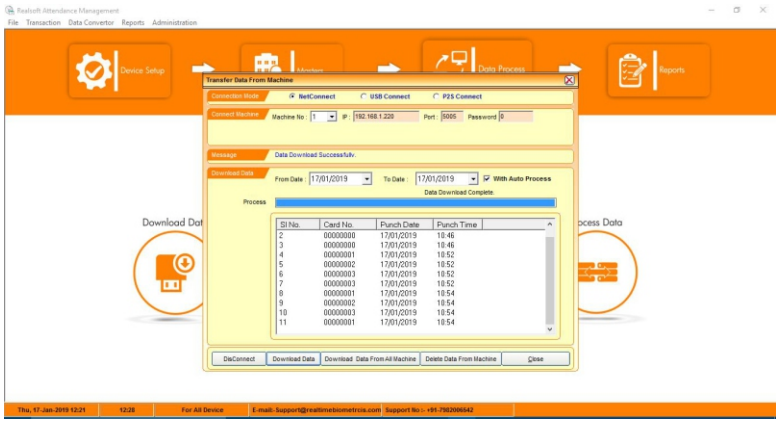
>> Data converter through USB

- Download the data from machine in Pen drive.
- Then open data convertor option.
- Select AGL file(all general Log).
- Then select machine type.
- Then Click Generate.
- A message appear dat file create successfully.
- Then Close.



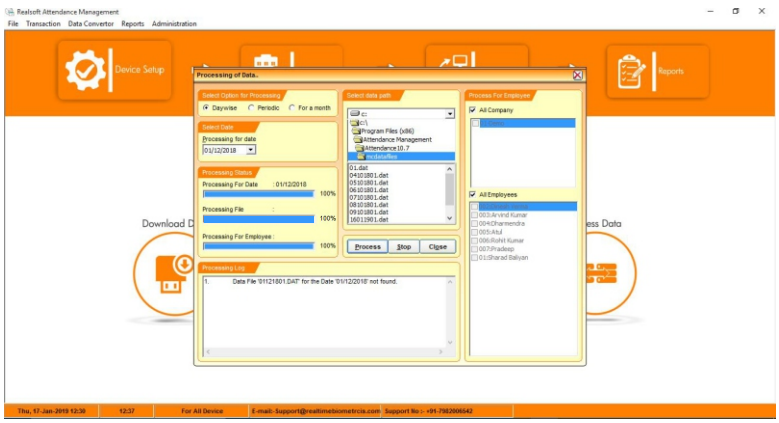
>> Data transfer from single machine

- Select the Machine Number.
- Click on connect button.
- Wait for a message .
- See the message in the message box .
- If Message is came successfully connected then select date range.
- Then click on download data.
- Wait for message download data complete .
- Next button is delete data from machine if you wish clear the machine then click on delete data from machine its asking for password so please contact with your vendor.



>> Processing the data

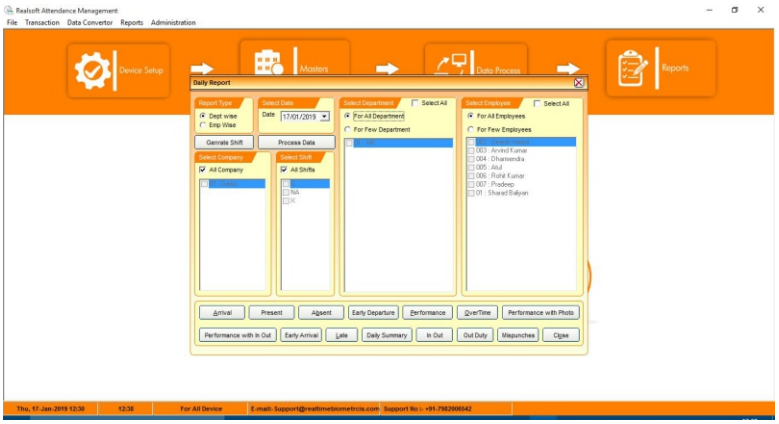
- If you have taken the data from machine.
  Now you should be process these data :-
    - Select option for processing choose the option daywise ,periodic or month
    - If you select daywise so can process only that particular day which you have selected.
    - If you have selected periodic option so can choose particular date range.
    - If you have selected for a month so its processing whole month data which month date you have selected.
    - Then click on process.
    - After processing close it.



>> Daily Report

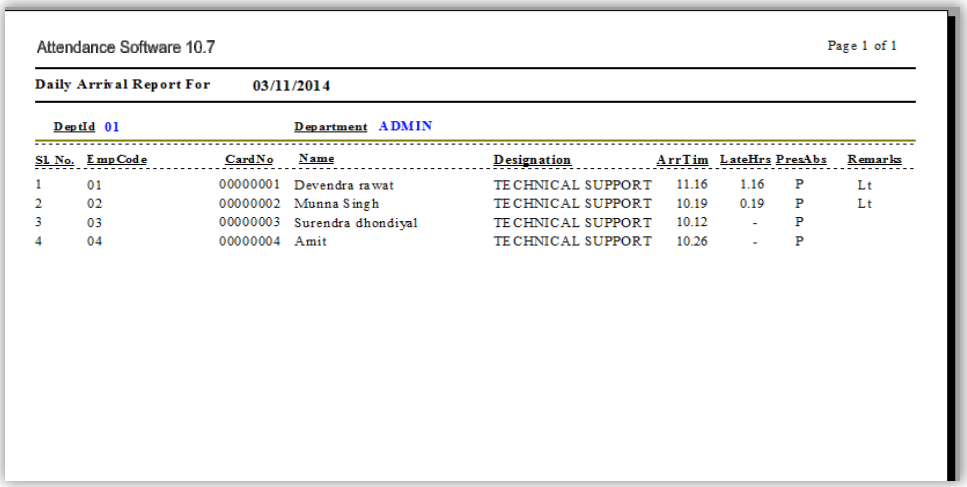
- Many types of reports in daily reports.

  - Arrival
  - Absent
  - Early Departure
  - Performance
  - Over Time
  - Performance With Photo
  - Performance with in out
  - Late
  - Daily summery
  - In Out
  - Out Duty



>> Daily arrival report

- In this report you can see only arrival persons.



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Daily Arrival Report For 03/11/2014

DeptId 01 **Department** ADMIN

Sl No.	EmpCode	CardNo	Name	Designation	ArrTim	LateHrs	PresAbs	Remarks
1	01	00000001	Devendra rawat	TECHNICAL SUPPORT	11.16	1.16	P	Lt
2	02	00000002	Munna Singh	TECHNICAL SUPPORT	10.19	0.19	P	Lt
3	03	00000003	Surendra dhondiyal	TECHNICAL SUPPORT	10.12	-	P	
4	04	00000004	Amit	TECHNICAL SUPPORT	10.26	-	P	

>> Daily absent Report

- In this report you can see only persons who come late.

Daily Absent Status Report For : Fri 21-Nov-2014

Page 1 of 1

Comp. Id 01

Attendance Software 10.7

DeptId 01 Department ADMIN

Sr. No.	EmpCode	CardNo	Name	Shift	PresAbs
1	05	00000005	Yashpal	G	A

>> Early Leaving report

- In this report you can see only persons who leaving early to the office

Early Leaving Memo For Nov-2014

R.S.SOLUTIONS

DeptId 01 Department ADMIN

EmpCode 01 CardNo 00000001 Name Devendra rawat

Sub : Early Departure Memo.

You were found departing early than the sheduled time on following dates. Please give explanation to time office.

		3
01	Depart. Time	17.14
	Early Hours	0.46

For

(Personnel Officer)

>> Daily Performance Report

- In this report you see all details like in time out time working hours late hours early hours overtime etc.

