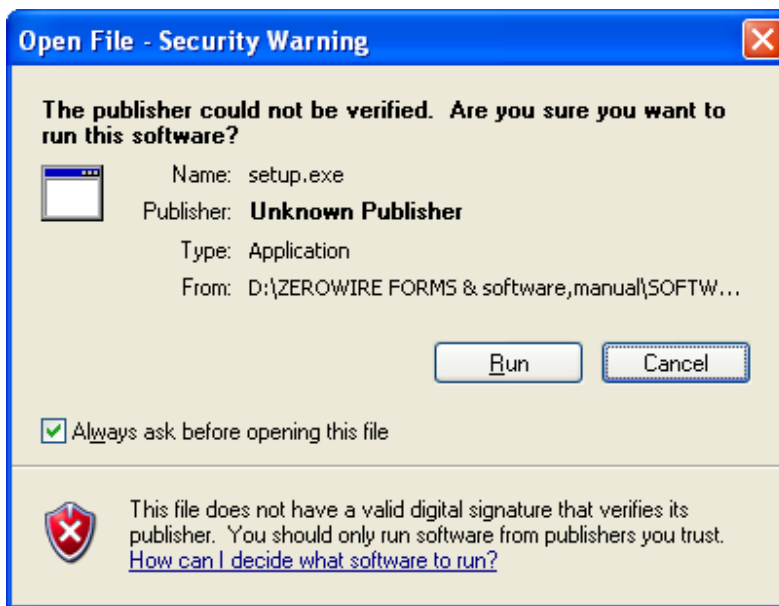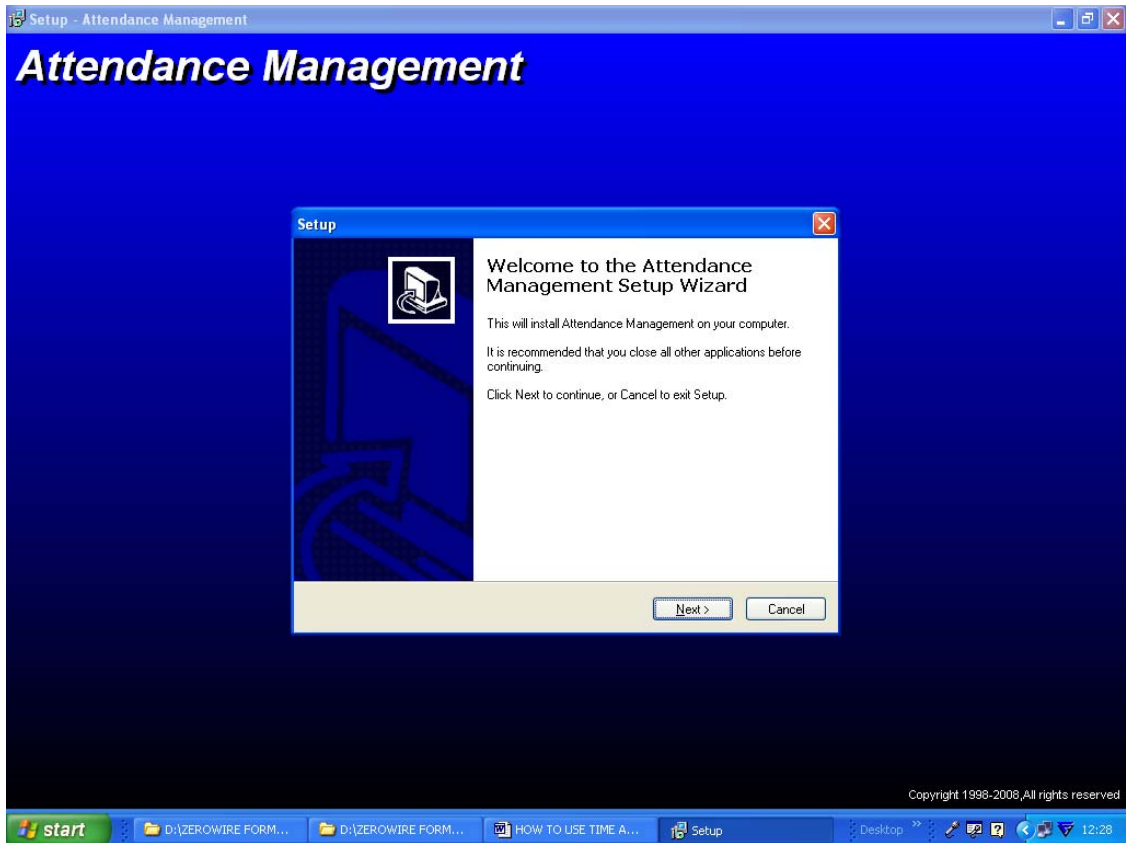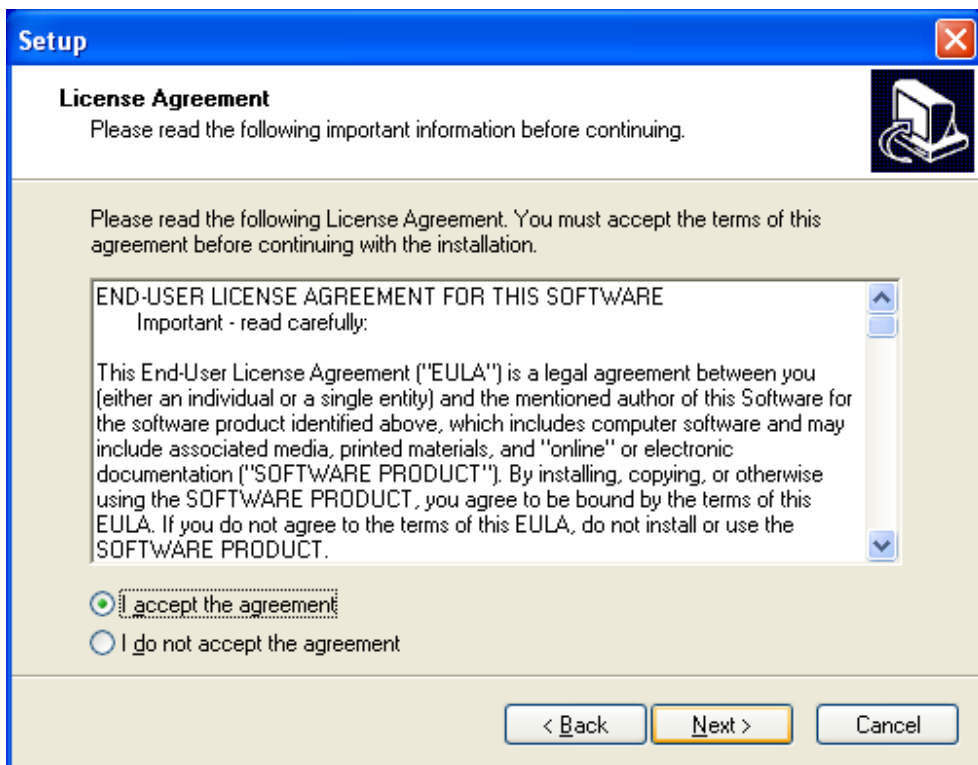## ✛ INSTALLATION

- Installation of Z K Software administrator/user need original software installation cd before use this software
- ➢ First insert CD of Z K in CD Rom
- ➢ Right click on CD Open **Zk Attendance Management 2008 v 3.7.1 build 121** folder . Double click on setup.exe user see this window on his desktop click on **Run**.

