



USER MANUAL

BIMAN BANGLADESH AIRLINES

Developed & Designed by

General Automation Ltd.

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Dhanmondi, Dhaka-1205, Bangladesh.

E-mail: ga@bdmail.net


1) USER LOGON FORM:



The screenshot shows the Oracle Logon window with the following fields and buttons:

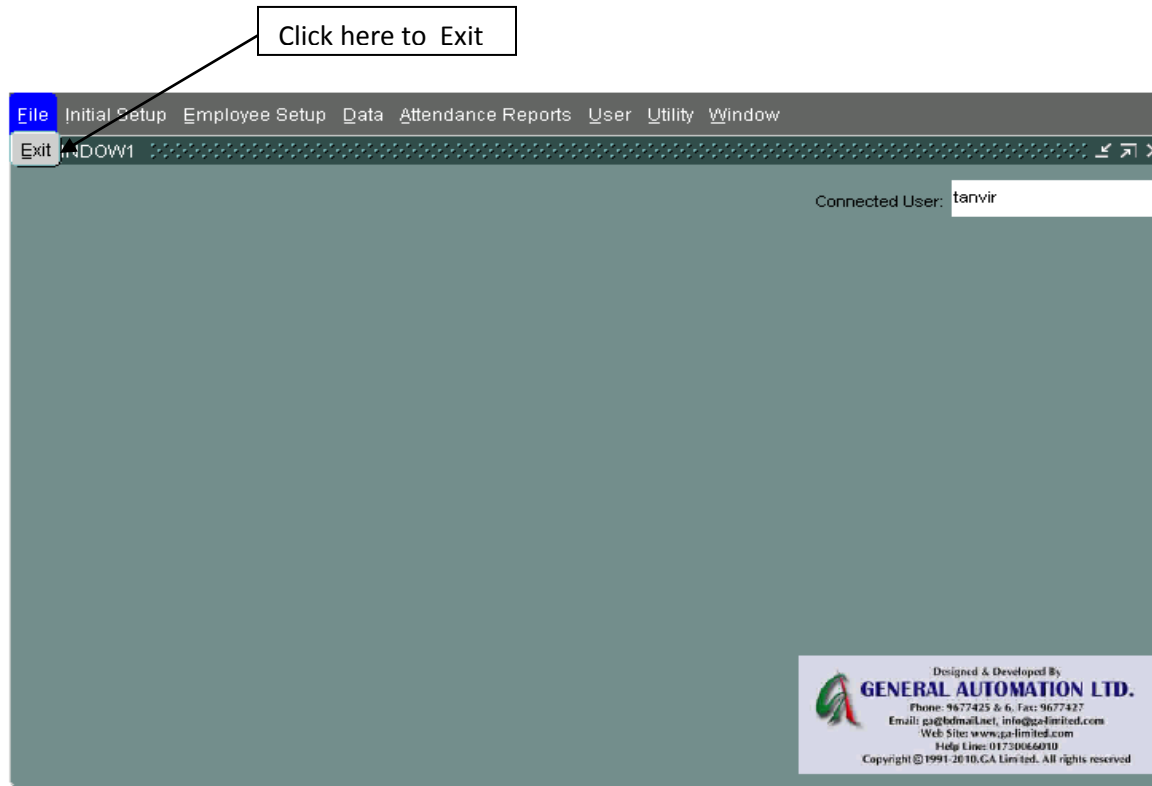
- Username:** A text input field with an arrow pointing to it from a box labeled "User Name".
- Password:** A password input field with an arrow pointing to it from a box labeled "Password".
- Database:** A text input field with an arrow pointing to it from a box labeled "Database Name=orcl".
- Buttons:** "Connect" and "Cancel" buttons at the bottom. An arrow points to the "Connect" button from a box containing the instruction: "Click 'Connect' button after inserting valid User Name , Password & Database Name provided by the Administrator."

A large, faint "OracleAS" watermark is visible in the background of the window.

User can press "ENTER button ()" to go to the next Text boxes all over the Software.
After Log In the next Page will be appear.



FILE MENU:



This is the main window of the Software. At first all the menus and its functionality is described shortly.

1) File Menu

- a) Exit: Exit from the Software.

2) Initial Setup Menu

- a) Company Setup Menu:
- b) Shift Name Setup Menu:
- c) Shift Time Setup Menu:
- d) Leave Type Setup Menu:
- e) Labor OT Entry Menu:
- f) Weekly Holiday Setup Menu:
- g) Govt. Holiday Setup Menu:
- h) Special Holiday Setup Menu:
- i) OSD Setup Menu:



3) Employee Menu Setup

- a) New Employee Entry:
- b) Leave Apply Form:
- c) 2 Shift Duty Roster Entry:
- d) 4 Shift Duty Roster Entry:
- e) OT Approve Day Wise:
- f) Manual OT Edit:

4)Data Setup Menu

- a) Data Collection and Process:
- b) Data Manual Entry:
- c) Text File Generate:

5)Attendance Reports Menu

- a) Daily Report:
- b) Job Card Report:
- c) Monthly Report EmpcodeRange:
- d) Monthly Report:
- e) Leave Report:
- f) Over Time Edit Report:
- g) User Info Report:
- h) Manual Entry Report:
- i) Machine Entry Report:

6)User Menu

- a) Create User Type:
- b) Create User:
- c) Assign User Role:
- d) Update User Role:
- e) Change User Password:

7)Utility Menu

- a) Form Entry:
- b) Machine Entry:

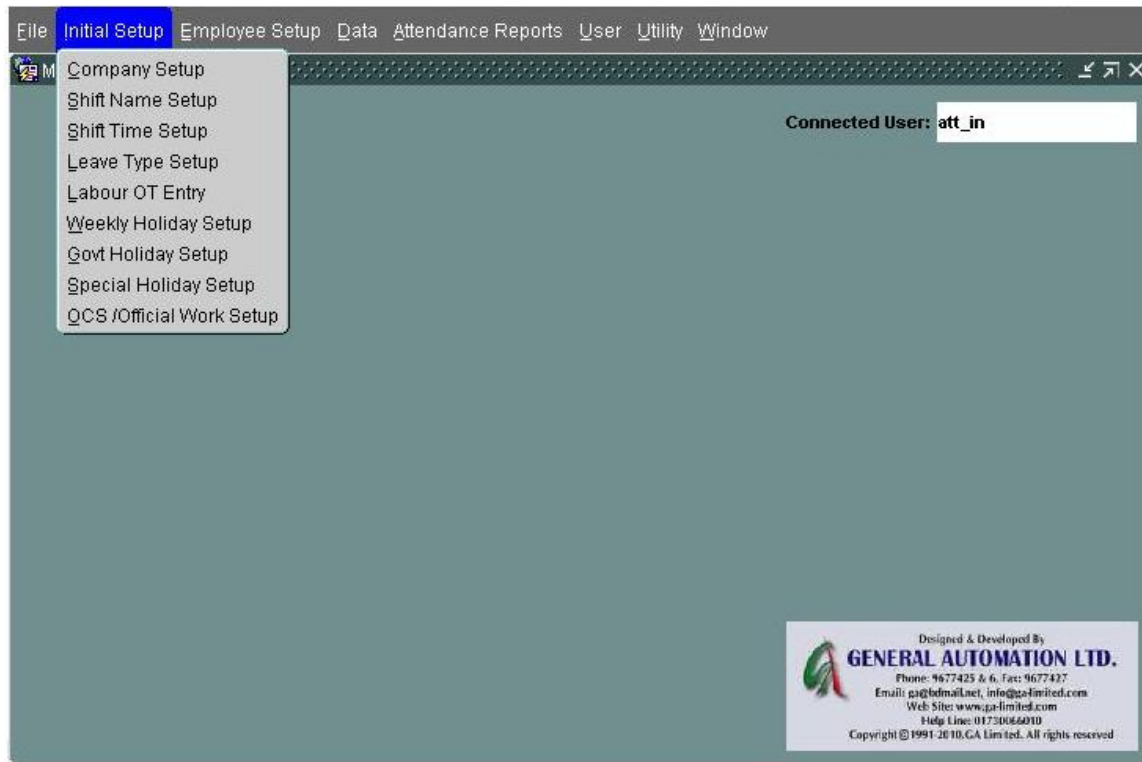
8)Window Menu

- a) Cascade:
- b) Tile Horizontally:
- c) Tile Vertically:
- d) 1WINDOW1:



2) INITIAL SETUP MENU:

PRINT SCREEN OF MENUS USED IN THE SOFTWARE



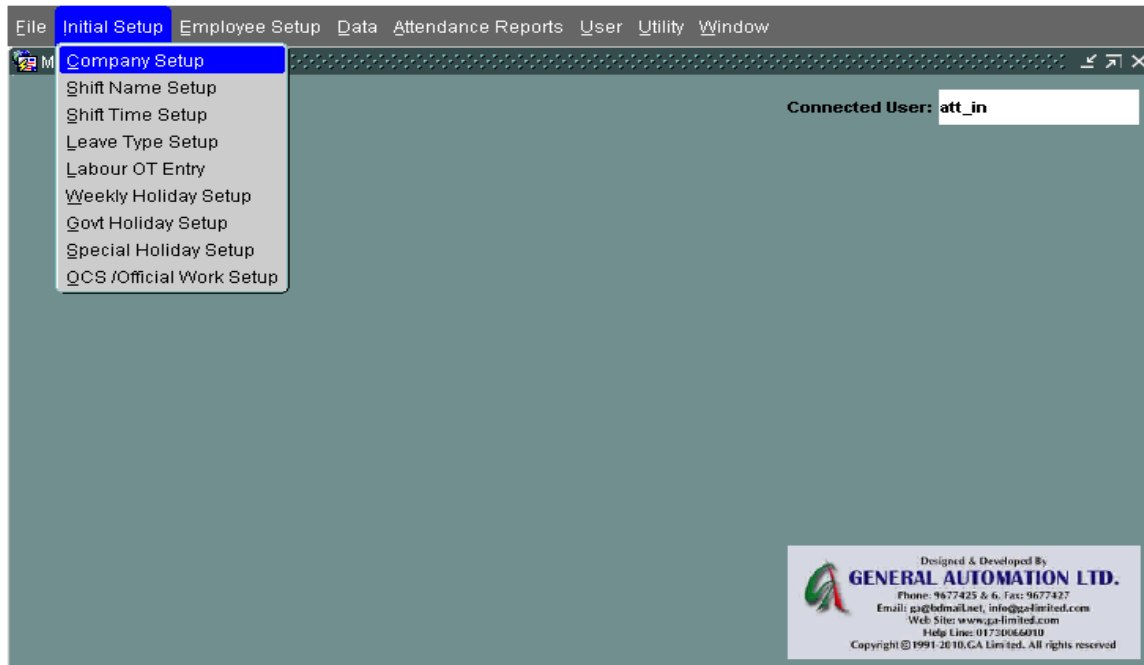
After selecting “Initial Setup Menu” the following form will appear

- 1) Company Setup
- 2) Shift Name Setup
- 3) Shift Time Setup
- 4) Leave Type Setup
- 5) Labor OT Entry
- 6) Weekly Holiday Setup
- 7) Govt HoliDay Setup
- 8) Special Holiday Setup
- 9) OSD Setup



Company Setup Menu:

After clicking "Company Setup Menu" the following form will appear



When you click on setup button then show financial year module that will be used for entry of company financial year information. Here user will give company code in "Company Code ", company name in "Company Name", Company Address in "Company Address", Company email Address in " Company Email Address", Company Phone in " Company Phone", Company Fax in "Company Fax", Company web Address in " Company web Address " textbox. Here user will select financial year name from "Financial Year" combo box. If users want to setup new financial year then he/she will select "Year Setup" button. Then a new window for financial year setup will come.

This module is used for financial year setup. Here user will select starting and ending date for financial year setup and give input a financial year name in "Year Name" textbox.

If User wants to search for any specific company then he/she will select any criteria from "Search" Block like company code and then click the "Search" Button to find the Specific search criteria.



Code	Company Name	Address	Financial Year	Phone
1	Biman Bangladesh Airlines Ltd.	Balaka Bhaban, Kurmitola Dhaka.	2012-2012	

Financial Year Setup Menu:

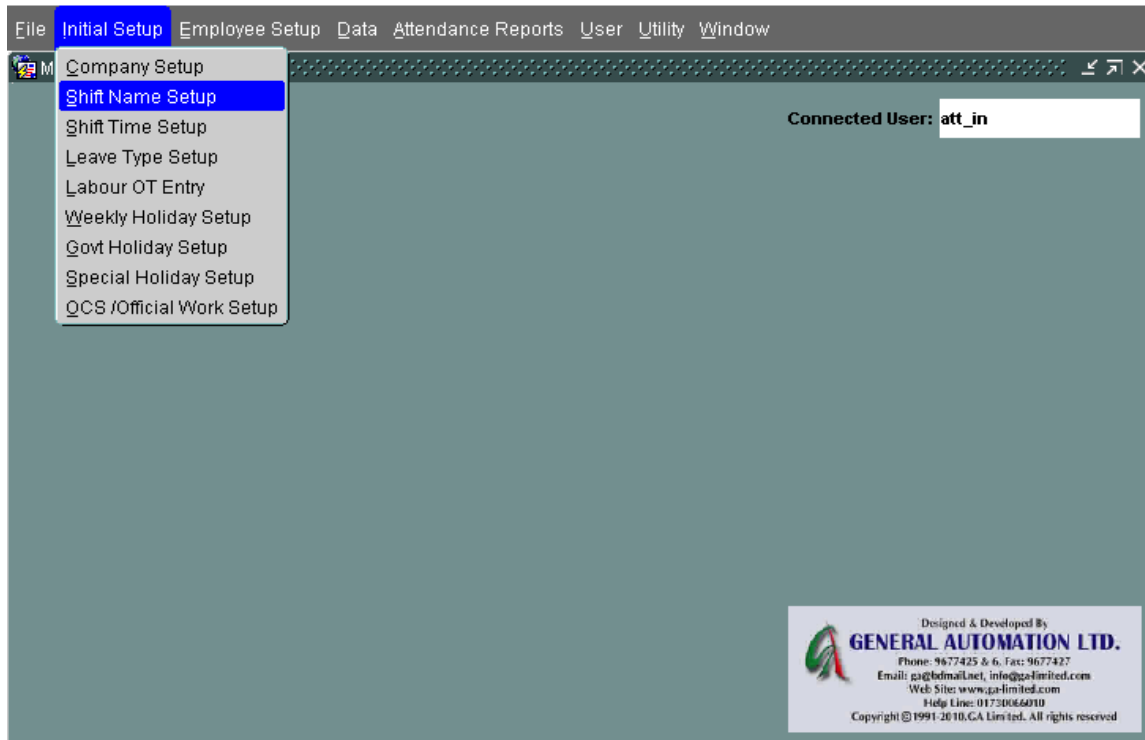
After clicking "Company Setup Menu" the following form will appear

Company Financial Year Name	Start Date	End Date
2013-2013	01/01/2013	31/12/2013
2012-2012	01/01/2012	31/12/2012

This module is used for setup of company Financial Year Setup. Here user will give Financial Year name from "Financial Year Name" and From Date in "Form Date", To Date in "To Date" are selected from the Calendar. Then Click the Save button for saving a new Financial Year.

