eSSl

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 ⟶ download desktop software.

eTimeTrackLite

Welcome to the eTimeTrackLite Setup Wizard

eSSL

The installer will guide you through the steps required to install eTimeTrackLite on your computer.

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

Cancel | < Back | Next >

➡ Click Next

License Agreement

Please take a moment to read the license agreement now. If you accept the terms below, click "I Agree", then "Next". Otherwise click "Cancel".

END-USER LICENSE AGREEMENT FOR "eTimeTrack- Lite"

IMPORTANT PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT CAREFULLY BEFORE CONTINUING WITH THIS PROGRAM INSTALL:

"enterprise Software Solution Lab (eSSL)" End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a

○ I Do Not Agree   ◉ I Agree

Cancel   < Back   Next >

Click Next

eTimeTrackLite

Select Installation Folder

eSSL

The installer will install eTimeTrackLite to the following folder.

To install in this folder, click "Next". To install to a different folder, enter it below or click "Browse".

Folder:

C:\Program Files\eSSL\eTimeTrackLite\   [Browse...]

[Disk Cost...]

We can give path to save the software

Install eTimeTrackLite for yourself, or for anyone who uses this computer:

◉ Everyone

◯ Just me

[Cancel]   [< Back]   [Next >]

➢ Every one - can use all the users in computer

➢ Just me -   only can use who logged in at the time of installation

➡ Click Next
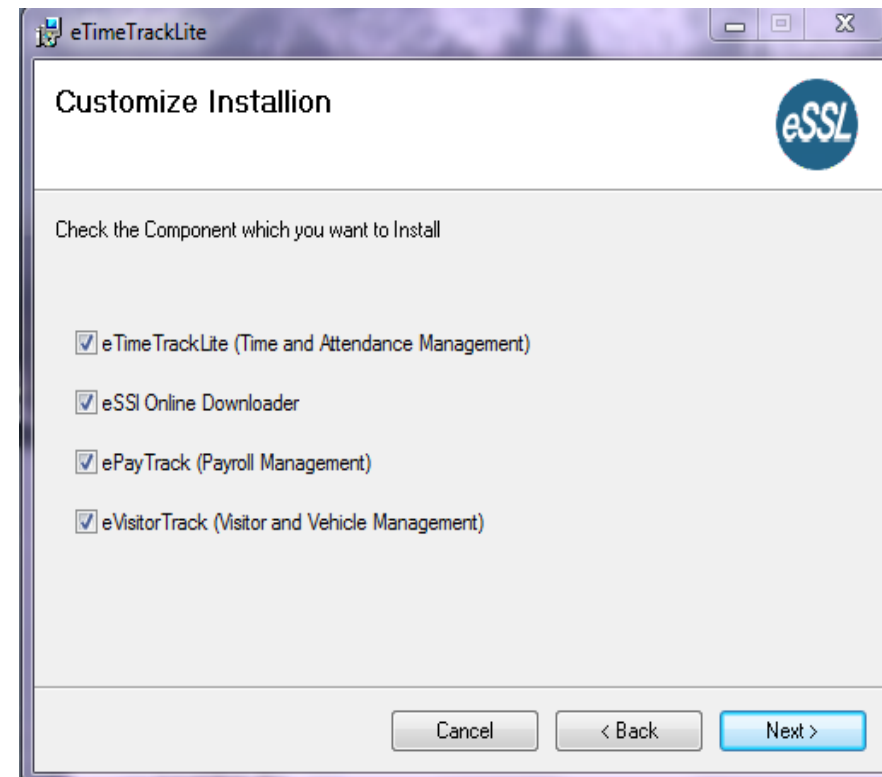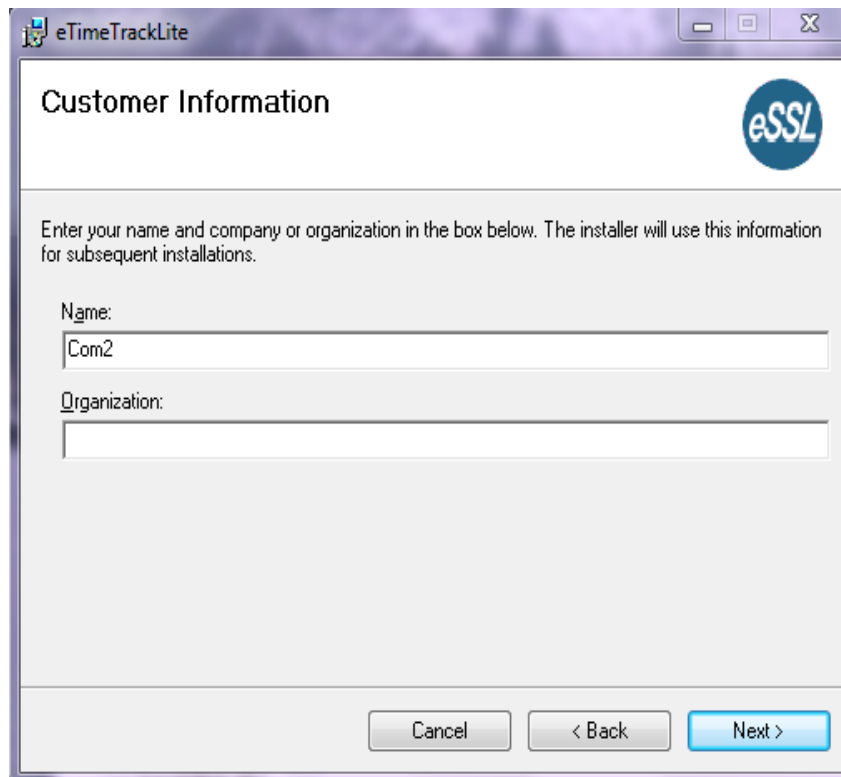
Click Next

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
                evisitor track – visitor and vehicle management

Confirm Installation

The installer is ready to install eTimeTrackLite on your computer.

Click "Next" to start the installation.

Cancel | < Back | Next >

Installation Complete

eTimeTrackLite has been successfully installed.

Click "Close" to exit.

Please use Windows Update to check for any critical updates to the .NET Framework.

