

Enterprise Resource Planning

Training User Manual

VERSION 12.0.0

Attendance Information

Index

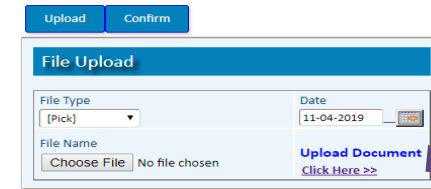
About	Page No.
➤ File Upload & Process	03
➤ Attendance info Update	04
➤ Attendance Process	06
➤ Roster Entry	07
➤ Roster Entry Process	09
➤ Roster Update	10
➤ Reports	12

1. File Upload & Process

- Step 1** Open System > Attendance Information > File Upload & Process
- Step 2** Choose File Type (Attendance/Roster)
- Step 3** Click **Choose File** to choose the desired file
- Step 4** Click **Upload** (file will be uploaded; check uploaded Attendance/Roster file)
- Step 5** After Checking click **Confirm** button to Confirm the upload
- Result** New Attendance File will be uploaded

Click the link [Click Here >>](#) to **Upload Document** in the location folder

Choose File > Upload (If file is not correct click **Reset**)

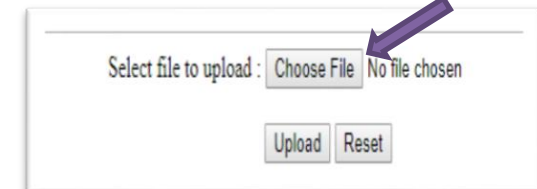


File Upload

File Type: [Pick] Date: 11-04-2019

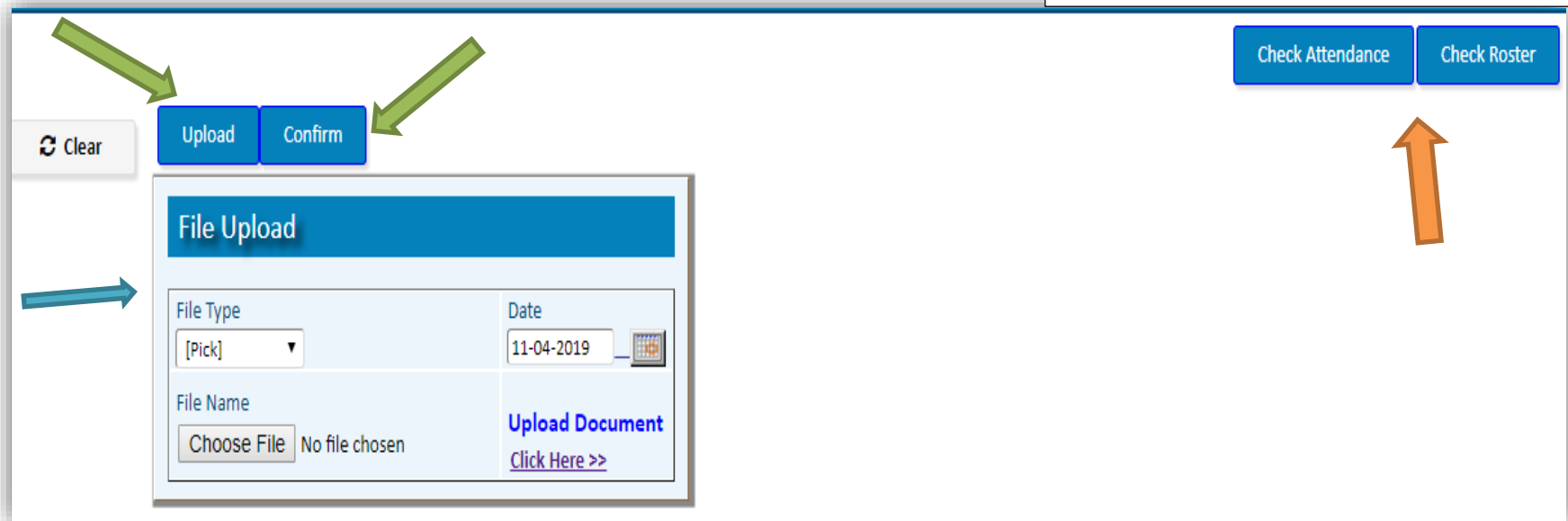
File Name: Choose File No file chosen

[Upload Document](#)
[Click Here >>](#)



