www.ecotimeprint.com

ECO TIMEPRINT ATTENDANCE SYSTEM (ETA2)

USER MANUAL
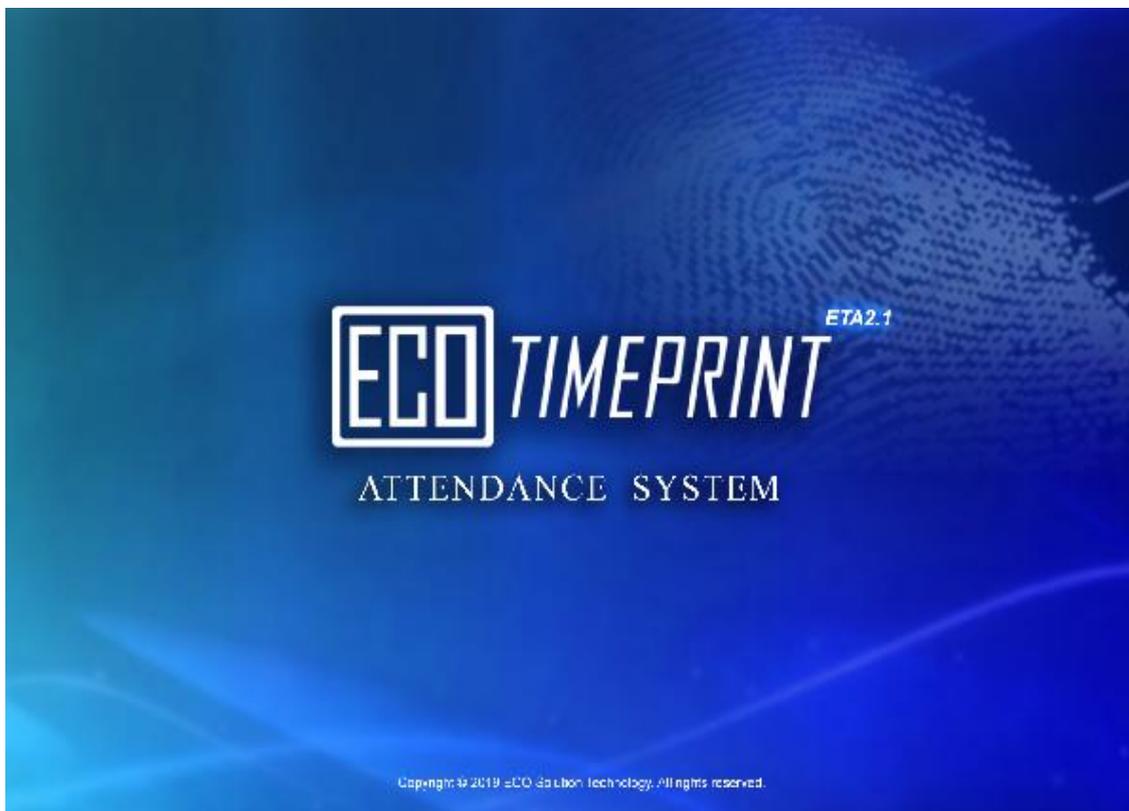
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SOFTWARE INSTALLATION

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**
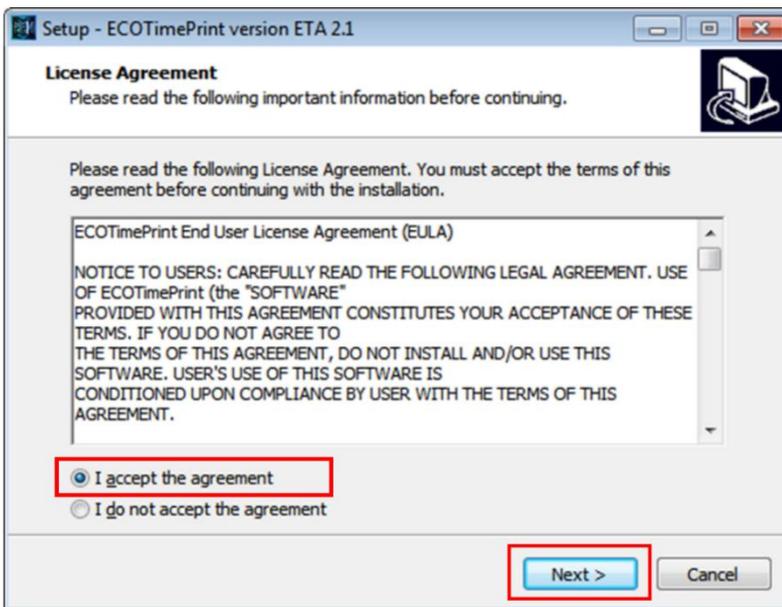
Tick to create a desktop icon (Optional), Click **Next**
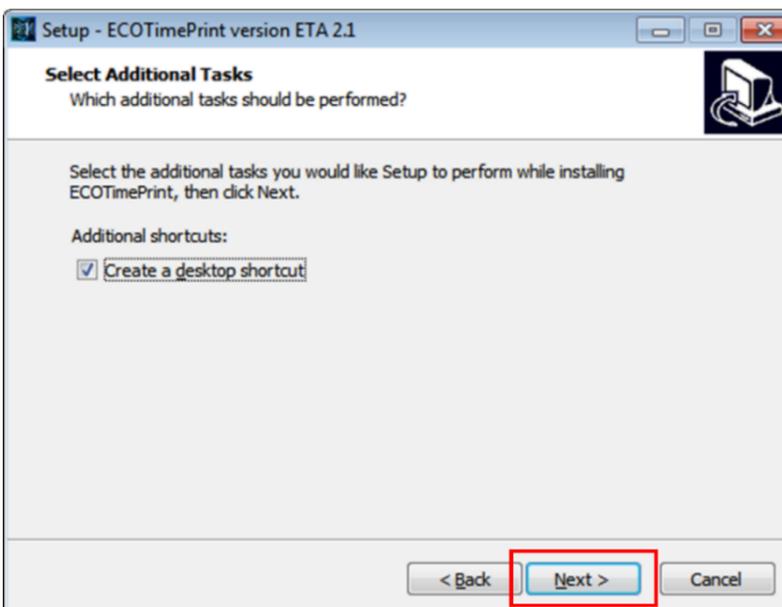
Then Click **Install**
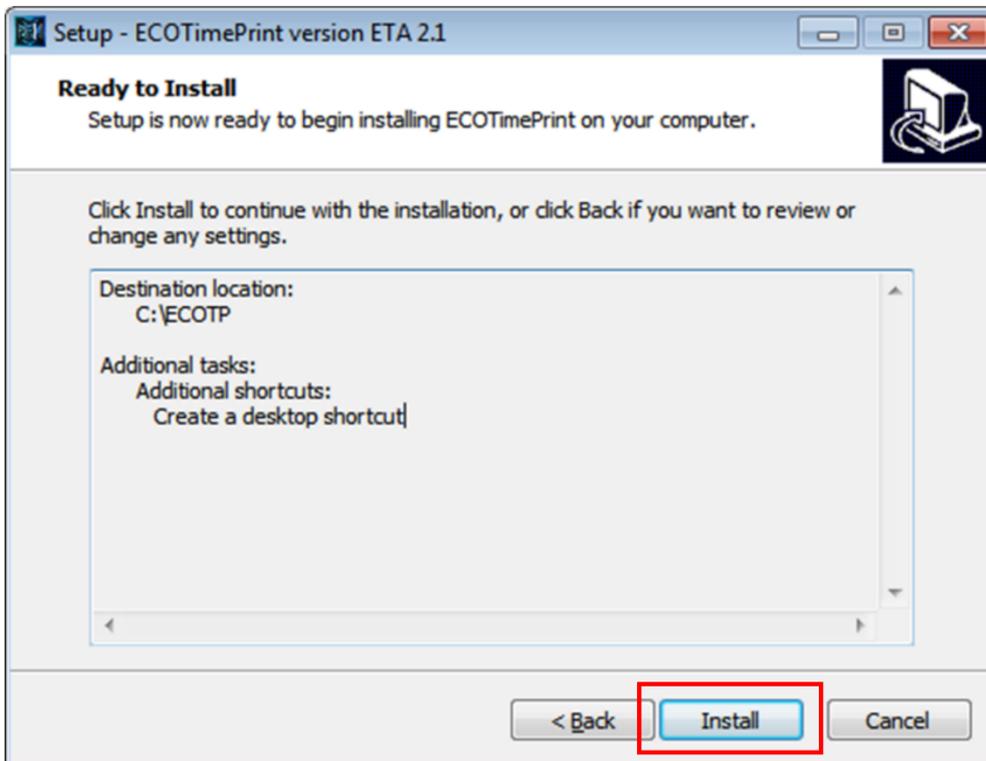
While complete the installation, Click **Finish** to exit setup
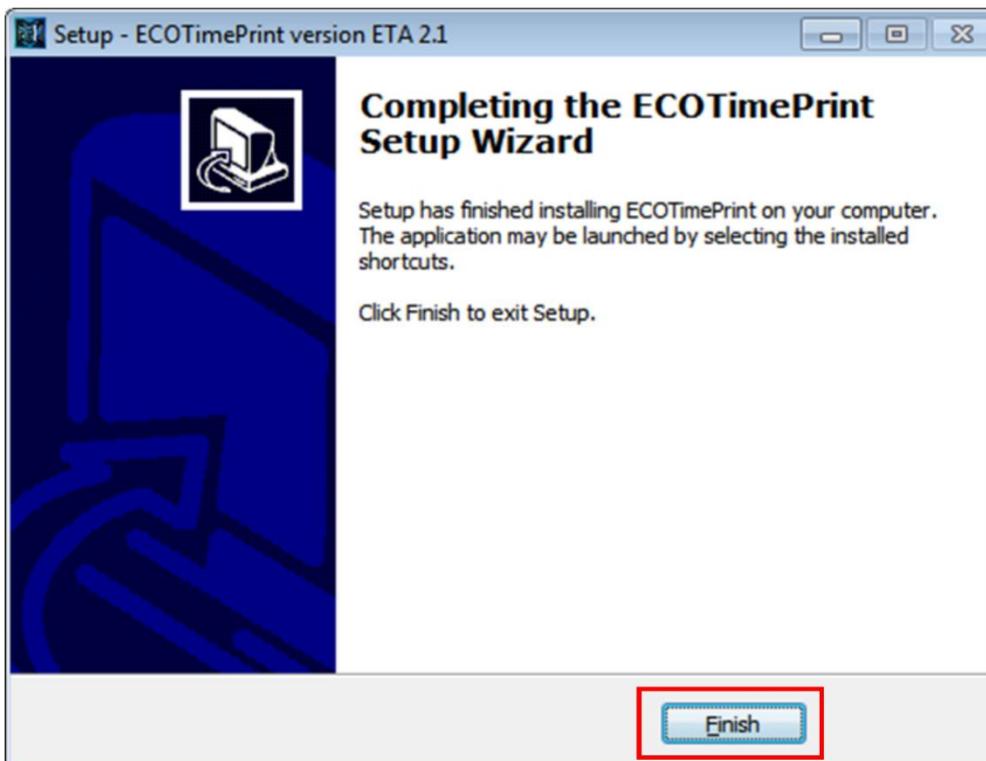
Launch - Program ECOTIMEPRINT

When logging for first time, Right Click on **ECOTimePrint** icon and Run as Administrator.
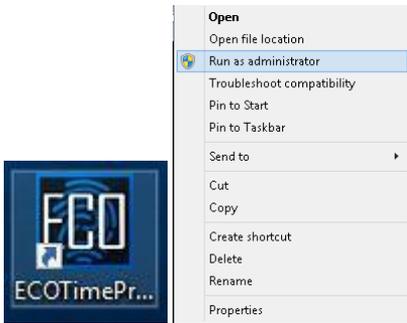
Default User ID "**admin**", Password "**admin**" and Click **Login**
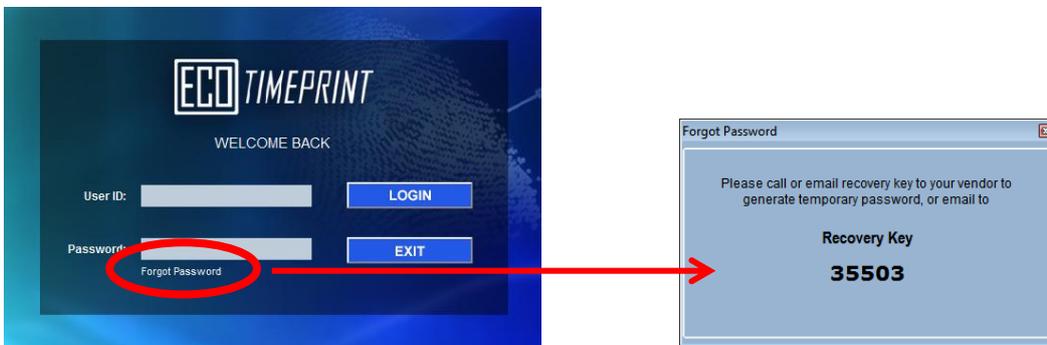
** If forgot password, click "Forgot Password", and give the recovery key to your vendor or email to support@ecotimeprint.com to get temporary password to login system.
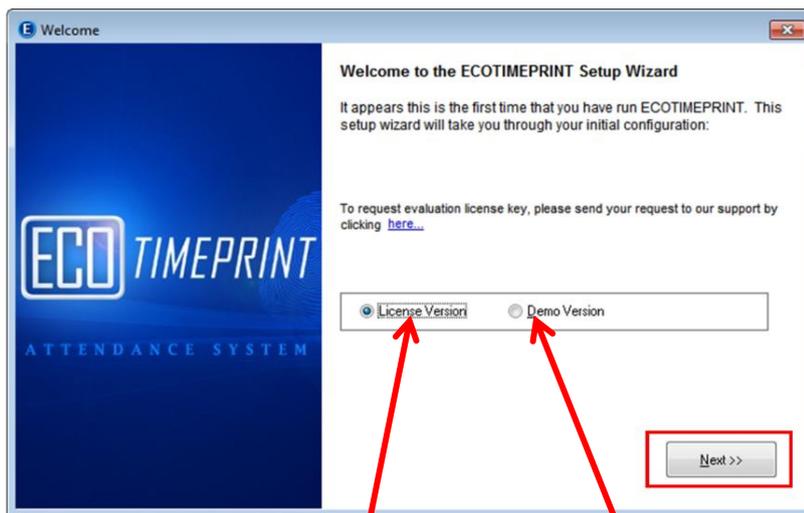
To Activate Terminal License, select "**License Version**", then Click "**Next**" button.

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…
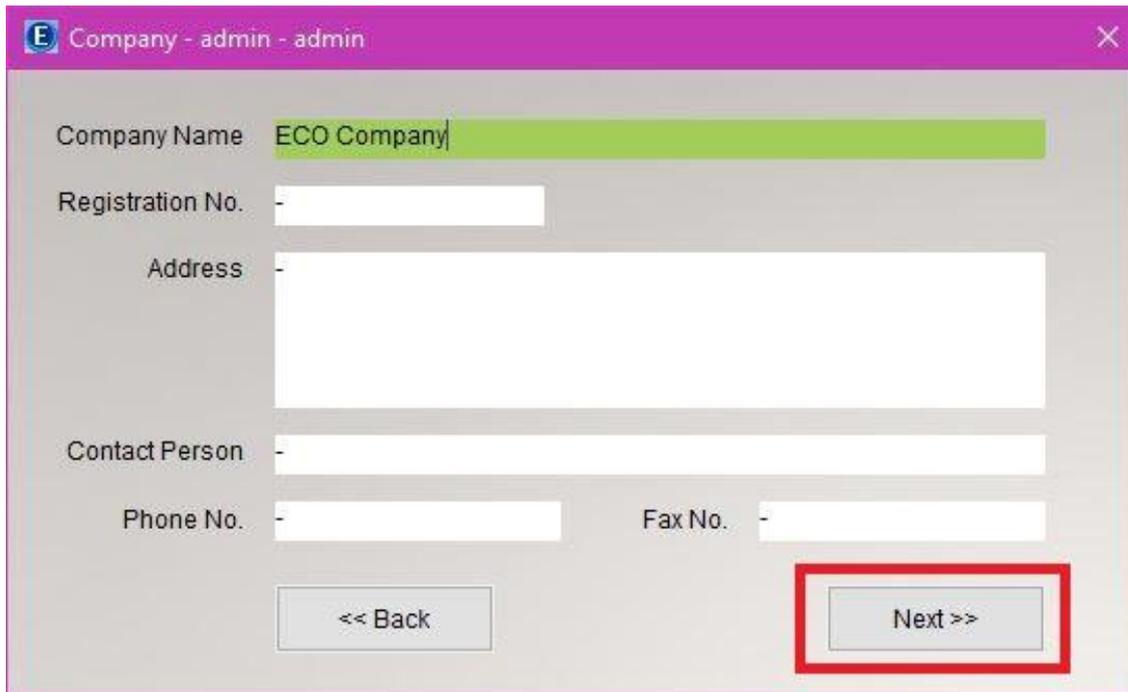
Terminal Setup

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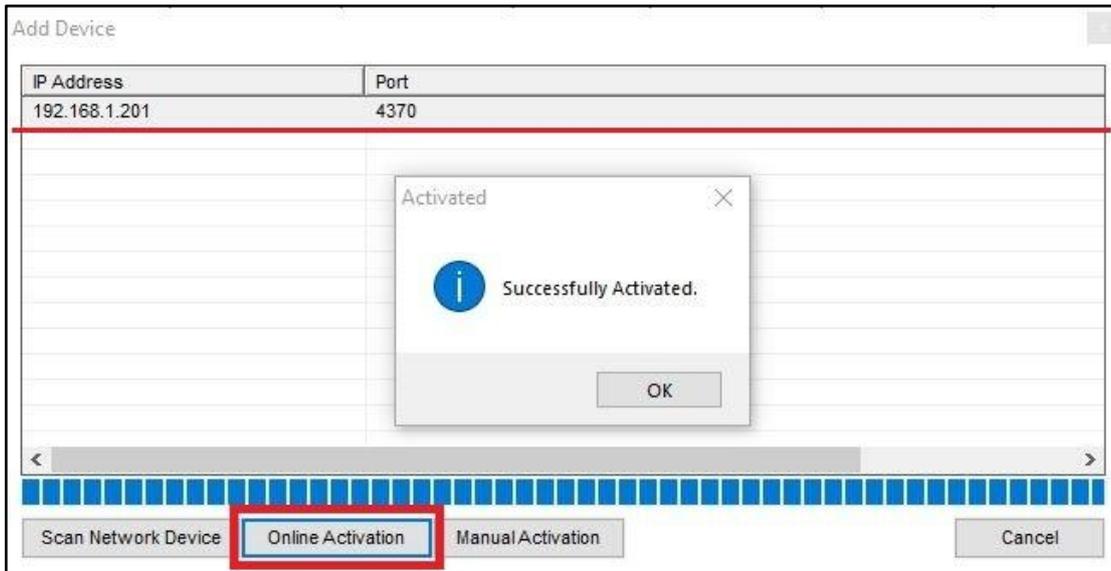
Step 2: After the scan network device process is completed, click the terminal in the list to online activate.

Second way is by **Manual Activation**
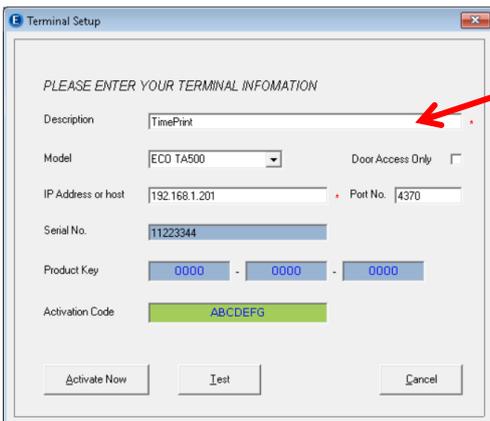
1. Find the file "Terminal License.jpg" in ECOTIMEPRINT CD Provided.

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)*

Step 2: **Test** on the terminal connection status

If you are not using network connection, you can just ignore the following.
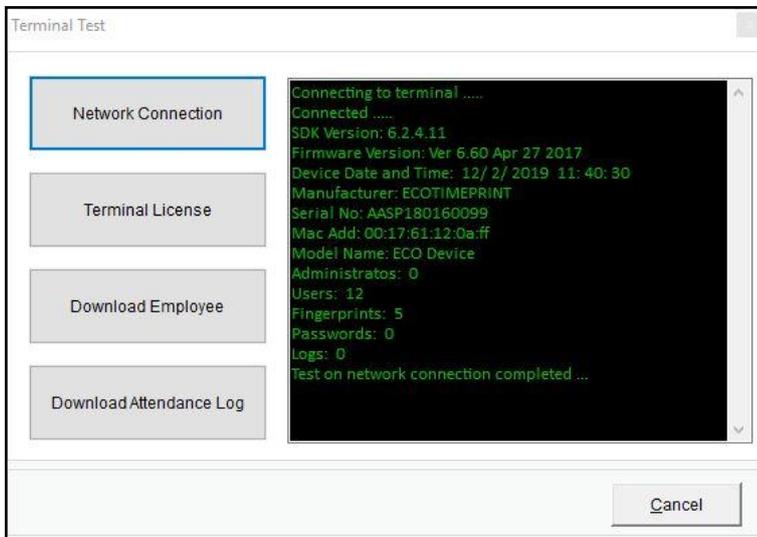
Terminal Test use for troubleshooting terminal status such as:

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
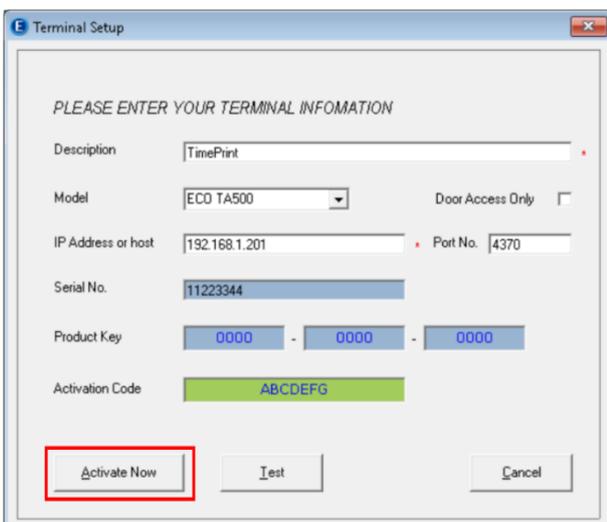
➢ Delete Terminal License

Select the terminal device which you want to delete, then click "Delete" button, "OK" to confirm to remove terminal from system.
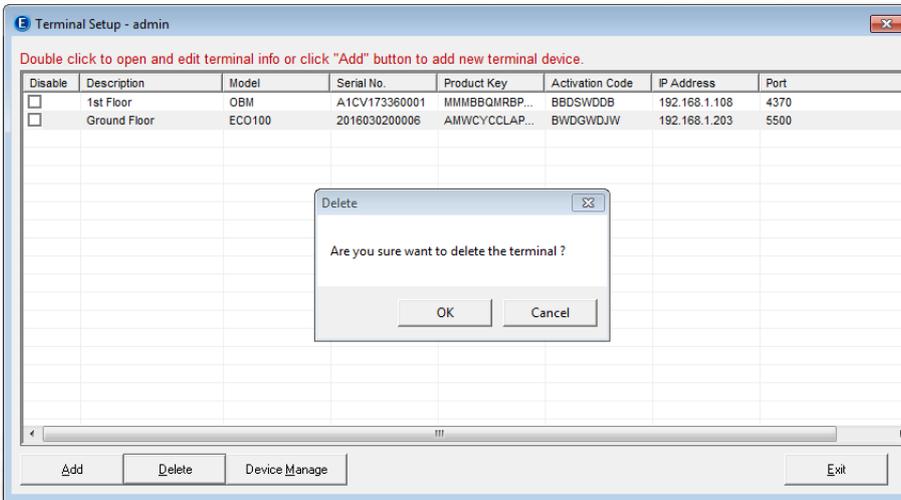
➢ Device Manager - To Interact with Terminal

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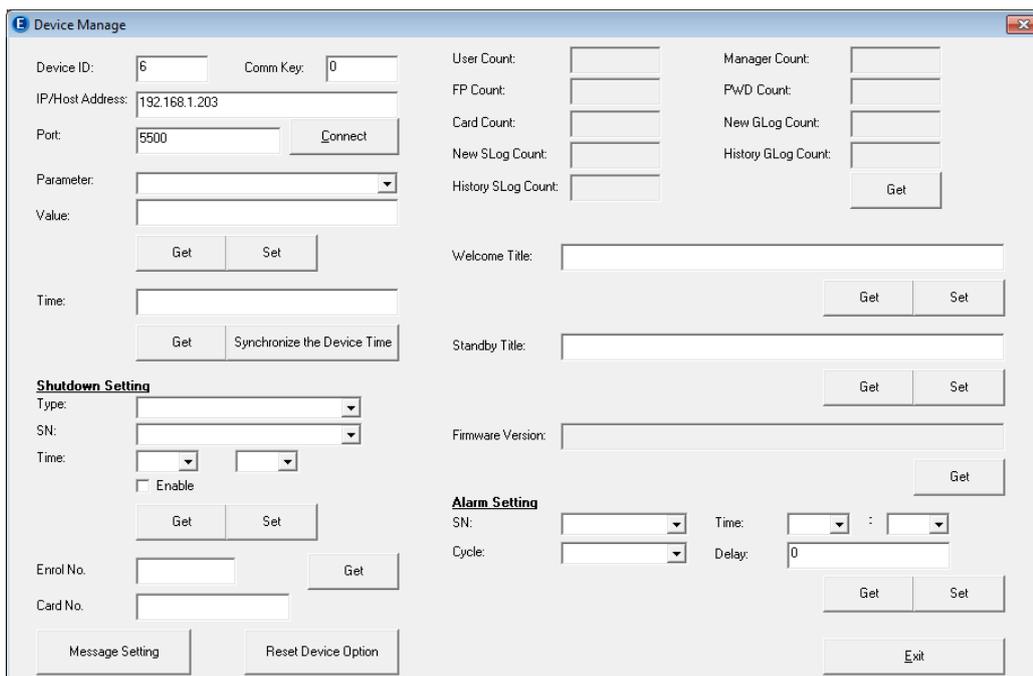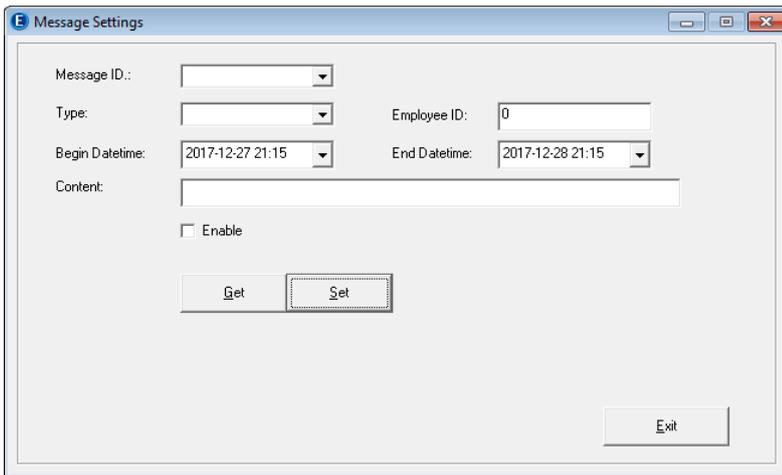
Refer to the table below to understand all settings and information. Note: Following setting is only works with "EFACE800", "ECO TA500", "ECO 2200D", "ECO 6600D", "ECO 300D", "ECO 1800D", "OBM", "OBMBW"

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.
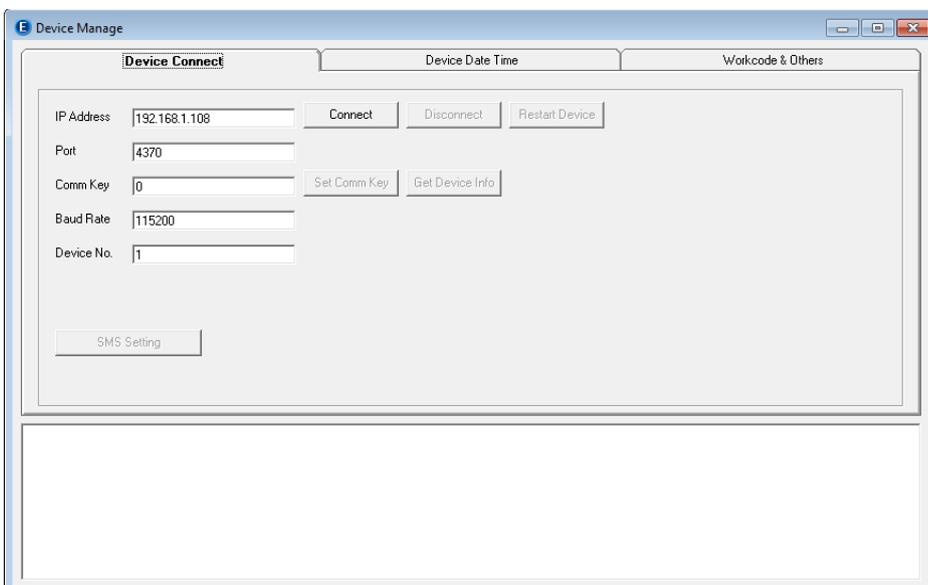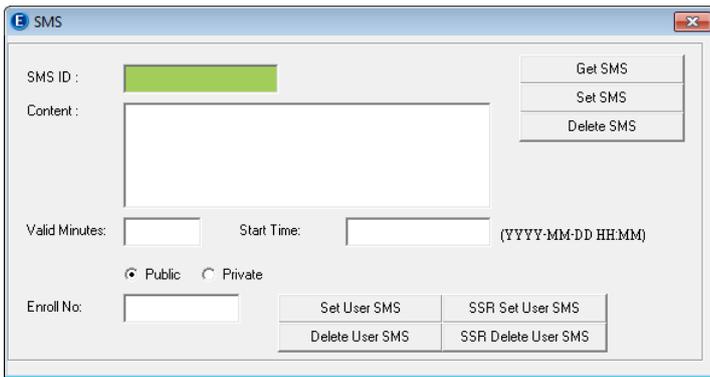
Device Date Time:

- **Date** to specify the terminal's date setting by "Day", "Month", "Year"

- **Time** to specify the terminal's time setting by "Hour", "Minute", "Second"
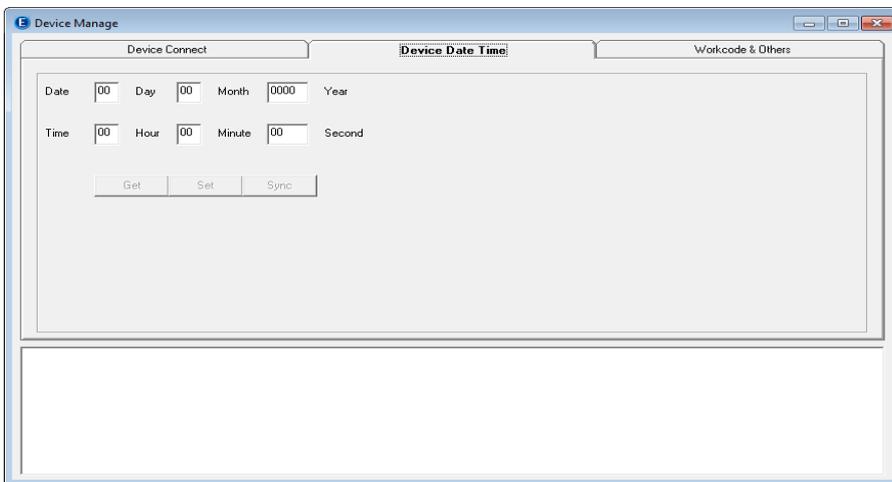

Workcode & Others:

- **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	1. Clocking Schedule 2. Employee 3. Attendance Sheet 4. Leave Monitoring 5. Quick Leave 6. Duty Roster	1. Holiday 2. Restday 3. Leave Type
MANAGE LEAVE	1. Quick Entry 2. Leave Monitoring 3. Mobile Leave Application	
DEVICE SETUP	1. Terminal Setup 2. Door Access Control	3. Update Date & Time 4. Real Time Monitoring
SYSTEM SETUP	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	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	1. Helpdesk 2. Upload & Download Database 3. User Manual 4. About 5. Our Website 6. Facebook Page	
LOGOUT	Logout System	

DASHBOARD

Clocking Schedule
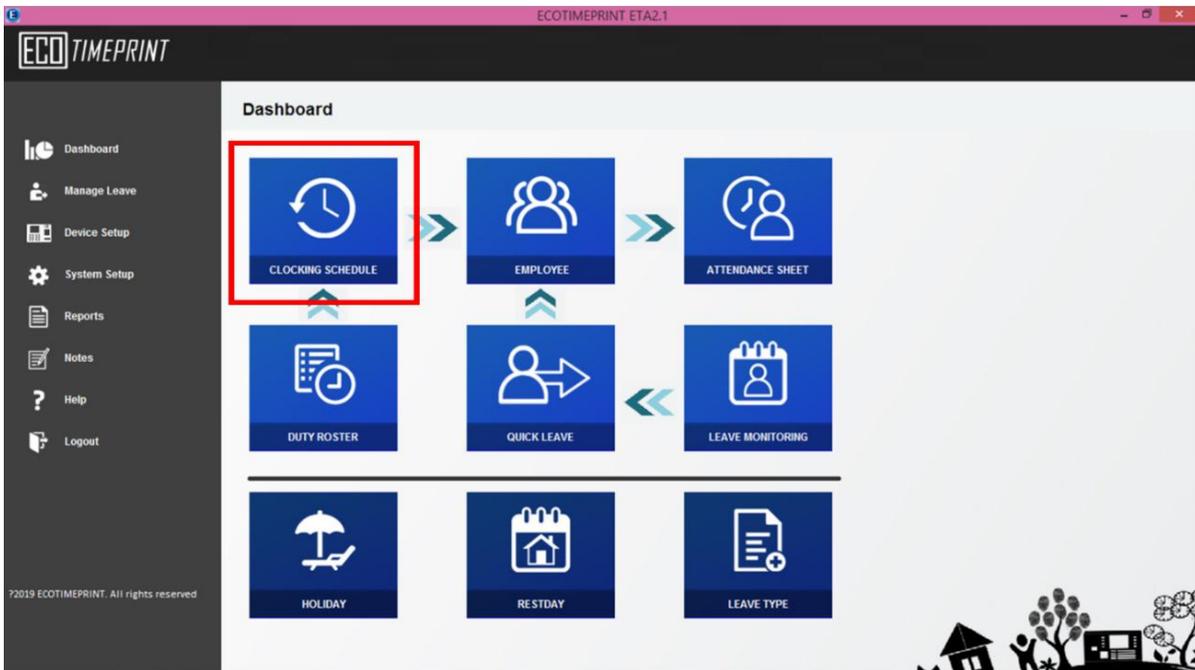
Setting Clocking Schedule

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.
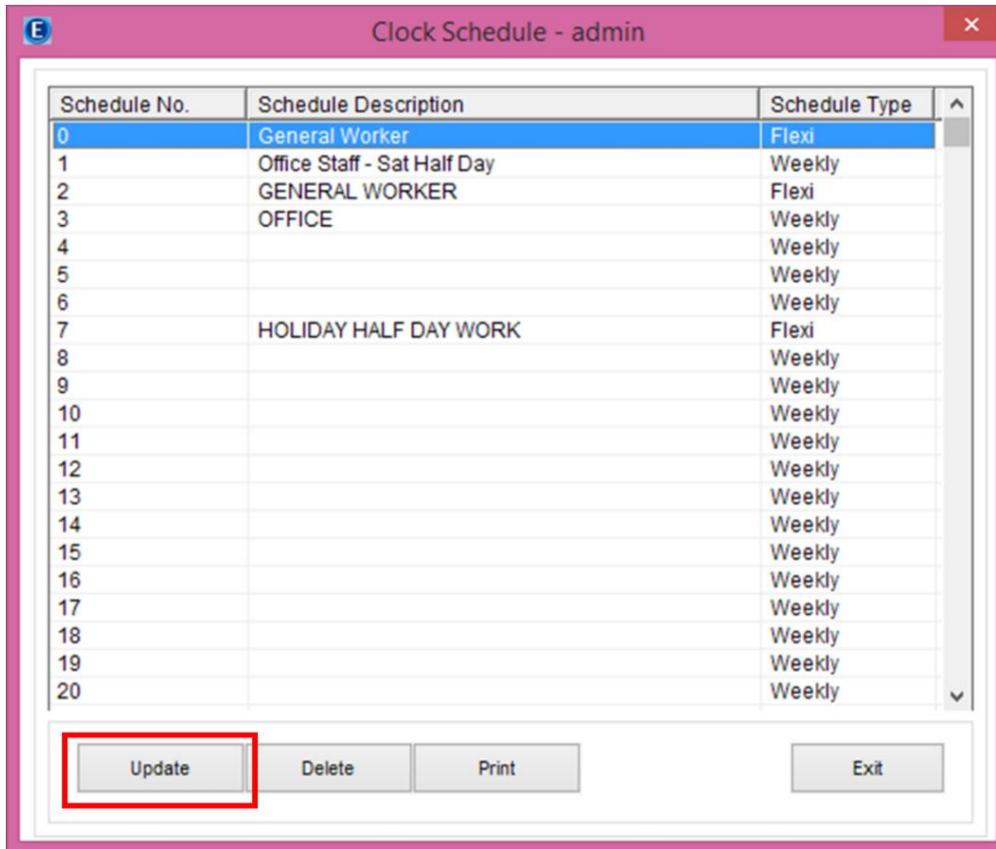
- Enter **Schedule Description** and choose the schedule type "**Weekly**"

- 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
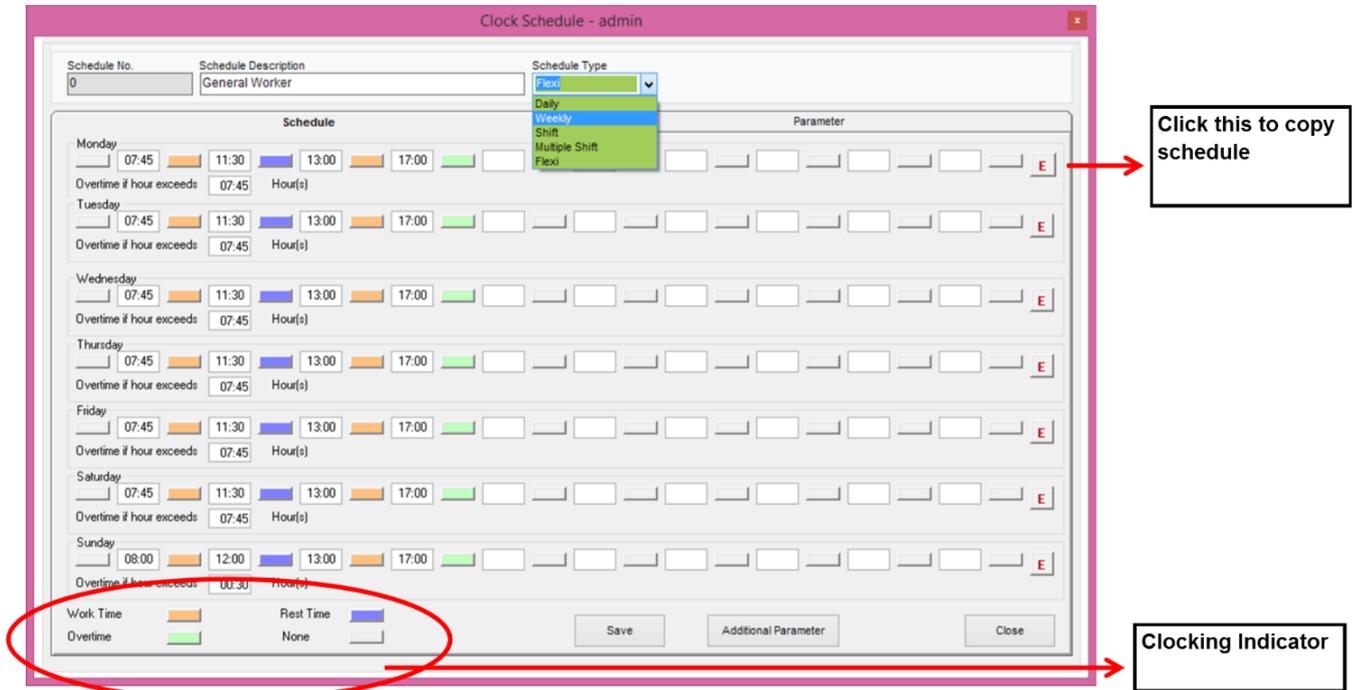
- With refer to the screen above, on Monday, working time from 08:30 to 12:00, Rest Time from 12:00 to 13:00 and Work time again from 13:00 to 17:00, after 17:00 consider is overtime. To set the indicator (work time, rest time and overtime) in between of two clocking time, move your mouse to pick the 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

- **Holiday Calendar**

  - 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**

  - 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	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	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 winthin	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	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	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	Update

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 [1 ▼] [Apply]

  - 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**

- 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.

- 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.

- **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.
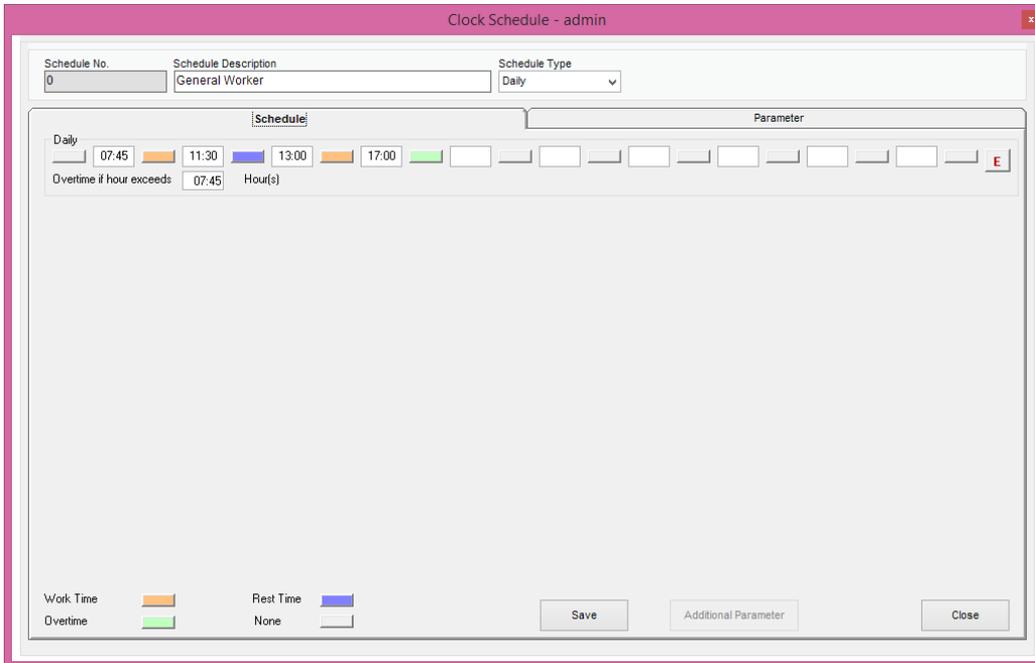
➢ **Shift Schedule**

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)
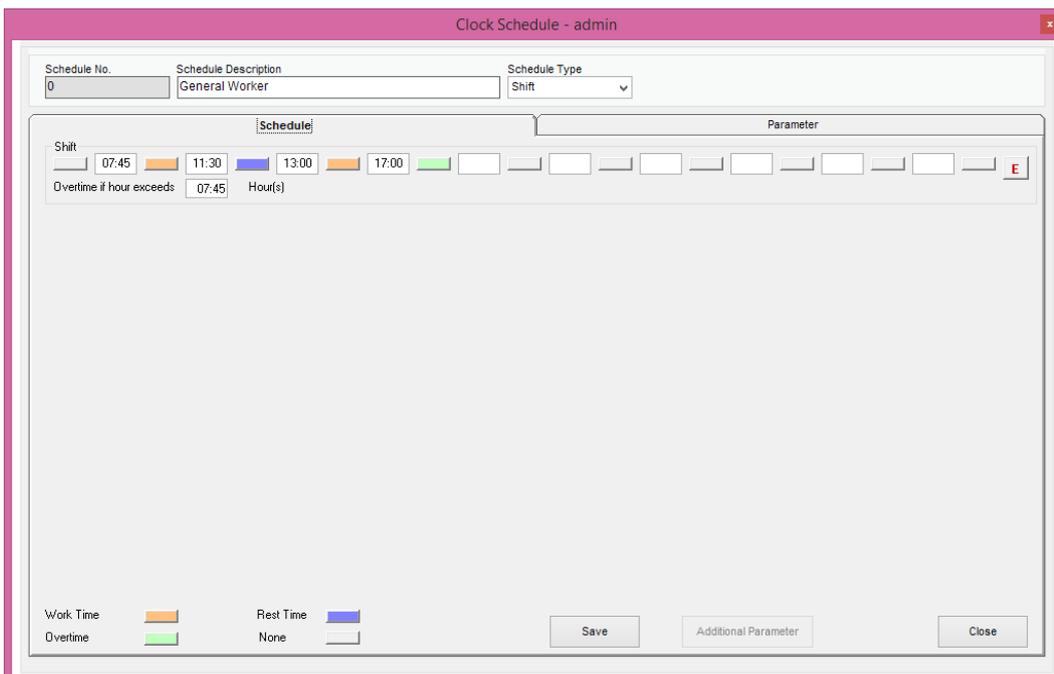
➢ **Flexi Schedule**

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.

Parameter - Flexi Schedule

- 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
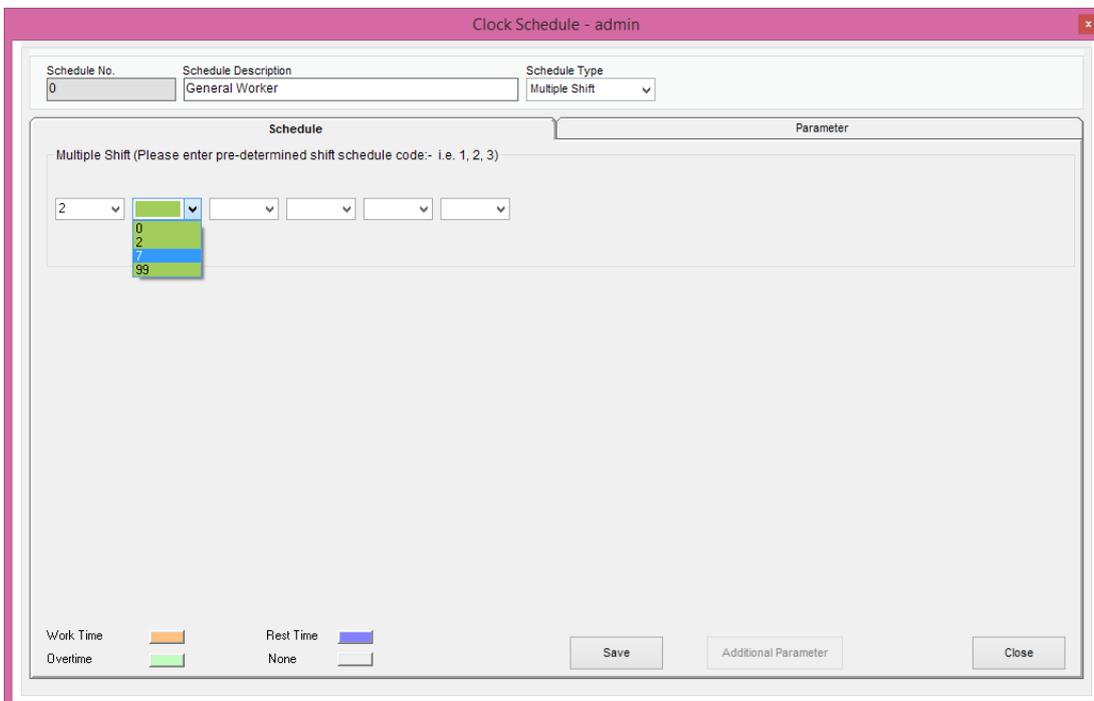
Parameter - Multiple Shift Schedule

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**

In Additional Parameter

- **Holiday Schedule**

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

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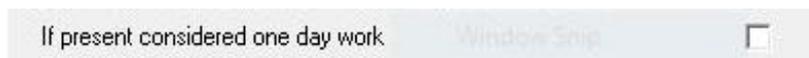
  - Even the employee clocking in one time, it consider as one work day.

- **Overtime Considered as Work time**

  - Use this function if the overtime considered as work time

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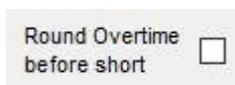
  - Use this option to round overtime before short (for users who used the overtime & short rounding function in the schedule parameter)

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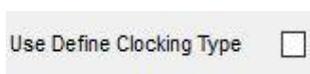
No.	Name	Date	Weekday	Time	Clock Type
1	OBDUL JOLEL	01-02-...	Friday	07:34	IN
2	OBDUL JOLEL	01-02-...	Friday	11:33	
3	OBDUL JOLEL	01-02-...	Friday	12:46	
4	OBDUL JOLEL	01-02-...	Friday	18:02	OUT
5	OBDUL JOLEL	02-02-...	Saturday	07:37	IN
6	OBDUL JOLEL	02-02-...	Saturday	11:32	
7	OBDUL JOLEL	02-02-...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

- 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**

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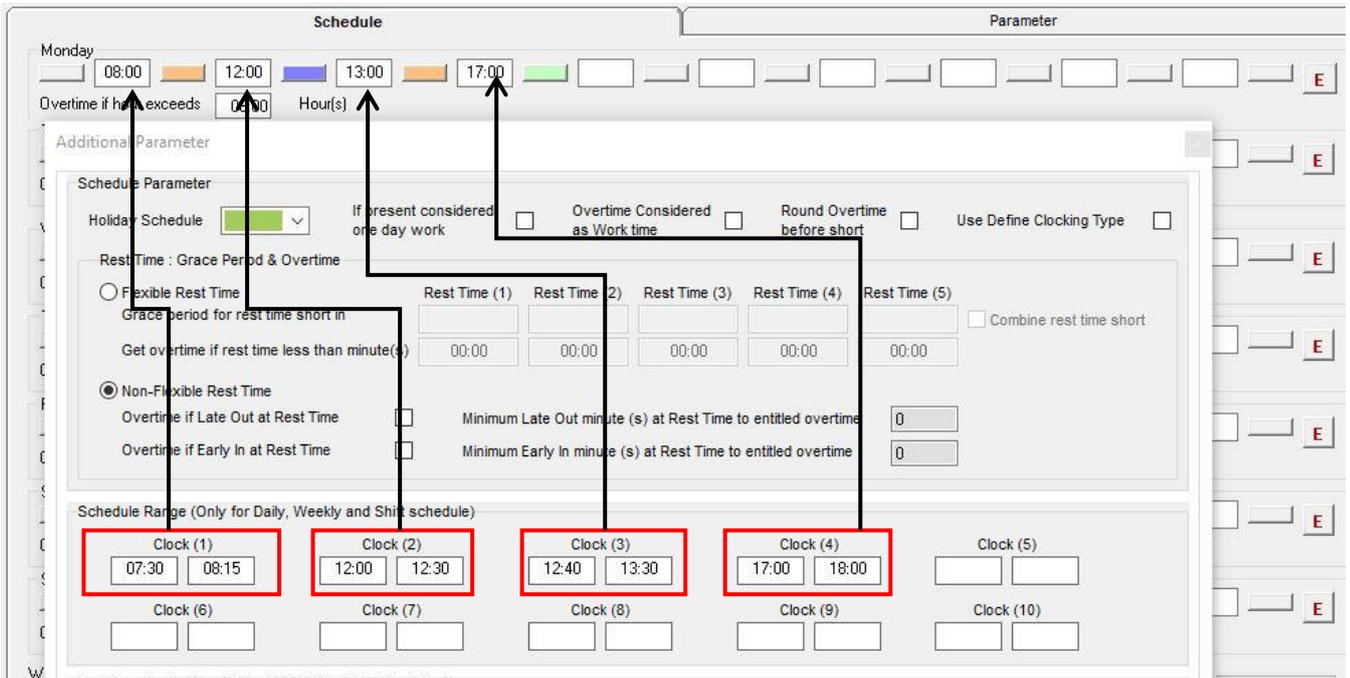
This function use to control the time range for the schedule.

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)
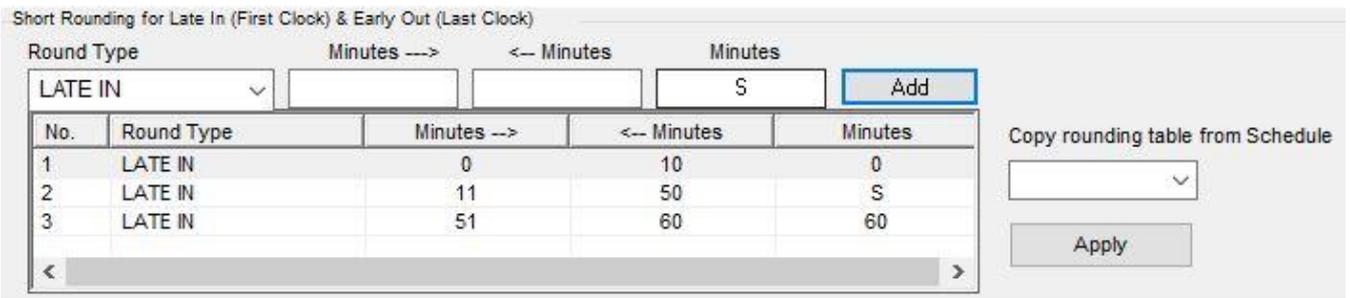
S – System Calculate (minutes by minutes)

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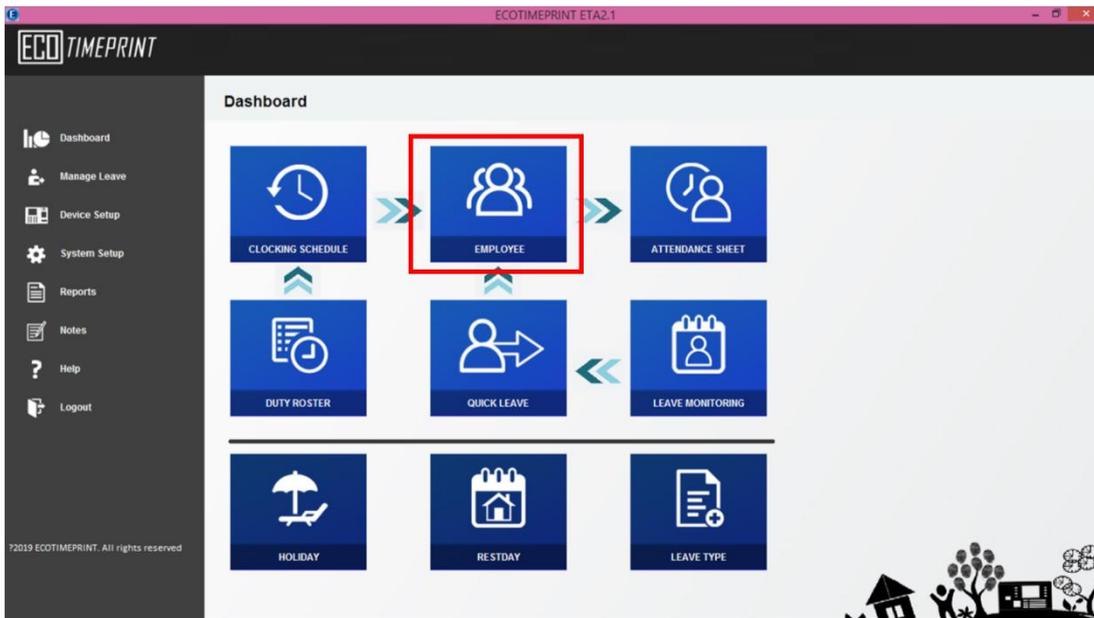
This screen is about the employee information. Please be advised that all users are required to assign into the clocking schedule in order show the accurate information in the attendance sheet.
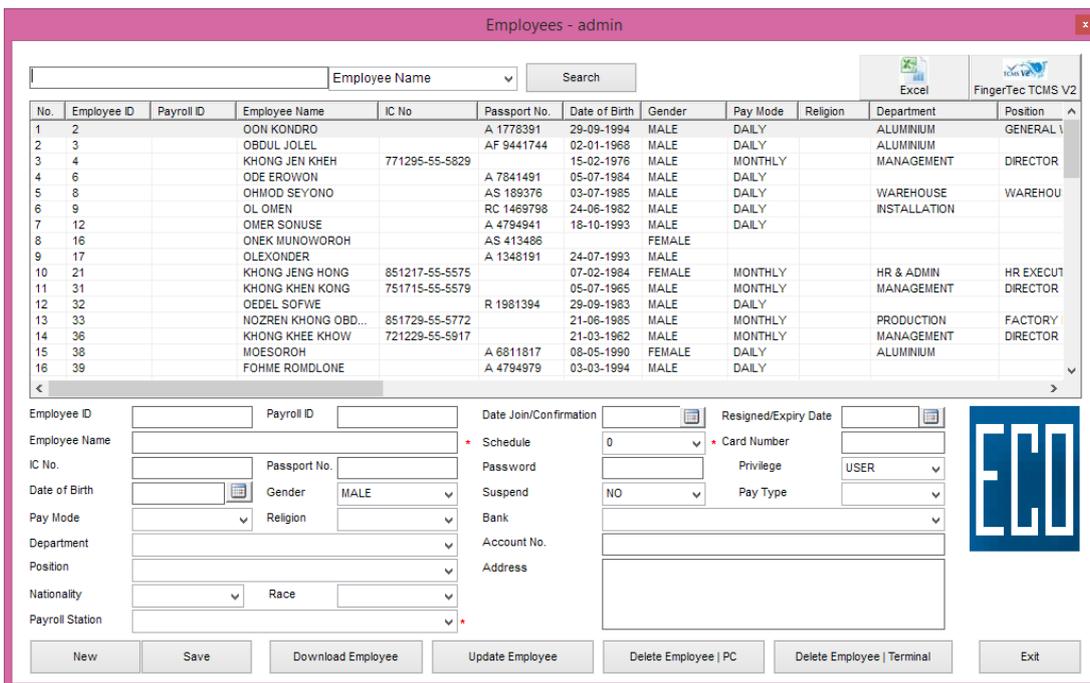
Register Employee Data in Terminal Device