Shift Name Setup Menu:

After clicking "Shift Name Setup Menu" the following form will appear



This module is used for entry of shift name information. Here user will give shift name and select whether the shift is rolling or not. If rolling he/she will select rolling Select box but if not then he/she will not select the rolling Select box.

If User wants to search for any specific Shift then he/she will select any criteria from “For Search” Block like shift id or “Rolling/Non-rolling” and then click the “Search” Button to find the Specific search criteria.



Shift Name Setup

Shift Name Setup

Shift Name
Shift Type
Rolling

Save Cancel

For Search

Shift Id Rolling/No-Rolling Search

Shift Id	Shift Name	Shift Type	Is Rolling
441	G Shift	General Shift	No-Rolling
461	4 Shift A	4-Shift	Rolling
481	4 Shift B	4-Shift	Rolling
482	4 Shift C	4-Shift	Rolling
483	4 Shift D	4-Shift	Rolling

Shift Time Setup Menu:

After clicking "Shift Time Setup Menu" the following form will appear

File Initial Setup Employee Setup Data Attendance Reports User Utility Window

Company Setup
Shift Name Setup
Shift Time Setup
Leave Type Setup
Labour OT Entry
Weekly Holiday Setup
Govt Holiday Setup
Special Holiday Setup
QCS /Official Work Setup

Connected User: att_in

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This Form is used for setup of company shift time. Here user will select company name from "Company Name", department name from "Department Name", Location name from "Location Name" and Season type from "Season Type" and shift name from "Shift Name" combo box. She/he will give shift in time in "Shift In", shift out time in "Shift Out", late by in "Late By", Lunch in time in "Lunch In", Lunch out time in "Lunch Out" and regular hour in "Regular Hour" textbox respectively. All time should be 24 hours format.

If User wants to search Shift time for any specific criteria then he/she will select any criteria from "For Search" Block like "Dept Id" or "Season Id" or "Shift Id" and then click the "Search" Button to find the Specific search criteria.

Company Name	Dept ID	Department Name	Season ID	Season Name	Shift ID	Shift Name	In Time	Out Time	Regular Hour
Biman Bangladesh Airli	60	C M I S	141	SUMMER	441	G Shift	09:00	17:00	08:00
Biman Bangladesh Airli	60	C M I S	141	SUMMER	461	4 Shift A	06:00	14:00	08:00
Biman Bangladesh Airli	60	C M I S	161	RAMADAN	441	G Shift	09:00	15:30	06:30
Biman Bangladesh Airli	60	C M I S	141	SUMMER	481	4 Shift B	14:00	22:00	08:00
Biman Bangladesh Airli	60	C M I S	141	SUMMER	482	4 Shift C	22:00	06:00	08:00

Season Type Setup:

After clicking "New Button" the following form will appear

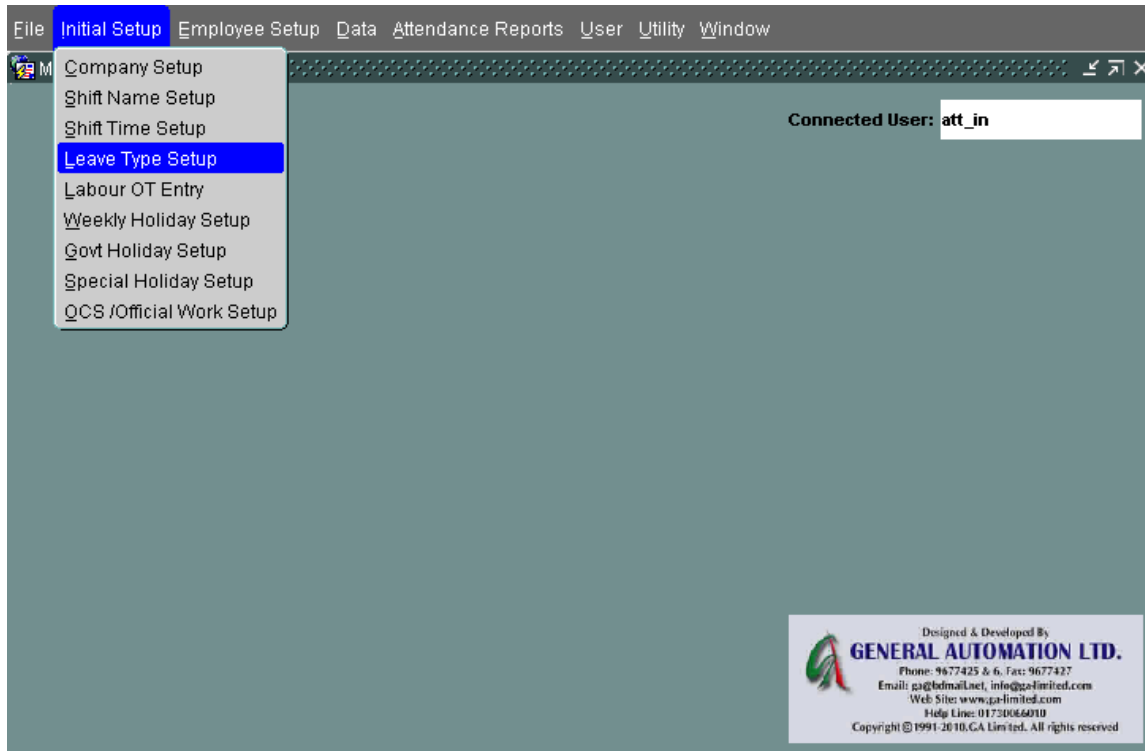
Season Id	Season Name	Start Date	End Date
141	SUMMER	01/04/2012	31/08/2012
161	RAMADAN	06/07/2012	24/08/2012



This module is used for setup of a New Season Type. Here user will give Season Type name from "Season Type Name" and Season Start Date in "Season Start Date", Season End Date in "Season End Date" are selected from the Calendar. Then Click the Save button for saving a new Season Type.

Leave Type Setup Menu:

After clicking "Leave Type Setup Menu" the following form will appear



This module is used for entry of Leave type name information. Here user will fill Leave Type Name in "Leave Type Name", Reporting Name in "Reporting Name" textbox. Then Click the Save button for saving a New Leave Type.

If User wants to search for any specific Leave type then he/she will select any criteria from "For Search" Block like "Leave type Id" or "Leave type" and then click the "Search" Button to find the Specific search criteria



Leave Type Name	Reporting Name
Casual Leave	CL
Sick Leave	SL
Privilege Leave	PL
Earned Leave	EL
Maternity Leave	ML

Labor OT Entry Menu:

After clicking "Labor OT Entry Menu" the following form will appear

File Initial Setup Employee Setup Data Attendance Reports User Utility Window

Company Setup
Shift Name Setup
Shift Time Setup
Leave Type Setup
Labour OT Entry
Weekly Holiday Setup
Govt Holiday Setup
Special Holiday Setup
QCS /Official Work Setup

Connected User: att_in

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This Form is used for setup of Employee Labor Code. Here user will select Labor Code from " Labor Code ", Labor Code name from " Name ", OT Status from " OT Status " and OT Type from "OT Type" textbox respectively. Then Click the Save button for saving a New Labor Code.

If User wants to search for any specific Labor Code then he/she will select any criteria from "For Search" Block like "Labor Code" or "OT Status " or "OT Type" and then click the "Search" Button to find the Specific search criteria.



Labour Over Time Entry

Labour Over Time Entry

Labour Code
Name
OT Status
OT Type

Save Cancel

For Search
Labour Code OT Status OT Type

Search

Labour Code	Name	OT Status	OT Type
0	UNKNOWN	Yes	ADMIN
1	ADMIN PAY-GROUP I	Yes	ADMIN
2	ADMIN PAY-GROUP II	Yes	ADMIN
3	ADMIN SPL PAY-GRP II	Yes	ADMIN
4	ADMIN PAY-GRP III-1	Yes	ADMIN

Weekly Holiday Setup Menu:

After clicking “Weekly Holiday Setup Menu” the following form will appear

File Initial Setup Employee Setup Data Attendance Reports User Utility Window

Company Setup
Shift Name Setup
Shift Time Setup
Leave Type Setup
Labour OT Entry
Weekly Holiday Setup
Govt Holiday Setup
Special Holiday Setup
QCS /Official Work Setup

Connected User: att_in

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This Form is use for Setup Weekly Holiday for a Specific Shift. Here User Select Shift Type Name From “Shift Type Name “ text box and then click the Check box to choose the day that will be the Holiday for this Shift. Then click the Save button for saving a Holiday for a Specific Shift.



Weekly Holiday Setup

Shift Type Name

Day Name

Saturday	<input type="checkbox"/>
Sunday	<input type="checkbox"/>
Monday	<input type="checkbox"/>
Tuesday	<input type="checkbox"/>
Wednesday	<input type="checkbox"/>
Thursday	<input type="checkbox"/>
Friday	<input type="checkbox"/>

Save Cancel

Govt Holi Day Setup Menu

After clicking "Govt. Holiday Setup Menu" the following form will appear

File **Initial Setup** Employee Setup Data Attendance Reports User Utility Window

Company Setup
Shift Name Setup
Shift Time Setup
Leave Type Setup
Labour OT Entry
Weekly Holiday Setup
Govt Holiday Setup
Special Holiday Setup
QCS /Official Work Setup

Connected User: att_in

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When you click on Govt Holiday setup Menu then show Govt Holiday Entry Form that will be used for Govt Holiday Entry of a year. Here user will give Financial Year in "Financial Year", Govt Holiday Name in "Govt Holiday Name",



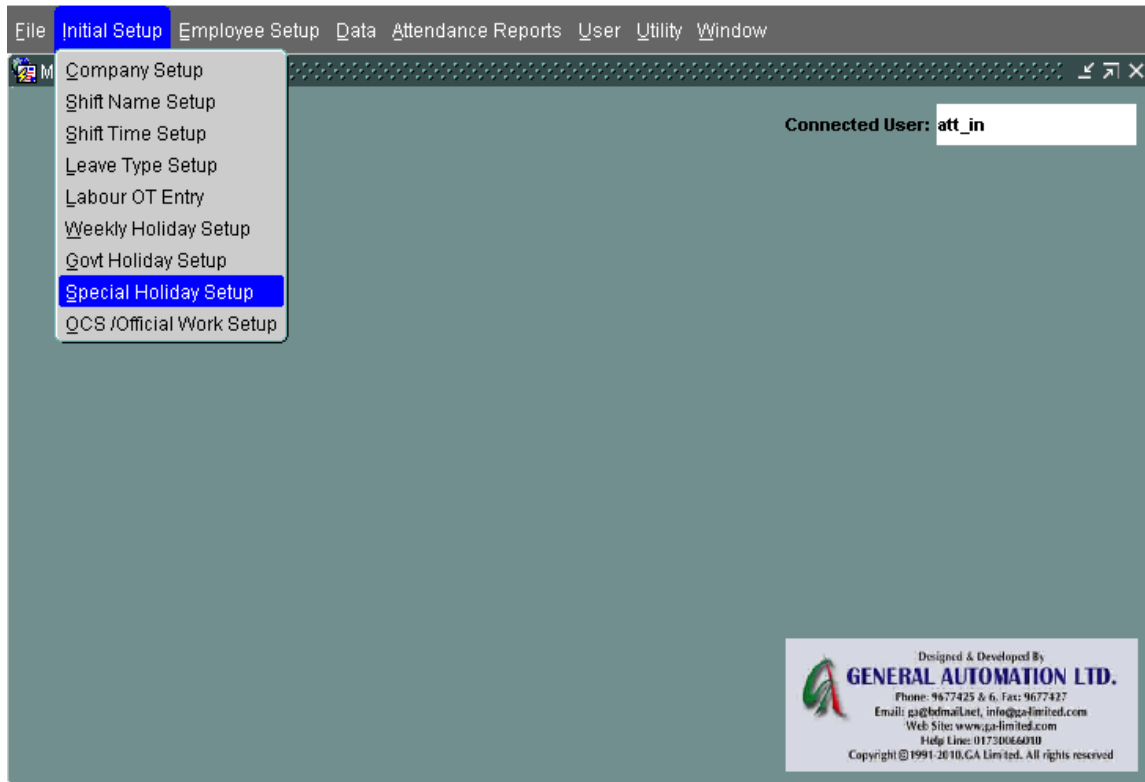
Number of Days in " Number of Days", Remark sin "Remarks" Textboxes, Govt Holiday Start Date in "Govt Holiday Start Date", Govt Holiday End Date in "Govt Holiday End Date" are selected from the Calendar . Then Click the Save button for saving Govt Holiday Entry.

If User wants to search for any specific Govt Holiday then he/she will select from "For Search" Block like "Holiday Start Date Form " and " Date To" and then click the "Search" Button to find the Specific Holiday.

Govt HoliDay Name	HoliDay Start Date	HoliDay End Date	No. Of Days	Remarks
ytyuyyu	26/03/2013	26/03/2013	1	sdsfdf
tttytt	17/03/2013	17/03/2013	1	lkjlkjkjkkjjj
SDFS	12/03/2013	12/03/2013	1	ZCXCVX CV

Special Holiday Setup Menu

After clicking "Special Holiday Setup Menu" the following form will appear



When you click on Special Holiday setup Menu then show Special Holiday Entry Form that will be used for Special Holiday Entry of a year. Here user will give Year in "Year", Special Holiday Start Date in "Start Date", Special Holiday End Date in "End Date" are selected from the Calendar, Special Holiday Name in "Special Holiday Name". Then Click the Save button for saving Special Holiday Entry.

If User wants to search for any specific Special Holiday then select from "For Search" Block like Year in "Year", "Start Date Form" and "Date To" then click the "Search" Button to find the Specific Special Holiday.



Special OT Days

Year
Start Date CAL
End Date CAL
Holiday Name

Save Delete Cancel

For Search

Year Date From CAL To CAL Search

Id	Start Date	End Date	Holiday Name
1	01/05/2013	01/05/2013	May Day

OSD Setup Menu

After clicking "OSD Setup Menu" the following form will appear

File Initial Setup Employee Setup Data Attendance Reports User Utility Window

Company Setup
Shift Name Setup
Shift Time Setup
Leave Type Setup
Labour OT Entry
Weekly Holiday Setup
Govt Holiday Setup
Special Holiday Setup
QCS /Official Work Setup

Connected User: att_in

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When you click on OSD setup Menu then show OSD Setup Form that will be used for Out Standing Duty of an employee. Here user will give Employee Code in "Employee ID", Number of Days in "Number of Days", OSD Reason



in “OSD Reason” Textboxes, OSD Start Date in “OSD Start Date”, OSD End Date in “OSD End Date” are selected from the Calendar . Then Click the Save button for saving OSD For an Employee.

