

iAS

Integrated Attendance System



TIMEWATCH

Presence perfect

TIMEWATCH INFOCOM PVT.LTD.

www.timewatchindia.com

Platform & Database

- Designed & Build In- ASP.net
- Framework-.net Framework 4.0
- script- java script
- Database- MS SQL Server

• Key Features

- Support Multi shift & break concepts
- Online leave module
- Multi Level Leave Approval Stages
- Parallel Database Integration
- Email Alert On Leave Application & Approval/ Rejection
- Remote Biometric Device Management
- Dashboard To View Head Count
- Various Types Of Reports Which can be generated for audit purpose.
- Report Selection For Selected Report

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TImeWatch "Time Office" is a 'time & attendance' management software solution for all types of organization larger or smaller. It delivers the functionality and flexibility to support the demanding and complex time management requirements of your organization. Going far beyond traditional time and attendance systems, the TimeWatch Time Office software can significantly improve the efficiency of your business, eliminating unneeded effort and simplifying the daily time management activities for all of the members of your workforce. Our time and attendance solution is designed specifically to support the complex requirements of enterprise-class implementations.

The TIMEWATCH "Time & Attendance" software is designed for every need of any modern Time Office. With several reports beautifully designed and accurately generated it fulfils the needs of all the departments of any industry or business establishments. All the repetitive, manual, time consuming work is made simpler and the reports are generated in time. This includes even some of the statutory reports required by Government.

Huge Number of reports is generated through our System, which has been highly appreciated not only by the Time Office, but also by the Personnel Department, Accounts Department, EDP Department and the General Management of every organization.

TIMEWATCH "Time Office" software can work even in an environment where the employees can record the attendance (by dropping the card to register 'IN' and 'OUT' timings) from any of several systems that could be working at a location and the attendance recording will be done automatically in the correct way.

This software is designed not only to cater to the needs of all kind of possible users e.g., factories, offices etc. To cater to the needs of the factories where an employee needs to sit beyond the normal limits of 12 the software takes two days data together for proper computation of attendance. In the Offices the sales service, account, personnel, administration on personnel needs to go out for sales calls, service calls, bank work, Labor Courts etc. The software provides the facility of calculating the outwork of such employees and also calculate the outwork as the employee's working hours.

Advantages of having this type of system are:

- It is convenient for the employees, to utilize any of the machines installed in the premises, which is freer. As they can record 'IN' and 'OUT' from any of the TIMEWATCH systems which are there, it has an automatic reducing effect on the length of the queue.
- However because of any reason if dedicated machines are required for 'IN' and 'OUT', the same can also be done without any problem. TIMEWATCH has this provision.

Duplicate checking of entries

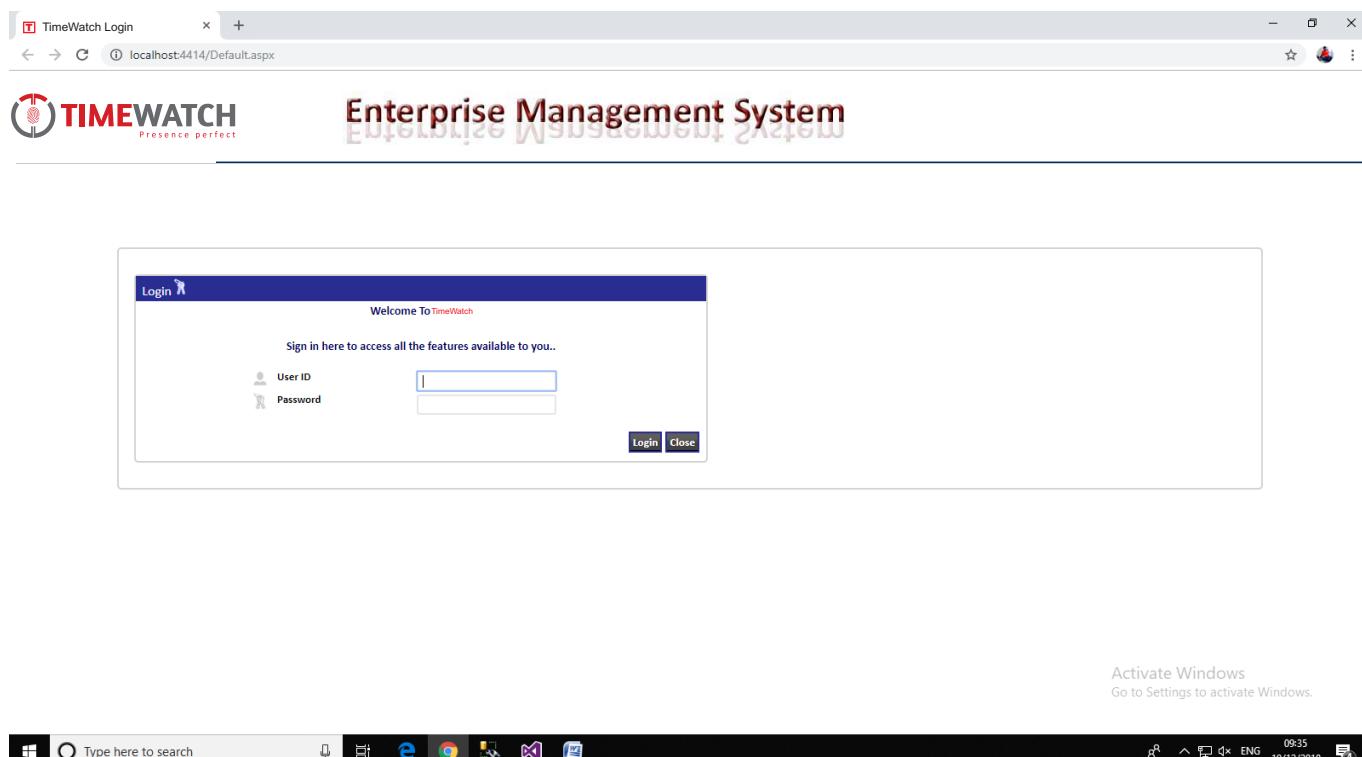
Many times an employee (mainly workers) drop/punch his card more than once in quick succession just to ensure and reassure himself that his attendance is marked. However, second punch is normally treated as 'OUT' punch. To circumvent such situation and ignore all the repeated punches received within a specified time. Say, 5 minutes or 10 minutes etc., a provision exists so that the repeat punches of the same employee received within this period will not be treated as 'OUT' punch.

Night Shift Operation

TimeWatch software works even for night shift operation i.e., person entering during night hours of one day can leave the next day morning or afternoon.

How to get started:

Open URL for iLMS application it will show you License window and then ask for the valid user name and password that is shown below.



Enter a user name and password that is valid for Time Office then click ok button when this is valid then main screen display which is shown below.

On home screen a dashboard will be appearing. Following links will be displayed on dashboard

- Total Employee
- Total Present
- Total Absent
- Total Late
- Total Week Off
- Employee Attendance Details
- Leave Management

Home Page localhost:4414/dashboard.aspx

Hi ADMIN (Admin) [Change Password](#)

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

**Total Employee
1385**
[View Details](#)

**Total Present
0**
[View Details](#)

**Total Absent
1385**
[View Details](#)

**Late Arrival
0**
[View Details](#)

**Weak Off
0**
[View Details](#)

**Pending Leave
0**
[View Details](#)

Employee's Attendance
[View Attendance Details](#)

Leave Management
[Apply Leave](#)

Activate Windows
Go to Settings to activate Windows.

TimeWatch Login localhost:4414/TotalEmployee.aspx

Hi ADMIN (Admin) [Change Password](#)

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

Employee Details

Employee Code	Name	Designation
11001	R G Agarwal	Group Chairman
11006	V K BANSAL	President
11023	ANUJ SHARMA	Chief Development Manager
11025	SUDHIR KUMAR AGARWAL	Manager
11026	RAJESH VERMA	Chief Manager
11028	CHAND RATAN SHARMA	Associate Manager
11030	PRADEEP SHARMA	Manager
11032	ANITA MEHTA	Officer
11034	AJITA BISHT	Officer
11035	A N UPADHYAY	Officer
11037	KAILASH CHANDRA BALUNI	Associate Manager
11042	VINAY KUMAR	Manager
11045	AMIT AGGARWAL	Associate Manager
11046	SATE SINGH BHANDARI	Officer
11048	BINDHYA CHAL SINGH	Officer
11052	TEG SINGH RAWAT	Driver
11055	PURVA NAND	Driver
11058	KISHORI LAL	Attendant
11059	DINESH KUMAR	Attendant
11060	NAND KISHORE	Associate
11061	ANIL KUMAR JOSHI	Associate
11064	SOBAN SINGH	Attendant
11066	ANIL KUMAR DIWAKAR	Associate
11067	PRakash Chander	Driver
11071	ANIL SHARMA	EXECUTIVE
11072	VED PRAKASH SINGH	Senior Regional Sales Man
11074	SARY KRISHAN SOOD	Senior Area Sales Manager
11082	DHARAM VIR SINGH	Regional Sales Manager
11086	PRakash Chander CHAUDHAR	Regional Sales Manager
11087	SUNIL SHARMA	Senior Manager
11088	BHANU PRATAP SINGH	Associate Officer
11111	Phiby Mathew	
11114	ASHOK MAHAJAN	Senior General Manager

Activate Windows
Go to Settings to activate Windows.

Total Absent: By Clicking on Total Absent Link User can see the total employee list who are absent today in office.

TimeWatch Login x +
 localhost:4414/Total/Absent.aspx

Hi ADMIN (Admin) Change Password

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

Today's Absent

Employee Code	Name	Department Name	Status
11001	R. G Agarwal	Board of Directors	A
11006	V K BANSAL	Finance & Accounts	A
11023	ANUJ SHARMA	Research & Development - Agri	A
11025	SUDHIR KUMAR AGARWAL	Audit	A
11026	RAJESH VERMA	Finance & Accounts	A
11028	CHAND RATAN SHARMA	Finance & Accounts	A
11030	PRADEEP SHARMA	Finance & Accounts	A
11032	ANITA MEHTA	Research & Development - Agri	A
11034	AJITA BISHI	Publicity	A
11035	A N UPADHYAY	Audit	A
11037	KAILASH CHANDRA BALUNI	HR	A
11042	VINAY KUMAR	Finance & Accounts	A
11045	AMIT AGGARWAL	Finance & Accounts	A
11046	SATE SINGH BHANDARI	Finance & Accounts	A
11048	BINDHYA CHAL SINGH	Finance & Accounts	A
11052	TEG SINGH RAWAT	Administration	A
11055	PURVA NAND	Administration	A
11058	KISHORI LAL	Administration	A
11059	DINESH KUMAR	Administration	A
11060	NAND KISHORE	Finance & Accounts	A
11061	ANIL KUMAR JOSHI	HR	A
11064	SOBAN SINGH	Administration	A
11066	ANIL KUMAR DIWAKAR	HR	A
11067	PRAKASH CHANDER	Administration	A
11071	ANIL SHARMA	Business Development	A
11072	VED PRAKASH SINGH	Sales	A
11074	SARV KRISHAN SOOD	Sales	A
11082	DHARAM VIR SINGH	Sales	A
11086	PRAKASH CHANDER CHAUDHAR	Sales	A
11087	SUNIL SHARMA	Logistics	A
11088	BHANU PRATAP SINGH	Finance & Accounts	A
11111	Phiby Mathew	HR	A
11114	LASHOK MAHAJAN	Publicity	A

Type here to search e Google Chrome File Explorer Microsoft Edge Task View Start

Activate Windows
Go to Settings to activate Windows.

09:36 19/12/2018

Total Present: By Clicking on Total Present Link User can see the total employee list who are currently present in office.

TimeWatch Login x +
 localhost:4414/TotalPresent.aspx

Hi ADMIN (Admin) Change Password

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

Today's Present

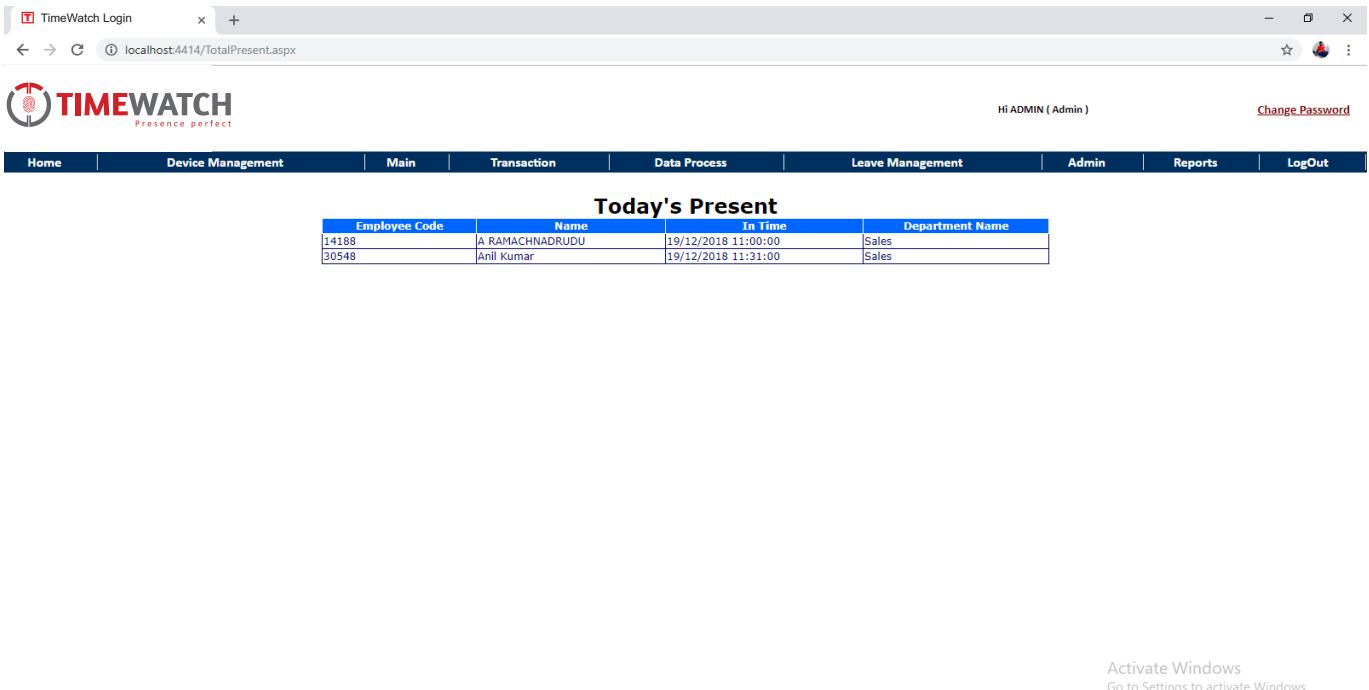
Employee Code	Name	In Time	Department Name
14188	A RAMACHNADRUDU	19/12/2018 11:00:00	Sales
30548	Anil Kumar	19/12/2018 11:31:00	Sales

Type here to search e Google Chrome File Explorer Microsoft Edge Task View Start

Activate Windows
Go to Settings to activate Windows.

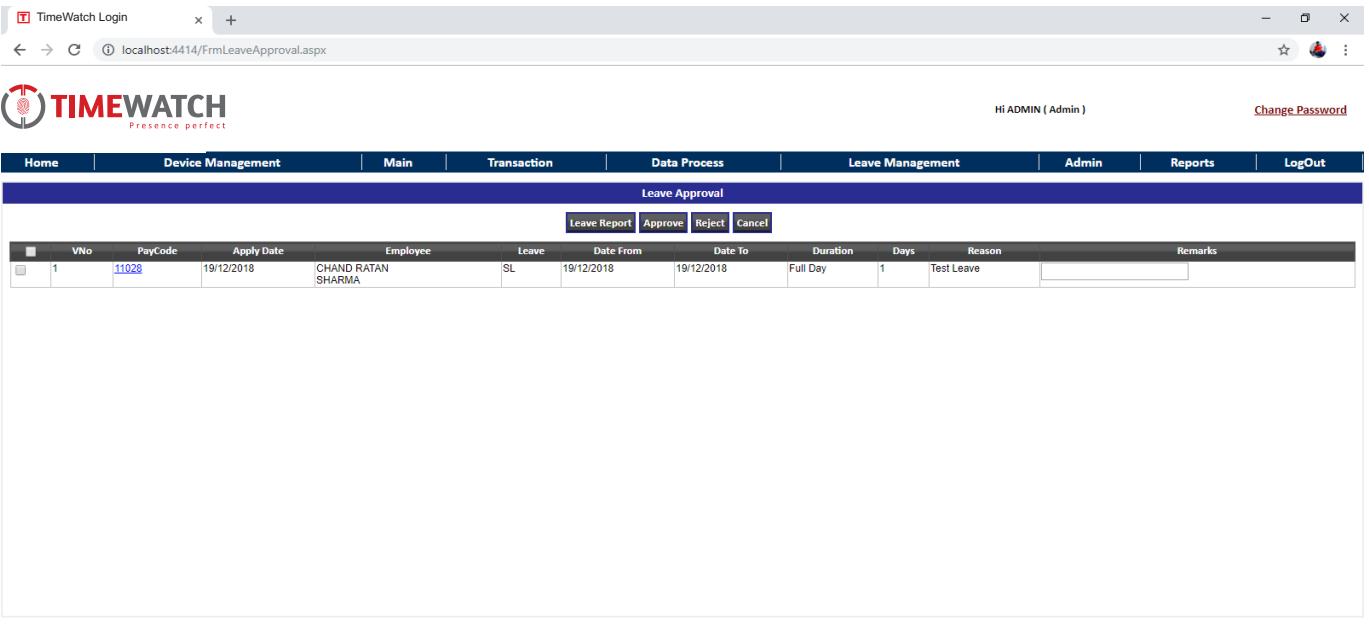
09:36 19/12/2018

Total Late: By Clicking on Total Late Link User can see the total employee lists that have come late from his shift time



The screenshot shows a browser window titled "TimeWatch Login" with the URL "localhost:4414/TotalPresent.aspx". The page header includes the TimeWatch logo and navigation links for Home, Device Management, Main, Transaction, Data Process, Leave Management, Admin, Reports, and LogOut. A message "Hi ADMIN (Admin)" is displayed, along with a "Change Password" link. The main content area is titled "Today's Present" and contains a table with four columns: Employee Code, Name, In Time, and Department Name. The table shows two entries: 14188 (A RAMACHNADRUDU) at 19/12/2018 11:00:00 in Sales, and 30548 (Anil Kumar) at 19/12/2018 11:31:00 in Sales.

Pending Leaves: By Clicking on Pending Leaves Link User can see the list of pending leaves which user have applied.

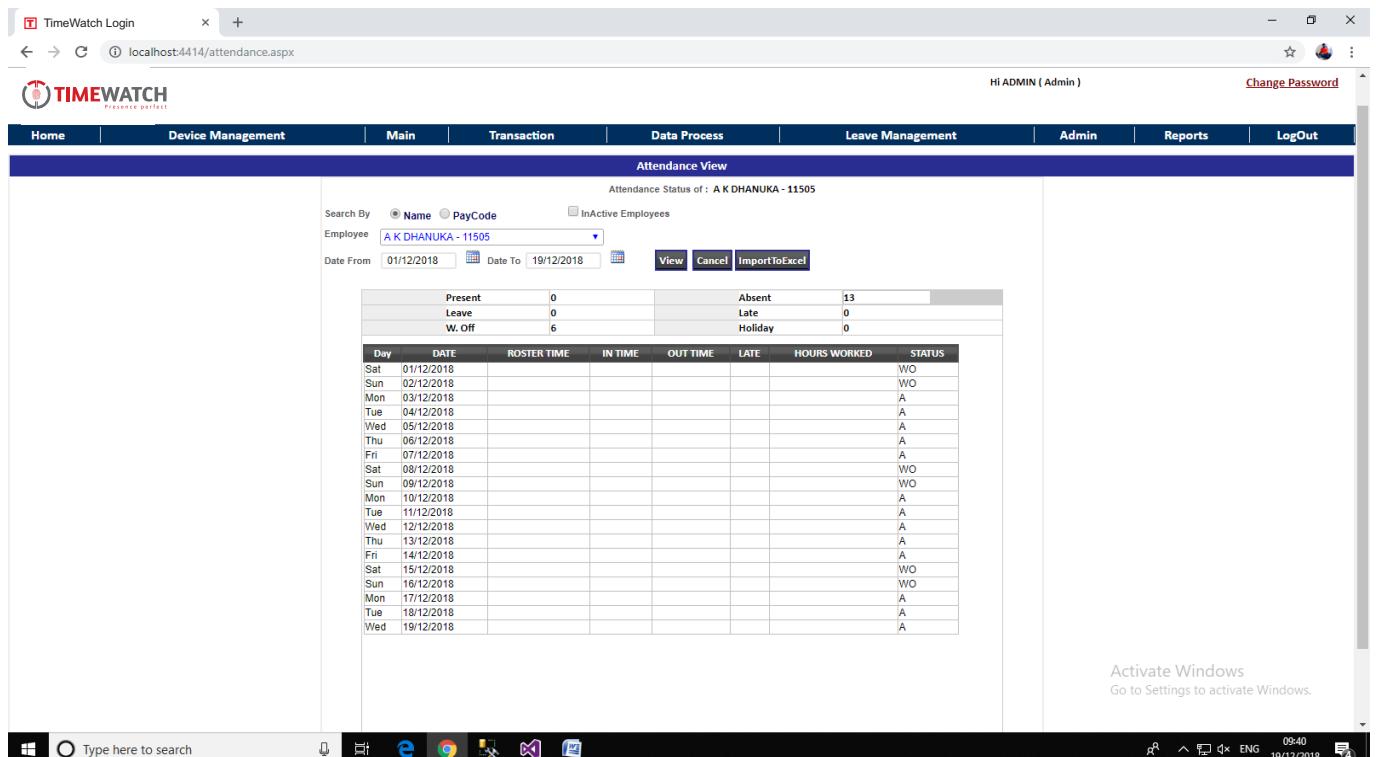


The screenshot shows a browser window titled "TimeWatch Login" with the URL "localhost:4414/FrmLeaveApproval.aspx". The page header includes the TimeWatch logo and navigation links. A message "Hi ADMIN (Admin)" is displayed, along with a "Change Password" link. The main content area is titled "Leave Approval" and contains a table with columns: VNo, PayCode, Apply Date, Employee, Leave, Date From, Date To, Duration, Days, Reason, and Remarks. A row is shown for VNo 1, PayCode 11028, Apply Date 19/12/2018, Employee CHAND RATAN SHARMA, Leave SL, Date From 19/12/2018, Date To 19/12/2018, Duration Full Day, Days 1, Reason Test Leave, and Remarks (empty). Below the table are buttons for Leave Report, Approve, Reject, and Cancel.

