

# CATS MANUAL REPORT

## CATS (CENTRALIZED ATTENDANCE TRACKING SYSTEM)

---

### Menus of cats

#### Attendance

- Roaster Making
- Data Processing
- Manual Modification
- Processing Criteria
- Weeklyshift Manipulation
- Short Leave Deduction

#### Masters

- Shift
- Division Master
- Shift Master
- Flexi Shift Master
- Company policy
- Designation Master
- Employee master
- Other Master
- Stores Role Master
- View Holiday
- Leave Master
- Policy Master
- Holiday Master
- Grade Master
- Company master
- Department Master
- Cost center Master

#### Leave

- Application Form
- Leave Balance
- Late Arrival Deduction
- CO Application

#### Application Status

- Pending Application
- Pending Overtime Application

## Misc Form

- Travel Request Form
- Salary Slip
- Advance Application
- Advance Approval
- Attendance Regularization
- Night Approval Form

## Maintenance

- Role Management
- Level Management
- Mapping Master to Unit
- Change Password
- Transaction monitoring
- Menu Management

## Admin

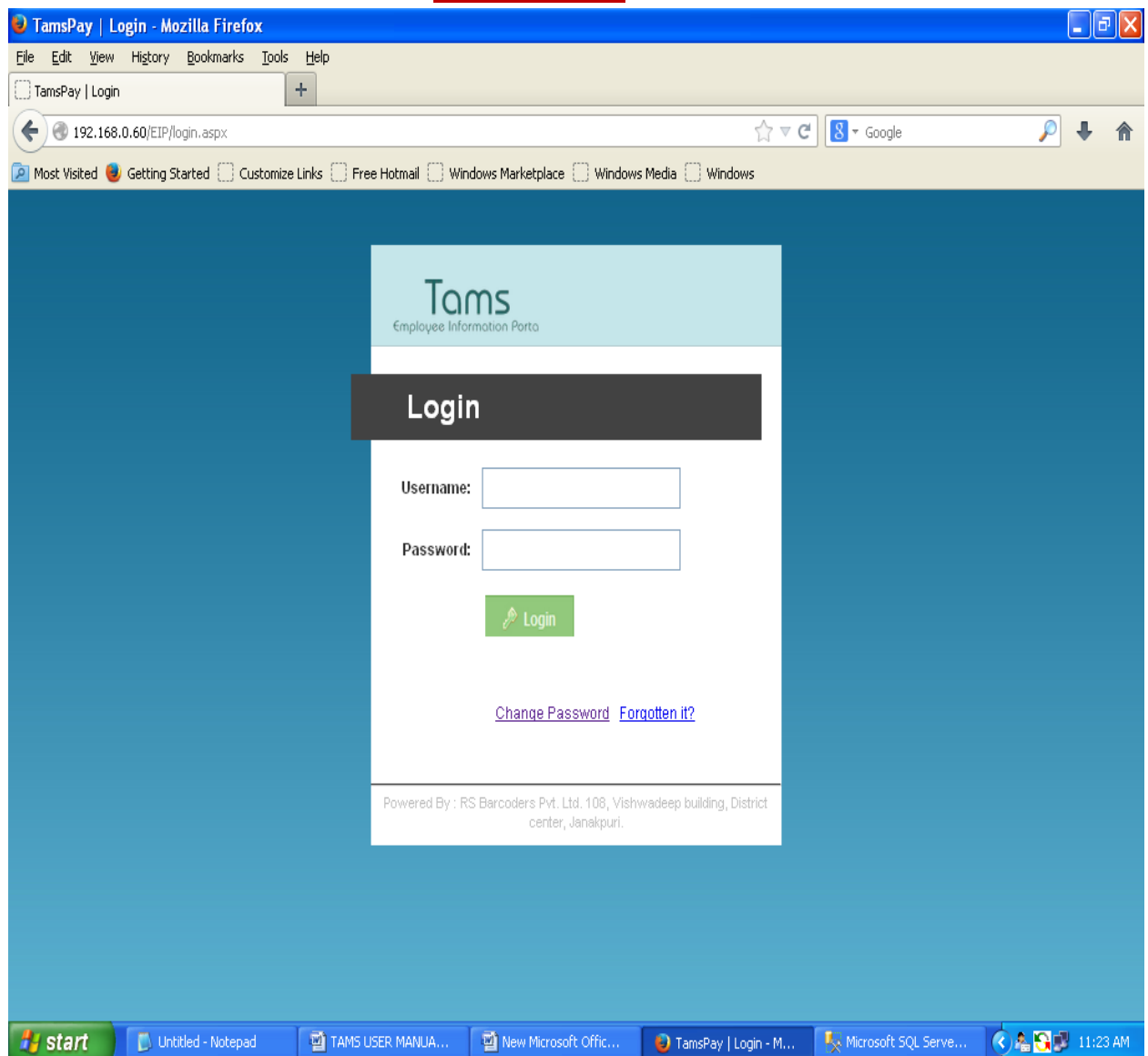
- Get Password
- Add Device
- Manage Devices
- Map Device to Location
- Employee Authorization
- Email Setting
- Leave Setting for Advance Approval
- Leave Approval Setting
- Leave Generation
- General Setting
- Message Board

## Reports

- Login History
- Leave Reports
- Employee List
- Daily Attendance
- Activity Log
- Monthly Reports
- Sap Formats

## Help

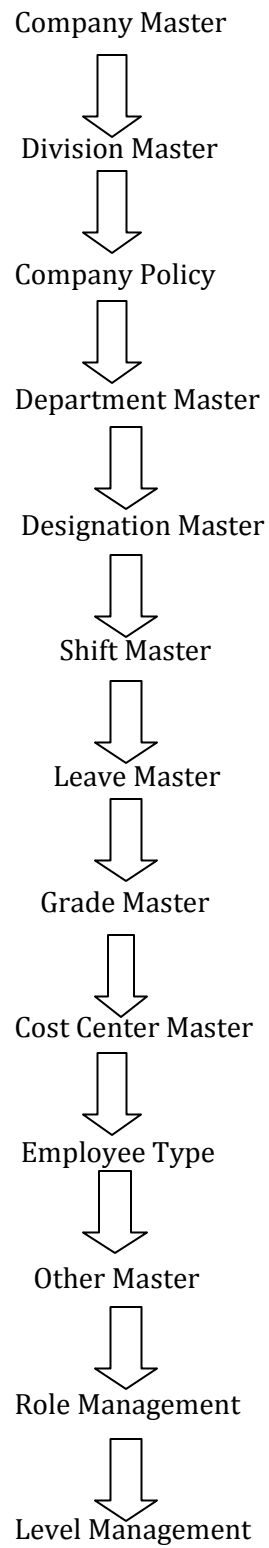
## LOGIN PAGE



**Description** – Enter User name and password.

## FLOW OF CATS

---





Maintenance – Mapping Master to Unit

## Company Master-

**Company Master**

**Add update & delete**

Search existing Company Name : --Select Company Name--

Company code\* Company Name\*

**Other Information**

Address 1 Address 2

Mobile No. Landline No.

Fax Website

Pin Code City

State Country

Save Clear Delete Export

**Total : 3 record found.**

Drag a column header here to group by that column

UNIT	LOCATION	NAME	Address1	Address2	EmpCreationType	MobileNo	LandLineNo	Fax	Website	Pincode	State	Country
03		HSIL LTD.			PERMANENT & TEMPORARY							
111		hnjh	hnhn	nhn	PERMANENT & TEMPORARY							
1111		yhyh	ggft	gtgt	PERMANENT & TEMPORARY							

Description –In Company Master we Add Company with Code.

In this Form we have four Options.

Save, Clear, Delete and Export.

**Save**-With the help of save option we can inserts data in data base or edit the details of existing Company.

**Clear**- With the help of clear option we can clear the text box.

**Delete**- With the help of deletes option we can delete data from database.

**Export**- With the help of Export option we can Export data in Excel file.

## Company Policy-

**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home LogOut

**Company Policy and Starting Parameters**

**Registration details**

Organisation Name \* HSIL LTD Address Delhi Rohtak Road

City Bahadurgarh Tel No. 01276-230486 Pin 124507

Country India Email Address premchoubey@hindware Website Url http://www.hindwarehomes.com

**Starting Parameters**

Month Parameter for salary generation : From : 1 To : 31

Weekly Off Days : 03 # Only Sunday No. of Present Days to Calculate to Weekly Off : 0

**Others**

☒ Club Weekly off with Absent. ☐ Calculate Short Leave in Single Swipe.

☒ Show Actual Hours on Time Bound On Duty. ☒ Show Employee Status in Absent Report. ☒ Show Actual Hours on Tour\OD.

☐ Auto Shift. ☒ Show Actual Hours on Short Leave.

**Company Policy**

Ignore Repeat Swipe 00:10 Maximum Working Hours in Shift 21:00 OverTime Round Off 30

☐ Deduct Break time in WO\HD. If yes,Deduct Time 00:00 If Hours Works Exceed 00:00

**Others**

☒ Add Overtime to Total Hours Worked. ☒ Ignore Early Arrival for Over Time ☒ Add Early Hours to Hours Worked.

☒ Add Weekly Off Hours in OverTime. ☐ In case of BothSwipe if single punch then status should be A A

**Special Card Settings**

☐ Is Active Late Comming Late Bus/Car

Short Leave Card Early Going On Tour

Going On Duty Night Duty

Description- in Company Policy we add the policy about the Company.

In this Form we have one Option. -Submit

**Submit**-with the help of submits option we can inserts data (policy) in data base or edit the details of existing policy.

### Import point-

Month Parameter for salary generation from (starting date) and to (end date).

- With the help of this option company decide salary of date.

No. of Present Days to Calculate to Weekly Off

- With the help of this option company decide weekly off depend upon no of present day.

Club weekly off with absent.

- If user check this option then week off take as a Leave.

Calculate Short Leave in Single Swipe.

- If users check this option then short leave calculate on single swipe.

## Department Master-

CATS | DEPARTMENT MA x Web Search x

192.168.0.188/eip/Masters/DepartmentMaster.aspx

CATS  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home LogOut

EARTH INFRASTRUCTURES LTD.  
Innovation beyond Imagination  
ISO 9001:2008 & ISO 14001:2004 Certified Company

Attendance Masters Leave Applications Status Misc Forms Maintenance Admin Reports Help

**Department Master**

**Add update & delete**

Select existing Department Name :  
ACCOUNTS

Department Code:\* 01

Department Name:\* ACCOUNTS

Save Clear Delete Export

**Total : 42 record found.**

Drag a column header here to group by that column

Department Code	Department Name
01	ACCOUNTS
02	ANC. PLANT
03	CASTING
04	EFFLUENT TREATMENT PLANT
05	EXPORT PACKING
06	FACTORY TRANSPORT
07	GENERAL
08	GLAZING
09	INFORMATION TECHNOLOGY
010	KILN & PLACING
011	KILN OPERATION
012	MIL HOUSE
013	MODELLING & BLOCK MAKING

News  
immediately after first login .

Windows taskbar: 2:10 PM 06/18/2014

Description –In Department Master we Add Department with Code.

In this Form we have four Options.

Save, Clear, Delete and Export.

**Save**-With the help of save option we can inserts data in data base or edits the details of existing Department.

**Clear**- With the help of clear option we can clear the text box.

**Delete**- With the help of delete option we can delete data from database.

**Export**- With the help of Export option we can Export data in Excel file.



## Division Master –

The screenshot shows the CATS (Centralized Attendance Tracking System) web application. The browser address bar displays the URL 192.168.0.188/eip/Masters/DivisionMaster.aspx. The page header includes the CATS logo, a welcome message for 'SUPER', and navigation links for Home and LogOut. A sidebar on the left contains a menu with options: Attendance, Masters, Leave, Applications Status, Misc Forms, Maintenance, Admin, Reports, and Help. The main content area is titled 'Division Master' and features an 'Add update & delete' form. This form includes a dropdown for 'Select Division' (currently set to 'Ceramic Division I'), a text box for 'Division Code' (containing '01'), and another text box for 'Division Name' (containing 'Ceramic Division I'). Below the form are four buttons: 'Save' (green), 'Clear' (blue), 'Delete' (orange), and 'Export' (grey). A message below the form states 'Total : 2 record found.' Below this is a table with two columns: 'Division Code' and 'Division Name'. The table contains two rows: one with '01' and 'Ceramic Division I', and another with '02' and 'TIKRI'. A 'News' section on the left contains a message: 'Respected All, Kindly change Own Password immediately after first login .'. At the bottom, there is an 'ABBREVIATIONS' section with a list of codes and their meanings, and a Windows taskbar at the very bottom showing the date as 06/18/2014 and time as 2:18 PM.

**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home LogOut

**Division Master**

**Add update & delete**

Select Division : Ceramic Division I

Division Code:\* 01

Division Name:\* Ceramic Division I

Save Clear Delete Export

Total : 2 record found.

Drag a column header here to group by that column

Division Code	Division Name
01	Ceramic Division I
02	TIKRI

**News**

Respected All, Kindly change Own Password immediately after first login .

