



ECOTIMEPRINT ATTENDANCE SYSTEM (ETA3)

USER MANUAL



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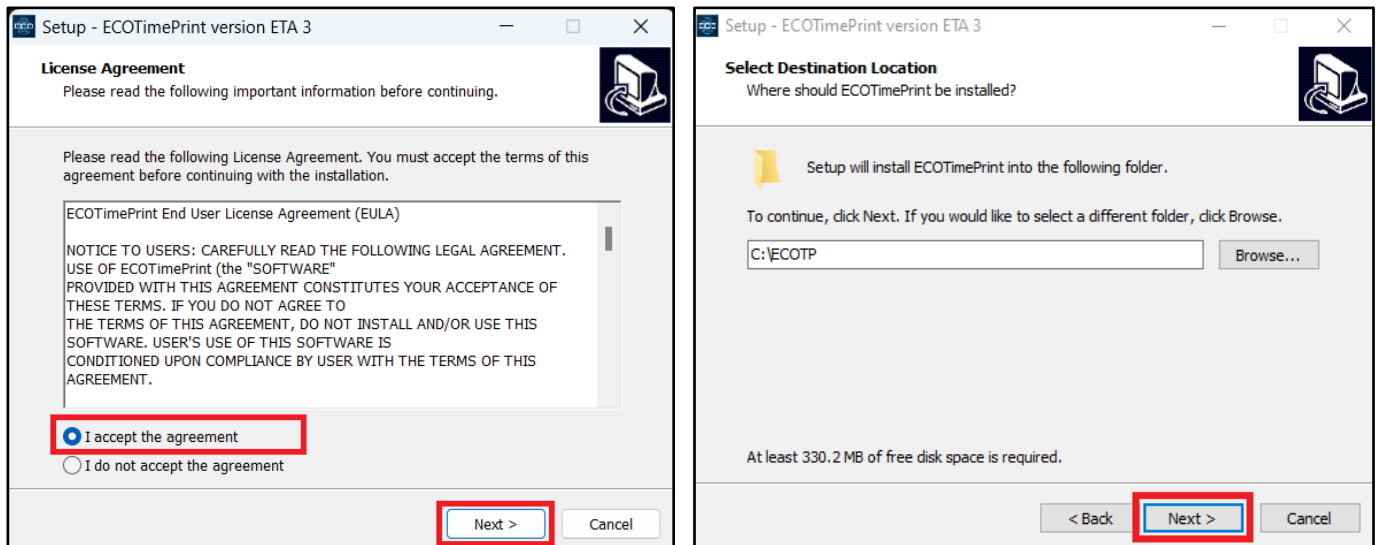
1.0 SOFTWARE INSTALLATION

1.1 Software Setup

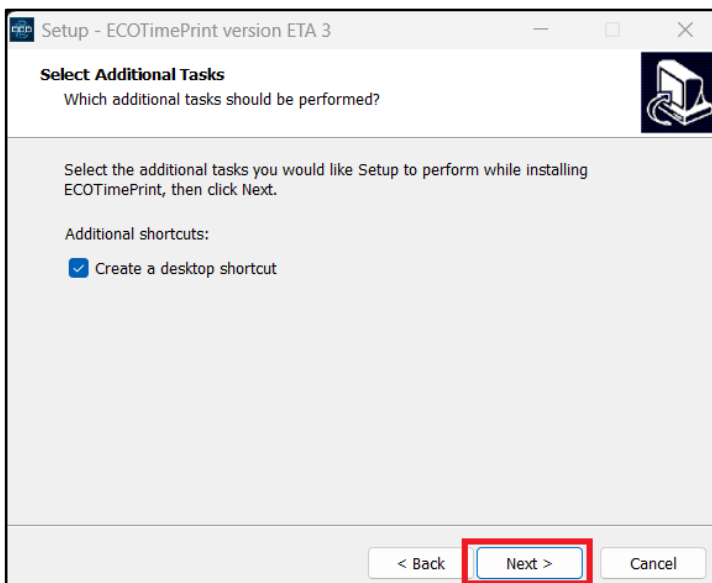
To begin installation, first you need to insert the ECOTIMEPRINT Installer Disk which come with the device. You can also download the installer from <http://www.ecotimeprint.com/ecotimeprint-eta3.aspx>

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

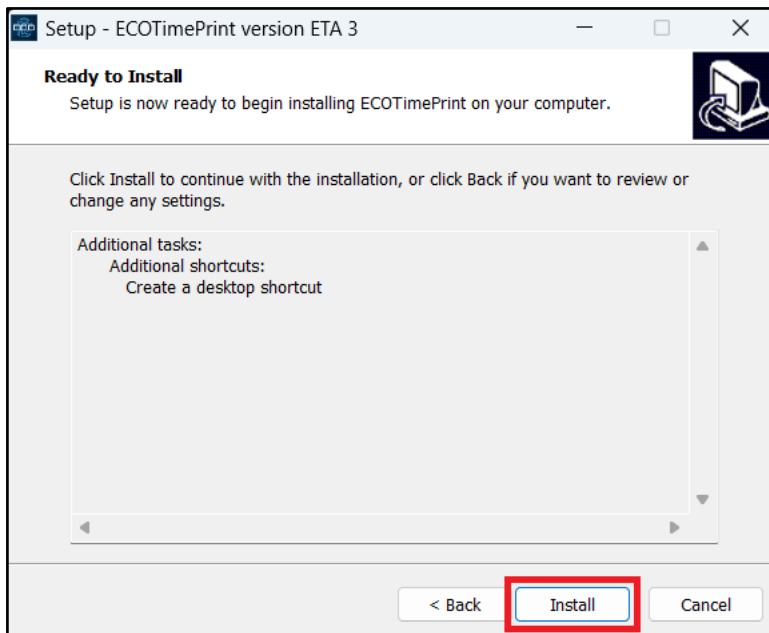
Click **Next**



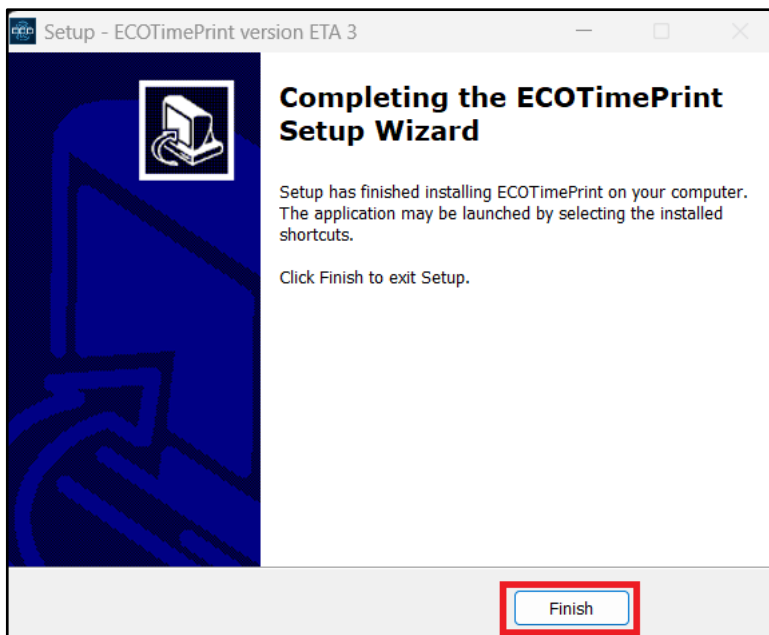
Tick to create a desktop icon (Optional), Click **Next**



