

iAS Web

USER MANUAL

Integrated Attendance System (iAS)
(Web Based Application)

July 2021

Version 2.0.1 (Beta)

Disclaimer

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Note: Some of the screen shots may bear old Version / Release numbers as only the relevant screens are changed in the current document.



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Document Revisions

Date	Version Number	Document Changes
14-07-2021	14-07-2021	Initial draft

Technology Used

Name	Title
Front End	ASP. Net
Back End	MS SQL Server
Script	Java Script
External Tool	Dev Express

Prerequisite

Name	Title
OS Version	Windows 10 Or Above (64Bit)
Processor	Core i3 Or Above
RAM	8GB
HDD	500GB
SQL Server	MS SQL Server 2012 Or Above
Framework	4.0 Or Above
IIS	With Full Configuration & Feature
*This is Min System requirement to install iAS Web Application	



Introduction

IAS is a 'Time Attendance & Leave' management software solution for all types of organizations 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 IAS 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.

The iAS "Time & Attendance" software is designed for every need of any modern Time Office. With several reports beautifully designed and accurately generated it full the needs of all the departments of any industry or business establishment. 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 the Government.

A 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.

IAS "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 kinds 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 of 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 calculates 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 on the premises, which is freer. As they can record 'IN' and 'OUT' from any of the Zicom 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. Zicom has this provision.



Duplicate checking of entries

Many times an employee (mainly workers) drops/punch his card more than once in quick succession just to ensure and reassure himself that his attendance is marked. However, the second punch is normally treated as an 'OUT' punch.

To circumvent such a situation and ignore all the repeated punches received within a specific 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

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

Getting 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.

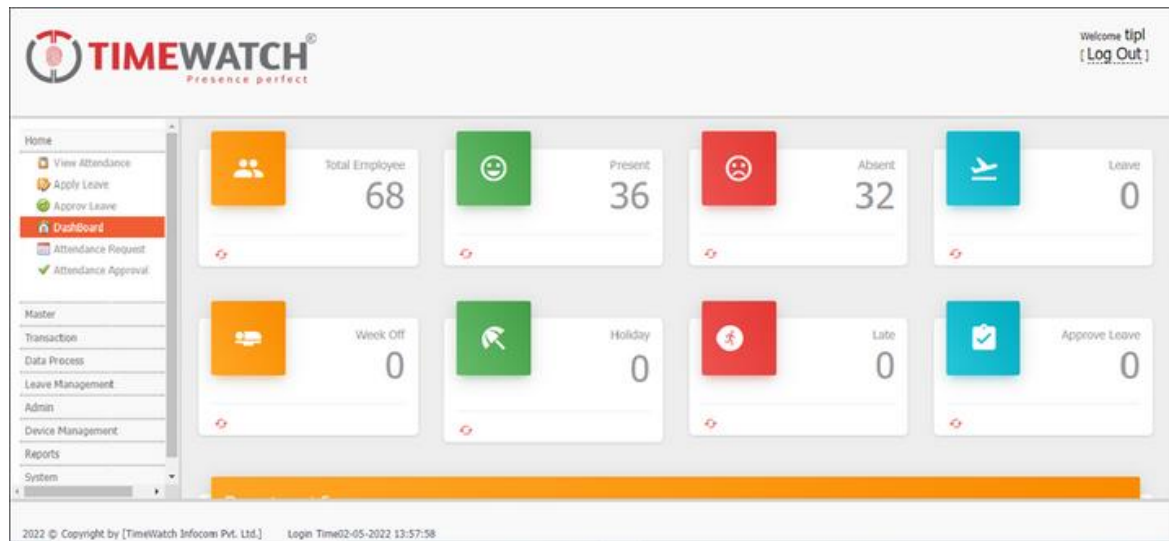
Enter a user name and password that is valid for the Application then click the ok button when this is valid the main screen display is shown below.

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

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

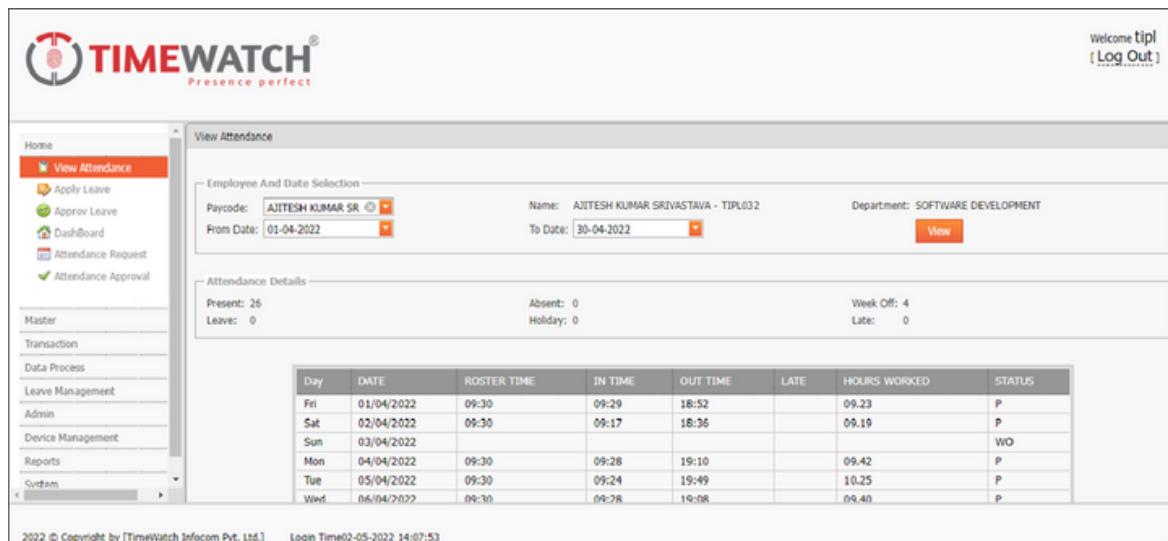


Dashboard



This is a Dashboard of iAS web software where we can check Total Employee, Total Present, Total Absent, Leave, Week off, Holiday, Late Approve Leave and Department wise Attendance.

View Attendance



Employee And Date Selection

Paycode: AJITESH KUMAR SR | Name: AJITESH KUMAR SRIVASTAVA - TIPL032 | Department: SOFTWARE DEVELOPMENT

From Date: 01-04-2022 | To Date: 30-04-2022

Attendance Details

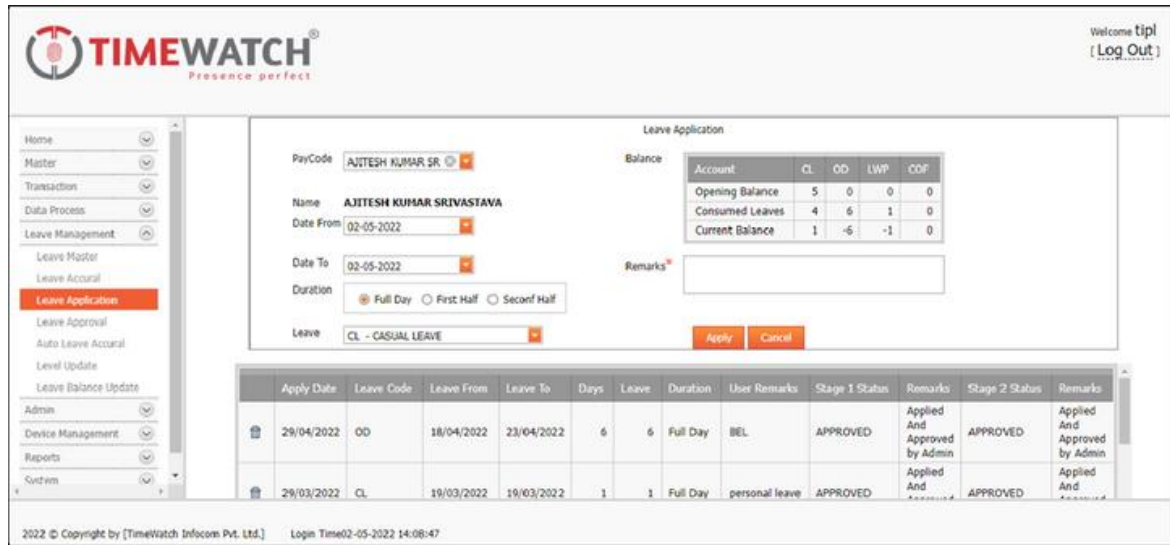
Present: 26 | Absent: 0 | Week Off: 4
 Leave: 0 | Holiday: 0 | Late: 0

Day	DATE	ROSTER TIME	IN TIME	OUT TIME	LATE	HOURS WORKED	STATUS
Fri	01/04/2022	09:30	09:29	18:52		09.23	P
Sat	02/04/2022	09:30	09:17	18:36		09.19	P
Sun	03/04/2022						WO
Mon	04/04/2022	09:30	09:28	19:10		09.42	P
Tue	05/04/2022	09:30	09:24	19:49		10.25	P
Wed	06/04/2022	09:30	09:28	19:08		09.40	P

2022 © Copyright by [TimeWatch Infocom Pvt. Ltd.] Login Time02-05-2022 14:07:53

In View Attendance we can check Employee wise Attendance from particular date range wise.

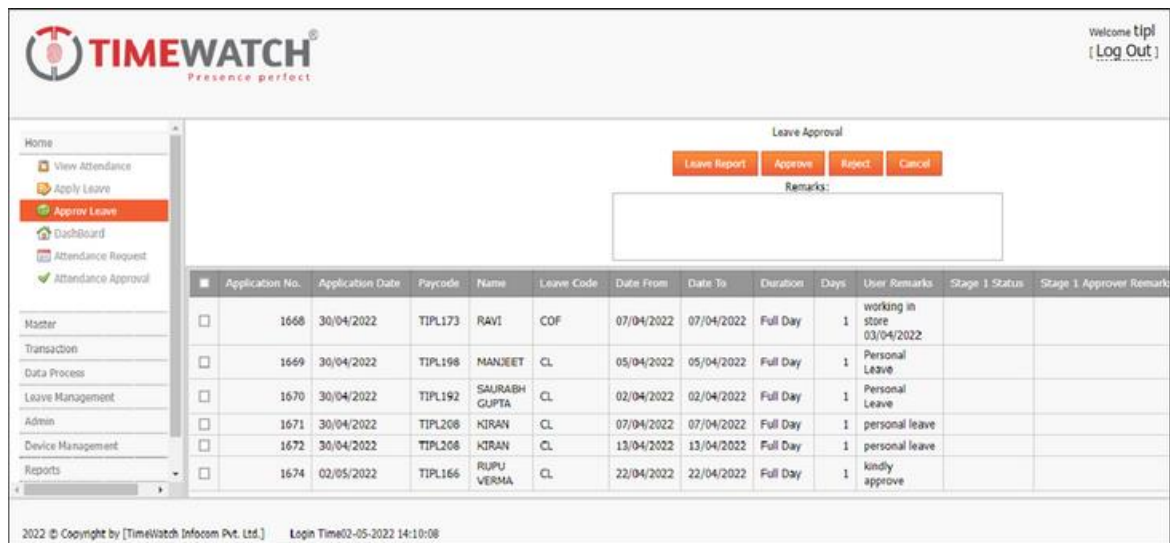
Apply Leave



2022 © Copyright by [TimeWatch Infocom Pvt. Ltd.] Login Time 02-05-2022 14:06:47

In Leave Application Employee can Apply his/her Leave to select date range & Leave type.

Approve Leave



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In View Attendance we can check Employee wise Attendance from particular date range wise.



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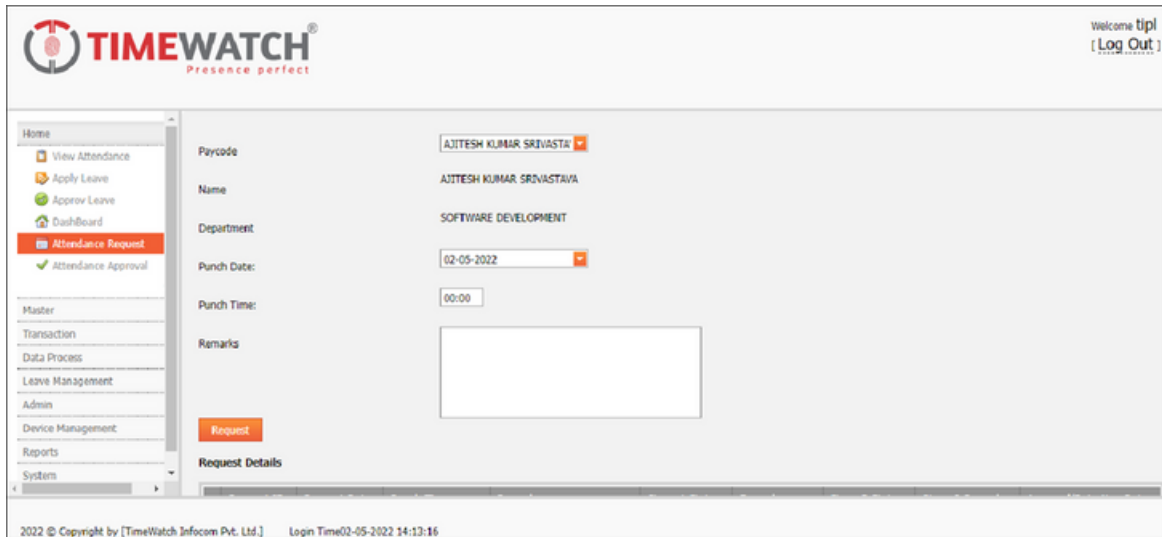


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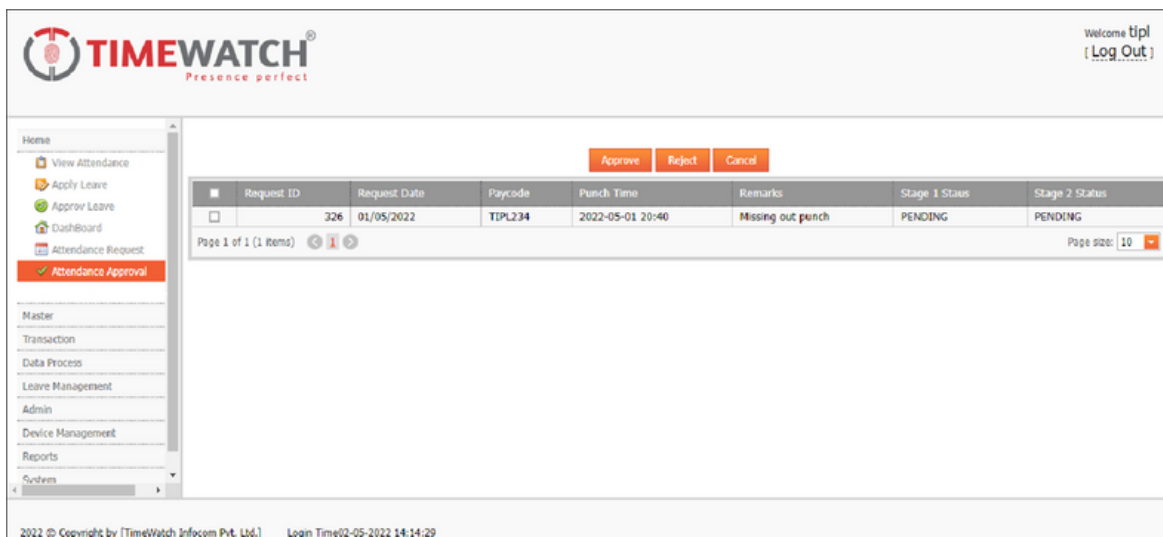
Attendance Request



The screenshot shows the 'Attendance Request' form in the TimeWatch application. The form is for user AJITESH KUMAR SRIVASTAVA, Department SOFTWARE DEVELOPMENT, on 02-05-2022. The punch time is 00:00. There is a 'Request' button and a 'Request Details' section at the bottom. The left sidebar contains navigation links like Home, View Attendance, Apply Leave, Approv Leave, Dashboard, Attendance Request (highlighted), Attendance Approval, Master, Transaction, Data Process, Leave Management, Admin, Device Management, Reports, and System. The footer shows '2022 © Copyright by [TimeWatch Infocom Pvt. Ltd.] Login Time 02-05-2022 14:13:16'.

