ECOTIMEPRINT

ATTENDANCE SYSTEM

(ETA3)

USER MANUAL

Table of Contents

1.0   SOFTWARE INSTALLATION

1.1   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 http://www.ecotimeprint.com/ecotimeprint-eta3.aspx

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

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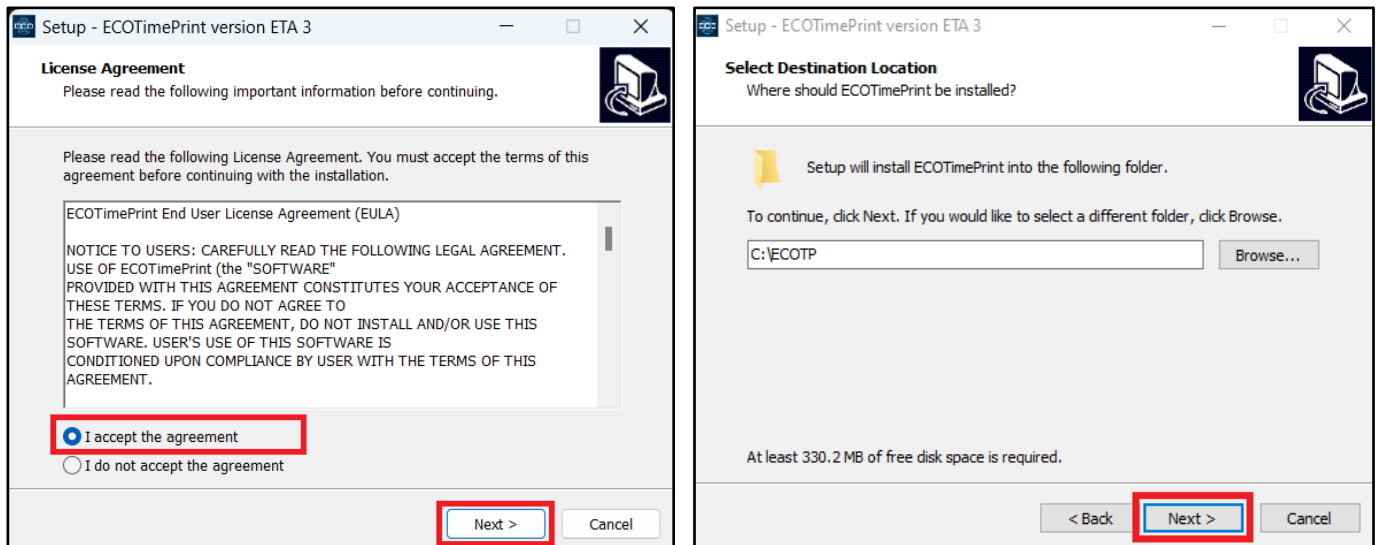
Tick to create a desktop icon (Optional), Click **Next**
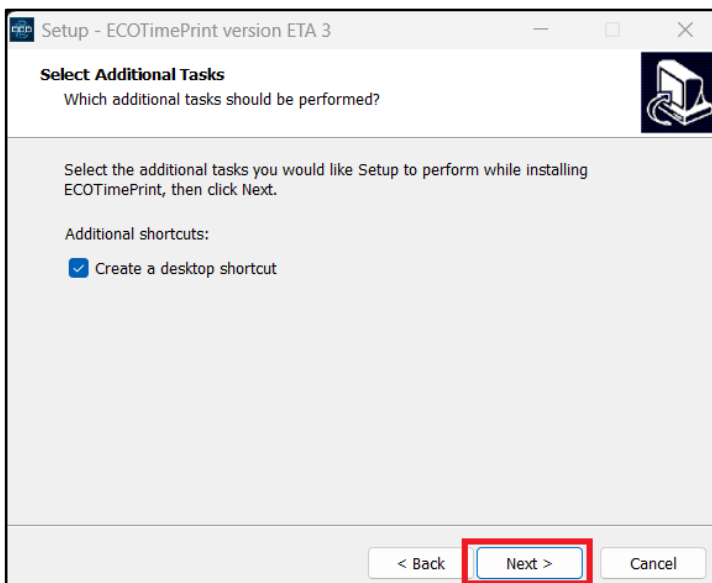
Then Click **Install**
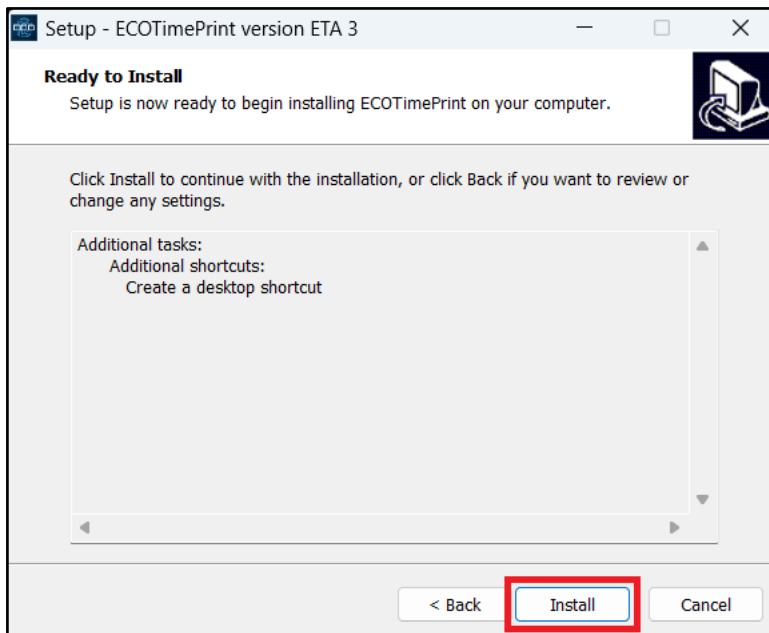
While complete the installation, Click **Finish** to exit setup
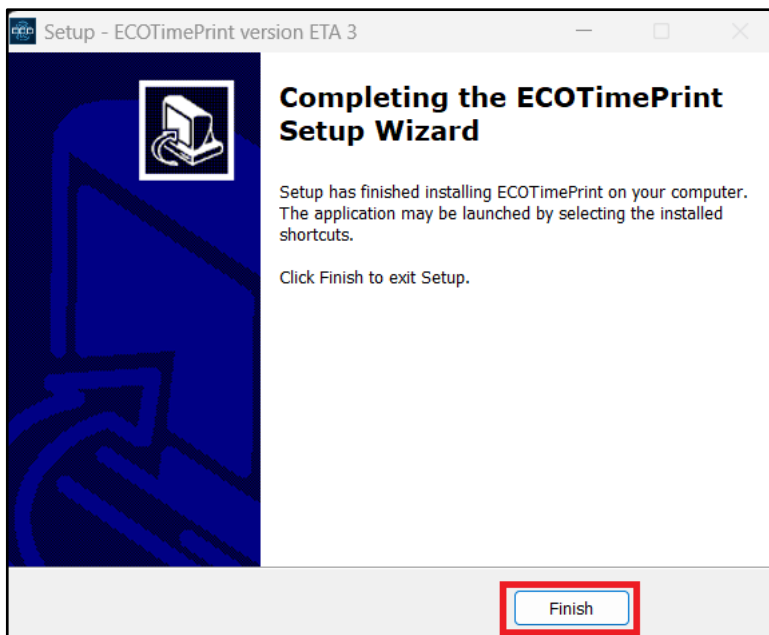
1.2   Launch - Program ECOTIMEPRINT

When logging for first time, Right Click on **ECOTimePrint** icon and **Run as Administrator**.
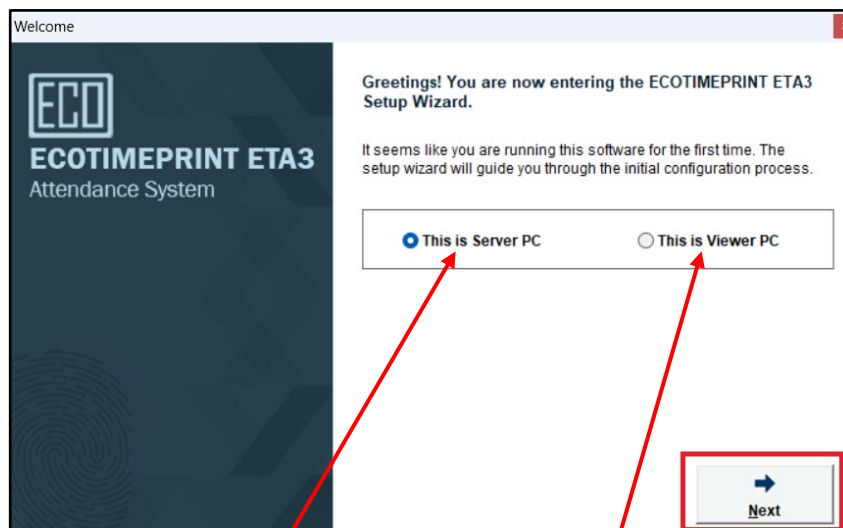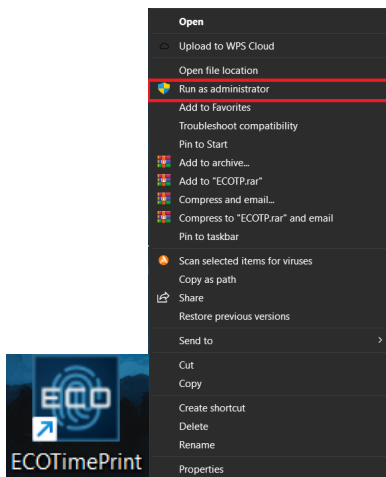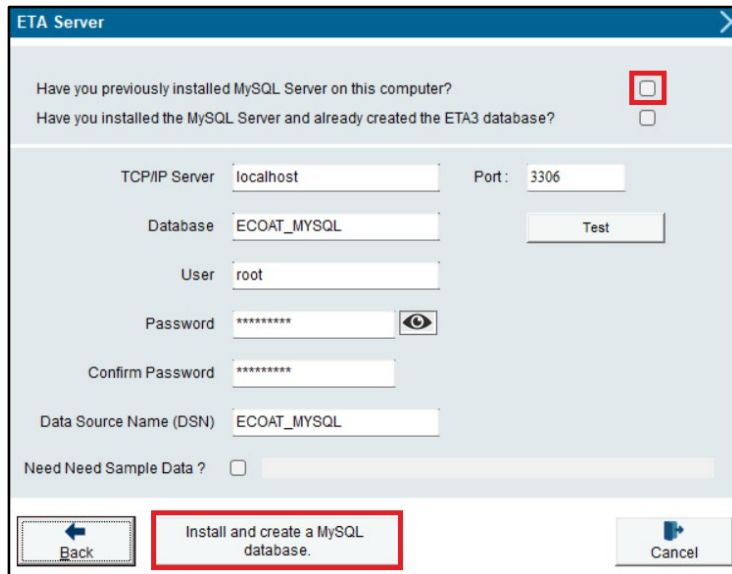
If this is server PC, select "**This is Server PC**", then Click "**Next**" button.

For Client PC, select "**This is Viewer PC**", then Click "**Next**" button.
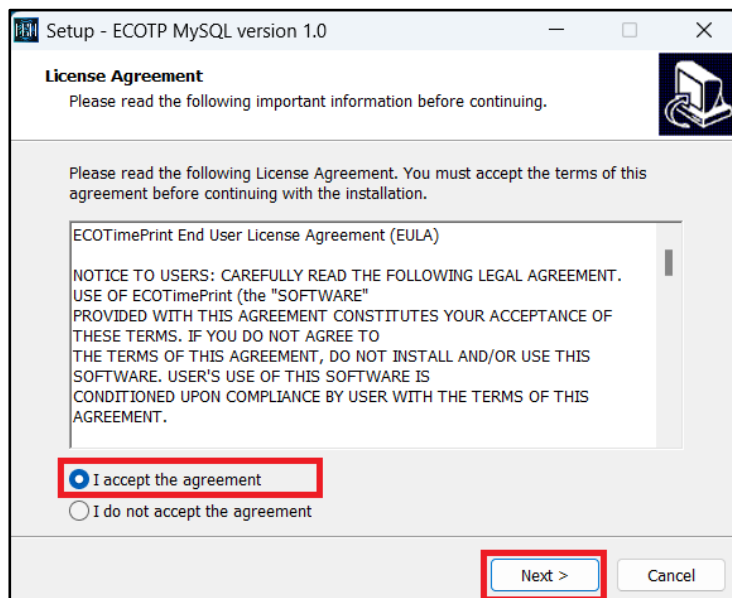
For new user without MySQL server, select "**Install and create a MySQL database**"

For user with MySQL server, **"tick"** and click "**Create Database**".

Click **Next**

Click **Next**

and **Yes**   and **Install**
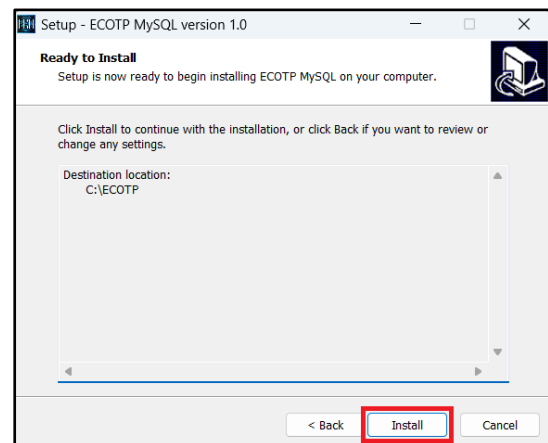
Tick and **Install** and you are **Finish.**
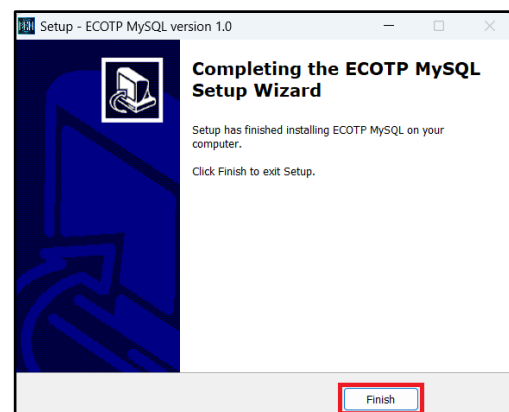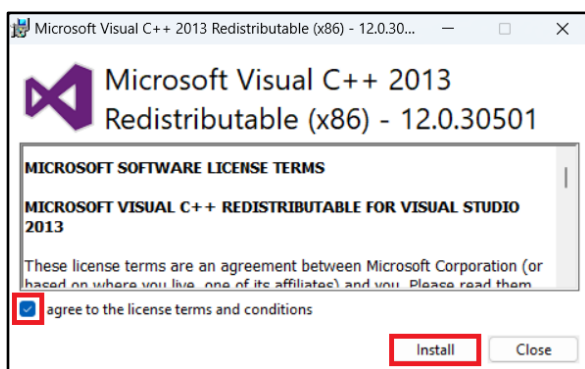
After complete, click **NEXT**

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*

1.3 Company Setup

Go to **System Setup > Company Setup**
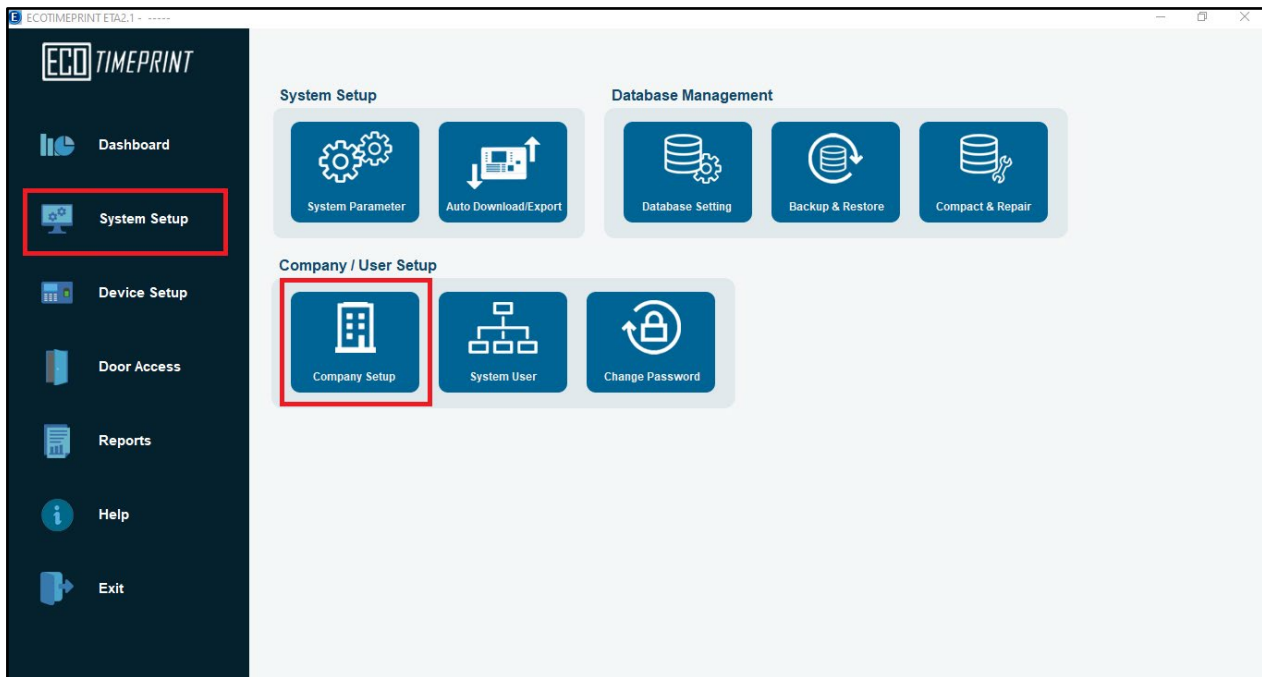
Enter your company name, which will be displayed in all reports.

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

1.4   Terminal Setup

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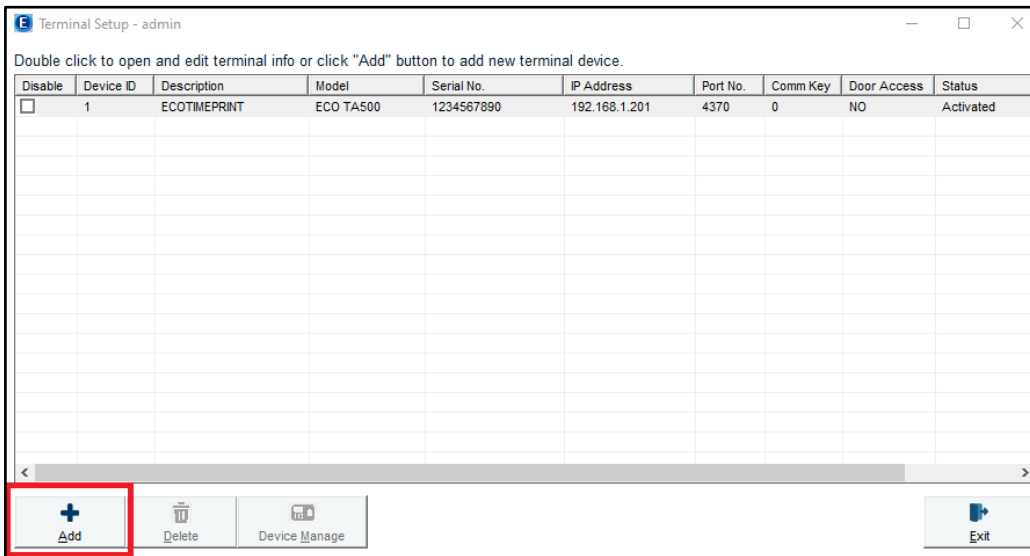
1.4.1   Activate Terminal License

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
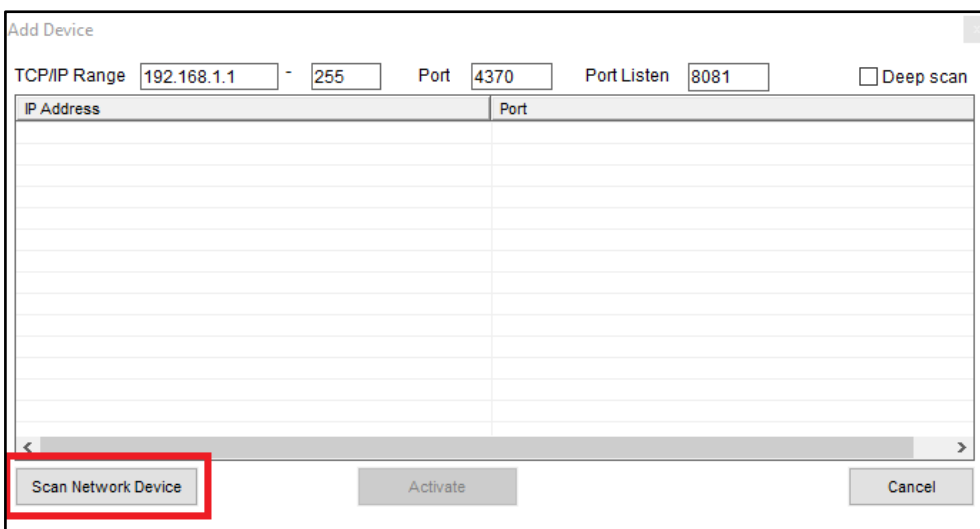
Second way is by **Manual Activation**

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

Step 1: Enter Device Description, Serial No, Model, Door Access Only, IP Address, Port No,……and Device ID.

