

# eSSL - eTimeTrack - Lite

Help Manual Document

Ver 3.0

## Table of Contents

What is eSSL - eTimeTrack-Lite Time Attendance?.....	3
eTimeTrackLite Masters Setup .....	5
eTimeTrackLite Database Settings & Login.....	5
Setup Master Settings, Company, Users, Departments.....	6
Setup Employee Categories .....	11
Define Shifts, Shift Calendar, Holidays, Leave Types .....	12
Employee Master.....	18
eTimeTrackLite Manage Attendance.....	21
Schedule Shift .....	21
Assign Leave Entries, OD Entries.....	25
View Log Records, Add Manual entries .....	26
eTimeTrackLite Registers .....	30
Attendance,.....	31
OT,.....	Error! Bookmark not defined.
Leave and .....	33
Attendance Logs.....	34
eTimeTrackLite Device Management.....	35
Device Settings.....	35
Download Users .....	38
Upload Users .....	37
eTimeTrackLite Utilities .....	39
Import Export Employees .....	39
Backup database .....	40
Backup/Restore Old Data.....	40
eTimeTrackLite Re-Calculate Attendance.....	40
eTimeTrackLite Reoprts .....	41
Daily Attendance.....	41
Monthly Attendance.....	46
Yearly Attendance.....	52
Leave Entries, Out Door Duty Entries .....	54
Leave Summary.....	Error! Bookmark not defined.
Logs.....	58
Random IN/OUT Check.....	62
Continuous Abnormality .....	64
Generate Matrix.....	66
Generate Graph .....	68
Employee Records.....	71
Generate Memo .....	73
CSV Exports.....	74

## What is Time Attendance and Payroll?

**eSSL - eTimeTrack-Lite** is automated **Time & Attendance** Systems that provides an alternative to the mechanical time clock systems or paper-based timesheets.

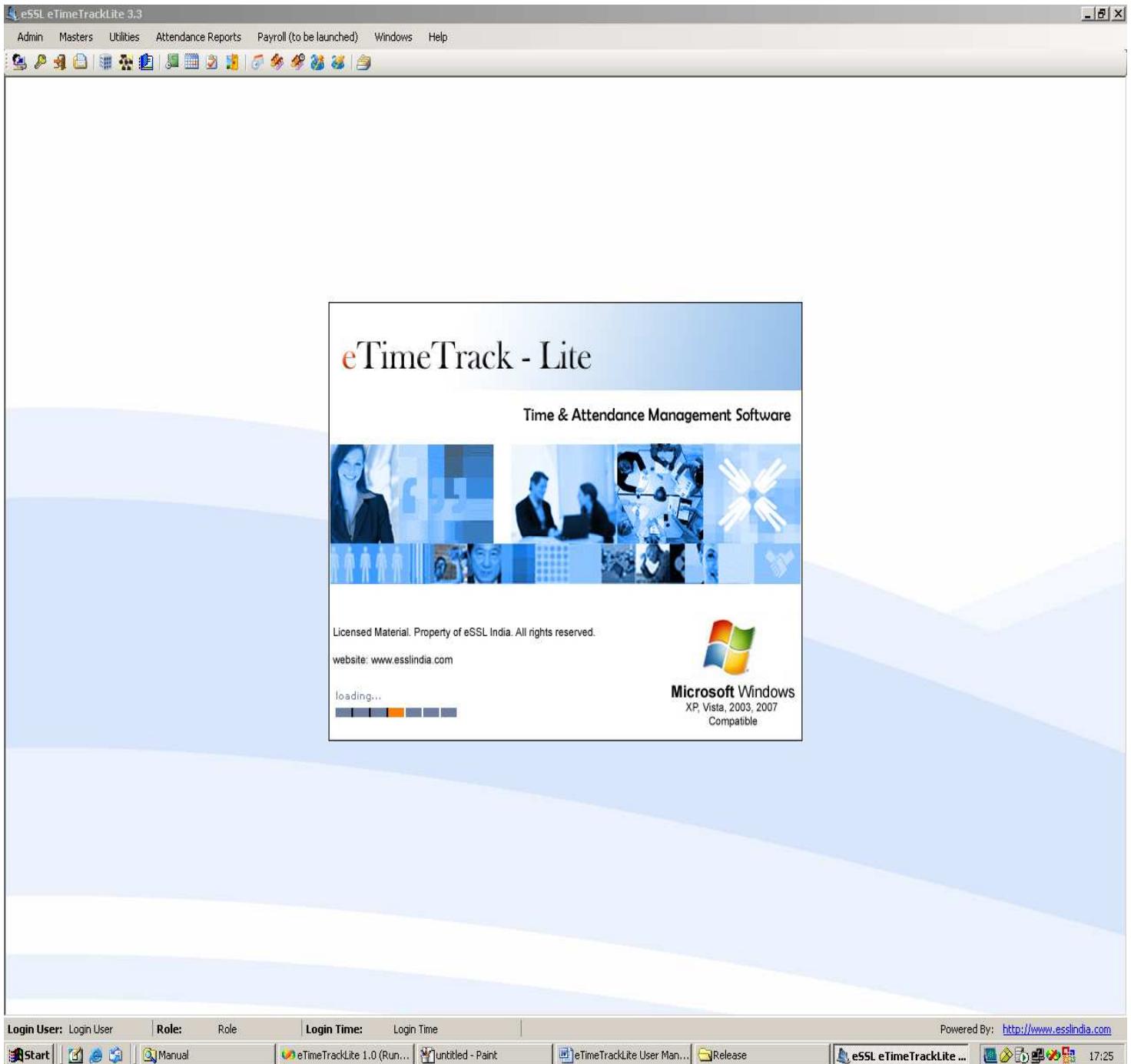
**eSSL - eTimeTrack-Lite** Software allows companies to track and evaluate the performance and work activities of employees using a single software application. Time & Attendance Software enables employees to store, track and organize the most important employee time related information in single place. The required information to track and monitor employee activities and management processes is available on a computer. This can also be invaluable for ensuring regulatory compliance with working regulations and proof of attendance.

### Why You Should Use Time Attendance and Payroll?

- Saving time for the accountant or book-keeper that was previously spent processing the old manual time and attendance system data.
- To allow the attendance data to be collected at many computers around the company but processed and reported on central without the need for extra work.
- So that local overtime laws are no longer a problem and can be adhered to in few seconds rather than hours spent on manual calculations.
- Helps you keep track of your real labor costs as well as preventing overpayments, both of which will impact immediately on your bottom line.
- Prevents buddy punching and fraudulent time keeping records.
- Helps the Supervisor to know who is at work in fraction of seconds saving the time and allowing the to react more quickly to staffing problems.
- BY knowing your employment costs by shift and department you can have a check over The internal efficiencies more closely.

### eSSL - eTimeTrack-Lite Features

- Highly intuitive Set-Up Wizard that will get you up and running quickly.
- User friendly appearance requires less time to get you educated for the software.
- Flexible Shift timing can be defined with allowed grace time for late coming and early going. Also supports multiple breaks with a configurable Lunch break.
- Weekly off 1 (e.g. Sunday) and a Weekly Off2 (e.g. Saturday) with specific timings, can be easily defined.
- Easy Configuration of Company Holidays.
- Leave Type is defined for Leave Entries.
- Shift calendar is defined for scheduling different shifts on different dates.
- Scheduling of shift can be done by both employee and Department wise.
- Limited Leave quota management, that allows to assign Leave day(s) quota to employees. Consisted with "Leave Balance" report to track balance leave day(s) of employees.
- Invalid or missing punches can be detected by an Missed Out Punch Report



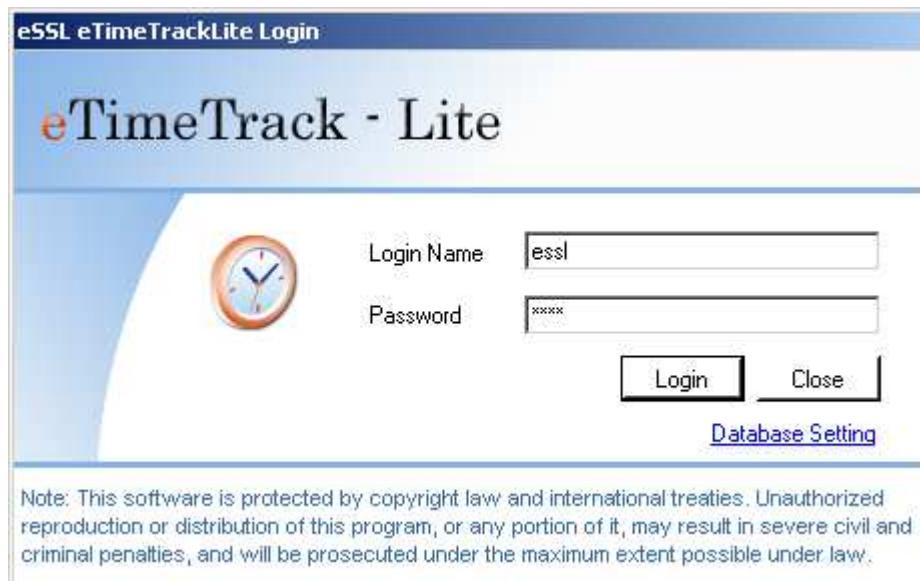
## eTimeTrackLite Masters Setup

### Database Settings, Login & Change Password

#### Login

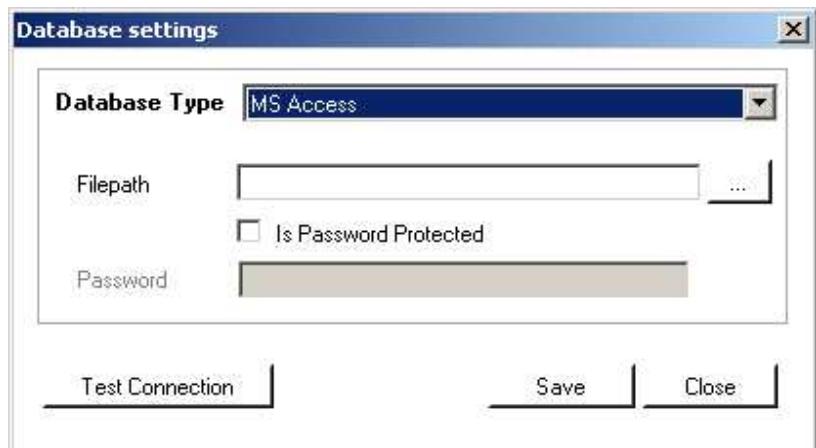
This software will first ask for a valid user name and password that is shown below. Enter a user name and password that is valid for eTimeTrackLite then click Login button.

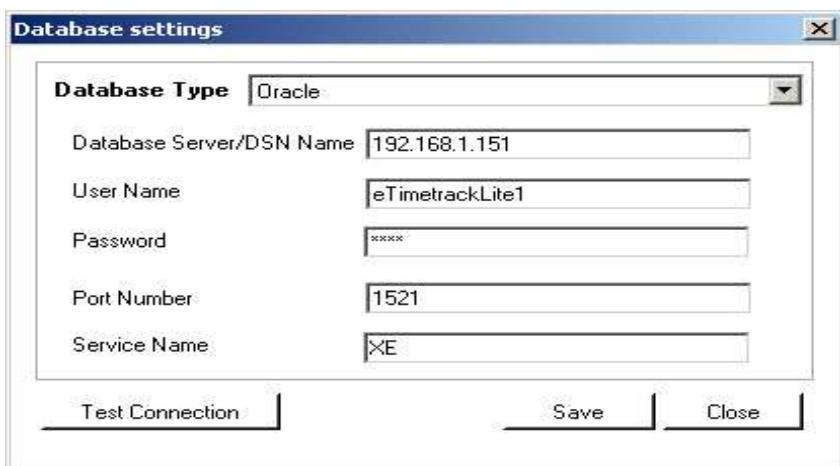
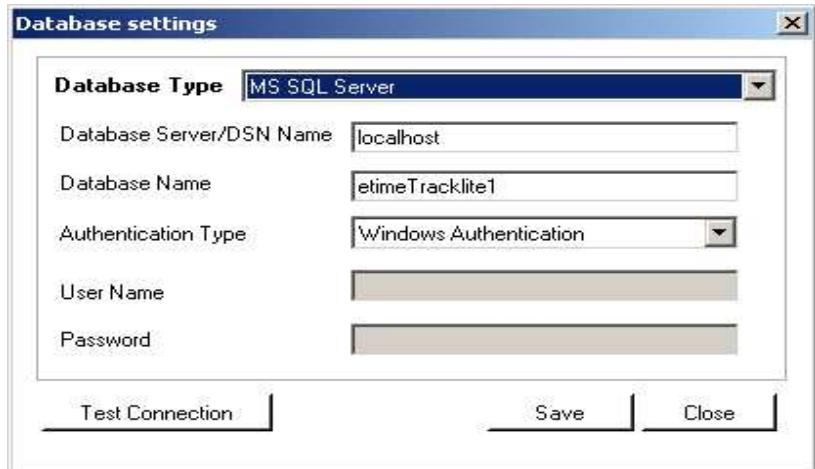
The Database Settings link allows user to change the database settings.



#### Database Settings

Database Settings Form allows you to Change the Database Settings. This Software Supports Ms Access, Sql Server and Oracle Database.





## Change password

Change password Form allows the Login User to change their Login password.



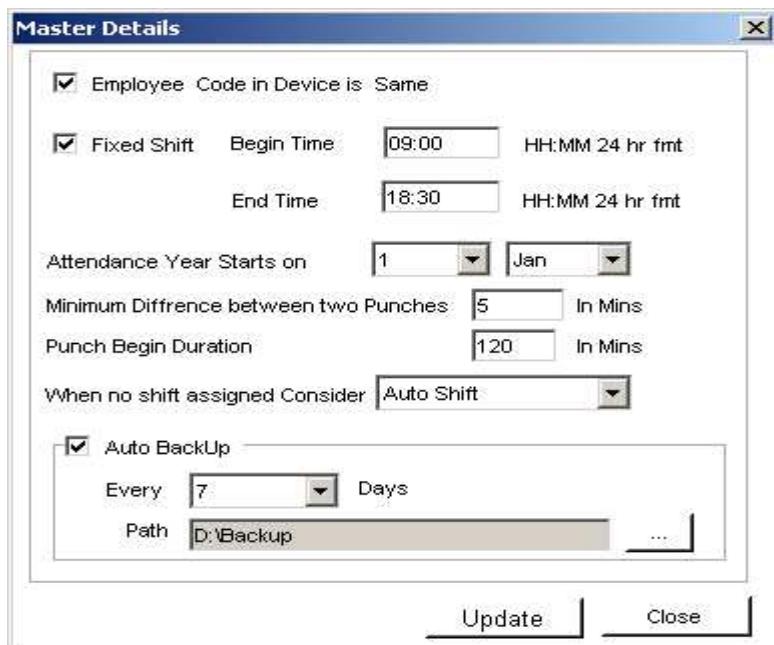
## Setup Master Details, Company, Users, Departments

### Master Details

Master Details form allows you to set master information related to Attendance calculation.

Master Details consist of:

- Whether Employee Code and Employee Code Stored in Device are same for application or not.
- Whether to allow a Fixed Shift for application or not. If Fixed Shift is checked then it will disable all shift Related options like Shift Details, Shift calendar, Employee Shift , Department Shift etc.
- "Attendance Year starts on" Field will allows to set the start Attendance date and Month from which Attendance calculation has to start. For e.g. If you are willing to generate monthly report then it will take that Attendance date as Start of the month and if you are willing to generate Yearly Report then it will take Attendance date and Month as start of year
- "Minimum difference between two Punches" Field will allow to set the difference between two punches .If the difference between punches is greater than specified minutes then it will discard the later punch.
- "Punch Begin duration" Field is used to set maximum allowed time before Shift Begin Time.
- If Employee does not have any assigned shift then whether to consider the shift of previous day or Auto Shift. Auto Shift will take the shift according to First Punch and Shift Begin Time.
- Whether to take Auto backup after Specified Days and Save it to specified Path or not. This Feature is allowed only for Ms Access Database.



## User Management

This Form will display the List of all Users. It allows Login User to Add, Edit and Delete the users, if he has permission of "Edit Users"

**Users List**

Login	Role Name
a	a
essl	Admin

Total Records : 2

Add  
Edit  
Delete

User Details consists of Login name, password, Role Name, Accessible companies and permission allowed to user. If user "Is Admin" then he will able to access all Permission. "Can access invisible Items" check box is used to give permission of accessing Invisible companies.

**User Details**

Login Name <input type="text" value="Admin"/>	Password <input type="password" value="*****"/>
Role Name <input type="text" value="Administrator"/>	
Companies Allowed	
<input checked="" type="checkbox"/> a <input type="checkbox"/> Default <input type="checkbox"/> eTimeTrack	
Permissions Allowed	
<input type="checkbox"/> Edit Shift Calendars <input type="checkbox"/> Edit Holidays <input type="checkbox"/> Edit Leave Types <input type="checkbox"/> Edit Department Shifts <input type="checkbox"/> Edit Employee Shifts <input type="checkbox"/> Edit Leave Entries <input type="checkbox"/> Edit Outdoor Entries <input type="checkbox"/> Edit OT Register <input type="checkbox"/> Edit Log Records <input type="checkbox"/> Edit Device Management <input type="checkbox"/> Import Employees <input type="checkbox"/> Export Employees <input type="checkbox"/> Back Up Database <input type="checkbox"/> Calculate Attendance <input type="checkbox"/> Generate Reports <input type="checkbox"/> Edit Leave Summary <input type="checkbox"/> Online Downloader <input type="checkbox"/> Visitor Management <input type="checkbox"/> Backup/Restore Old Logs <input type="checkbox"/> Edit Attendance Remarks	
<a href="#">Select All</a> <a href="#">Deselect All</a>	<a href="#">Select All</a> <a href="#">Deselect All</a>
<input checked="" type="checkbox"/> Can Access Invisible Items <input type="checkbox"/> Is Admin	
<input type="button" value="Add"/> <input type="button" value="Close"/>	

### Company Management

eSSL eTimeTrack Lite Software support multiple companies. This form will display the List of Companies which is accessible By Login User. It allows Login User to Add, Edit and Delete the Companies if he has the permission of "Edit Companies"

Company Details Consist of Company Name, Short Name, email, Website and Address. " Visible to All " Check box is used to make Invisible company which will be accessed by only the users who has permission to access Invisible Companies.

**Company List**

**Company List**

Company Name	Short Name
a	a
Default	Default
eTimeTrack	eTimeTrack

Total Records : 3

Add

Edit

Delete

The screenshot shows a Windows-style application window titled "Company List". The main area displays a table with three rows. The first row contains "a" in both columns. The second row contains "Default" in both columns. The third row contains "eTimeTrack" in both columns. To the right of the table is a vertical toolbar with three buttons: "Add", "Edit", and "Delete". At the bottom left of the main area, it says "Total Records : 3". The window has a standard title bar with a close button.

