

* SMART OFFICE WEB 8.6 USER MANUAL*

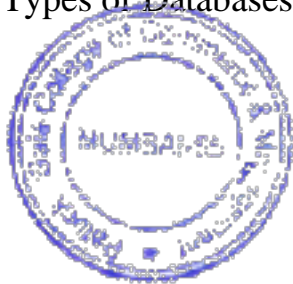
A web based application is a software package that can be accessed through the web browser. The software and database resides on a central server rather than being installed on the desktop system and is accessed over a network.

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.

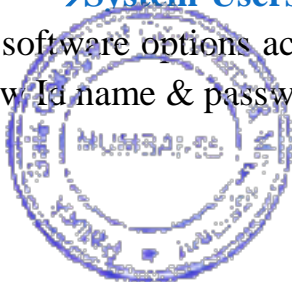
Sql User: As per the created schema in oracle or the default login id of oracle

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.



Admin Master Leave Management Device Management Utilities Reports Help

System Users Memo Settings Master Settings Assign Device Management Utilities

- System Users
- Mail Settings
- Memo Settings
- Change Password
- Sign Out

Device Name	Location	Last Download Date	LastPing

No records to display.

Page size: 10 0 items in 1 pages

Machine Dis-Connected Status

Device Name	Location	Last Download Date	LastPing
New		01-Jan-1900 12:00 AM	02-Jun-2017 10:42 AM

Page size: 10 1 items in 1 pages



The screenshot shows the 'Update System User' dialog box in the SmartOffice application. The dialog has a title bar with 'Update System User' and a close button. Below the title bar, there is a sub-header 'Add/Edit System User'. The main area contains several input fields and lists:

- Login Name:** biomax
- Password:** (empty field)
- Role Name:** Admin
- EmployeeCode:** 0
- Companies Allowed:** A list box containing 'Default'.
- Permission Allowed:** A tree view showing a hierarchy of permissions:
 - Permissions (checked)
 - Users (checked)
 - MasterSettings (unchecked)
 - MailSettings (unchecked)
 - Companies (checked)
 - Departments (checked)
 - EmpCategories (checked)
 - Shifts (checked)
 - ShiftCalendars (checked)
- Is Admin:** A checked checkbox.

At the bottom right of the dialog, there are two buttons: 'Save' (with a green checkmark icon) and 'Close' (with a red X icon). The background application window shows a menu bar with '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', and 'Utilities'.

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

1. **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.

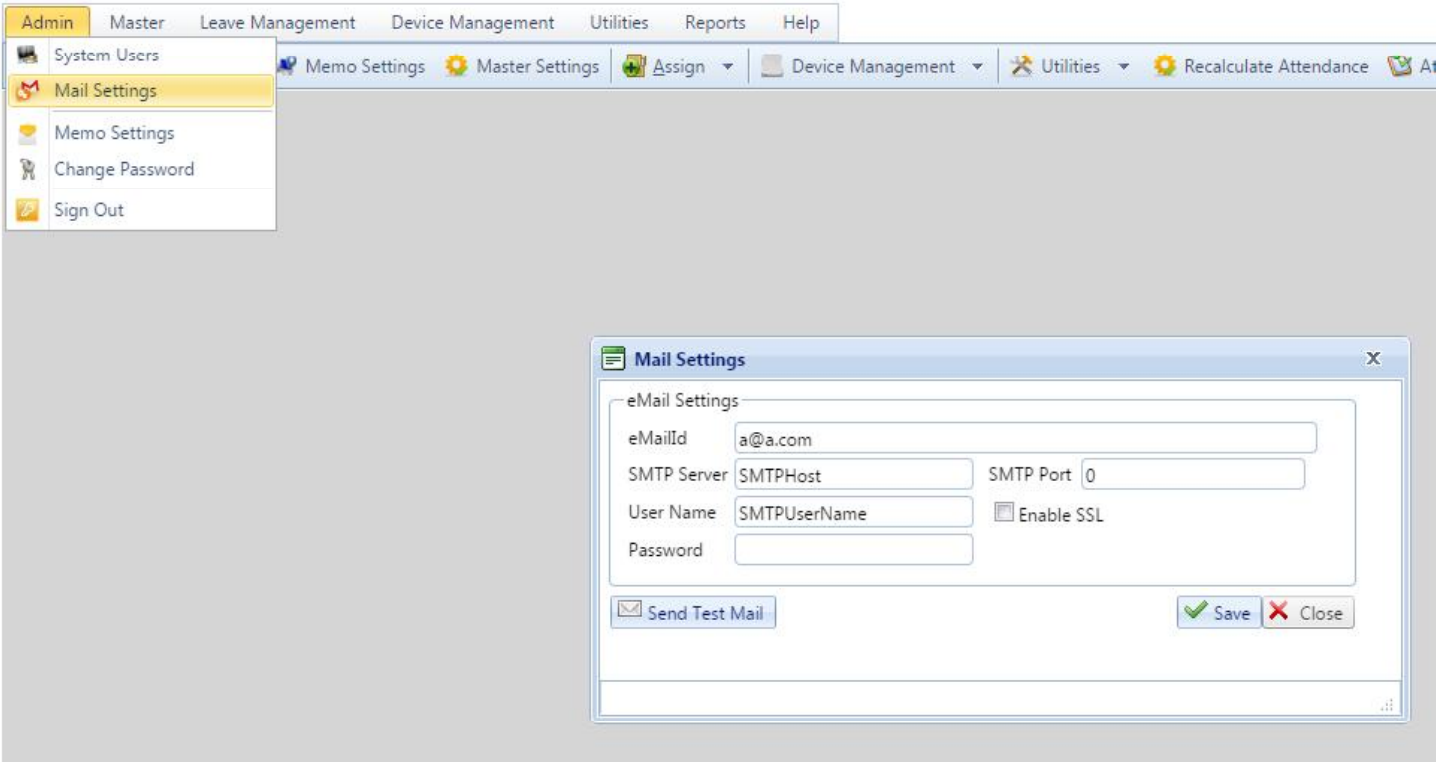
User Name: User Name of the sender.

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

Password: Sender Mail Account Password.

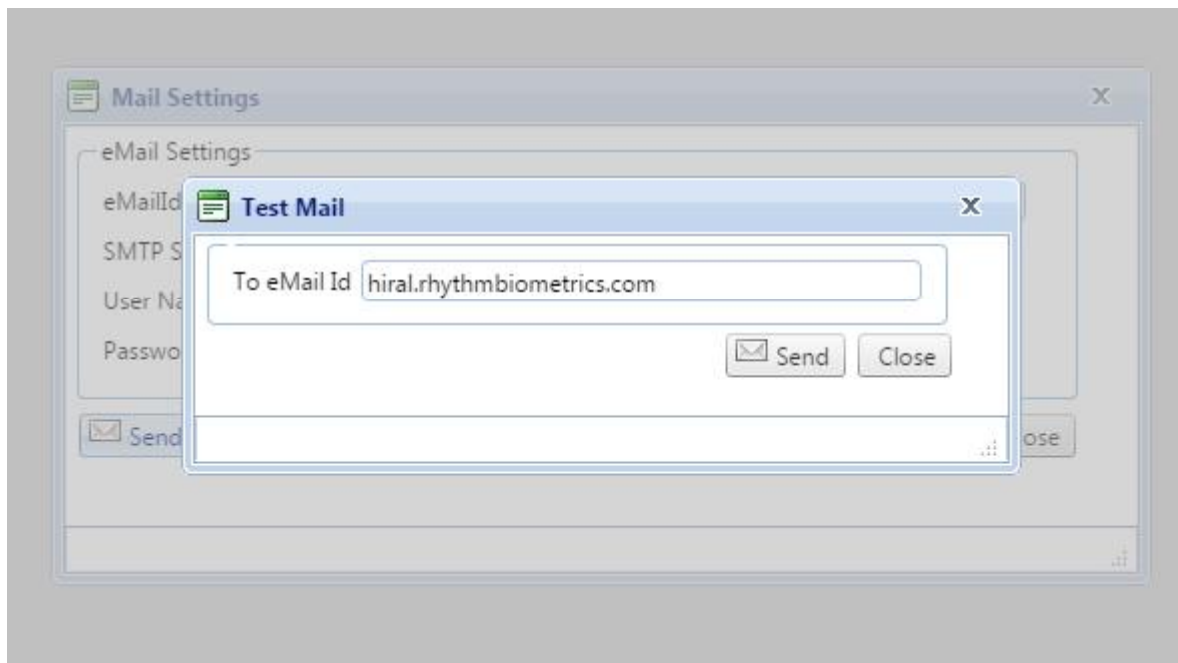
Send test mail: Used for send a Test Mail to any Id for settings checking.





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

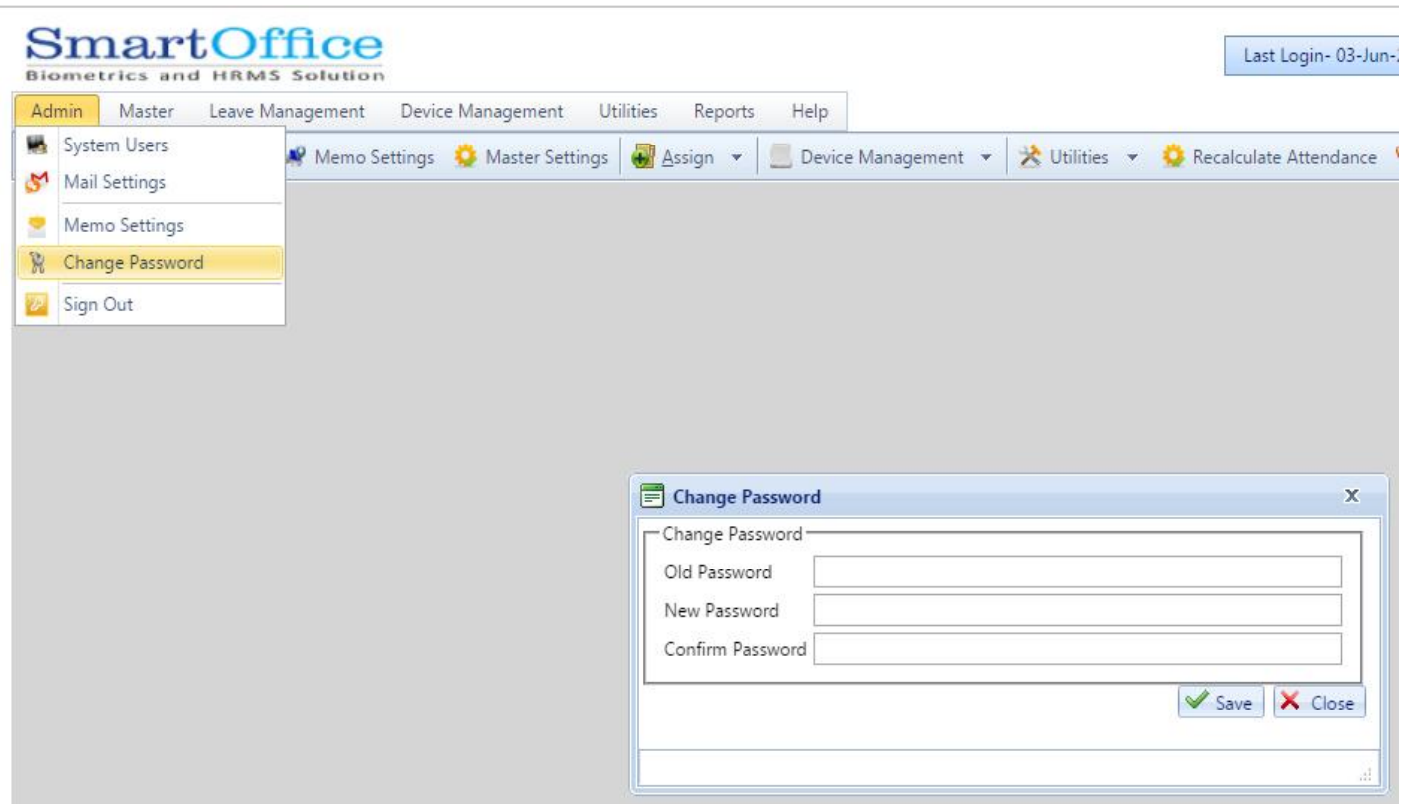
Save Close

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.



Admin Master Leave Management Device Management Utilities Reports Help

System Users
Mail Settings
Memo Settings
Change Password
Sign Out

Memo Settings Master Settings Assign Device Management Utilities

Device Name	Location	Last Download Date	LastPing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

No records to display.

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

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.



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 \$\$LogDate\$\$.)



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



SMS Settings

Is SMS Required

SMS Settings:

URL:

Success Status:

FirstIn Text:

LastOut Text:

AllInOut Text:

NoPunch Text:

Present Text:

Absent Text:

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

Send Text SMS: give Employee Mobile Number to send SMS Automatically.

SMS Settings

Is SMS Required

SMS Settings:

URL:

Success Status:

FirstIn Text:

LastOut Text:

AllInOut Text:

NoPunch Text:

Present Text:

Absent Text:

Note:-Please use the m EmployeeName--> \$\$Empl LogDateTime--> \$\$LogDa

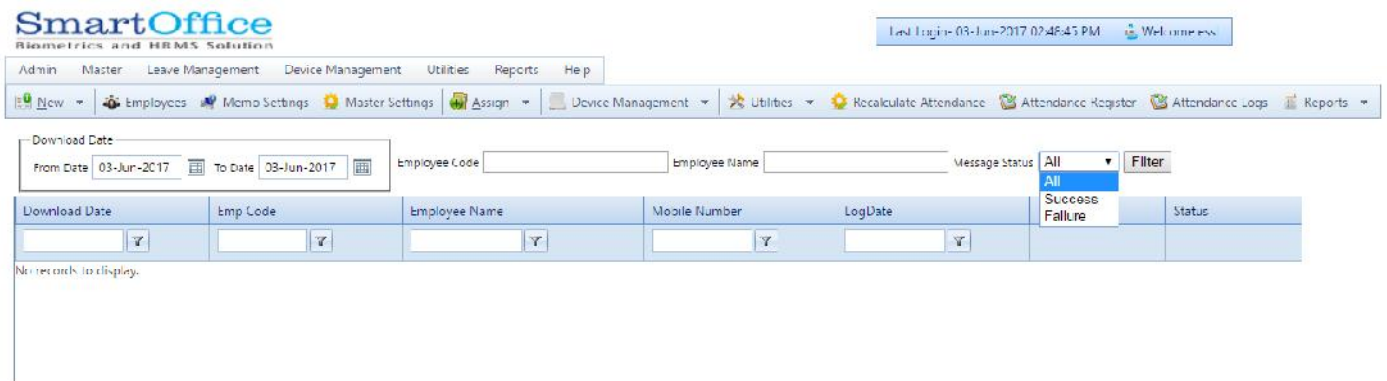
Test Mail

Number:



***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.).



Employee Code	Employee Name	Company	Department	Category	Designation	Location	Status	Emp Type	Con.Ls./Mo
001	ABC	Biomax	ISF	Default			Working		
002	KYZ	Biomax	Default	Default			Working		

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.



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.

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 Weekly Off Present and Holiday Present in OT Deduct Break Hours from OT for Weekly Off/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 Late/Early/for Absent Is Mark WOP/IOF Mark WOA/IOA Use Illness Use Late/Early 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: Half Day ▼ Absent When Late for 1 ▼ Days(Monthly Basis) Is perform Same Action after every consecutive Late

Deduct: Full Day ▼ Day: None ▼ None ▼ None ▼ Leave When Late for 1 ▼ Days(Monthly Basis)

Is Mark Continuous Early

Mark: Full Day ▼ Absent When Early for 1 ▼ Days(Monthly Basis) Is perform Same Action after every consecutive Early

Deduct: Full Day ▼ Day: None ▼ None ▼ None ▼ Leave When Early for 1 ▼ 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.

The screenshot shows a software window titled "Save Category Details" with three tabs: "Basic Details", "Continuous Late/Early Settings", and "Late By/Early By (Mins)". The "Late By/Early By (Mins)" tab is selected. Under the heading "LateBy/EarlyBy Mins", there is a dropdown menu for "LateComing/EarlyGoing Recurring basis" set to "Daily Basis". Below this are two main sections, each with a checkbox "Is Mark/Deduct Leave [Late/Early] By":

- The first section is for "Late By". It has a radio button selected for "Mark Half Day if Late by" with a value of "0" Mins. The "Deduct" option is also available with a dropdown set to "Half Day". There are three more dropdown menus for "Day", "None", and "None", and a "Leave When Late for" field set to "0" Mins.
- The second section is for "Early By". It has a radio button selected for "Mark Half Day if Early Going by" with a value of "0" Mins. The "Deduct" option is also available with a dropdown set to "Half Day". There are three more dropdown menus for "Day", "None", and "None", and a "Leave When Late for" field set to "0" Mins.


A "Save" button with a green checkmark is located at the bottom right of the window.

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: Hiral Gender: Male Female
 Employee Code: 1412
 Device Code: 1412 Photo: 
 Company: Biomax
 Department: TSF
 Category: Default
 Designation: Support Engineer
 Employment Type: Permanent
 Date of Joining: 01-Sep-2015
 Date of Resigning: 01-Jan-2000
 Leave Credit From Date: 01-Sep-2015
 Login Name: Hiral
 Shift Roster: None
 Holiday Group: None
 Employee Location: Ahmedabad
 UIDNo: 7858767867
 PANNo: 127866852875
 Is Receive Notification
 AndroidDeviceIMEI: 12358634895


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
 Namee1: Dhiraj solanki
 Namee2: kiran solanki
 Date Of Birth: 08-Jan-1993
 Birth Place: Ahmedabad
 Residential Address: Ahmedabad
 Permanent Address: 409 Loha bahvan Opp. Old high court Incontax area

Passport Details:
 Nationality: Indian
 Duty and Responsibility:
 Contact Employee Contact From: 01-Jan-1901 Contact To: 01-Jan-1901
 Passport Expires On: 01-Jan-1901 PRIN Expires On: 01-Jan-1901

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: Hiral Gender: Male Female
 Employee Code: 1412
 Device Code: 1412 Photo: 
 Company: Biomax
 Department: TSF
 Category: Default
 Designation: Support Engineer
 Employment Type: Permanent
 Date of Joining: 01-Sep-2016
 Date of Resigning: 01-Jan-2000
 Leave Credit From Date: 01-Sep-2016
 Login Name: Hira
 Shift Roster: None
 Holiday Group: None
 Employee Location: Ahmedabad
 UIDNo: 7858767867
 PANNo: 127866852875
 Is Receive Notification
 AndroidDeviceIMEI: 12358634895

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
 Namee1: Dhiraj solanki
 Namee2: kiran solanki
 Date Of Birth: 08-Jan-1993
 Birth Place: Ahmedabad
 Residential Address: Ahmedabad
 Permanent Address: 409 Loha bahvan Opp. Old high court Incontax area

Passport Details:
 Nationality: Indian
 Duty and Responsibility:
 Contact Employee Contact From: 01-Jan-1901 Contact To: 01-Jan-1901
 Passport Expires On: 01-Jan-1901 PRIN Expires On: 01-Jan-1901




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

(A)EmployeeDetails:

Professional Details

Employee Name: Gender: Male Female

Employee Code:

Device Code: Photo: 

Company:

Department:

Category:

Designation:

EmploymentType:

Date of Joining:

Date of Resigning:

Leave Credit From Date:

Logon Name:

Shift Roster:

HolidayGroup:

Employee Location:

UIDNo:

PANNo:

Is Receive Notification

AndroidDeviceIMEI:

Is Mark Android Web Attendance

Take Unlimited Leave

Contact Details

Official Phone: Extension:

Official Mobile:

Personal Details

Father Name: Contact Number:

eMail ID: Blood Group: Personal eMail ID:

Nominee1:

Nominee2:

Date Of Birth:

Birth Place:

Residential Address:

Permanent Address:

Passport Details

Nationality:

Duty and Responsibility:

Contract Employee Contract From: Contract To:

Passport Expire On: PRIN Expire On:

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



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		

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.

