

Attendance Data Management System (ADMS) Manual:

This system mainly grabs attendance data from various sources and produces highly customized reports as needed. It is well parameterized and can prepare reports of any format like text, MS Word, MS Excel, PDF.

Preparing the environment:

The system by default has some Employee and Attendance data. You may prefer to over write the data with your data before start using it.

To login:

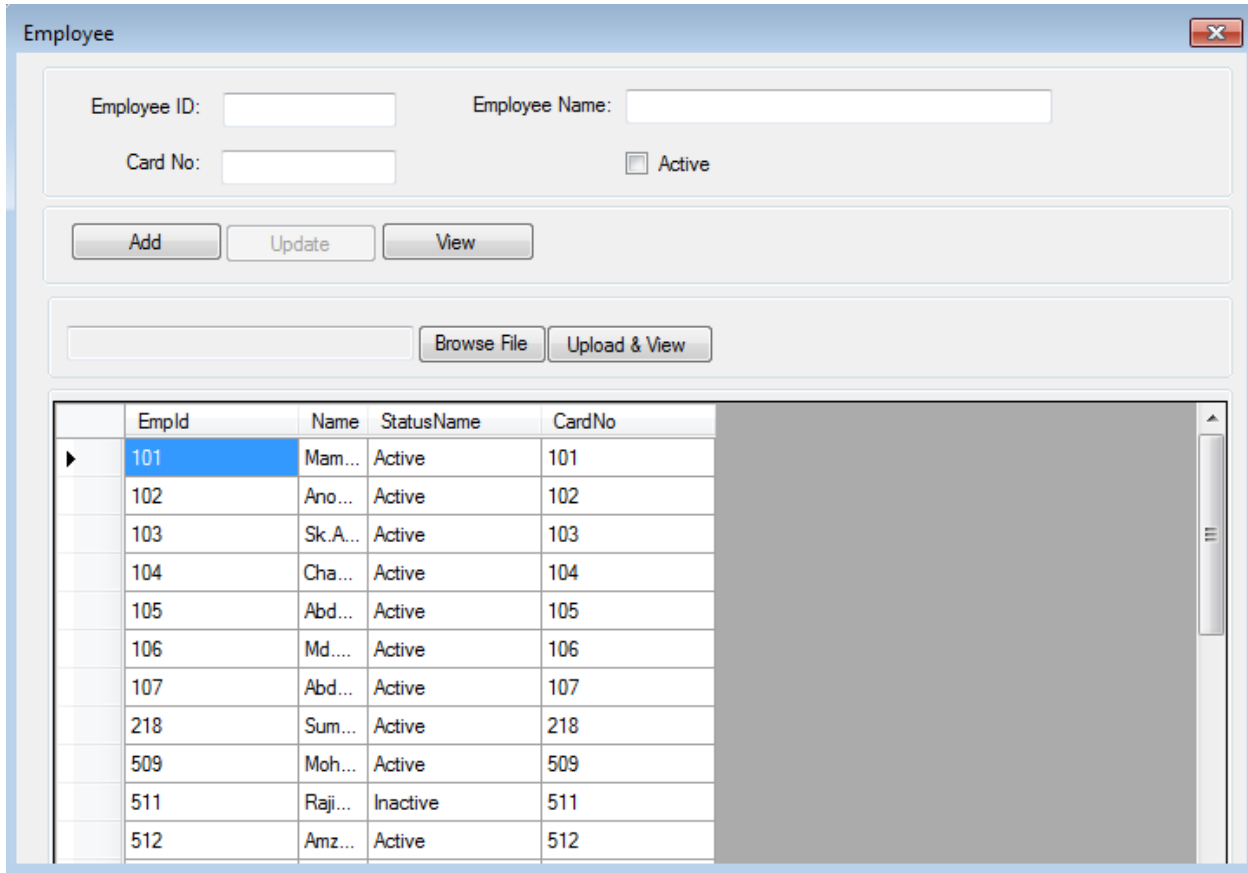
The default login information is as below:

ID: Admin

Pass: 321

To load your employee information:

1. Open the Employee.xls file from Program Files\ABAC Technologies Ltd\AttendanceSolution\doc\ in the installation driver.
2. Update the file with your Employee data.
3. Upload.