**Company Details**

<b>Company Name</b>	Default	<b>Short Name</b>	Default
<input checked="" type="checkbox"/> Visible to All			
<b>eMail</b>	a@a.com	<b>Website</b>	www.a.com
Address Details			
<input type="button" value="Add"/>		<input type="button" value="Close"/>	

### Department Management

eSSL eTimeTrack Lite Software support multiple department. This form will display the List of departments. It allows Login User to Add, Edit and Delete the departments ,if he has the permission of "Edit departments".

Department Details Consist of Department Name, Department and Description.

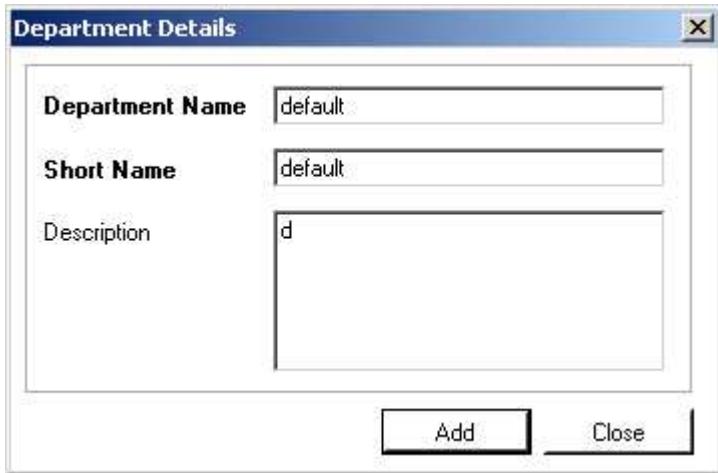
**Department List**

**Department List**

Department Name	Short Name
(A) Administration	(A) Administration
(A) TEACHING B.Ed.	(A) TEACHING B.Ed.
(A) TEACHING BBA	(A) TEACHING BBA
(A) TEACHING ETT	(A) TEACHING ETT
(B) Non Teaching B.Ed.	(B) Non Teaching B.Ed.
(B) Non Teaching BBA	(B) Non Teaching BBA
(C) 4 Class B.Ed.	(C) 4 Class B.Ed.
(C) 4 class ETT	(C) 4 class ETT
(F) Daily Worker	(F) Daily Worker
a	a
Admin	Admin
Default	Default
UNKNOWN	UNKNOWN

Total Records : 13

Add  
Edit  
Delete



## Setup Employee Categories

This form will display the List of all Employee Categories. It allows Login User to Add, Edit and Delete the Categories if he has the permission of "Edit Employee Categories"

Category Details Consist of Category Name, short name and Attendance Calculation Details.

Attendance Calculation Details are:-

- OT Formula is used to set Method to calculate Overtime. There are Three types of OT^ Formula: OT Not applicable is used to ignore Overtime. Out Punch-ShiftEndTime will Calculate OT By subtracting Out Time (Last out Punch) from Shift End Time if Out Time is Greater Than Shift End Time.
- Total Duration –Shift Duration will Calculate OT By subtracting Shift Duration from Total work duration.
- Early Coming + Late going will Calculate OT Adding early Coming minutes and Late Going Minutes which is depended on Shift Begin Time and End Time.
- "Neglect Last In Punch" is used when there is no missed Out punch it will either make Out punch according to its Shift end time or. Discard The Last In Punch.
- Grace Time is Used to neglect Late coming \ Early going Minutes if it is less than Specified Minutes.
- Weekly Off1 & Weekly Off2 is Used to set weekly off.
- "Consider Early Coming Punch" will allow you to set whether to take Punches before Shift Begin Time or not.
- "Consider Late going Punch" will allow you to set whether to take Punches after Shift End Time or not.
- "Consider Only First And Last Punch in Att Calculation" is used to set whether to calculate attendance by only First And Last Punch or by I All punches.
- "Deduct Break Hours from Work duration" is used to set whether to deduct break hours from Work Hours or Not. This Break Hours will be deducted according to Shift Break1 and Break2.
- "Calculate Half Day If Work duration Less Than" is used to set whether to mark half day Present or not if work Duration is Less than specified Minutes.
- "Calculate Absent If Work duration Less Than" is used to set whether to mark Absent or not if work Duration is Less than specified Minutes.
- "Marked Weekly Off and Holiday as Absent for Prefix day is Absent" is Used to mark Weekly off and holiday as Absent if employee is Absent on Previous day .

**Category List**

Category Name	Short Name
a	a
Default	Default

Add  
Edit  
Delete

Total Records : 2

**Category Details**

<b>Category Name</b>	Default	<b>Short Name</b>	Default
OT Formula	Out Punch - Shift End Time	Minimum OT	30 Mins
<input type="checkbox"/> Neglect Last In Punch(For missed out punch)		Grace Time	15 Mins
<input checked="" type="checkbox"/> Weekly Off 1	Sunday	<input checked="" type="checkbox"/> Weekly Off 2	Saturday Every
<input type="checkbox"/> Consider Early coming punch		<input checked="" type="checkbox"/> Consider Late Going punch	
<input checked="" type="checkbox"/> Consider Only First and Last Punch in Att Calculatuions		<input type="checkbox"/> Deduct Break Hours from Work Duration	
<input checked="" type="checkbox"/> Calculate Half Day if Work Duration is less than	240 Mins		
<input checked="" type="checkbox"/> Calculate Absent if Work Duration is less than	120 Mins		
<input type="checkbox"/> Mark Weekly Off and Holiday as Absent for Prefix Day is Absent			

Add Close

## Define Shifts, Shift Calendar, Holidays, Leave Types

### Shift Management

This form will display the List of all Shifts. It allows Login User to Add, Edit and Delete the shift, if he has the permission of "Edit Shift Details".

Shift Details consists of Shift Name, Short Name, Begin Time, End Time, Break1 Details, and Break 2 Details.

Shift List			
Shift List			
Shift Name	Short Name	Begin Time	End Time
General	GS	09:30	18:30
Total Records : 1			

**Shift Details**

Shift Name	General	Short Name	GS		
Timings					
Begin Time	09:30	HH:MM 24 hr fmt	End Time	17:30	HH:MM 24 hr fmt
<input type="checkbox"/> Break 1					
Begin Time		HH:MM 24 hr fmt	End Time		HH:MM 24 hr fmt
<input type="checkbox"/> Break 2					
Begin Time		HH:MM 24 hr fmt	End Time		HH:MM 24 hr fmt

**Add**   **Close**

### Shift Calendar Management

This form will display the List of all Shifts. It allows Login User to Add, Edit Delete and Schedule the Shift Calendar, if he has the permission of "Edit Shift Calendar". Shift Calendar Details Consists of shift Calendar Name and Short Name.

**Shift Calendars**

**Shift Calendar List**

Shift Calendar Name	Short Name
Sample Calendar	Sam

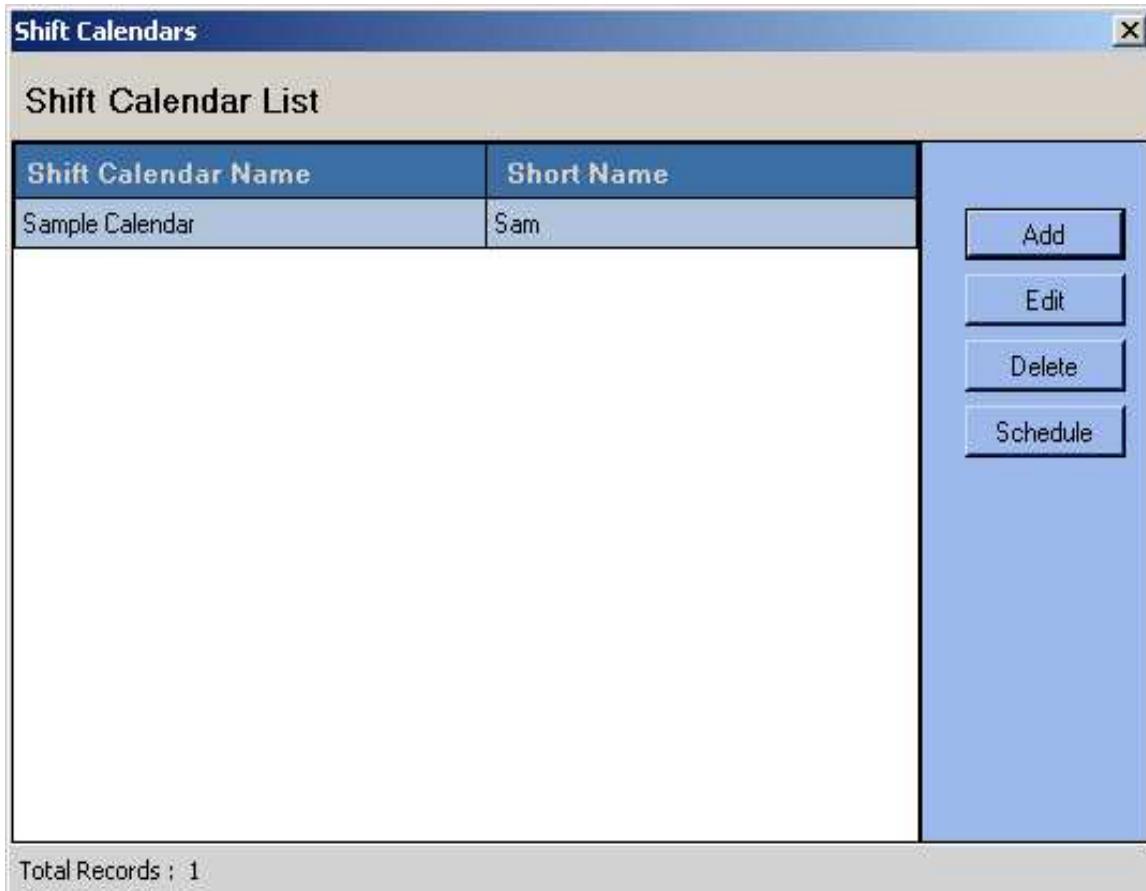
Total Records : 1

**Add**

**Edit**

**Delete**

**Schedule**

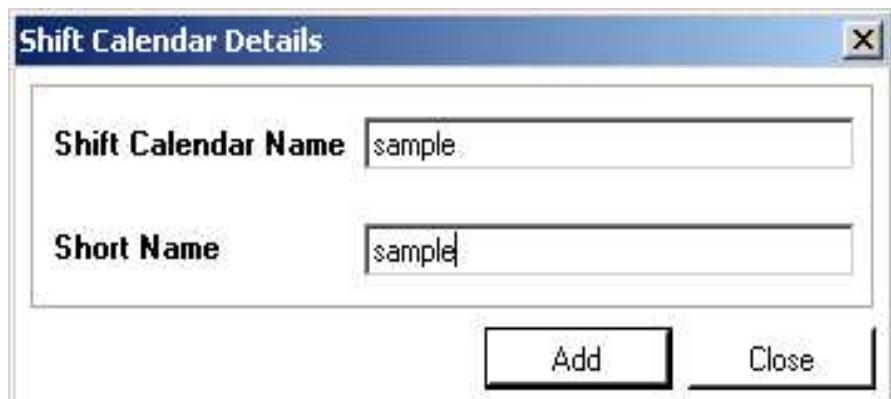


**Shift Calendar Details**

**Shift Calendar Name**

**Short Name**

**Add** **Close**



## Scheduler

Scheduler will allow you to schedule the Shift calendar. You can assign any shift or Weekly Off in Scheduler. This Form also allows you assign Shift on Multiple dates in single shot.

**Scheduler**

Shift Calendar Short Name : Sam

April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				01-GS	02-GS	03-GS
04-GS	05-GS	06-GS	07-GS	08-GS	09-GS	10-GS
11-GS	12-GS	13-GS	14-GS	15-GS	16-GS	17-GS
18-GS	19-GS	20-GS	21-GS	22-GS	23-GS	24-GS
25-GS	26-GS	27-GS	28-GS	29-GS	30-GS	

**Assign Shift**

Select Shift : GS

Assign

## Holiday Management

This form will display the List of all Holidays. It allows Login User to Add, Edit and Delete the Holidays if he has the permission of "Edit Holiday". It also allows you to filter Holiday according to Company.

Holidays Details consist of Holiday Name, Company Name Date and description.

**Holiday List**

Holiday Date	Holiday Name	Company Name
22 Oct 2010	Diwali	All

Total Records : 1

**Add**  
**Edit**  
**Delete**

**Holiday Details**

<b>Holiday Name</b>	Diwali
<b>Company Name</b>	All
<b>Date</b>	23 Apr 2010
<b>Description</b>	

**Update**    **Close**

### Leave Type management

This form will display the List of all Leave Types. It allows Login User to Add, Edit and Delete the Leave Types if he has the permission of "Edit Leave Types".

Leave Type Details Consist of Leave type Name, Short Name, Yearly Limit, Carry Forward Limit, Gender to which leave is Applicable. Allow negative balance and description. Allow Negative Balance Field specify whether allow to assign leave entries Greater than Yearly Limit or not.

Leave Type List			
Leave Type List			
Leave Type Name	Gender	Yearly Limit	Carry Forward Limit
CL	All	10	5
PL	All	10	5
SL	All	10	0

Total Records : 3

Add  
Edit  
Delete

Leave Type Details

Leave Type Name	Privelge Leave	Short Name	PL
Yearly Limit	10	Carry Forward Limit	5
Applicable To	<input checked="" type="radio"/> All <input type="radio"/> Male <input type="radio"/> Female		
Consider As	Leave With Pay	<input type="checkbox"/> Allow Negative Leave Balance	
Description	   		
	Add	Close	

## Employee Master

This form will display the List of all Employees. It allows Login User to Add, Edit and Delete the Leave Types if he has the permission of "Edit Employee". It allows you to filter Employee according to Employee Name, Code, Company, Department, Designation, Employment Type, Status, Category and Location.

This form also allows to Update Multiple Employee Details which will you find in right click menu option. Employee Details consists of Employee name, code, employee Code in device, Company, department, designation, and employment type, Date of Joining, Date of Confirmation, Date of Resigning, Gender, Status i.e. Working or Resigned, Category, Location, Photo.

Employee other details consist of employee Personal details Like Father Name, Mother Name, Date of Birth, Birth Place, Address, Nominees.

- “Biometric and RFID Details” Link is used to Load and Store Employee Fingerprint, Face and Card Details.
- “Leave Summary” Link is used to get Employee Leave summary i.e. No of Leave taken, Standard allowed Leaves which specified in Yearly Limit of Leave type, Actual Allowed leaves which you can edit also.
- “Other Details” link is used to Load and Store Employee Other Details.

The screenshot shows the 'eSSL eTimeTrackLite 3.3 - [Employees Details]' application window. The menu bar includes Admin, Masters, Utilities, Attendance Reports, Payroll (to be launched), Windows, and Help. The toolbar contains various icons for file operations like Open, Save, Print, etc. The main title bar says 'Employee List'.

Filter options on the left include Employee Code, Employee Name, and Department. A dropdown for Company shows 'All'. The grid displays employee data with columns: Emp Code, Emp Name, Company, Department, Designation, Location, Category, Status, and Employment Type. The data is as follows:

Emp Code	Emp Name	Company	Department	Designation	Location	Category	Status	Employment Type
1	1	Default	Default			Default	Working	Permanent
1001	Jagan	Malleshwaram	H O			Default	Working	Permanent
1002	Rachna	Malleshwaram	H O			Default	Working	Permanent
1003	Sandhya Lakshmi	Malleshwaram	H O			Default	Working	Permanent
1004	Arati Joshi	Malleshwaram	H O			Default	Working	Permanent
1005	Shrihari	Malleshwaram	H O			Default	Working	Permanent
1006	Suvarna Manohar	Malleshwaram	H O			Default	Working	Permanent
2001	Exodus Systems	Default	Default			Default	Working	Permanent

A context menu is open over the first row (Employee ID 1). The menu items are: Update Department, Update Category, Update Company (which is highlighted in blue), Update Status, Update Designation, Update Employment Type, and Update Location.

At the bottom, it shows 'Total Records : 8'. The status bar at the bottom includes 'Login User: essl | Role: Admin | Login Time: 30 Apr 2010 05:03 PM | Powered By: http://www.esslindia.com' and system icons.

**Employee Details**

EmployeeDetails

Employee Name	SUMIT	<input checked="" type="radio"/> Male <input type="radio"/> Female	
Employee Code	3	Photo	
Device Code	3		
Company	Default		
Department	(A) TEACHING B.Ed.		
Designation	Lect.	Location	Bangalore
Employment Type	Permanent	Category	Default
Date of Joining	20 Oct 2009	Date of Confirmation	20 Oct 2009
Status	Working	Date of Resigning	01-Jan-3000

[BioMetric and RFID Details](#) [Leave Summary](#) [Other Details](#) [Update](#) [Close](#)

**Employee Other Details**

Employee - 1 : 1

Father's Name	Ram Krishan	Mother's Name	aa
Contact No.	9999999999	Email Id	a@a.com
Date of Birth	01- January -1900	Place of Birth	Mumbai
Nominee1	a	Nominee2	a
Residential Address			
Permanent Address			
Remarks			

[Update](#) [Close](#)

### Employee Biometrics Details

This Form will display the employee all Fingerprints and card Details Button (...) will allow you set RFID Card No. and Group will specify the Employee Group in Device.

Register new Fingerprint allows you to Store Employee fingerprint, it will first ask you Fingerprint No. to be Register and take fingerprint From Sensor. It will capture Fingerprint from Biometric Fingerprint sensor.

“Clear All Fingerprint” will delete all Fingerprints of Employee.

**Employee Biometrics Details**

<b>Employee Code</b> 42	<b>Employee Name</b> Ghar Singh					
Employee Fingerprint, Face & RFID Card Details						
FP 1 	FP 2 	FP 3 	FP 4 	FP 5 		
FP 6 	FP 7 	FP 8 	FP 9 	FP 10 		
<b>RFID Card #</b>	<input type="text"/>	...	<b>Group</b> <input type="button" value="1"/> <input checked="" type="checkbox"/> <input type="button" value="Edit"/>	<input type="button" value="Register new Fingerprint"/>	<input type="button" value="Clear All Fingerprints"/>	<input type="button" value="Close"/>

**Register New Finger Print**

Which Finger Print Number to be Register
<input type="button" value="Finger Print 1"/>
<input type="button" value="Register"/> <input type="button" value="Close"/>

**Employee Card Registration**

RFID Card #	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

## Employee Leave Summary

This form will display the employee Leave Details like Leave Taken, Standard Allowed Leave and Actual allowed Leave . You can also edit the Actual allowed Leave.

To Edit Actual allowed Leave you have to select any cell of Column “Allowed Leave (actual)” and then click right. It will open the Update Leave Details Form through that you can update allowed Leaves.

