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Technology Development Company

# Smart Office Suite 6.1

## User Manual

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## I. Application Specification

ESSL Smart Office Suite makes easy work of the tedious tasks involved with monitoring employee time and attendance. Our simplified time-tracking software – working in tandem with our data collection devices – helps you control labor costs, minimize compliance risk, and improve workforce productivity.

**Time Management:** - Our completely automated time and attendance solutions reduce labor costs by enforcing pay and work rules – consistently and accurately – across the organization. Labor-intensive timecard tracking, data entry, and approval processing are simplified. And that reduces the administrative time associated with attendance exceptions and employee inquiries — all while minimizing overpayments and compliance risk.

Having a time clock solution that simply tracks employee punches is first step, for reducing payroll inflation and manual errors.

- Control labor costs with a consistent application of work and pay rules
- Minimize compliance risk by enforcing and tracking complex compliance requirements, such as government regulations.
- Improve workforce productivity by reducing manual and timely administrative tasks and freeing your staff for more value-added activities.

So why choose ESSL Smart Office Suite? Because our solutions are completely automated and easy to own. Because they deliver the high-quality information you need to make better decisions.

- Easy-to-use **features** that provide timely labour information and save considerable time and effort
- Reliable **technology** that scales to your organization and provides the flexibility you need; a swift, seamless **integration** with your existing systems to make sure your operation won't miss a beat
- Comprehensive **Services** that sync up with your IT resources, budget, and payment preferences, plus consulting offerings to help leverage your investment

**Data Collection:** - A time and attendance system is only as strong as the data you feed it with. Choose a data capture option that's reliable and easy to use – whether it's a fixed-mount time clock, a mobile app, a telephony system, or a browser-based solution. And put accurate data into your time management solution.

- Control labor costs by minimizing data entry errors and enforcing pay and attendance policies at the time of the punch
- Minimize compliance risk by not allowing employees to work outside their scheduled hours
- Improve workforce productivity by giving employees self-service access to information like scheduled hours and time-off balances — freeing managers to work on higher-level activities.

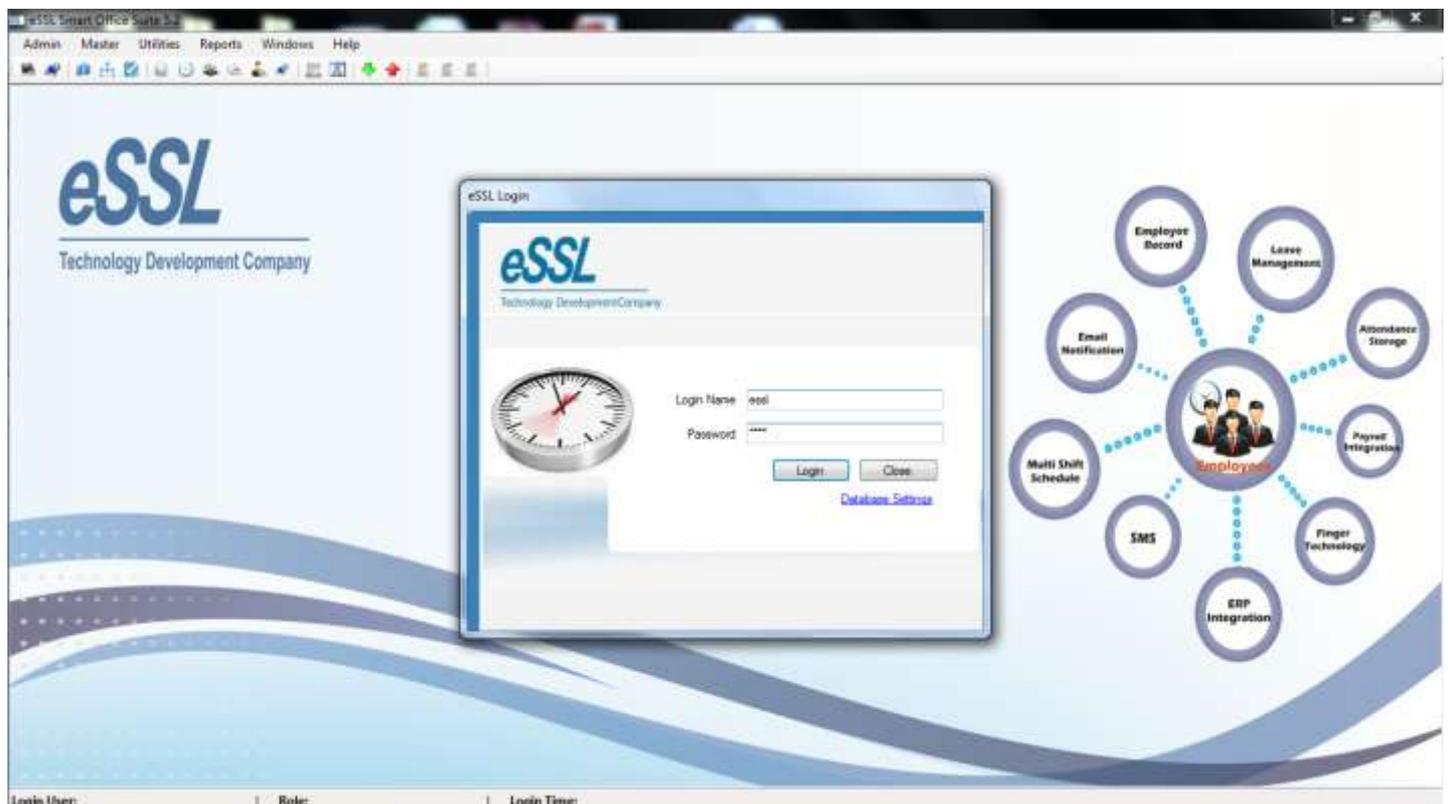
**Labour Tracking:**-ESSL Smart Office Suite Time and Attendance puts the right information at your fingertips. By giving you the latest and most detailed labor activity data, you will finally know how productive your workforce is and have the information to make swift corrections when needed.

Workforce Activities from ESSL Smart Office Suite gives you the latest and most detailed activity tracking data. With the right information at your fingertips, you gain the power to make truly effective, knowledge-based decisions. And take action before your bottom line is at risk.

The unique Workforce Activities offering from ESSL Smart Office Suite provides-

- Innovative **features** that help you gain unparalleled real-time visibility into your manufacturing operations
- Reliable, proven, easy-to-use **technology** that integrates with your ERP system and works seamlessly with the rest of your IT infrastructure
- Comprehensive **Services** that make the most of your IT and budget resources and accommodate your deployment and payment preferences.

## II. Login Screen



ESSL Smart Office Suite Login screen where user will enter their credential and change the database settings by clicking on [Database Settings](#) Link button.

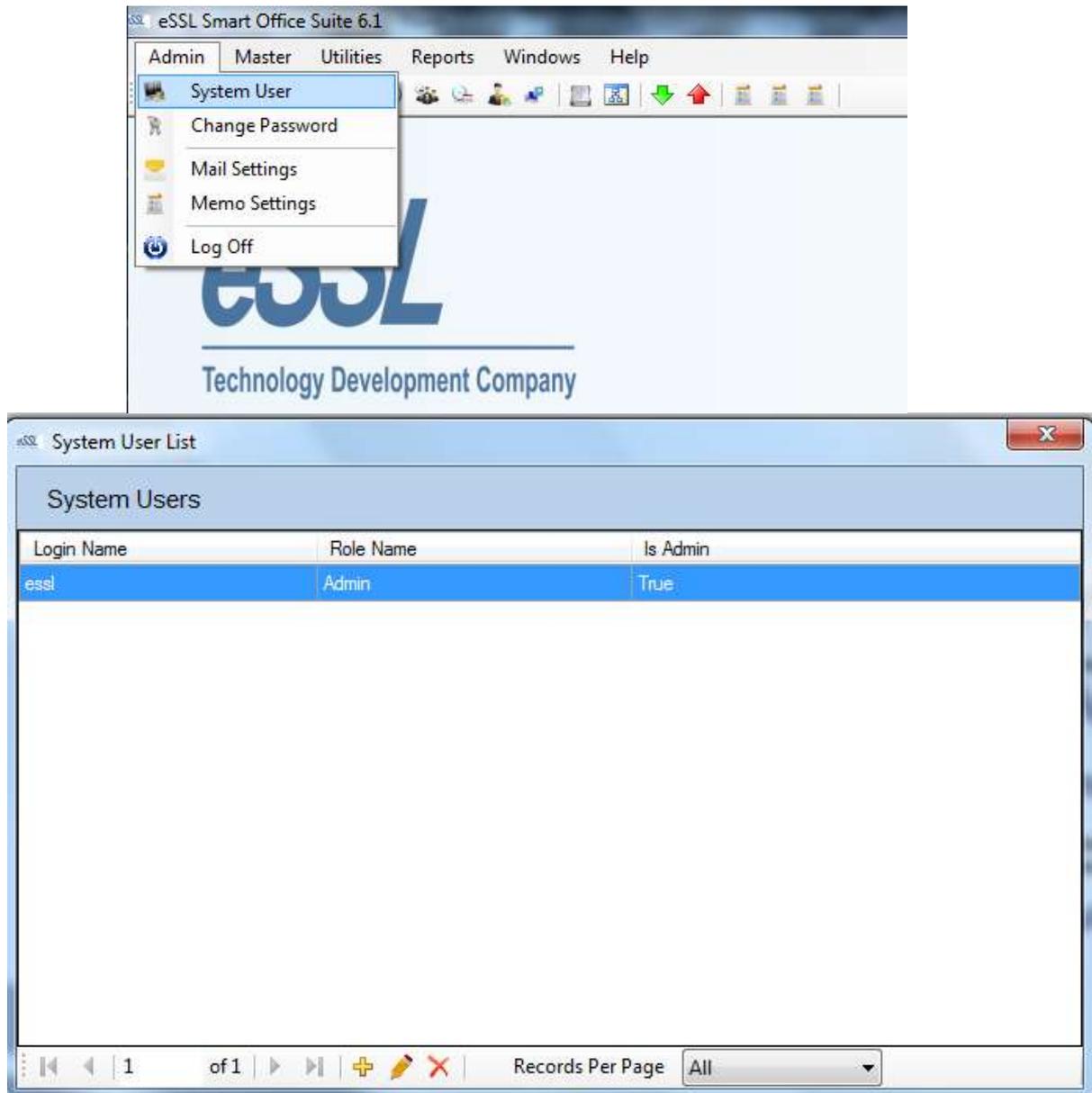
### III. Database Settings

Currently we are providing only two databases

- MS SQL Server: User need to provide the Database Server Name, Database Name, Authentication type, SQL Username, SQL Password; if Authentication Type is SQL Server Authentication,.
- MS Access: User need to provide only File path where MS Access file is exists.

## IV. System User

System user or the other word we can say Application user, who can login into the application with the scope of their permission. They can perform only the activities for which they have given the permission.



## A. Add/Edit System User

Add or edit the user with respect to their permission

The screenshot shows the 'Add/Edit User' dialog box. It features a title bar with the eSSL logo and the text 'Add/Edit User'. The main area contains several input fields: 'Add/Edit User' (text), 'Login Name' (text), 'Password' (text), and 'Role Name' (text). Below these are two list boxes: 'Companies Allowed' (containing 'Default') and 'Permission Allowed' (containing a list of system components like Users, Companies, Departments, etc., each with a checkbox). At the bottom right of the 'Permission Allowed' list is an 'Is Admin' checkbox, a 'Deselect All' link, and a 'Select All' link. At the very bottom are 'Save' and 'Close' buttons. A blue arrow points from the 'Is Admin' checkbox to the 'Note' section below.

Note: - if we are making a user as Administrator (by clicking on Is Admin Checkbox), full access permission will be there in this application.

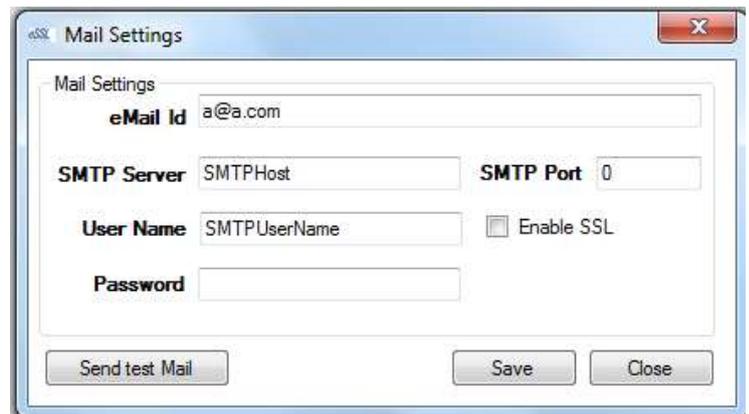
## V. Change Password

User can change the password by providing the details of new password.



## VI. Mail Settings

The Mail sender (From) details should be provided in the below screen to send the automated mail or sending the mail manually using memo option to the folks for Absent, Late Coming, Early Going, Abnormality.



## VII. Memo Settings

In case of send the system Generated mail to the folks for unplanned vacation which incurred as Absent, Late Coming, Early Going. Then user can decide his own templates for the respective category Like:-

- Memo Signature
- Late Coming\Early Going Subject
- Late Coming\Early Going Body
- Absenteeism Subject
- Absenteeism Body
- Missed Punch Subject
- Missed Punch Body

As per the above templates, mail will get composed automatically and respective folks will get it.

The screenshot shows a dialog box titled "Update Memo Subject and Body content". It is divided into four sections, each with a "Subject" and "Body" field:

- Memo Signature:** The "Signature" field contains the text "Administrator".
- Late Coming\ Early going Memo Settings:** The "Subject" field contains "LATE-COMING/EARLY-GOING NOTICE/MEMO". The "Body" field contains the text: "It has been observed from the Attendance Record that you were Coming Late or Going Early from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the".
- Absenteeism Memo Settings:** The "Subject" field contains "ABSENTEEISM NOTICE/MEMO.". The "Body" field contains the text: "It has been observed from the Attendance Record that you were Absent from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person".
- Missed Punch Memo Settings:** The "Subject" field contains "MISSED OUT PUNCH NOTICE/MEMO.". The "Body" field contains the text: "It has been observed from the Attendance Record that you are not punching properly which is resulting into Missed Out Punch records in our attendance reports. Kindly explain the reason and co-operate with us to".

At the bottom right of the dialog, there are two buttons: "Save" and "Close".

## VIII. Master Settings

The settings provided in this screen will be applicable for all the folks who is there in this application or it can be called as global settings.