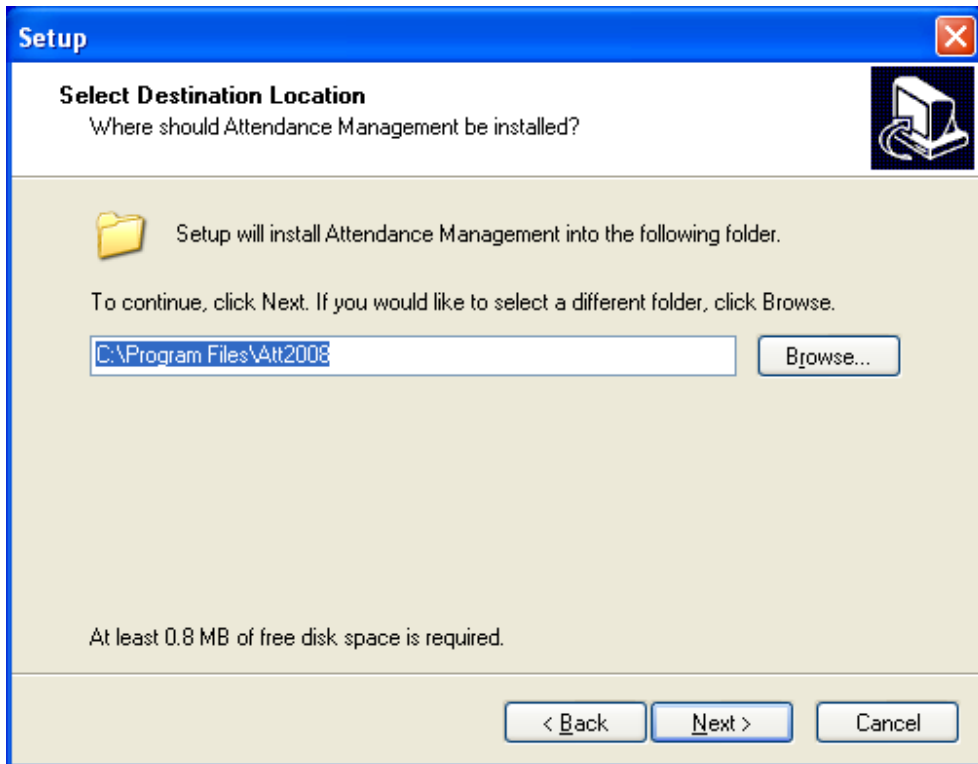- ➢ After click on Run software ask you select language then select **English** Language & click on **ok**
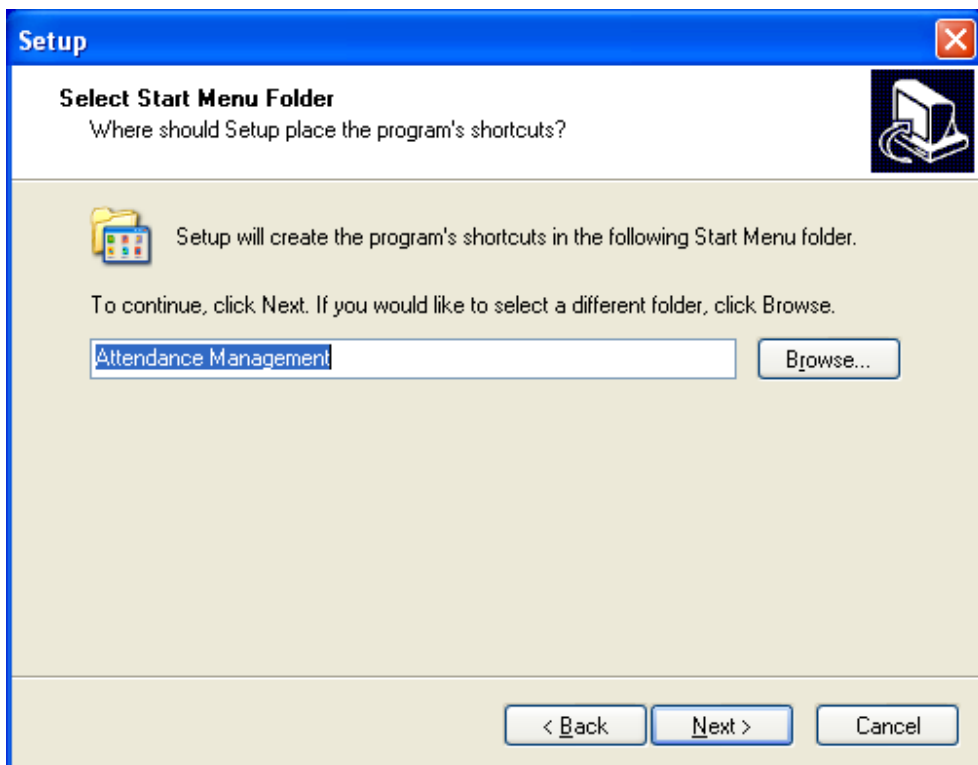- ➢ User see setup   window on his screen
- ➢ Click on next

➢ Select I accept the agreement click on **next**

➢ click on **next**

> ➢ click on **next**
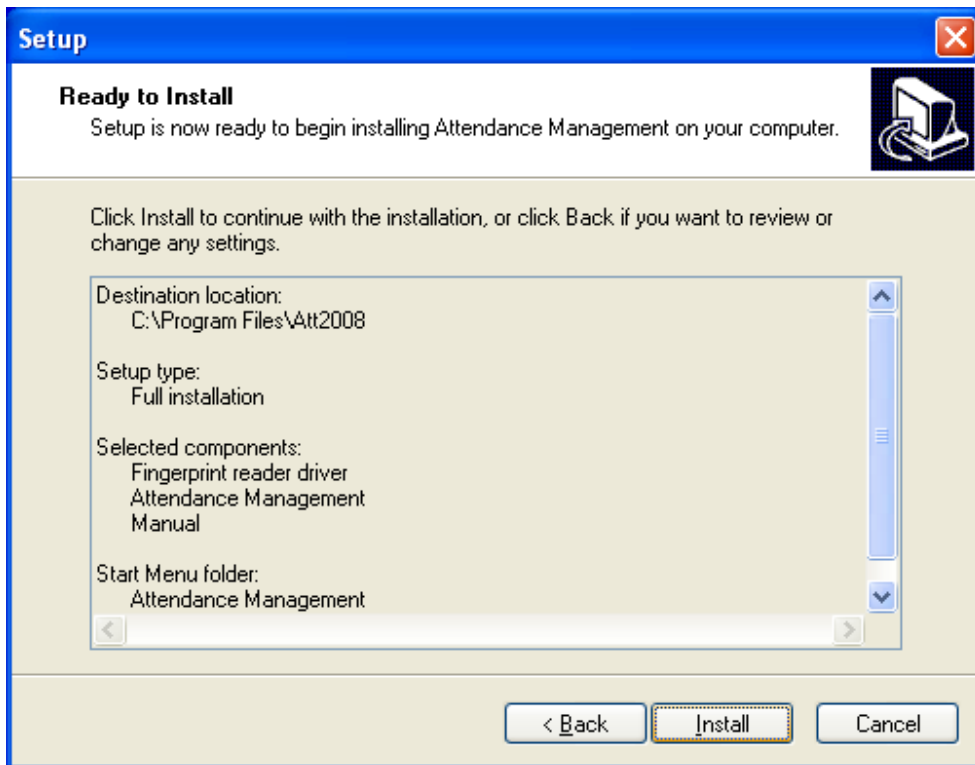
> ➢ click on **next**

- ➢ click on **Install**
- ➢ this software must have to install related driver
- ➢ click on **next**
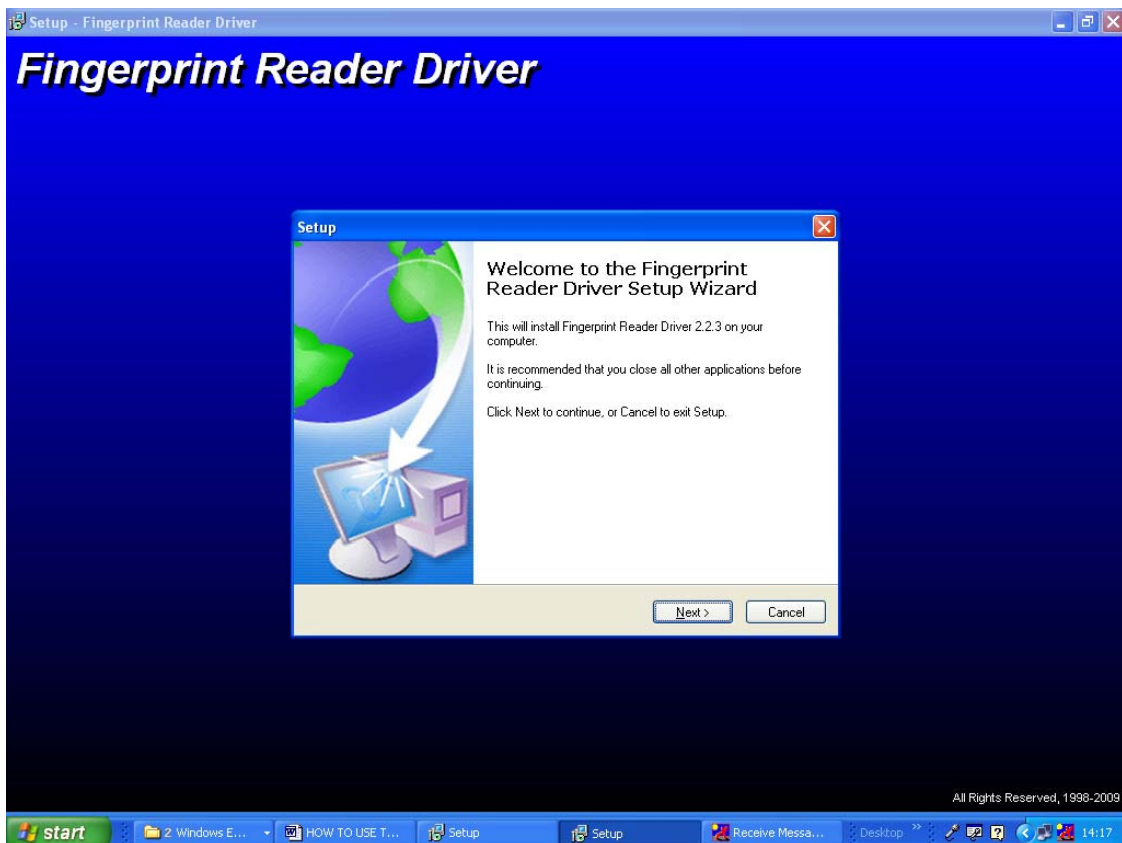
➢ click on **next**
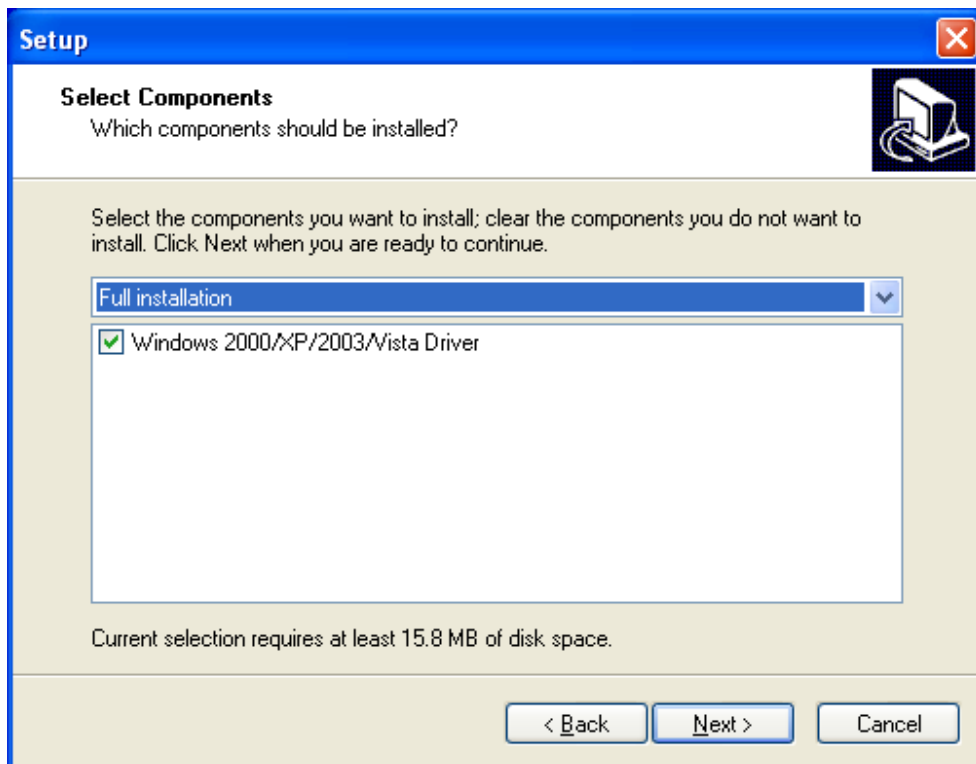
➢ click on **next**
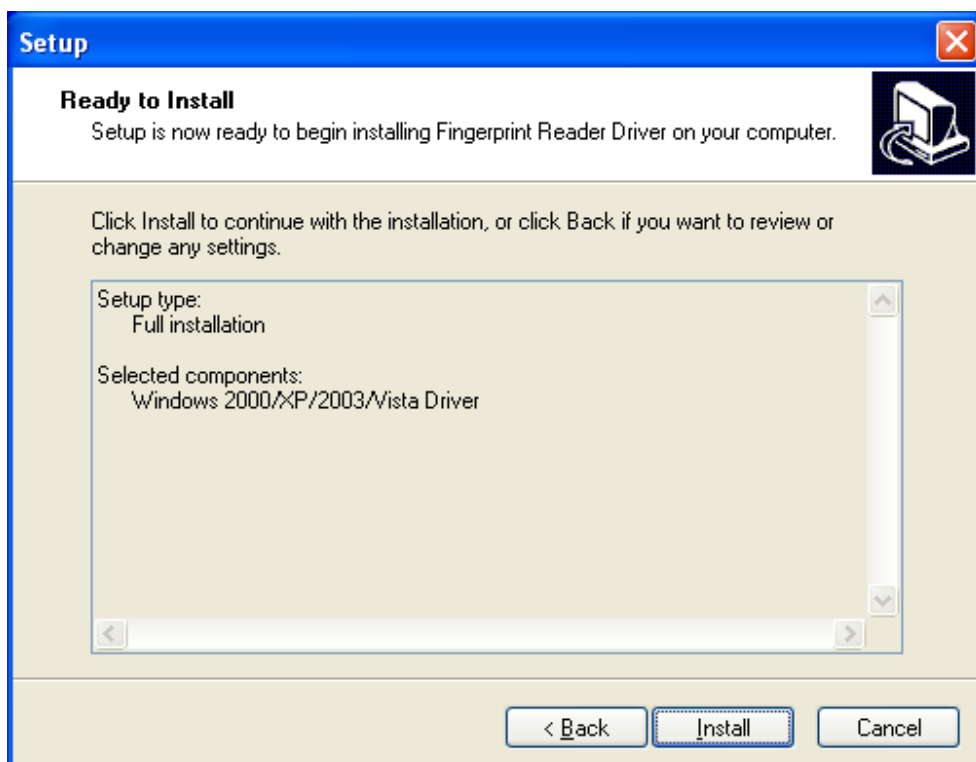
➢ After completing Driver installation process user see another window