Leave Type	Year	Allowed Leaves(Std.)	Allowed Leaves(Actual)	Leave Taken
CL	2010	10	10	0
PL	2010	10	10	0
SL	2010	10	10	0

**Update Leave Details**

Actual leave

## eTimeTrackLite Manage Attendance

### Schedule Shift

Shift scheduling is assigning either Shift or Shift Calendar to Employee and Department.

If you want to assign shift to particular Employee then you can use employee shift and If want to assign to whole Department of Particular Company then you can use Department Shift. Both Employee shift and Department Shift can be Assign for Multiple Days.

### Department Shift

This form will display the List of all assigned Shift to Departments. It allows Login User to Add, Edit and Delete the Department shifts if he has the permission of “Edit Department Shift”. It allows you to search Employee Shift according to Employee Name, Code, From Date and To date, Company and Department.

Department shift details consists of Department name, Company name, Shift Type ,Shift Name according to Shift Type From date and To date.

**eSSL eTimeTrackLite 3.3 - [Department Shifts]**

Admin Masters Utilities Attendance Reports Payroll (to be launched) Windows Help

Department Shifts

From Date: 30 Mar 2010 To Date: 30 Apr 2010 Department: All Company: All

From Date	To Date	Company	Department	Shift Assigned	Shift Type	Last Modified Date
30 Apr 2010	30 Apr 2010	a	(A) Administration	GS	Shift	30 Apr 2010
01 Apr 2010	03 Apr 2010	a	(A) Administration	GS	Shift	30 Apr 2010

Assign  
Edit  
Delete

Total Records : 2

Login User: essl | Role: Admin | Login Time: 30 Apr 2010 07:19 PM | Powered By: <http://www.esslindia.com>

Start | Release | Esslindia Mail - Inbox - Mic... | eTimeTrackLite User Man... | eTimeTrackLite 1.0 (Runni... | eSSL eTimeTrackLite ... | 19:26

**Department Shift Details**

<b>Company</b>	a
<b>Department</b>	(A) Administration
<input checked="" type="radio"/> Shift <input type="radio"/> Shift Calendar	
<b>Shift</b>	GS
<b>From Date</b>	30 Apr 2010
<b>To Date</b>	30 Apr 2010
<input type="button" value="Add"/> <input type="button" value="Close"/>	

## Employee Shift

This form will display the List of all assigned Shift to Employees. It allows Login User to Add, Edit and Delete the Employees shifts if he has the permission of "Edit Employee Shift". It allows you to search Employee Shift according to Employee Name, Code, From Date and To Date, Assigned Shift, Company, Department, Designation, Employment Type, status, category and Location.

Employees shift details consists of Shift Type ,Shift Name according to Shift Type From date and To date. You can assign shift to multiple employee.

**eSSL eTimeTrackLite 3.3 - [Employee Shifts]**

Admin Masters Utilities Attendance Reports Payroll (to be launched) Windows Help

Employee Shift Details

From Date	29 Mar 2010	To Date	29 Apr 2010	Company	All	Designation	All	Category	All	Status	Working	Employment Type	All	Location	All	Shift Assigned	All
Filter																	
Employee Code	From Date	To Date	Emp Code	Emp Name	Shift	Shift Type	Company	Department	Location	Category	Status	Emp Type					
	26 Apr 2010	26 Apr 2010	T1	Test Employee 1	GS	Shift	Default	Default	Bangalore	Default	Working	Permanent					
	26 Apr 2010	26 Apr 2010	T2	Test Employee 2	GS	Shift	Default	Default	Bangalore	Default	Working	Temporary					
	26 Apr 2010	26 Apr 2010	T3	Test Employee 3	GS	Shift	Default	Default	Bangalore	Default	Working	Trainee					
	21 Apr 2010	21 Apr 2010	T1	Test Employee 1	Sam	ShiftCalendar	Default	Default	Bangalore	Default	Working	Permanent					

Employee Name

Department

(B) Non Teaching  
 (C) 4 Class B Ed  
 (D) 4 class ETT  
 (F) Daily Worker  
 Admin  
 Default  
 UNKNOWN

Filter Reset

Assign  
 Edit  
 Delete

Total Records : 4

Login User: essl | Role: Admin | Login Time: 29 Apr 2010 03:50 PM | Powered By: <http://www.essslindia.com>

**Assign Employee Shift**

<b>From Date</b>	29 Apr 2010	<b>To Date</b>	29 Apr 2010	<input checked="" type="radio"/> Shift	<input type="radio"/> Shift Calendar	<b>Shift</b>	GS		
<input type="checkbox"/> Filter Employee Code <input type="text"/> <input type="button" value="Filter"/> Employee Name <input type="text"/> <input type="button" value="Reset"/>				Company	All	Department	All	Category	All
				Designation	All	Employement Type	All	Status	All

<input checked="" type="checkbox"/>	<b>Emp Code</b>	<b>Emp Name</b>	<b>Company</b>	<b>Department</b>	<b>Designation</b>	<b>Category</b>	<b>Status</b>	<b>EmployeementType</b>
<input checked="" type="checkbox"/>	22	Harbans Lal	Default	(A) Administration	Account	Default	Working	Permanent
<input checked="" type="checkbox"/>	23	Jagdish Kumar	Default	(A) TEACHING...	LAB.	Default	Working	Permanent
<input checked="" type="checkbox"/>	24	Vaneet Kumar Pa...	Default	(B) Non Teachin...		Default	Working	Permanent
<input checked="" type="checkbox"/>	25	Kishmero devi	Default	(F) Daily Worker	Safaibali	Default	Working	Permanent
<input checked="" type="checkbox"/>	26	Bawa Ditta	Default	(C) 4 class ETT	Peon	Default	Working	Permanent
<input checked="" type="checkbox"/>	27	Tej Ram	Default	(C) 4 class ETT	Driver	Default	Working	Permanent
<input checked="" type="checkbox"/>	28	Himani Khajuria	Default	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	30	Ganesh Dutt	Default	(F) Daily Worker	Peon	Default	Working	Permanent
<input checked="" type="checkbox"/>	31	Naresh Singh	Default	(F) Daily Worker	Peon	Default	Working	Permanent
<input checked="" type="checkbox"/>	32	Vikram Chand	Default	(A) Administration	Peon	Default	Working	Permanent
<input checked="" type="checkbox"/>	33	Romesh Kumar	Default	(C) 4 Class B.Ed.	Mali	Default	Working	Permanent
<input checked="" type="checkbox"/>	34	Chanchal Sharma	Default	(A) Administration	Supervisor	Default	Working	Permanent
<input checked="" type="checkbox"/>	35	Ninder	Default	(C) 4 class ETT	Safaiwala	Default	Working	Permanent
<input checked="" type="checkbox"/>	36	Pinkey	Default	(C) 4 Class B.Ed.	Safaiwali	Default	Working	Permanent
<input checked="" type="checkbox"/>	38	Jinder	Default	(C) 4 Class B.Ed.	Safiwala	Default	Working	Permanent

Total Employee: 55      Total Selected Employee: 55

**Update Employee Shift**

<b>Employee Name</b>	<input type="text" value="Test Employee:2"/>
<b>From Date</b>	26 Apr 2010
<b>To Date</b>	26 Apr 2010
<input checked="" type="radio"/> Shift <input type="radio"/> Shift Calendar	
<b>Shift</b>	GS
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	

## Assign Leave Entries, OD Entries

### Leave Entries

This form will display the all assigned Leave Entries to employees according to specified From and To Date .It also allows Login User to Add, Edit, Delete Leave Entries ,if he has permission of “ Edit Leave entries ” and Filter Leave Entries by Company ,Department, Employee Name, Employee Code, designation, category ,Leave Type ,Employment Type ,Location etc.

**eSSL eTimeTrackLite 3.3 - [Leave Entries]**

Admin Masters Utilities Attendance Reports Payroll (to be launched) Windows Help

Employee Leave Entries

From Date: 29 Mar 2010 To Date: 29 Apr 2010

Company: All Designation: All Category: All Leave Type: All Status: Working Employment Type: All Location: All

Filter	From Date	To Date	Emp Code	Emp Name	Type	Leave Status	Company	Location	Category	Department	Status	Emp Type
Employee Code	01 Apr 2010	28 Apr 2010	T1	Test Employee 1	CL	FullDay	Default	Bangalore	Default	Default	Working	Permanent
<input type="checkbox"/> Is Exact Filter	01 Apr 2010	28 Apr 2010	T2	Test Employee 2	CL	FullDay	Default	Bangalore	Default	Default	Working	Temporary
Employee Name	01 Apr 2010	28 Apr 2010	T3	Test Employee 3	CL	FullDay	Default	Bangalore	Default	Default	Working	Trainee

Filter    Reset

Assign    Edit    Delete

Total Records : 3

Login User: essl | Role: Admin | Login Time: 29 Apr 2010 03:45 PM | Powered By: <http://www.esslindia.com>

- This form will allow assigning of leaves to multiple Employees for Multiple days either full day or half day or  $\frac{1}{4}$  Day or  $\frac{1}{2}$  day with specific Leave type.
- This assigned leave will be used in calculation if is approved otherwise it will be neglected

**Assign Leave**

<input checked="" type="radio"/> Full Day	<input type="radio"/> 3/4 Day	<input type="radio"/> 1/2 Day	<input type="radio"/> 1/4	<input checked="" type="checkbox"/> Is Approved
From Date	29 Apr 2010	Approved By	admin	Remarks
To Date	29 Apr 2010	Leave Type	CL	

Filter

Employee Code	<input type="text"/>	Filter	Company	All	Department	All	Category	All
Employee Name	<input type="text"/>	Reset	Designation	All	Employment Type	All	Status	All

	Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employment Type
<input checked="" type="checkbox"/>	1	1	a	(A) Administration	Account	a	Working	Permanent
<input checked="" type="checkbox"/>	2	Rashim Sharma	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	3	Vintee	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	4	Monica Anand	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	5	Rekha Devi	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	6	Navneet Kotwal	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	16	Shefali Sharma	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	17	Sat Pal Sharma	eTimeTrack	(B) Non Teach...	Sec.Officer	Default	Working	Permanent
<input checked="" type="checkbox"/>	18	Rajani Mahanas	Default	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	19	Parveen Kumar	Default	(C) 4 Class B.Ed.	Peon	Default	Working	Permanent
<input checked="" type="checkbox"/>	20	Parshotam Singh	Default	(C) 4 Class B.Ed.	Peon	Default	Working	Permanent

Total Employee: 55      Total Selected Employee: 55

**Update Leave Entry**

Employee Name	Test Employee 2			
<input checked="" type="radio"/> Full Day	<input type="radio"/> 3/4 Day	<input type="radio"/> 1/2 Day	<input type="radio"/> 1/4 Day	<input checked="" type="checkbox"/> Is Approved
From Date	01 Apr 2010	Approved By	Admin	
To Date	28 Apr 2010	Leave Type	CL	
Remarks	<input type="text"/>			

## Out Door entries

This is similar to leave entries only. This form will display the all Outdoor Entries assigned to employees according to specified From and To Date .It also allows Login User to Add, Edit, Delete outdoor Entries, if he has permission of " Edit Outdoor entries " and Filter outdoor Entries by Company ,Department, Employee Name, Employee Code, designation, category ,Leave Type ,Employment Type ,Location etc.

The screenshot shows the 'OutDoor Entries' screen of the eSSL eTimeTrackLite software. The interface includes a toolbar with various icons, a menu bar with Admin, Masters, Utilities, Attendance Reports, Payroll (to be launched), Windows, and Help, and a toolbar with file operations like New, Open, Save, Print, etc.

At the top, there are date selection boxes for 'From Date' (29 Mar 2010) and 'To Date' (29 Apr 2010), and dropdown menus for Company (All), Designation (All), Category (All), Status (Working), Employment Type (All), and Location (All). On the right side of the grid, there are buttons for Assign, Edit, and Delete.

The main area displays a grid of outdoor entries for April 28, 2010. The columns include: From Date, To Date, Duration, Begin Time, End Time, Emp Code, Emp Name, Company, Department, Location, Category, Status, and Emp. The grid lists numerous entries for different employees like Romesh Kumar, Chanchal Shar..., Ninder, Pinkey, Jinder, Garo Devi, Rani, Toshi, Ghar Singh, Sunil Singh, Indu Puri, Neeru Slattia, Vaishno Devi, Prema Nanda, Kubri Singh, Sunny Kumar, Munish Mahajan, Ram Lal, Geeta Devi, Kuldeep Singh, Kr samar Dev ..., R.P Singh, Sanji Ram Shar..., Sukhbir singh, Neha Manhas, Anshu Gupta, ADMIN Global..., ab, cd, ef, T1, T2, T3, and Test Employee 1 through 3. Each entry includes its duration in minutes and specific start and end times.

On the left, there is a filter panel with sections for Employee Code, Is Exact Filter, Employee Name, and Department. The Department section lists categories like (B) Non Teaching, (C) 4 Class B.Ed., (C) 4 class ETT, (F) Daily Worker, Admin, Default, and UNKNOWN. Below the filter panel are 'Filter' and 'Reset' buttons.

At the bottom, it says 'Total Records : 54' and shows a footer with 'Login User: essl | Role: Admin | Login Time: 29 Apr 2010 03:50 PM' and 'Powered By: <http://www.esslindia.com>'.

- This form will allow assigning of outdoor entry to multiple Employees for Multiple dates.
- This form will also ask for Duration of Outdoor entries (in minutes) and Begin And End Time.
- This assigned leave will be used in calculation if is approved otherwise it will neglected.

**Assign OutDoor Entries**

From Date	29 Apr 2010	To Date	29 Apr 2010	<input checked="" type="checkbox"/> Is Approved	Approved By	Admin
Duration	240	Mins	Begin Time	12:00	Remarks	
			End Time	16:00	HH:MM 24 hr fmt	

**Filter**

Employee Code	<input type="text"/>	Filter	Company	All	Department	All	Category	All
Employee Name	<input type="text"/>	Reset	Designation	All	Employement Type	All	Status	All

<input checked="" type="checkbox"/>	Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employement Type
<input checked="" type="checkbox"/>	1	1	a	(A) Administration	Account	a	Working	Permanent
<input checked="" type="checkbox"/>	2	Rashim Sharma	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	3	Vintee	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	4	Monica Anand	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	5	Rekha Devi	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	6	Navneet Kotwal	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	16	Shefali Sharma	eTimeTrack	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	17	Sat Pal Sharma	eTimeTrack	(B) Non Teach...	Sec.Officer	Default	Working	Permanent
<input checked="" type="checkbox"/>	18	Rajani Mahanas	Default	(A) TEACHING...	Lect.	Default	Working	Permanent
<input checked="" type="checkbox"/>	19	Parveen Kumar	Default	(C) 4 Class B.Ed.	Peon	Default	Working	Permanent
<input checked="" type="checkbox"/>	20	Parshotam Singh	Default	(C) 4 Class B.Ed.	Peon	Default	Working	Permanent
<input type="checkbox"/>	21	Parshotam Singh	eTimeTrack	(C) 4 Class B.Ed.	Peon	Default	Working	Permanent

Total Employee: 55      Total Selected Employee: 55

**Assign OutDoor Entries**      **Close**

**Edit OutDoor Entries**

Employee Name	Toshi			
From Date	28 Apr 2010	To Date	28 Apr 2010	
Duration	120	Mins	Begin Time	12:00
			End Time	16:00
<input checked="" type="checkbox"/> Is Approved	Approved By	Admin		
Remarks				

**Update**      **Close**

## View Log Records, Add Manual entries.

This Form will display the all Logs according to specified From and To date. This Form will also allow you Add Logs Manually to multiple date and you can Edit and delete only manually added logs. This will also allows you filter Logs according to all employee Basic Details and Device. Add manual entries will require Direction and Log Date & Time.

The screenshot shows the 'Device Logs' screen of the eSSL eTimeTrackLite software. The interface includes a top menu bar with Admin, Masters, Utilities, Attendance Reports, Payroll (to be launched), Windows, and Help. Below the menu is a toolbar with icons for various functions. The main area is titled 'Device Logs' and contains a grid of log records. The columns in the grid are: Log Date, Device, Direction, Emp Code, Emp Name, Company, Department, Location, Category, Status, and Emp Type. The grid lists numerous entries from April 28, 2010, to April 29, 2010, for various employees like Bawa Ditta, Sunil Singh, Ninder, Garo Devi, Rani, Toshi, etc., at different locations like Bangalore and Default, with categories like Working and Permanent. On the left side, there is a 'Filter' panel with sections for Employee Code, Employee Name, and Department, each with dropdown menus and checkboxes. At the bottom of the filter panel are 'Filter' and 'Reset' buttons. On the right side of the grid, there are 'Add', 'Edit', and 'Delete' buttons. At the very bottom of the screen, there is a footer bar with 'Total Records : 55', 'Login User: essl | Role: Admin | Login Time: 29 Apr 2010 03:50 PM', and 'Powered By: <http://www.essslindia.com>'.

**Add Device Log**

Date/Time	29 April 2010 15:57	Direction	in	Device Name	ME			
Filter Employee Code: <input type="text"/> <input type="button" value="Filter"/> Employee Name: <input type="text"/> <input type="button" value="Reset"/> Company: All Department: All Category: All Designation: All Employment Type: All Status: All								
#	Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employment Type
1	1	a	(A) Administr...	Account	a	Working	Permanent	
2	Rashim Sharma	eTimeTrack	(A) TEACHIN...	Lect.	Default	Working	Permanent	
3	Vintee	eTimeTrack	(A) TEACHIN...	Lect.	Default	Working	Permanent	
4	Monica Anand	eTimeTrack	(A) TEACHIN...	Lect.	Default	Working	Permanent	
5	Rekha Devi	eTimeTrack	(A) TEACHIN...	Lect.	Default	Working	Permanent	
6	Navneet Kotwal	eTimeTrack	(A) TEACHIN...	Lect.	Default	Working	Permanent	
16	Shefali Sharma	eTimeTrack	(A) TEACHIN...	Lect.	Default	Working	Permanent	
17	Sat Pal Sharma	eTimeTrack	(B) Non Teac...	Sec.Officer	Default	Working	Permanent	
18	Rajani Mahanas	Default	(A) TEACHIN...	Lect.	Default	Working	Permanent	
19	Parveen Kumar	Default	(C) 4 Class B...	Peon	Default	Working	Permanent	
20	Parshotam Sin...	Default	(C) 4 Class B...	Peon	Default	Working	Permanent	
21	S.L. Kotwal	Default	(A) TEACHIN...	Lect.	Default	Working	Permanent	

Total Employee: 55      Total Selected Employee: 0

**Edit DeviceLog**

Employee Name	Romesh Kumar		
Employee Code	33	Device Name	ME
Date/Time	29 Apr 2010 13:20	Direction	in
<input type="button" value="Update"/> <input type="button" value="Close"/>			

## eTimeTrackLite Registers

eTimeTrackLite Registers will show Attendance Details or Leave summary. It will also allow you export record to excel Sheet and filter record according to employee Basic Details.

