

COSEC REPORTS



COSEC Reports



Documentation Disclaimer

Matrix Comsec reserves the right to make changes in the design or layout of the reports as the situation may warrant. Specifications are subject to change without notice.

Information in this documentation may change from time to time. Matrix Comsec reserves the right to revise information in this publication for any reason without prior notice. Matrix Comsec makes no warranties with respect to this documentation and disclaims any implied warranties. While every precaution has been taken in the preparation of this document, Matrix Comsec assumes no responsibility for errors or omissions. Neither is any liability assumed for damages resulting from the use of the information contained herein.

Copyright

All rights reserved. No part of this document may be copied or reproduced in any form or by any means without the prior written consent of Matrix Comsec.

Version 1

Release date: October 7, 2010

Contents

Access Control Reports	1
<i>Panel wise Users report</i>	<i>2</i>
<i>User wise Controllers Report</i>	<i>3</i>
<i>Blocked Users report</i>	<i>4</i>
<i>In Out Event Report</i>	<i>5</i>
<i>In Out Event Summary report</i>	<i>6</i>
<i>Who Is In Report</i>	<i>7</i>
<i>Zone Accessed by User Report</i>	<i>8</i>
<i>Door Access Report</i>	<i>9</i>
<i>Access Denied Report</i>	<i>10</i>
<i>Door Held Open Report</i>	<i>11</i>
<i>Door Usage Report</i>	<i>12</i>
Masters Module Reports	13
<i>User Personal Information</i>	<i>14</i>
<i>Shift Report</i>	<i>15</i>
<i>Schedule Group Report</i>	<i>16</i>
Views.....	17
<i>Activity Log Viewer</i>	<i>18</i>
<i>Event Viewer</i>	<i>19</i>
<i>Monthly Shift Schedule View</i>	<i>20</i>
<i>Daily Attendance View</i>	<i>21</i>
<i>Monthly Attendance View</i>	<i>22</i>
<i>Leave Balance View</i>	<i>23</i>
<i>Attendance Summary View</i>	<i>24</i>
<i>Leave Application View</i>	<i>25</i>
Time & Attendance Reports.....	27
<i>Late In Report</i>	<i>28</i>
<i>Early In Report</i>	<i>29</i>
<i>Overtime Report</i>	<i>30</i>
<i>Absent Report</i>	<i>31</i>
<i>Exception Report</i>	<i>32</i>
<i>Attendance Report</i>	<i>33</i>
<i>Attendance summary report</i>	<i>34</i>
<i>Shift Change Report</i>	<i>35</i>
<i>Late Arrival Memo</i>	<i>36</i>
<i>Absent Memo</i>	<i>37</i>

<i>Weekly Work and OT Report</i>	38
<i>Continuous Absenteeism Report</i>	39
<i>Special Function Punch Report</i>	40
<i>Departmentwise Absent Report</i>	41
<i>Shift Schedule Report</i>	42
<i>Muster Summary Report</i>	43
<i>Salary Data Report</i>	44
<i>Attendance Register</i>	45
<i>Overtime Register</i>	46
<i>Yearly Performance Report</i>	47
Charts	49
<i>Time Loss Chart</i>	50
<i>Overtime Chart</i>	51
<i>Absent Graph</i>	52
<i>Late In Graph</i>	53
<i>Irregularity Graph</i>	54
<i>Monthwise Overtime Chart</i>	55
<i>Attendance Summary Chart</i>	56
Leave Management Reports	57
<i>Leave Application Report</i>	58
<i>Leave Register</i>	59
Visitor Reports	61
<i>Visitor Punch Detail</i>	62
<i>Visitor Pass Validity</i>	63
<i>Visitor Watchlist</i>	64
<i>Invalid Pass Report</i>	65
<i>Pre-Registered Visitors Report</i>	66
<i>Visitor Punch Report</i>	67
<i>Visitor Pass Status Report</i>	68

The Access Control module of the COSEC web application allows you to view an assortment of detailed and focused reports on the user access control activities on your site. These reports are guaranteed to assist you in managing your site better.

The Access Control module enables you to extract two categories of reports namely:

Master : This category of reports enables the user to extract reports relating to user defined parameters.

Transaction : This category enables the user to extract reports relating to access control user transaction.

Panel wise Users report

This report generates a PANEL wise listing of the Users along with their defined access policies as shown.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Panel wise Users

Run by: System Admin

Date: 02/10/2010 15:41

SRNo	User ID	User Name	Index	Access Group	Home Zone	Functional Group
Matrix HO Panel						
1	59	KUNJAL GARACH	41	Group-1	RnD Zone	Staff
2	133	ASHISH DESHAVAL	79	Group-1	RnD Zone	Staff
3	153	DEVANAND NAIR	90	Group-1	RnD Zone	Staff
4	165	RAVINDER KAUR G	96	Group-1	RnD Zone	Staff
5	200	RONAK TANNA	115	Group-1	RnD Zone	Staff
6	202	DIVYESHWARI PAN	117	Group-1	RnD Zone	Staff
7	205	SANTOSH PHADKE	201	Group-1	RnD Zone	Staff
8	213	SAMIR DAMANI	124	Group-1	RnD Zone	Staff
9	224	PRITI PUROHIT	134	Group-1	RnD Zone	Staff
10	227	BHARAT GOHIL	137	Group-1	RnD Zone	Staff
11	235	POOJA PATEL	142	Group-1	RnD Zone	Staff
12	238	KAUSHAL KANSARA	145	Group-1	RnD Zone	Staff
13	243	PATRIC PILLAI	150	Group-1	RnD Zone	Staff
14	246	CHANDNI SARAF	153	Group-1	RnD Zone	Staff
15	261	MEHULBHAI RANIN	166	Group-1	RnD Zone	Staff
16	271	Charmi Trivedi	304	Group-1	RnD Zone	Staff
17	296	ARCHANA DAVE	335	Group-1	RnD Zone	Staff
18	298	Mukesh Savaliya	337	Group-1	RnD Zone	Staff
19	299	Yogesh Prajapat	338	Group-1	RnD Zone	Staff
20	329	NIRAJ R PATEL	374	Group-1	RnD Zone	Staff
21	335	KARAN A SHAH	382	Group-1	RnD Zone	Staff

.....

User wise Controllers Report

This report displays the list of selected users along with the details of the Panels and Direct Doors assigned to them as shown.

MATRIX ComSec Pvt. Ltd.

Page 1 of 2

User wise Controllers

Run by: System Admin

Date: 02/10/2010 10:23

SR No	Panel/Door Name	Index	Status
User: 59	KUNJAL GARACH		
1	Matrix HO	41	Active
2	Direct Door TA	12	Active
3	RnD Door	1	Active
User: 153	DEVANAND NAIR		
1	Matrix HO	90	Active
2	Direct Door TA	53	Active
3	RnD Door	2	Active
User: 200	RONAK TANNA		
1	Matrix HO	115	Active
2	Direct Door TA	74	Active
3	RnD Door	3	Active
User: 202	DIVYESHWARI PANDA		
1	RnD Door	4	Active
User: 205	SANTOSH PHADKE		
1	Matrix HO	201	Active
2	Direct Door TA	78	Active
3	RnD Door	5	Active
User: 213	SAMIR DAMANI		
1	Matrix HO	124	Active
2	Direct Door TA	83	Active
3	RnD Door	6	Active
User: 224	PRITI PUROHIT		
1	Matrix HO	134	Active
2	Direct Door TA	90	Active
3	RnD Door	7	Active
User: 227	BHARAT GOHIL		
1	Matrix HO	137	Active
2	Direct Door TA	93	Active
3	RnD Door	8	Active
User: 235	POOJA PATEL		
1	Matrix HO	142	Inactive
2	Direct Door TA	97	Inactive
3	RnD Door	9	Inactive
User: 238	KAUSHAL KANSARA		
1	Matrix HO	145	Active
2	Direct Door TA	100	Active
3	RnD Door	10	Active
User: 243	PATRIC PILLAI		
1	Matrix HO	150	Active
2	Direct Door TA	105	Active
3	RnD Door	11	Active
User: 246	CHANDNI SARAF		
1	Matrix HO	153	Active
2	Direct Door TA	108	Active
3	RnD Door	12	Active
User: 261	MEHULBHAI RANINGA		
1	Matrix HO	166	Active
2	Direct Door TA	117	Active

Blocked Users report

This report generates a listing of the Blocked users along with the associated relevant details as shown.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Blocked Users

Run by: System Admin

Date: 14/09/2010 10:49

SRNo	User ID	Name	Block Date	Reason	Panel
1	103	BHUSHAN GAJJAR	03/09/2010 23:10:00	Unauthorized Access	Matrix HO
2	203	MANOJ CHAUHAN	01/09/2010 10:10:00	Usage Count	Matrix HO
3	215	MINA P PANSURIYA	08/09/2010 21:10:00	Invalid PIN	Matrix HO
4	325	YASHPAL GOHIL	05/09/2010 15:10:00	Absentee Rule	Matrix HO

In Out Event Report

This report generates a list of all entry and exit events of the selected users.

MATRIX COMSEC PVT. LTD.

Page 2 of 12

Date wise In/Out Event From 02/08/2010 00:00 To 10/08/2010 23:59

Run by: System Admin

Date: 02/10/2010 11:13

SR No	User ID	Name	Time	Type	Panel/Door	Special Function
02/08/2010						
27	213	SAMIR DAMANI	12:57	IN	Matrix HO Panel-TnA Door	Pre Break - OUT
28	200	RONAK TANNA	13:19	IN	Matrix HO Panel-Main Entry Door	
29	224	PRITI PUROHIT	13:20	IN	Matrix HO Panel-Main Entry Door	
30	243	PATRIC PILLAI	13:34	IN	Matrix HO Panel-Main Entry Door	
31	298	Mukesh Savaliya	13:36	IN	Matrix HO Panel-Main Entry Door	
32	227	BHARAT GOHIL	13:51	IN	Matrix HO Panel-Main Entry Door	
33	238	KAUSHAL KANSARA	13:58	IN	Matrix HO Panel-Main Entry Door	
34	205	SANTOSH PHADKE	13:58	IN	Matrix HO Panel-Main Entry Door	
35	213	SAMIR DAMANI	14:05	IN	Matrix HO Panel-TnA Door	Post Break - IN
36	298	Mukesh Savaliya	18:07	IN	Matrix HO Panel-Main Entry Door	
37	299	Yogesh Prajapati	18:15	IN	Matrix HO Panel-Main Entry Door	
38	298	Mukesh Savaliya	18:22	IN	Matrix HO Panel-Main Entry Door	
39	59	KUNJAL GARACH	18:59	IN	Matrix HO Panel-Main Entry Door	
40	59	KUNJAL GARACH	18:59	IN	Matrix HO Panel-TnA Door	
41	235	POOJA PATEL	19:00	OUT	Matrix HO Panel-Main Entry Door	
42	224	PRITI PUROHIT	19:02	IN	Matrix HO Panel-Main Entry Door	
43	200	RONAK TANNA	19:03	IN	Matrix HO Panel-Main Entry Door	
44	298	Mukesh Savaliya	19:04	IN	Matrix HO Panel-TnA Door	
45	246	CHANDNI SARAF	19:11	IN	Matrix HO Panel-TnA Door	
46	205	SANTOSH PHADKE	19:12	OUT	Matrix HO Panel-Main Entry Door	
47	299	Yogesh Prajapati	19:15	OUT	Matrix HO Panel-Main Entry Door	
48	299	Yogesh Prajapati	19:15	IN	Matrix HO Panel-TnA Door	
49	238	KAUSHAL KANSARA	19:33	IN	Matrix HO Panel-TnA Door	

In Out Event Summary report

This report generates a department wise summary statement of the entry and exit events of the users on a specified date.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Department wise In/Out Summary For 02/08/2010

Run by: System Admin

Date: 16/09/2010 14:34

SR No	Department	Total Users		
		Entered	Exited	Total Inside
1	SAD - Security	3	3	0
2	SDG - Security	15	14	1

Click on department name link to view details of the in out events for users blonging to the selected department as shown below.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Department wise In/Out Detail For 02/08/2010

Run by: System Admin

Date: 16/09/2010 14:34

SR No	User ID	User Name	Date	In Time	Out Time
SDG - Security					
1	59	KUNJAL GARACH	02/08/2010	09:19	18:59
2	153	DEVANAND NAIR	02/08/2010	09:20	19:37
3	200	RONAK TANNA	02/08/2010	09:33	19:03
4	205	SANTOSH PHADKE	02/08/2010	09:34	19:12
5	213	SAMIR DAMANI	02/08/2010	09:31	19:43
6	224	PRITI PUROHIT	02/08/2010	09:24	19:02
7	227	BHARAT GOHIL	02/08/2010	09:13	19:49
8	235	POOJA PATEL	02/08/2010	09:16	19:00
9	238	KAUSHAL KANSARA	02/08/2010	09:29	19:33
10	243	PATRIC PILLAI	02/08/2010	09:33	
11	246	CHANDNI SARAF	02/08/2010	09:38	19:11
12	261	MEHULBHAI RANINGA	02/08/2010	09:03	19:38
13	298	Mukesh Savaliya	02/08/2010	09:03	19:04
14	299	Yogesh Prajapati	02/08/2010	09:28	19:15
15	329	NIRAJ R PATEL	02/08/2010	09:31	19:46

Who Is In Report

Who's in report will display a list of all cardholders that have "punched-in" over the last 24 hours but have not "punched-out". In other words, list of users still within the premises.

MATRIX COMSEC PVT. LTD.

Page 1 of 3

Who Is In As on 06/07/2010 11:48:23

Run by: System Admin

Date: 06/07/2010 11:48

SR No	User ID	Name	Door	In Time
62	164	ROHITKUMAR SHAH	Main Entry Door	06/07/2010 09:23
63	165	RAVINDER KAUR GANDYOK	Main Entry Door	06/07/2010 09:17
64	166	ABHISHEK KARALE	Main Entry Door	06/07/2010 09:18
65	170	HITESH KUMAR PATEL	Main Entry Door	06/07/2010 09:49
66	178	VANITA PATEL	Main Entry Door	06/07/2010 09:33
67	118	RASIK JESADIYA	Main Entry Door	06/07/2010 09:25
68	121	RUCHIR TALATI	Main Entry Door	06/07/2010 09:04
69	126	JWALANT TRIVEDI	Main Entry Door	06/07/2010 09:34
70	136	RAKESH RATHOD	Main Entry Door	06/07/2010 09:04
71	138	MANOJ DESAI	Main Entry Door	06/07/2010 11:24
72	149	NIVEN ELISON	Main Entry Door	06/07/2010 09:11
73	93	RONAK SHAH	Main Entry Door	06/07/2010 09:25
74	94	ASHOK KUMAR MALHOTRA	Main Entry Door	06/07/2010 09:10
75	102	AKSHAY SHETH	Main Entry Door	06/07/2010 11:41
76	105	SATISH RAJE	Main Entry Door	06/07/2010 11:44
77	106	MITESH PARIKH	Main Entry Door	06/07/2010 09:21
78	109	DHIRENDRA SAVLA	Main Entry Door	06/07/2010 11:29
79	64	GANESH JIVANI	Main Entry Door	06/07/2010 09:02
80	74	VIJAY PAREKH	Main Entry Door	06/07/2010 11:35
81	76	CHIRAG PATWARI	Main Entry Door	06/07/2010 09:41
82	81	AMIT PATEL	Main Entry Door	06/07/2010 09:21
83	84	DHARMESH SHAH	Main Entry Door	06/07/2010 09:17
84	92	SMITA BARIA	Main Entry Door	06/07/2010 08:49
85	41	VIVEK BATRA	TnA Door	06/07/2010 09:55
86	48	SAURABH SHAH	TnA Door	06/07/2010 09:25
87	55	DHARMESH DESAI	TnA Door	06/07/2010 09:16
88	71	VIPUL AMIN	TnA Door	06/07/2010 09:27
89	77	YAMINI VENKATACHALAM	TnA Door	06/07/2010 09:29
90	78	KIRAN SURVE	TnA Door	06/07/2010 09:22
91	478	HITESH D GOHEL	TnA Door	06/07/2010 09:25
92	272	Dhruvi Bhatt	TnA Door	06/07/2010 09:18
93	278	Chirag Patel	TnA Door	06/07/2010 09:25
94	287	SOMA CHAKRABORTY	TnA Door	06/07/2010 09:18
95	295	BHAVIK PATEL	TnA Door	06/07/2010 09:19
96	298	Mukesh Savaliya	TnA Door	06/07/2010 09:18
97	310	JIGAR BARIA	TnA Door	06/07/2010 09:18
98	209	MARY ALEXANDER THOMAS	TnA Door	06/07/2010 09:19
99	223	MANJU LAKRA	TnA Door	06/07/2010 08:51
100	235	POOJA PATEL	TnA Door	06/07/2010 09:15
101	240	DHAVALKUMAR BHAGORA	TnA Door	06/07/2010 09:15
102	242	HEMANTKUMAR SHUKLA	TnA Door	06/07/2010 09:34
103	270	Hetal Vara	TnA Door	06/07/2010 09:07
104	133	ASHISH DESHAVAL	TnA Door	06/07/2010 09:18
105	146	RAHUL PATEL	TnA Door	06/07/2010 10:39
106	157	MANOJ ISSRANI	TnA Door	06/07/2010 09:17
107	163	SHAILESH PANCHAL	TnA Door	06/07/2010 09:08
108	201	RANVIRSINH RATHOD	TnA Door	06/07/2010 09:25
109	205	SANTOSH PHADKE	TnA Door	06/07/2010 09:03
110	87	SAJEEV NAIR	TnA Door	06/07/2010 09:29
111	103	BHUSHAN GAJJAR	TnA Door	06/07/2010 09:30
112	104	ASHVIN NAVADIA	TnA Door	06/07/2010 09:07
113	115	AMIT SHAH	TnA Door	06/07/2010 09:16
114	116	GRACY BALU	TnA Door	06/07/2010 09:19
115	131	MOHIT SONI	TnA Door	06/07/2010 09:04
116	180	JATIN K CHUDASAMA	VCCI Main Door	06/07/2010 09:27
117	191	JATIN DESAI	VCCI Main Door	06/07/2010 09:23
118	218	DEVANSH PIPARIA	VCCI Main Door	06/07/2010 08:56
119	226	PARTH DAVE	VCCI Main Door	06/07/2010 09:27
120	281	VIPUL VOHRA	VCCI Main Door	06/07/2010 09:01
121	282	FRAGNESH TRIVEDI	VCCI Main Door	06/07/2010 09:18
122	284	DHIREN JANI	VCCI Main Door	06/07/2010 09:23

Zone Accessed by User Report

This report generates a zone wise list of users who have accessed the Access Zone.

MATRIX COMSEC PVT. LTD.

