



eSSI

# Desktop Software Presentation

eTimeTrack - Lite

# eTimeTrackLite:

eSSL Software helps companies to track and evaluate the performance and work activities of employees using a single software application.

Time & Attendance Software enables employees to store, track and organize the most important employee time related information in single place.

The required information to track and monitor employee activities and management processes is available on a computer.

This can also be invaluable for ensuring regulatory compliance with working regulations and proof of attendance.

## Basic Requirements:

### ➤ system configuration:

1 gigahertz (GHz) or faster 32-bit (x86) or 64-bit processor

1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)

16 GB available hard disk space (32-bit) or 20 GB (64-bit)

### ➤ Operating systems:

Windows 7 / windows server 2003/2008/windows xp

# eTimeTrackLite Software installation :

Go to [www.etimetracklite.com](http://www.etimetracklite.com) → download desktop software.

**eTimeTrack lite** *Time & Attendance Software*

**Generate License Key**

Company Name\*

Location

Software  
eTimeTrackLite 6.5 Desktop

Database Type  
 MS Access  MS SQL Server  Oracle

No. of Staff\*  
500

No. of Devices\*  
10

Activation Code\*

eMail Id\*

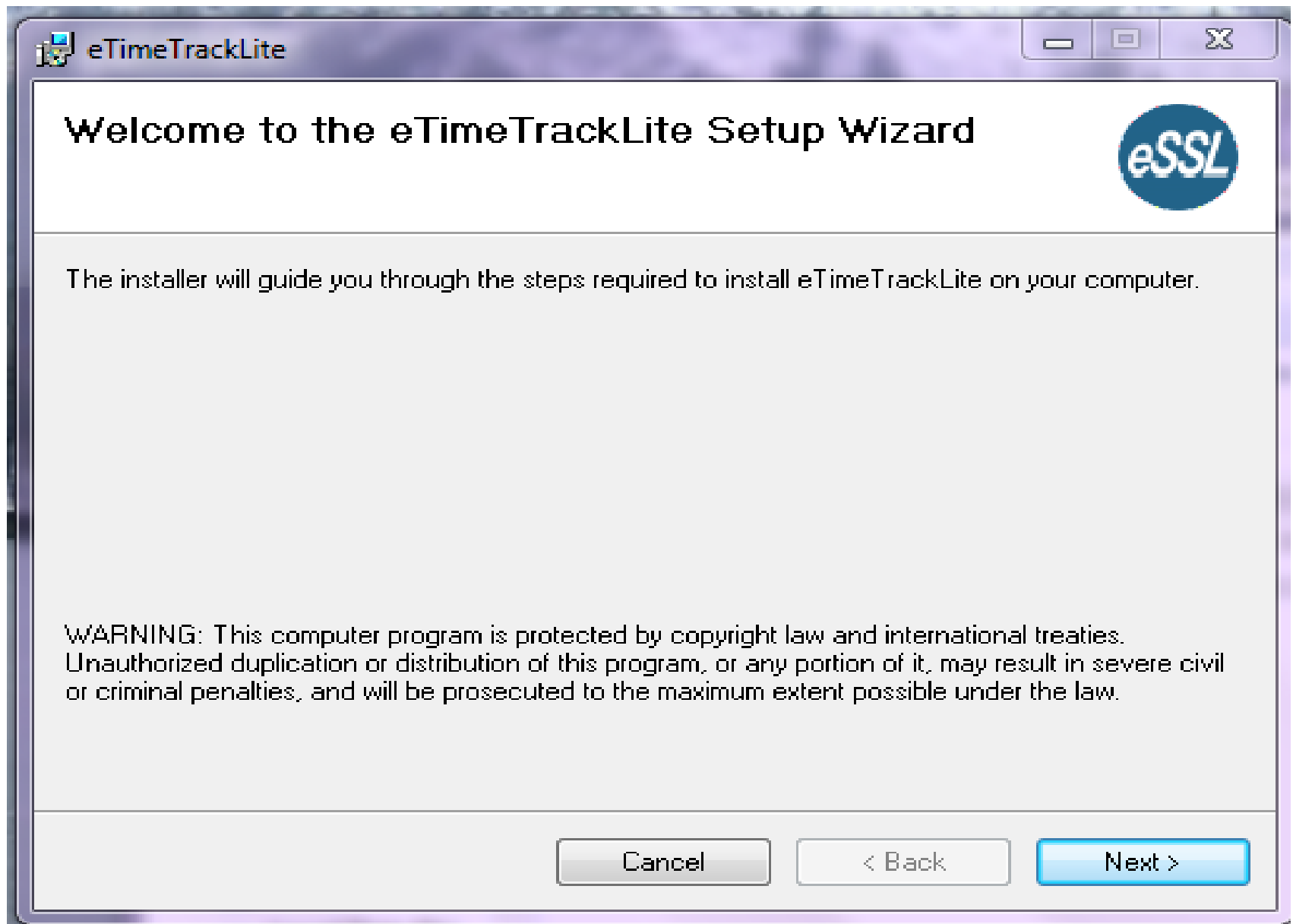
Submit

**Download Software here**

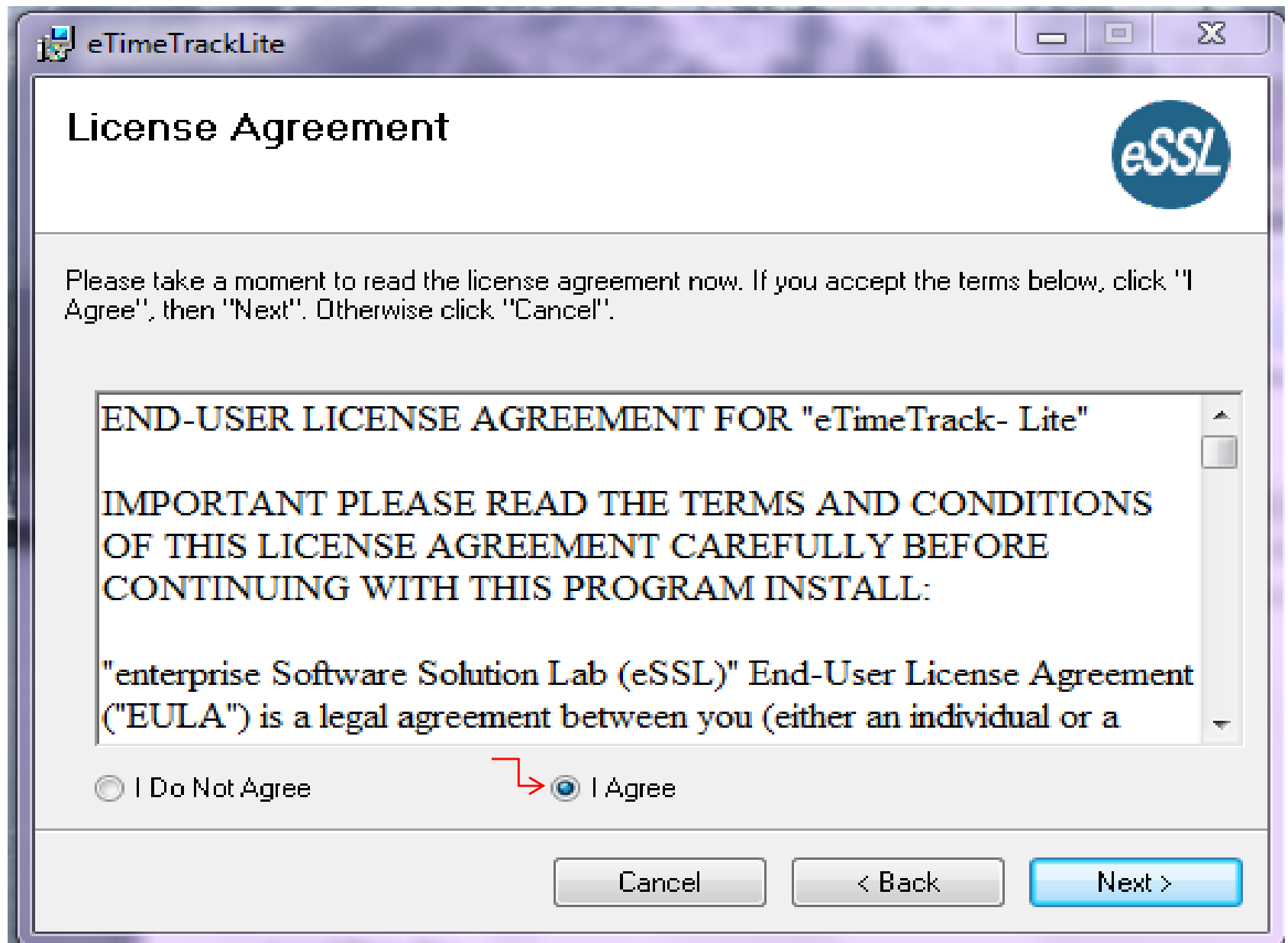
→ [Desktop Software](#) [Web Software](#)

The best Time & Attendance software

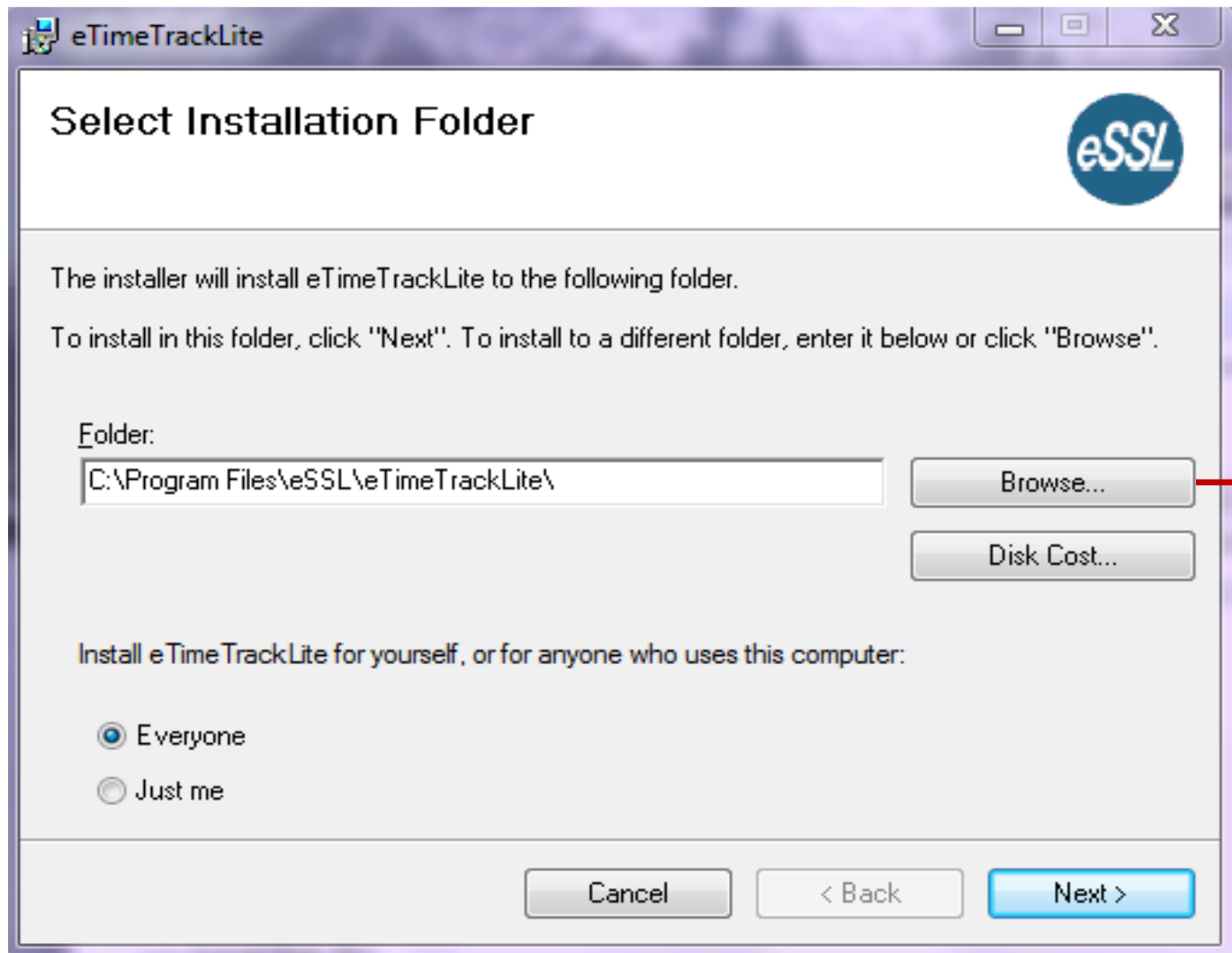
eSSL  
eTimeTrackLite Software Solutions (eSSL)  
eTimeTrackLite CD Version 3.0 for Time & Attendance Management