Cancel | < Back | Close
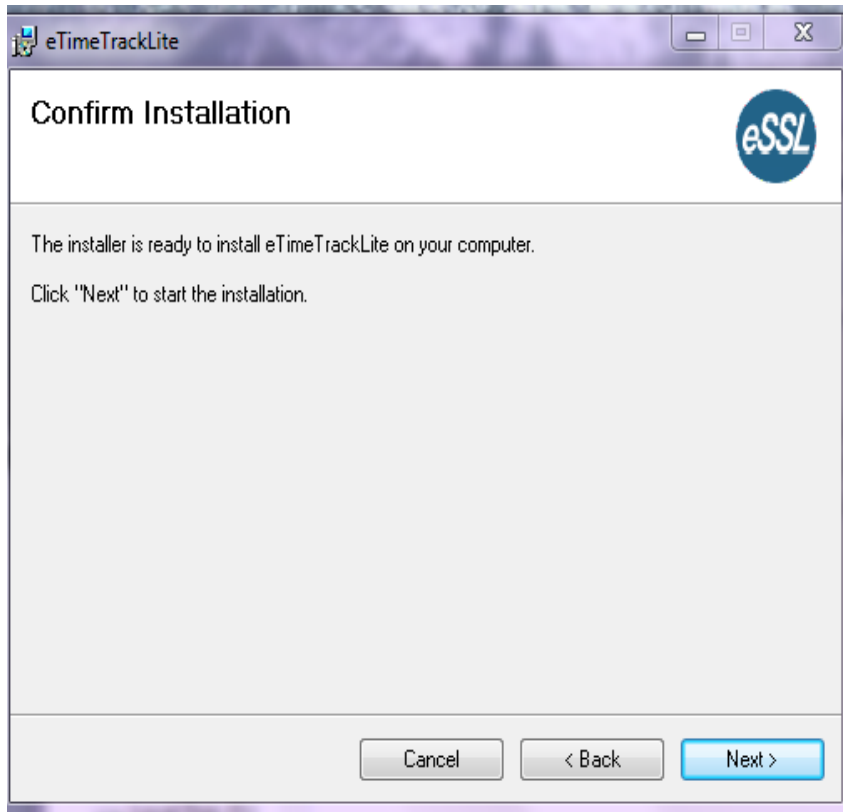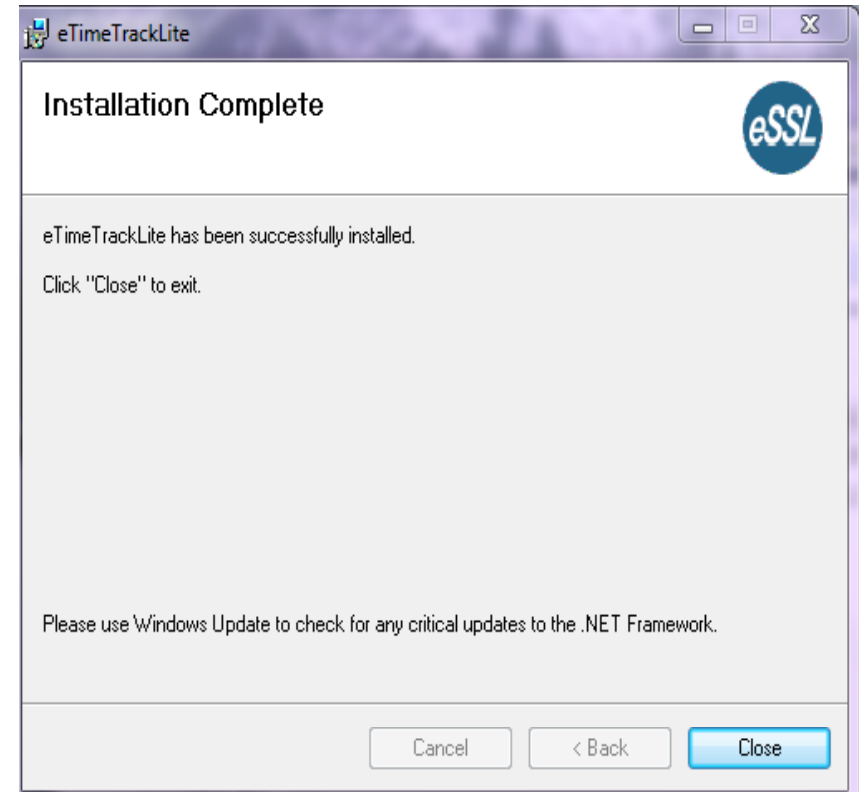
Click Next ➞ Click Close

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**
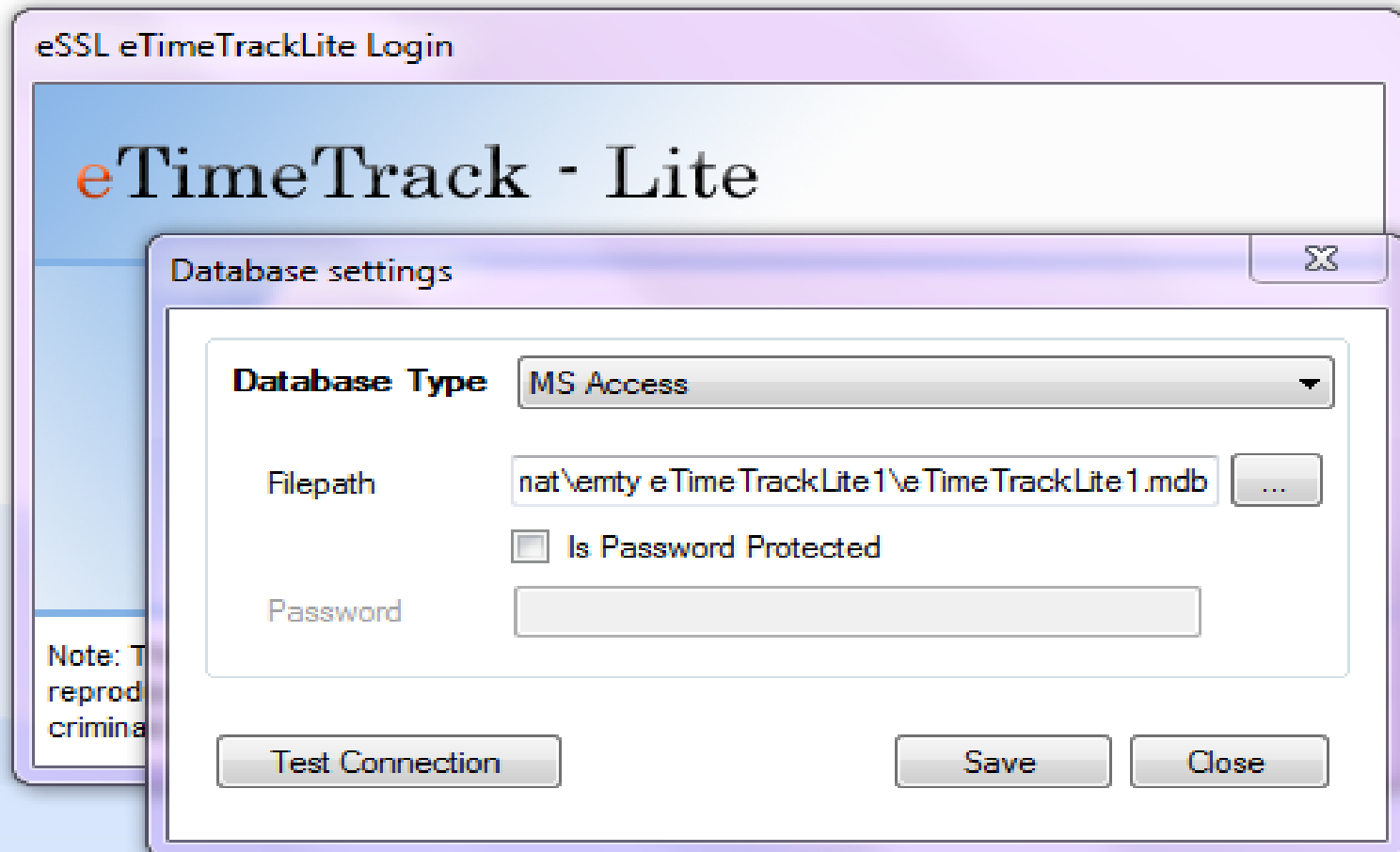
➢**MS SQL Server**

