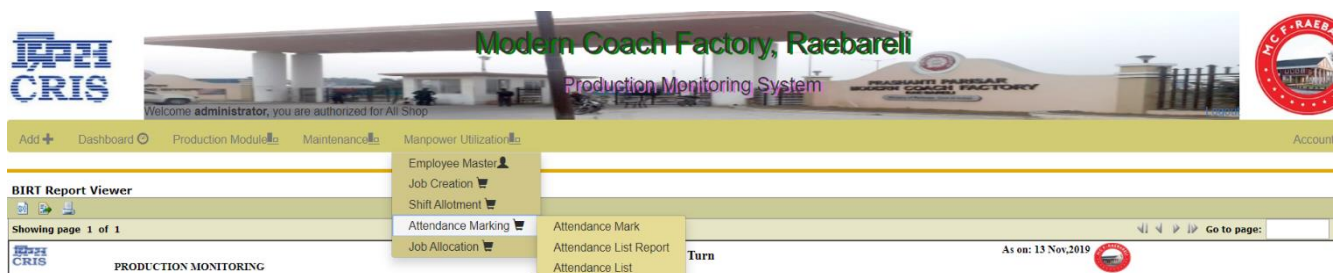


# Attendance Marking

This functionality is used to mark attendance of Staff as well as to view the attendance of Staff based on particular date. You can also see the report of all staffs who are present or absent on the current date.

When user click on the ‘Attendance Marking’ under the Menu option, three options would come. Functionality cover under this option:

- Attendance Mark
- Attendance List Report
- Attendance List



Here, you can add the attendance of staff on particular date and can also check whether the staff was present or absent on particular date and if the staff is absent, then, you can also see or add the kind of absent type.

## 1) Attendance Mark:

In this functionality, mark absentees are captured i.e. the name of the employees and the reason of being absent are added. Reasons of being absent can have these values- Leave, Sick, On Duty, IOD, Compensatory Rest, Technical Training Centre, Absent and None.

There are some values which we have to select before viewing the absent employees. They are:

- Shop
- Sub-Shop
- Section
- Shift
- Date

### Select Shop:

Select Shop menu contains the value of different shops such as Wheel Shop, Bogie shop, Shell shop, Paint shop etc. based on the authorization. When user select shop, next screen will appear for Sub Shop Option. Based on the shop selection, sub-shop values are appeared in sub-shop menu.



## Sub-Shop:

Sub-Shop menu contains the value of different sub-shops based on the shop selected. When user select sub-shop, next screen will appear for Section Option. Based on the sub-shop selection, section values are appeared in section menu.



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Production Monitoring System

Welcome administrator, you are authorized for All Shop

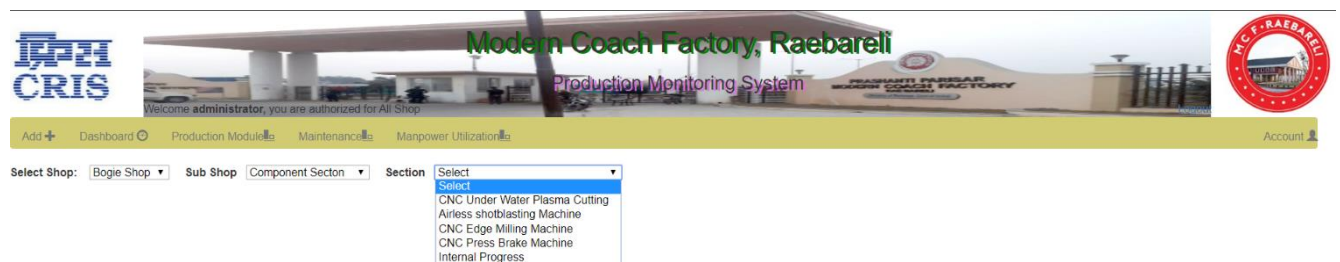
Add + Dashboard Production Module Maintenance Manpower Utilization Account

Select Shop: Bogie Shop Sub Shop: **Select**

- Select
- Component Section
- Bogie Machining
- Bogie Assembly Line
- Misc

## Section:

Section menu will be enabled and menu contains values generated according to sub-shop selected. When user select section, next screen will appear for Shift entry.