Page 3 of 10

Zones Accessed By User From 30/07/2010 To 30/07/2010

Run by: System Admin

Date: 02/10/2010 11:20

SR No	User ID	Name	Date	In	Out	Duration
RnD Zone						
121	105	SATISH RAJE	30/07/2010	10:56		
122	106	MITESH PARIKH	30/07/2010	09:21		
123	106	MITESH PARIKH	30/07/2010	19:00		
124	109	DHIRENDRA SAVLA	30/07/2010	10:38		
125	109	DHIRENDRA SAVLA	30/07/2010	11:57		
126	109	DHIRENDRA SAVLA	30/07/2010	14:20		
127	109	DHIRENDRA SAVLA	30/07/2010	14:33		
128	109	DHIRENDRA SAVLA	30/07/2010	15:31		
129	109	DHIRENDRA SAVLA	30/07/2010	16:08		
130	109	DHIRENDRA SAVLA	30/07/2010	19:28		
131	115	AMIT SHAH	30/07/2010	09:27		
132	115	AMIT SHAH	30/07/2010	19:11		
133	116	GRACY BALU	30/07/2010	09:17		
134	116	GRACY BALU	30/07/2010	13:11		
135	116	GRACY BALU	30/07/2010	19:15		
136	121	RUCHIR TALATI	30/07/2010	09:07		
137	121	RUCHIR TALATI	30/07/2010	14:15	18:54	04:39
138	121	RUCHIR TALATI	30/07/2010	18:54		
139	126	JWALANT TRIVEDI	30/07/2010	09:29		
140	126	JWALANT TRIVEDI	30/07/2010	13:09		
141	126	JWALANT TRIVEDI	30/07/2010	14:00	19:12	05:12
142	127	ANURADHA JANI	30/07/2010	09:28	19:16	09:48
143	127	ANURADHA JANI	30/07/2010	19:16		
144	127	ANURADHA JANI	30/07/2010	19:17		
145	131	MOHIT SONI	30/07/2010	09:14		
146	131	MOHIT SONI	30/07/2010	19:10		
147	133	ASHISH DESHAVAL	30/07/2010	09:27		
148	133	ASHISH DESHAVAL	30/07/2010	19:06		
149	136	RAKESH RATHOD	30/07/2010	09:14		
150	136	RAKESH RATHOD	30/07/2010	09:15		
151	136	RAKESH RATHOD	30/07/2010	09:15		
152	136	RAKESH RATHOD	30/07/2010	13:43		
153	136	RAKESH RATHOD	30/07/2010	19:10		
154	138	MANOJ DESAI	30/07/2010	13:18		
155	138	MANOJ DESAI	30/07/2010	15:12		
156	138	MANOJ DESAI	30/07/2010	19:56		
157	138	MANOJ DESAI	30/07/2010	20:00		
158	142	VIRAL KHARA	30/07/2010	09:12		
159	142	VIRAL KHARA	30/07/2010	09:13		
160	142	VIRAL KHARA	30/07/2010	19:20		
161	146	RAHUL PATEL	30/07/2010	09:34		
162	146	RAHUL PATEL	30/07/2010	14:14		
163	146	RAHUL PATEL	30/07/2010	14:48		
164	146	RAHUL PATEL	30/07/2010	19:36		
165	149	NIVEN ELISON	30/07/2010	09:39		
166	149	NIVEN ELISON	30/07/2010	19:13		
167	153	DEVANAND NAIR	30/07/2010	09:25		
168	153	DEVANAND NAIR	30/07/2010	09:35	19:51	10:16
169	157	MANOJ ISSRANI	30/07/2010	09:13		
170	157	MANOJ ISSRANI	30/07/2010	09:13		
171	157	MANOJ ISSRANI	30/07/2010	10:48		
172	157	MANOJ ISSRANI	30/07/2010	10:50		
173	157	MANOJ ISSRANI	30/07/2010	13:26		
174	157	MANOJ ISSRANI	30/07/2010	19:05		
175	164	ROHITKUMAR SHAH	30/07/2010	09:25	19:15	09:50
176	164	ROHITKUMAR SHAH	30/07/2010	19:15		
177	165	RAVINDER KAUR GANDYOK	30/07/2010	09:24		
178	165	RAVINDER KAUR GANDYOK	30/07/2010	09:25		
179	165	RAVINDER KAUR GANDYOK	30/07/2010	13:59		
180	165	RAVINDER KAUR GANDYOK	30/07/2010	14:56		

Door Access Report

This report generates a date and door wise list of all users who have punched at various doors.

MATRIX COMSEC PVT. LTD.

Page 1 of 70

Doors Accessed By User From 01/08/2010 To 07/08/2010

Run by: System Admin

Date: 02/10/2010 11:25

SR No	User ID	Name	Department	Time	IO Type
01/08/2010					
Matrix HO Panel-Main Entry Door					
1	473	GANPATSINH M PARMAR	Department-1	07:02	IN
2	475	PRAVIN DILIP SOLANKI	Department-1	07:34	IN
3	475	PRAVIN DILIP SOLANKI	Department-1	07:50	IN
Matrix HO Panel-TnA Door					
1	523	MUKESH TRIVEDI	Department-1	07:28	IN
2	526	PARSOTMBHAI JESANBHAI	Department-1	07:28	IN
3	523	MUKESH TRIVEDI	Department-1	14:59	IN
4	473	GANPATSINH M PARMAR	Department-1	15:04	IN
5	526	PARSOTMBHAI JESANBHAI	Department-1	19:00	IN
6	524	JIGNESH PATEL	Department-1	22:59	IN
7	523	MUKESH TRIVEDI	Department-1	23:01	IN
02/08/2010					
Matrix HO Panel-Main Entry Door					
1	533	Jaypat Rathod	Department-1	07:37	IN
2	533	Jaypat Rathod	Department-1	07:38	IN
3	533	Jaypat Rathod	Department-1	07:53	IN
4	533	Jaypat Rathod	Department-1	08:06	IN
5	422	MUKESH R BHATT	Department-1	08:08	IN
6	473	GANPATSINH M PARMAR	Department-1	08:22	IN
7	308	ASHISH SHAH	HR & ADMIN	08:34	IN
8	136	RAKESH RATHOD	SAD - Telecom	08:42	IN
9	263	NITIN PATEL	Procurement Group	08:43	IN
10	422	MUKESH R BHATT	Department-1	08:47	IN
11	84	DHARMESH SHAH	Procurement Group	08:51	IN
12	92	SMITA BARIA	HR & ADMIN	08:52	IN
13	190	CHETANKUMAR PATEL	Call Centre	08:55	IN
14	221	BHASKARAN K M	IT	08:57	IN
15	800	Kamlesh Patel	Department-1	08:58	IN
16	326	NITIN P JADAV	Support	09:01	IN
17	272	Dhruti Bhatt	Department-1	09:01	IN
18	131	MOHIT SONI	Software & QA Group - Telecom	09:02	IN
19	204	DUSHYANT AGHARA	HDG - Telecom	09:03	IN
20	422	MUKESH R BHATT	Department-1	09:03	IN
21	310	JIGAR BARIA	Software & QA Group - Security	09:04	IN
22	301	Jagruiti Maheria	Marketing	09:05	IN
23	312	TASHI DHUNDUP	SDG - Telecom	09:09	IN
24	45	RAKESH PATEL	SDG - Telecom	09:11	IN
25	283	KAITAV SAPRE	Hardware CAD Group - Telecom	09:12	IN
26	227	BHARAT GOHIL	SDG - Security	09:13	IN
27	273	Viral Mehta	Department-1	09:13	IN
28	48	SAURABH SHAH	SDG - Telecom	09:15	IN
29	278	Chirag Patel	Department-1	09:15	IN
30	235	POOJA PATEL	SDG - Security	09:16	IN
31	478	HITESH D GOHEL	Department-1	09:16	IN
32	295	BHAVIK PATEL	Marketing	09:16	IN
33	422	MUKESH R BHATT	Department-1	09:17	IN
34	166	ABHISHEK KARALE	SDG - Telecom	09:18	IN
35	74	VIJAY PAREKH	Marketing Communication	09:18	IN
36	274	Vishal Sawant	Department-1	09:18	IN
37	81	AMIT PATEL	SAD - Telecom	09:19	IN
38	289	ASHISH JOSHI	Department-1	09:20	IN
39	153	DEVANAND NAIR	SDG - Security	09:21	IN
40	318	AMIT M PARMAR	Hardware CAD Group - Telecom	09:21	IN

Access Denied Report

This report generates a list of punch events where the identified users have been denied access along with the reason for the same.

MATRIX COMSEC PVT. LTD.						Page 1 of 1
Access Denied From 01/04/2010 To 30/06/2010						
Run by: System Admin			Date: 02/10/2010 11:29			
SR No	User ID Name	Department	Time	IN/OUT	Reason	
01/04/2010						
Matrix HO Panel-Main Entry Door						
1	294 MAHIMA CHAUHAN	Marketing	13:01	IN	Denied - Disabled User	
2	294 MAHIMA CHAUHAN	Marketing	13:01	IN	Denied - Disabled User	
3	294 MAHIMA CHAUHAN	Marketing	13:03	IN	Denied - Disabled User	
4	294 MAHIMA CHAUHAN	Marketing	13:55	IN	Denied - Disabled User	
5	294 MAHIMA CHAUHAN	Marketing	13:57	IN	Denied - Disabled User	
05/04/2010						
VCCI Main Door						
1	281 VIPUL VOHRA	International Sales	17:50	IN	Denied - Control zone	
2	281 VIPUL VOHRA	International Sales	17:50	IN	Denied - Control zone	
3	281 VIPUL VOHRA	International Sales	17:50	IN	Denied - Control zone	
4	281 VIPUL VOHRA	International Sales	17:51	IN	Denied - Control zone	
5	281 VIPUL VOHRA	International Sales	17:51	IN	Denied - Control zone	
6	281 VIPUL VOHRA	International Sales	17:52	IN	Denied - Control zone	
7	281 VIPUL VOHRA	International Sales	17:52	IN	Denied - Control zone	
8	281 VIPUL VOHRA	International Sales	17:52	IN	Denied - Control zone	
9	281 VIPUL VOHRA	International Sales	17:53	IN	Denied - Control zone	
06/06/2010						
VCCI Main Door						
1	255 GAUTAM RATHOD	Call Centre	02:41	IN	Denied - Control zone	
09/05/2010						
VCCI Main Door						
1	255 GAUTAM RATHOD	Call Centre	00:42	IN	Denied - Control zone	
2	255 GAUTAM RATHOD	Call Centre	00:42	IN	Denied - Control zone	
3	256 ANKIT PATEL	Call Centre	00:42	IN	Denied - Control zone	
18/04/2010						
VCCI Main Door						
1	255 GAUTAM RATHOD	Call Centre	03:10	IN	Denied - Control zone	
2	255 GAUTAM RATHOD	Call Centre	03:10	IN	Denied - Control zone	
3	255 GAUTAM RATHOD	Call Centre	03:10	IN	Denied - Control zone	
4	255 GAUTAM RATHOD	Call Centre	03:10	IN	Denied - Control zone	
5	255 GAUTAM RATHOD	Call Centre	03:10	IN	Denied - Control zone	
6	255 GAUTAM RATHOD	Call Centre	03:10	IN	Denied - Control zone	
7	255 GAUTAM RATHOD	Call Centre	03:11	IN	Denied - Control zone	

Door Held Open Report

This report generates a list of the occasions when the door had been held open for more than the permissible period of time.

MATRIX COMSEC PVT. LTD.

Page 1 of 8

Door Held Open From 02/08/2010 To 09/08/2010

Run by: System Admin

Date: 02/10/2010 11:32

SR No	Date	Time	Clear Date	Time	Door controller	Duration
1	02/08/2010	07:38:19	02/08/2010	07:38:22	Main Entry Door	0 Days 00:00:03
2	02/08/2010	08:53:40	02/08/2010	08:53:58	Main Entry Door	0 Days 00:00:18
3	02/08/2010	09:07:22	02/08/2010	09:08:15	Main Entry Door	0 Days 00:00:53
4	02/08/2010	09:10:56	02/08/2010	09:10:59	Main Entry Door	0 Days 00:00:03
5	02/08/2010	09:14:34	02/08/2010	09:14:34	Main Entry Door	0 Days 00:00:00
6	02/08/2010	09:19:01	02/08/2010	09:19:02	Main Entry Door	0 Days 00:00:01
7	07/08/2010	15:36:09	07/08/2010	15:36:17	Main Entry Door	0 Days 00:00:08
8	07/08/2010	15:45:06	07/08/2010	15:45:16	Main Entry Door	0 Days 00:00:10
9	07/08/2010	15:15:27	07/08/2010	15:15:33	Main Entry Door	0 Days 00:00:06
10	07/08/2010	15:19:05	07/08/2010	15:19:06	Main Entry Door	0 Days 00:00:01
11	07/08/2010	15:22:11	07/08/2010	15:25:24	Main Entry Door	0 Days 00:03:13
12	07/08/2010	15:26:44	07/08/2010	15:26:48	Main Entry Door	0 Days 00:00:04
13	07/08/2010	15:30:05	07/08/2010	15:30:13	Main Entry Door	0 Days 00:00:08
14	07/08/2010	15:32:46	07/08/2010	15:32:56	Main Entry Door	0 Days 00:00:10
15	07/08/2010	13:48:20	07/08/2010	13:48:32	Main Entry Door	0 Days 00:00:12
16	07/08/2010	13:50:12	07/08/2010	13:50:14	Main Entry Door	0 Days 00:00:02
17	07/08/2010	13:51:17	07/08/2010	13:51:19	Main Entry Door	0 Days 00:00:02
18	07/08/2010	13:52:56	07/08/2010	13:53:33	Main Entry Door	0 Days 00:00:37
19	07/08/2010	14:05:16	07/08/2010	14:05:18	Main Entry Door	0 Days 00:00:02
20	07/08/2010	14:20:14	07/08/2010	14:20:20	Main Entry Door	0 Days 00:00:06
21	07/08/2010	13:29:28	07/08/2010	13:29:31	Main Entry Door	0 Days 00:00:03
22	07/08/2010	13:30:27	07/08/2010	13:30:28	Main Entry Door	0 Days 00:00:01
23	07/08/2010	13:36:42	07/08/2010	13:36:48	Main Entry Door	0 Days 00:00:06
24	07/08/2010	13:38:51	07/08/2010	13:38:59	Main Entry Door	0 Days 00:00:08
25	07/08/2010	13:41:57	07/08/2010	13:41:57	Main Entry Door	0 Days 00:00:00
26	07/08/2010	13:47:32	07/08/2010	13:48:00	Main Entry Door	0 Days 00:00:28
27	07/08/2010	13:17:15	07/08/2010	13:17:16	Main Entry Door	0 Days 00:00:01
28	07/08/2010	13:18:06	07/08/2010	13:18:10	Main Entry Door	0 Days 00:00:04
29	07/08/2010	13:21:15	07/08/2010	13:21:16	Main Entry Door	0 Days 00:00:01
30	07/08/2010	13:22:34	07/08/2010	13:22:37	Main Entry Door	0 Days 00:00:03
31	07/08/2010	13:23:04	07/08/2010	13:23:14	Main Entry Door	0 Days 00:00:10
32	07/08/2010	13:23:34	07/08/2010	13:23:41	Main Entry Door	0 Days 00:00:07
33	07/08/2010	12:58:09	07/08/2010	12:58:15	Main Entry Door	0 Days 00:00:06
34	07/08/2010	12:58:36	07/08/2010	12:58:47	Main Entry Door	0 Days 00:00:11
35	07/08/2010	12:59:29	07/08/2010	12:59:50	Main Entry Door	0 Days 00:00:21
36	07/08/2010	13:01:21	07/08/2010	13:01:21	Main Entry Door	0 Days 00:00:00
37	07/08/2010	13:10:53	07/08/2010	13:10:54	Main Entry Door	0 Days 00:00:01
38	07/08/2010	13:11:29	07/08/2010	13:11:31	Main Entry Door	0 Days 00:00:02
39	07/08/2010	12:26:57	07/08/2010	12:27:04	Main Entry Door	0 Days 00:00:07
40	07/08/2010	12:31:30	07/08/2010	12:31:34	Main Entry Door	0 Days 00:00:04
41	07/08/2010	12:37:31	07/08/2010	12:37:32	Main Entry Door	0 Days 00:00:01
42	07/08/2010	12:38:22	07/08/2010	12:38:25	Main Entry Door	0 Days 00:00:03
43	07/08/2010	12:56:41	07/08/2010	12:56:43	Main Entry Door	0 Days 00:00:02
44	07/08/2010	12:57:21	07/08/2010	12:57:42	Main Entry Door	0 Days 00:00:21
45	07/08/2010	12:06:08	07/08/2010	12:06:08	Main Entry Door	0 Days 00:00:00
46	07/08/2010	12:07:45	07/08/2010	12:07:49	Main Entry Door	0 Days 00:00:04
47	07/08/2010	12:09:39	07/08/2010	12:09:41	Main Entry Door	0 Days 00:00:02
48	07/08/2010	12:11:05	07/08/2010	12:11:08	Main Entry Door	0 Days 00:00:03
49	07/08/2010	12:13:29	07/08/2010	12:13:29	Main Entry Door	0 Days 00:00:00
50	07/08/2010	12:23:30	07/08/2010	12:23:38	Main Entry Door	0 Days 00:00:08
51	07/08/2010	11:16:10	07/08/2010	11:16:13	Main Entry Door	0 Days 00:00:03
52	07/08/2010	11:24:45	07/08/2010	11:27:34	Main Entry Door	0 Days 00:02:49
53	07/08/2010	11:30:10	07/08/2010	11:30:10	Main Entry Door	0 Days 00:00:00
54	07/08/2010	11:38:17	07/08/2010	11:38:34	Main Entry Door	0 Days 00:00:17
55	07/08/2010	11:39:10	07/08/2010	11:39:17	Main Entry Door	0 Days 00:00:07
56	07/08/2010	11:44:51	07/08/2010	11:44:53	Main Entry Door	0 Days 00:00:02
57	07/08/2010	10:40:09	07/08/2010	10:40:33	Main Entry Door	0 Days 00:00:24
58	07/08/2010	10:52:07	07/08/2010	10:52:44	Main Entry Door	0 Days 00:00:37
59	07/08/2010	10:54:46	07/08/2010	10:54:50	Main Entry Door	0 Days 00:00:04
60	07/08/2010	10:57:44	07/08/2010	10:57:45	Main Entry Door	0 Days 00:00:01
61	07/08/2010	11:10:06	07/08/2010	11:10:15	Main Entry Door	0 Days 00:00:09

Door Usage Report

This report enables the application user to view the duration spent by users in a particular area based on the consecutive IN/OUT punch event pairs of the user as shown.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Door Usage From 01/09/2010 To 01/09/2010

Run by: System Admin

Date: 23/09/2010 16:46

SR No	Date	In Door	In Time	Out Door	Out Time	Duration
59	- KUNJAL GARACH					
1	01/09/2010	Direct Door TA	09:41	Direct Door TA	19:25	09:44
153	- DEVANAND NAIR					
1	01/09/2010	Direct Door TA	09:22	Door Event	15:59	06:37
2	01/09/2010	Direct Door TA	19:22			
200	- RONAK TANNA					
1	01/09/2010	Direct Door TA	09:35	Direct Door TA	19:25	09:50
205	- SANTOSH PHADKE					
1	01/09/2010	Direct Door TA	09:31	Direct Door TA	19:27	09:56
213	- SAMIR DAMANI					
1	01/09/2010	Direct Door TA	09:40	Direct Door TA	19:50	10:10
224	- PRITI PUROHIT					
1	01/09/2010	Direct Door TA	09:24			
235	- POOJA PATEL					
1	01/09/2010	Direct Door TA	09:15			
238	- KAUSHAL KANSARA					
1	01/09/2010	Direct Door TA	09:11	Direct Door TA	19:49	10:38
243	- PATRIC PILLAI					
1	01/09/2010	Direct Door TA	09:39	Direct Door TA	19:10	09:31
2	01/09/2010	Direct Door TA	19:12			
246	- CHANDNI SARAF					
1	01/09/2010	Direct Door TA	09:39	Direct Door TA	19:23	09:44
261	- MEHULBHAI RANINGA					
1	01/09/2010	Direct Door TA	09:15			
298	- Mukesh Savaliya					
1	01/09/2010	Direct Door TA	08:59	Direct Door TA	19:10	10:11
299	- Yogesh Prajapati					
1	01/09/2010	Direct Door TA	09:17			
329	- NIRAJ R PATEL					
1	01/09/2010	Direct Door TA	09:19	Direct Door TA	19:51	10:32
335	- KARAN A SHAH					
1	01/09/2010	Direct Door TA	09:31	Direct Door TA	19:51	10:20

Reports available within the COSEC Masters Module enable the system administrator to extract a host of reports to view information related to the configured parameters under the Masters module.

