
User Manual

For

**Upastiti - A Biometric-based
Attendance Management System
(v2.1 Beta)**



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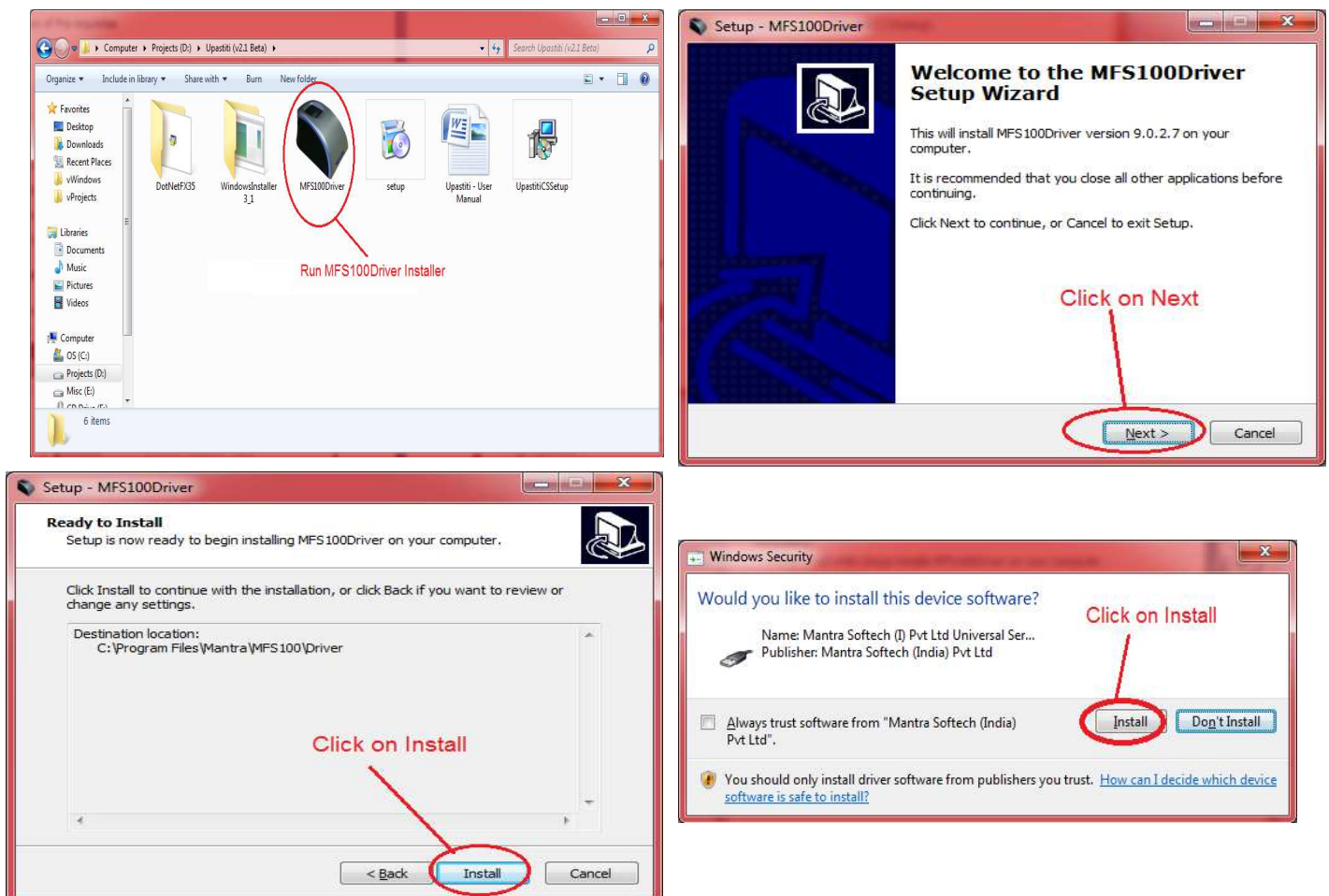
1.0 Installation

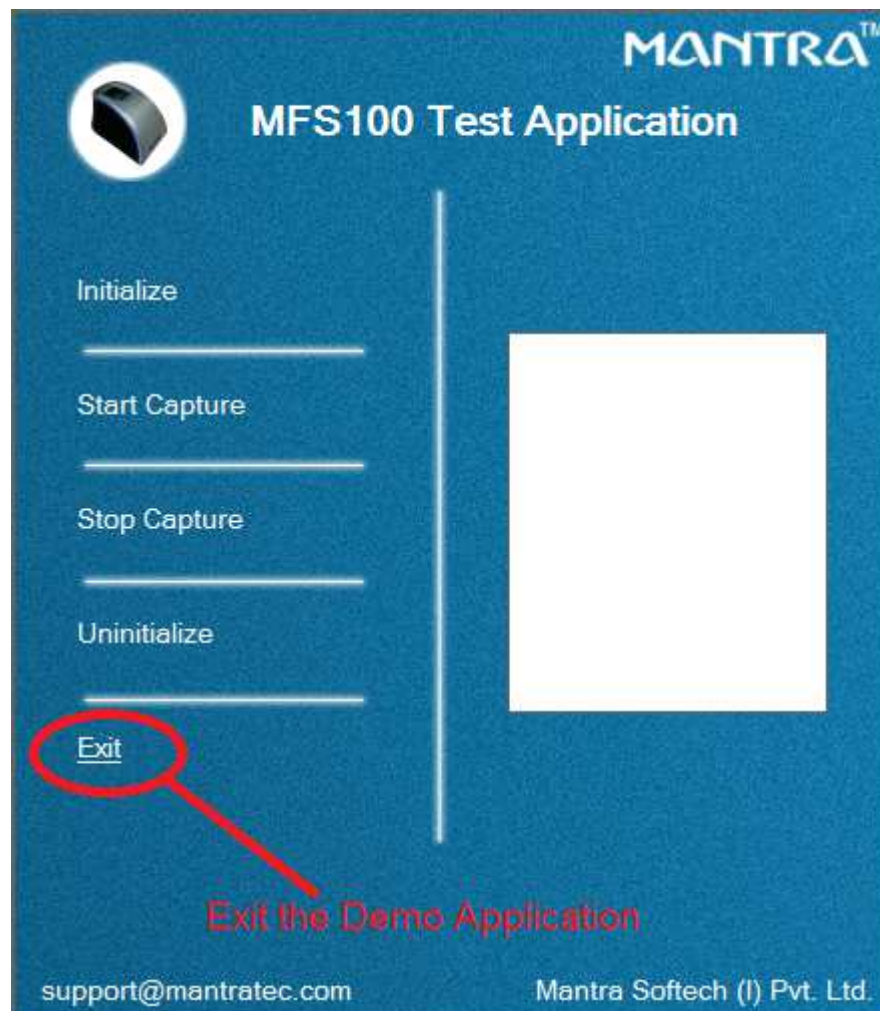
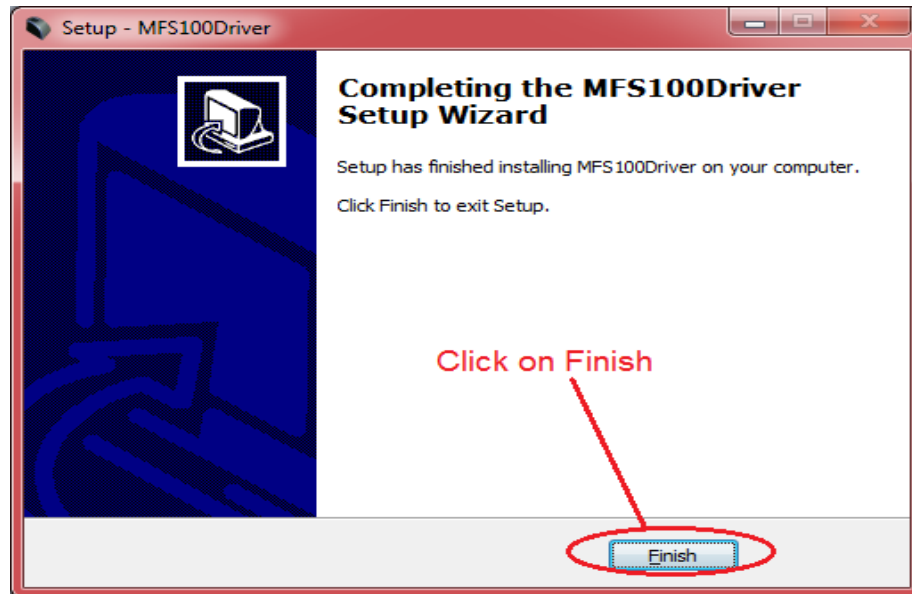
Upastiti - A Biometric-based Attendance Management System, is developed in C#/.Net hence; it requires .net framework runtime on the target machine. Additionally, this application requires Mantra's Fingerprint capture Module and it's driver (i.e. MFS100), to properly capture the Fingerprints from the device. Both of these requirements can be met by installing the executables provided with Upastiti installer package.