**ABBREVIATIONS:** WO -- Weekly Off, HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color)  
Advance Leave (Shown in red color), S -- ShortLeave, O -- OnDuty, T -- Tour, A A -- Both Half Absent, P P -- Both Half Present  
A P -- First Half Absent, Second Half Present, P A -- First Half Present, Second Half Absent

Description –In division Master we Add division with Code.

In this Form we have four Options.

Save, Clear, Delete and Export.

**Save**-With the help of save option we can inserts data in data base or edits the details of existing division.

**Clear**- With the help of clear option we can clear the text box.

**Delete**- With the help of delete option we can delete data from database.

**Export**- With the help of Export option we can Export data in Excel file.

## Designation/Category Master -

**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home Logout

**Designation / Category Master**

**Add update & delete**

Select existing Designation Name :

Designation Code:

Designation Name:

**Total : 103 record found.**

Drag a column header here to group by that column

Designation_Code	Designation_Name
011	00
069	A.C. MECH.
034	ASSISTANT
059	ASSISTANT OPERATOR
061	ASSISTANT FITTER
084	ASSISTANT GENERAL MANAGER
02	ASSISTANT MANAGER
04	ASSISTANT OFFICER
052	ASSISTANT OFFICER - SECURITY
096	ASSISTANT WAREHOUSE
063	ASSTT. BLACKSMITH
090	ATTENDANT
039	BLOCK MAKER
022	CAR DRIVER

**News**

Respected All, Kindly change Own Password immediately after first login .

2:21 PM 06/18/2014

Description -In designation Master we Add designation with Code.

In this Form we have four Options.

Save, Clear, Delete and Export.

**Save**-With the help of save option we can inserts data in data base or edits the details of existing designation.

**Clear**- With the help of clear option we can clear the text box.

**Delete**- With the help of delete option we can delete data from database.

**Export**- With the help of Export option we can Export data in Excel file.

## Grade Master -

**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home LogOut

**Grade Master**

**Grade Settings**

Select existing grades --Select Grade--

Enter Grade Code  Enter Grade Name  Daily Swipes

**Overtime Settings**

Overtime Applicable  Minimum Time Required  Maximum OverTime in a Day  Maximum OverTime in a Month

**Attendance Regularisation Settings**

Night Approval Required  Night Compensation Allowed  Maximum ARF

**Short Leave Settings**

Can File Short Leave  ☐ Is Short Leave Deduction Allow Deduction For Every  Deduct  For Every Next Short Leave

**CO Settings**

CO Applicable  CO Against National HD  CO Against WO

CO Against Restricted HD  CO Against Extra Hours

Minimum Over Time for Halfday CO  Minimum Over Time for fullday CO

Maximum day to avail CO Against HD  Maximum day to avail CO Against WO  Maximum day to avail CO Against RH

Note \* For Every Next Short Leave is applicable when greater than 0

Total : 6 record found.

1	Grade Code	05	03	02
2	Grade Name	C0	SK	SS
3	Daily Swipes	Both Swipes	Both Swipes	Both Swipes

Description -In grade Master we Add grade with Code.

In this Form we have four Options.

Save, Clear, Delete and Export.

**Save**-With the help of save option we can inserts data in data base or edits the details of existing grade.

**Clear**- With the help of clear option we can clear the text box.

**Delete**- With the help of delete option we can delete data from database.

**Export**- With the help of Export option we can Export data in Excel file.

### Import point-

**Maximum ARF**-ARF stands for (Attendance Regularization form) that mean's .if any person skip in punch or out- punch then required ARF file .here company/organization decide no of ARF Application accept.

## Cost Center Master –

**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home Logout

**Cost Center Master**

**Add update & delete**

Select existing Cost Center Name : -- Select --

Cost Center Code: \*

Cost Center Name: \*

Save Clear Delete Export

**Total : 67 record found.**

Drag a column header here to group by that column

Cost Center Code	Cost Center Name
01	11010401_ACCOUNTS
017	11010501_INFORMATION TECHNOLOGY
048	11010601_PURCHASE
015	11010801_General
027	11010901_PERSONNEL
028	11010907_PERSONNEL
014	11011001_FACTORY TRANSPORT
029	11011001_PERSONNEL
057	11012101_Stores Department
030	11012201_PERSONNEL
054	11012201_Security
07	11012301_CASTING
042	11012301_PPC
067	11012301_WORKS

**News**

Respected All, Kindly change Own Password immediately after first login .

Description –In Cost center Master we Add Cost center with Code.

In this Form we have four Options.

Save, Clear, Delete and Export.

**Save**-With the help of save option we can inserts data in data base or edits the details of existing grade.

**Clear**- With the help of clear option we can clear the text box.

**Delete**- With the help of delete option we can delete data from database.

**Export**- With the help of Export option we can Export data in Excel file.

## Shift Master-

The screenshot shows the CATS Shift Master web application. The browser address bar displays '192.168.0.188/eip/Masters/ShiftMaster.aspx'. The application header includes the CATS logo, a welcome message for 'SUPER', and a 'Logged in all units' status. A navigation menu on the left lists various functions: Attendance, Masters, Leave, Applications Status, Misc Forms, Maintenance, Admin, Reports, and Help. The main content area is titled 'Shift Master' and contains several sections for configuring shift details. The 'Time Settings' section includes fields for Shift Code, Shift Name, Start Time, End Time, Night Exists (radio buttons for No/Yes), Total working hours, and Maximum working hours allowed. The 'Break Details' section has fields for Break Start Time, End Time, Is BreakShift (radio buttons for No/Yes), and a checkbox for 'Deduct Break Time from hours Worked'. The 'Advanced Settings' section includes 'Relaxation Settings' (Relaxation on In Time, Relaxation on Out Time, and a checkbox for 'Ignore ShortLeave Settings'), 'Short Leave / Half Day Settings' (with sub-sections for In Time, Out Time, and Half Day Settings), 'Status for Both Half Present' (with a checkbox for 'Is Status (P P) Calculation Should be on Working Hours?' and a field for 'Minimum Working Hours for P P'), and 'ShortLeave Exemption Method' (with a dropdown for 'Select ShortLeave Exempt Type (if Any)' and a field for '00:00'). At the bottom of the form are three buttons: 'Submit', 'Clear', and 'Delete'. A Windows taskbar at the bottom shows the system clock as 2:48 PM on 06/18/2014.

CATS | SHIFT MASTER x Google Translate x  
192.168.0.188/eip/Masters/ShiftMaster.aspx

CATS  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home LogOut

EARTH  
INFRASTRUCTURES LTD  
Innovation Beyond Imagination  
ISO 9001:2008 & ISO 14001:2004 Certified Company

Attendance Masters Leave Applications Status Misc Forms Maintenance Admin Reports Help

Shift Master

Select Existing Shifts -- SELECT -- Please mention all timings in HH:MM format

**Time Settings**

Shift Code \* Shift Name \* Start Time \* 00:00 End Time \* 00:00

Night Exists \* ☐ No ☐ Yes Total working hours 00:00 Maximum working hours allowed in this shift \* 00:00

**Break Details**

Start Time \* 00:00 End Time \* 00:00 Is BreakShift ☐ No ☐ Yes ☒ Deduct Break Time from hours Worked.

**Advanced Settings**

**Relaxation Settings**

Relaxation on In Time 00:00 Relaxation on Out Time 00:00 ☐ Ignore ShortLeave Settings

**Short Leave / Half Day Settings**

In Time		Out Time		Half Day Settings	
Short Leave Start From	00:00	Short Leave Start From	00:00	In Time After *	00:00
Short Leave Till	00:00	Short Leave Till	00:00	Out Time Before *	00:00

**Status for Both Half Present**

☐ Is Status (P P) Calculation Should be on Working Hours ? If, Yes Then Minimum Working Hours for P P 00:00

**ShortLeave Exemption Method**

Select ShortLeave Exempt Type (if Any) --Select-- 00:00

Submit Clear Delete

News

Respected All, Kindly change Own Password immediately after first login .

2:48 PM 06/18/2014

Description –In Shift Master we Add Shift with Code.

In this Form we have four Options.

Save, Clear and Shift.

**Submit**-With the help of Submit option we can inserts data in data base or edits the details of existing Shift.

**Clear**- With the help of clear option we can clear the text box.

**Delete**- With the help of delete option we can delete data from database.

## Leave master -

**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home Logout

**EARTH**  
INFRASTRUCTURES LTD.  
Innovation beyond Imagination  
ISO 14001:2004 & ISO 9001:2008 Certified Company

**Leave Master**

Select Existing Leave & Grade

Select Leave  Select Grade

fill the following for Add / Update Leave information

Select Grade

☐ Is apply this Leave setting for all Grades

Leave Code  Leave Name

**Generation Base**

☐ Annually ☐ Half Yearly ☐ Quarterly ☐ Monthly

**Generate Leave From**

☒ Date of joining ☐ Date of Confirmation

Leave Quota (yearly)

Min days for Leave allocation

**Leave Allocation Settings**

☒ Is allocate this leave in advance

If Not then ☐ Quota ☐ Attendance

☒ Is Days as Per Generation Days Count

Max Accumulation

Max Allow in Row  ☒ Is Max Allowed

Max in Month

Is Carry Forward ☐ Yes ☒ No

Is Payable ☐ Yes ☒ No

Is Encashable ☐ Yes ☒ No

Is Club With Weekly Off ☐ Yes ☒ No

Is Club With Holiday ☐ Yes ☒ No

Is Club with Other Leave ☐ Yes ☒ No

Advance Allow ☐ Yes ☒ No

☐ Is Round Off ☐ Up ☐ Down

☐ Is Need To Include in Short Leave

☐ Is Apply Accumulation on change of Leave year

☐ Is Apply Opening Balance on change of Leave year

Short leave deduction priority

Deduction Times

Minimum No. of Leaves to file  ☒ Is Half Day Leave

Applicable ?

**Set Leave File Parameter**

☐ After Confirmation ☐ After Joining

☐ After define days from the Date Of Joining No. of days

Clear and Add New Save Delete

**ABBREVIATIONS:** WO -- Weekly Off, HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color)  
Advance Leave (Shown in red color), S -- ShortLeave, O -- OnDuty, T -- Tour, A A -- Both Half Absent, P P -- Both Half Present

2:56 PM  
06/18/2014

Description -In Leave Master we Add Leave with Code.

In this Form we have three Options.

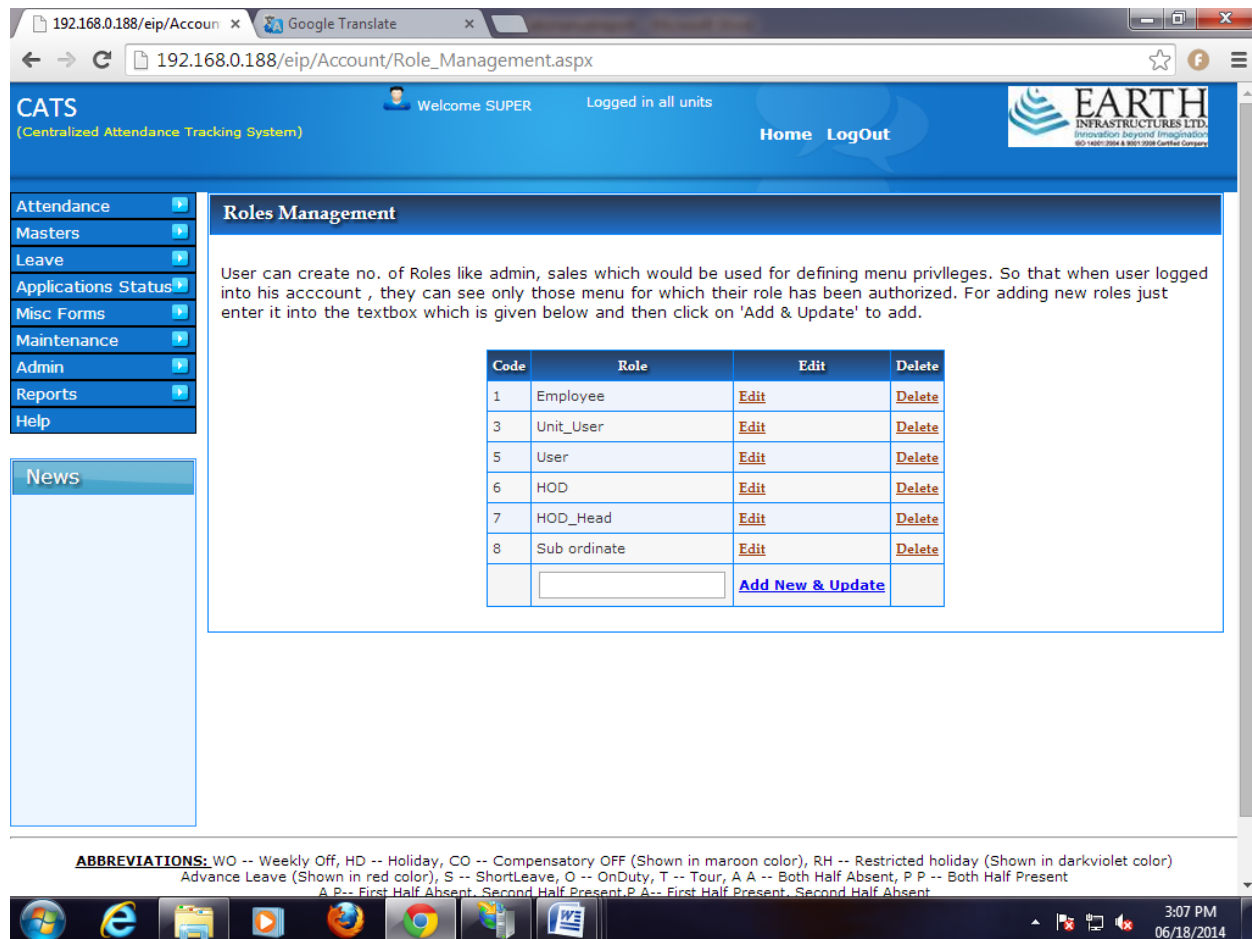
Clear and Add New, Save and delete

**Save** -With the help of Save option we can inserts data in data base or edits the details of existing Leave.

**Clear and Add New**- With the help of clear and New option we can clear the text box and add new record.

**Delete**- With the help of delete option we can delete data from database.

## Role Management/Or Employee type -



**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home Logout

**Roles Management**

User can create no. of Roles like admin, sales which would be used for defining menu privileges. So that when user logged into his account, they can see only those menu for which their role has been authorized. For adding new roles just enter it into the textbox which is given below and then click on 'Add & Update' to add.