 Click Next



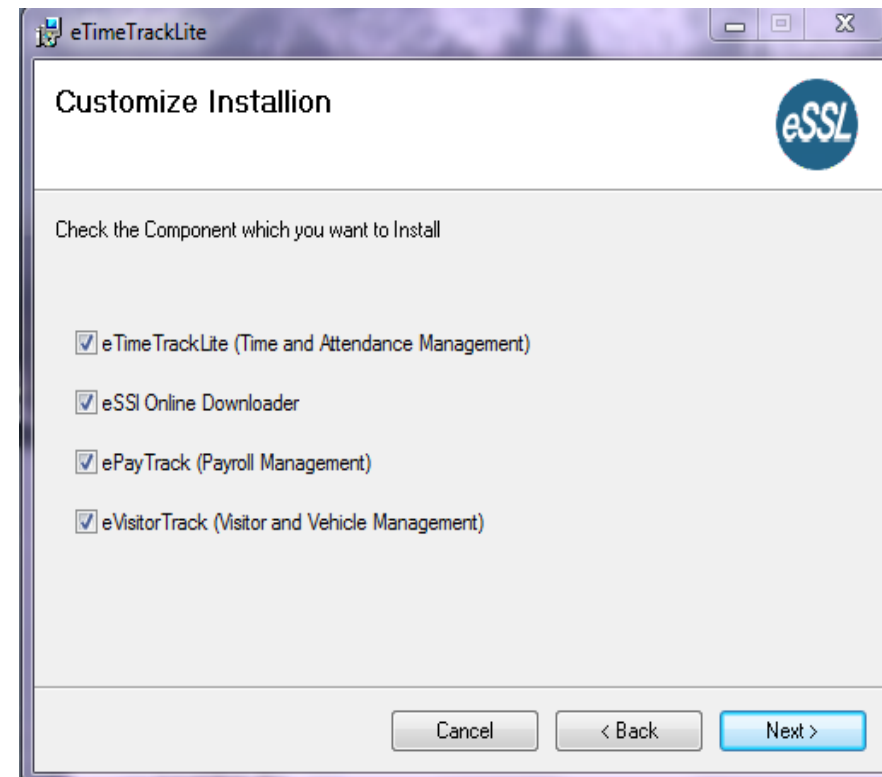
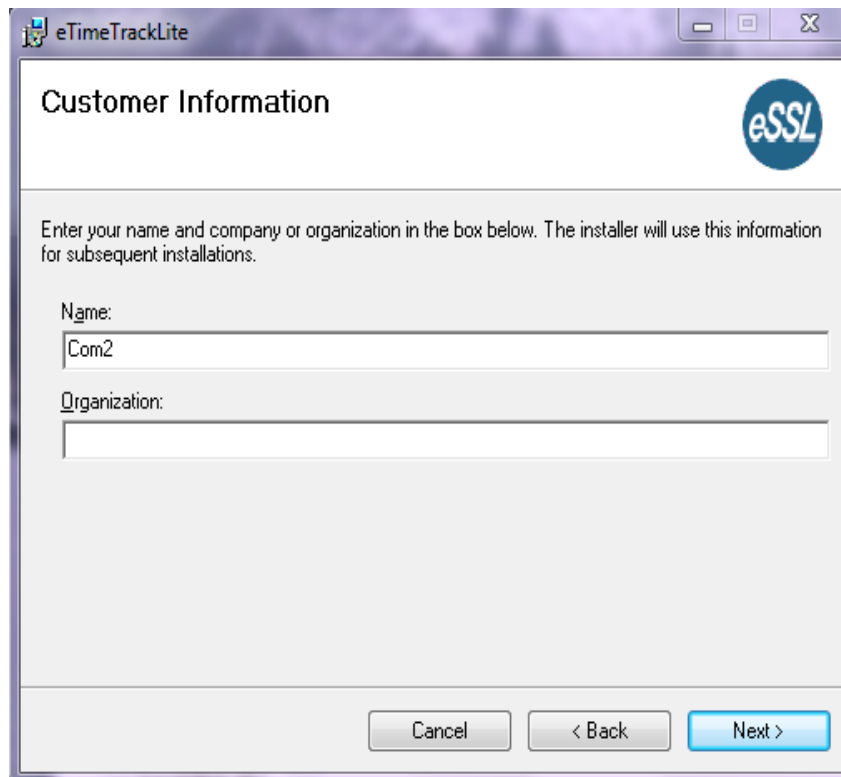
 Click Next



We can give path to save the software

- Everyone - can use all the users in computer
- Just me - only can use who logged in at the time of installation

➡ Click Next



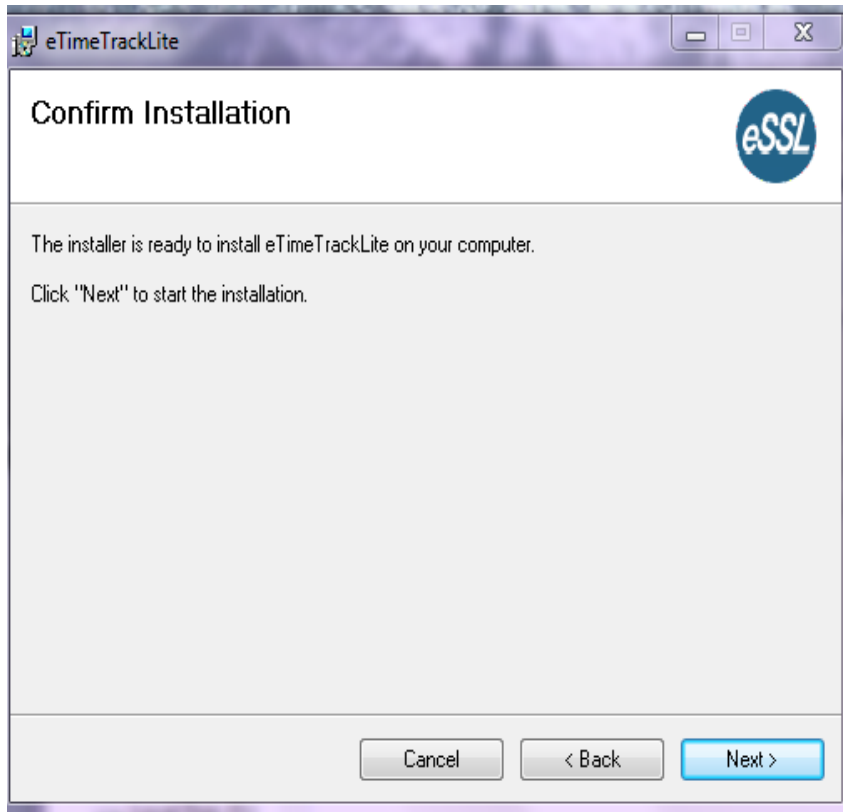
Click Next



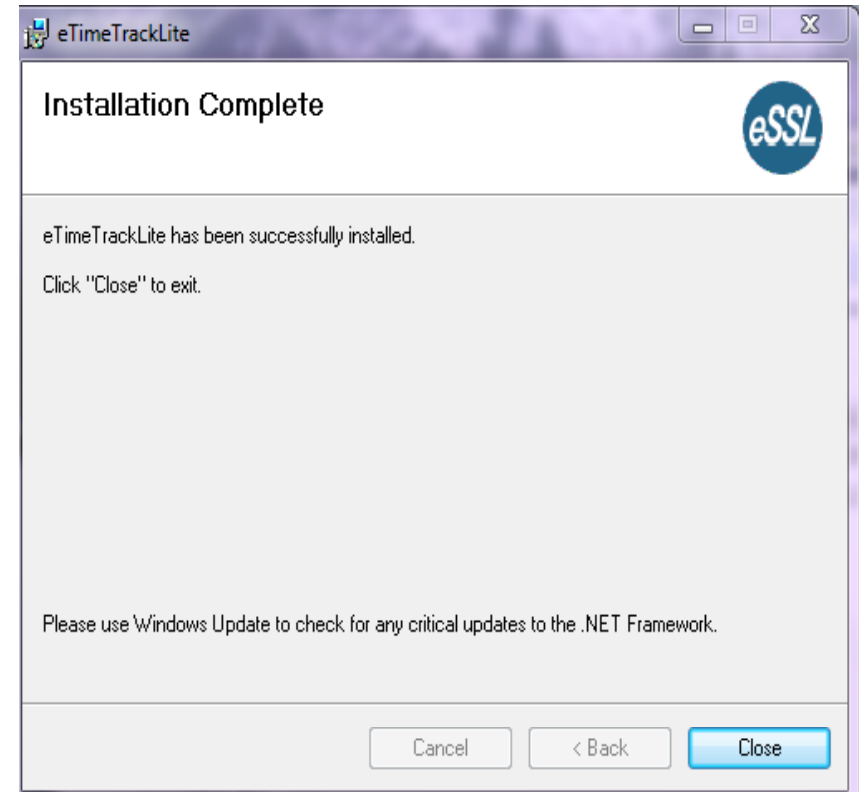
Click Next

Check the options which you want to install  
we can install

- eTimeTrackLite –Time and Attendance management.
- essl online downloader
- epay track - pay roll management
- visitor track – visitor and vehicle management



Click Next



Click Close



# Software Login :

eSSL eTimeTrackLite Login

## eTimeTrack - Lite

Login Name

Password

Login Close

[Database Setting](#)

Note: This software is protected by copyright law and international treaties. Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted under the maximum extent possible under law.

➤ Login Name : essl

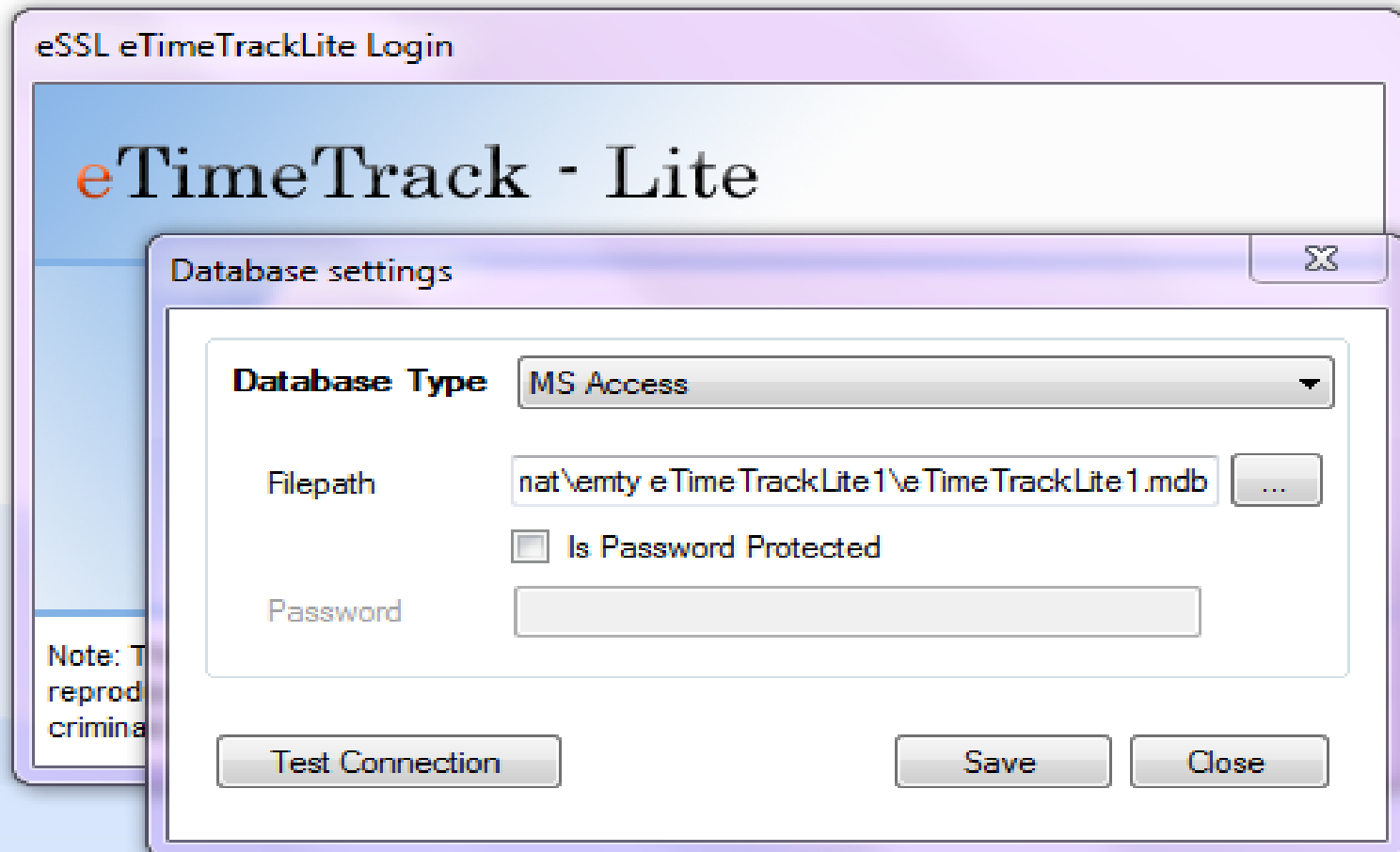
➤ Password : essl

We can change backend databases

# Database settings :

This software supports the following databases.  
They are as follows,

## ➤ MS Access



## ➤ MS SQL Server

The image shows a screenshot of the 'eSSL eTimeTrackLite Login' application window. A 'Database settings' dialog box is open in the foreground. The dialog box contains the following fields and options:

- Database Type:** MS SQL Server (selected in a dropdown menu)
- Database Server/DSN Name:** TAMILARASI\SQLEXPRESS
- Database Name:** etimetracite 1
- Authentication Type:** Sql Server Authentication (selected in a dropdown menu)
- User Name:** essl
- Password:** \*\*\*\*

At the bottom of the dialog box, there are three buttons: 'Test Connection', 'Save', and 'Close'. In the background, the 'eSSL eTimeTrackLite Login' window is visible, showing the 'eTi' logo and a note: 'Note: This reproduction is for criminal purposes only'.

➤ Oracle

eSSL eTimeTrackLite Login

Database settings

**Database Type** Oracle

Database Server/DSN Name 192.168.1.113

User Name essl

Password \*\*\*\*

Port Number 1521

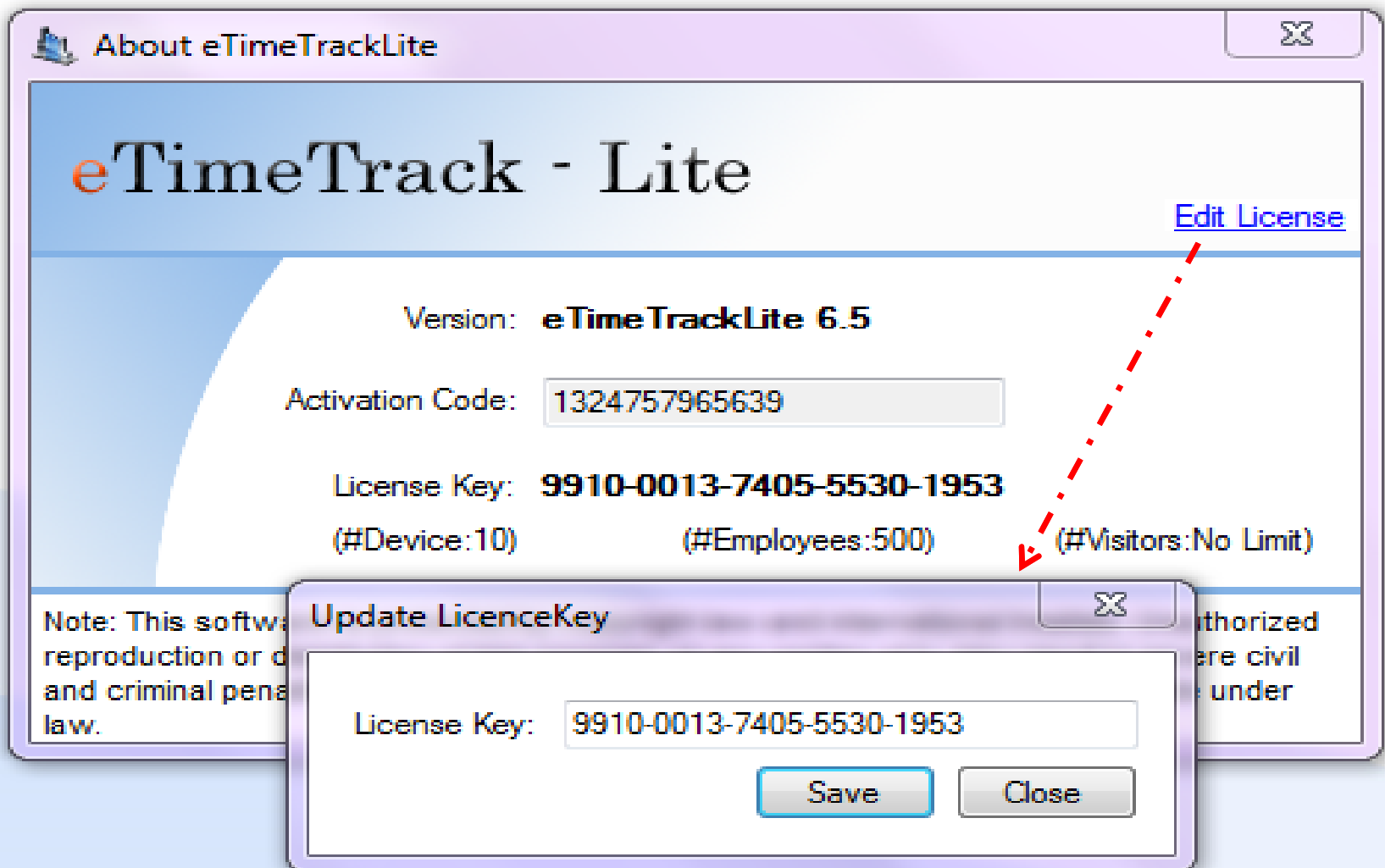
Service Name XE

Test Connection Save Close

Note  
repr  
crim

# License key:

“activation code” is used to generate the license key.  
license free -500 users, 10 devices.