Note: For Operating Systems Windows 8 and above, .Net 3.5 Framework comes with the OS media itself, hence before installing Upastiti Application into such Operating Systems, kindly ensure that .Net 3.5 Framework is enabled.

1.1 Installation of MFS100 Driver

Upastiti Application uses the Mantra's MFS100 Fingerprint Capture Device, hence before using this application, kindly install the MFS100 driver and connect the MFS100 device to computer. For installation refer the following sample screenshots:

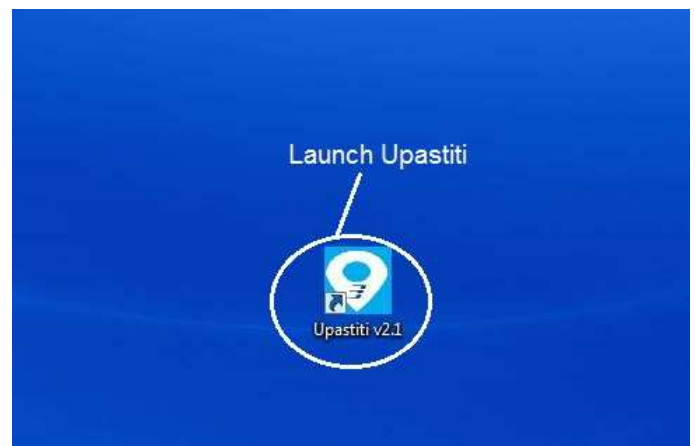
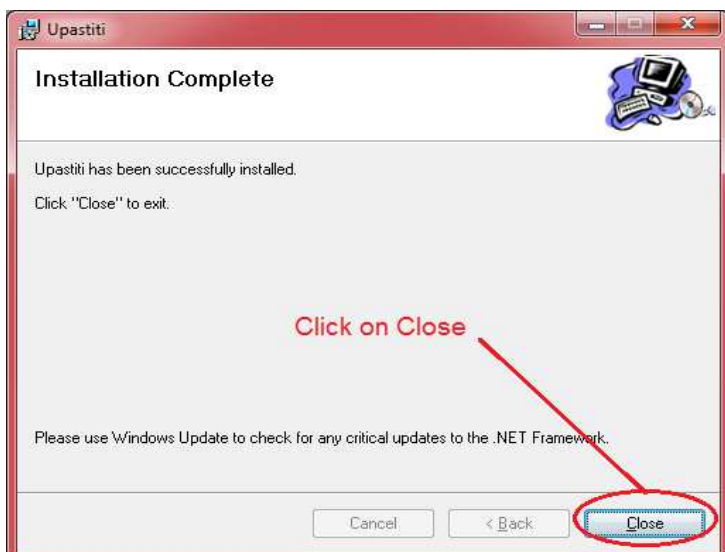
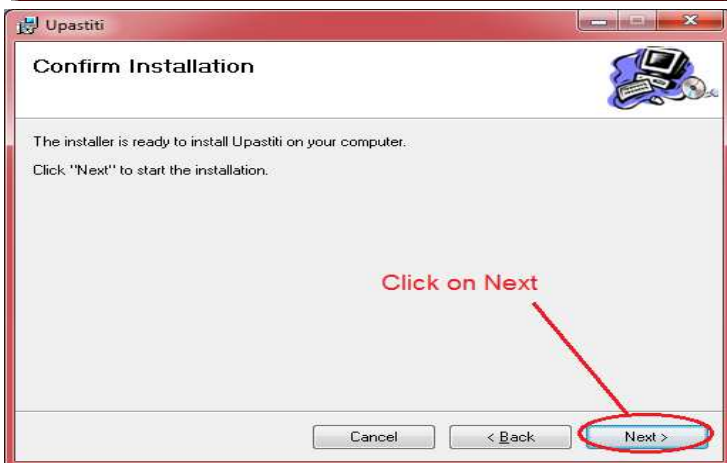
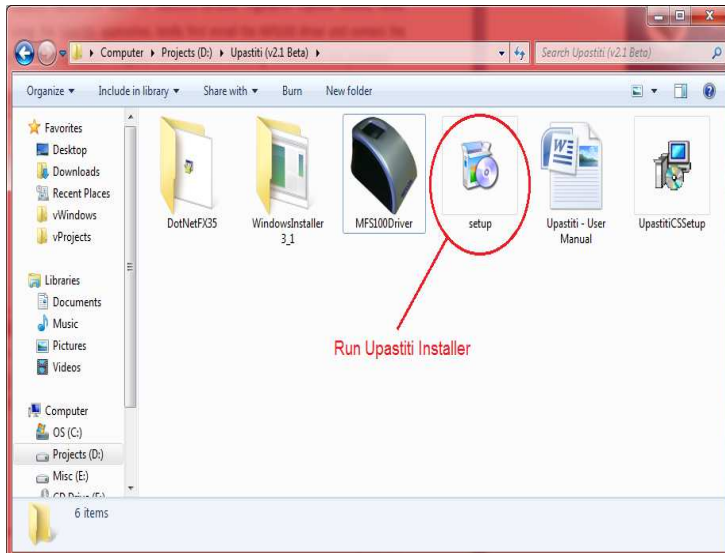




Note: For Operating Systems Windows 8 and above, make sure that device driver signature enforcement is disabled, otherwise MFS100 driver will not work properly.