Daily Performance Report For : Mon 03-Nov-2014

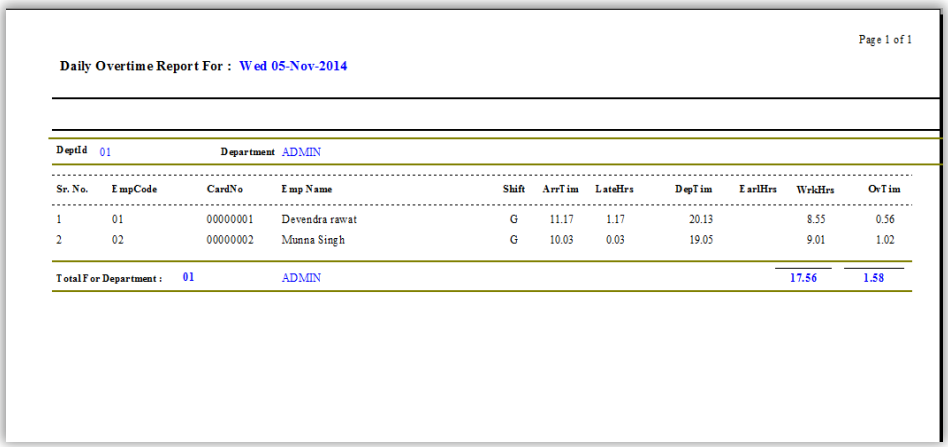
R.S.SOLUTIONS

DeptId 01 Department ADMIN

Sr. No.	EmpCode	CardNo	Name	Shift	Shift Time	Arr.Time	LateHrs	DepTime	EarlHrs	WrkHrs	O.Time	Status	Remarks
1	01	00000001	Devendra rawat	G	10.00 - 18.00	11.16	1.16	17.14	0.46	5.57	0.00	P	Lt/Erl
2	02	00000002	Munna Singh	G	10.00 - 18.00	10.19	0.19	19.01	0.00	8.41	0.42	P	Lt
3	03	00000003	Surendra dhondiyal	G	10.00 - 18.00	10.12	0.12	19.02	0.00	8.49	0.00	P	Lt
4	04	00000004	Amit	G	10.00 - 18.00	10.26	0.26	20.02	0.00	9.35	0.00	P	Lt
5	05	00000005	Yashpal	G	10.00 - 18.00	10.12	0.12	19.02	0.00	8.49	0.00	P	Lt

>> Daily overtime report

- This report is showing only person done over time.



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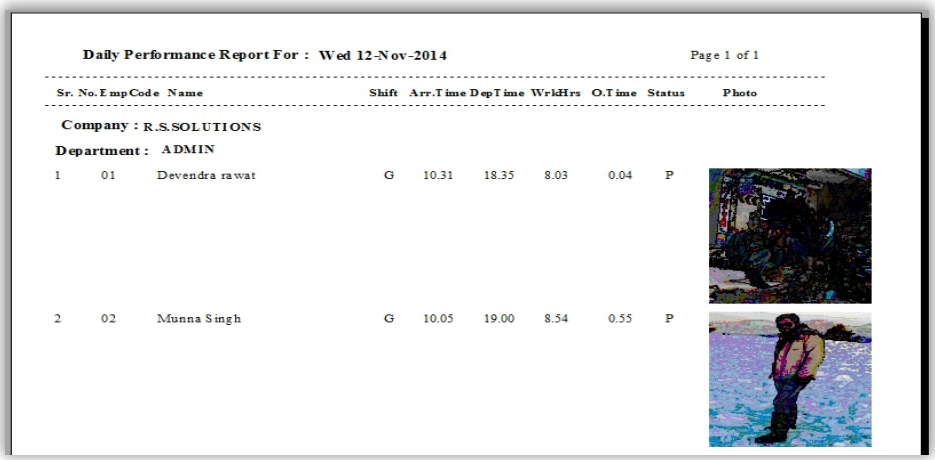
Daily Overtime Report For : Wed 05-Nov-2014

DeptId 01 **Department** ADMIN

Sr. No.	EmpCode	CardNo	Emp Name	Shift	ArrTim	LateHrs	DepTim	EarlHrs	WrkHrs	OvTim
1	01	00000001	Devendra rawat	G	11.17	1.17	20.13		8.55	0.56
2	02	00000002	Munna Singh	G	10.03	0.03	19.05		9.01	1.02
Total For Department :	**01**		ADMIN						**17.56**	**1.58**

>> Daily performance with photo

- This report in come with photo of employees



Daily Performance Report For : Wed 12-Nov-2014

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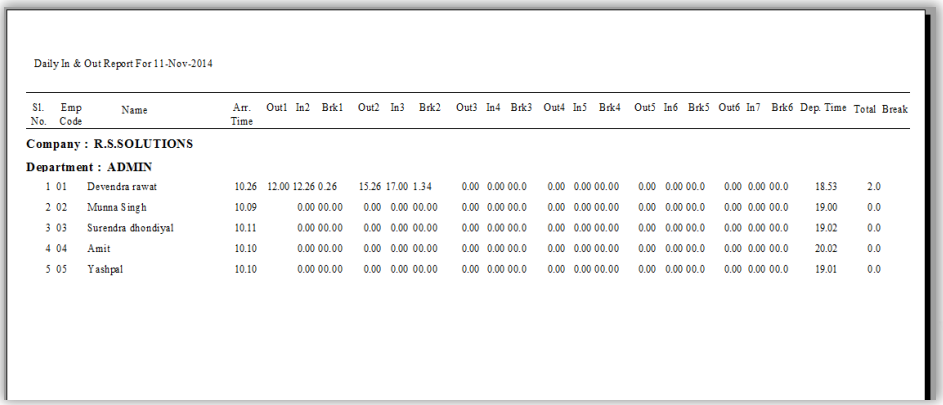
Sr. No.	EmpCode	Name	Shift	Arr.Time	DepTime	WrkHrs	O.Time	Status	Photo
Company : R.S.SOLUTIONS									
Department : ADMIN									
1	01	Devendra rawat	G	10.31	18.35	8.03	0.04	P	
2	02	Munna Singh	G	10.05	19.00	8.54	0.55	P	

>> Daily In & Out Report

- This is very useful report for those people who spend their time mostly out of office and this report is show how much time his spend out of office.



Daily In & Out Report For 11-Nov-2014

Sl. No.	Emp Code	Name	Arr. Time	Out1	In2	Brk1	Out2	In3	Brk2	Out3	In4	Brk3	Out4	In5	Brk4	Out5	In6	Brk5	Out6	In7	Brk6	Dep. Time	Total	Break
Company : R.S.SOLUTIONS																								
Department : ADMIN																								
1	01	Devendra rawat	10.26	12.00	12.26	0.26	15.26	17.00	1.34	0.00	0.00	00.0	0.00	0.00	00.00	0.00	0.00	00.0	0.00	0.00	00.0	18.53	2.0	
2	02	Munna Singh	10.09		0.00	00.00	0.00	0.00	00.00	0.00	0.00	00.0	0.00	0.00	00.00	0.00	0.00	00.0	0.00	0.00	00.0	19.00	0.0	
3	03	Surendra dhondiyal	10.11		0.00	00.00	0.00	0.00	00.00	0.00	0.00	00.0	0.00	0.00	00.00	0.00	0.00	00.0	0.00	0.00	00.0	19.02	0.0	
4	04	Amit	10.10		0.00	00.00	0.00	0.00	00.00	0.00	0.00	00.0	0.00	0.00	00.00	0.00	0.00	00.0	0.00	0.00	00.0	20.02	0.0	
5	05	Yashpal	10.10		0.00	00.00	0.00	0.00	00.00	0.00	0.00	00.0	0.00	0.00	00.00	0.00	0.00	00.0	0.00	0.00	00.0	19.01	0.0	

>> Daily Late Coming Report

- This report is showing only late arrival.

R.S.SOLUTIONS Page 1 of 1

Daily Late Comming Report For 11/11/2014

DeptId 01 **Department** ADMIN

Sl No.	EmpCode	CardNo	Name	Designation	ArrTim	LateHrs	PresAbs	Remarks
1	01	00000001	Devendra rawat	TECHNICAL SUPPOR	10.26	0.26	P	Lt
2	02	00000002	Munna Singh	TECHNICAL SUPPOR	10.09	0.09	P	Lt
3	03	00000003	Surendra dhondiyal	TECHNICAL SUPPOR	10.11	0.11	P	Lt
4	04	00000004	Amit	TECHNICAL SUPPOR	10.10	0.10	P	Lt
5	05	00000005	Yashpal	TECHNICAL SUPPOR	10.10	0.10	P	Lt

>> Daily summary Report

- Summarize Report

1

Daily Summary Report For : Fri 21-Nov-2014

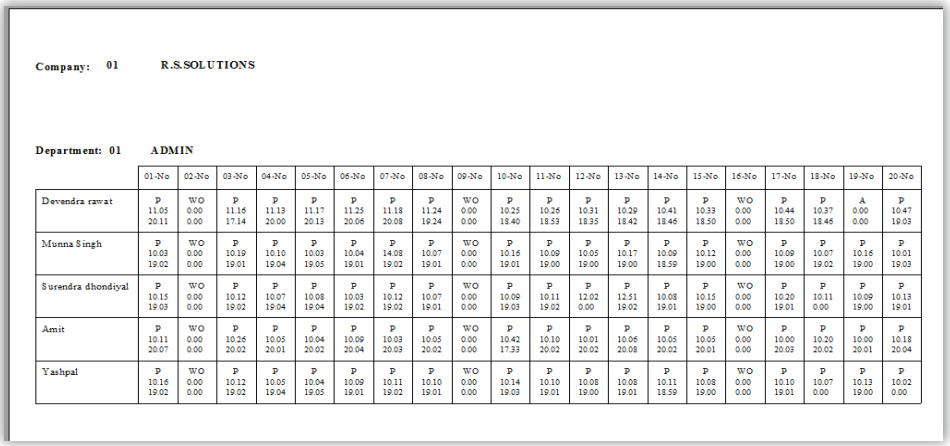
DeptName	onRoll	sPresent	sAbsent	sPaid_Lv	sUnPaid_Lv	Offs	OffsEnjoyedBy	PresInOffs
ADMIN		4.00	1.00					
		4.00	**1.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

>> Weekly reports

- Many types of reports in daily reports.
    - Attendance Report
    - Late Report
    - Early Report
    - Overtime Report
    - Present Report
    - Absent Report
    - Performance Detail Report
    - Working Hours Report

>> Attendance Report

- In this report you can view in and out time with name and date.



