



Complete Time & Attendance Solutions

A Product of



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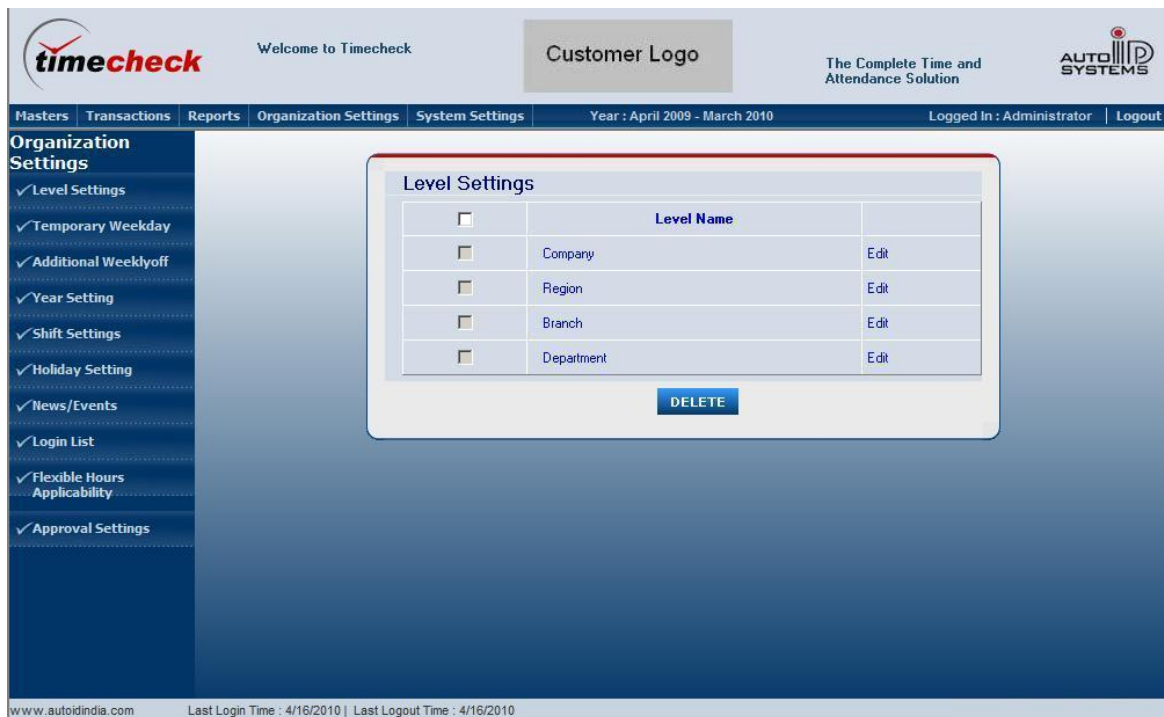
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## 1. ORGANIZATION SETTINGS MODULE

### 1.1 Level Settings

Level Settings Module is used to define the Organization Level Hierarchy in an organization. For example, Company is the top most level where the region will be the child.

To view the Level Settings Listing Page, Select the **Organization Settings Main Menu** on the top and Select **Level Settings Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Organization Settings' menu is expanded on the left, showing options like 'Level Settings', 'Temporary Weekday', 'Additional Weeklyoff', 'Year Setting', 'Shift Settings', 'Holiday Setting', 'News/Events', 'Login List', 'Flexible Hours Applicability', and 'Approval Settings'. The main content area displays a 'Level Settings' table with columns for a checkbox, 'Level Name', and 'Edit'. The table lists four levels: Company, Region, Branch, and Department. A 'DELETE' button is located below the table. The footer shows the website URL 'www.autoidindia.com' and login/logout timestamps.

	Level Name	
<input type="checkbox"/>	Company	Edit
<input type="checkbox"/>	Region	Edit
<input type="checkbox"/>	Branch	Edit
<input type="checkbox"/>	Department	Edit

The Listing Page above contains all the defined Level Settings with its Level Name.

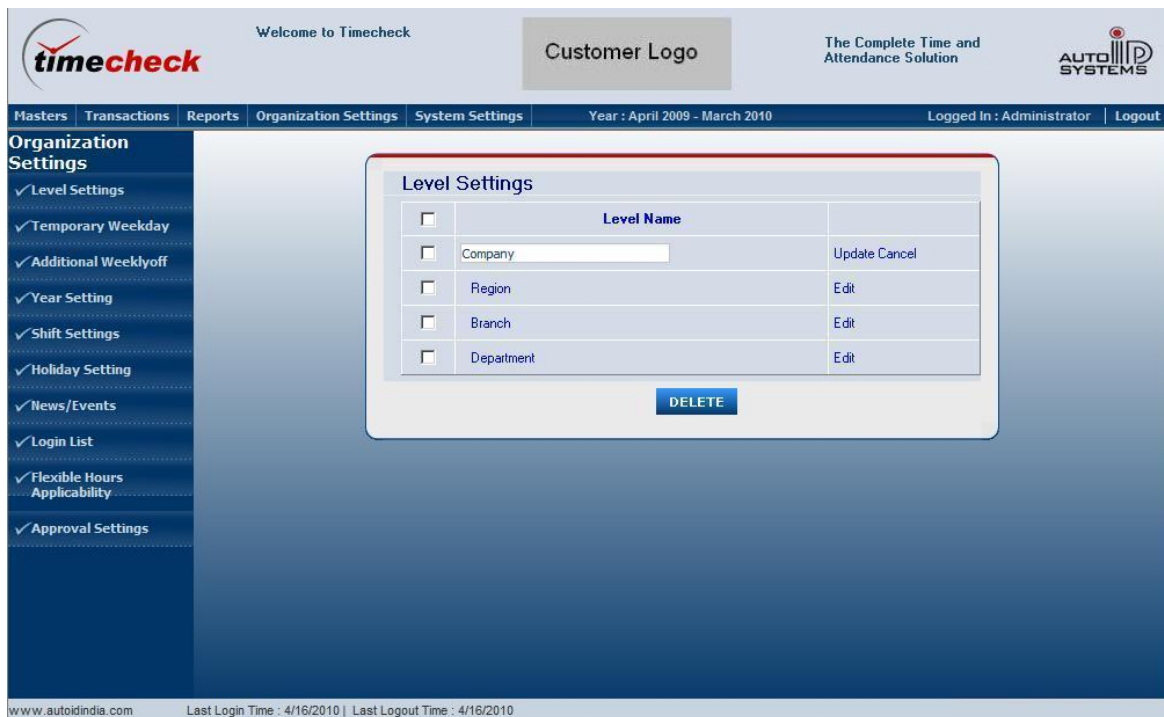
**To Delete the Record** Click the appropriate check box on the left side of the record which has to be deleted and click the delete button. If any level is mapped to any of the other modules, then it cannot be deleted.

If any of the levels are not defined, then Add New Level Button will be visible in the Listing Page.

**To Add New Level**, Click the Add New Level Button in the Listing Page.

Fill the Level Name and Click the Add New Level Button. This added Level Name will be listed in the Level Settings List Page

**To Modify Level Name**, Click the appropriate Edit Link in the Right Side of the Record that has to be Modified in the above Level Settings Listing Page to view the following Page



Welcome to Timecheck

Customer Logo

The Complete Time and Attendance Solution

AUTOID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Organization Settings

- ✓ Level Settings
- ✓ Temporary Weekday
- ✓ Additional Weeklyoff
- ✓ Year Setting
- ✓ Shift Settings
- ✓ Holiday Setting
- ✓ News/Events
- ✓ Login List
- ✓ Flexible Hours Applicability
- ✓ Approval Settings

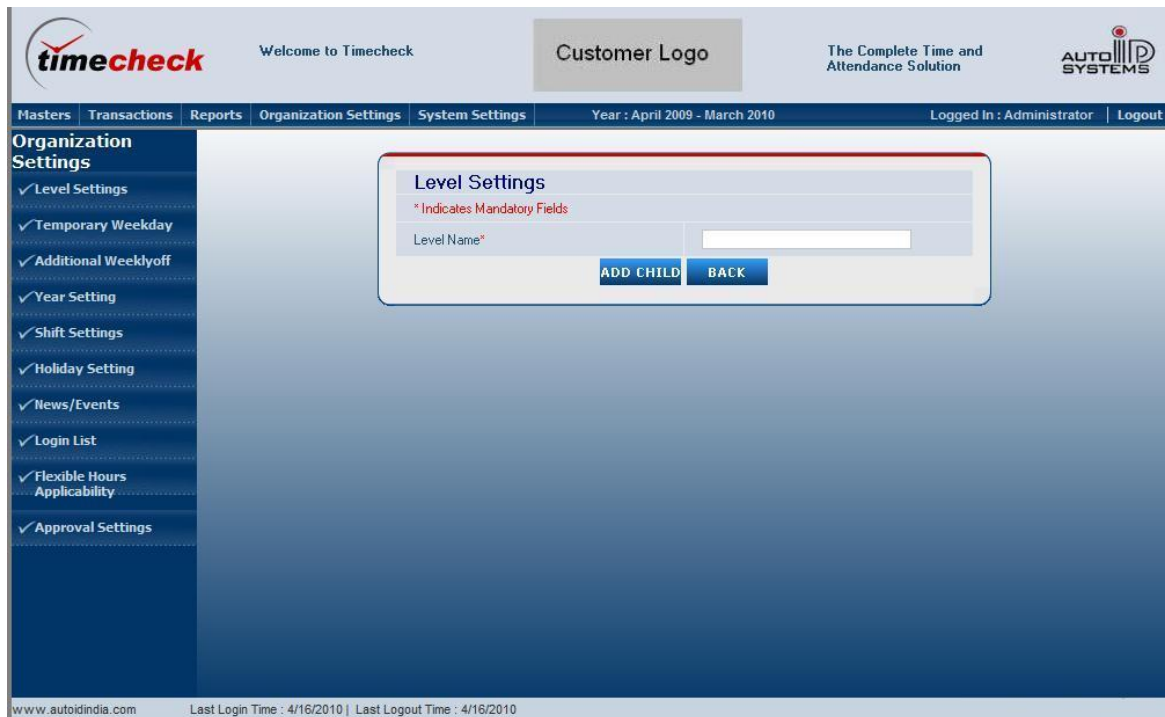
Level Settings

<input type="checkbox"/>	Level Name	
<input type="checkbox"/>	Company	Update Cancel
<input type="checkbox"/>	Region	Edit
<input type="checkbox"/>	Branch	Edit
<input type="checkbox"/>	Department	Edit

DELETE

www.autoidindia.com Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010

Change the Level Name in the Text Box and Click the Update Link of that particular record to modify the Level Name. To cancel the Modification, Click the Cancel Link of that particular record.



The screenshot displays the Timecheck web application interface. At the top, there is a header bar with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' alongside the AUTODIP SYSTEMS logo. Below the header is a navigation menu with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The Organization Settings tab is active, and a sidebar on the left lists various settings with checkmarks, including Level Settings, Temporary Weekday, Additional Weeklyoff, Year Setting, Shift Settings, Holiday Setting, News/Events, Login List, Flexible Hours Applicability, and Approval Settings. The main content area shows the 'Level Settings' form, which includes a title, a note about mandatory fields, a text input field for 'Level Name', and two buttons: 'ADD CHILD' and 'BACK'. The footer of the application shows the website URL, last login/logout times, and the current year.

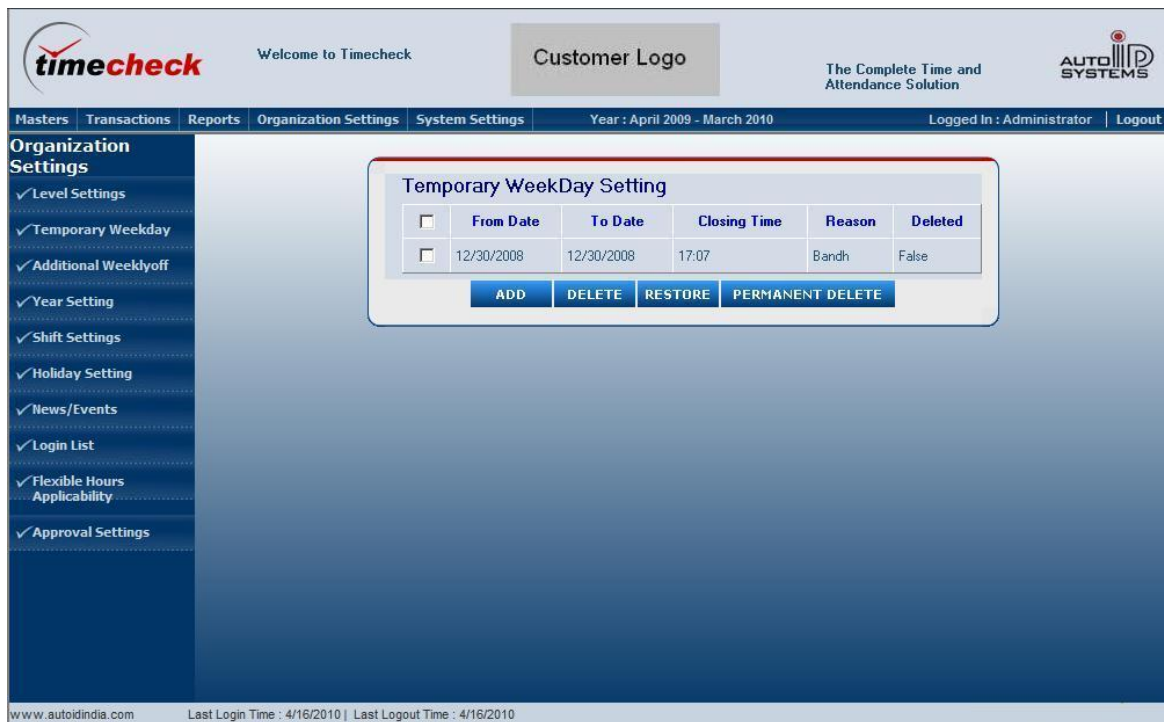
**To add Child Level**, Click the appropriate Link in the lowest Level Name Column in the above Level Settings Listing Page to view the following Page where the Child Levels for the Selected Level Name Link can be defined.

Click Add Child Level Button to add the Child Level for the selected lowest Level Name in the Level Settings Listing Page. Lowest Level indicates the last level in the hierarchy. On clicking the Add Child Button, the text box will appear to fill the child level name.

## 1.2 Temporary Week Day Setting

Temporary week day setting is to be done when the company has declared holiday for some unfortunate reasons like bandh, special function and festivals like Ramzan etc.

To view the Temporary weekday Listing Page, Select the **Organization Settings Main Menu** on the Top and Select **Temporary Weekday Menu** on the Left Side.



Temporary WeekDay Setting

<input type="checkbox"/>	From Date	To Date	Closing Time	Reason	Deleted
<input type="checkbox"/>	12/30/2008	12/30/2008	17:07	Bandh	False

ADD DELETE RESTORE PERMANENT DELETE

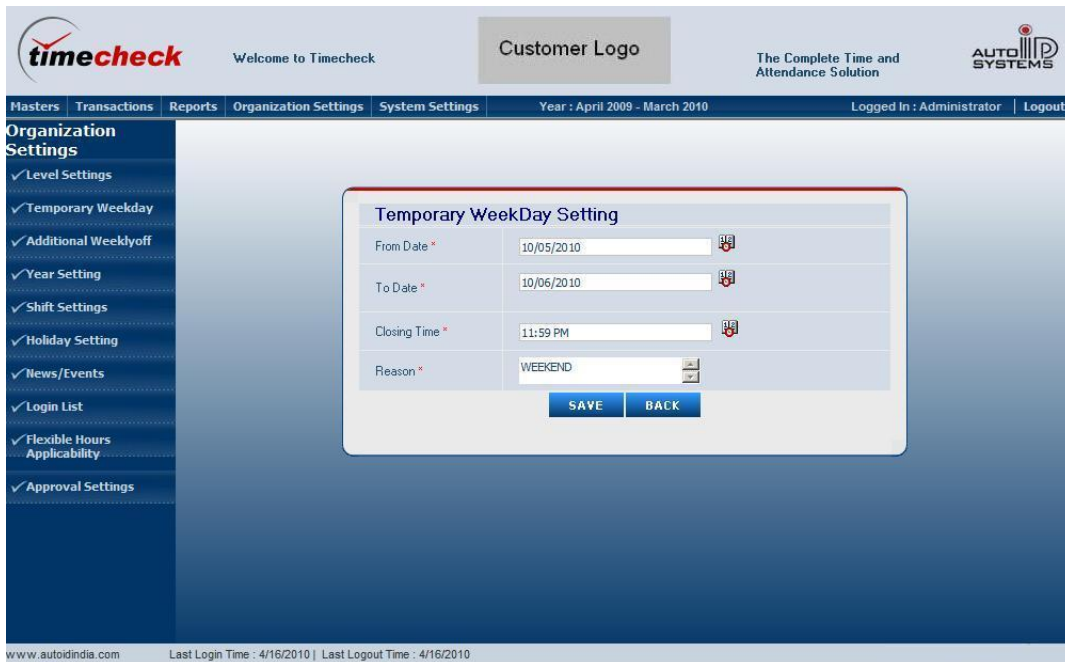
The above Listing Page contains all the declared Temporary Weekday Settings with its Date, Closing Time and the Reason.

**To mark the record as delete in database**, Select the appropriate Check Box on the Left Side of the Record and Click Delete Button.

**To restore the record from database which is marked as delete**, Select the appropriate Check Box on the Left Side of the Record and Click Restore Button. This restore option will be available only for the users those are having SuperAdmin rights.

**To delete the record permanently from database**, Select the appropriate Check Box on the Left Side of the Record and Click Permanent Delete Button. This permanent delete option will be available only for the users those are having SuperAdmin rights.

**To Add the Temporary Weekday**, Click the Add Button in the above Listing Page to view the following Page



The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' alongside the 'AUTOD SYSTEMS' logo. Below the header is a navigation bar with tabs: 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. On the right of the navigation bar, it says 'Logged In : Administrator' and 'Logout'. The left sidebar contains a list of settings under 'Organization Settings', including 'Level Settings', 'Temporary Weekday', 'Additional Weekdyoff', 'Year Setting', 'Shift Settings', 'Holiday Setting', 'News/Events', 'Login List', 'Flexible Hours Applicability', and 'Approval Settings'. The main content area shows a 'Temporary WeekDay Setting' form with the following fields: 'From Date' (10/05/2010), 'To Date' (10/06/2010), 'Closing Time' (11:59 PM), and 'Reason' (WEEKEND). There are 'SAVE' and 'BACK' buttons at the bottom of the form. The footer of the page includes the website 'www.autoidindia.com' and login/logout timestamps.

In the above page, following are the steps to add Temporary Weekday

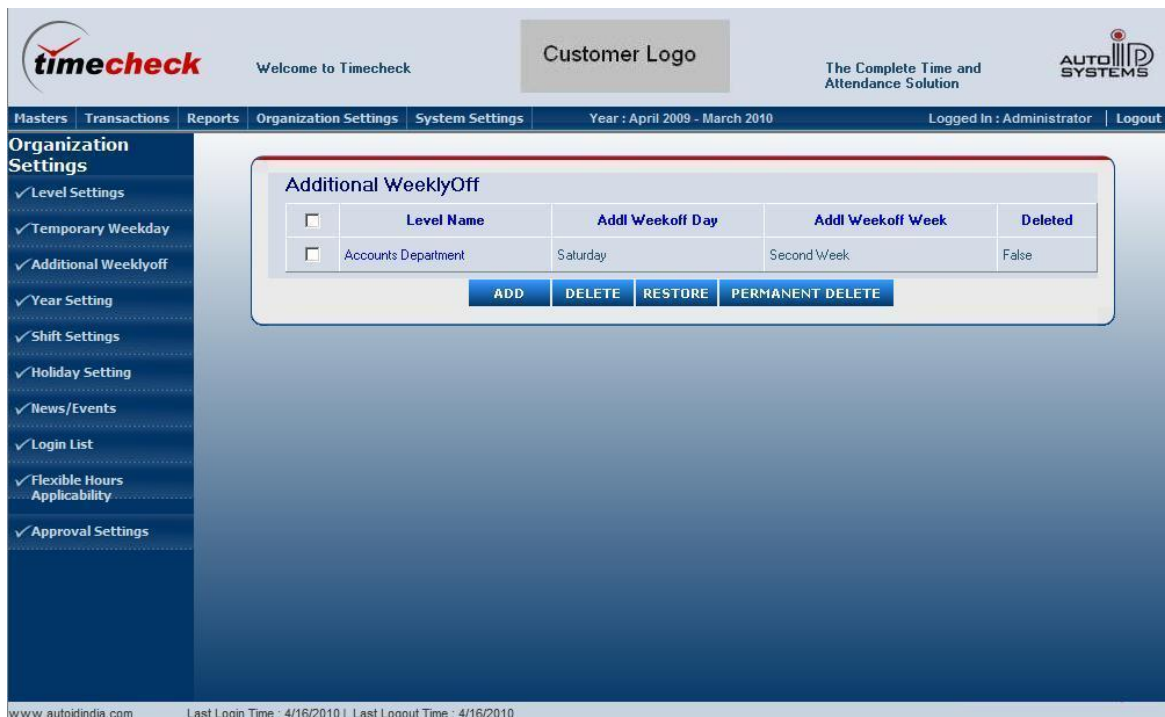
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India | USA | UK | Canada | Europe | UAE | South Africa | Singapore | Hong Kong  
[www.angleritech.com](http://www.angleritech.com)

1. Click the button on the right side of the Temporary Weekday Date Textbox to pick the Temporary Weekday Date from the Calendar.
2. Click the Button in the Right Side of the Closing Time Textbox to pick the Closing Time from the Date/Time Picker.
3. Enter the Reason for setting the Temporary Weekday Setting
4. Finally Click Save Button to add the Details.

### 1.3 Additional Weeklyoff

Apart from some regular week off, extra week off may be applicable (For e.g., Second Saturday). Every 2<sup>nd</sup> Saturday and 4<sup>th</sup> Saturday may a holiday to some companies. So this type of Weekly Off can be defined using this Module.

To view the Additional WeeklyOff Listing Page, Select the **Organization Settings Main Menu** on



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO SYSTEMS logo. Below this is a secondary navigation bar with tabs for Masters, Transactions, Reports, Organization Settings (selected), System Settings, and a date range of April 2009 - March 2010. On the right of this bar, it shows 'Logged In : Administrator' and a 'Logout' link. The left sidebar contains a list of Organization Settings with checkboxes: Level Settings, Temporary Weekday, Additional Weeklyoff (checked), Year Setting, Shift Settings, Holiday Setting, News/Events, Login List, Flexible Hours Applicability, and Approval Settings. The main content area is titled 'Additional WeeklyOff' and contains a table with the following data:

<input type="checkbox"/>	Level Name	Add Weekoff Day	Add Weekoff Week	Deleted
<input type="checkbox"/>	Accounts Department	Saturday	Second Week	False

Below the table are four buttons: ADD, DELETE, RESTORE, and PERMANENT DELETE. At the bottom of the page, there is a footer with the website URL 'www.autoidindia.com' and login/logout timestamps for 4/16/2010.

the Top and Select **Additional WeeklyOff Menu** on the Left Side.

The above Listing Page contains all the declared Additional WeekOff with its Organization Level name, WeekOff Day and the Week.

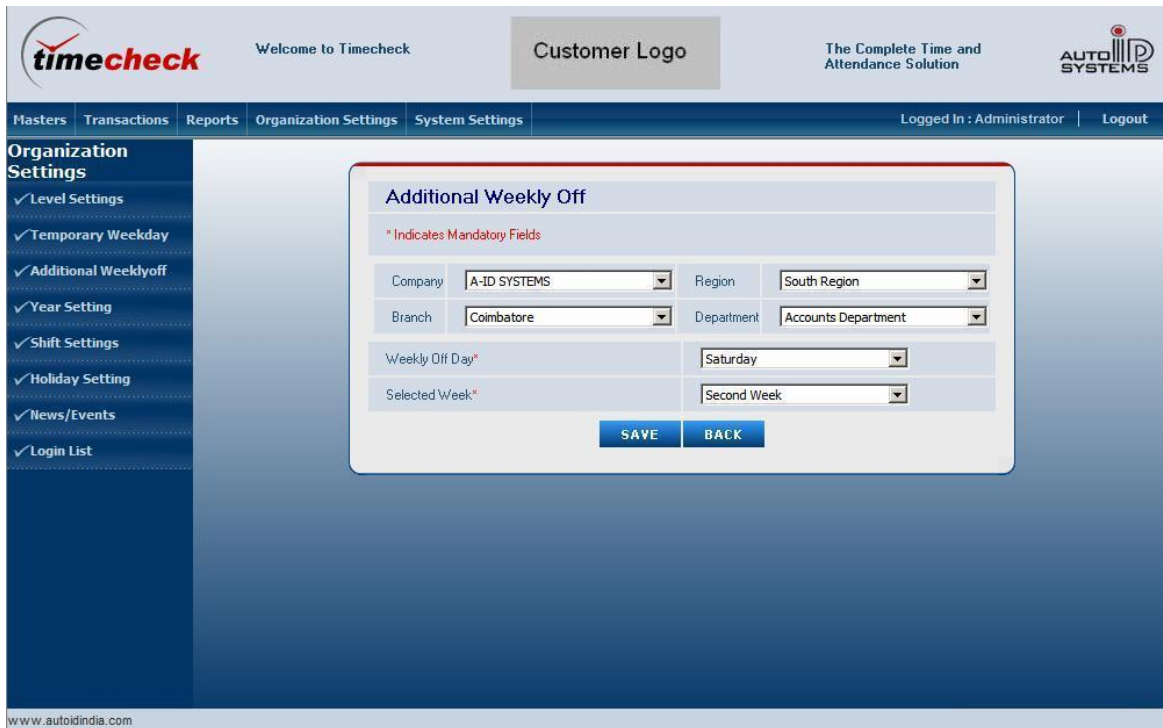
**To mark the record as delete in database**, Select the appropriate Check Box on the Left Side of the Record and Click Delete Button.

**To restore the record from database which is marked as delete**, Select the appropriate Check Box on the Left Side of the Record and Click Restore Button. This restore option will be available only for the users those are having SuperAdmin rights.

**To delete the record permanently from database**, Select the appropriate Check Box on the Left Side of the Record and Click Permanent Delete Button. This permanent delete option will be available only for the users those are having SuperAdmin rights.

**To Add the Additional WeeklyOff**, Click Add Button in the above Listing Page to view the following Page





The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The Organization Settings tab is active, and a sidebar on the left lists various settings like Level Settings, Temporary Weekday, Additional Weeklyoff, Year Setting, Shift Settings, Holiday Setting, News/Events, and Login List. The main content area displays the 'Additional Weekly Off' form. This form includes dropdown menus for Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). It also has dropdowns for 'Weekly Off Day\*' (Saturday) and 'Selected Week\*' (Second Week). At the bottom of the form are 'SAVE' and 'BACK' buttons. A red asterisk indicates that fields marked with an asterisk are mandatory.

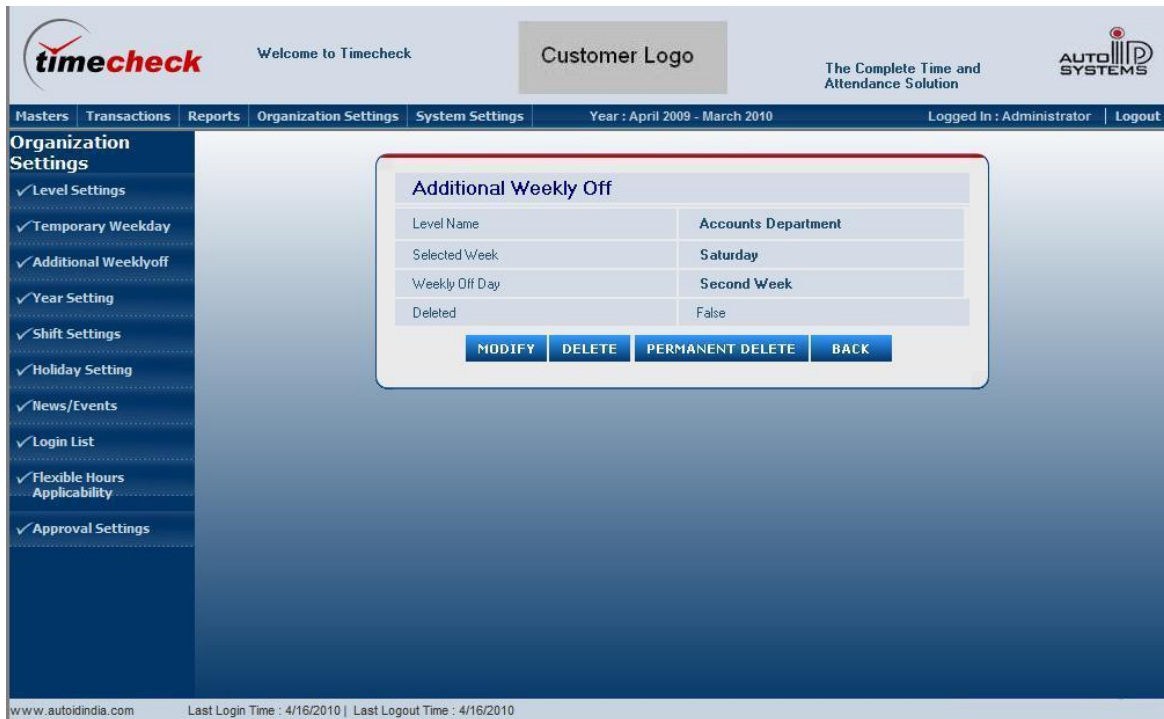
In the above Page, following are the steps to add Additional WeekOff Day

1. Select the Organization Level (i.e., to which level, the Additional WeeklyOff is Set)
2. Select the WeeklyOff Day from the ComboBox. (i.e., Friday)
3. Select the Week from the ComboBox. (i.e., First Week or Second Week or etc...)
4. Finally Click Save Button to add the Details.

The defined Additional WeeklyOff is applicable to only Selected Organization Level.

**To View particular Additional Weekly Off**, Click the Particular Link in the Level Name Column in the Additional WeeklyOff Listing Page to view the following Additional Weekly Off View Page

When the Level Name Link is clicked in the Additional WeeklyOff Listing Page, the appropriate selected Additional Weekly Off Details will be shown in the Additional Weekly Off View Page as shown below



The screenshot displays the 'Additional Weekly Off' view page. The left sidebar contains a menu for 'Organization Settings' with options like Level Settings, Temporary Weekday, Additional Weeklyoff, Year Setting, Shift Settings, Holiday Setting, News/Events, Login List, Flexible Hours Applicability, and Approval Settings. The main content area shows a table with the following details:

Additional Weekly Off	
Level Name	Accounts Department
Selected Week	Saturday
Weekly Off Day	Second Week
Deleted	False

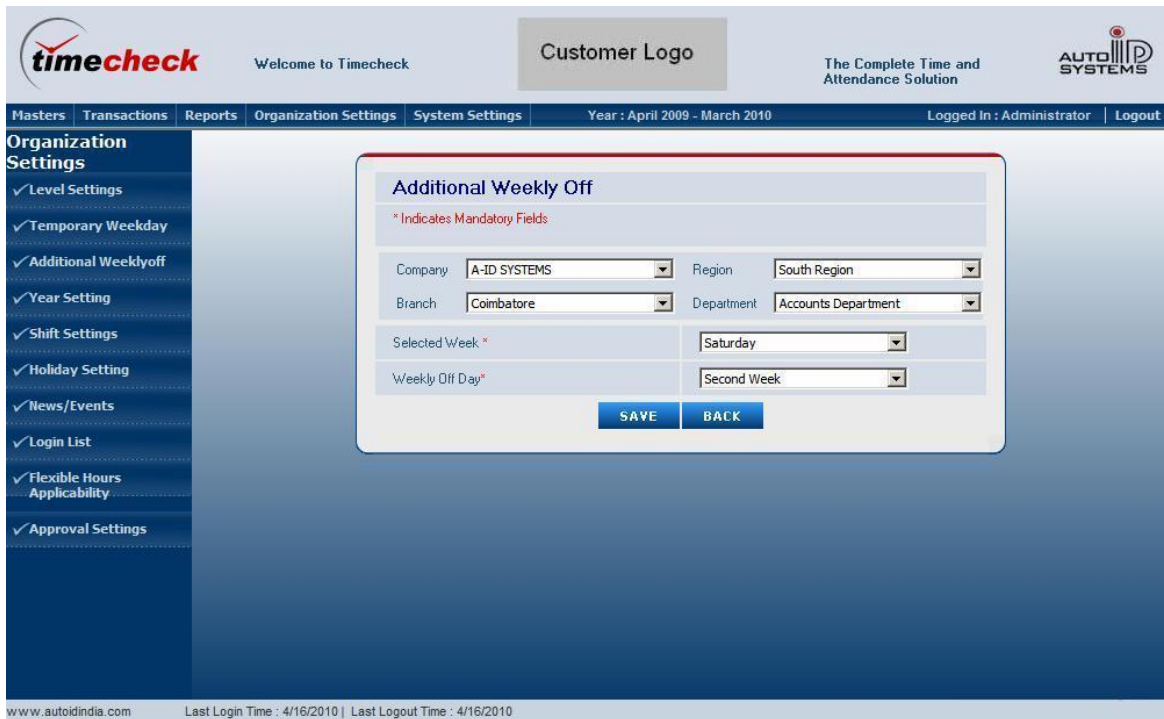
Below the table are four buttons: MODIFY, DELETE, PERMANENT DELETE, and BACK. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year (April 2009 - March 2010) and the user (Logged In : Administrator | Logout).

**To mark the record as delete in database,** Click the Delete Button in the Additional Weekly Off View Page to mark the viewed record as delete.

**To restore the record from the database which is marked as delete,** Click the Restore Button in the Additional Weekly Off View Page to restore the viewed record. This restore option will be available only for the users those are having SuperAdmin rights.

To delete the record permanently from database, Click the Permanent Delete Button in the Additional Weekly Off View Page to delete the viewed record permanently. This permanent delete option will be available only for the users those are having SuperAdmin rights.

To Modify the Additional Weekly Off, Click the Modify Button in the Additional Weekly Off View Page to view the following Additional Weekly Off Modify Page



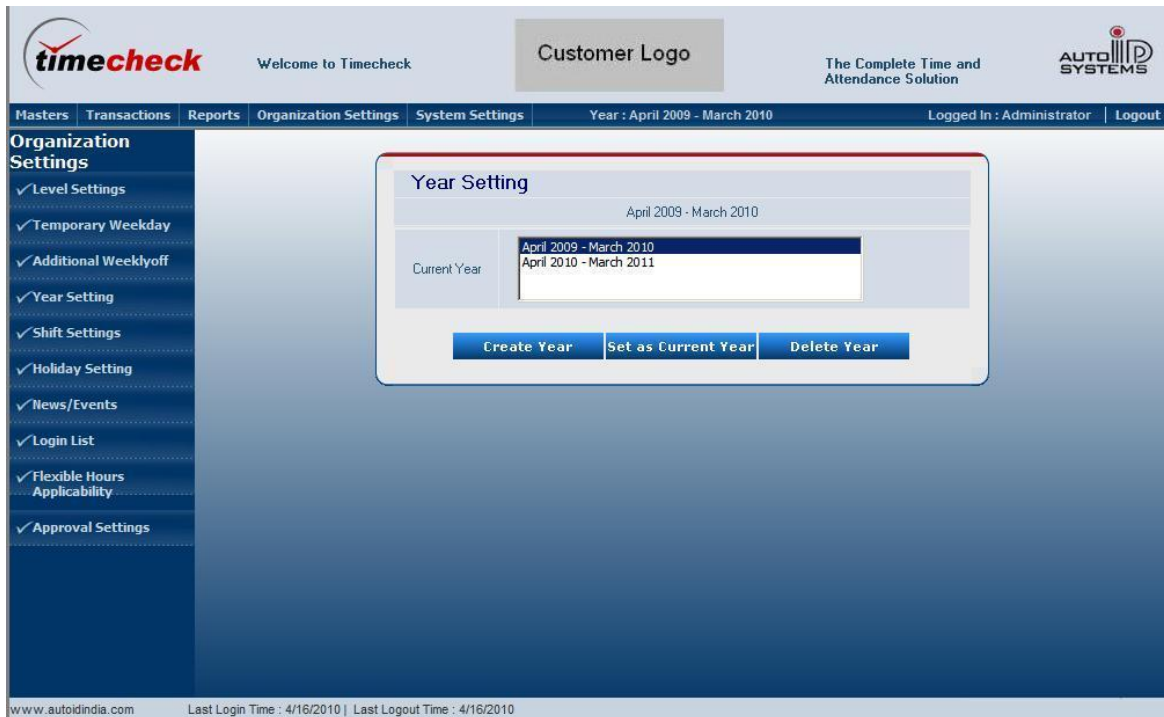
The screenshot displays the 'Additional Weekly Off' modification page within the Timecheck application. The page features a sidebar with 'Organization Settings' and a main content area with the form. The form includes dropdown menus for Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). It also has fields for 'Selected Week' (Saturday) and 'Weekly Off Day' (Second Week). A red asterisk indicates mandatory fields. At the bottom of the form are 'SAVE' and 'BACK' buttons. The page header shows 'Welcome to Timecheck', 'Customer Logo', and 'The Complete Time and Attendance Solution'. The footer includes the website URL 'www.autoidindia.com' and login/logout times.

Change the level, selected week and weekly off day if required and click save button to reflect the modification.

## 1.4 Year Setting

The Current Financial Year has to be set in Year Setting Page. This Year Setting will be reflected in every Module. For Next Financial Year, this Setting should be changed.

To view the Year Setting Page, Select the **Organization Settings Main Menu** on the Top and Select **Year Setting Menu** on the Left Side.



The screenshot shows the 'Year Setting' page in the Timecheck system. The page has a sidebar on the left with 'Organization Settings' and a main area with a 'Year Setting' form. The form displays the current year as 'April 2009 - March 2010' and allows selection of the next year from a dropdown menu showing 'April 2009 - March 2010' and 'April 2010 - March 2011'. Buttons for 'Create Year', 'Set as Current Year', and 'Delete Year' are visible.

In the above page, the following are to be done to set the Current Financial Year

1. Select current financial year from the List Box
2. Finally click the “Set as Current Year” Button to active the selected financial year.

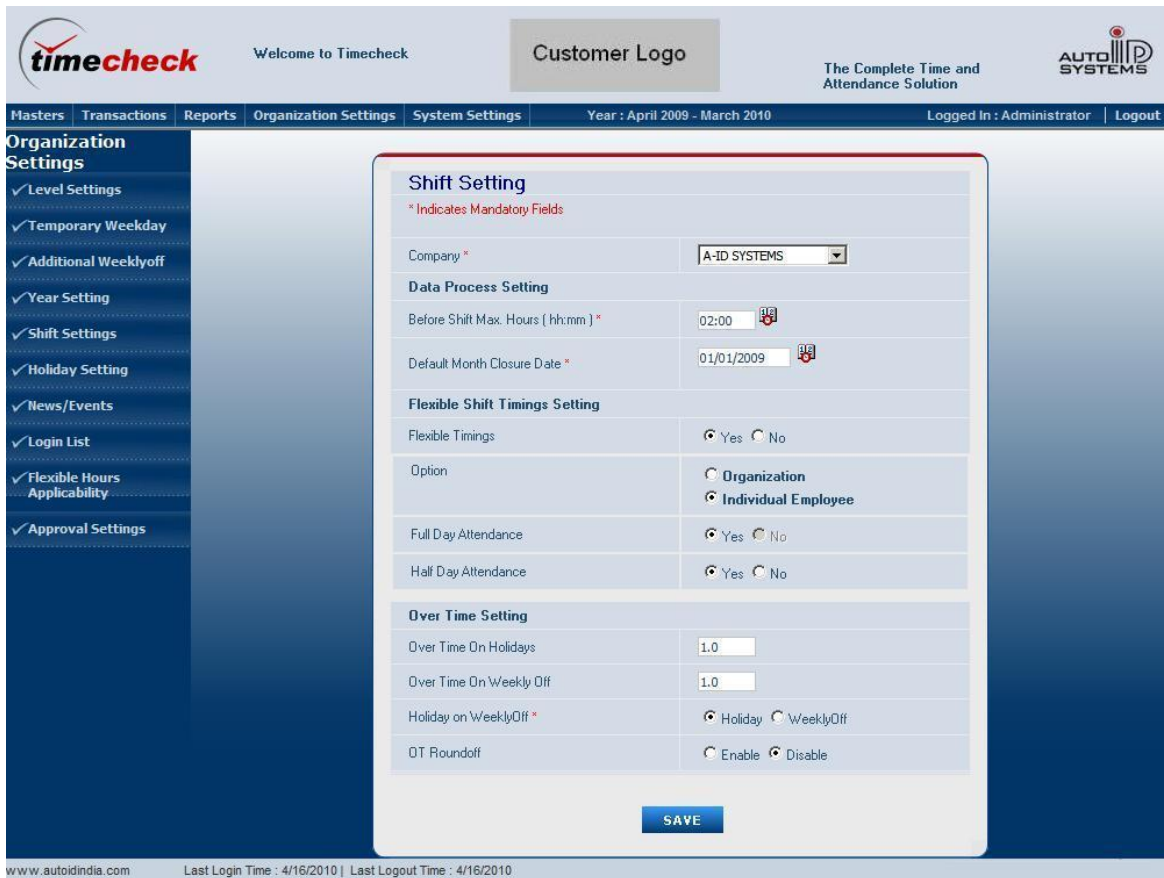
**To create the year range** which is not in the list box, then click the “Create Year” Button. Select Start Month & Year and End Month & Year and click save button to add the created year range in the list box.

**To delete the year settings** in the list box, select the year setting and click the “Delete Year” Button. Only the year range after the current financial year can be deleted.

## 1.5 Shift Settings

Shift Settings Module is used to define breaks between each shift and define the overtime calculation factor for weekly off and Holiday Company wise.

To view the Shift Settings Page, Select the **Organization Settings Main Menu** on the top and select **Shift Settings Menu** on the left side and choose appropriate company



The screenshot shows the 'Shift Setting' form in the Timecheck application. The form is titled 'Shift Setting' and includes a note '\* Indicates Mandatory Fields'. The form is divided into several sections: 'Company' (a dropdown menu showing 'A-ID SYSTEMS'), 'Data Process Setting' (fields for 'Before Shift Max. Hours (hh:mm)' and 'Default Month Closure Date'), 'Flexible Shift Timings Setting' (radio buttons for 'Flexible Timings', 'Option', 'Full Day Attendance', and 'Half Day Attendance'), and 'Over Time Setting' (fields for 'Over Time On Holidays', 'Over Time On Weekly Off', 'Holiday on Weekly Off', and 'OT Roundoff'). A 'SAVE' button is located at the bottom of the form. The left sidebar shows the 'Organization Settings' menu with various options like 'Level Settings', 'Temporary Weekday', 'Additional Weeklyoff', 'Year Setting', 'Shift Settings', 'Holiday Setting', 'News/Events', 'Login List', 'Flexible Hours Applicability', and 'Approval Settings'. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'.

In the above Page, following are the steps for Shift Settings

1. Select Company in the drop down list
2. On selecting the company dropdown, the values will be filled in the appropriate controls if the details are present and the user can modify these details. If details are not present for the selected companies, then the following steps are to be carried out.
3. Fill Before Shift Max. Hours in hh:mm Format. Before Shift Max. Hours indicates how the number of hours before an employee can come to consider for the current shift.
4. Select or fill the default Month Closure Date. Default Month Closure Date is used so that

attendance will be calculated for each date for all active employees only after the default month closure date. During the first installation of timecheck, this date will be considered. Once the month is closed for the particular duration in the Data Process Module, the attendance details will be calculated for each date for all employees after the previous month closure end date. i.e., Process will not take place once the month is closed.

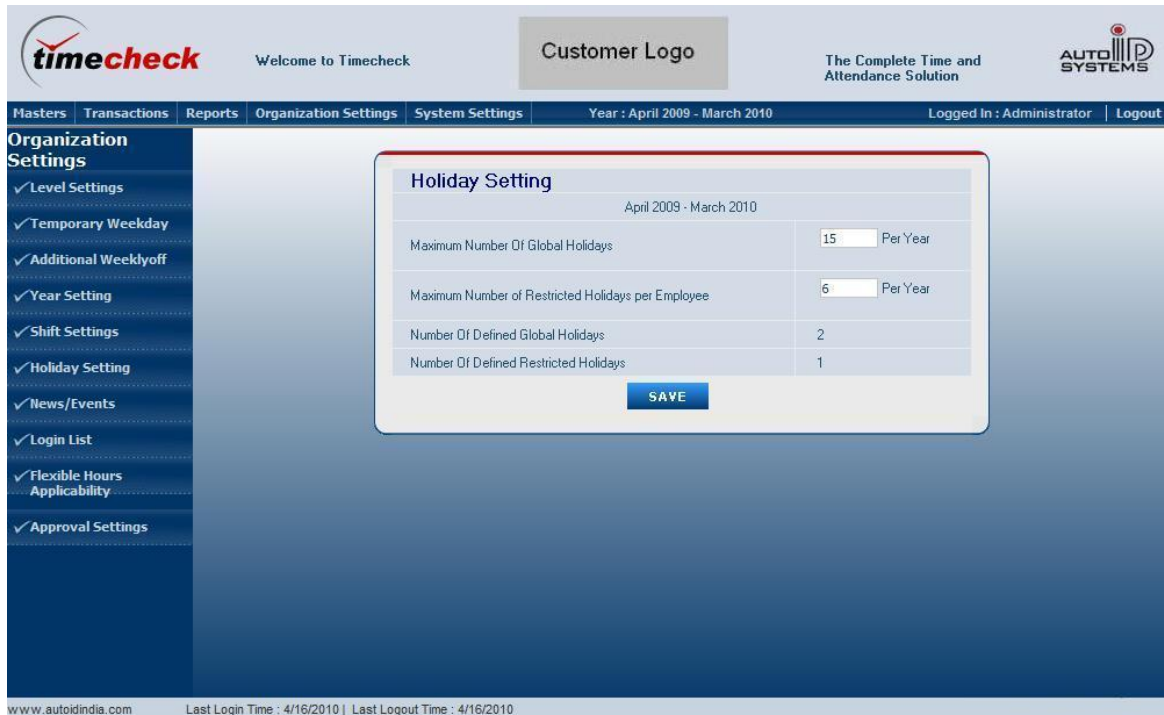
5. Select the Flexible Timings Radio button Yes or No whether the flexible timings is applicable for the selected company.
6. If flexible timing is 'Yes', then the input is obtained whether the flexible timings can be set the for whole organization or for individual employee. If Flexible timings is set for Organization, then the flexible timings will be applicable for whole employee for the selected company. If Individual employee is chosen for flexible timings, then the flexible timings has to be set in Employee Master individually.
7. By default, the Full Day Attendance radio button will be selected 'Yes' as all types of organization will compulsorily have Full Day Attendance.
8. Select the appropriate radio button 'Yes' or 'No' for the Half a Day Attendance. If the radio button is 'Yes', then the Half a day attendance is applicable and if 'No', then it is not applicable.
9. Fill over time on Holiday and Over Time on Weekly Off Text Box (i.e., Calculation Factor). For ex. If the over time on Holidays or Weekly Off given as 2 and employee has worked for 8 hrs, then employee will be paid for 16 hrs (i.e.,  $8 * 2$ ) for Holiday / Weekly Off OT.
10. Select Holiday or Weekly Off Radio Button. This option is used to consider whether Holiday or Weekly off Calculation Factor when a holiday falls on weekend days.
11. Select the OT Round Off Radio Button to enable or disable the OT Round Off feature.
12. If OT Round Off feature is enabled, then the provision will be enabled to get the range and rounded as from the text boxes. If overtime decimal value falls between the list of range specified, then the decimal value will be rounded to the value which is specified in the Rounded As Text Box. Click Add Button to add the list of ranges and Click Delete Button to delete the Range from the list.
13. Finally Click Save Button to Save the Details.

## 1.6 Holiday Setting

Holiday Setting Module captures Maximum No. of Global and Restricted holidays per year to restrict the holidays for the employee.



To view the Holiday Setting Page, Select the **Organization Settings Main Menu** on the Top and Select **Holiday Setting Menu** on the Left Side.



Holiday Setting	
April 2009 - March 2010	
Maximum Number Of Global Holidays	15 Per Year
Maximum Number Of Restricted Holidays per Employee	6 Per Year
Number Of Defined Global Holidays	2
Number Of Defined Restricted Holidays	1
<b>SAVE</b>	

In the above Page, fill Text Boxes with Maximum Number of Global and Restricted holidays and finally Click Save Button to Save the Details.

The number of defined global holidays and number of defined restricted holidays label indicates the number of global and restricted holidays which is defined in the Holiday Master.

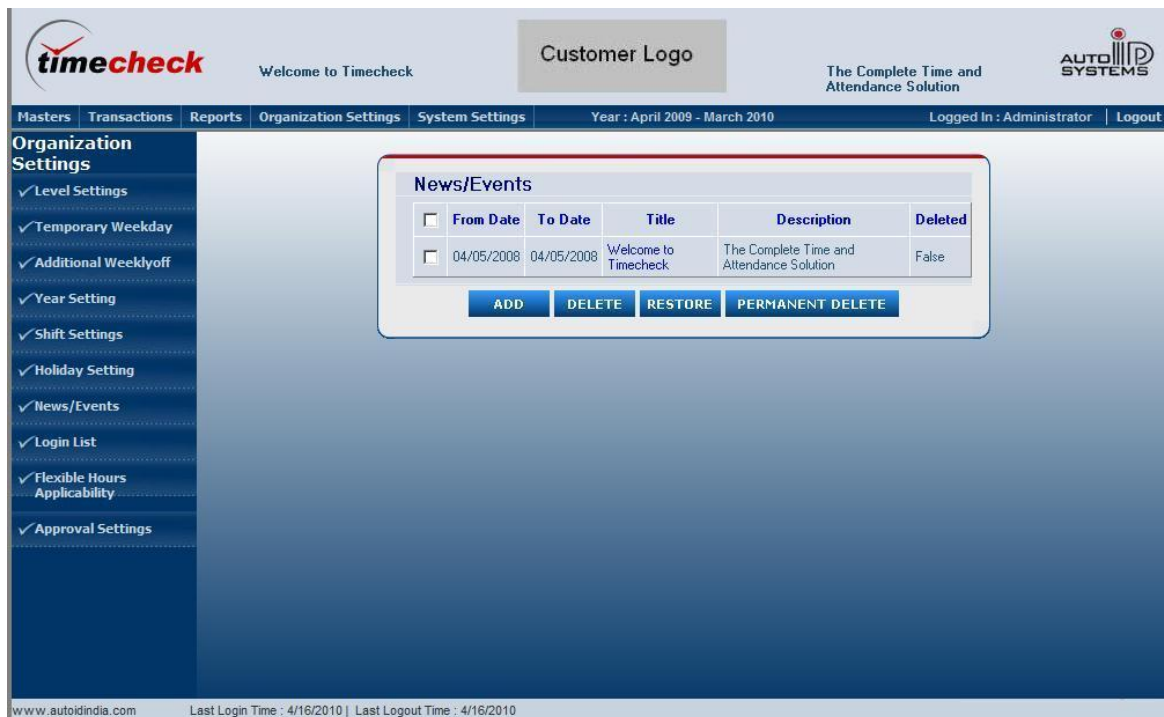
These Settings will be reflected when defining Holidays in the Masters Module.

## 1.7 News/Events



News/Events Module is used to display the news either on left side or right side of the top header based on the selected Date.

To view the News/Events Listing Page, Select the **Organization Settings Main Menu** on the Top and Select **News/Events Menu** on the Left Side.



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTOID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged in : Administrator Logout

Organization Settings

- ✓ Level Settings
- ✓ Temporary Weekday
- ✓ Additional Weeklyoff
- ✓ Year Setting
- ✓ Shift Settings
- ✓ Holiday Setting
- ✓ News/Events
- ✓ Login List
- ✓ Flexible Hours Applicability
- ✓ Approval Settings

News/Events

<input type="checkbox"/>	From Date	To Date	Title	Description	Deleted
<input type="checkbox"/>	04/05/2008	04/05/2008	Welcome to Timecheck	The Complete Time and Attendance Solution	False

ADD DELETE RESTORE PERMANENT DELETE

www.autoidindia.com Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010

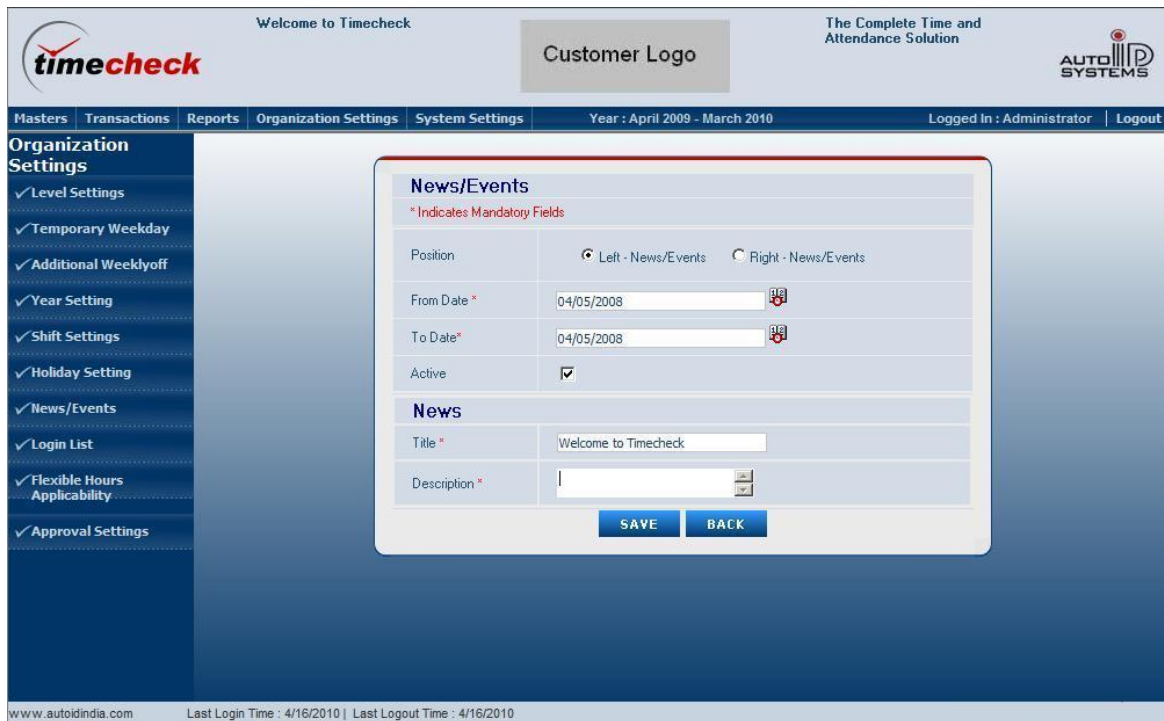
The above Listing Page contains all the declared News/Events with its From Date, To Date, Title of the News/Events and the News/Events Description.

To mark the record as delete in database, Select the appropriate Check Box on the Left Side of the record and Click Delete Button.

**To restore the record from database which is marked as delete**, Select the appropriate Check Box on the Left Side of the record and Click Restore Button. This restore option will be available only for the users those are having SuperAdmin rights.

**To delete the record permanently from database**, Select the appropriate Check Box on the Left Side of the record and Click Permanent Delete Button. This permanent delete option will be available only for the users those are having SuperAdmin rights.

**To Add the News/Events**, Click the Add Button in the above Listing Page to view the following News/Events Add Page

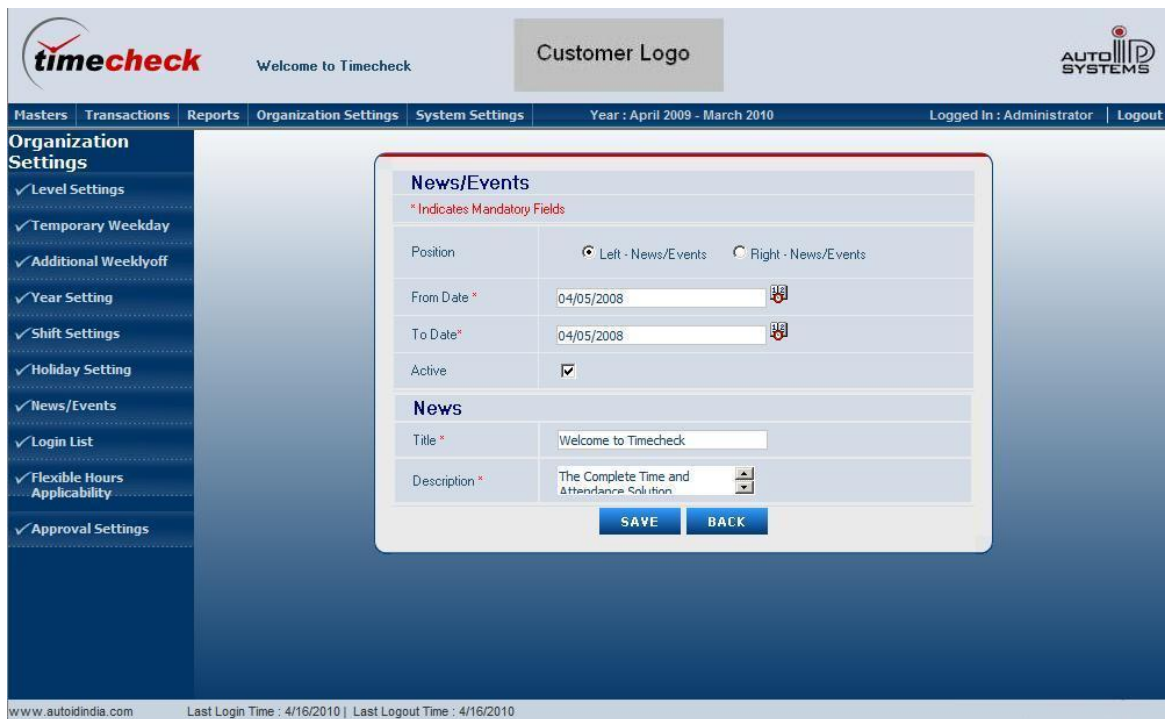


The screenshot shows the 'News/Events' add page in the Timecheck application. The page has a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' with the 'AUTOP SYSTEMS' logo. A navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. A left sidebar lists 'Organization Settings' with sub-items: 'Level Settings', 'Temporary Weekday', 'Additional Weeklyoff', 'Year Setting', 'Shift Settings', 'Holiday Setting', 'News/Events' (selected), 'Login List', 'Flexible Hours Applicability', and 'Approval Settings'. The main content area is titled 'News/Events' and includes a note '\* Indicates Mandatory Fields'. It contains two sections: 'Position' with radio buttons for 'Left - News/Events' (selected) and 'Right - News/Events'; 'From Date \*' and 'To Date \*' both set to '04/05/2008'; and 'Active' checked. Below this is a 'News' section with 'Title \*' set to 'Welcome to Timecheck' and an empty 'Description \*' field. 'SAVE' and 'BACK' buttons are at the bottom. The footer shows 'www.autoidindia.com' and 'Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010'.

In the above Page, following are the steps to add News/Events

1. Select the Position either Left-News/Event Radio Button or Right-News/Events Radio Button to display the News/Events either on the Left Side or Right Side Menu.
2. Click the Button in the Right Side of the From Date & To Date Textbox to pick the Date from the Calendar. Pick From Date & To Date on which the News/Events should be displayed.
3. Tick the Active Check Box so that the News/Events are Active and displayed. If Check Box is not Ticked, then News/Events will not be displayed.
4. Fill the Title for the News/Events which have to be displayed.
5. Fill the Description for the News/Events which has to be displayed.
6. Finally Click Save Button to add the Details.

**To Modify the News/Events,** Click the Particular Link in the Title Column in the News/Events Listing Page that has to be modified to view the following News/Events Modify Page



The screenshot shows the 'News/Events' modification form within the Timecheck application. The interface includes a top navigation bar with 'timecheck' logo, 'Welcome to Timecheck', 'Customer Logo', and 'AUTO SYSTEMS' logo. Below this is a menu bar with 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. A left sidebar lists 'Organization Settings' with sub-items like 'Level Settings', 'Temporary Weekday', 'Additional Weeklyoff', 'Year Setting', 'Shift Settings', 'Holiday Setting', 'News/Events', 'Login List', 'Flexible Hours Applicability', and 'Approval Settings'. The main content area displays the 'News/Events' form with the following fields:

- Position:** Radio buttons for 'Left - News/Events' (selected) and 'Right - News/Events'.
- From Date \*:** Textbox with '04/05/2008' and a calendar icon.
- To Date \*:** Textbox with '04/05/2008' and a calendar icon.
- Active:** Check box, which is checked.
- News Section:**
  - Title \*:** Textbox with 'Welcome to Timecheck'.
  - Description \*:** Textbox with 'The Complete Time and Attendance Solution'.

At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the page shows 'www.autoidindia.com' and 'Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010'.

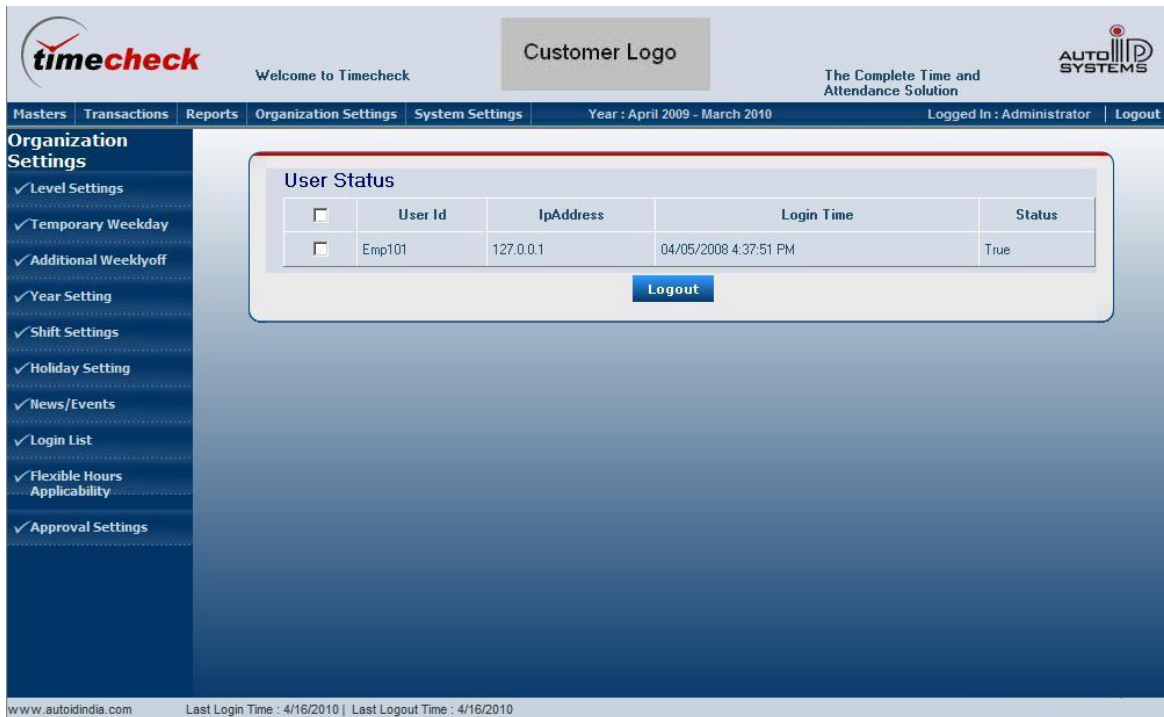
In the above Modify Page, change From & To Date on which the News/Events should be displayed, Title and Description of the News/Events, Active Check Box and Position if required and Click Save Button to Modify the Details.

**Note:** News/Events can be added or modified only for future dates.

## 1.8 Login List

Login List Module allows the administrator or user having privileges to track the users who have logged into the Timecheck Application.

To view the User Status Listing Page, Select the **Organization Settings Main Menu** on the top and select **Login List Menu** on the Left Side.



The screenshot shows the Timecheck application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range of April 2009 to March 2010. The left sidebar lists various settings under Organization Settings, including Level Settings, Temporary Weekday, Additional Weeklyoff, Year Setting, Shift Settings, Holiday Setting, News/Events, Login List, Flexible Hours Applicability, and Approval Settings. The main content area displays a 'User Status' table with columns for checkboxes, User Id, IpAddress, Login Time, and Status. A single record is shown for 'Emp101' with IP address '127.0.0.1' and login time '04/05/2008 4:37:51 PM'. A 'Logout' button is present below the table.

<input type="checkbox"/>	User Id	IpAddress	Login Time	Status
<input type="checkbox"/>	Emp101	127.0.0.1	04/05/2008 4:37:51 PM	True

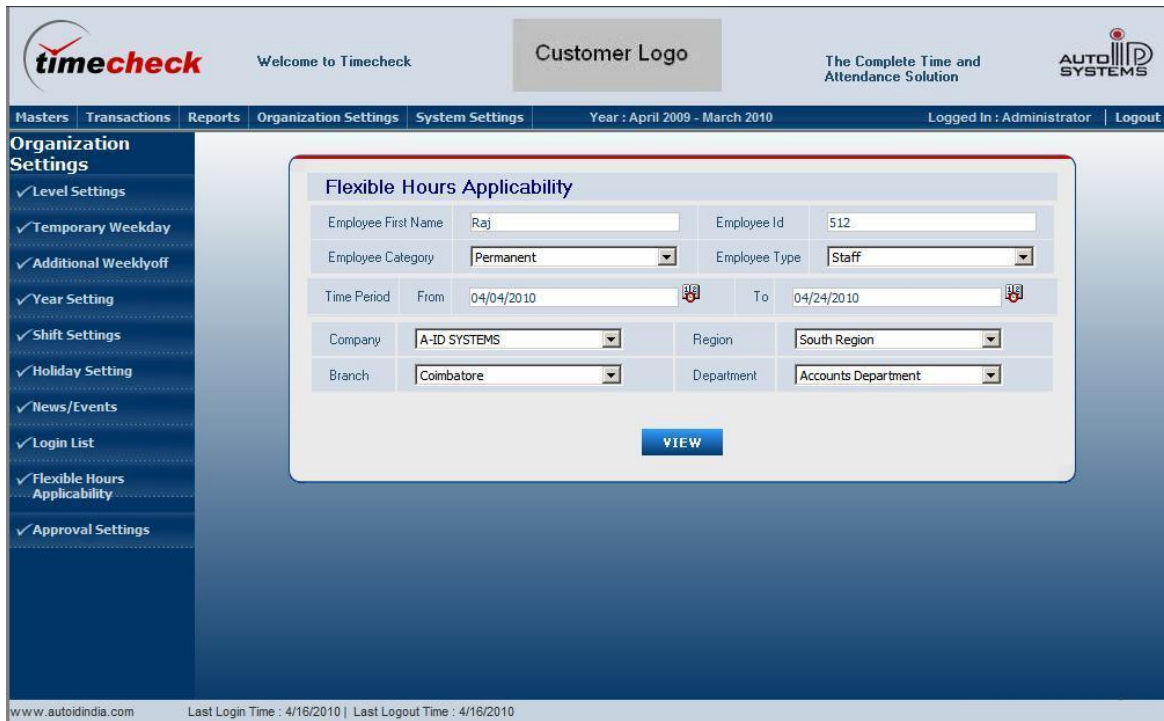
Logout

To explicitly logout the particular or group of users from the application, select the appropriate check boxes on the left side of the record and click the logout button.

## 1.9 Flexible Hours Applicability

Flexible Hours Applicability Module allows the administrator or user having privileges to assign the flexible hours applicability for a group of employees using the search criteria.

To view the Flexible Hours Applicability search Page, Select the **Organization Settings Main Menu** on the top and select **Flexible Hours Applicability Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year as April 2009 - March 2010, logged in as Administrator, and a Logout button. The left sidebar lists Organization Settings with sub-items like Level Settings, Temporary Weekday, Additional Weeklyoff, Year Setting, Shift Settings, Holiday Setting, News/Events, Login List, Flexible Hours Applicability (highlighted), and Approval Settings. The main content area displays the 'Flexible Hours Applicability' form with fields for Employee First Name (Raj), Employee Id (512), Employee Category (Permanent), Employee Type (Staff), Time Period (From 04/04/2010 to 04/24/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A blue VIEW button is located at the bottom of the form. The footer shows the website URL www.autoidindia.com and login/logout times for 4/16/2010.

Select the employees for which the flexible hours is set to 'Yes' or 'No' based on the selection criteria like Employee First Name, Employee ID, Employee Category, Employee Type, Time Period From and To for Employee Date of Joining and Organizational Level.

Select the appropriate selection criteria and click VIEW Button to view the employees which is in the following screen



The steps to set the flexible hours applicability for the selected employees are

- In the above screen, by default all the employees will be listed
- Select 'Flexible' option from the select dropdown list on the top to filter the employees for whom the flexible hours is set to 'Yes'
- Select 'Non Flexible' option from the select dropdown list on the top to filter the employees for whom the flexible hours are set to 'No'
- Select 'All' option from the select dropdown list on the top to view all the employees
- Select the employees by selecting appropriate check boxes and click the button **Flexible** to set the flexible hours to 'Yes' for the selected employees or click the button **Non Flexible** to set the flexible hours to 'No' for the selected employees
- If Flexi hours for an employee is 'Yes', then the employee has been assigned Flexible Hours and If Flexi hours for an employee is 'No', then the employee has been assigned Non Flexible Hours which is purely shift based work hours and OT calculations.

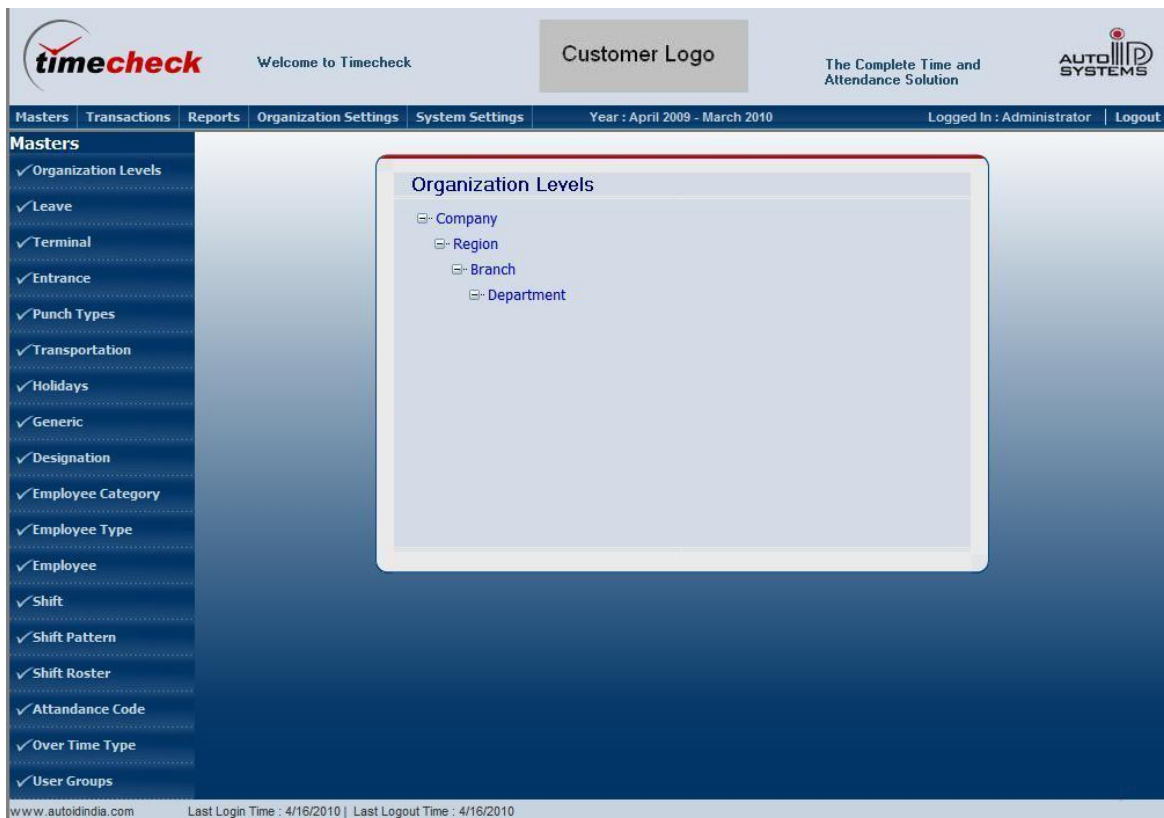
## 2. MASTERS MODULE



## 2.1 Organization Levels

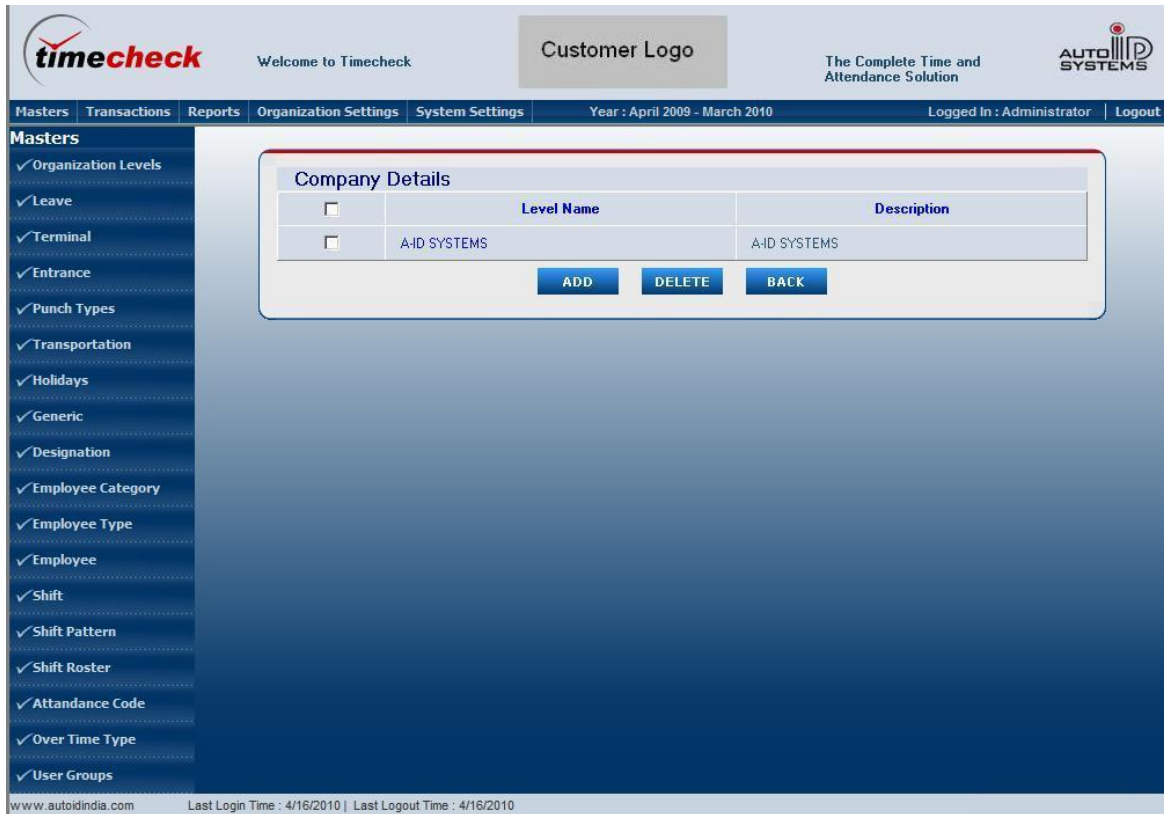
Organization Levels Module allows the administrator or the users having privileges to store the details of the different Organization Levels which is defined in the Level Settings.

To view the Organization Levels Tree View Page, Select the **Masters Main Menu** on the Top and Select **Organization Levels Menu** on the Left Side



In the above Levels Tree View Page, Click the Level for which the details are to be added. On Clicking the appropriate Level, the following selected Organization List page is opened that contains its Sub Levels.





The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution'. The top right corner shows 'AUTO ID SYSTEMS' and 'An ISO 9001 Company'. The main navigation menu on the left lists various modules under 'Masters', including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a 'Company Details' table with columns for 'Level Name' and 'Description'. The table contains one entry: 'AID SYSTEMS' with a description of 'AID SYSTEMS'. Below the table are three buttons: 'ADD', 'DELETE', and 'BACK'. The footer of the application shows the website 'www.autoidindia.com' and the last login/logout times: 'Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010'.

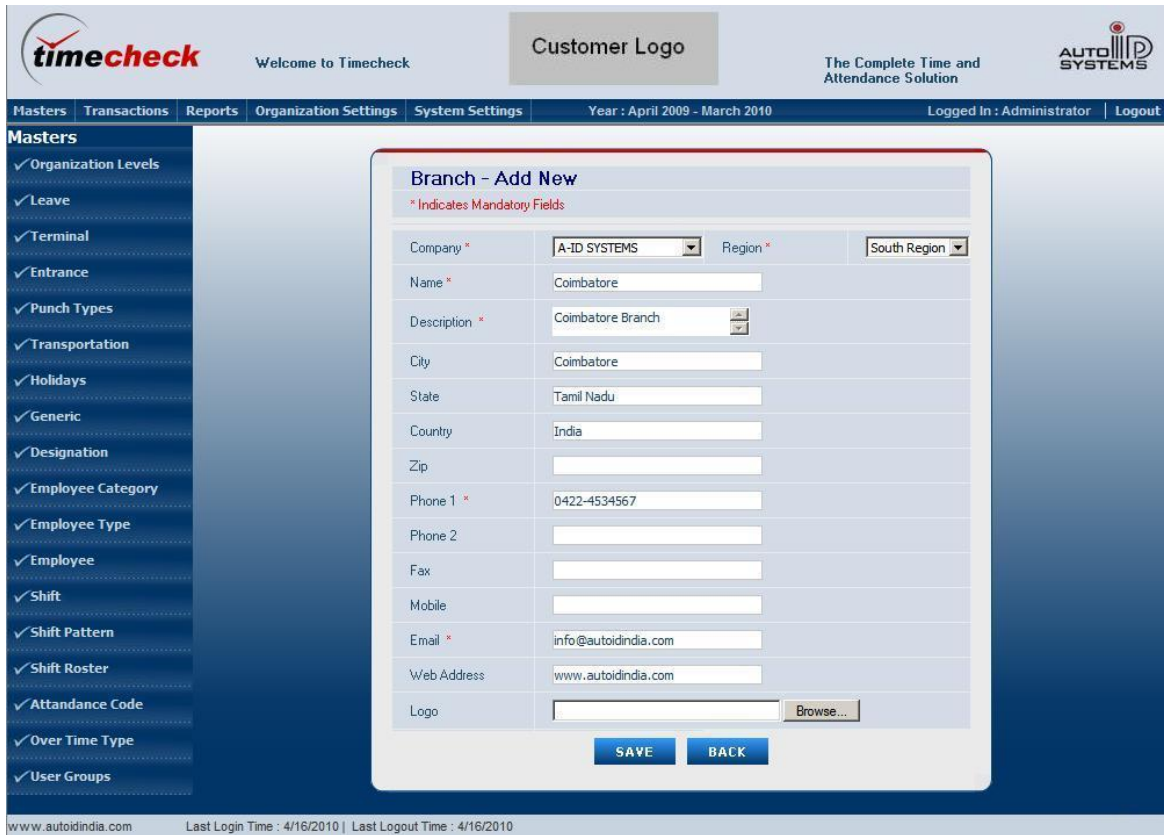
The above Organization List Page contains all the defined Organization Levels with its Level Name and its Description.

**To Add Organization Level Details**, Click the Add Button in the above Organization List Page to view the following Organization Add Page

**To mark the record as delete in database**, Select the appropriate Check Box on the Left Side of the record and Click Delete Button. If the particular Organization Level is mapped to any other Modules, then it cannot be marked as delete.

**To navigate to the Organization Levels Tree View Main Page**, Click Back Button  
After adding the company in organization level user has to set the level wise rights

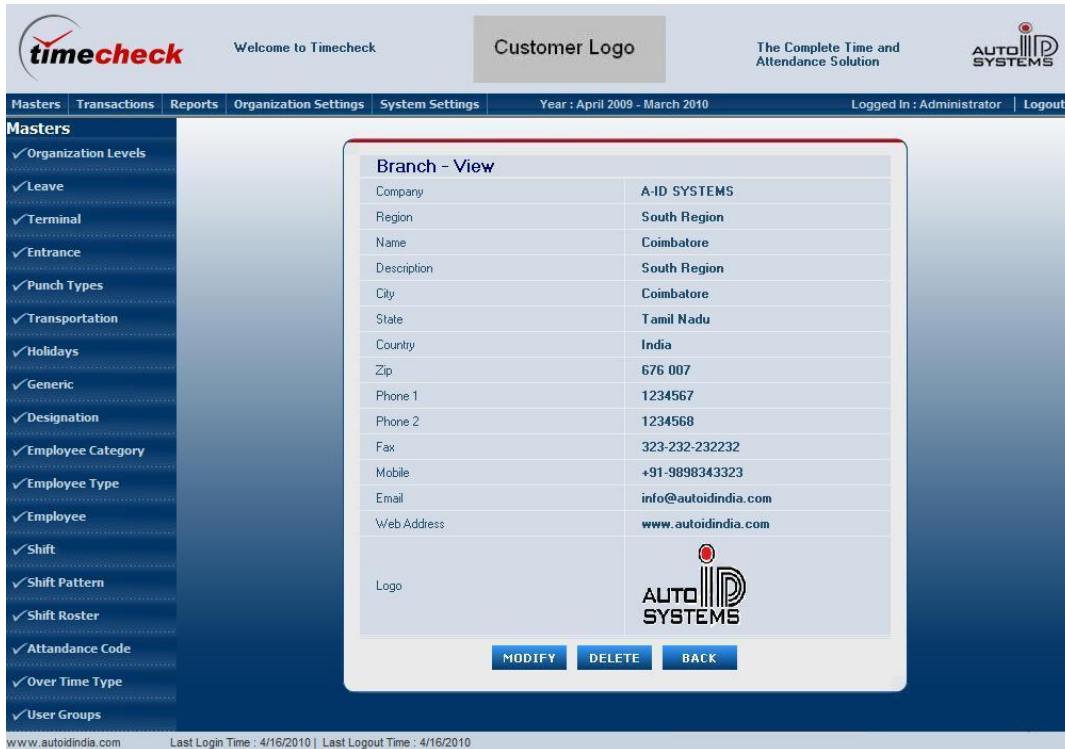
to user group then only the added company information will display.




The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the AUTO ID SYSTEMS logo. Below this is a menu bar with options: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar lists various modules under 'Masters', including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the 'Branch - Add New' form. The form includes fields for Company (A-ID SYSTEMS), Region (South Region), Name (Coimbatore), Description (Coimbatore Branch), City (Coimbatore), State (Tamil Nadu), Country (India), Zip, Phone 1 (0422-4534567), Phone 2, Fax, Mobile, Email (info@autoidindia.com), Web Address (www.autoidindia.com), and Logo (with a Browse... button). At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the application shows the website URL www.autoidindia.com and the last login/logout times: 4/16/2010.

Fill all the Details and Click Save Button to save the Level Details.

**To View particular Organization Details**, Click the Particular Link in the Level Name Column in the Organization List Page to view the following Organization View Page



The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution'. On the right, the 'AUTOID SYSTEMS' logo is visible. Below the header is a navigation bar with tabs: 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. The 'Masters' tab is selected, and a sidebar on the left lists various master data categories with checkmarks, including 'Organization Levels', 'Leave', 'Terminal', 'Entrance', 'Punch Types', 'Transportation', 'Holidays', 'Generic', 'Designation', 'Employee Category', 'Employee Type', 'Employee', 'Shift', 'Shift Pattern', 'Shift Roster', 'Attendance Code', 'Over Time Type', and 'User Groups'. The main content area shows a 'Branch - View' form for 'A-ID SYSTEMS'. The form contains a table with the following details:

Company	A-ID SYSTEMS
Region	South Region
Name	Coimbatore
Description	South Region
City	Coimbatore
State	Tamil Nadu
Country	India
Zip	676 007
Phone 1	1234567
Phone 2	1234568
Fax	323-232-232232
Mobile	+91-9898343323
Email	info@autoidindia.com
Web Address	www.autoidindia.com
Logo	

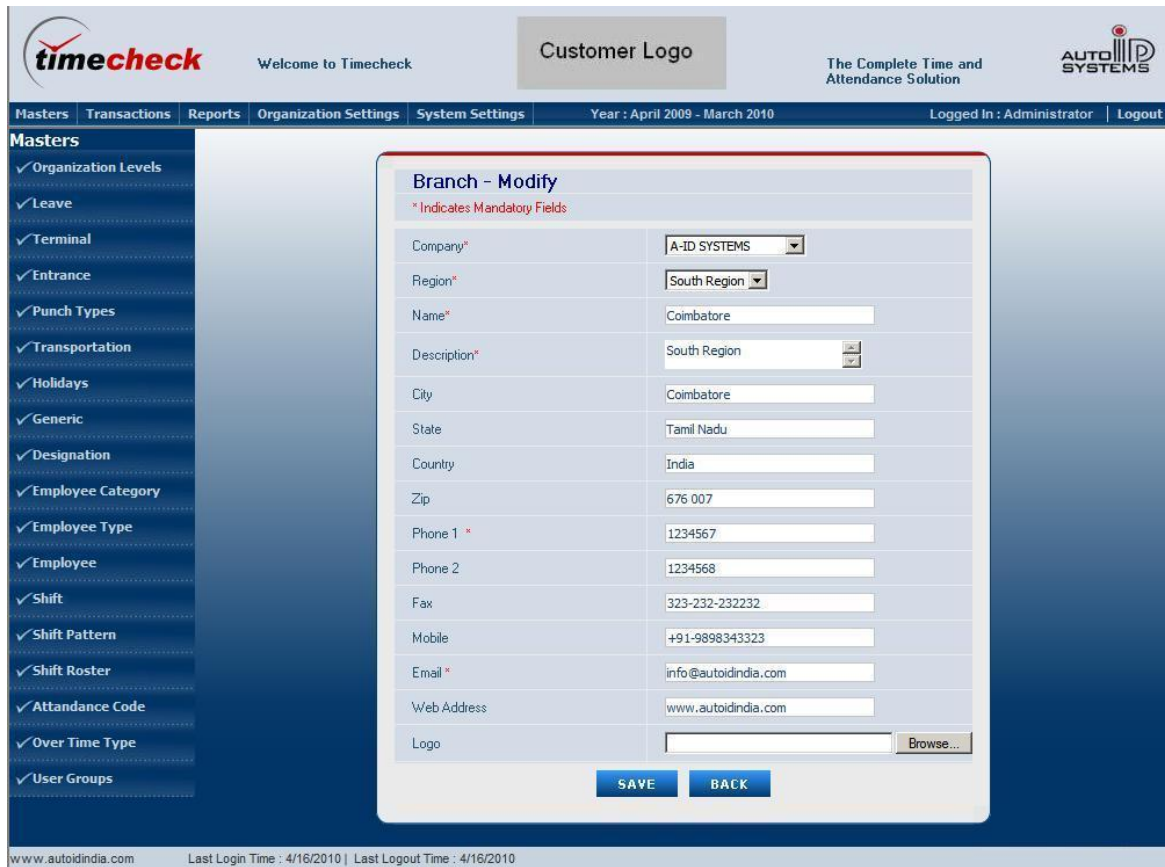
At the bottom of the form are three buttons: 'MODIFY', 'DELETE', and 'BACK'. The footer of the application shows the website 'www.autoidindia.com' and login/logout times: 'Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010'.

**To mark the record as delete in database**, Click the Delete Button in the Organization View Page to mark the viewed record as delete. If the particular Organization Level is mapped to any other Modules, then it cannot be marked as delete

**To navigate to the organization view page**, Click Back Button.

**To Modify the Organization Level**, Click the Modify Button in the Organization View Page to view the following Organization Modify Page

After adding the Branch in organization level, user has to set the level wise rights to user group then only the added branch information will display.



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTOID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Branch - Modify**

\* Indicates Mandatory Fields

Company*	A-ID SYSTEMS
Region*	South Region
Name*	Coimbatore
Description*	South Region
City	Coimbatore
State	Tamil Nadu
Country	India
Zip	676 007
Phone 1 *	1234567
Phone 2	1234568
Fax	323-232-232232
Mobile	+91-9898343323
Email *	info@autoidindia.com
Web Address	www.autoidindia.com
Logo	<input type="text"/> Browse...

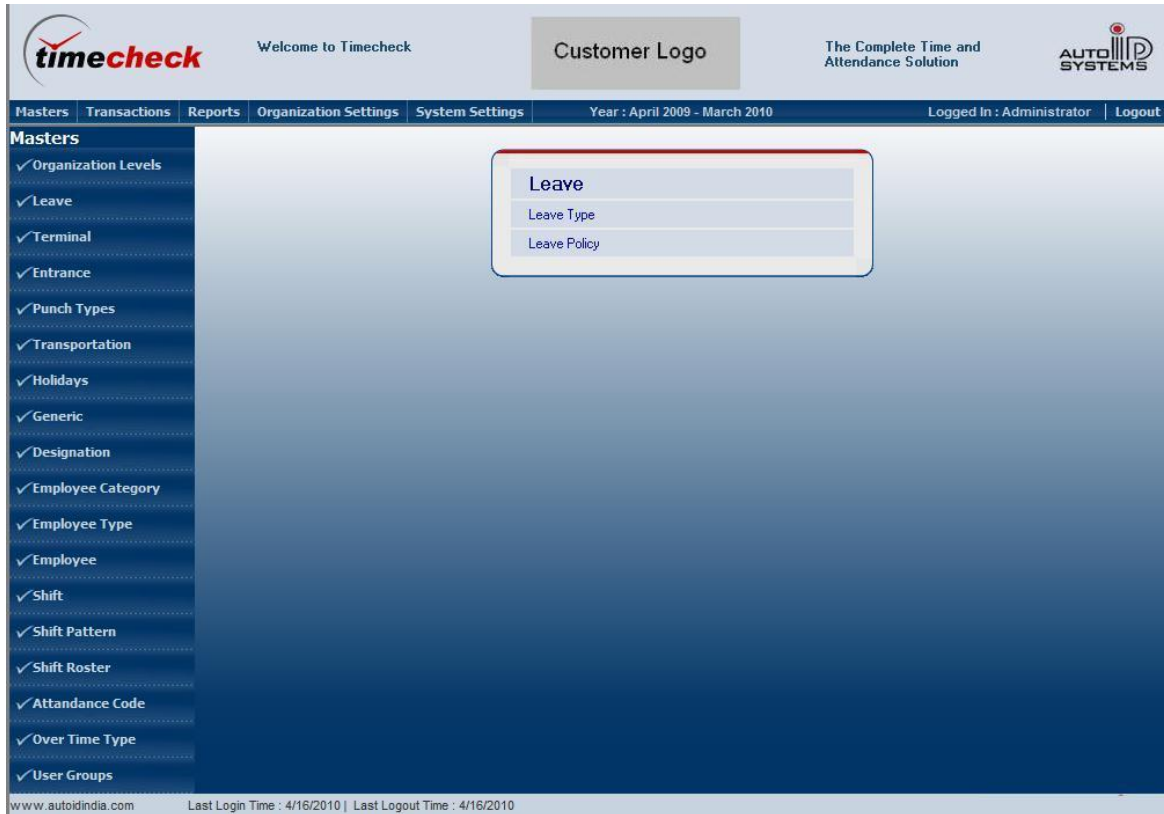
SAVE BACK

www.autoidindia.com Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010

In the above Organization Modify Page, change the Organization Details if required and Click Save Button to reflect the changes in the Organization Level Details.

Similarly, the user has to add department details in organization levels module.

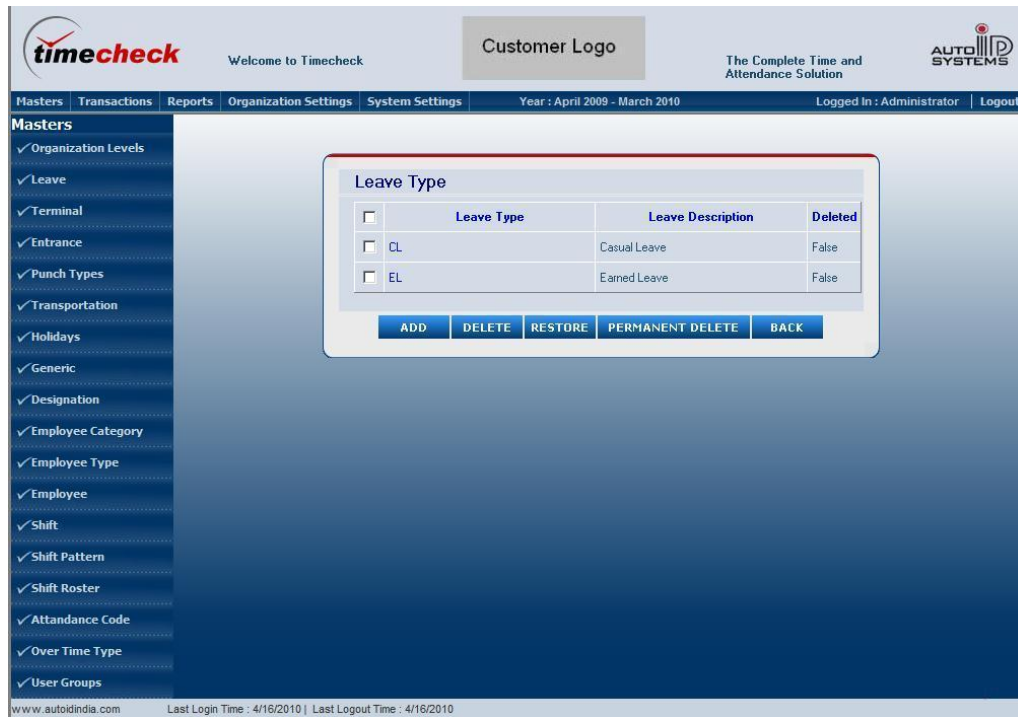
## 2.2 Leave



### 2.2.1 Leave Type

Leave Type Module allows the company administrator or user having privileges to define various Leave Types (eg., Casual Leave, Sick Leave, Earned Leave, Medical Leave etc.,) which are applicable to any levels in the organization.

To view the Leave Type Listing Page, Select the **Masters Main Menu** on the Top and Select **Leave Menu** on the Left Side and Select **LeaveType** link on the Right as shown in the above Leave Main Page.



The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the Auto Systems logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range (Year: April 2009 - March 2010). The left sidebar lists various master data categories under the 'Masters' heading, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a 'Leave Type' table with columns for Leave Type, Leave Description, and Deleted. The table lists two entries: CL (Casual Leave) and EL (Earned Leave), both marked as not deleted. Below the table are buttons for ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK. The footer of the application shows the website URL (www.autoidindia.com) and the last login/logout times (4/16/2010).

Leave Type	Leave Description	Deleted
CL	Casual Leave	False
EL	Earned Leave	False

The above Listing Page contains all the defined Leave Types with its Leave Type and its Description.

---

**To mark the record as delete in database**, Select the appropriate Check Box on the Left Side of the record and Click Delete Button. If the Leave Type is mapped to any of the other modules, then it cannot be marked as delete.

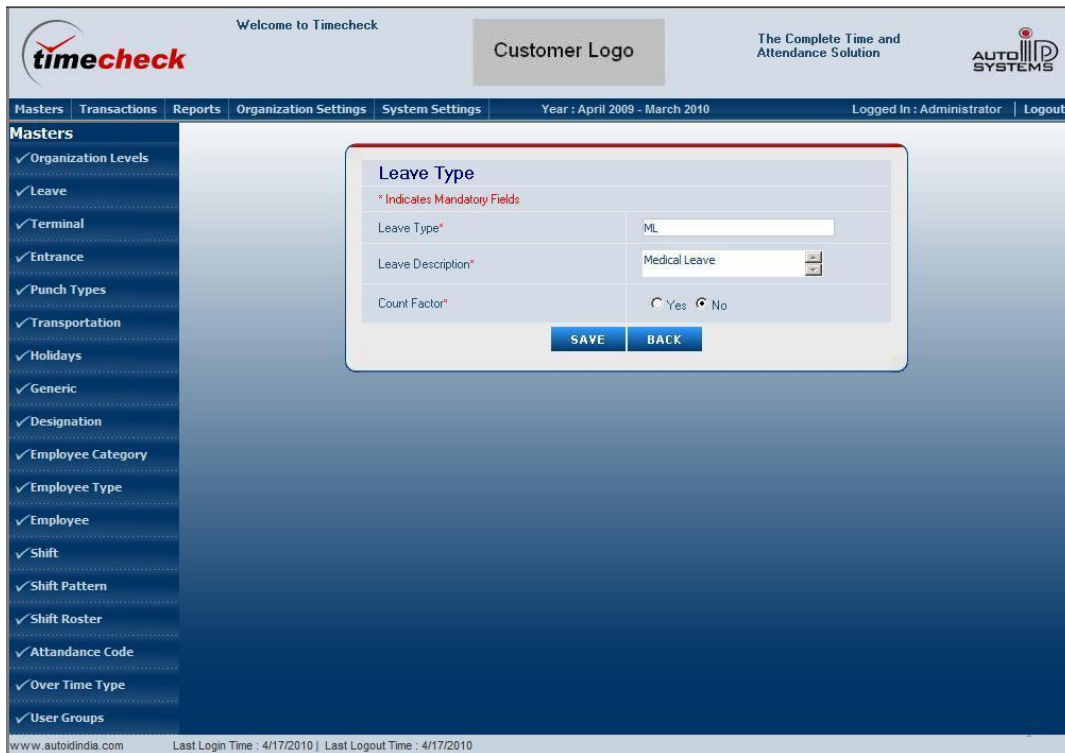
**To restore the record from database which is marked as delete**, Select the appropriate Check Box on the Left Side of the record and Click Restore Button. This restore option will be available only for the users those are having SuperAdmin rights.

**To delete the record permanently from database**, Select the appropriate Check Box on the Left Side of the record and Click Permanent Delete Button. If the Leave Type is mapped to any of the other modules, then it cannot be permanently deleted. This permanent delete option will be available only for the users those are having SuperAdmin rights.

**To navigate to the leave main page**, Click Back Button.

**To Add Leave Type**, Click the Add Button in the above Listing Page to view the following Page





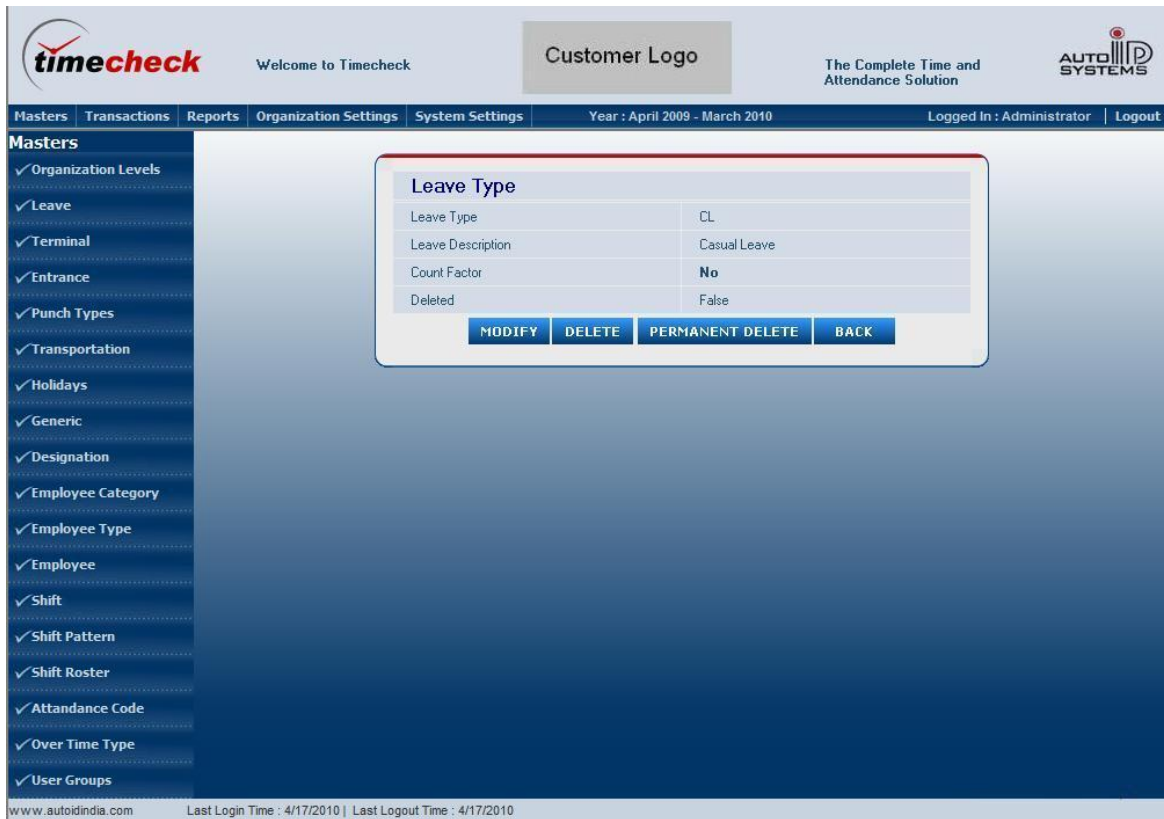
The screenshot shows the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs for 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Masters' tab is selected, and a sidebar on the left lists various master data categories with checkmarks, including 'Organization Levels', 'Leave', 'Terminal', 'Entrance', 'Punch Types', 'Transportation', 'Holidays', 'Generic', 'Designation', 'Employee Category', 'Employee Type', 'Employee', 'Shift', 'Shift Pattern', 'Shift Roster', 'Attendance Code', 'Over Time Type', and 'User Groups'. The main content area displays the 'Leave Type' form. The form has a title 'Leave Type' and a note '\* Indicates Mandatory Fields'. It contains three input fields: 'Leave Type\*' with the value 'ML', 'Leave Description\*' with the value 'Medical Leave', and 'Count Factor\*' with radio buttons for 'Yes' and 'No'. At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the application shows the website 'www.autoidindia.com' and login/logout times for 4/17/2010.

In the above page, fill the Leave Type and Leave Description, count factor and Click Save Button to save the Leave Type Details.

**To View particular Leave Type**, Click the Particular Link in the Leave Type Column in the Leave Type Listing Page to view the following Leave Type View Page

When the Leave Type Link is clicked in the Leave Type List Page, the appropriate selected Leave Type Details will be shown in the Leave Type View Page as shown below





The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a Customer Logo placeholder, and the text 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The current date is April 2009 - March 2010, and the user is logged in as Administrator. The left sidebar lists various modules under the 'Masters' category, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the 'Leave Type' management screen. It shows a table with the following data:

Leave Type	
Leave Type	CL
Leave Description	Casual Leave
Count Factor	No
Deleted	False

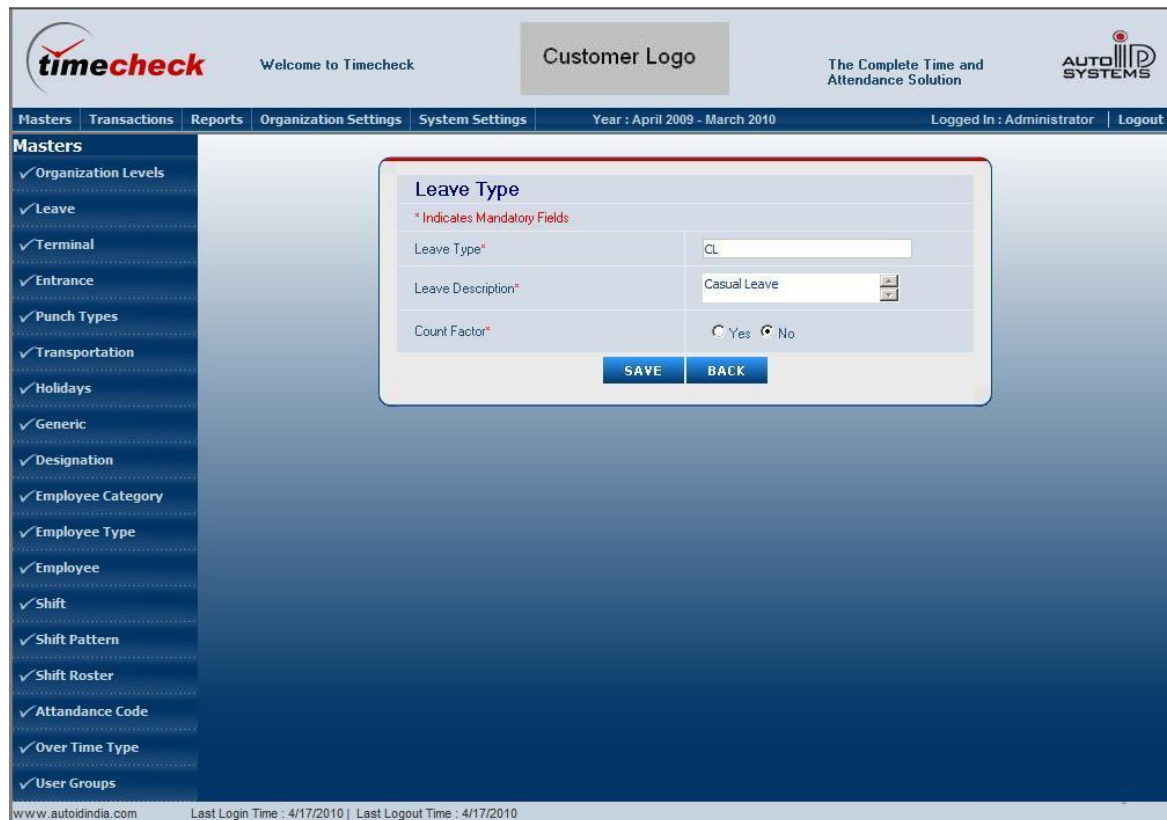
Below the table are four buttons: MODIFY, DELETE, PERMANENT DELETE, and BACK. At the bottom of the page, there is a footer with the website URL www.autoidindia.com and the last login/logout times.

