

Time & Attendance software



myAttendance Software Manual

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What is My Attendance Software?

My Attendance Software is very simple solution for managing **time attendance record** using **Fingerprint, Biometric, and Face detection system** of **leading attendance system manufacturers**. **My Attendance Software** is useful for Shops, Offices, Education institutes, IT Companies, Factory. **My Attendance** is developed to track employee attendance, Shift schedule, weekly off, Daily Report, Monthly Report, and Leave register. Software uses Automatic Shift Allotment, Fixed Shift, **and Auto Shift Allotment** to manage shift scheduling. Integration with **other Payroll software's** is possible.

Why should you use My Attendance Software?

Processing Time Attendance and Payroll is essential for every type of organisation. Most of the organisations are using Fingerprint Attendance system or planning to go for Fingerprint attendance system and looking for a solution which can help HR / Accounts person to process attendance and salary in time. It's always a challenge to calculate and process payroll in time for Employees. Most of small company are either using Excel to process the salary or calculating manually and processing for return preparations.

My Attendance software is designed to address all the difficulties faced by users while calculating time attendance and payroll. The best advantage of the software is Integration of Attendance and Payroll in Single software.

Features of My Attendance

- Complete Employee Profile Management
- Auto Shift Allotment (no manual scheduling require)
- Leave Management
- Missing Punch / Single Punch Management
- Employee wise Shift / Weekly off / Leave
- Manual Attendance Regularisation
- Overtime Calculation
- Auto C-Off credit
- Highly customisable
- Payroll Integration

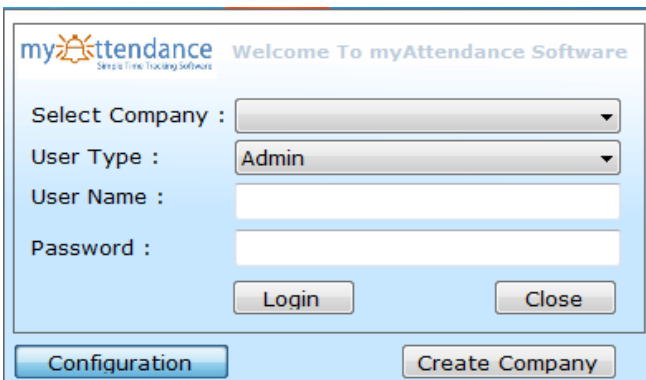
My Attendance Masters Setup

Welcome Window



Configuration Settings:

Click on Configuration button

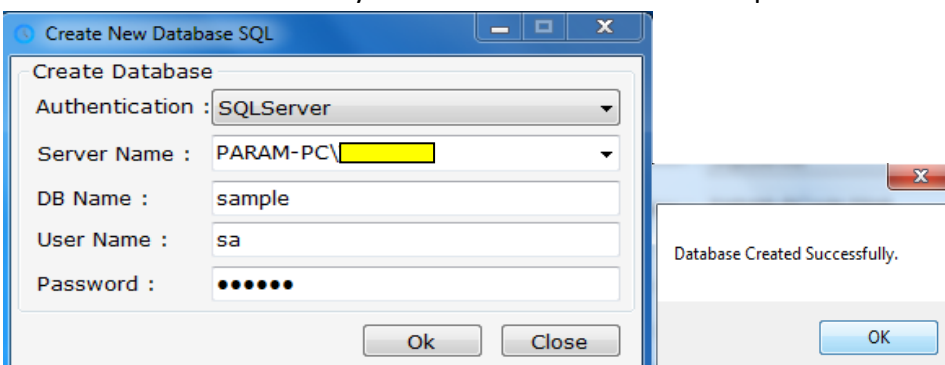


Configuration Manager will open .select Database type as MSSQL from drop down box.
Select the Details like Authentication mode
Server Name.

Then Click on Create Database.

Select Authentication Mode; insert Server Name, Database Name

User Name of SQL Server by default its sa and insert valid password for SQL Server.



Database created successfully.

License Window

License Activation

License To :

License For :

Serial Number :

License key :

Ok Demo Close

Login Window

Now click on Create Company Button

myAttendance Welcome To myAttendance Software

Select Company :

User Type :

User Name :

Password :

Login Close

Configuration Create Company

Fill all company details in Company Master .insert login details for that company

We can insert Logo also for that we need to click on Browse button and select logo file.

myAttendance Simple Time Tracking Software

02:42:08 PM | 17/12/2012 | Company Name : [redacted] | Database : MSSQL | User : dns | www. [redacted] | Out

14:42 12/17/2012

On Login window select created company

myAttendance Welcome To myAttendance Software

Select Company : [Redacted]

User Type : Admin

User Name : [Empty]

Password : [Empty]

Login Close

Configuration Create Company

Select User Type

myAttendance Welcome To myAttendance Software

Select Company : [Redacted]

User Type : Admin

User Name : Admin

Password : [Empty]

Login Close

Configuration Create Company

Insert Valid Login details

myAttendance Welcome To myAttendance Software

Select Company : [Redacted]

User Type : Admin

User Name : dns

Password : #####

Login Close

Configuration Create Company

myAttendance Welcome To myAttendance Software

Select Company : [Redacted]

User Type : Admin

User Name : dns

Password : #####

Login Close

Configuration Create Company

Click on Login to enter.

My Attendance Masters

Company Management

My Attendance Software supports multiple companies. This form will display the Company details. Company Details Consist of Company Name, Short Name, email, Website and Address

The screenshot shows a 'Create Company' dialog box. It is divided into three main sections: 'Company Details', 'Login Details', and 'Logo'.
 - **Company Details:** Contains input fields for 'Name', 'Short Name' (pre-filled with 'VT'), 'Phone', 'Email' (pre-filled with 'info@...'), 'Website' (pre-filled with 'www....'), and 'Address'.
 - **Login Details:** Contains input fields for 'User Name' (pre-filled with 'dns') and 'Password' (masked with dots).
 - **Logo:** A rectangular box with a 'Browse' button to its right.
 - **Buttons:** At the bottom of the dialog are four buttons: 'Update', 'Clear', 'Close', and 'Browse'.

Branch Management

This form will display the Branch details. It consists of Branch Name, Short Name, Phone Number, email, Contact Person and Address.

Branch

Branch Details

Name : HO

Short Name : HO

Phone : [REDACTED]

Email :

Contact Person : [REDACTED]

Address : [REDACTED]

Update Delete Clear Close

Display

Name	ShortName	Contact Person	Phone
HO	HO	[REDACTED]	[REDACTED]
None			

Department Management

My Attendance Software supports multiple departments. This form will display the List of departments. This form allows User to Add, Edit and Delete the departments.

Department Details Consist of Department Name.

Department

Department Details

Name : Accounts

Update Delete Clear Close

Display

- Name
- Accounts
- Design & Development
- Marketing
- Production
- Purchase

Designation Management

My Attendance Software supports multiple designations. This form will display the List of designations. This form allows User to Add, Edit and Delete the designations.

Category Management

My Attendance Software supports multiple categories. This form will display the List of categories. This form allows User to Add, Edit and Delete the categories.

Bank Management

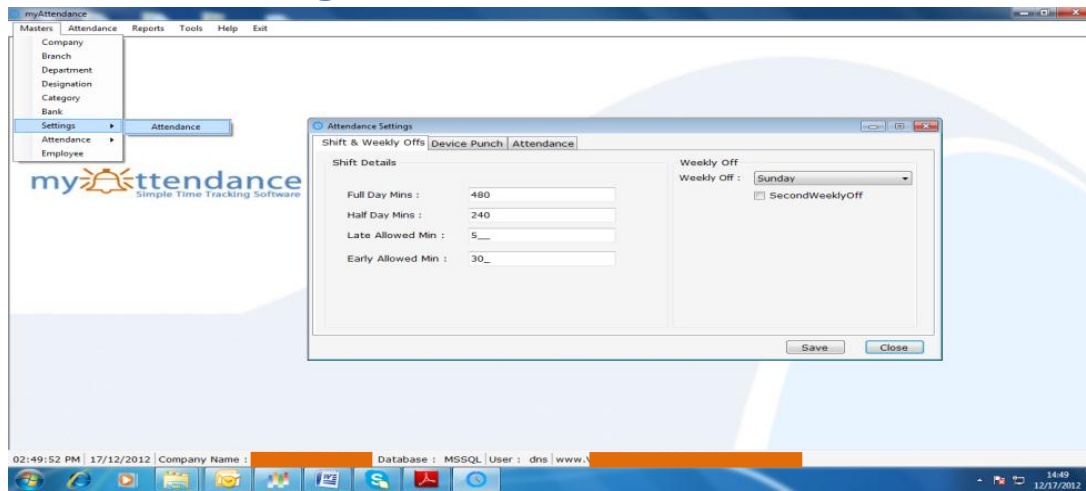
My Attendance Software support Bank Details. This form will display the List of Banks. Bank consists of Bank Name IFSC Code and Address .This form allows User to Add, Edit and Delete the Banks.