Activate Windows
Go to Settings to activate Windows.



Employee Attendance Details: By Clicking on Employee Attendance Details Link User can see the employee attendance details for selected period.

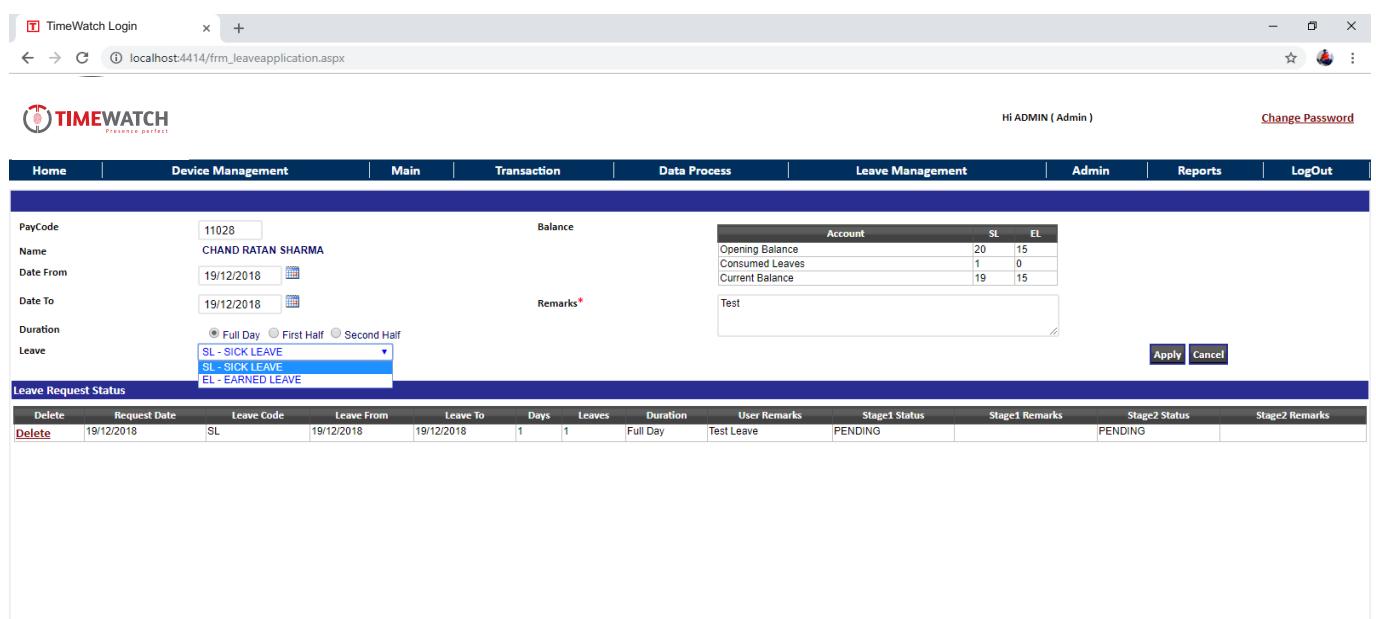


The screenshot shows the 'Attendance View' section of the TIMEWATCH application. At the top, it displays the search criteria: 'Search By' (Name selected), 'Employee' (A K DHANUKA - 11505), 'Date From' (01/12/2018), and 'Date To' (19/12/2018). Below this, there are two tables: one for summary statistics (Present: 0, Absent: 13, Leave: 0, Late: 0, W. Off: 6, Holiday: 0) and another for a detailed daily log from Saturday, December 1, 2018, to Wednesday, December 19, 2018. The log includes columns for Day, Date, Roster Time, In Time, Out Time, Late, Hours Worked, and Status (WO or A).

Activate Windows
Go to Settings to activate Windows.

Leave Management: By Clicking on Leave Management Link User can apply for leave for any user for selected date range. To do this user have to select employee, date range , leave type and valid reason to apply leave. Once user apply for leave it goes to their manager for approval.

* If Leave is applied with admin user it will be approved automatically. It don't required any approval.



The screenshot shows the 'Leave Management' page. It includes fields for PayCode (11028), Name (CHAND RATAN SHARMA), Date From (19/12/2018), Date To (19/12/2018), Duration (Full Day selected), and Leave (SL - SICK LEAVE selected). On the right, there's a 'Balance' section showing account details: Opening Balance (20), Consumed Leaves (1), and Current Balance (19). There's also a 'Remarks*' text area containing 'Test'. At the bottom, there's a table for 'Leave Request Status' with columns for Delete, Request Date, Leave Code, Leave From, Leave To, Days, Leaves, Duration, User Remarks, Stage1 Status, Stage1 Remarks, Stage2 Status, and Stage2 Remarks. A single row is shown with values corresponding to the input fields above.

Activate Windows
Go to Settings to activate Windows.



A standard Windows taskbar at the bottom of the screen, showing pinned icons for File Explorer, Edge, Google Chrome, File History, Task View, and others. It also displays system status like battery level (94%), network connection, and the date/time (19/12/2018, 09:41).

1). Device Management

Device List: In Device List section you can see all the available device which is connected to this network. In this section you can see details like Device Name, Serial Number, Device IP, Company, User & Attendance Details, Connection Status etc. There are some buttons available on this screen. By clicking on these button you can perform device operation.

Reboot: To Reboot the selected device.

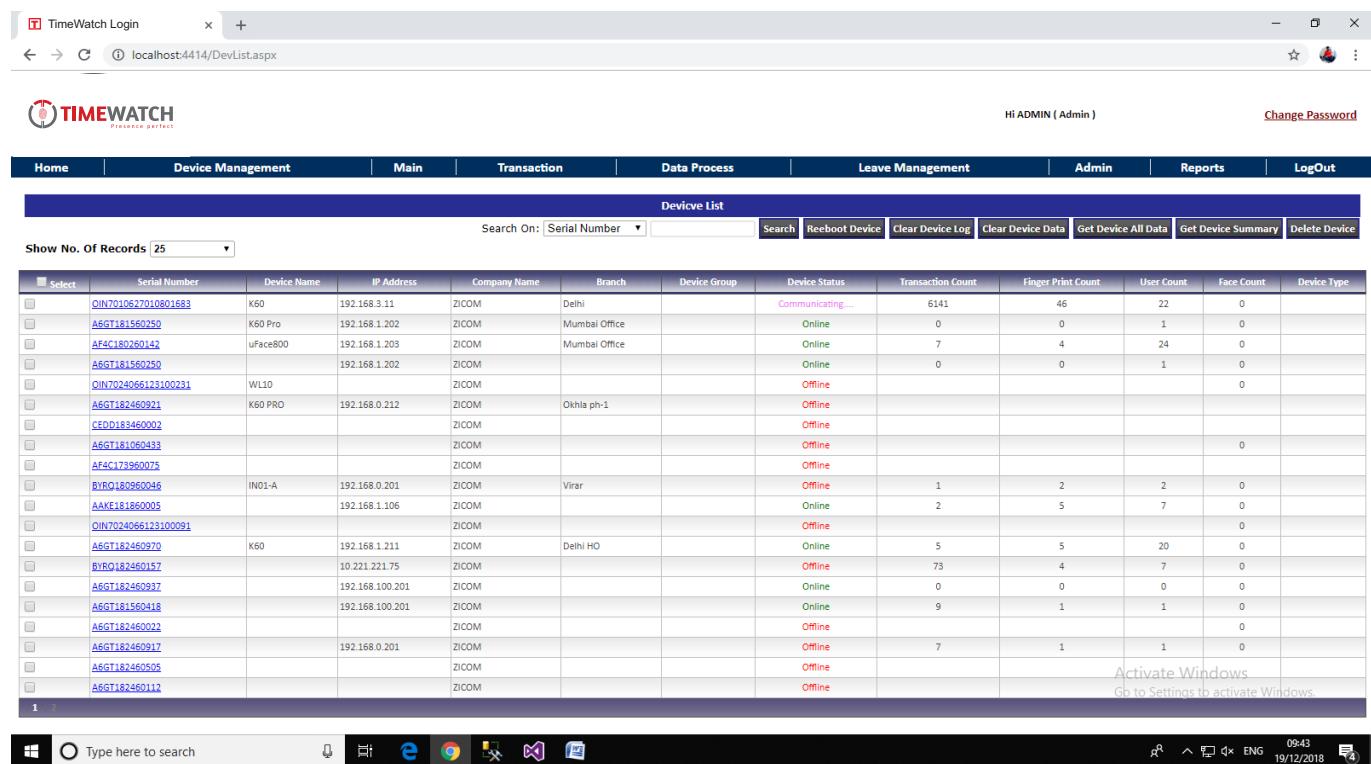
Clear Device Logs: To clear punches data from device.

Clear Device Data: To delete all data from device.

Get Device All Data: To get all data from device.

Get Device Summary: To get device summary.

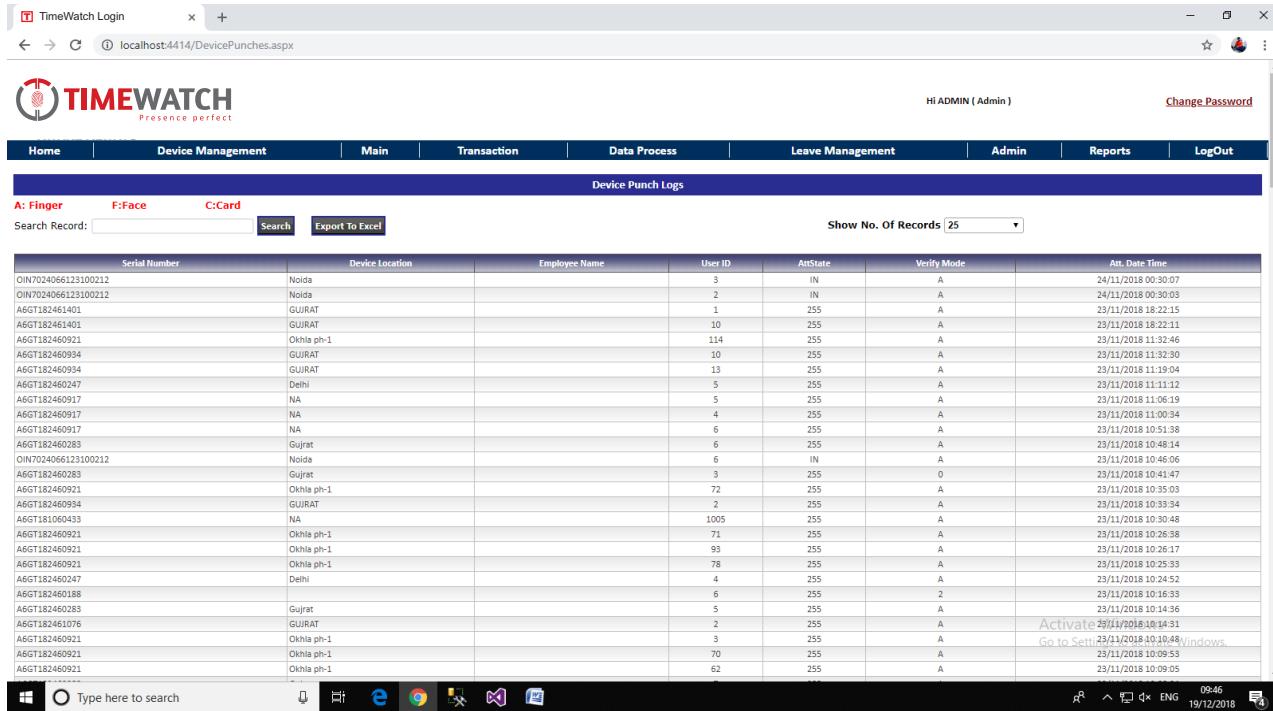
Delete Device: To delete selected device.



The screenshot shows a web-based application titled "TimeWatch Login" at the URL "localhost:4414/DevList.aspx". The page has a header with the TIMEWATCH logo and navigation links for Home, Device Management, Main, Transaction, Data Process, Leave Management, Admin, Reports, and LogOut. A sub-header "Device List" is displayed above a table. The table has columns: Select, Serial Number, Device Name, IP Address, Company Name, Branch, Device Group, Device Status, Transaction Count, Finger Print Count, User Count, Face Count, and Device Type. The "Device Status" column contains entries like "Communicating...", "Online", "Offline", and "Activating...". The "User Count" and "Face Count" columns have values like 22, 0, 1, 0, 24, 0, 1, 0, and 0. The "Device Type" column is mostly blank except for one entry. A search bar at the top of the table allows filtering by "Serial Number". At the bottom right of the table, there is a message: "Activate Windows" and "Go to Settings to activate Windows." The taskbar at the bottom of the browser window shows various icons and the date/time "19/12/2018 09:43".

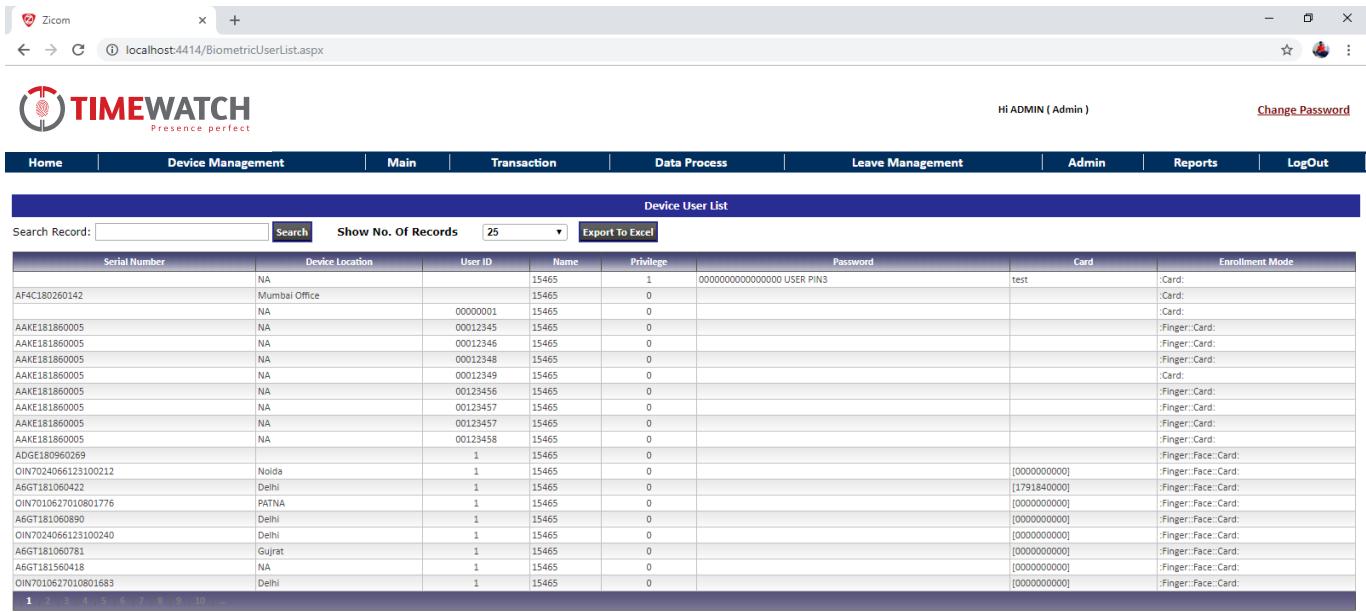
Select	Serial Number	Device Name	IP Address	Company Name	Branch	Device Group	Device Status	Transaction Count	Finger Print Count	User Count	Face Count	Device Type
	QIN7010627010801683	K60	192.168.3.11	ZICOM	Delhi		Communicating...	6141	46	22	0	
	A6GT1815601250	K60 Pro	192.168.1.202	ZICOM	Mumbai Office		Online	0	0	1	0	
	AFC1C180260142	uFace800	192.168.1.203	ZICOM	Mumbai Office		Online	7	4	24	0	
	A6GT1815601250		192.168.1.202	ZICOM			Online	0	0	1	0	
	QIN7024066123100231	WL10		ZICOM			Offline				0	
	A6GT182460921	K60 PRO	192.168.0.212	ZICOM	Okhla ph-1		Offline					
	CED1D33460002			ZICOM			Offline					
	A6GT181050433			ZICOM			Offline				0	
	AFC1C180260075			ZICOM			Offline					
	BVRQ180960048	IN01-A	192.168.0.201	ZICOM	Virar		Offline	1	2	2	0	
	AAKE181600005		192.168.1.106	ZICOM			Online	2	5	7	0	
	QIN7024066123100091			ZICOM			Offline				0	
	A6GT182460970	K60	192.168.1.211	ZICOM	Delhi HO		Online	5	5	20	0	
	BVRQ182460157		10.221.221.75	ZICOM			Offline	73	4	7	0	
	A6GT182460937		192.168.100.201	ZICOM			Online	0	0	0	0	
	A6GT181560148		192.168.100.201	ZICOM			Online	9	1	1	0	
	A6GT182460022			ZICOM			Offline				0	
	A6GT182460917		192.168.0.201	ZICOM			Offline	7	1	1	0	
	A6GT182460505			ZICOM			Offline					
	A6GT182460112			ZICOM			Offline					

User Punches: In User Punches You can see the punch details for all devices as well as for any selected device.



The screenshot shows a Windows desktop environment. The browser window displays the 'Device Punch Logs' section of the TIMEWATCH application. The page includes a header with navigation links like Home, Device Management, Main, Transaction, Data Process, Leave Management, Admin, Reports, and LogOut. A sub-header 'Device Punch Logs' is visible above the main content area. The main content area contains a table with columns: Serial Number, Device Location, Employee Name, User ID, AttState, Verify Mode, and Att. Date Time. The table lists numerous entries, mostly from Noida and GUJARAT, with dates ranging from 24/11/2018 to 25/11/2018. Some entries have status codes like IN, 255, or 0. The bottom right corner of the screen shows the taskbar with the date 19/12/2018 and time 09:46.

User List: In User List You can see the user details for all devices as well as for any selected device.



The screenshot shows a Windows desktop environment. The browser window displays the 'Device User List' section of the TIMEWATCH application. The page includes a header with navigation links like Home, Device Management, Main, Transaction, Data Process, Leave Management, Admin, Reports, and LogOut. A sub-header 'Device User List' is visible above the main content area. The main content area contains a table with columns: Serial Number, Device Location, User ID, Name, Privilege, Password, Card, and Enrollment Mode. The table lists numerous entries, mostly from Mumbai Office and NA, with privilege levels 1 or 0 and various card numbers. The bottom right corner of the screen shows the taskbar with the date 19/12/2018 and time 09:46.

Activate Windows
Go to Settings to activate Windows.

Template Management: In Template Management Window You transfer/ upload data from one device to another device. To do this user have to select the user and device which they want to upload and click on upload user button. User can also be deleted from this window.