If User wants to search Employee for any specific Criteria then he/she will select any criteria from “For Search” Block like “Emp Code” or “Form Date ”and “To Date” etc. and then click the “Search” Button to find the Specific search criteria

Empid	Osd start Date	Osd End Date	No. Of Days	Osd Location	Osd Reason
11348	13/03/2013	13/03/2013	1	China	For Buy some product
10508	13/02/2013	14/02/2013	2	Sylhet	For Buy some product
10638	07/02/2013	07/03/2013	1	LONDON	For Buy some product
9111	01/01/2013	01/01/2013	1	Singapur	For Buy some product

3) EMPLOYEE SETUP MENU

File Initial Setup **Employee Setup** Data Attendance Reports User Utility Window

Menu Form

- New Employee Entry
- Leave Apply Form
- 2 Shift Duty Roster Entry
- 4 Shift Duty Roster Entry
- OT Approve DayWise
- Manual OT Edit

Connected User: att_in

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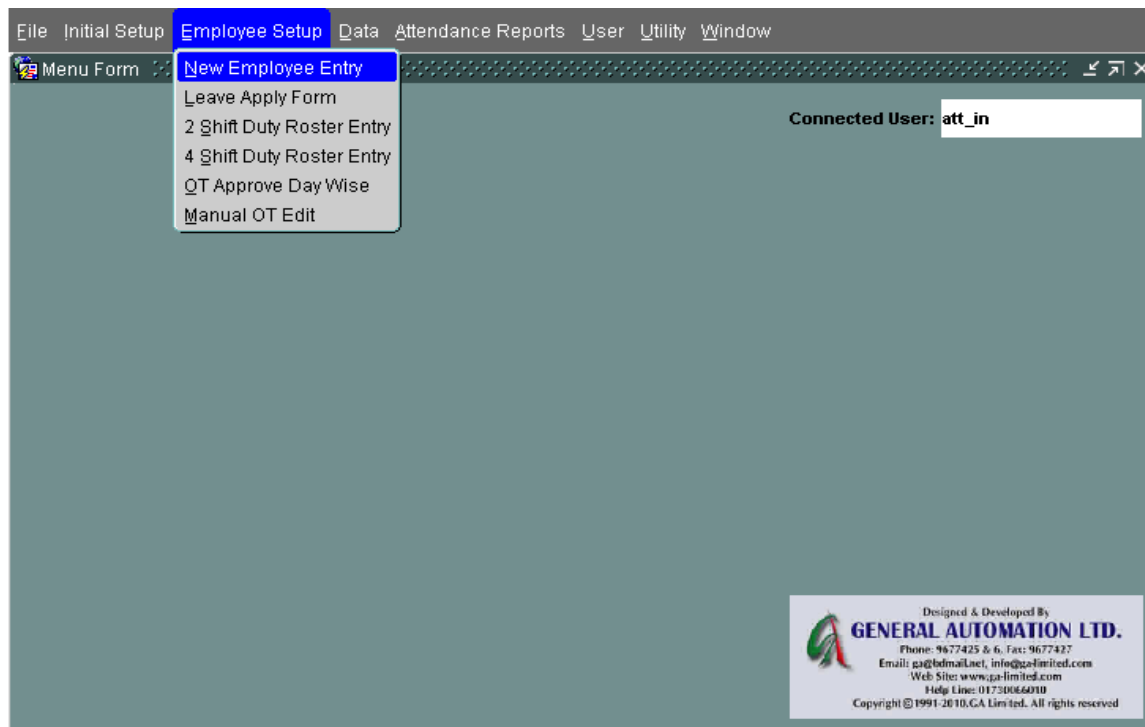


After selecting “Employee Setup Menu” the following form will appear

- 1) New Employee Entry
- 2) Leave Entry
- 3) 2 Shift Duty Roster Entry
- 4) 4 Shift Duty Roster Entry
- 5) OT Approve Day Wise
- 6) Manual OT Edit

New Employee Entry Menu:

After clicking “New Employee Entry Menu” the following form will appear



When you click on New Employee Setup Menu then show New Employee Setup information. Here user will give Employee Code in “Employee Code”, Company ID Number in “Company ID Number”, Employee Full Name in “Employee Full Name”, Joining Date in “Joining Date” Designation in “Designation”, Labor Code in “Labor Code”, Company Name in “Company Name”, Directorate ID in “Directorate ID”, Location ID in “Location”, Department ID in “Department ID”, Shift in “Shift” Textboxes. Then Click the Save button for saving New Employee Entry.



If User wants to search Employee for any specific Criteria then he/she will select any criteria from “For Search” Block like “Emp Code” or “Dept Id ” or “Join Date” etc. and then click the “Search” Button to find the Specific search criteria.

New Employee Entry Form

Employee Code	<input type="text"/>	Company Name	Biman Bangladesh Airlines Ltd.
Company ID Number	<input type="text"/>	Directoriet ID	<input type="text"/>
Employee Full Name	<input type="text"/>	Location ID	<input type="text"/>
Joining Date	<input type="text"/>	Department ID	<input type="text"/>
Designation	<input type="text"/>	Shift	<input type="text"/>
Labour Code	<input type="text"/>	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

For Search

Emp Code Dept Id Join Date From CAL To CAL Shift Id

Emp Code	Emp Name	Joining Date	Dept ID	Shift ID	Labour Code
30133	SUHELI MAHMOOD	29/03/1974	64	441	33
30224	MOHD AZIZ ULLAH	07/07/1975	15	441	73
30321	MD NURUL HAQUE	01/07/1975	89	441	42
30339	SYED GOLAM KABIR	01/07/1975	23	441	42
30343	KAZI MOSHARRAF HOSSAIN	01/07/1975	23	441	41
30401	KAZI KABIRUL ALAM	08/09/1975	15	441	73
30412	ABU SALAM CHOWDHURY	02/10/1975	15	441	74
30417	MD MOSTOFA MIAH	22/09/1975	24	441	40
30423	DIPAK KUMAR BARUA	30/10/1975	15	441	74

Record: 1/1

Leave Entry Menu:

After clicking “Leave Entry Menu” the following form will appear

File Initial Setup **Employee Setup** Data Attendance Reports User Utility Window

Menu Form

- New Employee Entry
- Leave Apply Form**
- 2 Shift Duty Roster Entry
- 4 Shift Duty Roster Entry
- OT Approve Day Wise
- Manual OT Edit

Connected User: att_in

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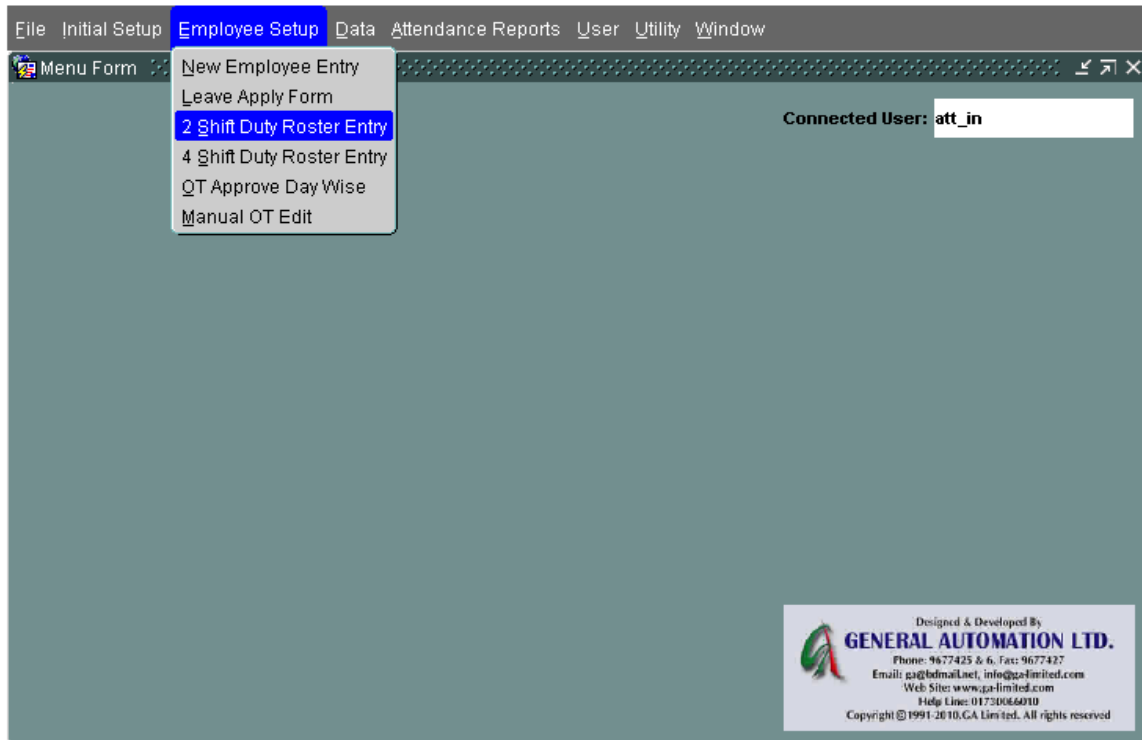
When you click on Leave Entry setup Menu then show Employee Leave Application module that will be used for leave apply of an employee. Here user will give Employee ID in "Employee ID", Employee Name in "Employee Name", Leave Type in "Leave Type", Remark in "Remark" Textboxes, Start Date in "Start Date", Ending Date in "Ending Date" are selected from the Calendar . Then Click the Save button for saving Leave Entry. If users want to setup new Leave Type then he/she will select "New" button. Then a new window New Leave Type setup will come.

If User wants to search Employee for any specific Criteria then he/she will select any criteria from "For Search" Block like "Emp Code" or "Form Date "and "To Date" etc. and then click the "Search" Button to find the Specific search criteria.

Emp Code	From Date	To Date	Cause
30224	01/07/2012	02/07/2012	Tanvir vai Sick
30224	01/07/2012	02/07/2012	Personal
34392	24/07/2012	25/07/2012	cl
34392	17/07/2012	17/07/2012	cl
35285	05/06/2012	06/06/2012	sick

2 Shift Duty Roster Entry Menu:

After clicking "2 Shift Duty Roster Entry Menu" the following form will appear



When you click “2 Shift Duty Roster Entry Menu” then Show 2 Shift Duty Roster Entry Form module where you can be create 2 Shift Duty Roster for 2 Shift of an Employee. Here user will give Employee ID in "Employee Code" ,Select Start Regular Shift in “Regular Shift Textbox (Click Regular Shift Textbox and select Shift Name)” ,Select Weekly Holyday Name from “Weekly Holyday Textbox (Click Weekly Holyday Textbox and select Holyday Name)” , Select From Date in” Regular/OT Date From “ and ” Regular/OT Date To “ are Selected From The Calendar . Then Click the Save button for saving a 2 shift Duty Roster for an Employee.

If User wants to search Employee for any specific Criteria then he/she will select any criteria from “For Search” Block like “Emp Code” or “ Punch Form Date ”and “To Date” are Selected From The Calendar. and then click the “Search” Button to find the Specific search criteria.



2 Shift Duty Roster Entry

Empcode
Employee Name
Duty Patern REG
Regular Shift
Weekly Holiday
Regular /OT Date From CAL
Regular/OT Date To CAL

Shift Name	Login Time	Logout Time
2 Shift-A	06:00	14:00
2 Shift-B	14:00	22:00
2 Shift-C	08:00	15:00
2 Shift-D	13:30	08:30
2 Shift-E	08:00	16:00
2 Shift-F	09:00	17:00
Night Shift	22:00	10:00

Save Delete Cancel

For Search

Emp Code Punch Date From CAL To CAL Search

Empcode	Punch Date	Duty Patern	Regular Shift	Short Rest
44	01/05/2013	REG	2 Shift-C	
44	02/05/2013	REG	2 Shift-C	
44	03/05/2013	REG	2 Shift-C	
44	04/05/2013	REG	2 Shift-C	

4 Shift Duty Roster Entry Menu:

After clicking "4 Shift Duty Roster Entry Menu" the following form will appear

File Initial Setup **Employee Setup** Data Attendance Reports User Utility Window

Menu Form

- New Employee Entry
- Leave Apply Form
- 2 Shift Duty Roster Entry
- 4 Shift Duty Roster Entry**
- QT Approve Day Wise
- Manual OT Edit

Connected User: att_in

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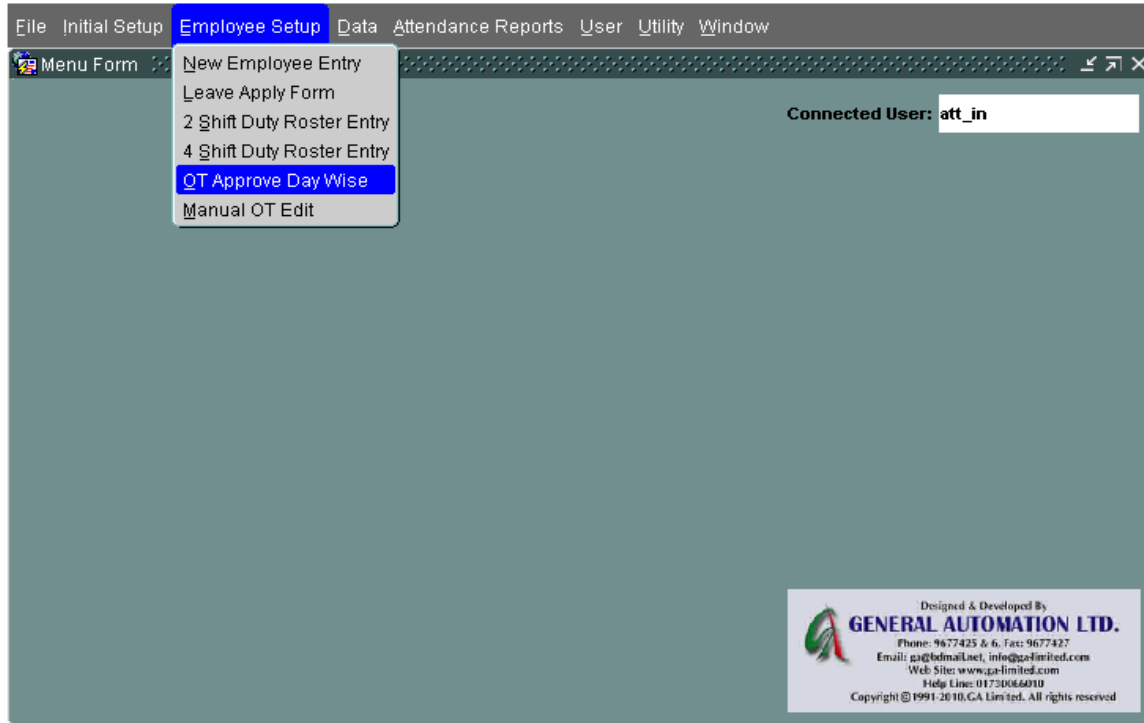
When you click “4 Shift Duty Roster Entry Menu” then Show 4 Shift Duty Roster Entry Form module where you can be create 4 Shift Duty Roster for 4 Shift of an Employee. Here user will give Employee ID in "Employee Code" , Select From Date in "Roster Date From " and " Roster Date To " are Selected From The Calendar, Select first Duty in " First Duty textbox(Click and Select Duty Shift Name)". Then Click the Save button for saving a 2 shift Duty Roster for an Employee.

