



JSOFT SOLUTION SDN BHD

YOUR TRUSTED ICT SERVICES & SOLUTION PROVIDER



USER MANUAL

for

DAMCO Time Attendance Software

Level 15, Dpluze , Lingkaran Cyber Point Timur Cyber 12 , 63000 Cyberjaya, Selangor
Malaysia.

Tel : 603-83208198 Fax 603-8320800

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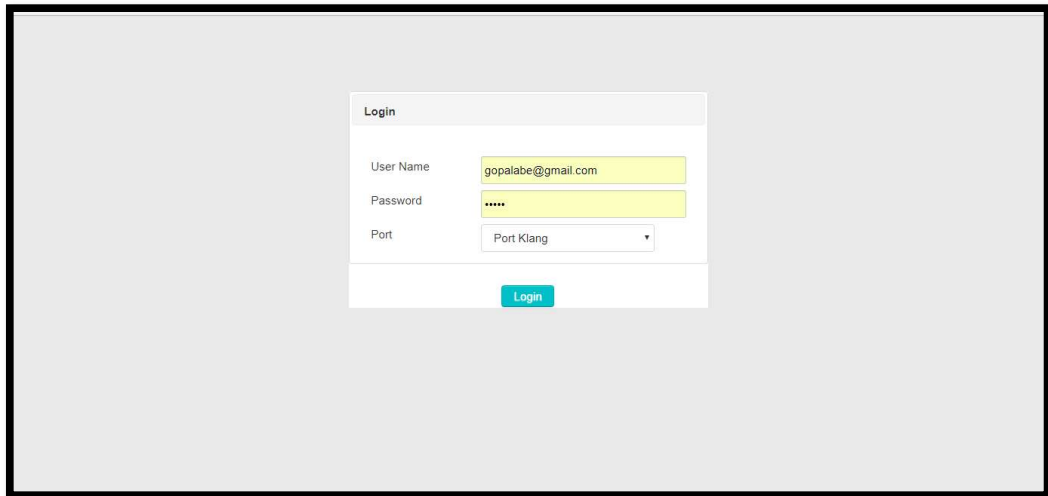
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USER MANUAL

DAMCO Time Attendance system will be integrated with Biometric Fingerprint device which is based at client's site. The screens depicts the interfaces of the DAMCO Time Attendance System.

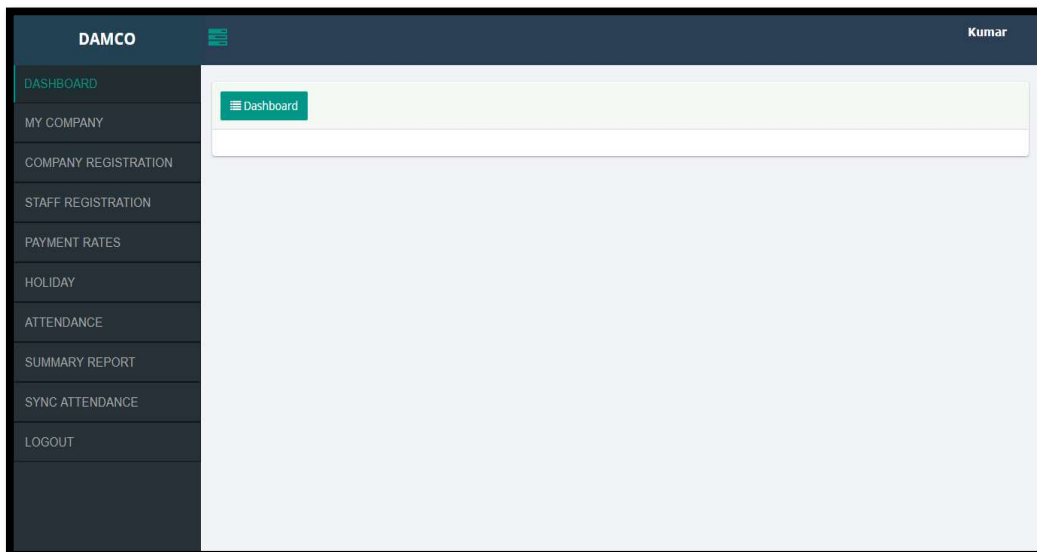
LOGIN SCREEN



The login screen features a central form titled 'Login'. It includes three input fields: 'User Name' with the value 'gopalabe@gmail.com', 'Password' with masked characters '*****', and 'Port' with a dropdown menu currently showing 'Port Klang'. A teal 'Login' button is positioned below the form.