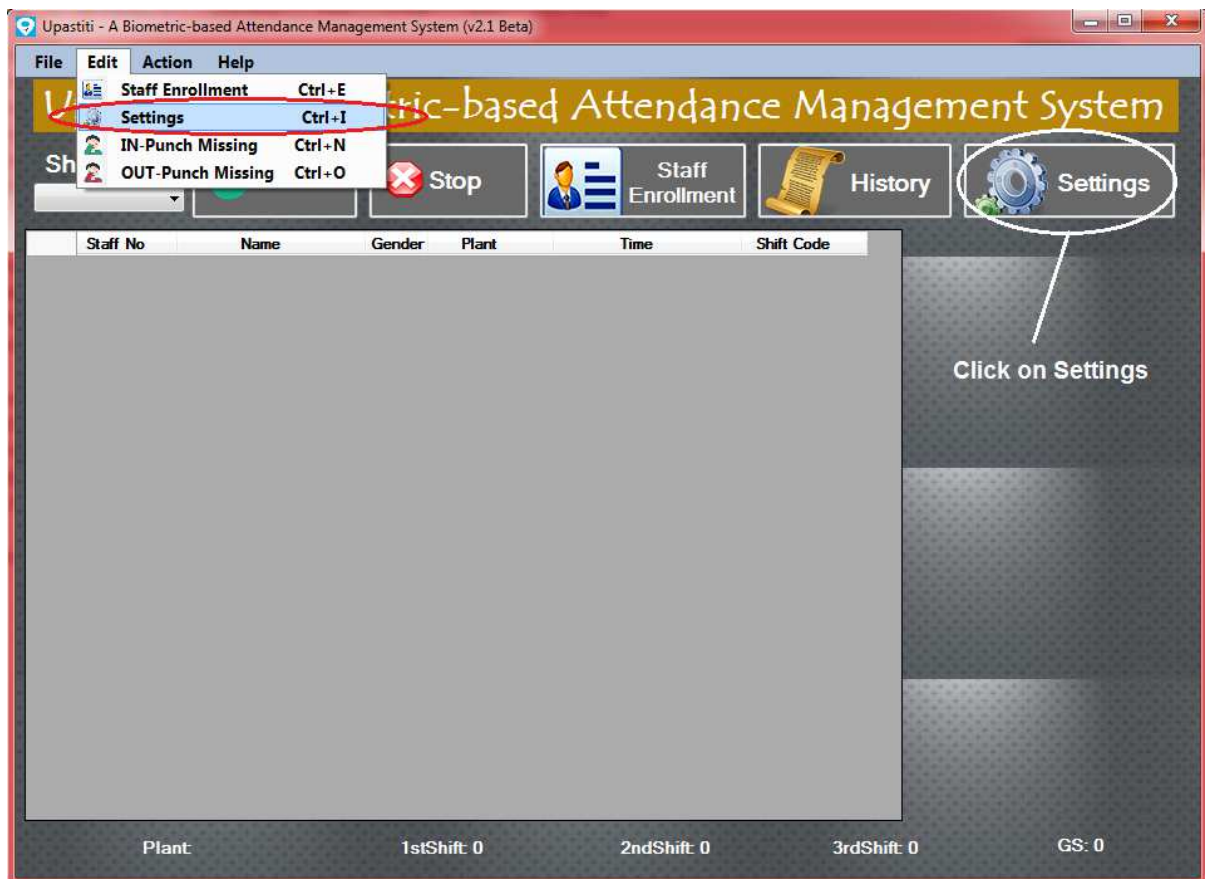
1.2 Installation of Upastiti Application

Once pre-requisites are met, installing Upastiti application is very simple. Run the Upastiti Installer and follow the installer wizard as shown in the following screenshots:



2. Configuring Upastiti Application

2.1 Set Database Parameters: All data related to Upastiti application are stored into a remote database server, hence on the first run, the very first task is to set the database parameters. To do this, from the Main Window, Go to **"Edit -> Settings"** or Click on **"Settings"** or use shortcut **"Ctrl + I"**. Many tasks in the application requires administrator credentials, hence whenever credentials are requested, kindly provide the master password **(By default, it is "allowme")** to continue. The whole procedure to set database parameters are illustrated in the following snapshots:



The screenshot shows a 'Configuration' window with several sections. A red circle highlights the 'Database Parameters' section, which includes fields for Host (TESTINGMMF\SQLEXPRESS), Database Name (UPASTITI_EM), User Name (sa), and Password (*****). Below these fields is an 'Apply Changes' button. To the left, the 'Manage Plant' section has 'Plant' and 'Title' dropdowns and 'Add' and 'Remove' buttons. To the right, the 'Manage Samiti' section has 'Samiti' and 'Title' dropdowns and 'Add' and 'Remove' buttons. Below that, the 'Default Plant' section has a 'Select Plant' dropdown and an 'Update Plant' button. At the bottom, the 'Master Password' section has a 'Password' field and an 'Update Password' button.

As shown in the above figure, set database parameters as follows:

Host: <DatabaseServerHostName> **example:** TESTINGMMF\SQLEXPRESS

Database Name: UPASTITI_<Plant or DIVISION or SBU Name> **example:** UPASTITI_EM

User Name: <Database UserName> **example:** sa (stands for System Admin)

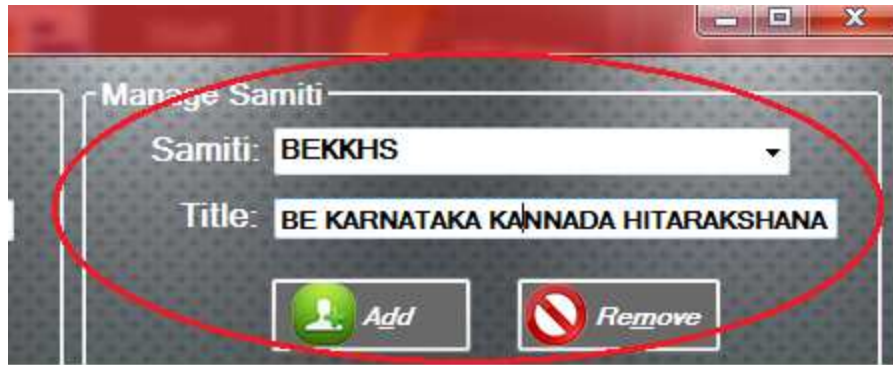
Password: <database user password>

Note: It is advised to restart the application in order to incorporate the changes throughout the application.