Code	Role	Edit	Delete
1	Employee	<a href="#">Edit</a>	<a href="#">Delete</a>
3	Unit_User	<a href="#">Edit</a>	<a href="#">Delete</a>
5	User	<a href="#">Edit</a>	<a href="#">Delete</a>
6	HOD	<a href="#">Edit</a>	<a href="#">Delete</a>
7	HOD_Head	<a href="#">Edit</a>	<a href="#">Delete</a>
8	Sub ordinate	<a href="#">Edit</a>	<a href="#">Delete</a>
	<input type="text"/>	<a href="#">Add New &amp; Update</a>	

**ABBREVIATIONS:** WO -- Weekly Off, HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color)  
Advance Leave (Shown in red color), S -- ShortLeave, O -- OnDuty, T -- Tour, A A -- Both Half Absent, P P -- Both Half Present  
A P -- First Half Absent, Second Half Present, P A -- First Half Present, Second Half Absent

3:07 PM  
06/18/2014

**Description -** User can create no. of Roles like admin, sales which would be used for defining menu privileges. So that when user logged into his account, they can see only those menu for which their role has been authorized. For adding new roles just enter it into the textbox which is given below and then click on 'Add & Update' to add.

In this Form we have three Options.

Add New, Edit,update,Cancel and Delete.

**Add New** -With the help of Add New option we can inserts data in data base .

**Edit** - With the help of edits option we can update existing data .

**Delete**- With the help of delete option we can delete data from database.

## Other Master -

Firefox | CATS | OTHER MASTER

localhost/Masters/OtherMaster.aspx

Masters  
Leave  
Applications Status  
Misc Forms  
Maintenance  
Admin  
Reports  
Help

News

Qualification Code : \*

Qualification : \*

Description :

Save Clear

SNo#	Code	Qualification	Description	Delete
1	10	10	high School	<a href="#">delete</a>
2	12	12	Intermediate	<a href="#">delete</a>
3	Bca	BCA	Information technology	<a href="#">delete</a>
4	Mca	MCA	Information Technology	<a href="#">delete</a>
5	BBA	BBA	management	<a href="#">delete</a>
6	MBA	MBA	Management	<a href="#">delete</a>

Bank Master [↑ Hide](#)

Bank Name : \*

Branch Address : \*

Save Clear

SNo#	Bank Name	Branch	Branch Code	Delete
1	Allahabad	Mundera		<a href="#">delete</a>
2	HDFC	Delhi		<a href="#">delete</a>
3	SBI	Mundera		<a href="#">delete</a>

Nationality Master [↑ Hide](#)

Nationality : \*

Save Clear

SNo#	Nationality	Delete
1	Indian	<a href="#">delete</a>

Religion Master [↑ Hide](#)

Religion : \*

Save Clear

SNo#	Religion	Delete
1	Hindu	<a href="#">delete</a>
2	Muslim	<a href="#">delete</a>

3:31 PM  
06/18/2014

In Other master we have Four Tab-

- Qualification master
- Bank master
- Nationality Master
- Religion Master



## Level Management -

**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER    Logged in all units    Home    LogOut

**Level Management**

In Level Management, User can assign menus to the particular Role. Below mention treeview is showing all the menus from which they have to select appropriate menus, select specific Role and then update it.

**Select Columns to be display on Daily Attendance Reports**

Select All | None

- ☐ InTime
- ☐ Late By
- ☐ OutTime
- ☐ Early By
- ☐ Status
- ☐ LeaveCode
- ☐ HoursWorked
- ☐ OnDuty
- ☐ Tour
- ☐ ARF
- ☐ SLeaveCount

**Select Role** Admin    ☐ Select All    Save

- Attendance
  - ☒ Roaster Making
  - ☒ Data Processing
  - ☒ Manual Modification
  - ☒ Processing Criteria
  - ☒ WeeklyShift Manipulation
  - ☐ Short Leave Deduction
  - ☐ Short Leave Deduction
- Masters
  - ☒ Shift
  - ☒ Division Master
  - ☒ Shift Master
  - ☒ Flexi Shift Master
  - ☒ Company Policy
  - ☒ Designation Master
  - ☒ Employee Master
  - ☒ Others Master
  - ☐ Stores Role Master
  - ☒ View Holidays
  - ☒ Leave Master
  - ☒ Policy Master

**Description -** In Level Management, User can assign menus to the particular Role. Below mention tree view is showing all the menus from which they have to select appropriate menus, select specific Role and then update it.

**Process -** first of Select role from the list box then assign menu and then save.

## Mapping Master To unit -

The screenshot shows a web browser window with the URL `192.168.0.188/eip/UnitMasterMapping.aspx`. The page title is "CATS (Centralized Attendance Tracking System)". The user is logged in as "SUPER" and is in "all units". The page has a blue header with the "EARTH INFRASTRUCTURES LTD." logo and navigation links for "Home" and "LogOut".

On the left, there is a sidebar menu with the following items: Attendance, Masters, Leave, Applications Status, Misc Forms, Maintenance, Admin, Reports, and Help. Below the menu is a "News" section with the text: "Respected All, Kindly change Own Password immediately after first login .".

The main content area is titled "Mapping Masters to Units". It contains two main sections:

- Unit Master:** A list of units with radio buttons for selection:
  - ☒ HSIL LTD.
  - ☐ hnjh
  - ☐ yhyh
- Master Selection:** A grid of radio buttons for selecting a master type: 

<input checked="" type="radio"/> Division Master	<input type="radio"/> Department Master	<input type="radio"/> Category Master	<input type="radio"/> Shift Master
<input type="radio"/> Leave Master	<input type="radio"/> Cost Center Master	<input type="radio"/> Grade Master	<input type="radio"/> Employee Type

Below the Master Selection grid is a **Division List** section with the text "Select All | None". It contains two checkboxes: ☒ 01 # Ceramic Division I and ☐ 02 # TIKR I. A green "Submit" button is located at the bottom of the form.

At the bottom of the page, there is an "ABBREVIATIONS:" section with the following text: "WO -- Weekly Off, HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color) Advance Leave (Shown in red color), S -- ShortLeave, O -- OnDuty, T -- Tour, A A -- Both Half Absent, P P -- Both Half Present A P -- First Half Absent, Second Half Present, P A -- First Half Present, Second Half Absent".

The Windows taskbar at the bottom shows the date and time as 4:04 PM on 06/18/2014.

**Description** -in this form we create mapping with unit.

Process of mapping- First of all select Unit then Division and then check division list.

Unit ->Division Master ->division list,

## Employee Master –

**Employee Master**

**Card Details**

Employee Code\*

I-Card Number

Finger ID

**Browse Employee Photo**

Browse... No file selected.

**Search Criteria**

Search By

Employee Code

OR

Browse

**Employee Name**

Salutation  First Name  Middle Name  Last Name  Gender

**Work Profile** **Shift Pattern** **Personal Details** **Address** **Remark**

Company Name\*

Division Name\*

Department name\*

Designation\*

Grade\*

Cost Center Name\*

Login Role

Enable/Disable For Login ☐

Date of Birth

Date of Joining\*

Date of Confirmation

Date of Leaving

Reason for Leaving

**Employee Type**

☒ Permanent ☐ Temporary

Clear & Add New Save Employee Temporary Delete Permanent Delete Recall Temp Deleted Emp

Note:- (\*) Mandatory Fields

ABBREVIATIONS: WO -- Weekly Off, HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color)

**DESCRIPTION:** User will add the details of new employee or edit the details of existing employees.

### **STEPS TO USE:**

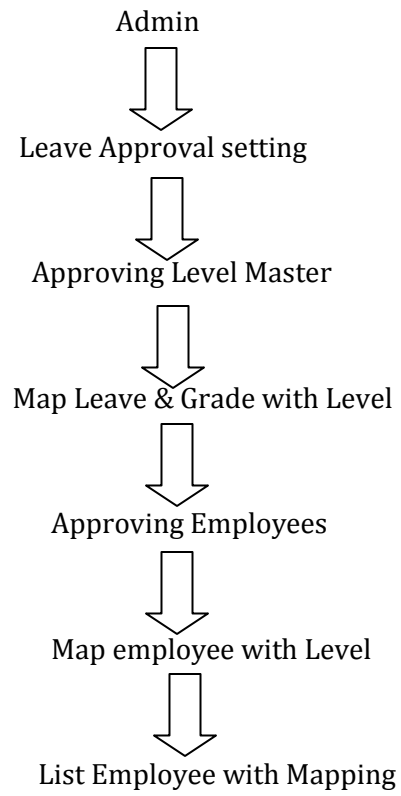
- Enter details of employee
- Click on save to add the new employee.
- Select existing employee to edit the existing employee.
- Click on save to edit the employee.
- Select the Login Role for employee.

### **Important Terms :**

- Temporary Delete (Button) :** This will delete the employee temporarily, User can recall the employee by using Recall (Button)
- Permanent Delete :** User can delete the employee permanently.

## LEAVE APPLICATION FLOW

---



## Approving Level Master -

The screenshot displays the CATS (Centralized Attendance Tracking System) web application. The browser address bar shows the URL <http://192.168.0.188/ApprovingLevel.aspx>. The page header includes the CATS logo, a welcome message for 'SUPER', and a 'Logged in all units' status. The main content area is titled 'Approving Level Master' and contains a table with the following data:

Level Name	Level	Days To Change The Previous Shifts	Can File Applications ?	Edit	Delete
User	1	NA	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
Subordinate	2	NA	No	<a href="#">Edit</a>	<a href="#">Delete</a>
HOD	3	NA	No	<a href="#">Edit</a>	<a href="#">Delete</a>
HOD_Head	4	NA	Yes	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="text"/>	Level 1 ▾	<input type="text" value="NA"/> <small>Enter 'NA' to disable this feature</small>	<input type="text" value="No"/>	<a href="#">Add New &amp; Update</a>	

Below the table, there is a 'News' section with a message: 'Respected All, Kindly change Own Password immediately after first...'. At the bottom of the page, there is an 'ABBREVIATIONS' section with the following text: 'WO -- Weekly Off, HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color), Advance Leave (Shown in red color), S -- Short Leave, O -- On Duty, T -- Tour, A -- Both Half Absent, P -- Both Half Present'. The Windows taskbar at the bottom shows the date and time as 4:34 PM on 06/18/2014.

