Web Reports

You can generate various types of reports through the Report option. On selecting the Report option the screen will show you a new web page named 'Web Reports'.

Type your User Name and password to login in Web Reports.

Web Reports

You will see six main menu at left hand side on the web report page after login.

System Report	General Report	Employee Report
Machine List	Branch List	Employee List
Unmapped Enroll Number	Department List	Employee Group wise
Mapped Enroll Number	Shift List	Machine Connectivity
Machine Logs	Group Policies	Employee Shifts
User List	Time Policies	Employee Settings
User Sessions	Week Policies	Leave Details
	Over Time Policies	X-Employees
	Paid Leaves	Bank Account
	Holiday List	Employee Family
		Employee Education

Web Reports

Timesheet Report

Daily Attendance

Absentee

Late Ness

Over Time

Early Departure

Short Leaves

Tour Entries

Half Day Entries

Monthly Summary

Daily Attendance by Machine

Head Count

Exception Report

Manual Entries

Weekly off Working

Formatted Report

Monthly Attendance

Monthly Main

Web Reports

Expand each menu and generate any report available in that menu.

For Search, Sum and Alignment option, click here

Click here to export the reports in html, excel, doc & PDF format

Web Reports

You can export these reports in HTML, Excel, Doc and PDF format by clicking on the icon shown on the report. You can also set Page layout format as Portrait and Landscape.

Web Reports

You will find these icons on every reports to export your report:
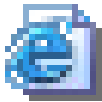
Export the report in HTML format.

Export the report in EXCEL format.

Export the report in DOC format.

Export the report in PDF format.

Web Reports

You will find some other icons on every reports as follow:

Filter the values showing on the report. It will help you to search a specific field.

Use for add and remove columns from the report.

Use for add total of some specific column. Value in the Colum should be numeric.

Use for set alignment for the text showing in the report

Use for print current report. Printer must be installed on your pc to use this function.

Refreshes the current report sorted by you.

System Reports

System Reports contains the records of Machine List, Mapped and Unmapped Enroll report, Machine Logs etc. Expand System Reports and choose any reports available in this section. For example see below screen shot:

Select page layout from here.

MACHINE LIST

Page Layout :   ⦿ Portrait   ○ Lanscape

Total Records :11 | Records Per Page :   10 ▾ | | | |

Change page: K ‹ › ⟩l Page 1 of 2, items 1 to 10 of 11.

Type	Model	Machine Name	Machine No	IP Address	Port Type	Port No	Sub Net	Active	Delete data after downloading	Connected
Finger Scanner	FC1000	DEL 10	10	10.16.60.107	LAN	4370	255.255.255.0	Yes	No	Yes
Finger Scanner	FC1000	DEL 11	11	192.168.1.100	LAN	4370	255.255.255.0	Yes	No	Yes
Finger Scanner	FC1000	DEMO	3	10.16.14.107	LAN	4370	255.255.255.0	Yes	No	Yes
Finger Scanner	FC1000	HYDERABAD	7	10.16.15.108	LAN	4370	255.255.255.0	Yes	No	Yes
Finger Scanner	FC1000	JPR 8	8	10.16.12.107	LAN	4370	255.255.255.0	Yes	No	Yes
Finger Scanner	FC1000	JPR 9	9	10.16.65.107	LAN	4370	255.255.255.0	Yes	No	Yes
Finger Scanner	FC1000	KOLKATA	4	10.16.14.108	LAN	4370	255.255.255.0	Yes	No	Yes
Finger Scanner	FC1000	MUMBAI	6	10.16.15.107	LAN	4370	255.255.255.0	Yes	No	Yes
Finger Scanner	FC1000	NEHRU PALACE DELHI	2	10.16.5.108	LAN	4370	255.255.255.0	Yes	No	Yes
Finger Scanner	FC1000	NEW DEL	5	10.16.13.107	LAN	4370	255.255.255.0	Yes	No	Yes

Change page: K ‹ › ⟩l Page 1 of 2, items 1 to 10 of 11.

System Reports

Unmapped Enroll No: You can view all the unmapped enroll number in your TAMs from this report.

System Reports

**Mapped Enroll No**: All the mapped enroll number will be shown in this report.

MAPPED ENROLLNO

Page Layout : ⦿ Portrait ○ Lanscape

Total Records :1288 | Records Per Page : 10 ▼ | | | |

Change page: ⏮ ◀ ▶ ⏭ Page 1 of 129, items 1 to 10 of 1288.

MachineNo	EnrollNo	CompanyName	BranchName	DepartmentName	EmployeeName	EmployeeCode	Designation
1	1	Cynosure Technologies P Ltd	JPR 4	Admin & HR	ANAND SHARMA	113	Branch Manager AL
1	2	Cynosure Technologies P Ltd	JPR 4	Admin & HR	MUKESH GUPTA	12	DEPUTY MANAGER SYSTEM
1	3	Cynosure Technologies P Ltd	JPR 4	Sales	JITENDRA SAINI	1100	DEPUTY MANAGER SALES
1	4	Cynosure Technologies P Ltd	JPR 4	IT	RAJESH BHATIA	121	GM Parts
1	5	Cynosure Technologies P Ltd	JPR 4	IT	SHANKAR LAL SAIN	120	Inventory Manager
1	6	Cynosure Technologies P Ltd	JPR 4	IT	SURESH PATNI	1102	ASSISTANT MANAGER PARTS
1	7	Cynosure Technologies P Ltd	JPR 4	IT	MADHAV SWAMI	1103	SR. EXECUTIVE PARTS
1	8	Cynosure Technologies P Ltd	JPR 4	Accounts	KHEM SINGH	110	Deputy Manager Accounts
1	9	Cynosure Technologies P Ltd	JPR 4	Sales	RAKESH VERMA	1104	SR. EXECUTIVE SALES
1	10	Cynosure Technologies P Ltd	JPR 4	Accounts	LOKESH JAIN	111	Manager Sales Accounts

Change page: ⏮ ◀ ▶ ⏭ Page 1 of 129, items 1 to 10 of 1288.