The COSEC Masters module enables you to extract reports relating to the following user defined parameters:

- Users
- Holidays
- Shifts
- Schedule Groups

User Personal Information

This report generates a listing of the personal information of selected users as shown. It also displays the photo image of the users wherever available.

MATRIX COMSEC PVT. LTD.

Page 1 of 2

Department wise User Personal Information

Run by: System Admin

Date: 02/10/2010 10:37

SAD - Security

	User ID : 133	Name : ASHISH DESHAVAL
	Additional ID : 133	Nationality : Indian
	Birth Date : 02/08/1980	Marital Status : Married
	Blood Group : A+	Gender : Male
	Qualification :	
	User ID : 165	Name : RAVINDER KAUR GANDYOK
	Additional ID : 165	Nationality : Indian
	Birth Date : 09/10/1980	Marital Status : Married
	Blood Group : A+	Gender : Female
	Qualification :	
	User ID : 271	Name : Charmi Trivedi
	Additional ID : 271	Nationality : Indian
	Birth Date :	Marital Status : Unmarried
	Blood Group : A+	Gender : Female
	Qualification :	

SDG - Security

	User ID : 59	Name : KUNJAL GARACH
	Additional ID : 59	Nationality : Indian
	Birth Date : 12/10/1979	Marital Status : Married
	Blood Group : B+	Gender : Male
	Qualification :	
	User ID : 153	Name : DEVANAND NAIR
	Additional ID : 153	Nationality : Indian
	Birth Date : 17/10/1971	Marital Status : Married
	Blood Group : B+	Gender : Male
	Qualification :	
	User ID : 200	Name : RONAK TANNA
	Additional ID : 200	Nationality : Indian
	Birth Date : 28/12/1983	Marital Status : Married
	Blood Group : B+	Gender : Male
	Qualification :	
	User ID : 202	Name : DIVYESHWARI PANDA
	Additional ID : 202	Nationality : Indian
	Birth Date : 12/02/1985	Marital Status : Married
	Blood Group : B+	Gender : Female
	Qualification :	
	User ID : 205	Name : SANTOSH PHADKE
	Additional ID : 205	Nationality : Indian
	Birth Date : 02/06/1974	Marital Status : Married
	Blood Group : B+	Gender : Male
	Qualification :	
	User ID : 213	Name : SAMIR DAMANI
	Additional ID : 213	Nationality : Indian
	Birth Date : 02/12/1973	Marital Status : Married
	Blood Group : B+	Gender : Male
	Qualification :	
	User ID : 224	Name : PRITI PUROHIT
	Additional ID : 224	Nationality : Indian
	Birth Date : 11/05/1987	Marital Status : Married
	Blood Group : B+	Gender : Female
	Qualification :	

Shift Report

This report generates a detailed listing of all shifts as defined in the system.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Shift

Run by: System Admin

Date: 02/10/2010 10:33

		Min Working Hours							Status
SRNo	ID	Name	Start	End	Break Start	Break End	Full Day	Half Day	
1	G2	Second Shift	16:00	00:00	20:00	21:00	06:00	04:00	Active
2	GN	Night Shift	00:00	08:00	04:00	05:00	06:00	04:00	Active
3	GS	General Shift	09:00	18:00	13:00	14:00	06:00	04:00	Active

Schedule Group Report

This report displays the details of all schedule groups defined in the system as shown.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Schedule Group

Run by: System Admin

Date: 15/09/2010 12:44

SR No	ID	Name	Shift	Shift Start	Shift End	Break Start	Break End	Shift Count	Shift Enable	Off Day1	Off Day2	Status
1	1	General	GS	09:00	18:00	13:00	14:00	7	Active	Sunday	Saturday	Active
2	2	Rotation	GS	09:00	18:00	13:00	14:00	7	Active	Sunday	Saturday	Active
			G2	16:00	00:00	20:00	21:00	1	Active			
			GN	00:00	08:00	04:00	05:00	1	Active			

This option enables the user to view the information relating to events or activity logs which have occurred on the system within the specified time period.

The system thus maintains an audit trail of all the events and activities performed by the application as well as the system users and this information can be viewed by the System administrator using the Views option in the various modules. The COSEC application provides various view options in the modules as specified hereunder:

Admin Module:

- Activity Logs
- Event View

Access Control:

- Alarm Log

Time and Attendance module:

- Monthly Shift Schedule
- Daily Attendance
- Monthly Attendance

Leave Management Module:

- Leave Balance

Activity Log Viewer

This option enables the user to view activity logs which will have information about all the actions performed by login users with key field information. The system maintains an audit trail of all actions performed by the Login users and this information can be viewed by the System administrator.

COSEC > Admin > Views > Activity Logs

Activity Logs

Start Date14/09/2010

End Date14/09/2010

Login UserSelect

TableSelect

FieldSelect

Value

Show

Close

Select	User	Date	Action	Table	Key Field	Key Value	Host IP
Detail		14/09/2010 11:17:27	Delete	User & Additional Master controller Configuration	User ID	14	
Detail		14/09/2010 11:17:27	Edit	User Master	User ID	14	
Detail	sa	14/09/2010 11:11:13	Edit	First-IN UserGroup Detail	First In User Group ID	1	127.0.0.1
Detail	sa	14/09/2010 11:09:35	Edit	2-person Rule Group Detail	Two person Group ID	1	127.0.0.1
Detail	sa	14/09/2010 11:09:35	Edit	2-person Rule Group Master	Two person Group ID	1	127.0.0.1
Detail	sa	14/09/2010 10:53:42	Edit	Daily Attendance Transaction	User ID	235	127.0.0.1
Detail	sa	14/09/2010 10:27:46	Edit	Master Controller Basic Configuration	Panel ID	2	127.0.0.1
Detail	sa	14/09/2010 10:07:02	Add	Reporting Group Master	Reporting Group ID	3	127.0.0.1
Detail		14/09/2010 10:06:33	Delete	User & Additional Master controller Configuration	User ID	7	
Detail		14/09/2010 10:06:33	Edit	User Master	User ID	7	

1

2

Detail Information

Field	Old Value	New Value
Punch1	08/09/2010 09:00:00	08/09/2010 09:10:00
Punch2	08/09/2010 18:30:00	08/09/2010 18:40:00

Event Viewer

The COSEC system interfaces with the Dahua DVR and enables the user to grab images triggered by user events at the respective doors. The user events and related images can be viewed from the Event View option of the Admin module as shown. Click on **View** in the **Image** column to view the related images.

COSEC > Admin > Views > Event View

Event View

Door Selection ☒ All ☐ Selected

Start Date End Date

User ID	User Name	DateTime	Entry/Exit	Type	Panel/Direct Door	Door	Allowed/Denied	Image
133	ASHISH DESHAVAL	14/09/2010 11:53:02	Entry	Direct Door	Door Event	Door Event	Allowed	View
133	ASHISH DESHAVAL	14/09/2010 11:53:05	Entry	Direct Door	Door Event	Door Event	Allowed	View
133	ASHISH DESHAVAL	14/09/2010 11:53:08	Entry	Direct Door	Door Event	Door Event	Allowed	View
133	ASHISH DESHAVAL	14/09/2010 12:02:02	Entry	Direct Door	Door Event	Door Event	Allowed	View
133	ASHISH DESHAVAL	14/09/2010 12:03:35	Entry	Direct Door	Door Event	Door Event	Allowed	View
133	ASHISH DESHAVAL	14/09/2010 12:04:30	Entry	Direct Door	Door Event	Door Event	Allowed	View
133	ASHISH DESHAVAL	14/09/2010 12:04:53	Entry	Direct Door	Door Event	Door Event	Allowed	View
246	CHANDNI SARAF	14/09/2010 12:00:36	Entry	Direct Door				
246	CHANDNI SARAF	14/09/2010 12:02:25	Entry	Direct Door				
246	CHANDNI SARAF	14/09/2010 12:28:39	Entry	Direct Door				
246	CHANDNI SARAF	14/09/2010 12:28:42	Entry	Direct Door				
246	CHANDNI SARAF	14/09/2010 12:28:45	Entry	Direct Door				
246	CHANDNI SARAF	14/09/2010 12:28:48	Entry	Direct Door				
246	CHANDNI SARAF	14/09/2010 12:28:51	Entry	Direct Door				
246	CHANDNI SARAF	14/09/2010 12:28:54	Entry	Direct Door				
246	CHANDNI SARAF	14/09/2010 12:28:57	Entry	Direct Door				
246	CHANDNI SARAF	14/09/2010 18:11:50	Entry	Direct Door				

http://localhost/ACMS_Web/WebForms/frmE...

<< >>

Center Gate1

2010-10-01 12:28:42

Time : 12.28.42

Monthly Shift Schedule View

This option enables the application user to view the monthly schedule of the selected user as shown.

COSEC > Time and Attendance > Views > Monthly Shift Schedule

Monthly Shift Schedule

Month-Year: August 2010

User ID: 205 SANTOSH PHADKE

View Close

WO-Week Off PH-Holiday WO-Week Off & Holiday on Same Day No Shift Schedule Available

MON	TUE	WED	THU	FRI	SAT	SUN
						1
						GN WO
2	3	4	5	6	7	8
GN	GN	GN	GN	GN	GN	GN WO
9	10	11	12	13	14	15
GN	GN	GN	GN	GN	GN WO	GN WO
16	17	18	19	20	21	22
GN	GN	GN	GN	GN	GN	GN WO
23	24	25	26	27	28	29
GN	GN PH	GN	GN	GN	GN WO	GN WO
30	31					
GN	GN					

Daily Attendance View

This option enables the application user to view the daily attendance data of the selected user for the specified date range as shown.

COSEC > Time and Attendance > Views > Daily Attendance

Daily Attendance

Selection

User ID

205

SANTOSH PHADKE

Current Date

Current Month

Previous Month

Select Date

Start Date

01/08/2010

End Date

31/08/2010

View

Close

Legend: PR-Present, AB-Absent, WO-Week Off, PH-Paid Holiday

Date	In	Out	In	Out	In	Out	Shift	LateIn	EarlyOut	Overtime	WorkTime	Half1	Half2	Remark
01/08/2010							GN - WO					WO	WO	
02/08/2010	09:34	19:12					GN				08:48	PR	PR	
03/08/2010	09:31	19:03					GN				08:42	PR	PR	
04/08/2010	09:09	19:21					GN				09:22	PR	PR	
05/08/2010	09:18	13:38					GN				04:20	PR	CL	
06/08/2010	09:21	19:24					GN				09:13	PR	PR	
07/08/2010	09:29	19:03					GN				08:44	PR	PR	
08/08/2010							GN - WO					WO	WO	
09/08/2010	09:18	19:21					GN				09:13	PR	PR	
10/08/2010	09:23	19:50					GN				09:37	PR	PR	
11/08/2010	09:29	19:10					GN				08:51	PR	PR	
12/08/2010	09:36	19:38					GN				09:12	PR	PR	
13/08/2010	10:30	19:28					GN				09:38	PR	PR	SHORT LEAVE
14/08/2010							GN - WO					WO	WO	
15/08/2010							GN - WO					WO	WO	
16/08/2010	09:23	20:23					GN		01:30		10:10	PR	PR	
17/08/2010	09:32	19:29					GN				09:07	PR	PR	
18/08/2010	09:15	19:12					GN				09:07	PR	PR	
19/08/2010	09:21	19:08					GN				08:57	PR	PR	
20/08/2010	09:17	19:29					GN				09:22	PR	PR	
21/08/2010	09:26	19:14					GN				08:58	PR	PR	
22/08/2010							GN - WO					WO	WO	
23/08/2010	09:20	19:02					GN				08:52	PR	PR	
24/08/2010							GN - PH					PH	PH	
25/08/2010	09:21	19:17					GN				09:06	PR	PR	

Monthly Attendance View

This option enables the application user to view the attendance data of the selected user for the specified month and year in the format as shown.

COSEC > Time and Attendance > Views > Monthly Attendance

Monthly Attendance

Month-Year: August 2010

User ID: 205 SANTOSH PHADKE

View Close

■ PR-Present
 ■ AB-Absent
 ■ Leave
 ■ WO-Week Off
 ■ PH-Holiday
 ■ WO-Week Off & Holiday on Same Day

MON	TUE	WED	THU	FRI	SAT	SUN
						1
						WO WO
2	3	4	5	6	7	8
PR PR	PR PR	PR PR	PR CL	PR PR	PR PR	WO WO
9	10	11	12	13	14	15
PR PR	PR PR	PR PR	PR PR	PR PR	WO WO	WO WO
16	17	18	19	20	21	22
PR PR	PR PR	PR PR	PR PR	PR PR	PR PR	WO WO
23	24	25	26	27	28	29
PR PR	PH PH	PR PR	PR PR	PR PR	WO WO	WO WO
30	31					
PR PR	PR PR					

Leave Balance View

This option enables the application user to view the as on date balance for each of the balance check enabled leaves of selected user as shown.

COSEC > Leave Management > Views > Leave Balance

Leave Balance

User ID: 205 SANTOSH PHADKE

Leave: CASUAL LEAVE Year: 2010 Month: August

View Close

Year	Month	Leave	Leave Name	Opening	Credit	Debit	Encashment	Avail	Closing
2010	8	CL	CASUAL LEAVE	8.0	2.5	0.0	0.0	0.5	10.0

Attendance Summary View

This option in the Employee Self Service mode enables the logged in users to view their own attendance summary for the period based on the attendance period as defined in attendance policy. In the case of the supervisors of Reporting groups they can also view the attendance summary of the members of their group.

COSEC > ESS > Views > Attendance Summary

Attendance Summary

User Details

User ID	205	User Name	SANTOSH PHADKE
Department	SDG - Security	Designation	Team Leader
Reporting Group		Group Incharge	

Month-Year: August 2010 View Close

Days		Hours		Previous Adjustment Data	
Present Days	22.5	Working hours	206:41	Days	0
Week Off Days	7	Extra Working hours	03:00	Over Time	0
Paid Leaves	0.5	Authorized OT	03:00	Working Time	0
Tour Days	0.0	Authorized COFF			
Paid Holidays	1	Availed COFF			
Total	31.0	Encashed COFF			
Absent Days	0.0	Loss Hours			
Unpaid Leaves	0.0				
Total	0.0				

Applied Leaves

From Date	To Date	Half	Leave ID	Apply Days	Posted Days	Approval Status	Approval Date
05/08/2010	05/08/2010	2	CL	0.5	0.5	Approved	10/08/2010

Applied Tours

From Date	To Date	Half	Leave ID	Apply Days	Posted Days	Approval Status	Approval Date
No Record Found							

Leaves Balance

Leave ID	Opening Balance	Credit Leave	Debit Leave	Availed Leave	Encashed Leave	Closing Balance
CL	8.0	2.5	0.0	0.5	0.0	10.0

Leave Application View

This option in the Employee Self Service mode enables the logged in user to view their leave or tour application details and in the case of officers, the leave application details of the members of their reporting group.

COSEC > ESS > Views > Leave/Tour Application

Leave/Tour Application View

User Details

User ID	205	User Name	SANTOSH PHADKE
Department	SDG - Security	Designation	Team Leader
Reporting Group		Group Incharge	

Leave Status: Approved Start Date: 01/06/2010 End Date: 31/08/2010

Leave Type: Leave

View Close

Applied Date	From Date	To Date	Leave ID	Leave Name	Half	Applied Days	Posted Days	Status
10/06/2010	05/06/2010	05/06/2010	CL	CASUAL LEAVE	Full Day	1.0	1.0	Approved
10/06/2010	07/06/2010	07/06/2010	CL	CASUAL LEAVE	Full Day	1.0	1.0	Approved
29/06/2010	25/06/2010	25/06/2010	CL	CASUAL LEAVE	Full Day	1.0	1.0	Approved
16/07/2010	02/07/2010	02/07/2010	CL	CASUAL LEAVE	First Half	0.5	0.5	Approved
29/07/2010	07/07/2010	07/07/2010	CL	CASUAL LEAVE	Full Day	1.0	1.0	Approved
16/07/2010	10/07/2010	10/07/2010	CL	CASUAL LEAVE	First Half	0.5	0.5	Approved
28/07/2010	20/07/2010	20/07/2010	CL	CASUAL LEAVE	Full Day	1.0	1.0	Approved
28/07/2010	21/07/2010	21/07/2010	CL	CASUAL LEAVE	Second Half	0.5	0.5	Approved
31/07/2010	30/07/2010	30/07/2010	CL	CASUAL LEAVE	Full Day	1.0	1.0	Approved
09/08/2010	05/08/2010	05/08/2010	CL	CASUAL LEAVE	Second Half	0.5	0.5	Approved

Reports form a key component of any Time and Attendance system. COSEC Time and Attendance module allows you to create and view an assortment of detailed and focused reports on the time and attendance activities of the users on your site.

These reports can be viewed on the screen or printed at any time.

Reports available within the COSEC Time and Attendance Module are categorized as Master, Transaction and Charts.

Master Reports:

The Master reports are used to display the list of parameters as defined in the system. Option is provided to view the entire or a part of the list by specifying the ID number range to be viewed. The application user can view the list of the following parameters:

- Branch
- Category
- Department
- Designation
- Organization
- OT Reason
- Reporting Group
- Section
- Shift

Transaction Reports:

This category enables the user to view reports on the events generated in the system in a specified time period.