➢ This window ask you to **YESrestart a computer now / No I will restart the computer later**

➢ Select **Yes restart a computer now**

➢ Click on finish

➢ After click on Finish tab **Z K** software installation process completed

--- **Z K SOFTWARE OPEN**

➢ After softasre installation process completed User see **Attendance Management .lnk** icon   on desktop

Attendance Management.lnk

➢ Double click on **Attendance Management .lnk** icon .user see **Z K connect device hints** window on his screen
➢ Connect the device to PC
➢ Click on **ok** tab

System Information

Connect Device hints

Please config Device parameters before connecting,the system sets 2 default devices,By Click<Device> or <Del Device>,you can finish adding device or deleting deivce.

✔ OK

✘ Cancel

☑ Show this hint next!

➢ After clicking on ok tab **Z K**Software will open
➢ And user see new window on his screen
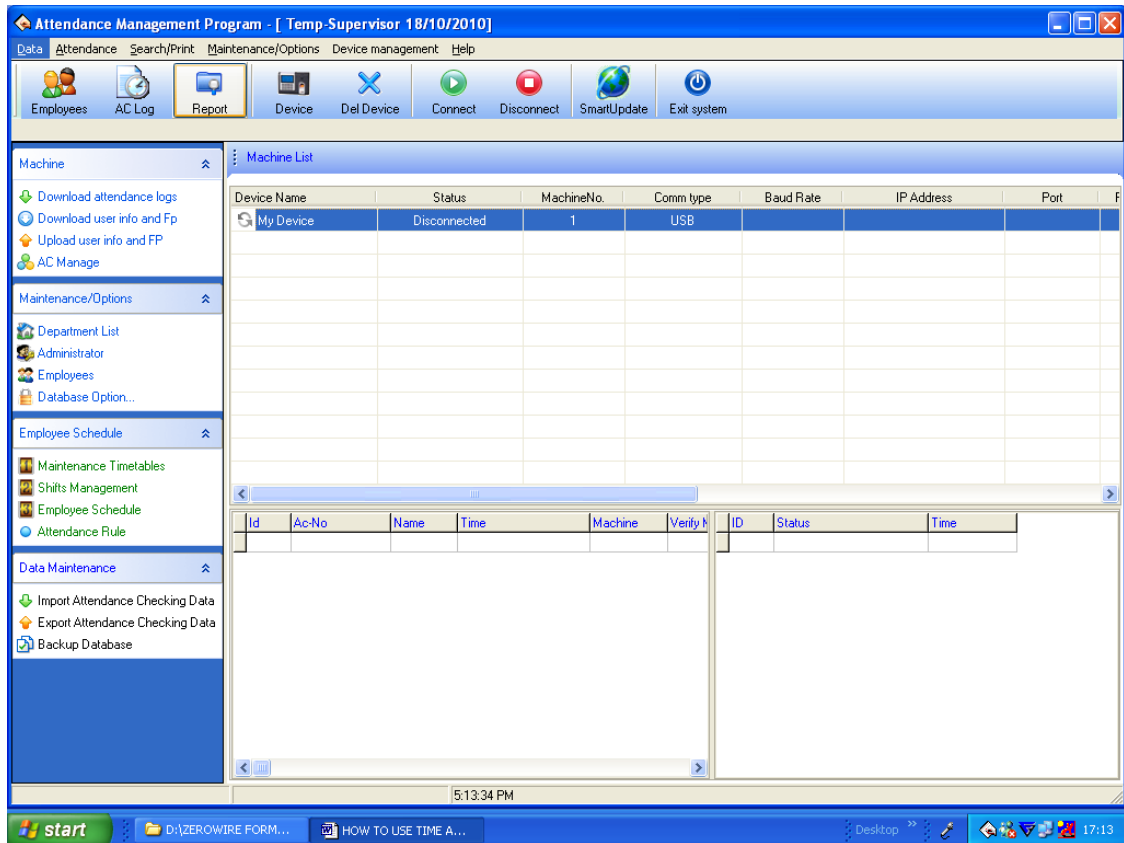
CONNECT THE MACHINE TO SOFTWARE

➢ user must set Device manage In this software

➢ at first select **device** icon from **Attendance Management Programme [Temp Supervisor]** Window

➢ then user see **Device Manage** window on his screen

➢ in this window **device Edit** area user can give a name to device as suitable first click on **Add** then give a name to device Ex:- **Name = E9**

➢ select Communication type from **Communication type** Drop down Box Ex :- **Communication type = Ethernet**

➢ write IP Address in **IP Address** Text Box Ex:- **IP Address = 192.168.1.224** (Note:- user must write IP Address As per personal LAN Setting)

➢ write Communication key in **Communication key** text Box Ex:- **Communication key = 0**(Note:- user must write Communication key As per Fingerprint machine's default Communication key)