TimeWatch Login + localhost:4414/TemplateManagement.aspx

Hi ADMIN (Admin) [Change Password](#)

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

Template Management

[Upload To Device](#) | [Delete From Device](#)

List Users of Device: OIN7010627010801683						Search Devices: Serial Number								
Select	Serial Number	Company	Branch	User ID	Name	Select	Device Sno.	Name	IP	Company	Branch	FP Count	User Count	Face Count
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	1	15465	<input type="checkbox"/>	K60	192.168.3.11	ZICOM	Delhi	46	22	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	5	15465	<input type="checkbox"/>	A6GT181560250	K60 Pro	ZICOM	Mumbai Office	0	1	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	9	15465	<input type="checkbox"/>	AFC180260142	uFace800	ZICOM	Mumbai Office	4	24	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	6	15465	<input type="checkbox"/>	A6GT181560250		ZICOM		0	1	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	11	15465	<input type="checkbox"/>	OIN7024066123100231	WL10	ZICOM				0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	19	15465	<input type="checkbox"/>	A6GT182460921	K60 PRO	ZICOM	Okhla ph-1			0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	18	15465	<input type="checkbox"/>	CEDD188460002		ZICOM			2	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	3	15465	<input type="checkbox"/>	A6GT181060433		ZICOM			0	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	14	15465	<input type="checkbox"/>	AFC1739560075		ZICOM			18	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	4	15465	<input type="checkbox"/>	BYRQ180960046	IN01-A	ZICOM	Virar	2	2	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	13	15465	<input type="checkbox"/>	AAKE181860005		ZICOM		5	7	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	100	15465	<input type="checkbox"/>	OIN7024066123100091		ZICOM			0	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	10	15465	<input type="checkbox"/>	A6GT182460970	K60	ZICOM	Delhi HO	5	20	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	51	15465	<input type="checkbox"/>	BVRQ182460157		ZICOM		4	7	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	11	15465	<input type="checkbox"/>	A6GT182460937		ZICOM		0	0	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	1019	15465	<input type="checkbox"/>	A6GT181560418		ZICOM		1	1	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	1021	15465	<input type="checkbox"/>	A6GT182460022		ZICOM			0	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	51	15465	<input type="checkbox"/>	A6GT182460917		ZICOM		1	1	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	7	15465	<input type="checkbox"/>	A6GT182460505		ZICOM			0	0	
<input type="checkbox"/>	OIN7010627010801683	ZICOM	Delhi	7	15465	<input type="checkbox"/>	A6GT182460112		ZICOM			0	0	

Activate Windows
Go to Settings to activate Windows.

1

Windows Type here to search e Google Chrome File Explorer Visual Studio Task View 09:46 19/12/2018

Device Operation Logs: In Device Operation Logs you can see the operation logs details for all devices as well as for any selected device.

TimeWatch Login + localhost:4414/DevActivityLogs.aspx

Hi ADMIN (Admin) [Change Password](#)

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

Device Activity Log

Show No. Of Records: 25

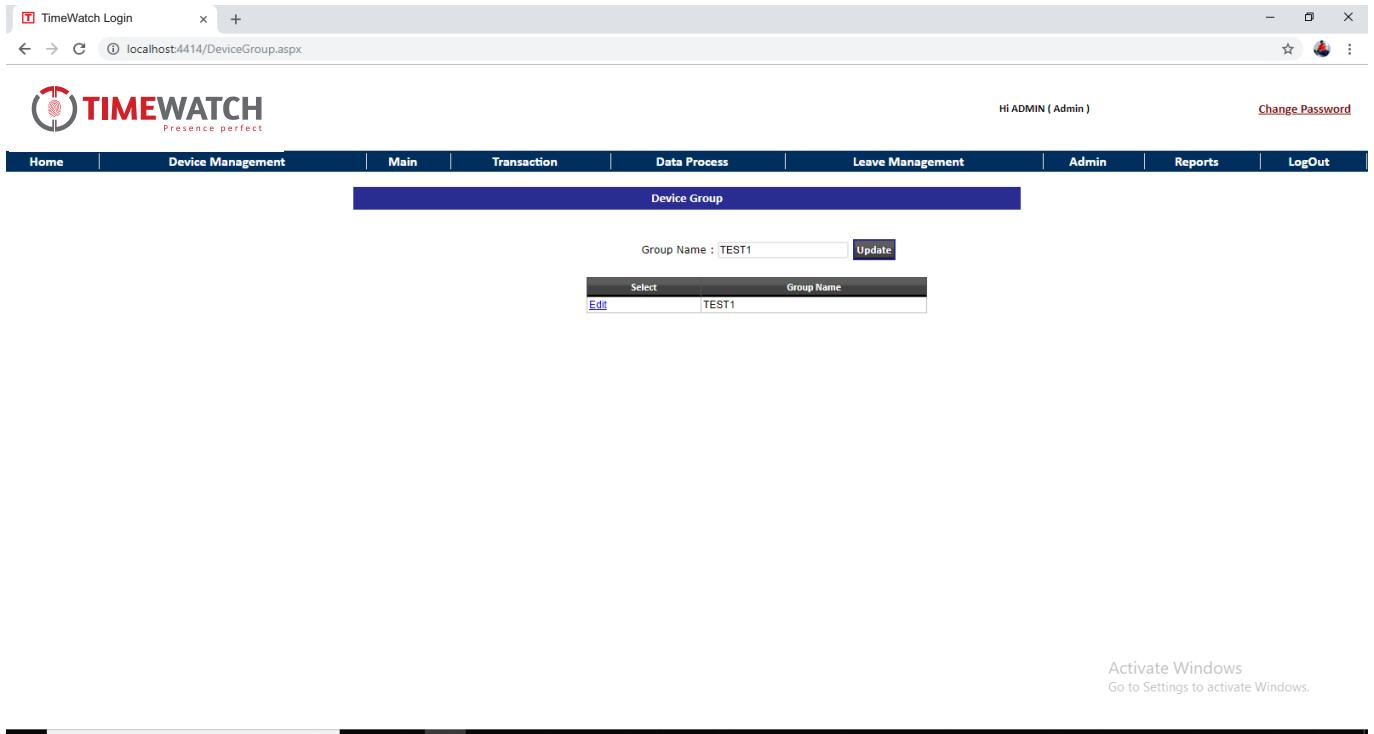
Serial Number	Opp. Type	OP. Time	Value1	Value2	Value3	Value4
A6GT181560250	Enter Menu	23/11/2018 10:34:21	0	0	0	0
A6GT182461401	Power ON Device	23/11/2018 10:21:51	0	0	0	0
A6GT181560250	Enter Menu	23/11/2018 10:16:57	0	0	0	0
A6GT181560250	Enter Menu	23/11/2018 10:15:10	0	0	0	0
A6GT181560250	Purge Data	22/11/2018 13:05:34	0	0	0	0
A6GT181560250	Enter Menu	23/11/2018 10:08:49	0	0	0	0
A6GT182460247	Generate an Alarm	23/11/2018 09:58:36	53	0	0	0
A6GT182461076	Power ON Device	23/11/2018 09:48:52	0	0	0	0
A6GT182460247	Generate an Alarm	22/11/2018 19:44:54	53	0	0	0
A6GT182460247	Generate an Alarm	22/11/2018 19:44:30	53	0	0	0
A6GT182460247	Generate an Alarm	22/11/2018 19:43:55	53	0	0	0
A6GT182460917	Enter Menu	22/11/2018 19:16:23	0	0	0	0
A6GT181560250	Enter Menu	22/11/2018 19:06:14	0	0	0	0
A6GT181560250	Enter Menu	22/11/2018 19:05:17	0	0	0	0
A6GT181560250	Enter Menu	22/11/2018 19:04:57	0	0	0	0
A6GT181560250	Enter Menu	22/11/2018 19:03:22	0	0	0	0
A6GT181560250	Enter Menu	22/11/2018 19:02:26	0	0	0	0
A6GT181560250	Purge Data	22/11/2018 13:05:34	0	0	0	0
A6GT181560250	Enter Menu	22/11/2018 19:00:12	0	0	0	0
A6GT181560250	Enter Menu	22/11/2018 18:54:52	0	0	0	0

1 2 3 4 5 6 7 8 9 10

Activate Windows
Go to Settings to activate Windows.

Windows Type here to search e Google Chrome File Explorer Visual Studio Task View 09:46 19/12/2018

Device Group: In Device Group you can create group for devices. vice which they want to upload and click on upload user button. User can also be deleted from this window.

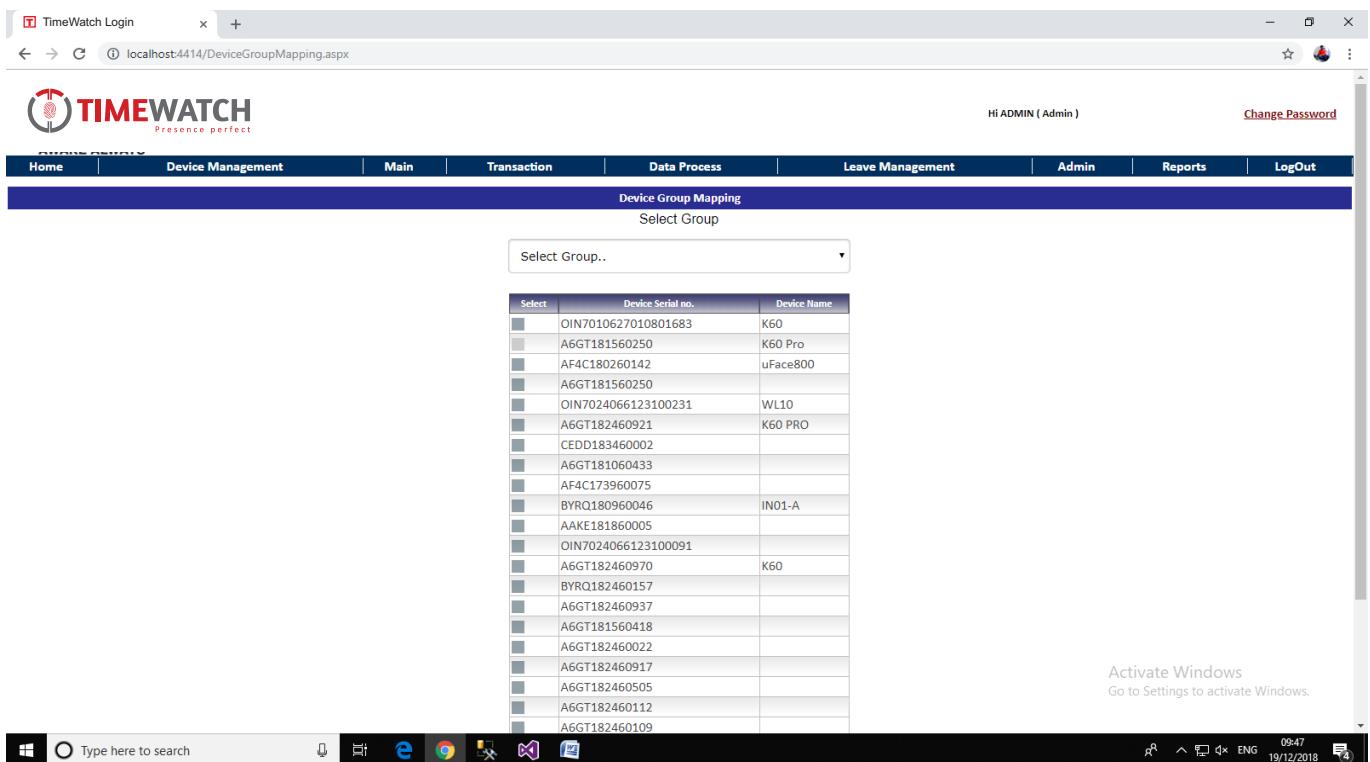


Group Name : TEST1

Select	Group Name
Edit	TEST1

Activate Windows
Go to Settings to activate Windows.

Client Device Group Mapping: In Clint Device Group Mapping you can map multiple device in one group. By doing this you can sync the group wise. If you register one user on one device it will be copied to all device for that group.



Select Group..

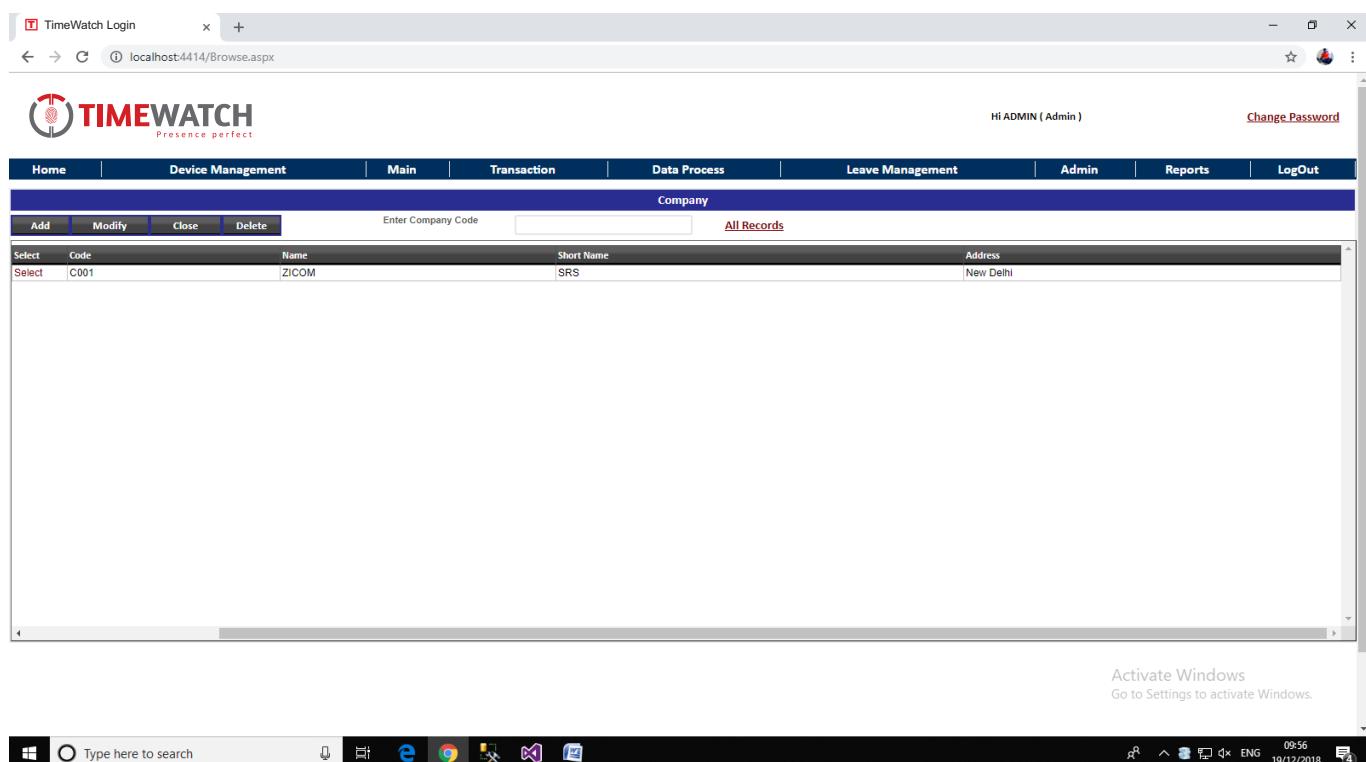
Select	Device Serial no.	Device Name
[checkbox]	OIN7010627010801683	K60
[checkbox]	A6GT181560250	K60 Pro
[checkbox]	AF4C180260142	uFace800
[checkbox]	A6GT181560250	
[checkbox]	OIN7024066123100231	WL10
[checkbox]	A6GT182460921	K60 PRO
[checkbox]	CEDD183460002	
[checkbox]	A6GT181060433	
[checkbox]	AF4C173960075	
[checkbox]	BYRQ180960046	IN01-A
[checkbox]	AAKE181860005	
[checkbox]	OIN7024066123100091	
[checkbox]	A6GT182460970	K60
[checkbox]	BYRQ182460157	
[checkbox]	A6GT182460937	
[checkbox]	A6GT181560418	
[checkbox]	A6GT182460022	
[checkbox]	A6GT182460917	
[checkbox]	A6GT182460505	
[checkbox]	A6GT182460112	
[checkbox]	A6GT182460109	

Activate Windows
Go to Settings to activate Windows.

Company Master:

It is possible to have different companies in the same premises for the sakes of administration or any other reasons. In this case you can use a single computer to do all the time office jobs, and you can differentiate the employees by declaring a company and adding company code to each employee.

When you are opening the company master you will get a browse window contain all the details of available companies.



Select	Code	Name	Short Name	Address
Select	C001	ZICOM	SRS	New Delhi

Each company has unique company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee for specific company. However it is not required to remember all the company codes. The Time Office software facilitates company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee for specific company. However it is not required to remember all the company codes.

This screen shows four-command button.

1. Append
2. Modify
3. Delete
4. Close

Now you can click on Append button to add new company. If you want to modify or delete an existing company you are required to select it first and click on the appropriate button.

The Append/Modify form will look like this.



Company Details

Code * C001 Short Name SRS

Name * ZICOM

Address New Delhi

TIN No.

PAN No.

PF No.

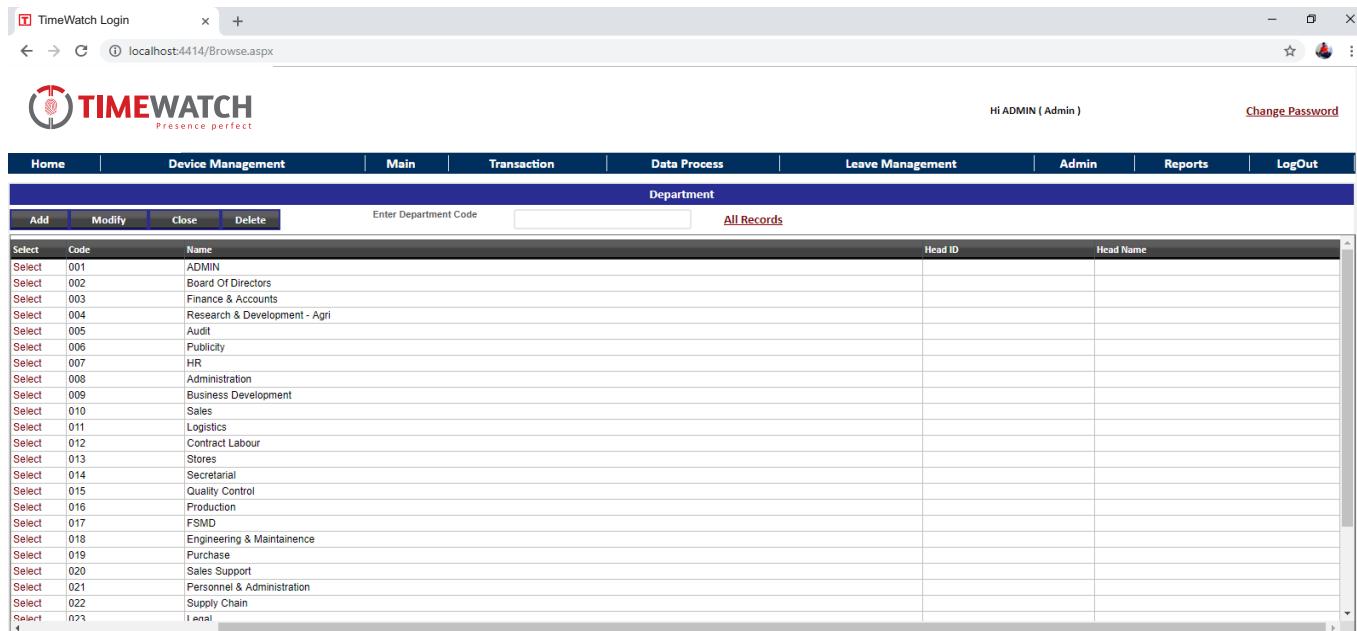
LC No.

Save Cancel

Activate Windows
Go to Settings to activate Windows.

Department Master:

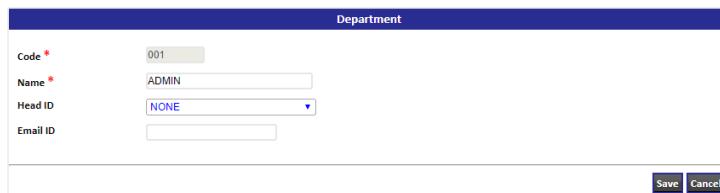
Here we are entering the details of each department. When you are selecting the department master you will get a browse window with the details of the existing departments. Like in the case of Company Master you can add, modify or delete the department entries.



Select	Code	Name	Head ID	Head Name
Select	001	ADMIN		
Select	002	Board Of Directors		
Select	003	Finance & Accounts		
Select	004	Research & Development - Agri		
Select	005	Audit		
Select	006	Publicity		
Select	007	HR		
Select	008	Administration		
Select	009	Business Development		
Select	010	Sales		
Select	011	Logistics		
Select	012	Contract Labour		
Select	013	Stores		
Select	014	Secretarial		
Select	015	Quality Control		
Select	016	Production		
Select	017	FSMD		
Select	018	Engineering & Maintenance		
Select	019	Purchase		
Select	020	Sales Support		
Select	021	Personnel & Administration		
Select	022	Supply Chain		
Select	023	IT anal		

Activate Windows
Go to Settings to activate Windows.