**To mark the record as delete in database,** Click the Delete Button in the Leave Type View Page. If the particular Leave Type is mapped to any other Modules, then it cannot be marked as delete.

**To delete the record permanently from database,** Click Permanent Delete Button in the Leave Type View Page. If the Leave Type is mapped to any of the other modules, then it cannot be deleted permanently. This permanent delete option will be available only for the users those are having SuperAdmin rights.

To navigate to leave type main page, Click Back Button.

To Modify the Record, Click the Modify Button in the Leave Type View Page to view the following Leave Type Modify Page



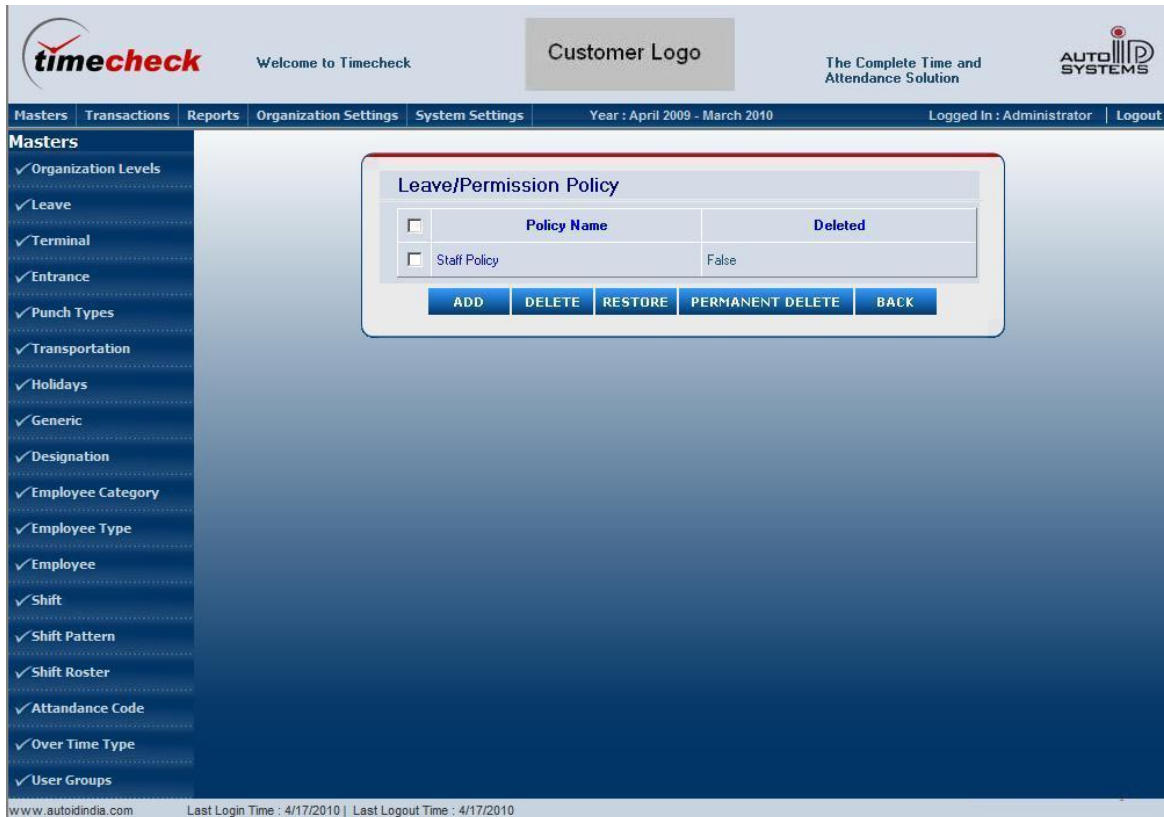
The screenshot displays the 'Leave Type Modify' page within the Timecheck application. The interface includes a top navigation bar with links for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range of April 2009 to March 2010. A sidebar on the left lists various master data categories under 'Masters', such as Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area features a form titled 'Leave Type' with the following fields: 'Leave Type\*' (containing 'CL'), 'Leave Description\*' (containing 'Casual Leave'), and 'Count Factor\*' (with radio buttons for 'Yes' and 'No'). A red asterisk indicates mandatory fields. At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the page shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

In the above Leave Type Modify Page, change the Leave Type and its Description if required and Click Save Button to reflect the changes.

## 2.2.2 Leave Policy

Leave Policy Module is used to define different Leave Policies to different grade of Employees. For e.g., A Particular Leave Type may be applicable only for Managers and not for Staffs. In this case, different Leave Policies has to be created separately for Managers and Staffs.

To view the Leave Policy Listing Page, Select the **Masters Main Menu** on the Top and Select **Leave Menu** on the Left Side and Select **Leave Policy** link on the Right as shown in the Leave Main Page



Policy Name	Deleted
Staff Policy	False

ADD DELETE RESTORE PERMANENT DELETE BACK

The above Leave Policy Listing Page contains all the defined Leave Policies with Policy Name.

---

**To mark the record as delete in database**, Select the appropriate Check Box on the Left Side of the record and Click Delete Button. If the Leave Policy is mapped to any of the other modules, then it cannot be marked as delete.

**To restore the record from database which is marked as delete**, Select the appropriate Check Box on the Left Side of the record and Click Restore Button. This restore option will be available only for the users those are having SuperAdmin rights.

**To delete the record permanently from database**, Select the appropriate Check Box on the Left Side of the record and Click Permanent Delete Button. If the Leave Policy is mapped to any of the other modules, then it cannot be deleted permanently. This permanent delete option will be available only for the users those are having SuperAdmin rights.

**To navigate to the leave main page**, Click Back Button.

**To Add Leave/Permission Policy**, Click the Add Button in the above Leave Policy Listing Page to view the following Leave/Permission Policy Add Page

### Leave/Permission Policy

\* Indicates Mandatory Fields

Policy Name\*

Applicable	Leave Type	Applicable Days	Max Days/Spell	Min Days/Spell	Spells/year	LOP	Max LOP	Count Weekoff	Borrow	Carry Over	M.Acc. days	Encash	Appl.After (Days)	Calc. Factor	Min Work Days	Count Factor
<input type="checkbox"/>	CL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="radio"/> Before <input type="radio"/> After <input type="radio"/> Intervening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Wk Day <input type="checkbox"/> Wk Off <input type="checkbox"/> Leave <input type="checkbox"/> Holidays
<input type="checkbox"/>	EL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text"/>	<input type="radio"/> Before <input type="radio"/> After <input type="radio"/> Intervening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Wk Day <input type="checkbox"/> Wk Off <input type="checkbox"/> Leave <input type="checkbox"/> Holidays
<input checked="" type="checkbox"/>	SL	<input type="text" value="12.0"/>	<input type="text" value="4.0"/>	<input type="text" value="0.5"/>	<input type="text" value="12"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="text" value="0.0"/>	<input type="radio"/> Before <input type="radio"/> After <input type="radio"/> Intervening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="250.0"/>	<input type="text" value="0.0"/>	<input type="text" value="0"/>	<input type="checkbox"/> Wk Day <input type="checkbox"/> Wk Off <input type="checkbox"/> Leave <input type="checkbox"/> Holidays

Permission ☒

Max Permission Hours Per Month (in hh:mm)

Max Permission Hours Per Instance (in hh:mm)

Over Time Type ☐

☐ Hour Wise    ☐ Day Wise    Min Hrs (hh:mm)

Max No Of Instances Per Month

Permission Before Leave ☒    Permission After Leave ☐

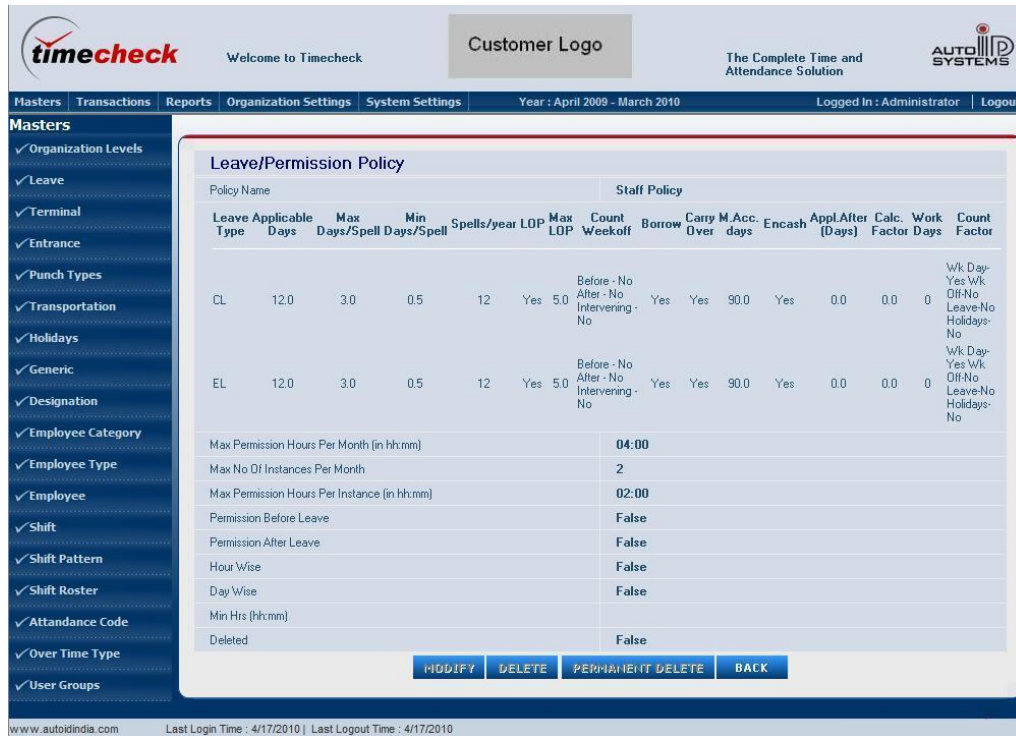
The following are the steps to add Leave Policy

2. Fill the Policy Name.
3. Click the Check Boxes to define what are all the Leave Types applicable for the Policy
4. Fill App Days Text Box that is how much days can be availed for the particular Leave Type. This field will be enabled only when Count Factor is set to 'No' for the selected Leave Type in the Leave Master.
5. Fill Max Days/ Spell Text Box if applicable. (i.e., Maximum number of days can be taken at a time for a particular Leave Type).
6. Fill Min Days/ Spell Text Box if applicable. (i.e., Minimum number of days can be taken at a time for a particular Leave Type).
7. Fill Spells/Year in the Text Box if Applicable. (i.e., Number of spells per year for a particular Leave Type).
8. Choose Yes Radio Button if LOP (Loss Of Pay) is Applicable. If LOP is not applicable, then choose Radio Button No. If LOP is applicable, then fill the Maximum number of LOP that can be taken in Max LOP Text Box.
9. Choose Weekly Off Before or After or Intervening if applicable for a particular Leave Type.

- 
10. Select the Borrow Check Box if Borrowing of Leave from next year is applicable for a particular Leave Type.
  11. Select the Carry Over Check Box if Carry Over of Leave is applicable for a particular Leave Type.
  12. Fill M.Acc. Days (Maximum number of Accumulated Days) in the Text Box if applicable for a particular Leave Type.
  13. Select the Encash Check Box if Encashment for a particular Leave Type is applicable.
  14. Fill the Apply. After (Days) Text Box. (i.e after how many days from the date of joining, the particular Leave Type will be applicable to Employee)
  14. Fill Calc. Factor Text Box, i.e., Calculation Factor for the particular Leave Type. This field will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.
  15. Fill Min. Work Days Text Box, i.e., the number of days that an employee should work to get eligible for the particular Leave Type. This field will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.
  16. Select the Count Factor check boxes whether to include Work Day or Weekly Off or Leave or Holidays to get the Min. Work days. These fields will be enabled only when Count Factor is set to 'Yes' for the selected Leave Type in the Leave Master.
  17. Set maximum permission hours per month in hh:mm format in the Max Permission Hours Per Month Text Box. This field will be enabled only when the permission check box is selected.
  18. Set maximum number of instances per month in the Max No of Instances per Month Text Box. This field will be enabled only when the permission check box is selected.
  19. Maximum Permission Hours per Instance will be automatically calculated based on maximum permission hours per month and maximum number of instances. This field will be enabled only when the permission check box is selected.
  20. Select the Permission Before Leave and Permission After Leave if Applicable. These fields will be enabled only when the permission check box is selected.
  21. Select the Over time Type option whether the Hour wise or Day wise is applicable. This field will be enabled only when the over time type check box is selected.
  22. Finally Click Save Button to save the Leave Policy Details

To View particular Leave/Permission Policy, Click the Particular Link in the Policy Name Column in the Leave Policy Listing Page to view the following Leave/Permission Policy View Page

When the Policy Name Link is clicked in the Leave/Permission Policy List Page, then the appropriate selected Leave Policy Details will be shown in the Leave/Permission Policy View Page as shown below



The screenshot shows the 'Leave/Permission Policy' view page. On the left is a sidebar with a 'Masters' menu containing various options like Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the details for a specific policy, including a table with columns for Leave Type, Applicable Days, Max Days/Spell, Min Days/Spell, Spells/year, LOP, Max LOP, Count Weekoff, Borrow, Carry Over, M.Acc. days, Encash, Appl After (Days), Calc. Factor, Work Days, and Count Factor. Below this table are several configuration fields for the policy, such as 'Max Permission Hours Per Month', 'Max No Of Instances Per Month', 'Max Permission Hours Per Instance', 'Permission Before Leave', 'Permission After Leave', 'Hour Wise', 'Day Wise', 'Min Hrs', and 'Deleted'. At the bottom of the main area are buttons for 'MODIFY', 'DELETE', 'PERMANENT DELETE', and 'BACK'. The footer of the page shows the website 'www.autoidindia.com' and login/logout times.

To mark the record as delete in database, Click the Delete Button in the Leave Policy View Page. If the particular Leave Policy is mapped to any other Modules, then it cannot be marked as delete.



**To delete the record permanently from database**, Click the Permanent Delete Button in the Leave Policy View Page. If the particular Leave Policy is mapped to any other Modules, then it cannot be deleted permanently.

**To navigate to the Leave/Permission Policy list page**, Click Back Button.

**To Modify the Record**, Click the Modify Button in the Leave/Permission Policy View Page to view the following Leave/Permission Policy Modify Page

Leave/Permission Policy

\* Indicates Mandatory Fields

Policy Name\*

Staff

Applicable	Leave Type	Applicable Days	Max Days/Spell	Min Days/Spell	Spells/year	LOP	Max LOP	Count Weekoff	Borrow	Carry Over	M.Acc. days	Encash	Appl.After (Days)	Calc. Factor	Min Work Days	Count Factor
<input type="checkbox"/>	CL					<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="checkbox"/> Before <input type="checkbox"/> After <input type="checkbox"/> Intervening	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				<input type="checkbox"/> Wk Day <input type="checkbox"/> Wk Off <input type="checkbox"/> Leave <input type="checkbox"/> Holidays
<input type="checkbox"/>	EL					<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="checkbox"/> Before <input type="checkbox"/> After <input type="checkbox"/> Intervening	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				<input checked="" type="checkbox"/> Wk Day <input type="checkbox"/> Wk Off <input type="checkbox"/> Leave <input type="checkbox"/> Holidays
<input checked="" type="checkbox"/>	SL	12.0	4.0	0.5	12	<input type="radio"/> Yes <input checked="" type="radio"/> No	0.0	<input type="checkbox"/> Before <input type="checkbox"/> After <input type="checkbox"/> Intervening	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	250.0	0.0	0	<input type="checkbox"/> Wk Day <input type="checkbox"/> Wk Off <input type="checkbox"/> Leave <input type="checkbox"/> Holidays

Permission ☒

Max Permission Hours Per Month (in hh:mm)

17:09

Max No Of Instances Per Month

2

Max Permission Hours Per Instance (in hh:mm)

08:35

Permission Before Leave ☒

Permission After Leave ☐

Over Time Type ☐

☐ Hour Wise ☐ Day Wise

Min Hrs (hh:mm)

SAVE

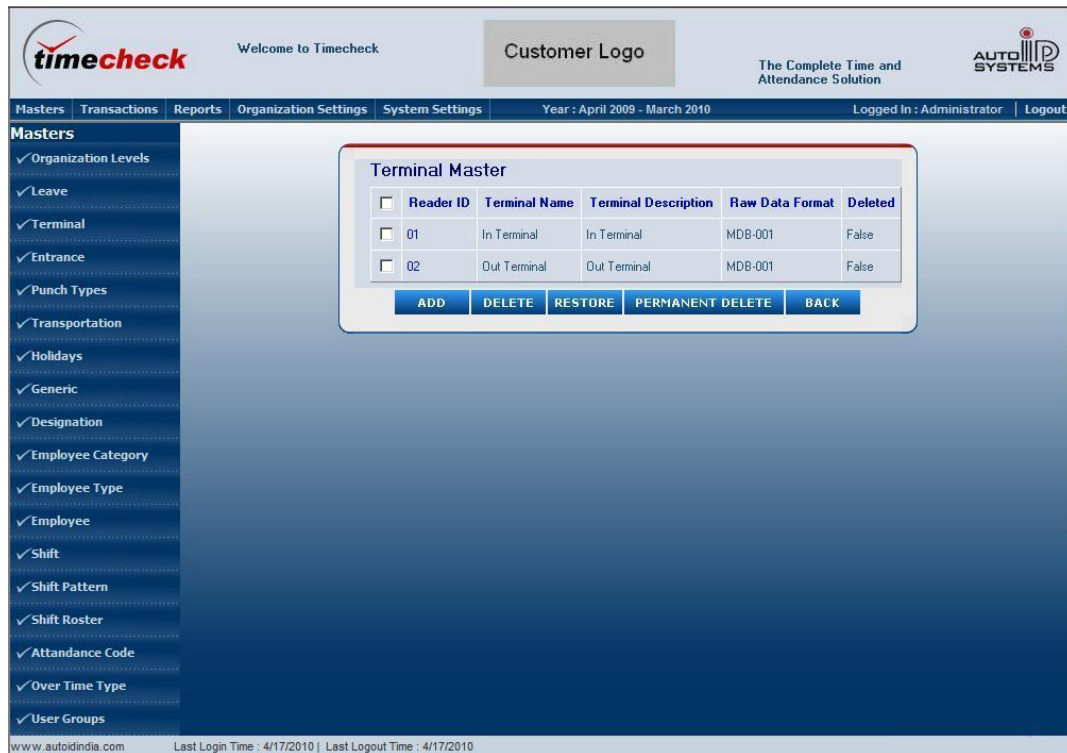
BACK

In the above Leave/Permission Policy Modify Page, Change the Leave and Permission Policy Details if required and Click Save Button to reflect the Changes in the particular Leave Policy.

## 2.3 Terminal

Terminals Master – It segregated as two masters.

- Terminal Data Type
- Terminal Master



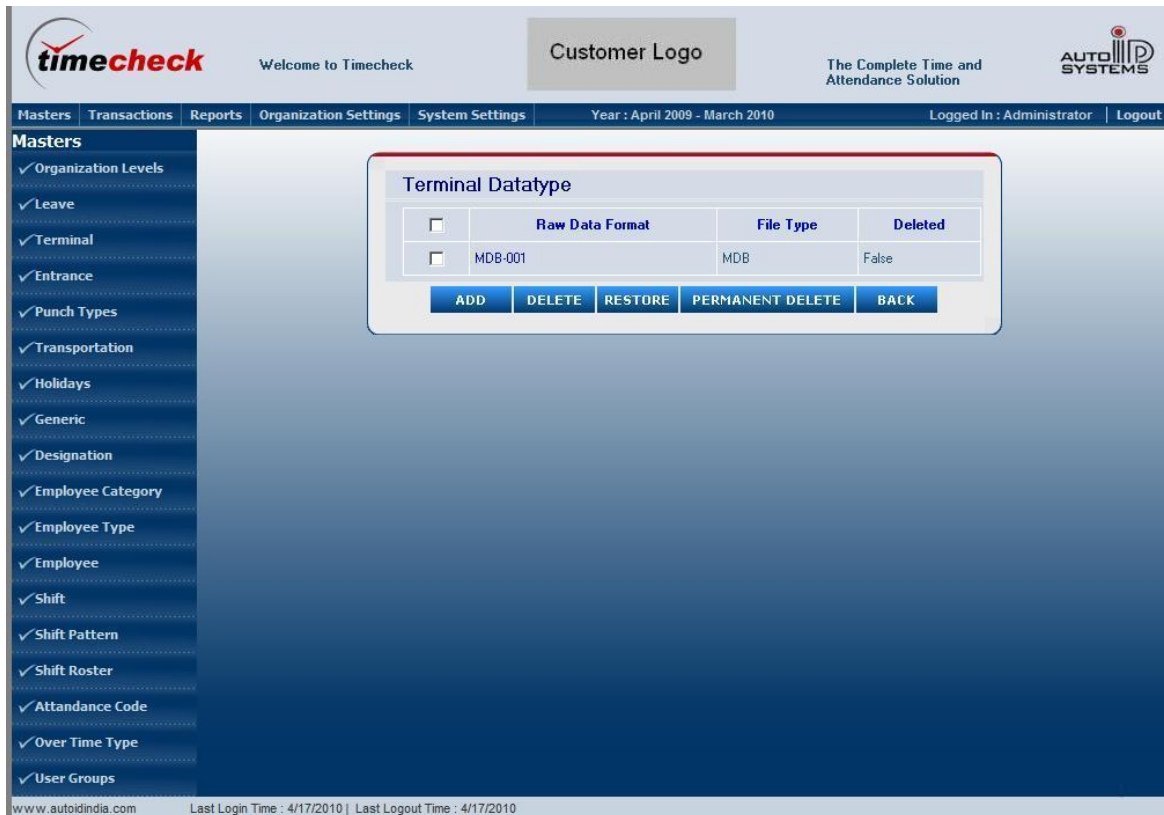
The screenshot displays the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the text "The Complete Time and Attendance Solution". The main navigation menu on the left lists various masters: Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The "Terminal Master" screen is active, showing a table with columns: Reader ID, Terminal Name, Terminal Description, Raw Data Format, and Deleted. The table contains two entries: 01 (In Terminal, In Terminal, MDB-001, False) and 02 (Out Terminal, Out Terminal, MDB-001, False). Below the table are buttons for ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK. The footer shows the website URL www.autoidindia.com and login/logout timestamps.

Reader ID	Terminal Name	Terminal Description	Raw Data Format	Deleted
01	In Terminal	In Terminal	MDB-001	False
02	Out Terminal	Out Terminal	MDB-001	False

### 2.3.1 Terminal Datatype

Terminal Data type Master Module is used to store the external file types and its related settings from which the Raw Data like Card Id, Device Id, Date Of Punch, Time Of Punch, Punch Type is transferred into the Timecheck Database. The File Types can be Fixed Length Text File, CSV File, Flexible Delimiter, MDB and RDBMS (SQL)

To view the Terminal Date Type Listing Page, Select the **Masters Main Menu** on the top and Select **Terminal Menu** on the Left Side and Select **Terminal Data Type** link on the Right as shown in the Terminal Main Page



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the tagline 'The Complete Time and Attendance Solution'. Below this is a secondary navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range (April 2009 - March 2010). The left sidebar lists various master data categories under 'Masters', including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the 'Terminal Datatype' listing table.

<input type="checkbox"/>	Raw Data Format	File Type	Deleted
<input type="checkbox"/>	MDB-001	MDB	False

Below the table are five action buttons: ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK.

The above Terminal Data Type Listing Page contains the entire defined Terminal Data Types with its Raw Data Format and File Types.

---

**To mark the record as delete in database**, Select the appropriate Check Box on the Left Side of the record and Click Delete Button. If the Terminal Data type is mapped to any of the other modules, it cannot be marked as delete.

**To restore the record from database which is marked as delete**, Select the appropriate Check Box on the Left Side of the record and Click Restore Button. This restore option will be available only for the users those are having Super Admin rights.

**To delete the record permanently from database**, Select the appropriate Check Box on the Left Side of the record and Click Permanent Delete Button. If the Terminal Data type is mapped to any of the other modules, then it cannot be deleted permanently. This permanent delete option will be available only for the users those are having Super Admin rights.

**To navigate to the terminal main page**, Click Back Button.

**To Add Terminal Data Type**, Click the Add Button in the above Terminal Data Type Listing Page to view the following Terminal Data Type Add Page

Masters Transactions Reports Organization Settings System Settings Year : January 2009 - December 2009 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Terminal Datatype**

Raw Data Format	delim
File Type	Delimiter
File Source Path *	D:\Temp\Phinesh\
File Backup Path *	D:\Temp\Phinesh\
BackUp Type *	<input type="radio"/> Multiple File Download <input checked="" type="radio"/> Single File Download
Number Of Fields *	5
Delimiter *	,
String Enclosed By	"
OurFormat	Raw File Fields
Reader No *	Field1
Card No *	Field2 <input type="checkbox"/> Employee ID
Date & Time	<input checked="" type="radio"/> Date Time Combine <input type="radio"/> Date Time separate
Date Time Separate	Date -Select- Date Format
	Time -Select- Time Format
Date Time Combine	Field3 Date Time Format dd/mm/yyyy hh:mm:ss
Punch Type *	Field4
Transaction Identifier	<input checked="" type="checkbox"/> Field5 Value 55

MODIFY BACK

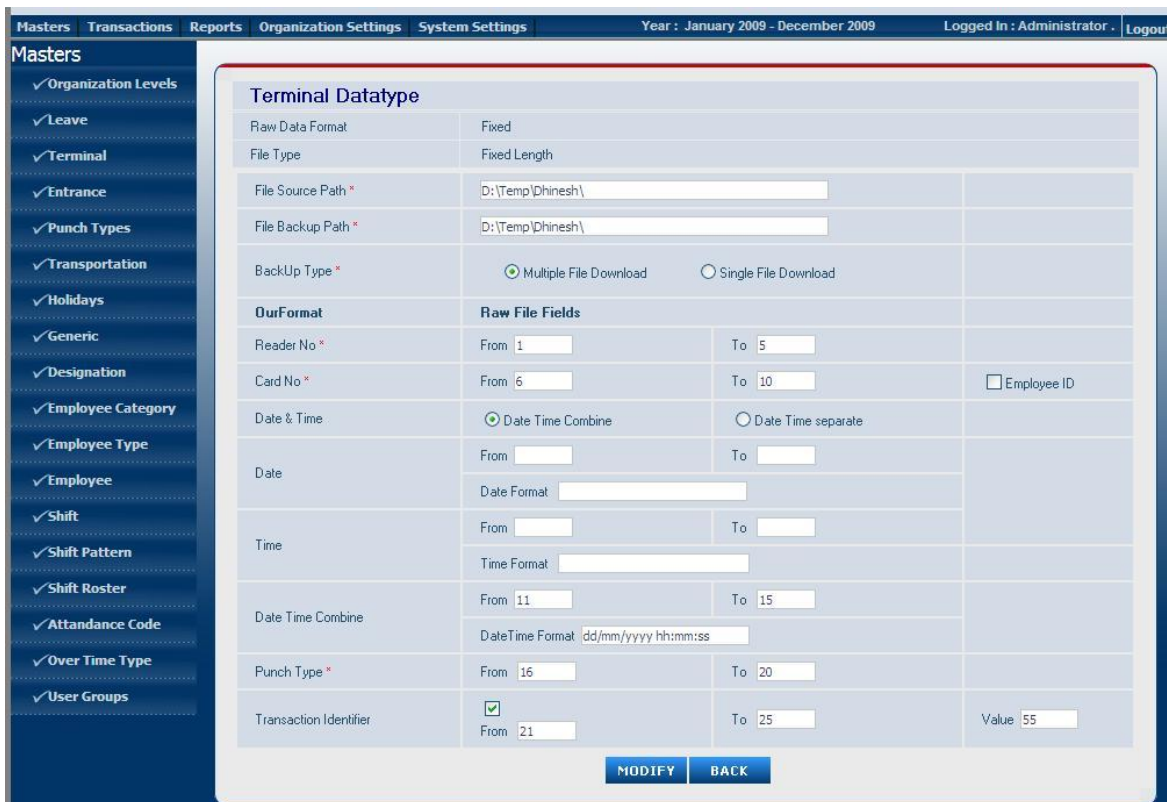
Fill Raw Data Format in the Text Box and Select the File Type.

If the selected File Type is Delimiter, then the steps are

- Fill the File Source Path where the Delimiter Text Files are stored so that Windows Service can read.
- Fill the File Backup Path where the Delimiter Files are stored after read by the Windows Service.
- Fill the Number of Fields in the Text Box. Enter the number of fields based on how much fields the Delimiter Text Files contains. On selecting the Number of Fields, that many numbers of fields will be added in the Raw File Fields Dropdown Lists.
- Fill the Delimiter and String Enclosed By in the appropriate Text Boxes.
- Select the fields in the Dropdown Lists. Selection of Fields will be based on the Text File.
- If the Delimiter Files contains Date and Time together, then select the Date Time Combine Radio Button. Otherwise, select Date Time separate Radio Button.

21. Select the Transaction Identifier Check Box if applicable. If transaction identifier is applicable, then select the field in the drop down based on the text file and set the transaction identifier value. Transaction Identifier is used to take the success punches alone.
22. Finally, Click the Save Button to save the Terminal DataType Details.

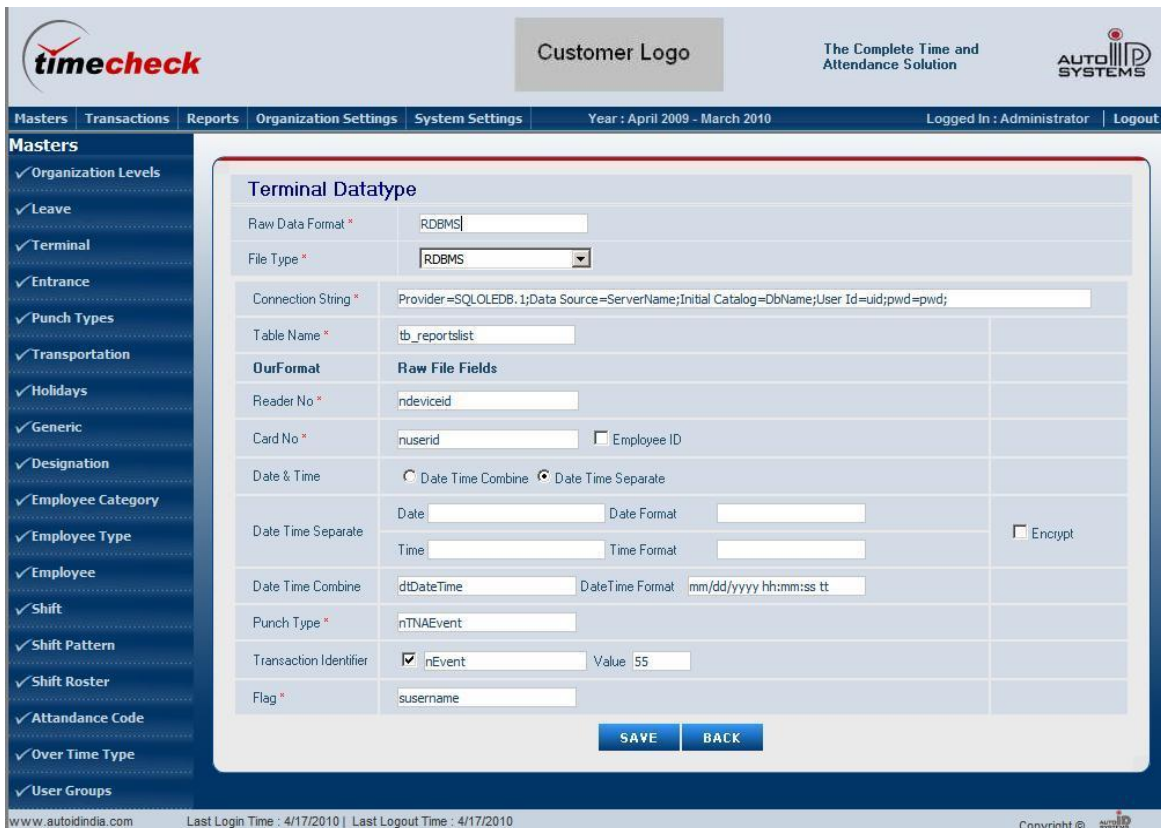
If the selected File Type is Fixed Length, then the steps are



23. Fill the File Source Path where the Fixed Length Text Files are stored so that Windows Service can read.
24. In From Text Box, enter the Starting position of the Reader No in the Fixed Length Text File and in To Text Box, enter the number of characters present from Start Position to End Position. Likewise From and To Text Boxes should be filled for Card No, Date, Time, Date & Time and Type.



25. If the Fixed Length Files contains Date and Time together, then select Date Time Combine Radio Button. Otherwise, select Date Time separate Radio Button.
26. Select the Transaction Identifier Check Box if applicable. If transaction identifier is applicable, then fill From and To Text Boxes based on the text file and set the transaction identifier value. Transaction Identifier is used to take the success punches alone.
27. Finally Click the Save Button to save the Terminal Data Type Details



**Terminal Datatype**

Raw Data Format \* RDBMS

File Type \* RDBMS

Connection String \* Provider=SQLEDB.1;Data Source=ServerName;Initial Catalog=DbName;User Id=uid;pwd=pwd;

Table Name \* tb\_reportslist

OurFormat Raw File Fields

Reader No \* ndeviceid

Card No \* nuserid ☐ Employee ID

Date & Time ☐ Date Time Combine ☒ Date Time Separate

Date Time Separate Date: Date Format:

Time: Time Format:   ☐ Encrypt

Date Time Combine dtDateTime Date Time Format mm/dd/yyyy hh:mm:ss tt

Punch Type \* nTNAEvent

Transaction Identifier ☒ nEvent Value 55

Flag \* susername

SAVE BACK

If the selected File Type is RDBMS, then the steps are

28. Fill the Connection String in the Text Box.

The format of the Connection String is as follows

**ANGLER Technologies India Pvt. Ltd – an ISO 9001 company**  
India | USA | UK | Canada | Europe | UAE | South Africa | Singapore | Hong Kong  
[www.angleritech.com](http://www.angleritech.com)



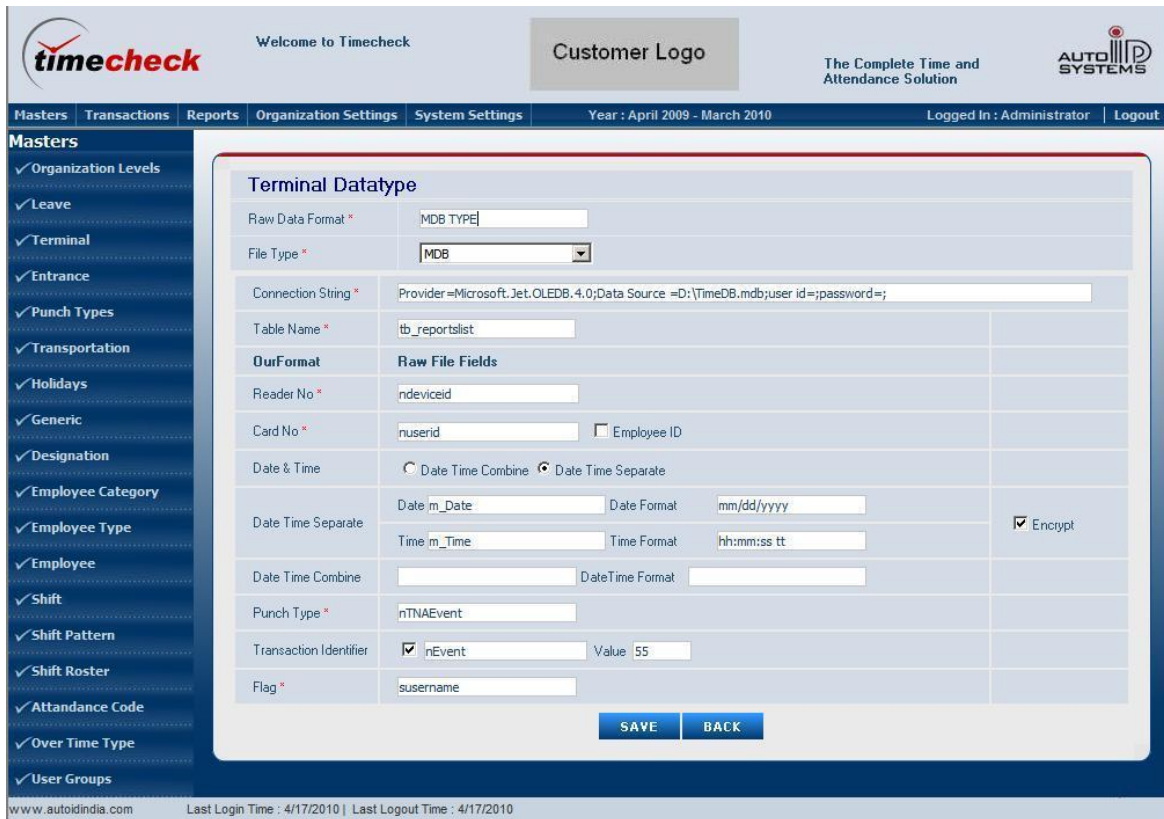
---

**Provider=SQLOLEDB.1;Data Source=Server Name ;Initial**

**Catalog=BioAdmin;Userid=uid;password=pwd;**

where Initial Catalog will be Database Name, Data Source is Server Name, uid is the User Id for RDBMS and pwd is Password for the RDBMS

29. Fill Table Name in the Text Box from which the Windows Service reads the Data
30. Map the fields in the RDBMS in the Reader No, Card No, Date & Time and Type Text Boxes.
31. Finally Click the Save Button to save the Terminal DataType Details



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Terminal Datatype**

Raw Data Format \* MDB TYPE

File Type \* MDB

Connection String \* Provider=Microsoft.Jet.OLEDB.4.0;Data Source =D:\TimeDB.mdb;user id=;password=;

Table Name \* tb\_reportslist

OurFormat Raw File Fields

Reader No \* ndeviceid

Card No \* nuserid ☐ Employee ID

Date & Time ☐ Date Time Combine ☒ Date Time Separate

Date Time Separate Date m\_Date Date Format mm/dd/yyyy ☒ Encrypt

Time m\_Time Time Format hh:mm:ss tt

Date Time Combine Date Time Format

Punch Type \* nTNAEvent

Transaction Identifier ☒ nEvent Value 55

Flag \* susername

SAVE BACK

www.autodindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

If the selected File Type is MDB, then the steps are

32. Fill the Connection String in the Text Box.

The format of the Connection String is as follows

**Provider=Microsoft.Jet.OLEDB.4.0;Data Source =D:\TimeDB.mdb;user id=;password=;**

Where Data Source is the location of the MDB File, user id is the User Id for MDB and password is Password for the MDB.

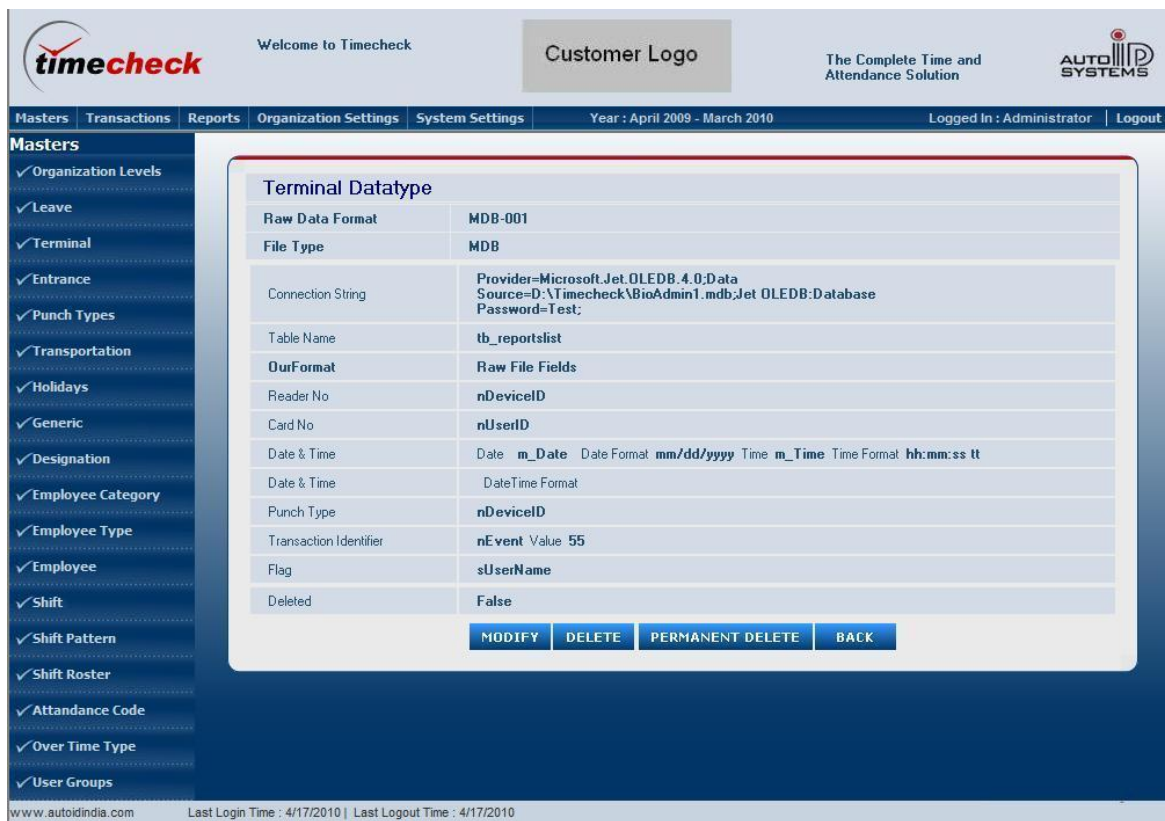
33. Fill Table Name in the Text Box from which the Windows Service reads the Data

34. Map the fields in the MDB in the Reader No, Card No, Date & Time and Type Text Boxes.

35. Finally, Click the Save Button to save the Terminal Data Type Details

**To View particular Terminal DataType**, Click the Particular Link in the Raw Data Format Column in the Terminal DataType Listing Page to view the following Terminal DataType View Page

When the Raw Data Format Link is clicked in the Terminal DataType List Page, then the appropriate selected Terminal DataType Details will be shown in the Terminal DataType View Page as shown below



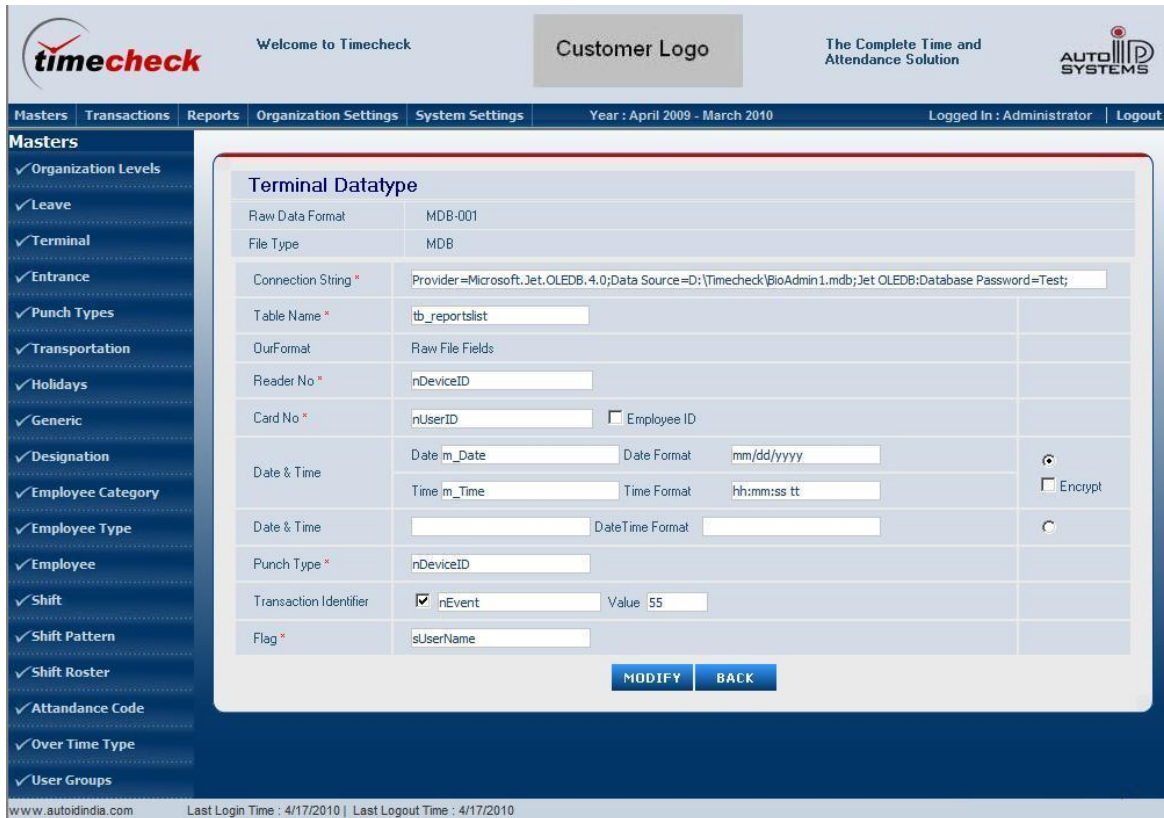
The screenshot shows the Timecheck application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' and 'AUTO SYSTEMS'. The main navigation menu on the left lists various modules under 'Masters', including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The 'Terminal' module is selected. The main content area displays the 'Terminal Datatype' view page. It shows a table with the following details:

Terminal Datatype	
Raw Data Format	MDB-001
File Type	MDB
Connection String	Provider=Microsoft.Jet.OLEDB.4.0;Data Source=D:\Timecheck\BioAdmin1.mdb;Jet OLEDB:Database Password=Test;
Table Name	tb_reportslist
OurFormat	Raw File Fields
Reader No	nDeviceID
Card No	nUserID
Date & Time	Date m_Date Date Format mm/dd/yyyy Time m_Time Time Format hh:mm:ss tt
Date & Time	DateTime Format
Punch Type	nDeviceID
Transaction Identifier	nEvent Value 55
Flag	sUserName
Deleted	False

At the bottom of the table, there are four buttons: MODIFY, DELETE, PERMANENT DELETE, and BACK.

**To Delete the particular Record**, Click the Delete Button in the Terminal DataType View Page to delete the viewed Record. If the particular Terminal DataType is mapped to any other Modules, then it cannot be deleted.

To Modify the Terminal Data Type, Click the Modify Button in the Terminal DataType View Page to view the following Terminal DataType Modify Page



The screenshot shows the 'Terminal DataType' modification page. The interface includes a top navigation bar with 'timecheck' logo, 'Welcome to Timecheck', 'Customer Logo', and 'The Complete Time and Attendance Solution'. Below this is a menu bar with 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. The left sidebar lists various master data categories under 'Masters', including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area is titled 'Terminal DataType' and contains a form with the following fields:

Raw Data Format	MDB-001
File Type	MDB
Connection String *	Provider=Microsoft.Jet.OLEDB.4.0;Data Source=D:\Timecheck\BioAdmin1.mdb;Jet OLEDB:Database Password=Test;
Table Name *	tb_reportslist
OurFormat	Raw File Fields
Reader No *	nDeviceID
Card No *	nUserID <input type="checkbox"/> Employee ID
Date & Time	Date m_Date <input type="text"/> Date Format mm/dd/yyyy <input type="checkbox"/> Encrypt
	Time m_Time <input type="text"/> Time Format hh:mm:ss tt <input type="checkbox"/>
Date & Time	<input type="text"/> DateTime Format <input type="text"/> <input type="checkbox"/>
Punch Type *	nDeviceID
Transaction Identifier	<input checked="" type="checkbox"/> nEvent Value 55
Flag *	sUserName

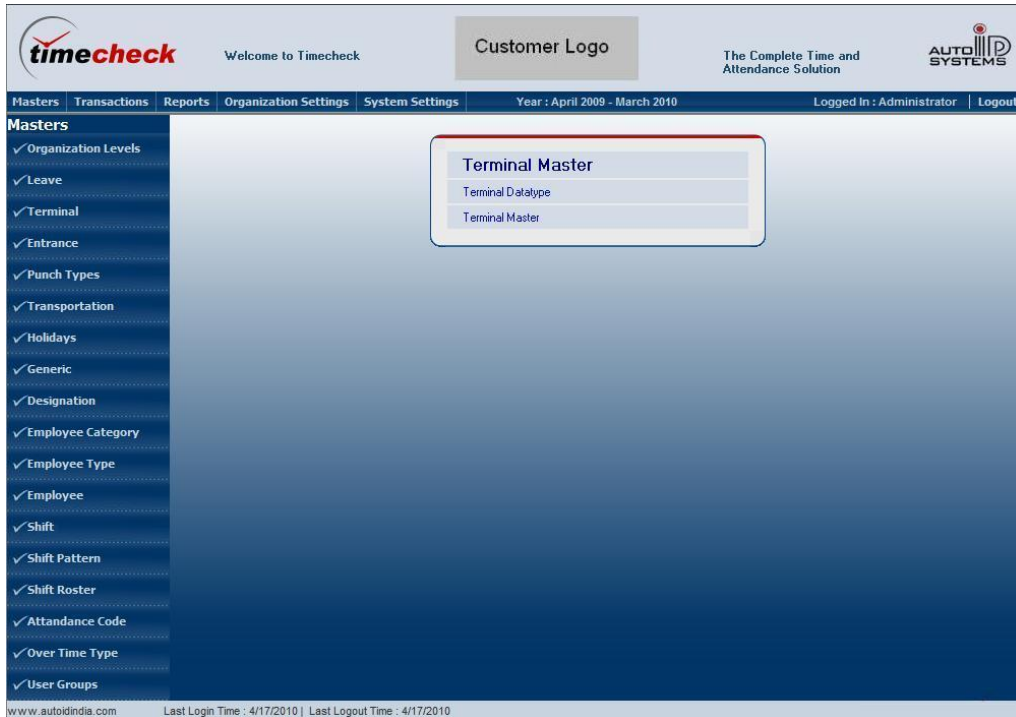
At the bottom of the form are two buttons: 'MODIFY' and 'BACK'. The footer of the application shows 'www.autoidindia.com' and 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

Change the required details and Click Modify Button to reflect the modification in the particular Terminal DataType.

## 2.3.2 Terminal Master

Terminal Master is used to store details of Terminal like Terminal Id, Name and File Type in which the terminal is providing the Output.

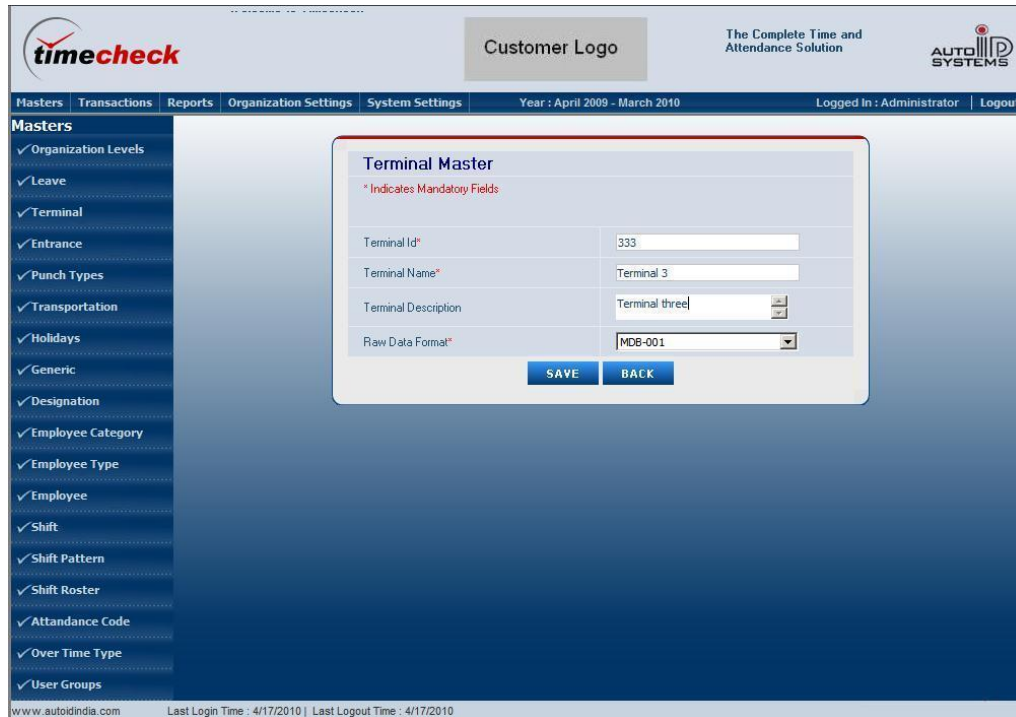
To view the Terminal Master Listing Page, Select the **Masters Main Menu** on the top and Select **Terminal Menu** on the Left Side and Select **Terminal Master** link on the Right as shown in the Terminal Main Page



The above Terminal Master Listing Page contains all the defined Terminals with its Reader Id (i.e., Terminal Id), Terminal Name, Description and its Raw Data Format.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If the Terminals are mapped to any of the other modules, then it cannot be deleted.

**To Add Terminals,** Click the Add Button in the above Terminal Master Listing Page to view the following Terminal Master Add Page



The following are the steps to add the Terminals

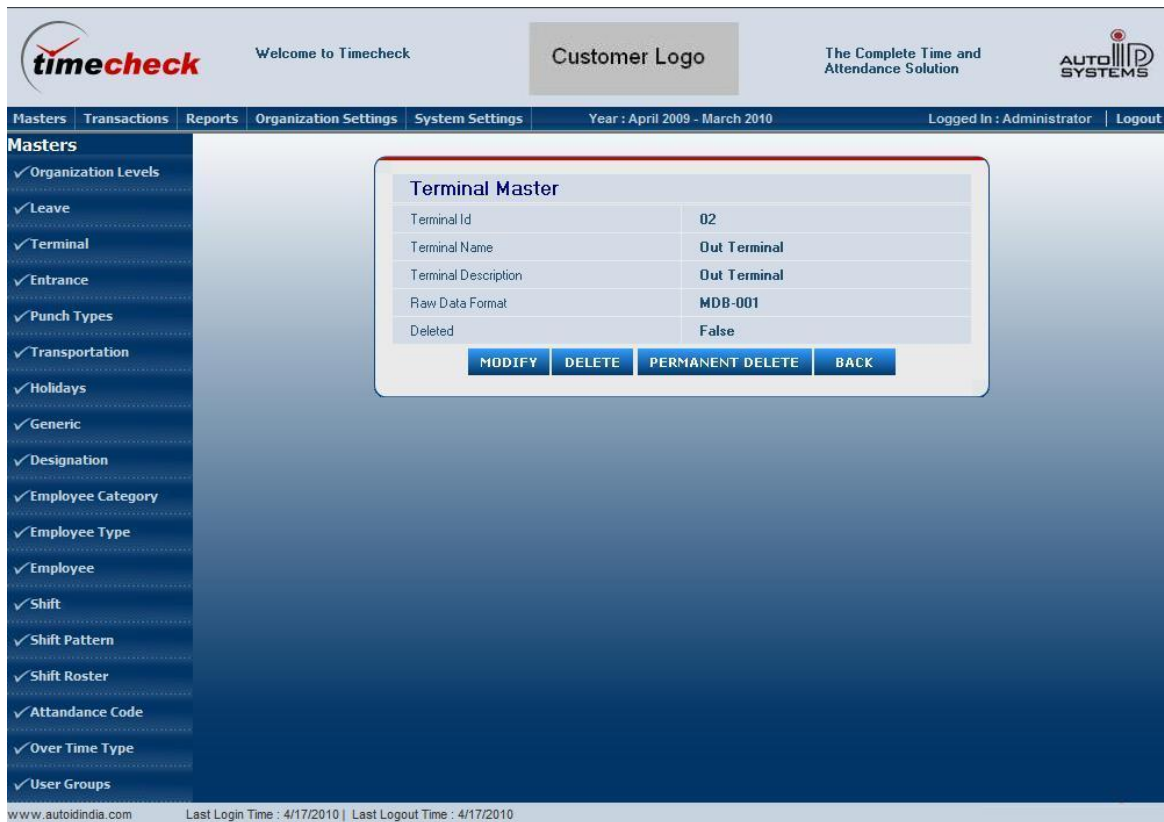
- 1 Fill the Terminal Id, Terminal Name and Terminal Description in the appropriate Text Boxes.



- 2 Select the Raw Data Format from the Dropdown List. (i.e., in which format the terminal output is provided whether it is Delimiter Text Files or Fixed Length Text Files or MDB or RDBMS).
- 3 Finally Click the Save Button to save the Terminal Details.

**To View particular Terminal**, Click the Particular Link in the Reader ID Column in the Terminal Master Listing Page to view the following Terminal Master View Page

When the Reader ID Link is clicked in the Terminal Master List Page, then the appropriate selected Terminal Details will be shown in the Terminal Master View Page as shown below



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the tagline 'The Complete Time and Attendance Solution'. Below this is a menu bar with options like Masters, Transactions, Reports, and various settings. A sidebar on the left lists master data categories such as Organization Levels, Leave, Terminal, Entrance, etc. The main content area displays the 'Terminal Master' form for a specific terminal with ID '02'. The form fields show 'Out Terminal' for both name and description, 'MDB-001' for the raw data format, and 'False' for the deleted status. At the bottom of the form are buttons for 'MODIFY', 'DELETE', 'PERMANENT DELETE', and 'BACK'.

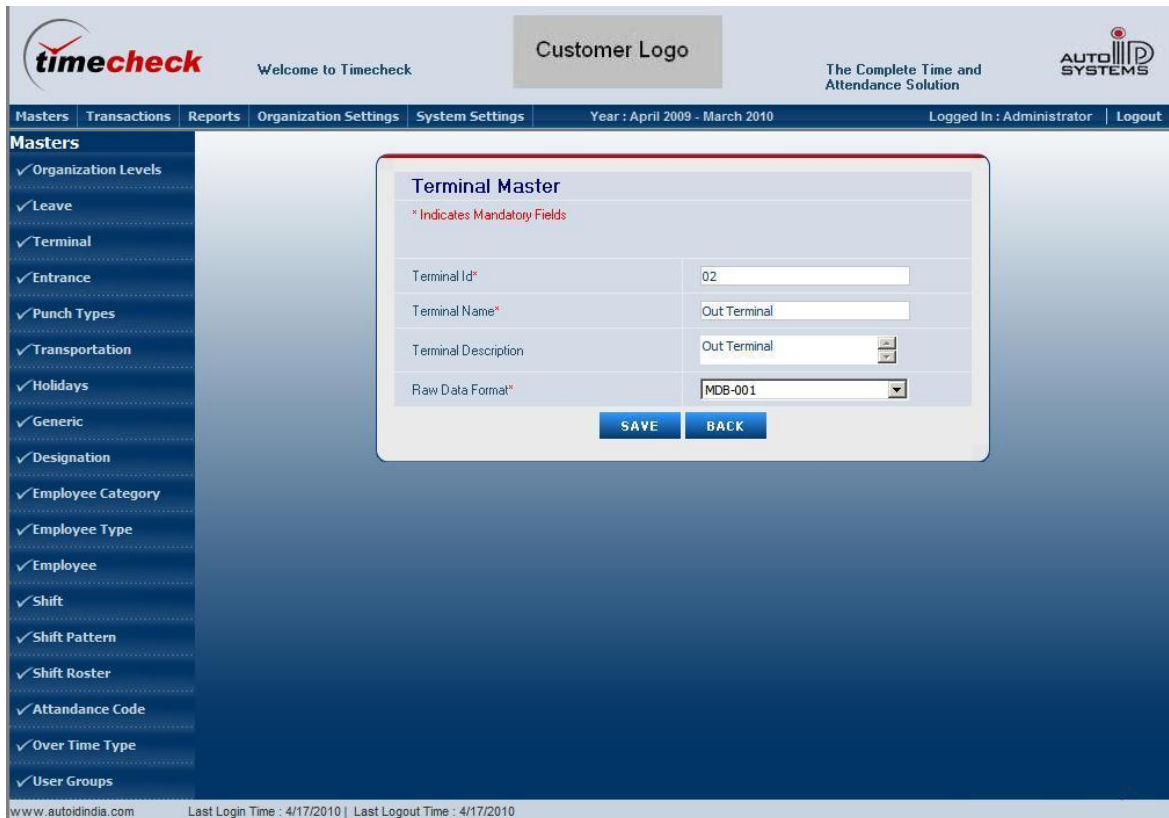
Terminal Master	
Terminal Id	02
Terminal Name	Out Terminal
Terminal Description	Out Terminal
Raw Data Format	MDB-001
Deleted	False

MODIFY DELETE PERMANENT DELETE BACK

**To Delete the particular Record**, Click the Delete Button in the Terminal Master View Page to delete the viewed Record. If the particular Terminal is mapped to any other Modules, then it cannot be deleted.



To **Modify the Record**, Click the Modify Button in the Terminal Master View Page to view the following Terminal Master Modify Page



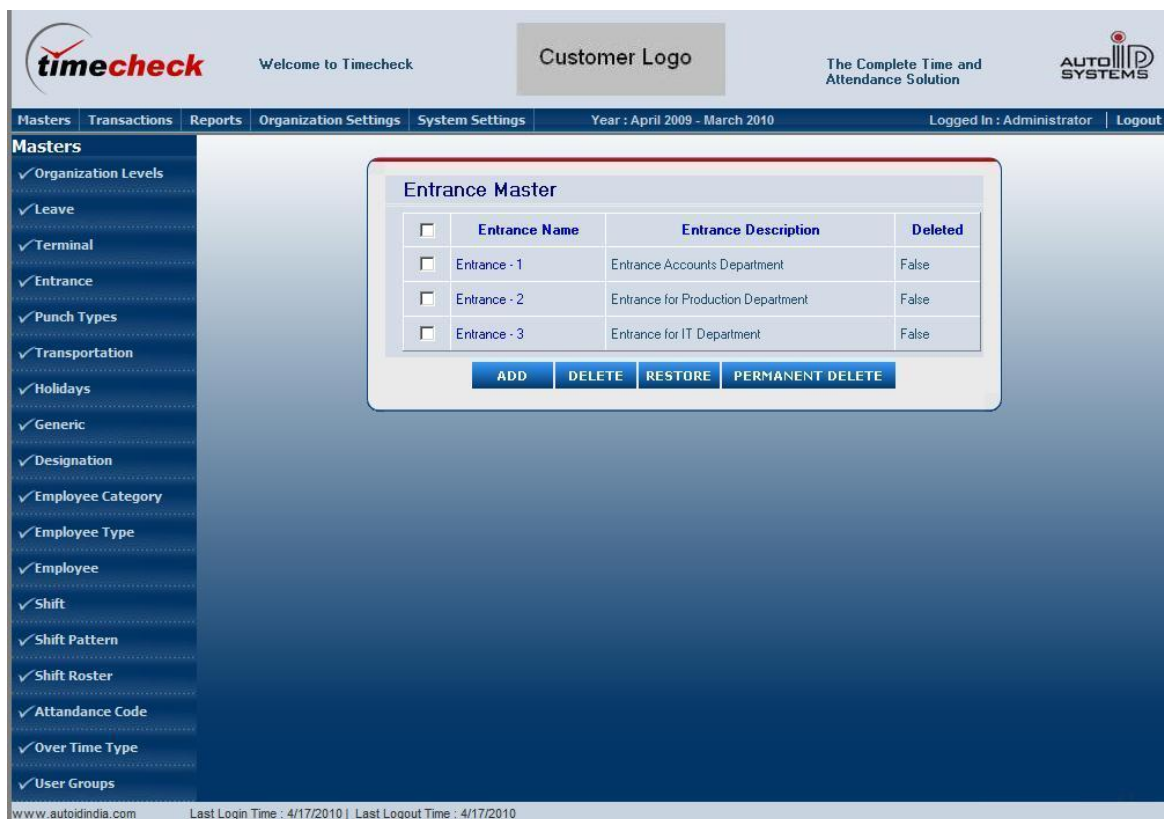
The screenshot displays the 'Terminal Master' modification page. The sidebar on the left lists various master data categories under the 'Masters' heading, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area features a form titled 'Terminal Master' with a note '\* Indicates Mandatory Fields'. The form contains four fields: 'Terminal Id\*' with the value '02', 'Terminal Name\*' with the value 'Out Terminal', 'Terminal Description' with the value 'Out Terminal', and 'Raw Data Format\*' with a dropdown menu showing 'MDB-001'. At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the page shows the website 'www.autoidindia.com' and login/logout times for 4/17/2010.

Change the Terminal Id, Terminal Name, Terminal Description and the Raw Data Format if required and Click the Save Button to reflect the Modification.

## 2.4 Entrance

Entrance Module is used to map the appropriate In Terminal and Out Terminal which is defined in the Terminal Master for a particular Entrance. This module also provides option to map multiple terminals to single Entrance using Number of IN Terminals and Number of OUT Terminals fields.

To view the Entrance Master Listing Page, Select the **Masters Main Menu** on the top and Select **Entrance Menu** on the Left Side



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTOID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Entrance Master**

<input type="checkbox"/>	Entrance Name	Entrance Description	Deleted
<input type="checkbox"/>	Entrance - 1	Entrance Accounts Department	False
<input type="checkbox"/>	Entrance - 2	Entrance for Production Department	False
<input type="checkbox"/>	Entrance - 3	Entrance for IT Department	False

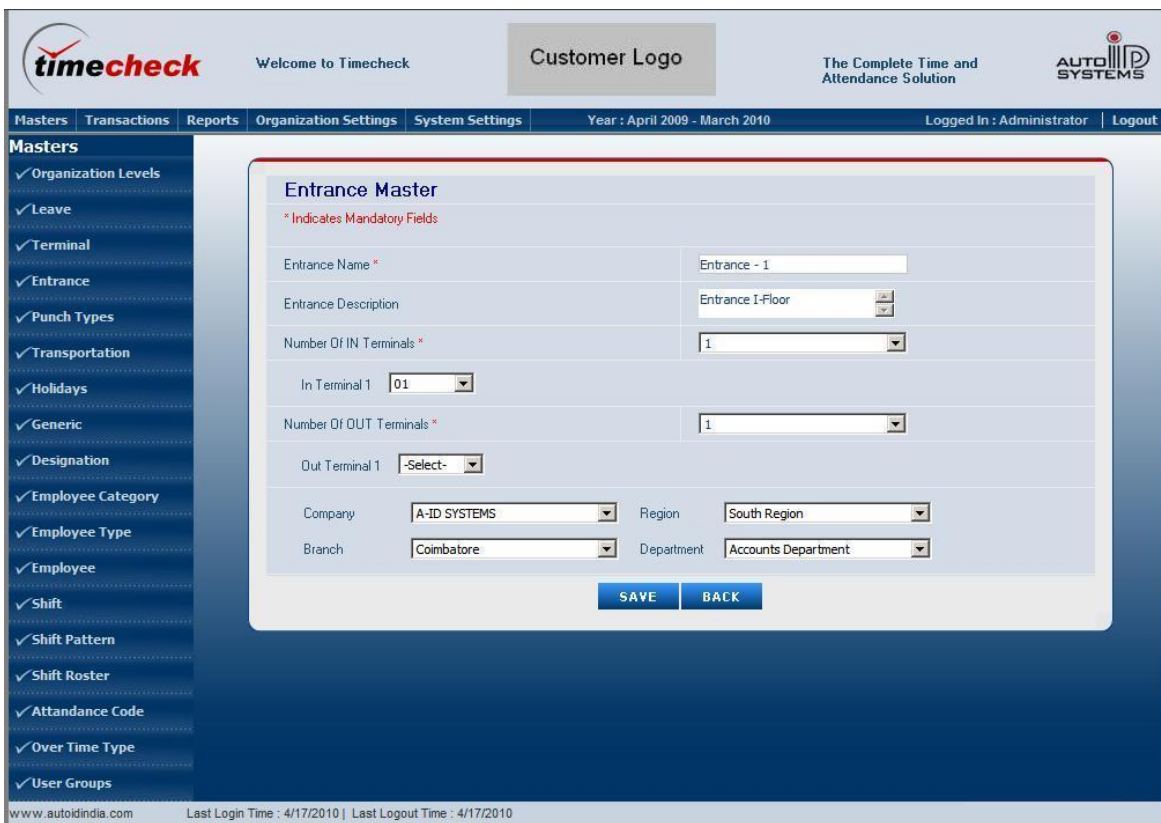
ADD DELETE RESTORE PERMANENT DELETE

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

The above Entrance Master Listing Page contains all the defined Entrance with its Entrance Name and its Description.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If the Entrance is mapped to any of the other modules, then it cannot be deleted.

**To Add Entrance**, Click the Add Button in the above Entrance Master Listing Page to view the following Entrance Master Add Page



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Entrance Master**

\* Indicates Mandatory Fields

Entrance Name \* Entrance - 1

Entrance Description Entrance 1-Floor

Number Of IN Terminals \* 1

In Terminal 1 01

Number Of OUT Terminals \* 1

Out Terminal 1 -Select-

Company A-ID SYSTEMS Region South Region

Branch Coimbatore Department Accounts Department

SAVE BACK

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

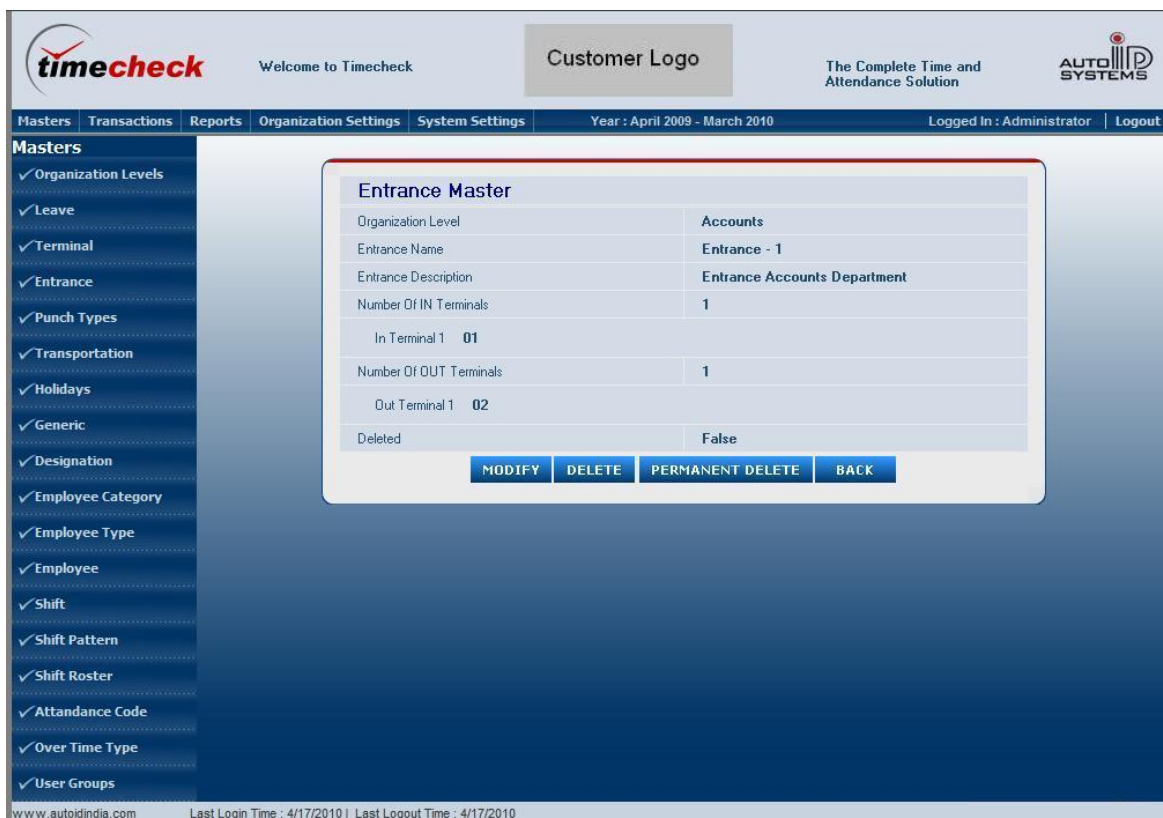
The following are the steps to add the Entrance Details

1. Select the Company from the Dropdown Lists
2. Fill the Entrance Name and its Description

3. Select the Number of IN Terminals from the Drop Down List. On selecting, the drop down lists containing the Terminals will appear below. Select the IN Terminals from the drop down lists.
4. Select the Number of OUT Terminals from the Drop Down List. On selecting, the drop down lists containing the Terminals will appear below. Select the OUT Terminals from the drop down lists.
5. Finally Click the Save Button to save the Entrance Details.

**To View particular Entrance Details,** Click the Particular Link in the Entrance Name Column in the Entrance Master Listing Page to view the following Entrance Master View Page

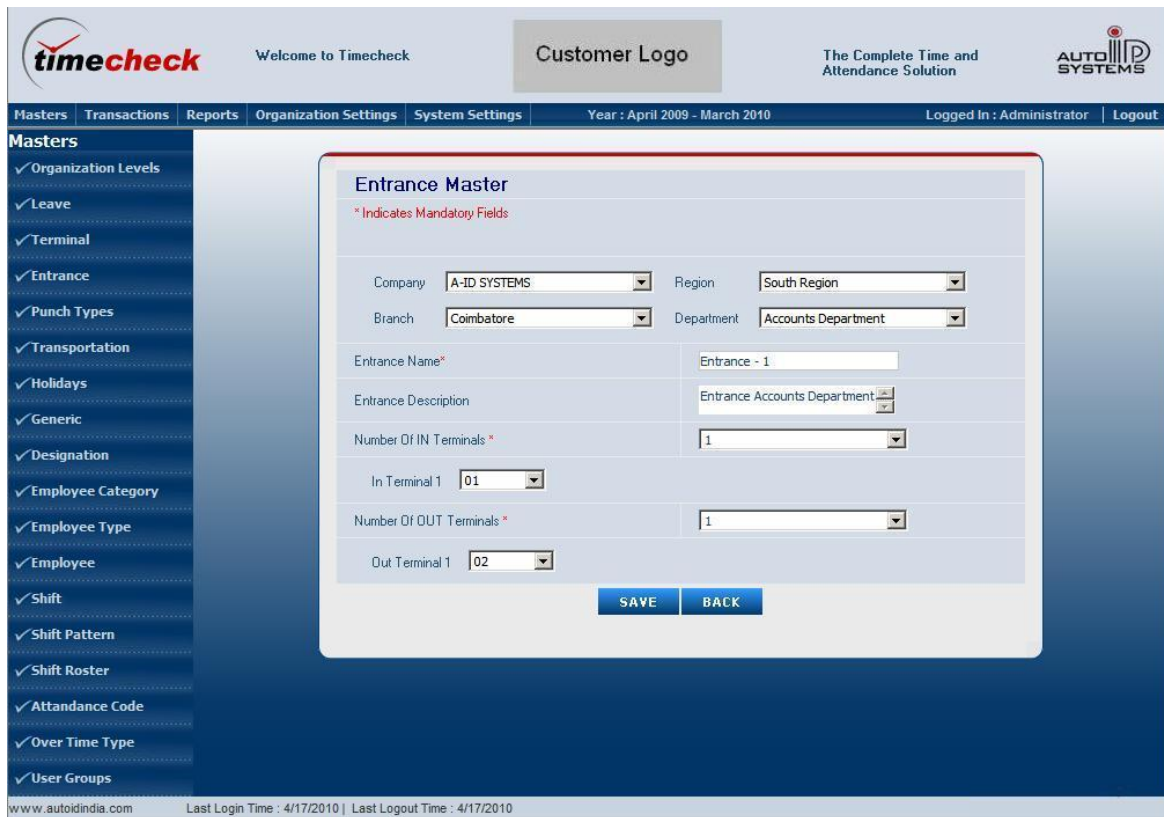
When the Entrance Name Link is clicked in the Entrance Master List Page, then the appropriate selected Entrance Details will be shown in the Entrance Master View Page as shown below



The screenshot shows the 'Entrance Master' view page. The sidebar on the left contains a list of navigation links, including 'Organization Levels', 'Leave', 'Terminal', 'Entrance', 'Punch Types', 'Transportation', 'Holidays', 'Generic', 'Designation', 'Employee Category', 'Employee Type', 'Employee', 'Shift', 'Shift Pattern', 'Shift Roster', 'Attendance Code', 'Over Time Type', and 'User Groups'. The main content area displays the details of an entrance, including the Organization Level (Accounts), Entrance Name (Entrance - 1), Entrance Description (Entrance Accounts Department), Number Of IN Terminals (1), In Terminal 1 (01), Number Of OUT Terminals (1), Out Terminal 1 (02), and Deleted status (False). At the bottom of the main content area, there are four buttons: 'MODIFY', 'DELETE', 'PERMANENT DELETE', and 'BACK'.

**To Delete the particular Record,** Click the Delete Button in the Entrance Master View Page to delete the viewed Record. If the particular Entrance is mapped to any other Modules, then it cannot be deleted.

**To Modify the Record,** Click the Modify Button in the Entrance Master View Page to view the following Entrance Master Modify Page



The screenshot displays the 'Entrance Master' modification interface. The sidebar on the left lists various system modules, with 'Entrance' currently selected. The top header includes the 'timecheck' logo, a welcome message, a customer logo placeholder, and the user's login status as 'Administrator'. The main form area contains the following fields:

- Company:** A-ID SYSTEMS (dropdown)
- Region:** South Region (dropdown)
- Branch:** Combatore (dropdown)
- Department:** Accounts Department (dropdown)
- Entrance Name\*:** Entrance - 1 (text input)
- Entrance Description:** Entrance Accounts Department (text input)
- Number Of IN Terminals \*:** 1 (text input)
- In Terminal 1:** 01 (dropdown)
- Number Of OUT Terminals \*:** 1 (text input)
- Out Terminal 1:** 02 (dropdown)

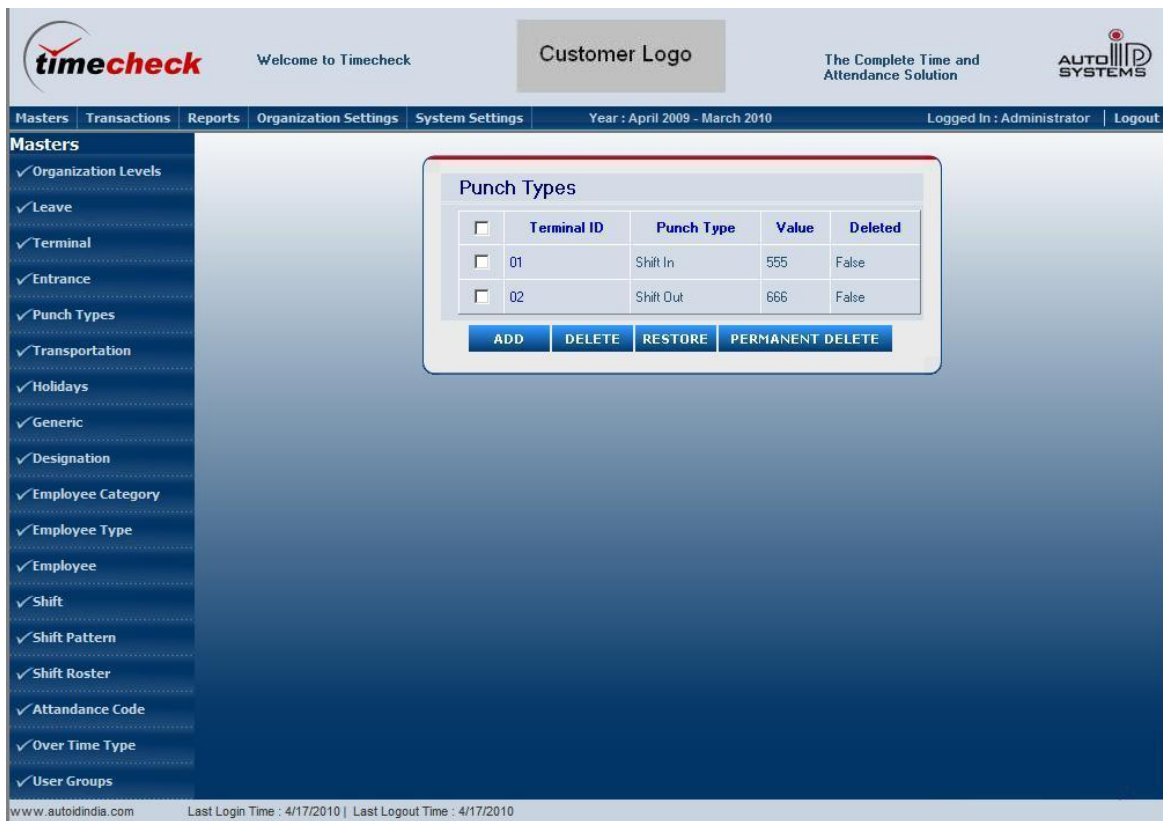
At the bottom of the form are 'SAVE' and 'BACK' buttons. A red asterisk indicates mandatory fields. The footer shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

Change the Organization Level, Entrance Name, Entrance Description, Number of IN Terminals, In Terminals, Number of OUT Terminals and Out Terminals if required and Click the Save Button to reflect the Modification.

## 2.5 Punch Type Master

Punch Type Master Module is used to define Punch Types like In, Out, InDuty, OutDuty, etc

To view the Punch Type Listing Page, Select the **Masters Main Menu** on the top and Select **Punch Types Menu** on the Left Side.



The screenshot displays the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer login field, and the company name 'ANGLER' with its tagline. Below this is a secondary navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range. The left sidebar lists various master data categories, with 'Punch Types' highlighted. The main content area shows a 'Punch Types' table with columns for Terminal ID, Punch Type, Value, and Deleted status. Two entries are listed: '01' for 'Shift In' with a value of 555, and '02' for 'Shift Out' with a value of 666. Below the table are buttons for ADD, DELETE, RESTORE, and PERMANENT DELETE.

<input type="checkbox"/>	Terminal ID	Punch Type	Value	Deleted
<input type="checkbox"/>	01	Shift In	555	False
<input type="checkbox"/>	02	Shift Out	666	False

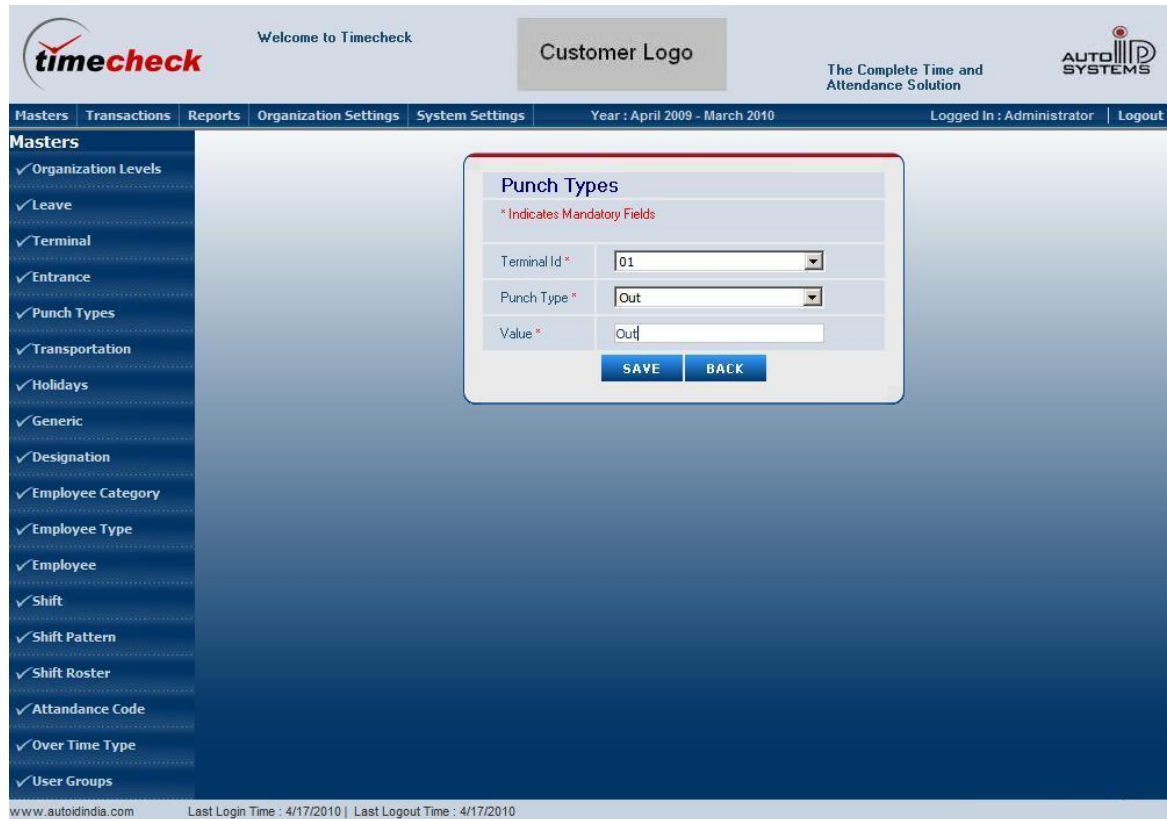
Buttons: ADD, DELETE, RESTORE, PERMANENT DELETE



The above Punch Types Listing Page contains all the defined Punch Types with its Reader Id (i.e., Terminal Id), Punch Type and its value

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If the Punch Types are mapped to any of the other modules, then it cannot be deleted.

**To Add Punch Types**, Click the Add Button in the above Punch Types Listing Page to view the following Punch Types Add Page



The screenshot shows the 'Punch Types' add page in the Timecheck application. The interface includes a top navigation bar with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the 'AUTO IP SYSTEMS' logo. Below this is a menu bar with options like 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. The left sidebar lists various master data categories, with 'Punch Types' selected. The main content area displays a form titled 'Punch Types' with a note '\* Indicates Mandatory Fields'. The form contains three fields: 'Terminal Id' (a dropdown menu showing '01'), 'Punch Type' (a dropdown menu showing 'Out'), and 'Value' (a text input field containing 'Out'). At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the page shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

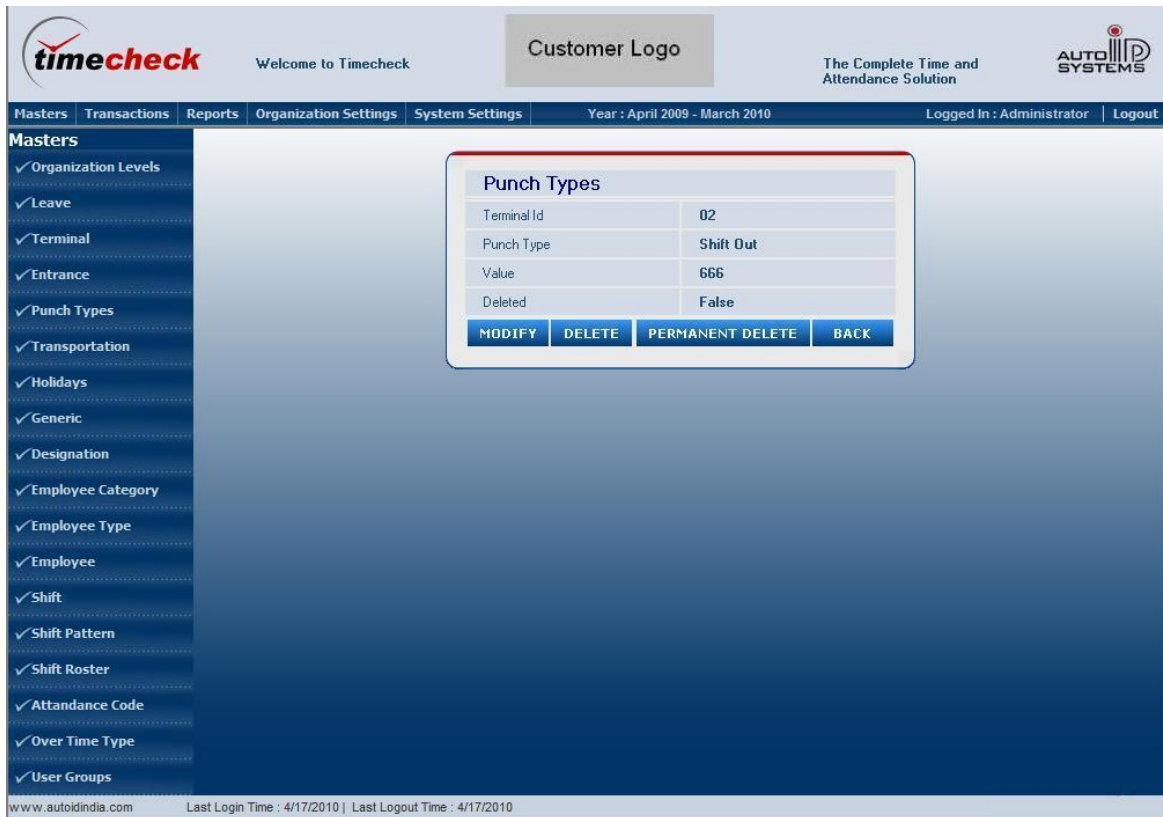


The following are the steps to add the Punch Types

1. Select the Terminal Id from the Dropdown List
2. Select the Punch Type from the Dropdown List
3. Fill the Punch Type Value which is stored in the External Database from which the raw data is taken
4. Finally Click the Save Button to save the Punch Type Details.

**To View particular Punch Type**, Click the Particular Link in the Reader ID Column in the Punch Type Listing Page to view the following Punch Type View Page

When the Reader ID Link is clicked in the Punch Type List Page, then the appropriate selected Punch Type Details will be shown in the Punch Type View Page as shown below



The screenshot displays the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a "Welcome to Timecheck" message, a "Customer Logo" placeholder, and the text "The Complete Time and Attendance Solution" alongside the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The current date is "Year : April 2009 - March 2010", and the user is logged in as "Administrator".

The left sidebar lists various modules under the "Masters" category, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The "Punch Types" module is currently selected.

The main content area shows a "Punch Types" configuration window. It contains a table with the following data:

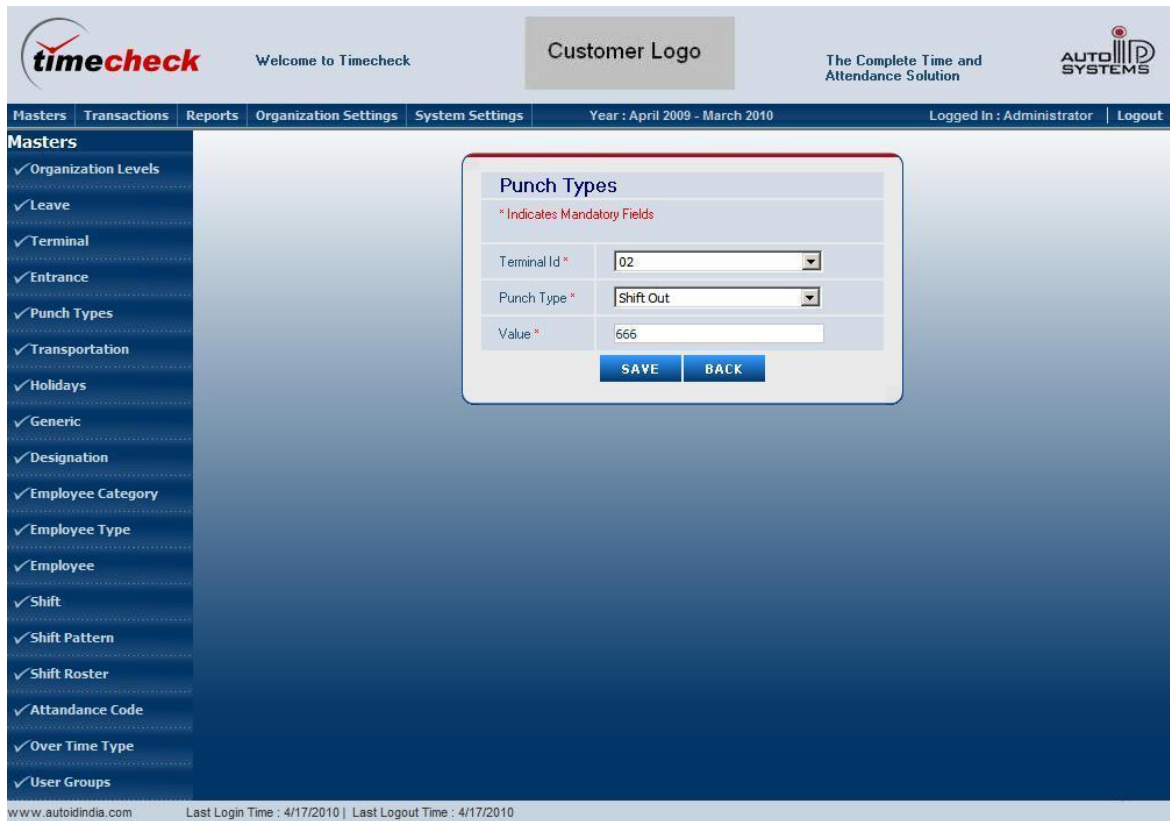
Punch Types	
Terminal Id	02
Punch Type	Shift Out
Value	666
Deleted	False

Below the table are four buttons: MODIFY, DELETE, PERMANENT DELETE, and BACK.

At the bottom of the page, there is a footer with the website "www.autoidindia.com" and the last login/logout times: "Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010".

**To Delete the particular Record,** Click the Delete Button in the Punch Type View Page to delete the viewed Record. If the particular Punch Type is mapped to any other Modules, then it cannot be deleted.

**To Modify the Record,** Click the Modify Button in the Punch Type View Page to view the following Punch Type Modify Page



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a Customer Logo placeholder, the tagline 'The Complete Time and Attendance Solution', and the AUTOD SYSTEMS logo. Below this is a secondary navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The current date is April 2009 - March 2010, and the user is logged in as Administrator. The left sidebar lists various configuration options under the 'Masters' section, with 'Punch Types' selected. The main content area displays the 'Punch Types' configuration form, which includes fields for Terminal Id (02), Punch Type (Shift Out), and Value (666). The form also has 'SAVE' and 'BACK' buttons.

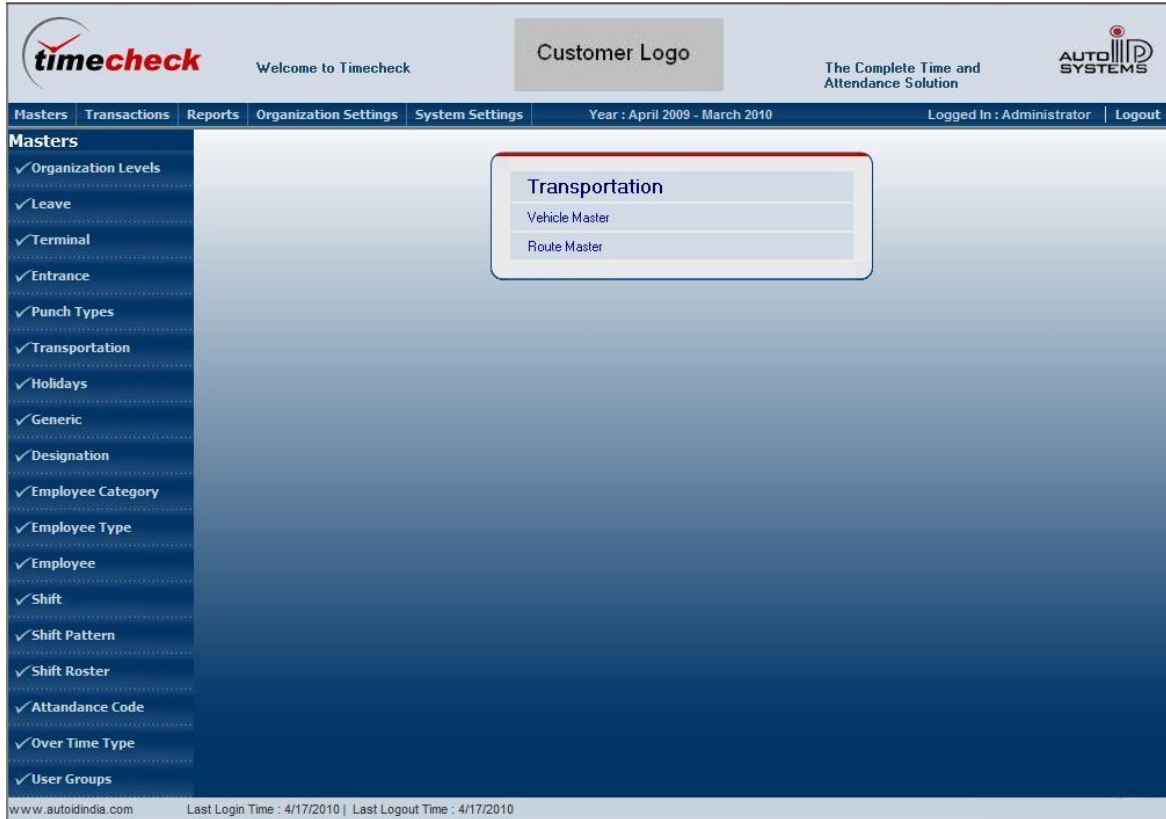
Change the Terminal Id, Punch Type and the Punch Type Value if required and Click the Save Button to reflect the Modification.

## 2.6 Transportation

Transportation Master – It is segregated into two modules.

- Vehicle Master

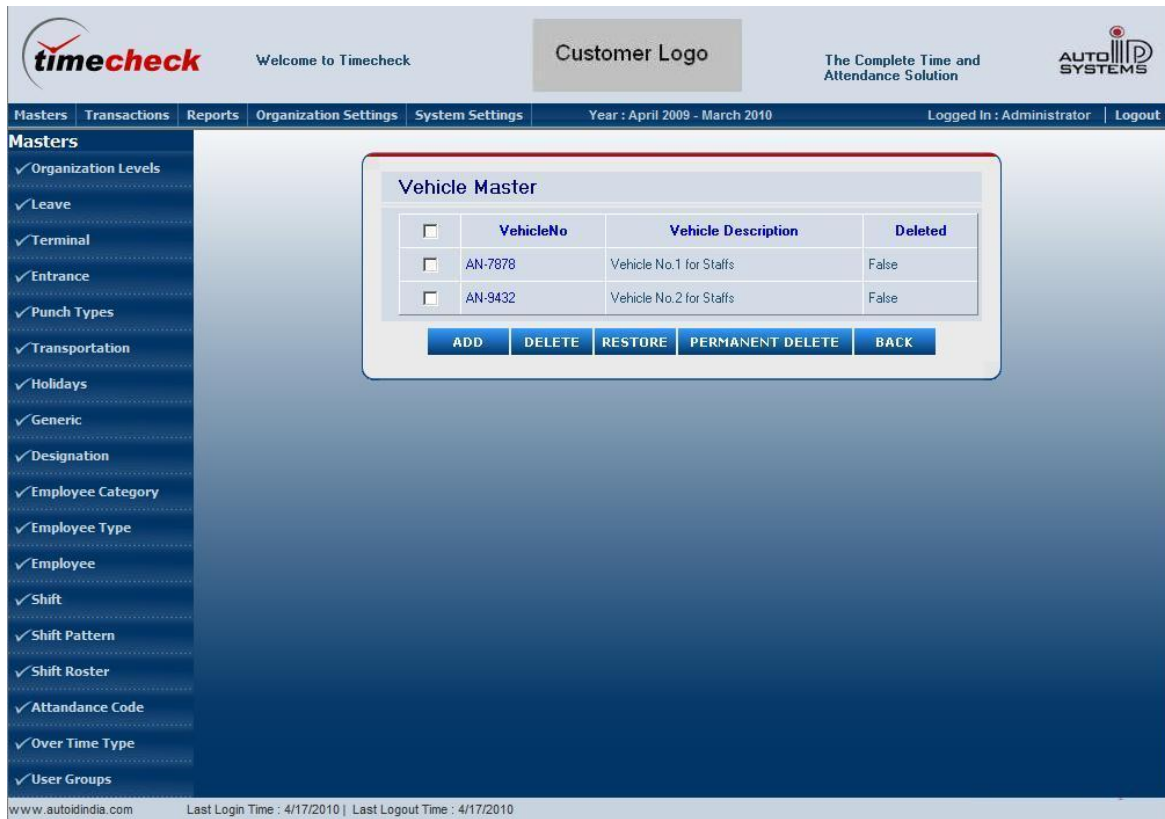
- Route Master



### 2.6.1 Vehicle Master

Vehicle Master Module is used to define vehicle details that are available in the Company.

To view the Vehicle Master Listing Page, Select the **Masters Main Menu** on the top and Select **Transportation Menu** on the Left Side and Select **Vehicle Master** link on the Right as shown in the above Transportation Main Page



**Vehicle Master**

<input type="checkbox"/>	VehicleNo	Vehicle Description	Deleted
<input type="checkbox"/>	AN-7878	Vehicle No.1 for Staffs	False
<input type="checkbox"/>	AN-9432	Vehicle No.2 for Staffs	False

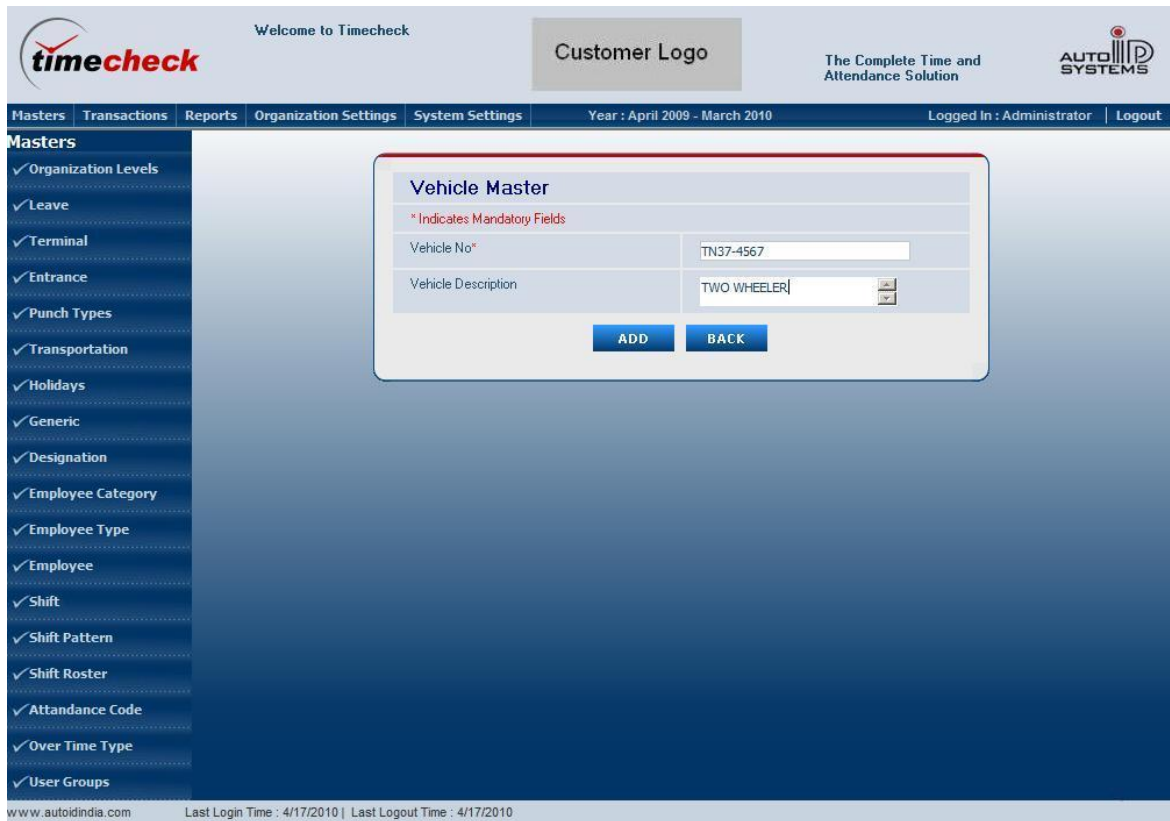
ADD DELETE RESTORE PERMANENT DELETE BACK

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

The above Vehicle Master Listing Page contains all the defined Vehicle Details with its Vehicle Number and its Description.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If any Vehicle is mapped to any of the other modules, then it cannot be deleted.

