



ECO TIMEPRINT ATTENDANCE SYSTEM (ETA2)

USER MANUAL



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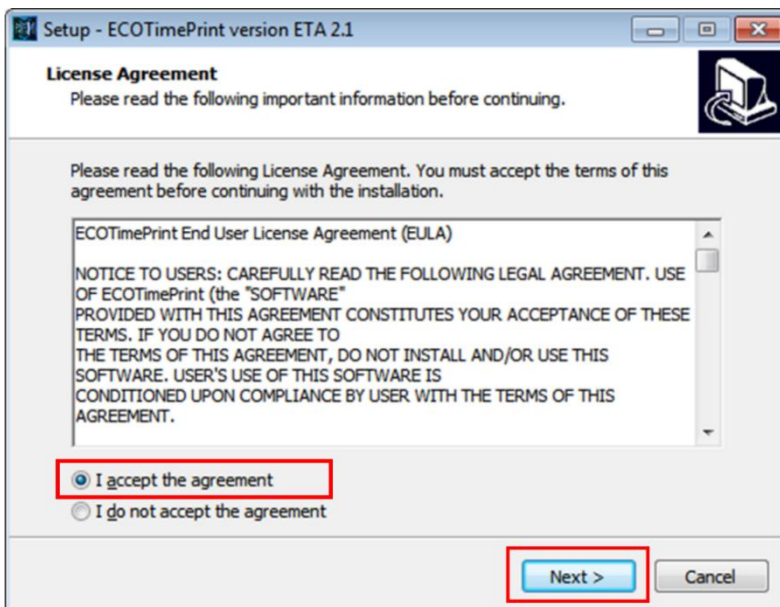
SOFTWARE INSTALLATION

Software Setup

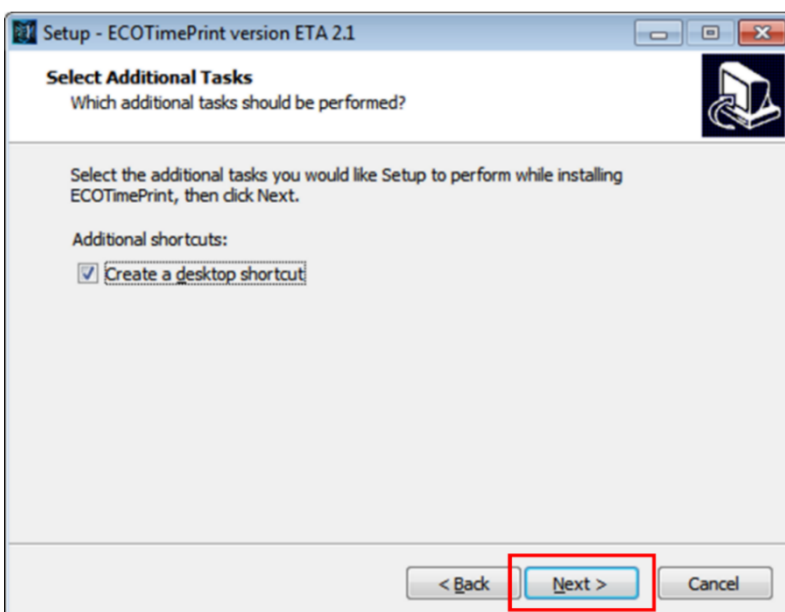
To begin installation, first you need to insert the ECOTIMEPRINT Installer Disk which come with the device. You can also download the installer from www.ecotimeprint.com/ECOTIMEPRINT ETA2

Run the **Setup.exe**, then following the instruction below.

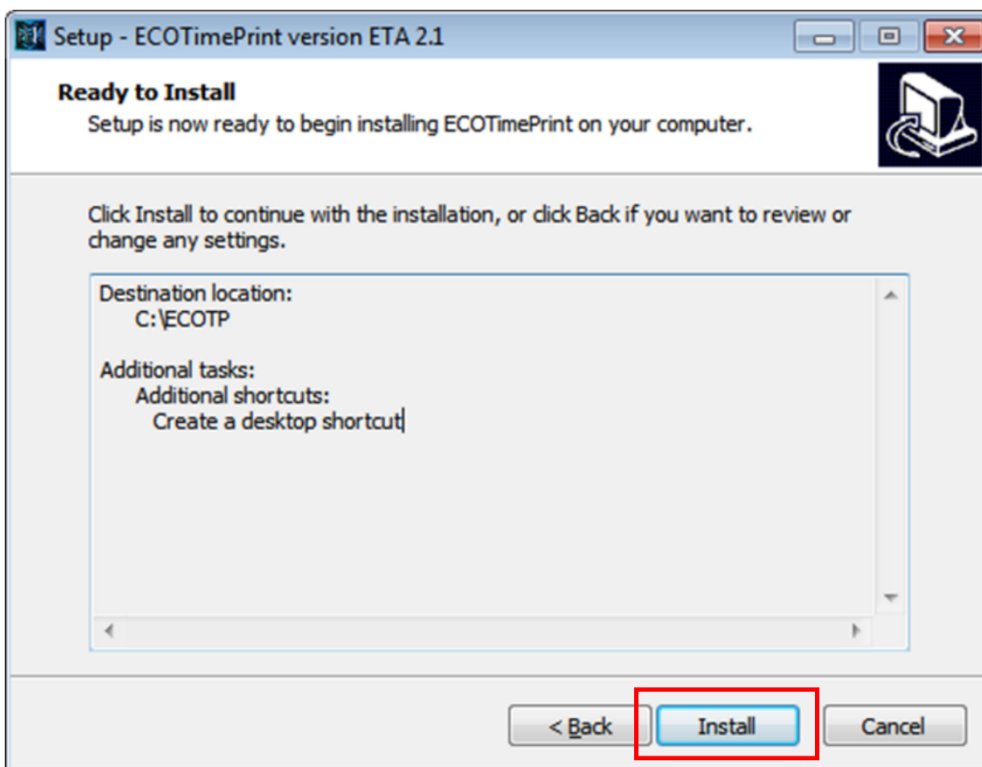
Click **Next**



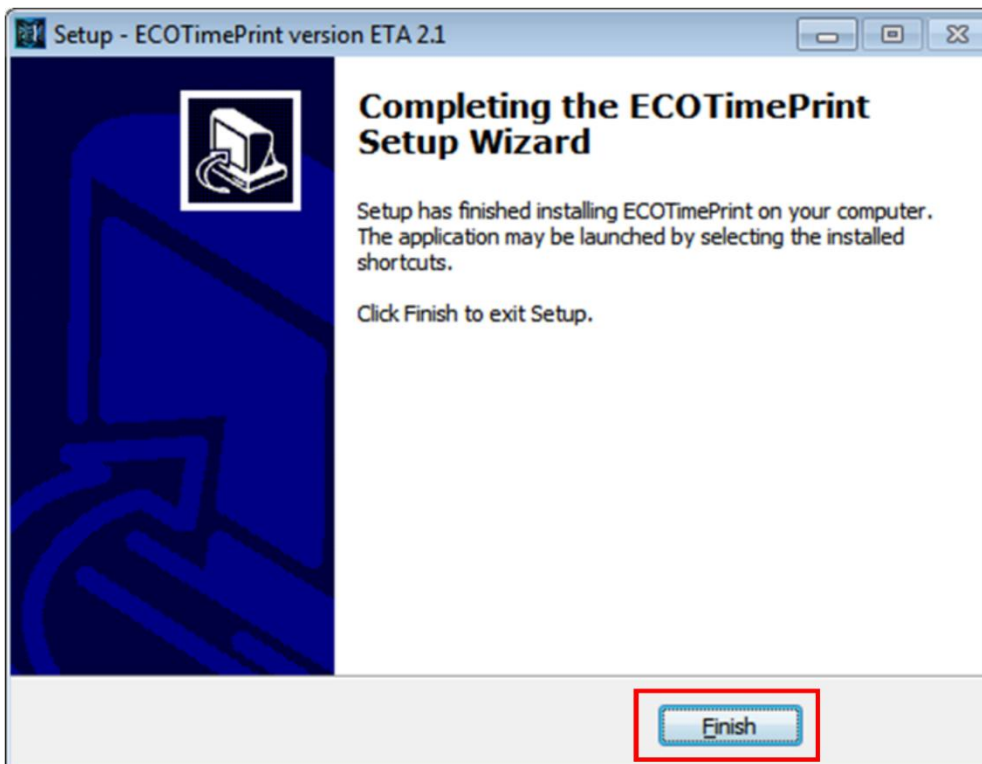
Tick to create a desktop icon (Optional), Click **Next**



Then Click **Install**

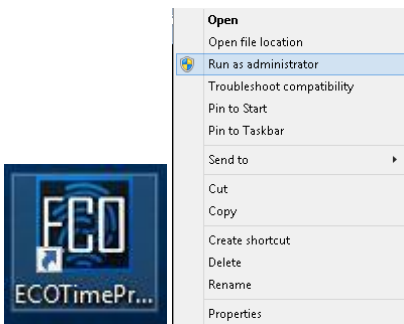


While complete the installation, Click **Finish** to exit setup

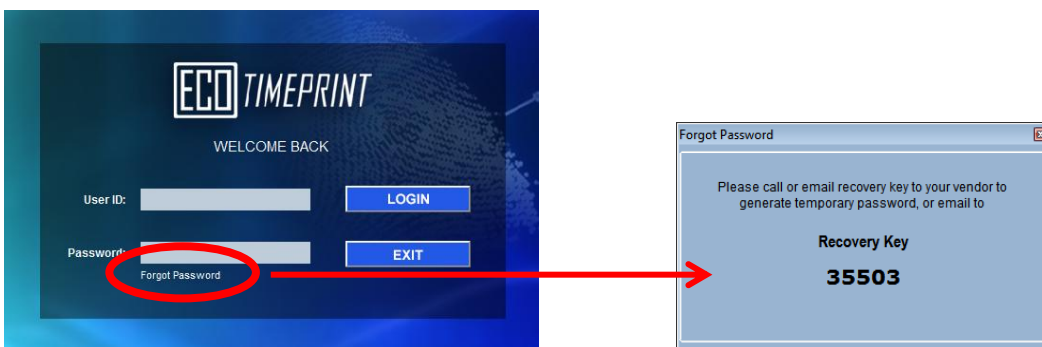


Launch - Program ECOTIMEPRINT

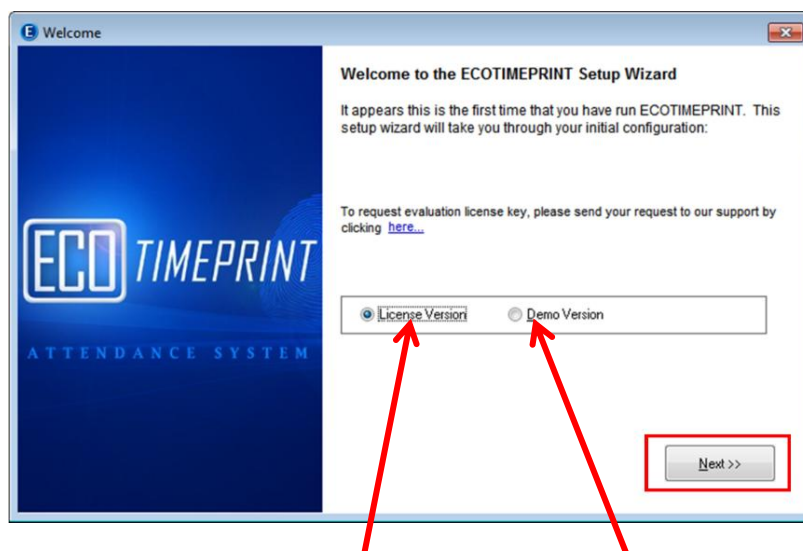
When logging for first time, Right Click on **ECOTimePrint** icon and **Run as Administrator**.



Default User ID “**admin**”, Password “**admin**” and Click **Login**



**** If forgot password, click "Forgot Password", and give the recovery key to your vendor or email to support@ecotimeprint.com to get temporary password to login system.**



To Activate Terminal License, select “**License Version**”, then Click “**Next**” button.

For Demo Version, select “**Demo Version**”, then Click “**Next**” button.

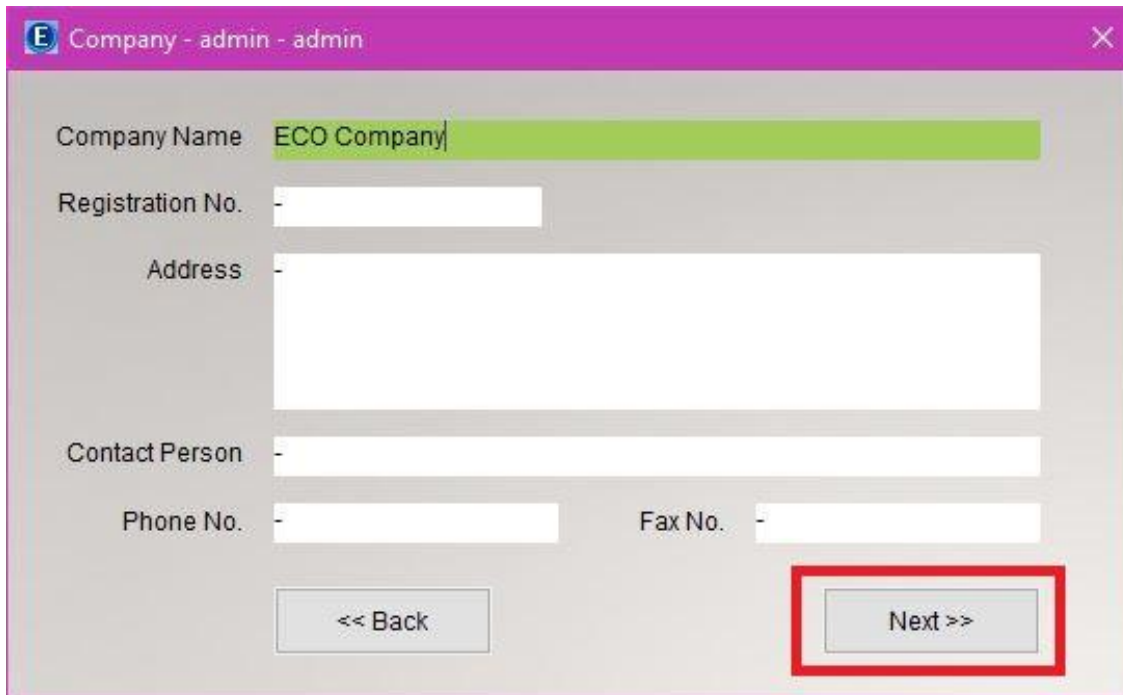
Then Click **Next**

Company Setup

Enter your company name, which will be displayed in all reports.

You may fill the Registration No Address, Contact Person, Phone No., Fax No.
(Optional)

Click **Next** to continue...



Company - admin - admin

Company Name ECO Company

Registration No. -

Address -

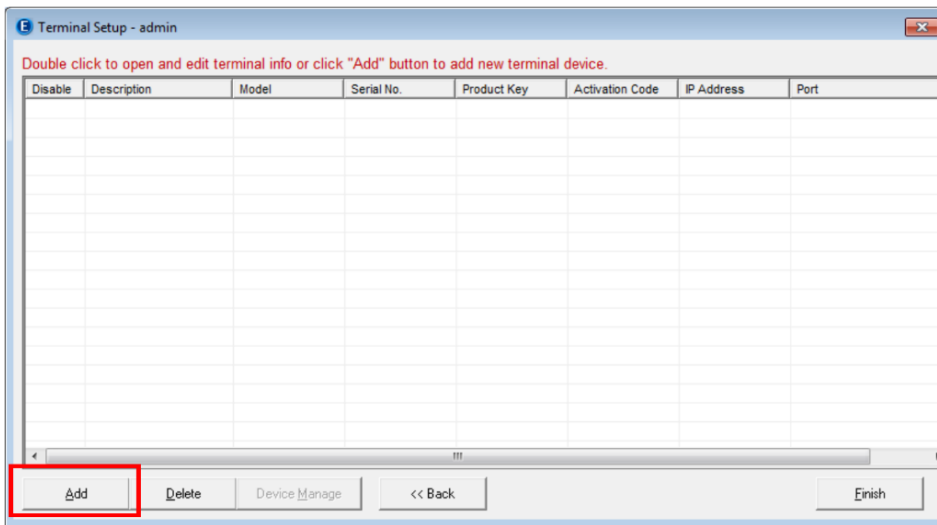
Contact Person -

Phone No. - Fax No. -

<< Back Next >>

Terminal Setup

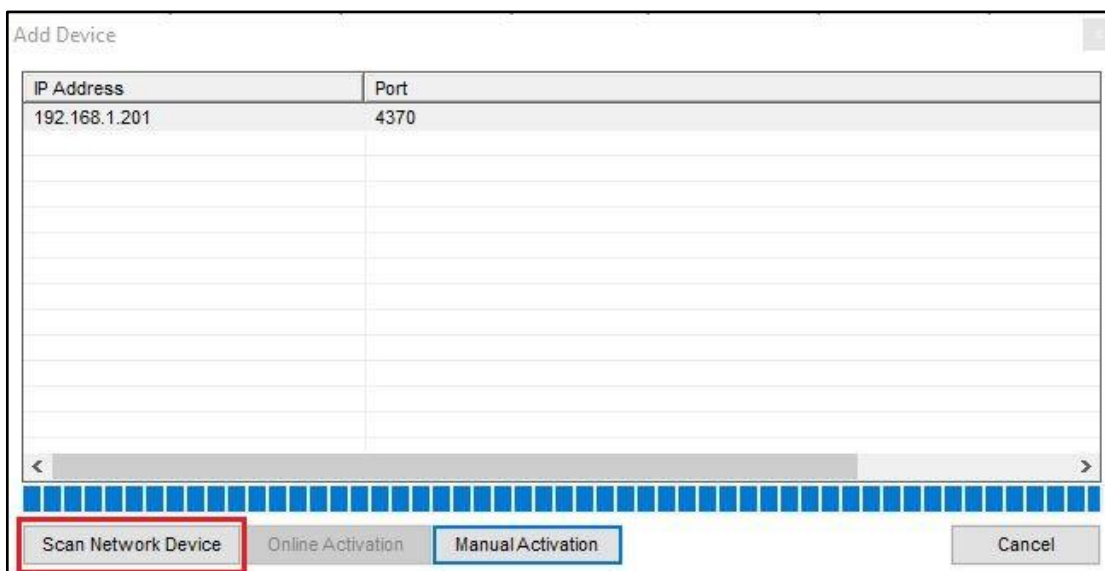
You need to setup the terminal before access the software. Click **Add** button to add terminal license.



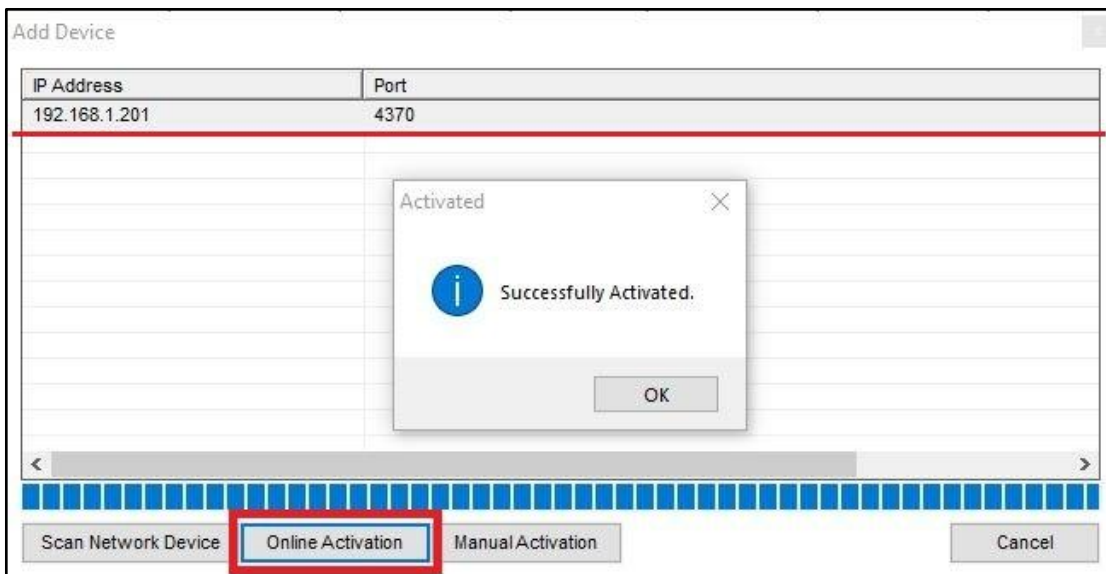
➤ **Activate Terminal License**

There are 2 ways to activate the terminal

First is by **Scan Network Device** (Only for user who use network to connect to the terminal)



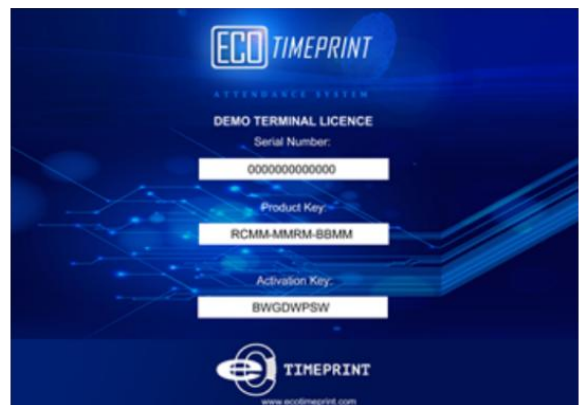
Step 1: Make sure your devices are connected to network, and then click the scan network device.



Step 2: After the scan network device process is completed, click the terminal in the list to online activate.

Second way is by **Manual Activation**

1. Find the file "Terminal License.jpg" in ECOTIMEPRINT CD Provided.



2. Enter Device Serial No, Product Key and Activation Code into Terminal Setup screen.

3. Click **Activate Now** button

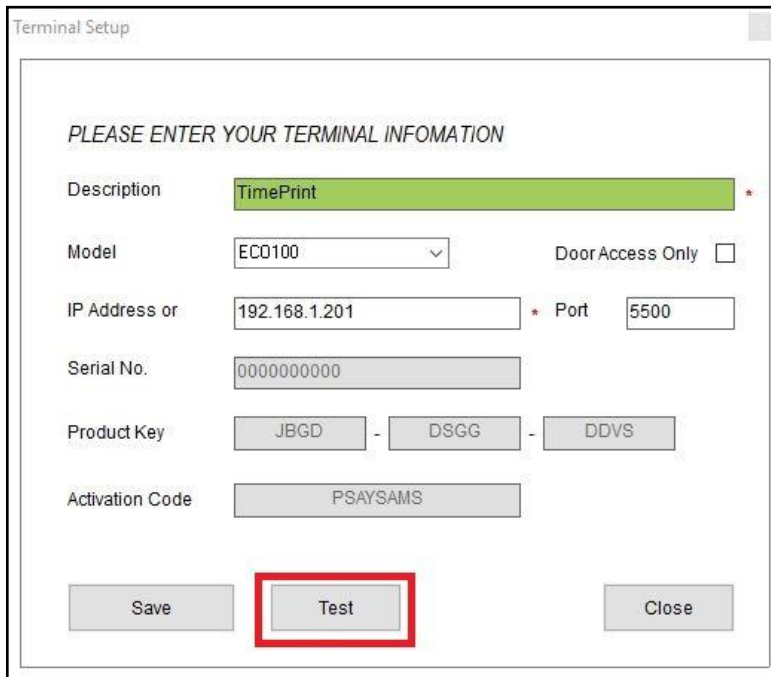
**** Complete following Step 1 & Step 2 to activate terminal license.**

Step 1: Enter Device Description, Model, Door Access Only, IP Address, Port No, Serial No., Product Key and Activation Code.

Door Access Only - If you select this option, the system will only capture in/out activities and does not include the logs for attendance calculation.

**** If you use network connection, make sure that the device's IP address and Port No. is configured correctly.**

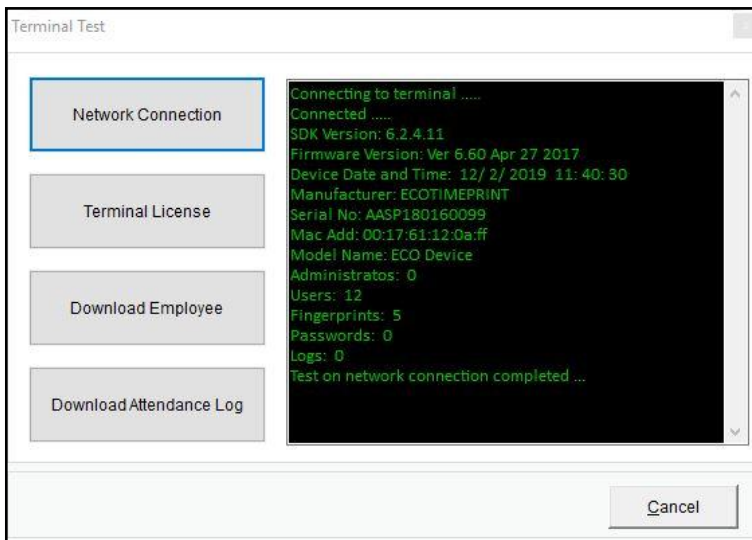
**** (Use command ping to confirm the device's IP address is connected to your network)**



The image shows a 'Terminal Setup' window with the title 'Terminal Setup' in the top-left corner. Inside the window, the text 'PLEASE ENTER YOUR TERMINAL INFORMATION' is displayed. Below this, there are several configuration fields: 'Description' with a green text box containing 'TimePrint' and a red asterisk to its right; 'Model' with a dropdown menu showing 'ECO100'; 'Door Access Only' with an unchecked checkbox; 'IP Address or' with a text box containing '192.168.1.201' and a red asterisk to its right; 'Port' with a text box containing '5500'; 'Serial No.' with a text box containing '0000000000'; 'Product Key' with three separate text boxes containing 'JBGD', 'DSGG', and 'DDVS'; and 'Activation Code' with a text box containing 'PSAYSAMS'. At the bottom of the window, there are three buttons: 'Save', 'Test' (which is highlighted with a red rectangular border), and 'Close'.

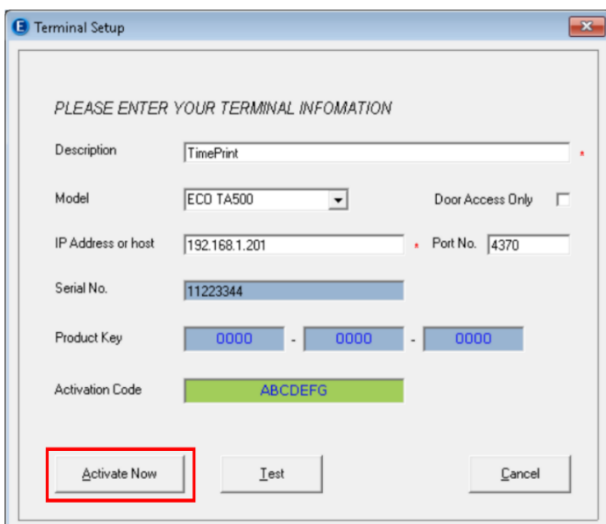
Step 2: Test on the terminal connection status

If you are not using network connection, you can just ignore the following.



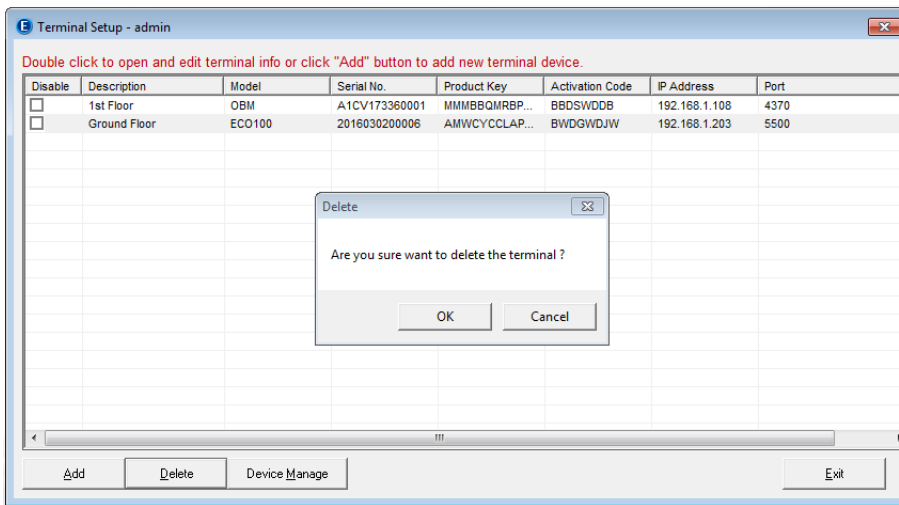
Terminal Test use for troubleshooting terminal status such as:

1. Network Connection - To confirm the device is connected to your network.
2. Terminal License - To confirm the terminal license is valid for your device.
3. Download Employee - To confirm the employee information can be downloaded from terminal.
4. Download Attendance Log - To confirm attendance logs can be downloaded from terminal.

Step 3: Click Activate Now to activate terminal license

➤ Delete Terminal License

Select the terminal device which you want to delete, then click “Delete” button, “OK” to confirm to remove terminal from system.



➤ Device Manager - To Interact with Terminal

Information from connected terminals can be retrieved to check on its settings and contents. The settings can be changed and uploaded to the terminals as and when required.

Click “Get” and the software will retrieve information from the selected terminal. Once information is changed, click “Set” to upload the settings to terminal.

Refer to the table below to understand all settings and information. Note: Following setting is only works with “ECO100”, “ECO200”, and “ECO500”

Device Connection information:

- **Device ID** to specify the terminal identification number.
- **IP/Host Address** to specify the IP Address or Host Address of the terminal. This is only effective when the TCP/IP communication method is used.
- **Port** of the terminal; the default value is 5500

You must connect to the terminal before proceed following setting:

- **Parameter** to specify the terminal’s setting, for example Admin Count, Language Format, ID Length, Volume Size, Auto Off Time, AutoPower On, Verify Mode, Auto Learning, Auto Return Time, Standby Time, Enable Alarm In Standby, Card ID Type, Auto Restart, Enable Shutdown, Enable Relay Alarm, Fire Alarm, One To One Security Level, One To N Security Level, SLog Warning Count, GLog Warning Count, Reverify Time, Device ID, Baudrate, User Real Time Log, UDP Port, Device Password, IP Address, Sub Net Address, Default Gateway, Server IP Address, Server UDP Port, and RS485 Use.
- **Value** to specify the Parameter value above
- **Time** to specify the time for the terminal

- **Shutdown Setting** to specify the time to turn off the terminal automatically. SN is the ID for the Shutdown Setting, it can be more than one Shutdown time to set in the terminal.
- **Card No** to get the card no. of Enroll No.
- **User Count** specify the number of enrolled Users in the terminal
- **FP Count** specify the number of enrolled Fingerprint Template in the terminal
- **Card Count** specify the number of enrolled ID Card User in the terminal
- **New Slog Count** specify the number of New System Logs (Not yet downloaded) in the terminal
- **History Slog Count** specify the number of History System Logs (Logs have been downloaded) in the terminal.
- **Manager Count** specify the number of admin user in the terminal
- **PWD Count** specify the number of enrolled Password User in the terminal
- **New GLog Count** specify the number of New General Logs (Attendance Logs Not yet downloaded) in the terminal.
- **History GLog Count** specify the number of History General Logs (Attendance Logs have been downloaded) in the terminal.
- **Welcome Title** specify welcome title display in the terminal
- **Standby Title** specify standby title display in the terminal
- **Firmware Version** specify the terminal's Firmware Version
- **Alarm Setting** specify the Alarm in the terminal by Time, Cycle, and Delay. SN is the ID for the Alarm Setting, it can be more than one Alarm time to set in the terminal.

Other Terminal Setting:

- **Message Setting** to specify the message show in the terminal by Type (All, User), Employee ID and DateTime (From/To). It can be more than one Message ID to set in the terminal.
- **Reset Device Option** to all device's option to factory setting

The screenshot displays the 'Device Manage' software window. It features a top section for device identification with fields for Device ID (6), Comm Key (0), IP/Host Address (192.168.1.203), and Port (5500), along with a 'Connect' button. Below this is a 'Parameter' dropdown and a 'Value' field with 'Get' and 'Set' buttons. A 'Time' field is also present with 'Get' and 'Synchronize the Device Time' buttons. The interface is divided into several functional areas: 'Shutdown Setting' with fields for Type, SN, Time, and an 'Enable' checkbox; 'Enrol No.' and 'Card No.' fields; 'User Count', 'FP Count', 'Card Count', 'New SLog Count', and 'History SLog Count' fields; 'Manager Count', 'PWD Count', 'New GLog Count', and 'History GLog Count' fields with a 'Get' button; 'Welcome Title' and 'Standby Title' fields with 'Get' and 'Set' buttons; 'Firmware Version' field with a 'Get' button; 'Alarm Setting' with fields for SN, Time, Cycle, and Delay; and 'Message Setting' and 'Reset Device Option' buttons at the bottom. An 'Exit' button is located in the bottom right corner.

The Message Settings dialog box includes the following fields and controls:

- Message ID: [Dropdown]
- Type: [Dropdown]
- Employee ID: [Text Box, value: 0]
- Begin Datetime: [Dropdown, value: 2017-12-27 21:15]
- End Datetime: [Dropdown, value: 2017-12-28 21:15]
- Content: [Text Box]
- ☐ Enable
- Get [Button]
- Set [Button]
- Exit [Button]

Refer to the table below to understand all settings and information. Note: Following setting is only works with “EFACE800”, “ECO TA500”, “ECO 2200D”, “ECO 6600D”, “ECO 300D”, “ECO 1800D”, “OBM”, “OBMBW”

Device Connect:

- **IP Address** to specify the IP Address of the terminal. This is only effective when the TCP/IP communication method is used.
- **Port** of the terminal; the default value is 4370
- **Comm Key** to specify the communication key, a hidden password for software to communicate with device which has already being set in the terminal; the default value is 0.
- **Baud Rate** to specify the Baudrate of the terminal, which is the data transmission speed for device to computer. This is only effective when the RS232/RS485 communication methods are used, ignore this if using TCP/IP. Leave the value as 115200 as default.
- **Device No.** to specify the terminal identification number.
- **SMS Setting** to specify the message show in the terminal by Valid Minutes, Start Time, Public, Private and Enroll No. It can be more than one SMS ID to set in the terminal.