- 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.
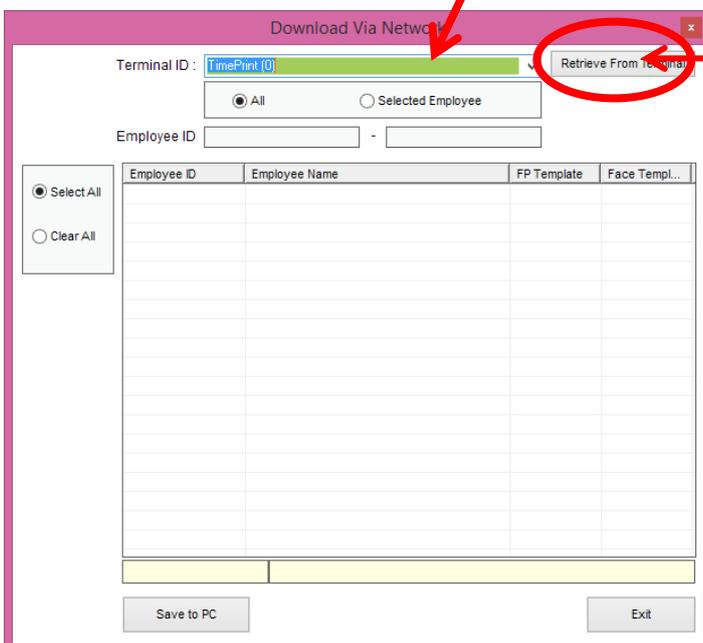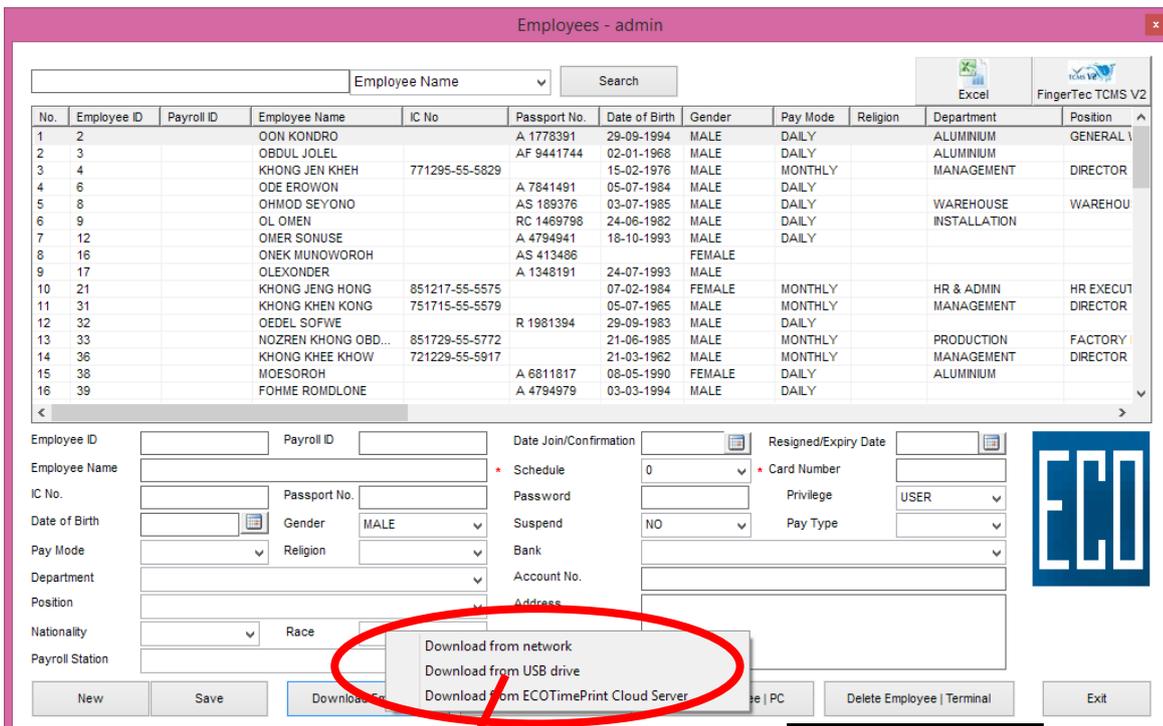
➢ Download Employee - From USB Drive

- 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_0000000000000x.db.

- After Open the file, the list employees will show on the screen. Tick to select the employee, then Click **Save to PC** button.
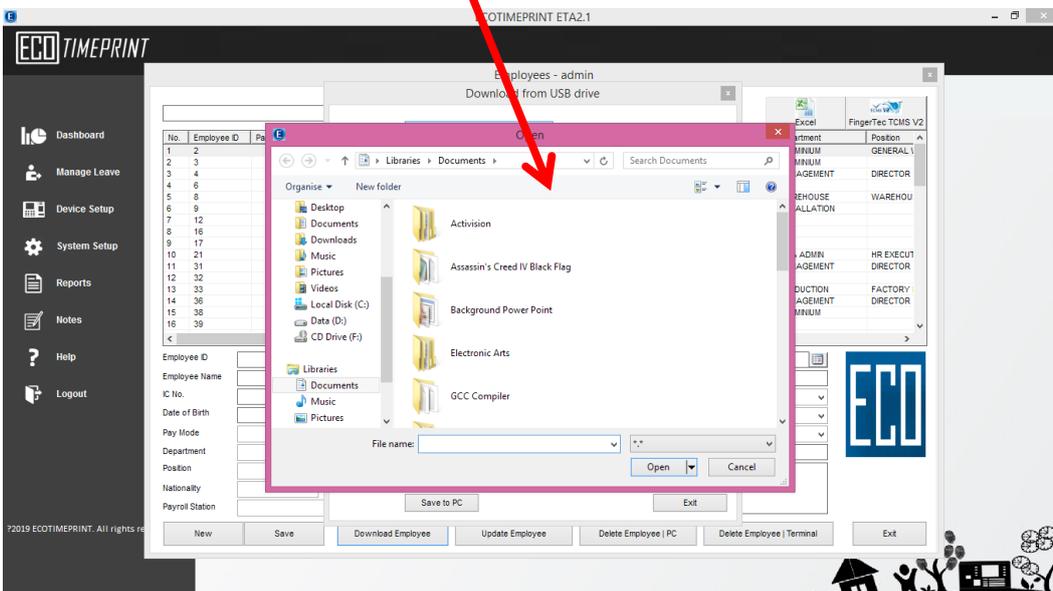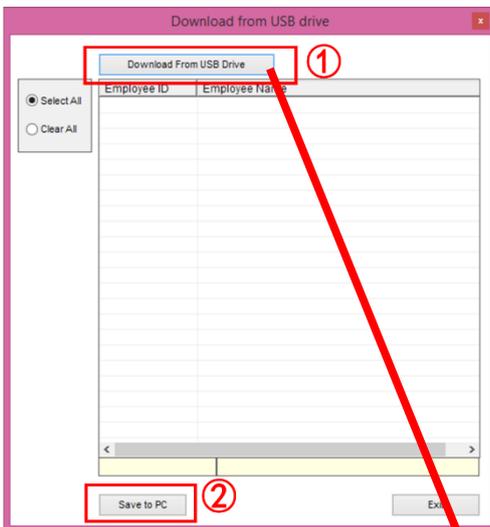
Key-In Employee Information

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.

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.

➢ 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**"

➢ **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.
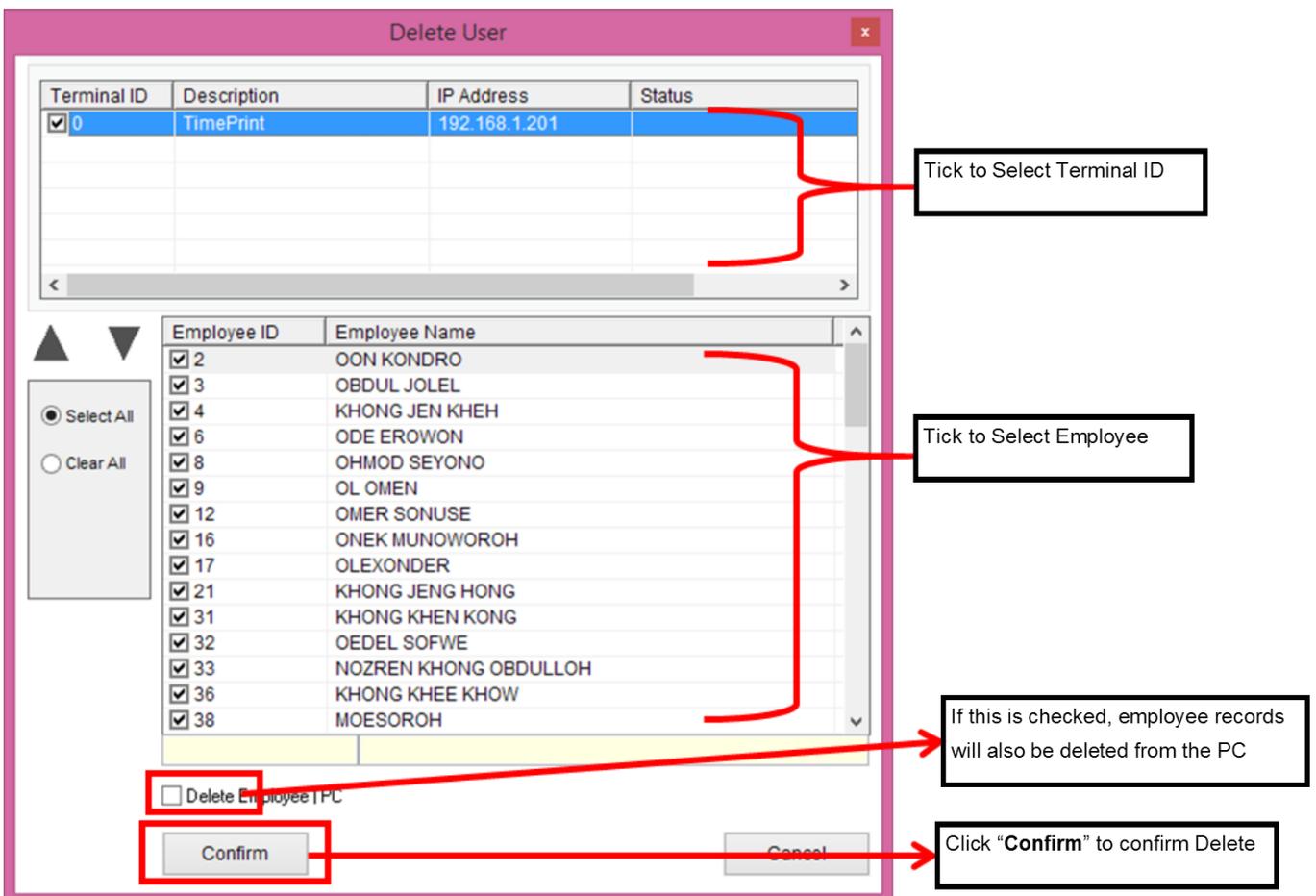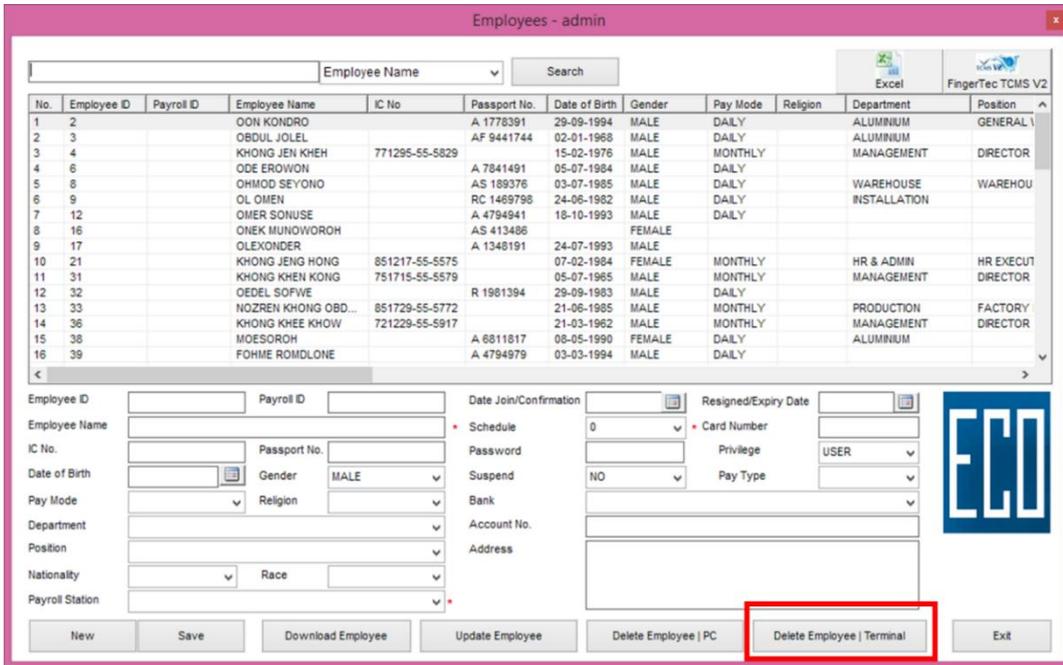
FINGERTEC - TCMS

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 what 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".
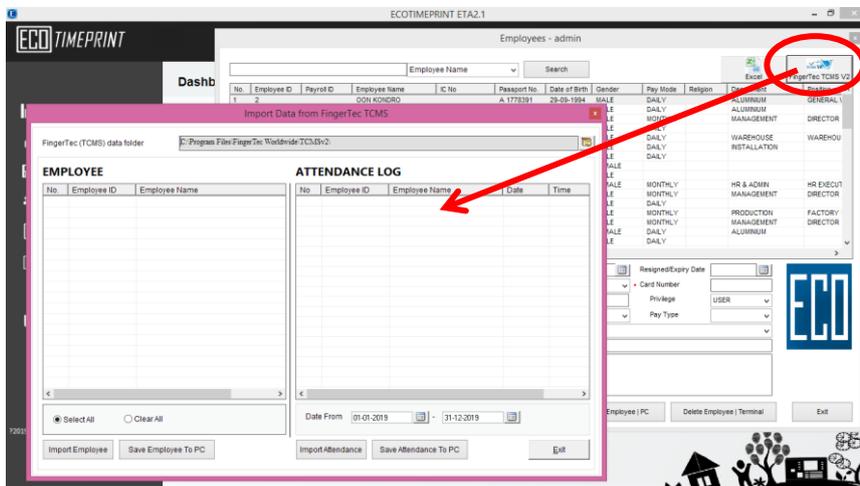
EXCEL

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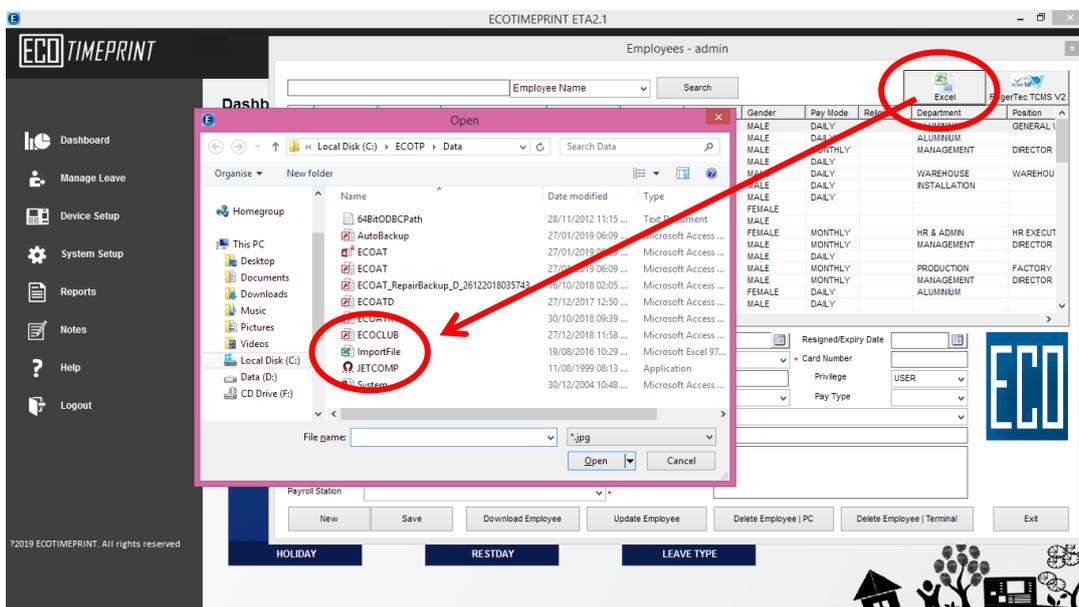
Attendance Sheet

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.
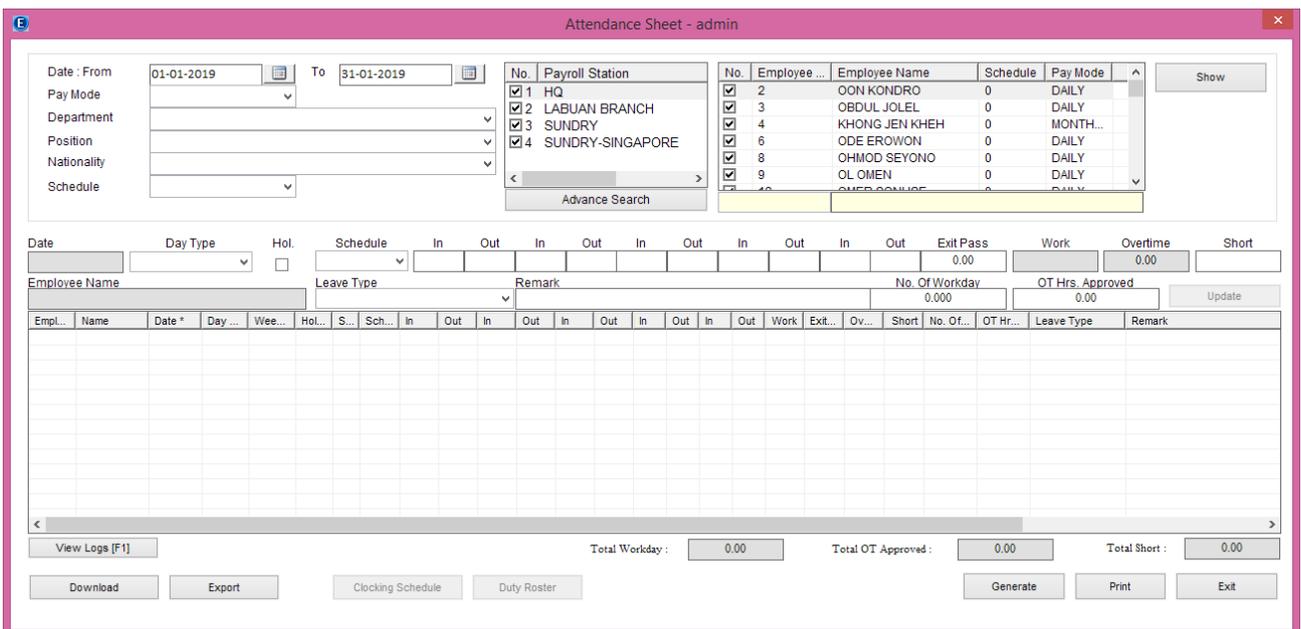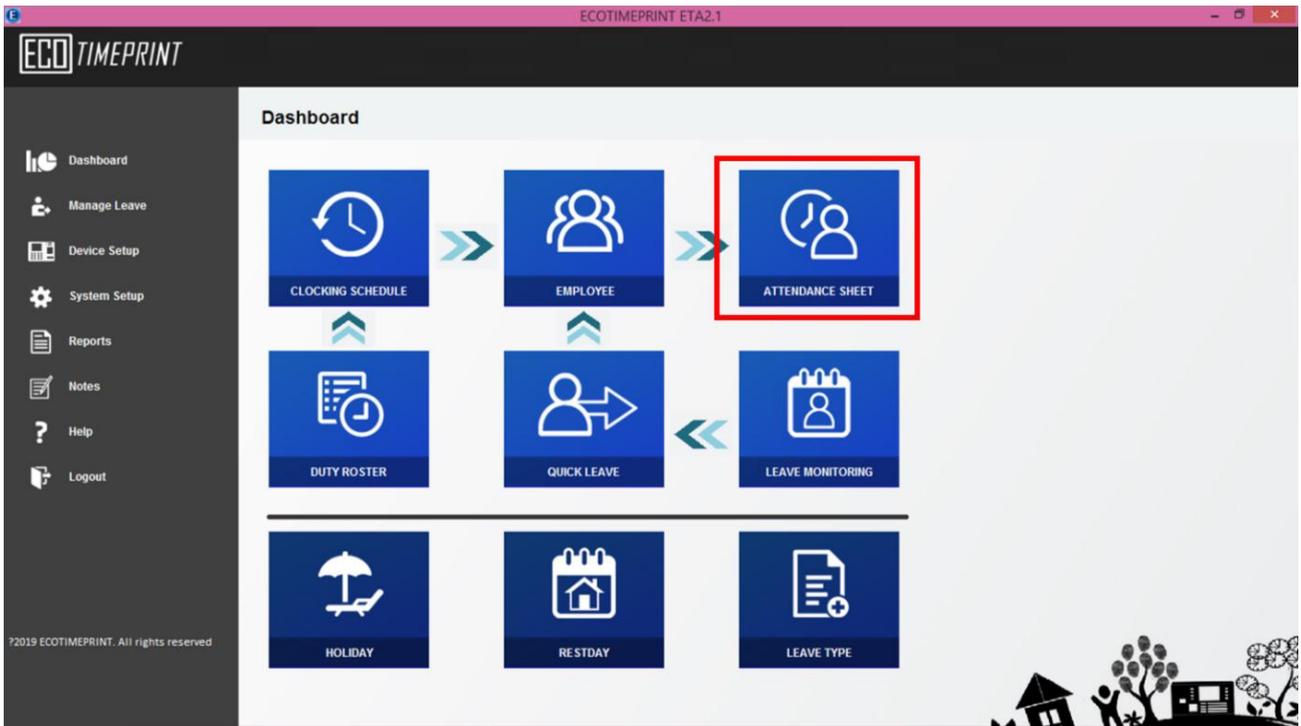
Let us go through the function of this screen:

- **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.
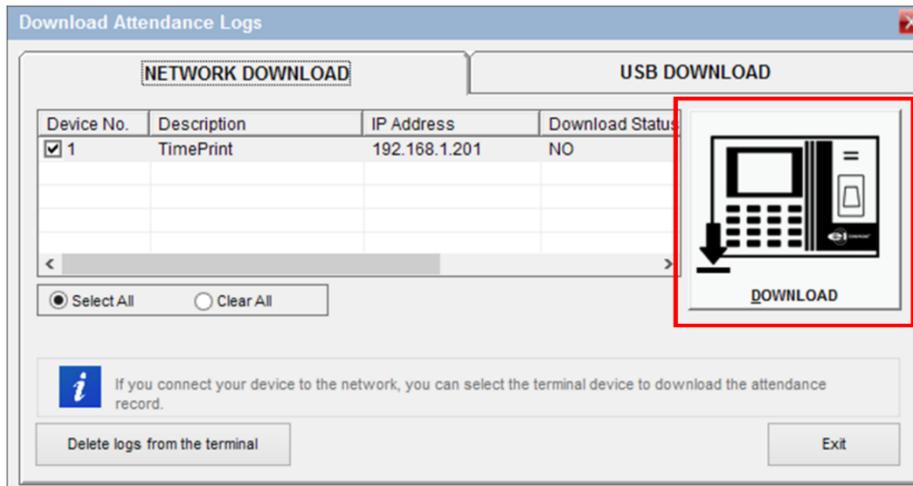
Delete Logs from Terminal via Network

- Before delete the log, click, then click "Save Logs" button to backup the log to "SystemDirectory\Backup\" folder.
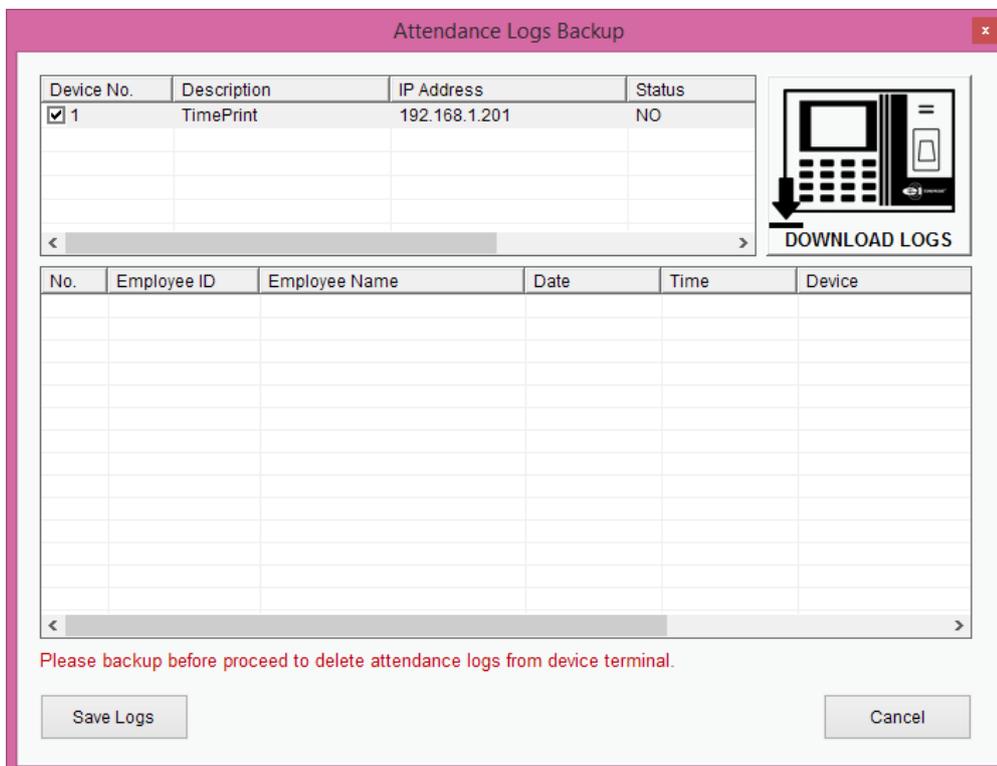
- After "Save Log", the "Delete Log" button appears. Click the "Delete Log" button, enter the administrator password and click "Delete Log" to confirm the deletion of the terminal device log.
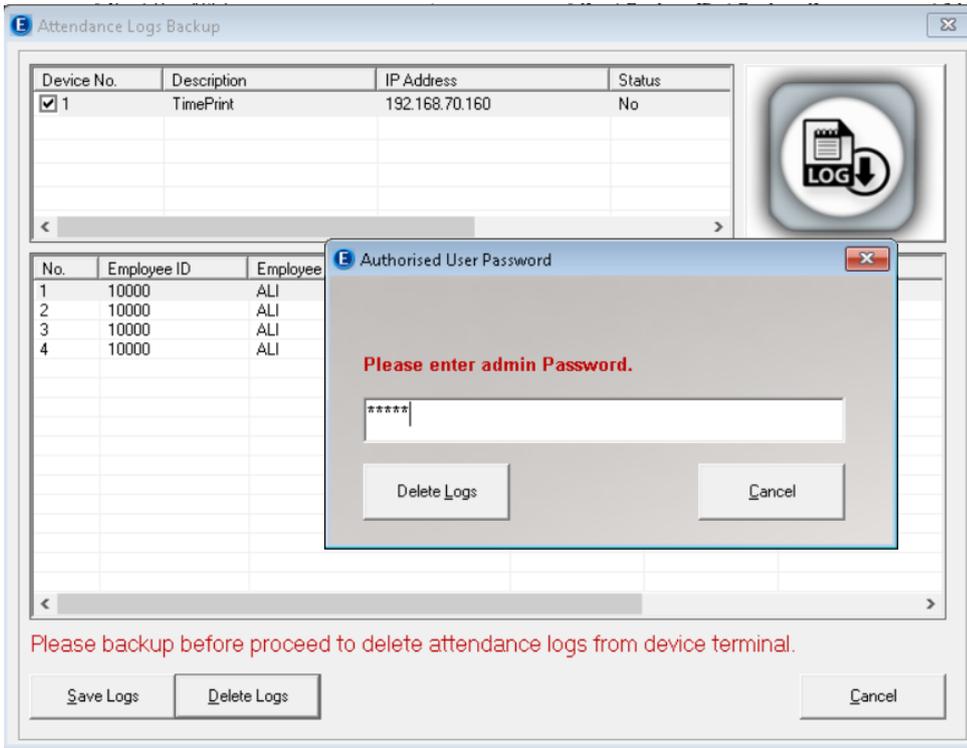
➢ **Download Attendance from USB**
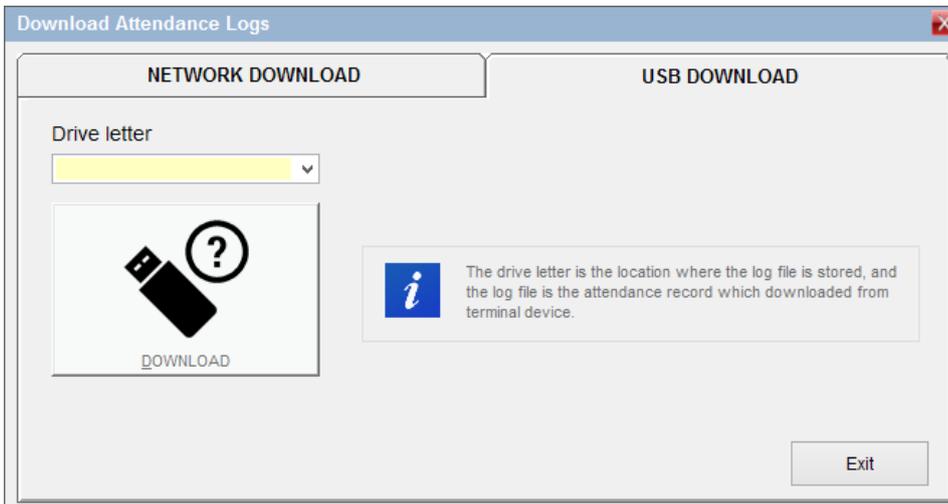
➢ Generate Employee or Attendance