- Whether Employee Code and Employee Code Stored in Device are same for application or not.
- Whether to allow a Fixed Shift for application or not. If Fixed Shift is checked then it will disable all shift Related options like Shift Details, Shift calendar, Employee Shift , Department Shift etc
- To set the start Attendance date and Month from which Attendance calculation has to start. For e.g. If you are willing to generate to generate Yearly Report then it will take Attendance date and Month as start of year
- “Minimum difference between two Punches” Field will allow to set the difference between two punches .If the punches are in between the specified minutes then those punches will be discard & greater than the specified minutes will be considered.
- “Punch Begin duration” Field is used to set maximum allowed time before Shift Begin Time.
- If Employee does not have any assigned shift then whether to consider the shift of previous day or Auto Shift. Auto Shift will take the shift according to Firth Punch and Shift Begin Time.
- To restrict the holiday limit for all the folks in numbers.
- Whether to take Auto backup after Specified Days and Save it to specified Path or not. This Feature is allowed only for Ms Access Database.

The screenshot shows the 'Master Settings' dialog box. It is titled 'eSSL Master Settings' and has a close button in the top right corner. The dialog is divided into two main sections: 'Master Settings' and 'Auto Backup'.

**Master Settings Section:**

- Is Employee Code and Employee Code in Device Same
- Is Fixed Shift. Below this, there are two spinners: 'Begin Time' set to 09:00 and 'End Time' set to 18:30.
- Attendance Year Starts on: 01-Jan (with a calendar icon and dropdown arrow)
- Minimum difference between two punches: 0 (with a 'Mins' label)
- Punch Begin Duration: 60 (with a 'Mins' label)
- When no shift assigned consider: Auto Shift (dropdown menu)
- Restricted Holiday Limit for Employee: 5 (with a 'Mins' label)

**Auto Backup Section:**

- Auto Backup
- Every: 7 (dropdown menu)
- Path: (empty text box) with a browse button (...)

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

## IX. Text Message Settings

This setting allows you to configure the sms settings as per the requirement.

UserName, Password, SenderId

SMS text can be configured dynamically

First in Text: - the template for the First in of the Day (Related with Device Logs Master).

Last out: - the template for the Last out of the Day (Related with Device Logs Master).

All in out Punches: - the template for the All in out of the Day (Related with Device Logs Master).

No Punches: - the template for No Punches of the Day (Related with Device Logs Master).

Present: - the template for Present Status of the Day (Related with Attendance Master).

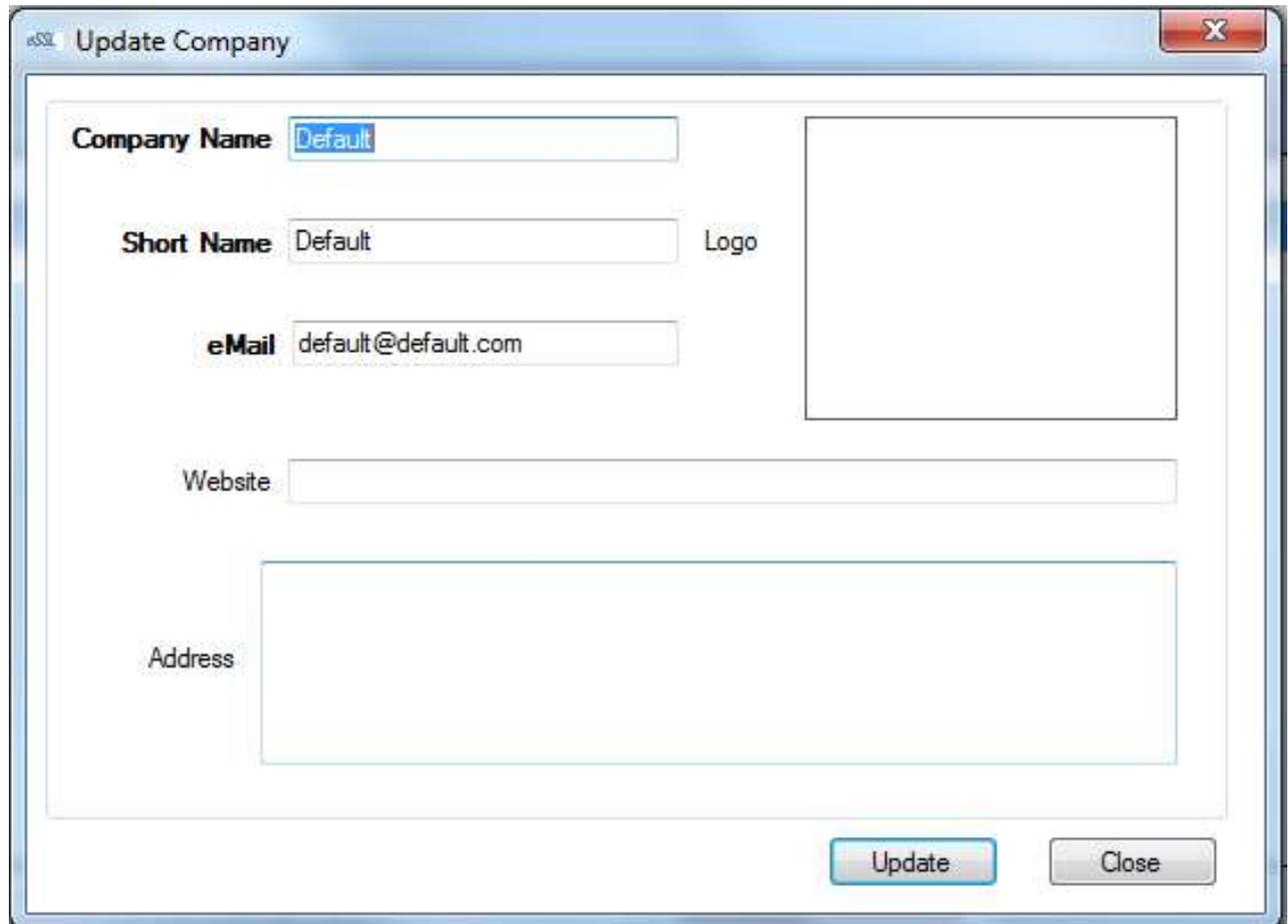
Absent: - the template for Absent Status of the Day (Related with Attendance Master).

## X. Company

User can add multiple companies by giving the appropriate information's in the field.



Company Name	Full Name	CompanyeMail	CompanyWebsite
Default	Default	default@default.com	



**Company Name**

**Short Name**  **Logo**

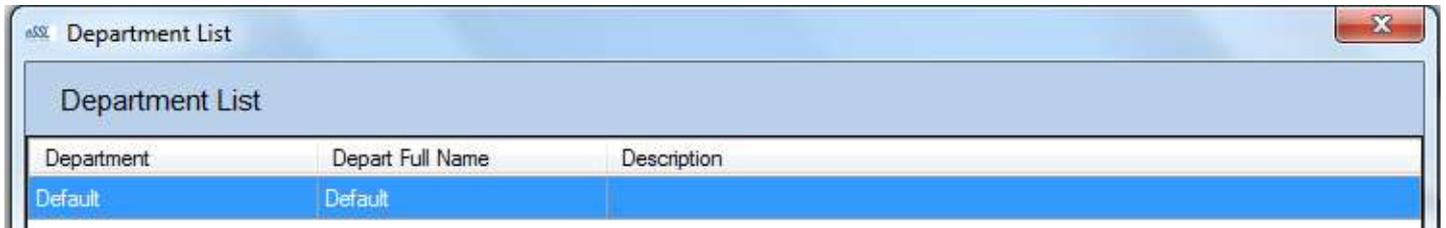
**eMail**

**Website**

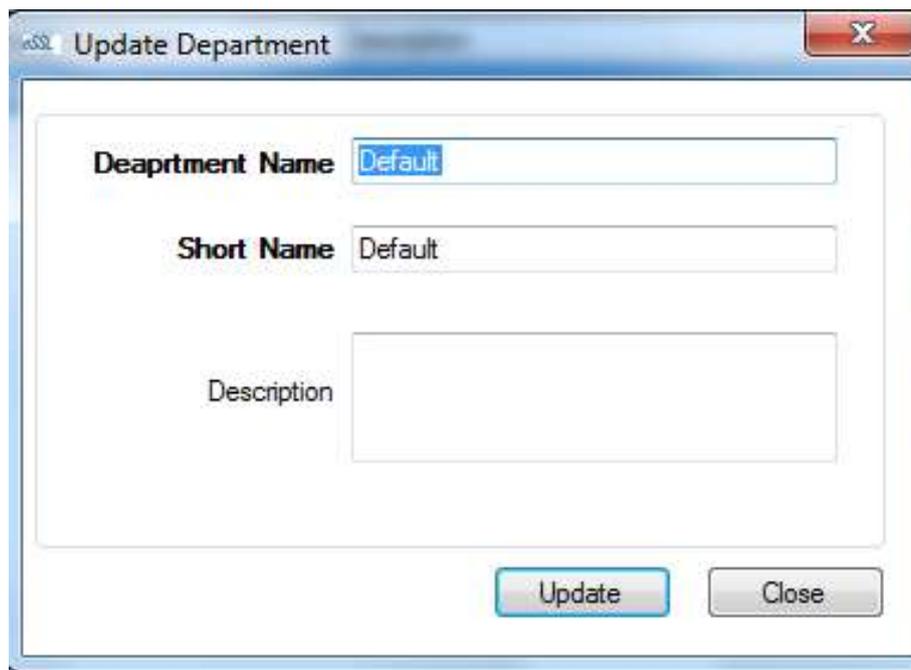
**Address**

## XI. Department

User can view, add as well as edit multiple departments by giving the appropriate information



Department	Depart Full Name	Description
Default	Default	



Deaprtment Name

Short Name

Description

## XII. Category

This screen is the heart of the application

The screenshot displays two windows from the eSSL application. The top window, titled 'Category List', shows a table with two columns: 'Category Name' and 'Full Name'. The first row contains the value 'Default' in both columns. The bottom window, titled 'Update Category', is a configuration form for a category. It includes the following fields and options:

- Category Name:** Text box containing 'Default'
- Short Name:** Text box containing 'Default'
- OT Formula:** Dropdown menu set to 'Total Duration - Shift Hours'
- Min OT:** Text box containing '0'
- Max OT:** Text box containing '20'
- Consider Only First and Last Punch in Att Calculation**
- Grace Time for Late Coming:** Text box containing '0'
- For Single Punch Mark out Punch as:** Dropdown menu set to 'In punch + 1 mins'
- Grace Time for Early Going:** Text box containing '0'
- Weekly Off 1:** Dropdown menu set to 'Saturday'
- Weekly Off 2:** Dropdown menu set to 'Sunday'
- 1st  2nd  3rd  4th  5th
- Consider Early Coming Punch**  **Consider Late Going Punch**  **Deduct Break Hours from Work Duration**
- Consider WeeklyOff Present and Holiday Present in OT**
- Calculate Half day if Work Duration is less than**  **Mins**  **Calculate Absent if Work Duration is less than**  **Mins**
- On Partial Day Calculate Half day if Work Duration is less than**  **Mins**
- On Partial Day Calculate Absent day if Work Duration is less than**  **Mins**
- Mark Weekly Off and Holiday as Absent if prefix day is Absent**  **Mark WO and H as Absent if Suffix day is absent**
- Mark Weekly Off and Holiday as Absent if prefix and Suffix day is absent**
- Mark**  **Day Absent When Late for**  **Days**
- Mark Half Day if Late by**  **Mins**  **Mark Half Day if Early Going by**  **Mins**

## A. OT Formula

1. OT not applicable:- to ignore the Over Time
2. Out Punch – Shift End Time: - OT will be Calculated By ‘subtracting Out Time (Last out Punch) from Shift End Time’ if Out Time is Greater Than Shift End Time.
3. Total Duration –Shift Hours : - OT will be calculated By ‘subtracting Shift Duration from Total work duration’
4. Early Coming + late going: - OT will be calculated by ‘Adding early Coming minutes and Late Going Minutes’ which is depended on Shift Begin Time and End Time

## B. Min OT and Max OT

Min OT: - OT will be applicable only if OT duration is more than the ‘Specified duration’

MAX OT: - To the given limit the Maximum Duration of OT is allowed.

## C. Consider only first and last punch in Attendance Calculation

It allows calculating attendance by only First and Last Punch or by all punches

## D. Grace Time for Late Coming

Whether to take Punches after Shift Begin Time or not.

## E. Grace Time for Early Going

Whether to take Punches after Shift End Time or not

## F. For Single Punch Mark Out Punch as

- **In Punch +1Min:** - If the last punch is ‘In’ then immediate next minute will be considered as Out Punch.
- **Shift End Time:** - If the last punch is ‘In’ then the Shift end time will be considered as Out Punch.
- **No System Entry:** - Only In Punch will be displayed.

## G. Weekly Off

Weekly Off1 & Weekly Off2 is used to set weekly off. Where as in Weekly off2, there is criteria to select the off for a month (if Saturday is weekly off2, then next we can select 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> days)

## H. Consider Early Coming Punch

Whether to accept early coming punch i.e. all the Punches before the shift begin time is considered as early coming punch.

## **I. Consider Late Going Punch**

Whether to accept Late Going punch i.e. all the Punches after the shift end time is consider as late going punch

## **J. Deduct Break Hours from Work Duration**

Whether to deduct shift break hours from Employee total work duration.

## **K. Consider weekly off present and Holiday present in OT**

If employee works on weekly off and holidays then those timings will be considered as a OT in record.

## **L. Calculate Half day if Work Duration is Less than**

If an Employee works less than Specified Work Duration values then it will mark it as half day present (1/2P).

## **M. Calculate Absent if Work Duration is Less than**

If an Employee works less than Specified Work Duration value then it will mark it as Absent (A).

## **N. On Partial Day Calculate Half day if Work Duration is Less than**

If an Employee works less than Specified Work Duration values in half day then it will mark it as half day present (1/2P).

## **O. On Partial Day Calculate Absent if Work Duration is Less than**

If Employee works less than Specified Work Duration value on half day then it will mark it as Absent (A).

## **P. Mark Weekly Off and Holiday as absent if prefix day absent**

If an Employee is absent before the holiday or weekly off then system will mark that Holiday day or Weekly Off as absent

Suppose Sunday is marked as Weekly off and Employee is absent on Saturday then that Sunday will be marked as absent instead Weekly Off. Same rule is applicable for Holiday also.

## **Q. Mark Weekly off and Holiday as absent if Suffix day absent**

If an Employee is absent after the holiday or weekly off then system will mark that Holiday day or Weekly Off as absent

Suppose Sunday is marked as Weekly off and Employee is absent on Monday then that Sunday will be marked as absent instead Weekly Off. Same rule is applicable for Holiday also.

## R. Mark Weekly Off and Holiday as absent if both prefix and Suffix absent

It is applicable for both Suffix and Prefix days.