Door Access Only - *If you select this option, the system will only capture in/out activities and does notinclude 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

Terminal Setup

PLEASE ENTER YOUR TERMINAL INFORMATION

Description	TimePrint ∗
Serial No.	
Model	ECO 2200D ∨ Select Model ∗ Door Access Mode ☐
IP Address/ host	192.168.1.241 Ping Port 4370
Comm Key	0
Device ID	2

Activate Now   Test   Cancel

1.4.2   Testing Network Connection

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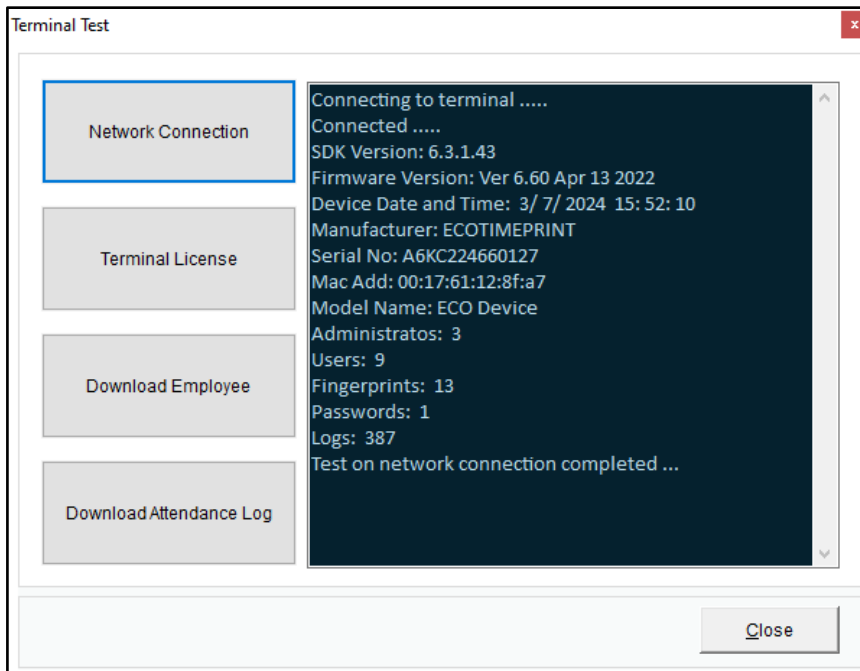
Terminal Test use for troubleshooting terminal status such as:

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.
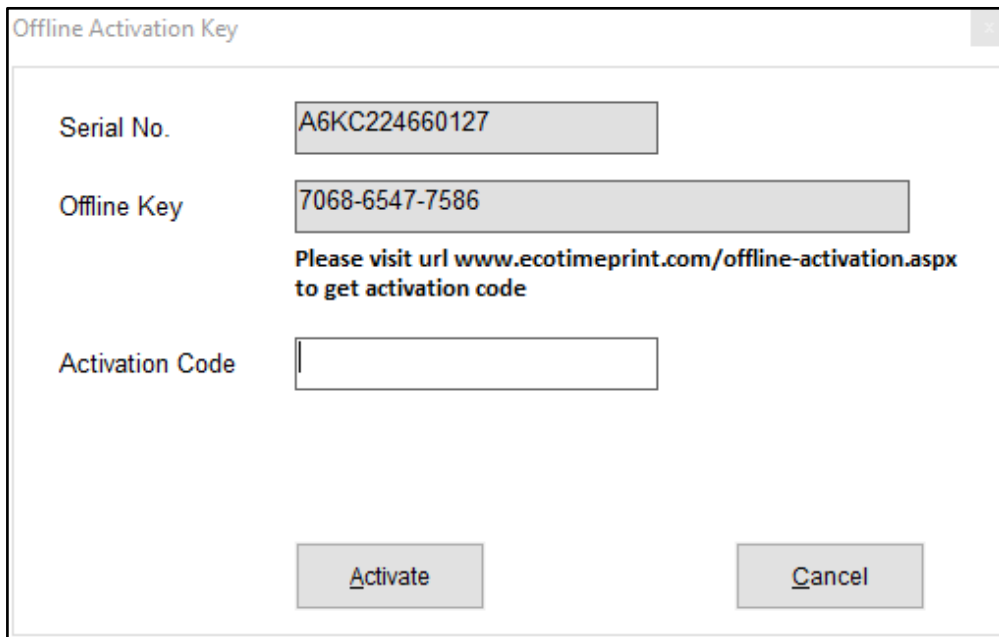
Step 3:   Click **Activate Now** to activate terminal license

If you don't have internet access, it will pops out a window to ask for online activation code.

Please follow the url given to get the offline activation code from our Ecotimeprint website.

1.4.3 Delete Terminal License

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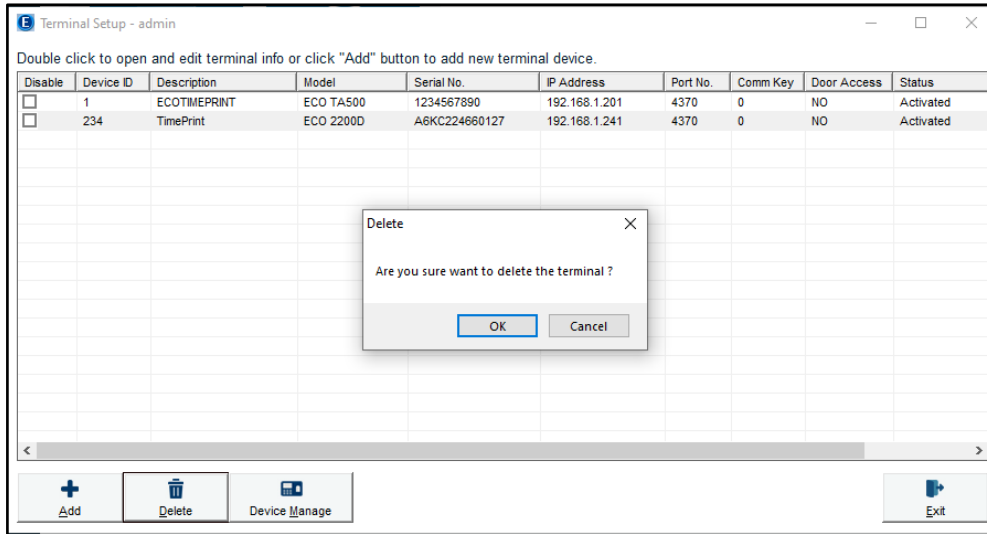
1.4.4 Device Manager - To Interact with Terminal

Information from connected terminals can be retrieved to check on its settings and contents. The settings can bechanged 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 workswith "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 theTCP/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, StandbyTime, 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 ShutdownSetting, 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 theterminal.

- 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 theterminal.

- 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 AlarmSetting, 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 andDateTime (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.

•   Clear Administrator to clear/set all users with administrator privilege to user privilege 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

- **Update to terminal** to update the work code to the terminal

2.0 DASHBOARD

2.1 Clocking Schedule
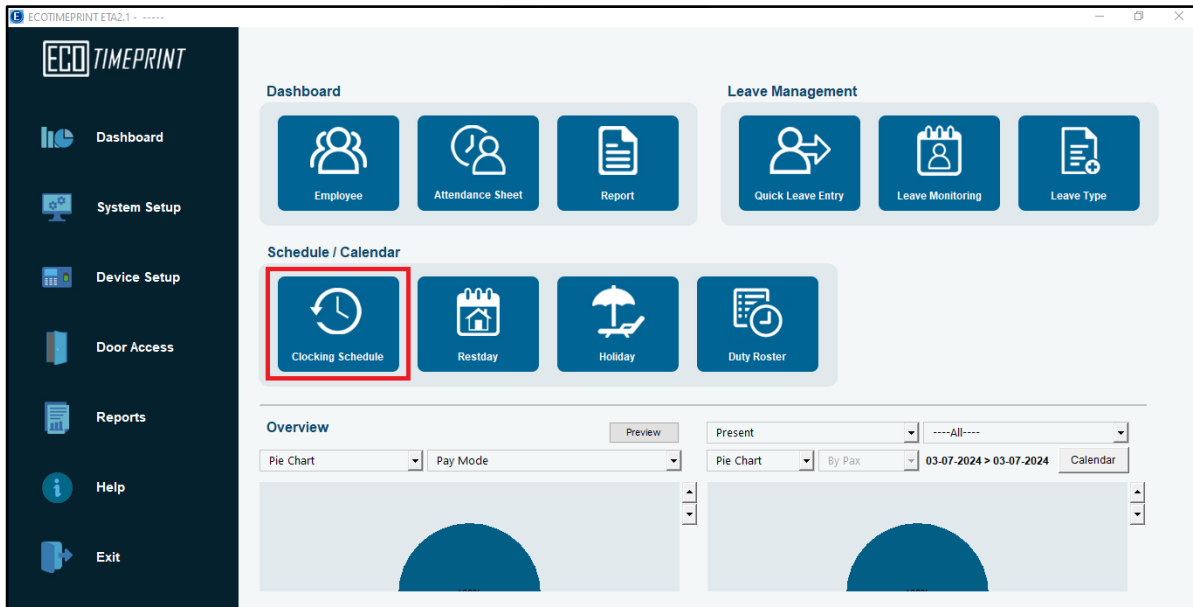
☐ **Setting Clocking Schedule**

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 isto set group.

For attendance instead of tedious re-schedule, because the system will automatically select thebest 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.**

2.1.1   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 mouseto 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. Pleaserefer 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. Pleaserefer 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 in `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**

Calculate using only the time of first IN and last OUT (Excluding any intermediate periods)	☑

-         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 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	
		0.000	Add

No.	Minutes -->	<-- Minutes	Day
1	0	119	0.000
2	120	239	0.250
3	240	359	0.500

Copy workday rounding table from Schedule [∨] Apply Clear

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

☐   **Overtime Rounding Table**

Overtime Rounding Table

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

No.	Minutes -->	<-- Minutes	Minutes	
1	0	9	0	∧
2	10	19	10	
3	20	29	20	∨

Copy overtime rounding table from Schedule [∨] Apply Clear

-         This table use to rounding up/down of the total overtime minute.

-         Round overtime for every hour. According to table above, overtime 10 to 19 minutes will roundto 10 minutes.

- For overtime 20 minutes to 29 minutes, it will round to 20 minutes.

Overtime Rounding Table

Minutes --->	<-- Minutes	Minutes	
		0.00	Add

No.	Minutes -->	<-- Minutes	Minutes	
1	180	180	210	
2	181	181	211	
3	182	182	212	

Copy overtime rounding table from Schedule [▼] [Apply] [Clear]

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

- **Short Rounding Table**

- This table use to rounding up/down of the total short minute.

- Round Function same as Overtime Rounding, please refer to description above.

Short Rounding Table

Minutes --->	<-- Minutes	Minutes	
		0.00	Add

No.	Minutes -->	<-- Minutes	Minutes	
1	1	20	20	
2	21	30	30	
3	31	40	40	

Copy short rounding table from Schedule [▼] [Apply] [Clear]

- **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 listand Click **Apply** button.

2.1.2   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 Morning working time) and 13:00- 18:00 (set as Afternoon working time)

2.1.3   Shift-X Schedule

Shift-X is exactly same with the shift schedule that can be used for various-duty-time attendance.

But, it will be more accurate especially in capturing overnight schedule.

For example, night schedule (2100 - 0500 next day) will be more suitable to use shift-x schedule.

2.1.4   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.

2.1.5   Multiple 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 actualattendance record.

*   Flexi and Shift Schedule can be combined into a Multiple shift

2.1.6   Multiple Shift-X

It is similar to multiple shift. Multiple Shift can combine both flexi and shift schedule together

But, Multiple Shift-X can only combine shift-X schedules.

❖   **Parameter - Multiple Shift/Shift X Schedule**

Calendar

Holiday Calendar	1 ⌄	Overtime if work in Holiday ☐
Restday Calendar	1 ⌄	Overtime if work in Restday ☐

Overtime & Short

Maximum no. of hours allowed to claim for overtime	24.00 Hour (s)
Minimum Early In minute (s) to entitled overtime	0
Minimum Late Out minute (s) to entitled overtime	0
Deduct Short from Overtime	☐
Deduct Short from Overtime & Worktime	☐
Always show Short even deduction from Overtime & Worktime	☐

All parameter setting will follow the check schedule itself; therefore, only parameter **Holiday Calendar, Restday Calendar, Overtime and Short** above can be defined here, which will works for all the shift included inside **Multiple Shift** or **Multiple-Shift X.**

2.1.7   Additional Parameter

In Additional Parameter

❖ **Holiday Schedule**

Holiday Schedule [green box] [∨]

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

❖ **If present consider one day work**

If present considered one day work [☐]

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

❖ **Overtime Considered as Work time**

Overtime Considered as Work time [☐]

- Use this function if the overtime considered as work time

❖ **Round Overtime before short**

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**

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 clickon 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.

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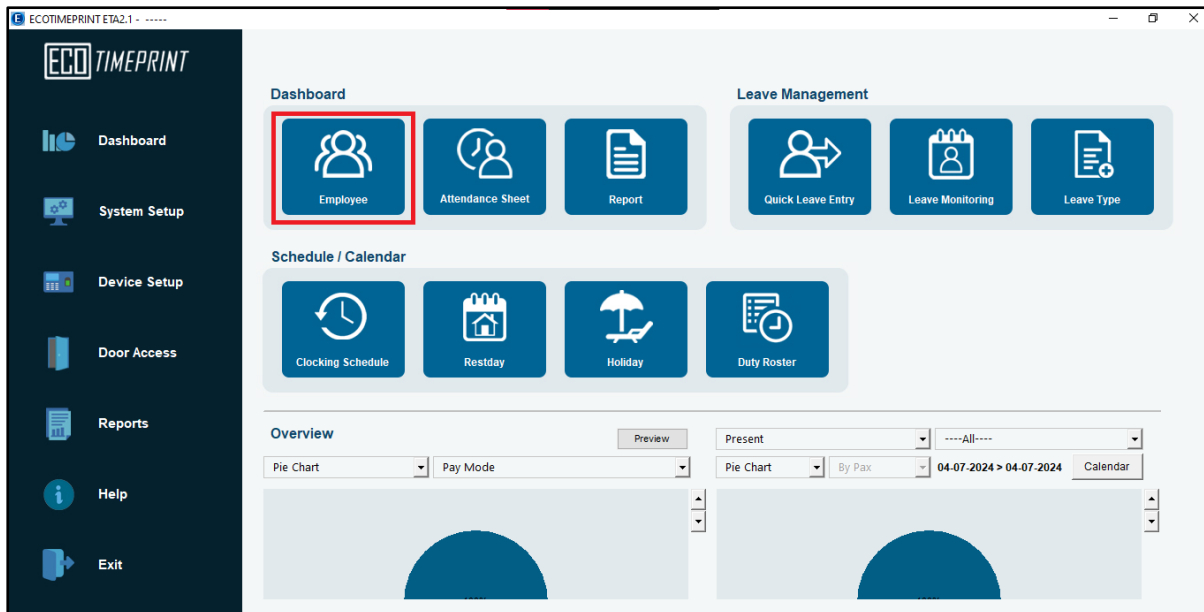
This screen is about the employee information. Please be advised that all users are required to assigninto the clocking schedule in order show the accurate information in the attendance sheet.

❖   **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.**

3.1   Download Employee

3.1.1   Download Employee - From Network

* If using network, just click the button **Download Employee** - Click **Download fromNetwork**

* Select the Terminal ID (If you have more than one terminal), then Click **Retrieve fromTerminal** 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.

3.1.2   Download Employee - From USB Drive

- Plug in 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.
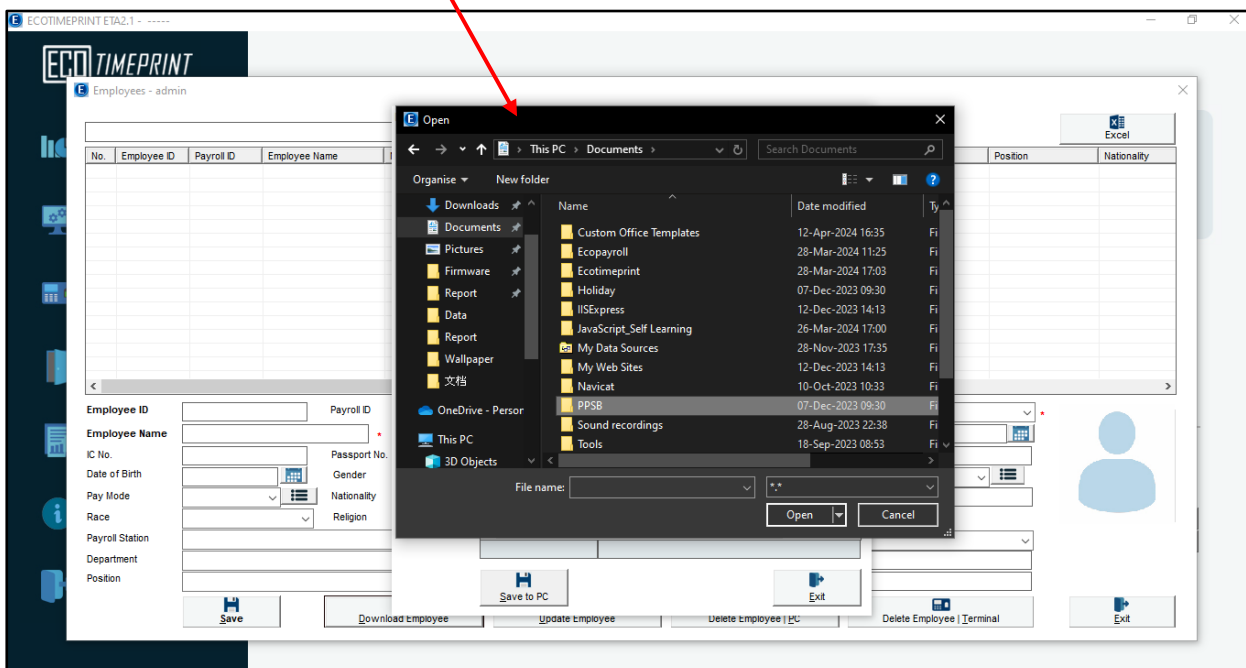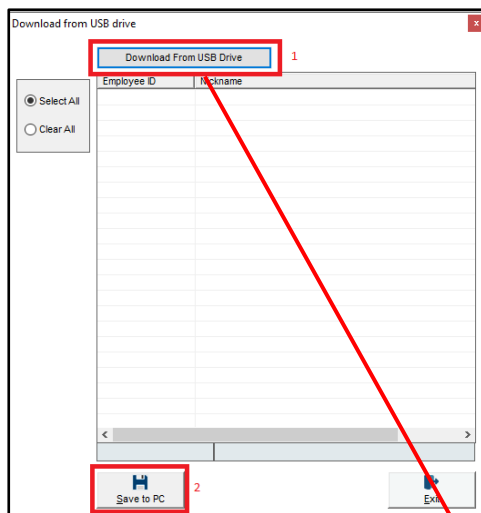
3.2   Employee Information

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.

3.3   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 updateemployee'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

3.3.1 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

3.3.2   Upload to USB Drive

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

3.4 Delete Employee | PC

You can delete the employee from system by using "**Delete Employee | PC**".

"**Select**" the employee you want to delete and click "**delete**".

3.5   Delete Employee | Terminal (Via Network)

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

Tick to select Terminal

Tick to select Employee

Tick this to **delete** also employee from PC

If confirm to delete, click confirm

Tick to suspend = not **show** in attendance but still **keep record** in machine

