## INDEX

<table>
<thead>
<tr>
<th>CHAPTERS</th>
<th>PAGE NO.</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>3</td>
</tr>
<tr>
<td>SELECTION OF MENU OPTION &amp; NAVIGATION</td>
<td>3</td>
</tr>
<tr>
<td>MENU &amp; SUBMENU</td>
<td>4 - 8</td>
</tr>
<tr>
<td>USING SPECIAL KEYS</td>
<td>9</td>
</tr>
<tr>
<td>ENTERING &amp; SAVING DATA</td>
<td>9</td>
</tr>
<tr>
<td>MODES OF OPERATION</td>
<td>9 - 107</td>
</tr>
<tr>
<td>HOW TO OPERATE SEARCH XML &amp; DELETE OPTIONS IN LIST PAGES</td>
<td>12 - 14</td>
</tr>
<tr>
<td>GENERATING &amp; PRINTING OF REPORTS</td>
<td>108 - 112</td>
</tr>
</tbody>
</table>
1.0 INTRODUCTION

The User acceptance document of ARMS – ATTENDANCE RECORD MANAGEMENT SYSTEM is based on the concept to have an acceptance from the user on the amicable access of the system and to enrich the user with knowledge on the functional aspects of the system.

2.0 SELECTION OF MENU OPTION & NAVIGATION

Being a Web based application the Menu Option & Navigation is as stated below

Menu can be selected by

- MOUSE CLICK

Navigation using MOUSE AND TAB KEY

To move between fields/blocks in a screen:

2.1.1 MOUSE: Normal Functioning of Mouse - Double Click left key of the mouse to open any menu (settings (left r right click) may differ based on the mouse settings of the user’s System). Set the cursor on the field to be keyed in with data.

Moving the Cursor the Menu will display the sub menu in it, the detailed description of the Menu’s and Sub Menu’s is given below for user friendly access, clicking the mouse on the selected menu (or) submenu will lead to the concerned Module based on access permit set by the Administrator.

2.1.2 TAB KEY: HIGHLIGHTS / SET FOCUS ON THE FIELDS OF THE MODULE. PRESS <ENTER> KEY TO SAVE OR CANCEL THE CONCERNED PAGE.
3.0 MENU & SUB MENU

Main Menu Layout:

Sub Menu Layout:

- Masters
  - Ministry
  - Department
  - Division
  - Section
  - Site Master
  - Class
  - Job Title
  - Year Settings

Main Menu
**Reports:** This window has Three Main Menu and Sub Menu’s classified in it:

**Main Menu:**

- Parameters
  - Shifts
  - OT Types
  - Leave Type
  - Permission
  - Seminar Types
  - OT Setup
  - Holidays
  - Seminar

- Activities
  - Seminar Settings
  - Bulk Attendance
  - Bulk Permissions
  - Leave Entry

- Process
  - Attendance Process
  - Year End Process
3.0.1 USING SPECIAL KEYS – No SPECIAL KEYS

4.0 ENTERING & SAVING DATA

Every data being entered in the Module of the application is being Validated using formats, data type and based on Mandatory condition.

**Format Validation:** E.g. The date format entered has to be in “dd/mm/yyyy” which is displayed near the corresponding text fields of the module. On entering of incorrect format an error message is prompted to make the user aware of the incorrect format.

**Data Type:** Certain fields like time, date should be numeric on key-in of any other character other than numeric, it will prompt an error message.

**Mandatory Condition:** Mandatory Fields have been marked with “ * ” symbol, which will prompt an error message on user attempting to save the fed details either by failing to enter the data or by skipping the field without entering any data to it.

Every screen / module for creation of any new information is provided with a `<save>` and `<cancel>` button.

On clicking the save the following message box is displayed:

![Message Box](image.png)

The Record has been created successfully!!
On clicking the <ok> button (by navigating the mouse on the <OK> button and double clicking it) will save the entered data / information and will lead the user to view the corresponding list page with the saved data.

5.0 MODES OF OPERATION

To Access all the Screens the user should have access permission/User-right set by the administrator for the corresponding login. If access is denied for any module, contact the administrator to confirm/check on the set access privileges.

NAVIGATION THROUGH MODULES (SCREEN WISE DESCRIPTION) Follows:

LOGIN PAGE

Objective: To login to the application

Login Screen:

This is the default screen the user views which has the Login ID and Password fields to key in to the System

Input:

Login ID: Text or alphanumeric “xxxx” e.g “admin” or “user1980” (the login id of the concerned user) and is not case-sensitive.
Password: Text or alphanumeric “xxxx” e.g “varunsaju1980” as provided to the user and is case-sensitive
Output:

- In case of invalid login id / password the screen is displayed beneath the “GO” Button:
  - “Please Enter the Correct Login ID / Password”

- On providing the correct Login Id and Password the viewer / user is directed to the Home page
6.0 HOW TO OPERATE SEARCH EDIT & DELETE OPTION IN ALL LIST PAGE

SEARCH:

This option is available in the List pages of all the Modules wherever the information is listed. Search can be executed on all the available headers following the Edit image in the selected list page.
Steps to Search/Input:

- Click the “Show Search” Icon
- Select the Header from the dropdown to search accordingly e.g Status, Ministry Name

- Select the operator for search in the next dropdown list box
Enter the text according to the Header and click “Search”, for e.g. If you click Status then enter “YES” (or) “NO” in the text box, for “Like” Operator just two letters of the word to be searched is enough whereas “=” requires the full word.

Output:

- The system will display the search result.
• If No relevant record found the following message is displayed:

![Microsoft Internet Explorer dialog box with message 'No Record(s) Found!']

• To return to normal screen click hide search icon(refer pointed arrow)
**EDIT:**

**Input:**

1. To Edit any record Click the Edit icon of the Corresponding row of the record

2. On Clicking the Edit Option it will be directed to the Page where the details of the record are available to edit
• Do the necessary amendments
• Click Save

Output:

• The above message box is displayed for all Modules.
• **On Editing an existing Division or Section** the following Message is displayed

• Click OK
• Returns to the list page
**DELETE:**

**Input:**

- Click the Delete icon

**Output:**

- Returns to the list page after deletion of the concerned record
- Exceptional cases deletion is not possible for any entry which has reference to any other transaction record, system displays a relevant message on such case, if any.
OTHER COMMON FUNCTIONS

BROWSE BUTTON (BULK ATTENDANCE & BULK PERMISSION MODULES):

STEPS INVOLVED:

1. On Clicking the Browse button the following pop-up Window is displayed:

   ![Screen shot of Browse button pop-up](image)

   - **Option 1**: "#1" – Facilitates search with filters based on Ministry, Department, Division, Section and Site on clicking the adjacent “FETCH” button after selection.
   - **Option 2**: "#2" – Facilitates search based on National ID (or) with just “2” letters of Surname of the employee on clicking the adjacent “FETCH” button after entering the Preferred details.

2. The Screen has two options to search the employees:

   - **Option 1**: “#1” – Facilitates search with filters based on Ministry, Department, Division, Section and Site on clicking the adjacent “FETCH” button after selection.
   - **Option 2**: “#2” – Facilitates search based on National ID (or) with just “2” letters of Surname of the employee on clicking the adjacent “FETCH” button after entering the Preferred details.

3. Click the Checkbox of the employee whose transaction/attendance to be entered / effected through the accessed module (Please refer the indicators in the picture).

4. Then Click the “ADD” Button and then the “SUBMIT” Button.

5. The Information of the selected employees will be carried to the accessed Module for the user to proceed.
BROWSE BUTTON (FOR OTHER MODULES):

STEPS 1, 2 AND 5 REMAINS THE SAME.

- After Step 2 just move the mouse on the National ID of the employee as shown below and Click It which leads to step 5.

- The Information of the selected employees will be carried to the accessed Module for the user to proceed.
Module: Masters

Ministry:

Access Mode: Master------------- > Ministry

Objective: To key in the Ministry Details.

To Create a New Ministry:

- Click the Create New Ministry link in the Ministry list page (refer the arrow indication)
Input:

- Ministry Name: Text “XXXXX” e.g “Ministry of Finance”
- Description: Text “XXXXXXXXXXXXXXXXX” e.g “Deals with Financial Affairs of the Country”

Output:

- Displays the below message and returns to the list page
**Department:**

Access Mode: **Master** > **Department**

Objective: To key in the Department details pertaining to each Ministry.