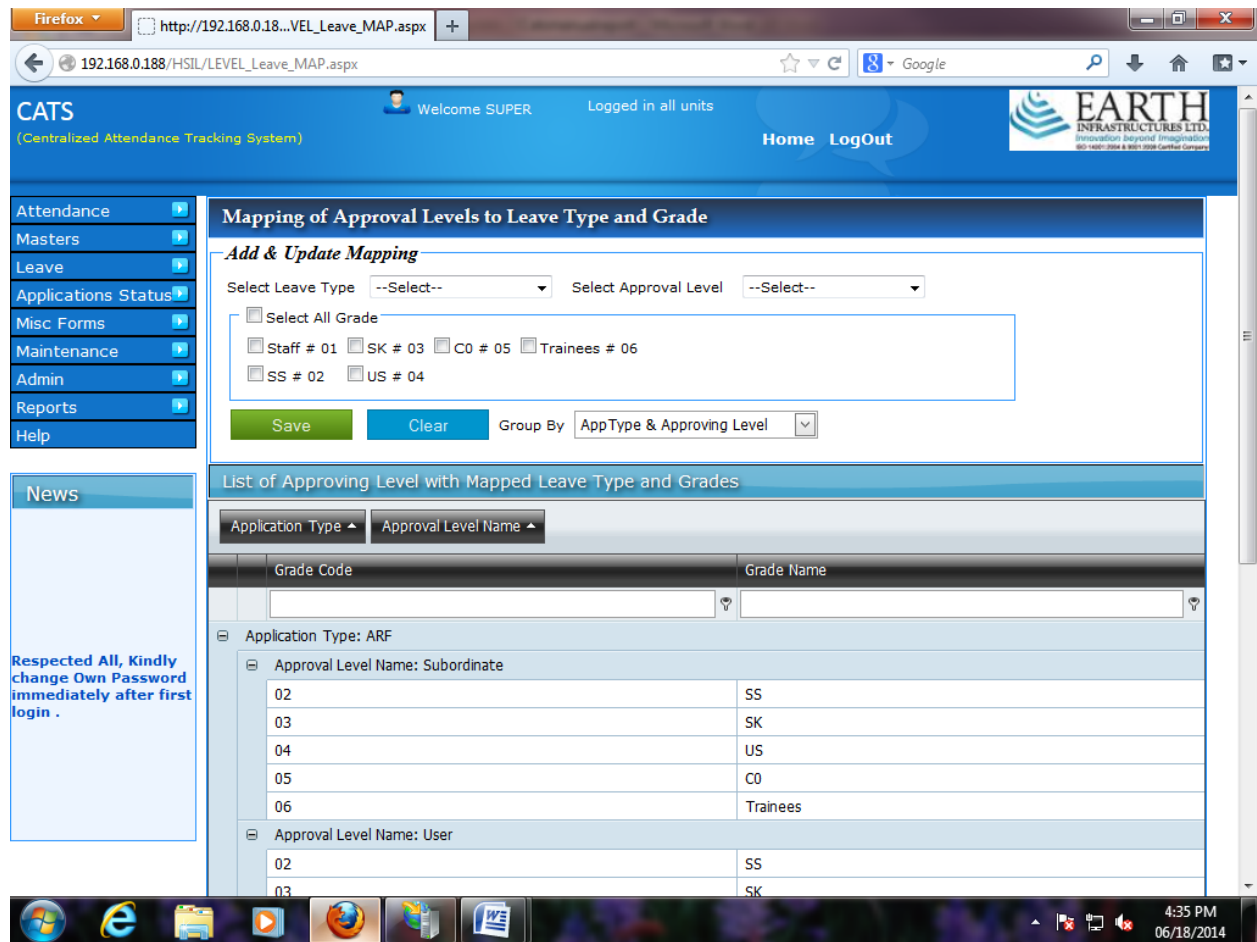
Description –In approving level master we assign the level.

Process –Give the name of Level->assign level->Day to change the Previous shift(NA used for disable this feature)->Can file Application->Add

### Import points –

**Can File Application-** if user select yes then apply application for other employee which come under the level. If no then not apply application for other employee.

## Map Leave & Grade with Level -



**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER Logged in all units Home LogOut

**EARTH**  
INFRASTRUCTURES LTD.  
Innovation Beyond Imagination  
ISO 9001:2008 & MS 1500 Certified Company

**Mapping of Approval Levels to Leave Type and Grade**

**Add & Update Mapping**

Select Leave Type: --Select-- Select Approval Level: --Select--

☐ Select All Grade

☐ Staff # 01 ☐ SK # 03 ☐ CO # 05 ☐ Trainees # 06

☐ SS # 02 ☐ US # 04

Save Clear Group By: AppType & Approving Level

**List of Approving Level with Mapped Leave Type and Grades**

Application Type: Approval Level Name:

Grade Code	Grade Name
Application Type: ARF	
Approval Level Name: Subordinate	
02	SS
03	SK
04	US
05	CO
06	Trainees
Approval Level Name: User	
02	SS
03	SK

Respected All, Kindly change Own Password immediately after first login .

4:35 PM 06/18/2014

Process - select leave Type->select Approval Level -> select grade ->Save

Firefox

http://192.168.0.188...pprovingLevels.aspx

192.168.0.188/HSIL/ApprovingLevels.aspx

Google

CATS

Welcome SUPER

Logged in all units

Home Logout

Attendance

Masters

Leave

Applications Status

Misc Forms

Maintenance

Admin

Reports

Help

Mapping of Employees Under Approving Level (Authority)

Select Unit

HSIL LTD.

Search By

☒ Employee Code

☐ Employee Name

Select Approving Level :

--Select--

Save Authority

Clear

Drag a column header here to group by that column

Approving Level Name	Emp Code	Emp Name	Department	Delete
HOD (Level - 3)	20085	GRISH BHALLA	CASTING	Delete
HOD (Level - 3)	20076	TARUN KUMAR RAHA	RESEARCH & DEVELOPMENT	Delete
HOD (Level - 3)	20094	RATNESHWARI PRASAD SRIVASTAVA	QUALITY ASSURANCE	Delete
HOD (Level - 3)	20097	MUKESH KULSHRESHTHA	KILN OPERATION	Delete
HOD (Level - 3)	21030	MUNISH PASSI	PLANT ENGINEERING	Delete
User (Level - 1)	20457	JITENDRA SHEKHAWAT	QUALITY ASSURANCE	Delete
HOD (Level - 3)	20015	TIRLOK CHAND MANGLA	PERSONNEL	Delete
Subordinate (Level - 2)	20486	BIBHA CHOUBEY	PERSONNEL	Delete
Subordinate (Level - 2)	20020	Rajender Kumar Sharma	CASTING	Delete
Subordinate (Level - 2)	20277	PRADIP KARMAKAR	MODELLING & BLOCK MAKING	Delete
Subordinate (Level - 2)	20039	ASHOK KUMAR UPADHYAYA	MOULDING	Delete

News

Respected All, Kindly change Own Password immediately after first login .

4:36 PM

06/18/2014

**Process** – Select unit->Employee name->select Approving level Authority

Map employee with Level –

Firefox | http://192.168.0.188/MappingLevelEMP.aspx | 192.168.0.188/HSIL/MappingLevelEMP.aspx | Google

**CATS**  
(Centralized Attendance Tracking System)

Welcome SUPER | Logged in all units | Home | LogOut

**EARTH**  
INFRASTRUCTURES LTD.  
Innovation Beyond Imagination  
ISO 9001:2008 & ISO 14001:2004 Certified Company

**Mapping of employee under the Application Approving Authority (Departments head)**

**List of currently mapped employees under selected approving level**

Select Approval Level: HOD # 3  
Select Approving Authority: GIRISH BHALLA # 20085

**Currently Mapped Employee List**

**Unselect for remove employee under approving authority**  
**Authority :- 20085 # GIRISH BHALLA**  
**Department :- CASTING , Designation :- DEPUTY GENERAL MANAGER**

☒ Select All

<input checked="" type="checkbox"/> DAYA NAND #1101	<input checked="" type="checkbox"/> AMAR JEET#1270
<input checked="" type="checkbox"/> SURAJ MAL#1272	<input checked="" type="checkbox"/> HARI RAM#1273
<input checked="" type="checkbox"/> SHIV DHANI#1274	<input checked="" type="checkbox"/> RAGHU BER#1277
<input checked="" type="checkbox"/> RAJENDER SINGH #1572	<input checked="" type="checkbox"/> RAM GOPAL #1574
<input checked="" type="checkbox"/> Raj Kumar#1766	<input checked="" type="checkbox"/> Pradeep Kumar#1785
<input checked="" type="checkbox"/> Vikram Singh#1789	<input checked="" type="checkbox"/> Rakesh Kumar #30432
<input checked="" type="checkbox"/> Vinod #30455	<input checked="" type="checkbox"/> VINOD #80057
<input checked="" type="checkbox"/> SATISH #80063	

**Search Employee to assign in currently selected Approving Authority**

Select Unit: --All Units--  
Select Dept: --All Dept-- **Get Employees**

**OR Search Individual Employee**

Search By: ☒ Emp Code ☐ Emp Name

**Select employee to assign under the selected approving authority**

☐ Select All [Clear List](#)

**Save & Update** **Clear**

**ABBREVIATIONS:** WO -- Weekly Off, HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color), Advance Leave (Shown in red color), S -- Short Leave, O -- On Duty, T -- Tour, A -- Both Half Absent, B -- Both Half Present

4:38 PM  
06/18/2014

**Process** – Select the Approval level ->Select Employee which Approving Authority->select Unit->select Department of employee



## List Employee with Mapping -

The screenshot displays the CATS web application interface. The top navigation bar includes the CATS logo, user information (Welcome SUPER, Logged in all units), and links for Home and LogOut. A sidebar on the left contains a menu with options: Attendance, Masters, Leave, Applications Status, Misc Forms, Maintenance, Admin, Reports, and Help. Below the menu is a 'News' section with a message: 'Respected All, Kindly change Own Password immediately after first login .'. The main content area is titled 'List of Employees with their Applications Approval Level'. It features a search bar with 'Akhilesh . # 30449' selected, a 'Group by:' dropdown set to 'EmpCode', and buttons for 'Collapse All Rows', 'Expand All Rows', and 'Export to PDF'. Below these controls is a table showing the approval hierarchy for the selected employee.

Level	Approving Authority
Empcode: Akhilesh . (30449)	
User(1)	JITENDRA SHEKHAWAT (20457)
Subordinate(2)	JITENDER KUMAR ROHILLA(20030)
HOD(3)	RATNESHWARI PRASAD SRIVASTAVA(20094)
HOD_Head(4)	ASIT KUMAR MOHANTY(20100)

The bottom of the screen shows a Windows taskbar with various application icons and a system clock indicating 4:39 PM on 06/18/2014.

## DEVICE MANAGMENT

### → MANAGE DEVICE:

The screenshot shows the Mozilla Firefox browser window displaying the Employee Information Portal (EIP) Manage Device form. The browser's address bar shows the URL `http://192.168.0.60/ManageDevices.aspx`. The page header includes the text "Employee Information Portal (A complete attendance package)", "Welcome SUPER", "Logged in all units", and "Home Logout". The RS BARCODERS PRIVATE LIMITED logo is visible in the top right corner. On the left side, there is a vertical menu with links: Attendance, Masters, Leave, Applications Status, Misc Forms, Maintenance, Admin, Reports, and Help. The main content area is titled "Device Management" and contains the following fields and controls:

- Select Unit:** A dropdown menu showing "RS Barcoders Pvt. Ltd."
- Select Device Action:** A dropdown menu showing "Online Enroll Finger"
- Select Device:** A dropdown menu showing "B1 Office Account # 1 (192.168.0.60)"
- Select Finger index:** A dropdown menu showing "2"
- Buttons:** "Submit", "Cancel", and "Clear"
- Search Employee:** A section with radio buttons for "ByCode" and "ByName", followed by a text input field.

At the bottom of the page, there is a section titled "ABBREVIATIONS:" with the following text: "WO -- Weekly Off, HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color)". The Windows taskbar at the bottom shows the Start button, Mozilla Firefox, and a file named "EIP Manual.docx - Mi...". The system clock shows "10:45 PM".

**DESCRIPTION:** This form is used to perform operations on device.

- User can Perform Online Enroll finger operation using this form.
- User can upload the details of Employee (not Fingerprint) in machine.

### **STEPS TO USE :**

(A) Search employee.

- (B) Select Device Action.
- (C) Select Device on which user wants to perform operation.
- (D) Select Finger Index, click on submit to perform the operation.

## **SHIFT MANAGEMENT**

### → **SHIFT MANUPULATION:**

**Shift Manipulation - Monthly Schedule**

Select Unit: 71002\_GREATER KAILASH -I M- BLOCK DELHI | Division: --All-- | Department: --All-- | Select Year: 2014 | Select Month: January | Select Employee: --All--

Day From: 1 | Day To: 31 | Shift: 10AM-7PM # 10A(10:00 - 19:00) | Export Type: Excel | Export

Show Shift | Assign Shift & Save | Shift quickinfo | Total Employees found in selected criteria : 19

**SHIFT-ROASTER**

select	Code	Name	01 WED	02 THU	03 FRI	04 SAT	05 SUN	06 MON	07 TUE	08 WED	09 THU	10 FRI	11 SAT	12 SUN	13 MON	14 TUE	15 WED	16 THU	17 FRI	18 SAT	19 SUN	20 MON	21 TUE	22 WED	23 THU	24 FRI
Edit	644020	Ajit	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A
Edit	616029	AMIT BABU	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A
Edit	625005	Anubhav Bali	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A
Edit	645721	Anuj Singh Chauhan	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A
Edit	618707	Arun Kumar Pandit	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A
Edit	644019	Arvind Kumar Gupta	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A
Edit	625920	Ashutosh Kumar	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A
Edit	613934	BEENA	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A	8A	8A	WQ	8A	8A	8A	8A

**DESCRIPTION:** This Page will display Monthly Schedule of Employee shift.

### **STEPS TO USE :**

- (A) By default Current Unit/Store, Current Year, Current Month selected.
- (B) Select Department
- (C) Click on Show Shift Button

- (D) Select All Employees of selected department
- (E) Select **Day From** and **Day To** from the drop down
- (F) Select Desired shift for create roaster
- (G) Click on Button (Show shift), this will display the shift Roaster.
- (H) Select desired shift from Shift (Dropdown list).
- (I) Select Employees by select checkboxes.
- (J) Click on Assign Shift & Save (Button). This will assign and save the shift.
- (K) User can click on (WO) or (HD) to assign Shift on (WO)\ (HD).
- (L) User can click on Edit Button (left side) to assign\change the shift\wo of Single employee.

