

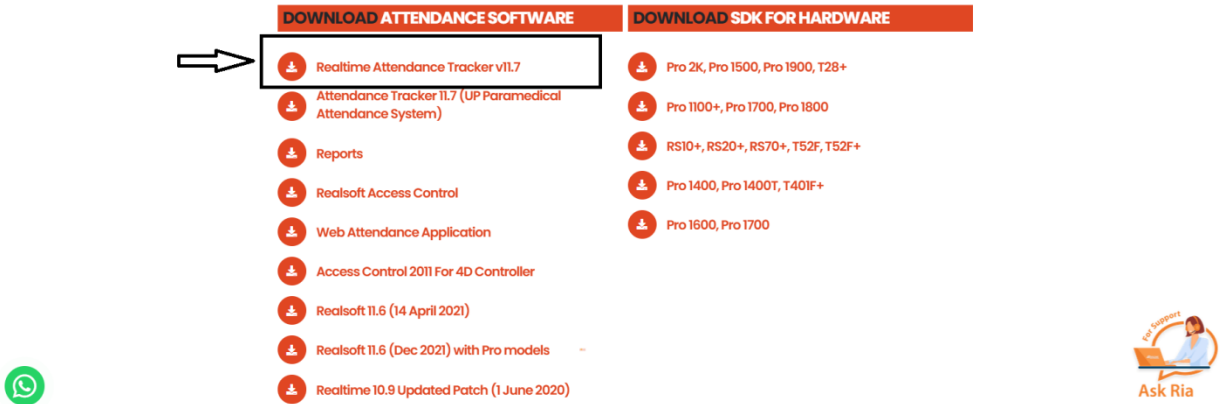
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# Installation

For downloading the software go to realtime website which is <https://realtimebiometrics.com/software.php>



**DOWNLOAD ATTENDANCE SOFTWARE**

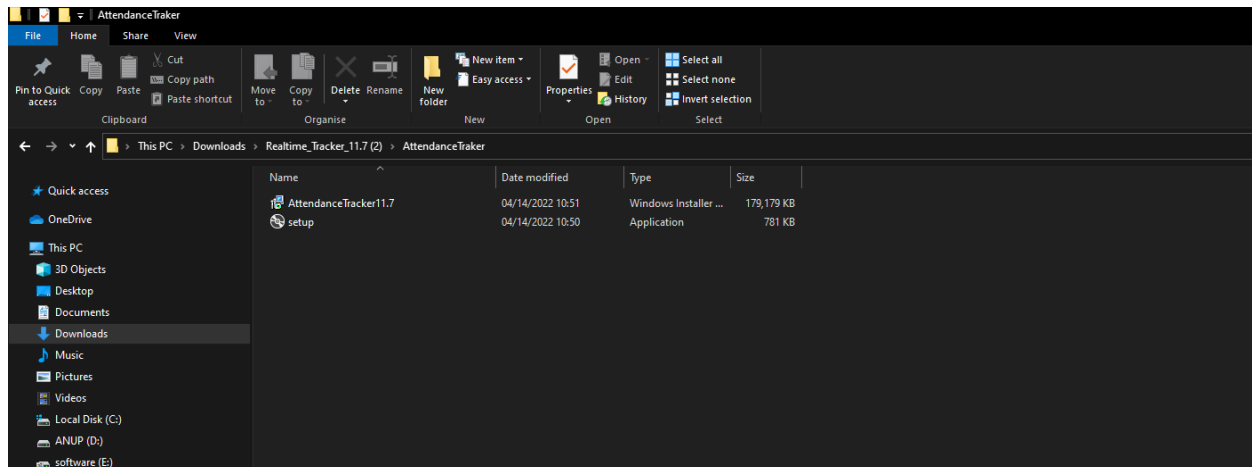
- Realtime Attendance Tracker v11.7
- Attendance Tracker 11.7 (UP Paramedical Attendance System)
- Reports
- Realsoft Access Control
- Web Attendance Application
- Access Control 2011 For 4D Controller
- Realsoft 11.6 (14 April 2021)
- Realsoft 11.6 (Dec 2021) with Pro models
- Realtime 10.9 Updated Patch (1 June 2020)

**DOWNLOAD SDK FOR HARDWARE**

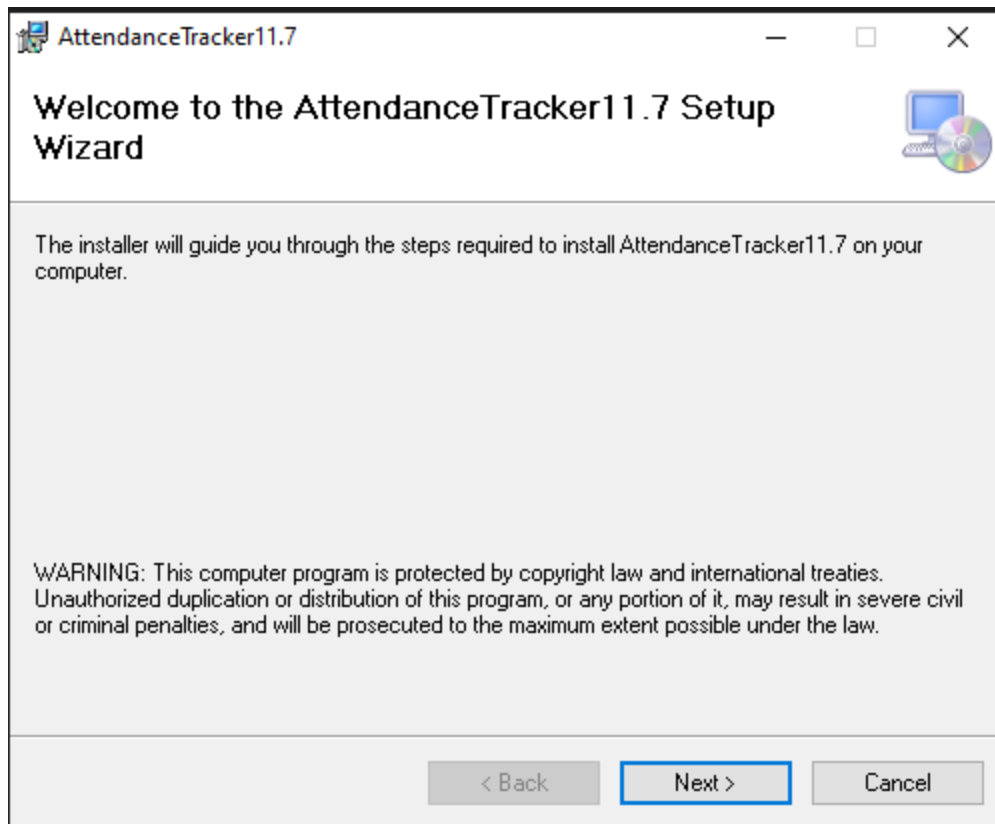
- Pro 2K, Pro 1500, Pro 1900, T28+
- Pro 1100+, Pro 1700, Pro 1800
- RS10+, RS20+, RS70+, T52F, T52F+
- Pro 1400, Pro 1400T, T401F+
- Pro 1600, Pro 1700

WhatsApp icon on the left. Ask Ria logo on the right.

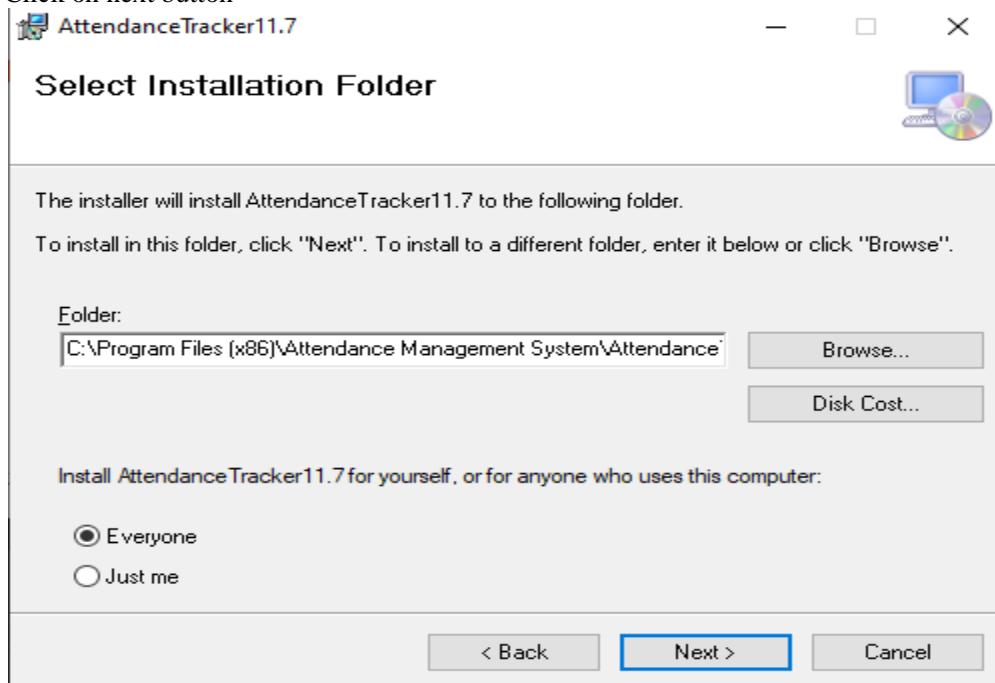
Click on realtime attendance tracker v11.7 and after fill the credentials form click on download software.



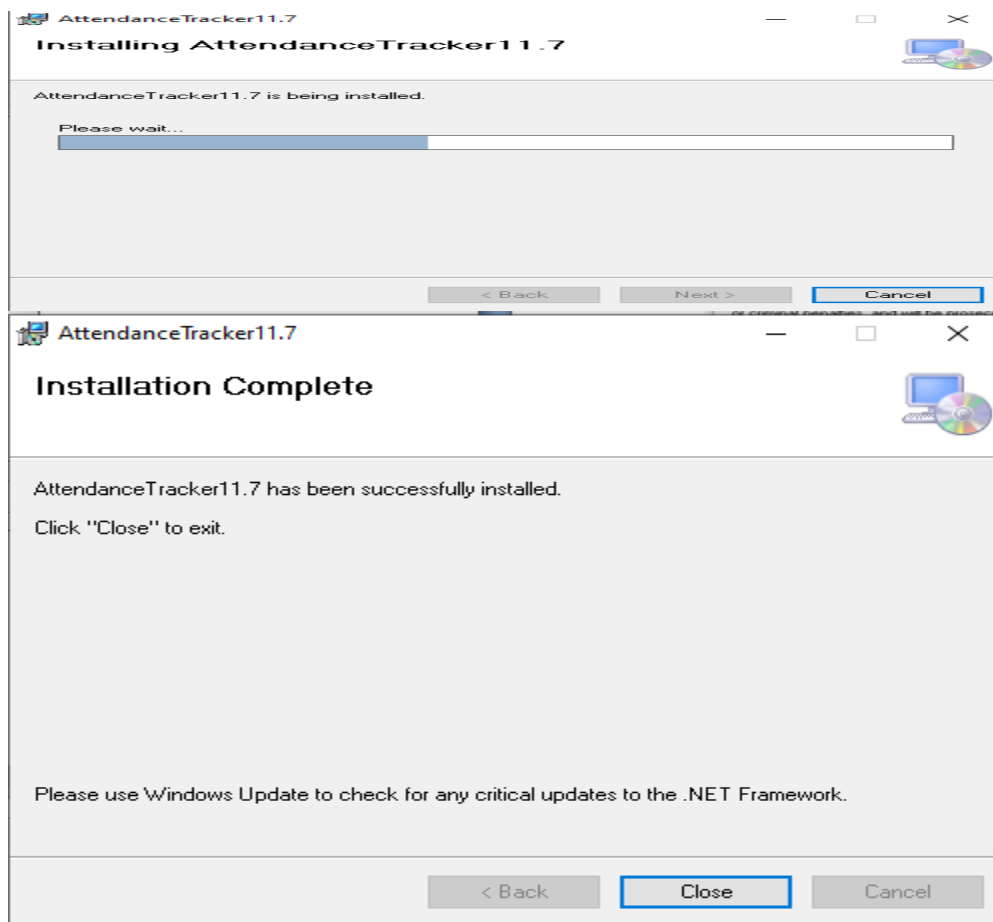
Run the setup file.



Click on next button



Select everyone and click on next button



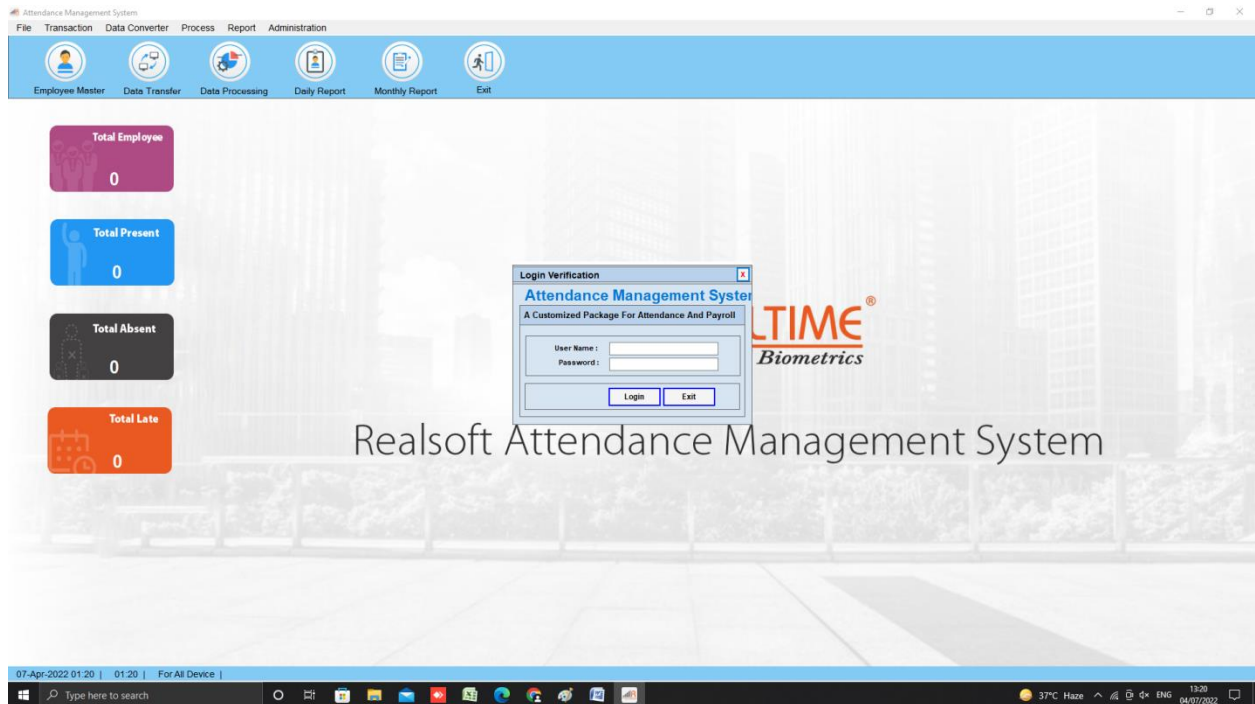
Click on close button.



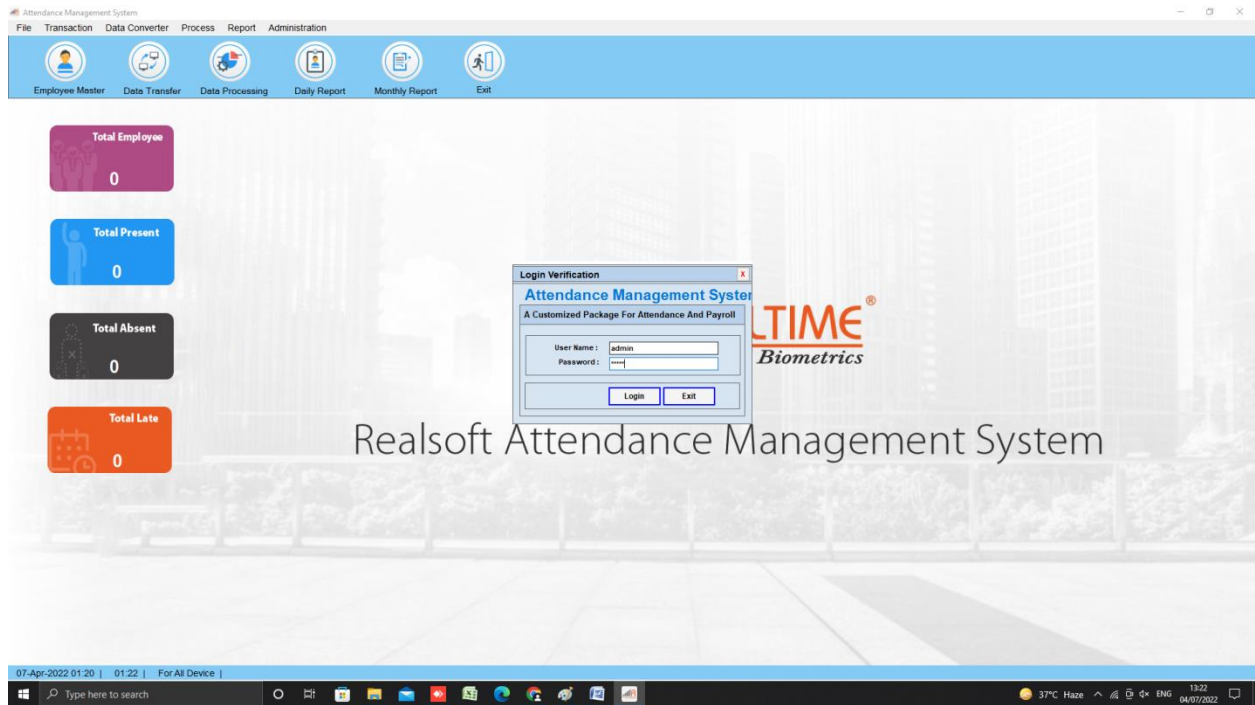
The shortcut will appear on the windows, only click this icon on the windows to enter the software.