On select and click of department in the menu the list page is displayed:
**List pages with more than 20 records will display the “NEXT” and “LASTPAGE” icons which help to navigate to the next page/last page for viewing the records (refer arrow indication)**

**To Create a New Department:**

- Click the Create New Department link in the Department list page (refer arrow indication in the above picture)

```
<table>
<thead>
<tr>
<th>S.No</th>
<th>Ministry</th>
<th>Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ASCAS</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>CSDF</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>FIRST MINISTRY</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>FOR AUDIT REPORT</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>HUMAN RESOURCES</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>MCSAF</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>MINISTRY FOR AUDIT REPORT</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>MINISTRY MINISTRY</td>
<td></td>
</tr>
</tbody>
</table>
```

- On Clicking “CANCEL” all the information of the page will be cleared
- On Clicking “List Departments” the application returns to the list page of Department Sub Module(refer arrow indication)

**Input:**

- Department Name: Text “XXXXX” e.g “Test Department”
- Description: Text “XXXXXXXXXXXXXXXXX”
- Select the Ministry by checking the checkbox of the concerned Ministry(refer arrow indication)
- Click “Save”, the following message is displayed

**Output:**
• On clicking “OK” the user is directed to the list page

**Division:**

**Access Mode:** Master-------------> Division

**Objective:** To key in the existing Divisions in a Ministry and Department

• On Clicking Division the user is directed to the List page:
To Create a Division:

- Click the “Create Division” in the Division list page (refer arrow indication)

Input:

- The user is directed to the below page:
- Division Name: Text “XXXXX” e.g “Test Division”
- Description: Text “XXXXXXXXXXXXXXXXX” e.g “Division for Road Maintenance”
- Select by Clicking the Department (or) Ministry which ever is the last in the hierarchy of the Ministry before the division. If Division falls under a Department of the Ministry select the department alone (refer indication in the above screen).
- If the Division falls under the Ministry directly without any department in between, select the ministry alone by clicking the checkbox adjacent to the Ministry name (refer below screen).

![Division Entry Screen](image)

- If No Division exists then it is not necessary to create any division.

**Output:**

- Click “Save” which displays the below message

![Save Confirmation](image)

- On Clicking OK the information is saved and the user is directed to the list page
- On Clicking “CANCEL” all the information of the page will be cleared
- On Clicking “List Division” the application returns to the list page of Division Sub Module (refer arrow indication)
Section:

Access Mode: Master---------- > Section

Objective: To key in the available Section details.

- On Clicking Section the user is directed to the list page of Section Sub Module
To Create a Section:

- Click the Create Section in the Section list page (refer indication above)

**Input:**

- Section Name: Text “XXXXX” e.g “Test Section”
- Description: Text “XXXXXXXXXXXXXXXX”
- Select the last link in the hierarchy of the section i.e. the division or the department or the Ministry of the Section which ever is applicable. For e.g if the section is linked to Admin Department of the concerned Ministry and not to any division though the ministry has division, just select the department by clicking the relevant checkbox. If it falls directly under that ministry only ministry name to be checked.
• If there is NO section under a Ministry create a section named “No Section for Ministry XXXX(name of the Ministry)”.

• Without completing the creation of SECTION in this way the application will not fetch the expected results in other modules as these are master fields. Only Department and Division if does not exist can be left without being created.

• Click “Save” after completing the link as stated above. The following message is displayed

![Microsoft Internet Explorer](image)

**Output:**

- On Clicking OK the information is saved and the user is directed to the list page
- On Clicking “CANCEL” all the information of the page will be cleared
- On Clicking “List Section” the application returns to the list page of Section Sub Module(refer indication below)
Site Master:

Access Mode: Master---------> Site

Objective: To key in the Site Details.

- On Selecting the “Site Master” from the Menu the List page of site is displayed.
To Create a New Site:

- Click the Create Site in the Site list page (refer arrow indication)

Input:

- Site Name: Text “XXXXX” e.g “Test Site”
- Location: Text “XXXXXXXXXXXXXXXXX” e.g “ATOM House building
- Clocker Machine No: Numeric to be separated by comma”,,” for every machine number (Machine no. has only 3 digits)
- Description: Text “XXXXXXXXXXXXXXXXX”
- On Clicking “CANCEL” all the information of the page will be cleared
- On Clicking “List Site” the application returns to the list page of Site Master Sub Module(refer comment above)
- Click “Save” after completing the link as stated above. The following message is displayed

Output:

- On Clicking OK the information is saved and the user is directed to the list page
**Class:**

Access Mode: **Master** > **Class**

Objective: To Create/Edit/View the **Class/Classes**

- Select the Class from the Menu to view the list page as below:

![Class List](image)

**To Create a New Class:**

- Click the “**Create Class**” in the Class list page (refer indication above) the below page is displayed:
Input:

- Class Name: Text “XXXXX” e.g “Test Class”
- Description: Text “XXXXXXXXXXXXXXXX”
- On Clicking “CANCEL” all the information of the page will be cleared
- On Clicking “List Class” the application returns to the list page of Class- Sub Module (refer comment above)
- Click SAVE after the data is keyed in. The following message is displayed

Output:

- On Clicking OK the information is saved and the user is directed to the list page
Job Title:

Access Mode: Master---------- > Job Title

Objective: To key in the available Job Titles.

- Select Job Title from the Menu to view the list page (refer indication below)

To Create a New Job Title:

- Click the “Create Job Title” link in the Job Title list page (refer indication above)
Input:

- Job Title: Text “XXXXX” e.g “Executive Admin” (refer comment above)
- Description: Text “XXXXXXXXXXXXXXXX”
- On Clicking “CANCEL” all the information of the page will be cleared
- On Clicking “List Job Title” the application returns to the list page of Class- Sub Module (refer comment above)
- Click “SAVE” after the data is keyed in. The following message is displayed

Output:

- On Clicking OK the information is saved and the user is directed to the list page
Year Settings:

Access Mode: Master------------- > Year Settings

Objective: To key in the Maximum Hours to be covered for Over Time Eligibility of the Financial/Accounting Year.

- Select the Year Settings in the Menu as displayed below and it will direct to the list page (refer indication below)

To Create a New - Year Setting:

- Click the “Create Year” in the Year list page (refer comment above), the user is directed to the below screen:
Input:

- Year Title: Numeric e.g “2005” (Only current year of implementation of the system to be entered)(refer comment above).

- Enter the OT Limit (the maximum hours to be covered for OT Eligibility) in OT Time [Min] per Week – Hours in numeric format e.g “2400”

- On Clicking “CANCEL” all the information of the page will be cleared

- On Clicking “List Years” the application returns to the list page of Year Settings- Sub Module(refer comment above)

- Click “SAVE” after the data is keyed in. The following message is displayed

Output:

- On Clicking OK the information is saved and the user is directed to the list page
Module: EMPLOYEE

The Employee Module has the following Sub Modules:

**Employee List:**

Access Mode: **Employee** > **Employee List**

Objective: To store and have Quick view on details of Employees.

- On Clicking the Employee List menu the user is directed towards the Employee list page as shown below:

![Image of Employee List](image.png)

**fig (1)**
• Click the Fetch Button to the view the list of all the employees as listed below:

Employees can be selected using the search option (as detailed earlier in page no. 12-14).