## Users List:

This Form will display the List of all Users  
We can add, delete and give access to edit software settings. we can give permission to access the software .

Login	Role Name
essl	Admin

Total Records : 1

## Password:

We can change password and give new password to login software.

New Password

Confirm Password

Save Close

# Monitor:

We can see the employees status according to specified Date. It shows employee status as chart type like Bar ,Pie, doughnut.

We can generate employee status report for a particular date and export in excel sheet.

Employee Status Monitoring

**Employee Punch Monitor** Export Generate Report

Date: 10 Apr 2013 Company: All Department: All Last Punch Direction: All Status: All Show Records

Emp Code	Emp Name	Company	Department	Last Punch	Direction	Punch Records	Status
14	14	Default	Default	10:00	in	10:00,	Present
100	100	Default	Default	10:30	in	10:30,	Present
BB2008	B.BASKAR	F.O.R	Default	10:30	in	10:30,	Present
BC2011	B.CHITRA LEKA	F.O.R	Default				Not Present
BJ2012	B.JOTHI	F.O.R	Default				Not Present
BSJ2012	B.S.JAYAN	F.O.R	Default				Not Present
CDV2012	DR.C.D.VENKAT...	F.O.R	Default				Not Present
DS2012	D.SIVAGAMI	F.O.R	Default				Not Present
GN2013	G.NAGAMUTHU	F.O.R	Default				Not Present
JG2013	J.GAYATHRI	F.O.R	Default				Not Present
JS2011	J.SAMUNDEES...	F.O.R	Default				Not Present
KA2013	KAMATCHI	F.O.R	Default				Not Present
KM2013	K. MANGALAM	F.O.R	Default				Not Present
KP2012	K.PRIYA	F.O.R	Default				Not Present

Total Records : 38

Chart Type: Bar

A bar chart on the right side of the interface displays the distribution of employee status. The y-axis represents the count of employees, ranging from 0 to 40. The x-axis shows two categories: 'Present' and 'Not Present'. The 'Present' bar is green and has a value of 3. The 'Not Present' bar is red and has a value of 35.

Status	Count
Present	3
Not Present	35

# Company List:

eTimeTrackLiteLite Software support multiple companies. This form will display the List of Companies which is accessible By Login User.

Company Name	Short Name
Default	Default
F.O.R	F.O.R

Buttons: Add, Edit, Delete

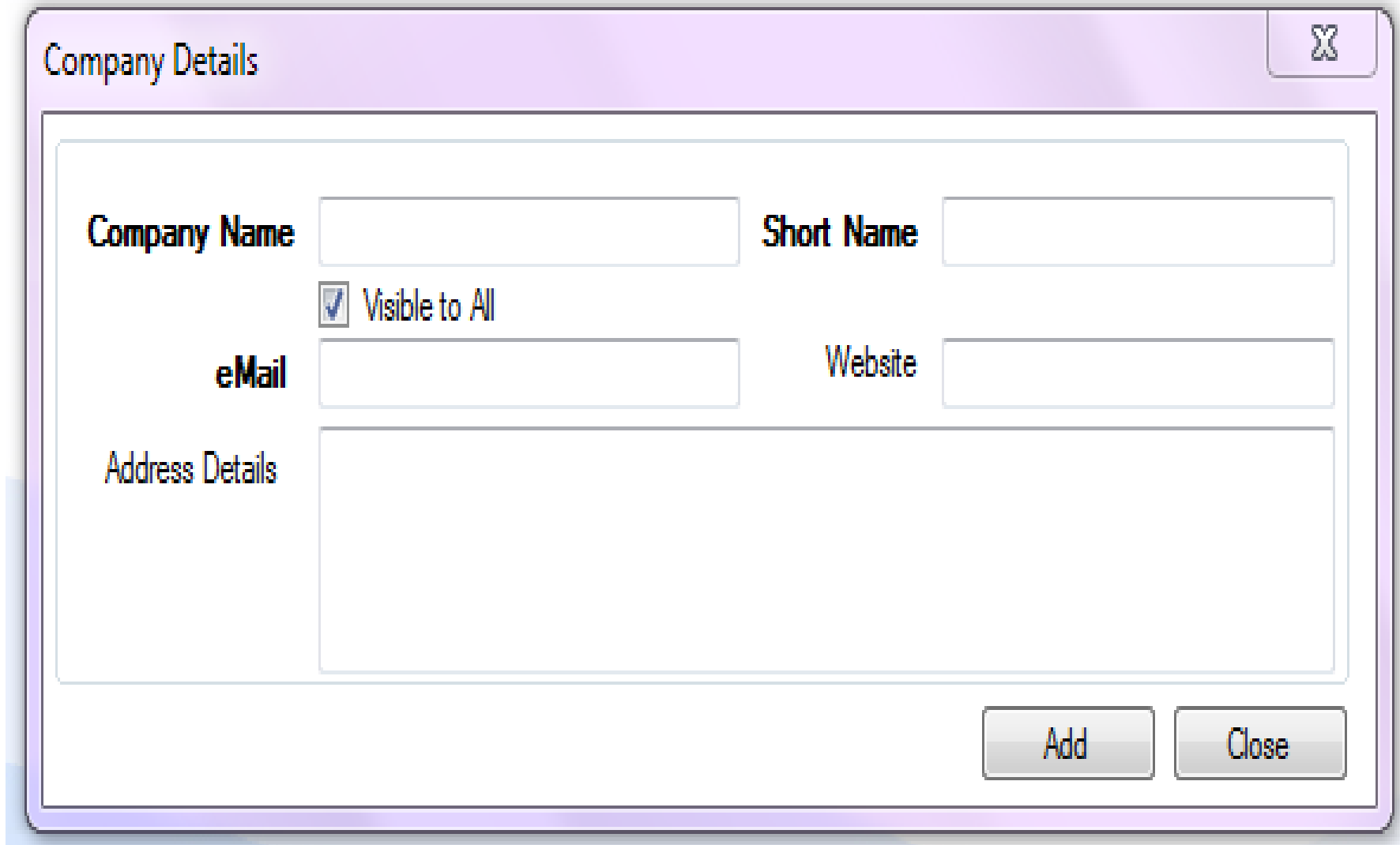
Total Records : 2



## Company details:

Company Details Consist of Company Name, Short Name, email, Website and Address. We can give permission to all users to view all companies .

” Visible to All “ Check box is used to make Invisible company which will be accessed by only the users who has permission to access Invisible Companies.

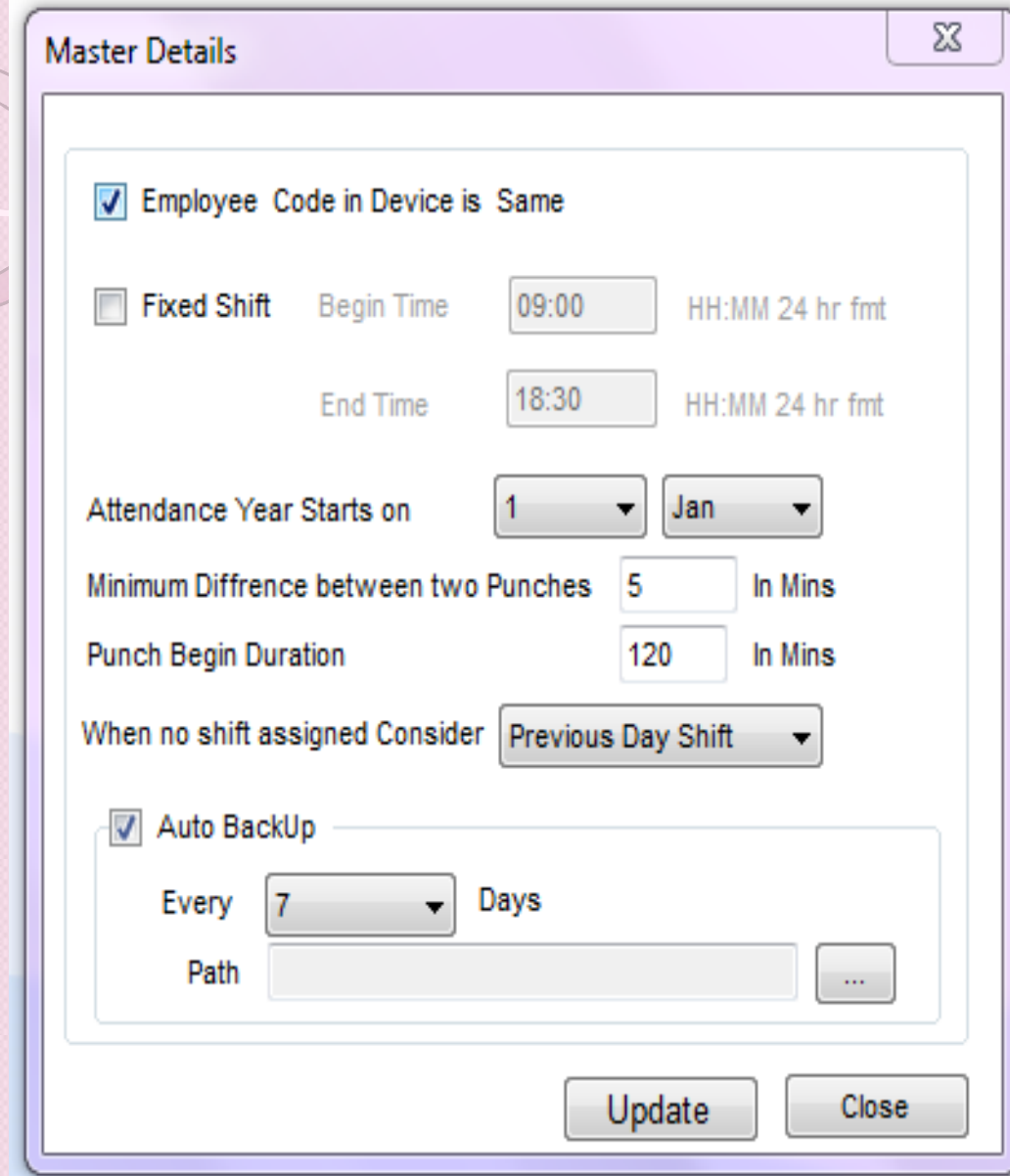


The image shows a software window titled "Company Details" with a close button in the top right corner. The form contains the following fields and controls:

- Company Name**: A text input field.
- Short Name**: A text input field.
- Visible to All**: A checked checkbox.
- eMail**: A text input field.
- Website**: A text input field.
- Address Details**: A large text area for entering the company's address.

At the bottom right of the window, there are two buttons: **Add** and **Close**.

# Master settings:



The screenshot shows a dialog box titled "Master Details" with a close button (X) in the top right corner. The dialog contains several settings:

- Employee Code in Device is Same
- Fixed Shift
  - Begin Time: 09:00 (HH:MM 24 hr fmt)
  - End Time: 18:30 (HH:MM 24 hr fmt)
- Attendance Year Starts on: 1 (dropdown), Jan (dropdown)
- Minimum Difference between two Punches: 5 (text input), In Mins
- Punch Begin Duration: 120 (text input), In Mins
- When no shift assigned Consider: Previous Day Shift (dropdown)
- Auto BackUp
  - Every: 7 (dropdown), Days
  - Path: (text input) ...

At the bottom of the dialog are two buttons: "Update" and "Close".

We can give alphanumeric value in employee code by uncheck the employee code in device is same.

In fixed shift can assign only one shift.

“Attendance Year starts on” Field will allow to set the start Attendance date and Month from which Attendance calculation has to start.

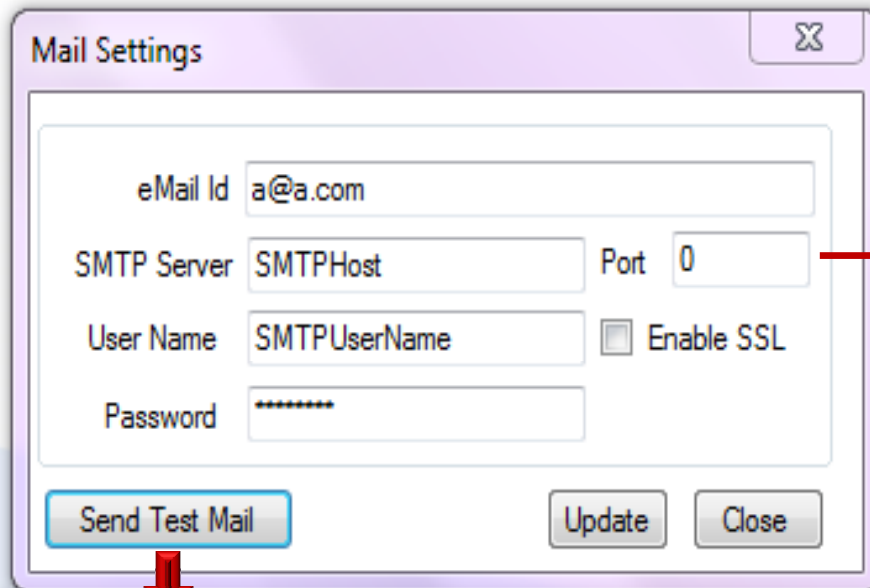
“Minimum difference between two Punches” Field will allow to set the difference between two punches .