The screenshot shows a software window titled "Save Shift Details" with two tabs: "Basic Details" and "Other Details". The "Other Details" tab is active and contains the following fields:

- 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 (dropdown), 1st, 2nd, 3rd, 4th, 5th
 - Partial Day2 on**: Sunday (dropdown), 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

A green "Save" button is located at the bottom right of the form.

(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.

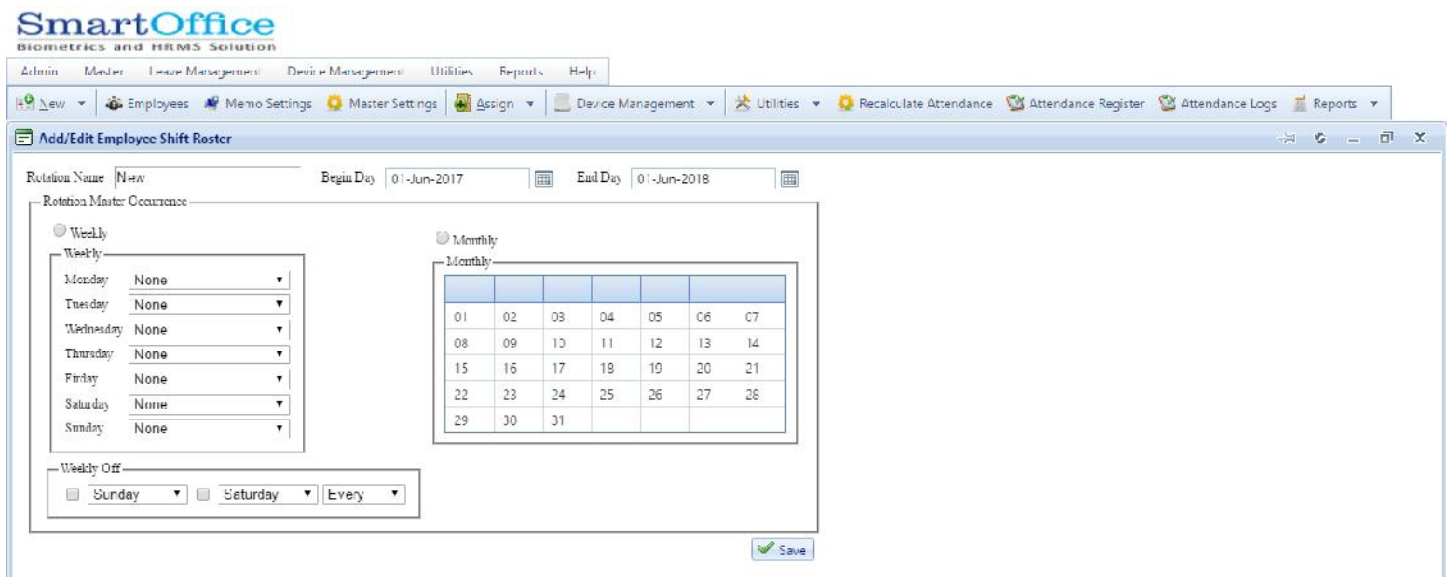
(f) **Session End**: If you want to work in a particular time then you have to mention session one ending time.

(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.



(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

Multi Shift Name	Multi Shift Code	Begin Time	End Time		
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>		
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		

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 toaEmployee.

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

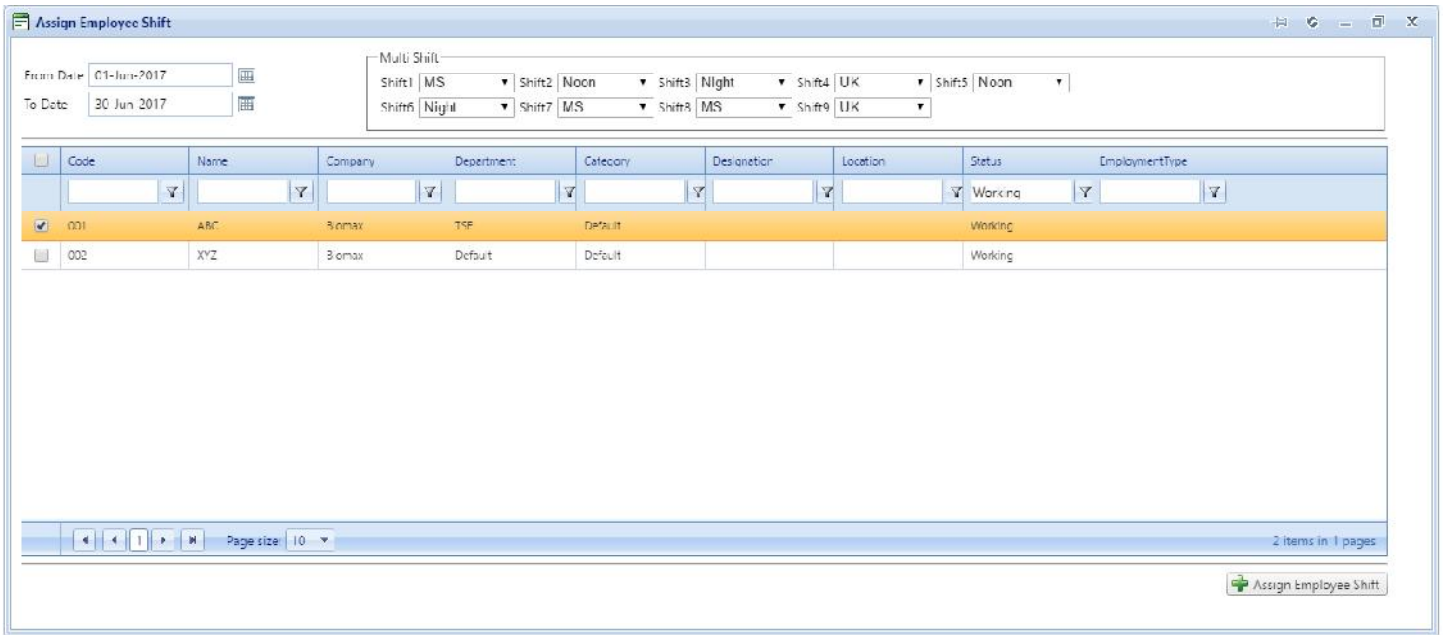
Multi Shift Name	MultiShift Code	Begin time	End time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Morning Shift	MS	09:00	20:00
Noon Shift	Noon	15:00	22:00

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

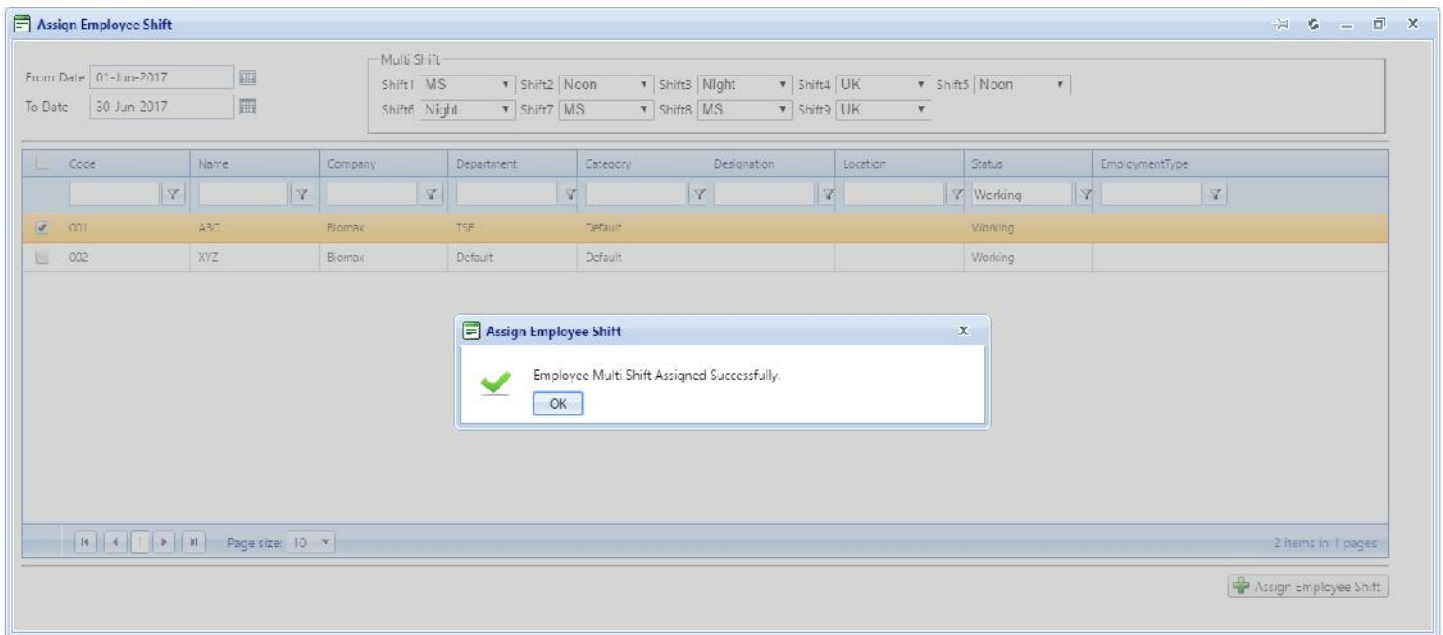
(b)Short name: give short name for multi shift group.

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





This window will show assigning the Multi Shift to the Employee.



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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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

Assign Department Shift:

Shift Code	Shift Date	Shift Begin Time	Shift End Time	Is Break1	Is Break2	Department	Last Modified Date		
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		

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.

Admin Master Leave Management Device Management Utilities Reports Help

Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

Shift 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
- Multi Shift Group
- Employee Multi Shift
- Department Multi Shift
- Reports
 - Daily Multi Shift Report
 - Present/Absent Count - Daily
 - Present/Absent Count - By Weekly

4 items in 1 pages

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

Daily Attendance Report

From Date To Date Report Type

Filter Employee

Employee Code Exact

Employee Name

Employee Category

Employee Designation

Employee Location

EmploymentType

Filter Company

Filter Department

Recalculate Attendance

20. Employee multi shift Report.

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. nTme	A Out:Time	Work Duration	LateBy	Early By	Status	Purch 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	Nighr. 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	Nighr. 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.



Leave Type	Code	Carry Forward	Yearly Limit	Gender	Allotment Type				
Restricted Holiday	RHD	0	5	All	Yearly			View History	Allot By Category
Casual Leave	CL	5	10	All	Yearly			View History	Allot By Category
Paid Leave	PL	5	10	All	Yearly			View History	Allot By Category
Sick Leave	SL	0	10	All	Yearly			View History	Allot By Category

Update/Edit Leave type

Update Leave Type
✕

Master Definition

Name: Code:

Applicable to: Allow Negative Balance

Description:

Is Loss of Pay

Auto Leave Allotment

Allotment Type: Effective From:

Day(s): Carry forward limit:

Increase leave by: When: month of employment completed

Leave Encashment Minimum Balance:

Max Avail Leave Per Month: Prorated

Leave 'Allotment From' Settings

Leave Date Confirmation Date

Joining Date Confirmation Date Probation Completion Date

Avail After Days of Employment Completed

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 Employee Account.



When 6month of employment completed

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

Category	IncreaseLeaveBy	EmploymentCompleted	Limit	CarryForwardLimit
Default	15.00	10.00	22.00	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.

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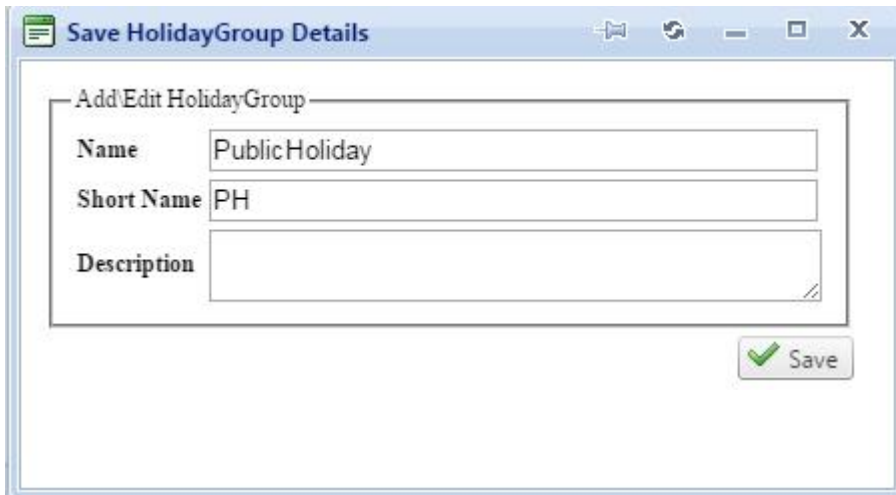
Admin Master Leave Management Device Management Utilities Reports Help

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

Add New Holiday Group		
Holiday Group Code	Holiday Group Name	
PH	Public Holiday	 
RH	Restricted Holiday	 



Add/Edit Holiday group:



Save HolidayGroup Details

Add/Edit HolidayGroup

Name: PublicHoliday

Short Name: PH

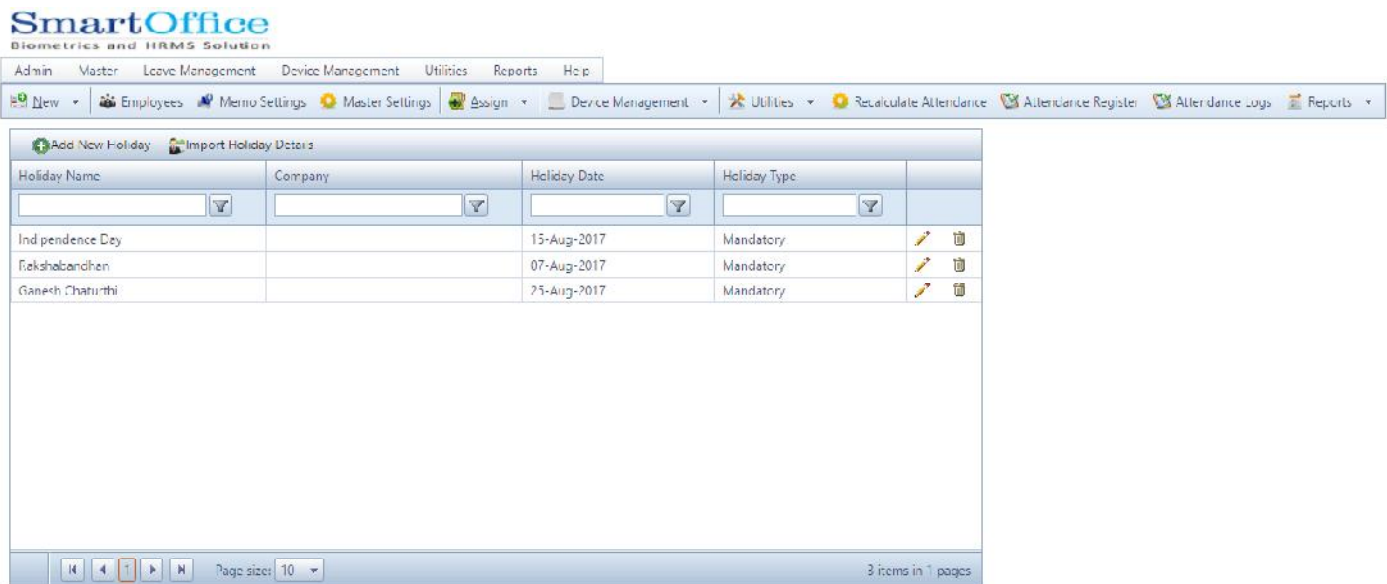
Description:

Save

(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)









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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 Import Holiday Details

Holiday Name	Company	Holiday Date	Holiday Type	
Independence Day		13-Aug-2017	Mandatory	 
Rakshabandhan		07-Aug-2017	Mandatory	 
Ganesh Chaturthi		25-Aug-2017	Mandatory	 

Page size: 10 3 items in 1 pages



Add/Edit public holiday

Add Holiday
✕

Public Holiday

Holiday Name*

Company* **Date**

Holiday Type* Mandatory Restricted

Holiday Group

Description

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.

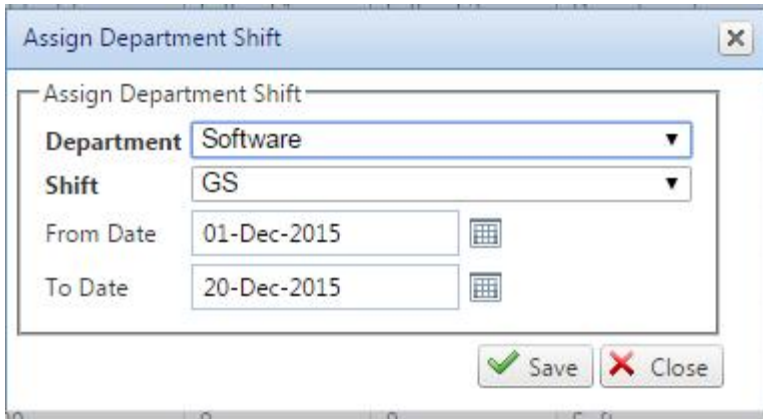
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Shift Code	Shift Date	Shift Begin Time	Shift End Time	Is Break1	Is Break2	Department	Last Modified Date		
GS	02-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	03-Jun-2017	09:15	18:30	0	0	TSE	05-Jun-2017 11:30 AM		
GS	04-Jun-2017	09:15	18:30	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	05-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		



How to Assign Department Shift?