### Attendance Register

This Register will show One Month Attendance status of all Employees. Status can be absent, present, weekly off, holiday, on Leave, on outdoor entries and Combination of these also. Abbreviations for Status are:

- A - Absent
- P - Present
- CL, PL, SL – Leave Types
- OD - Out Door Duty
- WO - Weekly Off
- H - Holiday

eSSL eTimeTrackLite 3.3 - [Attendance Register]																																		
Attendance Register																																		
		Month	Apr	Year	2010	Go																												
Company	All	Designation	All	Category	All	Status	Working	Employment Type	All	Location	All																							
Filter Employee Code		Emp Code	Emp ..	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Monica A...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Rekha Devi	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Navneet ...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Shefali Sh...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Sat Pal Sh...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Rajani Ma...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Parveen K...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Parshotam...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
S.L. Kotwal	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Harbans Lal	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Jagdish K...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Vaneet Ku...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Kishmero ...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Bawa Ditta	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Tej Ram	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Himani Kh...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Ganesh D...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Naresh Si...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Vikram Ch...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Romesh K...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Chanchal...	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Ninder	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Pinkey	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Jinder	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Garo Devi	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Rani	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Toshi	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Ghar Singh	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				
Sunil Singh	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	A	H	A	WO	WO	A	A	WP(OD)	P				

Total Records : 55

Login User: essl | Role: Admin

Login Time: 29 Apr 2010 03:50 PM

Powered By: 3 of 24 - Clipboard

## OT Register

This Register will show One Month overtime work duration of all Employees .This Register also allow you to Change Overtime of multiple Employee by right click menu option. Update Overtime Form will ask you Overtime Work Duration (in minutes) and to preserve it or not while recalculation of attendance. if you will not check this check Box will discard your edited overtime when you will calculate attendance again and if want to remove Preserve overtime you first select the cell which you don't want to preserve and right click and click on "Don't Preserve".

The cell with superscript with ( <sup>1</sup> ) shows this overtime is preserved.

The screenshot shows the 'OverTime Register' window for April 2010. The grid displays overtime data for 55 employees. A context menu is open over employee 23, Jagdish Kumar, with options 'Update OverTime' and 'Don't Preserve'. The 'Update OverTime' option is selected. The bottom status bar shows 'Total Records : 55' and '8 of 24 - Clipboard'.

Emp Code	Emp Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
4	Monica Anand	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
5	Rekha Devi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
6	Navneet Kot...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
16	Shefali Shama	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
17	Sat Pal Shar...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
18	Rajani Maha...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
19	Parveen Ku...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
20	Parshotam Si...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
21	S.L. Kotwal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
22	Harbans Lal	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
23	Jagdish Kumar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
24	Vaneet Kum...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
25	Kishmero devi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
26	Bawa Ditta	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
27	Tej Ram	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
28	Himani Khaju...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
30	Ganesh Dutt	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
31	Naresh Singh	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
32	Vikram Chand	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
33	Romesh Kumar	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
34	Chanchal Sh...	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
35	Ninder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
36	Pinkey	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
38	Jinder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
39	Garo Devi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
40	Rani	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
41	Toshi	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
42	Ghar Singh	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
43	Sunil Singh	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

Total Records : 55      8 of 24 - Clipboard

Login User: essl | Role: Admin | Login Time: 29 Apr 2010 03:50 PM | Powered By: ht Item collected.

**Update OverTime**

Overtime	In Min
<input type="checkbox"/> Preserved OverTime Value while Attendance Recalculation	
<input type="button" value="Update"/>	<input type="button" value="Close"/>

## Leave Register

This Register will show yearly Leave Summary (Leave Taken, Leave Current Balance, Leave Balance At year Start) of all Employees. This Register also allow you to Change Leave Allowed at the Start of the Year for multiple Employee by right click menu option. The right click menu will be enable only when you Check "Leave balance at Year Begin" button.

This form also has Feature of Import Leave Balance From excel Sheet.

**eSSL eTimeTrackLite 3.3 - [leave Summary]**

Admin Masters Utilities Attendance Reports Payroll (to be launched) Windows Help

Leave Summary

Show:  Leaves taken  Leaves Current Balance  Leaves Balance at Year begin Export Import Leave Balance

Year	2010	Category	All	Company	All	Designation	All	Status	Working	Employment Type	All	Location	All
Filter	Employee Code			Emp Code	Emp Name	Company	Department	CL	PL	SL			
				1	1	a	(A) Administration	10	10	10			
	<input type="checkbox"/> Is Exact Filter			2	Rashim Sharma	eTimeTrack	(A) TEACHING B...	10	10	10			
Employee Name				3	Vintee	eTimeTrack	(A) TEACHING B...	10	10	10			
Department				4	Monica Anand	eTimeTrack	(A) TEACHING B...	10	10	10			
(B) Non Teachin...				5	Rekha Devi	eTimeTrack	(A) TEACHING B...	10	10	10			
(B) Non Teachin...				6	Navneet Kotwal	eTimeTrack	(A) TEACHING B...	10	10	10			
(C) 4 Class B.Ed				16	Shefali Sharma	eTimeTrack	(A) TEACHING B...	10	10	10			
(C) 4 class ETT				17	Sat Pal Sharma	eTimeTrack	(B) Non Teachin...	10	10	10			
(F) Daily Worker				18	Rajani Mahanas	Default	(A) TEACHING B...	10	10	10			
a				19	Parveen Kumar	Default	(C) 4 Class B.Ed.	10	10	10			
Admin				20	Parshotam Singh	Default	(C) 4 Class B.Ed.	10	10	10			
Default				21	S.L. Kotwal	Default	(A) TEACHING E...	10	10	10			
UNKNOWN				22	Harbans Lal	Default	(A) Administration	10	10	10			
				23	Jagdish Kumar	Default	(A) TEACHING E...	10	10	10			
				24	Vaneet Kumar Pan...	Default	(B) Non Teachin...	10	10	10			
				25	Kishmero devi	Default	(F) Daily Worker	10	10	10			
				26	Bawa Ditta	Default	(C) 4 class ETT	10	10	10			
				27	Tej Ram	Default	(C) 4 class ETT	10	10	10			
				28	Himani Khajuria	Default	(A) TEACHING B...	10	10	10			
				30	Ganesh Dutt	Default	(F) Daily Worker	10	10	10			
				31	Naresh Singh	Default	(F) Daily Worker	10	10	10			
				32	Vikram Chand	Default	(A) Administration	10	10	10			
				33	Romesh Kumar	Default	(C) 4 Class B.Ed.	10	10	10			
				34	Chanchal Sharma	Default	(A) Administration	10	10	10			
				35	Ninder	Default	(C) 4 class ETT	10	10	10			
				36	Pinkey	Default	(C) 4 Class B.Ed.	10	10	10			
				38	Jinder	Default	(C) 4 Class B.Ed.	10	10	10			
				39	Garo Devi	Default	(F) Daily Worker	10	10	10			
				40	Rani	eTimeTrack	(F) Daily Worker	10	10	10			
				41	Toshi	eTimeTrack	(B) Non Teachin...	10	10	10			
				42	Ghar Singh	eTimeTrack	(B) Non Teachin...	10	10	10			

Total Records : 55

Login User: essl | Role: Admin | Login Time: 29 Apr 2010 03:50 PM | Powered By: <http://www.essslindia.com>

Start | Manual | eTimeTrackLite User Man... | eTimeTrack Lite 1.0 (Runn... | eSSL eTimeTrackLite ... | 16:01

## Attendance Logs Register

This Register will show all attendance Details of all employees. Attendance Details consists of In time, Out Time, Is on Leave. Is On OD, Early Going Minutes, late Coming Minutes, all punches, Shift Name etc.

This also allows you to edit Attendance Remarks by right click menu Option.

Attendance Logs															
	Att Date	Emp Code	Emp Name	Status	InTime	OutTime	Shift	Duration	OT	LateBy	EarlyBy	On Leave	On OD	PunchRecord	Remarks
Filter Employee Code	28 Apr 2010	2	Rashim Sharma	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
<input type="checkbox"/> Is Exact Filter	28 Apr 2010	3	Vintee	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
Employee Name	28 Apr 2010	4	Monica Anand	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	5	Rekha Devi	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	6	Navneet Kotwal	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	16	Shefali Sharma	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	17	Sal Pal Sharma	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	18	Rajani Mahanans	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	19	Parveen Kumar	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	20	Parshotam Singh	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	21	S.L. Kotwal	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	22	Harbans Lal	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	23	Jagdish Kumar	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	24	Vaneet Kumar ...	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	25	Kishmero devi	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	26	Bawa Ditta	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	27	Tej Ram	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	28	Hinani Khajuria	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	30	Ganesh Dutt	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	31	Naresh Singh	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	32	Vikram Chand	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	33	Romesh Kumar	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	34	Chanchal Shar...	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	35	Ninder	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	36	Pinkey	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	38	Jinder	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	39	Garo Devi	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	40	Rani	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	41	Toshi	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	42	Ghar Singh	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	43	Sunil Singh	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	44	Indu Puri	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	28 Apr 2010	45	M. Singh	1&P(OD)			NS	120	0	0	0	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

Total Records : 108

Login User: essl | Role: Admin | Login Time: 29 Apr 2010 03:50 PM

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16:02

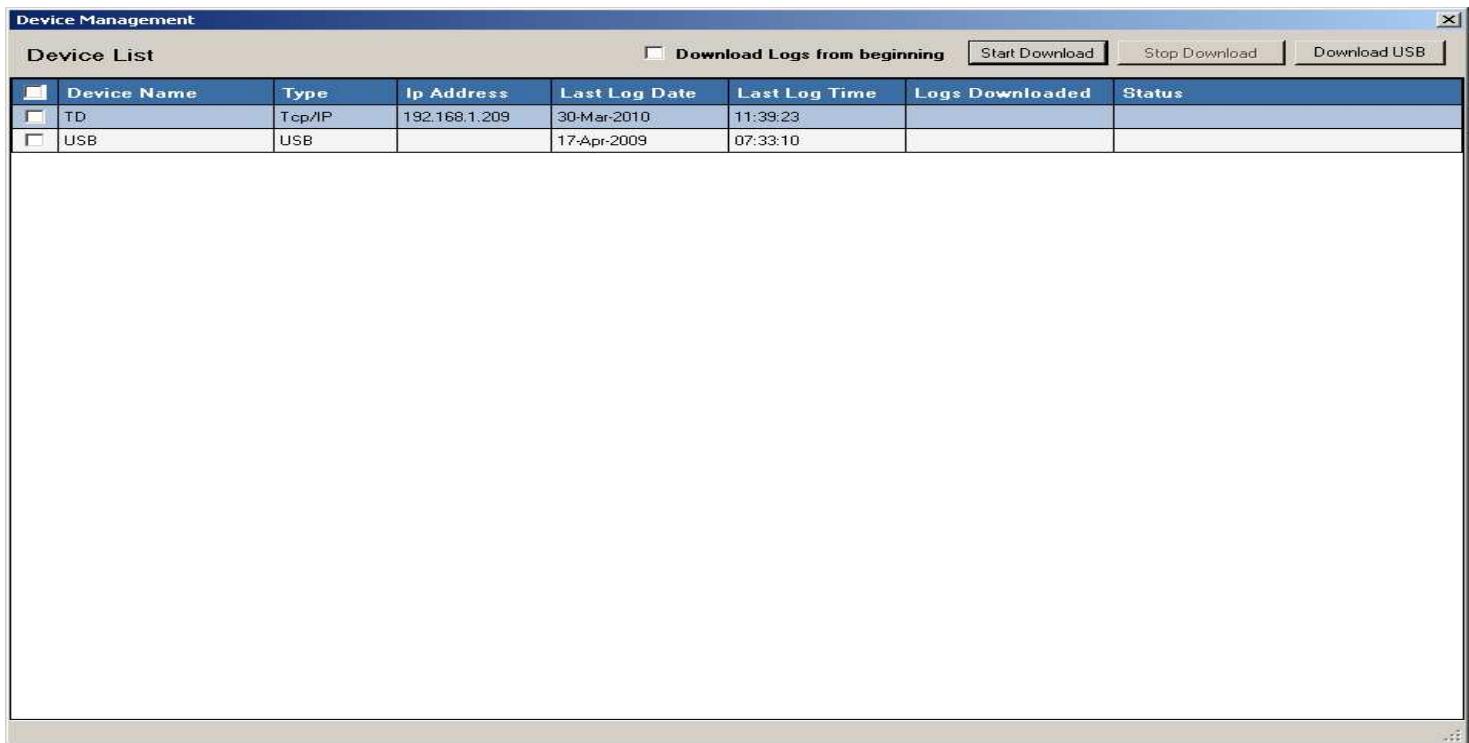
Update AttRemarks

Remarks:

## eTimeTrackLite Device Management

### Download Logs

- This form will show you all Device List. The Right click menu option will allow you to Add, Edit and Delete Devices.
- “Start Download” button will start downloading of logs from selected Device if it’s connected.
- “Download Logs from Beginning” check box will allows you download all logs which are in device other wise it will download after Last Downloaded log date.
- “Download USB” will allow you to download the logs from “.dat” file.



### Device Details

Device Details Consist of Device Name, Short Name, Serial No., Direction (In, Out, Alt In out, system In/Out) , IP address, Connection Type that will be either Tcp/IP or USB and Comm key that is device communication password generally its default value in device is “0”.

The screenshot shows a "Add Device" dialog box with the following fields:

Device Name	<input type="text"/>
Short Name	<input type="text"/>
Serial Number	<input type="text"/>
Device Direction	Alternate In/Out Device <input type="button" value="▼"/>
Connection Type	Tcp/IP <input type="button" value="▼"/>
Ip Address	<input type="text"/>
Comm Key	<input type="text"/> 0

At the bottom of the dialog box are three buttons: "Test Connection", "Save", and "Close".

Update device form will allows to update device information , Set system Date as Device Date and Time, Download Users From Device and Store this into Database, Change Device IP Address ,View Device Status, Upload Users to Device, Restart the device, clear all admin Privilege From Device.

Users in Device will show all existing user in Device with its details like user Name in Database an in device, Privilege,card No, Password, Finger Print and Face

**Update Device**

General | Users in Device

Set System Date Time | Clear Admin Privilege | Download Users to DB | Clear Logs  
View Device Status | Change IP Address | Upload Users to Device | Restart Device

**Device Name** Test Device

**Short Name** TD      **Serial Number** 1

Device Direction: System Direction(In/Out) Device      Connection Type: Tcp/IP

**Ip Address** 192.168.1.1      Comm Key: 0

Test Connection | Unlock Door | Save | Close

**Change Device Ip Address**

Change Device Ip

**Ip Address** 192.168.1.173

Save | Close

**View Device Status**

Device Status

**Users Count** 9  
**Finger Print Count** 10  
**Face Count** 0  
**Attendance Logs Count** 153  
**AdminCount** 0  
**Password User Count** 0

**Update Device**

General		Users in Device						
User Id	Name In Device	Name In DB	Privilege	Card	Pwd	FP in Server	Face in Server	
10	a		Normal User	0	No			
1	1		Normal User	0	No			
2			Normal User	0	No			
3			Normal User	0	No			
789			Normal User	0	No			
86963			Normal User	0	No			
4			Normal User	0	No			
5			Normal User	0	No			
6			Normal User	0	No			

100 % [Refresh](#) Total 9 Users

## Upload Users

This form will upload User Details, Card no., Fingerprint and Faces to device.

**upload Users to Device**

Filter									
Employee Code	<input type="text"/>	<input type="button" value="Filter"/>	Company	<input type="button" value="All"/>	Department	<input type="button" value="All"/>	Designation	<input type="button" value="All"/>	
Employee Name	<input type="text"/>	<input type="button" value="Reset"/>	Category	<input type="button" value="All"/>	Employement Type	<input type="button" value="All"/>	Status	<input type="button" value="All"/>	
Device Code	Employee Code	Employee Name	Company	Department	Group ID	Card Number	Password	Fingerprint	Face
1	1	1	a	(A) Administration	1		No	1	0
2	2	Rashim Sharma	eTimeTrack	(A) TEACHING B.Ed.	1		No	1	0
3	3	Vintee	eTimeTrack	(A) TEACHING B.Ed.	1		No	1	0
4	4	Monica Anand	eTimeTrack	(A) TEACHING B.Ed.	1		No	1	0
5	5	Rekha Devi	eTimeTrack	(A) TEACHING B.Ed.	1		No	1	0
6	6	Navneet Kotwal	eTimeTrack	(A) TEACHING BBA	1		No	1	0
10	10	10	Default	Default	1		No	2	0
789	789	789	Default	Default	1		No	1	0
86963	86963	86963	Default	Default	1		No	1	0

Total 9 Users   User Info  Cards  Fingerprints  Faces

## Download Users

This form will Download Users Details, Card no., Fingerprint and Faces From device and store these to database.