“Punch Begin duration” Field is used to set maximum allowed time before Shift Begin Time

We can take Auto backup after Specified Days and Save it to specified Path . This Feature is allowed only for **Ms Access** Database.

# Mail settings:

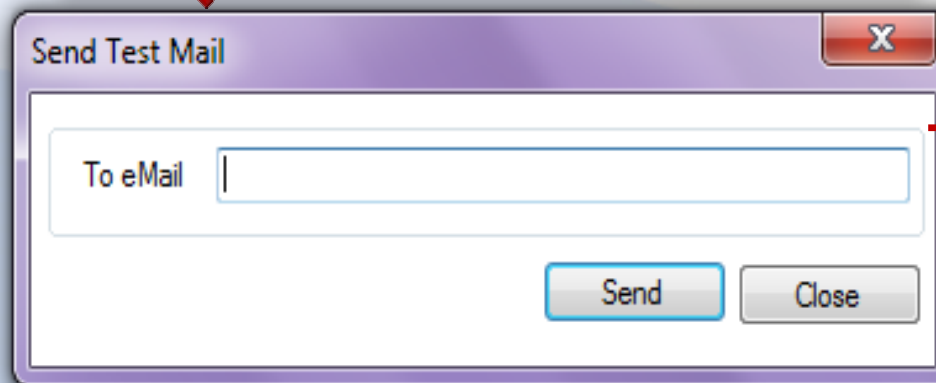
Mail setting is used to send memo and important mail to a particular employee or list of all employees.



The 'Mail Settings' dialog box contains the following fields and controls:

- eMail Id: a@a.com
- SMTP Server: SMTPHost
- Port: 0
- User Name: SMTPUserName
- Enable SSL:
- Password: \*\*\*\*\*
- Buttons: Send Test Mail, Update, Close

Port numbers-465,587



The 'Send Test Mail' dialog box contains the following field and controls:

- To eMail: [Empty text box]
- Buttons: Send, Close

Enter email id to whom you want to send

## Shift list:

This form will display the List of all Shifts. It allows Login User to Add, Edit and Delete the shift and add more number of shifts

Shift List

Shift Name	Short Name	Begin Time	End Time
General	GS	09:30	18:30

Add  
Edit  
Delete

Total Records : 1

## Shift setup:

- Shift Setup used to assign the shift time ,break time 1 and break time 2.
- Punch begin before - used to set maximum allowed time before Shift Begin Time.
- Punch end after – used to extend the working hours of employees

**Shift Name**  **Short Name**

Timings

**Begin Time**  HH:MM 24 hr fmt **End Time**  HH:MM 24 hr fmt

Break 1

**Begin Time**  HH:MM 24 hr fmt **End Time**  HH:MM 24 hr fmt

Break 2

**Begin Time**  HH:MM 24 hr fmt **End Time**  HH:MM 24 hr fmt

Punch Begin Before  mins (Default value comes from Master Settings)

Punch End After  mins (Default is Next Day Shift Begin Time- Punch Begin Duration)

Grace Time  mins (Default value comes from Employee Category Settings)

Partial Day on  Begins At  End At  HH:MM 24 hr fmt

# Shift groups list:

This form will display the List of all Shift groups. It allows Login User to Add, Edit and Delete the shift groups

Shift Group List

Shift Group Name	Short Name
General shift	General shift

Add  
Edit  
Delete

Total Records : 1

# Shift group setup:

“Shift group” is used to assigning a group of shifts to an employee to avoid the shift conflicts.

The screenshot shows a software window titled "Shift Groups Details". The window contains the following elements:

- Name:** A text input field.
- Short Name:** A text input field.
- Shift Access:** A list box containing the entry "GS", which is currently selected and highlighted in blue.
- Navigation Buttons:** Four buttons are positioned between the list boxes: a right arrow (>), a double right arrow (>>), a left arrow (<), and a double left arrow (<<).
- Bottom Buttons:** Two buttons labeled "Add" and "Close" are located at the bottom right of the window.

# Leave types:

This form will display the List of all Leave Types. It allows Login User to Add, Edit and Delete the Leave Types.

Allow Negative Balance Field specify whether allow to assign leave entries Greater than Yearly Limit or not.

We can assign leave as with pay and without pay.

Leave Type List

Leave Type Name	Gender	Yearly Limit	Carry Forward Limit
CL			
PL			
SL			

Leave Type Details

Leave Type Name:  Short Name:

Yearly Limit:  Carry Forward Limit:

Applicable To:  All  Male  Female

Consider As:   Allow Negative Leave Balance

Description:

Add Close

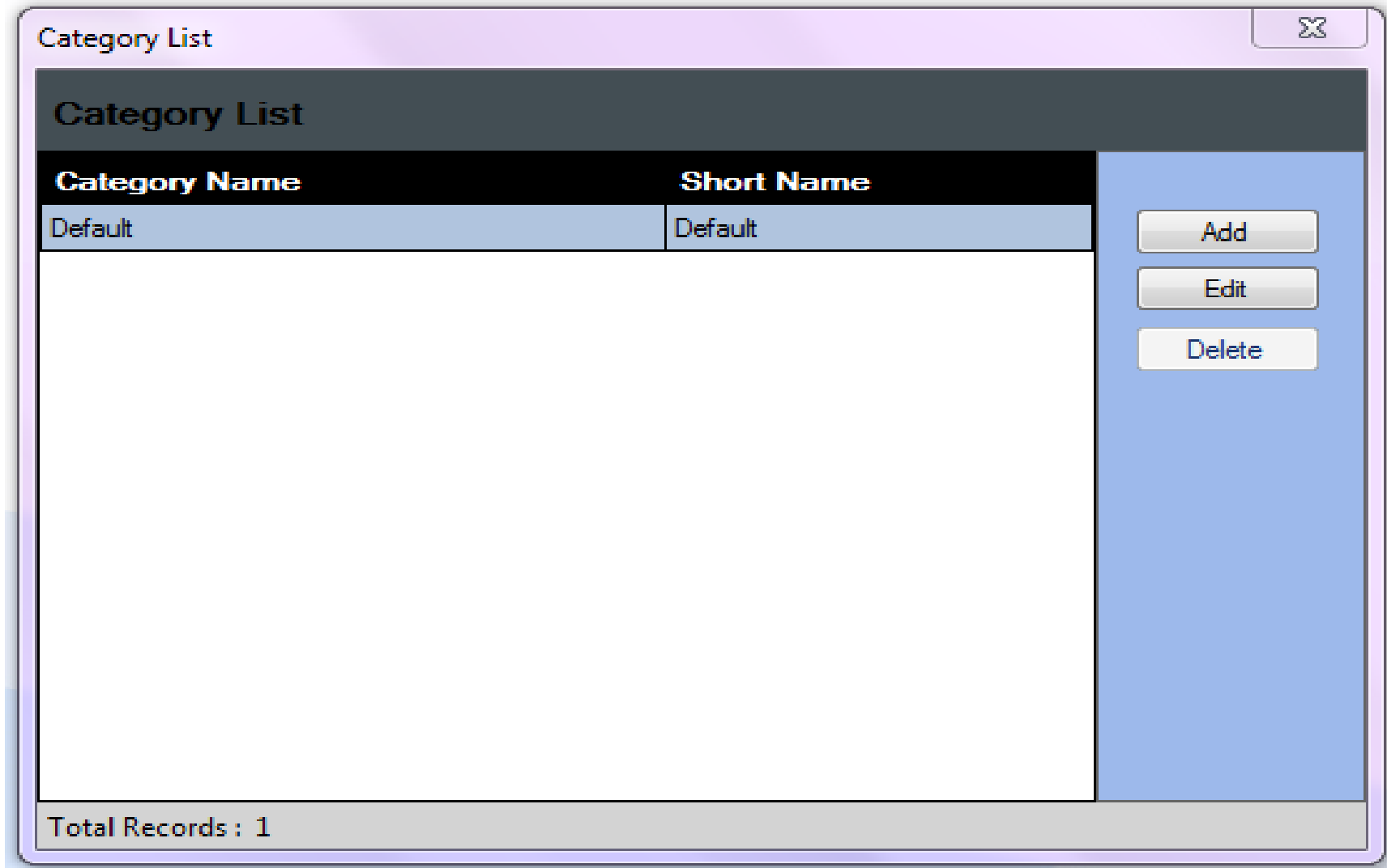
Total Records : 3



# Employee category list:

This form will display the List of all Employee Categories. It allows Login User to add, edit and delete the Categories .

Employee category is used to assign OT formula ,Weekly off separately for all employees.



The screenshot shows a web application window titled "Category List". The window contains a table with the following structure:

Category Name	Short Name
Default	Default

Below the table, there are three buttons: "Add", "Edit", and "Delete". At the bottom of the window, it displays "Total Records : 1".

# Employee categories details:

Category Details ✕

**Category Name**  **Short Name**

OT Formula  Min OT   Max OT  Mins

Consider Only First and Last Punch in Att Calculatuions  
 Neglect Last In Punch(For missed out punch)  
 Weekly Off 1   Weekly Off 2

1st  2nd  3rd  4th  5th

Consider Early coming punch  Consider Late Going punch  Deduct Break Hours from Work Duration

Calculate Half Day if Work Duration is less than  Mins  
 Calculate Absent if Work Duration is less than  Mins  
 On Partial Day Calculate Half Day if Work Duration is less than  Mins  
 On Partial Day Calculate Absent if Work Duration is less than  Mins

Mark Weekly Off and Holiday as Absent If Prefix Day is Absent  
 Mark Weekly Off and Holiday as Absent If Suffix Day is Absent  
 Mark Weekly Off and Holiday as Absent If Both Prefix and Suffix Day is Absent

Mark  Absent when Late For  days.  
 Mark Half Day If late by  Mins.  
 Mark Half Day If Early Going by  Mins.

# In Employee categories details:

1. OT Formula is used to set Method to calculate Overtime. There are

- “OT Not applicable” is used to ignore Overtime. Out Punch-Shift end time will calculate OT by subtracting Out Time (Last out Punch) from Shift End Time if Out Time is Greater Than Shift End Time.
- “Total Duration –Shift Duration” will Calculate OT By subtracting Shift Duration from Total work duration .
- “Early Coming + Late going” will Calculate OT Adding early Coming minutes and Late Going Minutes which is depended on Shift Begin Time and End Time.

2.“Neglect Last In Punch” is used when there is no missed Out punch it will either make Out punch according to its Shift end time or. Discard The Last In Punch.

3. “Consider Only First And Last Punch in Att Calculation” is used to set whether to calculate attendance by only First And Last Punch or by I All punches.

4. “Deduct Break Hours from Work duration” is used to set whether to deduct break hours from Work Hours or Not. This Break Hours will be deducted according to Shift Break<sub>1</sub> and Break<sub>2</sub>.

# Holiday List:

This form will display the List of all Holidays. It allows Login User to Add, Edit and Delete the Holidays.

It also allows you to filter Holiday according to Company.

The image shows a screenshot of a web application interface. At the top, there is a window titled "Holiday List" with a close button (X) in the top right corner. Below the title bar, the text "Holiday List" is displayed on the left, and a "Company" dropdown menu is set to "All" on the right. Below this, there is a table with three columns: "Holiday Date", "Holiday Name", and "Company Name". The table is currently empty. To the right of the table, there are three buttons: "Add", "Edit", and "Delete". A red dashed arrow points from the "Add" button towards the table. Below the "Holiday List" window, there is a modal window titled "Holiday Details" with a close button (X) in the top right corner. The modal contains the following fields: "Holiday Name" (text input), "Company Name" (dropdown menu set to "All"), "Date" (dropdown menu set to "10 Apr 2013"), "Description" (text area), and a checkbox labeled "Restricted to Group". To the right of the "Restricted to Group" checkbox is a list of six options: "Holiday Group 1", "Holiday Group 2", "Holiday Group 3", "Holiday Group 4", "Holiday Group 5", and "Holiday Group 6". At the bottom of the modal, there are two buttons: "Add" and "Close".

# Department List:

This Software support multiple department. This form will display the List of departments. It allows Login User to Add, Edit and Delete the departments.

The screenshot displays a software interface for managing departments. The main window, titled "Department List", contains a table with the following data:

Department Name	Short Name
Default	Default

Below the table, a modal window titled "Department Details" is open, allowing for the addition of new records. This modal contains the following fields:

- Department Name:
- Short Name:
- Description:

At the bottom of the modal, there are "Add" and "Close" buttons. A red arrow points to the "Add" button in the modal. To the right of the table, there are three buttons: "Add", "Edit", and "Delete". At the bottom of the main window, it shows "Total Records : 1".

# Department shifts:

This form will display the List of all assigned Shift to Departments. It allows Login User to Add, Edit and Delete the Department shifts .

The screenshot shows a web application window titled "Department Shifts". The interface includes a header with the title "Department Shifts" and a toolbar with minimize, maximize, and close buttons. Below the header, there are filter fields for "From Date" (09 Mar 2013), "To Date" (09 Apr 2013), "Department" (All), and "Company" (All). The main content area features a table with columns: "From Date", "To Date", "Company", "Department", "Shift Assigned", "Shift Type", and "Last Modified". A modal window titled "Department Shift Details" is open, showing fields for "Company" (Default), "Department" (Default), "Shift" (Shift), "Shift Calendar" (Shift Calendar), "Shift" (GS), "From Date" (09 Apr 2013), and "To Date" (09 Apr 2013). The modal has "Add" and "Close" buttons. On the right side, there are three buttons: "Assign", "Edit", and "Delete". A red arrow points from the "Assign" button to the "Department Shift Details" modal window. At the bottom left, it says "Total Records : 0".

# Employee List:

This forms will display employee details. It is used to add, edit, delete the employees. You can filter the particular employee among all employees.