Samples of

some of the reports are displayed to provide greater clarity on the kind of information presented in the reports. The reports are categorized into the following categories:

- Daily
- Monthly
- Yearly

Late In Report

This report generates a department wise listing of the employees with details of Late In events during the specified time period.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Department wise Late In From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 30/09/2010 15:11

SR No	User ID	Name	Date	Shift	In	Out	Late By
SAD - Telecom							
1	41	VIVEK BATRA	16/08/2010	GN	09:53	19:30	00:13
2	81	AMIT PATEL	30/08/2010	GN	09:58	19:28	00:18
Late By Group Total:							00:31
SAD - Security							
1	133	ASHISH DESHAVAL	07/08/2010	GN	09:59	20:06	00:19
2	165	RAVINDER KAUR GANDYOK	11/08/2010	GN	09:45	19:32	00:05
3	165	RAVINDER KAUR GANDYOK	17/08/2010	GN	09:42	19:25	00:02
Late By Group Total:							00:26
SDG - Telecom							
1	43	BELA MEHTA	05/08/2010	GN	09:51	19:24	00:11
2	43	BELA MEHTA	09/08/2010	GN	09:43	19:15	00:03
3	43	BELA MEHTA	12/08/2010	GN	09:44	19:16	00:04
4	55	DHARMESH DESAI	25/08/2010	GN	09:41	19:47	00:01
5	55	DHARMESH DESAI	31/08/2010	GN	09:41	20:00	00:01
6	76	CHIRAG PATWARI	02/08/2010	GN	09:53	20:04	00:13
7	76	CHIRAG PATWARI	06/08/2010	GN	09:41	19:16	00:01
8	76	CHIRAG PATWARI	25/08/2010	GN	09:45	20:02	00:05
9	103	BHUSHAN GAJJAR	06/08/2010	GN	09:45	19:18	00:05
10	103	BHUSHAN GAJJAR	07/08/2010	GN	09:46	19:27	00:06
11	103	BHUSHAN GAJJAR	23/08/2010	GN	09:52	19:34	00:12
12	142	VIRAL KHARA	16/08/2010	GN	09:42	19:13	00:02
13	149	NIVEN ELISON	04/08/2010	GN	09:53	19:43	00:13
14	149	NIVEN ELISON	05/08/2010	GN	09:46	19:25	00:06
15	149	NIVEN ELISON	10/08/2010	GN	09:47	19:27	00:07
16	163	SHAILESH PANCHAL	06/08/2010	GN	09:49	19:41	00:09
17	170	HITESH KUMAR PATEL	03/08/2010	GN	09:55	19:27	00:15
18	170	HITESH KUMAR PATEL	10/08/2010	GN	09:44	19:17	00:04
19	170	HITESH KUMAR PATEL	11/08/2010	GN	09:49	19:28	00:09
20	178	VANITA PATEL	02/08/2010	GN	09:50	19:25	00:10
21	178	VANITA PATEL	09/08/2010	GN	09:41	19:27	00:01
22	178	VANITA PATEL	16/08/2010	GN	09:46	19:51	00:06
23	193	KARTIKEY PARMAR	21/08/2010	GN	09:41	19:31	00:01
24	193	KARTIKEY PARMAR	31/08/2010	GN	09:52	20:33	00:12
25	197	YAGNESHKUMAR REVAR	07/08/2010	GN	09:59	19:41	00:19
26	215	MINA P PANSURIYA	16/08/2010	GN	09:44	19:15	00:04
Late By Group Total:							03:00
SDG - Security							
1	59	KUNJAL GARACH	26/08/2010	GN	09:48	19:44	00:08
2	59	KUNJAL GARACH	31/08/2010	GN	09:46	19:19	00:06
3	200	RONAK TANNA	13/08/2010	GN	09:57	17:57	00:17
4	200	RONAK TANNA	30/08/2010	GN	09:44	19:15	00:04
5	213	SAMIR DAMANI	04/08/2010	GN	09:41	19:47	00:01
6	224	PRITI PUROHIT	16/08/2010	GN	09:47	19:22	00:07
7	224	PRITI PUROHIT	25/08/2010	GN	09:43	19:17	00:03
8	243	PATRIC PILLAI	16/08/2010	GN	09:53	17:55	00:13
9	246	CHANDNI SARAF	06/08/2010	GN	09:48	19:26	00:08
10	246	CHANDNI SARAF	12/08/2010	GN	09:45	17:58	00:05
11	246	CHANDNI SARAF	18/08/2010	GN	09:50	19:20	00:10
Late By Group Total:							01:22
Late By Grand Total:							05:19

Early In Report

Early In report: Generates a group wise listing of the employees with details of Early In events during the specified time period.

MATRIX COMSEC PVT. LTD.

Page 1 of 2

Department wise Early In From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 30/09/2010 15:13

SR No	User ID	Name	Date	Shift	In	Out	Early In
SAD - Telecom							
1	41	VIVEK BATRA	10/08/2010	GN	08:43	18:44	00:17
2	41	VIVEK BATRA	21/08/2010	GN	08:55	18:30	00:05
3	81	AMIT PATEL	06/08/2010	GN	08:32	18:33	00:28
4	81	AMIT PATEL	11/08/2010	GN	08:58	18:46	00:02
5	81	AMIT PATEL	21/08/2010	GN	08:55	18:30	00:05
6	81	AMIT PATEL	31/08/2010	GN	08:57	18:39	00:03
7	136	RAKESH RATHOD	02/08/2010	GN	08:42	20:09	00:18
8	136	RAKESH RATHOD	09/08/2010	GN	08:45	19:00	00:15
9	136	RAKESH RATHOD	13/08/2010	GN	08:43	18:48	00:17
10	136	RAKESH RATHOD	16/08/2010	GN	08:53	19:01	00:07
11	136	RAKESH RATHOD	19/08/2010	GN	08:56	19:16	00:04
12	136	RAKESH RATHOD	20/08/2010	GN	08:44	19:44	00:16
13	136	RAKESH RATHOD	21/08/2010	GN	08:51	18:44	00:09
14	136	RAKESH RATHOD	23/08/2010	GN	08:51	17:01	00:09
15	136	RAKESH RATHOD	25/08/2010	GN	08:56	19:30	00:04
16	136	RAKESH RATHOD	27/08/2010	GN	08:47	18:40	00:13
17	317	HIREN SURESHBHAI MEHTA	23/08/2010	GN	08:59	18:30	00:01
18	317	HIREN SURESHBHAI MEHTA	27/08/2010	GN	08:58	18:33	00:02
Early In Group Total:							02:55

SDG - Telecom							
1	45	RAKESH PATEL	11/08/2010	GN	08:58	19:50	00:02
2	76	CHIRAG PATWARI	07/08/2010	GN	08:18	12:58	00:42
3	76	CHIRAG PATWARI	10/08/2010	GN	07:52	19:18	01:08
4	76	CHIRAG PATWARI	12/08/2010	GN	08:45	19:34	00:15
5	76	CHIRAG PATWARI	13/08/2010	GN	08:04	16:59	00:56
6	76	CHIRAG PATWARI	17/08/2010	GN	08:55	19:35	00:05
7	76	CHIRAG PATWARI	18/08/2010	GN	08:38	18:43	00:22
8	76	CHIRAG PATWARI	21/08/2010	GN	08:49	17:01	00:11
9	76	CHIRAG PATWARI	27/08/2010	GN	08:36	18:30	00:24
10	163	SHAILESH PANCHAL	02/08/2010	GN	08:58	20:10	00:02
11	163	SHAILESH PANCHAL	10/08/2010	GN	08:35	19:48	00:25
12	163	SHAILESH PANCHAL	11/08/2010	GN	08:24	19:59	00:36
13	163	SHAILESH PANCHAL	12/08/2010	GN	08:33	20:21	00:27
14	163	SHAILESH PANCHAL	13/08/2010	GN	08:39	19:42	00:21
15	163	SHAILESH PANCHAL	16/08/2010	GN	08:47	20:02	00:13
16	163	SHAILESH PANCHAL	17/08/2010	GN	08:48	19:15	00:12
17	163	SHAILESH PANCHAL	18/08/2010	GN	08:54	18:38	00:06
18	163	SHAILESH PANCHAL	19/08/2010	GN	08:55	19:50	00:05
19	163	SHAILESH PANCHAL	20/08/2010	GN	08:53	20:19	00:07
20	163	SHAILESH PANCHAL	21/08/2010	GN	08:45	20:40	00:15
21	163	SHAILESH PANCHAL	23/08/2010	GN	08:41	19:09	00:19
22	163	SHAILESH PANCHAL	27/08/2010	GN	08:52	18:36	00:08
23	164	ROHITKUMAR SHAH	06/08/2010	GN	08:40	18:33	00:20
24	164	ROHITKUMAR SHAH	16/08/2010	GN	08:58	18:36	00:02
25	269	Rohit Savaliya	25/08/2010	GN	08:47	19:26	00:13
26	312	TASHI DHUNDUP	10/08/2010	GN	08:55	18:30	00:05
27	312	TASHI DHUNDUP	18/08/2010	GN	08:58	18:37	00:02
28	312	TASHI DHUNDUP	21/08/2010	GN	08:49	18:34	00:11
29	312	TASHI DHUNDUP	23/08/2010	GN	08:51	18:30	00:09
Early In Group Total:							08:23

SDG - Security							
1	59	KUNJAL GARACH	06/08/2010	GN	08:58	19:13	00:02
2	261	MEHULBHAI RANINGA	20/08/2010	GN	08:30	19:16	00:30
3	298	Mukesh Savaliya	27/08/2010	GN	08:57	18:38	00:03

Overtime Report

This report generates a group wise listing of the employees with details of their Overtime during the specified time period.

MATRIX COMSEC PVT. LTD.

Page 1 of 4

Department wise Overtime From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 10/09/2010 18:36

SR No	User ID	Name	Date	Shift	In	Out	Auth OT	Overtime
Product Management Group								
1	87	SAJEEV NAIR	03/08/2010	GN	09:34	20:20	01:30	01:30
2	87	SAJEEV NAIR	04/08/2010	GN	10:21	19:43	01:30	01:30
3	87	SAJEEV NAIR	17/08/2010	GN	10:05	20:09	02:00	02:00
4	87	SAJEEV NAIR	25/08/2010	GN	09:32	20:06	01:30	01:30
5	87	SAJEEV NAIR	30/08/2010	GN	09:42	19:42	01:30	01:30
6	121	RUCHIR TALATI	03/08/2010	GN	09:28	19:58	01:00	01:00
7	121	RUCHIR TALATI	16/08/2010	GN	09:01	19:43	01:30	01:30
8	121	RUCHIR TALATI	17/08/2010	GN	09:19	20:10	01:30	01:30
9	121	RUCHIR TALATI	25/08/2010	GN	10:13	19:47	01:30	01:30
10	146	RAHUL PATEL	03/08/2010	GN	09:28	19:58	01:00	01:00
11	146	RAHUL PATEL	17/08/2010	GN	11:03	20:10	02:00	02:00
12	146	RAHUL PATEL	31/08/2010	GN	09:24	19:59	01:30	01:30
13	191	JATIN DESAI	17/08/2010	GN	09:13	20:37	02:00	02:00
14	191	JATIN DESAI	31/08/2010	GN	09:17	20:07	01:30	01:30
15	218	DEVANSH PIPARIA	10/08/2010	GN	10:11	19:41	01:30	01:30
16	218	DEVANSH PIPARIA	19/08/2010	GO	08:33	20:15	02:30	02:30
17	218	DEVANSH PIPARIA	21/08/2010	GO	08:51	21:00	03:00	03:00
18	223	MANJU LAKRA	03/08/2010	GN	08:44	19:22	01:30	01:30
19	223	MANJU LAKRA	04/08/2010	GN	08:04	19:13	02:00	02:00
20	223	MANJU LAKRA	05/08/2010	GN	08:52	19:48	01:30	01:30
21	223	MANJU LAKRA	06/08/2010	GN	08:17	19:59	02:30	02:30
22	223	MANJU LAKRA	19/08/2010	GN	08:27	19:23	01:30	01:30
23	223	MANJU LAKRA	23/08/2010	GN	07:45	18:52	02:00	02:00
24	223	MANJU LAKRA	25/08/2010	GN	08:31	19:59	02:00	02:00
25	223	MANJU LAKRA	27/08/2010	GN	08:48	19:21	01:30	01:30
26	240	DHAVALKUMAR BHAGORA	17/08/2010	GN	09:26	20:09	01:30	01:30
27	240	DHAVALKUMAR BHAGORA	25/08/2010	GN	09:08	19:58	01:30	01:30
28	309	TAPAN KAPADIYA	16/08/2010	GN	10:09	19:43	01:30	01:30
Overtime Group Total:							47:30	47:30
SAD - Telecom								
1	71	VIPUL AMIN	16/08/2010	GN	09:12	20:18	02:00	02:00
2	71	VIPUL AMIN	17/08/2010	GN	09:22	20:13	01:30	01:30
3	71	VIPUL AMIN	26/08/2010	GN	09:23	20:23	01:30	01:30
4	72	SUMER MEHRA	21/08/2010	GN	11:02	19:54	01:30	01:30
5	72	SUMER MEHRA	26/08/2010	GN	10:50	20:29	02:00	02:00
6	72	SUMER MEHRA	27/08/2010	GN	10:39	19:50	01:30	01:30
7	72	SUMER MEHRA	28/08/2010	GN	12:13	16:00	03:00	03:00
8	72	SUMER MEHRA	31/08/2010	GN	11:05	20:03	02:00	02:00
9	81	AMIT PATEL	27/08/2010	GN	09:05	19:47	01:30	01:30
10	81	AMIT PATEL	28/08/2010	GN	10:05	14:51	04:00	04:00
11	136	RAKESH RATHOD	02/08/2010	GN	08:42	20:09	02:00	02:00
12	136	RAKESH RATHOD	20/08/2010	GN	08:44	19:44	01:30	01:30
13	136	RAKESH RATHOD	25/08/2010	GN	08:56	19:30	01:30	01:30
14	136	RAKESH RATHOD	30/08/2010	GN	09:01	19:41	01:30	01:30
15	317	HIREN SURESHBHAI MEHTA	12/08/2010	GN	10:02	19:49	00:00	01:19
16	317	HIREN SURESHBHAI MEHTA	26/08/2010	GN	09:26	20:04	00:00	01:08
Overtime Group Total:							27:00	29:27
SAD - Security								
1	271	Charmi Trivedi	05/08/2010	GN	09:24	19:58	01:30	01:30
Overtime Group Total:							01:30	01:30
SDG - Telecom								
1	43	BELA MEHTA	02/08/2010	GN	10:01	19:31	01:30	01:30
2	43	BELA MEHTA	18/08/2010	GN	09:44	20:15	02:00	02:00
3	43	BELA MEHTA	19/08/2010	GN	09:41	20:02	02:00	02:00

Absent Report

This report generates a group wise listing of the employees with details of the Absent days during the specified time period.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Department wise Absentee From 17/07/2010 To 15/08/2010

Run by: System Admin

Date: 30/09/2010 18:19

SR No	User ID	Name	Date	Shift	1st Half Status	2nd Half Status
SAD - Telecom						
1	72	SUMER MEHRA	02/08/2010	GN	AB	PR
2	72	SUMER MEHRA	03/08/2010	GN	AB	PR
3	72	SUMER MEHRA	04/08/2010	GN	AB	PR
4	72	SUMER MEHRA	05/08/2010	GN	AB	PR
5	72	SUMER MEHRA	11/08/2010	GN	AB	PR
6	72	SUMER MEHRA	13/08/2010	GN	AB	AB
Hardware CAD Group - Telecom						
1	258	SHARY PILLAI	22/07/2010	GN	AB	AB
2	258	SHARY PILLAI	23/07/2010	GN	AB	AB
3	258	SHARY PILLAI	26/07/2010	GN	AB	AB
4	258	SHARY PILLAI	27/07/2010	GN	AB	AB
5	258	SHARY PILLAI	28/07/2010	GN	AB	AB
6	333	JIGYASSA THAKKAR	28/07/2010	GN	AB	AB
HDG - Telecom						
1	106	MITESH PARIKH	27/07/2010	GN	AB	AB
Software & QA Group - Telecom						
1	241	VEENU GILOTRA	17/07/2010	GN	AB	AB
2	241	VEENU GILOTRA	20/07/2010	GN	AB	AB
3	241	VEENU GILOTRA	02/08/2010	GN	AB	AB
4	241	VEENU GILOTRA	03/08/2010	GN	AB	AB
5	241	VEENU GILOTRA	04/08/2010	GN	AB	AB
6	241	VEENU GILOTRA	05/08/2010	GN	AB	AB
7	241	VEENU GILOTRA	06/08/2010	GN	AB	AB
8	241	VEENU GILOTRA	07/08/2010	GN	AB	AB
9	241	VEENU GILOTRA	09/08/2010	GN	AB	AB
10	241	VEENU GILOTRA	10/08/2010	GN	AB	AB
11	241	VEENU GILOTRA	11/08/2010	GN	AB	AB
12	241	VEENU GILOTRA	12/08/2010	GN	AB	AB
13	241	VEENU GILOTRA	13/08/2010	GN	AB	AB
Software & QA Group - Security						
1	293	LALITHA KUMARI	27/07/2010	GN	CL	AB
2	293	LALITHA KUMARI	28/07/2010	GN	AB	AB
3	293	LALITHA KUMARI	29/07/2010	GN	AB	AB
4	293	LALITHA KUMARI	30/07/2010	GN	AB	AB
5	293	LALITHA KUMARI	31/07/2010	GN	AB	AB
6	293	LALITHA KUMARI	04/08/2010	GN	CL	AB
7	293	LALITHA KUMARI	05/08/2010	GN	AB	AB
8	293	LALITHA KUMARI	06/08/2010	GN	AB	AB
9	293	LALITHA KUMARI	07/08/2010	GN	AB	AB
10	293	LALITHA KUMARI	09/08/2010	GN	AB	AB

Exception Report

This report generates a group wise listing of all employees associated with some exception event during the specified time period along with the reason for the exception as shown.

MATRIX COMSEC PVT. LTD.

Page 1 of 3

Department wise Exception Report From 01/09/2010 To 06/09/2010

Run by: System Admin

Date: 10/09/2010 18:43

SR No	User ID	Name	Date	Shift	In	Out	In	Out	1st Half	2nd Half	Reason
Marketing											
1	287	SOMA CHAKRABORTY	04/09/2010	GN	09:07	16:32			PR	AB	Absent due to early out
2	700	UMESH SHAH	03/09/2010	GN	12:48	15:14			AB	AB	Absent due to less working hrs
3	700	UMESH SHAH	06/09/2010	GN	10:19	15:41			AB	AB	Absent due to early out
HR & ADMIN											
1	90	JASWANT CHAUHAN	01/09/2010	G3	08:18	18:02			PR	AB	Second Half Absent due to less working hrs
2	90	JASWANT CHAUHAN	06/09/2010	G3	07:43	17:46			PR	AB	Absent due to early out
3	102	AKSHAY SHETH	04/09/2010	GN	09:40	18:44			PR	AB	Second Half Absent due to less working hrs
4	302	Neelanjan Sarkar	06/09/2010	GN	09:28	18:30			PR	AB	Second Half Absent due to less working hrs
5	308	ASHISH SHAH	04/09/2010	GN	08:54	13:42			PR	AB	Absent due to early out
Domestic Sales											
1	237	GEETANJALI KADAM	06/09/2010	GN	09:11	17:13			PR	AB	Absent due to early out
2	248	PRITY MATHEW	04/09/2010	10	09:04				IN		Punches are not in In/Out Pair
3	264	SAMIR SHAH	01/09/2010	GN	11:53	19:13			AB	PR	Absent due to late in
4	264	SAMIR SHAH	06/09/2010	GN	09:47	18:41			PR	AB	Second Half Absent due to less working hrs
5	267	ASHVINI P AINAPURE	03/09/2010	GN	09:12	17:08			PR	AB	Absent due to early out
Marketing Communication											
1	74	VIJAY PAREKH	04/09/2010	GN	09:29	11:18			AB	AB	Absent due to less working hrs
Product Management Group											
1	87	SAJEEV NAIR	04/09/2010	GN	09:34				IN		Punches are not in In/Out Pair
2	179	SUJA ABRAHAM	04/09/2010	GN	09:21	14:24			PR	AB	Absent due to early out
3	191	JATIN DESAI	01/09/2010	GN	11:00	19:36			AB	PR	Absent due to late in
4	309	TAPAN KAPADIYA	06/09/2010	GN	09:29	18:30			PR	AB	Second Half Absent due to less working hrs
International Sales											
1	282	PRAGNESH TRIVEDI	01/09/2010	GN	09:15	14:03			PR	AB	Absent due to early out
PLCC Sales											
1	180	JATIN K CHUDASAMA	01/09/2010	GN	10:48	18:37			AB	PR	Absent due to late in
2	180	JATIN K CHUDASAMA	06/09/2010	GN	09:04	16:52			PR	AB	Absent due to early out
SAD - Telecom											
1	41	VIVEK BATRA	06/09/2010	GN	10:03	19:09			AB	PR	Absent due to late in
2	72	SUNER MEHRA	01/09/2010	GN	11:24	18:55			AB	PR	Absent due to late in

Attendance Report

Generates a date wise list of the attendance details of the employees for the specified time period.

MATRIX COMSEC PVT. LTD.