The Device Manage dialog box features the following tabs and controls:

- Device Connect** (Active):
 - IP Address: [Text Box, value: 192.168.1.108]
 - Port: [Text Box, value: 4370]
 - Comm Key: [Text Box, value: 0]
 - Baud Rate: [Text Box, value: 115200]
 - Device No.: [Text Box, value: 1]
 - Buttons: Connect, Disconnect, Restart Device, Set Comm Key, Get Device Info
 - SMS Setting [Button]
- Device Date Time
- Workcode & Others

Device Date Time:

- **Date** to specify the terminal's date setting by "Day", "Month", "Year"
- **Time** to specify the terminal's time setting by "Hour", "Minute", "Second"

Workcode & Others:

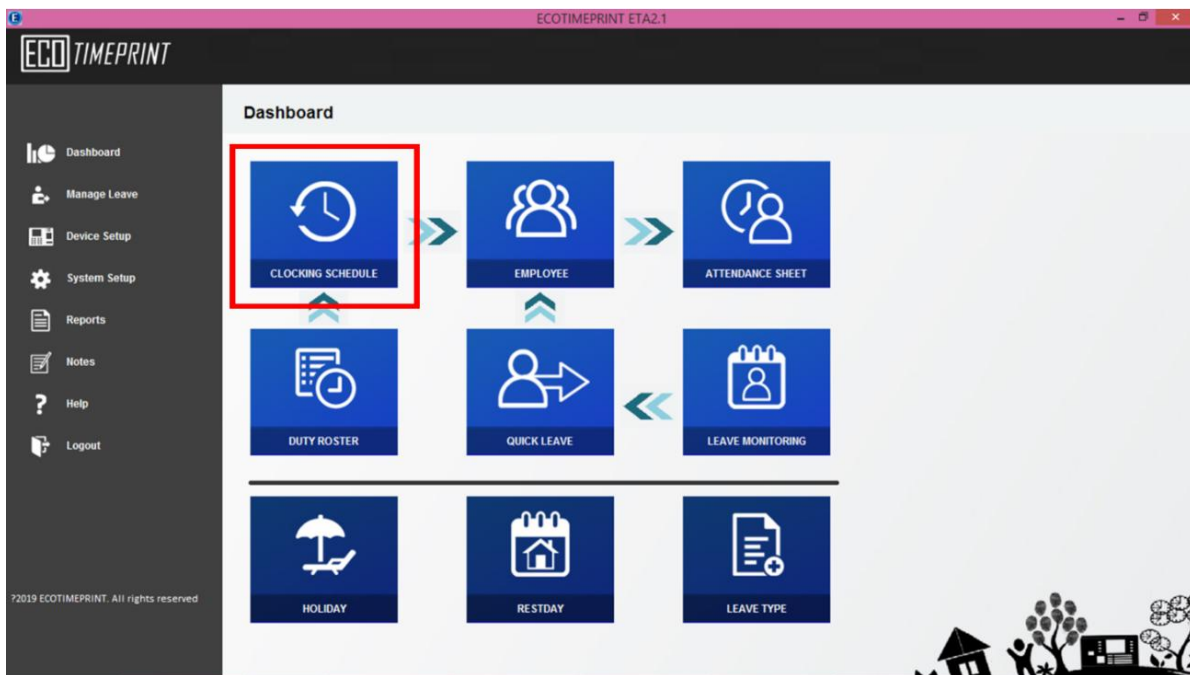
- **Workcode** to specify the Workcode No., it can be 1, 2, 3
- **Description** to specify the Description for the Workcode No. in the terminal
- **Clear Administrator** to clear/set all users with administrator privilege to user privilege in the terminal

ECOTIMEPRINT MAIN MENU

DASHBOARD	<ol style="list-style-type: none"> 1. Clocking Schedule 2. Employee 3. Attendance Sheet 4. Leave Monitoring 5. Quick Leave 6. Duty Roster <ol style="list-style-type: none"> 1. Holiday 2. Restday 3. Leave Type
MANAGE LEAVE	<ol style="list-style-type: none"> 1. Quick Entry 2. Leave Monitoring 3. Mobile Leave Application
DEVICE SETUP	<ol style="list-style-type: none"> 1. Terminal Setup 2. Door Access Control 3. Update Date & Time 4. Real Time Monitoring
SYSTEM SETUP	<ol style="list-style-type: none"> 1. Company Setup 2. System User 3. Change Password 4. System Parameter 5. Auto Download & Upload 6. Compact & Repair 7. Backup & Restore 8. Database Management 9. System Update
REPORTS	<ol style="list-style-type: none"> 1. Electronic Time Card 2. Daily Electronic Time Card 3. Time Card Summary 4. Summary of Attendance 5. Overtime Approval Report 6. Attendance Analysis 7. Day by Day Analysis 8. Month by Month Analysis 9. Man Hours Report 10. Amended Attendance Record 11. Movement Activities Report 12. Daily Leave Tracking 13. Leave Monitoring Application Transaction 14. Leave Monitoring Summary Report 15. Employee Listing
NOTES	It will be notify on the main menu side bar based on how many notes you filtered in the reminder list.
HELP	<ol style="list-style-type: none"> 1. Helpdesk 2. Upload & Download Database 3. User Manual 4. About 5. Our Website 6. Facebook Page
LOGOUT	Logout System

DASHBOARD

Clocking Schedule

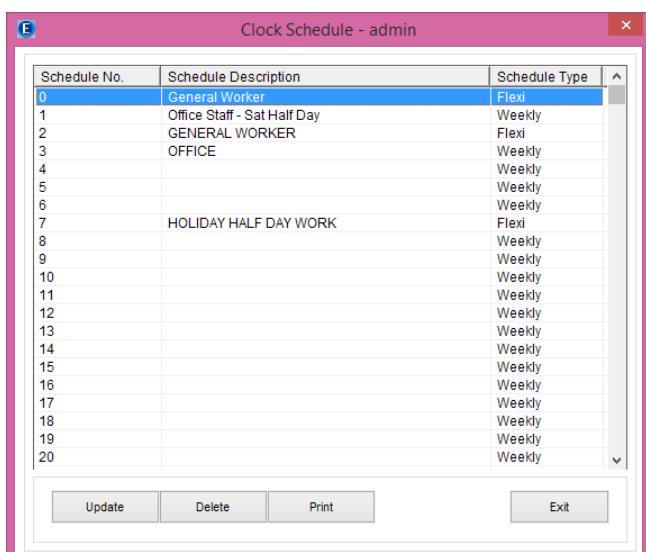


Setting Clocking Schedule

Determine your company's clocking schedule, system provides 10 clocking columns for users to define their working time and 500 different clocking schedules for configuration.

Clocking schedule configurations are the key point for attendance data accurately. The rule of the clocking schedules will affect the outcome of time attendance and its corresponding reports.

**** Up to 500 clocking schedule are available for configuration.**



Understanding Schedule Type

Weekly - This is a weekly schedule basis. It is the most commonly used schedule, normally a weekly schedule where working days fall on weekdays and rest days fall on weekends. This includes working schedule late in, early outs or overtime.

Daily - This is a daily schedule basis. This schedule also includes working late in, early outs or overtime.

Shift - This is available to various-duty-time attendance. Shift schedule is consisted of non-overlapping duty times. For example: one company's on-duty time is 8:00-12:00 (set as Morning Shift) and 13:00-18:00 (set as Afternoon Shift), which can be defined and combined into one **Multi Shift** for attendance.

Multi Shift - It is available to the attendance of various and unfixed shifts or rotating shifts. The group is consisted of different shifts. For the group attendance, the system will automatically to select the best shift for attendance statistic according to clock-in records. **(Only Can Combine With Shift & Flexi Schedule)**

For example: one company's duty time are: Morning class (6:00-10:00), Forenoon class (10:30-13:30), Afternoon class (14:00-18:00), Evening class (19:00-22:00). Then we can combine the morning class and the forenoon class into a Multi Shift, or all the classes into a Multi Shift. What we only need to do is to set group.

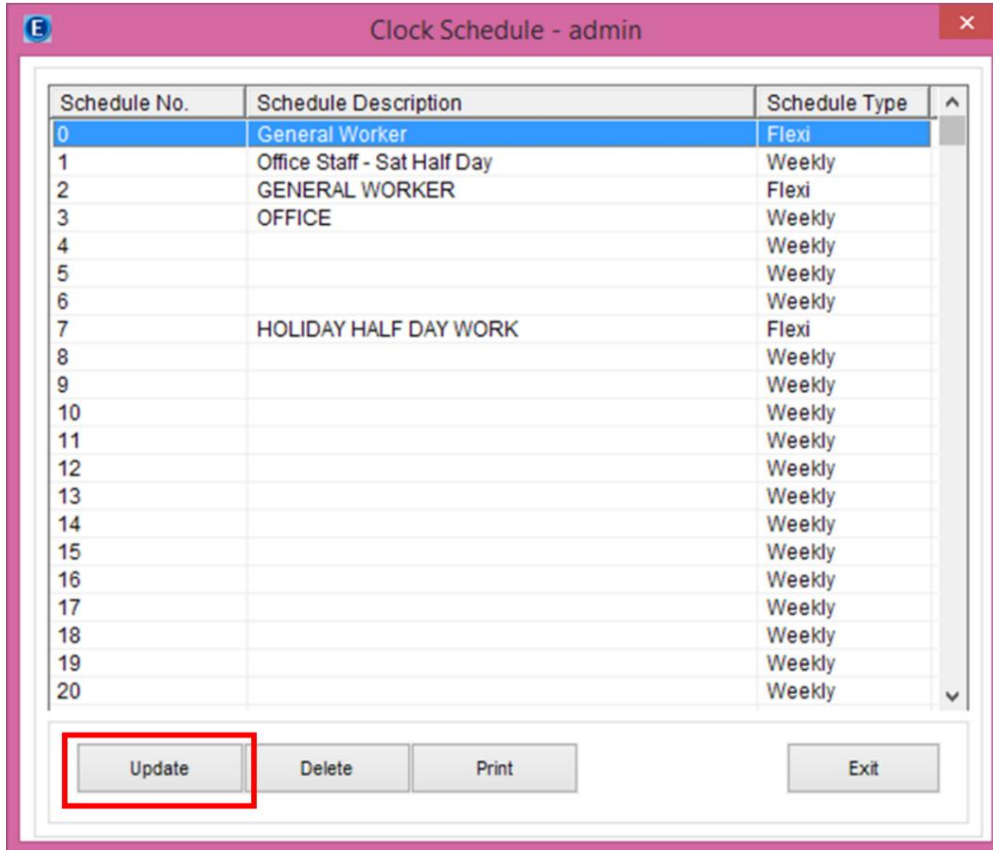
For attendance instead of tedious re-schedule, because the system will automatically select the best shift to record the attendance.

Flexi - This is suitable for the workers with flexible working time with different lunch time such as salesman, driver and etc. This working schedule also includes **late in, early outs or overtime**. For the late in and early only apply for first clocking in and last clocking out. Overtime can be configure in the "Overtime if hour exceeds xx hours".

Configure Weekly Schedules

Select the schedule number (from 0 to 500), click Update or double click on it.

The default schedule type is “Weekly” schedule.



The screenshot shows a window titled "Clock Schedule - admin" with a table of schedules. The table has three columns: "Schedule No.", "Schedule Description", and "Schedule Type". The "Update" button at the bottom left is highlighted with a red box.

Schedule No.	Schedule Description	Schedule Type
0	General Worker	Flexi
1	Office Staff - Sat Half Day	Weekly
2	GENERAL WORKER	Flexi
3	OFFICE	Weekly
4		Weekly
5		Weekly
6		Weekly
7	HOLIDAY HALF DAY WORK	Flexi
8		Weekly
9		Weekly
10		Weekly
11		Weekly
12		Weekly
13		Weekly
14		Weekly
15		Weekly
16		Weekly
17		Weekly
18		Weekly
19		Weekly
20		Weekly

Buttons: Update, Delete, Print, Exit

- Enter **Schedule Description** and choose the schedule type “**Weekly**”
- There are 2 tabs that you need to set the rules for your weekly clocking schedules. The First tab is **Schedule** and the second tab is **Parameter**

➤ Weekly Schedule

Tab 1: Schedule

The screenshot shows the 'Clock Schedule - admin' interface. At the top, there are input fields for 'Schedule No.' (0), 'Schedule Description' (General Worker), and 'Schedule Type' (Weekly). Below this is a table for the weekly schedule, with rows for each day of the week. Each row contains time slots and color-coded indicators for Work Time (orange), Rest Time (blue), and Overtime (green). A red circle highlights the 'Clocking Indicator' legend at the bottom, which shows the color codes for Work Time, Rest Time, and Overtime. A red arrow points to the 'E' button in the Monday row, with a callout box saying 'Click this to copy schedule'.

- With refer to the screen above, on Monday, working time from 08:30 to 12:00, Rest Time from 12:00 to 13:00 and Work time again from 13:00 to 17:00, after 17:00 consider is overtime. To set the indicator (work time, rest time and overtime) in between of two clocking time, move your mouse to pick the indicator by clicking on colour button (red cycle portion), and click on the button which you want to confirm to set this indicator for it.

Meaning of Colour Indicator

- **Orange** colour indicates Work Time
- **Green** colour indicates Overtime
- **Blue** colour indicates Rest Time
- Grey colour indicates none of above
- To copy the working time from one to another, clicking on “E” button to copy it, and Click on another “E” to paste the schedule into it. For Example, if I want to copy Monday working time to Tuesday, first I click on “E” button of Monday, and next I click “E” button of Tuesday to paste it.

Tab 2: Parameter

Clock Schedule - admin

Schedule No. Schedule Description Schedule Type

Schedule

Holiday Calendar Overtime if work in Holiday ☒

Restday Calendar Overtime if work in Restday ☐

Maximum no. of hours allowed to claim for overtime -----> Hour (s)

Consecutive clocking minutes consider as double punch ----> Minute (s)

Clocking time consider as same working day if within -----> Hour

** Non-overnight schedule but possible overnight clocking time, max-keep 3 hours

Minimum Early In minute (s) to entitled overtime

Minimum Late Out minute (s) to entitled overtime

Late In and Early Out only for First and Last Clocking Time ☒

Deduct Short from Overtime ☐

Deduct Short from Overtime & Worktime ☒

Always show Short even deduction from Overtime & Worktime ☐

Workday Rounding Table

No.	Minutes -->	<-- Minutes	Day
1	0	209	0.000
2	210	240	0.500
3	241	450	0.500
4	451	900	1.000

Copy workday rounding table from Schedule

Parameter

Overtime Rounding Table

No.	Minutes -->	<-- Minutes	Minutes
1	0	25	0.00
2	26	55	30.00
3	56	80	60.00
4	81	105	90.00
5	106	135	120.00

Copy overtime rounding table from Schedule

Short Rounding Table

No.	Minutes -->	<-- Minutes	Minutes

Copy short rounding table from Schedule

- Holiday Calendar**

Holiday Calendar Overtime if work in Holiday ☒

- To determine the Holiday calendar to apply to this schedule, the **Holiday** is pre-set. Please refer to guide **System Setup** ☐ **Holiday**.

- Overtime if work in Holiday**

- If the employee work in Holiday, the working time consider is overtime.

- Rest day Calendar**

Restday Calendar Overtime if work in Restday ☐

- To determine the Rest day calendar to apply to this schedule, the Rest day is pre-set. Please refer to guide **System Setup** ☐ **Rest day**.

- Overtime if work in Restday**

- If the employee work in Restday, the working time consider is restday.

- **Maximum number of hours allowed claiming for overtime**

Maximum no. of hours allowed to claim for overtime	<input type="text" value="24.00"/>	Hour (s)
--	------------------------------------	----------

- Use this to limit maximum overtime given to employee.

- **Consecutive clocking minutes consider as double punch**

Consecutive clocking minutes consider as double punch	<input type="text" value="2"/>	Minute (s)
---	--------------------------------	------------

- To avoid double punch record, system ignore consecutive clocking and getting the first clocking record base on the minute defined here.

- **Clocking time consider as same working day if within**

Clocking time consider as same working day if within	<input type="text" value="8.00"/>	Hour (s)
--	-----------------------------------	----------

- The Hour(s) defined here is to group the different working day's clocking time into same working day (same row in attendance) if the clocking time is within setting here.
- For example, let say this configure to 13 hours, if the is first clock-in at 01/02/2015 19:00 and clock-out on next day morning 02/02/2015 07:00, the total working hours is 12 hrs which is less than 13 hours, the clocking record 02/02/2015 07:00 will group into the clocking record of 01/02/2015.

- **Minimum Early In minute (s) to entitled overtime**

Minimum Early In minute (s) to entitled overtime	<input type="text" value="0"/>
--	--------------------------------

- Use this function to control the early in to entitled overtime. For example: If you enter "30" minutes here. The working time is 08:00a.m. – 17:00p.m. So the time in is 08:00a.m. The overtime will be count before 07:30p.m. Not before 08:00a.m.

- **Minimum Late Out minute (s) to entitled overtime**

Minimum Late Out minute (s) to entitled overtime	<input type="text" value="0"/>
--	--------------------------------

- Use this function to control the late Out to entitled overtime. For example: If you enter "30" minutes here. The working time is 08:00a.m. – 17:00p.m. So the time out is 17:00a.m. The overtime will be count after 17:30p.m. Not after 17:00a.m.

- Late in and Early Out only for First & Last Clocking Time**

Late In and Early Out only for First and Last Clocking Time



- System tracking on Last In and Early Out only to the first clock-in and last clock-out time, it will ignore the tracking of Late In/Early Out for all clocking time in between first clock-in and last clock-out.
- Normally, this applies for those companies with flexible or not fixed 'break' and 'resume' time.

- Deduct short time from overtime & worktime**

Deduct Short Time from Overtime & Worktime



- Use this function if the short time need to be deduct from overtime & worktime.

- Workday Rounding Table**

Workday Rounding Table

Minutes -->		<-- Minutes	Day
480		999	1.00

No.	Minutes -->	<-- Minutes	Day
1	0	119	0.00
2	120	239	0.25
3	240	359	0.50
4	360	479	0.75
5	480	999	1.00

Copy workday rounding table from Schedule

- This table use to round workday from Minute to No. of Workday. For example: 0 minute to 119 minutes consider 1 day absence, 120 minute to 239 minutes consider 0.25 day.

- Overtime Rounding Table**

Overtime Rounding Table

Minutes --> <-- Minutes Minutes

0 0 0 Add

No.	Minutes -->	<-- Minutes	Minutes
1	1	9	0.00
2	10	19	10.00
3	20	29	20.00
4	30	39	30.00
5	40	49	40.00
6	50	59	50.00

Copy overtime rounding table from Schedule Apply

- This table use to rounding up/down of the total overtime minute.
- Round overtime for every hour. According to table below, overtime 30 to 49 minutes will round to 30 minutes.
- For overtime 80 minutes to 89 minutes, it will round base on the setup 20 (80 – 60) minutes to 29 (89 – 60) minutes, then round to 20 minutes.

Overtime Rounding Table

Minutes --> <-- Minutes Minutes

0 0 0 Add

No.	Minutes -->	<-- Minutes	Minutes
32	180	180	210.00
33	181	181	211.00
34	182	182	212.00
35	183	183	213.00
36	184	184	214.00

Copy overtime rounding table from Schedule Apply

- It also round overtime for more than an hour. E.g. 180 minutes to 180 minute, round to 210 minutes.

- **Short Rounding Table**

- This table use to rounding up/down of the total short minute.
- Round Function same as Overtime Rounding, please refer to description above.

Short Rounding Table

Minutes -->	<-- Minutes	Minutes	
0	0	0	Add

No.	Minutes -->	<-- Minutes	Minutes
1	1	20	20.00
2	21	30	30.00
3	31	40	40.00
4	41	50	50.00
5	51	60	60.00

Copy short rounding table from Schedule

- **Copy Workday, Overtime and Short Rounding table from other schedule.**

- You can also copy rounding table from one schedule another schedule.
- For example copy rounding table from schedule 1 by select schedule "1" in the dropdown list and Click **Apply** button.

➤ Daily Schedule

Daily clocking schedule is applicable for schedule daily basis. It assumes everyday is the same clocking time. Normally, this schedule applies for rotation of staff day off.

The screenshot shows the 'Clock Schedule - admin' window. At the top, there are fields for 'Schedule No.' (0), 'Schedule Description' (General Worker), and 'Schedule Type' (Daily). Below these is a 'Schedule' tab with a timeline showing work and rest periods. The timeline starts at 07:45 (orange bar for Work Time) and ends at 17:00 (green bar for Overtime). There is a blue bar for Rest Time between 11:30 and 13:00. The 'Overtime if hour exceeds' field is set to 07:45. The 'Hour(s)' field is empty. At the bottom, there are buttons for 'Save', 'Additional Parameter', and 'Close'. A legend at the bottom left shows 'Work Time' (orange bar), 'Overtime' (green bar), 'Rest Time' (blue bar), and 'None' (white bar).

➤ Shift Schedule

This is available to various-duty-time attendance. Its shift is consisted of non-overlapping duty times. For example: one company's on-duty time is 9:00-12:00 (set as Forenoon working time) and 13:00-18:00 (set as Afternoon working time)

The screenshot shows the 'Clock Schedule - admin' window. At the top, there are fields for 'Schedule No.' (0), 'Schedule Description' (General Worker), and 'Schedule Type' (Shift). Below these is a 'Schedule' tab with a timeline showing work and rest periods. The timeline starts at 07:45 (orange bar for Work Time) and ends at 17:00 (green bar for Overtime). There is a blue bar for Rest Time between 11:30 and 13:00. The 'Overtime if hour exceeds' field is set to 07:45. The 'Hour(s)' field is empty. At the bottom, there are buttons for 'Save', 'Additional Parameter', and 'Close'. A legend at the bottom left shows 'Work Time' (orange bar), 'Overtime' (green bar), 'Rest Time' (blue bar), and 'None' (white bar).

➤ Flexi Schedule

Configuring Flexi Clocking Schedules

Flexi Clocking Schedule is a working schedule that the first clocking time will record in first column, second clock record in second column and so on.

- This is suitable for groups of workers where their working time or rest time is not fixed. For example sales person, driver
- Flexi schedules same as weekly schedule from Monday to Sunday.

Clock Schedule - admin

Schedule No. 0 Schedule Description General Worker Schedule Type Flexi

Schedule **Parameter**

Monday
 07:45 11:30 13:00 17:00
 Overtime if hour exceeds 07:45 Hour(s) E

Tuesday
 07:45 11:30 13:00 17:00
 Overtime if hour exceeds 07:45 Hour(s) E

Wednesday
 07:45 11:30 13:00 17:00
 Overtime if hour exceeds 07:45 Hour(s) E

Thursday
 07:45 11:30 13:00 17:00
 Overtime if hour exceeds 07:45 Hour(s) E

Friday
 07:45 11:30 13:00 17:00
 Overtime if hour exceeds 07:45 Hour(s) E

Saturday
 07:45 11:30 13:00 17:00
 Overtime if hour exceeds 07:45 Hour(s) E

Sunday
 08:00 12:00 13:00 17:00
 Overtime if hour exceeds 00:30 Hour(s) E

Work Time (orange) Rest Time (blue)
 Overtime (green) None (white)

Save Additional Parameter Close

Parameter - Flexi Schedule

Late In and Early Out only for First and Last Clocking Time ☒

- The option “Late In and Early Out only for first and last clocking Time” cannot be changed in flexi.

➤ Multi Shift

- It is available to the attendance of various and unfixed shifts or rotating shifts. The group is consisted of different shifts. For the group attendance, the system will automatically select the best shift for attendance statistic according to clock-in records. For example: one company's duty time are: morning class (6:00-10:00), forenoon class (10:30-13:30), afternoon class (14:00-18:00), evening class (19:00-22:00). Then we can combine the morning class and the forenoon one into Shift 1, forenoon class and afternoon one into Shift 2, afternoon and evening class one into Shift 3. Employees can clock-in by the Shift 1, Shift 2 and shift 3 consisted of them. What we only need to do is to set group for attendance instead of tedious re-schedule, because the system will automatically collate the Shift 1 and Shift 2 for attendance statistics according to the actual attendance record.
- Flexi and Shift Schedule can be combined into a Multiple shift

The screenshot shows the 'Clock Schedule - admin' window. At the top, there are fields for 'Schedule No.' (0), 'Schedule Description' (General Worker), and 'Schedule Type' (Multiple Shift). Below these is a tabbed interface with 'Schedule' and 'Parameter' tabs. The 'Schedule' tab is active, showing a section for 'Multiple Shift (Please enter pre-determined shift schedule code:- I.e. 1, 2, 3)'. There is a dropdown menu with '2' selected, and a color-coded legend below it showing '0' (blue), '2' (green), '7' (yellow), and '99' (red). At the bottom, there are checkboxes for 'Work Time' (orange), 'Overtime' (green), 'Rest Time' (blue), and 'None' (white). Buttons for 'Save', 'Additional Parameter', and 'Close' are at the bottom right.

Parameter - Multiple Shift Schedule

The screenshot shows the 'Parameter - Multiple Shift Schedule' window. It has two rows of settings. The first row is 'Holiday Calendar' with a dropdown menu and a checkbox 'Overtime if work in Holiday' which is checked. The second row is 'Restday Calendar' with a dropdown menu and a checkbox 'Overtime if work in Restday' which is unchecked.

All parameter setting will follow the check schedule itself; therefore only parameter **Holiday Calendar**, **Rest day Calendar** and **Overtime if work in Holiday & Restday** can be defined here.

➤ Additional Parameter

Clock Schedule - admin

Schedule No. Schedule Description Schedule Type

Schedule										Parameter									
Monday																			
<input type="text" value="08:00"/>	<input type="text" value="12:00"/>	<input type="text" value="13:30"/>	<input type="text" value="17:00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime if hour exceeds		<input type="text" value="07:30"/> Hour(s)																	
Tuesday																			
<input type="text" value="08:00"/>	<input type="text" value="12:00"/>	<input type="text" value="13:30"/>	<input type="text" value="17:00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime if hour exceeds		<input type="text" value="07:30"/> Hour(s)																	
Wednesday																			
<input type="text" value="08:00"/>	<input type="text" value="12:00"/>	<input type="text" value="13:30"/>	<input type="text" value="17:00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime if hour exceeds		<input type="text" value="07:30"/> Hour(s)																	
Thursday																			
<input type="text" value="08:00"/>	<input type="text" value="12:00"/>	<input type="text" value="13:30"/>	<input type="text" value="17:00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime if hour exceeds		<input type="text" value="07:30"/> Hour(s)																	
Friday																			
<input type="text" value="08:00"/>	<input type="text" value="12:00"/>	<input type="text" value="13:30"/>	<input type="text" value="17:00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime if hour exceeds		<input type="text" value="07:30"/> Hour(s)																	
Saturday																			
<input type="text" value="08:00"/>	<input type="text" value="12:00"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime if hour exceeds		<input type="text" value="04:00"/> Hour(s)																	
Sunday																			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Overtime if hour exceeds		<input type="text" value="00:00"/> Hour(s)																	

Work Time Rest Time

Overtime None

In Additional Parameter

Additional Parameter

Schedule Parameter

Holiday Schedule If present considered one day work ☐ Overtime Considered as Work time ☐ Round Overtime before short ☐ Use Define Clocking Type ☐

Rest Time : Grace Period & Overtime

☒ Flexible Rest Time

Grace period for rest time short in ☐ Combine rest time short

Get overtime if rest time less than minute(s)

☐ Non-Flexible Rest Time

Overtime if Late Out at Rest Time ☐ Minimum Late Out minute (s) at Rest Time to entitled overtime

Overtime if Early In at Rest Time ☐ Minimum Early In minute (s) at Rest Time to entitled overtime

Schedule Range (Only for Daily, Weekly and Shift schedule)

Clock (1) Clock (2) Clock (3) Clock (4) Clock (5)

Clock (6) Clock (7) Clock (8) Clock (9) Clock (10)

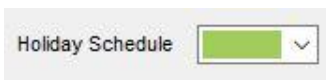
Short Rounding for Late In (First Clock) & Early Out (Last Clock)

Round Type Minutes <-- Minutes Minutes

No.	Round Type	Minutes -->	<-- Minutes	Minutes
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

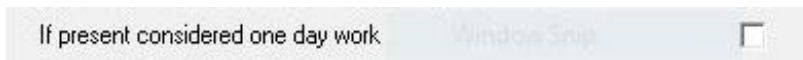
Copy rounding table from Schedule

- **Holiday Schedule**



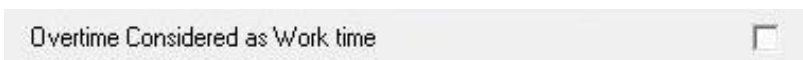
- If it is holiday, the system will use this holiday schedule to generate the attendance logs.

- **If present consider one day work**



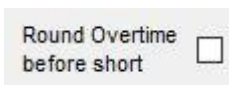
- Even the employee clocking in one time, it consider as one work day.

- **Overtime Considered as Work time**



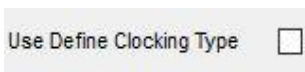
- Use this function if the overtime considered as work time

- **Round Overtime before short**



- Use this option to round overtime before short (for users who used the overtime & short rounding function in the schedule parameter)

- **Use Define Clocking Type**



No.	Name	Date	Weekday	Time	Clock Type
1	OBDUL JOLEL	01-02-...	Friday	07:34	IN
2	OBDUL JOLEL	01-02-...	Friday	11:33	
3	OBDUL JOLEL	01-02-...	Friday	12:46	
4	OBDUL JOLEL	01-02-...	Friday	18:02	OUT
5	OBDUL JOLEL	02-02-...	Saturday	07:37	IN
6	OBDUL JOLEL	02-02-...	Saturday	11:32	
7	OBDUL JOLEL	02-02-...	Saturday	12:45	
8	OBDUL JOLEL	02-02-...	Saturday	17:02	OUT

(Attendance logs)

- If this option is checked, the attendance logs will generate based on the employee clocking type which is preset in the attendance device (Check In & Check Out)
- If the employee has mistaken for clocking type in the attendance device, you can double click on the record to change to clock type to "IN" or "OUT" in *Attendance logs*

- **Flexible Rest Time**

<input checked="" type="radio"/> Flexible Rest Time	Rest Time (1)	Rest Time (2)	Rest Time (3)	Rest Time (4)	Rest Time (5)	
Grace period for rest time short in	01:00					<input type="checkbox"/> Combine rest time short
Get overtime if rest time less than minute(s)	00:30	00:00	00:00	00:00	00:00	

- If the schedule type is “Flexi”, the system automatic will pick this option.

- **Grace period for rest time short in minutes(s)**

- If the schedule has flexible rest time, you can set a grace period for rest time short. For example: A schedule with working time from 0800am-1700pm that has flexible rest time with maximum 1 hour, you can enter the Rest Time (1) Column to 01:00. There are total of 5 rest time available for setting.
- Use *Combine rest time short* if you want to combine the total of rest time to calculate the short.

- **Get overtime if rest time less than minute(s)**

- Default is 00:00. Use this function when employee can entitled overtime if they come back early from rest time. For example: An employee with maximum 1 hour of flexible rest time used 30 minutes of the rest time, then the system will calculate another 30 minutes as overtime.

- **Non-Flexible Rest Time**

<input checked="" type="radio"/> Non-Flexible Rest Time		
Overtime if Late Out at Rest Time	<input type="checkbox"/>	Minimum Late Out minute (s) at Rest Time to entitled overtime
Overtime if Early In at Rest Time	<input type="checkbox"/>	Minimum Early In minute (s) at Rest Time to entitled overtime

- Only available for *Weekly & Shift* schedule type.

Overtime if Late Out at Rest Time - System will calculate the overtime if the employee late out at rest time.

Minimum Late Out minute (s) at Rest Time to entitled overtime - For example: After key in 15 in the textbox, a schedule with rest time between 1200pm-1300pm, if the employee break on 1215pm, then system will calculate 15 minutes of overtime for the employee.

Overtime if Early In at Rest Time - System will calculate the overtime if the employee early in at rest time.

Minimum Early in minute (s) at Early in to entitled overtime - For example: After key in 15 in the textbox, a schedule with rest time between 1200pm-1300pm, if the employee finished break on 1245pm, then system will calculate 15 minutes of overtime for the employee.

This function use to control the time range for the schedule.

Example: The office hour for schedule above is 0800am – 1200pm – 1300pm – 1700pm. So the Clock(1) is 0800am, Clock(2) is 1200pm, Clock(3) is 1330pm, Clock(4) is 1700pm.

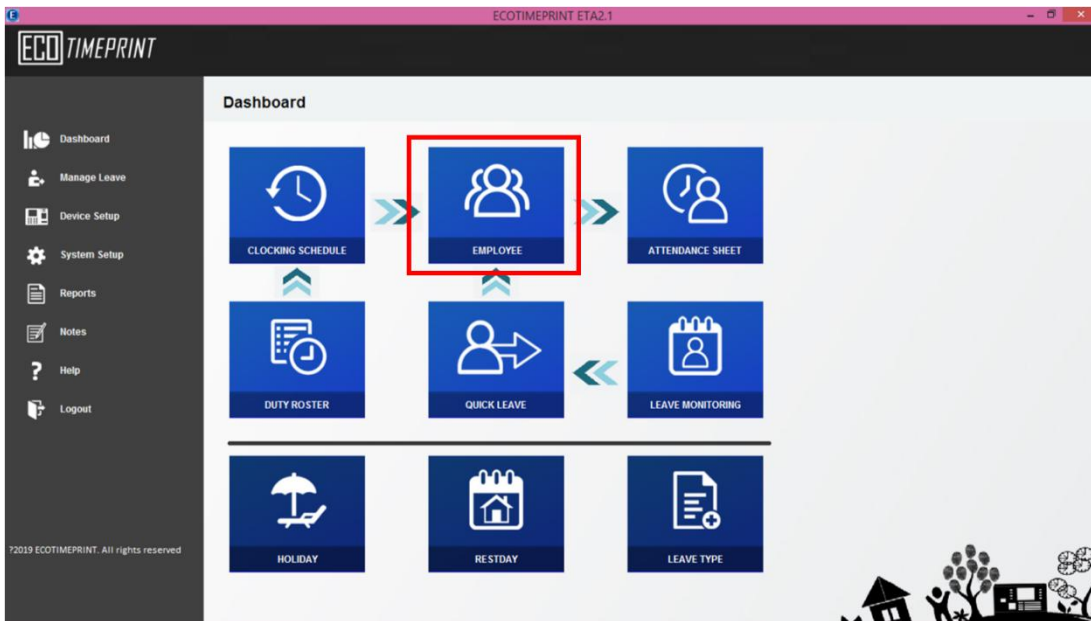
Short Rounding for Late in (First Clock) & Early Out (Last Clock)

No.	Round Type	Minutes -->	<-- Minutes	Minutes
1	LATE IN	0	10	0
2	LATE IN	11	50	S
3	LATE IN	51	60	60

S – System Calculate (minutes by minutes)

With this rounding table, short can be rounded for late in & early out. For example, the short for late in from 0-10 minutes is rounded to 0 from 11-50 minutes will follow the system calculate, from 51-60 minutes will rounded to 60 minutes of short.

Employee



This screen is about the employee information. Please be advised that all users are required to assign into the clocking schedule in order to show the accurate information in the attendance sheet.

Employees - admin

Employee Name Search

No.	Employee ID	Payroll ID	Employee Name	IC No	Passport No.	Date of Birth	Gender	Pay Mode	Religion	Department	Position
1	2		DOH KONDRO		A 1778391	29-09-1994	MALE	DAILY		ALUMINIUM	GENERAL I
2	3		ABDUL JOLEL		AF 9441744	02-01-1968	MALE	DAILY		ALUMINIUM	
3	4		KHONG JEN KHEH	771295-55-5829		15-02-1976	MALE	MONTHLY		MANAGEMENT	DIRECTOR
4	6		ODE EROWON		A 7841491	05-07-1984	MALE	DAILY			
5	8		OHMOD SEYONO		AS 189376	03-07-1985	MALE	DAILY		WAREHOUSE	WAREHOU
6	9		OL OMEN		RC 1469798	24-06-1982	MALE	DAILY		INSTALLATION	
7	12		OMER SONIUSE		A 4794941	18-10-1993	MALE	DAILY			
8	16		ONEK HUNOWOROH		AS 413486		FEMALE				
9	17		OLEXONDER		A 1348191	24-07-1993	MALE				
10	21		KHONG JENG HONG	851217-55-5575		07-02-1984	FEMALE	MONTHLY		HR & ADMIN	HR EXECUT
11	31		KHONG KHEN KONG	751715-55-5579		05-07-1965	MALE	MONTHLY		MANAGEMENT	DIRECTOR
12	32		OEDEL SOFWE		R 1981394	29-09-1983	MALE	DAILY			
13	33		NOZREN KHONG OBD...	851729-55-5772		21-06-1985	MALE	MONTHLY		PRODUCTION	FACTORY
14	36		KHONG KHEE KHOW	721229-55-5917		21-03-1962	MALE	MONTHLY		MANAGEMENT	DIRECTOR
15	38		MOESOROH		A 6811817	08-05-1990	FEMALE	DAILY		ALUMINIUM	
16	39		FOHME ROMDLONE		A 4794979	03-03-1994	MALE	DAILY			

Employee ID Payroll ID Date Join/Confirmation Resigned/Expiry Date

Employee Name Schedule Card Number

IC No. Passport No. Password Privilege

Date of Birth Gender Suspend Pay Type

Pay Mode Religion Bank

Department Account No.

Position Address

Nationality Race

Payroll Station

New Save Download Employee Update Employee Delete Employee | PC Delete Employee | Terminal Exit

Register Employee Data in Terminal Device

- At the beginning, all employees will need to register their finger at the terminal device.
- There are two methods to transfer of employee data from terminal to PC. Either use **Download from network** or **Download from USB Drive**.

➤ **Download Employee - From Network**

- If using network, just click the button **Download Employee** - Click **Download from Network**
- Select the Terminal ID (If you have more than one terminal), then Click **Retrieve from Terminal** button.
- You can use the option **Select All** or **Clear All** to select or deselect the employee data, once confirm the selection, Click **Save to PC** button.