- User will have to choose port type in order to access the system which will be LPK & TPP.

DASHBOARD SCREEN



The dashboard screen has a dark blue header with the 'DAMCO' logo and the user name 'Kumar'. A sidebar on the left lists navigation options: DASHBOARD (highlighted), MY COMPANY, COMPANY REGISTRATION, STAFF REGISTRATION, PAYMENT RATES, HOLIDAY, ATTENDANCE, SUMMARY REPORT, SYNC ATTENDANCE, and LOGOUT. The main area shows a 'Dashboard' card with a green header and a light blue body.

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MY COMPANY SCREEN

DAMCO Kumar

Admin --> Settings --> Organization

Add/Edit Company

Company Name	DAMCO	Company Reg. No	123456
Address	Subang Jaya	City	
State	SELANGOR	Country	MALAYSIA
Postcode	43000	Phone No	03-87378637
Contact Person	HASSHA	Fax No	03-87363470

Update Reset Cancel

- User will be able to register the company details.

COMPANY REGISTRATION SCREEN (1)

DAMCO Kumar

Admin --> Accounts

Company Name ROS

Search Reset New

Company Name	ROS	Start Date	End Date	Status	Action
BENG HOE ENTERPRISE SDN BHD	1003	06-jun-2017	30-jun-2018	Active	Options
Deva Resources Sdn Bhd	1000	06-jun-2017	20-jun-2019	Active	Options
MLS LOGISTICS SDN BHD	1002	06-jun-2017	30-jun-2020	Active	Options
SFI GLOBAL (M) SDN. BHD	1001	06-jun-2017	30-jun-2018	Active	Options

- Company list or a particular company can be searched here.

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COMPANY REGISTRATION SCREEN (2) - EDIT

DAMCO Kumar

Admin -> Accounts

Company Name: BENG HOE ENTERPRISE SDN BH

ROS: 1003

Start Date: 06/06/2017

End Date: 30/06/2018

Status: Active

Buttons: Update, Reset, Cancel

End Date	Status	Action
30-Jun-2018	Active	Options
20-Jun-2019	Active	Options
30-Jun-2020	Active	Options
30-Jun-2018	Active	Options

- Click **OPTION - EDIT**. User may add or edit the details of existing company.
- Click update to save the details

COMPANY REGISTRATION SCREEN (3) – ADD

DAMCO Kumar

Admin -> Account -> Search Accounts

Company Name:

ROS:

Start Date: 06/06/2017

End Date: 30/06/2018

Status: Active

Buttons: Save, Reset, Cancel

End Date	Status	Action
30-Jun-2018	Active	Options
20-Jun-2019	Active	Options
30-Jun-2020	Active	Options
30-Jun-2018	Active	Options

- Click **ADD**. User may add a new company details in this screen.
- Click save to save the details.

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STAFF REGISTRATION SCREEN (1) – SEARCH

SNo	Staff Name	Company Name	Job Title	Port Pass	Exp Date	Contract Exp Date	Action
1	ALAM KHAN	BENG HOE ENTERPRISE SDN BHD	TALLY MAN CONTAINER	FSC6	01-Mar-2015	30-Jun-2018	Options
2	ALAUDDIN MANSUR	MLS LOGISTICS SDN BHD	TALLY MAN CONTAINER	CSF4	01-Mar-2014	30-Jun-2019	Options
3	BABLU	MLS LOGISTICS SDN BHD	TALLY MAN CONTAINER	CSF5	01-Jun-2012	30-Jun-2018	Options
4	BALARAM	SFI GLOBAL (M) SDN. BHD	TALLY MAN CONTAINER	FC53	01-Jan-2013	31-Dec-2018	Options
5	GOPAL	BENG HOE ENTERPRISE SDN BHD	TALLY MAN CONTAINER	980	07-Jun-2017	30-Jun-2018	Options
6	Krishna Raj	SFI GLOBAL (M) SDN. BHD	TALLY MAN CONTAINER	FGR	01-Jun-2012	30-Jun-2019	Options
7	PANKHA PHADERA	MLS LOGISTICS SDN BHD	TALLY MAN CONTAINER	CF55	01-Jun-2014	30-Jun-2019	Options
8	RAVIRAJ	BENG HOE ENTERPRISE	TALLY MAN CONTAINER	CP54	01-Jun-2015	30-Jun-2018	Options