Go to Department Shift and select Assign Department Shift.



The image shows a dialog box titled "Assign Department Shift". It contains the following fields:

- Department: Software
- Shift: GS
- From Date: 01-Dec-2015
- To Date: 20-Dec-2015

At the bottom, there are "Save" and "Close" buttons.

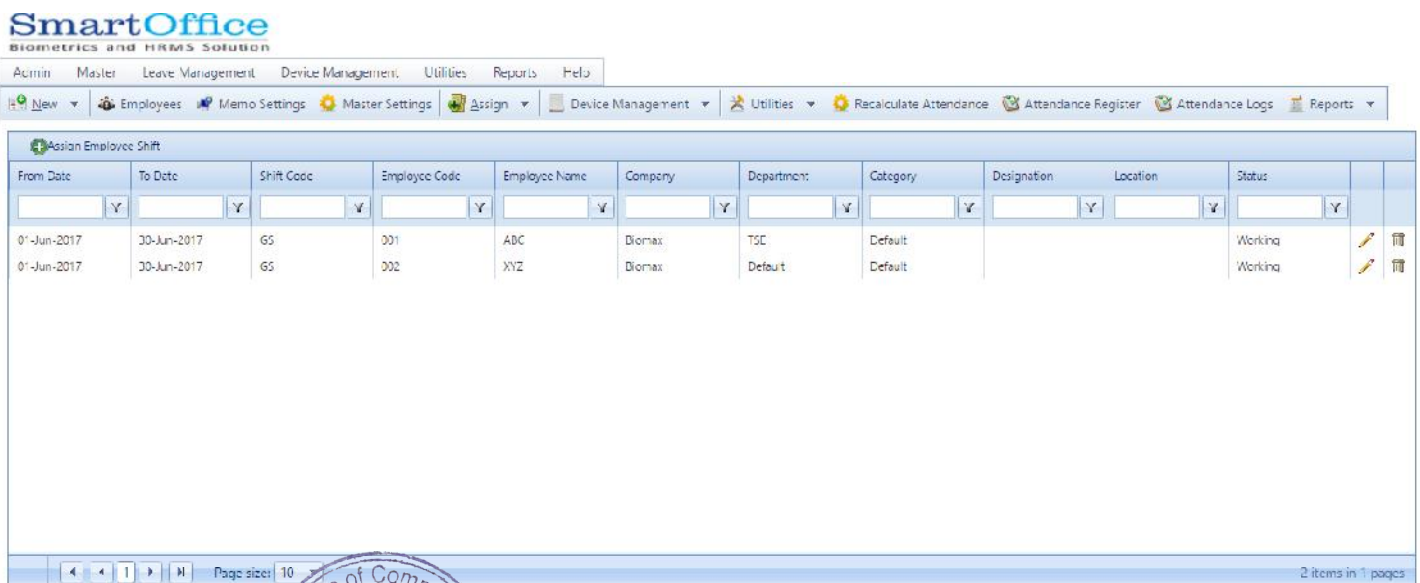
(a) **Department:** select Department for Employee

(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.



The image shows the SmartOffice Biometrics and HRMS Solution interface. The main window is titled "Assign Employee Shift" and displays a table of employee shift assignments.

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	Diomax	TSC	Default			Working		
01-Jun-2017	30-Jun-2017	GS	002	XYZ	Diomax	Default	Default			Working		



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.

Code	Name	Company	Department	Category	Designation	Location	Status	EmploymentType
001	ABC	Biomax	TSP	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

Employee Code	Employee Name	Location	1-Jun	2-Jun	3-Jun	4-Jun	5-Jun	6-Jun	7-Jun	8-Jun	9-Jun	10-Jun	11-Jun	12-Jun	13-Jun	14-Jun	15-Jun	16-Jun	17-Jun	18-Jun	19-Jun	20-Jun	21-Jun	22-Jun	23-Jun	24-Jun	25-Jun	26-Jun	27-Jun	28-Jun	29-Jun	30-Jun	31-Jun
001	ABC		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		
002	XYZ		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		
1412	Hiral	Ahmedabad	P	W	W	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		



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

Attendance Date	Employee Code	Employee Name	Country	Department	Shift	Begin Time	End Time	In Time	Out Time	Duration	Late By	Early By	Remarks	Status
05-Jun-2017	001	ABC	Biomax	TSE	General	09:15	18:30	00:00	00:00	0	0	0	Notice Period	Absent
05-Jun-2017	002	XYZ	Biomax	Default	General	09:15	18:30	00:00	00:00	0	0	0		Absent
05-Jun-2017	42	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

The screenshot shows the same table as above, but with a modal dialog box titled "Update Attendance Remarks" overlaid. The dialog box contains a text input field with the text "Notice Period" and two buttons: "Save" (with a green checkmark icon) and "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.



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

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	RHC-Balance	COFF-Allowed	COFF-Taken	COFF-Balance	CL-Allowed	CL-Taken	CL-Balance	PL-Allowed	PL-Taken	PL-Balance	SL-All
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

Page size: 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**.

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

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	RHC-Balance	COFF-Allowed	COFF-Taken	COFF-Balance	CL-Allowed	CL-Taken	CL-Balance	PL-Allowed	PL-Taken	PL-Balance	SL-All
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

Untitled Page

Import Employee Leaves—

Example File Format [File Format](#)

Year 2017

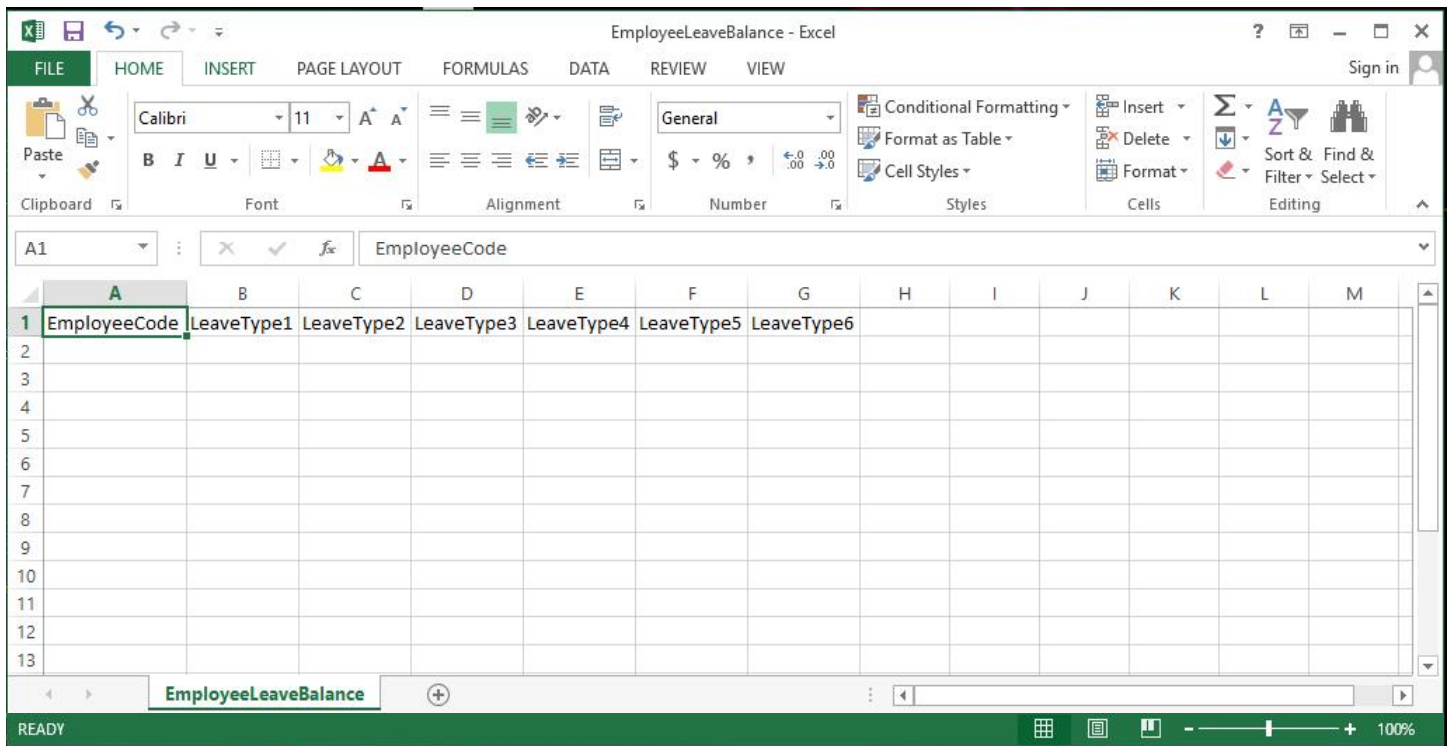
Path

Override

ImportEmployeeLeaveBalance.aspx

Page size: 10





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

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Admin Master Leave Management Device Management Utilities Reports Help

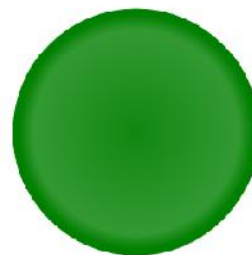
New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

View Dashboard by Company:- All

Machine Connected Status			
Device Name	Location	Last Download Date	LastPing
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
No records to display.			
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	Gujrat	01-Jan-1900 12:00:00 AM	02-Jun-2017 10:12 AM
Page size: 10 1 items in 1 pages			

Employee Present/Absent Count



3 Out of 3

(i) Present

(ii) Absent

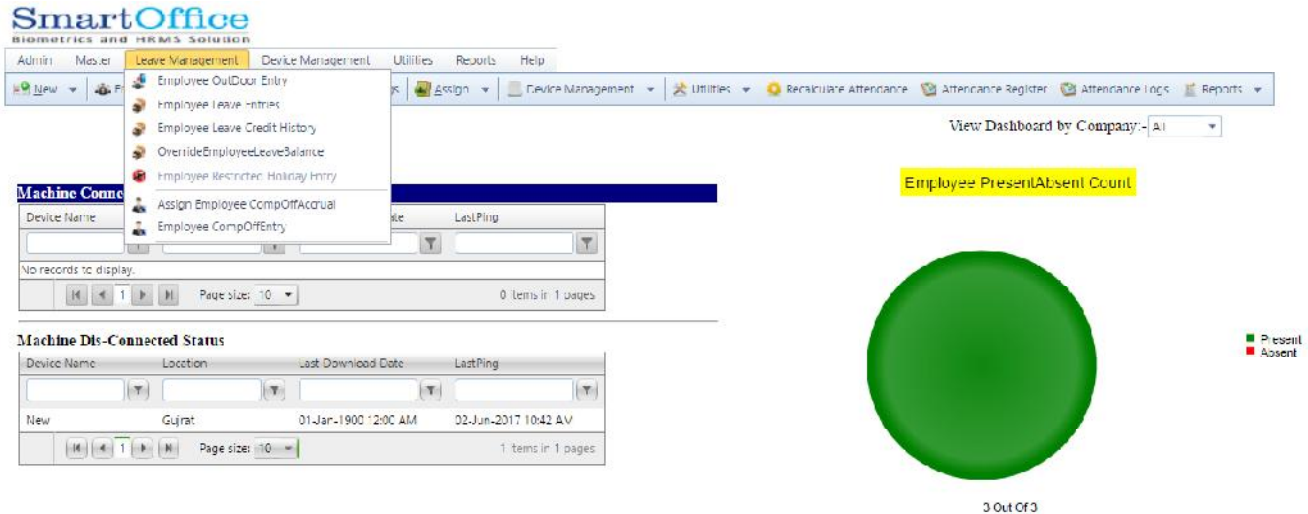
(iii) Late by

(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 somewhere else due to official work then Employee can apply Outdoor Entries.

Employee Outdoor Entries List:



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	ess

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 Assign leave including remarks here.



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	ISb	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.

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

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.

The screenshot shows the SmartOffice HRMS interface. The top navigation bar includes 'Admir', 'Master', 'Leave Management', 'Device Management', 'Utilities', 'Reports', and 'Help'. Below this is a secondary menu with 'New', 'Employees', 'Memo Settings', 'Master Settings', 'Assion', 'Device Management', 'Utilities', 'Recalculate Attendance', 'Attendance Register', 'Attendance Loos', and 'Reports'. The main content area features a search filter for 'Credited Date' with 'from Date' and 'to Date' set to '05-Jun-2017'. There are also fields for 'Employee Code' and 'Employee Name' with a 'Filter' button. Below the search area is a table with the following columns: 'Credited Date', 'Credited Cycle', 'Emp Code', 'Employee Name', 'LeaveTypeName', 'LeaveTypeCode', and 'Creditec'. The table contains 10 rows of data. At the bottom, there is a pagination bar showing 'Page size: 10' and '15 items in 2 pages'.

Credited Date	Credited Cycle	Emp Code	Employee Name	LeaveTypeName	LeaveTypeCode	Creditec
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

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



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

Override Leave Balance

EmployeeCode	EmployeeName	CreditedCycle	LeaveTypeCode	LeaveTypeName	LeaveBalance		
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.

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

Assign Employee Restricted Holiday Entry

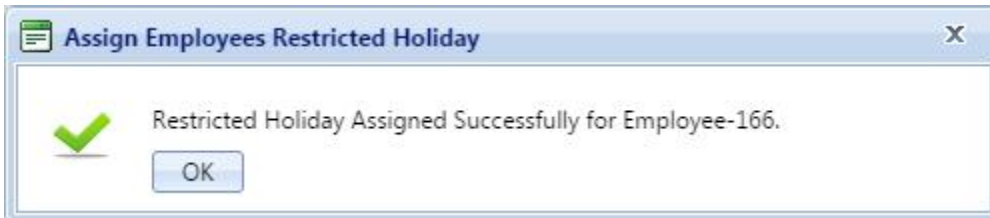
Holiday Date	Employee Code	Employee Name	Company	Department	Category	Designation	Location	Status	Is Approved	Approved By		
25-Jun-2017	001	Bhoomi	Default	Default	Default			Working	1	bicmex		
25-Jun-2017	002	ABC	Default	Default	Default			Working	1	biomax		

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 a comp off accrual. (after confirmation Employee can Eligible to get a Comp Off Leave.)

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Admin Master Leave Management Device Management Utilities Reports Help

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

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
001	ABC	Business	TSE	Default			Working	
002	XYZ	Biomax	Default	Default			Working	
1412	Hiral	Biomax	TSE	Default	Support Engineer	Ahmedabad	Working	Permanent

Page size: 10 3 items in 1 pages

Total Selected Records: Credit Comp Off

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



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

Assign Employee Comp Off

From Date: 05-Jun-2017 To Date: 05-Jun-2017 Leave Status: Full Half 3/4 Quarter Approved Approved By: gss Remarks:

<input type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location	Status	Employment type
<input type="checkbox"/>								Working	
<input type="checkbox"/>	001	ADC	Biomax	TSC	Default			Working	
<input type="checkbox"/>	002	XZ	biomax	Default	Default			Working	
<input type="checkbox"/>	1412	Hiral	Biomax	TSP	Default	Support Engineer	Anandnagar	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.

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 Device Refresh Device list Export Device list

<input type="checkbox"/>	Device Name	SerialNumber	Direction	Location	Company	Last Download Date	Last Ping			
<input type="checkbox"/>										
<input checked="" type="checkbox"/>	Biomax	DIN7010057010802212	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.



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

(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

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

Device Name	Direction	Location	Company	Last Download Date	LastPing		
x90	AlternateIn\Out Device	Bangalore		01-Jan-1900 12:00 AM	offline		View Users in Device

Employee Device Code	EmployeeName	Privilege	FP Count	IsPassword	CardNumber	
1	1	Common User	6	No		
100	Meetbhai Hareshbhai Solar	Common User	3	No	5731113	
1001	SUVEER KUMAR GUPTA	Common User	0	No	5742125	
1002	1002	Common User	0	No	5742186	
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 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="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.

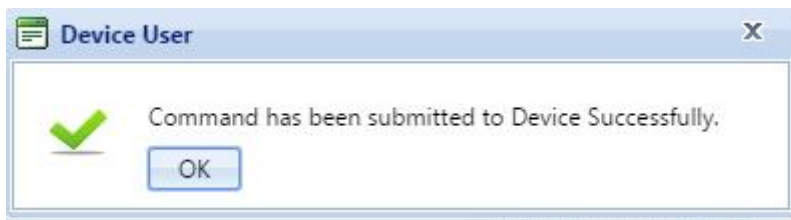


(d)UnblockUser: This option will allow to UnblockUser from Device.



<input type="checkbox"/> Delete Selected Users <input type="checkbox"/> Refresh Device Users <input type="checkbox"/> Block Users <input type="checkbox"/> Unblock Users							
	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 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.

<input type="checkbox"/> Add New Device <input type="checkbox"/> Update Selected Devices Push Details <input type="checkbox"/> Refresh Device list <input type="checkbox"/> Import Device List <input type="checkbox"/> Export Device List							
	Device Name	Direction	Location	Company	Last Download Date	LastPing	
<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



<input type="checkbox"/> Delete Selected Users <input type="checkbox"/> Refresh Device Users <input type="checkbox"/> Block Users <input type="checkbox"/> UnBlock Users							
<input type="checkbox"/>	Employee Device Code	EmployeeName	Privilege	FP Count	IsPassword	CardNumber	
	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	
<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.

<input type="checkbox"/> Delete Selected Users <input type="checkbox"/> Refresh Device Users <input type="checkbox"/> Block Users <input type="checkbox"/> UnBlock Users							
<input type="checkbox"/>	Employee Device Code	EmployeeName	Privilege	FP Count	IsPassword	CardNumber	
	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	<input type="text"/> Y	
<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.