Employees - admin
Excel FingerTec TCMS V2

Employee Name

Search

No.	Employee ID	Payroll ID	Employee Name	IC No.	Passport No.	Date of Birth	Gender	Pay Mode	Religion	Department	Position
1	2		OON KONDRO		A 1778391	29-09-1994	MALE	DAILY		ALUMNIUM	GENERAL
2	3		OBdul JOLEL		AF 9441744	02-01-1968	MALE	DAILY		ALUMNIUM	
3	4		KHONG JEN KHEH	771295-55-5829		15-02-1976	MALE	MONTHLY		MANAGEMENT	DIRECTOR
4	6		ODE EROWAN		A 7841491	05-07-1984	MALE	DAILY			
5	8		OHMOD SEYONO		AS 189376	03-07-1985	MALE	DAILY		WAREHOUSE	WAREHOUSE
6	9		OL OMEN		RC 1469798	24-06-1982	MALE	DAILY		INSTALLATION	
7	12		OMER SONUSE		A 4794941	18-10-1993	MALE	DAILY			
8	16		ONEK MUONOWOROH		AS 413486		FEMALE				
9	17		OLEXONDER		A 1348191	24-07-1993	MALE				
10	21		KHONG JENG HONG	851217-55-5575		07-02-1984	FEMALE	MONTHLY		HR & ADMIN	HR EXECUT
11	31		KHONG KHEN KONG	751715-55-5579		05-07-1965	MALE	MONTHLY		MANAGEMENT	DIRECTOR
12	32		OEDL SOFWE		R 1981394	29-09-1983	MALE	DAILY			
13	33		NOZREN KHONG OBD...	851729-55-5772		21-06-1985	MALE	MONTHLY		PRODUCTION	FACTORY
14	36		KHONG KHEE KHOW	721229-55-5917		21-03-1962	MALE	MONTHLY		MANAGEMENT	DIRECTOR
15	38		MOESOROH		A 6811817	08-05-1990	FEMALE	DAILY		ALUMNIUM	
16	39		FOHME ROMDLONE		A 4794979	03-03-1994	MALE	DAILY			

Employee ID:
Employee Name:
IC No.:
Date of Birth:
Pay Mode:
Department:
Position:
Nationality:
Payroll Station:

Payroll ID:
Passport No.:
Gender:
Religion:
Race:

Date Join/Confirmation:
Schedule:
Password:
Suspend:
Bank:
Account No.:
Address:

Resigned/Expiry Date:
Card Number:
Privilege:
Pay Type:

New Save Download from network
Download from USB drive
Download from ECOTimePrint Cloud Server

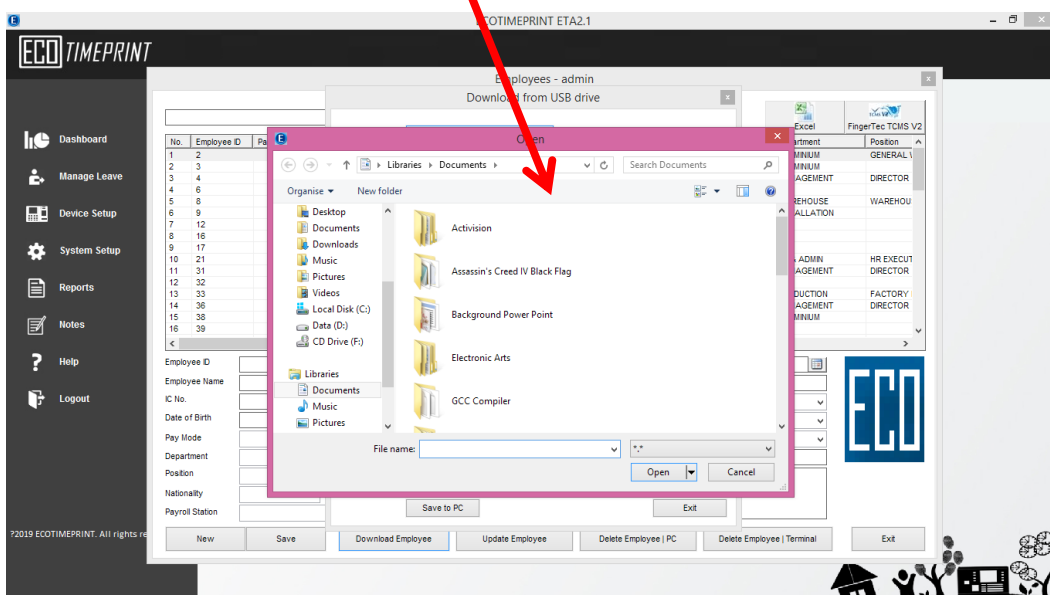
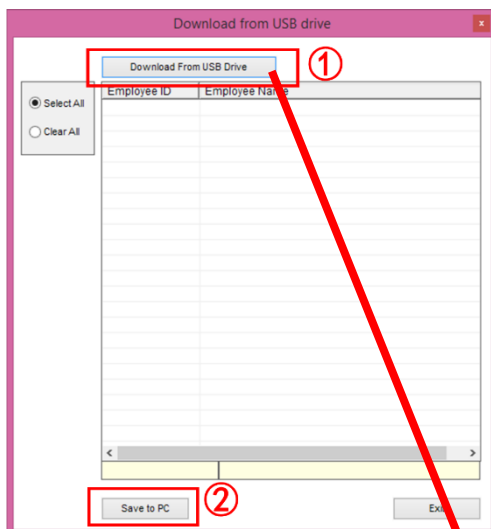
Delete Employee | Terminal Exit

[illegible]

- Retrieve From
 - Terminal

➤ Download Employee - From USB Drive

- Plug in the your **USB Drive** to terminal to download the employee's record (Either All or Individual, please refer to hardware guide)
- Once is done, plug in your USB drive to your pc.
- Is the same as Network, just click on the **Download Employee** and choose **Download from USB Drive**
- You can choose to download data from **AllEntrollData.fpt** (this include all enrolled data) or individual employee's data from OD_00000000000000x.db.
- After Open the file, the list employees will show on the screen. Tick to select the employee, then Click **Save to PC** button.



Key-In Employee Information

Once the data already download from terminal, you can start key-in the employee information. You can even attach employee photo. Those with Red Dot at the side are compulsory to key-in. The dropdown list like **department, position, nationality, race and payroll station** will keep the record you have key-in before, therefore if it is same record you no need to key-in anymore, you only need to select it from inside the dropdown, because it already store.

Attach Photo

You can use webcam or camera to take the photo and save into your PC. Just one click on the photo, you will prompt to select the file photo for the employee.

Update Employee

The template (Fingerprint, face, or card) store in system can be update to terminal

- Reasons to update data to terminal:
 1. You can update the name of employee (first 12 characters) to terminal, in order to show the name on terminal screen after clock.
 2. If your company have two terminal device, you can use Update Employee to update employee's data from one terminal to another terminal.
 3. If you change a new terminal, you can update the thumb record from system database to terminal without to register employee's thumb.
- There are two methods to transfer of employee data from PC to terminal. Either use **Update to Terminal via network** or **Upload through USB Drive**.

➤ Update to Terminal via Network

If you are using the network to link device, you can use this function to update the employee's data to terminal.

Employees - admin

Employee Name Search

No.	Employee ID	Payroll ID	Employee Name	IC No	Passport No.	Date of Birth	Gender	Pay Mode	Religion	Department	Position
1	2		OON KONDRO		A 1778391	29-09-1994	MALE	DAILY		ALUMINIUM	GENERAL
2	3		ABDUL JOLEL		AF 9441744	02-01-1968	MALE	DAILY		ALUMINIUM	
3	4		KHONG JEN KHEH	771295-55-5829		15-02-1976	MALE	MONTHLY		MANAGEMENT	DIRECTOR
4	6		ODE EROWON		A 7841491	05-07-1984	MALE	DAILY			
5	8		OHMOD SEYONO		AS 189376	03-07-1985	MALE	DAILY		WAREHOUSE	WAREHOU
6	9		OL OMEN		RC 1469798	24-06-1982	MALE	DAILY		INSTALLATION	
7	12		OMER SONUSE		A 4794941	18-10-1993	MALE	DAILY			
8	16		ONEK MUNOWOROH		AS 413486		FEMALE				
9	17		OLEXONDER		A 1348191	24-07-1993	MALE				
10	21		KHONG JENG HONG	851217-55-5575		07-02-1984	FEMALE	MONTHLY		HR & ADMIN	HR EXECUT
11	31		KHONG KHEN KONG	751715-55-5579		05-07-1965	MALE	MONTHLY		MANAGEMENT	DIRECTOR
12	32		OEDEL SOFWE		R 1981394	29-09-1983	MALE	DAILY			
13	33		NOZREN KHONG ABD...	851729-55-5772		21-06-1985	MALE	MONTHLY		PRODUCTION	FACTORY
14	36		KHONG KHEE KHOW	721229-55-5917		21-03-1962	MALE	MONTHLY		MANAGEMENT	DIRECTOR
15	38		MOESOROH		A 6811817	08-05-1990	FEMALE	DAILY		ALUMINIUM	
16	39		FOHME ROMDLONE		A 4794979	03-03-1994	MALE	DAILY			

Employee ID Payroll ID Date Join/Confirmation Resigned/Expiry Date

Employee Name * Schedule * Card Number

IC No. Passport No. Password Privilege

Date of Birth Gender Suspend Pay Type

Pay Mode Religion Bank

Department Account No.

Position Address

Nationality Race

Payroll Station

Update to Terminal via network
Upload to USB Drive

Update to terminate

Terminal ID	Description	IP Address	Status
<input checked="" type="checkbox"/> 0	TimePrint	192.168.1.251	

Employee Name Search

Employee ID	Employee Name
<input checked="" type="checkbox"/> 2	OON KONDRO
<input checked="" type="checkbox"/> 3	ABDUL JOLEL
<input checked="" type="checkbox"/> 4	KHONG JEN KHEH
<input checked="" type="checkbox"/> 6	ODE EROWON
<input checked="" type="checkbox"/> 8	OHMOD SEYONO
<input checked="" type="checkbox"/> 9	OL OMEN
<input checked="" type="checkbox"/> 12	OMER SONUSE
<input checked="" type="checkbox"/> 16	ONEK MUNOWOROH
<input checked="" type="checkbox"/> 17	OLEXONDER
<input checked="" type="checkbox"/> 21	KHONG JENG HONG
<input checked="" type="checkbox"/> 31	KHONG KHEN KONG
<input checked="" type="checkbox"/> 32	OEDEL SOFWE
<input checked="" type="checkbox"/> 33	NOZREN KHONG ABDULLOH
<input checked="" type="checkbox"/> 36	KHONG KHEE KHOW
<input checked="" type="checkbox"/> 38	MOESOROH

Tick to select Terminal ID

Tick to select Employee

Click "Update to terminal" to update records into terminal

➤ Upload to USB Drive

You can also upload the employee's data to USB Drive, and upload it to your terminal.

The screenshot shows the 'Upload to USB Drive' window. It features a search bar at the top with 'Employee Name' and a 'Search' button. Below is a table with columns 'Employee ID' and 'Employee Name'. All employees in the list are selected, indicated by checked checkboxes. To the left of the table are radio buttons for 'Select All' (selected) and 'Clear All'. At the bottom, there is a text instruction, a dropdown for 'Upload to drive letter', and two buttons: 'Upload to USB drive' and 'Exit'. Red arrows point from text boxes to specific elements: 'Tick to Select Employee' points to a checkbox, 'Select USB Drive Letter' points to the dropdown, and 'To confirm update, click "Update to USB drive"' points to the 'Upload to USB drive' button.

Employee ID	Employee Name
<input checked="" type="checkbox"/> 2	OON KONDRO
<input checked="" type="checkbox"/> 3	OBdul JOLEL
<input checked="" type="checkbox"/> 4	KHONG JEN KHEH
<input checked="" type="checkbox"/> 6	ODE EROWON
<input checked="" type="checkbox"/> 8	OHMOD SEYONO
<input checked="" type="checkbox"/> 9	OL OMEN
<input checked="" type="checkbox"/> 12	OMER SONUSE
<input checked="" type="checkbox"/> 16	ONEK MUNOWOROH
<input checked="" type="checkbox"/> 17	OLEXONDER
<input checked="" type="checkbox"/> 21	KHONG JENG HONG
<input checked="" type="checkbox"/> 31	KHONG KHEN KONG
<input checked="" type="checkbox"/> 32	OEDEL SOFWE
<input checked="" type="checkbox"/> 33	NOZREN KHONG OBDULLOH
<input checked="" type="checkbox"/> 36	KHONG KHEE KHOW
<input checked="" type="checkbox"/> 38	MOESOROH
<input checked="" type="checkbox"/> 39	FOHME ROMDLONE
<input checked="" type="checkbox"/> 47	KHEENG SEEW SHEENG
<input checked="" type="checkbox"/> 51	EEN KURNEOWON
<input checked="" type="checkbox"/> 52	VELTENG KULU

Select the drive letter and click button [Upload to USB drive], then use the USB drive to upload employee's template to the terminal.

Upload to drive letter:

Buttons: Upload to USB drive, Exit

Annotations:

- Tick to Select Employee (points to a checkbox in the table)
- Select USB Drive Letter (points to the dropdown menu)
- To confirm update, click "Update to USB drive" (points to the 'Upload to USB drive' button)

➤ Delete Employee | PC

You can delete the employee from system by select the row of employee that you wish to delete and Click **"Delete Employee | PC"**

Employees - admin

Employee Name Search

No.	Employee ID	Payroll ID	Employee Name	IC No	Passport No.	Date of Birth	Gender	Pay Mode	Religion	Department	Position
1	2		OON KONDRO		A 1778391	29-09-1994	MALE	DAILY		ALUMINIUM	GENERAL
2	3		ABDUL JOLEL		AF 9441744	02-01-1968	MALE	DAILY		ALUMINIUM	GENERAL
3	4		KHONG JEN KHEH	771295-55-5829		15-02-1976	MALE	MONTHLY		MANAGEMENT	DIRECTOR
4	6		ODE EROWON		A 7841491	05-07-1984	MALE	DAILY			
5	8		OHMOD SEYONO		AS 189376	03-07-1985	MALE	DAILY		WAREHOUSE	WAREHOU
6	9		OL OMEN		RC 1469798	24-06-1982	MALE	DAILY		INSTALLATION	
7	12		OMER SONUSE		A 4794941	18-10-1993	MALE	DAILY			
8	16		ONEK MUNOWOROH		AS 413486		FEMALE				
9	17		OLEXONDER		A 1348191	24-07-1993	MALE				
10	21		KHONG JENG HONG	851217-55-5575		07-02-1984	FEMALE	MONTHLY		HR & ADMIN	HR EXECUT
11	31		KHONG KHEN KONG	751715-55-5579		05-07-1965	MALE	MONTHLY		MANAGEMENT	DIRECTOR
12	32		OEDEL SOFWE		R 1981394	29-09-1983	MALE	DAILY			
13	33		NOZREN KHONG OBD...	851729-55-5772		21-06-1985	MALE	MONTHLY		PRODUCTION	FACTORY
14	36		KHONG KHEE KHOW	721229-55-5917		21-03-1962	MALE	MONTHLY		MANAGEMENT	DIRECTOR
15	38		MOESOROH		A 6811817	08-05-1990	FEMALE	DAILY		ALUMINIUM	
16	39		FOHME ROMDLONE		A 4794979	03-03-1994	MALE	DAILY			

Employee ID Payroll ID Date Join/Confirmation Resigned/Expiry Date

Employee Name Schedule Card Number

IC No. Passport No. Password Privilege USER

Date of Birth Gender MALE Suspend NO Pay Type

Pay Mode Religion Bank

Department Account No.

Position Address

Nationality Race

Payroll Station

New Save Download Employee Update Employee **Delete Employee | PC** Delete Employee | Terminal Exit

ECOTIMEPRINT ETA2.1

Employees - admin

Delete Employee | PC

Select All Clear All

No.	Employee ID	Employee Name
1	2	OON KONDRO
2	3	ABDUL JOLEL
3	4	KHONG JEN KHEH
4	6	ODE EROWON
5	8	OHMOD SEYONO
6	9	OL OMEN
7	12	OMER SONUSE
8	16	ONEK MUNOWOROH
9	17	OLEXONDER
10	21	KHONG JENG HONG
11	31	KHONG KHEN KONG
12	32	OEDEL SOFWE
13	33	NOZREN KHONG OBDULLOH
14	36	KHONG KHEE KHOW
15	38	MOESOROH
16	39	FOHME ROMDLONE
17	47	KHEENG SEEW SHEENG
18	51	EEN KURNEOWON
19	53	YEU TENG KHUO
20	57	JOHERUL ESLIM
21	62	JUKE
22	63	KORSONO
23	64	GEMEN SUPREODE
24	70	RO711 MFO

Delete

Are you sure to delete?

OK Cancel

Mode Religion Department Position

Resigned/Expiry Date

Number Privilege USER

Pay Type

New Save Download Employee Update Employee **Delete Employee | PC** Delete Employee | Terminal Exit

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➤ Delete Employee | Terminal (Via Network)

You can delete the employee's data from terminal by select the row of employee that you wish to delete and Click **"Delete Employee | Terminal"**. Select the Terminal ID and Click **Confirm** button.

The screenshot shows the 'Employees - admin' window. At the top, there is a search bar for 'Employee Name'. Below it is a table listing employees with columns: No., Employee ID, Payroll ID, Employee Name, IC No., Passport No., Date of Birth, Gender, Pay Mode, Religion, Department, and Position. The table contains 16 rows of employee data. Below the table is a form for adding or updating an employee, with fields for Employee ID, Payroll ID, Date Join/Confirmation, Resigned/Expiry Date, Employee Name, IC No., Passport No., Date of Birth, Gender, Pay Mode, Religion, Department, Position, Nationality, Race, Payroll Station, Schedule, Password, Suspend, Bank, Account No., Address, Privilege, and Pay Type. At the bottom of the form are buttons: New, Save, Download Employee, Update Employee, Delete Employee | PC, Delete Employee | Terminal (highlighted with a red box), and Exit.

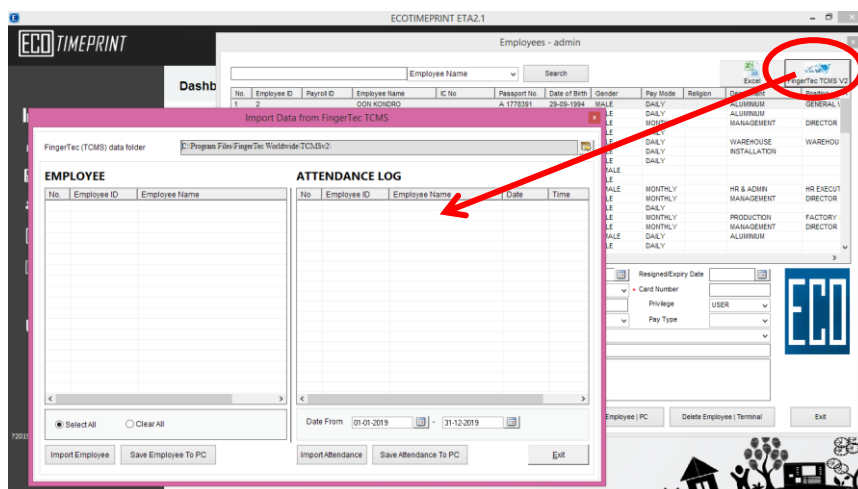
The screenshot shows the 'Delete User' window. It has a table with columns: Terminal ID, Description, IP Address, and Status. The first row is selected, showing Terminal ID 0, Description TimePrint, IP Address 192.168.1.201, and Status. Below this table is a list of employees with checkboxes next to their Employee IDs and names. The list includes: 2 OON KONDRO, 3 ABDUL JOLEL, 4 KHONG JEN KHEH, 6 ODE EROWON, 8 OHMOD SEYONO, 9 OL OMEN, 12 OMER SONUSE, 16 ONEK MUNOWOROH, 17 OLEXONDER, 21 KHONG JENG HONG, 31 KHONG KHEN KONG, 32 OEDEL SOFWE, 33 NOZREN KHONG ABDULLOH, 36 KHONG KHEE KHOW, and 38 MOESOROH. To the left of the list are radio buttons for 'Select All' and 'Clear All'. At the bottom of the window are checkboxes for 'Delete Employee | PC' and 'Delete Employee | Terminal' (both highlighted with red boxes), a 'Confirm' button (highlighted with a red box), and a 'Cancel' button. Red arrows point from text boxes to these elements: 'Tick to Select Terminal ID' points to the first row of the table; 'Tick to Select Employee' points to the first row of the employee list; 'If this is checked, employee records will also be deleted from the PC' points to the 'Delete Employee | PC' checkbox; and 'Click "Confirm" to confirm Delete' points to the 'Confirm' button.

FINGERTEC - TCMS

This function is for user who upgrades their software to ECOTIMEPRINT attendance. Default TCMS program folder is **"C:\Program Files\FingerTecWorldwide\TCMSv2\"**, if the TCMS system is installed in different folder you can choose the path by clicking on.

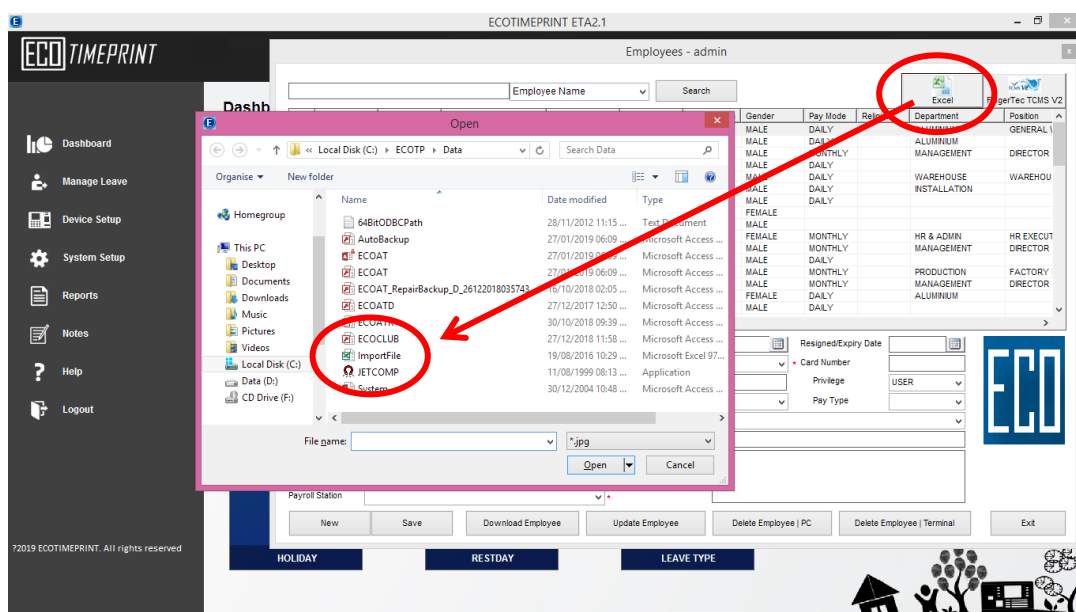
Import Employee: After select the path of TCMS, click on button "Import Employee", a list view will display the employees, select the employee which you want to import, and then click "Save Employee to PC".

Import Attendance: Enter criteria Date From and Date To, click on button "Import Attendance", a list view will display the employee's attendance logs, and then click "Save Attendance to PC".



EXCEL

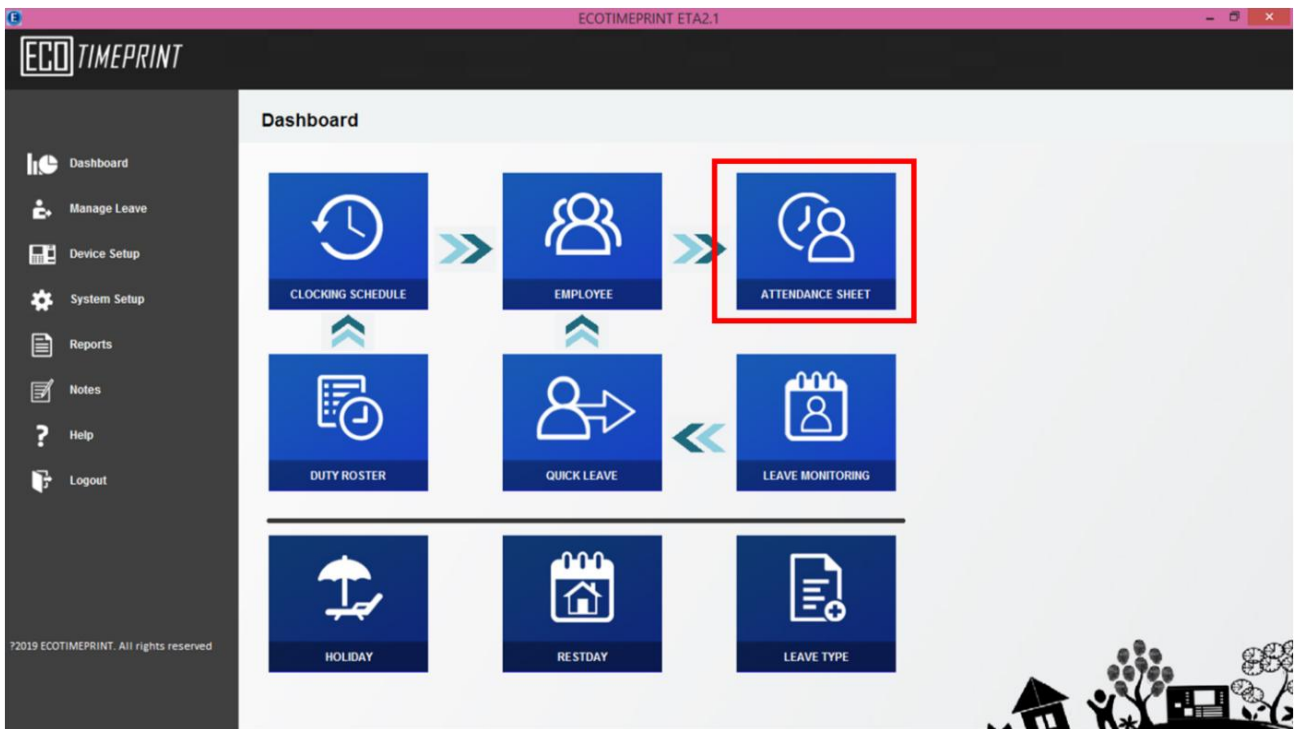
Click the Excel button and go to C drive under C:\ECOTP\Data and you can choose to save under Excel format.



Attendance Sheet

Attendance sheet is a final station to process transaction data for final viewing, user can edit the data before proceed to the report section.

Therefore, in this screen, EcoTimeprint download the data from terminal and processes based on the Clocking Schedule, leave entry, restday, holiday and employee settings.

[illegible]

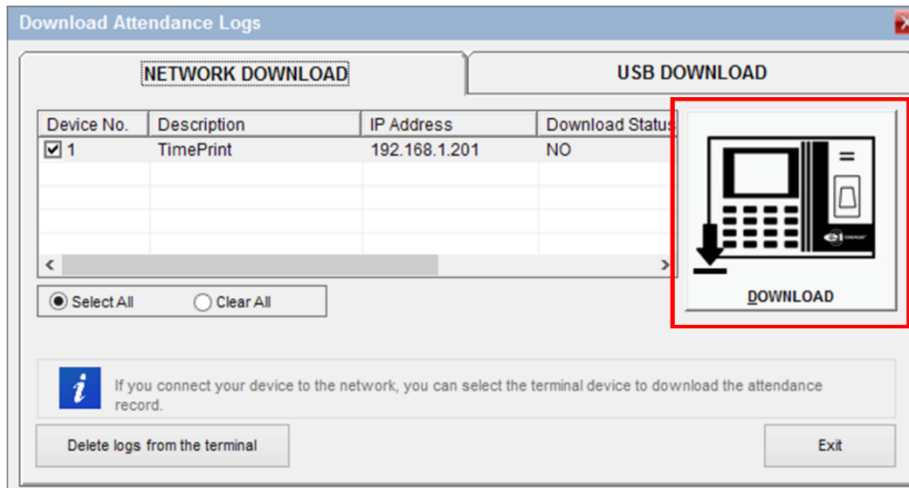
Let us go through the function of this screen:

- **Download** Attendance from Terminal (Network or USB Flash Drive)
- **Generate** Attendance
- **Search** Attendance Transaction
 - With Search Criteria
 - Show Selected Employee's Attendance
 - Advance Search
- **Update** Attendance Data
- **Download From Cloud**
- **Export**
 - Export **Attendance with Template**
 - Export **Attendance with Customize App**
- **View Logs**
- **Clock Schedule**
- **Upload Attendance**
- **Print** Attendance Sheet

➤ **Download Attendance via Network**

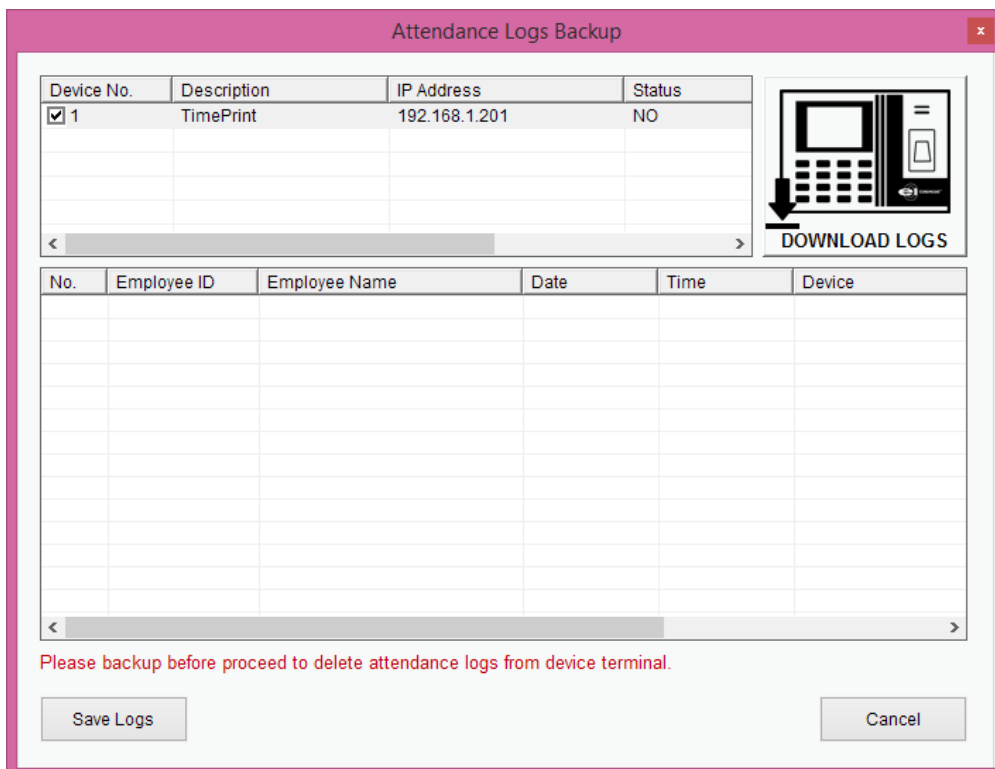
- In this screen, you can either download data with Network or USB flash drive.
- Apart from this, you can also delete the Logs from terminal device.

Click on “**Download**” button to download attendance logs from selected terminal.

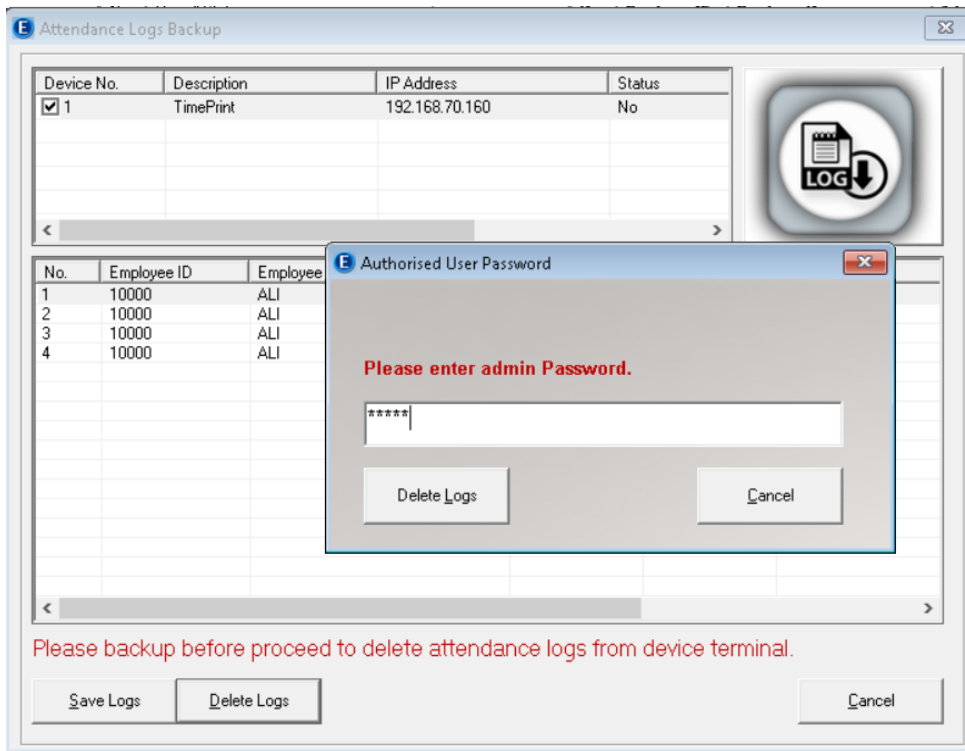


Delete Logs from Terminal via Network

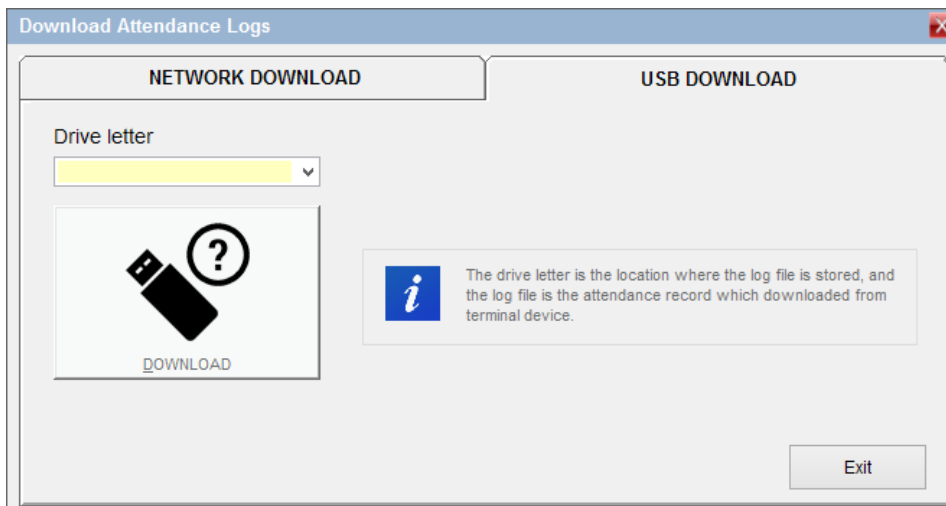
- Before delete the log, click, then click “Save Logs” button to backup the log to “SystemDirectory\Backup\” folder.



- After "Save Log", the "Delete Log" button appears. Click the "Delete Log" button, enter the administrator password and click "Delete Log" to confirm the deletion of the terminal device log.



➤ Download Attendance from USB



➤ Generate Employee or Attendance

Logs will be automatically generated after downloading from the terminal. If you change the Clocking Schedule, Leave Entry, Holiday Calendar or Rest day Calendar setting after downloading the data, you can use the “Generate” function to rearrange the logs data in attendance sheet.