Name	IFSC Code	Address
Oriental Bank of Co...	ORBC0100141	Dinshaw House,91...

Attendance Settings

These form content Global settings for attendance, mainly there are three tabs first for

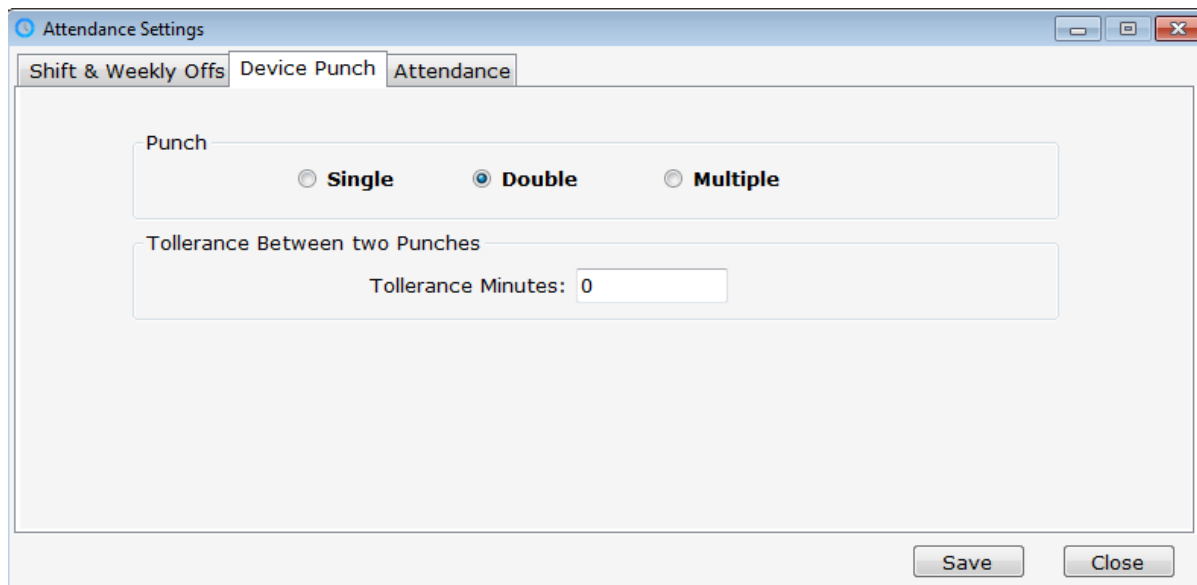
Shift & WOFF settings:



This consist of all Shift details like Full Shift Min, Half Shift Min, Late Allowed min, Early Allowed min
We can choose Weekly Off if second weekly off is there then Click on Second weekly off box.

Device Punch:

This form consist of Punch details Single, Double, Multiple
And Tolerance between two punches.



Attendance

Attendance: This is third Tab from Attendance Settings. In this form there are following settings

Late Cut: if Employee coming Late as specified day in a Month then we can take actions like none, absent, Half day.

OT: it consists of grace minutes to start OT. And Number of hrs. to complete 1 Day.

No out Punch Found: if employee misses his out punch the we can take actions like None, Shift out Time, Half Day or absent.

Lunch: Allowed Minutes

If present on WOFF or HOFF: if an employee comes on WOFF or HOFF we can calculate it as OT, COFF, Pay Days or None

Max.OT Hrs: this is the maximum Ot hrs

Define Shifts, Leave, Holiday, Device, Database Device

Attendance Masters

This form will display the List of all Shifts. It allows User to Add, Edit and Delete the shift. Shift Details consists of Shift Name, Short Name, In Time, Out Time, Late Allowed Min, Early Allowed Min, Full Day Min and Half Day Min of Shift.

OT settings: Grace Period, 1 Day Hrs, Max Ot Hrs.

Lunch and Break timings: insert lunch and break times.

Ends on Next Day: click if shift ends on next day.

Shift Master

Shift

Shift Details

Name : Third Shift (Night Shift)

Short Name : TS Fix Shift

In Time : 11:00:00 PM Late Allowed Min : 10_

OutTime : 07:00:00 AM Early Allowed Min : 10_

Full Day Mins: 480 Half Day Mins : 240

Auto Shift (For In Time)

Before Time : 07:00:01 PM After Time : 04:00:00 AM

OT Settings

OT Grace Period : 30 1 Day Hrs : 8 Max Hrs : 15

Lunch\Break Setting

Lunch Out Time : 12:00:00 AM In Time : 12:00:00 AM

Break Out Time : 12:00:00 AM In Time : 12:00:00 AM

Other Details

Ends On Next Day

Update Delete Clear Close

Display

Name	Short Name	InTime	OutTime
General Shift	GS	09:30:00 AM	06:00:00 PM
First Shift	FS	07:00:00 AM	03:00:00 PM
Second Shift	SS	03:00:00 AM	11:00:00 PM
Third Shift (Ni...	TS	11:00:00 PM	07:00:00 AM

My Attendance consist Three Shit Types : Fix Shift ,Shift Allotment ,Auto

Leave Type management

This form will display the List of all Leave Types. It allows Login User to Add, Edit and Delete the Leave Types. Leave Type Details Consist of Leave Name, Short Name, Carry Forward Limit Applicable

Leave

Leave Details

Name : Privilege Leave

Short Name : PL

CF Allowed

Update Delete Clear Close

Display

Name	Short Name	CarryFoward
Privilege Leave	PL	Y
Sick Leave	SL	Y

Holiday Management

This form will display the List of all Holidays. It allows Login User to Add, Edit and Delete the Holidays . It consist of holiday Name ,holiday Start Date And End Date .and check box of Payable

Name	FromDate	ToDate	Payable
Maharashtra...	5/1/2012	5/1/2012	Y
Gudhi Padwa	3/23/2012	3/23/2012	Y
Independen...	8/15/2012	8/15/2012	Y
Republic Day	1/26/2012	1/26/2012	Y
Diwali Holidays	11/13/2012	11/15/2012	Y

Device Management

This form will display the List of all Devices. It allows Login User to Add, Edit and Delete the Devices . It consists of Device Type, Name, IP Address of device, Port, Machine No of device and Device Type.

Name	IP	Port	Type	Machi
Device Name	192.168.1.251	4370	BlackAndWhi...	1

Database Devices

This form will display the List of all Devices. It allows Login User to Add, Edit and Delete the Devices . It consists of Device Company, Name, DB Type ,and DB String\Path.

Employee Master

This form will display the List of all Employees. It allows Login User to Add, Edit and Delete Employee. We can save Employee according to Employee Enroll Id saved in Device ,then Name of Employee, Ref Code of Company, Also we can browse Photo for employee. Employee Form Consist of Four Tabs such as

Personal Details:

This contains all personal details like Father Name, Blood group ,Gender, Date of Birth, Marital Status , Contact Details like Telephone No, Address, Email Id.

EnrollId	RefId	EmployeeName
1	1	Rahul Vasant...
2	2	Rajendra Balasa...
5	5	Boney Raymon D...
12	12	Mangesh Ashok ...
13	13	Sanjay Laxman ...
27	27	Karan Ashok Korde
33	33	Jagannath Anant...
34	34	Raj Ramesh Son...
43	43	Rina Chandrakan...
45	45	Rahul Balaram S...
48	48	Pravin Shivaji su...
49	49	Dipmala Harish K...
51	51	Namrata Ramcha...
52	52	Ashwin Tatyaram...
55	55	Vinod Ashok Kate
56	56	Rahul Balasaheb ...
59	59	Kailash Shantara...

Job Details:

This Tab consist of all Job Details like Name of branch ,Department ,Designation, Category ,Employee Type, Bank Details ,A/C Number. Also Joining Date And Confirmation Date of Employee along with Current status in company.

Employee Count : 17

General Details
 Enroll Id: 1 Ref Id : 1
 Name : Rahul Vasa
 Format : First Middle Last

Search By : Name
 Search :

Employee Details
 Personal Job Shift & WOFF Attendance Settings

Categories
 Branch : HO
 Department : Marketing
 Designation : General Manager
 Category : Company
 Type : Semiskilled
 Bank : Oriental Bank
 A/C No. :

Job Details
 Joining Date : 01/Jun/2009
 Confr. Date : 01/Apr/2009
 Job Status : Active Deactive

EnrollId	RefId	EmployeeName
1	1	Rahul Vasantrao ...
2	2	Rajendra Balasa...
5	5	Boney Raymon D...
12	12	Mangesh Ashok ...
13	13	Sanjay Laxman ...
27	27	Karan Ashok Korde
33	33	Jagannath Anant...
34	34	Raj Ramesh Son...
43	43	Rina Chandrakan...
45	45	Rahul Balam S...
48	48	Pravin Shivaji su...
49	49	Dipmala Harish K...
51	51	Namrata Ramcha...
52	52	Ashwin Tatyaram...
55	55	Vinod Ashok Kate
56	56	Rahul Balasaheb ...
59	59	Kailash Shantara...