2.2 Manage Plant: Plant can be added or removed using this section. To add a new plant, just provide the name and title of the plant and then click on "Add" button, as shown in the following figure. In the same way plant can be removed by clicking on "Remove" button.

This screenshot is a close-up of the 'Manage Plant' section from the configuration window. It shows the 'Plant' dropdown menu set to 'TESTING-MMF' and the 'Title' text box containing 'TESTING / MMF'. The 'Add' and 'Remove' buttons are visible below these fields. A red circle highlights the 'Plant' and 'Title' fields.

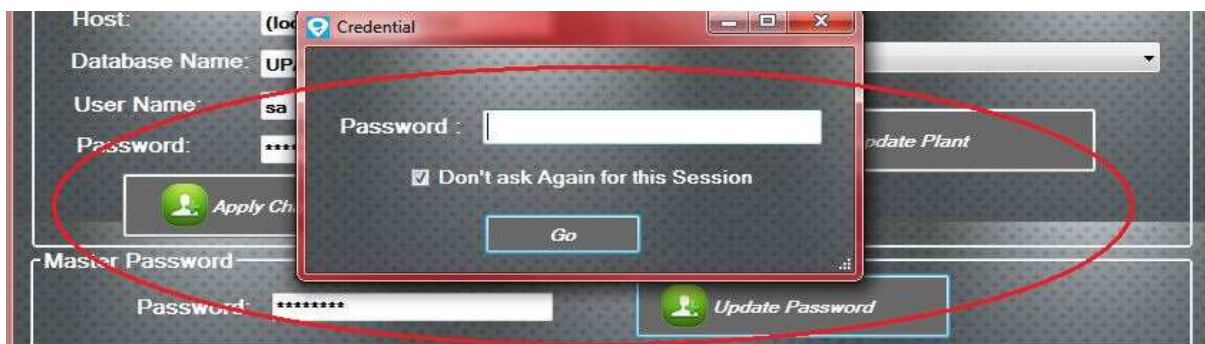
2.3 Manage Samiti: Samiti word stands for an agency or society and this can be added or removed using this section. To add a new samiti, just provide the name and title of the samiti and then click on "Add" button, as shown in the following figure. In the same way samiti can be removed by clicking on "Remove" button.



2.4 Set Default Plant: Most of the tasks in Upastiti are related to default plant hence, kindly make sure that your plant or location of work is set as default plant. To set default plant, select the plant from the combo box and click on "Update plant" as shown in the following snapshot:



2.5 Set Master Password: Many tasks in the application requires administrator credentials, hence whenever credentials are requested this master password is needed. The master password for this application is by default is "allowme" and it is always advised to change it to your favorite one! as soon as you start to use application. This can be achieved from the Update Master password section by : *supplying new password -> pressing Update Password -> affirming the change with old password*, as shown in the following figure:



3.0 Staff Enrollment

Staff enrollment section deals with one time activity of adding, deleting or updating of staff details. To enter into staff enrollment section, click on **"Staff Enrollment"** button or go to **"Edit -> Staff Enrollment"** or use shortcut **"Ctrl + E"**.

Note: Staff enrollment section requires administrator credentials.

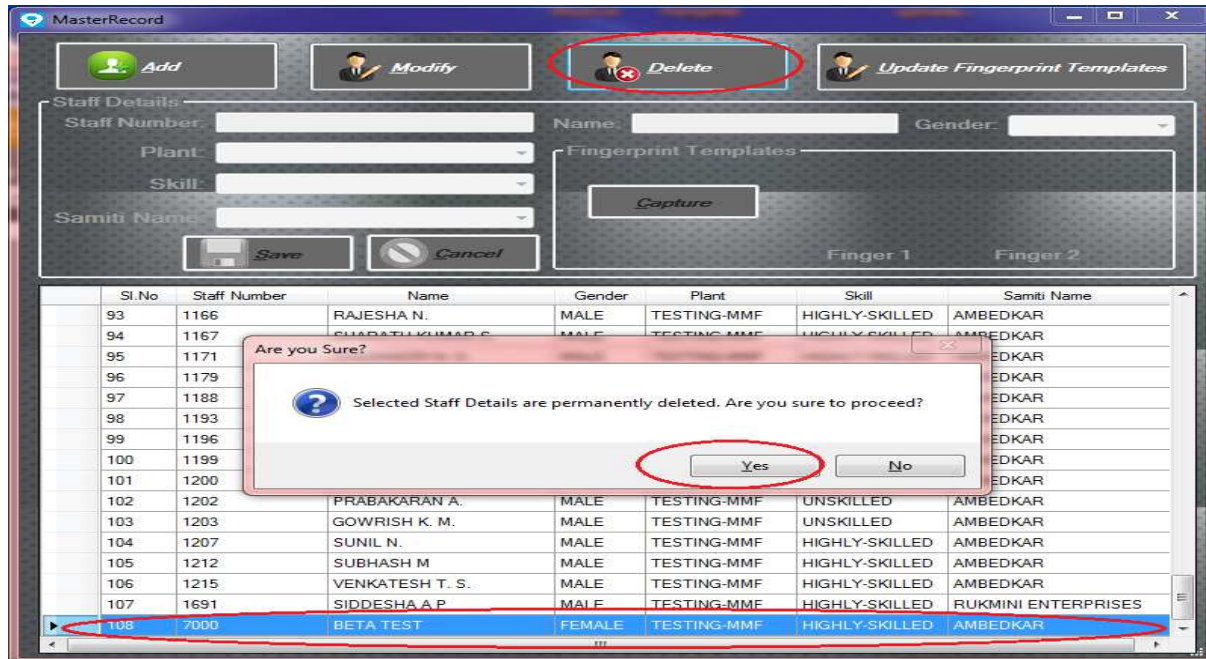
3.1 Add Staff: To add new staff into the application, click on **"Add"** button and enter data into all the 6 mandatory fields, i.e. 1. Staff Number, 2. Staff Name, 3. Gender, 4. Plant Name, 5. Skill Level, 6. Samiti Name. After filling the fields, capture any two finger templates, by pressing **"Capture"** Button for each finger. Press **"Save"** button, to save the data into system or discard the changes by pressing **"Cancel"** button. An example of adding a staff is shown in the following snapshot:

Sl.No	Staff Number	Name	Gender	Plant	Skill	Samiti Name
1	141	STALIN Y	MALE	TESTING-MMF	UNSKILLED	CRYSTAL INFOSYSTEMS
2	402	JEEVAN GOWDA	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
3	404	UMESH R	MALE	TESTING-MMF	HIGHLY-SKILLED	SSE MANPOWER CONSU...
4	407	SIDDAPU PARAMESWAR	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
5	411	RAJESH SAVANTH	MALE	TESTING-MMF	HIGHLY-SKILLED	SSE MANPOWER CONSU...
6	451	ABISHEK G J	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
7	452	AKASHA	MALE	TESTING-MMF	HIGHLY-SKILLED	SSE MANPOWER CONSU...
8	460	GANESH V. P.	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
9	462	LOKESH C	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
10	465	MANJUNATH S	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
11	466	MANJUNATHA T.C.	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
12	467	MANJUNATH GOWDA H	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
13	474	SUJAY H. S.	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
14	475	SUNIL KUMAR U.	MALE	TESTING-MMF	HIGHLY-SKILLED	SSE MANPOWER CONSU...
15	478	VINOD KUMAR G.	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
16	482	O. NAGENDRA	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...