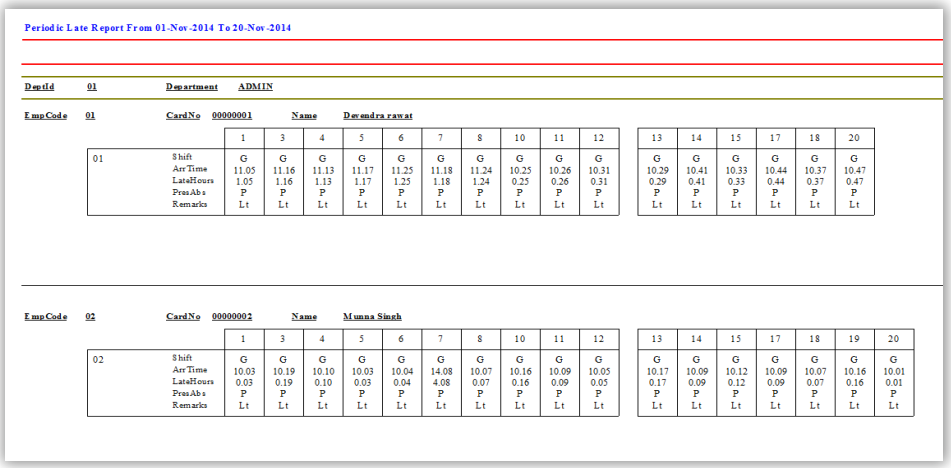
Company: 01 R.S.SOLUTIONS

Department: 01 ADMIN

	01-No	02-No	03-No	04-No	05-No	06-No	07-No	08-No	09-No	10-No	11-No	12-No	13-No	14-No	15-No	16-No	17-No	18-No	19-No	20-No
Devendra rawat	P 11.05 20.11	WO 0.00 0.00	P 11.16 17.14	P 11.13 20.00	P 11.17 20.13	P 11.25 20.06	P 11.18 20.08	P 11.24 18.24	WO 0.00 0.00	P 10.25 18.40	P 10.26 18.33	P 10.31 18.35	P 10.29 18.42	P 10.41 18.46	P 10.33 18.50	WO 0.00 0.00	P 10.44 18.50	P 10.37 18.46	A 0.00 0.00	P 10.47 19.03
Munna Singh	P 10.03 19.02	WO 0.00 0.00	P 10.19 19.01	P 10.10 19.04	P 10.03 19.05	P 10.04 19.01	P 14.08 19.02	P 10.07 19.01	WO 0.00 0.00	P 10.16 19.01	P 10.09 19.00	P 10.05 19.00	P 10.17 19.00	P 10.09 18.59	P 10.12 19.00	WO 0.00 0.00	P 10.09 19.00	P 10.07 19.02	P 10.16 19.00	P 10.01 19.03
Surendra dhondiyal	P 10.15 19.03	WO 0.00 0.00	P 10.12 19.02	P 10.07 19.04	P 10.08 19.04	P 10.03 19.02	P 10.12 19.02	P 10.07 19.01	WO 0.00 0.00	P 10.09 19.03	P 10.11 19.02	P 12.02 0.00	P 12.51 19.02	P 10.08 19.01	P 10.15 19.00	WO 0.00 0.00	P 10.20 19.01	P 10.11 0.00	P 10.09 19.00	P 10.13 19.01
Amit	P 10.11 20.07	WO 0.00 0.00	P 10.26 20.02	P 10.05 20.01	P 10.04 20.02	P 10.09 20.04	P 10.03 20.03	P 10.05 20.02	WO 0.00 0.00	P 10.42 17.33	P 10.10 20.02	P 10.01 20.02	P 10.06 20.08	P 10.05 20.02	P 10.05 20.01	WO 0.00 0.00	P 10.00 20.03	P 10.20 20.02	P 10.00 20.01	P 10.18 20.04
Yashpal	P 10.16 19.02	WO 0.00 0.00	P 10.12 19.02	P 10.05 19.04	P 10.04 19.05	P 10.09 19.01	P 10.11 19.02	P 10.10 19.01	WO 0.00 0.00	P 10.14 19.03	P 10.10 19.01	P 10.08 19.00	P 10.08 19.01	P 10.11 18.59	P 10.08 19.00	WO 0.00 0.00	P 10.10 19.01	P 10.07 0.00	P 10.13 19.00	P 10.02 0.00

>> Late Reports

- These reports for only late arrival .



Periodic Late Report From 01-Nov-2014 To 20-Nov-2014

DeptId 01 Department ADMIN

EmpCode 01 CardNo 00000001 Name Devendra rawat

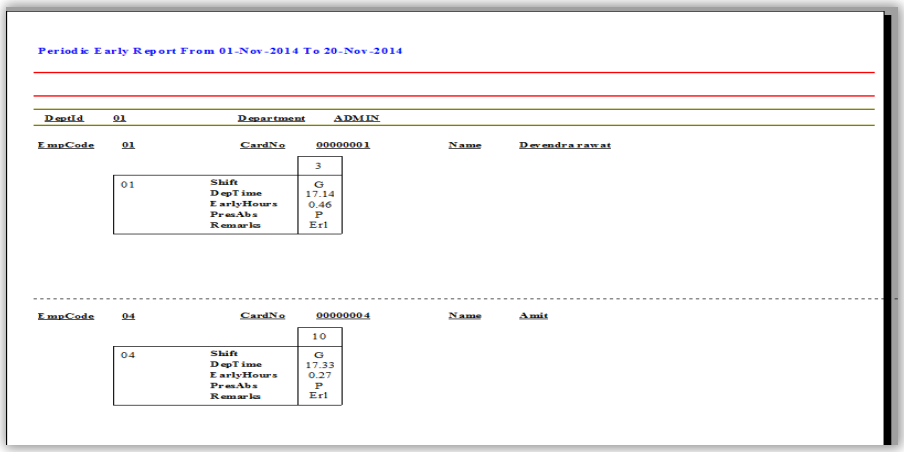
		1	3	4	5	6	7	8	10	11	12	13	14	15	17	18	20
01	Shift	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
	ArrTime	11.05	11.16	11.13	11.17	11.25	11.18	11.24	10.25	10.26	10.31	10.29	10.41	10.33	10.44	10.37	10.47
	LateHours	1.05	1.16	1.13	1.17	1.25	1.18	1.24	0.25	0.26	0.31	0.29	0.41	0.33	0.44	0.37	0.47
	PresAbs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Remarks	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt

EmpCode 02 CardNo 00000002 Name Munna Singh

		1	3	4	5	6	7	8	10	11	12	13	14	15	17	18	19	20
02	Shift	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
	ArrTime	10.03	10.19	10.10	10.03	10.04	14.08	10.07	10.16	10.09	10.05	10.17	10.09	10.12	10.09	10.07	10.16	10.01
	LateHours	0.03	0.19	0.10	0.03	0.04	4.08	0.07	0.16	0.09	0.05	0.17	0.09	0.12	0.09	0.07	0.16	0.01
	PresAbs	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
	Remarks	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt	Lt

>> Early Report

- These report are using for early going employees.