**To Add Vehicle**, Click the Add Button in the above Vehicle Master Listing Page to view the following Vehicle Add Page

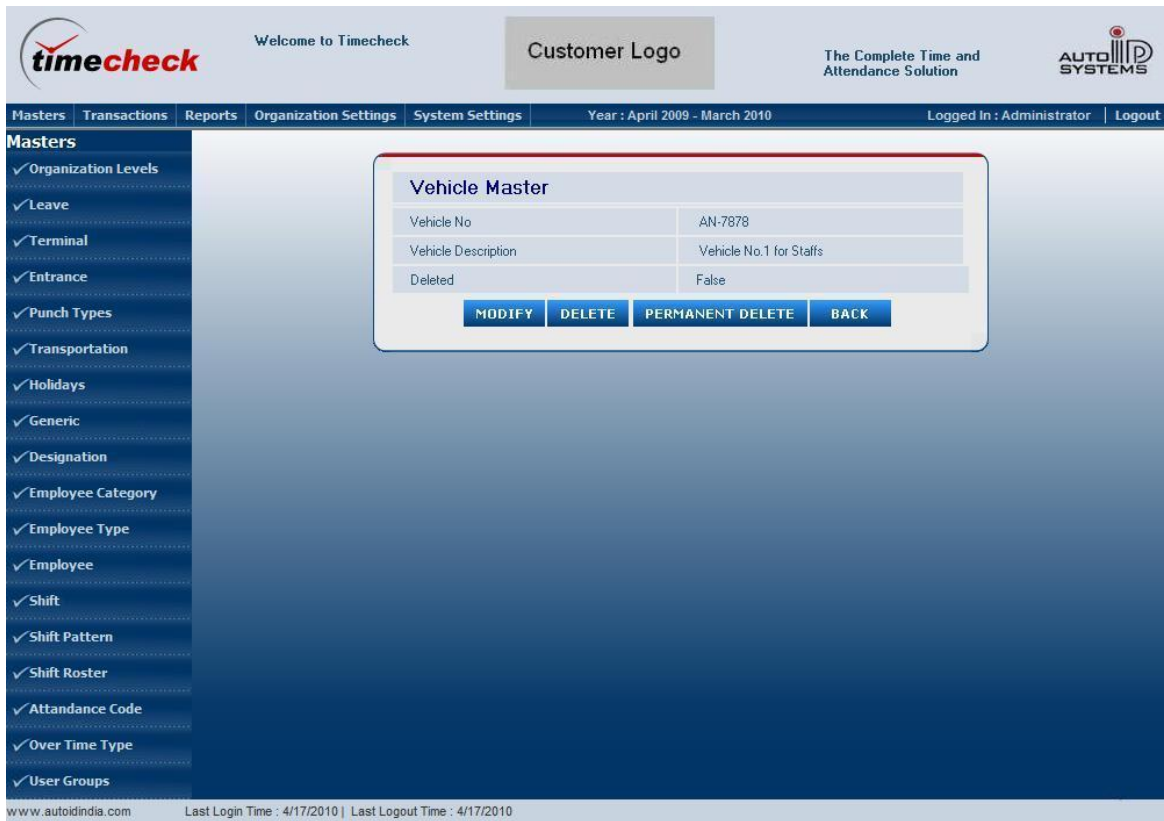


The screenshot shows the 'Vehicle Master' form within the Timecheck application. The form is titled 'Vehicle Master' and includes a note: '\* Indicates Mandatory Fields'. It contains two input fields: 'Vehicle No\*' with the value 'TN37-4567' and 'Vehicle Description' with the value 'TWO WHEELER'. Below the fields are two buttons: 'ADD' and 'BACK'. The left sidebar lists various masters including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range of April 2009 - March 2010. The user is logged in as Administrator.

Fill the Vehicle No. and Vehicle Description and Click the Save Button to save the vehicle details.

**To View particular Vehicle Details,** Click the Particular Link in the Vehicle No Column in the Vehicle Master Listing Page to view the following Vehicle View Page

When the Vehicle No Link is clicked in the Vehicle Master List Page, the Vehicle Details suitably selected will be shown in the Vehicle View Page as shown below



The screenshot shows the Timecheck software interface. At the top, there is a header with the Timecheck logo, "Welcome to Timecheck", a "Customer Logo" placeholder, and the text "The Complete Time and Attendance Solution" next to the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The "Masters" tab is selected, and a sidebar on the left lists various master data categories with checkmarks, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the "Vehicle Master" form. This form contains a table with the following data:

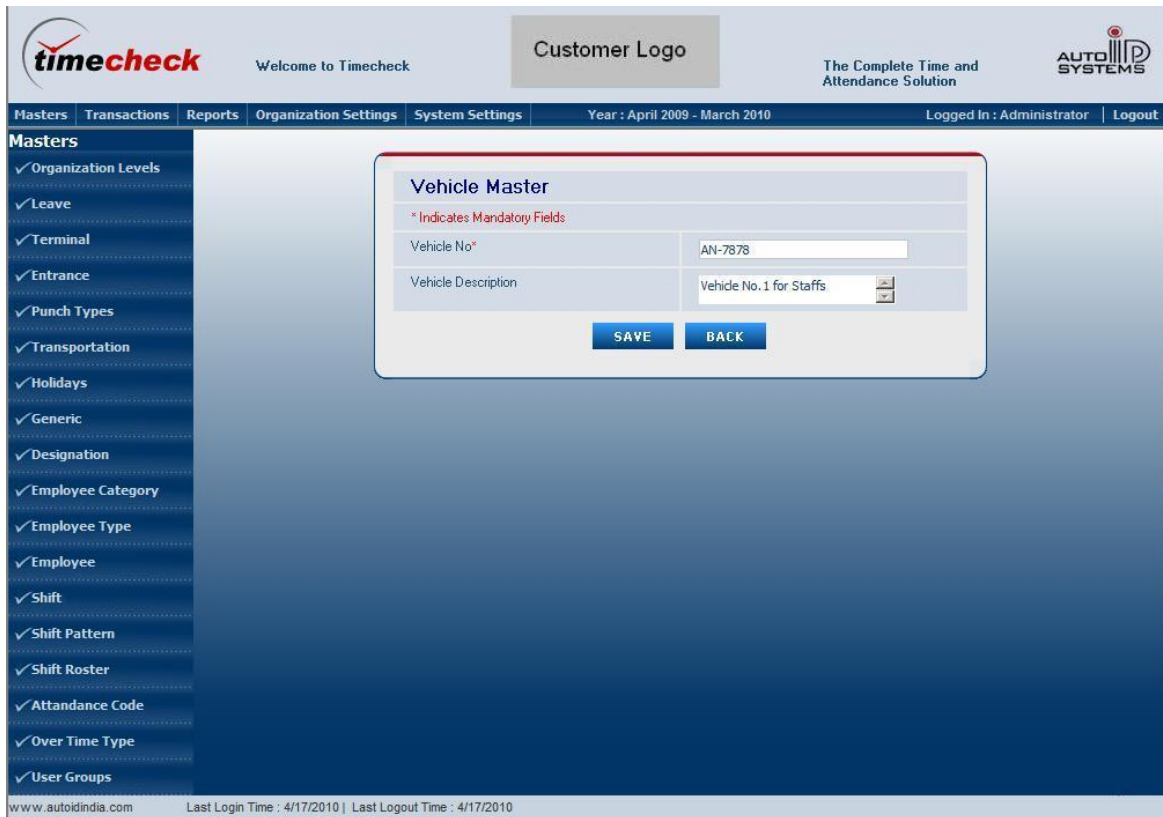
Vehicle Master	
Vehicle No	AN-7878
Vehicle Description	Vehicle No.1 for Staffs
Deleted	False

Below the table are four buttons: MODIFY, DELETE, PERMANENT DELETE, and BACK. At the bottom of the interface, there is a footer with the website "www.autoidindia.com" and login/logout timestamps: "Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010".

**To Delete the particular Record,** Click the Delete Button in the Vehicle View Page to delete the viewed Record. If a particular Vehicle is mapped to any other Modules, it cannot be deleted.

**To Modify the Record,** Click the Modify Button in the Vehicle View Page to view the following Vehicle Modify Page





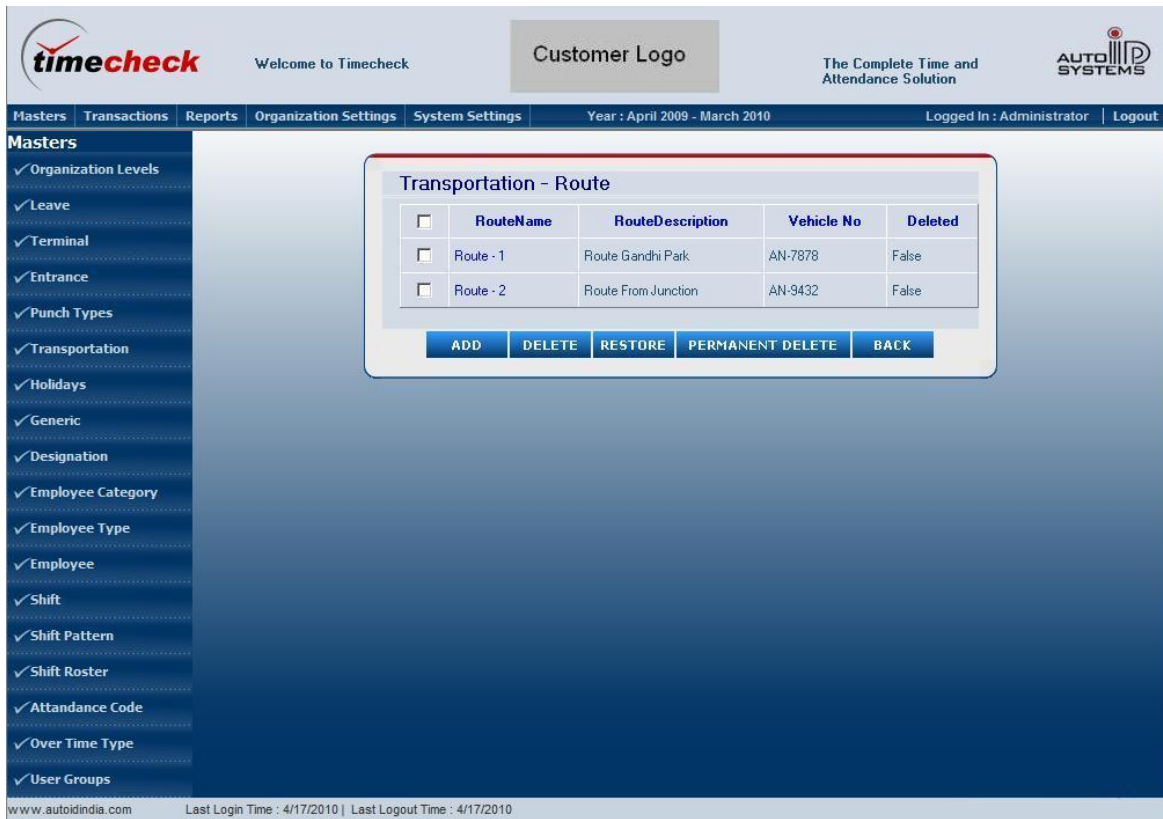
The screenshot shows the 'Vehicle Master' form within the Timecheck application. The form is titled 'Vehicle Master' and includes a note: '\* Indicates Mandatory Fields'. It contains two input fields: 'Vehicle No\*' with the value 'AN-7878' and 'Vehicle Description' with the value 'Vehicle No.1 for Staffs'. Below the fields are two buttons: 'SAVE' and 'BACK'. The left sidebar lists various master data categories, and the top navigation bar shows the user is logged in as Administrator.

Change the Vehicle No. and Vehicle Description if required and Click the Save Button to reflect the Modification.

## 2.6.2 Route Master

Route Master Module is used to define the routes and mapped to the vehicles that are defined in the Vehicle Master.

To view the Transportation-Route Listing Page, Select the **Masters Main Menu** on the top and Select **Transportation Menu** on the Left Side and Select **Route Master** link on the Right as shown in the above Transportation Main Page



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution'. Below this is a menu bar with options: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar lists various modules under 'Masters', including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation (highlighted), Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a 'Transportation - Route' table with columns: RouteName, RouteDescription, Vehicle No, and Deleted. The table contains two rows: 'Route - 1' with description 'Route Gandhi Park' and vehicle 'AN-7878', and 'Route - 2' with description 'Route From Junction' and vehicle 'AN-9432'. Both rows have a checkbox in the 'Deleted' column. Below the table are buttons for ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK.

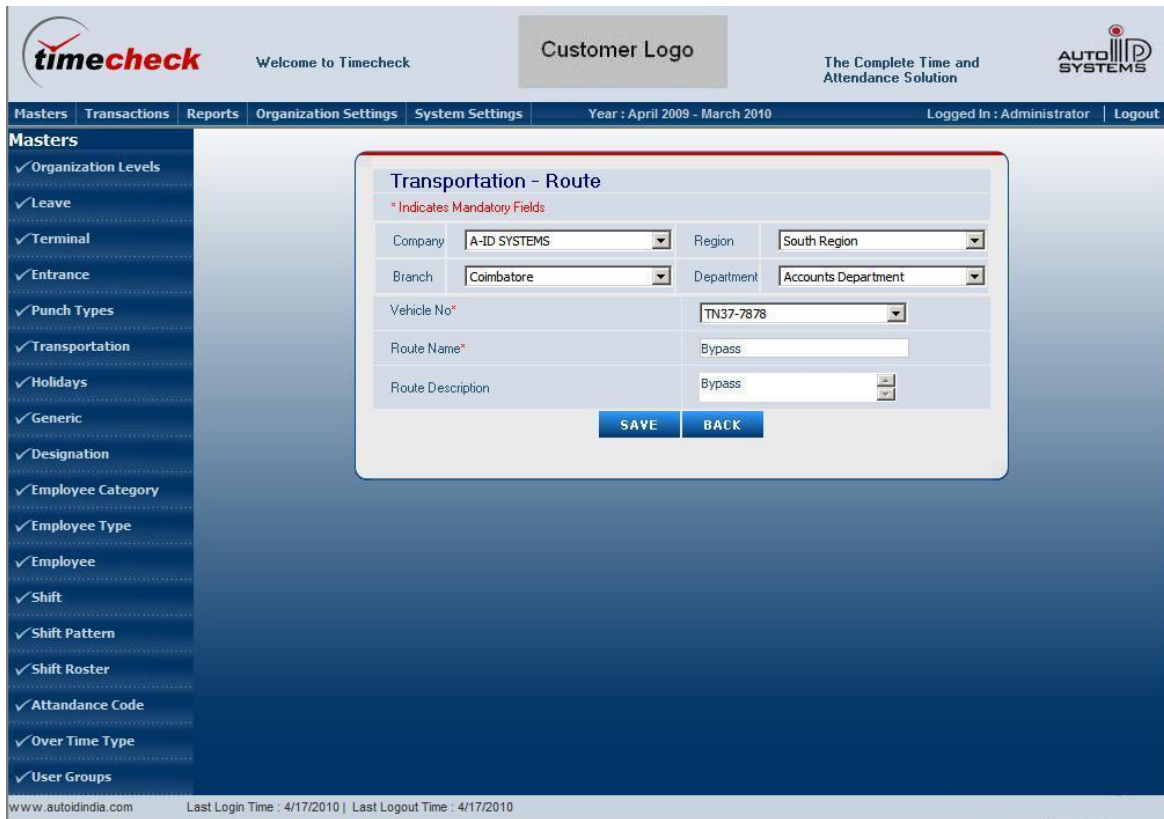
<input type="checkbox"/>	RouteName	RouteDescription	Vehicle No	Deleted
<input type="checkbox"/>	Route - 1	Route Gandhi Park	AN-7878	False
<input type="checkbox"/>	Route - 2	Route From Junction	AN-9432	False

Buttons: ADD, DELETE, RESTORE, PERMANENT DELETE, BACK

The above Transportation-Route Listing Page contains all the defined Routes with its Route Name and Route Description.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If any Route is mapped to any of the other modules, it cannot be deleted.

**To Add Route Details**, Click the Add Button in the above Transportation-Route Listing Page to view the following Transportation-Route Add Page



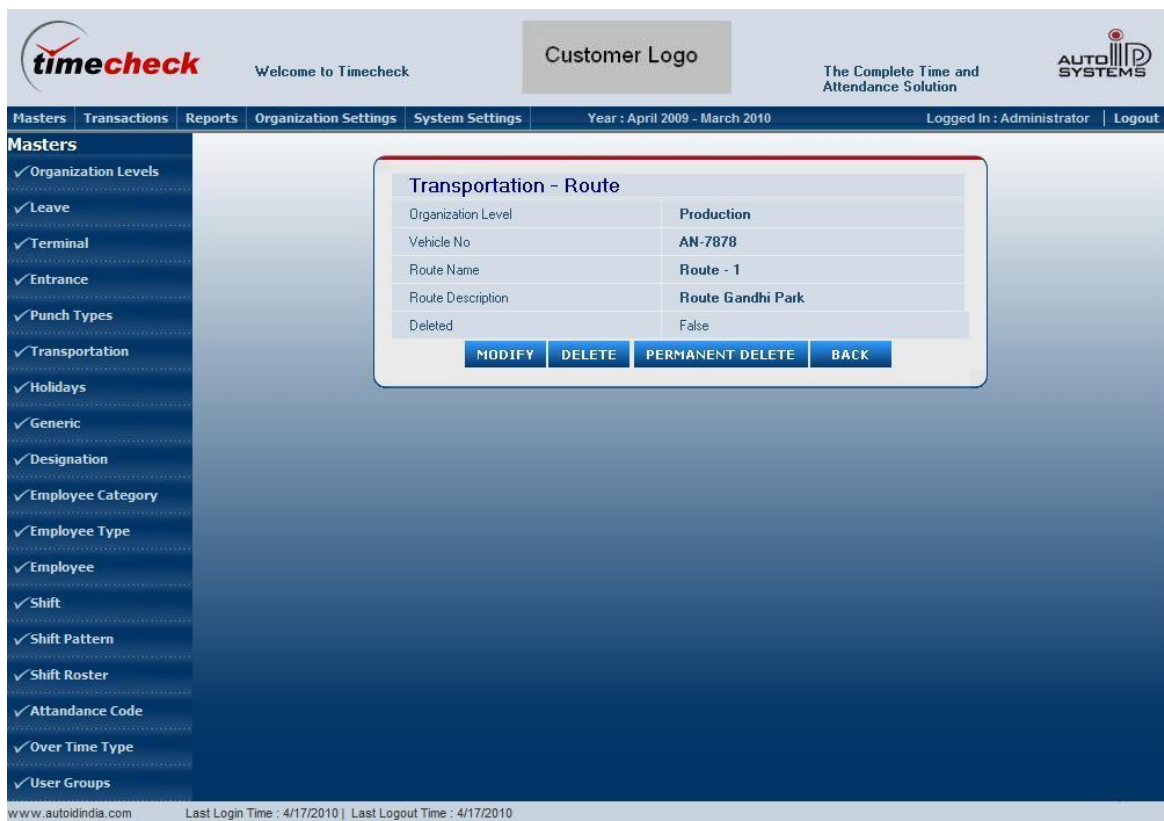
The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The 'Masters' tab is selected, and a sidebar on the left lists various master data categories with checkmarks, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the 'Transportation - Route' form. The form has a title 'Transportation - Route' and a note '\* Indicates Mandatory Fields'. It contains several fields: Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), Department (Accounts Department), Vehicle No\* (TN37-7878), Route Name\* (Bypass), and Route Description (Bypass). At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the application shows 'www.autoidindia.com' and 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

The following are the steps to add the Transportation-Route Details

1. Select the Organization Level from the Dropdown Lists
2. Select the Vehicle No. from the Dropdown List which is defined in the Vehicle Master.
3. Fill the Route Name and Route Description in the appropriate Text Boxes.
4. Finally, click Save Button to Save the Route Details.

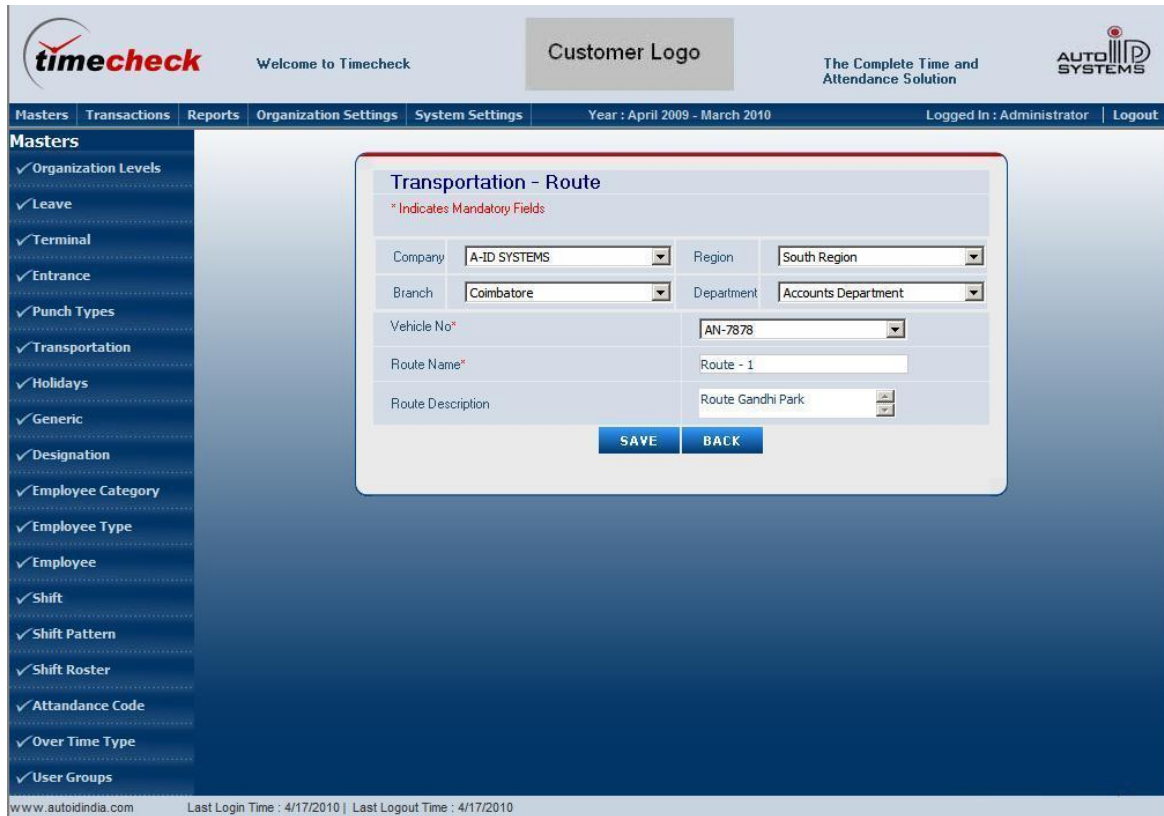
**To View particular Route Details**, Click the Particular Link in the RouteName Column in the Transportation-Route Listing Page to view the following the Transportation-Route View Page

When the RouteName Link is clicked in the Transportation-Route Listing Page, then the Route Details suitably selected will be shown in the Transportation-Route View Page as shown below



**To Delete the particular Record**, Click the Delete Button in the Transportation-Route View Page to delete the viewed Record. If the particular Route is mapped to any other Modules, it cannot be deleted.

**To Modify the Record,** Click the Modify Button in the Transportation-Route View Page to view the following Transportation-Route Modify Page



The screenshot displays the 'Transportation - Route' modification interface. On the left, a sidebar lists various system masters, with 'Transportation' currently selected. The main area contains a form with the following fields:

- Company:** A-ID SYSTEMS
- Region:** South Region
- Branch:** Coimbatore
- Department:** Accounts Department
- Vehicle No\*:** AN-7878
- Route Name\*:** Route - 1
- Route Description:** Route Gandhi Park

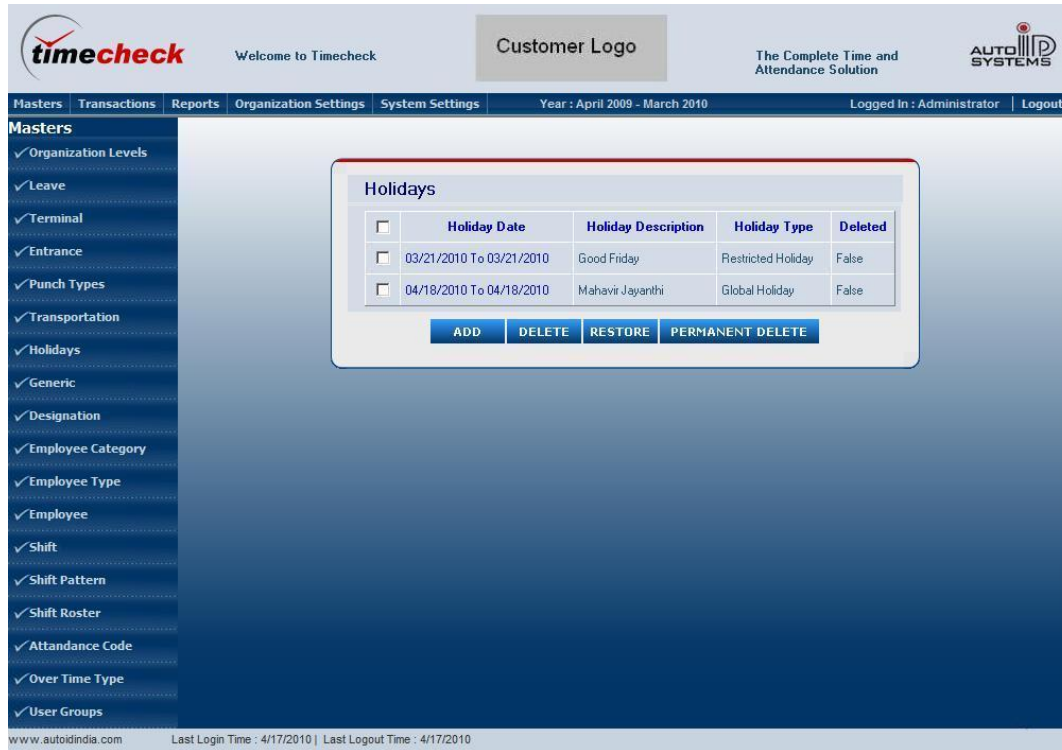
At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the page shows the website 'www.autoidindia.com' and login/logout timestamps.

In the above Page, Change the Organization Level, Vehicle No, Route Name and its Description if required and Click the Save Button to reflect the Modification.

## 2.7 Holidays

Holiday Master is used to define Global and Restricted Holidays. The Global Holidays are those which are standard for each year (like Independence Day) and are considered to be as part of National Holiday List. The Restricted or Yearly Holidays are those which are not standard and may vary for each year.

To view the Holidays Listing Page, Select the **Masters Main Menu** on the top and Select **Holidays Menu** on the Left Side.



The screenshot shows the Timecheck application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, and a date range 'Year : April 2009 - March 2010'. On the left side, there is a 'Masters' menu with various options, including 'Holidays'. The main content area displays a 'Holidays' table with the following data:

<input type="checkbox"/>	Holiday Date	Holiday Description	Holiday Type	Deleted
<input type="checkbox"/>	03/21/2010 To 03/21/2010	Good Friday	Restricted Holiday	False
<input type="checkbox"/>	04/18/2010 To 04/18/2010	Mahavir Jayanthi	Global Holiday	False

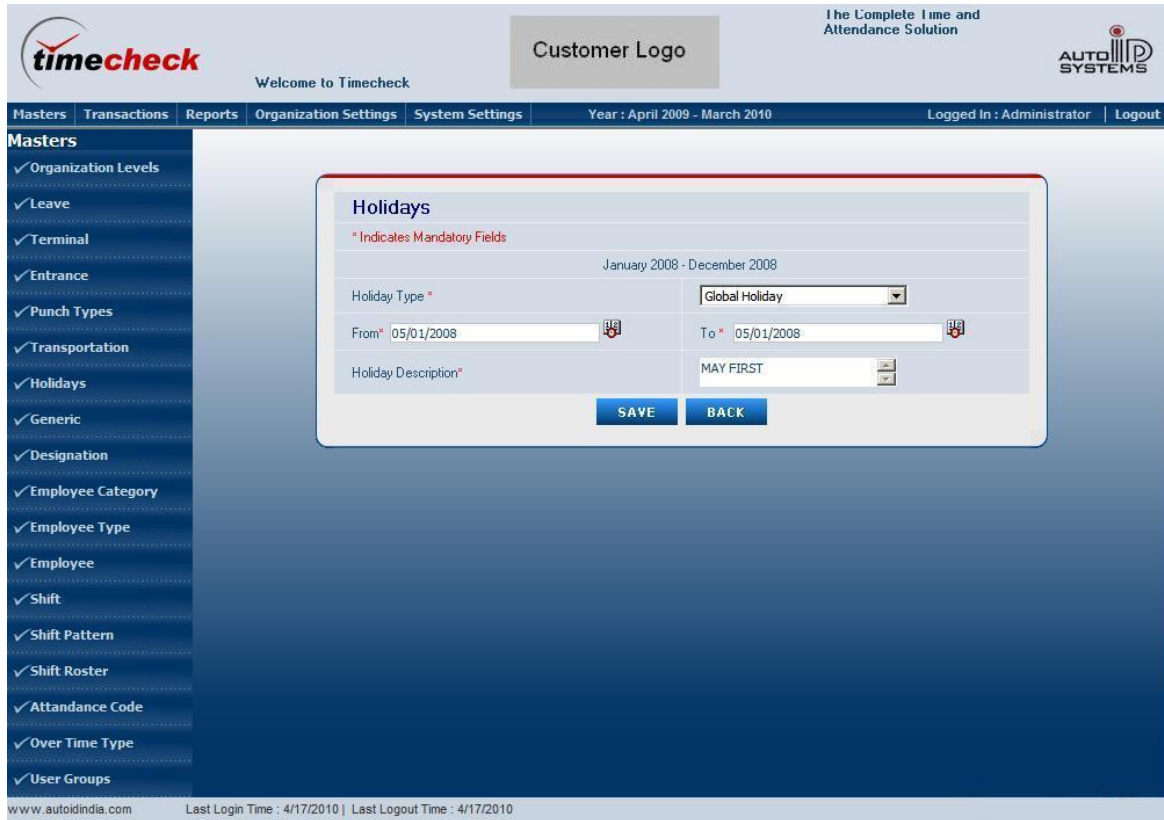
Below the table are four buttons: ADD, DELETE, RESTORE, and PERMANENT DELETE. The footer of the application shows the website 'www.autoidindia.com' and login/logout times for 4/17/2010.

The above Holidays Listing Page contains all the defined Holidays with its Holiday Date, Holiday Description and Holiday Type (Whether Global or Restricted Holiday).

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button.



To Add Holidays, Click the Add Button in the above Holidays Listing Page to view the following Holidays Add Page



The screenshot shows the 'Holidays' add page in the Timecheck application. The sidebar on the left lists various master data categories under the 'Masters' heading. The main form area is titled 'Holidays' and contains the following fields:

- Holiday Type \***: A dropdown menu currently showing 'Global Holiday'.
- From \***: A date field set to '05/01/2008'.
- To \***: A date field set to '05/01/2008'.
- Holiday Description \***: A text field containing 'MAY FIRST'.

At the bottom of the form are two buttons: 'SAVE' and 'BACK'. The page footer includes the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

The following are the steps to define Holidays

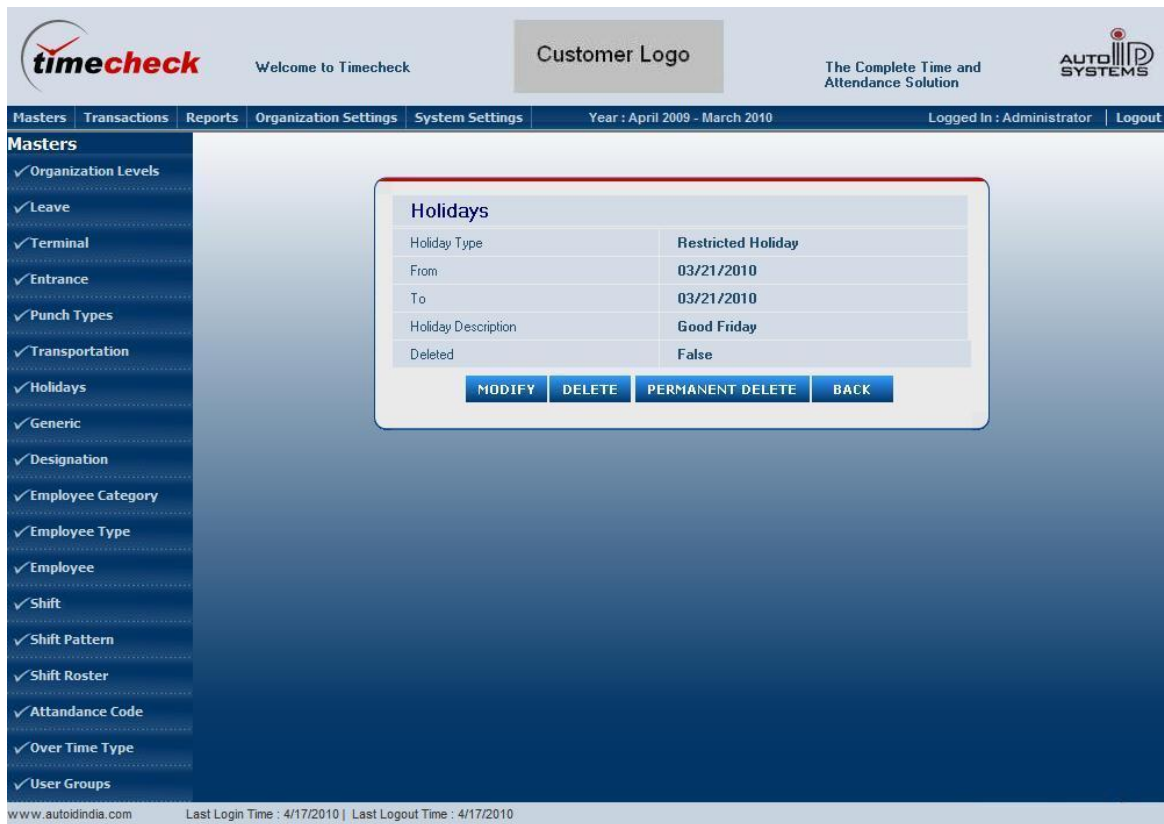
1. Select the Holiday Type from the Dropdown List whether it is Global Holiday or Restricted Holiday.



2. Select the From Date and To Date from the Calendar on the Right Side of the Text Boxes.
3. Fill the Holiday Description
4. Finally Click Save Button to save the Holiday Lists.

**To View particular Holiday Details,** Click the Particular Link in the Holiday Date Column in the Holidays Listing Page to view the following the Holidays View Page

When the Holiday Date Link is clicked in the Holidays Listing Page, then the appropriate selected Holiday Details will be shown in the Holidays View Page as shown below



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO INDIA SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Holidays**

Holiday Type	Restricted Holiday
From	03/21/2010
To	03/21/2010
Holiday Description	Good Friday
Deleted	False

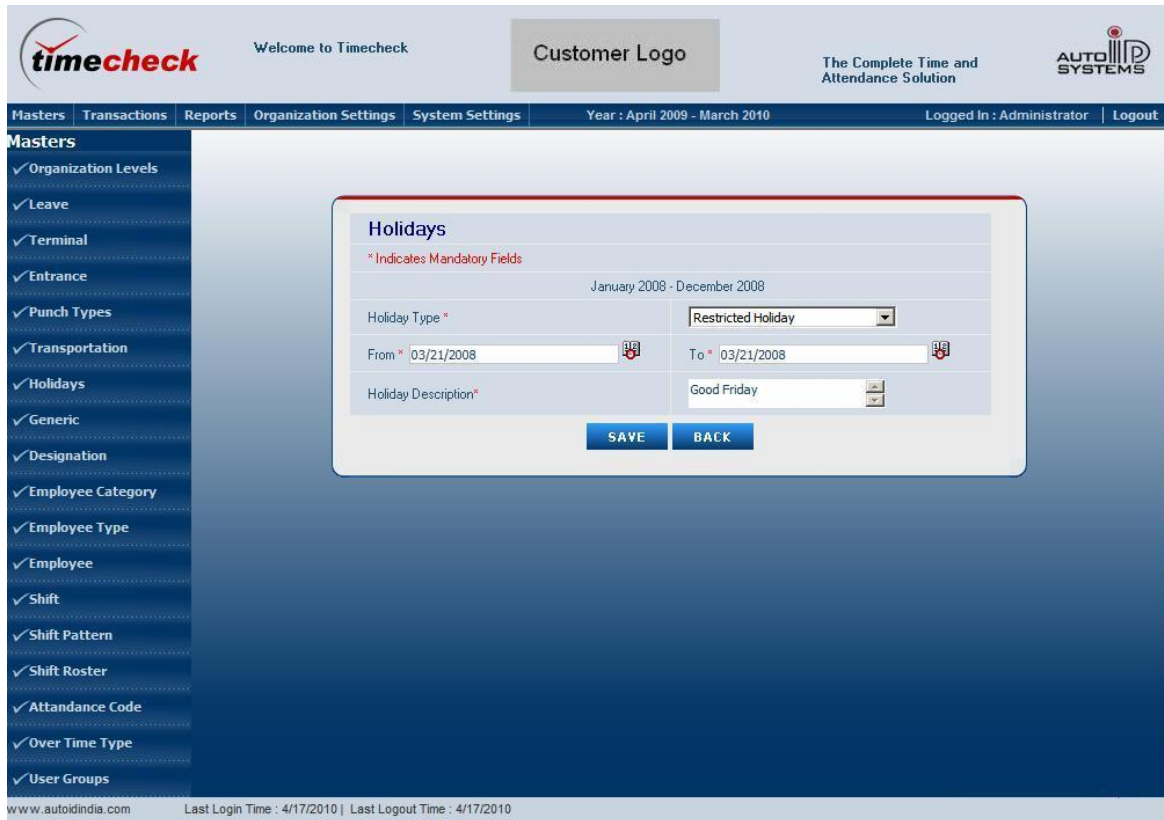
[MODIFY](#)
[DELETE](#)
[PERMANENT DELETE](#)
[BACK](#)

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

**To Delete the particular Record,** Click the Delete Button in the Holidays View Page to delete the viewed Record.

**To Modify the Record,** Click the Modify Button in the Holidays View Page to view the

following Holidays Modify Page



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO ID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Masters

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Holidays**

\* Indicates Mandatory Fields

January 2008 - December 2008

Holiday Type \* Restricted Holiday

From \* 03/21/2008 To \* 03/21/2008

Holiday Description \* Good Friday

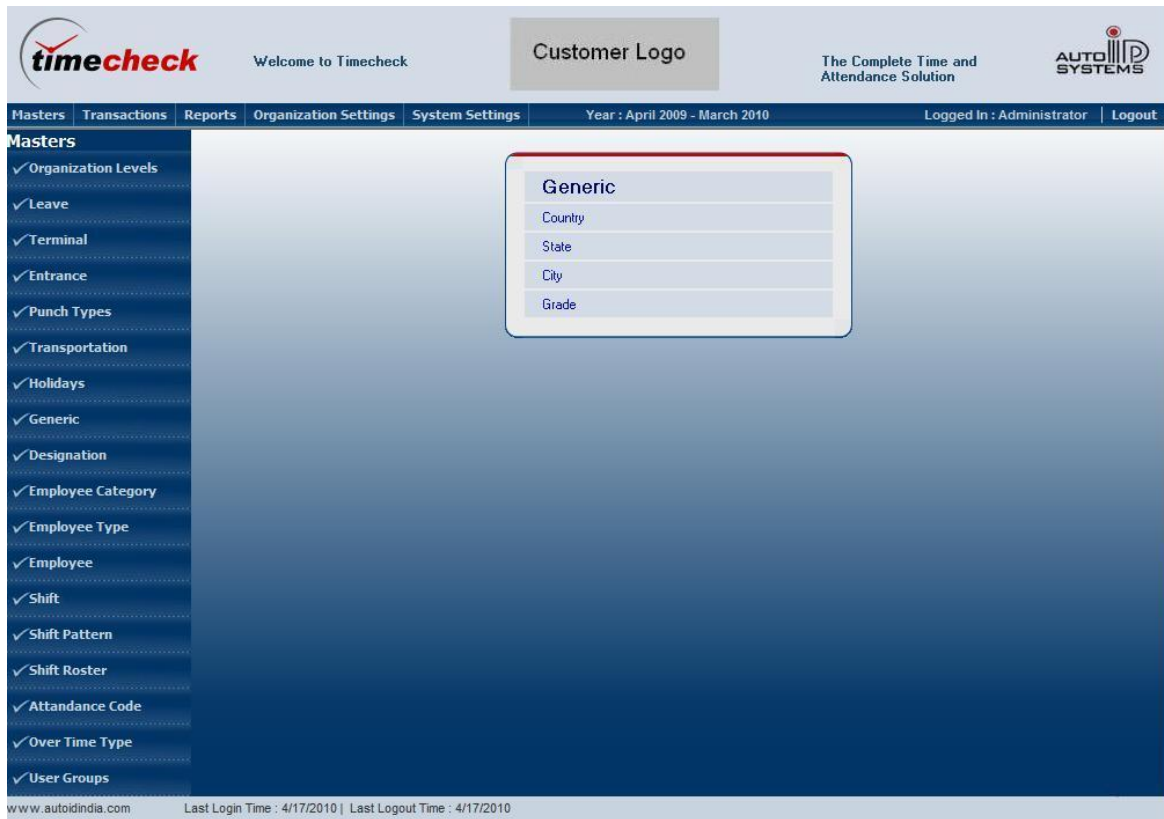
SAVE BACK

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

In the above Page, Change the Holiday Type, From Date, To Date and Holiday Description if required and Click the Save Button to reflect the Modification in the Holiday Lists.

## 2.8 Generic

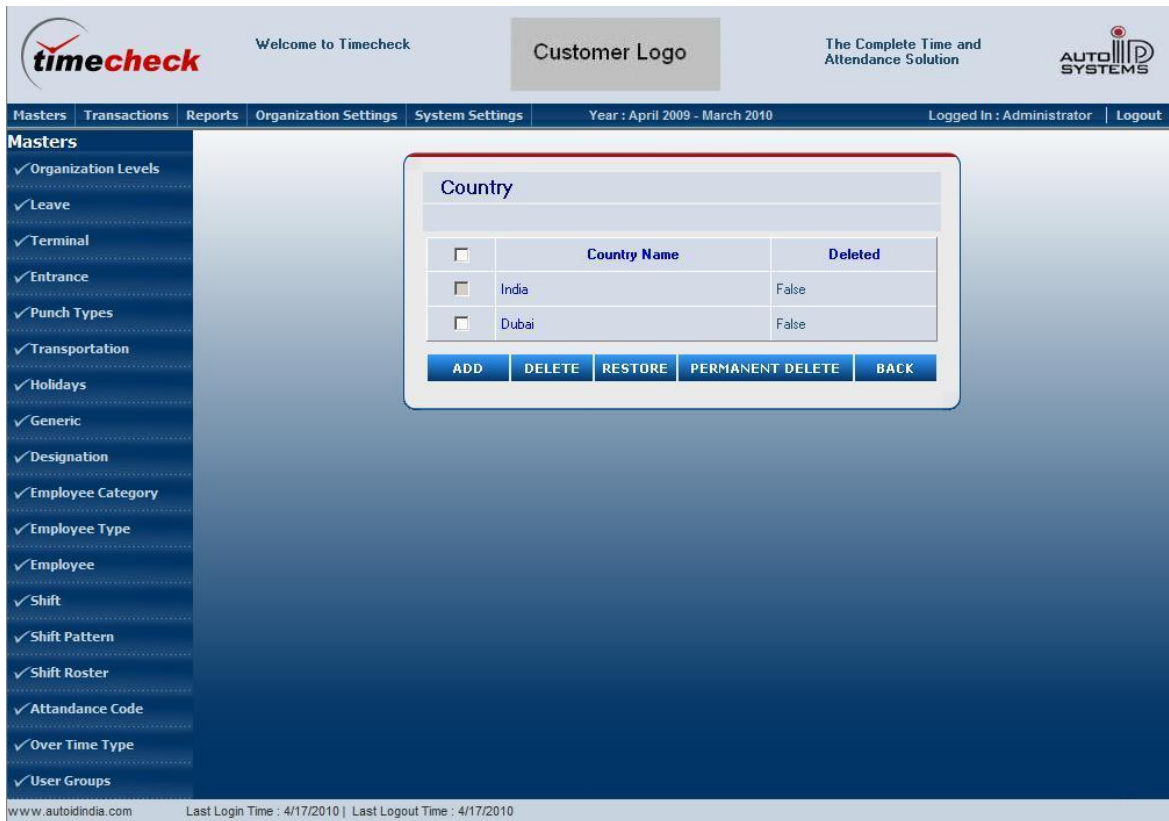
Generic Master is used to define Country, State, City and Grade Details. It is used as a Look-up Table.



### 2.8.1 Country Master

Country Master Module allows the administrator or user having privileges to define the countries.

To view the Country Listing Page, Select the **Masters Main Menu** on the top and select **Generic Menu** on the Left Side and Select **Country Master** link on the right as shown in the above Generic Main Page



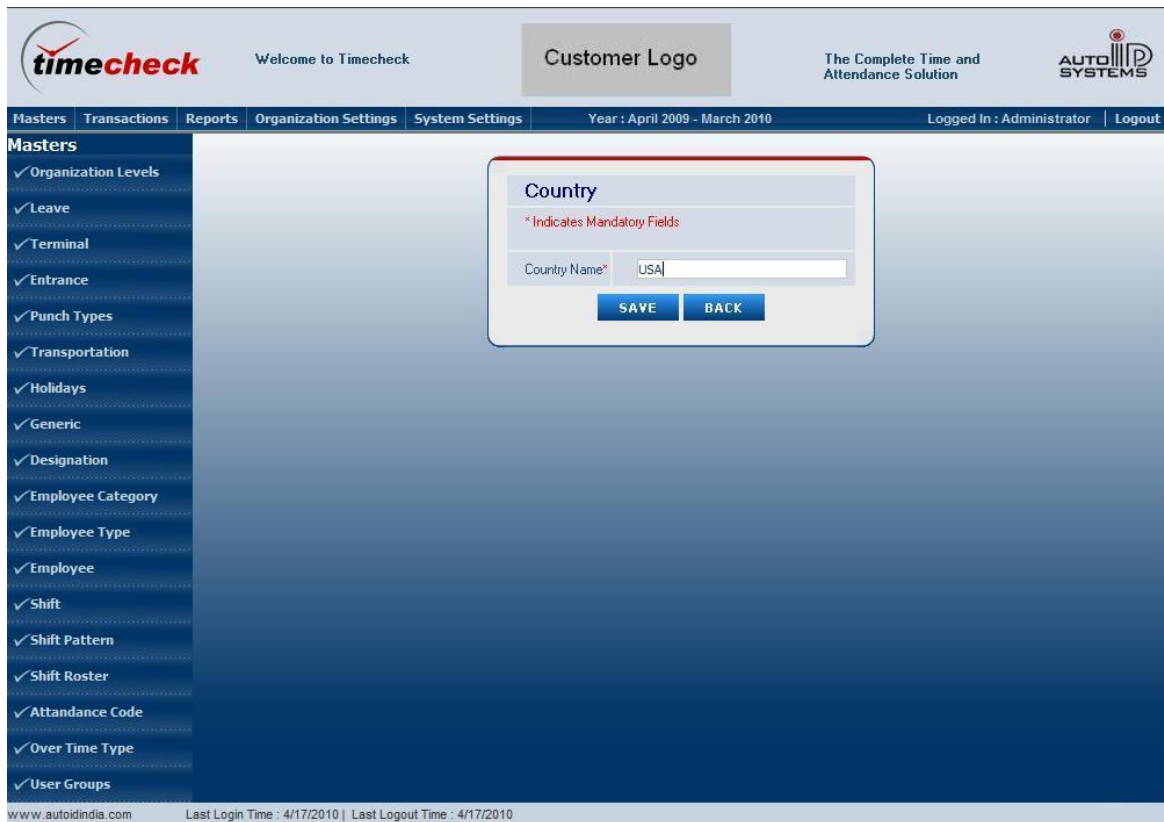
The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, the tagline 'The Complete Time and Attendance Solution', and the Auto Systems logo. Below this is a menu bar with options: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar lists various master data categories with checkmarks, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a 'Country' listing table with columns for a checkbox, Country Name, and Deleted status. The table lists 'India' and 'Dubai', both with 'False' in the Deleted column. At the bottom of the table are buttons for ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK. The footer shows the website URL www.autoidindia.com and login/logout timestamps.

	Country Name	Deleted
<input type="checkbox"/>	India	False
<input type="checkbox"/>	Dubai	False

The above Country Listing Page contains all the defined Countries with its Country Name.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If any Country is mapped to any of the other modules, then it cannot be deleted.

**To Add Countries,** Click the Add Button in the above Country Listing Page to view the following Country Add Page



The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the AutoIP Systems logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range. The main content area displays a form for adding or editing a country. The form has a title 'Country' and a note '\* Indicates Mandatory Fields'. It contains a text input field for 'Country Name' with 'USA' entered. Below the input field are 'SAVE' and 'BACK' buttons. On the left side of the form, there is a sidebar menu with various system settings options, each preceded by a checkmark. At the bottom of the page, there is a footer with the website URL and login/logout times.

timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTOIP SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Country**

\* Indicates Mandatory Fields

Country Name\* USA

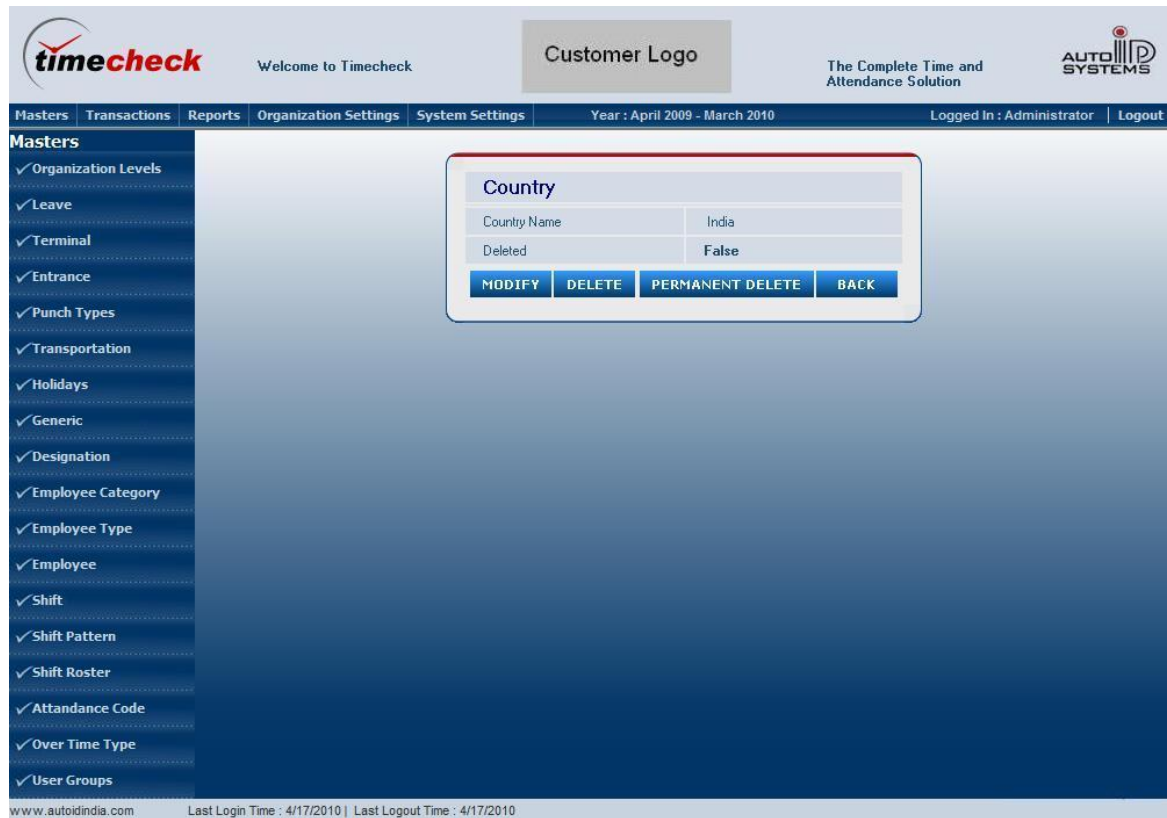
SAVE BACK

www.autoidia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

Fill the Country Name and Click the Save Button to save the Country Name.

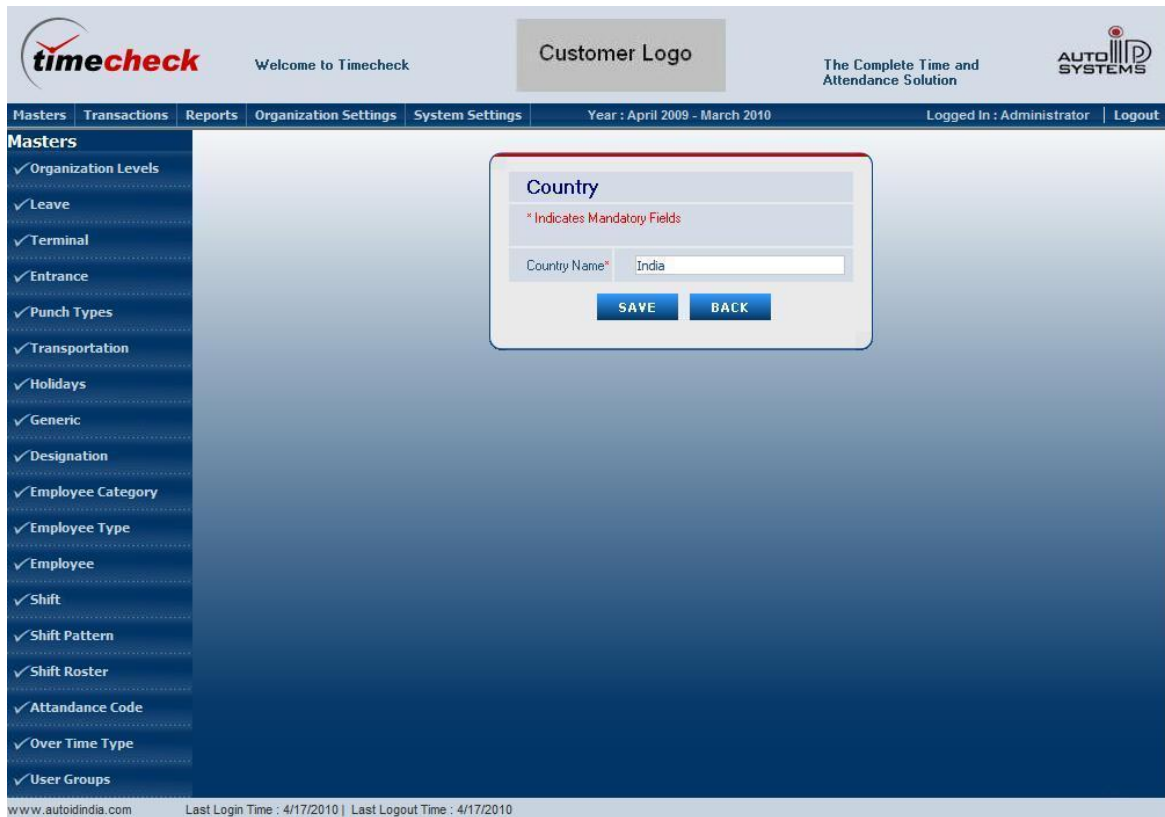
**To View particular Country Name**, Click the Particular Link in the Country Name Column in the Country Listing Page to view the following the Country View Page

When the Country Name Link is clicked in the Country Listing Page, the appropriate selected Country Name will be shown in the Country View Page as shown below



**To Delete the particular Record,** Click the Delete Button in the Country View Page to delete the viewed Record. If any Country is mapped to any of the other modules, it cannot be deleted.

**To Modify Country Name,** Click the Modify Button in the Country View Page to view the following Country Modify Page



The screenshot displays the Timecheck web application interface. At the top, there is a header bar with the 'timecheck' logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' alongside the 'AUTO SYSTEMS' logo. Below the header is a navigation menu with tabs for 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Masters' tab is active, and a sidebar on the left lists various master data categories with checkmarks, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area shows a 'Country' form with a title bar, a red asterisk indicating mandatory fields, a text input field for 'Country Name' containing 'India', and 'SAVE' and 'BACK' buttons. The footer of the application shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

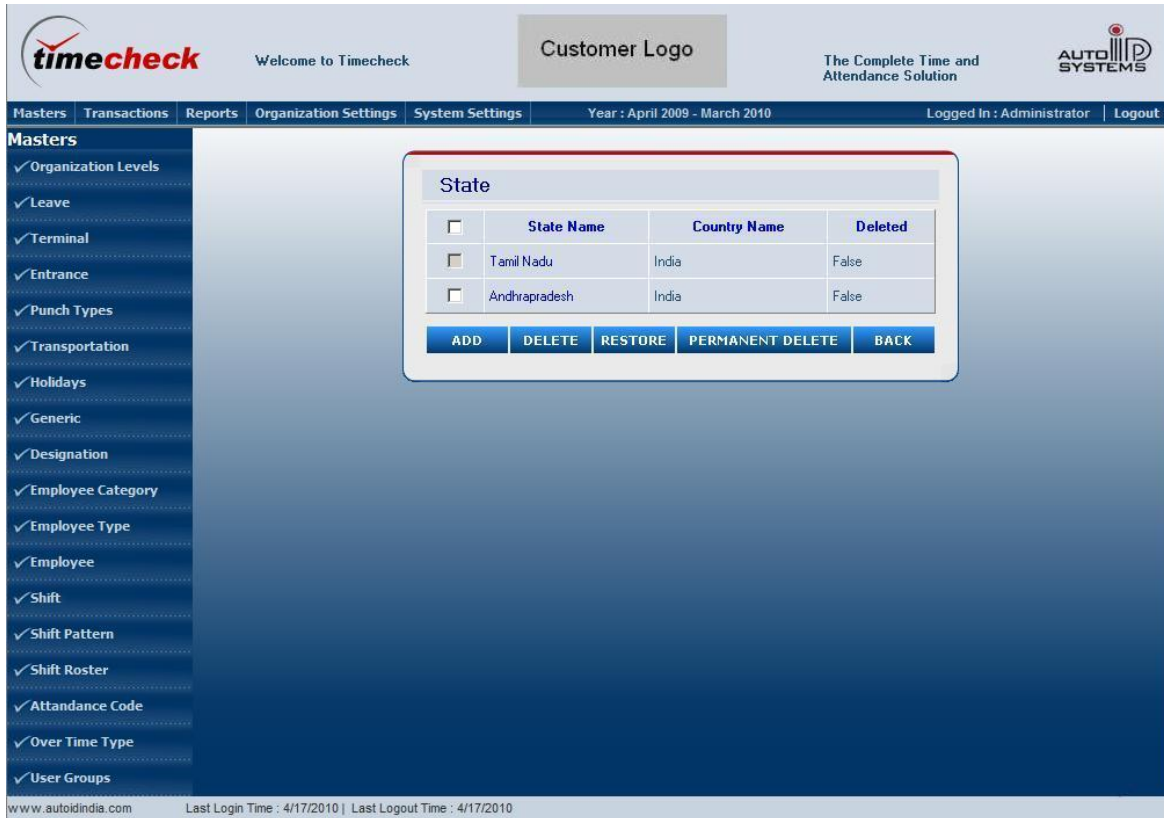
In the above page, Change the Country Name if required and Click the Save Button to reflect the Modification in the Country Lists.

## 2.8.2 State Master

State Master Module allows the administrator or user having privileges to define the states for the countries which is defined in the Country Master.

To view the State Listing Page, Select the **Masters Main Menu** on the top and select **Generic Menu** on the Left Side and Select **State Master** link on the Right as shown in the above Generic Main Page





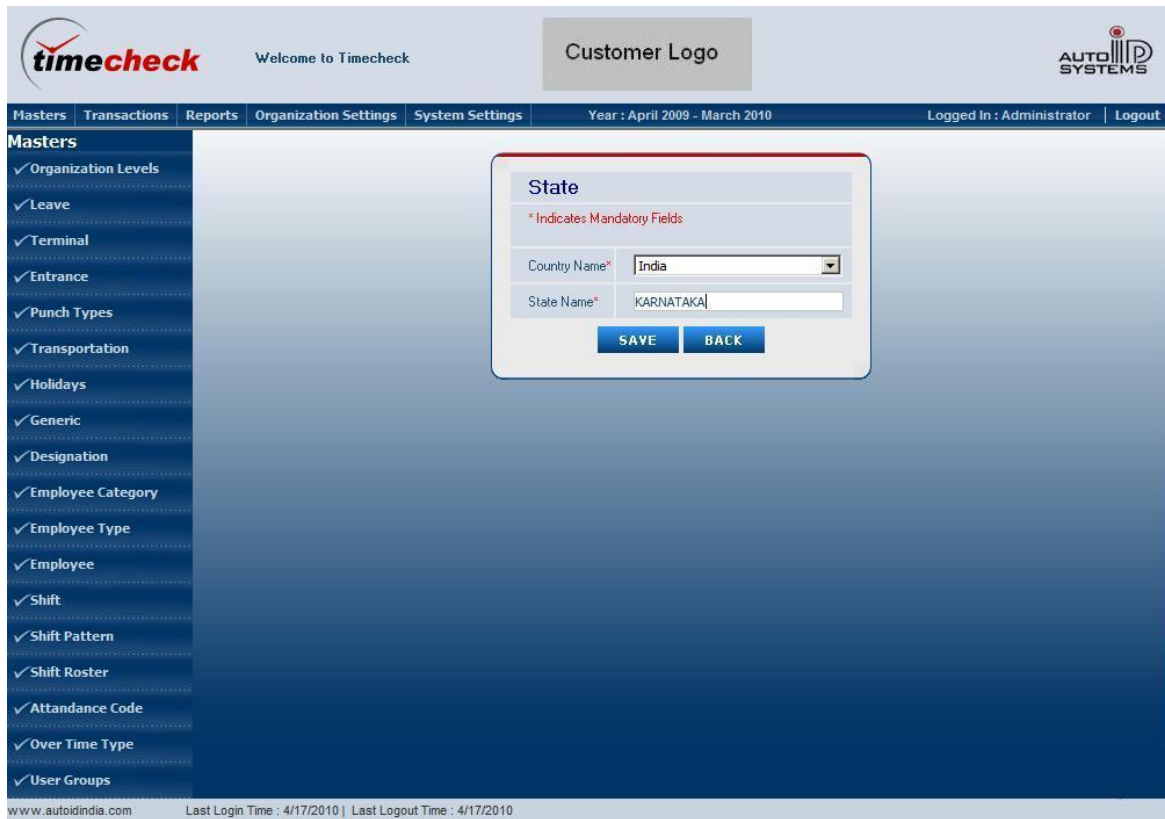
The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution'. The main navigation menu on the left lists various modules under 'Masters', including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a 'State' listing table with columns for State Name, Country Name, and Deleted status. The table lists two states: Tamil Nadu and Andhrapradesh, both mapped to India. Below the table are buttons for ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK. The footer shows the website URL and login/logout times.

State Name	Country Name	Deleted
Tamil Nadu	India	False
Andhrapradesh	India	False

The above State Listing Page contains all the defined States with its State Name and its Country Name.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If any State is mapped to any of the other modules, then it cannot be deleted.

**To Add States**, Click the Add Button in the above State Listing Page to view the following State Add Page



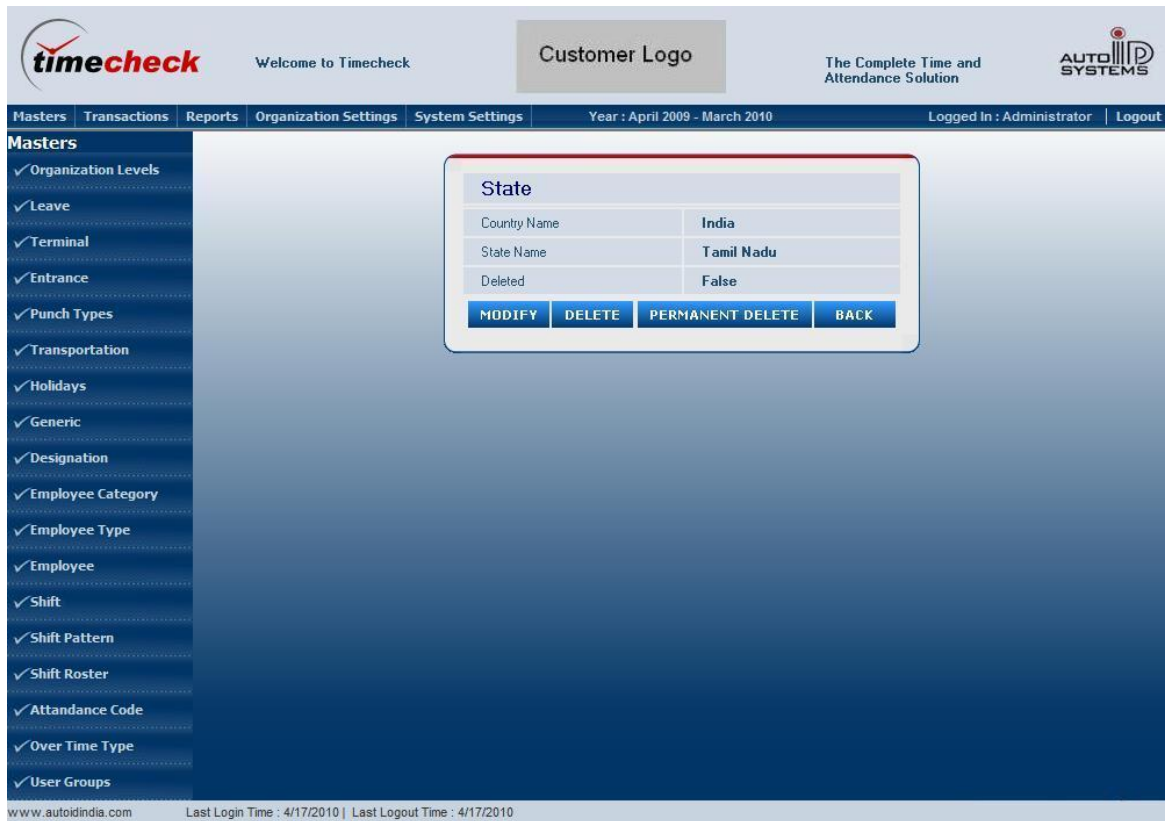
The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the Auto Systems logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year (April 2009 - March 2010) and login information (Logged In : Administrator | Logout). The left sidebar contains a list of masters with checkboxes: Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a 'State' configuration form. The form has a title 'State' and a note '\* Indicates Mandatory Fields'. It contains two input fields: 'Country Name\*' with a dropdown menu showing 'India', and 'State Name\*' with a text input field containing 'KARNATAKA'. Below the input fields are two buttons: 'SAVE' and 'BACK'. At the bottom of the page, there is a footer with the website URL 'www.autoidindia.com' and login/logout times: 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

The following are the steps to add the States

1. Select the Country from the Dropdown Lists which is defined in the Country Master
2. Fill the appropriate the State Name for the selected Country.
3. Finally Click Save Button to save the State Details.

**To View particular State Details**, Click the particular Link in the State Name Column in the State Listing Page to view the following the State View Page.

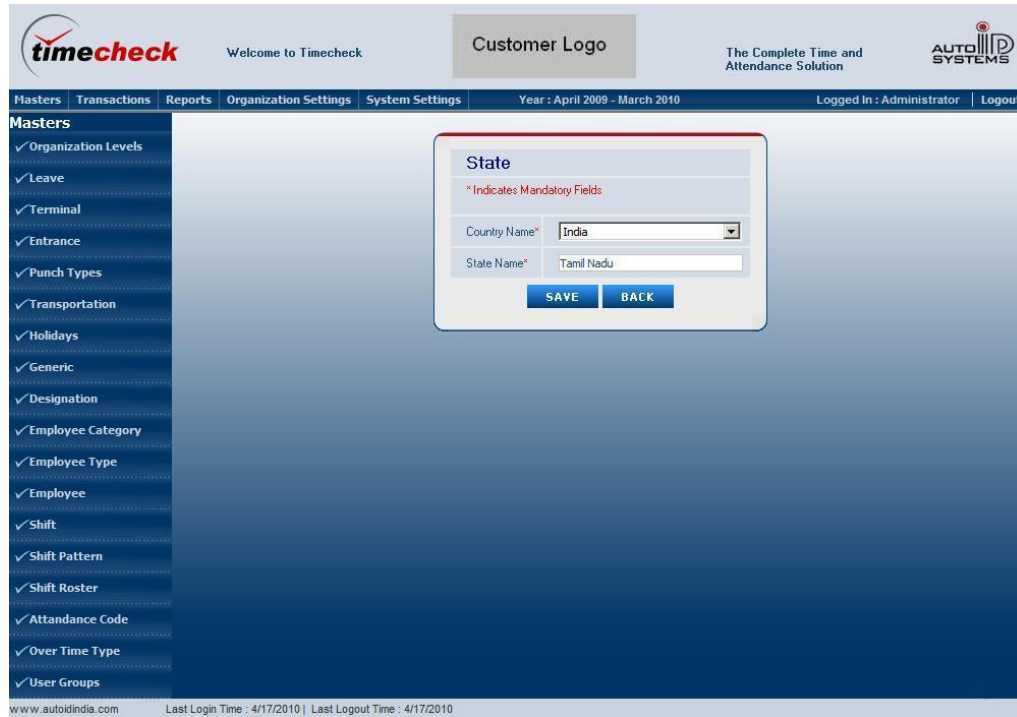
When the State Name Link is clicked in the State Listing Page, the appropriate selected State Details will be shown in the State View Page as shown below



The screenshot shows the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the 'AUTOD SYSTEMS' logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The 'Masters' tab is active, and a sidebar on the left lists various master data categories with checkmarks, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a 'State' form with the following details: Country Name: India, State Name: Tamil Nadu, and Deleted: False. At the bottom of the form are four buttons: MODIFY, DELETE, PERMANENT DELETE, and BACK. The footer of the page shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

**To Delete the particular Record,** Click the Delete Button in the State View Page to delete the viewed Record. If any State is mapped to any of the other modules, then it cannot be deleted.

To **Modify State Details**, Click the Modify Button in the State View Page to view the following State Modify Page



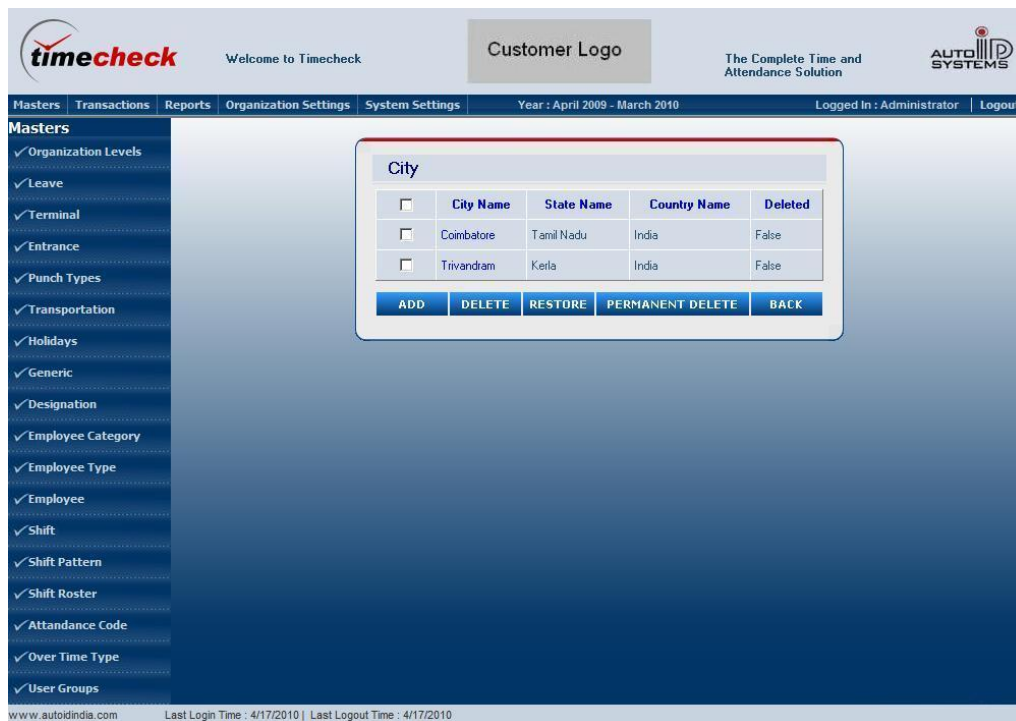
The screenshot displays the 'State Modify' page within the Timecheck application. The interface includes a top navigation bar with links for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range of April 2009 to March 2010. A sidebar on the left lists various master data categories under the 'Masters' heading, such as Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area features a 'State' form with a title bar and a red border. The form contains two mandatory fields: 'Country Name' (a dropdown menu set to 'India') and 'State Name' (a text input field containing 'Tamil Nadu'). Below these fields are 'SAVE' and 'BACK' buttons. A red asterisk indicates that fields marked with an asterisk are mandatory. The footer of the page shows the website URL 'www.autoidindia.com' and the last login/logout times as '4/17/2010'.

In the above Page, Change the Country Name and State Name if required and Click the Save Button to reflect the Modification in the State Details.

## 2.8.3 City Master

City Master Module allows the administrator or user having privileges to define the cities for the states which is defined in the State Master.

To view the City Listing Page, Select the **Masters Main Menu** on the top and select **Generic Menu** on the Left Side and Select **City Master** link on the Right as shown in the above Generic Main Page



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTOD SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**City**

<input type="checkbox"/>	City Name	State Name	Country Name	Deleted
<input type="checkbox"/>	Coimbatore	Tamil Nadu	India	False
<input type="checkbox"/>	Trivandram	Kerala	India	False

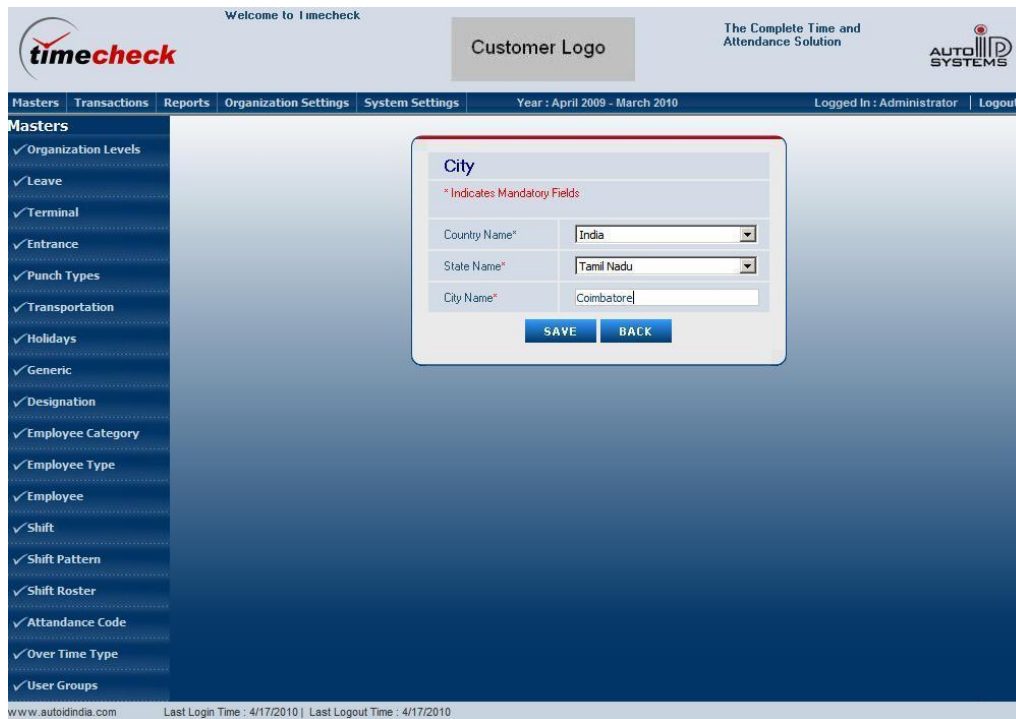
ADD DELETE RESTORE PERMANENT DELETE BACK

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

The above City Listing Page contains all the defined Cities with its City Name, State Name and the Country Name.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If any City is mapped to any of the other modules, then it cannot be deleted.

**To Add Cities,** Click the Add Button in the above City Listing Page to view the following City Add Page



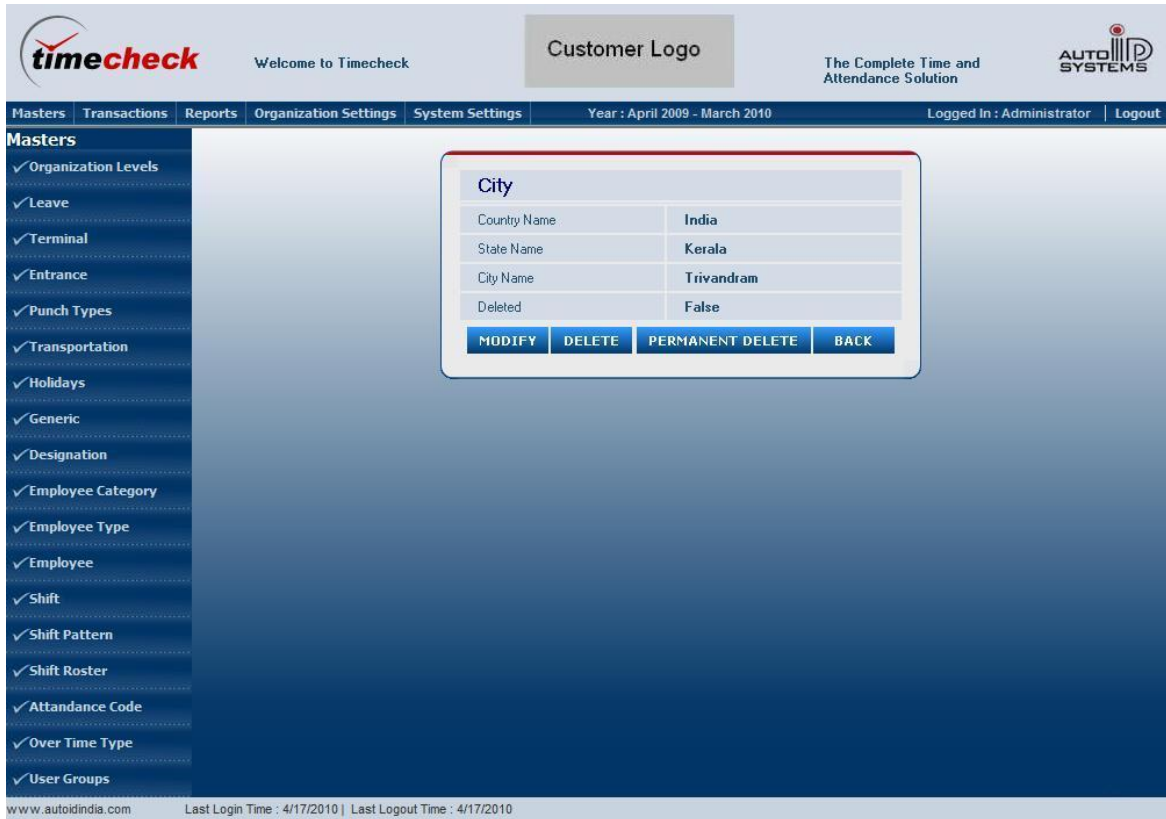
The following are the steps to add the Cities

1. Select the Country from the Dropdown Lists which is defined in the Country Master. On Selecting the Country, appropriate States for the selected Country will be filled in the State Name Dropdown Lists automatically.
2. Select the State Name from the Dropdown List
3. Fill the City Name for the selected State Name in the Text Box.
4. Finally, click Save Button to save the State Details.

**To View particular City Details,** Click the Particular Link in the City Name Column in the City Listing Page to view the following the City View Page.

When the City Name Link is clicked in the City Listing Page, then the appropriate selected City Details will be shown in the City View Page as shown below

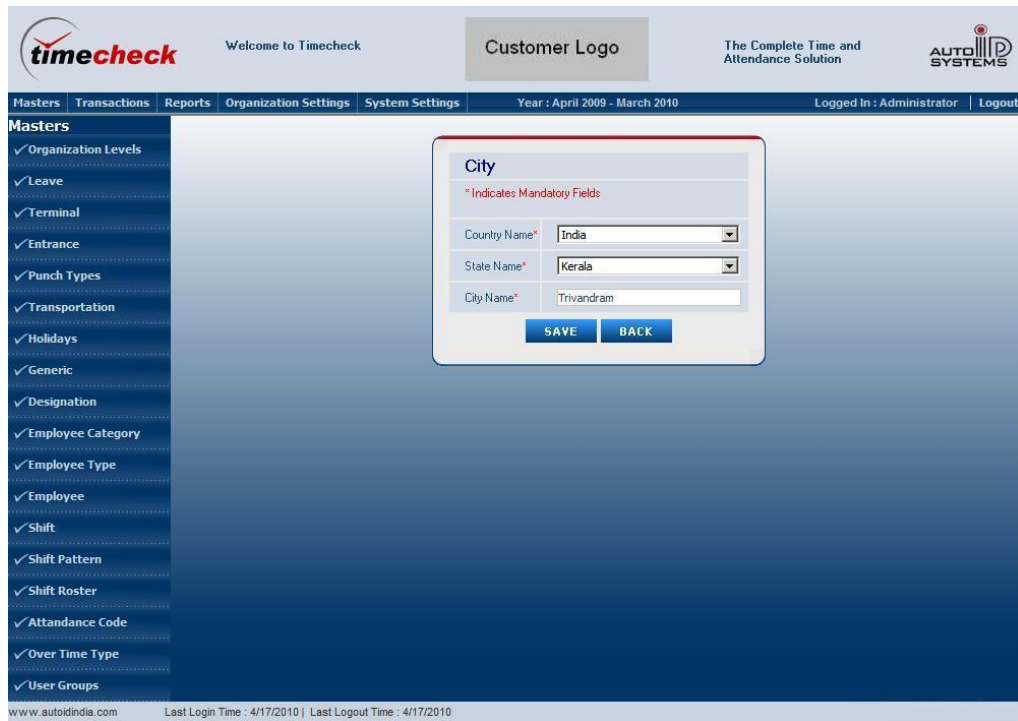




The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the tagline 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The current date is April 2009 - March 2010, and the user is logged in as Administrator. The left sidebar lists various modules under the 'Masters' category, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a form for managing City details. The form has a title 'City' and contains the following fields: Country Name (India), State Name (Kerala), City Name (Trivandram), and Deleted (False). At the bottom of the form are four buttons: MODIFY, DELETE, PERMANENT DELETE, and BACK.

**To Delete the particular Record,** Click the Delete Button in the City View Page to delete the viewed Record. If any City is mapped to any of the other modules, then it cannot be deleted.

**To Modify City Details,** Click the Modify Button in the City View Page to view the following City Modify Page



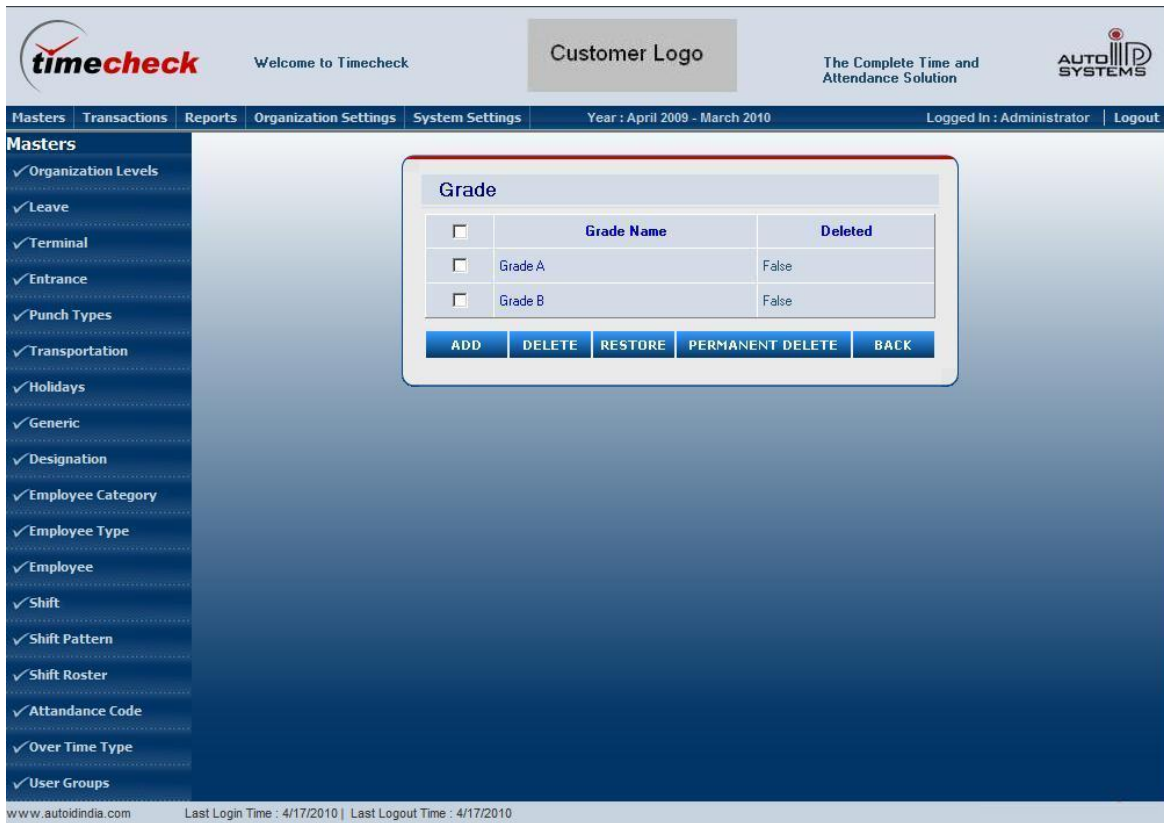
The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' alongside the 'AUTO SYSTEMS' logo. Below the header is a navigation bar with tabs for 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year: April 2009 - March 2010'. The 'Masters' tab is active, and a left sidebar lists various master data categories with checkmarks, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area shows a 'City' form with a title bar and a red border. The form includes a red asterisk note '\* Indicates Mandatory Fields' and three input fields: 'Country Name\*' with a dropdown menu showing 'India', 'State Name\*' with a dropdown menu showing 'Kerala', and 'City Name\*' with a text input field containing 'Trivandram'. At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the application shows 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

In the above Page, Change the Country Name, State Name and City Name if required and Click the Save Button to reflect the Modification in the City Master.

## 2.8.4 Grade Master

Grade Master Module allows the administrator or user having privileges to define the different level of grades for the employees.

To view the Grade Listing Page, Select the **Masters Main Menu** on the top and select **Generic Menu** on the Left Side and Select **Grade Master** link on the Right as shown in the above Generic Main Page



The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The current date is April 2009 - March 2010, and the user is logged in as Administrator. The left sidebar lists various masters: Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a 'Grade' listing table with columns for a checkbox, Grade Name, and Deleted status. The table contains two rows: Grade A and Grade B, both with 'False' in the Deleted column. At the bottom of the table are buttons for ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK.

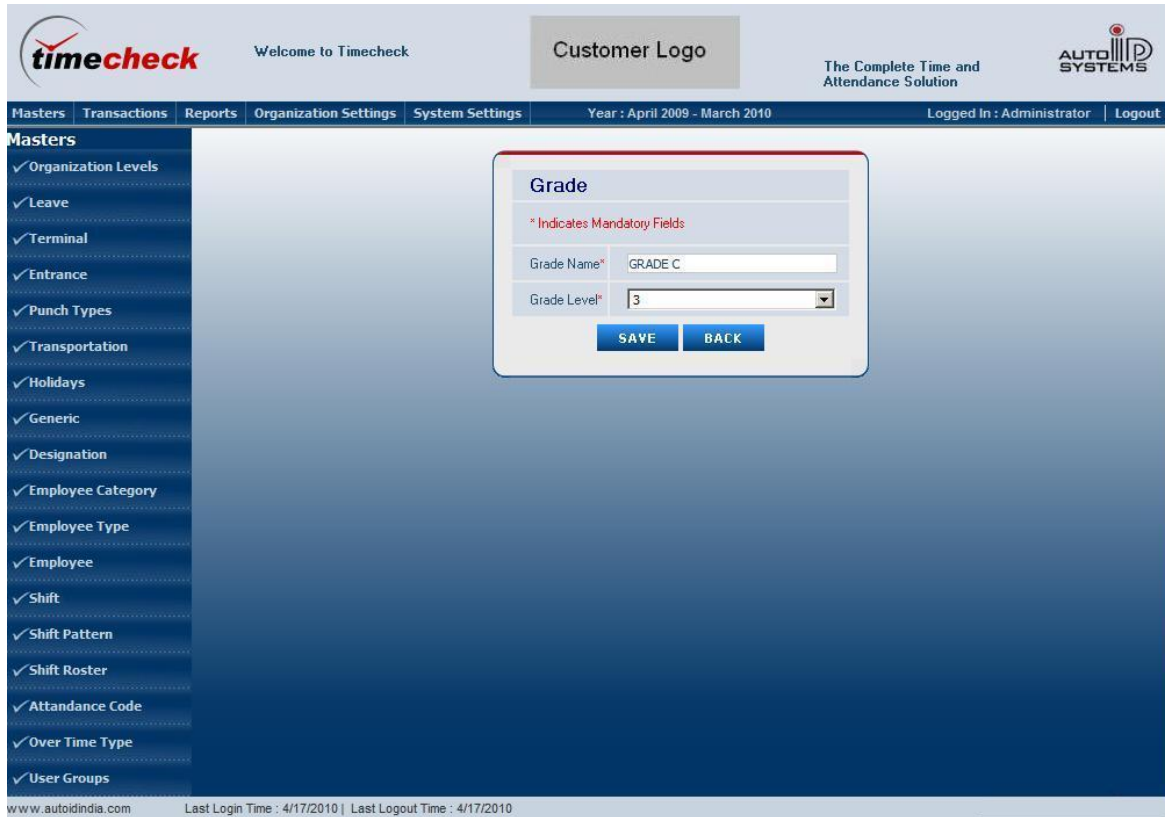
	Grade Name	Deleted
<input type="checkbox"/>	Grade A	False
<input type="checkbox"/>	Grade B	False

ADD DELETE RESTORE PERMANENT DELETE BACK

The above Grade Listing Page contains all the defined Grades with its Grade Name.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If any Grades are mapped to any of the other modules, then it cannot be deleted.

**To Add Grades**, Click the Add Button in the above Grade Listing Page to view the following Grade Add Page



The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the 'AUTO SYSTEMS' logo with the tagline 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs for 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Masters' tab is selected, and a sidebar on the left lists various master data categories with checkmarks, including 'Organization Levels', 'Leave', 'Terminal', 'Entrance', 'Punch Types', 'Transportation', 'Holidays', 'Generic', 'Designation', 'Employee Category', 'Employee Type', 'Employee', 'Shift', 'Shift Pattern', 'Shift Roster', 'Attendance Code', 'Over Time Type', and 'User Groups'. The main content area shows a 'Grade' form with the following fields: 'Grade Name\*' (text box containing 'GRADE C') and 'Grade Level\*' (dropdown menu showing '3'). A red asterisk indicates mandatory fields. At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the application shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

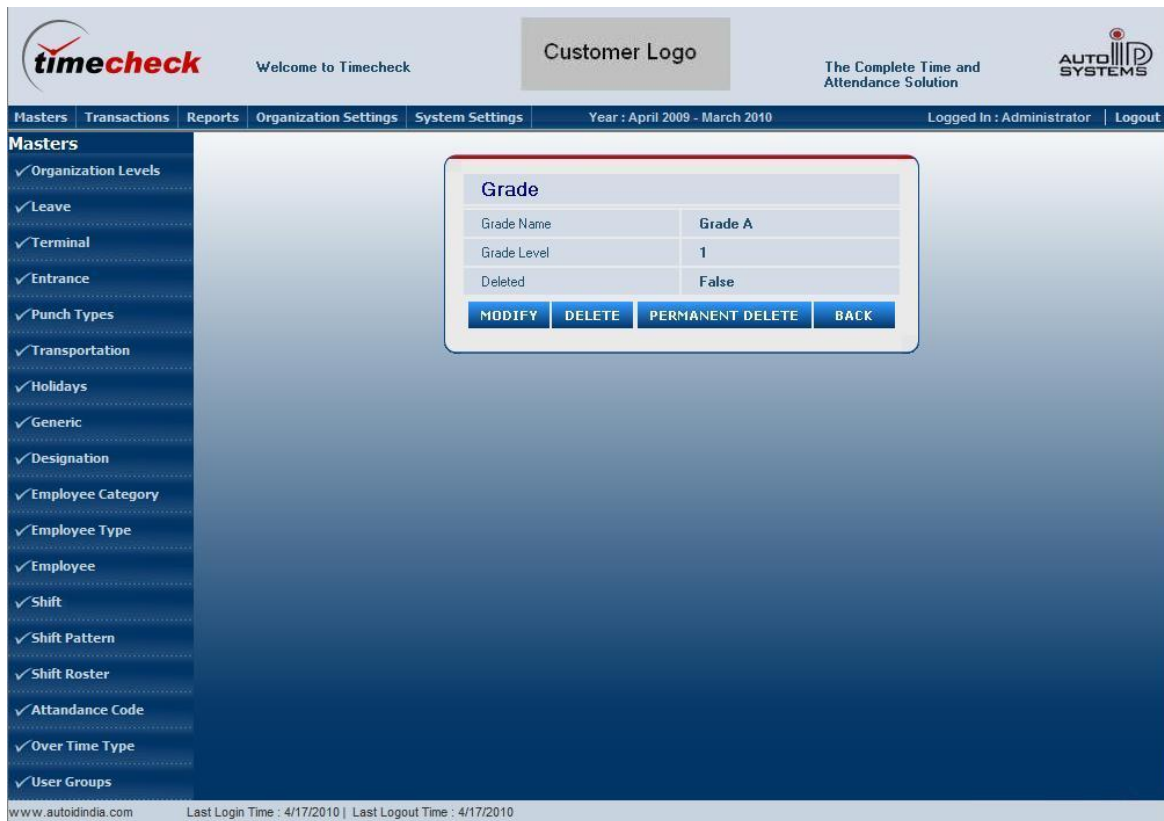
The following are the steps to add Grades

1. Fill the Grade Name in the Text Box.
2. Select the Grade Level from the Dropdown List so that the level can be assigned to the created Grade Name.

3. Finally click Add Button to save the Grade Details.

**To View particular Grade Details,** Click the particular Link in the Grade Name Column in the Grade Listing Page to view the following the Grade View Page.

When the Grade Name Link is clicked in the Grade Listing Page, the appropriate selected Grade Details will be shown in the Grade View Page as shown below

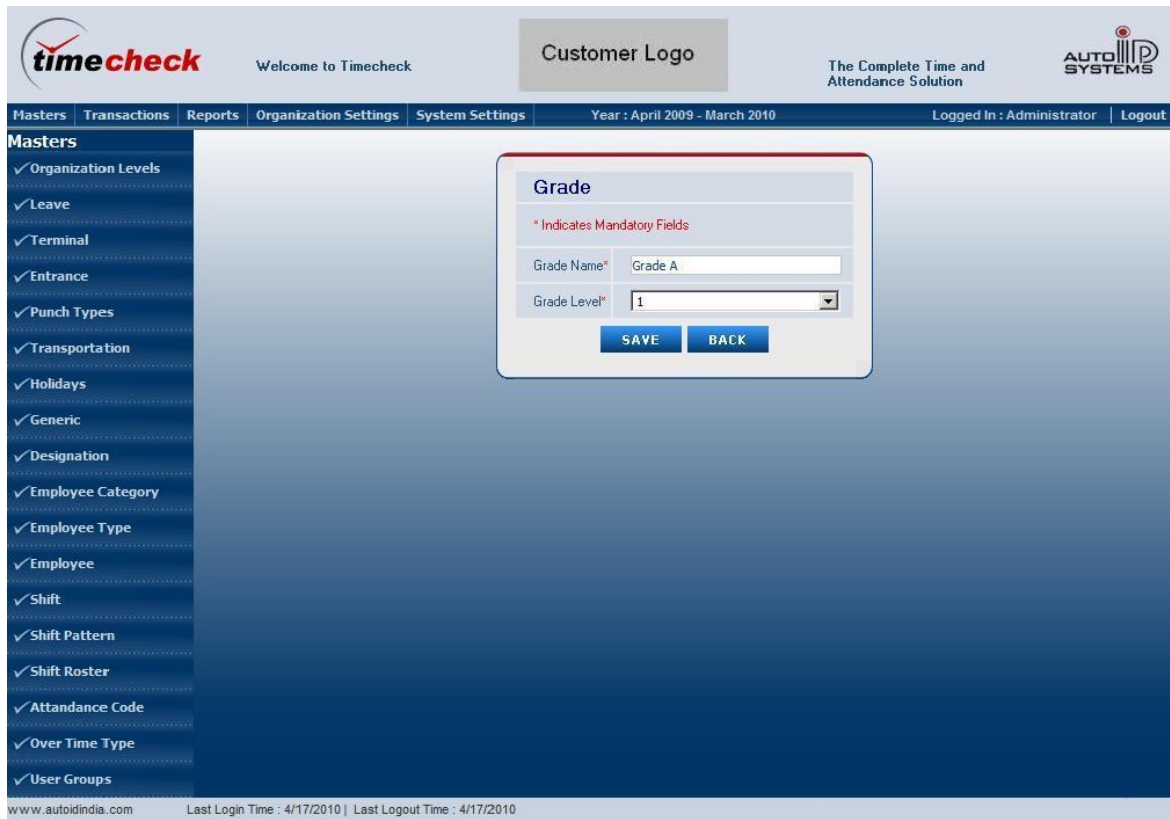


The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The current date is April 2009 - March 2010, and the user is logged in as Administrator. The left sidebar lists various modules under the 'Masters' category, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the 'Grade' details for 'Grade A'. The details include Grade Name (Grade A), Grade Level (1), and Deleted (False). At the bottom of the details box are four buttons: MODIFY, DELETE, PERMANENT DELETE, and BACK.

Grade	
Grade Name	Grade A
Grade Level	1
Deleted	False
<a href="#">MODIFY</a> <a href="#">DELETE</a> <a href="#">PERMANENT DELETE</a> <a href="#">BACK</a>	

**To Delete the particular Record,** Click the Delete Button in the Grade View Page to delete the viewed Record. If any Grade is mapped to any of the other modules, then it cannot be deleted.

**To Modify Grade Details,** Click the Modify Button in the Grade View Page to view the following Grade Modify Page



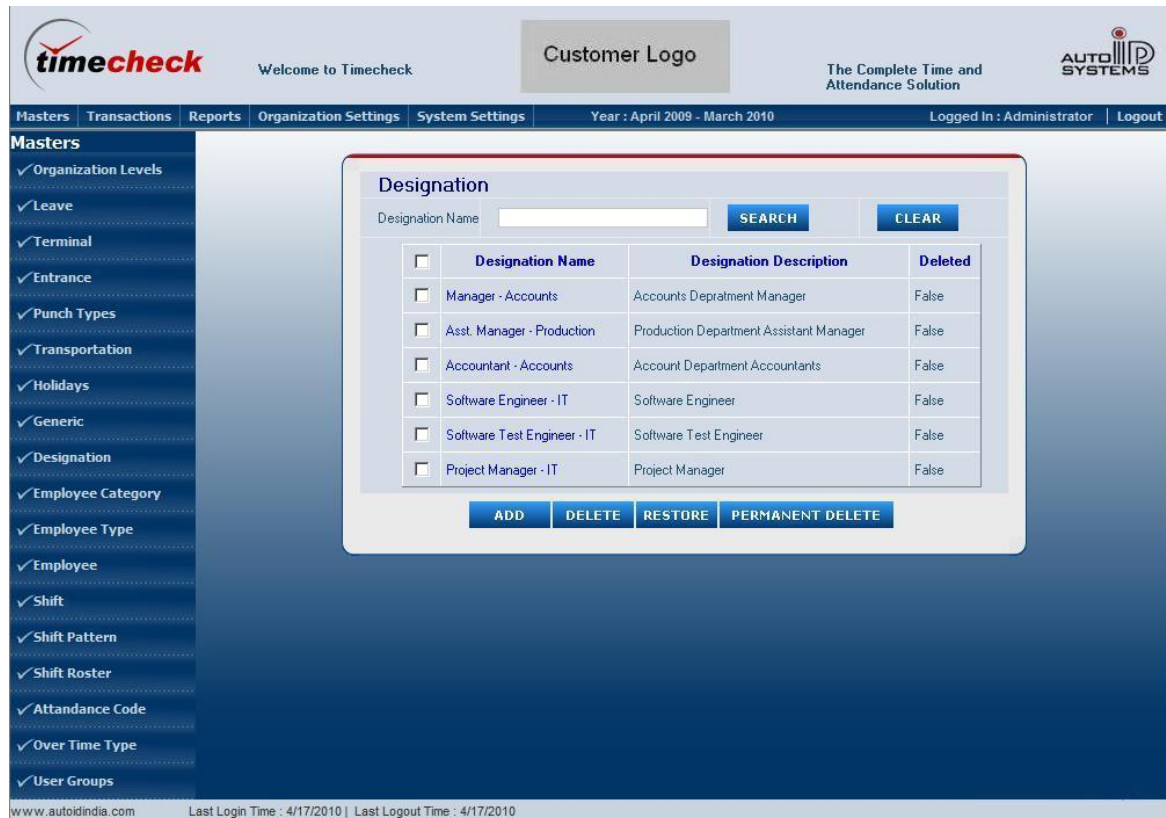
The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' alongside the 'AUTO SYSTEMS' logo. Below the header is a navigation bar with tabs for 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Masters' tab is active, showing a list of master data categories on the left: Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area shows a 'Grade' form with the following fields: 'Grade Name\*' (text input with 'Grade A') and 'Grade Level\*' (dropdown menu with '1'). A red asterisk indicates mandatory fields. At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the application shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

In the above Page, Change the Grade Name and Grade Level if required and Click the Save Button to reflect the Modification in the Grade Master.

## 2.9 Designation

Designation Master Module allows the administrator or user having privileges to define the lists of Designations which is to be assigned for employees. This can be configured for each company.

To view the Designation Listing Page, Select the **Masters Main Menu** on the top and select **Designation Menu** on the Left Side



The screenshot shows the Timecheck web application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. The left sidebar lists various menu items under 'Masters', with 'Designation' highlighted. The main content area displays the 'Designation' listing page, which includes a search bar, a table of designations, and action buttons.

<input type="checkbox"/>	Designation Name	Designation Description	Deleted
<input type="checkbox"/>	Manager - Accounts	Accounts Department Manager	False
<input type="checkbox"/>	Asst. Manager - Production	Production Department Assistant Manager	False
<input type="checkbox"/>	Accountant - Accounts	Account Department Accountants	False
<input type="checkbox"/>	Software Engineer - IT	Software Engineer	False
<input type="checkbox"/>	Software Test Engineer - IT	Software Test Engineer	False
<input type="checkbox"/>	Project Manager - IT	Project Manager	False

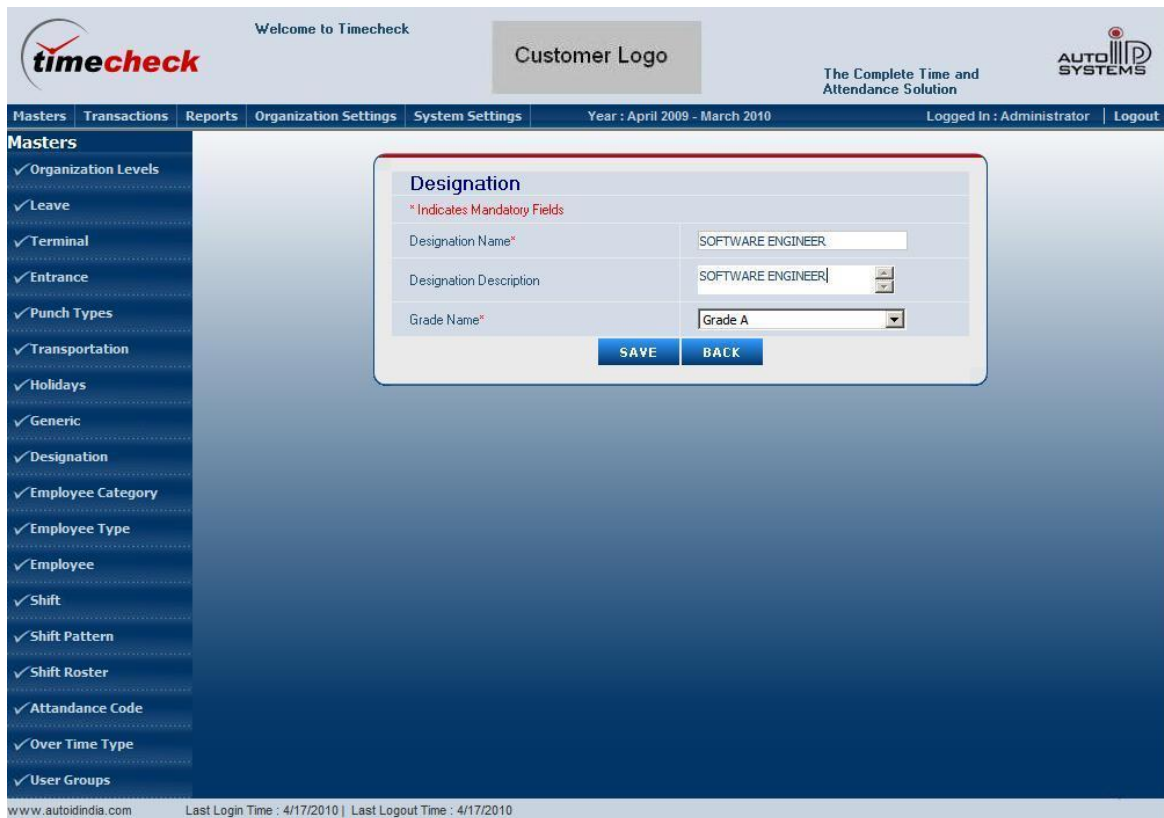
At the bottom of the table are buttons: ADD, DELETE, RESTORE, and PERMANENT DELETE.