If User wants to search Employee for any specific Criteria then he/she will select any criteria from “For Search” Block like “Emp Code” or “ Punch Form Date ”and "To Date" are Selected From The Calendar. and then click the “Search” Button to find the Specific search criteria.

Empcode	Shift Date	Duty Pattern	Regular Shift	Short Rest
44	01/05/2013	REG	2 Shift-C	
44	02/05/2013	REG	2 Shift-C	
44	03/05/2013	REG	2 Shift-C	
44	04/05/2013	REG	2 Shift-C	

Over Time Approve Day Wise Menu:

After clicking “Over Time Approve Day Wise Menu” the following form will appear



When you click on OT Approve Day Wise Menu then show the Over Time Approve Module. Here user will choose any radio button such as "Department" or "Employee". Then choose the value in the respective textbox and click the "Find" button. After load the value in the grid click the checkbox whose overtime user want to approve. Then select OT Approve Date in "OT Approve Date" from the Calendar. Then Click the Save button for saving Over Time Date for an Employee. If you delete OT date then Go to Search delete Block and enter "Emp Code" OT Form Date "and "To Date" are Selected From The Calendar. and then click the "Search" then delete button Press. then delete OT Date.



Window ORACLE

Over Time Approved

Company Name Biman Bangladesh Airlines Ltd

☐ **Department**

☒ **Employee** 1

Employee Name MD NURA ALAM SIDDIK

OT Approve Date From 01/05/2013 (DD/MM/RRRR)

OT Approve Date To 31/05/2013

Search For Delete

Emp Code 1 **Punch Date From** 01/05/2013 **To** 31/05/2013

Empid	Emp Name	OT Date
1	MD NURA ALAM SIDDIK	01/05/2013
1	MD NURA ALAM SIDDIK	02/05/2013
1	MD NURA ALAM SIDDIK	03/05/2013
1	MD NURA ALAM SIDDIK	04/05/2013

Emp Code	Emp Name	Labourcode	Otstatus	App Y/N
1	MD NURA ALAM SIDDIK	1	Yes	<input checked="" type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

Successfully Inserted

Record: 1/1 <OSC>

Over Time Edit Menu:

After clicking "Over Time Edit Menu" the following form will appear

File Initial Setup **Employee Setup** Data Attendance Reports User Utility Window

Menu Form Connected User: att_in

- New Employee Entry
- Leave Apply Form
- 2 Shift Duty Roster Entry
- 4 Shift Duty Roster Entry
- QT Approve Day Wise
- Manual OT Edit**

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When you click on Over Time Edit Menu then show Over Time Edit Module . Here user will give Employee Code in "Employee Code" and From Date in "Form Date", To Date in "To Date" are selected from the Calendar. Then click "Find" Button to find them whose over time will Edit. After that "double click "on the grid Empcode whose overtime user want to edit. After "double click " Edit the value of "Over Time for Update" textbox . Then Click the Save button for saving the Edited Over Time Value .

Empcode	Punchdate	Othour	Actual Ot Hour
35288	01/12/2012	000:00:00	000:00:00
35288	02/12/2012	000:00:00	000:00:00
35288	03/12/2012	000:00:00	000:00:00
35288	04/12/2012	000:00:00	000:00:00
35288	05/12/2012	000:00:00	000:00:00

4) DATA SETUP MENU:

File Initial Setup Employee Setup **Data** Attendance Reports User Utility Window

Menu Form Data Collection and Process Data Manual Entry Text File Generate

Connected User: att_in

Designed & Developed By
GENERAL AUTOMATION LTD.
Phone: 9677425 & 6, Fax: 9677427
Email: ga@bdmail.net, info@ga-limited.com
Web Site: www.ga-limited.com
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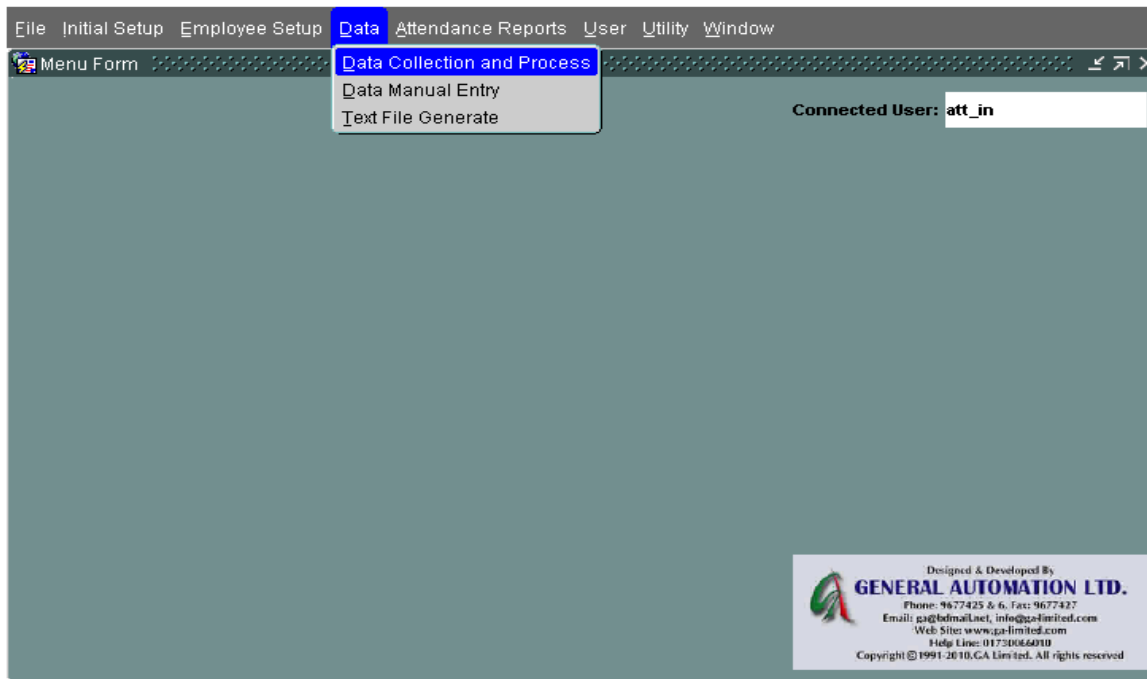


After selecting “Data Setup Menu” the following form will appear

- 1) Data Collection and Process
- 2) Data Manual Entry
- 3) Text File Generate

Data Collection and Process Menu:

After clicking “Data Collection and Process Menu” the following form will appear



Data Collection from Machine: At first, we collect data file or text file from Punch Machine and then open this module Data->Data Collect and Process->Data Collect. Then follow those processes:

1. Click on browse button and select that text file.
2. If you want to collect data then click on Load button. Otherwise click on close button.



The screenshot shows a software window titled "Data Collection". It has two tabs: "Data Collection" and "Data Process". The "Data Process" tab is selected. The main area is a light gray workspace. In the center, there is a form with a text input field, a "Browse...." button, an "Upload" button, a "Cancel" button, and a "File Transfer All" button. The bottom status bar shows "Record: 1/1" and "<OSC>".

Data Process:

When any new data collect or update then process data using this module.

1. Select company name that company data you want to process.
2. If you want to process specific data then you can choose any one option from All, Directorate, Location, Department, and Employee.
3. Select from date and to date for process data between given range and session type.
4. Then click on Data Process button.



Data Collection

Data Process

Company Name Biman Bangladesh Airlines L

☒ All

☐ Directoriet

☐ Location

☐ Department

☐ Employee

Employee Name

Season Type SUMMER

Form Date (DD/MM/YYYY)

To Date (DD/MM/YYYY)

Data Process

Cancel

Record: 1/1 <ASC>

Data Manual Entry Menu:

After clicking “Data Manual Entry Menu” the following form will appear

Menu Form

Data

Data Manual Entry

Text File Generate

Connected User: att_in

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If any Employee or whole Departments or Location or whole company employee's have to set manual entry, then it can be done in this section. Again there this entry can be update or delete.



Manual Data Entry

Company Name Biman Bangladesh Airline:

☒ All
☐ Directoriet
☐ Location
☐ Department
☐ Employee

Employee Name

Remarks

From Date 22/01/2013 (DD/MM/YYYY)
To Date 22/01/2013 (DD/MM/YYYY)

In Time 11:45 **Out Time** 11:45

Save **Cancel**

Text File Generate Menu:

After clicking “Text File Generate Menu” the following form will appear

Menu Form

File Initial Setup Employee Setup **Data** Attendance Reports User Utility Window

Data Collection and Process
Data Manual Entry
Text File Generate

Connected User: att_in

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This Module is used to Generate the Text File which will use for the employee Salary Process. Here user will choose any radio button to Generate the Text File. For Example, if user want to Generate the Text File Department wise then at first he/she select the “Department radio button and then select “Department Id “ from “Department “ textbox and From Date in “From Date” and To Date in “To Date “ are selected from the calendar. Then Click the “Download



Text File Generate Form

Company Name

☒ **All**

☐ **Directoriet**

☐ **Location**

☐ **Department**

☐ **Employee**

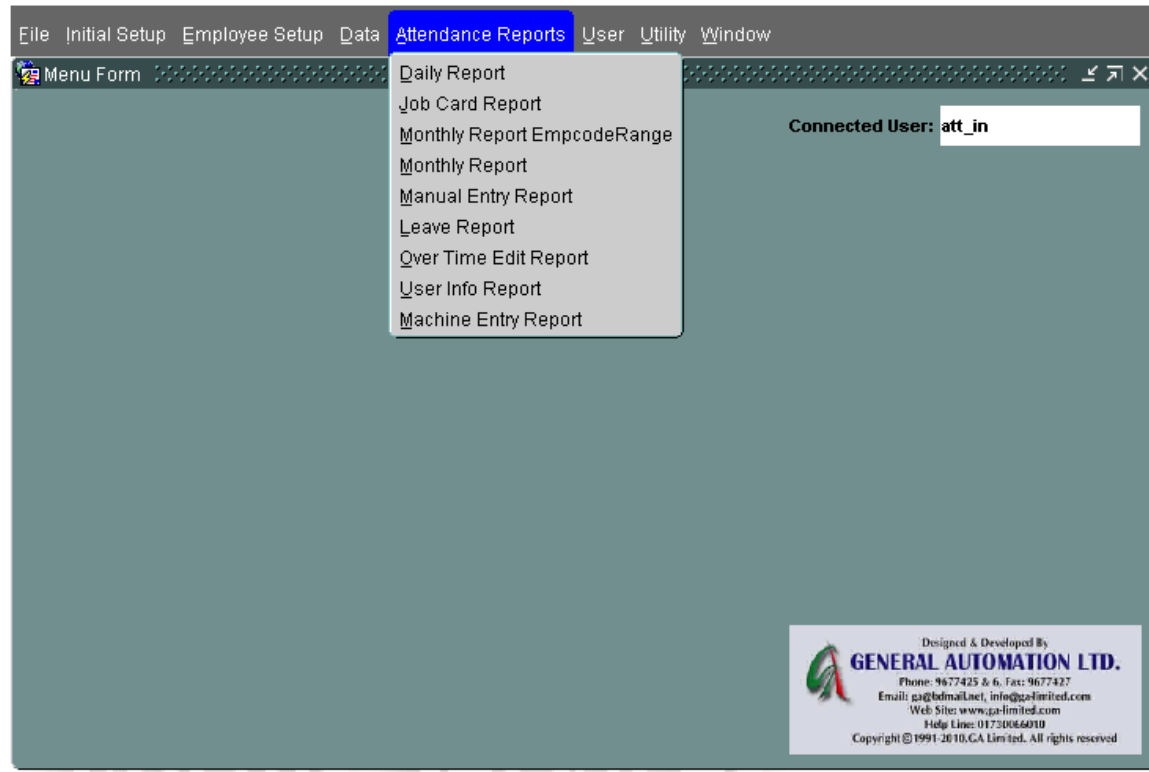
Employee Name

From Date : (DD-MON-RR)

To Date : (DD-MON-RR)



5) ATTENDANCE REPORTS MENU:



After selecting “Attendance Reports Menu” the following form will appear

- 1) Daily Report
- 2) Job Card Report
- 3) Monthly Report EmpcodeRange
- 4) Monthly Report
- 5) Manual Entry Report
- 6) Leave Report
- 7) Over Time Edit Report
- 8) User Info Report
- 9) Machine Entry Report



Daily Report Menu:

File Initial Setup Employee Setup Data **Attendance Reports** User Utility Window

Menu Form

- Daily Report**
- Job Card Report
- Monthly Report EmpcodeRange
- Monthly Report
- Manual Entry Report
- Leave Report
- Over Time Edit Report
- User Info Report
- Machine Entry Report

Connected User: att_in

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After clicking “Daily Report Menu” the following form will appear

Window

Daily Attendance Report

Company Name Biman Bangladesh Airlines Ltd

☐ All

☐ Directoriet

☐ Location

☒ Department 60

☐ Employee

Employee Name

From Date 09/12/2012 CAL.. (DD/MM/RRRR)

Report Type Present

Daily Report Cancel

This Module is used to see the Employee Daily Attendance Report. Here user will choose any radio button to see the report. For Example, if user want to see Department wise Daily Attendance report then at first he/she select the



“Department radio button and then select “Department Id “ from “Department “ textbox and From Date in “From Date” is selected from the calendar and select Report Type from “Report Type “textbox. Then Click the “Daily Report “ Button to see the Report. This way user can choose any radio button like “All” ,”Directoriet” ,”Location” or ”Employee” and can see his/her expected Report. After clicking the “Daily Report” button the following report will appear.

Biman Bangladesh Airlines Ltd.										
Daily Attendance Report										
From Date 09/12/2012 Printed On : 24/01/2013										
Company Name : Biman Bangladesh Airlines Ltd. Company address : Balaka Bhaban, Kurmitola Dhaka.										
Location : HEAD OFFICE, DHAKA Directoriate : ADMINISTRATION Department : C M I S Shift Name : 4 Shift A Punch Date : 09/12/2012										
Empoode	Employee Name	Designation Name	Timein	Timeout	Late	OT Hour	Status	Workingshift	Remarks	
35285	B M IQBAL ANOWARUL ISLAM	JR OPS OFFICER	05:59	22:25	00:00	000:00:00	P	4 Shift A		
Location : HEAD OFFICE, DHAKA Directoriate : ADMINISTRATION Department : C M I S Shift Name : 4 Shift C Punch Date : 09/12/2012										
Empoode	Employee Name	Designation Name	Timein	Timeout	Late	OT Hour	Status	Workingshift	Remarks	
35287	MAHBUBUR RAHMAN	COMPUTER OPTR	05:58	00:00	00:00	000:00:00	P	4 Shift A		
Location : HEAD OFFICE, DHAKA Directoriate : ADMINISTRATION Department : C M I S Shift Name : G Shift Punch Date : 09/12/2012										
Empoode	Employee Name	Designation Name	Timein	Timeout	Late	OT Hour	Status	Workingshift	Remarks	
34392	SYED MOSTAQUE HOSSAIN	SYS ANALYST	09:02	18:54	00:00	000:00:00	P	G Shift		
37123	MD. NAIMUL HODA BISWAS	COMPUTER OPTR	08:37	21:27	00:00	002:00:00	P	G Shift		
Total Employee Per Company : 4										
Total Employee : 4										



Job Card Report Menu:

The screenshot shows the 'Attendance Reports' menu open in the 'Menu Form' window. The menu options are: Daily Report, Job Card Report (highlighted), Monthly Report EmpcodeRange, Monthly Report, Manual Entry Report, Leave Report, Over Time Edit Report, User Info Report, and Machine Entry Report. The 'Connected User' is 'att_in'. A footer banner for General Automation Ltd. is visible at the bottom right.