Periodic Early Report From 01-Nov-2014 To 20-Nov-2014

DeptId 01 Department ADMIN

EmpCode 01 CardNo 00000001 Name Devendra rawat

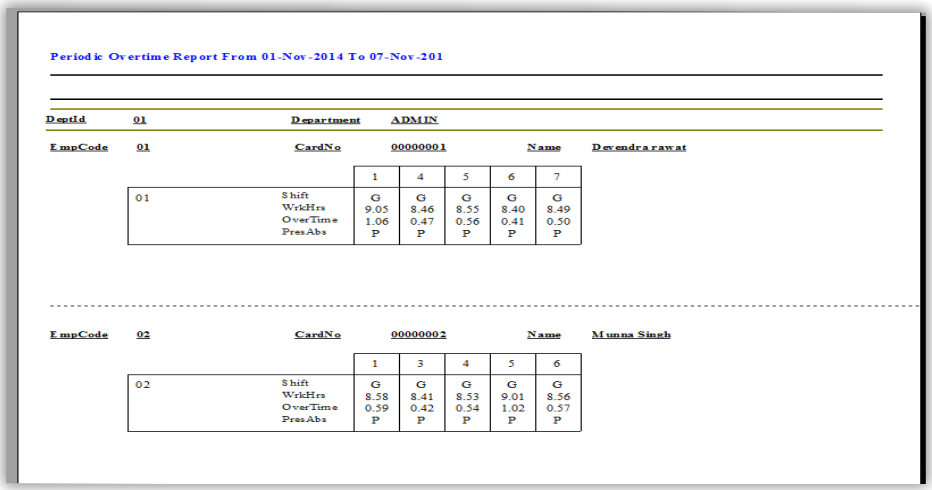
		3
01	Shift	G
	DepTime	17.14
	EarlyHours	0.46
	PresAbs	P
	Remarks	Erl

EmpCode 04 CardNo 00000004 Name Amit

		10
04	Shift	G
	DepTime	17.33
	EarlyHours	0.27
	PresAbs	P
	Remarks	Erl

>> Overtime Report

- You can view only overtime in this report.



Periodic Overtime Report From 01-Nov-2014 To 07-Nov-201

DeptId 01 Department ADMIN

EmpCode 01 CardNo 00000001 Name Devendra rawat

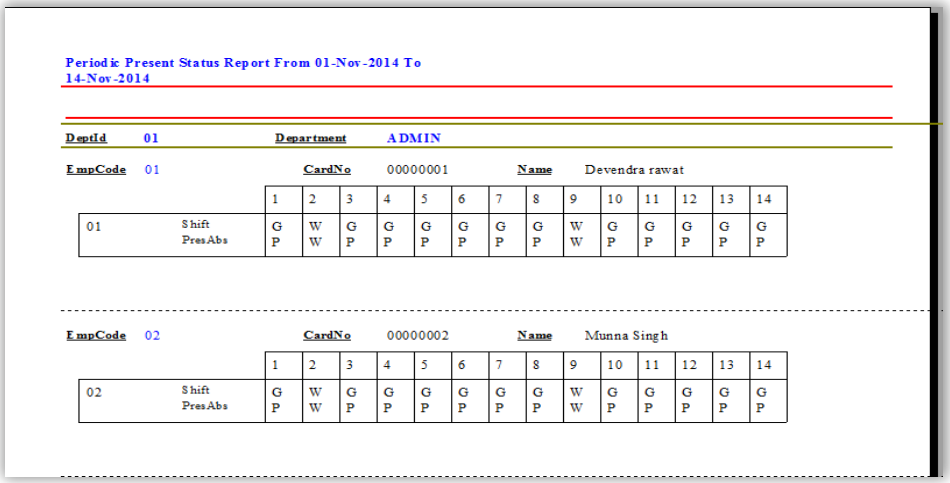
		1	4	5	6	7
01	Shift	G	G	G	G	G
	WrkHrs	9.05	8.46	8.55	8.40	8.49
	OverTime	1.06	0.47	0.56	0.41	0.50
	PresAbs	P	P	P	P	P

EmpCode 02 CardNo 00000002 Name Munna Singh

		1	3	4	5	6
02	Shift	G	G	G	G	G
	WrkHrs	8.58	8.41	8.53	9.01	8.56
	OverTime	0.59	0.42	0.54	1.02	0.57
	PresAbs	P	P	P	P	P

>> Present Report

- Its showing status of present and absent.



Periodic Present Status Report From 01-Nov-2014 To 14-Nov-2014

DeptId 01 Department ADMIN

EmpCode 01 CardNo 00000001 Name Devendra rawat

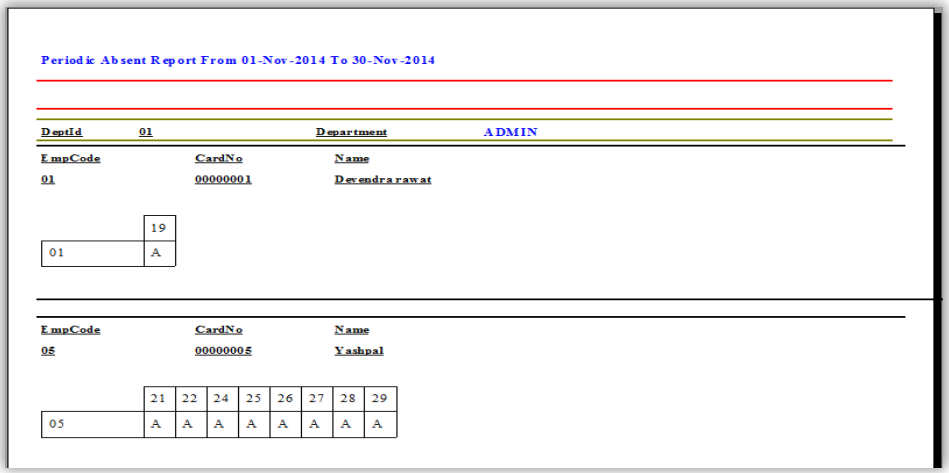
		1	2	3	4	5	6	7	8	9	10	11	12	13	14
01	Shift	G	W	G	G	G	G	G	G	W	G	G	G	G	G
	PresAbs	P	W	P	P	P	P	P	P	W	P	P	P	P	P

EmpCode 02 CardNo 00000002 Name Munna Singh

		1	2	3	4	5	6	7	8	9	10	11	12	13	14
02	Shift	G	W	G	G	G	G	G	G	W	G	G	G	G	G
	PresAbs	P	W	P	P	P	P	P	P	W	P	P	P	P	P

>> Absent Report

- Its showing only absent .



Periodic Absent Report From 01-Nov-2014 To 30-Nov-2014

DeptId 01 Department ADMIN

EmpCode 01 CardNo 00000001 Name Devendra rawat

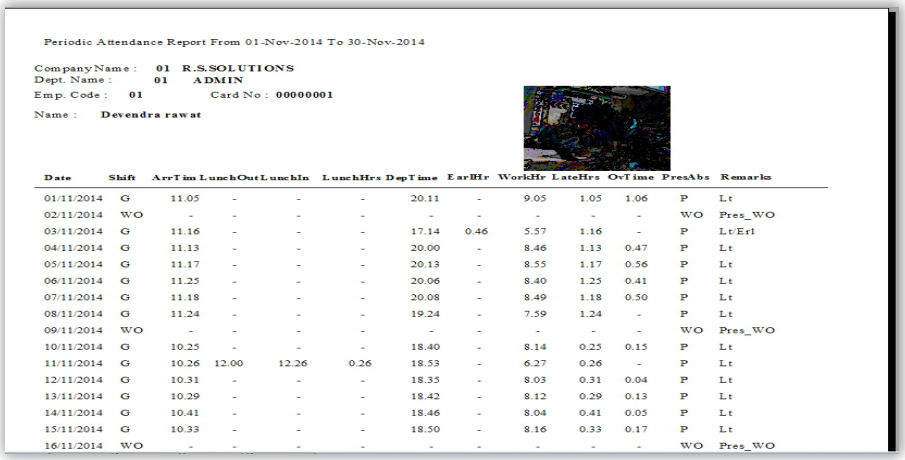
	19
01	A

EmpCode 05 CardNo 00000005 Name Yashpal

	21	22	24	25	26	27	28	29
05	A	A	A	A	A	A	A	A

>> Performance Detail Report

- In this report you have to see how much time they have out side in office with deduction timing.