### **REPORT GENERATION**

→ **EMPLOYEE LIST:**

Firefox | http://122.160.14.113/EmployeeList.aspx

122.160.14.113/EIP/Reports/EmployeeList.aspx

Employee Information Portal  
(A complete attendance package)

Welcome SUPER | Logged in all units | Home | LogOut

RS BARCODERS PRIVATE LIMITED  
Reliable Solutions for Efficiency

Attendance | Masters | Leave | Applications Status | Misc Forms | Maintenance | Admin | Reports | Help

News

**Employee Profile Report**

Select Unit: 1001 # RS Barcoders Pvt. | Group By: --Select-- | Export Type: Export to XLS

☐ Include Left Employee | Submit | Clear | Export

Division All   None	Department All   None	Designation All   None	Grade All   None	Cost Center All   None	Hide
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MANAGEMENT	<input type="checkbox"/> JR. ACCOUNT MANAGER	<input type="checkbox"/> GENERAL	<input type="checkbox"/> ACCOUNT	
<input type="checkbox"/> SUPPORT OPERATOR	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> MARKETING	<input type="checkbox"/> SINGLE SWIPE	<input type="checkbox"/> GENERAL	
<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> ACCOUNTS	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> NON PUNCHING		
<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE			
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MARKETING	<input type="checkbox"/> PROJECT MANAGER			
	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> V.P.			

	Empcode	008	Emprname	MOHAN	Emailid	
	Finger Id	98792	Card no.	0009686904	MaritalStatus	Married
	Sex	M	MobileNo	09818154047	Nationality	
	Religion		BloodGroup	O+	DateofBirth	18 Nov 1974
	DateofJoin	01 Feb 2005	DateofConfirm	01 Jun 2005	DateOfMarriage	
	DateOfLeaving		UnitName	RS Barcoders Pvt. Ltd.	DivisionName	GENERAL
	Department	ADMINISTRATION	Designation	OFFICE BOY	Grade	GENERAL
	CostCenter	GENERAL	Is Left	NO		

	Empcode	022	Emprname	KHEEM SINGH	Emailid	kheem@barcode4u.com
	Finger Id	98768	Card no.	0002253720	MaritalStatus	Married
	Sex	M	MobileNo	09871887433	Nationality	
	Religion		BloodGroup	AB+	DateofBirth	20 Dec 1975

Firefox automatically sends some data to Mozilla so that we can improve your experience.

Network | Internet access

10:49 PM | 1/16/2014

### DESCRIPTION:

- User can see the list of employees on this page.
- If user wants to see the list of left employees, check the checkbox (include left employees), click on submit to get the details of employee.
- User can Export the Report in Excel, Word or PDF Format.

### ➔ DAILY ATTENDANCE REPORTS:

### ➔ ATTENDANCE REPORTS:

**Attendance**  
Masters  
Leave  
Applications Status  
Misc Forms  
Maintenance  
Admin  
Reports  
Help

**Daily Attendance Reports**

Select Report Type: Attendance Report  
Total Records Found # 645  
Include Left Employee: ☐ Auto Refresh Interval: 30

**Search Criteria**  
Select Unit: 1001 # RS Barcoders Pvt  
Search By: ☒ ByCode ☐ ByName

From date: Jan, 01 2014 To date: Jan, 17 2014 Group By: --Select-- Export In: XLS  
Export Submit Clear

Division: All | None Department: All | None Designation: All | None Grade: All | None Cost Center: All | None

☐ GENERAL ☐ MANAGEMENT ☐ JR. ACCOUNT MANAGER ☐ GENERAL ☐ ACCOUNT  
☐ SUPPORT OPERATOR ☐ SOFTWARE ☐ MARKETING ☐ SINGLE SWIPE  
☐ SOFTWARE ☐ ACCOUNTS ☐ ADMINISTRATION ☐ NON PUNCHING  
☐ HARDWARE ☐ HARDWARE ☐ HARDWARE  
☐ GENERAL ☐ MARKETING ☐ PROJECT MANAGER  
☐ ADMINISTRATION ☐ V.P

Page 1 of 13 (645 items) < Prev [1] 2 3 4 5 6 7 ... 11 12 13 Next >

Drag a column header here to group by that column

Empcode	Name	Shift	In Date	Arrival Time	Late BY	Out Date	Dep Time	Early Hrs	Status	LeaveCode	HoursWorked	OD	Tour	ShortLeave	ARF
008	MOHAN	HD	01-Jan-2014	00:00	00:00	01-Jan-2014	00:00	00:00	HD	-	00:00	-	-	0	
008	MOHAN	D1	02-Jan-2014	08:42	00:00	02-Jan-2014	18:02	00:00	P P	-	09:20	-	-	0	
008	MOHAN	D1	03-Jan-2014	08:47	00:00	03-Jan-2014	18:22	00:00	P P	-	09:35	-	-	0	
008	MOHAN	D1	04-Jan-2014	10:44	01:29	04-Jan-2014	19:36	00:00	P P	-	08:52	-	-	1	
008	MOHAN	WO	05-Jan-2014	00:00	00:00	05-Jan-2014	00:00	00:00	WO	-	00:00	-	-	0	

**DESCRIPTION:** User can see the daily attendance report on this page.

**STEPS TO USE :**

- (A) Select Unit, Enter from date and to date, click on submit to get attendance report.
- (B) In case of Employee Login, Employee can see only his report.
- (C) In case of H.O.D login, H.O.D can see attendance of their employees.
- (D) User can Export the Report in Excel, Word or PDF Format.

➔ **VIEW MOVEMENT:**

**Attendance**  
Masters  
Leave  
Applications Status  
Misc Forms  
Maintenance  
Admin  
Reports  
Help

**News**  
Welcome to EIP  
It's requested to all of you for giving us the feedback or any suggestions for this newly software to make it more powerful or flexible.  
Plz mail your suggestions to  
Vinodmaurya@barcode4u.com  
kheem@barcode4u.com  
prem@barcode4u.com

**Daily Attendance Reports**  
Select Report Type  
View Movement  
Total Records Found # 646  
Include Left Employee  
Auto Refresh Interval 30

**Search Criteria**  
Select Unit  
1001 # RS Barcoders Pvt  
Search By Code Search By Name

From date Jan, 01 2014 To date Jan, 17 2014 Group By --Select-- Export In XLS  
Export Submit Clear

Division All | None Department All | None Designation All | None Grade All | None Cost Center All | None  
Hide

☐ GENERAL  
☐ SUPPORT OPERATOR  
☐ SOFTWARE  
☐ HARDWARE  
☐ GENERAL

☐ MANAGEMENT  
☐ SOFTWARE  
☐ ACCOUNTS  
☐ HARDWARE  
☐ MARKETING  
☐ ADMINISTRATION

☐ PROJECT MANAGER  
☐ V.P  
☐ M.D  
☐ OFFICE BOY  
☐ SOFTWARE ENGINEER  
☐ PRESS OPERATOR

☐ GENERAL  
☐ SINGLE SWIPE  
☐ NON PUNCHING

☐ ACCOUNT  
☐ GENERAL

Page 1 of 13 (646 items) 1 2 3 4 5 6 7 ... 11 12 13

Drag a column header here to group by that column

Empcode	Name	Punch Date	Punches
008	MOHAN	01 Jan 2014	
008	MOHAN	02 Jan 2014	(08:42 09:10 09:24 09:47 11:04 11:11 12:25 13:05 14:01 14:18 16:01 16:13 17:52 18:02)
008	MOHAN	03 Jan 2014	(08:47 08:52 10:07 11:15 11:23 11:29 12:39 13:40 16:29 18:22)
008	MOHAN	04 Jan 2014	(10:44 10:45 10:57 10:58 10:59 11:12 11:42 13:04 13:31 14:05 14:13 14:18 14:22 15:02 15:26 17:47 19:07 19:34 19:36)

**DESCRIPTION:** User can see the View Movement report on this page; this report will show View Movement report of employees.

**STEPS TO USE :**

- Select Unit, Enter from date and to date, click on submit to get View Movement report.
- In case of Employee Login, Employee can see only his report.
- In case of H.O.D login, H.O.D can see View Movement report of their employees.
- User can Export the Report in Excel, Word or PDF Format.

**→ EMPLOYEE PRESENT:**

**DESCRIPTION:** User can see the Employee Present report on this page, this report will show the list of Present employees.

**STEPS TO USE :**

- (A) Select Unit, Enter from date and to date, click on submit to get Present report.
- (B) In case of Employee Login, Employee can see only his report.
- (C) In case of H.O.D login, H.O.D can see Present Report of their employees.
- (D) User can Export the Report in Excel, Word or PDF Format.

**→ ABSENT FULL DAY REPORT:**



**Daily Attendance Reports**

Select Report Type: Absent full day Total Records Found # 85 ☐ Include Left Employee ☐ Auto Refresh Interval: 30

**Search Criteria**

Select Unit: 1001 # RS Barcoders Pvt ☐ Search By Code ☐ Search By Name

From date: Jan, 01 2014 To date: Jan, 17 2014 Group By: --Select-- Export In: XL5

Division All | None Department All | None Designation All | None Grade All | None Cost Center All | None

☐ GENERAL ☐ SUPPORT OPERATOR ☐ SOFTWARE ☐ HARDWARE ☐ GENERAL

☐ MANAGEMENT ☐ SOFTWARE ☐ ACCOUNTS ☐ HARDWARE ☐ MARKETING ☐ ADMINISTRATION

☐ JR. ACCOUNT MANAGER ☐ MARKETING ☐ ADMINISTRATION ☐ HARDWARE ☐ PROJECT MANAGER ☐ V.P

☐ GENERAL ☐ SINGLE SWIPE ☐ NON PUNCHING

☐ ACCOUNT ☐ GENERAL

Page 1 of 2 (85 items) < Prev [1] 2 Next >

Drag a column header here to group by that column

Empcode	Name	Shift	In Date	Arrival Time	Late BY	Out Date	Dep Time	Early Hrs	Status	LeaveCode	HoursWorked	OD	Tour	ShortLeave	ARF
008	MOHAN	D1	14-Jan-2014	00:00	00:00	14-Jan-2014	00:00	00:00	A A	-	00:00	-	-	0	
008	MOHAN	D1	17-Jan-2014	00:00	00:00	17-Jan-2014	00:00	00:00	A A	-	00:00	-	-	0	
022	KHEEM SINGH	GN	02-Jan-2014	00:00	00:00	02-Jan-2014	00:00	00:00	A A	-	00:00	-	-	0	
022	KHEEM	GM	06-Jan-2014	00:00	00:00	06-Jan-2014	00:00	00:00	A A	-	00:00	-	-	0	

**DESCRIPTION:** User can see the absent full day report on this page.

**STEPS TO USE :**

- (A) Select Unit, Enter from date and to date, click on submit to get absent full day report.
- (B) In case of Employee Login, Employee can see only his report.
- (C) In case of H.O.D login, H.O.D can see absent full day report of their employees.
- (D) User can Export the Report in Excel, Word or PDF Format.

**ABSENT WITH HALF DAY REPORT:**

**DESCRIPTION:** User can see the details of employees present in half day or absent for full day.

**STEPS TO USE :**

- Select Unit, Enter from date and to date, click on submit to get absent with half day report.
- In case of Employee Login, Employee can see only his report.
- In case of H.O.D login, H.O.D can see details of employees present in half day or absent for full day.
- User can Export the Report in Excel, Word or PDF Format.

→ **LATE ARRIVAL REPORT:**

**DESCRIPTION:** User can see the details of late coming employees.

**STEPS TO USE :**

- (A) Select Unit, Enter from date and to date, click on submit to get late arrival report.
- (B) In case of Employee Login, Employee can see only his report.
- (C) In case of H.O.D login, H.O.D can see details of late coming employees.
- (D) User can Export the Report in Excel, Word or PDF Format.