# Login

It's Software Interface

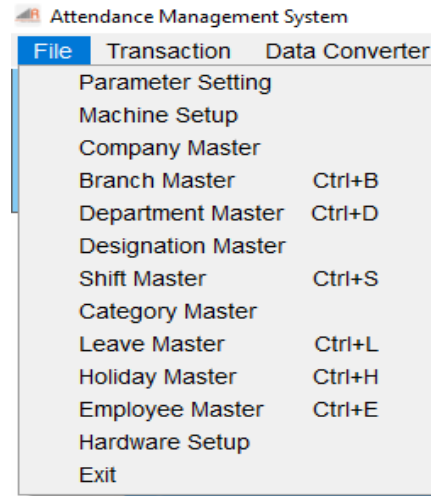
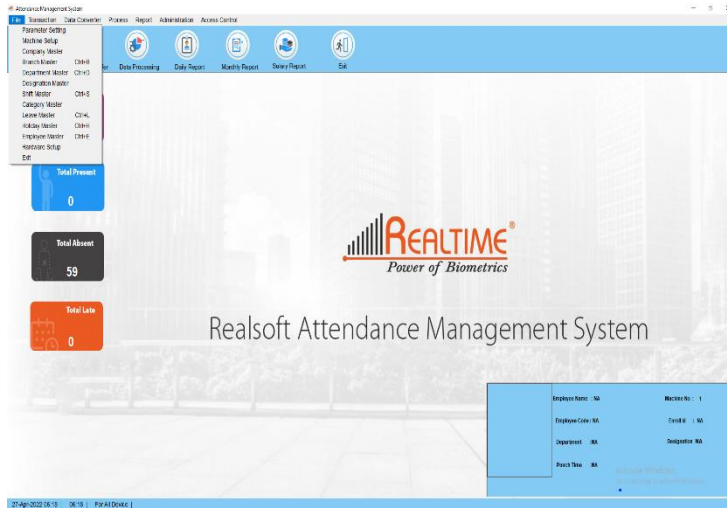


- 1 .Software Default user Name : admin
2. Software Default User Password: admin

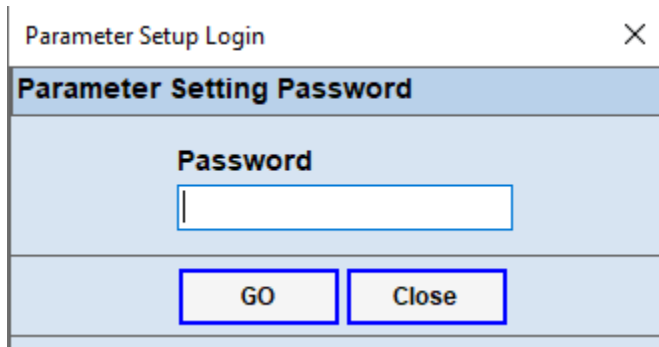


3. After putting the User Name and Password Click on the Login Button.

# File



## Parameter Setting



Password of Parameter Setting is: admin@currentdatecurrentmonth (for eg. admin@2704 (here 27 is current date and 04 is current month))



Parameter Setup	
<b>Device Work IN/Out Mode</b> <input type="checkbox"/> On/Off	<b>Remove OverTime With Fake Out</b> <input type="checkbox"/> Active
<b>Temperature Setting</b> Temperature Alert Setting ( In Number Only) <input type="text" value="37"/> Temperature Alert Sound (On/Off Setting) <input type="checkbox"/> On/Off	
<div> <input type="button" value="Save"/> <input type="button" value="Close"/> </div>	

### Device Work In/Out Mode

This option is used when two devices are used for access and you want one machine only for in punches and another one only for out punches.

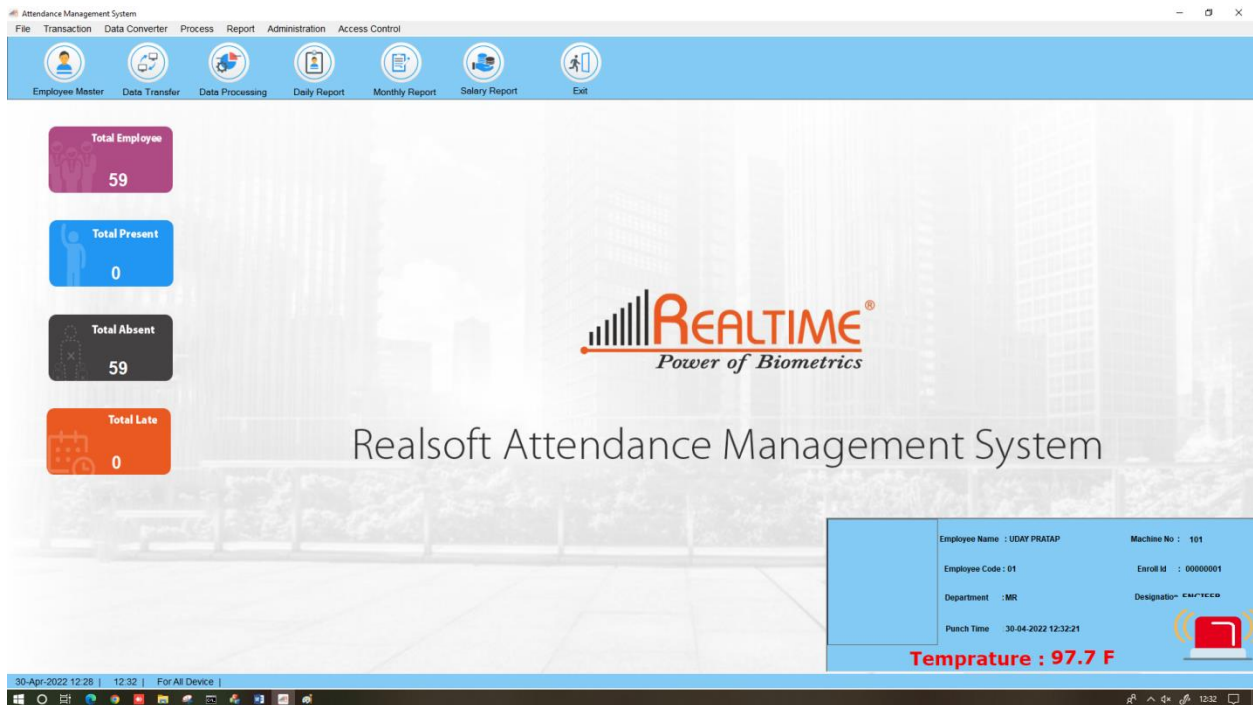
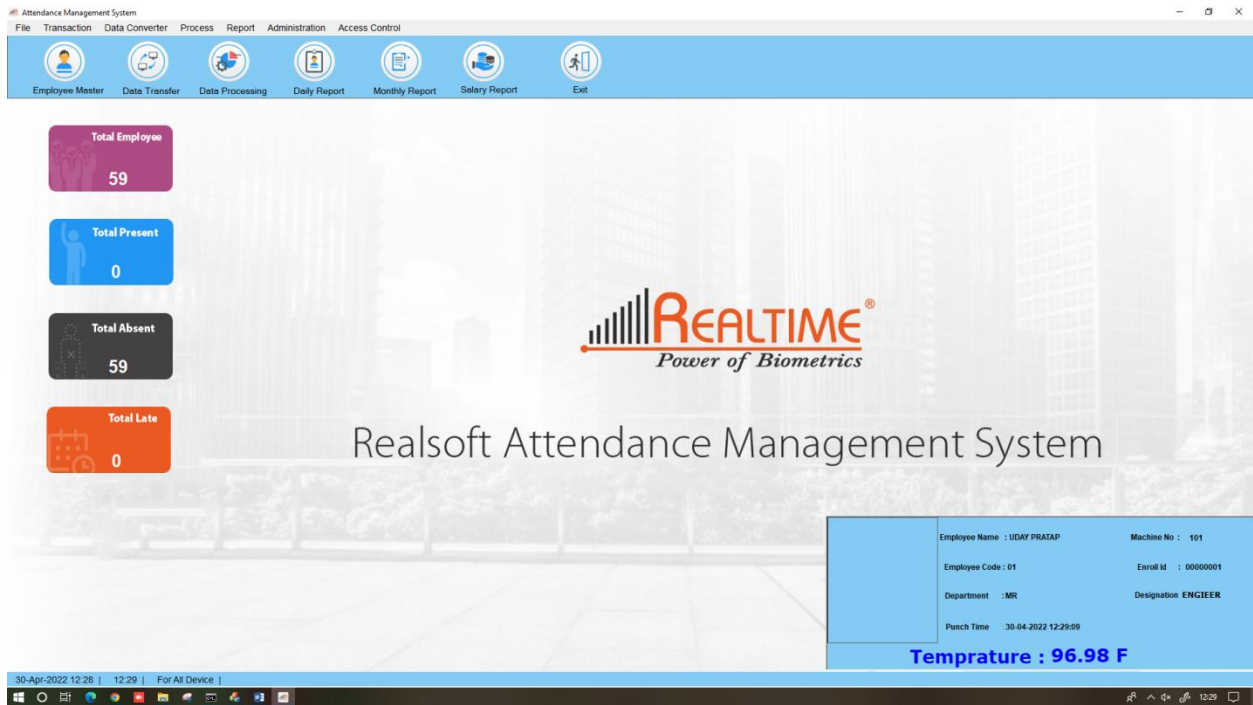
### Temperature Setting

This option is used for set temperature. Mark tick on checkbox if you want an alert sound.

### Remove OverTime With Fake Out

This feature is used for remove over time.

if you give manual in/out punch and out punch is more than the shift end time than it will automatically remove out punch from the report.



(After enable temperature alert sound)

## Machine Setup

Click On Add button Put the Device ID and Device Serial Number, Device port, Location Select the Machine Model name, Device IP Address Then Select the Connection mode (Like LAN, USB, UDP)

Device NO: Its Device Id

(For Finger Device Go to Menu-Advance-Device-Machine Number )

(For Face Device Go to Menu-Communication –Device ID )

(For New Devices Go to Menu-Setup-General Setting-Terminal ID)

Note: Device Id Must Be Same in Software

Device Port : Device Communication port

For LAN and USB port 5005

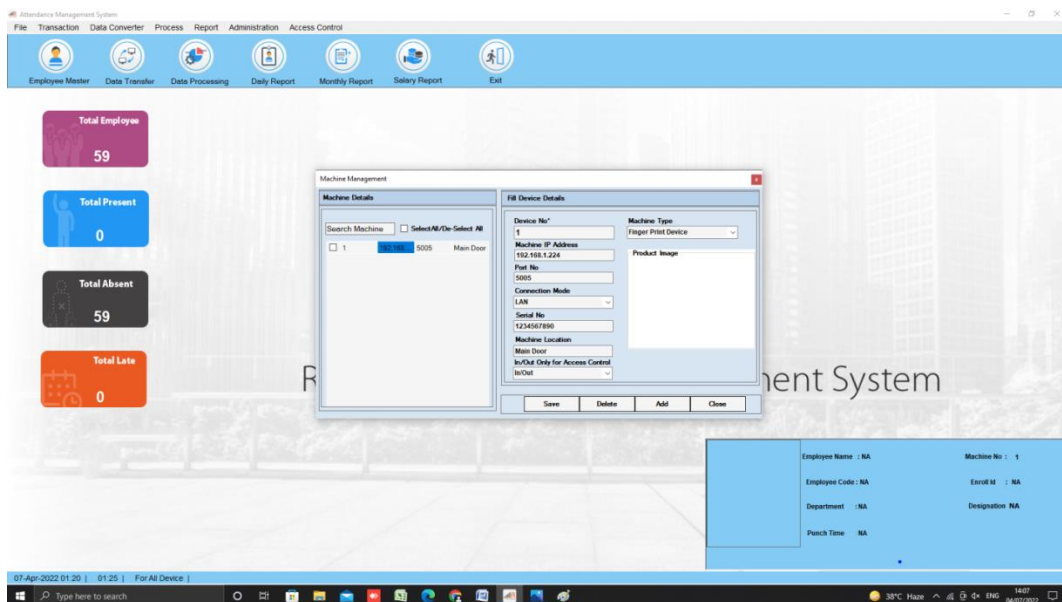
Machine Location (Enter the Location Place )

Machine Type select Machine Type i.e., machine Model

Machine IP Address: - **if machine in local-** machine IP address must be in same range.

**If machine is on other location-** static IP will be machine server IP

Machine should be in network



## **For Push Data**

### **1. Finger Device: - Used Server Port Port 7788**

Put The System IP (That System install the Software ) In the Server IP in the Device Server IP And put the Port 7788

Server IP and Server Port

Menu – Set com –Server setting – server IP and Server port

### **2. Face Device: Used server Port 5005**

Put The System IP (That System install the Software ) In the Server IP in the Device Server IP And put the Port 5005

Menu – Setting –Server setting – server IP and Server port ,Set The Event Transfer Mode TCP/IP

### **2 New Device: Used server Port 7005**

Put The System IP (That System install the Software ) In the Server IP in the Device Server IP And put the Port 7005

Menu – Setcom –network –server set- server IP and Server port.

***Note: For Push Data Port must be Open in the Network as well as In the Windows Firewall***

## Company Master

Click on Add Put the Company Details then for saving The Details click On save Button

For Edit any Data select The Company Edit the Details

In the Company Menu we can add/ Edit the Company Details like Company Name, Company Mail Id, Company Address, and Contact Number.

Also add the Company Salary Heads (like Basic Salary, HRA, DA, PF, EPF, Other Deduction Heads Etc.)

We can add the Multiple Company in the Same Software and Mange.

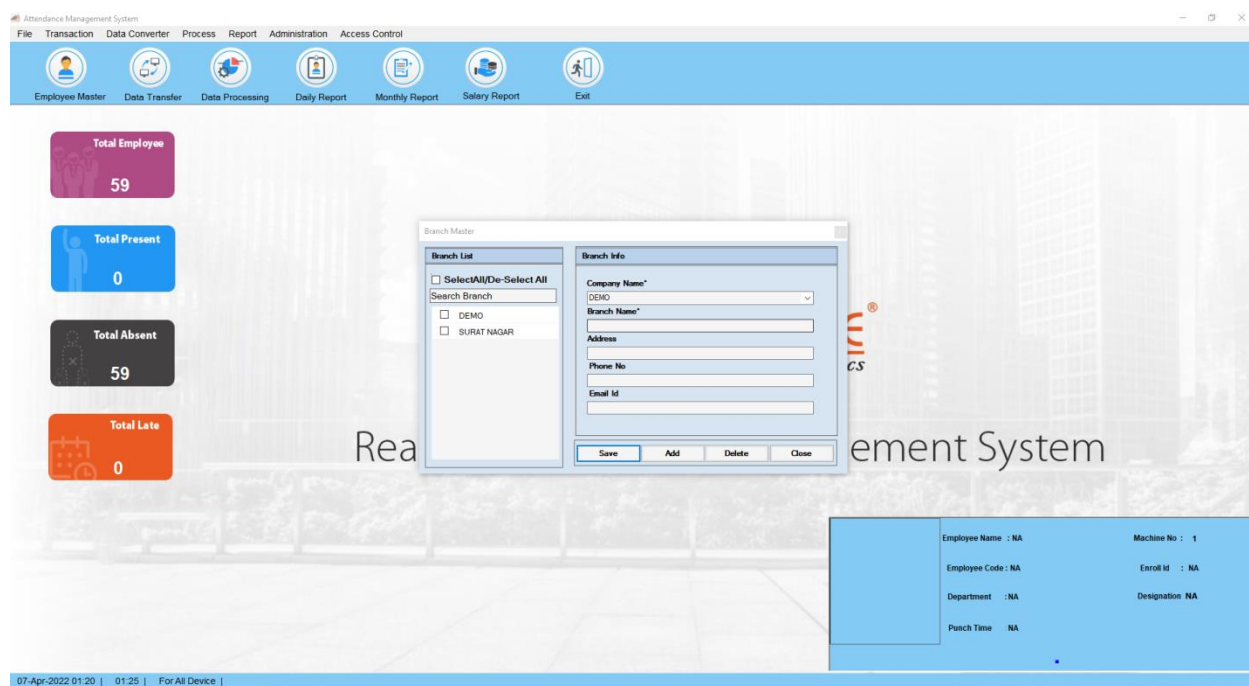
The screenshot displays the 'Company Master' window within the 'Attendance Management System'. The interface includes a top menu bar with options like File, Transaction, Data Converter, Process, Report, Administration, and Access Control. Below this is a toolbar with icons for Employee Master, Data Transfer, Data Processing, Daily Report, Monthly Report, Salary Report, and Exit. On the left side, there are four summary cards: 'Total Employee' (59), 'Total Present' (0), 'Total Absent' (59), and 'Total Late' (0). The main area is divided into several sections: 'Company List' with a search bar and checkboxes for 'DEMO' and 'SUPER AUTO INDUSTRIES'; 'Company Information' with fields for Company Name, Description, Address, Phone, Email, and Pancard No; 'Payroll Setting' with fields for ESI No, PF%, EPF%, and EPS%; 'Addition Head' with fields for head1 through head10 (with 'Basic' selected for head1); 'Deduction Head' with fields for head1 through head5 (with 'Loan' selected for head5); and 'Define Deduction Head' with fields for head1 through head5. At the bottom of the form are 'Save', 'Add', 'Delete', and 'Close' buttons. The bottom right corner shows fields for Employee Name, Machine No, Employee Code, Enroll Id, Department, Designation, and Punch Time. The system status bar at the very bottom indicates the date and time as 07-Apr-2022 01:20, the device as 'For All Device', and the temperature as 37°C.