Employees can be select based on alphabets by following the below steps:

1. Select the first alphabet of the employee’s Surname by clicking on the alphabet
2. Then Click the fetch button, it will display all the employees starting with the selected alphabet

Click the “Create Employee” link (refer indication in fig (1)) to navigate to the below page

To Create / Add New Employee:
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>National ID</td>
<td>* Not less than 14 Digits</td>
</tr>
<tr>
<td>Sur name</td>
<td>*</td>
</tr>
<tr>
<td>First Name</td>
<td>*</td>
</tr>
<tr>
<td>Maiden Name</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Region</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Mobile No</td>
<td></td>
</tr>
<tr>
<td>Email Id</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td><em>(DD/MM/YYYY)</em></td>
</tr>
<tr>
<td>Date of Joining Services</td>
<td><em>(DD/MM/YYYY)</em></td>
</tr>
<tr>
<td>Date of First Appointment</td>
<td><em>(DD/MM/YYYY)</em></td>
</tr>
<tr>
<td>Date of Confirmation</td>
<td><em>(DD/MM/YYYY)</em></td>
</tr>
<tr>
<td>Date Left</td>
<td><em>(DD/MM/YYYY)</em></td>
</tr>
<tr>
<td>Appointed Ministry</td>
<td>* AMRU MINISTRY</td>
</tr>
<tr>
<td>Date Of Present Appointment</td>
<td></td>
</tr>
<tr>
<td>Present Ministry</td>
<td>* Select</td>
</tr>
<tr>
<td>Present Department</td>
<td>* Select</td>
</tr>
<tr>
<td>Present Division</td>
<td>* Select</td>
</tr>
<tr>
<td>Present Section</td>
<td>* Select</td>
</tr>
<tr>
<td>Class</td>
<td>A GRADE</td>
</tr>
<tr>
<td>Job Title</td>
<td>ASSISTANT ENGINEER</td>
</tr>
<tr>
<td>Default Site</td>
<td>AIR MAURITIUS</td>
</tr>
<tr>
<td>Shift Type</td>
<td>CREATE SAMPLE TEST</td>
</tr>
<tr>
<td>Authorized Personnel for</td>
<td></td>
</tr>
<tr>
<td>Attendance</td>
<td>OT Eligible</td>
</tr>
<tr>
<td>Sex</td>
<td>Male or Female</td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>

Save  Cancel
Input:

- To Navigate back to the List page click “List Employees” (refer indication above)
- National ID: Alphanumeric “XXXXXX” e.g “S587582157144N”
- Surname: Text “XXXXXXXXXXXXXXXX” e.g “Raghunathan”
- First Name: Text “XXXXXXXXXXXXXXXX” e.g “Sudha”
- Maiden Name: Text “XXXXXXXXXXXXXXXX” e.g “Sannassi”
- Address: Alphanumeric e.g “34 Laplace street”
- Region: Text “XXXX”, “La Louis”
- Phone No.: Numeric, e.g 2345854
- Mobile No.: Numeric, e.g 9478562
- Email id: email format e.g testref@gmail.com
- Date of Birth = “DD/MM/YYYY”. The date can be selected from the calendar next to the box.
- Date Of Joining Services = “DD/MM/YYYY”. The date can be selected from the calendar next to the box.
- Date of First Appointment = “DD/MM/YYYY”. The date can be selected from the calendar next to the box.
- Date of Confirmation = “DD/MM/YYYY”. The date can be selected from the calendar next to the box.
- Date Left = “DD/MM/YYYY” (applicable only for left employees). The date can be selected from the calendar next to the box.
- ‘Date Left’ for the employee should be entered who will be no more working for the Organization, so that the employee name will not be displayed in the absent list.
- Appointed Ministry – To be selected from the provided dropdown.
- Date of Present Appointment = “DD/MM/YYYY”. The date can be selected from the calendar next to the box. (applicable for employee who have the appointed and present ministry as different ministries)
- Select the Present Ministry from the dropdown, the page will load the relevant departments.
- Select the Present department from the dropdown on selection the page will load the relevant divisions under the selected department else NONE if no department.
- Select the division of the employee or NONE if no division.
• Select the section of the employee or the **section created to indicate** that there is no **section** for the selected division or department or Ministry. (Please refer notes on creation of section stated earlier)

• Select the applicable Class, Job Title, Default site and Shift Type from the provided Dropdown list box list boxes.

• Click the Check boxes of OT eligible and Authorized Personnel for attendance, if the concerned employee is eligible for OT and if he/she is an authorized personnel to authorize attendance / leave through the application via Bulk-Attendance, Bulk-Permission, Leave Entry, Seminar Settings Modules.

• Select the Option for sex by clicking Male (or) Female

• Fill in the Remarks, if any, e.g Text “XXXXXXXXXXXXXXXXXXX”

• Click the “Leaves” link (refer arrow indication above) to navigate to the below page to set the leaves for the concerned employee based on his eligibility.

On Clicking “List Employees” link in the “Main” / “Leaves” page the user can return to the list page. If the user returns to the list page from the “Leaves” page the information will be saved and where as if he returns from the Main page before saving he will lose the entered information.
- Select the Leave Name to be availed to the employee from the dropdown (as indicated) from the list of leaves which the employee is eligible for. System by default loads the dropdown with the eligible leaves the user needs to just select the leave to assign and the form will be loaded with the relevant details as below:

![Screenshot of Employees List](image)

- After the system has loaded with the eligible days (these data are based on the values and parameters set while creating the Leave Type in the Parameters Module). The user can edit the eligible days, leave taken if any based on the previous records existing prior to the implementation of this application.
- On editing the eligible days and leave taken the system automatically calculates and displays the available days.
- Click **ADD** to add the selected leave to the grid as displayed above.
- System provides “EDIT” and “DELETE” option to enable the user to do edit and delete at any part of time during the above process of assigning a leave type to the concerned employee.
- On Clicking “EDIT”, the below screen is displayed:
On Clicking Edit the corresponding leave details is displayed as above
Do the necessary changes and “UPDATE” it
• Click “MAIN” link to return to the Main page of the “Create Employee” sub module (refer fig(2) below)

• Click SAVE

Output:

• The below message is displayed

![Image](image)

• Click “OK” and the screen will navigate to list page.
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>National ID</td>
<td>AL254545444444</td>
</tr>
<tr>
<td>Sur name</td>
<td>THRIU</td>
</tr>
<tr>
<td>First Name</td>
<td>ARLIN PONDY</td>
</tr>
<tr>
<td>Maiden Name</td>
<td>SCOPDF</td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Region</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
<tr>
<td>Mobile No</td>
<td></td>
</tr>
<tr>
<td>Email Id</td>
<td>Thunnu66kkreraura</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>01/04/1975 (DD/MM/YYYY)</td>
</tr>
<tr>
<td>Date of Joining Services</td>
<td>01/04/2008 (DD/MM/YYYY)</td>
</tr>
<tr>
<td>Date of First Appointment</td>
<td>(DD/MM/YYYY)</td>
</tr>
<tr>
<td>Date of Confirmation</td>
<td>01/05/2008 (DD/MM/YYYY)</td>
</tr>
<tr>
<td>Date Left</td>
<td>(DD/MM/YYYY)</td>
</tr>
<tr>
<td>Appointed Ministry</td>
<td>APPLI MINISTRY</td>
</tr>
<tr>
<td>Date of Present Appointment</td>
<td></td>
</tr>
<tr>
<td>Present Ministry</td>
<td>MINISTRY OF IT</td>
</tr>
<tr>
<td>Present Department</td>
<td>Rome</td>
</tr>
<tr>
<td>Present Division</td>
<td>None</td>
</tr>
<tr>
<td>Present Section</td>
<td>TESTING</td>
</tr>
<tr>
<td>Class</td>
<td>E RAGE</td>
</tr>
<tr>
<td>Job Title</td>
<td>ASSISTANT ENGINEER</td>
</tr>
<tr>
<td>Default Site</td>
<td>AIR MAURITIUS</td>
</tr>
<tr>
<td>Shift Type</td>
<td>MONDAY TO FRIDAY SHIFT</td>
</tr>
<tr>
<td>Authorized Personnel for</td>
<td></td>
</tr>
<tr>
<td>Attendance (Click if &quot;YES&quot;)</td>
<td></td>
</tr>
<tr>
<td>Sex</td>
<td>Male</td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>
Card Settings:

Access Mode: Employee > Card Settings

Objective: To key in and view the Details of employee issued with access card and details pertaining to the card.

- On Clicking the “FETCH” button the list page will be displayed as below:

- An access card number can be assigned to another person by changing the STATUS of the existing person as inactive using the edit option

- Edit option allows only to change the status and the validity period and is restricted on user access.
To Create / Add New Access Card detail:

- Click the “Create Access Card” link in the Access Card List page (refer indication above)

- On clicking the “List Card” link the user can navigate back to the list page (refer indication above)

Input:

National ID: Fetch by Clicking browse button (refer operation mode detailed in page 20 above)

Card Number: Six digit number e.g “123456” of access card provided to the employee

Active From: Date format DD/MM/YYYY (Card date of activation)

Valid Upto: Date format DD/MM/YYYY (Card Expiry Date)

Remarks: Text e.g “XXXX” Enter Remarks if any.