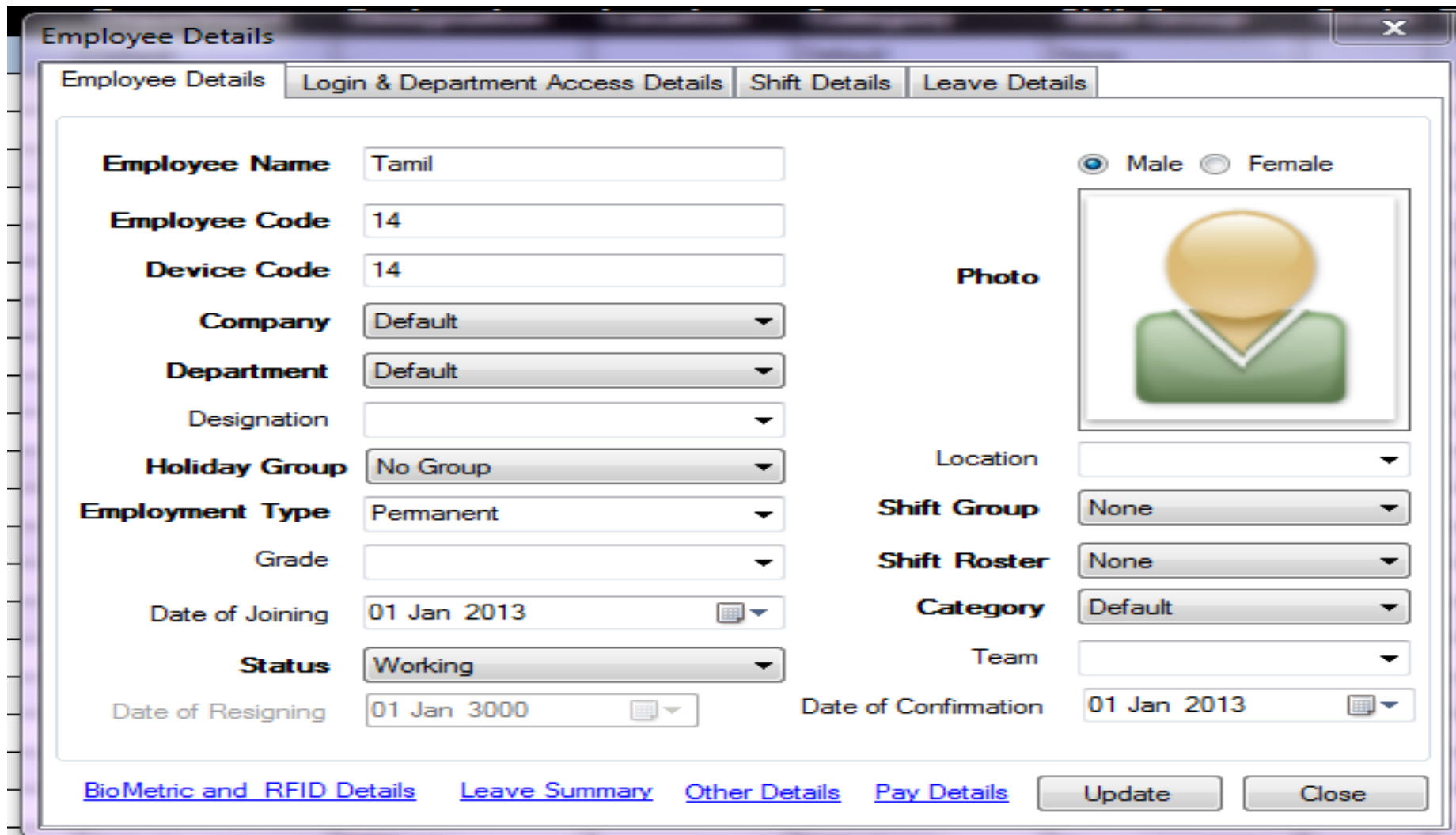
The screenshot shows a web application window titled "Employees Details" with a sub-header "Employee List". The interface includes several filter dropdowns: Company (All), Designation (All), Category (All), Status (Working), and Employment Type (All). On the left, there is a "Filter" section with input fields for Employee Code and Employee Name, a checkbox for "Is Exact Filter", and a Department dropdown menu (currently showing "Default"). Below the filter section are "Filter" and "Reset" buttons. The main area contains a table with the following data:

Emp Code	Emp Name	Company	Department	Designation
14	14	Default	Default	
100	100	Default	Default	
BB2008	B.BASKAR	F.O.R	Default	O.T
BC2011	B.CHITRA LEKA	F.O.R	Default	PH
BJ2012	B.JOTHI	F.O.R	Default	HO
BSJ2012	B.S.JAYAN	F.O.R	Default	CHI
CDV2012	DR.C.D.VENKATES...	F.O.R	Default	DU
DS2012	D.SIVAGAMI	F.O.R	Default	STA
GN2013	G.NAGAMUTHU	F.O.R	Default	ELE
JG2013	J.GAYATHRI	F.O.R	Default	REC
JS2011	J.SAMUNDEESWARI	F.O.R	Default	STA
KA2013	KAMATCHI	F.O.R	Default	REC
KM2013	K. MANGALAM	F.O.R	Default	HO
KP2012	K.PRIYA	F.O.R	Default	REC
KR2009	K.RADHA	F.O.R	Default	HO

At the bottom left, it says "Total Records : 38". On the right side of the table, there are three buttons: "Add", "Edit", and "Delete". A red arrow points from the "Add" button towards the right edge of the window.

# Employee details:

This forms will display the employee name, employee code, date of joining, shift details and status of the employee. We can give other details of employees.



The screenshot shows a software window titled "Employee Details" with a close button (X) in the top right corner. The window contains several tabs: "Employee Details" (selected), "Login & Department Access Details", "Shift Details", and "Leave Details".

The form fields are organized into two columns:

- Left Column:**
  - Employee Name:** Text input field containing "Tamil".
  - Employee Code:** Text input field containing "14".
  - Device Code:** Text input field containing "14".
  - Company:** Dropdown menu with "Default" selected.
  - Department:** Dropdown menu with "Default" selected.
  - Designation:** Dropdown menu (empty).
  - Holiday Group:** Dropdown menu with "No Group" selected.
  - Employment Type:** Dropdown menu with "Permanent" selected.
  - Grade:** Dropdown menu (empty).
  - Date of Joining:** Date picker showing "01 Jan 2013".
  - Status:** Dropdown menu with "Working" selected.
  - Date of Resigning:** Date picker showing "01 Jan 3000".
- Right Column:**
  - Gender:** Radio buttons for "Male" (selected) and "Female".
  - Photo:** A placeholder image of a person's head and shoulders.
  - Location:** Dropdown menu (empty).
  - Shift Group:** Dropdown menu with "None" selected.
  - Shift Roster:** Dropdown menu with "None" selected.
  - Category:** Dropdown menu with "Default" selected.
  - Team:** Dropdown menu (empty).
  - Date of Confirmation:** Date picker showing "01 Jan 2013".

At the bottom of the window, there are several links and buttons:

- [BioMetric and RFID Details](#)
- [Leave Summary](#)
- [Other Details](#)
- [Pay Details](#)
- 
-



# Employee biometric details:

You can register and delete the finger print of the employee  
You can register RFID card of the employee

The screenshot displays a software interface for managing employee biometric data. The main window is titled "Employee Details" and contains several tabs: "Employee Details", "Login & Department Access Details", "Shift Details", and "Leave Details". The "Employee Biometrics Details" sub-window is active, showing the following information:

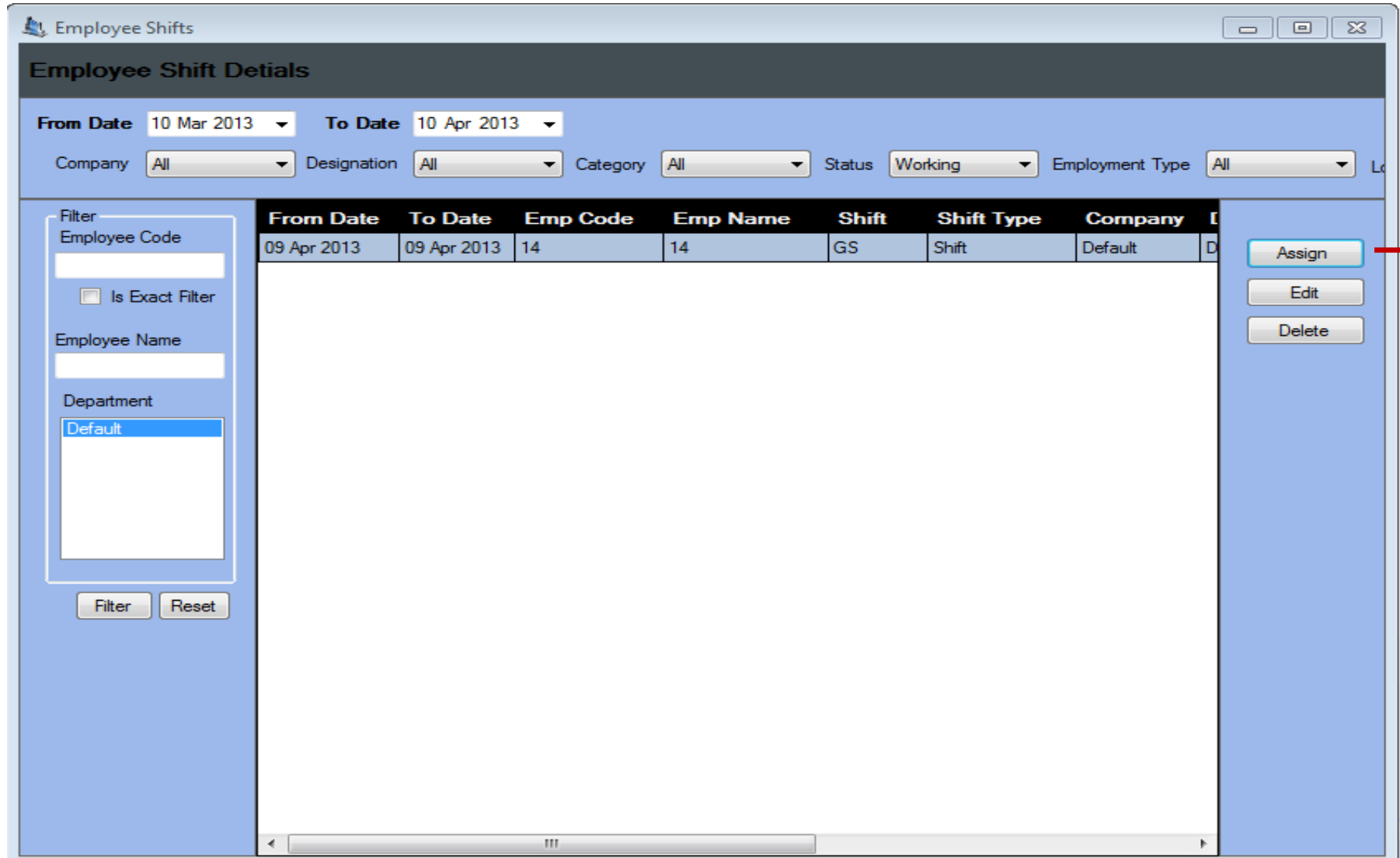
- Employee Code:** 14
- Employee Name:** Tamil
- Employee Fingerprint, Face & RFID Card Details:**
  - FP 1: No Template
  - FP 2: No Template
  - FP 3: No Template
  - FP 4: No Template
  - FP 5: No Template
  - FP 6: No Template
  - FP 7: No Template
  - FP 8: No Template
  - FP 9: No Template
  - FP 10: No Template
- RFID Card #:** [Empty field]
- Group:** 1 (dropdown menu)

At the bottom of the sub-window, there are three buttons: "Register new Fingerprint", "Clear All Fingerprints", and "Close".

At the bottom of the main window, there are four links: "BioMetric and RFID Details", "Leave Summary", "Other Details", and "Pay Details", followed by "Update" and "Close" buttons.

# Employee shift details:

This form will display the List of all assigned Shift to Employees. It allows Login User to Add, Edit and Delete the Employees shifts.



The screenshot displays the 'Employee Shifts' application window. The title bar reads 'Employee Shifts'. The main heading is 'Employee Shift Details'. Below the heading, there are several filter controls: 'From Date' (10 Mar 2013), 'To Date' (10 Apr 2013), 'Company' (All), 'Designation' (All), 'Category' (All), 'Status' (Working), and 'Employment Type' (All). On the left side, there is a 'Filter' section with input fields for 'Employee Code', 'Employee Name', and 'Department' (set to 'Default'), along with an 'Is Exact Filter' checkbox and 'Filter' and 'Reset' buttons. The main area contains a table with the following data:

From Date	To Date	Emp Code	Emp Name	Shift	Shift Type	Company	Location
09 Apr 2013	09 Apr 2013	14	14	GS	Shift	Default	D

On the right side of the table, there are three buttons: 'Assign', 'Edit', and 'Delete'. A red arrow points to the 'Assign' button.

# Employee shift setup:

We can assign shifts to all employees at the same time according to specified from and to date .

Assign Employee Shift

From Date: 10 Apr 2013 To Date: 10 Apr 2013 Shift: GS

Filter: Employee Code [ ] Filter Employee Name [ ] Reset

Company: All Department: All Category: All Designation: All Employment Type: All Status: All

Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employement Type
<input type="checkbox"/>	14	14	Default	Default		Working	Permanent
<input type="checkbox"/>	100	100	Default	Default		Working	Permanent
<input type="checkbox"/>	BB2008	B.BASKAR	F.O.R	O.T. TECHNIC...	Default	Working	Permanent
<input type="checkbox"/>	BC2011	B.CHITRA LEKA	F.O.R	PHARMACIST ...	Default	Working	Permanent
<input type="checkbox"/>	BJ2012	B.JOTHI	F.O.R	HOUSE KEEP...	Default	Working	Permanent
<input type="checkbox"/>	BSJ2012	B.S.JAYAN	F.O.R	CHIEF X-RAY ...	Default	Working	Permanent
<input type="checkbox"/>	CDV2012	DR.C.D.VENKAT...	F.O.R	DUTY MEDIC...	Default	Working	Permanent
<input type="checkbox"/>	DS2012	D.SIVAGAMI	F.O.R	STAFF NURSE	Default	Working	Permanent
<input type="checkbox"/>	GN2013	G.NAGAMUTHU	F.O.R	ELECTRICIAN	Default	Working	Permanent
<input type="checkbox"/>	JG2013	J.GAYATHRI	F.O.R	RECEPTIONIST	Default	Working	Permanent
<input type="checkbox"/>	JS2011	J.SAMUNDEES...	F.O.R	STAFF NURSE	Default	Working	Permanent
<input type="checkbox"/>	KA2013	KAMATCHI	F.O.R	RECEPTIONIST	Default	Working	Permanent
<input type="checkbox"/>	KM2013	K.MANGALAM	F.O.R	HOUSE KEEP...	Default	Working	Permanent
<input type="checkbox"/>	KP2012	K.PRIYA	F.O.R	RECEPTIONIST	Default	Working	Permanent
<input type="checkbox"/>	KR2009	K.RADHA	F.O.R	HOUSE KEEP...	Default	Working	Permanent

Total Employee: 38 Total Selected Employee: 0

Assign Shift Close

# Employee leave entries:

This form will display the all assigned Leave Entries to employees according to specified from and to Date.