Then Click **Install**

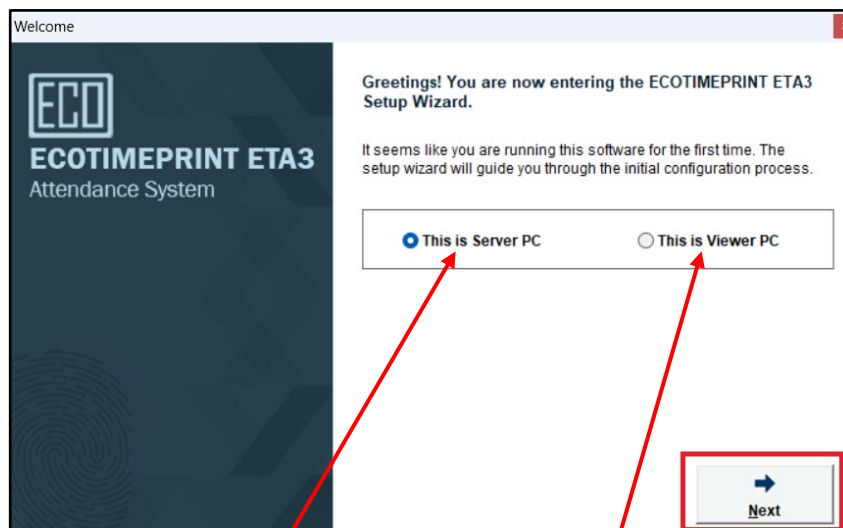
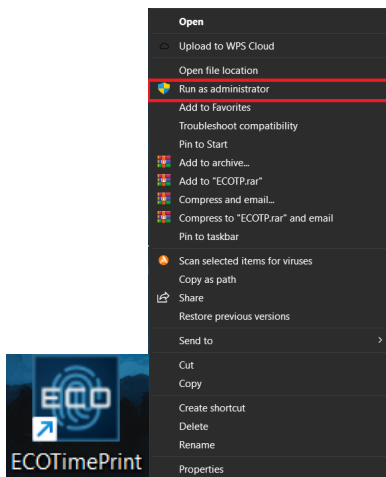


While complete the installation, Click **Finish** to exit setup



1.2 Launch - Program ECOTIMEPRINT

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

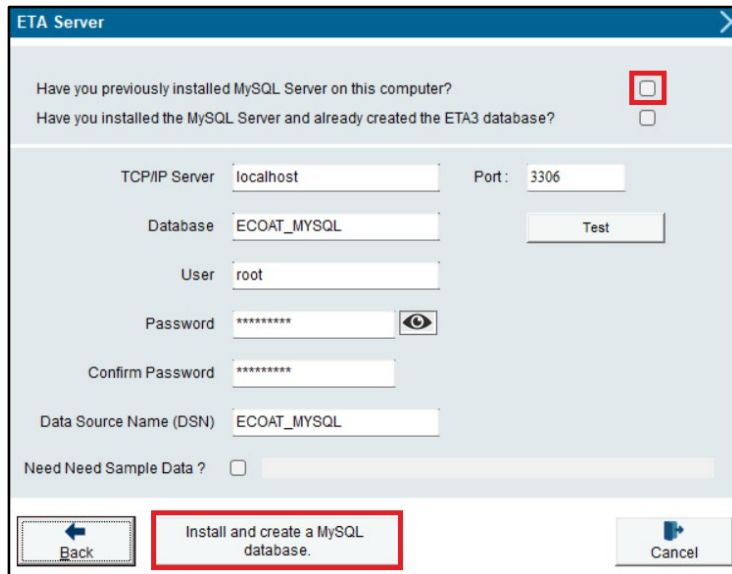


If this is server PC, select “**This is Server PC**”, then Click “**Next**” button.

For Client PC, select “**This is Viewer PC**”, then Click “**Next**” button.

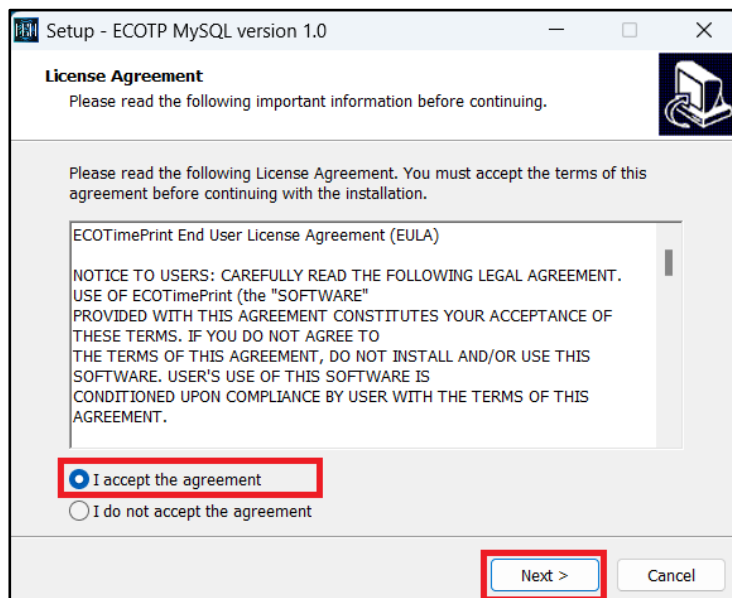
For new user without MySQL server, select **“Install and create a MySQL database”**

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



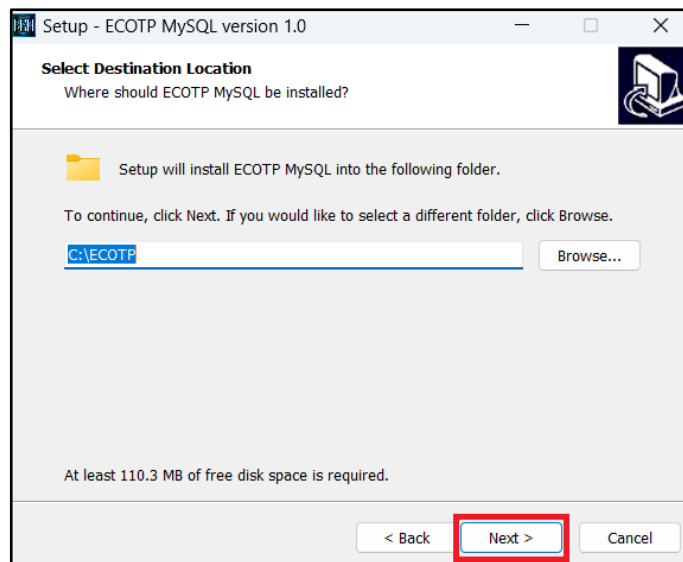
The image shows the 'ETA Server' configuration window. It has a title bar with 'ETA Server' and a close button. The main area contains two questions with checkboxes: 'Have you previously installed MySQL Server on this computer?' (checked) and 'Have you installed the MySQL Server and already created the ETA3 database?' (unchecked). Below these are input fields for 'TCP/IP Server' (localhost), 'Port' (3306), 'Database' (ECOAT_MYSQL), 'User' (root), 'Password' (masked with asterisks), 'Confirm Password' (masked with asterisks), and 'Data Source Name (DSN)' (ECOAT_MYSQL). There is a 'Test' button next to the Database field. At the bottom, there is a 'Need Sample Data?' checkbox (unchecked). The bottom of the window has three buttons: 'Back', 'Install and create a MySQL database.' (highlighted with a red box), and 'Cancel'.

Click **Next**

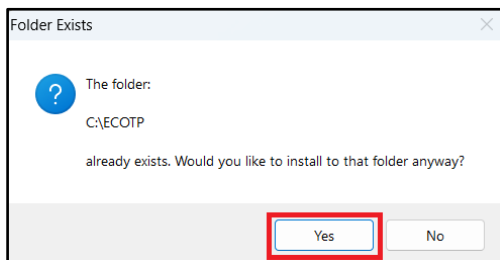


The image shows the 'Setup - ECOTP MySQL version 1.0' window. It has a title bar with the text 'Setup - ECOTP MySQL version 1.0' and standard window controls. The main area is titled 'License Agreement' and contains the text 'Please read the following important information before continuing.' followed by a scrollable text area containing the 'ECOTimePrint End User License Agreement (EULA)'. Below the text area are two radio buttons: 'I accept the agreement' (selected and highlighted with a red box) and 'I do not accept the agreement'. At the bottom right, there are two buttons: 'Next >' (highlighted with a red box) and 'Cancel'.