Attendance Request:-User can apply his/her Attendance request through attendance request and the request goes to HOD or Admin for approval.

Attendance Approve



The screenshot shows the 'Attendance Approval' table in the TimeWatch application. The table has columns for Request ID, Request Date, Paycode, Punch Time, Remarks, Stage 1 Status, and Stage 2 Status. There is one record with Request ID 326, Request Date 01/05/2022, Paycode TIPL234, Punch Time 2022-05-01 20:40, Remarks Missing out punch, Stage 1 Status PENDING, and Stage 2 Status PENDING. The table has 'Approve', 'Reject', and 'Cancel' buttons above it. The left sidebar is the same as in the previous screenshot. The footer shows '2022 © Copyright by [TimeWatch Infocom Pvt. Ltd.] Login Time 02-05-2022 14:14:29'.

	Request ID	Request Date	Paycode	Punch Time	Remarks	Stage 1 Status	Stage 2 Status
<input type="checkbox"/>	326	01/05/2022	TIPL234	2022-05-01 20:40	Missing out punch	PENDING	PENDING

Attendance Approval-HOD or Admin can approve user attendance which is requested by users.



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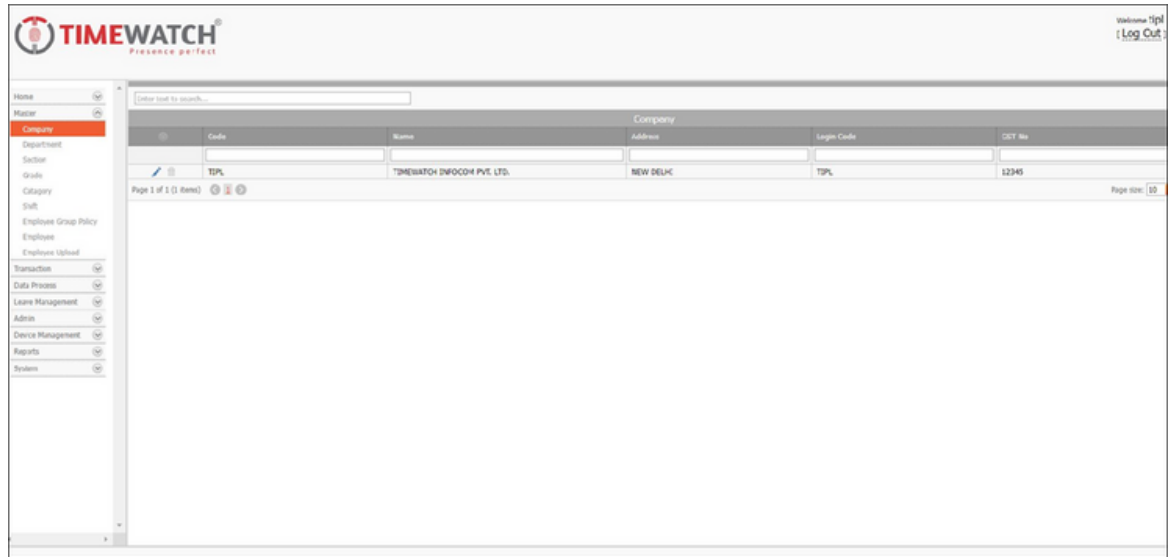


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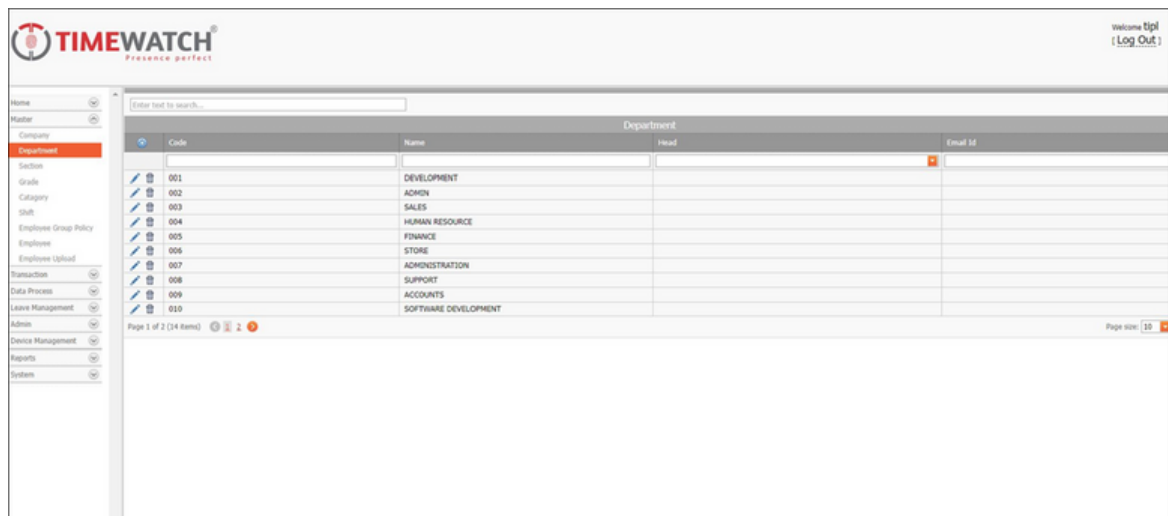
Company Master



The screenshot shows the 'Company Master' interface. On the left is a sidebar menu with options like Home, Master, Company, Department, Section, Grade, Category, Shift, Employee Group Policy, Employee, Employee Upload, Transaction, Data Process, Leave Management, Admin, Device Management, Reports, and System. The main area has a search bar and a table with columns: Code, Name, Address, Login Code, and COT No. One entry is visible: Code 'TIPL', Name 'TIMEWATCH INFOCOH PVT. LTD.', Address 'NEW DELHI', Login Code 'TIPL', and COT No '12345'. The page footer indicates 'Page 1 of 1 (1 item)' and 'Page size: 10'.

It is possible to have different companies on the same premises for the sake of administration or any other reasons, each company has a unique company code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee to a specific company

Department Master

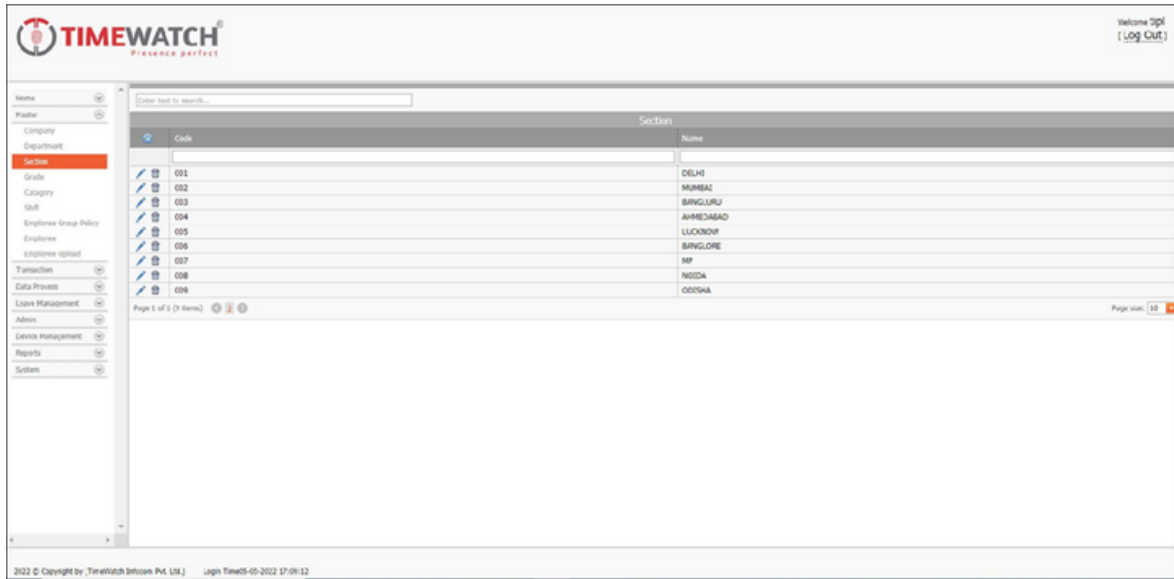


The screenshot shows the 'Department Master' interface. The sidebar menu is the same as in the Company Master view. The main area has a search bar and a table with columns: Code, Name, Head, and Email Id. There are 10 entries listed: 001 DEVELOPMENT, 002 ADMIN, 003 SALES, 004 HUMAN RESOURCE, 005 FINANCE, 006 STORE, 007 ADMINISTRATION, 008 SUPPORT, 009 ACCOUNTS, and 010 SOFTWARE DEVELOPMENT. The page footer indicates 'Page 1 of 2 (14 items)' and 'Page size: 10'.

Each location has a unique location code. This code is required to enter against each employee in the Master (Employee) and in various reports to assign the employee to a specific Location



Section Master

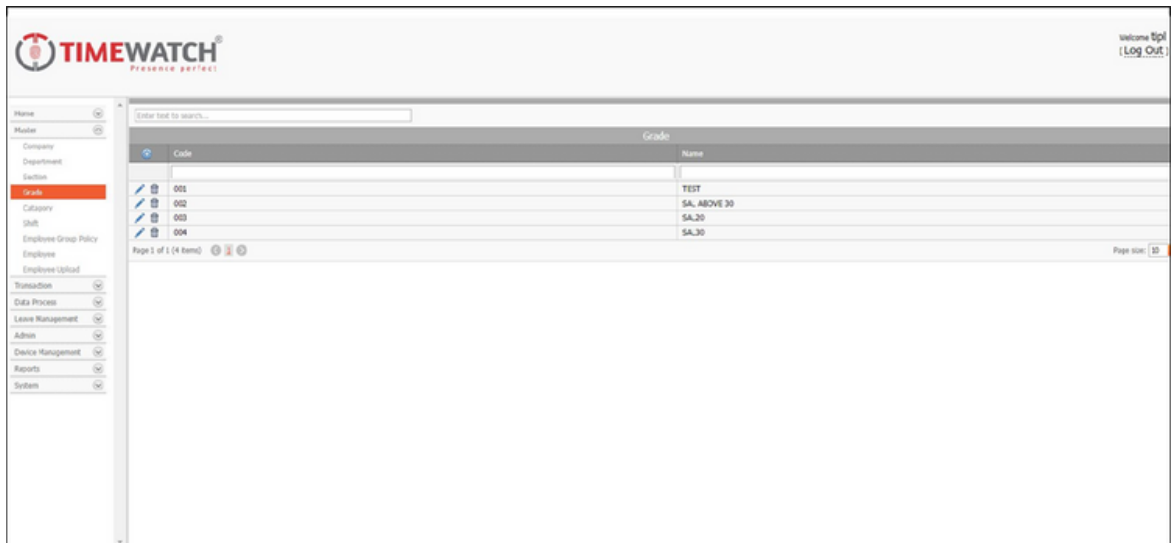


The screenshot shows the 'Section Master' interface in the TimeWatch application. The left sidebar contains a menu with options: Home, Master, Company, Department, **Section**, Grade, Category, Shift, Employee Group Policy, Employee, Employee Upload, Transaction, Data Process, Leave Management, Admin, Device Management, Reports, and System. The main area displays a table with columns 'Code' and 'Name'. The table contains 9 rows of data. At the bottom, it shows 'Page 1 of 1 (9 items)' and 'Page size: 10'. The footer includes copyright information and a login timestamp.

Code	Name
001	DELHI
002	MUMBAI
003	BANGALURU
004	AMRITSAHAR
005	LUCKNOW
006	BANGALORE
007	SRM
008	NOIDA
009	CHENNAI

Section Master:-We can create a section master as per company section-wise.