(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

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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

Month Jun Year 2017 Go

Assign Employee Manual Entry Refresh Device Logs Export to Excel

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

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 checked="" type="checkbox"/>	001	ACC	Biomex	TSE	Default		Working	
<input type="checkbox"/>	002	XYZ	Biomex	Default			Working	
<input type="checkbox"/>	1412	Hiral	Biomex	TSE	Default	Support Engineer	Working	Permanent

Page size: 10 3 items in 1 pages

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

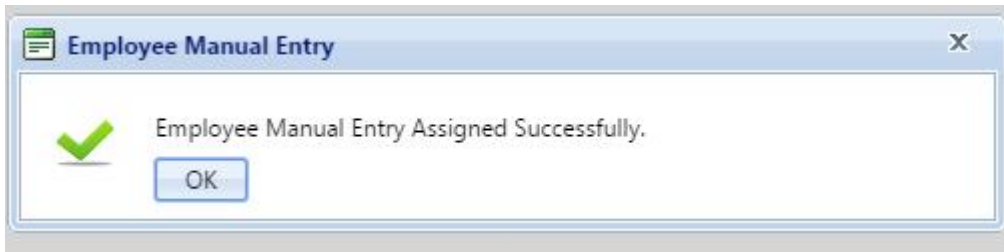
(b) To Date: select End Date to Employee for Manual Entry.

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

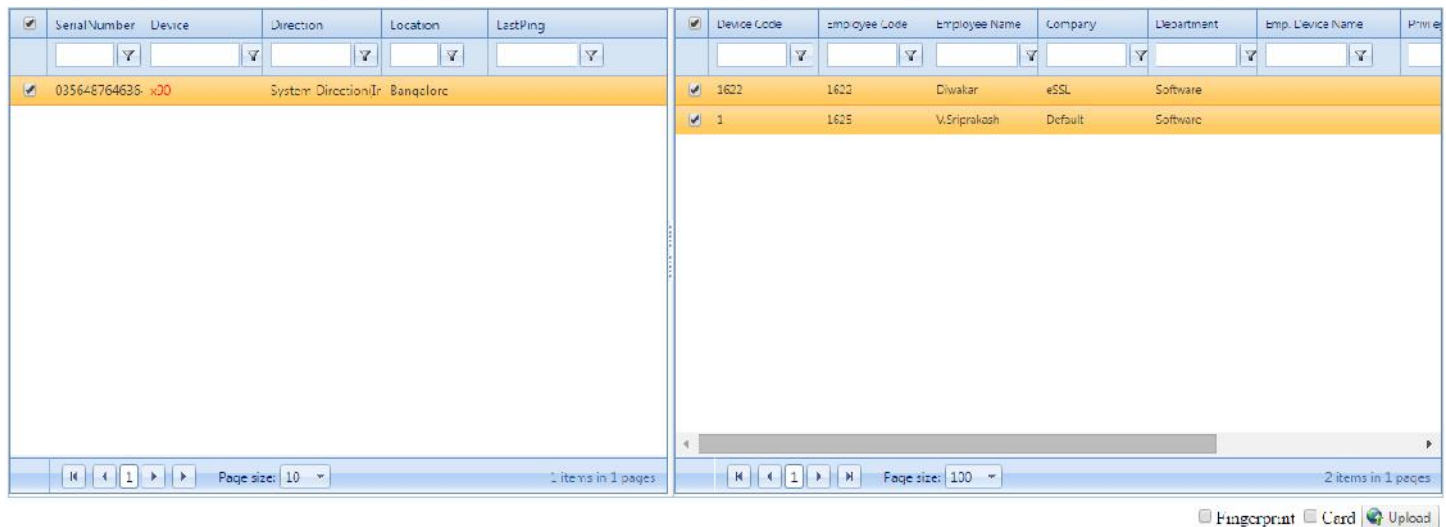
(d) Direction : In/Out

Select Employee and click on Assign Employee Manual Entry



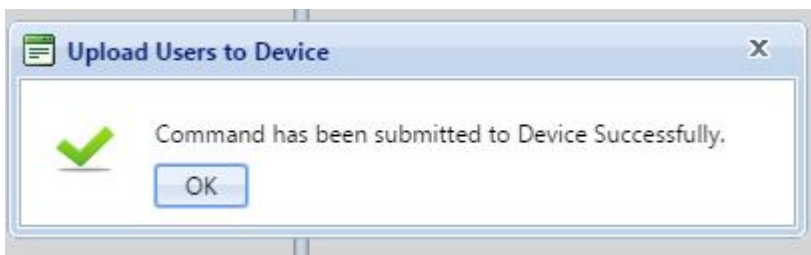


(4) Upload User to Devices: This option allow to Upload User to device .



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: All From Date: 05-Jun-2017 To Date: 05-Jun-2017

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

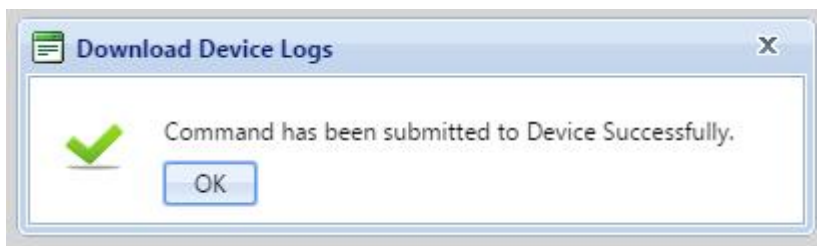
Page size: 10 1 items in 1 pages

[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: Hiral-1412 [Filter](#)

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

No records to display.

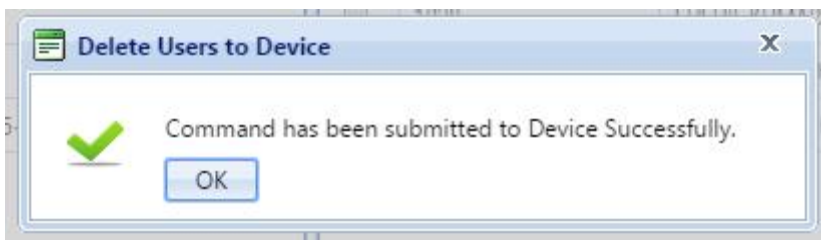


(7)Delete User to device: This option allow to Delete User from Device.

SerialNumber	Device	Direction	Location	LastPing	Employee Code	Employee Name	Privilege	FP Count	IsPassword	CardNumber
6740153100676	A TST	Alternate In\Out De	Delhi	21 Nov 2015 12:27 PM	459	HR MGR	Common User	0	No	
1	TE	Alternate In\Out De	Delhi		5777	5777	Common User	0	No	
3157152400317	CM	Alternate In\Out De	chennai		2396	2396	Common User	0	No	
6316152400314	avi taloja	In Device		05-Oct-2015 12:56 PM	1001	SUVEER KUMAR GUPTA	Common User	0	No	
3166172470069	TD	Alternate In\Out De			1008	GAURAV KUMAR GUPTA	Common User	3	No	
3154513545	LMC	In Device			1017	1017	Common User	3	No	
2926542510649	Surya	In Device	Test		1024	AVIT GOYAL SR	Common User	4	No	
6426152500520	CQURD1	Alternate In\Out De	Mumbai		1028	SUSHIL KUMAR	Common User	3	No	
6426152650009	CQURD2	Alternate In\Out De	Mumbai		1036	ANIL KUMAR CHAUHAN	Common User	3	No	
0426135100383	APOLLO	Alternate In\Out De	Hyderabad	15-Oct-2015 03:10 PM	1040	CHANDRA PRAKASH AGA	Common User	3	No	

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

SerialNumber	Device	Direction	Location	LastPing	Employee Code	Employee Name	Privilege	FP Count	IsPassword	CardNumber	
<input checked="" type="checkbox"/>	6740153100676	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"/>	3166172470069	TD	Alternate In\Out De			<input type="checkbox"/>	1008	GAURAV KUMAR GUPTA	Common User	3	No
<input type="checkbox"/>	3154513545	LMC	In Device			<input type="checkbox"/>	1017	1017	Common User	3	No
<input type="checkbox"/>	2926542510649	Surya	In Device	Test		<input type="checkbox"/>	1024	AVIT 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"/>	0426135100383	APOLLO	Alternate In\Out De	Hyderabad	15-Oct-2015 03:10 PM	<input type="checkbox"/>	1040	CHANDRA PRAKASH AGA	Common User	3	No



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



Direction	Location	LastPing	Employee Code	Employee Name	Emp. Device Name	Privilege	FF Count	IsPassword	CardNumber
A TST	Alternate In/Out Device	Delhi	21-Nov-2015 12:27 PM	459	HR MGR	Common User	0	No	
TE	Alternate In/Out Device	Delhi		5777	5777	Common User	0	No	
CM	Alternate In/Out Device	chennai		2396	2396	Common User	0	No	
avi taluja	In Device		05-Oct-2015 12:56 PM	1001	SUJEEV KUMAR GU	Common User	0	No	
TD	Alternate In/Out Device			1008	GAURAV KUMAR G	Common User	3	No	
LMC	In Device			1017	1017	Common User	3	No	
Surya	In Device	Test		1014	AMIT GOYAL SR	Common User	4	No	
CQURD1	Alternate In/Out Device	Mumbai		1028	SUSHIL KUMAR	Common User	3	No	
CQURD2	Alternate In/Out Device	Mumbai		1036	ANIL KUMAR CHAU	Common User	3	No	
APOLLO	Alternate In/Out Device	hyderabad	15-Oct-2015 03:10 PM	1040	CHANDRA PRAKAS	Common User	3	No	

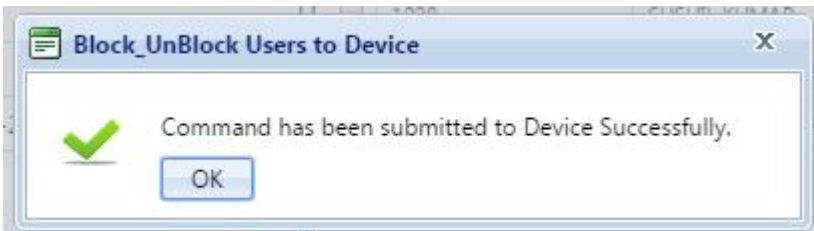
How to Block and Unblock User in Device?

Go to Device Management-Block Unblock User in Device.

Select Device and Employee to Block and Unblock User in Device.

Direction	Location	LastPing	Employee Code	Employee Name	Emp. Device Name	Privilege	FF Count	IsPassword	CardNumber
<input checked="" type="checkbox"/> A TST	Alternate In/Out Device	Delhi	21 Nov 2015 12:27 PM	<input checked="" type="checkbox"/> 459	HR MGR	Common User	0	No	
<input type="checkbox"/> TE	Alternate In/Out Device	Delhi		<input type="checkbox"/> 5777	5777	Common User	0	No	
<input type="checkbox"/> CM	Alternate In/Out Device	chennai		<input type="checkbox"/> 2396	2396	Common User	0	No	
<input type="checkbox"/> avi taluja	In Device		05-Oct-2015 12:56 PM	<input checked="" type="checkbox"/> 1001	SUJEEV KUMAR GU	Common User	0	No	
<input type="checkbox"/> TD	Alternate In/Out Device			<input checked="" type="checkbox"/> 1008	GAURAV KUMAR G	Common User	3	No	
<input type="checkbox"/> LMC	In Device			<input type="checkbox"/> 1017	1017	Common User	3	No	
<input type="checkbox"/> Surya	In Device	Test		<input type="checkbox"/> 1024	AMIT GOYAL SR	Common User	4	No	
<input type="checkbox"/> CQURD1	Alternate In/Out Device	Mumbai		<input type="checkbox"/> 1028	SUSHIL KUMAR	Common User	3	No	
<input type="checkbox"/> CQURD2	Alternate In/Out Device	Mumbai		<input type="checkbox"/> 1036	ANIL KUMAR CHAU	Common User	3	No	
<input type="checkbox"/> APOLLO	Alternate In/Out Device	hyderabad	15-Oct-2015 03:10 PM	<input type="checkbox"/> 1040	CHANDRA PRAKAS	Common User	3	No	

Click Block and Unlock



(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				
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 X

Import Device Logs

Example File Format [File Format](#)

Device

Path

Create Employee

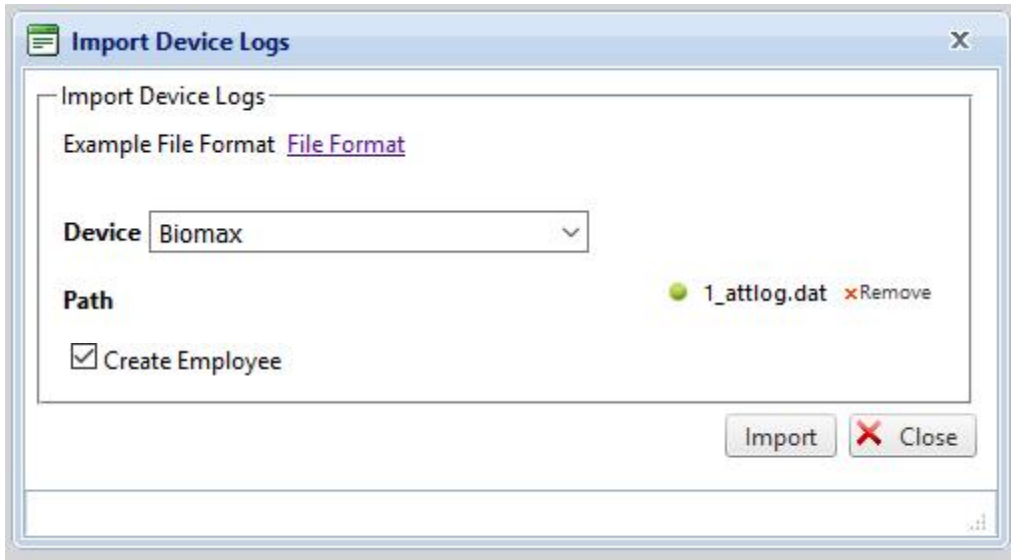
How to Import Device Logs?

Go to Device Management –Import Device Logs

Download file format for Employee i.e.



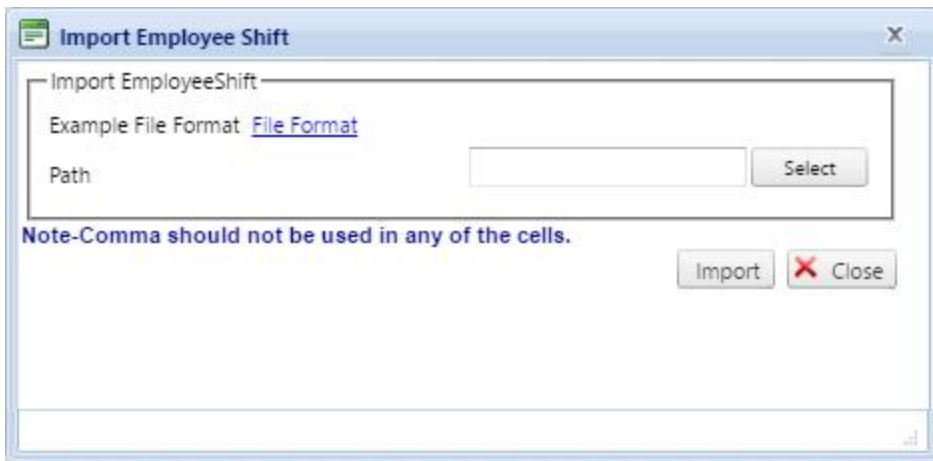
Give Details select Device and give path where you have saved that file format.

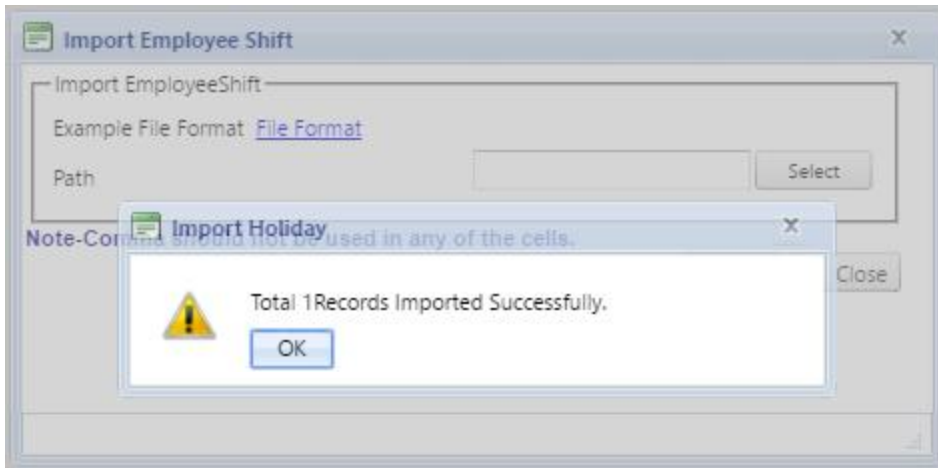


Click on Import.