## S. Mark Half Day\Full Day Absent When Late for 2, 3, 4 & 5 days

If Employee is late for mentioned number of days in a month then system will mark next day present as Half Day or Full Day Absent.

## T. Mark Half Day if Late By

System will mark the half day if Employee is late more than the mentioned minutes.

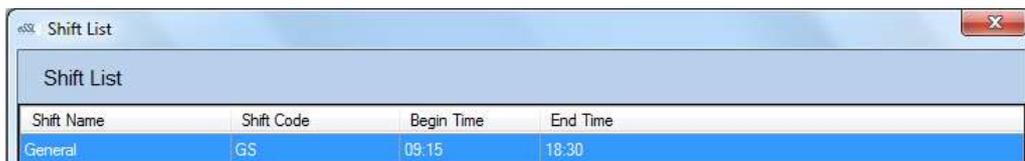
## U. Mark Half Day if Early going By

System will mark the half day if Employee is going early more than the mentioned minutes.

## XIII. Shift

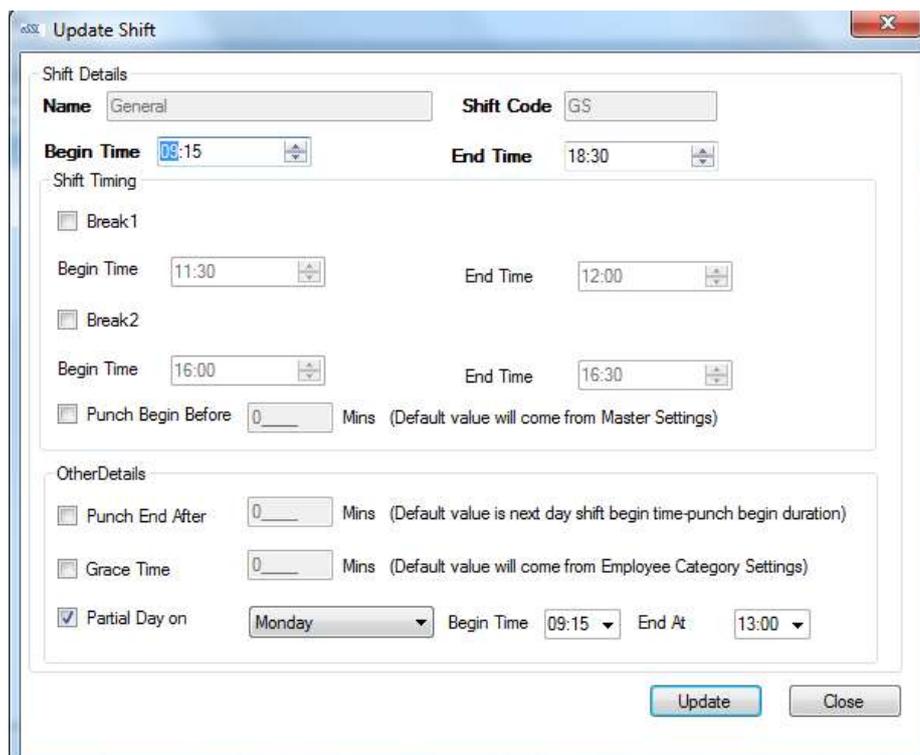
### A. Shift List screen

This window will show the List of the Shift which is applicable in the Company



Shift Name	Shift Code	Begin Time	End Time
General	GS	09:15	18:30

Add/Edit Screen being used for Add or Update the Shift



**Shift Details**

Name: General      Shift Code: GS

Begin Time: 09:15      End Time: 18:30

**Shift Timing**

Break1  
Begin Time: 11:30      End Time: 12:00

Break2  
Begin Time: 16:00      End Time: 16:30

Punch Begin Before: 0 Mins (Default value will come from Master Settings)

**OtherDetails**

Punch End After: 0 Mins (Default value is next day shift begin time-punch begin duration)

Grace Time: 0 Mins (Default value will come from Employee Category Settings)

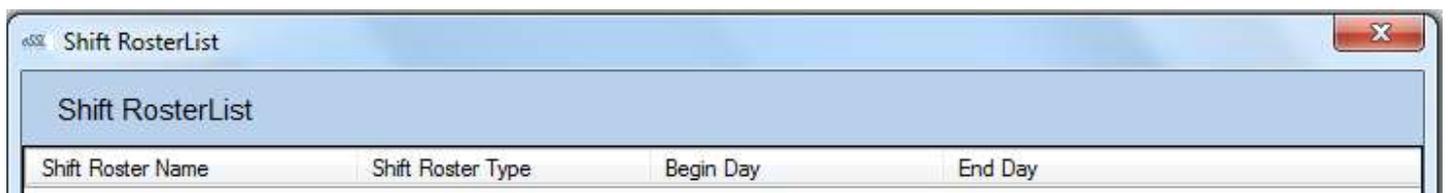
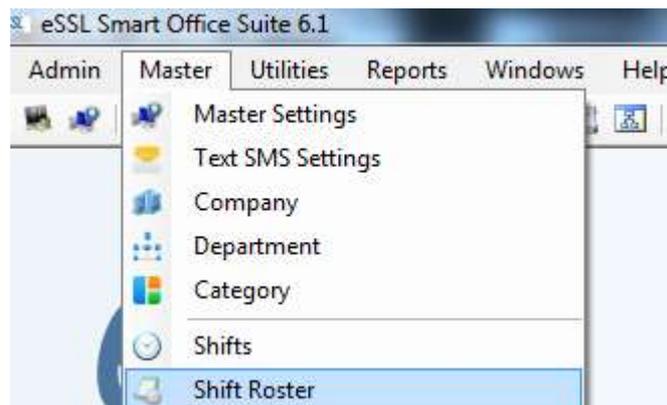
Partial Day on: Monday  
Begin Time: 09:15      End At: 13:00

Update      Close

- Name: Represents the shift name.
- Shift Code: Assigning the code to shift.
- Begin Time: shift Begin time.
- End Time: shift end time.
- Break 1: 1<sup>st</sup> break time for the shift
- Break2: 2<sup>nd</sup> break time for the shift
- Punch Begin Before: set maximum allowed time before Shift Begin Time.  
Punch Start Time=Shift Begin Time-Punch Begin Duration
- Punch End After: set maximum allowed time after Shift End Time  
Punch End Time=Shift End Time + Punch End After
- Grace Time: Number of grace Minutes for Early going and late coming i.e. Employee is allowed to come late and go Early for that mentioned minutes.
- Partial Day On: To set timings for partial day(Half Day).

#### XIV. Shift Roster

Shift roster helps us to create rotational shifts according to week and month.  
This window will show the list of shift rosters which has been created.



This window helps us to add as well as edit the shift roster.

eSSL Shift Roster X

Rotation Name  Begin Day 14-Mar-2014  End Day 14-Mar-2014

Rotation Master Occurrence

Weekly  Monthly

Weekly

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

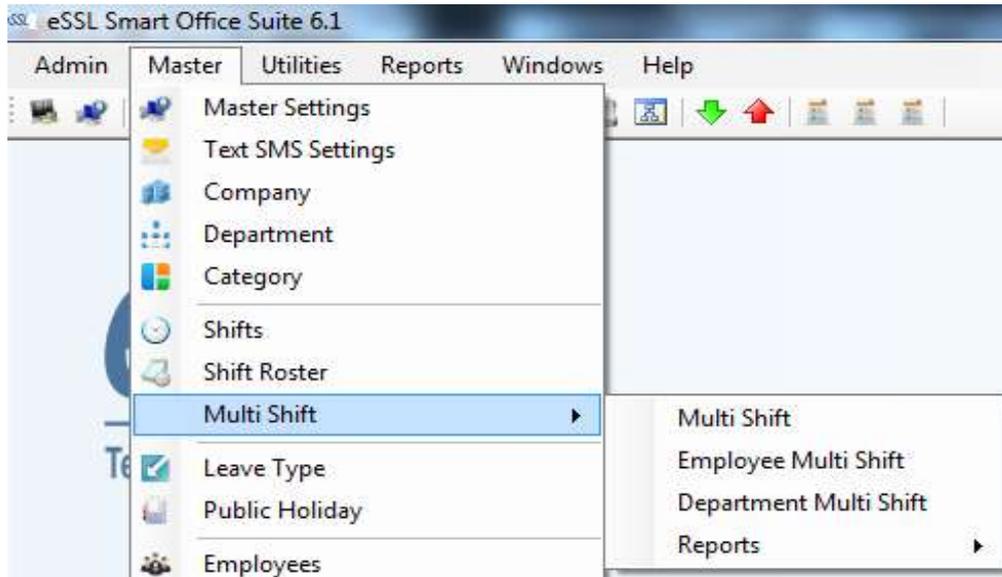
Monthly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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				

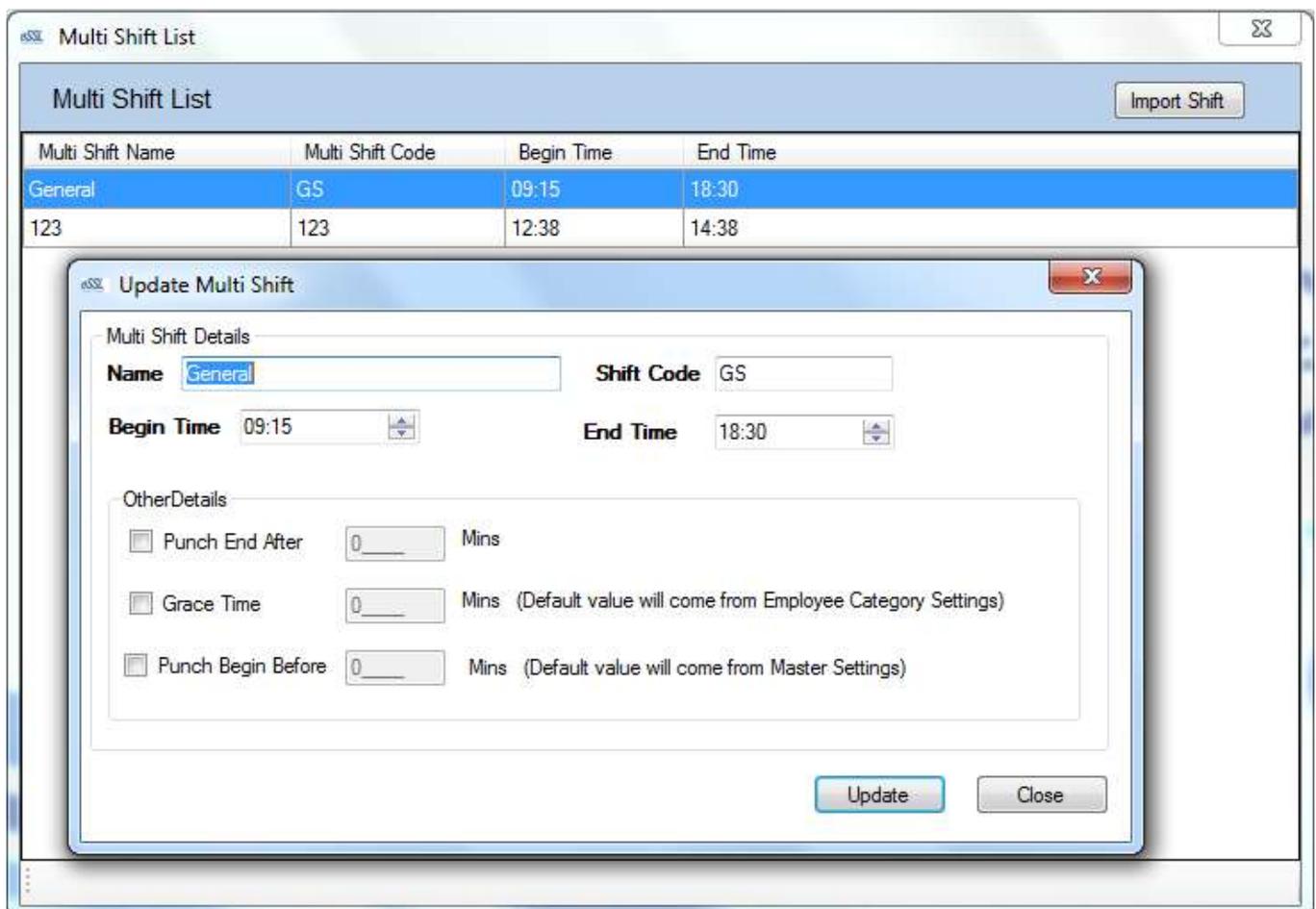
Weekly Off

Weekly Off 1   Weekly Off 2

## XV. Multi shift



This window will allow importing multi shift from the shifts which has been created in shifts option.



## A. Employee multi shifts

This window will show the employees list which are assigned with the multiple shifts.

The screenshot shows a window titled "eSSL Smart Office Suite 6.1 - [Employee Multi Shifts]". It features a menu bar (Admin, Master, Utilities, Reports, Windows, Help) and a toolbar. Below the toolbar are date pickers for "From Date" and "To Date", both set to "14-Mar-2014". There are also dropdown menus for "Company", "Category", "Designation", "Emp Type", and "Status", all set to "All". A "Filter" button is visible on the left. The main area contains a table with the following data:

Filter	Employee Name	Emp Code	Shift date	ShiftCode1	ShiftCode2	ShiftCode3	ShiftCode4	ShiftCode5	ShiftCode6	ShiftCode7	ShiftCode8	ShiftCode9
Employee Code	srewg	1111	14-Mar-2014	NS	GS	123	NS	NS	NS	NS	NS	NS

## Assign employee shift

This window will allow assigning the multi shift to the employees.

The screenshot shows a window titled "Assign Employee Multi Shift". It includes date pickers for "From Date" and "To Date" (both "14-Mar-2014"). A "Multi Shift" section contains dropdown menus for "Shift 1" through "Shift 9", with values: NS, GS, 123, NS, NS, NS, NS, NS, NS. Below this are input fields for "Employee Name" and "Employee Code" with "Filter" and "Reset" buttons. There are also dropdown menus for "Company", "Category", "Status", "Department", "Designation", and "Emp Type". A table below the form displays employee details:

<input type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location	Status	Emp. Type
<input checked="" type="checkbox"/>	1111	srewg	Default	Default	Default			Working	Permanent

An "Employee Multi Shift" dialog box is overlaid on the table, displaying an information icon and the message "Employee Multi Shift Assigned Successfully." with an "OK" button. At the bottom right of the main window are "Assign Multi Shift" and "Close" buttons. The status bar at the bottom left shows "Total Number of records-1".

## Update employee multi shift

This window allows updating a single employee multi shift.