After clicking "Job Card Reports Menu" the following form will appear

The 'Job Card Report' form is displayed. It includes the following fields and controls:

- Company Name:** Biman Bangladesh Airlines Ltd.
- Filters:** Radio buttons for All, Directoriet, Location, Department (selected), and Employee.
- Employee Name:** [Empty text box]
- From Date:** 01/12/2012 (with a 'CAL..' button)
- To Date:** 31/12/2012 (with a 'CAL..' button)
- Format:** (DD/MM/RRRR)
- Buttons:** Job Card Report, Cancel



This Module is used to see the Employee Monthly Attendance Status Report. Here user will choose any radio button to see the report. For Example, if user want to see Department wise Monthly Attendance Status Report then at first he/she select the "Department radio button and then select "Department Id " from "Department " textbox and From Date in "From Date" and To Date in "To Date " are selected from the calendar. Then Click the "Job Card Report " Button to see the Report. This way user can choose any radio button like "All" ,"Directoriet" ,"Location" or "Employee" and can see his/her expected Report. After clicking the "Job Card Report " button the following report will appear.

Biman Bangladesh Airlines							
Job Card Report							
From 01/12/2012 To 31/12/2012 Printed On :24/01/2013							
Department : C M T S							
Employee Code : 33878							
Name : A K M IMTIAZ ALI							
Designation : SR SYST ANALYST							
Labour Code : 38							
Shift Name : G Shift							
Punchdate	Timein	Timeout	Late	OT Hour	Status	Workingshift	Remarks
01/12/2012	00:00	00:00	00:00	000:00:00	W	G Shift	
02/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
03/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
04/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
05/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
06/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
07/12/2012	00:00	00:00	00:00	000:00:00	W	G Shift	
08/12/2012	00:00	00:00	00:00	000:00:00	W	G Shift	
09/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
10/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
11/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
12/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
13/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
14/12/2012	00:00	00:00	00:00	000:00:00	W	G Shift	
15/12/2012	00:00	00:00	00:00	000:00:00	W	G Shift	
16/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
17/12/2012	09:07	00:00	00:02	000:00:00	L	G Shift	
18/12/2012	09:24	00:00	00:19	000:00:00	L	G Shift	
19/12/2012	09:06	16:41	00:01	000:00:00	L	G Shift	
20/12/2012	09:12	16:52	00:07	000:00:00	L	G Shift	
21/12/2012	00:00	00:00	00:00	000:00:00	W	G Shift	
22/12/2012	00:00	00:00	00:00	000:00:00	W	G Shift	
23/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
24/12/2012	09:06	00:00	00:01	002:30:00	L	G Shift	
25/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
26/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
27/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
28/12/2012	00:00	00:00	00:00	000:00:00	W	G Shift	
29/12/2012	00:00	00:00	00:00	000:00:00	W	G Shift	
30/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
31/12/2012	00:00	00:00	00:00	000:00:00	A	G Shift	
Present:0 Late: 5 Absent: 17 HolyDay: 9 Leave: 0 Actual OT: 002:30:00							



Monthly Report EmpcodeRange Menu:

The screenshot shows a software menu with the following items: File, Initial Setup, Employee Setup, Data, Attendance Reports, User, Utility, Window. The 'Attendance Reports' menu is open, showing a list of options: Daily Report, Job Card Report, Monthly Report EmpcodeRange (highlighted), Monthly Report, Manual Entry Report, Leave Report, Over Time Edit Report, User Info Report, and Machine Entry Report. The main window displays 'Connected User: att_in' and a footer with contact information for General Automation Ltd.

After clicking “Monthly Report EmpcodeRange Menu” the following form will appear

The screenshot shows the 'Monthly Attendance Report(EmpcodeRange)' form. It contains the following fields and controls:

- Company Name: Biman Bangladesh Airlines Ltd
- EmpCode From: [Empty text box]
- EmpCode To: [Empty text box]
- From Date: [Empty text box] CAL..
- To Date: [Empty text box] CAL.. (DD/MM/YYYY)
- Buttons: Monthly Report, Cancel



This Module is used to see the Employee Monthly Summary Attendance Status Report between EmpcodeRange. Here user Input Start Empcode in "Empcode From", End Empcode in "Empcode To" and From Date in "From Date" and To Date in "To Date" are selected from the calendar. Then Click the "Monthly Report" Button to see the Report. This way user can choose any radio button like "All", "Directoriet", "Location" or "Employee" and can see his/her expected Report. After clicking the "Monthly Report" button the following report will appear.

Biman Bangladesh Airlines Ltd

Monthly Report

From Date : 01/05/2013 To 31/05/2013

Printed On : 15/05/2013

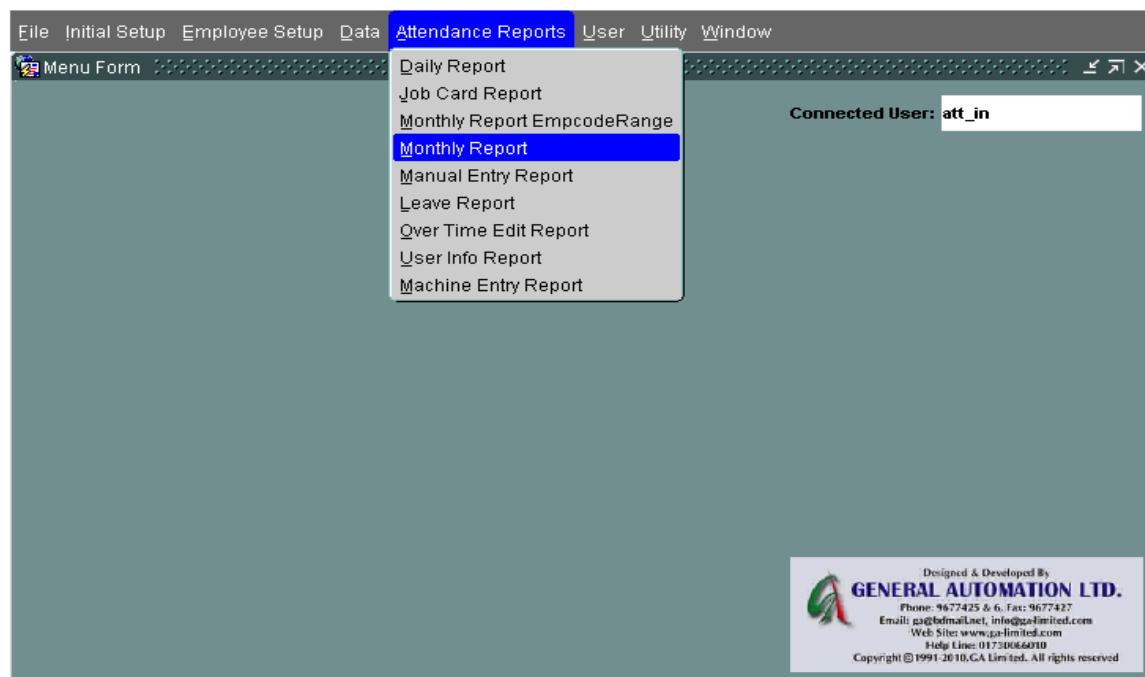
Directoriet : CUSTOMER SERVICE

Location : HSIA, PAX TERMINAL

Department : STATION TRAFFIC

STAFF NO.	Employee Name	Designation	Pay GRP	ATTENDANCE AND LEAVE ACCOUNT											Shift Duty day	Stretch leave	Late Hour	OVERTIME HOURS		MEAL ALLOWANCES DAY				Lunch day
				Pre Days	Out Status Duty	Late Days	W & Holiday	CL	PL	SL	Absent and LWP	Code1	leave1	Total days				Actual OT Hours	Payable OT Hours	Alt1	Alt2	Alt3	Alt4	
36907	MD. MOMINUL HAQUE	GRD SERV SUPVR	6	21	0	0	7	2	0	0	1	0	0	31	0	0	00:00	00:00:00	00:00:00	0	0	0	0	0
36909	MD. EZAZUL HAQUE	GRD SERV SUPVR	6	0	0	0	4	0	0	0	7	0	0	11	0	0	00:00	00:00:00	00:00:00	0	0	0	0	0
36910	NAZNEEN SULTANA	GRD SERV SUPVR	6	8	0	1	3	0	16	0	2	0	0	30	0	0	01:00	00:00:00	00:00:00	0	0	0	0	0
36911	MD. HUMAYAN KABIR	GRD SERV SUPVR	6	18	0	0	11	0	0	2	3	0	0	31	0	0	00:00	03:24:00	06:00:00	0	0	0	0	0
36912	MD. SHAFIUL AZAM	GRD SERV SUPVR	6	0	0	0	4	0	0	0	7	0	0	11	0	0	00:00	00:00:00	00:00:00	0	0	0	0	0
36913	KAFIQUZZAMAN AKAND	GRD SERV SUPVR	6	0	0	0	4	0	0	0	7	0	0	11	0	0	00:00	00:00:00	00:00:00	0	0	0	0	0

Monthly Report Menu:





After clicking “Monthly Report Menu” the following form will appear

Monthly Attendance Report

Company Name

☐ All

☐ Directoriet

☐ Location

☒ Department

☐ Employee

Employee Name

From Date

To Date (DD/MM/YYYY)

This Module is used to see the Employee Monthly Summary Attendance Status Report. Here user will choose any radio button to see the report. For Example, if user want to see Department wise Monthly Summary Attendance Status Report then at first he/she select the “Department radio button and then select “Department Id “ from “Department “ textbox and From Date in “From Date” and To Date in “To Date “ are selected from the calendar. Then Click the “Monthly Report “ Button to see the Report. This way user can choose any radio button like “All” ,”Directoriet” ,”Location” or ”Employee” and can see his/her expected Report. After clicking the “Monthly Report ” button the following report will appear.



Biman Bangladesh Airlines Ltd
Monthly Report

Printed On 24/01/2013

From Date : 01/12/2012 To 31/12/2012

Directoriet : ADMINISTRATION
Location : HEAD OFFICE, DHAKA

Department : C M I S

STAFF NO.	Employee Name	Designation	ATTENDANCE AND LEAVE ACCOUNT													Shift Duty day	Stretch leave	Late Hour	OVERTIME HOURS		MEAL ALLOWANCES DAY			Lunch day
			Pay GRP	Fre. Days	Out Station Days	Late Days	W & Holid ay	CL	PL	BL	Absent and LWP	Code1	leave1	Total days	Actual OT Hours				Payble OT Hours	Alw1	Alw2	Alw3		
33676	A K M IMTIAZ ALI	SR SYST ANALYS	38	0	0	6	9	0	0	0	17	0	0	31	0	0	00:00	002:30:00	000:00:00	1	0	0	0	
35285	B M IQBAL ANOWARUL ISLAM	JR OPS OFFICER	8	4	0	6	7	0	0	0	14	0	0	31	0	0	03:00	002:18:00	005:00:00	0	0	0	0	
36844	M. RAFIZUL ISLAM	SR D P ASSTY	6	0	0	0	9	0	0	0	22	0	0	31	0	0	00:00	000:00:00	000:00:00	0	0	0	0	
33716	MARBUBA KHANAM	SR SYST ANALYS	38	0	0	0	9	0	0	0	22	0	0	31	0	0	00:00	000:00:00	000:00:00	0	0	0	0	
35287	MAHBUBUR RAHMAN	COMPUTER OPTR	79	3	0	6	7	0	0	0	15	0	0	31	0	0	01:00	024:42:00	049:00:00	0	0	0	9	
35296	MD ABDUS SALAM	JR OPS OFFICER	40	0	0	1	8	0	0	0	22	0	0	31	0	0	00:00	000:00:00	000:00:00	0	0	0	0	
34656	MD REZAUL ISLAM	SYS ANALYST	36	2	0	1	9	0	0	0	19	0	0	31	0	0	07:00	002:30:00	003:00:00	1	0	0	0	
37066	MD. ANWARUL HOQUE	SYS ADMINISTRAT	35	2	0	8	9	0	0	0	12	0	0	31	0	0	18:00	007:30:00	003:00:00	3	0	0	0	
36935	MD. ARIFUL HASAN SHADHON	PROGRAMMER	37	0	0	11	9	0	0	0	11	0	0	31	0	0	10:00	000:00:00	000:00:00	0	0	0	0	
37123	MD. NAJIBUL HODA BISWAS	COMPUTER OPTR	6	8	0	2	9	0	0	0	12	0	0	31	0	0	26:00	016:30:00	012:00:00	7	0	0	0	
37067	MD. NUR ISLAM	PROGRAMMER	35	0	0	12	9	0	0	0	10	0	0	31	0	0	07:00	002:30:00	000:00:00	1	0	0	0	
37124	MIRAJUL ISLAM	COMPUTER OPTR	6	7	0	3	9	0	0	0	12	0	0	31	0	0	29:00	026:57:00	035:00:00	6	0	1	0	
36847	NARGIS AKHTER BANU	SR D P ASSTY	6	1	0	6	9	0	0	0	16	0	0	31	0	0	00:00	000:00:00	000:00:00	0	0	0	0	
36848	PARTHA SARKER	SR D P ASSTY	6	4	0	4	9	0	0	0	14	0	0	31	0	0	07:00	000:00:00	000:00:00	0	0	0	0	
34403	SHAHANA CHOWDHURY	SYS ANALYST	36	0	0	0	9	0	0	0	22	0	0	31	0	0	00:00	000:00:00	000:00:00	0	0	0	0	
35286	SHAMEEM CHOWDHURY	COMPUTER OPTR	79	7	0	3	9	0	0	0	12	0	0	31	0	0	29:00	023:57:00	024:00:00	5	0	1	10	
34392	SYED MOSTAQUE HOSSAIN	SYS ANALYST	37	6	0	3	9	0	0	0	13	0	0	31	0	0	15:00	000:00:00	000:00:00	0	0	0	0	

Manual Entry Report Menu:



File Initial Setup Employee Setup Data **Attendance Reports** User Utility Window

Menu Form

- Daily Report
- Job Card Report
- Monthly Report EmpcodeRange
- Monthly Report
- Manual Entry Report**
- Leave Report
- Over Time Edit Report
- User Info Report
- Machine Entry Report

Connected User: att_in

Designed & Developed By
GENERAL AUTOMATION LTD.
Phone: 9677425 & 6, Fax: 9677427
Email: ga@bdmail.net, info@ga-limited.com
Web Site: www.ga-limited.com
Help Line: 01730066010
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After clicking “Manual Entry Reports Menu” the following form will appear

Window

Manual Entry Report

Company Name Biman Bangladesh Airlines Ltd.