The system will display the previous card details, if any as below:
The fields marked with an Asterisk * are Mandatory

<table>
<thead>
<tr>
<th>National ID</th>
<th>A125454544464J</th>
</tr>
</thead>
<tbody>
<tr>
<td>Card Number</td>
<td></td>
</tr>
<tr>
<td>Date Joined</td>
<td>02/04/2008</td>
</tr>
<tr>
<td>Services</td>
<td></td>
</tr>
<tr>
<td>Active From</td>
<td>(DD/MM/YYYY)</td>
</tr>
<tr>
<td>Valid Upto</td>
<td>(DD/MM/YYYY)</td>
</tr>
<tr>
<td>Active</td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
</tr>
</tbody>
</table>

Previous Card Details

<table>
<thead>
<tr>
<th>S.No</th>
<th>Card Number</th>
<th>Issued Date</th>
<th>Validity</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>435345</td>
<td>01/01/2010</td>
<td>01/01/2011</td>
<td>Y</td>
</tr>
</tbody>
</table>

- Click **SAVE**
- The below message is displayed

![Microsoft Internet Explorer message]

- On Clicking **OK** the screen navigates to the List page.
• While creating the new access card number, if the user had entered the already existing Access card number, the following pop-up window will be displayed.

The page at http://58.68.42.104 says:

There are 1 valid card(s) exist. The Record has been created successfully!!

• On Clicking OK the screen navigates to the List page.

Clocking For Night Shift Employees:

When a Night Shift Employee clocks out, a Special Card should be used.

• At the time of Clocking In, only Access Card should be used.
• At the time of Clocking Out, first the Special Card and immediately the Access Card should be used.

Appointment Pending:

Access Mode: Employee---------- >Appointment Pending

Objective: To Provide details on Employee’s appointment status. (List of Employees who do not have the Date of Confirmation provided in the Employee details)
• On clicking the **FETCH** button the list is displayed as below:

![Show Search](image)

<table>
<thead>
<tr>
<th>SL.No</th>
<th>National ID</th>
<th>Surname</th>
<th>First Name</th>
<th>Ministry Name</th>
<th>Date Of Join</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>D123456789012K</td>
<td>trigan</td>
<td>trigan</td>
<td>AMMU MINISTRY</td>
<td>01/05/2009</td>
</tr>
<tr>
<td>2</td>
<td>D123456789012K</td>
<td>deepu</td>
<td>deepu</td>
<td>MINISTRY OF IT</td>
<td>10/03/2007</td>
</tr>
<tr>
<td>3</td>
<td>B123456789021A</td>
<td>Avoki</td>
<td>Avoki</td>
<td>TEST MINISTRY</td>
<td>15/11/2006</td>
</tr>
<tr>
<td>4</td>
<td>B001122334455B</td>
<td>abay</td>
<td>abay</td>
<td>TRANSPORT</td>
<td>15/07/2000</td>
</tr>
</tbody>
</table>

• On Clicking the edit image (refer indication above) the screen navigates to the below page:

![Main | Leaves](image)

**Input:**

• Date of Confirmation: Date format “DD/MM/YYYY”. Date can be even selected by Clicking the calendar image adjacent to the text box.
• Then click “Leaves” refer indication above to navigate to the below page to assign leaves to the employees, this action will automatically save the date of confirmation to the employee details before navigating to the below page:

• Even if the user clicks the save page the application in the MAIN page without proceeding with the above step, still the application by itself navigates to the below page for assigning leaves that are applicable from Date Of Confirmation along with leave details of Current year being displayed as a table below for easy reference.

- Select the Leave Name from the dropdown list box
- Rest of the Procedures remain the same to “LEAVES” page of employee details entry page (refer page no. 42 – 44).
Output:

- On Clicking “ADD” after selecting a leave type and keying the values it prompts for a “SAVE MESSAGE” as below:

![Record Updated Successfully]

- On Clicking Close the below message is displayed and the screen navigates to the List page:

![The Record has been Modified Successfully]

**MODULE – ADMIN**

The Module has the following sub modules (refer indication below)
**User Groups:**

Access Mode: **Admin ----------- > User Groups**

Objective: To view the list of user groups available and to create new user groups

**To Create a User Group**

- Click the "Create User Group" in the User Group List page (refer indication above)
On Clicking “List User Groups” link (refer indication above) the user can navigate to the list page.

**Input:**

- **Group Name**: Text “XXXX” e.g “Test group”
- **Description**: Text “XXXXXXXXXXXXXXXX”, if any.
- Click **SAVE**

**Output:**

- The below message is displayed to confirm the action:

  ![Confirmation Message](image)

- On Clicking **OK** the screen navigates to the list page

**Group Access:**
Access Mode: Admin---------- > Group Access

Objective: To Manage the access of different user groups for accessing the application

<table>
<thead>
<tr>
<th>Module Name</th>
<th>Function Name</th>
<th>Allow View</th>
<th>Allow Add</th>
<th>Allow Edit</th>
<th>Allow Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters</td>
<td>Class</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>Department</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>Division</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>Job title</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>Ministry</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>Section</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>Site</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Masters</td>
<td>Year settings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Update

Input:
- Select **Group name** from the dropdown list box
- Select **Module Name** from the dropdown list box

![Module Name](image1)

- Click the check box of “Allow View”, “Allow Add”, “Allow Edit”, “Allow Delete” based on the access to be provided for the corresponding function

![Module Name](image2)
• Click the update button to apply the settings to the concerned user group.

Output:

• Click **UPDATE**

• Update message is displayed below the grid as displayed above(refer indication)

• The access needs to be for every module and its functions in order to have proper functioning in accordance to preferred user rights.

Users:
Access Mode: **Admin** > **Users**

Objective: To view the list of Users and details pertaining to user loginID, User group etc. It supports the administrator to manage and create different users under different user groups.

- On Clicking the **USERS** menu the screen navigates to the below page:

- On clicking the **FETCH** button (refer indication) the page is displayed with list as below:

**To Create a User**

- On Clicking the **Create User** the screen navigates to the below page:
• National ID: Fetch by Clicking browse button (refer page no. 19 for operational details)
• User Group: Select from the drop down provided.
• LoginID : alphanumeric “XXXXXX” e.g “test1980”
• Expiry status: If Never expired is clicked then system will remove the Valid Upto and Days of Warning from being displayed. if not then days of warning (2 or 3 ) and Valid Upto (date) to be filled in as displayed.(refer indication above)
• Site Access: Select All or Own option based on the access to be provided.
• Ministry Access: Select All or Selected option based on the access to be provided
• Department Access: Select All or Selected option based on the access to be provided
• Division Access: Select All or Selected option based on the access to be provided
• Section Access: Select All or Selected option based on the access to be provided
• On Selection of the access as All or Selected the tree gets expanded to show the opted selection
• On clicking the near the corresponding ministry the user can view the hierarchy view of the Ministry being expanded like Ministry – Department-Division-Section for quick and easy reference view.
• The user will be able to see the Ministries based only in accordance to his rights i.e the user can create another user only under his ministry provided he has been extended with rights to access the relevant modules and to view the details of the Ministries for which he has access to.
• Password and Confirm Password: Alphanumeric, minimum of 6 characters is must and is case sensitive.
• Click SAVE
Output:

- The below message is displayed

![Microsoft Internet Explorer dialog box with message: The Record has been created successfully!!]

- On Clicking **OK** the screen navigates to the list page.
MODULE – Parameters

- The Sub Modules are as follows:

**Shifts:**

Access Mode: **Parameters** > **Shifts**

Objective: To view the details of available shifts and to create new shifts
To Create a new Shift:

- Click the “Create Shift” in the Shift List page (refer arrow indication above), the screen navigates to the below page:

To return to list page click “List Shifts” (refer arrow indication above)

**Input:**

- **Shift Name**: Text “XXXX” e.g “Monday to Friday shift” or “Shift one”
- **Description**: Text “XXXXXXXXXXXXXXXXXXXXX” e.g “Shift for Officer’s Cadre”
- **In Time**: Numeric Hours and Minutes (08:45)
- **Out Time**: Numeric Hours and Minutes (16:00)
- **Bank In MM**: If Banking is applicable for a particular category enter the minutes (e.g 15 ) to be banked during In Time of the Shift. If not enter “00”
- **Bank Out MM**: If Banking is applicable for a particular category enter the minutes (e.g 30 ) to be banked during Out Time of the Shift. If not enter “00”
- **Grace In Time**: Minutes
- **Grace Out Time**: Minutes
- Click **SAVE**

**Output:**

- On Clicking **OK** the screen navigates to the shift list page
**Flexi:**
Access Mode: Parameters > Flexi
Objective: To view the details of available Flexi and to create new Flexi.