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Select Shop: Bogie Shop Sub Shop: Component Section Section: **Select**

- Select
- CNC Under Water Plasma Cutting
- Airless shotblasting Machine
- CNC Edge Milling Machine
- CNC Press Brake Machine
- Internal Progress

## Shift:

Shifts are allotted to staffs according to which they have to work.



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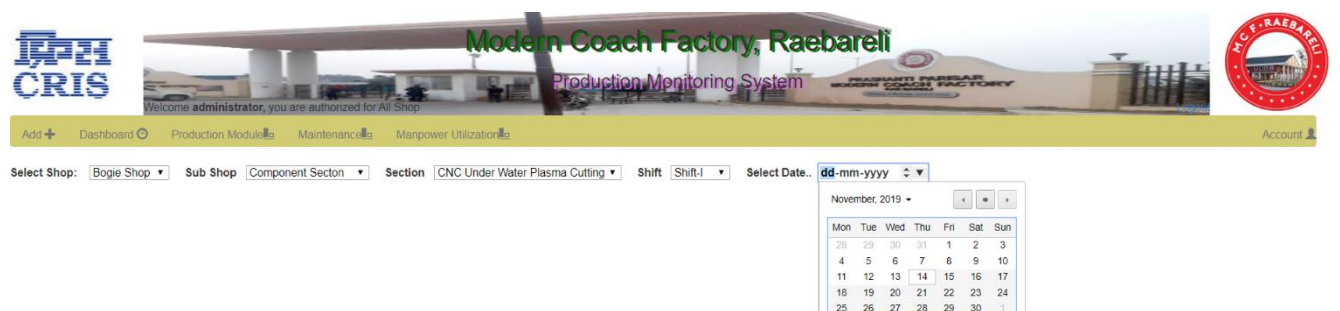
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Select Shop: Bogie Shop Sub Shop: Component Section Section: CNC Under Water Plasma Cutting Shift: **Select**

- Select
- General
- Shift-I
- Shift-II
- Shift-III

## Date:

Date can be either current, past or future date, according to which shifts are allotted.



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Welcome administrator, you are authorized for All Shop

Add + Dashboard Production Module Maintenance Manpower Utilization Account

Select Shop: Bogie Shop Sub Shop: Component Section Section: CNC Under Water Plasma Cutting Shift: Shift-I Select Date: dd-mm-yyyy

November, 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	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	1



## 2) Attendance List Report

### Functionalities:

This BIRT Report contains the summary report of the list of staffs present on the current date as well as the absentees of the current date.

This report contains two lists. They are- 1) list of employees present on current date. 2) list of employees not available on current date.

This report contains following fields:

- Employee ID
- Employee Name
- Shift
- Reason

List Of Employees Present on 14-11-2019		List of Employees not available on 14-11-2019		
Employee ID	Employee Name	Employee ID	Shift	Reason
		419402	Shift-I	IOD
		470276	General	IOD

## 3) Attendance List Report

### Functionalities:

This Report contains the summary report of the list of staffs present as well as absent on date selected in the different shifts as selected by user.

This report contains list of employees along with employee ID and employee name.

This report contains following menu options:

1) Date field

This field will have value of the date for which you want to know about the attendance of employees.

2) Option for absent/present

This field contains the options: Absent and Present.

3) Shift

This field contains the options of shifts like general, shift-I, shift-II, shift-III.

The data will be displayed according to the above options selected.

Add Dashboard Production Module Maintenance Manpower Utilization Account

Present/Absent List

\*\*Please Set All The Fields\*\*

dd-mm-yyyy

Select your option

Select the shift

List Of Employees Present In MCF On 2019-11-14 In Shift-I

EMPLOYEE ID	EMOLOYEE NAME
454930	LALA.MEENA
461597	RANJIT KR