System Reports
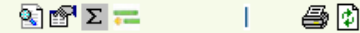
MACHINE LOGS: To view all the logs available in TAM, click on this report.

MACHINE LOGS

Page Layout :	⦿ Portrait ○ Lanscape
Select Month :	July - 11 ▼

MONTH : JULY - 11

| Total Records :33312 | Records Per Page : 10 ▼ |

Change page: ⏮ ‹ › ⏭ Page 1 of 3332, items 1 to 10 of 33312.

EnrollNo	TAMDate	Mapped
4	7/2/2011 3:14:00 PM	Yes
4	7/2/2011 7:30:00 PM	Yes
4	7/4/2011 9:11:00 AM	Yes
4	7/5/2011 9:00:00 AM	Yes
4	7/5/2011 1:54:00 PM	Yes
4	7/6/2011 9:13:00 AM	Yes
4	7/6/2011 7:33:00 PM	Yes
4	7/7/2011 9:14:00 AM	Yes
4	7/7/2011 7:56:00 PM	Yes
4	7/8/2011 9:15:00 AM	Yes

Change page: ⏮ ‹ › ⏭ Page 1 of 3332, items 1 to 10 of 33312.

System Reports

User List: This report will show you all the users available in your database.

USER LIST				
Page Layout : ● Portrait ○ Lanscape				
Total Records :9	Records Per Page : 20 ▼			
User Type	User Name	Active	Permitted Branch	Permitted Device IP
SystemUser	HR	Yes	ALL	ALL
SystemUser	shweta	Yes	ALL	ALL
Administrator	admin	Yes	001 - JPR 1 001 - JPR 2 001 - JPR 3 001 - JPR 4 001 - JPR 5 001 - DEL 1 001 - DEL 2 001 - DEL 3 001 - DEL 4 001 - DEL 5 001 - DEL 6 001 - KOL 1 001 - KOL 2 001 - HYD 1 001 - MUM 1	1 - 10.16.5.107 2 - 10.16.5.108 3 - 10.16.14.107 4 - 10.16.14.108 5 - 10.16.13.107 6 - 10.16.15.107 7 - 10.16.15.108 8 - 10.16.12.107 9 - 10.16.65.107 10 - 10.16.60.107 11 - 192.168.1.100
Others	DELHI	Yes	001 - DEL 2 001 - DEL 3 001 - DEL 4 001 - DEL 5 001 - DEL 6 001 - DEL 1	10 - 10.16.60.107 11 - 192.168.1.100

Machine Number-IP Address

Company Code-Branch Code

General Reports

Branch List: All your company branches with the address and contact details can be viewed from this report. You can export your report in HTML, Excel, Doc and PDF format from the icons given on the webpage.

BRANCH LIST

Page Layout : ● Portrait ○ Lanscape

Total Records :16 | Records Per Page : 10 | | |

Change page: |< < > >| Page 1 of 2, items 1 to 10 of 16.

Code	Name	TIN	Address	City	Zip	State	Authorised Person	Designation	Contact No	Email
DEL 2	DEL 2		NEW DELHI	NEW DELHI		DELHI	DEMO	Branch Manager	011-26440144	
DEL 3	DEL 3		NEW DELHI	NEW DELHI		DELHI	DEMO	Sr.Service Manager	011-26440144	
DEL 4	DEL 4		NEW DELHI	NEW DELHI		DELHI	DEMO	G.M	011-26440144	
DEL 5	DEL 5		NEW DELHI	NEW DELHI		DELHI	DEMO	General Manager	26440144	
DEL 6	DEL 6		NEW DELHI	NEW DELHI		DELHI	DEMO	General Manager	26440144	
DEL 1	DELHI 1		NEHRU PALACE	DELHI		DELHI	DEMO	BRANCH MANAGER	011-26440144	
HYD 1	HYD 1		HYDERABAD	HYDERABAD		ANDHRA PRADESH	DEMO	ChairPerson	01662-0000000	
JPR 1	JPR 1		VIDHYUT NAGAR, GANDHI PATH, VAISHALI NGAR	JAIPUR	302021	RAJASTHAN	Demo	General Manager	9000000000	
JPR 2	JPR 2		BANIPARK	Jaipur		RAJASTHAN	DEMO	Works Manager	0141-5179760	
JPR 3	JPR 3		AJMER ROAD	JAIPUR		RAJASTHAN	DEMO	Branch Manager	0141-5179760	

General Reports

Department List: This will show you all the departments available in your company as per below screen shot.

DEPARTMENT LIST

Page Layout : ● Portrait ○ Lanscape

| Total Records :68 | Records Per Page : | 10 ▾ | | | | |

Change page: |◄ ◄ ► ►| Page 1 of 7, items 1 to 10 of 68.

Branch	Department	Department Head	Head Email	Head Email1	ActiveEmployee	X-Employee
JPR 4	Admin & HR				11	9
JPR 4	Accounts				9	6
JPR 4	IT	RAJESH BHATIA	kkk@gmail.com	9414057014	27	12
JPR 4	Sales				18	5
JPR 4	Service				53	25
DEL 6	Admin & HR				9	3
DEL 6	Accounts				7	1
DEL 6	IT				13	6
DEL 6	Sales				16	0
DEL 6	Service				57	19

General Reports

Shift List: Shift Policies can be viewed from this report.

SHIFT LIST

Page Layout : ⊙ Portrait ○ Lanscape

Total Records :11 | Records Per Page : 10 ▼ | 🌐📊📄📕 | 🔍📋Σ📊 | 🖨️📄

Change page: ⏮ ◀ ▶ ⏭ Page 1 of 2, items 1 to 10 of 11.