The above Designation Listing Page contains all the defined Designation with its Designation Name and its Description with search option.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If any Designation is mapped to any of the other modules, then it cannot be deleted.

**To Add Designations,** Click the Add Button in the above Designation Listing Page to view the following Designation Add Page



The screenshot shows the 'Designation' add form in the Timecheck application. The interface includes a top navigation bar with 'timecheck' logo, 'Welcome to Timecheck', 'Customer Logo', and 'AUTO IP SYSTEMS' logo. Below this is a menu bar with 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. A left sidebar lists various master data categories with checkboxes, including 'Designation' which is currently selected. The main content area displays the 'Designation' form with the following fields: 'Designation Name\*' (text input with 'SOFTWARE ENGINEER'), 'Designation Description' (text input with 'SOFTWARE ENGINEER'), and 'Grade Name\*' (dropdown menu with 'Grade A'). At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the application shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

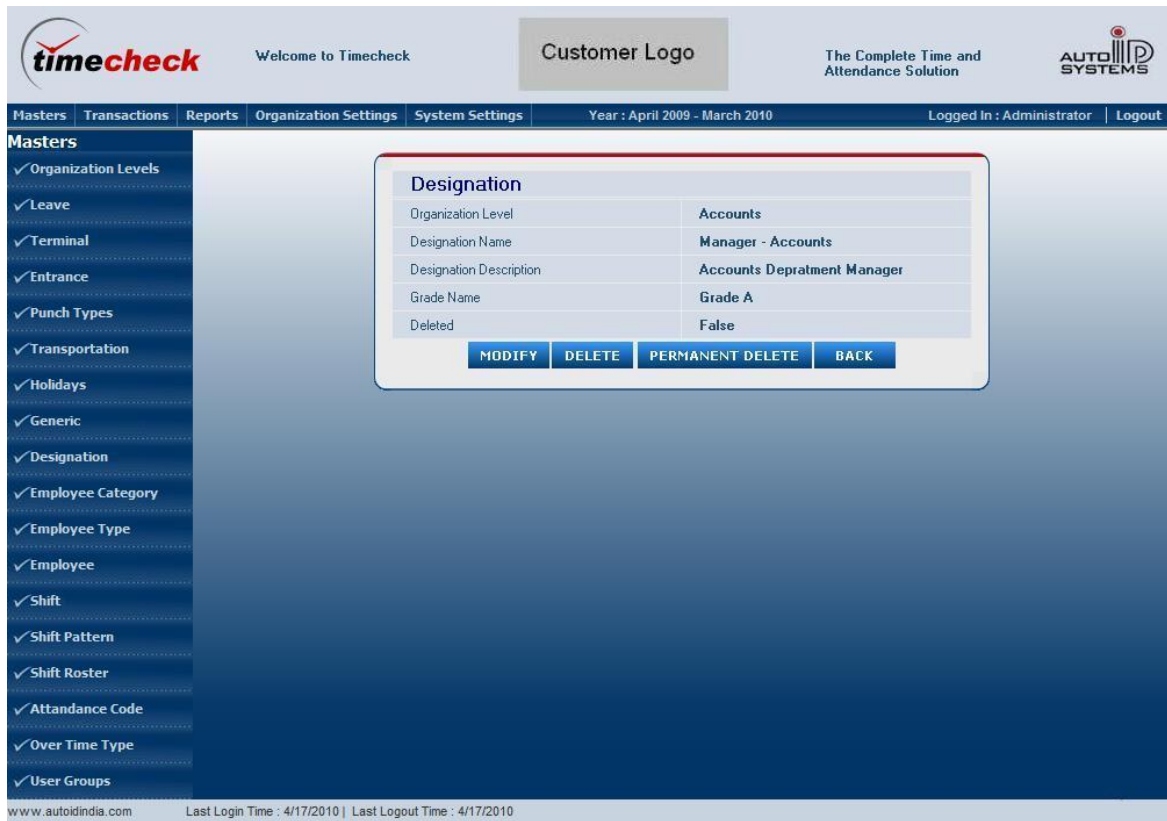
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The following are the steps to add Designations

1. Fill the Designation Name and Designation Description in appropriate Text Boxes.
2. Select the Grade Name from the Dropdown Lists for which the selected Grade is assigned to the Designation.
3. Finally Click the Save Button to Save the Designation Details.

**To View particular Designation Details,** Click the particular Link in the Designation Name Column in the Designation Listing Page to view the following the Designation View Page.

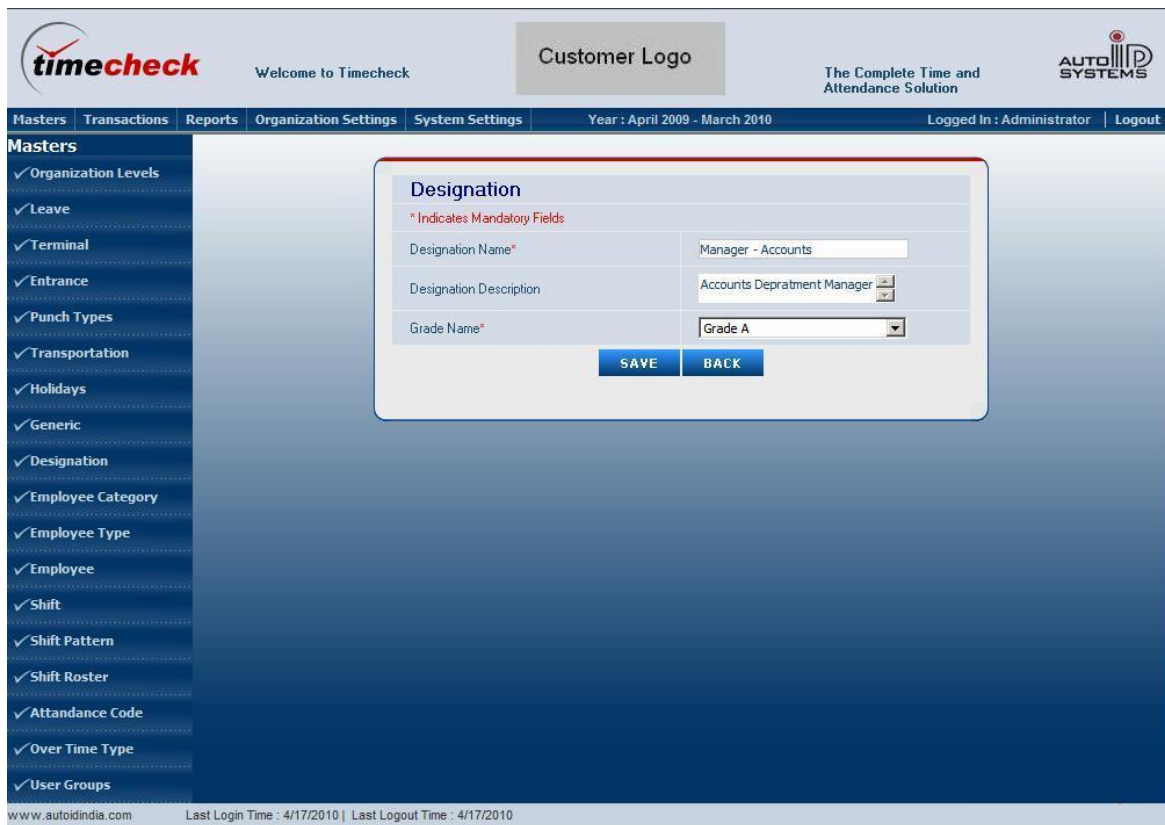
When the Designation Name Link is clicked in the Designation Listing Page, then the appropriate selected Designation Details will be shown in the Designation View Page as shown below



The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The current date is April 2009 - March 2010, and the user is logged in as Administrator. The left sidebar lists various modules under 'Masters', including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the 'Designation' form, which includes fields for Organization Level (Accounts), Designation Name (Manager - Accounts), Designation Description (Accounts Depratment Manager), Grade Name (Grade A), and Deleted (False). At the bottom of the form are buttons for MODIFY, DELETE, PERMANENT DELETE, and BACK.

**To Delete the particular Record,** Click the Delete Button in the Designation View Page to delete the viewed Record. If any Designation is mapped to any of the other Modules, then it cannot be deleted.

**To Modify Designation Details,** Click the Modify Button in the Designation View Page to view the following Designation Modify Page



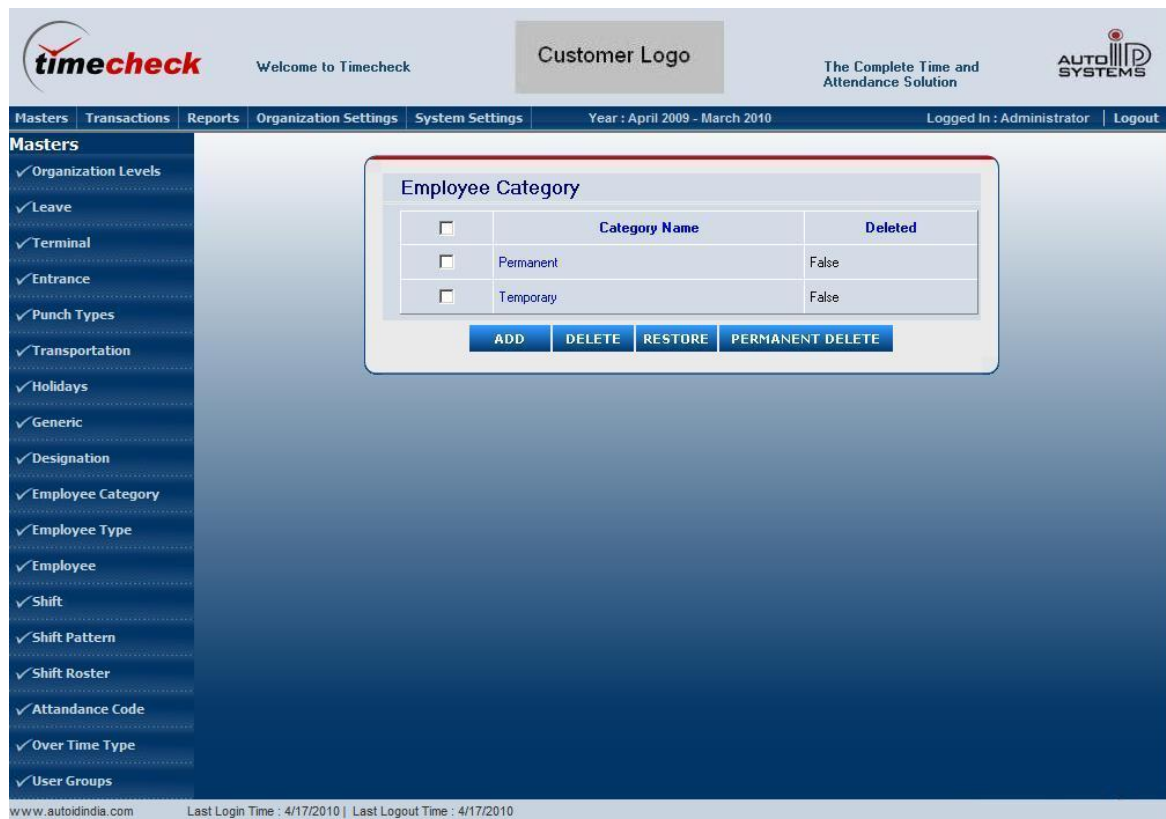
The screenshot displays the Timecheck web application interface. At the top, there is a header bar with the 'timecheck' logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' alongside the 'AUTO SYSTEMS' logo. Below the header is a navigation menu with tabs for 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. The 'Masters' tab is active, and a sidebar on the left lists various master data categories with checkmarks, including 'Organization Levels', 'Leave', 'Terminal', 'Entrance', 'Punch Types', 'Transportation', 'Holidays', 'Generic', 'Designation', 'Employee Category', 'Employee Type', 'Employee', 'Shift', 'Shift Pattern', 'Shift Roster', 'Attendance Code', 'Over Time Type', and 'User Groups'. The 'Designation' category is highlighted. The main content area shows a 'Designation' form with the following fields: 'Designation Name\*' (text input with value 'Manager - Accounts'), 'Designation Description' (text input with value 'Accounts Depratment Manager'), and 'Grade Name\*' (dropdown menu with value 'Grade A'). There are 'SAVE' and 'BACK' buttons at the bottom of the form. A red asterisk indicates mandatory fields. The footer of the application shows the website 'www.autoidindia.com' and login/logout times for 4/17/2010.

In the above Page, Change the Designation Name, Designation Description and Grade Name if required and Click the Save Button to reflect the modification in the Designation Master.

## 2.10 Employee Category

Employee category module is used to define the category of the Employee like staff, Worker, contract worker etc.

To view the Employee Category Listing Page, Select the **Masters Main Menu** on the top and select **Employee Category Menu** on the Left Side



<input type="checkbox"/>	Category Name	Deleted
<input type="checkbox"/>	Permanent	False
<input type="checkbox"/>	Temporary	False

ADD DELETE RESTORE PERMANENT DELETE

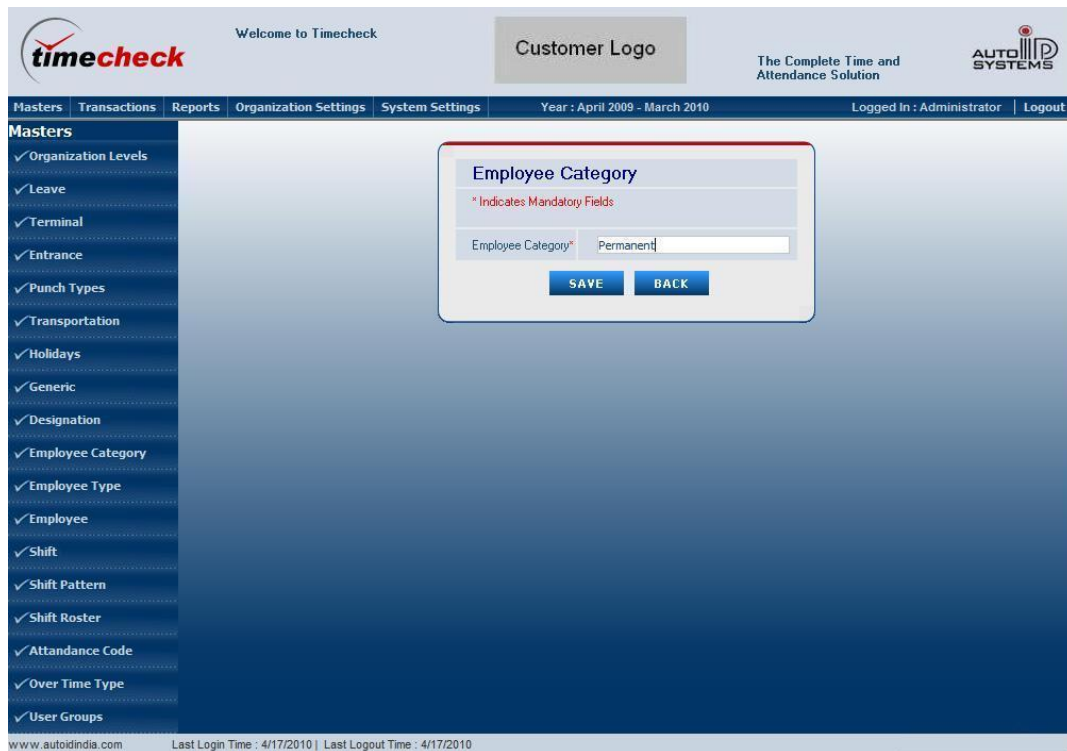
The above Employee Category Listing Page contains all the defined Category Names.

**To Delete the Employee Category** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the **Delete Button** to delete the record temporarily or Click

the **Permanent Delete Button** to delete the record permanently. If an Employee Category Name is mapped to any of the other modules, then it cannot be deleted.

**To Restore the Employee Category** which is deleted temporarily, Click the appropriate Check Box on the Left Side of the Record that has to be restored and Click the Restore Button to restore the records.

**To Add Employee Category**, Click the Add Button in the above Employee Category Listing Page to view the following Employee Category Add Page



The screenshot shows the 'Employee Category' add page in the Timecheck application. The page has a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the 'AUTOID SYSTEMS' logo with the tagline 'The Complete Time and Attendance Solution'. A navigation bar includes tabs for Masters, Transactions, Reports, Organization Settings, and System Settings, along with the current year 'Year : April 2009 - March 2010' and a 'Logged In : Administrator | Logout' link. On the left, a 'Masters' sidebar lists various modules with checkboxes, including 'Employee Category' which is currently selected. The main content area features a form titled 'Employee Category' with a red border. It includes a red asterisk note '\* Indicates Mandatory Fields' and a text input field for 'Employee Category\*' containing the word 'Permanent'. Below the input field are two buttons: 'SAVE' and 'BACK'. The footer of the page displays 'www.autoidindia.com' and login/logout timestamps: 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

Fill Employee Category in the Text Box and click save button to add the employee category.

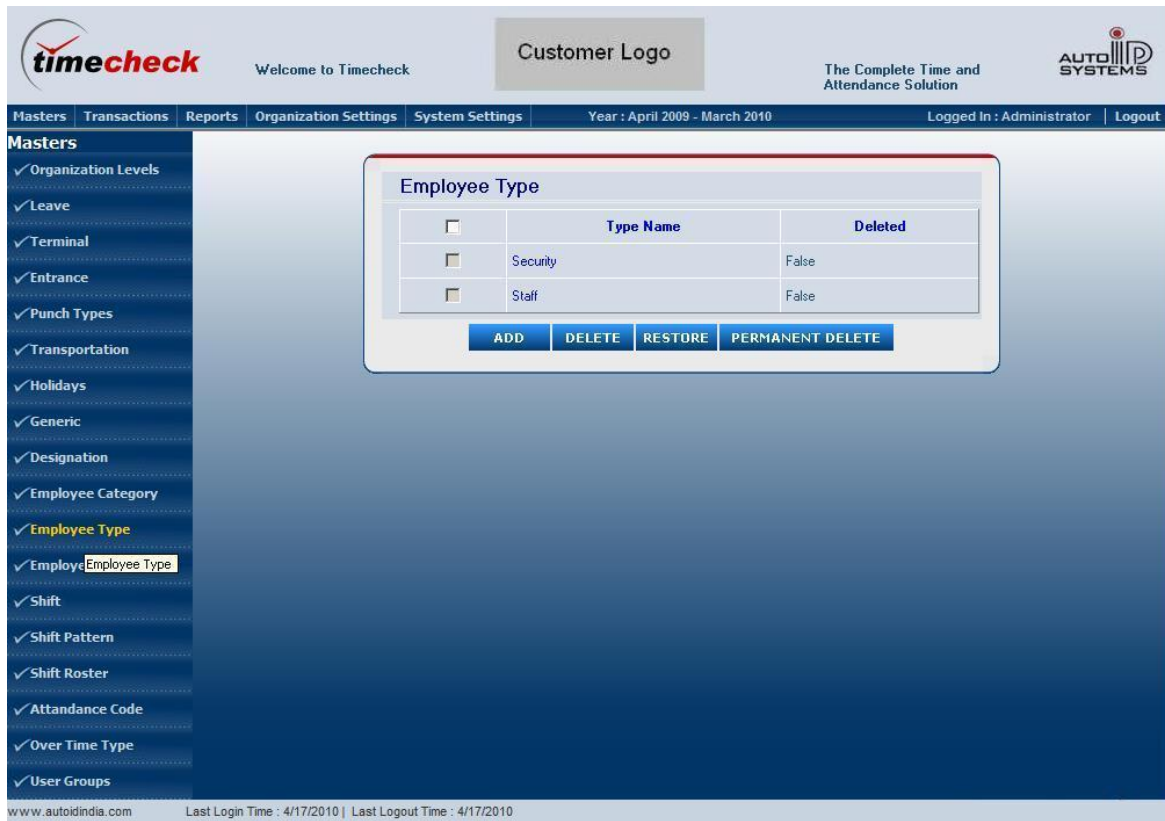
**To Modify particular Employee Category**, Click the Particular Link in the Category Name Column in the Employee Category Listing Page to view the Employee Category Modify Page. Change the required Employee Category and Click Save Button to reflect the modifications.

## 2.11 Employee Type

Employee Type module is used to define the type of an employee like Permanent, Temporary, etc

To view the Employee Type Listing Page, Select the **Masters Main Menu** on the top and select **Employee Type Menu** on the Left Side





The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the Auto Systems logo. Below this is a menu bar with options like Masters, Transactions, Reports, Organization Settings, System Settings, and a date range. The left sidebar lists various modules under 'Masters', with 'Employee Type' highlighted. The main content area displays a table titled 'Employee Type' with columns for checkboxes, Type Name, and Deleted status. The table lists 'Security' and 'Staff' types, both with 'Deleted' status set to 'False'. Below the table are buttons for ADD, DELETE, RESTORE, and PERMANENT DELETE. The footer shows the website URL and login/logout times.

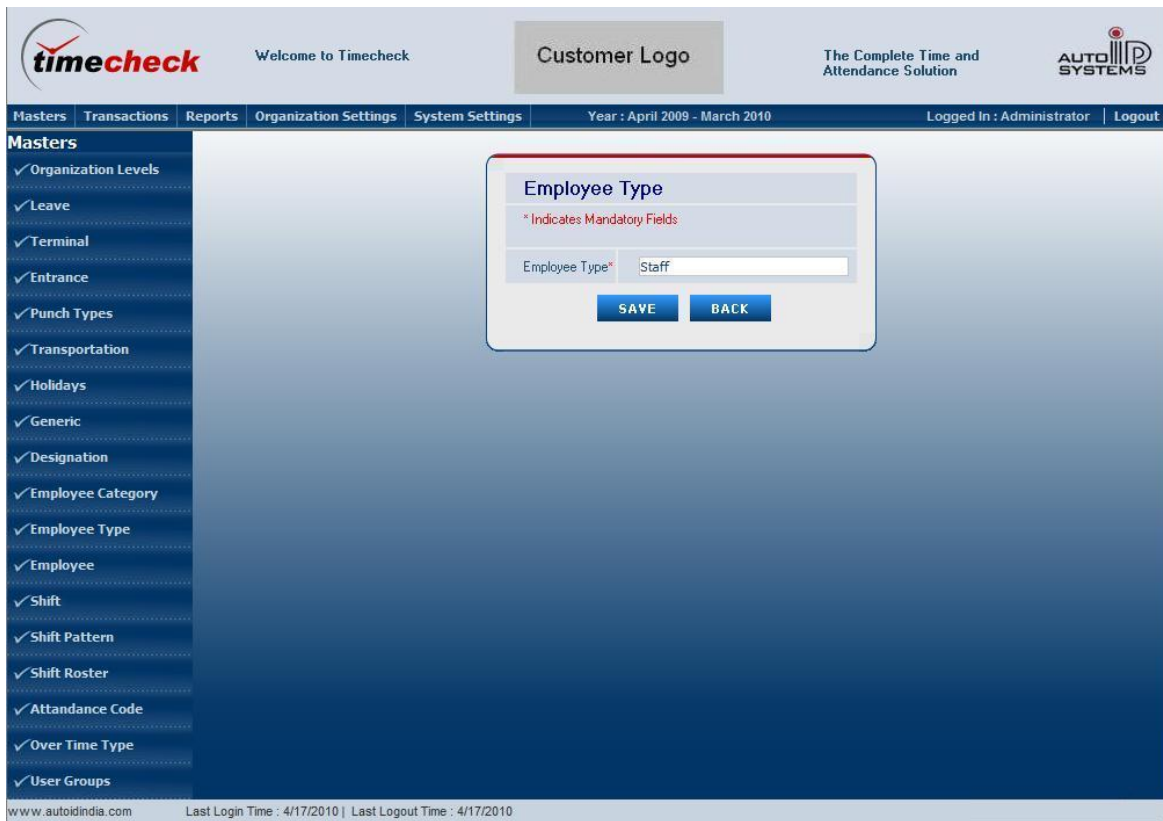
	Type Name	Deleted
<input type="checkbox"/>	Security	False
<input type="checkbox"/>	Staff	False

The above Employee Type Listing Page contains all the defined Employee Type Names.

**To Delete the Employee Type**, Click the appropriate Check Box on the Left Side of the Record that has to be deleted and click the **Delete Button** to delete the record temporarily or click the **Permanent Delete Button** to delete the record permanently. If an Employee Type is mapped to any of the other modules, then it cannot be deleted.

**To Restore the Employee Type** which is deleted temporarily, Click the appropriate Check Box on the Left Side of the record that has to be restored and click the Restore Button to restore the records.

**To Add Employee Type**, Click the Add Button in the above Employee Type Listing Page to view the following Employee Type Add Page



The screenshot shows the 'Employee Type' add page in the Timecheck application. The page has a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' and 'AUTO SYSTEMS'. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The 'Masters' tab is selected, and a sidebar on the left lists various master data categories with checkmarks, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type (which is highlighted), Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a form titled 'Employee Type' with a red border. It includes a red asterisk note '\* Indicates Mandatory Fields' and a text input field labeled 'Employee Type\*' containing the word 'Staff'. Below the input field are two buttons: 'SAVE' and 'BACK'. At the bottom of the page, there is a footer with the website 'www.autoidindia.com' and login/logout timestamps: 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

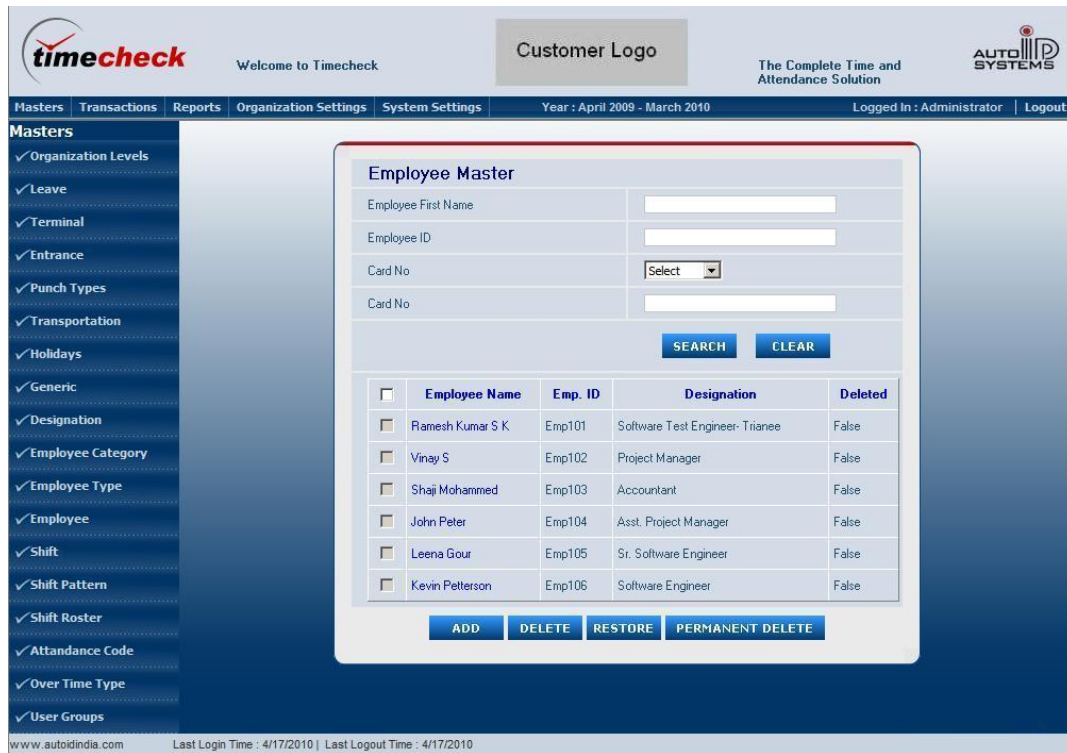
Fill Employee Type in the Text Box and click Save Button to add the employee type.

**To Modify particular Employee Type**, Click the Particular Link in the Type Name Column in the Employee Type Listing Page to view the Employee Type Modify Page. Change the required Employee Type and Click Save Button to reflect the modifications.

## 2.12 Employee

Employee Master is used to store personal and official details of the employee in the Organization. The grade and level of employee is defined here based on which the privileges are applied for the employee. The leave policy is also assigned here.

To view the Employee Master Listing Page, Select the **Masters Main Menu** on the Top and Select **Employee Menu** on the Left Side



**timecheck** Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTOID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Employee Master**

Employee First Name

Employee ID

Card No

Card No

<input type="checkbox"/>	Employee Name	Emp. ID	Designation	Deleted
<input type="checkbox"/>	Ramesh Kumar S K	Emp101	Software Test Engineer- Trainee	False
<input type="checkbox"/>	Vinay S	Emp102	Project Manager	False
<input type="checkbox"/>	Shaji Mohammed	Emp103	Accountant	False
<input type="checkbox"/>	John Peter	Emp104	Asst. Project Manager	False
<input type="checkbox"/>	Leena Gour	Emp105	Sr. Software Engineer	False
<input type="checkbox"/>	Kevin Petterson	Emp106	Software Engineer	False

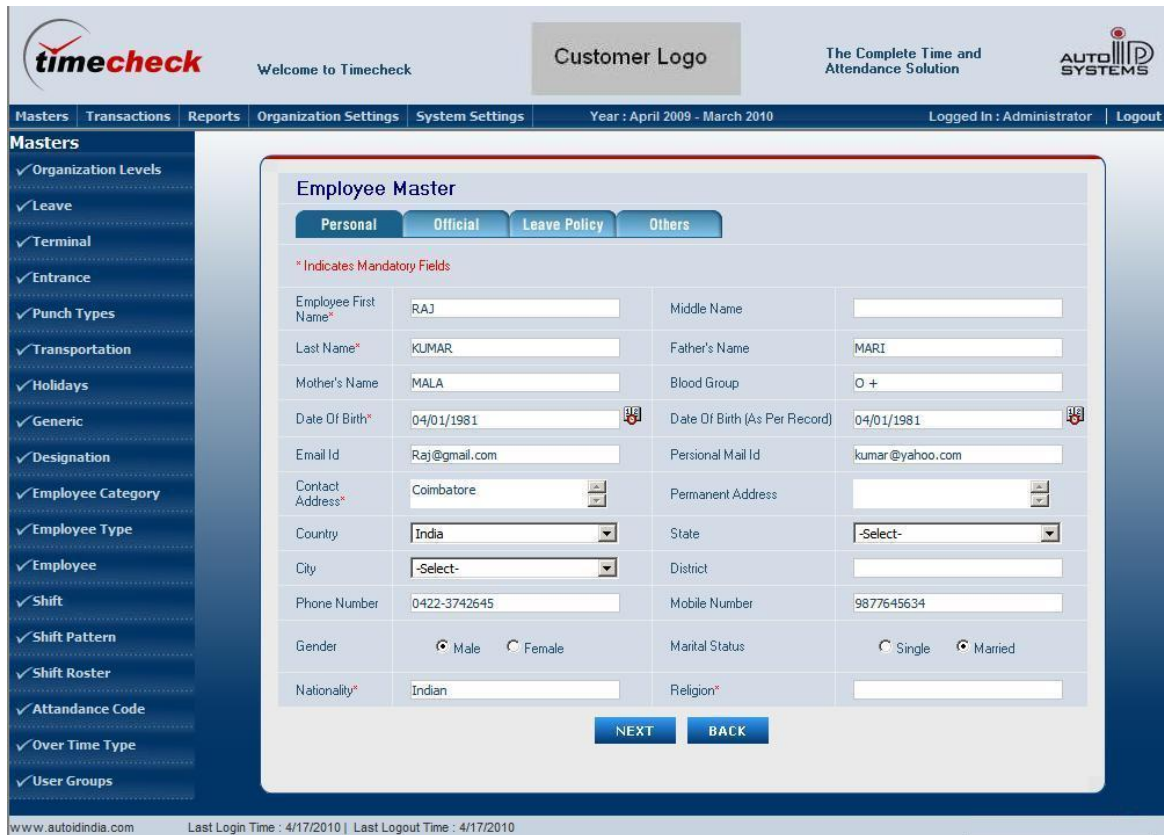
www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

The above Employee Master Listing Page contains the entire defined Employee with its Employee Name, Employee ID and Designation.

**To search for a particular Employee details**, fill the Employee Name or Employee ID, or Card No. in the Text Box in the Employee Master Listing Page and Click Search Button. Here Employee can be searched by option like if card no. is allocated or not by choosing the card no. option in the dropdown.

**To Delete the Record** Click the appropriate Check Box on the Left Side of the Record that has to be deleted and Click the Delete Button. If any Employee is mapped to any of the other modules, it cannot be deleted.

To Add Employees, Click the Add Button in the above Employee Master Listing Page to view the following Employee Master Add Page

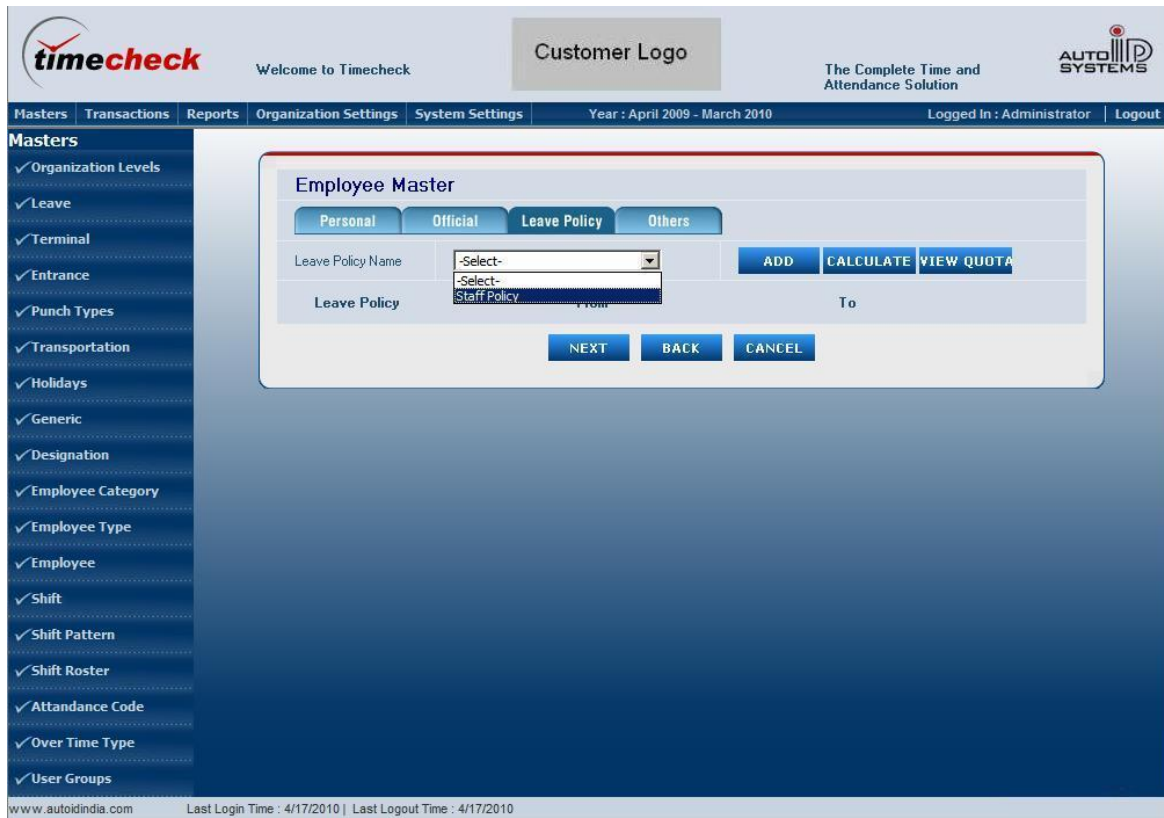


In the above Page, Fill all the Personal Details for the employees in the appropriate Text Boxes and Click the Official Tab on the Top to view the following Page

In the above Page, on selecting the designation, the Reporting To and Leave Sanctioning Authority drop down lists will be filled automatically. The employees having above grade of the selected designation will be filled in the Reporting To and Leave Sanctioning Authority drop down lists.

If the Flexible Timings is set as 'Yes' and if flexible timings is set to employee, then the radio button provision will be enabled to get flexible timings is applicable or not for an employee. Other wise radio button to get flexible or not will be disabled in Official Tab of Employee Master.

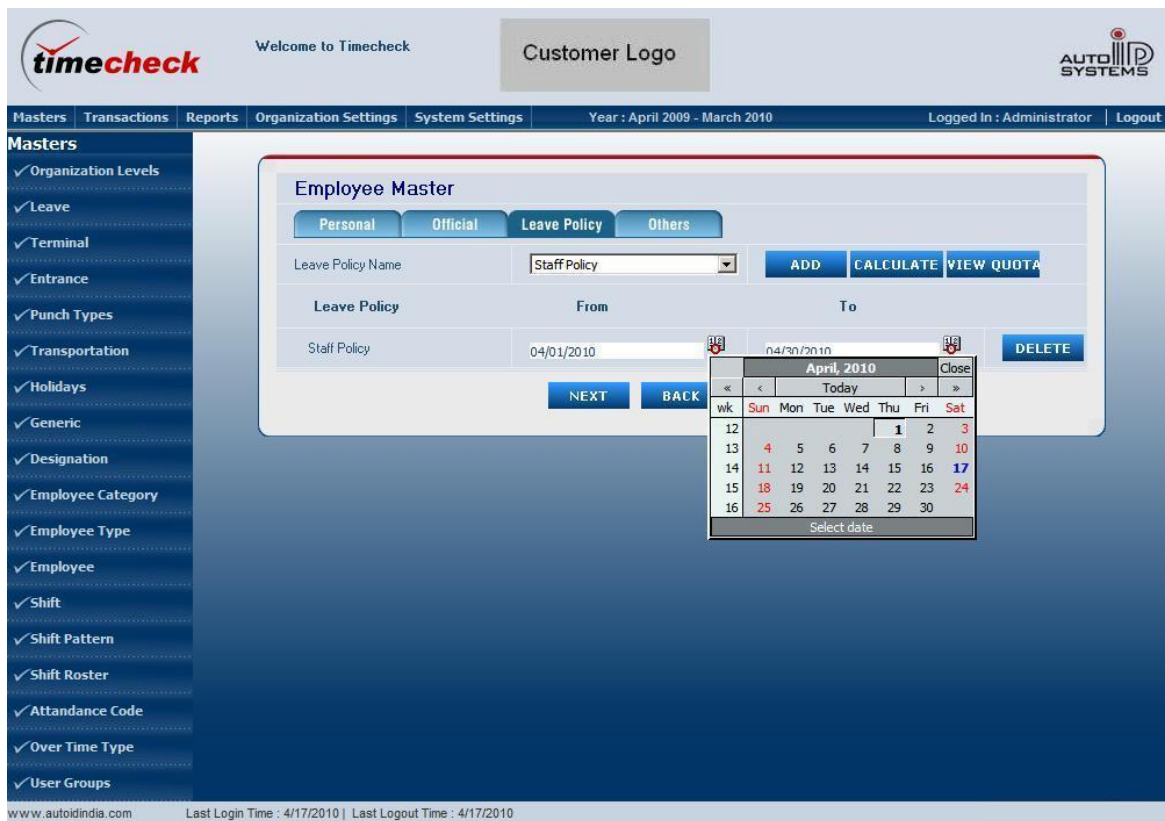
Fill all the Official Details for the employees in the appropriate Text Boxes and Click Leave Policy Tab on the top to view the following page



In the above page, following are the steps to assign Leave Policy for the Employees

1. Select the Policy Name from the Dropdown Lists and Click Add Button. On Clicking the Add Button, the selected Policy Name and two Text Box for From and To will appear below.





The screenshot shows the 'Employee Master' form in the Timecheck application. The form is titled 'Employee Master' and has tabs for 'Personal', 'Official', 'Leave Policy', and 'Others'. The 'Leave Policy' tab is selected. The form contains the following fields and buttons:

- Leave Policy Name:** A dropdown menu showing 'Staff Policy'. Buttons: ADD, CALCULATE, VIEW QUOTA.
- Leave Policy:** A dropdown menu showing 'Staff Policy'.
- From:** A date picker showing '04/01/2010'.
- To:** A date picker showing '04/30/2010'.
- Buttons:** NEXT, BACK, DELETE.

A calendar picker is open, showing the month of April 2010. The calendar has columns for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and rows for weeks (12, 13, 14, 15, 16). The date '04/01/2010' is highlighted in the first row, and '04/30/2010' is highlighted in the last row. The calendar also shows the current date 'Today' and a 'Close' button.

The footer of the application shows the URL 'www.autoidindia.com', the last login time '4/17/2010', and the last logout time '4/17/2010'.

2. Select From and To Date from the Calendar Picker and Click Calculate Button. On clicking Calculate Button, the Leave Policy will be calculated based on pro rata basis when the Date Duration is given. The Calculation is shown in the below Page



Welcome to TimeCheck

Customer Logo

timecheck

Organization Settings System Settings Year: April 2009 - March 2010 Logged In: Administrator . | Logout

Masters

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

Employee Master

Personal Official Leave Policy Others

Leave Policy Name: StaffPolicy [ADD] [CALCULATE] [VIEW QUOTA]

Leave Policy From To

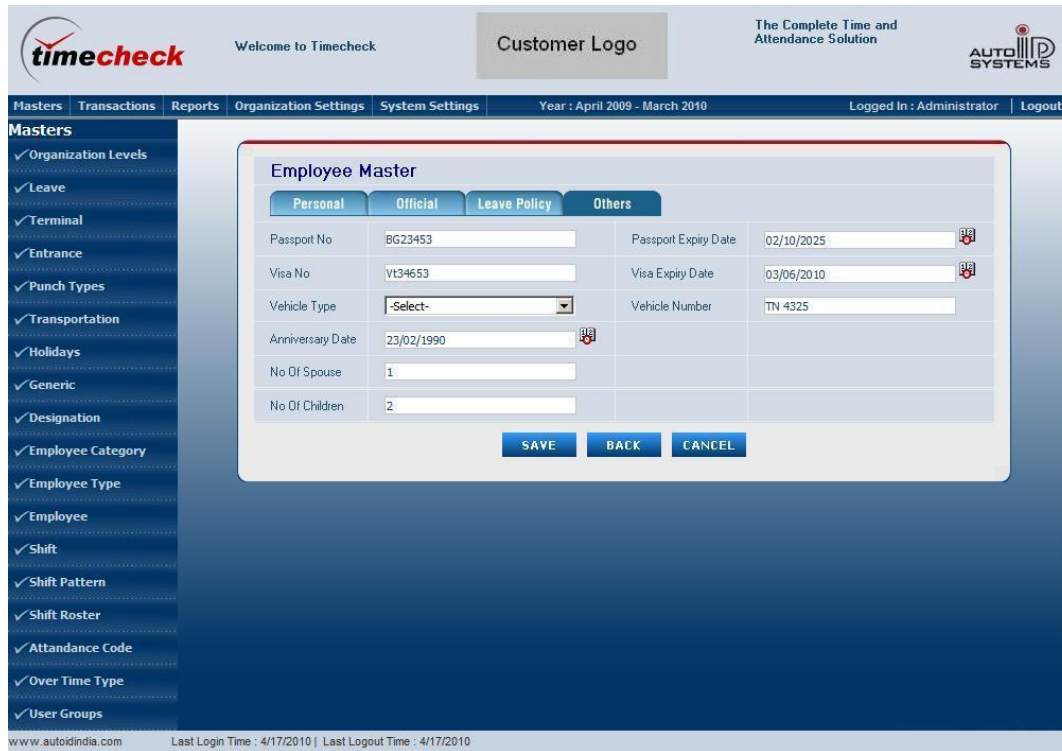
Staff Policy 04/01/2009 03/31/2010 [DELETE]

Policy Name	CL	EL
Staff Policy	12	0

[NEXT] [BACK] [CANCEL]

www.autoidindia.com Last Login Time : Oct 19 2009 10:14AM | Last Logout Time : Oct 19 2009 10:14AM

- Finally, Click the Others Tab on the Top to view the following Page



The screenshot shows the 'Employee Master' form in the Timecheck application. The form is divided into four tabs: Personal, Official, Leave Policy, and Others. The 'Others' tab is currently selected. The form contains the following fields:

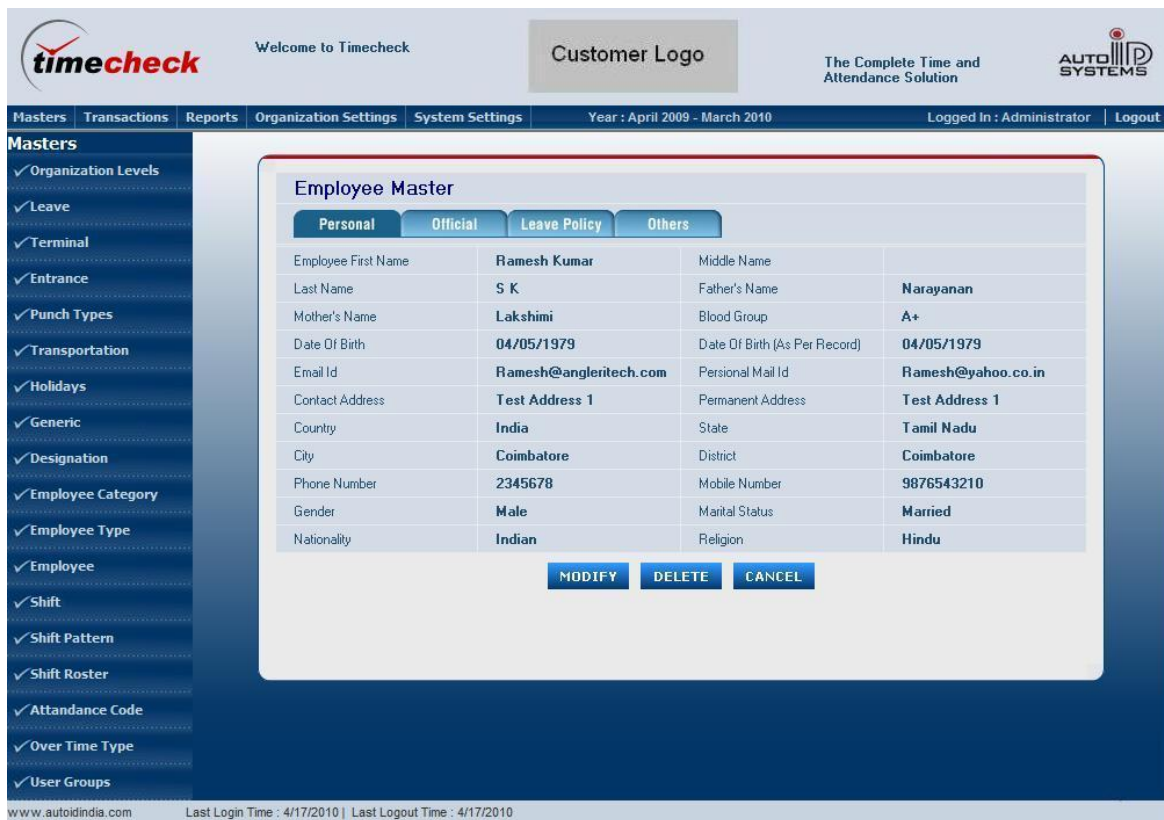
Employee Master			
Personal		Official	
Passport No	BG23453	Passport Expiry Date	02/10/2025
Visa No	VT34653	Visa Expiry Date	03/06/2010
Vehicle Type	-Select-	Vehicle Number	TN 4325
Anniversary Date	23/02/1990		
No Of Spouse	1		
No Of Children	2		

At the bottom of the form, there are three buttons: SAVE, BACK, and CANCEL.

Fill all the Details in the Others Tab and Finally Click Save Button to save the details entered for the employee in all tabs.

To View particular **Employee Details**, Click the Particular Link in the Employee Name Column in the Employee Master Listing Page to view the following the Employee Master View Page.

When the Employee Name Link is clicked in the Employee Master Listing Page, then the Employee Details suitably selected will be shown in the Employee Master View Page as shown below



**timecheck** Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Employee Master**

Personal Official Leave Policy Others

Employee First Name	Ramesh Kumar	Middle Name	
Last Name	S K	Father's Name	Narayanan
Mother's Name	Lakshimi	Blood Group	A+
Date Of Birth	04/05/1979	Date Of Birth (As Per Record)	04/05/1979
Email Id	Ramesh@angleritech.com	Personal Mail Id	Ramesh@yahoo.co.in
Contact Address	Test Address 1	Permanent Address	Test Address 1
Country	India	State	Tamil Nadu
City	Coimbatore	District	Coimbatore
Phone Number	2345678	Mobile Number	9876543210
Gender	Male	Marital Status	Married
Nationality	Indian	Religion	Hindu

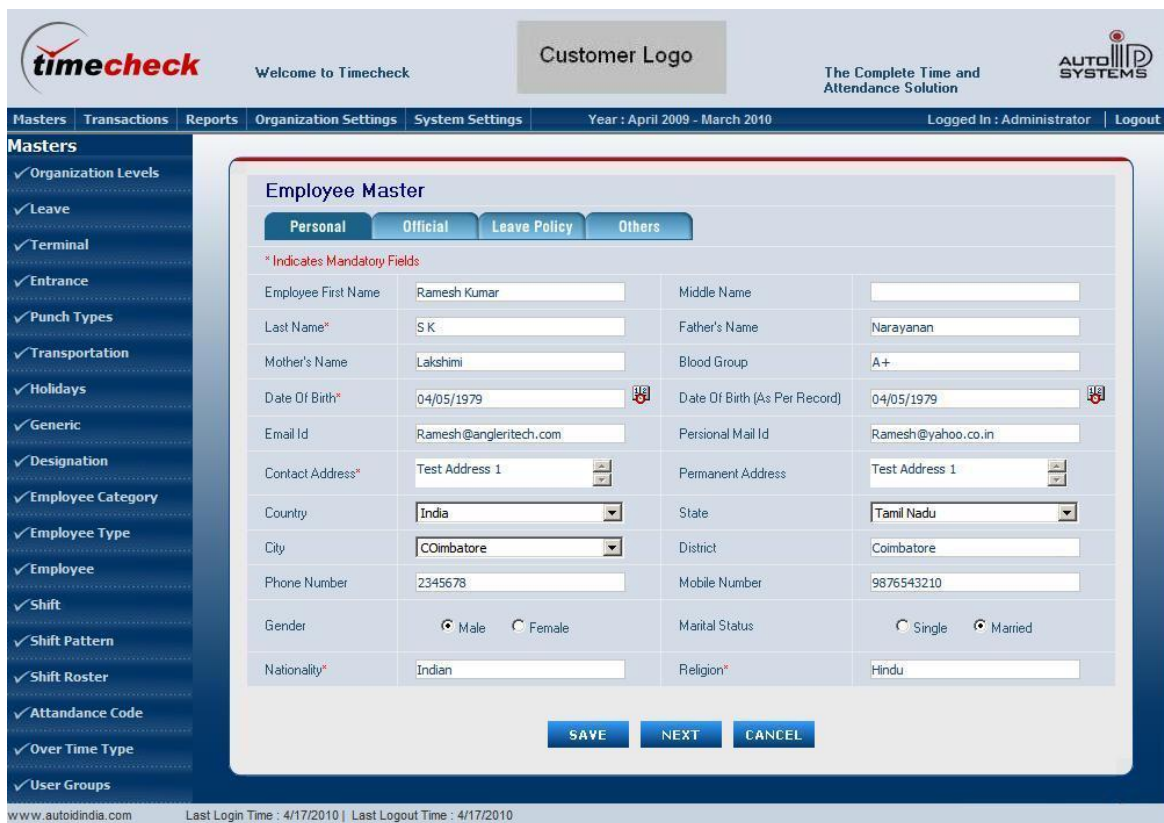
MODIFY DELETE CANCEL

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

Click on the appropriate Tab on the Employee Master View Page to see the Employee Details.

**To Delete the particular Record,** Click the Delete Button in the Employee Master View Page to delete the viewed Record. If any Employee is mapped to any of the other Modules, it cannot be deleted.

**To Modify Employee Details,** Click the Modify Button in the Employee Master View Page to view the following Employee Master Modify Page



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Employee Master**

Personal Official Leave Policy Others

\* Indicates Mandatory Fields

Employee First Name	Ramesh Kumar	Middle Name	
Last Name*	S K	Father's Name	Narayanan
Mother's Name	Lakshmi	Blood Group	A+
Date Of Birth*	04/05/1979	Date Of Birth (As Per Record)	04/05/1979
Email Id	Ramesh@angleritech.com	Personal Mail Id	Ramesh@yahoo.co.in
Contact Address*	Test Address 1	Permanent Address	Test Address 1
Country	India	State	Tamil Nadu
City	Coimbatore	District	Coimbatore
Phone Number	2345678	Mobile Number	9876543210
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female	Marital Status	<input type="radio"/> Single <input checked="" type="radio"/> Married
Nationality*	Indian	Religion*	Hindu

SAVE NEXT CANCEL

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

Select the appropriate tab so that details of the employee can be changed and finally Click Save Button to reflect the modification for a particular Employee.

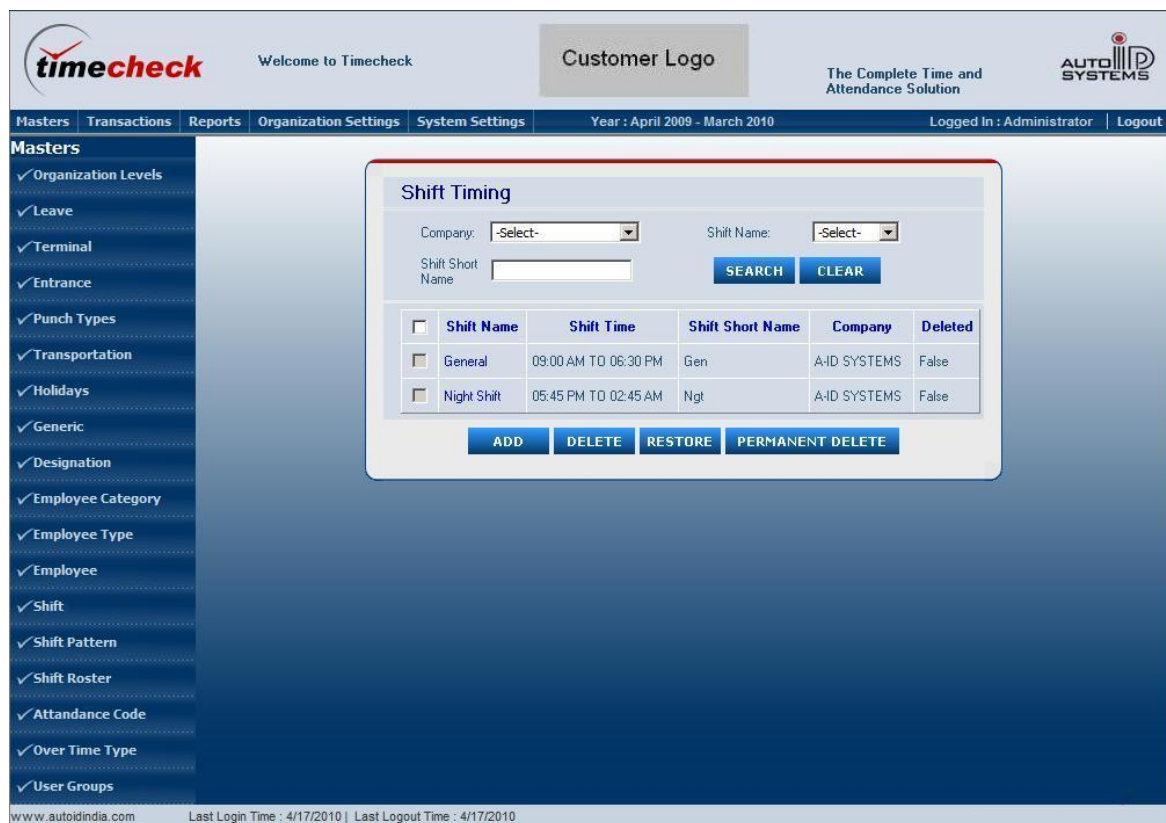
## Note:

User Name and Password Text Boxes will not be visible in Employee Modify Page. It can be set only once while adding the employee. The Password can be changed using the Change Password Module in System Settings Main Menu.

## 2.13 Shift

Shift Master is used to define all possible shifts which are applicable for the company. The shift in and out time with grace period is allocated here. The number of breaks and its timing is defined. The OT configuration like Minimum and Maximum OT Hours, Calculation Factor for Weekly off OT and Holiday OT is also done here.

To view the Shift Listing Page, Select the **Masters Main Menu** on the Top and Select **Shift Menu** on the Left Side



The screenshot shows the 'Shift Timing' window in the Timecheck application. The window has a header with 'timecheck' logo, 'Welcome to Timecheck', 'Customer Logo', and 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar lists various masters: Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the 'Shift Timing' form with fields for Company (dropdown), Shift Name (dropdown), and Shift Short Name (text). Below these fields are 'SEARCH' and 'CLEAR' buttons. A table lists existing shifts:

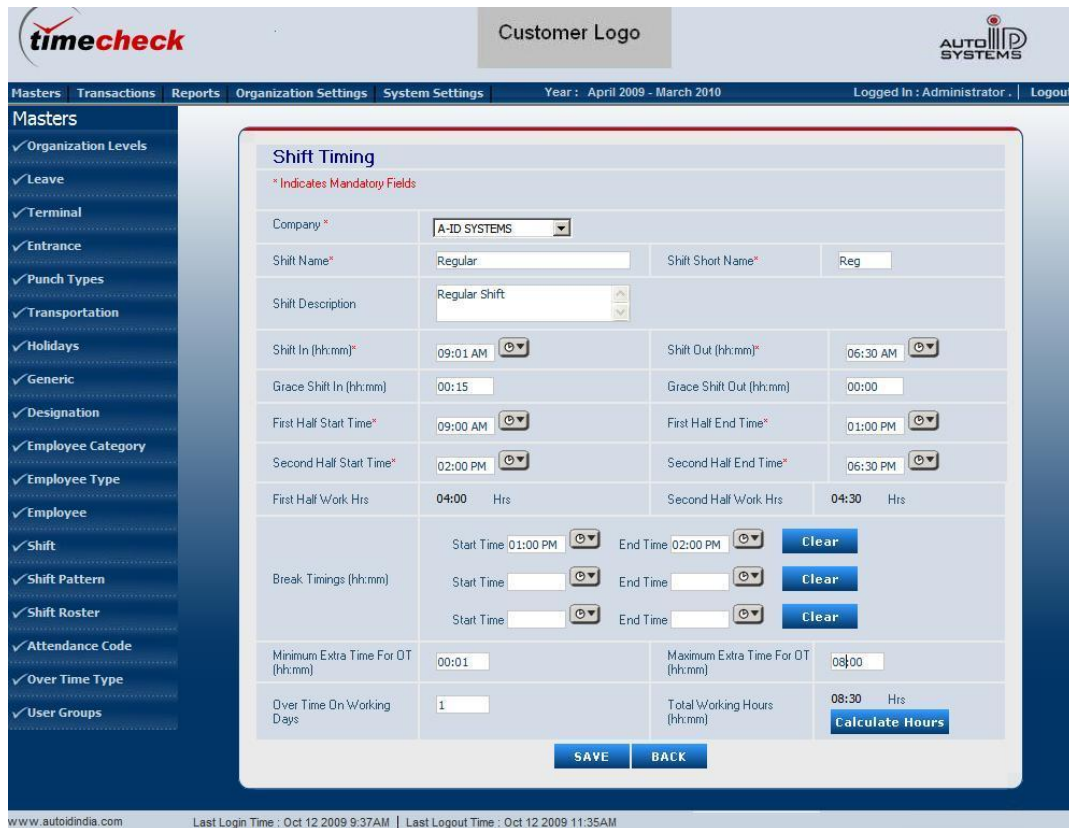
<input type="checkbox"/>	Shift Name	Shift Time	Shift Short Name	Company	Deleted
<input type="checkbox"/>	General	09:00 AM TO 06:30 PM	Gen	A:ID SYSTEMS	False
<input type="checkbox"/>	Night Shift	05:45 PM TO 02:45 AM	Ngt	A:ID SYSTEMS	False

At the bottom of the table are buttons: ADD, DELETE, RESTORE, and PERMANENT DELETE. The footer of the application shows 'www.autoidindia.com' and 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.



The above Shift Listing Page contains all the defined Shifts with its Shift Name, Company Name and its Shift Time. By default, all shifts details will be shown in the listing page. The shift details can also be viewed in the listing page based on the selection criteria like Shift Name and Shift Short Name by clicking the **Search** Button. The selection criteria Shift Name is loaded when the company is selected from the Company drop down list. Click **Clear** Button so that all the shift details will be displayed in the Listing Page.

**To Add Shift Timings**, Click the Add Button in the above Shift Listing Page to view the following Shift Timing Add Page



**timecheck** Customer Logo AUTOID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator . Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Shift Timing**

\* Indicates Mandatory Fields

Company \* A-ID SYSTEMS

Shift Name\* Regular Shift Short Name\* Reg

Shift Description Regular Shift

Shift In (hh:mm)\* 09:01 AM Shift Out (hh:mm)\* 06:30 AM

Grace Shift In (hh:mm) 00:15 Grace Shift Out (hh:mm) 00:00

First Half Start Time\* 09:00 AM First Half End Time\* 01:00 PM

Second Half Start Time\* 02:00 PM Second Half End Time\* 06:30 PM

First Half Work Hrs 04:00 Hrs Second Half Work Hrs 04:30 Hrs

Break Timings (hh:mm)

Start Time 01:00 PM End Time 02:00 PM Clear

Start Time End Time Clear

Start Time End Time Clear

Minimum Extra Time For OT (hh:mm) 00:01 Maximum Extra Time For OT (hh:mm) 08:00

Over Time On Working Days 1 Total Working Hours (hh:mm) 08:30 Hrs Calculate Hours

SAVE BACK

www.autoidindia.com Last Login Time : Oct 12 2009 9:37AM | Last Logout Time : Oct 12 2009 11:35AM

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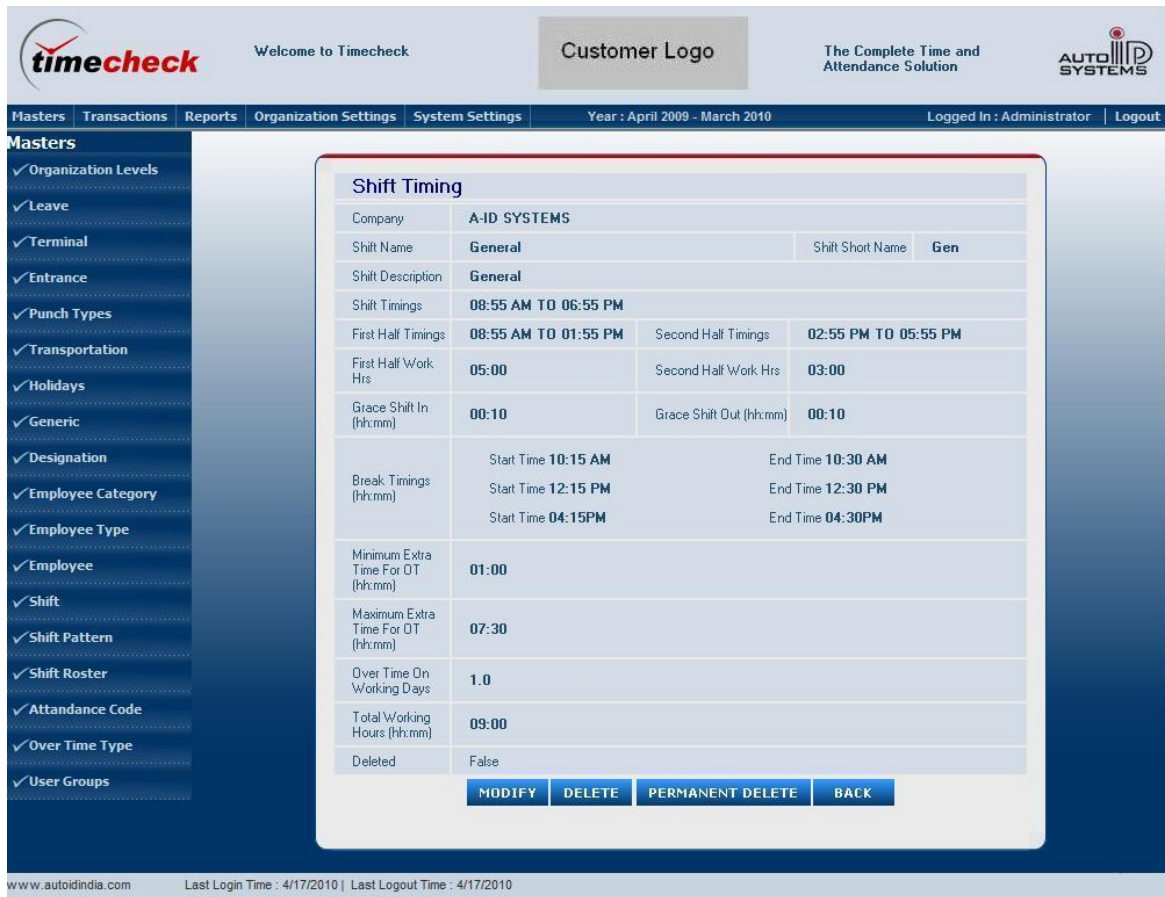
The following are the steps to add the Shift Timings,

1. Select Company from the dropdown list
2. Fill the Shift Name, Shift Short Name and Shift Description in the appropriate Text Boxes
3. Select Shift In (i.e., Shift Start Time) from the Date/Time Picker and Select Shift Out (i.e., Shift End Time) from the Date/Time Picker.
4. Fill the Grace Shift In and Grace Shift Out in the Text Boxes in Minutes.
5. Select First Half Start Time, First Half End Time, Second Half Start Time and Second Half End Time from the Date/Time Picker to get the First Half and Second Half Timings.
6. First Half Work Hours will be automatically calculated by deducting First Half Timings by Break Timings which falls within the First Half Timings
7. Second Half Work Hrs will be automatically calculated by deducting Second Half Timings by Break Timings which falls within the Second Half Timings
8. Fill the Break Timings if applicable.
9. Fill the Minimum and Maximum Extra Time for OT in Hours in the appropriate Text Boxes.
10. Fill the Multiplication Factor for Overtime on Working Days.
11. Total Working Hours will be automatically calculated based on the Shift In, Shift Out and Break Timings
12. Finally Click Save Button to save the Shift Details.

**To View particular Shift Timing**, Click the Particular Link in the Shift Name Column in the Shift Listing Page to view the following the Shift Timing View Page.

When the Shift Name Link is clicked in the Shift Listing Page, then the appropriate selected Shift Details will be shown in the Shift Timing View Page as shown below





The screenshot shows the 'Shift Timing' configuration page in the Timecheck application. The left sidebar contains a 'Masters' menu with various options like Organization Levels, Leave, Terminal, Entrance, etc. The main content area displays the 'Shift Timing' form for 'A-ID SYSTEMS'. The form includes fields for Company, Shift Name, Shift Short Name, Shift Description, Shift Timings, First Half Timings, Second Half Timings, First Half Work Hrs, Second Half Work Hrs, Grace Shift In, Grace Shift Out, Break Timings, Minimum Extra Time For OT, Maximum Extra Time For OT, Over Time On Working Days, Total Working Hours, and Deleted status. At the bottom of the form are buttons for 'MODIFY', 'DELETE', 'PERMANENT DELETE', and 'BACK'.

Shift Timing			
Company	A-ID SYSTEMS		
Shift Name	General	Shift Short Name	Gen
Shift Description	General		
Shift Timings	08:55 AM TO 06:55 PM		
First Half Timings	08:55 AM TO 01:55 PM	Second Half Timings	02:55 PM TO 05:55 PM
First Half Work Hrs	05:00	Second Half Work Hrs	03:00
Grace Shift In (hh:mm)	00:10	Grace Shift Out (hh:mm)	00:10
Break Timings (hh:mm)	Start Time 10:15 AM	End Time 10:30 AM	
	Start Time 12:15 PM	End Time 12:30 PM	
	Start Time 04:15 PM	End Time 04:30 PM	
Minimum Extra Time For OT (hh:mm)	01:00		
Maximum Extra Time For OT (hh:mm)	07:30		
Over Time On Working Days	1.0		
Total Working Hours (hh:mm)	09:00		
Deleted	False		
<input type="button" value="MODIFY"/> <input type="button" value="DELETE"/> <input type="button" value="PERMANENT DELETE"/> <input type="button" value="BACK"/>			

**To Delete the particular Record**, click the Delete Button in the Shift Timing View Page to temporarily delete the viewed record or click Permanent Delete Button to delete the viewed record permanently. If any Shift is mapped to any of the other Modules, then it cannot be deleted.

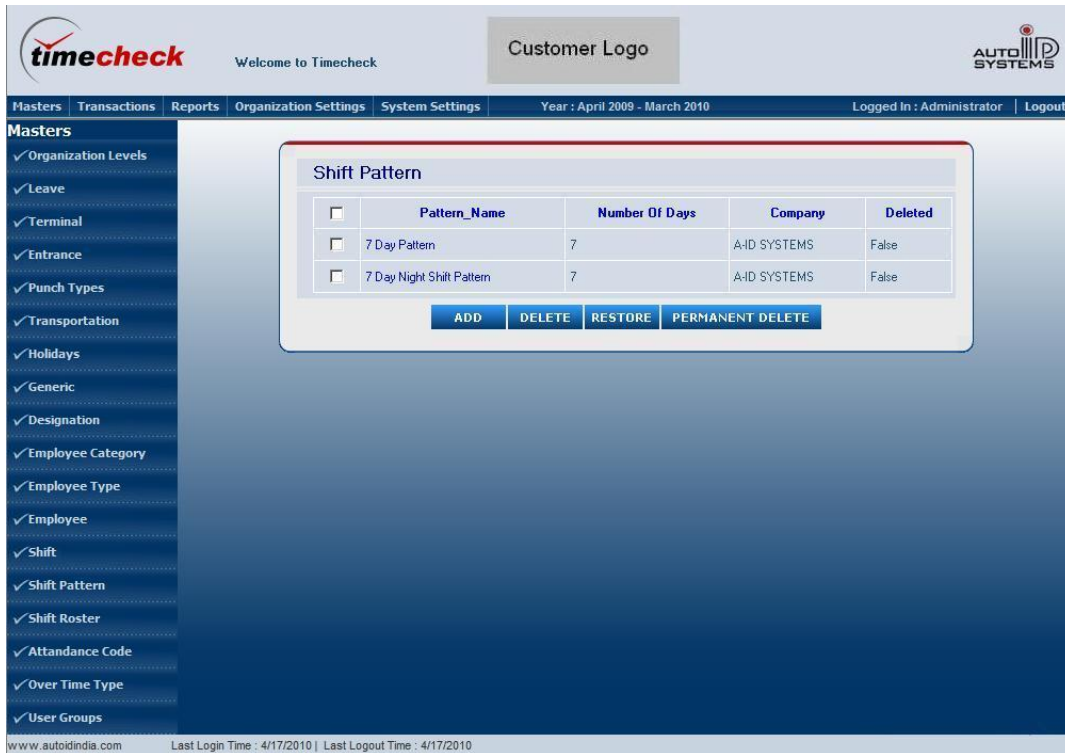
**To Modify Shift Timing Details**, Click the Modify Button in the Shift Timing View Page to view the following Shift Timing Modify Page

In the above modify page, change the Company, Shift Name, Shift In, Shift Out, Grace Shift In, Grace Shift Out, First Half Timings, Second Half Timings, Break Timings and OT Settings, if required and Click the Save Button to reflect the modification in the particular Shift.

## 2.14 Shift Pattern

Shift Pattern Module is to define the combination of different shifts as Shift Patterns. This will be used during the shift allocation to employees.

To view the Shift Pattern Listing Page, Select the **Masters Main Menu** on the top and select **Shift Pattern Menu** on the Left Side



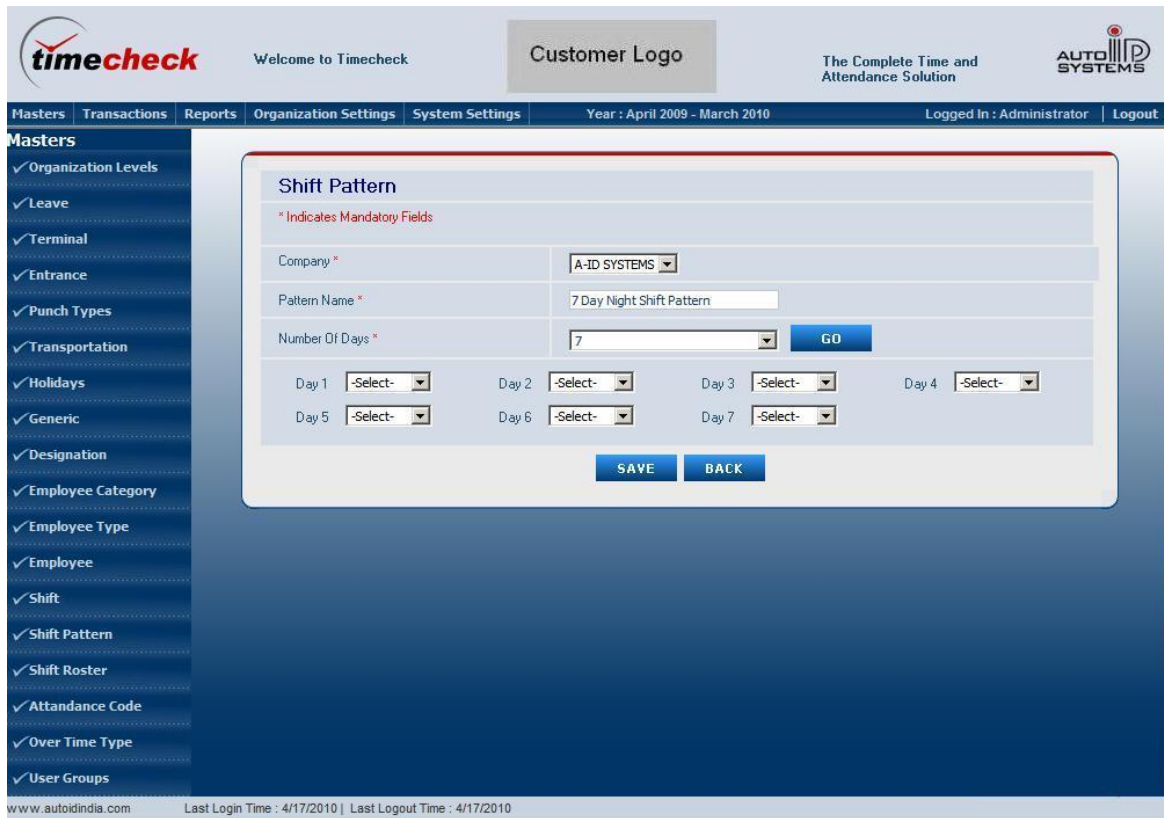
The screenshot shows the Timecheck web application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. The left sidebar lists various master data categories under 'Masters', with 'Shift Pattern' selected. The main content area displays a 'Shift Pattern' table with the following data:

<input type="checkbox"/>	Pattern_Name	Number Of Days	Company	Deleted
<input type="checkbox"/>	7 Day Pattern	7	AID SYSTEMS	False
<input type="checkbox"/>	7 Day Night Shift Pattern	7	AID SYSTEMS	False

Below the table are four buttons: ADD, DELETE, RESTORE, and PERMANENT DELETE. The footer of the application shows 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

The above Shift Pattern Listing Page contains all the defined Shift Patterns with its Pattern\_Name, Company Name and Number of Days.

To Add Shift Pattern, Click the Add Button in the above Shift Pattern Listing Page to view the following Shift Pattern Add Page

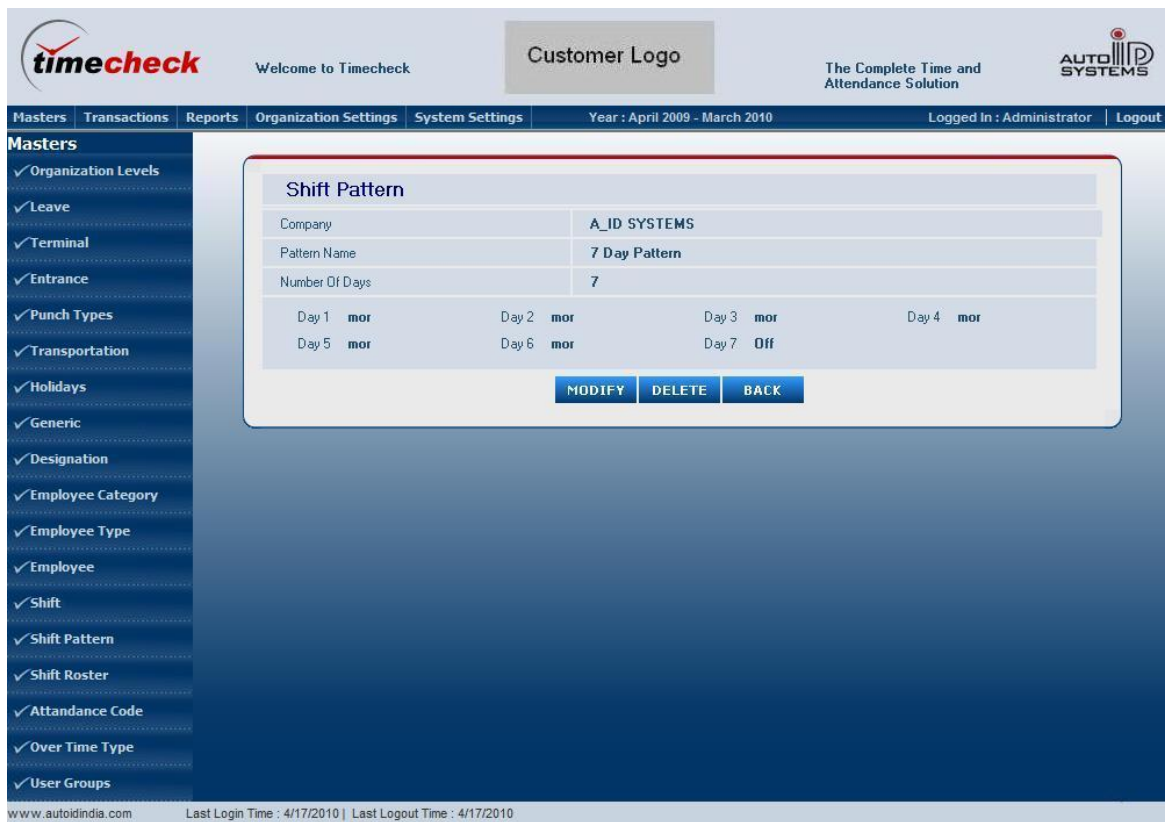


The following are the steps to add the Shift Pattern

1. Select the company from the dropdown list
2. Fill the Pattern Name in the Text Box.
3. Select the Number of Days from the Dropdown List (i.e., whether 7 Day Pattern or 4 Day Pattern or 21 Day Pattern or etc.).
4. On Selecting the Number of Days, the number of Days selected with Dropdown Lists will appear below. These Dropdown Lists contains Shifts that are defined in the Shift Master.
5. Select the Shifts in each Dropdown Lists
6. Finally click save button to save the Shift Patterns.
7. If there is any overlapping between the shifts, the alert message will be displayed.

**To View particular Shift Pattern**, Click the Particular Link in the Pattern\_Name Column in the Shift Pattern Listing Page to view the following the Shift Pattern View Page.

When the Pattern\_Name Link is clicked on the Shift Pattern Listing Page, then the appropriate selected Shift Pattern Details will be shown in the Shift Pattern View Page as shown below



**timecheck** Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO ID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Shift Pattern**

Company	A_ID SYSTEMS						
Pattern Name	7 Day Pattern						
Number Of Days	7						
Day 1	mor	Day 2	mor	Day 3	mor	Day 4	mor
Day 5	mor	Day 6	mor	Day 7	Off		

[MODIFY](#) [DELETE](#) [BACK](#)

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

**To Delete the particular Record**, Click the Delete Button in the Shift Pattern View Page to delete the viewed Record. If any Shift Pattern is mapped to any of the other Modules, it cannot be deleted.

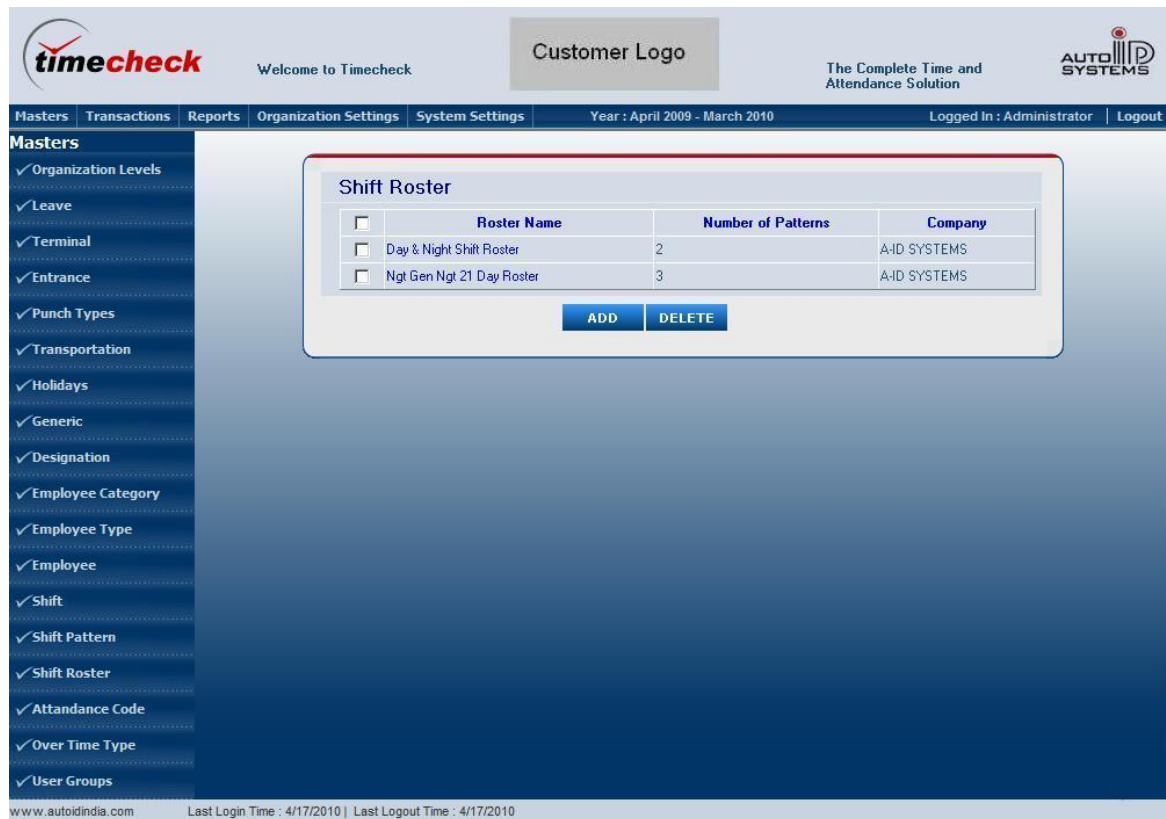
**To Modify Shift Pattern Details**, Click the Modify Button in the Shift Pattern View Page to view the Shift Pattern Modify Page

In the above Page, Change the Pattern Name, Number of Days and Shifts in the Dropdown Lists if required and Click the Save Button to reflect the Modification in the particular Shift Pattern.

## 2.15 Shift Roster

Shift Roaster is a combination of shift pattern. It rotates various defined Shift Patterns in sequence.

To view the Shift Roster Listing Page, Select the **Masters Main Menu** on the top and select **Shift Roster Menu** on the Left Side



The screenshot shows the Timecheck web application interface. The top header includes the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution'. The navigation bar shows 'Masters' as the selected menu, with a sub-menu on the left listing various masters like Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the 'Shift Roster' table with columns for Roster Name, Number of Patterns, and Company. Two rows are listed: 'Day & Night Shift Roster' with 2 patterns, and 'Ngt Gen Ngt 21 Day Roster' with 3 patterns, both associated with 'A+D SYSTEMS'. 'ADD' and 'DELETE' buttons are located below the table. The footer shows the website URL 'www.autoidindia.com' and login/logout timestamps.

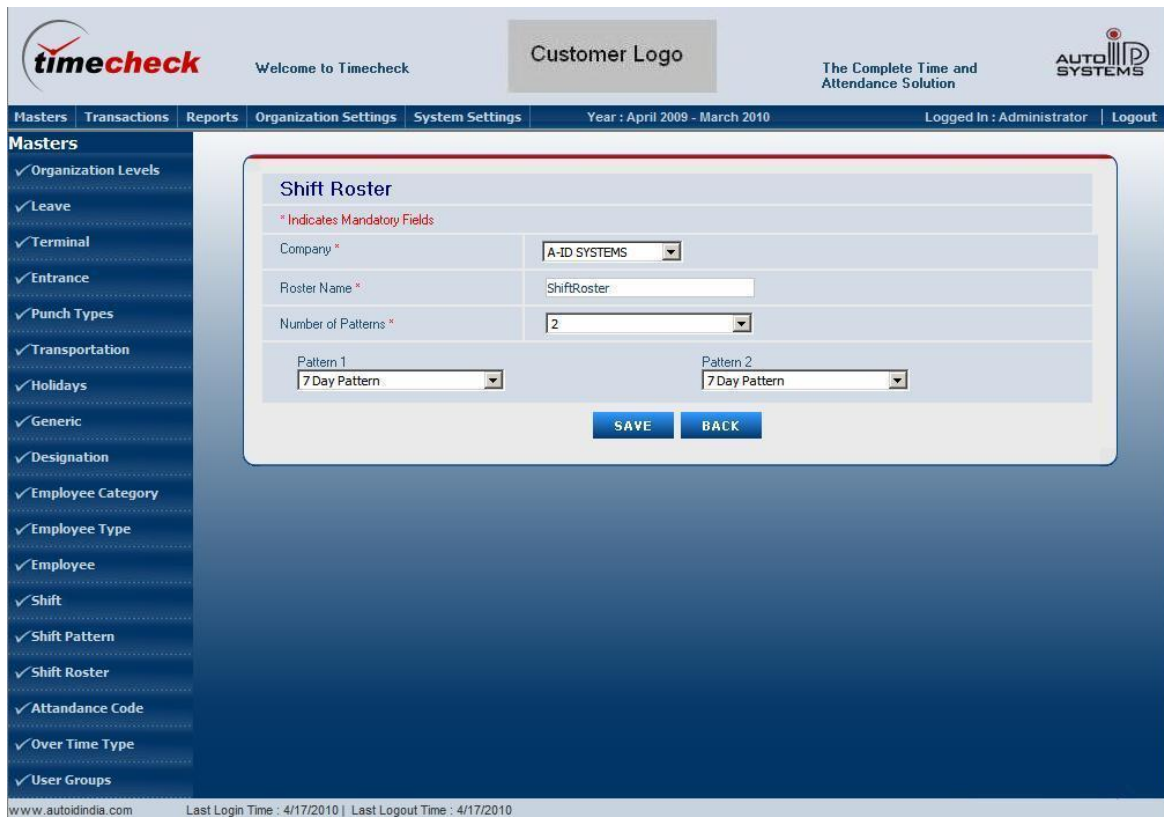
	Roster Name	Number of Patterns	Company
<input type="checkbox"/>	Day & Night Shift Roster	2	A+D SYSTEMS
<input type="checkbox"/>	Ngt Gen Ngt 21 Day Roster	3	A+D SYSTEMS

ADD DELETE

The above Shift Roster Listing Page contains all the defined Shift Rosters with its Roster Name, Company and Number of Patterns.

**To Delete the Record** Click the appropriate check box on the Left Side of the record that has to be deleted and click the delete button. If any shift roster is mapped to any of the other modules, then it cannot be deleted.

**To Add Shift Roster**, Click the Add Button in the above Shift Roster Listing Page to view the following Shift Roster Add Page



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Masters

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

Shift Roster

\* Indicates Mandatory Fields

Company \* A-ID SYSTEMS

Roster Name \* ShiftRoster

Number of Patterns \* 2

Pattern 1 7 Day Pattern

Pattern 2 7 Day Pattern

SAVE BACK

www.autoindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

The following the steps to add the Shift Roster

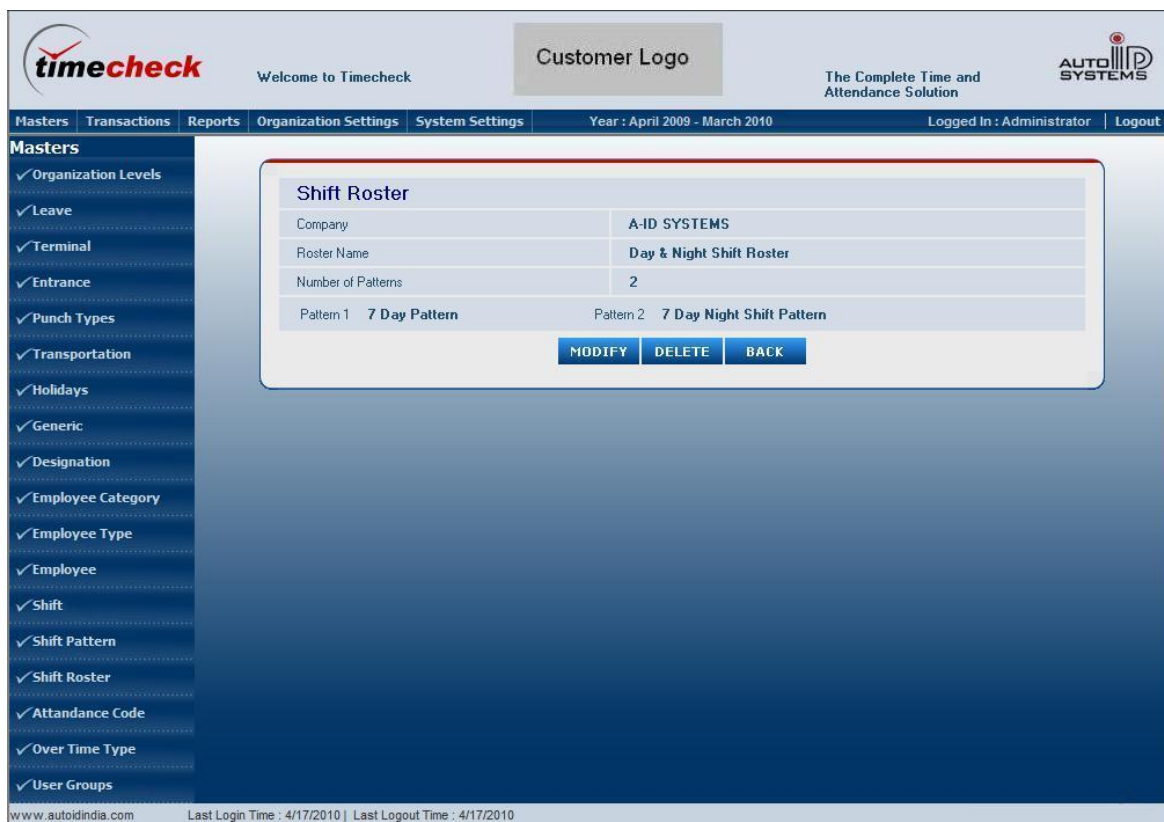
1. Select Company from the dropdown list



2. Fill the Roster Name in the Text Box.
4. Select the Number of Patterns from the Dropdown List
4. On Selecting the Number of Patterns, that many number of patterns with Dropdown Lists will appear below. These Dropdown Lists contains patterns that are defined in the Shift Pattern Master.
5. Select the shift pattern in each dropdown lists
6. Finally click save button to save the Shift Roster.

**To View particular Shift Roster**, Click the Particular Link in the Roster Name Column in the Shift Roster Listing Page to view the following the Shift Roster View Page.

When the Roster Name Link is clicked in the Shift Roster Listing Page, then the appropriate selected Shift Roster Details will be shown in the Shift Roster View Page as shown below



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO ID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Shift Roster**

Company	A-ID SYSTEMS
Roster Name	Day & Night Shift Roster
Number of Patterns	2
Pattern 1	7 Day Pattern
Pattern 2	7 Day Night Shift Pattern

MODIFY DELETE BACK

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010



**To Delete the particular Record,** Click the Delete Button in the Shift Roster View Page to delete the viewed Record. If any Shift Roster is mapped to any of the other Modules, then it cannot be deleted.

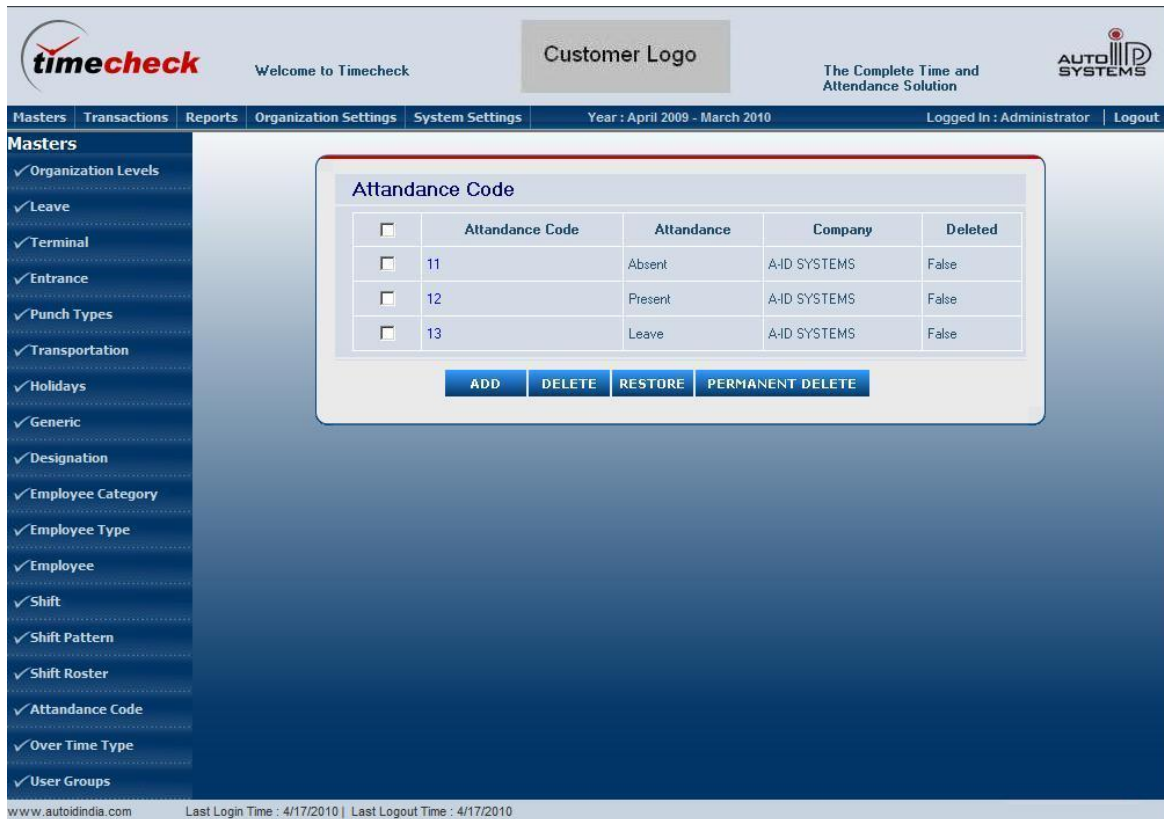
**To Modify Shift Roster Details,** Click the Modify Button in the Shift Roster View Page to view the following Shift Roster Modify Page

In the above page, change the Roster Name, Number of Patterns and Shift Patterns in the Dropdown Lists if required and Click the Save Button to reflect the Modification in the particular Shift Roster.

## 2.16 Attendance Code

Attendance Code Module is used to define the required attendance code for the attendance like Absent, Present and Leave for each company. The attendance code which is defined in the third party payroll software can be defined here to export the attendance details into the other payroll software using Export Data Option in the System Settings Module.

To view the Attendance Code Listing Page, Select the **Masters Main Menu** on the top and select **Attendance Code Menu** on the Left Side



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution'. Below this is a menu bar with options like Masters, Transactions, Reports, Organization Settings, System Settings, and a login/logout section. The left sidebar lists various masters including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays the 'Attendance Code' listing page, which contains a table with columns for checkboxes, Attendance Code, Attendance, Company, and Deleted. The table lists three records: 11 (Absent), 12 (Present), and 13 (Leave), all associated with A-ID SYSTEMS. Below the table are buttons for ADD, DELETE, RESTORE, and PERMANENT DELETE.

<input type="checkbox"/>	Attendance Code	Attendance	Company	Deleted
<input type="checkbox"/>	11	Absent	A-ID SYSTEMS	False
<input type="checkbox"/>	12	Present	A-ID SYSTEMS	False
<input type="checkbox"/>	13	Leave	A-ID SYSTEMS	False

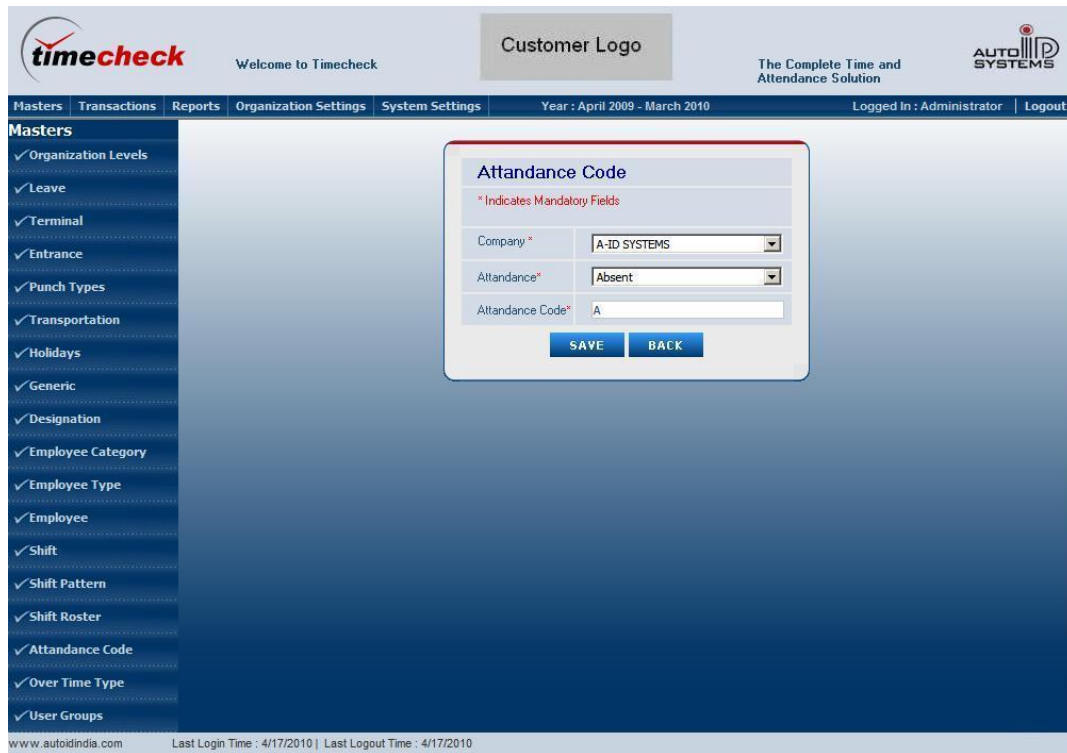
Buttons: ADD, DELETE, RESTORE, PERMANENT DELETE

The above Attendance Code Listing Page contains all the defined Attendance Code, Attendance and Company.

**To Delete the Attendance Code**, Click the appropriate Check Box on the Left Side of the Record that has to be deleted and click the **Delete Button** to delete the record temporarily or click the **Permanent Delete Button** to delete the record permanently.

**To Restore the Attendance Code** which is deleted temporarily, Click the appropriate Check Box on the Left Side of the record that has to be restored and click the Restore Button to restore the records.

**To Add Attendance Code**, Click the Add Button in the above Attendance Code Listing Page to view the following Attendance Code Add Page



The screenshot shows the Timecheck web application interface. On the left is a sidebar menu with options like Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a form titled "Attendance Code" with a note "\* Indicates Mandatory Fields". The form contains three fields: "Company" (a dropdown menu showing "A-ID SYSTEMS"), "Attendance" (a dropdown menu showing "Absent"), and "Attendance Code" (a text box containing the letter "A"). Below these fields are "SAVE" and "BACK" buttons. The top navigation bar includes "Masters", "Transactions", "Reports", "Organization Settings", "System Settings", and a date range "Year : April 2009 - March 2010". The bottom status bar shows "www.autoidindia.com", "Last Login Time : 4/17/2010", and "Last Logout Time : 4/17/2010".

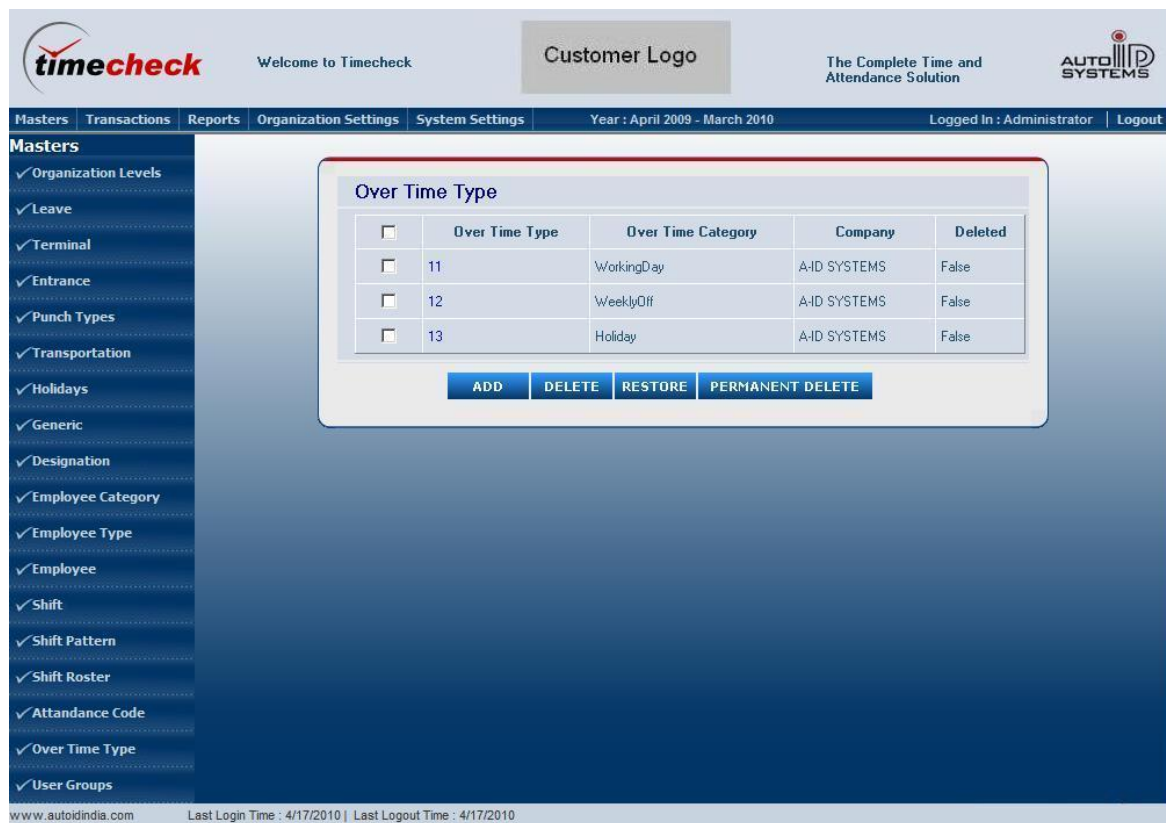
Select the appropriate company and attendance and fill Attendance Code in the Text Box and click Save Button to add the attendance code.

**To Modify particular Attendance Code**, Click the Particular Link in the Attendance Code Column in the Attendance Code Listing Page to view the Attendance Code Modify Page. Change the required Attendance Code and Attendance and Click Save Button to reflect the modifications.

## 2.17 Over Time Type

Over Time Type Module is used to define the required Over Time Type for the Over Time Category like Working Day, Weekly Off and Holiday for each company. The over time type which is defined in the third party payroll software can be defined here to export the over time details into the other payroll software using Export Data Option in the System Settings Module.