- You can generate the attendance logs with following criteria, click Generate button to confirm the transaction.
 - Employee List
 - Date (By range from & to)
 - Show Suspended Employees
 - Overwrite clocking schedule (only available for Daily, Weekly, Shift & Flexi Schedule)
 - Overwrite and remove amended records.
 - Don't Overwrite Day Type

Generate

☒ Select All
☐ Clear All
 Advance Search

Employee ID	Employee Name	Schedule
<input checked="" type="checkbox"/> 2	OON KONDRO	0
<input checked="" type="checkbox"/> 3	OBdul JOLEL	0
<input checked="" type="checkbox"/> 4	KHONG JEN KHEH	0
<input checked="" type="checkbox"/> 6	ODE EROWON	0
<input checked="" type="checkbox"/> 8	OHMOD SEYONO	0
<input checked="" type="checkbox"/> 9	OL OMEN	0
<input checked="" type="checkbox"/> 12	OMER SONUSE	0
<input checked="" type="checkbox"/> 16	ONEK MUNOWOROH	0
<input checked="" type="checkbox"/> 17	OLEXONDER	0
<input checked="" type="checkbox"/> 21	KHONG JENG HONG	0
<input checked="" type="checkbox"/> 31	KHONG KHEN KONG	0
<input checked="" type="checkbox"/> 32	OEDel SOFWE	0
<input checked="" type="checkbox"/> 33	NOZREN KHONG OBDULLOH	0
<input checked="" type="checkbox"/> 36	KHONG KHEE KHOW	0
<input checked="" type="checkbox"/> 38	MOESOROH	0
<input checked="" type="checkbox"/> 39	FOHME ROMDLONE	0
<input checked="" type="checkbox"/> 47	KHEENG SEEW SHEENG	0
<input checked="" type="checkbox"/> 51	EEN KURNEOWON	0
<input checked="" type="checkbox"/> 53	YEU TENG KHUO	0
<input checked="" type="checkbox"/> 57	JOHERUL ESLOM	0
<input checked="" type="checkbox"/> 62	IIJKE	0

Date: 01-01-2019 - 31-01-2019
 Show Suspended Employees ☐
 Overwrite clocking schedule (only available for Daily, Weekly, Shift & Flexi Schedule):
 Overwrite and remove amended records ☐ Don't Overwrite Day Type ☒
 Generate Fast Generate Exit

Employee List

- You can either Select All or Clear All to select / deselect the employee.

Date Range (From & To)

Overwrite employee's schedule to the another clocking schedule.

Check to show suspended employee

Day type remains unchanged when "Generate" attendance.

If you select this option, the modified attendance record will be deleted when "Generate" attendance.

Generate

☒ Select All
☐ Clear All

Employee ID	Employee Name	Schedule
<input checked="" type="checkbox"/> 2	OON KONDRO	0
<input checked="" type="checkbox"/> 3	OBUL JOLEL	0
<input checked="" type="checkbox"/> 4	KHONG JEN KHEH	0
<input checked="" type="checkbox"/> 6	ODE EROWON	0
<input checked="" type="checkbox"/> 8	OHMOD SEYONO	0
<input checked="" type="checkbox"/> 9	OL OMEN	0
<input checked="" type="checkbox"/> 12	OMER SONUSE	0
<input checked="" type="checkbox"/> 16	ONEK MUNOWOROH	0
<input checked="" type="checkbox"/> 17	OLEXONDER	0
<input checked="" type="checkbox"/> 21	KHONG JENG HONG	0
<input checked="" type="checkbox"/> 31	KHONG KHEN KONG	0
<input checked="" type="checkbox"/> 32	OEDEL SOFWE	0

Pay Mode: [] To: []
 Department: [] To: []
 Position: [] To: []
 Nationality: [] To: []
 Schedule: [] To: []
 Payroll Station: []
 No. Payroll Station
☒ 1 HQ
☒ 2 LABUAN BRANCH
☒ 3 SUNDEV

You can use "Advance Search" to filter employees in the list view

Search Attendance Transaction

- Employee Filter - Change on the filtering to show the relevant result at employee listing.
- Show selected employee's attendance
 - Right click on Employee Listing to select all or clear all checkbox.
 - Click the "Show" button to display the employee attendance of the "checked" employee in the employee list.
 - Double-click to display the attendance record for the selected employee in the employee list.
- Advance Search**
 - You can filter employee's attendance by Advance Search
 - Search option include Late In, Early Out, Absent, Miss Punch, On Leave, Overtime, Exit Pass, Amended Record and No of Punch Less that xx time(s)
 - Click Show button to display the result.
 - Click Close button to hide Advance Search from screen.

Employee Filter

Date: From 01-01-2019 To 31-01-2019
 Pay Mode
 Department
 Position
 Nationality
 Schedule

Employee Listing

No.	Employee	Employee Name	Schedule	Pay Mode
2	OON KONDRO		0	DAILY
3	OBUL JOLEL		0	DAILY
4	KHONG JEN KHEH		0	MONTH...
6	ODE EROWON		0	DAILY
8	OHMOO SEYONO		0	DAILY
9	OL OMEN		0	DAILY

Employee Attendance

Emp.	Name	Date	Day	Wk	Hol.	S.	Sch.	In	Out	In	Out	In	Out	In	Out	Work	Ext.	Over	Short	No. Of	OT Hrs.	Leave Type	Remark
2	OON KONL	01-01...	WOR.	Tues.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	02-01...	WOR.	Wed.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	03-01...	WOR.	Thur.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	04-01...	WOR.	Friday	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	05-01...	WOR.	Satur.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	06-01...	REST.	Sund.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	07-01...	WOR.	Mond.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	08-01...	WOR.	Tues.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	09-01...	WOR.	Wed.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	10-01...	WOR.	Thur.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	11-01...	WOR.	Friday	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	12-01...	WOR.	Satur.	0											0.00	0.00	0.00	0.00	0.000	0.00		
2	OON KONL	13-01...	REST.	Sund.	0											0.00	0.00	0.00	0.00	0.000	0.00		

Total Workday: 0.000 Total OT Approved: 0.00 Total Short: 0.00

View Logs (F1) Download Export Clocking Schedule Duty Roster Generate Print Exit

Employee Filter

Criteria use for employee filtering.

- By Pay Mode, Department, Position, Nationality, Schedule and Payroll Station.

Advance Search

☐ Late In ☐ On Leave
☐ Early Out ☐ Overtime
☐ Absent ☐ Exit Pass
☐ Miss Punch ☐ Amended
☐ Clock less than (0)

Show Close

Update Attendance Data

You can **edit** the record by placed properly on the attendance record which you want to edit, by changing the value in the highlighted Red triangle area, then Click **Update** button to confirm the change.

The value in the attendance list which can be changed:

1. Day Type
2. Hol. (Holiday)
3. Schedule
4. In & Out Column
5. Exit Pass
6. Short
7. Leave Type
8. Remark
9. No. Of Workday
10. OT Hrs. Approved

Employee Attendance

Emp.	Name	Date	Day	Wk	Hol.	S.	Sch.	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short
2	OON KONL	01-01...	WOR.	Tues.	0											0.00	0.00	0.00	0.00
2	OON KONL	02-01...	WOR.	Wed.	0											0.00	0.00	0.00	0.00
2	OON KONL	03-01...	WOR.	Thur.	0											0.00	0.00	0.00	0.00
2	OON KONL	04-01...	WOR.	Friday	0											0.00	0.00	0.00	0.00
2	OON KONL	05-01...	WOR.	Satur.	0											0.00	0.00	0.00	0.00
2	OON KONL	06-01...	REST.	Sund.	0											0.00	0.00	0.00	0.00
2	OON KONL	07-01...	WOR.	Mond.	0											0.00	0.00	0.00	0.00
2	OON KONL	08-01...	WOR.	Tues.	0											0.00	0.00	0.00	0.00
2	OON KONL	09-01...	WOR.	Wed.	0											0.00	0.00	0.00	0.00
2	OON KONL	10-01...	WOR.	Thur.	0											0.00	0.00	0.00	0.00
2	OON KONL	11-01...	WOR.	Friday	0											0.00	0.00	0.00	0.00
2	OON KONL	12-01...	WOR.	Satur.	0											0.00	0.00	0.00	0.00
2	OON KONL	13-01...	REST.	Sund.	0											0.00	0.00	0.00	0.00

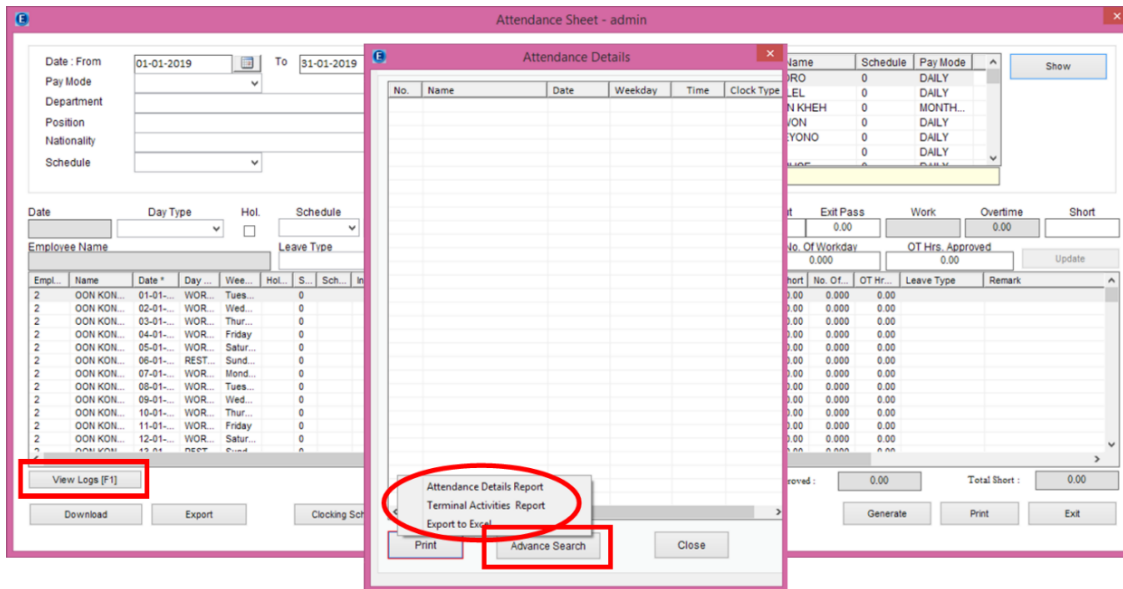
Total Workday: 0.000 Total OT Approved: 0.00 Total Short: 0.00

View Logs (F1) Download Export Clocking Schedule Duty Roster Generate Print Exit

➤ View Logs

• Simple Search Mode

You can either double click on employee's attendance record or click View Logs (F1) to show attendance log details. From this screen, you can print log reports using three different types of formats.



• Advance Search Mode

Click the **Advance Search** button to switch between **Simple** to **Advance** search mode. In this screen, you can have more filters to search for the log records.

You can filter log records in the following ways:

1. Employee
 - Right click to select all or clear all checked employees.
 - Double click on selected employee to show the employee's log record.
2. Date Range
 - Enter date range (From/To) to filter log records
3. Pay Mode
4. Department
5. Nationality
6. Payroll Station
7. Terminal Device
 - Double click on selected Terminal to show the employee's log record.
8. Schedule
9. Sort By
 - Select you want to sort by Employee ID, Name or Payroll ID

Click **Show** button to display the record with you filter criteria.

Attendance Details

No.	Employee ID	Name	Date	Weekday	Time	Terminal
1	10005	Kenny GEduM JosDuE	01-03-20...	Thursday	06:49	TimePrint
2	10005	Kenny GEduM JosDuE	01-03-20...	Thursday	12:01	TimePrint
3	10005	Kenny GEduM JosDuE	01-03-20...	Thursday	12:36	TimePrint
4	10005	Kenny GEduM JosDuE	01-03-20...	Thursday	17:09	TimePrint
5	10005	Kenny GEduM JosDuE	02-03-20...	Friday	06:51	TimePrint
6	10005	Kenny GEduM JosDuE	02-03-20...	Friday	12:01	TimePrint
7	10005	Kenny GEduM JosDuE	02-03-20...	Friday	12:39	TimePrint
8	10005	Kenny GEduM JosDuE	02-03-20...	Friday	17:14	TimePrint
9	10005	Kenny GEduM JosDuE	03-03-20...	Saturday	06:43	TimePrint
10	10005	Kenny GEduM JosDuE	03-03-20...	Saturday	12:34	TimePrint
11	10005	Kenny GEduM JosDuE	03-03-20...	Saturday	13:19	TimePrint
12	10005	Kenny GEduM JosDuE	03-03-20...	Saturday	17:09	TimePrint
13	10005	Kenny GEduM JosDuE	04-03-20...	Sunday	06:49	TimePrint
14	10005	Kenny GEduM JosDuE	04-03-20...	Sunday	12:06	TimePrint
15	10005	Kenny GEduM JosDuE	04-03-20...	Sunday	12:39	TimePrint
16	10005	Kenny GEduM JosDuE	04-03-20...	Sunday	17:06	TimePrint
17	10005	Kenny GEduM JosDuE	05-03-20...	Monday	06:36	TimePrint
18	10005	Kenny GEduM JosDuE	05-03-20...	Monday	12:02	TimePrint
19	10005	Kenny GEduM JosDuE	05-03-20...	Monday	12:36	TimePrint
20	10005	Kenny GEduM JosDuE	05-03-20...	Monday	17:07	TimePrint
21	10005	Kenny GEduM JosDuE	06-03-20...	Tuesday	06:37	TimePrint
22	10005	Kenny GEduM JosDuE	06-03-20...	Tuesday	12:00	TimePrint
23	10005	Kenny GEduM JosDuE	06-03-20...	Tuesday	12:35	TimePrint
24	10005	Kenny GEduM JosDuE	06-03-20...	Tuesday	17:01	TimePrint
25	10005	Kenny GEduM JosDuE	07-03-20...	Wednesd...	06:32	TimePrint
26	10005	Kenny GEduM JosDuE	07-03-20...	Wednesd...	12:00	TimePrint
27	10005	Kenny GEduM JosDuE	07-03-20...	Wednesd...	12:38	TimePrint
28	10005	Kenny GEduM JosDuE	07-03-20...	Wednesd...	17:08	TimePrint
29	10005	Kenny GEduM JosDuE	08-03-20...	Thursday	06:43	TimePrint
30	10005	Kenny GEduM JosDuE	08-03-20...	Thursday	12:01	TimePrint

Print

Hide Advance Search

No.	Employee ID	Name	Schedule
<input checked="" type="checkbox"/>	10002	Denny Ek Jerry	7
<input checked="" type="checkbox"/>	10005	Kenny GEduM JosDuE	7
<input checked="" type="checkbox"/>	10007	Ling CDong LeD	9
<input checked="" type="checkbox"/>	10011	Tney Joo CDey	7
<input checked="" type="checkbox"/>	10012	Ting Yew CDEi	9
<input checked="" type="checkbox"/>	10017	CDin TEI Ping	2
<input checked="" type="checkbox"/>	10021	Gedini Bin KiEn	7

Date : From 01-03-2018 To 31-03-2018

Pay Mode

Department

Position

Nationality

Payroll Station

Terminal

Schedule

Sort By Employee ID

Show

Close

Clocking Schedule

Highlight the employee attendance record and click the Clocking Schedule button to display the schedule settings.

Attendance Sheet - admin

Date : From 01-01-2019 To 31-01-2019

Pay Mode

Department

Position

Nationality

Schedule

Date

Day Type

Hol.

Schedule

In

Employee Name

Leave Type

Empl...	Name	Date *	Day ...	Wee...	Hol...	S...	Sch...	In	Out
2	OON KON...	01-01-...	WOR...	Tues...	0				
2	OON KON...	02-01-...	WOR...	Wed...	0				
2	OON KON...	03-01-...	WOR...	Thur...	0				
2	OON KON...	04-01-...	WOR...	Friday	0				
2	OON KON...	05-01-...	WOR...	Satur...	0				
2	OON KON...	06-01-...	REST...	Sund...	0				
2	OON KON...	07-01-...	WOR...	Mon...	0				
2	OON KON...	08-01-...	WOR...	Tues...	0				
2	OON KON...	09-01-...	WOR...	Wed...	0				
2	OON KON...	10-01-...	WOR...	Thur...	0				
2	OON KON...	11-01-...	WOR...	Friday	0				
2	OON KON...	12-01-...	WOR...	Satur...	0				
2	OON KON...	13-01-...	REST...	Sund...	0				

View Logs [F1]

Download

Export

Clocking Schedule

Duty Roster

Clock Schedule - admin

Schedule No. 0

Schedule Description General Worker

Schedule Type Flex

Monday

07:45

11:30

13:00

17:00

Over time if hour exceeds 07:45 Hour(s)

Tuesday

07:45

11:30

13:00

17:00

Over time if hour exceeds 07:45 Hour(s)

Wednesday

07:45

11:30

13:00

17:00

Over time if hour exceeds 07:45 Hour(s)

Thursday

07:45

11:30

13:00

17:00

Over time if hour exceeds 07:45 Hour(s)

Friday

07:45

11:30

13:00

17:00

Over time if hour exceeds 07:45 Hour(s)

Saturday

07:45

11:30

13:00

17:00

Over time if hour exceeds 07:45 Hour(s)

Sunday

08:00

12:00

13:00

17:00

Over time if hour exceeds 00:30 Hour(s)

Work Time

Rest Time

Over time

None

Save

Additional Parameter

Close

➤ Print Attendance Sheet

From this screen, you can print attendance reports using two different types of formats.

- Attendance Sheet (Format A)

Eco@TimePrint **ECOTIMEPRINT Attendance Sheet** Print On: 30-04-2018 14:55:07 Page 8 of 151

Date: 01-03-2018 --> 31-03-2018

Pay Mode: _____ Nationality: _____

Department: _____ Schedule: _____

Position: _____

Late In ☐ On Leave ☐ Clock less than 0 time (s)

Early Out ☐ Overtime ☐

Absent ☐ Exit Pass ☐ * Underline indicates Amendment.

Miss Punch ☐ Amended ☐ * Red Bold indicates Late In or Early

Employee ID	Name	Date	Day Type	Hol.	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave
10067	ROD ELSSTONE	2018-03-01	WORKDAY	Thursday													8:00	0:00	0:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-02	WORKDAY	Friday													8:00	0:00	0:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-03	WORKDAY	Saturday													8:00	0:00	0:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-04	RESTDAY	Sunday													8:00	0:00	0:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-05	WORKDAY	Monday		06:35	12:00	12:57	16:00								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-06	WORKDAY	Tuesday		06:37	12:00	12:59	16:00								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-07	WORKDAY	Wednesday		06:35	12:00	12:54	16:00								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-08	WORKDAY	Thursday		06:38	12:00	12:56	16:01								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-09	WORKDAY	Friday		06:37	12:00	12:56	16:01								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-10	WORKDAY	Saturday		06:37	12:00	12:52									8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-11	RESTDAY	Sunday		06:38	12:00	12:51	16:04								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-12	WORKDAY	Monday		06:34	12:14	12:36	16:00								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-13	WORKDAY	Tuesday		06:31	12:00	12:54	16:01								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-14	WORKDAY	Wednesday		06:37	12:07	12:37	16:02								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-15	WORKDAY	Thursday		06:36	12:00	12:51	16:00								8:00	0:00	1:00	1.000	0.00	
10067	ROD ELSSTONE	2018-03-16	WORKDAY	Friday		06:37	12:00	12:54	16:00								8:00	0:00	1:00	1.000	0.00	

- Attendance Sheet (Format B)

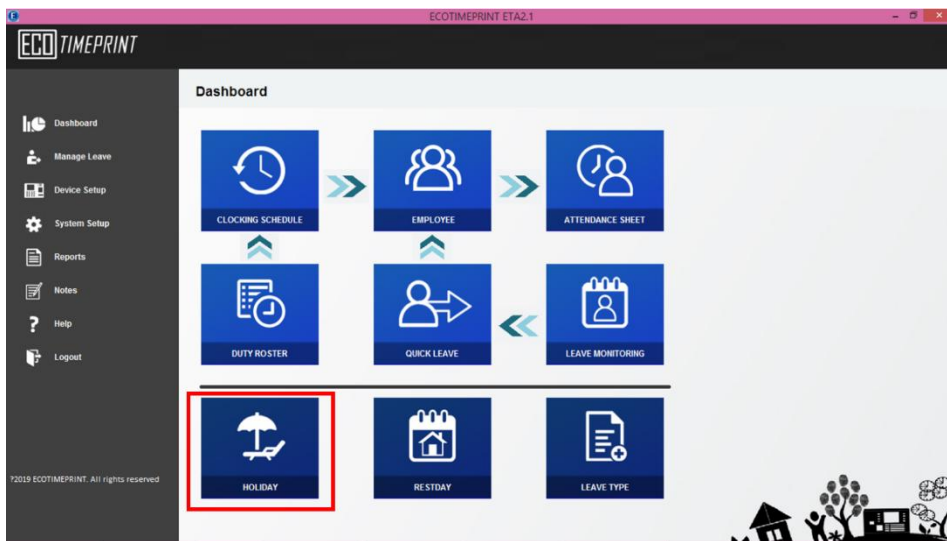
Eco@TimePrint **Attendance Sheet** Print On: 30-04-2018 15:00:48 Page 2 of 146

(01-03-2018 To 31-03-2018)

Employee ID	Name	Date	Day Type	Hol.	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave
10005	Henry G Edm. Jor D H E	2018-03-01	WORKDAY	Thursday		06:49	12:01	12:36	17:09								8:00	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-02	WORKDAY	Friday		06:51	12:01	12:39	17:14								8:00	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-03	WORKDAY	Saturday		06:43	17:09										8:30	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-04	RESTDAY	Sunday		06:49	12:06	12:39	17:06								8:00	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-05	WORKDAY	Monday		06:36	12:02	12:36	17:07								8:00	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-06	WORKDAY	Tuesday		06:37	12:00	12:36	17:01								8:00	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-07	WORKDAY	Wednesday		06:32	12:00	12:36	17:06								8:00	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-08	WORKDAY	Thursday		06:43	12:01	12:30	17:02								8:00	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-09	WORKDAY	Friday		06:46	12:02	12:37	16:06								8:00	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-10	WORKDAY	Saturday		06:48	16:01										8:30	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-11	RESTDAY	Sunday		06:48	12:01	12:39	17:00								8:00	0:00	0:00	1.000	0.00	
10005	Henry G Edm. Jor D H E	2018-03-12	WORKDAY	Monday		06:46	12:03	12:33	16:01								8:00	0:00	0:00	1.000	0.00	

Holiday

Use this system setting to configure the holidays that apply to your company.



You can have up to 9 different holiday calendars. The holiday calendar can be allocated on the employee's clocking schedule.

Add holiday

- Select the Holiday Calendar (1-9)
- Enter the Date and Holiday Description
- Click Add to save data

The 'Holiday - admin' window contains the following elements:

- Holiday Calendar:** A dropdown menu with '1' selected. A red arrow points from this dropdown to a label: "Download from ECOTIMEPRINT cloud server".
- Year:** A dropdown menu with '2019' selected. A red arrow points from this dropdown to a label: "Up to 9 sets of holiday calendars".
- Table:** A table with columns: No., Date, Weekday, and Description. It is currently empty.
- Form Fields:** Below the table, there are input fields for 'Date' and 'Holiday Description', each with a calendar icon and a red asterisk indicating a required field.
- Buttons:** At the bottom, there are four buttons: 'Add', 'Delete', 'Clear', and 'Exit'. A red arrow points from the 'Add' button to a label: "Holiday calendar year".

Update, Delete Holiday

- **Update** - Select data that you want to update and click Update.
- **Delete** - Select data that you want to delete and click Delete.

You can also choose to download the Holiday from ECOTIMEPRINT cloud server.

- Select Holiday Calendar (By Country/Region) and Year, then it will show a list of holidays.
- Click Save to insert the record into the system database

Cloud Holiday Calendar

Holiday Calendar: KUALALUMPUR Year: 2019

☒ Select All ☐ Clear All

No.	Date	Holiday
<input checked="" type="checkbox"/> 1	01-01-2019	New Year's Day2019
<input checked="" type="checkbox"/> 2	21-01-2019	Thaipusam2019
<input checked="" type="checkbox"/> 3	01-02-2019	Federal Territory Day2019
<input checked="" type="checkbox"/> 4	05-02-2019	Chinese New Year2019
<input checked="" type="checkbox"/> 5	06-02-2019	Chinese New Year Holiday2019
<input checked="" type="checkbox"/> 6	01-05-2019	Labour Day2019
<input checked="" type="checkbox"/> 7	19-05-2019	Wesak Day2019
<input checked="" type="checkbox"/> 8	20-05-2019	Wesak Day Holiday2019
<input checked="" type="checkbox"/> 9	22-05-2019	Nuzul Al-Quran2019
<input checked="" type="checkbox"/> 10	05-06-2019	Hari Raya Aidilfitri2019
<input checked="" type="checkbox"/> 11	06-06-2019	Hari Raya Aidilfitri Holiday2019
<input checked="" type="checkbox"/> 12	11-08-2019	Hari Raya Haji2019

Save Close

Holiday - admin

Holiday Calendar: 1 All Year: 2019

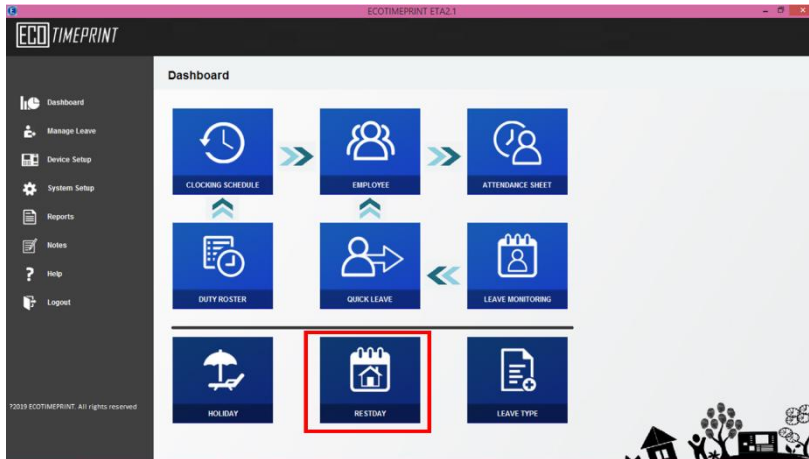
No.	Date	Weekday	Description
1	01-01-2019	Tuesday	New Year's Day2019
2	21-01-2019	Monday	Thaipusam2019
3	01-02-2019	Friday	Federal Territory Day2019
4	05-02-2019	Tuesday	Chinese New Year2019
5	06-02-2019	Wednesday	Chinese New Year Holiday2019
6	01-05-2019	Wednesday	Labour Day2019
7	19-05-2019	Sunday	Wesak Day2019
8	20-05-2019	Monday	Wesak Day Holiday2019
9	22-05-2019	Wednesday	Nuzul Al-Quran2019
10	05-06-2019	Wednesday	Hari Raya Aidilfitri2019
11	06-06-2019	Thursday	Hari Raya Aidilfitri Holiday2019
12	11-08-2019	Sunday	Hari Raya Haji2019
13	12-08-2019	Monday	Hari Raya Haji Holiday2019
14	31-08-2019	Saturday	Merdeka Day2019
15	01-09-2019	Sunday	Awal Muharram2019
16	02-09-2019	Monday	Awal Muharram Holiday2019
17	09-09-2019	Monday	Agong's Birthday2019

Date: 01-01-2019 Holiday Description: New Year's Day2019

Update Delete Clear Exit

RestDay

You can have up to 9 calendars for different companies' Restday calendars, the restday calendar can be allocated on the employee's clocking schedule.



Add Restday

- Select the Restday Calendar (1-9)
- Enter the Date and Restday Description
- Click Add to save data

Update, Delete Restday

- **Update** - Select data that you want to update and click Update.
- **Delete** - Select data that you want to delete and click Delete.

Restday - admin

Restday Calendar: 1 Sunday Auto Generate Restday

Year: 2019

No.	Date	Weekday	Description
1	29-12-2019	Sunday	Restday
2	22-12-2019	Sunday	Restday
3	15-12-2019	Sunday	Restday
4	08-12-2019	Sunday	Restday
5	01-12-2019	Sunday	Restday
6	24-11-2019	Sunday	Restday
7	17-11-2019	Sunday	Restday
8	10-11-2019	Sunday	Restday
9	03-11-2019	Sunday	Restday
10	27-10-2019	Sunday	Restday
11	20-10-2019	Sunday	Restday
12	13-10-2019	Sunday	Restday
13	06-10-2019	Sunday	Restday
14	29-09-2019	Sunday	Restday
15	22-09-2019	Sunday	Restday
16	15-09-2019	Sunday	Restday
17	08-09-2019	Sunday	Restday

Date: *

Restday Description: *

Add Delete Clear Exit

You can also choose to auto Generate Restday

- Select the day of Restday “Monday”, “Tuesday”, “Wednesday”, “Thursday”, “Friday”, “Saturday” and “Sunday”
- Enter the period (From-To) of the Restday
- You can also generate restday by skipping each “Week”, “Month” and so on.
- Click “Generate” button to generate Restday

Generate Restday

Select Restday

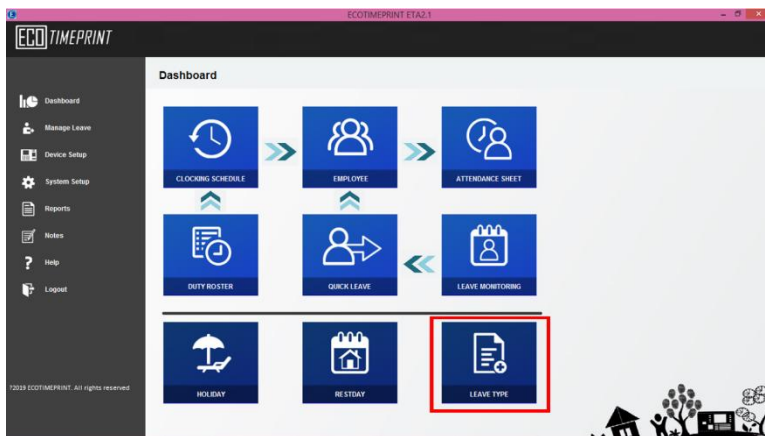
☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

☐ Friday ☐ Saturday ☐ Sunday

From To Skip Every

Leave Type

Define the leave types that are applicable to your company.



Add Leave Type

- Enter the **Leave Type** and **Leave Code**
- If work treat as overtime: If work in this Leave Type, treat it as overtime
- Click **Add** to save data

Update, Delete Leave Type

- **Update** - Select data that you want to update. Modify the record and click Update.
- **Delete** - Select data that you want to delete and click Delete.

**** Leave Code "PH" is for Public Holiday, "OF" for Offday, "UN" for Unpaid Leave and "AB" for Absent.**

Leave Type - admin

Leave Code : PH = Public Holiday, OF = Offday, UN = Unpaid Leave, AB = Absent

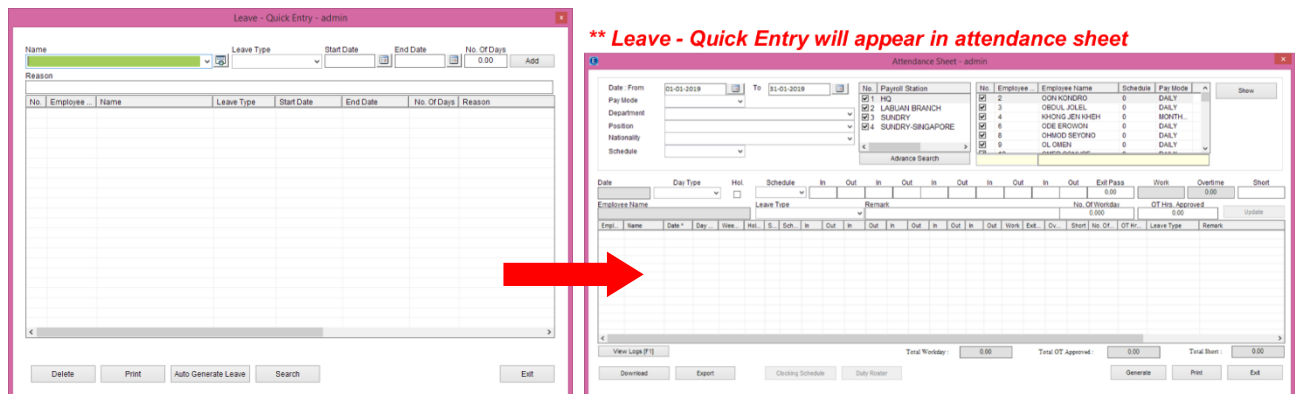
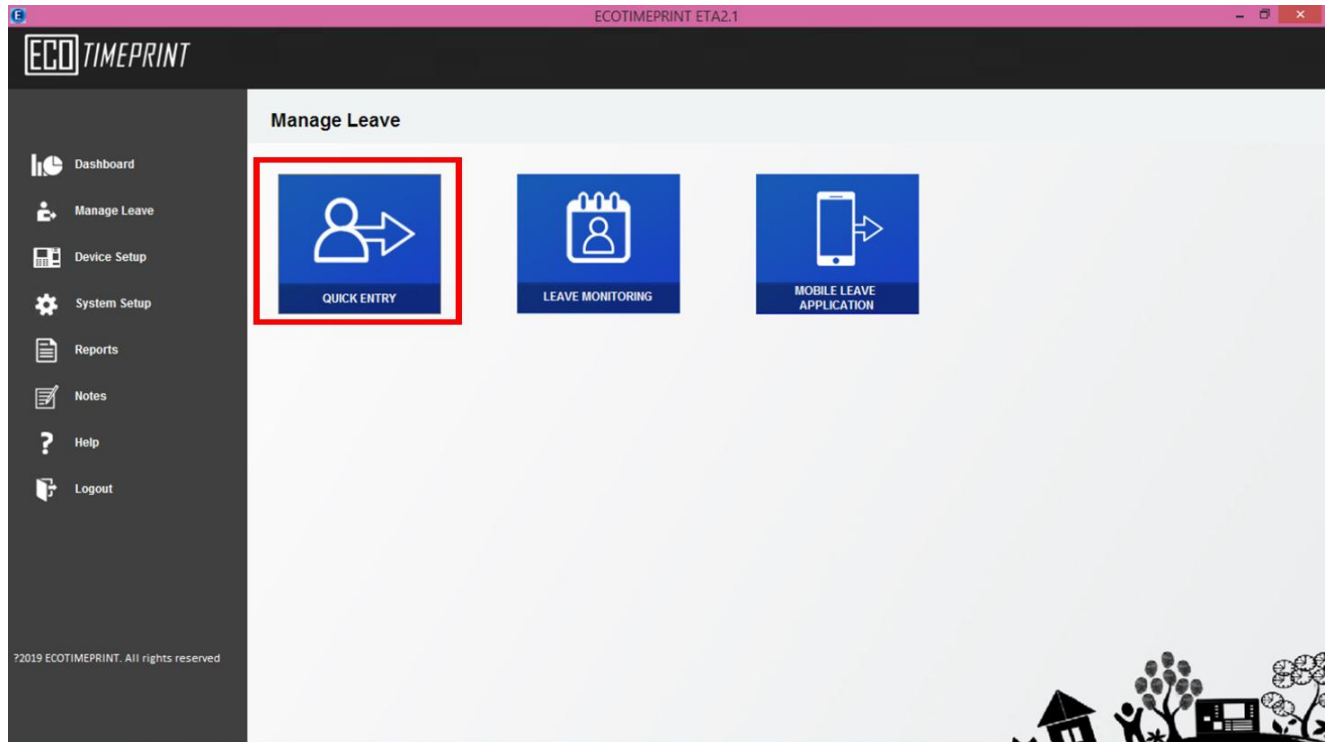
No.	Leave Type	Leave Code	Overtime If Work
1	SICK LEAVE	SI	NO
2	ANNUAL LEAVE	AN	NO
3	HOSPITAL	HO	NO
4	MATERNITY	MA	NO
5	PATERNITY	PA	NO
6	UNPAID LEAVE	UN	NO
7	HOLIDAY	PH	NO
8	PENALTY LEAVE	PE	NO
9	ABSENT	AB	NO

Leave Type *
 Leave Code * If work treat as overtime ☐

MANAGE LEAVE

Quick Entry

Quick leave allows you to enter an employee's leave application and appear on the attendance sheet.