eSSL eTimeTrackLite Login

Database settings

Database Type   MS SQL Server ▼

Database Server/DSN Name   TAMILARASI\SQLEXPRESS

Database Name   etimetraclite1

Authentication Type   Sql Server Authentication ▼

User Name   essl

Password   ****

Test Connection   Save   Close

Note: This
reproducti
criminal pe

➢ 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
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License key:

"activation code" is used to generate the license key.
license free -500 users, 10 devices.
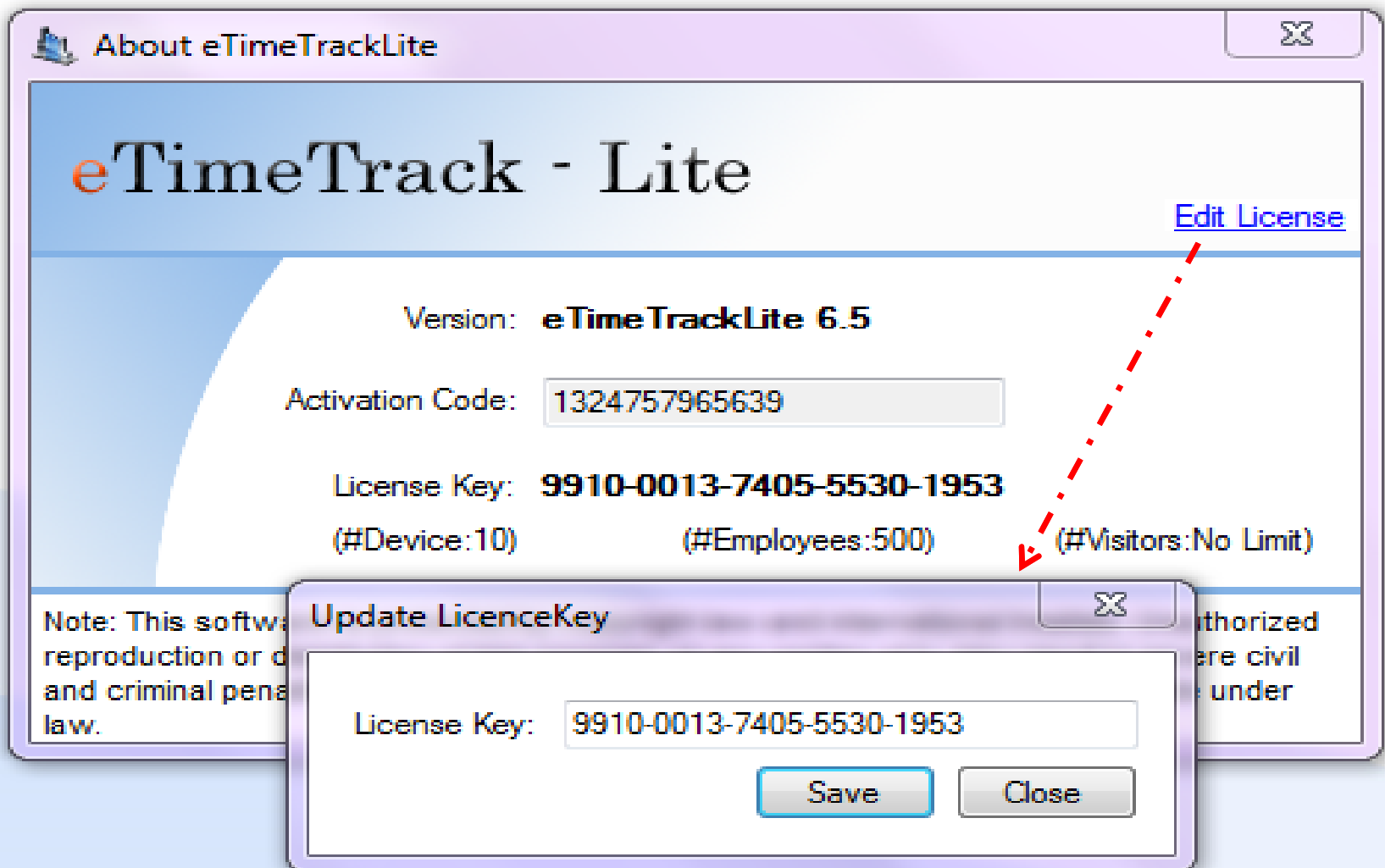
Users List:

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 .

Password:

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

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.

Company List:

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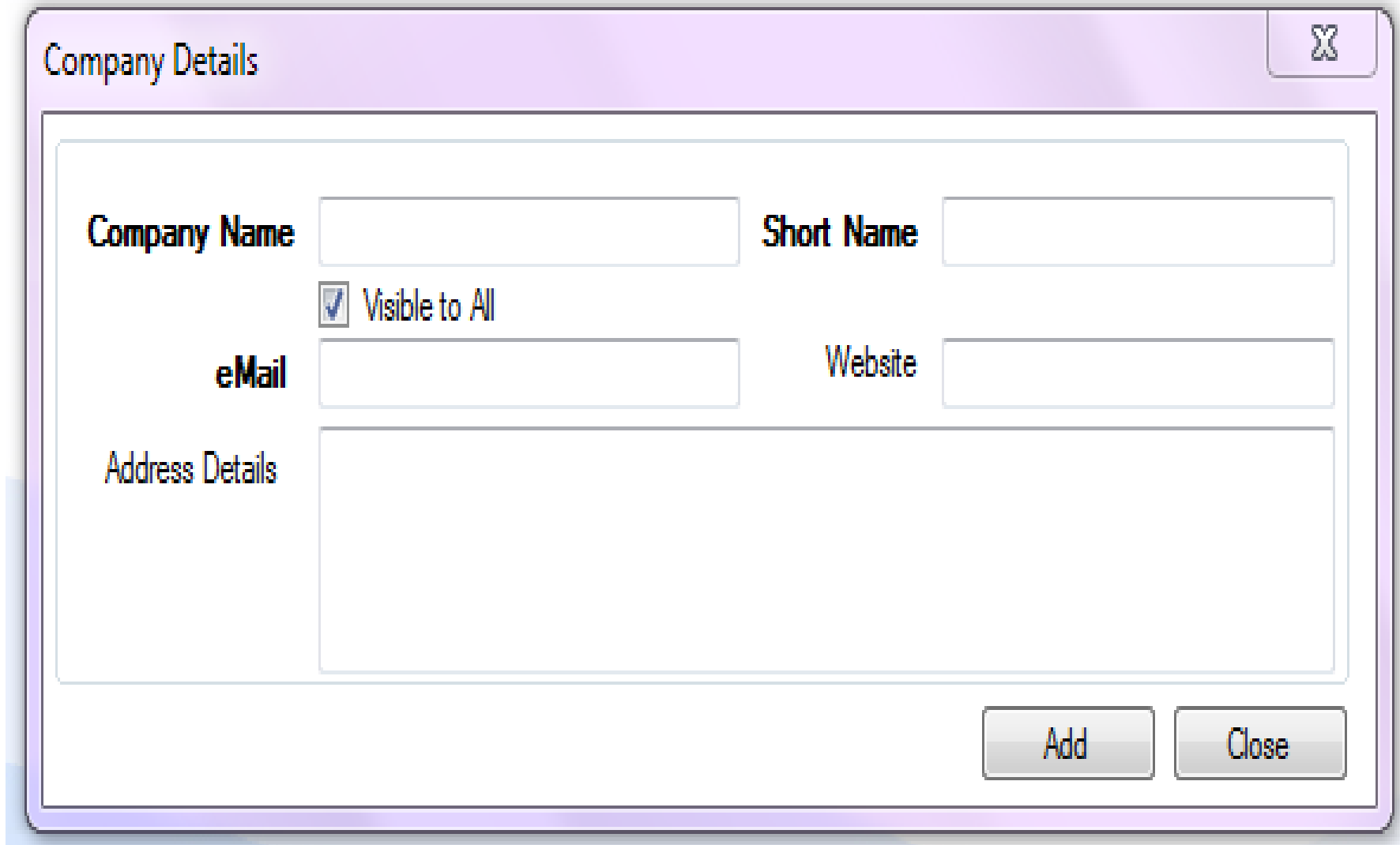
Company details:

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.

Master settings:

Master Details

☑ 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 ▼   Jan ▼

Minimum Diffrence between two Punches   5   In Mins

Punch Begin Duration   120   In Mins

When no shift assigned Consider   Previous Day Shift ▼

☑ Auto BackUp

     Every   7 ▼   Days

     Path   [_____]   [...]

           [Update]   [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 allows to set the start Attendance date and Month from which Attendance calculation has to start.
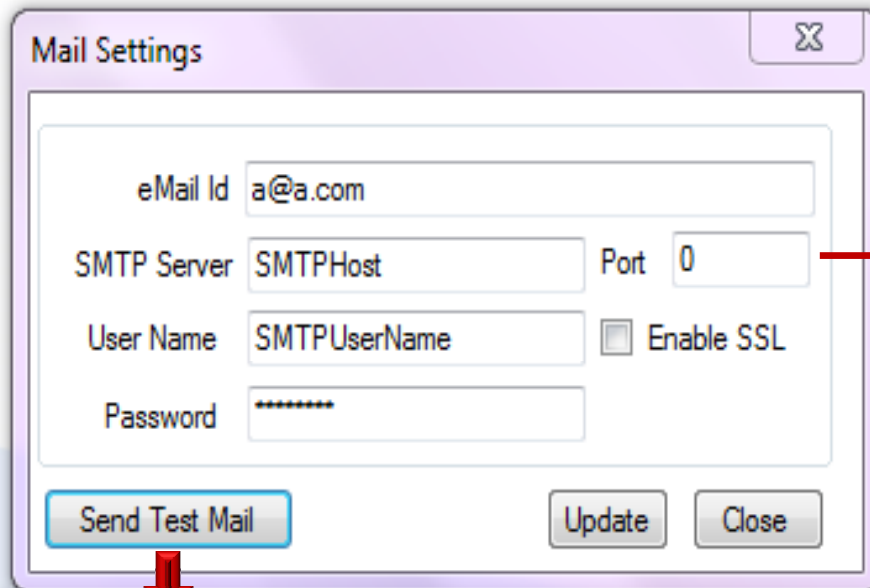
"Minimum difference between two Punches" Field will allow to set the difference between two punches .

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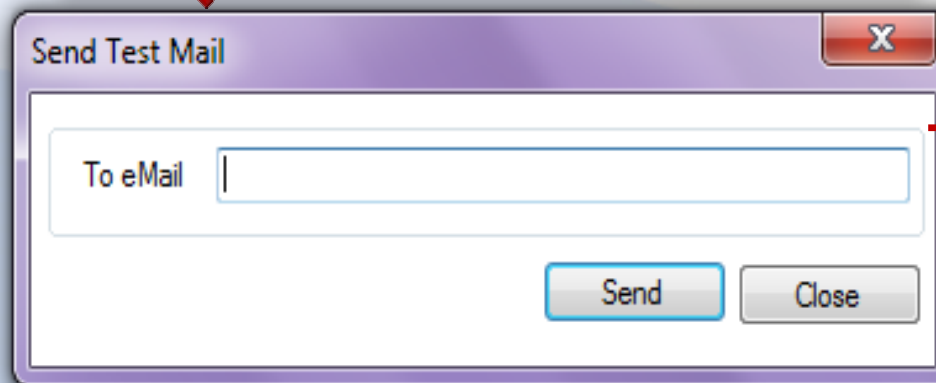
Mail setting is used to send memo and important mail to a particular employee or list of all employees.

Mail Settings

eMail Id a@a.com

SMTP Server SMTPHost   Port 0

User Name SMTPUserName   ☐ Enable SSL

Password ••••••••

Send Test Mail   Update   Close

Port numbers-465,587

Send Test Mail

To eMail [   ]

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 an 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 Details

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 [Saturday ▼] Begins At [__:__] End At [__:__] HH:MM 24 hr fmt

[Add]   [Close]

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 List

Shift Group Name	Short Name
Genaral shift	Genaral shift

Add

Edit

Delete

Total Records : 1

Shift group setup:

"Shift group" is used to assigning a group of shits to an employee to avoid the shift conflicts.