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
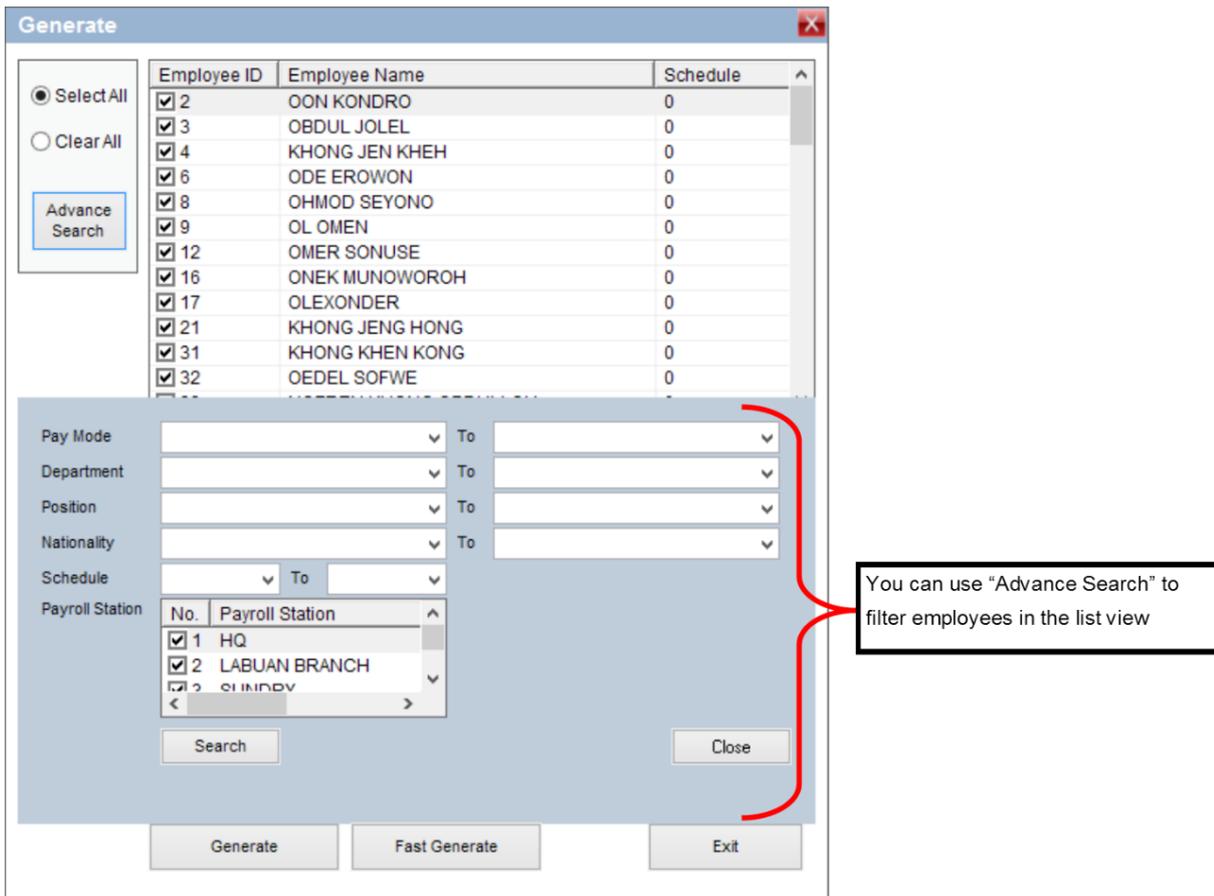
Search Attendance Transaction

- 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.
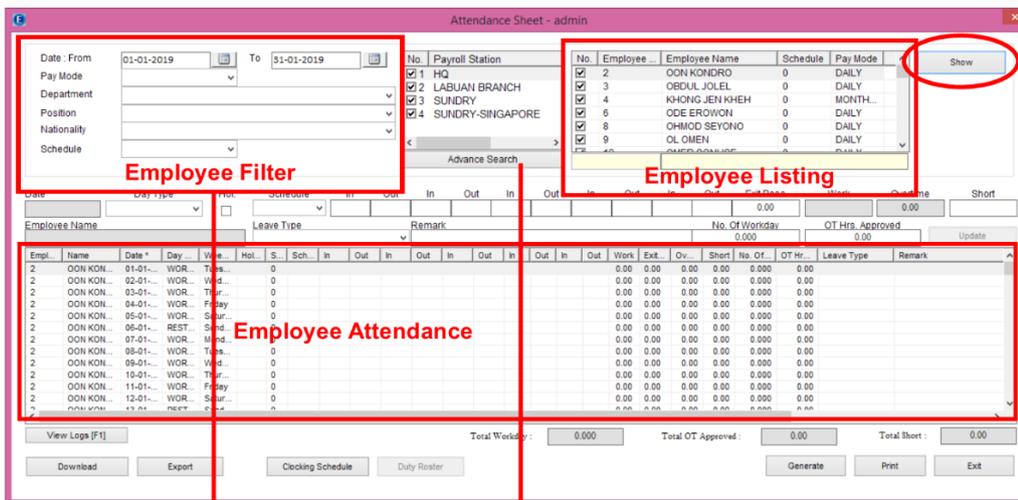
Employee Filter

Criteria use for employee filtering.

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

Advance Search

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
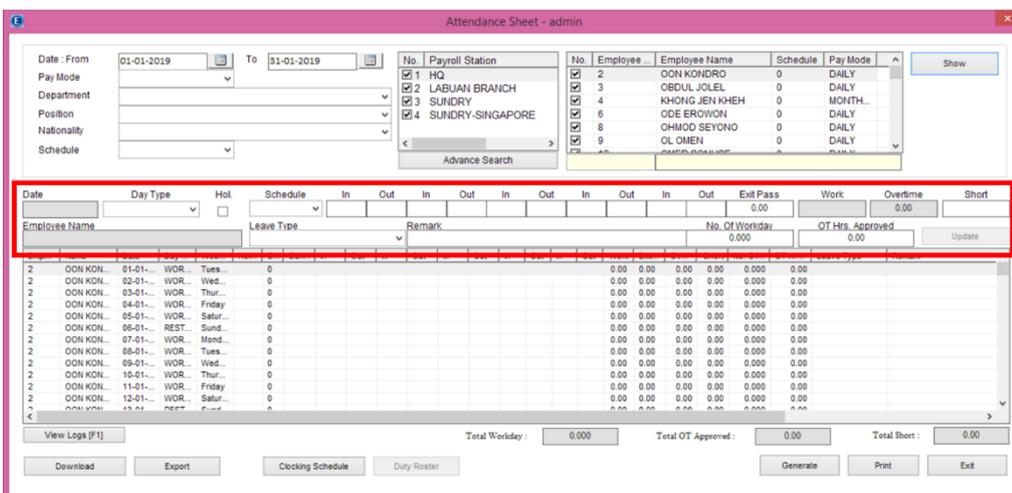
➢ **View Logs**

• **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.
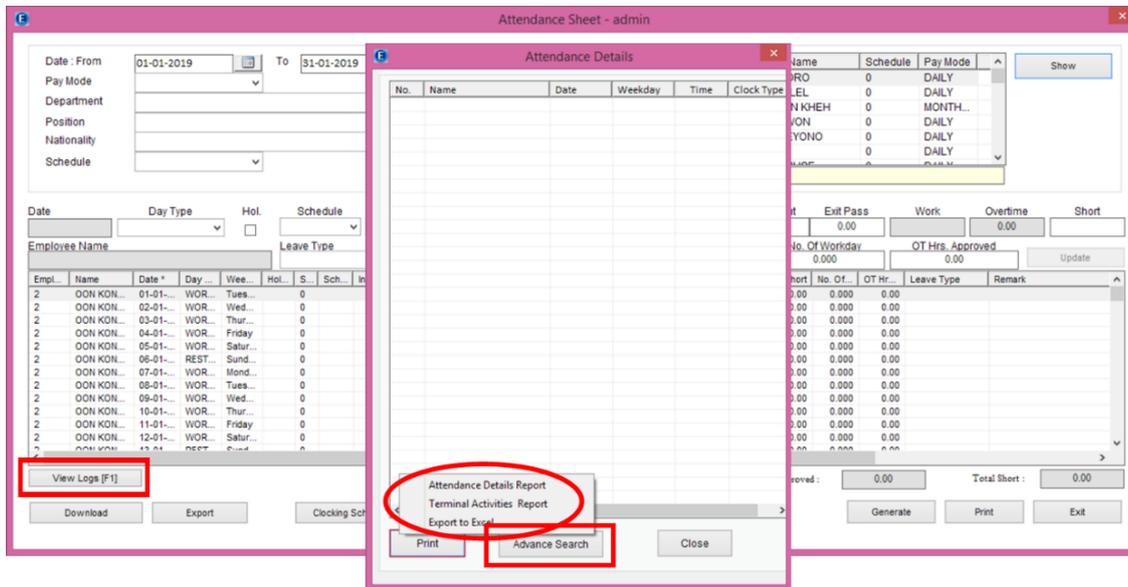
• **Advance Search Mode**

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.

Clocking Schedule

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

➢ **Print Attendance Sheet**

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

• Attendance Sheet (Format A)

• Attendance Sheet (Format B)

Holiday

Use this system setting to configure the holidays that apply to your company.
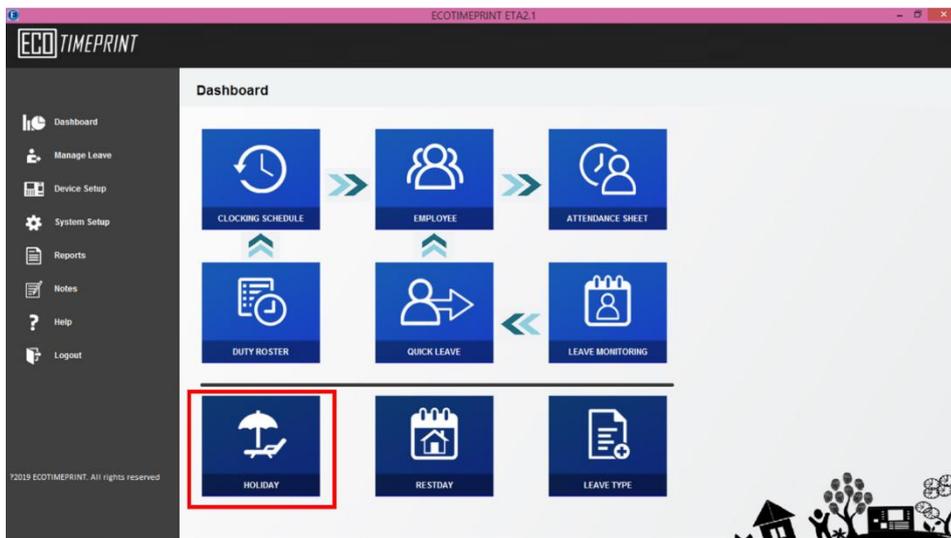
You can have up to 9 different holiday calendars. The holiday calendar can be allocated on the employee's clocking schedule.

Add holiday

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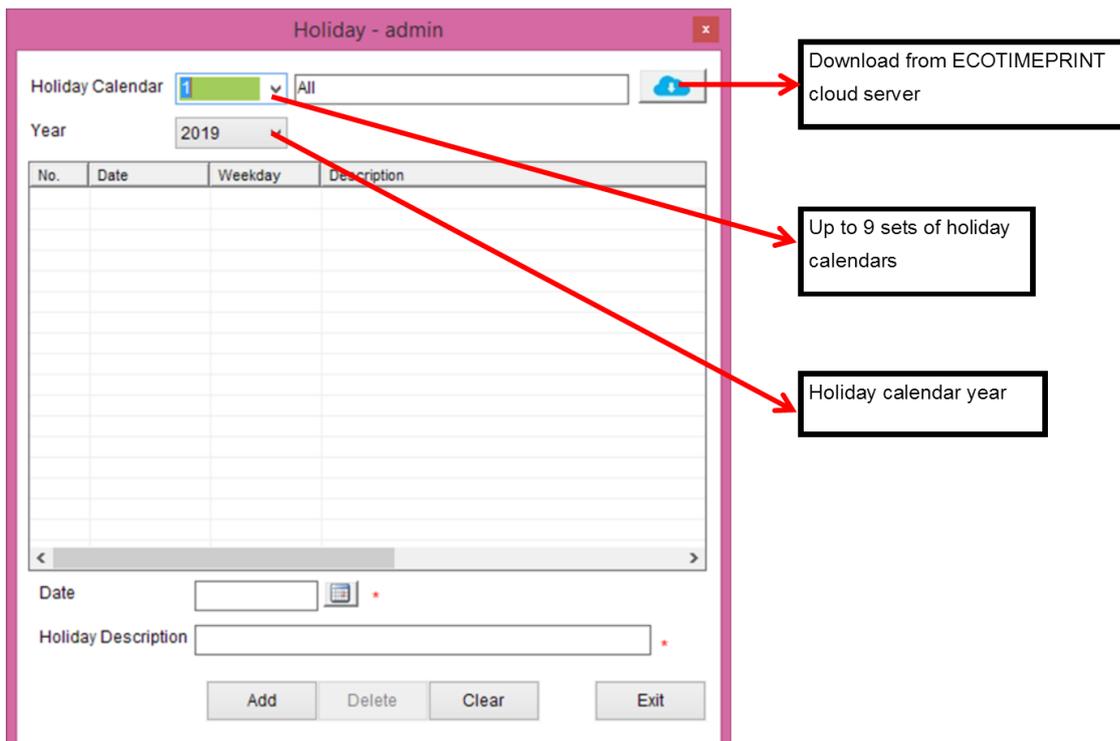
Update, Delete Holiday

- **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
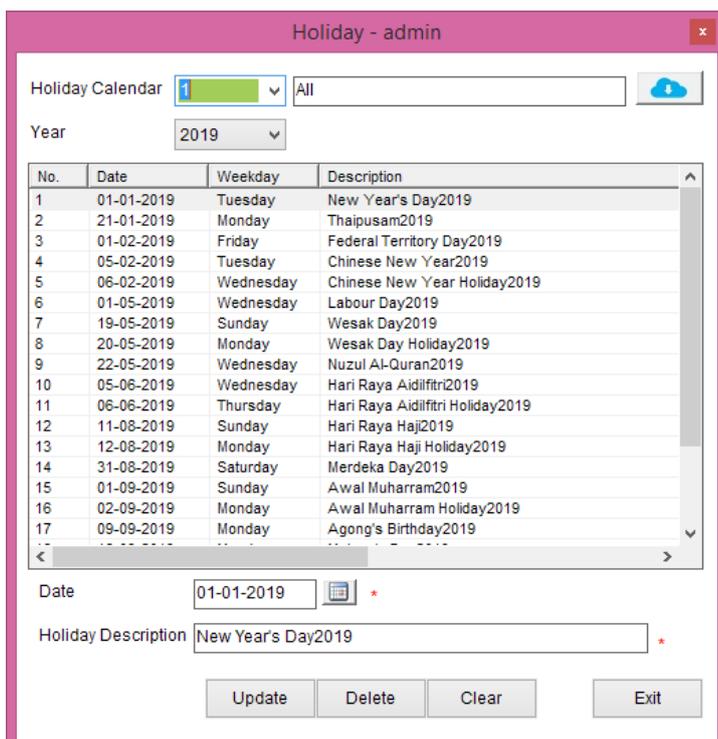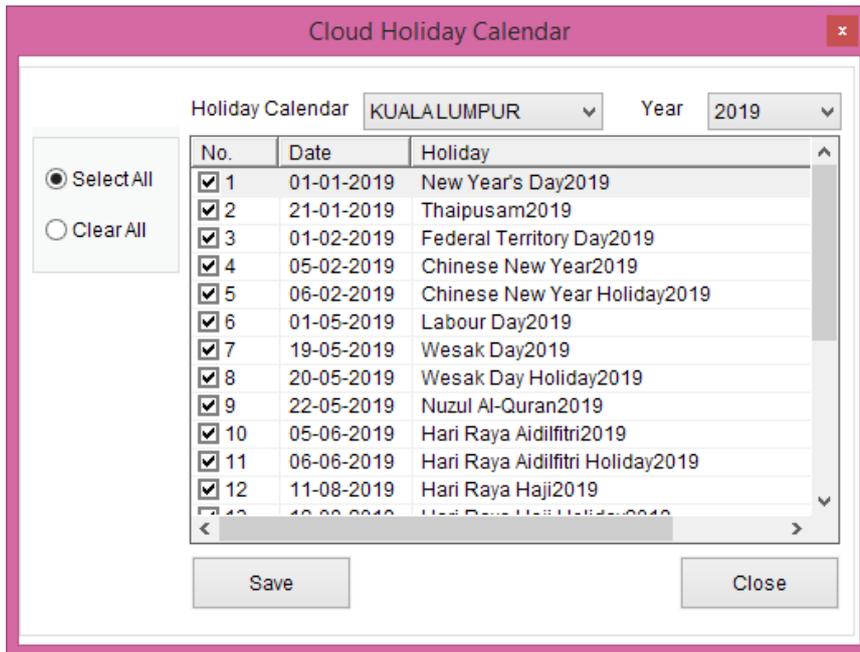
RestDay

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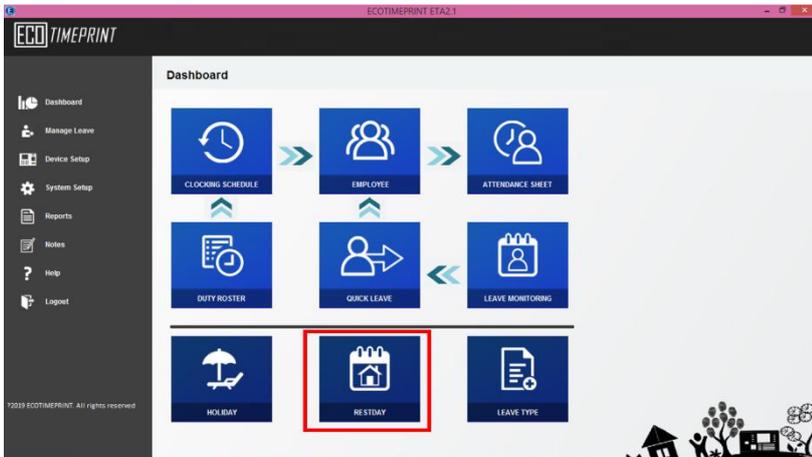
Add Restday

- 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.

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

Leave Type

Define the leave types that are applicable to your company.
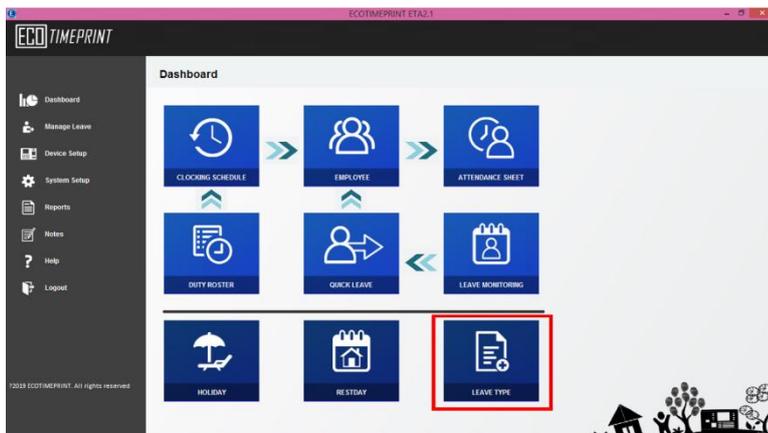
Add Leave Type

- 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.

MANAGE LEAVE

Quick Entry

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

** *Leave - Quick Entry will appear in 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.

➢ **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.
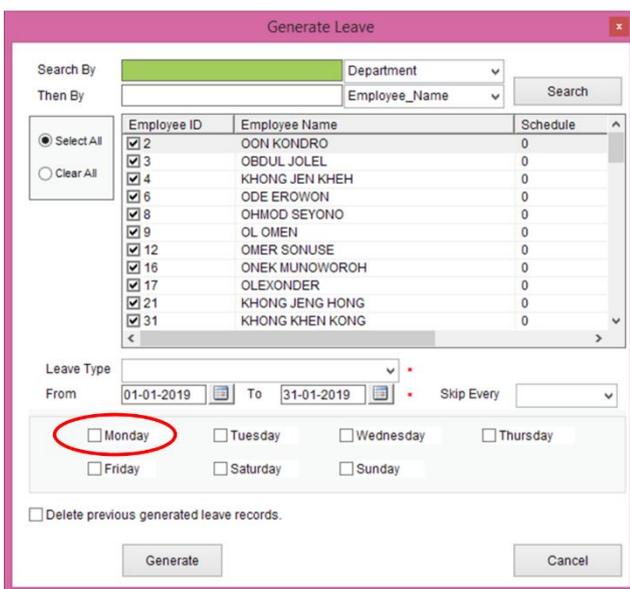
➢ **Search Leave Records**

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
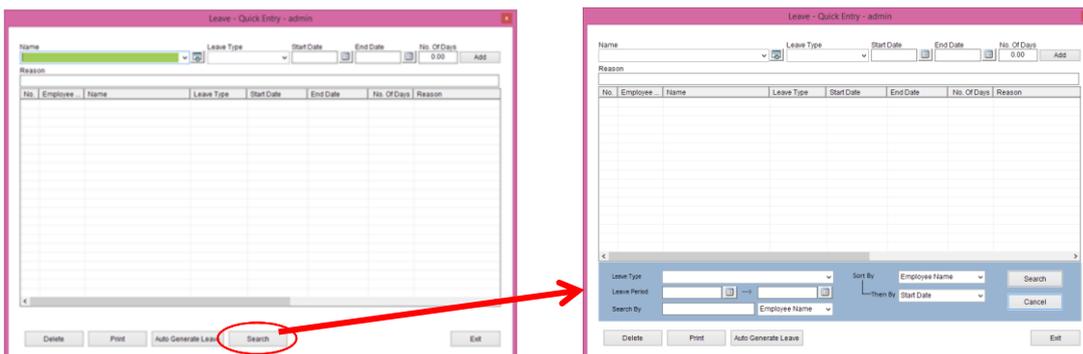
Leave Monitoring

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

- 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.
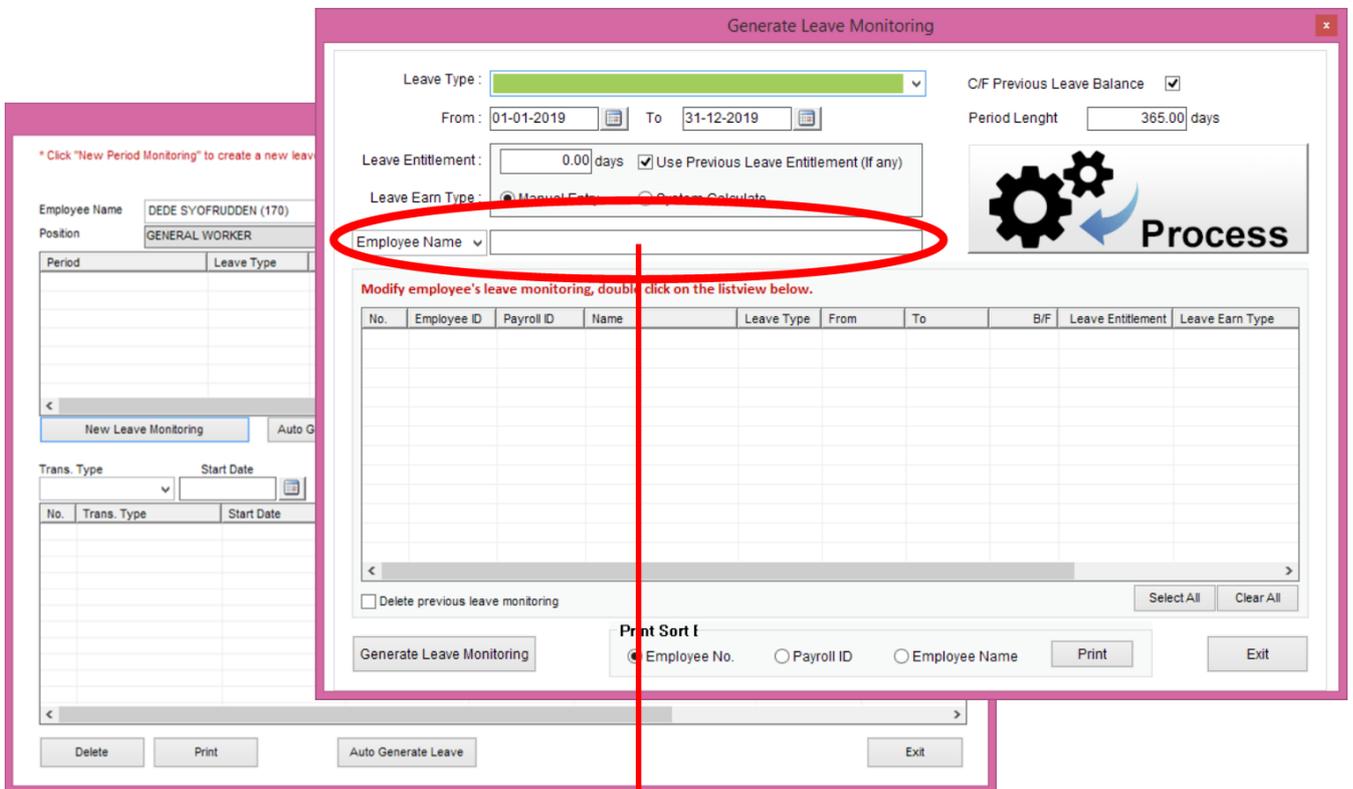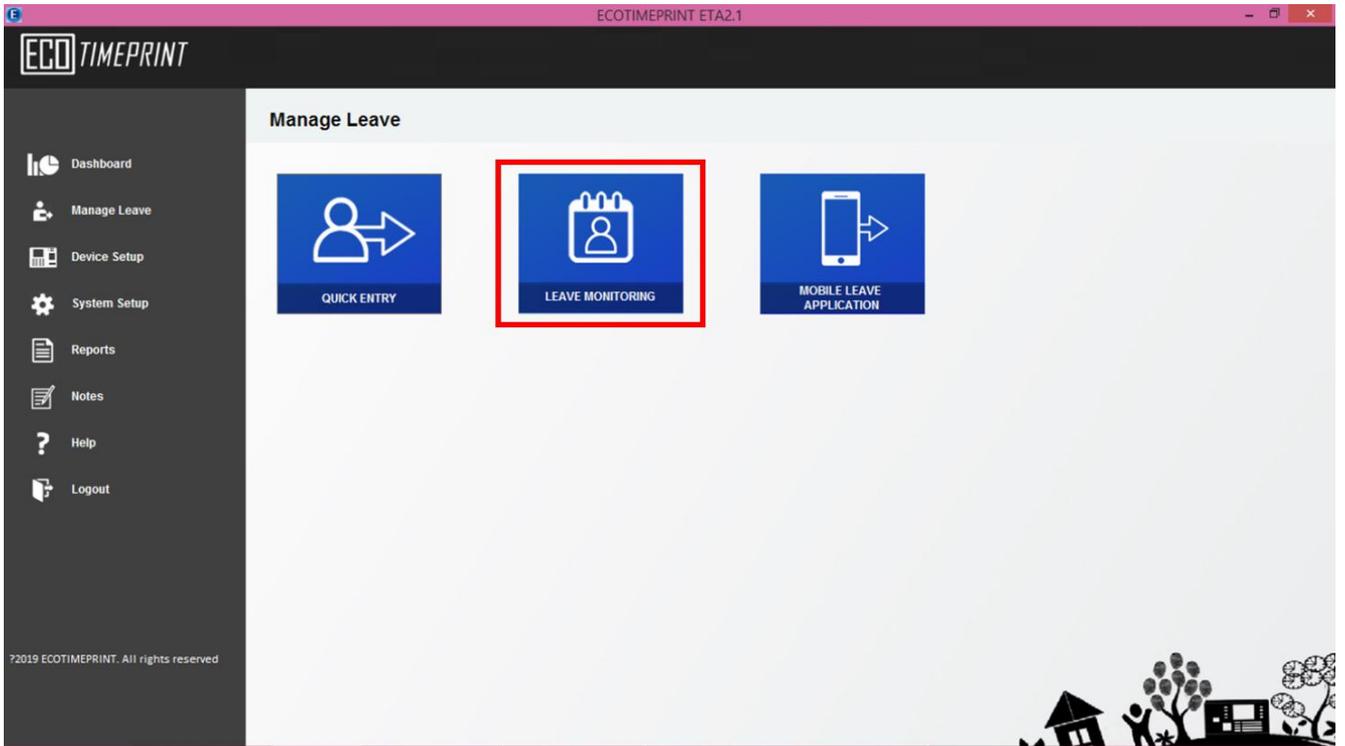
Search Criteria for Employee Records