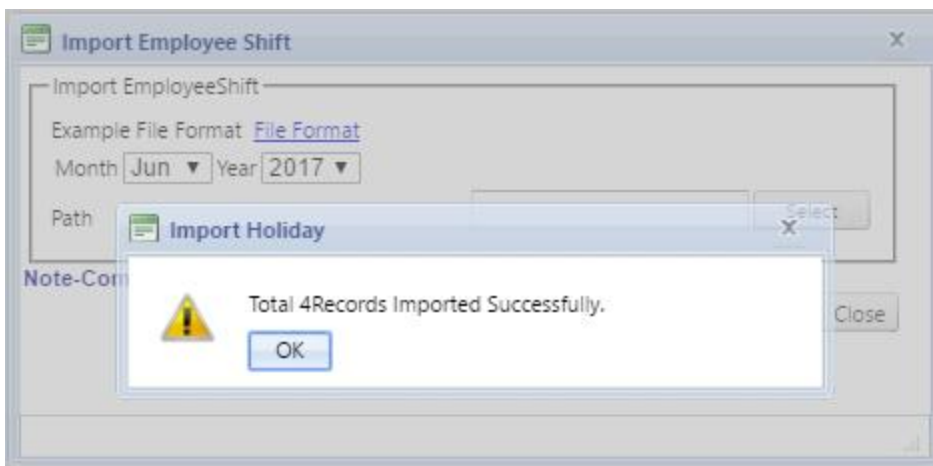
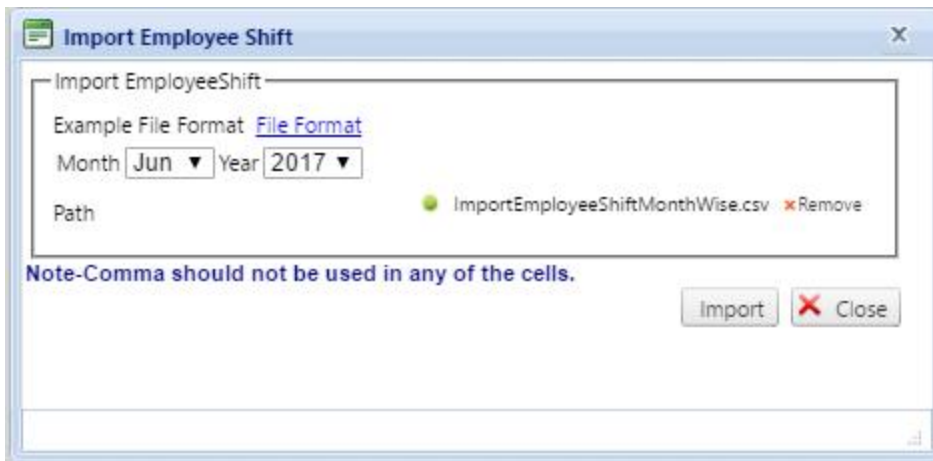
***UTILITIES:**

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

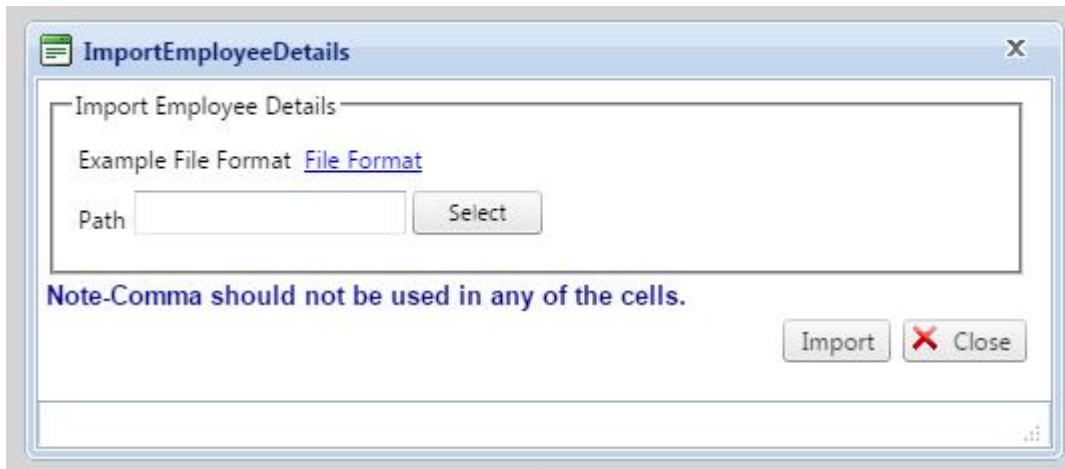




(2)Import Employee shift Month wise:This option used to add month wise shift for particular employee.

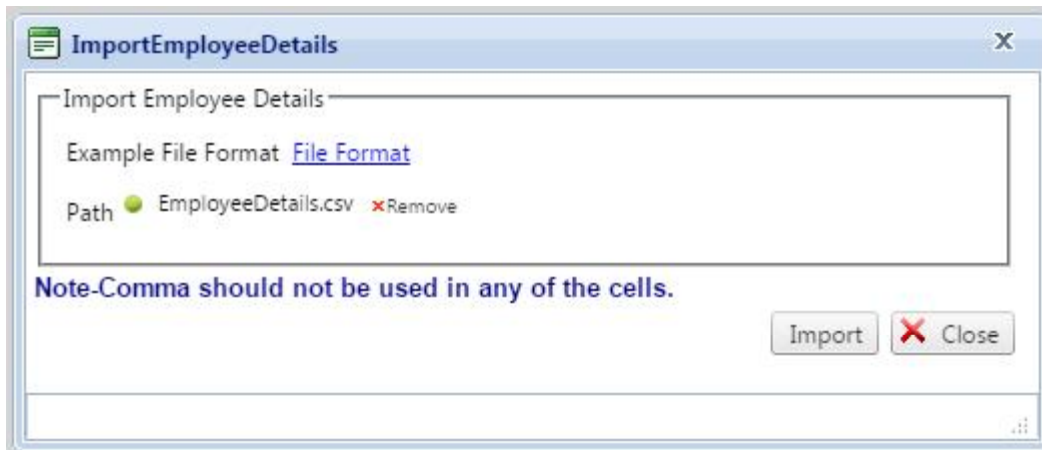


(3) Import EmployeeDetails: This option will allow to Import EmployeeDetails.

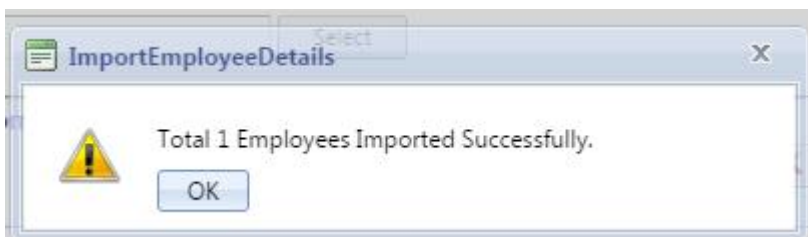


Download File Format, give EmployeeDetails and give path for File Format.

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



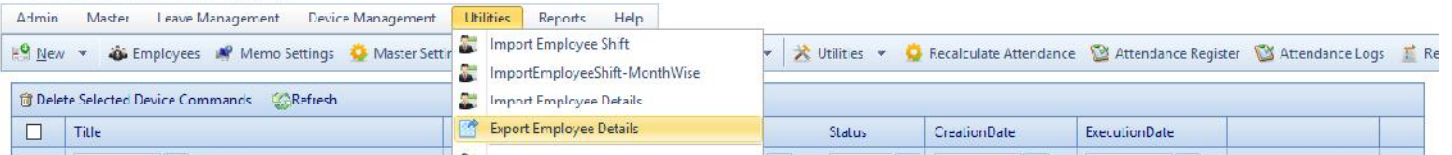
Click on Import for File Import Employee.



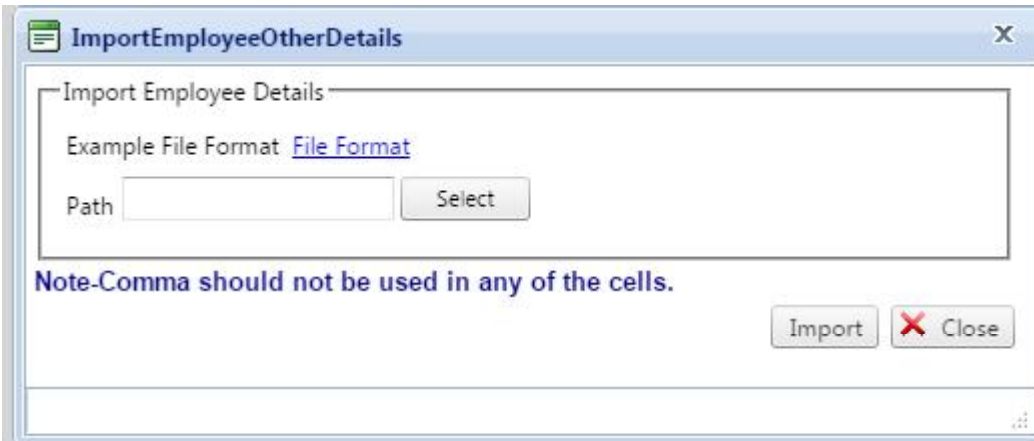
(4) Export EmployeeDetails: This option allow to Export EmployeeDetails.

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

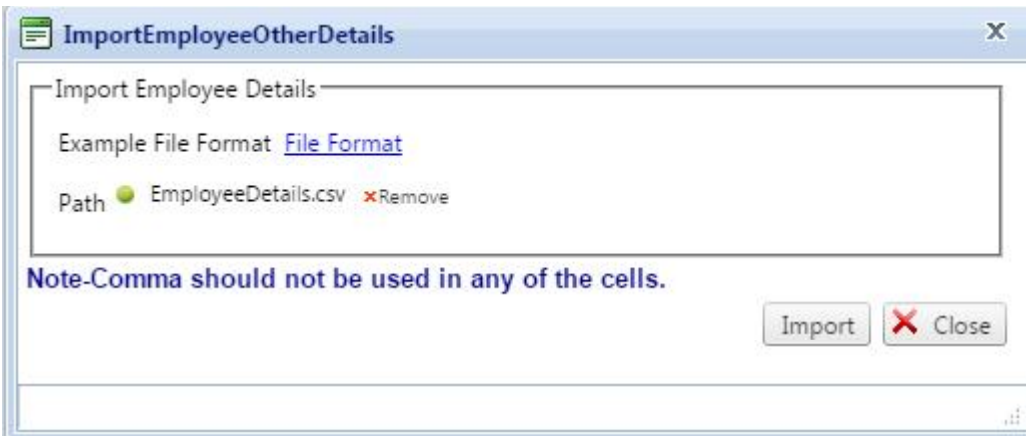




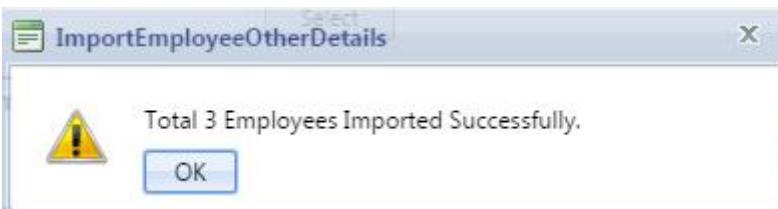
(5) Import Employee Other Details: This option allow to Import Employee Other Details.



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**.

SmartOffice
Biometrics and HRMS Solution



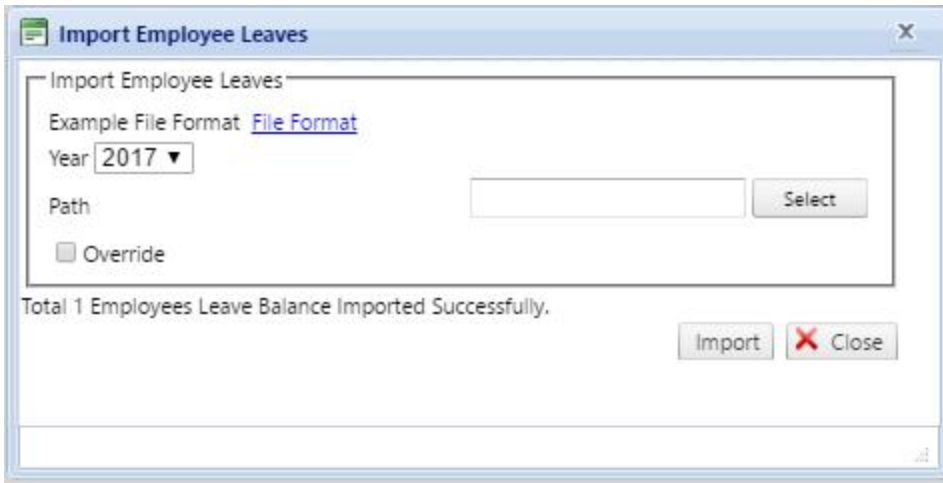
(7)Import Employee Leave Balance: This option will allow to Import Employee Leave Balance.



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

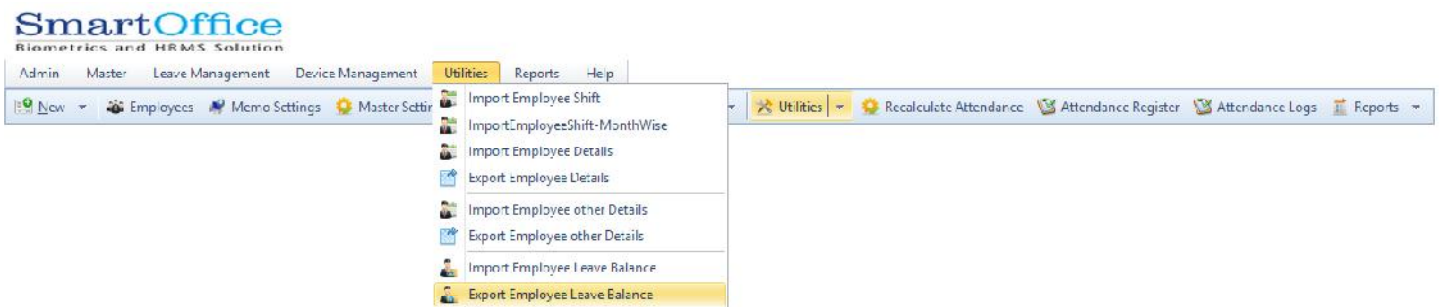
Click on Import to ImportEmployee Leave.



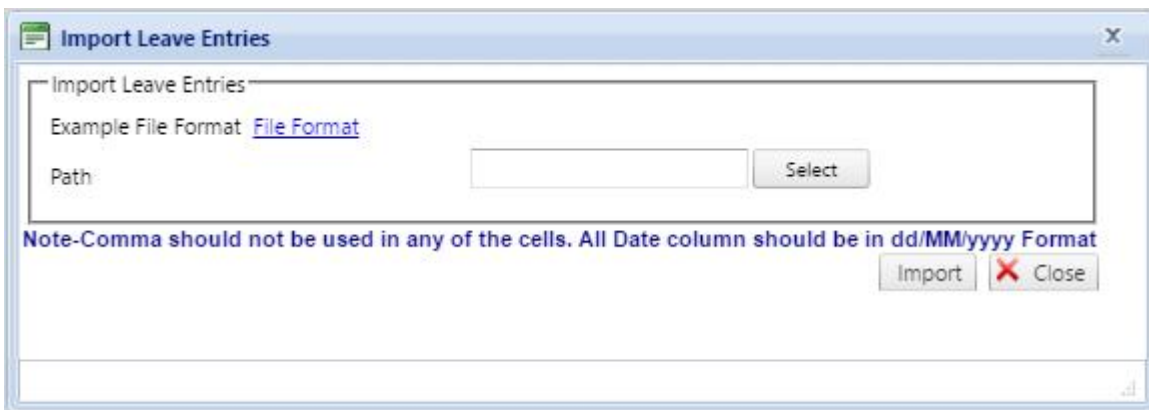


(8)Export Employee Leave Balance: This option will allow to Export Employee Leave Balance. You can download Employee Leave Balance.

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



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



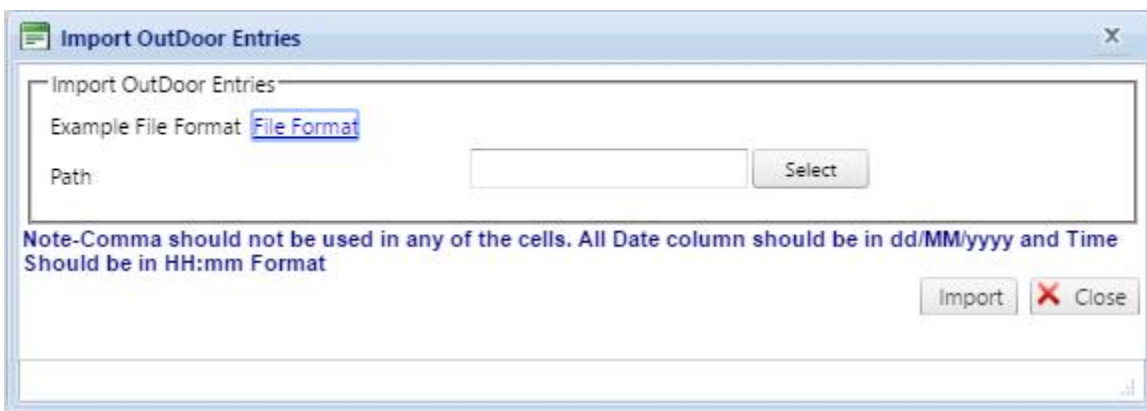
Download File Format give Leave Entries Details and select path File Format.



Click on Import to Import Leave Entries.

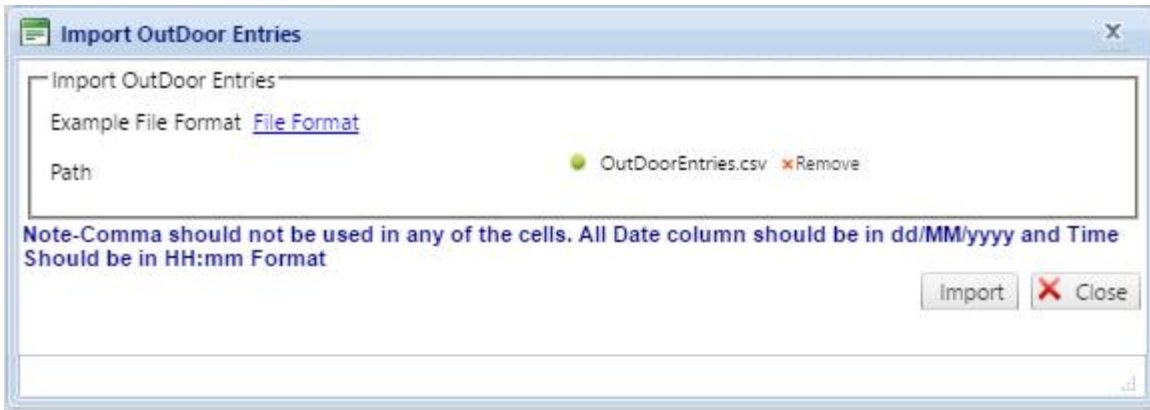


(10) Import Employee Outdoor Entries: This option will allow to Import Employee Outdoor Entries.

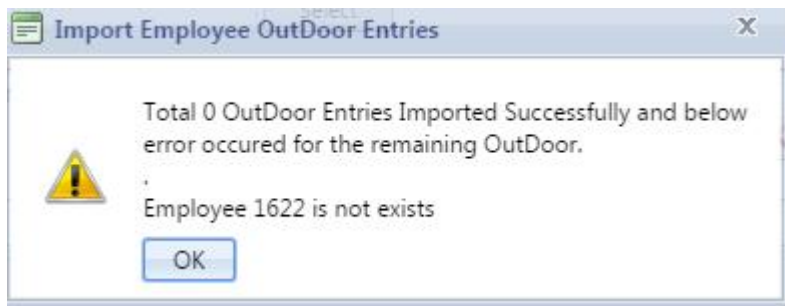


Download File Format give Outdoor Entries and select path to File Format.