To view the Over Time Type Listing Page, Select the **Masters Main Menu** on the top and select **Over Time Type Menu** on the Left Side



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**Over Time Type**

<input type="checkbox"/>	Over Time Type	Over Time Category	Company	Deleted
<input type="checkbox"/>	11	WorkingDay	A+D SYSTEMS	False
<input type="checkbox"/>	12	WeeklyOff	A+D SYSTEMS	False
<input type="checkbox"/>	13	Holiday	A+D SYSTEMS	False

ADD DELETE RESTORE PERMANENT DELETE

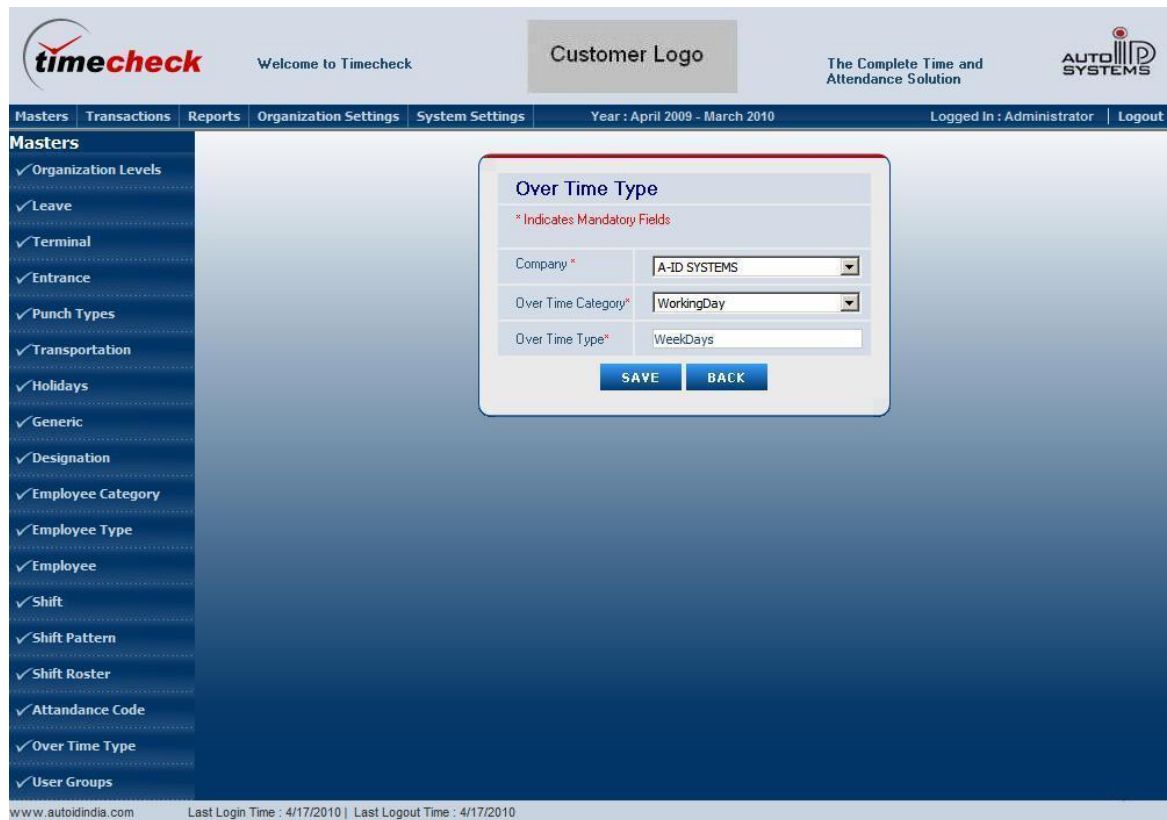
www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

The above Over Time Type Listing Page contains all the defined Over Time Type, Over Time Category and Company.

**To Delete the Over Time Type**, Click the appropriate Check Box on the Left Side of the Record that has to be deleted and click the **Delete Button** to delete the record temporarily or click the **Permanent Delete Button** to delete the record permanently.

**To Restore the Over Time Type** which is deleted temporarily, Click the appropriate Check Box on the Left Side of the record that has to be restored and click the Restore Button to restore the records.

**To Add Over Time Type**, Click the Add Button in the above Over Time Type Listing Page to view the following Over Time Type Add Page



The screenshot displays the 'timecheck' web application interface. The top navigation bar includes the 'timecheck' logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' alongside the 'AUTO SYSTEMS' logo. Below this is a menu bar with options: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar, under the 'Masters' section, lists various system components with checkboxes, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area features a modal window titled 'Over Time Type'. This window contains a red asterisk indicating mandatory fields. It includes three input fields: 'Company' (a dropdown menu showing 'A-ID SYSTEMS'), 'Over Time Category' (a dropdown menu showing 'WorkingDay'), and 'Over Time Type' (a text input field containing 'WeekDays'). At the bottom of the modal are two buttons: 'SAVE' and 'BACK'. The footer of the application shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

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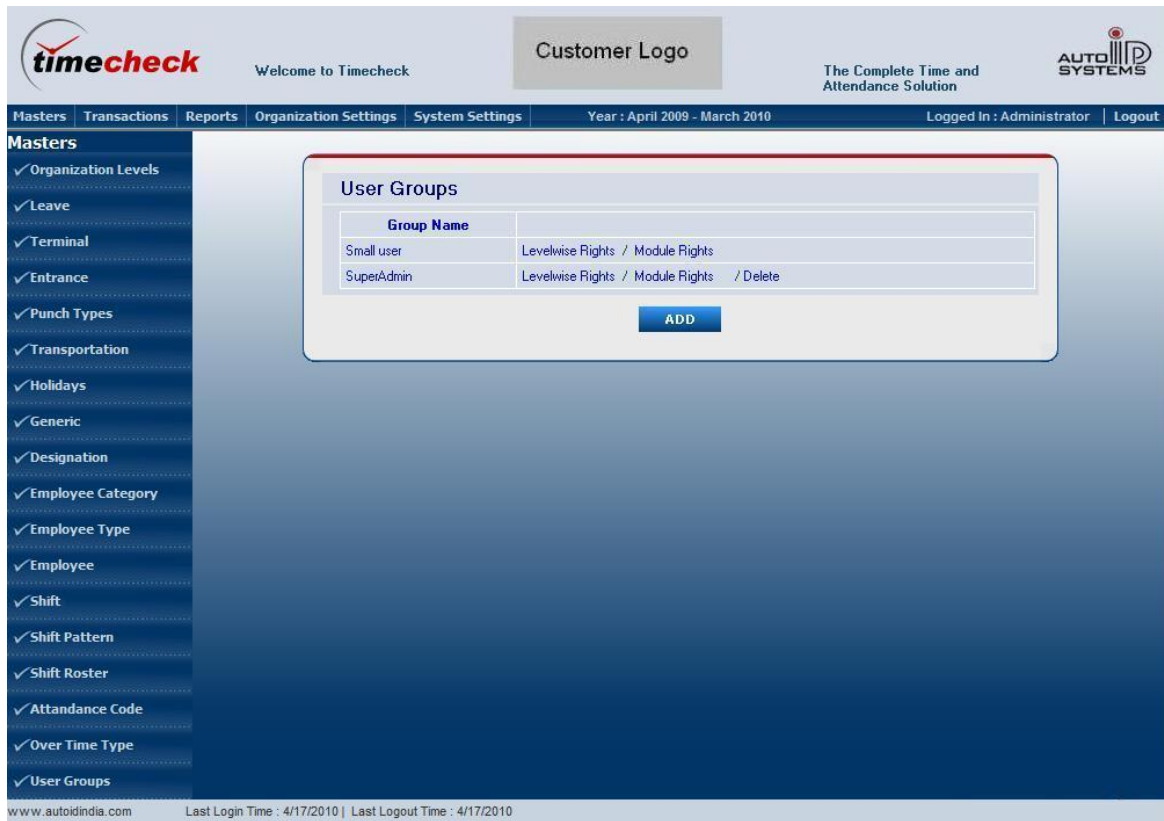
Select the appropriate company and over time category and fill Over Time Type in the Text Box and click Save Button to add the over time type.

**To Modify particular Over Time Type**, Click the Particular Link in the Over Time Type Column in the Over Time Type Listing Page to view the Over Time Type Modify Page. Change the required Over Time Type and Over Time Category and Click Save Button to reflect the modifications.

## 2.18 User Groups

User Groups Module allows the Administrator or user having privileges to define the groups and set the rights to each groups for accessing each modules and sub Modules in the Application.

To view the User Groups Listing Page, Select the **Masters Main Menu** on the Top and Select **User Groups Menu** on the Left Side



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the AUTO SYSTEMS logo. Below this is a secondary navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range 'Year : April 2009 - March 2010'. On the right of this bar, it says 'Logged In : Administrator' and 'Logout'. The left sidebar, under the 'Masters' heading, lists various system modules with checkmarks, including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area displays a 'User Groups' window. This window contains a table with two columns: 'Group Name' and a list of actions. The table lists 'Small user' and 'SuperAdmin'. Below the table is an 'ADD' button. At the bottom of the page, a status bar shows 'www.autoidindia.com' and 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

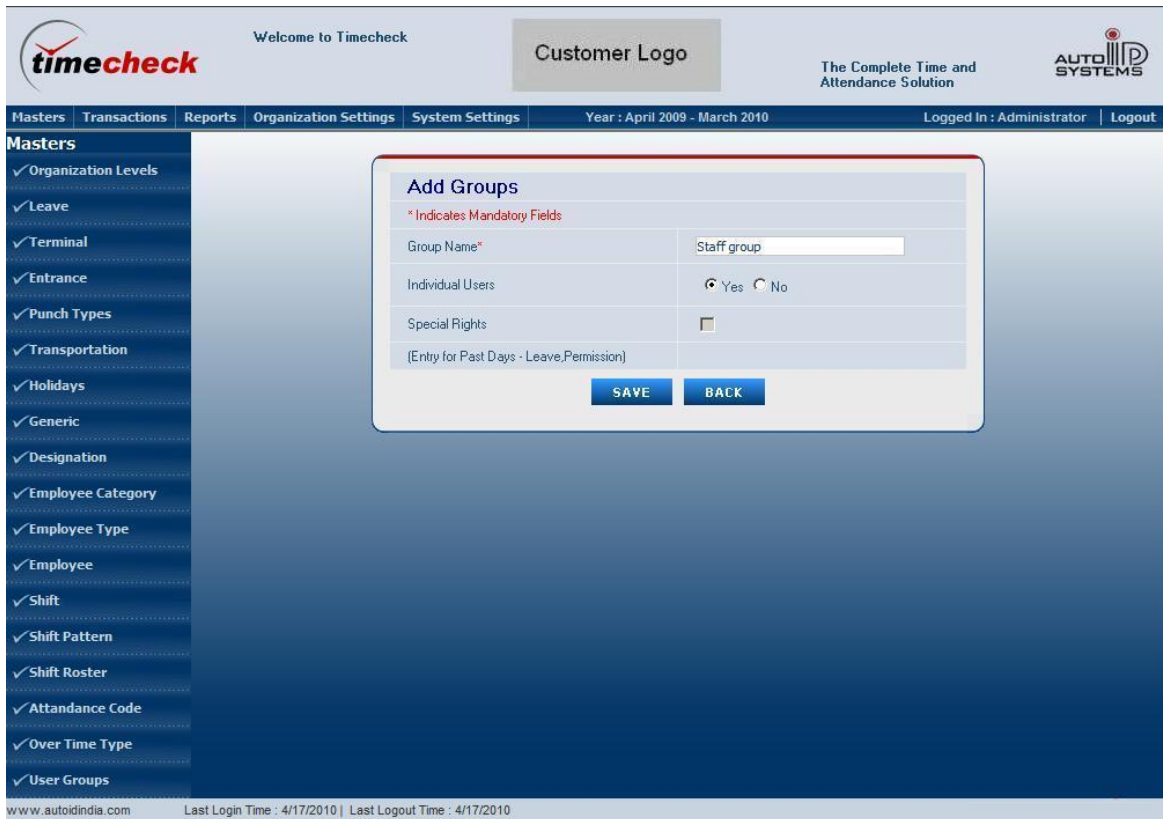
The above User Groups Listing Page contains all the defined Group Names.

**To Delete defined Groups,** Click the Delete Rights Link on the Right Side of the Group which has to be deleted. Once the Group is mapped to any of the other modules, then it cannot be deleted.

**To Modify Group Name,** Click the Group Name Link in the User Groups Listing Page to view the Add Groups Page. Change the Group Name and Click the Save Button to Modify the Group Name.

**To Add Groups,** Click the Add Button in the above User Groups Listing Page to view the following Add Groups Page

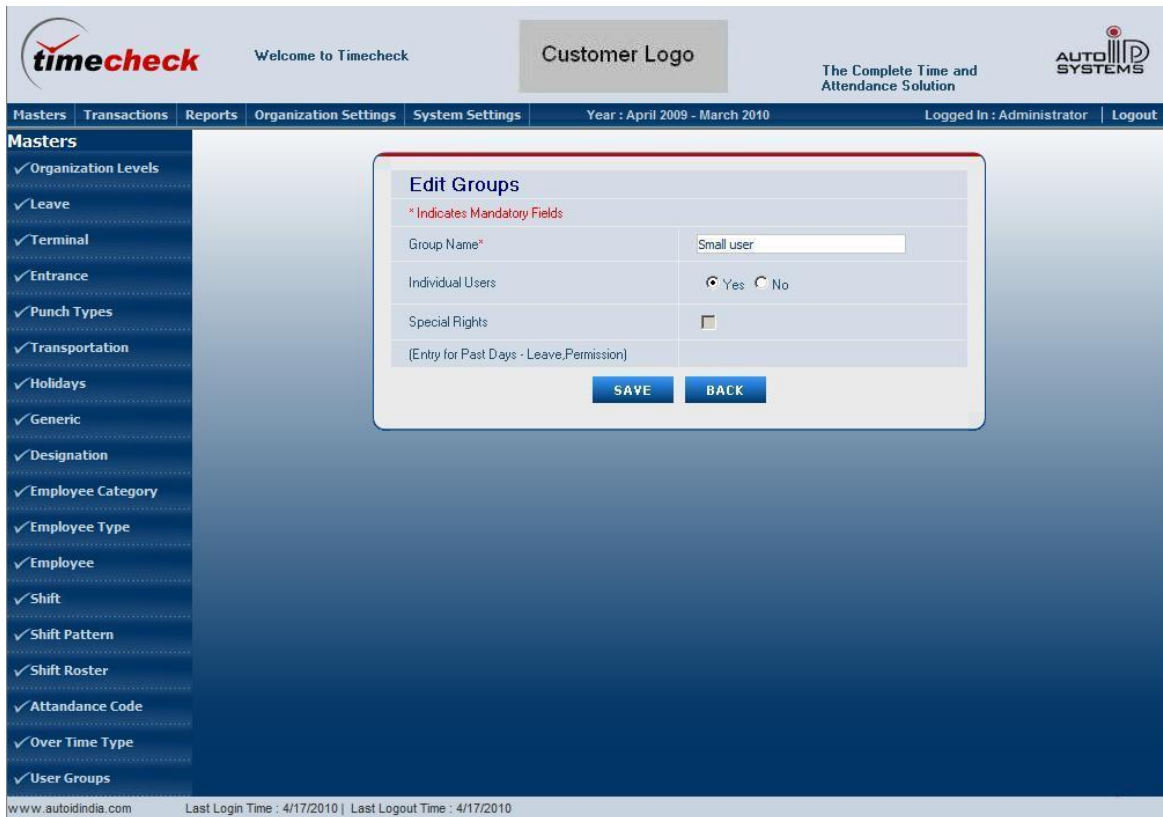




The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the AUTO SYSTEMS logo. Below this is a menu bar with 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. The 'Masters' menu is expanded, showing a list of categories with checkmarks: Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. A modal dialog box titled 'Add Groups' is open in the center. It contains a text input field for 'Group Name\*' with the value 'Staff group', a radio button for 'Individual Users' with 'Yes' selected, a checkbox for 'Special Rights' which is unchecked, and a note '(Entry for Past Days - Leave, Permission)'. At the bottom of the dialog are 'SAVE' and 'BACK' buttons. The footer of the application shows 'www.autoidia.com' and 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

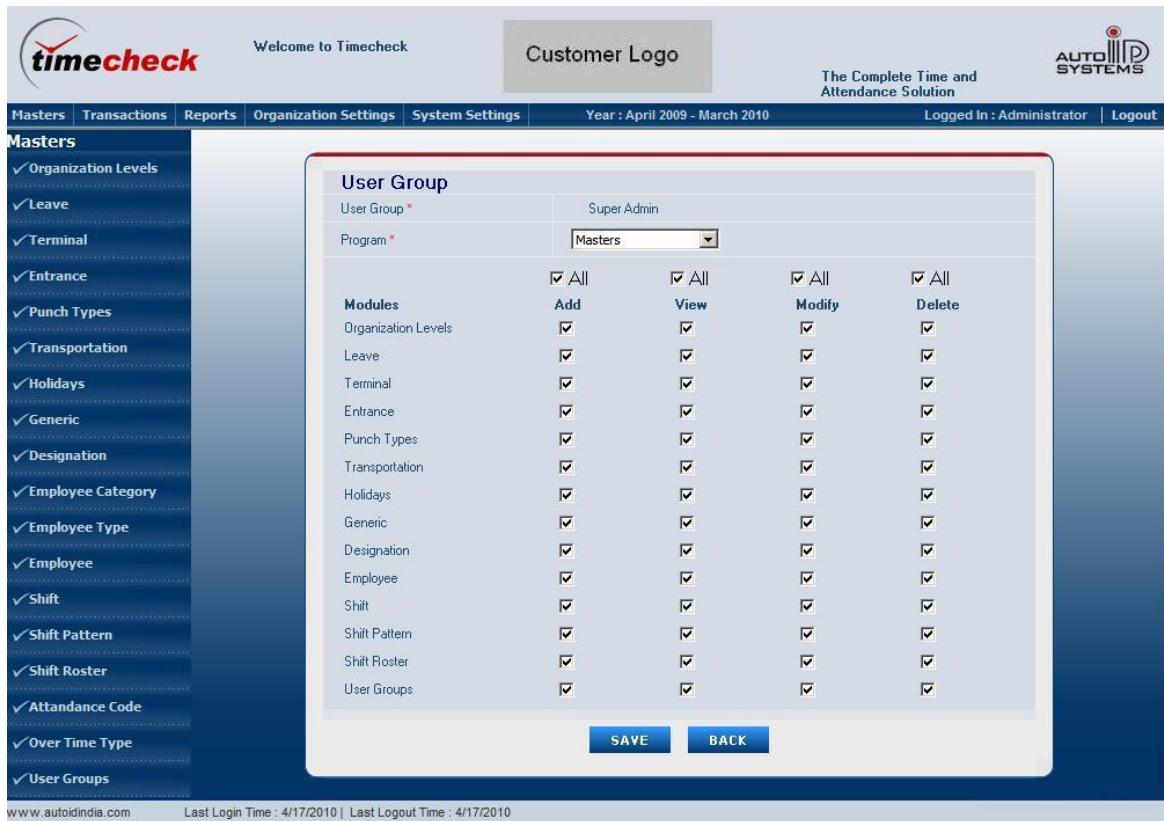
Fill the Group Name Text Box, select the option button whether this group employee can view other employee's reports or his/her reports alone and select the Special Rights Check Box and Click the Save Button to save the Group Name.

**To set the Rights for the Group,** Click the Edit Rights Link for a particular group in the User Groups Listing Page to view the following Page



The screenshot shows the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the 'AUTO SYSTEMS' logo with the tagline 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The 'Masters' module is selected, and a list of sub-modules is displayed on the left: Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The 'Edit Groups' dialog box is open in the center, showing the following fields: Group Name\* (with the value 'Small user'), Individual Users (with radio buttons for Yes and No, where 'Yes' is selected), and Special Rights (with a checkbox). Below the fields are 'SAVE' and 'BACK' buttons. The footer of the application shows 'www.autoidindia.com' and 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

1. Select the Masters Module from the Program Dropdown List. On Selecting the Masters Module from the Dropdown Lists, the Sub-Modules for the selected Masters Module will appear below with Check Boxes.
2. If the Sub-Module is allowed for this Group, then select all Check Boxes for the particular Sub-Module.
3. If Sub-Module should be allowed for this group, then Check Boxes for the Sub-Modules should not be selected.
4. Click Save Button to save the Rights set to the Master Module.



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**User Group**

User Group \* Super Admin

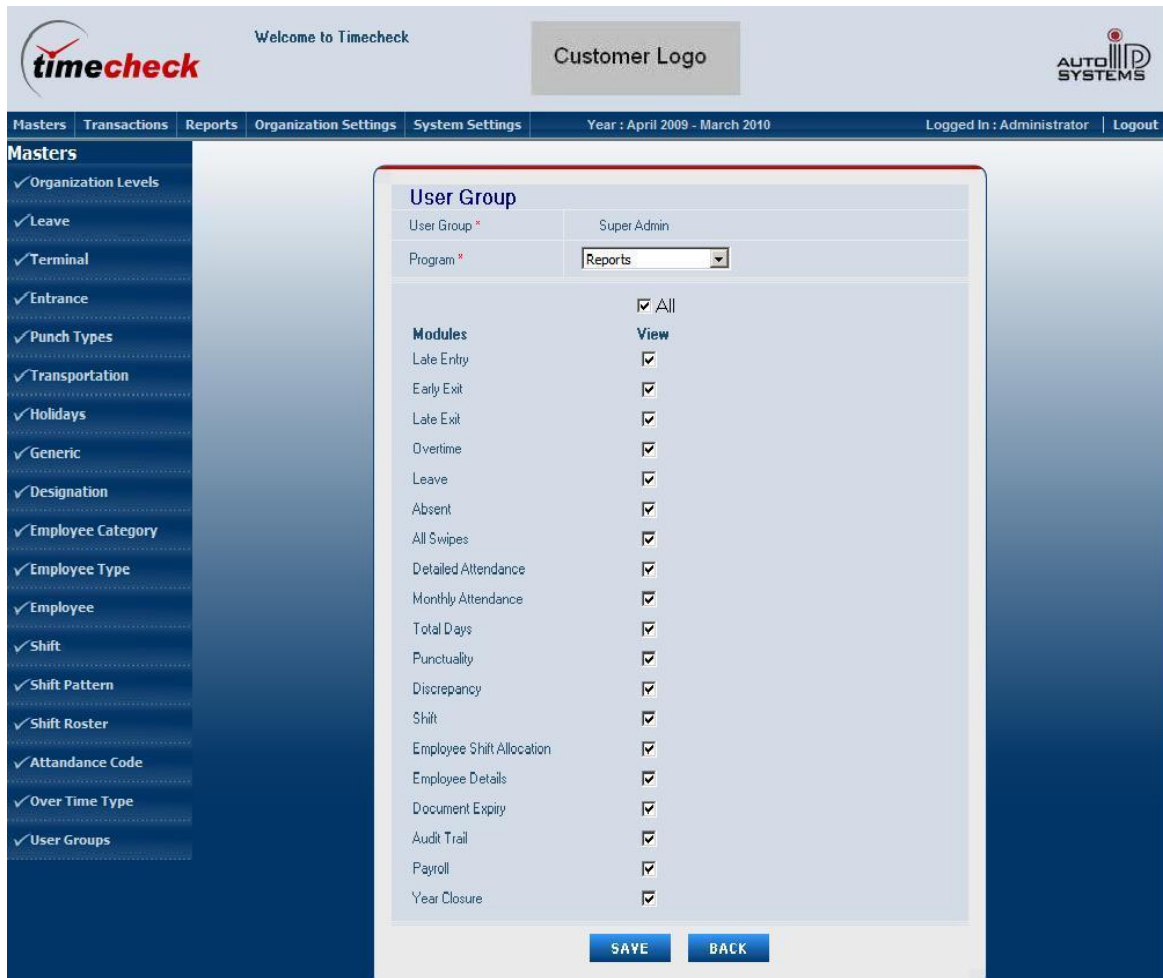
Program \* Masters

Modules	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All
	Add	View	Modify	Delete
Organization Levels	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Leave	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Terminal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Entrance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Punch Types	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Transportation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Holidays	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Generic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Designation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Employee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Pattern	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Roster	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
User Groups	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE BACK

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

5. Select the Transactions Module from the Program Dropdown List. On Selecting the Transaction Module from the Dropdown Lists, the Sub-Modules for the selected Transaction Module will appear below with Check Boxes.
6. If the Sub-Module is allowed for this Group, then select all Check Boxes for the particular Sub-Module.
7. If Sub-Module should be allowed for this group, then Check Boxes for the Sub-Modules should not be selected.
8. Click Save Button to save the Rights set to the Transaction Module.



The screenshot shows the 'User Group' configuration window in the Timecheck application. The window is titled 'User Group' and contains the following elements:

- User Group \***: A text field containing 'Super Admin'.
- Program \***: A dropdown menu currently set to 'Reports'.
- Modules**: A list of sub-modules with checkboxes for selection.
 

Modules	View
Late Entry	<input checked="" type="checkbox"/>
Early Exit	<input checked="" type="checkbox"/>
Late Exit	<input checked="" type="checkbox"/>
Overtime	<input checked="" type="checkbox"/>
Leave	<input checked="" type="checkbox"/>
Absent	<input checked="" type="checkbox"/>
All Swipes	<input checked="" type="checkbox"/>
Detailed Attendance	<input checked="" type="checkbox"/>
Monthly Attendance	<input checked="" type="checkbox"/>
Total Days	<input checked="" type="checkbox"/>
Punctuality	<input checked="" type="checkbox"/>
Discrepancy	<input checked="" type="checkbox"/>
Shift	<input checked="" type="checkbox"/>
Employee Shift Allocation	<input checked="" type="checkbox"/>
Employee Details	<input checked="" type="checkbox"/>
Document Expiry	<input checked="" type="checkbox"/>
Audit Trail	<input checked="" type="checkbox"/>
Payroll	<input checked="" type="checkbox"/>
Year Closure	<input checked="" type="checkbox"/>
- Buttons**: 'SAVE' and 'BACK' buttons at the bottom right.

The left sidebar shows a list of 'Masters' with checkboxes, including 'User Groups' which is currently selected.

9. Select the Reports Module from the Program Dropdown List. On Selecting the Reports Module from the Dropdown Lists, the Sub-Modules for the selected Reports Module will appear below with Check Boxes.
10. If the Sub-Module is allowed for this Group, then select all Check Boxes for the particular Sub-Module.
11. If Sub-Module should be allowed for this group, then Check Boxes for the Sub-Modules should not be selected.
12. Click Save Button to save the Rights set to the Reports Module.

Welcome to Timecheck

Customer Logo

timecheck

MASTERS | TRANSACTIONS | REPORTS | ORGANIZATION SETTINGS | SYSTEM SETTINGS | Year : April 2009 - March 2010 | Logged In : Administrator | Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**User Group**


User Group \* Super Admin

Program \* Reports


Modules	View
Late Entry	<input checked="" type="checkbox"/>
Early Exit	<input checked="" type="checkbox"/>
Late Exit	<input checked="" type="checkbox"/>
Overtime	<input checked="" type="checkbox"/>
Leave	<input checked="" type="checkbox"/>
Absent	<input checked="" type="checkbox"/>
All Swipes	<input checked="" type="checkbox"/>
Detailed Attendance	<input checked="" type="checkbox"/>
Monthly Attendance	<input checked="" type="checkbox"/>
Total Days	<input checked="" type="checkbox"/>
Punctuality	<input checked="" type="checkbox"/>
Discrepancy	<input checked="" type="checkbox"/>
Shift	<input checked="" type="checkbox"/>
Employee Shift Allocation	<input checked="" type="checkbox"/>
Employee Details	<input checked="" type="checkbox"/>
Document Expiry	<input checked="" type="checkbox"/>
Audit Trail	<input checked="" type="checkbox"/>
Payroll	<input checked="" type="checkbox"/>
Year Closure	<input checked="" type="checkbox"/>

SAVE BACK

13. Select the Organization Settings Module from the Program Dropdown List. On Selecting the Organization Settings Module from the Dropdown Lists, the Sub-Modules for the selected Organization Settings Module will appear below with Check Boxes.
14. If the Sub-Module is allowed for this Group, select all Check Boxes for the particular Sub-Module.
15. If Sub-Module should be allowed for this group, then Check Boxes for the Sub-Modules should not be selected.
16. Click Save Button to save the Rights set to the Organization Settings Module.


Welcome to Timecheck

Customer Logo

The Complete Time and Attendance Solution


Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Masters

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

User Group

User Group \* Super Admin

Program \* Organization Settings

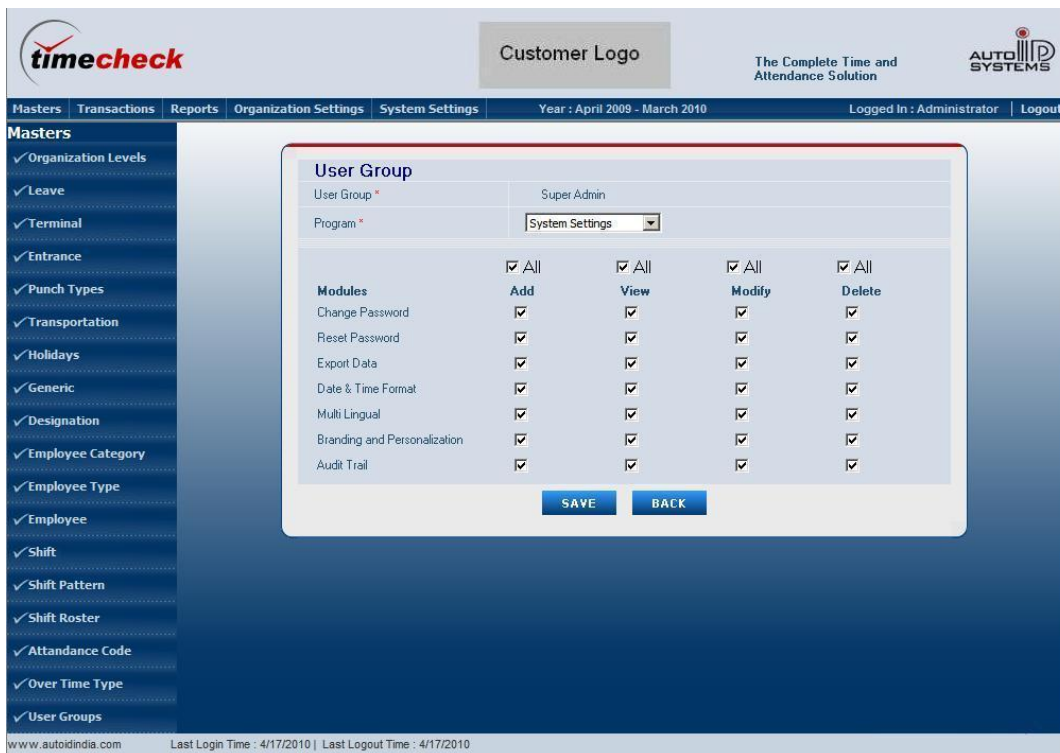
Modules	<input checked="" type="checkbox"/> All Add	<input checked="" type="checkbox"/> All View	<input checked="" type="checkbox"/> All Modify	<input checked="" type="checkbox"/> All Delete
Level Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Temporary Week day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Additional Weekly off	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Year Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Shift Settings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Holiday Setting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
News/Events	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Login List	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE BACK

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010



17. Select the System Settings Module from the Program Dropdown List. On Selecting the System Settings Module from the Dropdown Lists, the Sub-Modules for the selected System Settings Module will appear below with Check Boxes.
18. If the Sub-Module is allowed for this Group, select all Check Boxes for the particular Sub-Module.
19. If Sub-Module should be allowed for this group, then Check Boxes for the Sub-Modules should not be selected.
20. Click Save Button to save the Rights set to the System Settings Module.
21. Likewise, Rights can be set to Transactions Module.



**timecheck** Customer Logo The Complete Time and Attendance Solution **AUTOTID SYSTEMS**

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

**User Group**

User Group \* Super Admin

Program \* System Settings

Modules	<input checked="" type="checkbox"/> All Add	<input checked="" type="checkbox"/> All View	<input checked="" type="checkbox"/> All Modify	<input checked="" type="checkbox"/> All Delete
Change Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reset Password	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Export Data	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date & Time Format	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Multi Lingual	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Branding and Personalization	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Audit Trail	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**SAVE** **BACK**

www.autotidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

The created user groups can be mapped to Employee in the Employee Master.

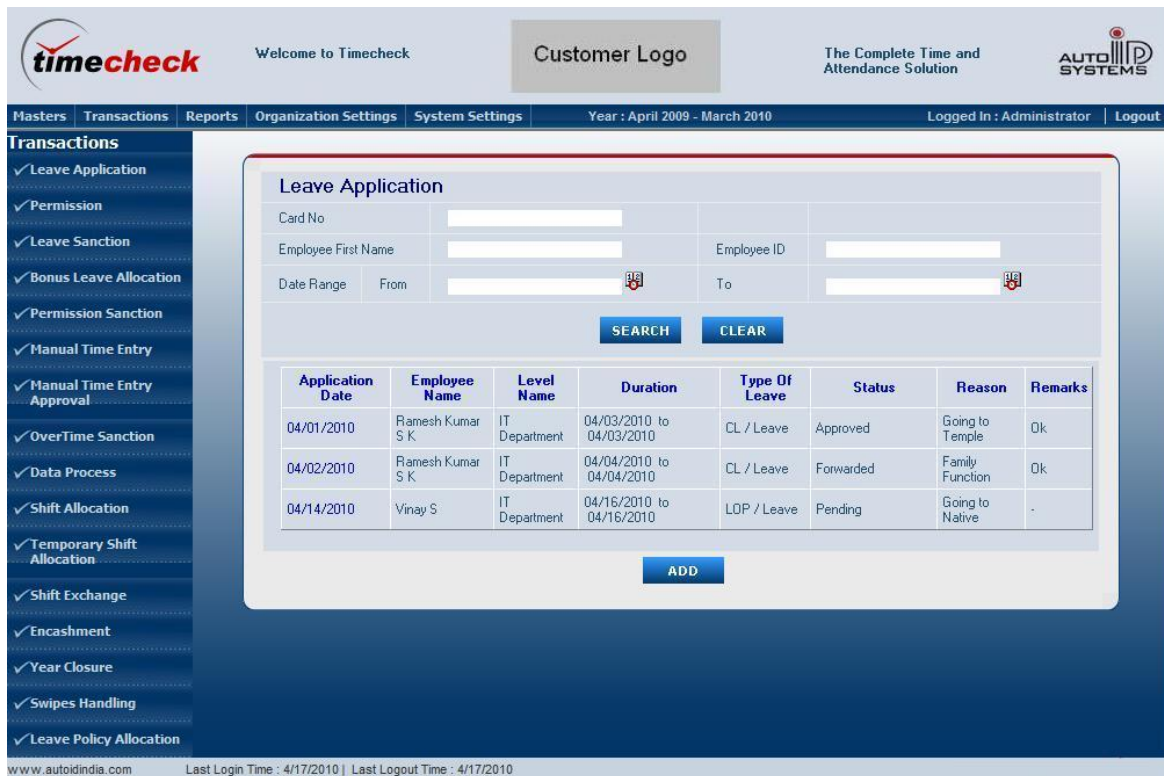
### 3. TRANSACTION MODULE

#### 3.1 Leave Application



Leave Application Module allows the user to submit their leave request online to get the approval from the concerned authorities. The authority can approve / reject the requested leave. This would be intimated to the concerned employee through mail.

To view the Leave Application Page, Select the **Transaction Main Menu** on the Top and Select **Leave Application Menu** on the Left Side.



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO INDIA SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Transactions**

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

**Leave Application**

Card No

Employee First Name  Employee ID

Date Range From  To

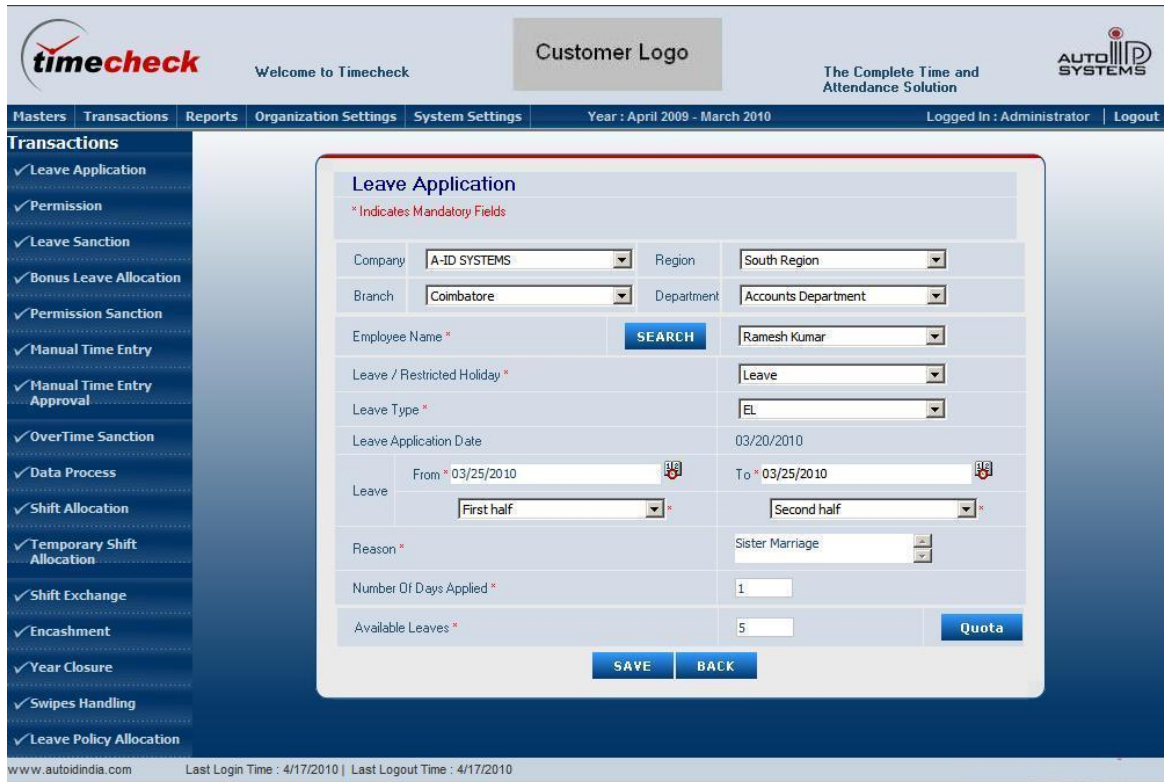
Application Date	Employee Name	Level Name	Duration	Type Of Leave	Status	Reason	Remarks
04/01/2010	Ramesh Kumar S K	IT Department	04/03/2010 to 04/03/2010	CL / Leave	Approved	Going to Temple	Ok
04/02/2010	Ramesh Kumar S K	IT Department	04/04/2010 to 04/04/2010	CL / Leave	Forwarded	Family Function	Ok
04/14/2010	Vinay S	IT Department	04/16/2010 to 04/16/2010	LDP / Leave	Pending	Going to Native	-

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

The above Leave Application List Page contains all the Leave Application raised by a particular employee in their respective Login.

If the Logged In User is Administrator, then he/she will be able to view all the Leave Application raised by every Employees. Administrator can search for leave application using the search filter in the list page.

**To apply Leave**, Click the Add Button in the above Leave Application List Page to view the following Leave Application Add Page



The screenshot shows the 'Leave Application' form in the Timecheck system. The form is titled 'Leave Application' and includes a red asterisk indicating mandatory fields. The form fields are as follows:

Field	Value
Company	A-ID SYSTEMS
Region	South Region
Branch	Coimbatore
Department	Accounts Department
Employee Name	Ramesh Kumar
Leave / Restricted Holiday	Leave
Leave Type	EL
Leave Application Date	03/20/2010
Leave From	03/25/2010
Leave To	03/25/2010
Leave	First half
Reason	Sister Marriage
Number Of Days Applied	1
Available Leaves	5

The form also includes a 'SEARCH' button next to the Employee Name field, and 'SAVE' and 'BACK' buttons at the bottom. The form is part of the 'Leave Application' section in the system.

The following are the steps required for raising the Leave Application,

**If Administrator Logged In the Application,**

1. Select the Organization Levels from the Dropdown Lists.
2. Click the Search Button so that Employee Name Dropdown List will be filled with Employee Names belonging to the selected Organization Level.
3. Administrator can select the particular Employee based on Organization from the Dropdown List.

If Users Logged In the Application, then Employee ID and Name are filled automatically with the Logged In Employee.

Click **Quota Button** to view the remaining number of leaves for different leave types for the particular employee for the current year.

Click **Back Button** to navigate to Leave Application Listing Page.

**The following steps are common for both Users and Administrator**

4. Select from the Dropdown List whether Leave or Restricted Holiday.
5. If Leave, then Leave Type Dropdown List will be filled with Leave Types defined in the Leave Type Master. If Restricted Holiday, then Leave Type Dropdown List will be filled with Restricted Holidays defined in the Holiday Master. Select the Leave Type DropDown List.
6. Leave Application Date Label will be automatically filled with Current Date.
7. If Leave, then select the duration of the leave. Select From and To from the Calendar. If restricted holiday, then select the Leave Type Drop Down List, automatically From and To Date will be filled that is defined in the Holiday Master.
8. Select whether First Half or Second Half from the From and To Dropdown Lists.
9. Fill the reason for Leave in the Text Box.
10. Number of days applied will be automatically calculated and displayed based on From and To duration.
11. Remaining Number of Leave will be automatically calculated and displayed for a particular Leave Type and for a particular Employee.
12. Finally Click Save Button to Save the Leave Application. On Clicking the Save Button, the mail is sent to the respective First Level Reporting To Authority and the Employee who have raised the Leave Application.

On raising the Leave Application, the mail will be triggered to the applicant raising the permission application, Reporting To Person and the Sanctioning Authority.

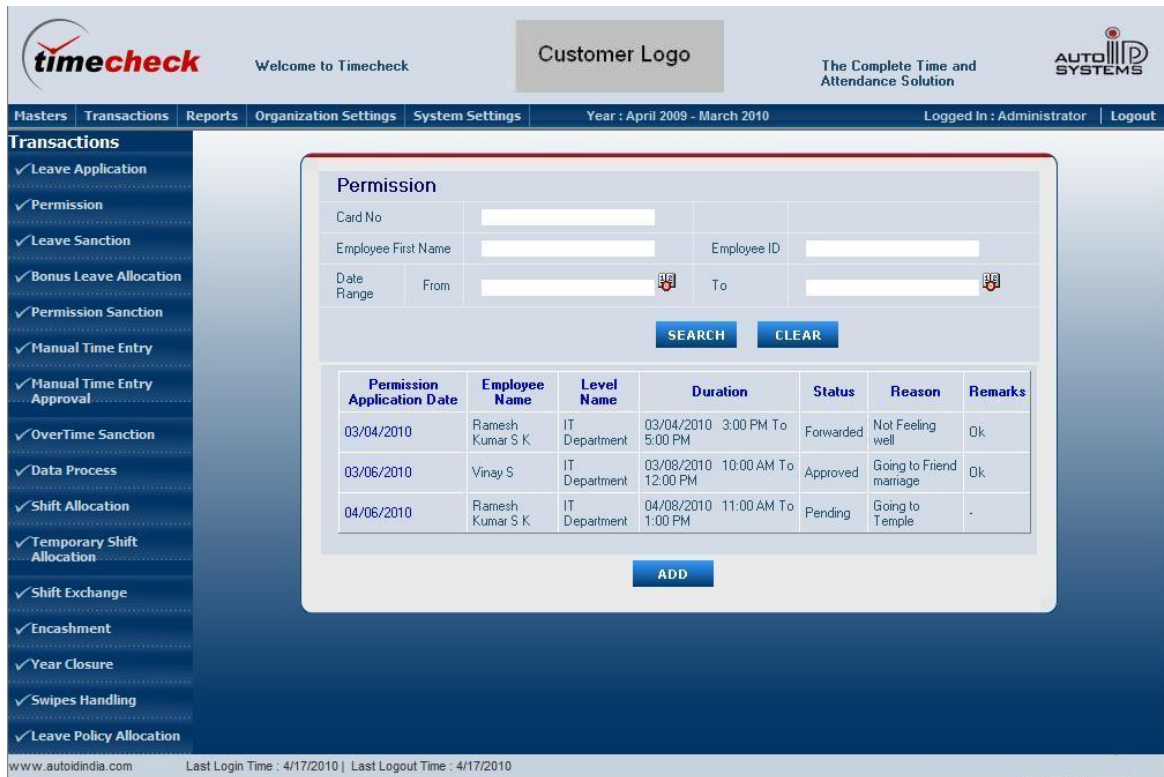
### **To Delete Leave Application**

Click Delete Button in the Leave Application View Page to delete the Leave Application. Leave Application can only be deleted when the Leave Application Status is pending.

## **3.2 Permission**

Permission Module allows the users to submit their Permission request online to get the approval from the concerned authorities.

To view the Leave Application Page, Select the **Transaction Main Menu** on the Top and Select **Permission Menu** on the Left Side.



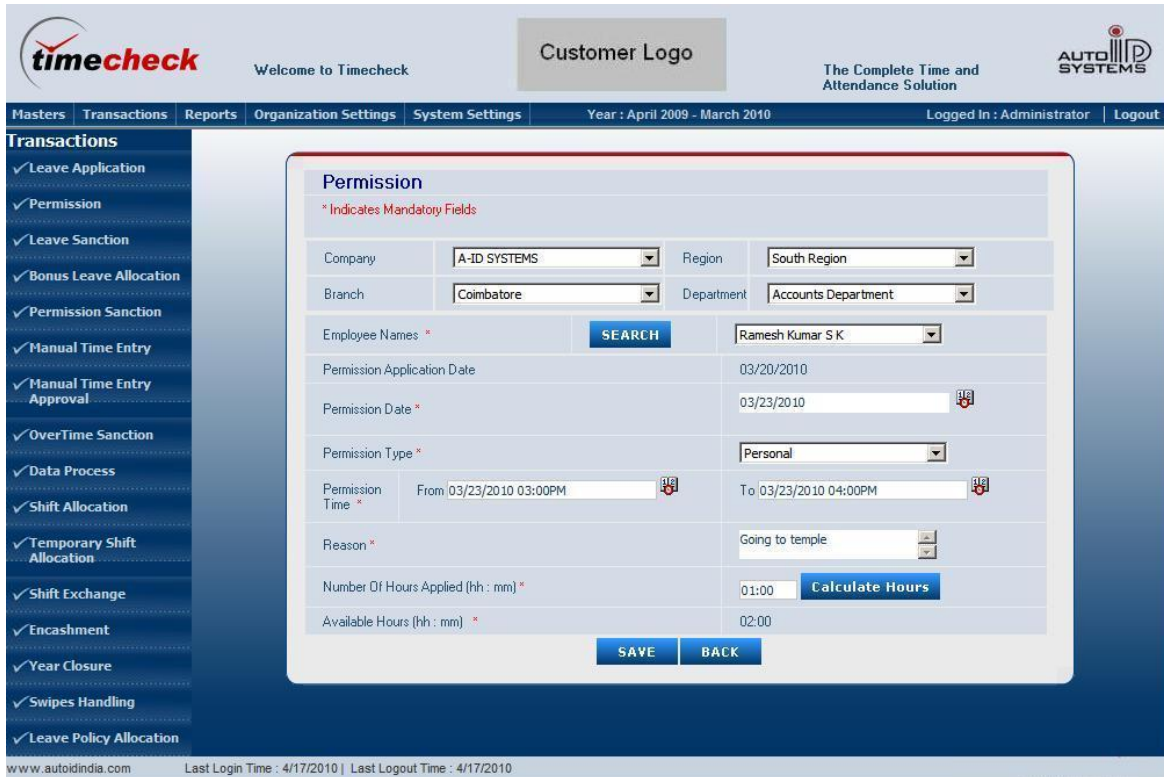
The screenshot shows the 'Permission' page in the Timecheck application. The page has a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar lists various transaction types under the 'Transactions' heading, including Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, Manual Time Entry Approval, OverTime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation. The main content area displays a 'Permission' form with fields for Card No, Employee First Name, Employee ID, and Date Range (From/To). Below the form are 'SEARCH' and 'CLEAR' buttons. A table lists permission applications with columns: Permission Application Date, Employee Name, Level Name, Duration, Status, Reason, and Remarks. The table contains three entries: 03/04/2010 for Ramesh Kumar S K (IT Department) with status 'Forwarded' and reason 'Not Feeling well'; 03/06/2010 for Vinay S (IT Department) with status 'Approved' and reason 'Going to Friend marriage'; and 04/06/2010 for Ramesh Kumar S K (IT Department) with status 'Pending' and reason 'Going to Temple'. An 'ADD' button is located below the table. The footer shows the website 'www.autoidindia.com' and login/logout times for 4/17/2010.

Permission Application Date	Employee Name	Level Name	Duration	Status	Reason	Remarks
03/04/2010	Ramesh Kumar S K	IT Department	03/04/2010 3:00 PM To 5:00 PM	Forwarded	Not Feeling well	Ok
03/06/2010	Vinay S	IT Department	03/08/2010 10:00 AM To 12:00 PM	Approved	Going to Friend marriage	Ok
04/06/2010	Ramesh Kumar S K	IT Department	04/08/2010 11:00 AM To 1:00 PM	Pending	Going to Temple	.

The above Permission List Page contains all the Permission Application raised by particular Employee in their respective Login.

If the Logged In User is Administrator, then he will be able to view all the Permission Application raised by every Employees. Administrator can search for Permission application by using the search filter in the list page.

**To apply Permission**, Click the Add Button in the above Permission List Page to view the following Permission Add Page



The screenshot shows the Timecheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year (April 2009 - March 2010) and login status (Logged In : Administrator). The left sidebar lists various transaction types under the 'Transactions' header, including Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, OverTime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation. The main content area displays the 'Permission' form, which includes fields for Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), Department (Accounts Department), Employee Names (Ramesh Kumar S K), Permission Application Date (03/20/2010), Permission Date (03/23/2010), Permission Type (Personal), Permission Time (From 03/23/2010 03:00PM to 03/23/2010 04:00PM), Reason (Going to temple), Number Of Hours Applied (01:00), and Available Hours (02:00). The form also features a 'SEARCH' button, a 'Calculate Hours' button, and 'SAVE' and 'BACK' buttons at the bottom.

The following are the steps for raising the Permission Request,

## If Administrator Logged In the Application,

1. Select the Organization Levels from the Dropdown Lists.
2. Click the Search Button so that Employee Name Dropdown List will be filled with Employee Names belonging to the selected Organization Level.

- 
3. Administrator can select the particular Employee based on Organization from the Dropdown List.

**If Users Logged In the Application,** Employee ID and Name are automatically filled with the Logged In Employee.

**The following steps are common for both Users and the Administrator**

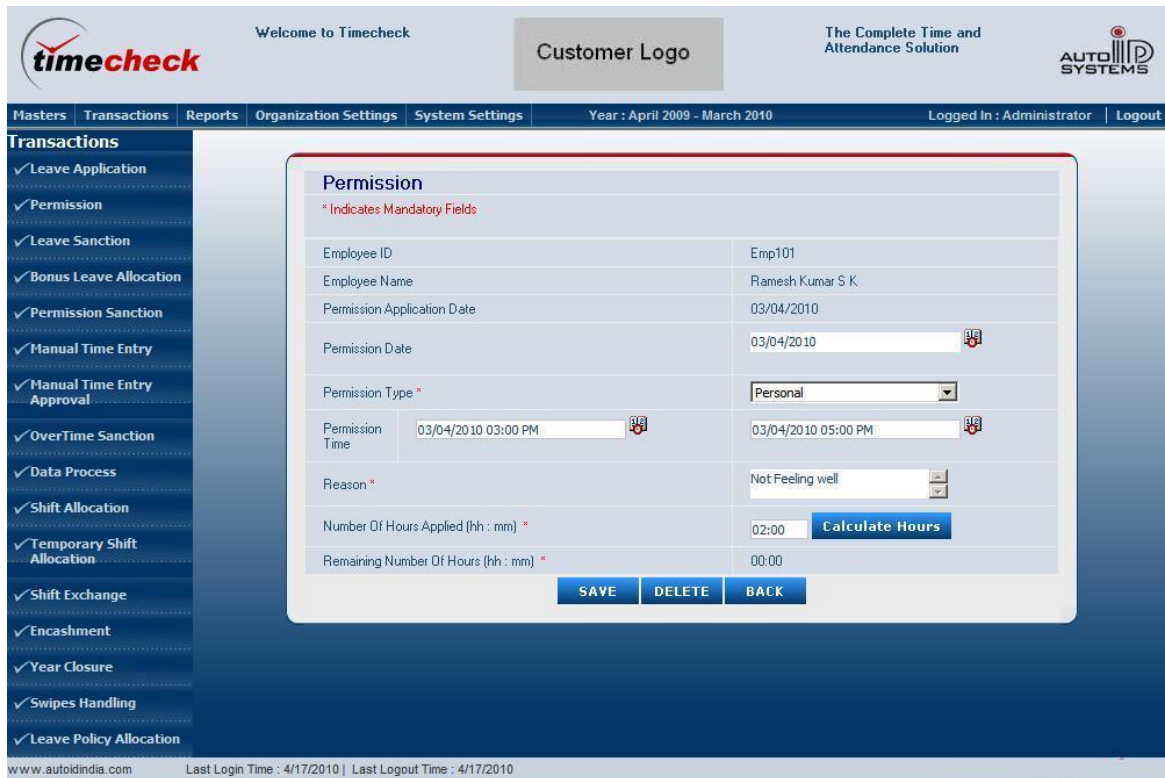
4. Permission Application Date Label will be automatically filled with Current Date.
5. Available Hours label will be automatically filled with remaining hours that an employee can take permission.
6. Select the Permission Date from the Calendar. The Permission Date is the Date which an employee requests for Permission.
7. Select the Permission Type from the Dropdown List whether Personal or Official Permission.
8. Select the Permission Start Time and End Time from the Date/Time Picker.
9. Fill the reason for taking Permission in the Text Box.
10. Click the "Calculate Hours" Button to calculate number of hours applied based on Start Time and End Time displayed in the text box for a particular Employee.
11. Finally, Click Save Button to Save the Permission Add Page. On Clicking the Save Button, the mail is sent to the respective First Level Reporting to Authority and the Employee who has requested for Permission.

On raising the Permission Application, the mail will be triggered to the applicant raising the permission application, Reporting To Person and the Sanctioning Authority.

**To Modify the Permission Details,** Click the Application Date Column Link in the Permission List Page to view the following Permission Modify Page

**To Modify Permission**





The screenshot shows the Timecheck web application interface. The top navigation bar includes 'timecheck', 'Welcome to Timecheck', 'Customer Logo', 'The Complete Time and Attendance Solution', and 'AUTO SYSTEMS'. Below this is a menu bar with 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. The left sidebar lists various transaction types under 'Transactions', including 'Leave Application', 'Permission', 'Leave Sanction', 'Bonus Leave Allocation', 'Permission Sanction', 'Manual Time Entry', 'Manual Time Entry Approval', 'OverTime Sanction', 'Data Process', 'Shift Allocation', 'Temporary Shift Allocation', 'Shift Exchange', 'Encashment', 'Year Closure', 'Swipes Handling', and 'Leave Policy Allocation'. The main content area displays the 'Permission' form for Employee ID 'Emp101' and Employee Name 'Ramesh Kumar S K'. The form includes fields for 'Permission Application Date' (03/04/2010), 'Permission Date' (03/04/2010), 'Permission Type' (Personal), 'Permission Time' (03/04/2010 03:00 PM), 'Reason' (Not Feeling well), 'Number Of Hours Applied (hh : mm)' (02:00), and 'Remaining Number Of Hours (hh : mm)' (00:00). There are 'SAVE', 'DELETE', and 'BACK' buttons at the bottom of the form.

Change the Permission details if required and Click Modify Button in the above Permission Modify Page to reflect the changes in the particular Permission Application. Permission Details can be modified only when the Permission request is in Pending Status. On Modification, the mail will be triggered to the applicant raising the permission application, Reporting To Person and the Sanctioning Authority.

## To Delete Permission

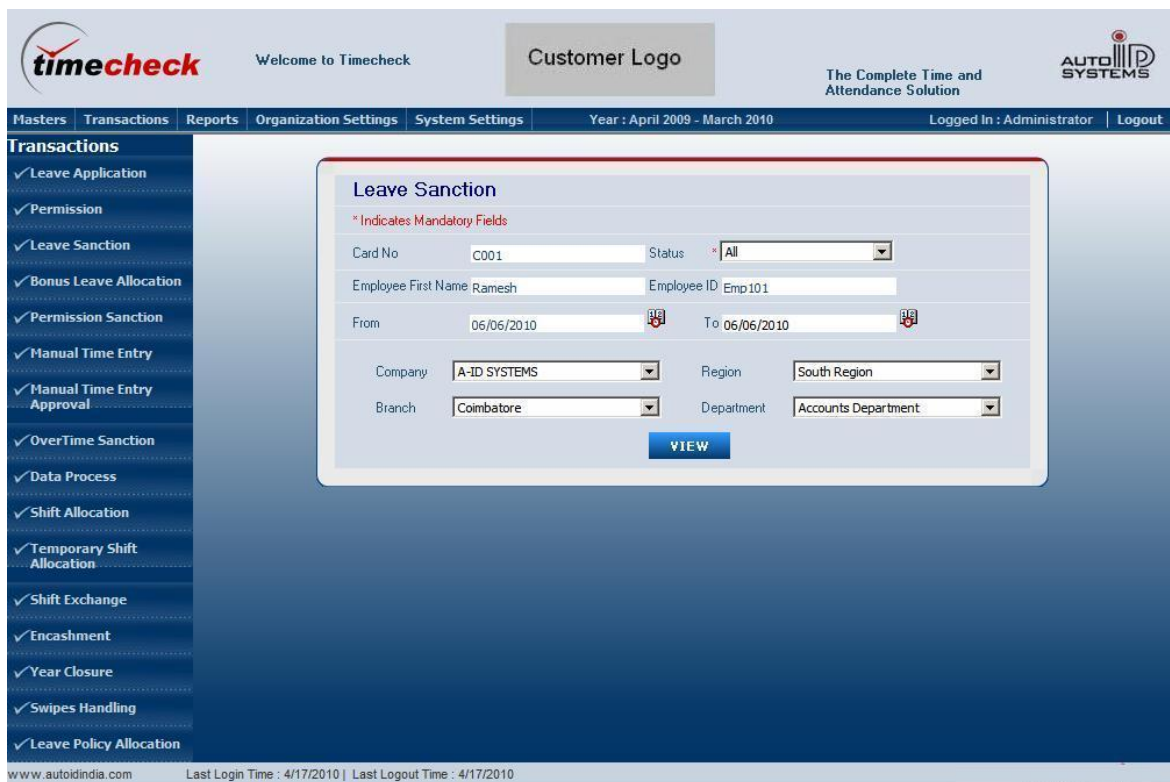
Click Delete Button in the above Permission Modify Page to delete the Permission Request. Permission Details can only be deleted when the Permission Application Status is pending.

## 3.3 Leave Sanction

Leave Sanction Module allows the particular Approving authority person to view the Leave request details of those employees who had applied. Reporting Person (First Level) can Recommend/Reject the application. Then Approving authority person (Second Level) can Reject/

Accept the leave application forwarded by First Level Authority with their comments. This would be intimated to the concerned employee through mail and can also be viewed while logging onto the application.

To view the following Leave Sanction Page, Select the **Transaction Main Menu** on the Top and Select **Leave Sanction Menu** on the Left Side.



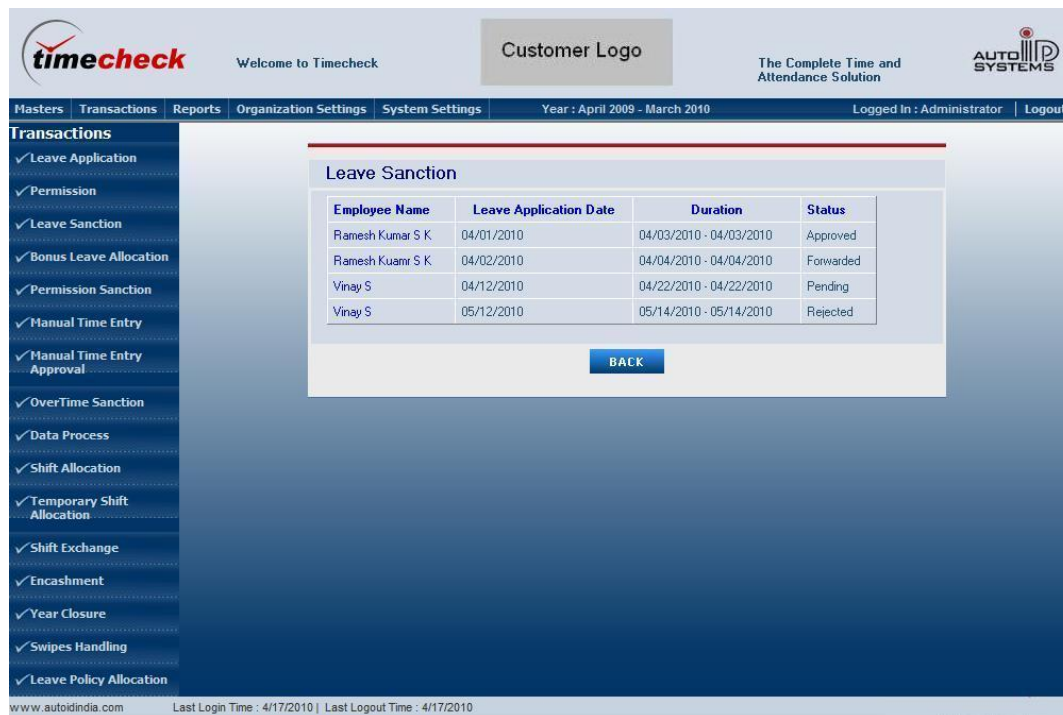
The screenshot shows the 'Leave Sanction' form within the Timecheck application. The form is titled 'Leave Sanction' and includes a red asterisk indicating mandatory fields. The fields are as follows:

- Card No: C001
- Status: All (dropdown menu)
- Employee First Name: Ramesh
- Employee ID: Emp101
- From: 06/06/2010
- To: 06/06/2010
- Company: A-ID SYSTEMS (dropdown menu)
- Region: South Region (dropdown menu)
- Branch: Coimbatore (dropdown menu)
- Department: Accounts Department (dropdown menu)

A 'VIEW' button is located at the bottom right of the form. The left sidebar contains a list of transaction options, with 'Leave Sanction' highlighted. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year (April 2009 - March 2010) and the user (Logged In : Administrator).

Select Status and Click View Button in the above Page to view the Leave Applications List Page of every Employee who has applied.

The leave applications are also filtered by From & To Date and Organization Levels.

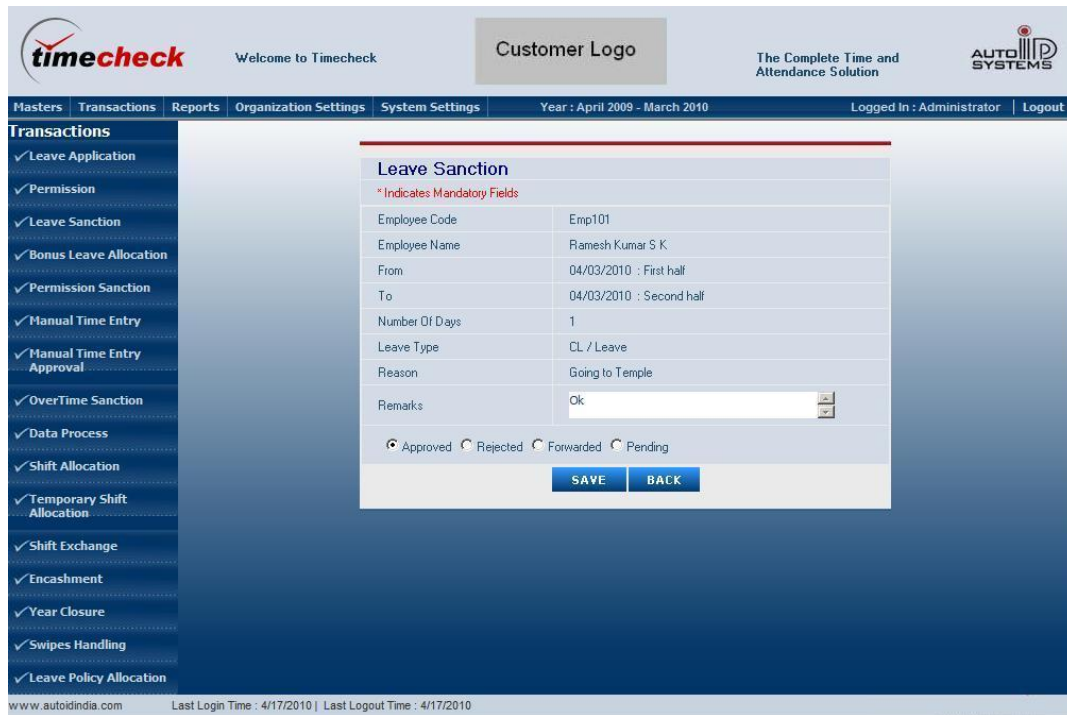


The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the tagline 'The Complete Time and Attendance Solution'. Below this is a secondary navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, System Settings, and a date range filter (Year: April 2009 - March 2010). The left sidebar lists various transaction types under the 'Transactions' heading, with 'Leave Sanction' selected. The main content area displays a table titled 'Leave Sanction' with columns for Employee Name, Leave Application Date, Duration, and Status. A 'BACK' button is located below the table.

Employee Name	Leave Application Date	Duration	Status
Ramesh Kumar S K	04/01/2010	04/03/2010 - 04/03/2010	Approved
Ramesh Kumar S K	04/02/2010	04/04/2010 - 04/04/2010	Forwarded
Vinay S	04/12/2010	04/22/2010 - 04/22/2010	Pending
Vinay S	05/12/2010	05/14/2010 - 05/14/2010	Rejected

www.autoidindia.com    Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

In the above Page, Click the Employee Name link for which the Leave has to be sanctioned for the selected Employee Link.



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO INDIA SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Transactions

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

Leave Sanction

\* Indicates Mandatory Fields

Employee Code	Emp101
Employee Name	Ramesh Kumar S K
From	04/03/2010 : First half
To	04/03/2010 : Second half
Number Of Days	1
Leave Type	CL / Leave
Reason	Going to Temple
Remarks	Ok

☒ Approved ☐ Rejected ☐ Forwarded ☐ Pending

SAVE BACK

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

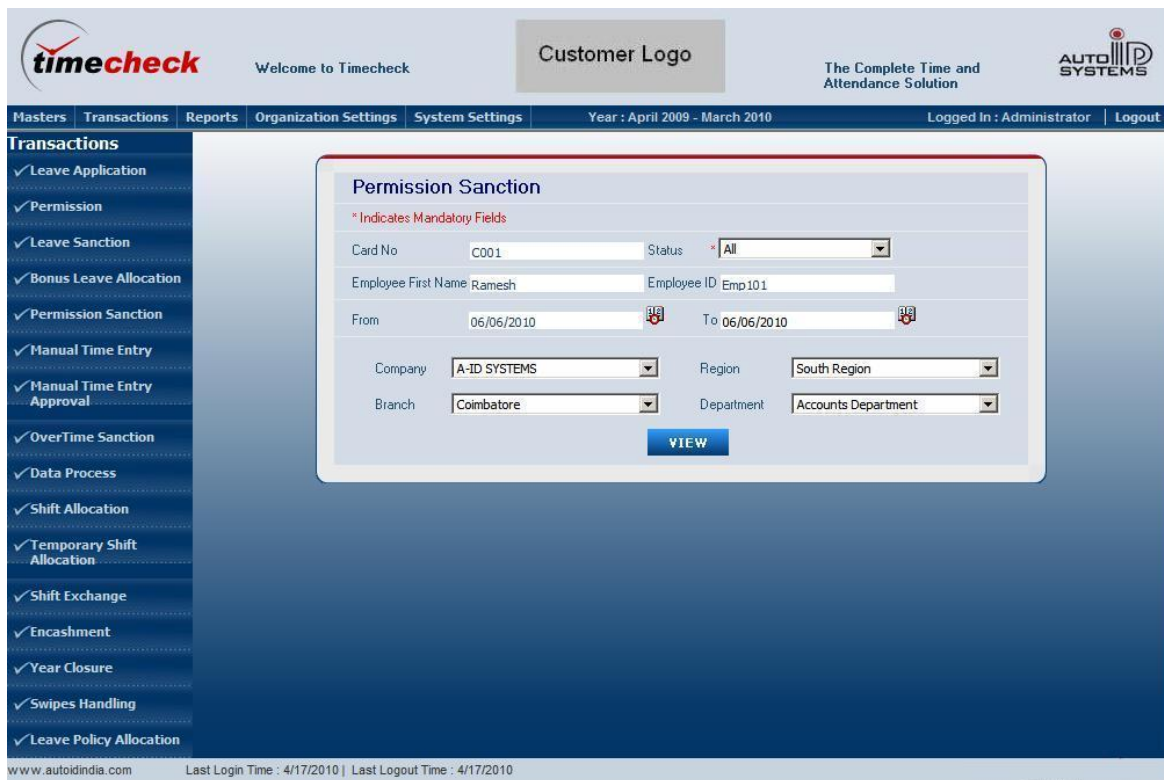
In the above Leave Sanction Page,

1. Leave Sanctioning Authority should enter the Remarks
2. To approve the Leave Application, select Approved Radio Button. To Reject the Leave Application, select Rejected Radio Button. To send the Leave Application to the Second Level Authority, select Forwarded Radio Button.
3. Finally, Click Save Button to change the status (Approved or Rejected or Forwarded) of the Leave Application. On sanctioning, the mail will be triggered for the Employee who has raised the Leave Application and the Sanctioning Authority. If the status is forwarded, the mail is triggered to the Second Level Sanctioning Authority.

### 3.4 Permission Sanction

Permission Sanction Module allows the Approving authority person to view the Permission request details of those employees who had applied. Reporting Person (First Level) can Recommend/Reject the application. Then Approving authority person (Second Level) can Reject/Accept the Permission application forwarded by First Level Authority with their comments. This would be intimated to the concerned employee through mail.

To view the following Permission Sanction Page, Select the **Transaction Main Menu** on the Top and Select **Permission Sanction Menu** on the Left Side.



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO ID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Transactions

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

Permission Sanction

\* Indicates Mandatory Fields

Card No C001 Status All

Employee First Name Ramesh Employee ID Emp101

From 06/06/2010 To 06/06/2010

Company A-ID SYSTEMS Region South Region

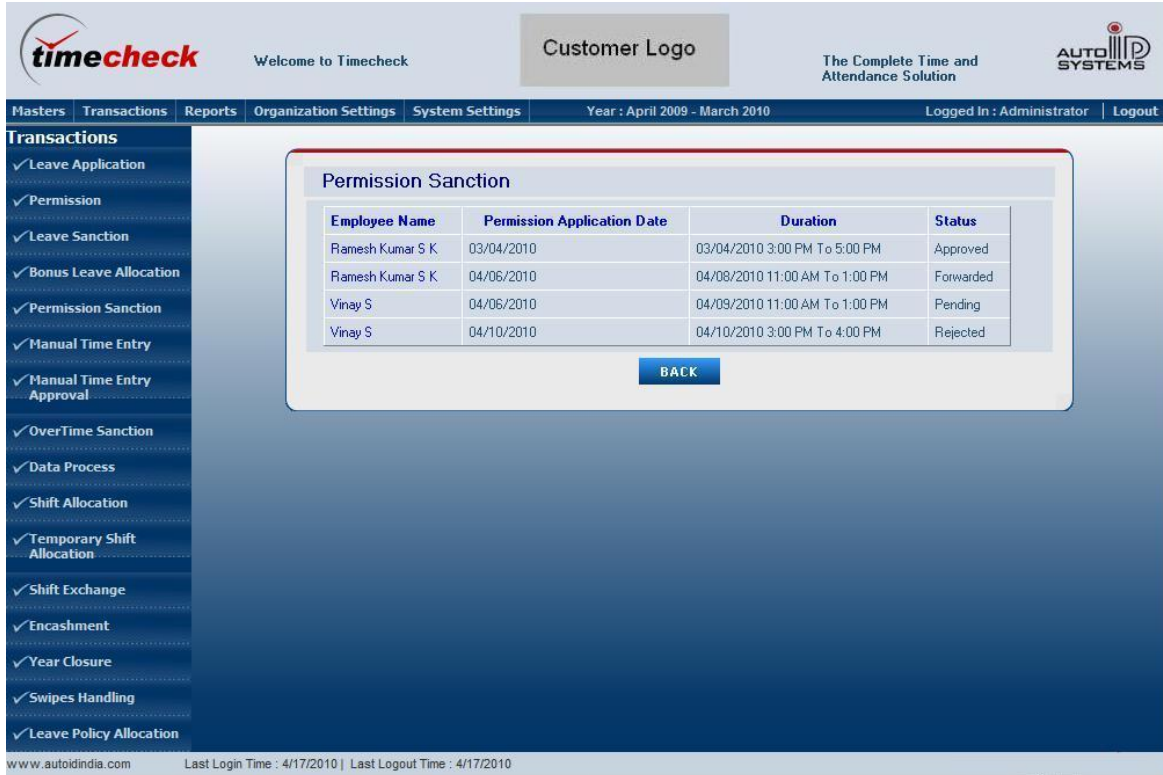
Branch Coimbatore Department Accounts Department

VIEW

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

Select Status and Click View Button in the above Page to view the Permission List Page of the every Employee who has applied.

The permission applications are also filtered by From & To Date and Organization Levels.



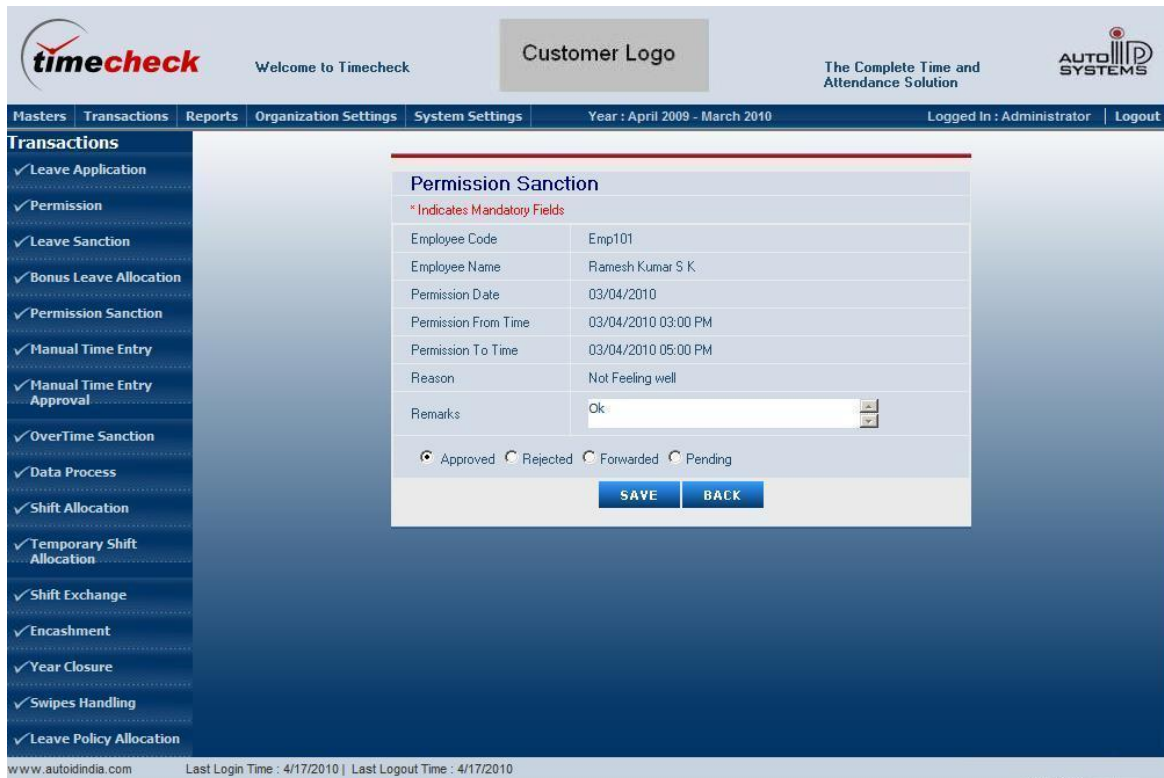
The screenshot shows the Timecheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year (April 2009 - March 2010) and login information (Logged In: Administrator | Logout). The left sidebar lists various transaction types, with 'Permission Sanction' highlighted. The main content area displays a table titled 'Permission Sanction' with the following data:

Employee Name	Permission Application Date	Duration	Status
Ramesh Kumar S K	03/04/2010	03/04/2010 3:00 PM To 5:00 PM	Approved
Ramesh Kumar S K	04/06/2010	04/08/2010 11:00 AM To 1:00 PM	Forwarded
Vinay S	04/06/2010	04/09/2010 11:00 AM To 1:00 PM	Pending
Vinay S	04/10/2010	04/10/2010 3:00 PM To 4:00 PM	Rejected

Below the table is a 'BACK' button. The footer of the application shows the website URL (www.autoidindia.com) and login/logout times (Last Login Time: 4/17/2010 | Last Logout Time: 4/17/2010).

In the above Page, Click the Employee Name link for which the Permission has to be sanctioned for the selected Employee Link.





**timecheck** Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO SYSTEMS

Master Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Transactions**

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

**Permission Sanction**

\* Indicates Mandatory Fields

Employee Code	Emp101
Employee Name	Ramesh Kumar S K
Permission Date	03/04/2010
Permission From Time	03/04/2010 03:00 PM
Permission To Time	03/04/2010 05:00 PM
Reason	Not Feeling well
Remarks	Ok

☒ Approved
 ☐ Rejected
 ☐ Forwarded
 ☐ Pending

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

In the above Permission Sanction Page,

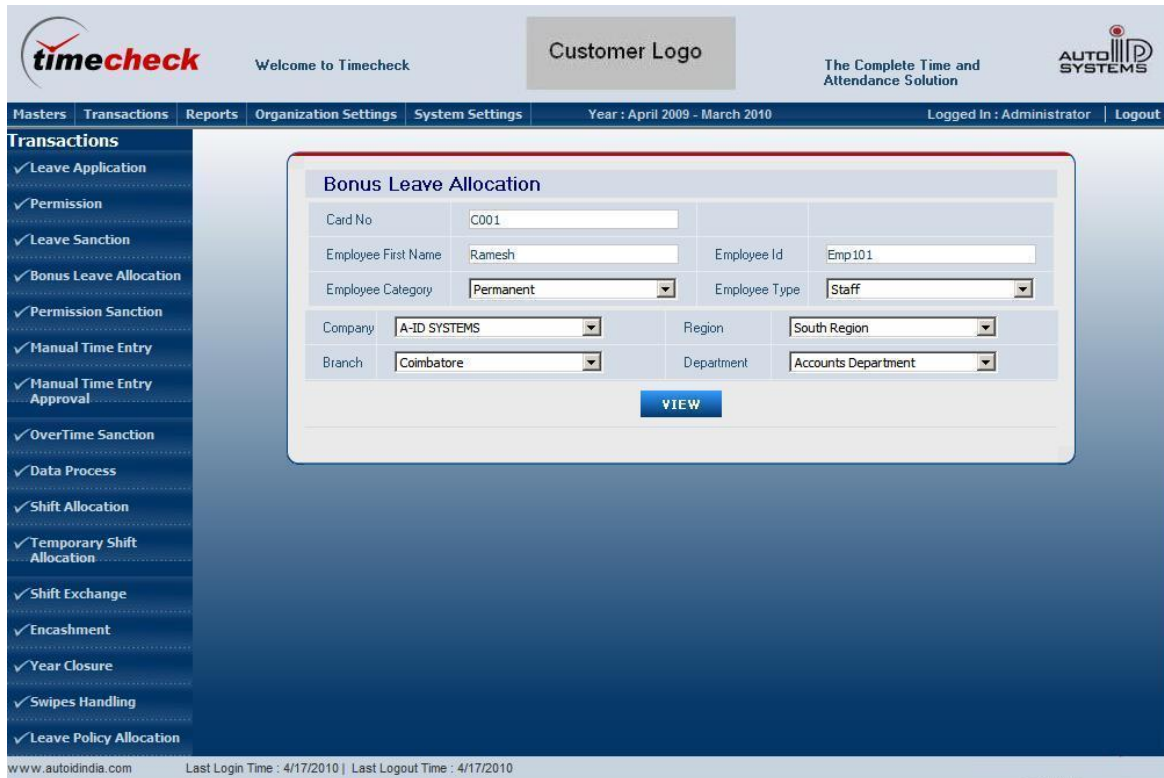
1. Permission Sanctioning Authority should enter the Remarks
2. To approve the Permission Application, select Approved Radio Button. To reject the Leave Application, select Rejected Radio Button. To send the Permission Application to the Second Level Authority, select Forwarded Radio Button.
3. Finally click Save Button to change the status (Approved/Rejected/Forwarded) of the Permission Application. On Sanctioning, Mail will be triggered for the Employee who has raised the Permission Application and the Sanctioning Authority. If Status is forwarded, then mail is triggered to the Second Level Sanctioning Authority.

### 3.5 Bonus Leave Allocation



Bonus leave Allocation module is used to allocate bonus leave for the employees. First 'N' number of leave will be treated as bonus leave, whenever the employee is on absent.

To view the following Bonus Leave Allocation Page, Select the **Transaction Main Menu** on the Top and Select **Bonus Leave Allocation Menu** on the Left Side.



timecheck Welcome to Timecheck Customer Logo The Complete Time and Attendance Solution AUTO SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Transactions

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

Bonus Leave Allocation

Card No C001

Employee First Name Ramesh Employee Id Emp101

Employee Category Permanent Employee Type Staff

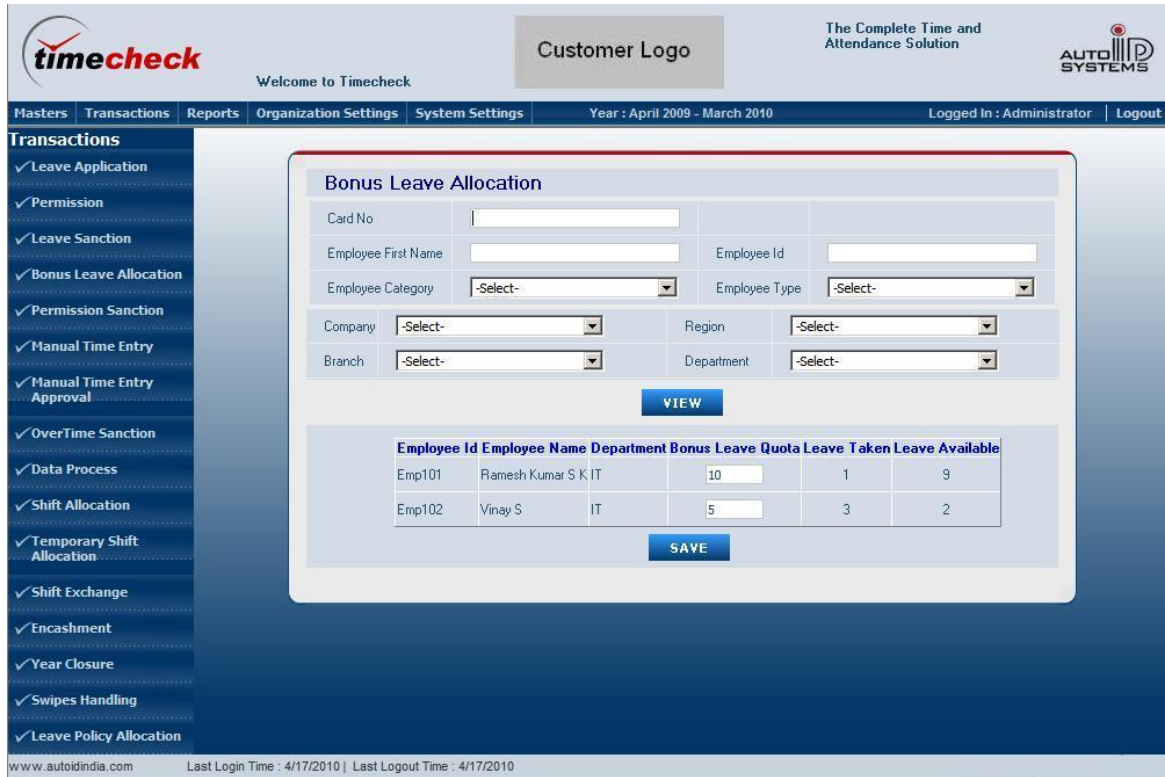
Company A-ID SYSTEMS Region South Region

Branch Coimbatore Department Accounts Department

VIEW

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

Select the required search filters like Employee First Name, Employee ID, Employee Category, Employee Type and Organization Level to allocate the number of bonus leaves applicable for the employees and click View Button to view the following screen



The screenshot shows the 'Bonus Leave Allocation' screen. It features a sidebar with various transaction options, a top navigation bar with tabs like Masters, Transactions, Reports, etc., and a main content area with search filters and a data table.

**Search Filters:**

- Card No:
- Employee First Name:
- Employee Id:
- Employee Category:
- Employee Type:
- Company:
- Region:
- Branch:
- Department:

**VIEW**

Employee Id	Employee Name	Department	Bonus Leave Quota	Leave Taken	Leave Available
Emp101	Ramesh Kumar S K	IT	10	1	9
Emp102	Vinay S	IT	5	3	2

**SAVE**

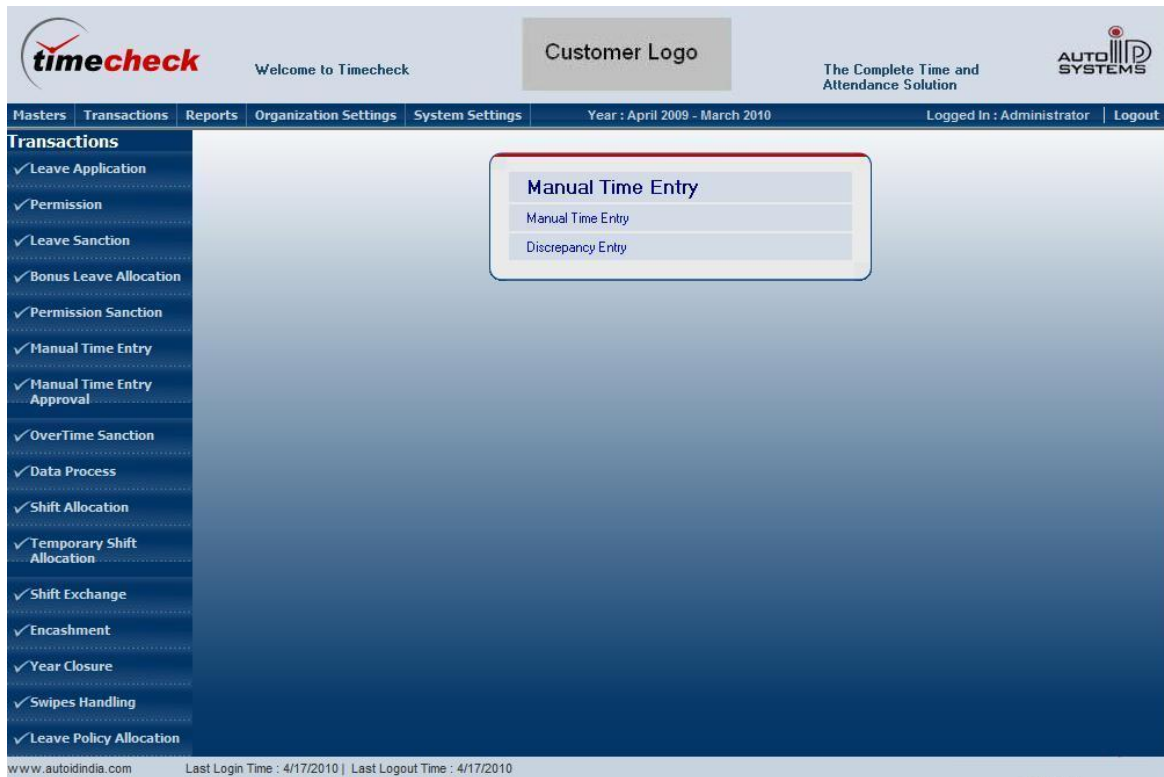
Fill the required Bonus Leave Quota in the text boxes for the selected employees and click Save Button to assign the bonus leave quota to the employees.

### 3.6 Manual Time Entry


Manual Time Entry Module allows the administrator or user having privileges to manually add the Shift In and Out Time of an Employee for a particular day. Below are the cases in which admin or user having privileges can enter shift in and shift out manually.

1. If the employee forgets to bring swipe card
2. If the employee missed to punch either In or Out.
3. Bus Late (Group Manual Entry)


To view Manual Time Entry Main Page, Select the **Transaction Main Menu** on the Top and Select **Manual Time Entry Menu** on the Left Side. The following screen appears



To view Manual Time Entry List Page, click Manual Time Entry Link.


Welcome to Timecheck

Customer Logo


The Complete Time and Attendance Solution

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Transactions**  
✓ Leave Application  
✓ Permission  
✓ Leave Sanction  
✓ Bonus Leave Allocation  
✓ Permission Sanction  
✓ Manual Time Entry  
✓ Manual Time Entry Approval  
✓ OverTime Sanction  
✓ Data Process  
✓ Shift Allocation  
✓ Temporary Shift Allocation  
✓ Shift Exchange  
✓ Encashment  
✓ Year Closure  
✓ Swipes Handling  
✓ Leave Policy Allocation

Manual Time Entry

Card No

Employee First Name

Employee ID

Date Range

From

To

SEARCH

CLEAR

Employee Name	In Date	In Time	In Punch Type	Out Date	Out Time	Out Punch Type	Reason
Ramesh Kumar S K	04/03/2010	08:00 AM	555				Not swiped well
Ramesh Kumar S K	06/03/2010	08:00 AM	555	06/03/2010	01:00PM	666	Not swiped well
Ramesh Kumar S K				07/03/2010	05:00PM	666	Not swiped well

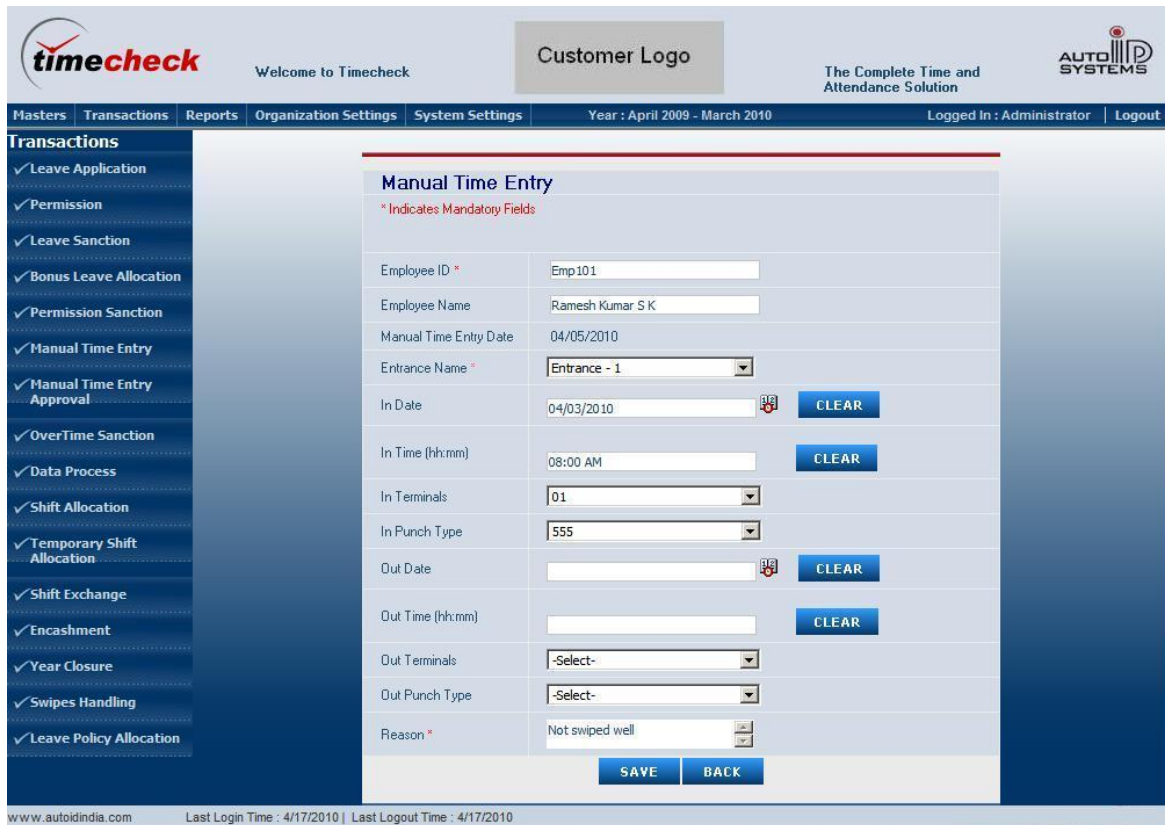
ADD

BACK

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

The above Manual Time Entry List Page contains all the defined Manual Time Entries with its Employee Name, In Date, In Time, In Punch Type, Out Date, Out Time, Out Punch Type, Reason and Status and also search filter.

**To Add Manual Time Entry**, Click the Add Button in the above Manual Time Entry List Page to view the following Manual Time Entry Add Page



The screenshot shows the 'Manual Time Entry' form within the Timecheck application. The interface includes a top navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year (April 2009 - March 2010) and user login (Administrator). A left sidebar lists various transaction types, with 'Manual Time Entry' selected. The main form area contains fields for Employee ID, Employee Name, Manual Time Entry Date, Entrance Name, In Date, In Time, In Terminals, In Punch Type, Out Date, Out Time, Out Terminals, Out Punch Type, and Reason. Each field has a corresponding 'CLEAR' button. The form is titled 'Manual Time Entry' and includes a note: '\* Indicates Mandatory Fields'.

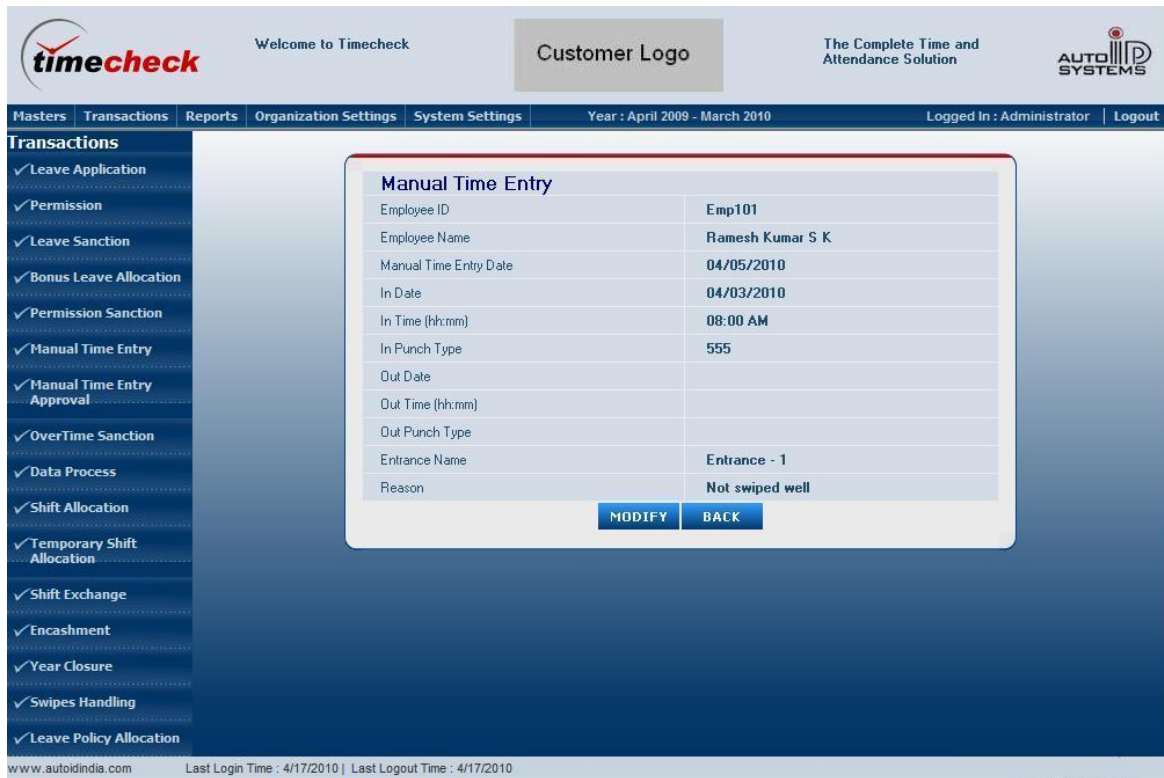
The following are the steps to add the Manual Time Entry

1. Choose either Single or Group Radio Button based on the Requirement. Select Group Radio Button for Group Manual Entry (i.e., For Bus Late) and for single manual entry, choose Single Radio Button (i.e., those who forgot the swipe card and for odd punch).
2. If Single Radio Button is selected, then
  - a. Fill the Employee ID in the Text Box. On filling the Employee ID, automatically Employee Name will be filled in the Employee Name Text Box.
  - b. Manual Time Entry Date will be filled with Current Date Automatically
  - c. Select the Entrance Name from the Dropdown List
  - d. Select the In Date from the Calendar and Select In Time from the Date/Time Picker and Select In Punch Type from the Drop Down List if needed

- 
- e. Select the Out Date from the Calendar and Select Out Time from the Date/Time Picker and Select Out Punch Type from the Drop Down List if needed
  - f. Fill the Reason for the Manual Entry
  - g. Finally Click Save Button to save the Manual Time Entry Details.
- 
3. If Group Radio Button is selected, then
    - a. Select the Entrance Name from the Dropdown List
    - b. Select In Date and In Time from the Date/Time Picker and Select In Punch Type from the Drop Down List if needed.
    - c. Select Out Date and Out Time from the Date/Time Picker and Select Out Punch Type from the Drop Down List if needed.
    - d. Fill the Reason for the Manual Time Entry.
    - e. Select the Route Name in which the Bus came Late and Click the View Button to view the Employees who are present and came by bus in the selected Route.
    - f. Click Ok Button and Click Save Button to save the Group Manual Entry Details.

**To View particular Manual Time Entry**, Click the Particular Link in the Employee Name Column in the Manual Time Entry List Page to view the following Manual Time Entry View Page





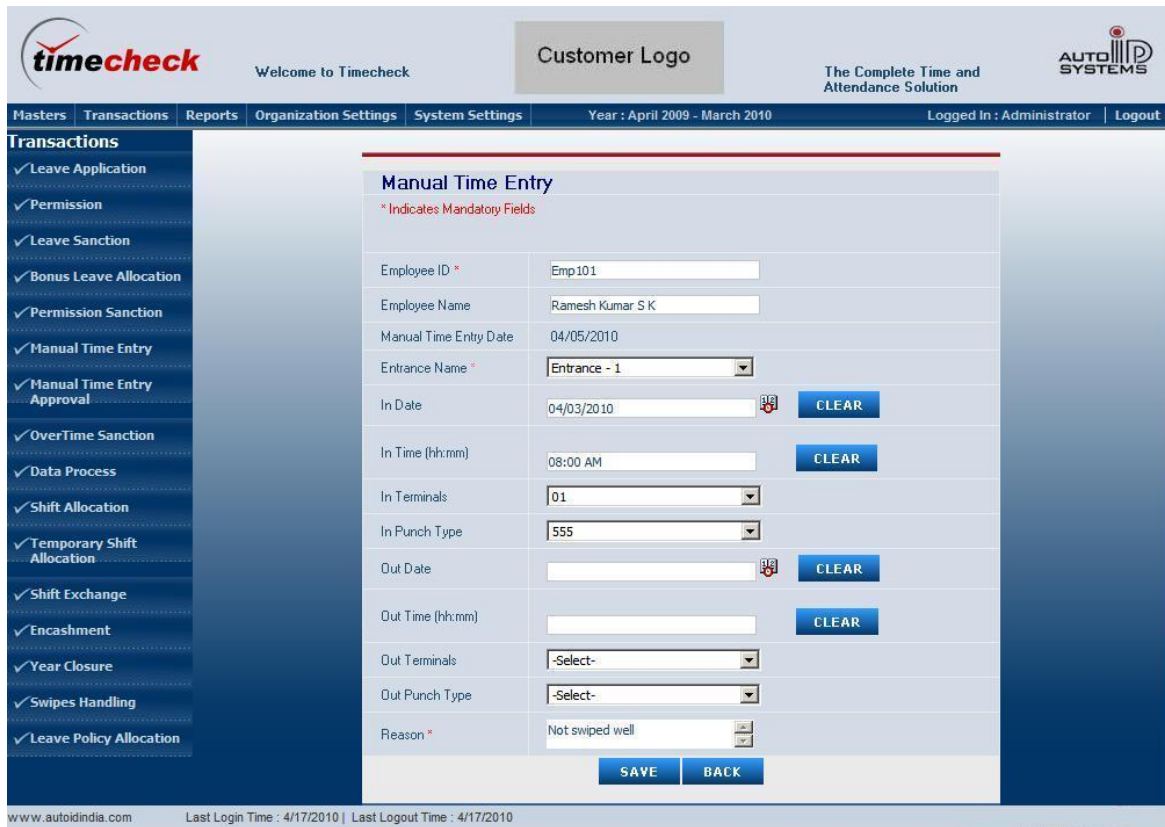
The screenshot shows the 'Manual Time Entry' form within the Timecheck application. The interface includes a top navigation bar with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the tagline 'The Complete Time and Attendance Solution'. Below this is a menu bar with options like 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. A sidebar on the left lists various transaction types, with 'Manual Time Entry' selected. The main content area displays the 'Manual Time Entry' form with the following details:

Employee ID	Emp101
Employee Name	Ramesh Kumar S K
Manual Time Entry Date	04/05/2010
In Date	04/03/2010
In Time (hh:mm)	08:00 AM
In Punch Type	555
Out Date	
Out Time (hh:mm)	
Out Punch Type	
Entrance Name	Entrance - 1
Reason	Not swiped well

At the bottom of the form are two buttons: 'MODIFY' and 'BACK'. The footer of the application shows the website 'www.autoidindia.com' and login/logout timestamps for 4/17/2010.

When the Employee Name Link is clicked in the Manual Time Entry List Page, then the appropriate selected Manual Time Entry Details will be displayed in the Manual Time Entry View Page as shown below

**To Modify Manual Time Entry Details,** Click the Modify Button in the Manual Time Entry View Page to view the following Manual Time Entry Modify Page



The screenshot shows the 'Manual Time Entry' form within the Timecheck application. The interface includes a top navigation bar with 'timecheck' logo, 'Welcome to Timecheck', 'Customer Logo', and 'The Complete Time and Attendance Solution'. Below this is a menu bar with 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. The left sidebar lists various transaction types, with 'Manual Time Entry' selected. The main form area contains the following fields:

- Employee ID \***: Emp101
- Employee Name**: Ramesh Kumar S K
- Manual Time Entry Date**: 04/05/2010
- Entrance Name \***: Entrance - 1
- In Date**: 04/03/2010 (with a 'CLEAR' button)
- In Time (hh:mm)**: 08:00 AM (with a 'CLEAR' button)
- In Terminals**: 01
- In Punch Type**: 555
- Out Date**: (with a 'CLEAR' button)
- Out Time (hh:mm)**: (with a 'CLEAR' button)
- Out Terminals**: -Select-
- Out Punch Type**: -Select-
- Reason \***: Not swiped well

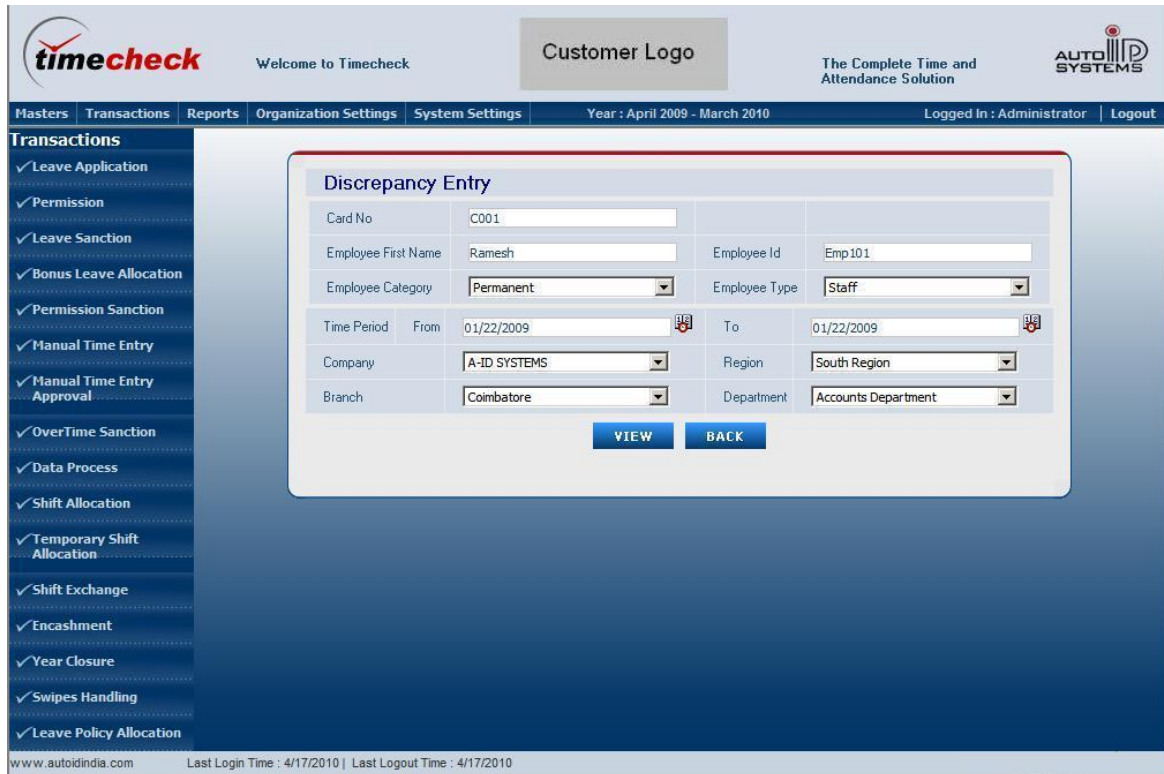
At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the page displays 'www.autoidindia.com', 'Last Login Time : 4/17/2010', and 'Last Logout Time : 4/17/2010'.

