**Attendance Generation**

**Download attendance from Biometric machine:**

1. Go to local server
2. Open e-time track lite application
3. Enter username and password
   1. User Name: essl
   2. Password: essl
4. Click Login
5. Go to **Utilities -> Device Management**
6. Select the Check Box near **TD**
7. Click **Start Download** button
8. Now Status will be **Connected** and data’s will be downloaded from biometric machine

**Report Downloading:**

1. Go to **Attendance Reports-> Daily Attendance Reports -> Basic Attendance Report**
2. Select From date and End Date
3. Select **Recalculate Attendance** checkbox
4. Click **Generate** button
5. Save the Report into PDF format
6. Same way Download the **Late Coming report** also
7. Same way Download the **Monthly Basic Report** from **Monthly report** section.

From these reports calculate the Late Coming days, No punch and Absent list.

By Comparing these report and Attendance record calculate the final attendance report.

Local Server Attendance Report Location: \\192.168.0.109\testing\Attendance 2019