Grade Master



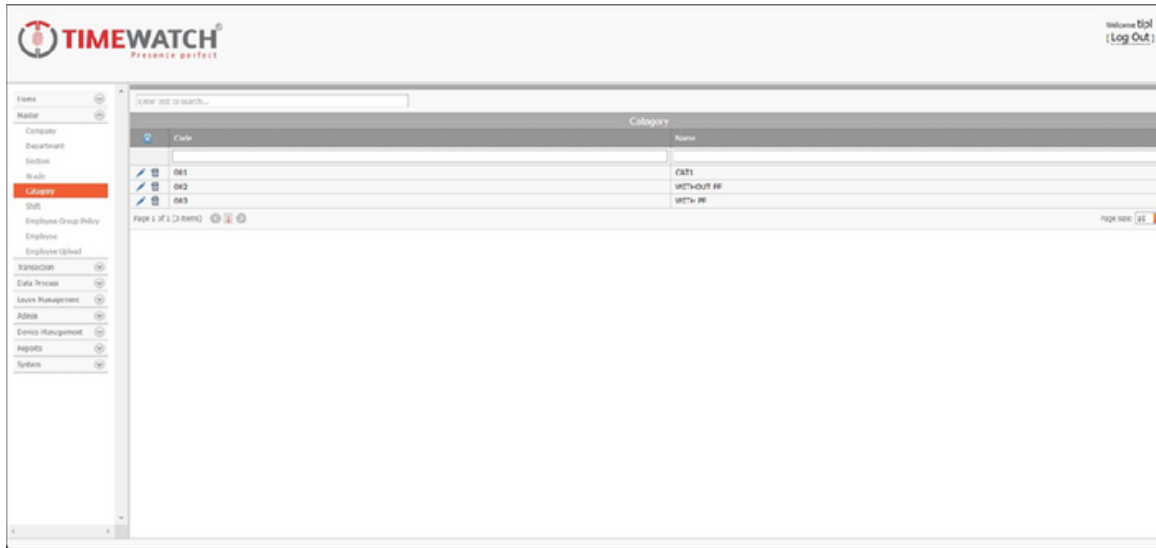
The screenshot shows the 'Grade Master' interface in the TimeWatch application. The left sidebar contains a menu with options: Home, Master, Company, Department, Section, **Grade**, Category, Shift, Employee Group Policy, Employee, Employee Upload, Transaction, Data Process, Leave Management, Admin, Device Management, Reports, and System. The main area displays a table with columns 'Code' and 'Name'. The table contains 4 rows of data. At the bottom, it shows 'Page 1 of 1 (4 items)' and 'Page size: 10'. The footer includes copyright information and a login timestamp.

Code	Name
001	TEST
002	SAL ABOVE 30
003	SAL 20
004	SAL 30

Grade Master:-We can create a Grade master as per company wise.

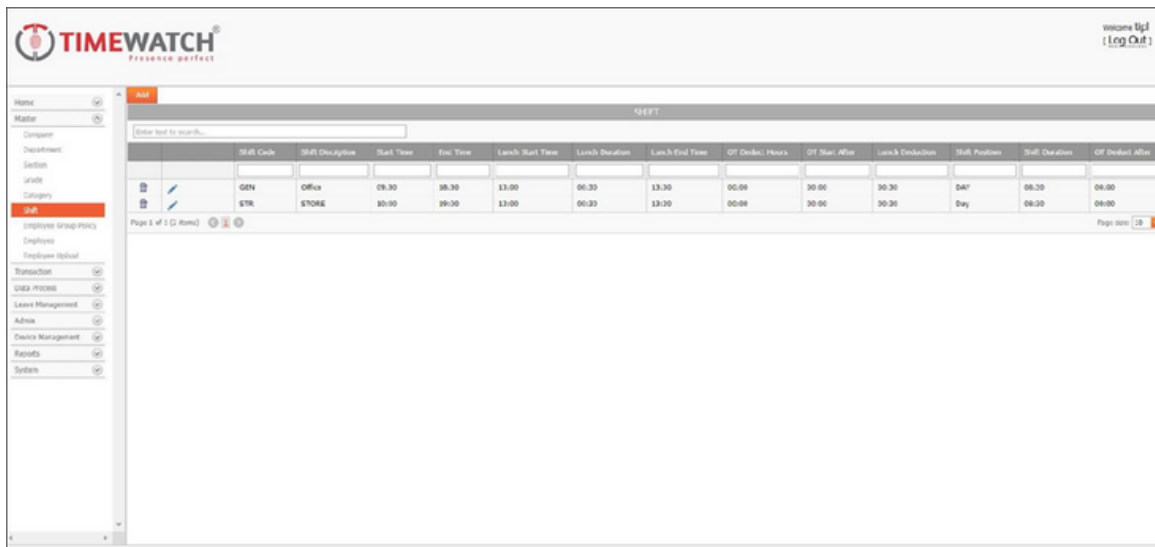


Category Master



Category master:-We can create Category Master as per company wise.

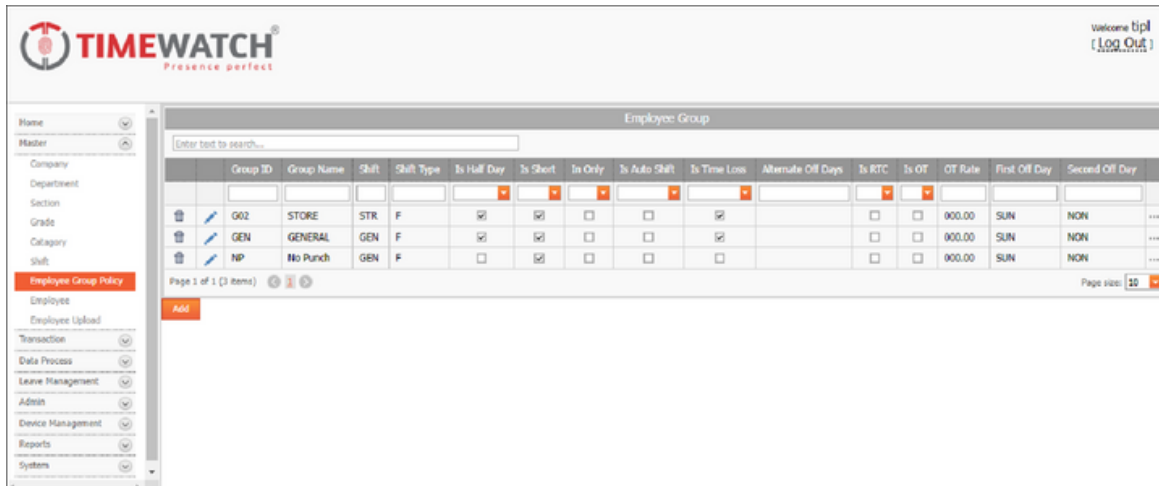
Shift Master



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

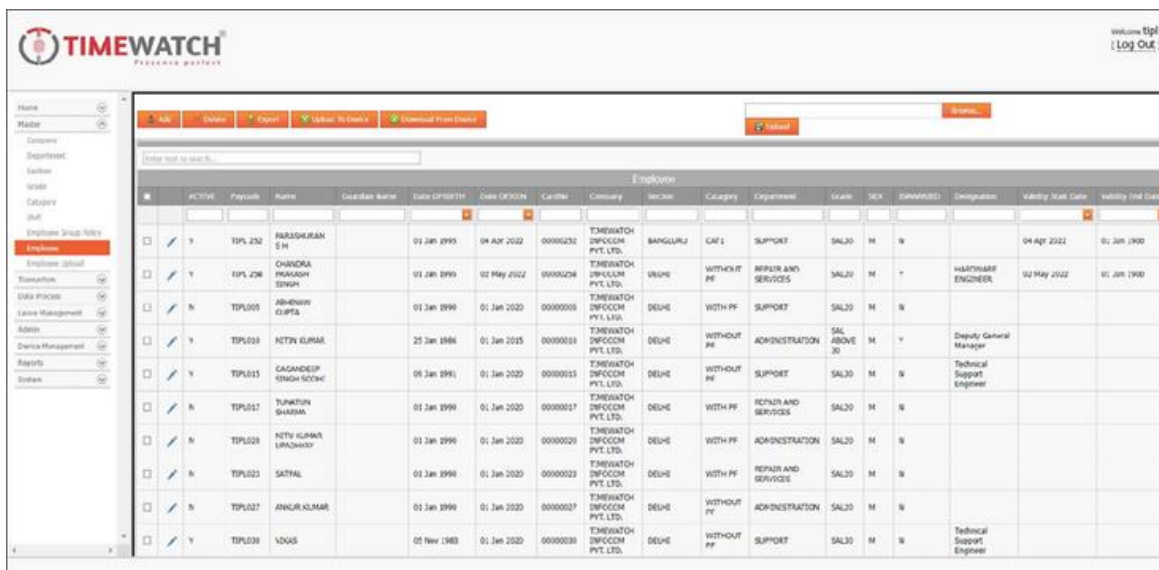


Employee Group Policy



Employee Group Policy:-Here we can add the Groups to the employees with all the necessary settings

Employee



Employee:-Here we can Add an Employee list.



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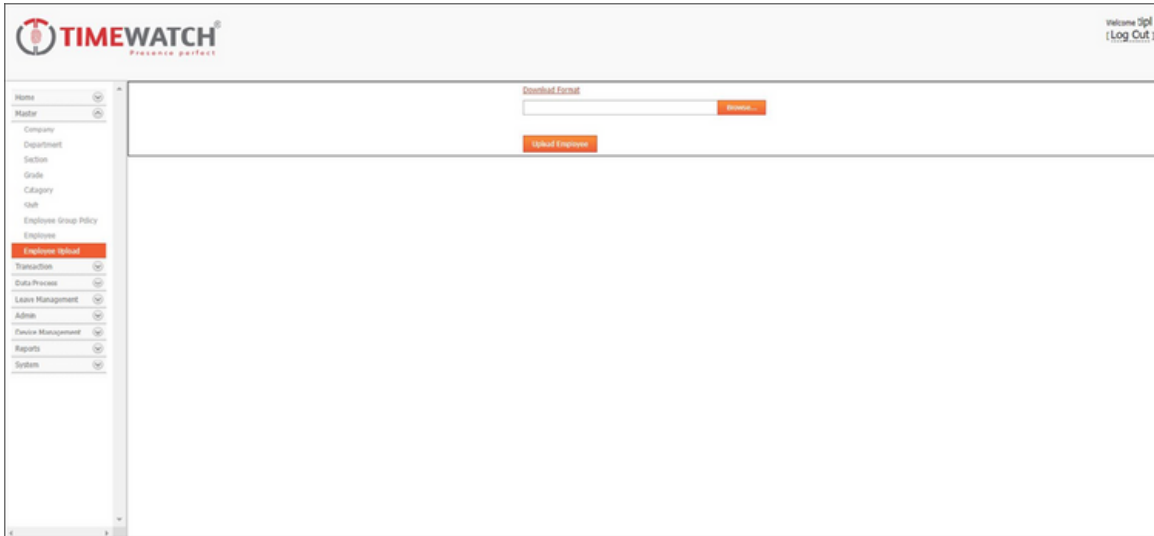


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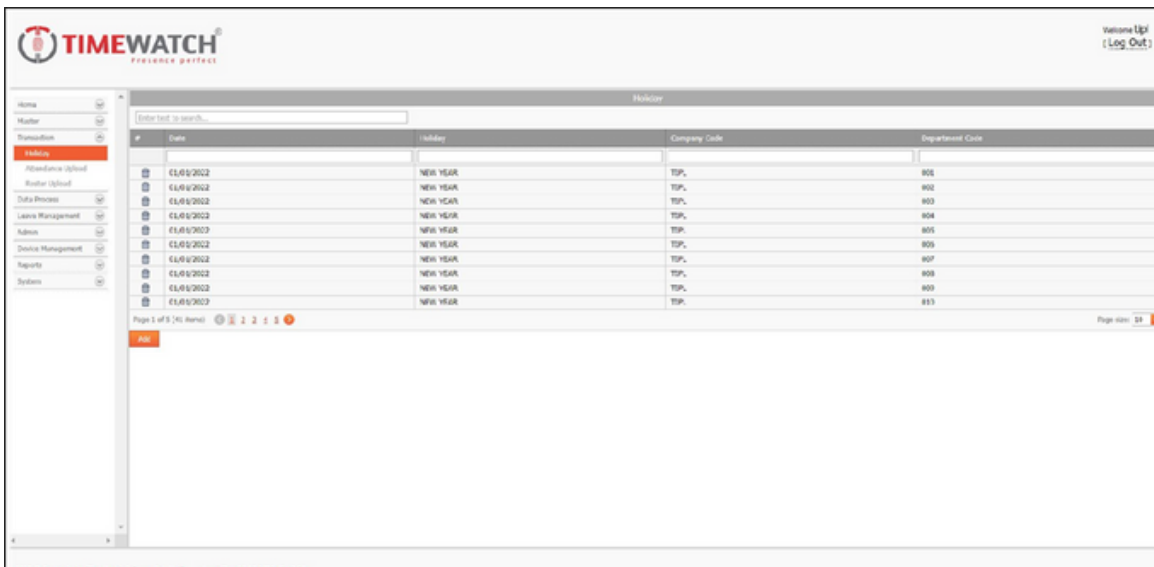
Employee Upload



The screenshot shows the 'Employee Upload' page in the TIMEWATCH system. On the left is a sidebar menu with options like Home, Master, Company, Department, Section, Grade, Category, Role, Employee Group Policy, Employee, **Employee Upload**, Transaction, Data Process, Leave Management, Admin, Device Management, Reports, and System. The main area has a 'Download Format' button and an 'Upload Employee' button. At the top right, it says 'Welcome Upl! (Log Out)'.

Employee Upload:-Here we can upload a bulk number of employees through excel.