Add Employee Leave Application

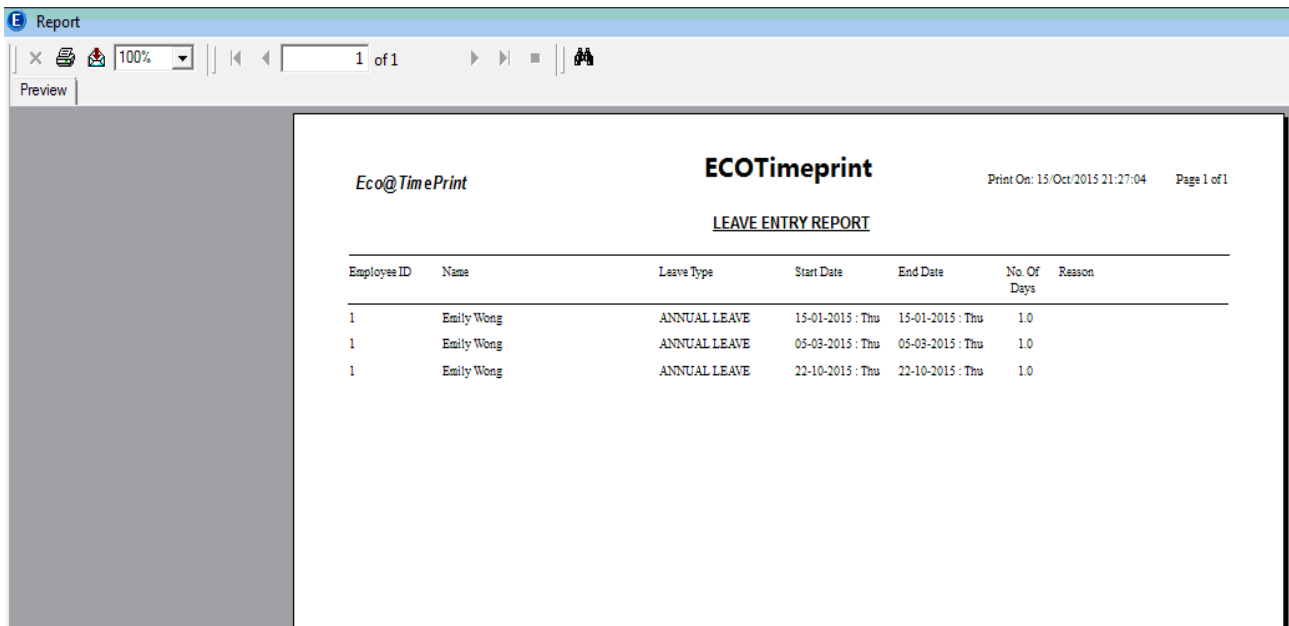
- Enter the Employee **Name**, **Leave Type**, **Start Date**, **End Date**, and **No. of days** and **Reason**
- Click **Add** to confirm insert record.

Update, Delete Leave Records

- **Update** - Select the record you want to update, edit the record and click the Update button.
- **Delete** - Select data that you want to delete and click **Delete** button.

Print Leave Records

- Click the **Search** button to display the leave records, and then click the **Print** button to display the print preview.



Eco@TimePrint **ECOTimeprint** Print On: 15/Oct/2015 21:27:04 Page 1 of 1

LEAVE ENTRY REPORT

Employee ID	Name	Leave Type	Start Date	End Date	No. Of Days	Reason
1	Emily Wong	ANNUAL LEAVE	15-01-2015 : Thu	15-01-2015 : Thu	1.0	
1	Emily Wong	ANNUAL LEAVE	05-03-2015 : Thu	05-03-2015 : Thu	1.0	
1	Emily Wong	ANNUAL LEAVE	22-10-2015 : Thu	22-10-2015 : Thu	1.0	

➤ **Auto Generate Leave**

This function is use to generate the leave records based on your criteria which you selected.

For example, if you want to generate "OFFDAY" for employees in May 2017. All employees rest on Mondays.

- Select the employees for the leave, enter Leave Type and leave period “From” & “To”
- Check the “Monday”
- **Delete previous generated leave records:** If you want to delete the previous Leave records, check this option.
- Click **Generate** button to confirm generate the leave records.

Generate Leave

Search By

Department

▼

Then By

Employee_Name

▼

Search

Select All

Clear All

Employee ID	Employee Name	Schedule
<input checked="" type="checkbox"/> 2	OON KONDRO	0
<input checked="" type="checkbox"/> 3	ABDUL JOLEL	0
<input checked="" type="checkbox"/> 4	KHONG JEN KHEH	0
<input checked="" type="checkbox"/> 6	ODE EROWON	0
<input checked="" type="checkbox"/> 8	OHMOD SEYONO	0
<input checked="" type="checkbox"/> 9	OL OMEN	0
<input checked="" type="checkbox"/> 12	OMER SONUSE	0
<input checked="" type="checkbox"/> 16	ONEK MUNOWOROH	0
<input checked="" type="checkbox"/> 17	OLEXONDER	0
<input checked="" type="checkbox"/> 21	KHONG JENG HONG	0
<input checked="" type="checkbox"/> 31	KHONG KHEN KONG	0

Leave Type

▼

From

01-01-2019

☞

To

31-01-2019

☞

Skip Every

▼

☒ Monday
☐ Tuesday
☐ Wednesday
☐ Thursday
☐ Friday
☐ Saturday
☐ Sunday

☐ Delete previous generated leave records.

Generate

Cancel

 Search Leave Records

You can use this function to search the Leave records

- Click on the Search button to show the search criteria.
- Enter any one of the criteria “Leave Type”, “Leave Period”, “Search By” or “Sort By”, then click Search button to find the leave records.
- Click Cancel button to close the search

Leave Monitoring

This feature is suitable for companies want to monitor employee's Leave balances. It will keep track Leave transaction such as Leave Earn, Leave Adjust and Leave taken. It also displays the relevant employee Leave records in the attendance sheet.

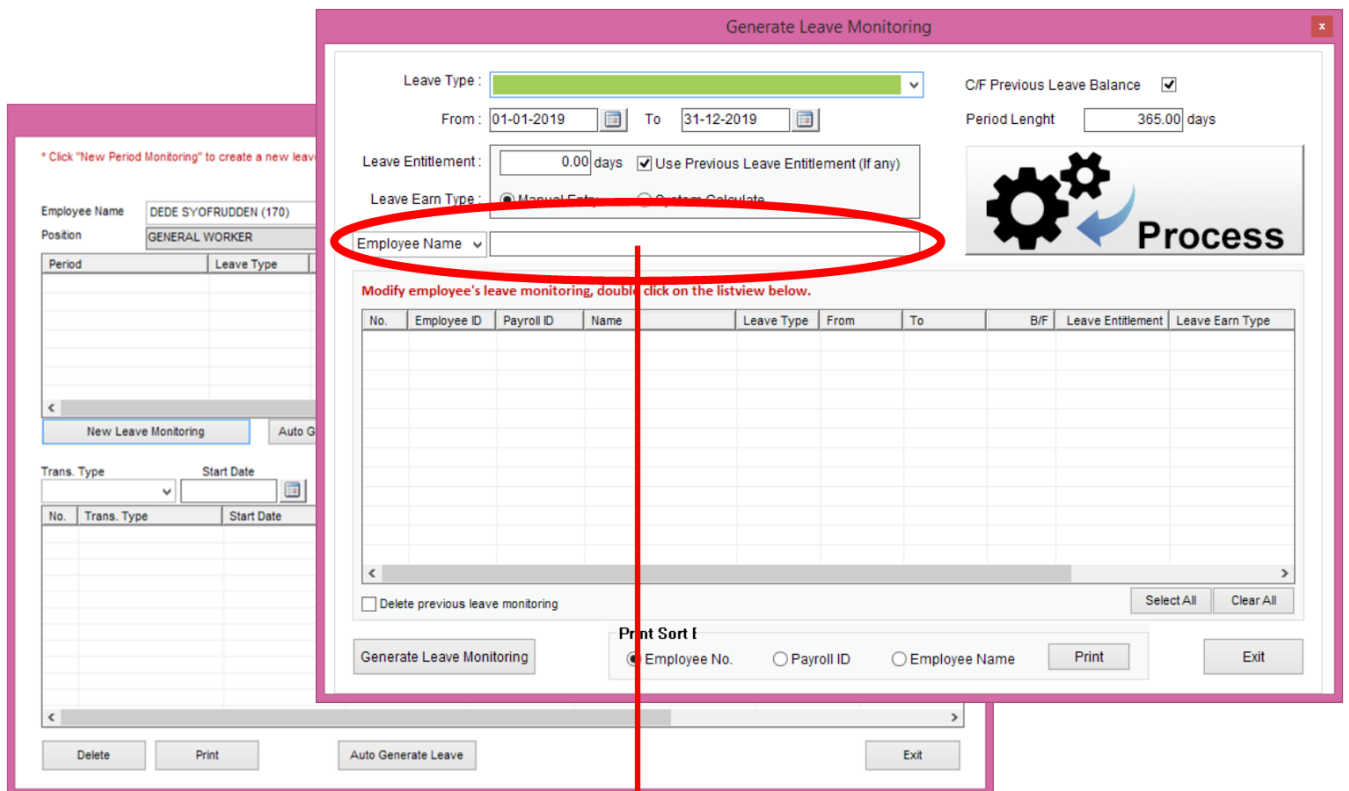
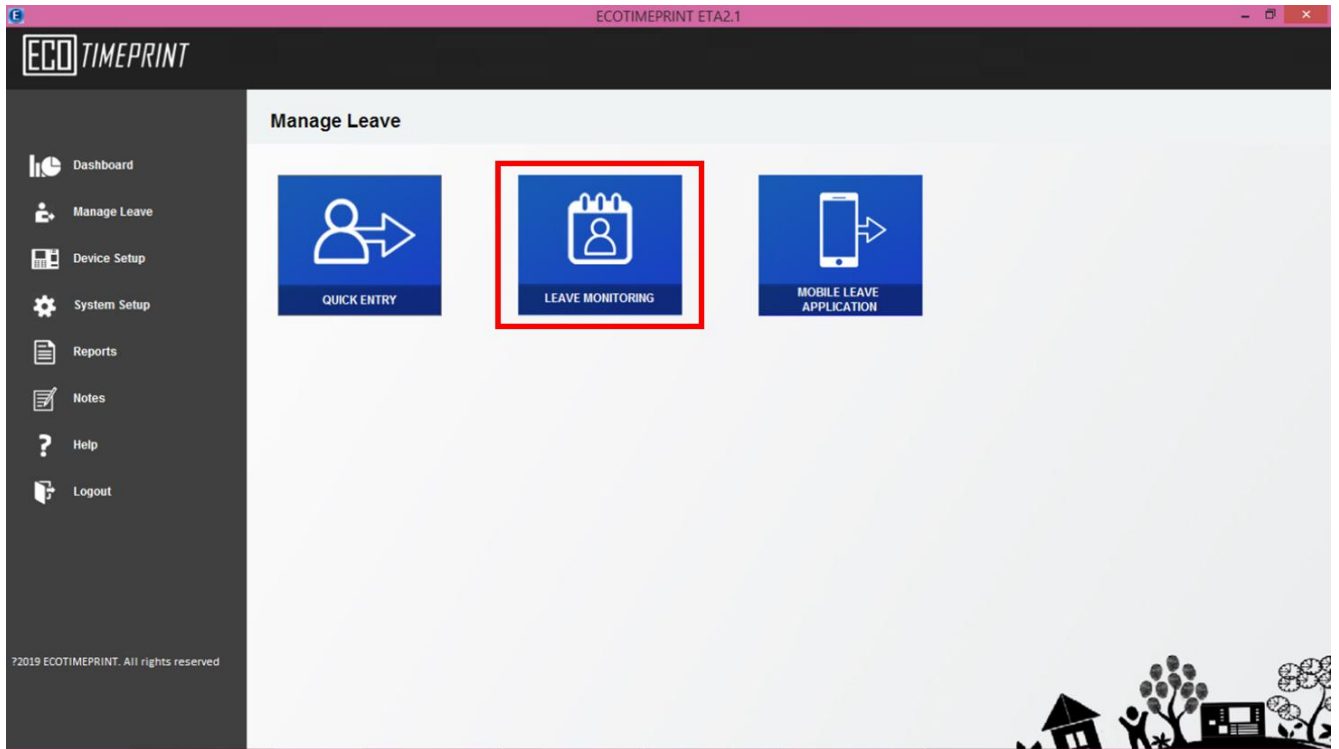
Create New Leave Monitoring

The screenshot shows the 'Leave Monitoring - admin' window. At the top, there is a red instruction bar: '* Click "New Period Monitoring" to create a new leave monitoring; Double click on select row to "Edit" leave monitoring.' Below this, there are input fields for Employee Name (DEDE SYOFRUDDEN (170)), Position (GENERAL WORKER), Date Confirmation (03-10-2016), and Department (PRODUCTION). A table with columns: Period, Leave Type, B/F, Leave Earn, Adj. Leave, Total Leave Entitle, Leave Taken, Balance, Remarks is visible. A 'New Leave Monitoring' button is present. A modal dialog box titled 'Leave Monitoring' is open, displaying the following fields: Employee (DEDE SYOFRUDDEN (170)), From (01-01-2019), To (31-12-2019), Period Length (365.00 days), Leave Type (SICK LEAVE), B/F (0.00 days), Leave Entitlement (0.00 days), Leave Earn Type (Manual Entry / System Calculate), and Remarks. The dialog also includes 'Save' and 'Exit' buttons. At the bottom of the main window, there are 'Delete', 'Print', 'Auto Generate Leave', and 'Exit' buttons.

- Select the employee and click **New Leave Monitor**
- On the **Leave Monitoring** screen, make sure you enter the monitoring period (From-To), Leave Type, B/F, **Leave Entitlement** and **Leave Earn** type (Manual Entry/System Calculate).
 - Monitoring Period (From – To): Period for the leave monitoring, e.g. 01-01-2017 to 31-12-2017
 - Period Length: The value of **Period From** minus the **Period To**
 - Leave Type: Leave to monitor, For example: ANNUAL LEAVE, SICK LEAVE or others
 - B/F: This is the previous leave balance brought forward.
 - Leave Entitlement: This leave entitlement, e.g. 12 days
 - Leave Earn: Leave Earn formula, either manual entry or system calculate
- ** *System Calculate Formula is Leave Entitlement x (Number of working days/Period Length)*
- Remarks
- Click **"Save"** button to create leave monitoring

➤ Auto Generate Leave Monitoring

This feature is used to automatically generate employee leave records.



Search Criteria for Employee Records

- Select the Leave Type
- Enter the Leave Monitoring Period Form-To
- Leave Entitlement, either to enter the no. of day of leave entitlement or use previous leave entitlement.
- Leave Earn: Either manual entry or system calculate.
- C/F Previous Leave Balance
- Period Length: The value of **Period From** minus the **Period To**
- **Delete previous leave monitoring:** If you want to delete the previous leave monitoring, check this option.
- Click “Process” to generate employee leave monitoring

Delete Leave Monitoring

Before you attempt to do any deleting of Leave Monitoring, please be assured that your selected row has been checked, then click “Delete” button to delete the monitoring.

Enter Leave Monitor Transaction

There are 3 types of leave transaction **Leave Earn, Leave Adj and Leave Taken**

- Before you attempt to add Leave transaction, please be sure your cursor has been placed properly on the row which you want to add transaction. In this case, we are select the ANNUAL LEAVE (Period 01-01-2015 to 31-12-2015)
- Enter the value **Trans. Type, Start Date, End Date, No. Of Days** and reason, then Click **Add** button

E Leave Monitoring - admin

* Click "New Period Monitoring" to create a new leave monitoring; Double click on select row to "Edit" leave monitoring.

Employee Name	Emily Wong (1)	Date Confirmation	03-08-2015
Position	MANAGER	Department	Office

Period	Leave Type	B/F	Leave Earn	Adj. Leave	Total Leave Entitle	Leave Taken	Balance	Remarks
<input type="checkbox"/> 01-01-2015<-> 31-12-2015	ANNUAL LEAVE	0.00	9.00	0.00	9.00	0.00	9.00	
<input type="checkbox"/> 01-01-2015<-> 31-12-2015	SICK LEAVE	0.00	9	0.00	9.00	0.00	9.00	

< ||| >

New Leave Monitoring Delete Leave Monitoring

Trans. Type	Start Date	End Date	No. Of Days	Reason	Add
[v] Leave Earn	01-10-2015	01-10-2015	1.00		
[v] Leave Adj.					
[v] Leave Taken					

< ||| >

Delete Print Auto Generate Leave Exit

- After clicking the Add button, for this transaction, you will find that Leave Taken becomes 1 day, and the Leave balance becomes 8 days.

Leave Monitoring - admin

* Click "New Period Monitoring" to create a new leave monitoring; Double click on select row to "Edit" leave monitoring.

Employee Name: Date Confirmation:
 Position: Department:

Period	Leave Type	B/F	Leave Earn	Adj. Leave	Total Leave Entitle	Leave Taken	Balance	Remarks
<input type="checkbox"/> 01-01-2015<->31-12-2015	ANNUAL LEAVE	0.00	9.00	0.00	9.00	1.00	8.00	
<input type="checkbox"/> 01-01-2015<->31-12-2015	SICK LEAVE	0.00	9	0.00	9.00	0.00	9.00	

Trans. Type: Start Date: End Date: No. Of Days: Reason:

No.	Trans. Type	Start Date	End Date	No. Of Days	Reason	Add User	Add Date
1	Leave Taken	01-10-2015 : Thu	01-10-2015 : Thu	1.00		admin	16-10-2015

Delete Leave Transaction

- Delete leave transaction, place your cursor properly on the row of transaction.
- Click **"Delete"**, the system will delete the row in which your cursor is located.

Leave Monitoring - admin

* Click "New Period Monitoring" to create a new leave monitoring; Double click on select row to "Edit" leave monitoring.

Employee Name: Date Confirmation:
 Position: Department:

Period	Leave Type	B/F	Leave Earn	Adj. Leave	Total Leave Entitle	Leave Taken	Balance	Remarks
<input type="checkbox"/> 01-01-2015<->31-12-2015	ANNUAL LEAVE	0.00	9.00	0.00	9.00	2.00	7.00	
<input type="checkbox"/> 01-01-2015<->31-12-2015	SICK LEAVE	0.00	9	0.00	9.00	0.00	9.00	

Trans. Type: Start Date: End Date: No. Of Days: Reason:

No.	Trans. Type	Start Date	End Date	No. Of Days	Reason	Add User	Add Date
1	Leave Taken	01-10-2015 : Thu	01-10-2015 : Thu	1.00		admin	16-10-2015
2	Leave Taken	16-10-2015 : Fri	16-10-2015 : Fri	1.00		admin	16-10-2015

Print Leave Monitoring

- You can print the leave monitoring by clicking on the Print button.
- Select the row Leave Monitoring, then click Print button.

Period	Leave Type	B/F	Leave Earn	Adj. Leave	Total Leave Entitle	Leave Taken	Balance	Remarks
<input checked="" type="checkbox"/> 01-01-2015-->31-12-2015	ANNUAL LEAVE	0.00	9	0.00	9.00	2.00	7.00	
<input type="checkbox"/> 01-01-2015-->31-12-2015	SICK LEAVE	0.00	9	0.00	9.00	0.00	9.00	

Eco@TimePrint **ECOTIMEPRINT** Print On: 16/Oct/2015 23:50:20 Page 1 of 1

LEAVE DETAILS REPORT

NAME: Emily Wong (1)

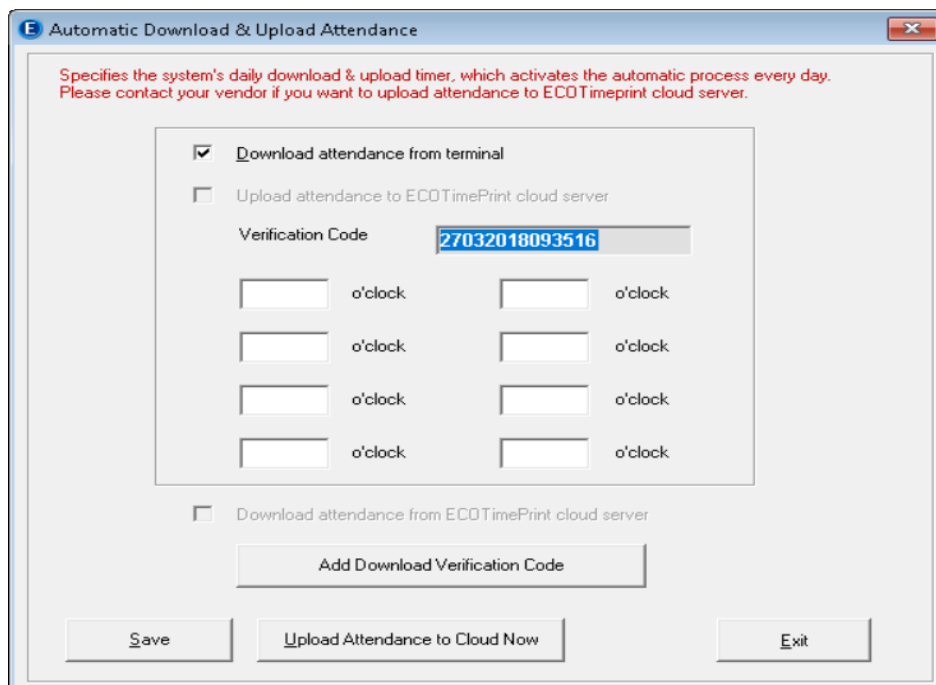
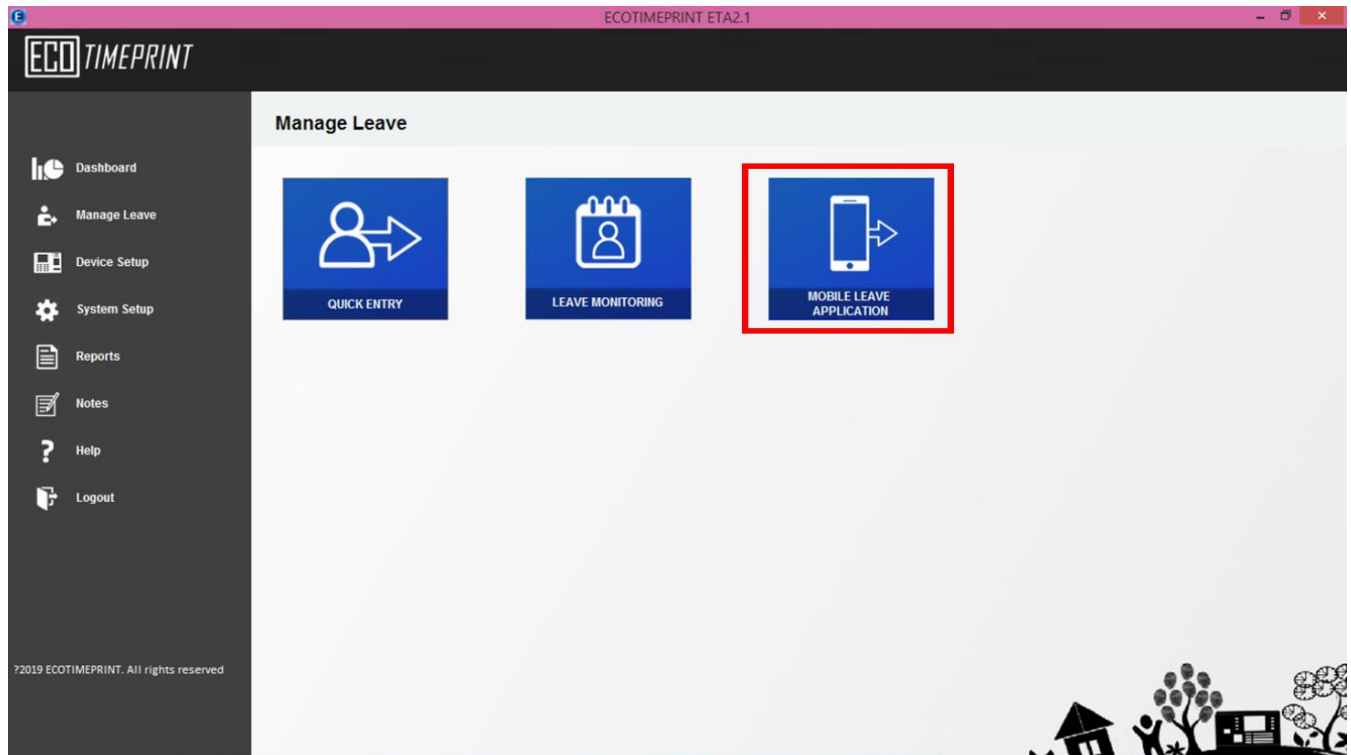
01-01-2015 -->31-12-2015, LEAVE TYPE: ANNUAL LEAVE

Trans Type	Start Date	End Date	No. Of Days	Reason
Leave Taken	01-10-2015	01-10-2015	1.00	
Leave Taken	16-10-2015	16-10-2015	1.00	

Summary							
B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Total Leave Entitle	Leave Taken	Balance	Remarks
0.00	9.00	0.00	0.00	9.00	2.00	7.00	

Mobile Leave Application

To access this module, you must contact your supplier to open the mobile leave feature and provide them with your verification code to set up a cloud account.



➤ Download Mobile Leave Application

- Click on the button "Download Leave Application from Cloud Server", then the Cloud Leave Application will appear in the ListView.
- The approval status will be shown in the column of Leave Approvers 1 and 2.
- Tick to select the Employee's Leave application and click "Confirm & Save Approved Leave Application" to save record. After save, you can find the records in Quick Leave Entry or Leave Monitoring. Also, the "Status" column will appear status of leave download.
- Yellow textbox use to show the status after click the "Confirm & Save Approved Leave Application".
- To remove rejected leave from cloud, select the record and click "Remove Rejected Leave from Cloud".

The screenshot shows the 'Mobile Leave Application' window. It has three tabs: 'Download Mobile Leave Application' (selected), 'Mobile Leave Approval Setup', and 'Mobile Leave Type'. Under the selected tab, there is a button 'Download Leave Application from Cloud Server'. Below this is a table with the following columns: No., Status, Employee ID, Name, Leave Type, Start Date, End Date, No. Of Days, Reason, and Leave Approver 1. The table contains 9 records. Below the table is a large yellow text area. At the bottom, there are three buttons: 'Confirm & Save Approved Leave Application', 'Remove Rejected Leave from Cloud', and 'Exit'.

No.	Status	Employee ID	Name	Leave Type	Start Date	End Date	No. Of Days	Reason	Leave Approver 1
<input type="checkbox"/> 1		2	HARRISMAN AS...	ABSENT	27-03-2018 : Tue	27-03-2018 : Tue	1.00	sick	Approved, (3), 30-03-2018
<input type="checkbox"/> 2		2	HARRISMAN AS...	ABSENT	27-03-2018 : Tue	27-03-2018 : Tue	1.00	sick	Approved, (3), 30-03-2018
<input type="checkbox"/> 3		6	SUZIANA BINTI S...	ANNUAL LEAVE	29-03-2018 : Thu	30-03-2018 : Fri	1.50	personal	New, (5),
<input type="checkbox"/> 4		100200001	FIRDAUS BIN KO...	SICK LEAVE	28-03-2018 : Wed	28-03-2018 : Wed	1.00	Testt	New, (16),
<input type="checkbox"/> 5		100200001	FIRDAUS BIN KO...	SICK LEAVE	28-03-2018 : Wed	28-03-2018 : Wed	1.00	testing	New, (16),
<input type="checkbox"/> 6		100200001	FIRDAUS BIN KO...	SICK LEAVE	27-03-2018 : Tue	27-03-2018 : Tue	1.00	reason	Approved, (16), 27-03-2018
<input type="checkbox"/> 7		100200001	FIRDAUS BIN KO...	SICK LEAVE	27-03-2018 : Tue	27-03-2018 : Tue	1.00	reason	New, (16), 27-03-2018
<input type="checkbox"/> 8		24	SITI MASZARINA...	SICK LEAVE	21-11-2017 : Tue	21-11-2017 : Tue	0.50	test	New, (16),
<input type="checkbox"/> 9		24	SITI MASZARINA...	SICK LEAVE	27-03-2018 : Tue	27-03-2018 : Tue	1.00	testing	Approved, (16), 27-03-2018

➤ Mobile Leave Approval Setup

You can set the approvals by department or payroll station, there can be two approvers for each **Department/Payroll Station**. Only authorized approvers can approve leave in the mobile application, and approvals will be notified when employees apply for leave from the mobile application.

No.	Department	Approver 1	Approver 2	Add User
1	ACCOUNT CLERK	CHIENG LEE LING (117)	MOHD KHAIROL ANNUAR BIN HJ ZAIN (133)	admin
2	ADMIN	SITI RABI ATUL ADAWIYAH @ SITI NAZURAH BI...		admin
3	GENERAL WORKER	NURUL FADHILAH BINTI HAJI JUMAAT (129)	ANNA SYUHADA BTE JOEYSHAM (115)	admin
4	MANAGER	ANNA SYUHADA BTE JOEYSHAM (115)	ANNA SYUHADA BTE JOEYSHAM (115)	admin
5	SALES	ABDUL RAIHAN BIN ABDULLAH (123)	ANDY BOON KAH HIN (122)	admin
6	TECHNICIAN	NURUL ATIQA BINTI BINI (111)	ABDUL RAIHAN BIN ABDULLAH (123)	admin

➤ Mobile Leave Type

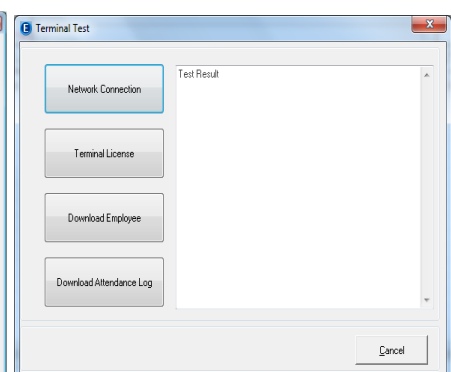
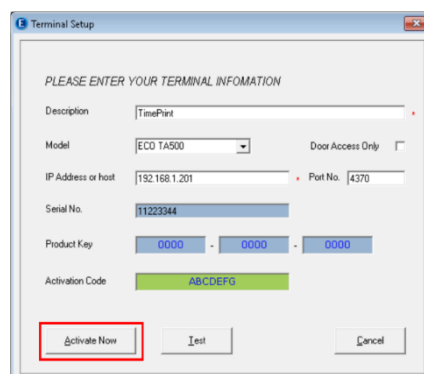
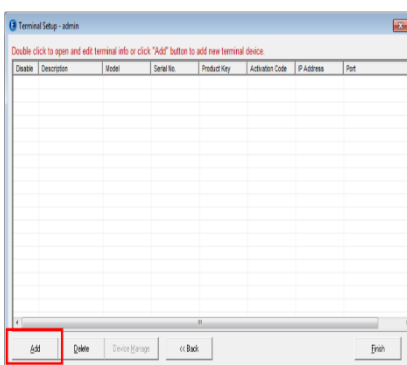
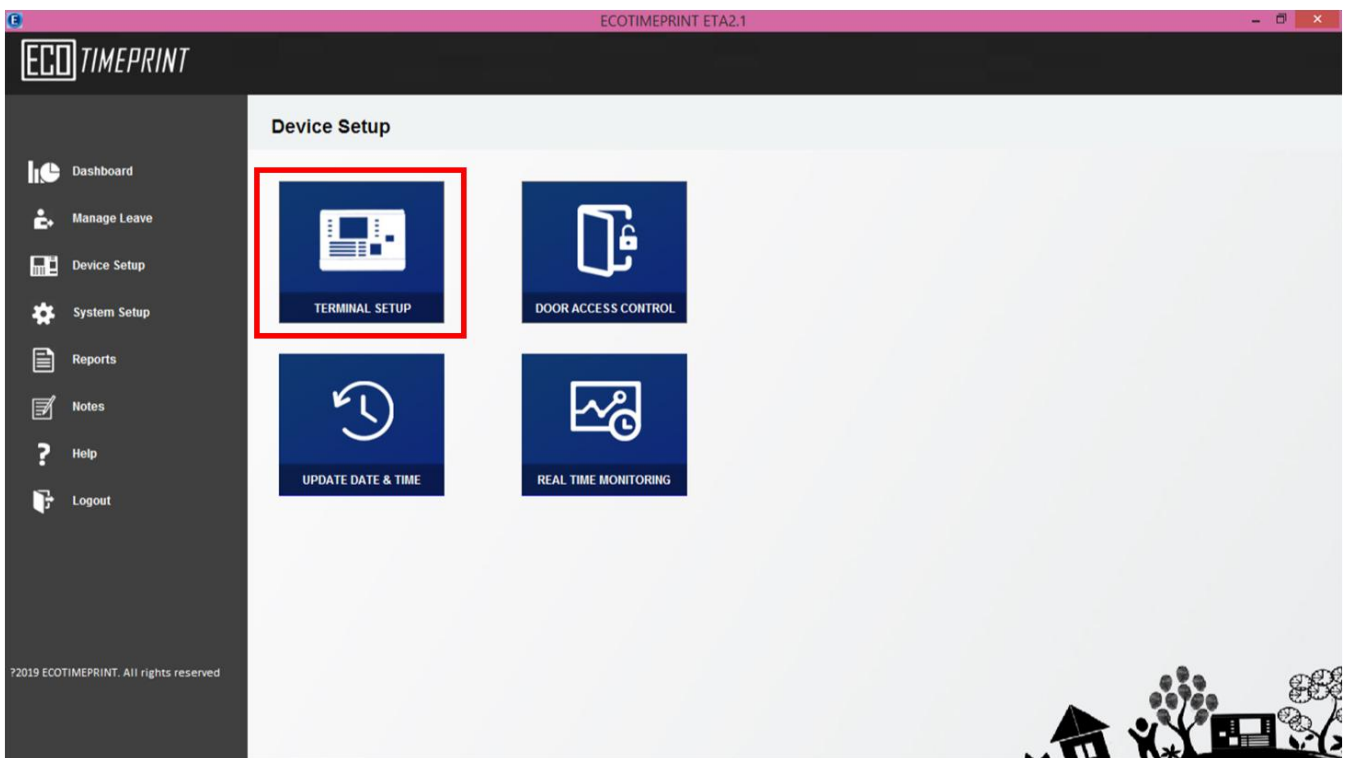
With this function, you can upload the leave type for mobile leave application.

No.	Leave Type	Link to Leave	Add User	Add Time
1	Annual Leave	ANNUAL LEAVE	admin	28-11-2017 06:35:16

DEVICE SETUP

Terminal Setup

- Please Refer to Page 10 to 15
 - Activate Terminal License
 - Terminal Test
 - Delete Terminal License
 - Device Manager - To Interact with Terminals

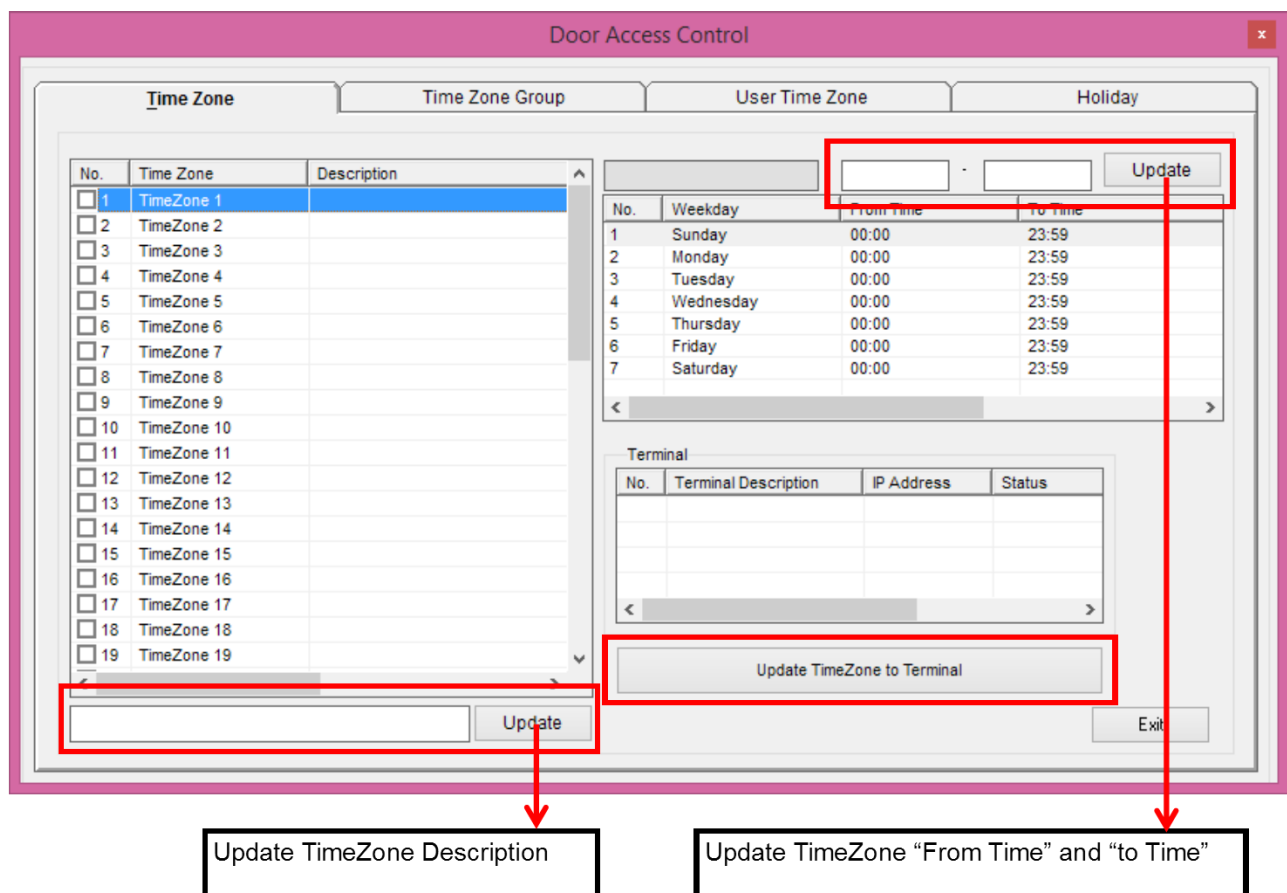


Door Access Control

This option is only available for devices with access control such as ECO2200D, EFace800. To confirm that your device has this feature, consult your supplier for more details.