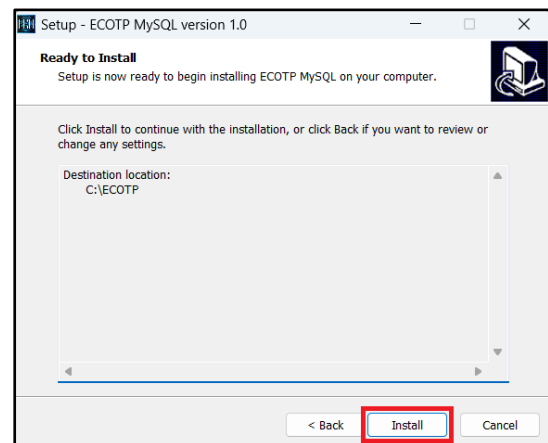
Click **Next**



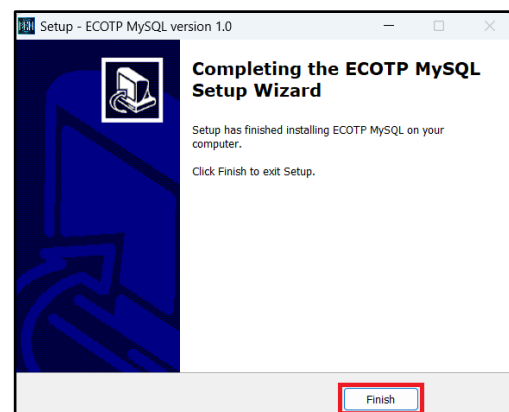
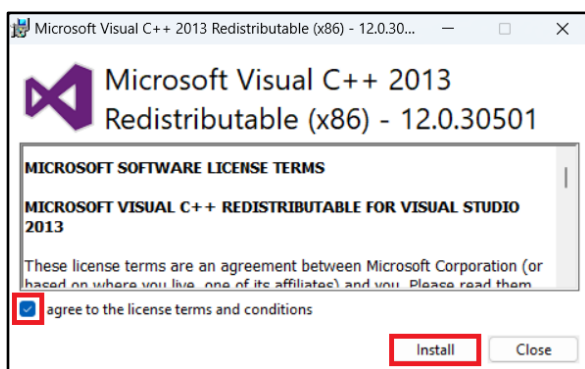
and **Yes**



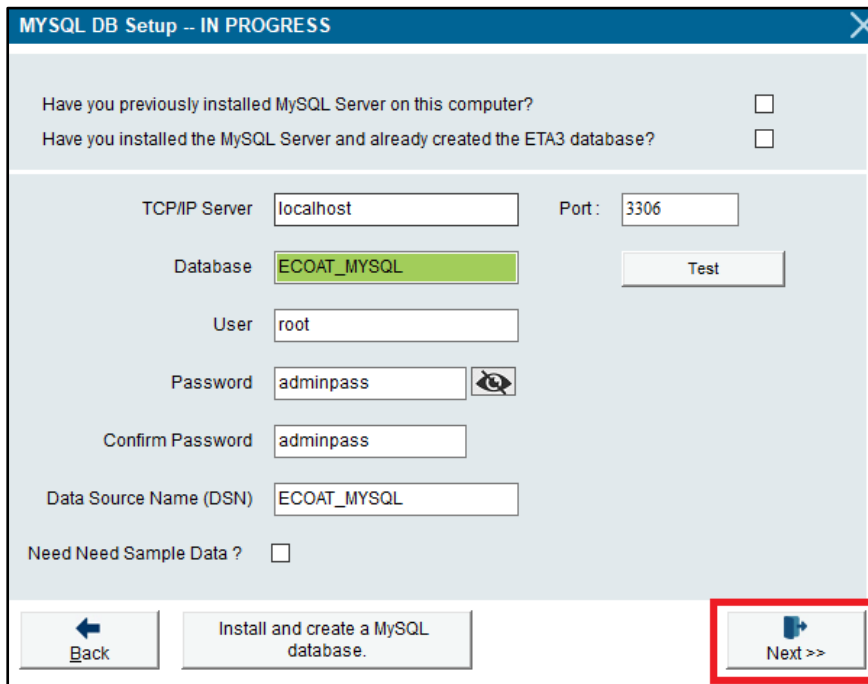
and **Install**



Tick and **Install** and you are **Finish**.



After complete, click **NEXT**



MySQL DB Setup -- IN PROGRESS

Have you previously installed MySQL Server on this computer? ☐

Have you installed the MySQL Server and already created the ETA3 database? ☐

TCP/IP Server: Port:

Database:

User:

Password:

Confirm Password:

Data Source Name (DSN):

Need Need Sample Data ? ☐

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



ECO TIMEPRINT

Sign In

User ID:

Password:

[Forgot Password](#)

Forgot Password

Please call your vendor to generate temporary password.

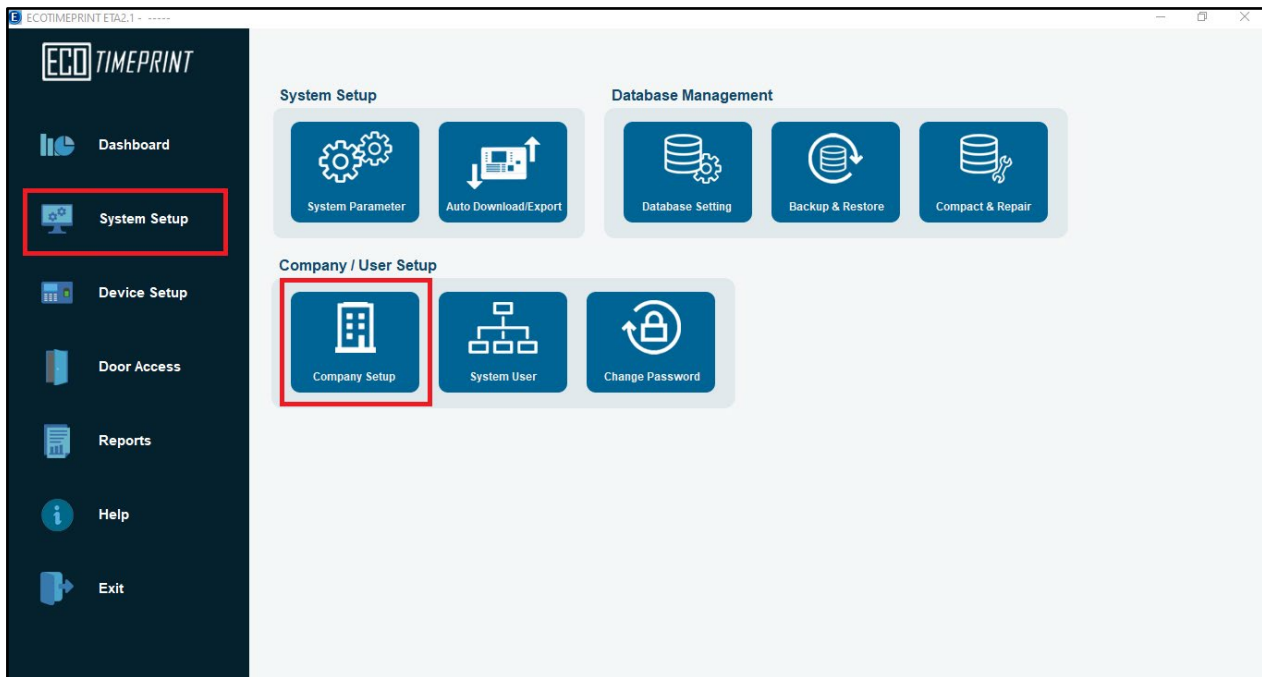
Recovery Key

54937

**** 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)*

Company - admin

Company Name

Registration No. Company Code

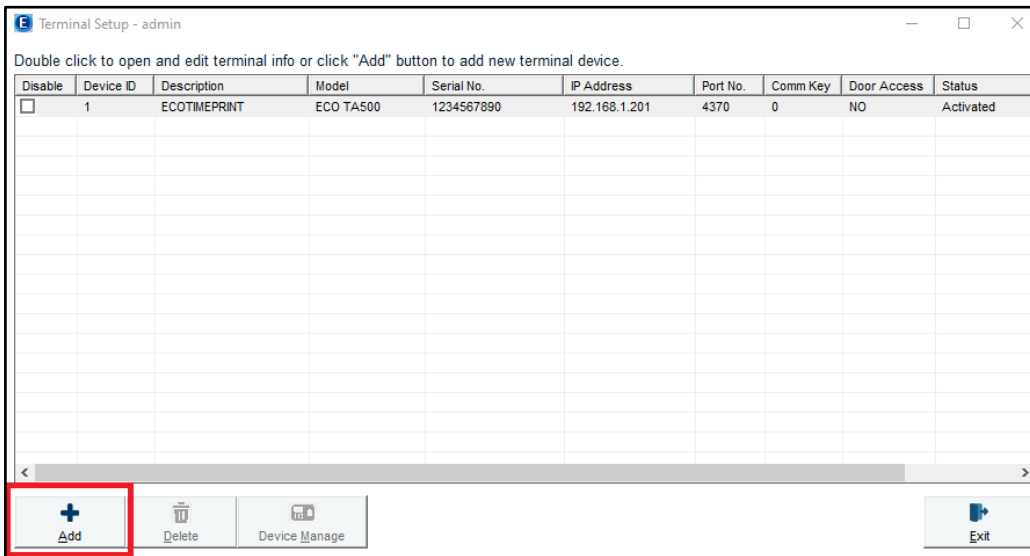
Address

Contact Person

Phone No. Fax No.