The screenshot shows the 'eSSL Smart Office Suite 6.1 - [Employee Multi Shifts]' application window. The main interface includes a menu bar (Admin, Master, Utilities, Reports, Windows, Help), a toolbar, and a data grid. The data grid shows the following information:

Employee Name	Emp Code	Shift date	ShiftCode1	ShiftCode2	ShiftCode3	ShiftCode4	ShiftCode5
srewg	1111	14-Mar-2014	NS	GS	123	NS	NS

Overlaid on this is the 'Update Employee Multi Shift' dialog box. It contains the following fields and controls:

- Assign Employee Shift** (Section Header)
- Name**: srewg(1111)
- From Date**: 14 Mar 2014
- To Date**: 14 Mar 2014
- Shift 1**: NS
- Shift 2**: GS
- Shift 3**: 123
- Shift 4**: NS
- Shift 5**: NS
- Shift 6**: NS
- Shift 7**: NS
- Shift 8**: NS
- Shift 9**: NS
- Buttons**: Update, Close

## B. Department multiple shifts

This window allows viewing the list of department multiple shifts which has been created.

### Add/Edit Department multiple shifts

This window allows creating a new department multiple shifts as well as editing the already created department multiple shifts.

eSSL Smart Office Suite 6.1 - [Department Multiple Shifts]

Admin Master Utilities Reports Windows Help

From Date: 14-Mar-2014 To Date: 14-Mar-2014 Department: All Filter

Department	Shift Date	ShiftCode1	ShiftCode2	ShiftCode3	ShiftCode4	ShiftCode5	ShiftCode6
Default	14-Mar-2014	NS	NS	NS	NS	NS	NS

eSSL Assign Department Multiple Shifts

Assign Department Multiple Shifts

Department: Default

Shift 1: NS Shift 2: NS

Shift 3: NS Shift 4: NS

Shift 5: NS Shift 6: NS

Shift 7: NS Shift 8: NS

Shift 9: NS

From Date: 14 Mar 2014 To Date: 14 Mar 2014

Save Close

## Daily multi shift Report

This window allows us to generate the multi shift report either detailed daily attendance or daily attendance basic report in context of date, employee, department, category, designation, grade and team.



### Daily Attendance Multi Shift Report 13-Mar-2014 To 13-Mar-2014

Generated On: 14-Mar-2014 05:26 PM

Attendance Date-13-Mar-2014											
Department Default											
E Code	Emp Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	LateBy	Early By	Status	Punch Records
1111	srewg	General	09:15	13:30	00:00	00:00	0	0	810	Absent	
		123	14:30	20:30	17:20	17:21	1	170	189	Present	17:20(out)OD,
		123	14:30	20:30	17:20	17:21	1	170	189	Present	17:20(out)OD,
		No Shift	00:00	00:00	00:00	00:00	0	0	0	Absent	
		No Shift	00:00	00:00	00:00	00:00	0	0	0	Absent	
		No Shift	00:00	00:00	00:00	00:00	0	0	0	Absent	
		No Shift	00:00	00:00	00:00	00:00	0	0	0	Absent	
		No Shift	00:00	00:00	00:00	00:00	0	0	0	Absent	
		No Shift	00:00	00:00	00:00	00:00	0	0	0	Absent	

Generated By:-essl

Page 1 of 2

## XVI. Leave Type

### A. List Screen will display the List of applicable Leave Type

Leave Type	Code	Carry Forward	Yearly Limit	Gender
Casual Leave	CL	5	10	All
Paid Leave	PL	5	10	All
Sick Leave	SL	0	10	All

## B. Add/Edit the Leave Type

- Name and Code is the Name and Code for the Leave Type.
- Yearly Limit: The Number of leaves allowed per year.
- Carry Forward Limit: the number of maximum leaves which can be carry forward to next year.
- Applicable to: the applicable gender for this particular Leave Type
- Allow Negative Balance: leaves are allowed more than yearly limit.
- Description: the summary or the Leave Type

## XVII. Public Holiday

### A. Public Holiday List shows the applicable Holidays

Holiday Name	Company	Holiday Date	Holiday Type
	All		

## B. Add\Edit Holiday

- Holiday name: enter name of the Holiday.
- Company: Name of the company for which this holiday is applicable. All means applicable for all the companies
- Date: the Holiday Date on which holiday has to be given.
- Holiday Type: Mandatory-Holiday will be applicable for all, Restricted-Applicable only for selected employees.

## XVIII. Employees

### A. Employee List is the List of the Employees

This window allows viewing the list of added employees as well as editing and delete.

Filter	Name	Employee Code	Company	Department	Category	Designation	Location	Grade	Team	Status	Emp. Type
Employee Code	T		Default	Default	Default					Working	Permanent
	stewg	1111	Default	Default	Default					Working	Permanent

## B. Employee Details

This window allows filling the employee application details as well as other details.

The screenshot shows a software window titled "Update Employee" with two tabs: "Employee Details" (selected) and "Other Details". The form contains the following fields and controls:

- Employee Name:** Text input field with value "1".
- Employee Code:** Text input field with value "1".
- Device Code:** Text input field with value "1".
- Company:** Dropdown menu with "Default" selected.
- Department:** Dropdown menu with "Default" selected.
- Category:** Dropdown menu with "Default" selected.
- Shift Roster:** Dropdown menu with "None" selected.
- Designation:** Dropdown menu (empty).
- Employment Type:** Dropdown menu with "Permanent" selected.
- Date of Joining:** Date picker with value "01-Jan-1900".
- Date of Resigning:** Date picker with value "01-Jan-3000".
- Login Name:** Text input field (empty).
- Shift Type:** Dropdown menu with "Single Shift in a Day" selected.
- Gender:** Radio buttons for "Male" (selected) and "Female".
- Photo:** Placeholder image showing a person's silhouette.
- Report To:** Dropdown menu with "None" selected.
- Status:** Dropdown menu with "Working" selected.
- Grade:** Dropdown menu (empty).
- Team:** Dropdown menu (empty).
- Date of Confirmation:** Date picker with value "01-Jan-1900".
- Password:** Text input field (empty).
- Is Receive Notification:** Checked checkbox.

At the bottom right, there are two buttons: "Update" and "Close".

### C. Employee other details

The screenshot shows a software window titled "Update Employee" with a close button (X) in the top right corner. The window has two tabs: "Employee Details" and "Other Details", with "Other Details" currently selected. The form contains the following fields:

- Father Name:
- Mother Name:
- Mobile Number:
- Blood Group:
- Email Id:
- Nominee1:
- Nominee2:
- Date of Birth:  (with a calendar icon)
- Birth Place:
- Residential Address:
- Perment Address:

At the bottom right of the form area, there are two buttons: "Save" and "Close".

## XIX. Employee Shift

### A. Employee Shift

This window allows viewing the employees whom the shifts are assigned

Filter	Shift date	Shift Code	Emp Code	Employee Name	Company	Department	Category	Designation	Location	Status	Emp. Type
Employee Code	15-Mar-2014	123	1	1	Default	Default	Default			Working	Permanent
	15-Mar-2014	123	1111	srewg	Default	Default	Default			Working	Permanent

### A. Assign Employee Shift

This screen allow assigning shift in accordance with employee, shift date & shift time

Code	Name	Company	Department	Category	Designation	Location	Status	Emp. Type
1	1	Default	Default	Default			Working	Permanent
1111	srewg	Default	Default	Default			Working	Permanent

Total Number of records-2

## XX. Employee Leave Entry

### A. Employee Leave

This screen allow viewing the employee list whom the leave has been assigned or yet to be assigned

Filter	Leave Date	Leave Type	Employee Code	Employee Name	Company	Department	Category	Status	Emp. Type	Is Approved
Employee Code	15-Mar-2014	CL	1	1	Default	Default	Default	Working	Permanent	1
	15-Mar-2014	CL	1111	srewg	Default	Default	Default	Working	Permanent	1

### B. Assign Employee Leave Entry

This window allow to assign the leaves to the employees

Code	Name	Company	Department	Category	Designation	Location	Status	Emp. Type	Gender
1	1	Default	Default	Default			Working	Permanent	Male
1111	srewg	Default	Default	Default			Working	Permanent	Male

- Leave Type day: whether it's Half Day, Full Day, three fourth day or quarter day
- From Date to Date
- Approved by explains the approval of admin
- Leave Type Code like CL,PL,SL
- Select the Employees to whom leave has to be assigned by checking the checkbox against the Employee.

## XXI. Employee comp off entries

This window allows assigning the employee full day leave along with the approving details by the approving authority.

eSSL Smart Office Suite 6.1 - [Employee Comp off Entries]

Admin Master Utilities Reports Windows Help

From Date: 15-Mar-2014 To Date: 15-Mar-2014

Company: All Category: All Designation: All Emp Type: All Status: All

Filter	CompOff Date	Employee Code	Employee Name	Company	Department	Category	Status	Emp. Type	Is Approved
Employee Code	15-Mar-2014	1	1	Default	Default	Default	Working	Permanent	1
	15-Mar-2014	1111	srewg	Default	Default	Default	Working	Permanent	1

Assign Employee Comp Off Entry

From Date: 15-Mar-2014 To Date: 15-Mar-2014  Is Approved Approved By: essl Remarks:

Employee Name:  Filter Company: All Category: All Status: All

Employee Code:  Reset Department: All Designation: All Emp Type: All

<input type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location	Status	Emp. Type	Gender
<input checked="" type="checkbox"/>	1	1	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	1111	srewg	Default	Default	Default			Working	Permanent	Male

Assign Comp Off Close

Total Number of records-2

## XXII. Employee Restricted Holidays

This window allows us to assign the restricted holidays for the concerning employees.

eSSL Smart Office Suite 6.1 - [Employee Restricted Holiday Entries]

Admin Master Utilities Reports Windows Help

From Date: 15-Mar-2014 To Date: 15-Mar-2014

Company: All Category: All Designation: All Emp Type: All Status: All

Filter	Holiday Date	Employee Code	Employee Name	Company	Department	Category	Status	Emp. Type	Is Approved
Employee Code	15-Mar-2014	1	1	Default	Default	Default	Working	Permanent	1
	15-Mar-2014	1111	srewg	Default	Default	Default	Working	Permanent	1

Assign Employee Restricted Holiday Entries

Holiday: None  Is Approved Approved By: essl Remarks:

Employee Name:  Filter Company: All Category: All Status: All

Employee Code:  Reset Department: All Designation: All Emp Type: All

<input type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location	Status	Emp. Type	Gender
<input checked="" type="checkbox"/>	1	1	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	1111	srewg	Default	Default	Default			Working	Permanent	Male

Assign Restricted Holiday Close

Total Number of records-2

## XXIII. Department Shift

### A. Department Shift

This window allow to view all the shifts which has been assigned to the various departments

Shift Code	Shift Date	Shift Begin Time	Shift End Time	Is Break1	Is Break2	Department	LastModifiedDate
123	15-Mar-2014	12:30	14:30	0	0	Default	15-Mar-2014 12:00:00 AM

### B. Assign Department Shift

This window allow to add and edit the department shifts for the concerning departments

Assign Department Shift  
 Department: Default  
 Shift: 123  
 From Date: 15-Mar-2014  
 To Date: 15-Mar-2014  
 Save Close

- Department is the name of the department to which shift has to assign.
- Shift is the Shift code which is to be assigned to the department.
- From Date is the Start Date for the Department Shift.
- To Date is the End Date for the Department Shift.

## XXIV. Employee out Door Entries

If Employee is not present in the office and went outside due to office work then Out Door Entry can be assigned to the respective Employee.

### A. Employee Outdoor Entries List

This window allow to view the list of employees whom the outdoor entries has been assigned

eSSL Smart Office Suite 6.1 - [Employee Out Door Entries]

From Date: 15-Mar-2014 To Date: 15-Mar-2014

Company: All Category: All Designation: All Emp Type: All Status: All

Filter	OutDoor E. Date	Emp Code	Emp Name	Company	Department	Category	Status	Emp. Type	Is Approved	Approved By
Employee Code	15-Mar-2014	1	1	Default	Default	Default	Working	Permanent	1	essl
	15-Mar-2014	1111	srewg	Default	Default	Default	Working	Permanent	1	essl

### B. Assign Employee out Door Entry

This window allow to assign the outdoor entries to the employees

Assign Employee Out Door Entry

From Date: 15-Mar-2014 Begin Time: 15:04 Duration:   Is Approved Remarks:

To Date: 15-Mar-2014 End Time: 15:04 Approved By:

Employee Name:  Filter

Employee Code:  Reset

Company: All Category: All Status: All

Department: All Designation: All Emp Type: All

<input type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location	Status	Emp. Type
<input checked="" type="checkbox"/>	1	1	Default	Default	Default			Working	Permanent
<input type="checkbox"/>	1111	srewg	Default	Default	Default			Working	Permanent

Assign OutDoor Entry Close

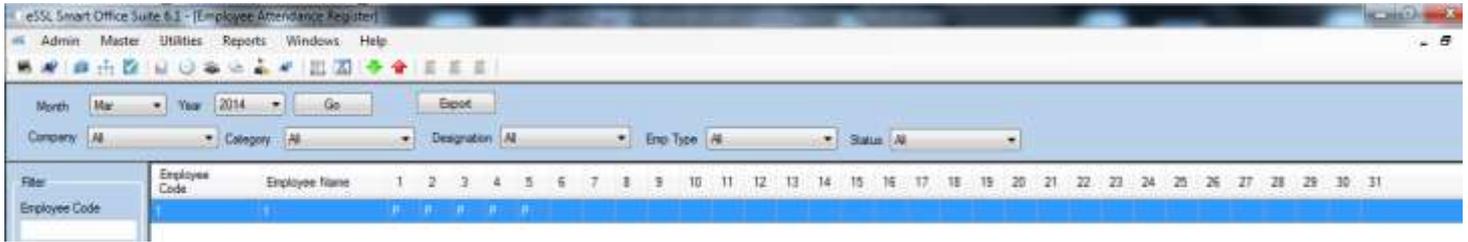
Total Number of records-2

- From Date is the Start Date for the Out Door and To Date is the End Date for the Out Door
- Begin Time is the Start Time for Out Door and End Time is the End Time for Out Door
- Duration is the total time for the outdoor entry
- Is Approved is for approval of the admin
- Check the Checkbox against the Employee to whom Out Door Entry is to be assign.

Note: If the is approved option is not checked then the outdoor entry will be not considered.