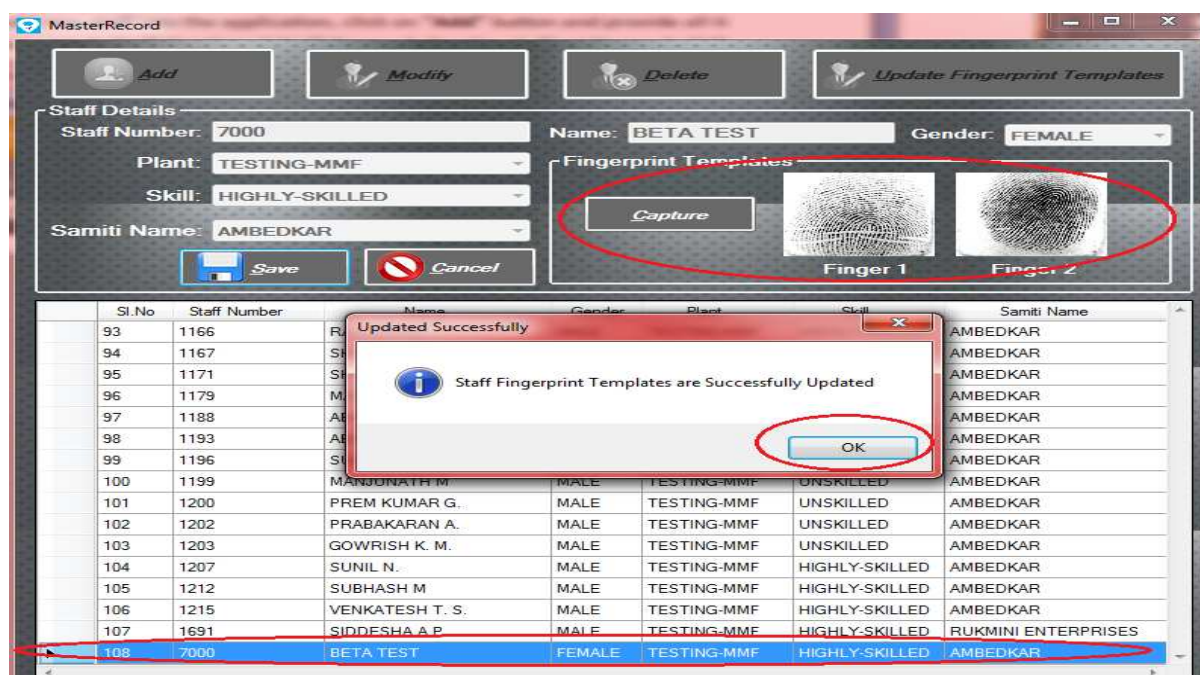
3.2 Modify Staff Details: Always, *"Change is the Ultimate Constant!"* Hence, data related to staff do change. To accommodate these changes, **"Modify Staff"** option can be used. From Staff list select the staff, whose details you want edit and click on **"Modify"** button. Now, except finger templates all other 6 fields are prepared for modification. After making satisfactory changes click on **"Save"** button to save the changes, or click on **"Cancel"** button to retain the old data. An example of modifying staff details is shown in the following:

Sl.No	Staff Number	Name	Gender	Plant	Skill	Samiti Name
1	141	STALIN Y	MALE	TESTING-MMF	UNSKILLED	CRYSTAL INFOSYSTEMS
2	402	JEEVAN GOWDA	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
3	404	UMESH R	MALE	TESTING-MMF	HIGHLY-SKILLED	SSE MANPOWER CONSU...
4	407	SIDDAPU PARAMESWAR	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
5	411	RAJESH SAVANTH	MALE	TESTING-MMF	HIGHLY-SKILLED	SSE MANPOWER CONSU...
6	451	ABISHEK G J	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
7	452	AKASHA	MALE	TESTING-MMF	HIGHLY-SKILLED	SSE MANPOWER CONSU...
8	460	GANESH V. P.	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
9	462	LOKESH C	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
10	465	MANJUNATH S	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
11	466	MANJUNATHA T.C.	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
12	467	MANJUNATH GOWDA H	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
13	474	SUJAY H. S.	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
14	475	SUNIL KUMAR U.	MALE	TESTING-MMF	HIGHLY-SKILLED	SSE MANPOWER CONSU...
15	478	VINOD KUMAR G.	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...
16	482	O. NAGENDRA	MALE	TESTING-MMF	SKILLED	SSE MANPOWER CONSU...

3.3 Delete Staff: Yeah, sometimes it is very necessary to get rid of some unwanted people. Delete staff option is exactly meant for this! Compared to real life, it's pretty easy here. To delete an unwanted staff permanently, select staff from the Staff list and click on **"Delete"** button, that's it! An example of deleting a staff is shown in the following snapshot:

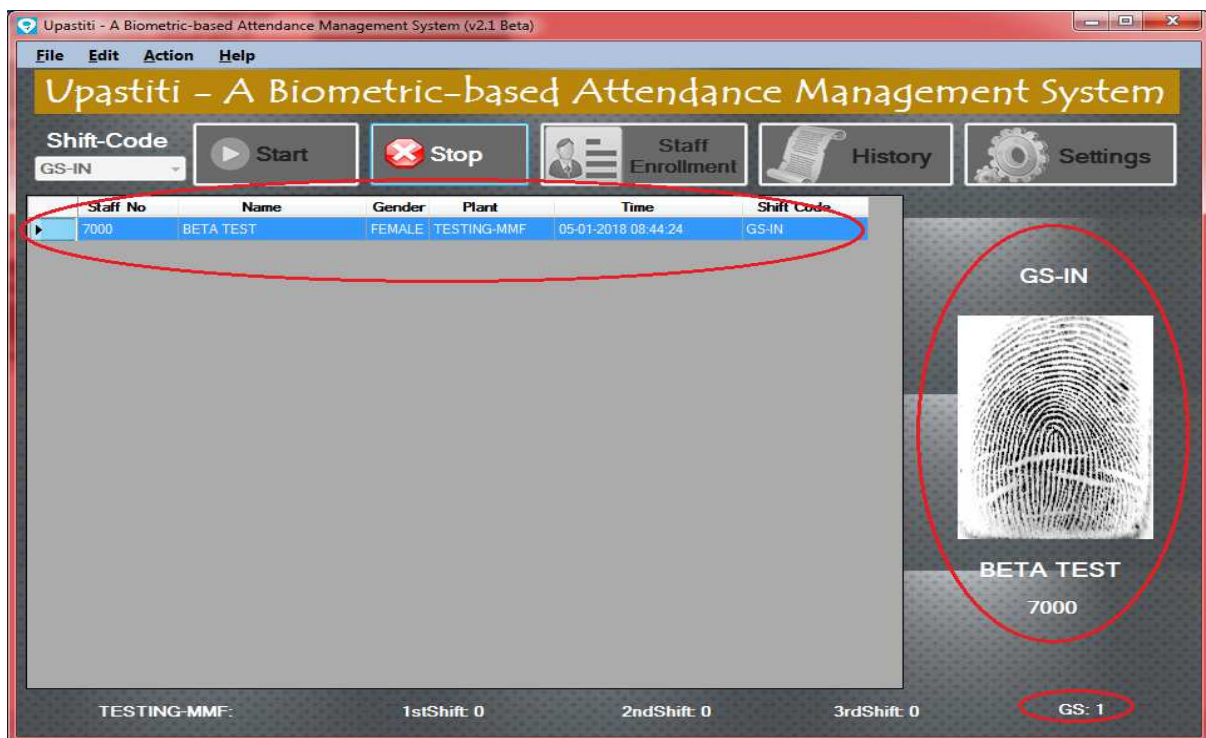


3.4 Update Fingerprint Templates: As the name clearly suggests, use this option to update the staff's fingerprint templates. From Staff list select the staff, whose fingerprints you want update and click on **"Update Fingerprint Templates "** button. Now, capture any two finger templates, by pressing **"Capture"** Button for each finger. Press **"Save"** button, to save data into the system or discard the changes by pressing **"Cancel"** button. An example of updating fingerprint templates is shown in the following snapshot:

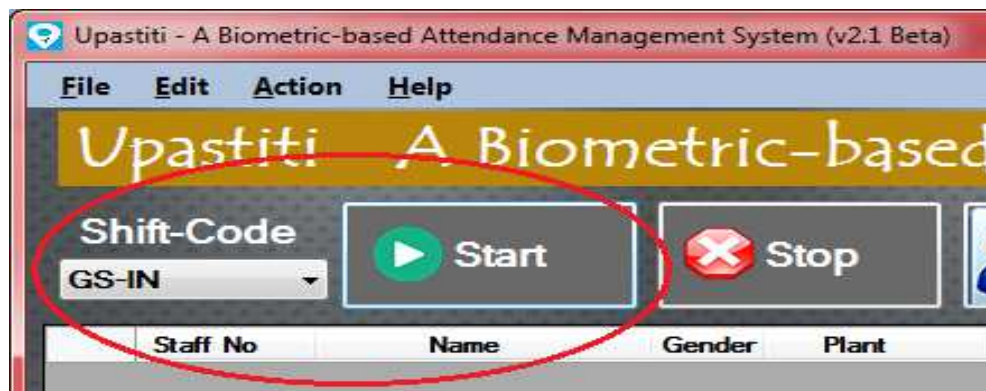


4.0 Taking attendance

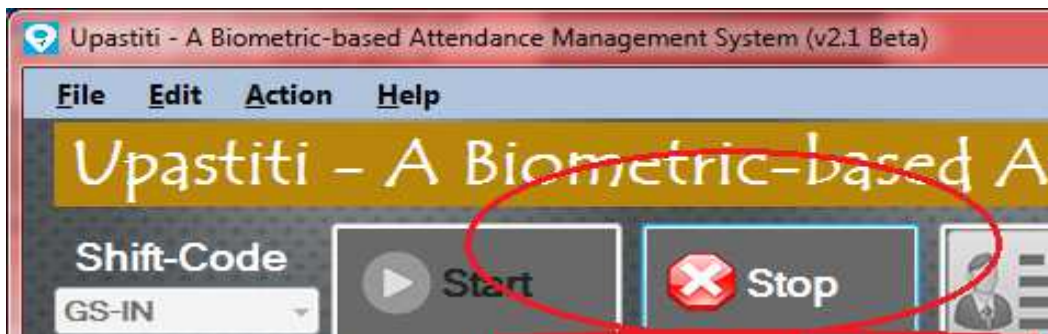
Someone rightly quoted, "If your presence doesn't make an impact, Your absence won't make a difference". But, in a huge crowd to know the presence or absence of an every individual, it is really necessary to take the attendance. In fact, the "Upastiti" application is developed, to meet this solitary purpose. Taking attendance with Upastiti is pretty easy, the enrolled staff can just place his / her finger on the biometric device, after a successful capture an acknowledgement with staff name and number will be displayed on the main screen, as shown the following screenshot:



4.1 Start taking attendance: In order to take the attendance, select the shift code from the combo box and click on "Start" button, as shown in following snapshot:



4.2 Stop taking attendance: Anytime taking attendance can be stopped by clicking on "Stop" button, as shown in the following snapshot:



Note: While taking attendance, if device remains idle for more than 10 minutes then automatically application Stops taking attendance.

5.0 Reports Management

Upastiti provides four types of information namely; 1.Monthly Attendance Report, 2.Monthly Overtime Report, 3.Day Attendance Report, and 4.Individual Staff Attendance Report. To generate these reports, go to "**Action -> History**" or click on "**History**" button or use shortcut "**Ctrl + H**". All reports are in Portable Document Format (PDF).

5.1 Monthly Attendance and Overtime Reports: To generate monthly attendance report, select the month, apply the filters (optional), select the Staff and Click on "**Generate Report**". To generate Overtime report, in addition to above inputs, check "**Only Overtime**" checkbox. An example of generating monthly attendance report is shown in the following snapshot:



Sample of Monthly Attendance Report Generated by Upastiti

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Attendance report for the Month of December, 2017

SLNo	Staff No	Staff Name	Gender	Skill Level	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
1	1106	CHANDRASHEKAR M	MALE	SKILLED	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15
2	1110	GOVINDA	MALE	SKILLED	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
3	1111	HANUMANTHARAJU	MALE	SKILLED	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16
4	1126	SHIVAKUMAR S	MALE	SKILLED	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	16
5	1128	SURENDAR S	MALE	SKILLED	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	15
6	1133	VISHAL KUMAR K	MALE	SKILLED	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
7	1162	MANJUNATH N	MALE	HIGHLY-SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	13
8	1164	NAVEEN KUMAR J.	MALE	HIGHLY-SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
9	1165	PRITHVIRAJ R.	MALE	HIGHLY-SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
10	1166	RAJESHA N	MALE	HIGHLY-SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	13
11	1167	SHARATH KUMAR S	MALE	HIGHLY-SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
12	1171	SHESHADRI N. S	MALE	HIGHLY-SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
13	1179	MARIA SYLVESTER T.	MALE	SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	10
14	1188	ABHILASH A	MALE	SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
15	1193	ABHISHEK K. P	MALE	SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	10
16	1196	SUNIL KUMAR D.	MALE	UNSKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	11
17	1199	MANJUNATH M	MALE	UNSKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	09
18	1200	PREM KUMAR G	MALE	UNSKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	11
19	1202	PRABAKARAN A	MALE	UNSKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	12
20	1203	GOWRISH K. M.	MALE	UNSKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	10
21	1207	SUNIL N	MALE	HIGHLY-SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	11
22	1212	SUBHASH M	MALE	HIGHLY-SKILLED	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	08
23	1215	VENKATESH T. S.	MALE	HIGHLY-SKILLED	A	A	A	A	A	A	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	08