Shift Name	Punch Start Time (24 Hrs.)	Shift Time (24 Hrs.)	Shift Duration (Hr.)	Break Time	Break Deduct Rule	Work Duration (Hrs.)	Active
General	08:00	09:30 - 19:00	9.50	13:00 - 13:30 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50	YES
Womens	08:00	09:30 - 18:30	8.50	13:30 - 14:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	8.50	YES
Sweeper	06:00	08:00 - 18:00	10.00	13:30 - 14:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	10.00	YES
Accounts	06:00	07:30 - 17:00	9.50	12:30 - 13:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50	YES
Labour	06:30	15:00 - 01:00 (NS)	10.00	20:00 - 20:30 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	10.00	YES
IT	06:00	09:30 - 19:00	9.50	13:30 - 14:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50	YES
Watchman Shift	16:00	18:45 - 07:00 (NS)	12.25	12:30 - 01:00 (In 24 Hrs.) Break Duration= 750 (Mins)	-NA-	12.25	YES
Night	21:00	22:00 - 06:00 (NS)	8.00	23:45 - 00:15 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	8.00	YES

General Reports

Time Policies: Generate Time Policy report from here

SHIFT LIST

Page Layout : ⦿ Portrait ⦾ Lanscape

Total Records :11		Records Per Page :	10 ▾				

Change page: |< < > >| Page 1 of 2, items 1 to 10 of 11.

Shift Name	Punch Start Time (24 Hrs.)	Shift Time (24 Hrs.)	Shift Duration (Hr.)	Break Time	Break Deduct Rule	Work Duration (Hrs.)	Active
General	08:00	09:30 - 19:00	9.50	13:00 - 13:30 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50	YES
Womens	08:00	09:30 - 18:30	8.50	13:30 - 14:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	8.50	YES
Sweeper	06:00	08:00 - 18:00	10.00	13:30 - 14:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	10.00	YES
Accounts	06:00	07:30 - 17:00	9.50	12:30 - 13:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50	YES
Labour	06:30	15:00 - 01:00 (NS)	10.00	20:00 - 20:30 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	10.00	YES
IT	06:00	09:30 - 19:00	9.50	13:30 - 14:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50	YES
Watchman Shift	16:00	18:45 - 07:00 (NS)	12.25	12:30 - 01:00 (In 24 Hrs.) Break Duration= 750 (Mins)	-NA-	12.25	YES
Night	21:00	22:00 - 06:00 (NS)	8.00	23:45 - 00:15 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	8.00	YES

General Reports

Week Policies

WeekPolicies

Page Layout : ● Portrait ○ Lanscape

Total Records :4 | Records Per Page : 10 ▼ |

Policy Name	Policy Code	WeekDays (Days)	Week Starts On	WeekOff1	WeekOff2	Partial Day Rule	Min. WOW Hrs.	HD Rule Of WOW (Hrs)	Full Day Rule Of WOW (Hrs)
IT	IT	6	Thursday	Wednesday	-NA-	-NA-	3.00	5.00	5.00
General	General	6	Monday	Sunday	-NA-	-NA-	3.00	5.00	5.00
Marketing	Marketing	6	Monday	Sunday	-NA-	-NA-	-NA-	-NA-	-NA-
Support	Support	7	Monday	-NA-	-NA-	-NA-	-NA-	-NA-	-NA-

Over Time Policies

OverTime Policies

Page Layout : ● Portrait ○ Lanscape

Total Records :3 | Records Per Page : 10 ▼ |

Poiicy Name	Code	OT Calc Options	OT Limit In SS (Hours)	OT Applable In PF	OT Applicable In ESI	Mini. Minutes Before OT (Minutes)	OT Work Hrs (Hours)	Show Extra OT Hrs
NA	NA	-NA-	-NA-	NO	NO	0	0	NO
Overtime	OT	OutPunch - Shift EndTime	-NA-	NO	NO	60	60	NO
Test	Test	Total Duration - Shift Working Hours	-NA-	NO	NO	60	240	NO

General Reports

Holiday List: Select a month to see all the holiday assigned by you in that particular month.

HOLIDAY LIST

Page Layout :	⦿ Portrait ⦾ Lanscape
Select Month :	October - 11 ▾

MONTH : OCTOBER - 11

Total Records :4		Records Per Page :	10 ▾				

HolidayType	Date	Holiday
Declared Holiday	06/10/2011	Dushera
Declared Holiday	26/10/2011	Diwali
Declared Holiday	27/10/2011	Goverdhan Pooja
Declared Holiday	28/10/2011	Bhai Dooj

Employee Reports

Employee List: Select a branch & department to see employee list in that particular branch and department.

EMPLOYEE LIST

Page Layout :	⊙ Portrait ○ Lanscape
Select Branch :	DEL 2 ▼
Select Department :	Accounts ▼

BRANCH : DEL 2
DEPARTMENT : ACCOUNTS

Total Records :7 | Records Per Page : 10 ▼

EmployeeName	Designation	DOB	DOJ	Salary Date	ContactNo	EmailID	Gender	Active
JITENDRA LOHIYA	ACCOUNTS EXE.	08/06/1990	10/02/2011	10/02/2011			Male	Yes
KAILASH DAS	OFFICE ASSISTANT	13/09/1978	20/04/2011	20/04/2011			Male	Yes
Manish Khatri	Cashier	21/08/1990	13/07/2010	13/07/2010			Male	No
Pankaj Patel	Office Assistent	15/01/1988	18/08/2007	18/08/2007			Male	Yes
Pawan Agrawal	Accounts Manager	17/06/1976	01/06/2007	01/06/2007			Male	Yes
Rajesh Panwar	Accounts asst.	11/10/1985	21/04/2010	21/04/2010			Male	Yes
Rohit khatri	Sr.Accountant	12/09/1985	16/04/2010	16/04/2010			Male	Yes

Employee Reports

Employee Group Wise: To view the employee list Employee Group wise click on this report. Select Employee Group, Branch & Department to see the employees under that selected group.