- 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

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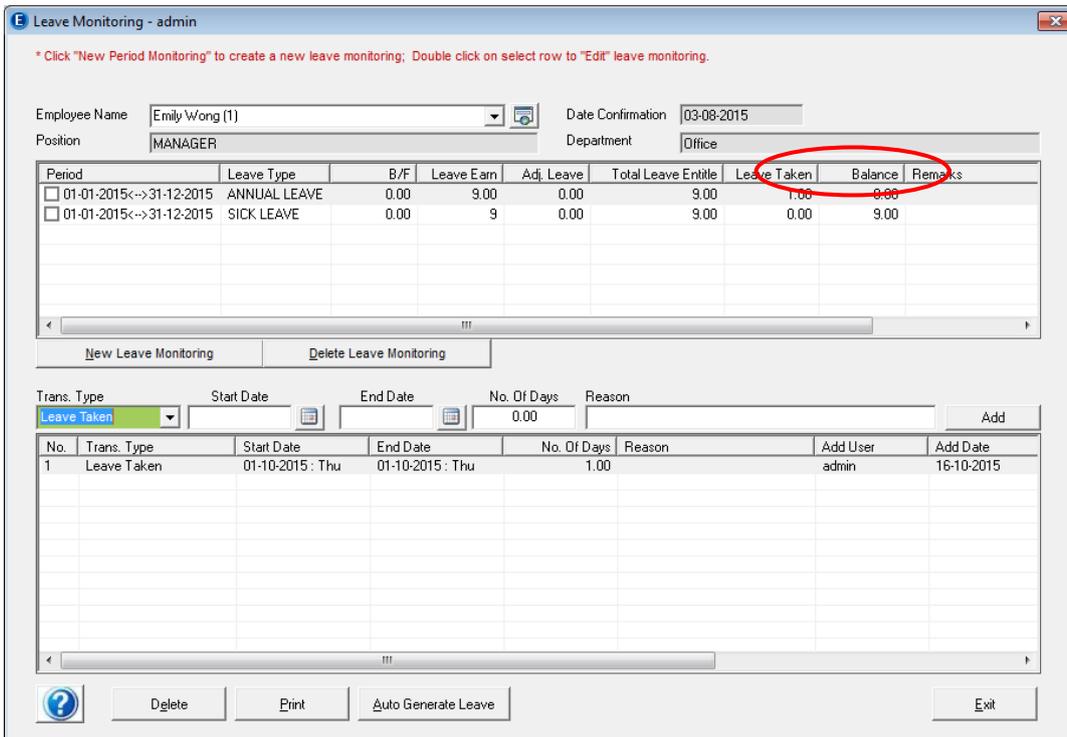
Delete Leave Transaction

- 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.
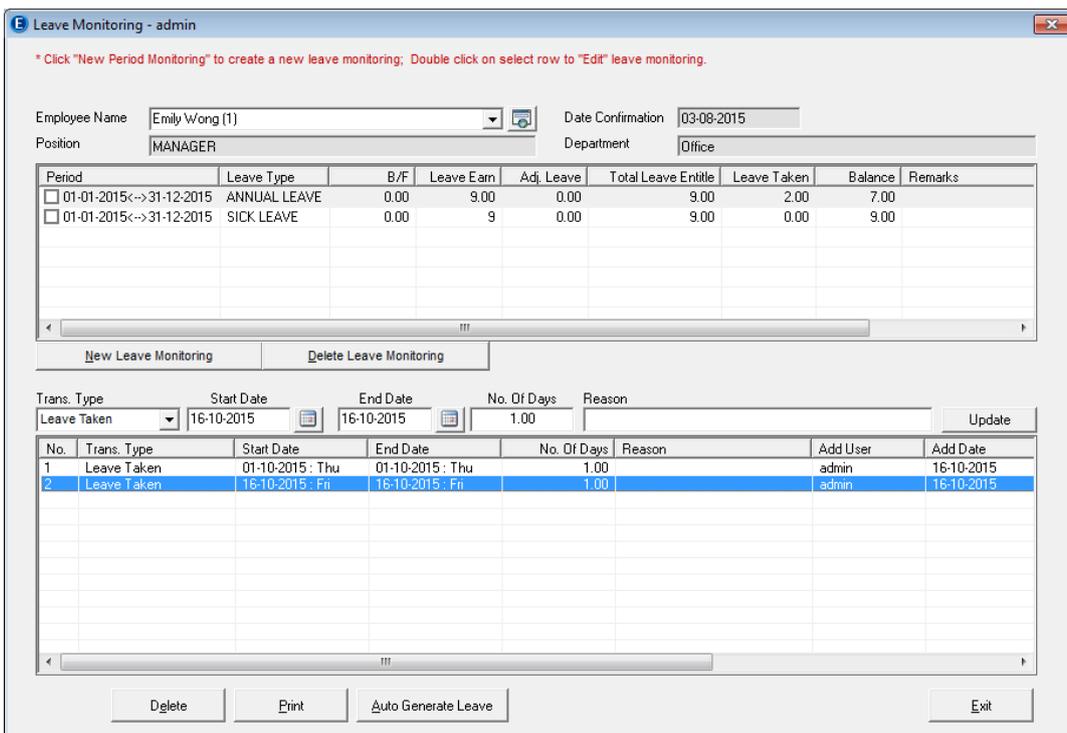
Print Leave Monitoring

- You can print the leave monitoring by clicking on the Print button.

- Select the row Leave Monitoring, then click Print button.

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.
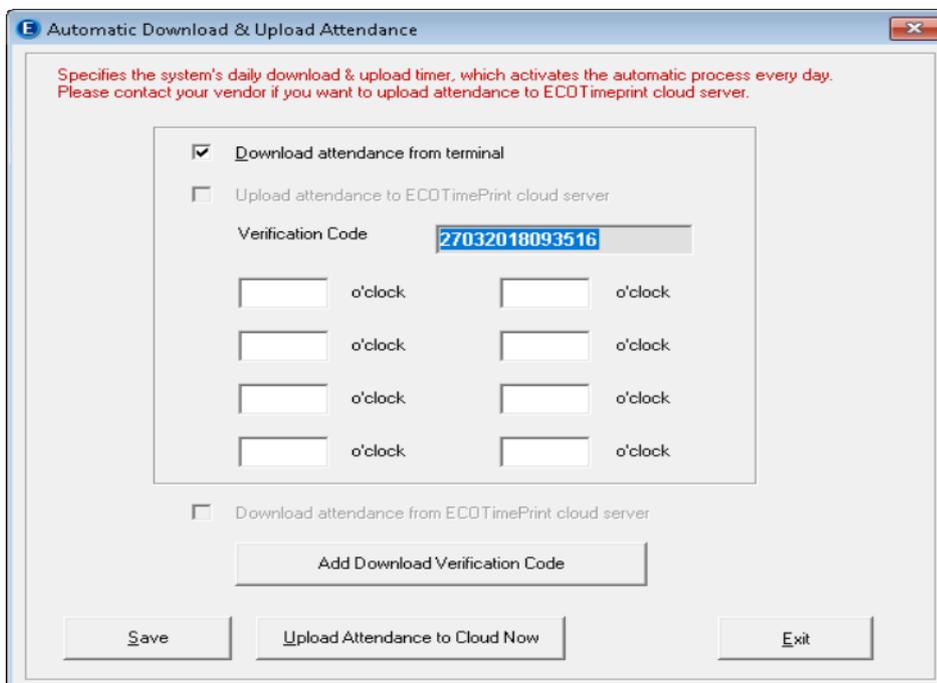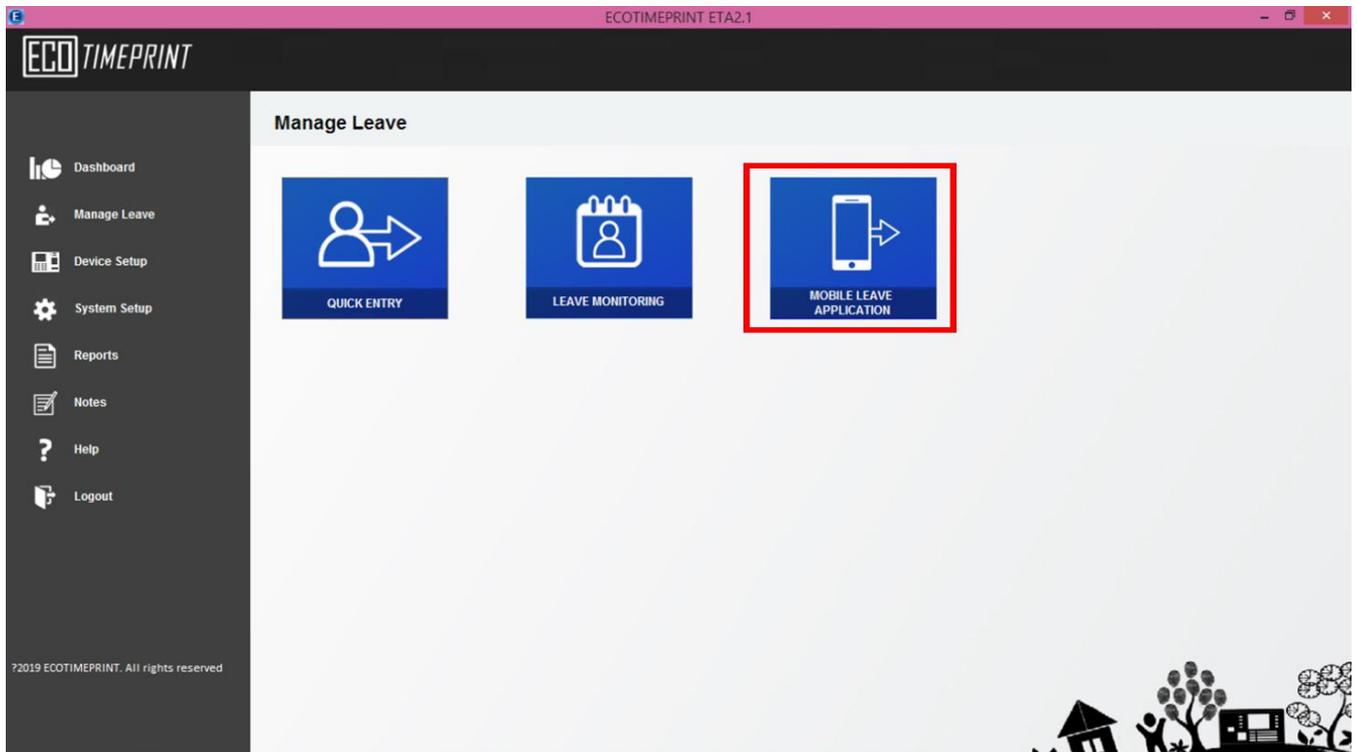
➢ **Download Mobile Leave Application**

- 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".
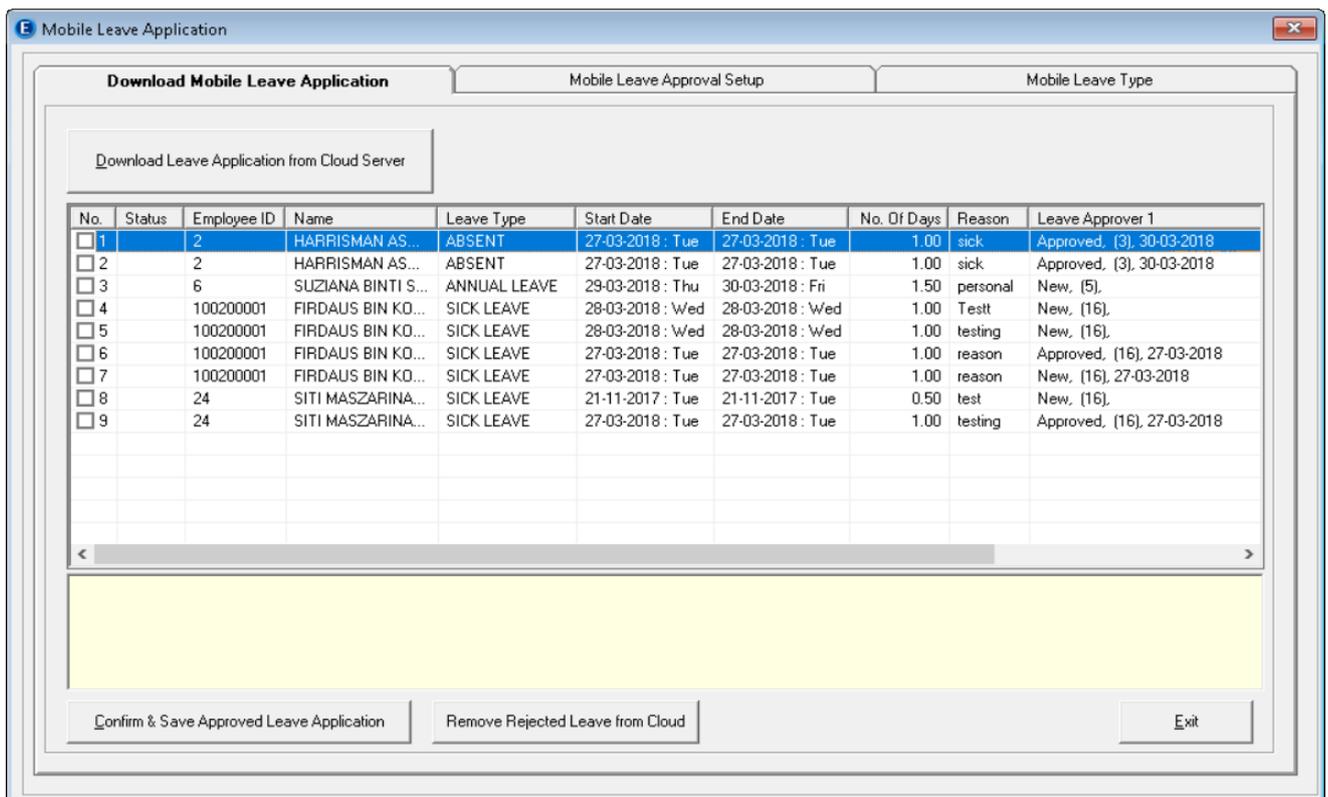
➢ Mobile Leave Approval Setup

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.
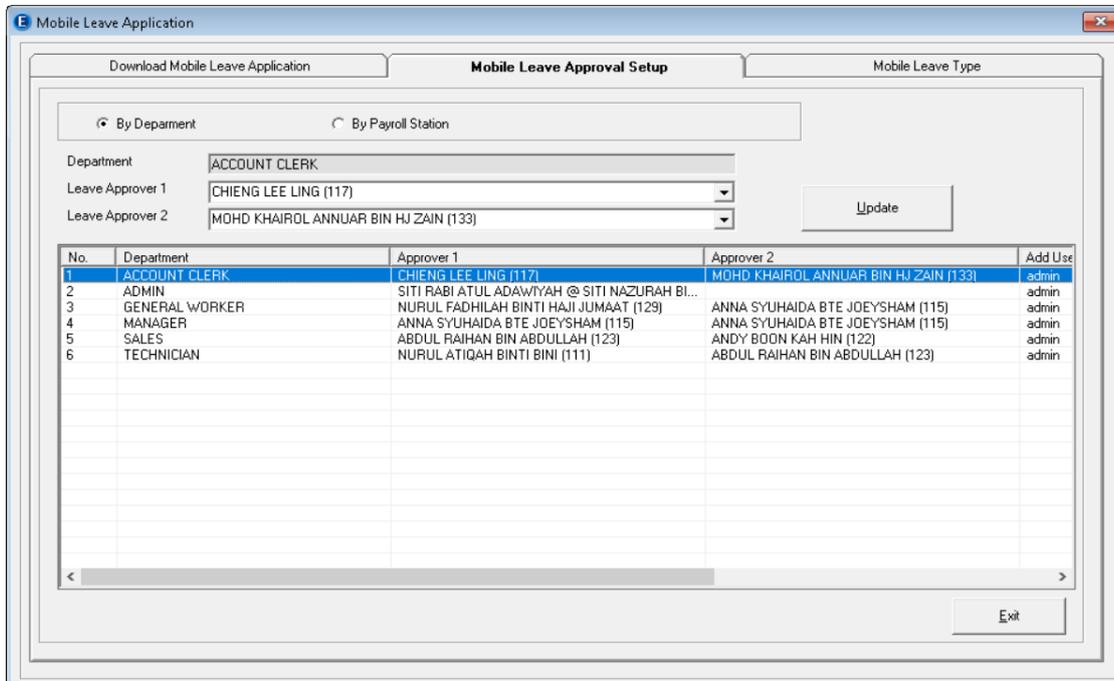
➢ Mobile Leave Type

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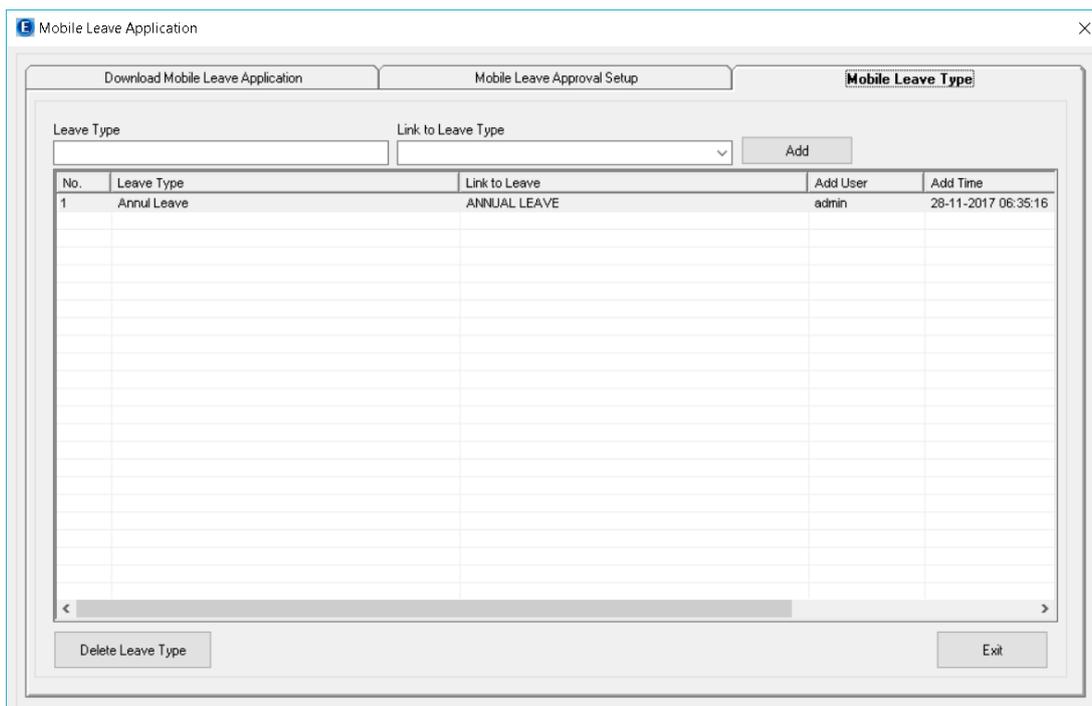
DEVICE SETUP

Terminal Setup

- **Please Refer to Page 10 to 15**

    ➢ Activate Terminal License

    ➢ Terminal Test

    ➢ Delete Terminal License

    ➢ Device Manager - To Interact with Terminals
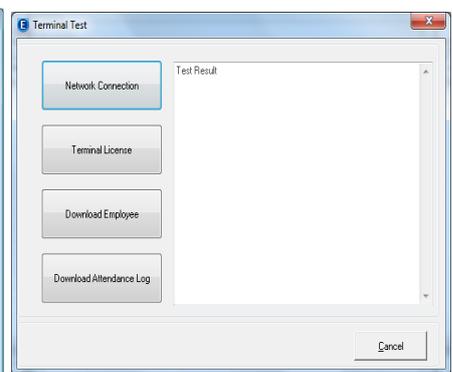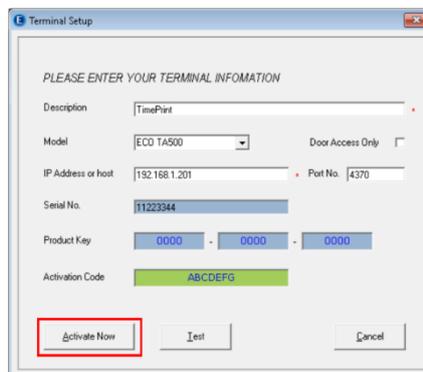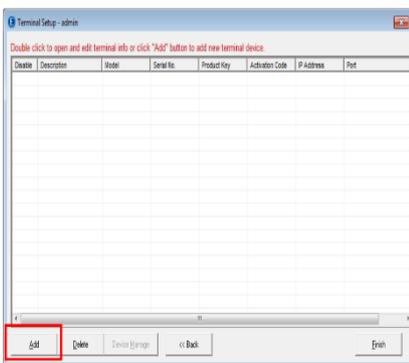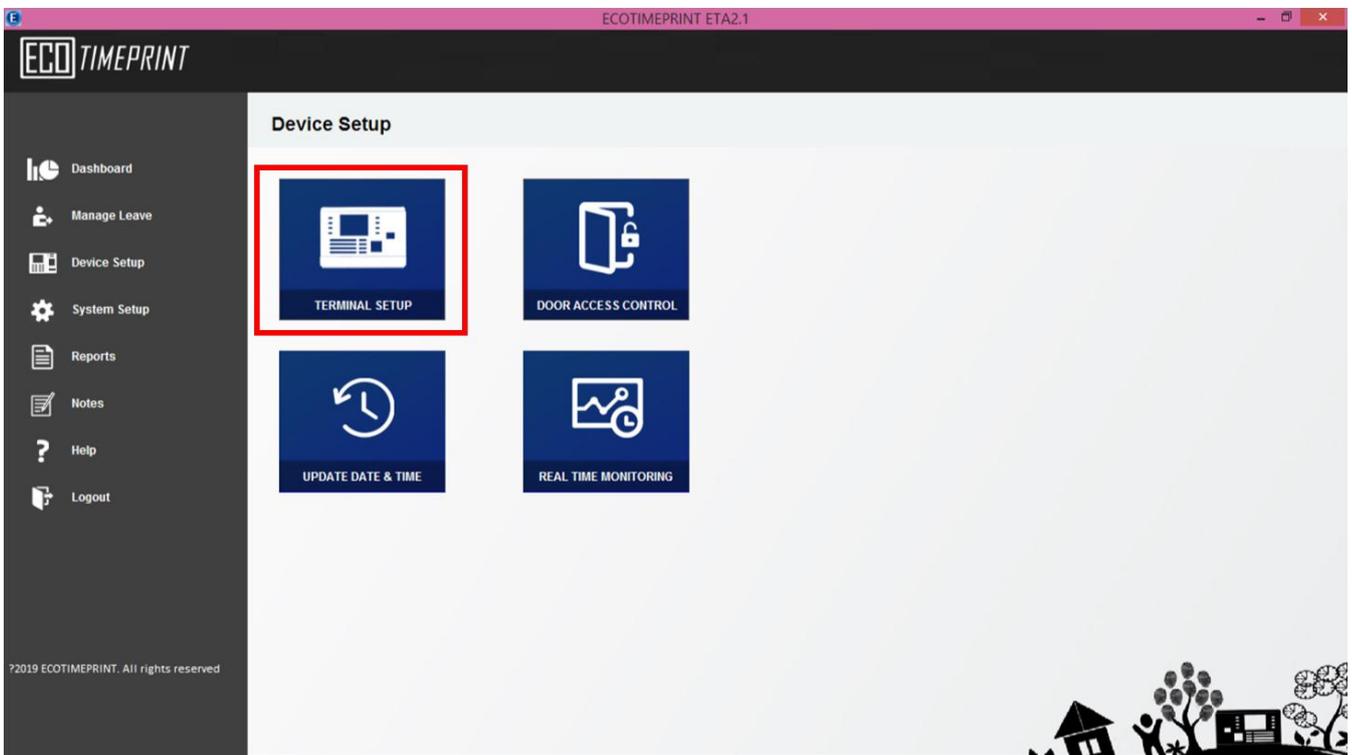
Door Access Control

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.