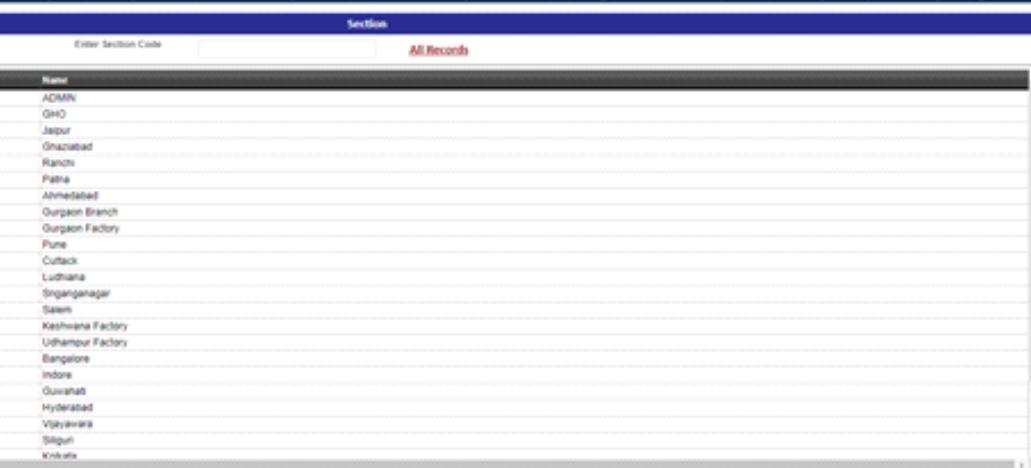
When you are selecting Append or modify option, it will give you a Department Master Entry form like,



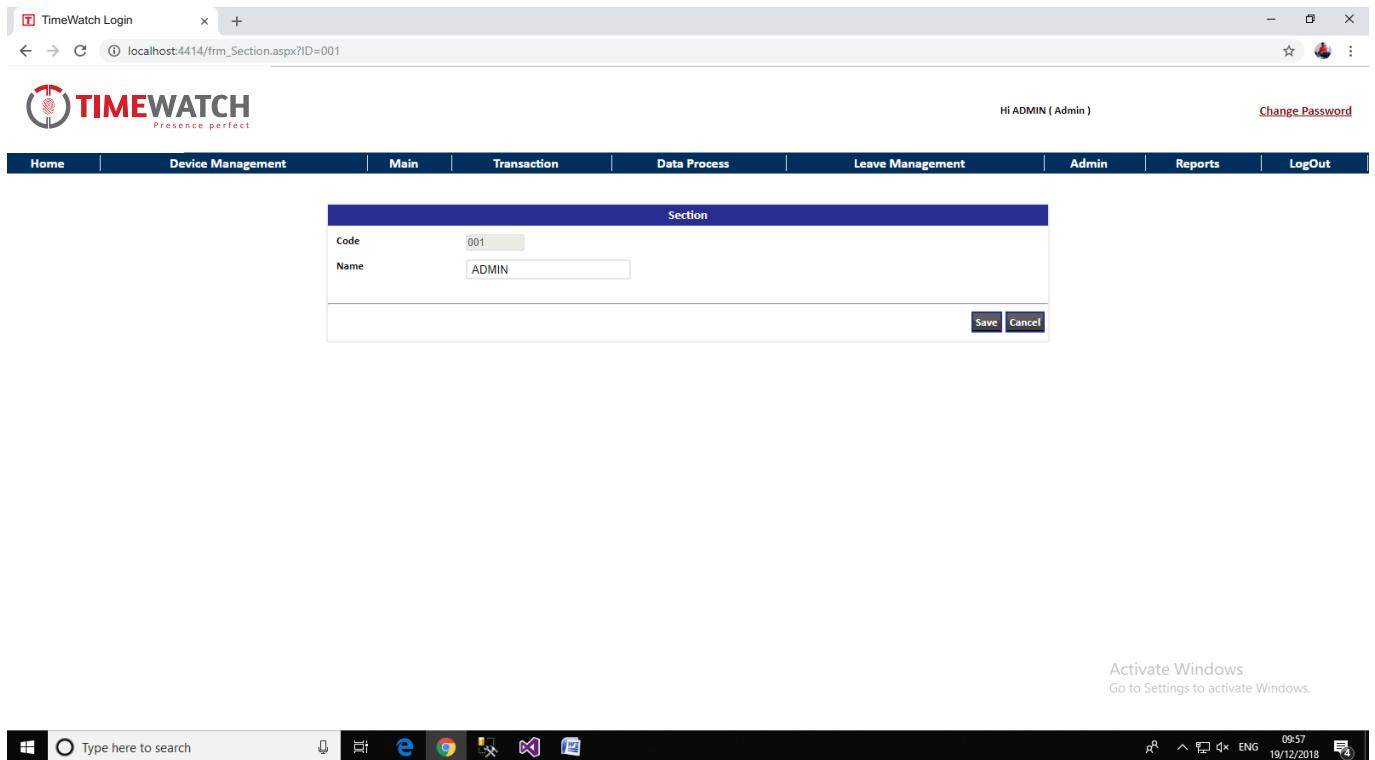
Activate Windows
Go to Settings to activate Windows.

Section:

This is utilized for defining the record of employees. This should be created before starting the transaction. Modification can be done at any time and the effect will start from that date.



Activate Windows
Go to Settings to activate Windows.



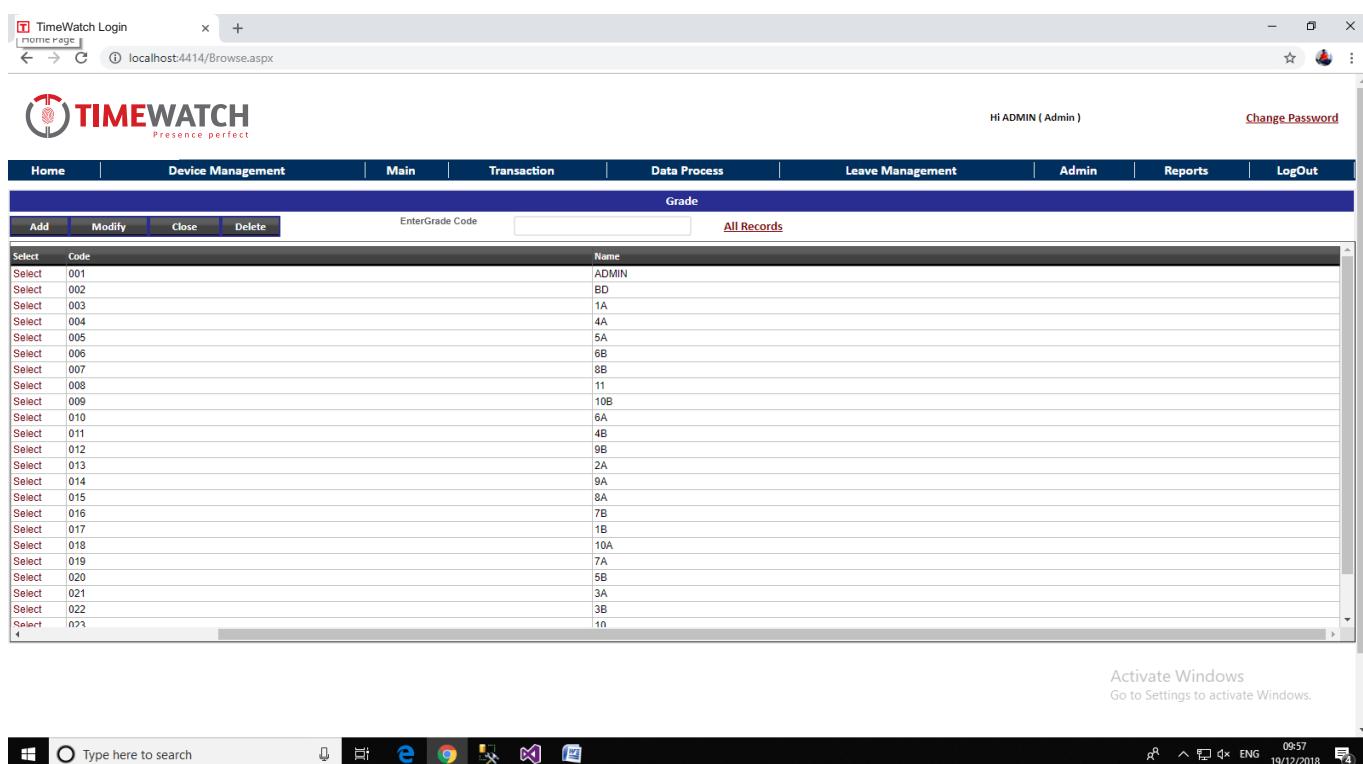
Section

Code	001
Name	ADMIN

Save Cancel

Grade:

This is utilized for defining the record of employees. This should be created before starting the transaction. Modification can be done at any time and the effect will start from that date.



Grade

Select	Code	Name
Select	001	ADMIN
Select	002	B0
Select	003	1A
Select	004	4A
Select	005	5A
Select	006	6B
Select	007	8B
Select	008	11
Select	009	10B
Select	010	6A
Select	011	4B
Select	012	9B
Select	013	2A
Select	014	9A
Select	015	8A
Select	016	7B
Select	017	1B
Select	018	10A
Select	019	7A
Select	020	5B
Select	021	3A
Select	022	3B
Select	023	10

Activate Windows
Go to Settings to activate Windows.



TimeWatch Login + localhost:4414/Browse.aspx

Hi ADMIN (Admin) Change Password

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

Grade

Add Modify Close Delete Enter Grade Code All Records

Select	Code	Name
Select	001	ADMIN
Select	002	BD
Select	003	1A
Select	004	4A
Select	005	5A
Select	006	6B
Select	007	8B
Select	008	11
Select	009	10B
Select	010	6A
Select	011	4B
Select	012	9B
Select	013	2A
Select	014	9A
Select	015	8A
Select	016	7B
Select	017	1B
Select	018	10A
Select	019	7A
Select	020	5B
Select	021	3A
Select	022	3B
Searched	003	1A

Activate Windows
Go to Settings to activate Windows.



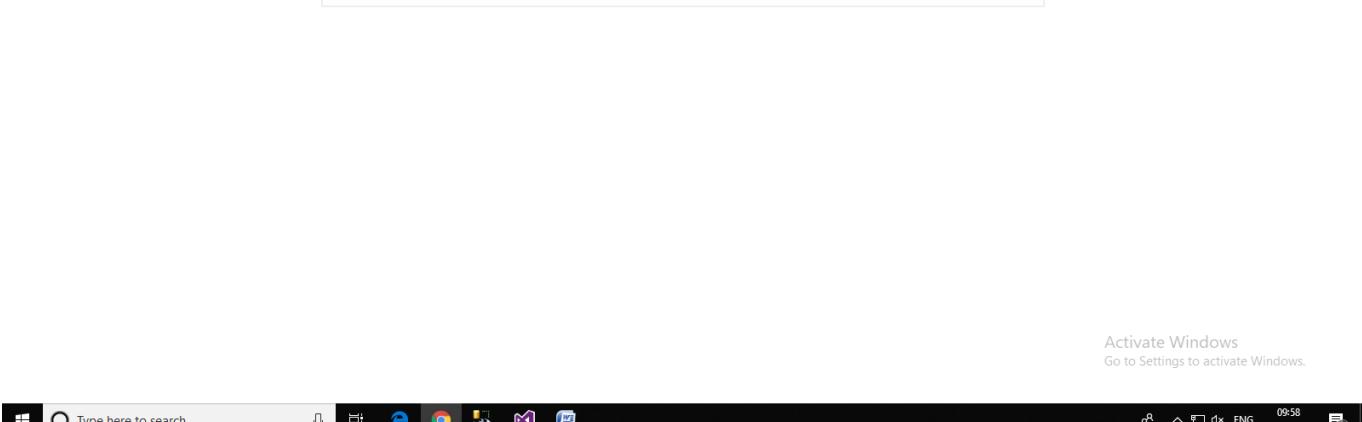
TimeWatch Login + localhost:4414/firm_Grade.aspx?ID=003

Hi ADMIN (Admin) Change Password

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

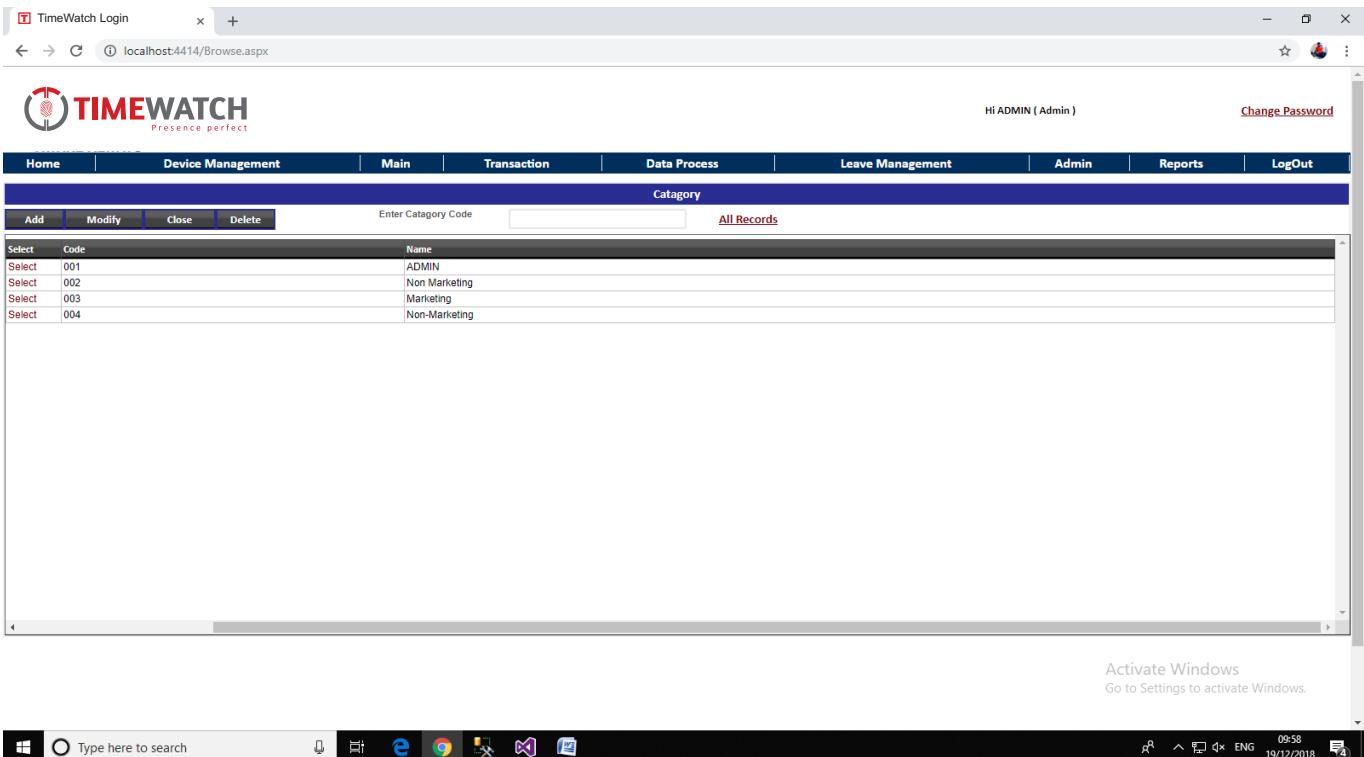
Grade

Code	<input type="text" value="003"/>
Name	<input type="text" value="1A"/>



Category:

Here we are entering all the category details. You can categories the employees in different ways. Designation wise, Grade wise is examples. When you are selecting the category master the following form will open with the heads to be entered.

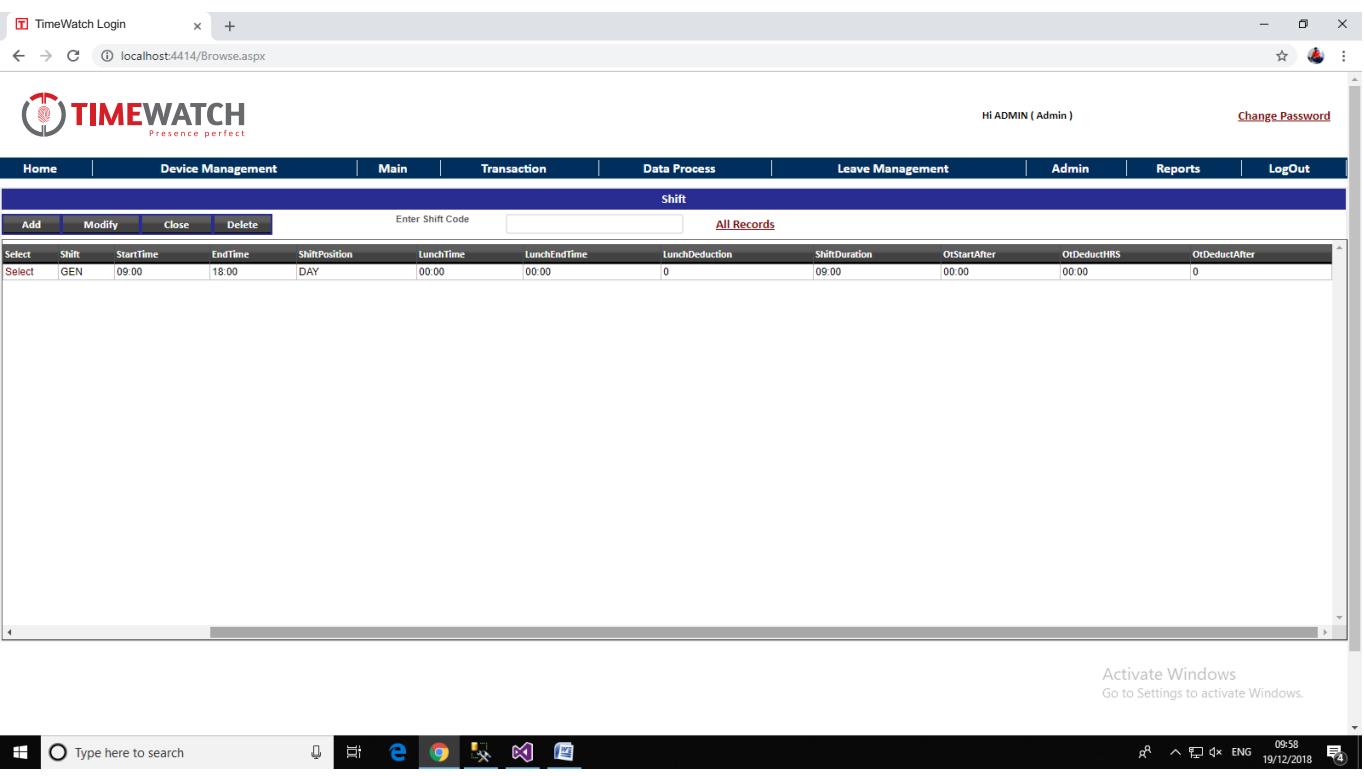


Hi ADMIN (Admin) [Change Password](#)

Select	Code	Name
Select	001	ADMIN
Select	002	Non Marketing
Select	003	Marketing
Select	004	Non-Marketing

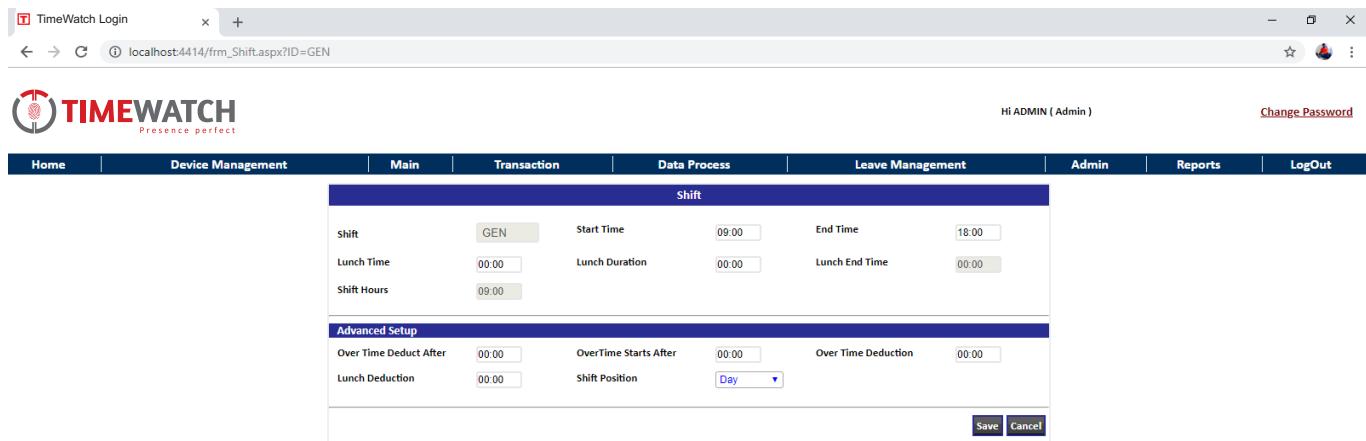
Shift Master:

Through this option we declare all the possible shifts in the company along with the details.