## **Branch Master**

Click On Add Put the Branch Details Then for saving The Details click On save Button

For edit any data select The Branch edit the details.

In the Branch Menu we can add/ Edit the Branch Details like Select Company Name, Then Enter the Branch Name, Address, and Contact Number.



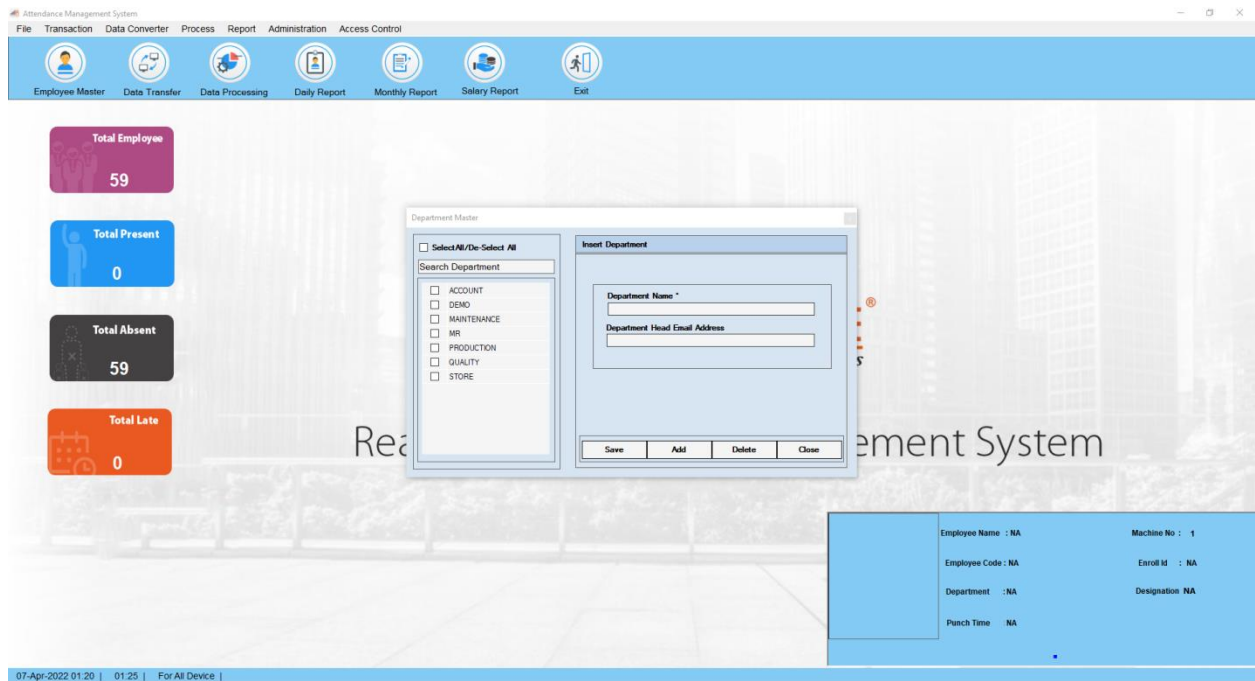
## **Department Master**

Click On Add Put the Department Details Then for saving The Details click On save Button

For Edit any Data select The Department Edit the Details

This module provide with convenient to manage each department, mainly add, cancel department

Click On add Button Put the Department Name And Department Mail Id



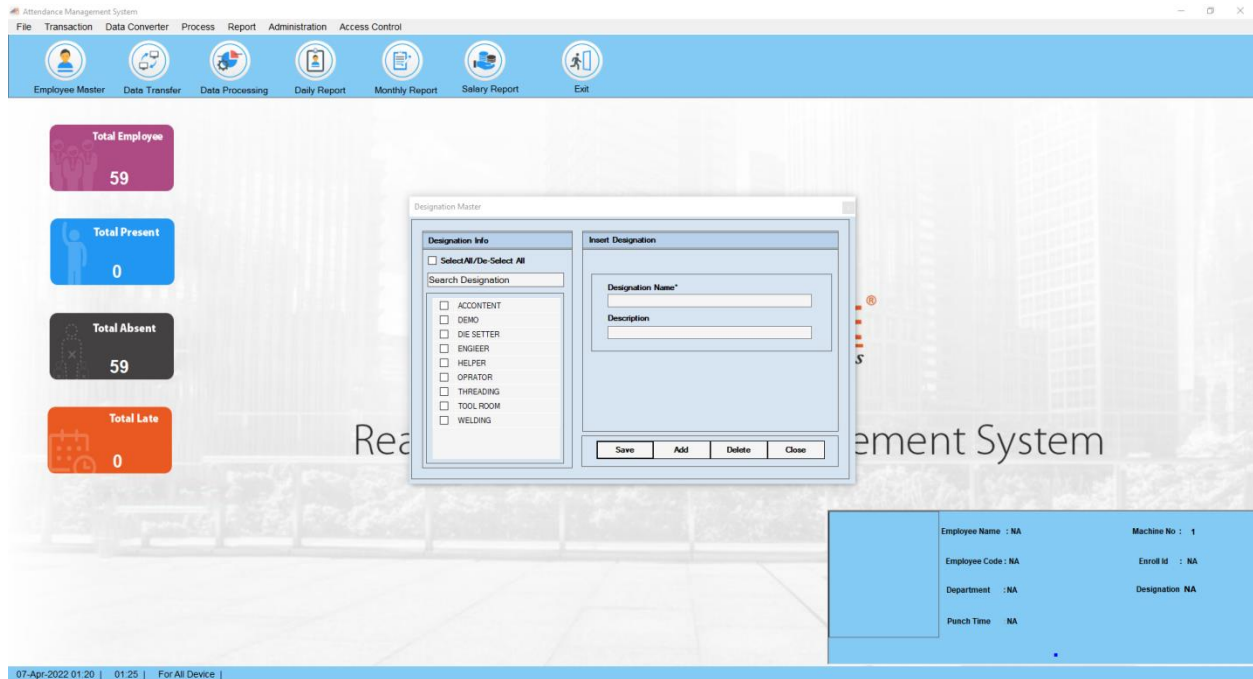
## **Designation Master**

Click On Add Put the Designation Details Then for saving The Details click On save Button

For Edit any Data select The Designation Edit the Details

This module provide with convenient to manage each Designation, mainly add, cancel Designation

Click On add Button Put the Designation Name And Designation Details



## **Shift Master**

Click on add Button add the Shift Name and Shift Code Enter the Shift Time And Shift End Time

**For week Off select the Week off day like (Sunday ,Monday,Etc )**

**If need 2<sup>nd</sup> week off so select the 2<sup>nd</sup> week day like (Sunday ,Monday,Etc )**

Select the week of condition 1,2,3,4,5 as per your need

Select the Second week off type half Day and Full Day as per your need

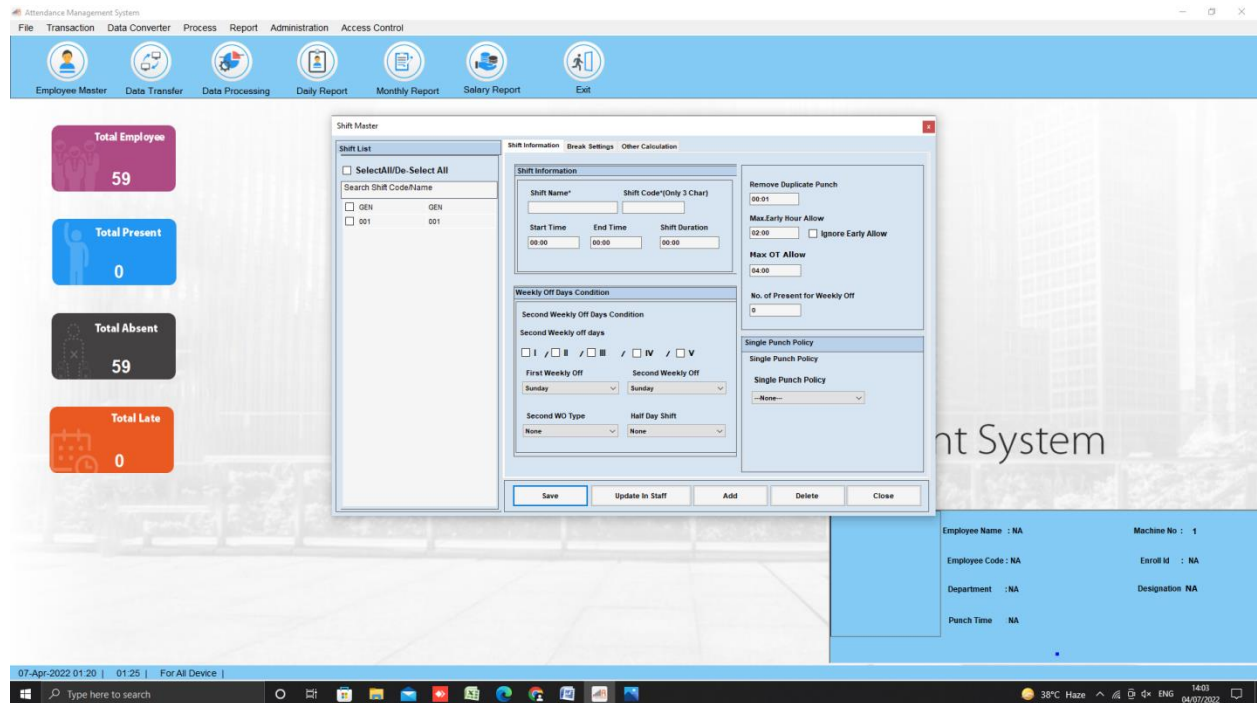
For half day week of condition make the half day shift and assign the Half Day shift

**IF no need week off just select the none**

**Max Early Hours (value in HH:MM) : software include the before shift time punch .**

**Max OT Allow (value in HH:MM) : software include the after shift time punch.**





**No: of Present for week Off condition :--** for example we put the 2 so employee get week off when employee present 2 days

**Single Punch Policy :--**

**Absent on single punch**

**Half Day on Single punch**

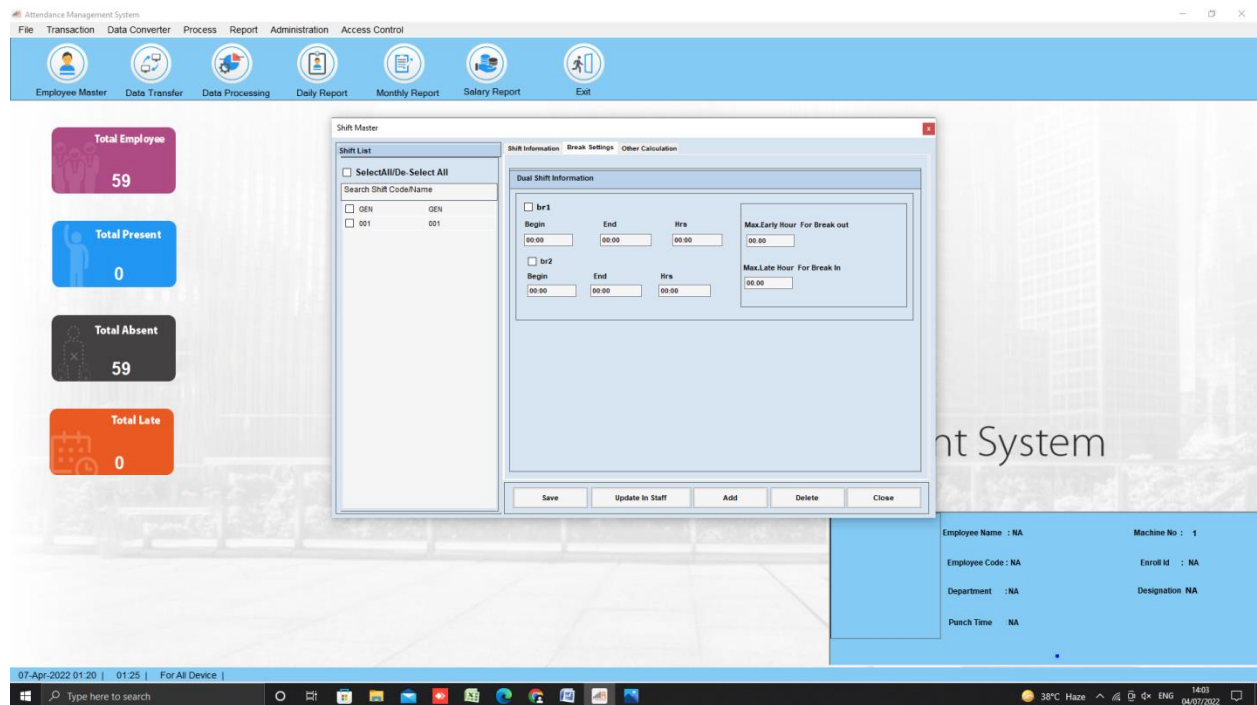
We select the **absent on single punch**: if any employee punch only one time so that condition employee showing as absent in the report

We select **Half Day on Single punch**: if any employee punch only one time so that condition employee showing as Half day in the report

**For Break setting (Lunch time Setting) click on the Break setting Option**

**Break setting (Lunch Time Setting)**

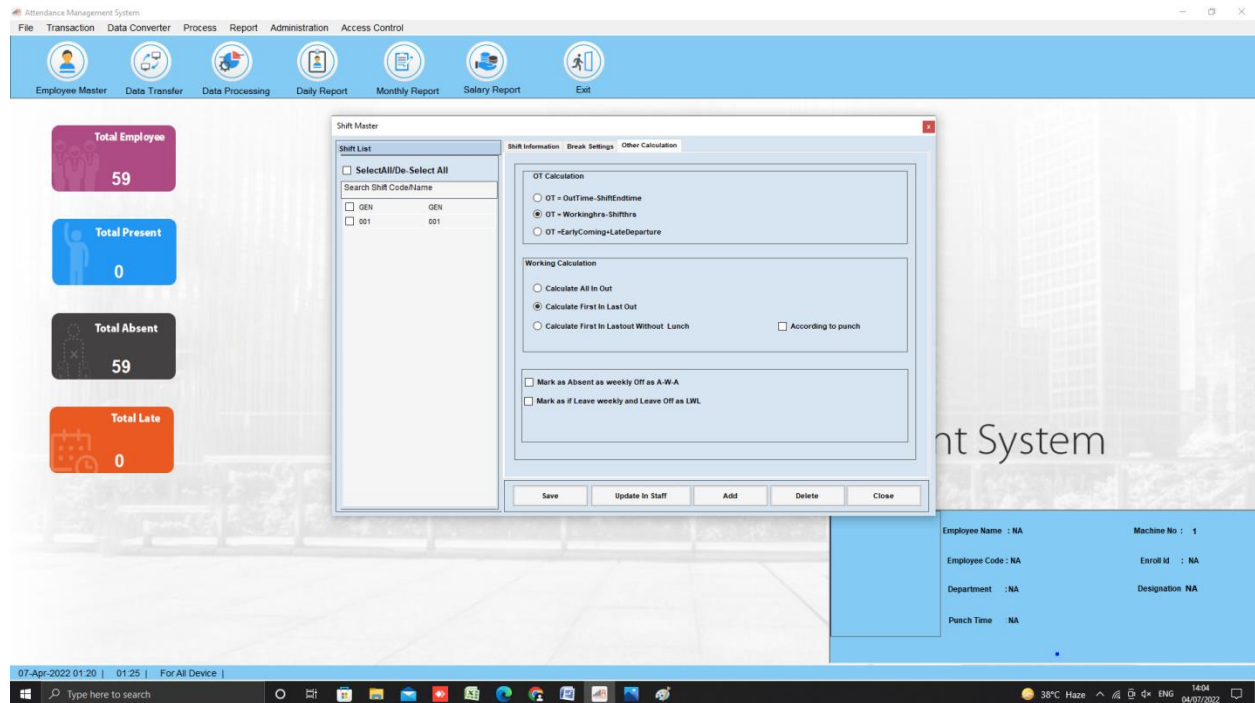
**Here we put the Break Time (Lunch Time ) put the Start break and End Time**



## Other Setting

### OT (Over Time Calculation )

1.  $OT = \text{Out time} - \text{Shift time}$  (Overtime Calculate the actual Punch (Device ) out time-Shift End Time )
2.  $OT = \text{Workinghrs} - \text{ShiftHrs}$  (Overtime Calculate Total working Hours employee –Total Shift Hours )
3.  $OT = \text{EarlyComing} + \text{LateDeapature}$  (Overtime Calculate = = EarlyComing+LateDeapature Time )



## Working Hours Calculation

1. Calculate All In Out (Software Show the All punch for Enable This Setting )
2. Calculate First In Last Out (Software Show the only In and Out punch for Enable This Setting)
3. Calculate First In Last Out Without Lunch (Software Show the in and Out punch without lunch for Enable This Setting)

## Category Master

Click on add button add the Office Policy Time (Office time Policy) Put the Details

**Permitted Late Arrival (value In HH:MM)>>** In this policy its Relaxation Time during office In time (Shift start time)

Let see example our office shift Time for in time 09:00 and out time 18:00 clock so if We put the value Permitted Late arrival (value In HH:MM ) 00:10 so employee punch 09:09 so in the report not show as late due 10min Relaxation in in time .(Office In time )

**Permitted Early Departure (value In HH:MM)>>** In this policy its Relaxation Time during (Shift End time)

Let see example our office shift Time for in time 09:00 and out time 18:00 clock so if We put the value Permitted Late arrival (value In HH:MM ) 00:10 so employee punch 17:55 so in the report not show as Early due 10min Relaxation in out time (Office Out time )

**Marks as Half Day if working Hours Less Than (value In HH:MM )>>** In this policy any employee work short time If we set the time so its showing half day

For example your office working hours 10:00 hours if we set 04:00 in the policy (Marks as Half Day if working Hours Less Than (value In HH:MM ) ) So if any employee work less than 4 hours so in the report show status as half day like (P/2).