1.4 Terminal Setup

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



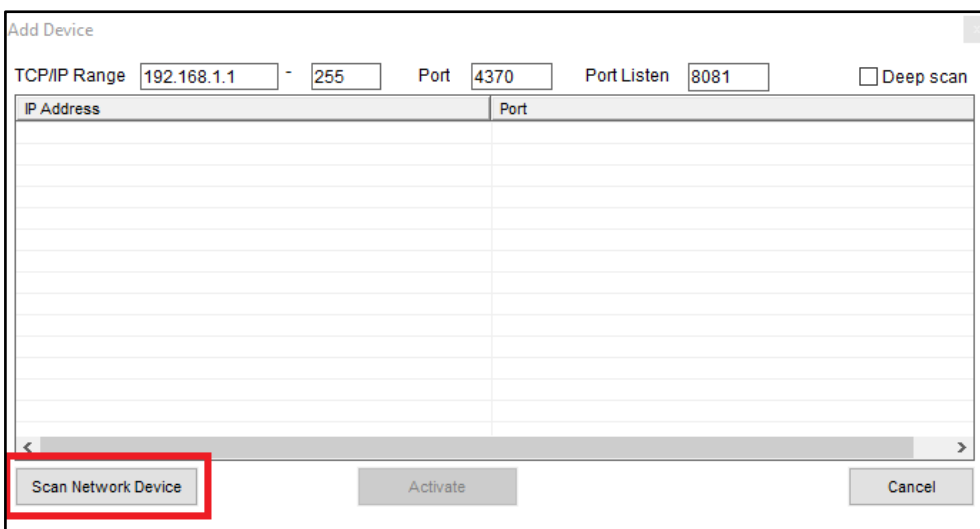
1.4.1 Activate Terminal License

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.



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 not include the logs for attendance calculation.

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

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

Step 2: Test on the terminal connection status

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

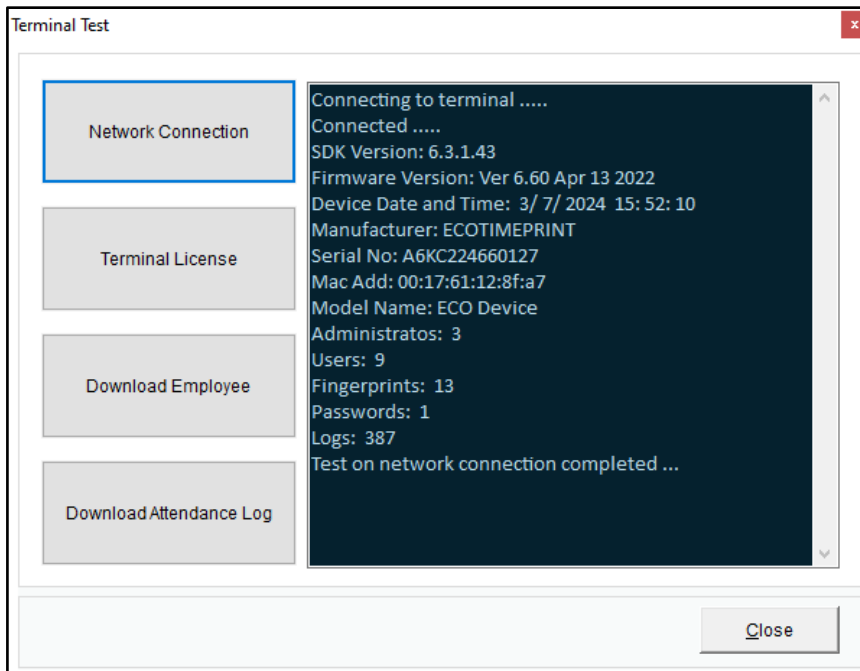
Activate Now

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.

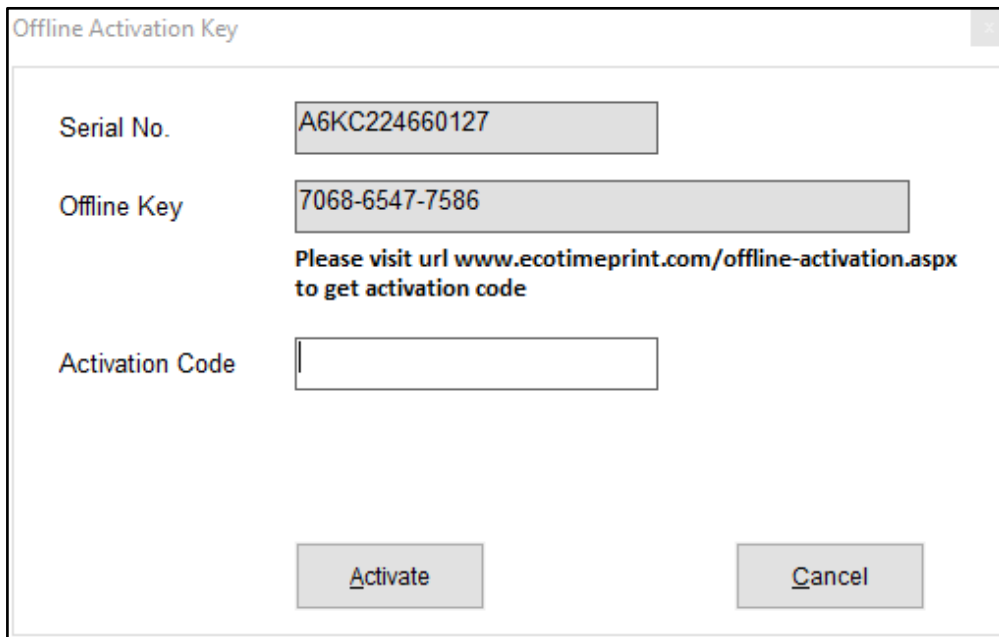
Step 3: Click **Activate Now** to activate terminal license

The screenshot shows a window titled "Terminal Setup". At the top, it says "PLEASE ENTER YOUR TERMINAL INFORMATION". The fields are as follows:

- Description: TimePrint
- Serial No.: (Redacted with a green box)
- Model: ECO 2200D (dropdown menu) with a "Select Model" button next to it. There is also a "Door Access Mode" checkbox which is unchecked.
- IP Address/ host: 192.168.1.241 with a "Ping" button next to it. Port: 4370
- Comm Key: 0
- Device ID: 2

At the bottom, there are three buttons: "Activate Now" (highlighted with a red border), "Test", and "Cancel".