Hi ADMIN (Admin) [Change Password](#)

Select	Shift	StartTime	EndTime	ShiftPosition	LunchTime	LunchEndTime	LunchDeduction	ShiftDuration	OtStartAfter	OtDeductHRS	OtDeductAfter
Select	GEN	09:00	18:00	DAY	00:00	00:00	0	09:00	00:00	00:00	0



Activate Windows
Go to Settings to activate Windows.

Type here to search 09:59 19/12/2018

Shift code: Insert the new shift code.

Shift Start Time: This is the shift starting time.

Shift End Time: This is the shift end time.

Shift Hours: This is the time period that the shift contains, if this is wrong, it is sure that yours overtime and overstay will be wrong.

Lunch Start Time: This is the starting time of lunch.

Lunch Duration: This is the duration of lunch.

Lunch End Time: This is the end time of lunch.

Lunch deduction: This is the time period that will be deducted from the working hours.

Overtime deduct after: This is the limit period after which the OT won't be considered e.g. If OT deduct after is initialized as 3.00 hrs and employee having OT 5.00 hrs. Then it would consider 3.00 hrs. Only.

Overtime start after: This is the minimum time period for OT consideration e.g. If OT start after is initialized as 15 minutes the OT will be calculated for only those employees, the time for which is more than 15 minutes.

Overtime deduction: This is the time period that will deduct from the overtime hours.

Shift Position: Three types of shift

Night: That means last three punches of the next date only.

Day: That means first three punches of the same date only.

Half: This is the half-day shift for half day weekly off

Employee Details: From Employee Details window user may add, edit and delete employee record. On clicking on employee details button an Employee Details screen will appear.

Above screen show the Employee master from has 5 buttons

1. **Append** To add new record
2. **Modify** To modify existing record
3. **Delete** To delete existing record
4. **Find** To locate any employee detail through Name
5. **Close** To close the current window

The entire employee personal details like name, address, shift details like weekly off day, shift pattern etc. is entered through this option.

Because of data intensity this form is arranged into four racks. By selecting the tabs you can shift from rack to rack. The first and second screens contain the personnel details of an employee. The third contains the time office policies applicable for that employee and the fourth contains the shift information relating to that employee.

TimeWatch Login + localhost:4414/frmEmpBrowse.aspx

Hi ADMIN (Admin) [Change Password](#)

Employee

All Records InActive Employees [Add Employee](#)

(Name PayCode)

[Search](#) [Delete](#) [Cancel](#)

Modify	Delete	PayCode	Active	Name	Designation	CardNo	DateOfJoin	HeadId
Modify	X	11001	Y	R G Agarwal	Group Chairman	00001001		
Modify	X	11006	Y	V K BANSAL	President	00001006		
Modify	X	11023	Y	ANJU SHARMA	Chief Development Manager	00001023		
Modify	X	11025	Y	SUDHIR KUMAR AGARWAL	Manager	00001025		
Modify	X	11026	Y	RAJESH VERMA	Chief Manager	00001026		
Modify	X	11028	Y	CHANDR RATAN SHARMA	Associate Manager	00001028		
Modify	X	11030	Y	PRADEEP SHARMA	Manager	00001030		
Modify	X	11032	Y	ANITA MEHTA	Officer	00001032		
Modify	X	11034	Y	AJITA BISHT	Officer	00001034		
Modify	X	11035	Y	A N UPADHYAY	Officer	00001035		
Modify	X	11037	Y	KAILASH CHANDRA BALUNI	Associate Manager	00001037		
Modify	X	11042	Y	VINAY KUMAR	Manager	00001042		
Modify	X	11045	Y	AMIT AGGARWAL	Associate Manager	00001045		
Modify	X	11046	Y	SATE SINGH BHANDARI	Officer	00001046		
Modify	X	11048	Y	BINDHYA CHAL SINGH	Officer	00001048		
Modify	X	11052	Y	TEO SINGH RAWAT	Driver	000011052		
Modify	X	11055	Y	PURVA NAND	Driver	00001055		

Activate Windows
Go to Settings to activate Windows.



Official Detail:

The first field Active decides whether the employee is on roll or not. System will not do processing or run duty roster for the non-active employees. The Paycode and card no should be unique. You can assign the respective company, department and category to each employee, which he/she belongs to.

TimeWatch Login + localhost:4414/frm_Employee1.aspx

Hi ADMIN (Admin) [Change Password](#)

Employee

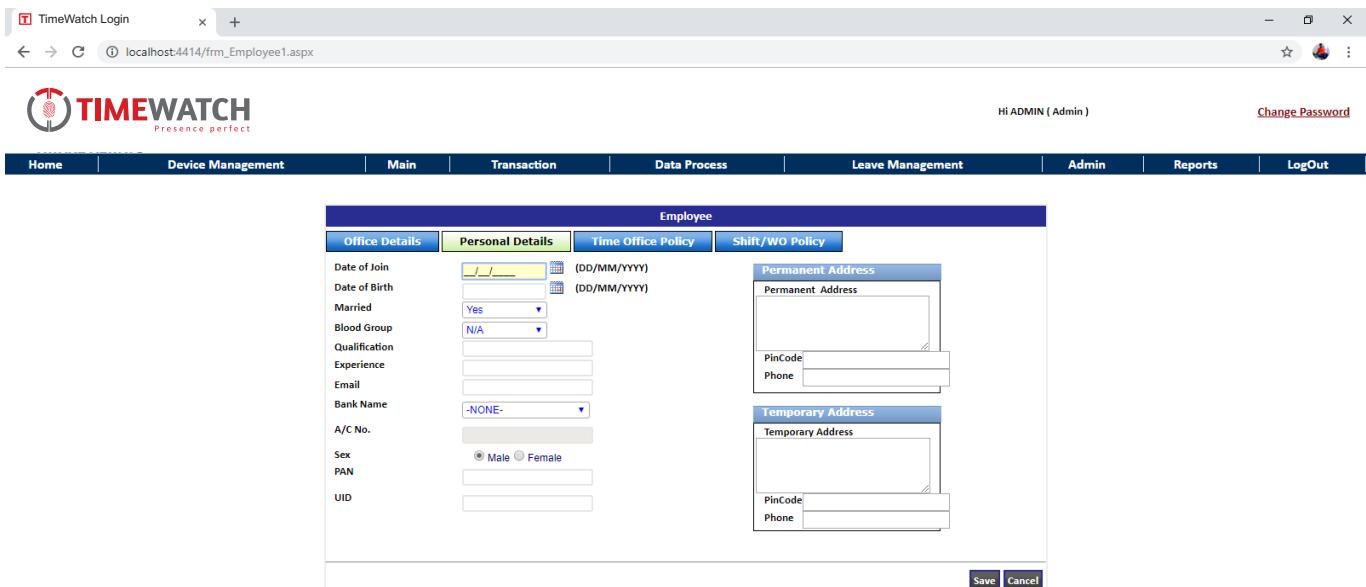
[Office Details](#) [Personal Details](#) [Time Office Policy](#) [Shift/WO Policy](#)

Active	True	Branch	001 - None
Employee Type	Onroll	Dispensary	Non
CardNo *		PF No.	
Printed Card No		ESI No.	
PayCode *		Photograph	Choose File No file chosen
Name *		Signature	Choose File No file chosen
Guardian Name			
Company	ZICOM - C001	Head UserID	
Department	001 - ADMIN	User Type	User
Category	001 - ADMIN	Device List	Select Device Select Device 01N7010627010801683 A6GT181560418
Section	001 - ADMIN		<input type="checkbox"/> Enroll
Grade	001 - ADMIN		
Designation			
Mark Attendance	<input type="checkbox"/> Mark Attendance		
Device Group	TEST1		

[Save](#) [Cancel](#)

Activate Windows
Go to Settings to activate Windows.





Activate Windows
Go to Settings to activate Windows.

R ^ F1 Dx ENG 09:59 19/12/2018

Permissible late arrival decides the duration an employee can come late without marking as late. Same way permissible early departure is the allowed early departure duration.

Maximum working hours in a day decides, up to what time system should look for out punch, after the In punch. If the employee can work round the clock, the Round The Clock Workfield should be selected. If you are deselecting the Consider Time Loss field, system will not calculate time loss (including late arrival and early departure).

If hours worked duration is lesser than the Present Marking Duration system will mark that employee as absent.

If you want to enable automatic half day assignment, you can select the Half Day Marking field. If you are selecting it you are required to give two more information to complete the calculations i.e. maximum absent hours for half day and Minimum absent hours for half day. Here you are giving the limits for half-day assignment.

Overtime and Over stay will be calculated only if the respective fields are selected. Punching Patterns:

Following are the different types of punching patterns that can be assigned to any employee in the Company:

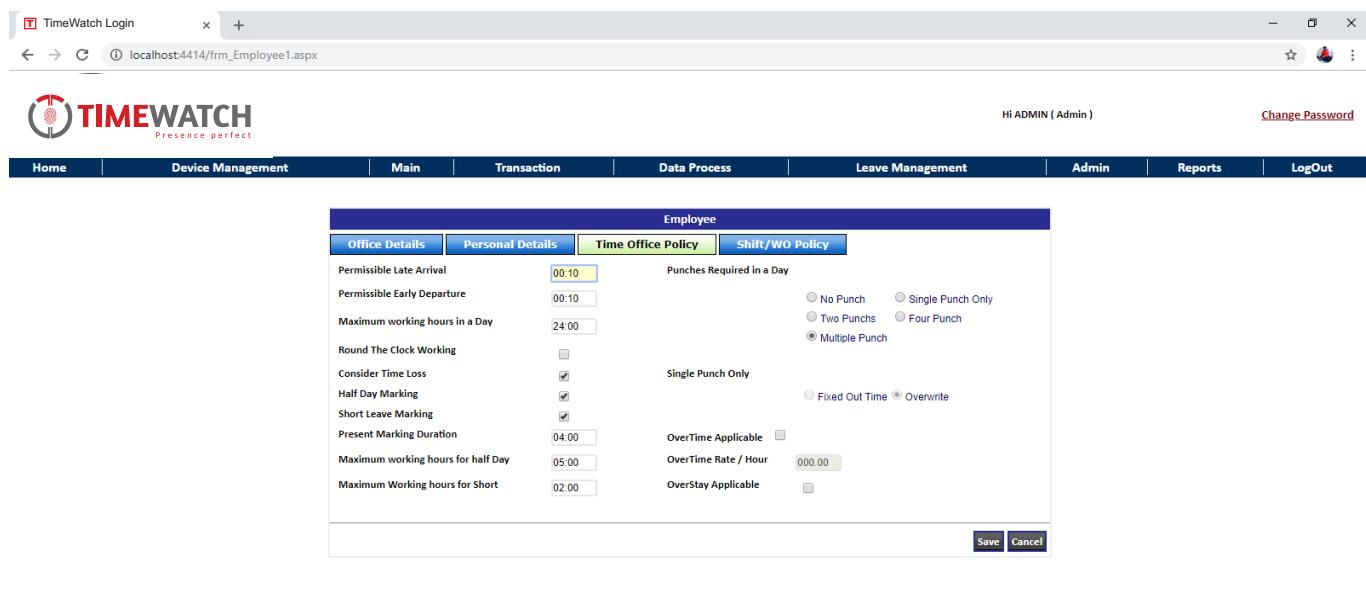
- Single Punch:** If desired, It is possible to do away with the 'OUT' punching for employees leaving at the shift end time only. In this case employees will have to record 'IN' time only. 'OUT' will be automatically assumed to be the shift end time. However, persons leaving early or staying overtime are expected to punch 'OUT' time also and such recordings will be accounted.

Double Punch: Both 'IN' and 'OUT' timing are recorded.

- Four Punch:** In addition to the two punches recorded while coming 'IN' and going 'OUT' you can also record 'LUNCH IN' and 'LUNCH OUT' timings.
- Multiple Punch:** Maximum 20 punches are allowed.

For Directors, Senior Executives it may not be mandatory to record attendance daily. However, for the sake of proper records, and at the same time keeping in view their busy schedules, a feature has been provided by which it automatically posts 'IN/OUT' timings, without actually punching. If they do punch, the same will be recorded or otherwise it will be inserted automatically as per their shift timings.

For specific employees who are often doing outside work like Peons, Purchase Personnel, Account Personnel requiring to go to Bank etc., the punching can be multiple i.e. the personnel are required to punch the card when going out and when coming in. The time the person spends inside the office and outside for official purposes can be monitored. Owing to carious practical reason this facility is only for the day shift operations and is meant only for the white-collar employees who come in the general shift of the offices / factories. This facility will not be extended at present to night shift operation or for workers. More over in night shifts, such requirement hardly exists.



The screenshot shows the 'Employee' configuration page in the TIMEWATCH software. The top navigation bar includes links for Home, Device Management, Main, Transaction, Data Process, Leave Management, Admin, Reports, and LogOut. The current user is 'Hi ADMIN (Admin)'. On the right, there are 'Change Password' and a log-out link. The main content area is titled 'Employee' and contains several configuration sections:

- Office Details:** Permissible Late Arrival (00:10), Permissible Early Departure (00:10), Maximum working hours in a Day (24:00).
- Personal Details:** Round The Clock Working (checkbox), Consider Time Loss (checkbox), Half Day Marking (checkbox), Short Leave Marking (checkbox), Present Marking Duration (04:00).
- Time Office Policy:** Maximum working hours for half Day (05:00), Maximum Working hours for Short (02:00).
- Shift/WO Policy:** Punches Required in a Day (radio buttons for No Punch, Single Punch Only, Two Punches, Four Punch, Multiple Punch). Single Punch Only (checkbox), Fixed Out Time (checkbox), Overwrite (checkbox). OverTime Applicable (checkbox), OverTime Rate / Hour (000.00), OverStay Applicable (checkbox).

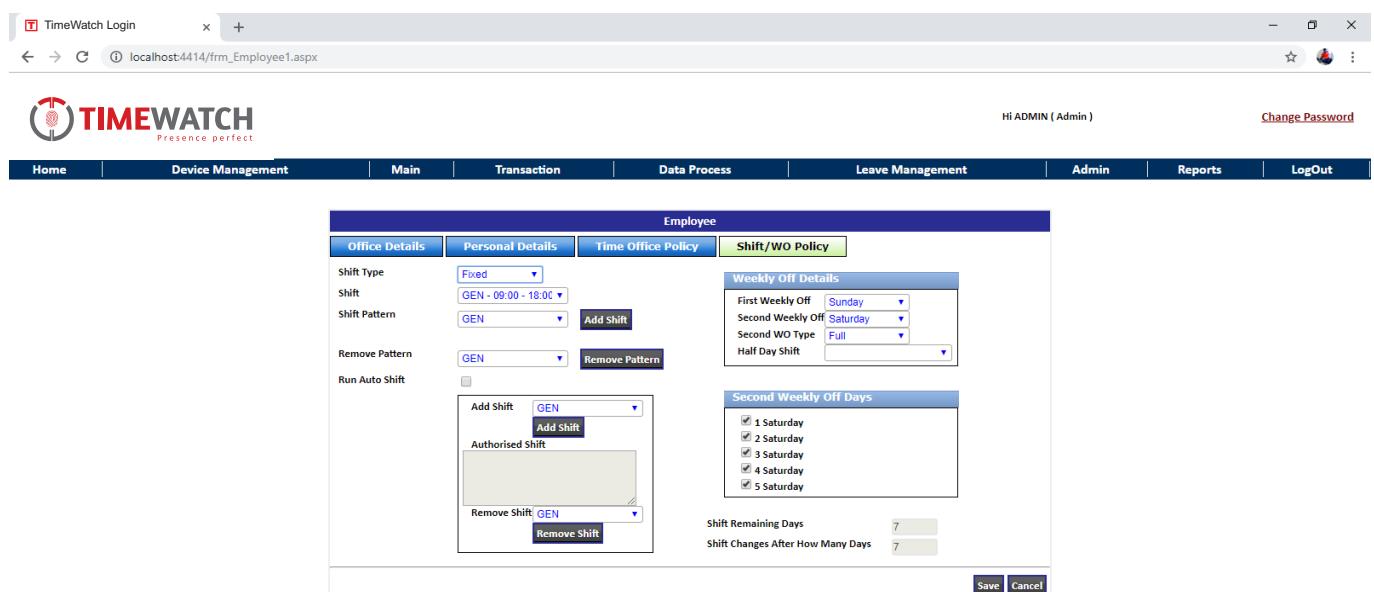
At the bottom right of the form are 'Save' and 'Cancel' buttons. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible in the background.



The forth and the last screen contains the auto-shift and duty roster related information. The first field asks for the shift type. Possible shift types are Fixed, Rotational & Ignore. In case of fixed shift the employee's shift will be fixed for all the time. E.g. General shift will be there for Officers. In case of rotational shift type, you can specify the pattern of the shift in which the shifts for that employee rotates. Here you are required to enter two more fields to complete the shift pattern i.e. Shift change after how many days and Shift remaining days. The former field is clear, i.e. it will be 7 if weekly shift change is there. Duty roster is created from the 1st day of year or from the date of joining whichever is earlier. Shift remaining days specifies the number of days that are remaining in the first allocated shift i.e. the first shift in the duty roster.

In addition to the shift details you are also required to give weekly off information to complete the duty roster information.

If you are not interested in entering each employee's shift details, the system can be used for automatically changing the shifts. For this purpose all the possible shifts in which an employee can come should be entered in the Authorized Shifts field.



The screenshot shows the TimeWatch Login interface with the 'Employee' tab selected. The 'Shift/WO Policy' section is active, displaying weekly off details:

- First Weekly Off: Sunday
- Second Weekly Off: Saturday
- Second WO Type: Full
- Half Day Shift: [dropdown menu]

Below this, the 'Second Weekly Off Days' section lists five checkboxes for Saturday, all of which are checked.

At the bottom, there are fields for 'Shift Remaining Days' (set to 7) and 'Shift Changes After How Many Days' (set to 7).

Buttons at the bottom right include 'Save' and 'Cancel'.

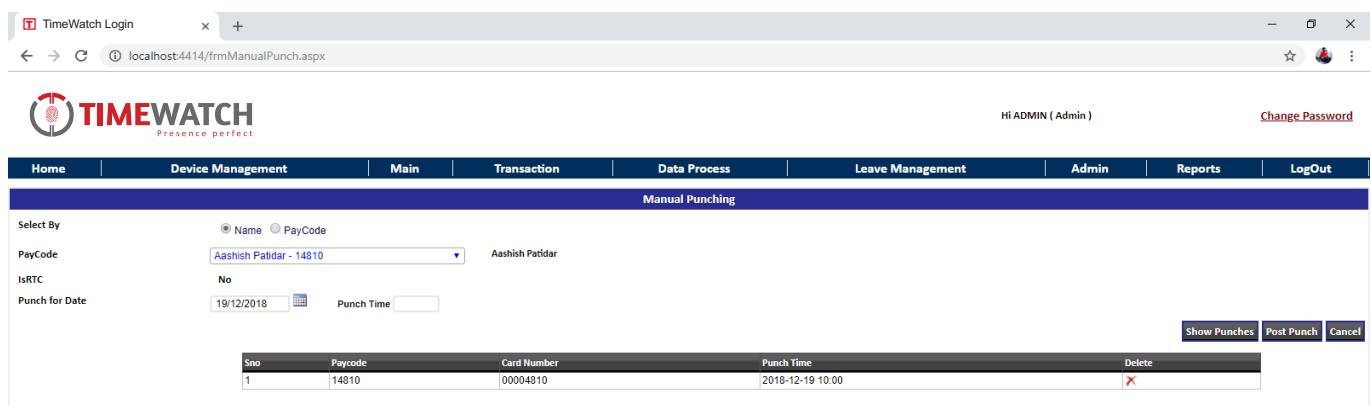
At the bottom of the screen, the Windows taskbar shows various pinned icons and the system tray with the date and time (19/12/2018, 10:00).

Transaction:

Transactions are used to make modifications in the table data. It can be a Punch Entry for Attendance to manually do the punching, or it can be a Leave Application to post the leaves etc.

Punch Entry For Attendance:

This option is used to add or delete the punches. When you are selecting this from the main menu, you will get an entry form like,



The screenshot shows the 'Manual Punching' section of the TIMEWATCH application. It includes fields for 'Select By' (Name or PayCode), 'PayCode' (Aashish Patidar - 14810), 'IsRTC' (No), and 'Punch for Date' (19/12/2018). The main table displays one punch entry:

Sno	Paycode	Card Number	Punch Time	Delete
1	14810	00004810	2018-12-19 10:00	X

Buttons at the bottom include 'Show Punches', 'Post Punch', and 'Cancel'.

