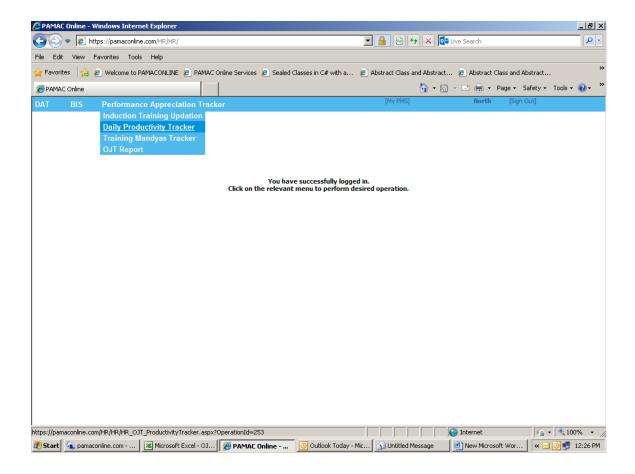
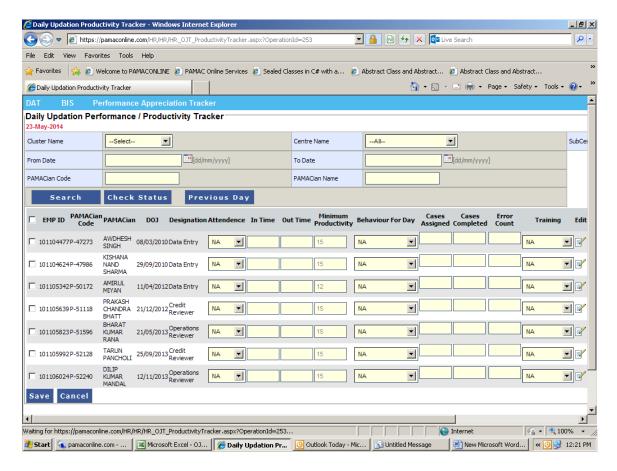
Please click on Daily Productivity Tracker link to update OJT details.



On display page OJT updating date is displayed in RED.

We can update the OJT of current day on same page.

To update the OJT details of current day, just click on search button to retrieve the OJT employee details.



We have added new column as Attendance in OJT

Here user will get all the respective employee details whose productivity they are updating.

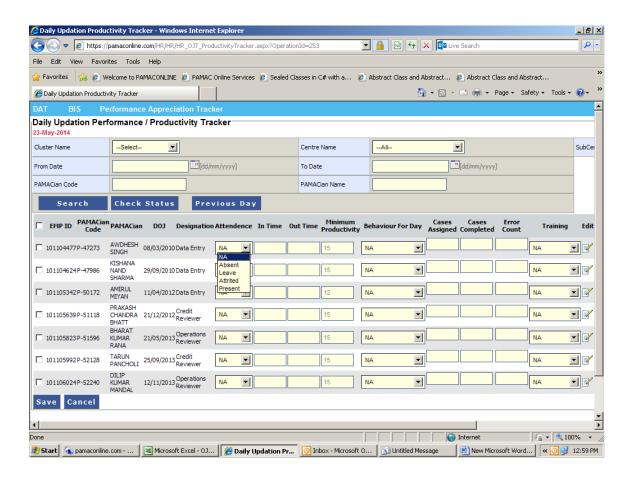
In Attendance column user need to select the following option.

Absent: If employee is absent for the day then select **Absent**

Present: If employee is Present then select **Present**

Leave: If employee is on leave then select **Leave Attrited**: If employee has left the job then select **Attrited**.

NA: If Employee is not applicable for OJT then please select **NA**.



To update OJT details of previous day please click on previous day button.

Same is applicable for the previous day option.