➔ **EARLY DEPARTURE REPORT:**

**Attendance**  
**Masters**  
**Leave**  
**Applications Status**  
**Misc Forms**  
**Maintenance**  
**Admin**  
**Reports**  
**Help**

**Daily Attendance Reports**

Select Report Type  
Early Departure

Total Records Found # 57

☐ Include Left Employee

Auto Referesh Interval 30

**Search Criteria**

Select Unit  
1001 # R5 Barcoders Pvt

Search By Code ☐ Search By Name

From date Jan, 01 2014 To date Jan, 17 2014 Group By --Select-- Export In XLS

Division All | None Department All | None Designation All | None Grade All | None Cost Center All | None

☐ GENERAL  
☐ SUPPORT OPERATOR  
☐ SOFTWARE  
☐ HARDWARE  
☐ GENERAL

☐ MANAGEMENT  
☐ SOFTWARE  
☐ ACCOUNTS  
☐ HARDWARE  
☐ MARKETING  
☐ ADMINISTRATION

☐ JR. ACCOUNT MANAGER  
☐ MARKETING  
☐ ADMINISTRATION  
☐ HARDWARE  
☐ PROJECT MANAGER  
☐ V.P

☐ GENERAL  
☐ SINGLE SWIPE  
☐ NON PUNCHING

☐ ACCOUNT  
☐ GENERAL

Page 2 of 2 (57 items) < Prev 1 [2] Next >

Drag a column header here to group by that column

Empcode	Name	Shift	In Date	Arrival Time	Late BY	Out Date	Dep Time	Early Hrs	Status	LeaveCode	HoursWorked	OD	Tour	ShortLeave	ARF
RJ004	SANJAY	GN	10-Jan-2014	09:43	00:00	10-Jan-2014	11:32	06:28	P P	-	01:49	-	-	0	
RJ004	SANJAY	GN	15-Jan-2014	09:44	00:00	15-Jan-2014	17:43	00:17	P P	-	07:59	-	-	1	
RJ004	SANJAY	GN	16-Jan-2014	09:45	00:00	16-Jan-2014	10:38	07:22	P P	-	00:53	-	-	0	
RJ197	V RAMASWAMY	D1	02-Jan-2014	00:00	00:00	02-Jan-2014	12:46	05:14	A A	-	00:00	-	-	0	

**DESCRIPTION:** User can see the Early Departure report on this page.

**STEPS TO USE :**

- Select Unit, Enter from date and to date, click on submit to get Early Departure report.
- In case of Employee Login, Employee can see only his report.
- In case of H.O.D login, H.O.D can see Early Departure report.
- User can Export the Report in Excel, Word or PDF Format.

## → IMMEDIATE STATUS REPORT:

**Daily Attendance Reports**

Select Report Type: Immediate Status Total Records Found # 52 ☐ Include Left Employee ☐ Auto Refresh Interval: 30

Search Criteria: Select Unit: RS Barcoders Pvt. Ltd. ☐ Search By Code ☐ Search By Name

From date: Jan. 01 2014 To date: Jan. 22 2014 Group By: --Select-- Export In: XLS

Division: All | None Department: All | None Designation: All | None Grade: All | None Cost Center: All | None

☐ GENERAL ☐ SUPPORT OPERATOR ☐ SOFTWARE ☐ HARDWARE ☐ GENERAL

☐ MANAGEMENT ☐ SOFTWARE ☐ ACCOUNTS ☐ HARDWARE ☐ MARKETING ☐ ADMINISTRATION

☐ JR. ACCOUNT MANAGER ☐ MARKETING ☐ ADMINISTRATION ☐ HARDWARE ☐ PROJECT MANAGER ☐ V.P.

☐ GENERAL ☐ SINGLE SWIPE ☐ NON PUNCHING

☐ ACCOUNT ☐ GENERAL

Page 1 of 2 (52 items) < Prev [1] 2 Next >

Drag a column header here to group by that column

Empcode	Name	Shift	In Date	Arrival Time	Late BY	Out Date	Dep Time	Early Hrs	Status	LeaveCode	HoursWorked	OD	Tour	ShortLeave	ARF
042	DEEP CHAND THAPLIYAL	GN	21-Jan-2014	09:38	00:00	21-Jan-2014	00:00	00:00	P A	-	00:00	-	-	0	
058	K C LAU	GN	10-Jan-2014	09:58	00:28	10-Jan-2014	00:00	00:00	P A	-	00:00	-	-	1	
058	K C LAU	GN	21-Jan-2014	10:30	01:00	21-Jan-2014	00:00	00:00	P A	-	00:00	-	-	1	

**DESCRIPTION:** User can see the immediate report on this page.

### **STEPS TO USE :**

- Select Unit, Enter from date and to date, click on submit to get immediate report.
- In case of Employee Login, Employee can see only his report.
- In case of H.O.D login, H.O.D can see immediate report.
- User can Export the Report in Excel, Word or PDF Format.

## → EXTRA HOUR REPORT:

**Employee Information Portal**  
(A complete attendance package)

Welcome SUPER Logged in all units Home LogOut

**Daily Attendance Reports**

Select Report Type: Extra Hour Report

☐ Include Left Employee ☐ Auto Refresh Interval: 30

**Search Criteria**

Select Unit: 1001 # RS Barcoders Pvt. L

From date: Jan. 01 2014 To date: Jan. 17 2014 Group By: --Select-- Export In: XLS

**Division All | None** **Department All | None** **Designation All | None** **Grade All | None** **Cost Center All | None**

☐ GENERAL ☐ MANAGEMENT ☐ JR. ACCOUNT MANAGER ☐ GENERAL ☐ ACCOUNT

☐ SUPPORT OPERATOR ☐ SOFTWARE ☐ MARKETING ☐ SINGLE SWIPE ☐

☐ SOFTWARE ☐ ACCOUNTS ☐ ADMINISTRATION ☐ NON PUNCHING

☐ HARDWARE ☐ HARDWARE ☐ PROJECT MANAGER

☐ GENERAL ☐ MARKETING ☐ U.D.

Drag a column header here to group by that column

Empcode	Name	Shift	In Date	Arrival Time	Late BY	Out Date	Dep Time	Early Hrs	Status	LeaveCode	HoursWorked	OD	Tour	ShortLeave	ARF
No data to display															

**ABBREVIATIONS:** WO -- Weekly Off HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color)  
Advance Leave (Shown in red color), S -- ShortLeave, O -- OnDuty, T -- Tour, A A -- Both Half Absent, P P -- Both Half Present  
A P -- First Half Absent, Second Half Present, P A -- First Half Present, Second Half Absent

**DESCRIPTION:** User can see the Overtime report on this page.

**STEPS TO USE :**

- (A) Select Unit, Enter from date and to date, click on submit to get Extra hour report.
- (B) In case of Employee Login, Employee can see only his report.
- (C) In case of H.O.D login, H.O.D can see Extra hour report.
- (D) User can Export the Report in Excel, Word or PDF Format.

**→ SINGLE PUNCH REPORT:**

**Search Criteria**

Select Report Type: Single Punch Total Records Found = 62 ☐ Include Left Employee ☐ Auto Refresh Interval: 30

Select Unit: 1001 # RS Barcoders Pvt. Lt. ☐ Search By Code ☐ Search By Name

From date: Jan, 01 2014 To date: Jan, 17 2014 Group By: --Select-- Export In: XLS

**Division All | None** **Department All | None** **Designation All | None** **Grade All | None** **Cost Center All | None**

☐ GENERAL ☐ MANAGEMENT ☐ MARKETING  
☐ SUPPORT OPERATOR ☐ SOFTWARE ☐ ADMINISTRATION  
☐ SOFTWARE ☐ ACCOUNTS ☐ HARDWARE  
☐ HARDWARE ☐ HARDWARE ☐ PROJECT MANAGER  
☐ GENERAL ☐ MARKETING ☐ V.P  
☐ ADMINISTRATION ☐ M.D

☐ GENERAL ☐ ACCOUNT  
☐ SINGLE SWIPE ☐ GENERAL  
☐ NON PUNCHING

Page 1 of 2 (62 Items) < Prev [1] Next >

Drag a column header here to group by that column

Empcode	Name	Shift	In Date	Arrival Time	Late BY	Out Date	Dep Time	Early Hrs	Status	LeaveCode	HoursWorked	OD	Tour	ShortLeave	ARF
022	KHEEM SINGH	GN	17-Jan-2014	09:53	00:23	17-Jan-2014	00:00	00:00	P P	-	00:00	-	-	1	
058	K C LAU	GN	09-Jan-2014	00:00	00:00	09-Jan-2014	16:55	01:05	A P	-	00:00	-	-	1	
058	K C LAU	GN	10-Jan-2014	09:58	00:28	10-Jan-2014	00:00	00:00	P A	-	00:00	-	-	1	
058	K C LAU	GN	15-Jan-2014	00:00	00:00	15-Jan-2014	18:15	00:00	A P	-	00:00	-	-	0	
058	K C LAU	GN	17-Jan-2014	10:04	00:34	17-Jan-2014	00:00	00:00	P A	-	00:00	-	-	1	
070	RAMESH CHAND JOSHI	GN	03-Jan-2014	00:00	00:00	03-Jan-2014	18:00	00:00	P P	-	00:00	-	-	0	
070	RAMESH CHAND	GN	08-Jan-2014	00:00	00:00	08-Jan-2014	18:00	00:00	P P	-	00:00	-	-	0	

**DESCRIPTION:** User can see the Overtime report on this page.

**STEPS TO USE:**

- (A) Select Unit, Enter from date and to date, click on submit to get Single Punch report.
- (B) In case of Employee Login, Employee can see only his report.
- (C) In case of H.O.D login, H.O.D can see Single Punch report of employees.
- (D) User can Export the Report in Excel, Word or PDF Format.

**➔ SHORT LEAVE REPORT:**

**Attendance**  
**Masters**  
**Leave**  
**Applications Status**  
**Misc Forms**  
**Maintenance**  
**Admin**  
**Reports**  
**Help**

**Daily Attendance Reports**

Select Report Type  
Short Leave Total Records Found # 92 ☐ Include Left Employee ☐ Auto Refresh Interval 30

**Search Criteria**

Select Unit  
1001 #RS Barcoders Pvt. Li

From date Jan, 01 2014 To date Jan, 17 2014 Group By --Select-- Export In XLS

Division All | None Department All | None Designation All | None Grade All | None Cost Center All | None # Hide

☐ GENERAL ☐ MANAGEMENT ☐ MARKETING ☐ GENERAL ☐ ACCOUNT

☐ SUPPORT OPERATOR ☐ SOFTWARE ☐ ADMINISTRATION ☐ SINGLE SWIPE

☐ SOFTWARE ☐ ACCOUNTS ☐ HARDWARE ☐ NON PUNCHING

☐ HARDWARE ☐ HARDWARE ☐ PROJECT MANAGER ☐ V.P

☐ GENERAL ☐ MARKETING ☐ M.D

Page 1 of 2 (92 items) < Prev [1] 2 Next >

Drag a column header here to group by that column

Empcode	Name	Shift	In Date	Arrival Time	Late BY	Out Date	Dep Time	Early Hrs	Status	LeaveCode	HoursWorked	OD	Tour	ShortLeave	ARF
008	MOHAN	D1	04-Jan-2014	10:44	01:29	04-Jan-2014	19:36	00:00	P P	-	08:52	-	-	1	
008	MOHAN	D1	10-Jan-2014	10:23	01:08	10-Jan-2014	18:03	00:00	P P	-	07:40	-	-	1	
022	KHEEM SINGH	GN	03-Jan-2014	09:59	00:29	03-Jan-2014	11:31	06:29	P P	-	01:32	-	-	1	
022	KHEEM SINGH	GN	04-Jan-2014	10:49	01:19	04-Jan-2014	13:54	04:06	P P	-	03:05	-	-	1	
022	KHEEM SINGH	GN	09-Jan-2014	09:46	00:16	09-Jan-2014	18:26	00:00	P P	-	08:40	-	-	1	
022	KHEEM SINGH	GN	14-Jan-2014	09:49	00:19	14-Jan-2014	13:23	04:37	P P	-	03:34	-	-	1	

start Mozilla Firefox Microsoft SQL Server... 2 Windows Explorer bj.txt - Notepad EIP Manual.docx - Mi... 5:02 AM