Transaction Holiday



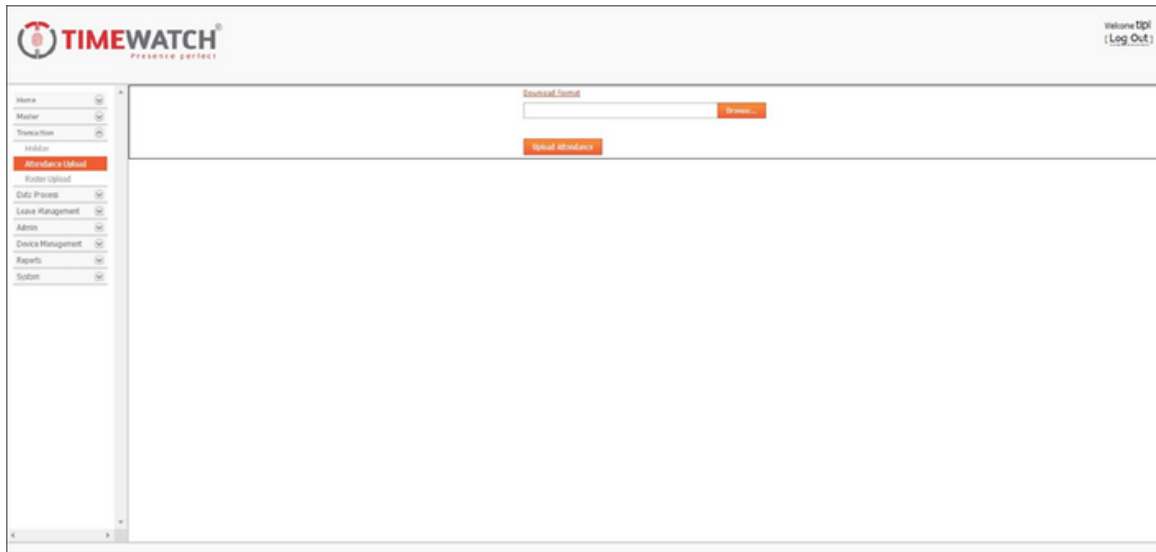
The screenshot shows the 'Transaction Holiday' page. It features a table with columns: #, Date, Holiday, Company Code, and Department Code. The table lists several 'NEW YEAR' holidays for the year 2022 across different company codes (T01 to T10) and department codes (801 to 810). The sidebar menu is similar to the previous screenshot, with 'Transaction' and 'Holiday' highlighted. At the bottom, it shows 'Page 1 of 1 (1 Items)' and 'Page size: 25'.

#	Date	Holiday	Company Code	Department Code
1	01/01/2022	NEW YEAR	T01	801
2	01/01/2022	NEW YEAR	T02	802
3	01/01/2022	NEW YEAR	T03	803
4	01/01/2022	NEW YEAR	T04	804
5	01/01/2022	NEW YEAR	T05	805
6	01/01/2022	NEW YEAR	T06	806
7	01/01/2022	NEW YEAR	T07	807
8	01/01/2022	NEW YEAR	T08	808
9	01/01/2022	NEW YEAR	T09	809
10	01/01/2022	NEW YEAR	T10	810

Holiday:-Here we can create a Holiday list as per company wise.



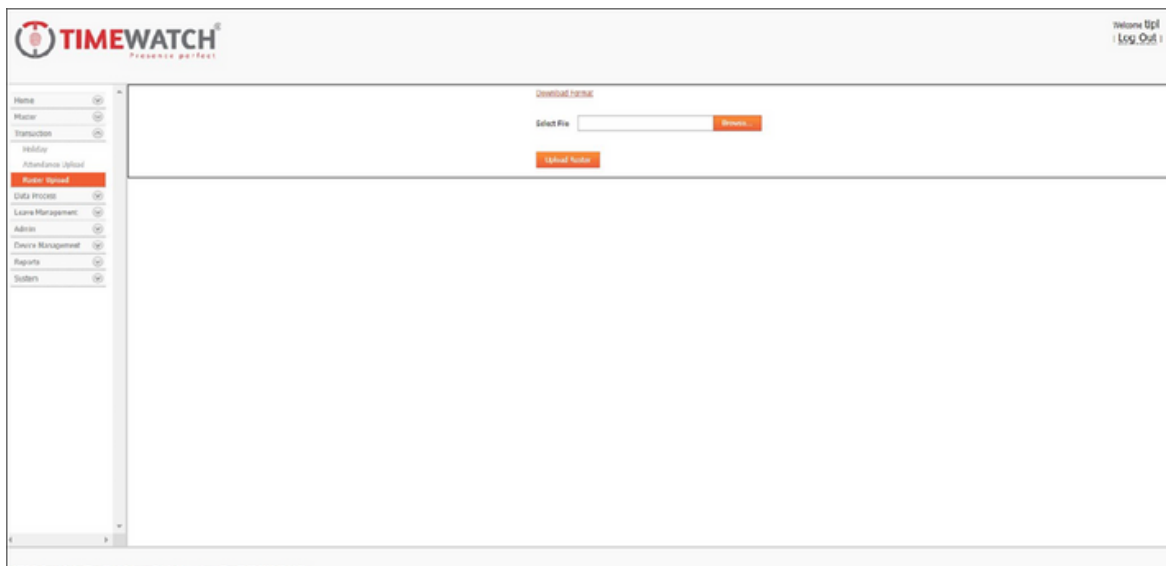
Attendance Upload



The screenshot shows the TimeWatch web application interface. On the left is a sidebar menu with options: Home, Master, Transaction, Holiday, Attendance Upload (highlighted), Roster Upload, Data Process, Leave Management, Admins, Device Management, Reports, and System. The main content area has a header with the TimeWatch logo and a 'Welcome Tipl | Log Out |' link. Below the header, there is a 'Download Format' button and a 'Browse...' button. The main area is mostly blank, with a 'Upload Attendance' button visible at the bottom.

Attendance upload:-Here we can upload the attendance of the employee through an excel file.

Roster Upload

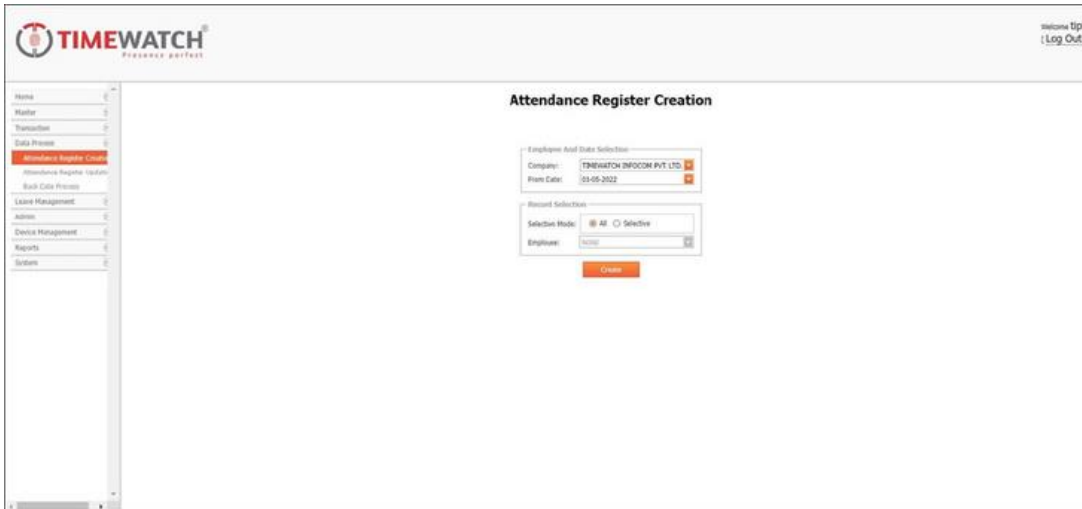


The screenshot shows the TimeWatch web application interface for Roster Upload. The sidebar menu is the same as in the previous screenshot, with 'Roster Upload' highlighted. The main content area has a header with the TimeWatch logo and a 'Welcome Tipl | Log Out |' link. Below the header, there is a 'Download Format' button and a 'Select File' button with a 'Browse...' button. The main area is mostly blank, with a 'Upload Roster' button visible at the bottom.

Roster upload:-Here we can upload the Roster of the employee through an excel file.



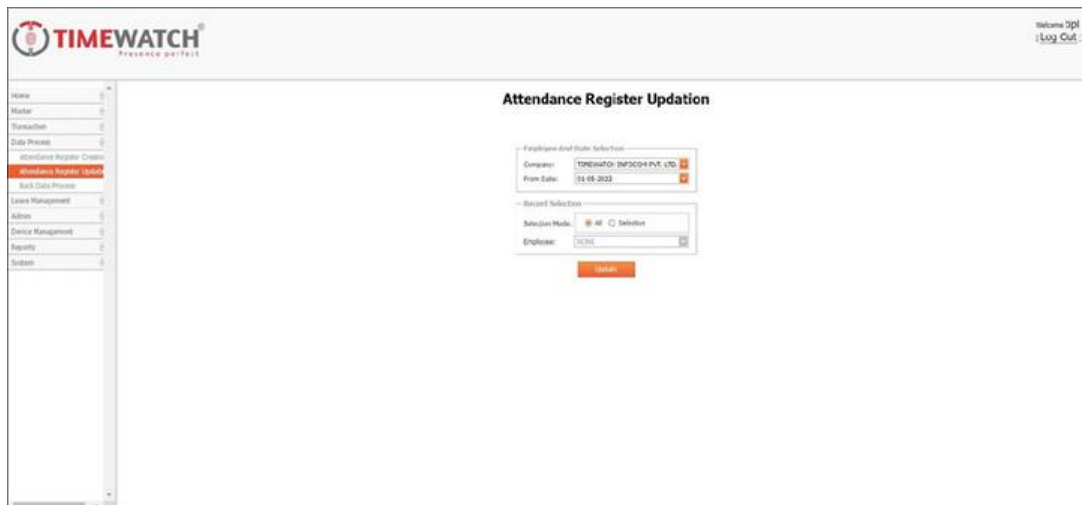
Attendance Register Creation



The screenshot shows the 'Attendance Register Creation' page in the TIMEWATCH system. On the left is a sidebar menu with options like Home, Master, Transaction, Data Process, Attendance Register Creation (highlighted), Attendance Register Update, Bulk Data Process, Leave Management, Admin, Device Management, Reports, and System. The main content area is titled 'Attendance Register Creation' and contains a form for 'Employee and Date Selection'. The form includes a 'Company' dropdown set to 'TIMEWATCH INFOCOM PVT. LTD.', a 'From Date' dropdown set to '01-01-2022', and a 'Record Selection' section with 'Selection Mode' set to 'All' and 'Employee' set to '10101'. A 'Create' button is at the bottom of the form. The top right corner shows 'Welcome Dpt' and a 'Log Out' link.

Attendance Register Creation:- The Attendance Roster is to be prepared for each year. It creates a yearly record. Selecting option All will create an Attendance Register for each & every employee of the organization.

Attendance Register Updation



The screenshot shows the 'Attendance Register Updation' page in the TIMEWATCH system. The layout is identical to the previous screenshot, but the main content area is titled 'Attendance Register Updation'. The form contains the same 'Employee and Date Selection' fields: 'Company' (TIMEWATCH INFOCOM PVT. LTD.), 'From Date' (01-01-2022), 'Selection Mode' (All), and 'Employee' (10101). A 'Update' button is at the bottom of the form. The sidebar and top navigation remain the same.

Attendance Register Updation:- If the shift policies of a particular employee change which will be effective 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.



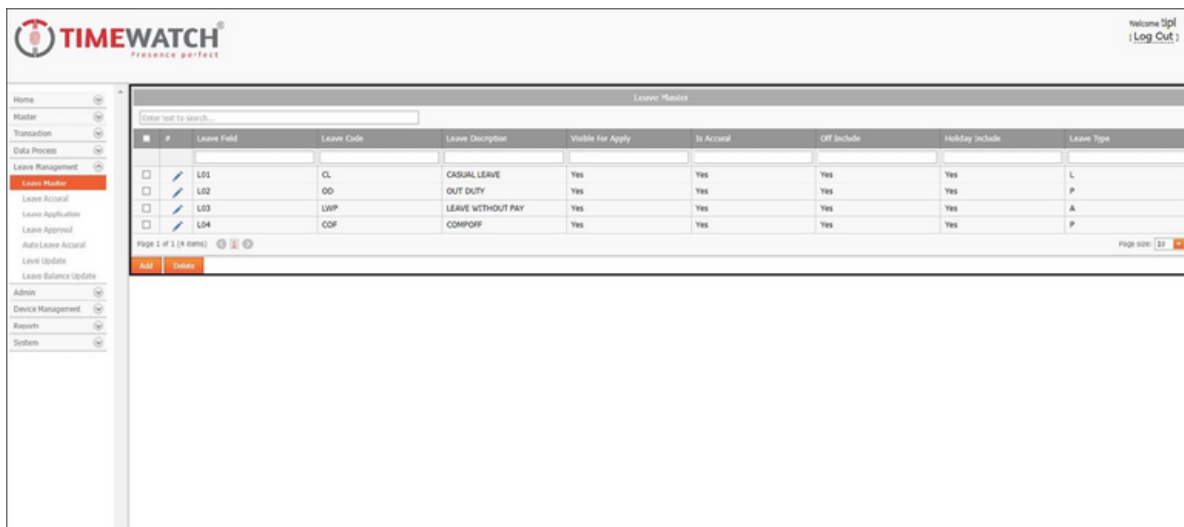
Back Date Process



The screenshot shows the 'Back Date Process' form in the TIMEWATCH application. The form is titled 'Back Date Process' and includes a sidebar menu on the left with options like Home, Master, Transaction, Data Process, Leave Management, Leave Master, Leave Accrual, Leave Application, Leave Approval, Auto Leave Accrual, Leave Update, Leave Balance Update, Admin, Device Management, Reports, and System. The main form area contains fields for 'Employee And Date Selection', 'Computer', 'From Date', 'To Date', 'Device Model', 'Reconnect', 'Refresh Database', 'Selection Mode', and 'Employee'. There is a 'Process' button at the bottom.

Back Date Process:-Here we will do the Back date process after changes in employee data for the report.

Leave Master



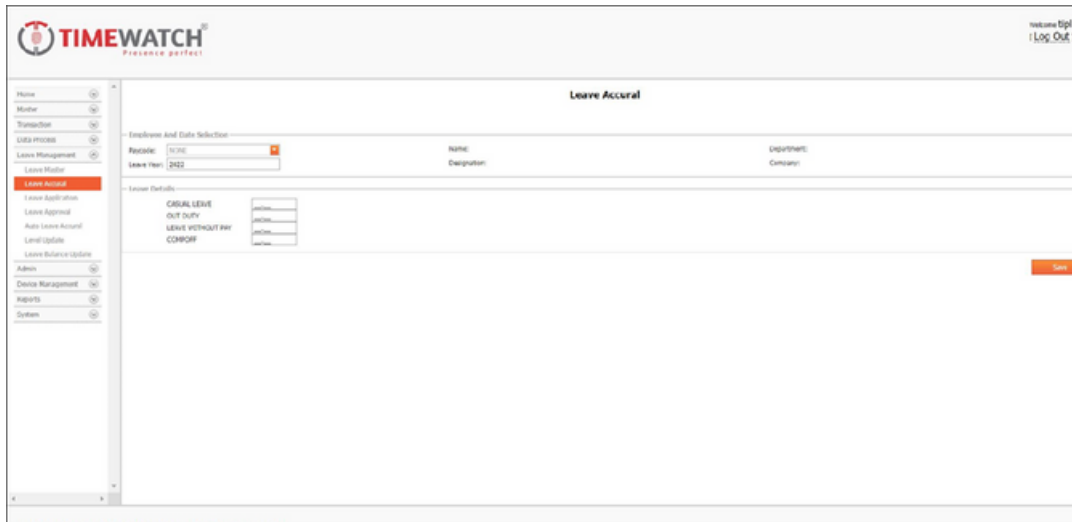
The screenshot shows the 'Leave Master' table in the TIMEWATCH application. The table has columns for Leave Field, Leave Code, Leave Description, Visible for Apply, Is Accrual, Off Include, Holiday Include, and Leave Type. The table contains four rows of data.