Update Delete Clear Close

Shift & WOFF :

This Tab consist of all Shift Details like Shift type, In Time & OUT Time of Shift .Other details like Late Allowed ,Early Allowed ,Half Day Min, Full Day Min, Applicable Form .along with WOFF settings We can assign weekly offs and this settings individually also.

Employee Count : 17

General Details
 Enroll Id: 1 Ref Id : 1
 Name : Rahul Vasant
 Format : First Middle Last

Search By : Name
 Search :

Employee Details
 Personal Job Shift & WOFF Attendance Settings

Shift Type
 Fix Allotment Auto

Fix Shift
 Shift : General
 In Time : 09:00:00 AM Out Time : 05:30:00 PM

Other Details
 Late Allowed Min : 10_ As Per Shift Rule
 Early Allowed Min : 0__ As Per Shift Rule
 Half Day Min : 240 As Per Shift Rule
 Full Day Min : 480 As Per Shift Rule
 Applicable From : 01/Apr/2012

Weekly Off
 WOFF Payble
 Weekly Off : Sunday
 SecondWeeklyOff

EnrollId	RefId	EmployeeName
1	1	Rahul Vasantrao ...
2	2	Rajendra Balasa...
5	5	Boney Raymon D...
12	12	Mangesh Ashok ...
13	13	Sanjay Laxman ...
27	27	Karan Ashok Korde
33	33	Jagannath Anant...
34	34	Raj Ramesh Son...
43	43	Rina Chandrakan...
45	45	Rahul Balam S...
48	48	Pravin Shivaji su...
49	49	Dipmala Harish K...
51	51	Namrata Ramcha...
52	52	Ashwin Tatyaram...
55	55	Vinod Ashok Kate
56	56	Rahul Balasaheb ...
59	59	Kailash Shantara...

Update Delete Clear Close

Attendance Settings:

This Tab contains all settings which we seen in Global Attendance settings like Punch Details ,No Out Punch Found, Present on WOFF/HOFF, Lunch, Late Cut.

Employee Count : 17

General Details
 Enroll Id: 1 Ref Id : 1
 Name : Rahul Vasant...
 Format : First Middle Last

Search By : Name
 Search :

Employee Details
 Personal Job Shift & WOFF Attendance Settings

Punch
 Single Double Multiple

No Out Punch Found
 Actions : ShiftTimeOut

If Present on WOFF or HOFF
 Actions : COFF

Lunch
 Allowed Allowed Mins : 30_ As Per Shift Rule

OT
 Allowed Grace Period : 5_ As Per Shift Rule

Late Cut
 Allowed Allowed Days : 3_ Actions : HalfDay

Update Delete Clear Close

EnrollId	RefId	EmployeeName
1	1	Rahul Vasant...
2	2	Rajendra Balasa...
5	5	Boney Raymon D...
12	12	Mangesh Ashok ...
13	13	Sanjay Laxman ...
27	27	Karan Ashok Korde
33	33	Jagannath Anant...
34	34	Raj Ramesh Son...
43	43	Rina Chandrakan...
45	45	Rahul Balaram S...
48	48	Pravin Shivaji su...
49	49	Dipmala Harish K...
51	51	Namrata Ramcha...
52	52	Ashwin Tatyaram...
55	55	Vinod Ashok Kate
56	56	Rahul Balasaheb ...
59	59	Kailash Shantara...

Attendance management

Check the Menu for Attendance

myAttendance

Masters Attendance Reports Tools Help Exit

- Create Leave Year
- Leave Allotment
- Shift Allotment
- Leave Application
- COFF Application
- Manual Attendance
- GatePass Entry
- Missing Log Entry
- Download Logs ▶
- Process Logs ▶

myAttendance
Simple Time Tracking Software

Create Leave Year, Leave & Shift Allotments

Leave Year

Leave Allotments :

This form is to allot leaves to employee ,we can allot Department wise also ,This consist list of All Departments ,List of all Leave in drop down box . we can allot Leaves individually as inserting leaves columns to save this need to select check box

<input type="checkbox"/>	EnrollId	Name	PL	SL
<input checked="" type="checkbox"/>	49	Dipmala Harish	10	10
<input checked="" type="checkbox"/>	51	Namrata Ramchand	10	10

Shift Allotment:

This form is to allot shifts in Month, we can allot shifts in Department wise

<input type="checkbox"/>	EnrollId	Name	1/Sat	2/Sun	3/Mon	4/Tue	5/Wed	6/Thu	7/Fri	8/Sat	9/Sun	10/Sun
<input checked="" type="checkbox"/>	1	Rahul Vasantrao Bh...	G1	WO	G1	G1	G1	WO	G1	G1	G1	G1

Leave & COFF Applications

This form will display the all assigned Leave Entries to employees according to specified From and To Date .It also allows Login User to Add, Edit, Delete Leave Entries .This form consist of Date ,Employee's Id with Name, Leave Type, Balance ,From Date and End Date for Leave also check box for Half day ,Total Leaves and Reason for leave.

Leave Application

Search :

EnrollId	EmployeeName
1	Rahul Vasantrya Bhos...
2	Rajendra Balasaheb P...
5	Boney Raymon Dsouza
12	Mangesh Ashok Kolekar
13	Sanjay Laxman Mohol
27	Karan Ashok Korde
33	Jagannath Anant Belkar
34	Raj Ramesh Sondkar
43	Rina Chandrakant Rok...

Leave Entry

Date : 17/Dec/2012

Employee : 49 Dipmala Harish Khandagali

Leave Type : Privilege Leave

Balance : 10

From : 16/Nov/2012 Half Day

To : 17/Nov/2012 Half Day

Total Leaves : 2

Reason :

Update Delete Clear Close

Display

EnrollId	EmployeeName	Date	LeaveName	FromDate	ToDate
49	EmployeeName	12/17/2012	Privilege Leave	11/16/2012	11/17/2012

COFF Applications

This form will display the all COFF Entries to employees according to specified From and To Date .It also allows Login User to Add, Edit, Delete COFF Entries .This form consist of Date ,Employee's Id with Name, Leave Type, Balance ,From Date and End Date for Leave also check box for Half day ,Total Leaves and Reason for leave.

Coff Application

Employee Search :

EnrollId	EmployeeName
1	Rahul Vasantrya Bhos...
2	Rajendra Balasaheb P...
5	Boney Raymon Dsouza
12	Mangesh Ashok Kolekar
13	Sanjay Laxman Mohol
27	Karan Ashok Korde
33	Jagannath Anant Belkar
34	Raj Ramesh Sondkar

COFF Entry

Date : 18/Dec/2012

Employee : 1 Rahul Vasantrya Bhosale

Balance : 0

From : 18/Dec/2012 Half Day

To : 18/Dec/2012 Half Day

Total Leaves : 1

Reason :

Save Delete Clear Close

Display

EnrollId	EmployeeName	Date	FromDate	ToDate
----------	--------------	------	----------	--------

Manual Attendance

This form is to add manual attendance, Manual Attendance consist of From date and End Date, Shift Type, IN Time and Out Time of Shift, Status ,OT Hrs .

Manual Attendance Entry

From : 18/Dec/2012 To : 18/Dec/2012

Shift : General

In : 09:00:00 AM

Out : 05:30:00 PM

Status : P

OT Hrs : 00:00:00

Buttons: Save, Delete, Clear, Close

Enro	EmployeeNam	Date	ShiftName	InTime	OutTime	Status
1	Rahul Vasan...	30/Nov/2012	General	09:00:00	17:30:00	P
1	Rahul Vasan...	29/Nov/2012	General	09:00:00	17:30:00	P
1	Rahul Vasan...	28/Nov/2012	General	09:00:00	17:30:00	P
2	Rajendra Bal...	26/Nov/2012	General	09:00:00	17:30:00	P
1	Rahul Vasan...	24/Nov/2012	General	09:00:00	17:30:00	P
43	Rina Chandr...	24/Nov/2012	General	09:00:00	17:30:00	P

Gate Pass Entry

This form is to add Gate Pass entries it consist of Enroll Id of employee with Name ,From date and End Date, Duration, IN Time and Out Time of Shift, Status ,OT Hrs .

GatePass Entry

EnrollId : 2 Name : Rajendra Balasaheb F

Date : 16/Dec/2012

From : 10:00:00 AM To : 04:00:00 PM

Duration: 06:00

Reason : Personal

Remark : Official work

ApprovedBy : Dipmala

Buttons: Update, Delete, Clear, Close

EnrollId	EmployeeNam	Date	FromTime	ToTime	TotalHrs	Rea
2	Rajendra B...	16/Dec/2012	10:00:00 AM	04:00:00 PM	06:00	Pers
2	Rajendra B...	17/Dec/2012	00:00:00	04:00:00	04:00	Pers
12	Mangesh A...	17/Dec/2012	16:00:00	16:30:00	00:30	Pers

Missing Log Entry

This form is to insert Missed logs entries it consist of From date and End Date, Status as IN or OUT, Time and Employee details.