In the above Manual Time Entry Modify Page, change the Manual Time Entry (if required) and Click Save Button to reflect the changes in the particular Manual Entry for the Employee.

### 3.6.1 Discrepancy Management


Discrepancy Entry Module allows the administrator or user having privileges to view the discrepancy entries for employees and close the discrepancy entries which have been occurred due to employees failing to punch.

To view the Discrepancy Entry Page, click Discrepancy Entry Link in the Manual Time Entry Main Page.



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a Customer Logo placeholder, the tagline 'The Complete Time and Attendance Solution', and the AUTOD SYSTEMS logo. The main navigation menu on the left lists various transactions, with 'Manual Time Entry' highlighted. The central area displays the 'Discrepancy Entry' form, which includes fields for Card No, Employee First Name, Employee Id, Employee Category, Employee Type, Time Period (From/To), Company, Region, Branch, and Department. The form is populated with example data: Card No C001, Employee First Name Ramesh, Employee Id Emp101, Employee Category Permanent, Employee Type Staff, Time Period From 01/22/2009 To 01/22/2009, Company A-ID SYSTEMS, Region South Region, Branch Coimbatore, and Department Accounts Department. Below the form are 'VIEW' and 'BACK' buttons. The footer shows the website URL, last login/logout times, and the page number.


Enter the Searching filter and the employee who has discrepancy entry will be displayed in the grid with Employee Name and Date.



Welcome to Timecheck

Customer Logo

The Complete Time and Attendance Solution



Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Transactions

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

Discrepancy Entry

Card No

C001

Employee First Name

Ramesh

Employee Id

Emp101

Employee Category

Permanent

Employee Type

Staff

Time Period

From

01/22/2009

To

01/22/2009

Company

A-ID SYSTEMS

Region

South Region

Branch

Coimbatore

Department

Accounts Department

VIEW

BACK

Employee Id	Employee Name	Discrepancy Date
Emp101	Ramesh Kumar S K	01/05/2009
Emp102	Vinay S	01/20/2009
Emp103	Shaji Mohammed	03/19/2009
Emp104	John Peter	04/11/2009
Emp105	Leena Gour	05/20/2009

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

By clicking on the Discrepancy Date Column link, the below screen will appear which shows the discrepancies.

Fill out the discrepancy entries and click save button to store the details.

Welcome to Timecheck

timecheck

Customer Logo

AUTO ID SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Transactions

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary S Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handl
- ✓ Leave Policy

Discrepancy Entry

Card No: C001

Employee First Name: Ramesh Employee Id: Emp101

Employee Category: Permanent Employee Type: Staff

Time Period From: 01/22/2009 To: 01/22/2009

Company: A-ID SYSTEMS Region: South Region

Branch: Coimbatore Department: Accounts Department

VIEW BACK

Employee Id	Employee Name	Discrepancy Date
Emp101	Ramesh Kumar S K	01/05/2009

Timecheck - Windows Internet Explorer

Discrepancy Entry

Employee Id	Employee Name	Shift Date	In Date	In Time	Out Date	Out Time	Reason
Emp101	Ramesh Kumar S K	01/05/2009	01/05/2009	04:48:34 PM			

SAVE

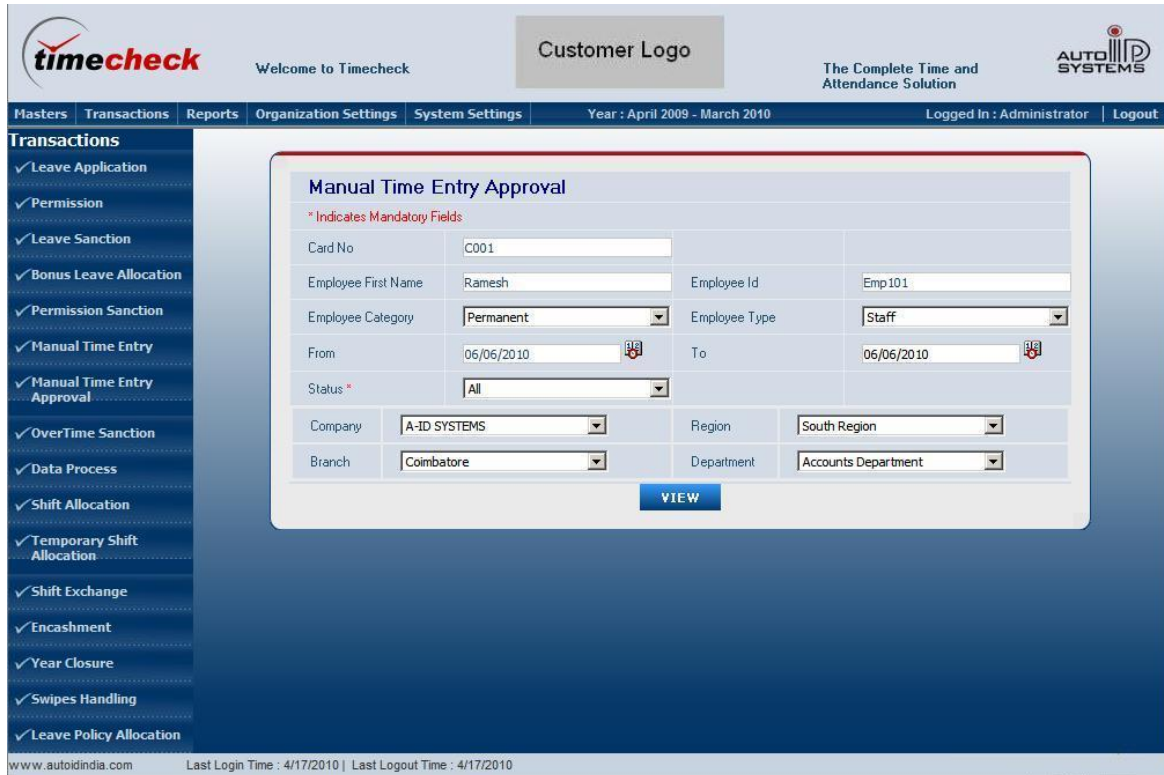
Once the discrepancy entry is saved, then it should be approved in Manual Entry Approval Page for the data processing.

### 3.7 Manual Time Entry Approval

Manual Time Entry Approval Module allows the administrator or user having privileges or Reporting To or Leave Sanctioning Authority to approve the manual time entries. The administrator can view manual time entries of all employees and Reporting To or Leave Sanctioning Authority can only view the manual time entries for those employees assigned under him/her. Manual Time Entries will only be processed when the entries are approved.

To view the Manual Time Entry Approval Page, Select the **Transaction Main Menu** on the Top and Select **Manual Time Entry Approval Menu** on the Left Side to view the following manual time entry search page for approval.





The screenshot shows the 'Manual Time Entry Approval' form within the Timecheck web application. The interface includes a top navigation bar with 'timecheck' and 'Customer Logo' placeholders, and a menu bar with options like Masters, Transactions, Reports, and Organization Settings. A sidebar on the left lists various transaction types, with 'Manual Time Entry Approval' selected. The main form area contains several input fields for filtering and viewing data:

- Card No:** C001
- Employee First Name:** Ramesh
- Employee Id:** Emp101
- Employee Category:** Permanent
- Employee Type:** Staff
- From:** 06/06/2010
- To:** 06/06/2010
- Status:** All
- Company:** A-ID SYSTEMS
- Region:** South Region
- Branch:** Coimbatore
- Department:** Accounts Department

A 'VIEW' button is located at the bottom right of the form. The footer of the application shows the website 'www.autoidindia.com' and login/logout timestamps.

Search the manual time entries for approval by selecting the filters like Employee First Name, Employee ID, Employee Category, Employee Type, Date Period - From and To, Status whether All are Approved/Forwarded/Pending or Rejected and Organizational Levels which is shown in the above screen shot.

Select the appropriate filters and Click **View** Button to view the manual time entries which is shown in the below screen shot.

TimeCheck - Windows Internet Explorer

### Manual Time Entry Approval

<input type="checkbox"/>	Employee Id	Employee Name	Manual Time Entry Date	Manual In Entry	Manual Out Entry	Reason	Status
<input type="checkbox"/>	emp011	Jim Carry	05/21/2009	05/12/2009 10:00am	05/12/2009 07:00pm	Forgot to Punch	Approved
<input checked="" type="checkbox"/>	emp011	Jim Carry	05/21/2009		05/13/2009 04:00pm	Forgot to Punch	Approved
<input type="checkbox"/>	emp011	Jim Carry	05/21/2009		05/14/2009 04:33:37 PM	Forgot to Punch	Approved

Remarks:


Select the check boxes for those employees for whom the manual time entry should be Approved/Forwarded/Rejected by filling the common remarks and click the appropriate Approved/Forwarded/Rejected Button to Approve/Forward/Reject the manual time entries.

The status of the manual time entries can be changed only when manual entries are not processed. Only approved manual time entries are taken into consideration and processed.

### 3.8 Overtime Sanction


In the Overtime Sanction module, the Approval Authority can approve, reject or forward the overtime hours of the employee. Click Transaction in the main menu and click over time sanction in the left menu. The below screen will be opened.




Welcome to Timecheck

Customer Logo

The Complete Time and Attendance Solution



Masters | Transactions | Reports | Organization Settings | System Settings | Year : April 2009 - March 2010 | Logged In : Administrator | Logout

**Transactions**

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

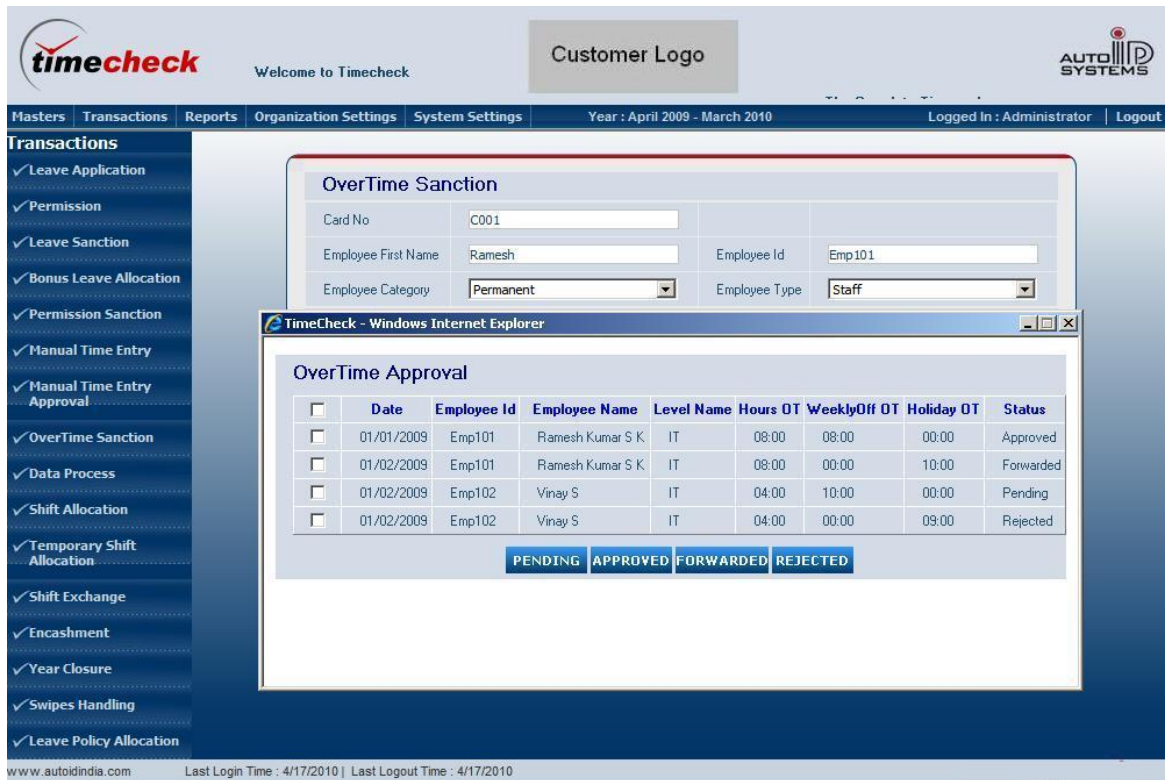
OverTime Sanction

Card No	C001		
Employee First Name	Ramesh	Employee Id	Emp101
Employee Category	Permanent	Employee Type	Staff
Time Period	From: 06/06/2010	To: 06/06/2010	
Company	A-ID SYSTEMS	Region	South Region
Branch	Coimbatore	Department	Accounts Department
Status	All		

VIEW

www.autoidindia.com | Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

In the above screen search filter will be there. The overtime can be searched by pending, approved, rejected. Based on the search criteria the result will be displayed in the popup. There the Authorized person can approve or reject or forward the over time of the employee.



The screenshot displays the TimeCheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a Customer Logo. The left sidebar lists various transaction types, including Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, Manual Time Entry Approval, Overtime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation. The main content area shows the 'Overtime Sanction' form with fields for Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), and Employee Type (Staff). Below this is the 'Overtime Approval' table, which lists approval records for various employees and dates. The table includes columns for Date, Employee Id, Employee Name, Level Name, Hours OT, WeeklyOff OT, Holiday OT, and Status. The status column shows 'Approved', 'Forwarded', 'Pending', and 'Rejected'.

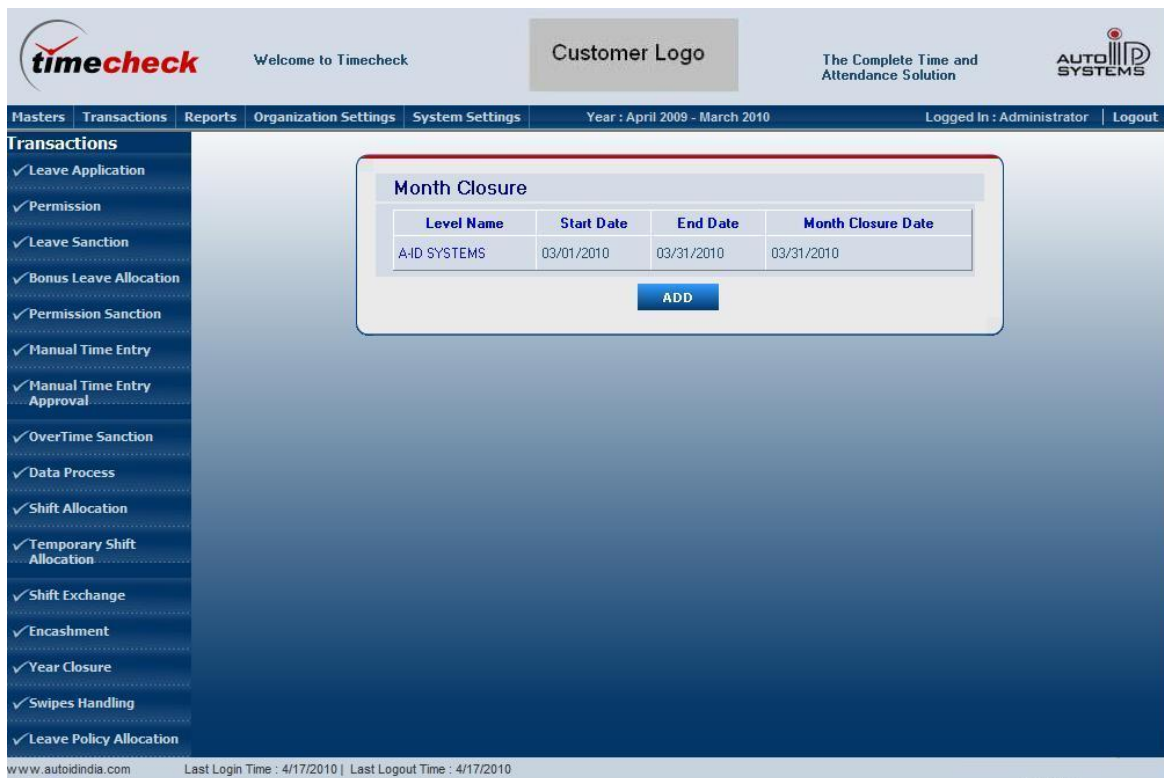
	Date	Employee Id	Employee Name	Level Name	Hours OT	WeeklyOff OT	Holiday OT	Status
<input type="checkbox"/>	01/01/2009	Emp101	Ramesh Kumar S K	IT	08:00	08:00	00:00	Approved
<input type="checkbox"/>	01/02/2009	Emp101	Ramesh Kumar S K	IT	08:00	00:00	10:00	Forwarded
<input type="checkbox"/>	01/02/2009	Emp102	Vinay S	IT	04:00	10:00	00:00	Pending
<input type="checkbox"/>	01/02/2009	Emp102	Vinay S	IT	04:00	00:00	09:00	Rejected

Below the table are buttons for PENDING, APPROVED, FORWARDED, and REJECTED.

## 3.9 Data Process

Data Process Module allows the administrator or user having privileges to process the data which is required for Payroll for a particular duration and to lock the data.

To view the Data Process List Page, Select the **Transaction Main Menu** on the Top and Select **Data Process Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, the tagline 'The Complete Time and Attendance Solution', and the AUTOSYSTEMS logo. Below this is a secondary navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The main content area displays the 'Month Closure' page, which features a table with the following data:

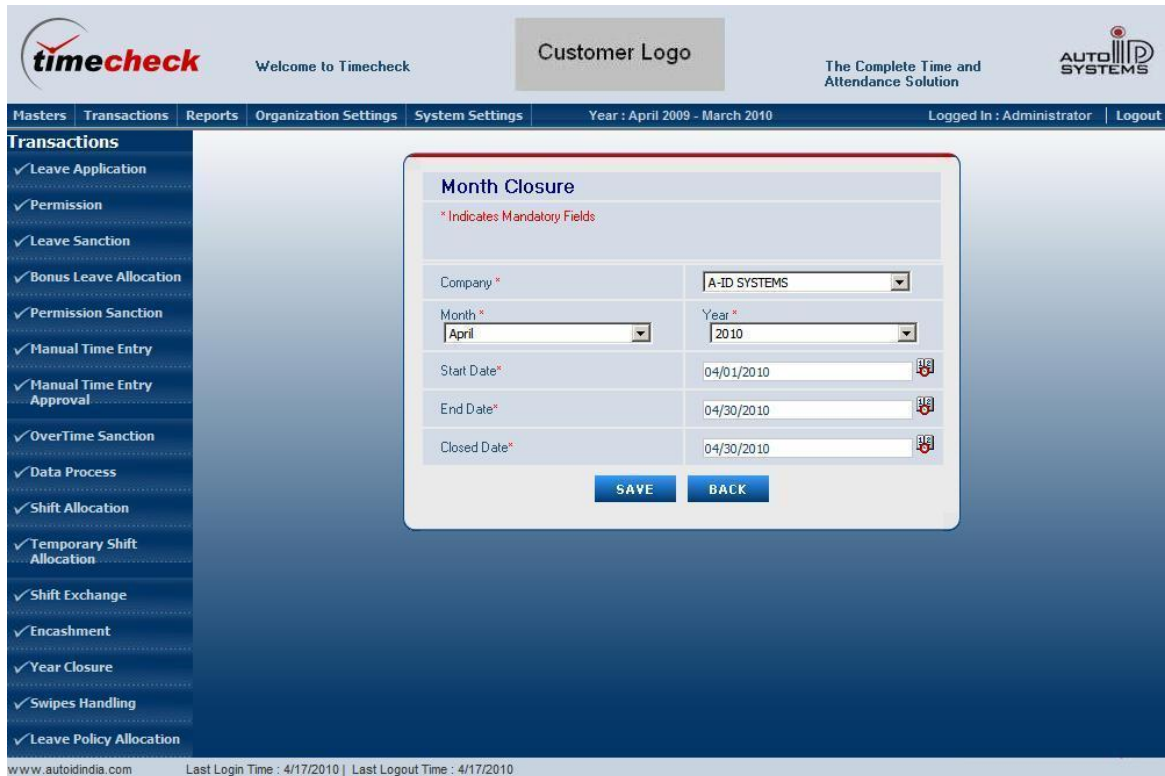
Level Name	Start Date	End Date	Month Closure Date
A+D SYSTEMS	03/01/2010	03/31/2010	03/31/2010

Below the table is an 'ADD' button. The left sidebar contains a list of transaction types, including Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, Manual Time Entry Approval, OverTime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation. The footer of the application shows the website URL 'www.autoidindia.com' and the last login/logout times for the user.

The above Data Process List Page contains all Payroll Process Details with its Level Name, Start Date, End Date and Month Closure Date.

To process the data for Payroll and lock data for a particular period, the following are the steps

1. Click Add in the Data Process List Page to view the following Data Process Add Page



The screenshot displays the Timecheck web application interface. At the top, there is a header bar with the Timecheck logo, a "Welcome to Timecheck" message, a "Customer Logo" placeholder, and the text "The Complete Time and Attendance Solution" next to the AUTO ID SYSTEMS logo. Below the header is a navigation menu with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar lists various transaction types with checkmarks, including Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, Manual Time Entry Approval, OverTime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation. The main content area shows a "Month Closure" form with the following fields: Company (A-ID SYSTEMS), Month (April), Year (2010), Start Date (04/01/2010), End Date (04/30/2010), and Closed Date (04/30/2010). Each date field has a calendar icon. A red asterisk indicates mandatory fields. At the bottom of the form are "SAVE" and "BACK" buttons. The footer of the application shows the website URL www.autoidindia.com and the last login/logout times: 4/17/2010.

2. Select the Organization Level from the Dropdown Lists
3. Select Start Date and End Date from the Calendar.
4. Select Closed Date on which the transaction is closed.
5. Click Save Button to save the data process Details. Otherwise Click Back Button to navigate to the Month Closure Listing Page.
6. Click the Level Name in the data process List Page to view the following data process View Page.



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, "Welcome to Timecheck", a "Customer Logo" placeholder, the tagline "The Complete Time and Attendance Solution", and the "AUTO SYSTEMS" logo. Below this is a secondary navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar lists various transaction types under the "Transactions" header, including Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, Manual Time Entry Approval, OverTime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation. The main content area displays the "Month Closure" form for "A-ID SYSTEMS". The form includes fields for Month (March), Year (2010), Start Date (03/01/2010), End Date (03/31/2010), and Closed Date (03/31/2010). Below the form are several buttons: PROCESS, LEVELWISE RE-PROCESS, INDIVIDUAL RE-PROCESS, PREVIEW, VIEW, DELETE, and BACK. The footer of the application shows the website URL www.autoidindia.com and the last login/logout times for the user.

7. Click the **Preview Button** to view the details temporarily before doing the month closure by clicking the Process Button. By viewing the Attendance Details, Work Hours, Late Hours, etc., the user can verify the details and can make necessary entries like leave or permission or manual time entry and process these entries. By verifying the details, the user can finally close the month so that these details can be used as an input for payroll generation.

The following screen appears when clicking the Preview Button


Welcome to Timecheck

Customer Logo

The Complete Time and Attendance Solution



Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Transactions

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

Month Closure

Level NameA-ID SYSTEMS  
MonthMarchYear2010  
Start Date03/01/2010  
End Date03/31/2010  
Closed Date03/31/2010

PROCESSLEVELWISE RE-PROCESSINDIVIDUAL RE-PROCESSPREVIEWVIEWDELETEBACK

Employee Id	Employee Name	Hours Worked	Normal OT	Weekly Off OT	Holidays / Weekly Off	Late In Hours	Early Out Hours	Leave Days	Absent Days	Present Days	Holidays/Weekly Off	LOP Days
Emp101	Ramesh Kumar S K	265.06	02:00	10:00	10:00	01:45	00:15	0.5	4.0	22.0	4.0	0.5

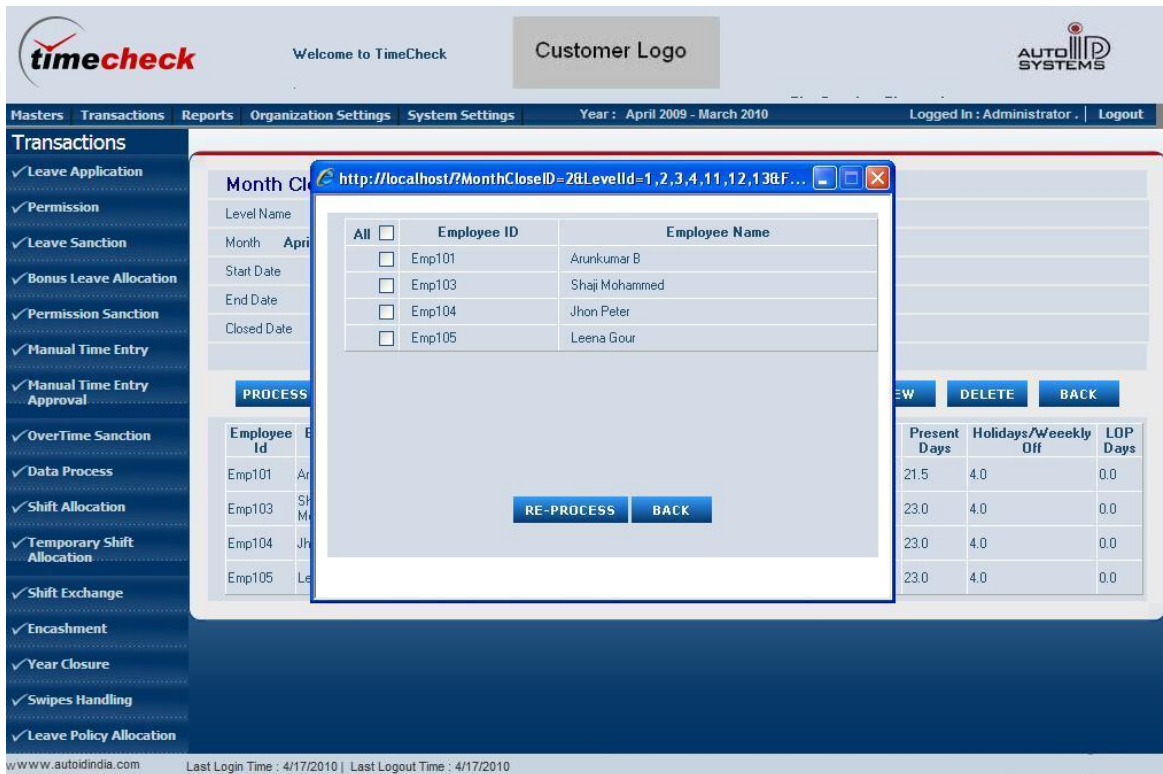
www.autoidindia.comLast Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

Click **View Button** to view the details like Employee ID, Employee Name, Hours Worked, Normal OT, Weekly Off OT, Holiday OT, Late In Hours, Early Out Hours, Present Days, Leave Days, Holidays, Absent Days and LOP Days. These details can also be filtered by Employee ID and Employee Name.

- Click the **Process Button** in the data Process View Page to Process the Data which is required for Payroll and to lock the data so that data cannot be modified after giving Data Process.
- Click the **Level wise Re-Process Button** to re-process the processed data again if there are changes. Re-Process can be only done by those who fall under Super-Admin Group.
- Click **View Button** to view the Month Closure data Process Details after clicking the process button.



11. Click the **Individual Re-Process Button** to re-process the processed data for a single employee or a selected group of employees. On clicking the Individual Re-Process Button, the following popup window appears



12. Select the employees by selecting the appropriate check boxes and click Re-Process Button to re-process the processed data for selected group of employees.
13. Click **Delete Button** to delete the processed or un-processed month closure details.
14. Click **Back Button** to navigate to the Month Closure Listing Page.

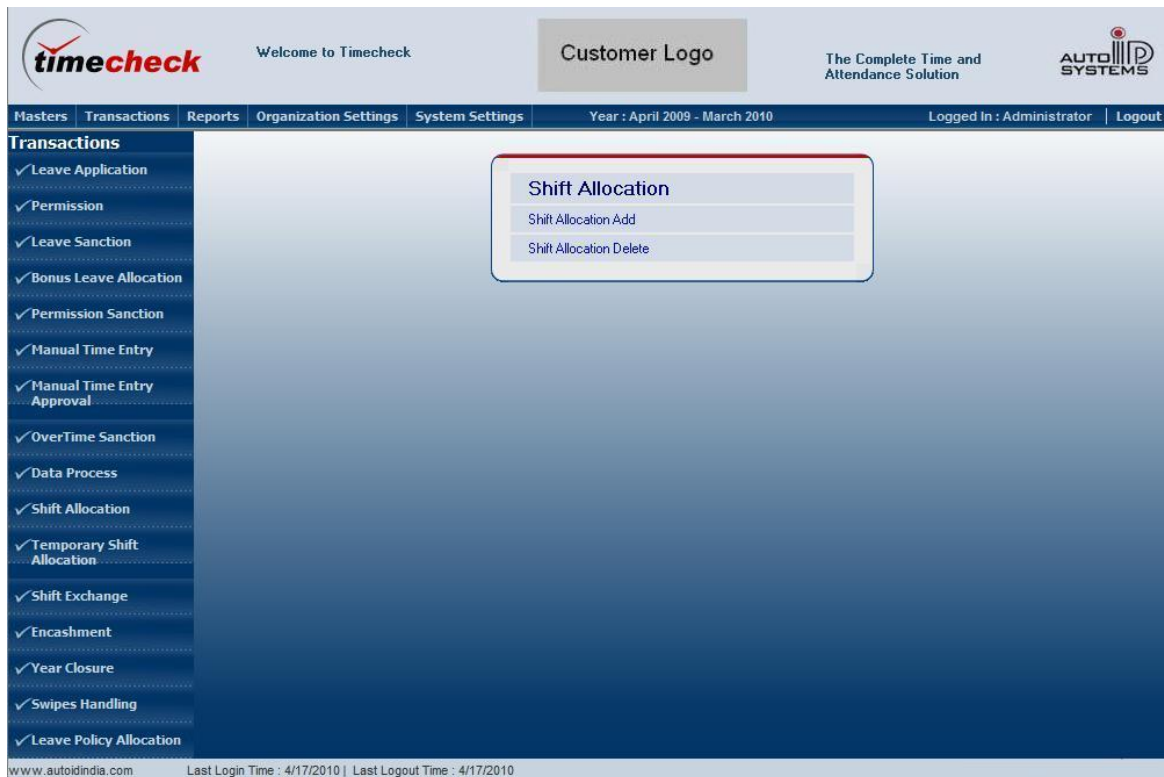
### 3.10 Shift Allocation

The Shift Allocation Module allows the administrator or user having privileges to allocate the created shift pattern / shift roster to different levels of employees. Each user would be allocated different shift patterns as each one's schedule differs from the other. This shift pattern / shift roster



would be permanently allocated to the Employee Group / Individual for the specific time period or weekly or monthly based on the organizational hierarchy.

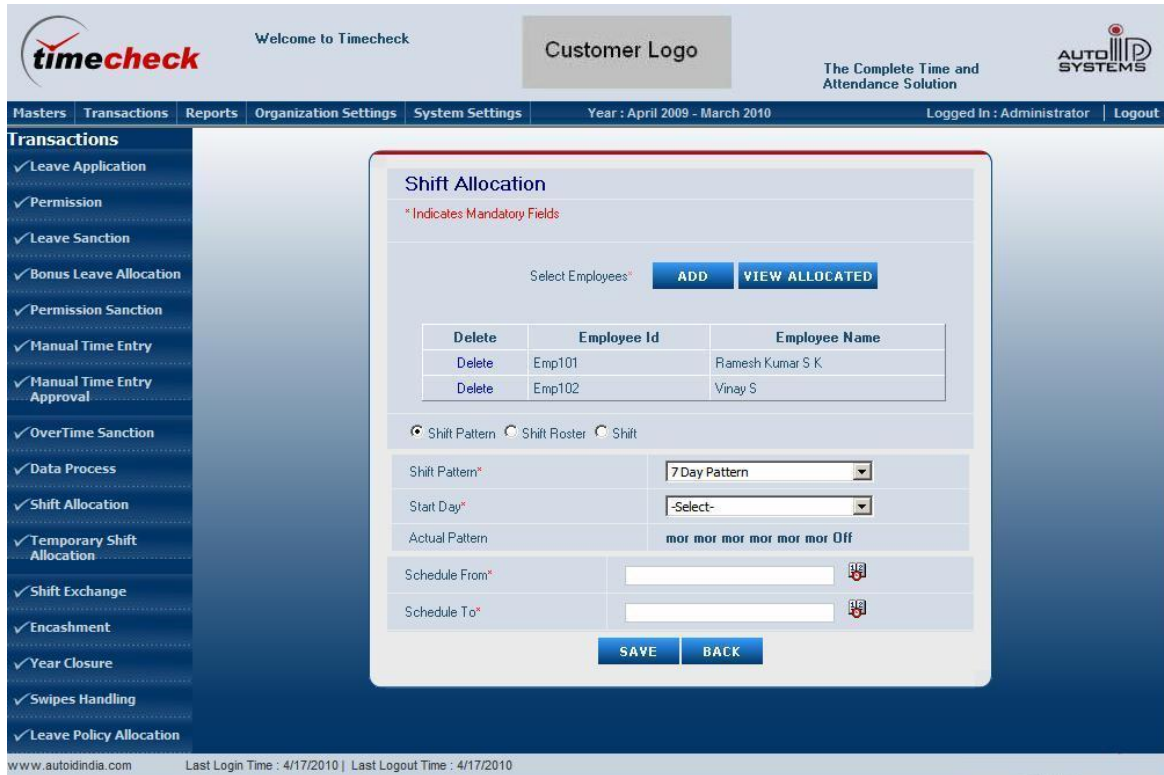
To view the Shift Allocation Main Page, Select the **Transaction Main Menu** on the top and select **Shift Allocation Menu** on the Left Side.



Click **Shift Allocation Delete Link** to delete the shifts for a selected group of employees and selected date range.

Click **Shift Allocation Add Link** in the above Shift Allocation Main Page to allocate shift pattern / shift roster for an employee. On clicking, following Shift Allocation page will appear

Click **View Allocated Button** to view the employees based on the selection criteria to check whether the employee has been allocated shift or not.




The screenshot shows the 'Shift Allocation' window within the Timecheck application. The interface includes a sidebar with various menu items, a top navigation bar with 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. The 'Shift Allocation' window has a title bar and a main content area. It features a 'Select Employees\*' section with 'ADD' and 'VIEW ALLOCATED' buttons. Below this is a table with columns 'Delete', 'Employee Id', and 'Employee Name'. The table contains two rows: one for 'Emp101' (Ramesh Kumar S K) and one for 'Emp102' (Vinay S). Below the table are radio buttons for 'Shift Pattern', 'Shift Roster', and 'Shift'. The 'Shift Pattern' section includes a dropdown for 'Shift Pattern\*' (set to '7 Day Pattern'), a dropdown for 'Start Day\*' (set to '-Select-'), and a text field for 'Actual Pattern' (set to 'mor mor mor mor mor mor Off'). There are also input fields for 'Schedule From\*' and 'Schedule To\*', each with a calendar icon. At the bottom are 'SAVE' and 'BACK' buttons.

Click **Back Button** to navigate to the Shift Allocation Main Page

The following are the steps to assign the shifts permanently to the employees:


1. Click Add Button in the above page to select the group of Employees for those shifts that have to be allocated permanently. On Clicking the Add Button, the following Popup page is shown



Welcome to Timecheck

Customer Logo

The Complete Time and Attendance Solution



Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

**Transactions**  
✓ Leave Application  
✓ Permission  
✓ Leave Sanction  
✓ Bonus Leave Allocation  
✓ Permission Sanction  
✓ Manual Time Entry  
✓ Manual Time Entry Approval  
✓ OverTime Sanction  
✓ Data Process  
✓ Shift Allocation  
✓ Temporary Shift Allocation  
✓ Shift Exchange  
✓ Encashment  
✓ Year Closure  
✓ Swipes Handling  
✓ Leave Policy Allocation

Shift Allocation

\* Indicates Mandatory Fields

Select Employees\* **ADD** **VIEW ALLOCATED**

TimeCheck - Windows Internet Explorer

Company  Region   
Branch  Department   
Employee ID :   
**GO**

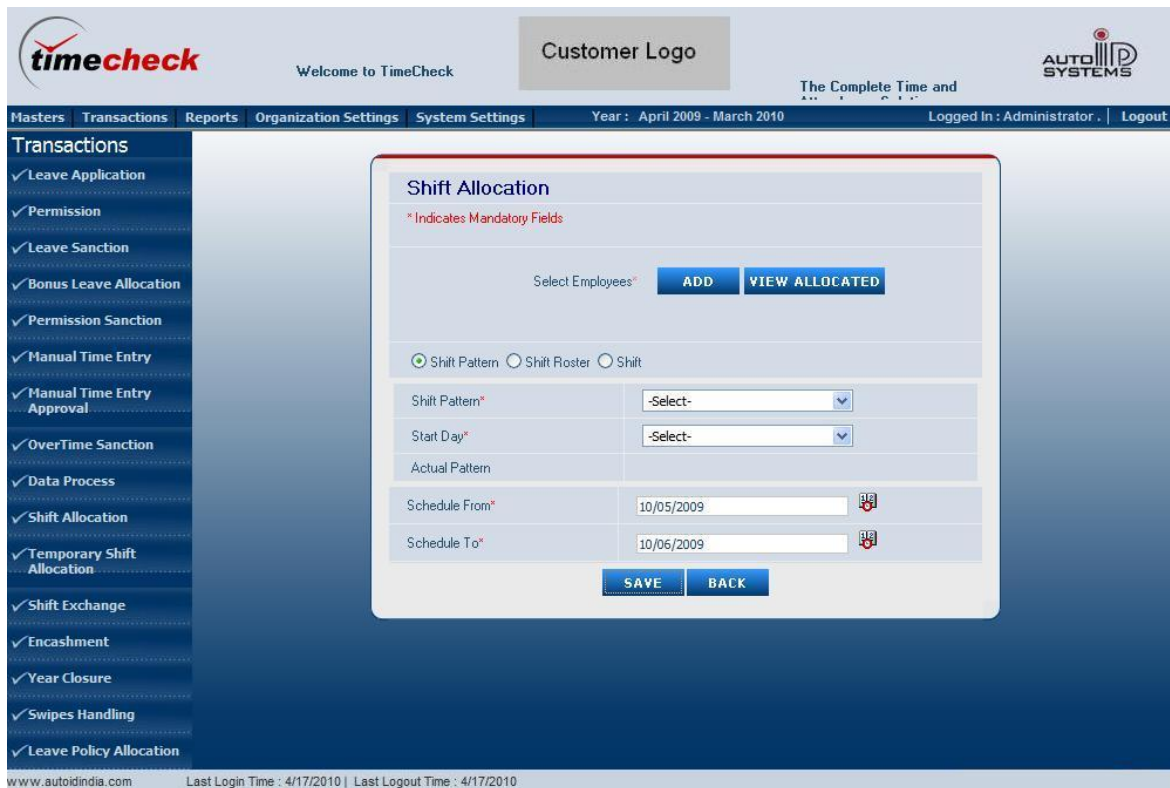
	Employee Id	Employee Name
<input type="checkbox"/>	Emp101	Ramesh Kumar S K
<input type="checkbox"/>	Emp102	Vinay S

**OK**

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India | USA | UK | Canada | Europe | UAE | South Africa | Singapore | Hong Kong  
[www.angleritech.com](http://www.angleritech.com)

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2. In the above page, select the Organization Levels from the Dropdown Lists , enter Employee ID and Click Go Button. On Clicking Go Button, the Employees belonging to the selected Organization Level will appear in Employee List as shown in the below page
3. Select the Employee for those permanent shifts has to be allocated by ticking the Check Boxes on the left side and Click Ok Button. On Clicking the Ok Button, the selected employee will appear in the following page



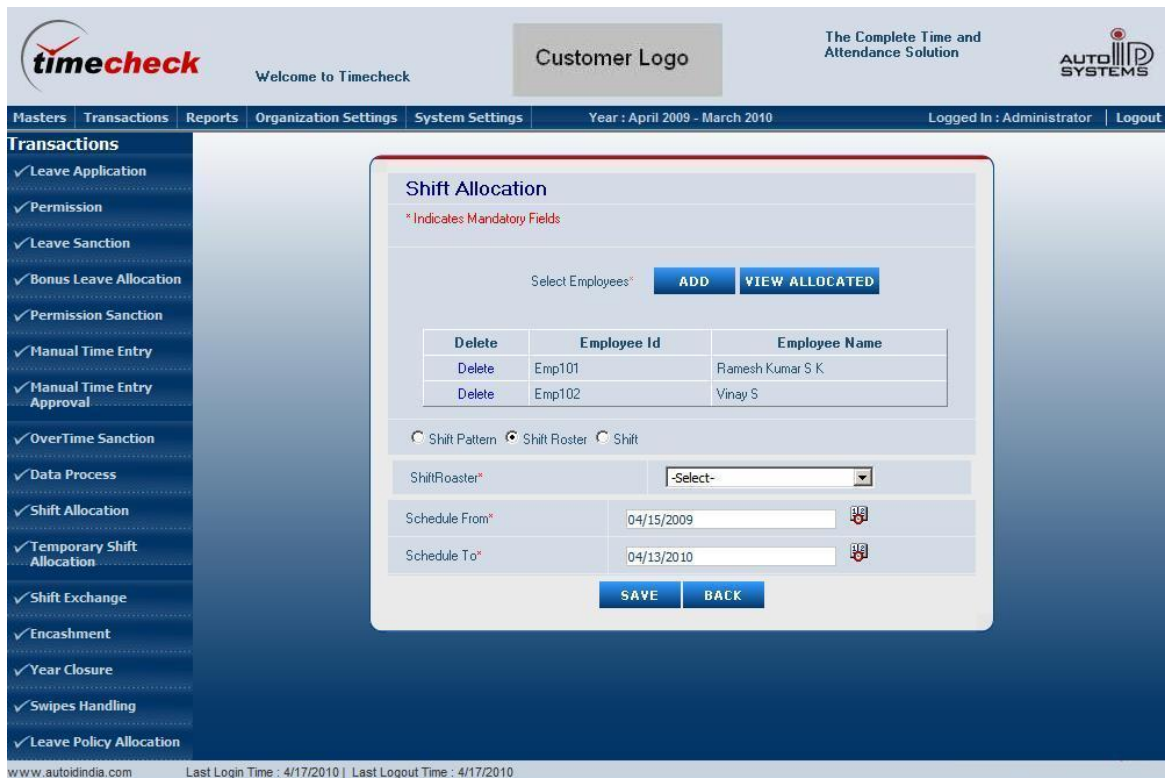
The screenshot displays the TimeCheck web application interface. The top navigation bar includes the 'timecheck' logo, 'Welcome to TimeCheck', a 'Customer Logo' placeholder, and the 'AUTO INDIA SYSTEMS' logo. Below this is a menu bar with 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Transactions' menu is expanded on the left, listing various options like 'Leave Application', 'Permission', 'Leave Sanction', 'Bonus Leave Allocation', 'Permission Sanction', 'Manual Time Entry', 'Manual Time Entry Approval', 'OverTime Sanction', 'Data Process', 'Shift Allocation', 'Temporary Shift Allocation', 'Shift Exchange', 'Encashment', 'Year Closure', 'Swipes Handling', and 'Leave Policy Allocation'. The 'Shift Allocation' option is selected. The main content area shows the 'Shift Allocation' form with a title bar and a subtitle '\* Indicates Mandatory Fields'. The form includes a 'Select Employees\*' field with 'ADD' and 'VIEW ALLOCATED' buttons. Below this are radio buttons for 'Shift Pattern', 'Shift Roster', and 'Shift'. The 'Shift Pattern' radio button is selected. The form has several input fields: 'Shift Pattern\*' (dropdown), 'Start Day\*' (dropdown), 'Actual Paltern' (text), 'Schedule From\*' (date field with a calendar icon, showing 10/05/2009), and 'Schedule To\*' (date field with a calendar icon, showing 10/06/2009). At the bottom of the form are 'SAVE' and 'BACK' buttons. The footer of the application shows 'www.autoidindia.com' and 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

4. Select the either Shift Pattern or Shift Roster option based on the requirement.

## If Shift Pattern Option is selected

5. Select the Shift Pattern Name from the Dropdown List. On Selecting the Shift Pattern Name, automatically the shift pattern will be shown in the Actual Pattern Label below.
6. Select the Start Day from the Dropdown List.
7. Select the Duration Schedule From and Schedule To from the Calendar on the Right Side for which the permanent Shift have to be allotted.
8. Finally Click the Save Button to assign selected shift pattern for the selected Employees.

## If Shift Roster Option is selected



The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the text "The Complete Time and Attendance Solution" and "AUTO INDIA SYSTEMS". The main navigation menu on the left lists various transactions, with "Shift Allocation" highlighted. The central form is titled "Shift Allocation" and includes a note "\* Indicates Mandatory Fields". It features a "Select Employees\*" section with "ADD" and "VIEW ALLOCATED" buttons. Below this is a table with columns "Delete", "Employee Id", and "Employee Name", containing two rows: "Delete", "Emp101", "Ramesh Kumar S K" and "Delete", "Emp102", "Vinay S". The form also has radio buttons for "Shift Pattern", "Shift Roster" (selected), and "Shift". A "ShiftRoster\*" dropdown menu is set to "-Select-". There are input fields for "Schedule From\*" (04/15/2009) and "Schedule To\*" (04/13/2010), both with calendar icons. At the bottom are "SAVE" and "BACK" buttons. The footer shows the website URL, last login/logout times, and page information.

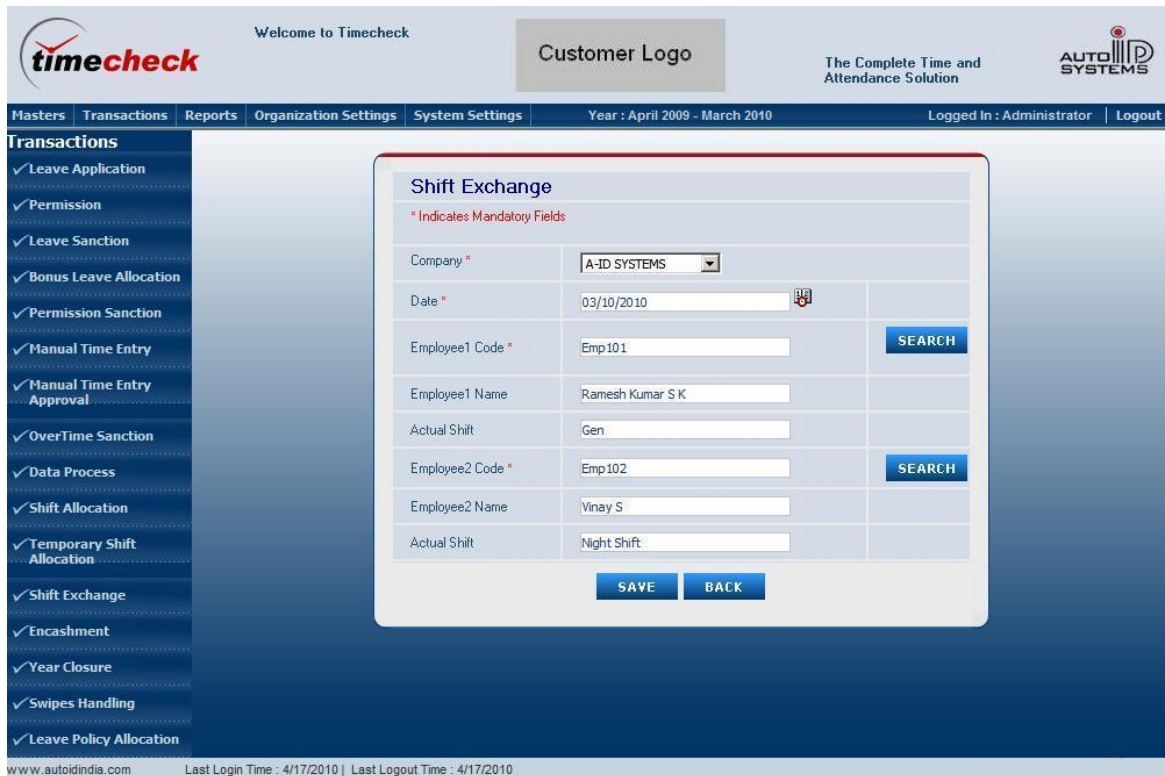
1. Select the Shift Roster Name from the Dropdown List.
2. Select the Duration Schedule From and Schedule To from the Calendar on the Right Side for which the permanent Shift has to be allotted.
3. Finally Click the Save Button to assign selected shift roster for the selected Employees.

### 3.12 Shift Exchange

Shift Exchange Module allows the Admin or the Users having Privileges to exchange the shift between two Employees.

To view the Shift Exchange List Page, Select the **Transaction Main Menu** on the Top and Select **Shift Exchange Menu** on the Left Side.





The screenshot shows the 'Shift Exchange' form within the Timecheck application. The form is titled 'Shift Exchange' and includes a note '\* Indicates Mandatory Fields'. It contains the following fields and controls:

- Company \***: A dropdown menu with 'A-ID SYSTEMS' selected.
- Date \***: A date input field showing '03/10/2010' with a calendar icon.
- Employee1 Code \***: An input field with 'Emp101' and a **SEARCH** button.
- Employee1 Name**: An input field with 'Ramesh Kumar S K'.
- Actual Shift**: An input field with 'Gen'.
- Employee2 Code \***: An input field with 'Emp102' and a **SEARCH** button.
- Employee2 Name**: An input field with 'Vinay S'.
- Actual Shift**: An input field with 'Night Shift'.

At the bottom of the form are **SAVE** and **BACK** buttons. The left sidebar shows a list of transactions, with 'Shift Exchange' highlighted. The top navigation bar includes 'Hasters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'.

The above Shift Exchange List Page contains all the Shift Exchange Details like Date, Employee 1, Shift Name, Employee 2, Shift Name and Company. By default, all shift exchange details will be shown in the listing page. The shift exchange details can also be viewed in the listing page based on the selection criteria like Date Range From and To by clicking the **Search** Button. Click **Clear** Button so that all the shift exchange details will be displayed in the Listing Page.

Click **Add** button to exchange the shift for two employees and the following page appears



Welcome to Timecheck

timecheck

Customer Logo

The Complete Time and Attendance Solution

AUTO SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Transactions

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

Shift Exchange

Date Range From  To

SEARCH CLEAR

Date	Employee1	Shift Name	Employee2	Shift Name	Company
01/17/2009	Emp101 - Ramesh Kumar S K	Gen	Emp102 - Vinay S	Night Shift	A-ID SYSTEMS
01/17/2009	Emp102 - Vinay S	Night Shift	Emp101 - Ramesh Kumar S K	Gen	A-ID SYSTEMS

ADD

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

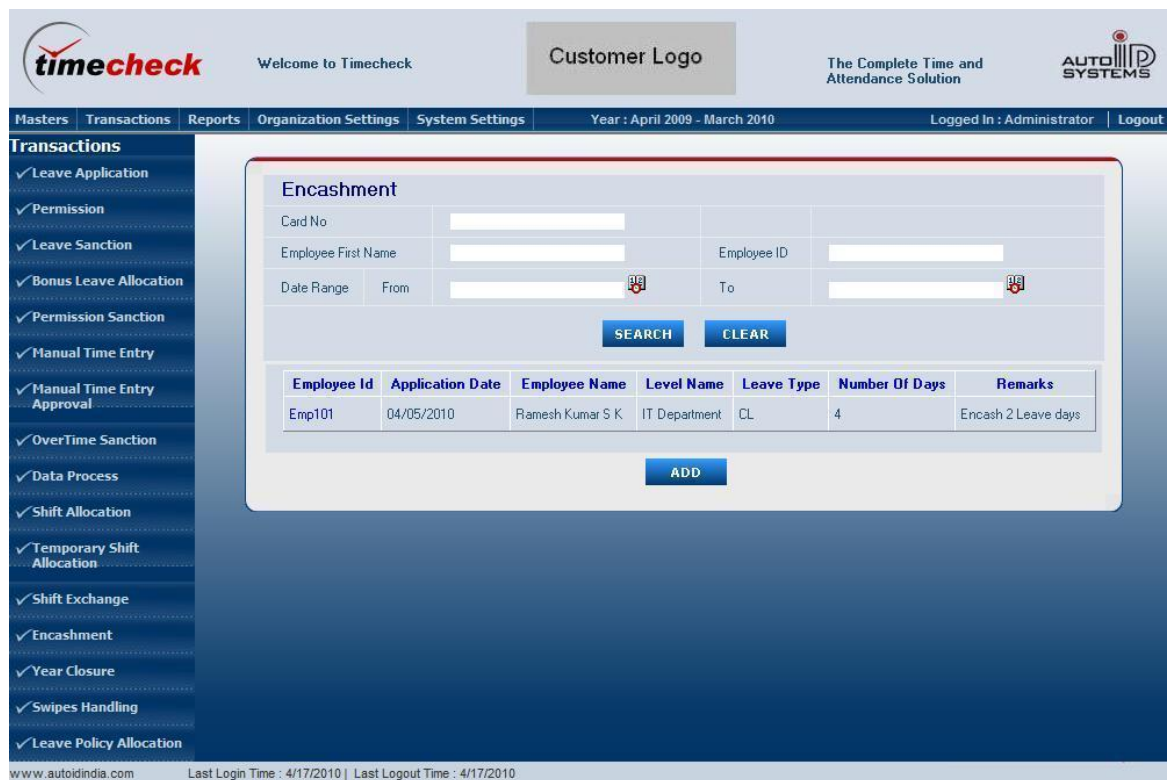
The steps to exchange the shift are

1. Select the Date from the Calendar on which the Shift has to be exchanged. The Calendar can be viewed by clicking the Button on the Right Side.
2. Fill the First Employee Code in the Employee1 Code Text Box. When the Correct Employee1 Code is provided, then appropriate Employee Name will be displayed in the Employee1 Name Text Box and the Actual Shift for the first Employee will be automatically filled in the Actual Shift Text Box.
3. Fill the Second Employee Code in the Employee2 Code Text Box. When the Correct Employee2 Code is provided, then appropriate Employee Name will be displayed in the Employee2 Name Text Box and the Actual Shift for the second Employee will be automatically filled in the Actual Shift Text Box.
5. Finally Click Save Button to Exchange the Shift.

### 3.13 Encashment

Encashment module allows admin or users having privileges to en-cash a particular number of leave of the employees.

To view the Encashment List Page, Select the **Transaction Main Menu** on the Top and Select **Encashment Menu** on the Left Side.



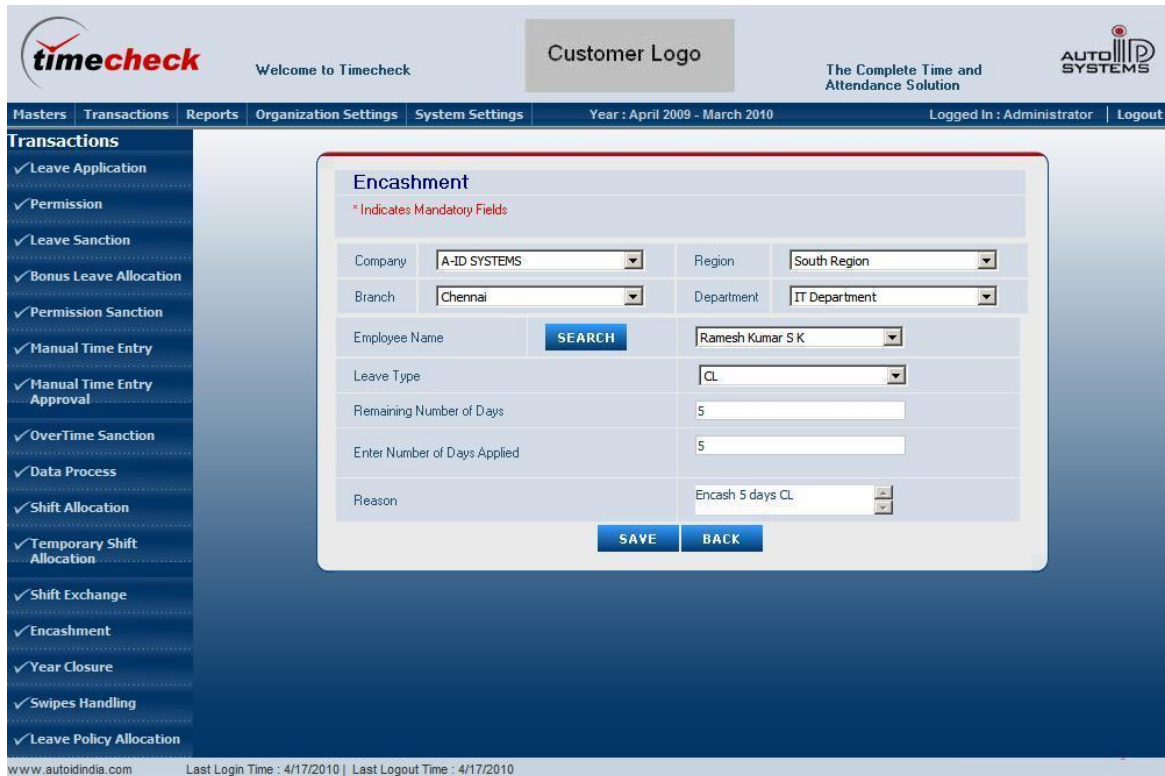
The screenshot shows the Timecheck web application interface. The top navigation bar includes the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' with the AUTO SYSTEMS logo. Below this is a secondary navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The main content area is titled 'Encashment' and contains a form with fields for Card No, Employee First Name, Employee ID, and Date Range (From/To). There are SEARCH and CLEAR buttons. Below the form is a table with the following data:

Employee Id	Application Date	Employee Name	Level Name	Leave Type	Number Of Days	Remarks
Emp101	04/05/2010	Ramesh Kumar S K	IT Department	CL	4	Encash 2 Leave days

There is an ADD button below the table. The left sidebar lists various transaction options, including Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, Manual Time Entry Approval, OverTime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation. The bottom status bar shows the website URL, last login/logout times, and the page number.

The above Encashment List Page contains all the Encashment Details like Application Date, Employee ID, Employee Name, Level Name, Leave Type, Number of Days and Remarks. By default, all encashment details will be shown in the listing page. The encashment details can also be viewed in the listing page based on the selection criteria like Employee First Name, Employee ID and Date Range From and To by clicking the **Search** Button. Click **Clear** Button so that all the encashment details will be displayed in the Listing Page.

Click **Add** button to raise the encashment application and the following page appears



The screenshot shows the 'Encashment' form in the Timecheck system. The form is titled 'Encashment' and includes a red asterisk indicating mandatory fields. The form fields are as follows:

* Indicates Mandatory Fields	
Company	A-ID SYSTEMS
Region	South Region
Branch	Chennai
Department	IT Department
Employee Name	Ramesh Kumar S K
Leave Type	CL
Remaining Number of Days	5
Enter Number of Days Applied	5
Reason	Encash 5 days CL

At the bottom of the form are two buttons: **SAVE** and **BACK**.

The left sidebar shows a list of transactions with 'Encashment' selected. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'.

The following steps are to be done to encash the particular leave for an employee

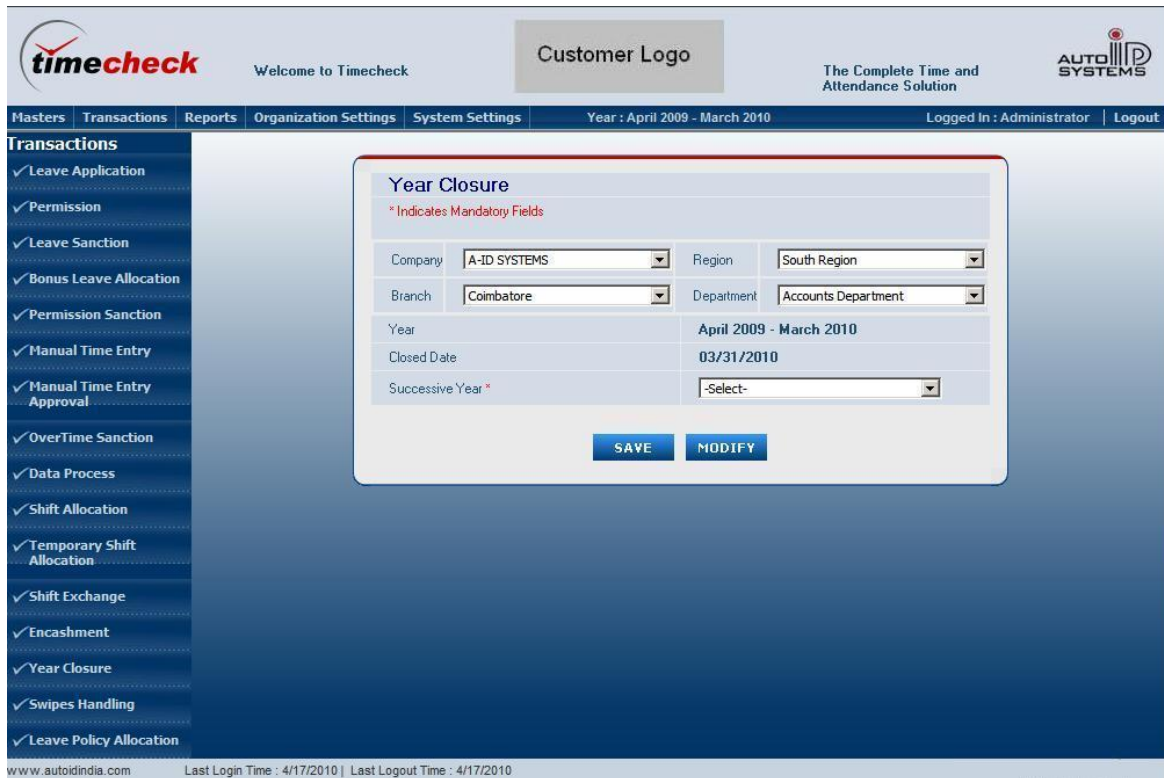
- Select the Organization Level in which the employee falls under.
- Click Search Button so that the employee names with their Employee ID will be loaded in

- 
- the Employee Name Drop down list based on the selected Organization Level.
- c. Select the Leave Type from the Leave Type Drop down for which the encashment has to be made. Only the Leave Types which is applicable for encashment will be loaded into the Leave Type Drop down list.
  - d. On selecting the Leave Type, automatically the Remaining Number of Days Text Box will be filled.
  - e. Fill the Number of Days Applied Text Box. That is, Number of Days to be encashed.
  - f. Fill the Reason Text Box.
  - g. Finally Click **Save** Button to raise the encashment application or Click **Back** Button to get back to the Encashment Listing Page.

### 3.14 Year Closure

Year Closure Module allows the Admin or the Users having Privileges to calculate Leave arrears, Current Quota, Number of Leave Taken and Leave available for next year for each Employee.

To view the Year Closure Page, Select the **Transaction Main Menu** on the Top and Select **Year Closure Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. At the top, there is a navigation bar with the Timecheck logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution'. Below this is a menu bar with options: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar contains a list of transaction types, each with a checkmark: Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, Manual Time Entry Approval, OverTime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation. The main content area displays the 'Year Closure' form. The form has a title 'Year Closure' and a note '\* Indicates Mandatory Fields'. It contains several dropdown menus: Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). There are also text fields for Year (April 2009 - March 2010), Closed Date (03/31/2010), and Successive Year (\*, with a '-Select-' dropdown). At the bottom of the form are two buttons: 'SAVE' and 'MODIFY'.

Select the Organization Level for which the Financial Year which is displayed in the Year Label has to be closed and select the Successive Year for which the leave quota has to be moved from the closed year based on the leave policy and Click the Save Button.

## Note:

Once the Year is closed, the Leave Policies which are defined for this year is locked.

Click **Modify Button** to modify the leave quota details after the year has been closed. The following page will appear on clicking the Modify Button

Welcome to Timecheck

timecheck

Customer Logo

The Complete Time and Attendance Solution

AUTO SYSTEMS

Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Transactions

- ✓ Leave Application
- ✓ Permission
- ✓ Leave Sanction
- ✓ Bonus Leave Allocation
- ✓ Permission Sanction
- ✓ Manual Time Entry
- ✓ Manual Time Entry Approval
- ✓ OverTime Sanction
- ✓ Data Process
- ✓ Shift Allocation
- ✓ Temporary Shift Allocation
- ✓ Shift Exchange
- ✓ Encashment
- ✓ Year Closure
- ✓ Swipes Handling
- ✓ Leave Policy Allocation

**Year Closure**

Card No	<input type="text"/>	Employee Id	<input type="text"/>
Employee Name	<input type="text"/>	Employee Type	<input type="text"/>
Employee Category	<input type="text" value="Permanent"/>	Employee Type	<input type="text" value="Staff"/>
Company	<input type="text" value="A-ID SYSTEMS"/>	Region	<input type="text" value="South Region"/>
Branch	<input type="text" value="Coimbatore"/>	Department	<input type="text" value="Accounts Department"/>

**VIEW** **BACK**

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010


In the above screen, the leave quota details will be viewed based on the filters like Employee Name or Employee ID or Card No. or Employee Category or Employee Type which are optional filters and Organization Levels.

Select the appropriate filters and click **View Button** to view the leave quota details of the employee based on the selected filters as shown in the above screen.


Click **Back Button** to navigate the page to the Year Closure Main Page.

Click **Edit Link** in the grid to edit the carry over from previous year field for the particular employee if required. On clicking the Edit Button, the screen appears as follows




Welcome to Timecheck

Customer Logo



Masters Transactions Reports Organization Settings System Settings Year : April 2009 - March 2010 Logged In : Administrator Logout

Transactions

✓ Leave Application

✓ Permission

✓ Leave Sanction

✓ Bonus Leave Allocation

✓ Permission Sanction

✓ Manual Time Entry

✓ Manual Time Entry Approval

✓ OverTime Sanction

✓ Data Process

✓ Shift Allocation

✓ Temporary Shift Allocation

✓ Shift Exchange

✓ Encashment

✓ Year Closure

✓ Swipes Handling

✓ Leave Policy Allocation

Year Closure

Card No

Employee Name

Employee Id

Employee Category

Permanent

Employee Type

Staff

Company

A-ID SYSTEMS

Region

South Region

Branch

Coimbatore

Department

Accounts Department

VIEW

BACK

	Employee Id	Employee Name	Leave Type	Carry Prev Year	Current Quota	Borrow Next Year	Leave Taken	Available Leaves	Encashment
Edit	Emp101	Ramesh Kumar S K	CL	0.0	9.0	0.0	1.0	6.0	2.0
Edit	Emp102	Vinay S	CL	0.0	7.0	0.0	1.0	0.0	6.0

www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010

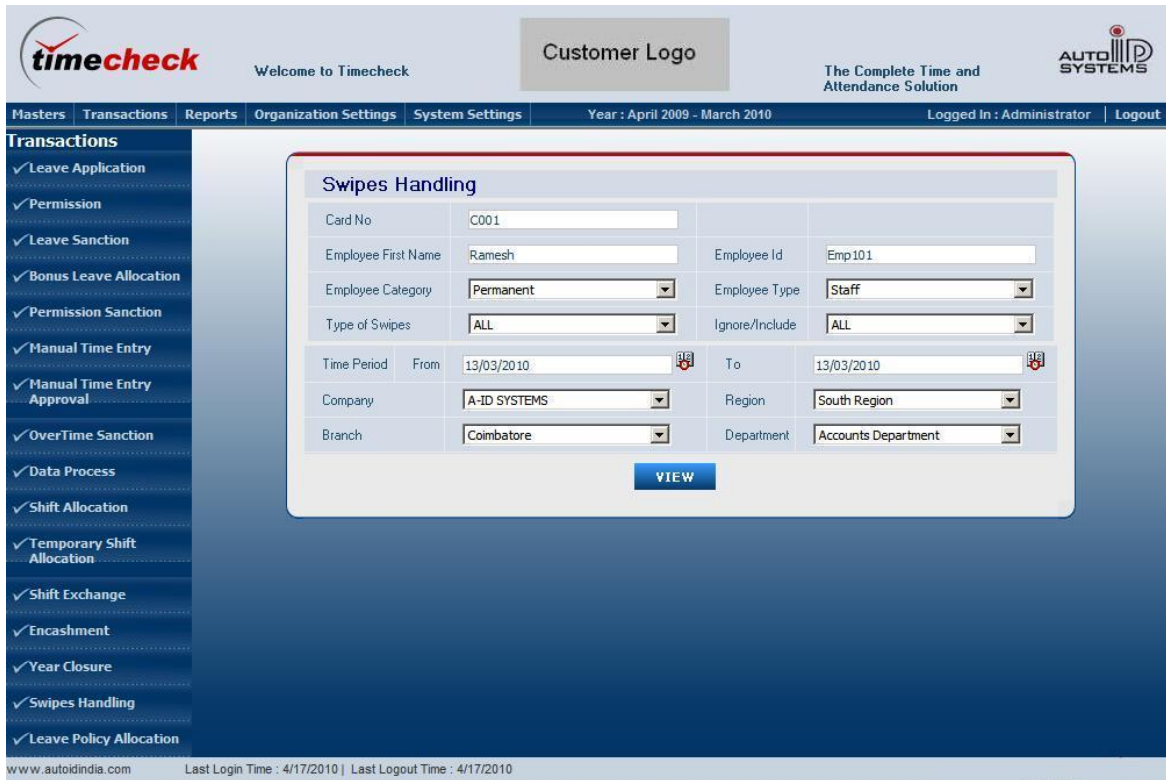
In the above screen, Click **Update Link** to update the carry over from previous year field for the particular employee. Click **Cancel Link** to cancel the updation.

## 3.15 Swipes Handling

Swipes Handling Module allows the administrator or users having privileges to ignore or include the mapped or unmapped punches for processing and attendance calculations as per the requirements.

To view the Swipes Handling Page, Select the **Transaction Main Menu** on the Top and Select **Swipes Handling Menu** on the Left Side to view the following page





The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a "Welcome to Timecheck" message, a "Customer Logo" placeholder, and the text "The Complete Time and Attendance Solution" next to the AUTO ID SYSTEMS logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year : April 2009 - March 2010, Logged In : Administrator, and Logout. The left sidebar contains a list of transactions with checkboxes: Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, Manual Time Entry Approval, OverTime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation. The main content area displays the "Swipes Handling" form. The form contains the following fields: Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Type of Swipes (ALL), Ignore/Include (ALL), Time Period (From: 13/03/2010, To: 13/03/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A "VIEW" button is located at the bottom of the form. At the bottom of the page, there is a footer with the website address www.autoidindia.com, the last login and logout times (4/17/2010), and the company name ANGLER Technologies India Pvt. Ltd – an ISO 9001 company.

Search the movement entries for ignoring or including by selecting the filters like Employee First Name, Employee ID, Card No, Employee Category, Employee Type, Date Period From and To, Status whether All or Approved or Forwarded or Pending or Rejected and Organizational Levels which is shown in the above screen shot. On selecting the appropriate filters, the following popup screen appears



All <input type="checkbox"/>	Employee Name	Shift Date	In Date	In Time	Out Date	Out Time	Ignore Punches
<input type="checkbox"/>	Jim Carry	05/13/2009			05/13/2009	04:00:00 PM	No
<input type="checkbox"/>	Jim Carry	05/14/2009			05/14/2009	04:33:37 PM	No

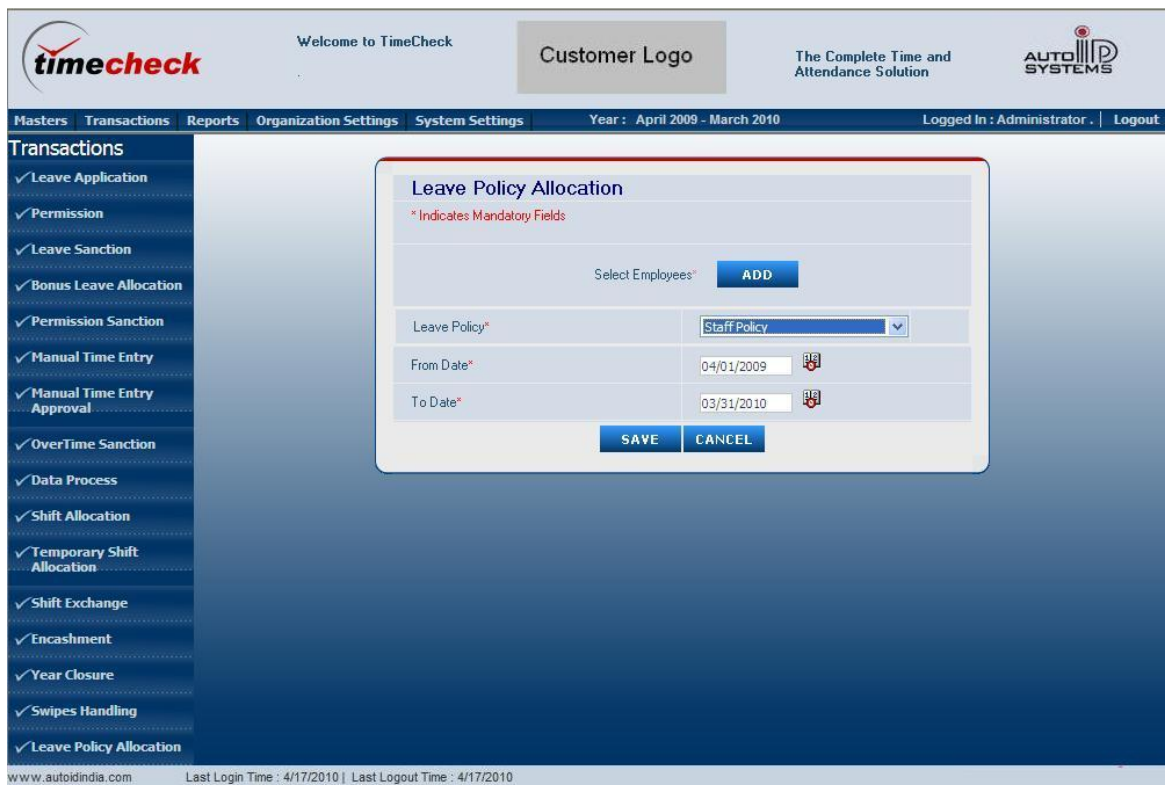
Ignore Include

The users can select the appropriate check boxes for which the punches are to be ignored or included for processing and attendance calculation and click Ignore Button to ignore the punches for processing or click Include Button to include the ignored punches for processing. If the Punches are ignored for processing, then the column Ignore Punches for the selected records will be shown as 'Yes' and if the Punches are included for processing, then the column Ignore Punches for the selected records will be shown as 'No'.

### 3.16 Leave Policy Allocation

Leave Policy Allocation Module allows the administrator or users having privileges to allocate leave policy and can allocate leave policy for the group of employee.

To view the Leave policy allocation, Select the **Transaction Main Menu** on the Top and Select **Leave Policy Allocation** on the Left Side to view the following page



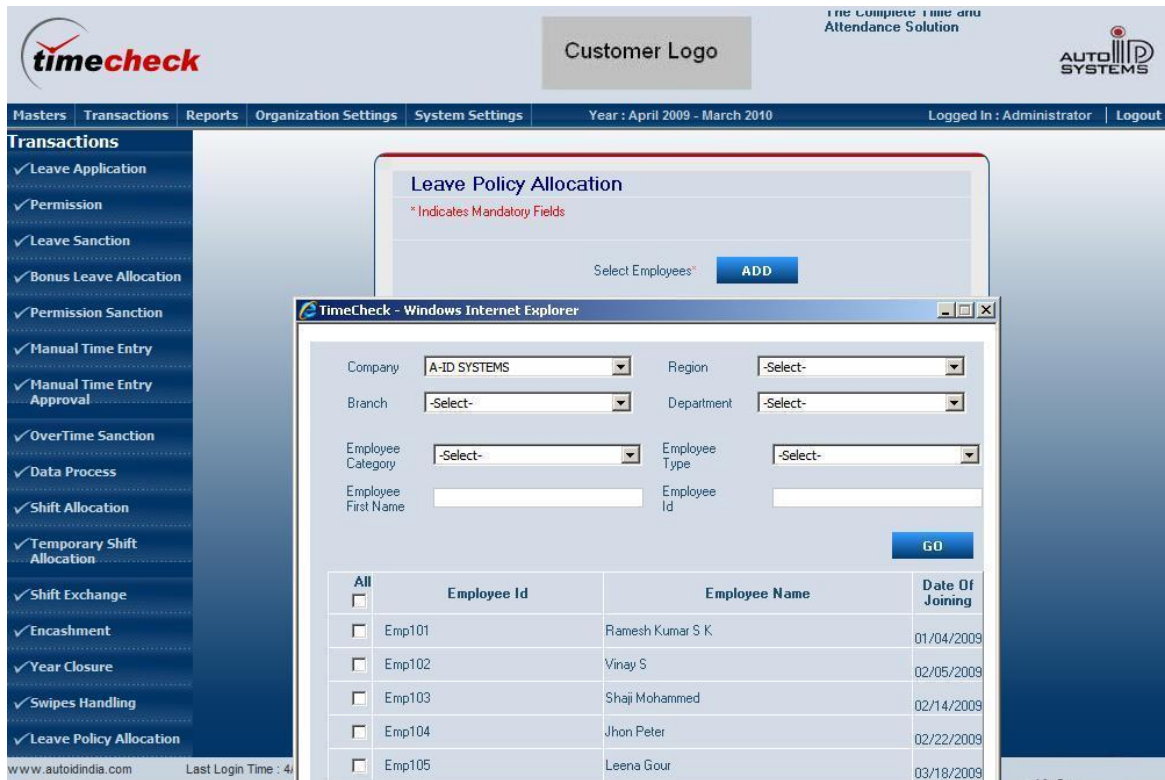
The screenshot shows the TimeCheck web application interface. The top header includes the 'timecheck' logo, 'Welcome to TimeCheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the 'AUTO SYSTEMS' logo. A navigation bar below the header contains links for 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. On the right of the navigation bar, it says 'Logged In : Administrator . | Logout'.

The left sidebar lists various transaction types under the 'Transactions' heading, each with a checkmark icon: Leave Application, Permission, Leave Sanction, Bonus Leave Allocation, Permission Sanction, Manual Time Entry, Manual Time Entry Approval, OverTime Sanction, Data Process, Shift Allocation, Temporary Shift Allocation, Shift Exchange, Encashment, Year Closure, Swipes Handling, and Leave Policy Allocation (which is highlighted).

The main content area displays the 'Leave Policy Allocation' form. At the top of the form is the title 'Leave Policy Allocation' and a note '\* Indicates Mandatory Fields'. Below this is a section labeled 'Select Employees\*' with an 'ADD' button. The form contains several input fields: 'Leave Policy\*' with a dropdown menu currently showing 'Staff Policy', 'From Date\*' with a date picker set to '04/01/2009', and 'To Date\*' with a date picker set to '03/31/2010'. At the bottom of the form are 'SAVE' and 'CANCEL' buttons.

The footer of the application shows the website 'www.autoidindia.com' and login/logout timestamps: 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

Click add button to select employee. The popup will be opened as below. There using the search filters, choose the employee. Then select the leave policy from the dropdown. Fill the from date & to date and click save button to group allocation of leave policy.



The screenshot displays the TimeCheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year (April 2009 - March 2010) and the user (Logged In: Administrator). The left sidebar lists various transaction modules, with 'Leave Policy Allocation' highlighted. The main content area shows the 'Leave Policy Allocation' form, which includes a 'Select Employees' button and an 'ADD' button. A pop-up window titled 'TimeCheck - Windows Internet Explorer' is overlaid on the main form, displaying a table of employees with columns for Employee Id, Employee Name, and Date Of Joining. The table lists five employees: Emp101 (Ramesh Kumar S K), Emp102 (Vinay S), Emp103 (Shaji Mohammed), Emp104 (Jhon Peter), and Emp105 (Leena Gour).

All	Employee Id	Employee Name	Date Of Joining
<input type="checkbox"/>	Emp101	Ramesh Kumar S K	01/04/2009
<input type="checkbox"/>	Emp102	Vinay S	02/05/2009
<input type="checkbox"/>	Emp103	Shaji Mohammed	02/14/2009
<input type="checkbox"/>	Emp104	Jhon Peter	02/22/2009
<input type="checkbox"/>	Emp105	Leena Gour	03/18/2009

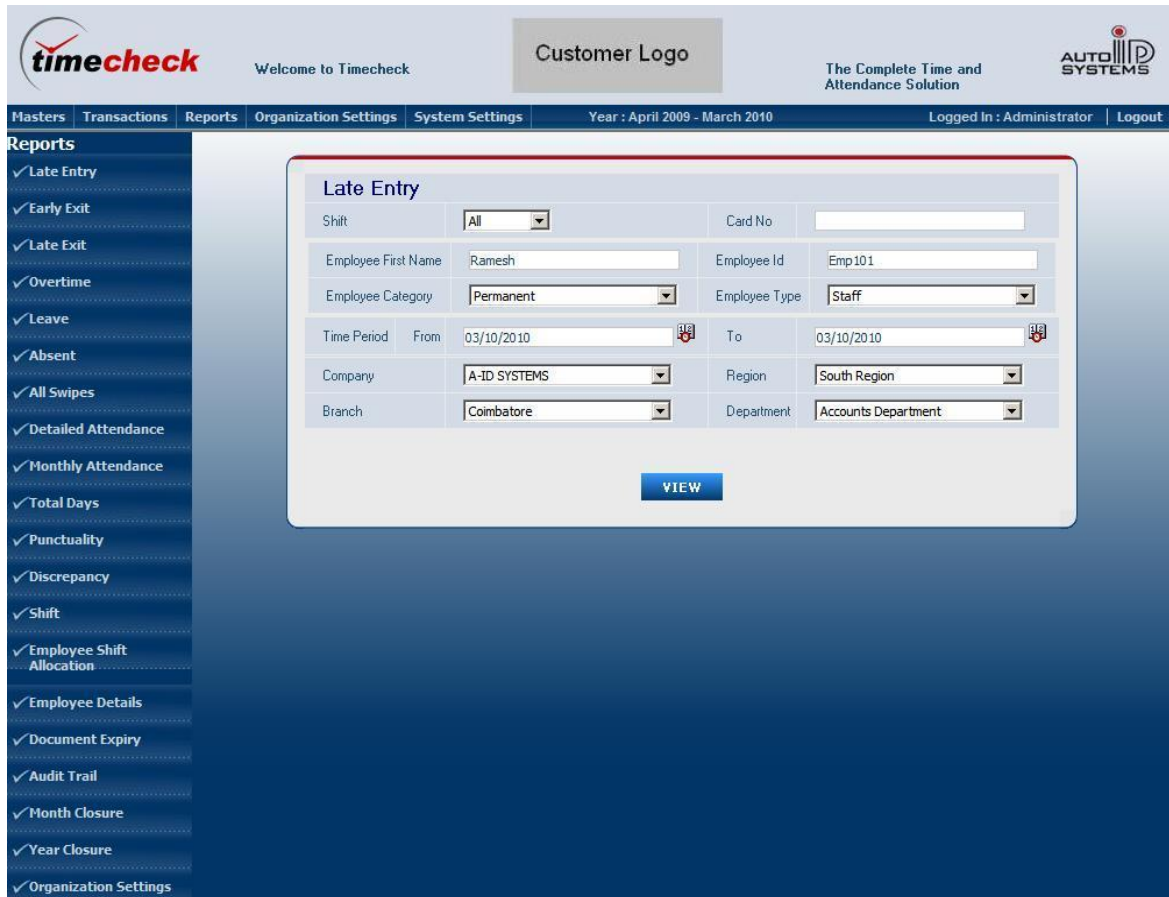
## 4. REPORTS MODULE

The users having SuperAdmin rights can view every record during the report generation. The users other than the SuperAdmin can view only the records based on the User Group Settings and can view only the records below his/her grade.

### 4.1 Late Entry

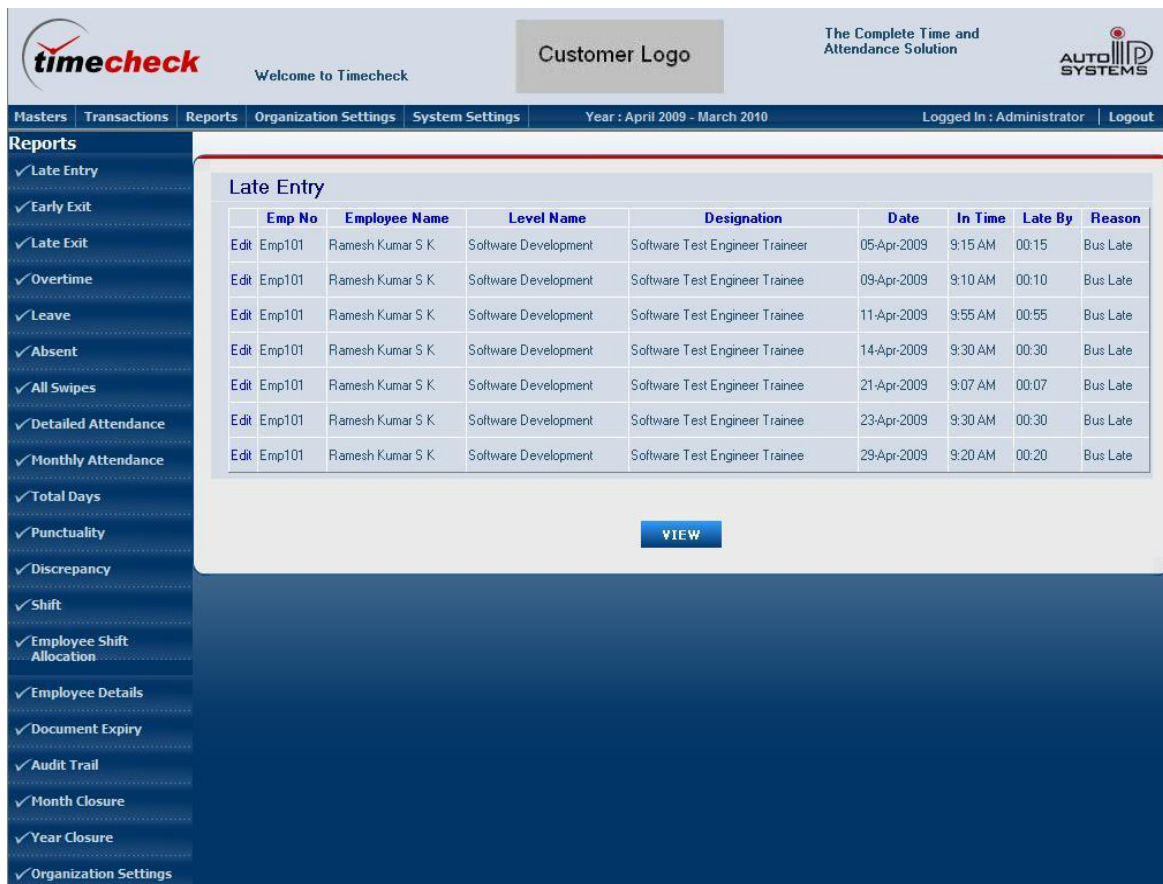
Late Entry Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Level Name, Designation, Dates, In time, Late By for each Employee & each date between the selected periods.

To view the Late Entry Report, Select the **Reports Main Menu** on the Top and Select **Late Entry Menu** on the Left Side.



The screenshot displays the 'timecheck' web application interface. At the top, there is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The 'Reports' tab is active. On the left, a sidebar lists various report categories with checkboxes: Late Entry, Early Exit, Late Exit, Overtime, Leave, Absent, All Swipes, Detailed Attendance, Monthly Attendance, Total Days, Punctuality, Discrepancy, Shift, Employee Shift Allocation, Employee Details, Document Expiry, Audit Trail, Month Closure, Year Closure, and Organization Settings. The 'Late Entry' report is selected. The main content area shows a form titled 'Late Entry' with the following fields: Shift (All), Card No. (empty), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From: 03/10/2010, To: 03/10/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A 'VIEW' button is located at the bottom of the form.

1. Select From date & To date to generate the Late Entry Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or employee card no. (Optional)
4. Shift can be selected to filter the particular Shift.
5. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
6. Click 'VIEW' Button to view the following Late Entry List Page where the reasons can be captured for the Late Entry in the grid for each entry by clicking 'Edit' link in the grid.



The screenshot shows the Timecheck web application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. The 'Reports' menu is expanded on the left, showing options like 'Late Entry', 'Early Exit', 'Late Exit', 'Overtime', 'Leave', 'Absent', 'All Swipes', 'Detailed Attendance', 'Monthly Attendance', 'Total Days', 'Punctuality', 'Discrepancy', 'Shift', 'Employee Shift Allocation', 'Employee Details', 'Document Expiry', 'Audit Trail', 'Month Closure', 'Year Closure', and 'Organization Settings'. The main content area displays the 'Late Entry' report for employee Emp101 (Ramesh Kumar S K) in Software Development. The report table shows late entries from April 5, 2009, to April 29, 2009, with reasons for being late (e.g., 'Bus Late'). A 'VIEW' button is located below the table.

	Emp No	Employee Name	Level Name	Designation	Date	In Time	Late By	Reason
Edit	Emp101	Ramesh Kumar S K	Software Development	Software Test Engineer Trainee	05-Apr-2009	9:15 AM	00:15	Bus Late
Edit	Emp101	Ramesh Kumar S K	Software Development	Software Test Engineer Trainee	09-Apr-2009	9:10 AM	00:10	Bus Late
Edit	Emp101	Ramesh Kumar S K	Software Development	Software Test Engineer Trainee	11-Apr-2009	9:55 AM	00:55	Bus Late
Edit	Emp101	Ramesh Kumar S K	Software Development	Software Test Engineer Trainee	14-Apr-2009	9:30 AM	00:30	Bus Late
Edit	Emp101	Ramesh Kumar S K	Software Development	Software Test Engineer Trainee	21-Apr-2009	9:07 AM	00:07	Bus Late
Edit	Emp101	Ramesh Kumar S K	Software Development	Software Test Engineer Trainee	23-Apr-2009	9:30 AM	00:30	Bus Late
Edit	Emp101	Ramesh Kumar S K	Software Development	Software Test Engineer Trainee	29-Apr-2009	9:20 AM	00:20	Bus Late

7. After entering the reason, Click 'Update' link to save the details.

8. Finally Click 'VIEW' Button to view the Late Entry Report.

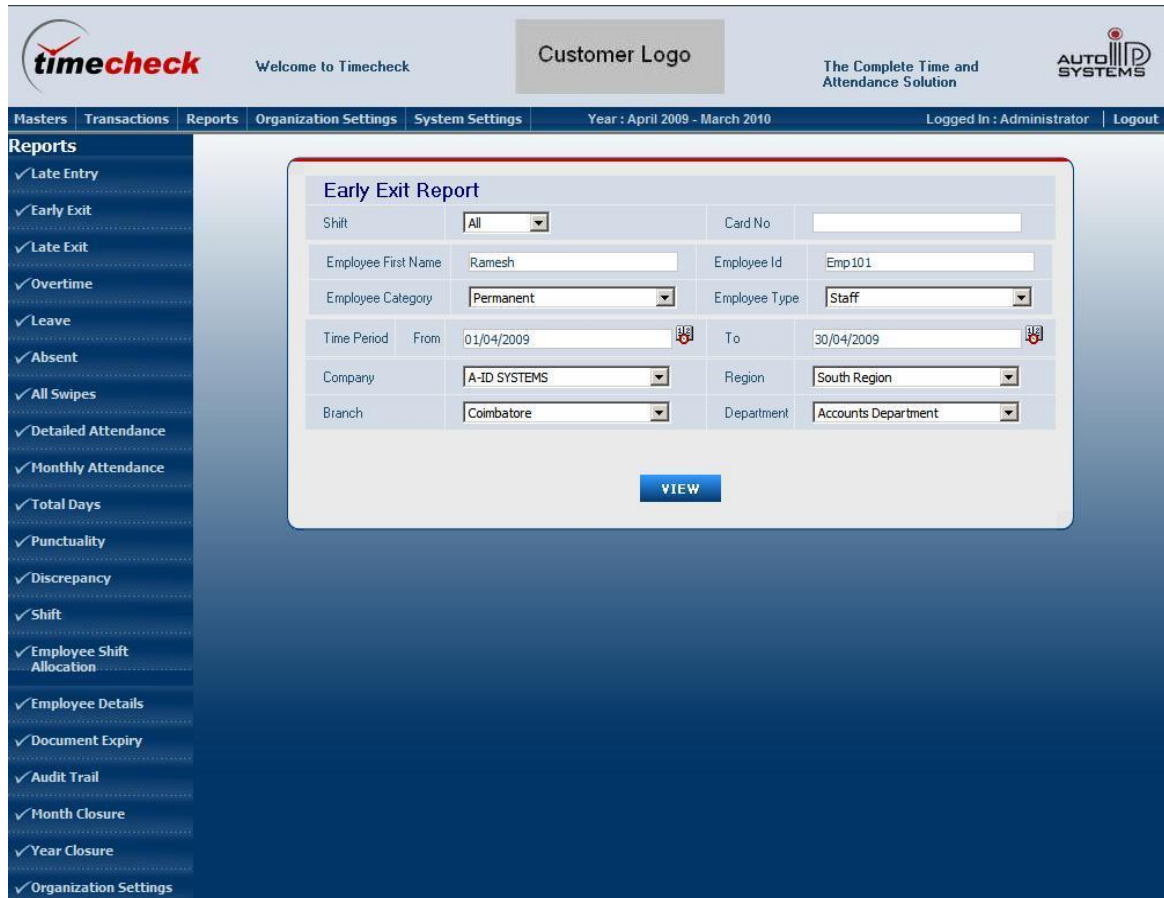
Click Back Button to navigate the Late Entry Report Main Page.

## 4.2 Early Exit

Early Exit Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Level Name, Designation, Dates, Out time, Early By for each Employee & each date between the selected periods.



To view the following Early Exit Report, Select the **Reports Main Menu** on the Top and Select **Early Exit Menu** on the Left Side.

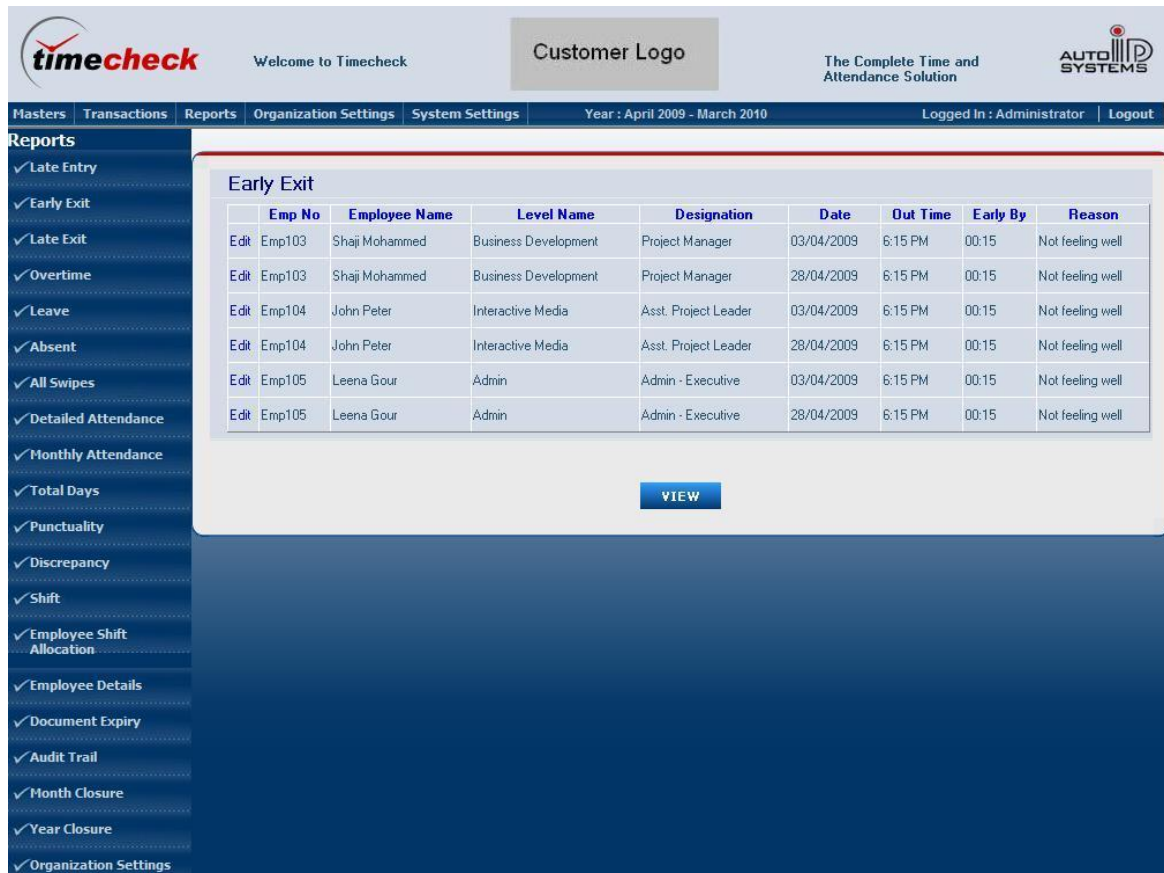


The screenshot displays the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The Reports tab is selected, and the left sidebar shows a list of report categories with 'Early Exit' checked. The main content area displays the 'Early Exit Report' form. The form includes fields for Shift (All), Card No., Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From 01/04/2009 to 30/04/2009), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A 'VIEW' button is located at the bottom of the form.

1. Select From date & To date to generate the Early Exit Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Employee Card ID. (Optional)
4. Shift can be selected to filter the particular Shift.
5. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).



6. Click 'VIEW' Button to view the Grid. Reason can be captured in the grid for each entry by clicking 'Edit' in grid and click 'Update' after entering Reason.



The screenshot shows the Timecheck application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', and 'Logged In : Administrator | Logout'. The left sidebar lists various reports, with 'Early Exit' selected. The main content area displays the 'Early Exit' report grid.

	Emp No	Employee Name	Level Name	Designation	Date	Out Time	Early By	Reason
Edit	Emp103	Shaji Mohammed	Business Development	Project Manager	03/04/2009	6:15 PM	00:15	Not feeling well
Edit	Emp103	Shaji Mohammed	Business Development	Project Manager	28/04/2009	6:15 PM	00:15	Not feeling well
Edit	Emp104	John Peter	Interactive Media	Asst. Project Leader	03/04/2009	6:15 PM	00:15	Not feeling well
Edit	Emp104	John Peter	Interactive Media	Asst. Project Leader	28/04/2009	6:15 PM	00:15	Not feeling well
Edit	Emp105	Leena Gour	Admin	Admin - Executive	03/04/2009	6:15 PM	00:15	Not feeling well
Edit	Emp105	Leena Gour	Admin	Admin - Executive	28/04/2009	6:15 PM	00:15	Not feeling well

Below the grid is a blue 'VIEW' button.

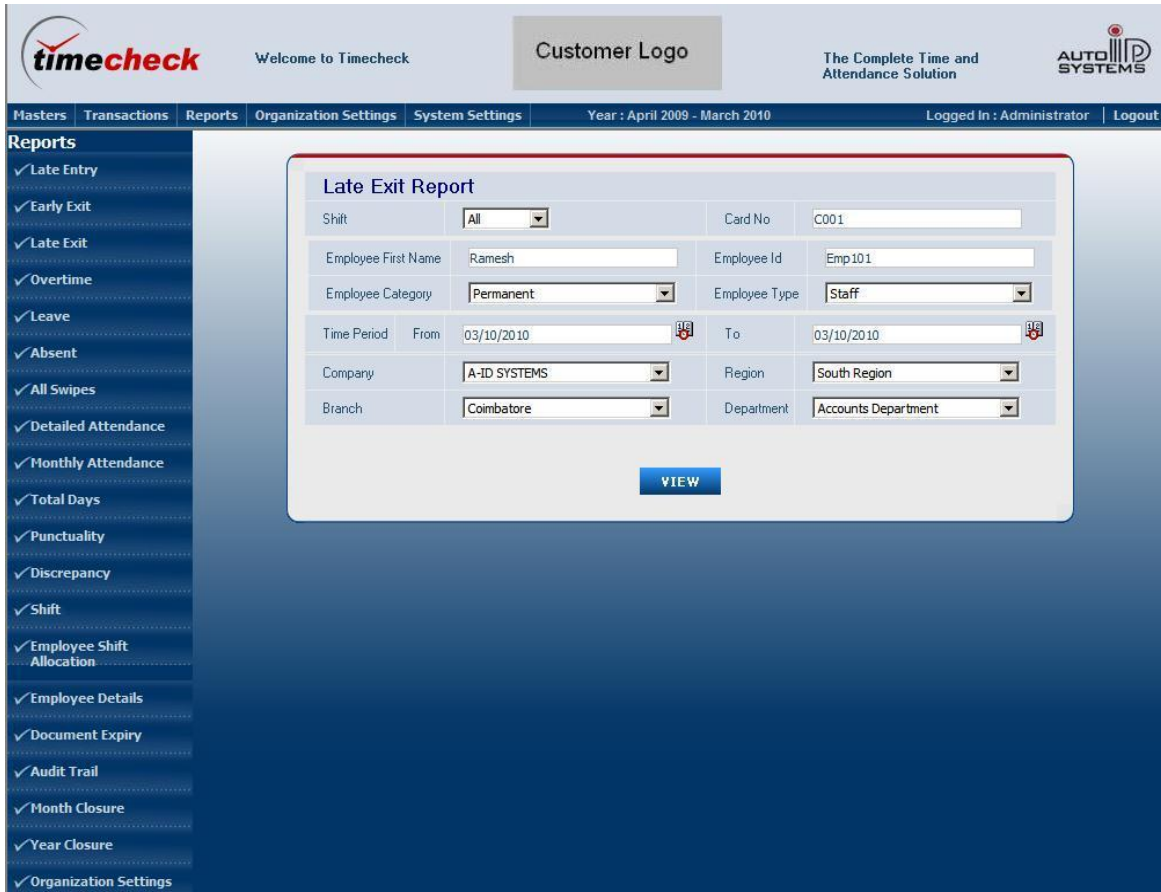
7. Click 'VIEW' Button to view the Early Exit Report

Click Back Button to navigate to the Early Exit Report Main Page.

### 4.3 Late Exit

Late Exit Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Date, Out Time, Shift Out and Extra Hours for each Employee & each date between the selected periods.

To view the Late Exit Report, Select the **Reports Main Menu** on the Top and Select **Late Exit Menu** on the Left Side.



The screenshot displays the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO ID SYSTEMS logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The Reports tab is active, and a left sidebar lists various report categories, with 'Late Exit' selected. The main content area shows the 'Late Exit Report' form. This form includes fields for Shift (set to 'All'), Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From 03/10/2010 to 03/10/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A 'VIEW' button is located at the bottom of the form.

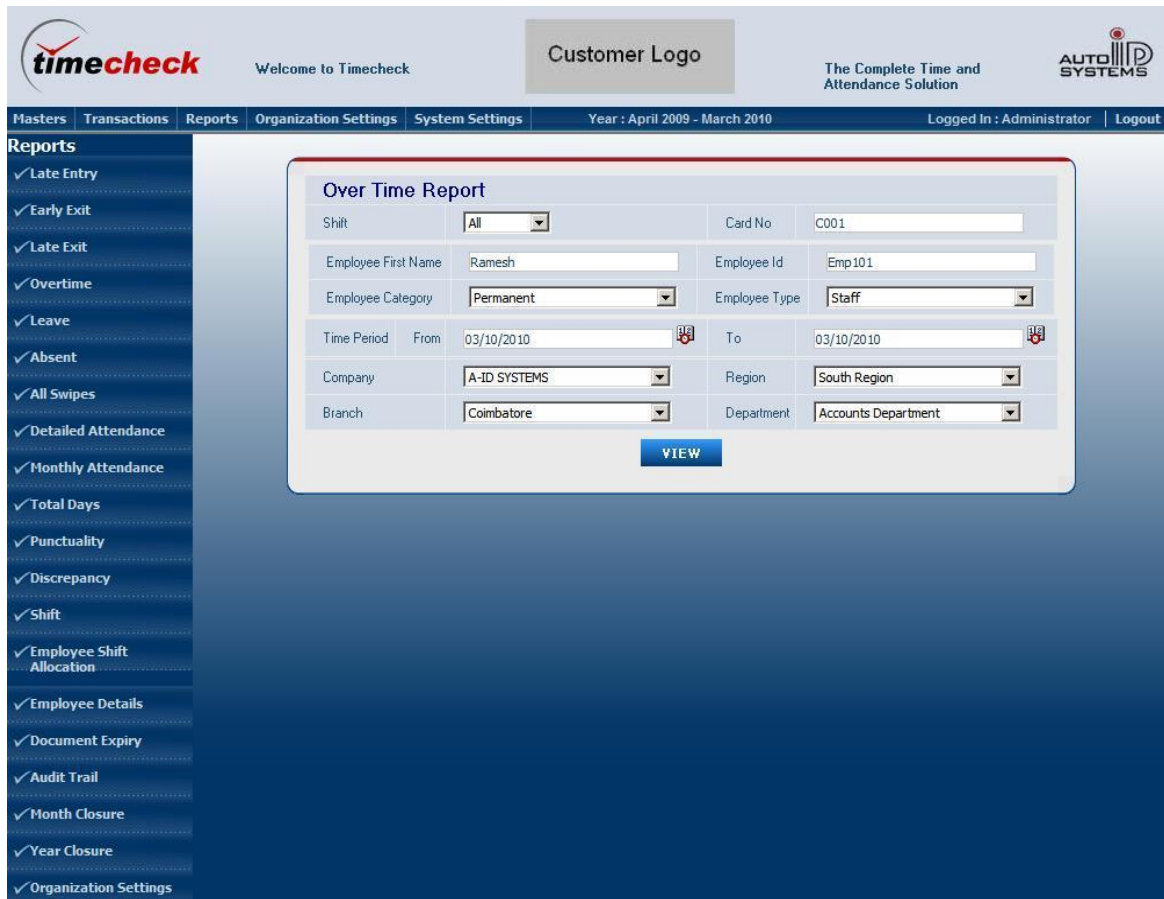
1. Select Time Period (From and To) to generate the Late Exit Report on the selected duration
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name

- or Employee ID or Employee Card No. (Optional)
4. Report can also be filtered based on shifts by selecting the particular shift from the Shift Dropdown List
  5. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
  6. Click 'VIEW' Button to view the Late Exit Report

#### 4.4 Overtime

Overtime Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Dates, Worked Hours, OT hours, Weekly off OT hours, Holiday OT hours for each Employee & each date between the selected periods.