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Date</th>
<th>Shift Name</th>
<th>Ministry</th>
<th>Department</th>
<th>In Time</th>
<th>Core In/Out Time</th>
<th>Core Out/In Time</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>ASDASD</td>
<td>Ministry of Commerce and Cooperatives</td>
<td></td>
<td>00:00</td>
<td>02:00</td>
<td>00:12</td>
<td>12:00</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>BANK NO OT NIGHT</td>
<td>Ministry of Labour</td>
<td></td>
<td>18:00</td>
<td>20:00</td>
<td>00:45</td>
<td>23:00</td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>BANK OT NS</td>
<td>Tourism</td>
<td></td>
<td>18:00</td>
<td>20:00</td>
<td>00:45</td>
<td>23:00</td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>BANKING AND OT</td>
<td>Ministry of Perishable Metals and Fertilizer</td>
<td></td>
<td>09:00</td>
<td>10:00</td>
<td>00:45</td>
<td>19:00</td>
</tr>
<tr>
<td>5</td>
<td></td>
<td>BANKING NO OT</td>
<td>Ministry of Perishable Metals and Fertilizer</td>
<td></td>
<td>07:00</td>
<td>10:00</td>
<td>00:43</td>
<td>19:00</td>
</tr>
<tr>
<td>6</td>
<td></td>
<td>MINE</td>
<td>Ministry of Perishable Metals and Fertilizer</td>
<td></td>
<td>08:00</td>
<td>10:00</td>
<td>00:45</td>
<td>19:00</td>
</tr>
<tr>
<td>7</td>
<td></td>
<td>FLEXI HAS NO BANK</td>
<td>Ministry of Perishable Metals and Fertilizer</td>
<td></td>
<td>01:00</td>
<td>02:00</td>
<td>00:12</td>
<td>12:00</td>
</tr>
<tr>
<td>8</td>
<td></td>
<td>FLEXI BY THRU TWELVE</td>
<td>Ministry of Perishable Metals and Fertilizer</td>
<td></td>
<td>09:17</td>
<td>11:14</td>
<td>00:30</td>
<td>20:00</td>
</tr>
<tr>
<td>9</td>
<td></td>
<td>FLEXI HAS BANKING</td>
<td>Ministry of Perishable Metals and Fertilizer</td>
<td></td>
<td>09:45</td>
<td>10:48</td>
<td>00:46</td>
<td>19:25</td>
</tr>
<tr>
<td>10</td>
<td></td>
<td>GENERAL NO</td>
<td>Ministry of Perishable Metals and Fertilizer</td>
<td></td>
<td>08:10</td>
<td>10:20</td>
<td>00:45</td>
<td>18:30</td>
</tr>
<tr>
<td>11</td>
<td></td>
<td>JAGA NIGHT FLEXI</td>
<td>Ministry of Perishable Metals and Fertilizer</td>
<td></td>
<td>20:00</td>
<td>22:00</td>
<td>00:30</td>
<td>28:00</td>
</tr>
<tr>
<td>12</td>
<td></td>
<td>JGDASGASG</td>
<td>Ministry of Perishable Metals and Fertilizer</td>
<td></td>
<td>18:00</td>
<td>20:00</td>
<td>00:12</td>
<td>28:00</td>
</tr>
</tbody>
</table>

**To Create a New Flexi:**
- Click the “Create Flexi” in the Flexi List page (refer arrow indication above), the screen navigates to the below page:

**Input:**
- **Flexi Name:** Text “XXXX” e.g. “Monday to Friday shift” or “Shift one”.
- **Ministry:** Select the appropriate Ministry.
- **Department:** Select the appropriate Department.
• **Description**: Text “XXXXXXXXXXXXXXXXXXXXXXXXX” e.g “Shift for Officer’s Cadre”
• **Flexi In**: Numeric Hours and Minutes (00:00 format)
• **Core In**: Numeric Hours and Minutes (00:00 format)
• **Lunch Break mm**: Minutes
• **Core Out**: Numeric Hours and Minutes (00:00 format)
• **Flexi Out**: Numeric Hours and Minutes (00:00 format)
• **Required Time**: Numeric Hours and Minutes
• **Bank In mm**: Minutes
• **Bank Out mm**: Minutes
• **Grace In Time**: Minutes
• **Grace Out Time**: Minutes
• **Morning Leave Duration**: Minutes
• **Evening Leave Duration**: Minutes
• **Status**: Active / Inactive
• **Click SAVE**

**Output:**

![Microsoft Internet Explorer alert](image)

The Record has been created successfully!!

On Clicking **OK** the screen navigates to the Flexi List Page.

**OT Types:**

**Access Mode**: Parameters---------- > OT Types

**Objective**: To view the list of available OT Types and to create different OT types applicable for the employees.
To Create an OT Type:

- Click the “Create OT Type” in the OT Type list page to navigate to the below page to create a new OT Type:

- At any part of the process before saving the page clicking “List OT Types” will navigate the screen to the List page without saving or storing the entered information.
Input:

- **OT Type name**: Text “XXXXX” e.g “Single OT”
- **Description**: Text “XXXXXXXXXXXXXXXXX” e.g paid at 1.5 hourly rate.
- **Work rate**: (Rate per hour) Decimal e.g “1.50”
- Normal Working Hours will also be created as an OT Type by default with work Rate 1.00. If not created User should create following the above steps despite other OT types.
- Click **SAVE**

Output:

- The below message is displayed:

```
Microsoft Internet Explorer

The Record has been created successfully!!

OK
```

- On Clicking OK the screen navigates to the list page

**Leave Type:**

Access Mode: **Parameters** -------- > **Leave Type**

Objective: To list the available leave types and to create new leave types based on the service level of the employee (Date of Joining, Date of First Appointment, Date of Confirmation).
To Create a New Leave Type:

- Click the “Create Leave Type” in the Leave Type list page to navigate to the below screen and create new leave types
Input:

- On Clicking the link "List Leave Types" (refer indication above) the screen navigates to the list page.
- Page is displayed as two page links MAIN and PARAMETER (refer indication above)
- In the MAIN Page the following inputs are required:
  1. **Leave Name**: Text “XXXX” e.g “CASUAL LEAVE”
  2. **Description** - Multi-line text box “XXXXXXXXXXXX” “Leave for casual purpose”
  3. **No. of Days**: Numeric (number of days applicable in a year.) e.g 12 or 15
4. Select the Option ‘Male’ (or) ‘Female’ (or) ‘Both’. For e.g while creating Maternity leave the option Female needs to be selected.

5. **Date of Applicable**: Click the option (i.e the effective date). To indicate the system whether this leave can be assigned to an employee who has Date of Joining or Date of First Appointment or Date of Confirmation.(This helps in automatic display of relevant leave types to the employee in accordance to their informations like DOJ, DOFA, DOC provided in the employee entry page(refer leaves page of employee entry page in Employee Module).

6. **Leave Mode**: Click the Option as the case it would be applicable. For e.g if Life period option is chosen for Maternity Leave, then Max Leaves / Life period becomes editable and user has to mention the number of times it can be availed in the tenure of the employee as below:

   ![Leave Mode Diagram]

7. For other leave types like Casual leave the option “**Through out the year**” can be selected.

8. **Week Ends**: Click the check box to include week ends in the calculation of this leave type when being availed by the employee.
9. **Carry Forward Next Year:** This option allows the leave types to be carried forwarded from one year to another year through “Year End Process” Module for all leaves despite the fact of carry forwarding the balance or not which is based on the values entered in the ***PARAMETERS page.

10. **Paid Leave:** Click the check box to confirm whether the leave it is paid leave or unpaid leave.
    - Click ***“PARAMETERS” link (refer indication in fig(3)), the screen navigates to the below page:

    ![Leave Type Information](image)

    **Main | Parameter**

    | The fields marked with an Asterisk * are Mandatory |
    | Leave Name | * CASUAL LEAVE |
    | Start Year | * 0 |
    | End Year | * 5 |
    | No. of Days Per Year | * 12 |
    | Leave Accumulation | * 0 |
    | Leave at a Time | * 12 |
    | Maximum Accumulation | * 12 |

    ![Add | Cancel](image)

- **Leave name:** Filled-in default by the application.
- **Start Year:** Numeric Enter 0 (starts from the year based on the “Date Applicable” that had been given in the Main Page
- **End Year:** Numeric Enter 5 or till the year of service u need to set the parameter
- **No. of Days per Year:** Numeric, number of day to be availed each year of the start year and end year duration.
- **Leave Accumulation:** Accumulation per year during the period e.g 0-5 years if start year is “0” and end year is “5”
• **Leave at a Time:** Maximum leave the employee can avail at a time (per year eligible leave) at one stretch during one year.