EnrollId	EmployeeName	Date	Time
5	Boney Raymon Dsouza	17/Dec/2012	10:27:15
12	Mangesh Ashok Kole...	17/Dec/2012	10:27:23

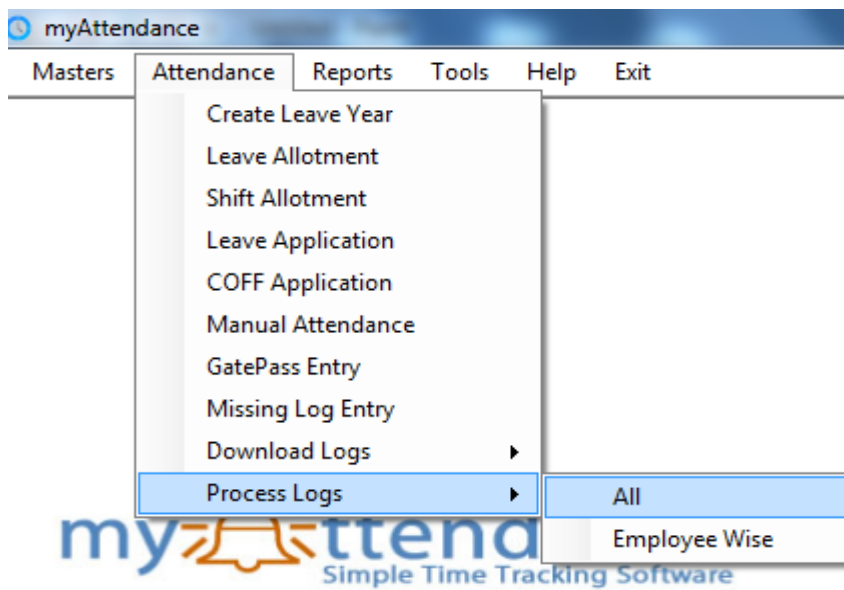
Download Logs

This form will show how to download data through Device List.

Download Logs From Device : Select Device from drop down box ,Click on Connect button Then click Download Logs. this will start downloading of logs from selected Device if it's connected. After click to Save Logs.

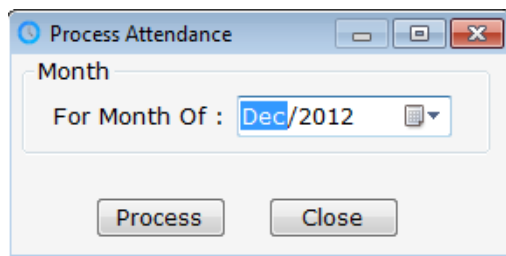
Process Logs :

After downloading Logs from Device need to process once so that click on Process Logs menu



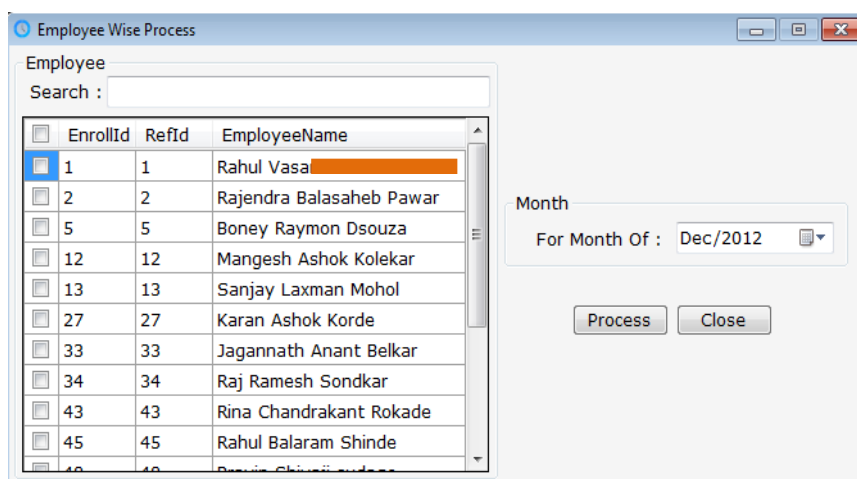
Process All Logs :

we can process logs Month wise of All Employees



Process Employee wise :

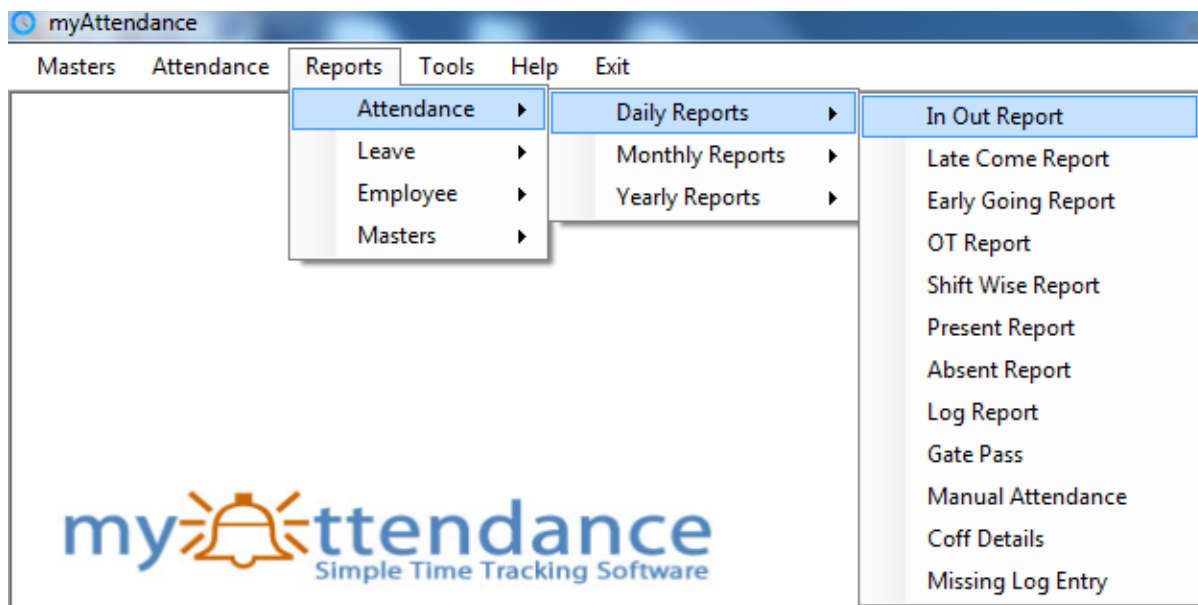
we can process logs Month wise for Individual Employees



My Attendance Reports

Daily Reports :

- Daily IN OUT Report
- Late Come Report
- Early Going Report
- OT Report
- Shift wise Report
- Present Report
- Absent Report
- Log Report
- Gate Pass Report
- Manual Attendance Report
- COFF Details Report
- Missing Log Entry Report



Daily IN OUT Report :

Report Search : This form to show reports it consist of Date range ,we can filter using Branch ,using Department , Designation, Category ,Type or Status also ,Click on check box to select Employee after this Click on Report button

This window is common for all Reports.

Report Output :

Technologies												
Market,												
From Date: 05/11/2012						Report Date : 17/12/12						
To Date: 06/11/2012			Daily IN OUT Report			Report Time : 3:10 pm						
SrNo.	Enroll No	Ref No	Department	Employee	InTime	OutTime	TotalHrs	OT	Late	Early	Lunch	Status
Date : 5/11/12												
1	13	13	Fabrication	SanjayLaxman Mohol	08:46:22	17:40:27	08:24:05	00:00:00	00:00:00	00:00:00	30	P
2	1	1	Marketing	RahulVasantrao Bhosale	09:00:00	17:30:00	08:30:00	00:00:00	00:00:00	00:00:00	0	P
3	12	12	Powder Coating	MangeshAshok Kolekar	08:48:24	17:30:00	08:41:36	00:00:00	00:00:00	08:41:36	30	P*
4	2	2	Production	RajendraBalasaheb Pawar	09:35:31	18:05:33	08:00:02	00:00:00	00:35:31	00:00:00	30	P
5	5	5	Production	BoneyRaymon Dsouza	09:14:20	17:40:42	07:56:22	00:00:00	00:14:20	00:00:00	30	P
Date : 6/11/12												
1	13	13	Fabrication	SanjayLaxman Mohol	08:55:51	18:06:39	08:40:48	00:10:48	00:00:00	00:00:00	30	P
2	1	1	Marketing	RahulVasantrao Bhosale	09:00:00	17:30:00	08:30:00	00:00:00	00:00:00	00:00:00	0	P
3	12	12	Powder Coating	MangeshAshok Kolekar	08:55:33	17:40:17	08:14:44	00:00:00	00:00:00	00:00:00	30	P
4	2	2	Production	RajendraBalasaheb	09:16:17	17:51:16	08:04:59	00:00:00	00:00:00	00:00:00	30	P