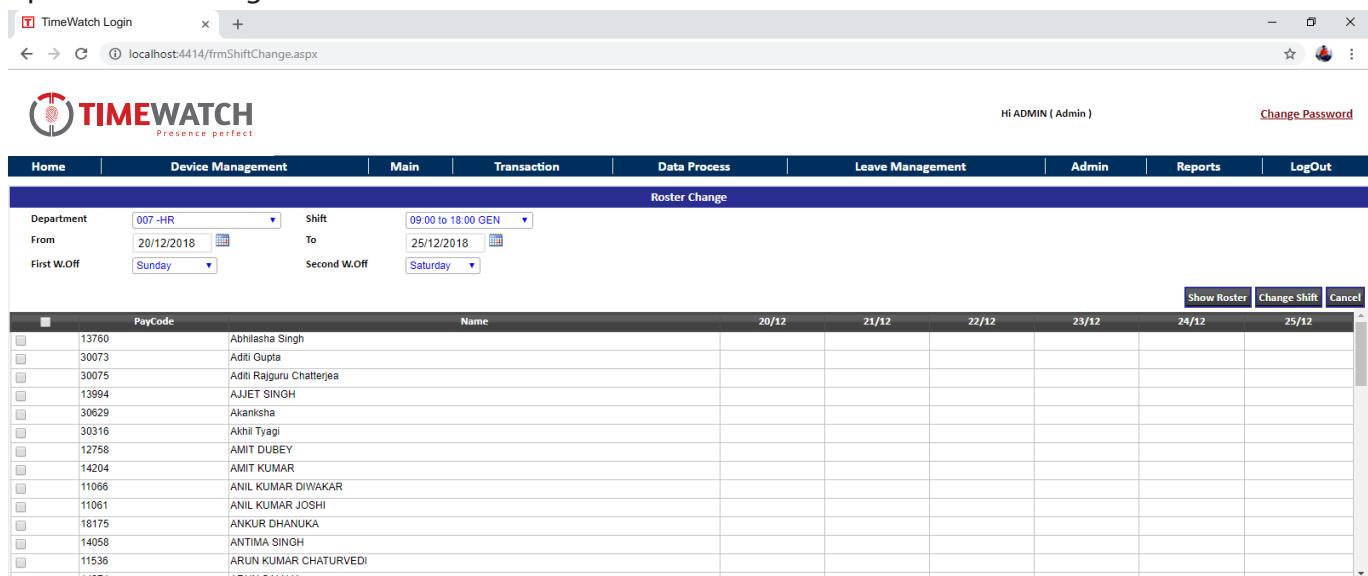
Activate Windows
Go to Settings to activate Windows.

Now you can give the Paycode in the first text box. If that employee is a non-RTC employee, you can do manual punch day by only. But if it is a RTC case, you can do manual punch from the date you are giving in the Process from column up to the date in which the End of Day Clearance is done. In that case system will rearrange the whole punches also.

If you want to delete one punch, you first select that punch by clicking on the second grid and press Delete key.

Shift Change Window:

This option is change shift for users for any selected weeks. To do this user has to select department, select date period and change the shifts.



The screenshot shows the 'Roster Change' section of the TIMEWATCH application. It includes fields for 'Department' (007-HR), 'Shift' (09:00 to 18:00 GEN), 'From' (20/12/2018), 'To' (25/12/2018), 'First W.Off' (Sunday), and 'Second W.Off' (Saturday). The main table lists employees with their names and shift details for each day of the week:

	PayCode	Name	20/12	21/12	22/12	23/12	24/12	25/12
13760	Abhilasha Singh							
30073	Addi Gupta							
30075	Addi Rajguru Chatterjea							
13594	AJET SINGH							
30629	Akanksha							
30316	Akhil Tyagi							
12758	AMIT DUBEY							
14204	AMIT KUMAR							
11066	ANIL KUMAR DIWAKAR							
11061	ANIL KUMAR JOSHI							
18175	ANKUR DHANUKA							
14058	ANTIMA SINGH							
11536	ARUN KUMAR CHATURVEDI							
14371	ARIJIN SAILIJA							

Buttons at the bottom include 'Show Roster', 'Change Shift', and 'Cancel'.

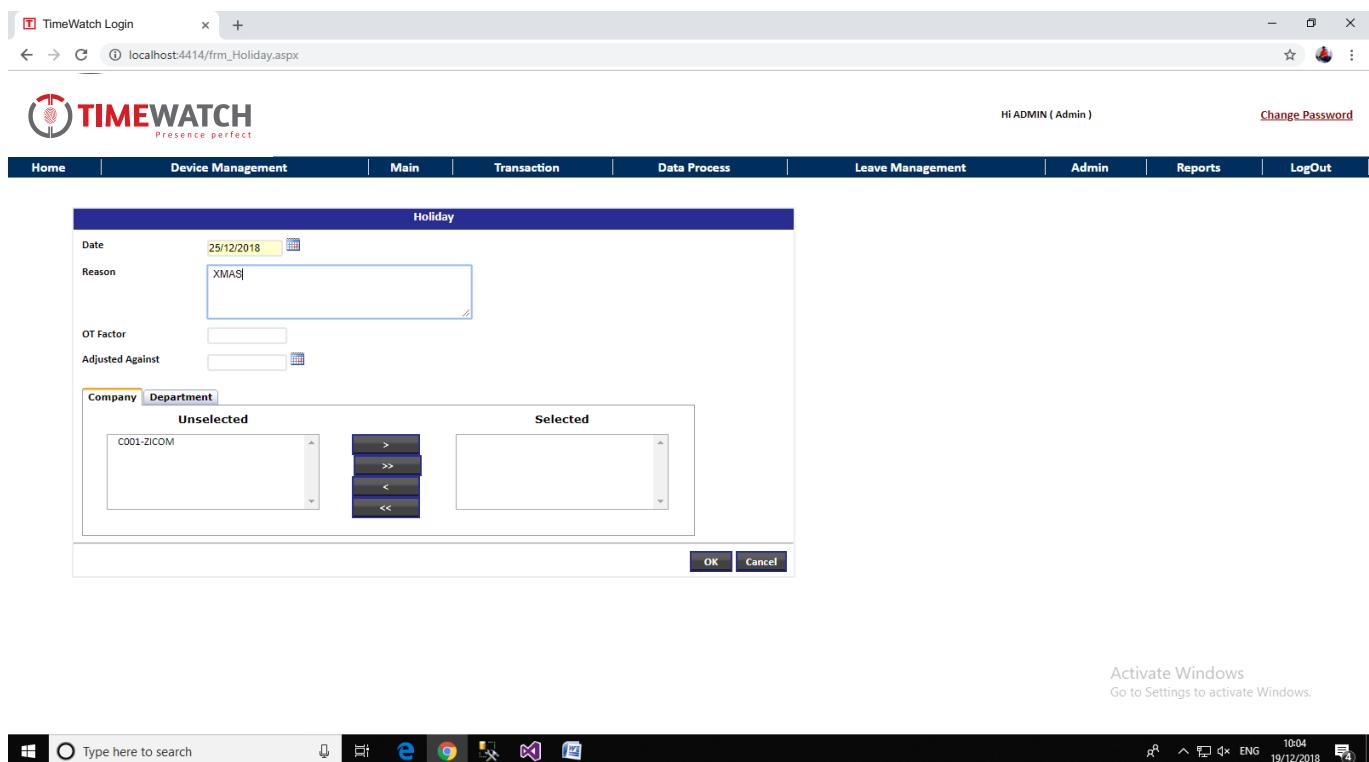
Activate Windows
Go to Settings to activate Windows.



Holiday Entry:

Here you are declaring all the holidays applicable for whole employees. When you are selecting the Holiday from the Transaction menu you

will get a browse window with the details of the entered holidays.



Activate Windows
Go to Settings to activate Windows.

When you are declaring a new holiday, an add holiday form will come up like, On holidays OT Amount will be OT * overtime Rate * OT Factor. If you are declaring holiday against some weekly off (normally against Sunday) you can specify that date in the adjusted against field, so that the system will transfer the entire shift assigned for the holiday to the week off i.e. the adjusted against day.

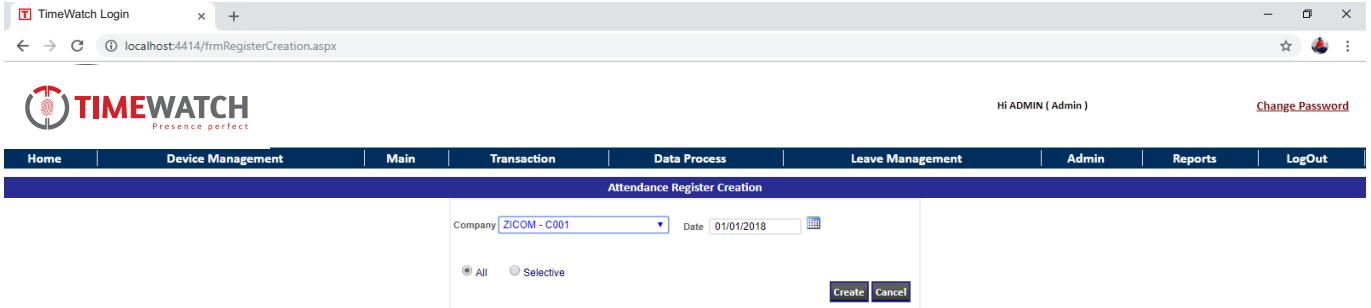
Do not forget to select Company and Department selection to declare Holiday.

When you are adding or deleting any holiday system will perform an automatic processing to make effect of holiday declaration, so there is no need for any sort of explicit processing.

Data Process

Attendance Register Creation:

The Attendance Register is to be prepared for each year. It creates a yearly record. Selecting option All will create Attendance Register for each & every employee of the organization. For creating Attendance Register of a particular employee or for creating Attendance Register of selected date of a particular month to the last day of the same month of that year.



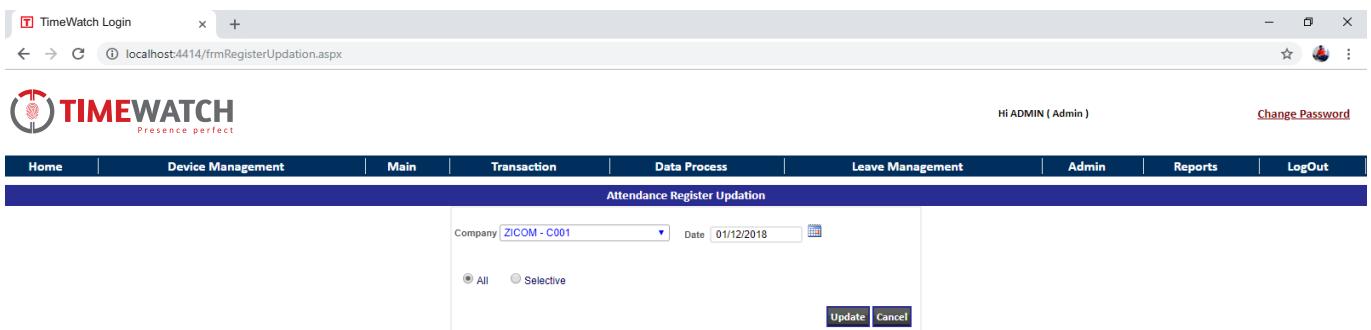
Activate Windows
Go to Settings to activate Windows.

Windows Taskbar at the bottom:

- Type here to search
- File Explorer icon
- Edge icon
- Google Chrome icon
- File Management icon
- Visual Studio icon
- File Management icon
- System tray showing date (19/12/2018), time (10:04), battery level, and network status.

Attendance Register Updation:

If the shift policies of a particular employee changes which will be affective for the remaining year this option is used. First of all make the changes in the employee master followed by selecting the date, month and the year from which this change is to be made effective; through the Attendance Register Updation option.



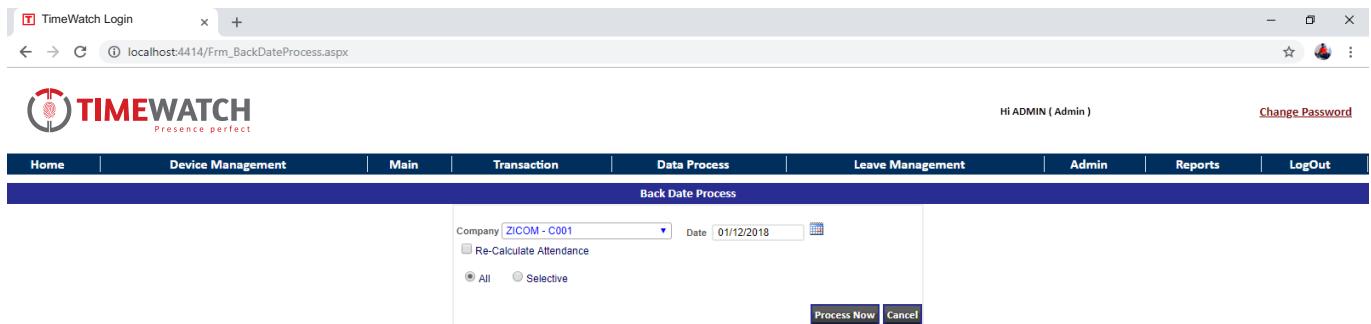
Activate Windows
Go to Settings to activate Windows.

Windows Taskbar at the bottom:

- Type here to search
- File Explorer icon
- Edge icon
- Google Chrome icon
- File Management icon
- Visual Studio icon
- File Management icon
- System tray showing date (19/12/2018), time (10:04), battery level, and network status.

Back Date Processing:

For processing an already processed date this option is used or process the punches taken in USB drive. To process the USB data, brows the log file, click on capture data button and select the date from which you want to process the data and click on OK button.



TimeWatch Login

Hi ADMIN (Admin) Change Password

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

Back Date Process

Company: ZICOM - C001 Date: 01/12/2018

Re-Calculate Attendance

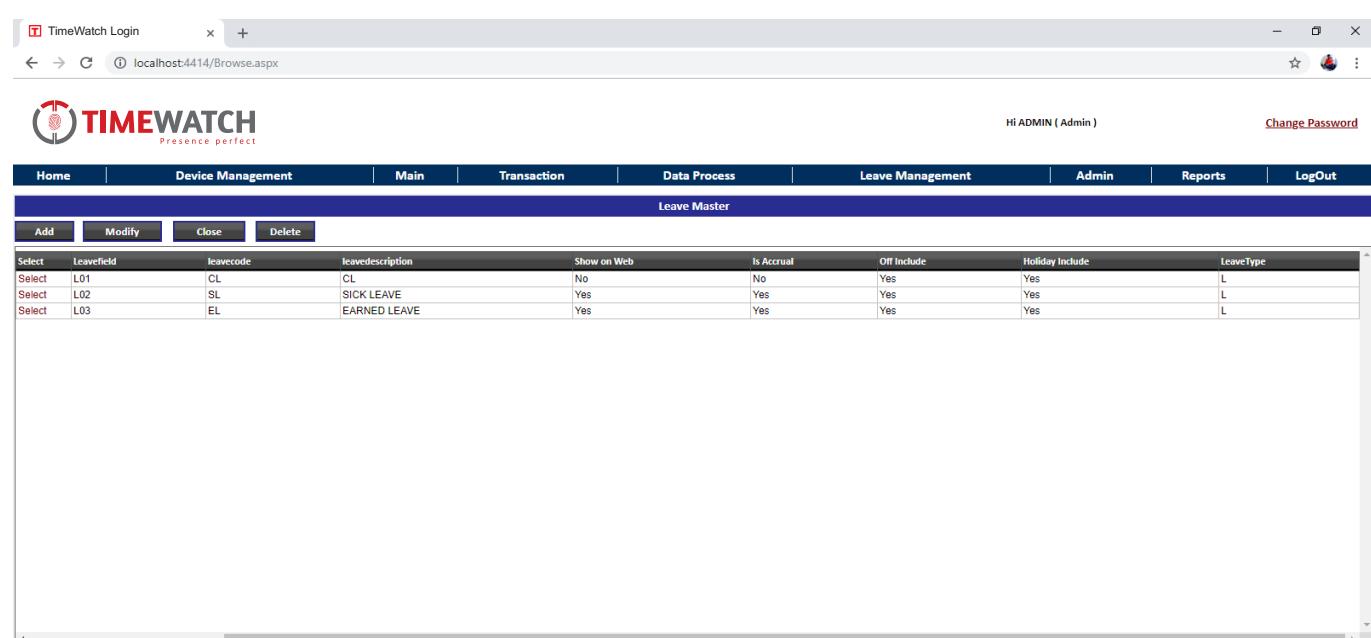
All Selective

Process Now | Cancel

Leave Management

Leave Master:

All the possible leaves an employee can take are entered through this option.



TimeWatch Login

Hi ADMIN (Admin) Change Password

Home | Device Management | Main | Transaction | Data Process | Leave Management | Admin | Reports | LogOut

Add | Modify | Close | Delete

Leave Master

Select	Leavefield	leavecode	leavedescription	Show on Web	Is Accrual	Off Include	Holiday Include	LeaveType
Select	L01	CL	CL	No	No	Yes	Yes	L
Select	L02	SL	SICK LEAVE	Yes	Yes	Yes	Yes	L
Select	L03	EL	EARNED LEAVE	Yes	Yes	Yes	Yes	L

Activate Windows
Go to Settings to activate Windows.



Maximum of twenty types of leave can be entered to the system. For adding or modifying a record the following form occurs.

Here Leave field andLeave Codeare unique names. Possible value range of Leave field is L01 to L20.

Weekly Off include (Yes/No) If yes then the weekly off coming between the leaves will be considered as leave else it will be considered as weekly off.

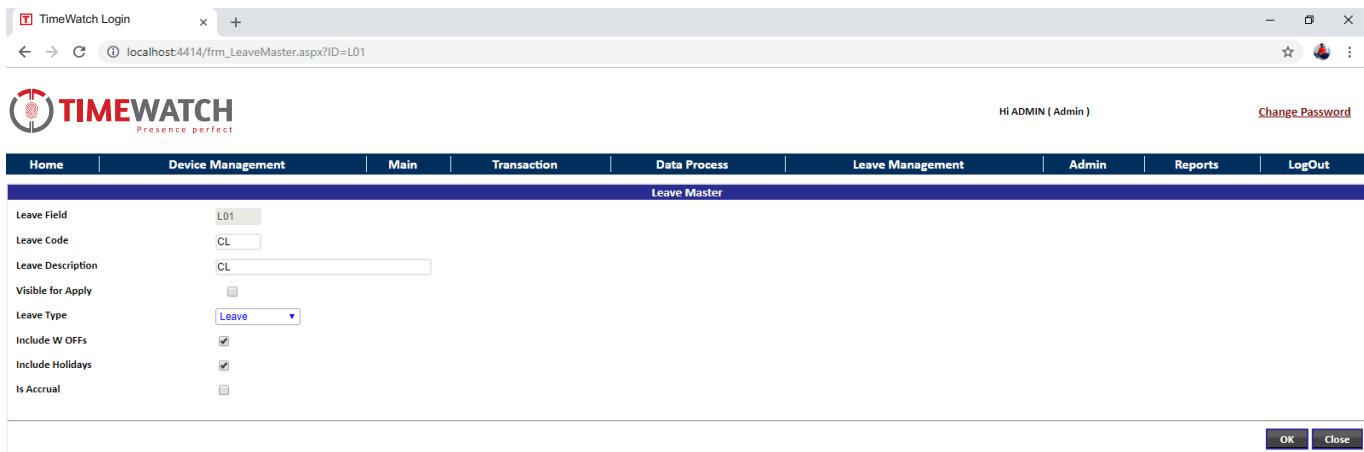
Holiday Include (Yes/No)the calculation of the leave is done in the same fashion as in the case of Weekly Off include.

If you want to specify the opening balance of the leave i.e. accrued leave you are required to select the Leave Accrueable (Yes/No). Leaves like On Duty or Leave withoutPay, should not be entered here.

In the leave type you can specify either Leave or Present or absent. E.g. It will be Leave in case of CL or SL or EL and it will be Present in case of On duty and it will be Absent in case of Leave without pay.

Sanction limit (Min & Max)- here one can set the sanction limit for a particular leave for example if Min value is 2 in that case you can't apply less than 2 leave ,if Max value is 20 you can't apply more than 20 leave in a single stretch.

Carried and Fixed- This option can be used for carry forward leave in next year. This will calculate the leave based on formula you have set.



Leave Master	
Leave Field	L01
Leave Code	CL
Leave Description	CL
Visible for Apply	<input checked="" type="checkbox"/>
Leave Type	Leave
Include W OFFs	<input checked="" type="checkbox"/>
Include Holidays	<input checked="" type="checkbox"/>
Is Accrual	<input type="checkbox"/>

Activate Windows
Go to Settings to activate Windows.



Accrual Leave: As we specified in the Leave Master here we are specifying how much leave an employee can avail in the current year. When you are selecting the Accrued leave master from the main menu.

Leave credited to each employee's account will be entered through this option. You will be asked to enter employee's code range (Paycode from and Paycode to) according to your requirement you have to enter.