## Schedule Downloader

To schedule Downloader setup is providing one more .exe "eSSL Online Downloader". By Clicking on settings Link Button You can schedule Downloader

	Device Name	Ip Address	Status
<input checked="" type="checkbox"/>	TD	192.168.1.173	Last Download: 29-Apr-2010 17:23

SINO	Log Date	User Id	Direction	Device Name	Download Date
128	2010-03-15 16:01:37	3	in	TD	2010-04-29 05:23
129	2010-03-15 16:26:23	3	in	TD	2010-04-29 05:23
130	2010-03-15 16:32:38	3	out	TD	2010-04-29 05:23
131	2010-03-15 16:32:45	3	out	TD	2010-04-29 05:23
132	2010-03-15 16:32:58	3	out	TD	2010-04-29 05:23
133	2010-03-15 16:34:38	3	in	TD	2010-04-29 05:23
134	2010-03-15 16:35:04	3	out	TD	2010-04-29 05:23
135	2010-03-15 16:40:24	3	in	TD	2010-04-29 05:23
136	2010-03-15 16:41:43	3	in	TD	2010-04-29 05:23
137	2010-03-15 17:00:38	3	in	TD	2010-04-29 05:23
138	2010-03-15 17:01:39	3	in	TD	2010-04-29 05:23
139	2010-03-15 17:02:25	3	in	TD	2010-04-29 05:23
140	2010-03-15 17:31:32	3	in	TD	2010-04-29 05:23
141	2010-03-17 19:53:00	789	out	TD	2010-04-29 05:23
142	2010-03-17 19:53:15	9632	out	TD	2010-04-29 05:23
143	2010-03-18 15:44:07	9632	in	TD	2010-04-29 05:23
144	2010-03-18 15:44:14	9632	in	TD	2010-04-29 05:23
145	2010-03-18 15:44:51	86963	out	TD	2010-04-29 05:23
146	2010-03-18 15:46:10	9632	in	TD	2010-04-29 05:23
147	2010-03-18 15:46:43	9632	in	TD	2010-04-29 05:23
148	2010-03-18 15:47:51	86963	in	TD	2010-04-29 05:23
149	2010-03-18 15:48:17	86963	in	TD	2010-04-29 05:23
150	2010-03-18 15:49:51	90	out	TD	2010-04-29 05:23
151	2010-03-18 15:51:22	90	out	TD	2010-04-29 05:23
152	2010-03-18 15:54:46	789	in	TD	2010-04-29 05:23
153	2010-03-22 13:09:57	6	out	TD	2010-04-29 05:23

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## eTimeTrackLite Utilities

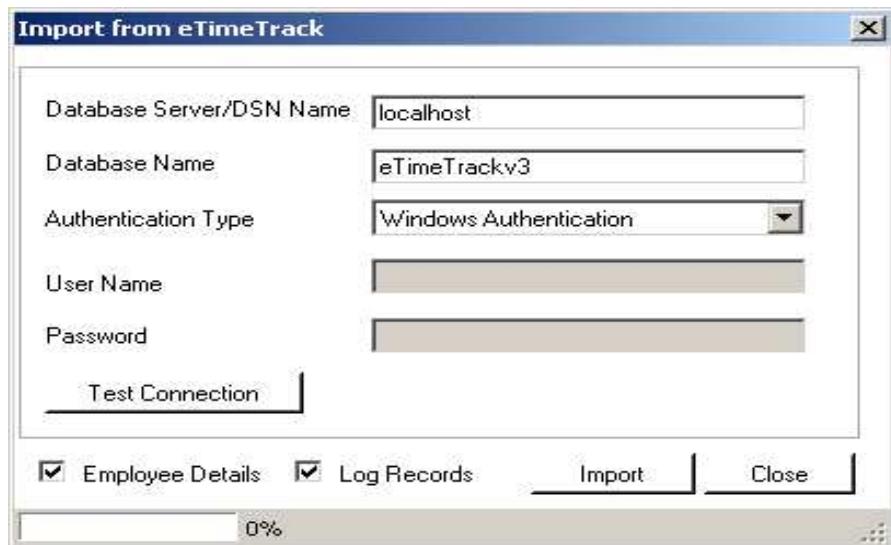
### Import Export Employees

An import and Export employee utility allows Login User to import and export Employee Basic and Other Details from Excel Sheet., if he has Permission of “Import Employee” and “Export Employee”.



### Import From eTimeTrack

Import From etimeTrack form will allows you import Employee and Log records from eTimeTrack software.



## Backup database

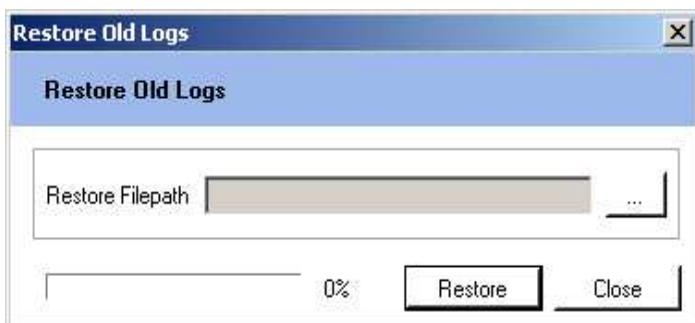
This form will allow you to take your database backup on specified Path. This Feature is only available For Ms-Access database.



## Backup & Clear Old Logs /Restore Old Data

Backup Form will allow you to Backup Log records according to date in ".bck" file on specified path. If you want delete this From database to should check clear Logs.

Restore old Logs will Restore Log Records from ".bck" File.



## eTimeTrackLite Re-Calculate Attendance

This Form will recalculate attendance according to specified From and To date and this also allows you filter by companies and Departments.

Re Calculate Attendance

From Date: 29 Mar 2010 To Date: 29 Apr 2010

Select Companies:

- a Default eTimeTrack

Select Departments:

- (A) Administration
- (A) TEACHING B.Ed.
- (A) TEACHING BBA
- (A) TEACHING ETT
- (B) Non Teaching B.Ed.
- (B) Non Teaching BBA
- (C) 4 Class B.Ed.
- (C) 4 class ETT
- (F) Daily Worker
- a Admin Default UNKNOWN

Select All Deselect All

Calculate Close

100 %

## eTimeTrackLite Reports

eTimeTrackLite generating report forms also allows you to various report like and filter report data according to company, Department and employee Details.

Various Reports are:

- Daily Attendance reports
- Monthly Attendance reports
- Yearly Attendance reports
- Leave Summary
- Log Records
- Leave Entries Report
- Outdoor Entries Report
- Continuous Abnormally
- Random Check Report
- Special Reports (Graph and Matrix)
- Generate Memo

## Daily Attendance

Daily Attendance Reports are: -

- Basic Attendance Report
- Detailed Attendance Report
- Summary Report
- CSV Export

Daily Attendance report can be filter according status i.e. Present, Absent, Late, Coming, Early Going, On leave, On Outdoor Duty, Short worked, extra worked, Missed out punch.

**Daily Attendance Report**

From Date: 25 Apr 2010 To Date: 29 Apr 2010 Report Type: Basic Report

Filter Employee

Employee Code	Exact
Employee Name	
Employee Category	All
Employee Designation	All
Employee Location	All
Employee Type	All

Select Status

Present
Absent
Late Coming
Early Going
On Leave
On OutDoor Duty
Short Worked
Extra Worked
Missed Out Punch

Filter Company

a Default eTimeTrack
----------------------------

Select All Deselect All

Filter Department

(A) Administration
(A) TEACHING B.Ed.
(A) TEACHING BBA
(A) TEACHING ETT
(B) Non Teaching B.Ed.
(B) Non Teaching BBA
(C) 4 Class B.Ed.
(C) 4 class ETT
(F) Daily Worker
a Admin

Select All Deselect All

Filter Shift

GS
WO

Select All Deselect All

Recalculate Attendance

Generate Close

**Daily Attendance Report (Basic Report)**

Apr 29 2010 To Apr 29 2010

**Company:** Default

Printed On : Apr 29 2010 16:11

Attendance Date 29-Apr-2010

Department (A) Administration

SNo.	Employee	InTime	OutTime	Shift	Duration	OT	Status	Remarks
1	22:Harbans Lal	13:20		GS	5:09	00:00	Present (No OutPunch)	
2	32:Mkram Chand	13:20		GS	5:09	00:00	Present (No OutPunch)	
3	34:Chanchal Sharma	13:20		GS	5:09	00:00	Present (No OutPunch)	

Department (A) TEACHING B.Ed.

SNo.	Employee	InTime	OutTime	Shift	Duration	OT	Status	Remarks
1	18:Rajani Mahanas	13:20		GS	5:09	00:00	Present (No OutPunch)	

Department (A) TEACHING BBA

SNo.	Employee	InTime	OutTime	Shift	Duration	OT	Status	Remarks
1	28:Himani Khajuria	13:20		GS	5:09	00:00	Present (No OutPunch)	

Department (A) TEACHING ETT

SNo.	Employee	InTime	OutTime	Shift	Duration	OT	Status	Remarks
1	21:S.L. Kotwal	13:20		GS	5:09	00:00	Present (No OutPunch)	
2	23:Jagdish Kumar	13:20		GS	5:09	00:00	Present (No OutPunch)	

Department (B) Non Teaching B.Ed.

SNo.	Employee	InTime	OutTime	Shift	Duration	OT	Status	Remarks
1	24:Vaneet Kumar Pangotra	13:20		GS	5:09	00:00	Present (No OutPunch)	

Department (C) 4 Class B.Ed.

SNo.	Employee	InTime	OutTime	Shift	Duration	OT	Status	Remarks
1	19:Parveen Kumar	13:20		GS	5:09	00:00	Present (No OutPunch)	
2	20:Parshotam Singh	13:20		GS	5:09	00:00	Present (No OutPunch)	
3	33:Romesh Kumar	13:20		GS	5:09	00:00	Present (No OutPunch)	
4	36:Pinkey	13:20		GS	5:09	00:00	Present (No OutPunch)	
5	38:Jinder	13:20		GS	5:09	00:00	Present (No OutPunch)	

**Daily Attendance Report (Detailed Report)**

Apr 29 2010 To Apr 29 2010

**Company:** Default

Printed On : Apr 29 2010 16:14

**Attendance Date** 29-Apr-2010**Department** (A) Administration

SNo.	Employee	InTime	OutTime	Shift	BeginTime	End Time	Duration	Status	LateBy	EarlyBy	OT	Punch Records
1	22:Harbans Lal	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),
2	32:Vikram Chand	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),
3	34:Chanchal Sharma	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),

**Department** (A) TEACHING B.Ed.

SNo.	Employee	InTime	OutTime	Shift	BeginTime	End Time	Duration	Status	LateBy	EarlyBy	OT	Punch Records
1	18:Rajani Mahanas	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),

**Department** (A) TEACHING BBA

SNo.	Employee	InTime	OutTime	Shift	BeginTime	End Time	Duration	Status	LateBy	EarlyBy	OT	Punch Records
1	28:Himani Khajuria	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),

**Department** (A) TEACHING ETT

SNo.	Employee	InTime	OutTime	Shift	BeginTime	End Time	Duration	Status	LateBy	EarlyBy	OT	Punch Records
1	21:S.L. Kotwal	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),
2	23:Jagdish Kumar	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),

**Department** (B) Non Teaching B.Ed.

SNo.	Employee	InTime	OutTime	Shift	BeginTime	End Time	Duration	Status	LateBy	EarlyBy	OT	Punch Records
1	24:Vaneet Kumar Pangota	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),

**Department** (C) 4 Class B.Ed.

SNo.	Employee	InTime	OutTime	Shift	BeginTime	End Time	Duration	Status	LateBy	EarlyBy	OT	Punch Records
1	19:Parveen Kumar	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),
2	20:Parshotam Singh	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),
3	33:Romesh Kumar	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),
4	36:Pinkey	13:20		GS	09:30	18:30	5:09	Present (No OutPunch)	3:50	00:00	00:00	13:20:in(ME),18:30:out(SE),

**Daily Attendance Report (Summary Report)**

Apr 29 2010 To Apr 29 2010

**Company:** Default

Printed On : Apr 29 2010 16:17

Department: (A) Administration

Employee Code 22 Employee Name: Harbans Lal

Date	InTime	OutTime	Shift	Duration	Status	Remarks
29-Apr-2010	13:20		GS	5:09	Present (No OutPunch)	

Total Duration=5 Hrs 9 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code 32 Employee Name: Vikram Chand

Date	InTime	OutTime	Shift	Duration	Status	Remarks
29-Apr-2010	13:20		GS	5:09	Present (No OutPunch)	

Total Duration=5 Hrs 9 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code 34 Employee Name: Chanchal Sharma

Date	InTime	OutTime	Shift	Duration	Status	Remarks
29-Apr-2010	13:20		GS	5:09	Present (No OutPunch)	

Total Duration=5 Hrs 9 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Department: (A) TEACHING B.Ed.

Employee Code 18 Employee Name: Rajani Mahanas

Date	InTime	OutTime	Shift	Duration	Status	Remarks
29-Apr-2010	13:20		GS	5:09	Present (No OutPunch)	

Total Duration=5 Hrs 9 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Department: (A) TEACHING BBA

Employee Code 28 Employee Name: Himani Khajuria

Date	InTime	OutTime	Shift	Duration	Status	Remarks
29-Apr-2010	13:20		GS	5:09	Present (No OutPunch)	

Total Duration=5 Hrs 9 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Department: (A) TEACHING ETT

Employee Code 21 Employee Name: S.L. Kotwal

Date	InTime	OutTime	Shift	Duration	Status	Remarks
29-Apr-2010	13:20		GS	5:09	Present (No OutPunch)	

Total Duration=5 Hrs 9 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

Employee Code 23 Employee Name: Jagdish Kumar

Date	InTime	OutTime	Shift	Duration	Status	Remarks
29-Apr-2010	13:20		GS	5:09	Present (No OutPunch)	

Total Duration=5 Hrs 9 Min , PresentDays=1 , Leaves=0 , Holiday=0 , AbsentDays=0 , Weekly Off =0

## Monthly Attendance

Monthly Attendance Reports are:

- Basic Report
- Summary Report
- Basic Work Duration Report
- Detailed work Duration Report
- Period Wise Report
- CSV Export

**Monthly Status Report**

**Monthly Status Report**

From Date: 01 Apr 2010 To Date: 30 Apr 2010 Report Type: Basic Report

Filter Employee

Employee Code	<input type="text"/>	<input checked="" type="checkbox"/> Exact
Employee Name	<input type="text"/>	
Employee Category	<input type="text"/> All	
Employee Designation	<input type="text"/> All	
Employee Location	<input type="text"/> All	
Employee Type	<input type="text"/> All	

Filter Company

a
Default
eTimeTrack

Filter Department

(A) Administration
(A) TEACHING B.Ed
(A) TEACHING BBA
(A) TEACHING ETT
(B) Non Teaching B.
(B) Non Teaching BE
(C) 4 Class B.Ed.
(C) 4 class ETT
(F) Daily Worker
a
Admin

Select All Deselect All Select All Deselect All

Recalculate Attendance

Generate Close

**Monthly Status Report (Basic Report)**

Apr 01 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:20

Department: (A) Administration

Sl	Employee	1 Th	2 F	3 St	4 S	5 M	6 T	7 W	8 Th	9 F	10 St	11 S	12 M	13 T	14 W	15 Th	16 F	17 St	18 S	19 M	20 T	21 W	22 Th	23 F	24 St	25 S	26 M	27 T	28 W	29 Th		P	A	L	H	HP	WO	WOP
1	22:Harbans Lal	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		
2	32:Vikram Chand	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		
3	34:Chanchal Sharma	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		

Department: (A) TEACHING B.Ed.

Sl	Employee	1 Th	2 F	3 St	4 S	5 M	6 T	7 W	8 Th	9 F	10 St	11 S	12 M	13 T	14 W	15 Th	16 F	17 St	18 S	19 M	20 T	21 W	22 Th	23 F	24 St	25 S	26 M	27 T	28 W	29 Th		P	A	L	H	HP	WO	WOP
1	18:Rajani Mahanar	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		

Department: (A) TEACHING BBA

Sl	Employee	1 Th	2 F	3 St	4 S	5 M	6 T	7 W	8 Th	9 F	10 St	11 S	12 M	13 T	14 W	15 Th	16 F	17 St	18 S	19 M	20 T	21 W	22 Th	23 F	24 St	25 S	26 M	27 T	28 W	29 Th		P	A	L	H	HP	WO	WOP
1	26:Himani Khajuria	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		

Department: (A) TEACHING ETT

Sl	Employee	1 Th	2 F	3 St	4 S	5 M	6 T	7 W	8 Th	9 F	10 St	11 S	12 M	13 T	14 W	15 Th	16 F	17 St	18 S	19 M	20 T	21 W	22 Th	23 F	24 St	25 S	26 M	27 T	28 W	29 Th		P	A	L	H	HP	WO	WOP
1	21:S.L. Kotwal	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		
2	23:Jagdish Kumar	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		

Department: (B) Non Teaching B.Ed.

Sl	Employee	1 Th	2 F	3 St	4 S	5 M	6 T	7 W	8 Th	9 F	10 St	11 S	12 M	13 T	14 W	15 Th	16 F	17 St	18 S	19 M	20 T	21 W	22 Th	23 F	24 St	25 S	26 M	27 T	28 W	29 Th		P	A	L	H	HP	WO	WOP
1	24:Vaneet Kumar Pangotra	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		

Department: (C) 4 Class B.Ed.

Sl	Employee	1 Th	2 F	3 St	4 S	5 M	6 T	7 W	8 Th	9 F	10 St	11 S	12 M	13 T	14 W	15 Th	16 F	17 St	18 S	19 M	20 T	21 W	22 Th	23 F	24 St	25 S	26 M	27 T	28 W	29 Th		P	A	L	H	HP	WO	WOP
1	19:Parveen Kumar	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		
2	20:Parshotam Singh	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		
3	33:Romesh Kumar	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	WO	WO	A	A	A	%P (OD)	P		1.5	19.5	0	0	0	8	0		

Generated By:essl

Page No. 2

**Monthly Status Report (Summary Report)**

Apr 01 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:22

Department: (A) Administration

Employee Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
22	Harbans Lal	1.5	19.5	0	0	8	0	0	0	0	0	0
32	Vikram Chand	1.5	19.5	0	0	8	0	0	0	0	0	0
34	Chanchal Sharma	1.5	19.5	0	0	8	0	0	0	0	0	0

Department: (A) TEACHING B.Ed.

Employee Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
18	Rajani Mahanas	1.5	19.5	0	0	8	0	0	0	0	0	0

Department: (A) TEACHING BBA

Employee Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
28	Himani Khajuria	1.5	19.5	0	0	8	0	0	0	0	0	0

Department: (A) TEACHING ETT

Employee Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
21	S.L. Kotwal	1.5	19.5	0	0	8	0	0	0	0	0	0
23	Jagdish Kumar	1.5	19.5	0	0	8	0	0	0	0	0	0

Department: (B) Non Teaching B.Ed.

Employee Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
24	Vaneet Kumar Pangotra	1.5	19.5	0	0	8	0	0	0	0	0	0

Department: (C) 4 Class B.Ed.

Employee Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
19	Parveen Kumar	1.5	19.5	0	0	8	0	0	0	0	0	0
20	Parshotam Singh	1.5	19.5	0	0	8	0	0	0	0	0	0
33	Romesh Kumar	1.5	19.5	0	0	8	0	0	0	0	0	0
36	Pinkey	1.5	19.5	0	0	8	0	0	0	0	0	0
38	Jinder	1.5	19.5	0	0	8	0	0	0	0	0	0

Department: (C) 4 class ETT

Employee Code	EmployeeName	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
26	Bawa Ditta	1.5	19.5	0	0	8	0	0	0	0	0	0

**Monthly Status Report (Basic Work Duration)**

Apr 01 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:24

Days	1 Th	2 F	3 St	4 S	5 M	6 T	7 W	8 Th	9 F	10 St	11 S	12 M	13 T	14 W	15 Th	16 F	17 St	18 S	19 M	20 T	21 W	22 Th	23 F	24 St	25 S	26 M	27 T	28 W	29 Th		
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Department: (A) Administration

Employee: 22 : Harbans Lal

Status	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	WP (OD)	P		
InTime																														13:20	
OutTime																															
Total	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	2:00	5:09		

Employee: 32 : Vikram Chand

Status	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	WP (OD)	P		
InTime																														13:20	
OutTime																															
Total	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	2:00	5:09		

Employee: 34 : Chanchal Sharma

Status	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	WP (OD)	P		
InTime																														13:20	
OutTime																															
Total	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	2:00	5:09		

Department: (A) TEACHING B.Ed.