The screenshot shows a software window titled "Employee" with a close button in the top right corner. The window contains several input fields and buttons. At the top, there are fields for "Employee ID:", "Employee Name:", and "Card No:". Below these is a checkbox labeled "Active". A row of buttons includes "Add", "Update", and "View". Below that is another row with "Browse File" and "Upload & View" buttons. The main area of the window is a table with the following data:

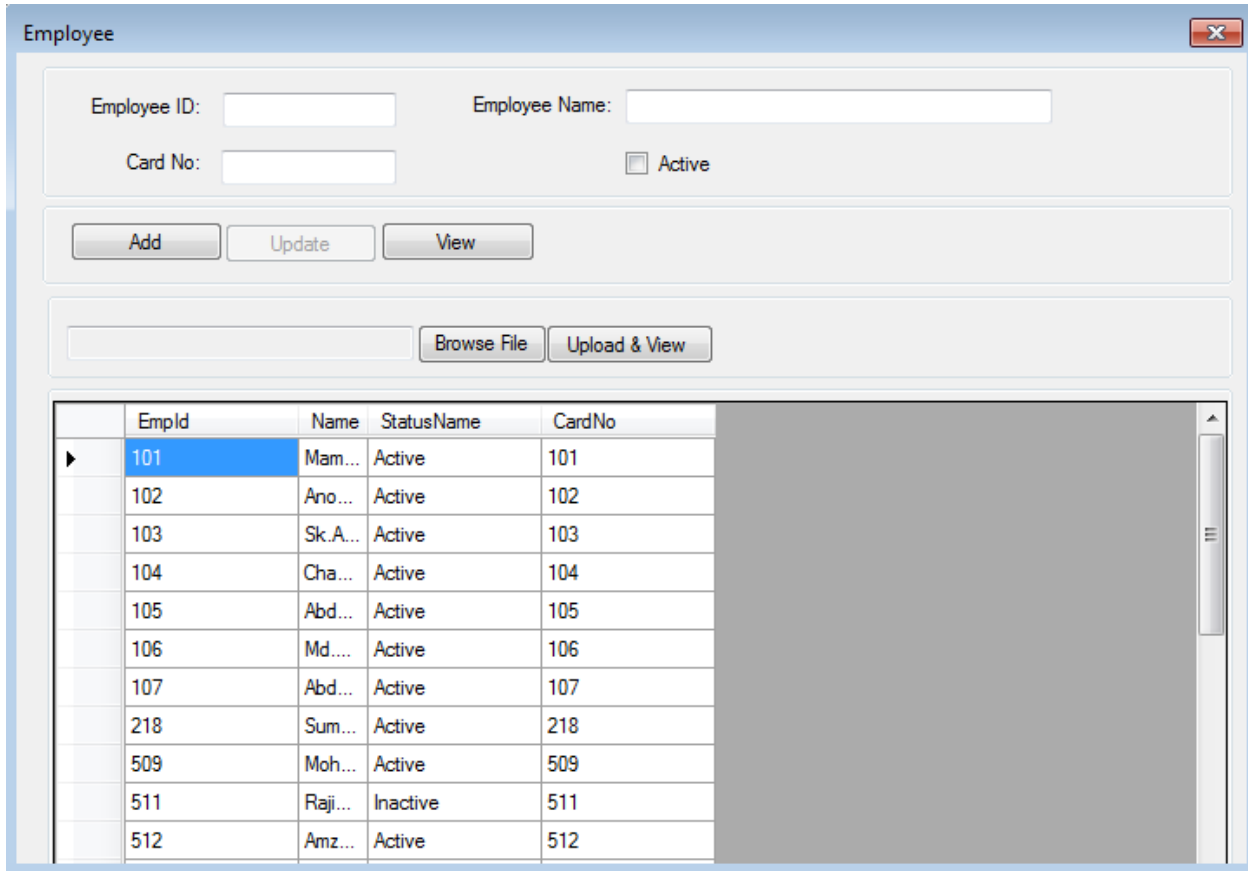
EmpId	Name	StatusName	CardNo
101	Mam...	Active	101
102	Ano...	Active	102
103	Sk.A...	Active	103
104	Cha...	Active	104
105	Abd...	Active	105
106	Md....	Active	106
107	Abd...	Active	107
218	Sum...	Active	218
509	Moh...	Active	509
511	Raji...	Inactive	511
512	Amz...	Active	512

Other Setup:

You may also setup or update the specific Office Time, Number of holidays for the month, Password from Setup menu.