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.
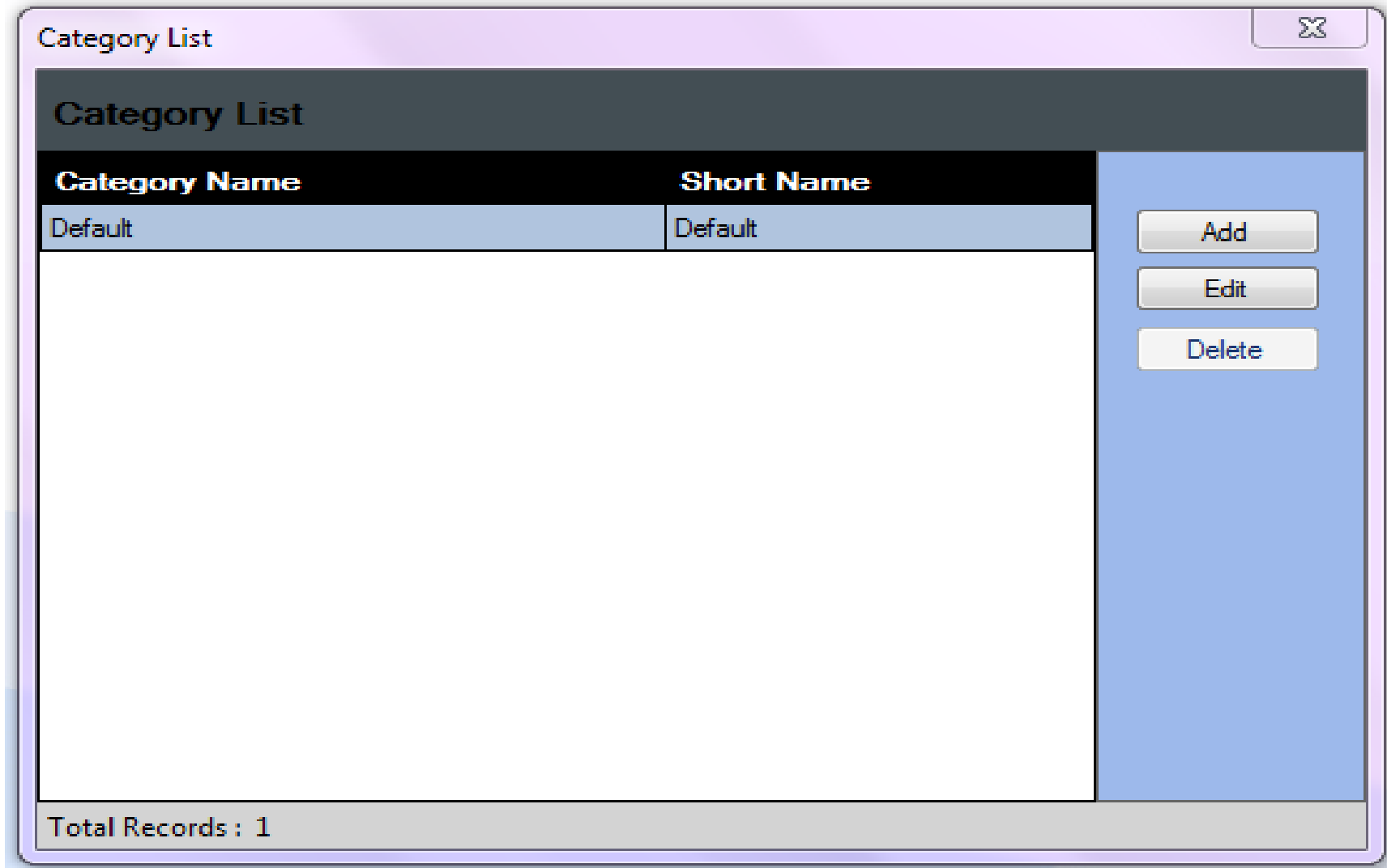
Employee category list:

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.

Category List

Category List

Category Name	Short Name	
Default	Default	Add
		Edit
		Delete

Total Records : 1

Employee categories details:

Category Details

| Category Name | Default | Short Name | Default |

OT Formula: Out Punch - Shift End Time

Min OT: 30 ☐ Max OT [ ] Mins

☑ Consider Only First and Last Punch in Att Calculatuions

Grace Time for Late Coming: 15 Mins

☐ Neglect Last In Punch(For missed out punch)

Grace Time for Early Going: 15 Mins

☑ Weekly Off 1 Sunday

☑ Weekly Off 2 Saturday

☑ 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 240 Mins

☑ Calculate Absent if Work Duration is less than 120 Mins

☐ On Partial Day Calculate Half Day if Work Duration is less than 0 Mins

☐ On Partial Day Calculate Absent if Work Duration is less than 0 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 Half Day Absent when Late For 3 days.

☐ Mark Half Day If late by [ ] Mins.

☐ Mark Half Day If Early Going by [ ] Mins.

Update   **Close**

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 Break1 and Break2.

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.

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.

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 .

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.

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.

Employee biometric details:

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

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.

Employee shift setup:

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

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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.

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.

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.

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.

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.

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.

Work code List:

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

Work Code Report:

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

Device Management:

We can add, edit the devices.
We can download logs from device

Steps to add device:

Go to utilities → Click device management → Right click → Click add

Give ip address ➡ Test connection ➡ Save

Add Device

Device Name	
Short Name	
Serial Number	
Device Direction	Alternate In/Out Device ▼
Connection Type	Tcp/IP ▼
Device Location	▼

Device Type ◉ Attendance + Access ○ Canteen Reader ○ Access Only

IP Address |

Comm Key | 0

[Test Connection] [Save] [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

Update Device   ⊠

General | Users in Device

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	Edit Time Zone Settings	Upload Greeting to Device

Device Name Test Device   **Short Name** TD

Serial Number 1   ?   Device Direction Alternate In/Out Device ▼

Connection Type Tcp/IP ▼   Device Location ▼

Device Type ● Attendance + Access ○ Canteen Reader ○ Access Only

IP Address 192.168.1.201   Comm Key 0

Test Connection | Unlock Door | Clear Greeting   Save | Close

In utilities

➢ You can export employee details
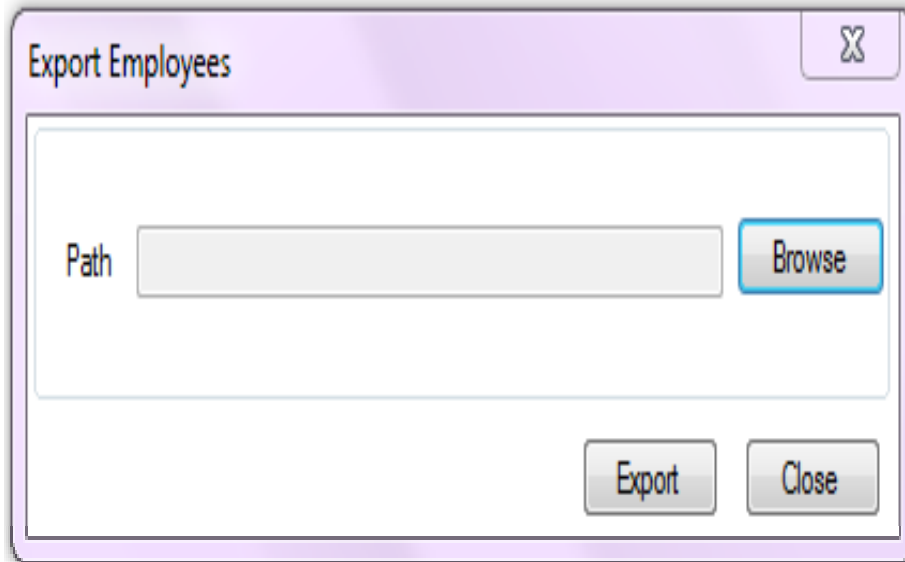
➢ You can import employee details