**Marks as Absent if working Hours Less Than (value In HH:MM )>>** In this policy any employee work short time If we set the time so its showing half day

For example your office working hours 10:00 hours if we set 10:00 in the policy (Marks as Absent if working Hours Less Than (value In HH:MM ) ) So if any employee work less than 10 hours so in the report show status as absent

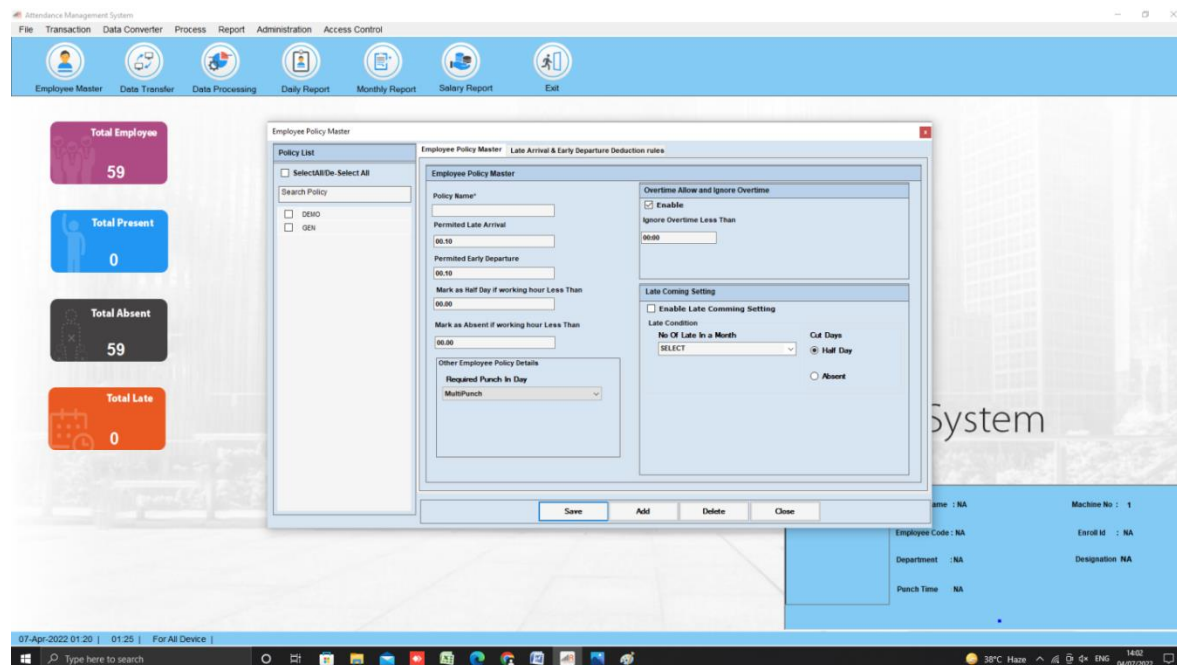
### Required Punch In day

If we select **No Punch** so its auto read the shift start and end time In the Report

If we select the **MultiPunch** so its read Device punch for In and Out

### Overtime Allow and Ignore

Its just used for overtime value if need remove some hours in the overtime so just put the time in the report not calculate the ignore time



Employee Policy Master

**Policy List**  
☐ Select All/De-Select All  
  
☐ GEN

**Employee Policy Master**   **Late Arrival & Early Departure Deduction rules**

**Late Comming Rule**
☐ Active For Week OFF also

**Late Rule 1:**
Late Arrival[HH:MM]  
  
Deduct Day(%)

**Late Rule 2:**
Late Arrival[HH:MM]  
  
Deduct Day(%)

**Late Rule 3:**
Late Arrival[HH:MM]  
  
Deduct Day(%)

**Late Rule 4:**
Late Arrival[HH:MM]  
  
Deduct Day(%)

**Early Going Rule**
☐ Active For Week OFF also

**Early Going 1:**
Early Departure[HH:MM]  
  
Deduct Day(%)

**Early Going 2:**
Early Departure[HH:MM]  
  
Deduct Day(%)

**Early Going 3:**
Early Departure[HH:MM]  
  
Deduct Day(%)

**Early Going 4:**
Early Departure[HH:MM]  
  
Deduct Day(%)

You can set late arrival and early departure deduction from this late arrival & early departure deduction rules option.

## Leave Master

### Process for leave setup

- Click On Leave Master Put the Leave Details Then for saving The Details click On save Button
- Enter the Leave Code (Like SL, AI Etc ) then Put the Leave Name (ANNUAL LEAVE, SICK LEAVE).
- After adding the Leave assign the Leave Stock so click The **Leave Stock**
- **Is Leave carry Forward** (If any Employee not take any leave so all left leave transfer in the next year )
- In the **Leave Stock** we assign the Leave Stock for whole year
- If you want assign any particular so just select the single employee then transfer
- After put the leave value then click on save button.

## Leave Master

	LTypeC	LTypeN	WeekOf	Holiday	IsAccru
▶	CL	CL	No	No	No

Leave Code

Leave Type Name

☐ Is-Leave Carry Forward

Save

Delete

Leave Stock

Monthly EL Leave Accrual Entry

Cancel

Close

Attendance Management System

File

Transaction

Data Converter

Process

Report

Administration

Access Control

Employee Master

Data Transfer

Data Processing

Daily Report

Monthly Report

Salary Report

Exit

Total Employee

59

Total Present

0

Total Absent

59

Total Late

0

LeaveOpening\_Entry

Leave Opening Entry

Year No \*

2022

CL

12

Save

Cancel

Close

Selection By

All Company

Few Company

ECG

SUPER AUTO INDUSTRIES

All Branch

Few Branch

KEPONG

SURAT NAGAR

All Department

Few Department

ENGINE

DEMO

MAINTENANCE

PRODUCTION

QUALITY

All Designation

Few Designation

ENGINEER

DEMO

DIE SETTER

ENGINEER

HELPER

OPERATOR

THREADING

TOOL ROOM

WELDING

All Employee

Few Employee

00000001: JEEBACHAND KUMAR

00000002: SO

00000003: ARIAN

00000004: PRESH CHANDER

00000005: FRASAT KHAN

00000006: RAGHUNATH

00000007: GANESH

00000008: ARUN KUMAR

00000009: SHIVA

00000010: MANOJ

00000011: SANDEEP KUMAR

00000012: MD SONU

00000013: MD SANJIV

00000014: DINESH

00000015: SUPREET

00000016: YUJAY

00000017: SANJAY

00000018: JITENDER

00000019: CHANDRASHEKHER

00000020: VINAY (LALU)

Machine No : 1

Employee Code : NA

Enroll Id : NA

Department : NA

Designation : NA

Punch Time : NA

97-Apr-2022 01:20 | 01:25 | For All Device |

Type here to search

38°C

Haze

ENG

13:57

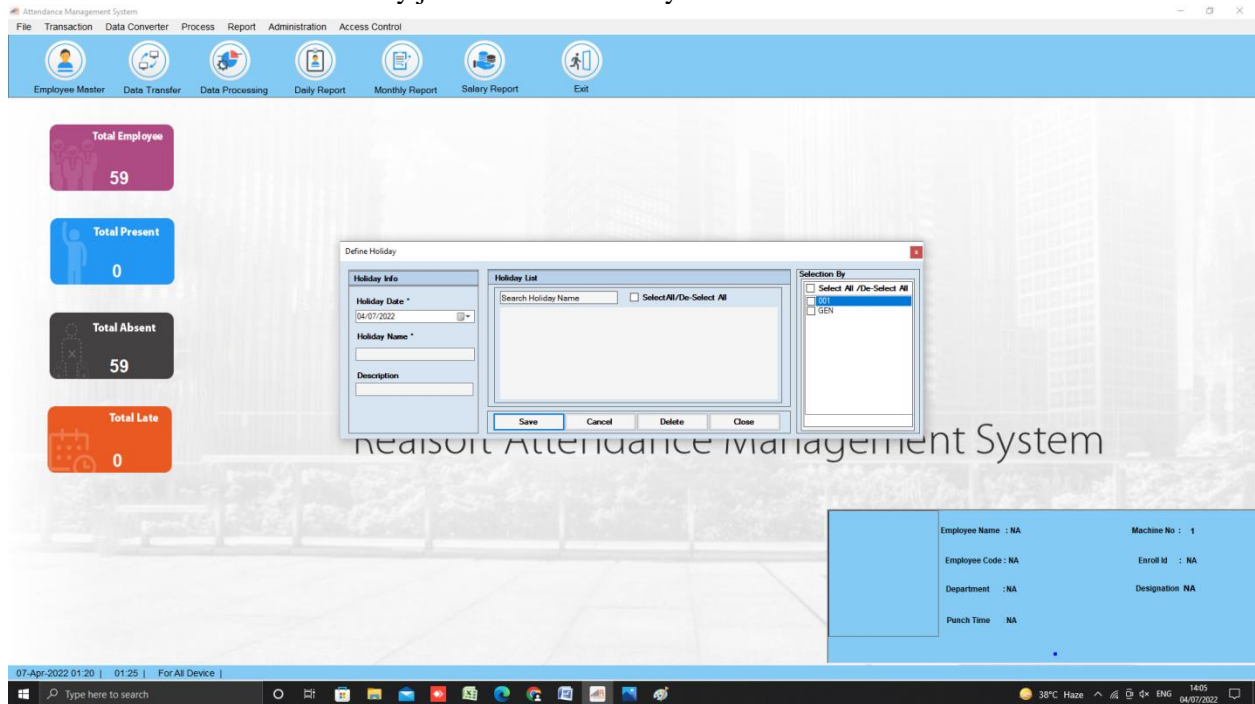
04/07/2022

## Holiday Master

- Click on the Holiday Menu .
- Put the Holiday Name And Select the Date.

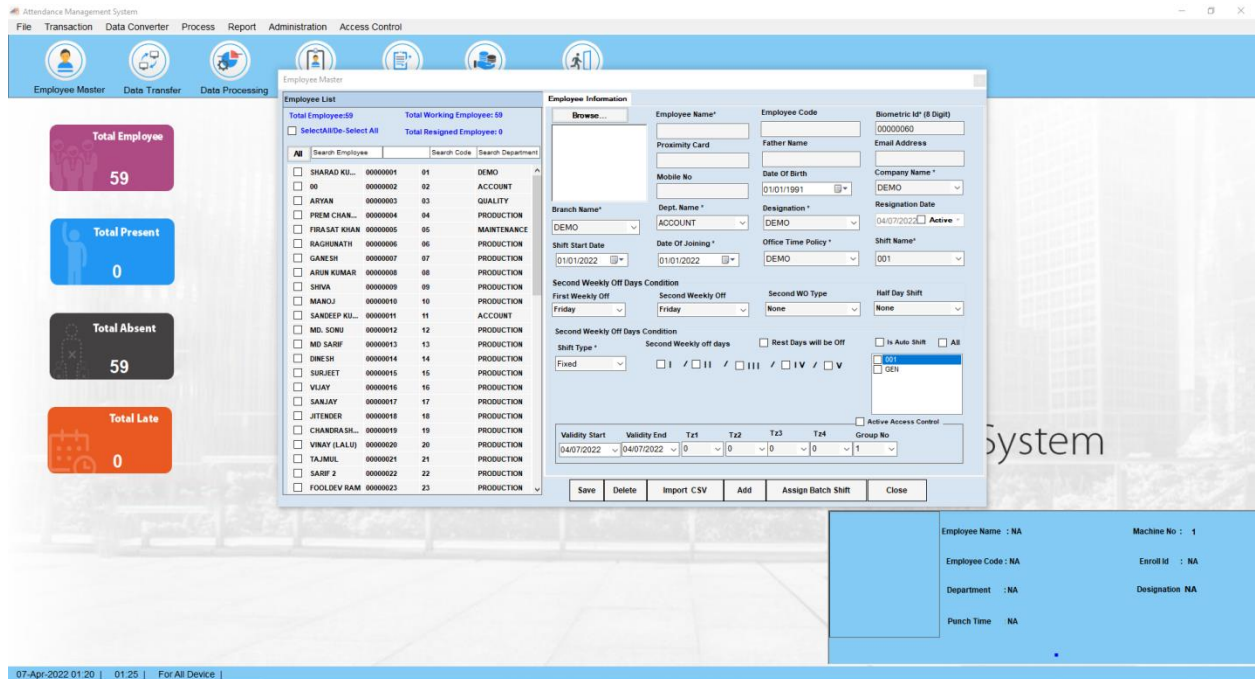
22 | Page 22

- Select the Shift Then Click On Save Button.
- if you want to Edit the Holiday so just Select the Holiday then Edit & Save.
- We can delete the Holiday just select the Holiday then Click on the delete button .



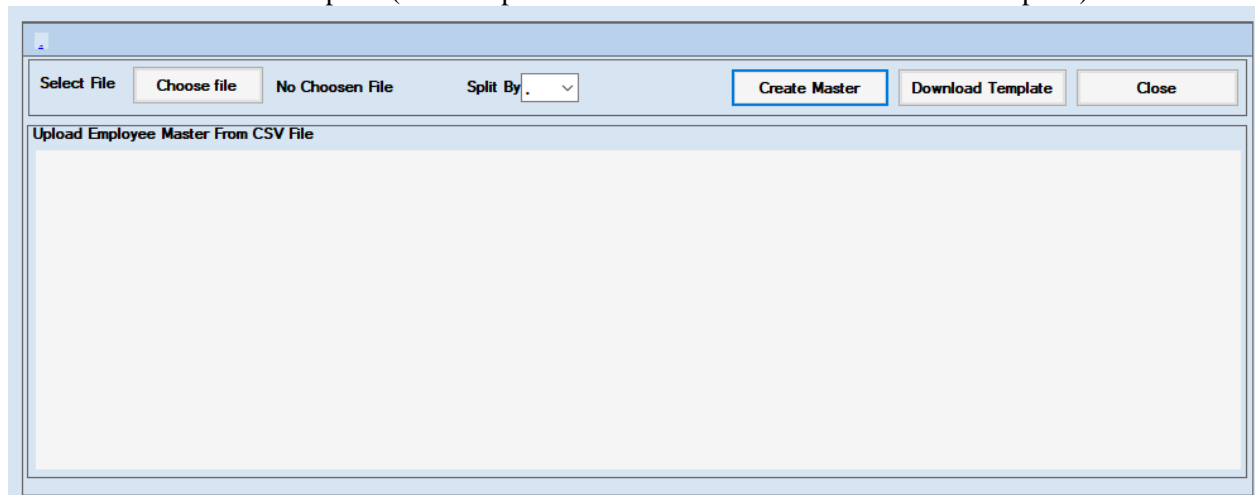
## Employee Master

- Click on Add Put the Employee Details Then for saving The Details click On save Button
- Here put the Name And Emp code Card No: (Its ID generated by the Device Enrollment Number),Email id Proximity Card (This is RF Id card ) Email Id , Mobile ID , select The Company Name (By Drop Down Menu ), Branch ,Department, Designation, Put the Shift Start ,date Of joining .and Select the Shift ,office time Policy after put the details click on save Button .
- For Edit any Data select The Employee Edit the Details.



### For Importing The Employee By Excel Sheet.

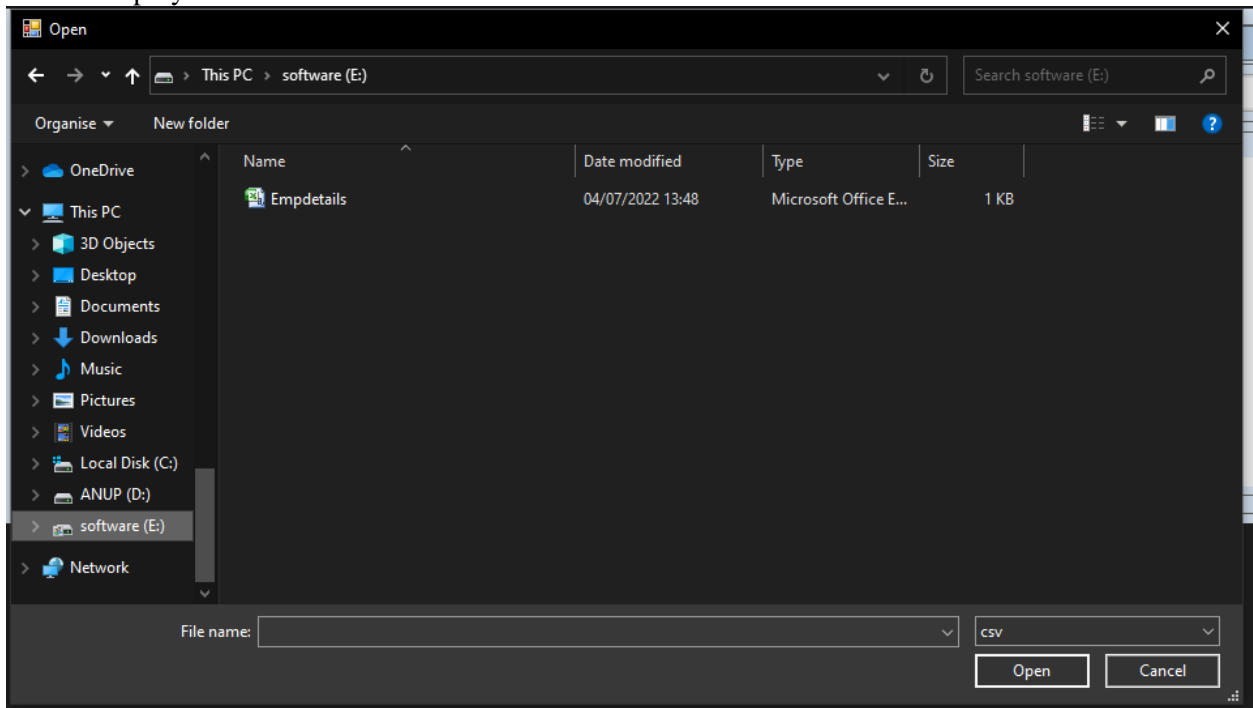
- Click On Import CSV Button.
- Download the Template (For Template Download click on the Download Template)





EmployeeName	FatherName	EmpCode	CardNo	Proximity	EmailID	PhoneNo	Departme	Designati	Branch/Na	OfficeTim	DateOfBir	DateOfJoi	ShiftStart	ShiftCode	WeeklyOf	Company	TZ1	TZ2	TZ3	TZ4	TZ5	Validity St	Validity End
Sharad Balyan		5001	60			9.76E+09	Software	Software	Delhi	worker							Sunday	Realtime	1	1	1	1	

- When click on download button an Excel Sheet will open
- Put the Employee Data Same As in the Excel Formatting, after put the all details save the employee data at another location



Upload Employee Master From CSV File																			
iyoti	000...	000...	987...	supp...	sup...	DEMO	GEN	11/...	07/2...	07/2...	GEN	Sun...	DEMO	1	1	1	1	07/...	07/2...
ANKIT	000...	000...	987...	supp...	sup...	DEMO	GEN	11/...	07/2...	07/2...	GEN	Mon...	DEMO	1	1	1	1	07/...	07/2...
JATIN	000...	000...	987...	supp...	sup...	DEMO	GEN	11/...	07/2...	07/2...	GEN	Tue...	DEMO	1	1	1	1	07/...	07/2...
PRI...	000...	000...	987...	supp...	sup...	DEMO	GEN	11/...	07/2...	07/2...	GEN	We...	DEMO	1	1	1	1	07/...	07/2...
GU...	000...	000...	987...	supp...	sup...	DEMO	GEN	11/...	07/2...	07/2...	GEN	Thur...	DEMO	1	1	1	1	07/...	07/3...