Employee: 18 : Rajani Mahanasa

Status	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	A	WO	WO	A	A	WP (OD)	P		
InTime																														13:20	
OutTime																															
Total	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	2:00	5:09		

Generated By:essl

Page No 2

**Monthly Status Report (Detailed Work Duration)**

Apr 01 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:27

Days	1 Th	2 F	3 St	4 S	5 M	6 T	7 W	8 Th	9 F	10 St	11 S	12 M	13 T	14 W	15 Th	16 F	17 St	18 S	19 M	20 T	21 W	22 Th	23 F	24 St	25 S	26 M	27 T	28 W	29 Th		
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Department: (A) Administration

Employee: 22 : Harbans Lal Total Duration: 7:09 Hrs. Total OT: 00:00 Hrs. Present: 1.5 Absent: 19.5 WeeklyOff: 8 Holidays: 0 Leaves Taken: 0 Late By Hrs: 3:50 Late By Days: 1 Early going By Days: 0

Status	A	A	IWO	IWO	A	A	A	A	IWO	IWO	A	A	A	A	A	IWO	IWO	A	A	A	A	A	A	IWO	IWO	A	A	NP	P	PODL
InTime																														13:20
OutTime																														
Duration	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	2:00	3:50		
OT																														
Shift	INS	INS	GS																											

Employee: 32 : Vikram Chand Total Duration: 7:09 Hrs. Total OT: 00:00 Hrs. Present: 1.5 Absent: 19.5 WeeklyOff: 8 Holidays: 0 Leaves Taken: 0 Late By Hrs: 3:50 Late By Days: 1 Early going By Days: 0

Status	A	A	IWO	IWO	A	A	A	A	IWO	IWO	A	A	A	A	A	IWO	IWO	A	A	A	A	A	A	IWO	IWO	A	A	NP	P	PODL
InTime																														13:20
OutTime																														
Duration	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	2:00	3:50		
OT																														
Shift	INS	INS	GS																											

Employee: 34 : Chanchal Sharma Total Duration: 7:09 Hrs. Total OT: 00:00 Hrs. Present: 1.5 Absent: 19.5 WeeklyOff: 8 Holidays: 0 Leaves Taken: 0 Late By Hrs: 3:50 Late By Days: 1 Early going By Days: 0

Status	A	A	IWO	IWO	A	A	A	A	IWO	IWO	A	A	A	A	A	IWO	IWO	A	A	A	A	A	A	IWO	IWO	A	A	NP	P	PODL
InTime																														13:20
OutTime																														
Duration	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	2:00	3:50		
OT																														
Shift	INS	INS	GS																											

Generated By:essl

Page No 2

**Monthly Status Report (Periodwise Report)**

Apr 01 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:29

Days	1 Th	2 F	3 St	4 S	5 M	6 T	7 W	8 Th	9 F	10 St	11 S	12 M	13 T	14 W	15 Th	16 F	17 St	18 S	19 M	20 T	21 W	22 Th	23 F	24 St	25 S	26 M	27 T	28 W	29 Th		
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Department: (F) Daily Worker

Employee: 31 : Naresh Singh

Status	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	%P	P		
P1Status																														
P2Status																														
P3Status																														

Employee: 39 : Garo Devi

Status	A	A	WO	WO	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	A	A	A	WO	WO	A	A	%P	P		
P1Status																														
P2Status																														
P3Status																														

Department: Default

Employee: T1 : Test Employee 1

Status	CL	%P	P																												
P1Status																															
P2Status																															
P3Status																															

Employee: T2 : Test Employee 2

Status	CL	%P	P																												
P1Status																															
P2Status																															
P3Status																															

Employee: T3 : Test Employee 3

Status	CL	%P	P																												
P1Status																															
P2Status																															
P3Status																															

Generated By:essl

Page No 6

## Yearly Attendance

Yearly attendance report will generate report which will show whole year attendance records if year is current year than it will generate till current date only. It will take attendance start date and month which is specified in master settings.

**Yearly Summary Report**

Yearly Summary Report

Select Year

Filter Employee

Employee Code	<input type="text"/>	<input checked="" type="checkbox"/> Exact
Employee Name	<input type="text"/>	
Employee Category	<input type="text"/> All	
Employee Designation	<input type="text"/> All	
Employee Location	<input type="text"/> All	
Employee Type	<input type="text"/> All	

Filter Company

a	Default
e	eTimeTrack

Filter Department

(A) Administration	
(A) TEACHING B.Ed	
(A) TEACHING BBA	
(A) TEACHING ETT	
(B) Non Teaching B.	
(B) Non Teaching BE	
(C) 4 Class B.Ed.	
(C) 4 class ETT	
(F) Daily Worker	
a	Admin

Recalculate Attendance

**Yearly Summary Report**

Jan 01 2009 To Dec 31 2009

Company: Default

Printed On : Apr 29 2010 16:32

Department: (A) Administration

Employee Code 22 Employee Name Harbans Lal

Month	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
January	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0	0	0
October	2	8	0	0	3	1	0	0	0	0	0
November	21	3	0	0	9	3	0	0	0	0	0
December	8.5	15	0	0	8	0.5	0	0	0	0	0

Employee Code 32 Employee Name Vikram Chand

Month	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
January	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0
June	0	0	0	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0	0	0
October	7	4	0	0	3	2	0	0	0	0	0
November	21.5	2.5	0	0	9	3	0	0	0	0	0
December	7	17	0	0	8	1	0	0	0	0	0

Employee Code 34 Employee Name Chanchal Sharma

Month	P	A	H	HP	WO	WOP	CL	PL	SL	Other Leave	Total Leave
January	0	0	0	0	0	0	0	0	0	0	0
February	0	0	0	0	0	0	0	0	0	0	0
March	0	0	0	0	0	0	0	0	0	0	0
April	0	0	0	0	0	0	0	0	0	0	0
May	0	0	0	0	0	0	0	0	0	0	0

## Leave Summary

It will shows leave taken balance allowed Leave employee wise of whole year.

Leave Summary Report			
Year:2010			
Company:	Default		
Printed On :	Apr 29 2010 16:37		
<b>Department (A) TEACHING B.Ed.</b>			
Employee:	16:Rajani Mahanam		
Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	10	0	10
PL	10	0	10
SL	10	0	10
<b>Department (C) 4 Class B.Ed.</b>			
Employee:	19:Parveen Kumar		
Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	10	0	10
PL	10	0	10
SL	10	0	10
Employee:	20:Parshotam Singh		
Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	10	0	10
PL	10	0	10
SL	10	0	10
Employee:	33:Romesh Kumar		
Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	10	0	10
PL	10	0	10
SL	10	0	10
Employee:	36:Pinkey		
Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	10	0	10
PL	10	0	10
SL	10	0	10
Employee:	38:Jinder		
Leave Type	Leave Allowed	Leave Taken	Leave Balance
CL	10	0	10
PL	10	0	10
SL	10	0	10

## Leave Entries, Out Door Duty Entries

These report will shows Leave Entries and Outdoor Entries .These will also allow you to filter report data by Approved or Not Approved.

**OutDoor Entries Report**

**OutDoor Entries Report**

From Date  To Date

Filter Employee

Employee Code   Exact

Employee Name

Employee Category

Employee Designation

Employee Location

Employee Type

Filter Department

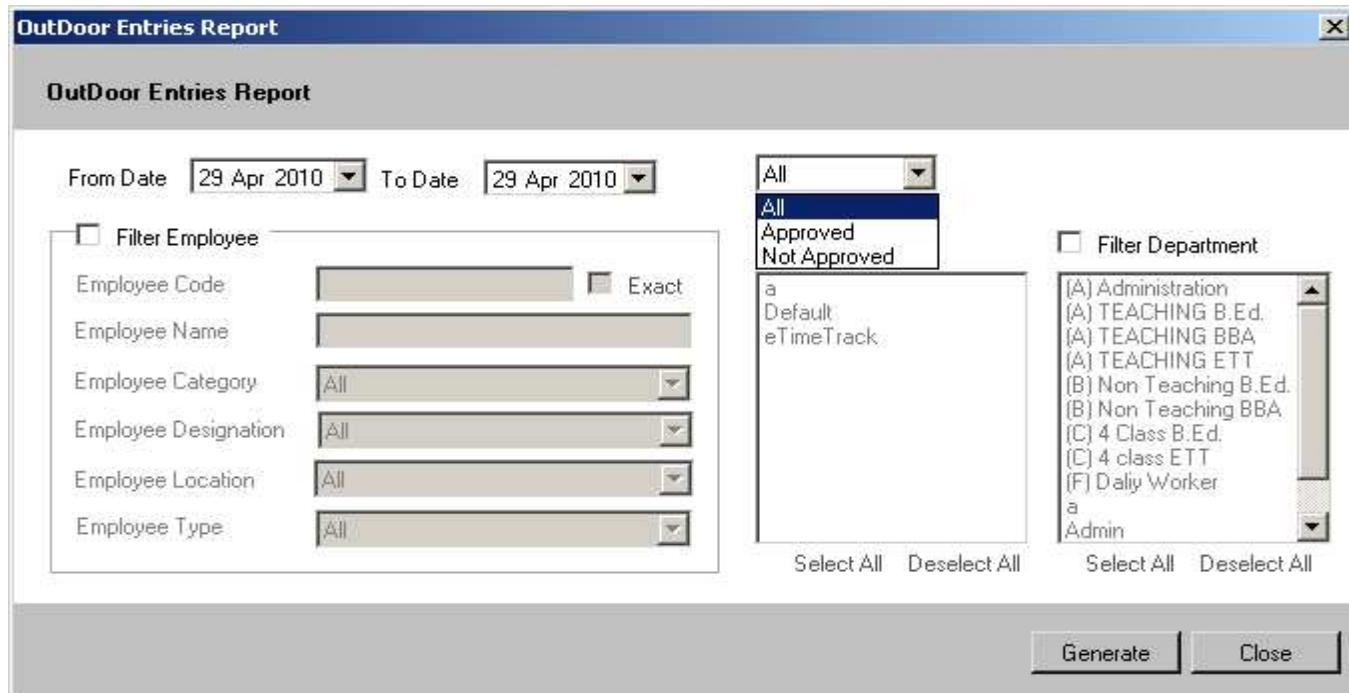
All   
All  
Approved  
Not Approved

a  
Default:  
eTimeTrack

Select All Deselect All

Select All Deselect All

Generate Close



**Leave Entries Report**

**Leave Entries Report**

From Date  To Date

Filter Employee

Employee Code   Exact

Employee Name

Employee Category

Employee Designation

Employee Location

Employee Type

Filter Department

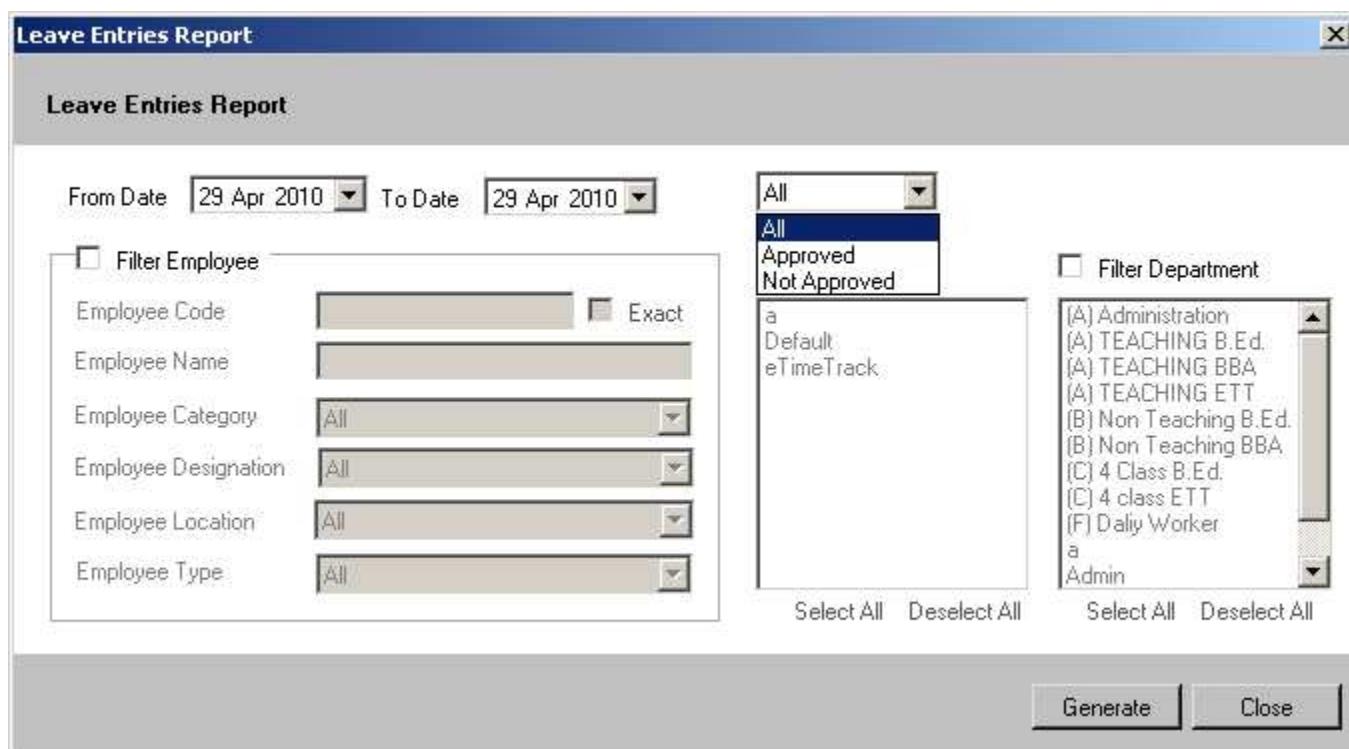
All   
All  
Approved  
Not Approved

a  
Default:  
eTimeTrack

Select All Deselect All

Select All Deselect All

Generate Close



**Leave Entries Report (All)**

Mar 29 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:34

Date: 07-Apr-2010

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
T1	Test Employee 1	Default	CL	True		
T2	Test Employee 2	Default	CL	True		
T3	Test Employee 3	Default	CL	True		

Date: 08-Apr-2010

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
T1	Test Employee 1	Default	CL	True		
T2	Test Employee 2	Default	CL	True		
T3	Test Employee 3	Default	CL	True		

Date: 09-Apr-2010

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
T1	Test Employee 1	Default	CL	True		
T2	Test Employee 2	Default	CL	True		
T3	Test Employee 3	Default	CL	True		

Date: 10-Apr-2010

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
T1	Test Employee 1	Default	CL	True		
T2	Test Employee 2	Default	CL	True		
T3	Test Employee 3	Default	CL	True		

Date: 11-Apr-2010

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
T1	Test Employee 1	Default	CL	True		
T2	Test Employee 2	Default	CL	True		
T3	Test Employee 3	Default	CL	True		

Date: 12-Apr-2010

Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Leave Remarks
T1	Test Employee 1	Default	CL	True		
T2	Test Employee 2	Default	CL	True		
T3	Test Employee 3	Default	CL	True		

## OutDoor Entries Report (All)

Mar 29 2010 To Apr 29 2010

Company: eTimeTrack

Printed On : Apr 29 2010 16:36

Date: 28-Apr-2010

Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Outdoor Entries Remarks
2	Rashim Sharma	(A) TEACHING B.Ed.	120	True		
3	Vlntee	(A) TEACHING B.Ed.	120	True		
4	Monica Anand	(A) TEACHING B.Ed.	120	True		
5	Rekha Devl	(A) TEACHING B.Ed.	120	True		
6	Navneet Kotwal	(A) TEACHING BBA	120	True		
16	Shefali Sharma	(A) TEACHING B.Ed.	120	True		
17	Sat Pal Sharma	(B) Non Teaching B.Ed.	120	True		
40	Rani	(F) Daily Worker	120	True		
41	Toshi	(F) Daily Worker	120	True		
42	Ghar Singh	(B) Non Teaching BBA	120	True		
43	Sunil Singh	(F) Daily Worker	120	True		
44	Indu Puri	(A) TEACHING B.Ed.	120	True		
45	Neeru Slattia	(A) Administration	120	True		
46	Valishno Devl	(A) Administration	120	True		
47	Prema Nanda	(B) Non Teaching B.Ed.	120	True		
48	Kulbir Singh	(A) AdminInstration	120	True		
49	Sunny Kumar	(B) Non Teaching B.Ed.	120	True		
50	Munish Mahajan	(A) TEACHING BBA	120	True		
51	Ram Lal	(C) 4 Class B.Ed.	120	True		
53	Geeta Devl	(F) Daily Worker	120	True		
54	Kuldeep Singh	(C) 4 Class B.Ed.	120	True		
55	Kr samar Dev Singh	(A) Administration	120	True		
60	R.P Singh	(A) Administration	120	True		
62	Sanj Ram Sharma	(A) Administration	120	True		
65	Sukhbir singh	(A) Administration	120	True		
66	Neha Manhas	(A) TEACHING B.Ed.	120	True		
67	Anshu Gupta	(A) TEACHING B.Ed.	120	True		
1000	ADMIN Global Village	UNKNOWN	120	True		
1015	ab	(F) Daily Worker	120	True		
1016	cd	(F) Daily Worker	120	True		

## Logs Records

This Report will show all log records and this can be generate By Employee Wise, Device wise and Date wise