We can assign the leaves to all employees.

The screenshot displays the 'Employee Leave Entries' application interface. The main window shows a list of employees with columns for Emp Code, Emp Name, Company, Department, Designation, Category, Status, and Employment Type. An 'Assign Leave' dialog box is open in the foreground, allowing users to select leave type (Full Day, 3/4 Day, 1/2 Day, 1/4 Day), dates, and employee filters. A red arrow points to the 'Assign' button in the dialog.

**Employee List:**

Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employment Type
14	14	Default	Default		Default	Working	Permanent
100	100	Default	Default		Default	Working	Permanent
BB2008	B.BASKAR	F.O.R	Default	O.T. TECHNIC...	Default	Working	Permanent
BC2011	B.CHITRA LEKA	F.O.R	Default	PHARMACIST ...	Default	Working	Permanent
BJ2012	B.JOTHI	F.O.R	Default	HOUSE KEEPI...	Default	Working	Permanent
BSJ2012	B.S.JAYAN	F.O.R	Default	CHIEF X-RAY ...	Default	Working	Permanent
CDV2012	DR.C.D.VENKATESA ...	F.O.R	Default	DUTY MEDIC...	Default	Working	Permanent
DS2012	D.SIVAGAMI	F.O.R	Default	STAFF NURSE	Default	Working	Permanent
GN2013	G.NAGAMUTHU	F.O.R	Default	ELECTRICIAN	Default	Working	Permanent
JG2013	J.GAYATHRI	F.O.R	Default	RECEPTIONIST	Default	Working	Permanent
JS2011	J.SAMUNDEESWARI	F.O.R	Default	STAFF NURSE	Default	Working	Permanent

Total Employee: 38      Total Selected Employee: 0

# Employee outdoor entries:

This form will display the all assigned Outdoor Entries to employees according to specified from and to date.

We can assign outdoor entries to all employees.

**OutDoor Entries**

From Date: 09 Mar 2013 To: [ ] Company: All Designation: [ ]

Filter: Employee Code [ ] Is Exact Filter [ ] Employee Name [ ] Department: Default

Filter: Employee Code [ ] Employee Name [ ] Company: All Department: All Category: All Designation: All Employment Type: All Status: All

Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employment Type
14	14	Default	Default		Default	Working	Permanent
100	100	Default	Default		Default	Working	Permanent
BB2008	B.BASKAR	F.O.R	Default	O.T. TECHNIC...	Default	Working	Permanent
BC2011	B.CHITRA LEKA	F.O.R	Default	PHARMACIST ...	Default	Working	Permanent
BJ2012	B.JOTHI	F.O.R	Default	HOUSE KEEPI...	Default	Working	Permanent
BSJ2012	B.S.JAYAN	F.O.R	Default	CHIEF X-RAY ...	Default	Working	Permanent
CDV2012	DR.C.D.VENKAT...	F.O.R	Default	DUTY MEDIC...	Default	Working	Permanent
DS2012	D.SIVAGAMI	F.O.R	Default	STAFF NURSE	Default	Working	Permanent
GN2013	G.NAGAMUTHU	F.O.R	Default	ELECTRICIAN	Default	Working	Permanent
JG2013	J.GAYATHRI	F.O.R	Default	RECEPTIONIST	Default	Working	Permanent
JS2011	J.SAMUNDEES...	F.O.R	Default	STAFF NURSE	Default	Working	Permanent
KA2013	KAMATCHI	F.O.R	Default	RECEPTIONIST	Default	Working	Permanent

Total Employee: 38 Total Selected Employee: 0

Assign OutDoor Entries Close

# Device logs:

This form will display the logs downloaded from the device .It shows log date, log time and direction .

You can add manual punch to particular employee with date ,time and direction.

**Device Logs**

From Date: 09 Apr 2013 To Date: 10 Apr 2013

Device: All Company: All Designation: All Category: All Status: Working Employment Type: All

Log Date	Device	Direction	WorkCode	Emp Code	Emp Name	Company	Department	Loc
				14	14	Default	Default	
				100	100	Default	Default	
				BB2008	B.BASKAR	F.O.R	Default	O.T. TECHN...
				BC2011	B.CHITRA LEKA	F.O.R	Default	PHARMACIS...
				BJ2012	B.JOTHI	F.O.R	Default	HOUSE KEE...
				BSJ2012	B.S.JAYAN	F.O.R	Default	CHIEF X-RAY...
				CDV2012	DR.C.D.VENKA...	F.O.R	Default	DUTY MEDI...
				DS2012	D.SIVAGAMI	F.O.R	Default	STAFF NURSE
				GN2013	G.NAGAMUTHU	F.O.R	Default	ELECTRICIAN
				JG2013	J.GAYATHRI	F.O.R	Default	RECEPTIONI...
				JS2011	J.SAMUNDEE...	F.O.R	Default	STAFF NURSE
				KA2013	KAMATCHI	F.O.R	Default	RECEPTIONI...

**Add Device Log**

DateTime: 10 April 2013 18:19 Direction: in Device: ME(Attendance) WorkCode: 0

Filter: Employee Code: [ ] Employee Name: [ ] Company: All Department: All Category: All Designation: All Employment Type: All Status: All

Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employment Type
14	14	Default	Default		Default	Working	Permanent
100	100	Default	Default		Default	Working	Permanent
BB2008	B.BASKAR	F.O.R	Default	O.T. TECHN...	Default	Working	Permanent
BC2011	B.CHITRA LEKA	F.O.R	Default	PHARMACIS...	Default	Working	Permanent
BJ2012	B.JOTHI	F.O.R	Default	HOUSE KEE...	Default	Working	Permanent
BSJ2012	B.S.JAYAN	F.O.R	Default	CHIEF X-RAY...	Default	Working	Permanent
CDV2012	DR.C.D.VENKA...	F.O.R	Default	DUTY MEDI...	Default	Working	Permanent
DS2012	D.SIVAGAMI	F.O.R	Default	STAFF NURSE	Default	Working	Permanent
GN2013	G.NAGAMUTHU	F.O.R	Default	ELECTRICIAN	Default	Working	Permanent
JG2013	J.GAYATHRI	F.O.R	Default	RECEPTIONI...	Default	Working	Permanent
JS2011	J.SAMUNDEE...	F.O.R	Default	STAFF NURSE	Default	Working	Permanent
KA2013	KAMATCHI	F.O.R	Default	RECEPTIONI...	Default	Working	Permanent

Total Records: 3 Total Employee: 38 Total Selected Employee: 0

# OT register :

This Register will show One Month overtime work duration of all Employees This Register also allow you to Change Overtime of multiple Employee by right click menu option. Update Overtime Form will ask you Overtime Work Duration (in minutes) and to preserve it or not while recalculation of attendance.

OT Register

OverTime Register

Export

Month: Apr Year: 2013 Go

Company: All Designation: All Category: All Status: Working Employment Type: All Location: All

Filter

Employee Code

Is Exact Filter

Employee Name

Department: Default

Filter Reset

Emp Code	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
14	0	0	0	0																
100	0	0	0	0																
BB2008	0	0	0	0																
BC2011	0	0	0	0																
BJ2012	0	0	0	0																
BSJ2012	0	0	0	0																
CDV2012	0	0	0	0																
DS2012	0	0	0	0																
GN2013	0	0	0	0																
JG2013	0	0	0	0																
JS2011	0	0	0	0																
KA2013	0	0	0	0																
KM2013	0	0	0	0																
KP2012	0	0	0	0																
KR2009	0	0	0	0																
KR2013	0	0	0	0																

Total Records : 38

# Leave summary:

This forms will display the employees leave balance details. We can import the leave balance excel sheet and export the leave summary in csv format.

leave Summary

Show:  Leaves taken  Leaves Current Balance  Leaves Balance at Year begin

Export Import Leave Balance

Year 2013 Category All Company All Designation All Status Working Employment Type All

Filter

Employee Code

Is Exact Filter

Employee Name

Department

Default

Filter Reset

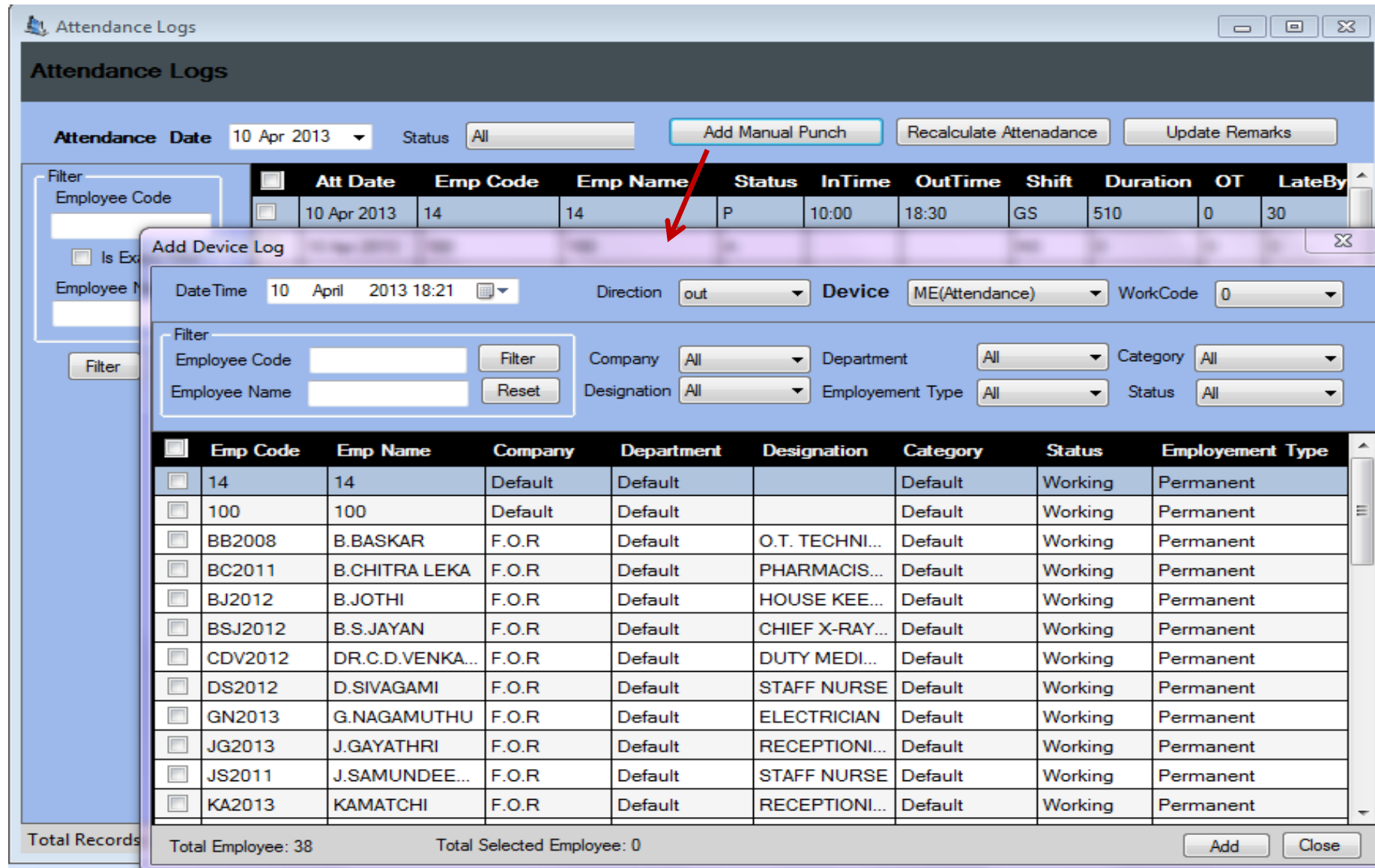
Emp Code	Emp Name	Company	Department	CL	PL	SL
14	14	Default	Default	0	0	0
100	100	Default	Default	0	0	0
BB2008	B.BASKAR	F.O.R	Default	0	0	0
BC2011	B.CHITRA LEKA	F.O.R	Default	0	0	0
BJ2012	B.JOTHI	F.O.R	Default	0	0	0
BSJ2012	B.S.JAYAN	F.O.R	Default	0	0	0
CDV2012	DR.C.D.VENKATE...	F.O.R	Default	0	0	0
DS2012	D.SIVAGAMI	F.O.R	Default	0	0	0
GN2013	G.NAGAMUTHU	F.O.R	Default	0	0	0
JG2013	J.GAYATHRI	F.O.R	Default	0	0	0
JS2011	J.SAMUNDEESW...	F.O.R	Default	0	0	0
KA2013	KAMATCHI	F.O.R	Default	0	0	0
KM2013	K. MANGALAM	F.O.R	Default	0	0	0
KP2012	K.PRIYA	F.O.R	Default	0	0	0
KP2008	K.PADMA	F.O.R	Default	0	0	0

Total Records : 38



# Attendance logs:

This forms will show all attendance Details of all employees. Attendance Details consists of In time, Out Time, Is on Leave, Is On OD, Early Going Minutes, late Coming Minutes, all punches, Shift Name etc. We can add manual punch with date ,time and direction.



**Attendance Logs**

Attendance Date: 10 Apr 2013 | Status: All | Add Manual Punch | Recalculate Attendance | Update Remarks

Att Date	Emp Code	Emp Name	Status	InTime	OutTime	Shift	Duration	OT	LateBy
10 Apr 2013	14	14	P	10:00	18:30	GS	510	0	30

**Add Device Log**

Date Time: 10 April 2013 18:21 | Direction: out | Device: ME(Attendance) | WorkCode: 0

Filter: Employee Code, Employee Name, Company, Department, Designation, Employment Type, Category, Status

Emp Code	Emp Name	Company	Department	Designation	Category	Status	Employment Type
14	14	Default	Default		Default	Working	Permanent
100	100	Default	Default		Default	Working	Permanent
BB2008	B.BASKAR	F.O.R	Default	O.T. TECHN...	Default	Working	Permanent
BC2011	B.CHITRA LEKA	F.O.R	Default	PHARMACIS...	Default	Working	Permanent
BJ2012	B.JOTHI	F.O.R	Default	HOUSE KEE...	Default	Working	Permanent
BSJ2012	B.S.JAYAN	F.O.R	Default	CHIEF X-RAY...	Default	Working	Permanent
CDV2012	DR.C.D.VENKA...	F.O.R	Default	DUTY MEDI...	Default	Working	Permanent
DS2012	D.SIVAGAMI	F.O.R	Default	STAFF NURSE	Default	Working	Permanent
GN2013	G.NAGAMUTHU	F.O.R	Default	ELECTRICIAN	Default	Working	Permanent
JG2013	J.GAYATHRI	F.O.R	Default	RECEPTIONI...	Default	Working	Permanent
JS2011	J.SAMUNDEE...	F.O.R	Default	STAFF NURSE	Default	Working	Permanent
KA2013	KAMATCHI	F.O.R	Default	RECEPTIONI...	Default	Working	Permanent

Total Records: | Total Employee: 38 | Total Selected Employee: 0 | Add | Close

# Work code List:

This forms will display the work code list.  
You can add ,edit the work code list.