Daily Overtime Report :

[Redacted] Technologies					
[Redacted] Market, [Redacted] Pune - 411007					
Daily Overtime Report				Report Date 17-Dec-12	Report Time 15:18:30
SrNo.	Enroll No.	Ref No.	Employee	Late	OT
Date: 6-Nov-12					
1	13	13	Sanjay Laxman Mohol	00:00:00	00:10:48
Date: 8-Nov-12					
1	51	51	Namrata Ramchandra Kandhare	00:00:00	00:04:17
Date: 20-Nov-12					
1	5	5	Boney Raymon Dsouza	00:00:00	00:01:38
2	12	12	Mangesh Ashok Kolekar	00:00:00	00:19:59
3	56	56	Rahul Balasaheb Dorge	00:00:00	00:00:29
Date: 21-Nov-12					
1	45	45	Rahul Balaram Shinde	00:00:00	00:02:24
Date: 24-Nov-12					

Daily Shift Wise Report :

[Redacted] Technologies											
[Redacted] t,											
Daily Shiftwise Report										Report Date : 17-Dec-12	Report Time : 15:19:01
Sr No	Enroll No	Ref No	Shift :	Employee	In Time	Out Time	Total Hrs	OT	Late	Early	Status
Date: 1-Nov-12											
1	48	48		Pravin Shivaji sudage	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	A
2	59	59		Kailash Shantaram Kulaye	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	A
1	1	1	General	Rahul Vasanttrao Bhosale	09:00:00	17:30:00	08:30:00	00:00:00	00:00:00	00:00:00	P
2	2	2	General	Rajendra Balasaheb Pawar	09:00:00	17:30:00	08:30:00	00:00:00	00:00:00	00:00:00	P
3	5	5	General	Boney Raymon Dsouza	08:58:48	17:46:54	08:18:06	00:00:00	00:00:00	00:00:00	P
4	12	12	General	Mangesh Ashok Kolekar	08:56:35	17:32:55	08:06:20	00:00:00	00:00:00	00:00:00	P
5	13	13	General	Sanjay Laxman Mohol	08:59:35	17:48:38	08:19:03	00:00:00	00:00:00	00:00:00	P
6	27	27	General	Karan Ashok Korde	09:00:00	17:30:00	08:30:00	00:00:00	00:00:00	00:00:00	P

Daily Present Report :

Technologies

Report Date :17-Dec-12

Report Time :15:24:08

Daily Present Report

Sr No	Enroll No	Employee	IN	OUT	Total Hrs	OT	Late	Early	Status
Date : 1-Nov-12									
1	1	Rahul Vasantao Bhosale	09:00:00	17:30:00	08:30:00	00:00:00	00:00:00	00:00:00	P
2	2	Rajendra Balasaheb Pawar	09:00:00	17:30:00	08:30:00	00:00:00	00:00:00	00:00:00	P
3	5	Boney Raymon Dsouza	08:58:48	17:46:54	08:18:06	00:00:00	00:00:00	00:00:00	P
4	12	Mangesh Ashok Kolekar	08:56:35	17:32:55	08:06:20	00:00:00	00:00:00	00:00:00	P
5	13	Sanjay Laxman Mohol	08:59:35	17:48:38	08:19:03	00:00:00	00:00:00	00:00:00	P
6	27	Karan Ashok Korde	09:00:00	17:30:00	08:30:00	00:00:00	00:00:00	00:00:00	P
7	33	Jagannath Anant Belkar	09:09:16	17:31:39	07:52:23	00:00:00	00:00:00	00:00:00	P
8	34	Raj Ramesh Sondkar	09:09:21	17:31:35	07:52:14	00:00:00	00:00:00	00:00:00	P
9	43	Rina Chandrakant Rokade	09:39:12	17:47:39	07:38:27	00:00:00	00:39:12	00:00:00	P
10	45	Rahul Balaram Shinde	08:56:39	17:26:38	07:59:59	00:00:00	00:00:00	00:03:22	P
11	49	Dipmala Harish Khandagale	09:05:56	17:47:33	08:11:37	00:00:00	00:00:00	00:00:00	P
12	51	Namrata Ramchandra Kandhare	09:19:12	17:47:41	07:58:29	00:00:00	00:19:12	00:00:00	P
13	52	Ashwin Tatyaram Khute	09:07:26	17:34:45	07:57:19	00:00:00	00:00:00	00:00:00	P

Daily Absent Report :

Technologies

Report Date :17-Dec-12

Report Time : 15:29:59

Daily Absent Reprt

Sr No.	Enroll No.	Ref No.	Employee	Status
Date : 17-Dec-12				
1	13	13	Sanjay Laxman Mohol	A
2	27	27	Karan Ashok Korde	A
3	33	33	Jagannath Anant Belkar	A
4	34	34	Raj Ramesh Sondkar	A
5	43	43	Rina Chandrakant Rokade	A
6	45	45	Rahul Balaram Shinde	A
7	48	48	Pravin Shivaji sudage	A
8	49	49	Dipmala Harish Khandagale	A
9	51	51	Namrata Ramchandra Kandhare	A
10	52	52	Ashwin Tatyaram Khute	A
11	55	55	Vinod Ashok Kate	A
12	56	56	Rahul Balasaheb Dorge	A
13	59	59	Kailash Shantaram Kulaye	A
Total : 13				

Daily Log Report :

Technologies			
Daily Log Report			
			Report Print Date : 17-Dec-2012
SrNo.	EnrollId	Name	Loqs
Date : 30-Nov-2012			
1	2	Rajendra Balasaheb Pawar	
2	5	Boney Raymon Dsouza	09:03:05 ,17:34:24
3	12	Mangesh Ashok Kolekar	08:51:13 ,17:31:31
4	13	Sanjay Laxman Mohol	08:51:39
5	27	Karan Ashok Korde	09:08:16 ,17:34:32
6	33	Jagannath Anant Belkar	09:06:57 ,17:31:08
Date : 01-Dec-2012			
1	2	Rajendra Balasaheb Pawar	09:17:27 ,17:26:25 ,17:26:31 ,17:32:37
2	5	Boney Raymon Dsouza	09:02:50 ,17:34:58
3	12	Mangesh Ashok Kolekar	08:57:49 ,17:31:08
4	13	Sanjay Laxman Mohol	08:54:22 ,17:38:10
5	27	Karan Ashok Korde	09:07:48
6	33	Jagannath Anant Belkar	08:56:28

Daily Gate Pass Entry Report :

Technology								
Gate Pass Entry Report								
Printed Date 17-Dec-2012								
EnrollId	EmployeeName	Date	FromTime	ToTime	Duration	ApprovedBy	Reason	Remark
2	Rajendra Balasaheb	12/16/2012	10:00:00	16:00:00	06:00	Dipmala	Personal	Official work
12	Mangesh Ashok Kole	12/17/2012	16:00:00	16:30:00	00:30	Dipmala	Personal	

Daily Manual Attendance Report :

Technology							
Manual Attendance Report							
						Report Date 17-Dec-12	
						Report Time 15:34:24	
EnrollId	Employee Name	Date	Shift Name	In Time	Out Time	Status	OT Hours
1	Rahul Vasantrya Bh	11/1/2012	General	09:00	17:30	P	00:00:00
1	Rahul Vasantrya Bh	11/2/2012	General	09:00	17:30	P	00:00:00
2	Rajendra Balasaheb	11/2/2012	General	09:00	17:30	P	00:00:00
2	Rajendra Balasaheb	11/1/2012	General	09:00	17:30	P	00:00:00
12	Mangesh Ashok Kole	11/2/2012	General	09:00	17:30	P	00:00:00
13	Sanjay Laxman Mo	11/2/2012	General	09:00	17:30	P	00:00:00
27	Karan Ashok Korde	11/1/2012	General	09:00	17:30	P	00:00:00

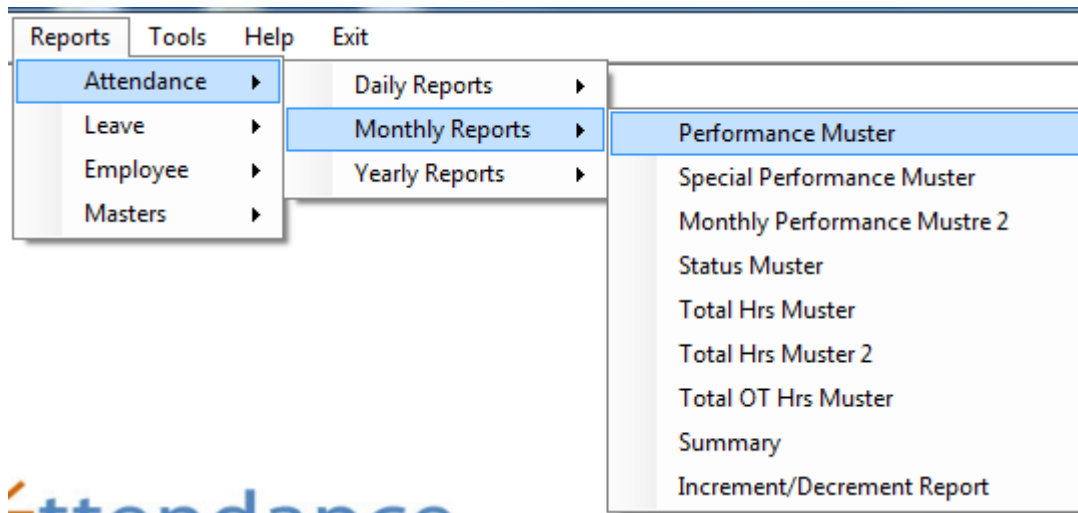
Daily Missing Log Entry Report :