- Vendor staff list or a particular staff can be searched here.

STAFF REGISTRATION SCREEN (2) – EDIT

Staff Name	ALAM KHAN
Staff Id	1013
Company Name	BENG HOE ENTERPRISE
Job Title	TALLY MAN CONTAINER
Port Pass	FSC6
Exp Date	01/03/2015
Contract Exp Date	30/06/2018
Nationality	Local
Time In	
Time Out	
Facility	
Account Name	Purchase
Cost Centre	MY04D007
Status	Active

- Click **OPTION - EDIT**. User may add or edit the details of existing staff.
- Click update to save the details

STAFF REGISTRATION SCREEN (3) – ADD

Staff Name

Staff Id

Company Name BENG HOE ENTERPRISE

Job Title TALLY MAN CONTAINER

Port Pass

Exp Date

Contract Exp Date

Nationality Local

Time In

Time Out

Facility

Account Name Purchase

Cost Centre MY04D007

Status Active

Save Reset Cancel

- Click **ADD**. User may add a new staff details in this screen.
- Click save to save the details.

PAYMENT RATE SCREEN

Company Name BENG HOE ENTERPRISE

Nationality Local

Payment Type Normal Day Paid

Job Title TALLY MAN CONTAINER

Payment Rate

Save Reset

BENG HOE ENTERPRISE Search

SNo	Supplier	Payment Type	Nationality	Job Title	Payment Rate	Edit	Delete
1	Deva Resources Sdn Bhd	Normal Day Paid	Local	TALLY MAN CONTAINER	100.00	Edit	Delete
2	Deva Resources Sdn Bhd	Public fall on Normal Day	Local	TALLY MAN CONTAINER	100.00	Edit	Delete
3	Deva Resources Sdn Bhd	Sunday	Local	TALLY MAN CONTAINER	200.00	Edit	Delete
4	Deva Resources Sdn Bhd	Normal OT	Local	TALLY MAN CONTAINER	15.00	Edit	Delete
5	Deva Resources Sdn Bhd	Public Holiday OT	Local	TALLY MAN	16.00	Edit	Delete

- User may fix the overtime rate and per day rate as per according to account name and payment type. Click **SAVE** to add new rate.
- Click **EDIT** to edit or update existing rates.

HOLIDAY SCREEN

DAMCO Kumar

Admin -> Holiday

Holiday Name

Holiday Date

Remarks

Save **Reset**

(1 of 2) 1 2 10 **Search**

SNo	Holiday Name	Holiday Date	Holiday Remarks	Edit	Delete
1	New Year 2012 (1)	2017-01-01	Happy New Year	Edit	Delete
2	New Year 2012 (2)	2017-01-01	Happy New Year	Edit	Delete
3	Chinese New Year 2012 (1)	2017-01-23	Gong Xi	Edit	Delete
4	Chinese New Year 2012 (2)	2017-01-24	Gong Xi	Edit	Delete
5	Thaipusam	2017-02-07	Thaipusam	Edit	Delete
6	Installation Of Agong	2017-04-11	Inst Agong	Edit	Delete

- User may fix the per day dates that fall on public holiday and what public holiday in this screen