4.0   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 software will download the data from terminal and processes based on the Clocking Schedule, leave entry, rest day, holiday and employee settings.
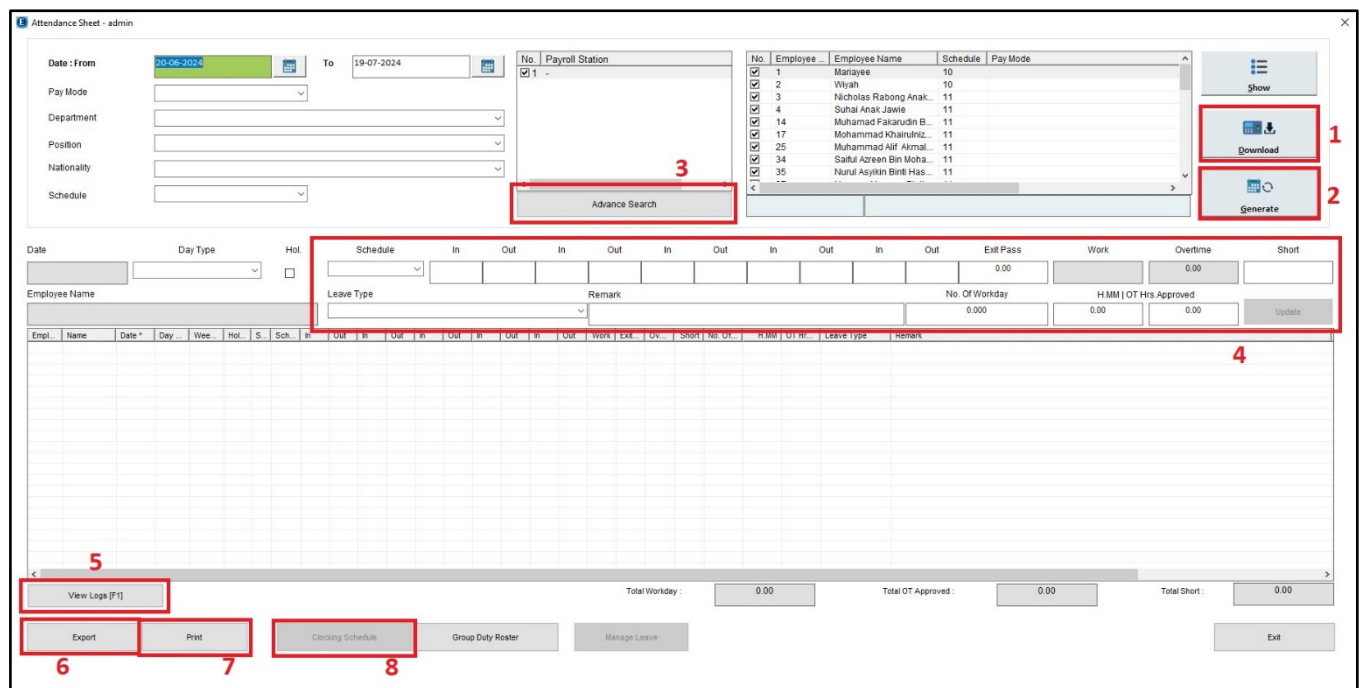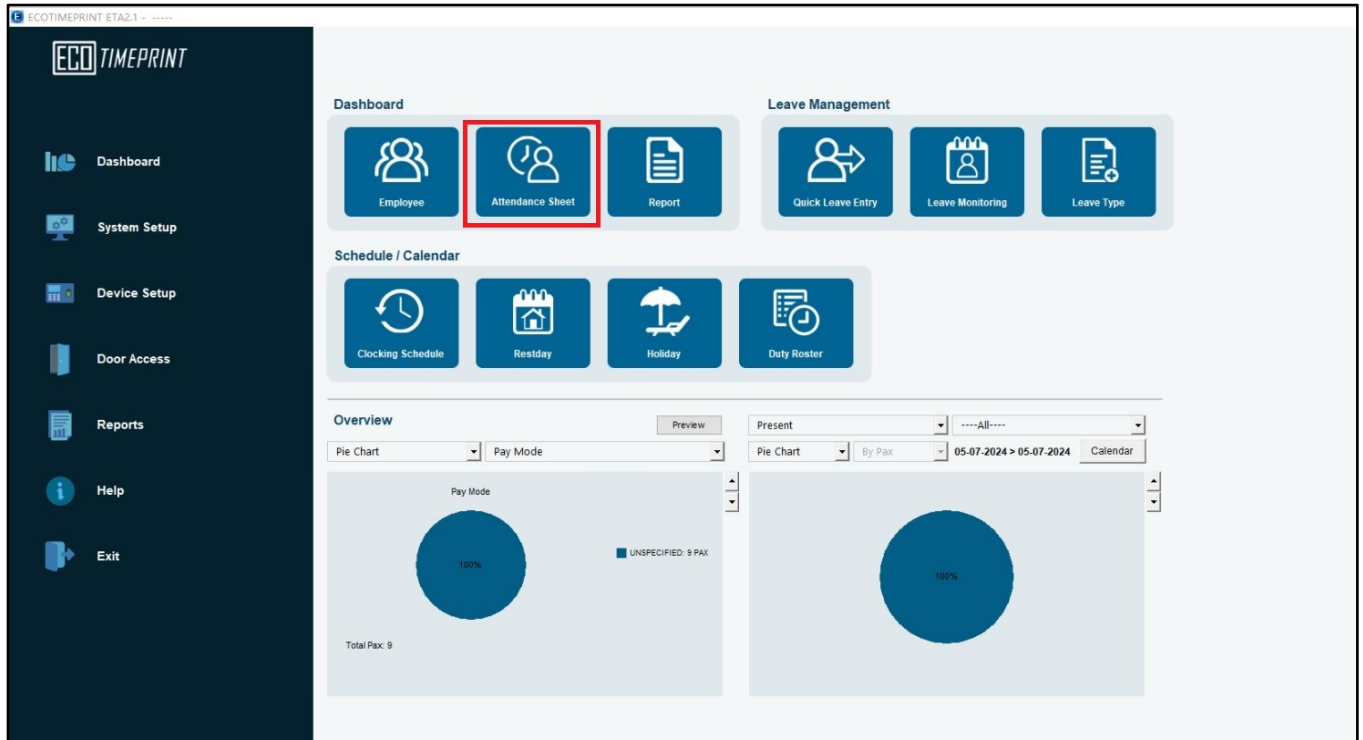
Let us go through the function of this screen:

1. **Download** Attendance from Terminal (Network or USB Flash Drive)
2. **Generate** Attendance
3. **Search** Attendance Transaction
    i. With Search Criteria
    ii. Show Selected Employee's Attendance
    iii. Advance Search

4. **Update** Attendance Data
5. **View Logs** from machine
6. **Export**
    i. Export **Attendance with Template**
    ii. Export **Attendance with Customize App**

7. **Print** Attendance Sheet
8. **Clock Schedule**

4.1 Download Attendance

4.1.1 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.
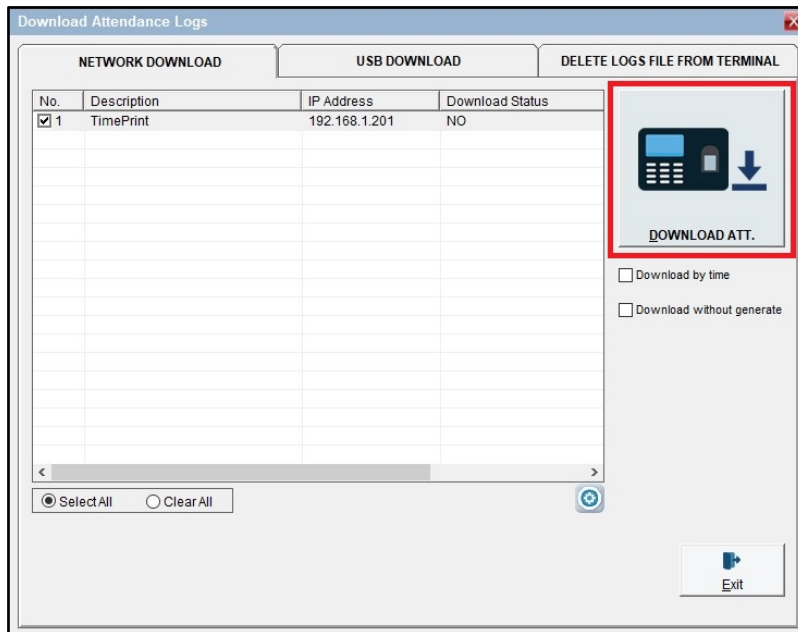
4.1.2 Download Attendance from USB
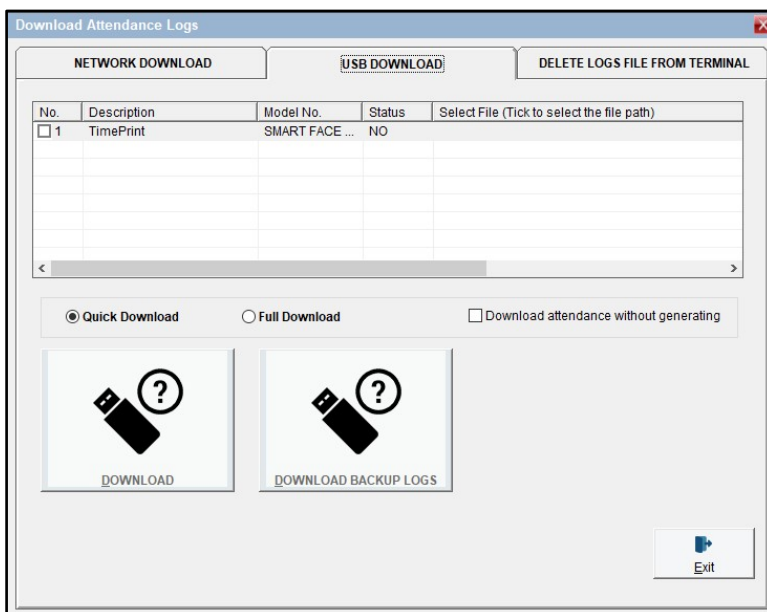
- Tick to select the pendrive download file downloaded from the machine. (For example: xxxxxx_attlog.dat)

4.2.3 Delete Logs from Terminal via Network

- Before delete the log, click **"Download"**, then click **"Save Logs"** button to back up the log to "C:\ECOTP\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.

4.2   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)
- Recalculate amended time data
- Overwrite clocking schedule (only available for Daily, Weekly, Shift & Flexi Schedule)
- Overwrite and remove amended records.
- Don't Overwrite Day Type

You can also use the advance search here to filter out the employee in the list view inside generate page.

4.3   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.

4.4   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

4.5   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.
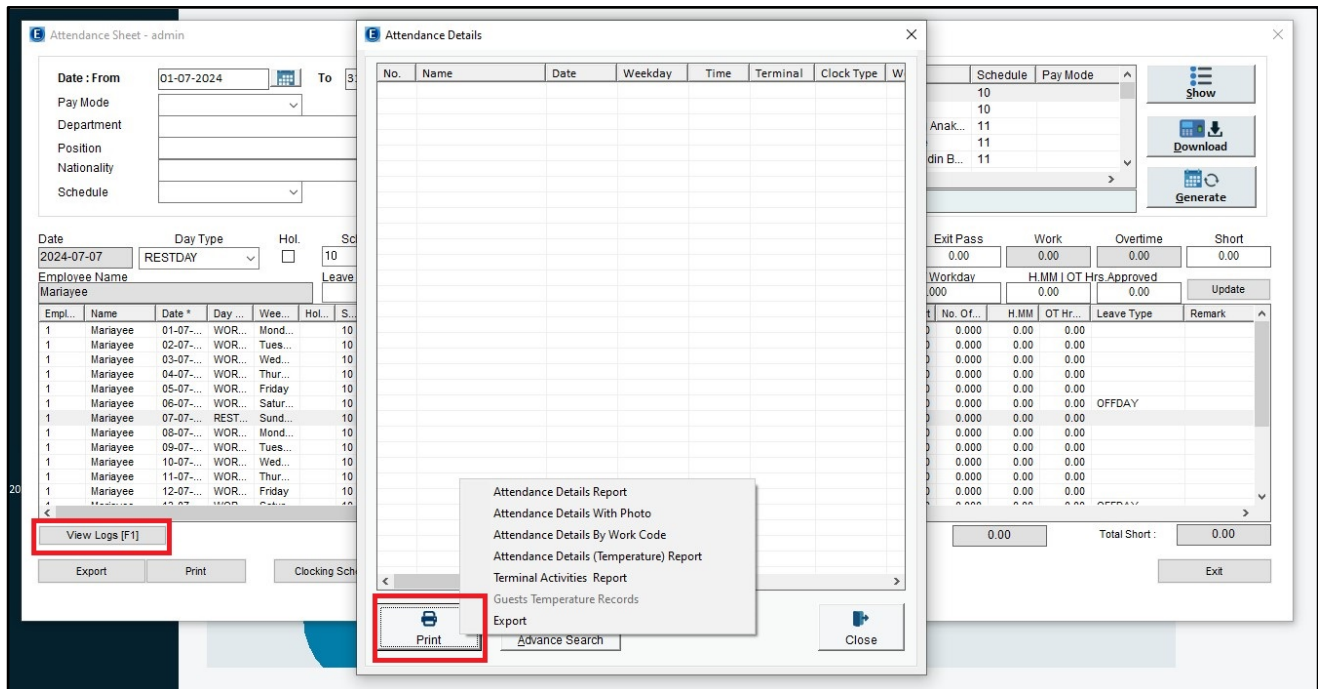
- **Advance Search Mode**

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.
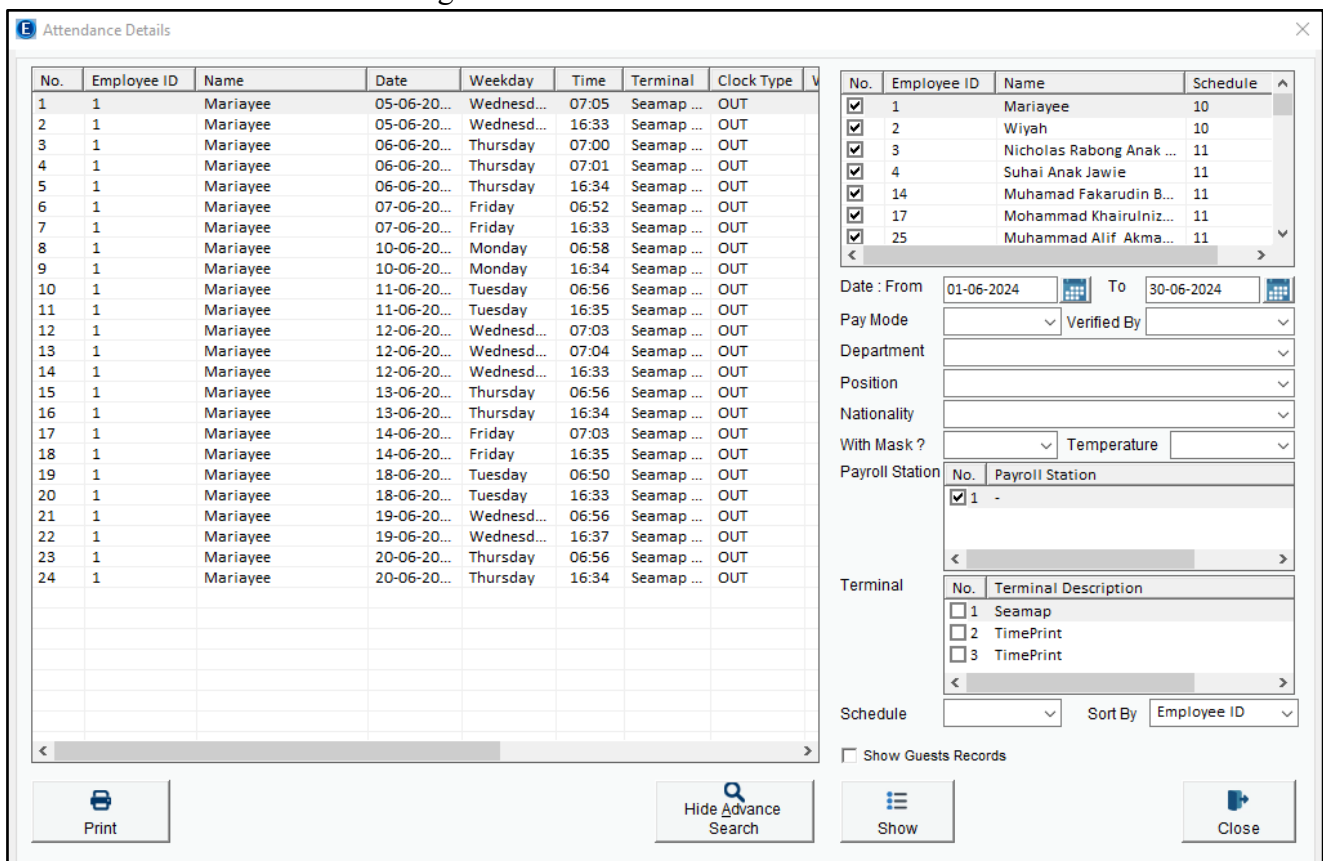
☐ **You can filter log records in the following ways:**

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.

4.6   Clocking Schedule

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

4.7   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)

Attendance Sheet
(01-05-2024 To 31-05-2024)

Employee ID	Name	Date	Day Type	Hol.	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	WORK	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave
100	ZUBIANAH BINTI MADARAK	2024-05-01	WORKDAY		WEDNESDAY												0:00	0:00	0.00	0.000	0.00	PUBLIC HOLIDAY
100	ZUBIANAH BINTI MADARAK	2024-05-02	WORKDAY		THURSDAY	06:38	13:23	13:53	16:30	17:56							8:00	0:00	0.00	1.000	1.37	
100	ZUBIANAH BINTI MADARAK	2024-05-03	WORKDAY		FRIDAY	07:29	13:00	14:00	17:31								8:00	0:00	0.00	1.000	1.03	
100	ZUBIANAH BINTI MADARAK	2024-05-04	WORKDAY		SATURDAY	07:55	13:03	13:30	16:47								8:00	0:00	0.00	1.000	0.42	
100	ZUBIANAH BINTI MADARAK	2024-05-05	RESTDAY		SUNDAY												0:00	0:00	0.00	0.000	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-06	WORKDAY		MONDAY	07:56	13:03	13:44	16:33								7:56	0:00	0.00	0.992	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-07	WORKDAY		TUESDAY	10:01	11:14	13:12	14:31	16:30							2:32	0:00	0.00	0.317	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-08	WORKDAY		WEDNESDAY	06:42	15:32										8:00	0:00	0.00	1.000	0.83	
100	ZUBIANAH BINTI MADARAK	2024-05-09	WORKDAY		THURSDAY	12:48	13:01	13:43	16:38								3:08	0:00	0.00	0.392	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-10	WORKDAY		FRIDAY	13:01	14:01	16:34									1:00	0:00	0.00	0.125	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-11	WORKDAY		SATURDAY	07:53	13:06	13:31	16:59								8:00	0:00	0.00	1.000	0.68	
100	ZUBIANAH BINTI MADARAK	2024-05-12	RESTDAY		SUNDAY												0:00	0:00	0.00	0.000	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-13	WORKDAY		MONDAY	07:21	13:07	13:57	16:38								8:00	0:00	0.00	1.000	0.45	
100	ZUBIANAH BINTI MADARAK	2024-05-14	WORKDAY		TUESDAY	07:58	13:06	13:50	16:43								8:00	0:00	0.00	1.000	0.02	
100	ZUBIANAH BINTI MADARAK	2024-05-15	WORKDAY		WEDNESDAY	07:58	13:07	13:56	16:42								7:55	0:00	0.00	0.990	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-16	WORKDAY		THURSDAY	07:53	13:07	13:47	16:37								8:00	0:00	0.00	1.000	0.07	
100	ZUBIANAH BINTI MADARAK	2024-05-17	WORKDAY		FRIDAY												0:00	0:00	0.00	0.000	0.00	ANNUAL LEAVE
100	ZUBIANAH BINTI MADARAK	2024-05-18	WORKDAY		SATURDAY	07:56	13:03	13:51	16:30								7:46	0:00	0.00	0.971	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-19	RESTDAY		SUNDAY												0:00	0:00	0.00	0.000	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-20	WORKDAY		MONDAY	07:51	13:04	13:56	16:42								7:59	0:00	0.00	0.998	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-21	WORKDAY		TUESDAY	01:01	01:50	03:09	07:57								5:37	0:00	0.00	0.702	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-22	WORKDAY		WEDNESDAY	07:57	13:04	13:44	16:36								7:59	0:00	0.00	0.998	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-23	WORKDAY		THURSDAY	07:58	13:29	16:38									5:31	0:00	0.00	0.690	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-24	WORKDAY		FRIDAY	07:28	10:28	13:04	13:44	14:29	17:52						7:03	0:00	0.00	0.881	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-25	WORKDAY		SATURDAY	07:51	13:02	13:44	16:33								8:00	0:00	0.00	1.000	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-26	RESTDAY		SUNDAY												0:00	0:00	0.00	0.000	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-27	WORKDAY		MONDAY	07:59	13:03	13:36	16:42								8:00	0:00	0.00	1.000	0.17	
100	ZUBIANAH BINTI MADARAK	2024-05-28	WORKDAY		TUESDAY	07:30											0:00	0:00	0.00	0.000	0.00	

5.0 HOLIDAY

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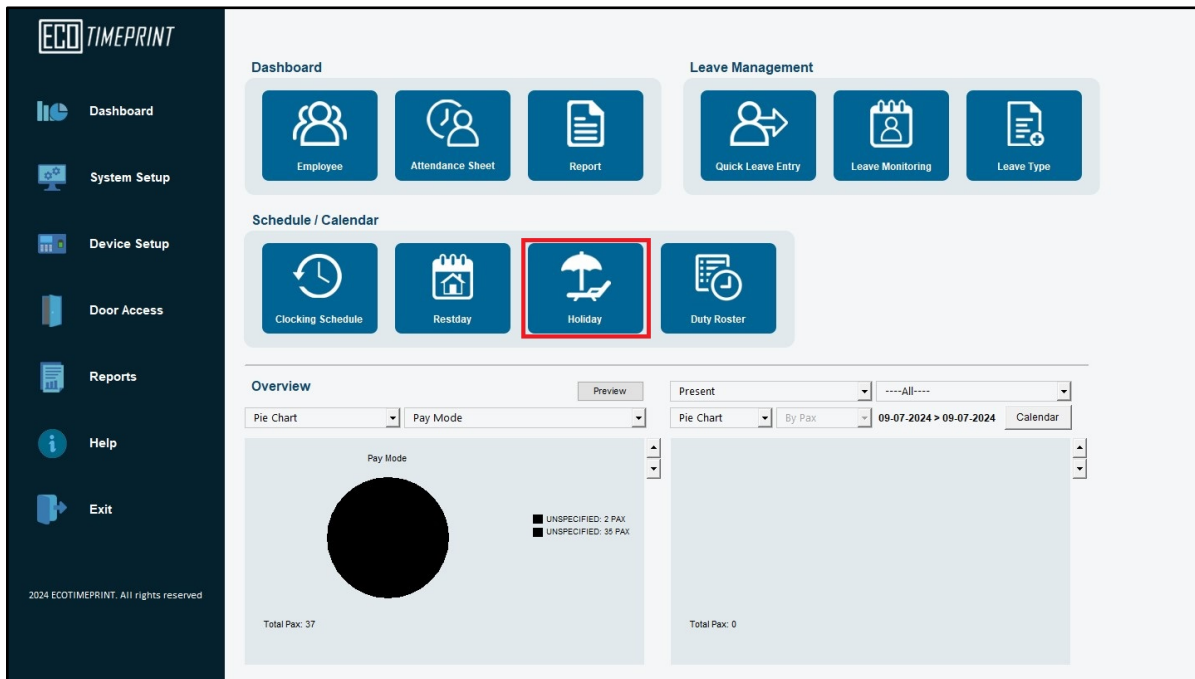
You can have up to 9 different holiday calendars. The holiday calendar can be allocated on theemployee's clocking schedule.