Updating Employee data:

Existing Employee information can be migrated from .xls or .xlsx type files in this version. Additionally an employee can also be added manually as well as be changed with proper privilege.



The screenshot shows a software window titled "Employee" with a close button in the top right corner. The window contains a form with the following fields and controls:

- Employee ID:
- Employee Name:
- Card No:
- Active

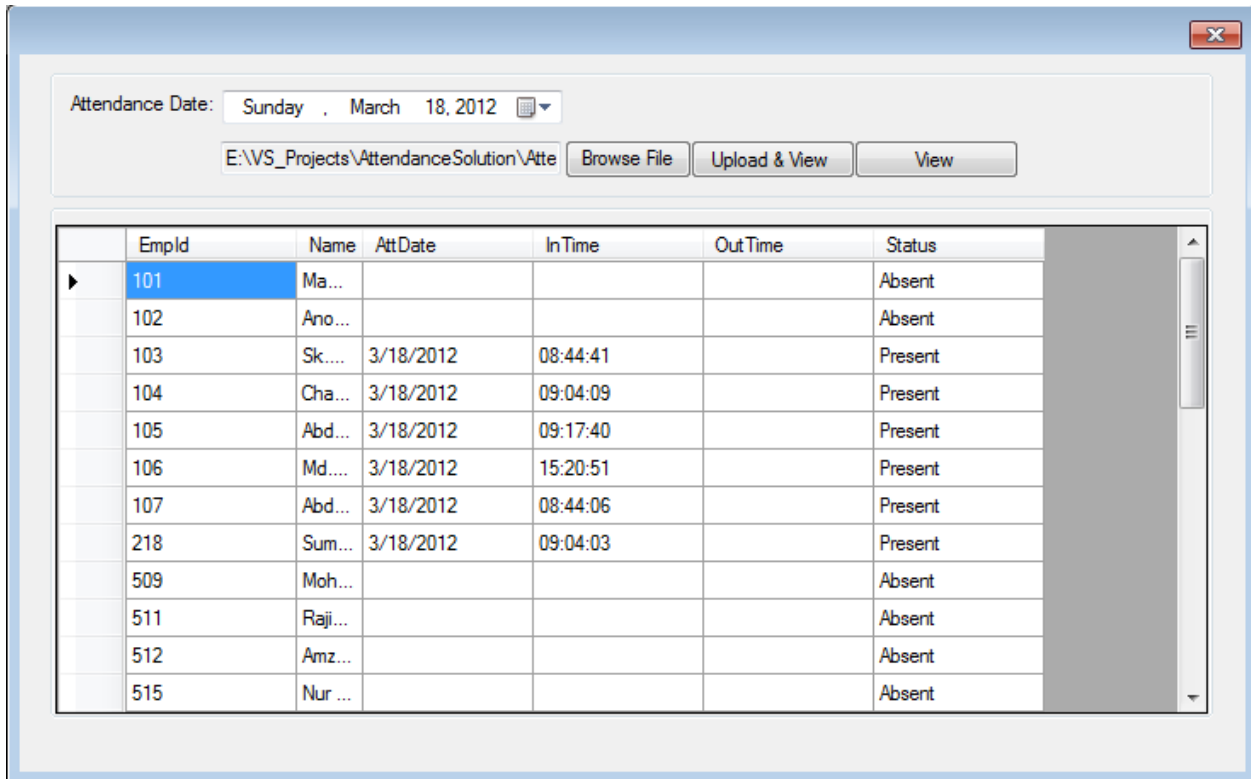
Below the form are three buttons: "Add", "Update", and "View".

Further down is a file upload section with a text input field, a "Browse File" button, and an "Upload & View" button.