Select file to upload : Choose File No file chosen

Upload Reset



Clear Upload Confirm

File Upload

File Type: [Pick] Date: 11-04-2019

File Name: Choose File No file chosen

[Upload Document](#)
[Click Here >>](#)

Check Attendance Check Roster

2. Attendance info Update

After uploading attendance file Upadte the Attendance info (if required)


Header

Step 1 Open System > Attendance Information > **Attendance info Update**


Step 2 Write Position ID and pick a Date

Step 3 Click **Show**

Attendance Header

Position ID  A1035

Name CHANDAN PUROHIT

Date 22-12-2018 

Status Present

☐ Is Late? ☐ Is Early Leave?

Note

Day 20181222

Detail List

Line No	Time	Status
1	2018-12-22 08:00:00.0	In
2	2018-12-22 16:20:00.0	Out

For Update OD/Late/Present Status --- Click **Detail**

Step 1 Enter Date, Status (In, Out, OD).

Step 2 Write Hour, Minute & Second

Step 3 Click **Add**

Step 4 Follow the Steps 1 to 3 to add more Items.

The screenshot displays a software interface for managing attendance. On the left, a vertical toolbar contains buttons: 'Add', 'Update', 'Delete', 'Clear', 'Show', '« First', '> Next', '< Prev', and '» Last'. A purple arrow points to a blue 'Return' button located above a modal window. The modal window is titled 'Attendance Detail For : A1035' and contains a form with the following fields:

Row	Date	Status
2	22-12-2018	In

Below the main table, there are input fields for 'Hour' (16), 'Minute' (20), and 'Second' (0). An orange arrow points to the 'Status' dropdown menu, which currently shows 'In'. To the right of the modal, a 'Detail List' table is visible:

Line No	Employee ID	Day	Time	Status
1	A1035	20181222	2018-12-22 08:00:00.0	In
2	A1035	20181222	2018-12-22 16:20:00.0	Out

**) Click **Return** to return to Header

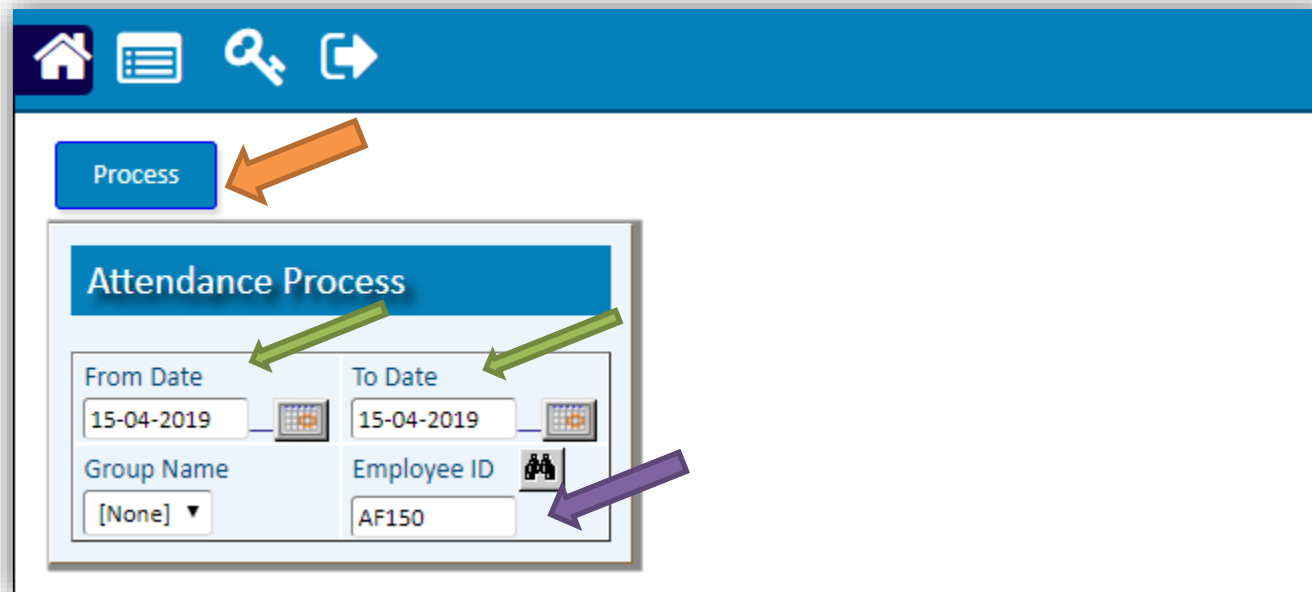
Step 5 Click **Process** to confirm the update