EMPLOYEE GROUP WISE

Page Layout :	● Portrait ○ Lanscape
Select Employee Group :	Gen - General
Select Branch :	DEL 2
Select Department :	Accounts

GROUPNAME : GEN - GENERAL
BRANCH : DEL 2
DEPARTMENT : ACCOUNTS

Total Records :7 | Records Per Page : 10

Employee Name	Code	Designation	GroupType	WEFDate
Pawan Agrawal	1708	Accounts Manager	Per Day Basis	01/01/2011
Pankaj Patel	1715	Office Assistent	Per Day Basis	01/01/2011
Rohit khatri	1735	Sr.Accountant	Per Day Basis	01/01/2011
Rajesh Panwar	1738	Accounts asst.	Per Day Basis	01/01/2011
Manish Khatri	1744	Cashier	Per Day Basis	01/01/2011
KAILASH DAS	11112	OFFICE ASSISTANT	Per Day Basis	20/04/2011
JITENDRA LOHIYA	11120	ACCOUNTS EXE.	Per Day Basis	01/09/2011

Employee Reports

Machine Connectivity: This will show you TAM connectivity report as showing in the below report.

MACHINE CONNECTIVITY

Page Layout :	⊙ Portrait ○ Lanscape
Select Branch :	JPR 1
Select Department :	IT

BRANCH : JPR 1
DEPARTMENT : IT

Total Records :5 | Records Per Page : 10 |

EmployeeCode	EmployeeName	MachineNo -- EnrollNo -- CardNo
1665	ASHOK KUMAR	8 -- 1229 -- NA
1668	HARI SHANKAR	8 -- 1230 -- NA
1670	RAM SINGH	8 -- 1231 -- NA
1671	SHEETAL SAHU	8 -- 1232 -- NA
1687	CHOTE LAL NAGAR	8 -- 1243 -- NA

Employee Reports

Employee Shift: To see an employee's shifts click on this report. You can see a shift's Start date and End date and compare the difference between earlier shift and current shift.

EMPLOYEE SHIFTS

Page Layout :	⦿ Portrait ◯ Lanscape
Select Branch :	DEL 2 ▼
Select Department :	Accounts ▼

BRANCH : DEL 2
DEPARTMENT : ACCOUNTS

Total Records :10		Records Per Page :	10 ▼						

EmployeeName	Designation	From Date	To Date	Shift Name	Punch Start Time (24 Hrs.)	Shift Time (24 Hrs.)	Shift Duration (Hr.)	Break Time	Break Deduct Rule	Work Duration (Hrs.)
JITENDRA LOHIYA	ACCOUNTS EXE.	10/02/2011	31/08/2011	General	08:00	09:30 - 19:00	9.50	13:00 - 13:30 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50
JITENDRA LOHIYA	ACCOUNTS EXE.	01/09/2011	14/09/2011	Night	21:00	22:00 - 06:00 (NS)	8.00	23:45 - 00:15 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	8.00
JITENDRA LOHIYA	ACCOUNTS EXE.	15/09/2011	-	IT	06:00	09:30 - 19:00	9.50	13:30 - 14:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50
KAILASH DAS	OFFICE ASSISTANT	20/04/2011	31/08/2011	General	08:00	09:30 - 19:00	9.50	13:00 - 13:30 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50
KAILASH DAS	OFFICE ASSISTANT	01/09/2011	-	Accounts	06:00	07:30 - 17:00	9.50	12:30 - 13:00 (In 24 Hrs.) Break Duration= 30 (Mins)	-NA-	9.50

Employee Setting Report: Same way as Employee Shift, you can see an Employee Settings and compare both with the earlier Setting and current Setting.

Employee Reports

Leave Details: To see employees Leave Details click on this report. Select Branch, Department, Month and you will see a list under that branch and department. Now click on 'Show Result' button showing right hand side on that page.

Employee Reports

X-Employees: See all X-Employee list from this report.

X-EMPLOYEES

Page Layout :	⦿ Portrait ○ Lanscape
Select Branch :	DEL 4 ▾
Select Department :	Sales ▾

BRANCH : DEL 4
DEPARTMENT : SALES

Total Records :3 | Records Per Page : 10 ▾

Employee Name	Code	Designation	Date Of Leaving	Reason	X-Emp Status
ALOK SAHALOT	1549	SALES EXE.	01/02/2011	Not satisfied to salary.	Terminated
ASHU BHAWRANI	1552	SALES EXE.	28/02/2011	Marriage of her and mother illness is major issue so couldnt be continued the job.	Terminated
LAJWANTI VAISHNAV	11159	INS.TELE CALLER	01/07/2011	Resigned	Resignation

Employee Reports

Bank Accounts: If you have provided bank account details in Employee's additional details, this can be generated here in this report.

BANK ACCOUNTS

Page Layout :	○ Portrait ● Lanscape

Select Branch :	DELHI 1 ▼

Select Department :	Service ▼

BRANCH : DELHI 1
DEPARTMENT : SERVICE

Total Records :26 | Records Per Page : 10 ▼

Change page: |< < > >| Page 1 of 3, items 1 to 10 of 26.