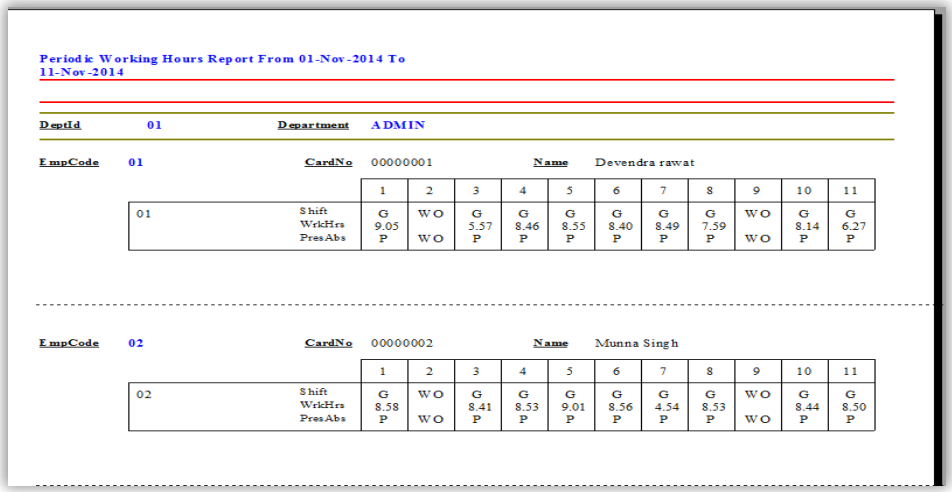
Periodic Attendance Report From 01-Nov-2014 To 30-Nov-2014

Company Name : 01 R.S.SOLUTIONS
Dept. Name : 01 ADMIN
Emp. Code : 01 Card No : 00000001
Name : Devendra rawat

Date	Shift	ArrTim	LunchOut	LunchIn	LunchHrs	DepTime	EarlHr	WorkHr	LateHrs	OvTime	PresAbs	Remarks
01/11/2014	G	11.05	-	-	-	20.11	-	9.05	1.05	1.06	P	Lt
02/11/2014	WO	-	-	-	-	-	-	-	-	-	WO	Pres_WO
03/11/2014	G	11.16	-	-	-	17.14	0.46	5.57	1.16	-	P	Lt/Erl
04/11/2014	G	11.13	-	-	-	20.00	-	8.46	1.13	0.47	P	Lt
05/11/2014	G	11.17	-	-	-	20.13	-	8.55	1.17	0.56	P	Lt
06/11/2014	G	11.25	-	-	-	20.06	-	8.40	1.25	0.41	P	Lt
07/11/2014	G	11.18	-	-	-	20.08	-	8.49	1.18	0.50	P	Lt
08/11/2014	G	11.24	-	-	-	19.24	-	7.59	1.24	-	P	Lt
09/11/2014	WO	-	-	-	-	-	-	-	-	-	WO	Pres_WO
10/11/2014	G	10.25	-	-	-	18.40	-	8.14	0.25	0.15	P	Lt
11/11/2014	G	10.26	12.00	12.26	0.26	18.53	-	6.27	0.26	-	P	Lt
12/11/2014	G	10.31	-	-	-	18.35	-	8.03	0.31	0.04	P	Lt
13/11/2014	G	10.29	-	-	-	18.42	-	8.12	0.29	0.13	P	Lt
14/11/2014	G	10.41	-	-	-	18.46	-	8.04	0.41	0.05	P	Lt
15/11/2014	G	10.33	-	-	-	18.50	-	8.16	0.33	0.17	P	Lt
16/11/2014	WO	-	-	-	-	-	-	-	-	-	WO	Pres_WO

>> Working Hours Report

- Its showing only working hours.



Periodic Working Hours Report From 01-Nov-2014 To 11-Nov-2014

DeptId 01 Department ADMIN

EmpCode 01 CardNo 00000001 Name Devendra rawat

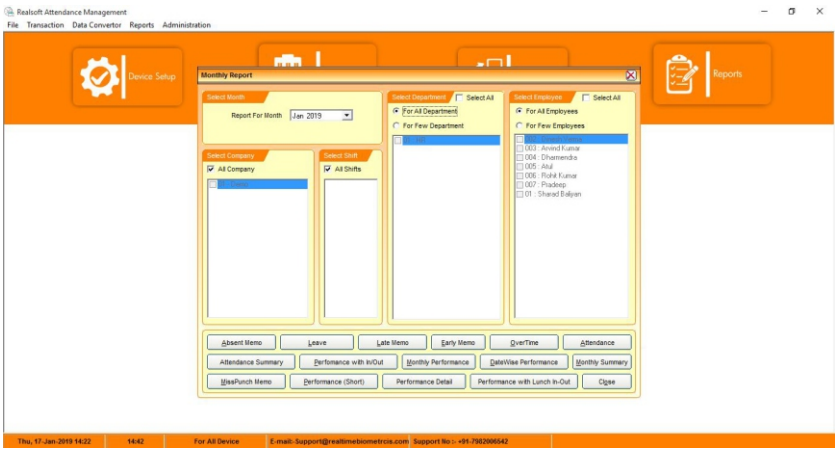
		1	2	3	4	5	6	7	8	9	10	11
01	Shift	G	WO	G	G	G	G	G	G	WO	G	G
	WrkHrs	9.05		5.57	8.46	8.55	8.40	8.49	7.59		8.14	6.27
	PresAbs	P	WO	P	P	P	P	P	P	WO	P	P

EmpCode 02 CardNo 00000002 Name Munna Singh

		1	2	3	4	5	6	7	8	9	10	11
02	Shift	G	WO	G	G	G	G	G	G	WO	G	G
	WrkHrs	8.58		8.41	8.53	9.01	8.56	4.54	8.53		8.44	8.50
	PresAbs	P	WO	P	P	P	P	P	P	WO	P	P

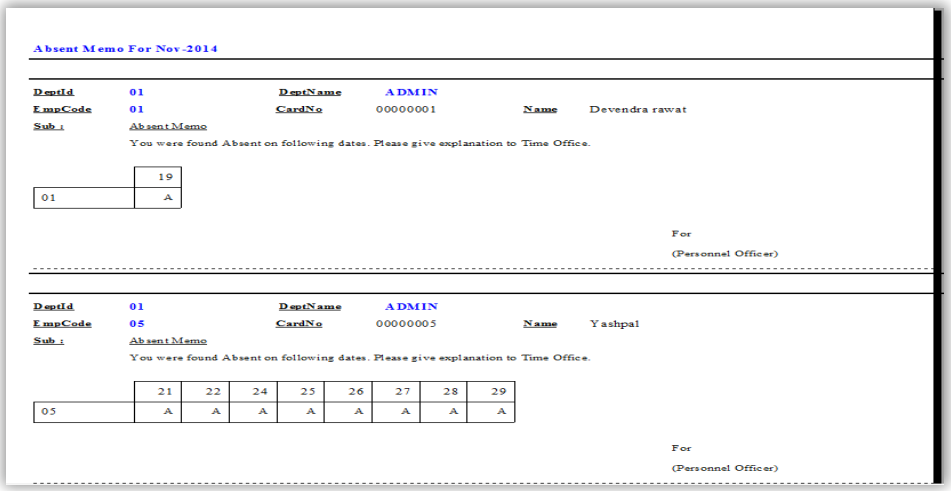
>> Monthly Report

- In a monthly Report you have to get may type of reports like:-
    - Absent report
    - Leave report
    - Late report monthly report
    - Date wise performance report
    - Monthly summary report
    - Miss punch report
    - Performance report etc.



>> Absent Report

- In this report you can view only absent date.



Absent Memo For Nov-2014

DeptId 01 DeptName ADMIN
EmpCode 01 CardNo 00000001 Name Devendra rawat
Sub : Absent Memo
You were found Absent on following dates. Please give explanation to Time Office.

	19
01	A

For
(Personnel Officer)

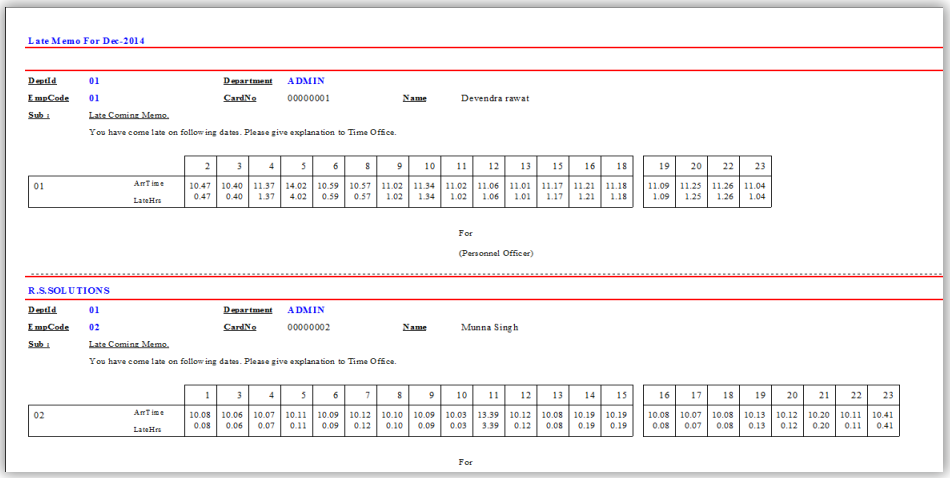
DeptId 01 DeptName ADMIN
EmpCode 05 CardNo 00000005 Name Yashpal
Sub : Absent Memo
You were found Absent on following dates. Please give explanation to Time Office.