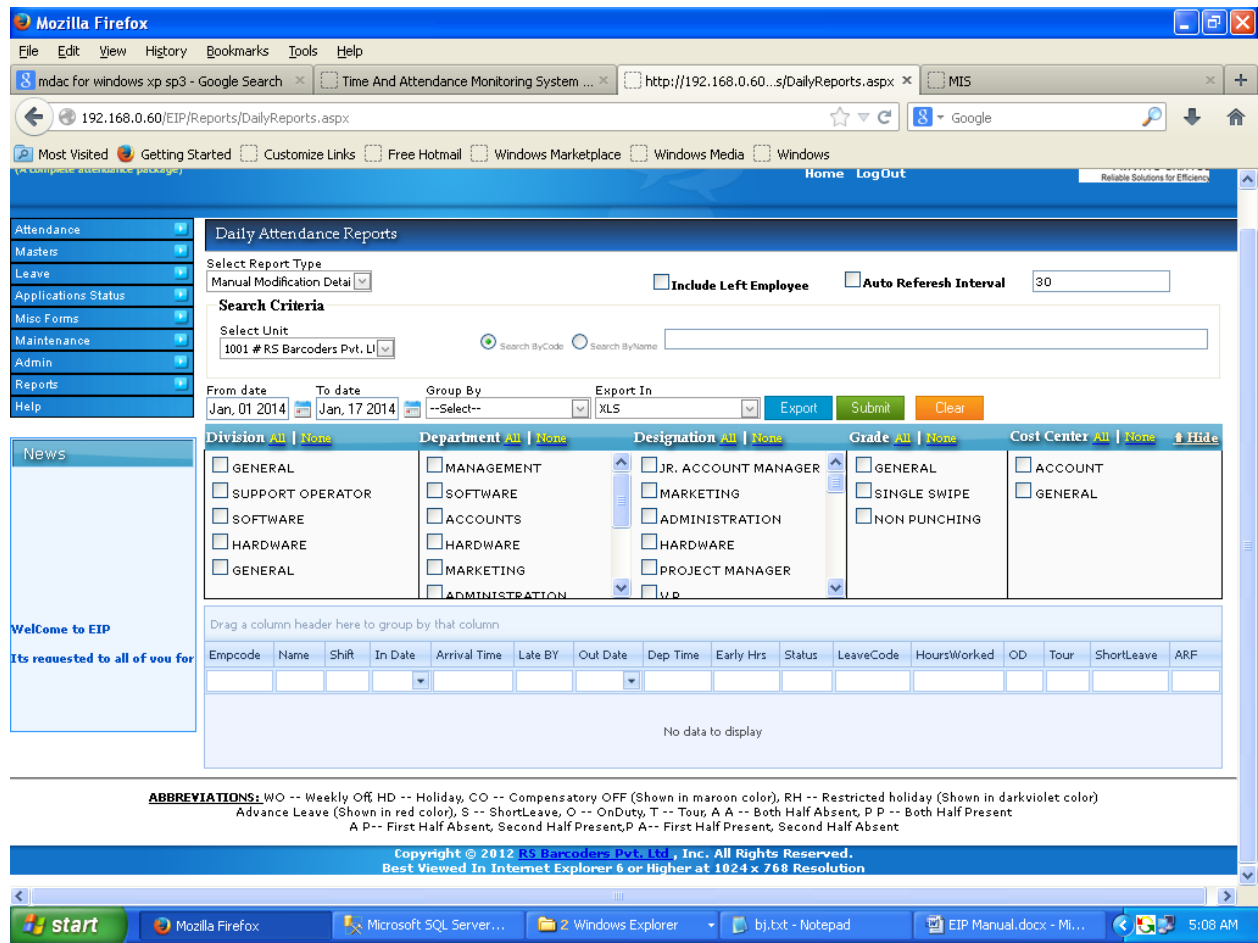
**DESCRIPTION:** User can see the Short Leave report on this page.

**STEPS TO USE:**

- Select Unit, Enter from date and to date, click on submit to get Short Leave report.
- In case of Employee Login, Employee can see only his report.
- In case of H.O.D login, H.O.D can see Short Leave report of employees.
- User can Export the Report in Excel, Word or PDF Format.

**→ MANUAL MODIFICATION REPORT:**





**DESCRIPTION:** User can see the Manual modification report on this page.

**STEPS TO USE :**

- (A) Select Unit, Enter from date and to date, click on submit to get Manual modification report.
- (B) In case of Employee Login, Employee can see only his report.
- (C) In case of H.O.D login, H.O.D can see Manual modification report of employees.
- (D) User can Export the Report in Excel, Word or PDF Format.

→ **CONTINUOUS ABSENT REPORT:**

The screenshot shows a web application interface for 'Daily Attendance Reports'. The browser is Mozilla Firefox, and the URL is <http://192.168.0.60/EIP/Reports/DailyReports.aspx>. The page has a sidebar with navigation links: Attendance, Masters, Leave, Applications Status, Misc Forms, Maintenance, Admin, Reports, and Help. The main content area is titled 'Daily Attendance Reports' and includes a 'Select Report Type' dropdown set to 'Continuous Absent', a 'Days >=' input field with the value '3', and a 'Records Found' indicator showing '10'. There are checkboxes for 'Include Left Employee' and 'Auto Refresh Interval' set to '30'. The 'Search Criteria' section includes a 'Select Unit' dropdown set to '1001 # RS Barcoders Pvt. Li', a 'Search By' dropdown set to 'Code', and a 'Search By Name' input field. Below this, there are fields for 'From date' (Jan, 01 2014), 'To date' (Jan, 17 2014), 'Group By' (---Select---), and 'Export In' (XLS). There are 'Export', 'Submit', and 'Clear' buttons. The main table displays employee records with columns for Division, Department, Designation, Grade, and Cost Center. The table data is as follows:

Empcode	Name	Period
058	K C LAU	02 Jan 2014 To 04 Jan 2014
106	SUMEET DOGRA	06 Jan 2014 To 08 Jan 2014
110	MOHAN DUTT SHARMA	06 Jan 2014 To 08 Jan 2014
159	RAJEEV ROY	02 Jan 2014 To 04 Jan 2014
159	RAJEEV ROY	06 Jan 2014 To 10 Jan 2014
182	HARVINDER SINGH	06 Jan 2014 To 08 Jan 2014
190	SALIM NAQVI	02 Jan 2014 To 04 Jan 2014
190	SALIM NAQVI	06 Jan 2014 To 10 Jan 2014
190	SALIM NAQVI	13 Jan 2014 To 17 Jan 2014

**DESCRIPTION:** User can see the Continuous Absent report on this page.

**STEPS TO USE:**

- (A) Select Unit, Enter from date and to date
- (B) Enter the days for continuous absent.
- (C) Click on submit to get Continuous Absent report.
- (D) In case of Employee Login, Employee can see only his report.
- (E) In case of H.O.D login, H.O.D can see Continuous absent report of employees.
- (F) User can Export the Report in Excel, Word or PDF Format.

**→ CONTINUOUS LATE REPORT:**

**Daily Attendance Reports**

Select Report Type: Continuous Late **Days >= 3** **Records Found # 10** ☐ Include Left Employee ☐ Auto Refresh Interval 30

**Search Criteria**

Select Unit: 1001 # RS Barcoders Pvt. Li

From date: Jan, 01 2014 To date: Jan, 17 2014 Group By: --Select-- Export In: XLS

Division All   None	Department All   None	Designation All   None	Grade All   None	Cost Center All   None
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MANAGEMENT	<input type="checkbox"/> JR. ACCOUNT MANAGER	<input type="checkbox"/> GENERAL	<input type="checkbox"/> ACCOUNT
<input type="checkbox"/> SUPPORT OPERATOR	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> MARKETING	<input type="checkbox"/> SINGLE SWIPE	<input type="checkbox"/> GENERAL
<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> ACCOUNTS	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> NON PUNCHING	
<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE		
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MARKETING	<input type="checkbox"/> PROJECT MANAGER		
	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> V.P		

Drag a column header here to group by that column

Empcode	Name	Period
058	K C LAU	05 Jan 2014 To 08 Jan 2014
140	VIJAY SINGH	14 Jan 2014 To 16 Jan 2014
155	HEENA ARORA	02 Jan 2014 To 04 Jan 2014
161	MEHRAJ U DIN	02 Jan 2014 To 04 Jan 2014
161	MEHRAJ U DIN	06 Jan 2014 To 10 Jan 2014
161	MEHRAJ U DIN	15 Jan 2014 To 17 Jan 2014
162	ANUBHAW KUMAR	15 Jan 2014 To 17 Jan 2014
186	VIPIN KUMAR YADAV	06 Jan 2014 To 09 Jan 2014
RJ197	V RAMASWAMY	08 Jan 2014 To 10 Jan 2014

**DESCRIPTION:** User can see the Continuous Late report on this page.

**STEPS TO USE:**

- (A) Select Unit, Enter from date and to date
- (B) Enter the days for continuous late.
- (C) Click on submit to get Continuous Late report.
- (D) In case of Employee Login, Employee can see only his report.
- (E) In case of H.O.D login, H.O.D can see Continuous Late report of employees.
- (F) User can Export the Report in Excel, Word or PDF Format.

## WORKING IN HD/WO REPORTS:

**Daily Attendance Reports**

Select Report Type: Working on HD/WO Total Records Found # 3 ☐ Include Left Employee ☐ Auto Refresh Interval: 30

**Search Criteria**

Select Unit: 1001 # RS Barcoders Pvt. Lt. ☐ Search By Code ☐ Search By Name

From date: Jan, 01 2014 To date: Jan, 17 2014 Group By: --Select-- Export In: XLS

Empcode	Name	Shift	In Date	Arrival Time	Late BY	Out Date	Dep Time	Early Hrs	Status	LeaveCode	HoursWorked	OD	Tour	ShortLeave	ARF
058	K C LAU	WO	05-Jan-2014	12:15	02:45	05-Jan-2014	15:04	02:56	WO	-	02:49	-	-	0	
164	NARENDRA KUMAR	HD	01-Jan-2014	09:50	00:20	01-Jan-2014	18:24	00:00	HD	-	08:34	-	-	0	
195	SACHIN MAGGO	HD	01-Jan-2014	11:37	02:07	01-Jan-2014	18:21	00:00	HD	-	06:44	-	-	0	

**ABBREVIATIONS:** WO -- Weekly Off, HD -- Holiday, CO -- Compensatory OFF (Shown in maroon color), RH -- Restricted holiday (Shown in darkviolet color)  
 Advance Leave (Shown in red color), S -- ShortLeave, O -- OnDuty, T -- Tour, A A -- Both Half Absent, P P -- Both Half Present  
 A P -- First Half Absent, Second Half Present, P A -- First Half Present, Second Half Absent

Copyright © 2012 RS Barcoders Pvt. Ltd., Inc. All Rights Reserved.

**DESCRIPTION:** User can see the details of employee who had worked on holiday or weekly off on this page.

### STEPS TO USE:

- Select Unit, Enter from date and to date
- Click on submit to get Working on HD/WO report.
- In case of Employee Login, Employee can see only his report.
- In case of H.O.D login, H.O.D can see Working on HD/WO report of employees.
- User can Export the Report in Excel, Word or PDF Format.

## Monthly Reports

### Muster Reports:

The screenshot displays the 'CATS | MONTHLY REPORTS' web application. The left sidebar contains navigation links: Attendance, Masters, Leave, Applications Status, Misc Forms, Maintenance, Admin, Reports, and Help. The main content area is titled 'Monthly Attendance Reports' and shows a search interface for employee attendance data.

**Search Criteria:**

- Select Report Type: Muster Report
- Total 252 records found for employees 36.
- Select Unit: RS Barcoders Pvt. Ltd.
- Search By: ☒ Search By Code ☐ Search By Name
- From date: May, 01 2014 To date: May, 31 2014
- Group By: Name
- Export In: XLS
- Buttons: Export, Submit, Clear

**Filter Options:**

Division	Department	Designation	Grade	CostCenter	EmpType
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MANAGEMENT	<input type="checkbox"/> JR. ACCOUNT MANAGER	<input type="checkbox"/> GENERAL	<input type="checkbox"/> ACCOUNT	<input type="checkbox"/> Permanent
<input type="checkbox"/> SUPPORT OPERATOR	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> MARKETING	<input type="checkbox"/> SINGLE SWIPE	<input type="checkbox"/> GENERAL	<input type="checkbox"/> Temporary
<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> ACCOUNTS	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> NON PUNCHING		
<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE			
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MARKETING	<input type="checkbox"/> PROJECT MANAGER			
	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> V.P			

**Page 1 of 6 (288 items)**

**Name: ANUBHAW KUMAR(162) (Present 22 Leaves 4 Absent 0 Holiday 0 Weekly Off 5 Hours Worked 148:46:0 Over Time 0:0:0 Short Leave Count 5)**

	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
InTime	09:07	09:11	09:30	00:00	09:28	09:30	09:43	00:00	00:00	00:00	00:00	09:42	09:30	09:21	09:32	10:35	09:23	00:00	09:38	09:38	10:21
OutTime	18:03	18:02	18:00	00:00	18:09	18:00	18:04	00:00	00:00	00:00	00:00	18:20	19:15	18:07	18:07	18:08	18:05	00:00	18:08	00:00	18:12
HrsWkld	08:56	08:51	08:30	00:00	08:41	08:30	08:21	00:00	00:00	00:00	00:00	08:38	09:45	08:46	08:35	07:33	08:42	00:00	08:30	00:00	07:51
ShortLeave	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
OverTime	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

### Description:

In this report we can see monthly attendance of employees.