Update TimeZone Description

Update TimeZone "From Time" and "to Time"

➢ 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.
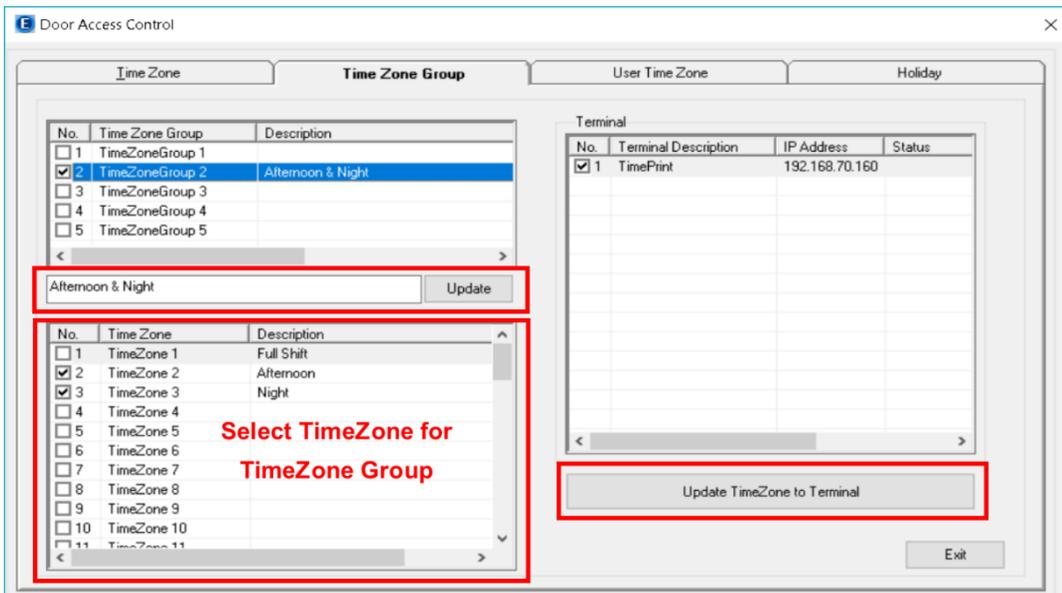
➢ User Time Zone

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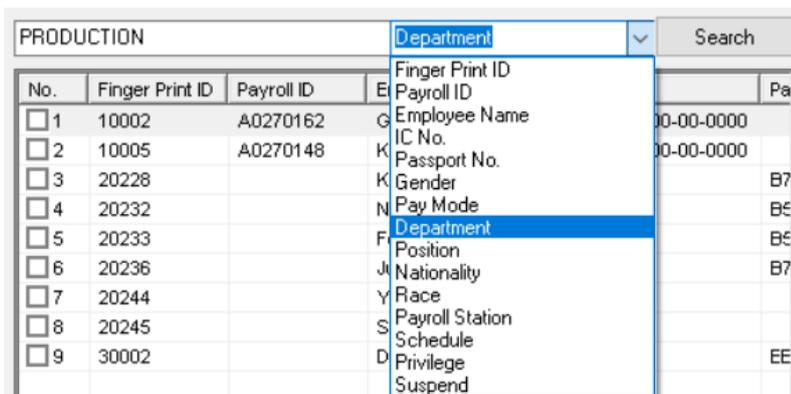
- **Update user's TimeZone to terminal by TimeZone**

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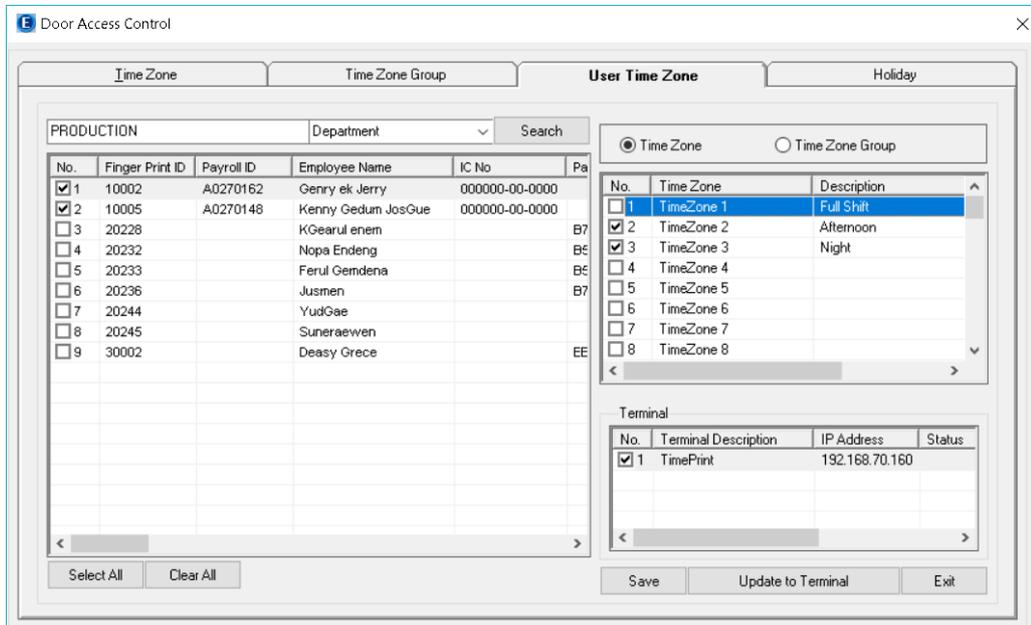
- **Update user's TimeZone to terminal by TimeZone Group**

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*
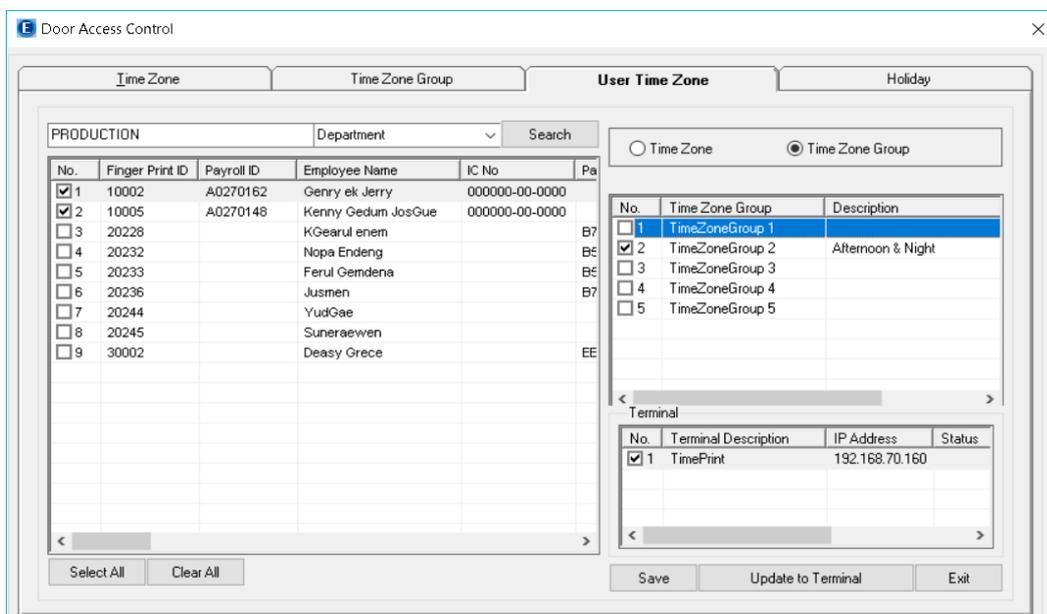
➤ Holiday Time Zone

- **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.
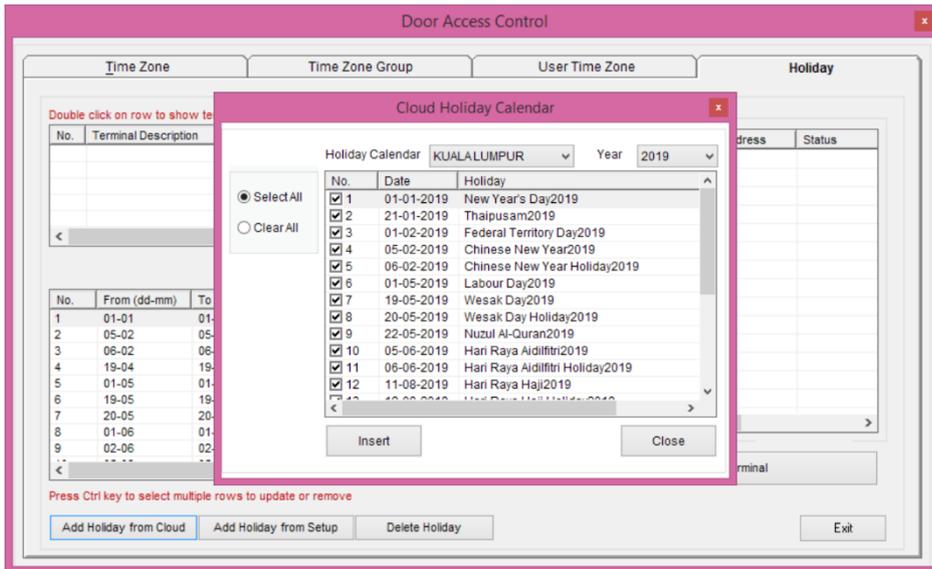
- **Add Holiday from Holiday Setup**
    - Here, you can add, update (edit) or delete the holiday settings.
    - To insert holiday for TimeZone control, check to select the holidays in the list view and click the "Insert" button.
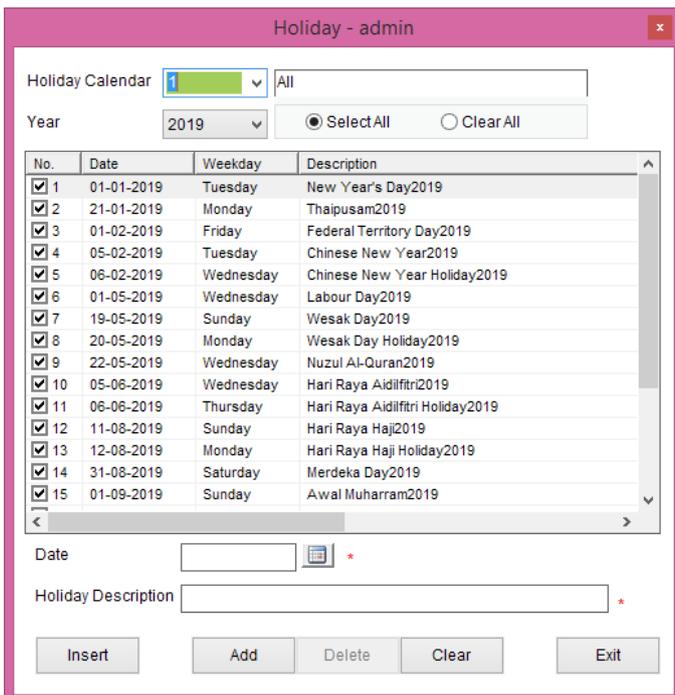
➢ **Update Time Zone or Delete Holiday**

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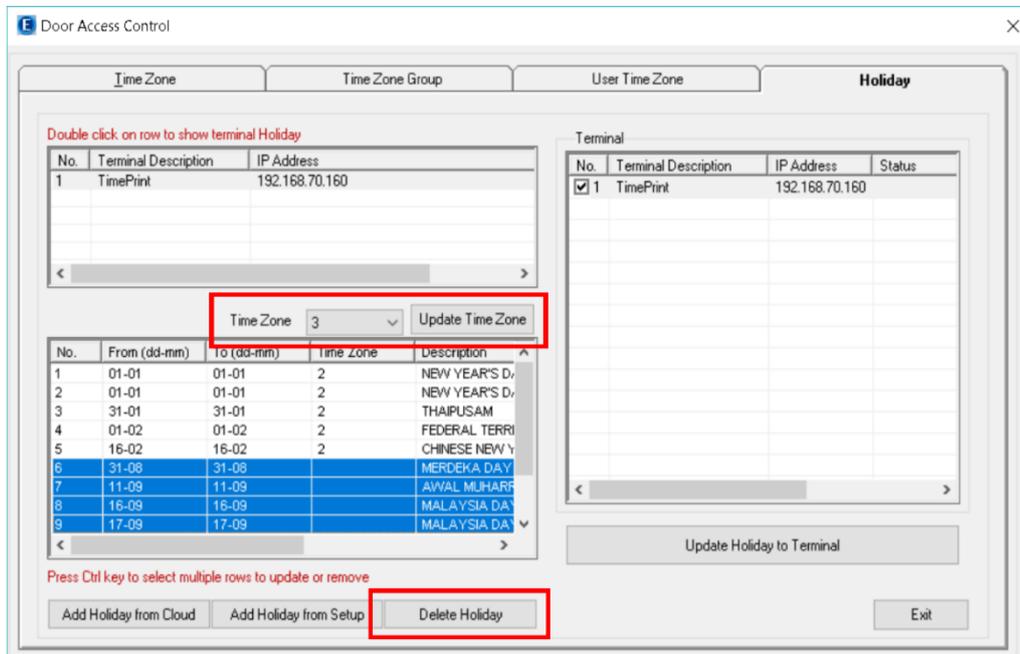
- **Update Holiday (Timezone) to Terminal**

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.
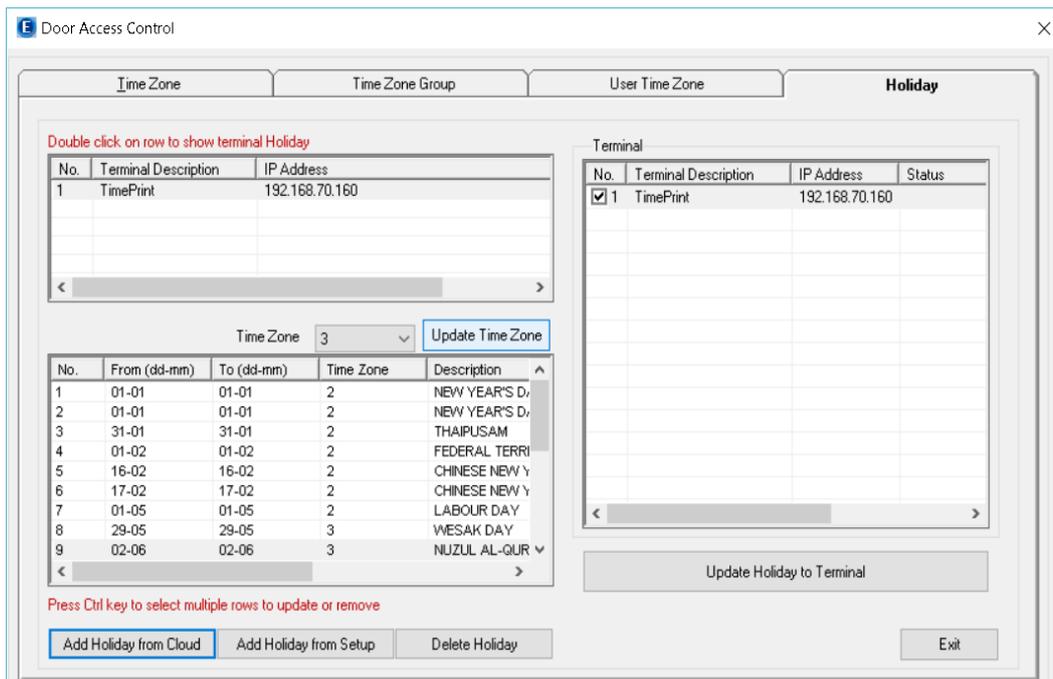
Update Date & Time

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*
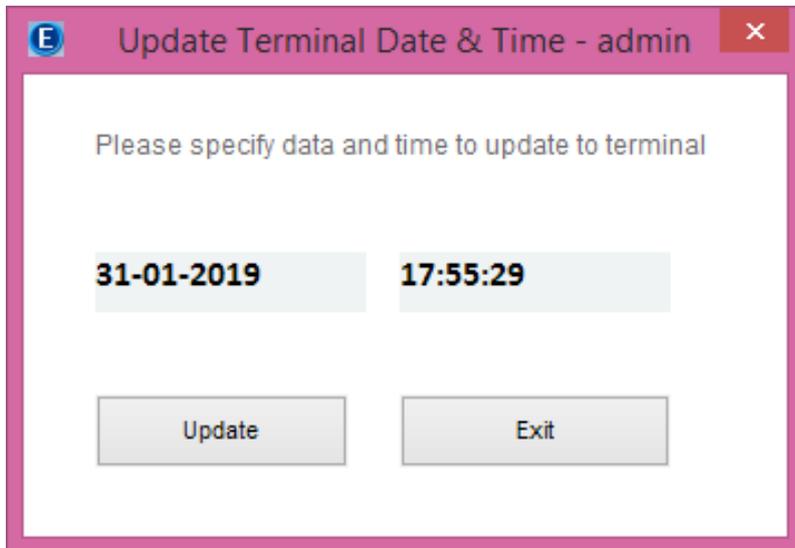
SYSTEM SETUP

Company Setup

- **Please Refer to Page 9**
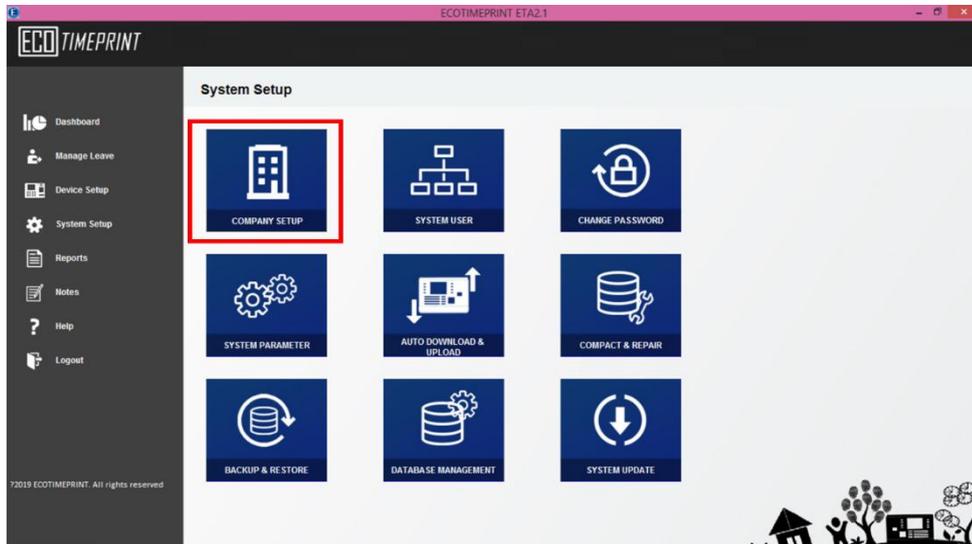
System User

Creating and managing user's account and access level.

The default login credentials are:

- **User ID:** admin
- **Password:** admin
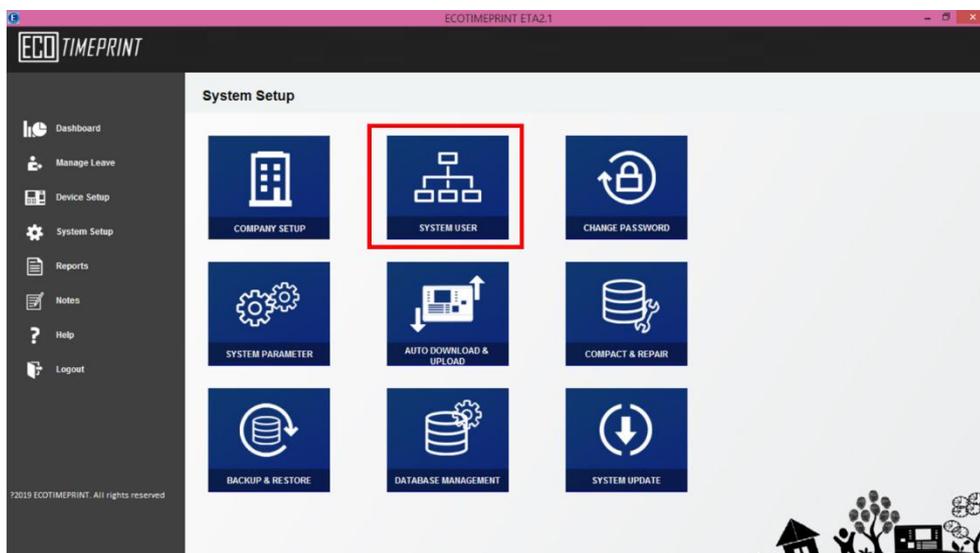
In this screen, you can define following:

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.
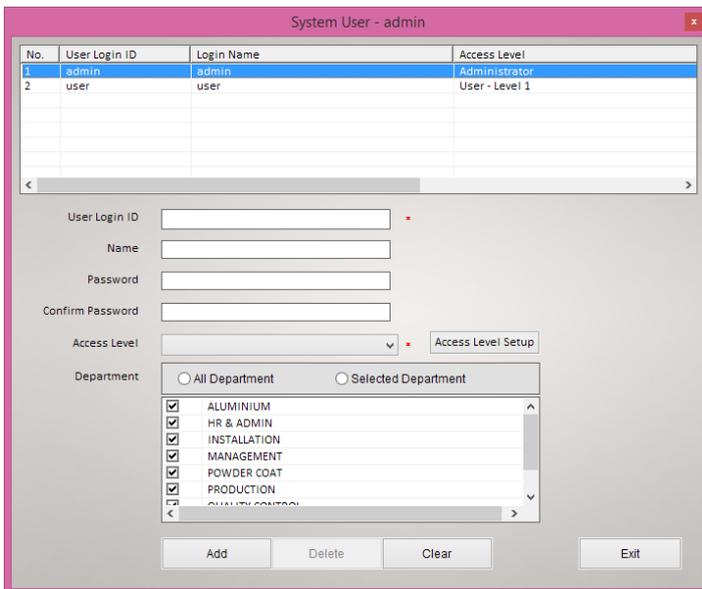
- **Add System User**
  - Enter the User Login ID, Name, Password, Confirm Password (verify passport), Access Level and Department
  - Click Add to save data

- **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.
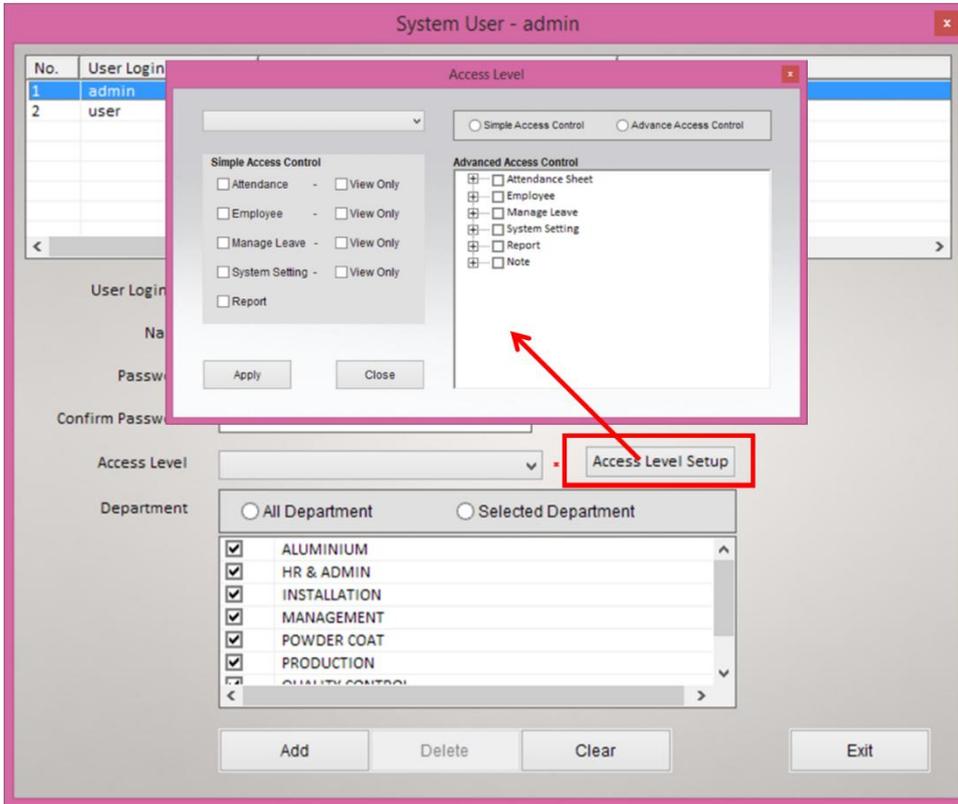
➢ **Simple Access Control**

- 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.
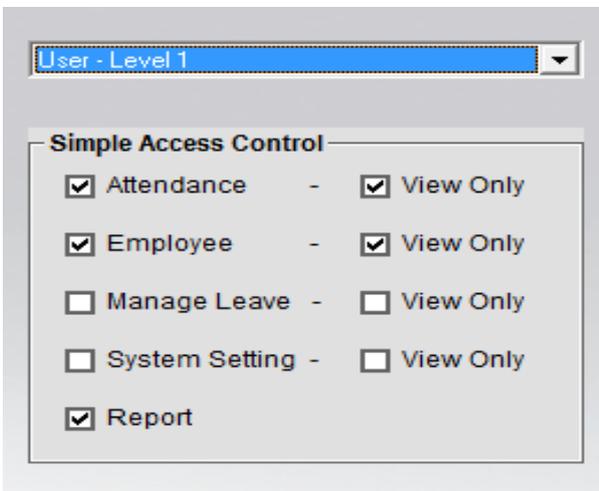
➤ Advance Access Control

- 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.
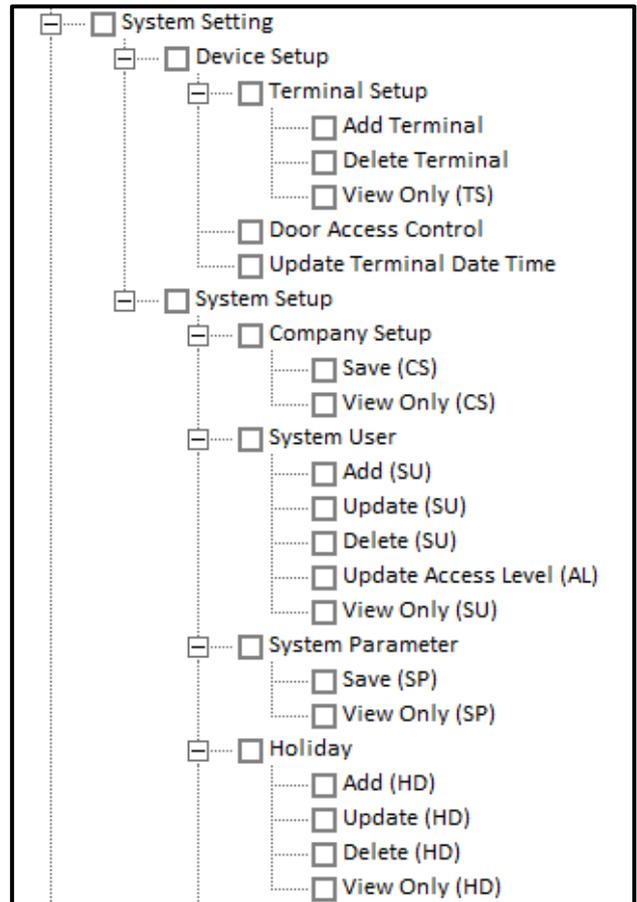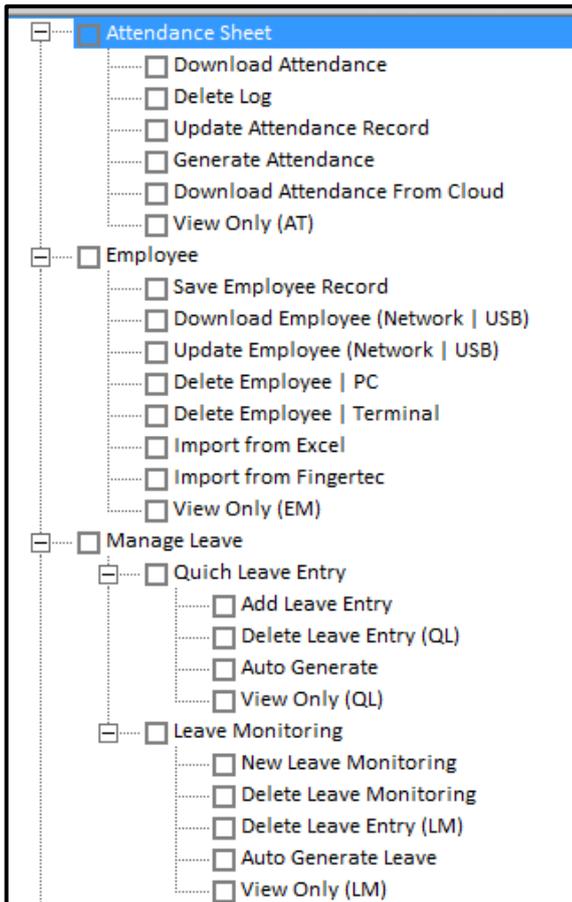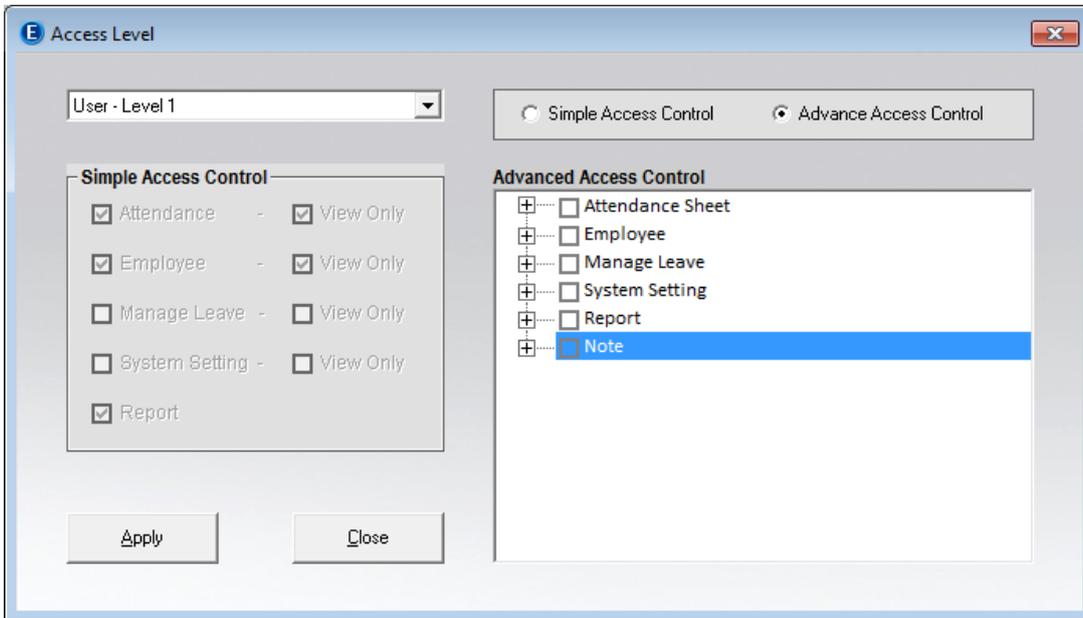
- Restday
  - Add (RD)
  - Update (RD)
  - Delete (RD)
  - View Only (RD)
- Clocking Schedule
  - Delete Schedule
  - Save Schedule
  - View Only (CK)
- Leave Type
  - Add (LT)
  - Update (LT)
  - Delete (LT)
  - View Only (LT)
- Compact and Repair Database
- Backup and Restore
  - Backup
  - Restore
  - Automatic Backup Setting
- Automatic Download/Upload Atten
  - Save (ADU)
  - Add Verification Code (ADU)
  - Upload Attendance to Cloud
  - View Only (ADU)
- Change Password
- System Update

- Report
  - Eletronic Time Card
  - Daily Electronic Time Card
  - Time Card Summary
  - Summary of Attendance
  - Overtime Approval Report
  - Attendance Analysis
  - Monthly Perfect Attendance Report
  - Day by Day Analysis
  - Month by Month Analysis
  - Man Hours Report
  - Amended Attentendance Report
  - Movement Activities Report
  - Daily Leave Tracking
  - Leave Monitoring Application Transactio
  - Leave Monitoring Summary Report
  - Employee Listing
- Note
  - Save Note
  - Delete Note
  - Print Note
  - Add/Edit Attachment
  - Delete Attachment
  - Manage Document Type Setup
  - Manage Preset Heading Setup
  - Manage Status Setup
  - Manage Support Note 1 Setup
  - Manage Support Note 2 Setup
  - Manage Attachment Description Setup
  - View Note Only