➢ write Device Number in **Device Number** text Box Ex:- **Device Number = 1**(Note:- user must write Device Number As per Fingerprint machine's default Device Number)
➢ Click on **save** Button
➢ Click on Close
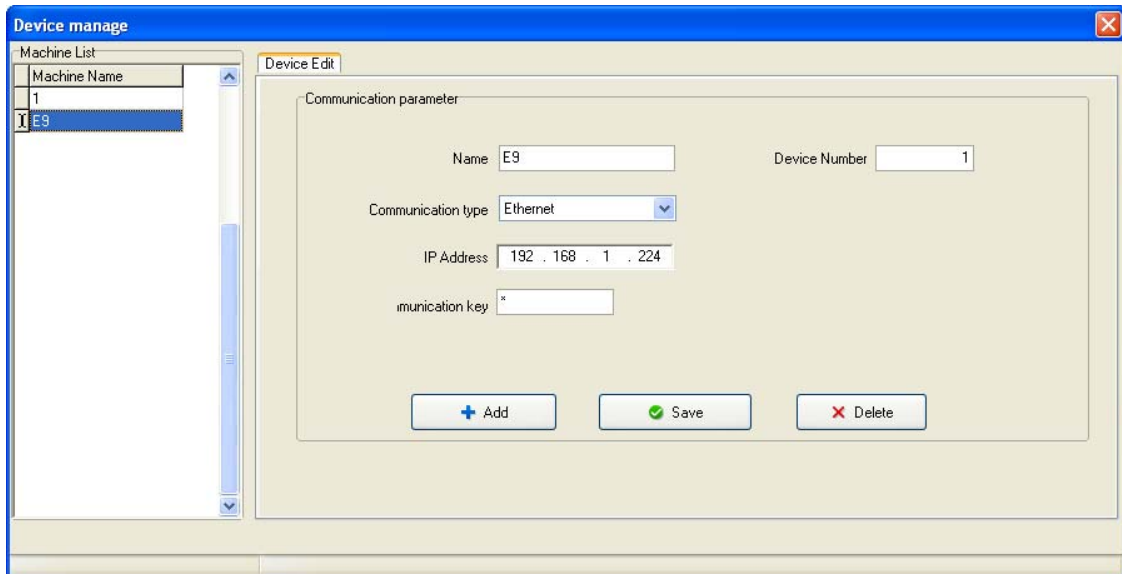
➢ For connect the device first select the device from **machine list** section from **Attendance Management Programme [Temp Supervisor]** Window Ex:- select **My Device**
➢ Then click on Connect icon from **Attendance Management Programme [Temp Supervisor]** Window
➢ then user see **connect** message in status column in **machine list** section from **Attendance Management Programme [Temp Supervisor]** Window
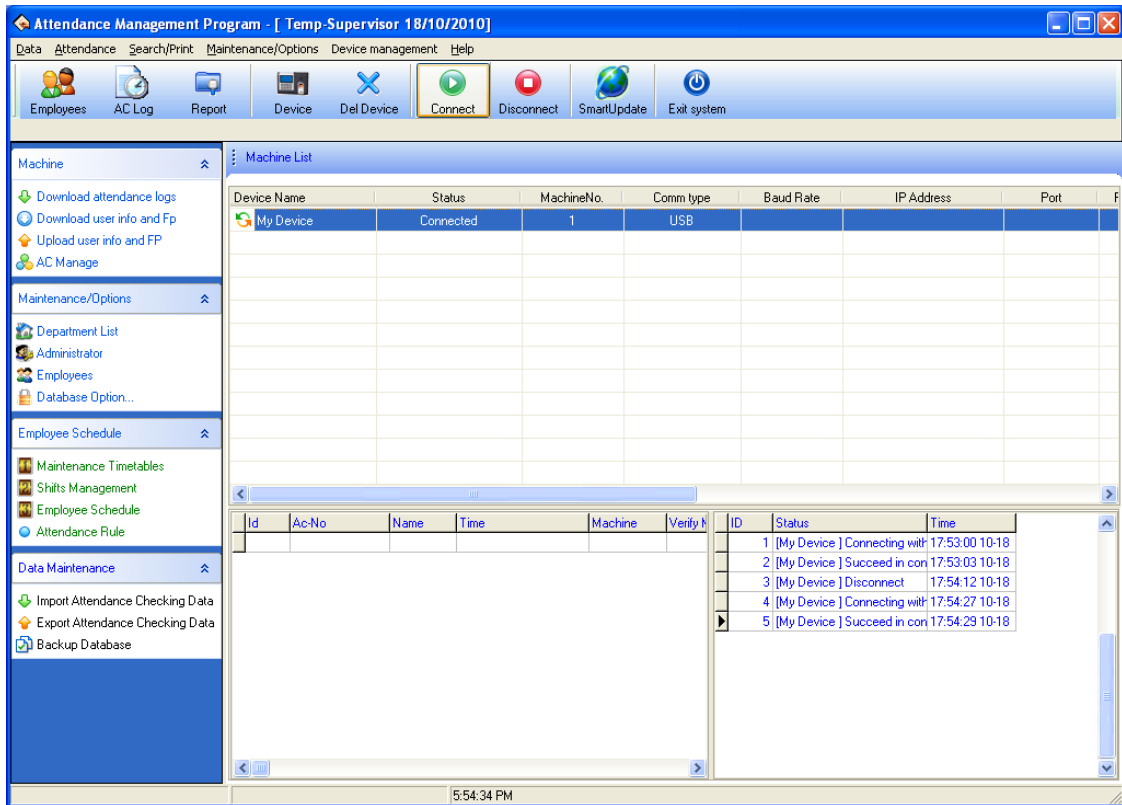
⊞ DEPARTMENT SETTING IN SOFTWARE

➤ For setting of department & sub department select **Department list** from **Maintainance /Option** (Main Menu) **Attendance Management Programme [Temp Supervisor]**

➤ Then user see **Department Management** Window on his screen

➤ For create news department click on **add** icon of this window

➤ Write A name of department which you have in **Add New Department window**

➤ Click on **ok**

➤ Following this procedure user can set all sub department which he have Ex: - **input name of the department to add = ASHTECH**
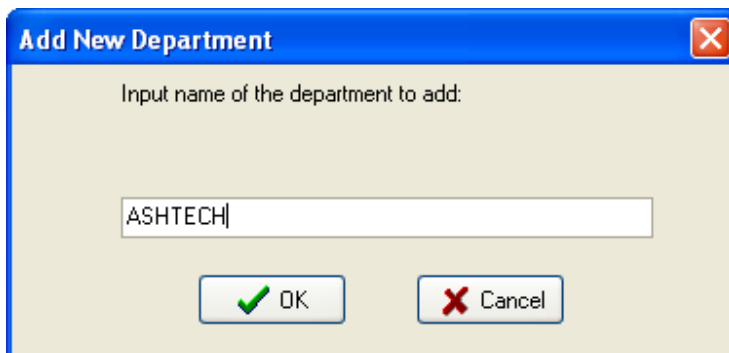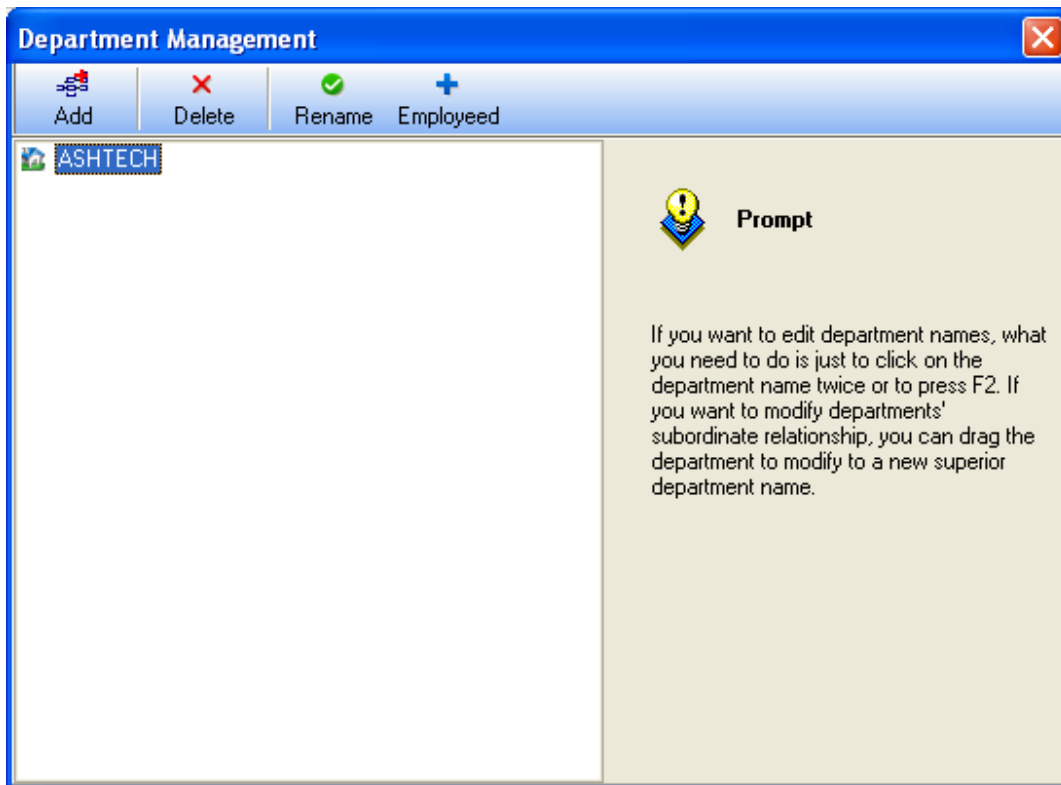
➢ select **Employee Maintenance** from **Maintenance /Option** (Main Menu) **Attendance Management Programme [Temp Supervisor]**
➢ user see **employee list Window** on his screen
➢ Select department from **include sub Department** area of **employee list Window**   Ex:- **ASHTECH**
➢ Click on **Add** Button of this window
➢ User can set employee's personal information in this window Ex:- **AC No. =1 ,Name = AAA …..**

➢ After filling all text box of this window Click on **Save** Button of this window
➢ Following this procedure user can set all employee's information in software one by one.
➢ After filling all data click on **close** tab
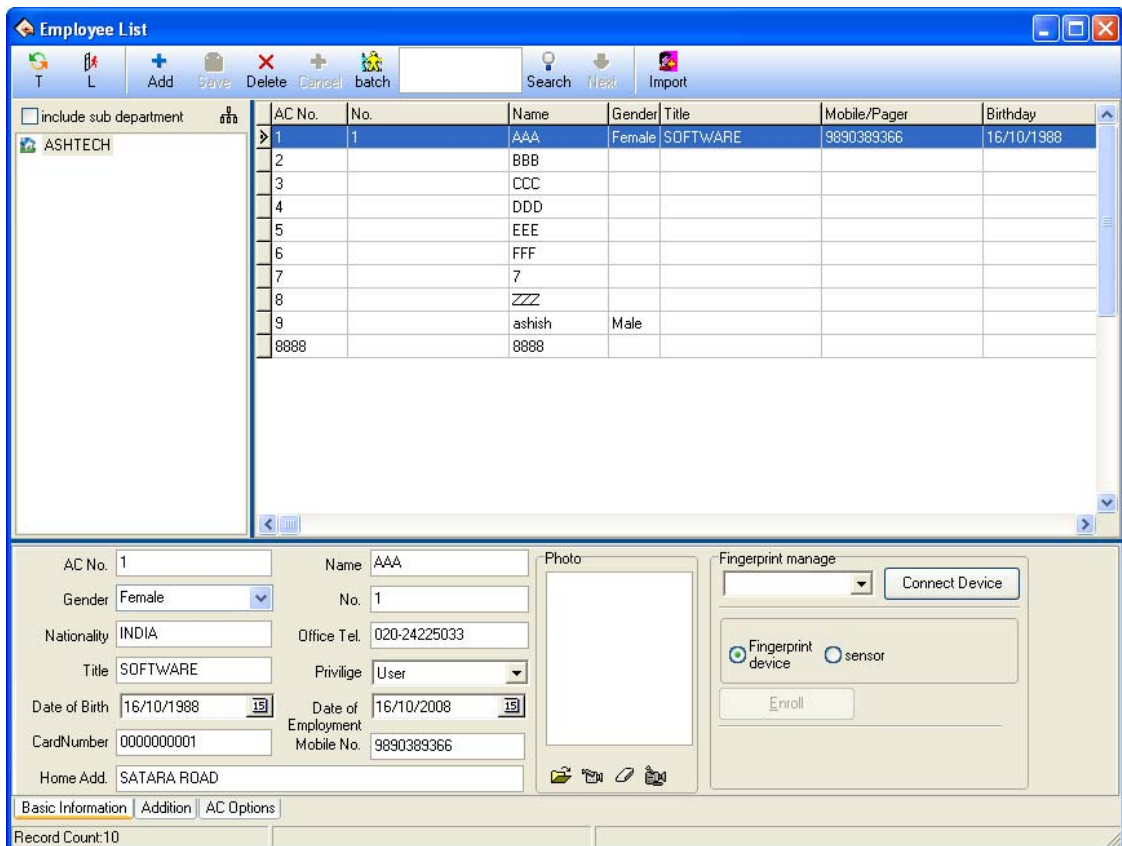
➕ **SET MANTAINANCE TIMETABLE   IN SOFTWARE**

➢ For create a timetable in software select **Maintenance timetable** from **Maintenance /Option** (Main Menu) **Attendance Management Programme [Temp Supervisor]**
➢ Then user see **Shift Timetable Maintenance** window   on his screen
➢ user must define Shift Timetable as per company's HR Rules & Regulations

➢ for create a shift click on **Add** tab of **Shift Timetable Maintenance** window
➢ then fill all the text box
➢ Write a Timetable Name in **Timetable Name** Text Box Ex :- **Day Time**
➢ Write a **On Duty Time** in **On Duty Time** Text Box Ex :- **09:00**
➢ Write a **Off Duty Time** in **Off Duty Time** Text Box Ex :- **18:00**
➢ Write a Late error Alllownce in **Late Time (Mins)** Text Box as per company's HR Rules & Regulations Ex : if company employees 5 minute late after clock in time   & Company accept his late coming But not more than 5 minutes then **Late Time (Mins) = 5**
➢ Write a **Early error Alllownce** in **Leave Early** Text Box as per company's HR Rules & Regulations Ex : if company employees 5 minute go before clock out time   & Company accept his early go But not more than 5 minutes then **Leave Early = 5**
➢ Write a **Begin clock in Time** in **Begin in** Text Box Ex :- **00:00**
➢ Write a **End clock in Time** in **End in** Text Box Ex :- **23:59**
➢ Write a **Begin clock out Time** in **Begin out** Text Box Ex :- **00:00**
➢ Write a **End clock out Time** in **End out** Text Box Ex :- **23:59**
➢ Write a **Count as Workday** in **Count as Workday** Text Box as per company's HR Rules & Regulations Ex:- if company one day work count as 1 day then **Count as Workday = 1**
➢ Write a **Count as Minutes** in **Count as Minutes** Text Box as per company's HR Rules & Regulations Ex:- **Count as Minutes = 1**
➢ click on **Add** tab
➢ click on **close** tab

🞣 **SET SHIFT MANAGEMENT   IN SOFTWARE**

➢ in this software user can must assign a shift to all employee for assign a shift select **Maintenance Shift Schedule** from **Maintenance /Option** (Main Menu) **Attendance Management Programme [Temp Supervisor]** window

➢ then user see **Shift Management** window on his screen

➢ for create a new shift first click on **add** button of this window

➢ then click on **Edit** button of this window

➢ in **name** column of **shift section** of **Shift Management** window write a name as suitable to user Ex:- **Normal**

➢ in **Beginning Date** column of **shift section** of **Shift Management** window write a date ,from which date user have to assign a shift for all employee

➢ in **Cycle unit** column of **shift section** of **Shift Management** window select a unit ,from which period user have to assign a shift for all employee Ex:- if user have to assign a shift for month for all employee then select Month from **Cycle unit** Drop Down Box . **Cycle unit = month**
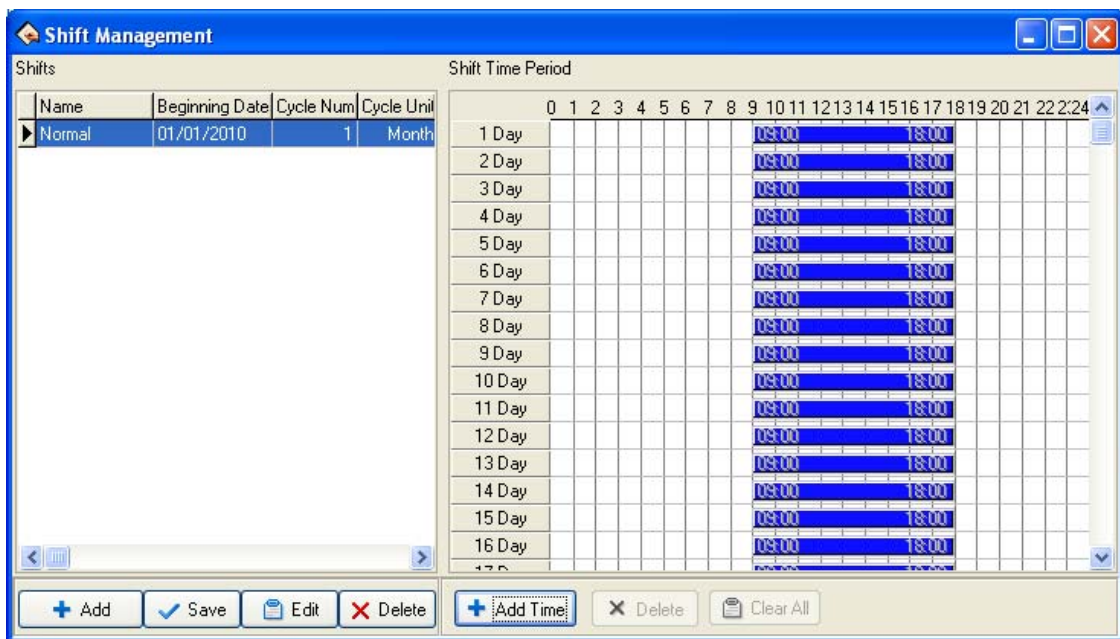
➢ then click on Add Time Button of **Shift Management** window

➢ then user see **Add shift Time Period** Window

➢ in **select Shift category for this Time Period** Section write a check mark on **Day Time (09:00 -18:00)** Check Box

➢ Click on **Ok** Tab

➢ Click on Close Tab of **Shift Management** window

➢

✦ SET EMPLOYEE SCHEDULE   IN SOFTWARE

➢ If user have to assign a particular shift to any employee then user can assign a shift by using this software

➢ For assign a particular shift to any employee

➢ Select **employee schedule** from **Maintenance/Option** (Main Menu) **Attendance Management Programme [Temp Supervisor]** window

➢ then user see **schedule employee's Ac** window on his screen select employee from **Employee** Section of **schedule employee's Ac** window

➢ click on **Arrange Shift** Tab of **schedule employee's Ac** window
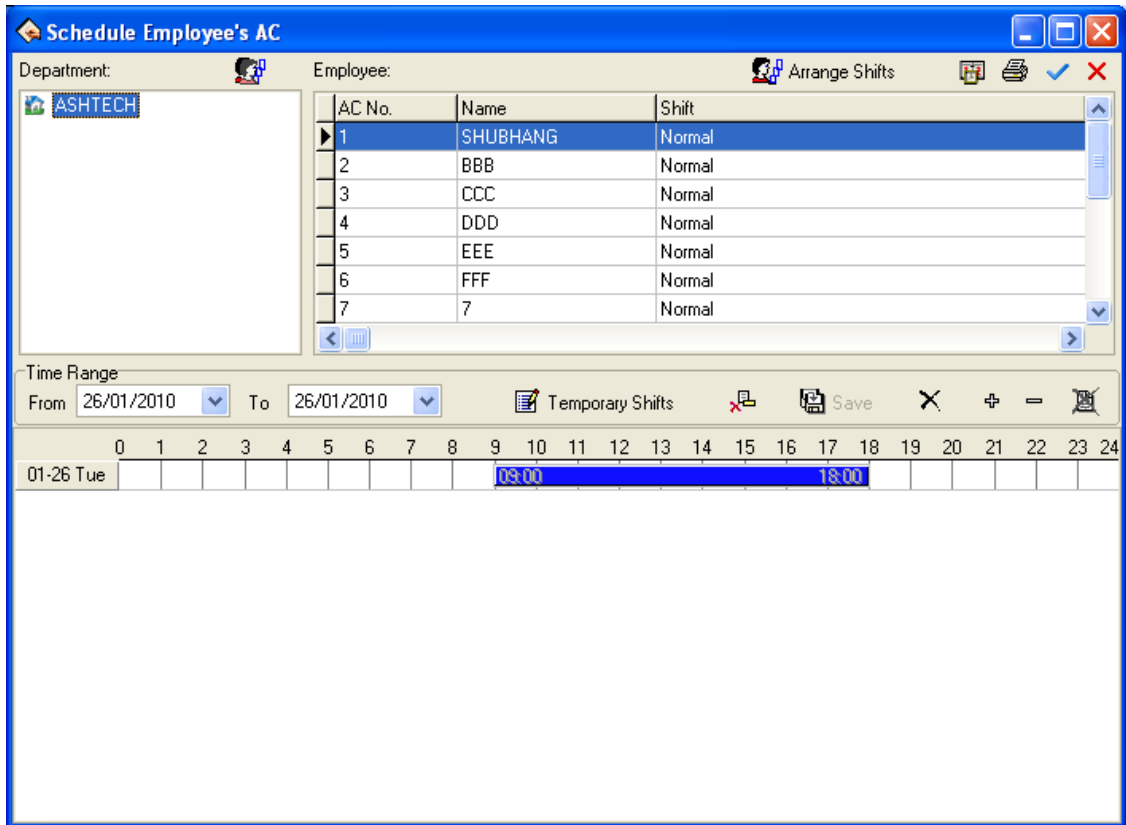
➢ then user see **Employee attention option(EMPL.Name)** window on his scren

➢ click on ✚ sign of **Employee attention option(EMPL.Name)** window

- then user see **Arrange Employee's Shifts** Window on his screen
- select time period which user have to assign a shift for selected Employee . for create period Select date **From** Drop Down Box & **To** Drop Down Box Ex :- if user have to assign a schedule for particular employee on date 1st january2010 then Select date in **From** Drop Down Box= **01/01/2010** & **To** Drop Down Box =**01/01/2010**
- click on **ok** tab of **Arrange Employee's Shifts** Window
- click on **ok** tab of **Employee attention option(EMPL.Name)**
- click on **close** tab of **schedule employee's Ac** window

♦ SET ATTENDANCE RULE   IN SOFTWARE

➢ User must set Attendance rule in this software as per company's Rule & Regulation

➢ For set Attendance Rule Select **Attendance rule** from **Maintenance/Option** (Main Menu) **Attendance Management Programme [Temp Supervisor]** window

➢ then user see **Formula Attendance Checking Rule** window on his screen

➢ in this window user can set Basic Settings in **Basic Settings** Section of **Formula Attendance Checking Rule** window

➢ user can set unit Name in **unit Name** Text Box as suitable as user Ex:- **unit Name= ASHTECH**

➢ user can set Abbreviation Name in **Abbreviation Name** Text Box as suitable as user Ex:- **Abbreviation Name= ASHTECH**

➢ in **From {Start a Week}** Drop down Box user can select any weekday as per company's Rule & Regulation Ex:- as per company's Rule & Regulation the weekday start from Monday then select **From {Start a Week}= Monday**

➢ in **From {Start a month}** Drop down Box user can select any month day as per company's Rule & Regulation Ex:- as per company's Rule & Regulation the month day start from 1 then select **From {Start a month }= 1**

➢ in **the Longest time Zone under** Drop down box user   Feed minutes figure in **the Longest time Zone under** drop down box EX:- Office time is daily in hour 9 Hour then feed in **the Longest time Zone under** drop down box= **540**

➢ in **the Shortest time Zone exceed** Drop down box user   Feed minutes figure in **the Shortest time Zone exceed** drop down box EX:- Office Shortest time is daily in hour 4 Hour then feed in **the Longest time Zone under** drop down box= **240**

➤ in **calculation** Section of **Formula Attendance Checking Rule** window user see **one workday as{Mins}** text Box .user can Feed minutes figure in window **one workday as{Mins}** text Box EX:- Office time is daily in hour 9 Hour then feed in **one workday as{Mins}** drop down box= **540**

➤ in **clock –in over{mins . Count as late }** drop down box feed minutes figure   by company's rule & regulation Ex:- if company's rule & regulation is employee enter in office after 5 minute of office time that calculate him as late mark. then type in **clock –in over{mins . Count as late }** drop down box **5**

➤ In **clock –in over{mins . Count as early}** drop down box feed minutes figure by company's rule & regulation Ex:- if company's rule & regulation is employee out from office before 5 minute of office time that calculate him as early go mark. then type in **clock –in over{mins . Count as early}**   drop down box**5**

➤ in **after{mins . Leaving Count as OT }** drop down box feed minutes figure by company's rule & regulation Ex:- if company's rule & regulation is employee in office after 60 minute of office time that calculate him as overtime   mark. then type in **after{mins . Leaving Count as OT}**   drop down box **60** & check mark on this   **Check Box**

➤ Click on **Ok** tab

- Two way to download data form machine to software
  1) data download by USB Pen Drive
  2) data download by LAN

❖ DATA DOWNLOAD BY USB PEN DRIVE

- For download data from Pen drive first collect data from machine to pen drive
- Connect the pen drive to pc
- Select **USB Disk management** from **Data** (Main Menu) **Attendance Management Programme [Temp Supervisor]** window
- then user see **USB Import/Export** window on his screen
- Click on **OK**
- Click on **OK**
- then user see **U Disc data management** window on his screen
- in **import user data** section Click on **import user data**
- Click on **OK**
- Click on **OK**
- Click on **OK**
- Click on **import from local Disc**

➢ Then software ask you path of file then select pen drive & click on **ok** Ex:- **Removable Disc (F)**

➢ Click on **OK**

➢ Click on **OK**
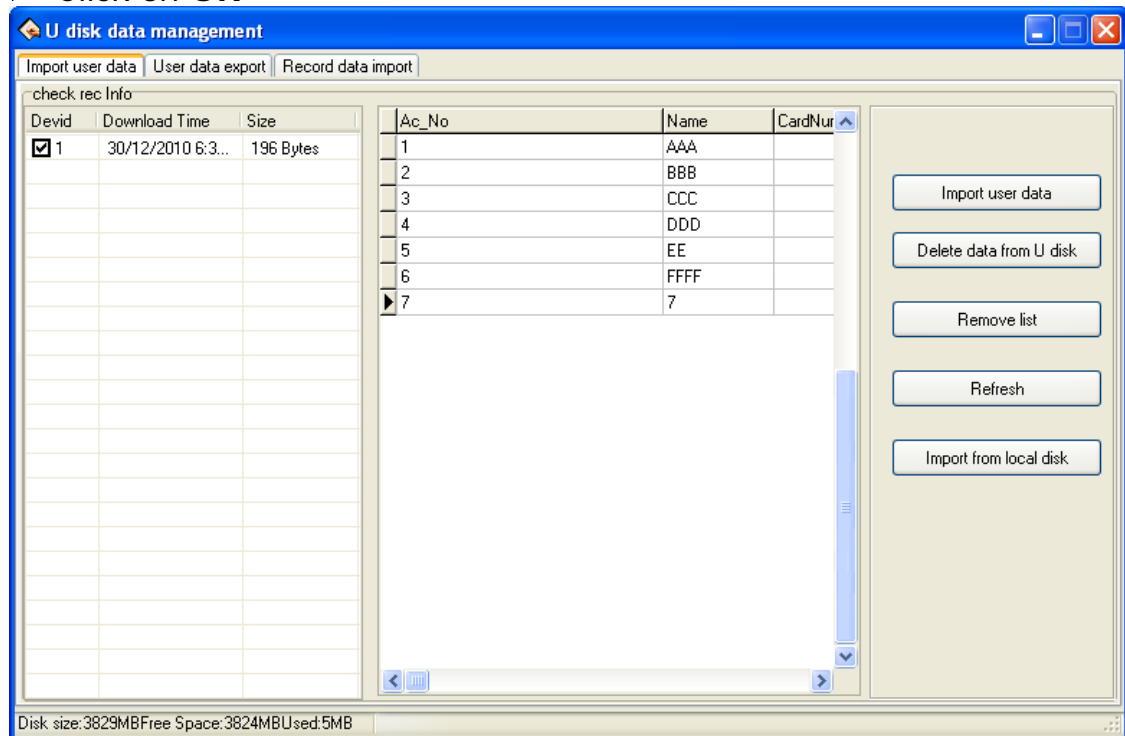
➢ Click on **OK**

➢ in **Record data import** section Click on **import the record from U Disc**

➢ Click on **OK**

➢ Click on **OK**

➢ Click on **import from local Disc**

➢ Then software ask you path of file then select pen drive & click on **ok** Ex:- **Removable Disc (F)**

➢ Click on **OK**

➢ Click on **OK**

➢ Click on **close**

U disk data management

Import user data | User data export | Record data import

Require Export Data

DevID	Download Time	Size
☐ 1	30/12/2010 6:3...	490 Bytes

Name	Ac_No	Time
	6	2010-12-29 19:47:59
	5	2010-12-29 19:48:02
	1	2010-12-30 10:27:02
	2	2010-12-30 10:27:05
	3	2010-12-30 10:27:11
	4	2010-12-30 10:27:14
	5	2010-12-30 10:27:21
	6	2010-12-30 10:27:25
	1	2010-12-30 18:30:24
	2	2010-12-30 18:30:26
	3	2010-12-30 18:30:28
	4	2010-12-30 18:30:31
	5	2010-12-30 18:30:34
	6	2010-12-30 18:30:36

[Import the rec from U Disk]
[Del Data From U Disk]
[Clear List]
[Refresh]
[Import from Local]

Disk size:3829MBFree Space:3824MBUsed:5MB   File Time:30/12/2010 6:31:08 PMFile Size:4256 Bytes

❖ **DATA DOWNLOAD BY LAN**

➢
➢ First connect the device to PC By LAN Network For that LAN Cable
to device
➢ click on **download attendance logs** icon from **Attendance
Management Programme [Temp Supervisor]**

❖ **SHOW REPORT IN SOFTWAER**

➢ For show a report first user must select **Report** icon from
Attendance Management Programme [Temp Supervisor]
window Then user see **Attendance Calculation** window on his screen
➢ First select Department or All, which you have to see report from
Dep drop down Box
➢ Then select Staff no. or All, which you have to see report from
Dep drop down Box
➢ Select date **From** Drop Down Box from **Time Range** Section
➢ Select date **To** Drop Down Box , from **Time Range** Section ,Which
period report user have Ex:-**From = 26/01/10, To =26/01/10**Click
on **Calculate** icon From Main menu of this Window
➢ After Click on Calculate tab Software Show you various type of
report as follows

❖ **CLOCK IN /OUT LOG EXCEPTION REPORT IN SOFTWARE**

➢ For Clock in / Out Log   Exception Report Select **For Clock in / Out
Log   Exception Report** Area from **Attendance Calculation** Window
➢ You can Export this report in Excel

➢ For export to Excel click on **Export Data** icon from **Attendance Calculation** Window
➢ Then user see **Export Field Option** Window on his screen
➢ Click on **ok** tab of **Export Field Option** Window
➢ Then software ask you to save report in which format select **Microsoft Excel Files(*.xls)** from **save as Type** Drop down box from **Save as** Window. type a name of file in **File Name** Text Box as suitable for user.
➢ Click on **Save** tab
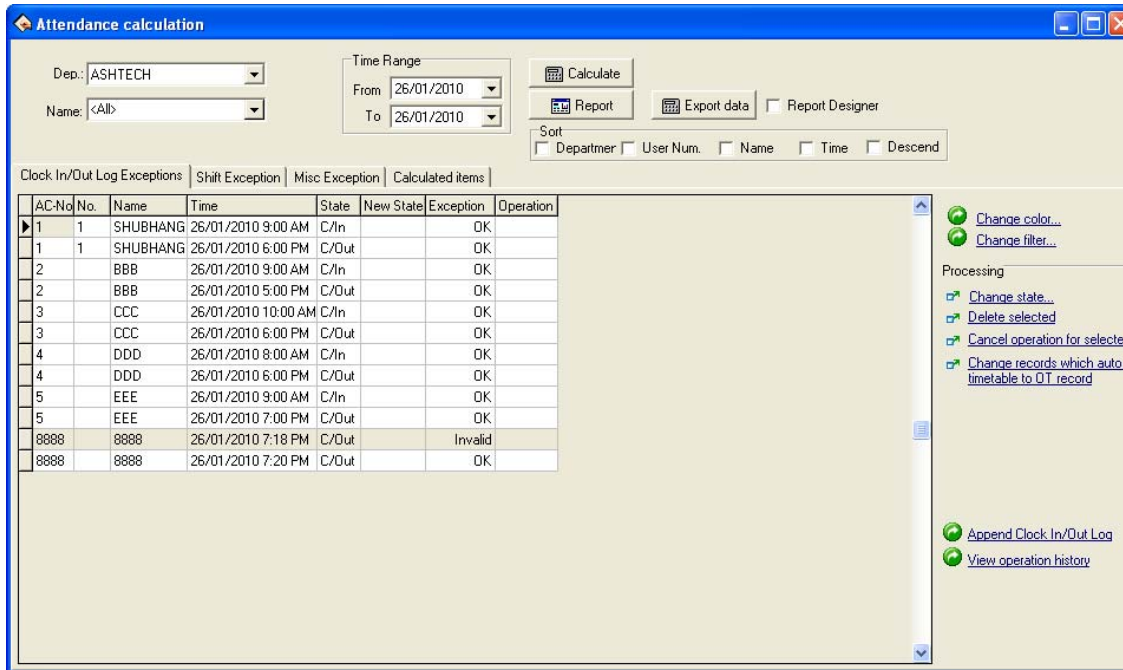
	A	B	C	D	E	F	G	H
1	AC-No.	No.	Name	Time	State	New State	Exception	Operation
2	1	1	SHUBHANG	26/01/2010 9:00 AM	C/In		OK	
3	1	1	SHUBHANG	26/01/2010 6:00 PM	C/Out		OK	
4	2		BBB	26/01/2010 9:00 AM	C/In		OK	
5	2		BBB	26/01/2010 5:00 PM	C/Out		OK	
6	3		CCC	26/01/2010 10:00 AM	C/In		OK	
7	3		CCC	26/01/2010 6:00 PM	C/Out		OK	
8	4		DDD	26/01/2010 8:00 AM	C/In		OK	
9	4		DDD	26/01/2010 6:00 PM	C/Out		OK	
10	5		EEE	26/01/2010 9:00 AM	C/In		OK	
11	5		EEE	26/01/2010 7:00 PM	C/Out		OK	
12	8888	8888		26/01/2010 7:18 PM	C/Out		Invalid	
13	8888	8888		26/01/2010 7:20 PM	C/Out		OK	
14								
15								
16								
17								
18								
19								
20								

❖ **SHIFT EXCEPTION REPORT IN SOFTWARE**

➢ For Shift Exception Report Select **Shift Exception Report** Area from **Attendance Calculation** Window
➢ You can Export this report in Excel
➢ For export to Excel click on **Export Data** icon from **Attendance Calculation** Window
➢ Then user see **Export Field Option** Window on his screen
➢ Click on **ok** tab of **Export Field Option** Window
➢ Then software ask you to save report in which format select **Microsoft Excel Files(*.xls)** from **save as Type** Drop down box from **Save as** Window. type a name of file in **File Name** Text Box as suitable for user.
➢ Click on **Save** tab

❖ CALCULATED ITEMS REPORT IN SOFTWARE

➢ For Shift Exception Report Select **Calculated Item** Area from **Attendance Calculation** Window
➢ You can Export this report in Excel
➢ For export to Excel click on **Export Data** icon from **Attendance Calculation** Window
➢ Then user see **Export Field Option** Window on his screen
➢ Click on **ok** tab of **Export Field Option** Window
➢ Then software ask you to save report in which format select **Microsoft Excel Files(*.xls)** from **save as Type** Drop down box from **Save as** Window. type a name of file in **File Name** Text Box as suitable for user.
➢ Click on **Save** tab

AC-No	cust	Name	Normal	Actual1	Late	Early	Absent	OT	OUT	BOUT	WTime	Times	VIn	VOut	N/In	N/Out	AFL	BLeave	Sick	Vacation	Other	NDays	Weekend	Holida
1	1	SHUB	1	1	0	0	0	0	0	0	9	2	1	1	0	0	0	0	0	0	0	1	0	0
2		BBB	1	1	0	60	0	0	0	0	8	2	1	1	0	0	0	0	0	0	0	1	0	0
3		CCC	1	1	60	0	0	0	0	0	8	2	1	1	0	0	0	0	0	0	0	1	0	0
4		DDD	1	1	0	0	0	0	0	0	9	2	1	1	0	0	0	0	0	0	0	1	0	0
5		EEE	1	1	0	0	1	0	0	0	9	2	1	1	0	0	0	0	0	0	0	1	0	0
6		FFF	1	0	0	0	1	0	0	0	0	2	0	0	1	1	0	0	0	0	0	0	0	0
7		7	1	0	0	0	1	0	0	0	0	2	0	0	1	1	0	0	0	0	0	0	0	0
8		ZZZ	1	0	0	0	1	0	0	0	0	2	0	0	1	1	0	0	0	0	0	0	0	0
9		ashish	1	0	0	0	1	0	0	0	0	2	0	0	1	1	0	0	0	0	0	0	0	0
8888		8888	1	1	0	0	0	1	0	0	9	2	0	1	1	0	0	0	0	0	0	1	0	0

❖ DAILY ATTENDANCE STATISTIC REPORT IN SOFTWARE

➢ For Daily Attendance Statistic Report click on **Report** icon from **Attendance Calculation report** Window select **Daily Attendance Statistic Report** Then user see preview of this report, for save this report click on **save** tab of this preview window

➢ Then software ask you to save report in which format select **Report file(*.xls)** from **save as Type** Drop down box from **Save as** Window. type a name of file in **File Name** Text Box as suitable for user.

➢ Click on **Save** tab

Daily Attendance Checking Report (ASHTECH)

From 2010-01-26 to 2010-01-26

Name	AC-No.	26 Tue	27 We	28 Th	29 Fri	30 Sat	31 Sun	1 Mo	2 Tue	3 We	4 Th	5 Fri	6 Sat	7 Sun	8 Mo	9 Tue	10 We	11 Th	12 Fri	13 Sat	14 Sun	15 Mo	16 Tue	17 We	18 Th	19 Fri	20 Sat	21 Sun	22 Mo	23 Tue	24 We	25 Th	Duty WDay	Actual WDay	Absent WDay	Late Min.	Early Min.	OT Hour	AfL
ASHTECH																																							
SHUBHANG(1)																																	1	1					
BBB(2)		<																															1	1			60		
CCC(3)		>																															1	1		60			
DDD(4)																																	1	1					
EEE(5)																																	1	1				1	
FFF(6)		A																															1		1				
7(7)		A																															1		1				
ZZZ(8)		A																															1		1				
ashish(9)		A																															1		1				
8888(8888)		[																															1	1				1	

Page 1/1

❖ ATTENDANCE GENERAL REPORT IN SOFTWARE

➢ For Attendance General Report click on **Report** icon from
Attendance Calculating and report Window select **Attendance
General Report** Then user see preview of this report, for save this
report click on **save** tab of this preview window
➢ Then software ask you to save report in which format select
Report file(*.xls) from **save as Type** Drop down box from **Save as**
Window. type a name of file in **File Name** Text Box as suitable for
user.
➢ Click on **Save** tab

General Attendance Statistics (ASHTECH)

2010-01-26 to 2010-01-26

Name	AC-No.	Duty WDay	Actual WDay	Absent WDay	Late Min.	Early Min.	OT Hour	AfL Hour	BL WDay	N/In Times	N/Out Times	Clock Times	Sick Hour	Vaca Hour	Other Hour		WorkTime Hour	Work %
ASHTECH																		
SHUBHANG	1	1	1									2					9	100
BBB	2	1	1			60						2					8	100
CCC	3	1	1		60							2					8	100
DDD	4	1	1									2					9	100
EEE	5	1	1				1					2					9	100
FFF	6	1		1						1	1	2						0
7	7	1		1						1	1	2						0
ZZZ	8	1		1						1	1	2						0
ashish	9	1		1						1	1	2						0
8888	8888	1	1				1			1		2					9	100
Tatol: 10		10	6	4	60	60	2			5	4	20					52	60
Grand Total: 10		10	6	4	60	60	2			5	4	20					52	60

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General Attendance Statistics (ASHTECH)

2010-01-26 to 2010-01-26

Name	AC-No.	Duty WDay	Actual WDay	Absent WDay	Late Min.	Early Min.	OT Hour	AfL Hour	BL WDay	N/In Time	N/Out Time	Clock Time	Sick Hour	Vaca Hour	Other Hour		WorkTim Hour	Work %
ASHTECH																		
SHUBHANG	1	1	1									2					9	100
BBB	2	1	1			60						2					8	100
CCC	3	1	1		60							2					8	100
DDD	4	1	1									2					9	100
EEE	5	1	1				1					2					9	100
FFF	6	1		1						1	1	2						0
7	7	1		1						1	1	2						0
ZZZ	8	1		1						1	1	2						0
ashish	9	1		1						1	1	2						0
8888	8888	1	1				1			1		2					9	100
Tatol: 10		10	6	4	60	60	2			5	4	20					52	60
Grand Total: 10		10	6	4	60	60	2			5	4	20					52	60

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➢ For Department Attendance Statistic Report click on **Report** icon from **Attendance Calculation** Window select **Attendance General Report** Then user see preview of this report, for save this report click on **save** tab of this preview window

➢ Then software ask you to save report in which format select **Report file(*.xls)** from **save as Type** Drop down box from **Save as** Window. type a name of file in **File Name** Text Box as suitable for user.

➢ Click on **Save** tab

Microsoft Excel - zk 6.xls.xls.xls

File Edit View Insert Format Tools Data Window Help

General Attendance Statistics (ASHTECH)

2010-01-26 to 2010-01-26

Deptment	Emp. Num.	Duty WDay	Actual WDay	Absent WDay	Late Min.	Early Min.	OT	AfL	BL WDay	N/In Times	N/Out Times	Clock Times	Sick Hour	Vaca Hour	Other Hour	WorkTim Hour	Work %
	10	10	6	4	60	60	2			5	4	20				52	60
Grand Total: 10		10	6	4	60	60	2			5	4	20				52	60

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❖ **STAFF'S ON - DUTY / OFF – DUTY TIMETABLE IN SOFTWARE**

➢ For Staff's on – duty / off – duty timetable Report click on **Report** icon from **Attendance Calculation** Window select **Staff's on – duty / off – duty timetable**

➢ Then user see preview of this report, for save this report click on **save** tab

➢ Then software ask you to save report in which format select **Report file(*.xls)** from **save as Type** Drop down box from **Save as** Window. type a name of file in **File Name** Text Box as suitable for user.

➢ Click on **Save** tab

Staff's On-duty/Off-duty Timetable   (ASHTECH)   2010-01-26 ÖÁ 2010-01-26

ASHTECH			1			SHUBHANG			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
09:00-18:00									

ASHTECH			2			BBB			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
09:00-17:00									

ASHTECH			3			CCC			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
10:00-18:00									

ASHTECH			4			DDD			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
08:00-18:00									

ASHTECH			5			EEE			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
09:00-19:00									

ASHTECH			6			FFF			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
-									

ASHTECH			7			7			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
-									

ASHTECH			8			ZZZ			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
-									

ASHTECH			9			ashish			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu

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Staff's On-duty/Off-duty Timetable   (ASHTECH)   2010-01-26 ÖÁ 2010-01-26

ASHTECH			1			SHUBHANG			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
09:00-18:00									

ASHTECH			2			BBB			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
09:00-17:00									

ASHTECH			3			CCC			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
10:00-18:00									

ASHTECH			4			DDD			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
08:00-18:00									

ASHTECH			5			EEE			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
09:00-19:00									

ASHTECH			6			FFF			
01/26 Tue	01/27 Wed	01/28 Thu	01/29 Fri	01/30 Sat	01/31 Sun	02/01 Mon	02/02 Tue	02/03 Wed	02/04 Thu
-									

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❖ DAILY ATTENDANCE SHIFT   IN SOFTWARE

➢ For Daily Attendance Shift Report click on **Report** icon from **Attendance Calculation** Window select **Daily Attendance Shift**

➢ Then user see preview of this report, for save this report click on **save** tab

➢ Then software ask you to save report in which format select **Report file(*.xls)** from **save as Type** Drop down box from **Save as** Window. type a name of file in **File Name** Text Box as suitable for user.

➢ Click on **Save** tab

❖ CREATE REPORT IN GRID LINE REPORT   IN SOFTWARE

➢ For Create Report in Grid Line Report click on **Report** icon from **Attendance Calculation** Window select **Create Report in Grid Line**

➢ Then user see preview of this report, for save this report click on **save** tab

➢ Then software ask you to save report in which format select **Report file(*.xls)** from **save as Type** Drop down box from **Save as** Window. type a name of file in **File Name** Text Box as suitable for user.

➢ Click on **Save** tab

Shift Exception

Emp No.	AC-No.	No.	Name	Auto-Assign	Date	Timetable	On duty	Off duty	Clock In	Clock Out
1	1	1	SHUBHANG		26/01/2010	Daytime	09:00	18:00	09:00	18:00
2	2		BBB		26/01/2010	Daytime	09:00	18:00	09:00	17:00
3	3		CCC		26/01/2010	Daytime	09:00	18:00	10:00	18:00
6	4		DDD		26/01/2010	Daytime	09:00	18:00	08:00	18:00
5	5		EEE		26/01/2010	Daytime	09:00	18:00	09:00	19:00
4	6		FFF		26/01/2010	Daytime	09:00	18:00		
7	7		7		26/01/2010	Daytime	09:00	18:00		
10	8		ZZZ		26/01/2010	Daytime	09:00	18:00		
11	9		ashish		26/01/2010	Daytime	09:00	18:00		
8	8888		8888		26/01/2010	Daytime	09:00	18:00		19:20

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Shift Exception

Emp No.	AC-No.	No.	Name	Auto-Assign	Date	Timetable	On duty	Off duty	Clock In	Clock Out
1	1	1	SHUBHANG		26/01/2010	Daytime	9:00	18:00	9:00	18:00
2	2		BBB		26/01/2010	Daytime	9:00	18:00	9:00	17:00
3	3		CCC		26/01/2010	Daytime	9:00	18:00	10:00	18:00
6	4		DDD		26/01/2010	Daytime	9:00	18:00	8:00	18:00
5	5		EEE		26/01/2010	Daytime	9:00	18:00	9:00	19:00
4	6		FFF		26/01/2010	Daytime	9:00	18:00		
7	7		7		26/01/2010	Daytime	9:00	18:00		
10	8		ZZZ		26/01/2010	Daytime	9:00	18:00		
11	9		ashish		26/01/2010	Daytime	9:00	18:00		
8	8888		8888		26/01/2010	Daytime	9:00	18:00		19:20

Normal	Real time	Late	Early	Absent	OT Time	Work Time	Exception	Must C/In	Must C/Out	Department
1	1					9:00		Y	Y	ASHTECH
1	1		1:00			8:00		Y	Y	ASHTECH
1	1	1:00				8:00		Y	Y	ASHTECH
1	1					9:00		Y	Y	ASHTECH
1	1				1:00:05 AM	9:00		Y	Y	ASHTECH
1				Y				Y	Y	ASHTECH
1				Y				Y	Y	ASHTECH
1				Y				Y	Y	ASHTECH
1				Y				Y	Y	ASHTECH
1	1				1:20:22 AM	9:00		Y	Y	ASHTECH

NDays	WeekEnd	Holiday	ATT_Time	NDays_OT	WeekEnd_OT	Holiday_OT
1			8:59			
1			8:00			
1			7:59			
1			10:00			
1			9:59	1		
1			10:20	1.34		

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