➤ Time Zone

- **Update TimeZone Description**
 - Select a TimeZone, enter a description and click the "Update" button.
- **Update TimeZone Period**
 - Select a Time Zone, enter "From Time" and "To Time" and click "Update" button.
- **Update TimeZone to Terminal Device**
 - Check to select TimeZone and Terminal
 - Click "Update TimeZone to Terminal" to update TimeZone setting to terminal device.



➤ Time Zone Group

- **Update TimeZone Group Description**

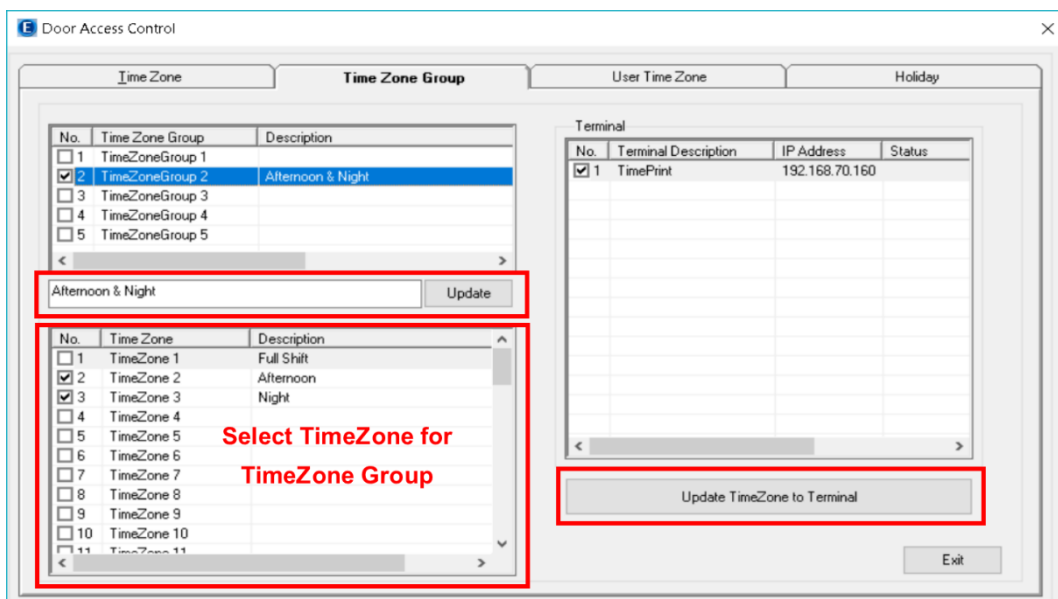
- Select a TimeZone group, enter a description and click the "Update" button.

- **Select TimeZone**

- Check to select the TimeZone for TimeZone group

- **Update TimeZone Group to Terminal Device**

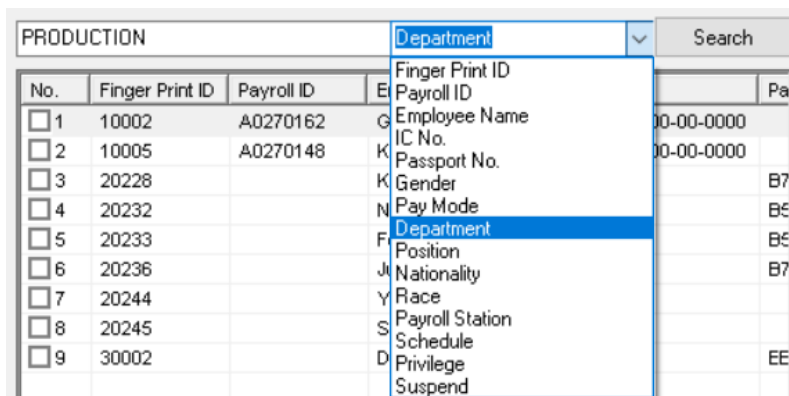
- Check to select TimeZone Group and Terminal Device
- Click "Update TimeZone to Terminal" to update TimeZone Group to terminal device.



➤ User Time Zone

On this screen, you can update the user's TimeZone to the selected terminal device. The user can enter the door access control within the Time Zone setting.

Click the "**Search**" button to show the employee into list view with search filter information.



- **Update user's TimeZone to terminal by TimeZone**

Check to select the users and TimeZones, click "save" to store the user's TimeZone setting, and click "Update to Terminal" to update the "TimeZone" control to terminal device.

**** Maximum 3 TimeZones per user**

Door Access Control

Time Zone Time Zone Group **User Time Zone** Holiday

PRODUCTION Department Search

No.	Finger Print ID	Payroll ID	Employee Name	IC No	Pa
<input checked="" type="checkbox"/> 1	10002	A0270162	Genry ek Jerry	000000-00-0000	
<input checked="" type="checkbox"/> 2	10005	A0270148	Kenny Gedum JosGue	000000-00-0000	
<input type="checkbox"/> 3	20228		KGearul enem		B7
<input type="checkbox"/> 4	20232		Nopa Endeng		B5
<input type="checkbox"/> 5	20233		Ferul Gemdena		B5
<input type="checkbox"/> 6	20236		Jusmen		B7
<input type="checkbox"/> 7	20244		YudGae		
<input type="checkbox"/> 8	20245		Suneraewen		
<input type="checkbox"/> 9	30002		Deasy Grece		EE

Select All Clear All

☒ Time Zone ☐ Time Zone Group

No.	Time Zone	Description
<input type="checkbox"/> 1	TimeZone 1	Full Shift
<input checked="" type="checkbox"/> 2	TimeZone 2	Afternoon
<input checked="" type="checkbox"/> 3	TimeZone 3	Night
<input type="checkbox"/> 4	TimeZone 4	
<input type="checkbox"/> 5	TimeZone 5	
<input type="checkbox"/> 6	TimeZone 6	
<input type="checkbox"/> 7	TimeZone 7	
<input type="checkbox"/> 8	TimeZone 8	

Terminal

No.	Terminal Description	IP Address	Status
<input checked="" type="checkbox"/> 1	TimePrint	192.168.70.160	

Save Update to Terminal Exit

- **Update user's TimeZone to terminal by TimeZone Group**

Check to select the users and TimeZone Group, click "save" to store the user's TimeZone group setting, and click "Update to Terminal" to update the "TimeZone" control to terminal device.

**** Only one TimeZone group per user is allowed**

Door Access Control

Time Zone Time Zone Group **User Time Zone** Holiday

PRODUCTION Department Search

No.	Finger Print ID	Payroll ID	Employee Name	IC No	Pa
<input checked="" type="checkbox"/> 1	10002	A0270162	Genry ek Jerry	000000-00-0000	
<input checked="" type="checkbox"/> 2	10005	A0270148	Kenny Gedum JosGue	000000-00-0000	
<input type="checkbox"/> 3	20228		KGearul enem		B7
<input type="checkbox"/> 4	20232		Nopa Endeng		B5
<input type="checkbox"/> 5	20233		Ferul Gemdena		B5
<input type="checkbox"/> 6	20236		Jusmen		B7
<input type="checkbox"/> 7	20244		YudGae		
<input type="checkbox"/> 8	20245		Suneraewen		
<input type="checkbox"/> 9	30002		Deasy Grece		EE

Select All Clear All

☐ Time Zone ☒ Time Zone Group

No.	Time Zone Group	Description
<input checked="" type="checkbox"/> 1	TimeZoneGroup 1	
<input checked="" type="checkbox"/> 2	TimeZoneGroup 2	Afternoon & Night
<input type="checkbox"/> 3	TimeZoneGroup 3	
<input type="checkbox"/> 4	TimeZoneGroup 4	
<input type="checkbox"/> 5	TimeZoneGroup 5	

Terminal

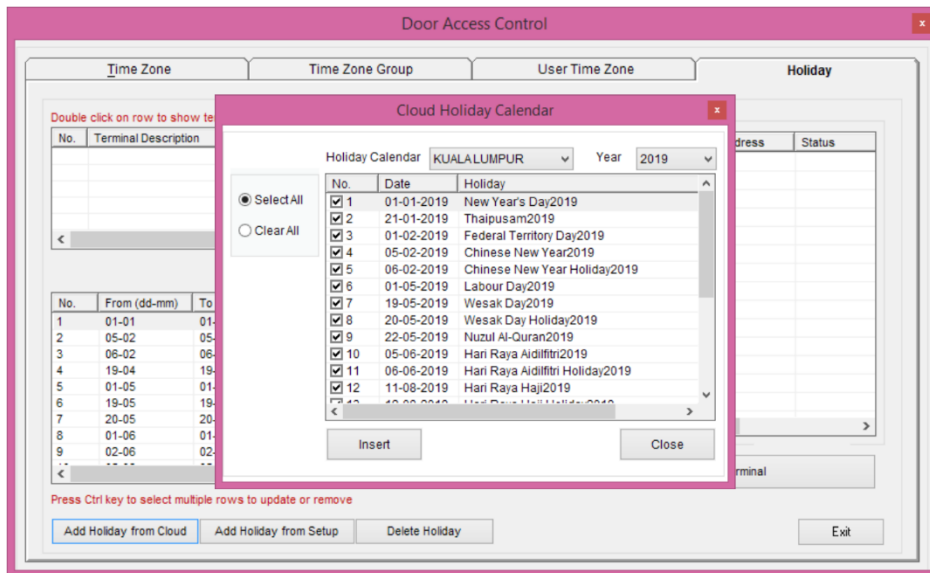
No.	Terminal Description	IP Address	Status
<input checked="" type="checkbox"/> 1	TimePrint	192.168.70.160	

Save Update to Terminal Exit

➤ Holiday Time Zone

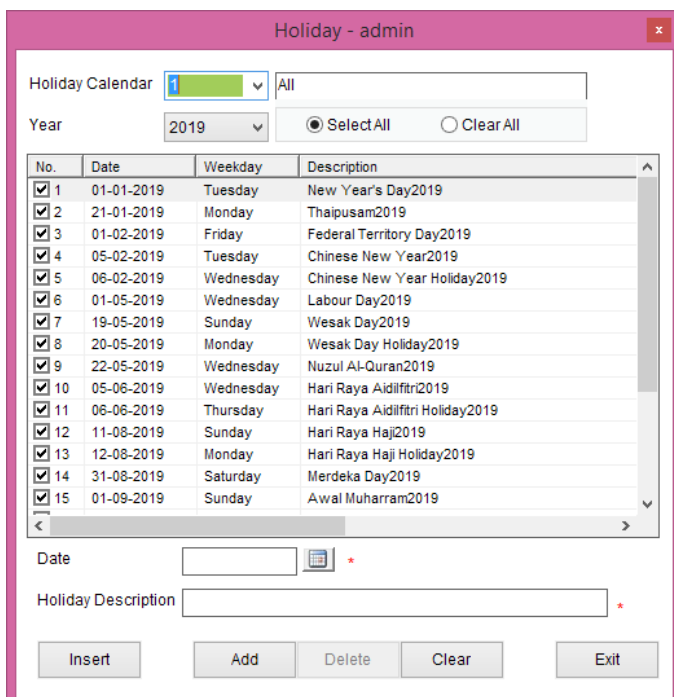
• Add Holiday from Cloud

- Select **Holiday Calendar** and Year, then Cloud Holidays will be displayed in list view.
- Check to select the holidays in the list view and click the "Insert" button to insert holiday for TimeZone control.



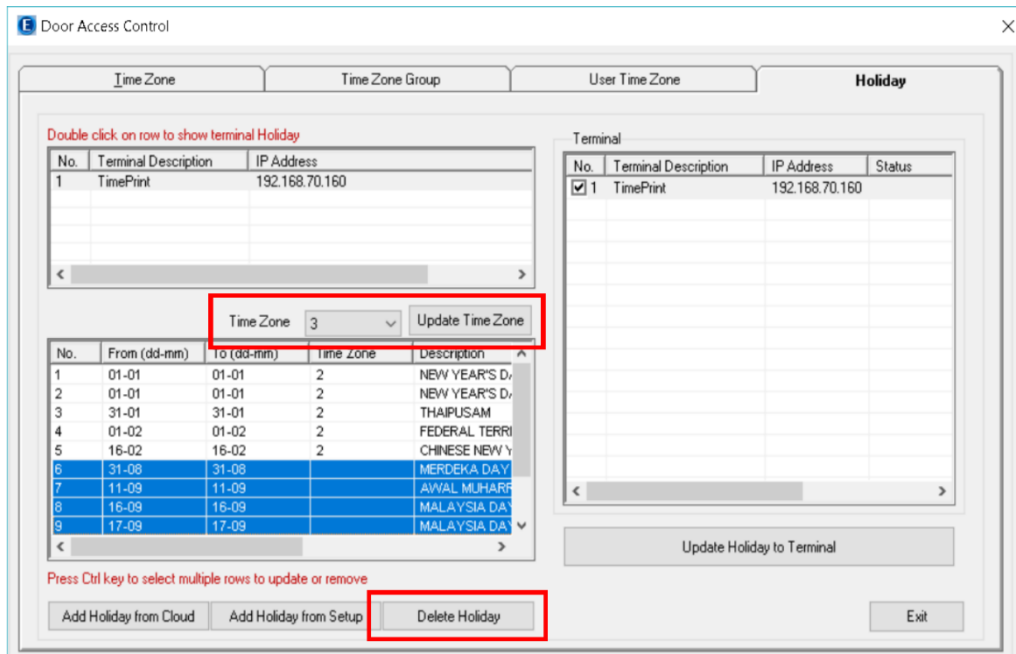
• Add Holiday from Holiday Setup

- Here, you can add, update (edit) or delete the holiday settings.
- To insert holiday for TimeZone control, check to select the holidays in the list view and click the "Insert" button.



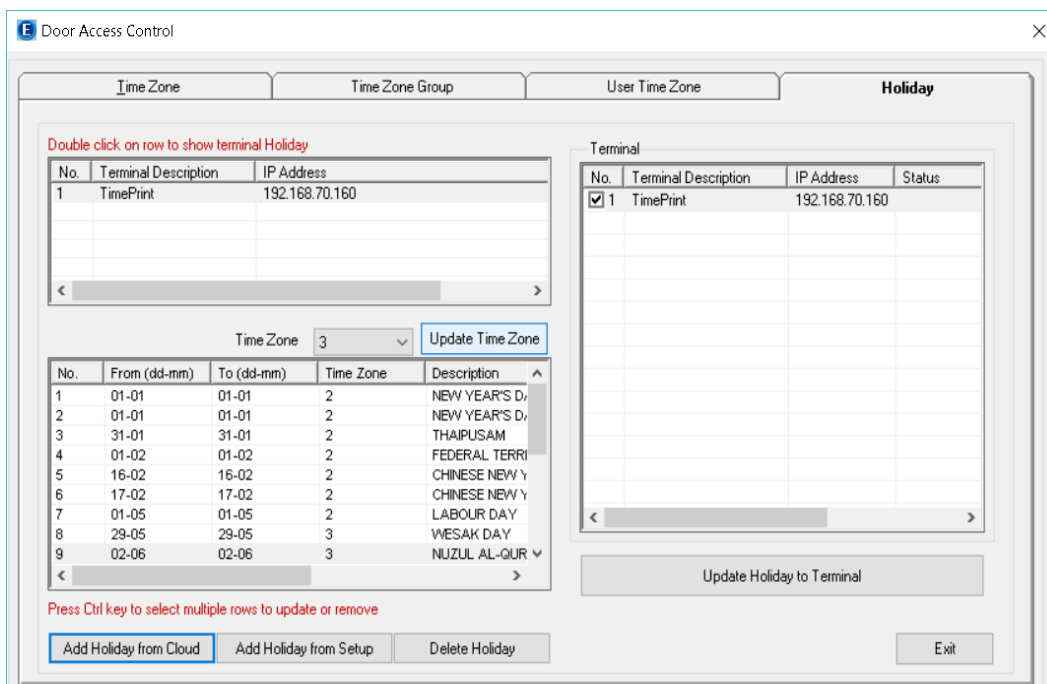
➤ Update Time Zone or Delete Holiday

- Press Ctrl key to select multiple rows in the list view
- To update Time Zone, select/enter TimeZone, and click **“Update TimeZone”**
- To delete the time zone, click the **“Delete Holiday”** button to delete holidays from the list view.



- **Update Holiday (Timezone) to Terminal**

After entering the holiday time zone, select the terminal device and click the **“Update Holiday to Terminal”** button to update the holiday time zone control to the terminal device.

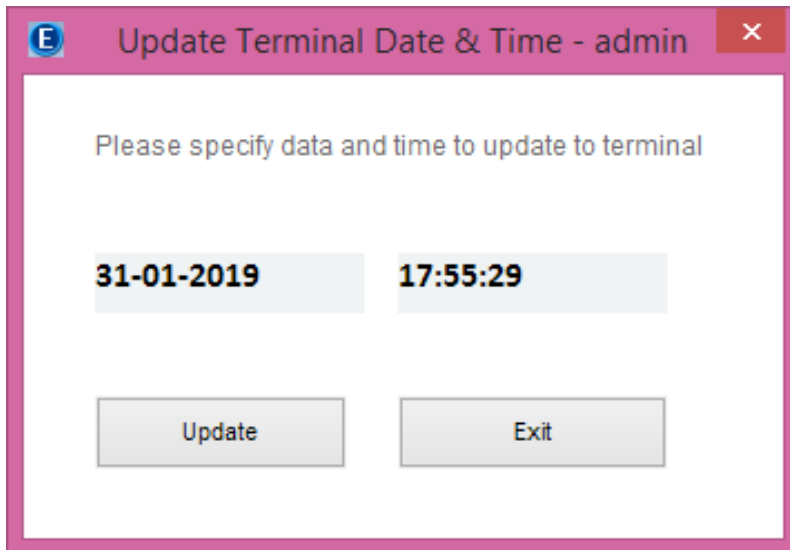


Update Date & Time

The current time displayed on screen is the computer's time.

You can make the changes to terminal's date time setting by Click **Update**.

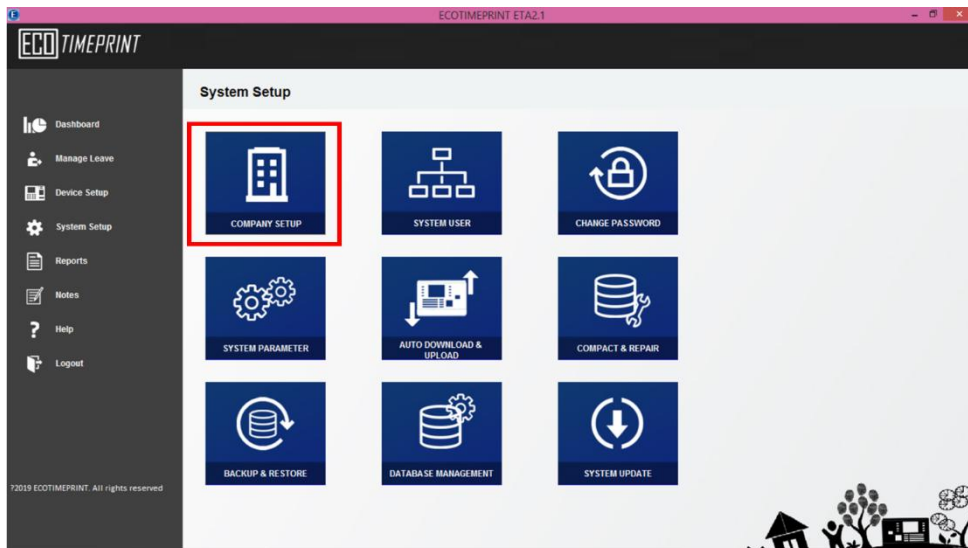
*** Note: This function only available for to network terminal*



SYSTEM SETUP

Company Setup

- Please Refer to Page 9

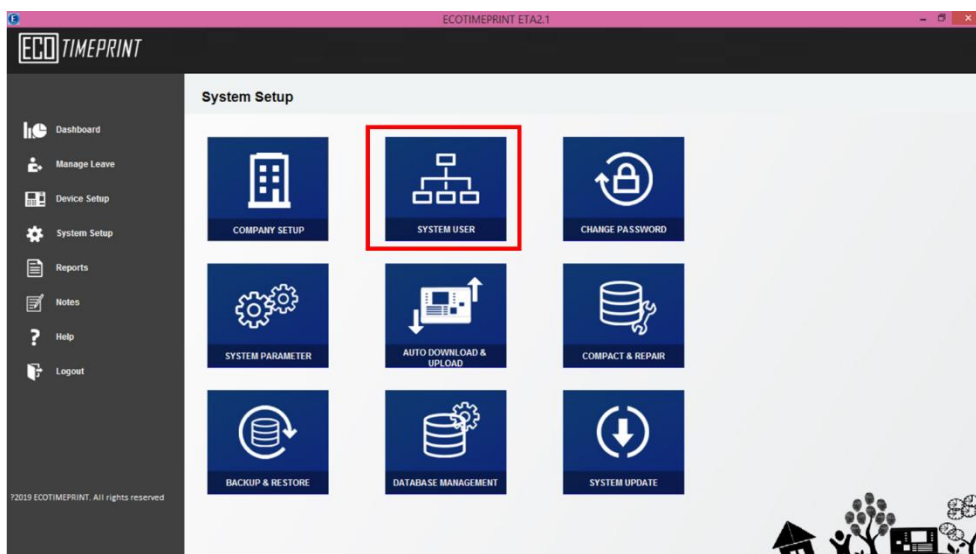


System User

Creating and managing user's account and access level.

The default login credentials are:

- **User ID:** admin
- **Password:** admin



In this screen, you can define following:

1. Create or Edit user account.
 2. Define System User role with access level control.
 3. Manage **Access Level Setup** that includes tasks that allow users to access.
 4. With this setting, you can assign user access permissions by department. The departments that can be created in the Employee setup screen.
- **All Department** - If this option is selected, the user is allowed to view employee information for all departments.
 - **Selected Department** - If this option is selected, only selected departments can be viewed by the user.

The screenshot shows a window titled "System User - admin". It contains a table with the following data:

No.	User Login ID	Login Name	Access Level
1	admin	admin	Administrator
2	user	user	User - Level 1

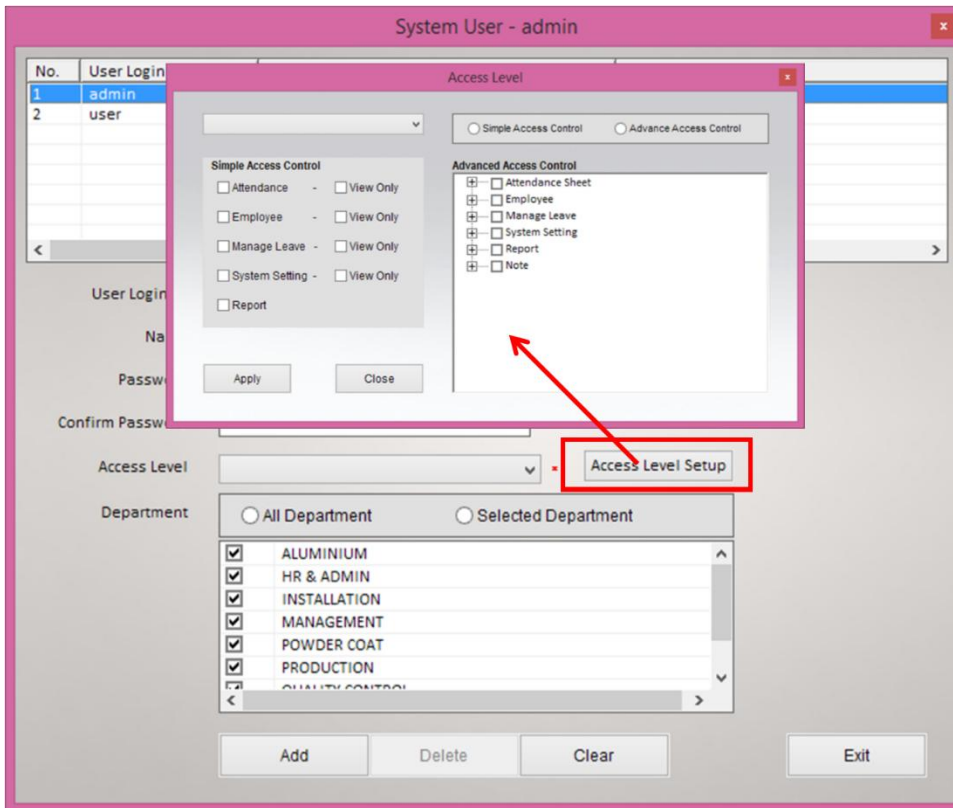
Below the table is a form for adding or editing a user. The form includes the following fields and controls:

- User Login ID:
- Name:
- Password:
- Confirm Password:
- Access Level: (with a dropdown arrow) and an "Access Level Setup" button.
- Department: ☐ All Department ☐ Selected Department
- A list of departments with checkboxes: ALUMINIUM, HR & ADMIN, INSTALLATION, MANAGEMENT, POWDER COAT, PRODUCTION, QUALITY CONTROL.
- Buttons: Add, Delete, Clear, Exit.

- **Add System User**
 - Enter the User Login ID, Name, Password, Confirm Password (verify passport), Access Level and Department
 - Click Add to save data
- **Update, Delete System User**
 - **Update** - Select data that you want to update and click Update.
 - **Delete** - Select data that you want to delete and click Delete.
- **Clear button**
 - Clear data entry on the screen and return to Add mode.

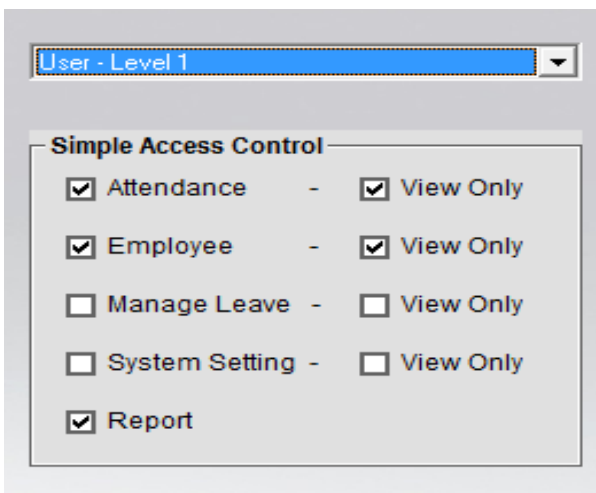
➤ Access Level Setup

In access level control, you can either choose Simple Access Control or Advance Access Control.



➤ Simple Access Control

- Administrator privileges cannot be modified in this control
- For simple access control, you can choose to hide or show Attendance, Employees, Manage Leave, and System Setting screens from users. When "View Only" is ticked, the user can not make any changes to the record.



➤ Advance Access Control

- Administrator privileges cannot be modified in this control
- For advance access control, you can choose to assign access permissions through the control drop-down list for Attendance, Employee, Managing Leave, System Setting, Report and Note.

E Access Level

User - Level 1

☐ Simple Access Control ☒ Advance Access Control

Simple Access Control

☒ Attendance - ☒ View Only

☒ Employee - ☒ View Only

☐ Manage Leave - ☐ View Only

☐ System Setting - ☐ View Only

☒ Report

Advanced Access Control

☐ Attendance Sheet

☐ Employee

☐ Manage Leave

☐ System Setting

☐ Report

☒ Note

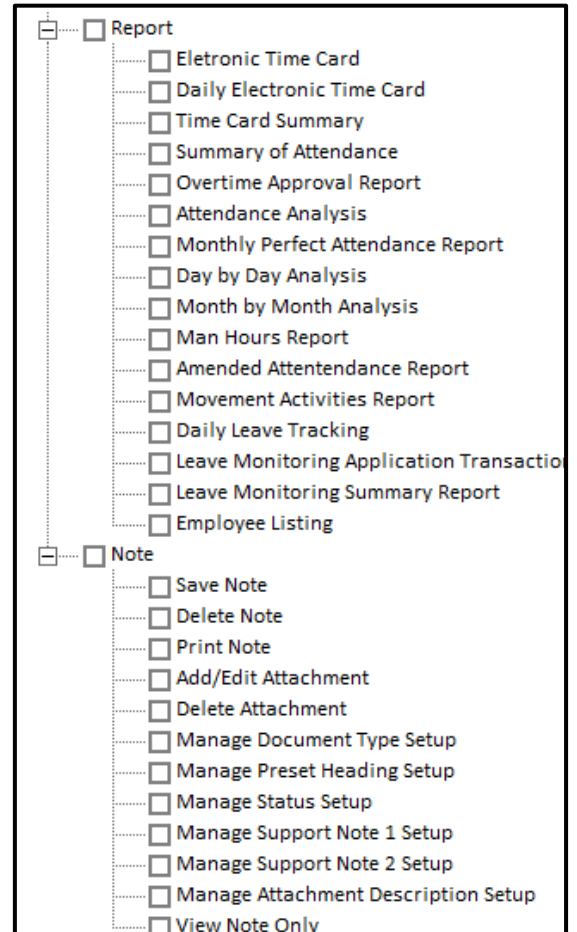
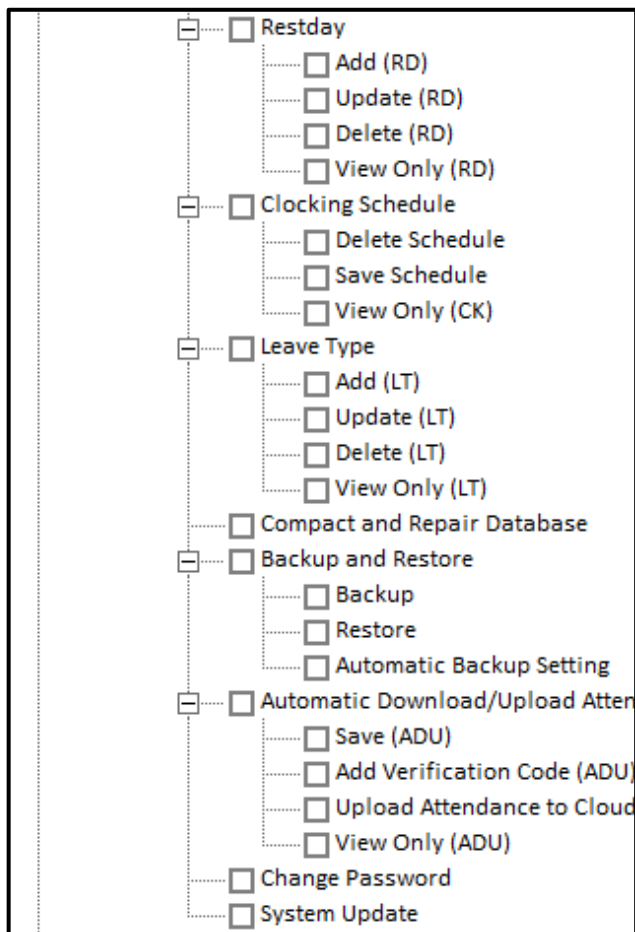
Apply Close

Attendance Sheet

- ☐ Download Attendance
- ☐ Delete Log
- ☐ Update Attendance Record
- ☐ Generate Attendance
- ☐ Download Attendance From Cloud
- ☐ View Only (AT)
- ☐ Employee
 - ☐ Save Employee Record
 - ☐ Download Employee (Network | USB)
 - ☐ Update Employee (Network | USB)
 - ☐ Delete Employee | PC
 - ☐ Delete Employee | Terminal
 - ☐ Import from Excel
 - ☐ Import from Fingertec
 - ☐ View Only (EM)
- ☐ Manage Leave
 - ☐ Quick Leave Entry
 - ☐ Add Leave Entry
 - ☐ Delete Leave Entry (QL)
 - ☐ Auto Generate
 - ☐ View Only (QL)
 - ☐ Leave Monitoring
 - ☐ New Leave Monitoring
 - ☐ Delete Leave Monitoring
 - ☐ Delete Leave Entry (LM)
 - ☐ Auto Generate Leave
 - ☐ View Only (LM)

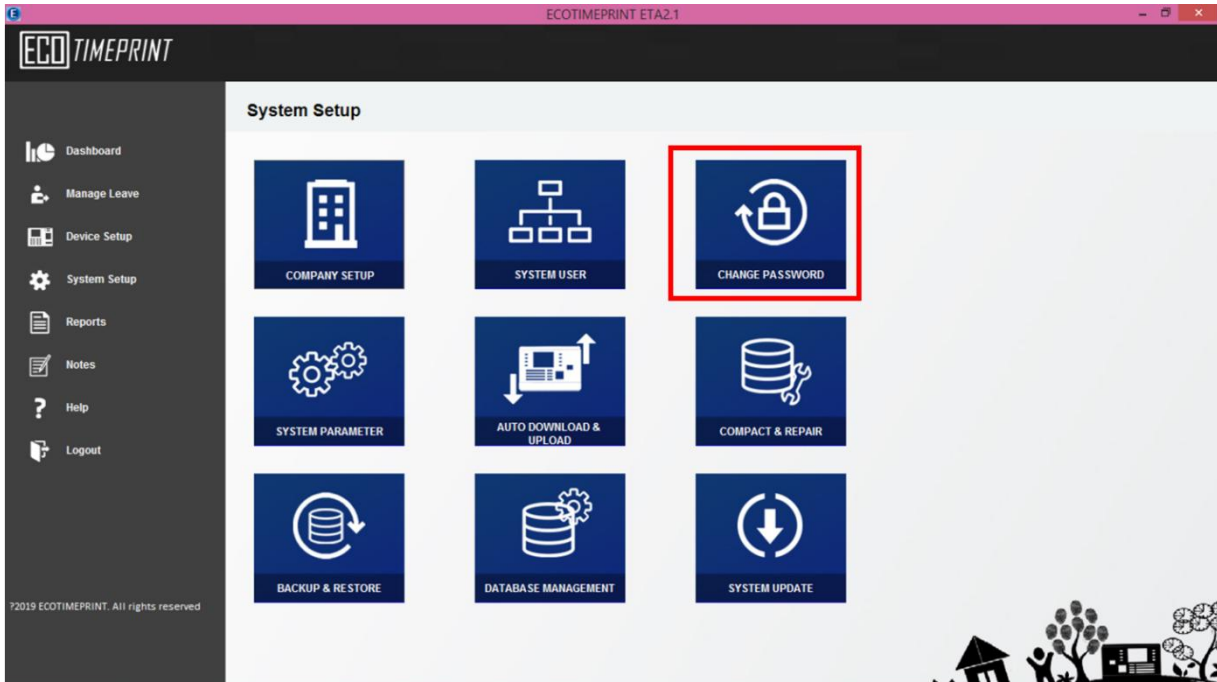
System Setting

- ☐ Device Setup
 - ☐ Terminal Setup
 - ☐ Add Terminal
 - ☐ Delete Terminal
 - ☐ View Only (TS)
 - ☐ Door Access Control
 - ☐ Update Terminal Date Time
- ☐ System Setup
 - ☐ Company Setup
 - ☐ Save (CS)
 - ☐ View Only (CS)
 - ☐ System User
 - ☐ Add (SU)
 - ☐ Update (SU)
 - ☐ Delete (SU)
 - ☐ Update Access Level (AL)
 - ☐ View Only (SU)
 - ☐ System Parameter
 - ☐ Save (SP)
 - ☐ View Only (SP)
 - ☐ Holiday
 - ☐ Add (HD)
 - ☐ Update (HD)
 - ☐ Delete (HD)
 - ☐ View Only (HD)



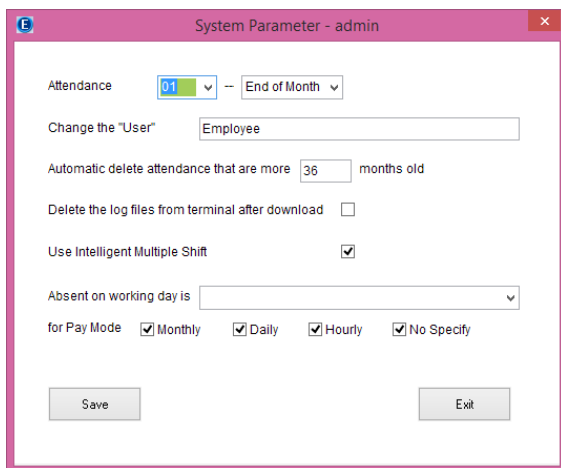
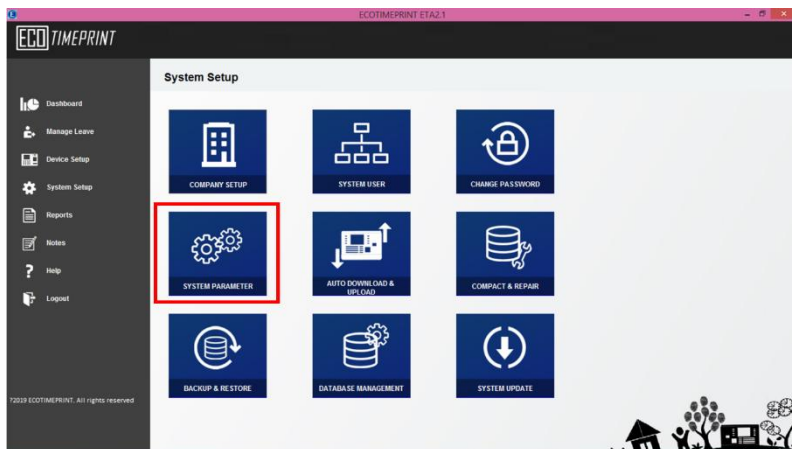
Change Password

Enter **old password**, **new password** and **confirm password**, then Click "**Confirm**" button to save the changes.