**LogRecords Report**

**LogRecords Report**

From Date 29 Apr 2010 To Date 29 Apr 2010 Device Wise

Filter Employee

Employee Code  Exact

Employee Name

Employee Category  All

Employee Designation  All

Employee Location  All

Employee Type  All

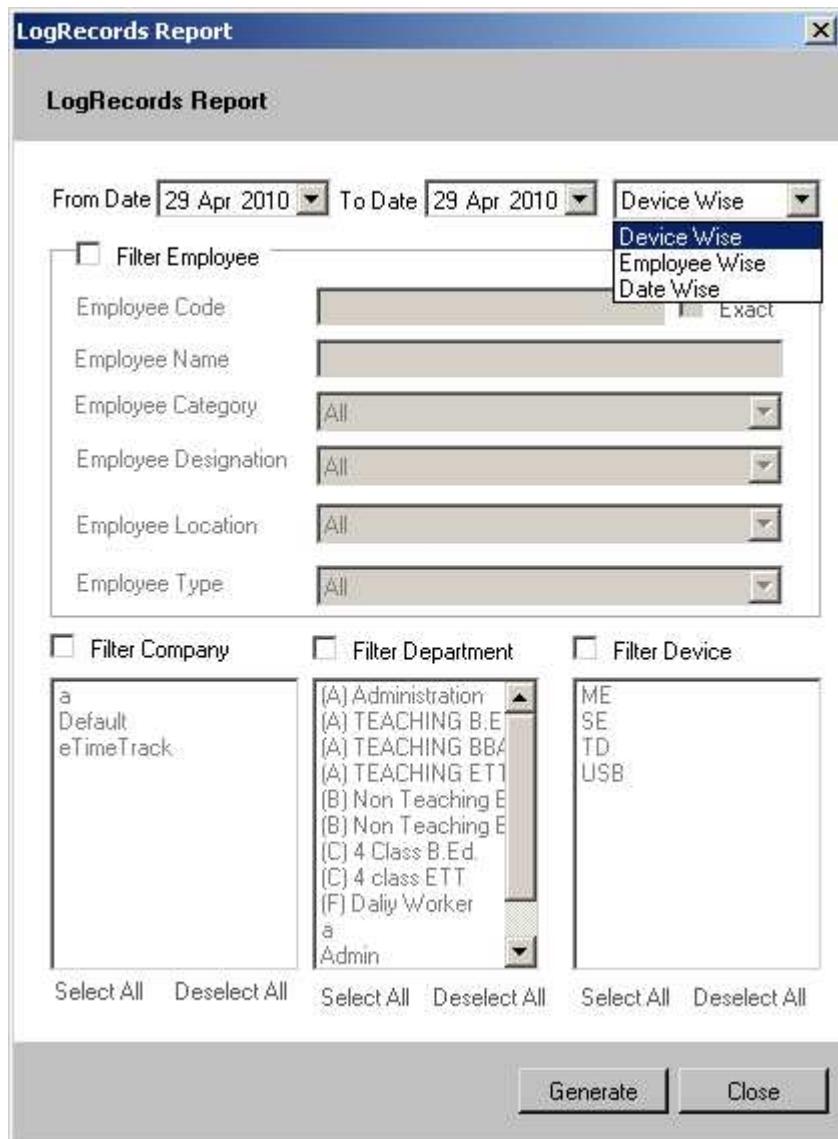
Filter Company  Filter Department  Filter Device

a  
Default  
eTimeTrack

(A) Administration  
(A) TEACHING B.E  
(A) TEACHING BBA  
(A) TEACHING ET1  
(B) Non Teaching E  
(B) Non Teaching E  
(C) 4 Class B.Ed.  
(C) 4 class ETT  
(F) Daily Worker  
a  
Admin

Select All Deselect All Select All Deselect All Select All Deselect All

Generate Close



**LogRecords Report (Device Wise)**

Apr 29 2010 To Apr 29 2010

Printed On : Apr 29 2010 16:43

Device Name ME

Log Date	Direction	Employee Code	Employee Name	Company	Department
29-Apr-2010 13:20	In	1	1	a	(A) Administration
29-Apr-2010 13:20	In	2	Rashim Sharma	eTimeTrack	(A) TEACHING B.Ed.
29-Apr-2010 13:20	In	3	Vintee	eTimeTrack	(A) TEACHING B.Ed.
29-Apr-2010 13:20	In	4	Monica Anand	eTimeTrack	(A) TEACHING B.Ed.
29-Apr-2010 13:20	In	5	Rekha Devl	eTimeTrack	(A) TEACHING B.Ed.
29-Apr-2010 13:20	In	6	Navneet Kotwal	eTimeTrack	(A) TEACHING BBA
29-Apr-2010 13:20	In	16	Shefali Sharma	eTimeTrack	(A) TEACHING B.Ed.
29-Apr-2010 13:20	In	17	Sat Pal Sharma	eTimeTrack	(B) Non Teaching B.Ed.
29-Apr-2010 13:20	In	18	Rajani Mahanas	Default	(A) TEACHING B.Ed.
29-Apr-2010 13:20	In	19	Parveen Kumar	Default	(C) 4 Class B.Ed.
29-Apr-2010 13:20	In	20	Parshotam Singh	Default	(C) 4 Class B.Ed.
29-Apr-2010 13:20	In	21	S.L. Kotwal	Default	(A) TEACHING ETT
29-Apr-2010 13:20	In	22	Harbans Lal	Default	(A) Administration
29-Apr-2010 13:20	In	23	Jagdish Kumar	Default	(A) TEACHING ETT
29-Apr-2010 13:20	In	24	Vaneet Kumar Pangotra	Default	(B) Non Teaching B.Ed.
29-Apr-2010 13:20	In	25	Kishmero devl	Default	(F) Daily Worker
29-Apr-2010 13:20	In	26	Bawa Ditta	Default	(C) 4 class ETT
29-Apr-2010 13:20	In	27	Tej Ram	Default	(C) 4 class ETT
29-Apr-2010 13:20	In	28	Himani Khajuria	Default	(A) TEACHING BBA
29-Apr-2010 13:20	In	30	Ganesh Dutt	Default	(F) Daily Worker
29-Apr-2010 13:20	In	31	Naresh Singh	Default	(F) Daily Worker
29-Apr-2010 13:20	In	32	Vikram Chand	Default	(A) Administration
29-Apr-2010 13:20	In	33	Romesh Kumar	Default	(C) 4 Class B.Ed.
29-Apr-2010 13:20	In	34	Chanchal Sharma	Default	(A) Administration
29-Apr-2010 13:20	In	35	Nlinder	Default	(C) 4 class ETT
29-Apr-2010 13:20	In	36	Plnkey	Default	(C) 4 Class B.Ed.
29-Apr-2010 13:20	In	38	Jlinder	Default	(C) 4 Class B.Ed.
29-Apr-2010 13:20	In	39	Garo Devl	Default	(F) Daily Worker
29-Apr-2010 13:20	In	40	Ranl	eTimeTrack	(F) Daily Worker
29-Apr-2010 13:20	In	41	Toshi	eTimeTrack	(F) Daily Worker
29-Apr-2010 13:20	In	42	Ghar Singh	eTimeTrack	(B) Non Teaching BBA
29-Apr-2010 13:20	In	43	Sunil Singh	eTimeTrack	(F) Daily Worker
29-Apr-2010 13:20	In	44	Indu Puri	eTimeTrack	(A) TEACHING B.Ed.
29-Apr-2010 13:20	In	45	Neeru Slaltia	eTimeTrack	(A) Administration
29-Apr-2010 13:20	In	46	Vaishno Devl	eTimeTrack	(A) Administration
29-Apr-2010 13:20	In	47	Prema Nanda	eTimeTrack	(B) Non Teaching B.Ed.

**LogRecords Report (Employee Wise)**

Apr 29 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:43

Department (A) Administration

Employee 22 : Harbans Lal

Log Date	DeviceName	Direction
29-Apr-2010 13:20	ME	In

Employee 32 : Vikram Chand

Log Date	DeviceName	Direction
29-Apr-2010 13:20	ME	In

Employee 34 : Chanchal Sharma

Log Date	DeviceName	Direction
29-Apr-2010 13:20	ME	In

Department (A) TEACHING B.Ed.

Employee 16 : Rajani Mahanayak

Log Date	DeviceName	Direction
29-Apr-2010 13:20	ME	In

Department (A) TEACHING BBA

Employee 26 : Himani Khajuria

Log Date	DeviceName	Direction
29-Apr-2010 13:20	ME	In

Department (A) TEACHING ETT

Employee 21 : S.L. Kotwal

Log Date	DeviceName	Direction
29-Apr-2010 13:20	ME	In

Employee 23 : Jagdish Kumar

Log Date	DeviceName	Direction
29-Apr-2010 13:20	ME	In

**LogRecords Report (Date Wise)**

Apr 29 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:43

Department (A) Administration

Date: 2010-04-29

Log Date	Employee Code	Employee Name	Direction	DeviceName
13:20	22	Harbans Lal	In	ME
13:20	32	Vikram Chand	In	ME
13:20	34	Chanchal Sharma	In	ME

Department (A) TEACHING B.Ed.

Date: 2010-04-29

Log Date	Employee Code	Employee Name	Direction	DeviceName
13:20	16	Rajani Mahanasi	In	ME

Department (A) TEACHING BBA

Date: 2010-04-29

Log Date	Employee Code	Employee Name	Direction	DeviceName
13:20	26	Himani Khajuria	In	ME

Department (A) TEACHING ETT

Date: 2010-04-29

Log Date	Employee Code	Employee Name	Direction	DeviceName
13:20	21	S.L. Kotwal	In	ME
13:20	23	Jagdish Kumar	In	ME

Department (B) Non Teaching B.Ed.

Date: 2010-04-29

Log Date	Employee Code	Employee Name	Direction	DeviceName
13:20	24	Vaneet Kumar Pangotra	In	ME

Department (C) 4 Class B.Ed.

Date: 2010-04-29

Log Date	Employee Code	Employee Name	Direction	DeviceName
13:20	19	Parveen Kumar	In	ME

## Random IN/OUT Check

This report will shows who is in or who is Out at specific time.this report can be generated for multiple date also.

**Random Check Report**

From Date  To Date  Time  HH:MM 24 hr fmt

Filter Employee  Filter Company  Filter Department

Employee Code	<input type="text"/>	<input checked="" type="radio"/> Exact
Employee Name	<input type="text"/>	
Employee Category	<input type="text" value="All"/>	
Employee Designation	<input type="text" value="All"/>	
Employee Location	<input type="text" value="All"/>	
Employee Type	<input type="text" value="All"/>	

a Default: eTimeTrack
-----------------------------

**Random Check Report - in( Time : 12:00 )**

Mar 29 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:39

Date: 27-Apr-2010

Date & Time	Employee Code	Employee Name	Department
27-Apr-2010 09:56	T1	Test Employee 1	Default
27-Apr-2010 09:56	T2	Test Employee 2	Default
27-Apr-2010 09:56	T3	Test Employee 3	Default

Date: 28-Apr-2010

Date & Time	Employee Code	Employee Name	Department
27-Apr-2010 17:56	T1	Test Employee 1	Default
27-Apr-2010 17:56	T2	Test Employee 2	Default
27-Apr-2010 17:56	T3	Test Employee 3	Default

Date: 29-Apr-2010

Date & Time	Employee Code	Employee Name	Department
27-Apr-2010 17:56	T1	Test Employee 1	Default
27-Apr-2010 17:56	T2	Test Employee 2	Default
27-Apr-2010 17:56	T3	Test Employee 3	Default

## Continuous Abnormality Check

- Continuous Abnormality report can be generated for Absent, Late Coming and Early going.
- This report will shows no of times Continuous Abnormality for specified days.

**Continuous Abnormality Report**

From Date: 08 Apr 2010 To Date: 29 Apr 2010

Absent No of Continuous Absent days: 5

Filter Employee

Employee Code	Exact
Employee Name	
Employee Category	All
Employee Designation	All
Employee Location	All
Employee Type	All

Filter Department

(A) Administration
(A) TEACHING B.Ed.
(A) TEACHING BBA
(A) TEACHING ETT
(B) Non Teaching B.Ed.
(B) Non Teaching BBA
(C) 4 Class B.Ed.
(C) 4 class ETT
(F) Daily Worker
a Admin

Select All Deselect All Select All Deselect All

Recalculate Attendance

Generate Close

## Continuous Abnormally Report (Absent)

Apr 04 2010 To Apr 29 2010 (For 5 Days )

Company: Default

Printed On : Apr 29 2010 16:41

Department: (A) Administration

Sno.	Employee Code	Employee Name	Number of Times
1	22	Harbans Lal	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )
2	32	Vikram Chand	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )
3	34	Chanchal Sharma	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )

Department: (A) TEACHING B.Ed.

Sno.	Employee Code	Employee Name	Number of Times
1	18	Rajani Mahanas	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )

Department: (A) TEACHING BBA

Sno.	Employee Code	Employee Name	Number of Times
1	28	Himani Khajuria	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )

Department: (A) TEACHING ETT

Sno.	Employee Code	Employee Name	Number of Times
1	21	S.L. Kotwal	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )
2	23	Jagdish Kumar	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )

Department: (B) Non Teaching B.Ed.

Sno.	Employee Code	Employee Name	Number of Times
1	24	Vaneet Kumar Pangotra	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )

Department: (C) 4 Class B.Ed.

Sno.	Employee Code	Employee Name	Number of Times
1	19	Parveen Kumar	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )
2	20	Parshotam Singh	3 ( 05-Apr-2010 ; 06-Apr-2010 ; 07-Apr-2010 ; 08-Apr-2010 ; 09-Apr-2010 ; 12-Apr-2010 ; 13-Apr-2010 ; 14-Apr-2010 ; 15-Apr-2010 ; 16-Apr-2010 ; 19-Apr-2010 ; 20-Apr-2010 ; 21-Apr-2010 ; 22-Apr-2010 ; 23-Apr-2010 ; )

## Generate Matrix

This report will show present employee count for department or company for each employment Type

Matrix report are :

- Company V/s Employment Type
- Department V/s Employment Type

<b>Department Employment Type Matrix</b>				
Mar 29 2010 To Apr 29 2010				
Printed On : Apr 29 2011				
<u>Department V/s Employment Type Matrix</u>				
Company:a				
Department/Emp Type	Permanent	Total		
(A) Administration	1	1		
Total	1	1		
Company:Default				
Department/Emp Type	Temporary	Trainee	Permanent	Total
Default	4	4	4	12
(F) Daily Worker	0	0	8	8
(C) 4 class ETT	0	0	6	6
(C) 4 Class B.Ed.	0	0	10	10
(A) Administration	0	0	6	6
(A) TEACHING ETT	0	0	4	4
(B) Non Teaching B.Ed.	0	0	2	2
(A) TEACHING B.Ed.	0	0	2	2
(A) TEACHING BBA	0	0	2	2
Total	4	4	44	52

**Company Employment Type Matrix**

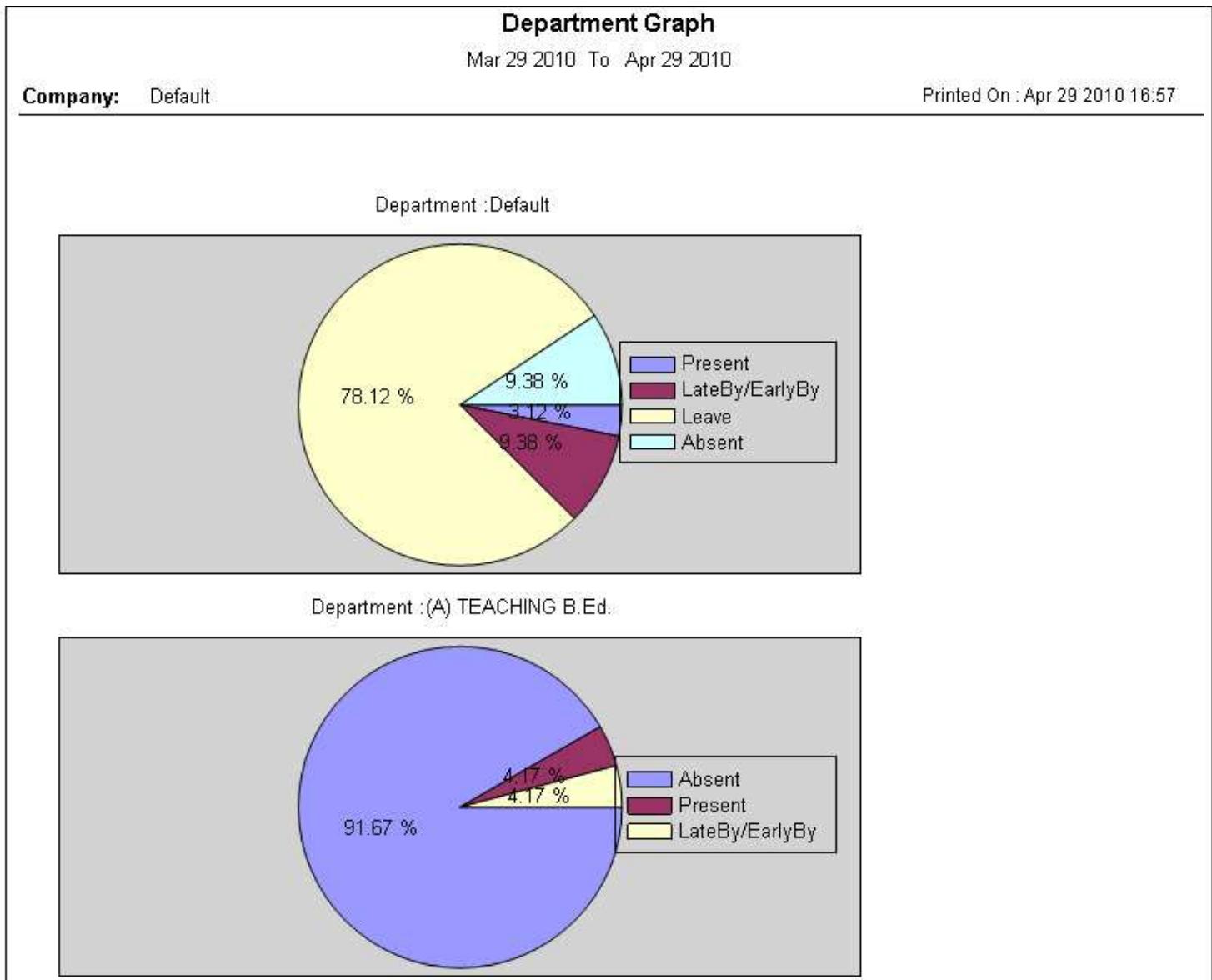
Mar 29 2010 To Apr 29 2010

Printed On: Apr 29 2010

Company\EmploymentType	Temporary	Trainee	Permanent	Total
Default	4	4	44	52
eTimeTrack	0	0	62	62
a	0	0	1	1
Total	4	4	107	115

## Generate Graph

Graphical report shows Attendance Status i.e. Absent, Present, Early going/Late coming in Pie Graph . It can be generate by employee Wise, department wise for each company and company wise.