## XXV. Attendance Register

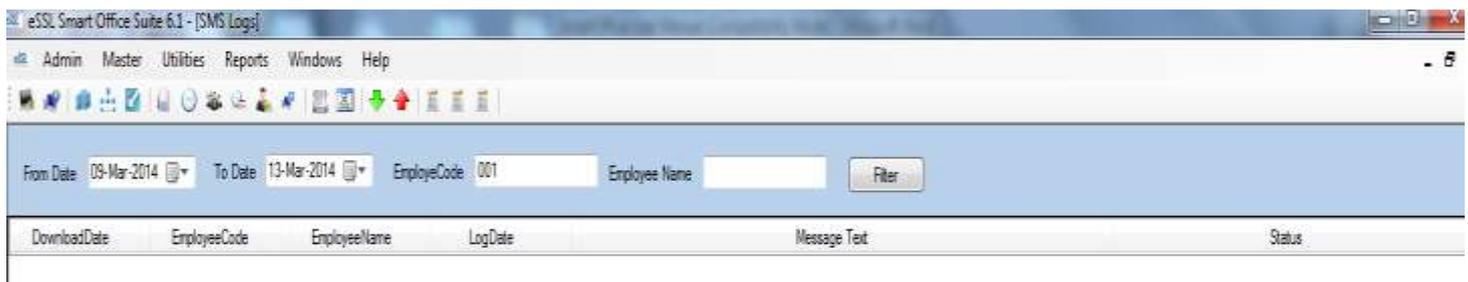
Attendance Register is the Summary of the Employee Attendance monthlies



Note: User can export the attendance register in csv format by providing the proper path for the attendance register which has to be exported.

## XXVI. SMS logs

This window allows viewing all the sms logs as per the date requirement. The user can view 10, 20,50, 100 & 500 logs per page.



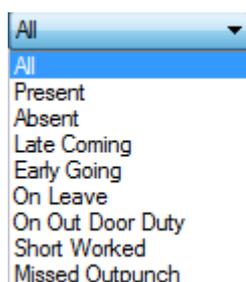
## XXVII. Attendance Logs

This window allows viewing the attendance logs of the employees date wise



Note: User can select the status according to their choice like:

All, Present, Absent, late coming, Early going, on leave, on outdoor duty, short work and missed out punch.



Note: User can export the attendance logs in csv format by providing the proper path to export.

## XXVIII. Employee Leave Summary

Employee Leave summary screen will display the Employee Leave Summary like how much leaves taken, how much availed, how much is allowed and how much balance are there.

Name	Emp Code	Company	Department	CL-Allowed	CL-Taken	CL-Balance	PL-Allowed	PL-Taken	PL-Balance	SL-Allowed	SL-Taken	SL-Balance
1		Default	Default	10	0	10	10	0	10	10	0	10
srewg	1111	Default	Default	9	0	9	10	0	10	10	0	10

This window allows importing the employee leave summary from csv format.

## XXIX. Utilities

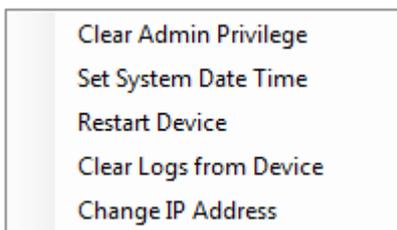
### A. Device List

This window allows adding new device in the application & viewing the list of devices which are connected through the TCP/IP or Usb.

Device Name	Direction	Connection Type	IP Address	Location	Last Download Date	Device Vendor	Status
Test	Alternate In/Out	Tcp/IP	192.168.1.159		09-Nov-2016 11:02:17 AM	test	View Users In Device

- Device name allows user to enter the name of the device.
- Short name allows user to enter short name of the device.
- Serial number allows user enter serial number of the device.
- Device direction allows user to set the direction of the device like:  
In device, out device, Alternate In\Out device and system direction (in\out device).
- Connection type allows user to set the connection type either TCP\IP or USB.
- Device location allows user to set the location of device where it is installed.
- Device type allows user to set the type of the device either Attendance or Canteen.
- IP address allows user to enter the Ip address of the device.
- Com key allows providing the security to the communication.
- Test connection allows testing of the connection between the software and the device.
- Auto Download Logs will download the logs automatically in the given interval.
- Auto Clear after Download will clear the logs from the device after successful downloading.
- Download logs from Beginning will download the Logs from the Beginning from the Device.
- Parallel db download will download the database from two different platforms. (E.g. Ms-Access to Ms-Sql)
- Download Users Button will Download the Employee Bio Information like Fingerprint, Card, privilege, Pin from the Device
- Download logs Button will continue downloading the Device Logs from the Device from the last downloaded logs.
- Stop Download Button will stop the Downloading of the Users and Device logs.
- Upload Users Button will trigger the Upload User Screen from where you can upload the users to device.

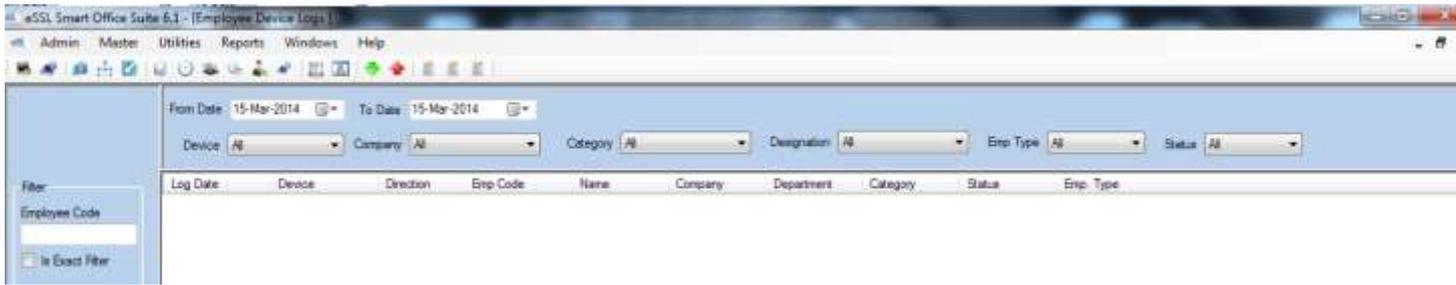
This window allows clearing the admin privilege, set system date time, Restart device, clear logs from device and change the IP address of the device.



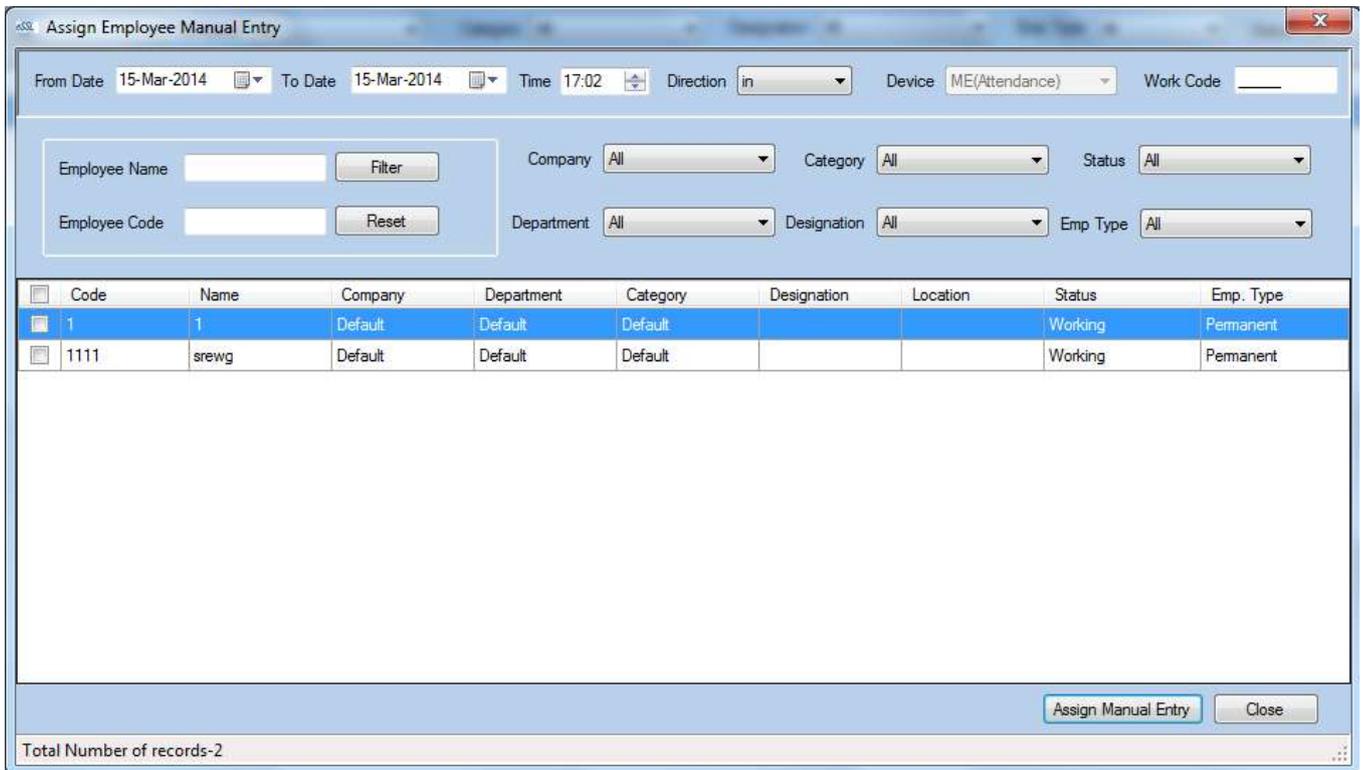
Note: Select the device and right click on the device these options will appear and user can perform the required operation.

### XXX. Device Logs

It will display the Employee Device Logs as well as Employee Manual Entry in the log record.

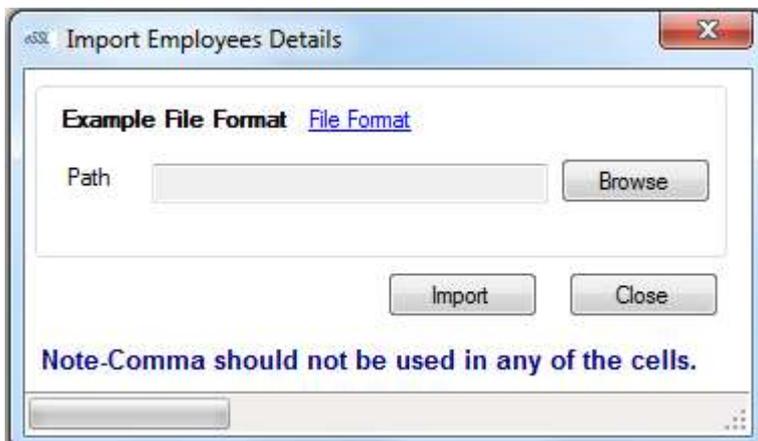


This window allows user to assign the manual entry of the employee



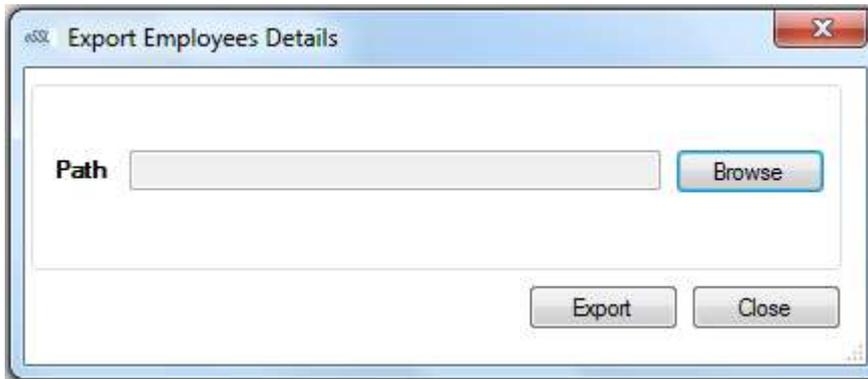
### XXXI. Import Employee Details

This window allows importing the details of employees from another location into the application.



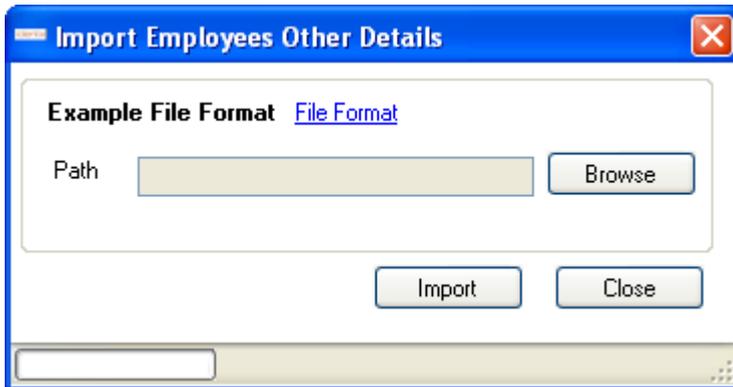
### XXXII. Export Employee Details

This window allows exporting employee details in the csv format from database to another location.



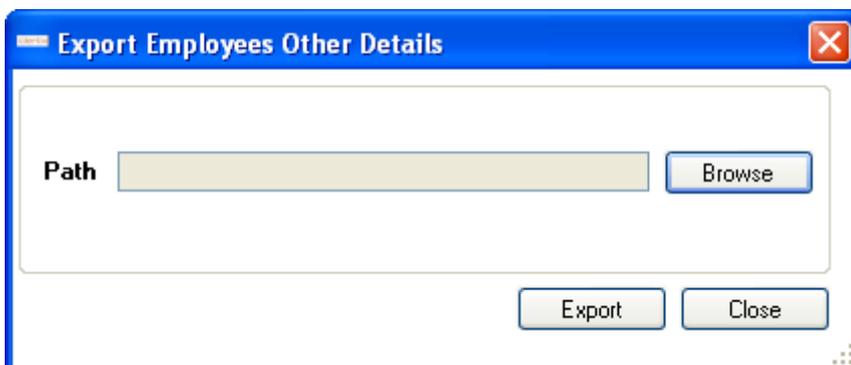
### XXXIII. Import Other Details

This utility is used for Import the Employee Other Details



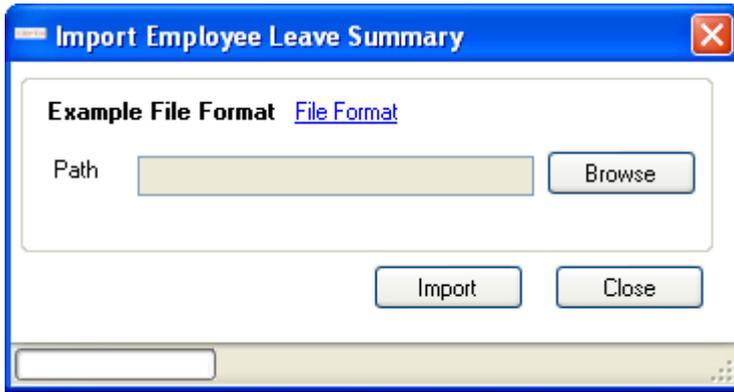
### XXXIV. Export Employee Other Details