The screen will be seen as follows:

TimeWatch Login x +

localhost:4414/frm_LeaveAccrual.aspx

Hi ADMIN (Admin) [Change Password](#)

Home	Device Management	Main	Transaction	Data Process	Leave Management	Admin	Reports	LogOut								
Leave Accrual																
PayCode From Name CardNo Designation Department	11028 CHAND RATAN SHARMA 00001028 Associate Manager Finance & Accounts	PayCode To Company Catagory	11028 ZICOM Non Marketing	Year	2018											
<table border="1"> <tr> <td colspan="2">Opening Balance</td> </tr> <tr> <td>CL</td> <td>10.00</td> </tr> <tr> <td>SICK LEAVE</td> <td>20.00</td> </tr> <tr> <td>EARNED LEAVE</td> <td>15.00</td> </tr> </table>									Opening Balance		CL	10.00	SICK LEAVE	20.00	EARNED LEAVE	15.00
Opening Balance																
CL	10.00															
SICK LEAVE	20.00															
EARNED LEAVE	15.00															
<input type="button" value="OK"/> <input type="button" value="Cancel"/>																

Activate Windows
Go to Settings to activate Windows.



Auto Leave Accrual: This Option is used to automatic calculation of Leave of previous year and set as opening balance for current year.

TimeWatch Login x +

localhost:4414/Frm_AutoLeaveAccrual.aspx

Hi ADMIN (Admin) [Change Password](#)

Home	Device Management	Main	Transaction	Data Process	Leave Management	Admin	Reports	LogOut		
Auto Leave Accrual										
<table border="1"> <tr> <td>Year</td> <td>2018</td> </tr> </table>									Year	2018
Year	2018									
<input type="button" value="OK"/> <input type="button" value="Cancel"/>										

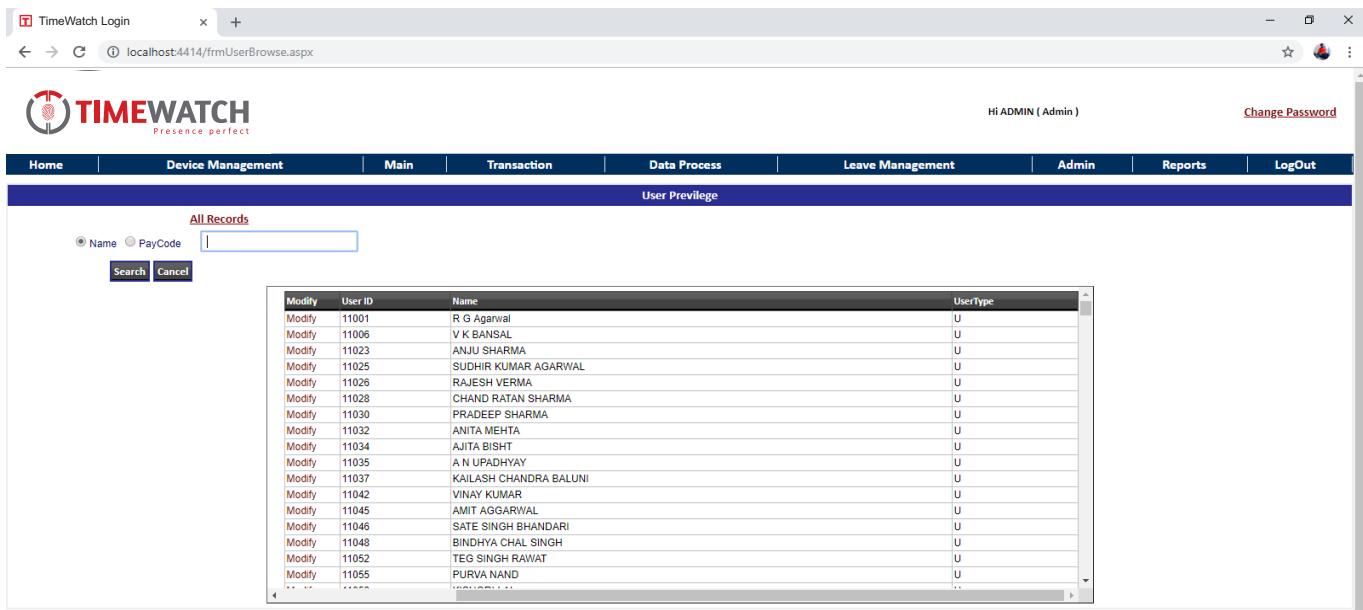
Activate Windows
Go to Settings to activate Windows.



Admin

User Privileges:

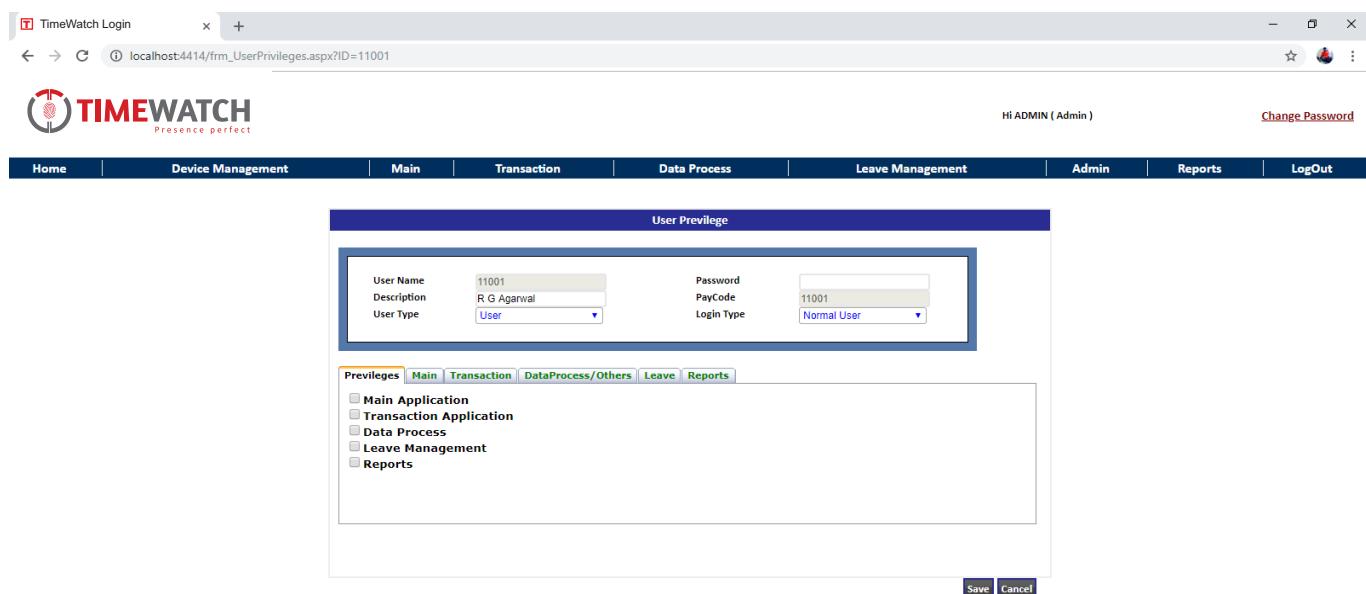
Through this option new users can be created or the existing users and their rights can be modified. While selecting the user privileges from the main menu you will get a browse window with the details of the existing users.



Modify	User ID	Name	UserType
Modify	11001	R G Agarwal	U
Modify	11006	V K BANSAL	U
Modify	11023	ANJU SHARMA	U
Modify	11025	SUDHIR KUMAR AGARWAL	U
Modify	11026	RAJESH VERMA	U
Modify	11028	CHAND RATAN SHARMA	U
Modify	11030	PRADEEP SHARMA	U
Modify	11032	ANITA MEHTA	U
Modify	11034	AJITA BISHT	U
Modify	11035	A N UPADHYAY	U
Modify	11037	KAILASH CHANDRA BALUNI	U
Modify	11042	VINAY KUMAR	U
Modify	11045	AMIT AGGARWAL	U
Modify	11046	SATE SINGH BHANDARI	U
Modify	11048	BINDHYA CHAL SINGH	U
Modify	11052	TEG SINGH RAWAT	U
Modify	11055	PURVA NAND	U

Activate Windows
Go to Settings to activate Windows.

When you are running the setup program system will add a default user i.e. the Administrator with the default password. When you add or modify one user you will get an entry form like,
Here you change the password, you can alter the rights i.e. what all options a user can access.



User Name	11001	Password	
Description	R G Agarwal	PayCode	11001
User Type	User	Login Type	Normal User

Privileges: [Main](#) [Transaction](#) [DataProcess/Others](#) [Leave](#) [Reports](#)

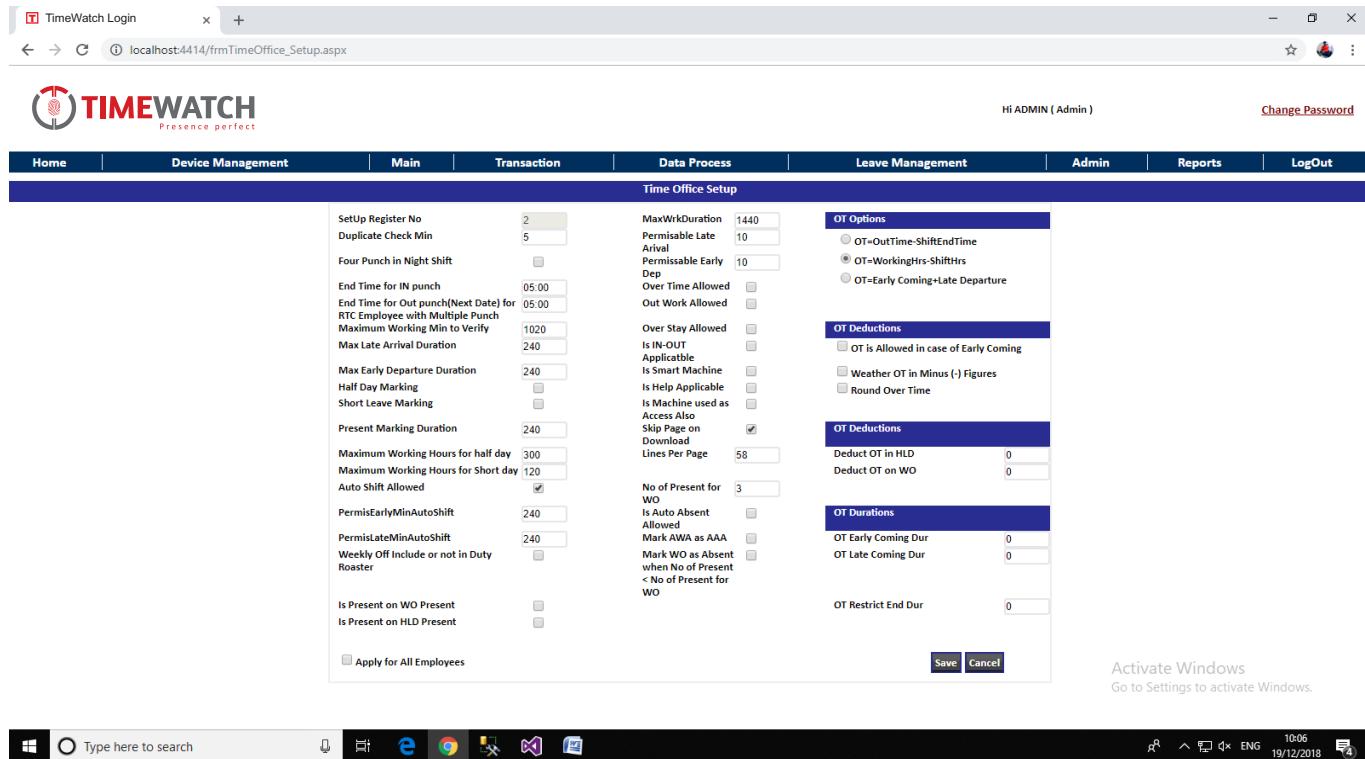
- Main Application
- Transaction Application
- Data Process
- Leave Management
- Reports

Activate Windows
Go to Settings to activate Windows.

Time Office Setup:

It includes the general details / rules / policies which are followed by the company.

There is no provision for modifying or deleting the existing setup master information. This is intended to prevent the possible mistakes.



The screenshot shows the 'Time Office Setup' page of the TimeWatch application. The page has a header with the TimeWatch logo and navigation links for Home, Device Management, Main, Transaction, Data Process, Leave Management, Admin, Reports, and LogOut. The main content area is titled 'Time Office Setup' and contains several groups of configuration parameters:

- General Parameters:** SetUp Register No (2), Duplicate Check Min (5), Four Punch in Night Shift (checkbox), End Time for IN punch (05:00), End Time for Out punch(Next Date) for RTC Employee with Multiple Punch (05:00), Maximum Working Min to Verify (1020), Max Late Arrival Duration (240), Max Early Departure Duration (240), Half Day Marking (checkbox), Short Leave Marking (checkbox), Present Marking Duration (240), Maximum Working Hours for half day (300), Maximum Working Hours for Short day (120), Auto Shift Allowed (checkbox), PermisEarlyMinAutoShift (240), PermisLateMinAutoShift (240), Weekly Off Include or not in Duty Roaster (checkbox), Is Present on WO Present (checkbox), Is Present on HLD Present (checkbox).
- OT Options:** OT WorkDuration (1440), Permissible Late Arrival (10), Permissible Early (10), Dep (checkbox), Over Time Allowed (checkbox), Out Work Allowed (checkbox), Over Stay Allowed (checkbox), Is IN-OUT Applicable (checkbox), Is Smart Machine (checkbox), Is Help Applicable (checkbox), Is Machine used as Access Also (checkbox), Skip Page on Download (checkbox), Lines Per Page (58), No of Present for WO (3), Is Auto Absent Allowed (checkbox), Mark AWA as AAA (checkbox), Mark WO as Absent when No of Present < No of Present for WO (checkbox).
- OT Deductions:** OT Options (radio buttons: OT=OutTime-ShiftEndTime, OT=WorkingHrs-ShiftHrs, OT=Early Coming+Late Departure), OT Allowed in case of Early Coming (checkbox), Weather OT in Minus (-) Figures (checkbox), Round Over Time (checkbox).
- OT Deductions:** Deduct OT in HLD (0), Deduct OT on WO (0).
- OT Durations:** OT Early Coming Dur (0), OT Late Coming Dur (0), OT Restrict End Dur (0).

At the bottom left is a checkbox for 'Apply for All Employees'. At the bottom right are 'Save' and 'Cancel' buttons. A watermark 'Activate Windows Go to Settings to activate Windows.' is visible on the right.

Three columns are there in this form. We can give any value to the Setup Register No. Field. But the entries with the highest Setup ID value will be taken as the default system parameters. Late arrival uptoPermissible Late Arrival duration (in minutes) will not be considered as late arrival. If the duration between two punches is less than the Duplicate check minutes system will ignore the second punch. The next three parameters define the equation for the Missing and re-verification report, i.e. If the hours worked is greater than Maximum working minutes to verify or late arrival is greater than Max. Late arrival duration or early departure is greater than Max. Early departure duration or status is MIS then that record will come in the Missing and re-verification report.

The next five parameters define the automatic half-day assignment rules. If Half-day marking option is selected then the system will check the following conditions to assign half day and short leave.

If Absenteeism hours between Minimum Absent hours for half day and Maximum absent hours for half day and Half day marking is selected, then status will be HLF.i.e. Half Day.

If Absenteeism hours less than Minimum Absent hours for half day And > 0 And Half day marking & Short leave marking both checked, then the status will be SRT i.e. Short Leave.

If Hours worked <Present Marking Duration then the status will be A i.e. Absent.

Over time will be calculated only if over time allowed is selected. Same way over stay will be calculated only if over stay allowed is selected. If Over stay allowed is selected then we can select or deselect the Over stay minus option also. Normally the Overstay is calculated using the following formulae.

Overstay = Hours Worked – Shift Hours

It can be a minus figure also; say when the employee works less than the shift hours. In this case if Over stay minus is deselected system will convert the overstay to zero.

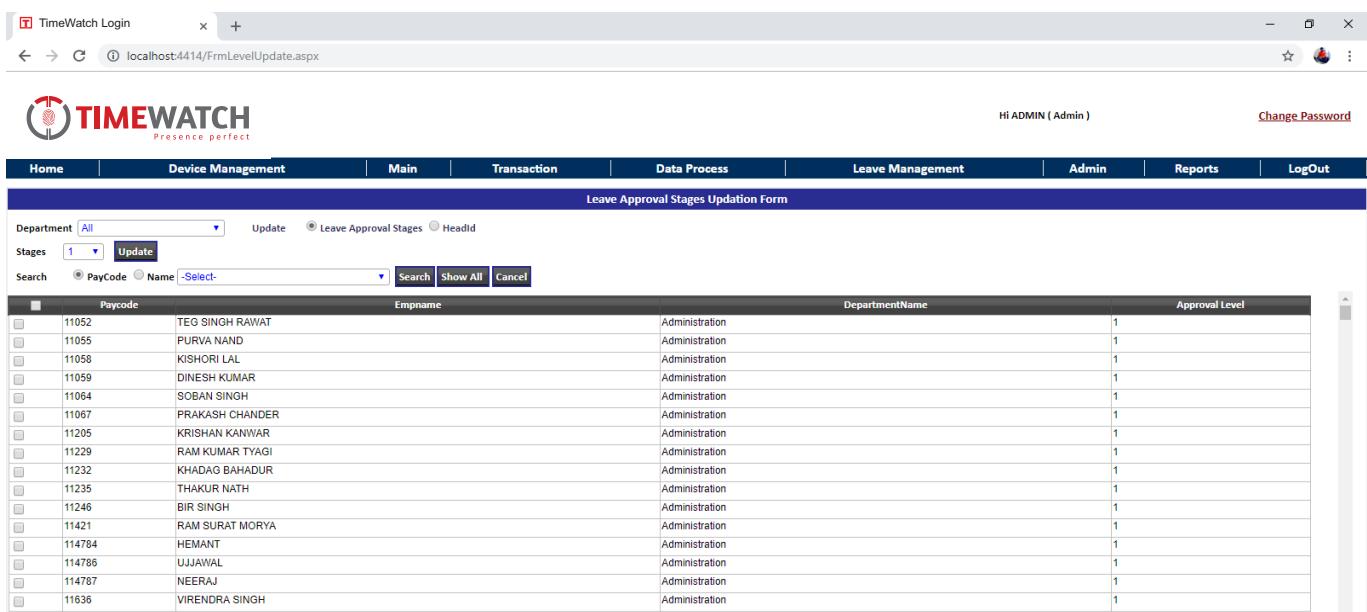
MaxWrkDuration defines the duration after which the system can accept the following punches after the first punch. In punch will be accepted upto the value of End time for In punch of next day. If the employee is a non-RTC case system will ignore these two parameters. If the Auto shift allowed is selected then we can set the boundaries for automatic shift assignment. I.e. if the in punch is between (Shift Start Time – PermisEarlyMinAutoShift) and (Shift Start Time + PermisLateMinAutoShift) then system will assign that shift.

Cut off start time and Cut off end time defines the time width in which the system can search for In punch while taking spot report for RTC employees. Out pass hours and out pass frequency are the duration and frequency for permissible out going. If isPresent on week off present is selected, then the system will count Present Value as 1 and Wo_Value as 0; if an employee punches on a week off. It applies to be Present on Holiday present also.

In the Overtime policies, we can select one formulae to calculate the over time.

Leave Level / Head ID Update:

Through this option user can set the leave approval stages and set the reporting heads. Max 2 levels can be set for leave approval.



	Paycode	Employee	DepartmentName	Approval Level
11052	TEG SINGH RAWAT		Administration	1
11055	PURVA NAND		Administration	1
11058	KISHORI LAL		Administration	1
11059	DINESH KUMAR		Administration	1
11064	SOBAN SINGH		Administration	1
11067	PRAKASH CHANDER		Administration	1
11205	KRISHAN KANWAR		Administration	1
11229	RAM KUMAR TYAGI		Administration	1
11232	KHADAG BAHADUR		Administration	1
11235	THAKUR NATH		Administration	1
11246	BIR SINGH		Administration	1
11421	RAM SURAT MORYA		Administration	1
114784	HEMANT		Administration	1
114786	UJJAWAL		Administration	1
114787	NEERAJ		Administration	1
11638	VIRENDRA SINGH		Administration	1
11970	RAMESH MISHRA		Administration	1

Activate Windows
Go to Settings to activate Windows.