Page 1 of 3

Attendance From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 10/09/2010 18:53

Date	Shift	In- SPFID	Out- SPFID	In- SPFID	Out- SPFID	1st Half	2nd Half	Late In	Early Out	Over Time	Auth OT	Auth COFF	Work Manual/ Hrs Remark
User: 153 DEVANAND NAIR													
01/08/2010	G9					WO	WO						
02/08/2010	G9	09:20	19:37			PR	PR			01:30	01:30		09:17
03/08/2010	G9	09:10	19:35			PR	PR			01:30	01:30		09:25
04/08/2010	G9	09:23	19:14			PR	PR						08:51
05/08/2010	G9	09:12	19:50			PR	PR			02:00	02:00		09:38
06/08/2010	G9	09:14	19:38			PR	PR			01:30	01:30		09:24
07/08/2010	G9	09:19	19:03			PR	PR						08:44
08/08/2010	G9					WO	WO						
09/08/2010	G9	09:28	19:28			PR	PR			01:00	01:00		09:00
10/08/2010	G9	09:28	19:52			PR	PR			01:30	01:30		09:24
11/08/2010	G9	09:31	19:44			PR	PR			01:30	01:30		09:13
12/08/2010	G9	09:24	19:53			PR	PR			01:30	01:30		09:29
13/08/2010	G9	09:19	19:15			PR	PR						08:56
14/08/2010	G9					WO	WO						
15/08/2010	G9					WO	WO						
16/08/2010	G9	09:34	20:13			PR	PR			02:00	02:00		09:39
17/08/2010	G9	09:33	20:09			PR	PR			02:00	02:00		09:36
18/08/2010	G9	09:26	19:34			PR	PR			01:30	01:30		09:08
19/08/2010	G9	09:22	19:33			PR	PR			01:30	01:30		09:11
20/08/2010	G9	09:32	19:28			PR	PR						08:56
21/08/2010	G9	09:27	19:16			PR	PR						08:49
22/08/2010	G9					WO	WO						
23/08/2010	G9					CL	CL						
24/08/2010	G9					PH	PH						
25/08/2010	G9	09:35	20:04			PR	PR			01:30	01:30		09:29
26/08/2010	G9	09:21	20:02			PR	PR			02:00	02:00		09:41
27/08/2010	G9	09:34	19:35			PR	PR			01:30	01:30		09:01
28/08/2010	G9					WO	WO						
29/08/2010	G9					WO	WO						
30/08/2010	G9	09:30	19:29			PR	PR						08:59
31/08/2010	G9	09:33	20:08			PR	PR			02:00	02:00		09:35
						Total:		00:00	00:00	26:00	26:00	00:00	203:25
User: 242 HEMANTKUMAR SHUKLA													
01/08/2010	GN					WO	WO						
02/08/2010	GN	10:24	3 19:43			PR	PR			01:30	01:30		09:53
03/08/2010	GN	09:33	19:12			PR	PR						08:49
SPFID: 1=Official In, 2=Official Out, 3=ShortLeave In, 4=ShortLeave Out, 5=Regular In, 6=Regular Out, 7=Lunch In, 8=Lunch Out, 9=Overtime In, 10=Overtime Out, 11=LateIn Allowed, 12=EarlyOut Allowed													

Attendance summary report

This report generates a detailed department wise attendance summary for all working days in the specified time period as shown.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Department wise Attendance Summary From 02/08/2010 To 10/08/2010

Run by: System Admin

Date: 10/09/2010 11:30

SR No	Date	Scheduled	Present	Absent	WeekOff	Holiday	Leave	PR%	AB%	WO%	PH%	LV%
SAD - Telecom												
1	02/08/2010	6.0	5.5	0.5	0.0	0.0	0.0	91.67	8.33	0.00	0.00	0.0
2	03/08/2010	6.0	5.5	0.5	0.0	0.0	0.0	91.67	8.33	0.00	0.00	0.0
3	04/08/2010	6.0	5.5	0.5	0.0	0.0	0.0	91.67	8.33	0.00	0.00	0.0
4	05/08/2010	6.0	5.5	0.5	0.0	0.0	0.0	91.67	8.33	0.00	0.00	0.0
5	06/08/2010	6.0	6.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
6	07/08/2010	6.0	4.5	0.0	0.0	0.0	1.5	75.00	0.00	0.00	0.00	25.0
7	08/08/2010	6.0	0.0	0.0	6.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
8	09/08/2010	6.0	4.0	0.0	0.0	0.0	2.0	66.67	0.00	0.00	0.00	33.3
9	10/08/2010	6.0	5.0	0.0	0.0	0.0	1.0	83.33	0.00	0.00	0.00	16.7
SAD - Security												
1	02/08/2010	3.0	3.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
2	03/08/2010	3.0	3.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
3	04/08/2010	3.0	3.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
4	05/08/2010	3.0	3.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
5	06/08/2010	3.0	3.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
6	07/08/2010	3.0	3.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
7	08/08/2010	3.0	0.0	0.0	3.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
8	09/08/2010	3.0	2.0	0.0	0.0	0.0	1.0	66.67	0.00	0.00	0.00	33.3
9	10/08/2010	3.0	2.0	0.0	0.0	0.0	1.0	66.67	0.00	0.00	0.00	33.3
SDG - Telecom												
1	02/08/2010	22.0	19.0	0.0	0.0	0.0	3.0	86.36	0.00	0.00	0.00	13.6
2	03/08/2010	22.0	20.0	0.0	0.0	0.0	2.0	90.91	0.00	0.00	0.00	9.1
3	04/08/2010	22.0	21.0	0.0	0.0	0.0	1.0	95.45	0.00	0.00	0.00	4.5
4	05/08/2010	22.0	21.0	0.0	0.0	0.0	1.0	95.45	0.00	0.00	0.00	4.5
5	06/08/2010	22.0	20.5	0.0	0.0	0.0	1.5	93.18	0.00	0.00	0.00	6.8
6	07/08/2010	22.0	18.0	0.0	0.0	0.0	4.0	81.82	0.00	0.00	0.00	18.2
7	08/08/2010	22.0	0.0	0.0	22.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
8	09/08/2010	22.0	19.5	0.0	0.0	0.0	2.5	88.64	0.00	0.00	0.00	11.4
9	10/08/2010	22.0	21.5	0.0	0.0	0.0	0.5	97.73	0.00	0.00	0.00	2.3
SDG - Security												
1	02/08/2010	16.0	16.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
2	03/08/2010	16.0	16.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
3	04/08/2010	16.0	14.5	0.0	0.0	0.0	1.5	90.63	0.00	0.00	0.00	9.4
4	05/08/2010	16.0	14.5	0.0	0.0	0.0	1.5	90.63	0.00	0.00	0.00	9.4
5	06/08/2010	16.0	16.0	0.0	0.0	0.0	0.0	100.00	0.00	0.00	0.00	0.0
6	07/08/2010	16.0	15.0	0.0	0.0	0.0	1.0	93.75	0.00	0.00	0.00	6.3
7	08/08/2010	16.0	0.0	0.0	16.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
8	09/08/2010	16.0	15.5	0.0	0.0	0.0	0.5	96.88	0.00	0.00	0.00	3.1
9	10/08/2010	16.0	15.5	0.0	0.0	0.0	0.5	96.88	0.00	0.00	0.00	3.1
Legend: PR-Present, WO-Week Off, PH-Paid Holiday, LV-Leave, AB-Absent												

Shift Change Report

This report generates a detailed list of all instances wherein an employee's shift has been changed to a shift other than the scheduled one as shown.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Department wise Shift Change From 01/09/2010 To 10/09/2010

Run by: System Admin

Date: 30/09/2010 15:28

SR No	User ID	User Name	Date	Scheduled Shift	Current Shift
SDG - Security					
1	205	SANTOSH PHADKE	08/09/2010	GN	CN
2	213	SAMIR DAMANI	08/09/2010	GN	CN
3	235	POOJA PATEL	08/09/2010	GN	CN
4	299	Yogesh Prajapati	08/09/2010	GN	CN

.....

Late Arrival Memo

This option enables the administrator to generate and print multiple or individual Late Arrival Memos as shown.

Page 1 of 3

MATRIX COMSEC PVT. LTD.

Late Arrival Memo From 01/08/2010 To 10/08/2010

Run by: System Admin

Date: 16/09/2010 14:49

User : 43 BELA MEHTA

Department : SDG - Telecom

Designation : Software Engineer

SR No	Date	Shift	In	Late In
1	05/08/2010	GN	09:51	00:11
2	09/08/2010	GN	09:43	00:03
Total:				00:14

You have been marked late on above dates between 01/08/2010 and 10/08/2010
total 2 day(s) 00:14 hrs.

MATRIX COMSEC PVT. LTD.

Late Arrival Memo From 01/08/2010 To 10/08/2010

Run by: System Admin

Date: 16/09/2010 14:49

User : 76 CHIRAG PATWARI

Department : SDG - Telecom

Designation : Software Engineer

SR No	Date	Shift	In	Late In
1	02/08/2010	GN	09:53	00:13
2	06/08/2010	GN	09:41	00:01
Total:				00:14

You have been marked late on above dates between 01/08/2010 and 10/08/2010
total 2 day(s) 00:14 hrs.

MATRIX COMSEC PVT. LTD.

Late Arrival Memo From 01/08/2010 To 10/08/2010

Run by: System Admin

Date: 16/09/2010 14:49

User : 103 BHUSHAN GAJJAR

Department : SDG - Telecom

Designation : Software Engineer

SR No	Date	Shift	In	Late In
1	06/08/2010	GN	09:45	00:05
2	07/08/2010	GN	09:46	00:06
Total:				00:11

You have been marked late on above dates between 01/08/2010 and 10/08/2010
total 2 day(s) 00:11 hrs.

MATRIX COMSEC PVT. LTD.

Late Arrival Memo From 01/08/2010 To 10/08/2010

Run by: System Admin

Date: 16/09/2010 14:49

User : 133 ASHISH DESHAVAL

Department : SAD - Security

Designation : Software Engineer

SR No	Date	Shift	In	Late In
1	07/08/2010	GN	09:59	00:19
Total:				00:19

You have been marked late on above dates between 01/08/2010 and 10/08/2010
total 1 day(s) 00:19 hrs.

Absent Memo

This option enables the administrator to generate and print multiple or individual Absent Memos as shown.

Page 1 of 2

MATRIX COMSEC PVT. LTD.

Absenteeism Memo From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 20/09/2010 10:59

User : 3 LAXMAN PARMAR

Department : Assembly

Designation : Software Engineer

SR No	Date	Shift	1st Half Status	2nd Half Status
1	21/08/2010		IN	AB
2	25/08/2010		AB	AB

You have been marked absent on above dates between 01/08/2010 and 31/08/2010
total 2 day(s)

MATRIX COMSEC PVT. LTD.

Absenteeism Memo From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 20/09/2010 10:59

User : 15 CHIRAG PATEL

Department : Testing

Designation : Software Engineer

SR No	Date	Shift	1st Half Status	2nd Half Status
1	13/08/2010		IN	AB

You have been marked absent on above dates between 01/08/2010 and 31/08/2010
total 1 day(s)

MATRIX COMSEC PVT. LTD.

Absenteeism Memo From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 20/09/2010 10:59

User : 72 SUMER MEHRA

Department : SAD - Telecom

Designation : Project Manager

SR No	Date	Shift	1st Half Status	2nd Half Status
1	02/08/2010	GN	AB	PR
2	03/08/2010	GN	AB	PR
3	04/08/2010	GN	AB	PR
4	05/08/2010	GN	AB	PR
5	11/08/2010	GN	AB	PR
6	13/08/2010	GN	AB	AB
7	16/08/2010	GN	AB	AB

You have been marked absent on above dates between 01/08/2010 and 31/08/2010
total 4.50 day(s)

MATRIX COMSEC PVT. LTD.

Absenteeism Memo From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 20/09/2010 10:59

User : 293 LALITHA KUMARI

Department : Software & QA Group - Security

Designation : Software Engineer

SR No	Date	Shift	1st Half Status	2nd Half Status
1	04/08/2010	GN	CL	AB
2	05/08/2010	GN	AB	AB
3	06/08/2010	GN	AB	AB
4	07/08/2010	GN	AB	AB
5	09/08/2010	GN	AB	AB

You have been marked absent on above dates between 01/08/2010 and 31/08/2010
total 4.50 day(s)

Weekly Work and OT Report

This report provides employee wise details of the weekly working and overtime hours for the week starting from the specified date.

MATRIX COMSEC PVT. LTD.

Page 1 of

Weekly Working Hrs & Overtime From 02/08/2010 To 08/08/2010

Run by: System Admin

Date: 13/09/2010 11:26

SR No	User ID	Name	Department	Total OT	Total WrkHrs			
1	59	KUNJAL GARACH	SDG - Security	00:00	55:08			
		02 (MON)	03 (TUE)	04 (WED)	05 (THU)	06 (FRI)	07 (SAT)	08 (SUN)
Overtime								
Work Hrs	08:50	09:20	09:15	09:38	09:25	08:40		
2	133	ASHISH DESHAVAL	SAD - Security	00:00	53:23			
		02 (MON)	03 (TUE)	04 (WED)	05 (THU)	06 (FRI)	07 (SAT)	08 (SUN)
Overtime								
Work Hrs	08:48	08:48	08:48	09:00	08:42	09:17		
3	153	DEVANAND NAIR	SDG - Security	06:30	55:19			
		02 (MON)	03 (TUE)	04 (WED)	05 (THU)	06 (FRI)	07 (SAT)	08 (SUN)
Overtime	01:30	01:30		02:00	01:30			
Work Hrs	09:17	09:25	08:51	09:38	09:24	08:44		
4	165	RAVINDER KAUR GANDYOK	SAD - Security	00:00	53:13			
		02 (MON)	03 (TUE)	04 (WED)	05 (THU)	06 (FRI)	07 (SAT)	08 (SUN)
Overtime								
Work Hrs	08:59	08:44	08:59	08:53	08:58	08:40		
5	200	RONAK TANNA	SDG - Security	00:00	53:16			
		02 (MON)	03 (TUE)	04 (WED)	05 (THU)	06 (FRI)	07 (SAT)	08 (SUN)
Overtime								
Work Hrs	08:40	09:21	08:52	08:40	08:54	08:49		
6	205	SANTOSH PHADKE	SDG - Security	00:00	49:09			
		02 (MON)	03 (TUE)	04 (WED)	05 (THU)	06 (FRI)	07 (SAT)	08 (SUN)
Overtime								
Work Hrs	08:48	08:42	09:22	04:20	09:13	08:44		
7	213	SAMIR DAMANI	SDG - Security	00:00	53:34			
		02 (MON)	03 (TUE)	04 (WED)	05 (THU)	06 (FRI)	07 (SAT)	08 (SUN)
Overtime								
Work Hrs	09:22	08:51	09:16	08:41	08:40	08:44		
8	224	PRITI PUROHIT	SDG - Security	00:00	52:42			
		02 (MON)	03 (TUE)	04 (WED)	05 (THU)	06 (FRI)	07 (SAT)	08 (SUN)
Overtime								
Work Hrs	08:48	08:50	08:50	08:45	08:49	08:40		
9	227	BHARAT GOHIL	SDG - Security	01:30	55:32			
		02 (MON)	03 (TUE)	04 (WED)	05 (THU)	06 (FRI)	07 (SAT)	08 (SUN)
Overtime	01:30							
Work Hrs	09:46	09:24	09:01	09:28	09:09	08:44		

Continuous Absenteeism Report

This report enables the administrator to view the employees who have been absent for equal to or greater than the number of days specified, on a specified date.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Continuous Absenteeism For 2 Or More Days Till 01/08/2010

Run by: System Admin

Date: 10/09/2010 12:55

SR No	User ID	Name	Absent Since	No. of Days
1	85	VRAJESHKUMR PATEL	31/07/2010	2
2	244	TANU JAIN	28/02/2010	155
3	259	ARUN BORICHA	26/06/2010	37
4	264	SAMIR SHAH	31/07/2010	2
5	284	DHIREN JANI	20/07/2010	13
6	293	LALITHA KUMARI	28/07/2010	5
7	314	D.SUNIL	01/06/2010	62
8	420	SUDHIR M SOLANKI	16/05/2010	78
9	421	BHALUBHAI M PARMAR	14/02/2010	169
10	433	KANUBHAI H HARIJAN	07/04/2010	117
11	473	GANPATSINH M PARMAR	24/07/2010	9
12	476	PRAVIN DEVJI SOLANKI	26/06/2010	37
13	517	AMAR PRATAPBHAI JADAV	30/06/2010	33
14	522	Rajesh Solanki	20/07/2010	13
15	525	KAUSHIK PRAJAPATI	01/05/2010	93
16	527	MAHINDRA D SOLANKI	29/07/2010	4
17	528	Ramesh Gaikwad	26/06/2010	37
18	529	Prakash Borse	01/06/2010	62
19	532	NITIN CHANDRAKANT SAWANT	07/07/2010	26
20	803	HIMANSHU BHENSDADIA	01/04/2010	123
21	804	DIVYESH TIKMANI	01/07/2010	32
22	805	ANIL PATIL	23/03/2010	132
23	806	BHARGAV	18/07/2010	15
24	807	AJAY DAVE	01/05/2010	93

Special Function Punch Report

Generates a function wise listing of all employees who have made use of the special function during the specified time period as shown.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Special Function wise Punch From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 13/09/2010 11:19

SR No	User ID	Name	Date	Out	In	Duration
Official						
1	87	SAJEEV NAIR	07/08/2010	12:39		
2	87	SAJEEV NAIR	17/08/2010		10:05	
3	153	DEVANAND NAIR	07/08/2010	12:39		
Break						
1	55	DHARMESH DESAI	09/08/2010	13:23		
2	55	DHARMESH DESAI	19/08/2010	13:21	14:02	00:41
3	55	DHARMESH DESAI	26/08/2010	13:08	14:07	00:59
4	81	AMIT PATEL	12/08/2010	13:21	14:06	00:45
5	103	BHUSHAN GAJJAR	27/08/2010		12:59	
6	103	BHUSHAN GAJJAR	27/08/2010	14:12		
7	118	RASIK JESADIYA	19/08/2010		14:48	
8	126	JWALANT TRIVEDI	04/08/2010	13:12	14:01	00:49
9	165	RAVINDER KAUR	02/08/2010	13:44	14:42	00:58
		GANDYOK				
10	165	RAVINDER KAUR	03/08/2010	13:42	14:36	00:54
		GANDYOK				
11	165	RAVINDER KAUR	04/08/2010		13:42	
		GANDYOK				
12	165	RAVINDER KAUR	04/08/2010	14:48		
		GANDYOK				
13	165	RAVINDER KAUR	05/08/2010		13:40	
		GANDYOK				
14	165	RAVINDER KAUR	05/08/2010	14:40		
		GANDYOK				
15	165	RAVINDER KAUR	06/08/2010	13:40	14:47	01:07
		GANDYOK				
16	165	RAVINDER KAUR	11/08/2010	13:44	14:50	01:06
		GANDYOK				
17	165	RAVINDER KAUR	11/08/2010	14:51		
		GANDYOK				
18	165	RAVINDER KAUR	12/08/2010	13:41	14:40	00:59
		GANDYOK				
19	165	RAVINDER KAUR	13/08/2010	13:42	14:46	01:04
		GANDYOK				
20	165	RAVINDER KAUR	17/08/2010	13:41	14:43	01:02
		GANDYOK				
21	165	RAVINDER KAUR	18/08/2010	13:45	14:39	00:54
		GANDYOK				
22	165	RAVINDER KAUR	19/08/2010	13:47	14:55	01:08
		GANDYOK				
23	165	RAVINDER KAUR	20/08/2010		14:44	
		GANDYOK				
24	165	RAVINDER KAUR	21/08/2010		14:42	
		GANDYOK				
25	165	RAVINDER KAUR	23/08/2010	13:41	14:35	00:54
		GANDYOK				
26	165	RAVINDER KAUR	25/08/2010	13:53		
		GANDYOK				
27	165	RAVINDER KAUR	25/08/2010	14:43		
		GANDYOK				
28	165	RAVINDER KAUR	26/08/2010	13:42	14:35	00:53
		GANDYOK				
29	165	RAVINDER KAUR	27/08/2010	13:42	14:35	00:53
		GANDYOK				
30	165	RAVINDER KAUR	31/08/2010	13:42	14:39	00:57
		GANDYOK				
31	179	SUJA ABRAHAM	09/08/2010	13:13	14:42	01:29
32	179	SUJA ABRAHAM	10/08/2010	13:05	14:42	01:37
33	179	SUJA ABRAHAM	11/08/2010	13:00		
34	179	SUJA ABRAHAM	13/08/2010	13:00	14:30	01:30
35	179	SUJA ABRAHAM	17/08/2010		13:05	
36	179	SUJA ABRAHAM	17/08/2010	13:05		

Departmentwise Absent Report

This report generates a department wise listing of all employees along with the dates on which they have been absent during the selected month as shown.