This utility is used for Export the Employee Other Details in Excel



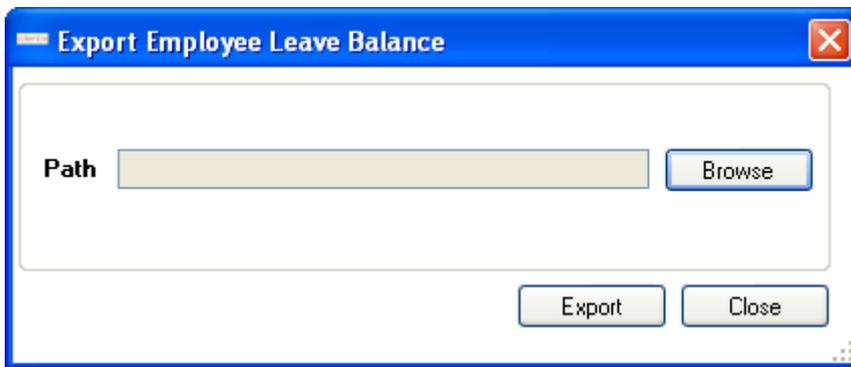
### XXXV. Import Employee Leave Balance

This utility is used for import the Employees Balance from the Excel sheet in csv format



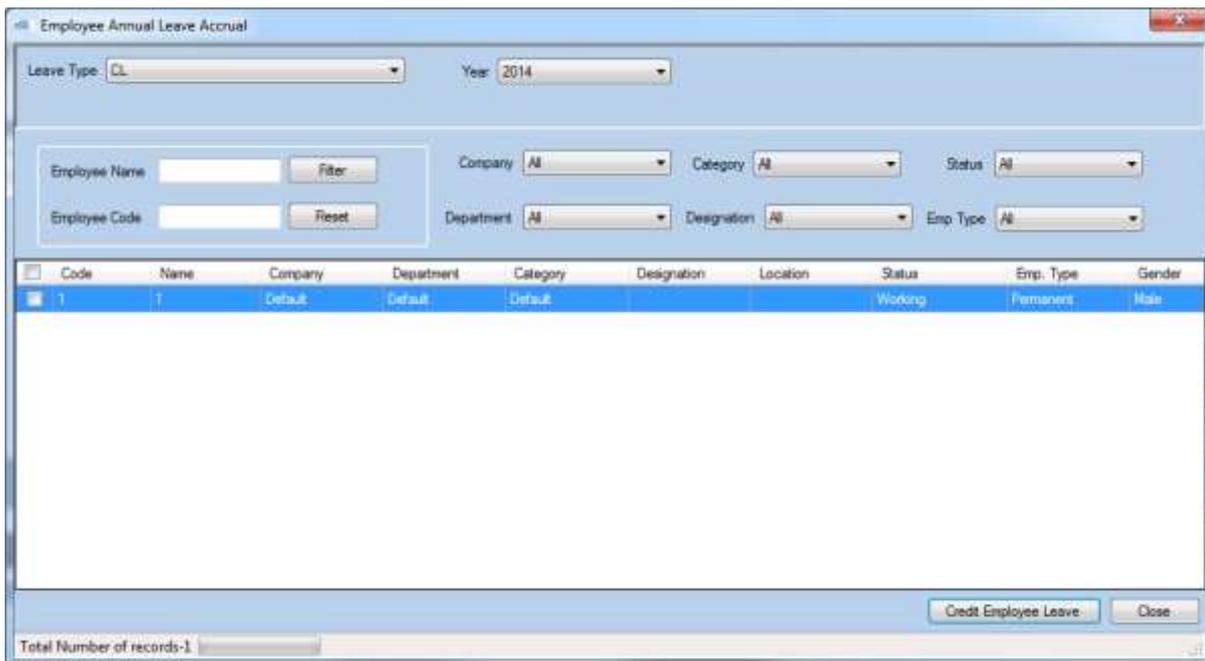
### XXXVI. Export Employee Leave Balance

This utility is used for Export the Employee Leave Balance



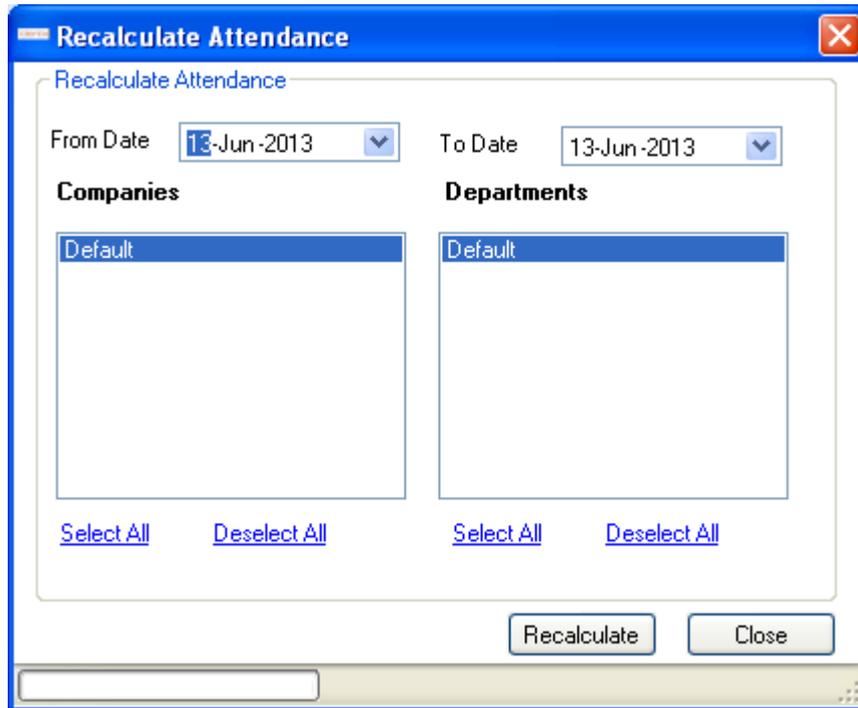
### XXXVII. Employee Annual leave Accrual

This utility is used to Credit the Employee at year start by calculating the Carry Forward limit and Yearly Limit for the particular year.



### XXXVIII. Recalculate Attendance

This screen is used to recalculate the Employee Attendance between From Date and To Date



### XXXIX. Reports

#### A. Daily Attendance Report

This report is used for calculate the Employee Attendance on daily basis and generate the Report on Daily Basis.

✕
Daily Attendance

### Daily Attendance Report

Group By Department Wise

From Date 13-Jun-2013

To Date 13-Jun-2013

Report Type Basic Report

**Filter Employee**

Employee Code

Excat

Employee Name

Employee Category All

Employee Designation All

Employee Location All

Employement Type All

**Select Status**

Present
Absent
Late Coming
Early Going
On Leave
On Out Door Duty
Short Worked
Missed Outpunch

[Select All](#)
[Deselect All](#)

**Filter company**

Default

[Select All](#)
[Deselect All](#)

**Filter Department**

Default

[Select All](#)
[Deselect All](#)

**Filter Shift**

GS

[Select All](#)
[Deselect All](#)

**Recalculate Attendance**

Generate
Close

## Types of the Daily Reports

### i. Basic Report

Report Viewer

1 of 2

100%

Find | Next

**Default**

**Daily Basic Attendance Report**

14-Mar-2014 To 14-Mar-2014

Generated On: 15-Mar-2014 05:12 PM

Attendance Date- 14-Mar-2014										
Department Default										
S.No	Emp Code	Emp Name	Shift	A. InTime	A.OutTime	Work Duration	OT	T Duration	Status	Remarks
1	1		GS	17:20	17:21(SE)	00:01	00:00	00:01	P	

Generated By:-essl

Page 1 of 2

ii. Detailed Report

Report Viewer

1 of 2 100% Find | Next

Default

Daily Detailed Attendance Report  
14-Mar-2014 To 14-Mar-2014

Generated On: 15-Mar-2014 05:13 PM

Attendance Date- 14-Mar-2014

Department Default														
S.No	E Code	Emp Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	1		GS	09:15	18:30	17:20	17:21(SE)	00:01	00:00	00:01	08:05	01:09	P	09:10(in)OD,17:20(out)OD,

Generated By:-essl Page 1 of 2

iii. Summary Report

Report Viewer

1 of 2 100% Find | Next

Default

Daily Summary Report  
14-Mar-2014 To 14-Mar-2014

Generated On: 15-Mar-2014 05:13 PM

Department- Default		Employee Code- 1		Employee Name- 1			
S.No	Attendance Date	Shift	In Time	Out Time	Total Duration	Status	Remarks
1	14-Mar-2014	GS	17:20	17:21(SE)	00:01	P	

Generated By:-essl Page 1 of 2

iv. In Out Report

Report Viewer

1 of 1 100% Find | Next

**Default**  
**In Out Punch Report**  
14-Mar-2014 To 14-Mar-2014  
Generated On: 15-Mar-2014 05:14 PM

<b>Attendance Date</b>		14-Mar-2014											
<b>Department</b>		Default											
S.No	E Code	Emp Name	Shift	IN-1	OUT-1	IN-2	OUT-2	IN-3	OUT-3	IN-4	OUT-4	IN-5	OUT-5
1	1	1		09:10 (in)	17:20 (out)								
				Special Off Device	Speci al Off Devic e								

Generated By:-essl Page 1 of 1

v. In Out Duration Report

Report Viewer

1 of 2 100% Find | Next

**Default**  
**In Out Duration Report**  
14-Mar-2014 To 14-Mar-2014  
Generated On: 15-Mar-2014 05:15 PM

<b>Attendance Date-</b>		14-Mar-2014											
<b>Department-</b>		Default											
S.No	Emp Code	Employee Name	In Duration (In Hrs)	Out Duration( In Hrs)	Punch Records								
1	1	1	16.35	0	09:10(in),17:20(out),17:21(out)								

Generated By:-essl Page 1 of 2

- vi. Present Report
- vii. Absent Report
- viii. Late coming Report
- ix. Early Going Report
- x. Missed out Punch Report
- xi. Short worked Records Report
- xii. Leave records Report
- xiii. Outdoor Records Report

xiv. CSV Export Report

1	Date	Employee	Company	Departme	Category	Deginatio	Grade	Team	Shift	In Time	Out Time	Duration	Late By	Early By	Status	Punch Rec	Overtime
2	14-Mar-14	1	1	Default	Default	Default			GS	17:20	17:21(SE)		1	485	69	Present	0

### B. Monthly Attendance Report

Monthly Report is used to see the Employees Attendance Monthly Wise.

**Daily Attendance Report** Group By: Department Wise

From Date: 13-Jun-2013 To Date: 13-Jun-2013 Report Type: Basic Report

Filter Employee

Employee Code:   Excat

Employee Name:

Employee Category: All

Employee Designation: All

Employee Location: All

Employment Type: All

Select Status

- Present
- Absent
- Late Coming
- Early Going
- On Leave
- On Out Door Duty
- Short Worked
- Missed Outpunch

[Select All](#) [Deselect All](#)

Filter company  Filter Department  Filter Shift

Company: Default Department: Default Shift: GS

[Select All](#) [Deselect All](#) [Select All](#) [Deselect All](#) [Select All](#) [Deselect All](#)

Recalculate Attendance Generate Close

## Types of the Monthly Reports

### i. Basic Report

Report Viewer

1 of 1 Find | Next

Default

Monthly Basic Attendance Report  
01-Mar-2014 To 15-Mar-2014

Generated On: 15-Mar-2014 05:19 PM

Department Default														P	A	L	H	HP	WO	WOP
No	Code	Name	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar													
1	1		P	P	P	P	P													

Generated By:-essl

Page 1 of 1

### ii. Detailed Report

Report Viewer

1 of 1 Find | Next

Default

Monthly Detailed Attendance Report  
01-Mar-2014 To 15-Mar-2014

Generated On: 15-Mar-2014 05:28 PM

Days	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10	Day11	Day12	Day13	Day14	Day15	Day16	Day17	Day18	Day19	Day20	Day21	Day22	Day23	Day24	Day25	Day26	Day27	Day28	Day29	Day30	Day31
Days	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar																										

Department: Default

Employee Code:-1 Employee Name:-1

Shift	05	06	08	09	08
In Time	17:20	17:20	17:20	17:20	17:20
Out Time	17:21	17:21	17:21	17:21	17:21
Late By	08:05	08:05	08:05	08:05	08:05
Early By	00:00	01:09	01:09	01:09	01:09
Total OT	00:00	00:00	00:00	00:00	00:00
Duration	04:20	00:01	00:01	00:01	00:01
Status	P	P	P	P	P

Generated By:-essl

Page 1 of 1

### iii. Summary Report

Report Viewer

1 of 1 Find | Next

Default

Monthly Summary Report  
01-Mar-2014 To 15-Mar-2014

Generated On: 15-Mar-2014 05:29 PM

Department	Default	P	A	H	HP	WO	WOP	PL	CL	SL	Other Leave	Total Leave	Total Present
Employee Code	Employee Name	5	0	0	0	0	0	0	0	0	0	0	5

Generated By:-essl

Page 1 of 1

iv. Period Wise Report

Report Viewer

1 of 1 100% Find | Next

Default

Monthly Period Wise Report

01-Mar-2014 To 15-Mar-2014

Generated On: 15-Mar-2014 05:31 PM

Days	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10	Day11	Day12	Day13	Day14	Day15	Day16	Day17	Day18	Day19	Day20	Day21	Day22	Day23	Day24	Day25	Day26	Day27	Day28	Day29	Day30	Day31
Days	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar																										

Department:- Default

Employee Code:-1 Employee Name:-1

Status	P	P	P	P	P																											
P1Status	P	P	P	P	P																											
P2Status	P	P	P	P	P																											
P3Status	P	P	P	P	P																											

Generated By:-essl Page 1 of 1

v. Work Duration Report

Report Viewer

1 of 1 100% Find | Next

Default

Work Duration Report

01-Mar-2014 To 15-Mar-2014

Generated On: 15-Mar-2014 05:32 PM

Days	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10	Day11	Day12	Day13	Day14	Day15	Day16	Day17	Day18	Day19	Day20	Day21	Day22	Day23	Day24	Day25	Day26	Day27	Day28	Day29	Day30	Day31
Days	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar																										

Department:- Default

Employee Code:-1 Employee Name:-1

In Time	17:20	17:20	17:20	17:20	17:20																												
Out Time	17:21	17:21	17:21	17:21	17:21																												
(SE)	(SE)	(SE)	(SE)	(SE)	(SE)																												
Duration	04:20	00:01	00:01	00:01	00:01																												

Generated By:-essl Page 1 of 1

vi. OT summary Report

Report Viewer

1 of 1 100% Find | Next

Default

OT Summary Report

01-Mar-2014 To 15-Mar-2014

Generated On: 15-Mar-2014 05:33 PM

Department:- Default

Employee	10-Mar	11-Mar	12-Mar	13-Mar	14-Mar
1,1	00:00	00:00	00:00	00:00	00:00

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vii. CSV Export Report

Employee Code	Present	Absent	Normal WOT Hours	CL	PL	SL	Total Leave	Late Comi	Early Go in	Weekly O	Weekly O	Holiday	Holiday Present
1	5	0	4:16:00 0:00:00					5	16:25:00	4	4:36:00	0	0

C. Yearly Summary Report

Report Viewer  
 1 of 1 | 100% | Find | Next

Default

Yearly Summary Report  
Jan,2014 To Dec,2014

Generated On: 15-Mar-2014 05:37 PM

Department	Default												
Employee Code:	1	Employee Name:	1										
MONTH	P	A	L	H	HP	WO	WOP	PL	CL	SL	Other Leave	Total Leave	Total Present
January	0	0		0	0	0	0	0	0	0	0	0	0
February	0	0		0	0	0	0	0	0	0	0	0	0
March	6	0		0	0	0	0	0	0	0	0	0	6
April	0	0		0	0	0	0	0	0	0	0	0	0
May	0	0		0	0	0	0	0	0	0	0	0	0
June	0	0		0	0	0	0	0	0	0	0	0	0
July	0	0		0	0	0	0	0	0	0	0	0	0
August	0	0		0	0	0	0	0	0	0	0	0	0
September	0	0		0	0	0	0	0	0	0	0	0	0
October	0	0		0	0	0	0	0	0	0	0	0	0
November	0	0		0	0	0	0	0	0	0	0	0	0
December	0	0		0	0	0	0	0	0	0	0	0	0

### D. Leave Entries Report

This screen is used to get Employee Leave Summary by Leave Type like how much availed, how much applied, reaming balance etc.