	21	22	24	25	26	27	28	29
05	A	A	A	A	A	A	A	A

For
(Personnel Officer)

>> Late Report

- This is particular showing only late report.



Late Memo For Dec-2014

DeptId 01 Department ADMIN
EmpCode 01 CardNo 00000001 Name Devendra rawat
Sub : Late Coming Memo.
You have come late on following dates. Please give explanation to Time Office.

		2	3	4	5	6	8	9	10	11	12	13	15	16	18	19	20	22	23
01	ArrTime	10.47	10.40	11.37	14.02	10.59	10.57	11.02	11.34	11.02	11.06	11.01	11.17	11.21	11.18	11.09	11.25	11.26	11.04
	LateHrs	0.47	0.40	1.37	4.02	0.59	0.57	1.02	1.34	1.02	1.06	1.01	1.17	1.21	1.18	1.09	1.25	1.26	1.04

For
(Personnel Officer)

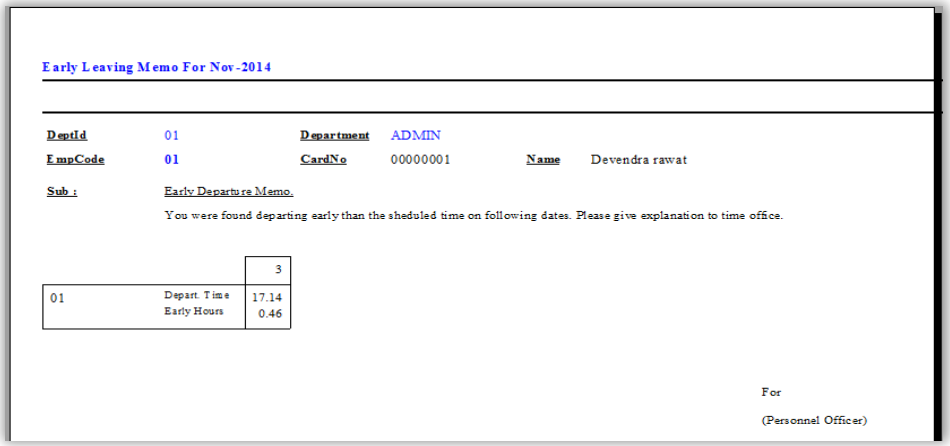
R.S.SOLUTIONS
DeptId 01 Department ADMIN
EmpCode 02 CardNo 00000002 Name Munna Singh
Sub : Late Coming Memo.
You have come late on following dates. Please give explanation to Time Office.

		1	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
02	ArrTime	10.08	10.06	10.07	10.11	10.09	10.12	10.10	10.09	10.03	13.39	10.12	10.08	10.19	10.19	10.08	10.07	10.08	10.13	10.12	10.20	10.11	10.41
	LateHrs	0.08	0.06	0.07	0.11	0.09	0.12	0.10	0.09	0.03	3.39	0.12	0.08	0.19	0.19	0.08	0.07	0.08	0.13	0.12	0.20	0.11	0.41

For

>> Early Leaving report for monthly

- These report are using for early going employees or monthly basis.



Early Leaving Memo For Nov-2014

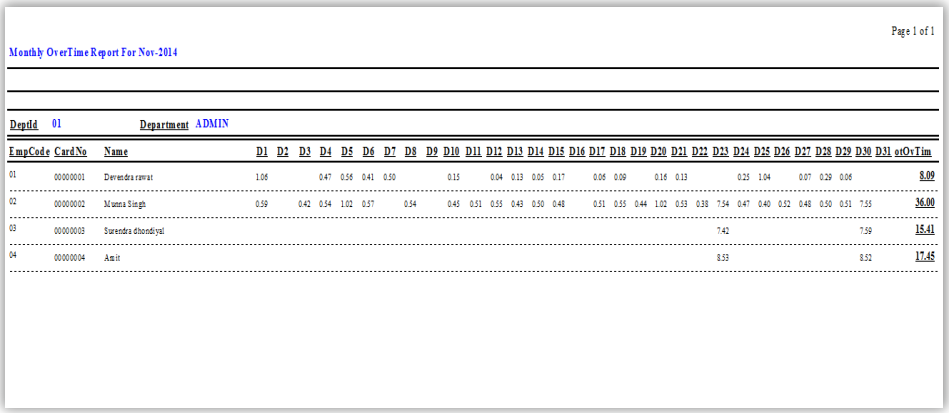
DeptId 01 Department ADMIN
EmpCode 01 CardNo 00000001 Name Devendra rawat
Sub : Early Departure Memo.
You were found departing early than the sheduled time on following dates. Please give explanation to time office.

		3
01	Depart. Time	17.14
	Early Hours	0.46

For
(Personnel Officer)

>> Monthly Overtime Report

- In this report you can view monthly date wise overtime report.



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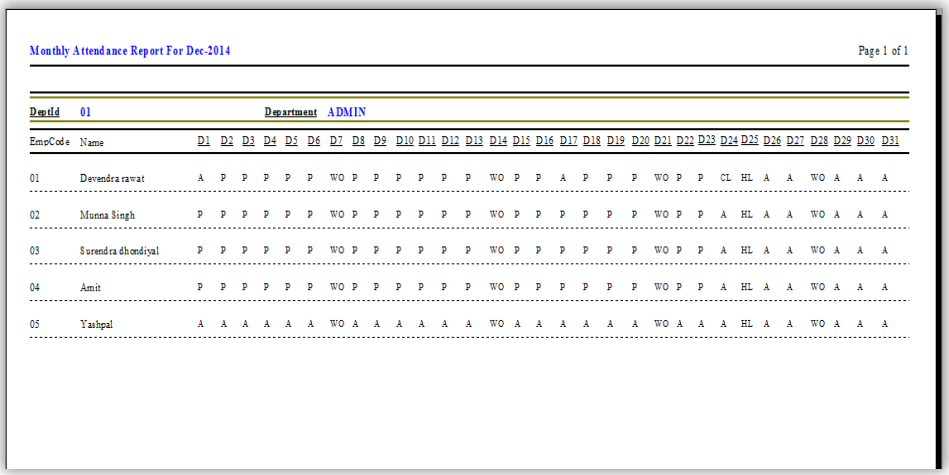
Monthly OverTime Report For Nov-2014

DeptId 01 Department ADMIN

EmpCode	CardNo	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	otOvTim
01	00000001	Devendra rawat	1.06			0.47	0.56	0.41	0.50			0.15		0.04	0.13	0.05	0.17		0.06	0.09		0.16	0.13			0.25	1.04		0.07	0.29	0.06			8.09
02	00000002	Munna Singh	0.59		0.42	0.54	1.02	0.57		0.54		0.45	0.51	0.55	0.43	0.50	0.48		0.51	0.55	0.44	1.02	0.53	0.38	7.54	0.47	0.40	0.52	0.48	0.50	0.51	7.55		36.00
03	00000003	Surendra dhondiyal																							7.42							7.59		15.41
04	00000004	Amit																							8.53							8.52		17.45

>> Monthly Attendance Report



Monthly Attendance Report For Dec-2014

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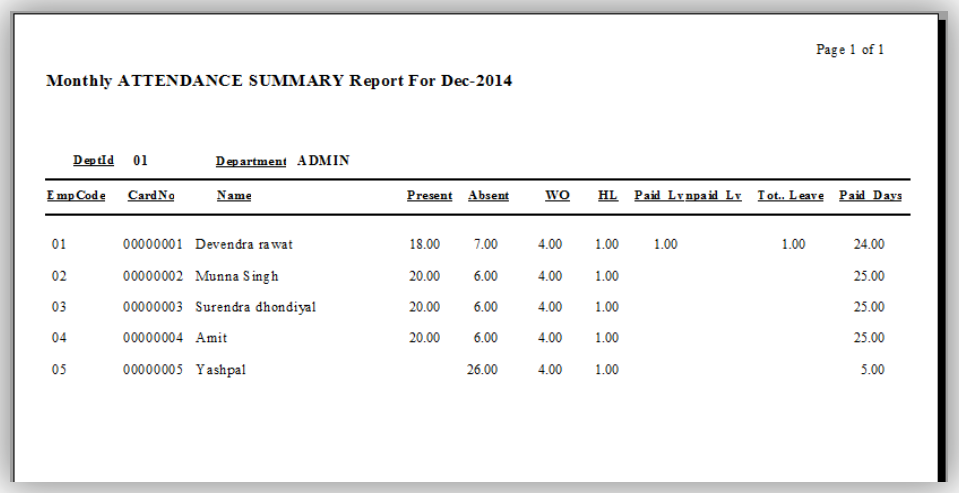
DeptId 01 Department ADMIN