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



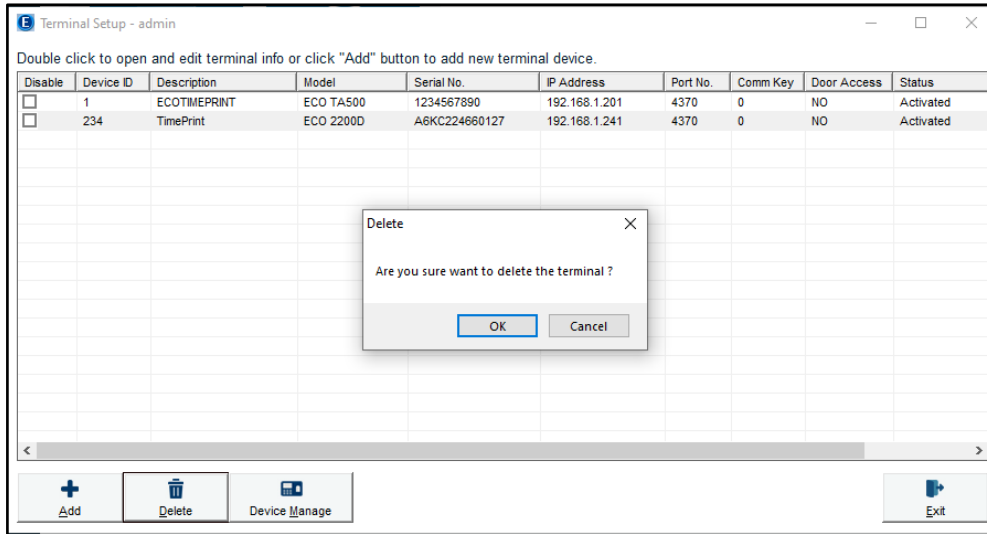
The image shows a software dialog box titled "Offline Activation Key". It contains three input fields: "Serial No." with the value "A6KC224660127", "Offline Key" with the value "7068-6547-7586", and "Activation Code" which is currently empty. Below the "Offline Key" field, there is a text instruction: "Please visit url www.ecotimeprint.com/offline-activation.aspx to get activation code". At the bottom of the dialog, there are two buttons: "Activate" and "Cancel".

Serial No.	A6KC224660127
Offline Key	7068-6547-7586
Please visit url www.ecotimeprint.com/offline-activation.aspx to get activation code	
Activation Code	
<div>Activate Cancel</div>	

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 be changed and uploaded to the terminals as and when required.

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

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

☐ Device Connection information:

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

□ **You must connect to the terminal before proceed following setting:**

- **Parameter** to specify the terminal's setting, for example Admin Count, Language Format, ID Length, Volume Size, Auto Off Time, AutoPower On, Verify Mode, Auto Learning, Auto Return Time, 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 the terminal.
- **Manager Count** specify the number of admin user in the terminal
- **PWD Count** specify the number of enrolled Password User in the terminal
- **New GLog Count** specify the number of New General Logs (Attendance Logs Not yet downloaded) in the terminal.
- **History GLog Count** specify the number of History General Logs (Attendance Logs have been downloaded) in the terminal.
- **Welcome Title** specify welcome title display in the terminal
- **Standby Title** specify standby title display in the terminal
- **Firmware Version** specify the terminal's Firmware Version
- **Alarm Setting** specify the Alarm in the terminal by Time, Cycle, and Delay. SN is the ID for the 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 and DateTime (From/To). It can be more than one Message ID to set in the terminal.
- **Reset Device Option** to all device's option to factory setting

The **Device Manage** window contains the following sections:

- General Settings:** Device ID (6), Comm Key (0), IP/Host Address (192.168.1.203), Port (5500), Parameter (dropdown), Value (text), Time (text), and a **Connect** button.
- Counters:** User Count, Manager Count, FP Count, PWD Count, Card Count, New SLog Count, History SLog Count, and History GLog Count, each with a **Get** button.
- Titles:** Welcome Title and Standby Title, each with **Get** and **Set** buttons.
- Shutdown Setting:** Type (dropdown), SN (dropdown), Time (dropdown), **Enable** checkbox, and **Get** and **Set** buttons.
- Alarm Setting:** SN (dropdown), Time (dropdown), Cycle (dropdown), Delay (0), and **Get** and **Set** buttons.
- Identification:** Enrol No. and Card No. with **Get** buttons.
- Buttons:** **Message Setting**, **Reset Device Option**, and **Exit**.

The **Message Settings** window contains the following fields:

- Message ID:** dropdown menu.
- Type:** dropdown menu.
- Employee ID:** text field (0).
- Begin Datetime:** dropdown menu (2017-12-27 21:15).
- End Datetime:** dropdown menu (2017-12-28 21:15).
- Content:** text area.
- Enable:** checkbox.
- Buttons:** **Get**, **Set**, and **Exit**.

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 Manage

Device Connect | Device Date Time | Workcode

IP Address: 192.168.1.241 | Set IP Address | Restart Device

Port: 4370 | Connect | Disconnect | Clear Administrator

Comm Key: 0 | Set Comm Key | Open Door | 1000 Delay (ms)

Baud Rate: 115200 | Get Device Info

Device No.: 1 | Door Lock Delay: 5 | Set Door Lock Delay | Enable Device Validity Period: ☐ Set

Update User ID to 9 Digit | Message Setting | Message show delays (s): 3 | Set Message Delay

Message Setting

Message ID: 1 (e.g. 1, 2, 3) | Get Message

Content: [Large Green Box] | Select Message Users

Valid Minutes: 1 | Start Time: [Empty] (YYYY-MM-DD HH:MM) | Delete Message

□ **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"

Device Manage

Device Connect | **Device Date Time** | Workcode

Date : Day Month Year

Time : Hour Minute Second

SDK Version: 6.3.1.43
Firmware Version: Ver 6.60 Apr 13 2022
Device Date and Time: 3/7/2024 16:8:0
Manufacturer: ECOTIMEPRINT
Serial No: A6KC224660127
Mac Add: 00:17:61:12:8f:a7
IP Address: 192.168.1.241
Device ID: 27
Model Name: ECO Device

□ **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

Device Manage

Device Connect | Device Date Time | **Workcode**

☒ Select All ☐ Clear All

Work Code	Work Code Description
<input type="checkbox"/> 1	
<input type="checkbox"/> 2	
<input type="checkbox"/> 3	
<input type="checkbox"/> 4	
<input type="checkbox"/> 5	

☒ Select All ☐ Clear All

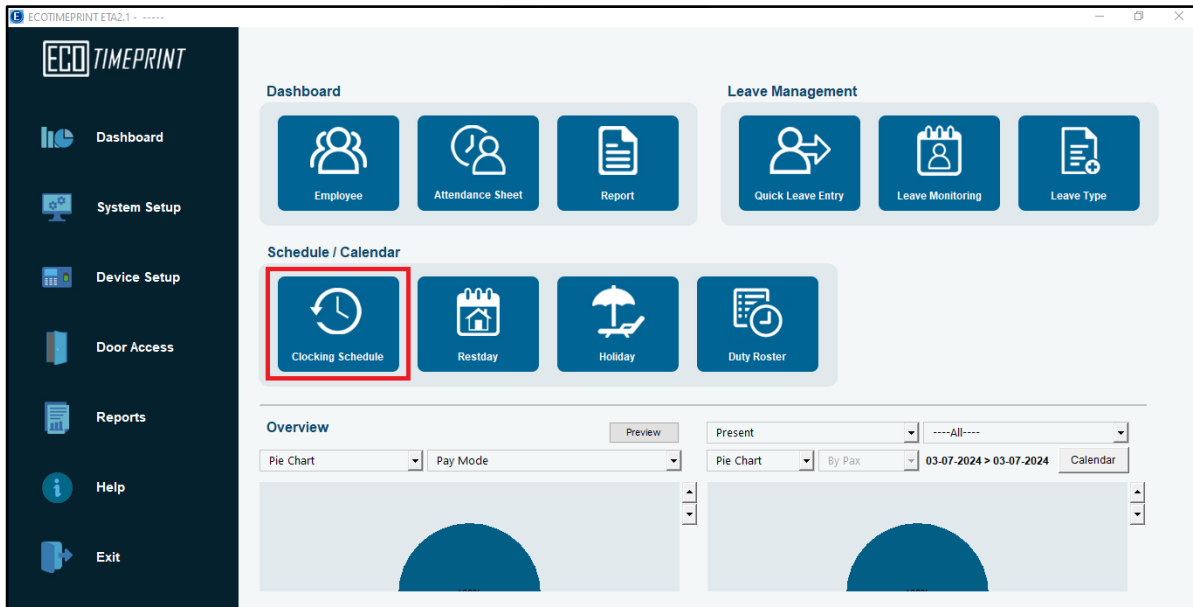
Device ID	Description	Serial No.	IP Address	Port No.	Status
<input checked="" type="checkbox"/> 1	ECOTIMEPRINT	1234567890	192.168.1.201	4370	
<input checked="" type="checkbox"/> 234	TimePrint	A6KC224660127	192.168.1.241	4370	