#	Leave Field	Leave Code	Leave Description	Visible for Apply	Is Accrual	Off Include	Holiday Include	Leave Type
<input type="checkbox"/>	L01	CL	CASUAL LEAVE	Yes	Yes	Yes	Yes	L
<input type="checkbox"/>	L02	OD	OUT DUTY	Yes	Yes	Yes	Yes	P
<input type="checkbox"/>	L03	LWP	LEAVE WITHOUT PAY	Yes	Yes	Yes	Yes	A
<input type="checkbox"/>	L04	COF	COMPOFF	Yes	Yes	Yes	Yes	P

Page 1 of 1 (4 items) | Add | Delete

All the possible leaves an employee can take are entered through this option. Maximum of twenty types of leave can be entered to the system. For adding or modifying a record the following form occurs.

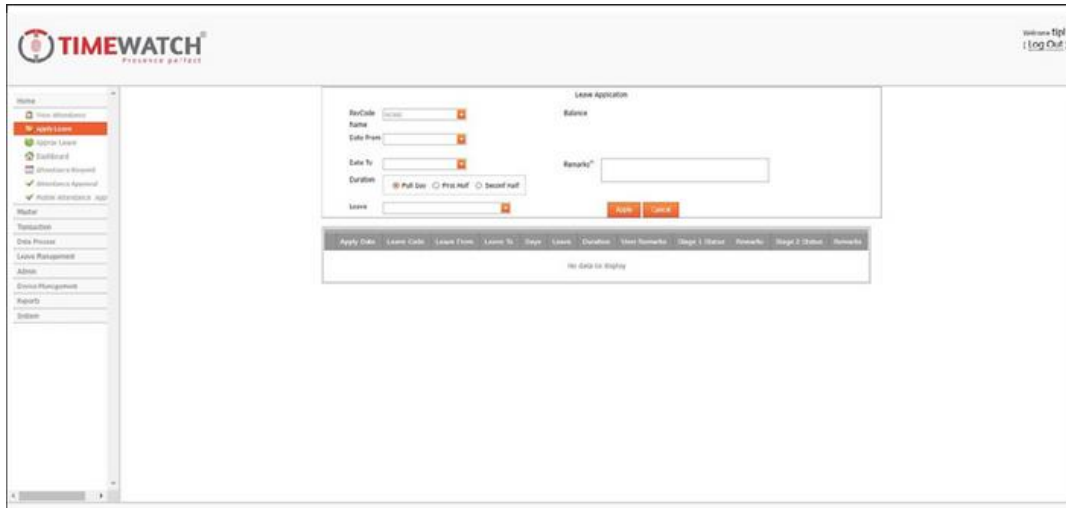
Leave Accrual



The screenshot shows the 'Leave Accrual' form in the TIMEWATCH system. The left sidebar contains a navigation menu with options like Home, Master, Transaction, and Leave Management. The main form area is titled 'Leave Accrual' and includes fields for 'Employee And Date Selection' (Paycode, Leave Year), 'Name', 'Designation', 'Department', and 'Company'. Below these are 'Leave Details' with checkboxes for 'CASUAL LEAVE', 'OUT DUTY', 'LEAVE WITHOUT PAY', and 'COMP OFF'. A 'Save' button is located at the bottom right of the form.

Here we can specify how much leave an employee can avail in the current year. Leave credited to each employee's account will be entered through this option. You will be asked to enter the employee's code range (Paycode from and Paycode to) according to your requirement you have to enter.

Leave Application

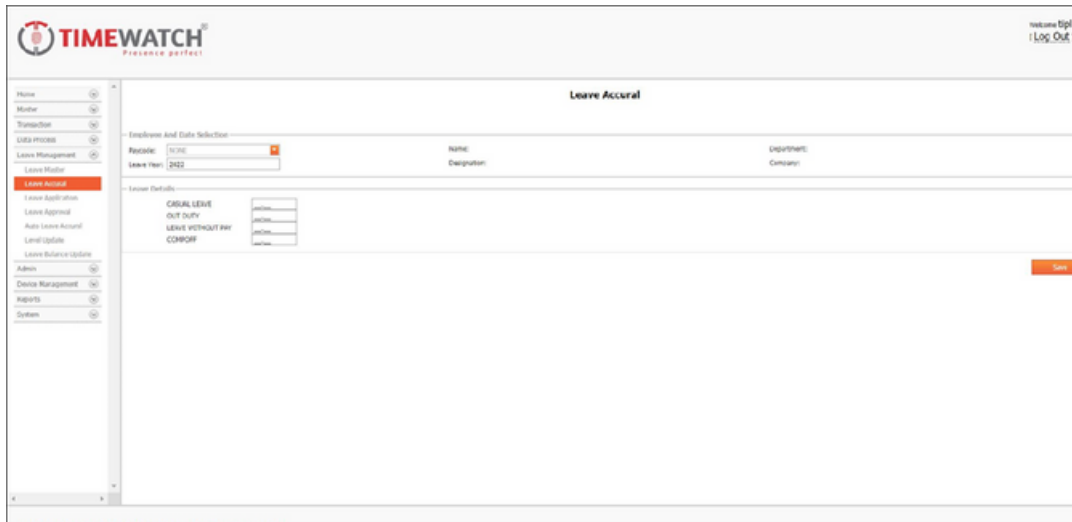


The screenshot shows the 'Leave Application' form in the TIMEWATCH system. The left sidebar contains a navigation menu with options like Home, Master, Transaction, and Leave Management. The main form area is titled 'Leave Application' and includes fields for 'PayCode', 'Name', 'Date From', 'Date To', 'Duration', and 'Remarks'. There are radio buttons for 'Full day', 'Part half', and 'Second half'. Below these are 'Apply' and 'Cancel' buttons. At the bottom, there is a table with columns for 'Apply Date', 'Leave Code', 'Leave From', 'Leave To', 'Stage', 'Leave', 'Duration', 'Leave Remarks', 'Stage 1 Status', 'Remarks', 'Stage 2 Status', and 'Remarks'. The table currently shows 'No data to display'.

Leave Application:- You can use this to enter any type of leaves or tour for a single or group of employees for a single or multiple days. Before using this Transaction, you should make sure that all possible leave types are defined in the left master. Once you give the pay code (single or range) and date you can select the leave, you want to enter. For ease of work, the system will select the first leave in the left master as the default leave. If you want to change the leave type, simply click on it. And you will get a list, which will show even the balance also.



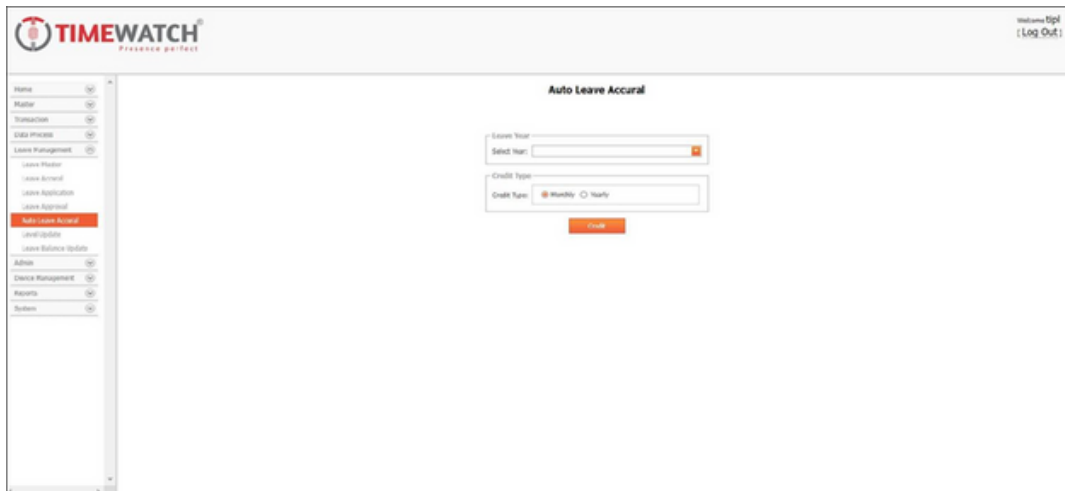
Leave Approval



The screenshot shows the 'Leave Approval' page in the TIMEWATCH system. The left sidebar contains a menu with options like Home, Master, Transaction, and Leave Management. The main area is titled 'Leave Approval' and includes a section for 'Employee And Date Selection' with fields for 'Employee' (1076) and 'Leave Year' (2022). Below this, there are checkboxes for 'CASUAL LEAVE', 'OUT DUTY', 'LEAVE WITHOUT PAY', and 'COMPOFF'. A 'Save' button is located at the bottom right of the main area.

Leave Approval:-Here HOD or user will approve the Leave of users.

Auto Leave Accrual



The screenshot shows the 'Auto Leave Accrual' page in the TIMEWATCH system. The left sidebar is the same as the previous page. The main area is titled 'Auto Leave Accrual' and contains a 'Select Year' dropdown menu and a 'Credit Type' section with radio buttons for 'Monthly' and 'Yearly'. A 'Credit' button is located at the bottom of the form.

Auto Leave Accrual:-Here we will assign Auto Leave accrual of employees monthly or yearly.



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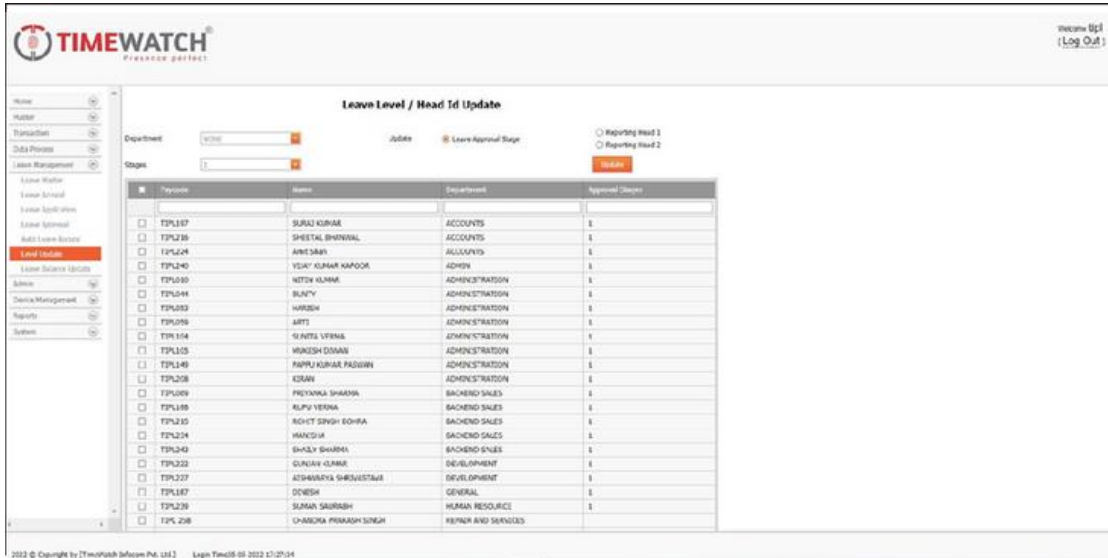


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Leave Update



Leave Level / Head Id Update

Department: Audit ☒ Leave Approval Stage ☐ Reporting Head 1 ☐ Reporting Head 2

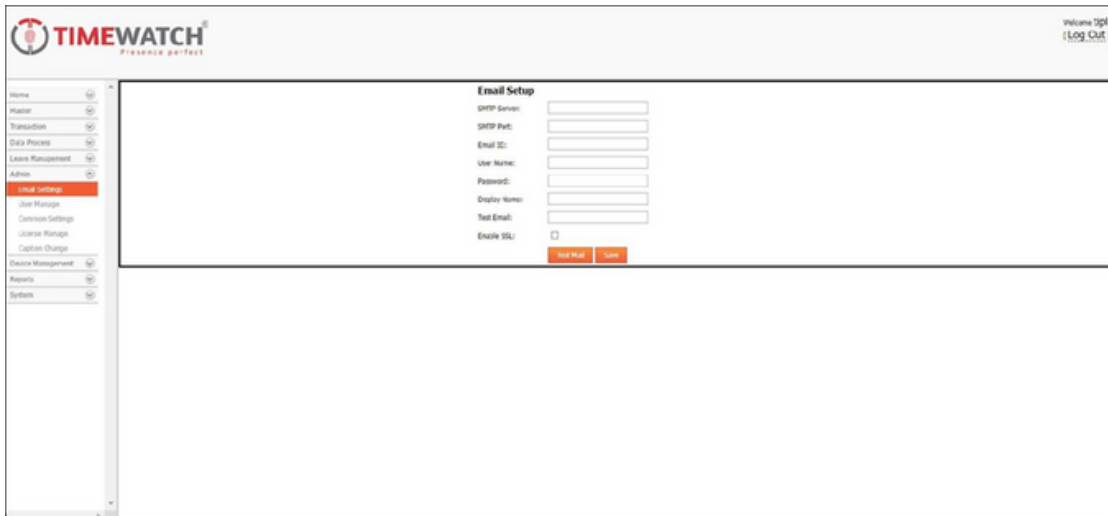
Stage:

Type/Id	Name	Department	Approved/Stage
<input type="checkbox"/> TPL117	SURAJ KUMAR	ACCOUNTS	1
<input type="checkbox"/> TPL218	SHEETAL BHANDAL	ACCOUNTS	1
<input type="checkbox"/> TPL204	ANISHAN	ACCOUNTS	1
<input type="checkbox"/> TPL240	VEDAT KUNAR KAPOOR	ADMIN	1
<input type="checkbox"/> TPL110	NETON KUMAR	ADMINISTRATION	1
<input type="checkbox"/> TPL141	BUNTY	ADMINISTRATION	1
<input type="checkbox"/> TPL252	HARSH	ADMINISTRATION	1
<input type="checkbox"/> TPL255	ARTI	ADMINISTRATION	1
<input type="checkbox"/> TPL114	SANTIS VERMA	ADMINISTRATION	1
<input type="checkbox"/> TPL115	WIKASH DODIA	ADMINISTRATION	1
<input type="checkbox"/> TPL145	PAPPU KUNAR PADGIN	ADMINISTRATION	1
<input type="checkbox"/> TPL208	KIRAN	ADMINISTRATION	1
<input type="checkbox"/> TPL209	PREYANKA SHARMA	BACHEND SALES	1
<input type="checkbox"/> TPL118	ALPU VERMA	BACHEND SALES	1
<input type="checkbox"/> TPL210	ROHIT SINGH DOHRA	BACHEND SALES	1
<input type="checkbox"/> TPL214	MANJIVA	BACHEND SALES	1
<input type="checkbox"/> TPL242	SHILPY SHARMA	BACHEND SALES	1
<input type="checkbox"/> TPL222	SUNJAY KUMAR	DEVELOPMENT	1
<input type="checkbox"/> TPL227	ADARSHITA SHARMA	DEVELOPMENT	1
<input type="checkbox"/> TPL117	DINESH	GENERAL	1
<input type="checkbox"/> TPL229	SUNAN SAKRASH	HUMAN RESOURCE	1
<input type="checkbox"/> TPL 218	CHANDRA PRAMASH SINGH	HRMAN AND SERVICES	

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Leave Update:-Here we will update the Leave or Head ID of employees.