To view the following Overtime Report, select the **Reports Main Menu** on the Top and select **Overtime Menu** on the left side.



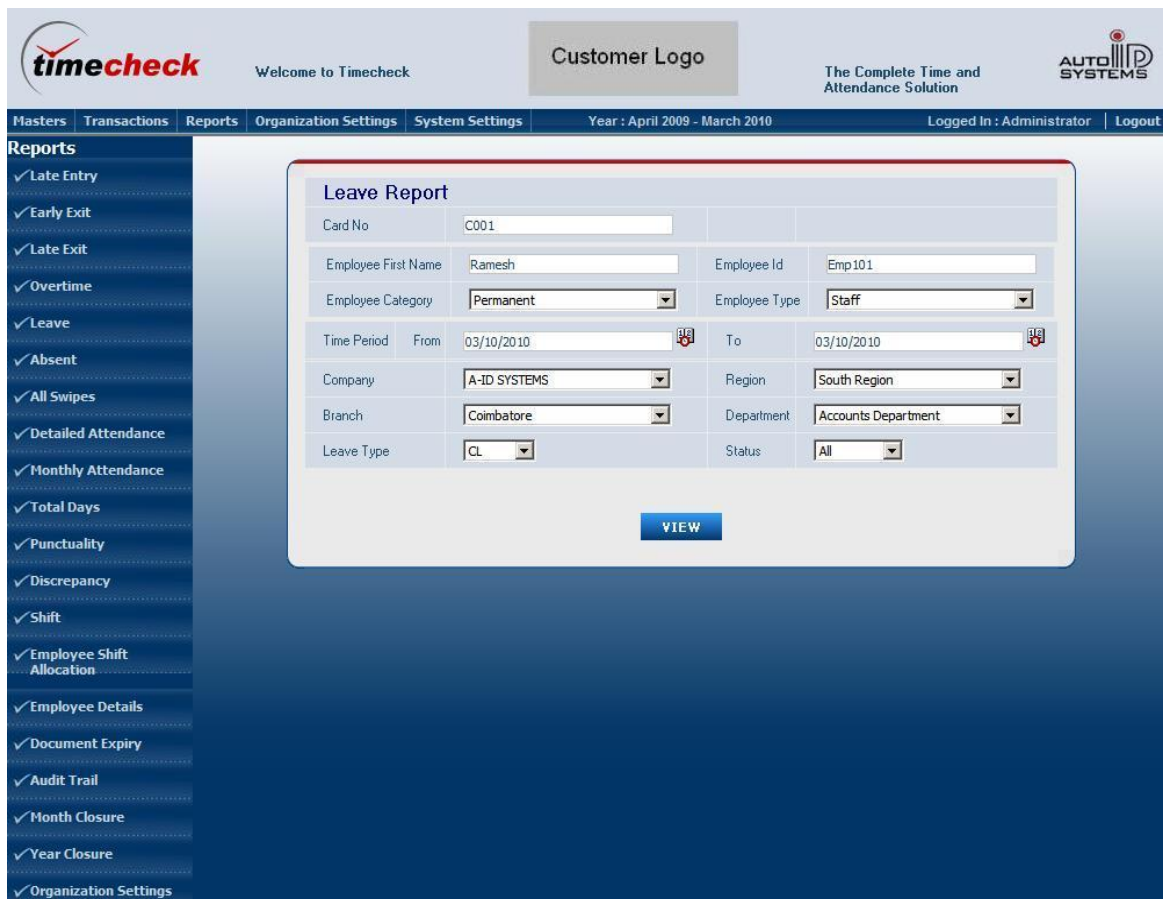
The screenshot shows the Timecheck web application interface. On the left is a navigation menu with options like 'Reports', 'Masters', 'Transactions', etc. The main area displays the 'Over Time Report' form. The form includes fields for Shift (All), Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From 03/10/2010 to 03/10/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A 'VIEW' button is at the bottom of the form.

1. Select From Date & To Date to generate the Overtime Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
4. Shift can be selected to filter the particular Shift.
5. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
6. Status can be selected from the Drop Down List to filter the particular status like Pending, Forwarded, Rejected and Approved Over Time (Optional).
7. Click 'VIEW' Button to view the Overtime Report.

## 4.5 Leave

Leave Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Level Name, Designation, From date, To date, No of days, Leave type, Reason, Status for each Employee between the selected periods.

To view the following Leave Report, Select the **Reports Main Menu** on the Top and Select **Leave Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' by AUTO SYSTEMS. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, and a date range 'Year : April 2009 - March 2010'. On the left, a sidebar lists various reports under the 'Reports' section, with 'Leave' selected. The main content area displays the 'Leave Report' form. The form includes fields for Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From 03/10/2010 to 03/10/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), Department (Accounts Department), Leave Type (CL), and Status (All). A 'VIEW' button is located at the bottom of the form.

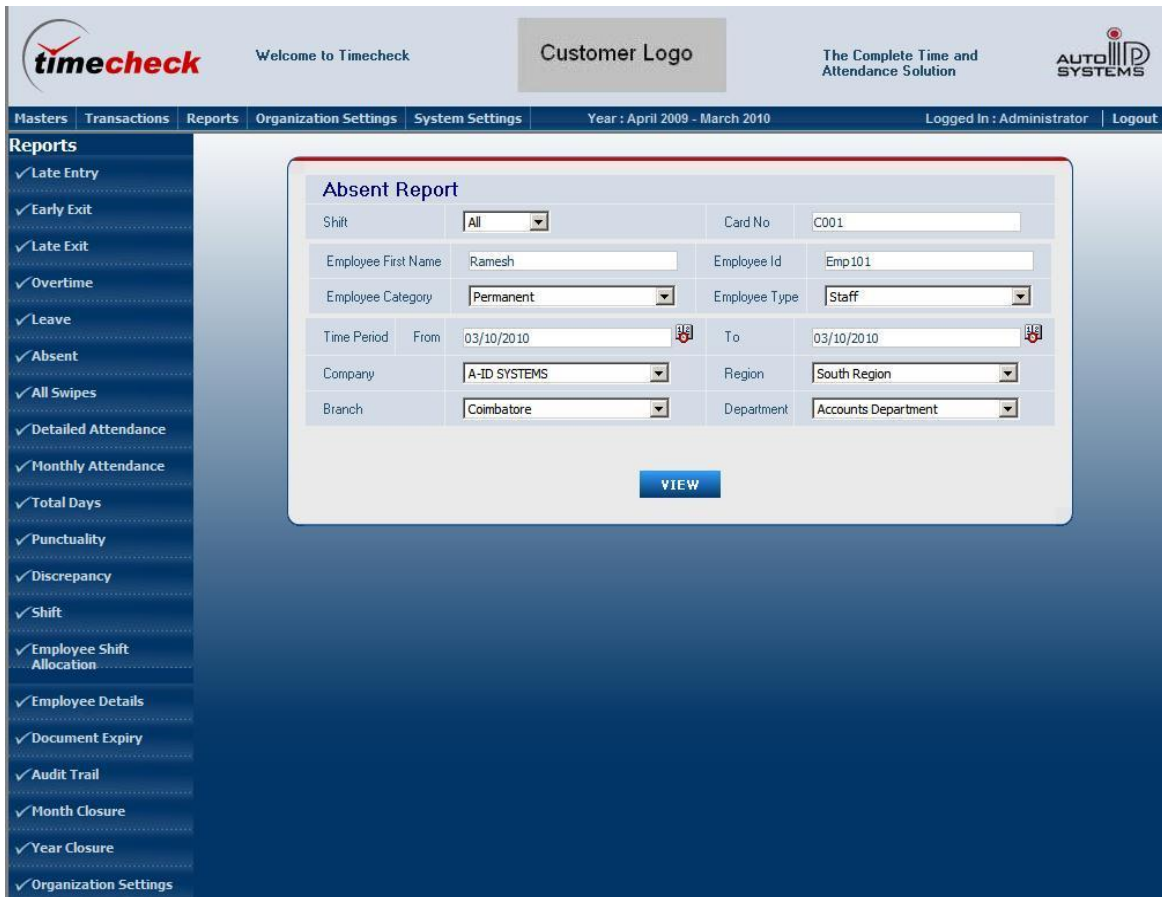
1. Select From Date & To Date to generate the Leave Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the

- 
- Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report can also be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
  4. Leave types can be selected to filter the particular Leave type.
  5. Status can be selected from the Drop Down List to filter the particular status like Pending, Forwarded, Rejected and Approved Leaves.
  6. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
  7. Click 'VIEW' Button to view the Leave Report.

#### 4.6 Absent

Absent Report can be used by the Admin or the users having Privileges to view Report that shows Employee ID, Employee Name, Level Name, Designation, Absent Dates for each Employee between the selected periods.

To view the following Absentees Report, Select the **Reports Main Menu** on the Top and Select **Absent Menu** on the Left Side.



The screenshot shows the Timecheck software interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The Reports tab is selected, and a sidebar on the left lists various report categories with checkmarks: Late Entry, Early Exit, Late Exit, Overtime, Leave, Absent, All Swipes, Detailed Attendance, Monthly Attendance, Total Days, Punctuality, Discrepancy, Shift, Employee Shift Allocation, Employee Details, Document Expiry, Audit Trail, Month Closure, Year Closure, and Organization Settings. The main content area displays the 'Absent Report' form. This form includes fields for Shift (All), Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From 03/10/2010 to 03/10/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A 'VIEW' button is located at the bottom of the form.

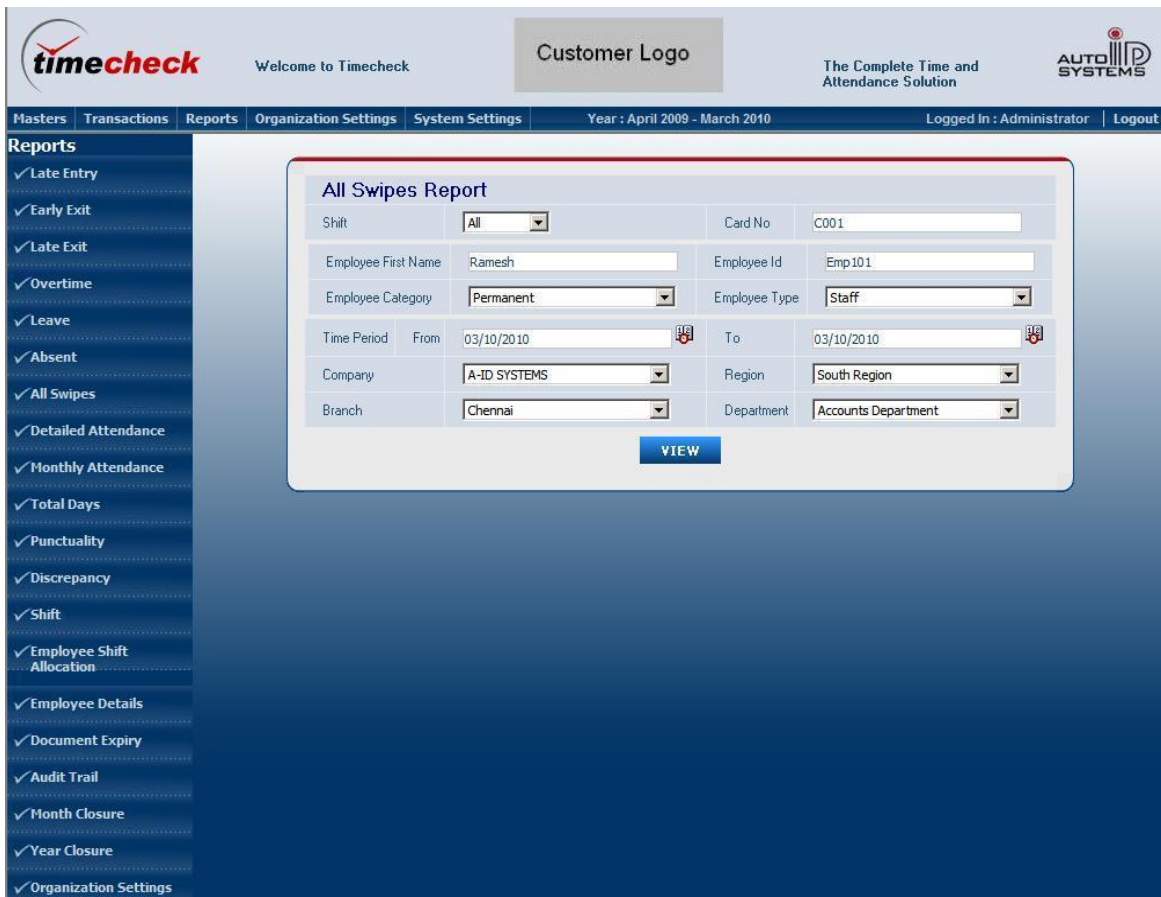
1. Select From Date & To Date to generate the Absent Report between the periods.
2. Shift can be selected to filter a particular Shift.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
5. Click 'VIEW' Button to view the Absentees Report.

## 4.7 All Swipes



All Swipes Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Level Name, Designation, In Reader, In Date In time, Out Reader, Out Date, Out Time for each Employee & each date between the selected periods.

To view the following All Swipes Report, Select the **Reports Main Menu** on the Top and Select **All Swipes Menu** on the Left Side.



The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' alongside the 'AUTO SYSTEMS' logo. Below the header is a navigation bar with tabs: 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Reports' tab is active, showing a list of report categories on the left sidebar, including 'Late Entry', 'Early Exit', 'Late Exit', 'Overtime', 'Leave', 'Absent', 'All Swipes', 'Detailed Attendance', 'Monthly Attendance', 'Total Days', 'Punctuality', 'Discrepancy', 'Shift', 'Employee Shift Allocation', 'Employee Details', 'Document Expiry', 'Audit Trail', 'Month Closure', 'Year Closure', and 'Organization Settings'. The 'All Swipes' report is selected. The main content area shows the 'All Swipes Report' form with the following fields: 'Shift' (dropdown menu set to 'All'), 'Card No' (text field with 'C001'), 'Employee First Name' (text field with 'Ramesh'), 'Employee Id' (text field with 'Emp101'), 'Employee Category' (dropdown menu set to 'Permanent'), 'Employee Type' (dropdown menu set to 'Staff'), 'Time Period' (From: 03/10/2010, To: 03/10/2010), 'Company' (dropdown menu set to 'A-ID SYSTEMS'), 'Region' (dropdown menu set to 'South Region'), 'Branch' (dropdown menu set to 'Chennai'), and 'Department' (dropdown menu set to 'Accounts Department'). A blue 'VIEW' button is located at the bottom of the form.

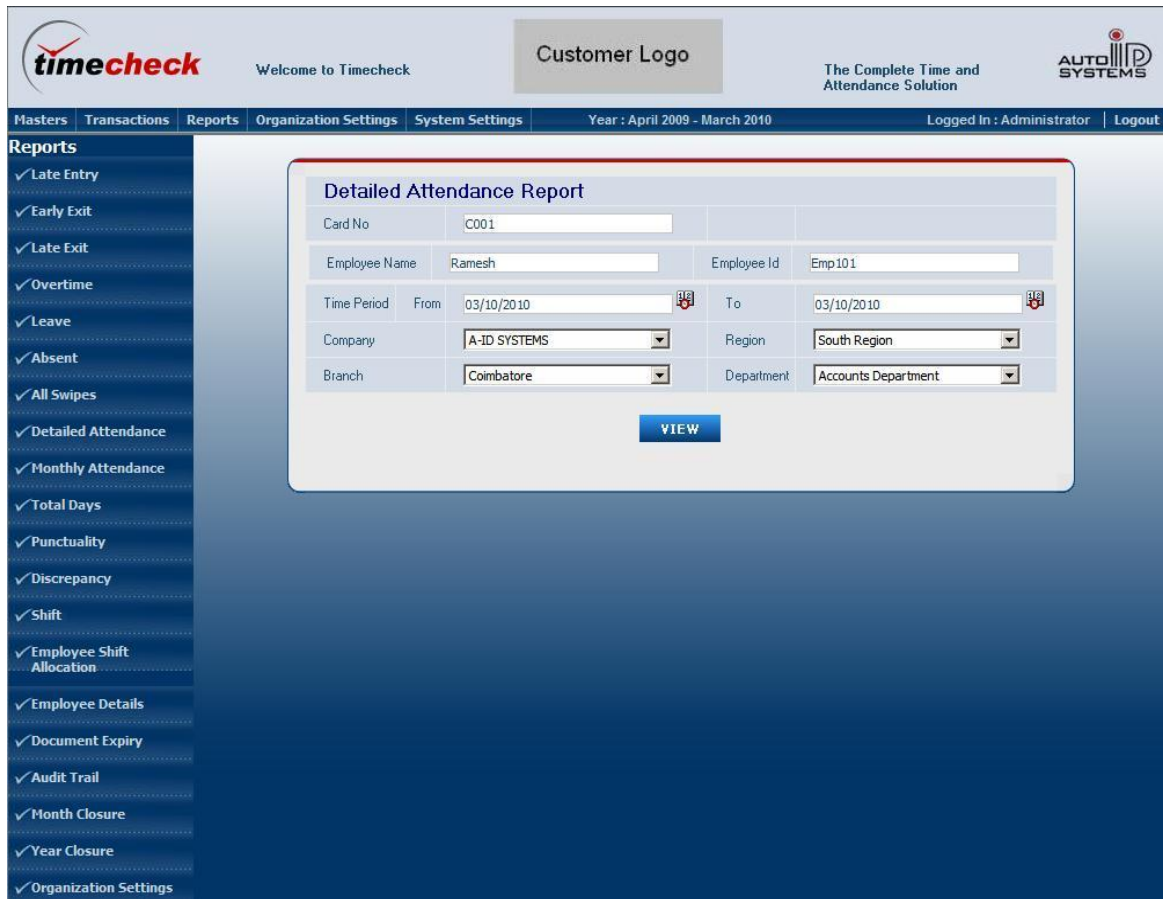
1. Select From Date & To Date to generate the All Swipes Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional).

4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
5. Shift can be selected to filter the particular Shift.
6. Click 'VIEW' Button to view the All Swipes Report

#### 4.8 Detailed Attendance

Detailed Attendance Report can be used by the Admin or the Users having Privileges to view report that shows Employee ID, Employee Name, Total Present days, Total Absent days, Late coming days, Late coming hours, Late Exit days, Late Exit hours, CL taken, EL taken, SL taken & other Leave types taken for each Employee for a particular period

To view the following Detailed Attendance Report, select the **Reports Main Menu** on the Top and Select **Detailed Attendance Menu** on the Left Side.



The screenshot displays the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, and System Settings. The 'Reports' tab is active, and the year 'Year : April 2009 - March 2010' is displayed. On the left side, there is a sidebar menu with various report options, including 'Late Entry', 'Early Exit', 'Late Exit', 'Overtime', 'Leave', 'Absent', 'All Swipes', 'Detailed Attendance', 'Monthly Attendance', 'Total Days', 'Punctuality', 'Discrepancy', 'Shift', 'Employee Shift Allocation', 'Employee Details', 'Document Expiry', 'Audit Trail', 'Month Closure', 'Year Closure', and 'Organization Settings'. The 'Detailed Attendance' option is selected. The main content area shows a 'Detailed Attendance Report' form. The form includes fields for Card No (C001), Employee Name (Ramesh), Employee Id (Emp101), Time Period (From 03/10/2010 to 03/10/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A 'VIEW' button is located at the bottom of the form.

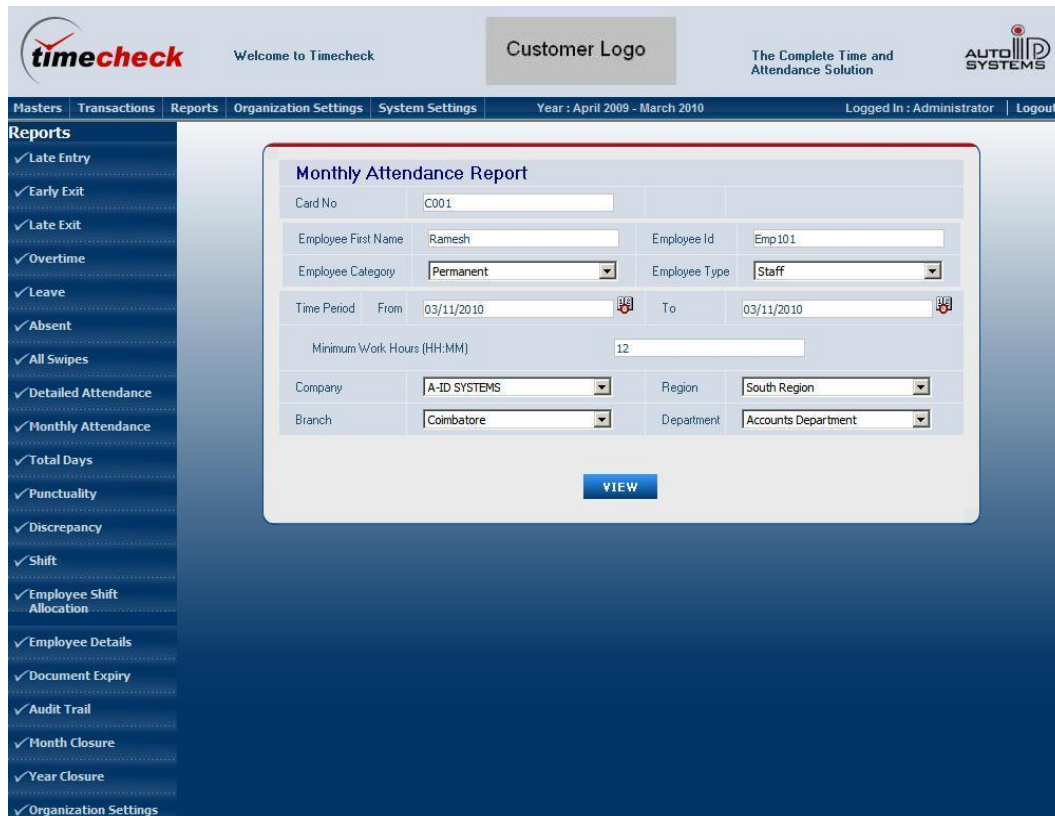
1. Select From Date & To Date to generate the Detailed Attendance Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee name or Employee ID or Card No (Optional)
4. Click 'VIEW' Button to view the Detailed Attendance Report.

#### 4.9 Monthly Attendance

Monthly Attendance Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Level Name, Designation, Dates, In time, Out

Time for each Employee & each date between the selected periods. The report also shows the Total Work Hours for the selected period for each employee.

To view the following Monthly Attendance Report, Select the **Reports Main Menu** on the Top and Select **Monthly Attendance Menu** on the Left Side.



The screenshot displays the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer login field, and the text "The Complete Time and Attendance Solution" alongside the AUTO ID SYSTEMS logo. Below the header is a navigation bar with tabs for Masters, Transactions, Reports, Organization Settings, and System Settings. The Reports tab is active, showing a list of report categories on the left sidebar, including Late Entry, Early Exit, Late Exit, Overtime, Leave, Absent, All Swipes, Detailed Attendance, Monthly Attendance (highlighted), Total Days, Punctuality, Discrepancy, Shift, Employee Shift Allocation, Employee Details, Document Expiry, Audit Trail, Month Closure, Year Closure, and Organization Settings. The main content area displays the "Monthly Attendance Report" form. This form includes fields for Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From 03/11/2010 to 03/11/2010), Minimum Work Hours (HH:MM) (12), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A "VIEW" button is located at the bottom of the form.

1. Select From Date & To Date to generate the Monthly Attendance Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
5. Enter minimum work hours in HH:MM Format so that details with work hours greater than the

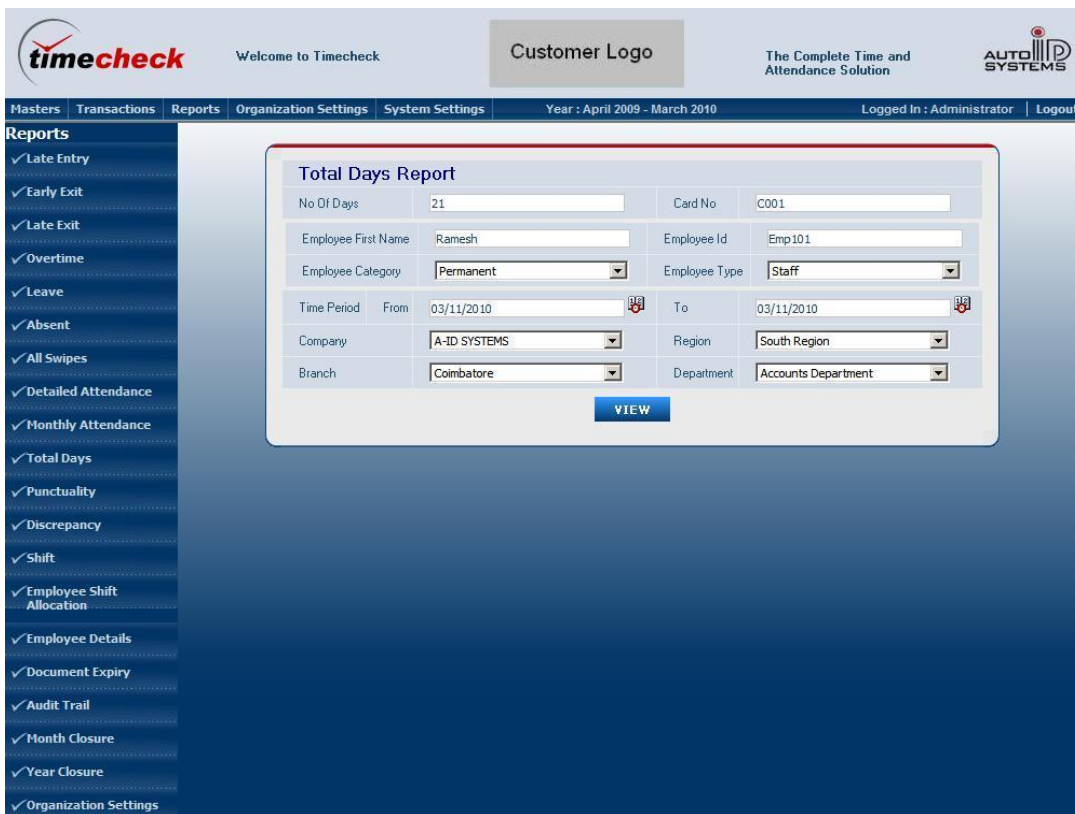
minimum work hours will be displayed.

6. Click 'VIEW' Button to view the Monthly Attendance Report

#### 4.10 Total Days

Total days Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Level Name, Designation.

To view following Total Days Report, Select the **Reports Main Menu** on the Top and Select **Total Days Menu** on the Left Side.



The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the 'AUTO ID SYSTEMS' logo. Below the header is a navigation bar with tabs: 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Reports' tab is selected, and the 'Year' is set to 'April 2009 - March 2010'. The user is logged in as 'Administrator'. On the left, a sidebar menu lists various reports, with 'Total Days' selected. The main content area shows the 'Total Days Report' form. The form includes fields for 'No Of Days' (21), 'Card No' (C001), 'Employee First Name' (Ramesh), 'Employee Id' (Emp101), 'Employee Category' (Permanent), 'Employee Type' (Staff), 'Time Period' (From 03/11/2010 to 03/11/2010), 'Company' (A-ID SYSTEMS), 'Region' (South Region), 'Branch' (Coimbatore), and 'Department' (Accounts Department). A 'VIEW' button is located at the bottom of the form.

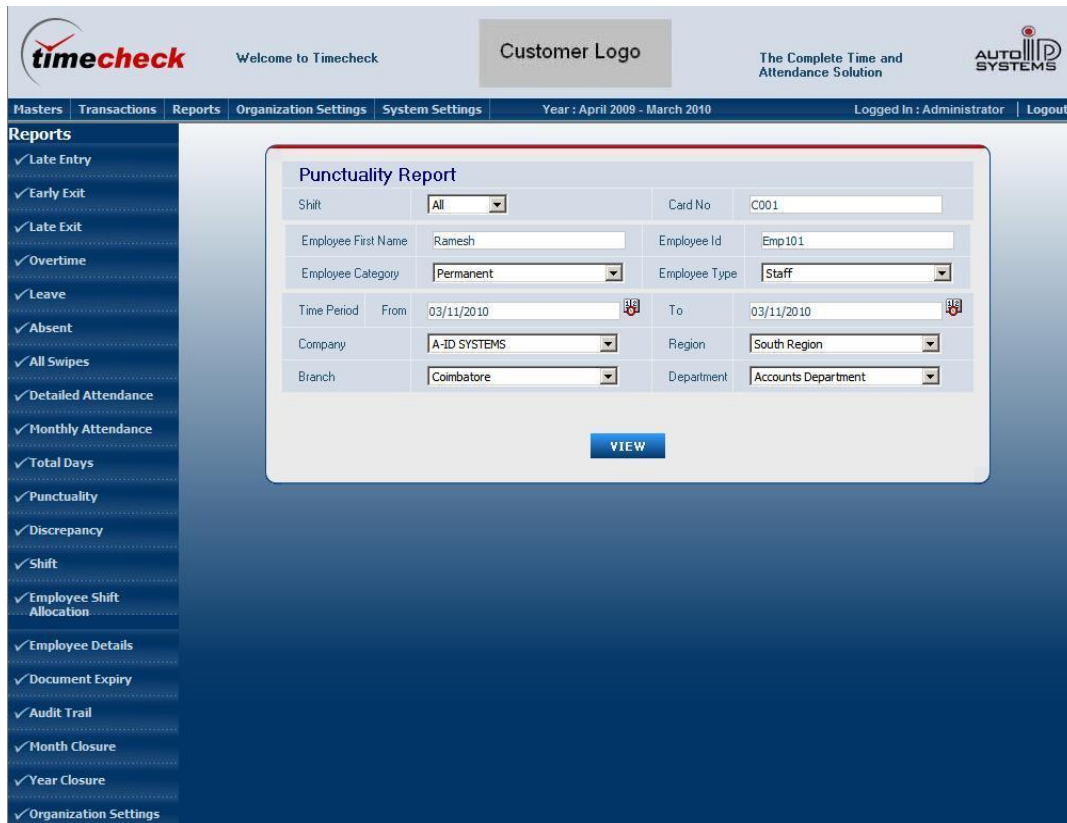
1. Select From Date & To Date to generate the Total Days Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)

- 
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
  4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
  5. Enter the Total Number of Days so that records with total no of worked days equal or greater than the total Number of Days will be displayed (Optional).
  6. Click 'VIEW' Button to view the Total Days Report

#### 4.11 Punctuality

Punctuality Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Dates, In time, Actual Shift In Time for each Employee & each date between the selected periods.

To view the following Punctuality Report, Select the **Reports Main Menu** on the Top and Select **Punctuality Menu** on the Left Side.



The screenshot shows the 'Punctuality Report' form within the Timecheck application. The form is titled 'Punctuality Report' and contains several input fields and dropdown menus. The fields are organized into a grid-like structure. The 'VIEW' button is located at the bottom center of the form. The background of the application shows a sidebar with various report categories and a top navigation bar with tabs like Masters, Transactions, Reports, Organization Settings, and System Settings.

Punctuality Report	
Shift	All
Card No	C001
Employee First Name	Ramesh
Employee Id	Emp101
Employee Category	Permanent
Employee Type	Staff
Time Period From	03/11/2010
To	03/11/2010
Company	A-ID SYSTEMS
Region	South Region
Branch	Coimbatore
Department	Accounts Department
VIEW	

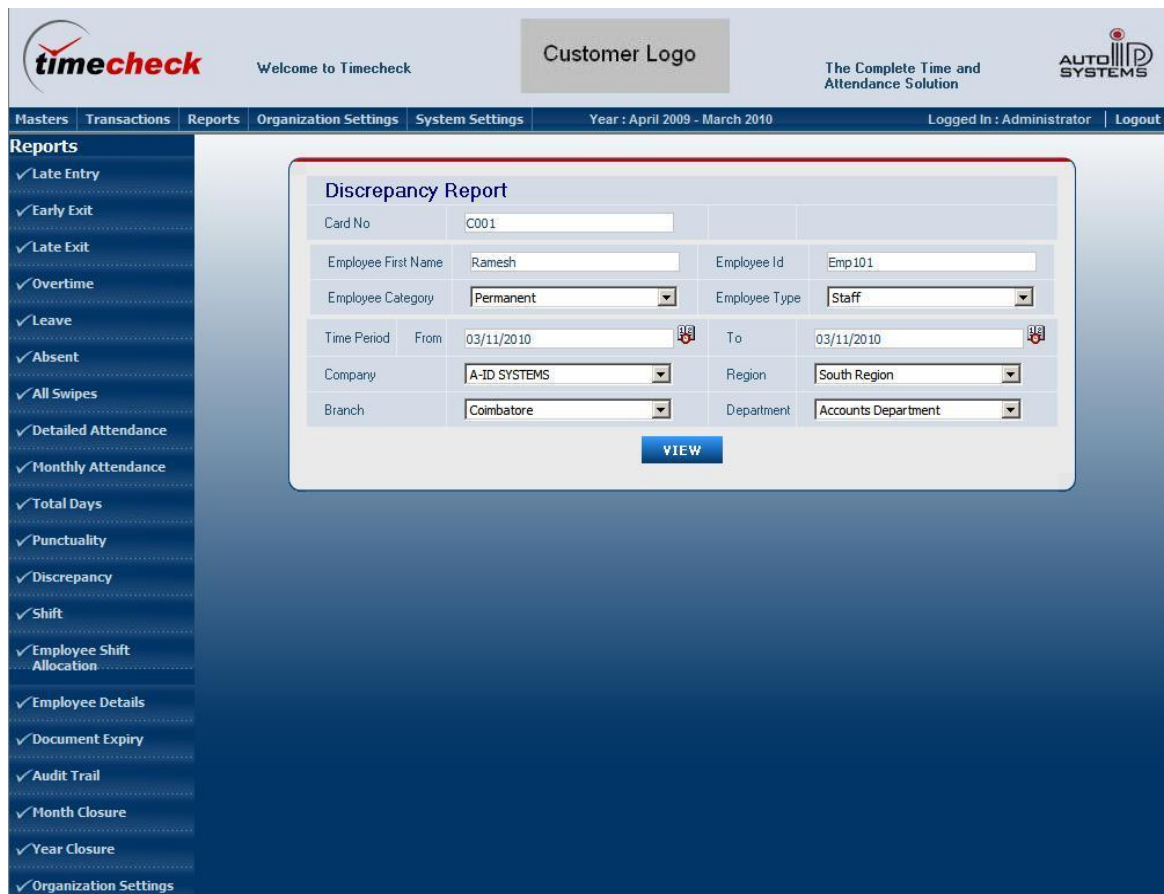
1. Select From Date & To Date to generate the Punctuality Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
4. Shift can be selected to filter the particular Shift.
5. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
6. Click 'VIEW' Button to view the Punctuality Report

## 4.12 Discrepancy

Discrepancy Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Date & Time of Odd punches (In Time without Out time or Out Time without In time) for each Employee for a particular day between the selected periods.



To view the following Discrepancy Report, Select the **Reports Main Menu** on the Top and Select **Discrepancy Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO ID SYSTEMS logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. On the left side, there is a 'Reports' menu with various options, including 'Discrepancy'. The main content area displays the 'Discrepancy Report' form. The form contains the following fields:

Card No	C001		
Employee First Name	Ramesh	Employee Id	Emp101
Employee Category	Permanent	Employee Type	Staff
Time Period	From: 03/11/2010	To: 03/11/2010	
Company	A-ID SYSTEMS	Region	South Region
Branch	Coimbatore	Department	Accounts Department

Below the form is a 'VIEW' button.

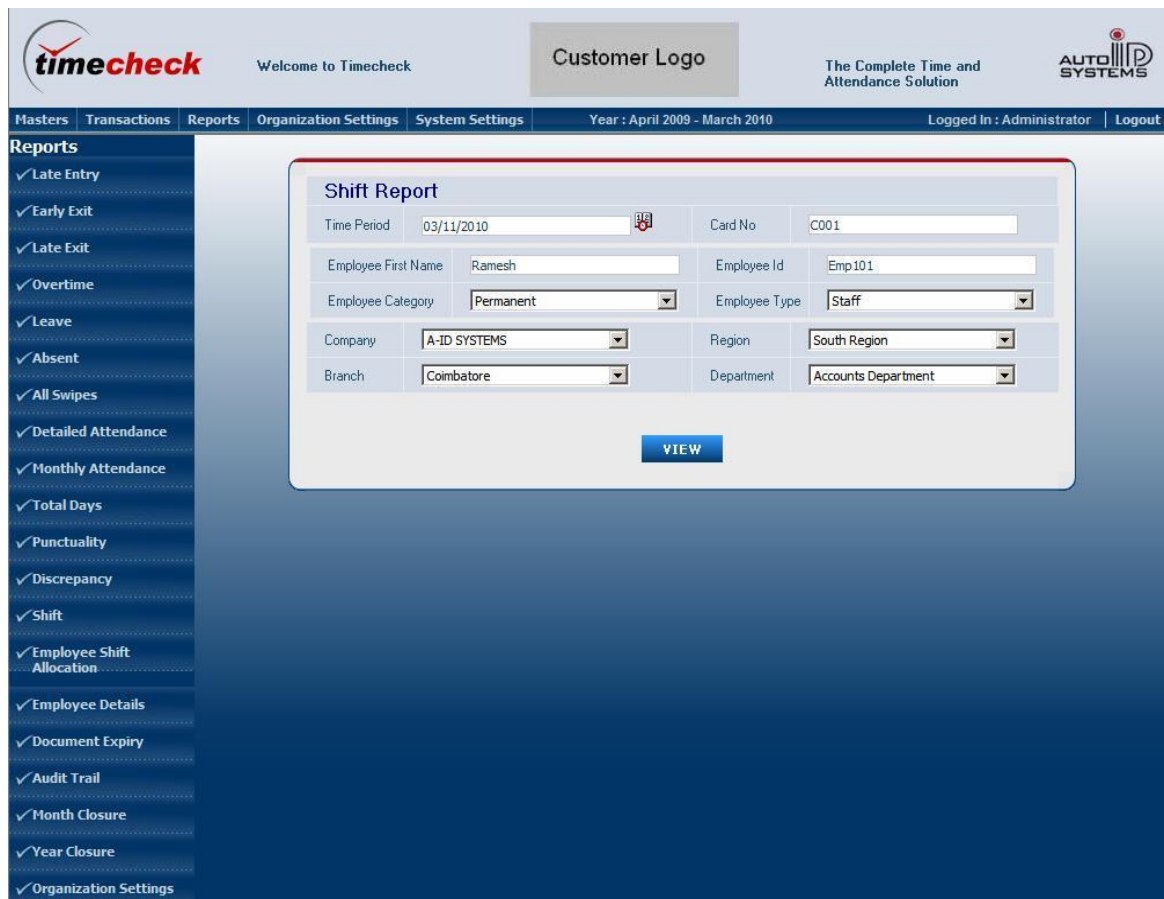
1. Select From Date & To Date to generate the Discrepancy Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).

5. Click 'VIEW' Button to view the Discrepancy Report.

#### 4.13 Shift

Shift Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Level Name, and Designation.

To view following Shift Report, Select the **Reports Main Menu** on the Top and Select **Shift Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. At the top, there's a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and 'The Complete Time and Attendance Solution' by 'AUTO SYSTEMS'. Below this is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, and a date range 'Year : April 2009 - March 2010'. On the right of the navigation bar, it says 'Logged In : Administrator' and 'Logout'. On the left, there's a 'Reports' menu with various options like Late Entry, Early Exit, etc. The main content area displays the 'Shift Report' form. This form includes fields for Time Period (03/11/2010), Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A 'VIEW' button is located at the bottom of the form.

1. Select Date of shift to generate the Shift Report on that particular day.
2. Select the Organization Level for which the Report should be generated. All the

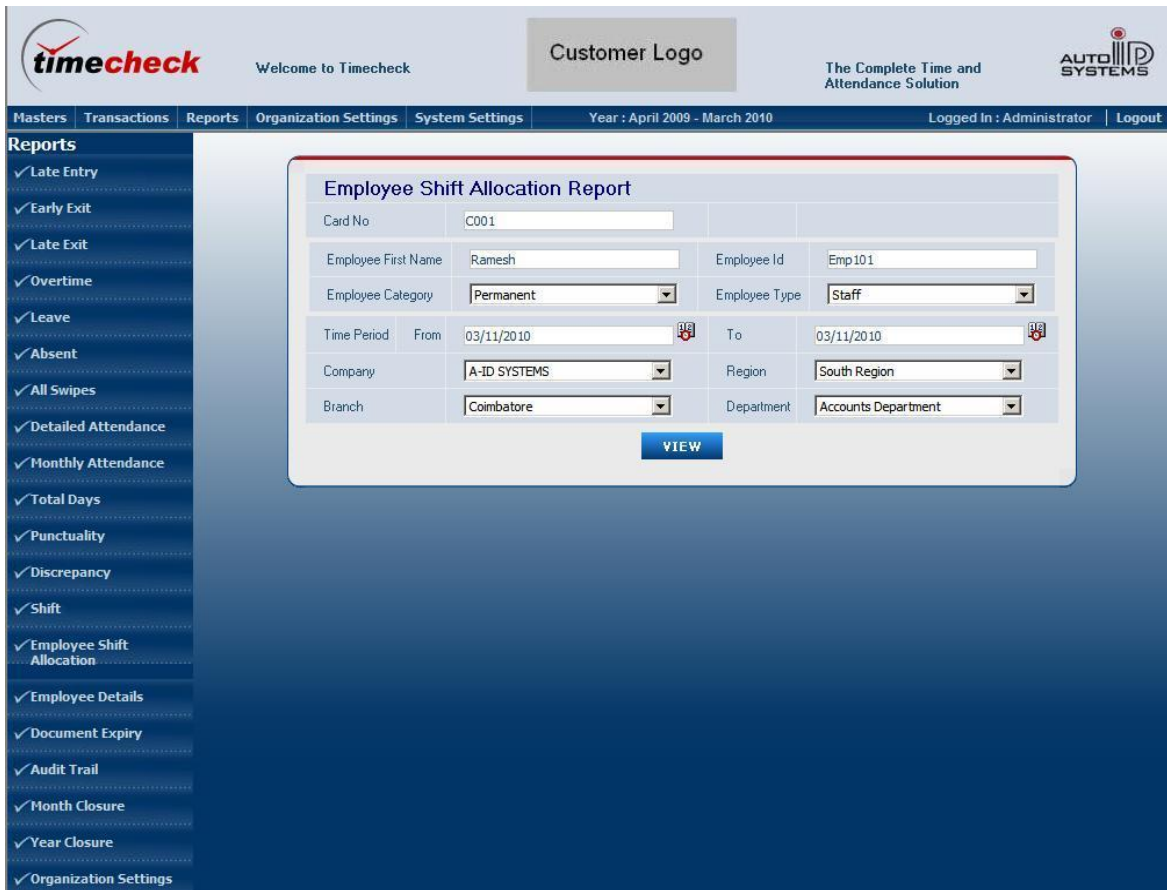
- 
- Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
  4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
  5. Click 'VIEW' Button to view the Shift Report

#### 4.14 Employee Shift Allocation

Employee Shift Allocation Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Year, Month, Shift Allocated for each Employee for particular days between selected periods.

It shows Permanent Shift allocated for each day between the selected From date & To date. If Temporary Shift allocated for a particular day or Shift Exchanged on that particular day then the Temporary Shift or Shift that Exchanged will be shown.

To view the following Employee Shift Allocation Report, Select the **Reports Main Menu** on the Top and Select **Employee Shift Allocation Menu** on the Left Side.



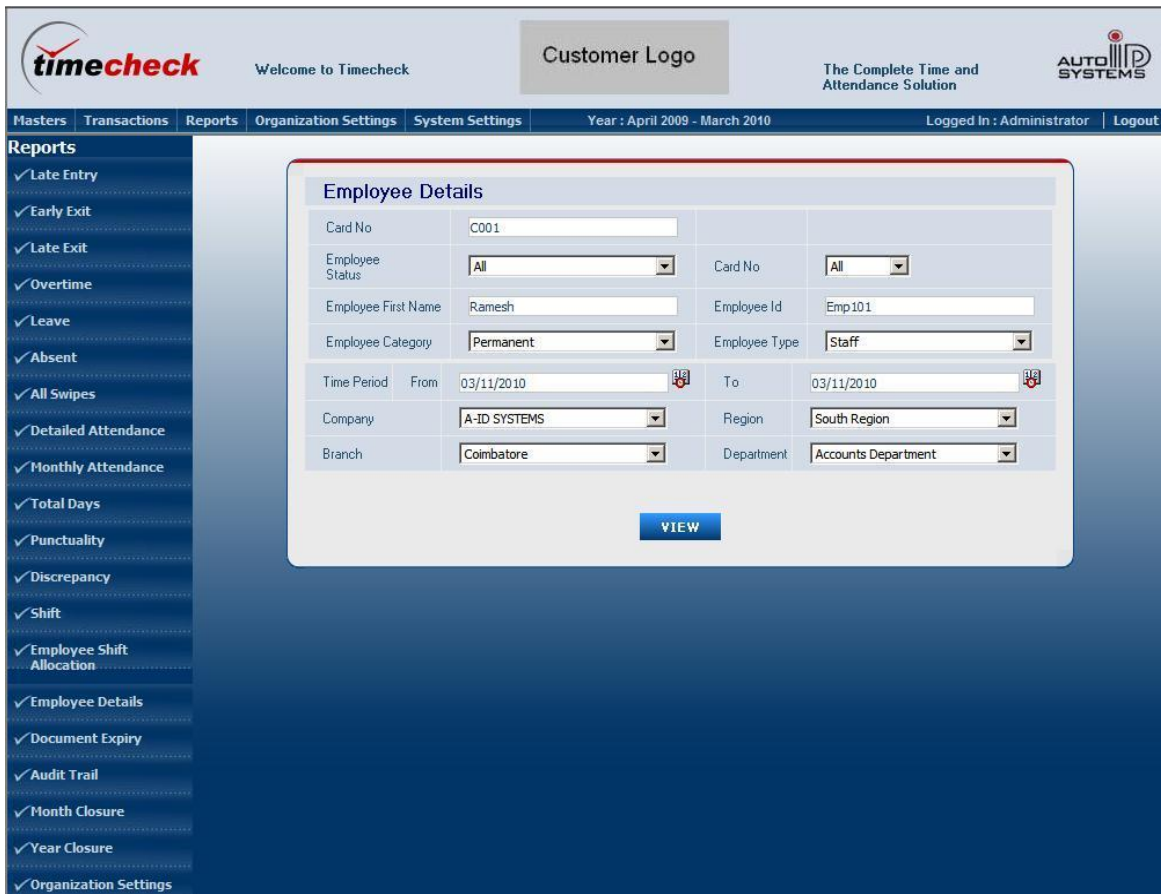
The screenshot shows the Timecheck web application interface. At the top, there is a navigation bar with the Timecheck logo, a welcome message, a customer logo placeholder, and the tagline 'The Complete Time and Attendance Solution'. Below this is a menu bar with options like Masters, Transactions, Reports, Organization Settings, System Settings, and a date range. A sidebar on the left lists various reports with checkboxes, including 'Employee Shift Allocation'. The main content area displays the 'Employee Shift Allocation Report' form. This form includes fields for Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From 03/11/2010 to 03/11/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A 'VIEW' button is located at the bottom of the form.

1. Select From Date & To Date to generate the Shift Allocation Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
5. Click 'VIEW' Button to view the Employee Shift Allocation Report.

#### 4.15 Employee Details

Employee Details Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Level Name, Designation, Date of Birth, Date of joining, Status for each Employee.

To view the following Employee Details Report, Select the **Reports Main Menu** on the Top and Select **Employee Details Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. At the top, there's a header with the Timecheck logo, "Welcome to Timecheck", a "Customer Logo" placeholder, and the text "The Complete Time and Attendance Solution" next to the "AUTO ID SYSTEMS" logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. On the left, a "Reports" sidebar lists various report categories with checkboxes, including "Employee Details" which is currently selected. The main content area displays the "Employee Details" form. This form contains several input fields and dropdown menus: Card No (C001), Employee Status (All), Card No (All), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From 03/11/2010 to 03/11/2010), Company (A-ID SYSTEMS), Region (South Region), Branch (Coimbatore), and Department (Accounts Department). A "VIEW" button is located at the bottom of the form.

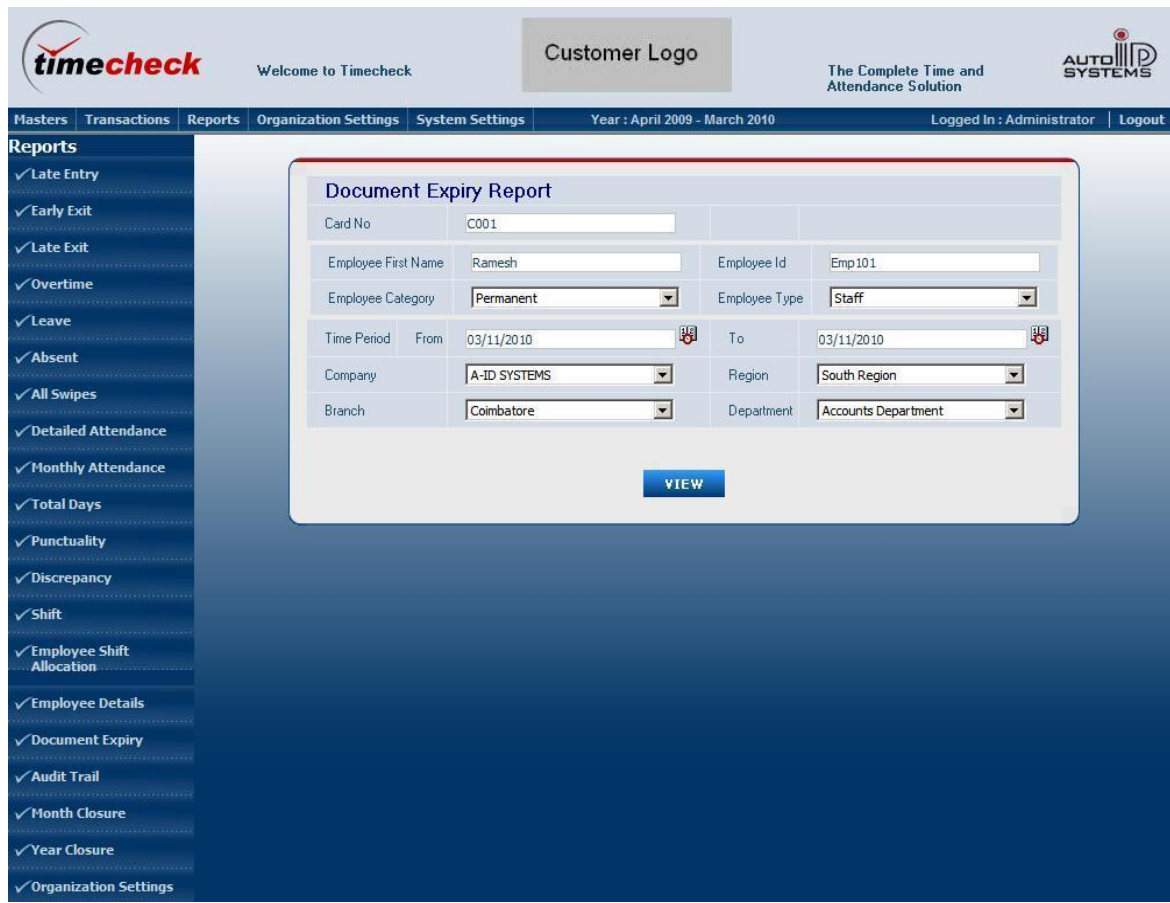
1. Select From Date & To Date to generate the Employee Details Report having Date of Join between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)

4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
5. Employee Report can be filtered based on Employee Status which includes Active, In Active and All Employees.
6. Click 'VIEW' Button to view the Employee Details Report

## 4.16 Document Expiry

Document Expiry Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Passport No, Passport Expiry date, Visa No., Visa Expiry Date.

To view following Document Expiry Report, Select the **Reports Main Menu** on the Top and Select **Document Expiry Menu** on the Left Side.



The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the 'AUTOID SYSTEMS' logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The 'Reports' tab is selected, and a left sidebar lists various report categories with checkboxes, including 'Document Expiry'. The main content area shows the 'Document Expiry Report' form with the following fields:

Card No	C001		
Employee First Name	Ramesh	Employee Id	Emp101
Employee Category	Permanent	Employee Type	Staff
Time Period	From: 03/11/2010	To: 03/11/2010	
Company	A-ID SYSTEMS	Region	South Region
Branch	Coimbatore	Department	Accounts Department

At the bottom of the form is a blue 'VIEW' button.

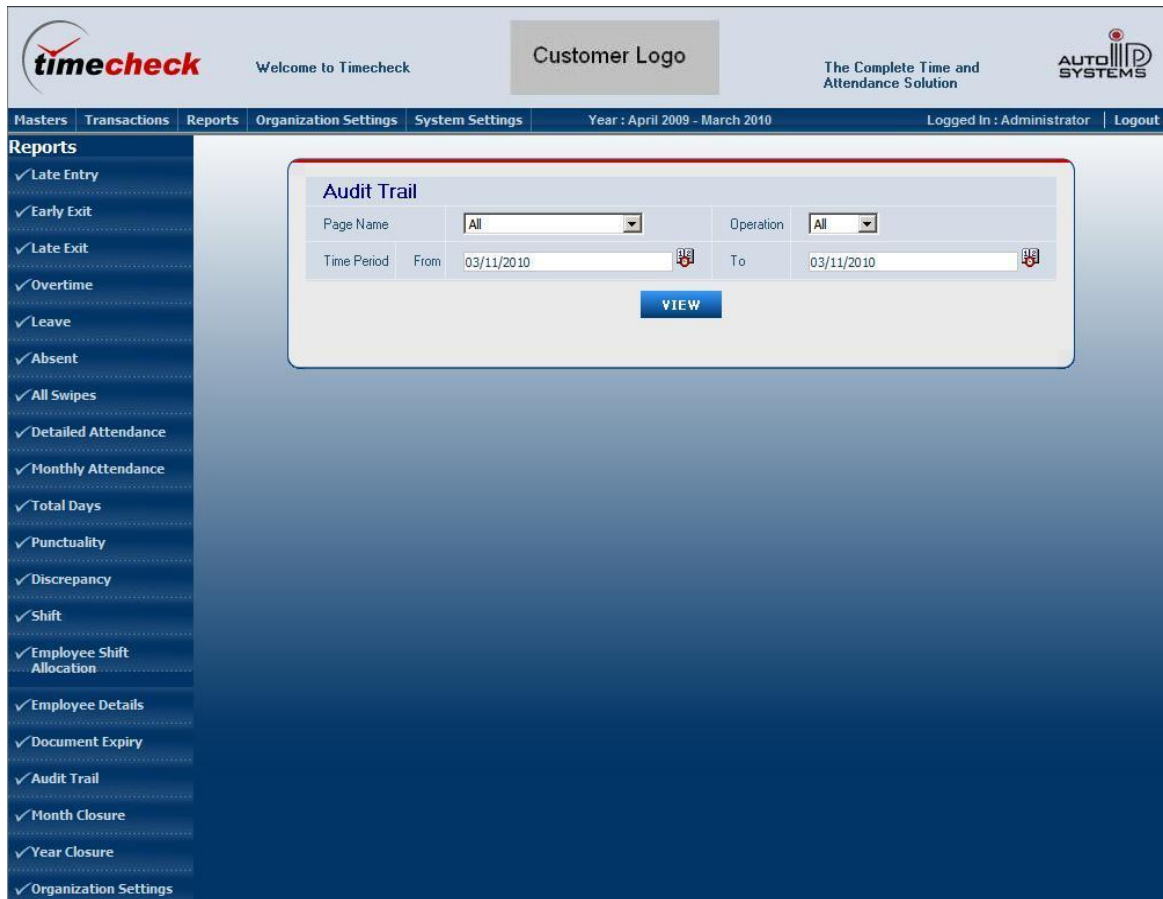
1. Select From Date & To Date to generate the Document Expiry Report between the Periods.
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No (Optional)
4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
5. Click 'VIEW' Button to view the Document Expiry Report

#### 4.17 Audit Trial

Audit Trial Report can be used by the Admin or the Users having Privileges to view Report that shows Label Name (Page Name), Operation, Old Value, New Value, Employee Name and Operation Date for each date between the selected periods.

To view the Audit Trial Report, Select the **Reports Main Menu** on the Top and Select **Audit Trial Menu** on the Left Side.





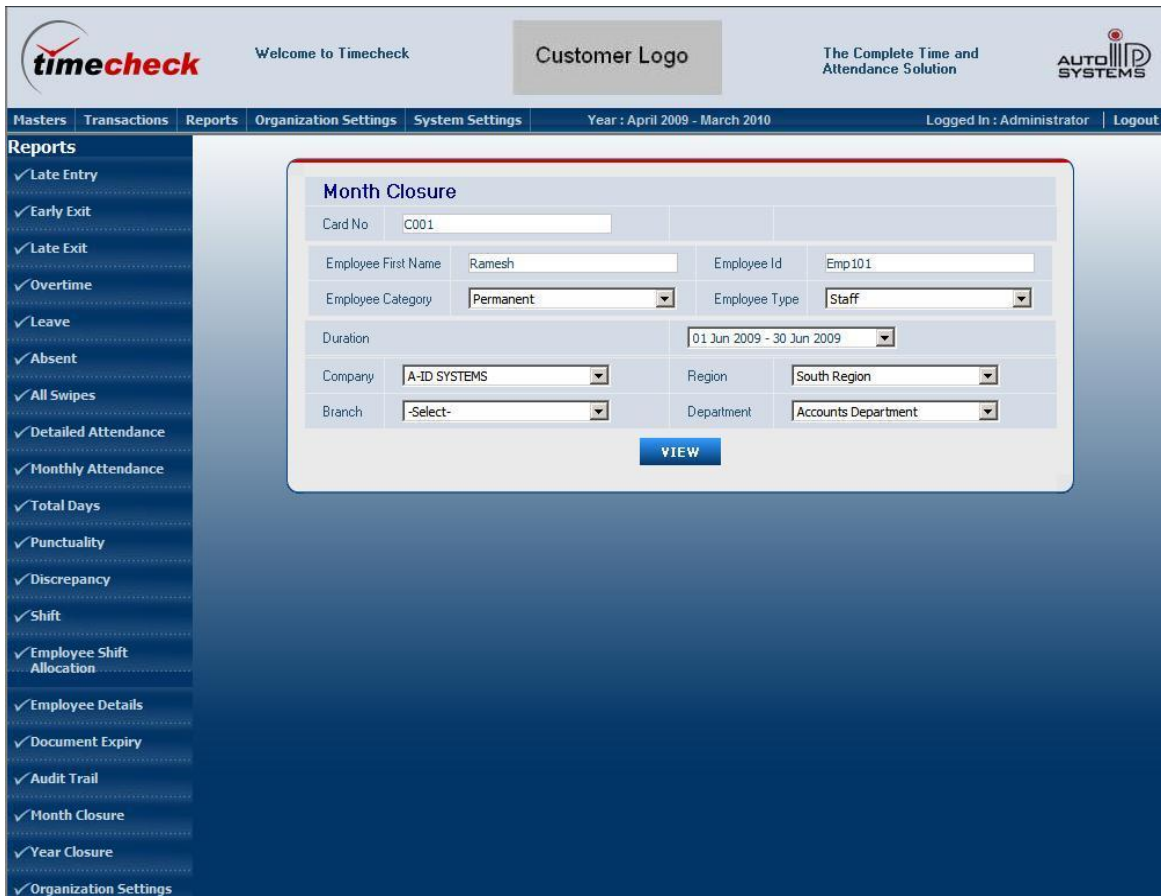
The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, and System Settings. The 'Reports' tab is selected, and the year 'Year : April 2009 - March 2010' is displayed. On the right of the navigation bar, it says 'Logged In : Administrator | Logout'. On the left, there is a sidebar menu with various report options, each preceded by a checkmark: Late Entry, Early Exit, Late Exit, Overtime, Leave, Absent, All Swipes, Detailed Attendance, Monthly Attendance, Total Days, Punctuality, Discrepancy, Shift, Employee Shift Allocation, Employee Details, Document Expiry, Audit Trail, Month Closure, Year Closure, and Organization Settings. The 'Audit Trail' option is highlighted. The main content area displays the 'Audit Trail' form. It has a title 'Audit Trail' and two dropdown menus for 'Page Name' and 'Operation', both set to 'All'. Below these are two date pickers for 'Time Period', with 'From' and 'To' both set to '03/11/2010'. A blue 'VIEW' button is located below the date pickers.

1. Select Time Period (From and To) to generate the Audit Trial Report on the selected Duration
2. Select the Page Name and Operation (Add/Modify/Delete) if required. (Optional)
3. Click 'VIEW' Button to view the Audit Trial Report

#### 4.18 Month Closure

Month Closure Report can be used by the Admin or the Users having Privileges to view Report that shows Employee Number, Employee Name, Hours Worked, Hours OT, Week Off OT, Holiday OT, Early Out, Late In, Total Work Hours, Hours Less, Hours Extra, Leave Days, Present Days, Absent Days and Holidays for each Employee & each date between the selected periods.

To view the Payroll Report, Select the **Reports Main Menu** on the Top and Select **Month Closure Menu** on the Left Side.



The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the 'AUTOID SYSTEMS' logo. Below the header is a navigation bar with tabs: 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Reports' tab is selected, and the date range 'Year : April 2009 - March 2010' is shown. On the left side, a 'Reports' menu is visible with various options, including 'Late Entry', 'Early Exit', 'Late Exit', 'Overtime', 'Leave', 'Absent', 'All Swipes', 'Detailed Attendance', 'Monthly Attendance', 'Total Days', 'Punctuality', 'Discrepancy', 'Shift', 'Employee Shift Allocation', 'Employee Details', 'Document Expiry', 'Audit Trail', 'Month Closure', 'Year Closure', and 'Organization Settings'. The 'Month Closure' option is highlighted. The main content area shows a 'Month Closure' form with the following fields: 'Card No' (C001), 'Employee First Name' (Ramesh), 'Employee Id' (Emp101), 'Employee Category' (Permanent), 'Employee Type' (Staff), 'Duration' (01 Jun 2009 - 30 Jun 2009), 'Company' (A-ID SYSTEMS), 'Region' (South Region), 'Branch' (-Select-), and 'Department' (Accounts Department). A 'VIEW' button is located at the bottom right of the form.

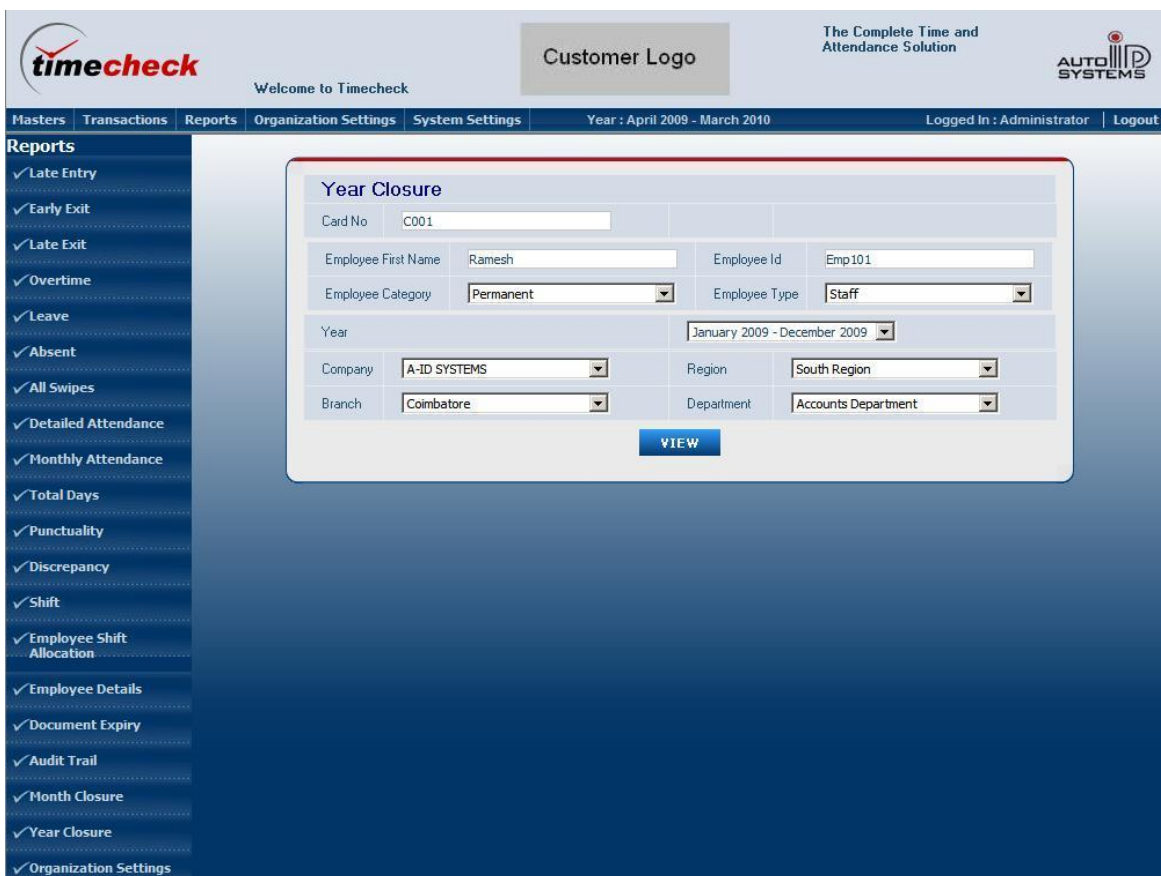
1. Select the Duration
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
5. Click 'VIEW' Button to view the Payroll Report

**Note:** Month Closure Report can be viewed only after the month closure is done for a particular month.

## 4.19 Year Closure

Year Closure Report can be used by the Admin or the Users having Privileges to view Report that shows Employee ID, Employee Name, Leave Type, Carry Previous year, Current Quota, Borrow next year, Leave Taken, Available Leaves, Encashment.

To view the Year Closure Report, Select the **Reports Main Menu** on the Top and Select **Year Closure Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the 'AUTO ID SYSTEMS' logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year : April 2009 - March 2010, and Logged In : Administrator | Logout. On the left side, there is a 'Reports' menu with various options, including 'Late Entry', 'Early Exit', 'Late Exit', 'Overtime', 'Leave', 'Absent', 'All Swipes', 'Detailed Attendance', 'Monthly Attendance', 'Total Days', 'Punctuality', 'Discrepancy', 'Shift', 'Employee Shift Allocation', 'Employee Details', 'Document Expiry', 'Audit Trail', 'Month Closure', 'Year Closure', and 'Organization Settings'. The 'Year Closure' option is selected. The main content area displays the 'Year Closure' form. The form has a title 'Year Closure' and a 'Card No' field with the value 'C001'. Below this are fields for 'Employee First Name' (Ramesh), 'Employee Id' (Emp101), 'Employee Category' (Permanent), and 'Employee Type' (Staff). There is a 'Year' dropdown menu showing 'January 2009 - December 2009'. Below these are fields for 'Company' (A-ID SYSTEMS), 'Region' (South Region), 'Branch' (Coimbatore), and 'Department' (Accounts Department). A 'VIEW' button is located at the bottom right of the form.

1. Select the financial year from the Year Drop down List.

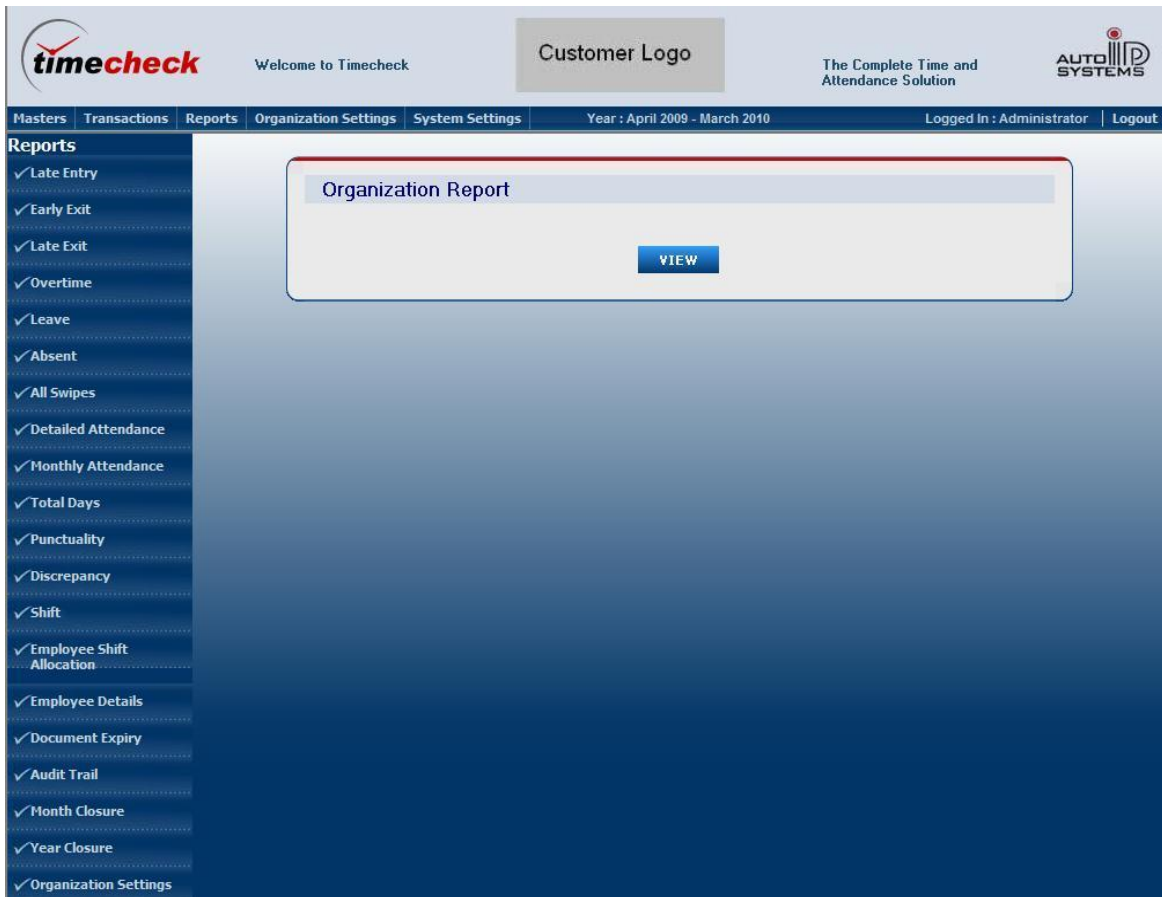
- 
2. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
  3. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
  4. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
  5. Click 'VIEW' Button to view the Year Closure Report

**Note:** Year Closure Report can be viewed only after the year closure is done for a particular year.

## 4.20 Organization Settings

Organization Report can be used by the Admin or the Users having Privileges to view the Organization hierarchy.

To view the Organization Report, Select the **Reports Main Menu** on the Top and Select **Organization Settings Menu** on the Left Side.

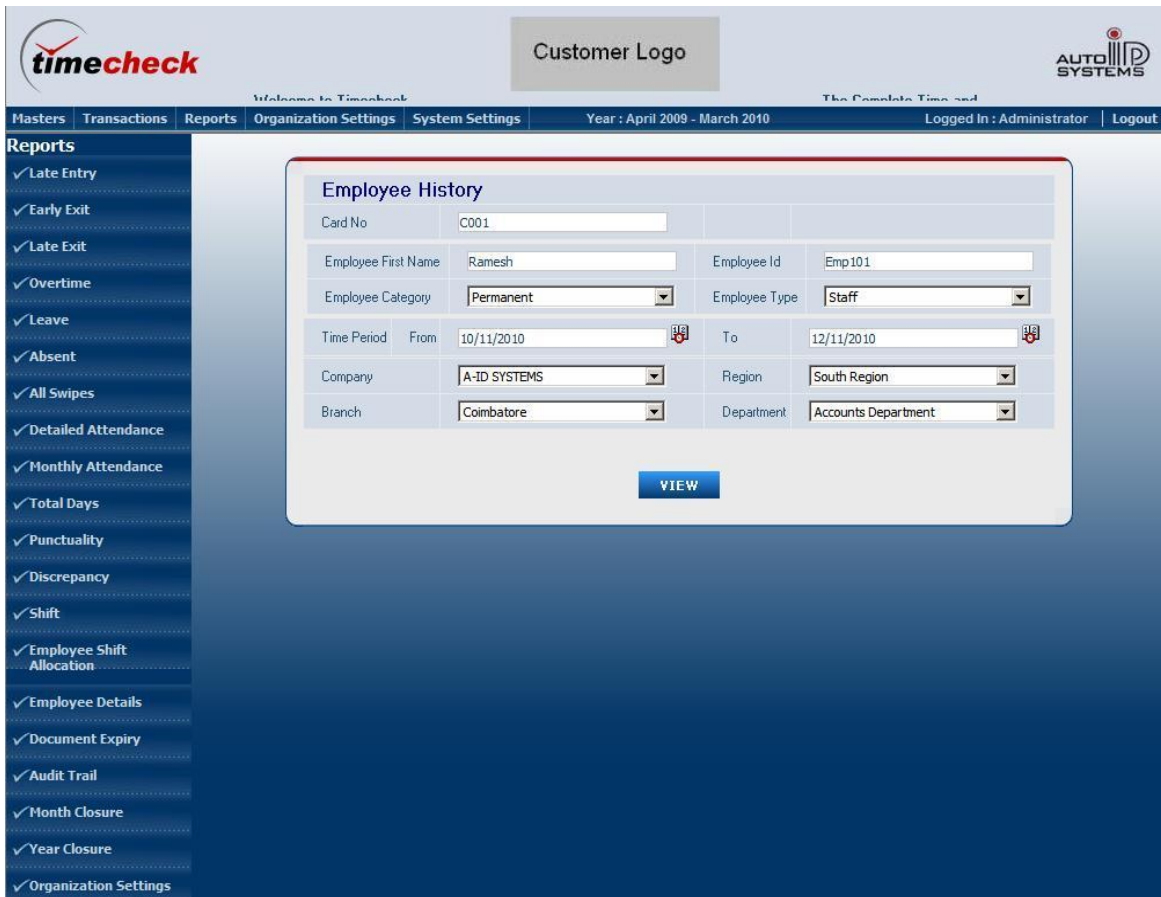


Click View Button to view the Organization Report.

## 4.21 Employee History

Employee History Report can be used by the Admin or the Users having Privileges to view Report that shows Employee Number, Employee Name, Level, Section Effective Date, Designation and its Effective Date, Employee Category and its Effective Date, Employee Type and its Effective Date and Basic Pay and its Effective Date for each Employee & each date between the selected periods.

To view the Employee History Report, Select the **Reports Main Menu** on the Top and Select **Employee History Menu** on the Left Side.



The screenshot shows the 'timecheck' web application interface. At the top, there's a 'Customer Logo' placeholder. Below it, a navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. A left sidebar lists various reports with checkboxes, including 'Late Entry', 'Early Exit', 'Late Exit', 'Overtime', 'Leave', 'Absent', 'All Swipes', 'Detailed Attendance', 'Monthly Attendance', 'Total Days', 'Punctuality', 'Discrepancy', 'Shift', 'Employee Shift Allocation', 'Employee Details', 'Document Expiry', 'Audit Trail', 'Month Closure', 'Year Closure', and 'Organization Settings'. The main content area displays the 'Employee History' form with the following fields:

Card No	C001		
Employee First Name	Ramesh	Employee Id	Emp101
Employee Category	Permanent	Employee Type	Staff
Time Period	From: 10/11/2010	To: 12/11/2010	
Company	A-ID SYSTEMS	Region	South Region
Branch	Coimbatore	Department	Accounts Department

A 'VIEW' button is located below the form fields.

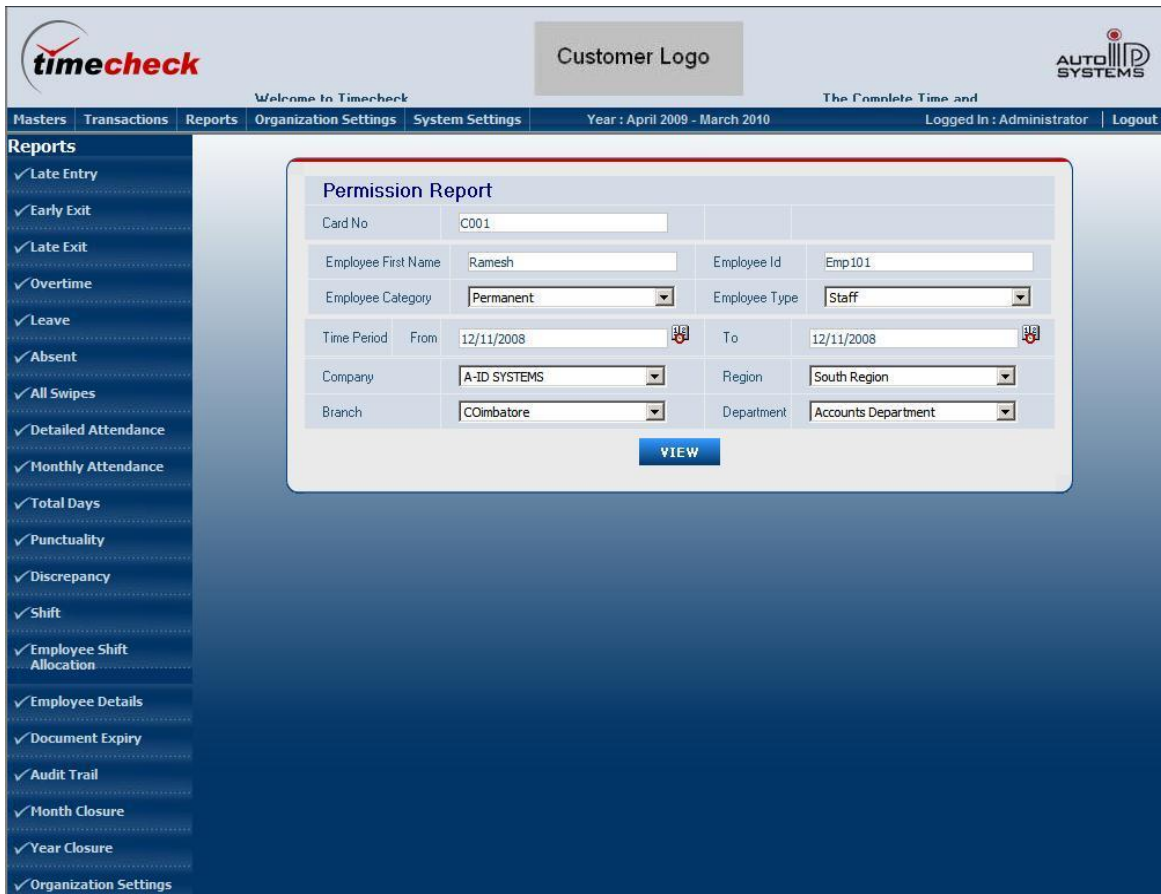
1. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
2. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
3. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
4. Select Time Period (From and To) to generate the Employee History Report on the selected Duration
5. Click 'VIEW' Button to view the following Employee History Report

## 4.22 Permission Report



Permission Report can be used by the Admin or the Users having Privileges to view Report that shows Employee Number, Employee Name, Date of Permission, Start Time, End Time and Total Hours for each Employee & each date between the selected periods.

To view the Permission Report, Select the **Reports Main Menu** on the Top and Select **Permission Report Menu** on the Left Side.



The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, a 'Customer Logo' placeholder, and the 'AUTO SYSTEMS' logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, and Logged In: Administrator | Logout. The left sidebar contains a list of reports under the 'Reports' section, including Late Entry, Early Exit, Late Exit, Overtime, Leave, Absent, All Swipes, Detailed Attendance, Monthly Attendance, Total Days, Punctuality, Discrepancy, Shift, Employee Shift Allocation, Employee Details, Document Expiry, Audit Trail, Month Closure, Year Closure, and Organization Settings. The main content area shows the 'Permission Report' form. The form has the following fields: Card No (C001), Employee First Name (Ramesh), Employee Id (Emp101), Employee Category (Permanent), Employee Type (Staff), Time Period (From: 12/11/2008, To: 12/11/2008), Company (A-ID SYSTEMS), Region (South Region), Branch (COimbatore), and Department (Accounts Department). A 'VIEW' button is located at the bottom of the form.

1. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
2. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
3. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
4. Select Time Period (From and To) to generate the Permission Report on the selected



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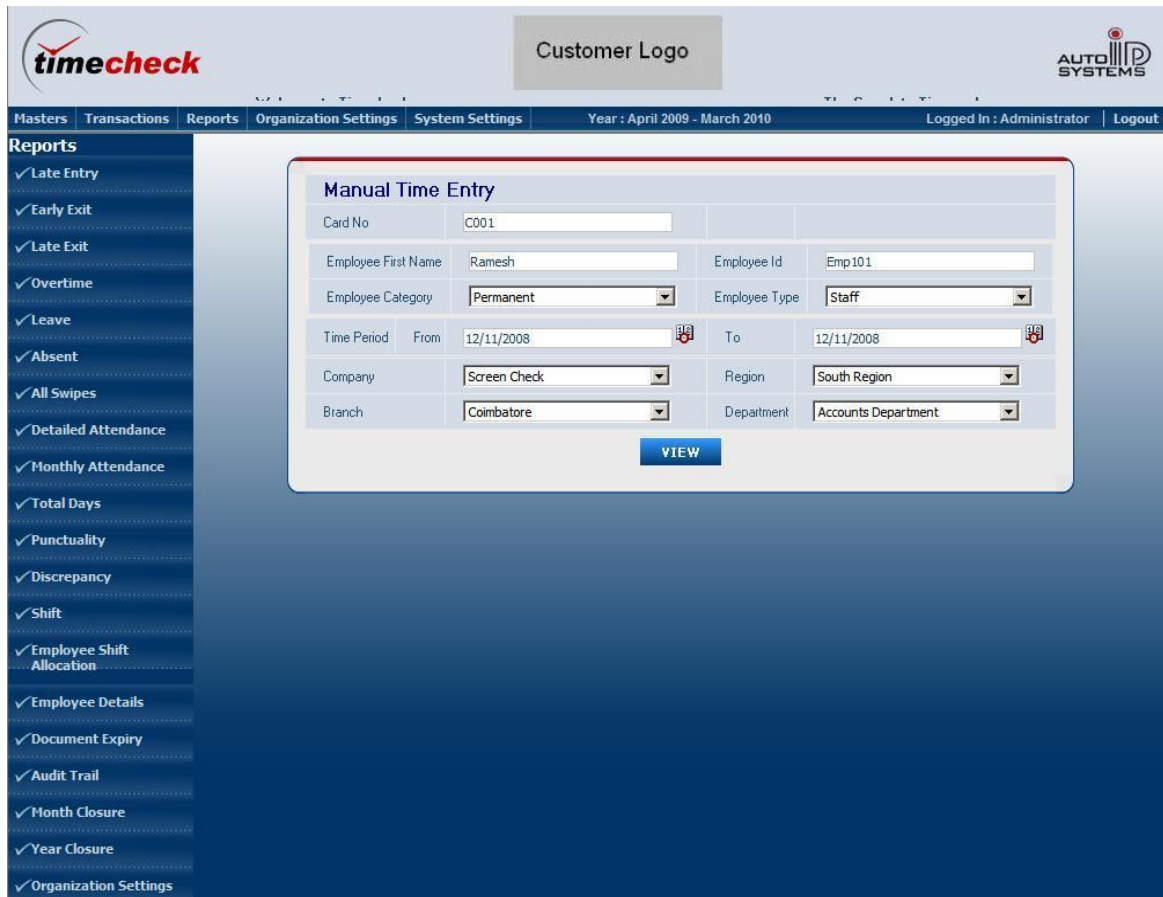
Duration

5. Status can be selected from the Status Drop Down List to filter the particular status like Pending, Forwarded, Rejected and Approved Permission Applications.
6. Click 'VIEW' Button to view the Permission Report

#### 4.23 Manual Time Entry

Manual Time Entry Report can be used by the Admin or the Users having Privileges to view Report that shows Employee Number, Employee Name, In Date, In Time, Out Date, Out Time and Reason for each Employee & each date between the selected periods.

To view the Manual Time Entry Report, Select the **Reports Main Menu** on the Top and Select **Manual Time Entry Menu** on the Left Side.



**Manual Time Entry**

Card No	C001		
Employee First Name	Ramesh	Employee Id	Emp101
Employee Category	Permanent	Employee Type	Staff
Time Period	From: 12/11/2008	To: 12/11/2008	
Company	Screen Check	Region	South Region
Branch	Coimbatore	Department	Accounts Department

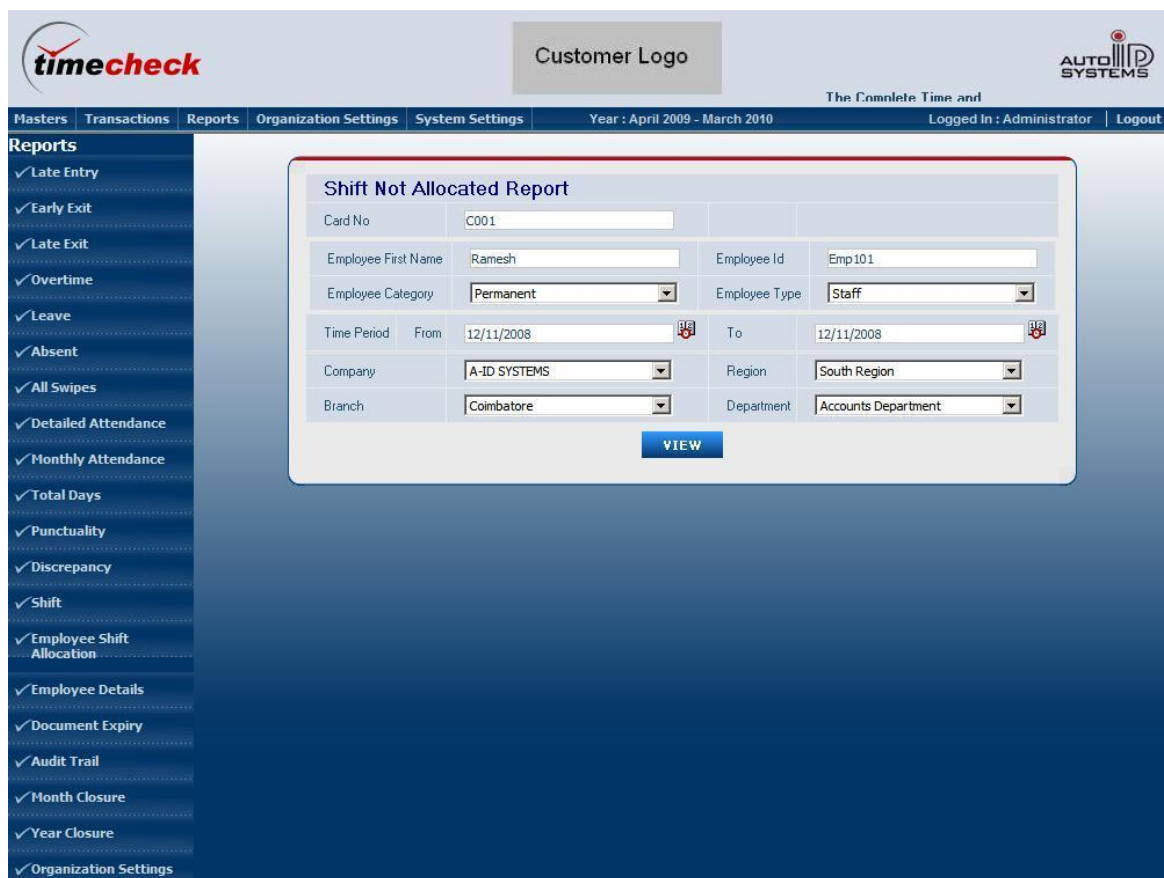
**VIEW**

1. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
2. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
3. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
4. Select Time Period (From and To) to generate the Manual Time Entry Report on the selected Duration
5. Status can be selected from the Drop Down List to filter the particular status like Pending, Forwarded, Rejected and Approved Manual Time Entry Applications.
6. Click 'VIEW' Button to view the Manual Time Entry Report

## 4.24 Shift Not Allocated

Shift Not Allocated Report can be used by the Admin or the Users having Privileges to view the employees for whom the shift is not allocated for the selected range. This report shows Employee ID, Employee Name, Level, Designation and Date between the selected period.

To view the Shift Not Allocated Report, Select the **Reports Main Menu** on the Top and Select **Shift Not Allocated Menu** on the Left Side.



The screenshot shows the 'Shift Not Allocated Report' form within the 'timecheck' application. The form is titled 'Shift Not Allocated Report' and contains several input fields for filtering the report. The fields are organized as follows:

- Card No:** C001
- Employee First Name:** Ramesh
- Employee Id:** Emp101
- Employee Category:** Permanent (dropdown)
- Employee Type:** Staff (dropdown)
- Time Period:** From 12/11/2008 To 12/11/2008 (date pickers)
- Company:** A-ID SYSTEMS (dropdown)
- Region:** South Region (dropdown)
- Branch:** Coimbatore (dropdown)
- Department:** Accounts Department (dropdown)

A blue 'VIEW' button is located at the bottom right of the form. On the left side of the application window, there is a sidebar menu with various report options, including 'Late Entry', 'Early Exit', 'Late Exit', 'Overtime', 'Leave', 'Absent', 'All Swipes', 'Detailed Attendance', 'Monthly Attendance', 'Total Days', 'Punctuality', 'Discrepancy', 'Shift', 'Employee Shift Allocation', 'Employee Details', 'Document Expiry', 'Audit Trail', 'Month Closure', 'Year Closure', and 'Organization Settings'.

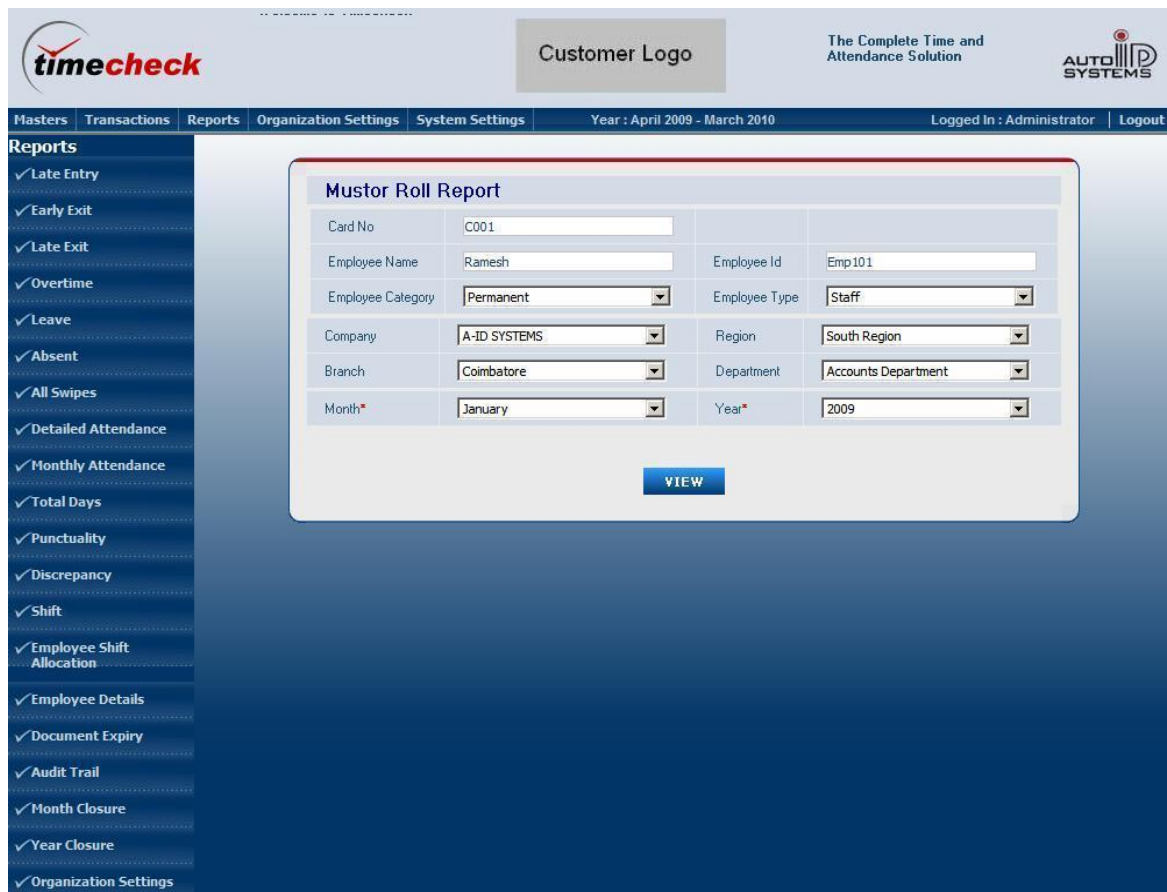
1. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
2. Individual Employee Report also can be generated by entering the Employee First Name or Employee ID or Card No. (Optional)
3. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).

4. Select Time Period (From and To) to generate the Shift Not Allocated Report on the selected Duration
5. Click 'VIEW' Button to view the Shift Not Allocated Report

## 4.25 Muster Roll

Muster Report can be used by the Admin or the Users having Privileges to view the In / Out Details for the selected month and year.

To view the Muster Report, Select the **Reports Main Menu** on the Top and Select **Muster Roll Menu** on the Left Side.



The screenshot shows the 'Muster Roll Report' form within the 'timecheck' application. The interface includes a top navigation bar with 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Reports' menu is expanded on the left, showing various report options like 'Late Entry', 'Early Exit', etc. The main form area contains fields for 'Card No', 'Employee Name', 'Employee Id', 'Employee Category', 'Employee Type', 'Company', 'Region', 'Branch', 'Department', 'Month', and 'Year'. A 'VIEW' button is located at the bottom of the form.

Muster Roll Report			
Card No	C001	Employee Id	Emp101
Employee Name	Ramesh	Employee Category	Permanent
Employee Type	Staff	Company	A-ID SYSTEMS
Region	South Region	Branch	Coimbatore
Department	Accounts Department	Month*	January
Year*	2009		

VIEW

1. Select the Organization Level for which the Report should be generated. All the Employees under the Selected Organization Level will be displayed. (Optional)
2. Individual Employee Report also can be generated by entering the Employee First Name

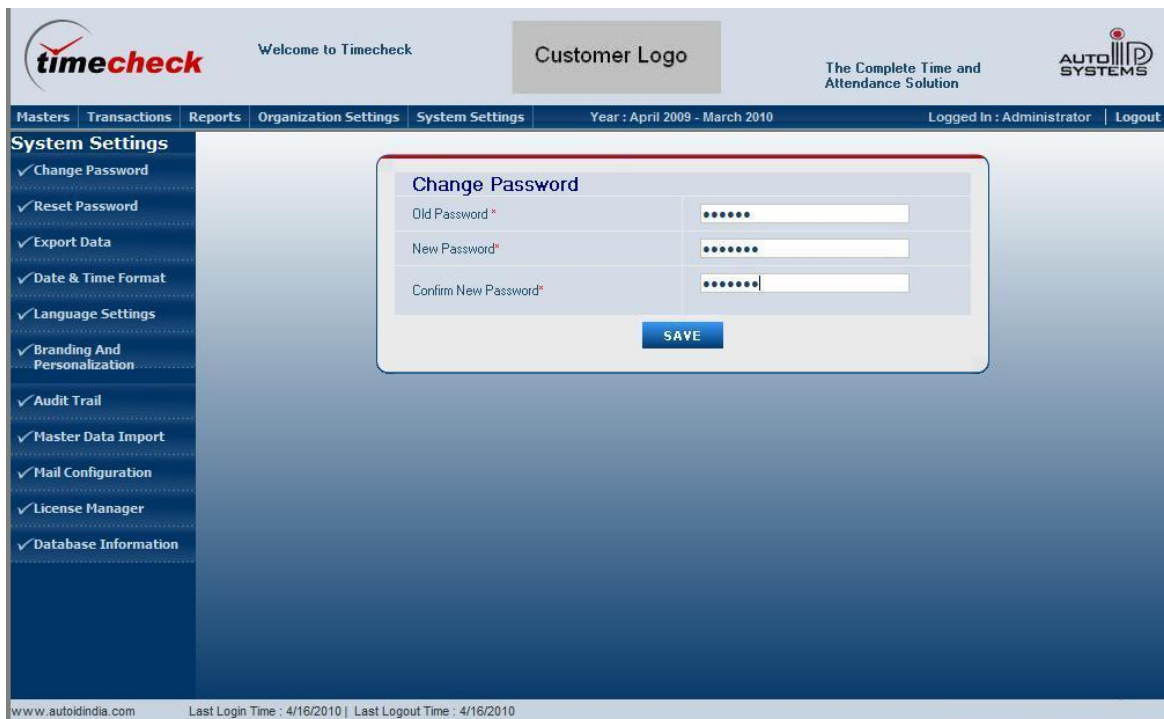
- or Employee ID or Card No. (Optional)
3. Reports can also be filtered by selecting Employee Category and Employee Type (Optional).
  4. Select Month and Year to generate the Muster Roll Report on the selected Month & Year
  5. Click 'VIEW' Button to view the Muster Roll Report

## 5. SYSTEM SETTINGS MODULE

### 5.1 Change Password

Change Password Module allows any active user to change their password in their respective Login.

To view the Change Password Page, Select the **System Settings Main Menu** on the Top and Select **Change Password Menu** on the Left Side.



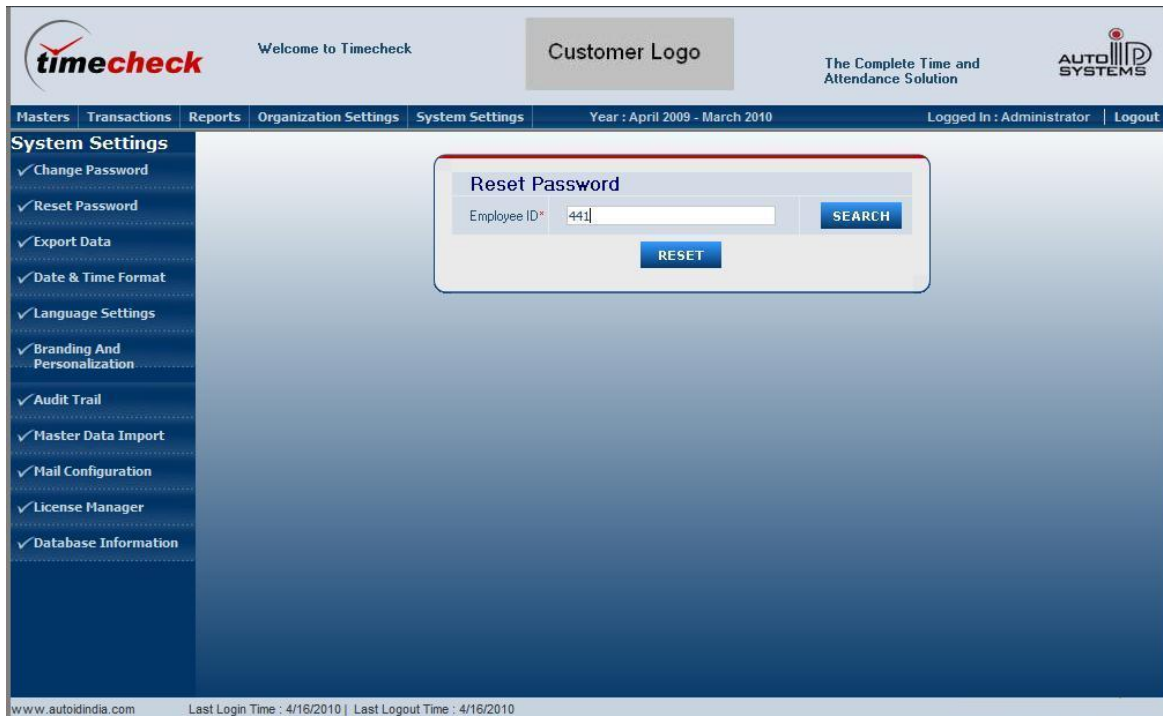
The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the 'AUTO INDIA SYSTEMS' logo with the tagline 'The Complete Time and Attendance Solution'. Below the header is a navigation bar with tabs: 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', and a date range 'Year : April 2009 - March 2010'. On the right of the navigation bar, it says 'Logged in : Administrator' and 'Logout'. The 'System Settings' tab is active, and a left sidebar lists various settings with checkmarks: 'Change Password', 'Reset Password', 'Export Data', 'Date & Time Format', 'Language Settings', 'Branding And Personalization', 'Audit Trail', 'Master Data Import', 'Mail Configuration', 'License Manager', and 'Database Information'. The main content area shows the 'Change Password' form with three input fields: 'Old Password\*', 'New Password\*', and 'Confirm New Password\*'. Each field contains a series of dots. A blue 'SAVE' button is located at the bottom right of the form. At the bottom of the page, there is a footer with the text 'www.autoidindia.com' and 'Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010'.

In the above Page, Fill the Old Password, New Password and Confirm Password and finally click the Save Button so that the Old Password of the Current Employee who have logged in will be changed to New Password.

## 5.2 Reset Password

Reset Password Module allows admin or user having privileges to change the password when employee forgot the password and requested to change it.

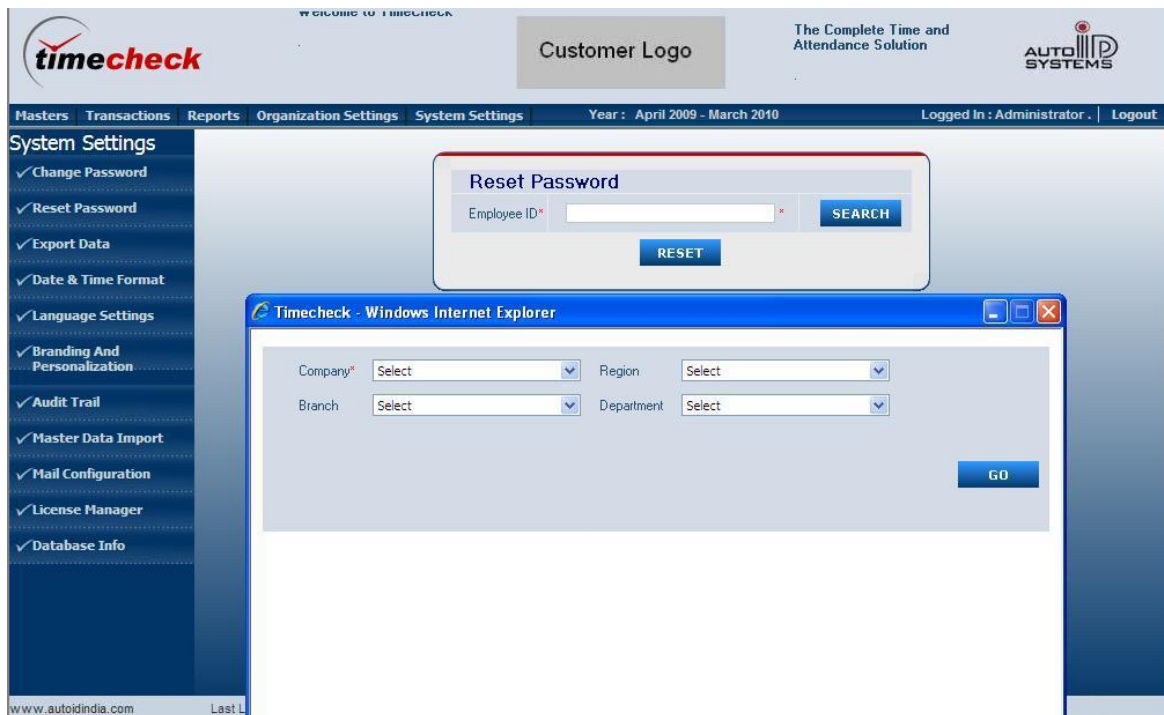
To view the Reset Password Page, Select the **System Settings Main Menu** on the Top and Select **Reset Password Menu** on the Left Side.



The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the Auto Systems logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings (selected), and a date range 'Year : April 2009 - March 2010'. On the right of the navigation bar, it says 'Logged In : Administrator' and 'Logout'. On the left, under 'System Settings', a list of options is shown with checkmarks: Change Password, Reset Password (selected), Export Data, Date & Time Format, Language Settings, Branding And Personalization, Audit Trail, Master Data Import, Mail Configuration, License Manager, and Database Information. The main content area displays a 'Reset Password' form. The form has a title 'Reset Password', a text box for 'Employee ID\*' containing '441', a 'SEARCH' button, and a 'RESET' button. At the bottom of the page, there is a footer with the website 'www.autoidindia.com' and login/logout times: 'Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010'.