MATRIX ComSec Pvt. Ltd.

Page 1 of 1

Department wise Absentee Detail For JULY-2010

Run by: System Admin

Date: 30/09/2010 15:32

SR No	User ID	Name	Designation	Absent Dates	Total AB Days
Support					
1	332	VIMAL GAMI	Engineer	21,22,23,24,26,27	6.0
Purchase					
1	22	YOGESH SHARMA	Purchase Engineer	7,9,12	3.0
Quality Control					
1	203	MANOJ CHAUHAN	Q.C Engineer	3,8,9,16,21	5.0
Stores					
1	27	PRITESH UPADHYAY	Stores Manager	8,21	2.0
Product Management Group					
1	179	SUJA ABRAHAM	Product Engineer	1,2,3,6,7,8,9,10,12,13	10.0
Security Product					
1	292	HIREN THAKKER	Software Engineer	1,2,3,6,7,8	6.0
Hardware CAD Group - Telecom					
1	258	SHARY PILLAI	Software Engineer	22,23,26,27,28	5.0
2	333	JIGYASSA THAKKAR	Software Engineer	28	1.0
HDG - Telecom					
1	106	MITESH PARIKH	Software Engineer	27	1.0
Software & QA Group - Telecom					
1	241	VEENU GILOTRA	Q.C. Engineer	14,16,17,20	4.0
Software & QA Group - Security					
1	293	LALITHA KUMARI	Q.C. Engineer	27h, 28,29,30,31	4.5

Shift Schedule Report

This report generates a listing of the allotted shift schedule for the selected month based on the schedule group and the other parameters assigned to the users as shown.

MATRIX COMSEC PVT. LTD.																														
Shift Schedule For SEPTEMBER-2010																														
Run by: System Admin	Date: 10/09/2010 14:12																													
41 - VIVEK BATRA	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
42 - BELA MEHTA	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
43 - RAJESH PATEL	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
44 - SAURABH SHAH	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
45 - DHARMESH DESAI	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
46 - PRANASH KAMLIYA	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
47 - KUNJAL SARACH	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
48 - VIFUL AMIN	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
49 - SUMER MEHRA	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
50 - CHIRAG PATWARI	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN
51 - AMIT PATEL	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN

Muster Summary Report

This report generates a department wise summary of the data presented in the Muster roll as shown.

MATRIX COMSEC PVT. LTD.												Page 1 of 3			
Department wise Muster Summary For AUGUST-2010												Date: 10/09/2010 15:06			
Run by: System Admin															
SR No	User ID	Name	Designation	PR	WO	PH	TR	PL	AB	UL	LO	Total OT	Auth OT	Total WorkTime	Total COFF
SAD - Telecom															
1	41	VIVEK BATRA	Software Engineer	21.5	7	1	0.0	1.5	0.0	0.0	0.0	00:00	00:00	196:36	00:00
2	71	VIPUL AMIN	Software Engineer	22.5	7	1	0.0	0.5	0.0	0.0	0.0	04:27	00:00	204:53	00:00
3	72	SUMER MEHRA	Project Manager	14.5	7	1	0.0	4.0	4.5	0.0	0.0	09:13	00:00	141:03	00:00
4	81	AMIT PATEL	Software Engineer	22.0	7	1	1.0	0.0	0.0	0.0	0.0	05:08	00:00	200:06	00:00
5	136	RAKESH RATHOD	Software Engineer	23.0	7	1	0.0	0.0	0.0	0.0	0.0	05:41	00:00	212:23	00:00
6	260	PRITESH SHAH	Software Engineer	0.0	0	0	0.0	0.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
7	317	HIREN SURESHBHAI MEHTA	Engineer	22.0	7	1	0.0	1.0	0.0	0.0	0.0	02:27	00:00	196:20	00:00
SAD - Security															
1	133	ASHISH DESHAVAL	Software Engineer	23.0	7	1	0.0	0.0	0.0	0.0	0.0	00:00	00:00	204:23	00:00
2	165	RAVINDER KAUR GANDYOK	Software Engineer	19.5	7	1	0.0	3.5	0.0	0.0	0.0	00:00	00:00	172:28	00:00
3	271	Charmi Trivedi	Software Engineer	22.0	7	1	0.0	1.0	0.0	0.0	0.0	01:04	00:00	194:39	00:00
SDG - Telecom															
1	43	BELA MEHTA	Software Engineer	23.0	7	1	0.0	0.0	0.0	0.0	0.0	05:27	00:00	210:32	00:00
2	45	RAKESH PATEL	Software Engineer	22.0	7	1	0.0	1.0	0.0	0.0	0.0	10:43	00:00	210:43	00:00
3	48	SAURABH SHAH	Software Engineer	22.0	7	1	0.0	1.0	0.0	0.0	0.0	09:12	00:00	206:48	00:00
4	55	DHARMESH DESAI	Software Engineer	20.5	7	1	0.0	2.5	0.0	0.0	0.0	04:29	00:00	190:34	00:00
5	58	PRAKASH KAMLIYA	Software Engineer	22.5	7	1	0.0	0.5	0.0	0.0	0.0	04:58	00:00	207:51	00:00
6	62	VISHAL NAVLANI	Software Engineer	0.0	0	0	0.0	0.0	0.0	0.0	0.0	00:00	00:00	00:00	00:00
7	76	CHIRAG PATWARI	Software Engineer	22.5	7	1	0.0	0.5	0.0	0.0	0.0	05:26	00:00	208:30	00:00
8	93	RONAK SHAH	Software Engineer	22.0	7	1	0.0	1.0	0.0	0.0	0.0	04:25	00:00	203:24	00:00
9	103	BHUSHAN GAJJAR	Software Engineer	17.5	7	1	0.0	5.5	0.0	0.0	0.0	03:53	00:00	164:52	00:00
10	115	AMIT SHAH	Software Engineer	21.5	7	1	0.0	1.5	0.0	0.0	0.0	00:00	00:00	191:19	00:00
Legend: PR-Present, WO-Week Off, PH-Paid Holiday, TR-Tour, PL-Paid Leave, AB-Absent, UL-Unpaid Leave, LO-Lay Off															

Salary Data Report

This report generates a Salary Data statement for the specified month for selected users.

MATRIX COMSEC PVT. LTD.

Page 1 of 5

Department wise Salary Data For AUGUST-2010

Run by: System Admin

Date: 10/09/2010 15:10

SR No	User ID	Name	Designation	PR	WO	PH	PL	TR	AB	UL	LO	Shift	Pay Auth	Total	Total
SAD - Telecom															
1	41	VIVEK BATRA	Software Engineer	21.5	7	1	1.5	0.0	0.0	0.0	0.0	0	31.0 00:00	196:36	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
2	71	VIPUL AMIN	Software Engineer	22.5	7	1	0.5	0.0	0.0	0.0	0.0	0	31.0 00:00	204:53	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
3	72	SUMER MEHRA	Project Manager	14.5	7	1	4.0	0.0	4.5	0.0	0.0	0	26.5 00:00	141:03	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
4	81	AMIT PATEL	Software Engineer	22.0	7	1	0.0	1.0	0.0	0.0	0.0	0	31.0 00:00	200:06	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
5	136	RAKESH RATHOD	Software Engineer	23.0	7	1	0.0	0.0	0.0	0.0	0.0	0	31.0 00:00	212:23	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
6	260	PRITESH SHAH	Software Engineer	0.0	0	0	0.0	0.0	0.0	0.0	0.0	0	0.0 00:00	00:00	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
7	317	HIREN SURESHBHAI MEHTA	Engineer	22.0	7	1	1.0	0.0	0.0	0.0	0.0	0	31.0 00:00	196:20	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
SAD - Security															
1	133	ASHISH DESHAVAL	Software Engineer	23.0	7	1	0.0	0.0	0.0	0.0	0.0	0	31.0 00:00	204:23	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
2	165	RAVINDER KAUR GANDYOK	Software Engineer	19.5	7	1	3.5	0.0	0.0	0.0	0.0	0	31.0 00:00	172:28	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
3	271	Charmi Trivedi	Software Engineer	22.0	7	1	1.0	0.0	0.0	0.0	0.0	0	31.0 00:00	194:39	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
SDG - Telecom															
1	43	BELA MEHTA	Software Engineer	23.0	7	1	0.0	0.0	0.0	0.0	0.0	0	31.0 00:00	210:32	00:00
Previous Adjustment :		Adj Days	0.0	Overtime	00:00	WorkTime		00:00	Shift Allowance		0				
2	45	RAKESH PATEL	Software Engineer	22.0	7	1	1.0	0.0	0.0	0.0	0.0	0	31.0 00:00	210:43	00:00

Legend: PR-Present, WO-Week Off, PH-Paid Holiday, TR-Tour, PL-Paid Leave, AB-Absent, UL-Unpaid Leave, LO-Lay Off, OT-OverTime

Legend: PR-Present, WO-Week Off, PH-Paid Holiday, TR-Tour, PL-Paid Leave, AB-Absent, UL-Unpaid Leave, LO-Lay Off, OT-OverTime

Attendance Register

This report generates a date wise attendance register for the specified month for selected users as shown. This report needs to be printed on a A3 size sheet.

MATRIX COMSEC PVT. LTD.																																	
Attendance Register For AUGUST-2010																																	
Run by: System Admin																																	
Date: 13/09/2010 11:03																																	
SR No	User ID	Name	Department					Designation					PR	WO	PH	PL	TR	AB	UL	Total LI	Total EO	Total OT	Total WkHrs										
1	59	RUNJAL GARACH	SDG - Security					Team Leader					23.0	7	1	0.0	0.0	0.0	0.0	00:14	00:00	00:00	207:58										
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
IN		09:19	09:36	09:17	09:18	09:58	09:29		09:31	09:27	09:27	09:28	09:29			09:37	09:29	09:35	09:39	09:26	09:23		09:13		09:27	09:48	09:33			19:24	09:48		
BreakOut																																	
BreakIn		18:59	19:46	19:22	19:44	19:13	18:59	GN	19:08	19:50	19:10	19:15	19:00	GN	GN	19:10	19:39	19:17	20:01	19:31	18:58	GN	17:39	GN	18:57	19:44	20:02	GN	GN	18:34	19:19		
OUT	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN		
Shift																																	
LateIn																																	
LateIn																																	
EarlyOut																																	
OverTime		08:50	09:20	09:15	09:38	09:25	08:40		08:47	09:33	08:53	08:57	08:41			08:43	09:20	08:52	09:32	09:15	08:45		08:40		08:40	09:06	09:39			08:44	08:43		
WkTime		WD	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	WD	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	FR	WD	WD	FR	FR	
Stat1	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	WD	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	FR	WD	WD	FR	FR	
Stat2	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	WD	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	FR	WD	WD	FR	FR	
2	133	ASHISH DESHAVAL	SAD - Security					Software Engineer					23.0	7	1	0.0	0.0	0.0	0.0	00:19	00:00	00:00	204:23										
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
IN		09:24	09:29	09:25	09:12	09:14	09:59		09:31	09:23	09:20	09:29	09:19			09:31	09:22	09:24	09:29	09:23	09:22		09:22		09:28	09:25	09:21			09:22	09:25		
BreakOut																																	
BreakIn		19:02	19:07	19:03	19:02	18:46	20:06	GN	19:07	19:01	19:23	19:03	19:06	GN	GN	19:11	19:07	19:06	19:06	19:14	19:16	GN	18:54	GN	19:08	19:05	19:07	GN	GN	19:10	19:02		
OUT	GN	GN	GN	GN	GN	GN	00:19	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	
Shift																																	
LateIn																																	
LateIn																																	
EarlyOut																																	
OverTime		08:48	08:48	08:48	09:00	08:42	09:17		08:46	08:48	09:13	08:44	08:57			08:50	08:55	08:52	08:47	09:01	09:04		08:42		08:50	08:50	08:56			08:58	08:47		
WkTime		WD	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	WD	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	FR	WD	WD	FR	FR	
Stat1	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	WD	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	FR	WD	WD	FR	FR	
Stat2	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	WD	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	FR	WD	WD	FR	FR	
3	153	DEVANAND NAIR	SDG - Security					Project Manager					22.0	7	1	1.0	0.0	0.0	0.0	00:00	00:00	00:00	203:25										
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
IN		09:20	09:10	09:23	09:12	09:14	09:19		09:28	09:28	09:31	09:24	09:19			09:34	09:33	09:28	09:22	09:32	09:27				09:35	09:21	09:34			09:30	09:33		
BreakOut																																	
BreakIn		19:37	19:35	19:14	19:50	19:38	19:03	GN	19:28	19:52	19:44	19:53	19:15	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	
OUT	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9	G9		
Shift																																	
LateIn																																	
LateIn																																	
EarlyOut		01:30	01:30		02:00	01:30			01:00	01:30	01:30	01:30				02:00	02:00	01:30	01:30						01:30	02:00	01:30			08:59	02:00		
OverTime																																	
WkTime		09:17	09:25	08:51	09:38	09:24	08:44		09:00	09:24	09:13	09:29	08:56			09:39	09:36	09:08	09:11	08:56	08:49				09:29	09:41	09:01			09:35	09:35		
Stat1	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	WD	WD	FR	FR	FR	FR	FR	FR	WD	CL	FR	FR	FR	FR	FR	WD	WD	FR	FR	
Stat2	WD	FR	FR	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	WD	WD	FR	FR	FR	FR	FR	FR	WD	CL	FR	FR	FR	FR	FR	WD	WD	FR	FR	
4	165	RAVINDER KAUR GANDHYK	SAD - Security					Software Engineer					19.5	7	1	3.5	0.0	0.0	0.0	00:07	00:00	00:00	172:28										
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
IN		09:28	09:26	09:31	09:26	09:32	09:33										09:42	09:28	10:37	09:32	09:30		09:23		09:21	09:13	09:29			09:35	09:26		
BreakOut																																	
BreakIn		19:17	19:00	19:20	19:09	19:20	17:45	GN			19:32	19:03	19:14	GN	GN	GN		19:25	19:00	18:57	19:14	19:09	GN	19:00	18:54	18:45	17:20	GN	GN	14:00	19:11		
OUT	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	GN	
Shift																																	
LateIn																																	
LateIn																																	
EarlyOut																																	
OverTime		08:59	08:44	08:59	08:53	08:58	08:40				08:57	08:49	08:51				08:53	08:45	09:07	08:52	08:49		08:47		08:43	08:42	08:40			04:25	08:55		
WkTime		WD	FR	FR	FR	FR	FR	WD	CL	CL	FR	FR	FR	FR	WD	WD	CL	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	FR	WD	WD	FR	FR	
Stat1	WD	FR	FR	FR	FR	FR	FR	WD	CL	CL	FR	FR	FR	FR	WD	WD	CL	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	FR	WD	WD	FR	FR	
Stat2	WD	FR	FR	FR	FR	FR	FR	WD	CL	CL	FR	FR	FR	FR	WD	WD	CL	FR	FR	FR	FR	WD	FR	FR	FR	FR	FR	FR	WD	WD	FR	FR	

This report generates a detailed user wise listing of the IN and OUT time for the month along with the authorised Overtime as shown.

46 Matrix Reports

Yearly Performance Report

This report generates a Monthwise summary of the attendance details for each of the selected employees as shown.

MATRIX COMSEC PVT. LTD.									
Yearly Performance From JANUARY-2010 To AUGUST-2010									
Run by: System Admin		Date: 20/09/2010 16:06							
SR No	User ID Name	Department						Designation	
1	193 ASHISH DESHAVAL	SAD - Security						Software Engineer	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
PR		22.0	23.0	26.0	26.0	24.0	24.0	25.0	23.0
WO		5.0	4.0	4.0	4.0	7.0	6.0	6.0	7.0
PH		3.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0
PL		1.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
TR		0.0	1.0	0.0	0.0	0.0	0.0	0.0	0.0
AB		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
UL		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
WkTime		190:54	190:42	222:15	221:11	214:54	214:27	222:17	204:23
LOSS		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:19
OT		00:00	00:00	01:30	00:00	00:00	00:00	00:00	00:00
PR: 193.0 WO: 43 PH: 5 TR: 1.0 PL: 1.0 AB: 0.0 UL: 0.0 LOSS: 00:19 OT: 01:30 Work Hrs: 1,681:03									
2	165 RAVINDER KAUR GANDYOK	SAD - Security						Software Engineer	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
PR		14.0	0.0	0.0	0.0	24.0	24.0	24.0	19.5
WO		5.0	4.0	4.0	4.0	7.0	6.0	6.0	7.0
PH		3.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0
PL		8.5	24.0	0.0	0.0	0.0	0.0	1.0	3.5
TR		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AB		0.5	0.0	26.0	26.0	0.0	0.0	0.0	0.0
UL		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
WkTime		127:59	00:00	00:00	00:00	219:01	219:05	212:53	172:28
LOSS		00:15	00:00	00:00	00:00	00:00	00:00	00:00	00:07
OT		00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
PR: 105.5 WO: 43 PH: 5 TR: 0.0 PL: 37.0 AB: 52.5 UL: 0.0 LOSS: 00:22 OT: 00:00 Work Hrs: 939:26									
3	271 Charmi Trivedi	SAD - Security						Software Engineer	
		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
PR		22.5	23.5	26.0	26.0	23.0	21.0	24.5	21.5
WO		5.0	4.0	4.0	4.0	7.0	6.0	6.0	7.0
PH		3.0	0.0	1.0	0.0	0.0	0.0	0.0	1.0
PL		0.5	0.0	0.0	0.0	1.0	3.0	0.5	1.0
TR		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
AB		0.0	0.5	0.0	0.0	0.0	0.0	0.0	0.5
UL		0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
WkTime		200:17	200:52	217:25	222:48	207:14	186:33	216:41	193:33
LOSS		00:00	00:00	00:00	00:00	00:00	00:00	00:07	00:00
OT		02:30	00:00	00:00	07:30	01:30	00:00	00:00	01:30
PR: 188.0 WO: 43 PH: 5 TR: 0.0 PL: 6.0 AB: 1.0 UL: 0.0 LOSS: 00:07 OT: 13:00 Work Hrs: 1,645:23									
Legend: PR-Present, WO-Week Off, PH-Paid Holiday, TR-Tour, PL-Paid Leave, AB-Absent, UL-Unpaid Leave, OT-Overtime									

The COSEC Time and attendance module also provides the option for extracting various reports in the form of pie and Bar charts. The following section would enable you to view a sample of some of the Time and Attendance charts and graphs which can be extracted from the COSEC system.

Time Loss Chart

This chart displays the group wise time loss data for selected groups during the selected time period in a bar chart as shown.