TimeWatch Login +
 localhost:4414/FrmLevelUpdate.aspx

Hi ADMIN (Admin) [Change Password](#)

Headid Updation Form

Paycode	Empname	DepartmentName	HOD
11052	TEG SINGH RAWAT	Administration	
11055	PURVA NAND	Administration	
11058	KISHORI LAL	Administration	
11059	DINESH KUMAR	Administration	
11064	SOBAN SINGH	Administration	
11067	PRakash CHANDER	Administration	
11205	KRISHAN KANWAR	Administration	
11229	RAM KUMAR TYAGI	Administration	
11232	KHADAG BAHADUR	Administration	
11235	THAKUR NATH	Administration	
11246	BIR SINGH	Administration	
11421	RAM SURAT MORYA	Administration	
114784	HEMANT	Administration	
114786	UJJAWAL	Administration	
114787	NEERAJ	Administration	
11636	VIRENDRA SINGH	Administration	
11970	RAMESH MISHRA	Administration	

Activate Windows
Go to Settings to activate Windows.

Type here to search       

Change Field Caption:

Through this option user can change the caption as per their requirement.

TimeWatch Login +
 localhost:4414/FrmChangeCaption.aspx

Hi ADMIN (Admin) [Change Password](#)

Change Fields Captions

SNo	Field	Show As	Edit
1	CardNo	CardNo	Edit
2	EmpCode	PayCode	Edit
3	Name	Name	Edit
4	FName	Guardian Name	Edit
5	Company/School/University Name	Company	Edit
6	Department	Department	Edit
7	Catagory	Catagory	Edit
8	Section	Section	Edit
9	Grade	Grade	Edit
10	Designation	Designation	Edit
11	Branch	Branch	Edit
12	Employee	Employee	Edit

[Close](#)

Activate Windows
Go to Settings to activate Windows.

Type here to search       

Daily Report: This report can be generated after transferring the data from the TimeWatch machine into your computer. Management for making quick decisions may require these reports. All the following reports can be taken just after the shift start time. Please ensure that you transfer data of previous days before generating reports like Daily Performance, Over Time etc.

Late Arrival: This report provides the information of all the employees who have come late on the date specified.

Absenteeism: It provides the information of the employees who are absent on the date specified.

Attendance: This report shows the attendance of all the employees on the date specified. This report shows department wise analysis: showing number of employees present, absent, on leave and having weekly off on the date specified.

Department Summary: This report shows the department wise attendance details of employees like total employees in the department, number of presents, absent, on leave and on weekly off.

Early Arrival: This report shows the information of employees who have come earlier than the shift in time on the date specified.

Shift Wise Presence: This report shows the attendance details of employee's shift wise. It shows the number of days present, absent, weekly off, leave, OT and OT amount.

Machine Raw Punch: This report shows all the punches of that day including the manual punches (suffixed by the character "M" which distinguishes it from the machine punch).

Manual Punch Audit: This report can only be generated if authorized personnel do any manual punch on that day.

Daily Performance: This report shows the performance of all the employees on the selected date. The information's includes Employees name, shift of the employee, shift start time, details of all the punches, total hours worked, OT, OT amount etc.

Early Departure: This report shows total loss hours for the company, employee wise, on account of their early departure. It also shows the no of days the employee has left early.

Time Loss: If an employee comes after the permissible late arrival time or takes excess time for lunch than the allowed lunch duration time or goes before the permissible early departure time then the case is considered as a time loss. Details of such employees are obtained through this kind of report.

Over Time Register: Generated for Employees who work more than the working hours; the excess working hours is considered as over time (if allowed in Employee Master) and reflected in this report.

Over Time Summary: This report shows the department wise over time status of employees on that day.

Shift Change Statement: In case an employee is allowed to work in a shift other than his/her usual shift (through the authorized shift assignment of the Employee Master) the automatic shift change checks the arrival time of the employee and allocates the shift nearest to it. This change is notified through the shift change statement as it indicates the actual shift and changed shift of that employee.

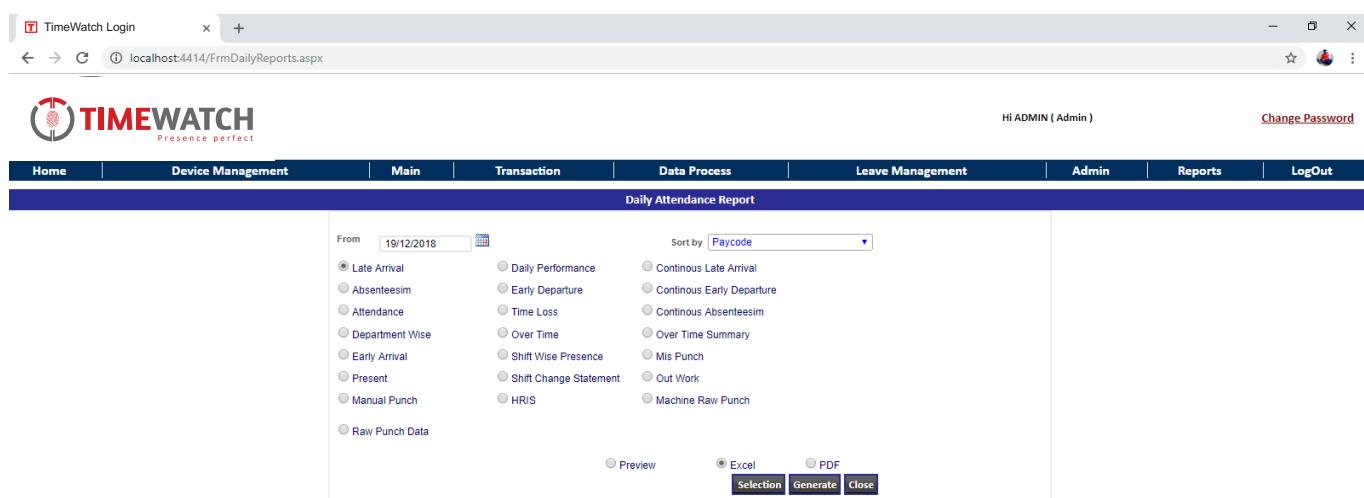
Out Work: In case the software is set to calculate two punches, this report shows the punches in between the in punch and out punch, as out work of the employees on that day.

Missing and Re-verification: This report shows the details of employees who's in or out punch is missing and of the employees who have worked more than the permissible maximum working hours etc. Our Software brings to your notice the abnormalities for correction.

Continuous Late Arrival: This report shows the name of the employee who is coming continuous late (after permissible late arrival time) by more than the specified days.

Continuous Early Departure: This report shows the information of employees who are leaving before the permissible early departure time continuously.

Continuous Absenteeism: This report shows the information of employees who have been absent continuously for specified number of day(s) till the current date.



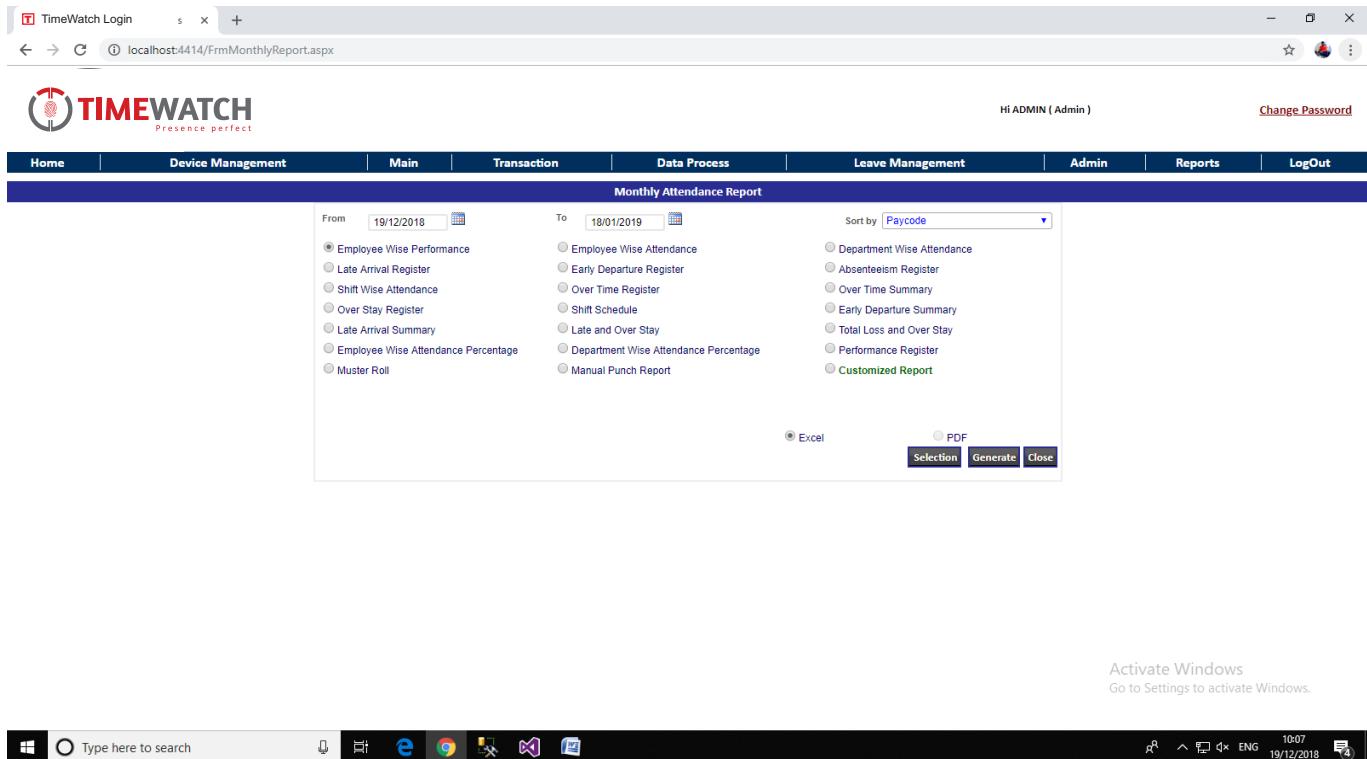
The screenshot displays the 'Daily Attendance Report' section of the TIMEWATCH software. At the top, there are filter options for 'From' (set to 19/12/2018) and 'Sort by' (set to Paycode). Below these are several report selection buttons:

- Late Arrival
- Absenteesim
- Attendance
- Department Wise
- Early Arrival
- Present
- Manual Punch
- Raw Punch Data
- Daily Performance
- Early Departure
- Time Loss
- Over Time
- Shift Wise Presence
- Shift Change Statement
- HRIS
- Continuous Late Arrival
- Continuous Early Departure
- Continuous Absenteesim
- Over Time Summary
- Mis Punch
- Out Work
- Machine Raw Punch

At the bottom of the report area, there are three buttons: 'Preview', 'Excel', and 'PDF'. The 'Excel' button is highlighted with a blue border.

Activate Windows
Go to Settings to activate Windows.

Monthly Report: In TimeWatch application user can generate report monthly.



The screenshot shows the TIMEWATCH application interface. At the top, there's a browser-like header with 'TimeWatch Login' and a URL 'localhost:4414/FrmMonthlyReport.aspx'. The main title is 'TIMEWATCH Presence perfect'. On the right, it says 'Hi ADMIN (Admin)' and 'Change Password'. Below the title is a navigation menu with links like Home, Device Management, Main, Transaction, Data Process, Leave Management, Admin, Reports, and LogOut. The current page is 'Monthly Attendance Report'. It features a search bar with 'From' (19/12/2018) and 'To' (18/01/2019) fields, and a 'Sort by' dropdown set to 'Paycode'. A list of report options includes: Employee Wise Performance, Late Arrival Register, Shift Wise Attendance, Over Stay Register, Late Arrival Summary, Employee Wise Attendance Percentage, Muster Roll, Employee Wise Attendance, Early Departure Register, Over Time Register, Shift Schedule, Late and Over Stay, Department Wise Attendance Percentage, Manual Punch Report, Department Wise Attendance, Absenteeism Register, Over Time Summary, Early Departure Summary, Total Loss and Over Stay, Performance Register, and Customized Report. At the bottom, there are buttons for 'Selection' (radio button selected), 'Generate' (button), and 'Close' (button). The status bar at the bottom right shows 'Activate Windows Go to Settings to activate Windows.', the date '19/12/2018', and the time '10:07'.

Performance: This report shows the Monthly performance of an employee.

Employee Wise Attendance: This report shows the attendance details of employees like total present, absent, leave, weekly off, OT and OT amount for a month.

Department Wise Attendance: This report shows the department wise attendance details of employees like total employees in the department, number of presents, absents, leaves and weekly off.

Shift Wise Attendance: This report shows the attendance details of employee's shift wise. It shows the number of days present, absent, weekly off, leave, OT and OT amount.

Muster Roll: This report shows the entire month's attendance details of all the employees in a single chart. This report can be generated on 80 columns or 132-column stationery. This specimen is for 80 column. The same report in a better manner can be generated in 132 column.

Form No-12: This report provides information of attendance of each and every employee date wise divided into two parts. This report also shows the total working hours, over time hours and details of all deductions.

Over Time Register: Employees who work more than the working hours; the excess working hours is considered as over time (if allowed in Employee Master) and reflected in this report.

Over Time Summary: This report shows the department wise over time status of employees on that day.

Shift schedule: This report shows the shift chart of the employees of a month. This report can be generated for all shifts (fixed, rotational, ignorable) / rotational shifts only / fixed shifts only. This chart shows shift pattern, weekly off (First and second) and the shift of each day employee wise.

Analysis

Employee Wise: This report shows the attendance details of employees like total present, absent, leave, weekly off, OT and OT amount for a month.

Department Wise: This report shows the department wise attendance details of employees like total employees in the department, number of presents, absents, leaves and weekly off.

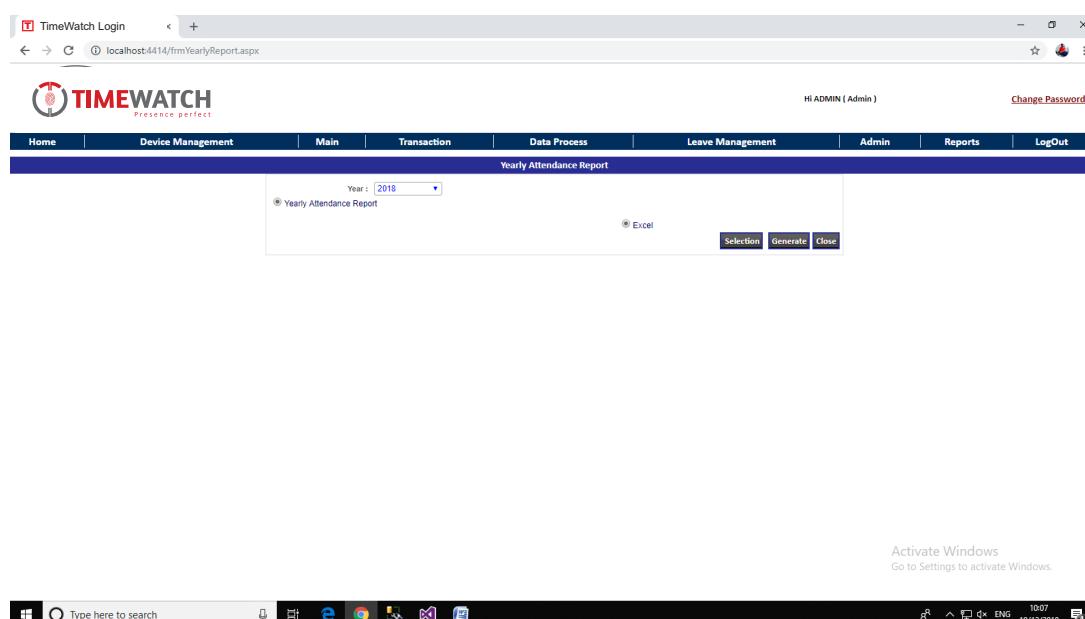
Regularity Chart: This report shows the regularity chart of the employee.

Loss Reports

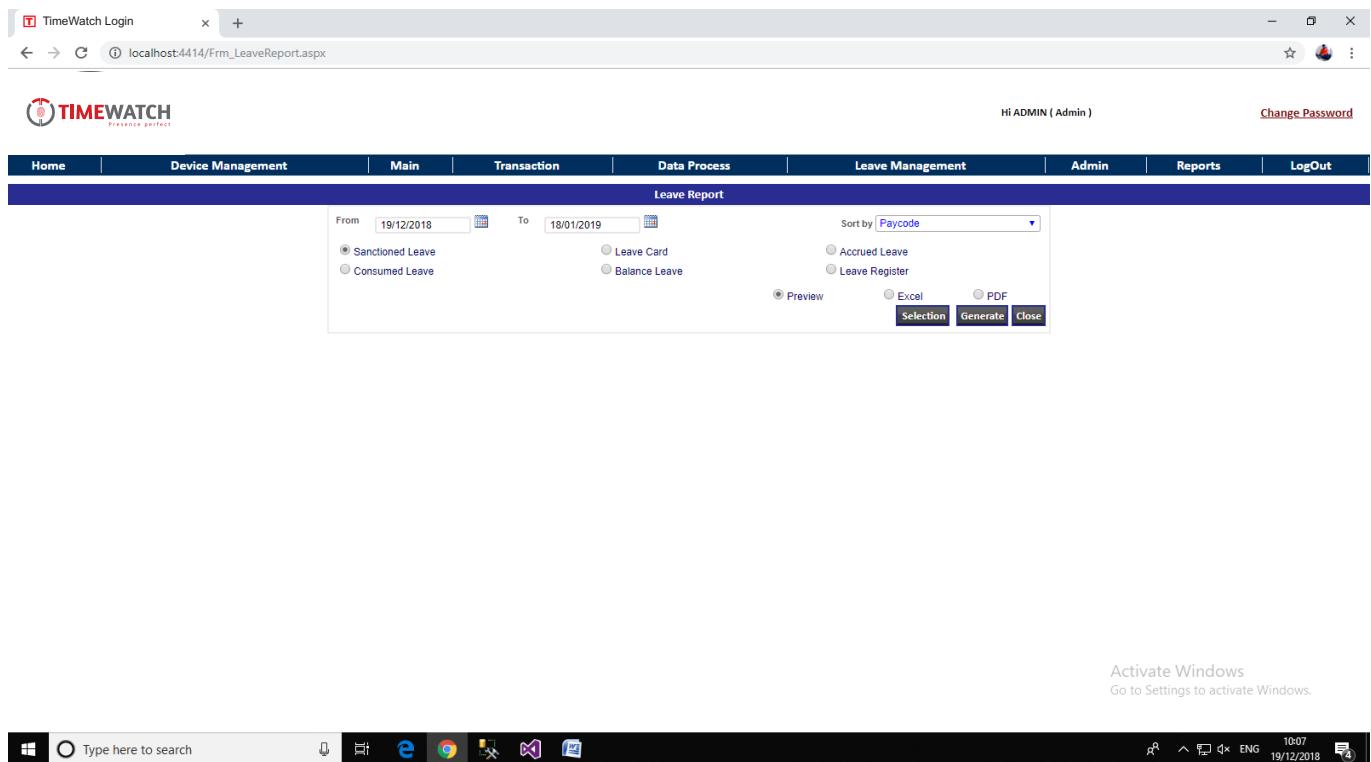
Early Departure: This report shows total loss hours for the company, employee wise, on account of their early departure before permissible time limit. It also shows the no of days the employee has left early.

Time Loss and Over Stay: Only those employees name will be shown in this report who have come after the permissible late arrival time and worked more than the working hours. This report consists of the total late hours, number of days late and total over stay employee wise.

Late and Over Stay: This report shows the information of all the employees who have come late on the date specified. You can take this report any time after the shift start time.



The screenshot shows a web-based application for TIMEWATCH. At the top, there's a header bar with links for Home, Device Management, Main, Transaction, Data Process, Leave Management, Admin, Reports, and LogOut. On the right side of the header, it says "Hi ADMIN (Admin)" and "Change Password". Below the header, a sub-menu for "Yearly Attendance Report" is open, showing options for "Yearly Attendance Report" and "Excel". There are "Selection", "Generate", and "Close" buttons at the bottom of this sub-menu. The main content area is currently empty, suggesting the user hasn't selected any data yet. At the very bottom of the screen, there's a Windows taskbar with icons for search, file explorer, browser, and other system functions, along with a date and time indicator.



The screenshot shows the TIMEWATCH software interface. At the top, there's a navigation bar with links for Home, Device Management, Main, Transaction, Data Process, Leave Management, Admin, Reports, and LogOut. The current page is 'Leave Report'. Below the navigation bar, there's a search/filter section with fields for 'From' (19/12/2018) and 'To' (18/01/2019), a 'Sort by' dropdown set to 'Paycode', and radio buttons for 'Sanctioned Leave' (selected) and 'Consumed Leave'. To the right of these are buttons for 'Leave Card', 'Balance Leave', 'Accrued Leave', and 'Leave Register'. Further right are buttons for 'Preview' (selected), 'Excel', 'PDF', 'Selection', 'Generate', and 'Close'. At the bottom right of the interface, there's a message: 'Activate Windows Go to Settings to activate Windows.' The system tray at the bottom of the screen shows the Windows logo, a search bar, and various icons for running applications like File Explorer, Edge, Google Chrome, and others. The date and time in the system tray are 19/12/2018 10:07.