• **Maximum Accumulation:** Maximum leave that can be accumulated during the specified period.

• Click **ADD**, the set parameter will be displayed in a grid as shown below:

![Parameter Grid Example](image.png)

• The Parameter can be set for different periods. But the user should ensure that the value for the next set of period starts from the consecutive number of the “End year” used to set the earlier parameter. For e.g if the user has set a parameter for 0-5 years initially then second parameter should start with start year as “6”.

• Click the “**MAIN**” to return to the Main page(fig(3)) and Click **SAVE**

**Output:**

![Success Message](image.png)

• On clicking **OK** the screen navigates to the list page.
Permission Types:

Access Mode: Parameters ------------> Permission Types

Objective: To View the List of available Permission Types and to Create New Permission Types.

To Create a Permission Type:

Click “Create Permission Type” in the List page (refer indication above) and the screen navigates to the below page to create new permission type:

- On Clicking “List Permission Types” (refer indication above) the user can return to the list page.
Input:

- **Permission Type Name**: Text “XXXXX”, “TIME ON & OFF PERMISSION”

- **Description**: Text “XXXXXXXXXXXXXXXX”, if any.

- **Condition (option 1)**: Check the Checkbox by Clicking it if the permission is not limited (refer indication below).

- **Per Year**: The above action by default sets the value as zero and it cannot be edited

- **Max at a Time**: Numeric, enter the time frame in minutes within the range of 15 – 240 as specified in the screen.
• **Condition (option 2):** If Unlimited Option is Unchecked, this makes the “Per Year” textbox editable where it can be specified as number of times the permission can be availed in a year e.g 2 or 3, please refer the indication in below shot (This case can be considered for permissions like Religious Permission)

![Screen shot of permission type input fields]

• After entering the relevant information as required, Click **SAVE**.

**Output:**

• The below message is displayed:

![Message box: The Record has been created successfully!!]

• On clicking OK the screen navigates to the list page
Seminar Type List:

Access Mode: Parameters > Seminar Type List.

Objective: To View the List of available Seminar Types and to Create New Seminar Type to categorize seminars under different groups.

- Click “Create Seminar Type” link (as indicated above) to view the below page and create seminar type.

To Create a Seminar Type:

Input:

- **Seminar Type name**: Text “XXXXX” e.g “Training Programme”
- **Description** (multi-line text box): Text “XXXXXXXXXXXXXXXXX” e.g Training sessions for the year 2007”
- Click **Save**

Output

- The below message is displayed

- On Clicking OK the screen navigates to the list page
OT Setup:

Access Mode: Parameters -------- > OT Setup
Objective: To setup OT details for Shift & Flexi for all the Days.

Select the appropriate button (eg. Shift / Flexi) and set the OT. (refer arrow indication above)

Input For Shift:
- Select the Shift Button.
- Select the day setting from the dropdown list.

- Click the Fetch button the below screen will be displayed to enter the Normal Working Hours along with the First Session End time and Second Session Start Time and timings for OT Types created in Module – OT Type.
• Only for Normal Working Hours the “First Session Out Time” and “Second Session In Time” will be open to enter the time in the format HH:MM (Hour : Minutes).

• For OT Types the Timings of only Start and End time to be entered in the format HH:MM (Hour: Minutes).

• Break Time (MM) should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes.

• Grace Time In / Out (MM) should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.

• Similarly Banking In/Out (MM) should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.
- The HH:MM in headers indicates that the user should enter Hour and minutes in that box separated by colon.
- The MM in headers indicates that the user should enter only minutes in that box.
- Then Click **SAVE** every time after the details are entered for each day setting individually.

**Input For Flexi:**
- Select the Flexi Button.
- Select the day setting from the dropdown list.
- Click the Fetch button and the below screen will be displayed to enter the Normal Working Hours along with the timings for OT Types created in **Module – OT Type**.

<table>
<thead>
<tr>
<th>OT Setup</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image_url" alt="Image" /></td>
</tr>
</tbody>
</table>

- Only for **Normal Working Hours** the “**Flexi Start Time**” and “**Flexi End Time**” will be open to enter the time in the format HH:MM (Hour : Minutes).
- The Core In and Core Out is the mandatory timings where the employee should be present in the office.
- **Core In** – the In time should be entered in the HH:MM format (Hour : Minutes).
- **Core Out** – the Out time should be entered in the HH:MM format (Hour : Minutes).
- For OT Types the Timings of only Start and End time to be entered in the format HH:MM (Hour : Minutes).
- **Break Time (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes.
- **Grace Time In / Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.
• Similarly **Banking In/Out (MM)** should be Numeric and only minutes to be entered e.g 30 minutes or 60 minutes, the first box is for in and the second box is for out.

• The HH:MM in headers indicates that the user should enter Hour and minutes in that box separated by colon.

• The MM in headers indicates that the user should enter only minutes in that box.

• Then Click **SAVE** every time after the details are entered for each day setting individually.

**This should be set for each Shift/Flexi with each of the day setting should be mapped by setting up the OT details,** i.e for one Shift/Flexi 6 day settings to be selected and OT setup details need to be filled-in as indicated in fig (5).

**Output:**
  
  • On Clicking **SAVE** the below message is displayed:

  ![Image of successful record creation message]

  • Click **OK** to navigate to the home page.

**Holiday List:**

**Access Mode:** **Parameters** > **Holidays**

**Objective:** To view the List of available Holidays in a year and to create or add new holidays every Year
Click and Select the Year from the dropdown list to view the list of holidays in the selected year (refer indication above)

Click “Create Holiday” to view the below page to create or add a holiday to the list.

**Input:**

- **Holiday name**: Text “XXXX” e.g “Deepavali”
- **Date**: Date format “DD/MM/YYYY”, can be selected on clicking the calendar image next to the textbox.
• **Session**: Select the option based on the session or Full day for a complete day to be taken as holiday.
  
• Click **SAVE**

**Output:**

• The below message is displayed to confirm the action:

![Microsoft Internet Explorer](image)

- The Record has been created successfully!!!

- Click **OK** to navigate to the list page of Holiday

**Seminar:**

**Access Mode:** Parameters---------- > Seminar

**Objective:** To view the List of available seminars and create seminars with schedule details.
• Click “List Seminars” to return to list page (refer indication below)

• On Clicking “Create Seminar” the below page is displayed to create new seminars with schedules. (refer indication above)

Input:

• **Seminar Name**: Text “XXXXX” e.g. Training on HR

• Select the seminar type from the dropdown list.
- **Description** (Multi-line text box): Text “XXXXXXXXXXXXXXXX”, if any.
- **Start Date**: Date format “DD/MM/YYYY” or can be selected from the calendar image next to the text box.
- **End Date**: Date format “DD/MM/YYYY” or can be selected from the calendar image next to the text box.
- **Start Time**: Numeric, Time format HH:MM
- **End Time**: Numeric, Time format HH:MM
- Click to check **OT applicable** for the seminar being created (if holidays fall in the schedule) to calculate OT for an employee when he has attended the seminar despite being holiday
- Click **SAVE**

**Output:**

- The below message is displayed

![Message](image)

- Click **OK** to navigate to the list page
Module - Activities

Menu of Activities Module:

Seminar Settings:

Access Mode: Activities > Seminar Settings

Objective: To view and to create attendance details for a concerned Employee attending to a scheduled seminar

- On Clicking FETCH button the list is displayed in the list page with search icon.
On Clicking “Create Seminar Settings” the screen navigates to the below screen to enter attendance for employee attending the seminars.

- Seminar: Select from the dropdown list
On selecting a Seminar the system fills in the seminar schedule (From Date, To Date, Start Time and End Time).
- The Second Text box of From Date and To Date (refer arrow indication) are editable and the user has to enter the period during which the employee has attended the seminar.
- Select the employee by clicking the browse button (refer page 21 of Manual)
- Even the Start Time and End Time too are editable and can be entered according to the actual presence of the employee.
- **Weekends**: To be checked by clicking for including weekends in the calculation of attendance of the concerned employee for OT, if any in the schedule.
- **Public Holiday**: Similar like above clause of weekends, to check during calculation for availability if any in the schedule.
- Click **SAVE**

**Output:**

- The below message is displayed confirming the performed action

![Microsoft Internet Explorer](image1)

```error
The Record has been created successfully!!
```

- On clicking **OK** the screen navigates to the list page
- While trying to assign seminar to night shift employee the following pop up message will be displayed.