Work Code Description:

SDK Version: 6.3.1.43
Firmware Version: Ver 6.60 Apr 13 2022
Device Date and Time: 3/7/2024 16:8:0
Manufacturer: ECOTIMEPRINT
Serial No: A6KC224660127
Mac Add: 00:17:61:12:8f:a7
IP Address: 192.168.1.241
Device ID: 27
Model Name: ECO Device

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.**

Schedule No.	Schedule Description	Schedule Type
0		Weekly
1		Weekly
2		Weekly
3		Weekly
4		Weekly
5		Weekly
6		Weekly
7		Weekly
8		Weekly
9		Weekly
10		Weekly
11		Weekly
12		Weekly
13		Weekly
14		Weekly
15		Weekly
16		Weekly
17		Weekly
18		Weekly
19		Weekly
20		Weekly
21		Weekly
22		Weekly
23		Weekly

At the bottom of the table, there are buttons for Update, Delete, Copy To, Employee Schedule, Print, and Exit.

□ 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.

The screenshot shows a window titled "Clock Schedule - admin" with a table of schedules. The table has three columns: "Schedule No.", "Schedule Description", and "Schedule Type". The first row (Schedule No. 0) is highlighted in blue. Below the table is a toolbar with several buttons: "Update" (highlighted with a red box), "Delete", "Copy To", "Employee Schedule", "Print", and "Exit".

Schedule No.	Schedule Description	Schedule Type
0	-	Weekly
1		Weekly
2		Weekly
3		Weekly
4		Weekly
5		Weekly
6		Weekly
7		Weekly
8		Weekly
9		Weekly
10		Weekly
11		Weekly
12		Weekly
13		Weekly
14		Weekly
15		Weekly
16		Weekly
17		Weekly
18		Weekly
19		Weekly
20		Weekly
21		Weekly
22		Weekly
23		Weekly

- 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

Click this to copy schedule

Clocking Indicator

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

□ Meaning of Colour Indicator

- **Orange** colour indicates Work Time
- **Green** colour indicates Overtime
- **Blue** colour indicates Rest Time
- Grey colour indicates none of above

- To copy the working time from one to another, clicking on “E” button to copy it, and Click on another “E” to paste the schedule into it. For Example, if I want to copy Monday working time to Tuesday, first I click on “E” button of Monday, and next I click “E” button of Tuesday to paste it.

Tab 2: Parameter

Clock Schedule - admin

Schedule No. Schedule Description Schedule Type

Schedule

Calendar

Holiday Calendar Overtime if work in Holiday ☒

Restday Calendar Overtime if work in Restday ☐

Basic Parameter

Consecutive clocking minutes consider as double punch in Minute (s)

Clocking time consider as same working day if within Hour (s)

Always deduct from work hours Minute (s)

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

Overtime & Short

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

Minimum Early In minute (s) to entitled overtime

Minimum Late Out minute (s) to entitled overtime

Deduct Short from Overtime ☐

Deduct Short from Overtime & Worktime ☒

Always show Short even deduction from Overtime & Worktime ☐

Parameter

Overtime Rounding Table

No.	Minutes -->	<-- Minutes	Minutes
0	0	0	0

Copy overtime rounding table from Schedule

Short Rounding Table

No.	Minutes -->	<-- Minutes	Minutes
0	0	0	0

Copy short rounding table from Schedule

Workday Rounding Table

No.	Minutes -->	<-- Minutes	Day
0	0	0	0.000

Copy workday rounding table from Schedule

☐ **Holiday Calendar**

Holiday Calendar Overtime if work in Holiday ☒

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

☐ **Overtime if work in Holiday**

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

☐ **Rest day Calendar**

Restday Calendar Overtime if work in Restday ☐

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

☐ **Overtime if work in Restday**

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

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

Maximum no. of hours allowed to claim for overtime 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 Minute (s)

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

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

Clocking time consider as same working day if within 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

- 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

- 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

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

- 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

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

Copy overtime rounding table from Schedule

- 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 round to 10 minutes.

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

Overtime Rounding Table

Minutes ---> <-- Minutes Minutes

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

Copy overtime rounding table from Schedule

- 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

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

Copy short rounding table from Schedule

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

- You can also copy rounding table from one schedule another schedule.
- For example copy rounding table from schedule 1 by select schedule “1” in the dropdown 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)

The screenshot shows the 'Clock Schedule - admin' window. At the top, there are fields for 'Schedule No.' (0), 'Schedule Description' (General Worker), and 'Schedule Type' (Shift). Below these are two tabs: 'Schedule' and 'Parameter'. The 'Schedule' tab is active, showing a timeline with colored blocks representing work and rest periods. The timeline starts at 08:00, followed by an orange block (Work Time) ending at 12:00, a blue block (Rest Time) ending at 13:00, another orange block (Work Time) ending at 17:00, and a green block (Overtime) ending at 18:00. Below the timeline, there is a field for 'Overtime if hour exceeds' set to 08:00. At the bottom, there are buttons for 'Save', 'Additional Parameter', and 'Close'. A legend at the bottom left identifies the colors: Work Time (orange), Rest Time (blue), Overtime (green), and None (white).

2.1.3 Shift-X Schedule

The screenshot shows the 'Clock Schedule - admin' window with the 'Schedule Type' set to 'Shift-X'. The 'Schedule' tab is active, showing a timeline with colored blocks representing work and rest periods. The timeline starts at 08:00, followed by an orange block (Work Time) ending at 12:00, a blue block (Rest Time) ending at 13:00, another orange block (Work Time) ending at 17:00, and a green block (Overtime) ending at 18:00. Below the timeline, there is a field for 'Overtime if hour exceeds' set to 08:00. At the bottom, there are buttons for 'Save', 'Additional Parameter', and 'Close'. A legend at the bottom left identifies the colors: Work Time (orange), Rest Time (blue), Overtime (green), and None (white).

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.

The screenshot shows the 'Clock Schedule - admin' window. At the top, there are fields for 'Schedule No.' (0), 'Schedule Description' (General Worker), and 'Schedule Type' (Flexi). Below this, the 'Schedule' tab is active, displaying a weekly schedule from Monday to Sunday. Each day has a timeline with colored bars representing work (orange), rest (blue), and overtime (green) periods. For example, Monday shows work from 08:00 to 12:00, rest from 12:00 to 13:00, and work from 13:00 to 17:00. A legend at the bottom identifies these colors: Work Time (orange), Rest Time (blue), and Overtime (green). At the bottom right, there are buttons for 'Save', 'Additional Parameter', and 'Close'.

❖ Parameter - Flexi Schedule

The screenshot shows a dialog box with the text 'Calculate using only the time of first IN and last OUT (Excluding any intermediate periods)' and a checked checkbox.

- 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 actual attendance record.
- Flexi and Shift Schedule can be combined into a Multiple shift

The screenshot displays the 'Clock Schedule - admin' window. At the top, there are fields for 'Schedule No.' (2), 'Schedule Description' (General Worker), and 'Schedule Type' (Multiple Shift). Below these, there are two tabs: 'Schedule' and 'Parameter'. The 'Schedule' tab is active, showing a section for 'Multiple Shift (Please enter the pre-scheduled code: - ie 1, 2, 3)'. This section contains several dropdown menus and checkboxes. The first dropdown menu shows '0' and '1'. Below it, there are checkboxes for 'Tick: Base 1 and Last-Out analysis; Untick: Based on First-In analysis', 'Use Work Code to Define Start Work', and 'Use Punch Status to Define Start Work'. At the bottom of the window, there are three buttons: 'Save', 'Additional Parameter', and 'Close'. On the left side, there are color-coded boxes for 'Work Time' (orange), 'Overtime' (green), 'Rest Time' (blue), and 'None' (grey).