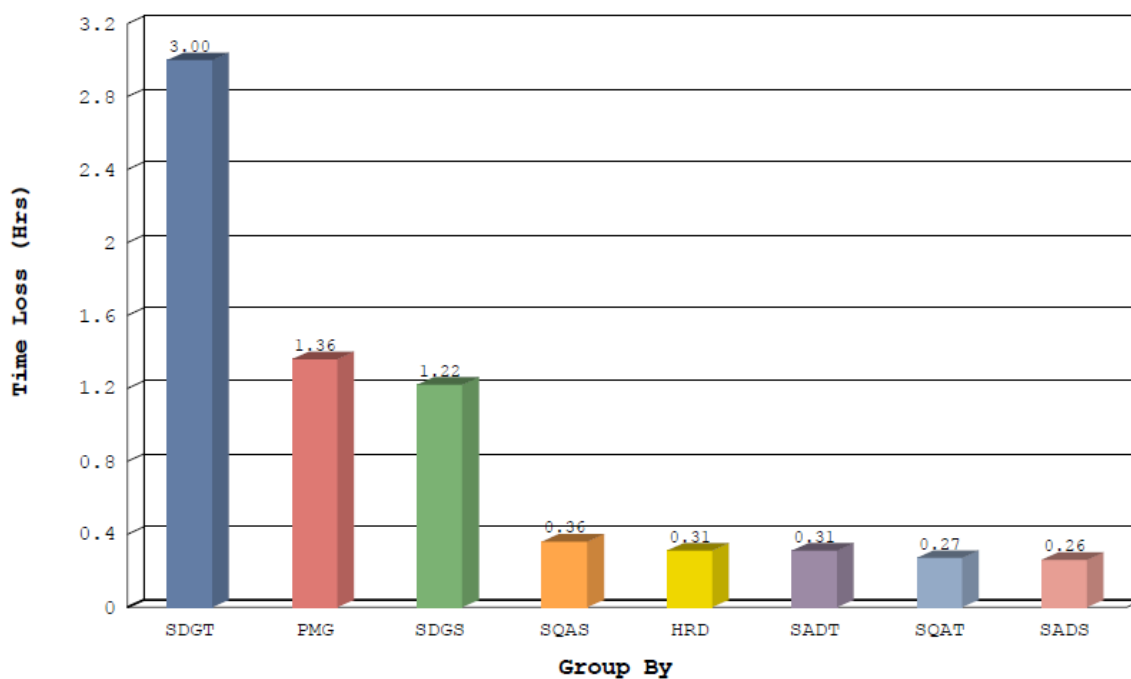
MATRIX COMSEC PVT. LTD.

Department wise Time Loss From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 10/09/2010 15:26

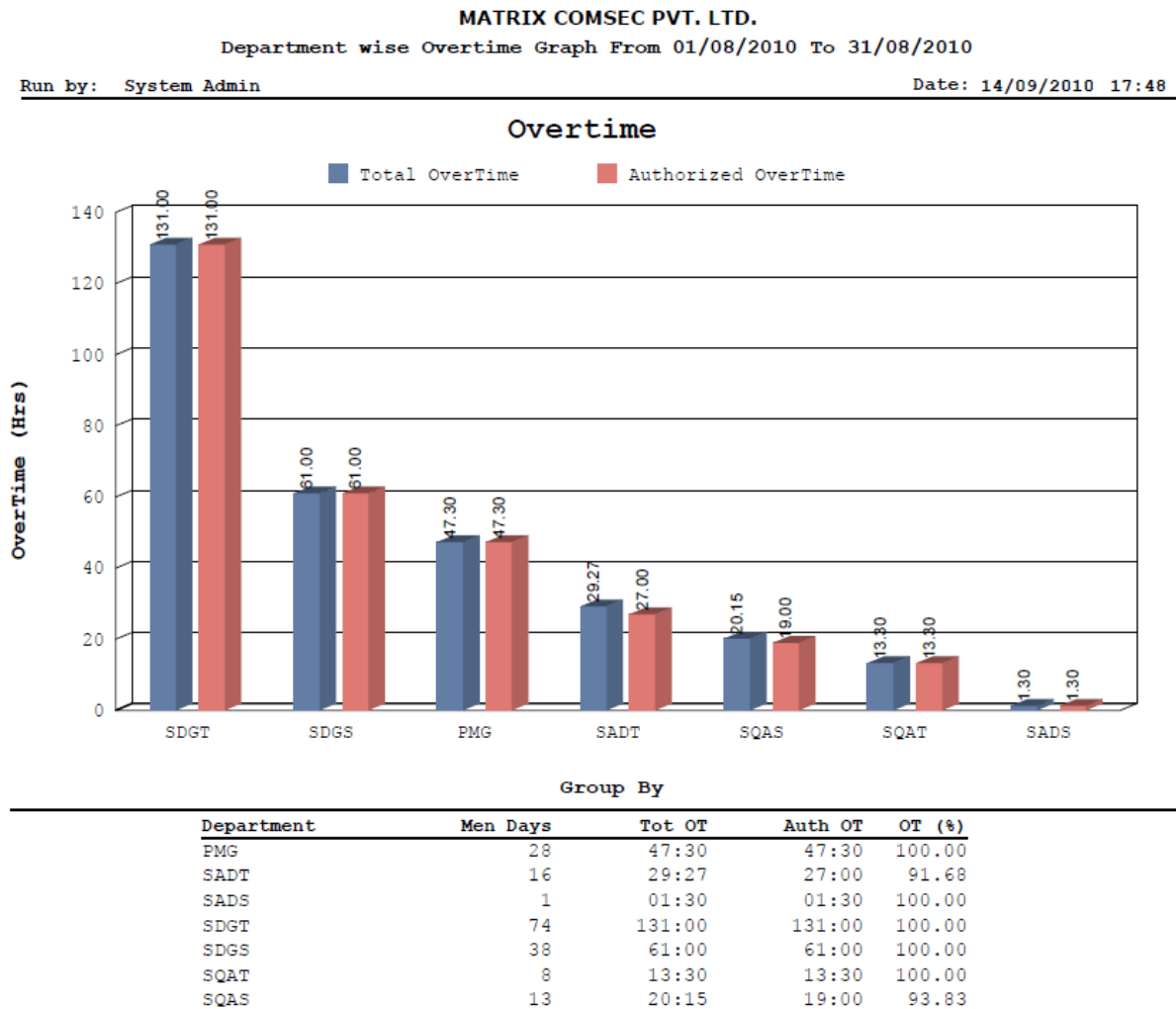
Time Loss



Department	Men Days	Req Hrs	Loss Hrs
HRD	6	48:00	00:31
PMG	10	80:00	01:36
SADT	2	16:00	00:31
SADS	3	24:00	00:26
SDGT	26	208:00	03:00
SDGS	11	88:00	01:22
SQAT	3	24:00	00:27
SQAS	6	48:00	00:36

Overtime Chart

This chart displays the group wise Overtime data for selected groups during the selected time period in a bar chart as shown.



Absent Graph

This option generates a pie chart denoting the comparative department wise absentee details for the specified period.

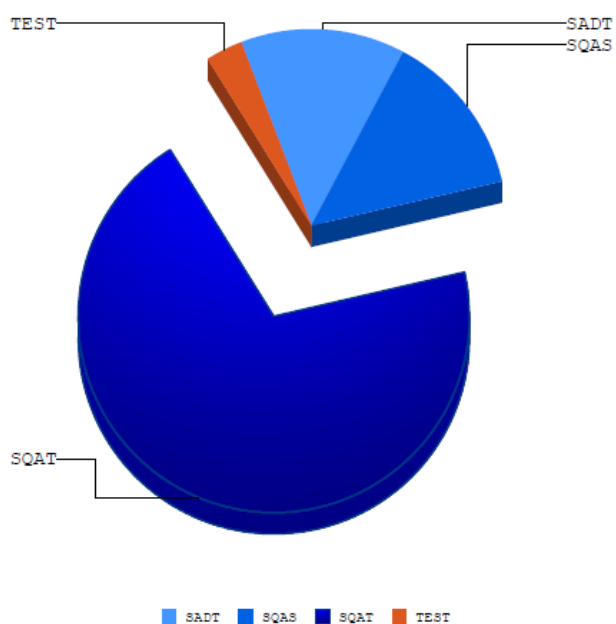
MATRIX COMSEC PVT. LTD.

Department wise Absent Graph From 01/08/2010 To 31/08/2010

Run by: System Admin

Date: 10/09/2010 15:32

Absent



Department	Absent	Absent (%)
TEST	1.0	3.03
SADT	4.5	13.64
SQAT	23.0	69.70
SQAS	4.5	13.64
Total Absent:	33.0	

Late In Graph

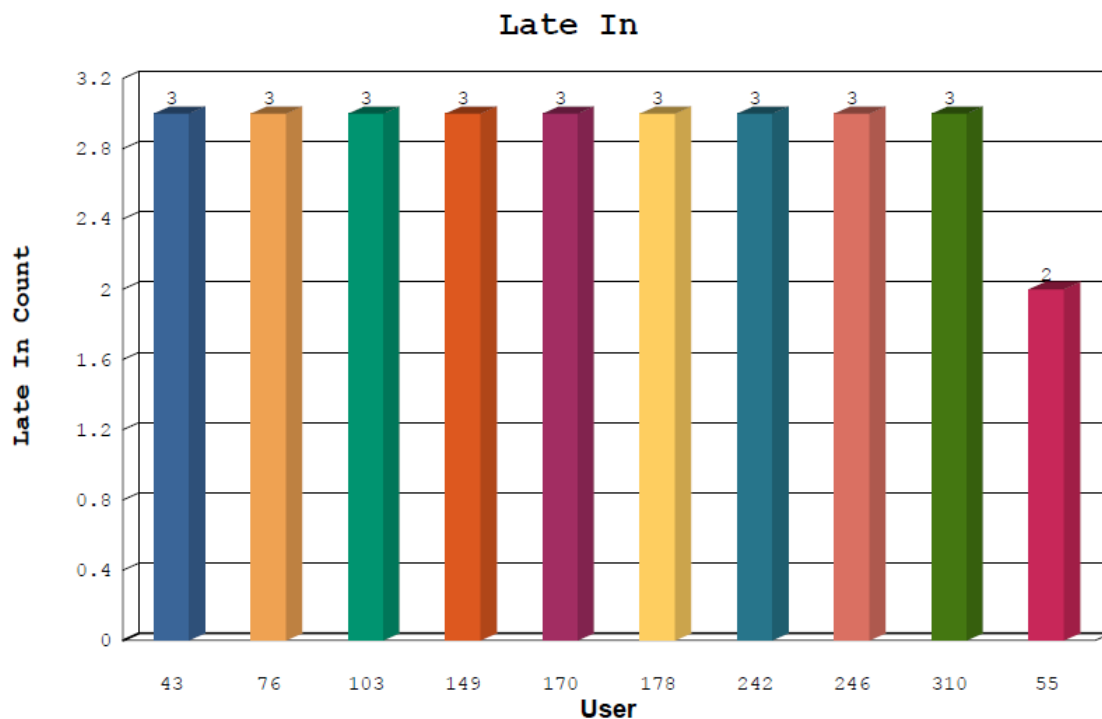
This graph generates a bar chart denoting the user wise Late In occurrences for selected users. In the event of selecting all users the top ten users with the maximum number of Late In occurrences will be shown on the bar chart while the details of other users will be displayed below the chart.

MATRIX COMSEC PVT. LTD.

User Late In Graph From 01/08/2010 To 31/08/2010

Run by: System Admin

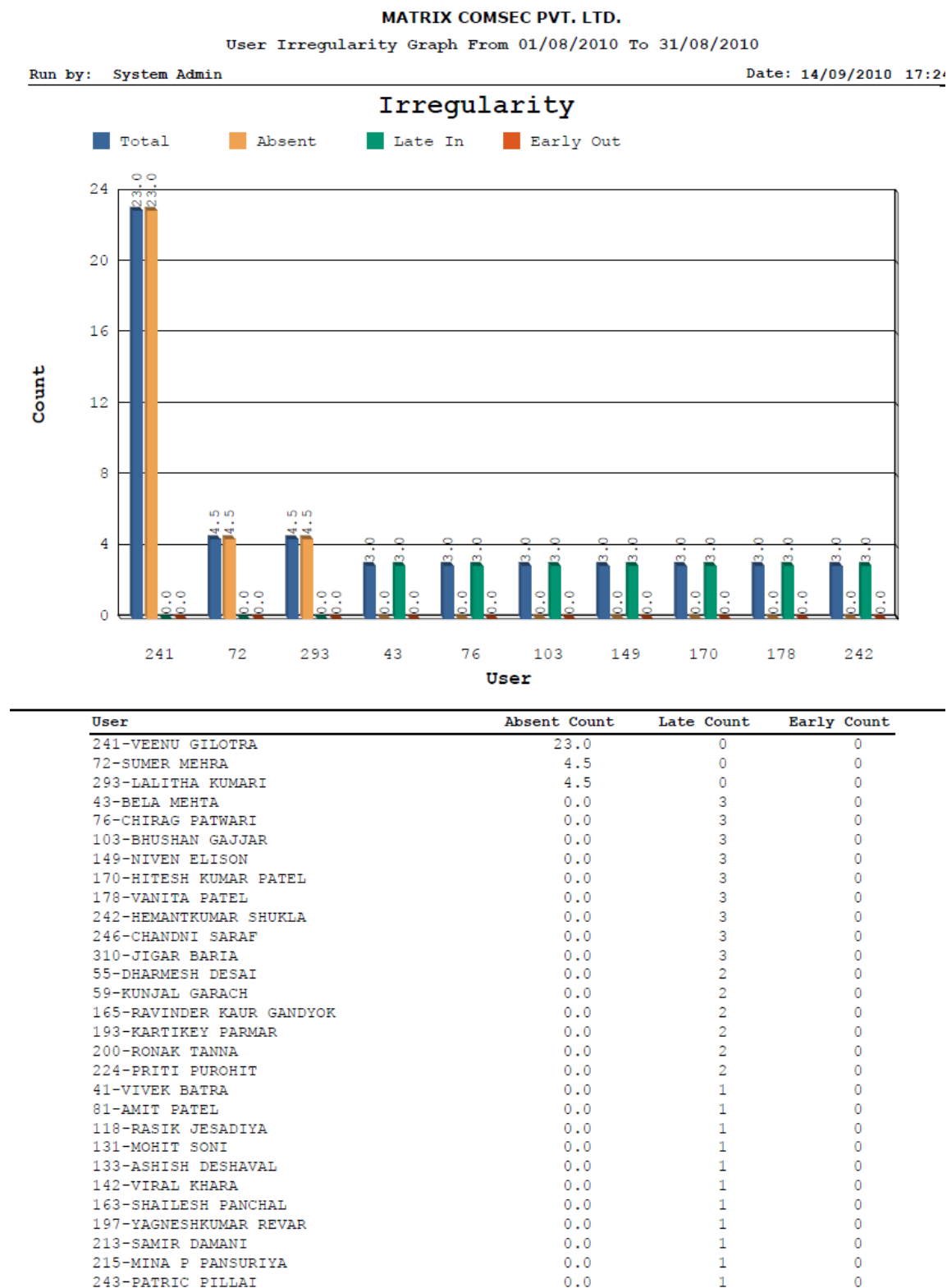
Date: 14/09/2010 17:40



User	LateIn Count
43-BELA MEHTA	3
76-CHIRAG PATWARI	3
103-BHUSHAN GAJJAR	3
149-NIVEN ELISON	3
170-HITESH KUMAR PATEL	3
178-VANITA PATEL	3
242-HEMANTKUMAR SHUKLA	3
246-CHANDNI SARAF	3
310-JIGAR BARIA	3
55-DHARMESH DESAI	2
59-KUNJAL GARACH	2
165-RAVINDER KAUR GANDYOK	2
193-KARTIKEY PARMAR	2
200-RONAK TANNA	2
224-PRITI PUROHIT	2
41-VIVEK BATRA	1
81-AMIT PATEL	1
118-RASIK JESADIYA	1
131-MOHIT SONI	1
133-ASHISH DESHAVAL	1
142-VIRAL KHARA	1
163-SHAILESH PANCHAL	1
197-YAGNESHKUMAR REVAR	1
213-SAMIR DAMANI	1
215-MINA P PANSURIYA	1
243-PATRIC PILLAI	1
305-DARSHANKUMAR PRAJAPATI	1

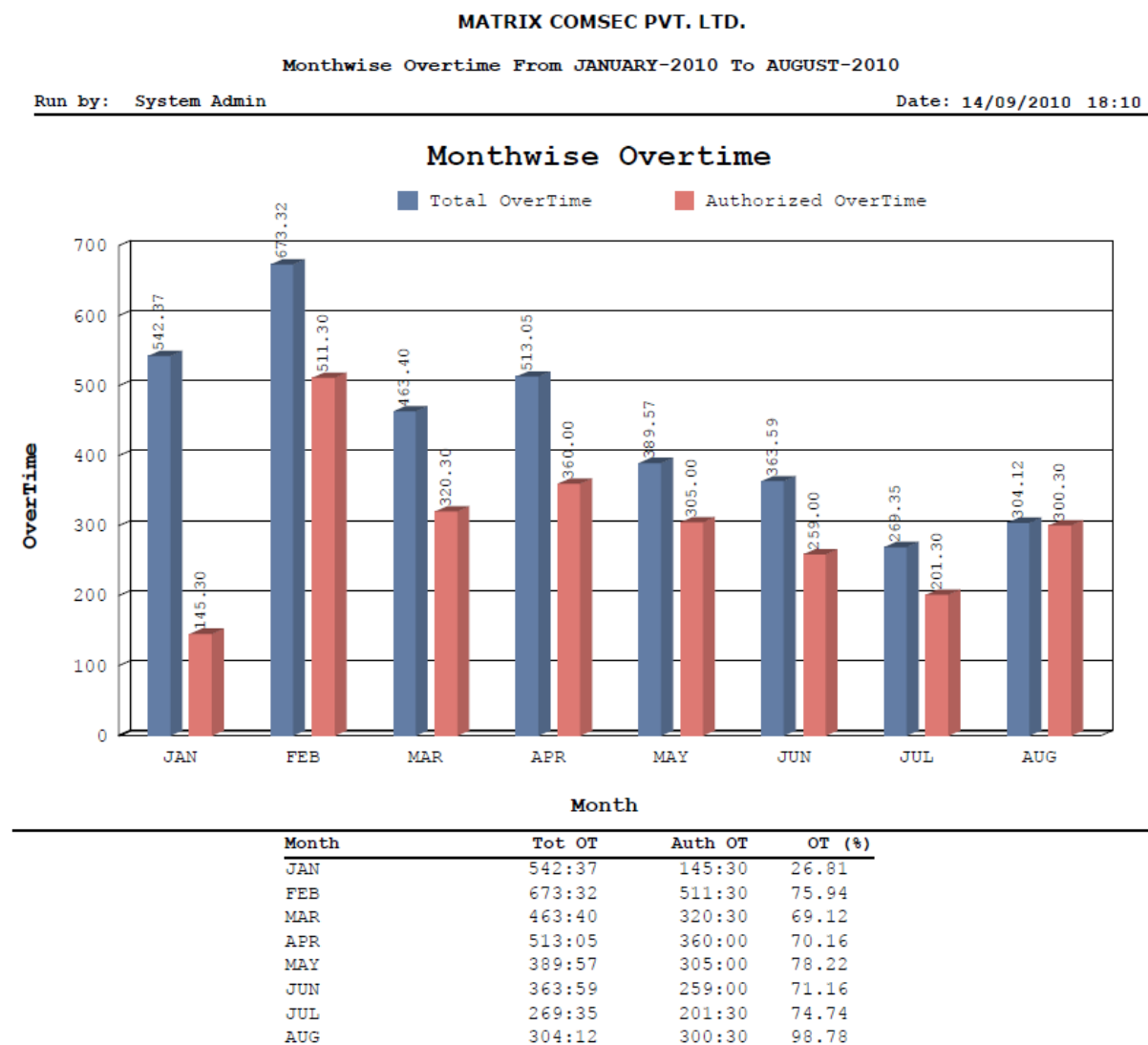
Irregularity Graph

This option enables the user to generate a bar chart denoting the user wise Early Out, Late In and Absent occurrences for selected users. In the event of selecting all users the top ten users with the maximum number of the above occurrences will be shown on the bar chart while the details of other users will be displayed below the chart.