5.1 Add holiday

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

Click to download holiday from eco cloud server

Can setup up to 50 holidays

Year of Holiday
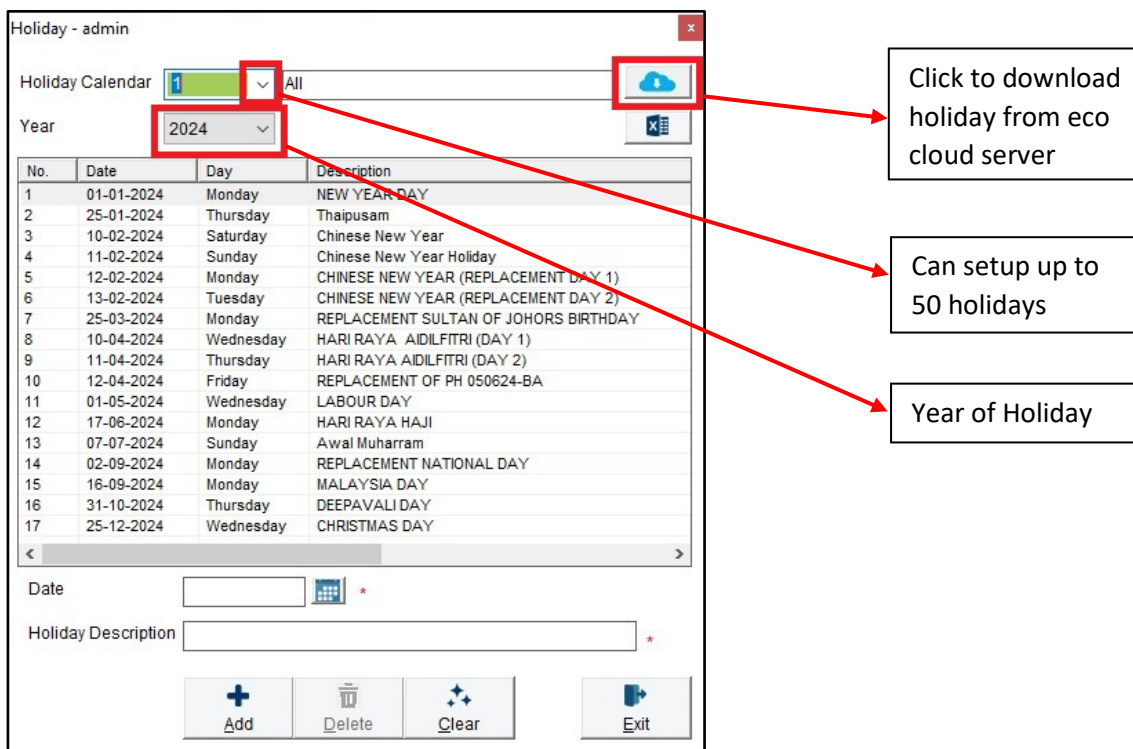
5.2 Update, Delete Holiday

- **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

6.0   RESTDAY

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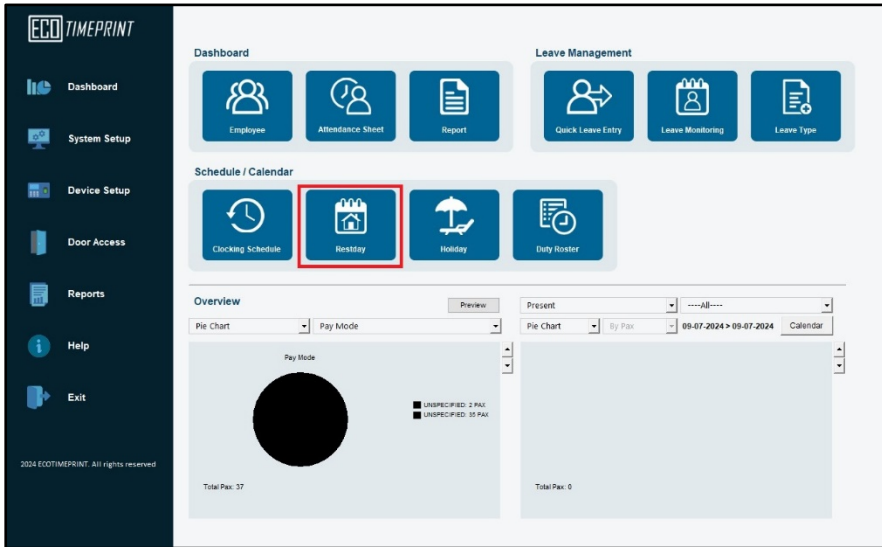
Add Restday

- 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.
- **Add** – Manually add in the rest day you want

6.3   Auto Generate Restday

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

7.0   LEAVE TYPE

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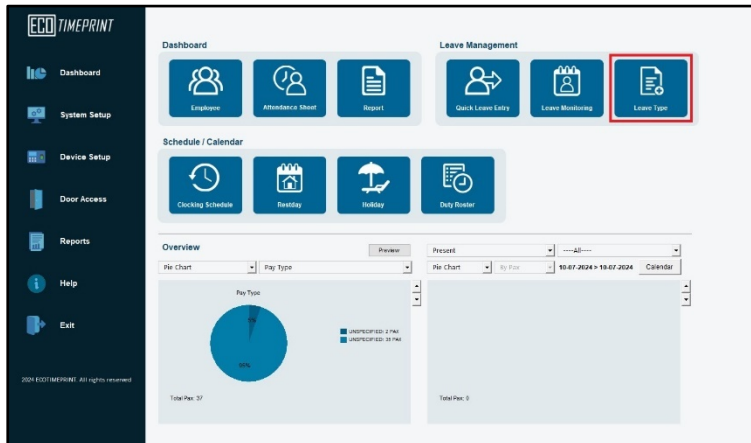
Add Leave Type

- 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.*

8.0   MANAGE LEAVE

8.1   Quick Leave Entry

Quick leave allows you to enter an employee's leave application and appear on the attendance sheet.
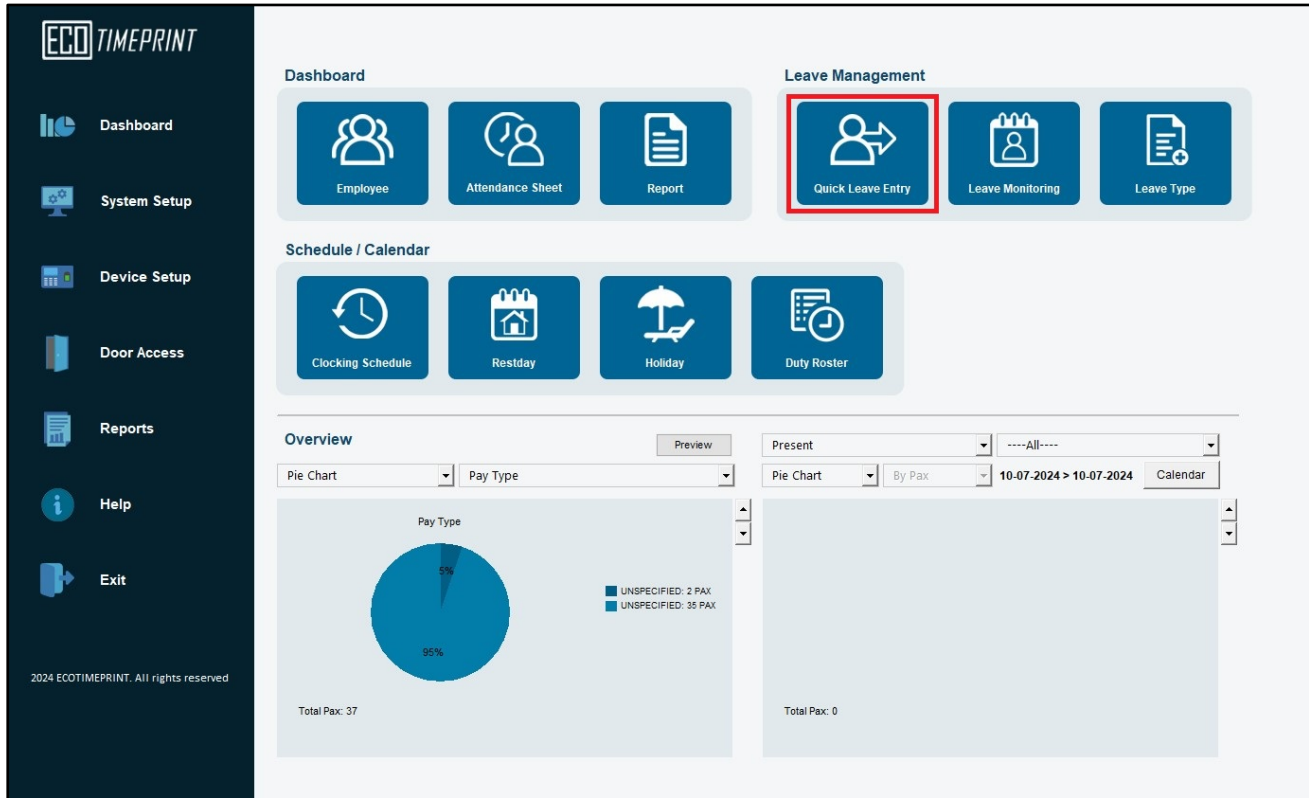
**The leave apply in the quick leave entry will appear in attendance sheet*

8.1.1   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.

8.1.2 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.

8.1.3 Print Leave Records

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

8.1.4   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 JUNE 2024. All employees rest onMondays.

- 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.

8.1.5   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 clickSearch button to find the leave records.

- Click Cancel button to close the search

9.0   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.

9.1   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), LeaveType, 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

9.2   Auto Generate Leave Monitoring

This feature is used to automatically generate employee leave records.
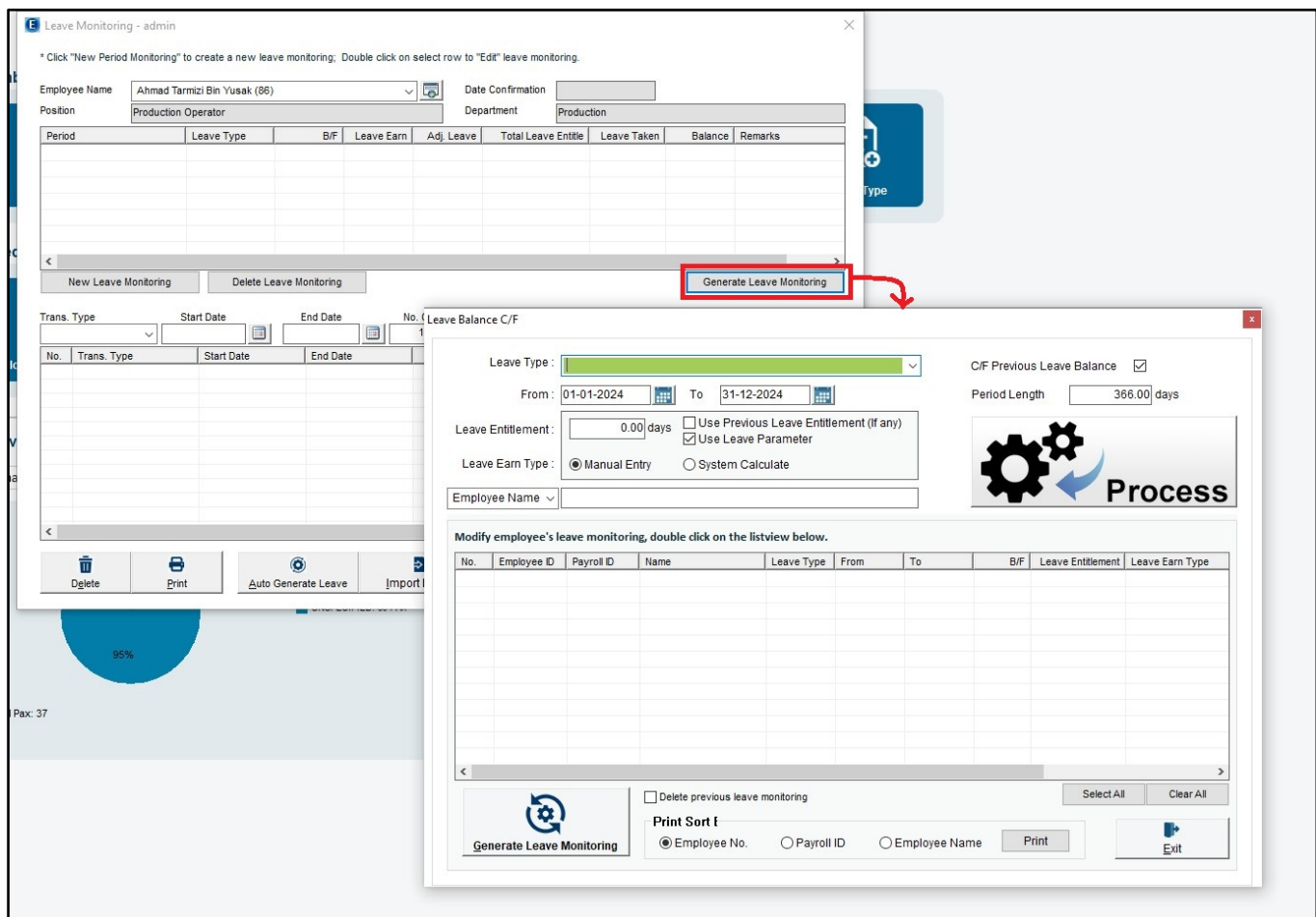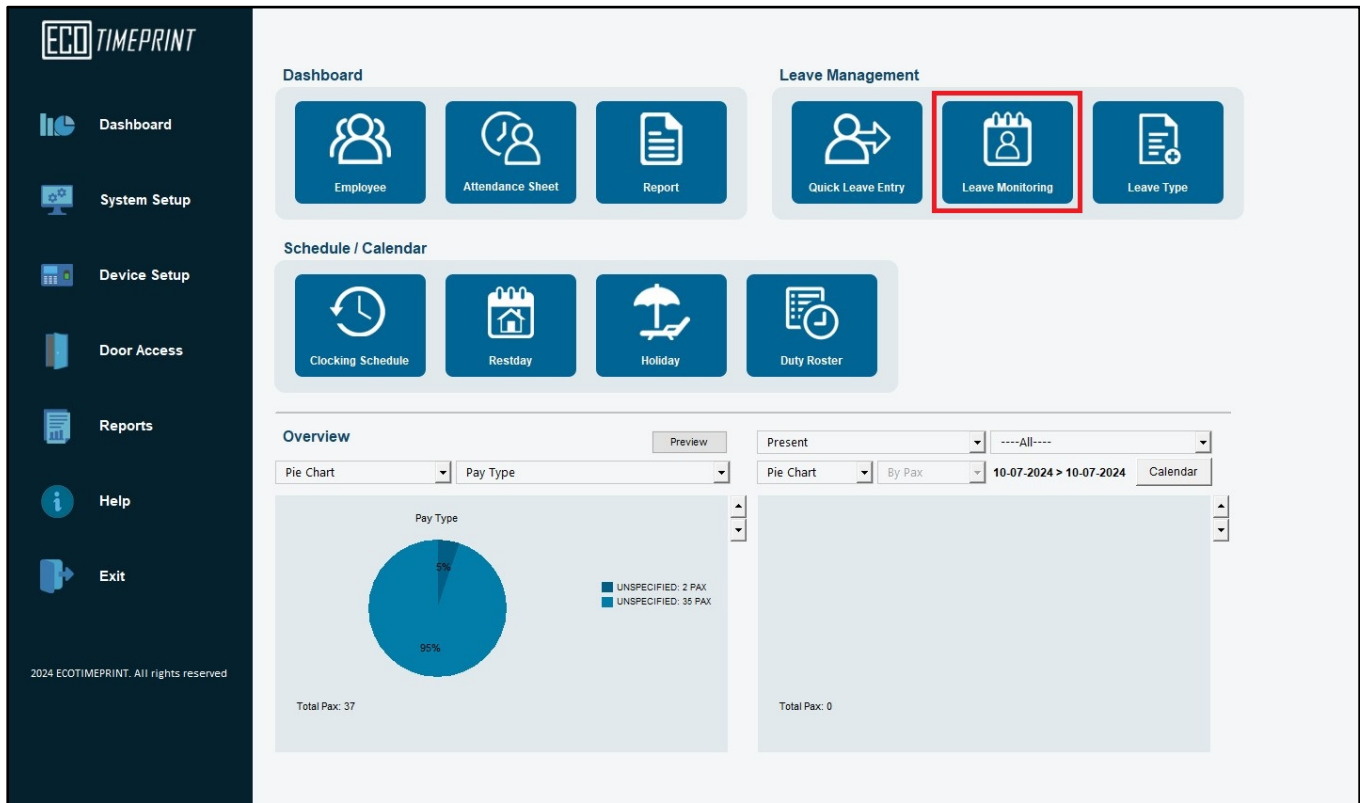
- Click "Generate Leave Monitoring" to open the page.

- Select the Leave Type you want to auto-generate.

- Enter the Leave Monitoring Period Form-To

- Leave Entitlement, either to enter the no. of day of leave entitlement or use previous leaveentitlement.

- 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, checkthis option.

- Click "Process" to assigned leave entitlement

- Click "Generate Leave Monitoring" to arranged the leave into the attendance sheet

9.3   Delete Leave Monitoring

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

9.4   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 ANNUALLEAVE (Period 01-01-2024 to 31-12-2024)

- 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 7 days.

9.5   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.

9.6   Print Leave Monitoring

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

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

10.0 DEVICE SETUP

10.1 Terminal Setup

- **Please Refer to Page 12 to 17**

➢ Activate Terminal License

➢ Terminal Test

➢ Delete Terminal License

➢ Device Manager - To Interact with Terminals

11.0 DOOR ACCESS

11.1 Door Access Control

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

11.1.1 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 the time zone description

Update "From Time" and "To Time"

11.1.2 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.

11.1.3 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
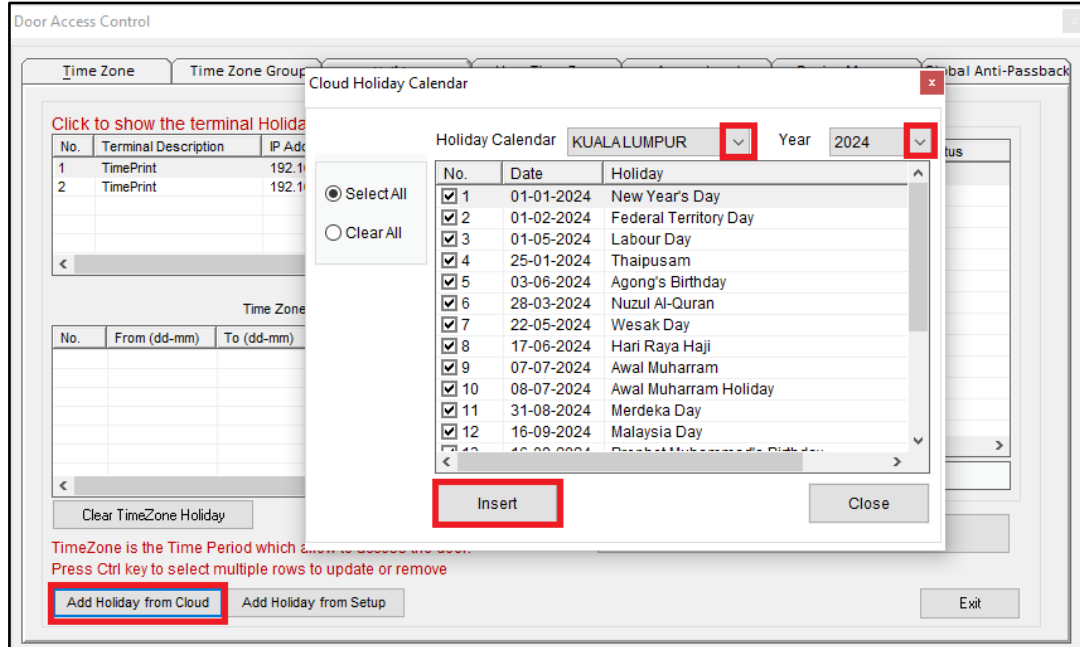
TimeZone control.