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	<input type="checkbox"/>
Restday Calendar	1	Overtime if work in Restday	<input type="checkbox"/>




























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	<input type="checkbox"/>
Deduct Short from Overtime & Worktime	<input type="checkbox"/>
Always show Short even deduction from Overtime & Worktime	<input type="checkbox"/>

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

Clock Schedule - admin

Schedule No. Schedule Description Schedule Type

Schedule	Parameter
Monday  08:00  12:00  13:00  17:00                       	

In Additional Parameter

Additional Parameter

Basic Parameter

Holiday Schedule

If present considered one day work
☐

Overtime Considered as Work time
☐

Round Overtime before short
☐

Use Define Clocking Type
☐

Rest Time Setting (Calculation)

☒ Flexible Rest Time

Grace time period for rest time short in minute(s)

Rest Time (1)

Rest Time (2)

Rest Time (3)

Rest Time (4)

Rest Time (5)

00:00

00:00

00:00

00:00

00:00

☐ Combine all rest time to calculate short

☐ Non-Flexible Rest Time

Overtime if Late Out at Rest Time
☐

Overtime if Early In at Rest Time
☐

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

0

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

0

Schedule Range (Clocking Time Arrangement)

Clock (1)

Clock (2)

Clock (3)

Clock (4)

Clock (5)

Clock (6)

Clock (7)

Clock (8)

Clock (9)

Clock (10)

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

Round Type

Minutes -->

<-- Minutes

Minutes

LATE IN

0

0

S

Add

No.	Round Type	Minutes -->	<-- Minutes	Minutes

<

>

Copy rounding table from Schedule

Apply

Save

Close

Advanced Options

❖ **Holiday Schedule**

Holiday Schedule

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

❖ **If present consider one day work**

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 click on the record to change to clock type to “IN” or “OUT” in *Attendance logs*

❖ **Flexible Rest Time**

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

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

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

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

- Use *Combine rest time short* if you want to combine the total of rest time to calculate the short.

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

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

❖ **Non-Flexible Rest Time**

<input checked="" type="radio"/> Non-Flexible Rest Time			
Overtime if Late Out at Rest Time	<input type="checkbox"/>	Minimum Late Out minute (s) at Rest Time to entitled overtime	<input type="text" value="0"/>
Overtime if Early In at Rest Time	<input type="checkbox"/>	Minimum Early In minute (s) at Rest Time to entitled overtime	<input type="text" value="0"/>

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

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

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

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

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

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

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

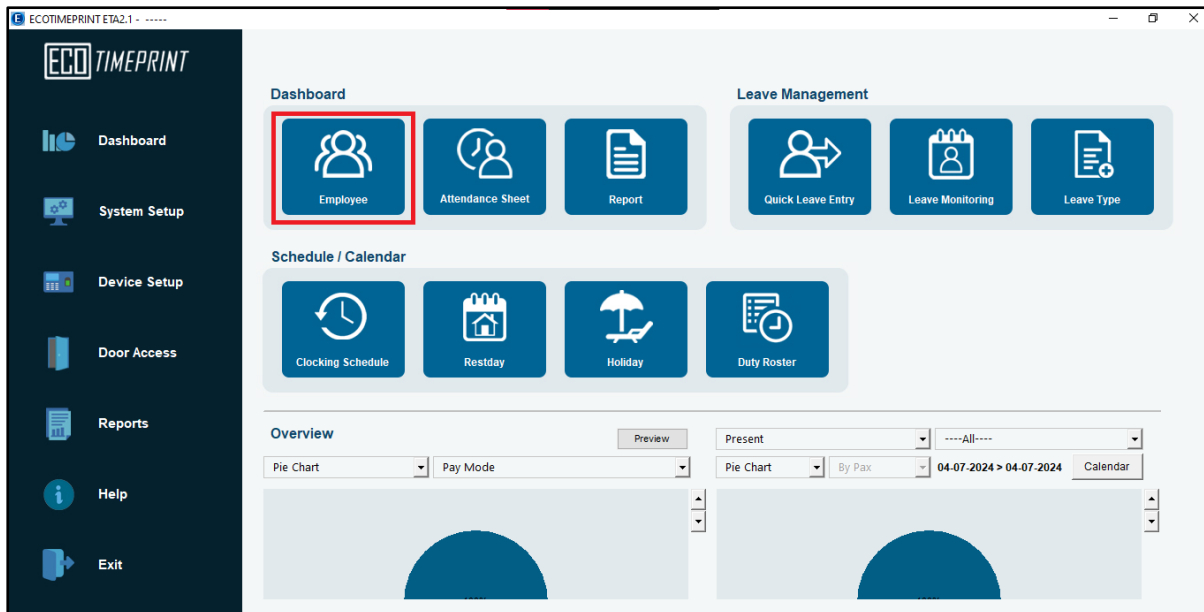
❖ Short Rounding for Late in (First Clock) & Early Out (Last Clock)

No.	Round Type	Minutes -->	<-- Minutes	Minutes

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 assign into the clocking schedule in order to show the accurate information in the attendance sheet.

The screenshot shows the 'Employees - admin' form. At the top, there is a search bar and buttons for 'Search', 'Multiple Search', and 'Multiple Edit'. Below this is a table with columns: No., Employee ID, Payroll ID, Employee Name, Nickname, IC No., Passport No., Date of Birth, Gender, Pay Mode, Religion, Department, Position, and Nationality. The table is currently empty. Below the table is a form for adding or editing an employee. The form includes fields for Employee ID, Payroll ID, Employee Name, Nickname, IC No., Date of Birth, Gender (MALE), Pay Mode, Race, Payroll Station, Department, Position, Schedule (highlighted with a red box), Date Join/Confirmation, Password, Privilege (USER), Contact No., Pay Type, Bank, Account No., Address, Resigned/Expiry Date, Card Number, Suspend (NO), and Email Address. At the bottom, there are buttons for Save, Download Employee, Update Employee, Delete Employee | PC, Delete Employee | Terminal, and Exit.

❖ Register Employee Data in Terminal Device

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

3.1 Download Employee

3.1.1 Download Employee - From Network

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

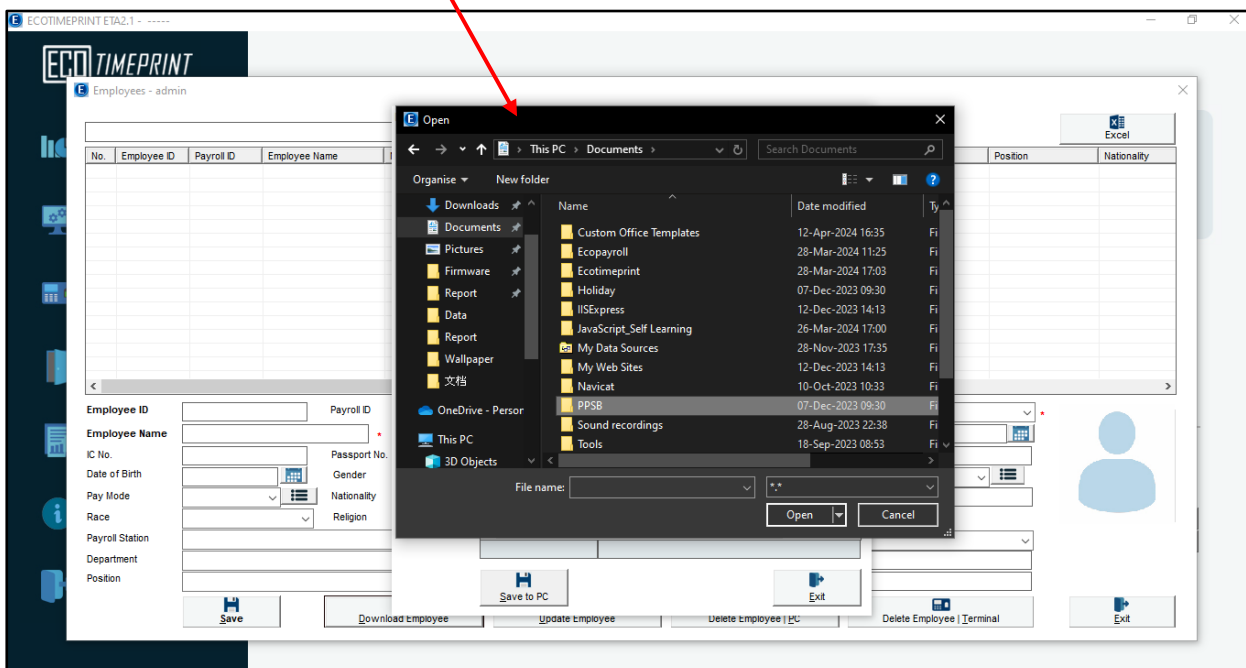
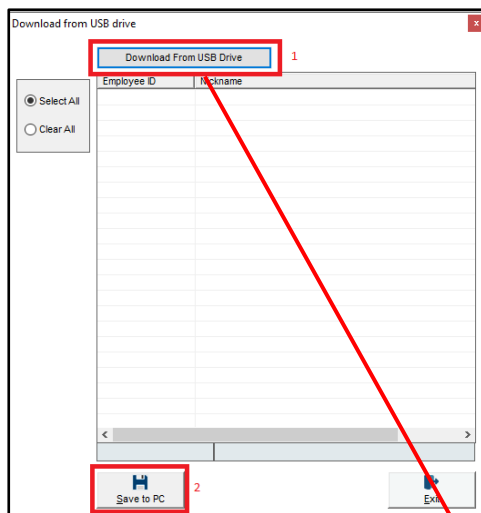
The screenshot shows the 'Employees - admin' window. At the bottom, there are several buttons: 'Save', 'Download Employee', 'Download from network', 'Download from USB drive', 'Delete Employee | PC', 'Delete Employee | Terminal', and 'Exit'. The 'Download from network' button is circled in red.