Export Employees

Path [_____] [Browse]

[Export] [Close]

Import Employees

Example File format   File Format

Path [_____] [Browse]

[Import] [Close]

0 %
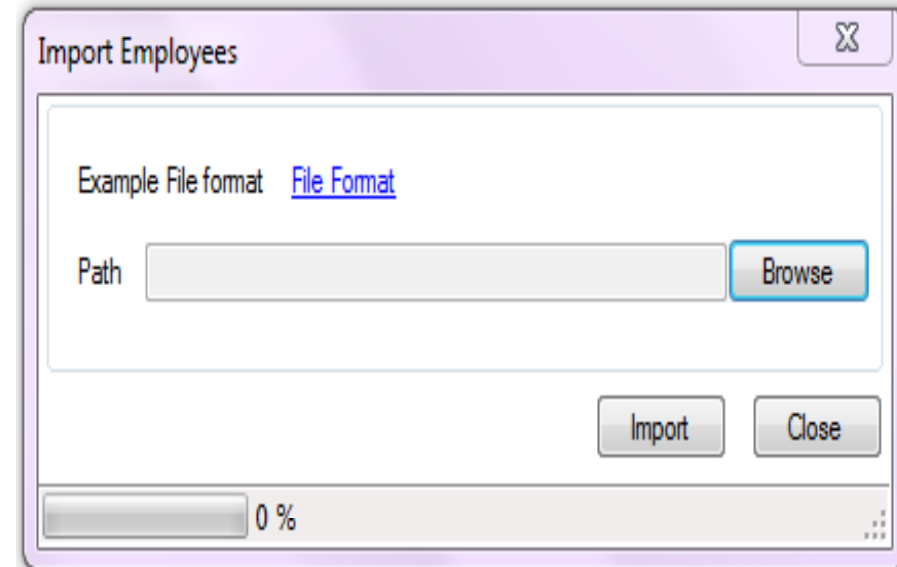
➢ You can take backup old logs for particular date
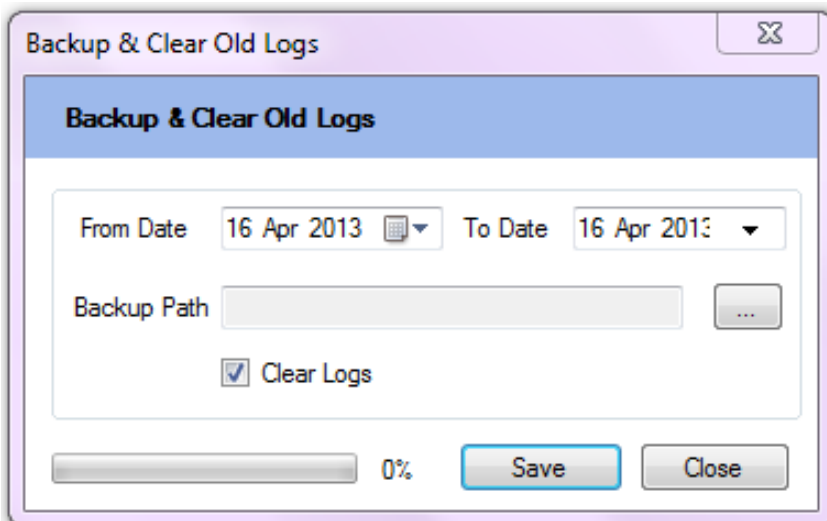
➢ You can restore old logs

Backup & Clear Old Logs

Backup & Clear Old Logs

From Date [16 Apr 2013 ▾]   To Date [16 Apr 2013 ▾]

Backup Path [_____] [...]

☑ Clear Logs

0%   [Save]   [Close]

Restore Old Logs

Restore Old Logs

Restore Filepath [_____] [...]

0%   [Restore]   [Close]
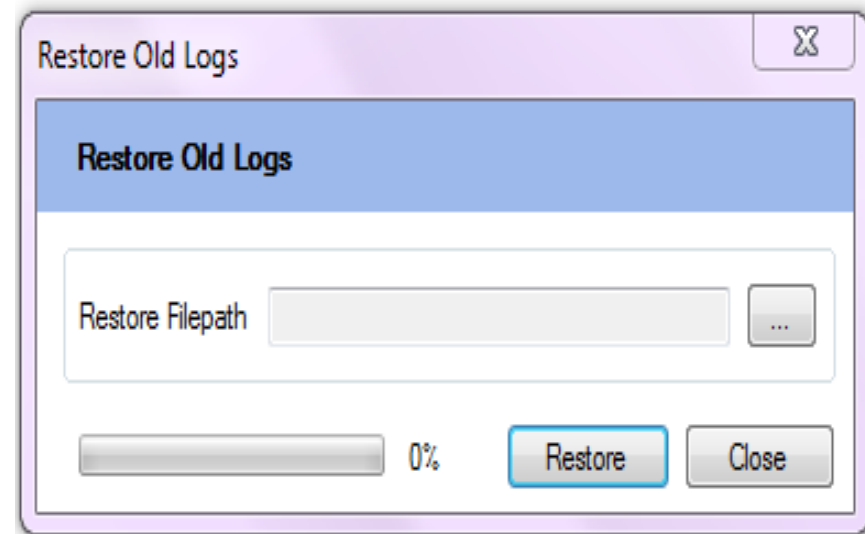
Backup database:

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

Backup Database

File Path [   ] [...]

[Save] [Close]

Browse For Folder

- Desktop
  - ▷ Libraries
  - ▷ Tamilarasi
  - ▷ Computer
  - ▷ Network
  - ▷ Control Panel
  - Recycle Bin