Email Settings



Email Setup

SMTP Server:

SMTP Port:

Email ID:

User Name:

Password:

Display Name:

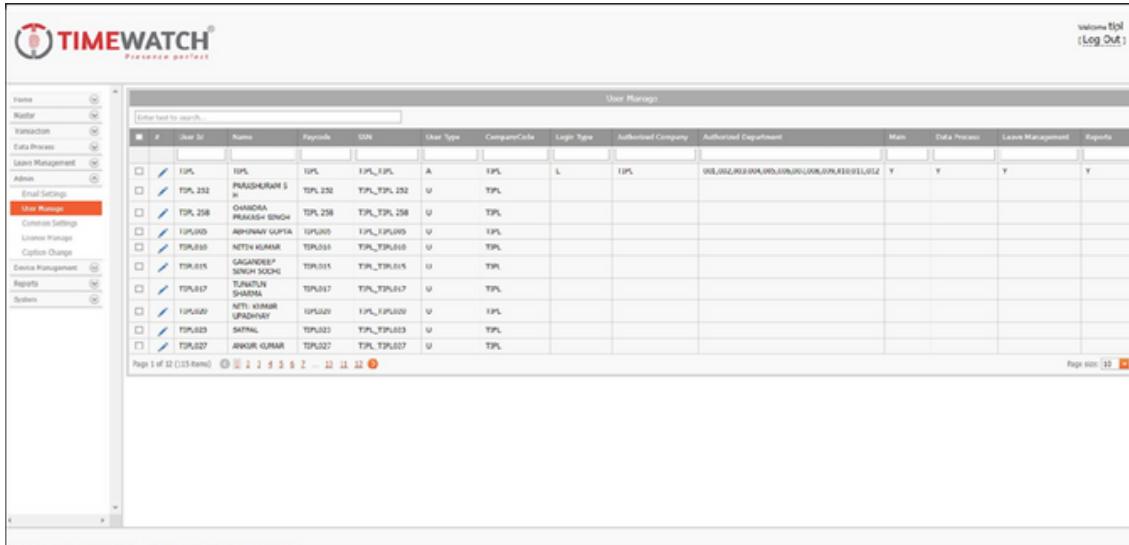
Test Email:

Enable SSL: ☐

Email Settings:- Can send types of Daily reports over the mail in a predefined time, we need to provide all email settings, this will be the FROM email id details.



User Manage



TIMEWATCH® Presence perfect

Welcome Tipl (Log Out)

User Manage

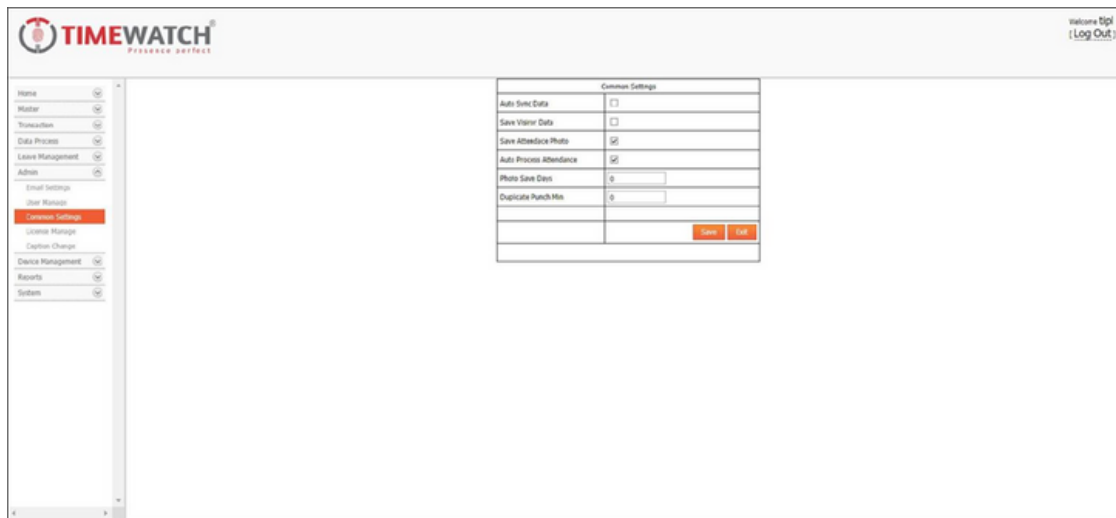
Enter text to search

#	User Id	Name	Payroll	SSN	User Type	Company Code	Login Type	Authorized Company	Authorized Department	Main	Data Process	Leave Management	Reports
<input type="checkbox"/>	TPL	TPL	TPL	TPL_TPL	A	TPL	L	TPL	001,002,003,004,005,006,007,008,009,010,011,012	Y	Y	Y	Y
<input type="checkbox"/>	TPL_232	PRASHANTH S H	TPL_232	TPL_TPL_232	U	TPL							
<input type="checkbox"/>	TPL_258	CHANDRA PRAKASH SINGH	TPL_258	TPL_TPL_258	U	TPL							
<input type="checkbox"/>	TPL000	ARUNAV GUPTA	TPL000	TPL_TPL000	U	TPL							
<input type="checkbox"/>	TPL000	NETU KUMAR	TPL000	TPL_TPL000	U	TPL							
<input type="checkbox"/>	TPL015	SAGARDEEP SINGH SOOHE	TPL015	TPL_TPL015	U	TPL							
<input type="checkbox"/>	TPL017	TUNATUN SHADDA	TPL017	TPL_TPL017	U	TPL							
<input type="checkbox"/>	TPL020	NETU KUMAR UPADHAY	TPL020	TPL_TPL020	U	TPL							
<input type="checkbox"/>	TPL023	SHRUTI	TPL023	TPL_TPL023	U	TPL							
<input type="checkbox"/>	TPL027	ANUR KUMAR	TPL027	TPL_TPL027	U	TPL							

Page 1 of 12 (33 items) Page size: 10

User Manage:- 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

Common Settings



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Welcome Tipl (Log Out)

Common Settings

Auto Sync Data	<input type="checkbox"/>
Save Visitor Data	<input type="checkbox"/>
Save Attendance Photo	<input checked="" type="checkbox"/>
Auto Process Attendance	<input checked="" type="checkbox"/>
Photo Save Days	0
Duplicate Punch Min	0
<input type="button" value="Save"/> <input type="button" value="Exit"/>	

Common Settings:- Here we can check common settings for Time office policy Like Auto process, Duplicate punch Min, etc



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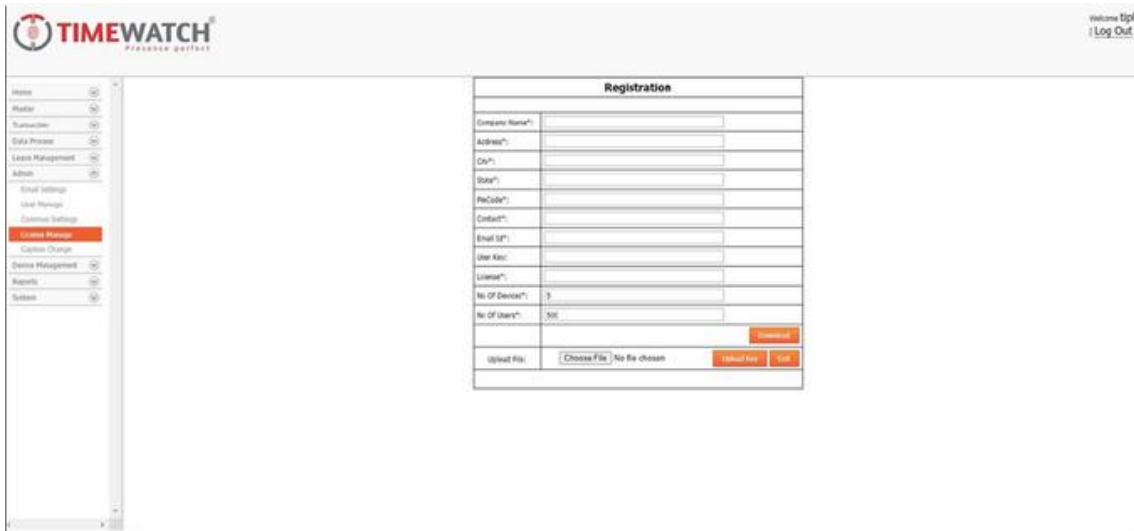


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License Manage



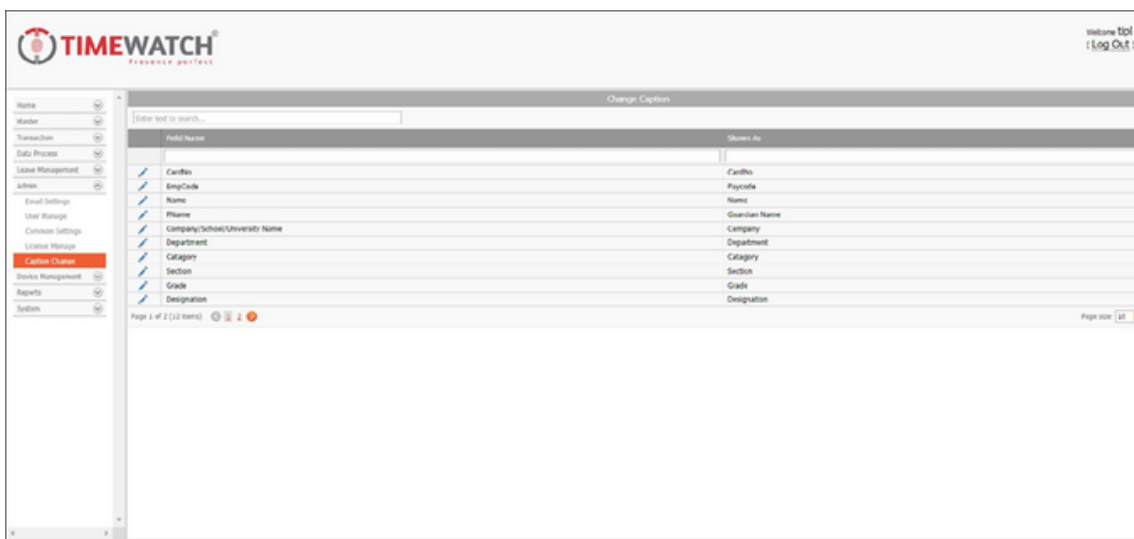
The screenshot shows the 'Registration' form in the TIMEWATCH application. The form is titled 'Registration' and contains the following fields:

- Company Name*
- Address*
- City*
- State*
- Pin Code*
- Contact*
- Email ID*
- User Name*
- License*
- No. Of Devices*
- No. Of Users*

At the bottom of the form, there is a 'Upload File' section with a 'Choose File' button and a 'No file chosen' message. To the right of the form, there are 'Cancel' and 'Save' buttons. The left sidebar shows the 'License Manage' menu item highlighted.

License Manage:-Here we can fill in the details while installing software after that we can check the License details of the software, Like company details, Device & user details of the software.

Caption Change



The screenshot shows the 'Caption Change' table in the TIMEWATCH application. The table has two columns: 'Field Name' and 'Show As'. The table contains the following data:

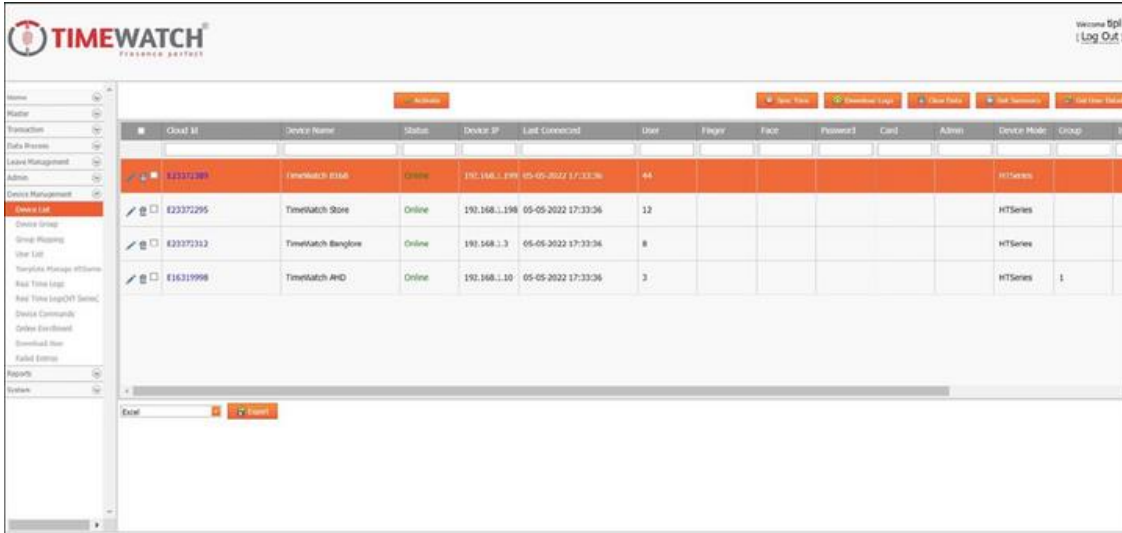
Field Name	Show As
CardNo	CardNo
EmpCode	Paycode
Name	Name
Phone	Guardian Name
Company/School/University Name	Company
Department	Department
Category	Category
Section	Section
Grade	Grade
Designation	Designation

The table is titled 'Caption Change' and has a search bar at the top. The left sidebar shows the 'Caption Change' menu item highlighted. The bottom of the table shows 'Page 1 of 2 (12 items)' and 'Page size: 20'.