Fill the Employee ID in the Text Box and Click Reset Button to reset the password for particular Employee. When the password is reset, the password will change to default password “welcome”.

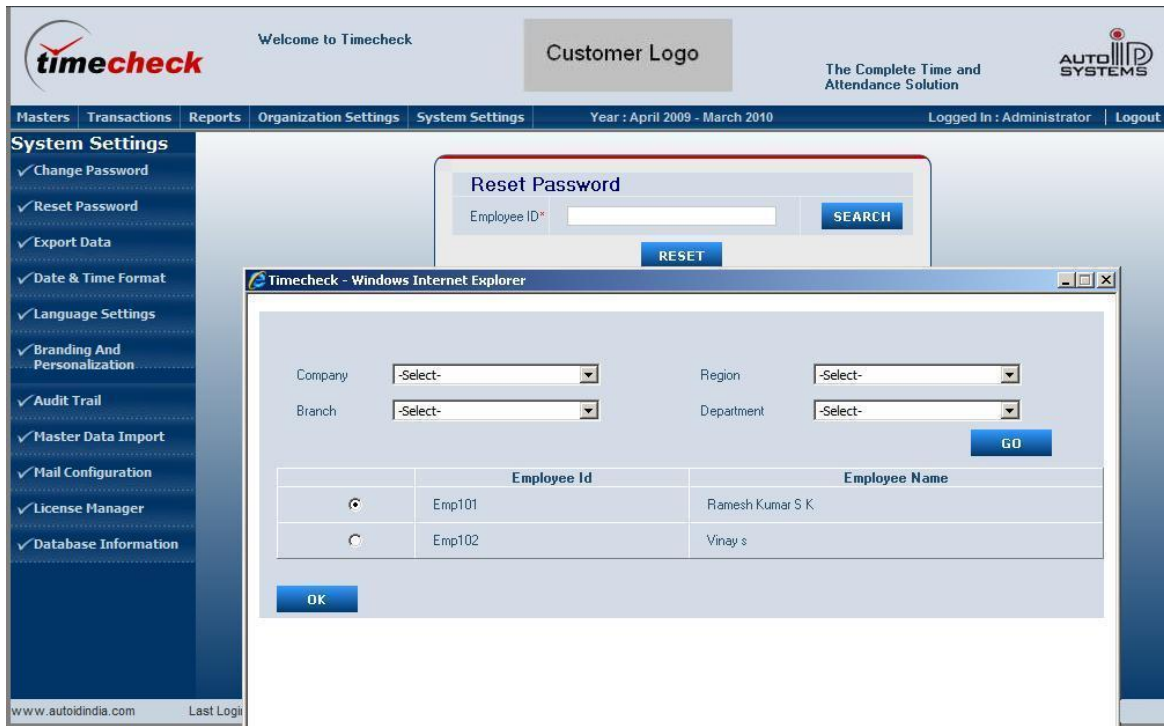
If Employee ID is not known, then click the Search Button to view the following Page



The screenshot displays the Timecheck web application interface. At the top, there is a header with the 'timecheck' logo, a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' alongside the 'AUTO SYSTEMS' logo. Below the header is a navigation bar with tabs for 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year: April 2009 - March 2010', and 'Logged In: Administrator - Logout'. The main content area features a 'System Settings' sidebar on the left with various options like 'Change Password', 'Reset Password', 'Export Data', etc. In the center, a 'Reset Password' dialog box is open, containing an 'Employee ID' input field, a 'SEARCH' button, and a 'RESET' button. Below this, a 'Timecheck - Windows Internet Explorer' window is shown, displaying a form with four dropdown menus labeled 'Company\*', 'Region', 'Branch', and 'Department', each with 'Select' as the current value. A 'GO' button is located at the bottom right of this form. The footer of the page shows 'www.autoidindia.com' and 'Last L'.

In the above Page, Select the Organization Level from the Dropdown Lists to which the Employee belong to and Click the Go Button to view the following Page

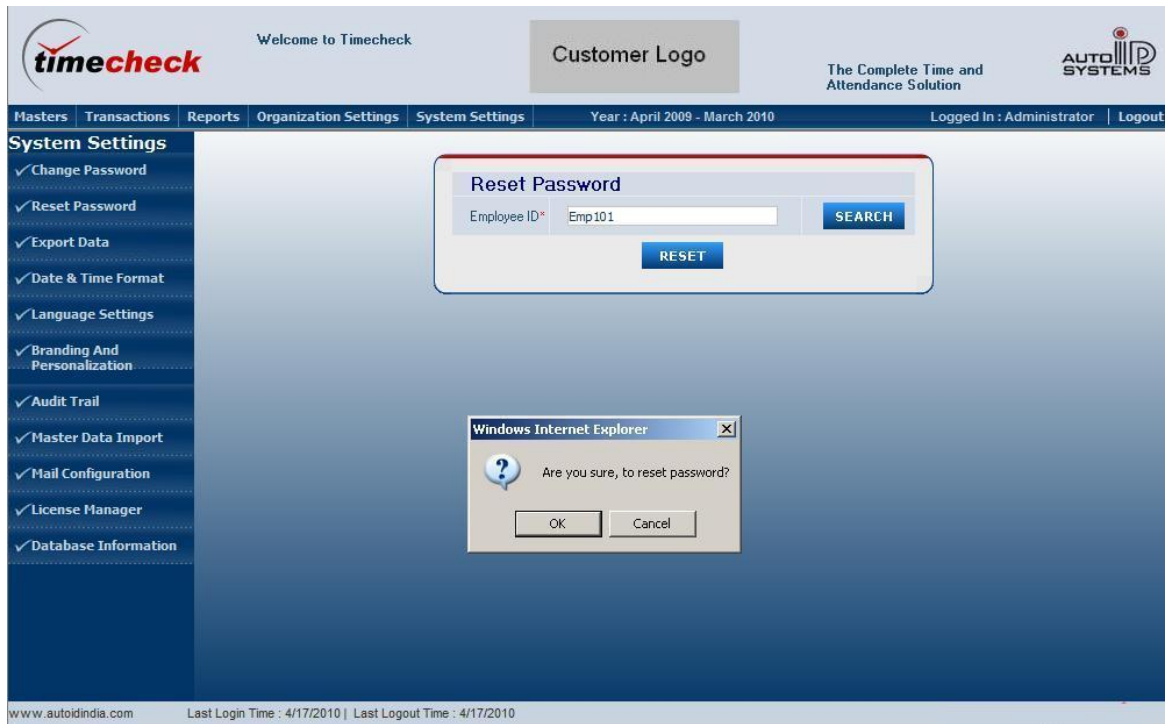




The screenshot shows the Timecheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year (April 2009 - March 2010) and the user (Logged In : Administrator). The left sidebar lists various system settings options, including Change Password, Reset Password, Export Data, Date & Time Format, Language Settings, Branding And Personalization, Audit Trail, Master Data Import, Mail Configuration, License Manager, and Database Information. The main content area displays a 'Reset Password' dialog box with an 'Employee ID\*' input field and a 'SEARCH' button. Below this, a 'Timecheck - Windows Internet Explorer' window is open, showing a form with dropdown menus for Company, Region, Branch, and Department, and a 'GO' button. A table below the form lists employees with their IDs and names.

	Employee Id	Employee Name
<input checked="" type="radio"/>	Emp101	Ramesh Kumar S K
<input type="radio"/>	Emp102	Vinay s

The above page displays all employees belonging to the selected Organization Level when clicking the Go Button. Select the Employee whose password has to be reset and Click Ok Button. Finally, the Selected Employee ID will be filled in the Employee ID Text Box in the following Page.



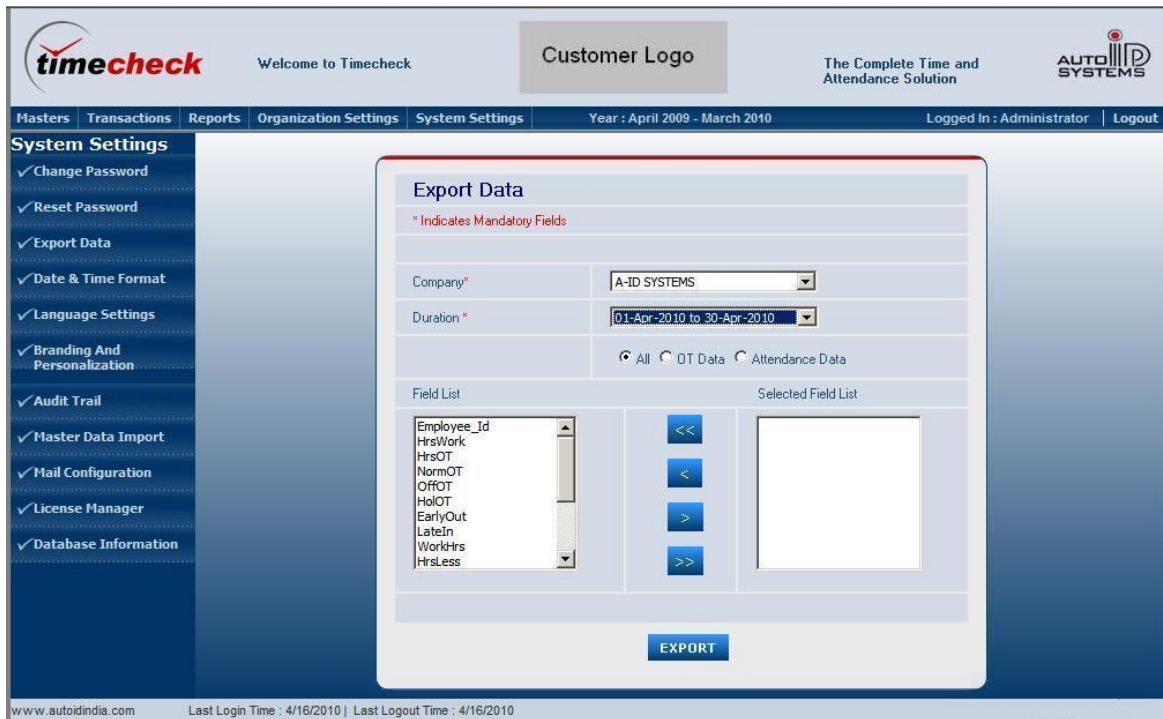
Click Reset Button to reset the password by default to '**welcome**' for the selected Employee.

### 5.3 Export Data

Export Data Module allows Administrator or users having privileges to export data like Employee ID, Employee Working Hours, Overtime to CSV file format, so that user can use this information for importing to other third party applications and payroll applications.

To view the Export Data Page, Select the **System Settings Main Menu** on the Top and Select **Export Data Menu** on the Left Side.

Select the Year and Month from the Dropdown Lists and select required Fields from the Field List List Box for which the Payroll Data has to be exported and Click Export Button to export the Payroll Data to the CSV File.



The screenshot shows the 'Export Data' window in the Timecheck system. The window has a title bar and a main content area. At the top, it says 'Export Data' and '\* Indicates Mandatory Fields'. Below this, there are two dropdown menus: 'Company' (set to 'A-ID SYSTEMS') and 'Duration' (set to '01-Apr-2010 to 30-Apr-2010'). There are three radio buttons: 'All' (selected), 'OT Data', and 'Attendance Data'. Below these is a 'Field List' section with a list of fields: 'Employee\_Id', 'HrsWork', 'HrsOT', 'NormOT', 'OffOT', 'HolOT', 'EarlyOut', 'LateIn', 'WorkHrs', and 'HrsLess'. To the right of this list is a 'Selected Field List' box, which is currently empty. At the bottom of the window is an 'EXPORT' button. The background of the system shows a navigation menu on the left with options like 'Change Password', 'Reset Password', 'Export Data', etc., and a top bar with 'Welcome to Timecheck', 'Customer Logo', and 'The Complete Time and Attendance Solution'.

The descriptions for the fields in the Field List List Box are as follows

1. Employee ID - Employee ID of the Employee
2. HrsWork - Total Hours that the Employee have worked for the selected Year and Month
3. NormOT (Normal Over Time) - Total Over Time hours done in Week Days for the selected Year and Month
4. OffOT (Weekly Off Over Time) - Total Over Time hours done in Weekly Off for the selected Year and Month
5. HolOT (Holiday Over Time) - Total Over Time hours done in Holidays for the selected Year and Month
6. EarlyOut - Total Hours that an employee has left the premises before the Shift End Time for the selected Year and Month
7. LateIn - Total Hours that an employee has come late for the selected Year and Month
8. WorkHrs - Total Hours that an employee supposed to work for the selected Year and Month

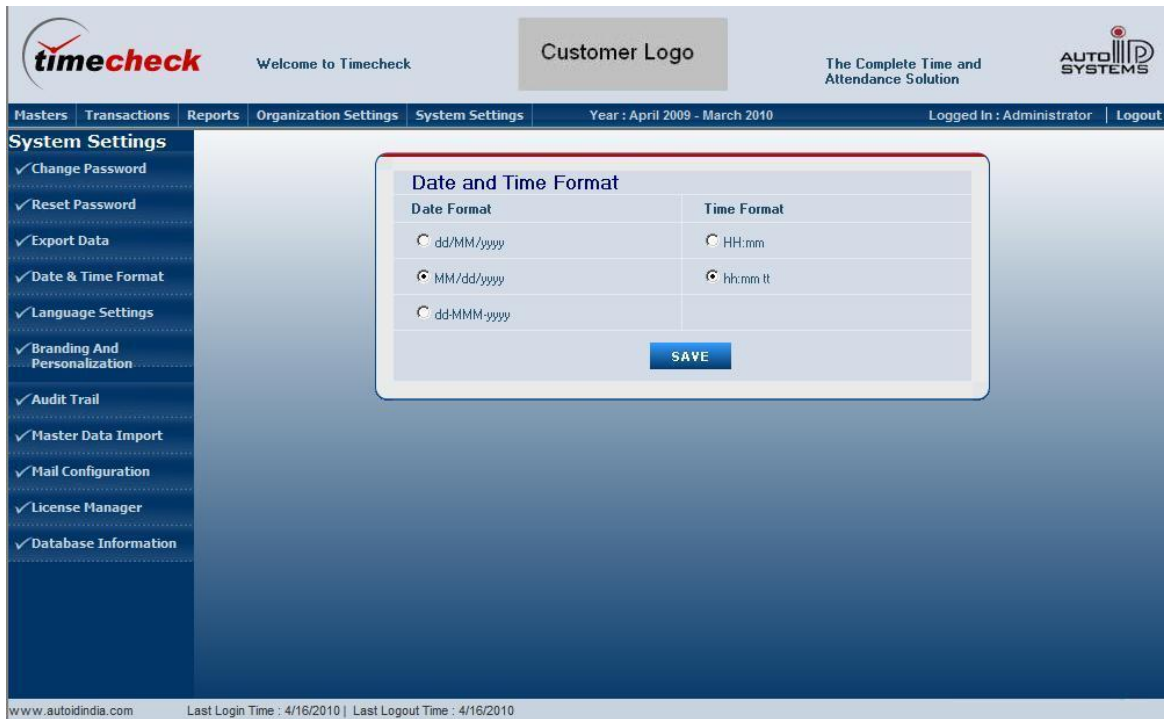
9. HrsLess - Total Hours that an employee has worked less for the selected Year and Month
10. HrsExtra - Total Hours that an employee has worked extra for the selected Year and Month
11. LeaveDays - Total Number of Days that an employee has taken leave for the selected Year and Month
12. AbsentDays - Total Number of Days that an employee has been absent for the selected Year and Month
13. PresentDays - Total Number of Days that an employee has been present for the selected Year and Month
14. Holidays - Total Number of Holidays for the selected Year and Month
15. LOPDays - Total Number of Days that an employee has taken LOP Leave for the selected Year and Month

**Note:** The data can be exported only after month closure is done for a particular month.

## 5.4 Date & Time Format

Date & Time Format Modules is used to set different Date and Time Formats as the company needs. The pre-defined date formats is MM/dd/yyyy and Time Formats are HH:mm or hh:mm:tt.

To view the Date & Time Format Page, Select the **System Settings Main Menu** on the top and select **Date & Time Format Menu** on the Left Side.



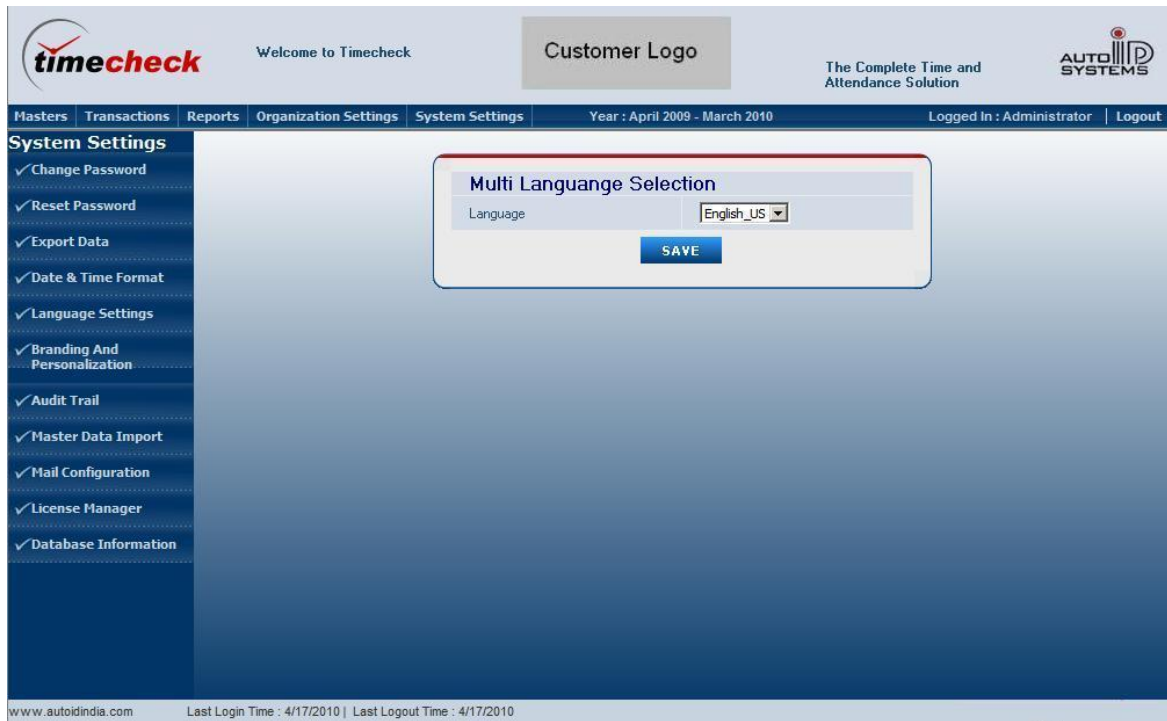
The screenshot shows the Timecheck application interface. At the top, there's a header with the 'timecheck' logo, 'Welcome to Timecheck', a 'Customer Logo' placeholder, and the text 'The Complete Time and Attendance Solution' next to the 'AUTOD SYSTEMS' logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings (selected), Year: April 2009 - March 2010, Logged In: Administrator, and Logout. On the left, a 'System Settings' menu is expanded, listing options like Change Password, Reset Password, Export Data, Date & Time Format (selected), Language Settings, Branding And Personalization, Audit Trail, Master Data Import, Mail Configuration, License Manager, and Database Information. The main content area displays a 'Date and Time Format' dialog box with two columns: 'Date Format' and 'Time Format'. Under 'Date Format', there are three radio button options: 'dd/MM/yyyy', 'MM/dd/yyyy' (which is selected), and 'dd-MMM-yyyy'. Under 'Time Format', there are two radio button options: 'HH:mm' and 'hh:mm tt' (which is selected). A 'SAVE' button is located at the bottom right of the dialog box. At the very bottom of the page, a footer bar contains the website 'www.autoidindia.com' and login/logout timestamps: 'Last Login Time : 4/16/2010 | Last Logout Time : 4/16/2010'.

Select appropriate date and time option as company needs and click save button to reflect the date time format changes in all modules in the Application.

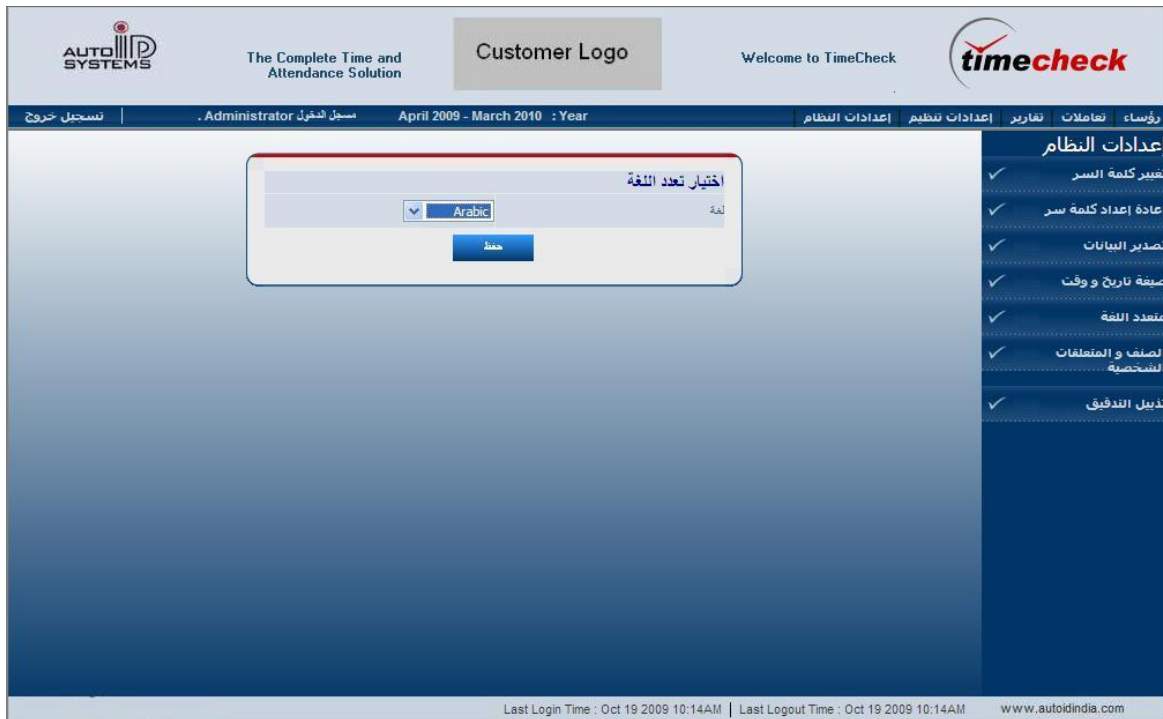
## 5.5 Language Settings

Language Settings Module is used to set language as per the Company needs. Once the language is selected, the Front-end screen will be changed according to the selected language. Also, the backend is capable of storing that language (Unicode based).

To view the Language Selection Page, Select the **System Settings Main Menu** on the top and select **Language Settings Menu** on the Left Side.



Select the appropriate language from the dropdown list and click save button to change the language throughout the Application.

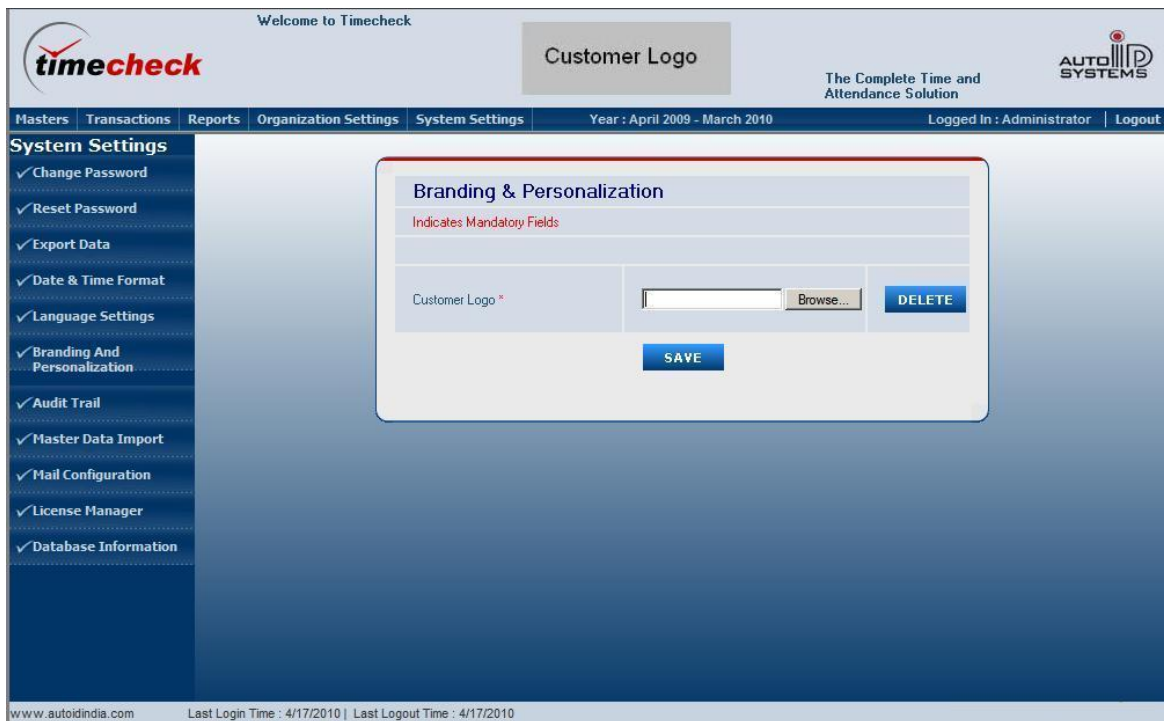


## 5.6 Branding And Personalization

Branding and Personalization Module is used to set the customer logo in the middle of the top header.

To view the Branding & Personalization Page, Select the **System Settings Main Menu** on the top and select **Branding & Personalization Menu** on the Left Side.





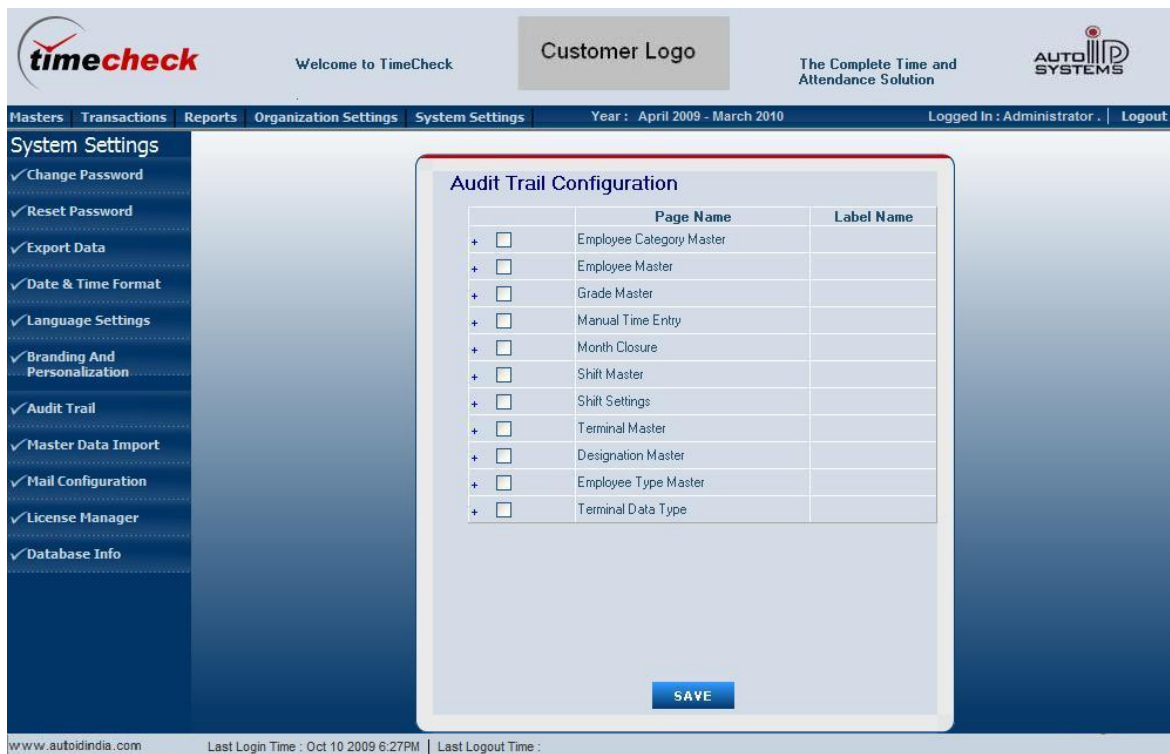
Select customer logo image path on clicking the Browse Button and click save button to set the customer logo on the middle of the top header. The image can be in .jpg, .bmp and .gif format.

Click **Delete Button** to delete the Customer Logo.

## 5.7 Audit Trial

Audit Trial Module allows the administrator or user having privileges to define Tables / Fields which are to be tracked in the Audit Log. This module is used to track the changes which are done in each and every module in the Application. Each and every operation carried in this application will be recorded in the separate table in the database across each user. This can be used for tracking and security purpose.

To view the Audit Trial Configuration Page, Select the **System Settings Main Menu** on the top and select **Audit Trial Menu** on the Left Side.



The screenshot shows the TimeCheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, and a status bar showing the year (April 2009 - March 2010) and login status (Administrator). The left sidebar lists various system settings, with 'Audit Trail' selected. The main content area displays the 'Audit Trail Configuration' window, which contains a table with columns for 'Page Name' and 'Label Name'. The table lists several modules, each with a plus sign icon to its left. A 'SAVE' button is located at the bottom of the configuration window.

	Page Name	Label Name
+ <input type="checkbox"/>	Employee Category Master	
+ <input type="checkbox"/>	Employee Master	
+ <input type="checkbox"/>	Grade Master	
+ <input type="checkbox"/>	Manual Time Entry	
+ <input type="checkbox"/>	Month Closure	
+ <input type="checkbox"/>	Shift Master	
+ <input type="checkbox"/>	Shift Settings	
+ <input type="checkbox"/>	Terminal Master	
+ <input type="checkbox"/>	Designation Master	
+ <input type="checkbox"/>	Employee Type Master	
+ <input type="checkbox"/>	Terminal Data Type	

In the above Audit Trial Configuration Page, page name column indicates module name and label name column indicates fields in the modules.

Click the appropriate plus symbol on the Left Side of the records to view its field names.



The screenshot shows the 'timecheck' web application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. The left sidebar lists various system settings, with 'Audit Trail' selected. The main content area displays the 'Audit Trail Configuration' window, which contains a table for configuring audit tracking for different modules.

Insert	Update	Delete	Page Name	Label Name
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Leave Type	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Leave Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		Leave Description
+	<input type="checkbox"/>	<input type="checkbox"/>	Designation	
+	<input type="checkbox"/>	<input type="checkbox"/>	Entrance Master	
+	<input type="checkbox"/>	<input type="checkbox"/>	Manual Time Entry	
+	<input type="checkbox"/>	<input type="checkbox"/>	Holidays	
+	<input type="checkbox"/>	<input type="checkbox"/>	News/Events	

A 'SAVE' button is located at the bottom right of the configuration window.

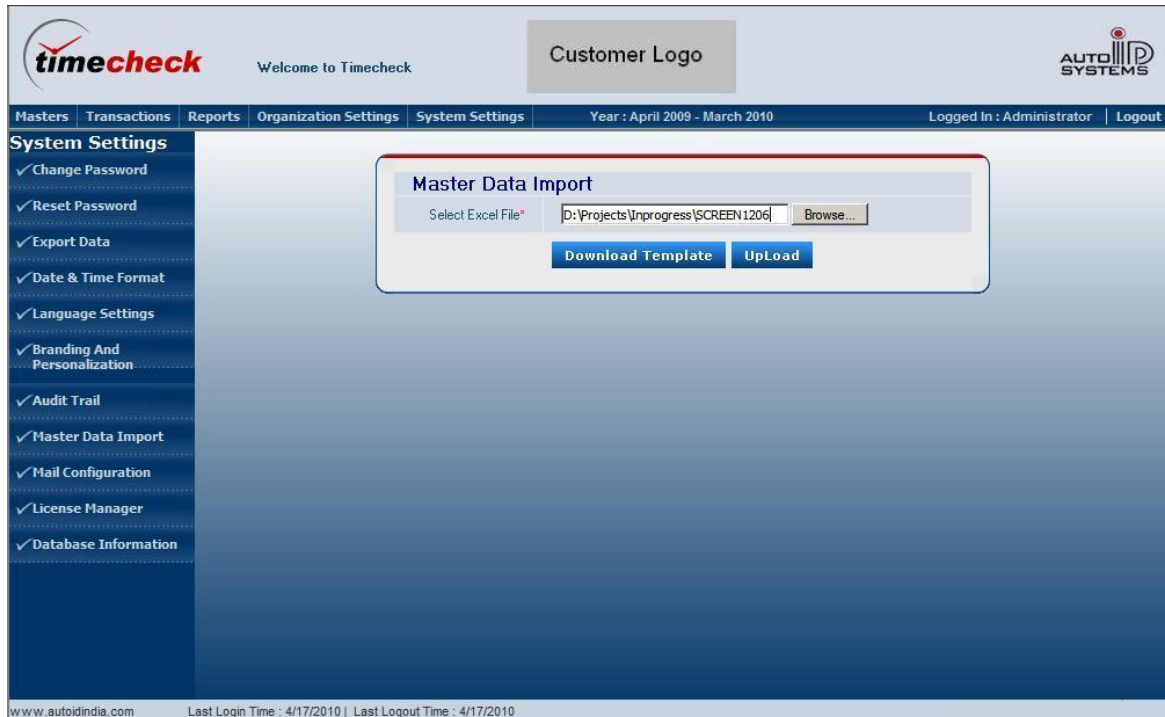
Select check boxes under the Insert, Update and Delete Column for appropriate field (Label Name) based on the requirement and click save button to enable the tracking for selected Module / Page Name, Label Name/Field and Operation (Add, Update and Delete).

For e.g.: Suppose to track the leave type during addition and deletion, select the leave type master check box near the plus symbol and select the check boxes under insert and delete column alone and click save button to enable the audit configuration for leave type.

## 5.7 Master Data Import

Master Data Import Module allows the administrator or user having privileges to Import data, download the template (.csv file) and fill the master data in that file. Then upload the same file to the Timecheck.

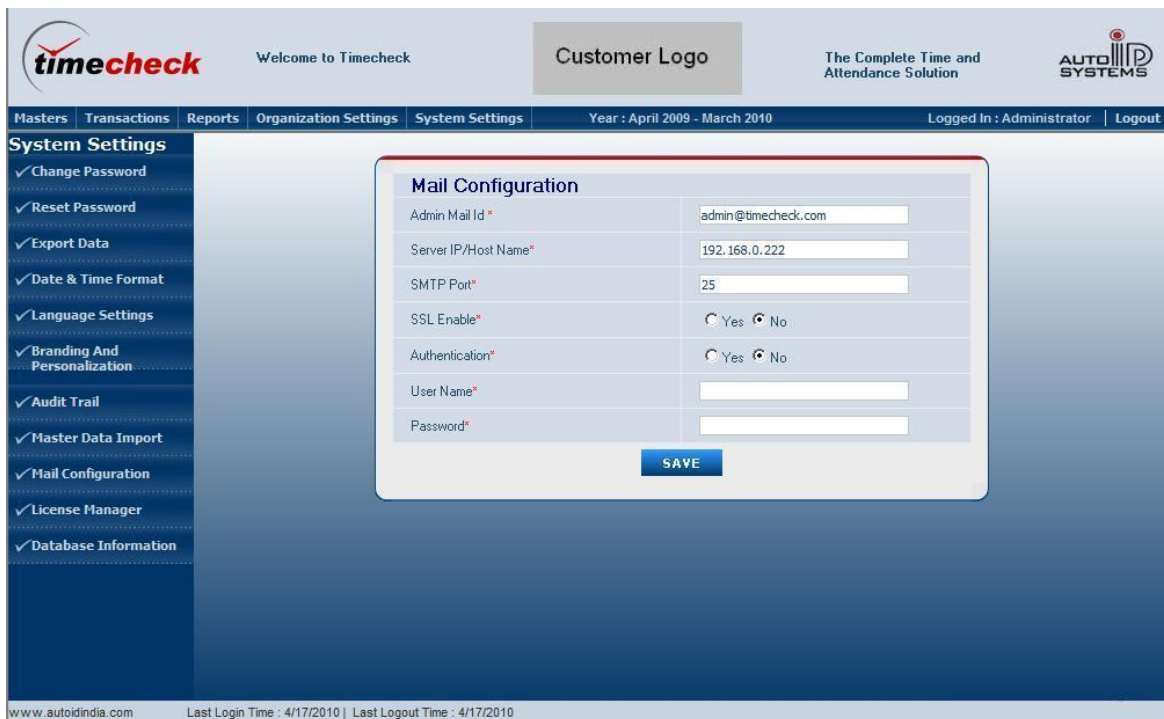
To view the Audit Trail Configuration Page, Select the **System Settings Main Menu** on the top and select **Master Data Import** Menu on the Left Side.



The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a 'Welcome to Timecheck' message, a 'Customer Logo' placeholder, and the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, and a date range 'Year : April 2009 - March 2010'. On the right of the navigation bar, it says 'Logged In : Administrator' and 'Logout'. The left sidebar is titled 'System Settings' and lists various options with checkmarks: Change Password, Reset Password, Export Data, Date & Time Format, Language Settings, Branding And Personalization, Audit Trail, Master Data Import (highlighted), Mail Configuration, License Manager, and Database Information. The main content area is titled 'Master Data Import' and contains a form with a text input field labeled 'Select Excel File\*' containing the path 'D:\Projects\Inprogress\SCREEN1206', a 'Browse...' button, and two buttons at the bottom: 'Download Template' and 'UpLoad'. At the bottom of the page, there is a footer with the URL 'www.autoidindia.com' and login/logout times: 'Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

## 5.7 Mail Configuration

Mail Configuration Module allows the administrator or user having privileges do the mail configuration, and change the mail settings. The following fields are captured in mail configuration Admin mail ID, server IP/host, SMTP Port, SSL Enable, Authentication, Username and Password. To view the Audit Trail Configuration Page, Select the **System Settings Main Menu** on the top and select **Mail Configuration Menu** on the Left Side.

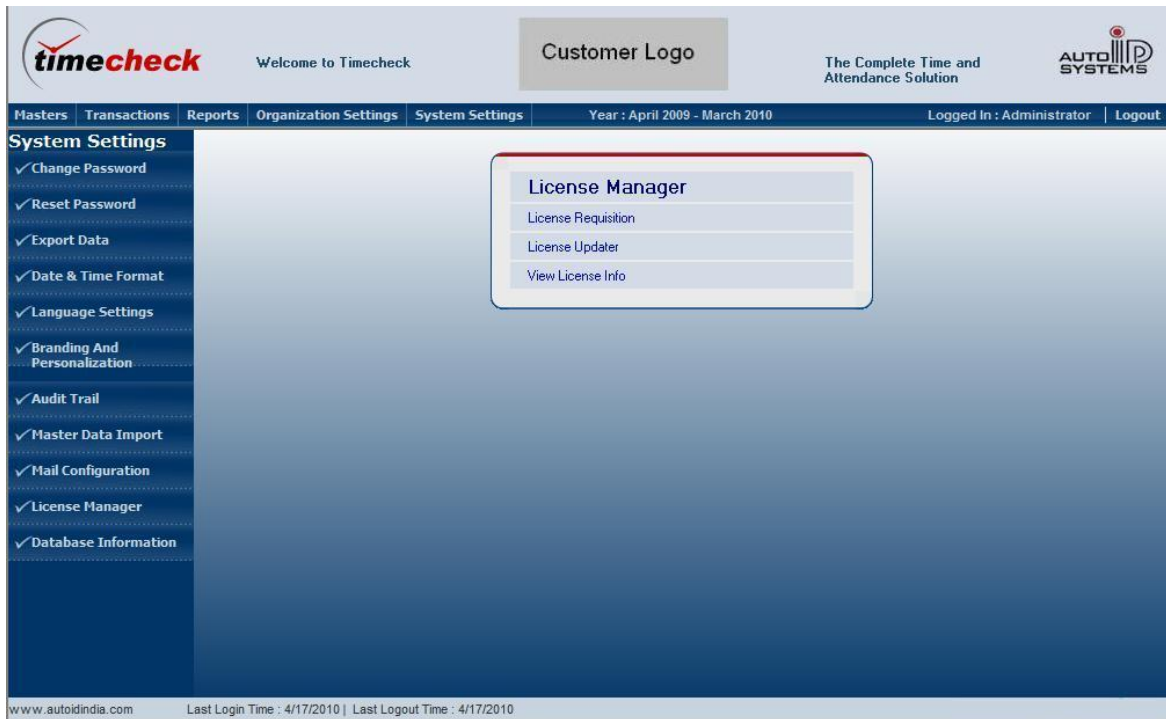


The screenshot shows the Timecheck web application interface. At the top, there is a header with the Timecheck logo, a welcome message, a customer logo placeholder, and the text 'The Complete Time and Attendance Solution' along with the AUTO SYSTEMS logo. Below the header is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, System Settings, Year: April 2009 - March 2010, Logged In: Administrator, and Logout. The left sidebar contains a list of system settings options, including Change Password, Reset Password, Export Data, Date & Time Format, Language Settings, Branding And Personalization, Audit Trail, Master Data Import, Mail Configuration, License Manager, and Database Information. The main content area displays the 'Mail Configuration' form, which includes fields for Admin Mail Id, Server IP/Host Name, SMTP Port, SSL Enable, Authentication, User Name, and Password. A 'SAVE' button is located at the bottom of the form. The footer of the page shows the website URL 'www.autoidindia.com' and the last login/logout times.

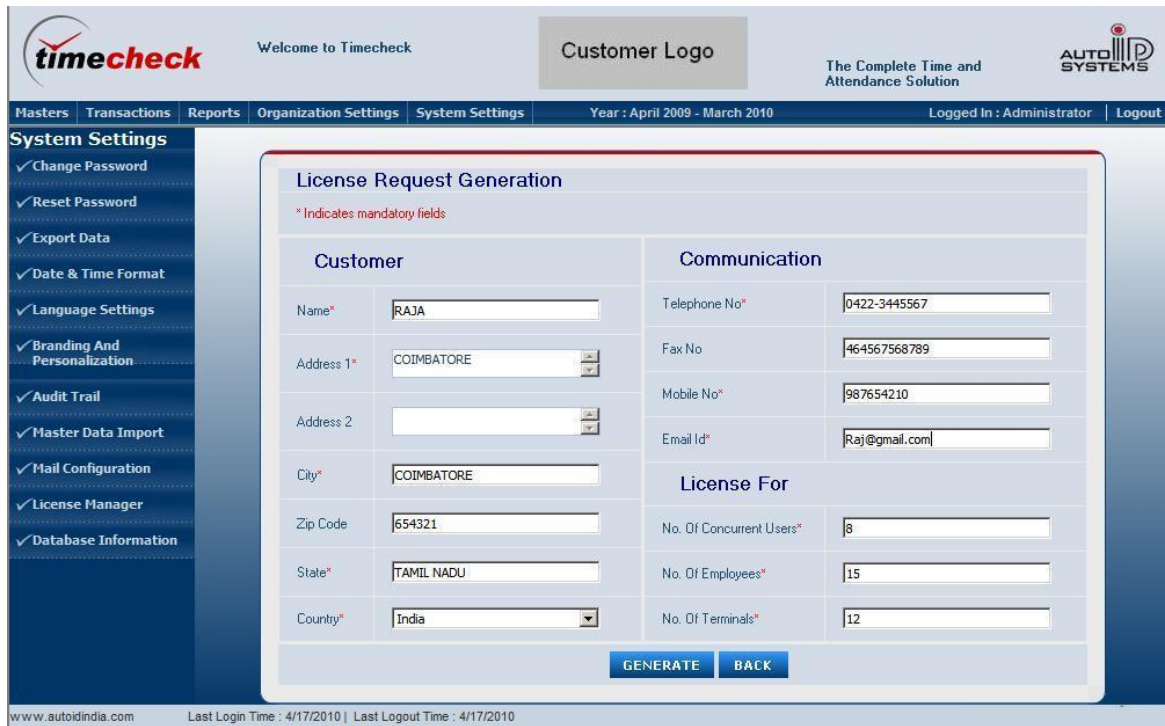
## 5.7 License Manager

License Manager Module allows the administrator or user having privileges to License Requisition, license updater, and view license information.

To view the Audit Trial Configuration Page, Select the **System Settings Main Menu** on the top and select **License Manager** on the Left Side. The below screen will be opened.



In license requisition, the license request is raised. The fields captured here are Name, address, state, city, country, zipcode, Telephone, fax, mobile, email ID, concurrent user, number of employee. Here the request file is generated. The user has to send the license request file through mail (.lrx) to the Timecheck provider.



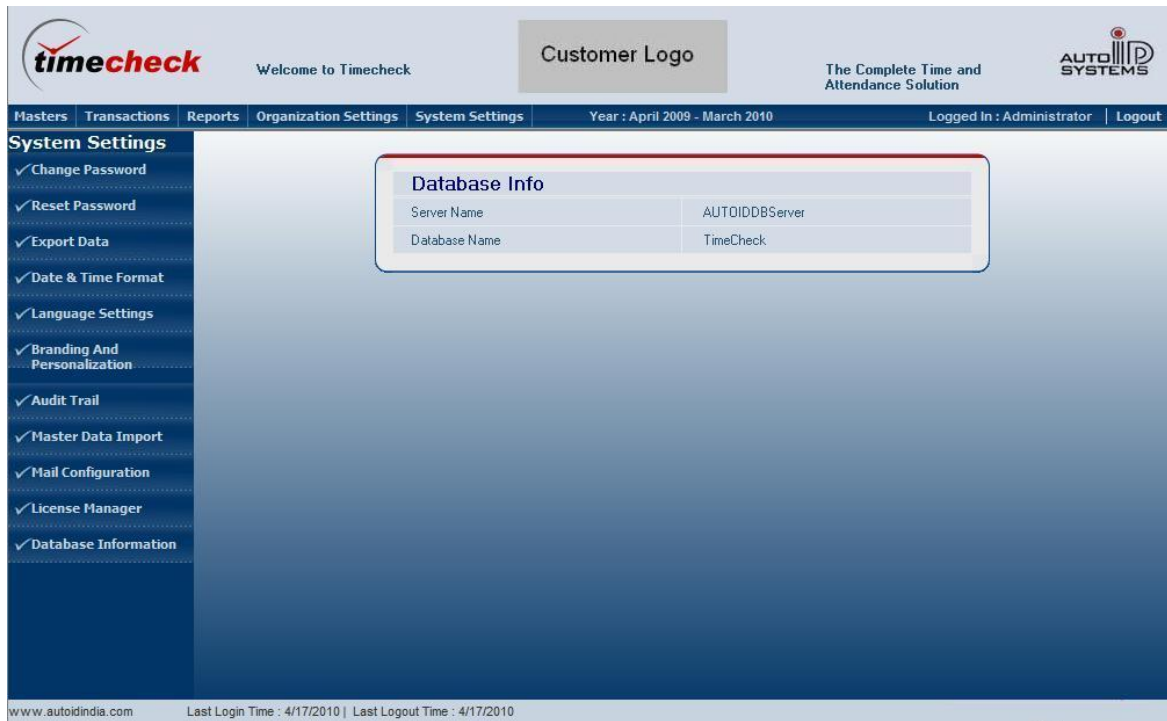
The screenshot shows the 'License Request Generation' form in the Timecheck application. The form is divided into two main sections: 'Customer' and 'Communication'. The 'Customer' section includes fields for Name, Address 1, Address 2, City, Zip Code, State, and Country. The 'Communication' section includes fields for Telephone No, Fax No, Mobile No, and Email Id. Below these sections is a 'License For' section with fields for No. Of Concurrent Users, No. Of Employees, and No. Of Terminals. The form has a 'GENERATE' button and a 'BACK' button. The left sidebar shows the 'System Settings' menu with options like Change Password, Reset Password, Export Data, Date & Time Format, Language Settings, Branding And Personalization, Audit Trail, Master Data Import, Mail Configuration, License Manager, and Database Information. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, System Settings, Year, and Login/Logout status.

After receiving the license file from Timecheck provider, the license needs to be updated. Then click the "License Updater". Here, browse the license file and upload. Now the license file is updated. Only the administrator can request, update the license file. By clicking the "View License Info" the license information are viewed as in the below screen.

## 5.8 Database Info

Database Info Module allows the administrator or user having privileges to view database connection details of TimeCheck.





The screenshot shows the 'System Settings' page of the Timecheck application. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', 'System Settings', 'Year : April 2009 - March 2010', 'Logged In : Administrator', and 'Logout'. The left sidebar lists various settings with checkmarks: Change Password, Reset Password, Export Data, Date & Time Format, Language Settings, Branding And Personalization, Audit Trail, Master Data Import, Mail Configuration, License Manager, and Database Information. The main content area displays a 'Database Info' box with the following details:

Database Info	
Server Name	AUTOIDDBServer
Database Name	TimeCheck

The footer of the page contains the text: 'www.autoidindia.com Last Login Time : 4/17/2010 | Last Logout Time : 4/17/2010'.

## 6. User Configuration

### 6.1 Year Setting [Step 1]

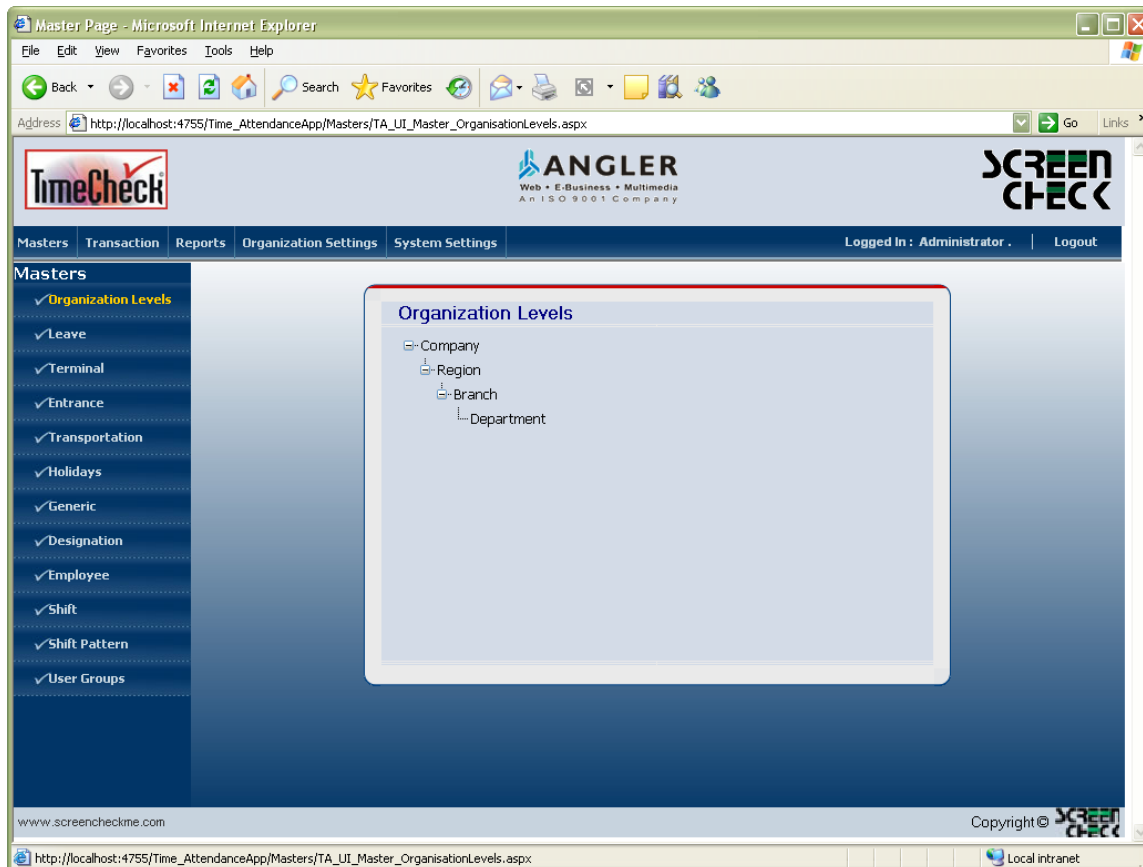
After Successful login into the Application Current Financial Year should be created. The required financial year can be created using this '**Year Setting**' Module.

**Module Availability:** Organization Settings ->Year Setting

**Create Year** option is used to create the required Financial Year and also it can be deleted by using Delete Year option



### 6.2 Level Settings [Step 2]

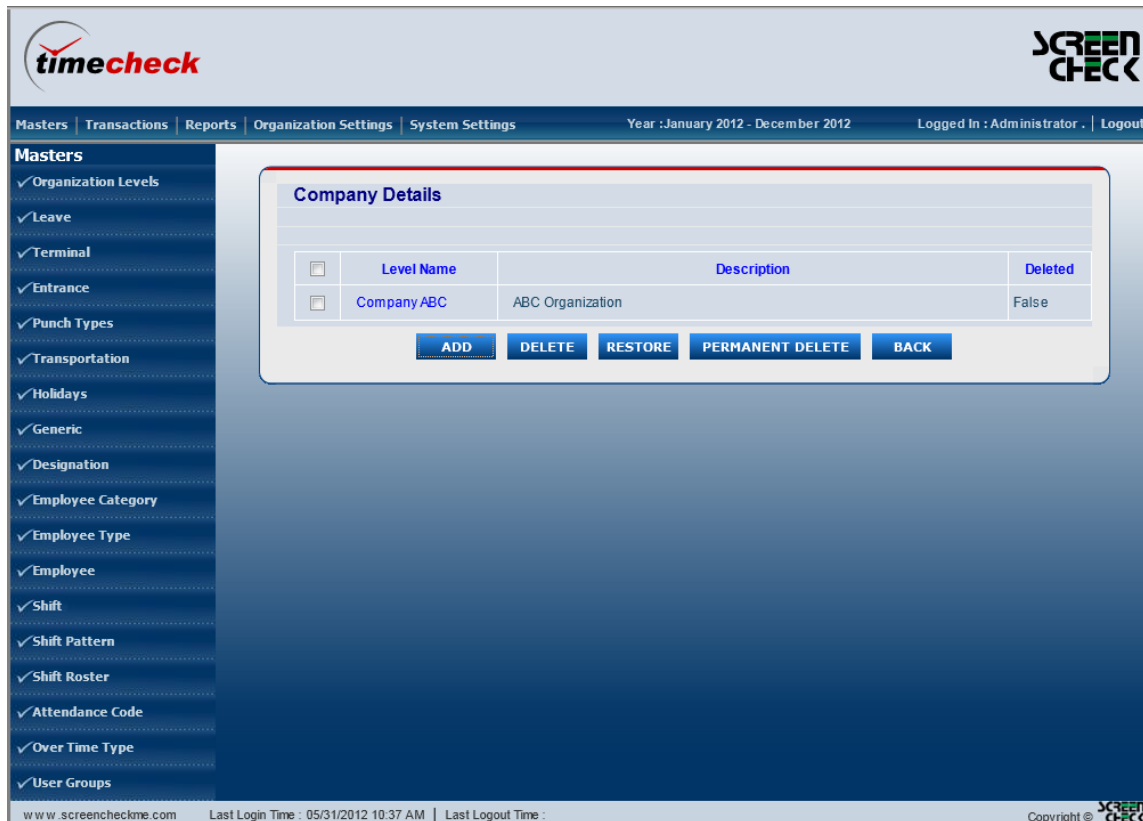


The Hierarchy of an Organization can be created using this Level Settings Module. If any Child Level is created under one Level then deletion of that level is not possible.

**Module Availability:** Organization Settings ->Year Setting

### 6.3 Organization Levels in Master [Step 3]

In Organization Levels screen click on each level to create the appropriate Level details as showing in the following figure.



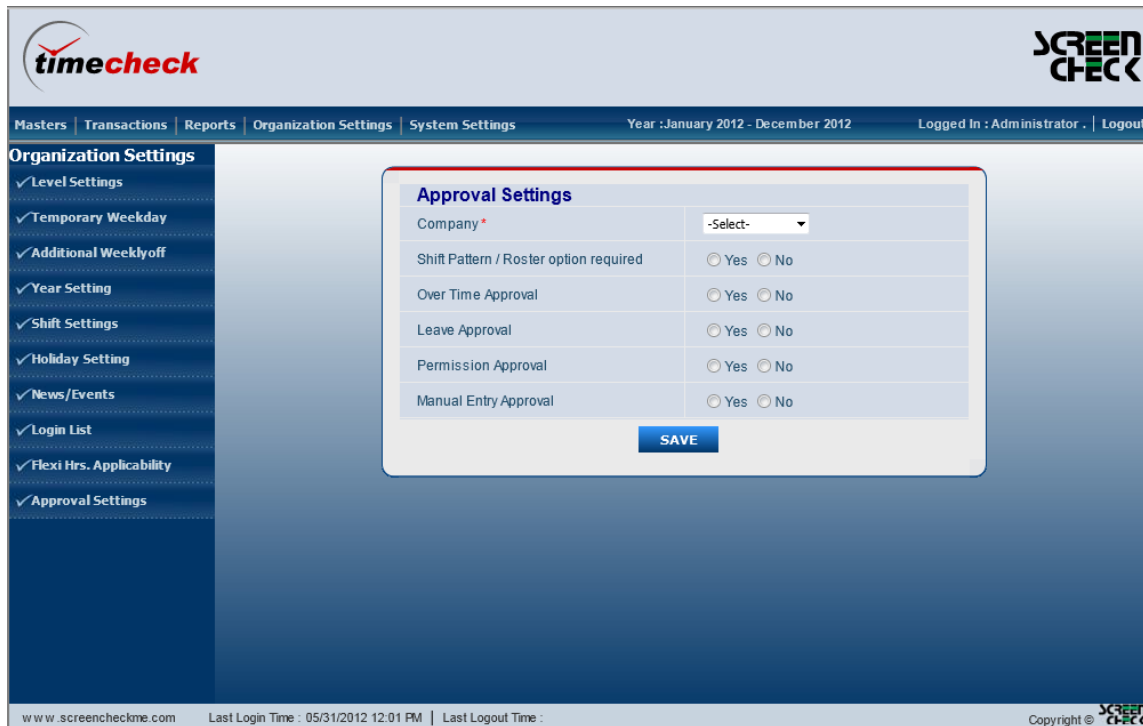
The screenshot shows the 'timecheck' web application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Masters' menu is expanded on the left, listing various organizational settings like 'Organization Levels', 'Leave', 'Terminal', etc. The main content area displays the 'Company Details' form, which includes a table with columns for 'Level Name', 'Description', and 'Deleted'. The table contains one entry for 'Company ABC' with the description 'ABC Organization' and 'Deleted' status 'False'. Below the table are buttons for 'ADD', 'DELETE', 'RESTORE', 'PERMANENT DELETE', and 'BACK'.

**Module Availability:** Masters ->Organization Levels

## 6.4 Approval Settings [Step 4]

If Various Approval like Overtime, Leave, Permission, and Manual Entry is required for the company, then using Approval Settings module this can be achieved. Here select the company and mark the option as 'Yes' under the required head to which the approval settings are required then save the same.

**Module Availability:** Organization Settings -> Approval Settings



The screenshot shows the 'timecheck' web application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Organization Settings' menu is expanded on the left, listing options like 'Level Settings', 'Temporary Weekday', 'Additional Weeklyoff', 'Year Setting', 'Shift Settings', 'Holiday Setting', 'News/Events', 'Login List', 'Flexi Hrs. Applicability', and 'Approval Settings'. The 'Approval Settings' form is displayed in the center, featuring a table with settings for various approval types. A 'SAVE' button is located at the bottom of the form. The footer of the application shows the website URL, login/logout times, and copyright information.

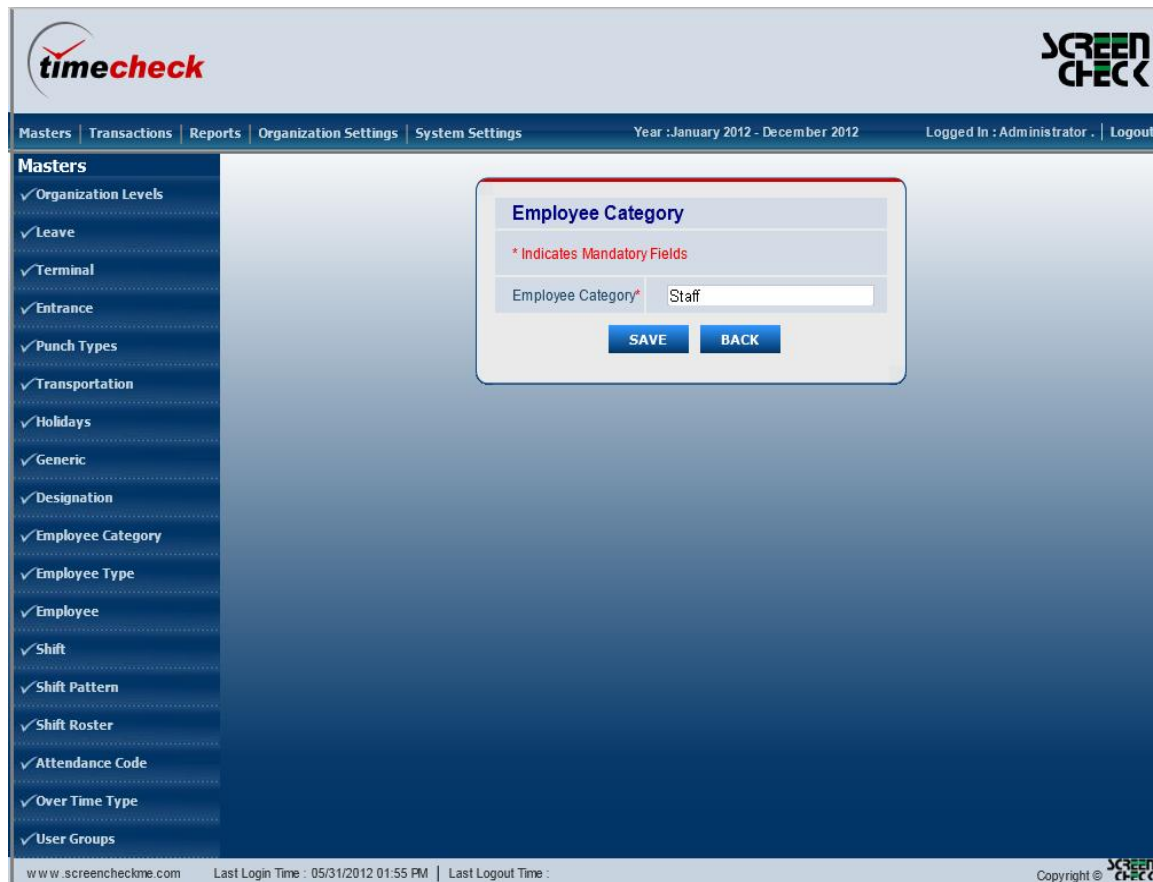
Approval Settings	
Company *	-Select-
Shift Pattern / Roster option required	<input type="radio"/> Yes <input type="radio"/> No
Over Time Approval	<input type="radio"/> Yes <input type="radio"/> No
Leave Approval	<input type="radio"/> Yes <input type="radio"/> No
Permission Approval	<input type="radio"/> Yes <input type="radio"/> No
Manual Entry Approval	<input type="radio"/> Yes <input type="radio"/> No

SAVE

## 6.5 Employee Category [Step 5]

The Employee Category of the company can be created in this Module

**Module Availability:** Masters -> Employee Category

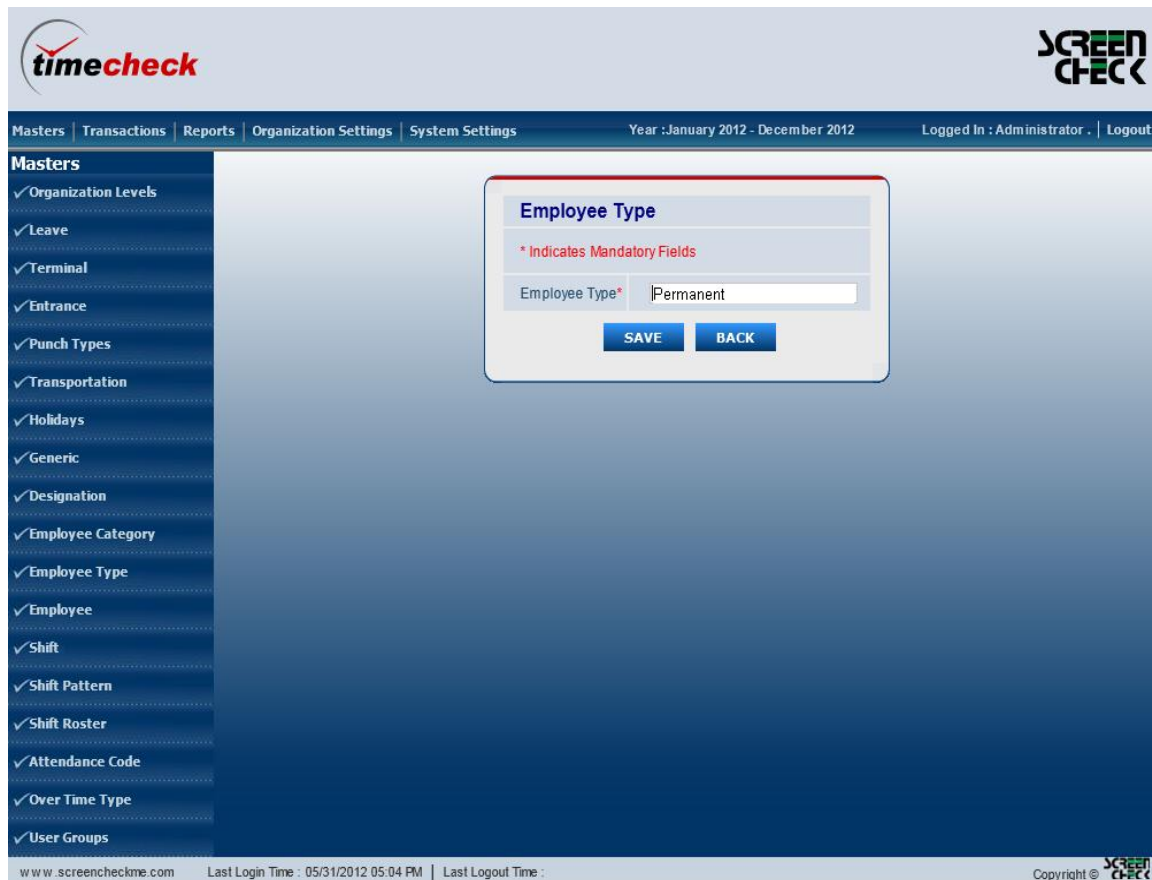


The screenshot displays the 'timecheck' web application interface. On the left is a navigation menu under the 'Masters' section, listing various settings like Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The 'Employee Category' item is currently selected. The main content area shows a form titled 'Employee Category' with a sub-header '\* Indicates Mandatory Fields'. The form contains a single input field labeled 'Employee Category\*' with the text 'Staff' entered. Below the input field are two buttons: 'SAVE' and 'BACK'. The top of the interface includes a header with the 'timecheck' logo, a navigation bar with links like 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings', and a status bar showing the year 'January 2012 - December 2012' and the user 'Logged In : Administrator . | Logout'. The bottom of the interface has a footer with the website 'www.screencheckme.com', login/logout times, and a copyright notice for 'SCREEN CHECK'.

## 6.6 Employee Type [Step 6]

The Employee Type of the company can be created in this Module

**Module Availability:** Masters -> Employee Type



The screenshot displays the 'timecheck' web application interface. On the left is a navigation menu with a 'Masters' section containing various options like 'Organization Levels', 'Leave', 'Terminal', etc. The main content area shows a form titled 'Employee Type'. The form includes a header 'Employee Type', a note '\* Indicates Mandatory Fields', and a text input field for 'Employee Type\*' with the value 'Permanent'. Below the input field are 'SAVE' and 'BACK' buttons. The top of the application shows a navigation bar with links like 'Masters', 'Transactions', 'Reports', and a status bar indicating the year 'January 2012 - December 2012' and the user 'Administrator'.

## 6.7 Leave Type Master [Step 7]

The company leave types should be created. This Leave Type master module is used to create the same

**Module Availability:** Masters -> Leave -> Leave Type





The screenshot displays the ANGLER TimeCheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, and System Settings. The left sidebar lists various master data categories, with 'Leave' highlighted. The main content area shows a 'Leave Type' configuration window with a table listing leave types and their descriptions.

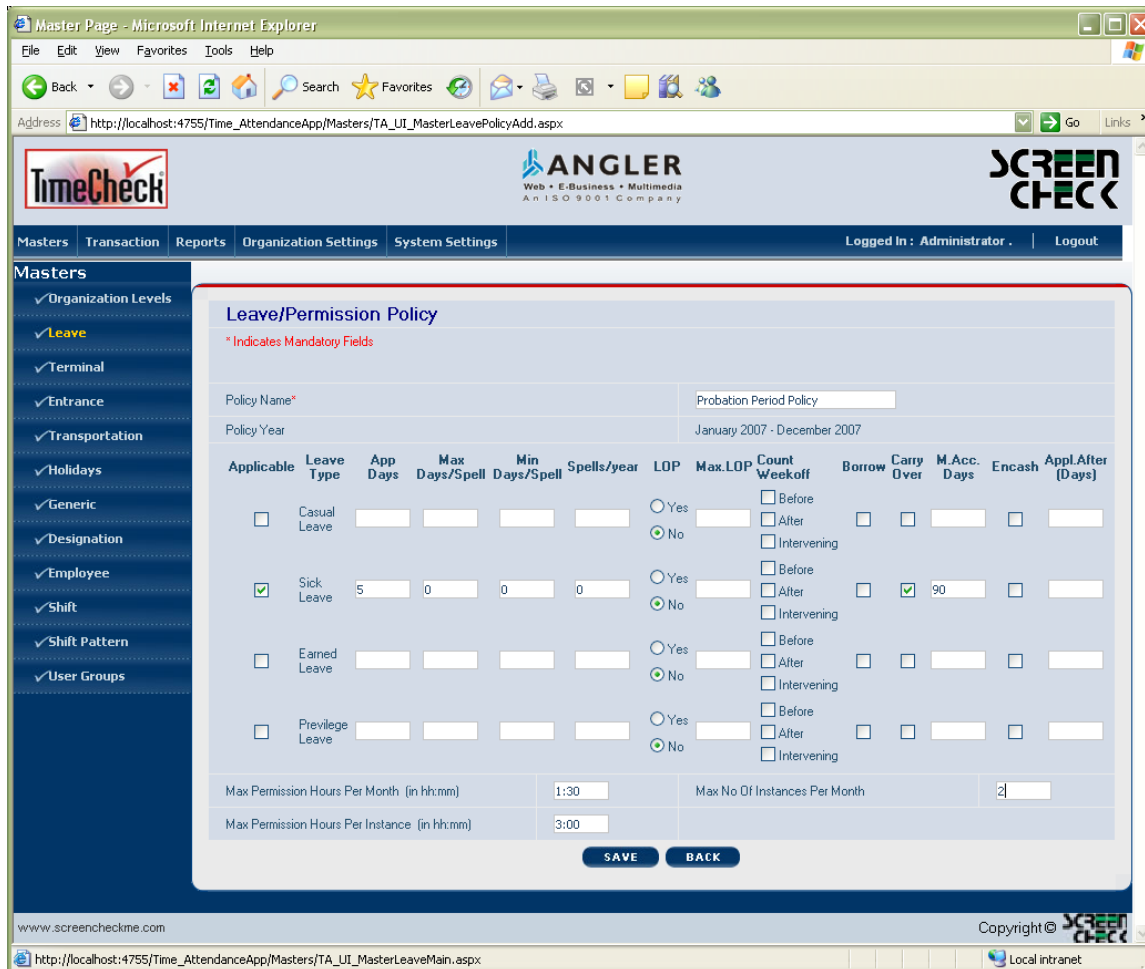
<input type="checkbox"/>	Leave Type	Leave Description	Deleted
<input type="checkbox"/>	CL	Casual Leave	False
<input type="checkbox"/>	EL	Earned Leave	False
<input type="checkbox"/>	SL	Sick Leave	False
<input type="checkbox"/>	Maternity	maternity leave	False

Below the table are buttons for ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK. The footer of the application shows the last login and logout times, copyright information, and the current URL.

## 6.8 Leave / Permission Policy [Step 8]

The companies leave/ permission policy should be created. This Leave/permission policy module is used to create the same

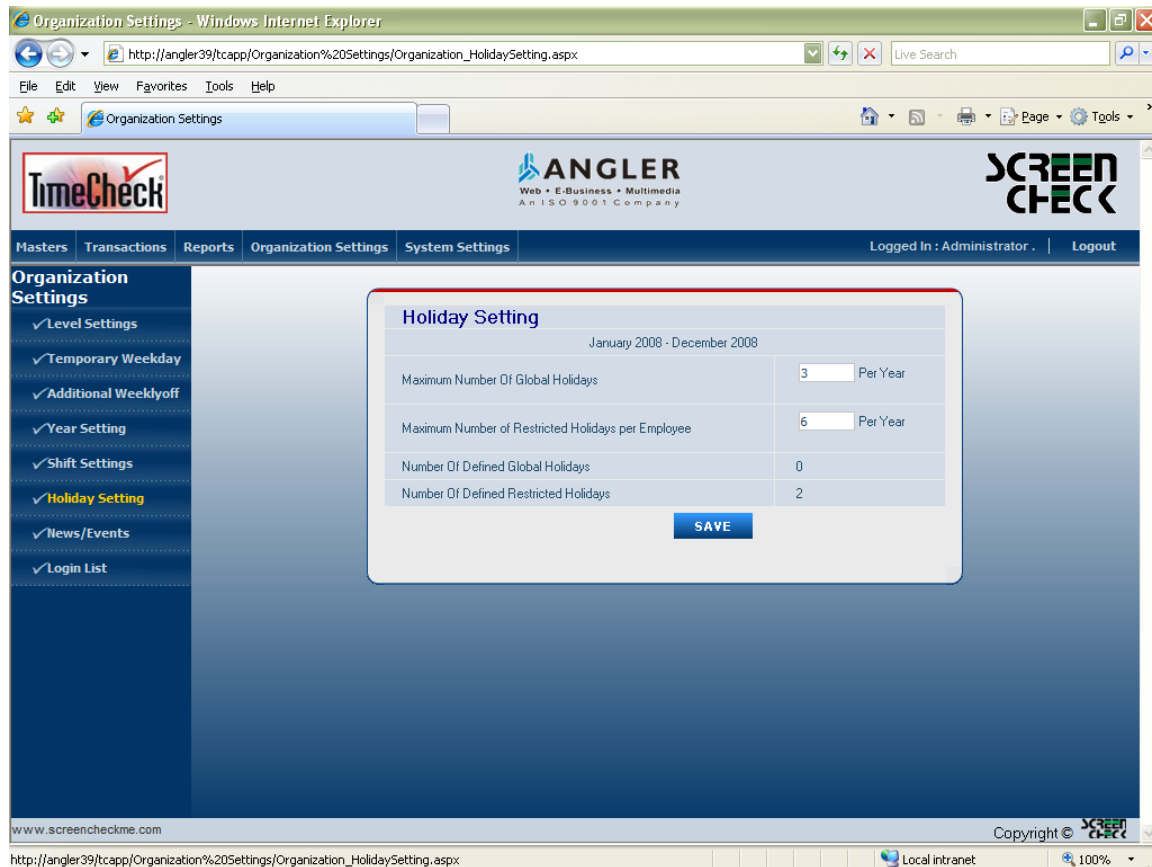
**Module Availability:** Masters -> Leave ->Leave Policy



## 6.9 Holiday Setting [Step 9]

The Companies Maximum number of Global Holidays and Maximum number of restricted holidays per employee should be defined using Holiday setting Module


**Module Availability:** Organization Settings -> Holiday Setting



## 6.10 Terminal Data type [Step 10]

The Terminal data type should be created using Terminal Datatype module. Here user should configure the Terminal details as shown in the below screen shot:

**Module Availability:** Organization Settings -> Holiday Setting





Masters | Transactions | Reports | Organization Settings | System Settings
Year : April 2011 - March 2012
Logged In : Administrator . | Logout


**Masters**

- ✓ Organization Levels
- ✓ Leave
- ✓ Terminal
- ✓ Entrance
- ✓ Punch Types
- ✓ Transportation
- ✓ Holidays
- ✓ Generic
- ✓ Designation
- ✓ Employee Category
- ✓ Employee Type
- ✓ Employee
- ✓ Shift
- ✓ Shift Pattern
- ✓ Shift Roster
- ✓ Attendance Code
- ✓ Over Time Type
- ✓ User Groups

### Terminal Datatype

Brand Type *	Others		
Raw Data Format *	RDBMS		
File Type *	RDBMS		
Connection String *	Provider=SQLOLEDB.1;Data Source=ServerName;Initial Catalog=DbName;User Id=uid;pwd=pwd;		
Table Name *	tb_reportslist		
OurFormat	Raw File Fields		
Reader No *	ndeviceid		
Card No *	nuserid	<input type="checkbox"/> Employee ID	
Date & Time	<input checked="" type="radio"/> Date Time Combine <input type="radio"/> Date Time Separate		
Date Time Separate	Date <input type="text"/> Time <input type="text"/>	Date Format <input type="text"/> Time Format <input type="text"/>	<input type="checkbox"/> Encrypt
Date Time Combine	dtDateTime <input type="text"/>	DateTime Format <input type="text"/>	
Punch Type *	nTNAEvent		
Transaction Identifier	<input checked="" type="checkbox"/> nEvent	Value 55	
Flag *	susername		

SAVE
BACK

www.screencheckme.com
Last Login Time : 04-Jun-2012 11:26 AM
Last Logout Time :
Copyright ©


## 6.11 Terminal Master [Step 11]

All the terminals that is used in the company should be created here in this Terminal Master

**Module Availability:** Masters -> Terminal Master



The screenshot displays the ANGLER TimeCheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, and System Settings. The user is logged in as Administrator. The left sidebar shows a list of modules under the 'Masters' category, with 'Terminal' highlighted. The main content area displays the 'Terminal Master' module, which contains a table of terminal data and action buttons.

<input type="checkbox"/>	Reader ID	Terminal Name	Terminal Description	Raw Data Format	Deleted
<input type="checkbox"/>	01	In Terminal 01	In Terminal	RDBMS-001	False
<input type="checkbox"/>	02	In Terminal 02	Terminal 2	MDB-001	False
<input type="checkbox"/>	03	Out Terminal 03	In Terminal	MDB-001	False
<input type="checkbox"/>	04	Out Terminal 04	Out Terminal	MDB-001	False
<input type="checkbox"/>	09	In Terminal	In Terminal	RDBMS-001	False
<input type="checkbox"/>	50	Out Terminal	Out Terminal	RDBMS-001	False
<input type="checkbox"/>	444	INOUT Terminal	In and Out Terminal	RDBMS-001	False

Below the table are buttons for ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK.

## 6.12 Entrance Master [Step 12]

All the Entrances of the company should be created in the application using this module.

**Module Availability:** Masters -> Entrance Master



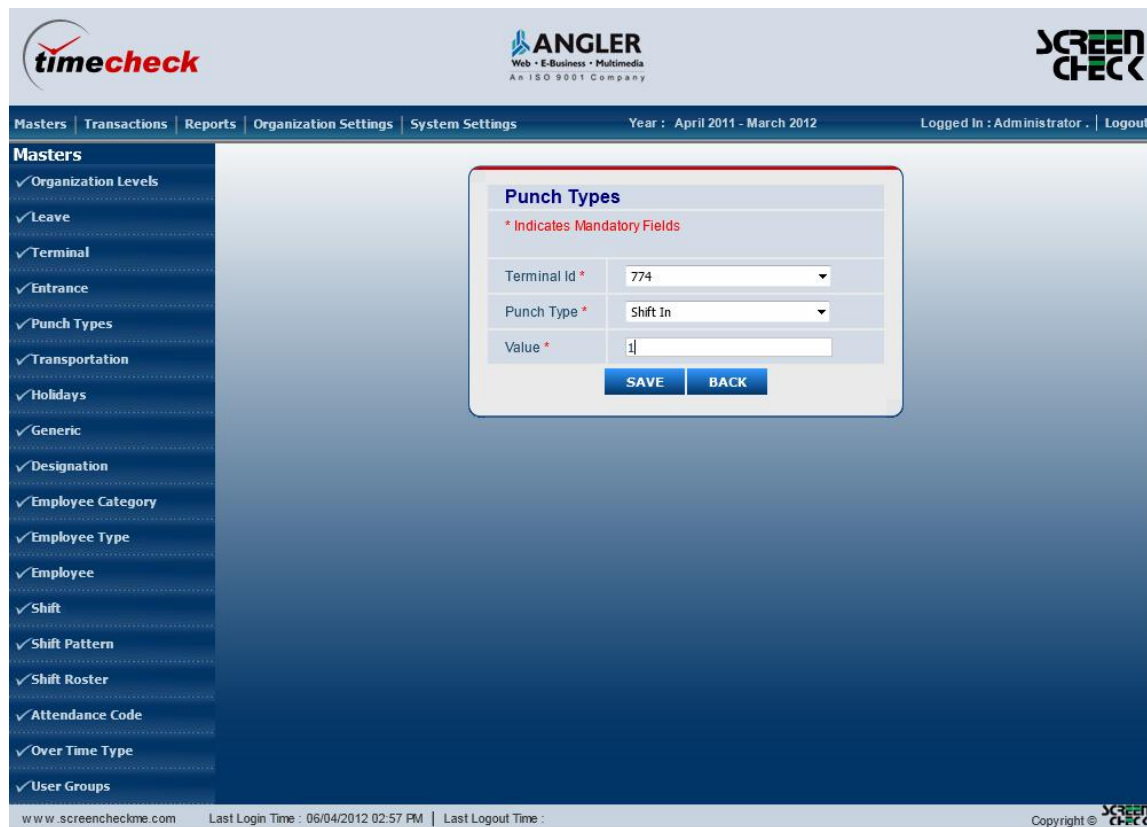
The screenshot displays the ANGLER TimeCheck web application. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Masters' menu is expanded on the left, showing options like 'Organization Levels', 'Leave', 'Terminal', 'Entrance', 'Punch Type', 'Transportation', 'Holidays', 'Generic', 'Designation', 'Employee Category', 'Employee Type', 'Employee', 'Shift', 'Shift Pattern', 'Shift Roster', and 'User Groups'. The 'Entrance' option is highlighted. The main content area shows the 'Entrance Master' table with columns for 'Entrance Name', 'Entrance Description', and 'Deleted'. The table lists three entries: 'HO\_Entrance1', '1 floor-left', and 'Main Entrance'. Below the table are buttons for 'ADD', 'DELETE', 'RESTORE', and 'PERMANENT DELETE'. The footer shows the website URL, login/logout times, and copyright information.

	Entrance Name	Entrance Description	Deleted
<input type="checkbox"/>	HO_Entrance1	Head Office Entrance1	False
<input type="checkbox"/>	1 floor-left	1 floor-left	False
<input type="checkbox"/>	Main Entrance	Main Entrance	False

### 6.13 Punch Types [Step 13]

The Punch types of all the Terminals should be created in the application using this module only

**Module Availability:** Masters -> Punch Types



The screenshot displays the ANGLER software interface. At the top, there are logos for 'timecheck', 'ANGLER Web • E-Business • Multimedia An ISO 9001 Company', and 'SCREEN CHECK'. Below the logos is a navigation bar with tabs: Masters, Transactions, Reports, Organization Settings, and System Settings. The 'Masters' tab is selected, and a sidebar on the left lists various master data categories with checkmarks: Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area shows a 'Punch Types' configuration window. This window has a title bar 'Punch Types' and a subtitle '\* Indicates Mandatory Fields'. It contains three input fields: 'Terminal Id \*' with a dropdown menu showing '774', 'Punch Type \*' with a dropdown menu showing 'Shift In', and 'Value \*' with a text input field containing '1'. At the bottom of the window are two buttons: 'SAVE' and 'BACK'. The footer of the interface shows the website 'www.screencheckme.com', the last login time '06/04/2012 02:57 PM', the last logout time, and a copyright notice for 'SCREEN CHECK'.

## 6.14 Holidays [Step 14]

The Global and Restricted Holiday of the company should be created using this Holidays module

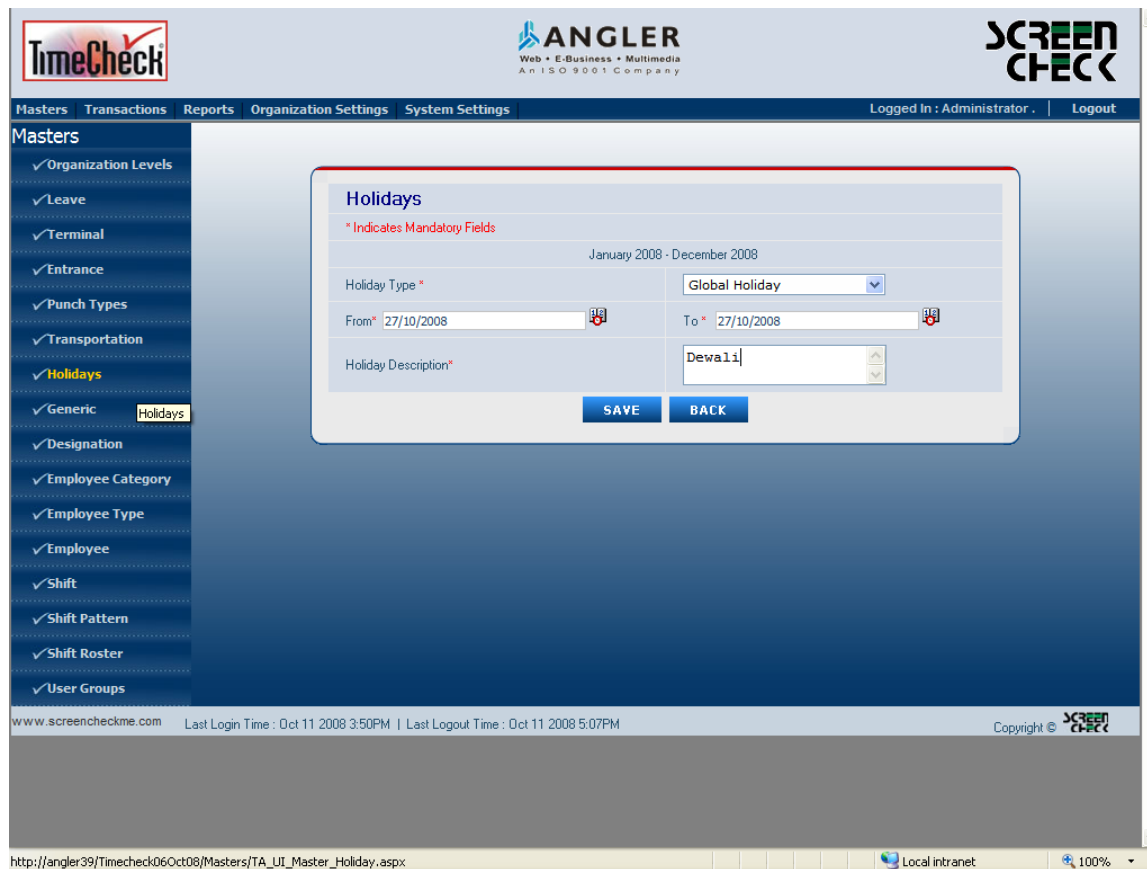
Here the holidays of the company can be created in both types with Company Wise and Without Company Wise

If Company Wise field is marked as 'Yes' then the defined holiday/ Restricted holiday is Applicable to that particular company only, not for all other remaining companies.

If Company Wise field is marked as 'No' then the defined holiday/ restricted holiday is Applicable to all the companies.

**Module Availability:** Masters -> Holidays





The screenshot shows the 'TimeCheck' web application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Masters' menu is expanded, showing options like 'Organization Levels', 'Leave', 'Terminal', 'Entrance', 'Punch Types', 'Transportation', 'Holidays', 'Generic', 'Designation', 'Employee Category', 'Employee Type', 'Employee', 'Shift', 'Shift Pattern', 'Shift Roster', and 'User Groups'. The 'Holidays' form is displayed, featuring a title bar 'Holidays' and a note '\* Indicates Mandatory Fields'. The form includes a date range selector 'January 2008 - December 2008', a 'Holiday Type' dropdown set to 'Global Holiday', 'From' and 'To' date fields both set to '27/10/2008', and a 'Holiday Description' field containing 'Dewali'. 'SAVE' and 'BACK' buttons are at the bottom of the form. The footer shows the URL 'http://angler39/Timecheck06Oct08/Masters/TA\_UI\_Master\_Holiday.aspx', login/logout times, and a copyright notice.

## 6.15 Country Master [Step 15]

The country name should be created using this Country Master module

**Module Availability:** Masters -> Generic -> Country



The screenshot displays the ANGLER TimeCheck web application. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The user is logged in as 'Administrator'. The left sidebar lists various master data categories, with 'Generic' highlighted. The main content area shows a 'Country' master list with a table containing the following data:

<input type="checkbox"/>	Country Name	Deleted
<input type="checkbox"/>	India	False
<input type="checkbox"/>	Pakistan	False
<input type="checkbox"/>	Australia	False
<input type="checkbox"/>	Australia	True

Below the table are buttons for 'ADD', 'DELETE', 'RESTORE', 'PERMANENT DELETE', and 'BACK'. The footer of the application shows the URL 'http://angler39/Timecheck06Oct08/Masters/TA\_UI\_Masters\_Generic\_List.aspx', the last login/logout times, and the copyright notice for ANGLER Technologies.

## 6.16 State Master [Step 16]

The state name should be created using this State Master module

**Module Availability:** Masters -> Generic -> State



The screenshot displays the ANGLER TimeCheck web application. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Masters' menu is expanded, showing options like 'Organization Levels', 'Leave', 'Terminal', 'Entrance', 'Punch Types', 'Transportation', 'Holidays', 'Generic', 'Designation', 'Employee Category', 'Employee Type', 'Employee', 'Shift', 'Shift Pattern', 'Shift Roster', and 'User Groups'. The 'Generic' option is selected, leading to a 'State' master list. The list contains the following data:

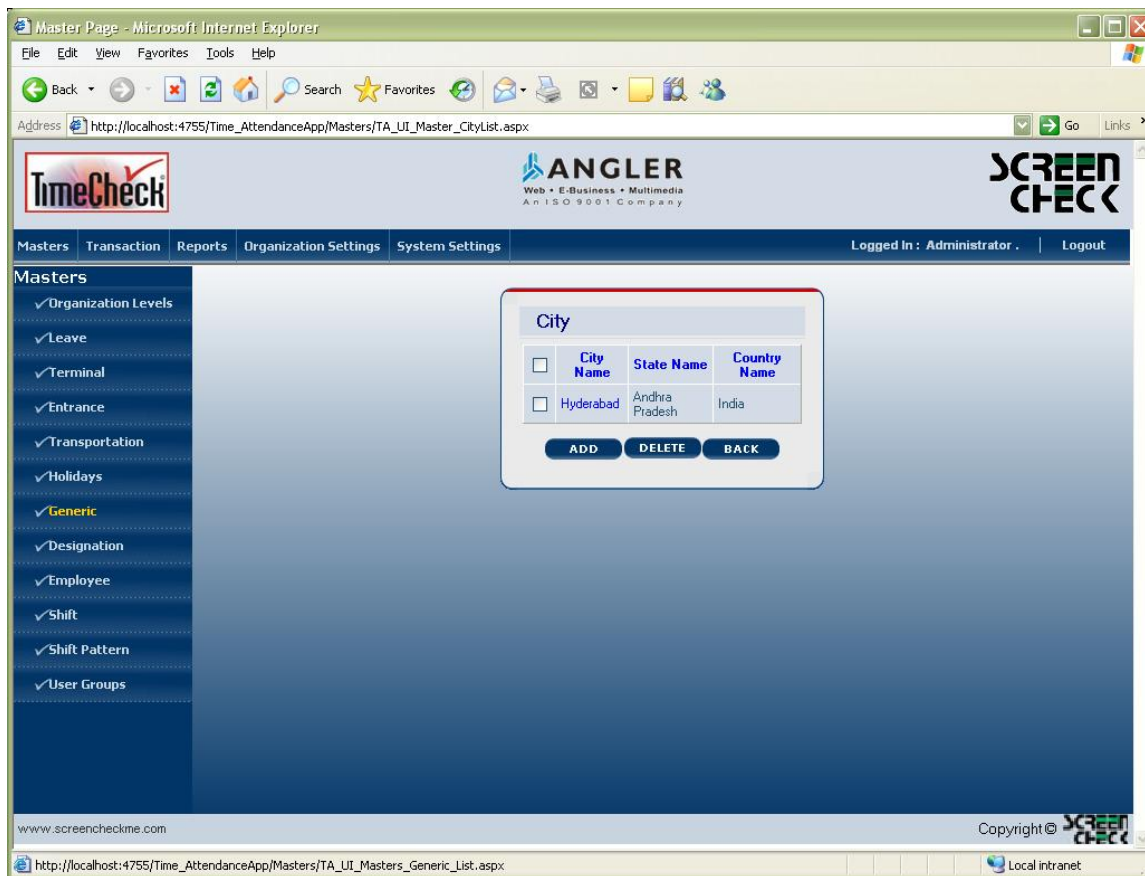
<input type="checkbox"/>	State Name	Country Name	Deleted
<input type="checkbox"/>	Andhra Pradesh	India	False
<input type="checkbox"/>	Karnataka	India	False
<input type="checkbox"/>	Islamabad	Pakistan	False
<input type="checkbox"/>	Tamil Nadu	India	False
<input type="checkbox"/>	مرجھانہ	Pakistan	False
<input type="checkbox"/>	karnataka	India	True

Below the table are buttons for 'ADD', 'DELETE', 'RESTORE', 'PERMANENT DELETE', and 'BACK'. The footer of the application shows the URL 'http://angler39/Timecheck06Oct08/Masters/TA\_UI\_Masters\_Generic\_List.aspx', the last login/logout times, and the copyright notice for ANGLER Technologies.

## 6.17 City Master [Step 17]

The City name should be created using this City Master module

**Module Availability:** Masters -> Generic -> City



## 6.18 Grade Master [Step 18]

The Grade name should be created using this Grade Master module

**Module Availability:** Masters -> Generic -> Grade



The screenshot displays the ANGLER TimeCheck web application interface. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, and System Settings. The user is logged in as Administrator. The left sidebar lists various master data modules, with 'Generic' selected under the 'Masters' section. The main content area shows the 'Grade' master data table, which lists grades from A to J, each with a checkbox for deletion and a 'Deleted' status (all are 'False'). Below the table are buttons for ADD, DELETE, RESTORE, PERMANENT DELETE, and BACK. The footer shows the login/logout times and the copyright notice.

<input type="checkbox"/>	Grade Name	Deleted
<input type="checkbox"/>	Grade A	False
<input type="checkbox"/>	Grade B	False
<input type="checkbox"/>	Grade C	False
<input type="checkbox"/>	Grade D	False
<input type="checkbox"/>	Grade E	False
<input type="checkbox"/>	Grade F	False
<input type="checkbox"/>	Grade G	False
<input type="checkbox"/>	Grade H	False
<input type="checkbox"/>	Grade I	False
<input type="checkbox"/>	Grade J	False

ADD DELETE RESTORE PERMANENT DELETE BACK

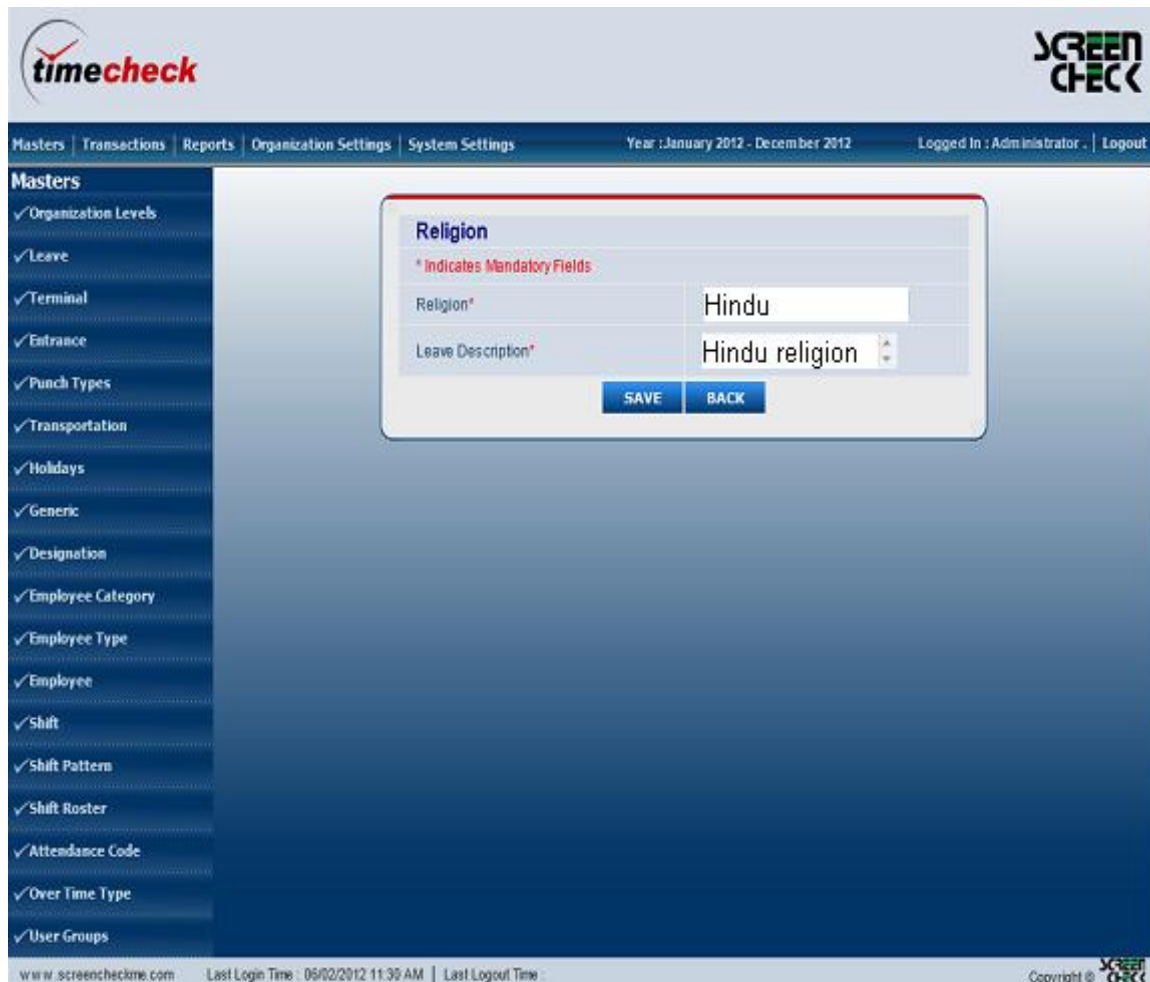
www.screencheckme.com Last Login Time : Oct 11 2008 3:50PM | Last Logout Time : Oct 11 2008 5:07PM Copyright © SCREEN CHECK

http://angler39/Timecheck06Oct08/Masters/TA\_UI\_Masters\_Generic\_List.aspx Local intranet 100%

## 6.19 Religion Master [Step 19]

The Religion name should be created using this Religion Master module

**Module Availability:** Masters -> Generic -> Grade



The screenshot displays the 'timecheck' application interface. On the left is a 'Masters' sidebar with a list of modules including Organization Levels, Leave, Terminal, Entrance, Punch Types, Transportation, Holidays, Generic, Designation, Employee Category, Employee Type, Employee, Shift, Shift Pattern, Shift Roster, Attendance Code, Over Time Type, and User Groups. The main content area shows a 'Religion' form with a title bar and a red border. The form includes a header 'Religion' and a note '\* Indicates Mandatory Fields'. It contains two input fields: 'Religion\*' with the value 'Hindu' and 'Leave Description\*' with the value 'Hindu religion'. At the bottom of the form are 'SAVE' and 'BACK' buttons. The top navigation bar includes links for Masters, Transactions, Reports, Organization Settings, and System Settings, along with the current year 'Year : January 2012 - December 2012' and a 'Logout' link. The footer shows the website 'www.screenchecktime.com', login/logout times, and a copyright notice for 'SCREEN CHECK'.

## 6.20 Designation [Step 20]

All the required designations of the company can be created in the application using this designation module



The screenshot shows the ANGLER TimeCheck web application interface. The top navigation bar includes 'Masters', 'Transactions', 'Reports', 'Organization Settings', and 'System Settings'. The 'Masters' menu is expanded, showing options like 'Organization Levels', 'Leave', 'Terminal', 'Entrance', 'Punch Types', 'Transportation', 'Holidays', 'Generic', 'Designation' (highlighted), 'Employee Category', 'Employee Type', 'Employee', 'Shift', 'Shift Pattern', 'Shift Roster', and 'User Groups'. The 'Designation' master list is displayed in a table with columns: Designation Name, Designation Description, and Deleted. The table lists various designations from 'Managing Director' to 'Clerk'. Below the table are buttons for 'ADD', 'DELETE', 'RESTORE', and 'PERMANENT DELETE'. The footer shows the website URL, login/logout times, and copyright information.

Designation Name	Designation Description	Deleted
Managing Director	MD - Grade A	False
Manager	Manager - Grade B	False
Asst Manager	Asst Manager - Grade C	False
Web Designer	Web Designer	False
Senior Programmer	Senior Programmer - Grade D	False
Programer	Programer - Grade E	False
Tester	Tester - Grade F	False
Junior Programer	Junior Programer - Grade G	False
Programer Trainee	Programer Trainee - Grade H	False
Clerk	Clerk-Accounts - Grade I	False

## 6.21 Shift Setting [Step 21]

Before doing any transactions in the organization the Shift Setting should be configured as shown in the following figure

**Module Availability:** Organization Settings -> Shift Setting



### Shift Setting

\* Indicates Mandatory Fields

Company *	ABC Concern ▼
-----------	---------------

#### Data Process Setting

Before Shift Max. Hours ( hh:mm ) *	02:00
Ignore Duplicate Punches	<input type="radio"/> Yes <input checked="" type="radio"/> No
Time Interval (hh:mm) *	
Default Month Closure Date *	05/31/2012

#### Weekly Off Start Hours Setting

Weekly Off Start Hours *	16:00
--------------------------	-------

#### Flexible Shift Timings Setting

Flexible Timings	<input type="radio"/> Yes <input checked="" type="radio"/> No
------------------	---

#### Over Time Setting

Over Time On Holidays	2
Over Time On Weekly Off	2
Holiday on WeeklyOff *	<input type="radio"/> Holiday <input checked="" type="radio"/> WeeklyOff
After Shift Time	<input checked="" type="checkbox"/>
Before Shift Time	<input checked="" type="checkbox"/>
Consider Defined Work Hours	<input type="radio"/> Yes <input checked="" type="radio"/> No
No Of Successive Days *	10
OT Roundoff	<input type="radio"/> Enable <input checked="" type="radio"/> Disable

**SAVE**

In Company, Select the appropriate company to which the shift settings to be configured

---

**Before Shift Max. Hours (hh:mm)** - Using this configuration the company can define how many hours before the employees will be allowed to start their work from the shift start time.

**Ignore Duplicate Punches** – Using this configuration the company is defining the Timecheck application to ignore the Duplicated punches of the employees that is made between the given intervals.

**Default Month Closure Date** – The Data process of the organization will be started executing from the date that is defined under this field. Using this configuration user can define the same

**Weekly Off Start Hours** – Here in this field the value is given as 16Hrs means it will take the Shift Starting time of pre This hour is used to define the Timecheck application system to conclude that what will be the starting hour of that how much hours from the previous

**Flexible Shift Timings Setting** – If Flexible Shift Timings is configured as No then employee working time is not flexible they should work within their respective shift timings only.

– If Flexible Shift Timings is configured as Yes then employee working time can be followed as flexible timings.

**Over Time Setting** –

Over Time on Holidays: If the Over Time on Holidays is configured as 2 then it will calculate the employee overtime hrs as double the time of Hrs for Holiday working days Overtime Hrs

Over Time on Weekly Off: If the Over Time on Weekly Off is configured as 2 then it will calculate the employee overtime hrs as double the time of Hrs for Weekly Off working days Overtime Hrs

**Holiday on WeeklyOff** –

If Holiday and Weekly off meets on same day this configuration is used to convey the system whether to consider the day as Holiday or Weekly off

**After Shift Time** –

If this option is enabled then Overtime calculation hours will consider after the shift time hours only

**Before Shift Time** –

---

If this option is enabled then Overtime calculation hours will consider the time between the before shift time and Before Shift Max Hrs only

**Consider Defined Work Hours –**

In this configuration if 'Yes' option is enabled then Worked Hrs should meet the Defined work hours then only the OT hrs will get calculated

In this configuration if 'No' option is enabled then it is not mandatory that Worked Hrs should meet the Defined work hours for OT calculation

**No of Successive Days –**

In this configuration the value is mentioned as 10 means from the current business year employee can apply 10days leave of next business year.

**OT Roundoff –**

If it is enable then the RoundOff will happen for OT Hours, if it is in disable mode then the RoundOff will not happen for the OT Hours

Please contact us

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