Change Password

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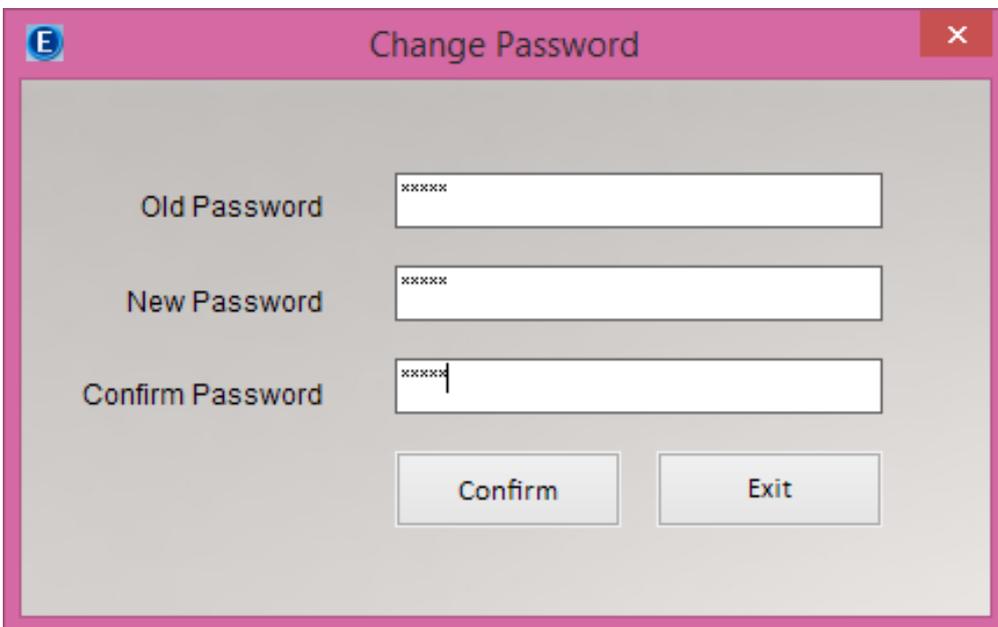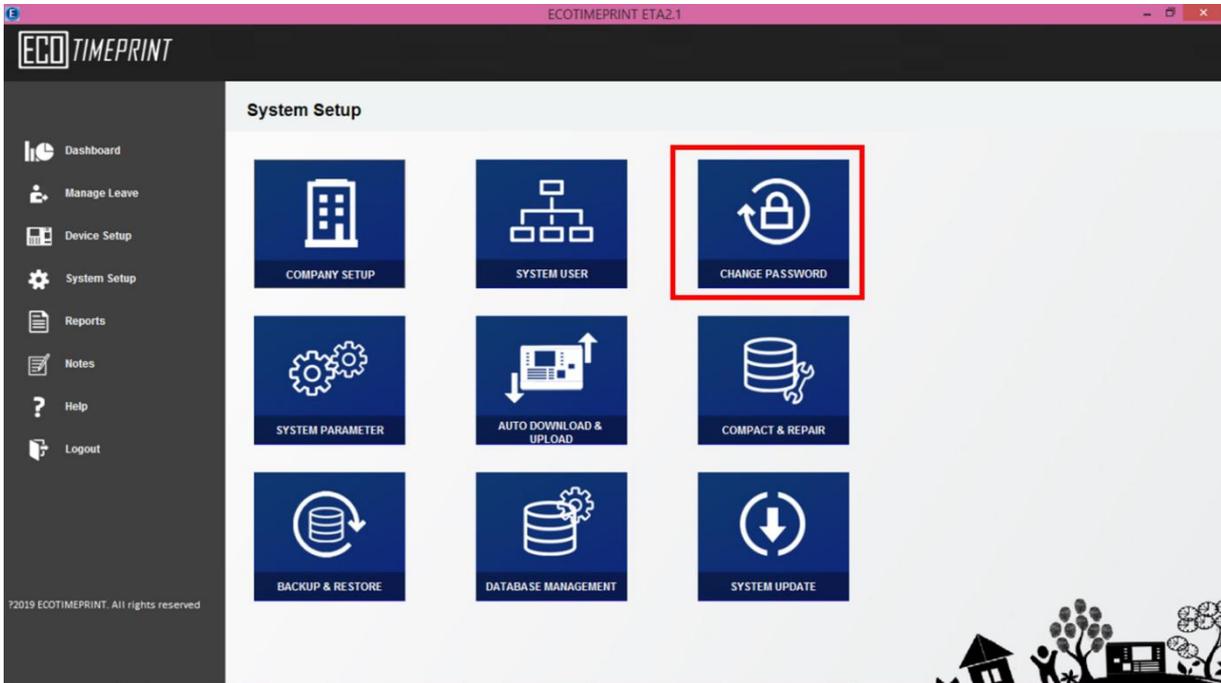
System Parameter

In System Setup > System Parameter
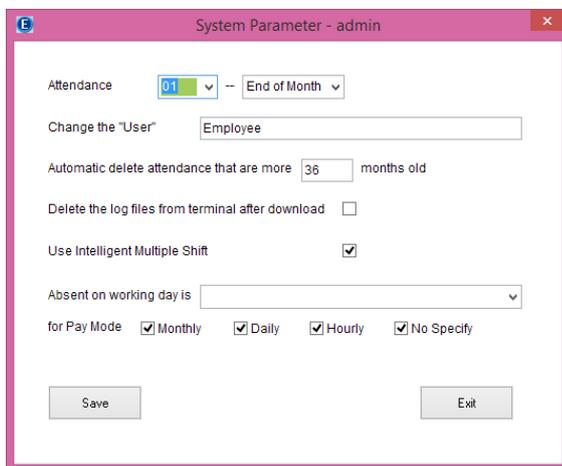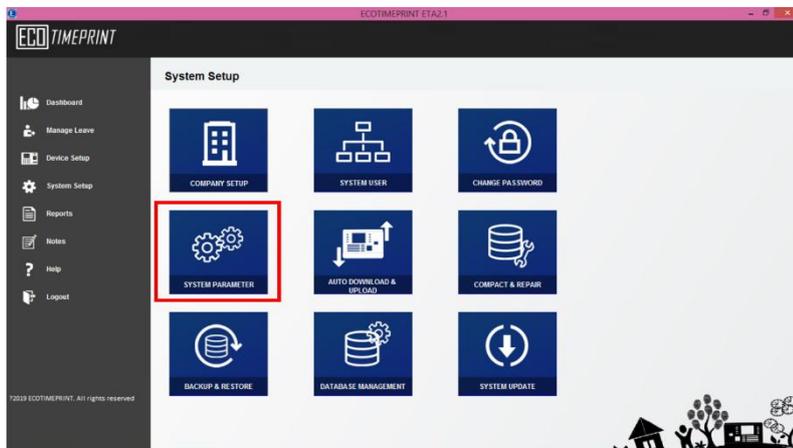
- **Attendance Period**

  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.
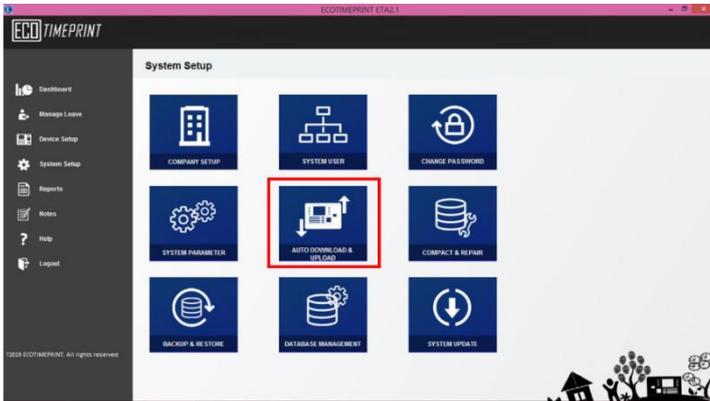
- Download attendance from terminal: if ticked, the system will auto download attendance records from terminal device.

- 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".
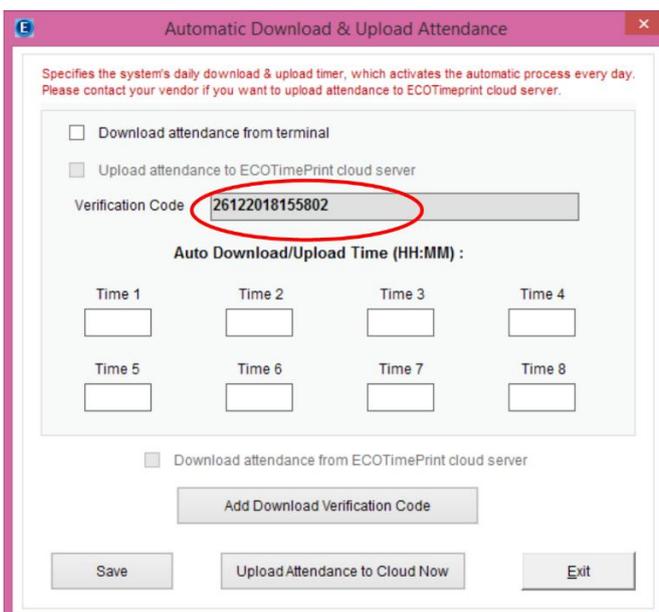
- Download attendance from ECOTimePrint cloud server: If ticked, it indicates that you want to enable this function.

- Add Download Verification Code: You need to add verification Code in order to download the attendance from cloud server.
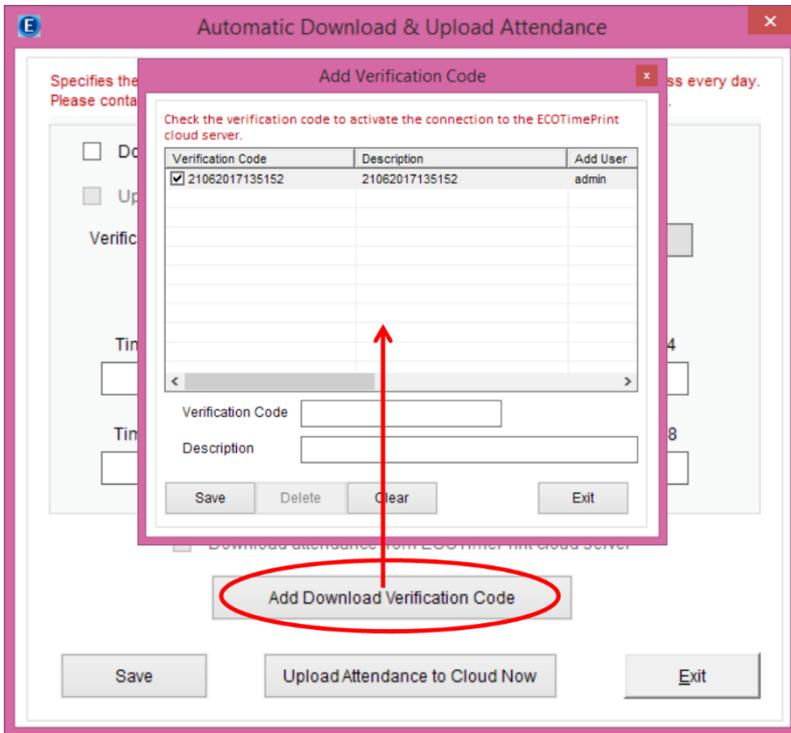
*** Note: Download Employee's Attendance Records by Verification Code, you can do this in "**Attendance**" → "**Download from Cloud**"
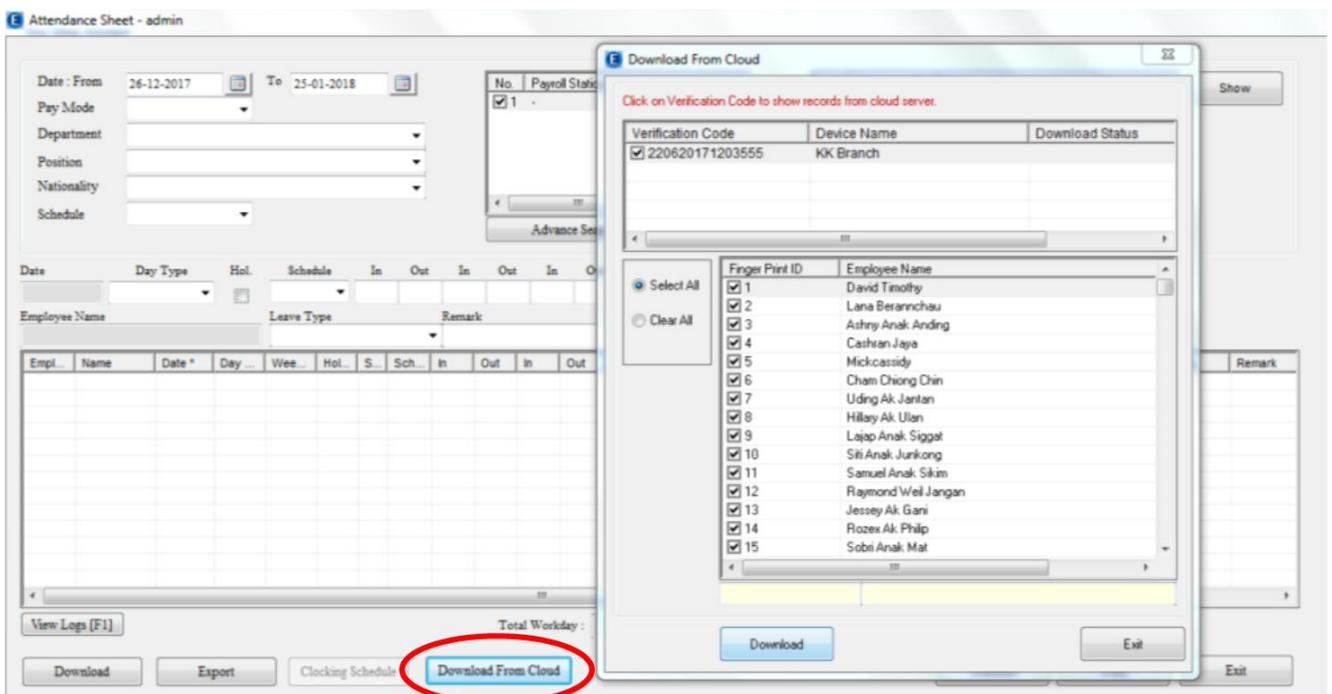
Compact & Repair

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.
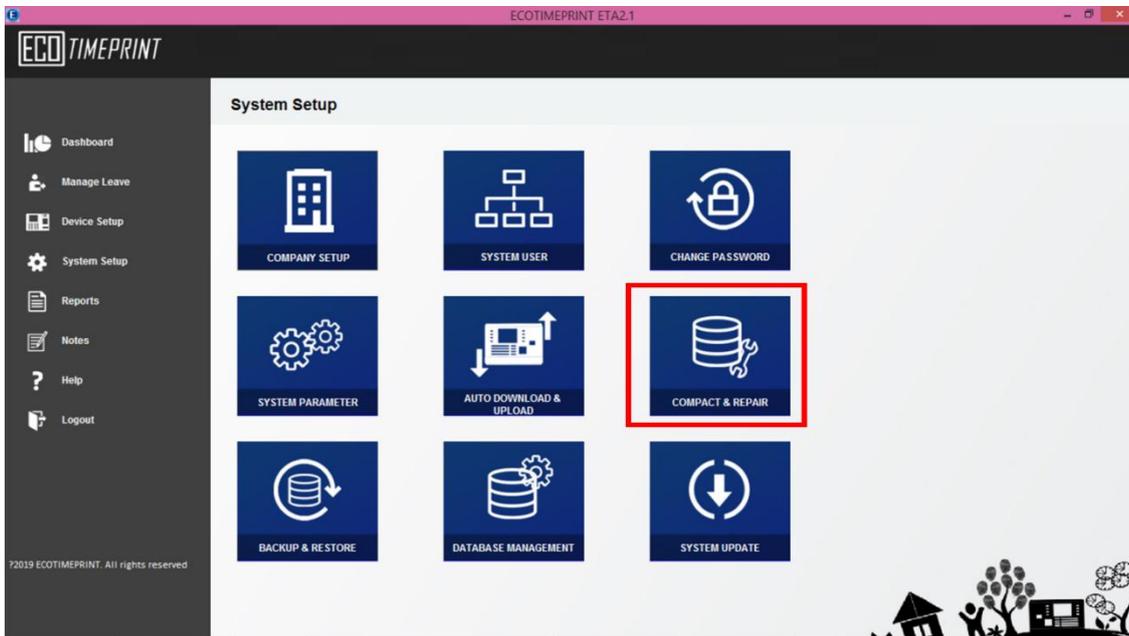
Click on the **Compact & Repair Database** and the database will repair automatically.
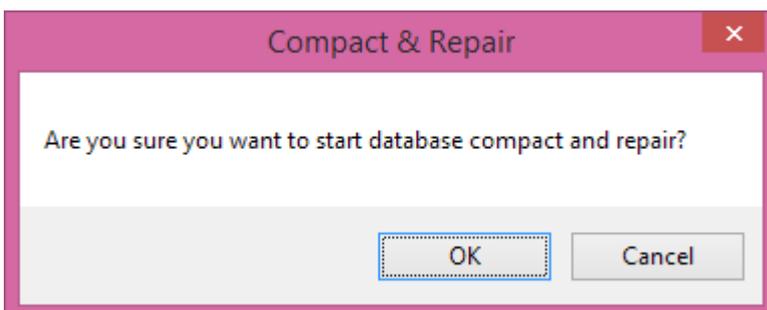
Then Click **OK** to continue.

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.
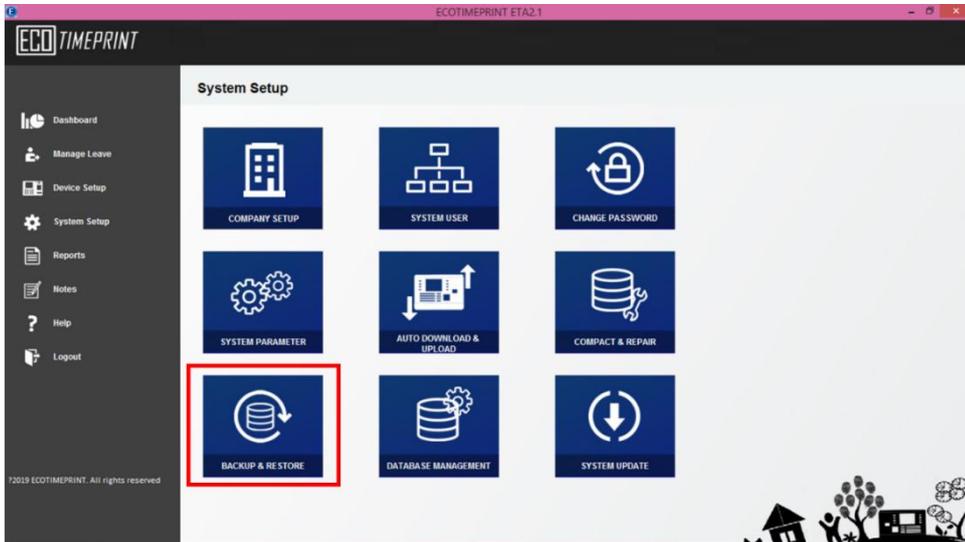
➢ Backup Database

- 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 [icon] and find the folder you wish to save the backup file

- Click "**Save**" button to save the setting

		Time 1		Time 2		Time 3		Time 4				
☑ Monday		17:00	;		;		;		Path	C:\ECOTP\Backup\Monday	
☐ Tuesday		17:00	;		;		;		Path	C:\ECOTP\Backup\Tuesday	
☑ Wednesday		17:00	;		;		;		Path	C:\ECOTP\Backup\Wednesday	
☐ Thursday		17:00	;		;		;		Path	C:\ECOTP\Backup\Thursday	
☑ Friday		17:00	;		;		;		Path	C:\ECOTP\Backup\Friday	
☐ Saturday		17:00	;		;		;		Path	C:\ECOTP\Backup\Saturday	
☐ Sunday		17:00	;		;		;		Path	C:\ECOTP\Backup\Sunday	

Save   Exit

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**".
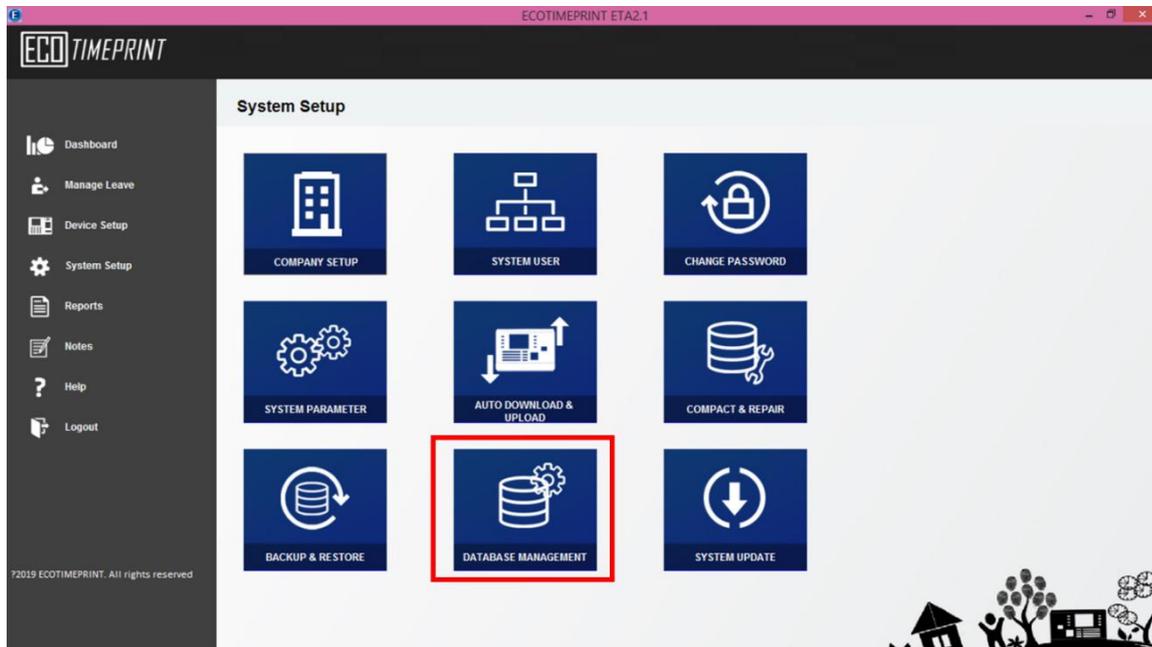
➢ Split Database

You can use this to prevent database corruption by Splitting database into 3 mdb files "**ECOATLOG.mdb**", "**ECOATT.mdb**", "**ECOAT.mdb**".
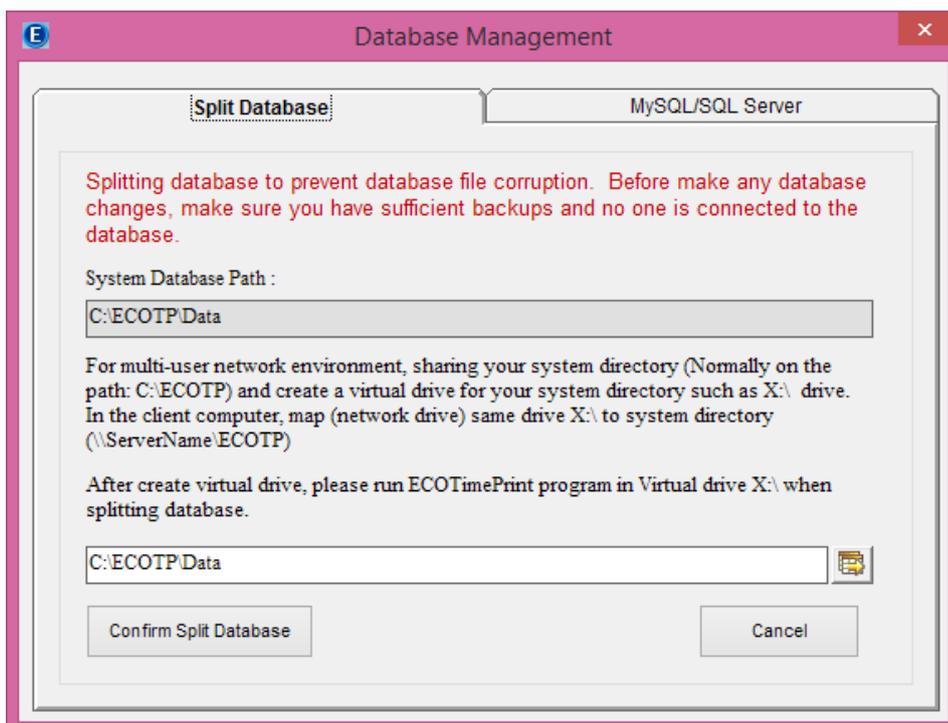
➤ MySQL / SQL Server

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.

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.
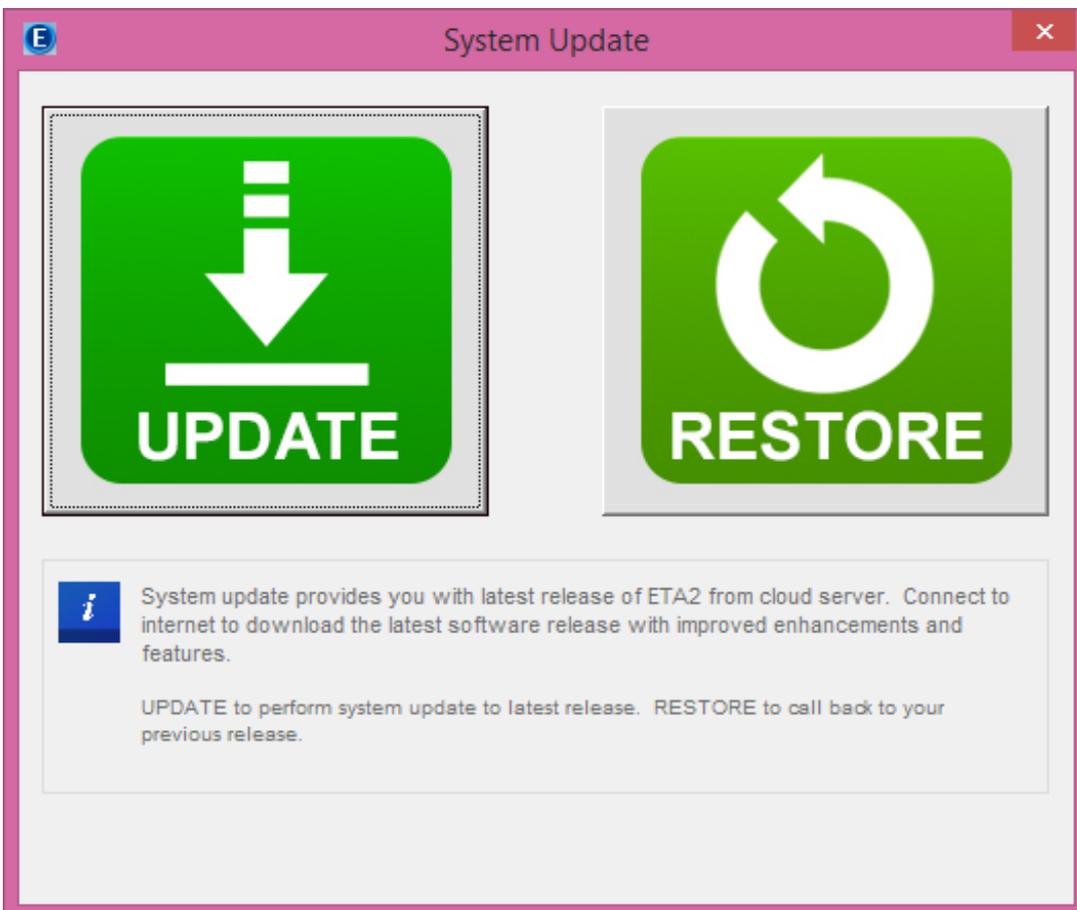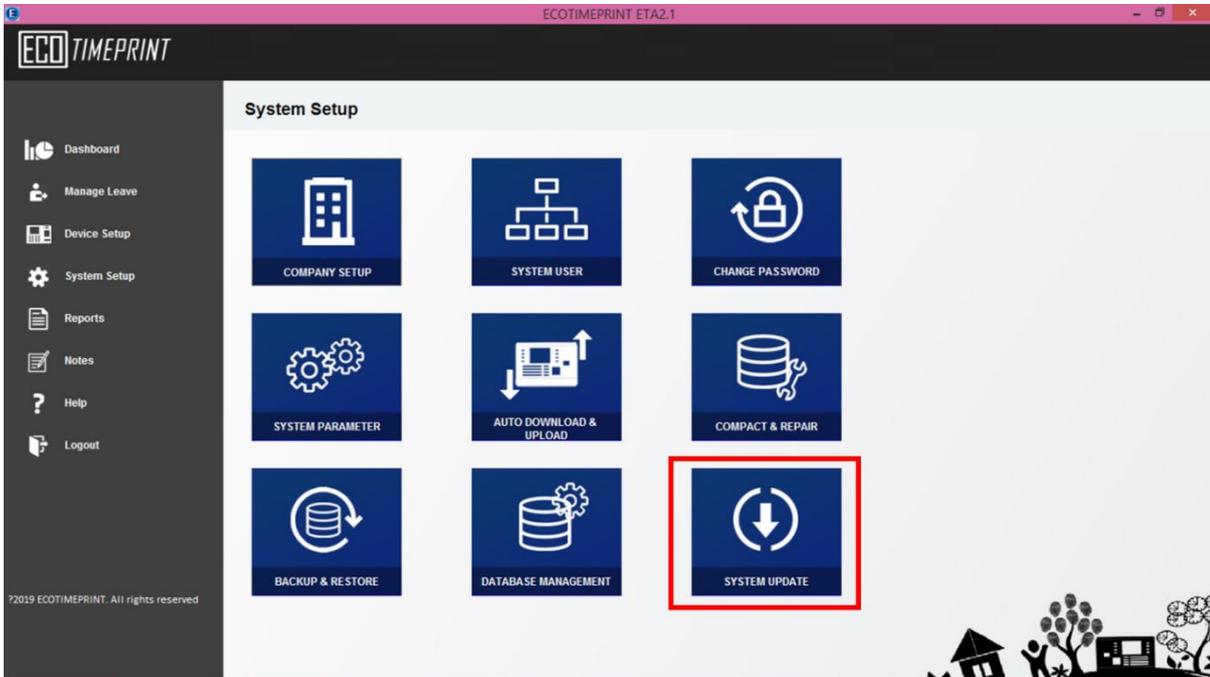
➢ Update System

- 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.
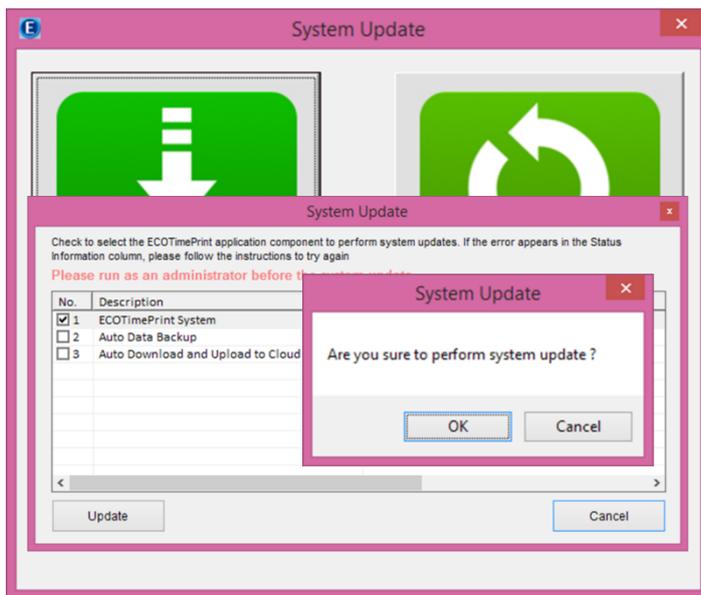
➢ Restore System Update

- Tick to choose the restore point which you want to restore

- Click "**RESTORE**" button, to confirm restore your system
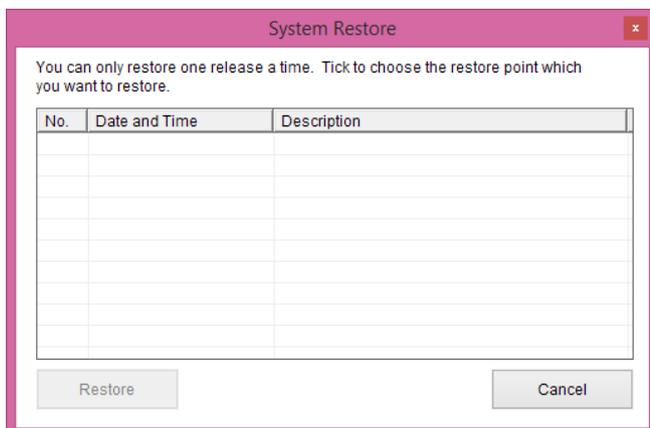
REPORTS

- 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.