Result Attendance info will be Updated

3. Attendance Process

(To Confirm attendance info of Uploaded File execute **Attendance Process**)

- Step 1 Open System > Attendance Information > **Attendance Process**
- Step 2 Fix Processing Days (From Date, To date)
- Step 3 Write Employee ID to process for a Single Staff (Processing For All, Keep this field Blank)
- Step 4 Click **Process**
- Result **Attendance Process** will be Executed for the mentioned Days.



The screenshot shows a software interface for the 'Attendance Process'. At the top is a blue navigation bar with icons for home, list, search, and share. Below this is a 'Process' button, highlighted with an orange arrow. The main form is titled 'Attendance Process' and contains four input fields: 'From Date' (15-04-2019), 'To Date' (15-04-2019), 'Group Name' ([None]), and 'Employee ID' (AF150). Green arrows point to the 'From Date' and 'To Date' fields, and a purple arrow points to the 'Employee ID' field. The form also includes small calendar icons next to the date fields and a group icon next to the employee ID field.

4. Roster Entry

(To assign Shift, Weekend for any Staff, go to **Roster Entry**)

Step 1 Open System > Attendance Information > **Roster Entry**

Step 2 Fix Start Date, End Date of roster

Step 3 Enter Shift, Staff ID and then Assign Holiday (If Applicable)

Step 4 Click **Add**

Result A new Roster for that Employee will be added within the Date Coverage

To make sure at first Click **Trial Run** and then show report by Clicking **Print Trial Roster**.

Roster Header

Roster	Date
RSTR000624	15-04-2019
From Date	To Date
15-04-2019	23-05-2019
Group Name	Shift
[None]	C
Employee ID	Name
BB006	MD. ABU TAHER
Status	Holiday
Open	Sunday
Note	

Roster Detail List

Line No	Date	Staff	Name	Department	Shift	Note
1	2019-04-15 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	
2	2019-04-16 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	
3	2019-04-17 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	
4	2019-04-18 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	
5	2019-04-19 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	
6	2019-04-20 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	
7	2019-04-21 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	Weekend
8	2019-04-22 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	
9	2019-04-23 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	
10	2019-04-24 00:00:00.0	BB006	MD. ABU TAHER	ADMIN, HR & COMPLIANCE	C	

For Confirmation, Click **Confirm** and then show report by Clicking **Print Roster**.

Print Roster

Print Trial Roster

Add

Update

Delete

Show

Clear

« First

> Next

< Prev

» Last

Roster Header

Roster

Date

15-04-2019

From Date

To Date

Group Name

[None] ▼

Shift

A ▼

Employee ID

Name

Status

Open

Holiday

Friday ▼

Note

Roster Detail List

Line No	Date	Day Name	Staff	Name	Department	Shift	Note
1	2019-04-15 00:00:00.0	Monday	C1080	MOINE UDDIN PATWARY	SHAFT	C	
1	2019-04-15 00:00:00.0	Monday	C1148	PRASANTA CHOW.	SHAFT	C	
1	2019-04-15 00:00:00.0	Monday	C1451	ISRAFIL HOSSAIN	SHAFT	C	
1	2019-04-15 00:00:00.0	Monday	C1480	LOKMAN HOSSAIN	SHAFT	C	
1	2019-04-15 00:00:00.0	Monday	C1785	TAPAN TALUKDER	SHAFT	C	
1	2019-04-15 00:00:00.0	Monday	C2742	SARASATI CHANDA	SHAFT	A	
1	2019-04-15 00:00:00.0	Monday	C3087	SMRITE K SHILL	SHAFT	A	

Roster Detail Trial

5. Roster Entry Process

(To change Shift (for Assigned Dates) of staffs assigned in Employee Master/ Roster Entry go to **Roster Entry process**)

- Step 1** Open System > Attendance Information > **Roster Entry Process**
- Step 2** Fix Start Date, End Date of roster
- Step 2** Select Existing Shift & Destination Shift
- Step 4** Select Shift Source (Master/Roster) & Assign Holiday
- Step 6** Click **Add** and then click **Process**
- Step 6** To show the Process result click **Print Roster**
- Result** A new Roster Process will be Executed.