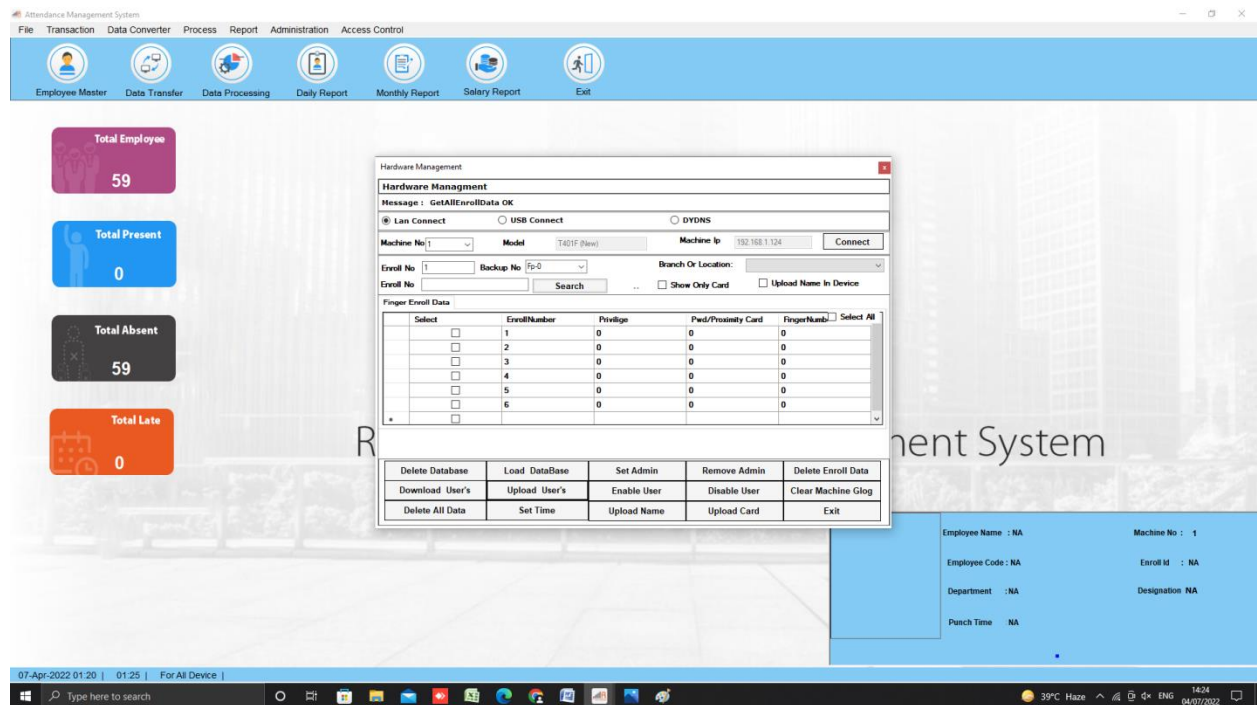
- After Choose the file Click On The **Create Master** after that click on Close Button All the Employee Data in the Software Imported.

## Hardware Setup

When click on the Hardware Management open the Password Option so Hardware option password is **admin**

Password

Verify
Cancel



1. Select the Device then click on the Connect
2. Download finger Data (all the data download from the device)
3. Click on the Load Database (Save all Enrollment Data in the software)
4. Set Admin (For set admin click enrollment then enrollment Number then clicks on set admin button)
5. Remove admin (Select all the enrollment remove the admin)
6. Delete Enrollment (Select the enrollment then click on Delete Enrollment)
7. Delete all users (Delete all the Enrollment Data from the device)
8. Set Time (Set system time in the device)
9. Clear Machine logs (Delete all the logs Data)
10. Upload Name (Select the all enrollment, Check on the Upload name in the device after that Click on the Upload Name)
11. Enable user (Select the enrollment then click Enable user)
12. Disable User (Select the Enrollment then click Disable User)

# Transaction

## Generate Shift

In this Module Analysis of the Shift setting and Office policy

Need to generate the shift before taking report.

- First select the Months
- Here has option generate the shift by Branch, Company, Department, Designation and Employee
- Here you can also Generate shift by some employee, company and Department, etc. through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)

The screenshot displays the 'Generate Shift' interface within the Attendance Management System. On the left, a sidebar shows summary statistics: Total Employee (59), Total Present (0), Total Absent (59), and Total Late (0). The main window features a 'Select Month' dropdown menu currently set to 04/07/2022, with a 'Generate Shift' button below it. The 'Selection By' section includes radio buttons for selecting by Company, Branch, Department, Designation, or Employee, with 'All Employee' and 'Few Employee' options. A list of employees is displayed on the right, including names like anand(42), anup kumar(40), and archana(44). A 'Shift Information of month' table is shown below, with columns for days of the month (Day1 to Day31) and shift codes (001, OFF). A 'Generate Shift Complete' dialog box is open in the center. The bottom status bar indicates the current date and time as 07-Apr-2022 01:20 and the temperature as 39°C.

- When click the Generate Button Processing Bar start after finish show the message Generate Shift Complete.

## Update Manual Shift

Generate Roster Shift

Select Date

From Date: 05/15/2022 To Date: 05/23/2022

Export To Excel Import from Excel Generate Roster Close

Selection By

Company	Branch	Department	Designation	Employee
<input checked="" type="radio"/> All Company <input type="radio"/> Few company <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Branch <input type="radio"/> Few Branch <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Department <input type="radio"/> Few Department <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Designation <input type="radio"/> Few Designation <input type="checkbox"/> Select All/De-Select All	<input type="radio"/> All Employee <input type="checkbox"/> Search By Code <input checked="" type="radio"/> Few Employee <input type="checkbox"/> Select All/De-Select All
<input type="checkbox"/> SUPER AUTO INDUSTRIES	<input type="checkbox"/> SURAT NAGAR	<input type="checkbox"/> ACCOUNT <input type="checkbox"/> MAINTENANCE <input type="checkbox"/> MR <input type="checkbox"/> PRODUCTION <input type="checkbox"/> QUALITY	<input type="checkbox"/> ACCOUNTANT <input type="checkbox"/> DE SETTER <input type="checkbox"/> ENGINEER <input type="checkbox"/> HELPER <input type="checkbox"/> OPERATOR <input type="checkbox"/> THREADING <input type="checkbox"/> TOOL ROOM <input type="checkbox"/> WELDING	<input checked="" type="checkbox"/> 00(02) <input type="checkbox"/> AMARJEET(56) <input type="checkbox"/> ANITA(48) <input type="checkbox"/> ANUP KUMAR(40) <input type="checkbox"/> ARCHANA(44) <input type="checkbox"/> ARUN KUMAR(08) <input type="checkbox"/> ARYAN(03) <input type="checkbox"/> BAUNATH(39) <input type="checkbox"/> BALRAM(58) <input type="checkbox"/> BIKESH KUMAR(30) <input type="checkbox"/> Chandrapal Gola(34) <input type="checkbox"/> CHANDRASHEKHAR(19) <input type="checkbox"/> CHATU PRASAD(38)

Empcode	EmpName	1	2	3	4	5	6	7	8	9
02	00	002	001	002	001	002	001	002	OFF	Shift

Update manual shift (generate roster) is used for making different shifts pattern.

We can set pattern if any employee coming in different shift every day, week or every month or in 15 days.

## Bulk Manual Punch

From this option you can enter manual punches in bulk.

### Process to enter bulk manual punches

- Select employee and select date when you wants to give manual punches
- Than click on generate data
- Enter the In and Out punches time
- And save it.

Bulk Manual Punching (Note After Enter Punch Need To Process Data)

From Date: 01/05/2022 To: 10/05/2022 Generate Data

Filter by Cardno | Filter By Emp. Name | Filter By Department | Filter By Branch

Cardno	Emp. Name	Department	Branch
00000001	00000001	DEMO	DEMO
00000003	00000003	DEMO	DEMO
00000015	abc	DEMO	DEMO
00000002	2	DEMO	DEMO

Attendance Log Details

Message : Emp.Code : 00000001

Att_Date	In_time	Out_time	remark
01/05/2022	09:00	18:00	
02/05/2022	09:15	18:30	
03/05/2022	09:30	19:00	
04/05/2022			
05/05/2022			
06/05/2022			
07/05/2022			
08/05/2022			
09/05/2022			
10/05/2022			

## Manual Punching

### Process to add manual punch

- Select employee
- Than select date and enter the time of punch (In/Out)
- And than click on save

**If you want to check the manual punch which is given to the employees**

- Select the date and click on the check box (show manual punch).
- Here you can check the manual punches

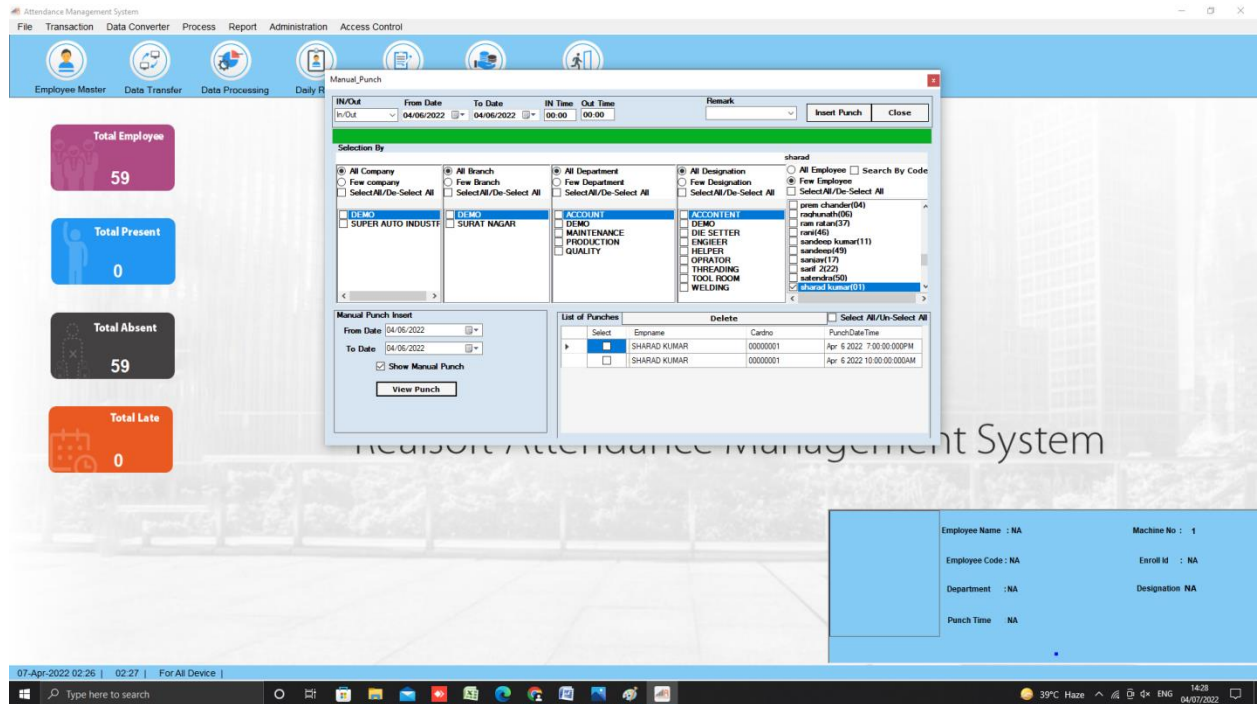
**You can also delete the manual punches.**

- Just select the manual punch

- Click on delete manual punch.

You can also check the machine punches from this option

- Select the date and uncheck the checkbox(show manual punch)



## Update Loan

### Process to update Loan/Advance

- Select the employee
- Select loan type(Loan/Advance)
- Enter the amount of loan
- Enter the Interest rate
- Select EMI terms(Number of months)
- Select EMI Start date
- Click on Gen. EMI
- And then click on save.

Loan Register

List of Employee Loan List

Filter By Emp. Code

Filter By Emp. Name

Filter By Employee CardNo

View Emi Details

Loanid	Empname	Empcode	CardNo	Loan_Name	Amount	IntRate	StartFrom	On_Date	LoanType
--------	---------	---------	--------	-----------	--------	---------	-----------	---------	----------

Loan or Advance Entry

☒ Sort By Staff Number

Loan Or Advance Name

Employee Code \*

100000

0.5

04/06/2022

Gen.EMI

1 : 6/2022 EMI: 8833

2 : 7/2022 EMI: 8833

3 : 8/2022 EMI: 8833

4 : 9/2022 EMI: 8833

5 : 10/2022 EMI: 8833

6 : 11/2022 EMI: 8833

7 : 12/2022 EMI: 8833

8 : 1/2023 EMI: 8833

9 : 2/2023 EMI: 8833

10 : 3/2023 EMI: 8833

11 : 4/2023 EMI: 8833

12 : 5/2023 EMI: 8833

Total Amount : 106000

Total Amount : 106000

Save

Delete

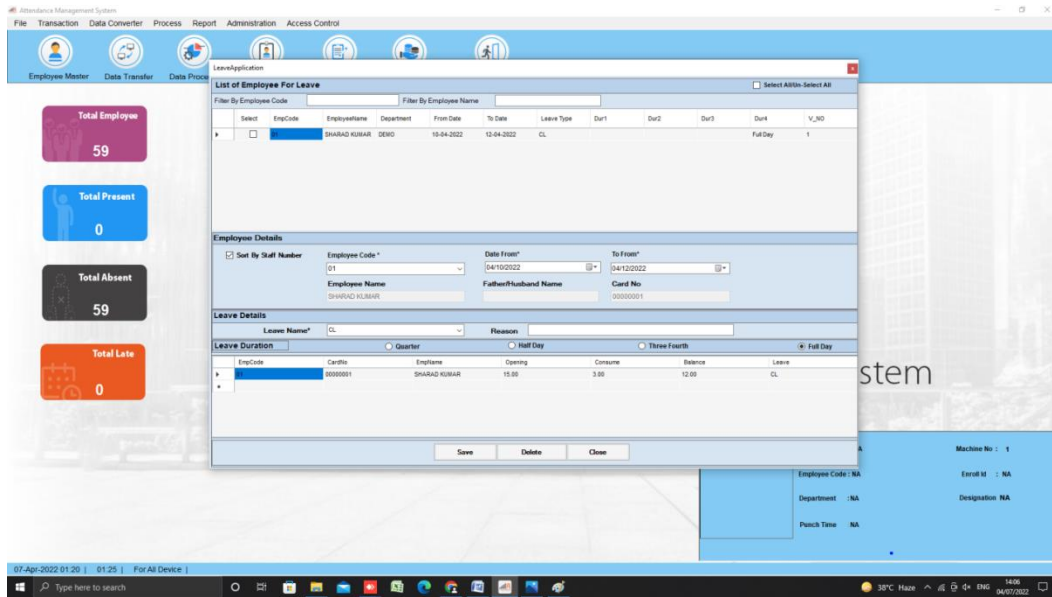
Close

## Leave Application

### Process to assign the leave to the employees

- Select the employee
- Select leave code
- Enter the remark(optional)
- Than click on save
- Here you can also check consume and balance of leave of employees





## Salary Setup

### Process of salary setup

- Select the employee
- Enter the ESI,PF,TDS, amount OT rate and click on checkbox for enable PF limit.
- Click on heads
- Enter the salary amount (hours,monthly and daywise).
- Click on checkbox ESI,PF,OT
- Click on deduction
- Enter the deduction amount or fixed deduction amount.
- Select how will you give you salary to the employees(hours based,monthly based,daywise,& ot)
- Click on save button.
- For edit the salary setup
- Click on update existing employees
- And now you can edit the salary setup
- Click on save button.