![The page at http://122.183.217.198 says:](image2)

```error
No seminar for Night shift Employees
```

![OK](image3)
Seminar is not allowed for the Night Shift Employees.

**Bulk Attendance (Manual Feeding of attendance):**

Access Mode: Activities-------------- > Bulk Attendance

Objective: To feed the attendance details manually during emergency cases on secured option.

Input:

- **Worked Site**: Select the Site of the employee(s) for keying in the Manual Attendance from the dropdown list.
• **Today's Date**: The Current Date will be displayed in the text box.

• **Date**: Select the Date of Attendance from the calendar image next to the text box.

• **In Time / Single Entry**: Enter the in time to be assigned as HH:MM

• **Out Time**: Enter the Out time to be assigned as HH:MM

• **Authorized by**: The user to select his / the name from the dropdown list (His name will be displayed in the list, if he is an authorized personnel for that site)

• **Employees**: For selecting the employee(s) click on the **Browse** and select as stated in page no. 18 of this manual. On Selecting the employee(s) the relevant informations pertaining to any existing clocks (or) permission (or) seminar availed and applied through the system will be displayed as below:
When no records it will be displayed as 00:00 (refer arrow indication) in the Time In and Time Out Columns of the Grid.

Now Click “SETALL” it will assign the values to the grid as shown below (refer arrow indication):
In case of Permission or seminar or Clocker data is available the values are displayed as above and on trying to manipulate it without notice will prompt the below message notifying the user that attendance is already available for the specified time frame:

- Click SAVE
After entering proper data and on Clicking “SAVE” the output is as displayed

Output:

The below message is displayed to confirm the below action:

On Clicking OK the screen navigates across to list page.

**Bulk Permission:**

Access Mode: Activities------------ > Bulk Permission
Objective: To assign Bulk Permission for an employee or group of employees.

**Input:**

- **Permission Type**: Select from the dropdown list.
- **Date**: Date format “DD/MM/YYYY”, select the Permission date from the calendar image next to the text box.
- **Max. Minutes Permission**: On Selecting the Permission Type system automatically displays the default hours of permission (maximum minutes) could be availed for the selected Permission type (refer arrow indication above).
- Select the **Authorized By** from the Dropdown list.
- Set the In Time and Out Time in time format HH:MM
- Select the Employee(s) to be assigned by clicking the **Browse** as stated in page no. 18 of this manual and the result will be as in fig(6).
### Table

<table>
<thead>
<tr>
<th>Sl.No</th>
<th>National Id</th>
<th>Employee Name</th>
<th>Time In</th>
<th>Time Out</th>
<th>Shift In</th>
<th>Shift Out</th>
<th>Time From</th>
<th>Time To</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>B123456789021A</td>
<td>AVANTIKA BHUVANA</td>
<td>00:00</td>
<td>00:00</td>
<td>08:45</td>
<td>16:00</td>
<td>08:00</td>
<td>08:20</td>
</tr>
<tr>
<td>2</td>
<td>S263554879542V</td>
<td>ARUN VIJAY</td>
<td>00:00</td>
<td>00:00</td>
<td>08:45</td>
<td>16:00</td>
<td>08:00</td>
<td>08:20</td>
</tr>
</tbody>
</table>

**Permission Type**: PERSONAL WORK
**Date**: 03/07/2008
**Max. Minutes Permission**: 20
**Employees**: Browse
**Authorised By**: ARAS
**In Time**: 08:00
**Out Time**: 08:20

---

**Save**
• Click “SETALL”

• **Error Cases:**

• (1) If Clock are any stored transaction (seminar) is available for that time the system displays the available info in **Time In** and **Time Out** column of the grid. Despite the information the user clicking the save option.

• (2) Permission duration exceeding the Maximum Minutes set for the selected Permission Type.

• In both the above stated cases the below error message is displayed

![Error Message](image)

**Output:**

• On Clicking **SAVE after** entering proper data as in fig (6.1) the below message is displayed:

![Successful Message](image)

• On Clicking **OK** the screen navigates to the Initial Screen
• While trying to assign Permission to night shift employee the following message will be displayed.

No Permission for Night Shift Employees.

**Leave Entry:**

Access Mode: **Activities**-------- > **Leave Type**

Objective: To key in employee leave details.
On clicking **FETCH** button the screen displays as below:

Click on “**Create Leave**” to navigate to the below page to insert leave details of an employee:
On Clicking “Leave List” the user can navigate to the list page.

Input:

- **National ID:** Select the employee by Clicking the browse (refer arrow indication above) and as stated in page no. 19 of this manual.
- **Employee Name:** Assigned automatically by the system on doing the above step for national id as indicated above. On Selecting the employee the grid displaying the available leave details is also displayed in the screen.
- **Years of Service:** Assigned automatically by the system on doing the step for national id as indicated above.
- **Leave Type:** Loaded based on the selected employee, select the leave type from the dropdown list to be applied for.
- **Max at a Time:** The maximum days the selected leave can be availed is automatically displayed on selection of leave type as indicated above.
- **From Date:** Select the start date of the applied leave by clicking the calendar image next to the text box.
- **To Date:** Select the End date of the applied leave by clicking the calendar image next to the text box.
- **Half a day:** Click if applied leave is half a day. If this is checked, the options “**First Session**” and “**Second Session**” becomes visible to select. (refer indication below & above)

- After entering the proper details Click **SAVE**

**Output:**
- The below screen is displayed confirming the action:

- On Clicking **OK** the screen navigates to the list page.
- As the leave type is selected for any employee, the parameters for that particular leave will be displayed as shown below.
If the leave types are not displayed for any employee then the 'Year End Process' should be done for that particular employee to get the leave types.
While trying to assign Half day leave to any night shift employee the half day option button will be disabled.

Half Day Leaves are not allowed for the Night Shift Employees.
Module - Process

Attendance:

Access Mode: Process---------- > Attendance Process

Objective: To Process the attendance of an employee on Weekly and Monthly basis
Input:

- **National ID:** Click the browse button to select the employee’s National ID and name whose attendance to be processed as stated in Page no. 19 of this manual.

- **Employee Name:** On doing the above step system automatically fills in this field with the Surname and Employee name.

- **Year:** Select the year of attendance processing i.e., Current year from dropdown list (refer indication above)

- **Month:** Select the Month from the dropdown list for attendance processing.(refer indication above). The system by itself indicates whether the attendance for the month has been processed or not with a label besides the dropdown(refer indication fig (7))

- **Week:** Select the Week to be processed, if it is for whole month select **All Weeks**.(refer indication above) after selecting the week the details can be fetched even by clicking the "FETCH" button(refer indication in fig(7))

- On Selection of Month and week the system will load the page with the available attendance details of the selected employee (refer fig (7)).

- **No. of Days:** System displays the actual number of days the person has worked for the selected month.

- **Opening Balance for Banking Hour:** Opening Balance of previous month, if any.

- The Details of the Attendance is displayed below in different Sectors like “**Daily Attendance info**”, “**Weekly Attendance Info**”, “**Leave Info**”, “**Absent Days**”, “**Monthly Attendance Info**”
The fields marked with an asterisk (*) are Mandatory.