Caption change:-Here we can change the caption of the software Like Cardno to pay code etc.



Device List

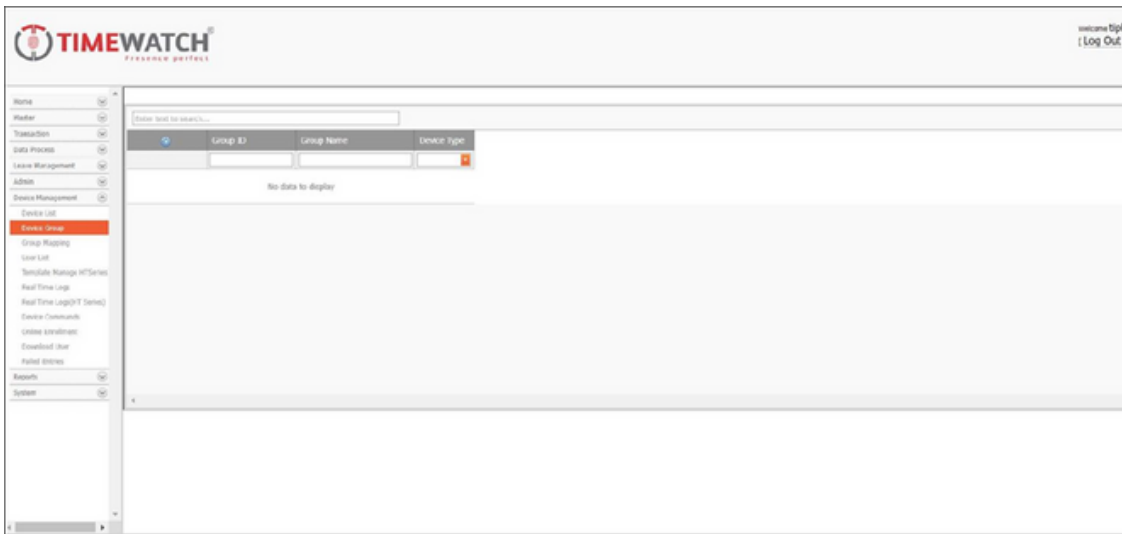


The screenshot shows the 'Device List' page in the TimeWatch software. The left sidebar contains a navigation menu with options like Home, Master, Transaction, Data Process, Leave Management, Admin, Device Management, Device List (selected), Group Mapping, User List, Template Manage HTSeries, Real Time Logs, Real Time Log/OT Series, Device Commands, Online Download, Download User, and Padded Entries. The main area displays a table of devices with columns: Cloud ID, Device Name, Status, Device IP, Last Connected, User, Fingerprint, Face, Password, Card, Admin, Device Mode, and Group. Three devices are listed, all with a status of 'Online'.

Cloud ID	Device Name	Status	Device IP	Last Connected	User	Finger	Face	Password	Card	Admin	Device Mode	Group
E23372891	TimeWatch Bhub	Online	192.168.1.191	05-05-2022 17:33:36	44						HTSeries	
E23372295	TimeWatch Stone	Online	192.168.1.198	05-05-2022 17:33:36	12						HTSeries	
E23372313	TimeWatch Bangalore	Online	192.168.1.3	05-05-2022 17:33:36	8						HTSeries	
E16319998	TimeWatch And	Online	192.168.1.10	05-05-2022 17:33:36	3						HTSeries	1

Device List:-Here we check all device list which is connected in software with device s.no.,Device name, Device status, Device IP, etc.

Device Group



The screenshot shows the 'Device Group' page in the TimeWatch software. The left sidebar is the same as in the Device List page. The main area has a search bar at the top. Below it, there are three input fields: 'Group ID', 'Group Name', and 'Device Type'. A 'Search' button is located to the right of these fields. Below the search fields, the text 'No data to display' is shown.

Device Group:-Here we can create a device group for mapping the device group.



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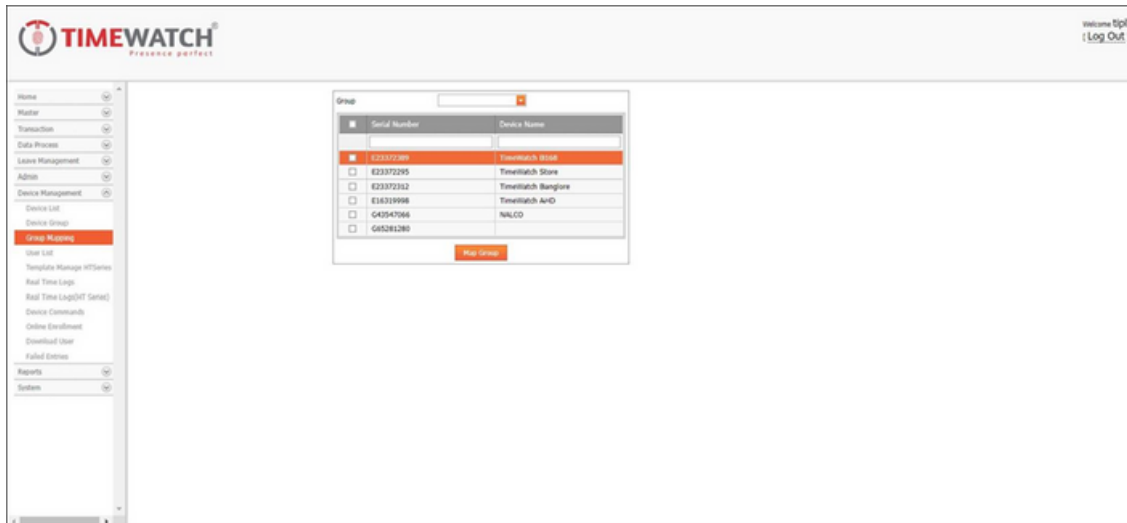


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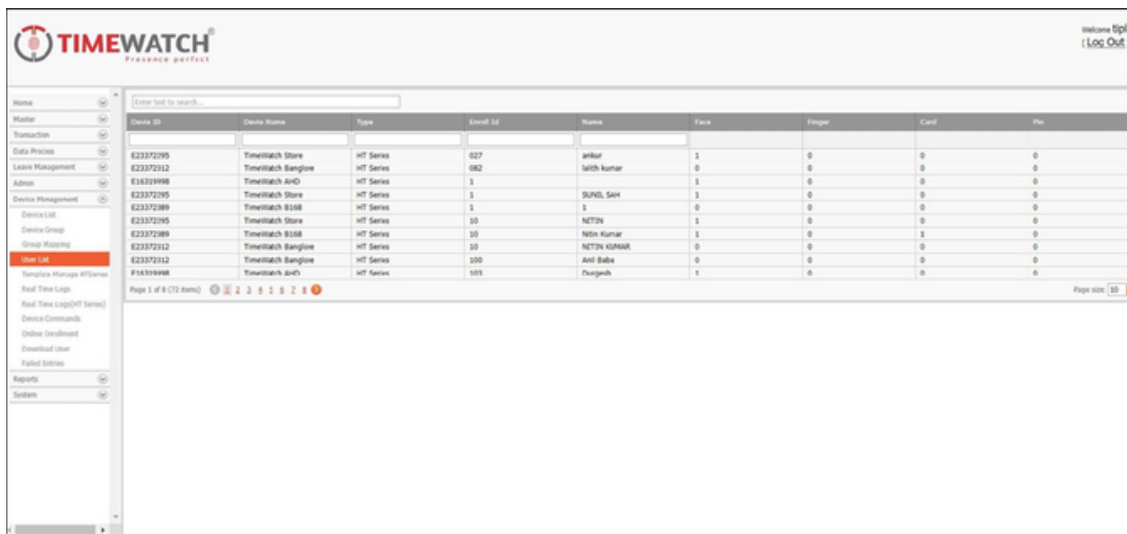
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Group Mapping



Group Mapping:-Here we can Map the devices in groups.


User List



User List:-Here we can check the Employee list as per device with name & Employee code.



Template Management




welcome Tipl
[Log Out]

Device ID	Name	Device	Device Name	Device ID	Device Name	Group
<input type="checkbox"/>	627	ANUR KUMAR	E2372295	<input type="checkbox"/>	E2372289	TimeWatch Store
<input type="checkbox"/>	682	LAZITH	E2372362	<input type="checkbox"/>	E2372295	TimeWatch Store
<input type="checkbox"/>	8		E2372295	<input type="checkbox"/>	E2372312	TimeWatch Bangalore
<input type="checkbox"/>	9		E2372309	<input type="checkbox"/>	E2372309	TimeWatch Bangalore
<input type="checkbox"/>	9		E2372309	<input type="checkbox"/>	E2372309	TimeWatch Bangalore
<input type="checkbox"/>	30	NETIN KUMAR	E2372295			
<input type="checkbox"/>	30	NETIN KUMAR	E2372309			
<input type="checkbox"/>	30	NETIN KUMAR	E2372312			
<input type="checkbox"/>	300	T. ANIL BABU	E2372362			
<input type="checkbox"/>	303	DURGESH PADMANABH	E2372309			
<input type="checkbox"/>	307	SHRUTI A. UMAR	E2372309			
<input type="checkbox"/>	318	ASHISH SHARMA	E2372295			
<input type="checkbox"/>	318	ASHISH SHARMA	E2372309			
<input type="checkbox"/>	324	SANTOSH KUMAR	E2372362			
<input type="checkbox"/>	325	KANCHAN SHARMA	E2372309			
<input type="checkbox"/>	330	PRINCE	E2372312			
<input type="checkbox"/>	343	BOORESH P.	E2372309			
<input type="checkbox"/>	346	RUPJ KUMAR PRASAD	E2372309			
<input type="checkbox"/>	348	RUPJ KUMAR PRASAD	E2372309			
<input type="checkbox"/>	35	GASANDEEP SINGH SODHI	E2372295			
<input type="checkbox"/>	35	GASANDEEP SINGH SODHI	E2372309			
<input type="checkbox"/>	359	VIVEK SINGH	E2372309			
<input type="checkbox"/>	36		E2372295			
<input type="checkbox"/>	36		E2372309			
<input type="checkbox"/>	364	RUPJ VERMA	E2372309			

Page 1 of 3 (79 Items)

Template Mangement:-Here we will transfer or delete Template from one device to another device.

Real Time Log



welcome Tipl
[Log Out]

Device ID	Username ID	Name	Punch Time	Verify Mode	In/Out	Image
No data to display						

User List:-Here we can check the Employee list as per device with name & Employee code.

Real-Time Log:-Here we can check the Real-Time punches of the devices.



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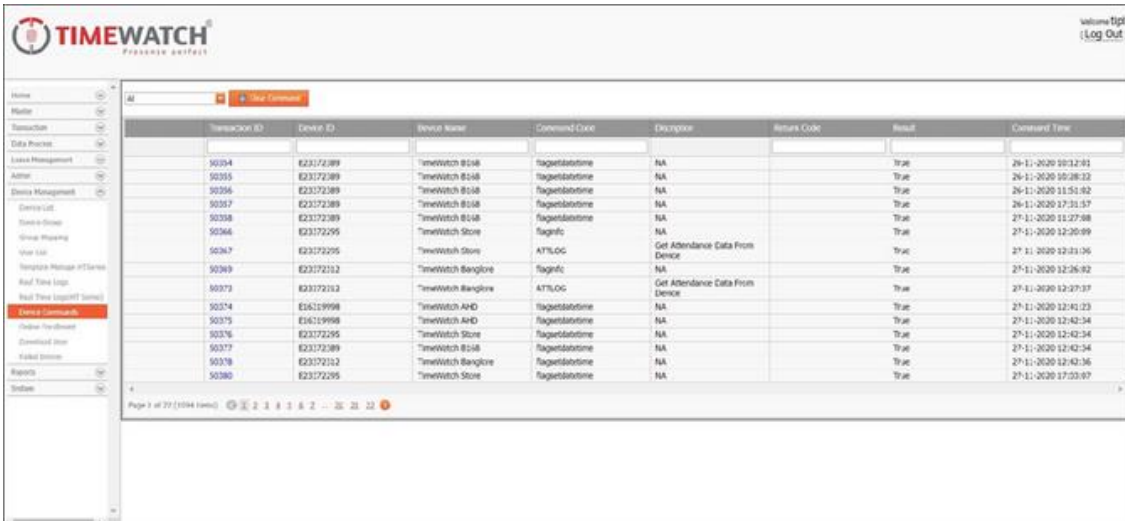