Technologies			
Missing Log Entry Report			
			Report Date :17-Dec-12
			Report Time:15:35:12
EnrollId	EmployeeName	Date	Time
5	Boney Raymon Dsouza	12/17/2012	10:27:15
12	Mangesh Ashok Kolekar	12/17/2012	10:27:23

Monthly Attendance Reports :

It Consist of following reports

- Performance Muster
- Special Performance Report
- Monthly Performance Report 2
- Status Muster
- Total Hrs Muster
- Total Hrs Muster2
- Summary Report



Performance Muster Report :

Technologies																																								
Month/Year : Nov/2012															Monthly Performance Muster																Report Date : 17-December-2012									
Total Days : 30																															Report Date : 15:36:20									
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
Day	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri										
Enroll Id : 1	Ref Id : 1										Name : Rahul Vasanttrao Bhosale																													
In	0900	0900	0900	0000	0900	0900	0900	0900	0900	0900	0000	0900	0000	0000	0000	0000	0000	0000	0000	0900	0900	0900	0900	0000	0000	0000	0900	0900	0900											
Out	1730	1730	1730	0000	1730	1730	1730	1730	1730	1730	0000	1730	0000	0000	0000	0000	0000	0000	0000	1730	1730	1730	1730	0000	0000	0000	1730	1730	1730											
OT	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000											
Total Hrs	0830	0830	0830	0000	0830	0830	0830	0830	0830	0830	0000	0830	0000	0000	0000	0000	0000	0000	0000	0830	0830	0830	0830	0000	0000	0000	0830	0830	0830											
Status	P	P	P	WO	P	P	P	P	P	P	WO	P	HO	HO	HO	A	A	WO	P	P	P	P	P	P	WO	A	A	P	P											
P.Days : 7 COFF : 0 Leaves: 0 Manual: 19 OTHrs: 0:0 A.Days: 4 Total Hrs: 161:30 LateCut: 0 PayDays: 26																																								
Enroll Id : 2	Ref Id : 2										Name : Rajendra Balasaheb Pawar																													

Special Performance Report

Month/Year : Nov/2012															Monthly Performance Muster																Report Date : 17-December-2012									
Total Days : 30																															Report Time : 15:36:58									
Date	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31									
Day	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri										
Ref Id 27	Name : Karan Ashok Korde																																							
In	0900	0911	0905	0000	0904	0910	0909	0911	0909	0907	0000	0900	0000	0000	0000	0911	0000	0000	0906	0903	0909	0900	0911	0908	0000	0835	0907	0901	0907	0908										
Out	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000										
In	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000										
Out		0000	00:00	0000	0000	0000	0000	0000	0000	0000	0000		0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000										
In		0000	0000	0000	0000	0000	0000	0000	0000	0000	0000		0000	0000	0000	0000	0000	0000	0000	0000	0000	0000		0000	0000	0000	0000	0000	0000	0000										
Out	1730	1748	1741	0000	1754	1735	1751	1749	1750	1739	0000	1730	0000	0000	0000	1720	0000	0000	1730	1748	1801	1730	1802	1818	0000	1751	1751	1730	1751	1734										
BreakTime	0000	0030	0030	0000	0030	0030	0030	0030	0030	0030	0000	0000	0000	0000	0000	0030	0000	0000	0030	0030	0030	0000	0030	0030	0000	0030	0030	0030	0030	0030										
WorkTime	0830	0807	0805	0000	0819	0755	0812	0808	0810	0802	0000	0830	0000	0000	0000	0739	0000	0000	0823	0814	0822	0830	0821	0839	0000	0846	0813	0828	0814	0756										
TotalTime	0830	0837	0835	0000	0849	0825	0842	0838	0840	0832	0000	0830	0000	0000	0000	0809	0000	0000	0853	0844	0852	0830	0851	0909	0000	0916	0843	0858	0844	0826										
Status	P	P	P	WO	P	P	P	P	P	P	WO	P	HO	HO	HO	P	A	WO	P*	P	P	P	P	P	WO	P	P	P*	P	P										
PresentDays : 26 OD : 0 COFF : 0 Leaves: 0 OTDays: 0 Manual: 3 OTHrs: 0:25 AbsentDays: 1 PayDays: 28																																								

Status Muster

Technologies																															
Month /Year : Nov/2012															Report Date :17-Dec-12																
Total Days : 30															ReportTime : 15:39:45																
Monthly Status Muster																															
Date :	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Days :	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	
Enroll Id : 1	Ref Id : 1															Name Rahul Vasanttrao Bhosale															
Status	P	P	P	WO	P	P	P	P	P	P	P	WO	P	HO	HO	HO	A	A	WO	P	P	P	P	P	WO	A	A	P	P	P	
PresentDays : 7	OD : 0			COFF : 0			Leaves: 0			OTDays: 0			Manual: 19			OTHrs: 0:0			AbsentDays: 4			PayDays: 26									
Enroll Id : 27	Ref Id : 27															Name Karan Ashok Korde															
Status	P	P	P	WO	P	P	P	P	P	P	P	WO	P	HO	HO	HO	P	A	WO	P*	P	P	P	P	WO	P	P	P*	P	P	
PresentDays : 26	OD : 0			COFF : 0			Leaves: 0			OTDays: 0			Manual: 3			OTHrs: 0:25			AbsentDays: 1			PayDays: 28									

Total Hrs Muster

Technologies																																					
Report Date : 17-December-2012															Report Time : 10:46:31																						
Monthly Performance Muster																																					
Enroll Id	Employee Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	Absent	Leave	Woff	Holiday
27	Karan Ashok Korde	P	P	P	WO	P	P	P	P	P	P	P	WO	P	HO	HO	HO	P	A	WO	P*	P	P	P	P	WO	P	P	P*	P	P	26	1	0	0	0	
33	ganesh Anant Balle	P	P	P	WO	P	P	P	P	P	P	P	WO	A	HO	HO	HO	A	A	WO	P	P	P	P	P	WO	P	P	P	P	P	26	3	0	0	0	
34	raj Ramesh Sondale	P	P	P	WO	P	P	P	P	P	P	P	P	WO	A	HO	HO	HO	P	A	WO	P	P	P	P	WO	P	P	P	P	P	26	2	0	0	0	
43	Chandrakant Rokde	P	P	P	WO	P	P	P	P	P	P	P	P	WO	A	HO	HO	HO	A	A	WO	P	P	P	P	P	WO	P	P	P*	P	P	25	3	0	0	0

Total Hrs Muster2

Technologies																																
Month /Year :															Report Date :17-Dec-12																	
Total Days :															ReportTime : 15:41:10																	
Total Hrs Muster																																
Date :	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Days :	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
Enroll Id : 1	Ref Id : 1															Name Rahul Vasanttrao Bhosale																
TotalHrs.	08:30	08:30	08:30	00:00	08:30	08:30	08:30	08:30	08:30	08:30	00:00	08:30	00:00	00:00	00:00	00:00	00:00	00:00	08:30	08:30	08:30	08:30	08:30	08:30	00:00	00:00	00:00	08:30	08:30	08:30	161:30	
Enroll Id : 13	Ref Id : 13															Name Sanjay Laxman Mohol																
TotalHrs.	08:19	08:30	08:25	00:00	08:24	08:40	08:28	08:27	08:28	07:56	00:00	00:00	00:00	00:00	00:00	08:34	00:00	00:00	08:12	00:00	08:19	08:30	08:26	08:12	00:00	08:38	07:42	08:12	08:56	08:38	168:3	
Enroll Id : 27	Ref Id : 27															Name Karan Ashok Korde																
TotalHrs.	08:30	08:07	08:05	00:00	08:19	07:55	08:12	08:08	08:10	08:02	00:00	08:30	00:00	00:00	00:00	07:39	00:00	00:00	08:23	08:14	08:22	08:30	08:22	08:39	00:00	08:46	08:13	08:28	08:14	07:56	181:50	