☐ All

☐ Directoriet

☐ Location

☒ Department 60

☐ Employee

Employee Name

From Date 01/12/2012 **CAL..**

To Date 31/12/2012 **CAL..** (DD/MM/RRRR)

Manual Entry Report **Cancel**



This Module is used to see the Employee Manual Attendance Status Report. Here user will choose any radio button to see the report. For Example, if user want to see Department wise Manual Attendance Status Report then at first he/she select the "Department radio button and then select "Department Id " from "Department " textbox and From Date in "From Date" and To Date in "To Date " are selected from the calendar. Then Click the "Manual Entry Report " Button to see the Report. This way user can choose any radio button like "All" ,"Directorate" ,"Location" or "Employee" and can see his/her expected Report. After clicking the "Manual Entry Report " button the following report will appear.

Biman Bangladesh Airlines Ltd

Manual Entry Report

Printed On :24/01/2013

From 01/12/2012 To 31/12/2012

Create By: ATT_IN

Emp code	Employee Name	Designation	Department	Punch Date	Punch Time	Machine Name	Entry Date	Entry Time	Remarks
35288	SHAMEEM CHOWD	COMPUTER	C M I S	09/12/2012	09:01	SOFTFIVE	24/01/2013	12:15	For sick
35288	SHAMEEM CHOWD	COMPUTER	C M I S	09/12/2012	17:13	SOFTFIVE	24/01/2013	12:15	For sick
35288	SHAMEEM CHOWD	COMPUTER	C M I S	10/12/2012	09:01	SOFTFIVE	24/01/2013	12:15	For sick
35288	SHAMEEM CHOWD	COMPUTER	C M I S	10/12/2012	17:13	SOFTFIVE	24/01/2013	12:15	For sick
35288	SHAMEEM CHOWD	COMPUTER	C M I S	11/12/2012	09:01	SOFTFIVE	24/01/2013	12:15	For sick
35288	SHAMEEM CHOWD	COMPUTER	C M I S	11/12/2012	17:13	SOFTFIVE	24/01/2013	12:15	For sick
35288	SHAMEEM CHOWD	COMPUTER	C M I S	12/12/2012	09:01	SOFTFIVE	24/01/2013	12:15	For sick
35288	SHAMEEM CHOWD	COMPUTER	C M I S	12/12/2012	17:13	SOFTFIVE	24/01/2013	12:15	For sick

Leave Report Menu:



The screenshot shows a software window titled 'Menu Form' with a menu bar containing 'File', 'Initial Setup', 'Employee Setup', 'Data', 'Attendance Reports', 'User', 'Utility', and 'Window'. The 'Attendance Reports' menu is open, displaying a list of options: 'Daily Report', 'Job Card Report', 'Monthly Report EmpcodeRange', 'Monthly Report', 'Manual Entry Report', 'Leave Report' (highlighted in blue), 'Over Time Edit Report', 'User Info Report', and 'Machine Entry Report'. In the top right corner, it says 'Connected User: att_in'. At the bottom right, there is a footer with the company logo and contact information: 'Designed & Developed By GENERAL AUTOMATION LTD. Phone: 9677425 & 6, Fax: 9677427 Email: ga@ga-limited.com, info@ga-limited.com Web Site: www.ga-limited.com Help Line: 01730066010 Copyright © 1991-2010, GA Limited. All rights reserved.'

After clicking “Leave Reports Menu” the following form will appear

The screenshot shows a form titled 'Leave Report' within a window titled 'Window'. The form contains the following fields and controls: 'Company Name' (text box with 'Biman Bangladesh Airlines Ltd.'), a group of radio buttons for 'All', 'Directoriet', 'Location', 'Department' (selected), and 'Employee', 'Employee Name' (text box), 'From Date' (text box with '01/05/2013' and a 'CAL..' button), 'To Date' (text box with '31/05/2013' and a 'CAL..' button), and a format indicator '(DD/MM/RRRR)'. At the bottom, there are two buttons: 'Leave Report' and 'Cancel'.

This Module is used to see the Employee Leave Status Report. Here user will choose any radio button to see the report. For Example, if user want to see Departments wise Leave Status Report then at first he/she select the “Department radio button and then select “Department Id “ from “Department “ textbox and From Date in “From Date”



and To Date in “To Date “ are selected from the calendar. Then Click the “Leave Report “ Button to see the Report. This way user can choose any radio button like “All” ,”Directorate” ,”Location” or ”Employee” and can see his/her expected Report. After clicking the “Leave Report ” button the following report will appear

Biman Bangladesh Airlines				
Leave Report				
From Date : 01/05/2013 To 31/05/2013			Printed On: 15/09/2013	
Department Id & Name: 60				
Empcode : 35288				
Leave Type Name	From Date	To Date	Avail Day	Remarks
Casual Leave	09/05/2013	10/05/2013	2	personal
Casual Leave	28/05/2013	28/05/2013	1	family affairs
Empcode : 36844 Name : M. RAFIZUL ISLAM				
Designation : SR D P ASSTT				
Leave Type Name	From Date	To Date	Avail Day	Remarks
Casual Leave	26/05/2013	28/05/2013	3	Daughter hospitalized
Empcode : 36848 Name : PARTHA SARKER				
Designation : SR D P ASSTT				
Leave Type Name	From Date	To Date	Avail Day	Remarks
Casual Leave	05/05/2013	06/05/2013	2	personal

Over Time Edit Report Menu:



File Initial Setup Employee Setup Data **Attendance Reports** User Utility Window

Menu Form

Connected User: att_in

Over Time Edit Report

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After clicking “Over Time Edit Reports Menu” the following form will appear

Window

Over Time Edit Report

Company Name Biman Bangladesh Airlines Ltd.

☐ All
☐ Directoriet
☐ Location
☒ Department
☐ Employee

Employee Name

From Date 01/05/2013 CAL.. (DD/MM/RRRR)
To Date 31/05/2013 CAL..

Over Time Edit Report Cancel

This Module is used to see the Employee Over Time Edit Status Report. Here user will choose any radio button to see the report. For Example, if user want to see Department wise Leave Status Report then at first he/she select the “Department radio button and then select “Department Id “ from “Department “ textbox and From Date in “From Date”



and To Date in “To Date “ are selected from the calendar. Then Click the “Manual Entry Report “ Button to see the Report. This way user can choose any radio button like “All” ,”Directorate” ,”Location” or ”Employee” and can see his/her expected Report. After clicking the “Over Time Edit Report ” button the following report will appear

Biman Bangladesh Airlines

Over Time Edit Report

From Date : 01/05/2013 To 31/05/2013

Printed On 15/09/2013

Department Id & Name : 67

Empcode : 608

Name : MD BELAL HOSSAIN

Designation : CARGO HELPER

Punch Date	Ot Hour	Actual Ot Hour	
02/05/2013	002:36:00	000:00:00	
04/05/2013	001:33:00	000:00:00	
05/05/2013	001:17:00	000:00:00	
06/05/2013	002:09:00	000:00:00	
07/05/2013	002:56:00	000:00:00	
18/05/2013	000:00:00	004:00:00	
19/05/2013	000:00:00	004:00:00	
20/05/2013	000:00:00	004:00:00	
21/05/2013	000:00:00	004:00:00	
25/05/2013	000:00:00	004:00:00	
26/05/2013	000:00:00	004:00:00	
28/05/2013	000:00:00	004:00:00	
30/05/2013	000:00:00	004:00:00	

User Info Report Menu:



File Initial Setup Employee Setup Data **Attendance Reports** User Utility Window

Menu Form

- Daily Report
- Job Card Report
- Monthly Report EmpcodeRange
- Monthly Report
- Manual Entry Report
- Leave Report
- Over Time Edit Report
- User Info Report**
- Machine Entry Report

Connected User: att_in

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After clicking “User Info Reports Menu” the following form will appear

Window

User List Report

Company Name Biman Bangladesh Airlines Ltd.

☐ All

☐ Directoriet

☐ Location

☒ Department 60

☐ Employee

Employee Name

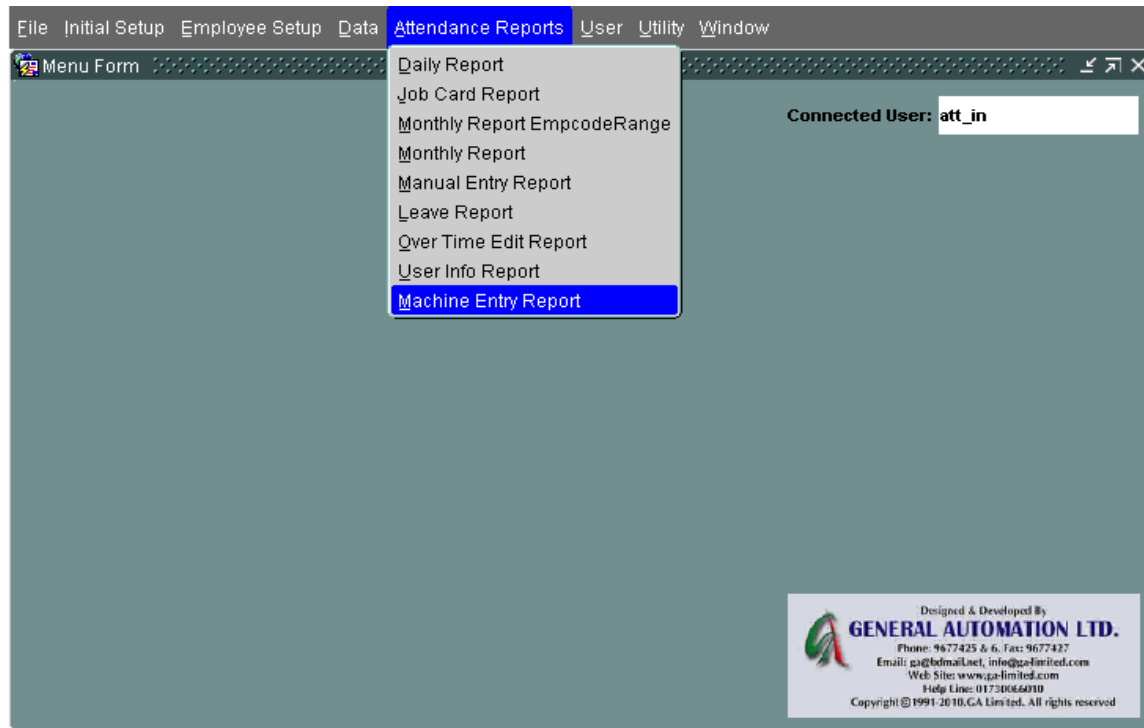
User List Report Cancel



This Module is used to see the User List Report. Here user will choose any radio button to see the report. For Example, if user want to see Department wise Leave Status Report then at first he/she select the "Department radio button and then select "Department Id " from "Department " textbox. Then Click the "User List Report " Button to see the Report. This way user can choose any radio button like "All" ,"Directorate" ,"Location" or "Employee" and can see his/her expected Report. After clicking the "User List Report " button the following report will appear

Biman Bangladesh Airlines				
User List				
Printed On : 15/09/2013				
Department Id & Name : 60 CMIS				
Empcode	User Name	User Logid	Password	User Type Name
33676	A K M IMTIAZ ALI	imtiaz	afsana676	Super Admin
34392	SYED MOSTAQUE HOSSAIN	mostaque	smh	Super Admin
34658	MD REZAUL ISLAM	reza	r34658	Admin
36844	M. RAFIZUL ISLAM	rafiz	36844	User
36847	NARGIS AKHTER BANU	nargis	36847	Admin
36935	MD. ARIFUL HASAN SHADHON	shadhon	36935	Super Admin
37067	MD. NUR ISLAM	nur70	37067	Admin
37067	MD. NUR ISLAM	nur	37067	Super Admin
37123	MD. NAIMUL HODA BISWAS	naimul	37123	Admin
37124	MIRAJUL ISLAM	miraj	251278	Admin
50656	Md.Ismail Khan Chowdhury	ismail	36935	Admin
Department Wise Total User : 11				
Total User : 11				

Machine Entry Report Menu:



After clicking “Machine Entry Reports Menu” the following form will appear

This Form is used to see the information about machine which are now situated in Biman Bangladesh Airlines. Here user select Machine Id in “Machine Id “ textbox and then click the Machine Info Report Button to see the Report.



Biman Bangladesh Airlines
Machine Information

Printed On : 24/03/2013

Disabled	Product Key	Activation	Id	Group	Description	Model	Serial No	Connection	Baudrate	Ip Address	Port	Key
Y	RW2Q-SAX6-NL88	WNHAGH42	1		0Cargo Complex-1	R2	8211221	TCP/IP	115200	192.168.2.35	4370	1212
N	fttf	YB4P5KHG	2		0Operation Building	R2	15921	TCP/IP	115200	192.168.2.32	1521	
Total Machine :		2										

1 of 1

6) USER MENU:

File Initial Setup Employee Setup Data Attendance Reports **User** Utility Window

Menu Form

- Create User Type
- Create User
- Assign User Role
- Update User Role
- Change User Password

Connected User: att_in

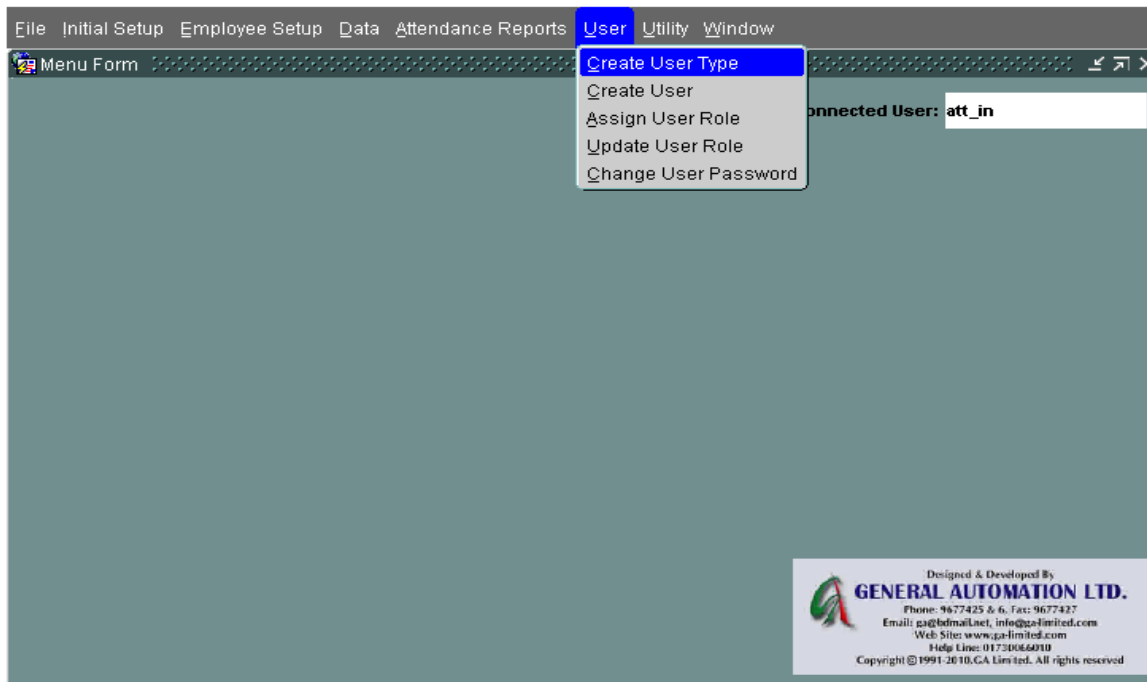
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After selecting “User Menu” the following form will appear

- 1) Create User Type
- 2) Create User
- 3) Assign User Role
- 4) Update User Role
- 5) Change User Password

Create User Type Menu:



After clicking “Create User Type Menu” the following form will appear

When you click on Create User Type Menu then show the following form, Here user will give User Type in “User Type Textboxes. Then Click the Save button for saving User Type.