Report Viewer

1 of 1 100% Find | Next

**Default**  
**Employee Leave Entries**  
15-Mar-2014 To 15-Mar-2014  
Generated On: 15-Mar-2014 05:36 PM

Date- 15-Mar-2014							
S.No	Emp. Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Remarks
1	1	1	Default	Casual Leave	1	essl	

Generated By:-essl Page 1 of 1

### E. Employee out Door Entries

This Report is used for get the Employee Outdoor Summary report.

Report Viewer

1 of 1 100% Find | Next

**Default**  
**Employee Out Door Entries**  
14-Mar-2014 To 15-Mar-2014  
Generated On: 15-Mar-2014 05:38 PM

Date- 14-Mar-2014							
S.No	Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Out Door Remarks
1	1	1	Default	490	1	essl	(09:10,17:20)

Date- 15-Mar-2014							
S.No	Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Out Door Remarks
1	1	1	Default	360	1	essl	(09:04,15:04)

Generated By:-essl Page 1 of 1

## F. Leave Summary Report

This Report is used for get the Employee Leave Summary like how much availed, how much applied, how much balance

Report Viewer

1 of 1 100% Find | Next

**Default**  
**Employee Leave Summary**  
Generated On: 15-Mar-2014 05:39 PM

<b>Department:</b>	Default		
<b>Employee Code:</b>	1	<b>Employee Name:</b>	1
<b>Leave Type</b>	<b>Yearly Limit</b>	<b>Leave Taken</b>	<b>Total Leave Balance</b>
CL	10	1	10
PL	10	0	10
SL	10	0	10

Generated By:-essl Page 1 of 1

## G. Generate Memo

Generate Memo

Generate Memo Status: **Late Coming\Early G** Company: All Department: All Date: 14-Mar-2014 List Employees

Subject: LATE-COMING/EARLY-G  
Memo Text: It has been observed from the Attendance record that you were Coming Late or Going Early from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person immediately.

Signature: Administrator

<input checked="" type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location	Status	Emp. Type
<input checked="" type="checkbox"/>	1	1	Default	Default	Default			Working	Permanent
<input checked="" type="checkbox"/>	1111	srewg	Default	Default	Default			Working	Permanent

Total Number of records-2

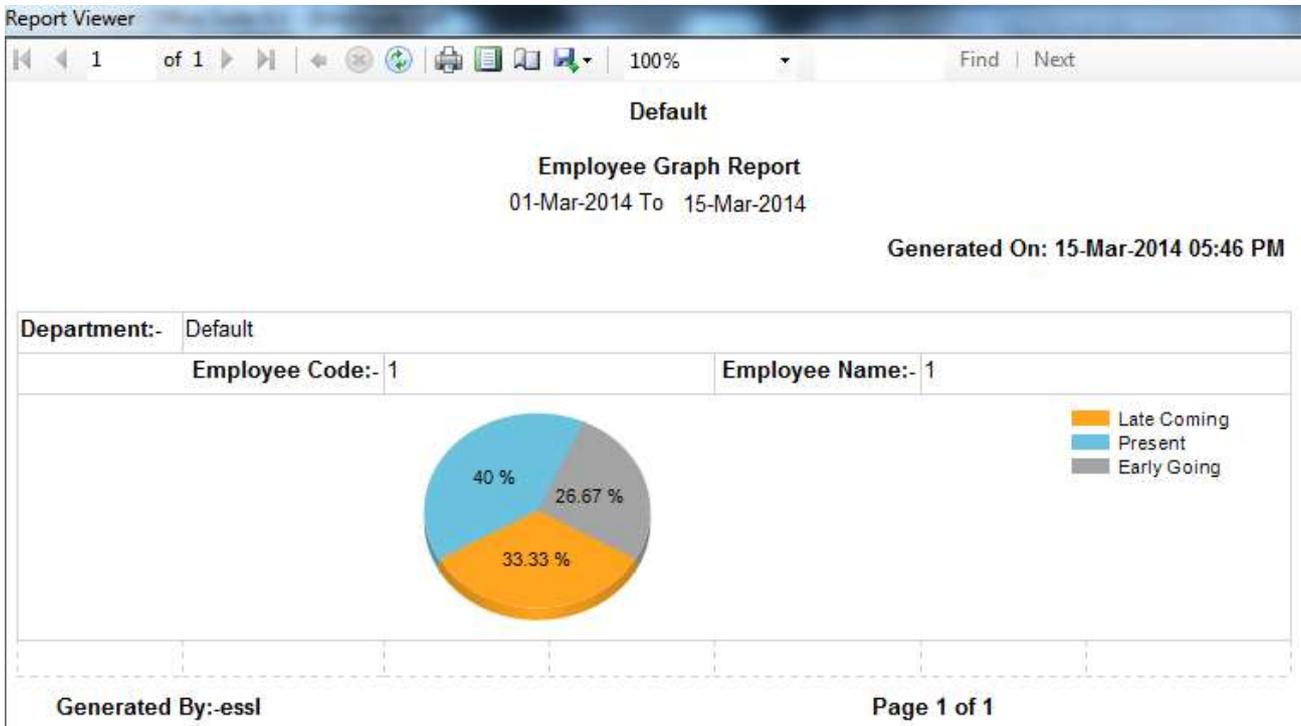
Individual  Summary Generate Memo (Preview) Send eMail Close

## H. Graphical Report

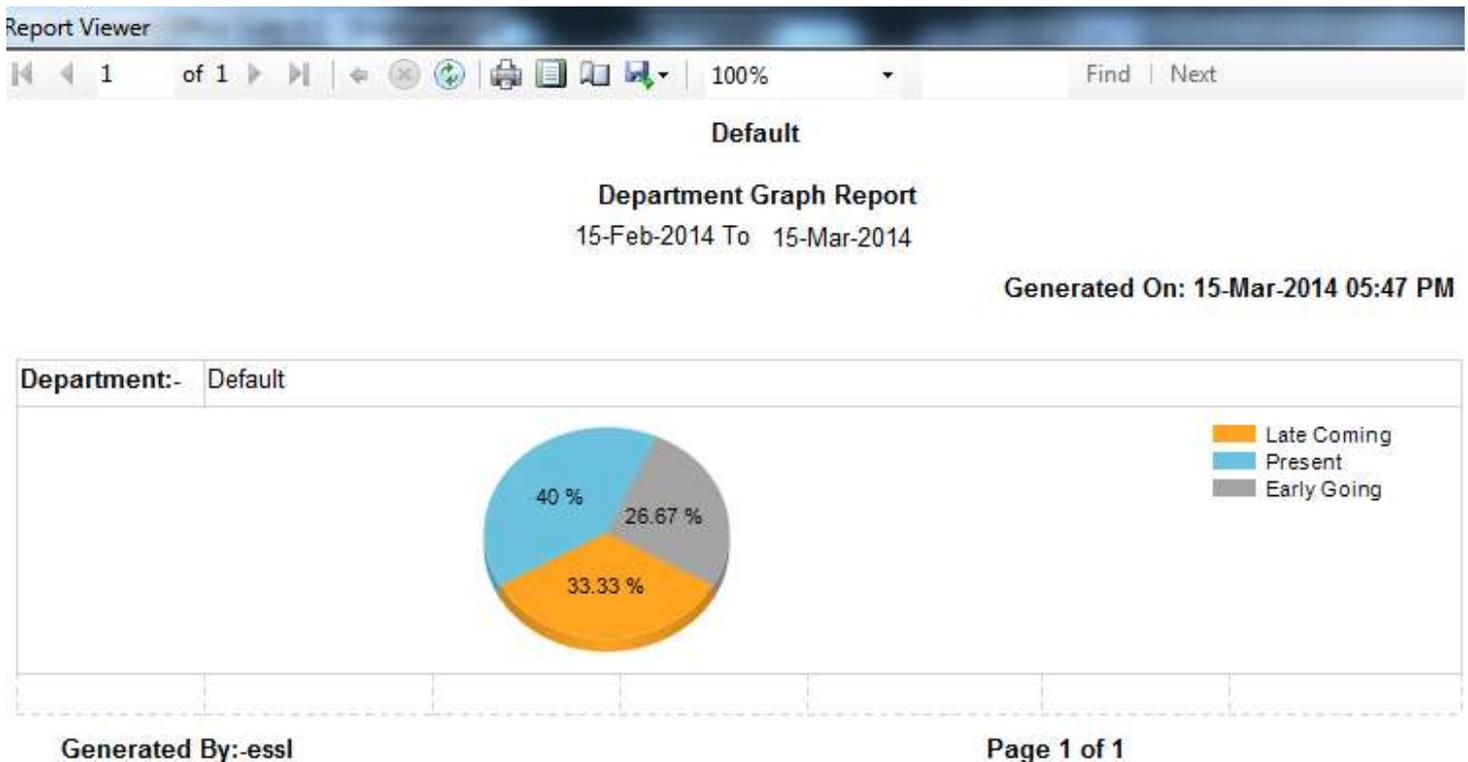
This report is used for get the Employees Attendance in term of Pie Graph

### Types of Graphical Report

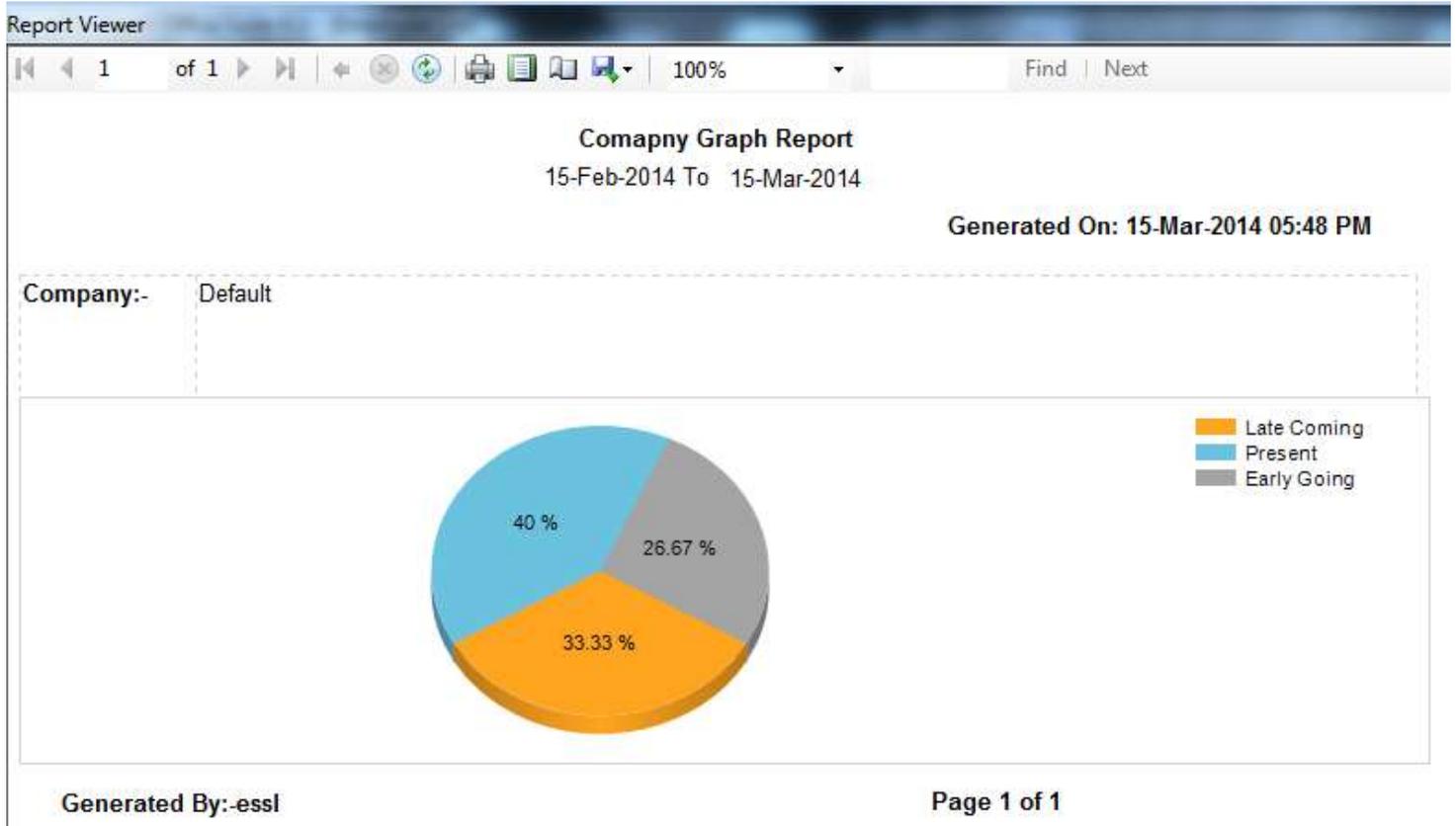
- Employee Graph



- Department Graph



- Company Graph



## I. Daily Log Matrix

Report Viewer

1 of 1 100% Find Next

Default

### In Out Punch Report

15-Mar-2014 To 15-Mar-2014

Generated On: 15-Mar-2014 05:49 PM

Attendance Date		15-Mar-2014											
Department		Default											
S.No	E Code	Emp Name	Shift	IN-1	OUT-1	IN-2	OUT-2	IN-3	OUT-3	IN-4	OUT-4	IN-5	OUT-5
1	1	1		09:04 (in)	15:04 (out)								
				Special Off Device	Special Off Device								

Generated By:-essl Page 1 of 1

## J. Log Matrix Report

## K. Random Check Report

This report is used for get Employee Status like In or Out on particular day and particular Time.