- **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 clickthe

"Insert" button.
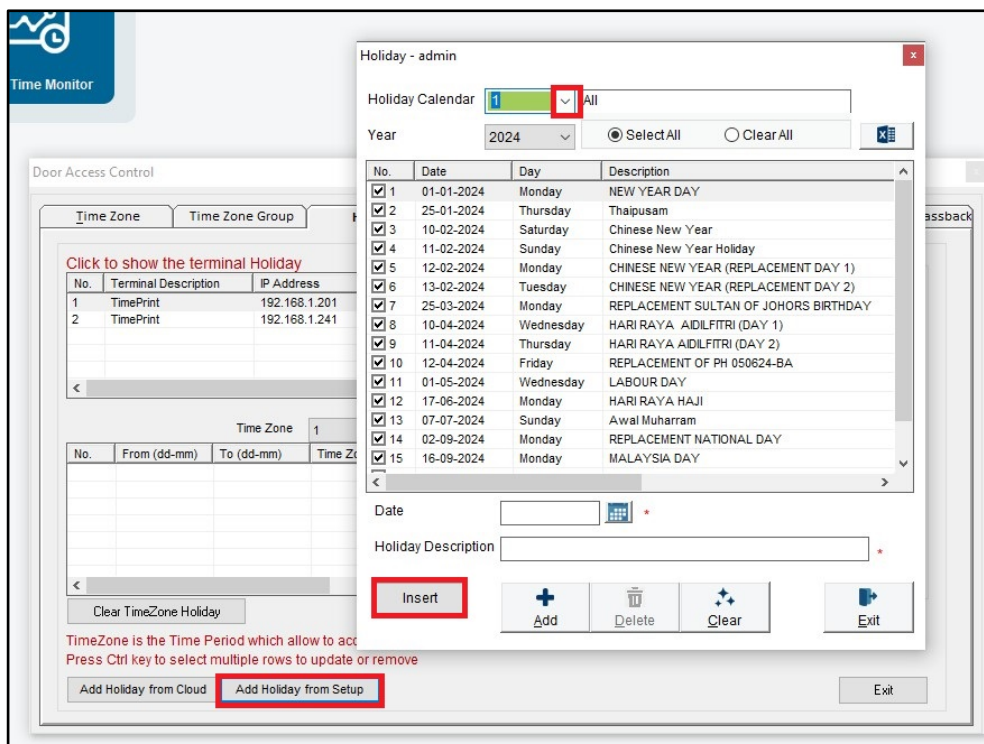
- **Update Time Zone or Delete Holiday**

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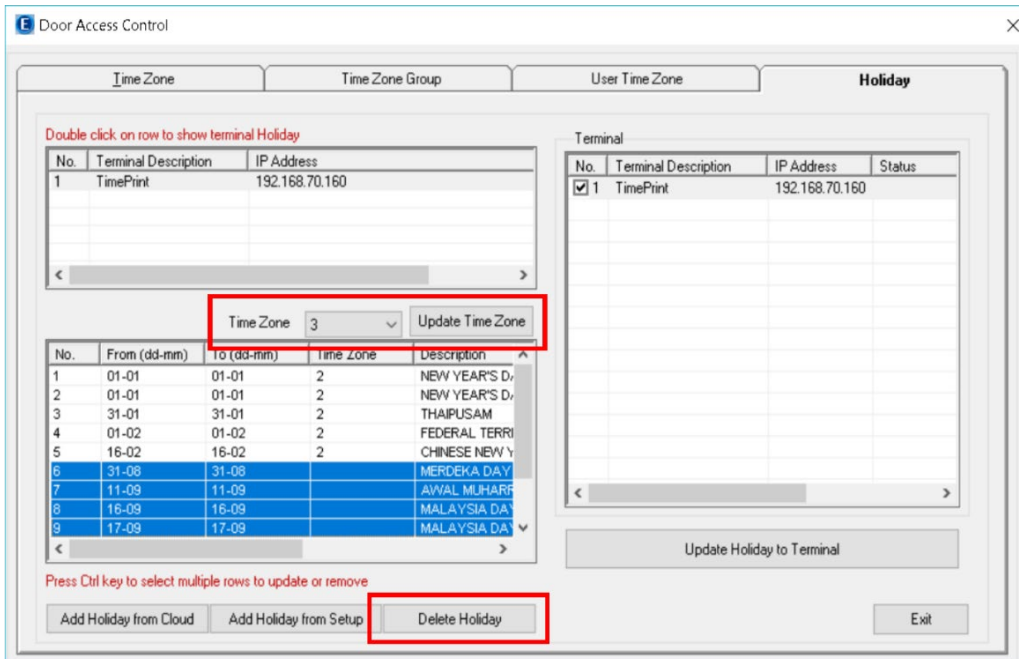
- **Update Holiday (Timezone) to Terminal**

After entering the holiday time zone, select the terminal device and click the "**Update Holiday toTerminal**" button to update the holiday time zone control to the terminal device.
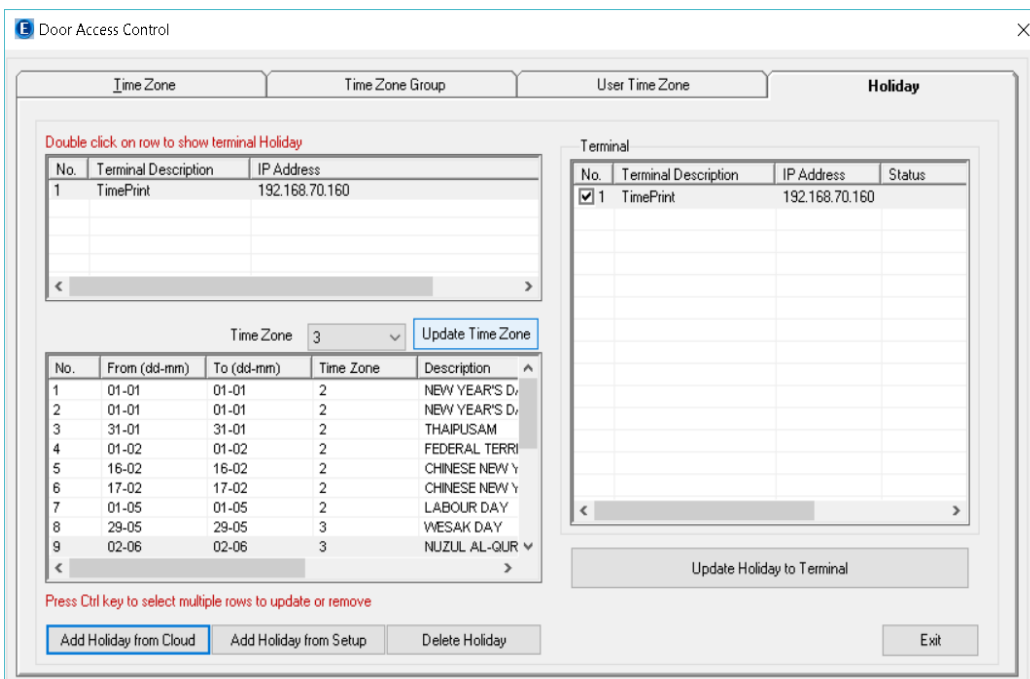
11.1.4 User Time Zone

On this screen, you can update the user's TimeZone to the selected terminal device. The user can 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, 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 groupsetting, and click "Update to Terminal" to update the "TimeZone" control to terminal device.

** Only one TimeZone group per user is allowed

Door Access Control

Time Zone	Time Zone Group	Holiday	**User Time Zone**	Access Level	Device Manage	Global Anti-Passback

		Employee Name	⌄

Multiple Search			Search

No.	User ID	Payroll ID	Name	IC No	^
☑ 1	1	001	Mariayee		
☑ 2	2	002	Wiyah		
☑ 3	3	SEA00003	Nicholas Rabong Anak ...		
☐ 4	4	SEA00004	Suhai Anak Jawie		
☐ 5	14	SEA00014	Muhamad Fakarudin Bi...		
☐ 6	15	SEA00015	Shafiza Ayumi Binti Sa...		
☐ 7	17	SEA00017	Mohammad Khairulniza...		
☐ 8	24	SEA00024	Muhammad Harith A'Ka...		
☐ 9	25	SEA00025	Muhammad Alif Akmal...		
☐ 1	34	SEA00034	Saiful Azreen Bin Moh...		
☐ 1	35	SEA00035	Nurul Asyikin Binti Has...		
☐ 1	37	SEA00037	Nazeera Nazreen Binti ...		
☐ 1	46	SEA00046	Muhammad Sahir Bin S...		
☐ 1	56	SEA00056	Faizul Bin Mohd Dom		
☐ 1	59	SEA00059	Nurin Aiman Binti Badr...		
☐ 1	60	SEA00060	Muhammad Farhan Bin ...		⌄

Select All	Clear All		Terminal Access Enquiry

○ Time Zone   ● Time Zone Group

No.	Time Zone Group	Description	^
☑	TimeZoneGroup 1		
☐	TimeZoneGroup 2		
☐	TimeZoneGroup 3		
☐	TimeZoneGroup 4		
☐	TimeZoneGroup 5		
☐	TimeZoneGroup 6		
☐	TimeZoneGroup 7		
☐	TimeZoneGroup 8		⌄

No.	Terminal Description	IP Address	Status
☑ 1	TimePrint	192.168.1.201	
☑ 2	TimePrint	192.168.1.241	

● Select All   ○ Clear All

Update to Terminal	Restart Terminal	Exit

11.2 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*

12.0 SYSTEM SETUP

12.1 Company Setup

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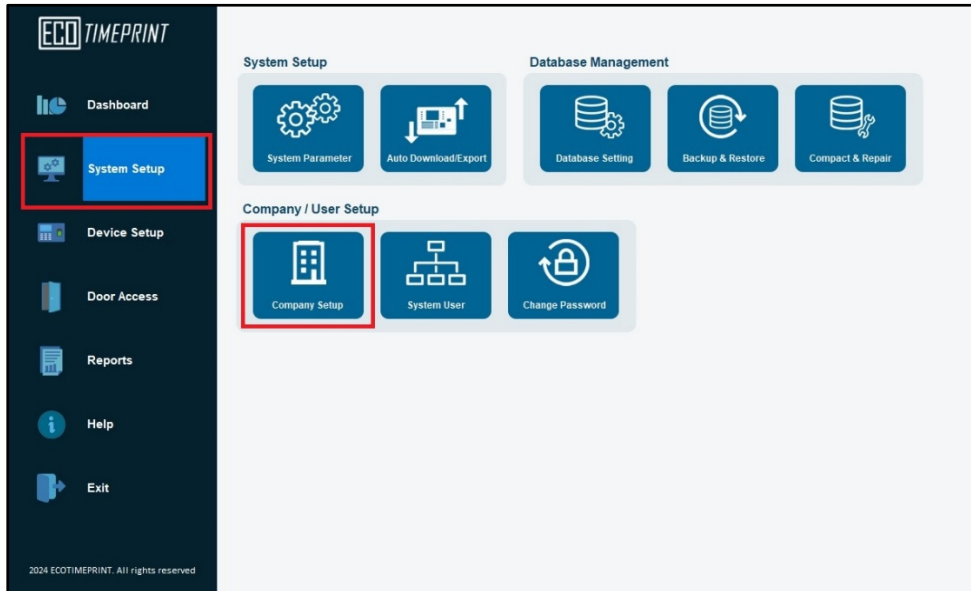
12.2 System User

Creating and managing user's account and access level.

The default login credentials are:

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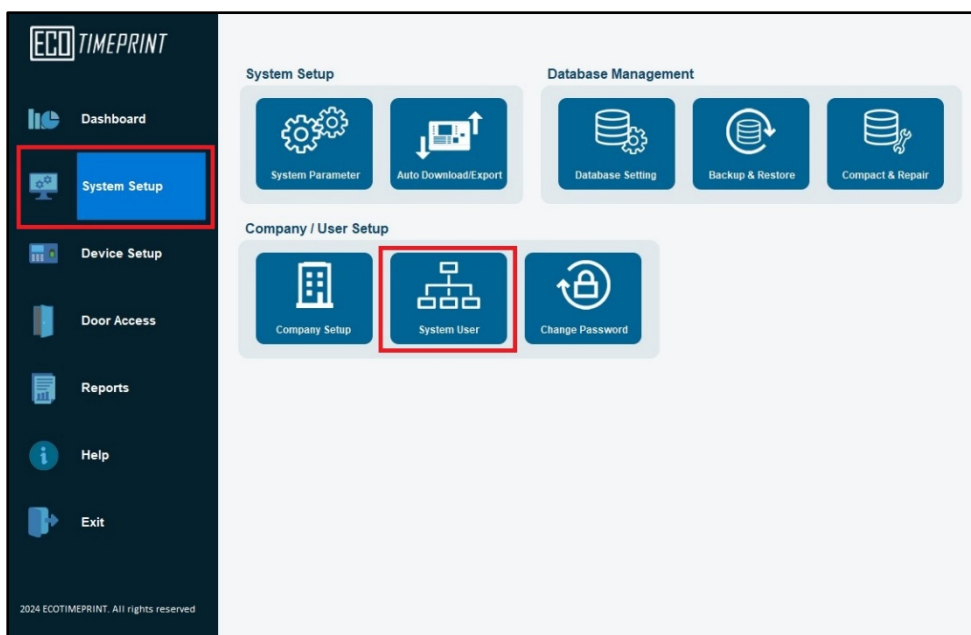
In this screen, you can define following:

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 departmentsthat can be created in the Employee setup screen.

- **All** - If this option is selected, the user is allowed to view employee information forall.

- **Selected Department** - If this option is selected, only selected departments can be viewed by the user.

- **Payroll Station** - 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 Leveland 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.

12.2.1 Access Level Setup

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

☐ **Access Level**

• Administrator privileges cannot be modified in this control

• For advance access control, you can choose to assign access permissions through the controldrop-down list for Dashboard, System Setup, Device Setup, Door Access, Report, which including the buttons inside the screen.
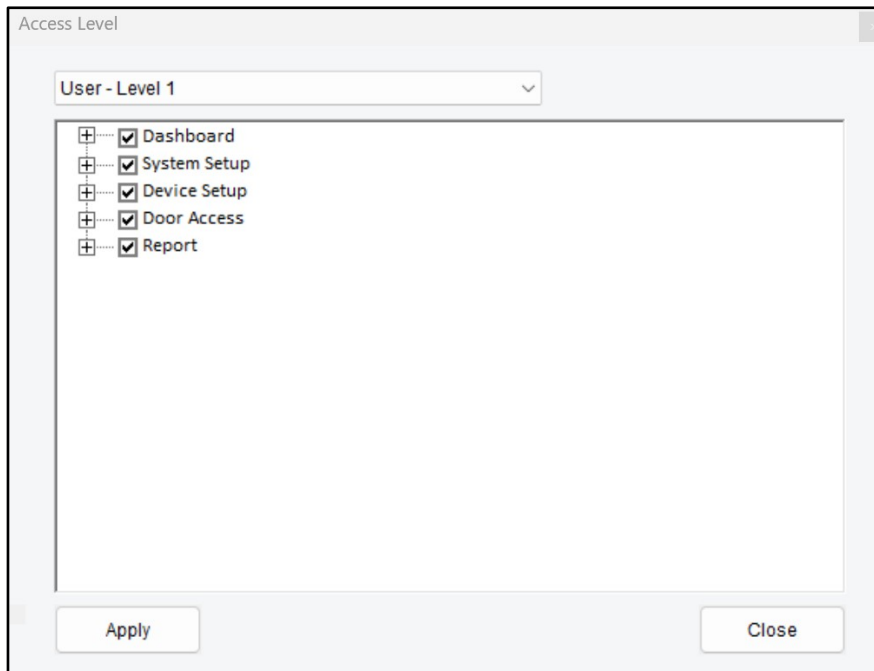
12.3 Change Password

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

12.4   System Parameter

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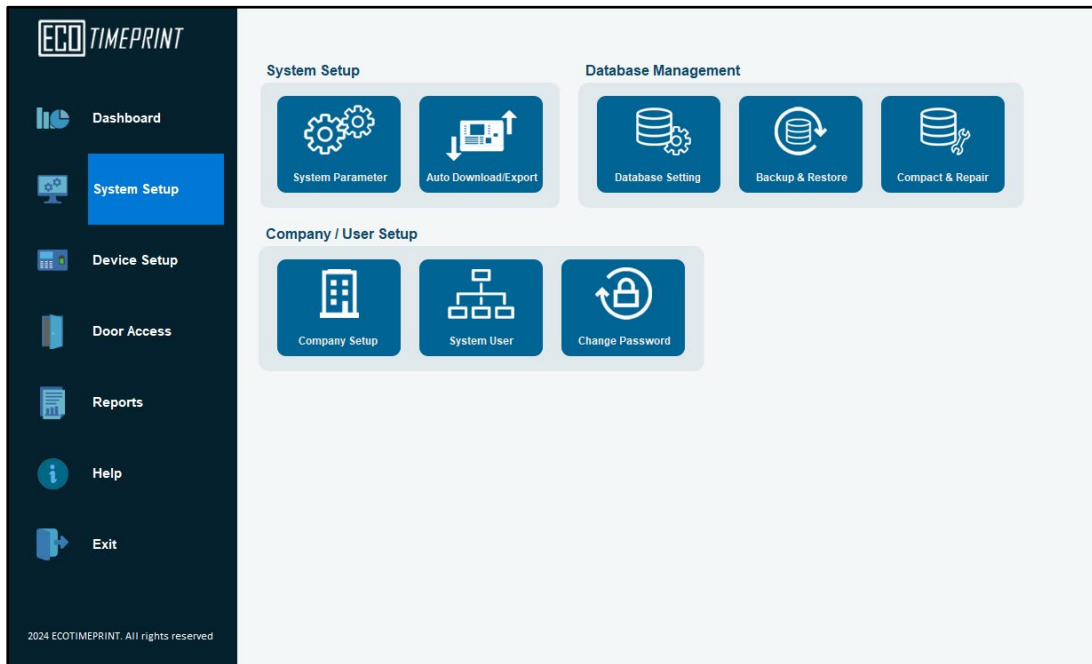
- **Attendance Period**

Company's attendance cut off period, e.g. 01 to End of Month (Last Calendar day of the month), 15to 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 d.atabase 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 attendancelog 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 othertypes. 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.**

12.5   Auto Download & Export

You can set time to let system to automatically download attendance from terminal and export out a text file
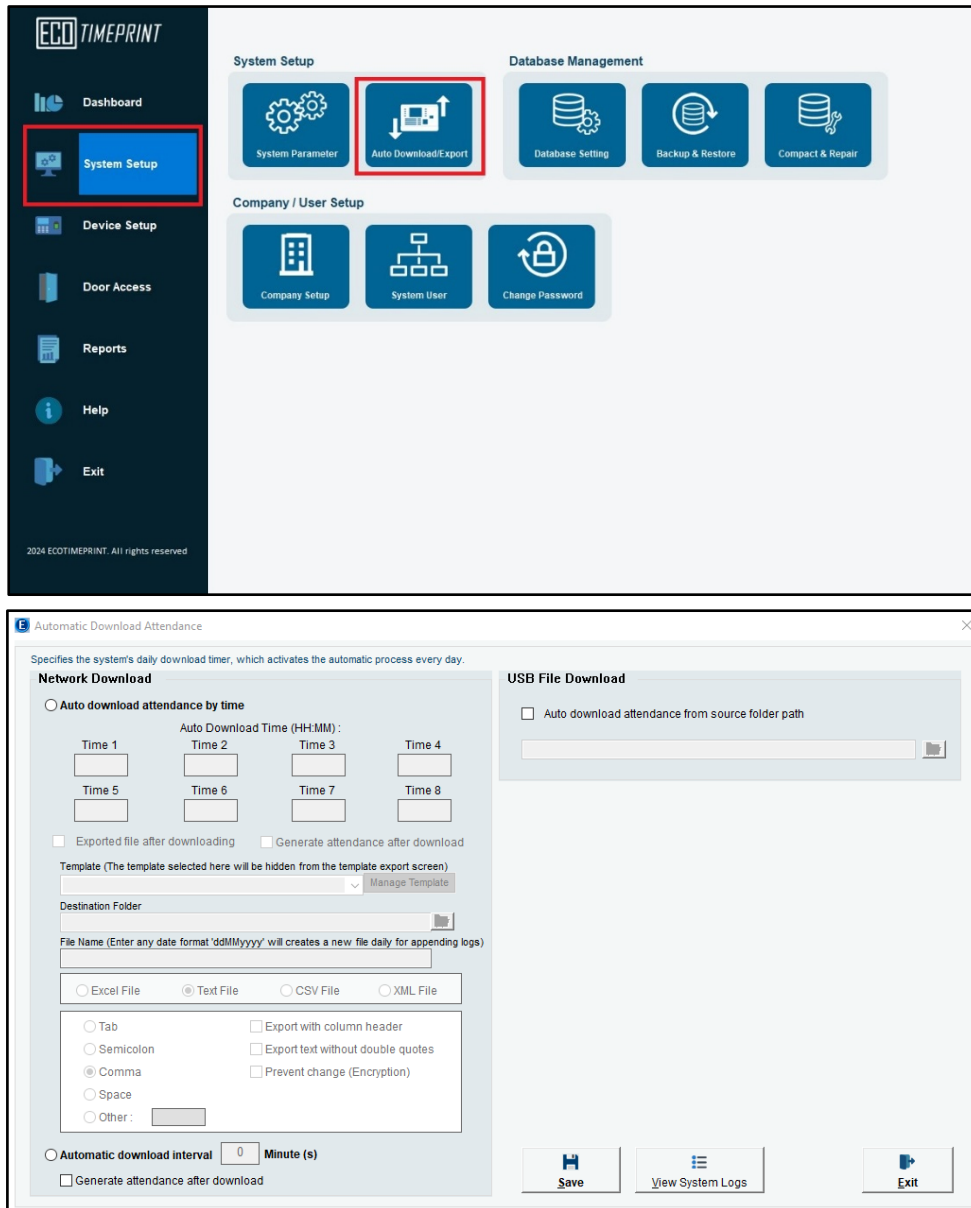
- Auto download attendance by time: If ticked, the system will auto download attendance records from terminal device according to the time you set below.