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Sample of Monthly Overtime Report Generated by Upastiti

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Overtime report for the Month of December, 2017

Sl.No	Staff No	Staff Name	Gender	Skill Level	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
1	1106	CHANDRASHEKAR M	MALE	SKILLED																																00
2	1110	GOVINDA	MALE	SKILLED																																00
3	1111	HANUMANTHARAJU	MALE	SKILLED																																00
4	1126	SHIVAKUMAR S	MALE	SKILLED																																00
5	1128	SURENDAR S	MALE	SKILLED																																00
6	1133	VISHAL KUMAR K	MALE	SKILLED																																00
7	1162	MANJUNATH N	MALE	HIGHLY-SKILLED																																00
8	1164	NAVEEN KUMAR J.	MALE	HIGHLY-SKILLED							01																									01
9	1165	PRITHVIRAJ R	MALE	HIGHLY-SKILLED																																00
10	1166	RAJESHA N	MALE	HIGHLY-SKILLED																																00
11	1167	SHARATH KUMAR S	MALE	HIGHLY-SKILLED																																00
12	1171	SHESHADRI N. S	MALE	HIGHLY-SKILLED																																00
13	1179	MARIA SYLVESTER T.	MALE	SKILLED																																00
14	1188	ABHILASH A	MALE	SKILLED																																00
15	1193	ABHISHEK K. P	MALE	SKILLED																																00
16	1196	SUNIL KUMAR D.	MALE	UNSKILLED																																00
17	1199	MANJUNATH M	MALE	UNSKILLED																																00
18	1200	PREM KUMAR G.	MALE	UNSKILLED																																00
19	1202	PRABAKARAN A	MALE	UNSKILLED																																00
20	1203	GOWRISH K. M.	MALE	UNSKILLED																																00
21	1207	SUNIL N	MALE	HIGHLY-SKILLED																																00
22	1212	SUBHASH M	MALE	HIGHLY-SKILLED																																00
23	1215	VENKATESH T. S.	MALE	HIGHLY-SKILLED																																00

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5.2 Day and Staff Attendance Reports: To know the staff attendance for a particular day, "Day Attendance Report" can be used. To generate the report, select the date and Click on "Generate Report". To generate Individual Staff attendance report, select the staff, set time period and click on "Generate Report". An example of generating a day attendance report is shown in the following snapshot:

Day Report
Date: 04 December 2017
Generate Report

Individual Report
From: 01 December 2017
To: 05 January 2018
Generate Report

Staff List (Day Report):
1196-SUNIL KUMAR D.
1199-MANJUNATH M
1200-PREM KUMAR G.
1202-PRABAKARAN A.
1203-GOWRISH K. M.
1207-SUNIL N.
1212-SUBHASH M
1215-VENKATESH T. S.
1691-SIDDESHA A P
7000-BETA TEST

Staff List (Individual Report):
141-STALIN Y
402-JEEVAN GOWDA
404-UMESH R
407-SIDDAPU PARAMESWAR
411-RAJESH SAVANTH
451-ABISHEK G J
452-AKASHA
460-GANESH V. P.
462-LOKESH C
465-MANJUNATH S
466-MANJUNATHA T.C.
467-MANJUNATH GOWDA H
474-SUJAY H. S.

Sample of Day Attendance Report Generated by Upastiti

Day Attendance Report
Attendance report for the day, 04-12-2017

SLNo	Staff No	Staff Name	Gender	Skill Level	Plant	IN	OUT	WHrs	OT	Shift
1	402	JEEVAN GOWDA	MALE	SKILLED	TESTING-MMF	08:02	15:57	07:55	00:00	GS
2	404	UMESH R	MALE	HIGHLY-SKILLED	TESTING-MMF	08:01	15:57	05:55	00:00	GS
3	407	SIDDAPU PARAMESWAR	MALE	SKILLED	TESTING-MMF	08:03	15:58	07:54	00:00	GS
4	411	RAJESH SAVANTH	MALE	HIGHLY-SKILLED	TESTING-MMF	08:08	16:00	07:51	00:00	GS
5	451	ABISHEK G J	MALE	SKILLED	TESTING-MMF	08:01	15:57	07:55	00:00	GS
6	452	AKASHA	MALE	HIGHLY-SKILLED	TESTING-MMF	08:23	15:57	07:33	00:00	GS
7	462	LOKESH C	MALE	SKILLED	TESTING-MMF	14:06	22:30	08:23	00:23	2ndShift
8	465	MANJUNATH S	MALE	SKILLED	TESTING-MMF	14:06	22:30	08:23	00:23	2ndShift
9	466	MANJUNATHA T.C.	MALE	SKILLED	TESTING-MMF	08:08	15:57	07:49	00:00	GS
10	467	MANJUNATH GOWDA H	MALE	SKILLED	TESTING-MMF	08:12	15:58	07:46	00:00	GS
11	475	SUNIL KUMAR U.	MALE	HIGHLY-SKILLED	TESTING-MMF	08:24	15:57	07:33	00:00	GS
12	704	SOMASHEKHAR S	MALE	HIGHLY-SKILLED	TESTING-MMF	08:01	15:58	07:57	00:00	GS
13	706	KARTHIK K.R	MALE	HIGHLY-SKILLED	TESTING-MMF	08:30	15:57	07:27	00:00	GS
14	716	KUMARASWAMY	MALE	SKILLED	TESTING-MMF	08:09	15:57	07:47	00:00	GS
15	717	UDAY KUMAR G	MALE	SKILLED	TESTING-MMF	08:09	15:57	07:48	00:00	GS
16	745	ARUN KUMAR G M	MALE	SKILLED	TESTING-MMF	08:01	15:58	07:57	00:00	GS
17	746	HARISH G H	MALE	SKILLED	TESTING-MMF	08:08	15:58	07:49	00:00	GS
18	747	MANIK	MALE	SKILLED	TESTING-MMF	08:10	15:59	07:49	00:00	GS
19	759	SANDEEP H	MALE	SKILLED	TESTING-MMF	08:09	15:57	07:48	00:00	GS
20	769	ARAVETI OBULESU	MALE	HIGHLY-SKILLED	TESTING-MMF	14:06	22:30	08:23	00:23	2ndShift
21	781	GANGARAJU N.	MALE	UNSKILLED	TESTING-MMF	08:38	15:56	07:18	00:00	GS
22	782	GIREESH G H	MALE	SKILLED	TESTING-MMF	08:32	16:00	07:27	00:00	GS
23	784	KARTHIKA	MALE	SKILLED	TESTING-MMF	14:18	22:30	08:11	00:11	2ndShift
24	785	MALLIKARJUN BEERAPUR	MALE	SKILLED	TESTING-MMF	08:37	15:57	07:19	00:00	GS
25	790	MANTESH	MALE	HIGHLY-SKILLED	TESTING-MMF	08:40	15:57	07:16	00:00	GS
26	794	NAGIREDDY	MALE	HIGHLY-SKILLED	TESTING-MMF	08:32	15:56	07:24	00:00	GS
27	798	NIKHIL N.	MALE	SKILLED	TESTING-MMF	08:38	15:57	07:18	00:00	GS
28	799	PAUL JOSEPH	MALE	SKILLED	TESTING-MMF	08:38	15:58	07:19	00:00	GS
29	806	RAJESH H A	MALE	SKILLED	TESTING-MMF	08:30	15:56	07:25	00:00	GS
30	808	RAVIKUMAR D V	MALE	HIGHLY-SKILLED	TESTING-MMF	08:32	15:57	07:24	00:00	GS
31	809	SATAYYA	MALE	SKILLED	TESTING-MMF	08:30	15:57	07:27	00:00	GS
32	817	SHRIVAN KUMAR T. D.	MALE	HIGHLY-SKILLED	TESTING-MMF	08:40	15:58	07:17	00:00	GS
33	828	VISHNU NAIK G	MALE	SKILLED	TESTING-MMF	08:30	15:58	07:27	00:00	GS
34	1106	CHANDRASHEKAR M	MALE	SKILLED	TESTING-MMF	08:12	15:56	07:44	00:00	GS
35	1110	GOVINDA	MALE	SKILLED	TESTING-MMF	08:03	15:56	07:52	00:00	GS
36	1111	HANUMANTHARAJU	MALE	SKILLED	TESTING-MMF	08:11	15:55	07:43	00:00	GS
37	1126	SHIVAKUMAR S	MALE	SKILLED	TESTING-MMF	08:10	15:56	07:45	00:00	GS
38	1128	SURENDAR S	MALE	SKILLED	TESTING-MMF	08:01	15:56	07:54	00:00	GS
39	1133	VISHAL KUMAR K	MALE	SKILLED	TESTING-MMF	08:12	15:56	07:43	00:00	GS
40	1691	SIDDESHA A P	MALE	HIGHLY-SKILLED	TESTING-MMF	08:09	16:00	07:51	00:00	GS