Paysetup

Add/Edit Employee pay setup Details

☒ Add New Employee Paysetup ☐ Update Existing Employee Paysetup

Save Delete Close

Employee Name	Employee Code	Department	Designation
<input type="checkbox"/> 00000001	00000001	DEMO	DEMO
<input type="checkbox"/> 00000003	00000003	DEMO	DEMO
<input type="checkbox"/> 2	2	DEMO	DEMO
<input type="checkbox"/> abc	15	DEMO	DEMO

Employee Salary Details

☐ Show OT

☐ Daywise

☒ Monthly

☐ Hrs based

Employee Info Heads Deduction

Employee Info

Employee Code	PF%	OT Rate
00000001	12%	1
Employee Info	EPF%	TDS Ammount
00000001	0.00	0.0
Employee Info	ESI%	TDS%
	0.00	0.0
Employee Info	PF Limit	<input type="checkbox"/> Active
DEMO	0.0	

## Leave Encashment

This option is used when company give cash or want to forward the balance paid leaves to the next year.

### Process of leave encashment

- Select employee, leave code and year
- Click on get balance(here you can check the balance leaves)
- In the leave balance details
- Select mode(encashment/leave adjust)
- You can check balance in available balance option.
- You can also check the no. of leave to be taken.
- Click on save.

## Leave(EL) Encashment Voucher

☒ Sort By Staff Number

Select Employee

00000001 / 00000001

Select Leave

CL

For Year

2022

Enter Year No

Get List

Delete

CardNo 00000001

Department DEMO

Designation DEMO

Get Balance

## Leave Balance Details

Select Mode

Encashment

Encashment

Leave Adjust

Available Balance

No. of Leave to be Taken

00.00

Save

Close

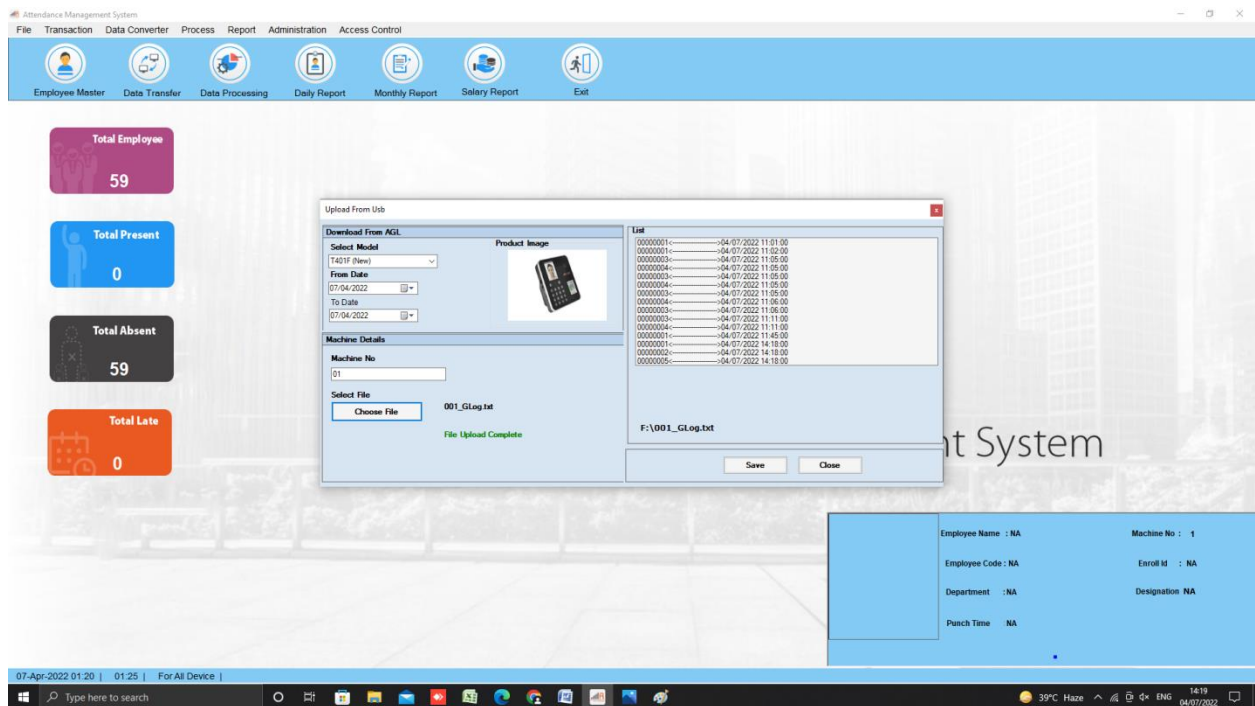
# Data Converter

## USB Convert

In this Menu we can Upload the device logs File

Upload logs Data from USB(Falsh Device or Pen Derive )

- Select the Device Type
- Select the From Date and To Date
- Choose The File (Device logs file name like AGL01.Txt)
- Wait for uploading logs File
- After uploading click on save button

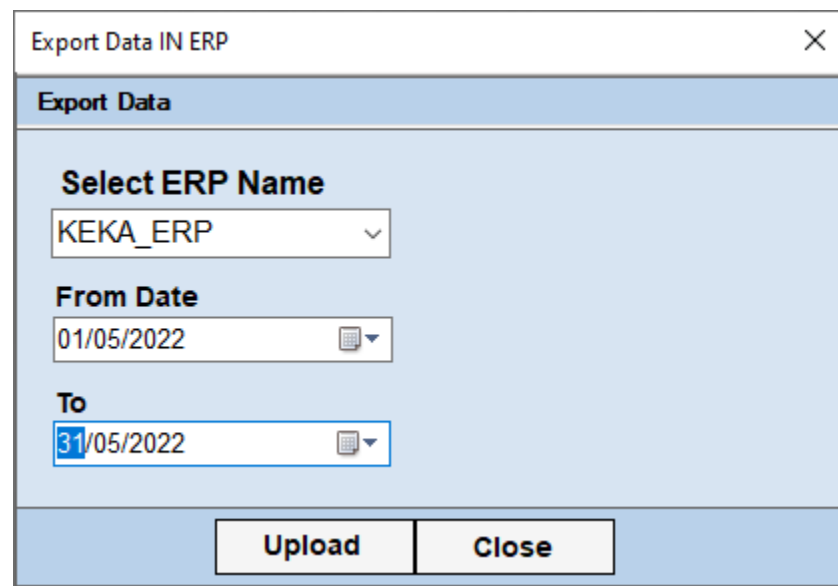


## **Export Data in ERP**

This is used if you want to fetch all logs to your erp like, Spine\_HRMS, greythR,Eureka Forbes Api,SANS-HRMS,KEKA\_ERP,Ascent\_HRMS.

### **Process to upload data in ERP**

- Download logs from data transfer
- Then go to export data in erp
- Select ERP Name
- Select from date to to date
- Click on upload.



Export Data IN ERP

**Export Data**

**Select ERP Name**

KEKA\_ERP

**From Date**

01/05/2022

**To**

31/05/2022

**Upload** **Close**

## **Data Management Pro2K**

This option is used for some devices like Pro2K, Pro1500, Pro1900, Pro 1900T, RS70New, RS28New

### **Machine Setup for these devices**

Machine Details

Search Machine

☐ Select All/De-Select All

<input type="checkbox"/>	1	192.168....	8101	NA
--------------------------	---	-------------	------	----

Fill Device Details

Device No\*

1

Machine IP Address

192.168.1.224

Port No

8101

Connection Mode

UDP

Serial No

FC-C103E21034172

Machine Location

NA


In/Out Only for Access Control

In/Out

Machine Type

RS70 New

Product Image



Save

Delete

Add

Close

### Here you can check machine connectivity

Device Connection : Server Ip Address = 192.168.1.220 Server Port : 8100

Message : Device Connect Successfully

Machine No

1

Ip Address

192.168.1.224

Port

8101

Connect

Enable Realtime

Data Transfer

Hardware

Create TimeZone

Upload User Right

All Connected Device List

FC-C103E21034172

Command result

IO Communication IO

Result

DoNetDrive.Protocol.Fingerprint.SystemParameter.SendConnectTestResponse Time Consumed:

Clear

Type	Content	Identity Info	Remote Info
Reading card records	NULL25; NULL2(Fingerprint verification) NULL2022-06-04 12:09:19 NULL2NULL1NULLNULL	FC-C103E21034172	192.168.1.224:8101
Reading card records	NULL25; NULL2(Fingerprint verification) NULL2022-06-04 12:09:19 NULL2NULL1NULLNULL	FC-C103E21034172	192.168.1.224:8101
Reading card records	NULL24; NULL2(Fingerprint verification) NULL2022-06-04 14:48:23 NULL2NULL1NULLNULL	FC-C103E21034172	192.168.1.224:8101
Reading card	NULL24; NULL2(Fingerprint verification) NULL2022-06-04 14:48:23	FC-C103E21034172	192.168.1.224:8101

## Data Transfer

Go to Data Transfer and select date and click on download all record. Here you can check all your punching logs.

Attendance Log Download

Device Memory status

Record Download Selection

Record type

From Date

To Date

Download All Record

Download New Record

Close

	Smo	Cardno	PunchDate	PunchTime	Temprature	PhotoSRNo
▶	1	00000002	04/06/2022	14:48		
	2	00000002	04/06/2022	12:09		
*						

## Hardware

- Go to Hardware option and here you can download enrollment data to software for this just click on read all users.
- You can remove admin just select the employee and click on remove admin.
- You can delete whole data from machine just click on delete all database or clear all users.

User Management

Select All

Message : Admin Remove Successfully

Enrollment Type

Fingerprint Feature Code

Search

Enable Realtime

Enroll Data

Select	UserNo	UserName	UserDepartment	UserPosition	CardNo	Password_1	Face	Numberoffingerj	UserID	ExpirationDate	OpeningTimePer	EffectiveTimes	status
<input checked="" type="checkbox"/>	1				000000000000...		No	1	Administrator	2099-12-31 2...	Unlimited(6553...	1	Normal
<input type="checkbox"/>	2				000000000000...		No	1	Common user	2099-12-31 2...	Unlimited(6553...	1	Normal
<input type="checkbox"/>	50	50			000000000000...	0	No	1	Common user	2099-12-31 2...	Unlimited(6553...	1	Normal
* <input type="checkbox"/>													

Clear All users

Read all users

Download Enroll Data

Upload all users

Upload users Enroll Data

Remove Admin

Import Photos

Load From Database

Delete From DataBase

## Create TimeZone

- This option is use for the enable the permissions for access.
- Click on create time zone option than create time zones according to your time for access.
- Than click on upload time zone.

Create TimeZone and Group

Message : TimeZone Read Complete

Opening TimeZone And Group Number

TimeZone

Opening TZ1

Week Day

Saturday

Start Time1

EndTime1

StartTime2

EndTime2

StartTime3

EndTime3

StartTime4

EndTime4

09:00

10:00

00:00

00:00

00:00

00:00

00:00

00:00

StartTime5

EndTime5

StartTime6

EndTime6

StartTime7

EndTime7

StartTime8

EndTime8

00:00

00:00

00:00

00:00

00:00

00:00

00:00

00:00

Download TimeZone

Upload Time Zone

Clear All Time Zone

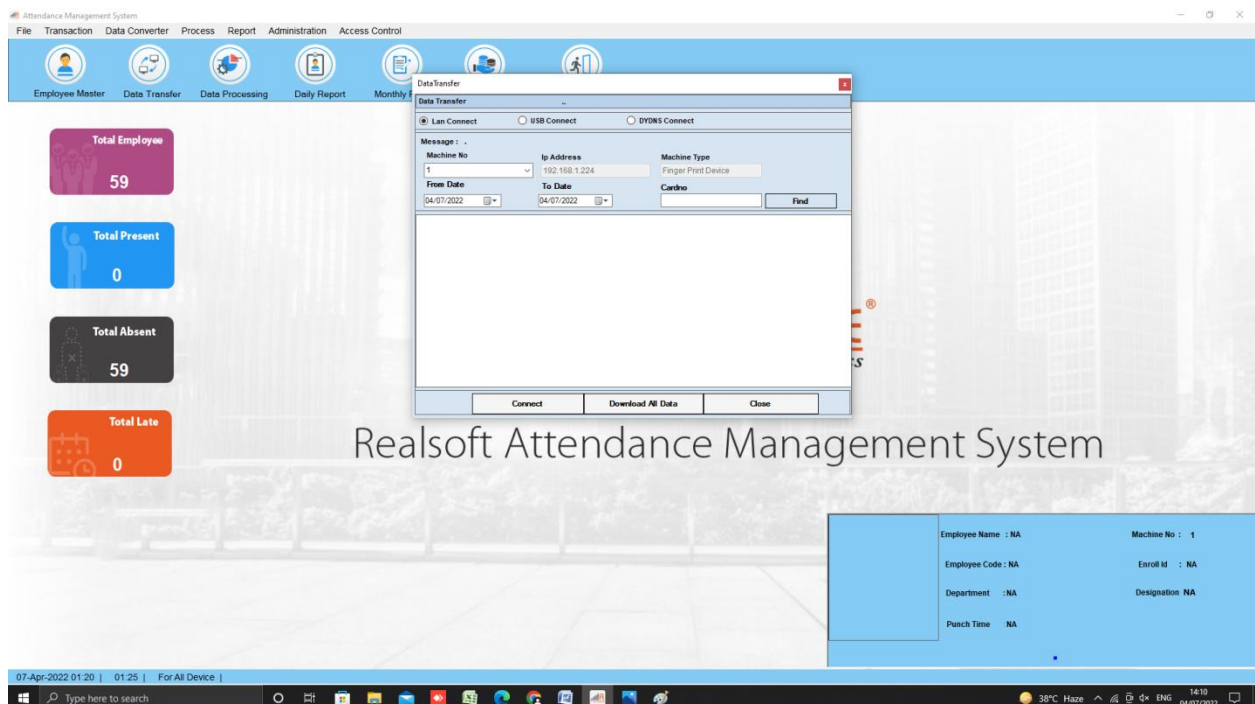


# Process

## Data Transfer

This option are used for download the data from device

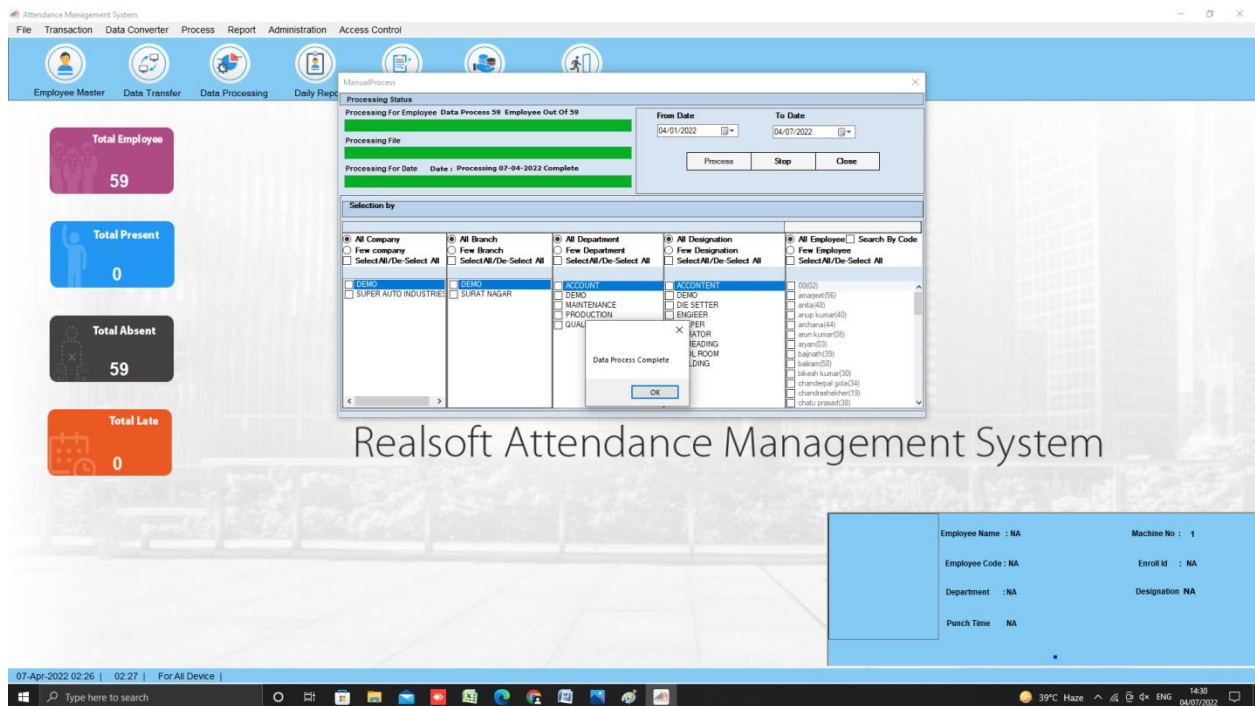
- First Select the Device No(Machine No:)
- Then click on the Connect the Device ,then Select the Date Range From Date and To Date Then Click On Download Button all the data are download from device include finger, face ,Card, Password.
- After Downloading logs are automatically save in the Software database



## Daily Manual Process

For get Report must be process Attendance.

- First Select the Date Range for Processing From Date and To Date
- Here have option **Process Attendance** by Branch, Company, Department, Designation and Employee
- Here have also **Process Attendance** by some employee, company and Department, Etc through Click on Few Radio Button then select the Sorting Data like (Employee, Company etc.)
- When click the Process Button processing Bar start after finish show the message Data Process Complete



## Salary process

### Process of salary report

- select the month
- select the company(all company)
- select the employee(all employee)
- click on process button
- wait until salary process completed successfully message not shown.