The screenshot displays a software interface for managing work codes. The main window, titled "WorkCode List", contains a table with the following data:

WorkCode	Name
0	0

Below the table, there is a "Total Records" label. To the right of the table, there are three buttons: "Add", "Edit", and "Delete".

A "Work Code Details" dialog box is open in the foreground, showing the details for the selected record (Work Code 0). The dialog has the following fields:

- Work Code:** A dropdown menu currently showing "0".
- Name:** An empty text input field.
- Description:** A large empty text area.

At the bottom of the dialog box, there are two buttons: "Add" and "Close". A red arrow points to the close button (marked with an 'X') of the "Work Code Details" dialog box.

# Work Code Report:

We can generate work code wise report separately according to specified from and to date .

WorkCode Wise Daily Report

**WorkCode Wise Daily Report**

From Date  To Date

Filter Employee

Employee Code   Exact

Employee Name

Employee Category

Employee Designation

Employee Location

Employee Type

Filter Company

Default  
F.O.R

Select All Deselect All

Filter Department

Default

Select All Deselect All

Generate Close

# Device Management:

We can add, edit the devices.

We can download logs from device

Device Management

Device List  Parallel Database Download  Auto Clear After Download  Download Logs from beginning    Location All

Device Name	Conn Type	IP Address	Device Type	Location	Last Log Date	Last Log Time	Logs Downloaded	Status
TD	Tcp/IP	192.168.1.201	Attendance					
USB	USB		Attendance					

## Steps to add device:

Go to  
utilities



Click device  
management



Right click



Click add



Give ip address



Test connection



Save

The image shows a software dialog box titled "Add Device" with a close button (X) in the top right corner. The dialog contains several input fields and controls:

- Device Name**: A text input field.
- Short Name**: A text input field.
- Serial Number**: A text input field.
- Device Direction**: A dropdown menu currently showing "Alternate In/Out Device".
- Connection Type**: A dropdown menu currently showing "Tcp/IP".
- Device Location**: A dropdown menu.
- Device Type**: Three radio buttons labeled "Attendance + Access" (selected), "Canteen Reader", and "Access Only".
- IP Address**: A text input field.
- Comm Key**: A text input field containing the value "0".

At the bottom of the dialog, there are three buttons: "Test Connection", "Save", and "Close".

## Steps to edit device:



Go to device



Right click



Edit



# In 'update device'

- We can see users in device
- We can clear admin mode in device
- We can download users to database
- We can clear logs in device
- We can upload users to device
- We can restart the device
- We can change the ip address of the device
- We can unlock the door for access control device
- We can see the status of the device

The screenshot shows a software window titled "Update Device" with a close button in the top right corner. The window has two tabs: "General" and "Users in Device", with "Users in Device" currently selected. Below the tabs is a grid of ten buttons: "Set System Date Time", "Clear Admin Privilege", "Download Users to DB", "Edit Group Settings", "Clear Logs", "Restart Device", "View Device Status", "Change IP Address", "Upload Users to Device", and "Upload Greeting to Device".

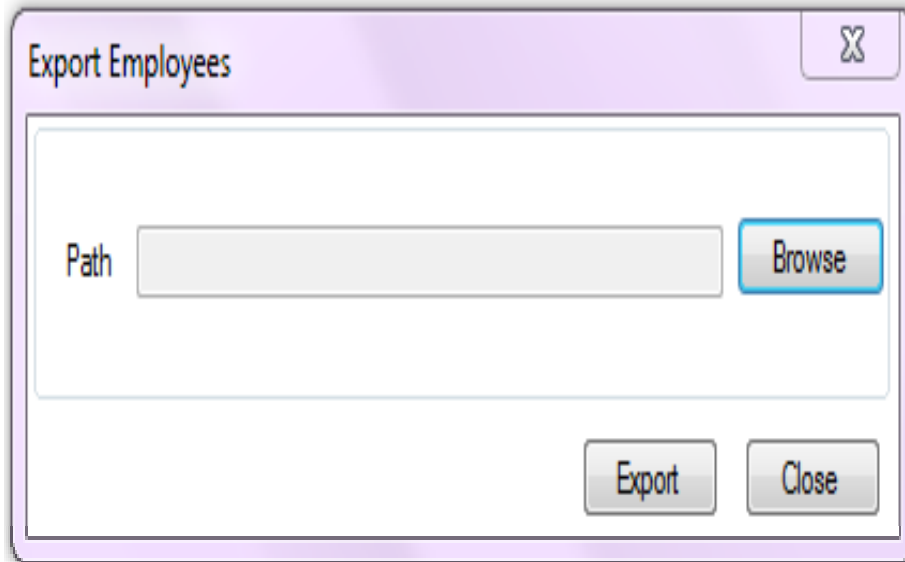
Below the buttons is a form with the following fields and controls:

- Device Name:** Text input field containing "Test Device".
- Short Name:** Text input field containing "TD".
- Serial Number:** Text input field containing "1", with a blue question mark icon to its right.
- Device Direction:** Dropdown menu with "Alternate In/Out Device" selected.
- Connection Type:** Dropdown menu with "Tcp/IP" selected.
- Device Location:** Empty dropdown menu.
- Device Type:** Radio button group with three options: "Attendance + Access" (selected), "Canteen Reader", and "Access Only".
- IP Address:** Text input field containing "192.168.1.201".
- Comm Key:** Text input field containing "0".

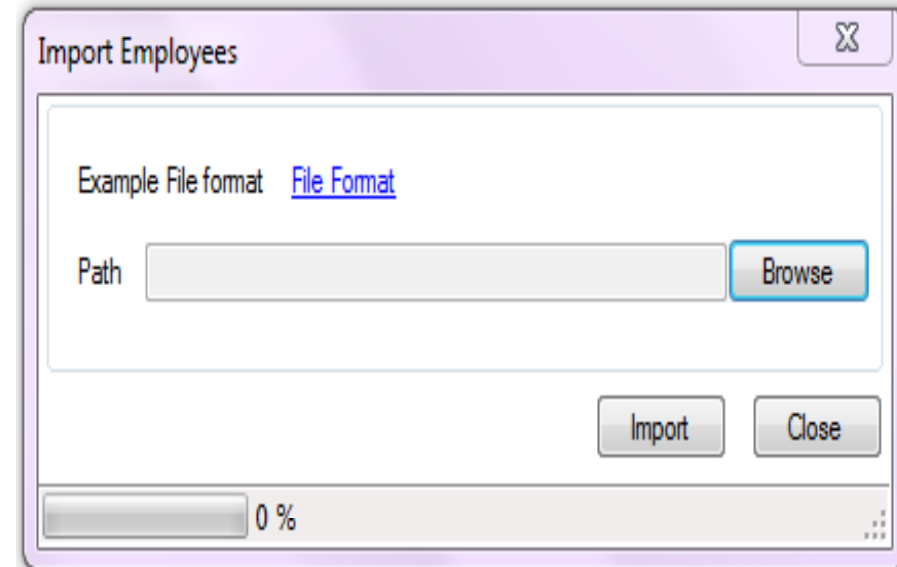
At the bottom of the window, there are five buttons: "Test Connection", "Unlock Door", "Clear Greeting", "Save", and "Close".

# In utilities

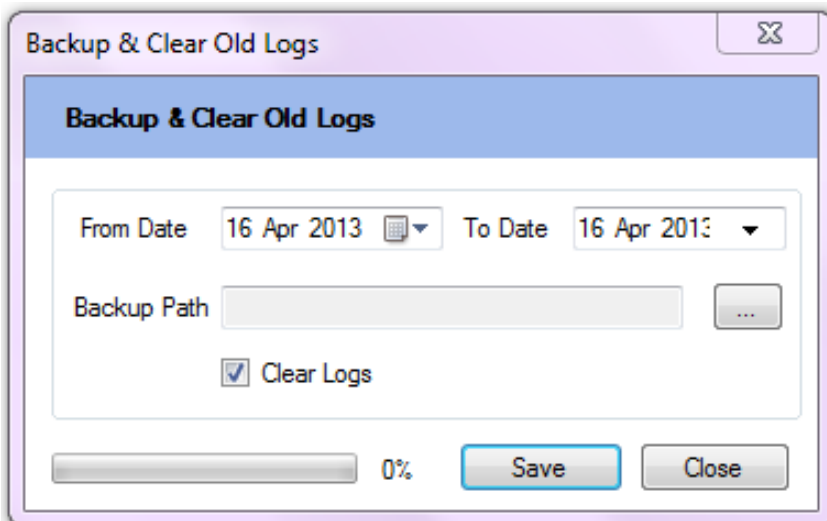
➤ You can export employee details



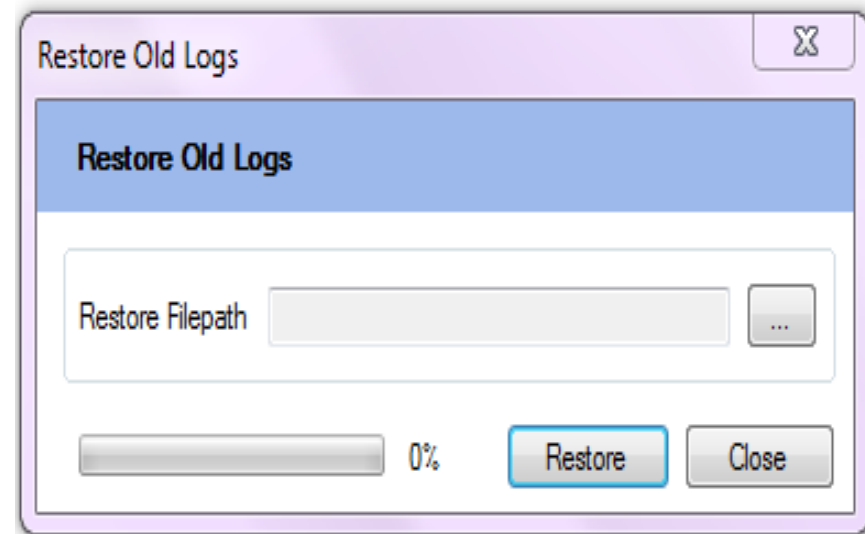
➤ You can import employee details



➤ You can take backup old logs for particular date

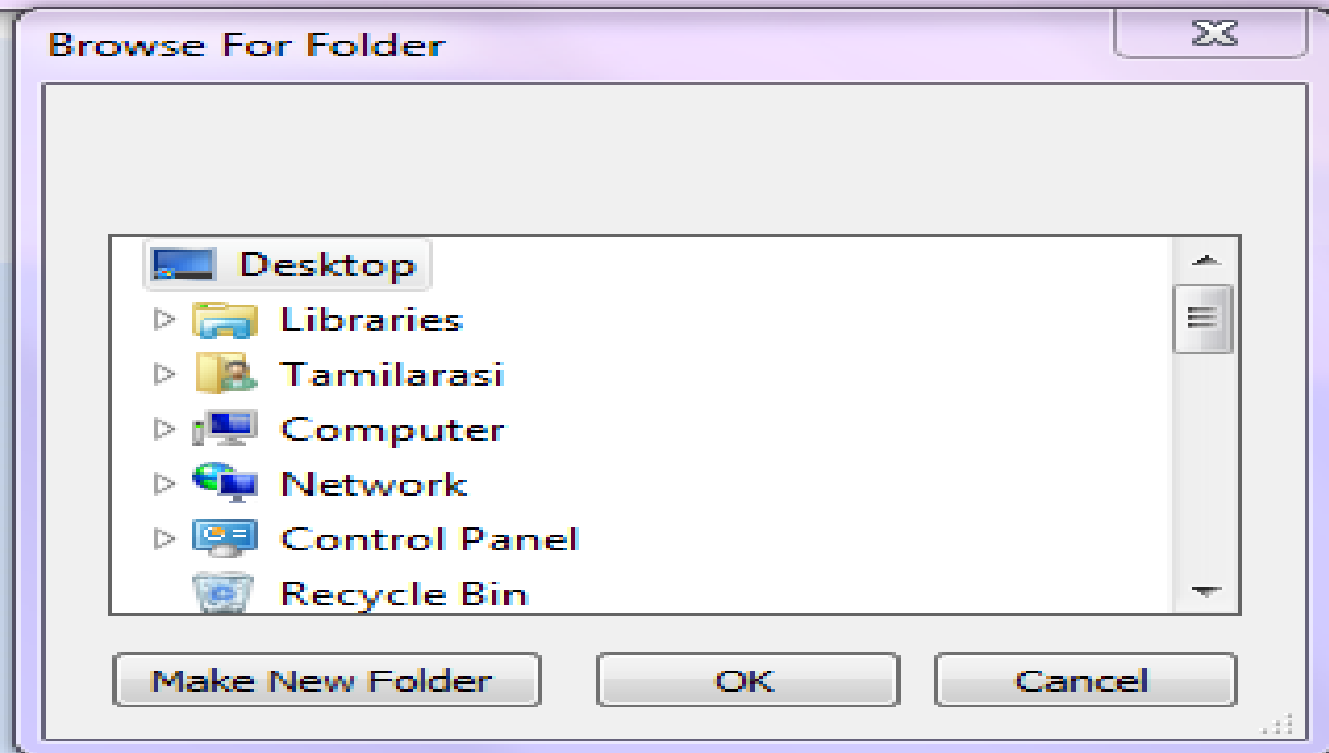
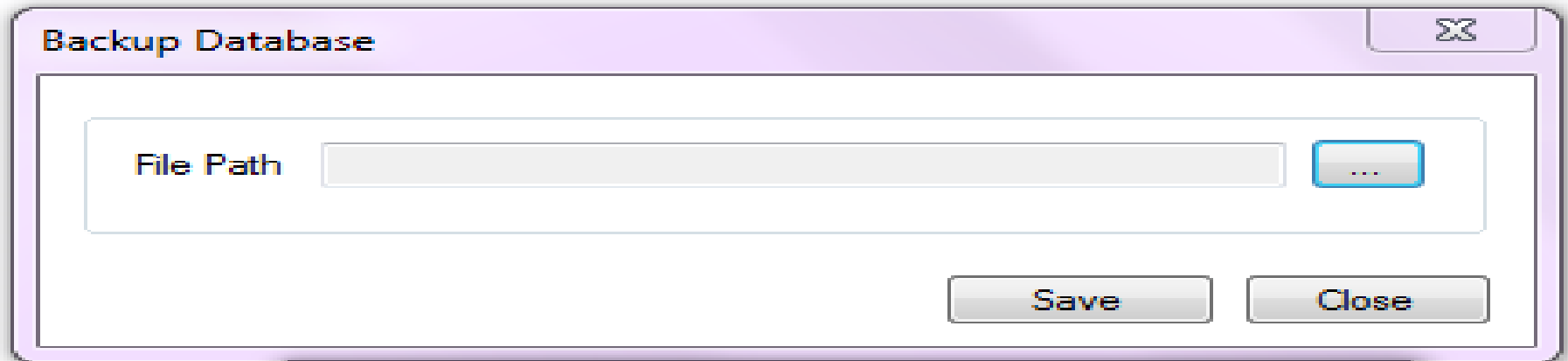


➤ You can restore old logs



# Backup database:

This from will allows you take your database backup on specified Path. This Feature is only available For **Ms-Access** database.