- Auto Download Time: You may set up the time you want auto download to run

- Exported File After Downloading: After ticked, the system will auto export a text file containing attendance detail

- Generate Attendance After Download: After ticked, the system will run generate at the backend. After generate, the attendance can be viewed inside attendance sheet

- Template: This is for you to create your template or download the template from our cloud server when export text file

- Destination folder: You can select the path you want to store the text file in your PC

- File Name: The file name you want to save

- You can also select the file format and the text format in the exported text file

12.6   Compact & Repair

This function is to compact and repair the database. You will need to use this function if the databasecorrupted or when system running with error.
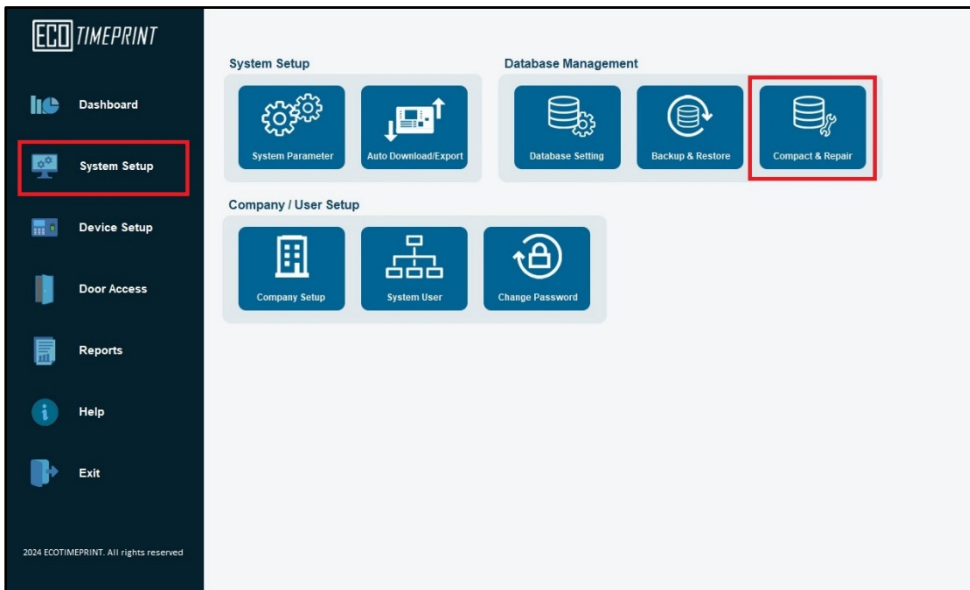
Click on the **Compact & Repair Database** and the database will repair automatically.
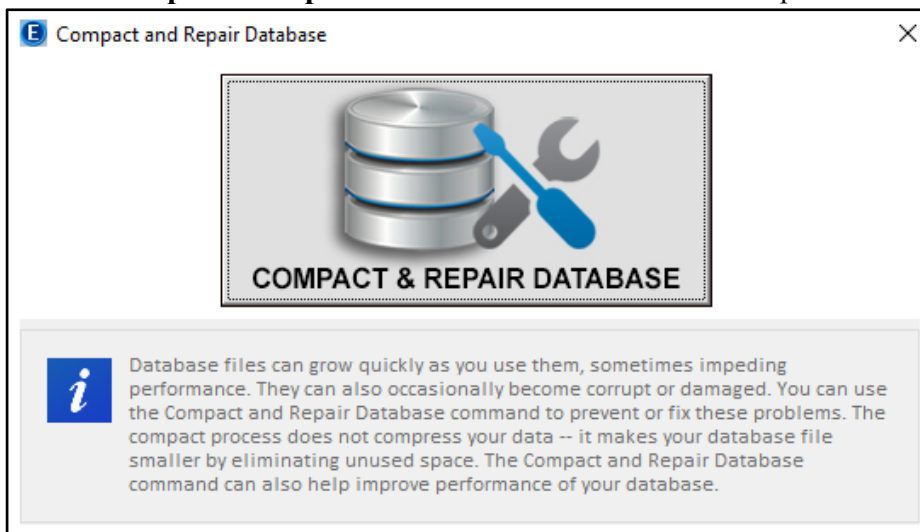
Then Click **OK** to continue.
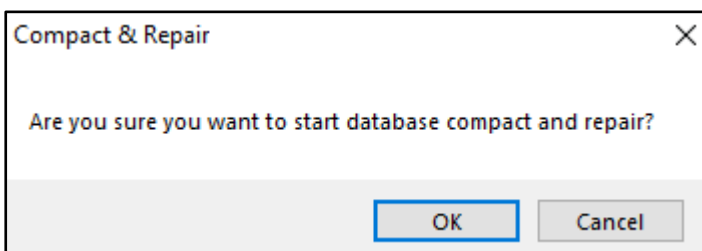
12.7   Backup & Restore

Use this function to backup or Restore your database to/from local disk or other storage media. Youcan also decide on what time to run "**Automatic Backup**" function.
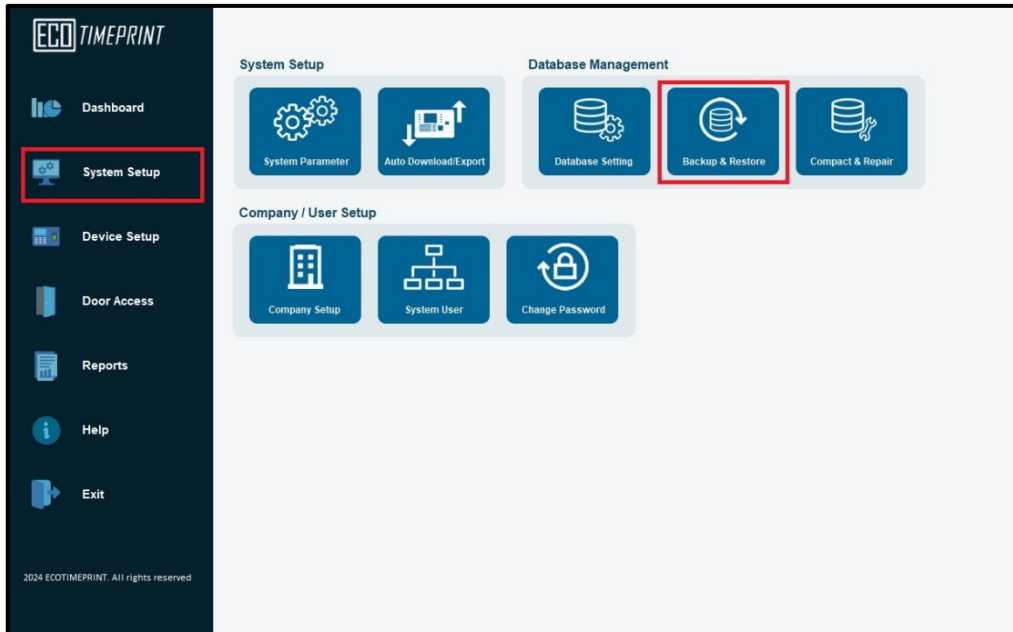
12.7.1 Backup Database

- 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.

- Click "Backup". After completed, it will jump out a notification showing "Backup Completed Successfully"

12.7.2 Restore Database

- Select "Restore Mysql Database". It will shows the details of your server/client pc. After that, click the "Restore Backup"

- Make sure that the **restore** source is correct. To change the source file, Click [icon] to find the backup folder and click confirm.

12.7.3 Automatic Backup Setting

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

- Click [icon] and find the folder you wish to save the backup file.
- You can edit the time column to set the time you want the backup to run
- Click "**Save**" button to save the setting
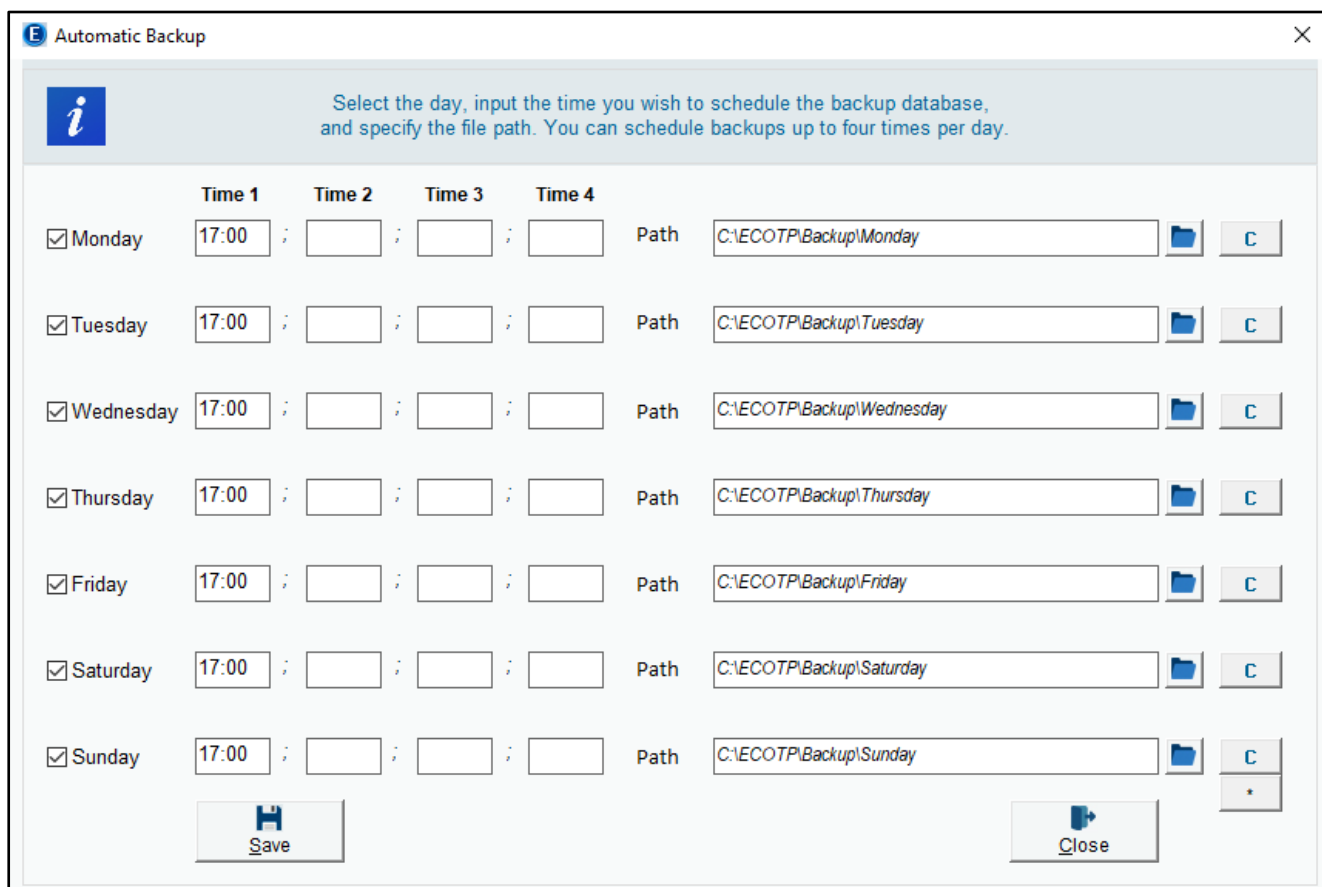
12.8   Database Management

In this section, you can **"Upgrade Database Dtructure",** view **"MYSQL Database Setup"** and **"Manage Server ID"**
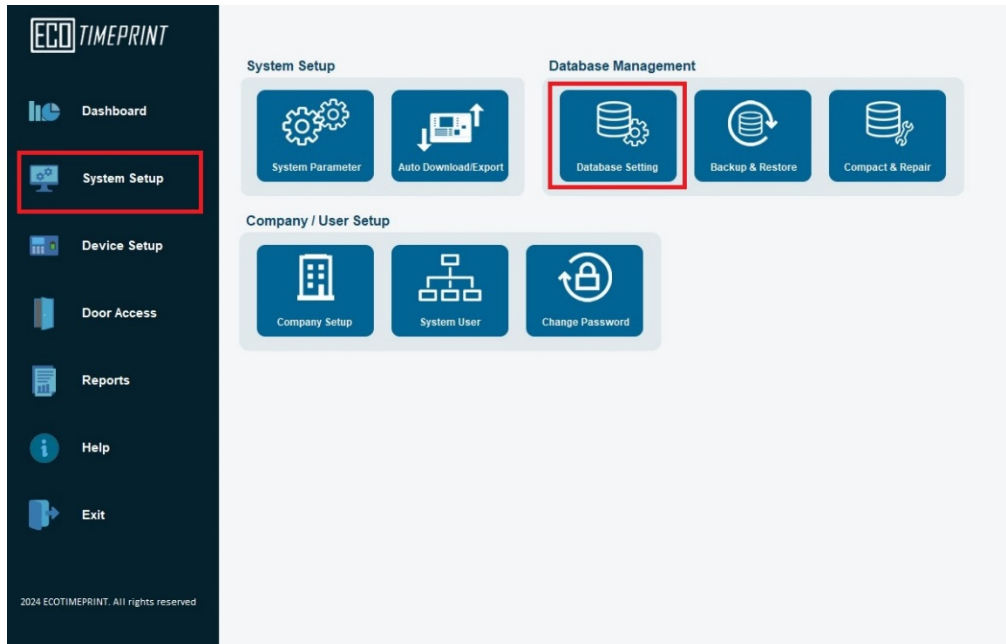
12.8.1 Upgrade Database Structure

You can use this to upgrade to the latest database structure if there is a new upgrade and adjustment of database structure from the vendor.
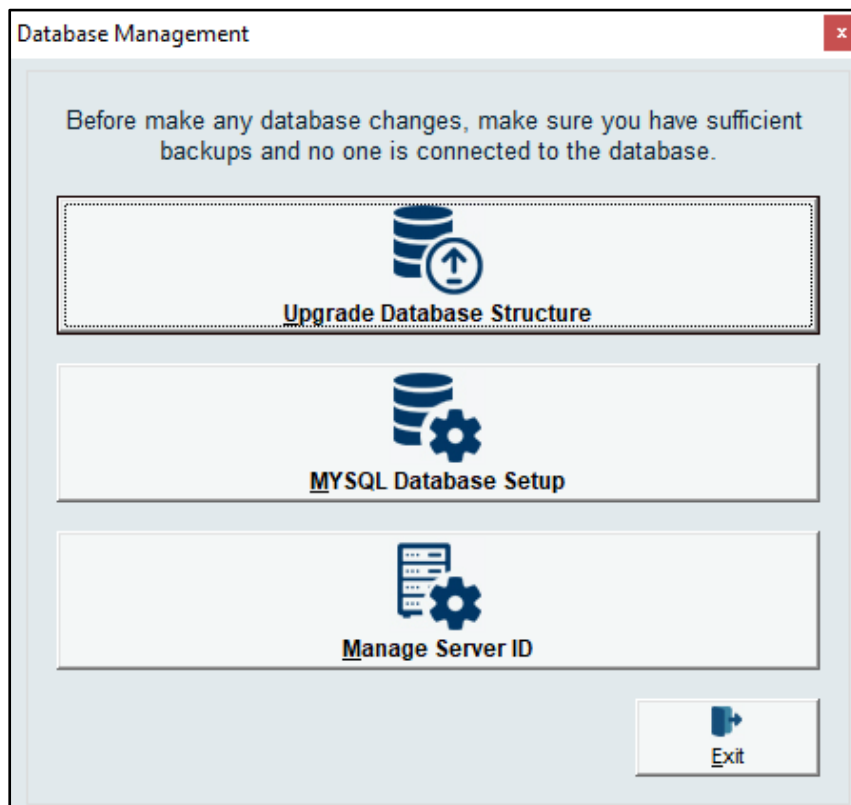
After upgrade, the application will be closed to complete the upgrade.

12.8.2 MySQL Database Setup

In this section, you can view the current setup of your mysql database. So, when your client pc want to link to server, you can check the connection via this page.

12.8.3 Manage Server ID

For cliet pc, you may request server id and verify key from vendor to use this function to directly link to server pc

13.0 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 **"Preview'** button to continue printing.

13.1   Export Report

Step 1:   Click on the **Export** button (see below), and choose file format (PDF, Excel, Work…), thenClick

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

13.1.1 Electronic Time Card

ECO SOLUTION TECHNOLOGY
Electronic Time Card
(01-05-2024 To 31-05-2024)

Print On: 2024-07-15 04:44PM   Page 1 of 1

Name : Wiyah (2), Payroll ID: 002

Date	Day Type	Hol.	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	WORK	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave
01-05-2024	WORKDAY	YES	Wednesday											0.00	0.00	0.00	0.00	0.000	0.00	
02-05-2024	WORKDAY		Thursday	07:37	16:37									0.00	7:30	0.07	0.00	1.000	0.00	
03-05-2024	WORKDAY		Friday	07:32	16:31									0.00	7:30	0.01	0.00	1.000	0.00	
04-05-2024	RESTDAY		Saturday											0.00	0.00	0.00	0.00	0.000	0.00	OFFDAY
05-05-2024	RESTDAY		Sunday											0.00	0.00	0.00	0.00	0.000	0.00	
06-05-2024	WORKDAY		Monday	07:43	16:32									0.00	7:30	0.02	0.00	1.000	0.00	
07-05-2024	WORKDAY		Tuesday	07:35	16:36									0.00	7:30	0.06	0.00	1.000	0.00	
08-05-2024	WORKDAY		Wednesday	07:39	16:39									0.00	7:30	0.09	0.00	1.000	0.00	
09-05-2024	WORKDAY		Thursday	07:34	16:34									0.00	7:30	0.04	0.00	1.000	0.00	
10-05-2024	WORKDAY		Friday	07:30	16:33									0.00	7:30	0.03	0.00	1.000	0.00	
11-05-2024	RESTDAY		Saturday											0.00	0.00	0.00	0.00	0.000	0.00	OFFDAY
12-05-2024	RESTDAY		Sunday											0.00	0.00	0.00	0.00	0.000	0.00	
13-05-2024	WORKDAY		Monday	07:33	16:39									0.00	7:30	0.09	0.00	1.000	0.00	
14-05-2024	WORKDAY		Tuesday	07:37	16:34									0.00	7:30	0.04	0.00	1.000	0.00	
15-05-2024	WORKDAY		Wednesday	07:32	16:35									0.00	7:30	0.05	0.00	1.000	0.00	
16-05-2024	WORKDAY		Thursday	07:36	16:36									0.00	7:30	0.06	0.00	1.000	0.00	
17-05-2024	WORKDAY		Friday	07:34	16:35									0.00	7:30	0.05	0.00	1.000	0.00	
18-05-2024	RESTDAY		Saturday											0.00	0.00	0.00	0.00	0.000	0.00	OFFDAY
19-05-2024	RESTDAY		Sunday											0.00	0.00	0.00	0.00	0.000	0.00	
20-05-2024	WORKDAY		Monday	07:37	16:34									0.00	7:30	0.04	0.00	1.000	0.00	
21-05-2024	WORKDAY		Tuesday	07:34	16:36									0.00	7:30	0.06	0.00	1.000	0.00	
22-05-2024	WORKDAY		Wednesday	07:24	16:30									0.00	7:30	0.00	0.00	1.000	0.00	
23-05-2024	WORKDAY		Thursday	07:35	16:33									0.00	7:30	0.03	0.00	1.000	0.00	
24-05-2024	WORKDAY		Friday	07:39	16:35									0.00	7:30	0.05	0.00	1.000	0.00	
25-05-2024	RESTDAY		Saturday											0.00	0.00	0.00	0.00	0.000	0.00	OFFDAY
26-05-2024	RESTDAY		Sunday											0.00	0.00	0.00	0.00	0.000	0.00	
27-05-2024	WORKDAY		Monday	07:35	16:34									0.00	7:30	0.04	0.00	1.000	0.00	
28-05-2024	WORKDAY		Tuesday	07:32	16:33									0.00	7:30	0.03	0.00	1.000	0.00	
29-05-2024	WORKDAY		Wednesday	07:42	16:37									0.00	7:30	0.07	0.00	1.000	0.00	
30-05-2024	WORKDAY		Thursday	07:34	16:35									0.00	7:30	0.05	0.00	1.000	0.00	
31-05-2024	WORKDAY		Friday	07:35	16:40									0.00	7:30	0.10	0.00	1.000	0.00	

Day Type	Days	Present	Absent	Exit Pass	WORK	Overtime	Short	No. Of Workday	OT Hrs. Approved HH:MM	OT Hour	Leave	No. OfDays
Workday	22	22			165:00	1:48		22.000				
Holiday	1											
Restday	4											
Offday	4											
Total	31	22			165:00	1:48		22.000				

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

Checked By : ....   Confirmed By : ....   Approved By : ....

13.1.2 Daily Electronic Time Card

ECO SOLUTION TECHNOLOGY
Daily Electronic Time Card
(01-05-2024 To 31-05-2024)

Print On: 2024-07-15 04:46PM   Page 1 of 6?

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

01-05-2024

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
1	Mariayee	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
2	Wiyah	WORKDAY	YES	Wednesday											0.00	0.00	0.00	0.00		0.00		
3	Nicholas Rabong Anak Isa	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
4	Suhai Anak Jawie	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
14	Muhamad Fakarudin Bin Kamis	WORKDAY	YES	WEDNESDAY	**08:15**	18:00									0.00	0.00	9:15	0:15	1.000	9.00		
17	Mohammad Khairulnizam Bin Joha	WORKDAY	YES	WEDNESDAY	**08:10**	18:00									0.00	0.00	9:15	0:10	1.000	9.00		
25	Muhammad Alif AkmalBin Nordin	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
34	Saiful Azreen Bin Mohamad Nora	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
35	Nurul Asyikin Binti Hashim	WORKDAY	YES	WEDNESDAY	07:55	18:00									0.00	0.00	9:15	0.00	1.000	9.00		
37	Nazeera Nazreen Binti Mohd Fau	WORKDAY	YES	WEDNESDAY	07:51	18:00									0.00	0.00	9:15	0.00	1.000	9.00		
46	Muhammad Sahir Bin Saruan	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
59	Nurin Aiman Binti Badrul Hisam	WORKDAY	YES	WEDNESDAY	07:59	18:00									0.00	0.00	9:15	0.00	1.000	9.00		
60	Muhammad Farhan Bin Roslan	WORKDAY	YES	WEDNESDAY	07:59	18:00									0.00	0.00	9:15	0.00	1.000	9.00		
69	Muhammad Wafiq Lee Bin Abdulla	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
77	Muhammad Abdul Salam Bin Yahya	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00	UNPAID LEAVE	
84	Nur Azly Bin Rostam	WORKDAY	YES	WEDNESDAY	07:53	13:11	13:58	18:00							0.00	0.00	9:15	0:02	1.000	9.00		
86	Ahmad Tarmizi Bin Yusak	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
107	Mohd Azali Bin Raeman	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
112	Syed Fauzi Bin Agil	WORKDAY	YES	WEDNESDAY	**08:01**	18:01									0.00	0.00	9:16	0:01	1.000	9.00		
113	Mohamad Izani Bin Khamis	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
119	Ainur Afiqah Binti Ahmad Azam	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
122	Jong Jui Sian	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
123	-	WORKDAY	YES	WEDNESDAY											0.00	0.00	0.00	0.00		0.00		
127	Azrie Adli Bin Abu Bakar	WORKDAY	YES	WEDNESDAY	07:52	12:32	13:05	18:00							0.00	0.00	9:15	0.00	1.000	9.00		

13.1.3 Time Card Summary

ECO SOLUTION TECHNOLOGY
Time Card Summary
(01-05-2024 To 31-05-2024)

Print On: 2024-07-15 04:47PM   Page 1 of 10

Name : Mariayee (1), Payroll ID: 001

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved HH:MM	OT Hour	Leave	No. Of Days/hrs
Workday	22	18	4		144:00	0:48		18.000				
Holiday	1							18.000				
Restday	4											
Offday	4											
Total	31	18	4		144:00	0:48		18.000				

Name : Wiyah (2), Payroll ID: 002

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved HH:MM	OT Hour	Leave	No. Of Days/hrs
Workday	22	22			165:00	1:48		22.000				
Holiday	1							22.000				
Restday	4											
Offday	4											
Total	31	22			165:00	1:48		22.000				

Name : Nicholas Rabong Anak Isa (3), Payroll ID: SEA00003

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved HH:MM	OT Hour	Leave	No. Of Days/hrs
Workday	22	18			158:50	0:09	12:05	17.500				
Holiday	1							17.500				
Restday	4											
Offday	4											
Total	31	18			158:50	0:09	12:05	17.500				

Name : Suhai Anak Jawie (4), Payroll ID: SEA00004

Day Type	Days	Present	Absent	Exit Pass	Work	Overtime	Short	No. Of Workday	OT Hrs. Approved HH:MM	OT Hour	Leave	No. Of Days/hrs
Workday	22	20			175:75	21:17	17:05	19.500	21:00	21.00		
Holiday	1							21.500				
Restday	4	2				22:28		2.000	22:00	22.00		
Offday	4	2				18:17			18:00	18.00		
Total	31	24			175:75	62:02	17:05	21.500	61:00	61.00		

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

Checked By : ....   Confirmed By : ....   Approved By : ....