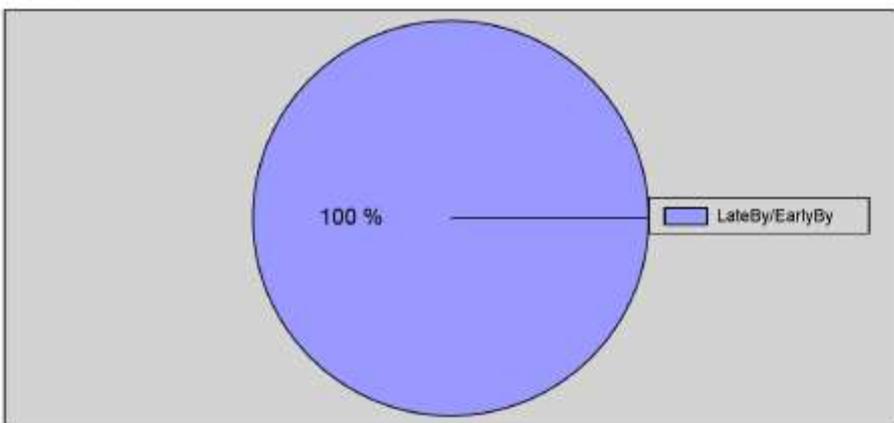


**Company Graph**

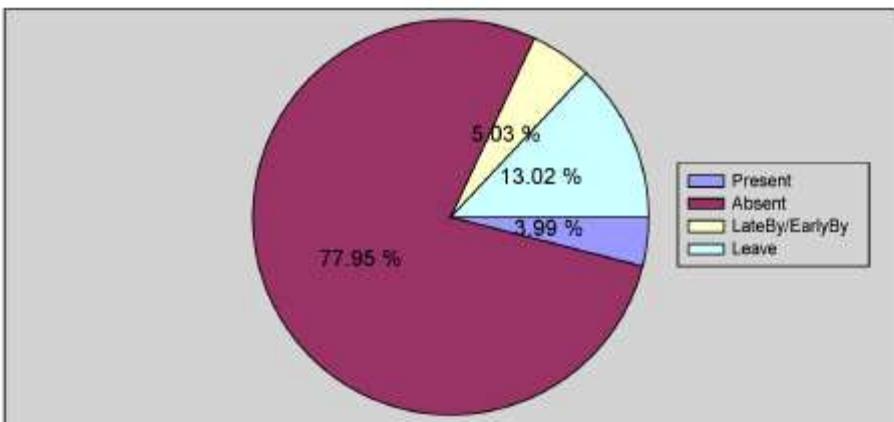
Mar 29 2010 To Apr 29 2010

Printed On : Apr 29 2010 16:51

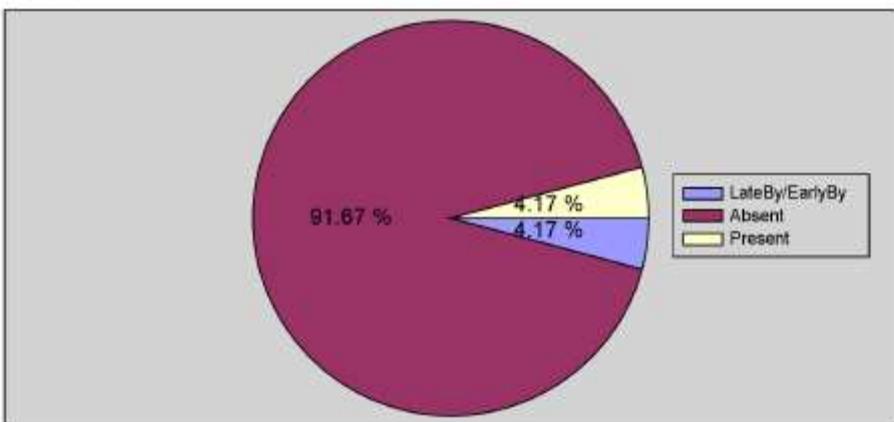
Compnay :a



Compnay :Default



Compnay :eTimeTrack



**Employee Graph**

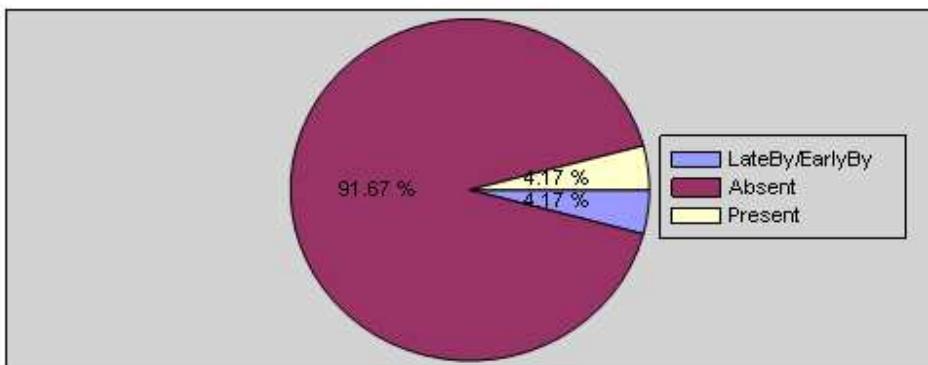
Mar 29 2010 To Apr 29 2010

**Company:** Default

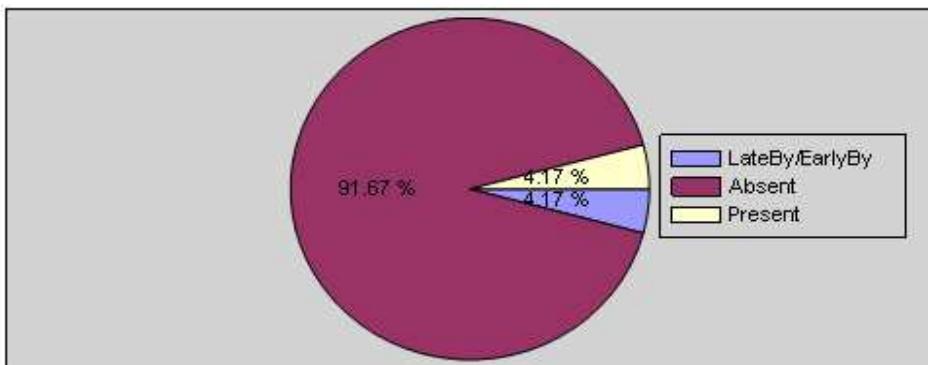
Printed On : Apr 29 2010 17:02

Department:(A) Administration

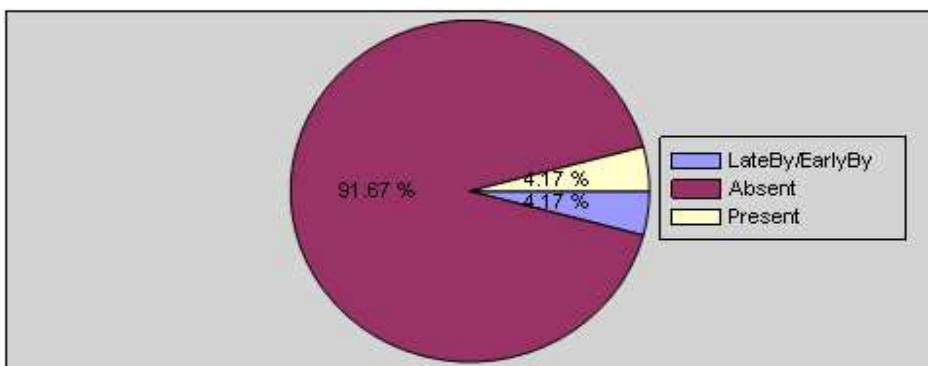
Employee: Chanchal Sharma : 34



Employee: Vikram Chand : 32



Employee: Harbans Lal : 22



## Employee Records

This Report will shows All employee details .It can Be generated for both working and Non working employee.

**Employee Details Report**

Status: Working ▾

Filter Employee Resigned

Employee Code:   Exact

Employee Name:

Employee Category: All ▾

Employee Designation: All ▾

Employee Location: All ▾

Employee Type: All ▾

Filter Company

a  
Default  
eTimeTrack

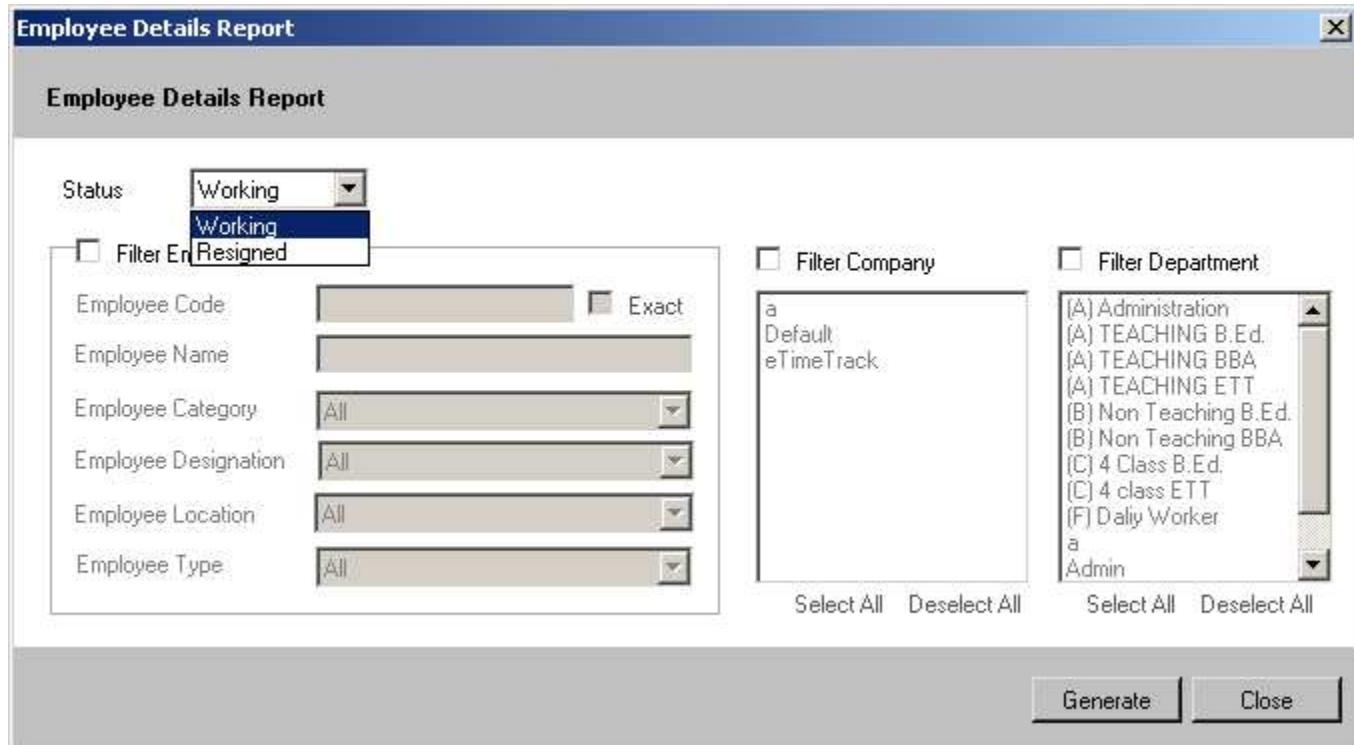
Select All Deselect All

Filter Department

(A) Administration  
(A) TEACHING B.Ed.  
(A) TEACHING BBA  
(A) TEACHING ETT  
(B) Non Teaching B.Ed.  
(B) Non Teaching BBA  
(C) 4 Class B.Ed.  
(C) 4 class ETT  
(F) Daily Worker  
a  
Admin

Select All Deselect All

Generate Close



**Employee Details Report (Working)**

Apr 29 2010 To Apr 29 2010

Company: Default

Printed On : Apr 29 2010 16:49

Department (A) Administration

Employee: 22: Harbans Lal (Male)

Email:

Contact No:

DOJ: 20-Oct-2009

DOC: 20-Oct-2009

DOR:

Employement Type: Permanent

Location: a

Company Default Department (A) Administration

Category Default Designation Account

Place of Birth DOB 01-Jan-2000

FatherName MotherName

Residential Address

Permanent Address

Nominee1 Nominee2

Employee: 32: Vikram Chand (Male)

Email:

Contact No:

DOJ: 20-Oct-2009

DOC: 20-Oct-2009

DOR:

Employement Type: Permanent

Location: Bangalore

Company Default Department (A) Administration

Category Default Designation Peon

Place of Birth DOB 01-Jan-2000

FatherName MotherName

Residential Address

Permanent Address

Nominee1 Nominee2

## Generate Memo

- This Report will Generate Memo for Absentees, Early goers and Late Comers for specified date.
- This Report Can be generated for individual employee or as Summary which shows list of employee

**Generate Memo**

Generate Memo	Select Status	Absent	Company	All	Department	All	Date	28 Apr 2010	List Employees
Subject	ABSENTEEISM NOTICE/MEMO:				Signature	Administrator			
Memo Text	It has been observed from the Attendance Record that you were Absent from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person immediately.								
<input type="checkbox"/>	Emp Code	Emp Name				Company	Department		
<input type="checkbox"/>	18	Rajani Mahanas				Default	(A) TEACHING ...		
<input type="checkbox"/>	19	Parveen Kumar				Default	(C) 4 Class B.Ed.		
<input type="checkbox"/>	20	Parshotam Singh				Default	(C) 4 Class B.Ed.		
<input type="checkbox"/>	21	S.L. Kotwal				Default	(A) TEACHING ...		
<input type="checkbox"/>	22	Harbans Lal				Default	(A) Administrati...		
<input type="checkbox"/>	23	Jagdish Kumar				Default	(A) TEACHING ...		
<input type="checkbox"/>	24	Vaneet Kumar Pangotra				Default	(B) Non Teachin...		
<input type="checkbox"/>	25	Kishmero devi				Default	(F) Daily Worker		
<input type="checkbox"/>	26	Bawa Ditta				Default	(C) 4 class ETT		
<input type="checkbox"/>	27	Tej Ram				Default	(C) 4 class ETT		
<input type="checkbox"/>	28	Himani Khajuria				Default	(A) TEACHING ...		
<input type="checkbox"/>	30	Ganesh Dutt				Default	(F) Daily Worker		
<input type="checkbox"/>	31	Naresh Singh				Default	(F) Daily Worker		
<input type="checkbox"/>	32	Vikram Chand				Default	(A) Administrati...		
<input type="checkbox"/>	33	Romesh Kumar				Default	(C) 4 Class B.Ed.		
<input type="checkbox"/>	34	Chanchal Sharma				Default	(A) Administrati...		

Individual  Summary

<b>Memo</b>	
Printed On : Apr 29 2010 16:46	
Employee Code:	18
Employee Name:	Rajani Mahanas
Company:	Default
Department:	(A) TEACHING B.Ed.
Attendance Date: 28 Apr 2010	
Ref No.	
Sub: ABSENTEEISM NOTICE/MEMO.	
Dear Rajani Mahanas ,	
It has been observed from the Attendance Record that you were Absent from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person immediately.	
Administrator	

## CSV Exports

This Form will allows you Export Attendance Logs in custom Format to Excel Sheet

**Export Attenedance Logs**

**Export Attendedance Logs**

From Date  To Date

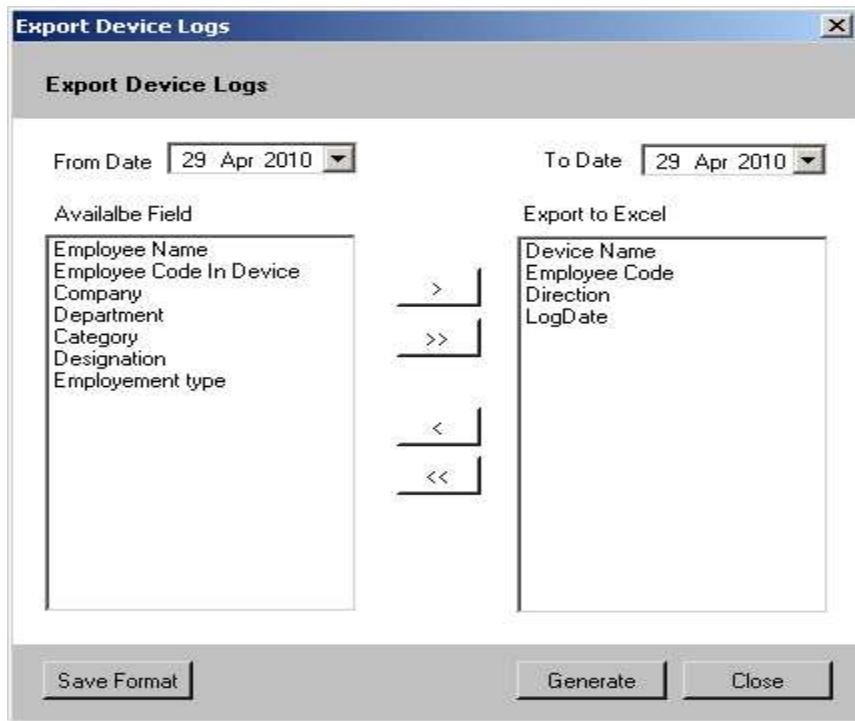
Availalbe Field

Export to Excel

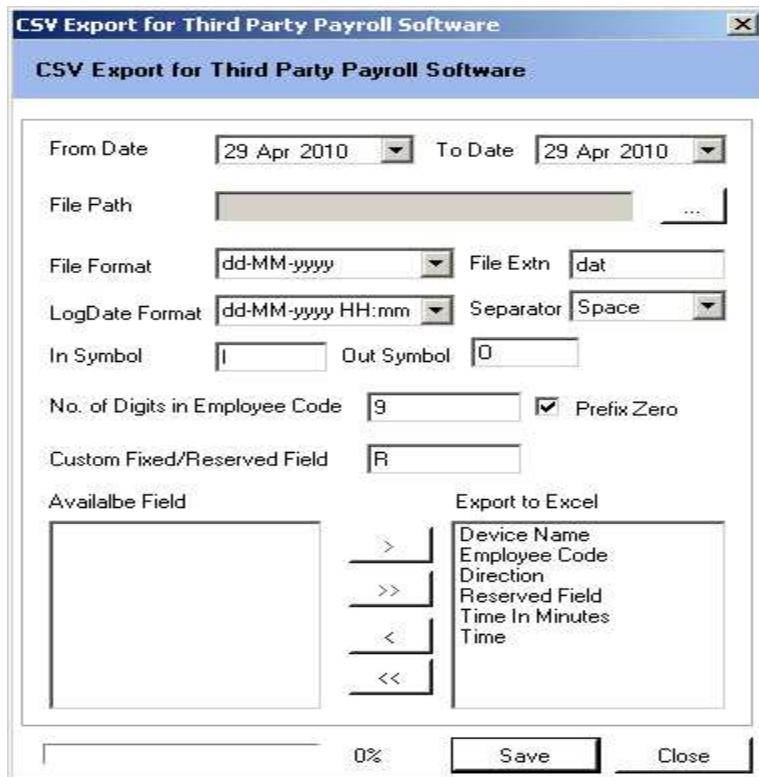
>	Employee Code
>>	Employee Name
<	AttendanceDate
<<	Company
	Department
	Category
	Designation
	InTime
	OutTime
	Status
	StatusCode
	Duration
	Early by
	Overtime
	Is On Leave
	LeaveType
	Is On OutDoor Entries

**Save Format** **Generate** **Close**

This Form will allows you export Logs in Custom Format to Excel Sheet



This Form allows you to export logs in third Party Payroll software format.



This Form allows you to export Device logs in custom format at specified path.

**Export Logs in Custom Format**

From Date	04 May 2010	To Date	04 May 2010	File Path	...
File Name Format	MMM-dd-yy	File Extension	dat	Field Separator	Tab
Data Field No. 1	Punch DateTime	Format	dd-MMM-yyyy HH:mm	In Dir Symbol	in
Data Field No. 2	Direction	In Dir Symbol	in	Out Dir Symbol	out
Data Field No. 3	Punch DateTime	Format	HH:mm:ss		
Data Field No. 4	Employee code	No of Char	9		
Data Field No. 5	Device Name	No of Char	0		
Data Field No. 6	Device Id	No of Char	7		
Data Field No. 7	Time In Minutes	No of Char	7		

**Generate** **Close**