ATTENDANCE SCREEN

DAMCO Kumar

Admin -> Attendance

Company Name **BENG HOE ENTERPRISE** Staff Name

Date From **01/Jun/2017** Date To **30/Jun/2017**

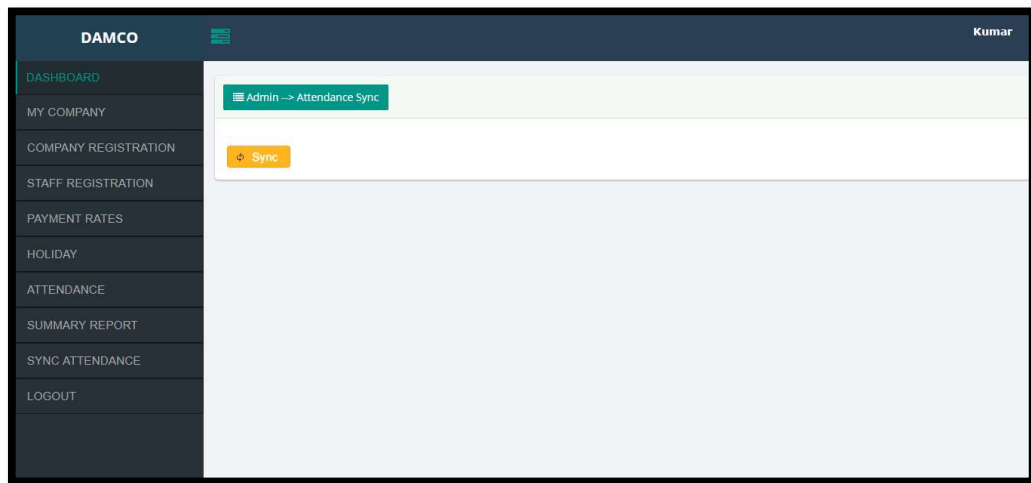
Search

(1 of 10) 1 2 3 4 5 6 7 8 9 10

SNo	Name	Date	Time In	Time Out	Status	Action
1	GOPAL	01/Jun/2017	01/Jun/2017 10:34:58 AM	01/Jun/2017 10:35:10 PM	In-Progress	Options
2	GOPAL	02/Jun/2017	02/Jun/2017 08:36:21 AM	02/Jun/2017 10:36:31 PM	In-Progress	Options
3	GOPAL	03/Jun/2017	03/Jun/2017 08:36:21 AM	03/Jun/2017 08:36:31 PM	In-Progress	Options
4	GOPAL	04/Jun/2017	04/Jun/2017 08:36:21 AM	04/Jun/2017 08:36:31 PM	In-Progress	Options
5	GOPAL	05/Jun/2017	05/Jun/2017 08:36:21 AM	05/Jun/2017 10:36:31 PM	In-Progress	Options
6	GOPAL	06/Jun/2017	06/Jun/2017 08:36:21 AM	06/Jun/2017 05:36:31 PM	In-Progress	Options

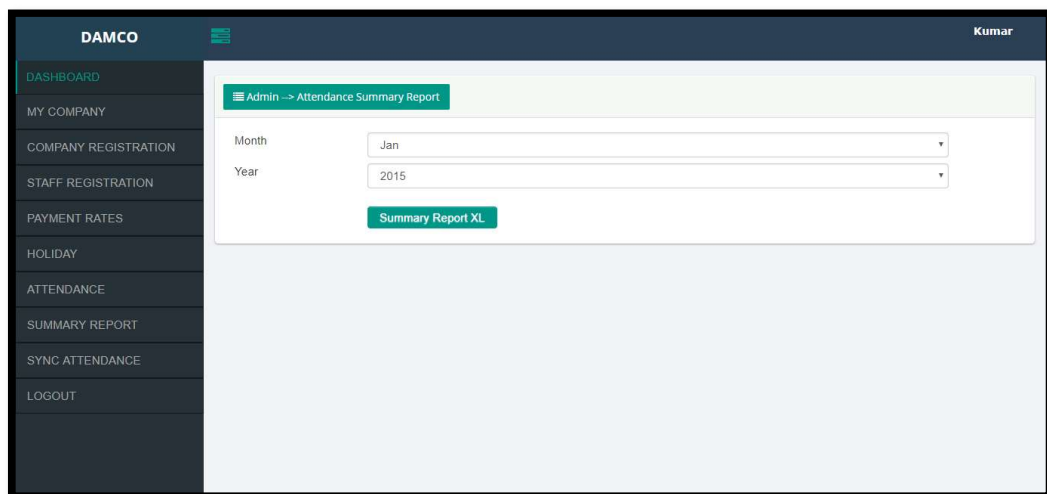
- User may view a particular staff's time in and time out details in this screen.
- The time in and time out details will be fetched from Biometric Fingerprint Device which is based in client site.