[Make New Folder] [OK] [Cancel]
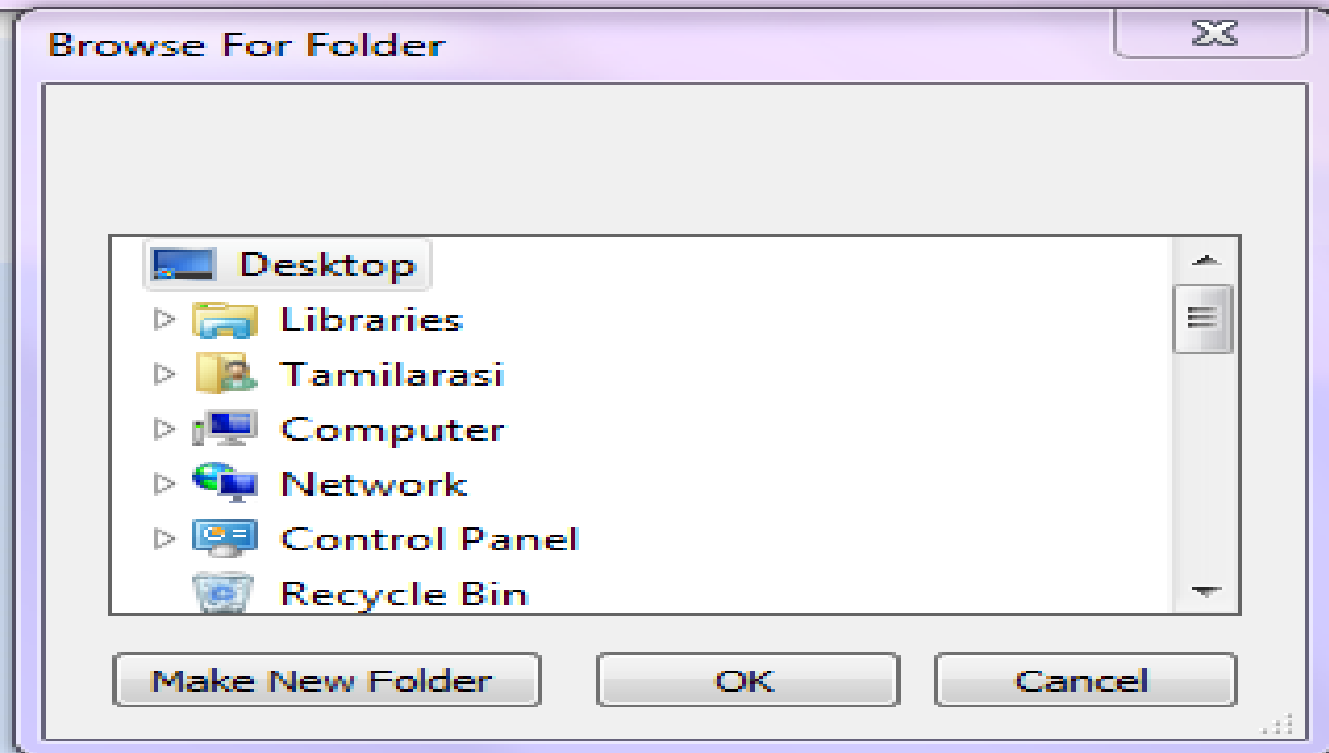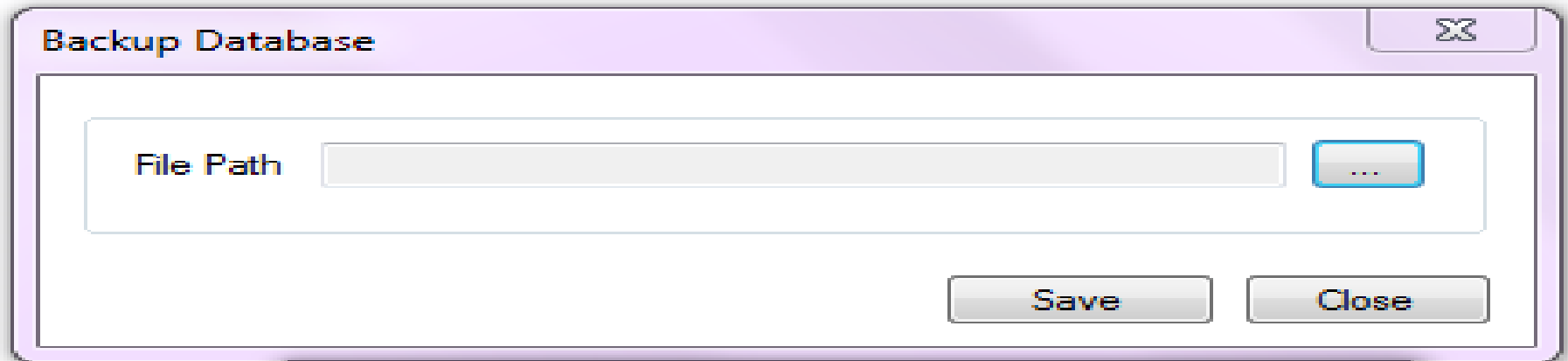
Attendance Report:

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

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

Attendance Logs

Attendance Logs (Employee Wise)

Device Logs

Logs in Third party Payroll Format

Export Device Logs in Custom Format

SAP P10/P20 Export
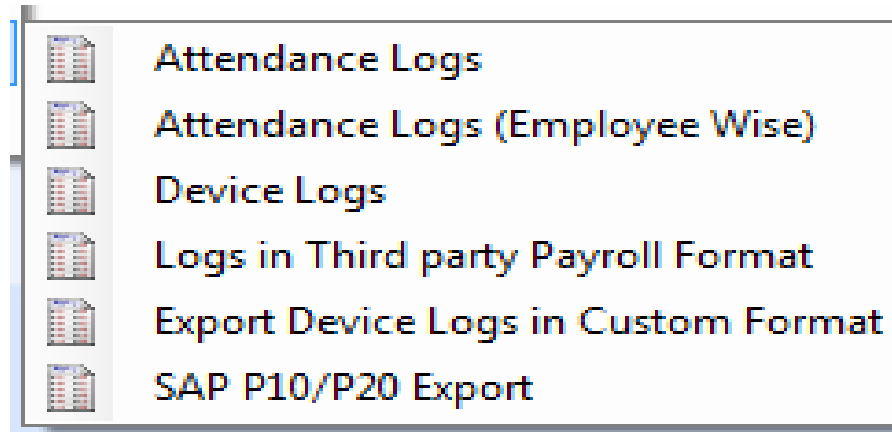
Special reports:

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 .
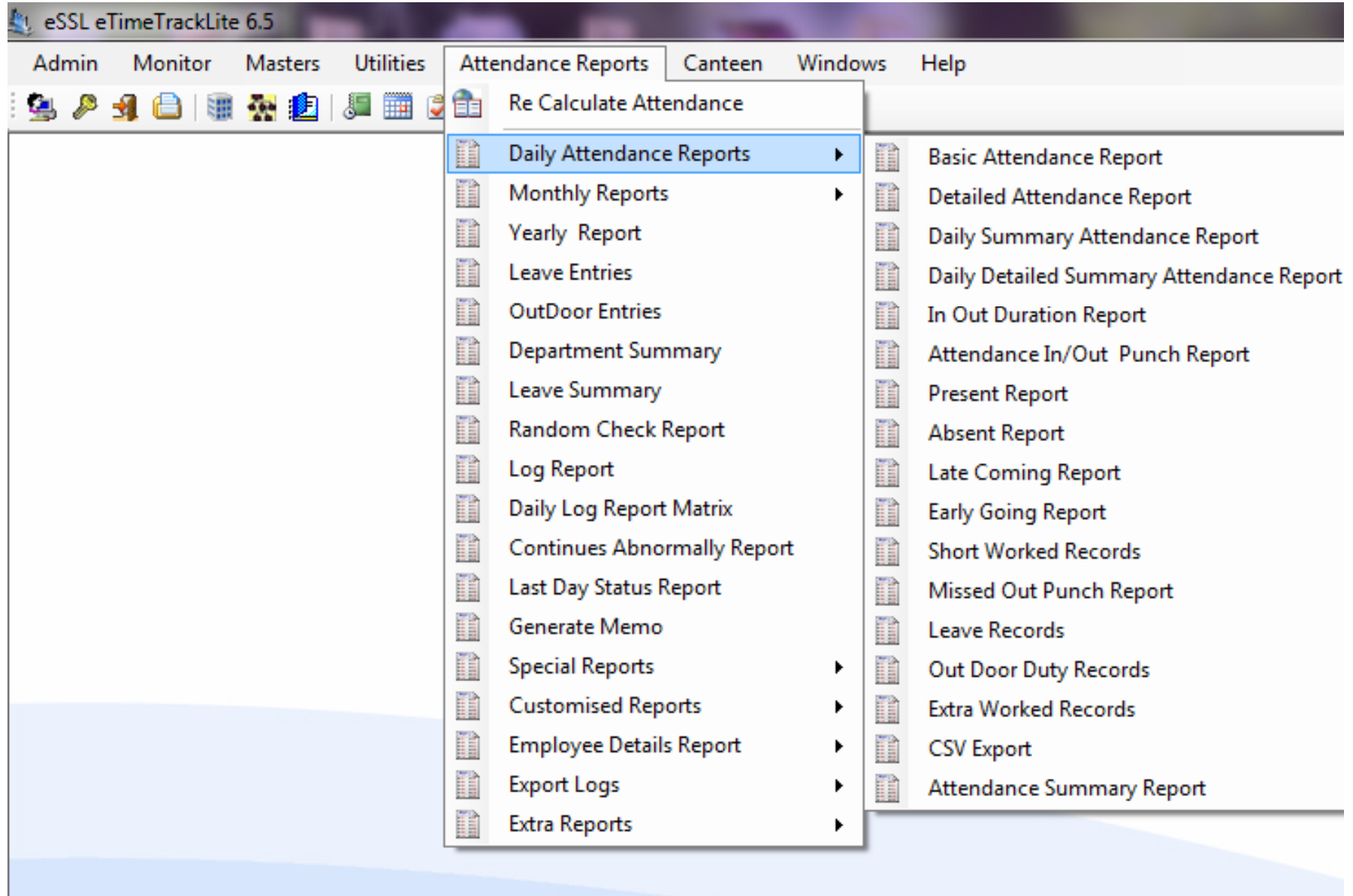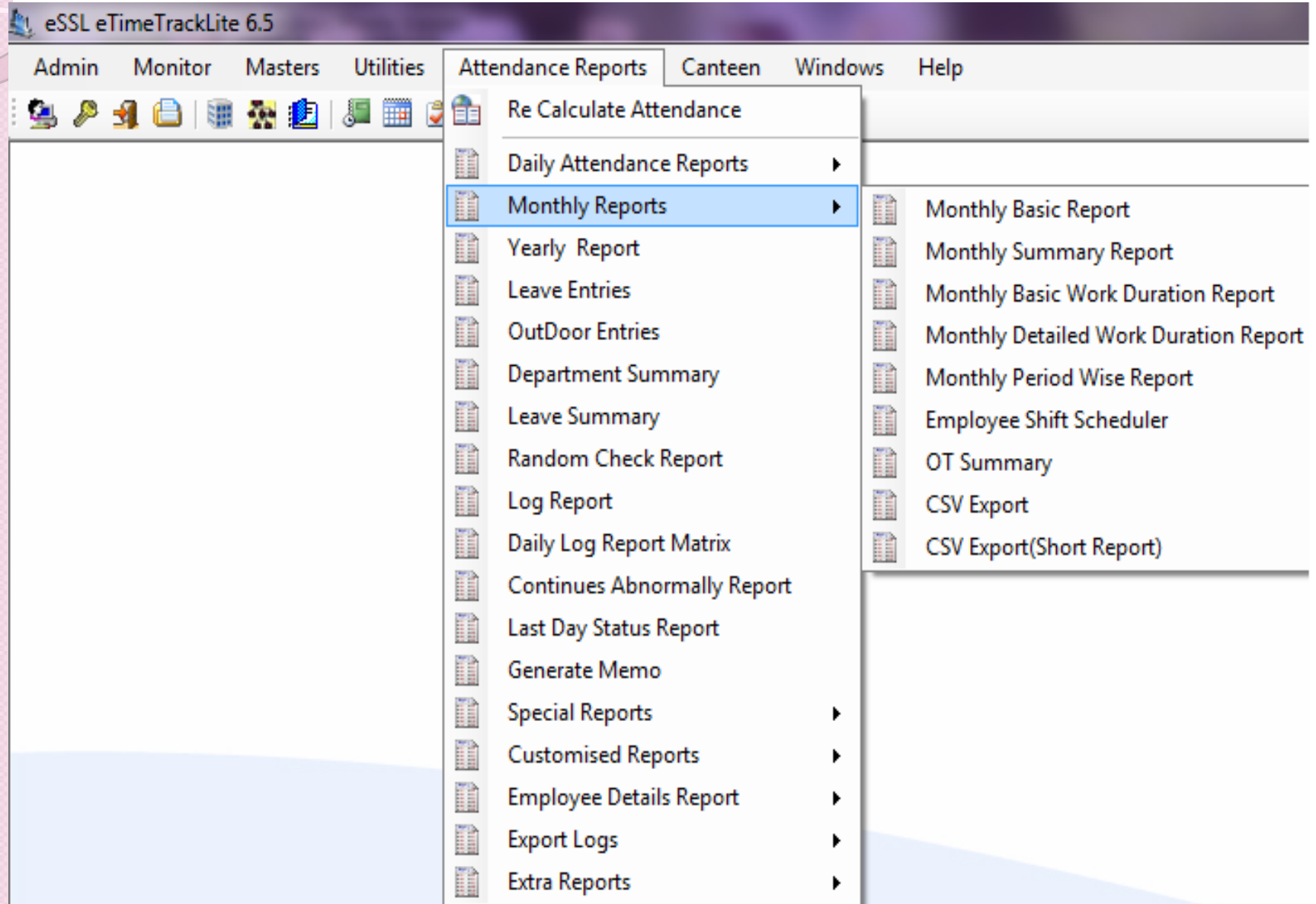
Monthly Report:

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

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.

Canteen Timings

CanteenTimings List

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	Snack2			T/C

Add
Edit
Delete

Canteen Timings

Name [   ]

Short Name [   ]

Begin Time [__:__] HH:MM 24 hr fmt

End Time [__:__] HH:MM 24 hr fmt

Default Item [T/C ▼]

Add   Close

Total Records : 5

Canteen Report:

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

Thank you