Name	Code	Designation	Bank	Account No	Active
ABDUL RAHMAN	1371	SR. HELPER ELECTRICATION	INDUSIND BANK LTD.	0112-W90443-001	No
AKIL MOHD.	1864	HELPER	INDUSIND BANK LTD.	0112-W90451-001	No
ANWAR HUSSAIN	1375	JR. HELPER	INDUSIND BANK LTD.	0112-W90453-001	No
ARIF HUSSAIN	1381	HELPER	INDUSIND BANK LTD.	0112-W91228-001	No
ARVIND CHOUDHARY	1377	HELPER	INDUSIND BANK LTD.	0112-W91218-001	No
ASGAR ALI	1366	SR. HELPER	INDUSIND BANK LTD.	0112-W90441-001	No
ASIF ALI	1369	SR. HELPER	INDUSIND BANK LTD.	0112-W90792-001	No
CHOUTHMAL GURJAR	1865	HELPER	INDUSIND BANK LTD.	0112-W91217-001	No
DIL SHER KHAN	1378	HELPER	INDUSIND BANK LTD.	0112-W91229-001	No
DURGA LAL	1363	SR. HELPER	INDUSIND BANK LTD.	0112-W90445-001	No

Employee Reports

Employee Family: Same way if any data available in Employee Family details under the Employee's additional details, that will be displayed here in this report.

EMPLOYEE FAMILY

Page Layout :	⦿ Portrait ○ Lanscape
Select Branch :	JPR 5 ▼
Select Department :	Accounts ▼

BRANCH : JPR 5
DEPARTMENT : ACCOUNTS

Total Records :7 | Records Per Page : 10 ▼

Name	Code	Designation	Member Name	Member Age	Relation
GAJENDRA TAK	1252	SR. CASHIER & ACCOUNT ASSISTANT	SMT. SARITA TAK	25	WIFE
GAJENDRA TAK	1252	SR. CASHIER & ACCOUNT ASSISTANT	SHIVAM TAK	1	SON
HITENDRA SOLANKI	1254	ASST. ACCOUNT	SMT. GAYATRI SOLANKI	20	WIFE
HITENDRA SOLANKI	1254	ASST. ACCOUNT	KRISHNA SOLANKI	4	SON
HITENDRA SOLANKI	1254	ASST. ACCOUNT	KUMKUM SOLANKI	2	DAUGHTER
SHER SINGH SISODIYA	1253	ACCOUNTANT	SMT. ASHA SISODIYA	38	WIFE
SHER SINGH SISODIYA	1253	ACCOUNTANT	CHANDRA VEER SINGH SISODIYA	18	SON

Timesheet Reports

Daily Attendance: On this report select branch, department, Month and the employees and at last choose 'Group by' as employee or date wise. Now click on 'Show Result' button, which will display daily Attendance report for the selected details:

DAILY ATTENDANCE

Page Layout :	○ Portrait ● Lanscape
Select Branch :	JPR 2
Select Department :	Service
Select Month :	May - 11
Date From	01/05/2011

The report can be generated as Employee Wise or Date Wise

Date To 31/05/2011

Group By ● EmployeeWise ○ Datewise

Show Result

Select: All None	Employee Code	Employee Name
☑	1795	Abdul Samad
☑	1820	Ajay Kumar Sharma
☑	1842	AQEEL AHMED QURESHI
☑	1779	Ashish Vyas
☑	1898	BANWARI LAL KHAROL
☑	1891	BHAGWAN SAHAY SAINI
☑	1888	BHAGWAN SAHAY YADAV
☑	1808	BHAGWAN SHARMA

Timesheet Reports

Daily Attendance: Click on the icons specified on the top of the report and convert the report in the specified file format.

Timesheet Reports

Absentee: This will show you all the absentees in selected branch, department and month. You can generate this report as Employee wise and date wise (same as previous report).

Employee Wise

Date	Day	Shift Time	Status
Employee: 11120: JITENDRA LOHIYA, ACCOUNTS EXE.			
04/05/2011	Wednesday	09:30-19:00	A
05/05/2011	Thursday	09:30-19:00	A
06/05/2011	Friday	09:30-19:00	A
07/05/2011	Saturday	09:30-19:00	A
09/05/2011	Monday	09:30-19:00	A
13/05/2011	Friday	09:30-19:00	A
14/05/2011	Saturday	09:30-19:00	A
Employee: 1708: Pawan Agrawal, Accounts Manager			
03/05/2011	Tuesday	09:30-19:00	A
23/05/2011	Monday	09:30-19:00	A
24/05/2011	Tuesday	09:30-19:00	A

Date Wise

Code	Name	Designation	Shift Time	Status
Date: 03/05/2011 - Tuesday				
1708	Pawan Agrawal	Accounts Manager	09:30-19:00	A
1735	Rohit khatri	Sr.Accountant	09:30-19:00	A
Date: 04/05/2011 - Wednesday				
11120	JITENDRA LOHIYA	ACCOUNTS EXE.	09:30-19:00	A
Date: 05/05/2011 - Thursday				
11120	JITENDRA LOHIYA	ACCOUNTS EXE.	09:30-19:00	A
1735	Rohit khatri	Sr.Accountant	09:30-19:00	A
Date: 06/05/2011 - Friday				
11120	JITENDRA LOHIYA	ACCOUNTS EXE.	09:30-19:00	A
1715	Pankaj Patel	Office Assistent	09:30-19:00	A

Timesheet Reports

Lateness: This report will display lateness records of your employee for selected branch, department and month.