The screenshot shows a 'Change Password' dialog box with a pink title bar. It contains three input fields for 'Old Password', 'New Password', and 'Confirm Password', each with a masked password (xxxxxx). Below the fields are two buttons: 'Confirm' and 'Exit'.

System Parameter

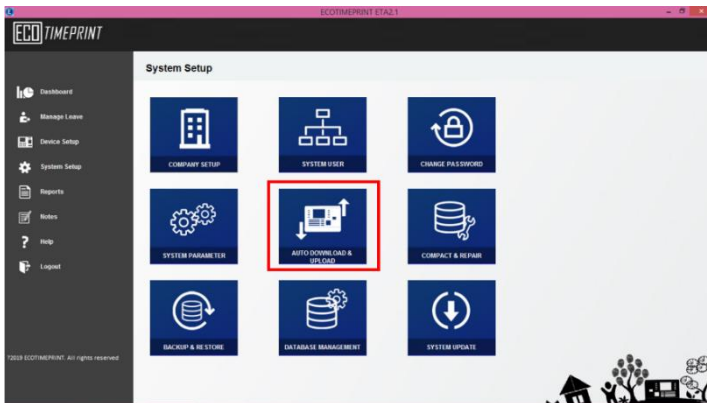
In System Setup > System Parameter



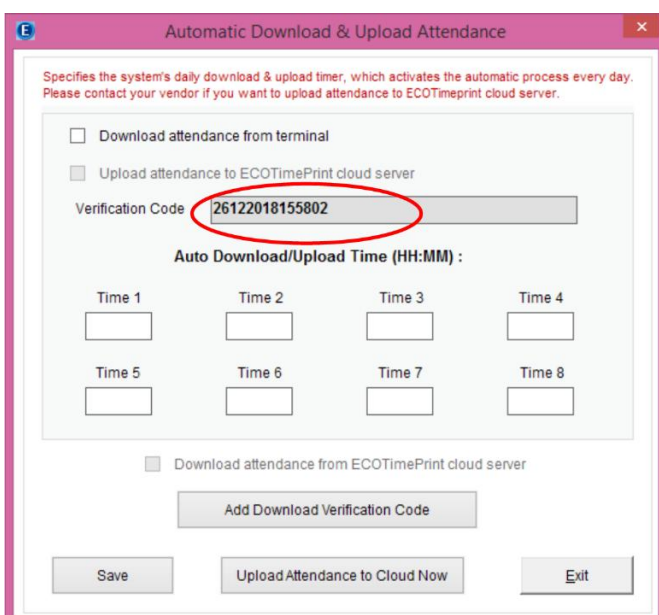
- Attendance Period**
 Company's attendance cut off period, e.g. 01 to End of Month (Last Calendar day of the month), 15 to 16 or 21 to 20.
- Change the "User" Label to a different name such as Employee, Teacher or Member.**
- Automatic delete attendance that are more than the xx months old.**
 This function will delete the attendance records from the system database according to the number of months you entered.
- Delete the log files from terminal after download**
 After the log is downloaded to the system database, this function is used to clear the attendance log on the terminal. Available only when downloading logs over the network.
- Absent on working day is "Leave Type"**
 If absent, the system automatically assigns leave types such as unpaid leave, annual leave or other types. In addition, you can choose to apply this situation to monthly, daily, hourly, or employee without a specified of pay mode.
- Click "Save" to apply the change.**

Auto Download & Upload

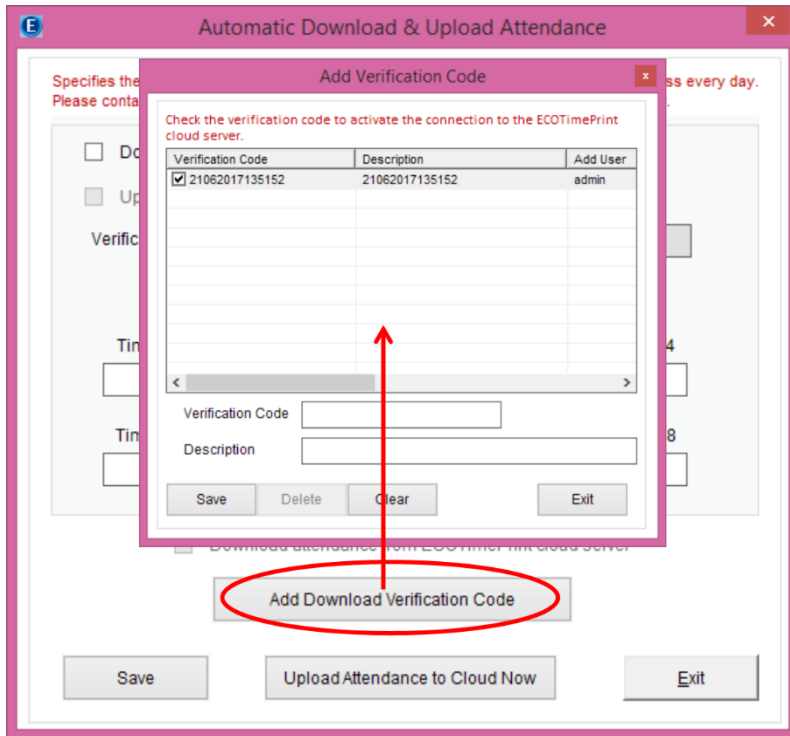
You can set time to let system to automatically download attendance from terminal or upload attendance to ECOTimePrint cloud server. The records uploaded to the server will have a verification code, so if you want to download the attendance record, you must get the verification code to download.



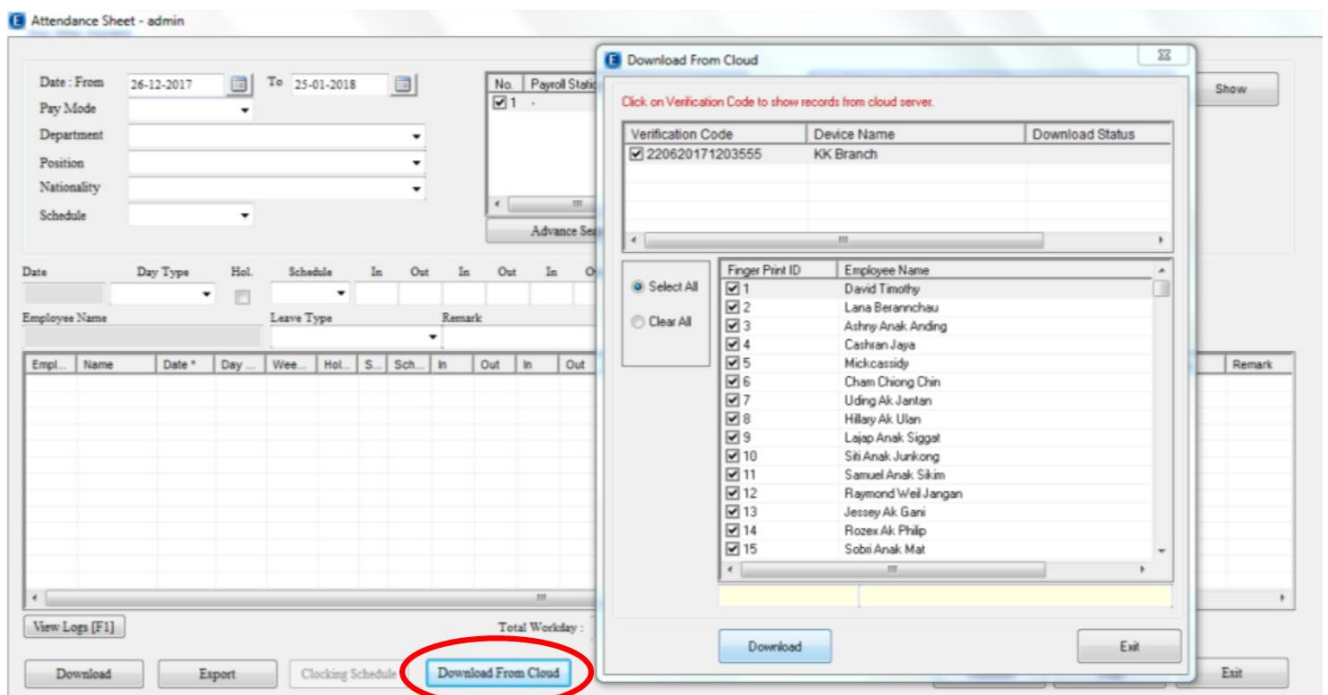
- Download attendance from terminal: if ticked, the system will auto download attendance records from terminal device.
- Upload attendance to ECOTimePrint cloud server: if ticked, the system will auto Upload attendance records to ECOTimePrint cloud server.
- Verification Code: To identify attendance records on upload and download.
- Time (O'Clock): Time to RUN the "Download attendance from terminal" and "Upload attendance to ECOTimePrint cloud server".



- Download attendance from ECOTimePrint cloud server: If ticked, it indicates that you want to enable this function.
- Add Download Verification Code: You need to add verification Code in order to download the attendance from cloud server.

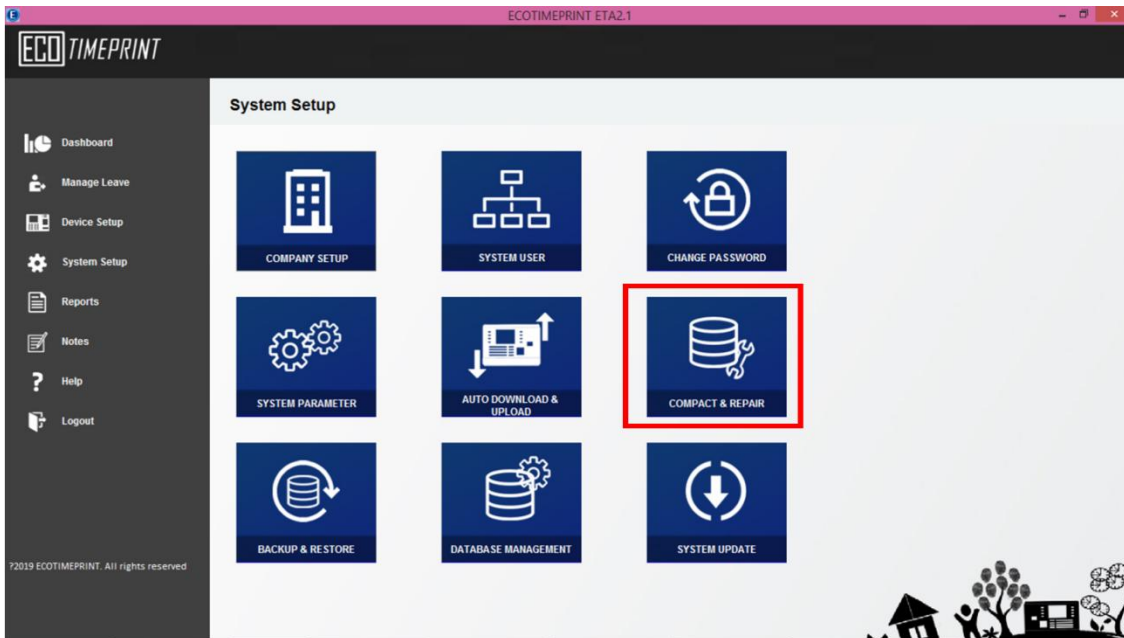


*** Note: Download Employee's Attendance Records by Verification Code, you can do this in **"Attendance"** → **"Download from Cloud"**

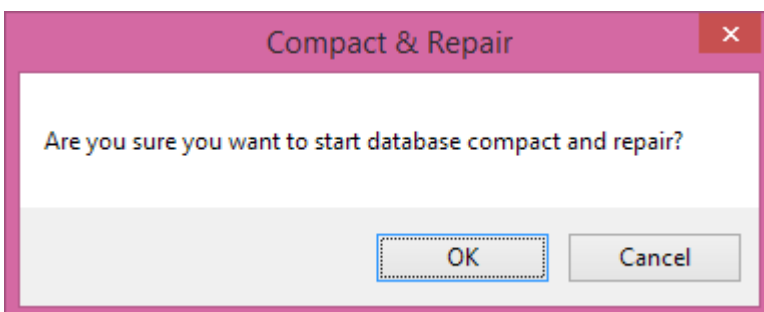


Compact & Repair

This function is to compact and repair the database. You will need to use this function if the database corrupted or when system running with error.



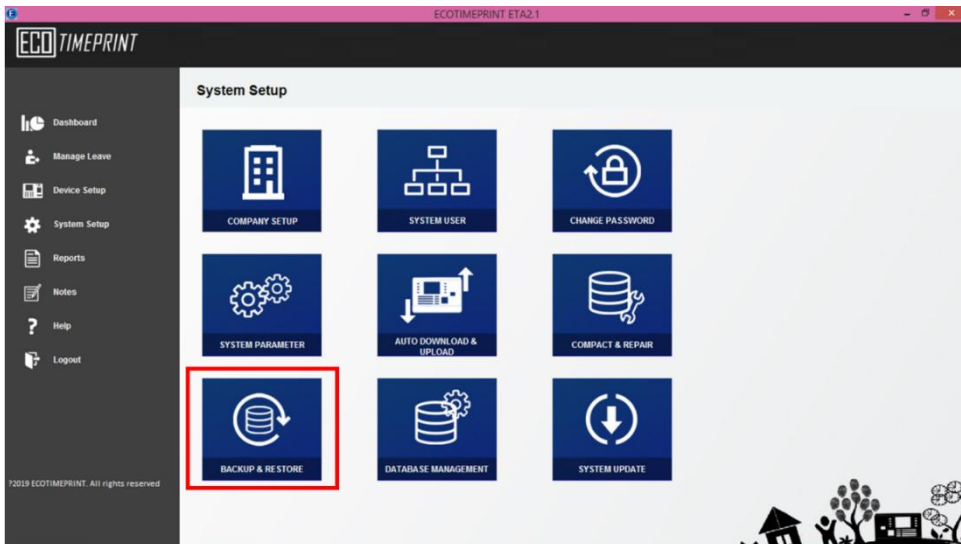
Click on the **Compact & Repair Database** and the database will repair automatically.




Then Click **OK** to continue.

Backup & Restore


Use this function to backup or Restore your database to/from local disk or other storage media. You can also decide on what time to run “**Automatic Backup**” function.

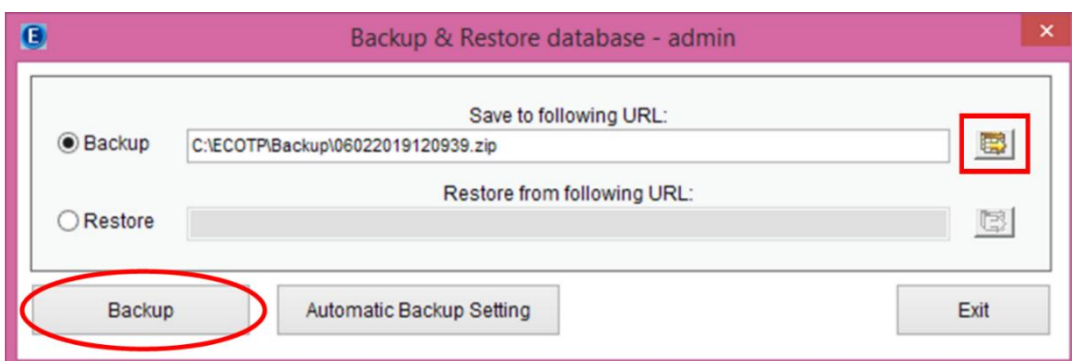


➤ Backup Database

- Select Backup Option
- Make sure that the **backup** destination is correct. To change the backup destination, Click  and find the folder you wish to save the backup file.


➤ Restore Database

- Select Restore Option
- Make sure that the **restore** source is correct. To change the source file, Click  and find the file you want to restore.










➤ Automatic Backup Setting

You can automatically backup the database four times a day from Monday to Sunday to the destination path.

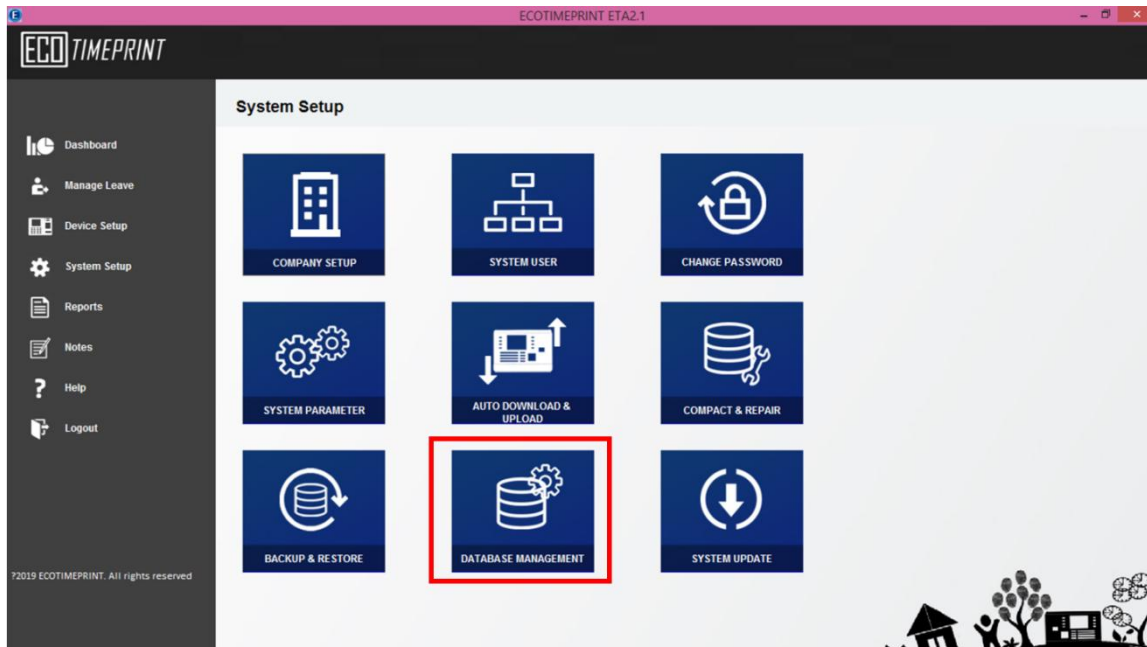
- Click  and find the folder you wish to save the backup file
- Click **“Save”** button to save the setting

Automatic Backup ✕

	Time 1	Time 2	Time 3	Time 4	Path
<input checked="" type="checkbox"/> Monday	17:00	;		;	C:\ECOTP\Backup\Monday 
<input type="checkbox"/> Tuesday	17:00	;		;	C:\ECOTP\Backup\Tuesday 
<input checked="" type="checkbox"/> Wednesday	17:00	;		;	C:\ECOTP\Backup\Wednesday 
<input type="checkbox"/> Thursday	17:00	;		;	C:\ECOTP\Backup\Thursday 
<input checked="" type="checkbox"/> Friday	17:00	;		;	C:\ECOTP\Backup\Friday 
<input type="checkbox"/> Saturday	17:00	;		;	C:\ECOTP\Backup\Saturday 
<input type="checkbox"/> Sunday	17:00	;		;	C:\ECOTP\Backup\Sunday 

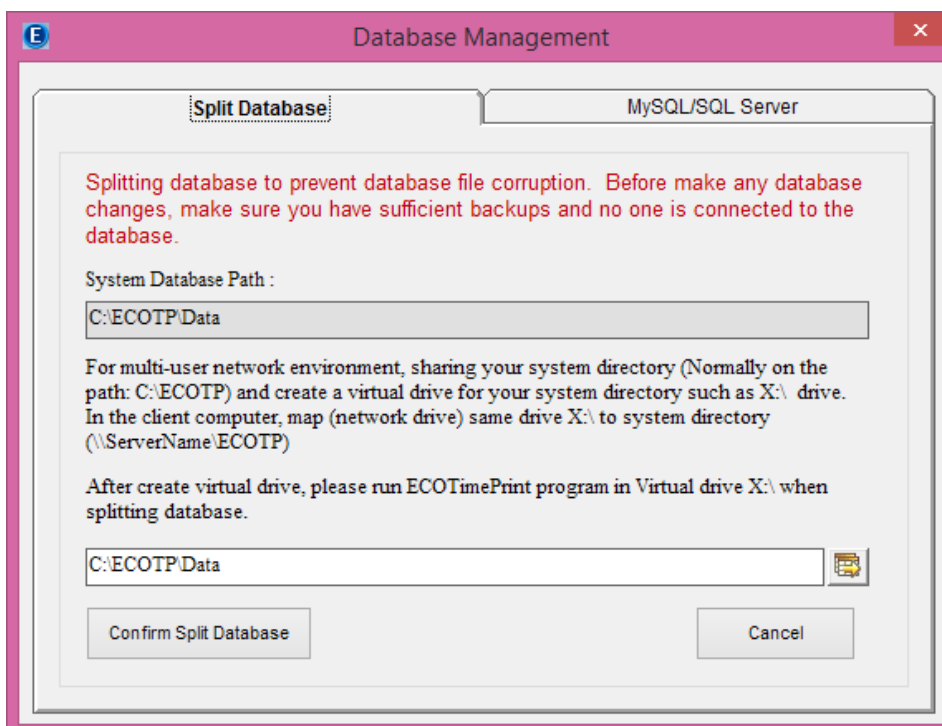
Database Management

In this section, you can “Split MS Access Database”, “Enable MySQL database connection” or setup to enable “uploads attendance to MYSQL/SQL Server”.



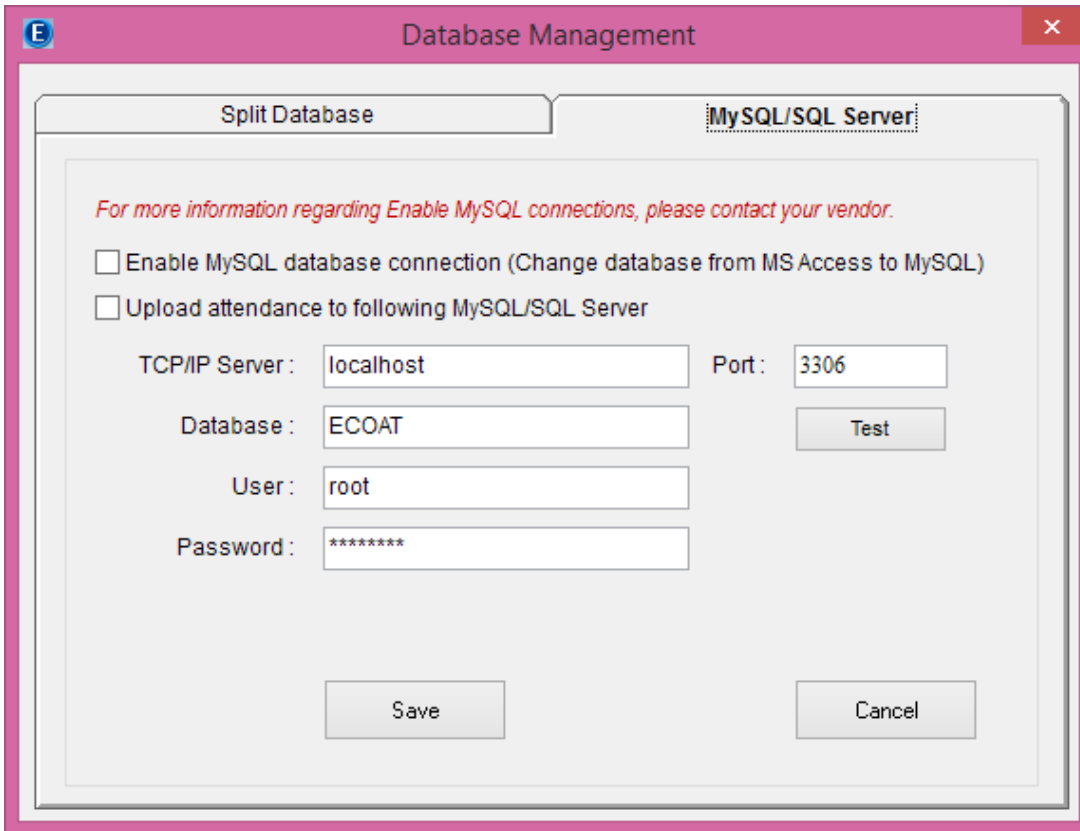
➤ Split Database

You can use this to prevent database corruption by Splitting database into 3 mdb files “ECOATLOG.mdb”, “ECOATT.mdb”, “ECOAT.mdb”.



➤ MySQL / SQL Server

In this section, you can change ECOTIMEPRINT database from mdb file to MySQL database connection. Or you can setup database server for system to upload attendance to your own server.

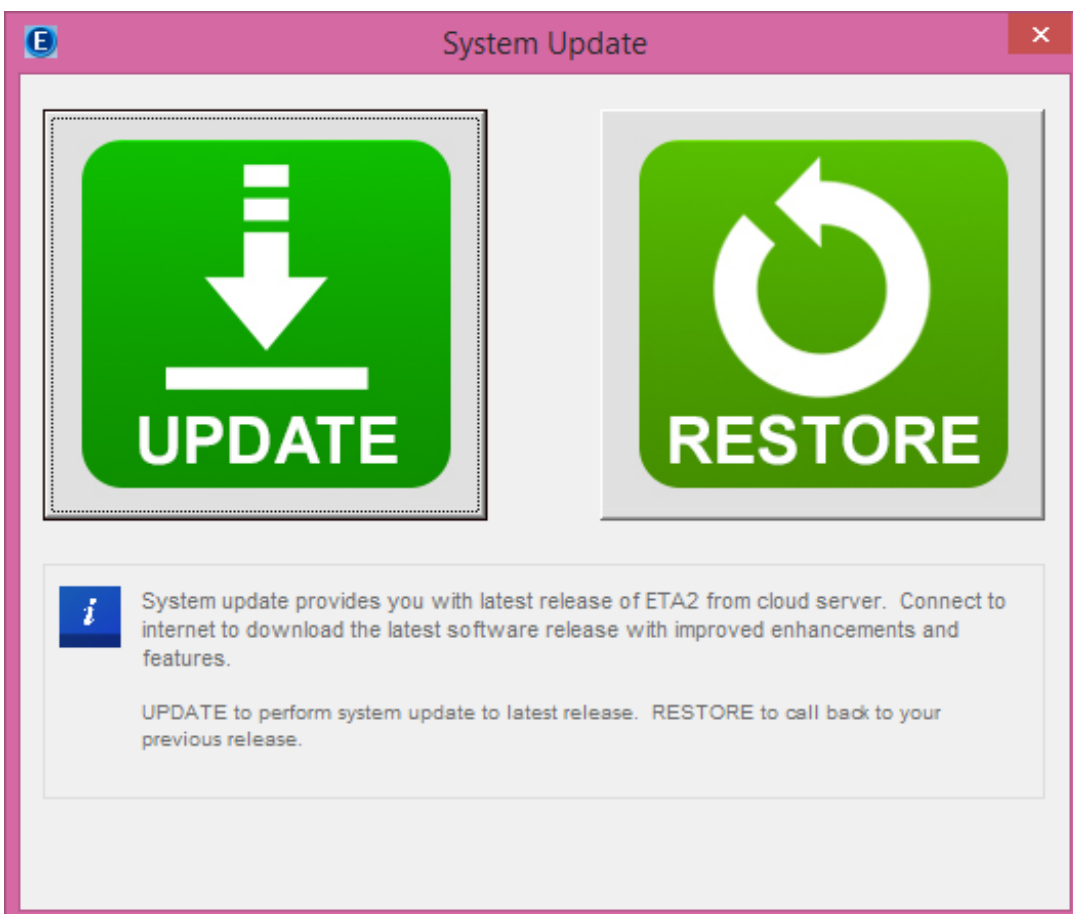
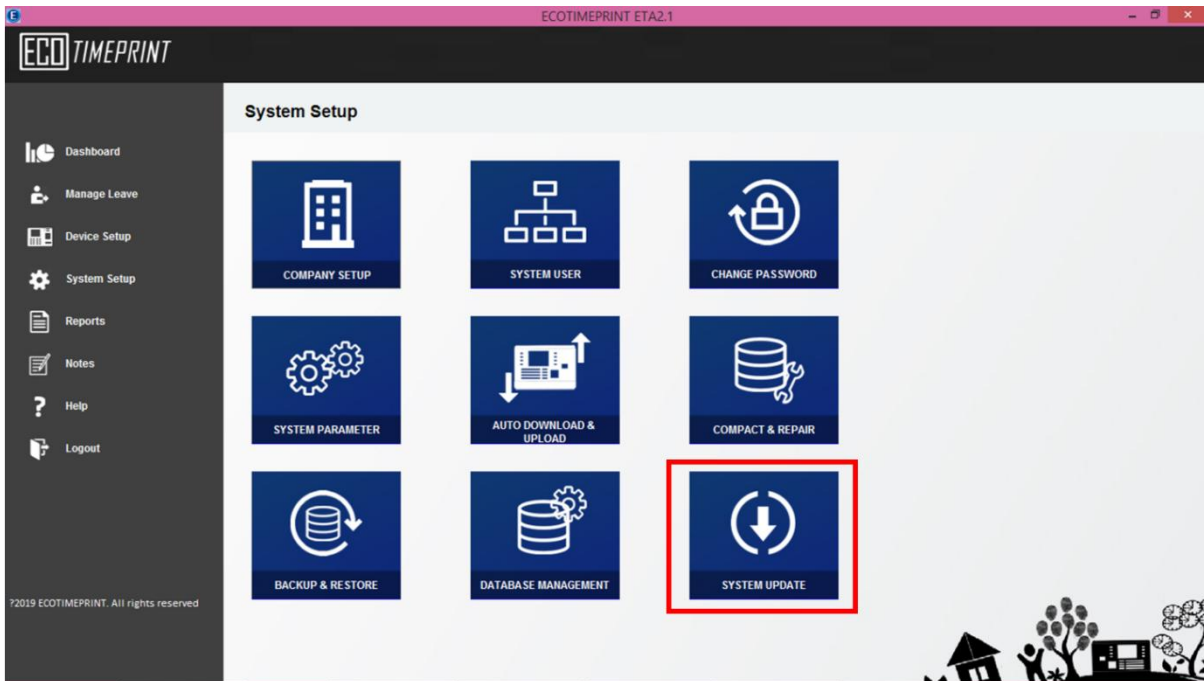


The screenshot shows a 'Database Management' dialog box with two tabs: 'Split Database' and 'MySQL/SQL Server'. The 'MySQL/SQL Server' tab is active. It contains a red text instruction: 'For more information regarding Enable MySQL connections, please contact your vendor.' Below this are two checkboxes: 'Enable MySQL database connection (Change database from MS Access to MySQL)' and 'Upload attendance to following MySQL/SQL Server'. The second checkbox is selected. Below the checkboxes are input fields for 'TCP/IP Server' (localhost), 'Port' (3306), 'Database' (ECOAT), 'User' (root), and 'Password' (masked with asterisks). There is a 'Test' button next to the 'Port' field. At the bottom are 'Save' and 'Cancel' buttons.

1. Select option to perform what you want to do.
 - Enable MySQL database connection - ECOTimePrint cloud server
 - Upload attendance to following MySQL/SQL Server
2. Enter Server TCP/IP Address and port no.
3. Enter Server Database Name
4. Enter database's user name and password
5. Select Server MySQL or SQL Server
6. To perform a database connection testing, click on "Test" button
7. Click "**Save**" to save the connection setting

System Update

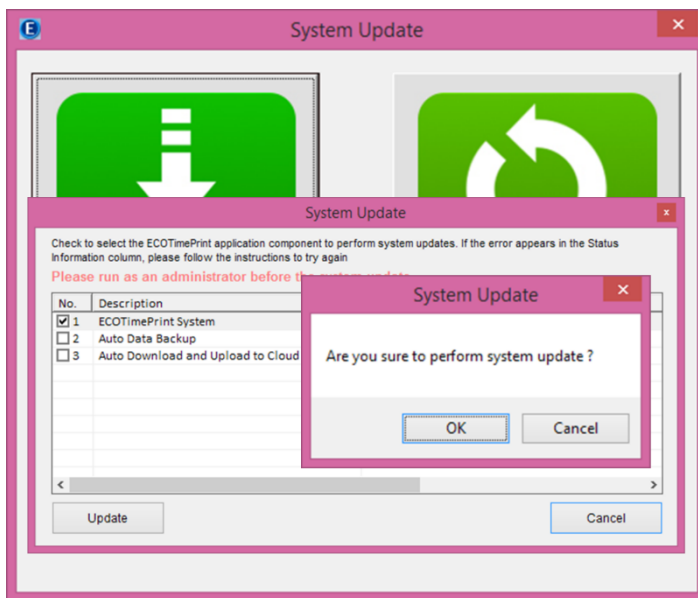
You can Click the "**Update**" button to update the ECOTIMEPRINT system to the latest version. To restore the system to a previous version before the updating, Click the "**Restore**" button.



➤ Update System

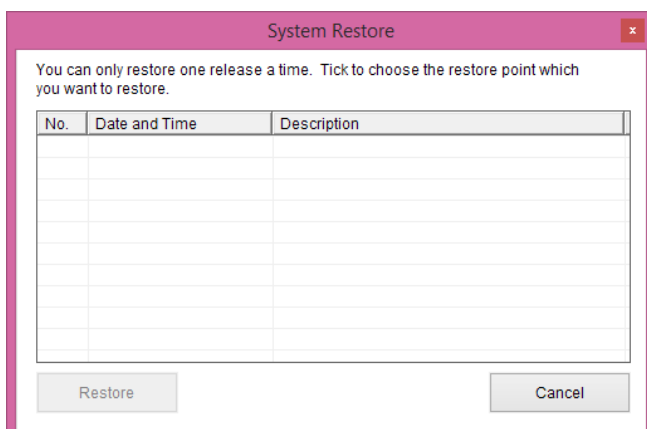
- Tick to choose **ECOTIMRPRINT** program component to perform system update
- Click **“Update”** button, to confirm update your system
- If the message prompts you to restart the system, Click **“Yes”**

**** Note:** Due to a Windows security issue, if you are experiencing problems using this feature to update your system, we recommend that you run ECOTimePrint software as an administrator before making a system update.