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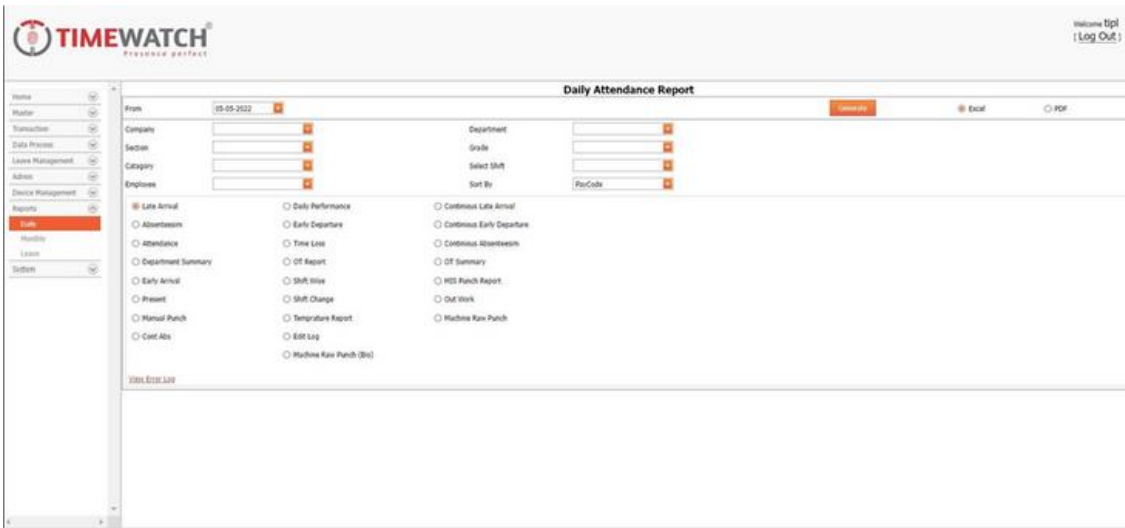
Device Commands



Transaction ID	Device ID	Device Name	Command Code	Description	Status Code	Result	Command Time
50354	823172389	TimeWatch Store	Tagetstatetime	NA		True	26-11-2020 10:12:01
50355	823172389	TimeWatch Store	Tagetstatetime	NA		True	26-11-2020 10:28:22
50356	823172389	TimeWatch Store	Tagetstatetime	NA		True	26-11-2020 11:51:02
50357	823172389	TimeWatch Store	Tagetstatetime	NA		True	26-11-2020 17:31:57
50358	823172389	TimeWatch Store	Tagetstatetime	NA		True	27-11-2020 11:27:08
50364	823172295	TimeWatch Store	Tagetstatetime	NA		True	27-11-2020 12:30:09
50367	823172295	TimeWatch Store	ATTNLOG	Get Attendance Data From Device		True	27-11-2020 12:31:06
50369	823172212	TimeWatch Bangalore	Tagetstatetime	NA		True	27-11-2020 12:26:02
50373	823172212	TimeWatch Bangalore	ATTNLOG	Get Attendance Data From Device		True	27-11-2020 12:37:37
50374	E16219998	TimeWatch AHD	Tagetstatetime	NA		True	27-11-2020 12:41:23
50375	E16219998	TimeWatch AHD	Tagetstatetime	NA		True	27-11-2020 12:42:34
50376	823172295	TimeWatch Store	Tagetstatetime	NA		True	27-11-2020 12:42:34
50377	823172389	TimeWatch Store	Tagetstatetime	NA		True	27-11-2020 12:42:34
50378	823172212	TimeWatch Bangalore	Tagetstatetime	NA		True	27-11-2020 12:42:36
50380	823172295	TimeWatch Store	Tagetstatetime	NA		True	27-11-2020 17:33:07

Device Commands:-Here we can check Device commands which are given by for example Template transfer, Template remove, etc

Report - Daily Report



Daily Attendance Report

From: 05-05-2022

Company: [Select] Department: [Select]

Section: [Select] Grade: [Select]

Category: [Select] Select Shift: [Select]

Employee: [Select] Sort By: [Select] PayCode: [Select]

☒ Late Arrival
☐ Absentism
☐ Attendance
☐ Department Summary
☐ Early Arrival
☐ Present
☐ Manual Punch
☐ Cont Abs
☐ Daily Performance
☐ Early Departure
☐ Time Loss
☐ OT Report
☐ Shift Change
☐ Temperature Report
☐ Edit Log
☐ Machine Raw Punch (Bk)
☐ Continuous Late Arrival
☐ Continuous Early Departure
☐ Continuous Absentism
☐ OT Summary
☐ HSD Punch Report
☐ Out Work
☐ Machine Raw Punch

1000, 1000, 1000



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Report - Daily Report

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 a 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 employees 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.



Report - Daily Report

Daily Performance: This report shows the performance of all the employees on the selected date. The information includes the Employees name, the 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 are considered as over time (if allowed in Employee Master) and reflected in this report.

Over Time Summary: This report shows the department-wise overtime status of employees on that day

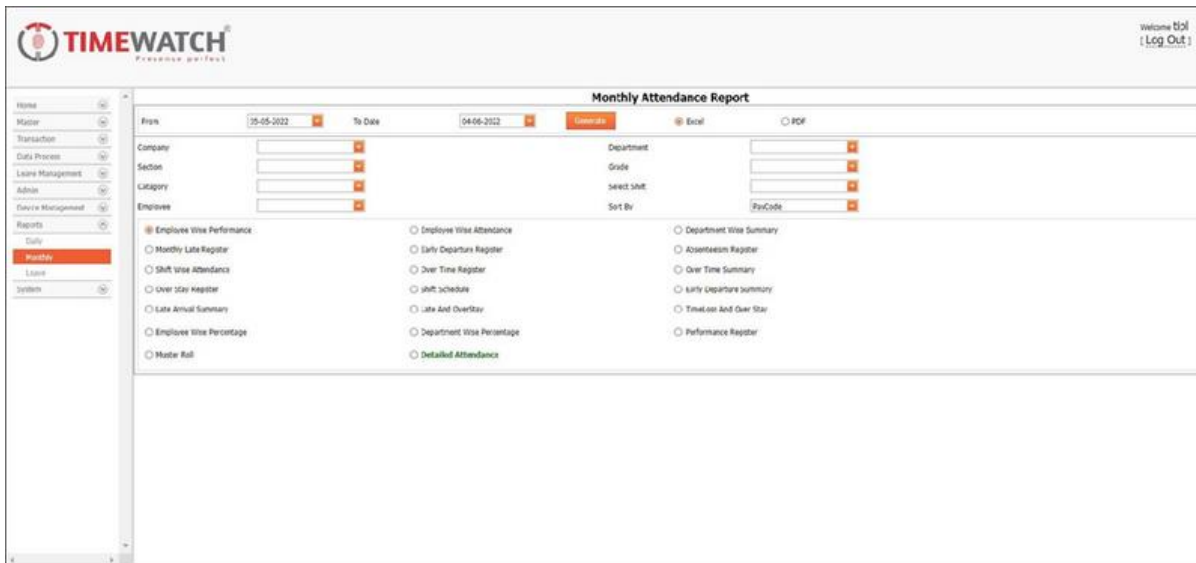
Shift Change Statement: In case an employee is allowed to work in a shift other than his/her usual shift (through the authorized shift assignment of the Employee Master) the automatic shift change checks the arrival time of the employee and allocates the shift nearest to it. This change is noticed through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

Our 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-varication: This report shows the details of employees whose 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.



Report - Monthly Report



The screenshot shows the 'Monthly Attendance Report' interface in the TimeWatch system. It includes a sidebar menu with options like Home, Master, Transaction, Data Process, Leave Management, Admin, Device Management, Reports, Daily, Monthly (selected), Leave, and System. The main area is titled 'Monthly Attendance Report' and features filters for 'From' (15-05-2022) and 'To Date' (04-06-2022). Below these are fields for Company, Department, Section, Grade, Category, Select Shift, Sort By, and PayCode. A grid of radio buttons allows selecting various report types, such as 'Employee Wise Performance', 'Employee Wise Attendance', 'Department Wise Attendance', 'Monthly Late Register', 'Early Departure Register', 'Assessment Register', 'Shift Wise Attendance', 'Over Time Register', 'Over Time Summary', 'Over Time Register', 'Shift Schedule', 'Early Departure Summary', 'Late Annual Summary', 'Late And OverStar', 'TimeLoss And Over Star', 'Employee Wise Percentage', 'Department Wise Percentage', 'Performance Register', 'Master Roll', and 'Detailed Attendance'.

Report - Monthly Report

Performance: This report shows the Monthly performance of an employee. **Employee Wise Attendance:** This report shows the attendance details of employees like the 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 employees 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 columns. The same report in a better manner can be generated in 132 columns.

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

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

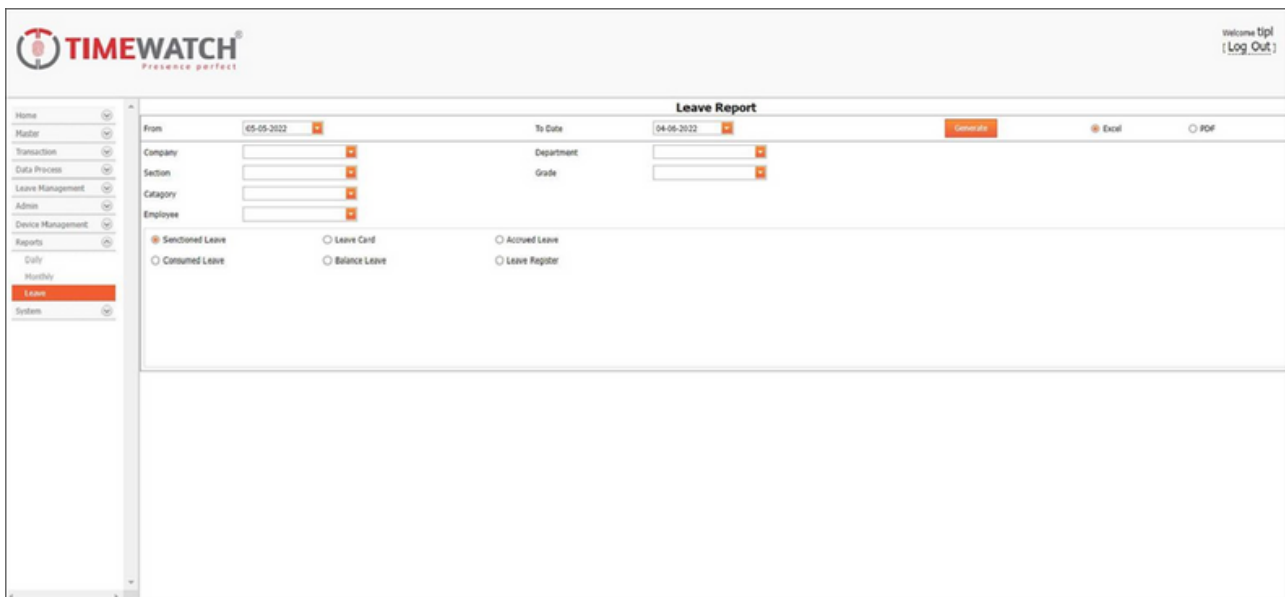


Shift schedule: This report shows the shift chart of the employees for a month. This report can be generated for all shifts (Fixed, rotational, ignorable) / rotational shifts only / Fixed shifts only. This chart shows shift pattern, weekly off (First and second) and the shift of each day employee-wise.

Employee Wise: This report shows the attendance details of employees like the 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 the total employees in the department.

Report - Leave Report

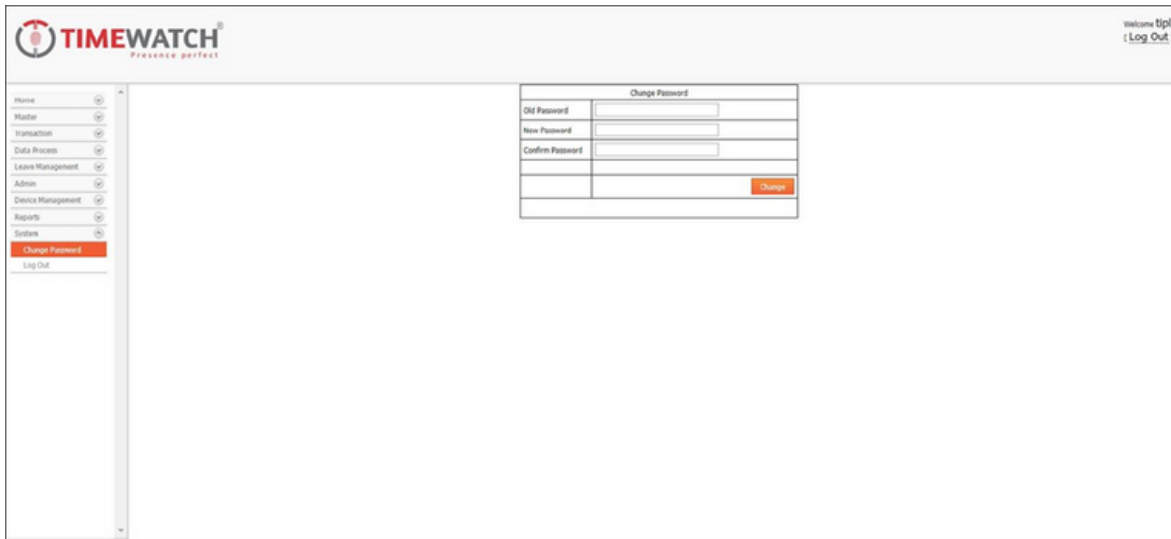


The screenshot shows the 'Leave Report' interface in the TimeWatch system. On the left is a sidebar menu with options: Home, Master, Transaction, Data Process, Leave Management, Admin, Device Management, Reports, and System. The 'Leave' option under Reports is highlighted. The main area is titled 'Leave Report' and contains a form with the following fields: 'From' (05-05-2022), 'To Date' (04-06-2022), 'Company', 'Department', 'Section', 'Grade', 'Category', and 'Employee'. There are 'Generate', 'Excel', and 'PDF' buttons. Below the form, there are radio button options for 'Sanctioned Leave', 'Consumed Leave', 'Leave Card', 'Balance Leave', 'Accrued Leave', and 'Leave Register'. The 'Sanctioned Leave' option is selected.

Leave Report:-Here we can check Leave report like Section Leave,Leave card,Balance Leave,Leave Register etc.



Change Password



The screenshot shows the TimeWatch web application interface. The header includes the TimeWatch logo and the text "Presence perfect". On the right, it says "Welcome Tipl" and "Log Out". A left sidebar contains a menu with items: Home, Master, Transaction, Data Process, Leave Management, Admin, Device Management, Reports, System, Change Password (highlighted), and Log Out. The main content area features a "Change Password" form with the following fields: Old Password, New Password, and Confirm Password. A "Change" button is located at the bottom right of the form.

Change Password	
Old Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
	<input type="button" value="Change"/>

Change Password-Here we can change password of user logins.