Monthwise Overtime Chart

This option enables the user to generate a bar chart denoting the month wise total and authorized overtime hours for the specified months as shown.



Attendance Summary Chart

This option generates a pie chart denoting the attendance summary for the specified time period as shown.

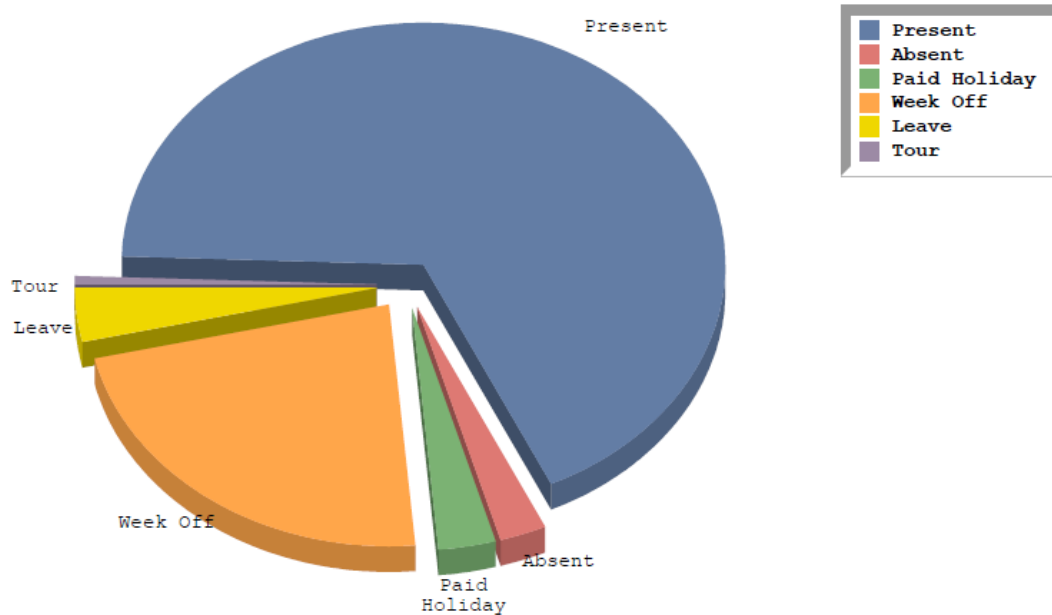
MATRIX COMSEC PVT. LTD.

Attendance Summary from 01/08/2010 To 31/08/2010 of SADT Department

Run by: System Admin

Date: 14/09/2010 16:12

Attendance Summary



	Total	Percent
Men Days	186	
Present (PR)	125.5	67.47
Absent (AB)	4.5	2.42
Paid Holiday (PH)	6.0	3.23
Week Off (WO)	42.0	22.58
Leave (LV)	7.0	3.76
Tour (TR)	1.0	0.54

COSEC Leave Management module allows you to create and view an assortment of detailed and focused reports related to the Leave management system. These reports can be viewed on the screen or printed at any time.

Reports available within the COSEC Leave Management Module are categorized as under:

- **Master Reports** : This category of reports lists out the details of all the leaves defined in the COSEC system.
- **Transaction Reports** : This category enables the user to view reports on leave transaction related events as generated in the system during the specified time period.

Leave Application Report

This report gives a detailed department wise listing of all leaves applied for by the employees.

MATRIX COMSEC PVT. LTD.

Page 1 of 2

Department wise Leave Application From 01/08/2010 To 15/08/2010

Run by: System Admin

Date: 10/09/2010 15:45

SR No	User ID	User Name	Appl Date	Form No	Start Date	End Date	Leave	Appl Days	Post Days	Status
SAD - Telecom										
1	41	VIVEK BATRA	20/08/2010	1001291328	09/08/2010	09/08/2010	CL	1.0	1.0	Approved
2	71	VIPUL AMIN	07/08/2010	1001291269	07/08/2010	07/08/2010	CL	0.5	0.5	Approved
3	72	SUMER MEHRA	01/09/2010	1001291435	07/08/2010	07/08/2010	CL	1.0	1.0	Approved
4	72	SUMER MEHRA	01/09/2010	1001291436	09/08/2010	09/08/2010	CL	1.0	1.0	Approved
5	72	SUMER MEHRA	01/09/2010	1001291437	10/08/2010	10/08/2010	CL	1.0	1.0	Approved
6	72	SUMER MEHRA	01/09/2010	1001291438	12/08/2010	12/08/2010	CL	1.0	1.0	Approved
SAD - Security										
1	165	RAVINDER KAUR GANDYOK	11/08/2010	1001291290	09/08/2010	10/08/2010	CL	2.0	2.0	Approved
SDG - Telecom										
1	45	RAKESH PATEL	03/09/2010	1001291469	07/08/2010	07/08/2010	CL	0.5	0.5	Approved
2	48	SAURASH SHAH	03/09/2010	1001291491	06/08/2010	06/08/2010	CL	1.0	1.0	Approved
3	55	DHARMESH DESAI	31/08/2010	1001291428	07/08/2010	07/08/2010	CL	1.0	1.0	Approved
4	55	DHARMESH DESAI	31/08/2010	1001291430	09/08/2010	09/08/2010	CL	0.5	0.5	Approved
5	76	CHIRAG PATWARI	31/08/2010	1001291407	07/08/2010	07/08/2010	CL	0.5	0.5	Approved
6	103	BHUSHAN GAJJAR	03/09/2010	1001291471	09/08/2010	09/08/2010	CL	1.0	1.0	Approved
7	103	BHUSHAN GAJJAR	03/09/2010	1001291472	11/08/2010	11/08/2010	CL	1.0	1.0	Approved
8	103	BHUSHAN GAJJAR	03/09/2010	1001291473	12/08/2010	12/08/2010	CL	1.0	1.0	Approved
9	103	BHUSHAN GAJJAR	03/09/2010	1001291474	13/08/2010	13/08/2010	CL	0.5	0.5	Approved
10	115	AMIT SHAH	03/09/2010	1001291478	02/08/2010	02/08/2010	CL	1.0	1.0	Approved
11	163	SHAIKESH PANCHAL	03/09/2010	1001291467	05/08/2010	05/08/2010	CL	1.0	1.0	Approved
12	170	HITESH KUMAR PATEL	03/09/2010	1001291481	02/08/2010	02/08/2010	CL	1.0	1.0	Approved
13	178	VANITA PATEL	27/08/2010	1001291367	06/08/2010	06/08/2010	CL	0.5	0.5	Approved
14	178	VANITA PATEL	03/09/2010	1001291495	07/08/2010	07/08/2010	CL	1.0	1.0	Approved
15	193	KARTIKEY PARMAR	04/08/2010	1001291257	03/08/2010	03/08/2010	CL	1.0	1.0	Approved
16	193	KARTIKEY PARMAR	04/08/2010	1001291258	04/08/2010	04/08/2010	CL	0.5	0.5	Approved
17	197	YAGNESHKUMAR REVAR	19/08/2010	1001291320	13/08/2010	13/08/2010	CL	0.5	0.5	Approved
18	215	MINA P PANSURIYA	29/07/2010	1001291143	02/08/2010	03/08/2010	CL	2.0	2.0	Approved
19	215	MINA P PANSURIYA	11/08/2010	1001291291	07/08/2010	07/08/2010	CL	1.0	1.0	Approved
20	215	MINA P PANSURIYA	11/08/2010	1001291292	09/08/2010	09/08/2010	CL	1.0	1.0	Approved
21	215	MINA P PANSURIYA	11/08/2010	1001291293	10/08/2010	10/08/2010	CL	0.5	0.5	Approved
22	312	TASHI DHUNDUP	31/08/2010	1001291408	04/08/2010	04/08/2010	CL	0.5	0.5	Approved
23	312	TASHI DHUNDUP	20/08/2010	1001291326	11/08/2010	11/08/2010	CL	0.5	0.5	Approved
24	312	TASHI DHUNDUP	20/08/2010	1001291325	12/08/2010	13/08/2010	CL	2.0	2.0	Approved
SDG - Security										
1	205	SANTOSH PHADKE	09/08/2010	1001291272	05/08/2010	05/08/2010	CL	0.5	0.5	Approved
2	213	SAMIR DAMANI	13/08/2010	1001291304	12/08/2010	12/08/2010	CL	0.5	0.5	Approved
3	243	PATRIC PILLAI	06/08/2010	1001291267	04/08/2010	04/08/2010	CL	1.0	1.0	Approved
4	246	CHANDNI SARAF	31/08/2010	1001291413	07/08/2010	07/08/2010	CL	1.0	1.0	Approved
5	261	MEHULBHAI RANINGA	11/08/2010	1001291288	10/08/2010	10/08/2010	CL	0.5	0.5	Approved
6	299	Yogesh Prajapati	13/08/2010	1001291301	04/08/2010	04/08/2010	CL	0.5	0.5	Approved

Leave Register

This report gives a detailed user wise listing of all leave details of the selected employees for the specified months.

MATRIX COMSEC PVT. LTD.

Page 1 of 11

Leave Register From JANUARY-2010 To AUGUST-2010

Run by: System Admin

Date: 10/09/2010 15:52

SR No	Year	Month	Opening Bal	Credit	Dedit	Encashed	Availed	Closing Bal
41 VIVEK BATRA								
Leave: CL								
1	2010	JAN	2.5	0.0	0.0	0.0	1.5	1.0
2	2010	FEB	1.0	2.5	0.0	0.0	0.0	3.5
3	2010	MAR	3.5	2.5	0.0	0.0	2.0	4.0
4	2010	APR	4.0	5.0	2.5	0.0	0.0	6.5
5	2010	MAY	6.5	2.5	0.0	0.0	0.5	8.5
6	2010	JUN	8.5	2.5	0.0	0.0	0.0	11.0
7	2010	JUL	11.0	2.5	0.0	0.0	1.0	12.5
8	2010	AUG	12.5	2.5	0.0	0.0	1.5	13.5
43 BELA MEHTA								
Leave: CL								
9	2010	JAN	2.5	0.0	0.0	0.0	1.0	1.5
10	2010	FEB	1.5	2.5	0.0	0.0	0.5	3.5
11	2010	MAR	3.5	2.5	0.0	0.0	3.0	3.0
12	2010	APR	3.0	5.0	2.5	0.0	0.0	5.5
13	2010	MAY	5.5	2.5	0.0	0.0	0.0	8.0
14	2010	JUN	8.0	2.5	0.0	0.0	1.5	9.0
15	2010	JUL	9.0	2.5	0.0	0.0	3.0	8.5
16	2010	AUG	8.5	2.5	0.0	0.0	0.0	11.0
45 RAKESH PATEL								
Leave: CL								
17	2010	JAN	2.5	0.0	0.0	0.0	1.5	1.0
18	2010	FEB	1.0	2.5	0.0	0.0	1.5	2.0
19	2010	MAR	2.0	2.5	0.0	0.0	3.0	1.5
20	2010	APR	1.5	5.0	2.5	0.0	0.0	4.0
21	2010	MAY	4.0	2.5	0.0	0.0	1.0	5.5
22	2010	JUN	5.5	2.5	0.0	0.0	0.0	8.0
23	2010	JUL	8.0	2.5	0.0	0.0	2.0	8.5
24	2010	AUG	8.5	2.5	0.0	0.0	1.0	10.0
48 SAURABH SHAH								
Leave: CL								
25	2010	JAN	2.5	0.0	0.0	0.0	1.0	1.5
26	2010	FEB	1.5	2.5	0.0	0.0	0.0	4.0
27	2010	MAR	4.0	2.5	0.0	0.0	0.0	6.5
28	2010	APR	6.5	5.0	2.5	0.0	0.0	9.0
29	2010	MAY	9.0	2.5	0.0	0.0	5.0	6.5
30	2010	JUN	6.5	2.5	0.0	0.0	1.0	8.0
31	2010	JUL	8.0	2.5	0.0	0.0	0.0	10.5
32	2010	AUG	10.5	2.5	0.0	0.0	1.0	12.0
55 DHARMESH DESAI								
Leave: CL								
33	2010	JAN	2.5	0.0	0.0	0.0	0.5	2.0
34	2010	FEB	2.0	2.5	0.0	0.0	0.0	4.5
35	2010	MAR	4.5	2.5	0.0	0.0	3.5	3.5
36	2010	APR	3.5	5.0	2.5	0.0	3.0	3.0
37	2010	MAY	3.0	2.5	0.0	0.0	2.5	3.0
38	2010	JUN	3.0	2.5	0.0	0.0	0.5	5.0
39	2010	JUL	5.0	2.5	0.0	0.0	0.0	7.5
40	2010	AUG	7.5	2.5	0.0	0.0	2.5	7.5
58 PRAKASH KAMLIYA								
Leave: CL								
41	2010	JAN	2.5	0.0	0.0	0.0	2.0	0.5
42	2010	FEB	0.5	2.5	0.0	0.0	2.0	1.0

COSEC Visitor Management module allows you to create and view an assortment of detailed and focused reports on the Visitor activities on your site. These reports can be viewed on the screen or printed at any time.

Some of the reports available within the COSEC Visitor management Module are as displayed in the following section.

Visitor Punch Detail

This report will display details of the visitors including Name, Entry Date & Time as well as the Host Name for the selected date range.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Visitor Punch Detail From 28/09/2010 To 28/09/2010

Run by: System Admin

Date: 02/10/2010 12:19

SRNo	ID	Name	In	Out	Duration	Host User	Host User Department
28/09/2010							
1	1	Lalitha Kumari	09:00	09:00		Devanand	Department-1
2	2	Jwalant Trivedi	17:34	17:44	00:10	Pooja	Department-1
3	3	Harin Bhatt	17:47	17:55	00:08	Pooja	Department-1
4	4	Hari Prasad	18:31			Pooja	Department-1
5	5	Krunal Panchal	18:05	18:31	00:26	Pooja	Department-1
6	7	Chirag Tiwari	18:32			Pooja	Department-1
7	8	Hemanth Shukla	18:34	18:46	00:12	Hetal Vara	Department-1
8	9	Sudheer Nair	18:47	18:57	00:10	Devanand	Department-1

Visitor Pass Validity

This report lists out the Visitors and the validity details of their passes as on a particular date and time as specified.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Visitor Pass Validity On 10/09/2010 16:45

Run by: System Admin

Date: 10/09/2010 16:43

SR No	Name	Visitor Organization	Valid From	Valid UpTo	Host User	Host User Department
1	Maria Smith	MSU	10/09/2010 16:00	10/09/2010 17:00	DEVANAND NAIR	SDG - Security
2	Hetal Desai		15/06/2010 08:30	15/06/2011 21:00	DEVANAND NAIR	SDG - Security

Visitor Watchlist

This report lists out the visitors who have been added to the watch list along with their details as well as Photograph wherever available.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Visitor Watch List

Run by: System Admin

Date: 28/09/2010 19:07



Visitor Name : Patric Pillai
Visitor Organization : MS Automobiles
ID-Proof : A1213435
ID-Proof Description : License

Invalid Pass Report

This report lists out the Visitors whose passes are no longer valid but are yet to be surrendered.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Expired Passes From 01/09/2010 To 13/09/2010

Run by: System Admin

Date: 13/09/2010 11:31

SR No	ID Name	Date	Host User/Department	Valid From/UpTo
1	2 Maria Smith	10/09/2010	DEVANAND NAIR	10/09/2010 16:00
			SDG - Security	10/09/2010 17:00

Pre-Registered Visitors Report

This report generates a list of all the expected visitors along with their details as shown.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Pre-Registered Visitors From 10/09/2010 To 10/09/2010

Run by: System Admin

Date: 10/09/2010 17:08

SR No	Name/Organization	Host User/Department	Date/Purpose
1	Raj Joshi + 1 Joshi & Joshi Steel	DEVANAND NAIR SDG - Security	10/09/2010 17:15 Official
2	Binit Sharma + 2 Sharma Textiles	DEVANAND NAIR SDG - Security	10/09/2010 17:30 Official
3	Vikas Sheth	SANTOSH PHADKE SDG - Security	10/09/2010 17:30 Official
4	Vishal Bhardwa	SAMIR DAMANI SDG - Security	10/09/2010 17:45 Official
5	Sajeev Mehra	SANTOSH PHADKE SDG - Security	10/09/2010 18:00 Official

Visitor Punch Report

This report generates a detailed list of all the Visitor punches during the specified time period.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Visitor Punch Detail From 26/09/2010 To 30/09/2010

Run by: System Admin

Date: 02/10/2010 12:19

SRNo	ID	Name	In	Out	Duration	Host User	Host User Department
28/09/2010							
1	1	Lalitha Kumari	09:00	09:00		Devanand	Department-1
2	2	Jwalant Trivedi	17:34	17:44	00:10	Pooja	Department-1
3	3	Harin Bhatt	17:47	17:55	00:08	Pooja	Department-1
4	4	Hari Prasad	18:31			Pooja	Department-1
5	5	Krunal Panchal	18:05	18:31	00:26	Pooja	Department-1
6	7	Chirag Tiwari	18:32			Pooja	Department-1
7	8	Hemant Shukla	18:34	18:46	00:12	Hetal Vara	Department-1
8	9	Sudheer Nair	18:47	18:57	00:10	Devanand	Department-1

Visitor Pass Status Report

This report generates a detailed listing along with the status of all the Visitor passes issued during the specified time period.

MATRIX COMSEC PVT. LTD.

Page 1 of 1

Visitor Pass Status As On 10/09/2010 16:41:48

Run by: System Admin

Date: 10/09/2010 16:41

SR No	Visitor	Valid From	Valid Upto	Surrender Date	Status					
1	Ayush Sharma	10/09/2010 15:30	10/09/2010 16:30	10/09/2010 15:59	Surrendered					
2	Maria Smith	10/09/2010 16:00	10/09/2010 17:00		Active					
.....										
Total:	<u>Prepared</u>	2	<u>Issued</u>	0	<u>Active</u>	1	<u>Surrendered</u>	1	<u>Expired</u>	0

Visitor Pass

A visitor pass is a key component of any visitor management system. The Matrix COSEC application option enables the application user to generate an electronic or printed paper pass with access permission allotted to visitor for defined period.

The Visitor pass can be in the form of a predefined access credential or a printed gate pass as shown. The size of the gate pass is A6 (4.1 cms x 5.8 cms). The system will prompt for the printer each time the pass is to be printed.

MATRIX COMSEC PVT. LTD.	
Visitor Pass	
Pass No.	1
Date:	28/09/2010
Name:	Patric Pillai
Validity:	28/09/2010 12:00
Contact No:	
Organization:	MS Automobiles
To Meet:	CHIRAG PATEL
Department:	Testing
Reason:	Official
Remark:	
In Time:	
Out Time:	
Issuing Authority	Person Visited





MATRIX COMSEC PVT. LTD.

Corporate Office:

394-GIDC, Makarpura, Vadodara - 390010, India.

Tel.: +91 265 2630555, Fax: +91 265 2636598

E-mail: Info@MatrixComSec.com

Factory:

39-GIDC, Waghodia - 391760, Dist. Vadodara, India.

Tel.: +91 2668 262056/57

Technical Support:

Tel.: +91 2668 263172/73, Fax: +91 2668 262631

E-mail: Support@MatrixComSec.com

www.MatrixComSec.com