If User wants to search for any specific User Type then he/she will select any criteria from “For Search” Block like “User Type Id” or “User Type” and then click the “Search” Button to find the Specific search criteria.



User Type ID	User Type Name
1	Super Admin
2	Admin
3	User

Create User Menu:

After clicking "Create User Menu" the following form will appear

Connected User: att_in

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When you click on Create User Menu then show Create User module that will be used for entry of New User information. Here user will give Employee Code in "Emp Code", User Name in "User Name", Logon Name in "Logon



Name”, Password in “Password” Textboxes, User Type from “User Type” dropdown list, Then Click the Save button for saving User.

If User wants to search for any specific User then he/she will select any criteria from “For Search” Block like “Emp Code” or “User Id ” or “User Type” and then click the “Search” Button to find the Specific search criteria.

The screenshot shows a 'User Create Form' window. It contains input fields for 'Emp Code', 'Employee Name', 'Logon Name', 'Password', and a 'User Type' dropdown menu. Below these fields are 'Save' and 'Cancel' buttons. A 'For Search' section includes input fields for 'Emp Code', 'User Id', and 'User Type', along with a 'Search' button. At the bottom, there is a table displaying user data.

Empcode	User Name	Password	User Type
34392	mostaque	****	User
37067	nur	****	Admin

Assign User Role Menu:

After clicking “Assign User Role Menu” the following form will appear

The screenshot shows a 'Menu Form' window with a menu open under the 'User' tab. The menu options are: 'Create User Type', 'Create User', 'Assign User Role' (highlighted), 'Update User Role', and 'Change User Password'. The 'Connected User' field shows 'att_in'. A footer contains contact information for General Automation Ltd.

File Initial Setup Employee Setup Data Attendance Reports **User** Utility Window

Menu Form

- Create User Type
- Create User
- Assign User Role**
- Update User Role
- Change User Password

Connected User: att_in

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When you click on “Assign User Role Menu” then show User Role Given Form that will be used to give access permission to the User. Here User at first select User in “User” textbox then check one or more “Formdescription” Checkbox which “Forms” will give access permission to this specific User. Then check the “Read”, “Insert”, “Update” or “Delete” checkbox which permission will give to the User.

The screenshot shows a window titled "User Role Given Form". It contains a "User:" label followed by a text input field. Below this is a table with columns for "Formdescription", "Read", "Insert", "Update", and "Delete". Each row in the table has a checkbox under "Formdescription" and four checkboxes under the permission columns. At the bottom of the window are "Save" and "Cancel" buttons.

Formdescription	Read	Insert	Update	Delete
Company Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shift Time Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave Type Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Employee Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leave Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Collection & Process	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manual Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Daily Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Update User Role Menu:

After clicking “Update User Role Menu” the following form will appear

The screenshot shows a window titled "Menu Form" with a menu bar containing "File", "Initial Setup", "Employee Setup", "Data", "Attendance Reports", "User", "Utility", and "Window". The "User" menu is open, showing options: "Create User Type", "Create User", "Assign User Role", "Update User Role" (highlighted in blue), and "Change User Password". On the right side of the window, there is a label "Connected User:" followed by a text input field containing "att_in". At the bottom right of the window is a logo and contact information for General Automation Ltd.

File Initial Setup Employee Setup Data Attendance Reports **User** Utility Window

Menu Form

Create User Type
Create User
Assign User Role
Update User Role
Change User Password

Connected User: att_in

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When you click on “Update User Role Menu” then show User Role Update Form that will be used to update access permission to the User. If Supper User want to update user’s assigned access permission then he/she can use this form.

The screenshot shows a window titled "User Role Update Form". Inside, there is a label "User : nur" followed by a text input field. Below this is a table with columns: "Formdescription", "Read", "Insert", "Update", and "Delete". The table lists various system functions with checkboxes for each permission type. A vertical scrollbar is on the right side of the table. At the bottom are "Save" and "Cancel" buttons.

Formdescription	Read	Insert	Update	Delete
<input type="checkbox"/> Create User Role	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Employee Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Shift Time Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Text File Generate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Overtime Edit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Monthly Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Weekly Holiday Setup	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Update User Role	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Form Entry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Daily Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Change User Password Menu:

After clicking “Change User Password Menu” the following form will appear

The screenshot shows a software interface with a menu bar (File, Initial Setup, Employee Setup, Data, Attendance Reports, User, Utility, Window) and a toolbar. The "User" menu is open, showing options: Create User Type, Create User, Assign User Role, Update User Role, and Change User Password (which is highlighted). On the right, there is a label "Connected User: att_in". At the bottom right, there is a footer with the company logo, name "GENERAL AUTOMATION LTD.", contact information, and copyright notice.



When you click on Change User Password Menu then show the information to reset. Here user will give Logon Name in "Logon Name ", User Name in "User Name", Type Previous Password in "Type Previous Password", New Password in "New Password" and Retype New Password in "Retype New Password". Then Click the Update Button saving the new Password.

User Password Change Form

Log On Name

User Name

Type Previous Password

New Password

ReType New Password

7) UTILITY FORM:

File Initial Setup Employee Setup Data Attendance Reports User **Utility** Window

Menu Form

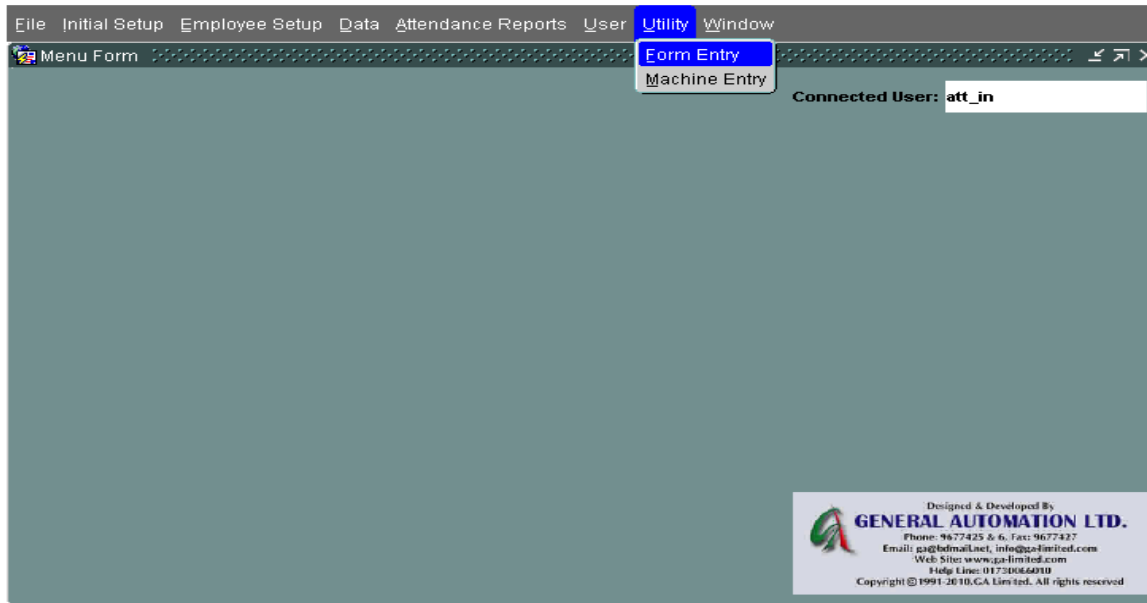
Form Entry
Machine Entry

Connected User: att_in

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1).Form Entry : After clicking “Form Entry Menu” the following form will appear



When you click on Form Entry Menu then show the following information. Here user will give Form Constant in “Form Constant ”, Form Description in “Form Description”, Parent Menu Item in “Parent Menu Item”, and Child Menu Item in “Child Menu Item. Then Click the Save button for Saving.

If User wants to search for any specific Form then he/she will select any criteria from “For Search” Block like “Form Id” or “Form Name ” and then click the “Search” Button to find the Specific search criteria.



The screenshot shows a window titled "Form Name Entry Form". It contains a form with four input fields: "Form Constant", "Form Description", "Parent Manu Item", and "Child Manu Item". Below these fields are "Save" and "Cancel" buttons. Underneath the form is a "For Search" section with "Form Id" and "Form Name" input fields and a "Search" button. At the bottom is a table with four columns: "Form Name", "Form Description", "Parent Menu Item", and "Child Menu Item".

Form Name	Form Description	Parent Menu Item	Child Menu Item
FMB_COMPANY_SETUP	Company Setup	INITIAL_SETUP_MENU	COMPANY_SETUP
FRB_SHIFT	Shift Setup	INITIAL_SETUP_MENU	SHIFT_NAME_SETUP
FMB_SHIFT_TIME_SETUP	Shift Time Setup	INITIAL_SETUP_MENU	SHIFT_TIME_SETUP
FMB_LEAVE_TYPE_ENTRY	Leave Type Entry	INITIAL_SETUP_MENU	LEAVE_TYPE_SETUP
FMB_EMPLOYEE_SETUP	Employee Setup	EMPLOYEE_SETUP_MENU	EMPLOYEE_ENTRY

2) Machine Entry: After clicking "Machine Entry Menu" the following form will appear

The screenshot shows a software interface with a menu bar (File, Initial Setup, Employee Setup, Data, Attendance Reports, User, Utility, Window) and a toolbar (Menu Form, Form Entry, Machine Entry). The "Machine Entry" button is highlighted. A "Connected User: att_in" label is visible. At the bottom right is a footer with the General Automation Ltd logo, contact information, and copyright notice.

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When you click on Machine Entry Menu then show the Machine Entry Form. Here user will give Group in "Group", Description in "Description", Model in "Model", Product Key in "Product Key", Activation in "Activation", Serial No in "Serial No", Connection in "Connection", Boudrate in "Boudrate", Ip Address in "Ip Address", Port in "Port" and key in "Key" Textboxes. If the Machine is disable then user will check the "disable" Field. Then Click the Save button for saving a shift for an Employee.



Machine Information

Machine Entry Form

Group	<input type="text"/>	Connection	<input type="text"/>
Description	<input type="text"/>	Baudrate	<input type="text"/>
Model	<input type="text"/>	Ip Address	<input type="text"/>
Product key	<input type="text"/>	Port	<input type="text"/>
Activation	<input type="text"/>	Key	<input type="text"/>
Serial No	<input type="text"/>	Disabled	<input type="checkbox"/>

Id	Group	Description	Model	Product Key	Activation	Serial No	Connection	Baudrate	Ip Address	Port	Key	Disabled
1	0	Cargo Complex-1	R2	RW2G-SAX6-NL88	VNHAGH42	8211221	TCP/IP	115200	192.168.2.35	4370	1212	<input checked="" type="checkbox"/>
2	0	Operation Building	R2	tttf	YB4P5KHG	15921	TCP/IP	115200	192.168.2.32	1521		<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>
												<input type="checkbox"/>

8) WINDOW FORM:

File Initial Setup Employee Setup Data Attendance Reports User Utility **Window**

WINDOW1

Cascade
Tile Horizontally
Tile Vertically
☒ 1 WINDOW1

ed User: tanvir

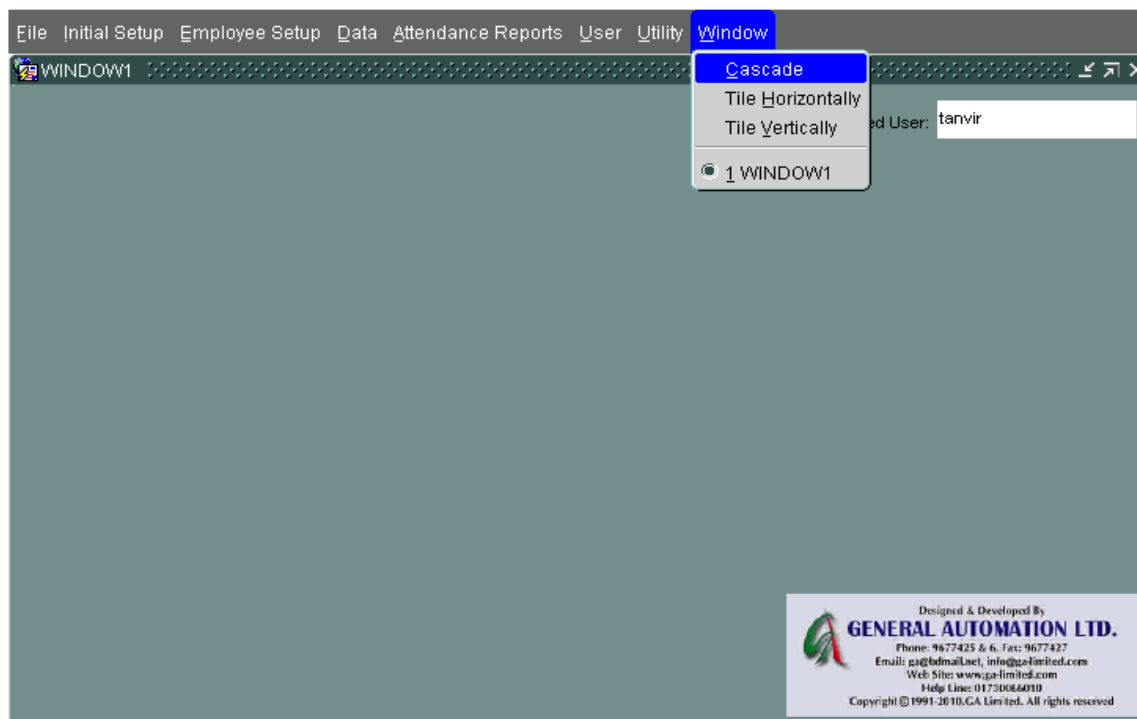
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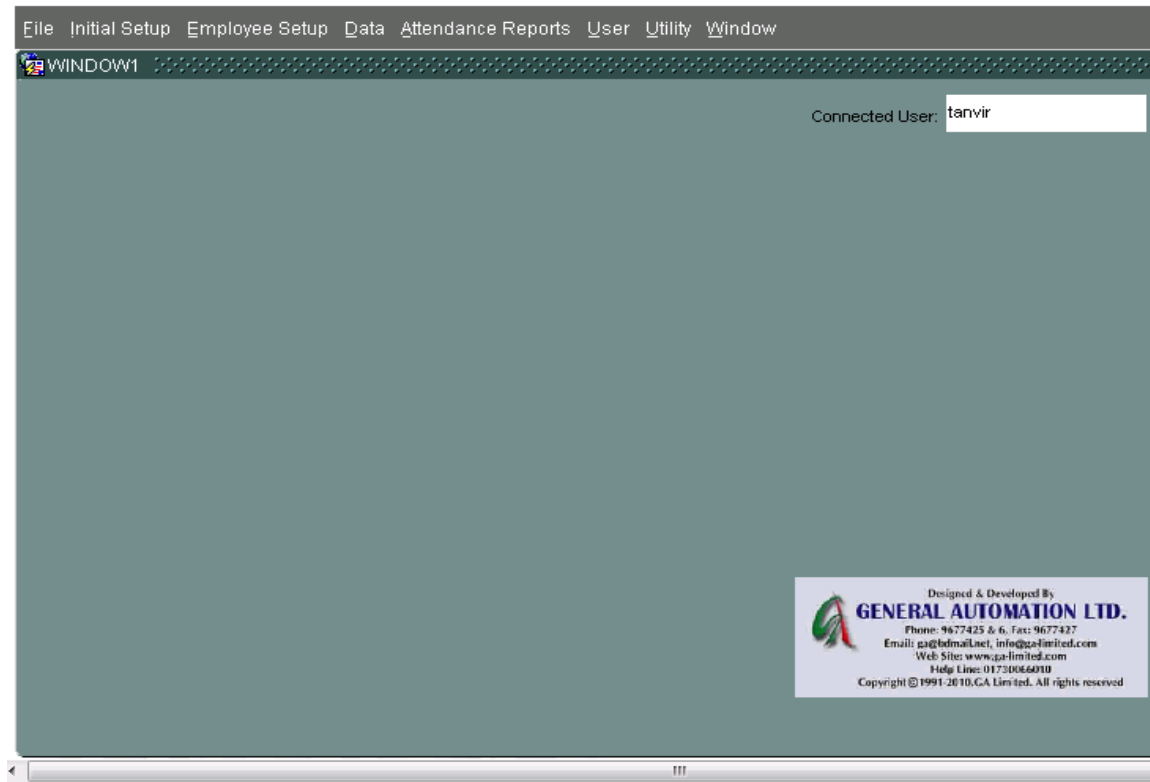
After selecting “Window Menu” the following form will appear