Total Working Hrs Muster

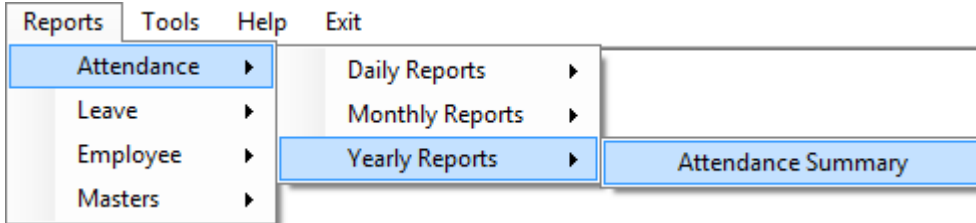
Technologies																																	
Total Working Hrs Muster																																	
Report Date :17-Dec-12																																	
ReportTime : 15:41:48																																	
Month /Year : Nov/2012																																	
Enroll Id	Employee	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
		Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri		
1	Rahul Vasantrao Bhosale	08:30	08:30	08:30	00:00	08:30	08:30	08:30	08:30	08:30	08:30	00:00	08:30	00:00	00:00	00:00	00:00	00:00	00:00	08:30	08:30	08:30	08:30	08:30	00:00	00:00	00:00	08:30	08:30	08:30	08:30	161:30	
13	Sanjay Laxman Mohol	08:19	08:30	08:25	00:00	08:24	08:40	08:28	08:27	08:28	07:56	00:00	00:00	00:00	00:00	00:00	08:34	00:00	00:00	08:12	00:00	08:19	08:30	08:26	08:12	00:00	08:38	07:42	08:12	08:56	08:38	168:3	
27	KaranAshok Korde	08:30	08:07	08:05	00:00	08:19	07:55	08:12	08:08	08:10	08:02	00:00	08:30	00:00	00:00	00:00	07:39	00:00	00:00	08:23	08:14	08:22	08:30	08:21	08:39	00:00	08:46	08:13	08:28	08:14	07:56	181:50	

Monthly Attendance Summary Report

Technologies									
Monthly Attendance Summary Report									
EmployeeId	: 1	Name	: Rahul/Vasantrao Bhosale						
JoiningDate	: 01-Jun-2009	Branch	: HO						
PDays	:	Department	: Marketing						
ADays	:	Designation	: C						
For Month	: Nov/2012								
Date	Day	IN	OUT	Late	Early	OT	Total Hrs	Status	
01-Nov-2012	Thu	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
02-Nov-2012	Fri	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
03-Nov-2012	Sat	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
04-Nov-2012	Sun	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	WO	
05-Nov-2012	Mon	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
06-Nov-2012	Tue	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
07-Nov-2012	Wed	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
08-Nov-2012	Thu	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
09-Nov-2012	Fri	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
10-Nov-2012	Sat	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
11-Nov-2012	Sun	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	WO	
12-Nov-2012	Mon	09:00:00	17:30:00	00:00:00	00:00:00	00:00:00	08:30:00	P	
13-Nov-2012	Tue	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	HO	
14-Nov-2012	Wed	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	00:00:00	HO	

Yearly Reports

Attendance Summary



Attendance Summary

Technologies

Yearly Attendance Summary

Report Date : December-2012
Report Time : 15:43:04

Month	Present	Absent	Coff Application	Leave Application	Manual Attendance	OT Hours	Total Hours	Late Come Hrs	Pay Days
Enroll Id : 1			Name : Rahul Vasant Rao Bhosale						
Jan	0.00	31.00	0.00	0.00	0.00	0:0	0:0	0.00	0.00
Feb	0.00	31.00	0.00	0.00	0.00	0:0	0:0	0.00	0.00
Mar	0.00	31.00	0.00	0.00	0.00	0:0	0:0	0.00	0.00
Apr	4.00	1.00	0.00	0.00	26.00	0:0	221:0	0.00	30.00
May	5.00	1.00	0.00	0.00	25.00	0:0	212:30	0.00	30.00
Jun	0.00	2.00	0.00	0.00	29.00	0:0	246:30	0.00	29.00
Jul	0.00	1.00	0.00	0.00	30.00	0:0	255:0	0.00	30.00
Aug	5.00	4.00	0.00	0.00	22.00	0:0	187:0	0.00	27.00
Sep	6.00	2.00	0.00	0.00	23.00	0:0	195:30	0.00	29.00
Oct	5.00	0.00	0.00	0.00	26.00	0:0	221:0	0.00	31.00
Nov	7.00	5.00	0.00	0.00	19.00	0:0	161:30	0.00	26.00
Dec	0.00	31.00	0.00	0.00	0.00	0:0	0:0	0.00	0.00
Enroll Id : 2			Name : Rajendra Balasaheb Pawar						
Jan	0.00	31.00	0.00	0.00	0.00	0:0	0:0	0.00	0.00
Feb	0.00	31.00	0.00	0.00	0.00	0:0	0:0	0.00	0.00

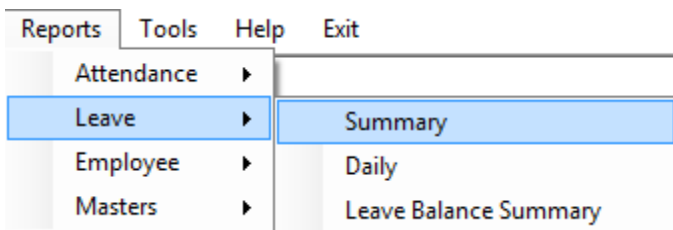
Leave Reports :

it consist of following leave reports

Summary Report

Daily Leave Report

Leave Balance Report



Leave Summary Report :

Technologies						
Leave Summary Report .						
Month\Year :Nov/2012			Report Print Date : 17-December-2012			
Enroll Id : 49		Name : 49				
SrNo.	Leave Name	Short Name	From Date	To Date	Leave Taken	Reason
1	Privilege Leave	PL	16-Nov-2012	17-Nov-2012	2	
Total : 1						

Daily Leave Report:

Technologies				
Daily Leave Report .				
Report Print Date : 17-December-2012				
SrNo.	Enroll Id	Employee Name	Leave Type	Leave
Date : 16/11/2012				
1	49	Dipmala Harish Khandagale	PL	0
Date : 17/11/2012				
1	49	Dipmala Harish Khandagale	PL	0

Leave Balance Report:

Technologies

Leave Balance Summary Report .

Report Print Date : 17-December-2012

SrNo.	Enroll Id	Employee Name	Leave Type	Applicable in Year	Taken	Balance
1	2	Rajendra Balasaheb Pawar	PL	10	0	10
			SL	10	0	10
2	49	Dipmala Harish Khandagale	PL	10	2	8
			SL	10	0	10
3	5	Boney Raymon Dsouza	PL	10	0	10
			SL	10	0	10
4	51	Namrata Ramchandra Kandhare	PL	10	0	10
			SL	10	0	10

Employee Details Report :

It contains below report

Employees Joining Date Report

Employees Blood Group Report

Employee Profile Report

Deactivate Employee Report

Reports Tools Help Exit

- Attendance ▶
- Leave ▶
- Employee ▶
- Masters ▶

- Joining Date
- Blood Group
- Employee Profile
- Deactive Employee

Employees Joining Date Report:

Technologies
Employee Joining Date Report
Report Date : 17-Dec-2012

Sr No.	Enroll Id	Ref Id	Name	Designation	Joining Date	Type
Dept. : Accounts						
1	49	49	Dipmala Harish Khandagale	Accountant	18/03/2011	Semiskilled
2	51	51	Namrata Ramchandra Kandhare	Account Asst.	01/09/2011	Semiskilled
Dept. : Design & Development						
1	43	43	Rina Chandrakant Rokade	Worker	01/06/2012	Semiskilled
Dept. : Fabrication						
1	13	13	Sanjay Laxman Mohol	Fabrication Supervisor	01/06/2006	Semiskilled
2	33	33	Jagannath Anant Belkar	Worker	01/07/2009	Semiskilled
3	34	34	Raj Ramesh Sondkar	Worker	08/12/2009	Semiskilled
4	52	52	Ashwin Tejaram Khute	Worker	01/08/2011	Semiskilled

Employees Blood Group Report:

Technologies
Employee Blood Group Report
Report Date : 17-Dec-2012

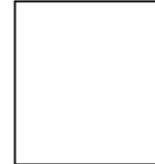
Sr No.	Enroll Id	Ref Id	Employee Name	Blood Group
1	12	12	Mangesh Ashok Kolekar	A+
2	13	13	Sanjay Laxman Mohol	A+
3	33	33	Jagannath Anant Belkar	A+
4	45	45	Rahul Balaram Shinde	A+
5	27	27	Karan Ashok Korde	AB+
6	49	49	Dipmala Harish Khandagale	AB+
7	48	48	Pravin Shivaji sudage	B-
8	1	1	Rahul Vasantrya Bhosale	None
9	2	2	Rajendra Balasaheb Pawar	None
10	5	5	Boney Raymon Dsouza	None

Employee Profile Report

Employee Profile Report

Report Date : 17-Dec-2012

Enroll Id : 1
 Ref Id : 1
 Name : Rahul Vasantrao Bhosale
 Father/Husband Name : Vasantrao



Personal Details :

Blood Group : None
 Sex : M
 Date Of Birth : 16/08/1979
 Status : Married
 Wedd. Anv. : 03/07/2012

Phone : [REDACTED]
 Email : [REDACTED]
 Actual Address : [REDACTED]
 Apartment,
 Sangvi,Pune-411027
 Present Address : As above

Job Details :

Branch : HO
 Department : Marketing
 Designation : General Manager
 Category : Company
 Type : Semiskilled
 Bank : Oriental Bank of Commerce
 Bank A/c No:

Joining Date : 01/06/2009
 Confir. Date : 01/04/2009
 Job Status : DeActive
 Leaving Date : 03/07/2012
 Leaving Reason : C

Other Details :

PF Applicable : Y
 PF No :

ESIC Applicable : N
 ESIC No :
 ESIC W.E Date : 01/04/2012

Deactivate Employee Report:

Technologies

[Redacted Address]

Deactivated Employee Report

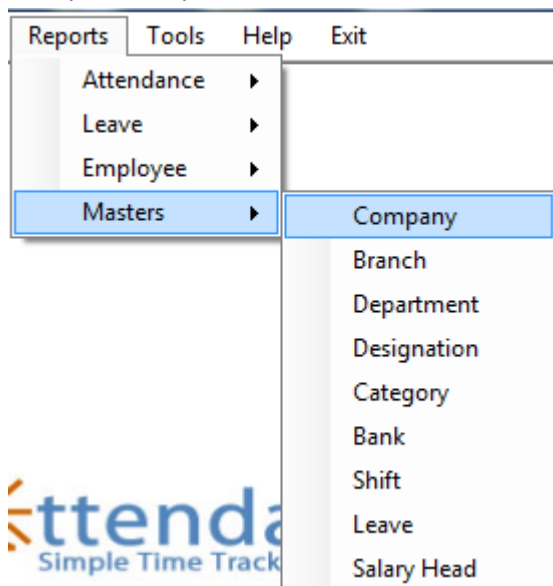
Report Date : 17-Dec-2012

Sr No.	Enroll Id	Ref Id	Employee Name	W.E.F.	Reason
1	1	1	Rahul Vasantrao Bhosale	03/07/2012	C
2	2	2	Rajendra Balasaheb Pawar	03/07/2012	C
3	5	5	Boney Raymon Dsouza	03/07/2012	C

Master Reports:

It contains following reports

- Company Report
- Branch Report
- Department Report
- Designation Report
- Category Report
- Bank Report :
- Shift Report
- Leave Report
- Salary Hear Report



Company Report

██████████ Technologies	
Street No.███, 8th Floor, B-Wing, K.K. Market, Pune Sadak Road, Pune - 411007	
Company Details Report	
Report Date : 17-Dec-2012	

Company Name :	██████████ Technologies
Short Name :	VT
User Name :	dns
Phone :	020-███-███-███
Email :	info@██████████.███
Website :	www.██████████.███
Address :	Office:██████████,██████████, Pune██████████

Branch Report

██████████ Technologies	
Street No.███, 8th Floor, B-Wing, K.K. Market, Pune Sadak Road, Pune - 411007	
Branch Report	
Report Date : 17-Dec-2012	

Sr No.	Branch	Short Name	Contact Person	Phone	Address
1	HO	HO	██████████	██████████	██████████
2	None		██████████		

Category Report

[Redacted] Technologies	
[Redacted] ket,	
Category Report	
Report Date : 17-Dec-2012	

Sr No.	Category
1	Company
2	Contract Basis

Bank Report

[Redacted] Technologies			
[Redacted] ket,			
Bank Report			
Report Date : 17-Dec-2012			

Sr No.	Bank Name	IFSC Code	Address
1	Oriental Bank of Commerce	ORBC0100141	Dinshaw House, 917/918 ,Near Geeta Society, Pune-411001

Shift Report

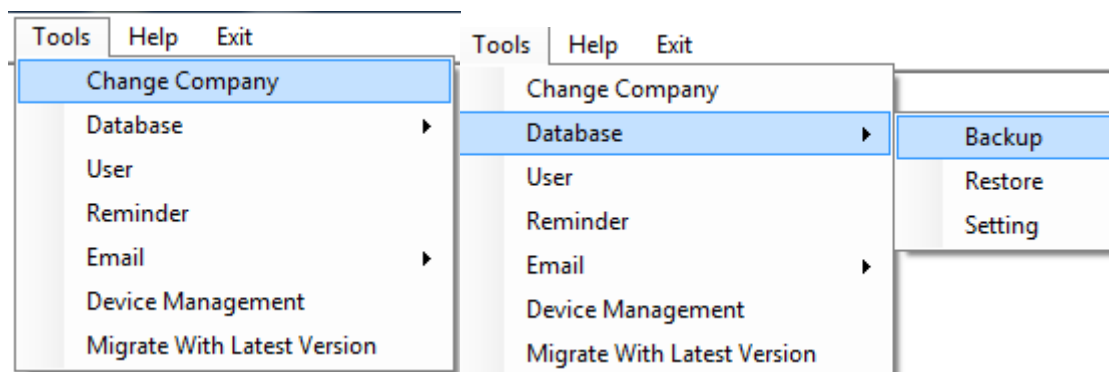
[Redacted] Technologies				
[Redacted] ket,				
Shift Report				
Report Date : 17-Dec-2012				

Sr No.	Shift Name	Short Name	In Time	Out Time
1	General	G1	09:00:00 AM	05:30:00 PM

Leave Master Report:

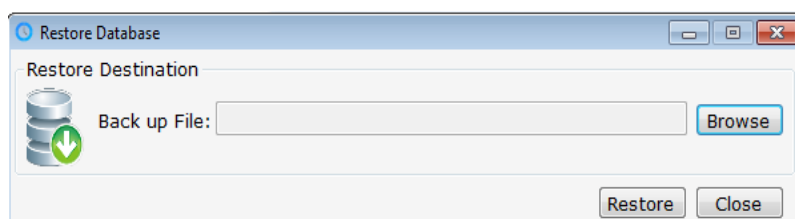
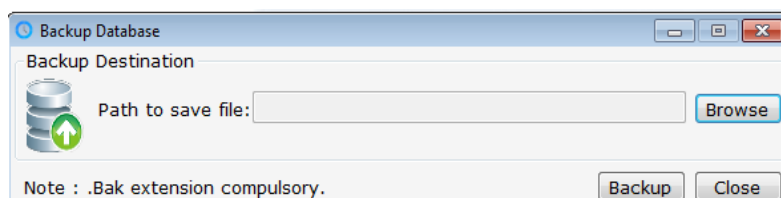
Technologies			
[Redacted Address]			
Leave Report			
			Report Date : 17-Dec-2012
Sr No.	Leave Name	Short Name	Carry Forward
1	Privilege Leave	PL	Y
2	Sick Leave	SL	Y

My Attendance Tools



Database Backup and Restore Tool :

we can backup or Restore of our database through these tools .



Auto Backup Settings :

Database Setting

Databae Setting

Backup Path :

Comapny Backup Code :

Prompt For Backup :

Test Save Close

Select path for auto database backup ,give company code .and select prompt for backup from drop down menu

Database Setting

Databae Setting

Backup Path :

Comapny Backup Code :

Prompt For Backup :

Test Close

User Master:

Tools Help Exit

Change Company

Database

User

Reminder

Email

Device Management

Migrate With Latest Version

Admin having permission to create User .This form consist of User Name, Password, Confirm Password .Admin have permission of Adding multiple Users, Delete Users. Admin sets permission for created User

Create User

Login Details

User Name :

Password :

Re Type :

Save Delete Clear Close

User Rights

- Masters
- Attendance
- Payroll
- Report
- Tools

Display

User Name

User Creation

Reminder Screen :

This form to show birthday and Wedding anniversaries of Employee

Email Reports:

This Tool helps to mail Monthly Attendance Summary report to the employee.

Email Settings :

Admin or User has to fill these Email settings

Device Management:

This Tool is for importing Users to Device , Delete Logs ,Clear Logs ,and Clear Admin from Device if device is connected state

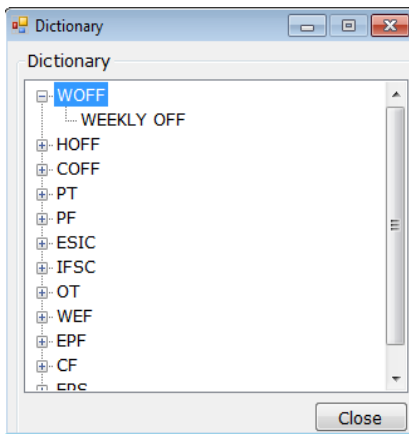
Help

About Us

This form consist of Software version with contact details for support along with license details

Dictionary:

This form consist of the meaning of used terms in My Attendance software



For more Details contact – sales@ravirajtech.com
support@ravirajtech.com