SalaryProcess

**Salary Process** **Salary Process Complete**

☒ Monthly Process ☐ Periodic Process

From Date: 29/05/2022

**Process** **Close**

**Selection By**

<input checked="" type="radio"/> All Company <input type="radio"/> Few company <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Branch <input type="radio"/> Few Branch <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Department <input type="radio"/> Few Department <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Designation <input type="radio"/> Few Designation <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Employee <input type="radio"/> Few Employee <input type="checkbox"/> Select All/De-Select All
<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input type="checkbox"/> 00000001 <input type="checkbox"/> 00000003

Salary Process Complete

**OK**

# Report

## Daily Report

If you want to see daily report i.e, one day report then you can see it from this option.

### Process of generating daily report

- Select the date
- Select company and shift(for all department/for few department)
- Select the department (for all department/for few department)
- Select employee(for all employee/for few employee)
- Click on report from the list of report options e.g. performance.

Daily

Daily Report

Report Date04/06/2022Select Shift

Search By Employee Name

<input checked="" type="radio"/> All Company <input type="radio"/> Few company <input type="checkbox"/> SelectAll/De-Select All	<input checked="" type="radio"/> All Branch <input type="radio"/> Few Branch <input type="checkbox"/> SelectAll/De-Select All	<input checked="" type="radio"/> All Department <input type="radio"/> Few Department <input type="checkbox"/> SelectAll/De-Select All	<input checked="" type="radio"/> All Designation <input type="radio"/> Few Designation <input type="checkbox"/> SelectAll/De-Select All	<input checked="" type="radio"/> All Employee <input type="checkbox"/> Search By Code <input type="radio"/> Few Employee <input type="checkbox"/> SelectAll/De-Select All
<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input checked="" type="checkbox"/> 00000001(00000001) <input checked="" type="checkbox"/> 00000003(00000003) <input checked="" type="checkbox"/> 2(2) <input checked="" type="checkbox"/> abc(15)

Select Report

Performance	Present	Early Arrival	Early Departure	Arrival
Attendance With Photo	Performance With in Out	Absent	Department Summary	OverTime
Raw Punch	Late Arrival	Missing Punches	Close	

Report Date: 07-04-2022 **Daily Performance Report** Print Date: 07-04-2022

Total Present: 4.50 Total Absent: 54.50 Total Leave: 0.00

Sr.No	Emp.Code	CardNo	Name	Designation	Shift	Start Time	Arr. Time	Late Hrs	Dept Time	Early Hrs	WkHrs	O.Time	Status	In Temp	Out Temp	Remark
Company: DEMO																
Branch: DEMO																
Department: DEMO																
1	01	00000001	SHARAD KUMAR	DEMO	GEN	10:00	11:01	1:01	14:18	3:42	3:17		P12			
Company: SUPER AUTO INDUSTRIES																
Branch: SURAT NAGAR																
Department: ACCOUNT																
2	02	00000002	00	ACCOUNT ENT	001	08:30	14:18	5:48					P			MIS
3	11	00000011	SANDEEP KUMAR	ACCOUNT ENT	001								A			
4	34	00000034	Chanderpal Gola	ACCOUNT ENT	001								A			
Department: MAINTENANCE																
5	05	00000005	FIRASAT KHAN	ENGINEER	001	08:30	14:18	5:48					P			MIS
Department: PRODUCTION																
6	04	00000004	PREM CHANDER	ENGINEER	001	08:30	11:05	2:35	11:11	0:49	0:01		P			
7	06	00000006	RAGHUNATH	WELDING	001								A			
8	07	00000007	GANESH	WELDING	001								A			
9	08	00000008	ARUN KUMAR	OPRATOR	001								A			
10	09	00000009	SHIVA	DIE SETTER	001								A			
11	10	00000010	MANOJ	TOOL ROOM	001								A			
12	12	00000012	MD. SONU	OPRATOR	001								A			
13	13	00000013	MD. SARIF	DIE SETTER	001								A			
14	14	00000014	DINESH	OPRATOR	001								A			
15	15	00000015	SURJEET	OPRATOR	001								A			
16	16	00000016	VIJAY	THREADING	001								A			
17	17	00000017	SANJAY	OPRATOR	001								A			
18	18	00000018	JITENDER	THREADING	001								A			

Page No. 1 of 3 Approved BY: \_\_\_\_\_

## Monthly Report

If you want to see monthly report or weekly report then you can see it from this option.

Process of generating monthly report

- Select the from date to to date
- Select company and shift(for all company/for few company)
- Select the department (for all department/for few department)
- Select employee(for all employee/for few employee)
- Click on report from the list of report options e.g. Performance, Attendance,Absent,Monthly In-out Report,present, Machine Punch,Early Departure,Missing Punch

Selection

From Date

04/07/2022

To

04/07/2022

Filter Employee

☒ All Company  
☐ Few company  
☐ Select All/De-Select All

☒ All Branch  
☐ Few Branch  
☐ Select All/De-Select All

☒ All Department  
☐ Few Department  
☐ Select All/De-Select All

☒ All Designation  
☐ Few Designation  
☐ Select All/De-Select All

☒ All Employee ☐ Search By Code  
☐ Few Employee  
☐ Select All/De-Select All

☐ DEMO  
☐ SUPER AUTO INDUSTRIES

☐ DEMO  
☐ SURAT NAGAR

☐ ACCOUNT  
☐ DEMO  
☐ MAINTENANCE  
☐ PRODUCTION  
☐ QUALITY

☐ ACCOUNT  
☐ DEMO  
☐ DIE SETTER  
☐ ENGINEER  
☐ HELPER  
☐ OPERATOR  
☐ THREADING  
☐ TOOL ROOM  
☐ WELDING

☐ 00(02)  
☐ amarjeet(56)  
☐ anita(48)  
☐ anup kumar(40)  
☐ archana(44)  
☐ arun kumar(08)  
☐ aryan(03)  
☐ bajnath(39)  
☐ baliram(58)  
☐ bikesh kumar(30)  
☐ chanderpal gola(34)  
☐ chandrashekhher(19)  
☐ chatu prasad(38)  
☐ dinesh(14)  
☐ firasat khan(05)  
☐ fooldev ram(23)

Performance

Attendance

Absent

Raw swipe report

Present

Machine punch

Early Departure

Date Wise Performance

Attendance With Break

OT Summary

Missing Punch

Late Arrival

Manual Punch

Datewise Per In\_out

Mn\_Summary

Mn\_Summary\_Total

Leave Details

Leave Balance Report

NA Shift Report

NA Shift Report Pagewise

Work.Hrs Report

Close

07-04-2022

Monthly Performance Report

Print Date 07/04/2022

Company Name : DEMO

Branch : DEMO

Department : DEMO

EmpCode	Name	Designation	Present	HL	WO	Absent	Leave	PaidDays	LateHrs.	WorkHrs	OvTim																				
01	SHARAD KUMAR	DEMO	27	0	4	0	0	31		268:40	52:40																				
	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
Arrived Time	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20	09:20
Dept. Time	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00	18:00
Working Hrs.	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40	08:40
O.Times Hrs.	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40	00:40
Status	P	P	P	P	P	POW	P	P	P	P	P	P	POW	P	P	P	P	P	P	POW	P	P	P	P	P	P	POW	P	P	P	P

(performance report)

## Yearly Report

If you want to see yearly performance report than you can see it from this option.

### Process of generating yearly report

- Select the year
- Select company (for all company/for few company)
- Select the department (for all department/for few department)

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- Select employee(for all employee/for few employee)
- Click on show report.
- You can also check the LeaveEncash Report.

Yearly Report

Report Date

Search By Employee Name

Show Report Close

<input checked="" type="radio"/> All Company <input type="radio"/> Few company <input type="checkbox"/> SelectAll/De-Select All	<input checked="" type="radio"/> All Branch <input type="radio"/> Few Branch <input type="checkbox"/> SelectAll/De-Select All	<input checked="" type="radio"/> All Department <input type="radio"/> Few Department <input type="checkbox"/> SelectAll/De-Select All	<input checked="" type="radio"/> All Designation <input type="radio"/> Few Designation <input type="checkbox"/> SelectAll/De-Select All	<input checked="" type="radio"/> All Employee <input type="checkbox"/> Search By Code <input type="radio"/> Few Employee <input type="checkbox"/> SelectAll/De-Select All
<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input checked="" type="checkbox"/> 00000001(00000001) <input checked="" type="checkbox"/> 00000003(00000003) <input checked="" type="checkbox"/> 100(100) <input checked="" type="checkbox"/> 2(2) <input checked="" type="checkbox"/> 50(50) <input checked="" type="checkbox"/> abc(15)

Select Report

☒ LeaveEncash Report

## Daily Access Control Report

Here from this option you can check daily access report with In & Out gate names

### Process of generating daily access control report

- Select date
- Select report
- Click on show report

Daily

**Daily Access Report**  
Report Date  
04/06/2022

Select Report  
☒ Daily In-Out Access Report

Show Report  
Close

Selection By

<input checked="" type="radio"/> All Company <input type="radio"/> Few Company <input type="checkbox"/> Select All/De-Select All <input type="checkbox"/> DEMO	<input checked="" type="radio"/> All Branch <input type="radio"/> Few Branch <input type="checkbox"/> Select All/De-Select All <input type="checkbox"/> DEMO	<input checked="" type="radio"/> All Department <input type="radio"/> Few Department <input type="checkbox"/> Select All/De-Select All <input type="checkbox"/> DEMO	<input checked="" type="radio"/> All Designation <input type="radio"/> Few Designation <input type="checkbox"/> Select All/De-Select All <input type="checkbox"/> DEMO	<input checked="" type="radio"/> All Employee <input type="radio"/> Few Employee <input type="checkbox"/> Select All/De-Select All <input checked="" type="checkbox"/> 00000001(00000001) <input checked="" type="checkbox"/> 00000003(00000003) <input checked="" type="checkbox"/> 100(100) <input checked="" type="checkbox"/> 2(2) <input checked="" type="checkbox"/> 50(50) <input checked="" type="checkbox"/> abc(15)
---	---	---	---	---

## Monthly Access Control Report

Here from this option you can check monthly access report with In & Out gate names

### Process of generating monthly access report

- Select from date to to date
- Than select employee(few employee/all employee)
- Click on show report

Daily

**Monthly Access Report**  
From Date  
04/06/2022

To Date  
04/06/2022

Show Report  
Close

Selection By

<input checked="" type="radio"/> All Company <input type="radio"/> Few Company <input type="checkbox"/> Select All/De-Select All <input type="checkbox"/> DEMO	<input checked="" type="radio"/> All Branch <input type="radio"/> Few Branch <input type="checkbox"/> Select All/De-Select All <input type="checkbox"/> DEMO	<input checked="" type="radio"/> All Department <input type="radio"/> Few Department <input type="checkbox"/> Select All/De-Select All <input type="checkbox"/> DEMO	<input checked="" type="radio"/> All Designation <input type="radio"/> Few Designation <input type="checkbox"/> Select All/De-Select All <input type="checkbox"/> DEMO	<input checked="" type="radio"/> All Employee <input type="radio"/> Few Employee <input type="checkbox"/> Select All/De-Select All <input checked="" type="checkbox"/> 00000001(00000001) <input checked="" type="checkbox"/> 00000003(00000003) <input checked="" type="checkbox"/> 100(100) <input checked="" type="checkbox"/> 2(2) <input checked="" type="checkbox"/> 50(50) <input checked="" type="checkbox"/> abc(15)
---	---	---	---	---

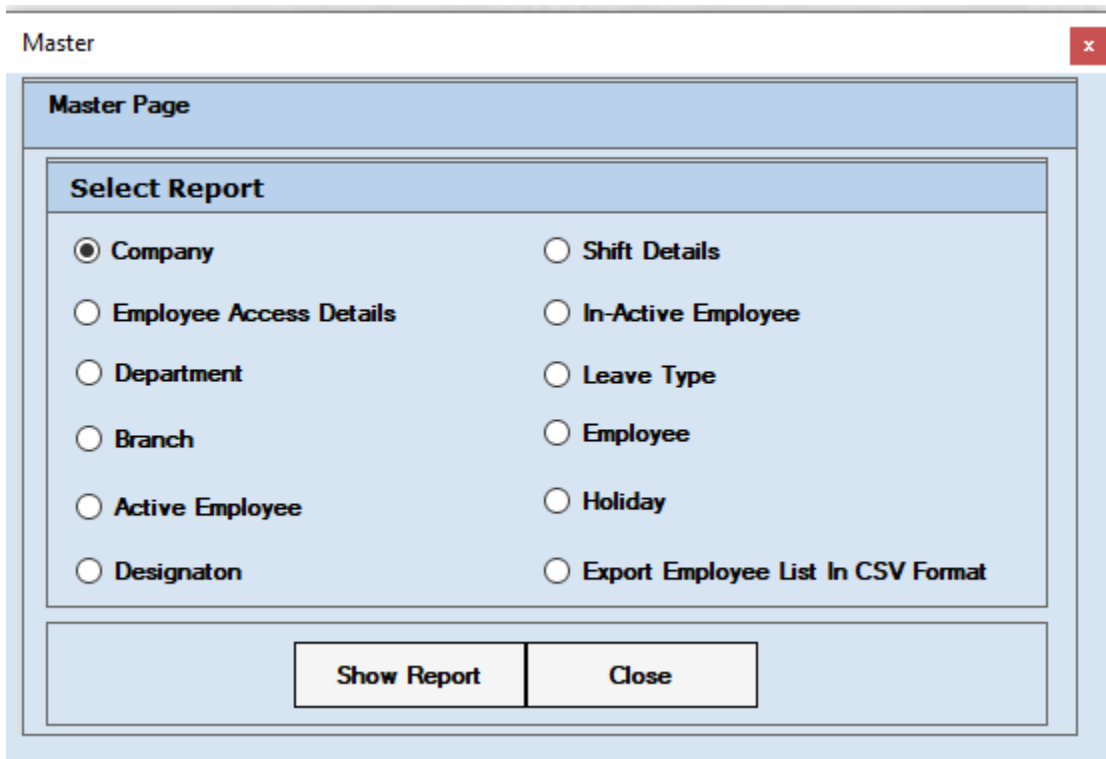
Select Report  
☒ Monthly In-Out Access Report



## **Master Report**

If you want to see master reports e.g shift list,department list,designation list,employee list,company list, branch list etc. then you can see it from this option.

- Select which report or list you wants to check
- Click on show report

The image shows a software window titled "Master" with a red close button in the top right corner. Inside the window is a "Master Page" section. Below this is a "Select Report" box containing two columns of radio button options. The first column includes "Company" (selected), "Employee Access Details", "Department", "Branch", "Active Employee", and "Designaton". The second column includes "Shift Details", "In-Active Employee", "Leave Type", "Employee", "Holiday", and "Export Employee List In CSV Format". At the bottom of the window are two buttons: "Show Report" and "Close".

Select Report	
<input checked="" type="radio"/> Company	<input type="radio"/> Shift Details
<input type="radio"/> Employee Access Details	<input type="radio"/> In-Active Employee
<input type="radio"/> Department	<input type="radio"/> Leave Type
<input type="radio"/> Branch	<input type="radio"/> Employee
<input type="radio"/> Active Employee	<input type="radio"/> Holiday
<input type="radio"/> Designaton	<input type="radio"/> Export Employee List In CSV Format

Show ReportClose

## **Salary Report**

Here from this option you can check salary report.

### **Process of generating salary report**

- Select month
- Select employee(few employee/all employee)
- Select salary report type
- Click on show report

SalaryReport

Select Report

Select Month 01/06/2022

☒ Monthly Statement
 ☐ Pay-Slip vertical
 ☐ Pay-Slip
 ☐ Over Time

Show Report Close

<input checked="" type="radio"/> All Company <input type="radio"/> Few Company <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Branch <input type="radio"/> Few Branch <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Department <input type="radio"/> Few Department <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Designation <input type="radio"/> Few Designation <input type="checkbox"/> Select All/De-Select All	<input checked="" type="radio"/> All Employee <input type="radio"/> Few Employee <input type="checkbox"/> Select All/De-Select All <input type="checkbox"/> 00000001(00000001) <input type="checkbox"/> 00000003(00000003)
<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	<input type="checkbox"/> DEMO	

## Monthly Statement

Salary Register for the month of :Jun , 2022															Print Date 04/06/2022							
DEMO																						
Emp Code	Employee Name	Pay Days	Basic					Total								Loan/ Advance	PF	ESI	Total Ded.	Net Pay.	Signature	
			Earnings						Deductions													
00000001	00000001	5	1667	0	0	0	0	1667								0	0	0	0	1667		
00000003	00000003	5	2500	0	0	0	0	2500								0	0	0	0	2500		
Total		10	4167	0	0	0	0	4167	0	0	0	0	0	0	0	0	0	0	0	4167		

## Pay-Slip Vertical

Salary Register for the month of :Jun , 2022	
Salary Slip	
Salary Slip No./Month	00000001/ Jun/ 2022
Employee Code	00000001
Name Of Employee	00000001
Date Of Birth	N/A
Father's/ /Husband's Name	
Designation	DEMO
Department	DEMO
Placement Location	
Joining Date	
Attendance Chart	Days
Present	1.00
Week Off	4.00
Holiday	0.00
Absent	25.00
Total Pay Days	5.00
EARNINGS	AMOUNT(INR)
Basic	1667.00
	0.00
	0.00
	0.00
	0.00
Total Earnings(A)	1667.00
Deductions	Amount (INR)
PF -Employee Contribution	0.00
ESIC-Employee Contribution	0.00
Fields/ Ded1. Value	
Total Deductions(B)	0.00
Net Payable (A-B)	1667
Total Amount in Word : (One Thousand Six Hundred and Sixty Seven)	
Bank Name	
Account No.	
Payment Mode	
Cheque No./Date	
Receiver Signature	

## Pay Slip

Salary Register for the month of :Jun , 2022									
Company Name : DEMO								Date :04/06/2022	
Emp.Code	00000001		Emp.Name	00000001			Dept. : DEMO		
Designation	DEMO		Father Name :						
Attendance Detail		Rate Of Wages		Amt.Payable		other Deduction		Pf & Esi Deduction	
Present	1.00	Basic	10000.00	Basic	1667.00			Pf	0
Absent	25.00							Esi	0
HoliDay	0.00								
Leave	0.00								
Week Off	4.00								
Paid Days	5.00								
						Loan / Advance	0		
WORK,OT Hours	5:6 , 0:0	OT Rate	41.67	OT Amount	0				
Total Earning					1667	Total Deduction		0	
Total Amount in Word : (One Thousand Six Hundred and Sixty Seven)						Net Salary		1667	
Company Name : DEMO								Date :04/06/2022	
Emp.Code	00000003		Emp.Name	00000003			Dept. : DEMO		
Designation	DEMO		Father Name :						
Attendance Detail		Rate Of Wages		Amt.Payable		other Deduction		Pf & Esi Deduction	
Present	1.00	Basic	15000.00	Basic	2500.00			Pf	0
Absent	25.00							Esi	0
HoliDay	0.00								
Leave	0.00								
Week Off	4.00								
Paid Days	5.00								
						Loan / Advance	0		
WORK,OT Hours	0:0 , 0:0	OT Rate	0.00	OT Amount	0				
Total Earning					2500	Total Deduction		0	
Total Amount in Word : (Two Thousand Five Hundred)						Net Salary		2500	

## OverTime

EmpCode	Employee Name	OT(Hr.)	OT Rate	Over Time Pay
00000001	00000001	5:6 , 0:0	41.67	0.00
00000003	00000003	0:0 , 0:0	0.00	0.00
			<b>Total</b>	<b>0</b>

## Customized Report

In this report have the punch Data some Custom fields like Employee code, Card Number, Name Date and Time, MachineNo.

the report format is in the txt, csv, dat .