Report Viewer

1 of 7 100% Find | Next

Default

**Random Check Report**  
15-Feb-2014 To 15-Mar-2014

Generated On: 15-Mar-2014 05:51 PM

Attendance Date- 10-Mar-2014				
S.No	Employee Code	Employee Name	Department	Punch Records
1	1	1	Default	09:10(in),17:20(out),17:21(out)

Generated By:-essl Page 1 of 7

### L. Abnormality Report

This report is used to get the Employees who are continuously late\Absent\Early for these many given days.

### M. Daily Detailed Status Report

This Report is the trouble-shooting report for the Production support team to facilitate Employee Attendance for the particular day.



Default

Daily Detailed Status Report  
15-Feb-2014 To 15-Mar-2014

Generated On: 15-Mar-2014 05:53 PM

Department:- Default									
Employee Code:- 1									
Employee Name:- 1									
S.No	Shift	Category	A. InTime	A.OutTime	Work Duration	OT	T Duration	Detailed S.Code	Detailed Status
1	GS	Default	17:20	17:21(SE)	-260	0		P	Present
2	GS	Default	17:20	17:21(SE)	1	0		P	Present
3	GS	Default	17:20	17:21(SE)	1	0		P	Present
4	GS	Default	17:20	17:21(SE)	1	0		P	Present
5	GS	Default	17:20	17:21(SE)	1	0		P	Present
6	123	Default	15:04	15:05(SE)	-26	0		P	Present

## N. Employee details report working/ Resigned

Report Viewer

1 of 2 100% Find | Next

**Default**

**Employee Details Report(Working)**

**Generated On: 15-Mar-2014 05:09 PM**

**Department**      Default

Employee: 1: 1 (Male)			
Email: Contact No:  DOJ: 1/1/1900 12:00:00 AM DOC: 1/1/1900 12:00:00 AM DOR: 1/1/3000 12:00:00 AM  Employment Type: Permanent Location:			
Company	Default	Department	Default
Category	Default	Designation	Permanent
Place of Birth		DOB	1/1/1900 12:00:00 AM
FatherName		MotherName	
Residential Address			
Permanent Address			
Nomenee1		Nomenee2	

## 0. Customize report

Through this report user can customize the report as per requirement

X
Employee Customize Report

Employee Customize Report
No of Digit in Employee code   Prefix

From Date  To Date

Filter Employee

Employee Code   Exact

Employee Name

Employee Category

Employee Designation

Employee Location

Employement Type

Filter Company

Filter Department

[Select All](#)   [Deselect All](#)   [Select All](#)   [Deselect All](#)

Group By

Group 1

Group 2

Select Field

<input type="checkbox"/>	Report Value	Report Header
<input checked="" type="checkbox"/>	AttendanceDate	Attendance Date
<input type="checkbox"/>	EmployeeCode	Employee Code
<input type="checkbox"/>	EmployeeName	Employee Name
<input type="checkbox"/>	DepartmentSName	Department
<input type="checkbox"/>	Designation	Designation
<input type="checkbox"/>	DOJ	DOJ
<input type="checkbox"/>	DOR	DOR
<input type="checkbox"/>	Employement Type	Employement Type
<input type="checkbox"/>	Location	Location
<input type="checkbox"/>	Grade	Grade

## P. Export to Excel

This feature helps to export the attendance logs and device logs in customized form into Excel format.

X
Employee Attendance Logs Report

Attendance Logs Customize Report
No of Digit in Employee code   Prefix

From Date  To Date

Filter Employee

Employee Code   Exact

Employee Name

Employee Category

Employee Designation

Employee Location

Employement Type

Filter Company

Default

[Select All](#) [Deselect All](#)

Filter Department

Default

[Select All](#) [Deselect All](#)

Select Field

<input type="checkbox"/>	Report Value	Report Header
<input type="checkbox"/>	SerialNumber	SI No
<input checked="" type="checkbox"/>	AttendanceDate	Attendance Date
<input checked="" type="checkbox"/>	EmployeeCode	Employee Code
<input checked="" type="checkbox"/>	EmployeeName	Employee Name
<input checked="" type="checkbox"/>	DepartmentSName	Department
<input type="checkbox"/>	Designation	Designation
<input type="checkbox"/>	DOJ	DOJ
<input type="checkbox"/>	DOR	DOR
<input type="checkbox"/>	Employement Type	Employement Type
<input type="checkbox"/>	Location	Location

Employee Device Logs Report
X

**Device Logs Customize Report**

From Date  To Date

Filter Employee

Employee Code   Exact

Employee Name

Employee Category

Employee Designation

Employee Location

Employement Type

Filter Company

Default

[Select All](#)   [Deselect All](#)

Filter Department

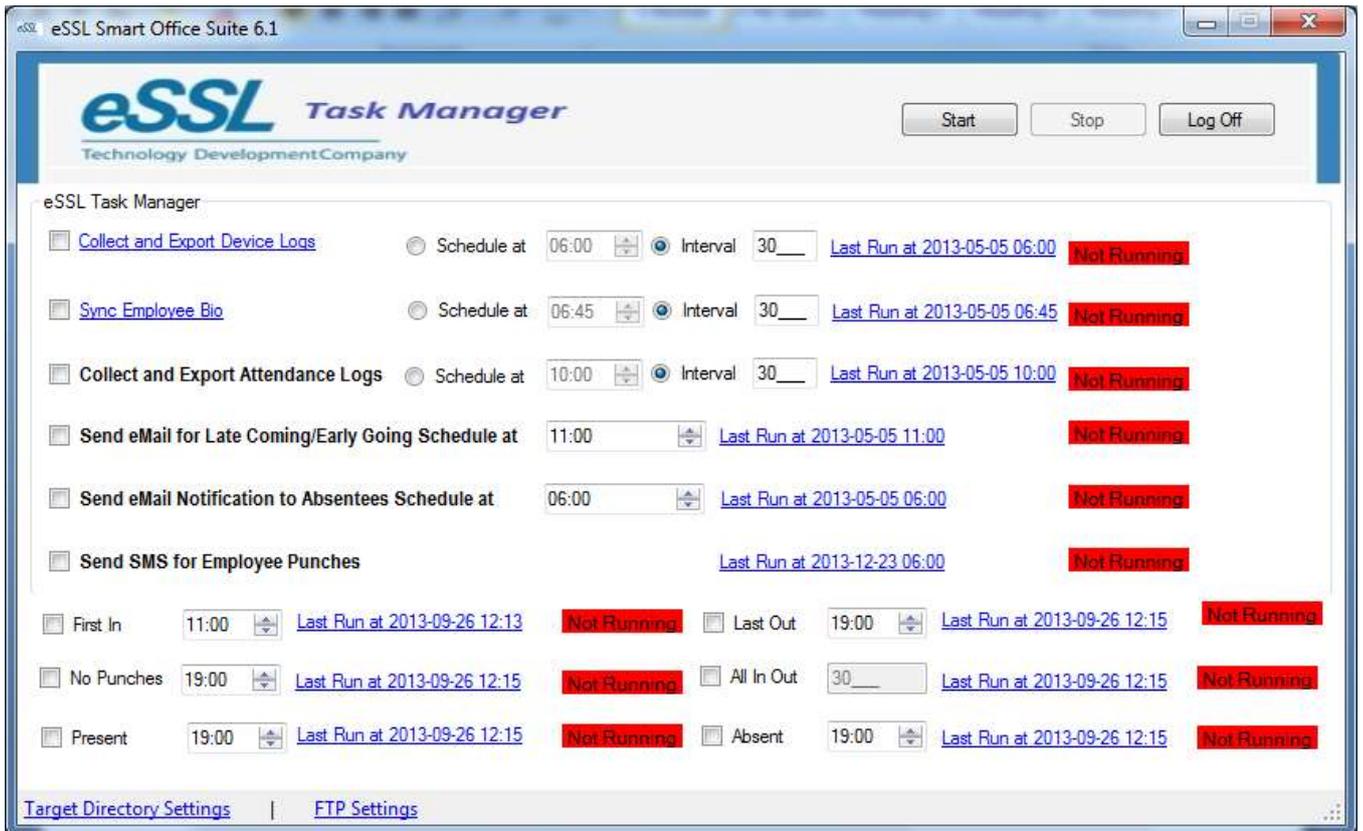
Default

[Select All](#)   [Deselect All](#)

Select Field

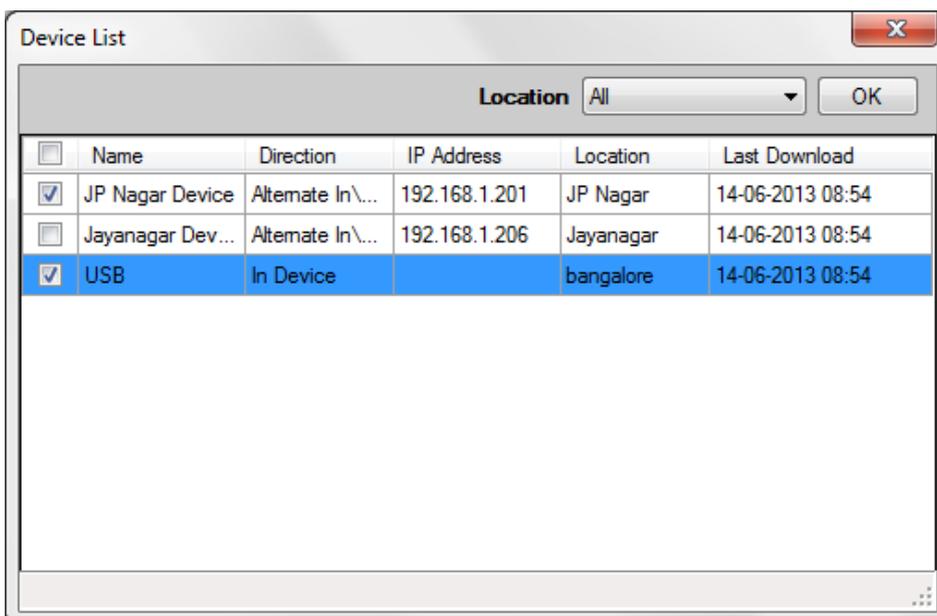
<input type="checkbox"/>	Report Value	Report Header
<input checked="" type="checkbox"/>	SerialNumber	SI No
<input checked="" type="checkbox"/>	DownloadDate	Download Date
<input checked="" type="checkbox"/>	EmployeeCode	Employee Code
<input checked="" type="checkbox"/>	EmployeeName	Employee Name
<input checked="" type="checkbox"/>	DeviceSName	Device
<input checked="" type="checkbox"/>	LogDate	LogDate
<input checked="" type="checkbox"/>	AttDirection	AttDirection
<input type="checkbox"/>	WorkCode	WorkCode
<input type="checkbox"/>	VerificationMode	VerificationMode

## XL. ESSL Smart Office Suite Task Manager



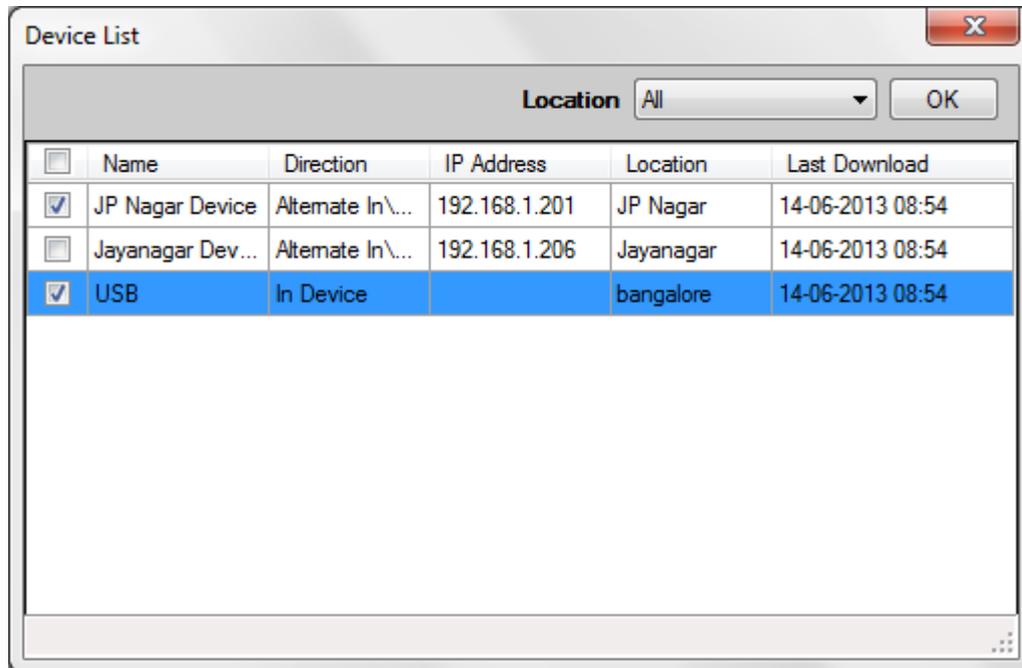
### A. Collect and Export Device Logs

User can configure this task to download the logs at any **Schedule** Time or at the **periodic interval**. Devices from which the logs to be download can be selected by click on the link button Collect and Export Logs. The following window will be pop up.



## B. Sync Employee Bio

User can configure this task to download the Employee Bio information at any **Schedule** Time or at the **periodic interval**. Devices from which the Employee bio to be download can be selected by click on the link button Collect and Export Logs. The following window will be pop up.



## C. Collect and Export Attendance Logs

User can configure this task to Calculate and the Attendance Logs at any **Schedule** Time or at the **periodic interval**.

## D. Send email for late Coming or Early Going

User can configure this task for Automated (system generated) email to Late Coming\Early Going employee can be send at the Scheduled time.

## E. Send email notification to absentee

User can configure this task for send Automated (system generated) email to Absent employee at the Scheduled time.

## F. Send Text SMS

User can configure this task for sending the text SMS.

Schedule at (First In):- First In Punch Cutoff time i.e. from that time onwards system will start to shoot the message for First In of the day.

Schedule at (Last Out):- Last Out Punch Cutoff time i.e. from that time onwards system will start to shoot the message for Last Punch of the day.

Interval: - That option is used for all In Out Punch i.e. to shoot the sms in the interval.