SYNCH ATTENDANCE SCREEN



- This screen has 1 button with name of Sync. It responsible to synchronize attendance data between the thumb print device and Damco application.
- User has to Sync data before generate a summary report.

SUMMARY REPORT



- User can view summary report on monthly basis.

SAMPLE SUMMARY REPORT

	A	B	C	D	E	F	G	H
1	Working Area	Accounts	Total Manpower	Amount	Manpower Name			
3	1003	BENG HOE ENTERPRISE SDN BHD	4	3946.78	ALAM KHAN	GOPAL	RAVI RAI	SANAM
4	1000	Deva Resources Sdn Bhd	3	475.00	SANTOSH	SARBAN	SHREEPRASAD	
5	1002	MLS LOGISTICS SDN BHD	3	7893.56	ALAUDDIN MANSUR	BABLU	PANKHA PHADERA	
6	1001	SFI GLOBAL (M) SDN. BHD	3	0	BALARAM	Krishna Raj	SUMAN	
7	Total		13	12315.34				
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								

➤ Example Excel sheet that display overall summary report.

SAMPLE INDIVIDUAL SUMMARY REPORT

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	
1	Name	ALR/IC						BABELU						PANKHA									
2	Date	Time In	Time Out	In	Out	OverTi hrs:00	OverTi hrs:00	Time In	Time Out	In	Out	OverTi hrs:00	OverTi hrs:00	Time In	Time Out	In	Out	OverTi hrs:00	OverTi hrs:00				
3	1-Jan-2017	8:30 AM	1:30 PM	10:34 AM	22:35 PM	0	0	10:34 AM	22:35 PM	0	0	0	0										
4	2-Jan-2017	8:30 AM	1:30 PM	08:36 AM	22:36 PM	0	0	08:36 AM	22:36 PM	0	0	0	0										
5	3-Jan-2017	8:30 AM	1:30 PM	08:36 AM	20:36 PM	0	0	08:36 AM	20:36 PM	0	0	0	0										
6	4-Jan-2017	8:30 AM	1:30 PM	08:36 AM	20:36 PM	0	0	08:36 AM	20:36 PM	0	0	0	0										
7	5-Jan-2017	8:30 AM	1:30 PM	08:36 AM	22:36 PM	0	0	08:36 AM	22:36 PM	0	0	0	0										
8	6-Jan-2017	8:30 AM	1:30 PM	08:36 AM	22:36 PM	0	0	08:36 AM	22:36 PM	0	0	0	0										
9	7-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
10	8-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
11	9-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
12	10-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
13	11-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
14	12-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
15	13-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
16	14-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
17	15-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
18	16-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
19	17-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
20	18-Jan-2017	8:30 AM	1:30 PM	08:36 AM	20:36 PM	0	0	08:36 AM	20:36 PM	0	0	0	0										
21	19-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
22	20-Jan-2017	8:30 AM	1:30 PM	08:36 AM	22:36 PM	0	0	08:36 AM	22:36 PM	0	0	0	0										
23	21-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
24	22-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
25	23-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
26	24-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
27	25-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
28	26-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
29	27-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
30	28-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
31	29-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
32	30-Jan-2017	8:30 AM	1:30 PM	08:36 AM	11:36 PM	0	0	08:36 AM	11:36 PM	0	0	0	0										
33																							
34																							
35	Normal Day Paid			24	500.00	2400.00				24	500.00	2400.00											
36	Saidy			4	200.00	800.00				4	200.00	800.00											
37	Normal OT			22	15.00	330.00				22	15.00	330.00											
38	Public Holiday OT			26	16.03	416.78				26	16.03	416.78											
39	Total To be paid					5346.78						5346.78											
40																							
41																							
42	Company Total					7893.56																	
43																							
44																							

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BENG HOE ENTERPRISE SDN BHD

Deva Resources Sdn Bhd

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