**Selection**  
**From Date** 04/01/2022 ▼
**To** 04/07/2022 ▼
**File Type** CSV ▼

Export Daily
Export Monthly
Show Report
Close

**Filter Employee**

☒ All Company  
☐ Few Company  
☐ Select All/De-Select All  

☐ DEMO  
☐ SUPER AUTO INDUST

☒ All Branch  
☐ Few Branch  
☐ Select All/De-Select All  

☐ DEMO  
☐ SURAT NAGAR

☒ All Department  
☐ Few Department  
☐ Select All/De-Select All  

☐ ACCOUNT  
☐ DEMO  
☐ MAINTENANCE  
☐ PRODUCTION  
☐ QUALITY

☒ All Designation  
☐ Few Designation  
☐ Select All/De-Select All  

☐ ACCOUNT  
☐ DEMO  
☐ DIE SETTER  
☐ ENGINEER  
☐ HELPER  
☐ OPERATOR  
☐ THREADING  
☐ TOOL ROOM  
☐ WELDING

☒ All Employee ☐ Search By Code  
☐ Few Employee  
☐ Select All/De-Select All  

☐ 00(02)  
☐ amarjeet(56)  
☐ anita(48)  
☐ anup kumar(40)  
☐ archana(44)  
☐ arun kumar(08)  
☐ aryan(03)  
☐ bajinath(39)  
☐ baliram(58)  
☐ bikesh kumar(30)  
☐ chanderpal gola(34)  
☐ chandrashekher(19)

**Row** **Punch** **Export Selection**

☐ EmpCode    ☐ Empname  
☐ CardNo     ☐ MachineNo  
☐ Punchdatetime ▼

```

00000107042022I11.011
00000107042022O14.181
00000207042022I14.181
00000207042022O14.181
00000307042022I11.051
00000307042022O11.111
00000407042022I11.051
00000407042022O11.111
00000507042022I14.181
00000507042022O14.181
  
```

## Temperature Report

- In this option you can check out the employees temperature data.
- Select from date to to date
- Click on start monitoring
- Click on show data

List of Employee With Temperature
x

From Date  To

☒ Start monitoring ☐ Stop monitoring

Filter By Device ID	Filter By Emp.Code	Filter By Emp. Name	Filter By Department	Filter By Designation	Filter By Temperature

	DeviceID	Biometric ID	Emp Name	Emp Code	Department	Designation	Punch_Date	Punch_Time	Temp_In_Celsius	Temp_In_Fahren
	2	00000002	2	2	DEMO	DEMO	04/06/2022	09:44	36.20 C	97.16 F
	1	00000002	2	2	DEMO	DEMO	04/06/2022	09:35	36.30 C	97.34 F
▶	1	00000002	2	2	DEMO	DEMO	04/06/2022	09:35	36.30 C	97.34 F

**Employee Name**

**Employee Code**

**Department**

**Designation**

**Date Time :04/06/2022 09:35      Temperature : 36.30 C**  

High Temperature Found

If you want to check the temperature report than click on show report

Temperature Report With Photo

SR.No	Emp.Code	Card No	Employee Name	Department	Designation	PunchDate	Time	Temperature (°C)	Temperature (°F)	Image	Machine No
Company DEMO											
Branch DEMO											
1	2	00000002	2	DEMO	DEMO	04/06/2022	09:44:13	36.20 C	97.16		2
2	2	00000002	2	DEMO	DEMO	04/06/2022	09:35:03	36.30 C	97.34		1
3	2	00000002	2	DEMO	DEMO	04/06/2022	09:35:01	36.30 C	97.34		1

# Administration

## User Manager

UserManager

**User Manager List**

	Select	User_Login_Id	User_Name	User_Password
▶	<input checked="" type="checkbox"/>	admin	admin	admin
	<input type="checkbox"/>	rss	rss	rss

User Info

DISPLAY NAME\*

admin

Password

\*\*\*\*\*

Phone No

Email

User Name\*

admin

Permission

☒ Check As Admin  
☒ Advanced Payroll Features  
☒ Allow Access Control Features

Save

Cancel

Delete

Close

**Access permissions**

File

Transaction

Report

Pay Setup

Access Control

Administration

Company / Branch

File

☒ Company

☒ Branch

☒ Department

☒ Designation

☒ Employee Policy

☒ Holiday

☒ Shift Details

☒ Employee

☒ Leave Type

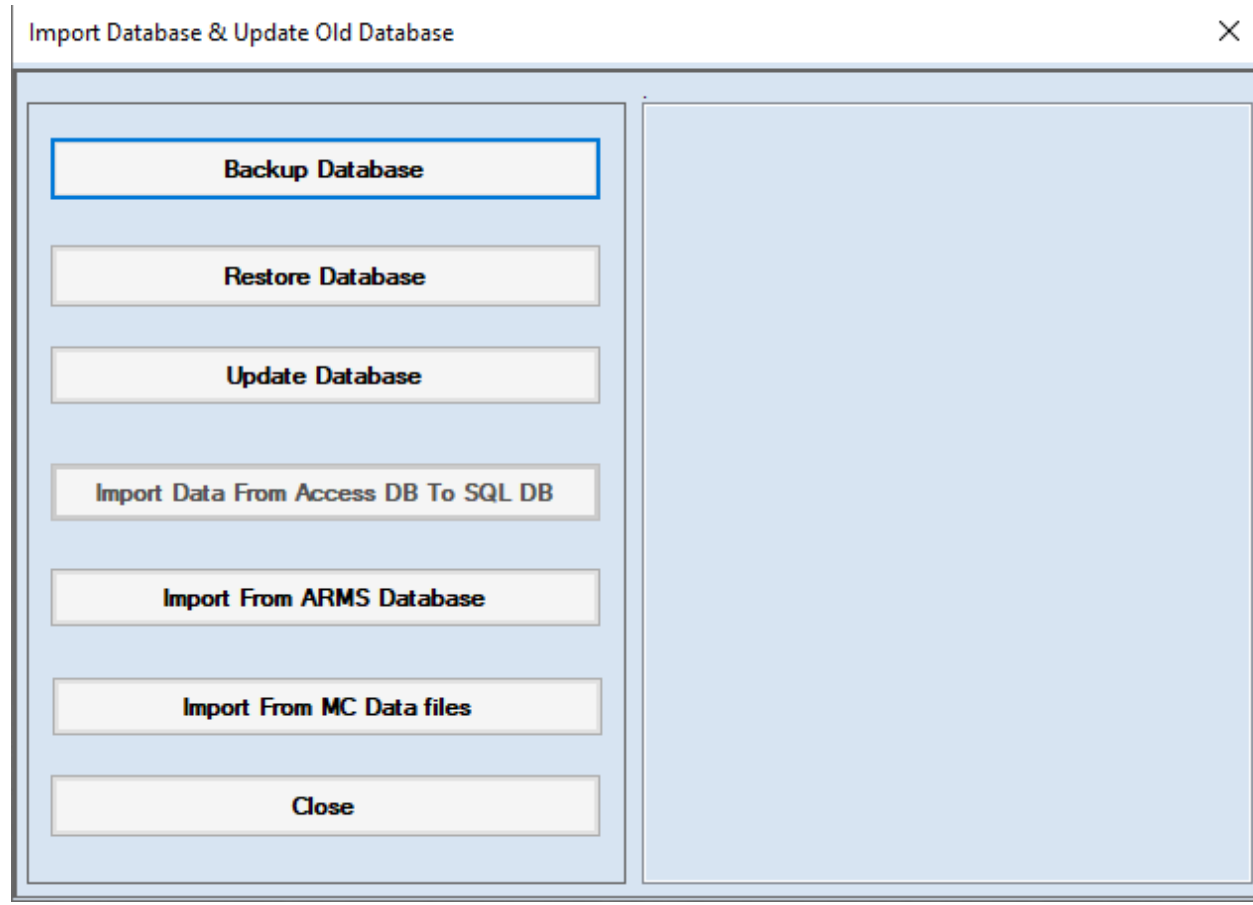
- You can enable payroll and access control features from this option.
- Select user\_login\_id enter the password
- Click on checkbox to enable the features.
- Click on save button
- You can add new user manager or delete the user manager also.

### You can set permissions for access also

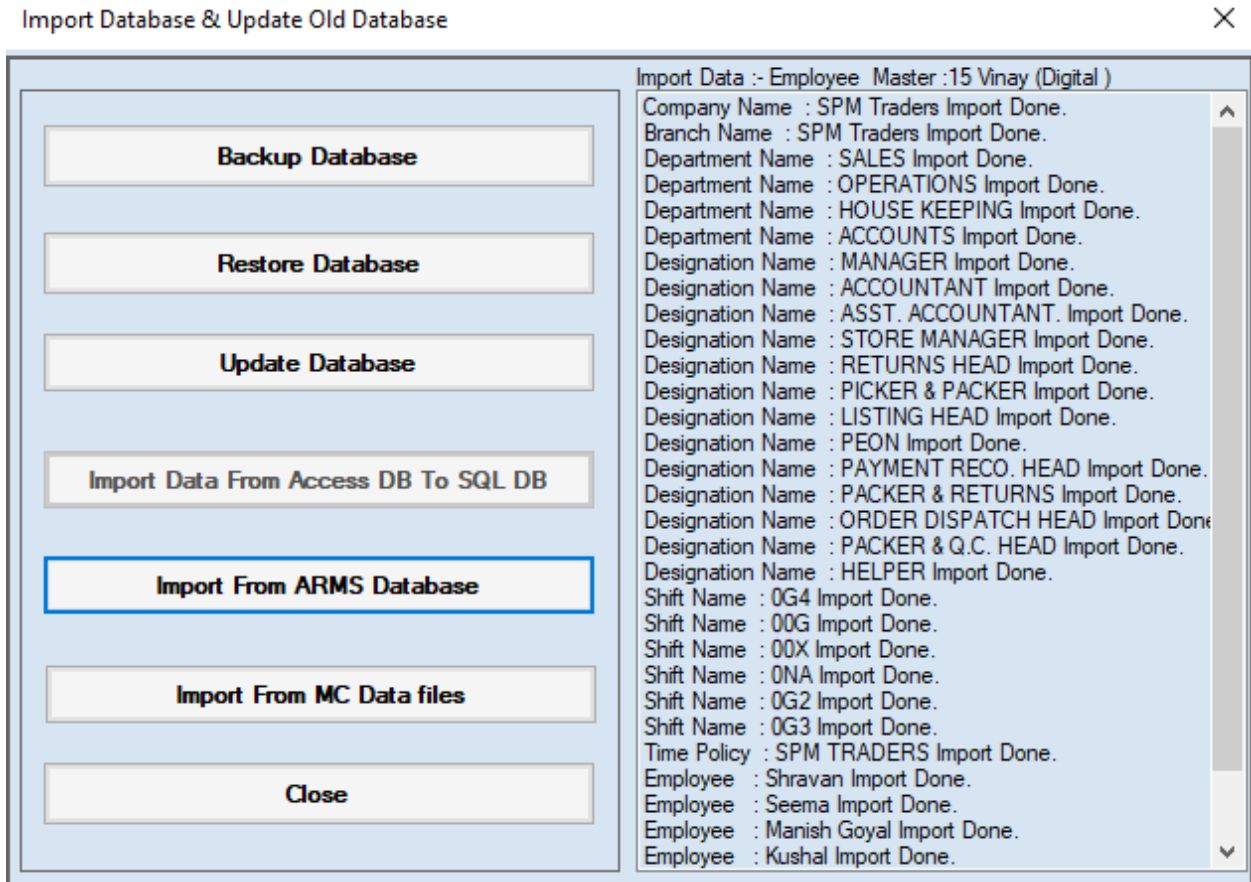
- Add a new user
- Click on those checkboxes you want to allow for access (for e.g. report, leave type, employee etc.) to that user manager.
- You can also change the password of the software.



## Database Backup



- You can take database backup from this option.
- You can also restore the database .
- After restore the database click on update database.
- Import data from Access DB to SQL DB (this is used when you changed database mode to sql and want to restore than access database to SQL database).
- Import from ARMS Database (you can also import your ARMS database to this software from this option).
- Import from MC Data Files(you can also import MC data files from this option to this sotware).;



## Database Mode

You can change database mode from this option by default it is on MS ACCESS but you can change your database mode to SQL also.

### Process to change the database mode to SQL

- Select SQL server
- Select server name
- Enter new database name or existing database name
- Enter user name
- Enter the SQL server Password.
- Click on save button if database is already existing or click on create new database if you add new database.

Database Setting

Database Updation

**Active Database Mode : MS ACCESS**

Choose Database : MS ACCESS

Save Close

Database Setting

Database Updation

**Active Database Mode : MS ACCESS**

Choose Database : SQL SERVER

Server Name	DESKTOP-DRBQH24
Database Name	test
User Name	sa
Password	*****

Create New Database Save Close

# Access Control

## Upload Time Zone

### Process to create timezone

- Select the model and click on go
- Select time zone from day pass time zone
- Click on get enter the timezone times than click on save button
- Select week pass timezone and enter the timezone on that day where you want to give access to the employees.
- Click on save button now connect the device and click on transfer button.

Upload TimeZone For Finger Devices

Upload Time Zone For Finger Terminal And Access Control System

Device Information

Device Information

Message : .

Select Device : 1

Device Seral No : 12345

Port : 5005

Connect

Transfer

Close

Day Pass Time Zone

TimeZone1 10:00 To 00:00

TimeZone2 00:00 To 00:00

TimeZone3 00:00 To 00:00

TimeZone4 00:00 To 00:00

TimeZone5 00:00 To 00:00

TimeZone 2

Get

Save

Week Pass Time Zone

Sun : 0

Mon : 1

Tue : 1

Wed : 1

Thu : 1

Fri : 1

Sat : 1

TimeZone 1

Get

Save

## Upload User Rights

- Select the model than click on go button.
- Select the employee whom you want to give permissions.
- Connect the device and click on upload user rights.
- You can also block or unblock the users.

**Select Device Model**

T28-Old

Go
Cancel

**Upload User Rights**

Upload User Rights For Finger Terminal And Access Control System

Select	EmpName	Cardno	Dept_Name	Branch	ValidFrom	ValidTo	WeekZone1	WeekZone2	WeekZone3	WeekZone4
<input type="checkbox"/>	DEMO	00000001	DEMO	DEMO						
<input type="checkbox"/>	Shravan	00000002	SALES	SPM Traders			0	0	0	0
<input type="checkbox"/>	Dilip	00000004	OPERATIONS	SPM Traders			0	0	0	0
<input type="checkbox"/>	Kushal	00000005	OPERATIONS	SPM Traders			0	0	0	0
<input type="checkbox"/>	Sachin	00000006	OPERATIONS	SPM Traders			0	0	0	0
<input type="checkbox"/>	Mangal	00000008	HOUSE KEEPING	SPM Traders			0	0	0	0
<input type="checkbox"/>	Preeti	00000010	OPERATIONS	SPM Traders			0	0	0	0
<input type="checkbox"/>	Seema	00000011	OPERATIONS	SPM Traders			0	0	0	0
<input type="checkbox"/>	Manish Goyal	00000012	OPERATIONS	SPM Traders			0	0	0	0
<input type="checkbox"/>	Vishal	00000013	OPERATIONS	SPM Traders			0	0	0	0
<input type="checkbox"/>	Vinay (Digital )	00000015	SALES	SPM Traders			0	0	0	0

**Device Information** Message : .

Select Device : 1

Device Serial No : 12345

Port : 5005

Device Model : TF2001

Connection Mode : LAN


IP Address : 192.168.0.10

Connect
Upload User Rights
Block User
UnBlock User
Close

## Finger Reader

- This option is used to enroll the finger to the T4DF controller for this first connect the fingerprint reader to the system and go to finger reader option.
- Enter the id,FP Num, and privilege.
- Click on enroll finger.
- Place the finger to fingerprint reader (3 times).
- After enrollment it will show added new FPData to DB Complete.

Finger Reader



ID:2

FP Num:0

Privilege:0

Enroll Finger

Close

added new FPData to DB Complete