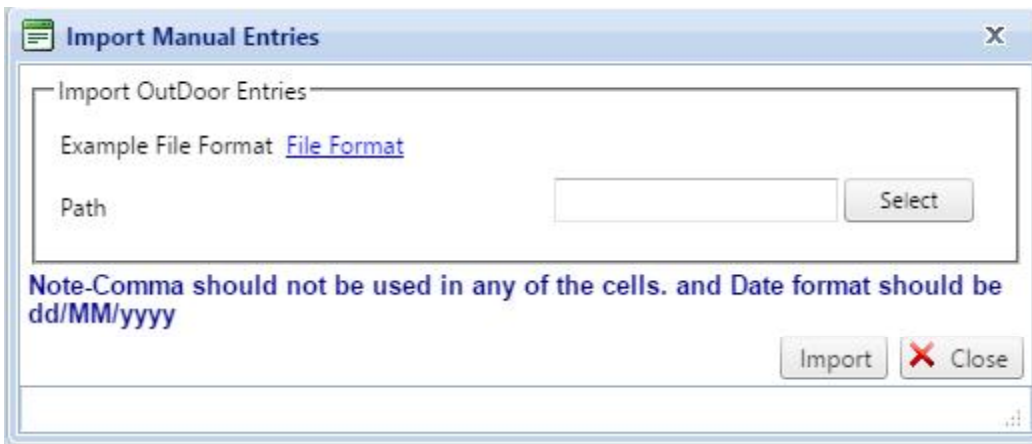




Click on Import

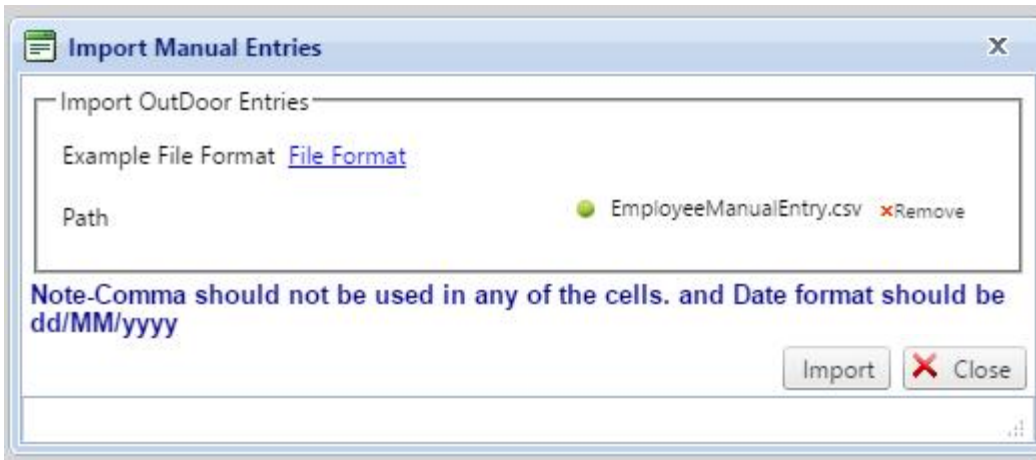


(11) Import Employee Manual Entries: This option will allow to set manual log entries of employee.



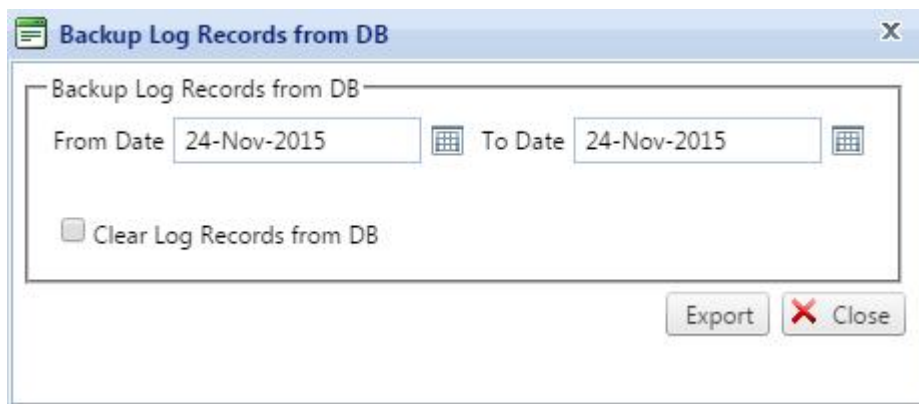
Download File Format give Manual Entries and select path to File Format.





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

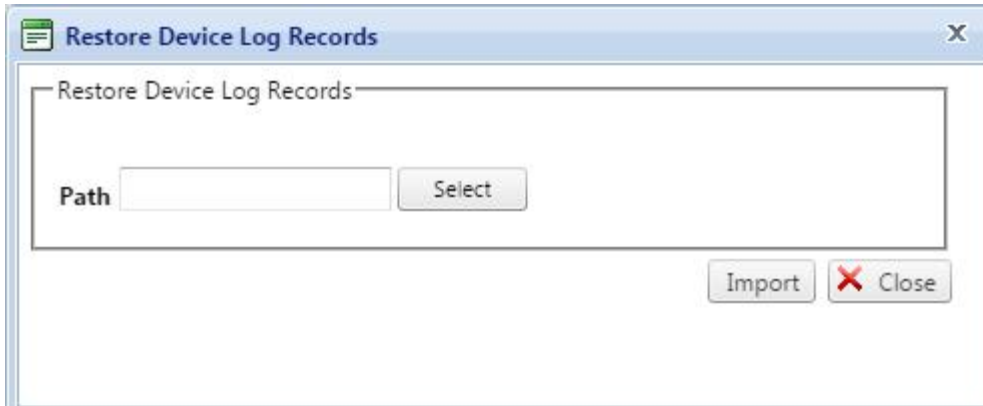


(c)Clear Log Records from DB: If you select this option then your data will be deleted from DB.

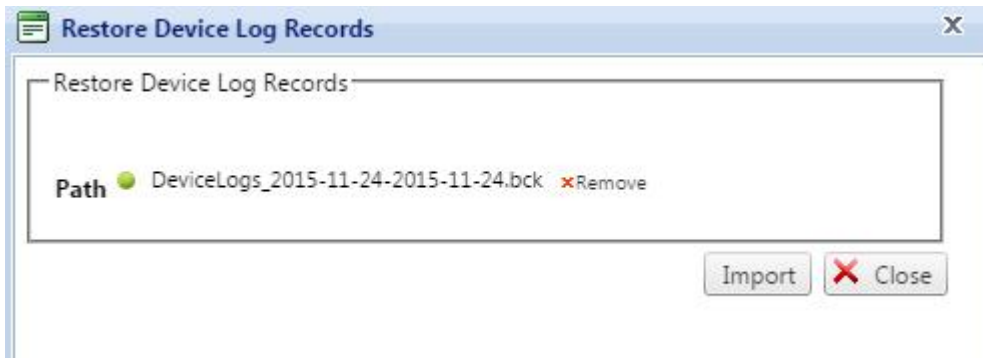
Click on Export to Download Logs Record.

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

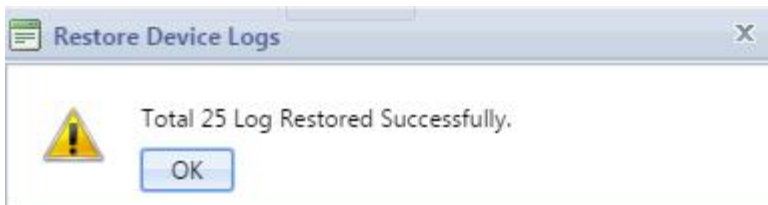
You can able to Restore Device Log Records.



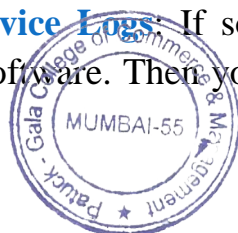
Select path to Restore Device Log Record.



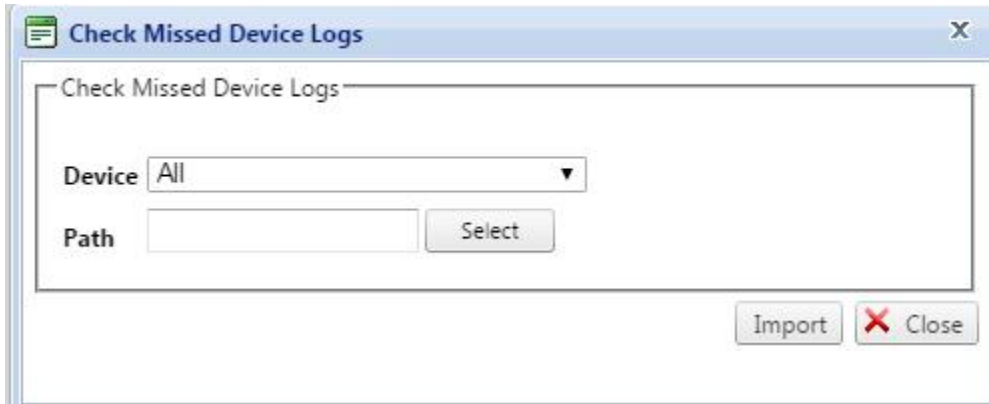
Click on Import to Restore Logs.



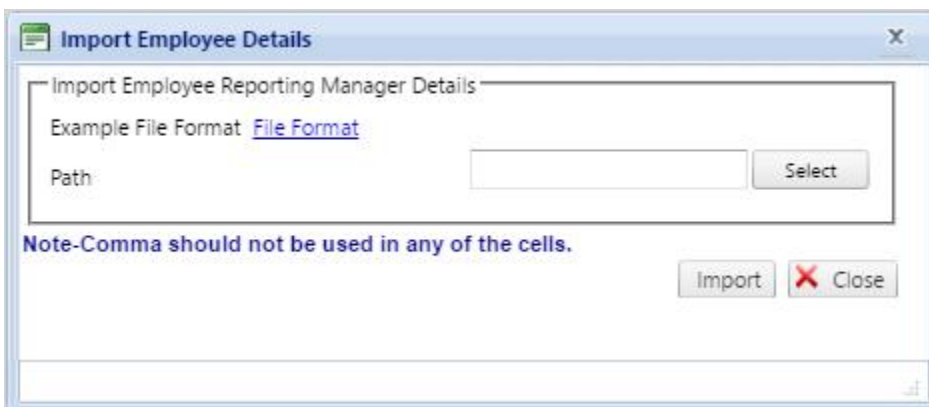
(13)Check Missed Device Logs: If someone Employee is telling that punch is there in the device but not in the software. Then you can download logs in pen drive ,in this option select



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.

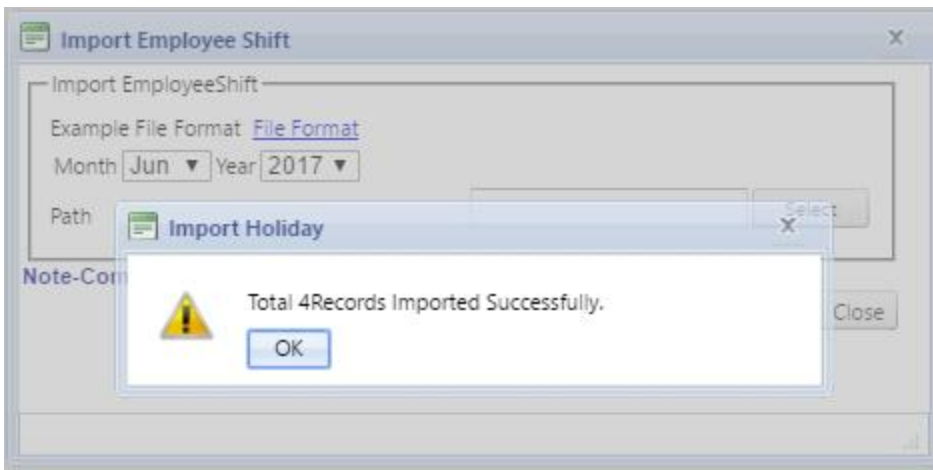


Select path Employee reporting manager Record.

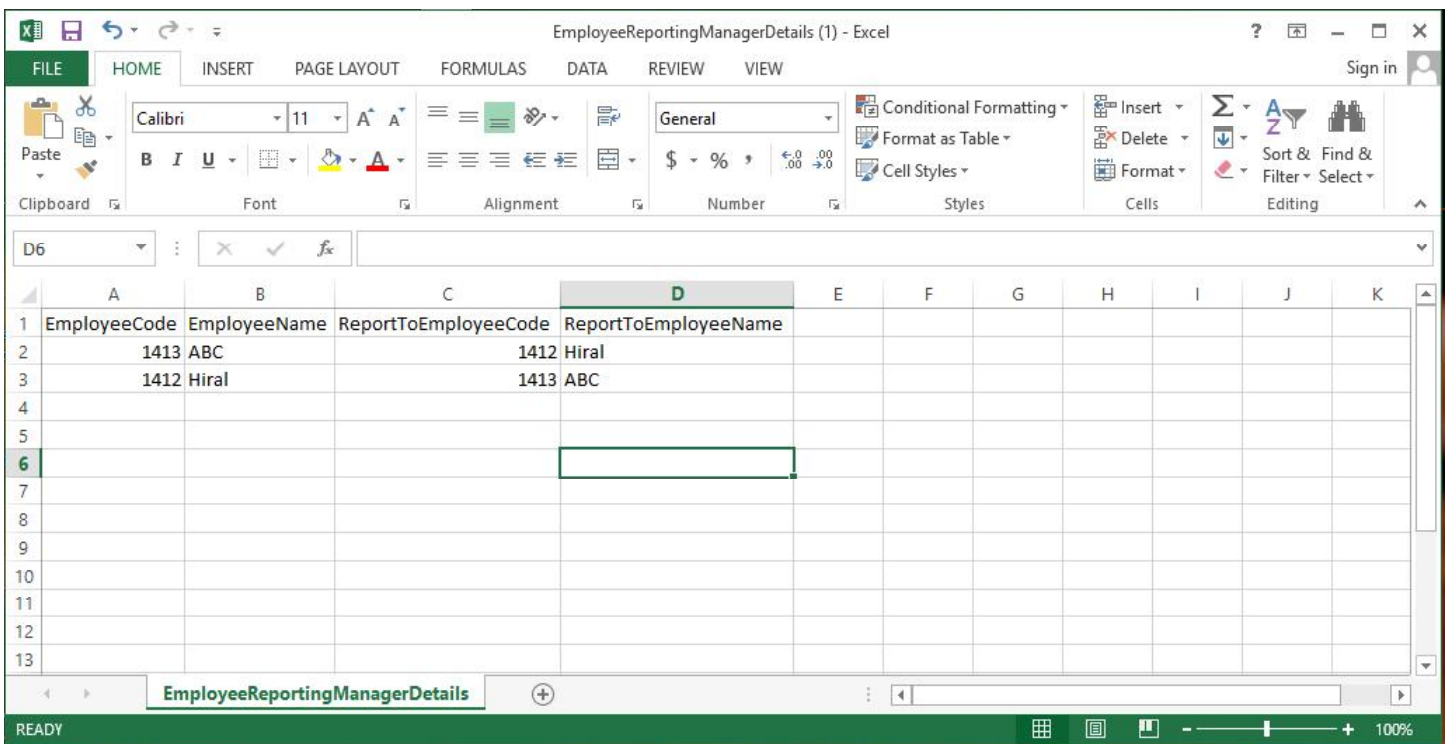


Click on Import





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



(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.



Admin Master Leave Management Device Management Utilities Reports Help

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

Leave type: Casual Leave-CL Year: 2016 CheckForThisYear

Emp Code	Employee Name	Company	Category	Total Balance	T. Credited In Year	T. Taken In Year	T. Year Balance	T. Year Carryforward	T. Year LeaveLapse	Next Year Opening Balance
1413	ABC	Biomax	Default	0	0	0	0	0	0	0
002	XYZ	Biomax	Default	12	48	0	48	5	43	0

Page size: 10 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**

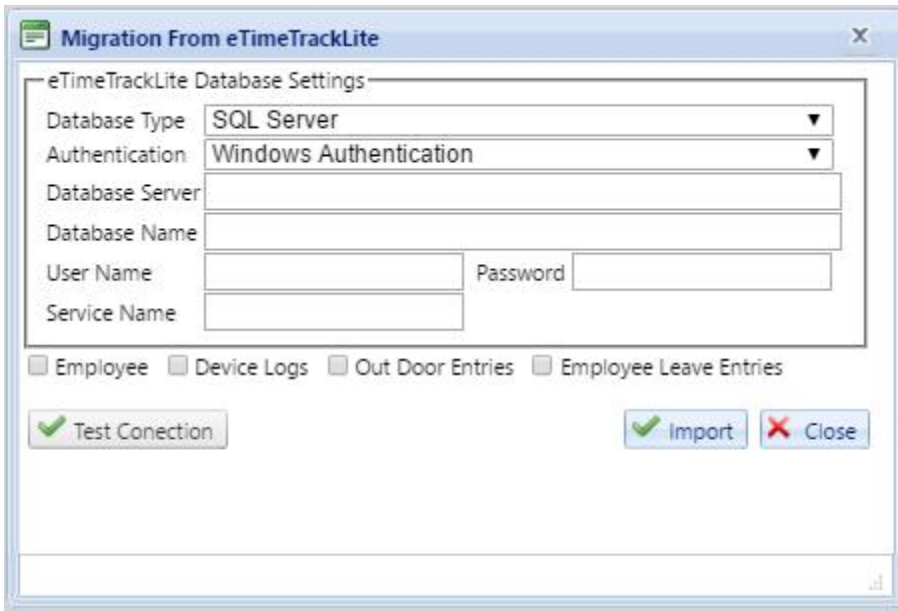
Data Fields Mapping

Table Name:

Emp Device Code	<input type="checkbox"/> Is Unique	<input type="checkbox"/> Prefix Text Length	<input type="text"/>
Employee Code	<input type="checkbox"/> Is Unique	<input type="checkbox"/> Prefix Text Length	1 <input type="text"/>
Log Date	<input type="checkbox"/> Is Unique	Format	<input type="text"/>
Log Time	<input type="checkbox"/> Is Unique	Format	<input type="text"/>
Log Date Time	<input type="checkbox"/> Is Unique	Format	<input type="text"/>
RFID#	<input type="checkbox"/> Is Unique	Device Name	<input type="text"/>
RFIDWithIssueNo	<input type="checkbox"/> Is Unique	RFIDIssueNo	<input type="text"/>
Work Code	Device Id	Length	1 Prefix Text <input type="text"/>
Punch Direction	In	Out	<input type="text"/>
Download Date	Format	<input type="text"/>	
Reserved Field 1	Default Value	<input type="text"/>	
Reserved Field 2	Default Value	<input type="text"/>	
Reserved Field 3	Default Value	<input type="text"/>	

(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.