Employee Wise

Date	Day	Shift Begin Time	First In Time	Late By (hh:mm)
Employee: 1666: RAM KISHAN, Service Eng.				
17/05/2011	Tuesday	09:30	09:59	0:29
20/05/2011	Friday	09:30	09:43	0:13
21/05/2011	Saturday	09:30	09:41	0:11
25/05/2011	Wednesday	09:30	09:47	0:17
30/05/2011	Monday	09:30	09:42	0:12
Employee: 1679: ROSHAN LAL, JCB Operator				
04/05/2011	Wednesday	09:30	10:12	0:42
09/05/2011	Monday	09:30	10:32	1:2
17/05/2011	Tuesday	09:30	11:03	1:33
22/05/2011	Sunday	09:30	10:24	0:54

Late Arrival by Minutes

Date Wise

Code	Name	Designation	Shift Begin (In 24 Hrs.)	First In (.. Hrs.)	Late By (hh:mm)
Date: 04/05/2011 - Wednesday					
1679	ROSHAN LAL	JCB Operator	09:30	10:12	0:42
Date: 09/05/2011 - Monday					
1679	ROSHAN LAL	JCB Operator	09:30	10:32	1:2
Date: 15/05/2011 - Sunday					
1649	NARESH GUPTA	Back Office Exe.	09:30	16:08	6:38
Date: 17/05/2011 - Tuesday					
1666	RAM KISHAN	Service Eng.	09:30	09:59	0:29
1679	ROSHAN LAL	JCB Operator	09:30	11:03	1:33

Timesheet Reports

Over Time: Over Time Report can be generated from here. Select all the required details and click on Show Result to see total overtime gained by an employee.

Employee Wise

	Date	Day	InTime	OutTime	Total Time (hh:mm)	Shift Hours	Over Time (hh:mm)
⌄	**Employee: 11282: Emp2, aa**						
	01/10/2011	Saturday	09:30	20:15	10:45	9:30	01:15
	04/10/2011	Tuesday	09:30	20:04	10:34	9:30	01:04
	07/10/2011	Friday	09:45	20:20	10:35	9:30	01:05
⌄	**Employee: 11283: Emp1, A**						
	01/10/2011	Saturday	10:00	15:30	05:30	4:0	01:30
	04/10/2011	Tuesday	12:30	17:40	05:10	4:0	01:10

Date Wise

	Code	Name	Designation	InTime	OutTime	Total Time (hh:mm)	Shift Hours	Over Time (hh:mm)
⌄	**Date: 01/10/2011 - Saturday**							
	11283	Emp1	A	10:00	15:30	05:30	4:0	01:30
	11282	Emp2	aa	09:30	20:15	10:45	9:30	01:15
⌄	**Date: 04/10/2011 - Tuesday**							
	11283	Emp1	A	12:30	17:40	05:10	4:0	01:10
	11282	Emp2	aa	09:30	20:04	10:34	9:30	01:04
⌄	**Date: 07/10/2011 - Friday**							
	11282	Emp2	aa	09:45	20:20	10:35	9:30	01:05

Timesheet Reports

Early Departure: This report will display Early Departure records of your employee for selected branch, department and month.

Employee Wise

		Date	Day	Shift End Time	Last Out Time	Early By (hh:mm)
∨	Employee: 11112: KAILASH DAS, OFFICE ASSISTANT					
		14/06/2011	Tuesday	19:00	14:16	4:44
		28/06/2011	Tuesday	19:00	18:58	0:2
		29/06/2011	Wednesday	19:00	18:57	0:3
∨	Employee: 11120: JITENDRA LOHIYA, ACCOUNTS EXE.					
		01/06/2011	Wednesday	19:00	18:49	0:11
		11/06/2011	Saturday	19:00	17:20	1:40
		15/06/2011	Wednesday	19:00	18:52	0:8
		16/06/2011	Thursday	19:00	18:52	0:8

Date Wise

	Code	Name	Designation	Shift End Time	Last Out Time	Early By (hh:mm)
∨	Date: 01/06/2011 - Wednesday					
	11120	JITENDRA LOHIYA	ACCOUNTS EXE.	19:00	09:30	0:11
	1738	Rajesh Panwar	Accounts asst.	19:00	09:30	0:8
	1735	Rohit khatri	Sr.Accountant	19:00	09:30	0:10
∨	Date: 02/06/2011 - Thursday					
	1738	Rajesh Panwar	Accounts asst.	19:00	09:42	0:18
	1735	Rohit khatri	Sr.Accountant	19:00	09:08	0:19
∨	Date: 03/06/2011 - Friday					
	1735	Rohit khatri	Sr.Accountant	19:00	09:30	0:18
∨	Date: 04/06/2011 - Saturday					
	1735	Rohit khatri	Sr.Accountant	19:00	09:30	0:6

Timesheet Reports

Short Leave: All the short leaves taken by employees will display at this report.

Timesheet Reports

Tour Entry: This will display a report for tour entry. Select branch, department and month and generate the report.

Employee Wise

		From Date	To Date	Approved	Approved By	Remarks
∨	**Employee: 1777: Rajendra Choudhary, Service Advisior**					
		21/06/2011	27/06/2011	Yes	DELHI	dudu Tour
		30/06/2011	30/06/2011	Yes	DELHI	dudu
∨	**Employee: 1794: Shambhu Singh, Driver**					
		02/06/2011	27/06/2011	Yes	DELHI	Tour
∨	**Employee: 1795: Abdul Samad, Helper**					
		15/06/2011	16/06/2011	Yes	DELHI	Tour
		21/06/2011	27/06/2011	Yes	DELHI	Dudu
		28/06/2011	04/07/2011	Yes	DELHI	dudu

Date Wise

	Code	Name	Designation	Approved	Approved By	Remarks
Date: 02/06/2011 - Thursday						
	1824	Mukesh Rathore	Helper	Yes	DELHI	Tour
	1794	Shambhu Singh	Driver	Yes	DELHI	Tour
Date: 03/06/2011 - Friday						
	1824	Mukesh Rathore	Helper	Yes	DELHI	Tour
	1794	Shambhu Singh	Driver	Yes	DELHI	Tour
Date: 04/06/2011 - Saturday						
	1824	Mukesh Rathore	Helper	Yes	DELHI	Tour
	1794	Shambhu Singh	Driver	Yes	DELHI	Tour
	1909	YADRAM SAINI	HELPER	Yes	DELHI	Tour

Timesheet Reports

Half day Entries: All the half day entries can be displayed by this report as per below screen shot:

Employee Wise

Date	Day	Shift Time	Intime - OutTime
Employee: 11173: Ramanand Meena, Helper			
22/07/2011	Friday	07:30-17:00	12:32 - 18:39
Employee: 11233: DEVKI NANDAN JANGID, HELPER			
22/07/2011	Friday	09:30-19:00	12:48 - 18:05
Employee: 1808: BHAGWAN SHARMA, HELPER			
11/07/2011	Monday	07:30-17:00	11:31 - 11:32 21:55 - 00:00
18/07/2011	Monday	07:30-17:00	11:52 - 18:28
Employee: 1809: SANJAY DHANKA, Helper			
27/07/2011	Wednesday	07:30-17:00	14:11 - 22:32
30/07/2011	Saturday	07:30-17:00	14:04 - 23:46

Date Wise

Code	Name	Designation	Shift Time	Intime - OutTime
Date: 11/07/2011 - Monday				
1808	BHAGWAN SHARMA	HELPER	07:30-17:00	11:31 - 11:32 21:55 - 00:00
Date: 18/07/2011 - Monday				
1808	BHAGWAN SHARMA	HELPER	07:30-17:00	11:52 - 18:28
Date: 22/07/2011 - Friday				
11233	DEVKI NANDAN JANGID	HELPER	09:30-19:00	12:48 - 18:05
11173	Ramanand Meena	Helper	07:30-17:00	12:32 - 18:39
Date: 27/07/2011 - Wednesday				
1809	SANJAY DHANKA	Helper	07:30-17:00	14:11 - 22:32
Date: 30/07/2011 - Saturday				
1809	SANJAY DHANKA	Helper	07:30-17:00	14:04 - 23:46

Timesheet Reports

Monthly Summary: This report will display a monthly summary for an employee's attendance.

Here you will see some flags such as HD (Halfday), MP (Miss Punch), WO (Weekly off), L (Leave), P (Present), D (Delay), T (Tour) etc.

Timesheet Reports

Daily Attendance by Machine: This will show you Employee's daily attendance report Machine wise. Machine number will show on each attendance logs of an employee on this report. This report also can be generated both the Employee wise and Date wise.

DAILY ATT BY MACHINE

<< Back

BRANCH : JAIPUR 2
DEPARTMENT : SERVICE
MONTH : APRIL - 11

| Total Records :2094 | Records Per Page : | 20 |

Change page: |< < > >| Page 105 of 105, items 2081 to 2094 of 2094.

Date	Day	Shift Time	Intime - OutTime	Total Time	Attd	OT	Status
Employee: 1910: DINESH KUMAR KUMAWAT, HELPER (... group continued from the previous page. Showing 14 of 30 items.)							
17/04/2011	Sunday	09:30-19:00	00:00 - 00:00	00:00	0.00	--	MP
18/04/2011	Monday	09:30-19:00	9--17:13 - 9--07:45	14:32	0.50	--	HD/D
19/04/2011	Tuesday	09:30-19:00	9--17:04 - 9--07:45	14:41	0.50	--	HD/D
20/04/2011	Wednesday	09:30-19:00	9--17:14 - 9--07:42	14:28	1.00	--	WO/P

Machine Number and Attendance logs

Timesheet Reports

Head Count: This report displays Total Employees in a Department with the status of Present or Absent or Late Arrivals and Left Early. By viewing this report a user can get Employees status quickly on a day.

	Departemnt	Total Employee	Present	Absents	Late Arrivals	Left Early
Date: 02/05/2011						
	Admin & HR	2	1	1	0	0
	Accounts	2	2	0	0	0
	IT	5	5	0	0	0
	Sales	6	4	2	0	0
	Service	33	26	7	2	1
Date: 03/05/2011						
	Admin & HR	2	1	1	0	0
	Accounts	2	2	0	0	0
	IT	5	5	0	0	0
	Sales	6	5	1	0	1
	Service	33	28	5	1	1
Date: 04/05/2011						
	Admin & HR	2	1	1	0	0
	Accounts	2	1	1	0	0
	IT	5	3	2	0	0
	Sales	6	5	1	0	0
	Service	33	27	6	2	3

CYNOSURE

Exception Reports

Manual Entry: It will show you all the attendance entries which are added manually in the software. Select required options and generate the report.

Employee Wise

Date	Day	Shift Time	Intime - OutTime	Entry By	Remarks
Employee: 11068: Ikbal Khan, Warranty Ex.					
02/05/2011	Monday	09:30-19:00	09:30 - 19:00	DELHI	MP
03/05/2011	Tuesday	09:30-19:00	09:30 - 19:00	DELHI	MP
04/05/2011	Wednesday	09:30-19:00	09:50 - 19:00	DELHI	MP
Employee: 11069: Raghuraj Singh Rajput, Warranty Ex.					
11/05/2011	Wednesday	09:30-19:00	08:30 - 18:30	DELHI	MP
Employee: 1782: Ganesh Lodika, HELPER					
01/05/2011	Sunday	09:30-19:00	07:35 - 14:20	DELHI	MP
02/05/2011	Monday	09:30-19:00	08:00 - 17:15	DELHI	MP
05/05/2011	Thursday	09:30-19:00	07:35 - 15:35	DELHI	MP

Date Wise

Code	Name	Designation	Shift Time	Intime - OutTime	Entry By	Remarks
Date: 01/05/2011 - Sunday						
1787	Dependra Singh	Supervisior	09:30-19:00	15:30 - 22:00	DELHI	MP
1825	GAURI SHANKAR	HELPER	09:30-19:00	07:30 - 15:00	DELHI	MP
1785	GOVIND RAM CHOUDHARY	HELPER	09:30-19:00	07:25 - 17:36	DELHI	MP
1818	RAJESH KUMAR MEENA	Sr.Helper	09:30-19:00	07:30 - 14:30	DELHI	MP
1813	Ram Prasad	Sr.Helper	09:30-19:00	07:00 - 14:00	DELHI	MP
1821	RAMESH CHAND MEENA	HELPER ELECTRICIAN	09:30-19:00	07:30 - 15:00	DELHI	MP
1815	VIJAY KUMAR SANKHALA	Sr.Helper	09:30-19:00	07:30 - 17:30	DELHI	MP
Date: 02/05/2011 - Monday						
1787	Dependra Singh	Supervisior	09:30-19:00	14:30 - 23:58	DELHI	MP
1785	GOVIND RAM CHOUDHARY	HELPER	09:30-19:00	07:33 - 17:02	DELHI	MP
11068	Ikbal Khan	Warranty Ex.	09:30-19:00	09:30 - 19:00	DELHI	MP

Exception Reports

Weekly off Working: Click on this report and select branch, department, month and employee and generate weekly off working report.