# Attendance Report:

eTimeTrackLite generating report forms also allows you to various report like and filter report data according to company.

Various reports are,

- Daily attendance report
- Monthly report
- Yearly report
- Leave entries
- Department summary
- Leave summary
- Log report
- Special reports
- Employee details report
- Export logs
- Extra reports
- Generate Memo

## Recalculate attendance

This Form will recalculate attendance according to specified From and To date and this also allows you filter by companies and Departments

Re Calculate Attendance

From Date 02 Apr 2013 To Date 02 May 2013

Select Companies  
Default

Select All Deselect All

Select Departments  
Default

Select All Deselect All

0 %

Calculate Close

# In attendance reports,

**Yearly Attendance :** Yearly attendance report will generate report which will show whole year attendance records if year is current year than it will generate till current date only. It will take attendance start date and month which is specified in master settings.

**Leave Summary:** It will shows leave taken balance allowed Leave employee wise of whole year.

**Logs Records :** This Report will show all log records and this can be generate By Employee Wise, **Device wise** and Date wise.

**Employee details report:** This Report shows All employee details .It can Be generated for both working and Non working employee

## **Generate Memo :**

This Report will Generate Memo for Absentees, Early goers and Late Comers for specified date. This Report Can be generated for individual employee or as Summary which shows list of employee

## **Leave Entries, Out Door Duty Entries :**

These report will shows Leave Entries and Outdoor Entries .These will also allow you to filter report data by Approved or Not Approved

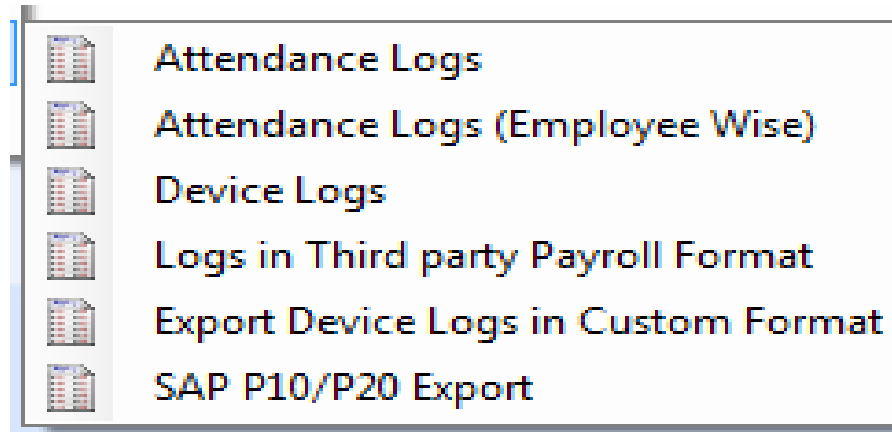
## Export Logs:

This Form will allows you Export Attendance Logs in custom Format to Excel Sheet.

This Form will allows you export Logs in Custom Format to Excel Sheet .

This form allows you to export logs in third party payroll software format

This Form allows you to export Device logs in custom format at specified path



## Special reports:

In Special Reports,

**Generate Matrix:** This report will show present employee count for department or company for each employee. These Matrix report are :

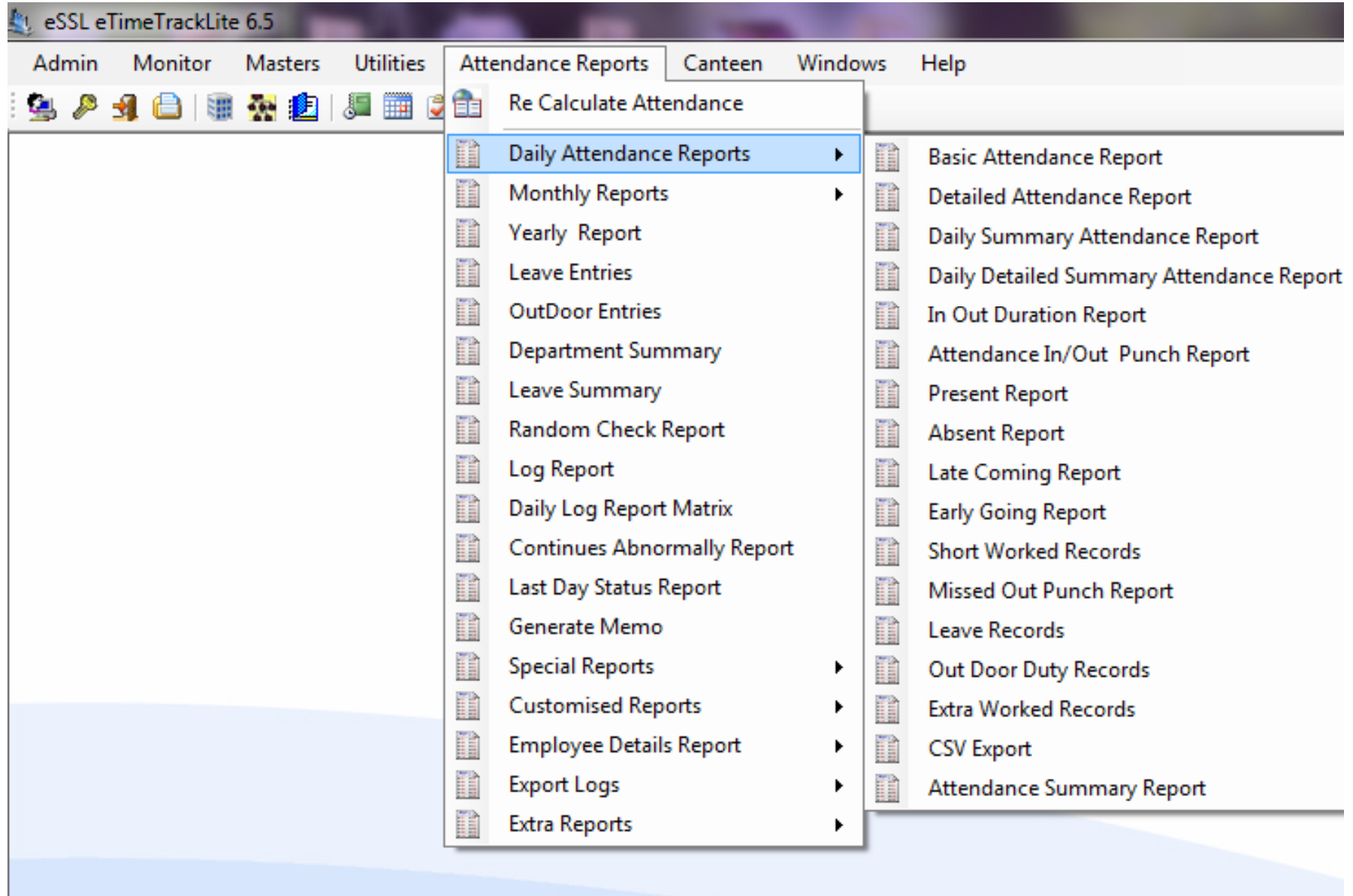
- Company V/s Employment Type
- Department V/s Employment Type

### **Generate Graph:**

Graphical report shows Attendance Status i.e. Absent, Present, Early going/Late coming in Pie Graph . It can be generate by employee Wise, department wise for each company and company wise.

# Daily Attendance Report:

In daily attendance report can generate Present, Absent, Late, Coming, Early Going, On leave, On Outdoor Duty, Short worked, extra worked, Missed out punch separately .

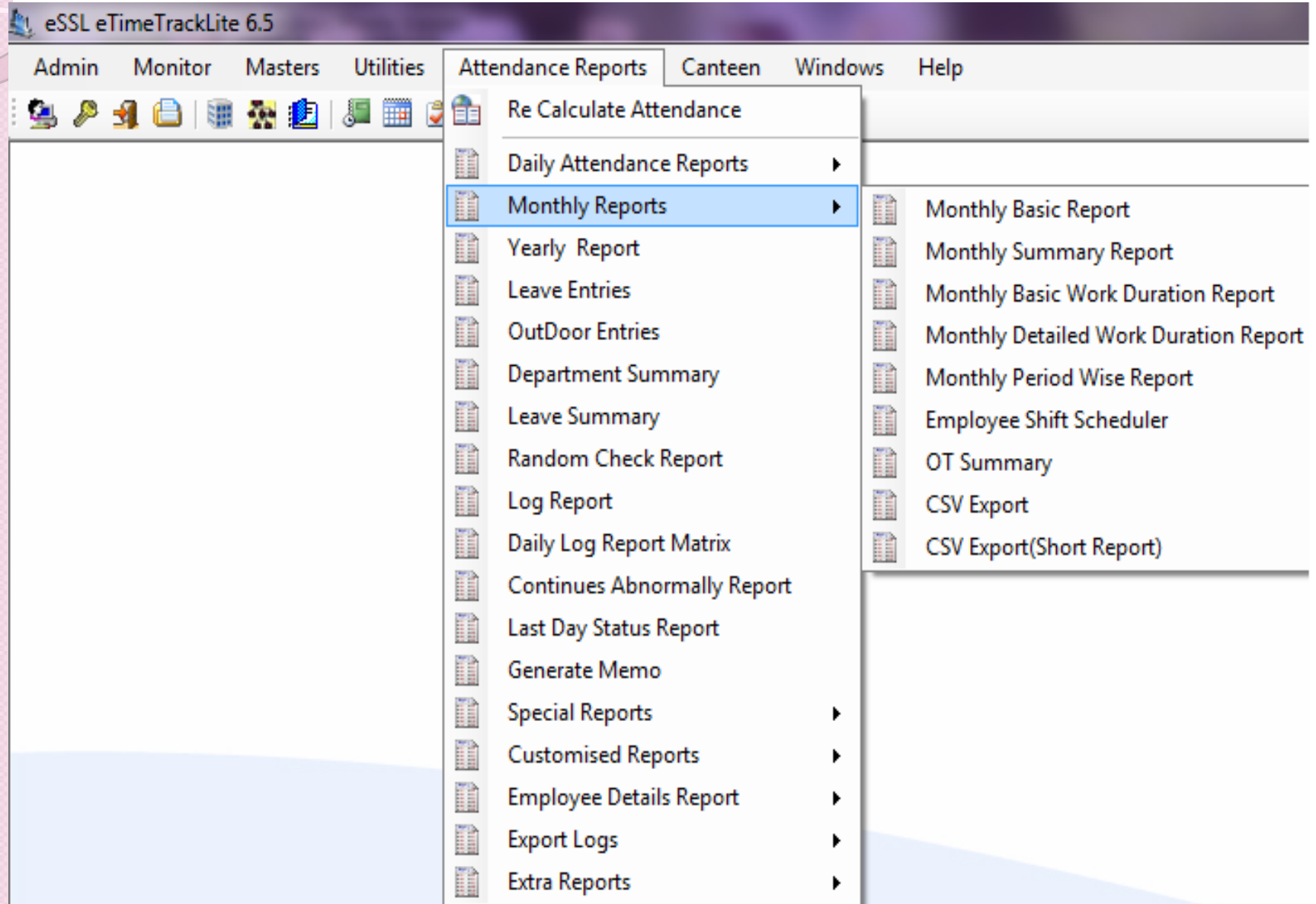


# Monthly Report:

We can generate different types of report in month wise.

Monthly reports are,

Basic report, summary report, basic work duration report, period wise report, OT summary, CSV export.



# Canteen Item list:

This forms will display the canteen item name and item code  
You can Add new item

Item Name	Item Code	Employee Contribution	Employer Contribution
Dinner	4	5.00	6.00
Lunch	2	4.25	5.75
Snacks	3	2.75	5.25
Tea/Coffee	1	0.75	2.00

Total Records : 4

# Canteen Timings List:

This forms will display the canteen item name ,item code, begin time, end time details.

You can add and edit the canteen timings.

The screenshot displays a software interface for managing canteen timings. The main window, titled 'Canteen Timings', contains a table with the following data:

Name	Code	Begin Time	End Time	Default Item
Breakfast	Breakfast	06:30	11:29	T/C
Dinner	Dinner			Dinner
Lunch	Lunch			Lunch
Snack1	Snack1			Snacks
Snack1	Snack1			T/C

Below the table, there are three buttons: 'Add', 'Edit', and 'Delete'. A dialog box titled 'Canteen Timings' is open in the foreground, allowing for the addition of a new entry. The dialog box contains the following fields:

- Name:
- Short Name:
- Begin Time:  HH:MM 24 hr fmt
- End Time:  HH:MM 24 hr fmt
- Default Item:

At the bottom of the dialog box, there are two buttons: 'Add' and 'Close'. The status bar at the bottom of the main window indicates 'Total Records : 5'.

# Canteen Report:

We can generate canteen report separately according to specified from and to date .

Daily Canteen Report

**Daily Canteen Report**

From Date 09 Apr 2013 To Date 09 Apr 2013

Filter Employee

Employee Code   Exact

Employee Name

Employee Category All

Employee Designation All

Employee Location All

Employee Type All

Filter Company

Default  
F.O.R.

Select All Deselect All

Filter Department

Default

Select All Deselect All

Generate Close





Thank you