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	Devendra rawat	A	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	P	P	P	WO	P	P	CL	HL	A	A	WO	A	A	A
02	Munna Singh	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	HL	A	A	WO	A	A	A
03	Surendra dhondiyal	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	HL	A	A	WO	A	A	A
04	Amit	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	HL	A	A	WO	A	A	A
05	Yashpal	A	A	A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	A	A	A	WO	A	A	A	HL	A	A	WO	A	A	A

>> Monthly Summary Attendance Report



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Monthly ATTENDANCE SUMMARY Report For Dec-2014

DeptId 01 Department ADMIN

EmpCode	CardNo	Name	Present	Absent	WO	HL	Paid Lvnpaid Lv	Tot.. Leave	Paid Days
01	00000001	Devendra rawat	18.00	7.00	4.00	1.00	1.00	1.00	24.00
02	00000002	Munna Singh	20.00	6.00	4.00	1.00			25.00
03	00000003	Surendra dhondiyal	20.00	6.00	4.00	1.00			25.00
04	00000004	Amit	20.00	6.00	4.00	1.00			25.00
05	00000005	Yashpal		26.00	4.00	1.00			5.00

>> Employee date wise performance with in out

Employees DateWise Performance For Month - Nov 2014

DepId 01 **Department** ADMIN
EmpCode 01 **CardNo** 00000001 **Name** Devendra rawat

Date	Shift	ArrTim	Out1	In2	Out2	In3	Out3	In4	Out4	In5	Out5	In6	Out6	In7	DepTim	WrkHrs
01/11/2014	G	11.05													20.11	9.05
02/11/2014	WO														0.00	0.00
03/11/2014	G	11.16													17.14	5.57
04/11/2014	G	11.13													20.00	8.46
05/11/2014	G	11.17													20.13	8.55
06/11/2014	G	11.25													20.06	8.40
07/11/2014	G	11.18													20.08	8.49
08/11/2014	G	11.24													19.24	7.59
09/11/2014	WO														0.00	0.00
10/11/2014	G	10.25													18.40	8.14
11/11/2014	G	10.26	12.00	12.26	15.26	17.00									18.53	6.27
12/11/2014	G	10.31													18.35	8.03
13/11/2014	G	10.29													18.42	8.12
14/11/2014	G	10.41													18.46	8.04
15/11/2014	G	10.33													18.50	8.16
16/11/2014	WO														0.00	0.00
17/11/2014	G	10.44													18.50	8.05
18/11/2014	G	10.37													18.46	8.08
19/11/2014	G														0.00	0.00
20/11/2014	G	10.47													19.03	8.15
21/11/2014	G	10.56													19.09	8.12
22/11/2014	G	10.52													18.43	7.50
23/11/2014	WO														0.00	0.00
24/11/2014	G	11.01													19.26	8.24
25/11/2014	G	10.58													20.02	9.03
26/11/2014	G	11.39													19.24	7.44

>> Monthly performance

Performance Report For Month Nov-2014 Page 1 of 2

EmpCode	Name	Card No.	Present	WO	HL	Absent	Paid_Lv	Unpaid_Lv	Tot. Leave	Paid_Days	Night	LateHrs	EarlHrs	Work Hrs	OvTim
01 ADMIN															
01	Devendra rawat	00000001	24.00	5.00		1.00				29.00		22.28	0.46	195.47	8.09

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Arrival Tim	11.05	0.00	11.16	11.13	11.17	11.25	11.18	11.24	0.00	10.25	10.26	10.31	10.29	10.41	10.33	0.00	10.44	10.37	0.00	10.47	10.56	10.52	0.00	11.01	10.58	11.39	11.04	10.47	11.00	0.00
Dep. Tim	20.11	0.00	17.14	20.00	20.13	20.06	20.08	19.24	0.00	18.40	18.53	18.35	18.42	18.46	18.50	0.00	18.50	18.46	0.00	19.03	19.09	18.43	0.00	19.26	20.02	19.24	19.11	19.16	19.06	0.00
Working H	9.05	0.00	5.57	8.46	8.55	8.40	8.49	7.59	0.00	8.14	6.27	8.03	8.12	8.04	8.16	0.00	8.05	8.08	0.00	8.15	8.12	7.50	0.00	8.24	9.03	7.44	8.06	8.28	8.05	0.00
O.Time Hrs	1.06	0.00	0.00	0.47	0.56	0.41	0.50	0.00	0.00	0.15	0.00	0.04	0.13	0.02	0.17	0.00	0.06	0.09	0.00	0.16	0.13	0.00	0.00	0.22	1.04	0.00	0.07	0.29	0.06	0.00
Status	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	P	P	P	WO	P	P	P	P	P	P	WO
Break	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

02	Munna Singh	00000002	25.00	5.00																		30.00				8.45			232.30	36.00

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Arrival Tim	10.03	0.00	10.19	10.10	10.03	10.04	14.08	10.07	0.00	10.16	10.00	10.02	10.17	10.09	10.12	0.00	10.09	10.07	10.14	10.01	10.08	10.23	10.02	10.13	10.21	10.08	10.14	10.11	10.10	10.17
Dep. Tim	19.02	0.00	19.01	19.04	19.03	19.01	19.02	19.01	0.00	19.01	19.00	19.00	19.00	18.39	19.00	0.00	19.00	19.02	19.01	19.03	19.01	19.01	18.00	19.00	19.01	19.00	19.02	19.01	19.01	18.13
Working H	8.58	0.00	8.41	8.53	9.01	8.56	4.54	8.53	0.00	8.44	8.59	8.58	8.43	8.30	8.47	0.00	8.51	8.54	8.45	9.01	8.53	8.37	7.54	8.46	8.39	8.21	8.47	8.40	8.00	7.55
O.Time Hrs	0.59	0.00	0.42	0.54	1.02	0.57	0.00	0.54	0.00	0.45	0.31	0.33	0.43	0.30	0.48	0.00	0.31	0.35	0.44	1.02	0.53	0.38	7.54	0.47	0.40	0.22	0.48	0.30	0.31	7.35
Status	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO
Break	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

>> Employee Date wise Performance

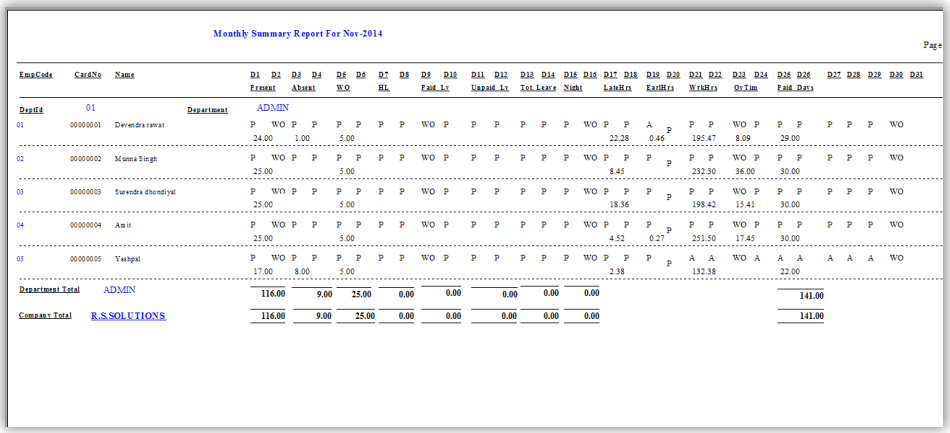
Employees DateWise Performance For Month - Nov 2014

R.S.SOLUTIONS

DepId 01 **Department** ADMIN
EmpCode 01 **CardNo** 00000001 **Name** Devendra rawat