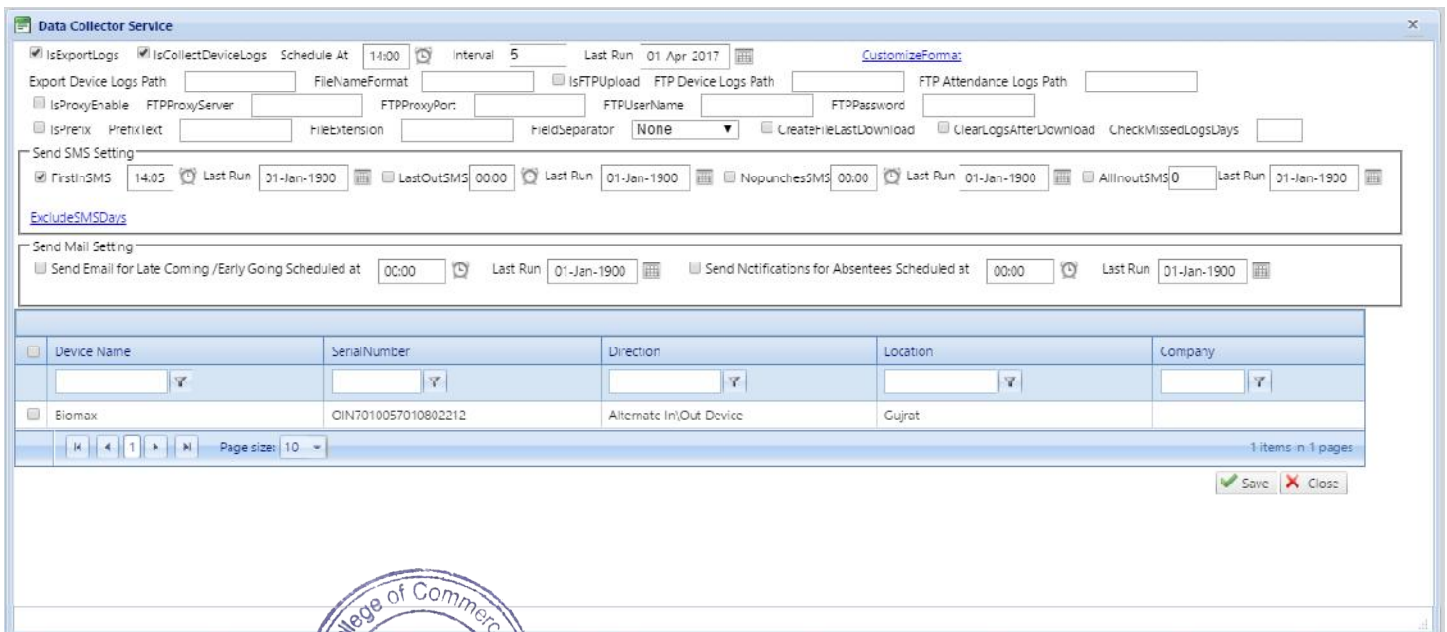




Note: you can only Migrate Employee, Device Logs, Outdoor Entries & Employee Leave Entries

(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)



(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: dd-MM-yyyy | Prefix Text: e | File Extension: csv | File Separator: Tab

Data Field No.	Field 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	0			None
6	None	0			None
7	None	0			None
8	None	0			None
9	None	0			None

Is Consider First Last Punch | Show Header | Show File As Per Last Download | Reset Last Run: 01-01-1900

Additional Direction: Additional Direction Value | Break In: 2 | Break Out: 3

Suffix Text Setting: Employee Code | Employee Code In Device

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

Save Close

(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.



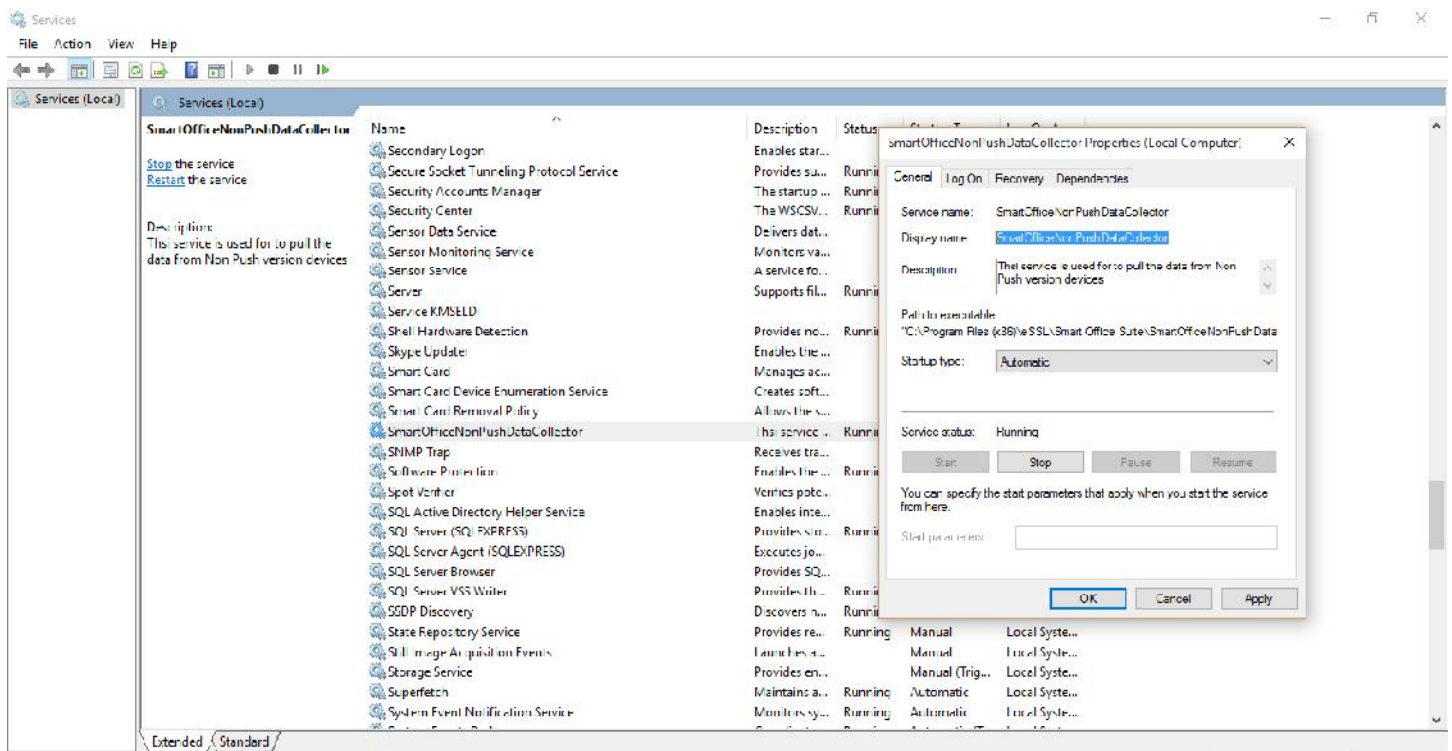
(6)Proxy enable:- In some of networks proxy server configured at that time using proxy download logs in particular network path using FTP (where FTP configured .For Ex: Path: //192.168.10.1/data)

(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 X

Fetch Controller Logs

Database Type: Authentication Type:

Database Server: Database Name:

User Name: Password:

Service Name: Port Number:

Fetch Controller Logs

From Date:

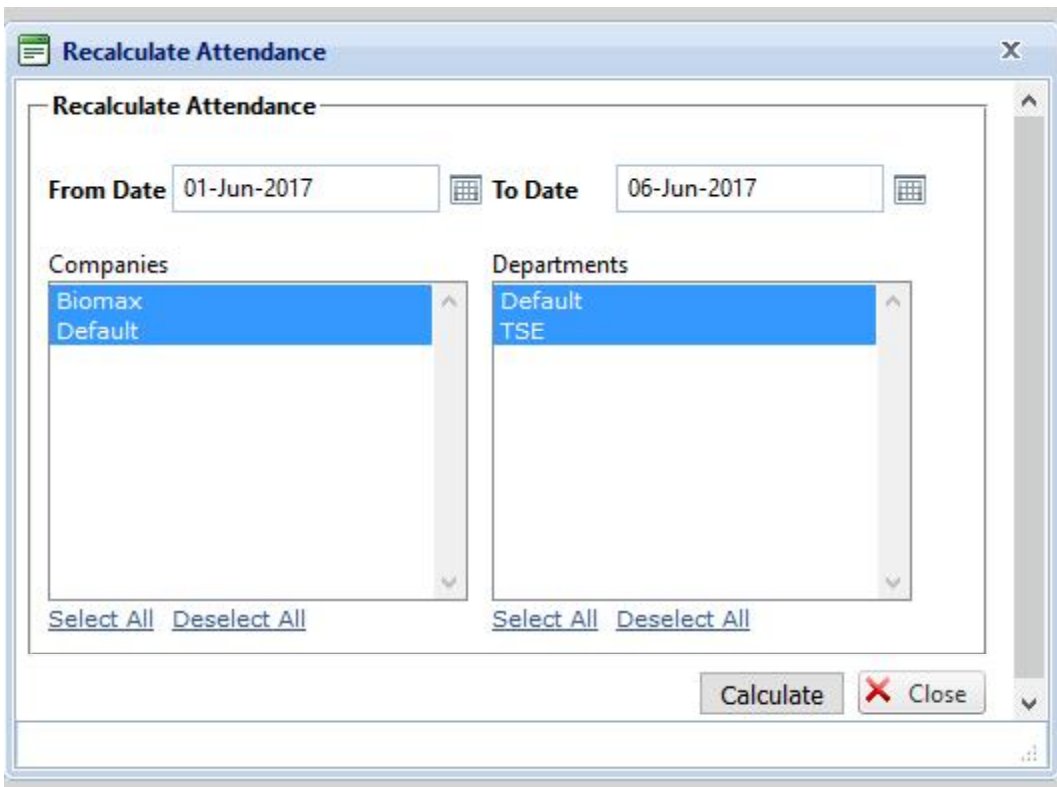
Note-DeviceSName in SmartOffice and ControllerName should be same otherwise data will not insert.



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



Recalculate Attendance

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

Companies: Biomax, Default

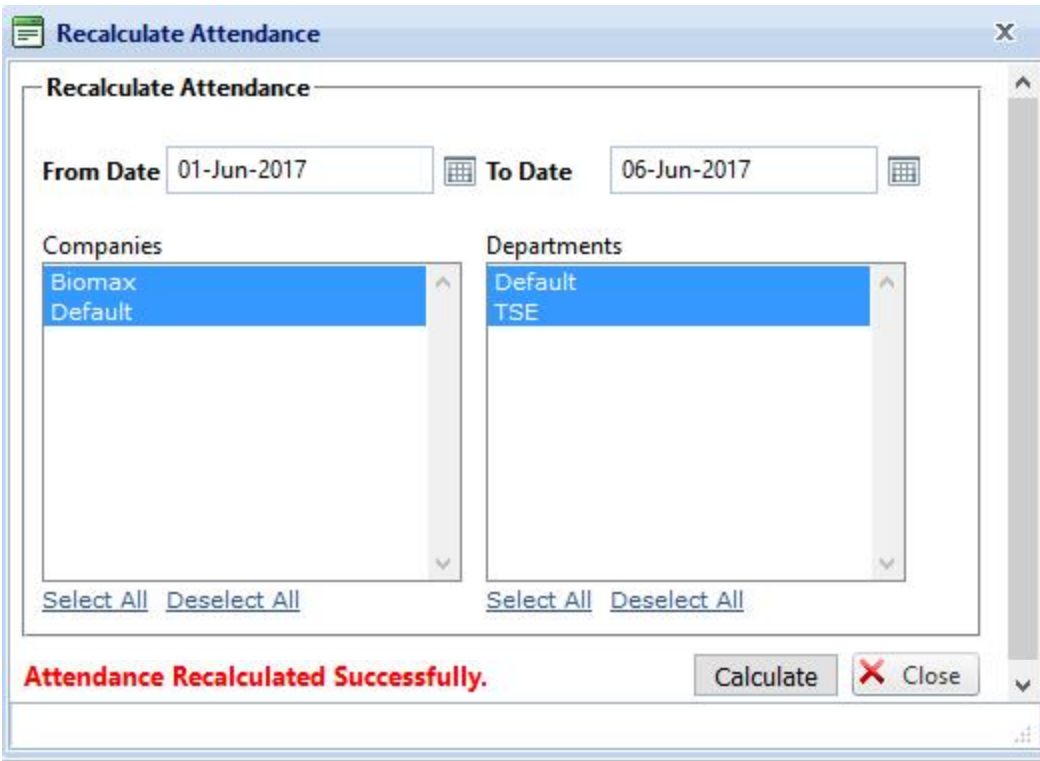
Departments: Default, TSE

Select All Deselect All Select All Deselect All

Calculate Close

Click on Calculate.





(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.

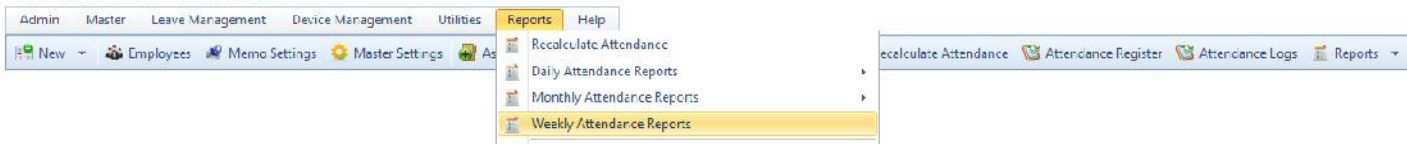


Go to Report-Monthly Details Report-Details Report.

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	
Department: IS=																																
Employee Code:- 1412																Employee Name:-Hiral																
Total Present - 31 Total Absent - 0 Total Leave taken - 0 Total Weekly Off Present - 0 Total Duration - 72800 Total Over Time - 0000 Total Lateby - 0000 (Hrs.) Total Earlyby - 0000 (Hrs.)																																
Shift	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05	05
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	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	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	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	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	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	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	P	

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



Go to Report-Weekly Attendance Report



Weekly Attendance Report Group By

No of Digit in Employee code

Weekly Attendance Report

Month Week

Filter Employee
 Employee Code Exact
 Employee Name
 Employee Category
 Employee Designation
 Employee Location
 Employment Type

Filter Company
 Biomax
 Default
 Select All Deselect All

Filter Department
 Default
 TSE
 Select All Deselect All


Recalculate Attendance

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



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

Employee Leave Entries

Employee Leave Entries

From Date To Date Status Leave Type

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



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 08-Jun-2017 To Date 08-Jun-2017 Status All

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

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

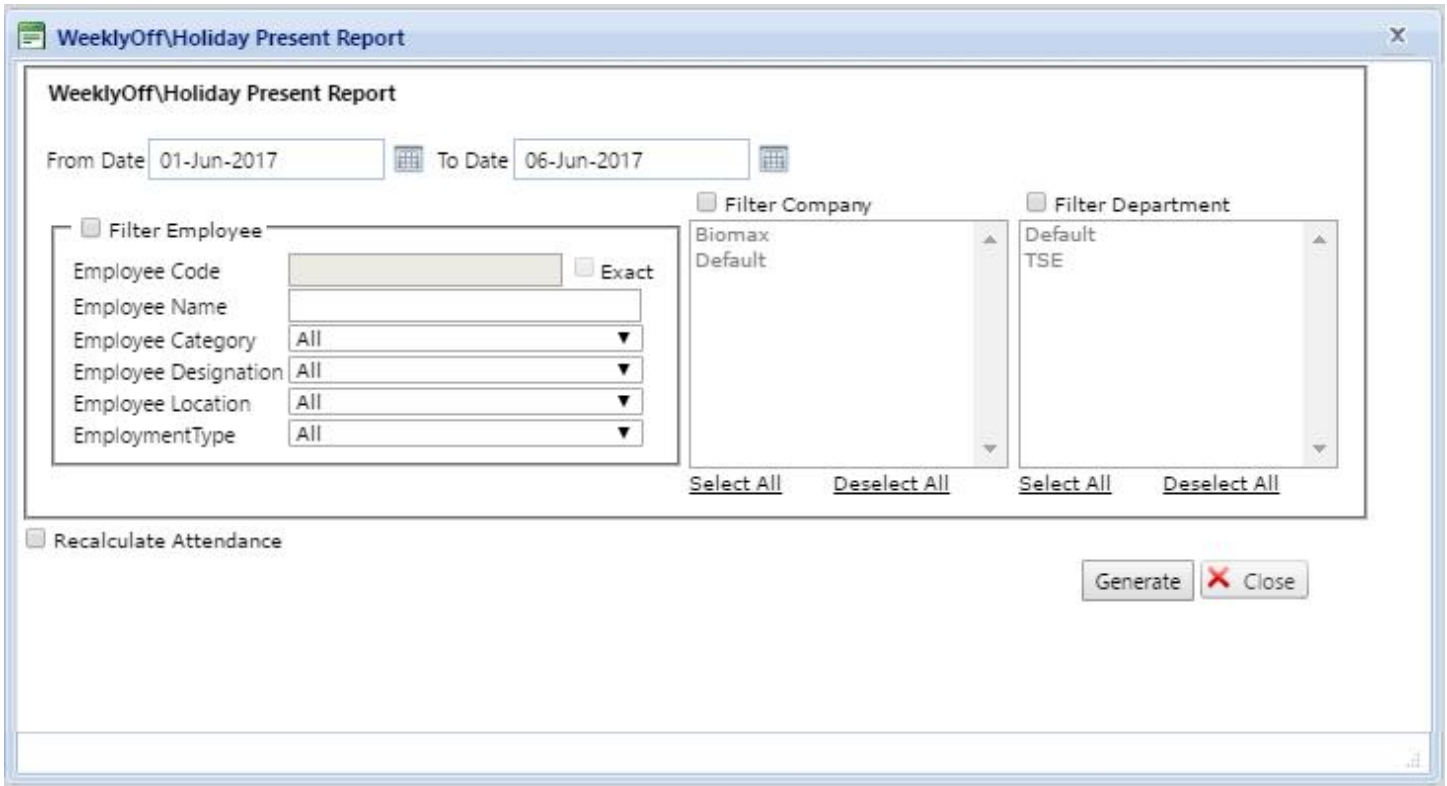
Select All Deselect All Select All Deselect All

Recalculate Attendance

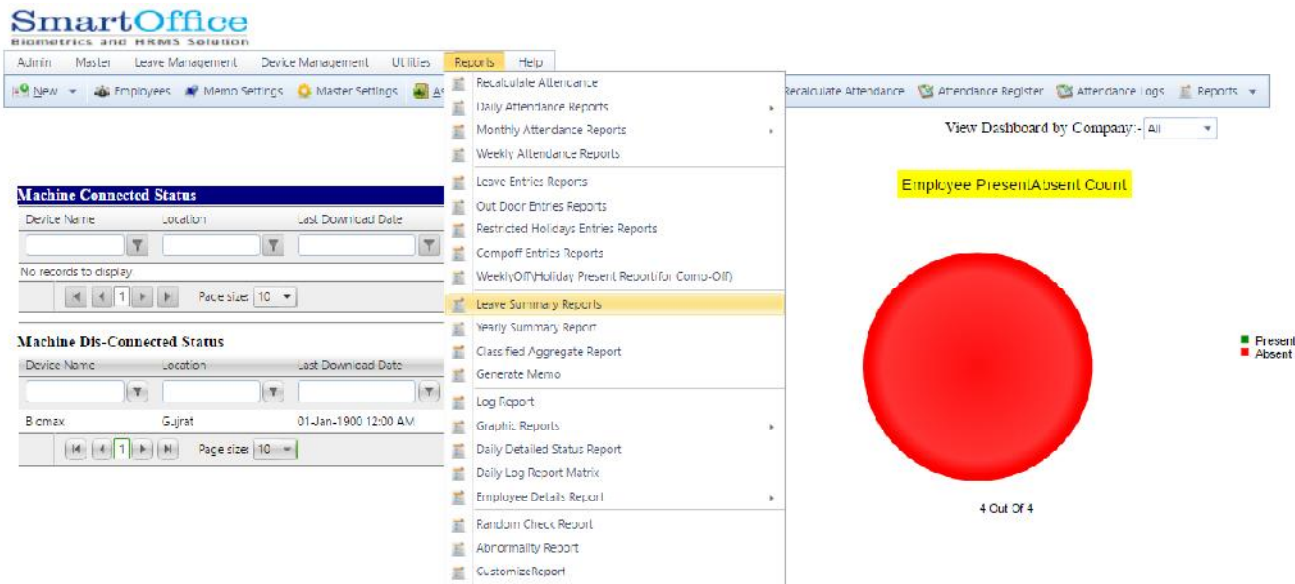
Generate Close



(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.