At the bottom is a table with the following data:

EmpId	Name	StatusName	CardNo
101	Mam...	Active	101
102	Ano...	Active	102
103	Sk.A...	Active	103
104	Cha...	Active	104
105	Abd...	Active	105
106	Md....	Active	106
107	Abd...	Active	107
218	Sum...	Active	218
509	Moh...	Active	509
511	Raji...	Inactive	511
512	Amz...	Active	512

Loading Attendance data:

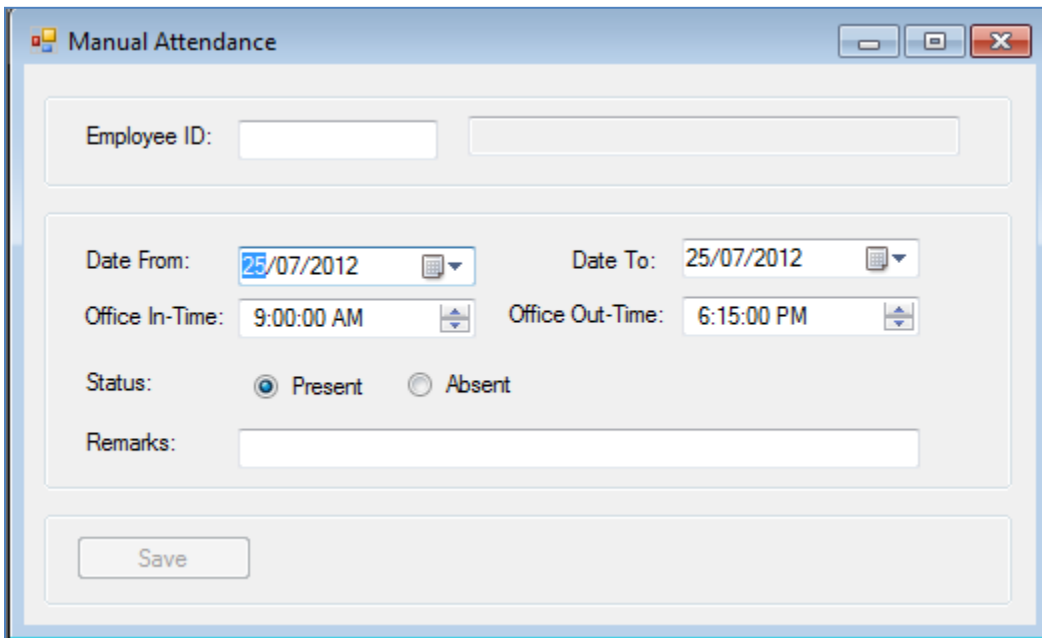


Attendance Date: Sunday, March 18, 2012

E:\WS_Projects\AttendanceSolution\Atte [Browse File] [Upload & View] [View]

Empld	Name	AttDate	InTime	OutTime	Status
101	Ma...				Absent
102	Ano...				Absent
103	Sk...	3/18/2012	08:44:41		Present
104	Cha...	3/18/2012	09:04:09		Present
105	Abd...	3/18/2012	09:17:40		Present
106	Md...	3/18/2012	15:20:51		Present
107	Abd...	3/18/2012	08:44:06		Present
218	Sum...	3/18/2012	09:04:03		Present
509	Moh...				Absent
511	Raji...				Absent
512	Amz...				Absent
515	Nur ...				Absent

Employee's daily attendance data can be uploaded to the system from two types of Excel files (.xls or .xlsx) only. Additionally in case of emergency if needed, there is an option to provide manual attendance with proper privilege by using following screen:



Manual Attendance

Employee ID: [] []

Date From: 25/07/2012 Date To: 25/07/2012

Office In-Time: 9:00:00 AM Office Out-Time: 6:15:00 PM

Status: Present Absent

Remarks: []

[Save]

Generating Reports:

Daily Attendance Report:

Daily Attendance Report						
Date: 18 March, 2012						
Sl. No.	Emp. ID	Name	In Time	Out Time	Status	Remarks
1	101	[REDACTED]			Absent	
2	102	[REDACTED]			Absent	
3	103	[REDACTED]	08:44:41		Present	
4	104	[REDACTED]	09:04:09		Present	
5	105	[REDACTED]	09:17:40		Present	Late
6	106	[REDACTED]	15:20:51		Present	Late
7	107	[REDACTED]	08:44:06		Present	
8	218	[REDACTED]	09:04:03		Present	
9	509	[REDACTED]			Absent	
10	512	[REDACTED]			Absent	
11	515	[REDACTED]			Absent	
12	523	[REDACTED]	09:22:11		Present	Late
13	525	[REDACTED]	08:57:37		Present	
14	534	[REDACTED]			Absent	
15	536	[REDACTED]			Absent	
16	537	[REDACTED]			Absent	
17	613	[REDACTED]			Absent	
18	628	[REDACTED]	08:58:56		Present	
19	629	[REDACTED]	08:44:30	16:45:36	Present	
20	708	[REDACTED]	08:46:31		Present	
21	714	[REDACTED]	09:01:54	19:31:31	Present	
22	716	[REDACTED]			Absent	
23	719	[REDACTED]	10:50:19		Present	Late
24	720	[REDACTED]	08:46:55		Present	
25	731	[REDACTED]			Absent	
26	810	[REDACTED]			Absent	
27	817	[REDACTED]	13:28:50		Present	Late
28	822	[REDACTED]			Absent	
29	824	[REDACTED]	13:18:21	17:57:53	Present	Late
30	830	[REDACTED]	08:52:18		Present	
31	832	[REDACTED]			Absent	

Summary:

Total Employee:	31	Present:	17
Late:	6	Absent:	14

This is daily auto generated attendance report showing in-time and out-times, present/absent, Late and a summary. This is a deliverable to HRM Department for future reference.

Monthly Attendance Report:

Monthly Attendance Report									
Month: March 2012									
Sl#	ID	Employee Name	Working Days	Present	Absent	Leave	Late	Holiday	
1	103	[REDACTED]	21	23	(2)	0	1	10	
2	104	[REDACTED]	21	24	(3)	0	0	10	
3	105	[REDACTED]	21	21	0	0	18	10	
4	106	[REDACTED]	21	23	(2)	0	2	10	
5	107	[REDACTED]	21	21	0	0	2	10	
6	218	[REDACTED]	21	10	11	0	0	10	
7	509	[REDACTED]	21	18	3	0	4	10	
8	512	[REDACTED]	21	11	10	0	2	10	
9	523	[REDACTED]	21	23	(2)	0	1	10	
10	525	[REDACTED]	21	23	(2)	0	4	10	
11	536	[REDACTED]	21	12	9	0	6	10	
12	537	[REDACTED]	21	14	7	0	2	10	
13	613	[REDACTED]	21	12	9	0	2	10	
14	628	[REDACTED]	21	22	(1)	0	7	10	
15	629	[REDACTED]	21	13	8	0	2	10	
16	708	[REDACTED]	21	23	(2)	0	0	10	
17	714	[REDACTED]	21	21	0	0	0	10	
18	716	[REDACTED]	21	20	1	0	5	10	
19	719	[REDACTED]	21	19	2	0	19	10	
20	720	[REDACTED]	21	21	0	0	1	10	
21	731	[REDACTED]	21	5	16	0	5	10	
22	810	[REDACTED]	21	9	12	0	0	10	
23	817	[REDACTED]	21	5	16	0	1	10	
24	822	[REDACTED]	21	4	17	0	1	10	
25	824	[REDACTED]	21	4	17	0	2	10	
26	830	[REDACTED]	21	9	12	0	2	10	
27	832	[REDACTED]	21	4	17	0	1	10	

Summary:

Total Employee: 27 Working Day: 21

Holiday: 10

This is monthly auto generated attendance report showing monthly total working, total days an employee was present, absent, avail leave, total days of late within this month and a summery.

This report can also be prepared for any period of time.

This is a deliverable to HRM Department for salary calculation and for future reference.

Other functionality:

Taking employee's gross/basic salary information and implement business rules of allowances and deductions with tax so that a complete salary sheet will be delivered to the accounts department to disburse the salary.

FAQ:

Question: Installation problem: Windows installer shows error message when I try to install the system.

Ans: Follow the step listed below:

- i. Go to Run (Windows + R)
- ii. Type %temp% and press Enter
- iii. Delete everything in there.
- iv. Try to install again.