13.1.4 Summary of Attendance

Eco@TimePrint

ECO SOLUTION TECHNOLOGY
SUMMARY OF ATTENDANCE
(01-05-2024 To 31-05-2024)

Print On: 2024-07-15 04:49PM   Page 1 of 2

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

AB - ABSENT	**AL** - ANNUAL LEAVE	**CH** - CLAIM HOURS	**CL** - COMPASSIONATE LEAVE	**EL** - EMERGENCY LEAVE
HL - HOSPITALIZATION LEAVE	**MC** - SICK LEAVE	**MR** - MARRIAGE LEAVE	**MT** - MATERNITY LEAVE	**O** - OTHERS
OF - OFF DAY	**OS** - OUTSTATION	**PH** - PUBLIC HOLIDAY	**PT** - PATERNITY LEAVE	**ROD** - REPLACEMENT OFF DAY
RPH - REPLACEMENT PUBLIC HOLIDAY	**ST** - STOCKTAKE	**UPL** - 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 Days	Absent	Leave	Holiday	Offday	WD OT	RD OT	HD OT	OF OT
1	Mariayee	PH	√	√	RD OF	RD	√	√	√	AB	AB	RD OF	RD	√	√	√	√	√	RD OF	RD	√	√	√	√	√	RD OF	RD	√	√	√	AB	AB	18	0	8.000	0	0	0.00	0.00	0.00	0.00
2	Wiyah	PH	√	√	RD OF	RD	√	√	√	√	√	RD OF	RD	√	√	√	√	√	RD OF	RD	√	√	√	√	√	RD OF	RD	√	√	√	√	√	22	0	4.000	0	0	0.00	0.00	0.00	0.00
3	Nicholas Rabong Anak Isa	PH	√1.000 SI 0.00	√	OF	RD	√	√	√	√	OF	RD	√	√	√0.500 AN 0.00	√	√	OF	RD	√	√	AN	√	AN	OF	RD	√	√	√	√	√	AN	18	0	9.500	0	0	0.00	0.00	0.00	0.00
4	Suhai Anak Jawie	PH	AN	√ @02.00	OF	RD 9.00	√ 1.000 @12.00	√ @02.00	√ @02.00	√	OF	RD	√ @02.50	9.00	√	RD 1.000 SI @50.00	√0.50	√ @02.00	AN	√	√ @02.00	√0.500 AN 0.00	√	√ @02.50	OF	RD 1.000 @02.00	√	√1.50	√				22	0	7.500	0	21.00	22.00	0.00	18.00
14	Muhamad Fakarudin Bin Kamis	PH 1.000 @09.00	√	√ @04.50	OF 7.50	RD 1.000 @12.00	SI	√ @04.00	√ @03.00	√ @02.00	√0.500 AN 3.57	√ 9.50	√ 1.000 @02.00	√ @02.00	OF @04.00	RD 1.000 UN 3.00	√ @02.55	√ 6.50	√ 1.000 @09.00	√ @03.00	√ @03.00	√	√ @03.00	√ @03.00	OF	RD 1.000 @08.00	√ @02.00	√ @02.00	√	√0.500 AN 0.00	AN		24	0	7.500	1	146.62	40.00	9.00	31.50
17	Mohammad Khairulnizam Bin Joha	PH 1.000 @09.00	√ @04.50	√ @04.50	OF 9.00	RD 1.000 @04.50	√ @04.00	√ @03.00	√ @02.00	√3.57	OF 11.00	RD 1.000 @11.00	√ @03.00	√	AN	√	√	OF 1.000 @09.00	RD	√ @03.00	√ @03.00	AN	√ @03.00	√ @03.00	OF 9.00	RD	√ @02.00	√	√1.000 AN 0.00	√			24	0	6.500	1	153.65	24.50	9.00	36.00
25	Muhammad Alif Akmal Bin Nordin	PH 1.000 @09.00	√0.500 AN 0.00	√ @00.08	AB	RD	√ @04.00	√ @03.00	√ @02.00	√0.500 AN 2.00	RD	AN	√	√	√	AB	√	√ @02.00	√ @00.08	AB	√	√ @03.00	√ @03.00	√	√ @03.00	@03.00	OF	RD	√ @02.00	√ @02.00	√0.02		19	0	7.000	0	27.28	0.00	0.00	0.00
34	Saiful Azreen Bin Mohamad Nora	PH	√ @00.08	OF	RD	√	√	√	√	√	√	√	√	√	√	√	√	OF @00.07	RD	√	√	√	√	√	√	OF	RD 1.000 AN 0.00	√	√	√			21	0	5.500	0	0.15	0.00	0.00	0.00
35	Nurul Asyikin Binti Hashim	PH 1.000 @09.00	SI	SI	OF	RD 1.000 @02.00	√ @04.00	√ @02.00	√ @02.00	√3.52	OF 8.50	RD 1.000 @02.00	√ @02.00	√ @02.00	√ @02.00	√ @02.50	√ 5.00	OF 1.000 @09.00	RD	√ @02.00	√ @02.00	√ @03.00	√ @03.00	√ @03.00	OF 10.00	RD 1.000 @09.00	√ @02.00	√ @02.00	√				24	0	7.000	1	139.02	27.00	9.00	23.50
37	Nazeera Nazreen Binti Mohd Fau	PH 1.000 @09.00	√ @02.00	√ @02.50	OF	RD 1.000 @02.00	√ @04.00	√ @02.00	√ @02.00	√2.50	OF 8.50	RD 1.000 @09.00	√ @02.00	√ @02.00	√ @02.00	√ @02.50	√ 5.00	OF	RD	√	AN	AN	AN	AN	√	OF	RD						20	0	8.000	1	127.94	9.00	9.00	13.50
46	Muhammad Sahir Bin Saruan	PH	√	AB	AB	RD	AB	√ @03.00	√ @00.07	√	OF	RD	√ @02.00	√ @02.00	√ @02.00	√ @21.67	√	√	OF	RD	√ @03.00	√ @03.00	√	√	√	OF	RD	√ @02.00	√ @02.00				17	3	6.000	0	122.74	0.00	0.00	0.00
59	Nurin Aiman Binti Badrul Hisam	PH 1.000 @09.00	√ @02.00	√ @02.50	OF 9.00	RD	√ @02.00	√ @02.00	√ @02.00	√2.52	OF 8.50	RD 1.000 @09.00	√ @02.00	√ @02.00	√ @02.00	√ @02.50	√ 9.00	OF	RD	√ @02.00	√	√ @02.00	√ @02.50	√ 8.00	OF	RD							22	0	6.000	1	34.02	9.00	9.00	34.00
60	Muhammad Farhan Bin Roslan	PH 1.000 @09.00	√ @04.00	√ @04.50	OF 9.00	RD 1.000 @04.00	√ @04.00	√ @04.00	√ @03.00	√3.53	OF 11.00	RD 1.000 @11.00	√ @02.00	√ @03.00	AN	√	√ @03.50	OF @03.00	RD 1.000 @09.00	√ @02.00	√ @02.50	√ @02.00	SI	√ @02.00	OF 5.00	RD 1.000 @09.50	√ 1.00	√ @02.00					23	0	7.000	1	145.06	33.50	9.00	34.00
69	Muhammad Wafiq Lee Bin Abdulla	PH	√	√	OF	RD 1.000 @09.00	√	√	√	√	√0.02	OF 9.00	RD 1.000 @09.00	√	√	√	√	√ 9.00	OF 1.000 @09.00	RD	√	√	√	√	√	OF	RD	√	√	√			25	0	4.000	0	0.02	27.00	0.00	18.00
77	Muhammad Abdul Salam Bin Yahya	PH UN	UN	UN	OF UN	RD UN	UN	UN	UN	UN	UN	UN	UN	UN	UN	UN	UN	OF UN	RD UN	UN	UN	UN	UN	UN	UN	OF	RD	UN	UN	UN	UN		0	0	25.000	0	0.00	0.00	0.00	0.00
84	Nur Azly Bin Rostam	PH 1.000 @09.00	√	√	OF	RD 1.000 @08.00	√ @02.00	√	√0.17	OF 8.00	RD 1.000 @08.50	√	SI	√	√ @04.00	√ @01.50	√ 9.50	√ @04.00	OF	RD 1.000 @10.00	√ @03.00	√ @02.00	√ @02.00	√	AB	√1.000 UN 2.00	√	√1.50	√ @02.50	@02.50			21	1	6.500	0	133.34	24.50	9.00	26.50
86	Ahmad Tarmizi Bin Yusak	PH	√ @01.00	√ @01.53	OF 7.00	RD @06.50	√ @04.00	√ @03.00	√ @01.00	√1.52	OF 7.00	RD 1.000 @09.00	√ @01.00	√ @01.00	√ @01.00	√ @01.50	√ 7.50	OF	SI	RD 1.000 @08.00	√ @01.00	√ @01.00	√ @01.00	√ 4.00	OF	RD 1.000 @09.00	√0.500 @09.00	AB	√				22	1	5.000	0	24.55	22.50	0.00	25.50
107	Mohd Azali Bin Raeman	PH	SI	SI	OF	RD 1.000 @02.00	√ @02.00	√ @02.00	√ @02.52	√ 8.00	OF 11.00	RD	√	√ @02.00	√ @02.00	√ @02.52	√	√	OF 1.000 @02.00	RD @02.00	√	√	√	SI	AB	OF	RD	√	√	√			19	0	9.000	0	19.04	18.00	0.00	0.00
112	Syed Fauzi Bin Agil	PH 1.000 @09.00	√ @02.52	√ @02.50	OF 9.00	RD 1.000 @10.00	√	√	√0.500 AN 2.00	√ 10.50	OF @03.00	RD 1.000 @09.00	√	√ @02.00	√ @03.00	√ @03.00	√ @04.00	√ @05.00	OF 10.00	RD @04.00	√ @03.00	√ @05.00	√ 8.50	OF	RD 1.000 @09.00	√	√ @05.00	√ @04.00	√ @03.00				25	0	5.500	1	151.07	28.00	9.00	37.50

13.1.5 Monthly Attendance Report

Monthly Attendance Summary

Please select your preferred attendance information to be included in the report

☑ Work Hours   ☑ Overtime   ☐ Short | Lateness   ☐ Show All Logs

🖨 Preview   ⏩ Cancel

Eco@TimePrint

ECO SOLUTION TECHNOLOGY

Monthly Attendance Report

(01-05-2024 To 31-05-2024)

Page 1 of:

Employee ID : 1   Name : Mariayee   Department : Subcont

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
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

Employee ID : 2   Name : Wiyah   Department : Subcont

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
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

Employee ID : 3   Name : Nicholas Rabong Anak Isa   Department : Production

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
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

Employee ID : 4   Name : Suhai Anak Jawie   Department : Production

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
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

Employee ID : 14   Name : Muhamad Fakarudin Bin Kamis   Department : Production

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
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

Employee ID : 17   Name : Mohammad Khairulnizam Bin Joha   Department : Production

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
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

Employee ID : 25   Name : Muhammad Alif AkmalBin Nordin   Department : Production

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
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

Employee ID : 34   Name : Saiful Azreen Bin Mohamad Nora   Department : Production

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
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

Employee ID : 35   Name : Nurul Asyikin Binti Hashim   Department : Production

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
WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI

13.1.6 Overtime Approval Report

ECO SOLUTION TECHNOLOGY
Overtime Approval Report
(01-05-2024 To 31-05-2024)

Employee ID	Name	Date	SCHEDULE	Workday	Absent Days	Leave	Workday Overtime	Restday Overtime	Holiday Overtime	Offday Overtime
1	Mariayee	01-05-2024	10			0.000				
1	Mariayee	02-05-2024	10	1.000		0.000				
1	Mariayee	03-05-2024	10	1.000		0.000				
1	Mariayee	04-05-2024	10			1.000				
1	Mariayee	05-05-2024	10			0.000				
1	Mariayee	06-05-2024	10	1.000		0.000				
1	Mariayee	07-05-2024	10	1.000		0.000				
1	Mariayee	08-05-2024	10	1.000		0.000				
1	Mariayee	09-05-2024	10		1.00	1.000				
1	Mariayee	10-05-2024	10		1.00	1.000				
1	Mariayee	11-05-2024	10			1.000				
1	Mariayee	12-05-2024	10			0.000				
1	Mariayee	13-05-2024	10	1.000		0.000				
1	Mariayee	14-05-2024	10	1.000		0.000				
1	Mariayee	15-05-2024	10	1.000		0.000				
1	Mariayee	16-05-2024	10	1.000		0.000				
1	Mariayee	17-05-2024	10	1.000		0.000				
1	Mariayee	18-05-2024	10			1.000				
1	Mariayee	19-05-2024	10			0.000				
1	Mariayee	20-05-2024	10	1.000		0.000				
1	Mariayee	21-05-2024	10	1.000		0.000				
1	Mariayee	22-05-2024	10	1.000		0.000				
1	Mariayee	23-05-2024	10	1.000		0.000				
1	Mariayee	24-05-2024	10	1.000		0.000				
1	Mariayee	25-05-2024	10			1.000				
1	Mariayee	26-05-2024	10			0.000				
1	Mariayee	27-05-2024	10	1.000		0.000				
1	Mariayee	28-05-2024	10	1.000		0.000				
1	Mariayee	29-05-2024	10	1.000		0.000				
1	Mariayee	30-05-2024	10		1.00	1.000				
1	Mariayee	31-05-2024	10		1.00	1.000				
			Total	18.000	4.00	8.000				

13.1.7 Attendance Details Survey

ECO SOLUTION TECHNOLOGY
Attendance Survey
(01-05-2024 To 31-05-2024)

Employee ID	Name	Date	Weekday	Day Type	Hol*	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	WD OT	RD OT	HD OT	OFD OT
1	Mariayee	01-05-2024	WEDNESDAY	WORKDAY	**H**		0.000			0.00							
1	Mariayee	02-05-2024	THURSDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	03-05-2024	FRIDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	04-05-2024	SATURDAY	RESTDAY			1.000			0.00		0:00					
1	Mariayee	05-05-2024	SUNDAY	RESTDAY			0.000			0.00		0:00					
1	Mariayee	06-05-2024	MONDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	07-05-2024	TUESDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	08-05-2024	WEDNESDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	09-05-2024	THURSDAY	WORKDAY			1.000			0.00							
1	Mariayee	10-05-2024	FRIDAY	WORKDAY			1.000			0.00							
1	Mariayee	11-05-2024	SATURDAY	RESTDAY			1.000			0.00		0:00					
1	Mariayee	12-05-2024	SUNDAY	RESTDAY			0.000			0.00		0:00					
1	Mariayee	13-05-2024	MONDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	14-05-2024	TUESDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	15-05-2024	WEDNESDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	16-05-2024	THURSDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	17-05-2024	FRIDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	18-05-2024	SATURDAY	RESTDAY			1.000			0.00		0:00					
1	Mariayee	19-05-2024	SUNDAY	RESTDAY			0.000			0.00		0:00					
1	Mariayee	20-05-2024	MONDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	21-05-2024	TUESDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	22-05-2024	WEDNESDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	23-05-2024	THURSDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	24-05-2024	FRIDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	25-05-2024	SATURDAY	RESTDAY			1.000			0.00		0:00					
1	Mariayee	26-05-2024	SUNDAY	RESTDAY			0.000			0.00		0:00					
1	Mariayee	27-05-2024	MONDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	28-05-2024	TUESDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	29-05-2024	WEDNESDAY	WORKDAY			0.000			0.00		8:00	1.000				
1	Mariayee	30-05-2024	THURSDAY	WORKDAY			1.000			0.00							
1	Mariayee	31-05-2024	FRIDAY	WORKDAY			1.000			0.00							
				Total			8.000					144:00	18.000				

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

13.1.8 Attendance Summary Survey

Eco@TimePrint   ECO SOLUTION TECHNOLOGY   Print On: 2024-07-16 11:43AM   Page 1 of 2

Attendance Summary Survey
(01-05-2024 To 31-05-2024)

Employee ID	Name	Workday	Restday	Hol*	Present	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	WD OT	RD OT	HD OT	OFD OT
1	Mariayee	22	8	1	31		8.000						144:00	18.000				
2	Wiyah	22	8	1	31		4.000						165:00	22.000				
3	Nicholas Rabong Anak Isa	26	4	1	31		9.500	2	2			12:03	158:30	17.500				
4	Suhai Anak Jawie	26	4	1	31		7.500	14	2			17:03	175:45	21.500	21.00	22.00		18.00
14	Muhamad Fakarudin Bin	26	4	1	31		7.500	19	1			7:39	167:45	23.500	55.62	40.00	9.00	31.50
17	Mohammad Khairulnizam Bin	26	4	1	31		6.500	16	2			1:54	174:30	24.000	62.65	24.50	9.00	38.00
25	Muhammad Alif Akmal Bin	26	4	1	31		7.000	11				4:32	170:15	19.000	27.26			
34	Saiful Azreen Bin Mohamad	26	4	1	31		5.500	1	1			0:44	188:00	21.000	0.15			
35	Nurul Asyikin Binti Hashim	26	4	1	31		7.000	2	1			0:07	170:45	24.000	48.02	27.00	9.00	23.50
37	Nazeera Nazreen Binti Mohd	26	4	1	31		8.000	1	1			1:52	161:30	20.000	36.50	9.00	9.00	13.50
46	Muhammad Sahir Bin Saruan	26	4	1	31		9.000	4				1:00	153:30	17.000	22.74			
59	Nurin Aiman Binti Badrul	26	4	1	31		6.000	6	1			0:13	180:00	22.000	43.02	9.00	9.00	34.50
60	Muhammad Farhan Bin Roslan	26	4	1	31		7.000	14	1			2:16	169:30	23.000	54.06	33.50	9.00	34.00
69	Muhammad Wafiq Lee Bin	26	4	1	31		4.000						197:15	25.000	0.02	27.00		18.00
77	Muhammad Abdul Salam Bin	26	4	1	31		25.000						45:00	5.000				
84	Nur Azly Bin Rostam	26	4	1	31		6.500	14	2			9:20	180:00	24.000	42.34	24.50	9.00	26.50
86	Ahmad Tarmizi Bin Yusak	26	4	1	30	1	5.000	15	7			1:27	170:15	22.000	24.55	22.50		25.50
107	Mohd Azali Bin Raeman	26	4	1	31		9.000		1				153:30	19.000	19.04	18.00		8.00
112	Syed Fauzi Bin Agil	26	4	1	31		5.500	24				7:17	174:30	24.500	60.07	28.00	9.00	37.50
113	Mohamad Izani Bin Khamis	26	4	1	31		6.000	21				8:47	178:45	24.000	53.65	39.50		38.00
119	Ainur Afiqah Binti Ahmad	26	4	1	31		4.500	1					193:00	22.500	31.60	9.00		7.50
122	Jong Jui Sian	26	4	1	31		26.000											
123	-	26	4	1	5	26	0.000											
127	Azrie Adl Bin Abu Bakar	26	4	1	31		14.000	4				4:57	117:15	14.000	11.54		9.00	4.00
146	Natali Laura Anak Jenat	26	4	1	31		6.000						178:45	22.000	43.00	9.00	9.00	26.50
149	Lew Fong Yin	26	4	1	31		6.000						178:45	20.000				
156	Zainal Abidin Bin Mohamad	26	4	1	31		4.000					0:06	197:15	22.000	0.43			

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

13.1.9 Monthly Perfect Attendance Report

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MONTHLY PERFECT ATTENDANCE REPORT
(01-05-2024 To 31-05-2024)

EMPLOYEE ID	NAME	CRITERIA /CONDITION							PERFECT	NON PERFECT
		SICK LEAVE	ANNUAL LEAVE	HOSPITAL	MATERNITY	PATERNITY	UNPAID LEAVE	ABSENT		
107	CHEN VUI CHUNG	1						1		1
112	DG NOORHAFIZAH BINTI JINAIN	1	1							1
113	MOHD SALLEH B. MUSSAWARI	1								1
119	NORAZILA LEBSU		1							1
122	NUR NI'MATUL AIN BINTI MUSTHIPIN							1		1
123	SITI SALVIAH BINTI JECKREY								1	
127	JULAINE VOO		1			1				1
146	AZMA AZRINA BINTI AHMAD	1								1
149	NURZULIENA	1								1
Total Staff :	9	5	3			1		2	1	8
		56	33.33	0.00	0.00	11.11	0.00	22.22	11.11	88.89

PREPARED BY   APPROVED BY   CHECKED BY

_____   _____   _____

Position: Position: Position:
Date: Date: Date:

13.1.10 Daily Attendance Survey

ECO SOLUTION TECHNOLOGY
Daily Attendance Survey
(01-05-2024 To 31-05-2024)