- 1) Cascade
- 2) Tile Horizontally
- 3) Tile Vertically
- 4) 1Window1

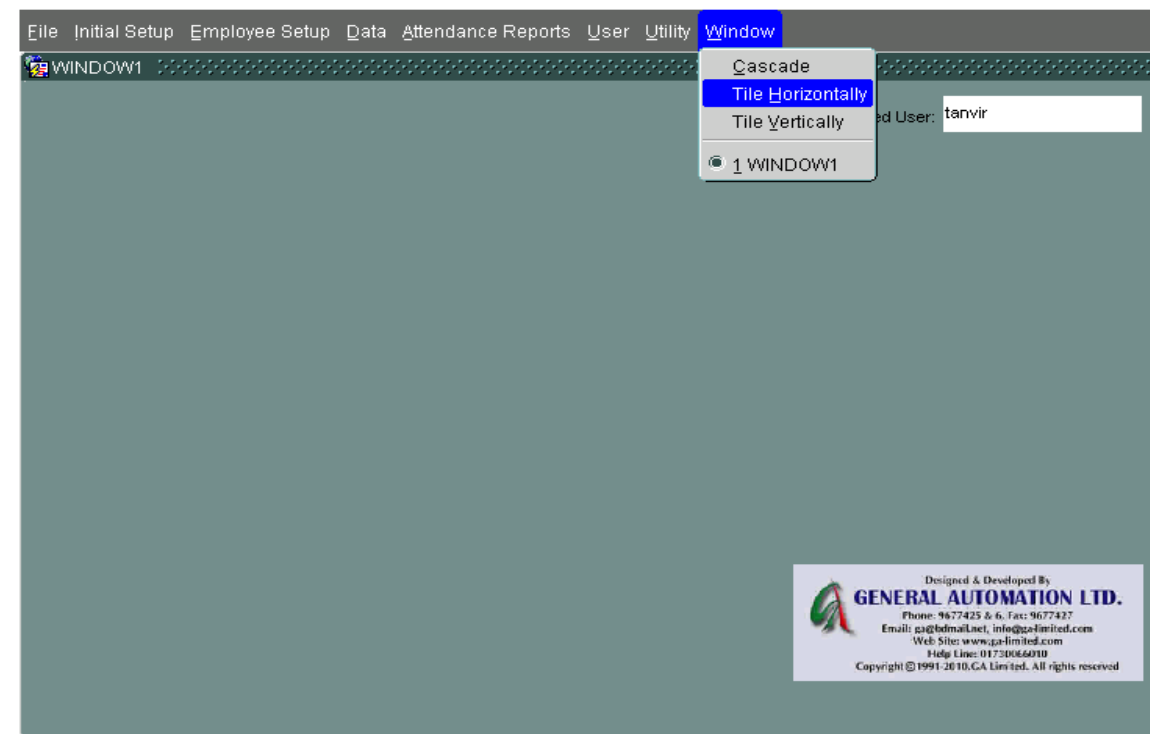
Cascade Menu :



After clicking “Cascade Menu” the following form will appear



Tile Horizontally Menu :





After clicking “Tile Horizontally Menu” the following form will appear

File Initial Setup Employee Setup Data Attendance Reports User Utility Window

WINDOW1

Connected User: tanvir

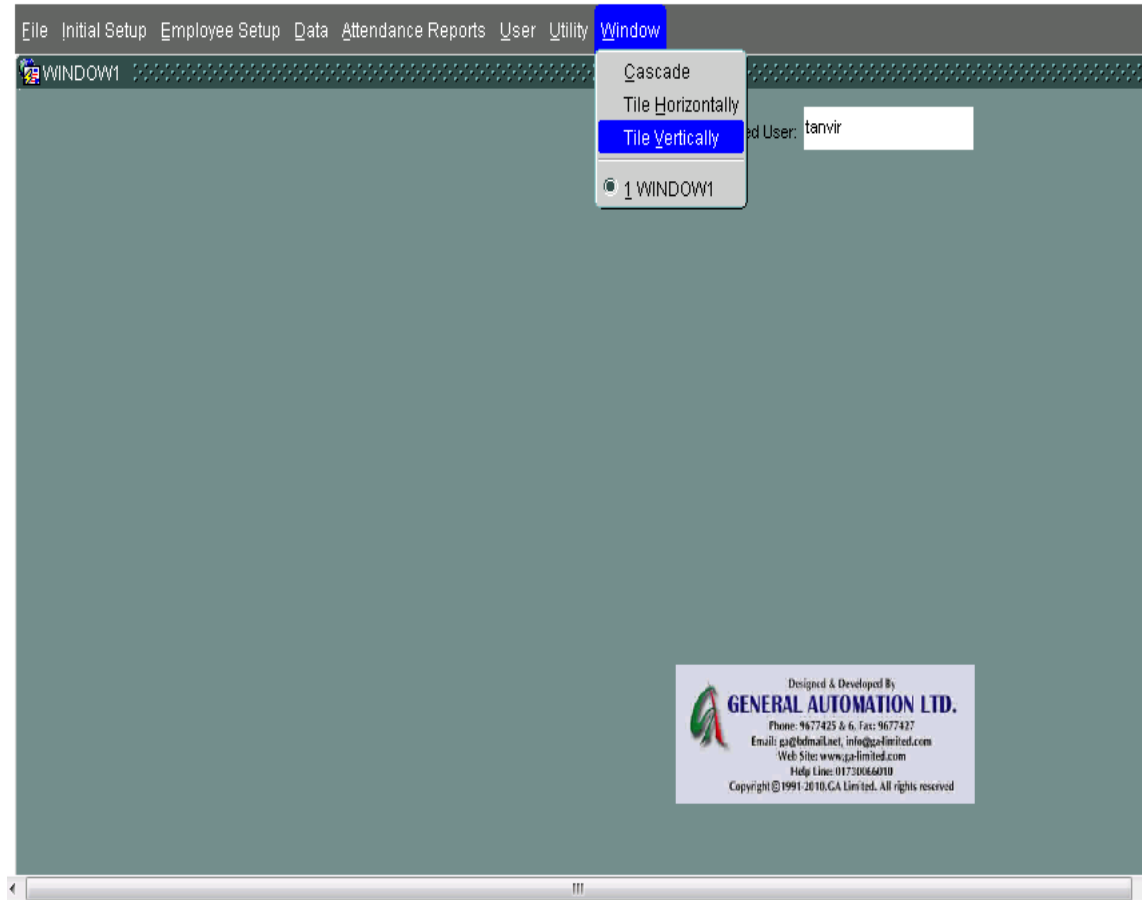
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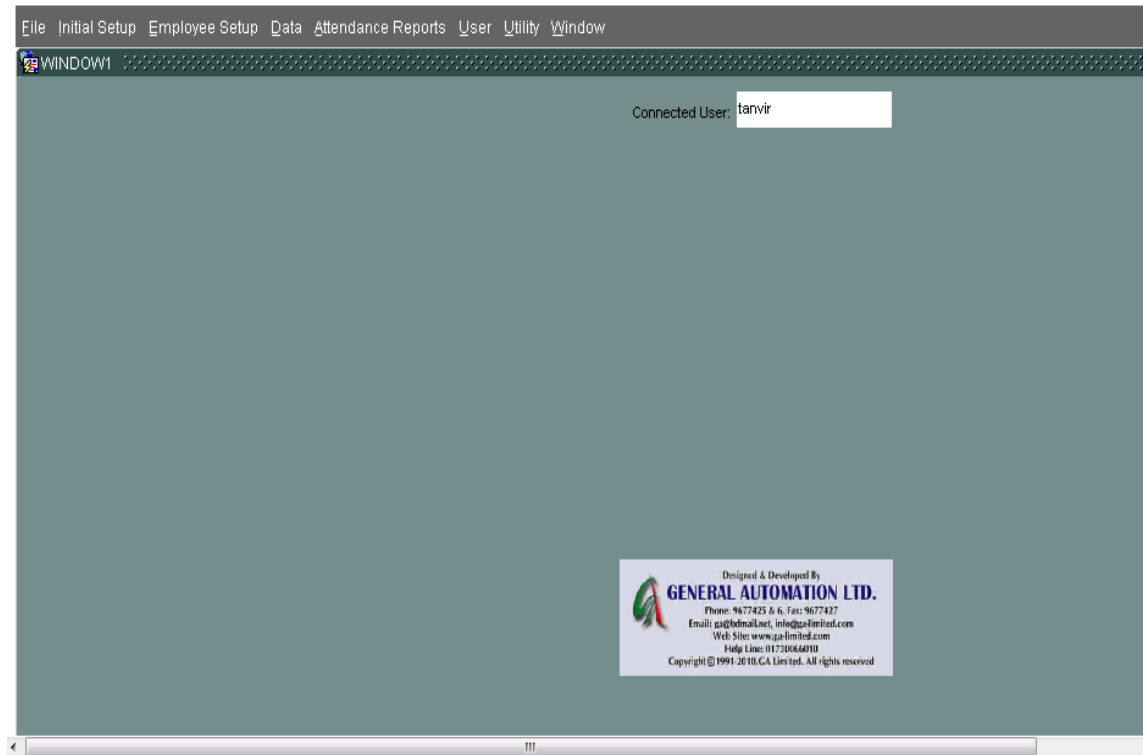
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Tile Vertically Menu:

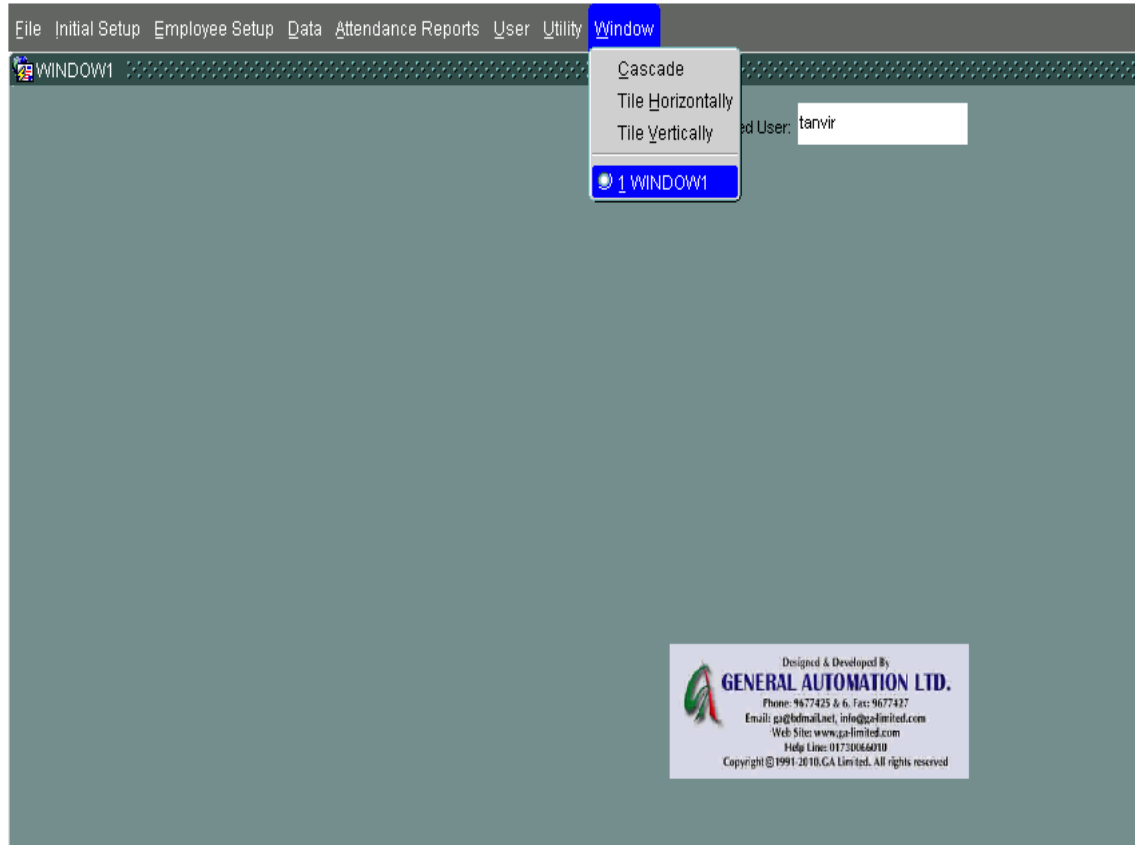


After clicking “Tile Vertically Menu” the following form will appear





Window1 Menu:



After clicking “1WINDOW1 Menu” the following form will appear