### Daily Attendance Info

<table>
<thead>
<tr>
<th>No.</th>
<th>Date</th>
<th>In (Hrs)</th>
<th>Out (Hrs)</th>
<th>Start (Hrs)</th>
<th>End (Hrs)</th>
<th>Worked (Hrs)</th>
<th>Bank (Hrs)</th>
<th>Total (Hrs)</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>14/05/2006</td>
<td>09:30</td>
<td>16:00</td>
<td>10:30</td>
<td>19:00</td>
<td>1</td>
<td>8:00</td>
<td>01:20</td>
<td>1.62</td>
</tr>
<tr>
<td>2</td>
<td>14/05/2006</td>
<td>09:30</td>
<td>16:00</td>
<td>10:30</td>
<td>19:00</td>
<td>1</td>
<td>8:00</td>
<td>01:20</td>
<td>1.58</td>
</tr>
<tr>
<td>3</td>
<td>14/05/2006</td>
<td>09:30</td>
<td>16:00</td>
<td>10:30</td>
<td>19:00</td>
<td>1</td>
<td>8:00</td>
<td>01:20</td>
<td>1.62</td>
</tr>
</tbody>
</table>

### Weekly Attendance Info

Week: 3  
Overtime: 0  
Worked: 80  
Others: 0  
Bank: 0  
Total: 80  
Rate: 0.50

### Leave Info

Casual Leave: No  
Calculated: No

### Monthly Attendance Info

Total Working Days: 3  
Leaves: 1  
Paid Leaves: 1  
Worked Hours: 24.57  
Operating Balance For Ranking Hour: 00:00  
Bank Hours: 00:00  
Total Off Hours: 00:00  
Rate: 0.50

Save | Cancel

---

fig (7)
**Daily Attendance Info:**

- Displays the attendance details on daily basis like Attendance Date, Shift In Time, Shift Out Time, In Time, Out Time, Break, Fixed, Worked, Bank, OT Hrs and Rate.

- The **OT Eligible** Check box will be checked by default if the employee is eligible for OT (If OT Eligible has been checked for that employee in the employee entry page).

- **Fixed** - Actual hours of work of the employee based on his shift in a day excluding the break hours.

- **Worked** - Actual hours worked based on the employee’s in-time and out-time clock in a day excluding the break hours.

- **Bank:** Early / Late Banking minutes based on the parameter set to the shift of the employee based on the Day setting (Normal working day, weekend, Saturday, Sunday, public holiday etc).

- OT Hours is the excess hour difference between Worked Hours – Actual hours – Banking.

- **Rate:** By default the system will display the first applicable OT.

- The **In-time** and **Out-time** boxes are editable. Based on the changes made the OT hours, bank, Worked hours will change.

- When the employee has availed a half a day leave the system will display the **Shift In** or **Shift Out** as **First Session End Time** or **Second Session Start time** based on the leave session. For e.g if the employee who is in General shift starting at 08.45 ending at 16.00 hours with the first session ending at 12.00 and Second session starting at 12.30, and has taken leave in the forenoon, his shift time for afternoon will be displayed as 12.30 – 16.00 hrs in the table.
• After making the necessary amendments if any in the Daily Attendance Info Click “PROCESS”

• This will change the Weekly Attendance Info table values based on the fed data.

**Weekly Attendance Info:**

• **Week:** Displays the week as 1, 2 or 3

• **Fixed:** Displays the total of actual work hours in a week for the shift of the selected employee.

• **OT Limit:** Displays the Maximum Hours to be covered in the week for OT Eligibility based on the details provided in Year Settings sub module.

• **Worked Hours:** Displays Actual hours worked by the employee in the specified week (sum of worked displayed in daily attendance info table).

• **OT Hours:** Displayed as 00:00 if Eligibility Criteria is not applicable (i.e the employee fails to complete 40 hours in the week), else it will display the sum of OT hours displayed in Daily attendance info table.

• **Bank:** Cumulative balance of the banked minutes displayed in the daily attendance info table.

• For Doing Weekly process select the respective week from the “WEEK” dropdown list.

• And then after making the necessary changes in the “Daily attendance” click **Process** for calculating automatically on a weekly basis.

• In this Weekly table Worked Hours, Bank, OT Hours are editable

• In case of any amendments in weekly attendance click **save** to store the changes in the database for the selected week.

• The Option “All Weeks” should be selected only for monthly process. On saving the changes under this option cannot be retrieved back, as this being a monthly process.

**Leave Info:**

• Displays the leave details of the employee availed during the month / week selected for processing.
• Provides information on Leave Type Name, No. of day leave has been availed, whether it is half a day and if it payable i.e paid leave along with date.

**Absent Days:**

• Attendance date when no information is available on the employee for the selected week or month.

**Monthly Attendance Info:**

• Values will be displayed only when the Option “All Weeks” is selected in the week dropdown.
• **Total Working Days:** Displays the total number of days the attendance available for the selected employee.
• **Leave Days:** Displays the number of days the employee has availed leave.
• **Paid Leaves:** Displays the number of days paid leaves availed.
• **Worked Hours:** Displays the Total hours worked by the employee in the month
• **Opening Balance for Banking Hour:** Opening balance of Banking of previous month if any will be displayed here.
• **Bank Hours:** Cumulative balance of Banking for the month being processed will be displayed here.
• **Total OT Hours:** Cumulative of OT Hours of the month being processed will be displayed here.
• Click SAVE after making the necessary amendments, if any. Once saved it is not possible to retrieve the processed month.

**Output:**

• Prompts a **SAVE MESSAGE** confirming the action performed.
• On clicking ‘View’, to see the multiple punch of the employee on a particular day the following pop-up window will be displayed.

![Screenshot of the pop-up window showing employee details and punch-in and punch-out times for each day.]

- It will show all the multiple punches on that following day of an Employee and Mode of Entry like manual/Clocker or Seminar/Permission as follows:
Attendance Process for Flexi:

- The Attendance Processing for Flexi is similar to the Attendance Process of Shifts.
- The Flexi Attendance Processing will be denoted as below. (Refer the arrow indication).
- The Break Taken will be displayed during the Attendance Process for Flexi and if necessary, the record can be amended.
- If the employee has taken any Leave then the Leave Taken in Minutes will be displayed during the Attendance Process for Flexi.
**Year end Process:**

Access Mode: **Process** -------------- > **Yearend**

Objective: To perform employee wise Year end Processing of Leaves.

**Input:**
• Select the employee by clicking the browse and follow the steps in page 21 of this manual for selection. On selection the details like Employee Name, Ministry Name, Date of Joining and Date of Confirmation are displayed automatically by the system.

• **From Year**: Select the year from the dropdown list i.e current year which needs to be processed.

• **To Year**: Select the year from the dropdown list i.e next year to which the leaves need to be carry forwarded.

• Click “PROCESS”.

• The screen will be displayed as below with all the leaves that have been set as carry forwarded with the parameter details being displayed beside for user to verify the values.

• If the Carry forward + next year eligible is > Max.accumulation the system displays appropriate validation messages for the user to do the necessary amendments.
- The Grid displays the **Leave Name**, **Leave Taken**, **Balance Days** of Current year and Balance days of current year will be displayed in the **Carry forward** Column which is editable and **Next Year Eligible Days** will show the leave per year set in the Leave type.

- **Leave Year**, **Accumulation / Year** and **Max. Accumulation** displayed is based on the parameter set for the leave type for the service period of the employee.

- User to check the criteria's and after making necessary amendments, if any then Click **SAVE**.

- On clicking save the system prompts the relevant message confirming the process.
7.0 GENERATING & PRINTING REPORTS:

Access Mode: **Module - Reports**

Objective: Generation of reports for Statistical analysis, comparative study and verifying records.

On clicking the **REPORTS** menu the home page navigates to the below page:

It has 4 Menu’s and Each Menu has sub menu’s which have been already listed in the Preliminary pages of USER MANUAL for easy reference (refer page no. 7- 8).

**Common ways of generating a report:**

Select the Menu to list the sub menu

Click Master / Transaction / Advanced / Charts Reports to view list of reports that can be generated in it:
On selecting **CREATED** or **UPDATED** option, the system displays the Date Operator to select the date range and the Date for filtering the records.
- Option for selecting employees is provided in the Transaction Reports, select the employee by clicking on the browse (refer page no. 19 of this manual) to generate employee wise detailed reports.
• In Advanced Reports to facilitate more options for selecting time frame to generate reports is also available as displayed above.

• Filtering the reports based on Ministry, Department, Division, Section, Job Title, Shift, Site are added features to generate reports on various criteria.

• After selecting the option for generating report click PREVIEW to view the report or it can be exported to PDF (or) Word (or) Excel (or) Text format to make print out.

• Even from the preview window the user has options to export on the said formats and to view the page by page the generated report.
Application Settings:

- This Application Settings is used to set the Early Arrival/Departure and Late Arrival/Departure Starting Minutes and Ending Minutes.
- The reports for these Early Arrival/Departure and Late Arrival/Departure will be displayed as per the parameters set in this page.

<table>
<thead>
<tr>
<th></th>
<th>Early Arrival</th>
<th></th>
<th>Late Arrival</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Starting</td>
<td>15</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Departure</td>
<td>15</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Starting</td>
<td>15</td>
<td></td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>Departure</td>
<td>15</td>
<td></td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>