Employee Wise

Date	Day	Shift Time	Intime - OutTime	Total Time	Attd	OT	Tour
Employee: 1782: Ganesh Lodika, HELPER							
01/05/2011	Sunday	09:30-19:00	07:35 - 14:20	06:45	1.00	--	No
08/05/2011	Sunday	09:30-19:00	07:35 - 14:02	06:27	1.00	--	No
Employee: 1785: GOVIND RAM CHOUDHARY, HELPER							
01/05/2011	Sunday	09:30-19:00	07:25 - 17:36	10:11	1.00	--	No
08/05/2011	Sunday	09:30-19:00	07:30 - 17:00	09:30	1.00	--	No
Employee: 1787: Dependra Singh, Supervisior							
01/05/2011	Sunday	09:30-19:00	15:30 - 22:00	06:30	1.00	--	No
08/05/2011	Sunday	09:30-19:00	07:16 - 16:11	08:55	1.00	--	No

Date Wise

Code	Name	Designation	Shift Time	Intime - OutTime	Total Time	Attd	OT	Tour
Date: 01/05/2011 - Sunday								
1782	Ganesh Lodika	HELPER	09:30-19:00	07:35 - 14:20	06:45	1.00	--	No
1818	RAJESH KUMAR MEENA	Sr.Helper	09:30-19:00	07:30 - 14:30	07:00	1.00	--	No
1813	Ram Prasad	Sr.Helper	09:30-19:00	07:00 - 14:00	07:00	1.00	--	No
1821	RAMESH CHAND MEENA	HELPER ELECTRICIAN	09:30-19:00	07:30 - 15:00	07:30	1.00	--	No
1791	Surendra Choudhary	Mechanic	09:30-19:00	07:30 - 15:30	08:00	1.00	--	No
1815	VIJAY KUMAR SANKHALA	Sr.Helper	09:30-19:00	07:30 - 17:30	10:00	1.00	--	No
Date: 04/05/2011 - Wednesday								
1898	BANWARI LAL KHAROL	HELPER	09:30-19:00	07:30 - 19:00	11:30	1.00	--	No
1892	DINESH KUMAR BALAI	HELPER	09:30-19:00	07:30 - 17:21	09:51	1.00	--	No
1899	NARAYAN SINGH	HELPER	09:30-19:00	07:30 - 17:30	10:00	1.00	--	No

Formatted Reports

Monthly Attendance: To view monthly attendance click on this report and after selecting branch, department etc choose an employee name and click on "Preview" button. This will display a report as per this screen image:

Cynosure Technologies P Ltd

C-164, Vidhyut Nagar (C)

Gandhi Path

Vaishali Nagar

Jaipur, RAJASTHAN

Employee Monthly Attendance Record - June ,2011   201112

1892- DINESH KUMAR BALAI, HELPER				Father Name : BADRINARAYAN BALAI						Service , JPR 2	
Date	**Day**	**Day Description**	**Shift**	**In Time**	**Out Time**	**Working Hours**		**Total Time**	**Over Time**	**Attendance**
						Hrs.	**Min.**			
01/06/2011	Wed	WeeklyOff	Acc	07:35	17:21	9	51	9.85	0.00	1.00
02/06/2011	Thu	WorkDay	Acc	00:00	00:00	0	0	0.00	0.00	0.00
03/06/2011	Fri	WorkDay	Acc	00:00	00:00	0	0	0.00	0.00	0.00
04/06/2011	Sat	WorkDay	Acc	18:10	00:00	0	0	0.00	0.00	0.00
05/06/2011	Sun	WorkDay	Acc	00:00	00:00	0	0	0.00	0.00	0.00
06/06/2011	Mon	WorkDay	Acc	08:32	18:22	9	50	9.83	0.00	1.00
07/06/2011	Tue	WorkDay	Acc	00:00	00:00	0	0	0.00	0.00	0.00
08/06/2011	Wed	WeeklyOff	Acc	00:00	00:00	0	0	0.00	0.00	0.00
09/06/2011	Thu	WorkDay	Acc	00:00	00:00	0	0	0.00	0.00	0.00
10/06/2011	Fri	WorkDay	Acc	00:00	00:00	0	0	0.00	0.00	0.00
11/06/2011	Sat	WorkDay	Acc	00:00	00:00	0	0	0.00	0.00	0.00
12/06/2011	Sun	WorkDay	Acc	00:00	00:00	0	0	0.00	0.00	0.00
13/06/2011	Mon	WorkDay	Acc	00:00	00:00	0	0	0.00	0.00	0.00

CYNOSURE

Formatted Reports

Monthly Main: This is a main report to calculate an employee's attendance as per the policies and rules. Once you click on this report you will see below screen shot:

After selecting required details (ie branch, dept etc) choose the columns which will display in Monthly main report. At last click on Preview button.

Formatted Reports

After clicking on Preview button, you will see the monthly main report as per this screen shot.

This will show total Presents, Absents, WO days, Holidays, Leaves and Adjusted leaves according applied policies on the employees.

The End