The screenshot shows the 'Roster Entry Process' form. On the left, there is a vertical toolbar with buttons: 'Add' (with a plus icon), 'Update' (with a pencil icon), 'Show' (with an eye icon), and 'Clear' (with a circular arrow icon). A grey arrow points to the 'Add' button. The main form area has a 'Process' button at the top left, with a light blue arrow pointing to it. Below this is the 'Roster Header' section, which contains the following fields:

Roster	Date
RSTR000625	15-04-2019
From Date	To Date
15-04-2019	24-10-2019
From Shift	To Shift
A	C
Get Shift From	Holiday
Master	Friday
Status	
Open	

A purple arrow points to the 'Holiday' field. In the top right corner of the form, there is a 'Print Roster' button, with a red arrow pointing to it.

6. Roster Update

- Step 1** Open System > Attendance Information > **Roster Update**
- Step 2** Pick a staff ID.
- Step 3** Click **Show**
- Step 4** Click **Detail** to update Roster day wise for that Staff
- Step 5** Add/Update **Shift** /Weekend of required days for that Staff

Roster Update By Employee

Employee ID: Name: **NALI RANI SAHA**

Roster For : NALI RANI SAHA

Date	Day Name	Shift	In Time	Out Time	Note
2019-04-15 00:00:00.0	Monday	A	07:00:00	14:20:00	
2019-04-16 00:00:00.0	Tuesday	A	07:00:00	14:20:00	
2019-04-17 00:00:00.0	Wednesday	A	07:00:00	14:20:00	
2019-04-18 00:00:00.0	Thursday	A	07:00:00	14:20:00	
2019-04-19 00:00:00.0	Friday	A	07:00:00	14:20:00	Weekend
2019-04-20 00:00:00.0	Saturday	A	07:00:00	14:20:00	
2019-04-21 00:00:00.0	Sunday	A	07:00:00	14:20:00	
2019-04-22 00:00:00.0	Monday	A	07:00:00	14:20:00	
2019-04-23 00:00:00.0	Tuesday	A	07:00:00	14:20:00	
2019-04-24 00:00:00.0	Wednesday	A	07:00:00	14:20:00	
2019-04-25 00:00:00.0	Thursday	A	07:00:00	14:20:00	
2019-04-26 00:00:00.0	Friday	A	07:00:00	14:20:00	Weekend

Show

Clear

Update

Delete

« First

> Next

< Prev

» Last

Return

Roster For : NALI RANI SAHA

Row

57

Date

10-06-2019

Shift

A

Day

Roster For : NALI RANI SAHA

SL No	Date	Day Name	Shift	In Time	Out Time	Note
1	2019-04-15 00:00:00.0	Monday	A	07:00:00	14:20:00	
2	2019-04-16 00:00:00.0	Tuesday	A	07:00:00	14:20:00	
3	2019-04-17 00:00:00.0	Wednesday	A	07:00:00	14:20:00	
4	2019-04-18 00:00:00.0	Thursday	A	07:00:00	14:20:00	
5	2019-04-19 00:00:00.0	Friday	A	07:00:00	14:20:00	Weekend
6	2019-04-20 00:00:00.0	Saturday	A	07:00:00	14:20:00	
7	2019-04-21 00:00:00.0	Sunday	A	07:00:00	14:20:00	
8	2019-04-22 00:00:00.0	Monday	A	07:00:00	14:20:00	
9	2019-04-23 00:00:00.0	Tuesday	A	07:00:00	14:20:00	
10	2019-04-24 00:00:00.0	Wednesday	A	07:00:00	14:20:00	
11	2019-04-25 00:00:00.0	Thursday	A	07:00:00	14:20:00	
12	2019-04-26 00:00:00.0	Friday	A	07:00:00	14:20:00	Weekend

7. Reports

- Step 1** Open System > Attendance Information > **Reports**
- Step 2** Select the Report option to show any Report
- Step 3** Write the required Parameters and then Print Report