➢ **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

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	WORKDAY		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	06:38	12:16	12:36	19:01							0:00	8:00	3:01	0:00	1:000	3:00	
03-03-2018	WORKDAY		Saturday	06:45	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	1:15	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	19:05							0:00	8:00	3:05	0:00	1:000	3:00	
07-03-2018	WORKDAY		Wednesday	06:47	11:36	12:08	12:33	19:05						0:00	8:00	3:05	0:00	1:000	3:00	
08-03-2018	WORKDAY		Thursday	06:43	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	19:01									0:00	8:00	3:01	0:00	1:000	3:00	
10-03-2018	WORKDAY		Saturday	06:45	12:32	13:04	19:05							0:00	5:30	5:35	0:00	1:000	5:50	
11-03-2018	WORKDAY		Sunday	06:45	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	12:09	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	12:45	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	06:45	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	17:05							0:00	8:00	1:05	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	19:05							0:00	5:30	5:35	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/hrs
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.

2. Daily Electronic Time Card

Eco@TimePrint

ECOTIMEPRINT
Daily Electronic Time Card
(01-03-2018 To 31-03-2018)

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

25-03-2018

Employee ID	Name	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	Remark
10002	Genry ek Jerry	RESTDAY		Sunday	06:52	16:55									0:00	0:00	0:00	0:00		0:00		
10005	Kenny Gedum JosGue	RESTDAY		Sunday	06:48	12:02	12:36	17:07							0:00	0:00	0:00	0:00		0:00		
10007	Lang CGong LeG	WORKDAY		Sunday	16:38	03:30									0:00	9:00	1:30	0:00	1:000	1:50		
10011	Tney Joo CGey	RESTDAY		Sunday	06:37										0:00	0:00	0:00	0:00		0:00		
10012	Tang Yew CGea	WORKDAY		Sunday	06:53										0:00	0:00	0:00	0:00		0:00		
10017	CGan Tea Pang	RESTDAY		Sunday	06:44	17:01									0:00	8:00	1:01	0:00	1:000	1:00		
10021	Geoaga Ban Kajen	RESTDAY		Sunday	06:14	18:16	18:44	19:48							0:00	8:00	3:48	0:00	1:000	3:50		
10057	RoGene Satorus	RESTDAY		Sunday	06:36	12:02									0:00	0:00	0:00	0:00		0:00		
10058	T Gomes Selong entGony	RESTDAY		Sunday											0:00	0:00	0:00	0:00		0:00		
10059	JosepGane Usun NuG	RESTDAY		Sunday											0:00	0:00	0:00	0:00		0:00		
10060	Vancent Taong Kung Yan	RESTDAY		Sunday											0:00	0:00	0:00	0:00		0:00		
10063	Frenklane avung	WORKDAY		Sunday	06:35	17:00									0:00	9:00	1:00	0:00	1:000	1:00		
10068	elvan avong	RESTDAY		Sunday	06:45	17:17									0:00	8:00	1:17	0:00	1:000	1:00		
10071	Taong Saeng CGuo	RESTDAY		Sunday											0:00	0:00	0:00	0:00		0:00		
10072	Jerry JosepG	RESTDAY		Sunday	06:45	17:01									0:00	8:00	1:01	0:00	1:000	1:00		
10074	Roseland Lemet enek Neong	RESTDAY		Sunday	06:36	12:02	12:31	16:03							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/hrs
Workday	111	32	79		106:00	19:44		13.000	19.50		
Holiday											
Restday	35	21			88:00	22:13		11.000	21.00		
Total	146	53	79		194:00	41:57		24.000	40.50		

3. Time Card Summary

Eco@TimePrint

ECOTIMEPRINT
Time Card Summary
(01-03-2018 To 31-03-2018)

Employee ID : 10002   Name : Genry ek Jerry

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave	No. Of Days
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	Leave	No. Of Days
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	Leave	No. Of Days
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 : Tney Joo CGey

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave	No. Of Days
Workday	24	16	8		75:00			10.000			
Holiday											
Restday	2	2									
Total	26	18	8		75:00			10.000			

4. Summary of Attendance

Eco@TimePrint

ECOTIMEPRINT
SUMMARY OF ATTENDANCE
(01-03-2018 To 31-03-2018)

√ - WORKDAY   HD - HOLIDAY   RD - RESTDAY
AB - ABSENT   @ - OVERTIME

AN - ANNUAL LEAVE   HO - HOSPITAL   MA - MATERNITY   OF - OFFDAY   PA - PATERNITY
RE - RESTDAY   SI - SICK LEAVE   UN - UNPAID LEAVE

Employee ID	Name	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Present	Absent	Leave	Holiday	Offday Days	WD OT	RD OT	HD OT	OF OT
10002	Genry ek Jerry	AB	√	√	RD	√	√	√	√	√	AB	AB	AB	AB	√	√	√	√	AB	√	√	√	√	√	√	RD	AB						17	7	0	0	0	0.00	0.00	0.00	0.00
10005	Kenny Gedum JosGue	√	√	√	RD	√	√	√	√	√	AB	√	AB	AB	AB	AB	AB	√	AB	AB	AB	AB	AB	√	RD	AB						11	13	0	0	0	0.00	0.00	0.00	0.00
10007	Lang CGong LeG	√ @1.50	RD 10.00 @6.50	AB	√ @1.00	√ @1.00	√ @3.00	√ @2.00	√ @2.50	RD 10.00	√ @6.00	RD	√0.991	√ @3.00	√ @1.50	AB	AB	√ @5.50	RD 10.00 @1.00	√ @1.00	√ @3.00	√ @3.00	√ @3.00	√ @6.00	√ @6.00	√ @1.50	AB						21	4	0	0	0	50.50	7.50	0.00	0.00
10011	Tney Joo CGey	AB	AB	AB	RD	√	√	√	AB	AB	AB	AB	AB	√	√	√	AB	√	AB	AB	AB	AB	√	√	√	RD	AB						10	14	0	0	0	0.00	0.00	0.00	0.00
10012	Tang Yew CGea	AB	RD	AB	AB	AB	AB	AB	AB	RD	AB	RD	AB	AB	AB	AB	AB	AB	RD	AB	AB	AB	AB	AB	AB	AB	AB						0	22	0	0	0	0.00	0.00	0.00	0.00
10017	CGan Tea Pang	√ @1.00	√ @1.00	√ @3.50	RD 10.00 @1.00	√	√ @1.00	√ @4.50	√ @2.50	√ @1.00	√ @3.50	√ @1.00		√ @1.00	√ @0.50	√ @1.00	√ @2.00	√ @3.50	√ @1.00	√ @1.00	AB	AB	√ @2.00	√ @3.00	√ @9.50	RD 10.00 @1.00	AB						23	3	0	0	0	43.50	2.00	0.00	0.00
10021	Geoaga Ban Kajen	√ @1.00	√ @1.50	AB	RD	AB	AB	√ @4.50	√ @1.00	√ @1.50	√ @4.50	√ @1.00	√ @2.00	√ @2.50	√ @1.00	√ @1.50	√ @2.00	√ @2.50	AB	√ @1.50	AB	AB	√ @2.00	√ @3.00	√ @9.50	RD 10.00 @3.50	AB						18	7	0	0	0	42.50	3.50	0.00	0.00
10057	RoGene Satorus	AB	AB	AB	RD	√	√	√	√	√	AB	√	√	√	√	√	√	√	AB	√	√	√	√	√	√	RD	AB						18	6	0	0	0	0.00	0.00	0.00	0.00
10058	TGomes Selong entGony	AB	AB	AB	RD	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	RD	AB	AB	AB	AB	AB	AB	RD	AB						0	24	0	0	0	0.00	0.00	0.00	0.00
10059	JosepGane Usun NuG	AB	AB	AB	RD	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	RD	AB	AB	AB	AB	AB	AB	RD	AB						0	24	0	0	0	0.00	0.00	0.00	0.00
10060	Vancent Taong Kung Yan	AB	AB	AB	RD	√	√	√	√	√	AB	√	√	√	√	√	√	√	AB	√	√	√	√	√	√	RD	AB						18	6	0	0	0	0.00	0.00	0.00	0.00
10063	Frenklane avung	√ @0.50	RD 10.00 @7.00	√ @6.00	√ @1.50	√ @1.50	√ @3.50		√ @4.87		√ @5.50	RD 10.00 @3.00	√ @1.00	√ @3.00	√ @1.00	√ @3.00	√ @1.00	√ @6.00	RD 10.00 @1.50	√ @4.27		√ @2.00	√ @2.00		√ @6.50	√ @1.00	AB						21	3	0	0	0	53.14	11.50	0.00	0.00
10068	Jelvan avong	AB	AB	AB	RD	√	√	√ @1.00	√ @3.00	√ @1.00	√ @1.00	√ @2.50	√ @0.50	√ @2.00	√	√ @1.00	√ @2.00	√ @3.50	√ @1.00	√ @1.00	√ @2.00	√ @2.00	√ @2.00	√ @4.50	√	RD 10.00 @1.00	AB						21	4	0	0	0	31.00	1.00	0.00	0.00
10071	Taong Saeng CGuo	AB	AB	AB	RD	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	AB	RD	AB						0	24	0	0	0	0.00	0.00	0.00	0.00
10072	Jerry JosepG	AB	AB	AB	RD	√	√	√	√	√	AB	AB	√ @2.00	√ @1.00	√ @3.00	√ @6.50		√	√ @2.00	√ @2.00	√ @3.00	√ @3.50	√ @3.00	√ @1.00	√ @4.00	√ @2.00	√ @4.00	√ @1.00	√ @6.50	RD 10.00 @1.00	AB		18	7	0	0	0	46.50	1.00	0.00	0.00
10074	Roseland Lernet Jenek Neong	√	√	√	AB	RD	√	√	√	√	√	√	AB	√	√	√	√	AB	√	√	√	AB	√	√	√	RD	AB						20	4	0	0	0	0.00	0.00	0.00	0.00
10075	Jaszelen Ban Met	√	√	√	RD	√	√	√0.915	√	AB	√0.809	AB	√0.953	√0.965	AB	√	√	AB	AB	AB	√	√0.966	AB	√	√0.994	RD	AB						15	9	0	0	0	0.00	0.00	0.00	0.00

5. Overtime Approval Report

Eco@TimePrint

ECOTIMEPRINT
Overtime Approval Report
(01-03-2018 To 31-03-2018)

Employee ID	Name	Date	Schedule	Workday	Absent Days	Leave	Workday Overtime	Restday Overtime	Holiday Overtime
10021	Geoaga Ban Kajen	01-03-2018	2	1.000			1.00		
10021	Geoaga Ban Kajen	02-03-2018	2	1.000			1.50		
10021	Geoaga Ban Kajen	03-03-2018	2		1.00				
10021	Geoaga Ban Kajen		View_Attendance_Details.Employee_Name (String)						
10021	Geoaga Ban Kajen	05-03-2018	2		1.00				
10021	Geoaga Ban Kajen	06-03-2018	2		1.00				
10021	Geoaga Ban Kajen	07-03-2018	2	1.000			4.50		
10021	Geoaga Ban Kajen	08-03-2018	2	1.000			1.00		
10021	Geoaga Ban Kajen	09-03-2018	2	1.000			1.50		
10021	Geoaga Ban Kajen	10-03-2018	2	1.000			4.50		
10021	Geoaga Ban Kajen	11-03-2018	2	1.000			1.00		
10021	Geoaga Ban Kajen	12-03-2018	2	1.000			2.00		
10021	Geoaga Ban Kajen	13-03-2018	2	1.000			2.50		
10021	Geoaga Ban Kajen	14-03-2018	2	1.000			1.00		
10021	Geoaga Ban Kajen	15-03-2018	2	1.000			1.50		
10021	Geoaga Ban Kajen	16-03-2018	2	1.000			2.00		
10021	Geoaga Ban Kajen	17-03-2018	2	1.000			2.50		
10021	Geoaga Ban Kajen	18-03-2018	2		1.00				
10021	Geoaga Ban Kajen	19-03-2018	2	1.000			1.50		
10021	Geoaga Ban Kajen	20-03-2018	2		1.00				
10021	Geoaga Ban Kajen	21-03-2018	2		1.00				
10021	Geoaga Ban Kajen	22-03-2018	2	1.000			2.00		
10021	Geoaga Ban Kajen	23-03-2018	2	1.000			3.00		
10021	Geoaga Ban Kajen	24-03-2018	2	1.000			9.50		
10021	Geoaga Ban Kajen	25-03-2018	2	1.000				3.50	
10021	Geoaga Ban Kajen	26-03-2018	2		1.00				
			Total	18.000	7.00		42.50	3.50	

6. Attendance Analysis

Eco@TimePrint

ECOTIMEPRINT
Attendance Analysis
(01-03-2018 To 31-03-2018)

Print On: 01-05-2018 17:31:17   Page 3 of 148

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	0.991			
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	20.991	50.50	7.50	

**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	
20246	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

_____   _____   _____

Postion: Postion: Postion:
Date: Date: 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	Thurs	18.49	119		1		7		218:00	27.000	39.00		
02-03-2018	Friday	19.82	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				28		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	10.96	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	29.965	59.50		
14-03-2018	Wednesday	20.55	116		1		28	1:48	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	16:31	221:28	33.994	59.00		
18-03-2018	Sunday	13.01	126				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		209:39	25.956	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	98		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	738.245	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	5,765:06	738.246	1,198.64	47.00	
Total		2995	2	34	8	688	62:37	5,765:06	738.246	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 Report

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	17:00									0:00	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	17:00									0:00	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							0:00	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	Print On: 01-05-2018 17:43:14	Page 1 of 1
	DAILY LEAVE TRACKING		
	(01-03-2018 To 31-03-2018)		

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 CGong 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

Eco@TimePrint

ECOTIMEPRINT
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

Eco@TimePrint

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	Genry ek 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

Eco@TimePrint

ECOTIMEPRINT
Employee Listing

Page 5 of 5

Employee ID	Payroll ID	Name	IC No	Passport No	DOB	Gender	Date Join	Resigned Date	Schedule	Card Number
20237		Germen		B7962010		MALE			0	0
20238		Seal						30-10-2017	0	0
20239		MeGren eGmed							0	0
20240		-							0	0
20241		-							0	0
20242		-							0	0
20243		Gustaen				MALE			0	0
20244		YudGae				MALE			0	0
20245		Suneraewen				MALE			0	0
22203		-							0	0
30002		Deasy Grece		EB 8746888	27-10-1986	FEMALE			12	0

Total Employee: 146

NOTES

You can be reminded of your notes on the ECOTIMEPRINT main menu side bar.
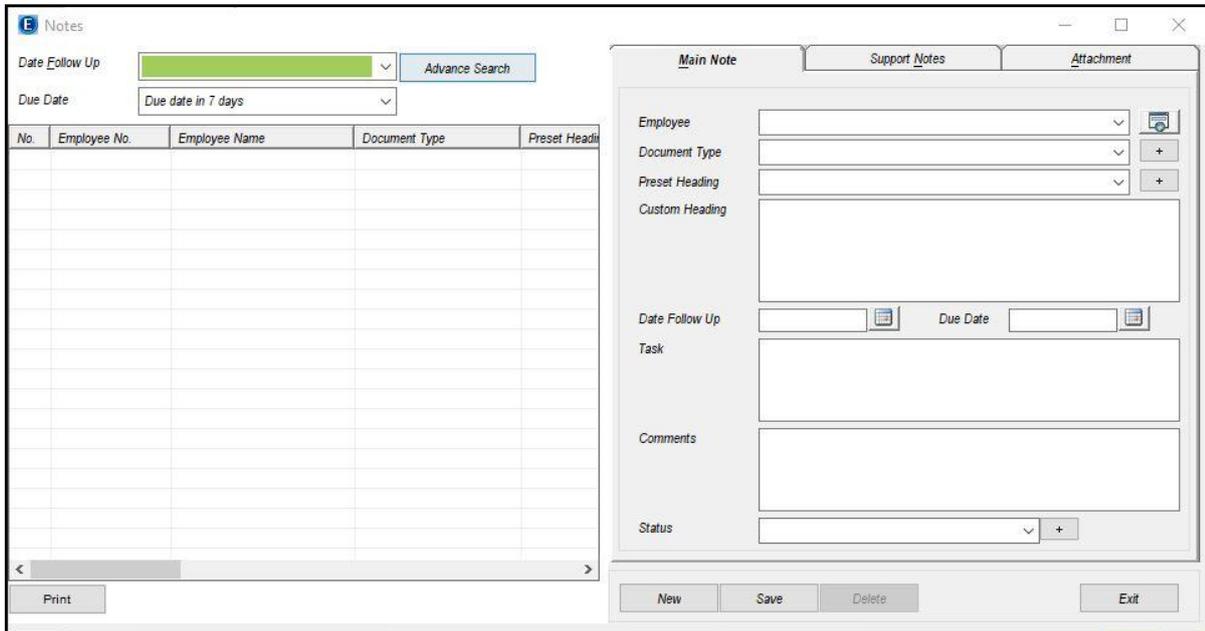
To set up Notes:

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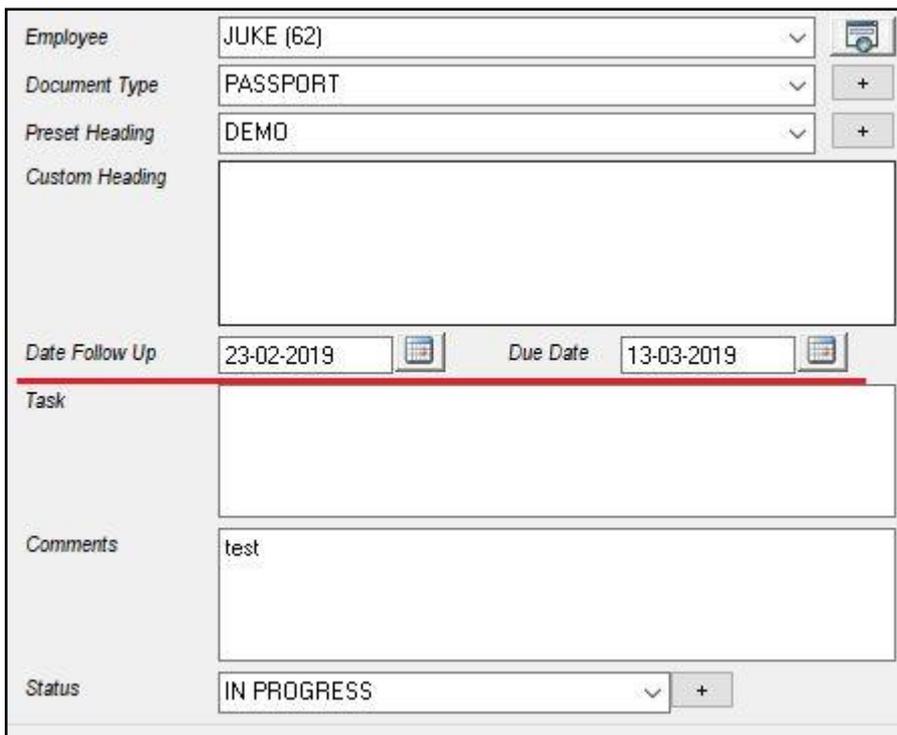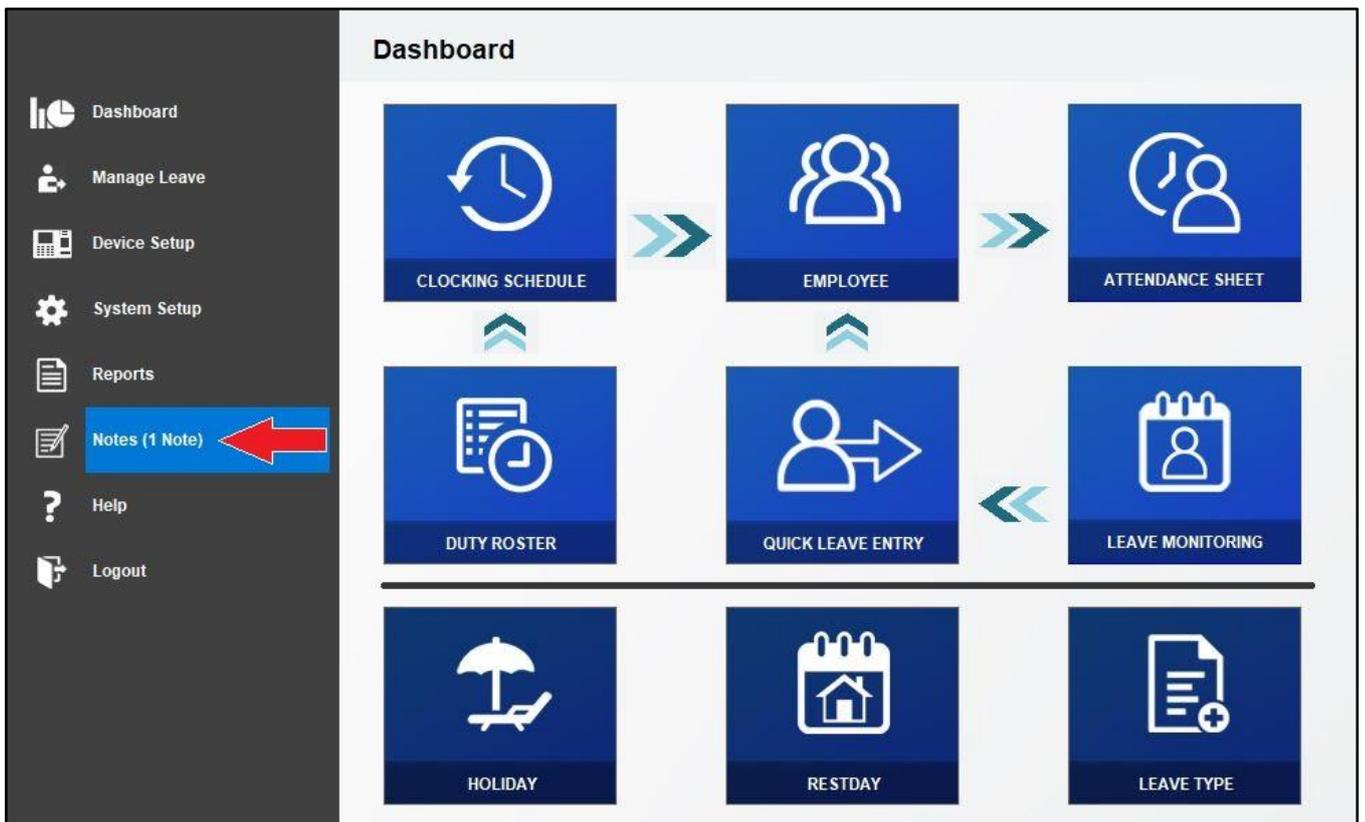
**Step 2:** Enter the Date Follow Up & Due Date so it can be shown into the reminder list later.

**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.

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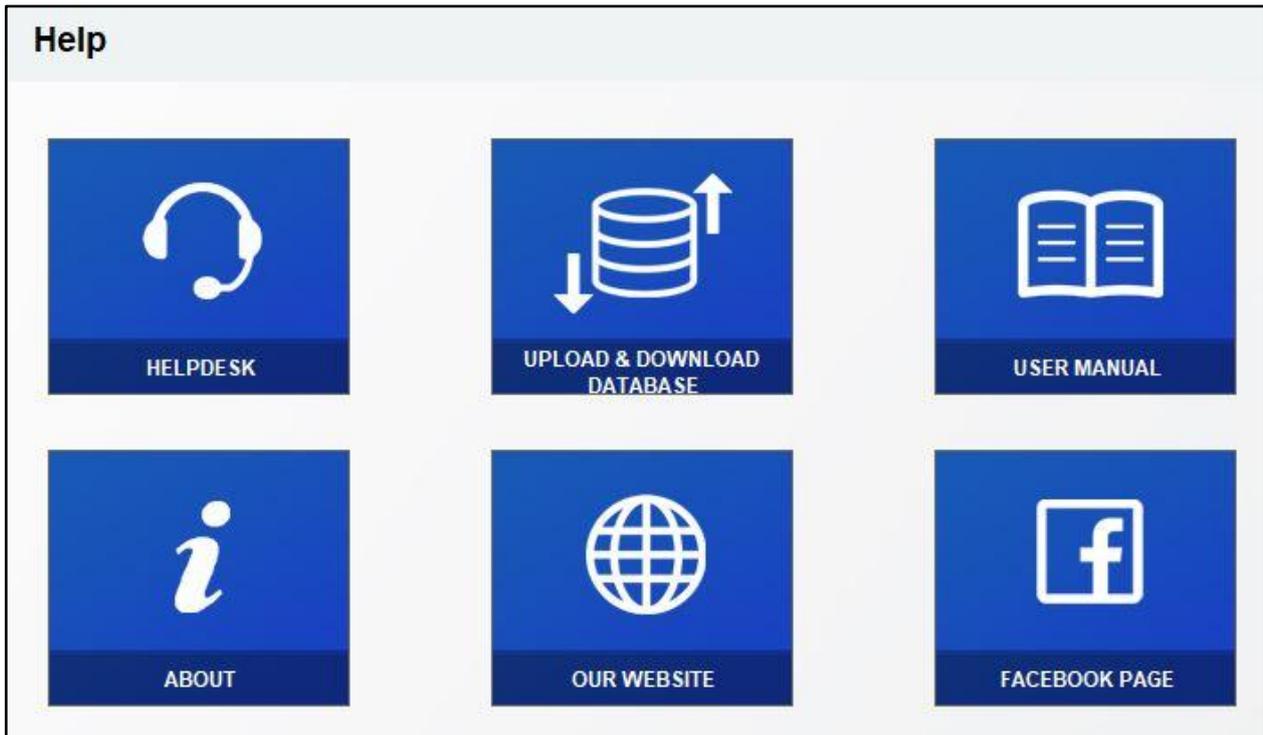
Help

- **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**
  - Visit ECOTIMEPRINT website

- **Facebook Page**
  - Visit ECOTIMEPRINT Facebook Page