➤ Restore System Update

- Tick to choose the restore point which you want to restore
- Click **“RESTORE”** button, to confirm restore your system



REPORTS

- This chapter describes the types of reports available in ECOTimePrint and how to generate / print related reports based on company requirements.
- All the transaction data downloaded from the terminals are stored. After the configuration is correctly implemented on the Attendance Sheet, you can continue to use the reporting feature to generate the required reports for your company's needs.
- ECOTimeprint provides a total of 16 report options and applies attendance data to generate different reports for different purposes.
- Select the report, enter the print filter, and then click the Print button to continue printing.

Reports - admin

No.	Report
1	Electronic Time Card
2	Daily Electronic Time Card
3	Time Card Summary
4	Summary of Attendance
5	Overtime Approval Report
6	Attendance Analysis
7	Monthly Perfect Attendance Report
8	Day by Day Analysis
9	Month by Month Analysis
10	Man Hours Report

Date : From To

Employee ID To

Payroll ID To

Employee Name To

Pay Mode To

Department To

Position To

Nationality To

Race To

Schedule To

Payroll Station

No.	Payroll Station
<input checked="" type="checkbox"/> 1	HQ
<input checked="" type="checkbox"/> 2	LABUAN BRANCH
<input checked="" type="checkbox"/> 3	SUNDRY
<input checked="" type="checkbox"/> 4	SUNDRY-SINGAPORE

Suspend

Group By

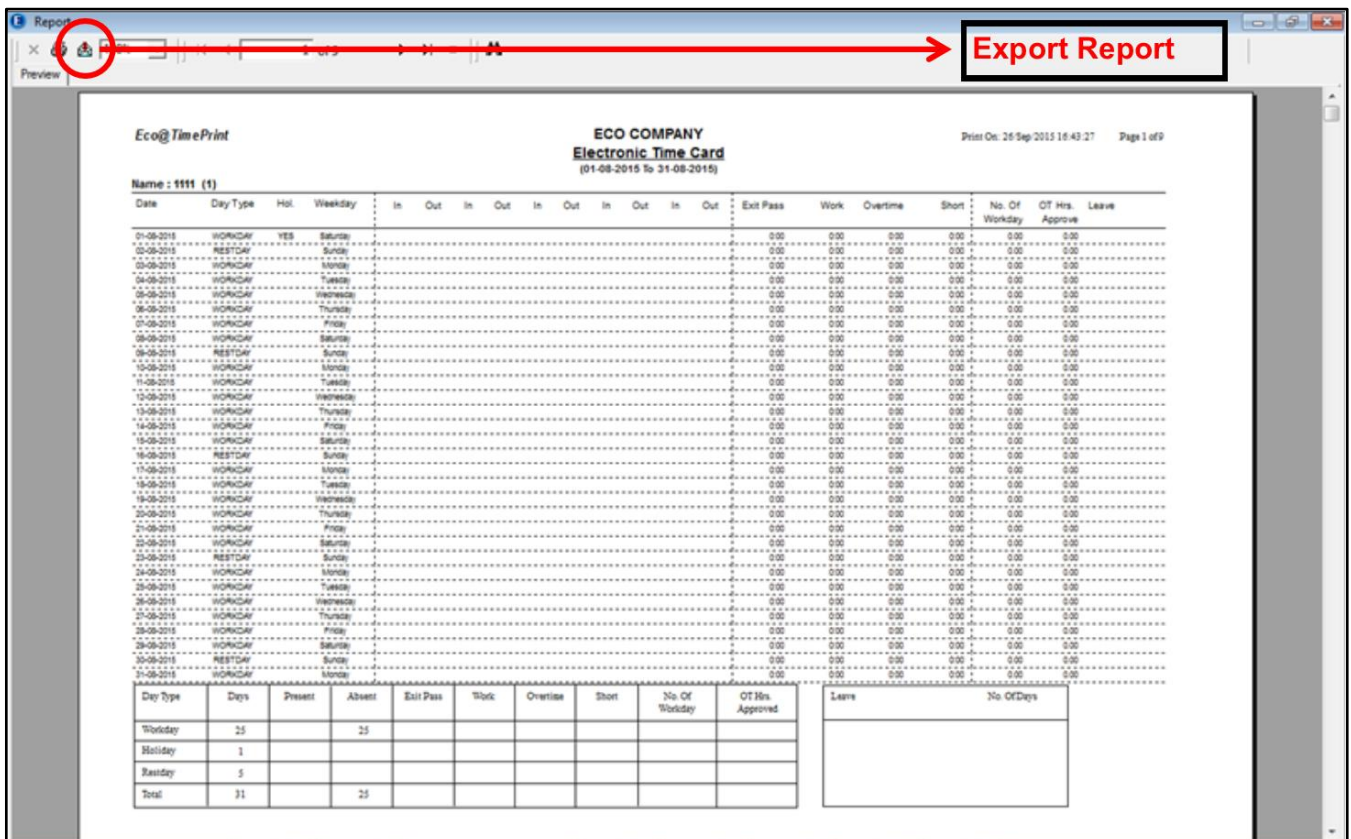
Sort By

☒ Employee ID ☐ Payroll ID

☐ Employee Name

➤ Export Report

- Step 1:** Click on the **Export** button (see below), and choose file format (PDF, Excel, Work...), then Click **OK**.
- Step 2:** Choose the page range on **Export Option**, and then Click **OK**
- Step 3:** Select file destination, and Click **Save** button to complete the export
- Step 4:** Find the file in exported file destination



The screenshot shows the 'Eco@TimePrint' application window. The title bar includes a 'Report' button, which is circled in red. A red arrow points from this button to a box labeled 'Export Report'. The main window displays an 'Electronic Time Card' for 'ECO COMPANY' for the period '01-08-2015 To 31-08-2015'. The card shows a list of dates from 01-08-2015 to 31-08-2015, with columns for Day Type, Hol, Weekday, In, Out, Exit Pass, Work, Overtime, Short, No. Of Workday, OT Hrs. Approved, and Leave. Below the main table, there are summary tables for 'Day Type', 'Days', 'Present', 'Absent', 'Exit Pass', 'Work', 'Overtime', 'Short', 'No. Of Workday', 'OT Hrs. Approved', 'Leave', and 'No. Of Days'.

Date	Day Type	Hol	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave
01-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
02-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
03-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
04-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
05-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
06-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
07-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
08-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
09-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
10-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
11-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
12-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
13-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
14-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
15-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
16-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
17-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
18-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
19-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
20-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
21-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
22-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
23-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
24-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
25-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
26-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
27-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
28-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
29-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
30-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	
31-08-2015	WONDAY	YES	SATUR											0.00	0.00	0.00	0.00	0.00	0.00	

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave	No. Of Days
Workday	25		25								
Holiday	1										
Restday	5										
Total	31		25								

1. Electronic Time Card

Eco@TimePrint

ECOTIMEPRINT

Electronic Time Card

(01-03-2018 To 31-03-2018)

Name : Selane enek Seng (10082), Payroll ID: A0270308

Date	Day Type	Hol.	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approve	Leave
01-03-2018	Text Object		Thursday	06:44	12:24	12:51	19:04							0.00	8.00	3.04	0.00	1.000	3.00	
02-03-2018	WORKDAY		Friday	06:36	12:16	12:36	19:01							0.00	8.00	3.01	0.00	1.000	3.00	
03-03-2018	WORKDAY		Saturday	06:46	12:32	13:12	19:04							0.00	5:30	5:34	0.00	1.000	5.50	
04-03-2018	RESTDAY		Sunday	06:42	12:04	12:37	17:16							0.00	8.00	1:16	0.00	1.000	1.00	
05-03-2018	WORKDAY		Monday	06:43										0.00	0.00	0.00	0.00	0.000	0.00	
06-03-2018	WORKDAY		Tuesday	06:46	12:11	12:41	19:06							0.00	8.00	3:06	0.00	1.000	3.00	
07-03-2018	WORKDAY		Wednesday	06:47	11:36	12:08	12:33	19:06						0.00	8.00	3:06	0.00	1.000	3.00	
08-03-2018	WORKDAY		Thursday	06:48	12:00	12:30	17:00							0.00	8.00	1.00	0.00	1.000	1.00	
09-03-2018	WORKDAY		Friday	06:40										0.00	8.00	3:01	0.00	1.000	3.00	
10-03-2018	WORKDAY		Saturday	06:46	12:32	13:04	19:06							0.00	5:30	5:36	0.00	1.000	5.50	
11-03-2018	WORKDAY		Sunday	06:46	12:00	12:42	17:07							0.00	8.00	1.07	0.00	1.000	1.00	
12-03-2018	WORKDAY		Monday	06:47	12:12	12:48	19:02							0.00	8.00	3:02	0.00	1.000	3.00	
13-03-2018	WORKDAY		Tuesday	06:41	12:19	12:49	19:04							0.00	8.00	3:04	0.00	1.000	3.00	
14-03-2018	WORKDAY		Wednesday	06:47	12:08	12:38	19:03							0.00	8.00	3:03	0.00	1.000	3.00	
15-03-2018	WORKDAY		Thursday	06:51	12:03	12:46	19:04							0.00	8.00	3:04	0.00	1.000	3.00	
16-03-2018	WORKDAY		Friday	06:46	12:07	12:47	19:41							0.00	8.00	3:41	0.00	1.000	3.50	
17-03-2018	WORKDAY		Saturday	06:46	12:31	13:07	19:03							0.00	5:30	5:33	0.00	1.000	5.50	
18-03-2018	WORKDAY		Sunday	06:44	12:09	12:45	17:06							0.00	8.00	1.06	0.00	1.000	1.00	
19-03-2018	WORKDAY		Monday	06:48	12:12	12:30	19:03							0.00	8.00	3:03	0.00	1.000	3.00	
20-03-2018	WORKDAY		Tuesday	06:46	12:03	12:29	19:01							0.00	8.00	3:01	0.00	1.000	3.00	
21-03-2018	WORKDAY		Wednesday	06:52	12:00	13:00	19:04							0.00	8.00	3:04	0.00	1.000	3.00	
22-03-2018	WORKDAY		Thursday	06:52	12:03	12:26	19:01							0.00	8.00	3:01	0.00	1.000	3.00	
23-03-2018	WORKDAY		Friday	06:46	12:01	12:32	19:03							0.00	8.00	3:03	0.00	1.000	3.00	
24-03-2018	WORKDAY		Saturday	06:51	12:36	13:19	19:06							0.00	5:30	5:36	0.00	1.000	5.50	
25-03-2018	RESTDAY		Sunday	06:49	12:01	12:58	17:03							0.00	8.00	1.03	0.00	1.000	1.00	
26-03-2018	WORKDAY		Monday	06:53										0.00	0.00	0.00	0.00	0.000	0.00	

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave	No. Of Days/Ans
Workday	24	24			166:00	71:51		22.000	70.50		
Holiday											
Restday	2	2			16:00	2:18		2.000	2.00		
Total	26	26			182:00	74:09		24.000	72.50		

** Underline indicates Amendment. ** Red Bold indicates Late In or Early Out.

** Underline indicates Amendment. ** Red Bold indicates Late In or Early Out.

2. Daily Electronic Time Card

Eco@TimePrint

ECOTIMEPRINT

Daily Electronic Time Card

(01-03-2018 To 31-03-2018)

25-03-2018

25-03-2018

25-03-2018

25-03-2018

25-03-2018

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3. Time Card Summary

Eco@TimePrint		ECOTIMEPRINT Time Card Summary (01-03-2018 To 31-03-2018)							
Employee ID : 10002		Name : Genryek Jerry							
Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	24	19	5		128:30			17.000	
Holiday									
Restday	2	2							
Total	26	21	5		128:30			17.000	
Employee ID : 10005		Name : Kenny Gedum JosGue							
Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	24	13	11		80:30			11.000	
Holiday									
Restday	2	2							
Total	26	15	11		80:30			11.000	
Employee ID : 10007		Name : Lang CGong LeG							
Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	22	21	1		154:25	51:13	16:59	17.991	50.50
Holiday									
Restday	4	4			27:00	7:59		3.000	7.50
Total	26	25	1		181:25	59:12	16:59	20.991	58.00
Employee ID : 10011		Name : Trey Joo CGey							
Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
Workday	24	16	8		75:00			10.000	
Holiday									
Restday	2	2							
Total	26	18	8		75:00			10.000	

4. Summary of Attendance

[illegible]

5. Overtime Approval Report

Eco@TimePrint									
ECOTIMEPRINT Overtime Approval Report (01-03-2018 To 31-03-2018)									
Employee ID	Name	Date	Schedule	Work day	Absent	Leave	Workday Overtime	Restday Overtime	Holiday Overtime
					Days				
10021	Geoga Ban Kajen	01-03-2018	2	1.000			1.00		
10021	Geoga Ban Kajen	02-03-2018	2	1.000			1.50		
10021	Geoga Ban Kajen	03-03-2018	2		1.00				
10021	Geoga Ban Kajen	View Attendance Details:Employee_Name (String)							
10021	Geoga Ban Kajen	05-03-2018	2		1.00				
10021	Geoga Ban Kajen	06-03-2018	2		1.00				
10021	Geoga Ban Kajen	07-03-2018	2	1.000			4.50		
10021	Geoga Ban Kajen	08-03-2018	2	1.000			1.00		
10021	Geoga Ban Kajen	09-03-2018	2	1.000			1.50		
10021	Geoga Ban Kajen	10-03-2018	2	1.000			4.50		
10021	Geoga Ban Kajen	11-03-2018	2	1.000			1.00		
10021	Geoga Ban Kajen	12-03-2018	2	1.000			2.00		
10021	Geoga Ban Kajen	13-03-2018	2	1.000			2.50		
10021	Geoga Ban Kajen	14-03-2018	2	1.000			1.00		
10021	Geoga Ban Kajen	15-03-2018	2	1.000			1.50		
10021	Geoga Ban Kajen	16-03-2018	2	1.000			2.00		
10021	Geoga Ban Kajen	17-03-2018	2	1.000			2.50		
10021	Geoga Ban Kajen	18-03-2018	2		1.00				
10021	Geoga Ban Kajen	19-03-2018	2	1.000			1.50		
10021	Geoga Ban Kajen	20-03-2018	2		1.00				
10021	Geoga Ban Kajen	21-03-2018	2		1.00				
10021	Geoga Ban Kajen	22-03-2018	2	1.000			2.00		
10021	Geoga Ban Kajen	23-03-2018	2	1.000			3.00		
10021	Geoga Ban Kajen	24-03-2018	2	1.000			9.50		
10021	Geoga Ban Kajen	25-03-2018	2	1.000				3.50	
10021	Geoga Ban Kajen	26-03-2018	2		1.00				
Total				18.000	7.00		42.50	3.50	

6. Attendance Analysis

Eco@TimePrint

ECOTIMEPRINT

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Attendance Analysis

(01-03-2018 To 31-03-2018)

Employee ID	Name	Date	Weekday	Day Type	Hol*	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	Workday OT	Restday OT	Holiday OT
10007	Lang CGong LeG	01-03-2018	Thursday	WORKDAY								9:00	1.000	1.50		
10007	Lang CGong LeG	02-03-2018	Friday	RESTDAY								9:00	1.000		6.50	
10007	Lang CGong LeG	03-03-2018	Saturday	WORKDAY		1				1			0.000			
10007	Lang CGong LeG	04-03-2018	Sunday	WORKDAY								9:00	1.000	1.00		
10007	Lang CGong LeG	05-03-2018	Monday	WORKDAY								9:00	1.000	1.00		
10007	Lang CGong LeG	06-03-2018	Tuesday	WORKDAY								9:00	1.000	3.00		
10007	Lang CGong LeG	07-03-2018	Wednesday	WORKDAY								9:00	1.000	2.00		
10007	Lang CGong LeG	08-03-2018	Thursday	WORKDAY								9:00	1.000	2.50		
10007	Lang CGong LeG	09-03-2018	Friday	RESTDAY								9:00	1.000			
10007	Lang CGong LeG	10-03-2018	Saturday	WORKDAY				1	1		16:54	6:30	1.000	6.00		
10007	Lang CGong LeG	11-03-2018	Sunday	RESTDAY						1			0.000			
10007	Lang CGong LeG	12-03-2018	Monday	WORKDAY				1	1		0:05	8:55	0.961			
10007	Lang CGong LeG	13-03-2018	Tuesday	WORKDAY								9:00	1.000	3.00		
10007	Lang CGong LeG	14-03-2018	Wednesday	WORKDAY								9:00	1.000	1.50		
10007	Lang CGong LeG	15-03-2018	Thursday	WORKDAY		1				1			0.000			
10007	Lang CGong LeG	16-03-2018	Friday	WORKDAY		1				1			0.000			
10007	Lang CGong LeG	17-03-2018	Saturday	WORKDAY								6:30	1.000	5.50		
10007	Lang CGong LeG	18-03-2018	Sunday	RESTDAY								9:00	1.000		1.00	
10007	Lang CGong LeG	19-03-2018	Monday	WORKDAY								9:00	1.000	1.00		
10007	Lang CGong LeG	20-03-2018	Tuesday	WORKDAY								9:00	1.000	3.00		
10007	Lang CGong LeG	21-03-2018	Wednesday	WORKDAY								9:00	1.000	3.00		
10007	Lang CGong LeG	22-03-2018	Thursday	WORKDAY								9:00	1.000	3.00		
10007	Lang CGong LeG	23-03-2018	Friday	WORKDAY								9:00	1.000	6.00		
10007	Lang CGong LeG	24-03-2018	Saturday	WORKDAY				1				6:30	1.000	6.00		
10007	Lang CGong LeG	25-03-2018	Sunday	WORKDAY								9:00	1.000	1.50		
10007	Lang CGong LeG	26-03-2018	Monday	WORKDAY		1							0.000			
Total						4		3	2	4	16:59	181.25	20.961	50.50	7.50	

**Note : AB - Absent, LV - Leave Taken, LI - Late In, EO - Early-Out, MP - Miss Punch, OT - Overtime, Hol* - Holiday

**Note : AB - Absent, LV - Leave Taken, LI - Late In, EO - Early-Out, MP - Miss Punch, OT - Overtime, Hol* - Holiday

7. Monthly Perfect Attendance Report

Eco@TimePrint										
ECOTIMEPRINT										
MONTHLY PERFECT ATTENDANCE REPORT										
(01-03-2018 To 31-03-2018)										
EMPLOYEE ID	NAME	CRITERIA /CONDITION							PERFECT	NON PERFECT
		ANNUAL LEAVE	SICK LEAVE	RESTDAY	HOSPITAL	MATERNITY	PATERNITY	UNPAID LEAVE		
20242	-								1	
20243	Gustaen								1	
20244	YudGae								1	
20245	Suneraewen								1	
22203	-								1	
30002	Deasy Grece								1	
Total Staff :	146	1	3						143	3
		1	2.05	0.00	0.00	0.00	0.00	0.00	97.95	2.05
PREPARED BY: _____ APPROVED BY: _____ CHECKED BY: _____										
Position: _____ Date: _____ Position: _____ Date: _____ Position: _____ Date: _____										

8. Day by Day Analysis

Eco@TimePrint													
ECOTIMEPRINT													
Day by Day Analysis													
(01-03-2018 To 31-03-2018)													
Date	Weekday	Workrate %	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	Workday OT	Restday OT	Holiday OT
01-03-2018	Thursday	18.49	119		1		7		218.00	27.000	39.00		
02-03-2018	Friday	18.82	117		1	1	6		221.51	27.481	41.50	13.50	
03-03-2018	Saturday	17.12	121	1	1		7		173.30	25.000	52.00		
04-03-2018	Sunday	13.70	95				23		162.00	20.000	19.50	7.00	
05-03-2018	Monday	23.97	111		2	1	12	15.00	283.00	35.000	50.50		
06-03-2018	Tuesday	23.29	112	1	2		15		274.00	34.000	51.00		
07-03-2018	Wednesday	26.08	107		3		23		305.44	38.072	80.50		
08-03-2018	Thursday	23.29	112				26		273.00	34.000	52.87		
09-03-2018	Friday	21.23	113		1	3	10	9.09	249.00	31.000	31.00		
10-03-2018	Saturday	17.68	120		4	1	41	17.53	166.27	25.809	61.00		
11-03-2018	Sunday	10.99	128		1		46	0.05	129.00	16.000	19.00	3.00	
12-03-2018	Monday	16.42	122		3	1	25	0.55	193.47	23.974	32.50		
13-03-2018	Tuesday	20.52	116		3		38	0.12	241.43	29.985	59.50		
14-03-2018	Wednesday	20.55	116		1		28	1.43	242.00	30.000	34.00		
15-03-2018	Thursday	23.29	112				42		273.00	34.000	46.00		
16-03-2018	Friday	22.60	113				26		265.00	33.000	48.50		
17-03-2018	Saturday	23.28	112		2	1	35	18.31	221.28	33.994	59.00		
18-03-2018	Sunday	13.01	128				32		154.00	19.000	25.50	2.50	
19-03-2018	Monday	23.97	111		1		26	0.09	281.00	35.000	55.27		
20-03-2018	Tuesday	17.78	120		1		44		208.39	25.958	40.50		
21-03-2018	Wednesday	20.55	116		1		35		242.00	30.000	46.00		
22-03-2018	Thursday	23.29	112		2		37		274.00	34.000	59.00		
23-03-2018	Friday	23.28	112		1		28		272.57	33.994	62.00		
24-03-2018	Saturday	26.03	108		2		20		246.00	38.000	113.50		
25-03-2018	Sunday	16.44	99		1		24		194.00	24.000	19.50	21.00	
26-03-2018	Monday	0.00	146				32						
Total			2995	2	34	8	688	62.37	5,765.06	738.246	1,198.64	47.00	

9. Month by Month Analysis

Eco@TimePrint		ECOTIMEPRINT Month by Month Analysis (01-03-2018 To 31-03-2018)										
Month	Workrate %	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	Workday OT	Restday OT	Holiday OT
03/2018	19.45	2995	2	34	8	688	62:37	5,766:06	738.245	1,198.64	47.00	
	Total	2995	2	34	8	688	62:37	5,766:06	738.245	1,198.64	47.00	

10. Man Hours Report

Eco@TimePrint

ECOTIMEPRINT

MAN HOURS REPORT

(01-03-2018 To 31-03-2018)

Employee ID	Head Count	Work Day	Work Hour	Overtime	Tota Hours
10002	1	17.000	128:30	0:00	128:30
10005	1	11.000	80:30	0:00	80:30
10007	1	20.991	181:25	59:12	240:37
10011	1	10.000	75:00	0:00	75:00
10012	1	0.000	0:00	0:00	0:00
10017	1	23.000	174:00	46:54	220:54
10021	1	18.000	136:30	50:09	186:39
10057	1	18.000	136:30	0:00	136:30
Total :	8	117.991	912:25	912:25	1,068:40

11. Amended Attendance Record

Eco@TimePrint					ECOTIMEPRINT Amended Attendance Record (01-03-2018 To 31-03-2018)															
Employee ID	Name	Date	Day Type	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved
10002	Genry ek Jerry	03-03-2018	WORKDAY	Saturday	06:58	<u>17:00</u>									000	5:30	0:00	0:00	0.000	0.00
			WORKDAY		06:58	17:04										5:30	0:00	0:00	1.000	0.00
10002	Genry ek Jerry	04-03-2018	RESTDAY	Sunday	06:58	<u>17:00</u>									000	0:00	0:00	0:00	0.000	0.00
			RESTDAY		06:58	16:01										0:00	0:00	0:00	0.000	0.00
10002	Genry ek Jerry	09-03-2018	WORKDAY	Friday	04:41		16:00								000	8:00	0:00	0:00	1.000	0.00
			WORKDAY		04:41		16:01									8:00	0:00	0:00	1.000	0.00
**Underline indicates Amendment. **Red Bold indicates Late In or Early Out.																				

12. Movement Activities Report

Eco@TimePrint

ECOTIMEPRINT

Movement Activities Report

(01-03-2018 To 31-03-2018)

Employee Name | Date | Time

Kenny Gedum JosGue (10005)

10/03/2018 (Saturday)

06:48 12:31 13:14 16:01

In Out In Out

11/03/2018 (Sunday)

06:48 12:01 12:39 17:00

In Out In Out

12/03/2018 (Monday)

06:46 12:03 12:33 16:01

In Out In Out

24/03/2018 (Saturday)

06:51 12:33 13:11 17:01

In Out In Out

25/03/2018 (Sunday)

06:48 12:02 12:36 17:07

In Out In Out

26/03/2018 (Monday)

06:48

In

13. Daily Leave Tracking

Eco@TimePrint		ECOTIMEPRINT DAILY LEAVE TRACKING (01-03-2018 To 31-03-2018)		Print On: 01-05-2018 17:43:14	Page 1 of 1
Leave Date	Department	Employee ID Payroll ID	Name	Leave Type	No. Of Day
03-03-2018	PRODUCTION	10002 A0270162	Genry ek Jerry	ANNUAL LEAVE	1.00
No. Of Employee : 1					

06-03-2018		10007 A0270150	Lang C Gong LeG	SICK LEAVE	1.00
No. Of Employee : 1					

10-03-2018	PRODUCTION	10002 A0270162	Genry ek Jerry	SICK LEAVE	1.00
No. Of Employee : 1					

19-03-2018	PRODUCTION	10005 A0270148	Kenny Gedum JosGue	SICK LEAVE	1.00
No. Of Employee : 1					

14. Leave Monitoring Application Transaction

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LEAVE APPLICATION TRANSACTION

(01-03-2018 To 31-03-2018)

NAME: Genry ek Jerry (10002), PAYROLL ID: A0270162

ANNUAL LEAVE

Trans Type	Start Date	End Date	No. Of Days	Reason			
Leave Taken	03-03-2018	03-03-2018	1.00				
Summary							
B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Total Leave Entitle	Leave Taken	Balance	Remarks
0.00	0.00	0.00	0.00	0.00	1.00	(1.00)	

SICK LEAVE

Trans Type	Start Date	End Date	No. Of Days	Reason			
Leave Taken	10-03-2018	10-03-2018	1.00				
Summary							
B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Total Leave Entitle	Leave Taken	Balance	Remarks
0.00	0.00	0.00	0.00	0.00	1.00	(1.00)	

15. Leave Monitoring Summary Report

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ECOTIMEPRINT

LEAVE SUMMARY REPORT

(01-03-2018 To 31-03-2018)

Employee ID	Name	Payroll ID	Period	Leave Type	B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Tot. Leave	Leave Taken	Balance	Remarks
10002	Genryek Jerry	A0270162	01-01-2018->31-12-2018	ANNUAL LEAVE	0.00	0.00	15.00	0.00	15.00	1.00	14.00	
			01-01-2018->31-12-2018	SICK LEAVE	0.00	0.00	14.00	0.00	14.00	1.00	13.00	

No. Of Employee: 1

16. Employee Listing

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Employee Listing

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Employee ID	Payroll ID	Name	IC No	Passport No	DOB	Gender	Date Join	Resigned Date	Schedule	Card Number
20237		German		B7962010		MALE			0	0
20238		Seal						30-10-2017	0	0
20239		McGren eGmed							0	0
20240		-							0	0
20241		-							0	0
20242		-							0	0
20243		Gustaan				MALE			0	0
20244		YudGae				MALE			0	0
20245		Suneraawen				MALE			0	0
22203		-							0	0
30002		Deasy Grace		EB 8749888	27-10-1985	FEMALE			12	0

Total Employee: 146

NOTES

You can be reminded of your notes on the ECOTIMEPRINT main menu side bar.

The screenshot displays the 'Notes' application window. On the left is a list of notes with columns: No., Employee No., Employee Name, Document Type, and Preset Heading. The list is currently empty. Above the list are filters for 'Date Follow Up' (a date picker) and 'Due Date' (a dropdown set to 'Due date in 7 days'), along with an 'Advance Search' button. A 'Print' button is at the bottom left. On the right is a detailed view of a note, titled 'Main Note'. It contains fields for 'Employee' (a dropdown), 'Document Type' (a dropdown with an 'Add' button), 'Preset Heading' (a dropdown with an 'Add' button), 'Custom Heading' (a text area), 'Date Follow Up' (a date picker), 'Due Date' (a date picker), 'Task' (a text area), 'Comments' (a text area), and 'Status' (a dropdown with an 'Add' button'). At the bottom of the right pane are buttons for 'New', 'Save', 'Delete', and 'Exit'.

To set up Notes:

Step 1: Choose an Employee & Pre-set Heading. It is optional to fill the Document Type, Custom Heading, Task, Comments and Status. The Document Type & Pre-set Heading can be added by clicking the “Add” button.

This screenshot shows the 'Main Note' form filled out. The fields are as follows:

- Employee:** JUKE (62)
- Document Type:** PASSPORT
- Preset Heading:** DEMO
- Custom Heading:** (empty text area)
- Date Follow Up:** 23-02-2019
- Due Date:** 13-03-2019
- Task:** (empty text area)
- Comments:** test
- Status:** IN PROGRESS

Step 2: Enter the Date Follow Up & Due Date so it can be shown into the reminder list later.

Main Note	Support Notes	Attachment
	<p>Support Note 1</p> <div>Test</div> <div>+</div>	
	<p>Support Note 2</p> <div>Testing</div> <div>+</div>	
	<p>Support Note 3</p> <div>Test</div>	
	<p>Support Note 4</p> <div>Test</div>	
	<p>Support Note 5</p> <div>Test</div>	
	<p>Support Note 6</p> <div>Test</div>	

New

Save

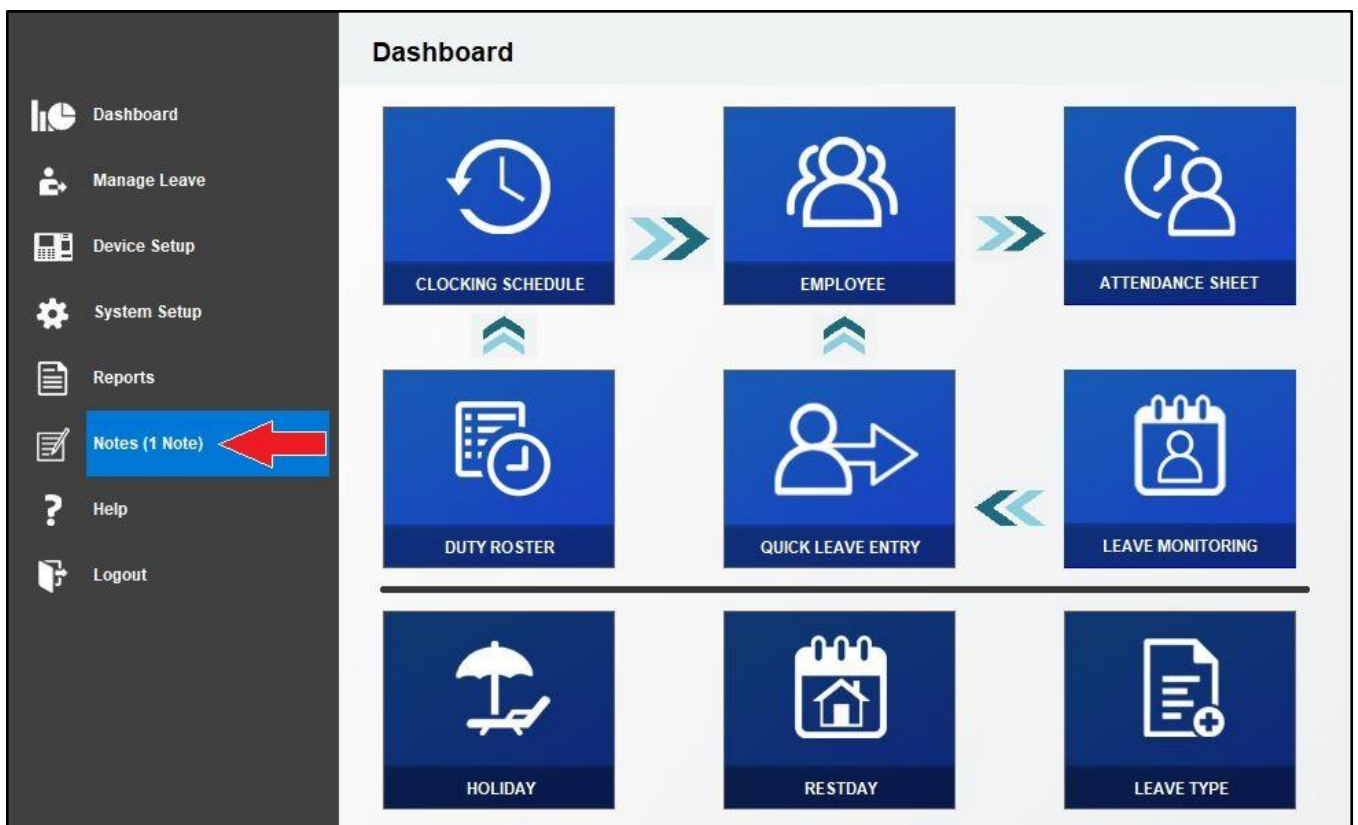
Delete

Exit

Step 3: You can also add in Support Notes or the Attachment in the second and third tab, Then click Save.

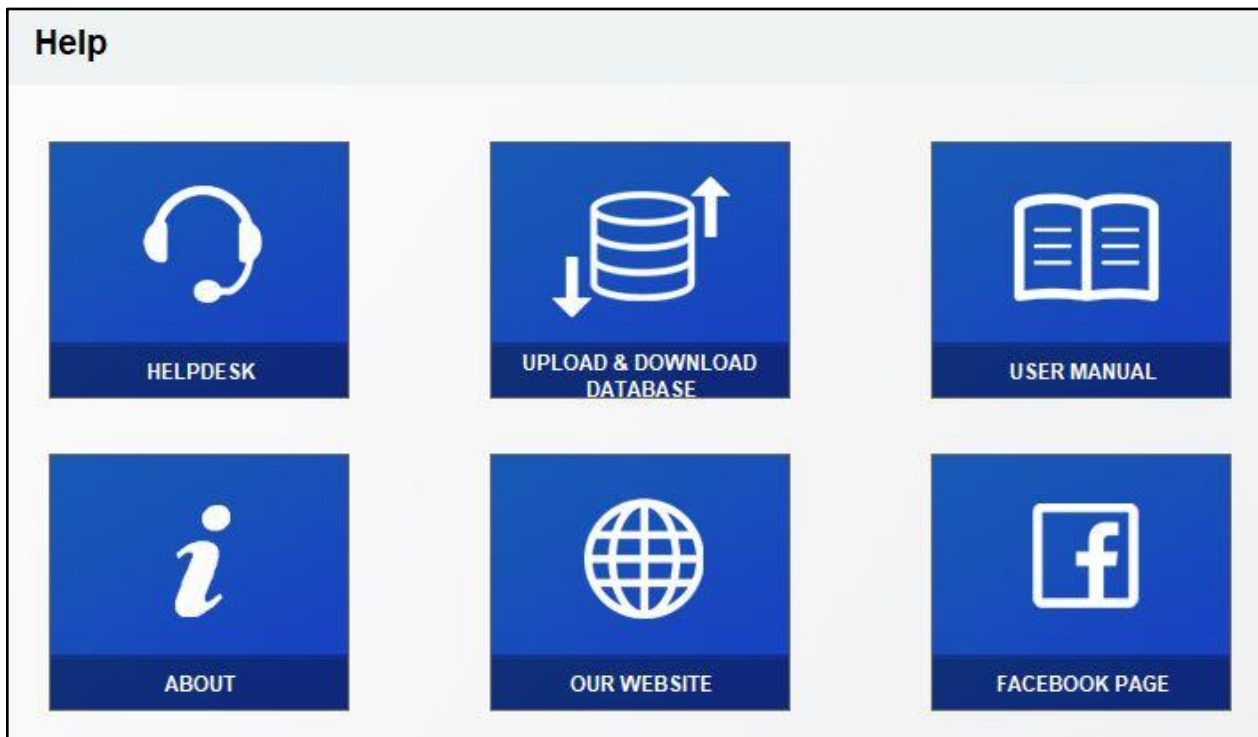
Step 4: Choose the Date Follow Up or the Due Date to filter the reminder list.

[illegible]



- It will be notify on the main menu side bar based on how many notes you filtered in the reminder list.

Help



- **Helpdesk**
 - Contact live chat with our support
- **Upload & Download Database**
 - Upload Database for Troubleshooting
- **User Manual**
 - User Manual of ECOTIMEPRINT Attendance System
- **About**
 - About ECOTIMEPRINT Attendance System
- **Our Website**
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