Date	Shift	ArrTim	LateHrs	DepTim	EarlHrs	WrkHrs	OvTim	Present	Absent	Paid_Lv	UnPaid_Lv	PresAbs	Remarks
01/11/2014	G	11.05	1.05	20.11		9.05	1.06	1.00				P	Lt
02/11/2014	WO	0.00						1.00				WO	Pres_WO
03/11/2014	G	11.16	1.16	17.14	0.46	5.57		1.00				P	Lt/Erl
04/11/2014	G	11.13	1.13	20.00		8.46	0.47	1.00				P	Lt
05/11/2014	G	11.17	1.17	20.13		8.55	0.56	1.00				P	Lt
06/11/2014	G	11.25	1.25	20.06		8.40	0.41	1.00				P	Lt
07/11/2014	G	11.18	1.18	20.08		8.49	0.50	1.00				P	Lt
08/11/2014	G	11.24	1.24	19.24		7.59		1.00				P	Lt
09/11/2014	WO	0.00						1.00				WO	Pres_WO
10/11/2014	G	10.25	0.25	18.40		8.14	0.15	1.00				P	Lt
11/11/2014	G	10.26	0.26	18.53		6.27		1.00				P	Lt
12/11/2014	G	10.31	0.31	18.35		8.03	0.04	1.00				P	Lt
13/11/2014	G	10.29	0.29	18.42		8.12	0.13	1.00				P	Lt
14/11/2014	G	10.41	0.41	18.46		8.04	0.05	1.00				P	Lt
15/11/2014	G	10.33	0.33	18.50		8.16	0.17	1.00				P	Lt
16/11/2014	WO	0.00						1.00				WO	Pres_WO
17/11/2014	G	10.44	0.44	18.50		8.05	0.06	1.00				P	Lt
18/11/2014	G	10.37	0.37	18.46		8.08	0.09	1.00				P	Lt
19/11/2014	G	0.00							1.00			A	---/Abs
20/11/2014	G	10.47	0.47	19.03		8.15	0.16	1.00				P	Lt
21/11/2014	G	10.56	0.56	19.09		8.12	0.13	1.00				P	Lt
22/11/2014	G	10.52	0.52	18.43		7.50		1.00				P	Lt
23/11/2014	WO	0.00						1.00				WO	Pres_WO
24/11/2014	G	11.01	1.01	19.26		8.24	0.25	1.00				P	Lt
25/11/2014	G	10.58	0.58	20.02		9.03	1.04	1.00				P	Lt
26/11/2014	G	11.39	1.39	19.24		7.44		1.00				P	Lt
27/11/2014	G	11.04	1.04	19.11		8.06	0.07	1.00				P	Lt
28/11/2014	G	10.47	0.47	19.16		8.28	0.29	1.00				P	Lt
29/11/2014	G	11.00	1.00	19.06		8.05	0.06	1.00				P	Lt
30/11/2014	WO	0.00						1.00				WO	Pres_WO
Total For Employee :		**01**				**195.47**	**8.09**	**29.00**	**1.00**			**Paid_Days =**	**29.00**

>> Monthly Summary Report

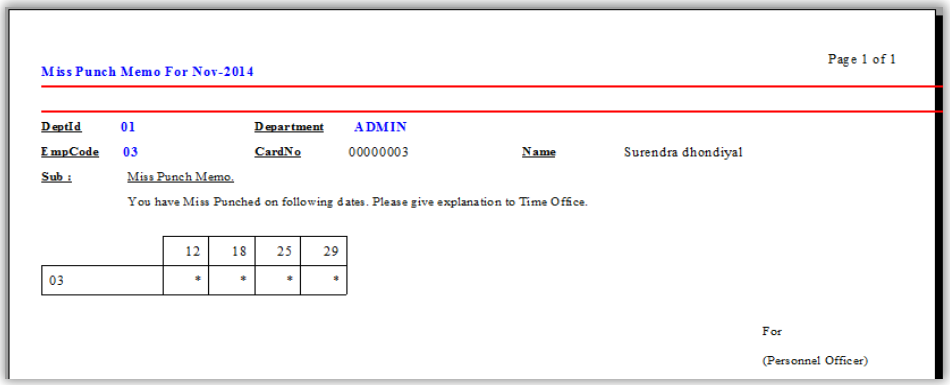


Monthly Summary Report For Nov-2014

Page

EmpCode	CardNo	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
			Present		Absent		WO		HL		Paid Lv		Unpaid Lv		Tot Leave		Night		LateHrs		EarlHrs		WrkHrs		OvTim		Paid Days						
DeptId	01			Department		ADMIN																											
01	00000001	Devendra rawat	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	A	P	P	P	WO	P	P	P	P	P	P	WO	
			24.00		1.00		5.00												22.28		0.46		195.47		8.09		29.00						
02	00000002	Munna Singh	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	
			25.00				5.00												8.45				232.30		36.00		30.00						
03	00000003	Surendra dhondiyal	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	
			25.00				5.00												18.36				198.42		15.41		30.00						
04	00000004	Amit	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	
			25.00				5.00												4.52		0.27		251.50		17.45		30.00						
05	00000005	Yashpal	P	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P	P	P	P	A	A	WO	A	A	A	A	A	A	WO	
			17.00		8.00		5.00												2.38				132.38				22.00						
Department Total		ADMIN	116.00		9.00		25.00		0.00		0.00		0.00		0.00		0.00										141.00						
Company Total		R.S.SOLUTIONS	116.00		9.00		25.00		0.00		0.00		0.00		0.00		0.00										141.00						

>> Miss punch Report



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Miss Punch Memo For Nov-2014

DeptId 01 **Department** ADMIN

EmpCode 03 **CardNo** 00000003 **Name** Surendra dhondiyal

Sub : Miss Punch Memo.

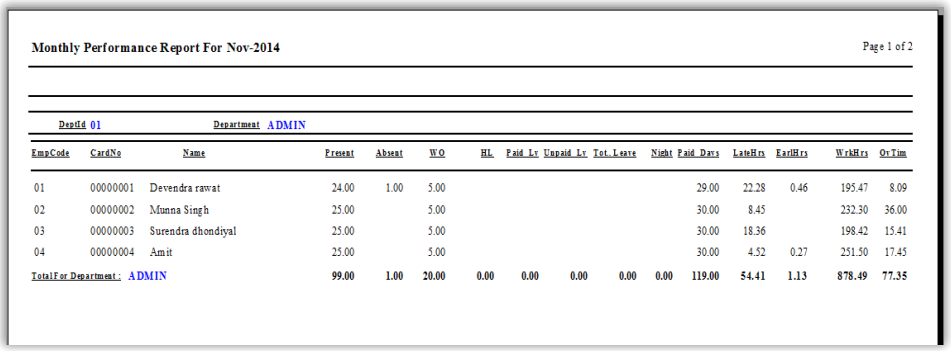
You have Miss Punched on following dates. Please give explanation to Time Office.

	12	18	25	29
03	*	*	*	*

For

(Personnel Officer)

>> Short Performance Report



Monthly Performance Report For Nov-2014

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DeptId 01 Department ADMIN

EmpCode	CardNo	Name	Present	Absent	WO	HL	Paid Lv	Unpaid Lv	Tot. Leave	Night	Paid Days	LateHrs	EarlHrs	WrkHrs	OvTim
01	00000001	Devendra rawat	24.00	1.00	5.00						29.00	22.28	0.46	195.47	8.09
02	00000002	Munna Singh	25.00		5.00						30.00	8.45		232.30	36.00
03	00000003	Surendra dhondiyal	25.00		5.00						30.00	18.36		198.42	15.41
04	00000004	Amit	25.00		5.00						30.00	4.52	0.27	251.50	17.45
Total For Department :		ADMIN	99.00	1.00	20.00	0.00	0.00	0.00	0.00	0.00	119.00	54.41	1.13	878.49	77.35

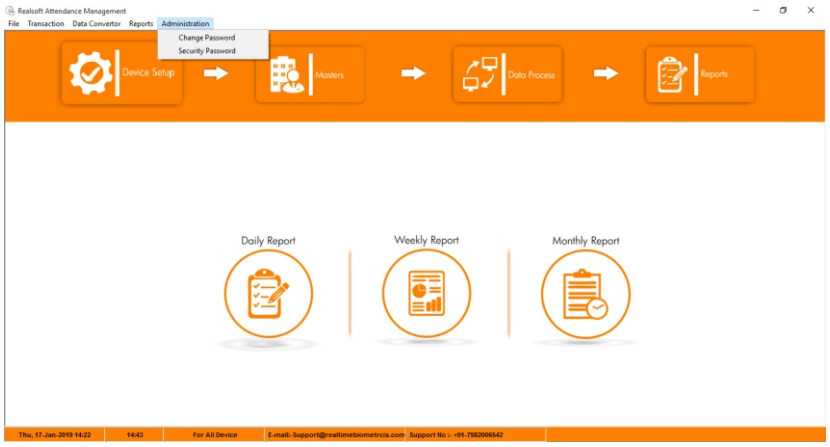
>> Over time Statement

Over Time Statement for the month of NOV, 2014.

Emp Code	Employee Name	Basic Pay	OT (Hr.)	Over Time Pay
01	Devendra rawat	15,000	8.05	504.40
02	Munna Singh	10,000	36.00	1,490.40
	Total :			

Administration:

- In administration option you can manage users and their rights change the password of software and take backup.



>> Change User Name/Password

- Here we have permission to change user name and password
- For this , first we have to enter old user name and password for admin verification. Then We have to enter new user name and password.

>> Security Password

- Here we have permission to change user name and password of Login Software.
- For this , first we have to enter old user name and password for admin verification. Then We have to enter new user name and password.

THANKS FOR BEING

Realtime And Timmy