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.

The screenshot shows the SmartOffice interface. The 'Reports' menu is open, and 'Yearly Summary Report' is highlighted. The main window displays a large red circle representing the 'Employee Present/Absent Count'. A legend indicates that green represents 'Present' and red represents 'Absent'. The circle is currently red, indicating a high number of absent employees. The text '+ Out Of 4' is visible below the circle.

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



Check Filter Employee, check Exact and click on Generate.

Yearly Summary Report

Select Year 2017 Group By Category Wise

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

Generate Close

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



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

Log Report

Log Report

From Date 06-Jun-2017 To Date 06-Jun-2017 Status Device Wise

Filter Employee

Employee Code 1412 Exact

Employee Name

Employee Category All

Employee Designation All

Employee Location All

EmploymentType All

Filter Company

Biomax
Default

Filter Department

Default
TSE

Filter Device

Biomax
ME(Attendance)

Select All Deselect All Select All Deselect All Select All Deselect All

Generate 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.

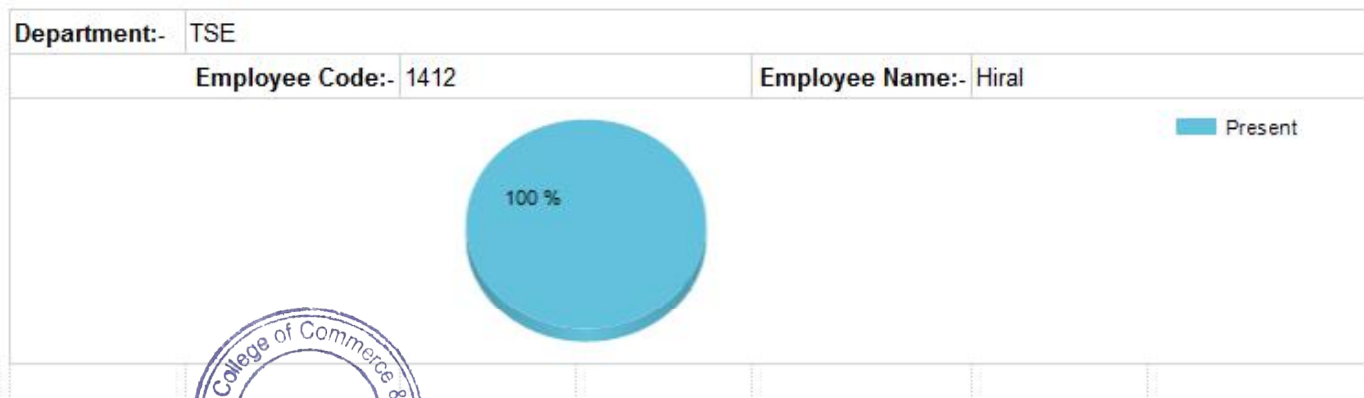
(a)Employee Graph:

Biomax Security

Employee Graph Report

01-May-2017 To 31-May-2017

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



(b)Department Graph:

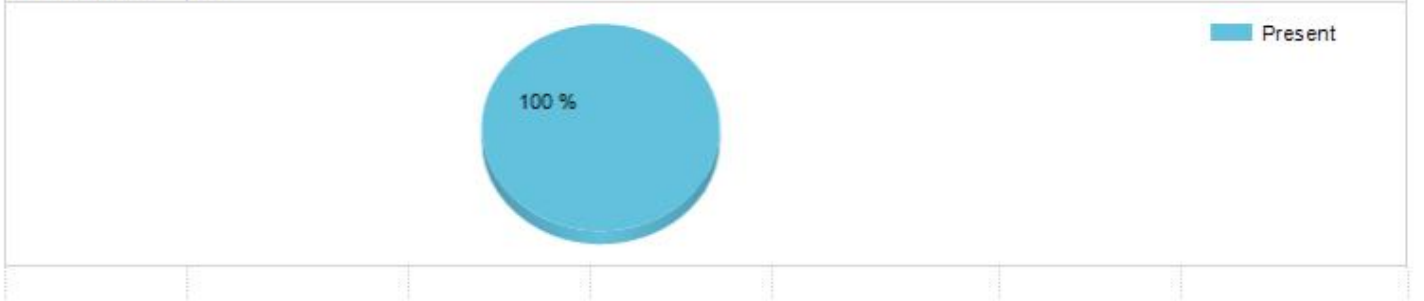
Biomax Security

Department Graph Report

01-May-2017 To 31-May-2017

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

Department:- TSE



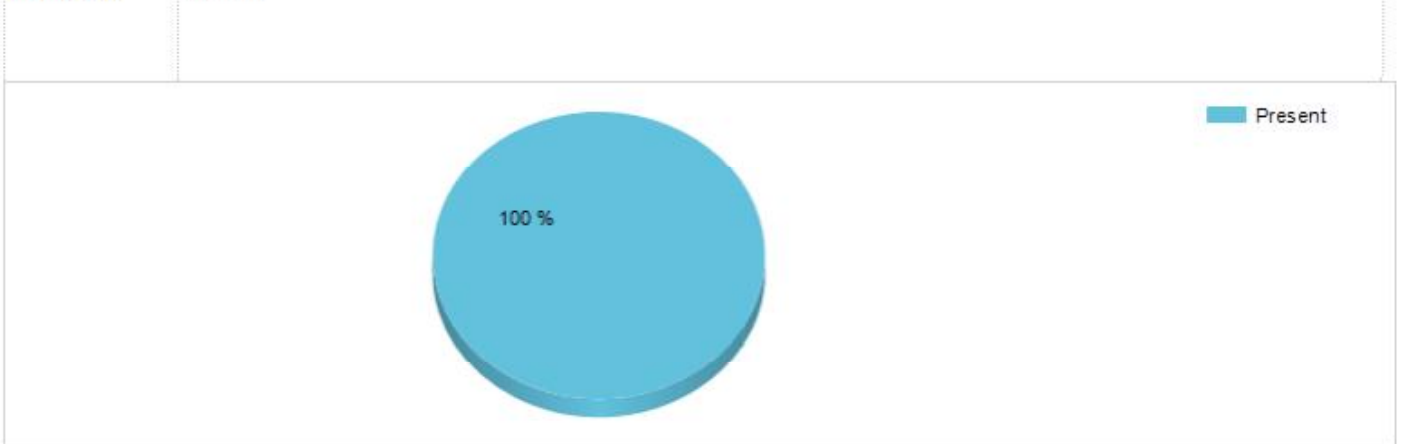
(c)Company Graph:

Company Graph Report

01-May-2017 To 31-May-2017

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

Company:- Biomax



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

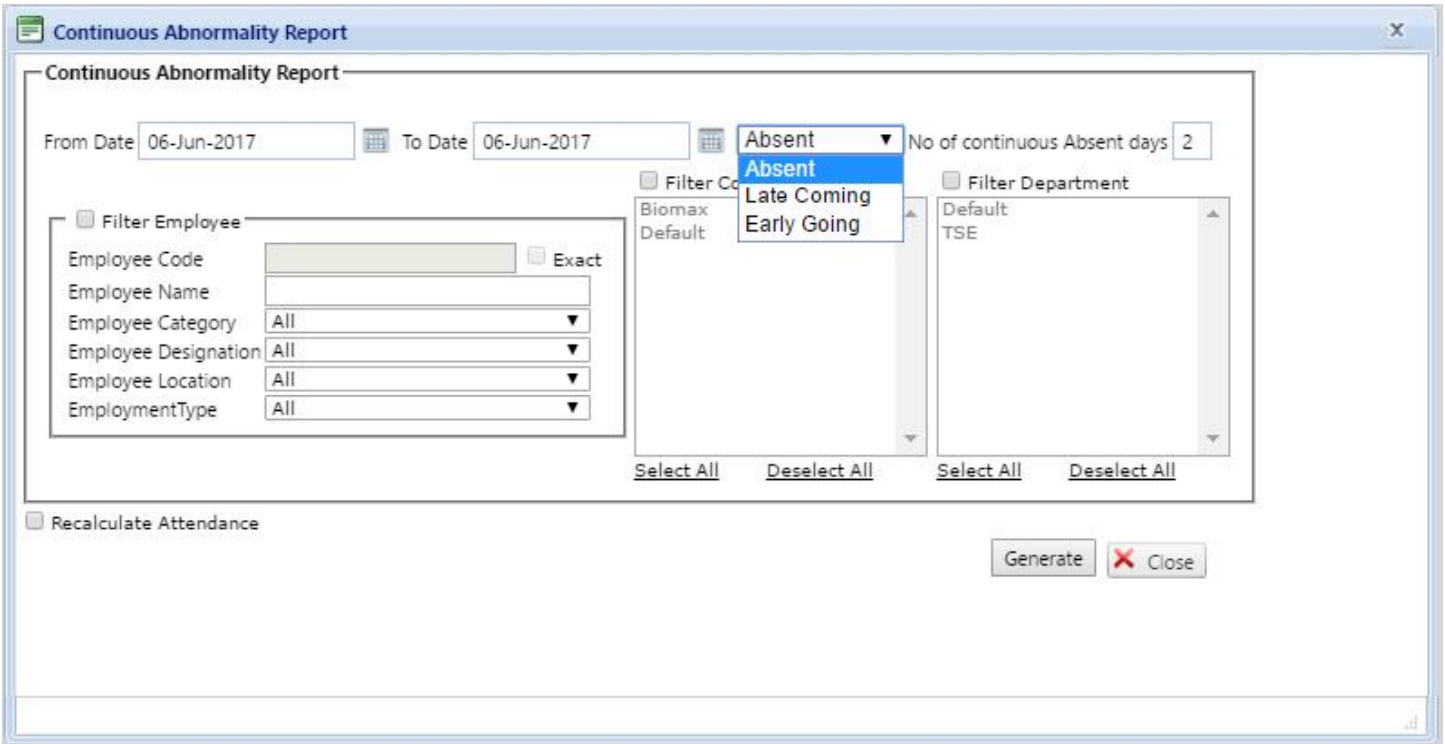
01-May-2017 To 31-May-2017

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

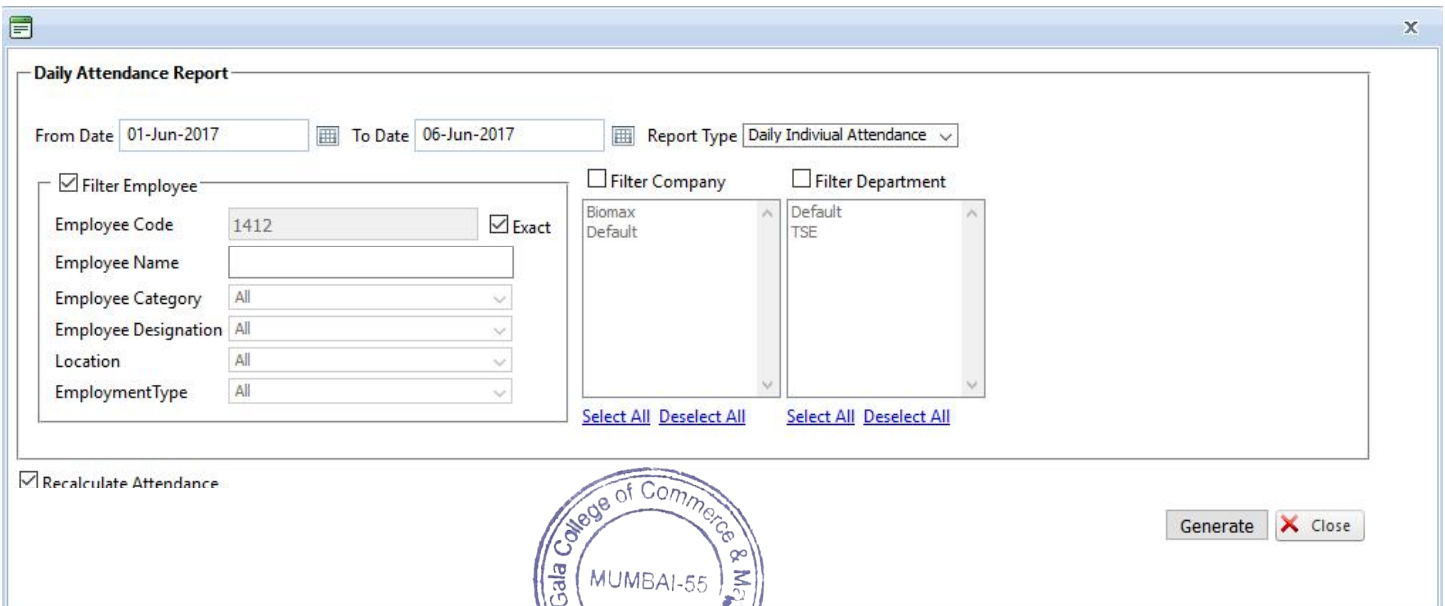
Attendance Date- 01-May-2017				
S.No	Employee Code	Employee Name	Department	Punch Records
1	1412	Hiral	TSE	09:00(in),18:00(out),
Attendance Date- 02-May-2017				
S.No	Employee Code	Employee Name	Department	Punch Records
1	1412	Hiral	TSE	09:00(in),18:00(out),
Attendance Date- 03-May-2017				
S.No	Employee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





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



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(UU)		
Ahmedabad	1412	Hiral	Support Engineer	Default	03-Jun-2017	09:00	00:00	00:00	P(L)		
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.

The screenshot shows a software window for generating a report. At the top, there are date pickers for 'From Date' (01-Jun-2017) and 'To Date' (06-Jun-2017). A 'Report Type' dropdown menu is open, showing options: 'Staff Monthly Attendance' (selected), 'Staff Monthly Attendance', 'Payroll Labour', 'Labour Summary by Site', and 'Staff Labour'. Below this, there are sections for 'Filter Employee' and 'Filter Company'. The 'Filter Employee' section includes fields for Employee Code, Employee Name, Employee Category (All), Employee Designation (All), Location (All), and Employment Type (All). The 'Filter Company' section shows 'Biomax' and 'Default'. At the bottom, there are 'Select All' and 'Deselect All' buttons for both filters, a 'Recalculate Attendance' checkbox, and 'Generate' and 'Close' buttons.

(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 Prefix Text

Employee Customize Report

From Date To Date

Filter Employee

Employee Code Exact

Employee Name

Employee Category

Employee Designation

Employee Location

Employement Type

Filter Company

Biomax
Default

Filter Department

Default
TSE

Select All Deselect All 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



<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: Prefix Text: File Extension: Field Separator:

No of Digit in Employee code: Prefix Text:

Employee Device Logs Customize Report

From Date: To Date:

Filter Employee

Employee Code: Exact

Employee Name:

Employee Category:

Employee Designation:

Employee Location:

Employement Type:

Filter Company

Filter Department

Select Field

<input type="checkbox"/>	Report Value	Report Header	No Of Char/Format	Prefix Text
<input type="checkbox"/>	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		



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

Excel format:-

	A	B	C	D	E	F	G	H	I
1	Department	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									

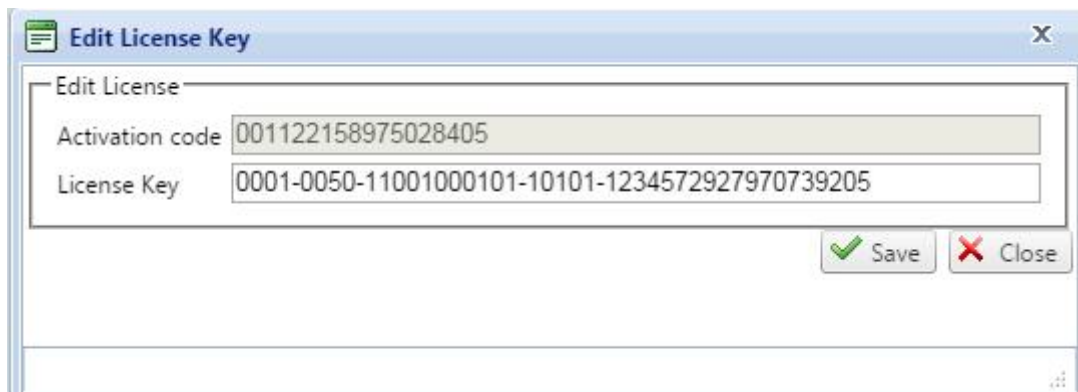
Help

(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.



Meeta
I/c Principal
Patuck - Gala College of
Commerce & Management
Santacruz (E), Mumbai-400 055

SMART OFFICE WEB 8.2 NEW USER MANUAL