## Attendance Report:

**CATS | MONTHLY REPORTS**

Welcome SUPER Logged in all units Home LogOut

**Monthly Attendance Reports**

Select Report Type: Attendance Calculation **Total 36 records found for employees 36.** ☐ Include Left Employee

**Search Criteria**

Select Unit: RS Barcoders Pvt. Ltd. ☒ Search By Code ☐ Search By Name

From date: May, 01 2014 To date: May, 31 2014 Group By: --Select-- Export In: XLS

Division	Department	Designation	Grade	CostCenter	EmpType
All   None	All   None	All   None	All   None	All   None	All   None
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MANAGEMENT	<input type="checkbox"/> JR. ACCOUNT MANAGER	<input type="checkbox"/> GENERAL	<input type="checkbox"/> ACCOUNT	<input type="checkbox"/> Permanent
<input type="checkbox"/> SUPPORT OPERATOR	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> MARKETING	<input type="checkbox"/> SINGLE SWIPE	<input type="checkbox"/> GENERAL	<input type="checkbox"/> Temporary
<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> ACCOUNTS	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> NON PUNCHING		
<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE			
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MARKETING	<input type="checkbox"/> PROJECT MANAGER			
	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> V.P			

Empcode	NAME	Total	Present Days	Weekly Off	Holidays	Leaves	Absent Days	Normal Days
008	MOHAN	31	11.5	5	0	16.5	0	31
022	KHEEN SINGH	31	19	5	0	7	0	31
042	DEEP CHAND THAPLIYAL	31	21	5	0	5	0	31
058	Krishan Chand LAU	31	24	5	0	2	0	31
061	K GANESH	31	5.5	5	0	22.5	0	31

## Description:

This is the summary of monthly attendance which calculate pay days for selected period.

## Machine wise Report:

The screenshot displays the 'CATS | MONTHLY REPORTS' web application. The browser address bar shows '192.168.0.60/EIP/Reports/MonthlyMusterReport.aspx'. The left sidebar contains navigation links: Masters, Leave, Applications Status, Misc Forms, Maintenance, Admin, Reports, and Help. The main content area is titled 'Machine Wise Report' and shows 'Total 3795 records found for employees 36.' It includes search criteria for 'Select Unit' (RS Barcoders Pvt. Ltd.), 'From date' (May, 01 2014), 'To date' (May, 31 2014), and 'Export In' (XLS). Below these are filters for Division, Department, Designation, Grade, CostCenter, and EmpType. The bottom section displays a table of attendance records for employee MOHAN on May 01, 2014.

Smpcode	Name	Datam	Time	Device
008	MOHAN	01 May 2014	08:47	2 (108 New)
008	MOHAN	01 May 2014	09:10	5 (101-office)
008	MOHAN	01 May 2014	11:16	5 (101-office)
008	MOHAN	01 May 2014	11:18	5 (101-office)
008	MOHAN	01 May 2014	11:34	1 (B1 Office Account D.)
008	MOHAN	01 May 2014	12:18	5 (101-office)
008	MOHAN	01 May 2014	12:25	5 (101-office)
008	MOHAN	01 May 2014	12:26	5 (101-office)

## Description:

This report show in which machines employees marked the attendance.

## Managerial Reports:

(Reports=>Managerial Report=>Attendance Summary)

### Attendance Summary

The screenshot shows a web application interface for generating attendance reports. The browser address bar shows the URL: `http://192.168.0.60/Reports/MIR.aspx`. The page title is "Managerial Information Reports".

**Navigation Menu (Left):**

- Attendance
- Masters
- Leave
- Applications Status
- Misc Forms
- Maintenance
- Admin
- Reports
- Help

**Report Configuration:**

- Select Report Type:** Attendance Summary
- Include Left Employee:** ☐
- Search Criteria:**
  - Select Unit:** RS Barcoders Pvt. Ltd.
  - Search By:** ☒ Search By Code ☐ Search By Name
- From date:** May, 01 2014
- To date:** May, 01 2014
- Group By:** --Select--
- Export In:** PDF
- Buttons:** Export, Submit, Clear

**Filter Selections:**

Division	Department	Designation	Grade	CostCenter	EmpType
<input type="checkbox"/> GENERAL <input type="checkbox"/> SUPPORT OPERATOR <input type="checkbox"/> SOFTWARE <input type="checkbox"/> HARDWARE <input type="checkbox"/> GENERAL	<input type="checkbox"/> MANAGEMENT <input type="checkbox"/> SOFTWARE <input type="checkbox"/> ACCOUNTS <input type="checkbox"/> HARDWARE <input type="checkbox"/> MARKETING <input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> JR. ACCOUNT MANAGER <input type="checkbox"/> MARKETING <input type="checkbox"/> ADMINISTRATION <input type="checkbox"/> HARDWARE <input type="checkbox"/> PROJECT MANAGER <input type="checkbox"/> V.P.	<input type="checkbox"/> GENERAL <input type="checkbox"/> SINGLE SWIPE <input type="checkbox"/> NON PUNCHING	<input type="checkbox"/> ACCOUNT <input type="checkbox"/> GENERAL	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary

**Report Data Table:**

Typename	Strength	Present	Present On WO/HD	Absent	Absent On WO/HD	Total Present	Total Absent
Date: 01-May-2014							
Permanent		35	34.5	0.0	0.5	0.0	34.5 0.5

**Footer:** 16:25 19/06/2014

### Description

This report show how many employees are present for full day in selected period.



## Manpower Summary: (Reports=>Managerial Report=>Manpower Summary)

http://192.168.0.60/Reports/MIR.aspx

192.168.0.60/EIP/Reports/MIR.aspx

(Centralized Attendance Tracking System)

home Logout

Attendance  
Masters  
Leave  
Applications Status  
Misc Forms  
Maintenance  
Admin  
Reports  
Help

News

Welcome to EIP

Its requested to all of you for giving us the feedback or any suggestions for this newly software to make it more powerful or flexible.

Plz mail your suggestions to  
vinodmaurya@barcode4u.com  
kheem@barcode4u.com  
prem@barcode4u.com  
rajesh@barcode4u.com

Managerial Information Reports

Select Report Type  
Manpower Summary

☐ Include Left Employee

Search Criteria

Select Unit  
RS Barcoders Pvt. Ltd.

☒ Search By Code ☐ Search By Name

From date  
May, 01 2014

To date  
May, 01 2014

Group By  
--Select--

Export In  
PDF

Export Submit Clear

Division	Department	Designation	Grade	CostCenter	EmpType
All   None	All   None	All   None	All   None	All   None	All   None
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MANAGEMENT	<input type="checkbox"/> JR. ACCOUNT MANAGER	<input type="checkbox"/> GENERAL	<input type="checkbox"/> ACCOUNT	<input type="checkbox"/> Permanent
<input type="checkbox"/> SUPPORT OPERATOR	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> MARKETING	<input type="checkbox"/> SINGLE SWIPE	<input type="checkbox"/> GENERAL	<input type="checkbox"/> Temporary
<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> ACCOUNTS	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> NON PUNCHING		
<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE			
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MARKETING	<input type="checkbox"/> PROJECT MANAGER			
	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> V.P			

Typename	Strength	Present	Present On WO/HD	Absent	Absent On WO/HD	Total Present	Total Absent
Date: 01-May-2014							
Permanent	35	35	0	0	0	35	0

Start

16:27  
19/06/2014

### Description:

This report show how many employees have been come in selected period.

## Absentee Analysis:

(Reports=>Managerial Report=>Absentee Analysis)

The screenshot shows a web application interface for generating an Absentee Analysis report. The browser address bar indicates the URL is `http://192.168.0.60/EIP/Reports/MIR.aspx`. The interface is divided into a sidebar on the left and a main content area.

**Sidebar:**

- Masters
- Leave
- Applications Status
- Misc. Forms
- Maintenance
- Admin
- Reports
- Help

**Main Content Area:**

**Select Report Type:** Absentee Analysis

**Select Type:**

- ☐ ABSENT
- ☐ EARNED LEAVE
- ☐ CASUAL LEAVE
- ☐ SICK LEAVE
- ☐ Tour

**Include Left Employee:** ☐

**Search Criteria:**

Select Unit: RS Barcoders Pvt. Ltd.

☒ Search By Code ☐ Search By Name

From date: May, 02 2014 To date: May, 02 2014 Group By: Department Export In: XLS-Summary

**Filters:**

Division	Department	Designation	Grade	CostCenter	EmpType
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MANAGEMENT	<input type="checkbox"/> JR. ACCOUNT MANAGER	<input type="checkbox"/> GENERAL	<input type="checkbox"/> ACCOUNT	<input type="checkbox"/> Permanent
<input type="checkbox"/> SUPPORT OPERATOR	<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> MARKETING	<input type="checkbox"/> SINGLE SWIPE	<input type="checkbox"/> GENERAL	<input type="checkbox"/> Temporary
<input type="checkbox"/> SOFTWARE	<input type="checkbox"/> ACCOUNTS	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> NON PUNCHING		
<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE	<input type="checkbox"/> HARDWARE			
<input type="checkbox"/> GENERAL	<input type="checkbox"/> MARKETING	<input type="checkbox"/> PROJECT MANAGER			
	<input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> V.P			

**Summary Table:**

Head	02/05/2014 Fri
Absent	0
CL	5
TOTAL	5

## Description:

This report shows how many employee do not present in selected period.

## Late/Early Analysis:

(Reports=>Managerial Report=>Late/Early Analysis)

The screenshot shows a web application interface for generating a 'Late/Early Analysis' report. The browser address bar shows the URL: `http://192.168.0.60/Reports/MIR.aspx`.

**Navigation Sidebar:**

- Masters
- Leave
- Applications Status
- Misc Forms
- Maintenance
- Admin
- Reports
- Help

**Main Content Area:**

**Select Report Type:** Late/Early Analysis

**Select Type:** ☐ Early ☐ Late

**Include Left Employee:** ☐

**Search Criteria:**

Select Unit: RS Barcoders Pvt. Ltd.

Search By: ☒ Search By Code ☐ Search By Name

From date: May, 02 2014 To date: May, 02 2014 Group By: Department Export In: XLS-Summary

**Filters:**

Division	Department	Designation	Grade	CostCenter	EmpType
<input type="checkbox"/> GENERAL <input type="checkbox"/> SUPPORT OPERATOR <input type="checkbox"/> SOFTWARE <input type="checkbox"/> HARDWARE <input type="checkbox"/> GENERAL	<input type="checkbox"/> MANAGEMENT <input type="checkbox"/> SOFTWARE <input type="checkbox"/> ACCOUNTS <input type="checkbox"/> HARDWARE <input type="checkbox"/> MARKETING <input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> JR. ACCOUNT MANAGER <input type="checkbox"/> MARKETING <input type="checkbox"/> ADMINISTRATION <input type="checkbox"/> HARDWARE <input type="checkbox"/> PROJECT MANAGER <input type="checkbox"/> V.P.	<input type="checkbox"/> GENERAL <input type="checkbox"/> SINGLE SWIPE <input type="checkbox"/> NON PUNCHING	<input type="checkbox"/> ACCOUNT <input type="checkbox"/> GENERAL	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary

**Summary Table:**

Head	02/05/2014 Fri
Early	2
Late	4
TOTAL	6

## Description:

This report shows late coming or early departure status in selected period.

**(Reports=>Managerial Report=>Working Hours Status)**

http://192.168.0.60/EIP/Reports/MIR.aspx

Masters  
Leave  
Applications Status  
Misc Forms  
Maintenance  
Admin  
Reports  
Help

News  
prem@barcode4u.com  
rajesh@barcode4u.com

Select Report Type  
Working Hours Analysis

Criteria  
Select Operator < > Enter Working Hours 09:00

Include Left Employee

Search Criteria  
Select Unit  
RS Barcoders Pvt. Ltd.

Search ByCode Search ByName

From date  
May, 02 2014

To date  
May, 02 2014

Group By  
Department

Export In  
XLS-Summary

Export Submit Clear

Division All   None	Department All   None	Designation All   None	Grade All   None	CostCenter All   None	EmpType All   None
<input type="checkbox"/> GENERAL <input type="checkbox"/> SUPPORT OPERATOR <input type="checkbox"/> SOFTWARE <input type="checkbox"/> HARDWARE <input type="checkbox"/> GENERAL	<input type="checkbox"/> MANAGEMENT <input type="checkbox"/> SOFTWARE <input type="checkbox"/> ACCOUNTS <input type="checkbox"/> HARDWARE <input type="checkbox"/> MARKETING <input type="checkbox"/> ADMINISTRATION	<input type="checkbox"/> OFFICE BOY <input type="checkbox"/> SOFTWARE ENGINEER <input type="checkbox"/> PRESS OPERATOR <input type="checkbox"/> MECHANICAL FITTER <input type="checkbox"/> ZONAL RELATIONSHIP MANAGER <input type="checkbox"/> DRIVER	<input type="checkbox"/> GENERAL <input type="checkbox"/> SINGLE SWIPE <input type="checkbox"/> NON PUNCHING	<input type="checkbox"/> ACCOUNT <input type="checkbox"/> GENERAL	<input type="checkbox"/> Permanent <input type="checkbox"/> Temporary

Head 02/05/2014

Total 25

Dept

Working Hours Analysis Detail

16:36 19/06/2014

## Description

- ➔ This reports shows Working hours of Employee
- ➔ You can select the criteria for working hours.