Print On: 2024-07-16 11:48AM   Page 1 of 1

Date	Weekday	Workrate %	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	Workday OT	Restday OT	Holiday OT	Offday OT
01-05-2024	WEDNESDAY	37.84		1.000	6	1		5:39		14.000	121.00		121.00	
02-05-2024	THURSDAY	60.81	14	12.500	5			1:04	205:30	22.500	25.00			
03-05-2024	FRIDAY	59.46	15	14.000	3	1		3:23	174:30	22.000	42.28			
04-05-2024	SATURDAY	0.00	21	35.000	7	2					116.00			7.00
05-05-2024	SUNDAY	32.43		2.000	9	4				12.000		113.50		
06-05-2024	MONDAY	66.22	12	11.500	6	1		5:14	224:00	24.500	26.00			
07-05-2024	TUESDAY	72.97	10	8.000	11	1		11:18	246:45	27.000	48.00			
08-05-2024	WEDNESDAY	75.68	9	7.000	8			6:19	256:00	28.000	44.50			
09-05-2024	THURSDAY	67.57	11	10.000	8			0:29	230:15	25.000	31.00			
10-05-2024	FRIDAY	71.62	10	8.500	9			9:40	210:30	26.500	47.38			
11-05-2024	SATURDAY	2.70	18	34.000	8	3		4:05	1.000		147.50			7.00
12-05-2024	SUNDAY	45.95		1.000	7	3				17.000		154.00		
13-05-2024	MONDAY	68.92	11	10.000	5	1		15:18	233:15	25.500	38.50			
14-05-2024	TUESDAY	72.97	10	8.000	7			2:27	246:45	27.000	36.50			
15-05-2024	WEDNESDAY	70.27	10	9.000	4			0:41	238:15	26.000	39.50			
16-05-2024	THURSDAY	74.32	9	7.500	12			1:55	251:45	27.500	49.00			
17-05-2024	FRIDAY	75.68	9	7.000	7			1:59	221:30	28.000	36.22			
18-05-2024	SATURDAY	2.70	19	34.000	10	4		4:45	1.000		114.50			7.50
19-05-2024	SUNDAY	27.03		1.000	5	1		0:03		10.000		75.50		
20-05-2024	MONDAY	71.62	10	8.500	9			4:40	242:30	26.500	34.00			
21-05-2024	TUESDAY	70.27	11	9.000	5			1:14	237:30	26.000	37.00			
22-05-2024	WEDNESDAY	60.81	14	12.500	5	1		2:03	205:30	22.500	19.00			
23-05-2024	THURSDAY	66.22	12	10.500	5			0:47	224:00	24.500	33.50			
24-05-2024	FRIDAY	67.57	12	10.000	10			3:25	197:30	25.000	37.32			
25-05-2024	SATURDAY	0.00	24	35.000	4	3					89.00			4.00
26-05-2024	SUNDAY	27.03		0.000	6	1				10.000		86.50		
27-05-2024	MONDAY	71.62	10	9.500	6	1		5:32	242:30	26.500	28.00			
28-05-2024	TUESDAY	77.03	8	7.000	8	1		8:40	242:30	28.500	18.00			
29-05-2024	WEDNESDAY	75.68	9	6.000	7			1:23	256:00	28.000	31.00			
30-05-2024	THURSDAY	66.22	12	11.000	3	2		0:40	220:15	24.500	11.00			
31-05-2024	FRIDAY	62.16	14	12.000	9			3:31	181:30	23.000	10.76			
	Total		324	352.000	214	31		106:14	4,988:45	629.500	1,311.46	429.50	121.00	467.00

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

13.1.11 Month by Month Analysis

ECO SOLUTION TECHNOLOGY
Monthly Attendance Survey
(01-05-2024 To 31-05-2024)

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Month	Workrate %	AB	LV	LI	EO	MP	Short	Workday Hrs	Workday Days	Workday OT	Restday OT	Holiday OT	Offday OT
05/2024	54.88	324	352.000	214	31		106:14	4,988:45	629.500	1,311.46	429.50	121.00	
Total		324	352.000	214	31		106:14	4,988:45	629.500	1,311.46	429.50	121.00	467.00

13.1.12   Man Hours Report

Eco@TimePrint

ECO SOLUTION TECHNOLOGY
MAN HOURS REPORT
(01-05-2024 To 31-05-2024)

Print On: 2024-07-16 11:50AM   Page 1 of 1

Employee ID	Head Count	Work Day	Work Hour	Overtime	Tota Hours
1548	1/1	10.936	87:29	0:00	87:29
1549	1/1	0.508	4:04	0:00	4:04
3542	0/1	0.000	0:00	0:00	0:00
7070	1/1	11.592	92:44	0:00	92:44
8048	1/1	8.023	64:11	0:00	64:11
Total :	4/5	31.059	248:28	0:00	248:28

13.1.13   Amended Attendance Report

Eco@TimePrint

ECO SOLUTION TECHNOLOGY
Amended Attendance Record
(01-05-2024 To 31-05-2024)

Print On: 2024-07-16 11:54AM   Page 1 of 6

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
3	Nicholas Rabong Anak Isa	20-05-2024	WORKDAY	MONDAY	08:00	13:00	13:26	18:00							0:00	9:15	0:00	0:00	1.000	0.00
			WORKDAY		08:04	13:00	13:26	18:00								9:15	0.00	0:04	1.000	0.00
3	Nicholas Rabong Anak Isa	23-05-2024	WORKDAY	THURSDAY	07:58	13:01	13:27	18:00							0:00	9:15	0:00	0:00	1.000	0.00
			WORKDAY		07:58	13:01	13:27	18:01								9:15	0.01	0.00	1.000	0.00
3	Nicholas Rabong Anak Isa	28-05-2024	WORKDAY	TUESDAY	07:51	13:00	13:36	18:00							0:00	9:15	0.00	0:00	1.000	0.00
			WORKDAY		07:51	07:54	13:00	13:36	18:00							9:15	0.00	4.21	1.000	0.00
3	Nicholas Rabong Anak Isa	29-05-2024	WORKDAY	WEDNESDAY	07:54	13:00	13:22	18:00							0:00	9:15	0:00	0:00	1.000	0.00
			WORKDAY		07:54	13:00	13:22	18:16								9:15	0.16	0.00	1.000	0.00
3	Nicholas Rabong Anak Isa	30-05-2024	WORKDAY	THURSDAY	07:59	13:14	13:41	18:00							0:00	9:15	0:00	0:00	1.000	0.00
			WORKDAY		07:59	13:14	13:41	18:03								9:15	0.03	0.00	1.000	0.00
4	Suhai Anak Jawie	20-05-2024	WORKDAY	MONDAY	08:34	13:00	13:25	18:00							0:00	9:15	0:00	0:34	1.000	0.00
			WORKDAY		08:34	13:00	13:25	18:07								9:15	0.07	0:34	1.000	0.00
4	Suhai Anak Jawie	21-05-2024	WORKDAY	TUESDAY	07:55	13:00	13:26	20:00							0:00	9:15	2:00	0:00	1.000	2.00
			WORKDAY		07:55	13:00	13:26	20:05								9:15	2.05	0.00	1.000	2.00
4	Suhai Anak Jawie	22-05-2024	WORKDAY	WEDNESDAY	08:11	13:00	13:45	13:58							0:00	5:00	0.00	0:00	0.500	0.00
			WORKDAY		08:11	13:58										5.00	0.00	0.00	0.500	0.00
4	Suhai Anak Jawie	23-05-2024	WORKDAY	THURSDAY	08:02	13:01	13:47	18:00							0:00	9:15	0:00	0:03	1.000	0.00
			WORKDAY		08:02	13:01	13:47	18:06								9:15	0.06	0:03	1.000	0.00
4	Suhai Anak Jawie	24-05-2024	WORKDAY	FRIDAY	08:46	13:00	13:45	20:00							0:00	8:00	2:30	0:46	1.000	2.50
			WORKDAY		08:46	20:00										8.00	2.30	0:46	1.000	2.50
4	Suhai Anak Jawie	26-05-2024	RESTDAY	SUNDAY	07:59	13:00	13:45	18:00							0:00	0:00	9:16	0:00	1.000	9.00
			RESTDAY		07:59	18:08										0.00	9.24	0.00	1.000	9.00
4	Suhai Anak Jawie	27-05-2024	WORKDAY	MONDAY	07:42	13:00	13:45	20:00							0:00	9:15	2:00	0:00	1.000	2.00
			WORKDAY		07:42	20:00										9:15	2.00	0.00	1.000	2.00
4	Suhai Anak Jawie	28-05-2024	WORKDAY	TUESDAY	08:12	13:00	13:45	18:00							0:00	9:15	0:00	0:12	1.000	0.00
			WORKDAY		08:12	18:02										9:15	0.02	0:12	1.000	0.00
4	Suhai Anak Jawie	29-05-2024	WORKDAY	WEDNESDAY	07:54	13:00	13:45	19:30							0:00	9:15	1:30	0:00	1.000	1.50
			WORKDAY		07:54	19:30										9:15	1.30	0.00	1.000	1.50
4	Suhai Anak Jawie	30-05-2024	WORKDAY	THURSDAY	08:31	13:00	13:45	18:00							0:00	9:15	0:00	0:31	1.000	0.00
			WORKDAY		08:31	18:02										9:15	0.02	0:31	1.000	0.00

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

Checked By : ....   Confirmed By : ....   Approved By : ....

13.1.14   Movement Activities Report

13.1.15   Movement Activities Report by Group

1. Click process to generate the attendance data for the report
2.
3. Click preview to show the result of the report

Movement Activities Report
(01-05-2024 To 31-05-2024)

Date	Time 1	Time 2	Time 3	Time 4	Time 5	Hours
	Time 6	Time 7	Time 8	Time 9	Time 10	

CONNIE JUSTIN (105)   Department :EXECUTIVE

Date	Time 1	Time 2	Time 3	Time 4	Time 5	Hours
02-05-2024	07:52->13:05	13:52->17:56				9h 17m
03-05-2024	07:54->13:03	13:55->17:59				9h 13m
04-05-2024	07:54->13:03	13:56->16:33				7h 46m
06-05-2024	07:55->13:01	13:50->17:33				8h 49m
07-05-2024	07:53->13:04	13:55->17:00				8h 16m
08-05-2024	07:55->13:16	13:55->17:24	17:26			8h 50m
09-05-2024	07:56->13:04	13:57->17:18				8h 29m
10-05-2024	07:52->13:05	13:56->18:26	18:29			9h 43m
11-05-2024	07:53->13:05	13:47->16:33	16:34			7h 58m
13-05-2024	15:37					0h 0m
14-05-2024	08:13->13:05	13:40->16:48				8h 0m
15-05-2024	07:50->13:22	13:43->17:30	18:20->20:38			11h 37m
16-05-2024	07:42->09:58					2h 16m
17-05-2024	07:54->13:01	13:57->17:33				8h 43m
18-05-2024	07:54->13:02	16:32				5h 8m
20-05-2024	07:52->13:04	13:40->17:57				9h 29m
21-05-2024	07:21->13:03	13:41->16:37				8h 38m
22-05-2024	07:56->13:04	13:53->16:47				8h 2m
23-05-2024	11:57->14:55	15:26				2h 58m
24-05-2024	07:56->13:03	13:51->17:25	17:26			8h 41m
27-05-2024	07:52->13:01	13:50->18:02	18:04			9h 21m
28-05-2024	07:54					0h 0m

Total Hours :   **161h 14m**

13.1.16   Daily Leave Tracking

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DAILY LEAVE TRACKING
(01-05-2024 To 31-05-2024)

Leave Date	Department	Employee ID | Payroll ID	Name	Leave Type	No. Of Day
01-05-2024	Production	77 | SEA00077	Muhammad Abdul Salam Bin Yahya	UNPAID LEAVE	1.000
No. Of Employee : 1					
02-05-2024	Production	4 | SEA00004	Suhai Anak Jawie	ANNUAL LEAVE	1.000
	Production	25 | SEA00025	Muhammad Alif Akmal Bin Nordin	ANNUAL LEAVE	0.500
	Production	35 | SEA00035	Nurul Asyikin Binti Hashim	SICK LEAVE	1.000
	Production	46 | SEA00046	Muhammad Sahir Bin Saruan	ML	1.000
	Production	77 | SEA00077	Muhammad Abdul Salam Bin Yahya	UNPAID LEAVE	1.000
	Production	107 | SEA00107	Mohd Azali Bin Raeman	SICK LEAVE	1.000
	Production	159 | SEA00159	Shazwan Ahmad	SICK LEAVE	1.000
	Production	164 | SEA00164	Erwandi Bin Masjan	SICK LEAVE	1.000
No. Of Employee : 8					
03-05-2024	Production	3 | SEA00003	Nicholas Rabong Anak Isa	SICK LEAVE	1.000
	Production	35 | SEA00035	Nurul Asyikin Binti Hashim	SICK LEAVE	1.000
	Production	46 | SEA00046	Muhammad Sahir Bin Saruan	ML	1.000
	Production	77 | SEA00077	Muhammad Abdul Salam Bin Yahya	UNPAID LEAVE	1.000
	Production	84 | SEA00084	Nur Azly Bin Rostam	ANNUAL LEAVE	1.000
	Production	107 | SEA00107	Mohd Azali Bin Raeman	SICK LEAVE	1.000
	Production	127 | SEA00127	Azrie Adi Bin Abu Bakar	ANNUAL LEAVE	1.000
	Production	159 | SEA00159	Shazwan Ahmad	ANNUAL LEAVE	1.000
	Production	164 | SEA00164	Erwandi Bin Masjan	SICK LEAVE	1.000
No. Of Employee : 9					
04-05-2024	Production	3 | SEA00003	Nicholas Rabong Anak Isa	OFFDAY	1.000
	Production	4 | SEA00004	Suhai Anak Jawie	OFFDAY	1.000
	Production	14 | SEA00014	Muhamad Fakarudin Bin Kamis	OFFDAY	1.000
	Production	17 | SEA00017	Mohammad Khairulnizam Bin Joha	OFFDAY	1.000
	Production	34 | SEA00034	Saiful Azreen Bin Mohamad Nora	OFFDAY	1.000
	Production	35 | SEA00035	Nurul Asyikin Binti Hashim	OFFDAY	1.000
	Production	37 | SEA00037	Nazeera Nazreen Binti Mohd Fau	OFFDAY	1.000
	Production	46 | SEA00046	Muhammad Sahir Bin Saruan	OFFDAY	1.000
	Production	59 | SEA00059	Nurin Aiman Binti Badrul Hisam	OFFDAY	1.000
	Production	60 | SEA00060	Muhammad Farhan Bin Roslan	OFFDAY	1.000
	Production	69 | SEA00069	Muhammad Wafiq Lee Bin Abdulla	OFFDAY	1.000
	Production	77 | SEA00077	Muhammad Abdul Salam Bin Yahya	UNPAID LEAVE	1.000
	Production	84 | SEA00084	Nur Azly Bin Rostam	OFFDAY	1.000
	Production	86 | SEA00086	Ahmad Tarmizi Bin Yusak	OFFDAY	1.000
	Production	107 | SEA00107	Mohd Azali Bin Raeman	OFFDAY	1.000
	Production	112 | SEA00112	Syed Fauzi Bin Agil	OFFDAY	1.000
	Production	113 | SEA00113	Mohamad Izani Bin Khamis	OFFDAY	1.000
	Production	119 | SEA00119	Ainur Afiqah Binti Ahmad Azam	OFFDAY	1.000

13.1.17 Leave Monitoring Application Transaction

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LEAVE APPLICATION TRANSACTION
(01-01-2024 To 31-12-2024)

NAME: Mariayee (1), PAYROLL ID: 001

ANNUAL LEAVE

Trans Type	Start Date	End Date	No. Of Days	Reason
Leave Earn	01-01-2024	01-01-2024	12.000	Auto Generate Leave Monitoring

-- Summary --

| B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Total Leave Entitle	Leave Taken	Balance	Remarks
0.000	0.000	12.000	0.000	12.000	1.000	11.000	Auto Generate Leave Monitoring

13.1.18 Leave Monitoring Summary Report

Eco@TimePrint   ECO SOLUTION TECHNOLOGY   Print On: 2024-07-16 02:20PM   Page 1 of 2
LEAVE SUMMARY REPORT
(01-01-2024 To 31-12-2024)

Employee ID	Name	Payroll ID	Period	Leave Type	B/F	Leave Earn (System)	Leave Earn (Manual)	Leave Adj.	Tot. Leave	Leave Taken	Balance	Remarks
1	Mariayee	001	01-01-2024-->31-12-2024	ANNUAL LEAVE	0.000	0.000	12.000	0.000	12.000	1.000	11.000	Auto Generate Leave Monitoring
2	Wiyah	002	01-01-2024-->31-12-2024	ANNUAL LEAVE	0.000	0.000	12.000	0.000	12.000	0.000	12.000	Auto Generate Leave Monitoring

13.1.19   Leave Management Summary Report

You may select 4 of the leave you want to view for summary each time from the selection below after you double click / preview the report

*Remember to select whole year before you preview the report so that the leave entitlement for the whole year can work

13.1.20   Employee Listing

G MART HQ
Employee Listing

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Employee ID	Payroll ID	Name	IC No	Passport No	DOB	Gender	Date Join	Resigned Date	Schedule	Card Number
100		ZUBIANAH BINTI MADARAK	881221125126		21-12-1988	FEMALE			99	0
101		ROYNS EZLYER NESLI	020301121067		01-03-2002	MALE			99	0
102		NUR SAFIKAH BINTI AMAR	960316125204		16-03-1996	FEMALE			2	0
103		MAZLAN YAKOP	850924125999		24-09-1985	MALE			99	0
104		TSHEN NYUK KIM	760724125194		24-07-1976	FEMALE			0	0
105		CONNIE JUSTIN	781013125086		13-10-1978	FEMALE			99	0
106		SIM FU YEN	750312125121		12-03-1975	MALE			99	0
107		CHEN VUI CHUNG	781103125741		03-11-1978	MALE			99	0
108		CHRISTINISIAH JUIN	970729125826		29-07-1997	MALE			2	0
109		ASHLEY JOAN ALEXANDER	000629120940		29-06-2000	FEMALE			0	0
110		ISNIH RABIA	860414125680		14-04-1986	FEMALE			99	0
111		NURFAZILAH ATHIRAH BINTI AWANG HASIM @ AG HASHIM	990108125530		08-01-1999	FEMALE			2	0
112		DG NOORHAFIZAH BINTI JINAIN	951009125568		09-10-1995	FEMALE			2	0
114		YUNISIA YUNOS	881015495142		15-10-1988	FEMALE			99	0
115		CAROLYINE EXCIE PAULUS	930919126030		19-09-1993	FEMALE			2	0
116		NUR IDAYU FARHANI NAKARAN ABDULLAH	860322125042		22-03-1986	FEMALE			0	0
117		NORFAZILAH BT MOHD FADLY	910206125988		06-02-1991	FEMALE			0	0
118		NURHAFIZA FARHANA ABDULLAH	010118121334		18-01-2001	FEMALE			0	0
119		NORAZILA LEBSU	970926126668		26-09-1997	FEMALE			0	0
120		IRMA BINTI MOHAMAD RAIS	920805125540		05-08-1992	FEMALE			0	0
121		DG NOOR ASYIQIN BINTI D'AUD	950319125104		19-03-1995	FEMALE			0	0
122		NUR NI'MATUL AIN BINTI MUSTHIPIN	030503120248		03-05-2003	FEMALE			0	0
123		SITI SALVIAH BINTI JECKREY	960502125444		02-05-1996	FEMALE			0	0
124		SHAFWANA BINTI SAMSUDDIN	910711125698		11-07-1991	FEMALE			0	0
125		LUCEY ELYVERAH JOHNNING	960725125184		25-07-1996	FEMALE			0	0
128		NURMI MUHAMMAD NUJI KASAU				FEMALE			99	0
129		JUSMAN @ SILVER BIN GABIN	751025125393		25-10-1975	MALE	01-07-2020		99	0
131		LEE YUNG VUI	640816125064		16-08-1964	FEMALE	16-02-2014		0	0

13.1.21   Audit Trail Report

It will show all of the changes you have made to change password, clocking schedule, employee or quick leave entry.

14.0 Help
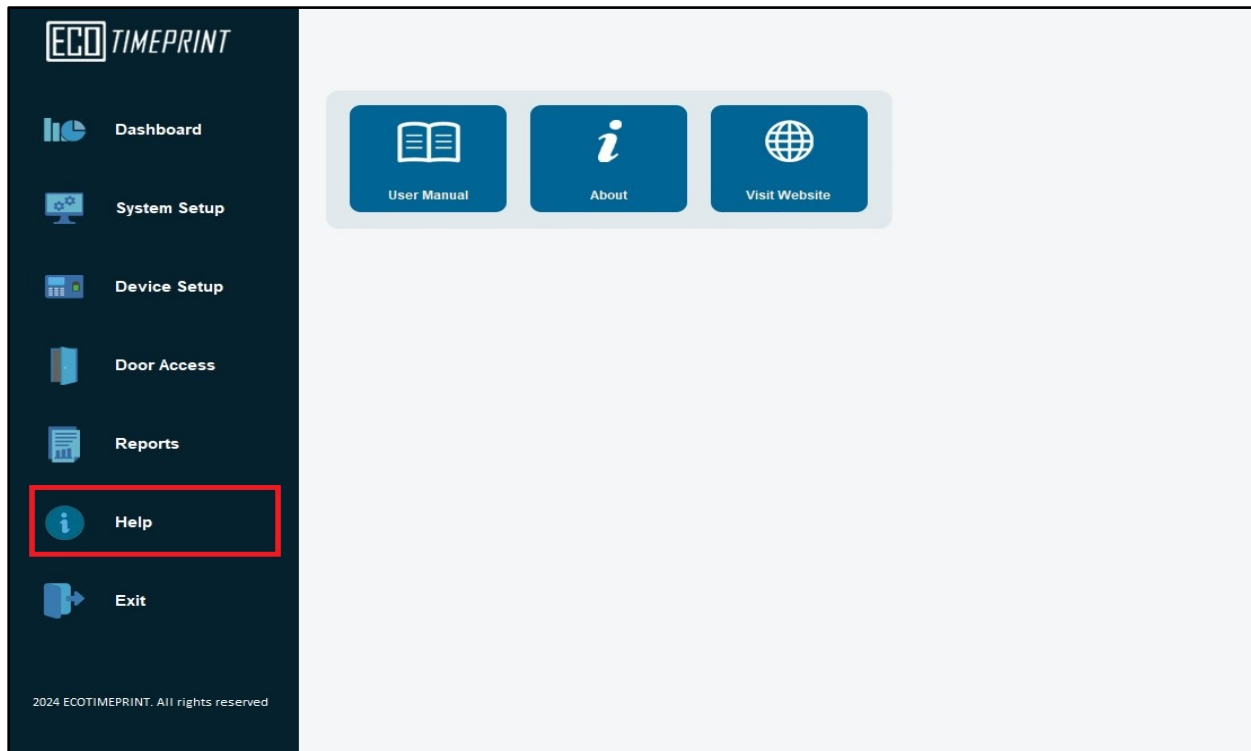
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