

* SMART OFFICE WEB 8.6 USER MANUAL*

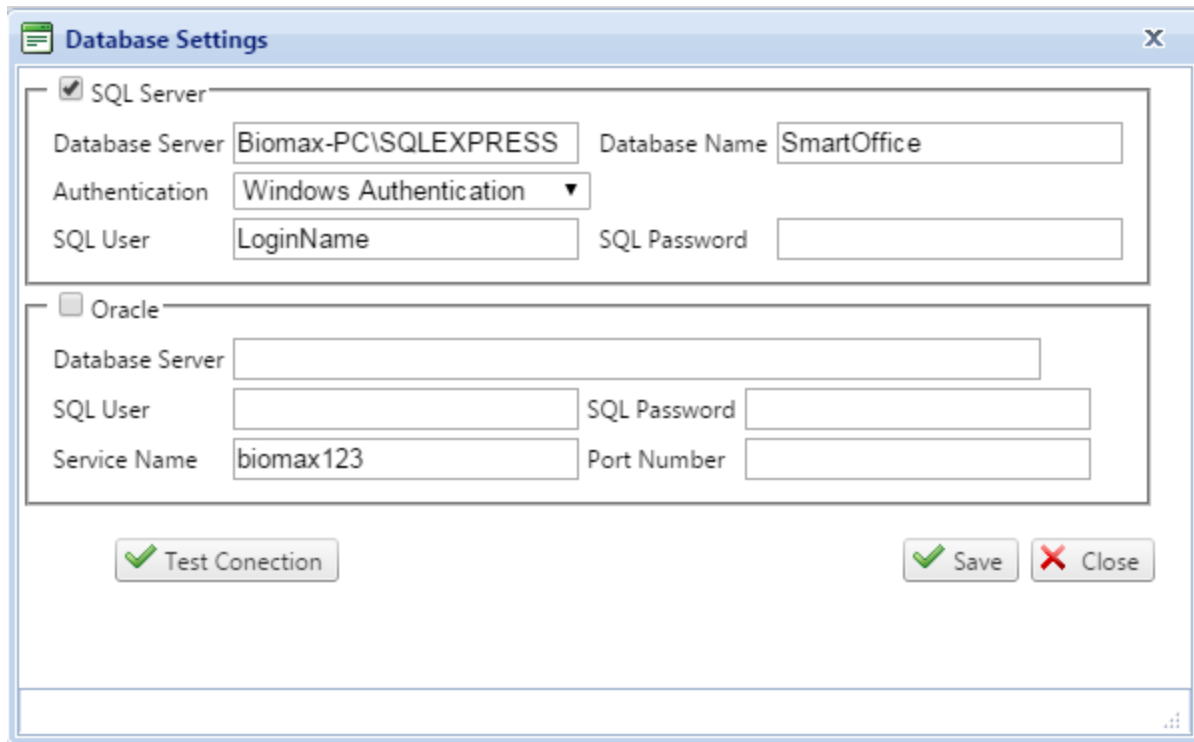
A web based application is a software package that can be accessed through the web browser. The software and database resides on a central server rather than being installed on the desktop system and is accessed over a network.

Login Page: For Entering into the Login Page an Individual have to browse the Application by concerning static IP address or the local address ([Local Host](#)).



Default login Id & Password: [Login Id-biomax](#), [Password:biomax](#)

Database settings: This option is used to Attach the concerning Database into the Application. There are Two Types of Databases Attachment Facility i.e. MS-SQL Database and Oracle.



For example: **Ms-Sql database:**

Database server: **Biomax-PC**

Database Name: **Smart office**

Authentication: As per User (Windows authentication or Sql server authentication).

Note: For Sql server authentication an individual must have to enter concerning “SqlUser” and “Sql password”

For windows authentication this option disables.

Oracle database:

Database server: **192.168.1.90** or the created server name.

Sql User: As per the created schema in oracle or the default login id of oracle

SQL password: Concerning password of login id.

Service name: Oracle service name (XE, ORCL etc.).

Port number: Oracle browsing port number (Default 1521).

ADMIN----->System Users: This option enables default User to create another User with different software options accessibility as per the role defined by the default User followed by the new Id name & password. It is mandatory to select a company for enrolling a User.

Device Name	Location	Last Download Date	LastPing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No records to display.			
<div><div><div>1</div></div><div>Page size: 10</div><div>0 items in 1 pages</div></div>			

Machine Dis-Connected Status

Device Name	Location	Last Download Date	LastPing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New		01-Jan-1900 12:00 AM	02-Jun-2017 10:42 AM
<div><div><div>1</div></div><div>Page size: 10</div><div>1 items in 1 pages</div></div>			

Admin Master Leave Management Device Management Utilities Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities

Add New
Login Name
essl

Update System User

Add/Edit System User

Login Name biomax **Password**
Role Name Admin **EmployeeCode** 0

Companies Allowed

Default

Permission Allowed

☐ Permissions

- ☐ Users
- ☐ MasterSettings
- ☐ MailSettings
- ☐ Companies
- ☐ Departments
- ☐ EmpCategories
- ☐ Shifts
- ☐ ShiftCalendars

☒ Is Admin

Save Close

Note: If a User is enrolled with “IS ADMIN” then that individual has the Admin rights into the software.

- ADMIN----→Mail Settings:** This option allows you to do the Mail Settings for sending Mail for Different use.

EmailId: Mail id of the sender of the Mail (e.g. - Admin, H.R. etc.).

SMTP Server: Concerning server for Mail sending.

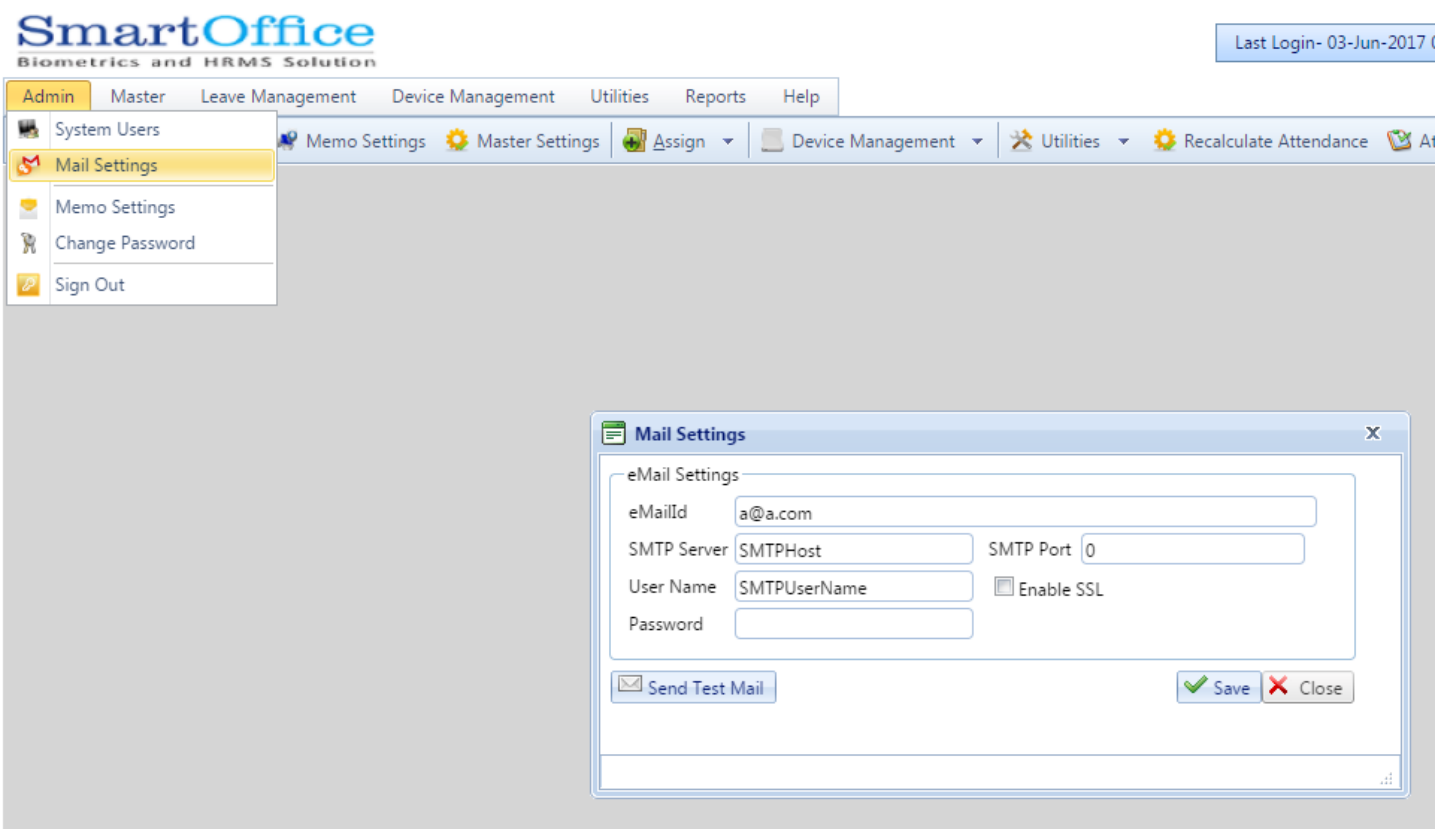
SMTP Port: Concerning Mail sending Server Port Number.

User Name: User Name of the sender.

Enable SSL: Security check for Mails to pass through secured socket Layer.

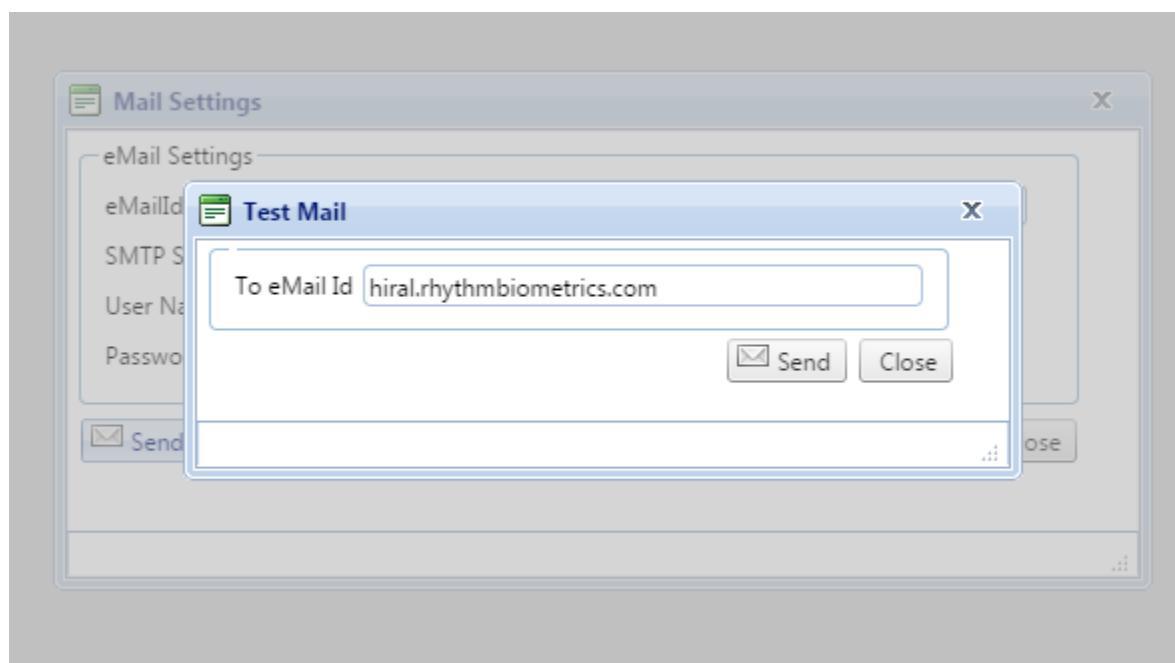
Password: Sender Mail Account Password.

Send test mail: Used for send a Test Mail to any Id for settings checking.



Go to Employee-Edit –Employee Personal Details-Email Id: give Email Id in Personal Mail Id box.

Send Text Mail: give Email Id to send the Mail Automatically.



2. **ADMIN---→Memo Settings:** This option allows a User to Design the subject and body for Different Disorganization Behavior like: Late coming/Early going, Absenteeism, Missed punch etc.

Update Memo Subject and body Content

Note:-Please use the mentioned appropriate term EmployeeCode --> \$\$EmployeeCode\$\$ && EmployeeName--> \$\$EmployeeName\$\$

Memo Signature

Signature Administrator

Late Coming\ Early Going Memo Settings

Subject LATE-COMING/EARLY-GOING NOTICE/MEMO.

Body Early from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person immediately.

Absenteeism Memo Settings

Subject ABSENTEEISM NOTICE/MEMO.

Body It has been observed from the Attendance Record that you were Absent from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an

Missed Punch Memo Settings

Subject MISSED OUT PUNCH NOTICE/MEMO.

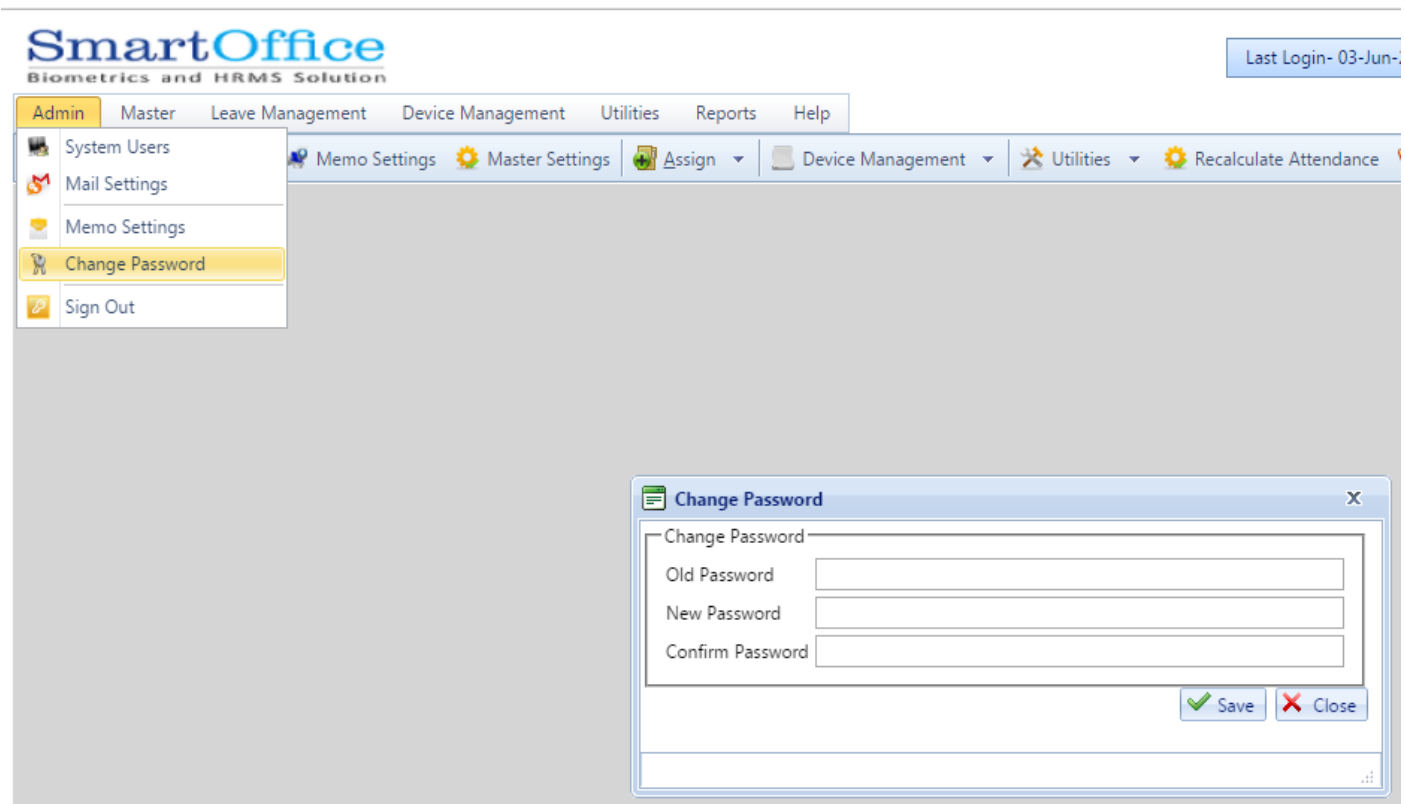
Body It has been observed from the Attendance Record that you are not punching properly which is resulting into Missed Out Punch records in our attendance reports. Kindly explain

Save Close

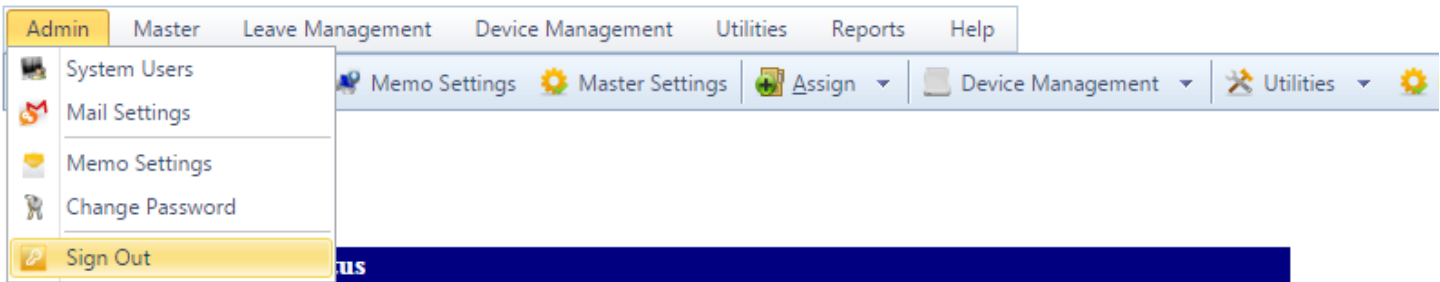
Note: For sending the automated memo via “smart office Task manager” to a particular Employee, it is mandatory to add the above mentioned text code in memo option i.e. “\$\$Employee Code\$\$” for the particular Employee code or “\$\$Employee Name\$\$” for the particular Employee name.

If the Administrator wants to send both Employee name as well as Employee code then he/she can use both text codes at a time and anywhere inside the body border.

3. **ADMIN---→ Change password:** This option allows the logged in User to change the login password of the concerning Account.



4. **ADMIN ----→ SIGN OUT:** This option allows an individual to log out from the running login or UserAccount.



Device Name	Location	Last Download Date	LastPing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No records to display.			
<input type="button" value="Previous"/> <input type="button" value="First"/> <input type="text" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		Page size: 10	0 items in 1 pages

Machine Dis-Connected Status

Device Name	Location	Last Download Date	LastPing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
New		01-Jan-1900 12:00 AM	02-Jun-2017 10:42 AM
<input type="button" value="Previous"/> <input type="button" value="First"/> <input type="text" value="1"/> <input type="button" value="Next"/> <input type="button" value="Last"/>		Page size: 10	1 items in 1 pages

5. Master---→ Master Settings: The Master settings option will be applicable for all the folks who is there in this application, on the other we can say it is the global settings

- To make the Employee Code and Employee Code in device same. (If you want to make both different you need to uncheck this option)

Note: Device code cannot be Alpha-numeric.

- If only 1 shift is there in the company then Fixed Shift can be given by Providing Shift Begin Time and End Time Details.
- When the financial years starts for the organization.
- **Minimum difference** refers to the punch acceptance between several back to back punches of same User. (e.g. if two punches are made back to back then the User will be marked absent as if the User duration will be calculated less, if we have mentioned the difference as 5 minutes then between this interval only first punch will be accepted not other back to back punches will be accepted).
- **Prior the shift time**, how long the punches can be start before shift timing (Given value will be in term of minutes).

- **If there is no shift assigned** on any of the day to any of the folks then System can take the shift by the given possible settings:
 1. **Previous day shift:** - System will assume that today shift is the same as previous day shift.
 2. **Auto Shift:** - on the bases of in time, System will identify which Shift Begin Time is closer to his In Time and it will take that shift only.
- **Restricted holiday limit for Employees** refers to bounding an Employee for taking the assigned public holidays limit not more than that. (e.g. if the limit is bounded for 5 then an Employee can take only 5 public holidays throughout the year not more than that).
- **Quarter day leave duration** refers to set the minimum limit for an Employee to work during the quarter day, if the limit is not at equilibrium or more, the quarter day leave will be not considered effective.
- **Outdoor entry can be applied within**, option refers to set the limit for applying outdoor duty within the mentioned time period or else the entries will be void.
- **Attendance lock on**, option refers to the attendance calculation date limit set for calculating the attendance.

Once the limit is filled the attendance will be calculated from that day to the consistent next month same day.

- **Is use push data collector service** option is used to run the push data collector service to push the logs from device to server.
- **Optional holiday type:**

Holiday group: This option allows an individual to prevent from leave applying criteria. If the individual is followed in the holiday group then the particular day holiday will be directly applicable to that Employee who rely on the concerning group.

1. **Restricted Holiday:** This option states that if an Employee belongs to this criteria then that individual is must bounded with leave applying criteria to avail this type of holiday provided by the organization.

Master Settings

MasterSettings

☒ Is Employee Code and Employee Code in Device Same

☐ Is Fixed Shift Begin Time End Time

Attendance Year Starts on

Minimum difference between two punches Mins

Punch Begin Duration Mins

When no shift assigned consider ▼

CalcAutoShiftAsPer ▼

Restricted Holiday Limit for Employee

Quarter Day Leave Duration Mins

Out Door entry can be applied with in Days

Attendance Lock on ▼

☒ Is Use Push Data Collector Service

☐ Auto Generate Emp Code EmpCodePrefix Prefix Length

Optional Holiday Type ☒ HolidayGroup ☐ Restricted Holiday

Other Device Settings

☐ Delete User Mark as Delete/Resigned ☒ Add New UserIn Default Company ☐ Add User Automatically in Device

☐ Is Resign Employee NotPresent For

Save Close

6. SMS Settings: This option allows a User to configure the text Sms which will be triggered with the help of SMS service option.

1. Is Sms required: This option is used to enable Sms configuration.

2. URL: This option allows a User to feed the URL which is approved or registered by the API Company for shooting the Sms.

3. Success Status: This field allows a User to insert the Sms shooting success code with which the User can identify that whether the Sms is triggered or not.

4. First in text: This field allows a User to insert the text which will be used for the first in punch of the day while shooting the Sms.

(e.g. \$\$ Employee code\$\$/\$\$Employee Name\$\$ has first punched in the device \$\$LogDateTime\$\$.)

5.Last out text: This field allows a User to insert the text which will be used for the last out text for the day while shooting the Sms.

6.ALL INOUT Text:This field allows a User to insert the text which will be used for the All IN OUT punches made in a day while shooting the Sms.

7. No Punch Text: This field allows a User to insert the text which will be used for No punch made in a day while shooting the Sms.

8. Present Text:This field allows a User to insert the text which will be used for present status based on the basis of Employee punches while shooting the Sms.

9. Absent Text: This field allows a User to insert the text which will be used for absent status while shooting the Sms.

10. Send test Sms: This option is used to send the test Sms for the verifying that the Sms sending feature is properly configured or not.

***NOTE:**

For all the texts which are to be inserted into the different above mentioned fields are mandatory to be approved by the API provider side. For entering the text, the proper text code is must to be inserted like \$\$Employee code\$\$ or \$\$Employee Name\$\$ followed with the text body as mentioned in the First In text example.

Once the setting is configured then save and try to send the test Sms for verification

***Employee SMS Setting: go to EmployeePersonalDetails –give contact number.**

SMS LOGS: This option allows a User to view the logs of the Sms which has been sent on the different Employee mobile numbers. A User is also capable to filter the logs on the basis of “Success and Failure status”, date-wise, Employee code wise and Employee name wise.

Employee Manual SMS: This option allows a User to send the Sms manually to a group of Employees selected or particularly. All types of messages can be sent like: present, Absent, First in etc. If a User wants to send the Sms manually apart from the texts available in SMS settings then that User can type the Sms manually in the message box available.

Note: For typing the Sms manually, the texts which will be used must be approved by the API provider or else the Sms shooting will not succeed. The proper text code shall be maintained for drafting the Sms. (e.g. \$\$Employee code\$\$ etc.).

Admin Master Leave Management Device Management Utilities Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

From Date 05-Jun-2017 To Date 05-Jun-2017 ☐ FirstIn ☐ LastOut ☐ NoPunch ☐ All In Out ☐ Present ☐ Absent ☐ Manual

Note:-Please use the mentioned appropriate term EmployeeCode -->\$\$EmployeeCode\$\$ && EmployeeName-->\$\$EmployeeName\$\$

Send SMS

Employee Code	Employee Name	Company	Department	Category	Designation	Location	Status	Emp Type	ContactNo
001	ABC	Biomax	TSE	Default			Working		
002	XYZ	Biomax	Default	Default			Working		

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Company: This option allows a Company define or add, edit and delete a company.

If a User wants that the newly added company should not be visible to another logins then a User have to uncheck the option “Visible to all”. If the option is check marked then that company will be visible to every User who has the permission to access the Company option.

***Note:**

For inserting the Company logo User has to click on “Select” option and select the JPEG format file and save it. Once the company is saved then only the User will be able to view the company logo.

Save Company Details

Add Edit Company

Name

Short Name

☒ Visible to all

eMail

Website

Address

☐ Auto Generate Emp Code EmpCodePrefix Prefix Length

Add Company Logo

7. Department: This option allows a User to define departments on the basis of their requirement. Several departments can be created.

***Note: Department name and short name are mandatory to be filled.**

Save Department Details

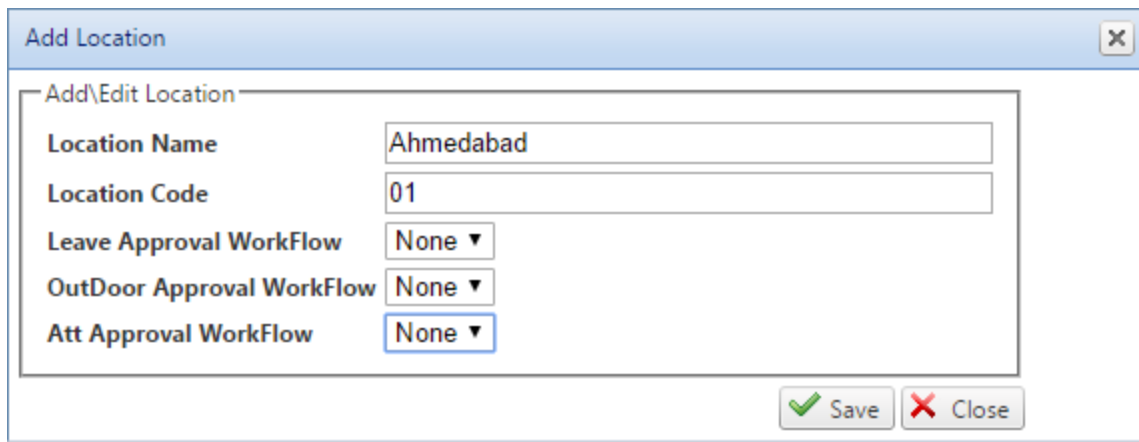
Add Edit Department

Name

Short Name

Description

8. Location: This option is used to indicate location of employee from our software.



Add Location

Add/Edit Location

Location Name: Ahmedabad

Location Code: 01

Leave Approval WorkFlow: None

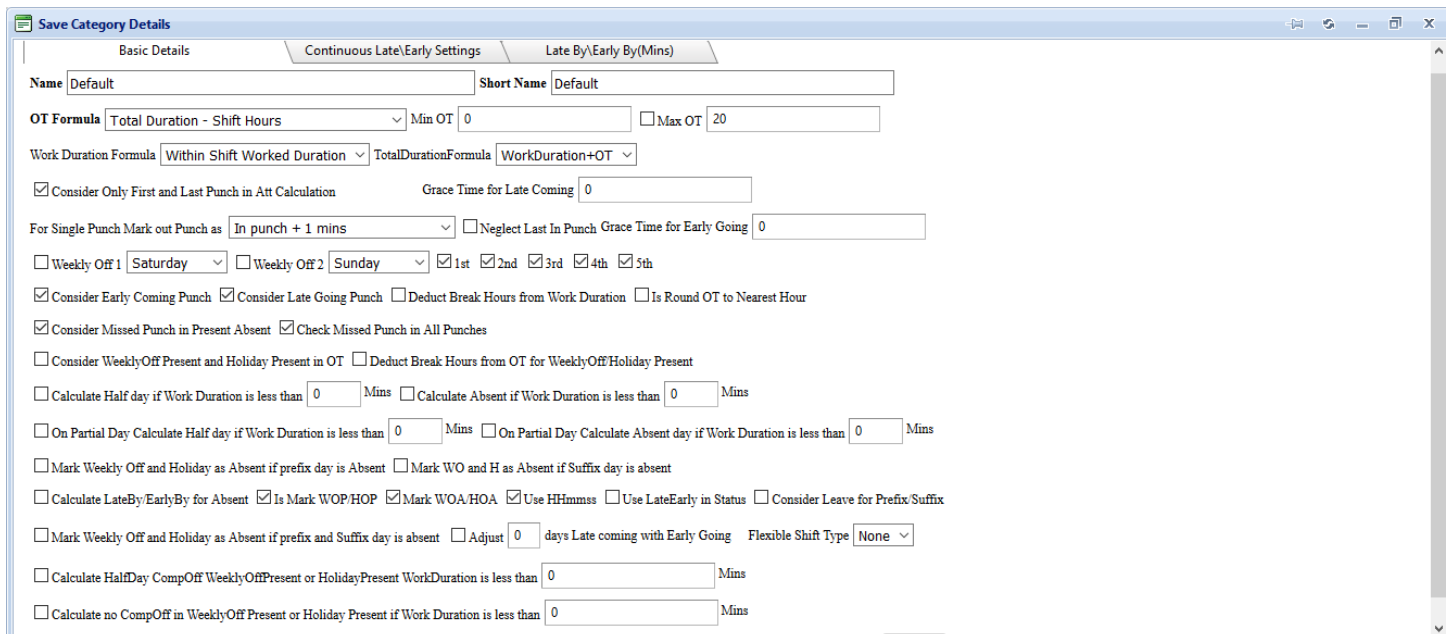
OutDoor Approval WorkFlow: None

Att Approval WorkFlow: None

Save Close

9. CATEGORY: This option is the soul of the application as the major parts of Report generating relies on these settings only.

Basic Details



Save Category Details

Basic Details Continuous Late/Early Settings Late By/Early By(Mins)

Name: Default Short Name: Default

OT Formula: Total Duration - Shift Hours Min OT: 0 Max OT: 20

Work Duration Formula: Within Shift Worked Duration TotalDurationFormula: WorkDuration+OT

☒ Consider Only First and Last Punch in Att Calculation Grace Time for Late Coming: 0

For Single Punch Mark out Punch as: In punch + 1 mins ☐ Neglect Last In Punch Grace Time for Early Going: 0

☐ Weekly Off 1: Saturday ☐ Weekly Off 2: Sunday ☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th

☒ Consider Early Coming Punch ☒ Consider Late Going Punch ☐ Deduct Break Hours from Work Duration ☐ Is Round OT to Nearest Hour

☒ Consider Missed Punch in Present Absent ☒ Check Missed Punch in All Punches

☐ Consider WeeklyOff Present and Holiday Present in OT ☐ Deduct Break Hours from OT for WeeklyOff/Holiday Present

☐ Calculate Half day if Work Duration is less than 0 Mins ☐ Calculate Absent if Work Duration is less than 0 Mins

☐ On Partial Day Calculate Half day if Work Duration is less than 0 Mins ☐ On Partial Day Calculate Absent day if Work Duration is less than 0 Mins

☐ Mark Weekly Off and Holiday as Absent if prefix day is Absent ☐ Mark WO and H as Absent if Suffix day is absent

☐ Calculate LateBy/EarlyBy for Absent ☒ Is Mark WOP/HOP ☒ Mark WOA/HOA ☒ Use HHmmss ☐ Use LateEarly in Status ☐ Consider Leave for Prefix/Suffix

☐ Mark Weekly Off and Holiday as Absent if prefix and Suffix day is absent ☐ Adjust 0 days Late coming with Early Going Flexible Shift Type: None

☐ Calculate HalfDay CompOff WeeklyOffPresent or HolidayPresent WorkDuration is less than 0 Mins

☐ Calculate no CompOff in WeeklyOff Present or Holiday Present if Work Duration is less than 0 Mins

A. OT Formula

- OT not applicable:** OT will be not effective.
- OutPunch-ShiftEndTime:** - By giving this settings, we are calculating the OT only on base of how late he/she went.
- Total Duration –Shift Hours:** - OT will be calculated by his total work duration deducted by the followed shift hours.

4. **Early Coming + late going:** - OT will be calculated on the base of how early an individual has come and how late the individual has went.

B. Consider only first and last punch in Att calculation:

This option calculates only the first punch made at the shift start time and last punch made at shift end time.

C. Min OT and Max OT

Over Time will be applicable if OT duration should be minimum time that is Mentioned in duration and MAX OT means maximum time till that Duration OT is allowed, remaining will be get lapsed.

D. For single punch mark out punch as: This option comes in action when an Employee makes a single into the device and miss to mark out punch. The last punch filling criteria will be considered on the basis of following options:

Punch + 1 mins: This option marks the attendance on the basis of first punch made, followed with the next punch as out punch after one minute of the first punch.

Shift end time: This option marks the shift end time automatically into the Report. That punch will be displayed as System entry (SE).

No System entry (S.E) + Present: This option will mark the attendance as present without making any system entry for end time.

No System entry (S.E) + absent: This option will mark the attendance as absent without making any system entry for end time.

Grace Time for Late Coming:

The number of minutes which is allowed for late coming i.e. how long an Employee can come late after the shift starts.

Grace Time for Early Going

The number of minutes which is allowed for early going i.e. how long an Employee can go early before the shift end time.

Weekly Off

Select any of the week days as weekly off 1 and select any of the days in month for the particular day as weekly off 2. (E.g. Second Saturday).

Consider Early Coming Punch

Whether to accept early coming punch i.e. All the Punch before the shift begin time is consider as early coming punch.

Consider Late Going Punch

Whether to accept Late Going punch i.e. all the Punch after the shift end time is consider as late going punch

Deduct Break Hours from Work Duration

Whether to deduct shift break hours from Employee total work duration.

Calculate Half day if Work Duration is Less than

If Employee works less then mentioned Work Duration values then System will mark it as half day present (1/2P).

Calculate Absent if Work Duration is Less than

If Employee works less then mentioned Work Duration value then System will mark it as Absent (A).

On Partial Day Calculate Half day if Work Duration is Less than

If Employee works less then mentioned Work Duration values in half day then System will mark it as half day present (1/2P).

On Partial Day Calculate Absent if Work Duration is Less than

If Employee works less then mentioned Work Duration value on half day then System will mark it as Absent (A).

Mark Weekly Off and Holiday as absent if prefix day absent

If Employee is absent before the holiday or weekly off then system will mark that Holiday day or Weekly Off as absent

Suppose Sunday is mark as Week off and Employee is absent on Saturday then that Sunday will be marked as absent instead Week Off. Same rule is applicable for Holiday also.

Mark Weekly Off and Holiday as absent if Suffix day absent

If Employee is absent after the holiday or weekly off then system will mark that Holiday day or Weekly Off as absent.

Suppose Sunday is mark as Week off and Employee is absent on Monday then that Sunday will be marked as absent instead Week Off. Same rule is applicable for Holiday also.

Mark Weekly Off and Holiday as absent if both prefix and Suffix absent

It is applicable for both Suffix and Prefix.

Mark Half Day\Full Day absent When Late for --- days

If Employee is late for mentioned number of days in a month then system will mark next day present as Half Day or Full Day Absent.

Mark Half Day if Late By

System will mark the half day if Employee is late more than the mentioned minutes.

Mark Half Day if Early By

System will mark the half day if Employee is early more than the mentioned minutes.

Calculate Half Day comp off weekly off present or Holiday present work duration is less than ---- minutes:

This option works as if the Employee is working for the given duration on holiday or week off then that Employee will be eligible for half day comp off and if the work duration exceeds from the given limit then that Employee will be eligible for full day comp off.

Calculate no comp off in weekly off present or Holiday present if work duration is less than ----- minutes:

This option works as if the Employee is not working for the given duration of time in weekly off or holiday then that Employee comp off will not be calculated or that Employee will not be eligible for that.

Save Category Details

Basic Details Continuous Late\Early Settings Late By\Early By(Mins)

☐ Is Mark Continuous Late

☐ Is Consider Early By as well

☐ Mark Absent When Late for Days(Monthly Basis) ☐ Is perform Same Action after every consecutive Late

☐ Deduct Day Leave When Late for Days(Monthly Basis)

☐ Is Mark Continuous Early

☐ Mark Absent When Early for Days(Monthly Basis) ☐ Is perform Same Action after every consecutive Early

☐ Deduct Day Leave When Early for Days(Monthly Basis)

☒ Save

(A)If perform same action after every consecutive late

Employee mark as a half day or absent. and break will be deduct from CL,PL or SL

Deduct break from CL, PL, or SL.

-Is mark continues early by.

(B)If perform same action after every consecutive early

Employee mark as half day or absent.

Deduct break from CL, PL or SL.

- Late by Early by (Mints)

(c)If Employee late coming /early going recurring basis.

Employee mark as half day or deduct break from PL, CL or SL.

Save Category Details

Basic Details Continuous Late\Early Settings Late By\Early By(Mins)

LateBy\EarlyBy Mins

LateComing\EarlyGoing Recurring basis Daily Basis

☐ Is Mark/Deduct Leave Late By

☐ Mark Half Day if Late by 0 Mins ☐ Deduct Half Day Day None None None Leave When Late for 0 Mins

☐ Is Mark/Deduct Leave Early By


☐ Mark Half Day if Early Going by 0 Mins ☐ Deduct Half Day Day None None None Leave When Late for 0 Mins

Save

10.Employee:- from this option we can view EmployeeDetails, Employee code, Employee name, Employee company, Employee department, Employee category, Employee designation, status, Employment type and we can edit EmployeeDetails.


Note: If you want to use EmployeeSelf Service Portal then you should mention EmployeeLogin Name&Password.

Save Employee Details

Professional Details Employee Name: <input type="text" value="Hiral"/> Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female Employee Code: <input type="text" value="1412"/> <input type="button" value="Generate"/> Device Code: <input type="text" value="1412"/> Photo:  <input type="button" value="Select"/> Company: <input type="text" value="Biomax"/> Department: <input type="text" value="TSE"/> Category: <input type="text" value="Default"/> Designation: <input type="text" value="Support Engineer"/> EmploymentType: <input type="text" value="Permanent"/> Date of Joining: <input type="text" value="01-Sep-2016"/> Date of Resigning: <input type="text" value="01-Jan-3000"/> Leave Credit From Date: <input type="text" value="01-Sep-2016"/> Login Name: <input type="text" value="Hiral"/> Shift Roster: <input type="text" value="None"/> HolidayGroup: <input type="text" value="None"/> Employee Location: <input type="text" value="Ahmedabad"/> UIDNo: <input type="text" value="7858767867"/> PANNo: <input type="text" value="127866852875"/> <input checked="" type="checkbox"/> Is Receive Notification AndroidDeviceIMEI: <input type="text" value="12358634895"/>		Status: <input type="text" value="Working"/> Grade: <input type="text" value="A"/> Team: <input type="text" value="Software"/> Date of Confirmation: <input type="text" value="01-Sep-2016"/> Password: <input type="text"/> Shift Type: <input type="text" value="Single Shift in a Day"/> Shift Group: <input type="text" value="None"/> Multi Shift Group: <input type="text" value="None"/> VoterIdNo: <input type="text" value="154524"/> <input checked="" type="checkbox"/> Is Mark Android Web Attendance <input type="checkbox"/> Take Unlimited Leave	
Contact Details Official Phone: <input type="text" value="079-2213010"/> Extension: <input type="text" value="141"/> Official Mobile: <input type="text" value="7227044252"/>		Personal Details Father Name: <input type="text" value="Dhiraj Bhai"/> Contact Number: <input type="text" value="7227044252"/> eMail ID: <input type="text" value="hiral@rhythmbiometri"/> Blood Group: <input type="text" value="O+"/> Personal eMail ID: <input type="text" value="hiral@rhythmbiometrics.com"/> Nominee1: <input type="text" value="Dhiraj solanki"/> Nominee2: <input type="text" value="kiran solanki"/> Date Of Birth: <input type="text" value="08-Jan-1993"/> Birth Place: <input type="text" value="Ahmedabad"/> Residential Address: <input type="text" value="Ahmedabad"/> Perment Address: <input type="text" value="409 Loha bahvan Opp. Old high court Incomtax area"/>	
Passport Details Nationality: <input type="text" value="Indian"/> Duty and Responsibility: <input type="text"/> <input checked="" type="checkbox"/> Contract Employee Contract From: <input type="text" value="01-Jan-1901"/> Contract To: <input type="text" value="01-Jan-1901"/> Passport Expire On: <input type="text" value="01-Jan-1901"/> FRIN Expire On: <input type="text" value="01-Jan-1901"/>		<input type="button" value="Save"/>	

Note: If you want to assign multi Employee shift then you have to select **Multi Shift in a Day**

Save Employee Details

Professional Details Employee Name: <input type="text" value="Hiral"/> Gender: <input type="radio"/> Male <input checked="" type="radio"/> Female Employee Code: <input type="text" value="1412"/> <input type="button" value="Generate"/> Device Code: <input type="text" value="1412"/> Photo:  <input type="button" value="Select"/> Company: <input type="text" value="Biomax"/> Department: <input type="text" value="TSE"/> Category: <input type="text" value="Default"/> Designation: <input type="text" value="Support Engineer"/> EmploymentType: <input type="text" value="Permanent"/> Date of Joining: <input type="text" value="01-Sep-2016"/> Date of Resigning: <input type="text" value="01-Jan-3000"/> Leave Credit From Date: <input type="text" value="01-Sep-2016"/> Login Name: <input type="text" value="Hiral"/> Shift Roster: <input type="text" value="None"/> HolidayGroup: <input type="text" value="None"/> Employee Location: <input type="text" value="Ahmedabad"/> UIDNo: <input type="text" value="7858767867"/> PANNo: <input type="text" value="127866852875"/> <input checked="" type="checkbox"/> Is Receive Notification AndroidDeviceIMEI: <input type="text" value="12358634895"/>		Status: <input type="text" value="Working"/> Grade: <input type="text" value="A"/> Team: <input type="text" value="Software"/> Date of Confirmation: <input type="text" value="01-Sep-2016"/> Password: <input type="text"/> Shift Type: <input type="text" value="Multiple Shifts in a Day"/> Shift Group: <input type="text" value="None"/> Multi Shift Group: <input type="text" value="None"/> VoterIdNo: <input type="text" value="154524"/> <input checked="" type="checkbox"/> Is Mark Android Web Attendance <input type="checkbox"/> Take Unlimited Leave	
Contact Details Official Phone: <input type="text" value="079-2213010"/> Extension: <input type="text" value="141"/> Official Mobile: <input type="text" value="7227044252"/>		Personal Details Father Name: <input type="text" value="Dhiraj Bhai"/> Contact Number: <input type="text" value="7227044252"/> eMail ID: <input type="text" value="hiral@rhythmbiometri"/> Blood Group: <input type="text" value="O+"/> Personal eMail ID: <input type="text" value="hiral@rhythmbiometrics.com"/> Nominee1: <input type="text" value="Dhiraj solanki"/> Nominee2: <input type="text" value="kiran solanki"/> Date Of Birth: <input type="text" value="08-Jan-1993"/> Birth Place: <input type="text" value="Ahmedabad"/> Residential Address: <input type="text" value="Ahmedabad"/> Perment Address: <input type="text" value="409 Loha bahvan Opp. Old high court Incomtax area"/>	
Passport Details Nationality: <input type="text" value="Indian"/> Duty and Responsibility: <input type="text"/> <input checked="" type="checkbox"/> Contract Employee Contract From: <input type="text" value="01-Jan-1901"/> Contract To: <input type="text" value="01-Jan-1901"/> Passport Expire On: <input type="text" value="01-Jan-1901"/> FRIN Expire On: <input type="text" value="01-Jan-1901"/>		<input type="button" value="Save"/>	

Add New Employee Delete Selected Employees Assign Reporting Manager Import Employee Details Import Employee Personal Details Export Employee Details Export Employee Personal Details										
Employee Code	Employee Name	Company	Department	Category	Designation	Location	Status	EmploymentType		
001	ABC	Biomax	TSE	Default			Working		Reporting Managers	Employee Documents
002	XYZ	Biomax	Default	Default			Working		Reporting Managers	Employee Documents
1412	Hiral	Biomax	TSE	Default	Support Engineer	Ahmedabad	Working	Permanent	Reporting Managers	Employee Documents

3 items in 1 pages

(A)EmployeeDetails:

Professional Details

Employee Name

Hiral

Gender

☐ Male
 ☒ Female

Employee Code

1412

Generate

Device Code

1412

Company

Biomax

Department

TSE

Category

Default

Designation

Support Engineer

EmploymentType

Permanent

Date of Joining

01-Sep-2016

Date of Resigning

01-Jan-3000

Leave Credit From Date

01-Sep-2016

Login Name

Hiral

Shift Roster

None

HolidayGroup

None

Employee Location

Ahmedabad

UIDNo

7858767867

PANNo

127866852875

☒ Is Receive Notification

AndroidDeviceIMEI

No

12358634895

Photo

Select

Status

Working

Grade

A

Team

Software

Date of Confirmation

01-Sep-2016

Password

Shift Type

Multiple Shifts in a Day

Shift Group

None

Multi Shift Group

None

VoterIdNo

154524

☒ Is Mark Android/Web Attendance

Take Unlimited Leave

Contact Details

Official Phone

079-2213010

Extension

141

Official Mobile

7227044252

Personal Details

Father Name

Dhiraj Bhai

Contact Number

7227044252

eMail ID

hiral@rhythmbiometri

Blood Group

O+

Personal eMail ID

hiral@rhythmbiometrics.com

Nominee1

Dhiraj solanki

Nominee2

kiran solanki

Date Of Birth

08-Jan-1993

Birth Place

Ahmedabad

Residential Address

Ahmedabad

Perment Address

409 Loha bahvan Opp. Old high court Incomtax area

Passport Details

Nationality

Indian

Duty and Responsibility

☒ Contract Employee Contract From 01-Jan-1901 Contract To 01-Jan-1901

Passport Expire On

01-Jan-1901

FRIN Expire On

01-Jan-1901

Save

11.Shift Group: This option indicate Employee Shift Group and which Employee working in which shift group. Also how many shift group is created.

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Admin Master Leave Management Device Management Utilities Reports Help			
New	Employees	Memo Settings	Master Settings
Assign	Device Management	Utilities	Recalculate Attendance
Attendance Register	Attendance Logs	Reports	

+

Add New Shift Group

Shift Group Code	Shift Group Name		
<input type="text" value="New"/>	<input type="text" value="New"/>		
New	New		

1

Page size: 10

1 items in 1 pages

We can add or edit any type of shift group.

How to add or edit shift group?

Ans: go to [shift group](#) click on [edit](#) and give shift name,short name description.

Save ShiftGroup Details

Add/Edit ShiftGroup

Name

Short Name

Description

Shift Access

GS

MS

>

<

Save

12.Shift: This option allow to view Employee assign shift.

Shift List Screen: This window will show current shift of this Employee.

SmartOffice
Biometrics and HRMS Solution

Admin Master Leave Management Device Management Utilities Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

Add New Shift

Shift Name	ShiftCode	Begin Time	End Time	Is Break1	Is Break2		
General	GS	09:15	18:30	0	0		
Morning Shift	MS	00:00	00:00	0	0		

Page size: 10 2 items in 1 pages

In shift there is two option **Basic Details**&**Other Details**

Flexible Shift: It will work less than 24hrs.(Example: 00.01-23.59 means you have to mention minutes in the box 1438 mints. If you are going for next day then you have to give time in end by option. If you shift is starting today 09.01am & ending tomorrow 08.59am. so you have to punch before **08.59** or **at08.59am**. if you punch after **08.59am** than that punch will consider on next day.

In flexi if you have any break than you can mention in mints.

1.BasicDetails:

(A) **Name**: This option allow to view shift name.

(B)**Code**: This option allow to view shift code.

(C)**Shift scheduling time**: Regular& Flexible you can give according to Employee type.

(D) **Begin Type**: This option used to view Employee shift begin time.

(E)**End Time**: This option is used to view Employee shift end time.

(F)**Shift break timings**: Break 1 & Break 2

Note: You can arrange Break time as per company policy.

2.OtherDetails.

Save Shift Details

Basic Details | Other Details

Other Details

☒ Punch Begin Before 240 Mins (Default value will come from Master Settings)

☒ Punch End After 240 Mins (Default value is next day shift begin time – punch begin duration)

Partial Day Settings

☒ Partial Day1 on Saturday ☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th

☐ Partial Day2 on Sunday ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th Begin Time 09:30 End Time 16:30

☐ Mark Half Day when Report to office after 11:00 ☐ Mark Half Day when Leave office before 11:00

Session 1 End By 00:00 Session 2 Grace time 0 Mins

☐ Grace Time 0 Mins (Default Value will come from Employee Category Settings) TimeGroupId 0

Save

(a)**Punch Begin Before**: This option is allowed maximum time before shift begin time.

(b)**Punch End After**: Shift End Time + Out Punch Time.

(c)**partial day 1 on**: give partial day one,

(d)**partial day 2 on**: give partial day two

(i) **Begin time** : give time for partial day

(ii) **End time**: give end time for partial day

Note: you can select only one partial day in a week.

(e) **Mark Half day when Report to office after-----Time**: (per day basis it will work)

If you mention **09.15am** in mark half day when Report to office **09.15am**, then it will mark as Half Day.

(f) **Session End**: If you want to work in a particular time then you have to mention session one ending time.

(g) **Session Grace Time**: you have to give grace time for Employee. (for particular mints)

(h) **Grace time**: number of grace minutes for early going and late coming.

*Employee is allow to come and go early for that particular minutes.

13.Shift Roster: shift roster helps us to create rotational shift according to week and month.

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Add/Edit Employee Shift Roster

Rotation Name: New Begin Day: 01-Jun-2017 End Day: 01-Jun-2018

Rotation Master Occurrence

☐ Weekly ☐ Monthly

Weekly

Monday: None
Tuesday: None
Wednesday: None
Thursday: None
Friday: None
Saturday: None
Sunday: None

Weekly Off

☐ Sunday ☐ Saturday Every

Monthly

01	02	03	04	05	06	07
08	09	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Save

(a) **Rotation Name**: give roster name.

(b) **Begin Day**: give begin roster day for Employee.

(c) **End Day**: give end roster day for Employee.

(d)Weekly: select week for Employee roster.

(e)Monthly: select month for Employee roster.

(f)Week off: select week off for Employee roster.

Note: Monthly wise if you are giving calendar than it will take from your computer current running calendar.

14.Multi Shift: This option allow to view Employee Multi Shift

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New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

Add New Shift

Multi Shift Name	MultiShift Code	Begin Time	End Time		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Morning Shift	MS	09:00	20:00		
Noon Shift	Noon	15:00	22:00		
Night Shift	Night	20:00	07:00		
UK	UK	13:00	23:00		

Page size: 10 4 items in 1 pages

How to create Multi Shift?

Update Shift

Shift Details

Name Code

Begin Time End Time

Other Details

☒ Punch Begin Before Mins (Default value will come from Master Settings)

☒ Punch End After Mins (Default value is next day shift begin time – punch begin duration)

☒ Grace Time Mins (Default Value will come from Employee Category Settings)

Save Close

(a)Name: give multi shift name.

(b)Code: give multi shift code name.

(c)Begin Time: give multi shift begin time.

(d)End Time: give multi shift end time.

In Other Details:

(a)Punch Begin Before: This option set maximum allowed time before multi shift begin time.

(b)Punch End After: This option set maximum allowed time end multi shift end after time.

Note: you can assign nine multi shift to a Employee.

15.Multi Shift Group: this option allow to view multi shift group.

The screenshot displays the 'Shift Roster Details' window in the SmartOffice application. The window has a title bar and a menu bar with options: Admin, Master, Leave Management, Device Management, Utilities, Reports, and Help. Below the menu bar is a toolbar with icons for New, Employees, Memo Settings, Master Settings, Assign, Device Management, Utilities, Recalculate Attendance, Attendance Register, Attendance Logs, and Reports. The main content area is titled 'Shift Roster Details' and contains a form for 'MultiShiftGroup Basic Details'. The form has two input fields: 'Shift Group Name' and 'Short Name'. Below these fields is a table with the following columns: Multi Shift Name, MultiShift Code, Begin Time, and End Time. The table contains two rows: 'Morning Shift' with code 'MS' and times '09:00' to '20:00', and 'Noon Shift' with code 'Noon' and times '15:00' to '22:00'.

Multi Shift Name	MultiShift Code	Begin Time	End Time
Morning Shift	MS	09:00	20:00
Noon Shift	Noon	15:00	22:00

(a)Shift group name: give shift group name.

(b)Short name: give short name for multi shift group.

16.Employee Multi Shift: this option will show the Employee list which are assigned with the multiple shifts.

Assign Employee Shift

From Date: 01-Jun-2017 To Date: 30-Jun-2017

Multi Shift:

Shift1: MS Shift2: Noon Shift3: Night Shift4: UK Shift5: Noon
Shift6: Night Shift7: MS Shift8: MS Shift9: UK

Code	Name	Company	Department	Category	Designation	Location	Status	EmploymentType
<input checked="" type="checkbox"/>	001	ABC	Biomax	TSE	Default		Working	
<input type="checkbox"/>	002	XYZ	Biomax	Default	Default		Working	

Page size: 10 2 items in 1 pages

[+ Assign Employee Shift](#)

This window will show assigning the Multi Shift to theEmployee.

Assign Employee Shift

From Date: 01-Jun-2017 To Date: 30-Jun-2017

Multi Shift:

Shift1: MS Shift2: Noon Shift3: Night Shift4: UK Shift5: Noon
Shift6: Night Shift7: MS Shift8: MS Shift9: UK

Code	Name	Company	Department	Category	Designation	Location	Status	EmploymentType
<input checked="" type="checkbox"/>	001	ABC	Biomax	TSE	Default		Working	
<input type="checkbox"/>	002	XYZ	Biomax	Default	Default		Working	

Page size: 10 2 items in 1 pages

[+ Assign Employee Shift](#)

Assign Employee Shift

✓ Employee Multi Shift Assigned Successfully.

[OK](#)

17.Department Multi Shift: this option allow to view list of Department Multi Shift.

We can Add/Edit Department Multi Shift.

Update Department Shift

Edit Department Shift

Department

TSE

From Date

01-Jun-2017

To Date

30-Jun-2017

Shift1

MS

Shift2

MS

Shift3

Noon

Shift4

Noon

Shift5

Night

Shift6

UK

Shift7

UK

Shift8

Night

Shift3

Noon

Save

Close

18.Department Multi Shift: This option will show the list of Department Multi Shift which has been created.

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Admin

Master

Leave Management

Device Management

Utilities

Reports

Help

New

Employees

Memo Settings

Master Settings

Assign

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Utilities

Recalculate Attendance

Attendance Register

Attendance Logs

Reports

Assign Department Shift

Shift Code	Shift Date	Shift Begin Time	Shift End Time	Is Break1	Is Break2	Department	Last Modified Date		
<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼	<input type="text"/> ▼		
GS	22-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	23-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	24-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	25-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	26-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	27-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	28-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	29-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	30-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		

◀

◁

1

2

3

▶

⏹

Page size: 10

29 items in 3 pages

Add/Edit Department Shift.

Update Department Shift

Edit Department Shift

Department

Software

From Date

01-Dec-2015

To Date

30-Dec-2015

Shift1

ES

Shift2

NightS

Shift3

NightS

Shift4

ES

Shift5

ES

Shift6

MS

Shift7

NightS

Shift8

NightS

Shift3

uk

Save

Close

19.Multi Shift Report: This option will show Employee Multi Shift Report.

AdminMasterLeave ManagementDevice ManagementUtilitiesReportsHelp

New

Master Settings

Option Settings

SMS Settings

SMSLogs

Employee Manual SMS

Company

Department

Category

Location

Employee

Shift Group

Shift

ShiftRoster

Multi Shift

Leave Types

Holiday Group

Public Holidays

Department Shift

Employee Shift

Employee Attendance Register

Employee Shift Register

Master Settings

Assign

Device Management

Utilities

Recalculate Attendance

Attendance Register

Attendance Logs

Reports

MultiShift Code	Begin Time	End Time		
	09:00	20:00		
	15:00	22:00		
	20:00	07:00		
	13:00	23:00		

Multi Shift

Multi Shift Group

Employee Multi Shift

Department Multi Shift

Reports

Daily Multi Shift Report

Present/Absent Count - Daily

Present/Absent Count - By Weekly

How to get daily attendance Report for Employee Multi Shift?

Go to Multi Shift Report select Date,Report Type, Employee and click on generate.

Daily Attendance Report

Group By Department Wise ▼

Daily Attendance Report

From Date 01-Jun-2017 To Date 30-Jun-2017 Report Type Daily Attendance Report ▼

☒ Filter Employee

Employee Code 001 ☒ Exact
Employee Name
Employee Category All ▼
Employee Designation All ▼
Employee Location All ▼
EmploymentType All ▼

☐ Filter Company

Biomax
Default

Select All Deselect All

☐ Filter Department

Default
TSE

Select All Deselect All

☒ Recalculate Attendance

Generate Close

20. Employee multi shift Report.

1 of 3
Find | Next

Daily Attendance Multi Shift Report 01-Jun-2017 To 05-Jun-2017

Generated On: 05-Jun-2017 03:05 PM

Attendance Date: 01-Jun-2017											
Department TSE											
Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Duration	LateBy	Early By	Status	Punch Records
001	ABC	Morning Shift	09:00	20:00	00:00	00:00	0	0	0	Absent	
001	ABC	Noon Shift	15:00	22:00	00:00	00:00	0	0	0	Absent	
001	ABC	Night Shift	20:00	07:00	00:00	00:00	0	0	0	Absent	
001	ABC	UK	13:00	23:00	00:00	00:00	0	0	0	Absent	
001	ABC	Noon Shift	15:00	22:00	00:00	00:00	0	0	0	Absent	
001	ABC	Night Shift	20:00	07:00	00:00	00:00	0	0	0	Absent	
001	ABC	Morning Shift	09:00	20:00	00:00	00:00	0	0	0	Absent	
001	ABC	Morning Shift	09:00	20:00	00:00	00:00	0	0	0	Absent	
001	ABC	UK	13:00	23:00	00:00	00:00	0	0	0	Absent	

21. Leave Type: we can view all Type of Leave.

+ Add New LeaveType							
Leave Type	Code	Carry Forward	Yearly Limit	Gender	Allotment Type		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Restricted Holiday	RHO	0	5	All	Yearly		View History
Casual Leave	CL	5	10	All	Yearly		View History
Paid Leave	PL	5	10	All	Yearly		View History
Sick Leave	SL	0	10	All	Yearly		View History

Update/Edit Leave type

Update Leave Type	
Master Definition Name: <input type="text" value="Casual Leave"/> Code: <input type="text" value="CL"/> Applicable to: <input type="text" value="All"/> <input checked="" type="checkbox"/> Allow Negative Balance Description: <input type="text"/> <input type="checkbox"/> Is Loss of Pay	Auto Leave Allotment Allotment Type: <input type="text" value="Yearly"/> Effective From: <input type="text" value="1"/> <input type="text" value="Jan"/> <input type="text" value="2017"/> Day(s): <input type="text" value="10.00"/> Carry forward limit: <input type="text" value="5.00"/> Increase leave by: <input type="text" value="0.00"/> When: <input type="text" value="0"/> month of employment completed <input type="checkbox"/> Leave Encashment Minimum Balance: <input type="text" value="0.00"/> Max Avail Leave Per Month: <input type="text" value="0.00"/> <input type="checkbox"/> Prorated <input type="radio"/> Joining Date <input checked="" type="radio"/> Confirmation Date <input type="radio"/> Probation Completion Date <input type="radio"/> Avail After <input type="text"/> Days of Employment Completed
Leave 'Allotment From' Settings <input checked="" type="radio"/> Leave Date <input type="radio"/> Confirmation Date	<input type="button" value="Save"/> <input type="button" value="Close"/>

Master Definition

(a)Name: give Holiday Name.

(b)Code: give Holiday code.

(c)Loss of pay: if Employee is absent on selected Leave then mark as a LOP.

Auto Leave Allotment

(a)Allotment Type: we can select Monthly ,Quarterly,Half yearly or yearly.


(b)Effective from : select Date and Time.

(c)Increase By:If you are giving 2 Leave then every month 2 CL/PL/SL will automatically credit to EmployeeAccount.

When 6month of employment completed

(f)Carry forward: Leave forwarded to Employee Leave Balance.

Category	IncreaseLeaveBy	EmploymentCompleted	Limit	CarryForwardLimit
Default	<input type="text" value="15.00"/>	<input type="text" value="10.00"/>	<input type="text" value="22.00"/>	<input type="text" value="5.00"/>

 Save












*Note:If you are giving 10 Leave for yearly limit then every year 10 CL/PL/SL will automatically credit to EmployeeAccount.


22.Holiday Group: This option allow to view Holiday group list.





SmartOffice





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Admin Master Leave Management Device Management Utilities Reports Help

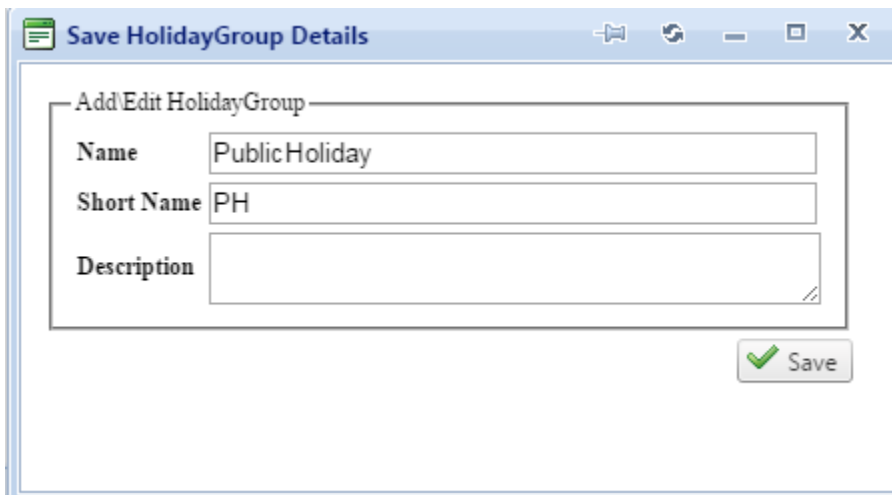
 New  Employees  Memo Settings  Master Settings  Assign  Device Management  Utilities  Recalculate Attendance  Attendance Register  Attendance Logs  Reports

 Add New Holiday Group

Holiday Group Code	Holiday Group Name		
<input type="text" value=""/>	<input type="text" value=""/>		
PH	Public Holiday		
RH	Restricted Holiday		

  1   Page size: 10 2 items in 1 pages

Add/Edit Holiday group:

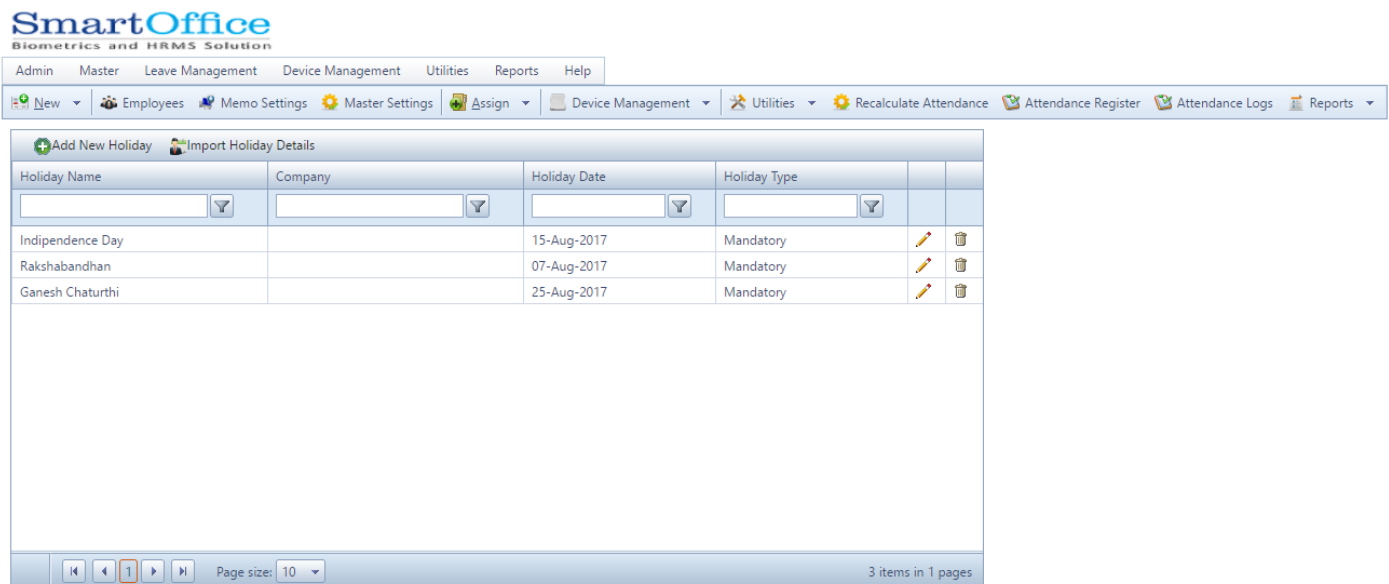


A dialog box titled "Save HolidayGroup Details" with a standard Windows window border. Inside, there is a section titled "Add/Edit HolidayGroup" containing three input fields: "Name" with the value "PublicHoliday", "Short Name" with the value "PH", and "Description" which is empty. A "Save" button with a green checkmark icon is located at the bottom right of the dialog.

(a)Name: give Holiday name.

(b)Short Name: give short name and (c)Description: describe leave.

23.Public Holiday: this option will allow to view public holiday list.(applicable holiday)



The screenshot shows the "SmartOffice Biometrics and HRMS Solution" interface. It features a menu bar with options like Admin, Master, Leave Management, Device Management, Utilities, Reports, and Help. Below the menu is a toolbar with various icons and dropdown menus. The main area displays a table of public holidays.

Holiday Name	Company	Holiday Date	Holiday Type		
Independence Day		15-Aug-2017	Mandatory		
Rakshabandhan		07-Aug-2017	Mandatory		
Ganesh Chaturthi		25-Aug-2017	Mandatory		

At the bottom of the interface, there is a pagination bar showing "Page size: 10" and "3 items in 1 pages".

Add/Edit public holiday

Add Holiday

Public Holiday

Holiday Name*

Independence Day

Company*

All

Date

15-Aug-2017

Holiday Type*


☒ Mandatory


☐ Restricted

Holiday Group

All

Description

 Save

 Close

Import Holiday Details: If you have multiple holiday list you can upload at a time from this option

24.Department Shift: This option will allow to view Department Shift.

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Reports

Assign Department Shift

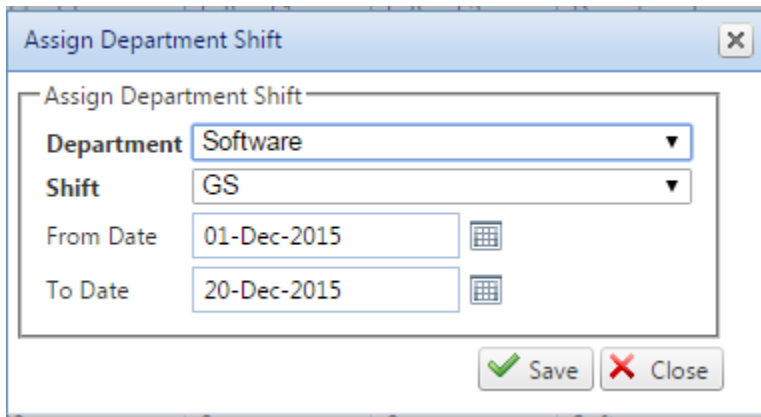
Shift Code	Shift Date	Shift Begin Time	Shift End Time	Is Break1	Is Break2	Department	Last Modified Date		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
GS	02-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	03-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	04-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	05-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	06-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	07-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	08-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	09-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	10-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	11-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		

Page size: 10

29 items in 3 pages

How to Assign Department Shift?

Go to Department Shift and select Assign Department Shift.



The dialog box titled "Assign Department Shift" contains the following fields:

- Department:** Software (dropdown menu)
- Shift:** GS (dropdown menu)
- From Date:** 01-Dec-2015 (calendar icon)
- To Date:** 20-Dec-2015 (calendar icon)

At the bottom, there are two buttons: "Save" (with a green checkmark icon) and "Close" (with a red X icon).

(a) **Department:** select Department for Employee

(b) **Shift:** select Shift for Employee

(c) **From date:** Begin Date for Employee Department Shift.

(d) **To Date:** End Date for Employee Department Shift.





25.Employee Shift: This option is allow to view Employee Shift list.

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New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

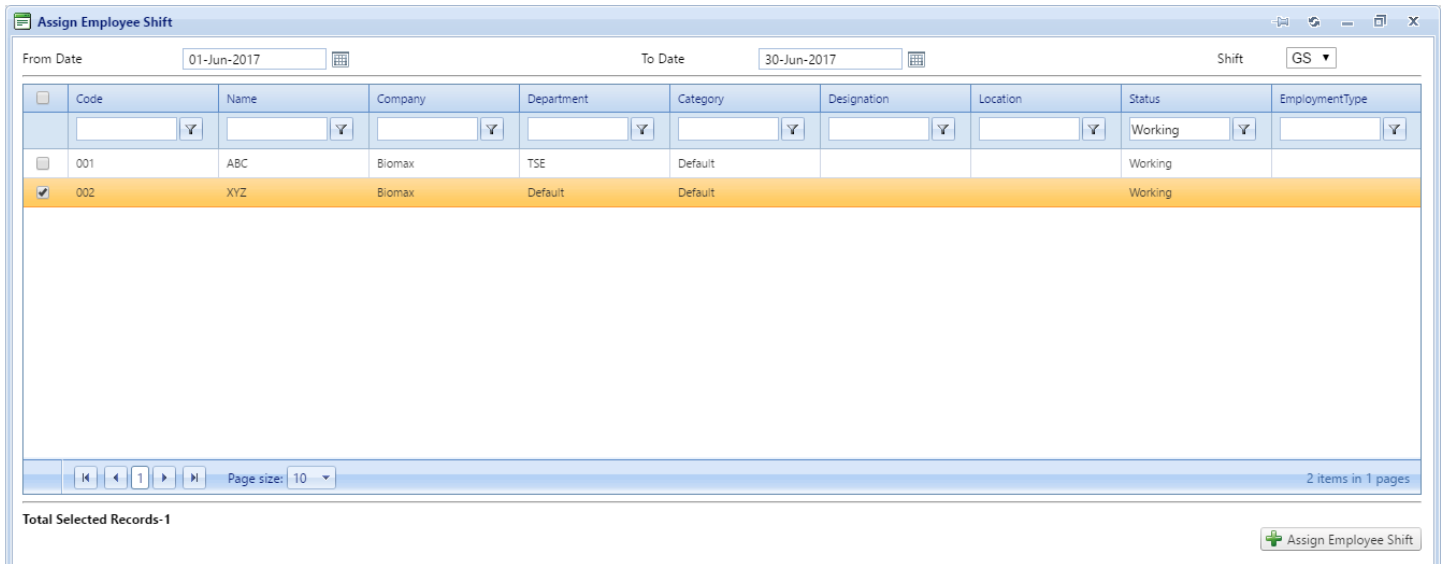
Assign Employee Shift

From Date	To Date	Shift Code	Employee Code	Employee Name	Company	Department	Category	Designation	Location	Status	
01-Jun-2017	30-Jun-2017	GS	001	ABC	Biomax	TSE	Default			Working	 
01-Jun-2017	30-Jun-2017	GS	002	XYZ	Biomax	Default	Default			Working	 

Page size: 10 2 items in 1 pages

How to Assign Employee Shift?

Go to Employee Shift select Assign Employee Shift and give to Date, from Date, Shift Type, Employee and click on Assign Employee Shift.



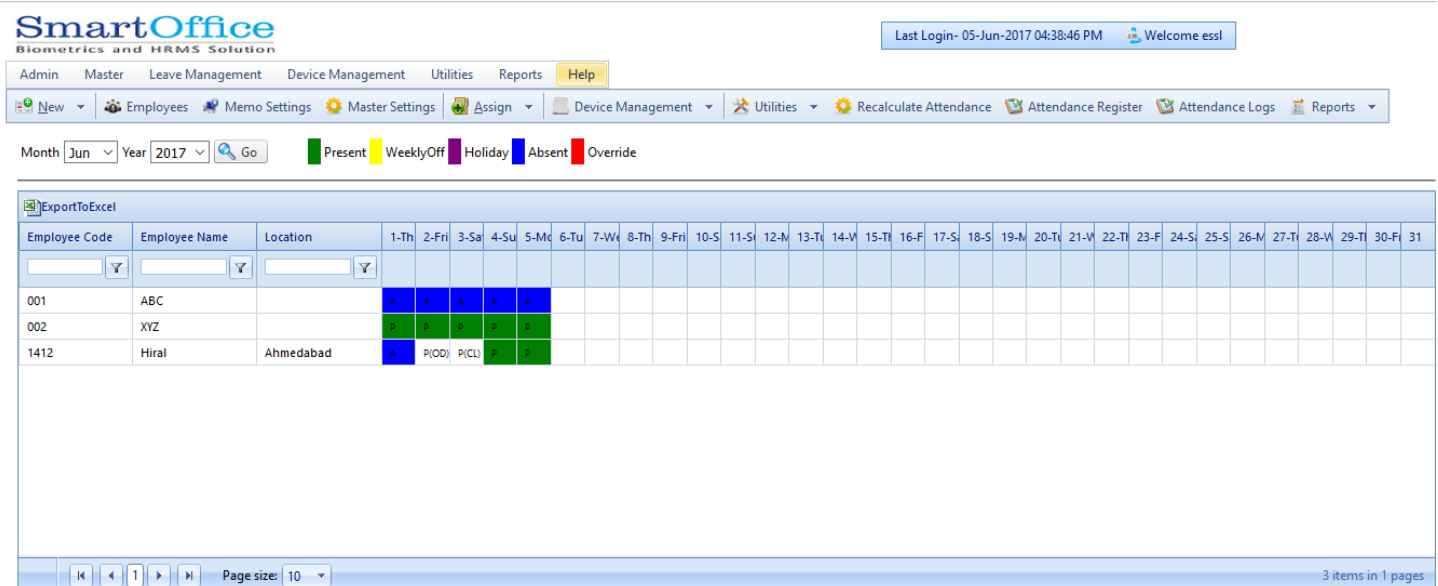
The 'Assign Employee Shift' window displays a table with columns: Code, Name, Company, Department, Category, Designation, Location, Status, and EmploymentType. The 'From Date' is 01-Jun-2017 and the 'To Date' is 30-Jun-2017. The 'Shift' dropdown is set to 'GS'. Two records are listed: 001 (ABC, Biomax, TSE, Default, Default, Working) and 002 (XYZ, Biomax, Default, Default, Working). The record 002 is selected. The bottom status bar shows 'Total Selected Records-1' and '2 items in 1 pages'.

Code	Name	Company	Department	Category	Designation	Location	Status	EmploymentType
001	ABC	Biomax	TSE	Default			Working	
002	XYZ	Biomax	Default	Default			Working	

26.Employee Register Attendance: you can view Employee status monthly wise A/P.

(A) Absent

(P) Present



The 'SmartOffice Biometrics and HRMS Solution' interface shows the 'Attendance Register' tab. The 'Month' is Jun and 'Year' is 2017. A legend indicates: Present (green), WeeklyOff (yellow), Holiday (purple), Absent (blue), and Override (red). The table lists employees and their attendance status for each day of the month. Employee 001 (ABC) is Absent from 1st to 5th. Employee 002 (XYZ) is Present from 1st to 5th. Employee 1412 (Hiral) is Present on 1st, 2nd, and 3rd, and has a WeeklyOff on 4th.

Employee Code	Employee Name	Location	1-Th	2-Fri	3-Sa	4-Su	5-Mo	6-Tu	7-Wed	8-Th	9-Fri	10-S	11-Sa	12-M	13-Tu	14-W	15-Th	16-F	17-Sa	18-S	19-M	20-Tu	21-W	22-Th	23-F	24-Sa	25-S	26-M	27-Tu	28-W	29-Th	30-F	31
001	ABC		A	A	A	A	A																										
002	XYZ		P	P	P	P	P																										
1412	Hiral	Ahmedabad	P	P	P	W																											

27.Employee Attendance Logs:you can view EmployeeAttendance log and you can add remark.

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From Date 05-Jun-2017 To Date 05-Jun-2017 Filter

Update Attendance Update Remarks

	AttendanceDate	Employee Code	Employee Name	Company	Department	Shift	BeginTime	EndTime	InTime	OutTime	Duration	LateBy	EarlyBy	Remarks	Status
<input type="checkbox"/>	05-Jun-2017	001	ABC	Biomax	TSE	General	09:15	18:30	00:00	00:00	0	0	0	Notice Period	Absent
<input type="checkbox"/>	05-Jun-2017	002	XYZ	Biomax	Default	General	09:15	18:30	00:00	00:00	0	0	0		Absent
<input type="checkbox"/>	05-Jun-2017	1412	Hiral	Biomax	TSE	General	09:15	18:30	00:00	00:00	0	0	0		Absent

How to update Employee Remark?

Go to **Master- Employee Attendance Logs**,go to **update remark**select**Employee** and give attendance remark

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From Date 05-Jun-2017 To Date 05-Jun-2017 Filter

Update Attendance Update Remarks

	AttendanceDate	Employee Code	Employee Name	Company	Department	Shift	BeginTime	EndTime	InTime	OutTime	Duration	LateBy	EarlyBy	Status	Remarks
	05-Jun-2017	001	ABC	Biomax	TSE	General	09:15	18:30	00:00	00:00	0	0	0	Absent	
	05-Jun-2017	002	XYZ	Biomax	Default	General	09:15	18:30	00:00	00:00	0	0	0	Absent	

Update Attendance Remarks

Update Attendance Remarks

Remarks Notice Period

Save Close

28.Employee Leave Summary:you can view the status of leave that is Leave Taken, Leave Allowed, Leave Balance , All Leaves and you can Import Leave Balance at a time.

year 2017 Show Leaves Show Leave Taken Leave Allowed Leave Balance All Import Leave Balance Filter Employee Employee Code Employee Name Company All Department All Filter

Employee Name	Employee Code	Company	Department	RHO-Allowed	RHO-Taken	RHO-Balance	COFF-Allowed	COFF-Taken	COFF-Balance	CL-Allowed	CL-Taken	CL-Balance	PL-Allowed	PL-Taken	PL-Balance	SL-Allowed
ABC	001	Biomax	TSE	5	0	5	0	0	0	10	0	10	10	0	10	10
XYZ	002	Biomax	Default	5	0	5	0	0	0	10	0	10	10	0	10	10

How to Import Employee Leave?

Go to **MASTER – Employee Leave Summary**-click on **Employee Leave Balance** and download **File Formate**. Select path where you save EmployeeLeave and click on **Import**.

year 2017 Show Leaves Show Leave Taken Leave Allowed Leave Balance All Import Leave Balance Filter Employee Employee Code Employee Name Company All Department All Filter

Employee Name	Employee Code	Company	Department	RHO-Allowed	RHO-Taken	RHO-Balance	COFF-Allowed	COFF-Taken	COFF-Balance	CL-Allowed	CL-Taken	CL-Balance	PL-Allowed	PL-Taken	PL-Balance	SL-Allowed
ABC	001	Biomax	TSE	5									10	0	10	10
XYZ	002	Biomax	Default	5									10	0	10	10

Untitled Page

Import Employee Leaves

Example File Format [File Format](#)

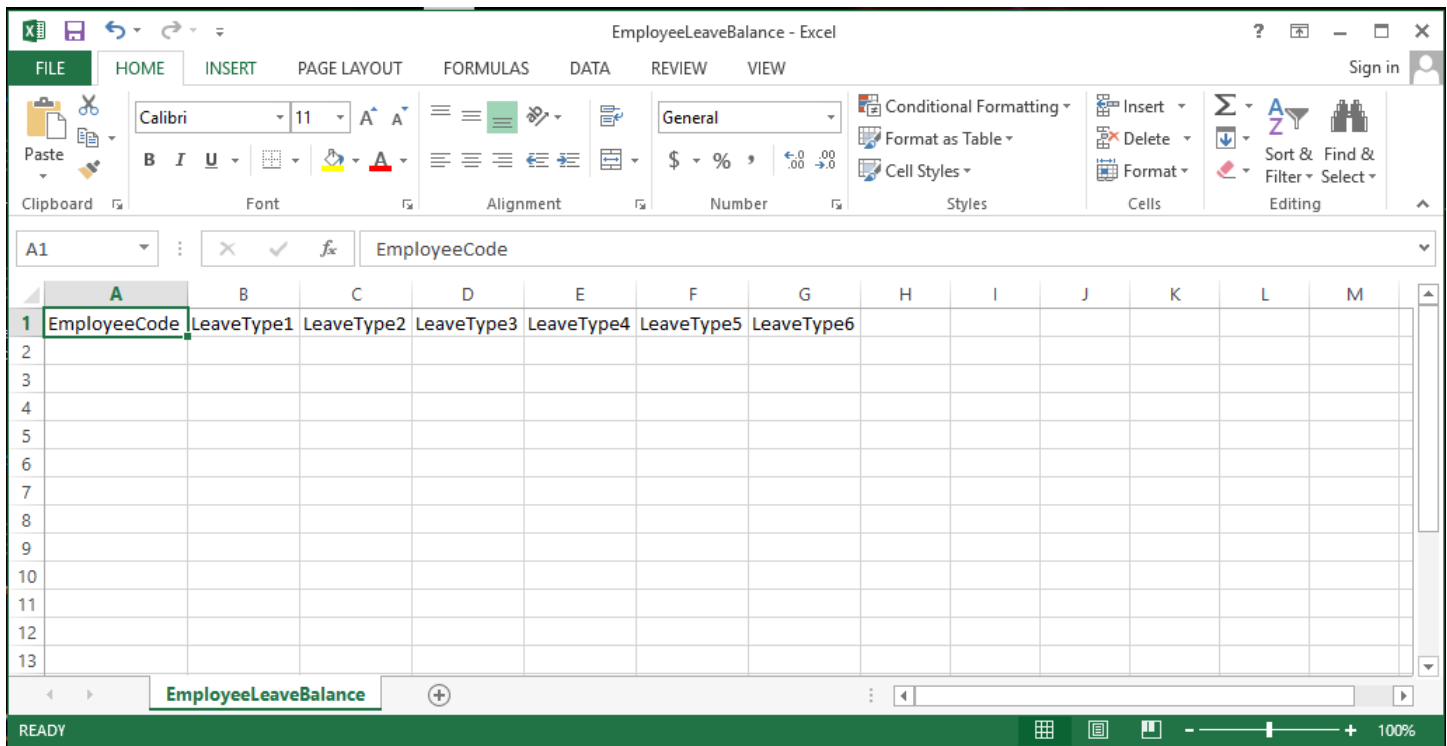
Year 2017

Path Select

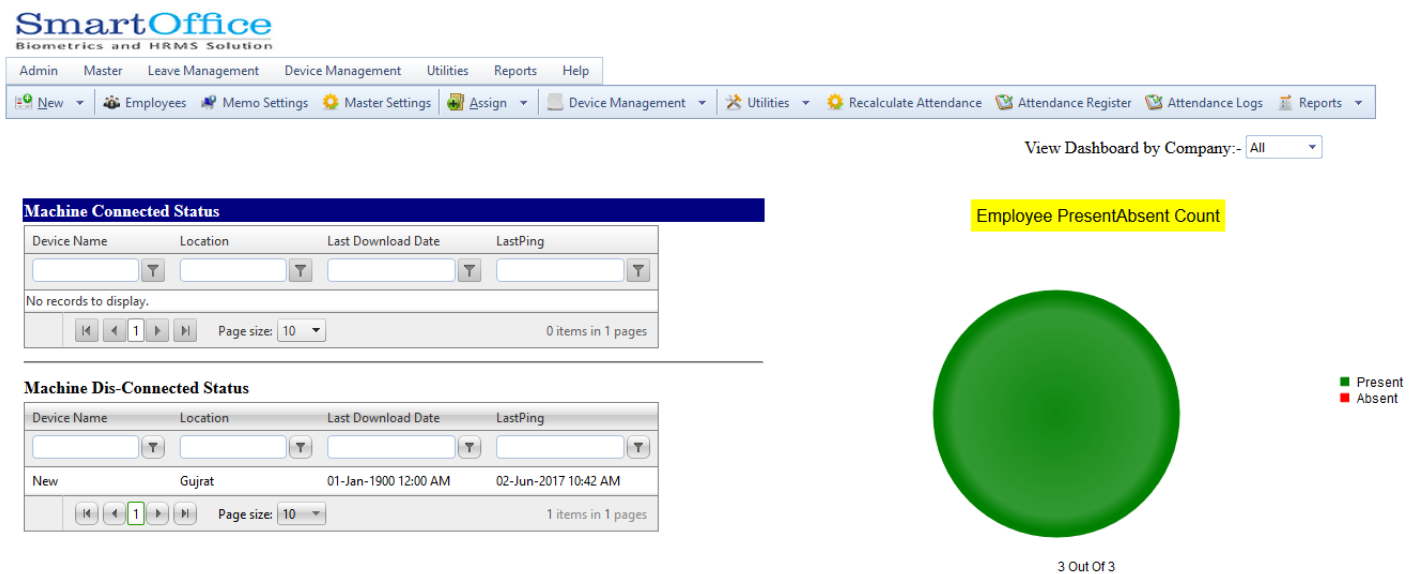
☐ Override

Import Close

ImportEmployeeLeaveBalance.aspx



29.Dashboard: You can view company wise status Report.



(i)Present

(ii)Absent

(iii)Late by

(iv)Leave count

*** Leave Management:** This option allow to Manage all Type of Leave.

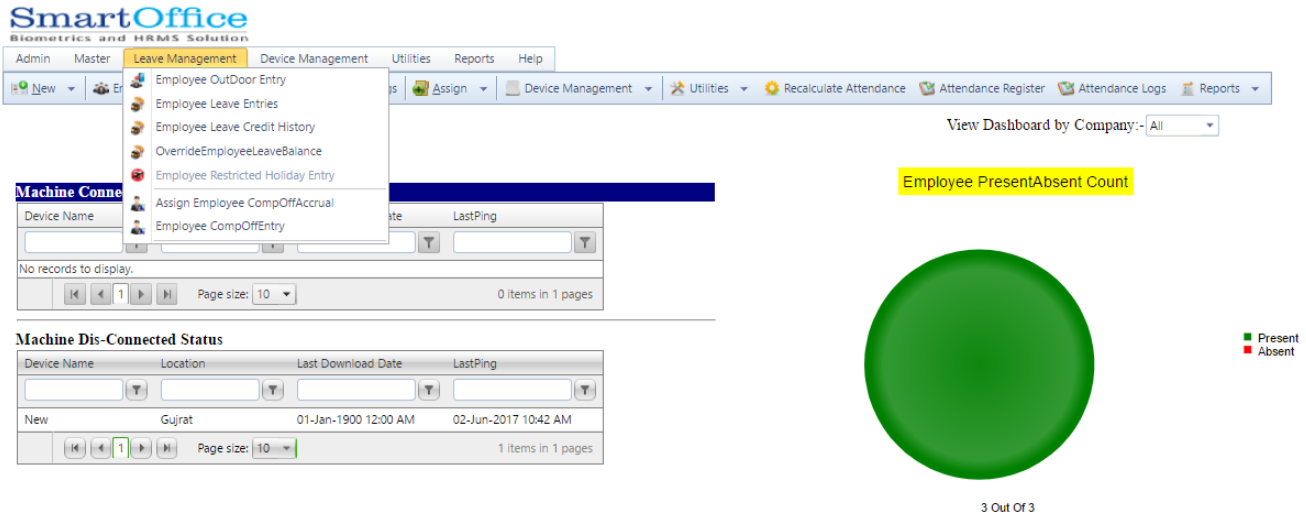
(i)Employment Outdoor Entries.

(ii)Employee Leave Entries.

(iii)Employee Leave Credit History.

(iv)Employee Restricted Holiday Entries.



(v)Assign EmployeeComp Off Accrual.



(1)Employee Outdoor Entries: If Employee is not Present in the office and Employee went somewhereelse due to official work then Employee can apply Outdoor Entries.

Employee Outdoor Entries List:

Assign Employee Out Door Entry

From Date	To Date	Employee Code	Employee Name	Company	Department	Category	Designation	Is Approved	Approved By	
02-Jun-2017	02-Jun-2017	1412	Hiral	Biomax	TSE	Default	Support Engineer	1	essl	 

Page size: 10 1 items in 1 pages

How to apply outdoor entries?

Go to **Leave Management** and select **Assign Employee Outdoor Entries**, **From Date**, **To Date** **Begin Time**, **EndTime**, **Outdoor Type**, **Remark**, **Employee** and click on **AssignEmployeeOutdoor Entries**.

(a)From date:From Date is the Start Date of OutDoor.

(b)To Date:to Dateis the End of Outdoor.

(c)Begin Time: give start time for Outdoor

(d)End Time: give End Time for Outdoor.

(e)Outdoor Type: give Outdoor TypeOfficial,Personal or Out of Station.

(f)Remark: give Reason for Apply Outdoor Entry.

(g)Employee: select particular Employee for Assign Outdoor Entry.

Note:If approved option is not checked then the Outdoor Entry will not applicable.

(2)Employee Leave Entries:This option will allow to view Employee Leave Entries.

Employee can AssignLeave including remarks here.

Assign Employee Leave Entry													
From Date	To Date	Employee Code	Leave Code	Employee Name	Company	Department	Category	LeaveStatus	Session	Status	Is Approved	Approved By	
19-May-2017	21-Jun-2017	001	CL	ABC	Biomax	TSE	Default	1.00	All	Working	1	essl	
03-Jun-2017	03-Jun-2017	1412	CL	Hiral	Biomax	TSE	Default	1.00	All	Working	1	essl	

How to assign Employee leave entry?

Go to **Leave Management** and select **Employee Leave Entries** you will get **Assign EmployeeLeave Entry** window.

Assign Employee Leave Entry

Leave Status: ☒ Full ☐ Half ☐ Quarter From Date: 03-Jun-2017 To Date: 03-Jun-2017 Leave: CL Is Approved: ☐ Approved By: essl Remarks: Personal

Session: Session 1

Code	Name	Company	Department	Category	Designation	Location	Status	EmploymentType
001	ABC	Biomax	TSE	Default			Working	
002	XYZ	Biomax	Default	Default			Working	
1412	Hiral	Biomax	TSE	Default	Support Engineer	Ahmedabad	Working	Permanent

Total Selected Records-1

Assign Employee Leave Entry

Select **Leave Status**, **From Date**, **To Date**, **Leave**, **Remark**, **Employee** and click on **Assign Employee Leave Entries**.

(a)**Leave Status**: select Leave Status for Leave (Full,Half&Quarter).

(b)**From Date**: start Date for Leave. (c)**To Date**: End Time for Leave

(d)**Leave**: select Leave for Apply (PL,SL OR CL).

(E)Remark: give Reason for Apply Leave.

(f)Employee: select particular Employee for Assign Leave.

Note: (i) Remark: you have to write in remark BOX.

(ii)Session: if Employee Applying Half day Leave then Session should be select.

(3)Employee Leave Credit History: This option will allow to view all Type of Employee Leave Credit History Details.

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New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

Credited Date
From Date 05-Jun-2017 To Date 05-Jun-2017 Employee Code Employee Name Filter

Credited Date	Credited Cycle	Emp Code	Employee Name	LeaveTypeName	LeaveTypeCode	Credited
05-Jun-2017 10:19:55 AM	01-Jan-2017	001	ABC	Restricted Holiday	RHO	5
05-Jun-2017 10:19:55 AM	01-Jan-2017	001	ABC	Comp Off	COFF	0
05-Jun-2017 10:19:55 AM	01-Jan-2017	001	ABC	Casual Leave	CL	10
05-Jun-2017 10:19:55 AM	01-Jan-2017	001	ABC	Paid Leave	PL	10
05-Jun-2017 10:19:55 AM	01-Jan-2017	001	ABC	Sick Leave	SL	10
05-Jun-2017 10:21:40 AM	01-Jan-2017	002	XYZ	Restricted Holiday	RHO	5
05-Jun-2017 10:21:40 AM	01-Jan-2017	002	XYZ	Comp Off	COFF	0
05-Jun-2017 10:21:40 AM	01-Jan-2017	002	XYZ	Casual Leave	CL	10
05-Jun-2017 10:21:40 AM	01-Jan-2017	002	XYZ	Paid Leave	PL	10
05-Jun-2017 10:21:40 AM	01-Jan-2017	002	XYZ	Sick Leave	SL	10

Page size: 10 15 items in 2 pages

(4)Override Employee Leave Balance:Employee can Override his/her leave balance from this leave management option.

Override Leave Balance							
EmployeeCode	EmployeeName	CreditedCycle	LeaveTypeCode	LeaveTypeName	LeaveBalance		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
1412	Hiral	01-Apr-2017	CL	Casual Leave	12		
001	ABC	01-Apr-2017	CL	Casual Leave	15		

Page size: 10

2 items in 1 pages

(4)Employee Restricted Holiday: Employee can Assign Restricted Holiday IfRestrictedHoliday is there.

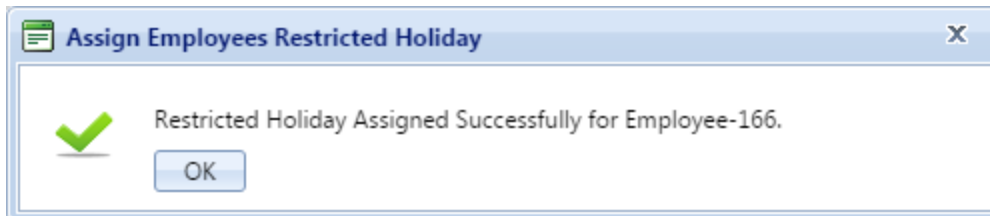
Assign Employee Restricted Holiday Entry											
Holiday Date	Employee Code	Employee Name	Company	Department	Category	Designation	Location	Status	Is Approved	Approved By	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
25-Jun-2017	001	Bhoomi	Default	Default	Default			Working	1	biomax	
25-Jun-2017	002	ABC	Default	Default	Default			Working	1	biomax	

Page size: 10

2 items in 1 pages

***How to Assign Employee Restricted Holiday?**

Go to **Leave Management-Employee Restricted Holiday Entry** select **Employee** and click on **Assign Employee Restricted Holiday**.



(5)Assign EmployeeComp Off Accrual: If one Employee has work in weekly off, instead of weekly off . If Employee wants a Comp Off Leave then in this option Employee has to apply that day for acomp off accrual. (after confirmation Employee can Eligible to get a Comp Off Leave.)

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From Date: 05-Jun-2017 To Date: 05-Jun-2017 Is Approved Approved By: BSSI Remarks:

	Code	Name	Company	Department	Category	Designation	Location	Status	EmploymentType
<input type="checkbox"/>								Working	
<input type="checkbox"/>	001	ABC	Biomax	TSE	Default			Working	
<input type="checkbox"/>	002	XYZ	Biomax	Default	Default			Working	
<input type="checkbox"/>	1412	Hiral	Biomax	TSE	Default	Support Engineer	Ahmedabad	Working	Permanent

Page size: 10 3 items in 1 pages

Total Selected Records-

(6)EmployeeComp Off Entry: you can Apply Comp OffLeave.

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Assign Employee Comp Off

From Date: 05-Jun-2017 To Date: 05-Jun-2017 Leave Status: ☒ Full ☐ Half ☐ 3/4 ☐ Quarter ☐ Is Approved Approved By: essl Remarks:

<input type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location	Status	EmploymentType
<input type="checkbox"/>								Working	
<input type="checkbox"/>	001	ABC	Biomax	TSE	Default			Working	
<input type="checkbox"/>	002	XYZ	Biomax	Default	Default			Working	
<input type="checkbox"/>	1412	Hiral	Biomax	TSE	Default	Support Engineer	Ahmedabad	Working	Permanent

Page size: 10 3 items in 1 pages

Total Selected Records-

Assign Employee Comp Off Entry

*Device Management:-

(1)Device: This option will allow to view Current Device Status. You can Add/Edit Device /view User in Device.

1.Add New Device: This option will allow to Add New Device.

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Add New Device Refresh Device List Export Device List

<input type="checkbox"/>	Device Name	SerialNumber	Direction	Location	Company	Last Download Date	LastPing			
<input type="checkbox"/>										
<input type="checkbox"/>	Biomax	OIN7010057010802212	Alternate In\Out Device	Gujrat		01-Jan-1900 12:00 AM	02-Jun-2017 10:42 AM	offline		View Users in Device

Page size: 10 1 items in 1 pages

Add/Edit Device: go to Device Management –Device and select Add new Device.

(a) **Device Name:** give Device Name.

(b) **Short Name:** give Short Name for Device.

(c) **Direction:** give Direction for Employee

In Device, **OutDevice**, **AlterNet In Out Device** or **System Direction(In/Out Device)**.

In Device: If you select In Device Direction then all Employee punch will come only In Direction.

Out Device: If you select Out Device Direction then all Employee punch will come only Out Direction.

AlterNet In Out Device: If you select this option then you will get all Employee punch in AlterNetDirection In /Out.

System Direction: If you are using direction option in the Device[check in-in, checkout-out] or anti pass backfor Direction than in Software you have to select System Direction in/out.

(d) **Serial Number:** give Serial Number of Device.

(e) **Connection Type:** TCP/IP or USB.

(f) **IP Address:** give IP for Device ie.(192.168.1.50)

(g) **Device Type:** Attendance ,Access, Canteen

(h) **Company:** give Company Name for Device.

(i) **Master Device**: If you want to give master permission then give Device Name or None.

(j) **Location**: Give Device Location

Update Device Details

Add/Edit Device

Device Name: Biomax

Short Name: Biomax Direction: Alternate In\Out Device

Serial Number: OIN7010057010802212

Connection Type: TCP/IP IP Address: 192.168.1.203

DeviceType: ☒ Attendance ☐ Access ☐ Canteen

Company: All ?

Time Zone: 330 AdminId: 330

Location: Gujrat

Save

2.ViewUser In Device: This option will allow to Delete User,RefreshUser,Block and Unblock User.

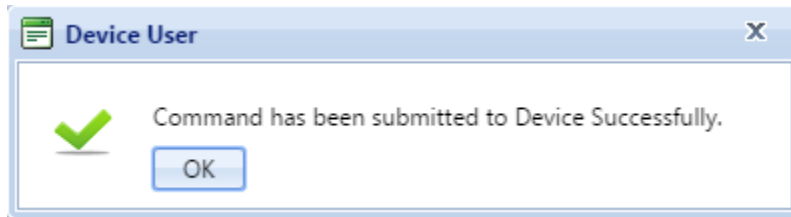
+ Add New Device ✎ Update Selected Devices Push Details 🔄 Refresh Device list 📂 Import Device List 📄 Export Device List									
<input checked="" type="checkbox"/>	Device Name	Direction	Location	Company	Last Download Date	LastPing			
<input checked="" type="checkbox"/>	x90	Alternate In\Out Device	Bangalore		01-Jan-1900 12:00 AM	offline	🔧	🗑️	View Users in Device

🗑️ Delete Selected Users 🔄 Refresh Device Users 🔄 Block Users 🔄 Unblock Users 📄							
<input type="checkbox"/>	Employee Device Code	EmployeeName	Privilege	FP Count	IsPassword	CardNumber	
<input type="checkbox"/>	1	1	Common User	6	No		✎
<input type="checkbox"/>	100	Meetbhai Hareshbhai Solar	Common User	3	No	5731113	✎
<input type="checkbox"/>	1001	SUVEER KUMAR GUPTA	Common User	0	No	5742125	✎
<input type="checkbox"/>	1002	1002	Common User	0	No	5742186	✎
<input type="checkbox"/>	1004	SULEKH CHAND	Common User	3	No	5754967	✎

(a) **Delete SelectedUser**: This option allow to Delete UserFromDevice.

You select Employee which you want to Delete and click on Delete Selected User.

Delete Selected Users Refresh Device Users Block Users UnBlock Users							
<input type="checkbox"/>	Employee Device Code	EmployeeName	Privilege	FP Count	IsPassword	CardNumber	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	1	1	Common User	6	No		
<input type="checkbox"/>	100	Meetbhai Hareshbhai Solar	Common User	3	No	5731113	
<input type="checkbox"/>	1001	SUVEER KUMAR GUPTA	Common User	0	No	5742125	
<input type="checkbox"/>	1002	1002	Common User	0	No	5742186	
<input type="checkbox"/>	1004	SULEKH CHAND	Common User	3	No	5754967	
<input type="checkbox"/>	1006	1006	Common User	0	No	5742278	

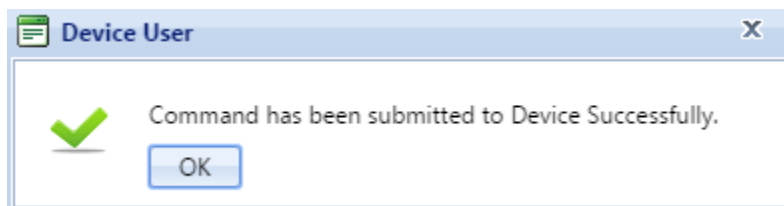


(b)Refresh Device User: This option will allow to view all User in Device. If you Added a New User recently but the User is not showing in Device then you have to click on Refresh Device User after that you will get Added User in Device .

(c)Block User: This option will allow to Block UserFrom Device.

Delete Selected Users Refresh Device Users Block Users UnBlock Users							
<input type="checkbox"/>	Employee Device Code	EmployeeName	Privilege	FP Count	IsPassword	CardNumber	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	1	1	Common User	6	No		
<input checked="" type="checkbox"/>	100	Meetbhai Hareshbhai Solar	Common User	3	No	5731113	
<input type="checkbox"/>	1001	SUVEER KUMAR GUPTA	Common User	0	No	5742125	
<input type="checkbox"/>	1002	1002	Common User	0	No	5742186	

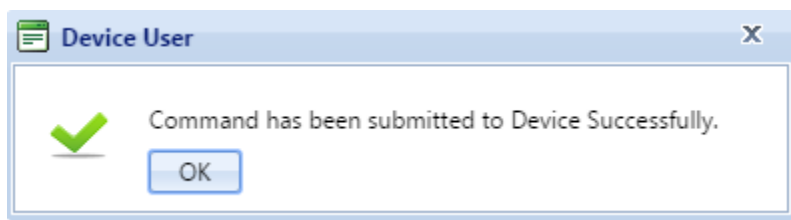
You select an Employee which you want to Block from Device and click on Block User.



(d)UnblockUser: This option will allow to UnblockUser from Device.

Delete Selected Users Refresh Device Users Block Users UnBlock Users							
<input type="checkbox"/>	Employee Device Code	EmployeeName	Privilege	FP Count	IsPassword	CardNumber	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	1	1	Common User	6	No		
<input type="checkbox"/>	100	Meetbhai Hareshbhai Solar	Common User	3	No	5731113	
<input checked="" type="checkbox"/>	1001	SUVEER KUMAR GUPTA	Common User	0	No	5742125	
<input type="checkbox"/>	1002	1002	Common User	0	No	5742186	
<input type="checkbox"/>	1004	SULEKH CHAND	Common User	3	No	5754967	
<input type="checkbox"/>	1006	1006	Common User	0	No	5742278	

You select an Employee which you want to Unblock from Device and click on UnblockUser.



(e)Update User: This option will allow to give privilege to Employee.

How to update user?

Go to Device Management-Device-select Device and go to View Users In Device.

Add New Device Update Selected Devices Push Details Refresh Device list Import Device List Export Device List							
<input type="checkbox"/>	Device Name	Direction	Location	Company	Last Download Date	LastPing	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	APOLLO	Alternate In\Out Device	hyderabad		15-Oct-2015 03:05 PM	15-Oct-2015 03:10 PM	offline View Users in Device
<input type="checkbox"/>	A	Alternate In\Out Device	Ahmedabad		01-Jan-1900 12:00 AM	19-Oct-2015 10:58 AM	offline View Users in Device
<input type="checkbox"/>	Smarty	Alternate In\Out Device	Ahmedabad		01-Jan-1900 12:00 AM	20-Nov-2015 05:43 PM	offline View Users in Device
<input type="checkbox"/>	C-DIT	Alternate In\Out Device			01-Jan-1900 12:00 AM	23-Nov-2015 01:07 PM	offline View Users in Device

Go to view user in device

Delete Selected Users Refresh Device Users Block Users UnBlock Users							
<input type="checkbox"/>	Employee Device Code	EmployeeName	Privilege	FP Count	IsPassword	CardNumber	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	1	1	Common User	6	No		
<input type="checkbox"/>	100	Meetbhai Hareshbhai Solar	Common User	3	No	5731113	
<input type="checkbox"/>	1001	SUVEER KUMAR GUPTA	Common User	0	No	5742125	
<input type="checkbox"/>	1002	1002	Common User	0	No	5742186	
<input type="checkbox"/>	1004	SULEKH CHAND	Common User	3	No	5754967	
<input type="checkbox"/>	1006	1006	Common User	0	No	5742278	
<input type="checkbox"/>	101	BUCHI BABU	Common User	3	No	5734453	
<input type="checkbox"/>	1011	1011	Common User	0	No	5754965	
<input type="checkbox"/>	1012	1012	Common User	0	No	5746754	
<input type="checkbox"/>	1013	1013	Common User	0	No	5755047	

Select Employee and go to Edit.

Delete Selected Users Refresh Device Users Block Users UnBlock Users							
<input type="checkbox"/>	Employee Device Code	EmployeeName	Privilege	FP Count	IsPassword	CardNumber	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input checked="" type="checkbox"/>	1	1	Common User	6	No		
<input type="checkbox"/>	100	Meetbhai Hareshbhai Solar	Common User	3	No	5731113	
<input type="checkbox"/>	1001	SUVEER KUMAR GUPTA	Common User	0	No	5742125	
<input type="checkbox"/>	1002	1002	Common User	0	No	5742186	
<input type="checkbox"/>	1004	SULEKH CHAND	Common User	3	No	5754967	
<input type="checkbox"/>	1006	1006	Common User	0	No	5742278	
<input type="checkbox"/>	101	BUCHI BABU	Common User	3	No	5734453	
<input type="checkbox"/>	1011	1011	Common User	0	No	5754965	
<input type="checkbox"/>	1012	1012	Common User	0	No	5746754	
<input type="checkbox"/>	1013	1013	Common User	0	No	5755047	

You will get User Update.

The screenshot shows a software window titled "Update User". Inside the window, there is a sub-section titled "Update Device User". This section contains the following fields and controls:

- Employee Device Code:** A text box containing the number "1".
- Employee Device Name:** An empty text box.
- Employee Application Name:** A text box containing the number "1".
- Privilege:** A dropdown menu currently displaying "Common User".
- Password:** An empty text box.
- Card Number:** An empty text box.

At the bottom right of the dialog, there are two buttons: "Save" and "Close".

(a)Employee Device Code: give EmployeeDevice Code ie.1

(b)Employee Device Name: give Employee Device Name.

(c)Employee Application Name: give Employee Application name.

(d)Privilege: This option will allow to give Permission for Common User or Administrator.

1.Common User: If you selected Common in Privilege for ParticulareEmployee then that Employee will work as a Normal Employee.

2.Administrator: If you selected Administrator in privilege for particular Employee then that Employee will work as a Administrator. And that Employeecan Edit whatever He/She want in theDevice.

(e)Password: If you are selected Administrator in privilege for the Employee then you have to give Password and particular Employee will Login in the Device by the help of this Password.

(f)Card Number: If you want to enroll card

(3)DeviceLogs: This option will allow to view Employee Logs/Logs Details/Edit Logs & Delete Logs

192.168.1.107:9095/Main.aspx

SmartOffice
Biometrics and HRMS Solution

Admin Master Leave Management Device Management Utilities Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

Month Jun Year 2017 Go

Assign Employee Manual Entry Refresh Device Logs ExportToExcel

LogDate	Device	SerialNumber	Att Direction	E Device Code	Employee Code	Employee Name	Company	Department	LogRecordLocation
05-Jun-2017 06:30:00 PM	ME(Attendance)		out	001	001	ABC	Biomax	TSE	
05-Jun-2017 06:30:00 PM	ME(Attendance)		out	002	002	XYZ	Biomax	Default	
05-Jun-2017 06:30:00 PM	ME(Attendance)		out	1412	1412	Hiral	Biomax	TSE	
05-Jun-2017 09:30:00 AM	ME(Attendance)		in	001	001	ABC	Biomax	TSE	
05-Jun-2017 09:30:00 AM	ME(Attendance)		in	002	002	XYZ	Biomax	Default	
05-Jun-2017 09:30:00 AM	ME(Attendance)		in	1412	1412	Hiral	Biomax	TSE	
04-Jun-2017 06:30:00 PM	ME(Attendance)		out	001	001	ABC	Biomax	TSE	
04-Jun-2017 06:30:00 PM	ME(Attendance)		out	002	002	XYZ	Biomax	Default	
04-Jun-2017 06:30:00 PM	ME(Attendance)		out	1412	1412	Hiral	Biomax	TSE	
04-Jun-2017 09:30:00 AM	ME(Attendance)		in	001	001	ABC	Biomax	TSE	

Page size: 10 30 items in 3 pages

Assign Manual Entry: go to Device Management-Device Logs and click on Assign Employee Manual Entry.

Assign Employee Manual Entry

From Date 05-Jun-2017 To Date 05-Jun-2017 Time Direction in Device ME(Attendance) WorkCode Remarks

Employee Code	Employee Name	Company	Department	Category	Designation	Location	Status	EmploymentType
<input type="checkbox"/> 001	ABC	Biomax	TSE	Default			Working	
<input type="checkbox"/> 002	XYZ	Biomax	Default	Default			Working	
<input type="checkbox"/> 1412	Hiral	Biomax	TSE	Default	Support Engineer	Ahmedabad	Working	Permanent

Page size: 10 3 items in 1 pages

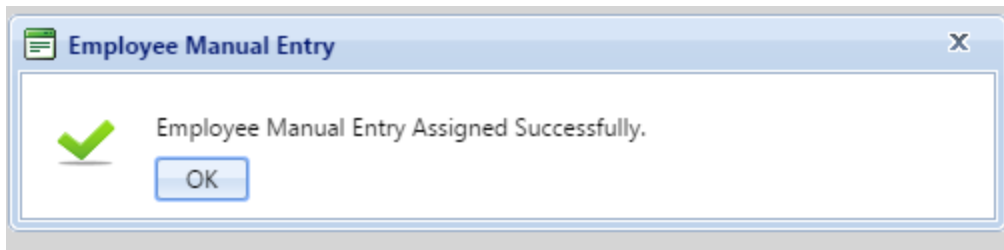
(a)From Date: select Start Date to Employee for Manual Entry.

(b)To Date: select End Date to Employee for Manual Entry.

(c)Time: give time ie. 09:15

(d)Direction : In/Out

Select Employee and click on Assign EmployeeManual Entry



(4)Upload User to Devices: This option allow to Upload User to device .

<input checked="" type="checkbox"/>	SerialNumber	Device	Direction	Location	LastPing	<input checked="" type="checkbox"/>	Device Code	Employee Code	Employee Name	Company	Department	Emp. Device Name	Privile
<input checked="" type="checkbox"/>	035648764636	x90		System Direction(Ir Bangalore		<input checked="" type="checkbox"/>	1622	1622	Diwakar	eSSL	Software		
<input checked="" type="checkbox"/>						<input checked="" type="checkbox"/>	1	1625	V.Sripakash	Default	Software		

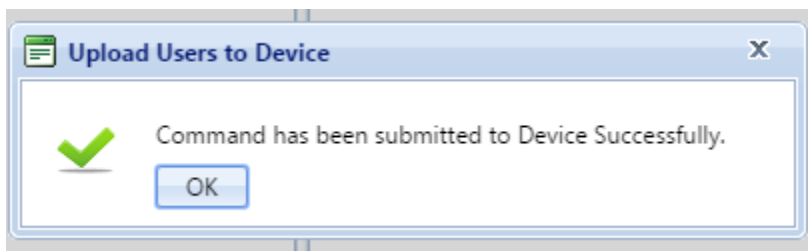
Page size: 10 1 items in 1 pages

Page size: 100 2 items in 1 pages

☐ Fingerprint ☐ Card ☒ Upload

How to Upload User to Device?

Go to Device Management –Upload User to Device- selectDevice serial number and selectEmployee which u want to upload to particulars devices &click on Upload.



Note: If you want to upload Fingerprints and Card then you have to select before upload.

(5)Download Device Logs by Specific Date: This option allow to Download Device logs by Specific Date.

Employee: From Date: To Date:

<input type="checkbox"/>		Direction	Location	LastPing
<input type="checkbox"/>		<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y
<input type="checkbox"/>	New	Alternate In\Out Device	Gujrat	02-Jun-2017 10:42 AM

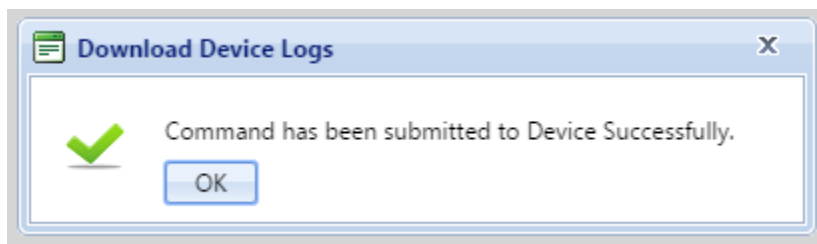
Page size: 10 1 items in 1 pages

[Download](#)

How to Download Device Logs by Specific Date?

Go to Device Management –Download Device logs by Specific Date-

- (a)Employee: select Employee to Download logs.
- (b)From Date: select Employee Start logs Date to Download
- (c)To Date: select Employee End logs Date to Download.
- (d)Device: select particulars Device to Download. And click on Download.



(6)Search User in Device: This option will allow to search Employee in Device.

Search User In Devices

Employee: [Filter](#)

	Direction	Location	LastPing
	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y

No records to display.

(7)Delete User to device: This option allow to Delete User from Device.

<input type="checkbox"/>	SerialNumber	Device	Direction	Location	LastPing	<input type="checkbox"/>	Employee Code	Employee Name	Privilege	FP Count	IsPassword	CardNumber
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	6740153100678	A TST	Alternate In/Out De	Delhi	21-Nov-2015 12:27 PM	<input type="checkbox"/>	459	HR MGR	Common User	0	No	
<input type="checkbox"/>	1	TE	Alternate In/Out De	Delhi		<input type="checkbox"/>	5777	5777	Common User	0	No	
<input type="checkbox"/>	3157152400317	CM	Alternate In/Out De	chennai		<input type="checkbox"/>	2396	2396	Common User	0	No	
<input type="checkbox"/>	6316152400314	avi taloja	In Device		05-Oct-2015 12:56 PM	<input type="checkbox"/>	1001	SUVEER KUMAR GUPTA	Common User	0	No	
<input type="checkbox"/>	3166172470062	TD	Alternate In/Out De			<input type="checkbox"/>	1008	GAURAV KUMAR GUPTA	Common User	3	No	
<input type="checkbox"/>	3154543545	LMC	In Device			<input type="checkbox"/>	1017	1017	Common User	3	No	
<input type="checkbox"/>	2926542510649	Surya	In Device	Test		<input type="checkbox"/>	1024	AMIT GOYAL SR	Common User	4	No	
<input type="checkbox"/>	6426152500520	CQURD1	Alternate In/Out De	Mumbai		<input type="checkbox"/>	1028	SUSHIL KUMAR	Common User	3	No	
<input type="checkbox"/>	6426152650009	CQURD2	Alternate In/Out De	Mumbai		<input type="checkbox"/>	1036	ANIL KUMAR CHAUHAN	Common User	3	No	
<input type="checkbox"/>	0426135100388	APOLLO	Alternate In/Out De	hyderabad	15-Oct-2015 03:10 PM	<input type="checkbox"/>	1040	CHANDRA PRAKASH AGA	Common User	3	No	

Page size: 10 30 items in 3 pages

Page size: 10 1332 items in 134 pages

Delete

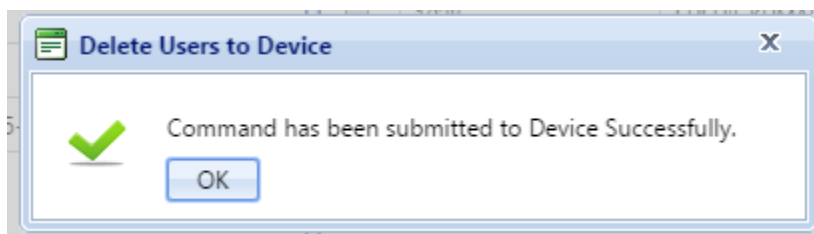
Select Employee which you want to Delete and click on Delete.

<input type="checkbox"/>	SerialNumber	Device	Direction	Location	LastPing	<input type="checkbox"/>	Employee Code	Employee Name	Privilege	FP Count	IsPassword	CardNumber
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	6740153100678	A TST	Alternate In/Out De	Delhi	21-Nov-2015 12:27 PM	<input checked="" type="checkbox"/>	459	HR MGR	Common User	0	No	
<input type="checkbox"/>	1	TE	Alternate In/Out De	Delhi		<input checked="" type="checkbox"/>	5777	5777	Common User	0	No	
<input type="checkbox"/>	3157152400317	CM	Alternate In/Out De	chennai		<input checked="" type="checkbox"/>	2396	2396	Common User	0	No	
<input type="checkbox"/>	6316152400314	avi taloja	In Device		05-Oct-2015 12:56 PM	<input checked="" type="checkbox"/>	1001	SUVEER KUMAR GUPTA	Common User	0	No	
<input type="checkbox"/>	3166172470062	TD	Alternate In/Out De			<input type="checkbox"/>	1008	GAURAV KUMAR GUPTA	Common User	3	No	
<input type="checkbox"/>	3154543545	LMC	In Device			<input type="checkbox"/>	1017	1017	Common User	3	No	
<input type="checkbox"/>	2926542510649	Surya	In Device	Test		<input type="checkbox"/>	1024	AMIT GOYAL SR	Common User	4	No	
<input type="checkbox"/>	6426152500520	CQURD1	Alternate In/Out De	Mumbai		<input type="checkbox"/>	1028	SUSHIL KUMAR	Common User	3	No	
<input type="checkbox"/>	6426152650009	CQURD2	Alternate In/Out De	Mumbai		<input type="checkbox"/>	1036	ANIL KUMAR CHAUHAN	Common User	3	No	
<input type="checkbox"/>	0426135100388	APOLLO	Alternate In/Out De	hyderabad	15-Oct-2015 03:10 PM	<input type="checkbox"/>	1040	CHANDRA PRAKASH AGA	Common User	3	No	

Page size: 10 30 items in 3 pages

Page size: 10 1332 items in 134 pages

Delete



(8)Block Unblock User in Device: This option allow to Block and Unblock User in Device.

		Direction	Location	LastPing
		<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>	A TST	Alternate In\Out Device	Delhi	21-Nov-2015 12:27 PM
<input type="checkbox"/>	TE	Alternate In\Out Device	Delhi	
<input type="checkbox"/>	CM	Alternate In\Out Device	chennai	
<input type="checkbox"/>	avi taloja	In Device		05-Oct-2015 12:56 PM
<input type="checkbox"/>	TD	Alternate In\Out Device		
<input type="checkbox"/>	LMC	In Device		
<input type="checkbox"/>	Surya	In Device	Test	
<input type="checkbox"/>	CQURD1	Alternate In\Out Device	Mumbai	
<input type="checkbox"/>	CQURD2	Alternate In\Out Device	Mumbai	
<input type="checkbox"/>	APOLLO	Alternate In\Out Device	hyderabad	15-Oct-2015 03:10 PM

(9)Device Commands: This option allow to view Status of Command which you have execute recently in smart office software.

*you can see the Triggered Command Status Pending/Success.

Delete Selected Device Commands Refresh						
<input type="checkbox"/>	Title	DeviceSName	Status	CreationDate	ExecutionDate	
<input checked="" type="checkbox"/>	Block User GAURAV KUMAR GUPTA	A TST	Pending	2015-11-24 12:25:09	1900-01-01	
<input checked="" type="checkbox"/>	Block User SUVEER KUMAR GUPTA	A TST	Pending	2015-11-24 12:25:09	1900-01-01	
<input checked="" type="checkbox"/>	Block User HR MGR	A TST	Pending	2015-11-24 12:25:09	1900-01-01	
<input type="checkbox"/>	Block User 5777	A TST	Pending	2015-11-24 12:19:13	1900-01-01	
<input type="checkbox"/>	Block User HR MGR	A TST	Pending	2015-11-24 12:19:13	1900-01-01	
<input type="checkbox"/>	Delte User 1001	A TST	Pending	2015-11-24 12:17:21	1900-01-01	
<input type="checkbox"/>	Delte User 2396	A TST	Pending	2015-11-24 12:17:21	1900-01-01	
<input type="checkbox"/>	Delte User 5777	A TST	Pending	2015-11-24 12:17:21	1900-01-01	
<input type="checkbox"/>	Delte User 459	A TST	Pending	2015-11-24 12:17:21	1900-01-01	
<input type="checkbox"/>	Download Att logs for Device-TE and Employee-	TE	Pending	2015-11-23 16:57:57	1900-01-01	

Page size: 10 2439 items in 244 pages

(10)Import Device Log: This option allow to Import Device Logs.

Import Device Logs

Import Device Logs

Example File Format [File Format](#)

Device

Biomax

Path

Select

☐ Create Employee

Import

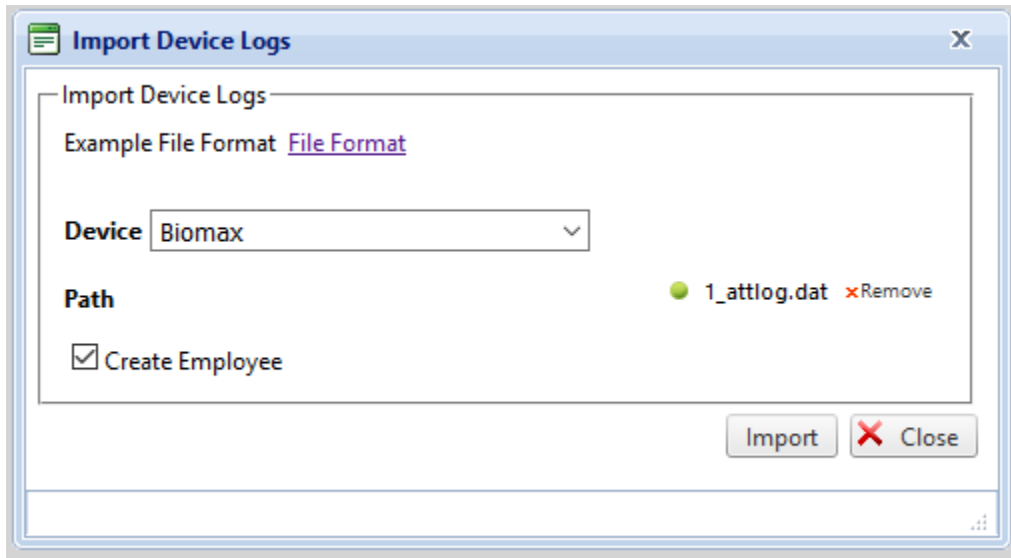
Close

How to Import Device Logs?

Go to Device Management –Import Device Logs

Download file format for Employee i.e.

Give Details select Device and give path where you have saved that file format.



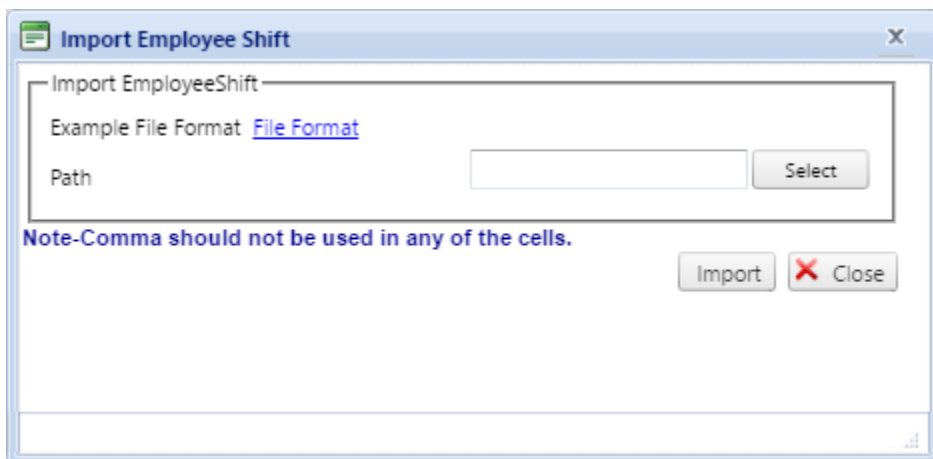
The 'Import Device Logs' dialog box contains the following elements:

- Title Bar:** 'Import Device Logs' with a close button (X).
- Example File Format:** A text field with the value 'File Format' and a blue hyperlink.
- Device:** A dropdown menu currently showing 'Biomax'.
- Path:** A text field containing '1_attlog.dat' with a green circular icon to its left and a red 'X Remove' button to its right.
- Create Employee:** A checkbox that is currently checked.
- Buttons:** 'Import' and 'Close' (with a red X icon) at the bottom right.

Click on Import.

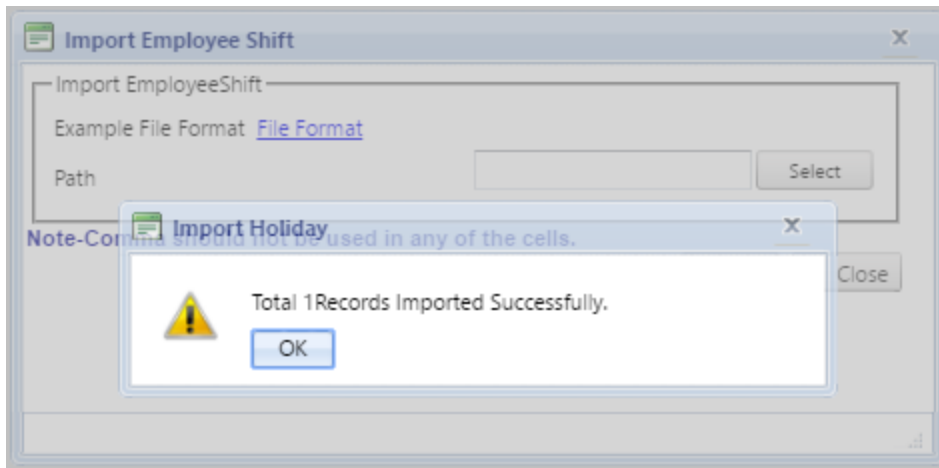
*UTILITIES:

(1)Import Employee Shift: This option will allow to Import Employee Shift.

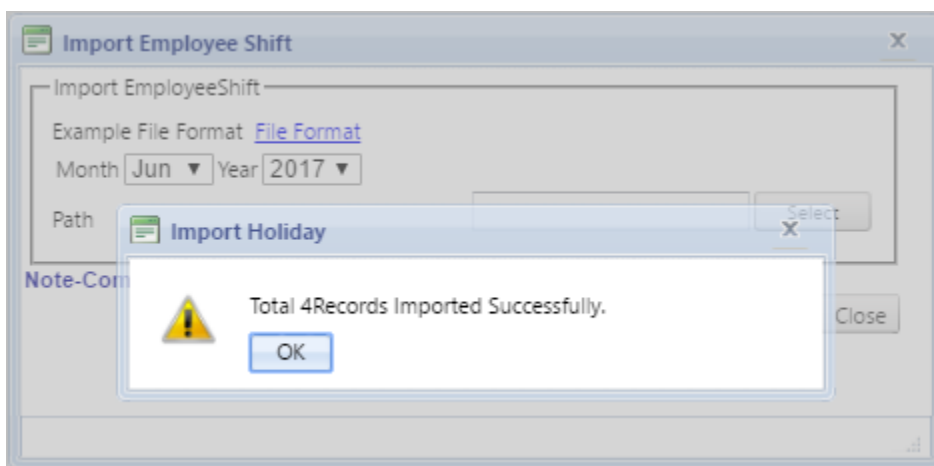
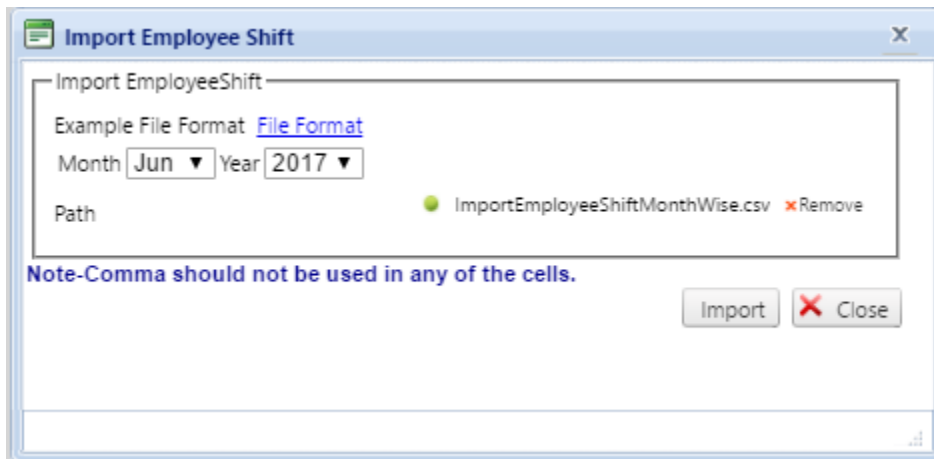


The 'Import Employee Shift' dialog box contains the following elements:

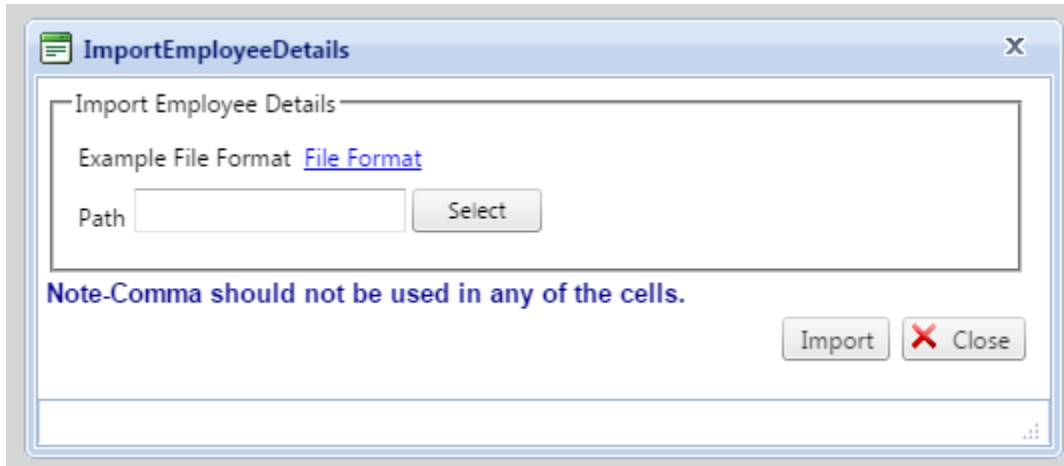
- Title Bar:** 'Import Employee Shift' with a close button (X).
- Example File Format:** A text field with the value 'File Format' and a blue hyperlink.
- Path:** A text field followed by a 'Select' button.
- Note:** A blue text label stating 'Note-Comma should not be used in any of the cells.'
- Buttons:** 'Import' and 'Close' (with a red X icon) at the bottom right.



(2)Import Employee shift Month wise:This option used to add month wise shift for particular employee.

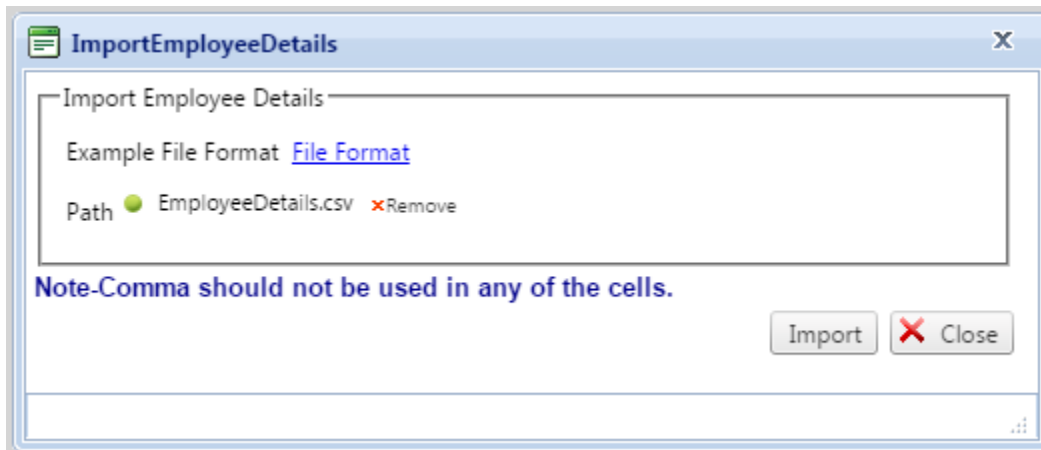


(3)Import EmployeeDetails: This option will allow to Import EmployeeDetails.

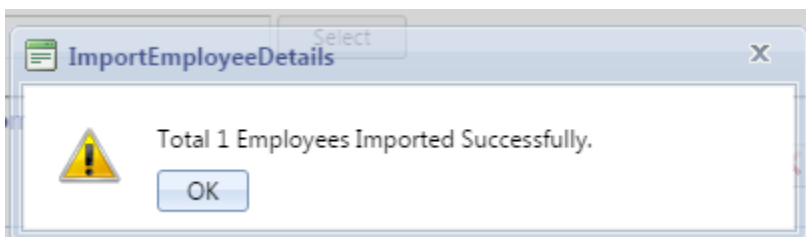


Download File Format, give EmployeeDetails and give path for File Format.

Note: comma should not be used in any of the cell.

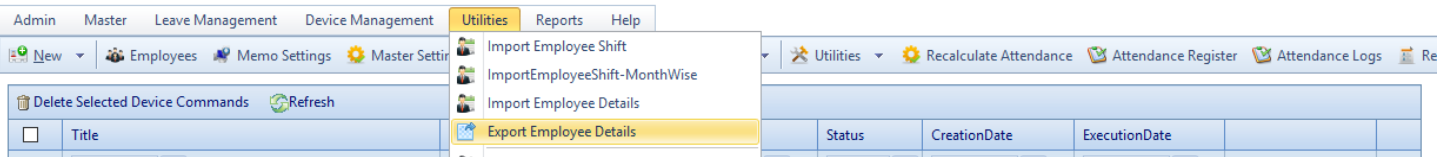


Click on Import for File Import Employee.

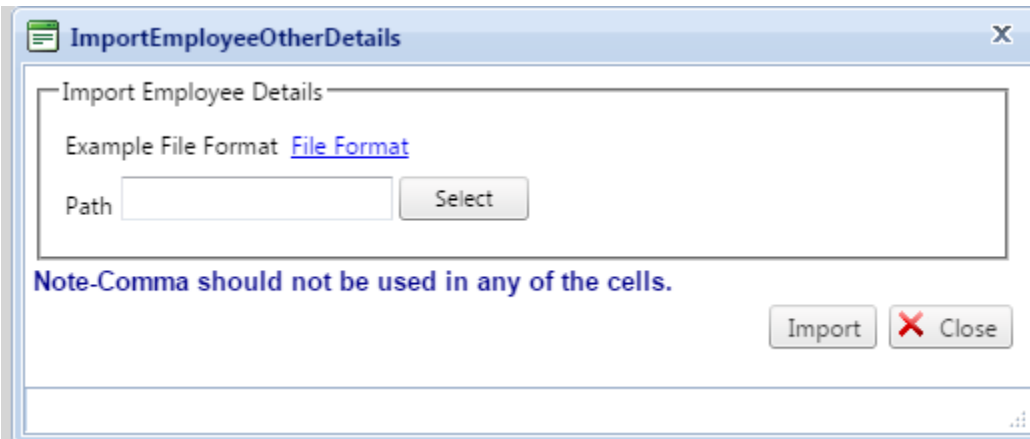


(4)Export EmployeeDetails: This option allow to Export EmployeeDetails.

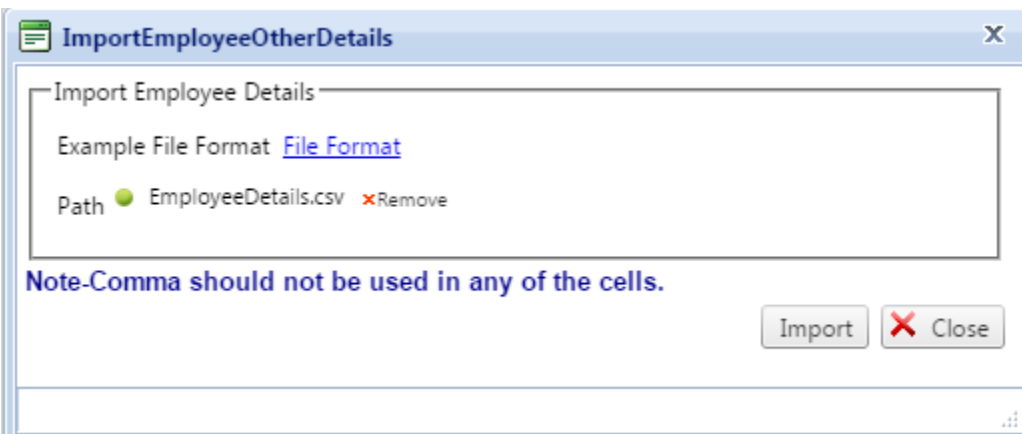
Go to Utilities and select Export EmployeeDetails then you will get automatically EmployeeDetails.



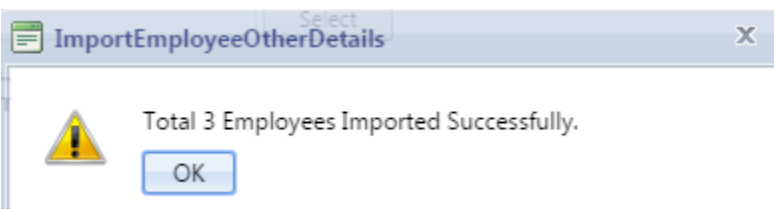
(5) Import Employee Other Details: This option allow to Import Employee Other Details.



Download File Format -give EmployeeDetails and give path File Format .



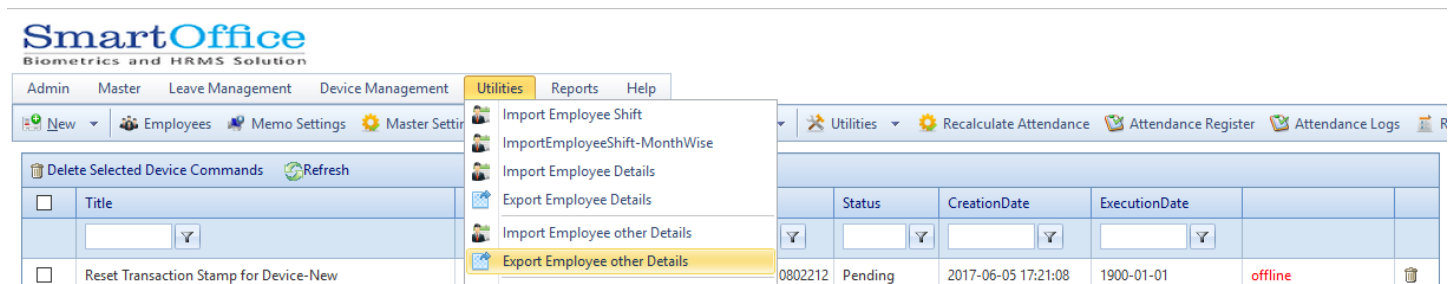
Click on Import



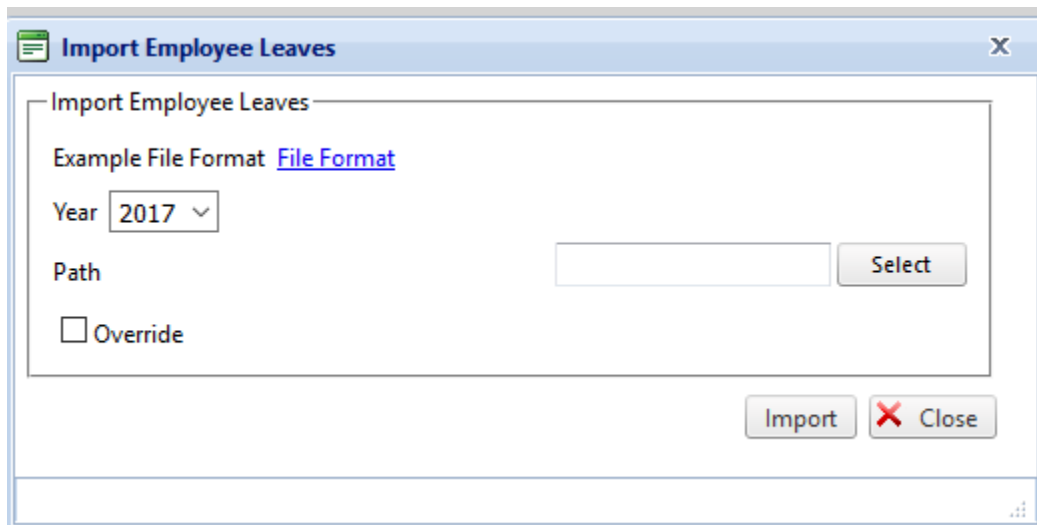
(6)Export Employee Other Details:This Option allow to Export Employee Other Details.

You can download Employee Other Details.

Go to **Utilities** select **Export Employee Other Details**.

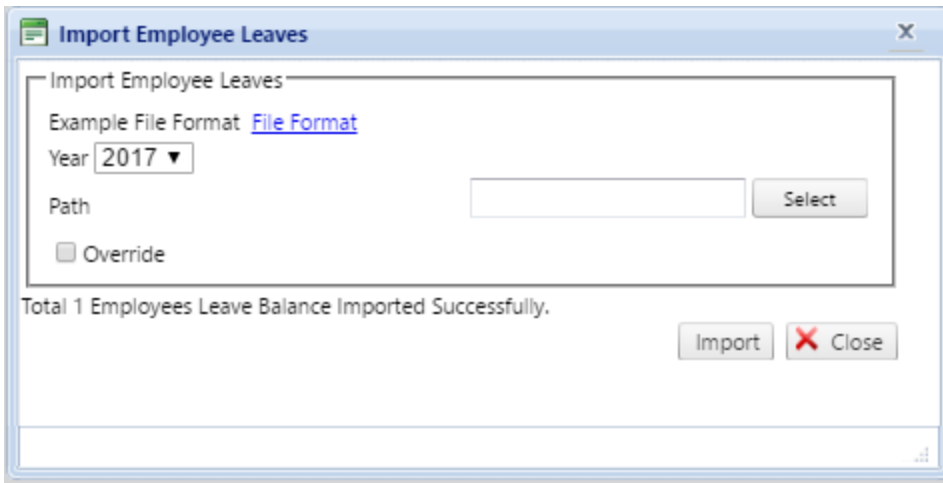


(7)Import Employee Leave Balance: This option will allow to Import Employee Leave Balance.



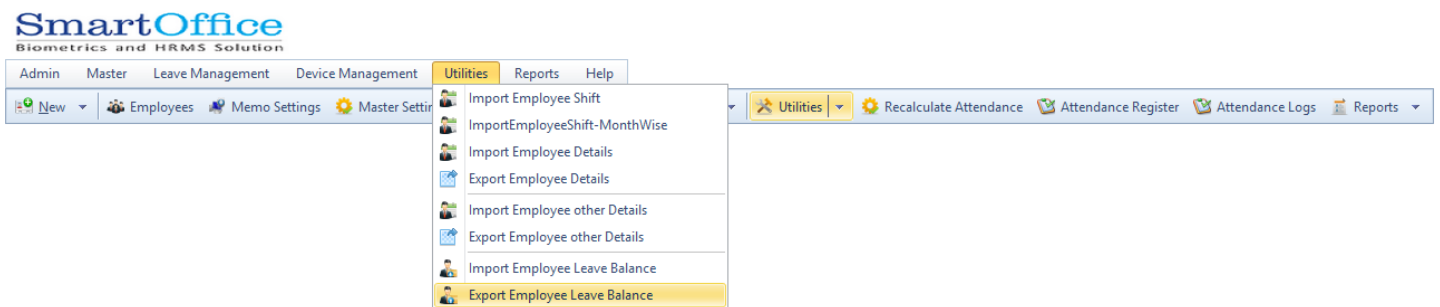
Download File Format-give Employee Leave Details and select path for File Format.

Click on Import to ImportEmployee Leave.

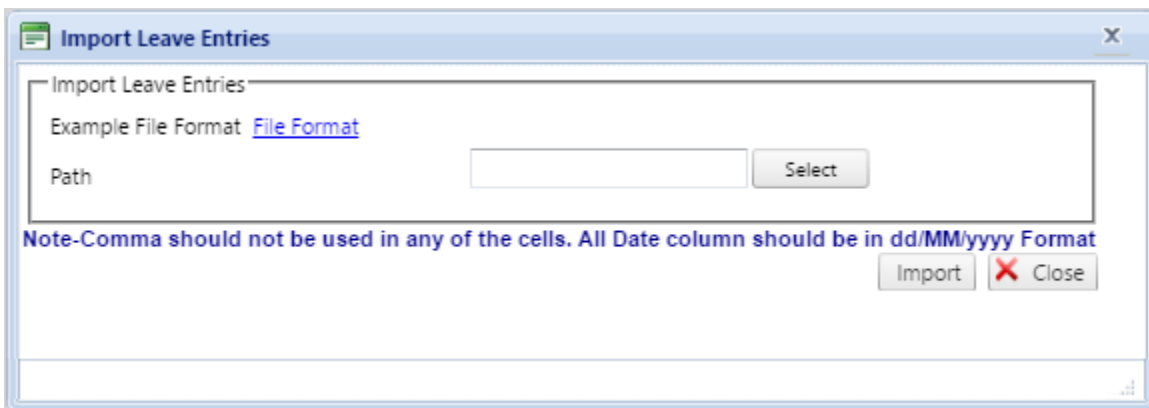


(8)Export Employee Leave Balance: This option will allow to Export Employee Leave Balance. You can download Employee Leave Balance.

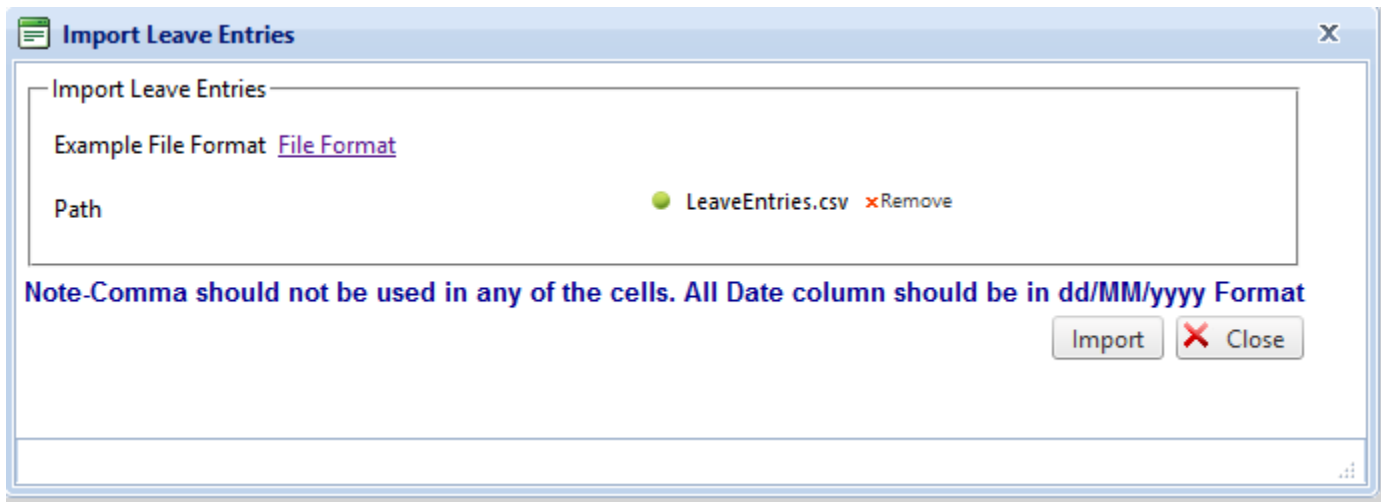
Go to **Utilities** and select **Export Employee Leave Balance**.



(9)Import Employee Leave Entries: This option will allow to ImportEmployee Leave Entries.



Download File Format give Leave Entries Details and select path File Format.



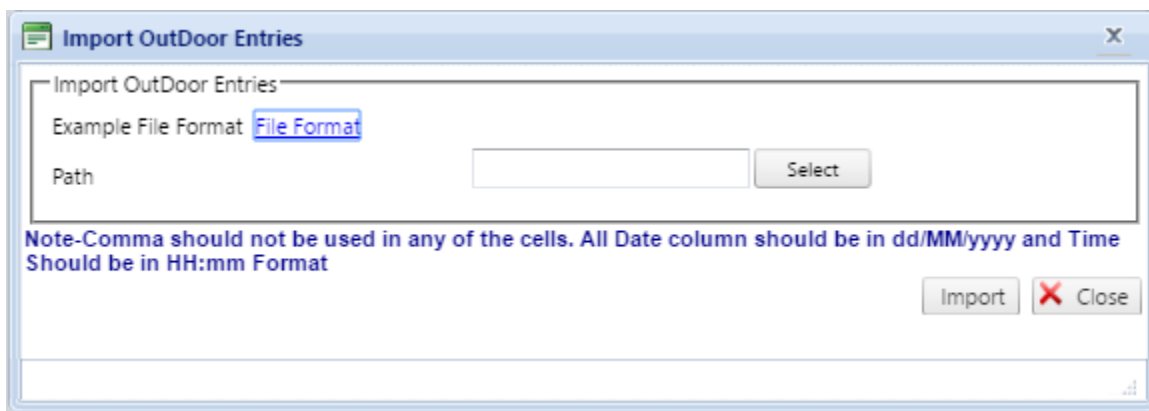
The 'Import Leave Entries' dialog box has a title bar with a green icon and a close button. The main area contains a text box with the text 'Import Leave Entries' and a link 'Example File Format [File Format](#)'. Below this is a list box with the text 'Path' and a green circle icon next to 'LeaveEntries.csv', with a red 'X' and 'Remove' text to its right. At the bottom, there is a blue note: 'Note-Comma should not be used in any of the cells. All Date column should be in dd/MM/yyyy Format'. There are 'Import' and 'Close' buttons at the bottom right.

Click on Import to Import Leave Entries.



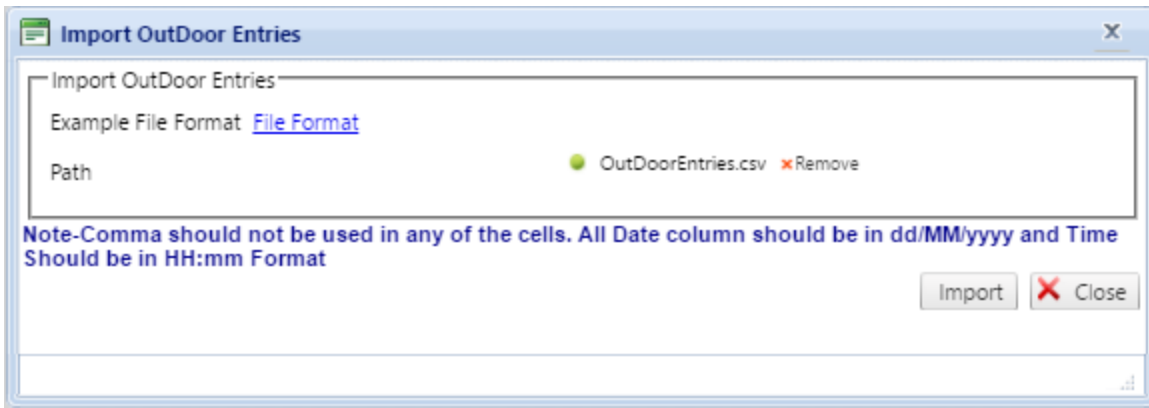
The 'Import Employee Leave Entries' dialog box has a title bar with a green icon and a close button. The main area contains a yellow warning triangle icon and the text: 'Total 0 Leaves Imported Successfully and below error occurred for the remaining leave.' and 'Leave Type is not exists.' There is an 'OK' button at the bottom.

(10)Import EmployeeOutdoor Entries: This option will allow to Import EmployeeOutdoorEntries.

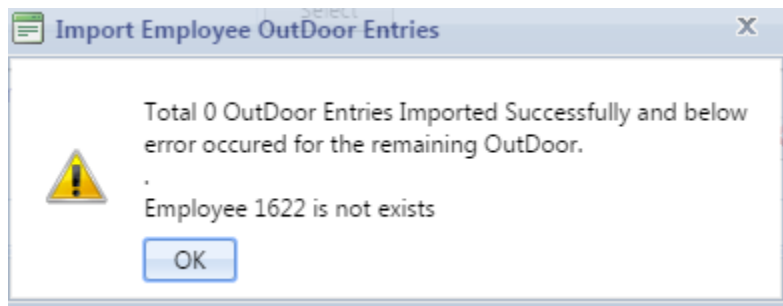


The 'Import OutDoor Entries' dialog box has a title bar with a green icon and a close button. The main area contains a text box with the text 'Import OutDoor Entries' and a link 'Example File Format [File Format](#)'. Below this is a text box for 'Path' and a 'Select' button. At the bottom, there is a blue note: 'Note-Comma should not be used in any of the cells. All Date column should be in dd/MM/yyyy and Time Should be in HH:mm Format'. There are 'Import' and 'Close' buttons at the bottom right.

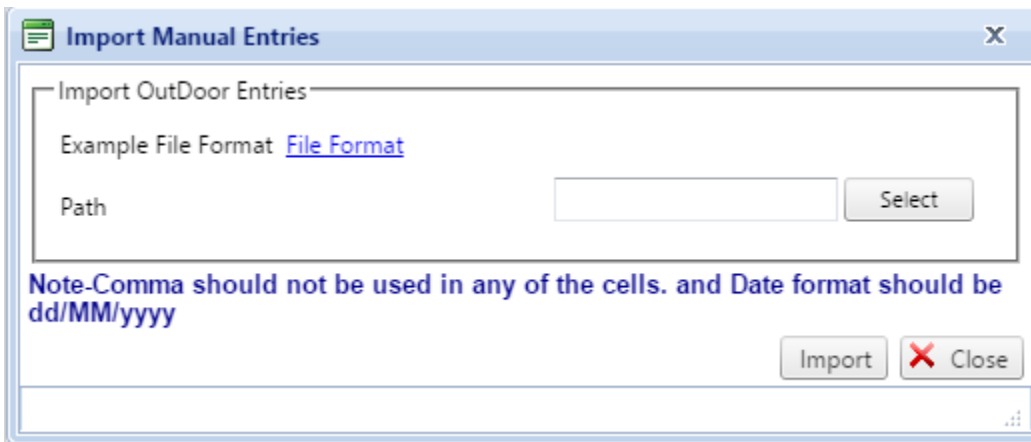
Download File Format give Outdoor Entries and select path to File Format.



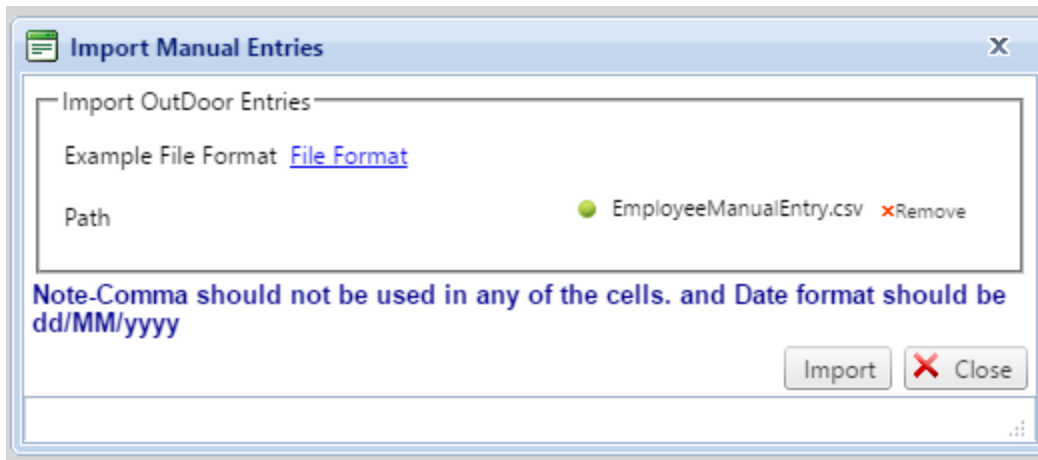
Click on Import



(11)Import Employee Manual Entries:: This option will allow to set manual log entries of employee.

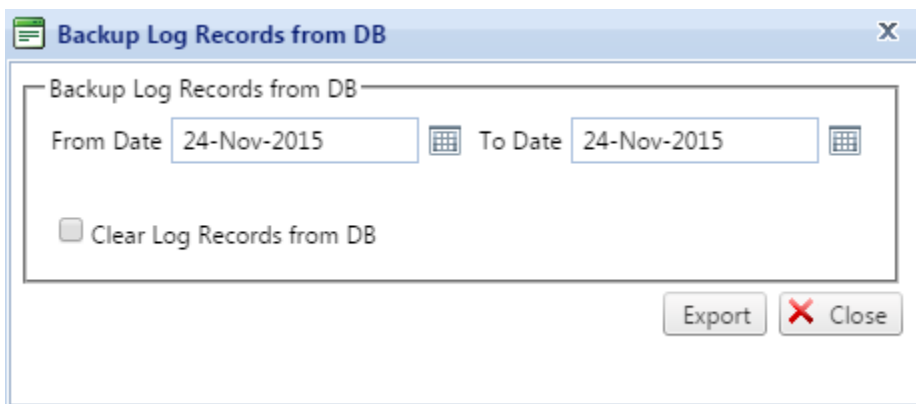


Download File Format give Manual Entries and select path to File Format.



Click on Import

(11)Backup Log Records from DB: This option will allow to backup Employee Log Records from Database.



(a)From Date: select backup start date

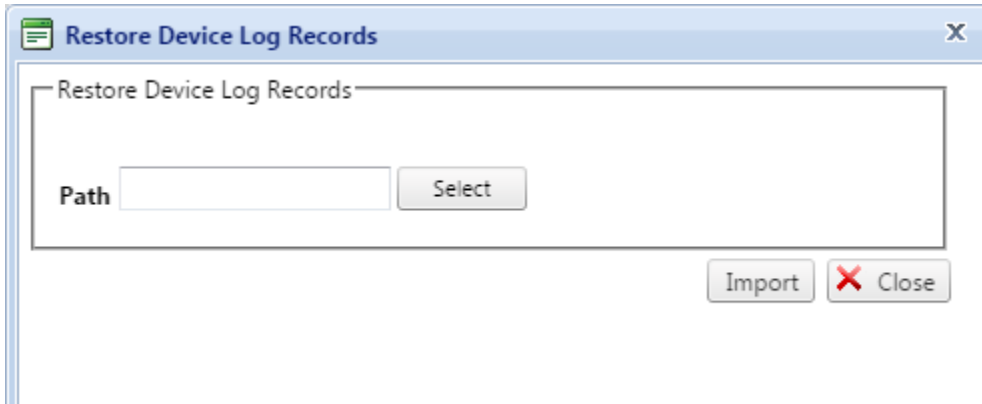
(b)To Date: select backup end date

(c)Clear Log Records from DB: If you select this option then your data will be deleted from DB.

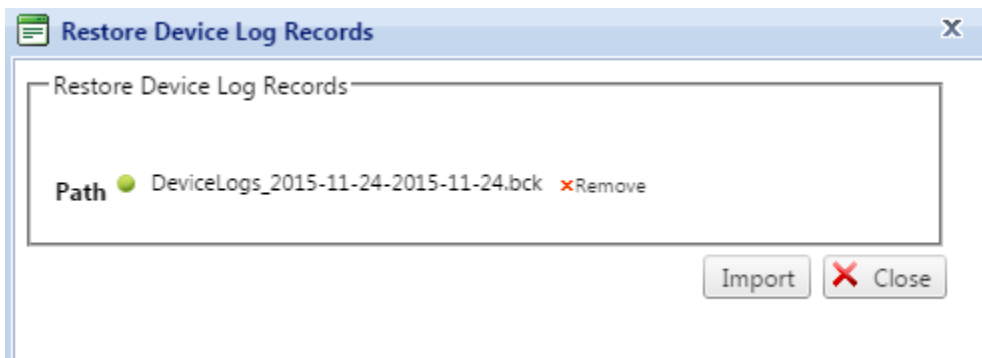
Click on Export to Download Logs Record.

(12)Restore Device Log Record:This option will allow to restore device Log Record.

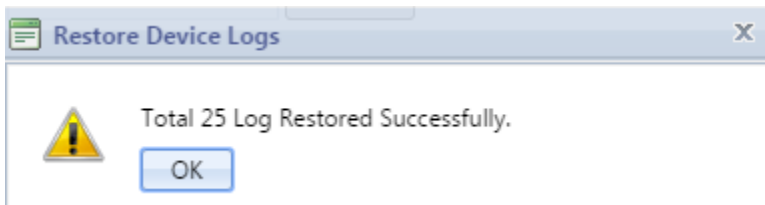
You can able to Restore Device Log Records.



Select path to Restore Device Log Record.

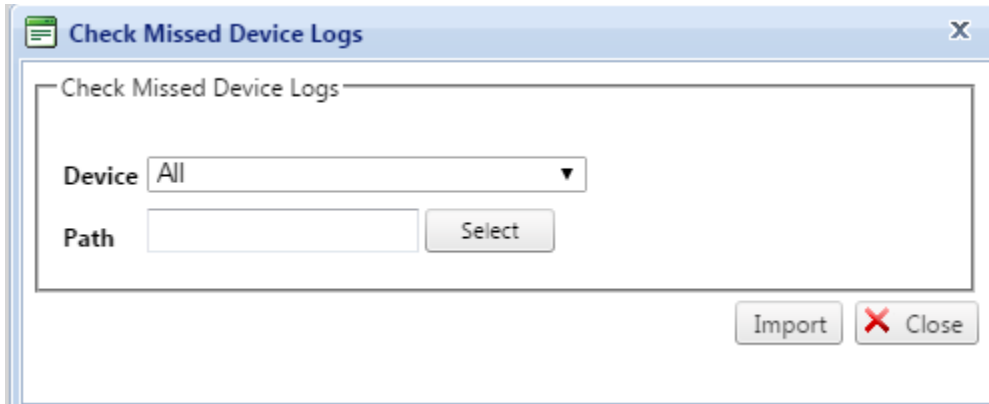


Click on Import to Restore Logs.

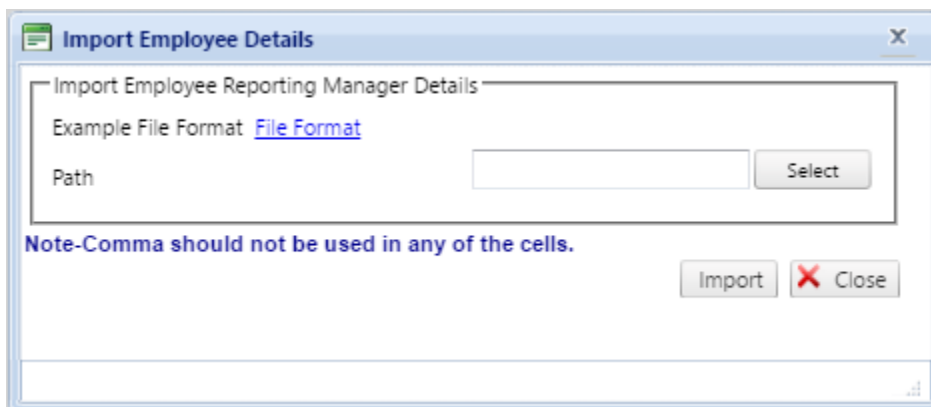


(13)Check Missed Device Logs: If someone Employee is telling that punch is there in the device but not in the software. Then you can download logs in pen drive ,in this option select

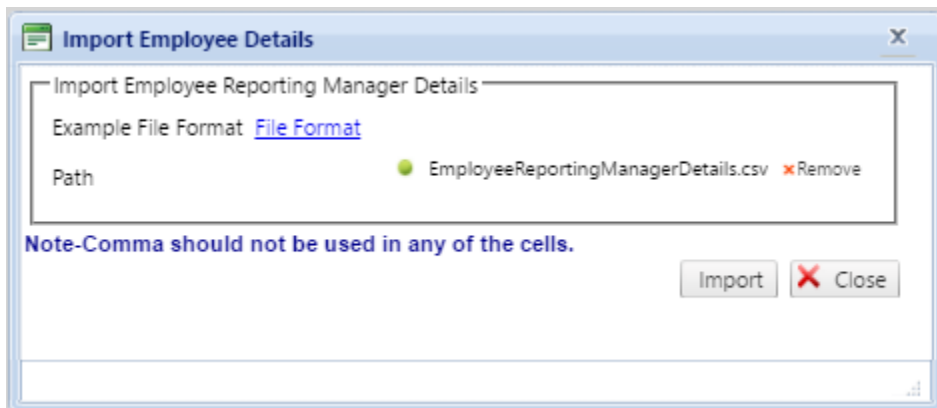
the Device, give the path of the logs. It will come the logs file in Both software &pen drive& display the missed logs.



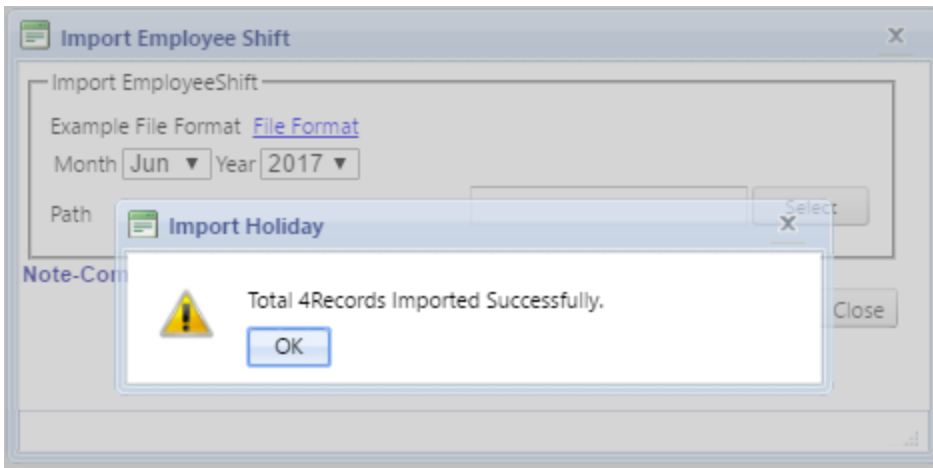
(14)Import Employee Manager:This option allow to assign reporting manager for particular employee in software.



Select path Employee reporting manager Record.



Click on Import



(14)Export Employee Manager: This option allow to assign reporting manager for particular employee in software.

The image shows an Excel spreadsheet titled 'EmployeeReportingManagerDetails (1) - Excel'. The spreadsheet has columns for EmployeeCode, EmployeeName, ReportToEmployeeCode, and ReportToEmployeeName. Data is entered for three employees: 1413 ABC, 1412 Hiral, and 1413 ABC. The status bar at the bottom indicates 'READY' and '100%' zoom.

	A	B	C	D	E	F	G	H	I	J	K
1	EmployeeCode	EmployeeName	ReportToEmployeeCode	ReportToEmployeeName							
2		1413 ABC		1412 Hiral							
3		1412 Hiral		1413 ABC							
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											

(15)Carry Forward Employee Leave: This option will allow to carry forward EmployeeLeave. IfEmployee have 6 leave in previous year then you can forward 6 leave for next year/current year.

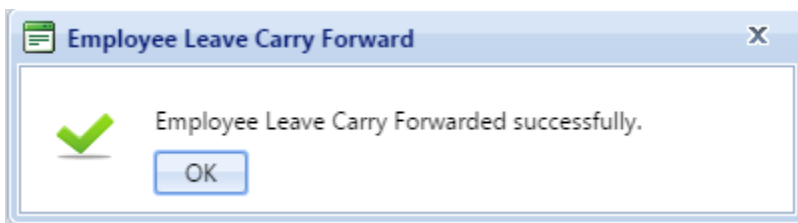
Leave Type: Casual Leave-CL Year: 2016 CheckForthisYear

	Emp Code	Employee Name	Company	Category	TotalBalance	T. Credited In Year	T. Taken In Year	T. Year Balance	T. Year CarryForward	T. Year LeaveLapse	Next Year Opening Balance
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/>	1413	ABC	Biomax	Default	0	0	0	0	0	0	0
<input type="checkbox"/>	002	XYZ	Biomax	Default	12	48	0	48	5	43	0

2 items in 1 pages

Carry Forward

give Leave Type -Year –select Employee and click on Carry Forward.



(16)Parallel Database Export: This option is used to push our Device logs(Raw Data) to Third Party Database in Particular Table Parallel.

Parallel Database Export

☐ Is Parallel Database Export

Database Type: **SQL Server** Authentication Type: **Windows Authentication**

Database Server: **LocalHost** Database Name:

User Name: **identix** Password:

Service Name: **XE** Port Number: **1521**

Data Fields Mapping

Table Name:

Emp Device Code: ☐ Is Unique ☐ Prefix Text Length:

Employee Code: ☐ Is Unique ☐ Prefix Text Length: **1**

Log Date: ☐ Is Unique Format:

Log Time: ☐ Is Unique Format:

Log Date Time: ☐ Is Unique Format:

RFID#: ☐ Is Unique Device Name:

RFIDWithIssueNo: ☐ Is Unique RFIDIssueNo:

Work Code: Device Id: Length: **1** Prefix Text:

Punch Direction: In: Out:

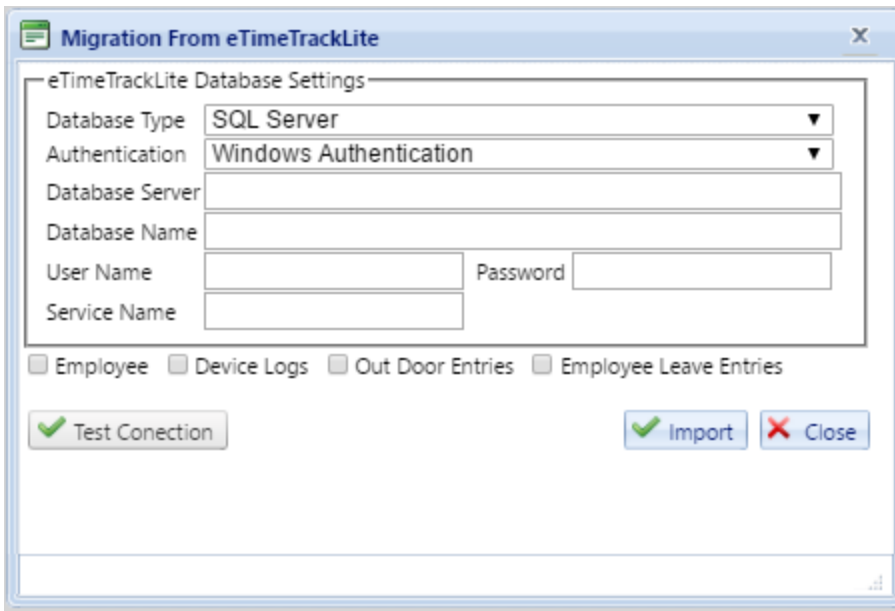
Download Date: Format:

Reserved Field 1: Default Value:

Reserved Field 2: Default Value:

Reserved Field 3: Default Value:

(17)Migration From eTimeTrack Lite: If eTimetrack Lite Software Database exist and if you want to Migrate the Software to Smart Office, the old Data will be exported to the Smart Office Database.



Migration From eTimeTrackLite

eTimeTrackLite Database Settings

Database Type: **SQL Server**

Authentication: **Windows Authentication**

Database Server:

Database Name:

User Name: Password:

Service Name:

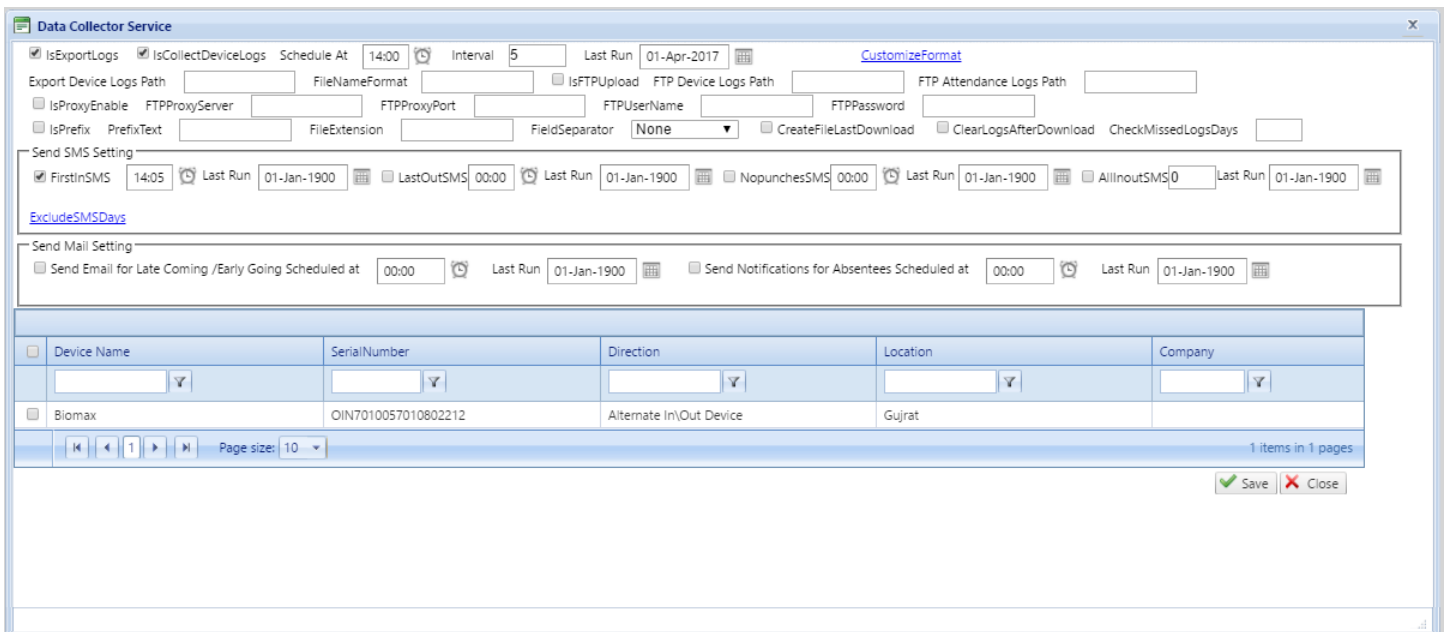
☐ Employee ☐ Device Logs ☐ Out Door Entries ☐ Employee Leave Entries

☒ Test Conection

Note: you can only Migrate Employee, Device Logs, Outdoor Entries & Employee Leave Entries

(18) Data collector service: This service basically used for download data in the form of interval. This option is basically work as same as Task manager to download data in interval of time.

***Note:-** For this Data collector service employee must have to start SmartOfficeNonPushDataCollector –Automatically (From Run--services.msc)



Data Collector Service

☒ IsExportLogs ☒ IsCollectDeviceLogs Schedule At: 14:00 Interval: 5 Last Run: 01-Apr-2017 [CustomizeFormat](#)

Export Device Logs Path: FileNameFormat: ☐ IsFTPUpload FTP Device Logs Path: FTP Attendance Logs Path:

☐ IsProxyEnable FTPProxyServer: FTPProxyPort: FTPUserName: FTPPassword:

☐ IsPrefix PrefixText: FileExtension: FieldSeparator: **None** ☐ CreateFileLastDownload ☐ ClearLogsAfterDownload ☐ CheckMissedLogsDays:

Send SMS Setting

☒ FirstInSMS 14:05 Last Run: 01-Jan-1900 ☐ LastOutSMS 00:00 Last Run: 01-Jan-1900 ☐ NopunchesSMS 00:00 Last Run: 01-Jan-1900 ☐ AllInoutSMS 0 Last Run: 01-Jan-1900 [ExcludeSMSDays](#)

Send Mail Setting

☐ Send Email for Late Coming /Early Going Scheduled at: 00:00 Last Run: 01-Jan-1900 ☐ Send Notifications for Absentees Scheduled at: 00:00 Last Run: 01-Jan-1900

Device Name	SerialNumber	Direction	Location	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Biomax	OIN7010057010802212	Alternate In/Out Device	Gujrat	

Page size: 10 1 items in 1 pages

(1)Is export Logs:- This option used for export logs in particular time interval(For ex:- Employee logs are download in every 5 min then give value in Interval option)

(2)IsCollectDeviceLogs:-This option used to collect device log on perticular time (For ex:- Employee Logs download in Particular 9:30 AM)

(3)CustomizeFormat:-This is export log record file format.From this prompt employee can add field which they want from this list and export in the form of .txt,.csv etc.

From this option setting user can download log file in every min which they have given value in interval field.

Customize Format

☐ Select Format—

FileName Format ☐ Prefix Text File Extension File Separator

Data Field No.	Name	No Of Char	Format	Prefix Text	Header
1	EmployeeCode	8			EmployeeCode
2	LogDate		yyyyMMdd		LogDate
3	LogDate		HH:mm:ss		Direction
4	Direction	In	..P10	Out	None
5	None	No Of Char	0		None
6	None	No Of Char	0		None
7	None	No Of Char	0		None
8	None	No Of Char	0		None
9	None	No Of Char	0		None

☐ Is Consider First Last Punch ☒ Show Header ☐ Show File As Per Last Download Reset Last Run

Additional Direction—

Additional Direction Value Break In Break Out

Suffix Text Setting—

Employee Code Employee Code In Device

Note – PrefixText should be exactly one character long except the Fields None,LogDate,DownloadDate

(4)Export Device Log path:-This option used for where employee have to export device log.(for ex: D:/smartoffice)

(5)Filename format:-From this option employee can set file format of exporting logs.

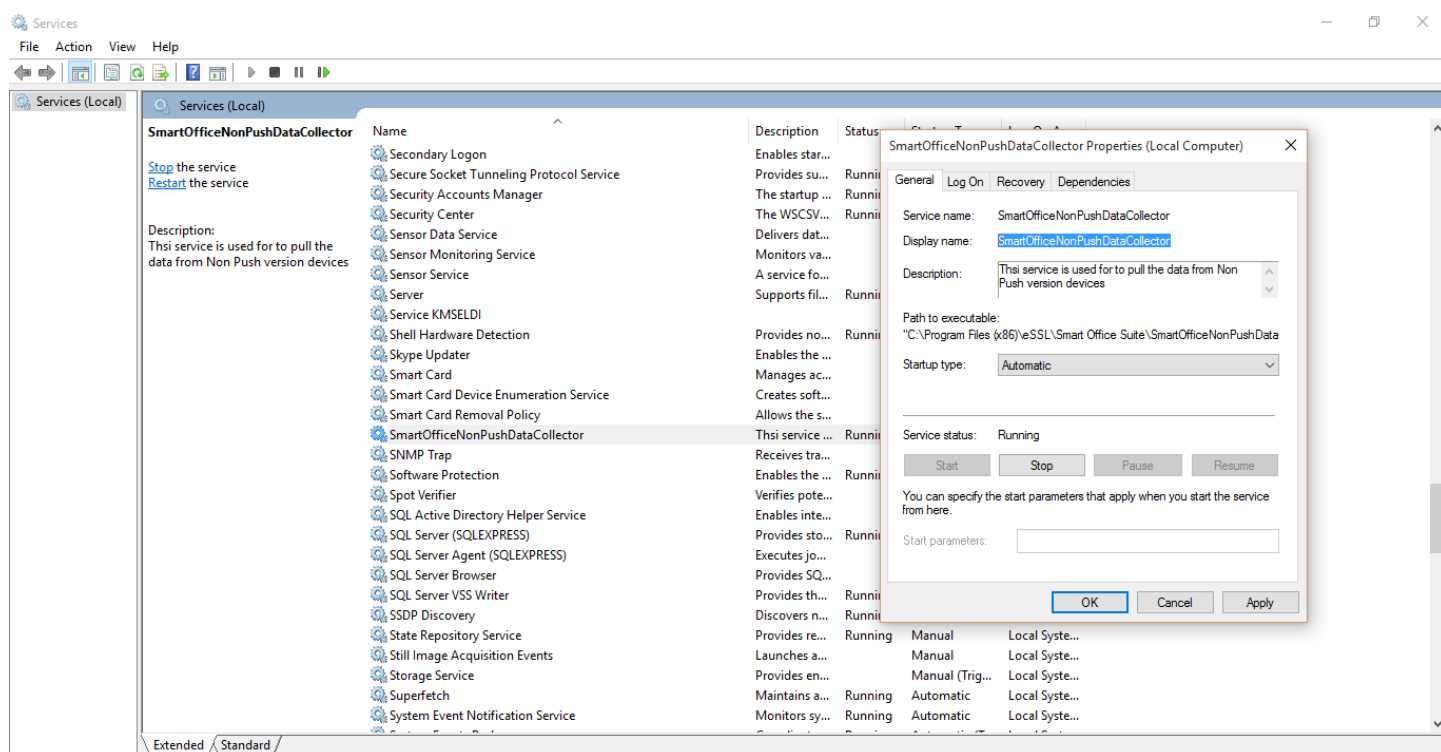
(6)Proxy enable:- In some of networks proxy server configured at that time using proxy download logs in perticular network path using FTP (where FTP configured .For Ex: Path: //192.168.10.1/data)

(7)Send SMS setting :-This option used instead of SMS task manager.In every time interval SMS has been send to employee,

(I)First in: In punch time SMS sending setup

(II)Last out: Last Out Punch time SMS sending setup

(III) Send Notifications for Absentees Scheduled at :For absent SMS sending setup










(8)Send Mail Setting :-This option is used for Mail setup in particular time scheduled.


(I) Send Notifications for Absentees Scheduled at :This option for absent Mail setup (automatic send mail on this time for absent)

(II)Send Email for Late Coming /Early Going Scheduled at :This option for Late coming/early going Employee report mailed to particular id which configured in Auto mailer)

Note:For Auto mailer and SMS must select at list one device from that which you have to send the Mail and SMS.

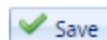
(19)Customize Status Code: Customize status code option is used while you need a different Status other than Present Absent Holiday etc.Usingthis option you can modify the Status.

+ Add new row		
Main Status Code	Customize Status Code	
P	Present	
HP	HP	
WOP	WOP	
A	Absent	
COFF	COFF	
RH	RH	
CL	Casual Leave	

 Save

(20)Custom Header Text:Customer Header Text is used to change the Header of the Colum in any Reporti.e. Instead of Employee Name they can Modify to Student Name.

MainStatusCode	Customize Status Code
EmployeeCustomText	Employee
EmployeeCodeCustomText	Employee Code
EmployeeNameCustomText	Employee Name
CompanyCustomText	Company
DepartmentCustomText	Department
CategoryCustomText	Category
DesignationCustomText	Designation
EmploymentTypeCustomText	EmploymentType
GradeCustomText	Grade
TeamCustomText	Team
UIDNoCustomText	UIDNo
PANNoCustomText	PANNo
VoterIdNoCustomText	VoterIdNo

 Save

(21)Fetch controller Log: This option is used to fetch data in door Controller software.

Parallel Database Export

Fetch Controller Logs

Database Type

SQL Server

Authentication Type

Windows Authentication

Database Server

Biomax

Database Name

SmartOffice

User Name

Password

Service Name

Port Number

Fetch Controller Logs

From Date

To Date

Fetch Controller Logs

Test Connection

Save

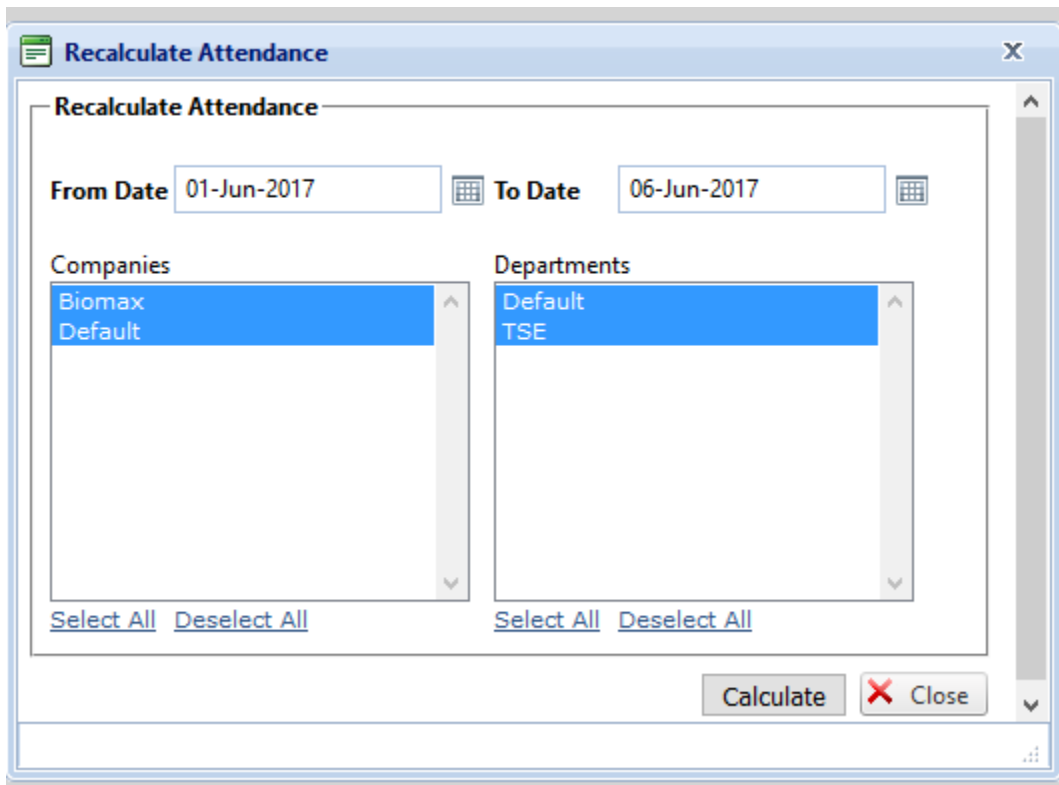
Close

Note-DeviceSName in SmartOffice and ControllerName should be same otherwise data will not insert.

REPORT

(1)Recalculate Attendance: This option is used to get Recalculate Attendance for Every Report. If you make some changes in Employee recently but Employee Details is not showing in Report then you have to do Recalculate one time then you will get fresh Report.

Go to Report –Recalculate



The image shows a software dialog box titled "Recalculate Attendance". It contains two date pickers: "From Date" set to "01-Jun-2017" and "To Date" set to "06-Jun-2017". Below these are two list boxes. The "Companies" list box contains "Biomax" and "Default", with "Biomax" selected. The "Departments" list box contains "Default" and "TSE", with "Default" selected. Under each list box are links for "Select All" and "Deselect All". At the bottom right of the dialog are "Calculate" and "Close" buttons.

Click on Calculate.

Recalculate Attendance

From Date: 01-Jun-2017 To Date: 06-Jun-2017

Companies: Biomax, Default
Departments: Default, TSE

Select All Deselect All Select All Deselect All

Attendance Recalculated Successfully.

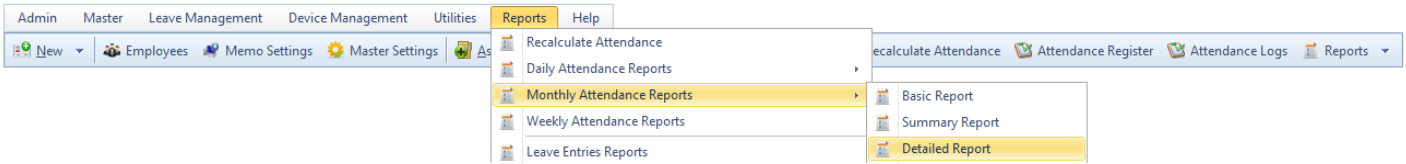
Calculate Close

(2)Details Attendance Report: This Report is used to view Details Attendance of Employee.

Biomax Security														
Daily Detailed Attendance Report														
01-Jun-2017 To 05-Jun-2017														
Generated On: 06-Jun-2017 01:53 PM														
Attendance Date- 01-Jun-2017														
Department:- TSE														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	1412	Hiral	MS1	09:30	18:30	09:30:00	18:30:00	09:00	00:00	00:00	00:00	00:00	P	09:30:00(in),18:30:00(out)ME,
Attendance Date- 02-Jun-2017														
Department:- TSE														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	1412	Hiral	GS	00:00	00:00	08:00:00	20:00:00	12:00	00:00	00:00	00:00	00:00	P(OD)	08:00(in),09:30(in),18:30(out),20:00(out),
Attendance Date- 03-Jun-2017														
Department:- TSE														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	1412	Hiral	GS	00:00	00:00	09:30:00	18:30:00	09:00	00:00	00:00	00:00	00:00	P(CL)	09:30(in),18:30(out),
Attendance Date- 04-Jun-2017														
Department:- TSE														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	1412	Hiral	GS	00:00	00:00	09:30:00	18:30:00	09:00	00:00	00:00	00:00	00:00	WOP	09:30(in),18:30(out),

(3)Monthly Details Report: This Report is used to get Details Report of Employee by Monthly basis.

SmartOffice
Biometrics and HRMS Solution



Go to Report-Monthly Details Report-Details Report.

1 of 1

Find | Next

Biomax Security

Monthly Detailed Attendance Report

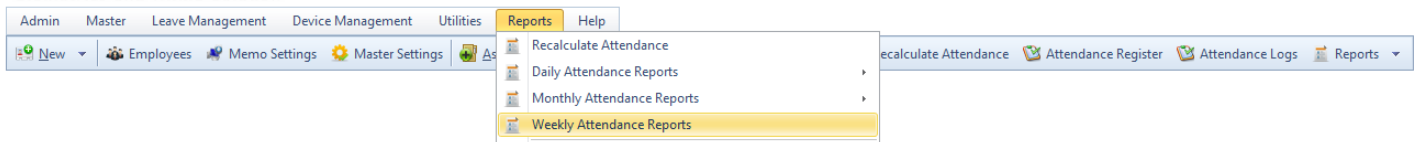
01-May-2017 To 31-May-2017

Generated On: 06-Jun-2017 02:58 PM

Day	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10	Day11	Day12	Day13	Day14	Day15	Day16	Day17	Day18	Day19	Day20	Day21	Day22	Day23	Day24	Day25	Day26	Day27	Day28	Day29	Day30	Day31
Days	01-May	02-May	03-May	04-May	05-May	06-May	07-May	08-May	09-May	10-May	11-May	12-May	13-May	14-May	15-May	16-May	17-May	18-May	19-May	20-May	21-May	22-May	23-May	24-May	25-May	26-May	27-May	28-May	29-May	30-May	31-May
	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	Sat	Sun	Mon	Tue	Wed
<div> <div>Department: TSE</div> <div>Employee Code:- 1412</div> <div>Employee Name:- Hiral</div> </div> <div> <div>Total Present - 31</div> <div>Total Absent - 0</div> <div>Total Leave Taken - 0</div> <div>Total Weekly Off Present - 0</div> <div>Total Duration - 279:00</div> <div>Total Over Time - 00:00</div> <div>Total LateBy - 00:00</div> <div>(Hrs.) Total EarlyBy - 00:00</div> <div>(Hrs.)</div> </div>																															
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	
In Time	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	09:00:00	
Out Time	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	18:00:00	
Late By	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Early By	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Total OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
Duration	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	09:00	
Status	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	

(4)Weekly AttendanceReport: This Report is used to get Attendance Report of Employee by Weekly.

SmartOffice
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Go to Report-Weekly Attendance Report

Weekly Attendance Report

Group By Department Wise

No of Digit in Employee code 1

Weekly Attendance Report

Month Jun-2017 Week 1st

☐ Filter Employee
 Employee Code ☐ Exact
 Employee Name
 Employee Category All
 Employee Designation All
 Employee Location All
 EmploymentType All

☐ Filter Company

Biomax
Default

Select All Deselect All

☐ Filter Department

Default
TSE

Select All Deselect All

☐ Recalculate Attendance

Generate Close

1 of 1


Find | Next

Weekly Status Report (Detailed Work Duration)

Jun 1st Week 2017

Company: Biomax Security

Printed On: Jun-06-2017 03:04 PM

Days	01-Thu	02-Fri	03-Sat	04-Sun	05-Mon	06-Tue	07-Wed
Employee:-	1412:Hiral		Total Duration: 48:0 Hrs Total OT: 00:00 Hrs. Present: 5 Absent: 2 WeeklyOff: 0 Holidays: 0 Leaves Taken: 1 Late By Hrs: 00:00 Late By Days: 0 Early By Hrs:00:00 Early Going By Days: 0				
Status	P	P(OD)	P(CL)	WOP	WOP	A	A
In Time	09:30:00	08:00:00	09:30:00	09:30:00	09:30:00	00:00	00:00
Out Time	18:30:00	20:00:00	18:30:00	18:30:00	18:30:00	00:00	00:00
Late By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Early By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Late Going By	00:00	20:00	18:30	18:30	18:30	00:00	00:00
Early Coming By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Duration	09:00	12:00	09:00	09:00	09:00	00:00	00:00
OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Shift	MS1	GS	GS	GS	GS	GS	GS

Page 83 of 103

(5)Leave Entries Report:This Report Shows Applied Leave Entries Reports of employee.

Employee Leave Entries

Employee Leave Entries

From Date01-Jun-2017To Date08-Jun-2017StatusAllLeave TypeAll

☒ Filter Employee

Employee Code1413Exact

Employee Name

Employee CategoryAll

Employee DesignationAll

Employee LocationAll

EmploymentTypeAll

☐ Filter Company

Biomax
Default

Select AllDeselect All

☐ Filter Department

Default
TSE

Select AllDeselect All

☒ Recalculate Attendance

GenerateClose

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Biomax Security

Employee Leave Entries

01-Jun-2017 To 08-Jun-2017

Generated On: 08-Jun-2017 03:25 PM

Date-		01-Jun-2017					
S.No	Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Remarks
1	1413	ABC	TSE	Casual Leave	No		Marriage Function
Date-		02-Jun-2017					
S.No	Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Remarks
1	1413	ABC	TSE	Casual Leave	No		Marriage Function
Date-		03-Jun-2017					
S.No	Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Remarks
1	1413	ABC	TSE	Casual Leave	No		Marriage Function
Date-		04-Jun-2017					
S.No	Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Remarks
1	1413	ABC	TSE	Casual Leave	No		Marriage Function
Date-		05-Jun-2017					
S.No	Employee Code	Employee Name	Department	LeaveType	IsApproved	ApprovedBy	Remarks
1	1413	ABC	TSE	Casual Leave	No		Marriage Function

(6) Outdoor Entries Report: This Report Shows the outdoor entries of Employee.

Employee Out Door Entries

Employee Out Door Entries

From Date To Date Status

☐ Filter Employee

Employee Code ☐ Exact

Employee Name

Employee Category

Employee Designation

Employee Location

EmploymentType

☐ Filter Company

Biomax
Default

☐ Filter Department

Default
TSE

[Select All](#) [Deselect All](#) [Select All](#) [Deselect All](#)

☐ Recalculate Attendance

[Generate](#) [Close](#)

Biomax Security

Employee Out Door Entries

01-Jun-2017 To 08-Jun-2017

Generated On: 08-Jun-2017 03:59 PM

Date- 02-Jun-2017							
S.No	Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Out Door Remarks
1	1412	Hiral	TSE	720	Yes	essl	Visit Site(08:00:00,20:00:00)

(7) Restricted Holiday Entries Report: This Report Shows the Restricted holiday entries of Employee.

Employee Restricted Holidays Entries

Employee Restricted Holidays Entries

From Date: 01-Jun-2017 To Date: 08-Jun-2017 Status: All Leave Type: RHO

☐ Filter Employee

Employee Code: ☐ Exact

Employee Name:

Employee Category: All

Employee Designation: All

Employee Location: All

EmploymentType: All

☐ Filter Company

Biomax
Default

☐ Filter Department

Default
TSE

Select All Deselect All Select All Deselect All

☒ Recalculate Attendance

Generate Close

(8) Comp-Off Entries Reports: This Report Shows the company off entries of employee .

Employee CompOff Entries

Employee CompOff Entries

From Date: 01-Jun-2017 To Date: 08-Jun-2017 Status: All Leave Type: COFF

☐ Filter Employee

Employee Code: ☐ Exact

Employee Name:

Employee Category: All

Employee Designation: All

Employee Location: All

EmploymentType: All

☐ Filter Company

Biomax
Default

☐ Filter Department

Default
TSE

Select All Deselect All Select All Deselect All

☒ Recalculate Attendance

Generate Close

(9) Weekly off/Holiday Present Report (for Comp-off): This Report is used to generate weekly off/Holiday present (For com-off)Which have assigned to employee

(10)Leave Summary Report: This Report is used to get Employee Leave History. I.e. Leave Type, Yearly Limit, Leave Taken & Total Leave Balance.

Employee Leave Summary.

1 of 1 Find | Next

Biomax Security

Employee Leave Summary

Generated On: 06-Jun-2017 03:29 PM

Department:-	TSE		
Employee Code:-	1412	Employee Name:-	Hiral
Leave Type	Yearly Limit	Leave Taken	Total Leave Balance
RHO	5	0	10
COFF	0	0	0
CL	10	0	22
PL	10	0	10
SL	10	0	10

(11)Yearly Summary Report: This Report is used to get Summary Report of Employee by Yearly.

SmartOffice
Biometrics and HRMS Solution

Admin Master Leave Management Device Management Utilities **Reports** Help

New Employees Memo Settings Master Settings As

Recalculate Attendance
Daily Attendance Reports
Monthly Attendance Reports
Weekly Attendance Reports
Leave Entries Reports
Out Door Entries Reports
Restricted Holidays Entries Reports
Comppoff Entries Reports
WeeklyOff/Holiday Present Report(for Comp-Off)
Leave Summary Reports
Yearly Summary Report
Classified Aggregate Report
Generate Memo
Log Report
Graphic Reports
Daily Detailed Status Report
Daily Log Report Matrix
Employee Details Report
Random Check Report
Abnormality Report
CustomizeReport

Recalculate Attendance Attendance Register Attendance Logs Reports

View Dashboard by Company:- All

Employee Present/Absent Count

4 Out Of 4

Present
Absent

Machine Connected Status

Device Name	Location	Last Download Date

No records to display.

Page size: 10

Machine Dis-Connected Status

Device Name	Location	Last Download Date
Biomax	Gujrat	01-Jan-1900 12:00 AM

Page size: 10

Go to Report –Yearly Summary Report-select Year –Group by (i) Category Wise (ii) DepartmentWise (ii) Grade Wise (iv) Team Wise & (v) Location Wise.

Check Filter Employee, check Exact and click on Generate.

Yearly Summary Report

Select Year Group By

☐ Filter Employee

Employee Code ☐ Exact

Employee Name

Employee Category

Employee Designation

Employee Location

EmploymentType

☐ Filter Company

Biomax
Default

☐ Filter Department

Default
TSE

[Select All](#) [Deselect All](#) [Select All](#) [Deselect All](#)

Yearly Summary Report.

Biomax Security
Yearly Summary Report
Jan,2017 To Dec,2017

Generated On: 06-Jun-2017 03:33 PM

Category	Default														
Employee Code:	1412	P	Employee Name:				Hiral								
MONTH		P	A	L	H	HP	WO	WOP	PL	CL	SL	Other Leave	Total Leave	Total Present	
January		0	0		0	0	0	0	0	0	0	0	0	0	
February		0	0		0	0	0	0	0	0	0	0	0	0	
March		0	0		0	0	0	0	0	0	0	0	0	0	
April		0	0		0	0	0	0	0	0	0	0	0	0	
May		31	0		0	0	0	0	0	0	0	0	0	31	
June		2	20		0	0	5	2	0	0	0	1	1	4	
July		0	0		0	0	0	0	0	0	0	0	0	0	
August		0	0		0	0	0	0	0	0	0	0	0	0	
September		0	0		0	0	0	0	0	0	0	0	0	0	
October		0	0		0	0	0	0	0	0	0	0	0	0	
November		0	0		0	0	0	0	0	0	0	0	0	0	
December		0	0		0	0	0	0	0	0	0	0	0	0	

(12) Classified Aggregate Report: This Report is used to get employee report in the form of late by, early by, leave, holiday entries classified in one report.

Classified Aggregate Report

From Date

06-Jun-2017

To Date

06-Jun-2017

GroupBy

Department Wise

Department Wise

Location Wise

Shift Wise

Grade Wise

Team Wise

Category Wise

Designation Wise

☐ Recalcu

Generate

Close

Classified Aggregate Report						
06-Jun-2017 To 06-Jun-2017						
Department	Present	Absent	LateBy	EarlyBy	Leave	Holiday
Default	0	2	0	0	0	0
TSE	0	1	0	0	0	0
Grand Total	0	3	0	0	0	0

(13)Log Report: This Report is used to get Log Details History of Particular Employee.

The screenshot shows a web application window titled "Log Report". Inside the window, there is a form for generating a log report. At the top, there are two date pickers for "From Date" and "To Date", both set to "06-Jun-2017". To the right of these is a "Status" dropdown menu set to "Device Wise". Below the date pickers, there are four filter sections: "Filter Employee" (checked), "Filter Company" (unchecked), "Filter Department" (unchecked), and "Filter Device" (unchecked). The "Filter Employee" section includes fields for "Employee Code" (1412), "Employee Name", "Employee Category" (All), "Employee Designation" (All), "Employee Location" (All), and "EmploymentType" (All). There is also an "Exact" checkbox checked. The "Filter Company", "Filter Department", and "Filter Device" sections each have a list box showing selected items: "Biomax Default" for Company, "Default TSE" for Department, and "Biomax ME(Attendance)" for Device. Each list box has "Select All" and "Deselect All" links below it. At the bottom right of the window, there are two buttons: "Generate" and "Close".

Go to Report –Log Report give From Date, To Date

Check Filter Employee & Exact. And click on Generate.

Biomax Security

Log Report

01-Jun-2017 To 05-Jun-2017

Generated On: 06-Jun-2017 03:40 PM

Department:-		TSE			
Device Name		ME(Attendance)			
S.No	Employee Code	Employee Name	Log Date	Direction	Remarks
1	1412	Hiral	01-Jun-2017 09:30	in	
2	1412	Hiral	01-Jun-2017 18:30	out	
3	1412	Hiral	02-Jun-2017 09:30	in	
4	1412	Hiral	02-Jun-2017 18:30	out	
5	1412	Hiral	03-Jun-2017 09:30	in	
6	1412	Hiral	03-Jun-2017 18:30	out	
7	1412	Hiral	04-Jun-2017 09:30	in	
8	1412	Hiral	04-Jun-2017 18:30	out	
9	1412	Hiral	05-Jun-2017 09:30	in	
10	1412	Hiral	05-Jun-2017 18:30	out	

(14)Graphic Report: This Report is used to get Employee Report, Company Report & Department Report in term of Pie Graph.

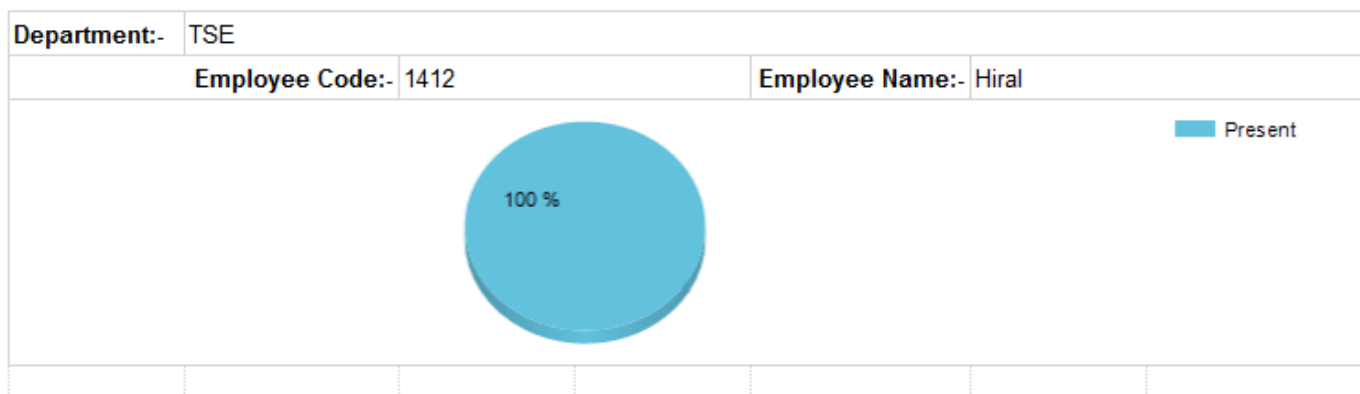
(a)Employee Graph:

Biomax Security

Employee Graph Report

01-May-2017 To 31-May-2017

Generated On: 06-Jun-2017 03:42 PM



(b)Department Graph:

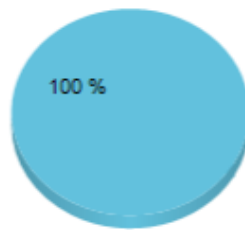
Biomax Security

Department Graph Report

01-May-2017 To 31-May-2017

Generated On: 06-Jun-2017 03:44 PM

Department:- TSE



Present

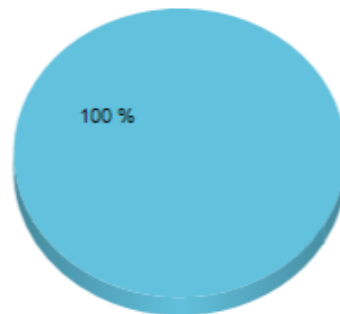
(c)Company Graph:

Company Graph Report

01-May-2017 To 31-May-2017

Generated On: 06-Jun-2017 03:45 PM

Company:- Biomax



Present

Note: This Report can be generated for Maximum 31 Days.

(15)Employee Details Report: This Report is used to get Employee Status Report i.e. Working or Resigned


(a)Working Report.

Biomax Security

Employee Details Report(Working)

Generated On: 06-Jun-2017 03:46 PM

Department TSE

Employee : 1412: Hiral (Female)			
Email: hiral@rhythmbiometrics.com			
Contact No: 7227044252			
DOJ: 01-Sep-2016			
DOC: 01-Sep-2016			
DOR: 01-Jan-3000			
Employment Type: Permanent			
Location: Ahmedabad			
Company	Biomax	Department	TSE
Category	Default	Designation	Support Engineer
Place of Birth	Ahmedabad	DOB	08-Jan-1993
FatherName	Dhiraj Bhai	MotherName	
Residential Address			
Permanent Address			
Nomenee1		Nomenee2	

(16)Random Check Report: This Report is used to get Employee Punch like In/outpunch in day and Time.

Biomax Security**Random Check Report**

01-May-2017 To 31-May-2017

Generated On: 06-Jun-2017 03:49 PM

Attendance Date- 01-May-2017				
S.No	Employee Code	Employee Name	Department	Punch Records
1	1412	Hiral	TSE	09:00(in),18:00(out),
Attendance Date- 02-May-2017				
S.No	Employee Code	Employee Name	Department	Punch Records
1	1412	Hiral	TSE	09:00(in),18:00(out),
Attendance Date- 03-May-2017				
S.No	Employee Code	Employee Name	Department	Punch Records
1	1412	Hiral	TSE	09:00(in),18:00(out),
Attendance Date- 04-May-2017				
S.No	Employee Code	Employee Name	Department	Punch Records
1	1412	Hiral	TSE	09:00(in),18:00(out),
Attendance Date- 05-May-2017				
S.No	Employee Code	Employee Name	Department	Punch Records
1	1412	Hiral	TSE	09:00(in),18:00(out),
Attendance Date- 06-May-2017				
S.No	Employee Code	Employee Name	Department	Punch Records
1	1412	Hiral	TSE	09:00(in),18:00(out),
Attendance Date- 07-May-2017				

(17)Abnormality Report: This Report is used to get the Employee who are Continuous Absent/Late Coming/Early Going.

Continuous Abnormality Report

From Date: 06-Jun-2017 To Date: 06-Jun-2017 Absent: **Absent** No of continuous Absent days: 2

☐ Filter Employee

Employee Code: ☐ Exact

Employee Name:

Employee Category: All

Employee Designation: All

Employee Location: All

EmploymentType: All

☐ Filter Company

Biomax Default

☐ Filter Department

Default TSE

Select All Deselect All Select All Deselect All

☐ Recalculate Attendance

Generate Close

(18)Client customize daily report: This Report is used to get individual daily detail of employee in customize format.

Daily Attendance Report

From Date: 01-Jun-2017 To Date: 06-Jun-2017 Report Type: Daily Individual Attendance

☒ Filter Employee

Employee Code: 1412 ☒ Exact

Employee Name:

Employee Category: All

Employee Designation: All

Location: All

EmploymentType: All

☐ Filter Company

Biomax Default

☐ Filter Department

Default TSE

Select All Deselect All Select All Deselect All

☒ Recalculate Attendance

Generate Close

Device Location	Emp Code	Emp Name	Designation	Category	Attendance Date	Normal Hours	Total Hours	Overtime Hours	Work Status	Activity Group	Sub Activity Name
Ahmedabad	1412	Hiral	Support Engineer	Default	01-Jun-2017	09:00	00:00	00:00	P		
Ahmedabad	1412	Hiral	Support Engineer	Default	02-Jun-2017	12:00	00:00	00:00	P(OD)		
Ahmedabad	1412	Hiral	Support Engineer	Default	03-Jun-2017	09:00	00:00	00:00	P(CL)		
Ahmedabad	1412	Hiral	Support Engineer	Default	04-Jun-2017	09:00	00:00	00:00	WOP		
Ahmedabad	1412	Hiral	Support Engineer	Default	05-Jun-2017	09:00	00:00	00:00	WOP		
Ahmedabad	1412	Hiral	Support Engineer	Default	06-Jun-2017	00:00	00:00	00:00	A		

(19)Client customize Monthly report:This Report is used to get individual monthly detail of employee in customize format.

From Date: 01-Jun-2017 To Date: 06-Jun-2017 Report Type: Staff Monthly Attendance

☐ Filter Employee

Employee Code: ☐ Exact

Employee Name:

Employee Category:

Employee Designation:

Location:

EmploymentType:

☐ Filter Company

Biomax
Default

Select All Deselect All Select All Deselect All

☐ Recalculate Attendance

Generate Close

(20)Export employee attendance report:This Report is used to get employee attendance log report in the customized format.

Employee Attendance Logs Report

No of Digit in Employee code

1

Prefix Text

Employee Customize Report

From Date

06-Jun-2017

To Date

06-Jun-2017

☐ Filter Employee

Employee Code

Exact

Employee Name

Employee Category

All

Employee Designation

All

Employee Location

All

Employement Type

All

☐ Filter Company

Biomax

Default

Select All

Deselect All

☐ Filter Department

Default

TSE

Select All

Deselect All

Select Field

<input type="checkbox"/>	Report Value	Report Header
<input type="checkbox"/>	SerialNumber	SI No
<input checked="" type="checkbox"/>	AttendanceDate	Attendance Date
<input checked="" type="checkbox"/>	EmployeeCode	Employee Code
<input checked="" type="checkbox"/>	EmployeeName	Employee Name
<input checked="" type="checkbox"/>	DepartmentSName	Department
<input type="checkbox"/>	Designation	Designation

Select Field

<input type="checkbox"/>	Report Value	Report Header
<input type="checkbox"/>	EmployementType	EmployementType
<input type="checkbox"/>	Location	Location
<input type="checkbox"/>	Grade	Grade
<input type="checkbox"/>	Team	Team
<input type="checkbox"/>	ShiftName	Shift Name
<input checked="" type="checkbox"/>	ShiftCode	Shift Code
<input checked="" type="checkbox"/>	BeginTime	Begin Time
<input checked="" type="checkbox"/>	EndTime	End Time

☐ Recalculate Attendance

Generate

Close

<input type="checkbox"/>	Report Value	Report Header
<input checked="" type="checkbox"/>	InTime	In Time
<input checked="" type="checkbox"/>	OutTime	Out Time
<input checked="" type="checkbox"/>	Duration	Duration
<input checked="" type="checkbox"/>	LateBy	LateBy
<input checked="" type="checkbox"/>	EarlyBy	EarlyBy
<input type="checkbox"/>	LeaveType	LeaveType
<input type="checkbox"/>	LeaveStatus	Leave Status
<input type="checkbox"/>	LeaveRemarks	Leave Remarks
<input type="checkbox"/>	IsonSpecialOff	IsonSpecialOff

☐ Recalculate Attendance

Generate

Select Field

<input type="checkbox"/>	Report Value	Report Header
<input type="checkbox"/>	IsonSpecialOff	IsonSpecialOff
<input type="checkbox"/>	PunchRecords	Punch Records
<input type="checkbox"/>	P1Status	P1Status
<input type="checkbox"/>	P2Status	P2Status
<input type="checkbox"/>	P3Status	P3Status
<input checked="" type="checkbox"/>	OverTime	Over Time
<input checked="" type="checkbox"/>	AttStatus	Att Status
<input checked="" type="checkbox"/>	StatusCode	Status Code

☐ Recalculate Attendance

Generate

(21)Export employee device logs report:This Report is used to get employee device log report in the customized format.(User can tick usually which option he/she required)

Employee Device Logs Report

File Name Format

yyyy-MM-dd

Prefix Text

File Extension

CSV

Field Separator

comma

No of Digit in Employee code

1

Prefix Text

Employee Device Logs Customize Report

From Date

06-Jun-2017

To Date

06-Jun-2017

☐ Filter Employee

Employee Code

☐ Exact

Employee Name

Employee Category

All

Employee Designation

All

Employee Location

All

Employement Type

All

☐ Filter Company

Biomax

Default

☐ Filter Department

Default

TSE

Select All

Deselect All

Select All

Deselect All

Select Field

☐ Report Value

Report Header

No Of Char/Format

Prefix Text

Select Field

<input type="checkbox"/>	Report Value	Report Header	No Of Char/Format	Prefix Text
<input checked="" type="checkbox"/>	SerialNumber	SI No		
<input checked="" type="checkbox"/>	DownloadDate	Download Date		
<input checked="" type="checkbox"/>	EmployeeCode	Employee Code		
<input checked="" type="checkbox"/>	EmployeeName	Employee Name		
<input checked="" type="checkbox"/>	DeviceSName	Device		
<input checked="" type="checkbox"/>	LogDate	LogDate		
<input checked="" type="checkbox"/>	AttDirection	AttDirection		
<input type="checkbox"/>	WorkCode	WorkCode		
<input type="checkbox"/>	VerificationMode	VerificationMode		

Generate

Close

Select Field

<input type="checkbox"/>	Report Value	Report Header	No Of Char/Format	Prefix Text
<input checked="" type="checkbox"/>	DownloadDate	Download Date		
<input checked="" type="checkbox"/>	EmployeeCode	Employee Code		
<input checked="" type="checkbox"/>	EmployeeName	Employee Name		
<input checked="" type="checkbox"/>	DeviceSName	Device		
<input checked="" type="checkbox"/>	LogDate	LogDate		
<input checked="" type="checkbox"/>	AttDirection	AttDirection		
<input type="checkbox"/>	WorkCode	WorkCode		
<input type="checkbox"/>	VerificationMode	VerificationMode		
<input type="checkbox"/>	LogDate	LogDateTime		

Generate

Close

Excel format:-

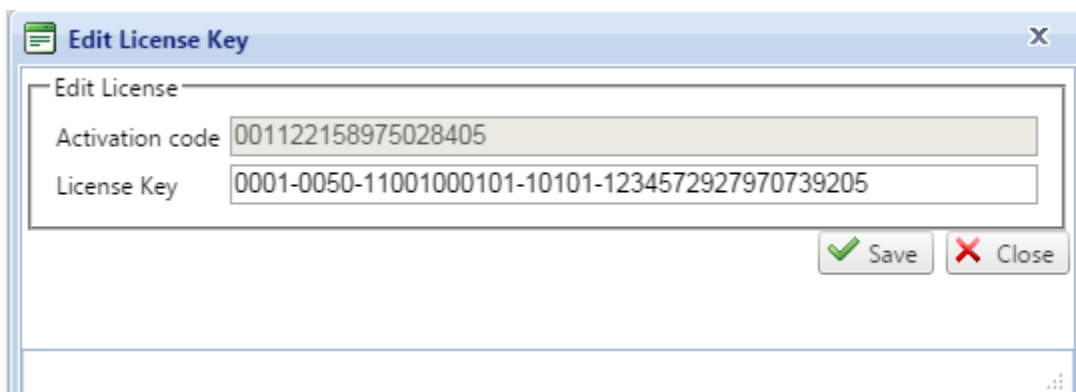
	A	B	C	D	E	F	G	H	I
1	Depatment	Employee Code	Employee	Date	Present/Absent	In	Out	Work Duration	
2	TSE	1412	Hiral	6/1/2017	Present	9:30:00	18:30:00	9:00	
3	TSE	1412	Hiral	6/2/2017	Present	9:30:00	18:30:00	12:00	
4	TSE	1412	Hiral	6/3/2017	Present On leave(CL)	9:30:00	18:30:00	9:00	
5	TSE	1412	Hiral	6/4/2017	Present On WeeklyOff	9:30:00	18:30:00	9:00	
6	TSE	1412	Hiral	6/5/2017	Present On WeeklyOff	9:30:00	18:30:00	9:00	
7									
8									

Help

(1)About Smart office: This Option is used to knowabout smart office software version and License Details.



(2)Edit License Key:This option is used to update License Key of Software.



(3)Help Manual: This option is used to download user manual.

SMART OFFICE WEB 8.2 NEW USER MANUAL