Sample of Staff Attendance Report Generated by Upastiti

Staff Attendance Report

Staff Attendance report for the period 01-12-2017 to 05-01-2018

Staff No: 1691
 Name: SIDDESHA A P
 Plant: TESTING-MMF

Skill Level: HIGHLY-SKILLED
 Gender: MALE
 Samiti/Agency: RUKMINI ENTERPRISES

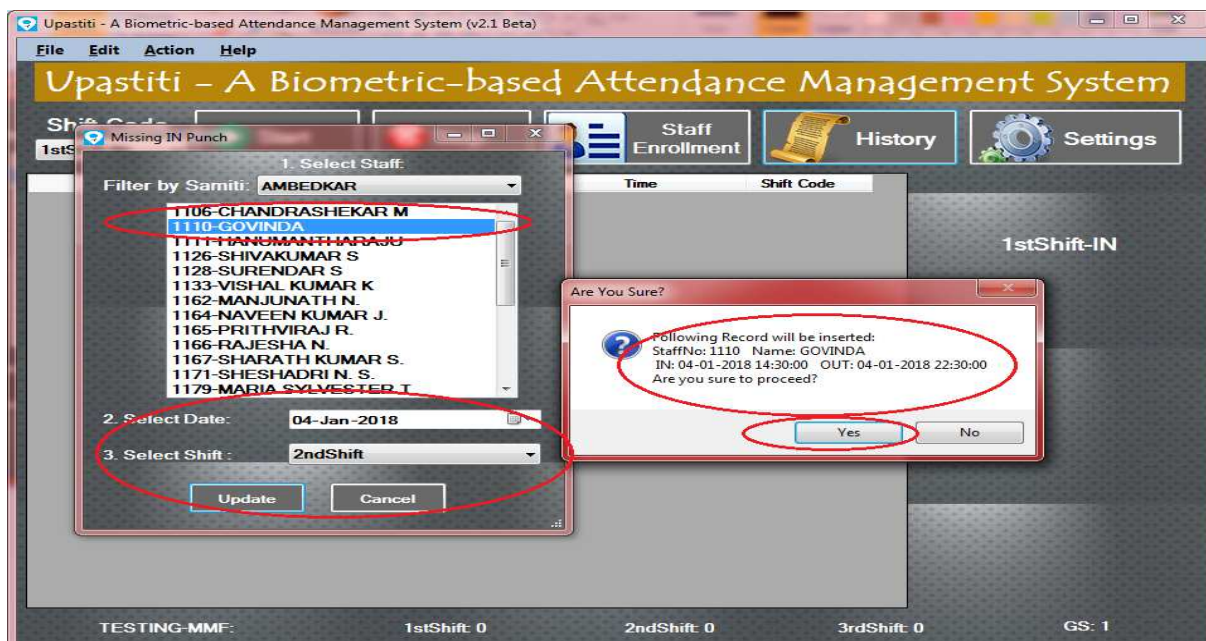
SLNo	Date	IN	OUT	WHrs	OT	Shift
1	01-12-2017	08:17	15:53	07:35	00:00	GS
2	02-12-2017	08:16	15:54	07:37	00:00	GS
3	04-12-2017	08:09	16:00	07:51	00:00	GS
4	05-12-2017	08:18	15:50	07:32	00:00	GS
5	06-12-2017	08:10	17:36	09:26	01:26	GS
6	07-12-2017	08:10	16:00	07:49	00:00	GS
7	08-12-2017	08:13	15:56	07:43	00:00	GS

6.0 Discrepancy Management

Like in any other attendance management system, in Upastiti also discrepancies do occur very often. In Upastiti application two major discrepancies may occur, i.e. 1. Missing IN & OUT Punch and 2. Missing Only OUT Punch.

Note: This section requires administrator credentials.

6.1 IN - Punch Missing: This option is used to resolve the Missing IN & OUT Punch of a Staff. To add a new IN & OUT record go to, "Edit -> IN-Punch Missing" or use shortcut "**Ctrl + N**" to open the IN-Punch Missing window. On this window, select the staff, date and shift code, then click on "**Update**" button and confirm the changes. An example of updating Missing IN & OUT record is shown in the following snapshot:



6.2 OUT - Punch Missing: This option is used to resolve the Missing OUT Punch of a Staff. Go to, "**Edit -> OUT-Punch Missing**" or use shortcut "**Ctrl + O**" to open the OUT-Punch Missing window. To fill the missing OUT punches of a particular day, just select the date, a staff list with missing OUT punches will be shown. Select the staff and click on "**Update**". An example of updating Missing OUT punch record is shown in the following snapshot:

