



## USER MANUAL

smartSOFT classic Plus.  
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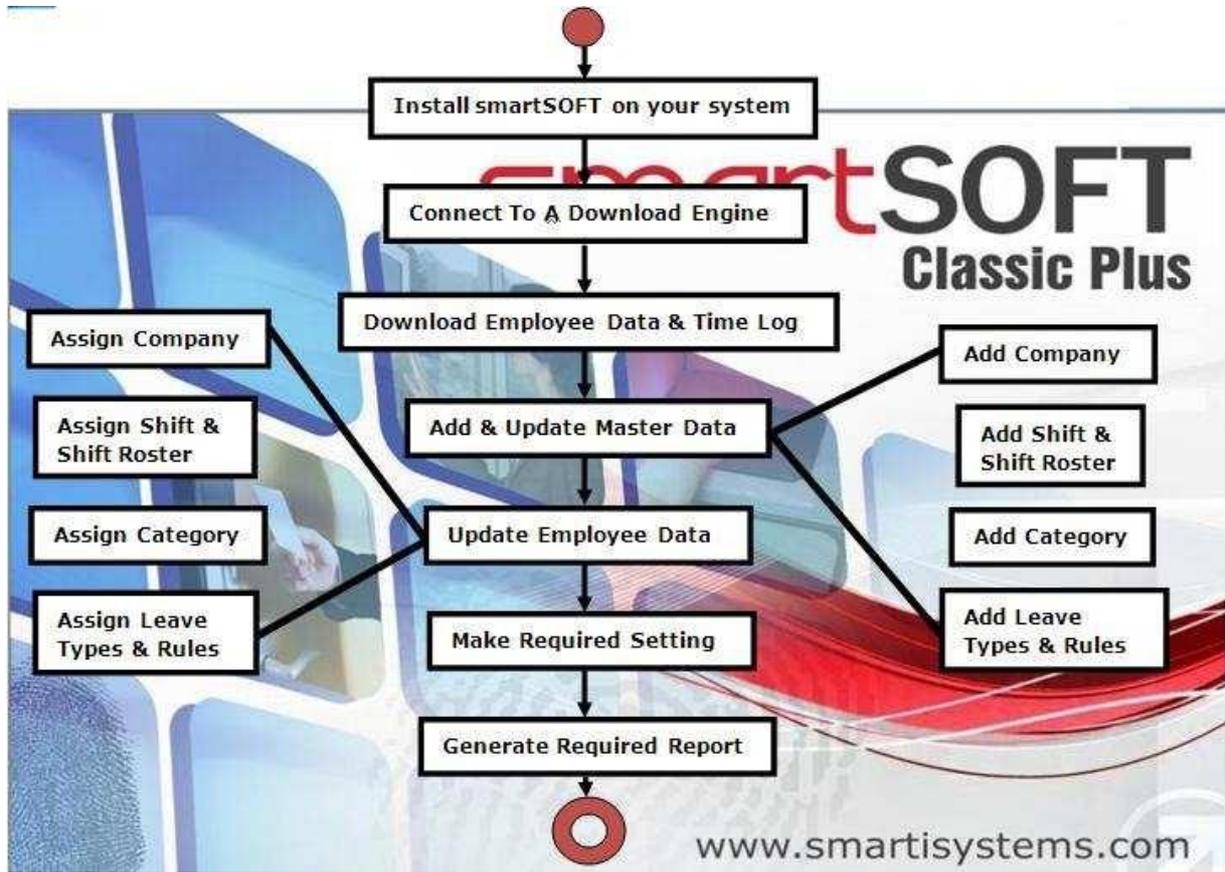
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## How to Use smartSOFT :



### 1. How to get data from the controllers:

#### A. Download Data from Hardware:

smartSOFT works on Employee Data and their time logs.

This data is first transferred from the hardware through Data capturing Software ie Download Engine or smartENGINE 30 to their relevant Databases. So first you need to connect to a download engine or smartENGINE 30 and transfer all your machine data to it.

smartSOFT then connects to the database and then allows you to download the data to the server database.

For this purpose you are provided with the form "Select Database Path" under "Settings" Menu. Select Database Path:

The image at the right shows you how to select database. You are provided with a facility to connect to 2 types of databases i.e. MS-Access and MS-SQL Server.

Then you can browse the required database file. The path is displayed in the textbox shown.

Then you need to click on "Save Settings" which would save the settings to download data.



### B. Download Time logs:

In order to download time logs you need to first Select Controllers among the available list and then click on "Download Time Logs"



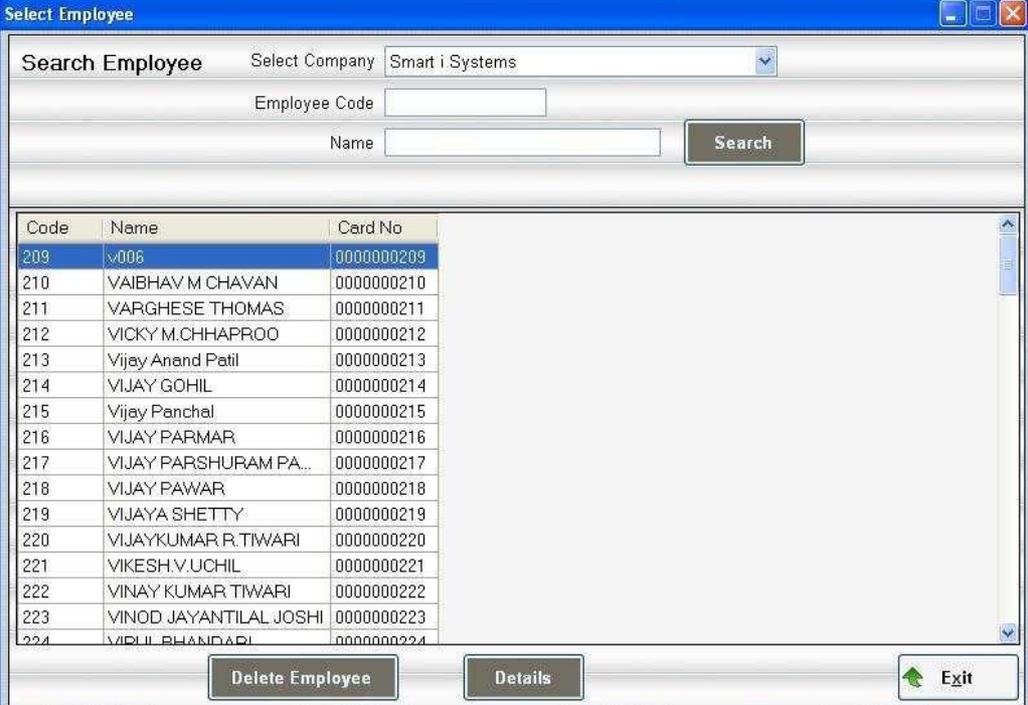
### 2. Employee Master:

smart SOFT classic plus provides the user with a facility to download the employee data (Information) such as - Employee Name; Card No; Employee Code - to the server database of smartSOFT Advance from the database of the data capturing software viz smartENGINE or Download Engine.

Later the user can edit, update or delete their details through various forms. The user can also assign Company, Shifts, Shift Roaster and Categories to these employees using various user forms provided to serve the purpose.

When the user click on "Employee" under "Master Menu" a form is shown to "Select Employee" as shown in the figure which also facilitates various search criteria to search employees.

The user can search employee Company wise, by Employee code, by name along with the additional filters shown.



Code	Name	Card No
209	v006	0000000209
210	VAIBHAV M CHAVAN	0000000210
211	VARGHESE THOMAS	0000000211
212	VICKY M.CHHAPROO	0000000212
213	Vijay Anand Patil	0000000213
214	VIJAY GOHIL	0000000214
215	Vijay Panchal	0000000215
216	VIJAY PARMAR	0000000216
217	VIJAY PARSHURAM PA...	0000000217
218	VIJAY PAWAR	0000000218
219	VIJAYA SHETTY	0000000219
220	VIJAYKUMAR R.TIWARI	0000000220
221	VIKESH.V.UCHIL	0000000221
222	VINAY KUMAR TIWARI	0000000222
223	VINOD JAYANTILAL JOSHI	0000000223
224	VIPUL BHANDARI	0000000224

### 1.1 With this form the user can-

1. Search particular employee.
2. View details of that employee.

### 1.2 Steps to Search Employee:

1. Enter the desired search parameters.

Click on "Search" button.

The resultant employees are displayed in the grid below.

### 1.3 Steps to View Details of Employee:

1. Select any employee from grid.
2. Click on "Details" button. The user will be redirected to the employee details page where the user can view employee's Personal details, Shift Details and also Attendance Details.

### 1.4 Steps to Delete An Employee:

1. Select any employee from grid.
2. Click on "Delete Employee" button.

#### a. Employee Personal Details:

With this form the user can-

View Personal Details of an employee.

Update details.

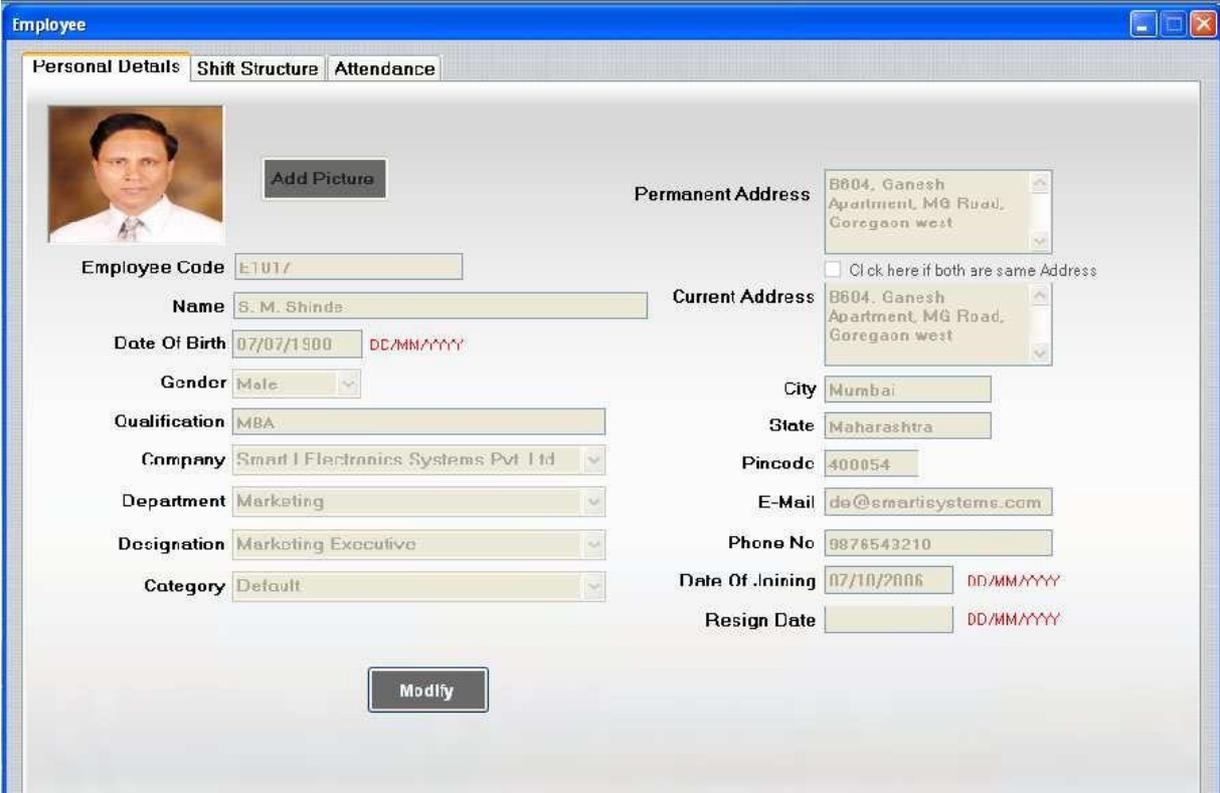
Add the image of the employee by clicking on "Add Picture". This will help to browse the image to be displayed in the picture box shown.

Select another employee by clicking "Select another Employee". This will take to the previous "Search employee" form.

View details of various employees using the Move to Button Panel provided for this purpose.

Clicking on "Save" would save all the changes made.

Clicking on "Reset" would reset all the details.



#### b. Employee Shift Structure:

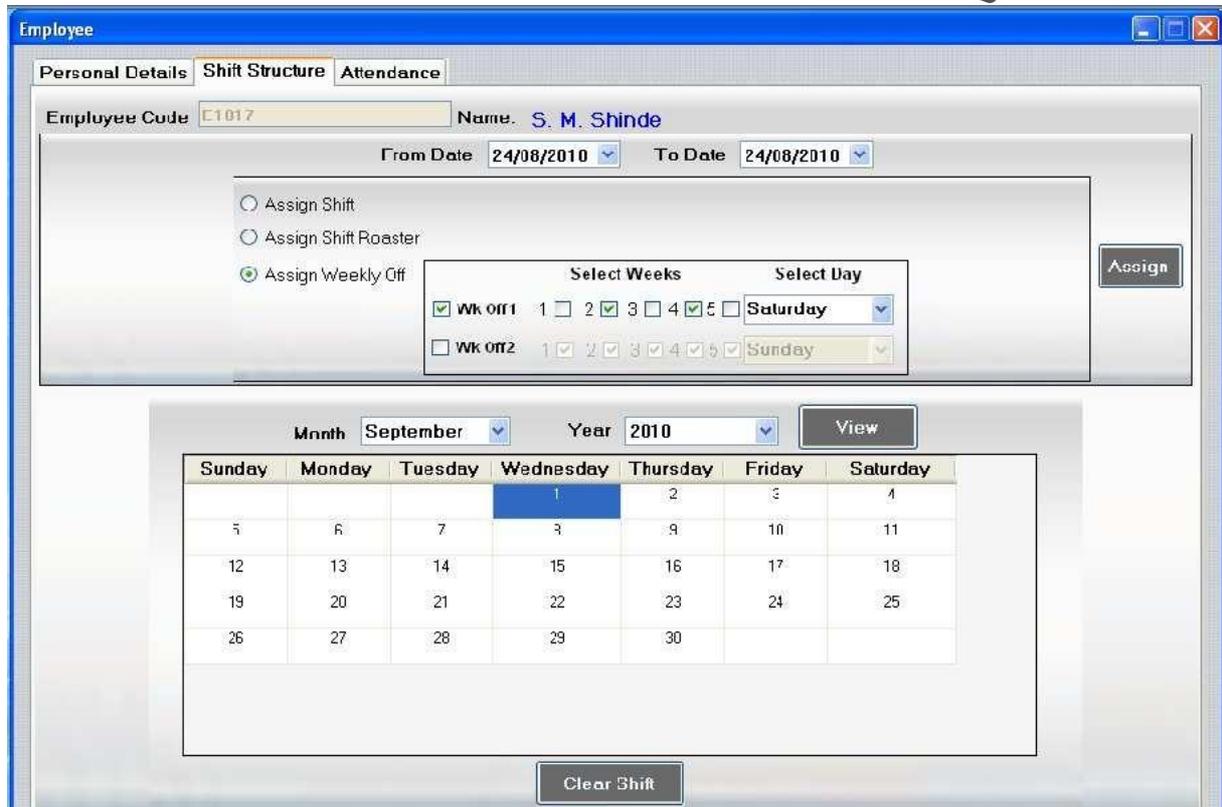
With this form the user can-

The user can view month wise Shift Structure of an employee.

Assign Shifts, Shift Roaster or weekly off to the employee for a selected date range as shown in the form above.

Select another employee by clicking "Select another Employee". This will take to the previous "Search employee" form

4. The user can also view details of various employees using the Move to Button Panel provided.



### c. Employee Attendance:

With this form the User can-

View month wise Attendance Details of an employee.

If the user select a particular date & click on View, the user can see the shift & punch details of that employee for that day below on the left side of the form.

The user can also see the complete attendance details of the month which includes:

a) Full Days

- 1) Half Days
- 2) Irregular Punch Days
- 3) Holidays
- 4) Weekly Off
- 5) Late/Early Details
- 6) Overtime details

4. The user can also search another employee by clicking on "Select another Employee".

5. The user can also view details of various employees using the Move to Button Panel provided.

**Employee**

Personal Details | Shift Structure | **Attendance**

Emp Code: E1017 Name: S. M. Shinde

Month: August Year: 2010 View

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 General	2 General	3 General	4 General	5 General	6 General	7 General
8 General	9 General	10 General	11 General	12 General	13 General	14 General
15 Holiday	16 General	17 General	18 General	19 General	20 General	21 General
22 General	23 General	24 General	25 General	26 General	27 General	28 General
29 General	30 General	31 General				

**Attendance details for:**

Full: 0 Dates: [ ]

Half: 0 Dates: [ ]

Irregular: 0 Dates: [ ]

Present Days: 0

Holidays+Weekly Off: 1+0-1

Leaves: 0 Dates: [ ]

Absent: 23 Dates: 1,2,3,4,5,6,7,8,9,10,11,12,13,14,16,17,18,19,20,21,22,23,24

Total Days: 31

Late Coming: 0 Dates: [ ]

Early Going: 0 Dates: [ ]

Overtime: 0:00 Details: [ ]

**Daily time details for 26/08/2010**

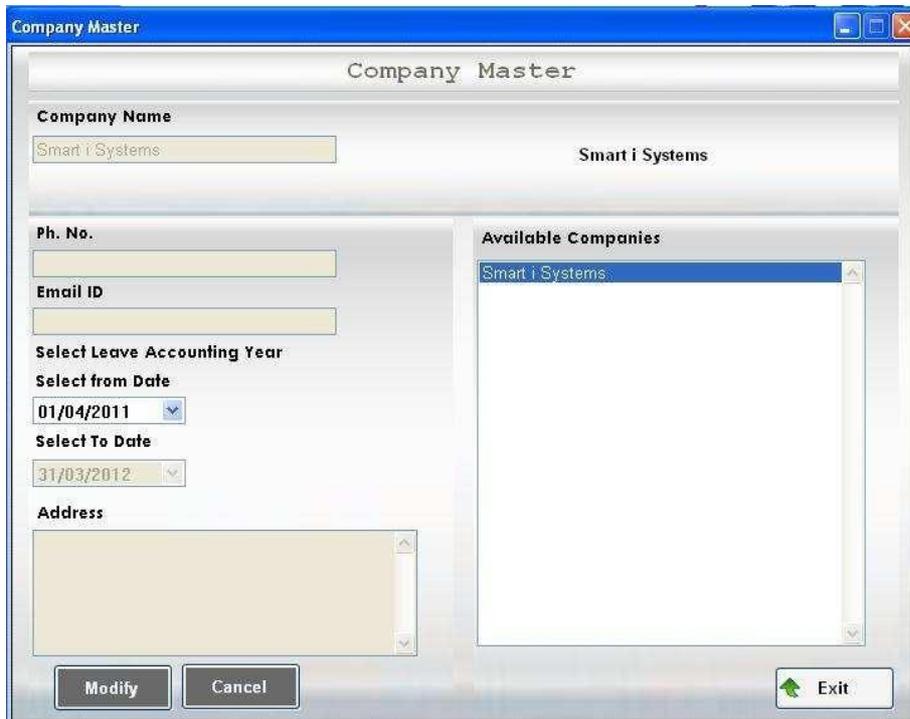
	Shift Time	Punch Time	Previous Day
Check-In	09:00	00:00	[ ]
Lunch-Start	:	:	[ ]
Lunch-End	:	:	[ ]
Check-Out	18:00	:	[ ]

Current Day: [ ]

Next Day: [ ]

### 3. Company Master:

smartSOFT classic plus provides the user only one company can be added. Company Master is the form provided to serve the purpose. The form structure is as shown in the figure.



#### 1.1 With this form the user can-

Set Leave Accounting year for that Company

The user can also edit the details of the existing Company.

#### 1.2 Edit Details Of Existing Companies:

The user is also provided with the option of modify existing Company.

A List box shown on the right side of the form displays a list of all the existing companies.

In order to edit them the user need to take following steps:

1. Select Company name. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.



2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.

#### 4. Department Master:

smartSOFT provides the user with a facility to maintain Multiple Department. The user can have Multiple Departments.

Department Master is the form provided to serve the purpose. The form structure is as shown above.

### 1.1 With this form the user can-

1. Add a New Department.
2. The user can also edit the details or delete the existing Departments.

### 1.2 Steps to add a Department:

Enter the Department Name which is mandatory.

Enter other details required.

Click "ADD" to save the Department details to the database.

Now the user will observe that the entered Department name appears in the Available Departments list.

Repeat the above steps for adding more Departments.

### 1.3 Delete/Edit Details of Existing Departments:

The user is also provided with the option of modifying or deleting an existing Department. A List box shown on the right side of the form displays a list of the entire existing Department.

In order to edit/delete them the user need to take following steps:

1. Select Department name. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.

3. To Delete: Just click on "Delete" and the Department will get deleted with all its details.

## 5. Designation Master:

smartSOFT provides the user with a facility to maintain Multiple Designations. The user can have multiple designations for employees.

Designation Master is the form provided to serve the purpose. The form structure is as shown above.

### 1.1 With this form the user can-

1. Add a new Designation.
2. The user can also edit the details or delete the existing Designations.

### 1.2 Steps to add a Designation:

1. The user need to select the Company under which to add the Designation.

Enter the Designation Name which is mandatory.

Enter other details required.

Click "ADD" to save the Designation details to the database.

Now the user will observe that the entered Designation name appears in the Available Designations list.

Repeat the above steps for adding more Designations.

### 1.3 Delete/Edit Details of Existing Designations:

The user is also provided with the option of modifying or deleting an existing Designation. A List box shown on the right side of the form displays a list of all the existing Designation.

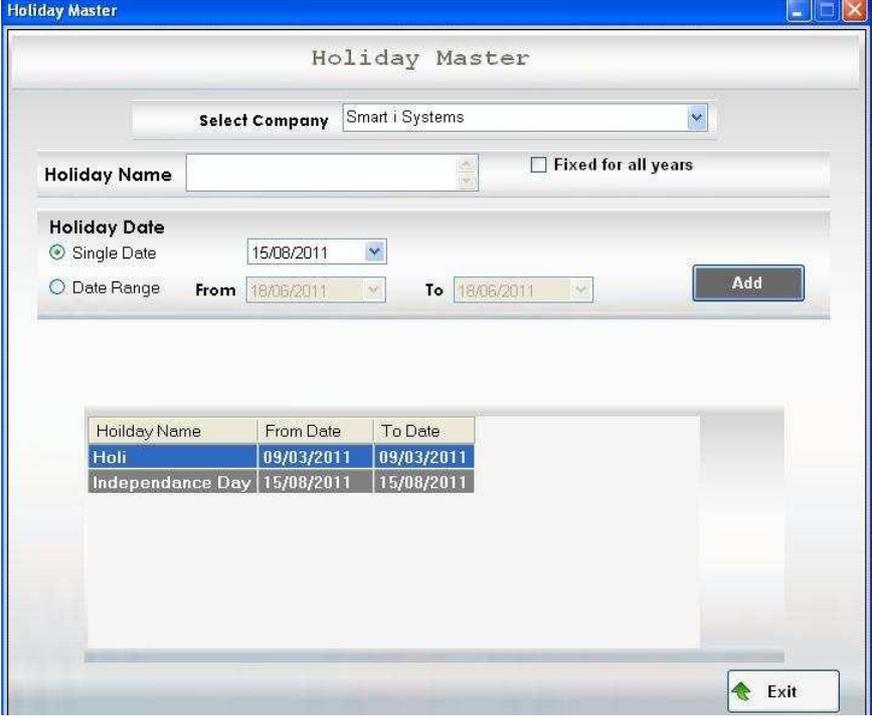
In order to edit/delete them the user need to take following steps:

1. Select Designation name. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.
2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.
3. To Delete: Just click on "Delete" and the Designation will get deleted with all its details.

## 6. Holiday Master:

smartSOFT provides the user with a facility to maintain Multiple Holiday details . The user can have multiple Holidays.

Holiday Master is the form provided to serve the purpose. The form structure is as shown.



Holiday Name	From Date	To Date
Holi	09/03/2011	09/03/2011
Independance Day	15/08/2011	15/08/2011

### 1.1 With this form the user can-

1. Add a new Holiday.
2. The user can also edit the details or delete the existing Holidays.

### 1.2 Steps to add a Holiday:

1. The user need to select the Company under which to add the Holiday.

Enter the Holiday Name which is mandatory.

Select the Holiday date.

Check the Checkbox provided for Fixed for All Year in case the holiday falls on the same date every year e.g. 15<sup>th</sup> August "Independance Day". 4. Click "ADD" to save the Holiday details to the database.

Now the user will observe that the entered Holiday name appears in the Available Holidays list.

Repeat the above steps for adding more Holidays.

### 1.3 Delete/Edit Details of Existing Holidays:

The user is also provided with the option of modifying or deleting an existing Holiday.

A List box shown on the right side of the form displays a list of all the existing Holidays.

In order to edit/delete them the user need to take following steps:

1. Select Holiday name. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.

To Delete: Just click on "Delete" and the Holiday will get deleted with all its details.

### 7. Leaves Code Master:

smartSOFT provides the user with a facility to maintain Multiple Leaves details . The user can have multiple Leaves under Company maintained according to Leave Codes.

Leaves Master is the form provided to serve the purpose. The form structure is as shown above.

#### 1.1 With this form the user can-

1. Add a new Leave.
2. The user can also edit the details or delete the existing Leaves.

#### 1.2 Steps to add a Leave Code:

Enter the Leaves Code which is mandatory.

Enter other details that are required.

Click "ADD" to save the Leaves details to the database.

Now the user will observe that the entered Leaves code appears in the Available Leaves list.

Repeat the above steps for adding more Leaves.

#### 1.3 Delete/Edit Details of Existing Leaves:

The user is also provided with the option of modifying or deleting an existing Leaves.

A List box shown on the right side of the form displays a list of all the existing Leaves.

In order to edit/delete them the user need to take following steps:

1. Select Leave code. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.

To Delete: Just click on "Delete" and the Leave details will get deleted.

### 8. Leave Rules Master:

smartSOFT provides the user with a facility to set Leave Rules. Leave Rules can be applied to a particular leave under a particular Category.



select	Leave Code	Allow Half day Leave	Min. days allowed at a time	Treat In Between WkOff As Leave	Treat In Between Holiday As Leave
<input checked="" type="checkbox"/>	CL	<input checked="" type="checkbox"/>	0.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	PL	<input checked="" type="checkbox"/>	0.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	SL	<input checked="" type="checkbox"/>	0.5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Leave Rules Master is the form provided to serve the purpose. The form structure is as shown above.

### 1.1 With this form the user can-

Set Leave Rules for a particular Leave.

The user can also edit the details or delete the existing Leave Rules.

### 1.2 Steps to add Leave Rules:

1. The user need to select the Company, and Category to which the Leave is applicable.

Select the leave code to which the leave rules are to be applied.

The user needs to enter the required details.

Allow Half Day Leave: Tick mark if the half is allowed for this leave.

Min Days Allowed at a Time : Enter min nos. of days of leave that can be taken if half allowed is tick marked then min nos. of days shall be 0.5.

Treat IN between Week Off as Leave: If tick marked then any leave falling on week off shall be treated as leave else shall be treated as Week off.

Treat IN between Holidays as Leave: If tick marked then any leave falling on Holiday shall be treated as leave else shall be treated as Holiday.

Click "ADD" to save the Leave Rules details to the database.

Now the user will observe that the entered Leave Rules appears in the Available Leave Rules list.

Repeat the above steps for adding more Leave Rules.

Delete Details Of Existing Leave Rules:

The user is also provided with the option of modifying or deleting an existing Leaves Rules.

A List box shown on the right side of the form displays a list of all the existing Leaves Rules.

In order to edit/delete them the user need to take following steps:

1. Select Leave Rule. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.
2. To Delete: Just click on "Delete" and the Leave Rules will get deleted.

### 9. Shift Roaster:

Shift Roaster is use to create or define shift pattern for creating or managing rotation of the shifts of a single or a group of employees.

The user can create or define 3 types of shift patterns

Daily basis.

Weekly basis.

Monthly basis.

Pattern Type: Daily.

In this type of pattern the shift rotates on the numbers of days specified.

E.g. there are 3 shifts that are defined in the shift master as under:

### 1.1 Steps to create Daily Pattern

The user needs to select the Company, to which the Pattern is applicable.

Select the Pattern Type Daily from the list.

Enter the Pattern code.

Enter the Pattern Name

Select the Shifts for to create the pattern.

Enter the numbers of days for the shift to run.

Click on ADD button to save the pattern.

The Newly created pattern will appear in the Available Roaster Pattern list along side.

Select	Shift Code	Shift Name	No. OF Days
<input checked="" type="checkbox"/>	G	General	5
<input checked="" type="checkbox"/>	G2	General 2	4
<input checked="" type="checkbox"/>	N	Night	7

Shift Name	Shift Code	Shift Start Time	Shift End Time	Nos of days
General	G	09:00	18:00	5
General 2	G2	11:00	20:00	4
Night	N	22:00	06:00	7

FOR THE PURPOSE OF EXPLANATION THE PATTERN STARTS ON 1<sup>ST</sup> MAY

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

The first cycle of the daily pattern is completed on 16<sup>th</sup> of May and the next cycle begins on 17<sup>th</sup> May and continuous up to 1<sup>st</sup> June.

This how the daily pattern continuous

#### JUNE

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

### 1.2 Pattern Type: Weekly.

In weekly pattern the shift changes on weekly basis.

Steps to create Weekly Pattern:

The user needs to select the Company, to which the Pattern is applicable.

Select the Pattern Type Weekly from the list.

Enter the Pattern code.

Enter the Pattern Name

Select the No. of Weeks for the weekly pattern.

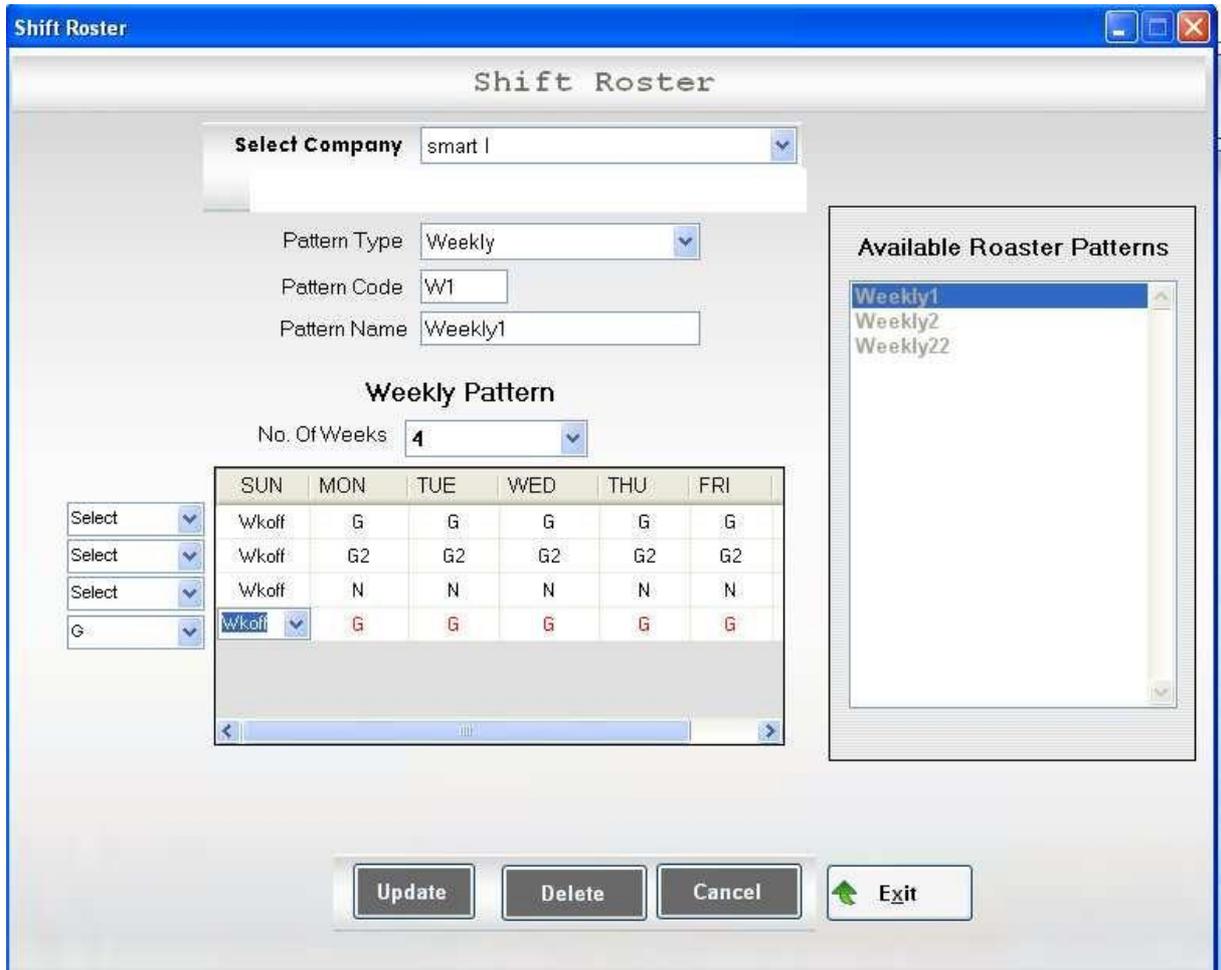
Select the Shifts for week for different weeks in the grid.

Select the Week off.

Click on ADD button to save the pattern.

The Newly created pattern will appear in the Available Roaster Pattern list along side.

G	09:00	18:00	
G2	11:00	20:00	
N	22:00	06:00	



Refer above figure as example for setting the weekly pattern

Shift Name	Shift Code	Shift Start Time	Shift End Time
General	G	09:00	18:00
General 2	G2	11:00	20:00
Night	N	22:00	06:00

In the example the pattern starts from 1<sup>st</sup> of the month.

May

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20

21	22	23	24	25	26	27
28	29	30	31			

JUNE

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17 24
18	19	20	21	22	23	
25	26	27	28	29	30	

### 1.3 Pattern Type: Monthly

In monthly pattern the shift changes on monthly basis ie after every 30 days.

Steps to create Monthly Pattern:

The user needs to select the Company, to which the Pattern is applicable.

Select the Pattern Type Monthly from the list.

Enter the Pattern code.

Enter the Pattern Name

Select the No. of Weeks for the weekly pattern.

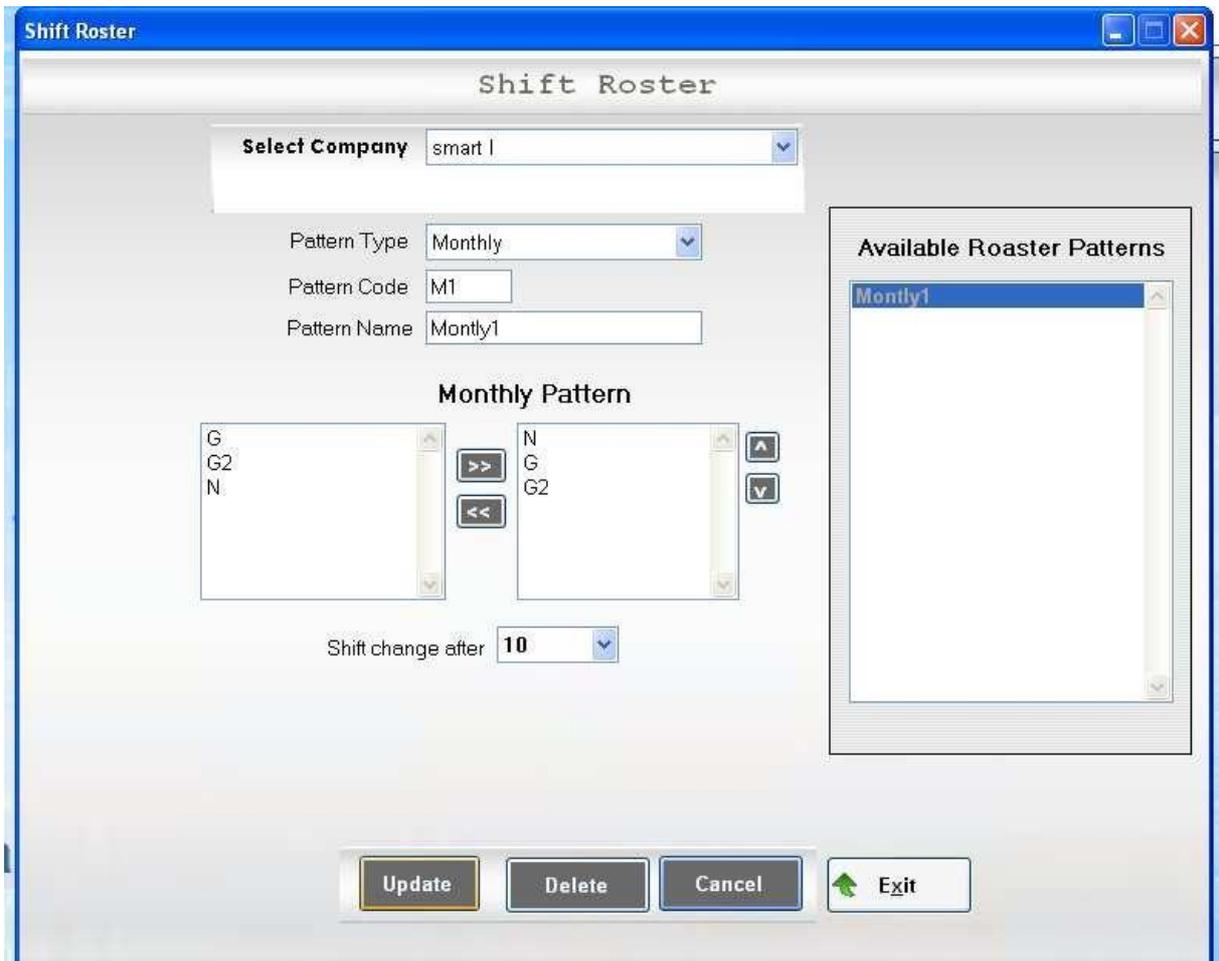
Select the Shifts from the list of shifts and move to the list box alongside.

Select the date of the month from where the shift must change.

Click on ADD button to save the pattern.

The Newly created pattern will appear in the Available Roaster Pattern list along side.

G	09:00	18:00	
G2	11:00	20:00	
N	22:00	06:00	



Refer the above diagram for e.g.

Shift Name	Shift Code	Shift Start Time	Shift End Time
General	G	09:00	18:00
General 2	G2	11:00	20:00
Night	N	22:00	06:00

The shift in the pattern changes from 10<sup>th</sup> of every month.  
May

M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE

M	T	W	T	F	S	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY

M	T	W	T	F	S	S
						1 8
2 9	3	4	5	6	7	
	10 17	11 18	12 19	13 20	14 21	15 22
16						
23	24	25	26	27	28	29
30	31					

G	09:00	18:00	
G2	11:00	20:00	
N	22:00	06:00	

AUGUST

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### 10. Category Master: Setting Attendance Policies/Rules

smartSOFT provides the user with a facility to set Category. Category can be prepared under the Company.

Category Master is the form provided to serve the purpose. The form structure is as shown above.

#### 1.1 With this form the user can-

1. Add Category for a particular Company.
2. The user can also edit the details or delete the existing Category.

#### 1.2 Steps to add Category:

The user needs to select the Company to which the Category is applicable.

Enter the Category Code and name which is mandatory.

Compensation off Settings:

If the employee works on holidays and weekly off, those work hours can be transferred to some Absent day. For that the user need to set the compensation off.

Specify Min. hours applicable to Comp. Off. It indicates that compensation off would be considered only after the user work for the specified hours.

Also specify no. of comp. offs allowed in a month.

Overtime settings:

1. Select radio button in order to apply or Ignore Overtime Settings.

Set time interval after & before the shift work hours to start overtime.

Select "+" to indicate time after Shift Work Hours.

Select "-" to indicate time before Shift Work Hours.

Select Grace Overtime Hours: This indicates the time interval that would be given as grace to the employee for Overtime consideration.

The user can also provide settings for compulsory overtime before or after shift. Minimum OT hours

Before Shift: If the user check this checkbox and specify certain time interval, Overtime will be calculated only if the employee works for that time before shift.

Minimum OT hours After Shift: If the user check this checkbox and specify certain time interval, Overtime will be calculated only if the employee works for that time after shift.

Late/Early settings:

Grace Late Time: It is time that employee is allowed to come late from the scheduled shift start time without any marking on a day's attendance.

Grace Early Time: It is same as above except it denotes early going from the scheduled end time.

Late allowed Limit: Late allowed limit is the time that an employee is allowed to come late with the day's attendance showing late mark. If the employee comes later than the specified time then the first half is marked absent for the employee

Early Allowed Limit: It is same as above except it denotes early going from the scheduled end time. . If the employee leaves earlier than the specified time then the second half is marked absent for the employee.

1. Check the Checkbox at the top to Apply Early/Late Settings.

Set Late/Early Count as interval.

If After every interval check box is checked, then the following conditions are applied only after those many late counts.

The user can either deduct leave or attendance days for late counts. If Deduct from Leave is True, then specified no. of leaves would be deducted from specified leave type.

If Deduct from Attendance is true specified no. of days would be deducted from attendance. Other settings are same as Late/Early settings.

Repeat the above steps for adding more Categories.

Delete/Edit Details of Existing Categories:

The user is also provided with the option of modifying or deleting existing Categories.

A list shown on the left side of the form displays a list of all the existing Categories. In order to edit/delete them the user need to take following steps:

1. Select the Category. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

2. To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.

3. To Delete: Just click on "Delete" and the Shift Calendar details will get deleted.

### **11. Shifts Master:**

smartSOFT provides the user with a facility to set Shifts. Shifts can be applied to a particular employee under a particular Company.

Shifts Master is the form provided to serve the purpose. The form structure is as shown.

Shift Code	Shift Name	Shift Start	Break Start	Break End	Shift End	Night Shift
G	General	09:00	:	:	18:00	no
G2	General 2	11:00	:	:	20:00	no
N	Night Shift	22:00	:	:	06:00	yes

### 1.1 With this form the user can-

Add Shifts for a particular Company.

2. The user can also edit the details or delete the existing Shifts.

### 1.2 Steps to add Shifts:

1. The user need to select the Company to which the Shift is applicable.

Enter the Shift name and Shift Code which is mandatory.

The user also need to enter the shift start/end time and Break Start/End time. Shift work Hours are generated automatically.

The user needs to specify work Hour duration for Half Days.

Day Start Time & Day End Time: These fields are auto-generated. Generally applicable work duration for any employee is considered to be 24 hours. Day start/Day end times are used to facilitate this duration.

Day Start Time: It starts 1 hour before the Shift Start time.

Day End Time: It indicates the 24 hour work duration completion.

Night Shift: The user can also set a particular shift as night shift by checking the checkbox provided.

Default Shift: The user can also set a particular shift as default. A default shift is applicable in case no shift is assigned to a particular employee. Accordingly the user needs to make all the settings.

4. Click "ADD" to save the Shifts details to the database.

Now the user will observe that the entered Shift appears in the Available Shifts list. Repeat the above steps for adding more Shifts.

### 1.3 Delete/Edit Details Of Existing Shifts:

The user is also provided with the option of modifying or deleting an existing Shift.

A grid shown at the bottom of the form displays a list of all the existing Shifts.

In order to edit/delete them the user need to take following steps:

1. Select the Shift. On selecting the details are reflected in the details section. A panel of buttons gets visible as shown below.

To Edit Details: The textbox controls are currently disabled. Click on "Modify" to enable them. Edit the details and click on "Update". This will save the changes.

To Delete: Just click on "Delete" and the Shift details will get deleted.

## 12. Manual Punches:

smartSOFT provides the user with a facility to add manual punches for an employee or a no. of employees at a time. Manual Punches is the form provided to serve the purpose.

The form structure is as shown below

Select	Sr No	Date	Punch Time
<input checked="" type="checkbox"/>	1	23/08/2010	09:00
<input checked="" type="checkbox"/>	2	23/08/2010	18:00

smartSOFT works on Employee Data and their time logs and also provides facility to update the data. This software basically works on the time logs that are recorded across every employee.

Punch timings are these time logs i.e. the time the employee enter or leave the company the employee punches the card at the attendance Card machine. These timing are called as Punch timings.

These are saved date wise separately across each employee.

These punches are generally read from the machine through a download engine into the database. But there might be circumstances when you need to add them manually. These punches are called "Manual Punches".

For e.g. .when an employee forgets to carry the cards or the finger are injured etc. To handle such situations smartSOFT provides the user an interface to add manual punches through a form named "Manual Punches"

Punches: Punches generally represent the following events:

1. Check In
2. Break In
3. Break Out
4. Check Out

Select Suitable Date Range: Here you need to first select a date range for which to add manual punches.



Adding Manual Punch Timings:

You can select multiple employees of a particular company.

You can then add manual punches as shown .You can specify Check IN., Check OUT, break in and also Break Out timings as required i.e. all or any of them. And then Save the details by clicking on "Assign" which will update the database

With this form the user can-

1. Add manual punches for an employee.

#### 1.1 Steps to add Manual punches:

1. Select the Company.
2. Select the employee for which to add manual punches.
3. Enter the shift-timings
4. Click on Assign to assign manual punches.

Repeat the above steps for adding manual punches.

#### 13. Assign Company:

smartSOFT provides the user with a facility to assign employee to certain Company out of multiple companies. The user can assign Company to an employee or a number of employees at a time.

Assign Company is the form provided to serve the purpose. The form structure is as shown above.

Assign Employee Company: There is a form "Assign Employee Company" where you can search employees by Emp Code or Name. Then, you can select multiple employees and assign any other company to them.

As shown aside you can choose your search criteria. The search results are shown in a grid at the bottom.

From this grid you can select multiple employees. Select a particular Company to assign and then click on "Assign".

This will update the company for all those employees in the database

Select	Emp Code	Name	Company
<input checked="" type="checkbox"/>	E1017	S. M. Shinde	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1029	Hasan A. Dalvi	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1041	Veerappa R. Devadiga	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1057	S. D. Patil	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1066	R. K. Bhatia	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1070	Pradeep B. Bhartu	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1073	Anil Pillai	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1082	M.K.Sudhakaran	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1088	Richard Benjamin	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1098	V. Kesava Rao	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1099	Chidambar A. Shiralkar	Smart I Electronics Systems Pvt. Ltd.
<input type="checkbox"/>	E1100	S. V. Madhukrishnan	Smart I Electronics Systems Pvt. Ltd.

### 1.1 With this form the user can-

1. Assign Company to the employees.

### 1.2 Steps to Assign Company:

The user can search the employee according to employee code, first name or last name.

Select the Company to assign to employee.

Select the employees for which the user want to assign Company.

4. Click on Assign to assign Company to employees.

Repeat the above steps for assigning shifts.

### 14. Assign Shifts:

smartSOFT provides the user with a facility to assign shifts to employee. The shifts can be assigned directly within particular dates or by using a shift calendar. Weekly-offs can also be assigned.

Assign Shifts is the form provided to serve the purpose. The form structure is as shown above.

Assign Shifts: There is a form "Assign Shifts" where you can select multiple employees of a particular company directly or even department wise.

You can also select a suitable date range and then assign Shifts or Shift Roaster or even Weekly Off for selected employees applicable for the date range selected. And then Save the details by clicking on "Assign" which will update the database.

Select	Sr No	Code	Name	Department	Category	Card No
<input checked="" type="checkbox"/>	1	E1113	P. G. Surendran	Default	Default	0881378050
<input checked="" type="checkbox"/>	2	E1082	M.K.Sudhakaran	Default	Default	0881559058
<input checked="" type="checkbox"/>	3	F1120	Deepak S. Sawant	Default	Default	0881490770
<input checked="" type="checkbox"/>	4	E1134	Mehesh H. Shanbhag	Default	Default	0881656514
<input checked="" type="checkbox"/>	5	E1229	Genesh R. Warge	Default	Default	0881725936
<input checked="" type="checkbox"/>	3	E1228	Vishal V. Adirane	Default	Default	0881747842
<input checked="" type="checkbox"/>	7	E1227	Tarun M. Upadhyay	Default	Default	0881738178
<input checked="" type="checkbox"/>	3	E1226	Dilip K. Nikar	Default	Default	0881537074

### 1.1 With this form the user can-

Assign shifts & weekly-offs for an employee using a shift-calendar or directly.

User can also allow to assign **Auto shift Logic:**

If there are some shifts defined in the system & employee can come in any shift, then in this case auto shift will be applied to him in which the shift which is nearby to his check in time ,assigned to him for that Day

Example to assign auto shift:

Here Employee Ms. Anita s is having Auto shift assign.

### Manual punches:

- 1-01-2015 punches are 9:46 to 21:00
- 2-01-2015 punches are 10:45 to 22:00
- 5-01-2015 punches are 22.00
- 6-01-2015 punches are 6:45



**Set Employee Category**

Select Company: Smart Electronics Systems Pvt. Ltd. [Add all Employees](#)

Select Category: Default

From Date: 24/08/2010

**Group Search** **Individual Search**

Departments:  Accounts  Default  Marketing  R&D  Software

Category:  Default

Shift:  General  General 2  Night Shift

Check All  Check All  Check All

[Click Here to add Employees](#)

Code:

First Name:

Card No.:

Select	Sr No	Code	Name	Department	Cate
<input checked="" type="checkbox"/>	1	E1113	P. G. Surendran	Default	Defe
<input checked="" type="checkbox"/>	2	E1082	M.K.Sudhakaran	Default	Defe
<input checked="" type="checkbox"/>	3	E1120	Deepak B. Sewart	Default	Defe
<input checked="" type="checkbox"/>	4	E1134	Maheś H. Shanbhag	Default	Defe
<input checked="" type="checkbox"/>	5	E122E	Ganesh R. Warge	Default	Defe
<input checked="" type="checkbox"/>	6	E122E	Vshal V. Admane	Default	Defe
<input checked="" type="checkbox"/>	7	E1227	Tarun M. Upadhyay	Default	Defe
<input checked="" type="checkbox"/>	8	E122E	Dilip K. Nikam	Default	Defe

Check All [Clear List](#)

1.1 With this form the user can-

1. Assign the category for an employee--employee-wise or department-wise

1.2 Steps to assign category:

1. Select the Company.

2. Select the employee-type & status to list the employees.

Select the employees.

Select the category to be assigned and the dates within which that category is to be applied.

Click on assign to assign the category.

Repeat the above steps for assigning the category.

### 16. Compensation Off:

smartSOFT provides the user with a facility to allow compensation off for an employee.

This is a form "Compensation Off" where you can select an employee of a particular company.

You can select the date for which to give compensation and also date on which to give the compensation. You can also view the time log details for the selected date. And then Save the changes by clicking on "Sanction" which will apply the compensation and update the database.

### 1.1 With this form the user can-

1. Allow compensation off for an employee & shift his punches to another date on which he is absent.

### 1.2 Steps to assign category:

Select the Company.

Select the employee-type & status to list the employees.

Select the employee.

Select the date for which he has worked on a holiday or weekly-off.

Select the date for which he is given compensation-off.

Click on Sanction to sanction compensation-off for that day.

Repeat the above steps for allowing compensation-off.

### 17. Condone Entry :

smartSOFT provides the user with a facility to condone an employee.

The "Condone Entry" form under Updatations Menu provides the user with the facility called Condone. This means giving consideration to the employee for being late or absent due to certain circumstances which are not under control of that employee. In such cases entries can be made as condone stating the consideration to be given i.e. whether to mark No Late or Present etc. and reason etc. which will be approved by the admin. Condone entries can also be deleted.

**Condone Entry**

Select Company: Smart Electronics Systems Pvt. Ltd. [Add all Employees](#)

From Date: 24/08/20'0 To Date: 24/08/20'0

Condone Mode: Present  
 Condone Limit: Present  
 Remark: Not Late, Not Early

**Group Search**

Departments:  Accounts,  Default,  Marketing,  R&D,  Software  
 Check All

Category:  Default  
 Check All

Shift:  General,  General 2,  Nigh: Shift  
 Check All

[Click Here to add Employees](#)

**Individual Search**

Code: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Card No.: \_\_\_\_\_

Select	Sr No	Code	Name	Department
<input checked="" type="checkbox"/>	1	E-113	P. G. Surendran	Default
<input checked="" type="checkbox"/>	2	E-002	M.K. Sudhakaran	Default
<input checked="" type="checkbox"/>	3	E-120	Deepak S. Sawant	Default
<input checked="" type="checkbox"/>	4	E-134	Mahesh H. Sanbhag	Default
<input checked="" type="checkbox"/>	5	E-229	Ganesh R. Warge	Default
<input checked="" type="checkbox"/>	6	E-220	Vishal V. Admane	Default
<input checked="" type="checkbox"/>	7	E-227	Tarun M. Upadhyay	Default

Check All     Check All

### 1.1 With this form the user can-

1. Make condone entry for an employee & delete existing condone entries.

Steps to add condone entry:

1. Select the Company.
2. Select the employee-type & status to list the employees.
3. Select the employee, department, category, shift to list the employees.
4. Enter the condone mode-present, absent, no late, no early and the condone limit i.e. the time for which condone is allowed.
5. Click on Add Condone to add the condone entry.
6. Select an existing condone entry to delete.

### 18. Tour Entry:

smartSOFT provides the user with a facility to make tour entry for an employee who has gone for a tour for company-purpose. He may be marked as present or half-day. The tour-entry can be made employee-wise, department-wise, category-wise or shift-wise.

There is a form called "Tour Entry" through which you can select multiple employees under a particular company. Select a suitable date range and thus make a tour entry for that duration.

**Tour Entry**

Select Company: Smart | Electronics Systems Pvt. Ltd. [Add all Employees](#)

From Date: 24/08/2010 To Date: 24/08/2010

Mode: Remark:

**Group Search**

Departments:  Accounts  Default  Marketing  R&D  Software

Category:  Default

Shift:  General  General 2  Night Shift

Check All  Check All  Check All

[Click Here to add Employees](#)

**Individual Search**

Code:

First Name:

Card No.:

Select	Sl No	Emp Code	Name	Department	Date
<input checked="" type="checkbox"/>	1	E1113	P. G. Surendrar	Default	De
<input checked="" type="checkbox"/>	2	E1082	M.K.Sudhakaran	Default	De
<input checked="" type="checkbox"/>	3	E1120	Deepak S. Sawant	Default	De
<input checked="" type="checkbox"/>	4	E1134	Mahesh H. Shanbhag	Default	De
<input checked="" type="checkbox"/>	5	E1229	Ganesh R. Warge	Default	De
<input checked="" type="checkbox"/>	6	E1228	Vishal V. Achane	Default	De
<input checked="" type="checkbox"/>	7	E1227	Tarun M. Upadhyay	Default	De
<input checked="" type="checkbox"/>	8	E1226	Dilip K. Nikam	Default	De

Check All [Clear List](#) [View Entry](#) [Add Entry](#) Total No. Of Employees: 225  Check All [Delete Entry](#) [Exit](#)

1.1 With this form the user can-

1. Make tour entry for an employee & delete existing tour entries for an employee.

1.2 Steps to add tour entry:

1. Select the Company.
  2. Select the employee-type & status to list the employees.
- Select the employee & date for which to make tour entry.  
 Select the mode i.e. present or half-day & click on Add Entry to make the tour entry.  
 Select an existing entry to delete it.  
 Repeat the above steps for adding tour entry.

### 19. Outdoor Entry:

smartSOFT provides the user with a facility to make outdoor entry for an employee i.e. punches can be selected to make outdoor entry.

There is a form provided named "Outdoor Entry" where you can select an individual employee of a particular company.

Select a particular date for which to make Outdoor entries.

You can see all the punches of that employee for that date in the form of a list as shown aside.

You can select one or multiple punches made and then click on "Assign" to mark those punches as Outdoor punches.

**Outdoor Entry**

**Select Company** Smart | Electronics Systems Pvt. Ltd. ▾

**Select Employee** E1017-S. M. Shinde

**Select Date** 24/08/2010 ▾

**Select Punches to make Outdoor entry**

All Punches			OD Punches	
Select	Punch	Punch Type	Select	Punch
<input checked="" type="checkbox"/>	08:00	IN		

<<

**Add Entry**      **Exit**

1.1 With this form the user can-

1. Make outdoor entry for an employee.

Steps to add outdoor entry:

1. Select the Company.
2. Select the employee-type & status to list the employees.
3. Select the employee & date for which to make outdoor entry.
4. Select the punches for which to make outdoor entry.
5. Click on Add Entry to add the outdoor entry.

Repeat the above steps for adding outdoor entry.

### 20. Late/Early Penalty:

smartSOFT provides the user with a facility to make Late/Early penalty manually. This penalties are generated as per the late/early rules set in the category Master for a particular category to which the employee belongs.

Late/Early Penalty is the form provided to serve the purpose. The form structure is as shown

### 1.1 With this form the user can-

1. Execute the late/early penalty for a particular employee.

The form shows the total number of penalty.

The type of Penalty whether from the deduction is to be done from Attendance or from the Leave.

The Balance Penalty to be executed.

### 1.2 Steps to make Late/Early Penalty:

Select the Company.

Select the Month in which the Late/Early penalty is to be executed.

Select the employee from the list.

Mark the date along side in the list box from which the penalty is to be effected.

The First list shows the dates of full day present and the second list shows the date on which the employee was present for half day.

Click on Add Button.

Repeat the above steps for the other employees.

### 21 Setting Leave Opening Balance:

In case of new installations; this form assigns number of pending leaves to each employee.

Opening Leave Balance

Set Leave Opening Balance

Select Company: Smart | Select Category: Default | [Add all Employees](#)

Group Search: Financial Year 01/04/2010 To 31/03/2011 | Individual Search

Departments:  Default  Marketing

Check All | [Click Here to add Employees](#)

Code: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Card No.: \_\_\_\_\_

Select	Sr No	Code	Name	Department	CL	SL
<input checked="" type="checkbox"/>	1	003	Pradeepkumar Nare	Default	12	6
<input checked="" type="checkbox"/>	2	007	Supriya Todkar	Default	12	6
<input checked="" type="checkbox"/>	3	009	Vandana Rupe	Default	12	6
<input checked="" type="checkbox"/>	4	011	Ashish Patel	Default	12	6
<input checked="" type="checkbox"/>	5	012	Dipti Mhatre	Default	12	6
<input checked="" type="checkbox"/>	6	014	Santosh Kachare	Default	12	6
<input checked="" type="checkbox"/>	7	015	Ankur Dandekar	Default	12	6
<input checked="" type="checkbox"/>	8	017	Mazahir Hadiyanawala	Default	12	6
<input checked="" type="checkbox"/>	9	020	Santosh Medye	Default	12	6

Check All | [Clear List](#) |  | Total No. Of Employees: 38 |

Opening Leave Balance

Set Leave Opening Balance

Select Company: Smart | Electronics Systems Pvt. Ltd. | Select Category: Default | [Add all Employees](#)

Group Search: Financial Year 01/04/2010 To 31/03/2011 | Individual Search

Departments:  Accounts  Default  Marketing  R&D  Software

Check All | [Click Here to add Employees](#)

Code: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Card No.: \_\_\_\_\_

Select	Sr No	Code	Name	Department	CL	PL	SL
<input checked="" type="checkbox"/>	1	E1113	P. G. Surendran	Default	12	6	8
<input checked="" type="checkbox"/>	2	E1082	M.K.Sudhakaran	Default	12	6	8
<input checked="" type="checkbox"/>	3	E1120	Deepak S. Sawant	Default	12	6	8
<input checked="" type="checkbox"/>	4	E1134	Mahesh H. Shanbhag	Default	12	6	8
<input checked="" type="checkbox"/>	5	E1229	Ganesh R. Warge	Default	12	6	8
<input checked="" type="checkbox"/>	6	E1228	Vishal V. Admane	Default	12	6	8
<input checked="" type="checkbox"/>	7	E1227	Tarun M. Upadhyay	Default	12	6	8
<input checked="" type="checkbox"/>	8	E1226	Dilip K. Nikam	Default	12	6	8
<input checked="" type="checkbox"/>	9	E1233	SARIKA B. AGRAWAL	Default	12	6	8

Check All | [Clear List](#) |  | Total No. Of Employees: 225 |

## 22 Leave Sanction:

smartSOFT provides the user with a facility to sanction leaves for an employee. Leave Sanction is the form provided to serve the purpose. The form structure is as shown above.

**Leave Sanction**

Select Company: Smart I Electronics Systems Pvt. Ltd.

Leave Accounting Year: 01/04/2010 To 31/03/2011

Select Employee: E1017-S. M. Shinde

Applied Category: Default

Select leave Code: CL

Available Leave Days: 9

From Date: 01/04/2010 To Date: 03/04/2010

Leave Duration: 3

Half Day

**Sanction**

SrNo	LeaveCode	Allocated	Carry Forward	Used	Bal.
1	CL	12	0	3	9
2	PL	6	0	0	6
3	SL	8	0	0	8

Select	Reason	Leave Code	Date
<input type="checkbox"/>		CL	1/4/2010
<input type="checkbox"/>		CL	2/4/2010
<input type="checkbox"/>		CL	3/4/2010

Check All

**Delete** **Exit**

### 1.1 With this form the user can-

1. Sanction leaves for an employee & delete sanctioned leaves of an employee.

Steps to Sanction Leaves:

1. Select the Company.
2. Select the employee-type & status to list the employees.
3. Select the employee & leave code applicable.
4. Select the dates for leave & click on sanction to sanction the leaves.
5. Select a sanctioned leave to delete it in case if an error has been done on the part of the operator. The Available leaves get updated in the grid shown along side. Repeat the above steps for sanctioning leaves.

### 23 Change Password:

smartSOFT provides the user with a facility to change the password.

Change Password is the form provided to serve the purpose. The form structure is as shown above.

The 'Change Password' dialog box has a title bar with standard window controls. On the left, there is a decorative graphic of three interlocking rings in green, orange, and blue. The main area contains the following fields and controls:

- User name:** A text box containing the value 'admin'.
- Old Password:** An empty password input field.
- New Password:** An empty password input field.
- Retype Password:** An empty password input field.
- Buttons:** A dark 'Change' button and a 'Cancel' button with a green arrow icon.

With this form the user can- 1. Change your Password.  
Steps to change Password:

1. Enter the old Password and New Password. Click on Change to change the Password.

## 24 Create Users:

smartSOFT provides the user with a facility to create users for the system and assign rights to them.

The 'Create Users' dialog box features a blue title bar. The main form area includes:

- Input Fields:** 'User Name' (containing '1'), 'Password' (with an asterisk), and 'Re-Enter Password' (with an asterisk).
- Select Company:** A dropdown menu currently showing 'Smart i Systems'.
- Add New User:** A button to the right of the company dropdown.
- Privileges Section:** A group box titled 'User Has Following Privileges' with radio buttons for 'Check all' and 'Uncheck all'. It contains several sub-sections:
  - Master:** Checkboxes for Company, Employee, Department, Designation, Leave, Holiday, Shift, Shift Roster, Category, and Leave Rules.
  - Reports:** Checkboxes for Master Reports, Monthly Attendance, Muster Report, Muster A3, Employee Shift Details, Continuous Reports, Leave Register, Leave Balance, TimeCard Report, Attendance, Att. Summary, Daily Attendance, and Daily Summary.
  - Updates:** Checkboxes for Overtime Report, Deptwise OT, Early Report, Late Report, Break Report, IN OUT Report, All Punches Report, and Tour Report.
  - Leaves:** Checkboxes for Leave Sanction and Leave Opening Balance.
  - Settings:** Checkboxes for Select Database and Create User.
  - Manage Data:** Checkboxes for Check All Masters, Check All Updates, Check All Manage Data, Check All Leaves, Check All Reports, and Check All Settings.
- Available Users:** A list box on the right showing 'admin' and '1'.
- Buttons:** 'Update', 'Delete', and 'Cancel' buttons at the bottom right.

Create Users is the form provided to serve the purpose. The form structure is as shown above.

### 1.1 With this form the user can-

1. Create new user for the system.
2. The user can also edit the details or delete an existing User.

## 1.2 Steps to create User:

1. Enter the Username & Password.
2. Select the Company the user.
3. Select the Privileges to assign to the user.
4. Click on Add New User to add the user.
5. Select an existing User to Update or Delete.

## 25 Select Database Path :

The screenshot shows a software window titled "Select Database File" with a sub-header "Download Data". The window contains several sections:

- Engine Type:** A dropdown menu set to "DownloadEngine".
- Database Type:** A dropdown menu set to "MS Access".
- Browse Database File:** A button with a folder icon and a text box containing the path: "C:\Program Files\DownloadEngine\Database\SmartAMS.mdb".
- Select Controllers for Attendance:** A table with columns "Select", "Controller No", and "Name". Two rows are visible, both with checked boxes in the "Select" column.

Select	Controller No	Name
<input checked="" type="checkbox"/>	1	Controller 119
<input checked="" type="checkbox"/>	2	Controller 212
- Buttons:** "Save Settings", "Save Controllers", "Check All Controllers" (checkbox), "Import Excel Data", "Download/Update Employee", and "Exit" (with a green arrow icon).
- Date Range:** "From Date" set to "01/03/2010" and "To Date" set to "11/05/2010", with a "Download Time Logs" button.
- Table:** A table with columns: "SrNo", "EmpCode", "EmpName", "Phone", "CardNo", and "Status". The table is currently empty.

**Download Data**

Engine Type:       Select Controllers for Attendance

Database Type:

Browse Database File:

Select	Controller No	Name
<input checked="" type="checkbox"/>	1	Controller 119
<input checked="" type="checkbox"/>	2	Controller 212

        Check All Controllers

From Date:     To Date:    

SrNo	EmpCode	EmpName	CardNo	Date	Time
1	003	Pradeepkumar Nare	000000003	07/05/2010	13:31
2	007	Supriya Todkar	000000007	07/05/2010	13:31
3	009	Vandana Rupe	000000009	07/05/2010	13:31
4	011	Ashish Patel	000000011	07/05/2010	13:31
5	012	Dipti Mhatre	000000012	07/05/2010	13:31
6	014	Santosh Kachare	000000014	07/05/2010	13:31
7	015	Ankur Dandekar	000000015	07/05/2010	13:31
8	017	Mazahir Hadiyanawala	000000017	07/05/2010	13:31
9	020	Santosh Madye	000000020	07/05/2010	13:31
10	021	Ganpat Shinde	000000021	07/05/2010	13:31

Total Records : 80

smartSOFT provides the user with a facility to download data from a database file. Select Database Path is the form provided to serve the purpose. The form structure is as shown above.

### 1.1 With this form the user can-

1. Select a database file and download data from that file. The user can connect to two types of databases viz. MS-Access or MS SQLServer.

Steps to select database path:

Select the database type.

Browse and select the database file.

3. Click on download employee to download the details of all the employees.

4. Click on download time logs to download the punch timings of all the employees.

5. Select the controllers for downloading the data.

Import Excel Data:

smartSOFT provides the user with a facility to import data from Excel sheet.

Import Excel Data is the form provided to serve the purpose. The form structure is as shown above.

With this form the user can-

1. Import data from excel sheets for the masters.

Steps to import excel data:

1. Select the Company.

2. Select the masters for which to import data.

Browse & select the excel file.

Enter excel sheet data & click on load to view excel data.

Click on Save to upload data.

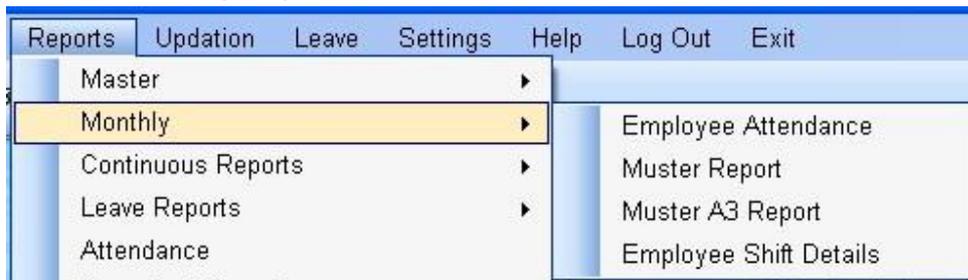
### 26 Reports:

Reports	Updation	Leave	Settings	H
Master				▶
Monthly				▶
Continuous Reports				▶
Leave Reports				▶
Attendance				
Time Card Report				
Attendance Summary				
Departmentwise Overtime Report				
Over Time Report				
Early Report				
Late Report				
Show all punches				
Daily Attendance				
Employee Daily Summary				
In-Out Report				
Single Punch Report				
Break Exception Report				
Tour Report				
Audit Log Report				
Effective Work Hour Report				
Department Summary Report				
OutDoorEntry Report				

Master Reports:



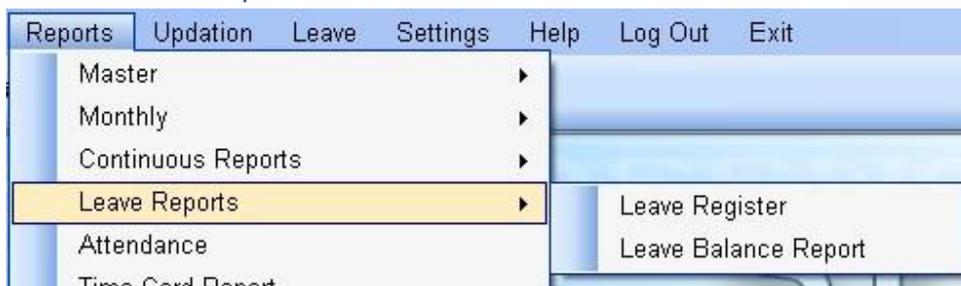
**27 Monthly Reports :**



**28 Continuous Reports :**



**29 Leave Reports**



**Monthly Employee Attendance Report**

Select Company: Smart I Electronics Systems Pvt. Ltd. [Add all Employees](#)

Select Month: August Select Year: 2010

Group Search Individual Search

Departments:  Accounts  Default  Marketing  R&D  Software

Category:  Default

Shift:  General  General 2  Night Shift

Check All  Check All  Check All

[Click Here to add Employees](#)

Code:   
First Name:   
Card No.:

Select	Code	Name
<input checked="" type="checkbox"/>	E1103	S. V. Venkatkrishnan
<input type="checkbox"/>	E4009	Sadanand S. Mhatre
<input type="checkbox"/>	E5530	Suresh S. Gurkhe
<input type="checkbox"/>	E3125	Sanjay B. Sawant
<input type="checkbox"/>	E3124	Sanjay V. Kambl
<input type="checkbox"/>	E5530	S. V. Venkatkrishnan

Check All [Add Selected Employees To list](#)

Select	Sr No	Code	Name	Department	Category	Card No
<input checked="" type="checkbox"/>	1	E3067	Avinash R. Kadam	Default	Default	0881493730
<input checked="" type="checkbox"/>	2	E4024	Jitendra C. Pawar	Default	Default	0881650706
<input checked="" type="checkbox"/>	3	E1111	Keyur Desai	Default	Default	0881553666
<input checked="" type="checkbox"/>	4	E1106	Abhijit R. Joeg	Default	Default	0881463138
<input checked="" type="checkbox"/>	5	E1103	S. V. Venkatkrishnan	Default	Default	0881608210
<input checked="" type="checkbox"/>	6	E1099	Chidambar A. Shiralkar	Default	Default	0881539858
<input checked="" type="checkbox"/>	7	E1098	V. Kesava Rao	Default	Default	0881426818
<input checked="" type="checkbox"/>	8	E3094	B. R. Malhotra	Default	Default	1589345356
<input checked="" type="checkbox"/>	9	E3092	Bhikaji N. Khilari	Default	Default	1589333132

Check All [Clear List](#)  Total No. Of Employees: 225

**Muster Report**

Select Company: Smart I Electronics Systems Pvt. Ltd. [Add all Employees](#)

Select Month: August Select Year: 2010

Group Search Individual Search

Departments:  Accounts  Default  Marketing  R&D  Software

Category:  Default

Shift:  General  General 2  Night Shift

Check All  Check All  Check All

[Click Here to add Employees](#)

Code:   
First Name:   
Card No.:

Select	Code	Name	Card
<input checked="" type="checkbox"/>	E1017	S. M. Shinde	0881

Check All [Add Selected Employees To list](#)

Select	Sr No	Code	Name	Department	Category	Card No
<input checked="" type="checkbox"/>	1	E1017	S. M. Shinde	Default	Default	0881502834
<input checked="" type="checkbox"/>	2	E1029	Hasan A. Dalvi	Default	Default	1589269052
<input checked="" type="checkbox"/>	3	E1041	Veerappa R. Devadiga	Default	Default	0881511202
<input checked="" type="checkbox"/>	4	E1057	S. D. Patil	Default	Default	0881417010
<input checked="" type="checkbox"/>	5	E1066	R. K. Bhatia	Default	Default	0881490162
<input checked="" type="checkbox"/>	6	E1070	Pradeep B. Bhartu	Default	Default	0881436690
<input checked="" type="checkbox"/>	7	E1073	Anil Pillai	Default	Default	0881627746
<input checked="" type="checkbox"/>	8	E1082	M.K.Sudhakaran	Default	Default	0881559058
<input checked="" type="checkbox"/>	9	E1088	Richard Benjamin	Default	Default	1589475452

Check All [Clear List](#)  Total No. Of Employees: 225

### Attendance Report

**Select Company** Smart I Electronics Systems Pvt. Ltd. [Add all Employees](#)

**From Date** 25/08/2010 **To Date** 25/08/2010 Individual Search

**Group Search**

Departments:  Accounts,  Default,  Marketing,  R&D,  Software

Category:  Default

Shift:  General,  General 2,  Night Shift

Check All

Code:

First Name:

Card No.:

[Click Here to add Employees](#)

Select	Sr No	Code	Name	Department	Category	
<input checked="" type="checkbox"/>	1	E1113	P. G. Surendran	Default	Default	0
<input checked="" type="checkbox"/>	2	E1082	M.K.Sudhakaran	Default	Default	0
<input checked="" type="checkbox"/>	3	E1120	Deepak S. Sawant	Default	Default	0
<input checked="" type="checkbox"/>	4	E1134	Mahesh H. Shanbhag	Default	Default	0
<input checked="" type="checkbox"/>	5	E1229	Ganesh R. Warge	Default	Default	0
<input checked="" type="checkbox"/>	6	E1228	Vishal V. Admane	Default	Default	0
<input checked="" type="checkbox"/>	7	E1227	Tarun M. Upadhyay	Default	Default	0
<input checked="" type="checkbox"/>	8	E1226	Dilip K. Nikam	Default	Default	0
<input checked="" type="checkbox"/>	9	E1233	SARIKA B. AGRAWAL	Default	Default	0

Present

Absent

Single Punch

Irregular Days

On Leave

Weekly Off

All

Full Days

Half Days

All

Full Days

Half Days

Holidays

Late Coming

Early Going

**View**

**Exit**

Total No. Of Employees: 225

### Effective Work Hour Report

**Select Company** Smart I Electronics Systems Pvt. Ltd. [Add all Employees](#)

**Report Type**  Including OD  Excluding OD  Only OD

**From Date** 25/08/2010 **To Date** 25/08/2010 Individual Search

**Group Search**

Departments:  Accounts,  Default,  Marketing,  R&D,  Software

Category:  Default

Shift:  General,  General 2,  Night Shift

Check All

Code:

First Name:

Card No.:

[Click Here to add Employees](#)

Select	Sr No	Code	Name	Department	Category	Card No
<input checked="" type="checkbox"/>	1	E1113	P. G. Surendran	Default	Default	0881378050
<input checked="" type="checkbox"/>	2	E1082	M.K.Sudhakaran	Default	Default	0881559058
<input checked="" type="checkbox"/>	3	E1120	Deepak S. Sawant	Default	Default	0881490770
<input checked="" type="checkbox"/>	4	E1134	Mahesh H. Shanbhag	Default	Default	0881656514
<input checked="" type="checkbox"/>	5	E1229	Ganesh R. Warge	Default	Default	0881725986
<input checked="" type="checkbox"/>	6	E1228	Vishal V. Admane	Default	Default	0881747842
<input checked="" type="checkbox"/>	7	E1227	Tarun M. Upadhyay	Default	Default	0881738178
<input checked="" type="checkbox"/>	8	E1226	Dilip K. Nikam	Default	Default	0881537074
<input checked="" type="checkbox"/>	9	E1233	SARIKA B. AGRAWAL	Default	Default	0881488082

Check All

**View**

**Exit**

Total No. Of Employees: 225

Department Summary

Department Summary Report

Select Company Smart | Electronics Systems Pvt. Ltd. ▾

Select Date 25/08/2010 ▾

Select Departments

- Accounts
- Default
- Marketing
- R&D
- Software

Check All

View

 Exit

**Audit Log Report**

Select UserName  All  Particular

Select Event  All  Particular

From Date  To Date

**Show**

User Name	Description	Date
admin	User-admin logged in to the system.	18/08/201
admin	User-admin logged in to the system.	18/08/201
admin	Leave Opening Balance updated for employees under Category-Default	18/08/201
admin	Category-Default applied to employees from date 01/01/2010	18/08/201

**Print** **Exit**



### Audit Logs Report

Select UserName  All  Particular

Select Event  All  Particular

From Date  To Date

- ADD
- DELETE
- LOGIN
- UPDATE
- VIEW

Show

User Name	Description	Date
admin	User-admin logged in to the system..	18/08/201
admin	User-admin logged in to the system..	18/08/201
admin	Leave Opening Balance updated for employees under Category-Default	18/08/201
admin	Category-Default applied to employees from date 01/01/2010	18/08/201



Print

 Exit

**In Out Report**

Select Company: Smart I Electronics Systems Pvt. Ltd. [Add all Employees](#)

Report type:  Inside  Outside  Both

From Date: 25/08/2010 To Date: 25/08/2010 Individual Search:

Group Search:

Departments:  Accounts  Default  Marketing  R&D  Software

Category:  Default

Shift:  General  General 2  Night Shift

Code:

First Name:

Card No.:

Check All  Check All  Check All

[Click Here to add Employees](#)

Select	Sr No	Code	Name	Department	Category	Card No
<input checked="" type="checkbox"/>	1	E1113	P. G. Surendran	Default	Default	0881378050
<input checked="" type="checkbox"/>	2	E1082	M.K.Sudhakaran	Default	Default	0881559058
<input checked="" type="checkbox"/>	3	E1120	Deepak S. Sawant	Default	Default	0881490770
<input checked="" type="checkbox"/>	4	E1134	Mahesh H. Shanbhag	Default	Default	0881656514
<input checked="" type="checkbox"/>	5	E1229	Ganesh R. Werge	Default	Default	0881725986
<input checked="" type="checkbox"/>	6	E1228	Vishal V. Admane	Default	Default	0881747842
<input checked="" type="checkbox"/>	7	E1227	Tarun M. Upadhyey	Default	Default	0881738178
<input checked="" type="checkbox"/>	8	E1226	Dilip K. Nikam	Default	Default	0881537074
<input checked="" type="checkbox"/>	9	E1233	SARIKA B. AGRAWAL	Default	Default	0881488082

Check All [Clear List](#) **View** Total No. Of Employees: 225 **Exit**

**Department Wise Overtime Report**

Select Company: Smart | Electronics Systems Pvt. Ltd. [Add all Employees](#)

From Date: 25/08/2010 To Date: 25/08/2010

**Departments**

Accounts

Default

Marketing

R&D

Software

Check All

[Click Here to add Employees](#)

Select	Sr No	Code	Name	Department	Category	Card No
<input checked="" type="checkbox"/>	1	E3067	Avinash R. Kadam	Default	Default	0881493730
<input checked="" type="checkbox"/>	2	E4024	Jitendra C. Pawar	Default	Default	0881650706
<input checked="" type="checkbox"/>	3	E1111	Keyur Desai	Default	Default	0881553666
<input checked="" type="checkbox"/>	4	E1106	Abhijit R. Joag	Default	Default	0881463138
<input checked="" type="checkbox"/>	5	E1103	S. V. Venkatkrishnan	Default	Default	0881608210
<input checked="" type="checkbox"/>	6	E1099	Chidambar A. Shiralkar	Default	Default	0881539858
<input checked="" type="checkbox"/>	7	E1098	V. Kesava Rao	Default	Default	0881426818
<input checked="" type="checkbox"/>	8	E3094	B. R. Malhotra	Default	Default	1589345356
<input checked="" type="checkbox"/>	9	E3092	Bhikaji N. Khilari	Default	Default	1589333132

Check All [Clear List](#) **View** Total No. Of Employees: 225 [Exit](#)

### Show all punches

**Show Punches**

Select Company: Smart | Electronics Systems Pvt. Ltd. [Add all Employees](#)

Select Punch Types:  All  Machine  Manual  Deleted

Group Search: From Date: 25/08/2010 To Date: 25/08/2010 Individual Search

Departments:  Accounts  Default  Marketing  R&D  Software

Category:  Default

Shift:  General  General 2  Night Shift

Code:   
 First Name:   
 Card No.:

Check All  Check All  Check All [Click Here to add Employees](#)

Select	Sr No	Code	Name	Department	Category	Card No
<input checked="" type="checkbox"/>	1	E1113	P. G. Surendran	Default	Default	0881378050
<input checked="" type="checkbox"/>	2	E1082	M.K.Sudhakaran	Default	Default	0881559058
<input checked="" type="checkbox"/>	3	E1120	Deepak S. Sawant	Default	Default	0881490770
<input checked="" type="checkbox"/>	4	E1134	Mahesh H. Shanbhag	Default	Default	0881656514
<input checked="" type="checkbox"/>	5	E1229	Ganesh R. Warge	Default	Default	0881725986
<input checked="" type="checkbox"/>	6	E1228	Vishal V. Admane	Default	Default	0881747842
<input checked="" type="checkbox"/>	7	E1227	Tarun M. Upadhyay	Default	Default	0881738178
<input checked="" type="checkbox"/>	8	E1226	Dilip K. Nikam	Default	Default	0881537074
<input checked="" type="checkbox"/>	9	E1233	SARIKA B. AGRAWAL	Default	Default	0881488082

Check All [Clear List](#) **Show** Total No. Of Employees: 225 [Exit](#)

### OutDoorEntry

**OutDoorEntry Report**

Select Company: Smart | Systems [Add all Employees](#)

Group Search: From Date: 01/01/2011 To Date: 31/03/2011 Individual Search

Departments:

Category:  1

Shift:

Code:   
 First Name:   
 Card No.:

Check All  Check All  Check All [Click Here to add Employees](#)

Select	Sr No	Code	Name	Department	Category	Card No
<input checked="" type="checkbox"/>	1	221	VIKESH.V.UCHIL	Default	Default	000000221
<input checked="" type="checkbox"/>	2	222	VINAY KUMAR TIWARI	Default	Default	000000222
<input type="checkbox"/>	3	223	VINOD JAYANTILAL JOS...	Default	Default	000000223
<input type="checkbox"/>	4	224	VIPUL BHANDARI	Default	Default	000000224
<input type="checkbox"/>	5	225	VIRAL JOSHI	Default	Default	000000225
<input type="checkbox"/>	6	226	VISHAL GURJAR	Default	Default	000000226
<input type="checkbox"/>	7	227	VISITOR01	Default	Default	000000227
<input type="checkbox"/>	8	228	VISWANATH MUKUNDA...	Default	Default	000000228
<input type="checkbox"/>	9	229	xccb rwer	Default	Default	000000229

Check All [Clear List](#) **View** Total No. Of Employees: 100 [Exit](#)

### 30 Tally report:-

#### Employee Monthly Report (For Tally):-

This form generates Employee monthly attendance report in excel and XML formats.

Field selection: - Click on field selection and Enter the column names same as in tally in Import Fieldname.

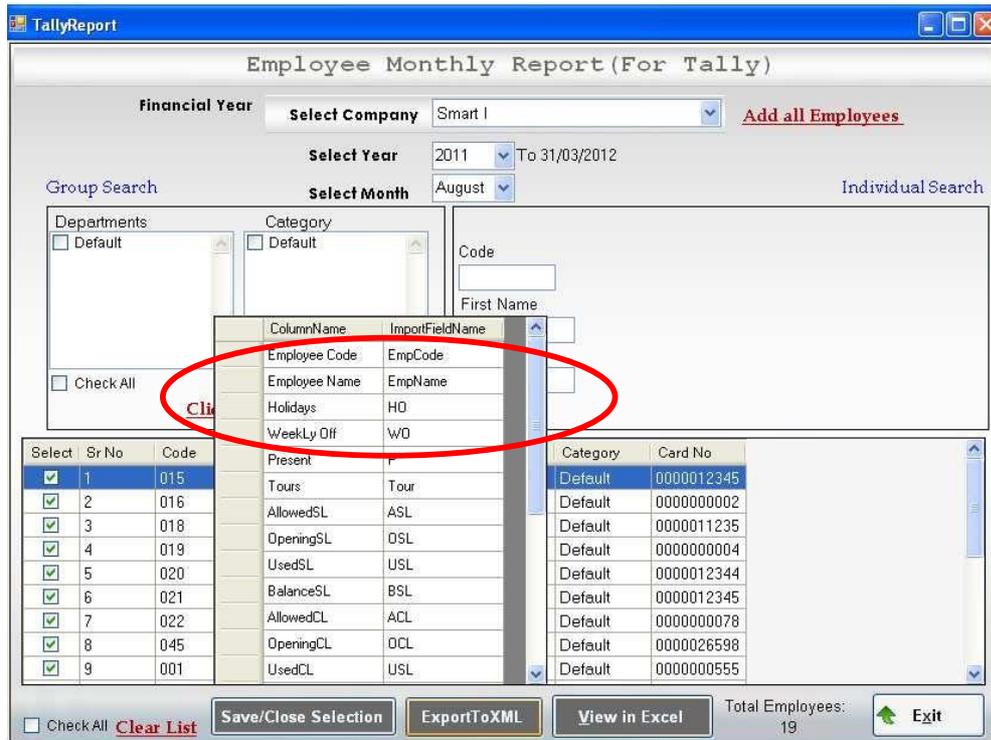
The screenshot shows the 'Employee Monthly Report (For Tally)' window. The form includes the following fields and options:

- Financial Year:** Select Company (Smart I), Add all Employees
- Select Year:** 2011 To 31/03/2012
- Select Month:** August
- Group Search:** Departments (Default), Category (Default), Check All
- Individual Search:** Code, First Name, Card No.

The table below lists the employees:

Select	Sr No	Code	Name	Department	Category	Card No.
<input checked="" type="checkbox"/>	1	015	Ankur Dandekar	Default	Default	0000012345
<input checked="" type="checkbox"/>	2	016	Uday Naik	Default	Default	0000000002
<input checked="" type="checkbox"/>	3	018	Santosh Kachare	Default	Default	0000011235
<input checked="" type="checkbox"/>	4	019	Ashish Patel	Default	Default	0000000004
<input checked="" type="checkbox"/>	5	020	Pradeep Nare	Default	Default	0000012344
<input checked="" type="checkbox"/>	6	021	Abhijit Dhlwalkr	Default	Default	0000012345
<input checked="" type="checkbox"/>	7	022	Manali Shah	Default	Default	0000000078
<input checked="" type="checkbox"/>	8	045	Kirti Indulkar	Default	Default	0000026598
<input checked="" type="checkbox"/>	9	001	Prakash Kumar	Default	Default	0000000555

At the bottom, there are buttons for 'Field Selection' (circled in red), 'ExportToXML', 'View in Excel', and 'Exit'. The total number of employees is 19.



Export to XML: - After clicking Export to XML it is exported in XML format at specified location which is further used to import in tally.

View In excel: - Click it to view the attendance in excel format.

TallyReport

### Employee Monthly Report (For Tally)

Financial Year: **Select Company** Smart I [Add all Employees](#)

**Select Year** 2011 To 31/03/2012

**Select Month** August Individual Search

Group Search: Departments  Default, Category  Default, Code

Check All [Click Here](#)

**smartSOFT**

Exported successfully at C:\Program Files\SmartSoftClassic+\Reports\

OK

Select	Sr No	Code	Name	Department	Category	Card No
<input checked="" type="checkbox"/>	1	015	Ankur Dandekar	Default	Default	0000012345
<input checked="" type="checkbox"/>	2	016	Uday Naik	Default	Default	0000000002
<input checked="" type="checkbox"/>	3	018	Santosh Kachare	Default	Default	0000011235
<input checked="" type="checkbox"/>	4	019	Ashish Patel	Default	Default	0000000004
<input checked="" type="checkbox"/>	5	020	Pradeep Nare	Default	Default	0000012344
<input checked="" type="checkbox"/>	6	021	Abhijit Dhlwalkr	Default	Default	0000012345
<input checked="" type="checkbox"/>	7	022	Manali Shah	Default	Default	0000000078
<input checked="" type="checkbox"/>	8	045	Kirti Indulkar	Default	Default	0000026598
<input checked="" type="checkbox"/>	9	001	Prakash Kumar	Default	Default	0000000555

Check All [Clear List](#) Field Selection **ExportToXML** **View in Excel** Total Employees: 19 [Exit](#)