The 'Download Via Network' dialog box is shown. It has a 'Device ID' dropdown set to 'ECOTIMEPRINT (1)'. Below it are radio buttons for 'All' (selected) and 'Selected Employee'. To the right is a 'Retrieve From Terminal' button. Below these is a table with columns 'Employee ID' and 'Nickname'. At the bottom left are 'Select All' and 'Clear All' radio buttons. At the bottom right are 'Save to PC' and 'Exit' buttons.

Retrieve From
Terminal

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_00000000000000x.db.
- After Open the file, the list employees will show on the screen. Tick to select the employee, then Click **Save to PC** button.



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.

The screenshot shows a web-based form for entering employee information. The form is organized into several sections with labels and input fields. On the right side, there is a placeholder for an employee photo, represented by a blue circle with a red arrow pointing upwards towards it. At the bottom of the form, there are several buttons for actions like 'New', 'Save', 'Download Employee', 'Update Employee', 'Delete Employee | PC', 'Delete Employee | Terminal', and 'Exit'.

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 update employee's data from one terminal to another terminal.
 3. If you change a new terminal, you can update the thumb record from system database to terminal without to register employee's thumb.
- There are two methods to transfer of employee data from PC to terminal. Either use

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.

The 'Employees - admin' window displays a list of employees and a detailed form for editing an employee. The 'Update Employee' button is circled in red, and a red arrow points from it to the 'Update to terminal' button in the 'Update to terminal' window below.

The 'Update to terminal' window contains a table of devices and a list of employees. The 'Update to terminal' button is highlighted with a red box, and a red arrow points from it to a callout box. The 'Select All' radio button is also highlighted with a red box, and a red arrow points from it to a callout box.

Device ID	Description	IP Address	Status
<input checked="" type="checkbox"/> 1	ECOTIMEPRINT	192.168.1.201	
<input checked="" type="checkbox"/> 234	TimePrint	192.168.1.241	

Employee ID	Nickname	FingerPrint	Face	Ca
<input checked="" type="checkbox"/> 1	-	2	0	
<input checked="" type="checkbox"/> 2	-	2	0	
<input checked="" type="checkbox"/> 3	-	1	0	
<input checked="" type="checkbox"/> 4	-	2	0	
<input checked="" type="checkbox"/> 5	-	1	0	
<input checked="" type="checkbox"/> 6	-	2	0	
<input checked="" type="checkbox"/> 7	-	2	0	
<input checked="" type="checkbox"/> 999	-	0	0	
<input checked="" type="checkbox"/> 1234	-	1	0	

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.

[illegible]

3.4 Delete Employee | PC

You can delete the employee from system by using “Delete Employee | PC”.

The screenshot shows the 'Employees - admin' window. At the top, there is a search bar with 'Employee Name' and buttons for 'Search', 'Multiple Search', and 'Multiple Edit'. Below this is a table with columns: No., Employee ID, Payroll ID, Employee Name, Nickname, IC No., Passport No., Date of Birth, Gender, Pay Mode, Religion, Department, Position, and Nationality. The table contains 9 rows of data. Below the table, there are several input fields for employee details: Employee ID, Payroll ID, Employee Name, Nickname, IC No., Passport No., Date of Birth, Gender (set to MALE), Pay Mode, Nationality, Race, Religion, Payroll Station, Department, Position, Schedule (set to 0 - General Worker), Date Join/Confirmation, Password, Privilege (set to USER), Contact No., Pay Type, Bank, Account No., Address, Resigned/Expiry Date, Card Number, Suspend (set to NO), and Email Address. At the bottom, there are buttons for 'New', 'Save', 'Download Employee', 'Update Employee', 'Delete Employee | PC' (highlighted with a red box), 'Delete Employee | Terminal', and 'Exit'.

“Select” the employee you want to delete and click “delete”.

The screenshot shows the 'Delete Employee | PC' window. On the left, there are radio buttons for 'Select All' and 'Clear All'. Below these is a table with columns: Employee ID and Employee Name. The table contains 9 rows of data. A red box highlights the first row (Employee ID 1). In the center, there is a 'Delete' dialog box with the text 'Are you sure to delete ?' and 'OK' and 'Cancel' buttons. At the bottom, there is a 'Delete' button (highlighted with a red box) and an 'Exit' button.

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 to delete and Click **"Delete Employee | Terminal"**. Select the Terminal ID and Click **Confirm** button.

The screenshot shows the 'Employees - admin' window. At the top, there's a search bar and buttons for 'Search', 'Multiple Search', and 'Multiple Edit'. Below is a table with columns: No., Employee ID, Payroll ID, Employee Name, Nickname, IC No, Passport No., Date of Birth, Gender, Pay Mode, Religion, Department, Position, and Nationality. The table lists 9 employees. Below the table is a detailed form for an employee, with fields for Employee ID, Payroll ID, Schedule, Employee Name, Nickname, Date Join/Confirmation, Resigned/Expiry Date, IC No., Passport No., Password, Card Number, Date of Birth, Gender, Privilege, Suspend, Pay Mode, Nationality, Contact No., Email Address, Race, Religion, Pay Type, Bank, Department, Account No., Position, and Address. At the bottom, there are buttons: New, Save, Download Employee, Update Employee, Delete Employee | PC, **Delete Employee | Terminal** (highlighted with a red box), and Exit.

The 'Delete User' dialog box contains a table with columns: Device ID, Description, IP Address, and Status. It lists two devices: 1 (ECOTIMEPRINT, 192.168.1.201) and 234 (TimePrint, 192.168.1.241). Below the table are radio buttons for 'Show Non-Suspended Employee' (selected) and 'Show Suspended Employee'. There are also 'Select All' and 'Clear All' options. Below these is another table with columns: Employee ID, Employee Name, and Suspend. It lists 9 employees. At the bottom, there are checkboxes for 'Suspend the Employee' and 'Delete Employee | PC', and buttons for 'Confirm' and 'Exit'. Red arrows point from text boxes to these elements:

- Red arrow from 'Tick to select Terminal' points to the checkbox for device 1.
- Red arrow from 'Tick to select Employee' points to the checkbox for employee 1.
- Red arrow from 'Tick this to **delete** also employee from PC' points to the 'Delete Employee | PC' checkbox.
- Red arrow from 'If confirm to delete, click confirm' points to the 'Confirm' button.
- Red arrow from 'Tick to suspend = not show in attendance but still keep record in machine' points to the 'Suspend the Employee' checkbox.

Tick to select Terminal

Tick to select Employee

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

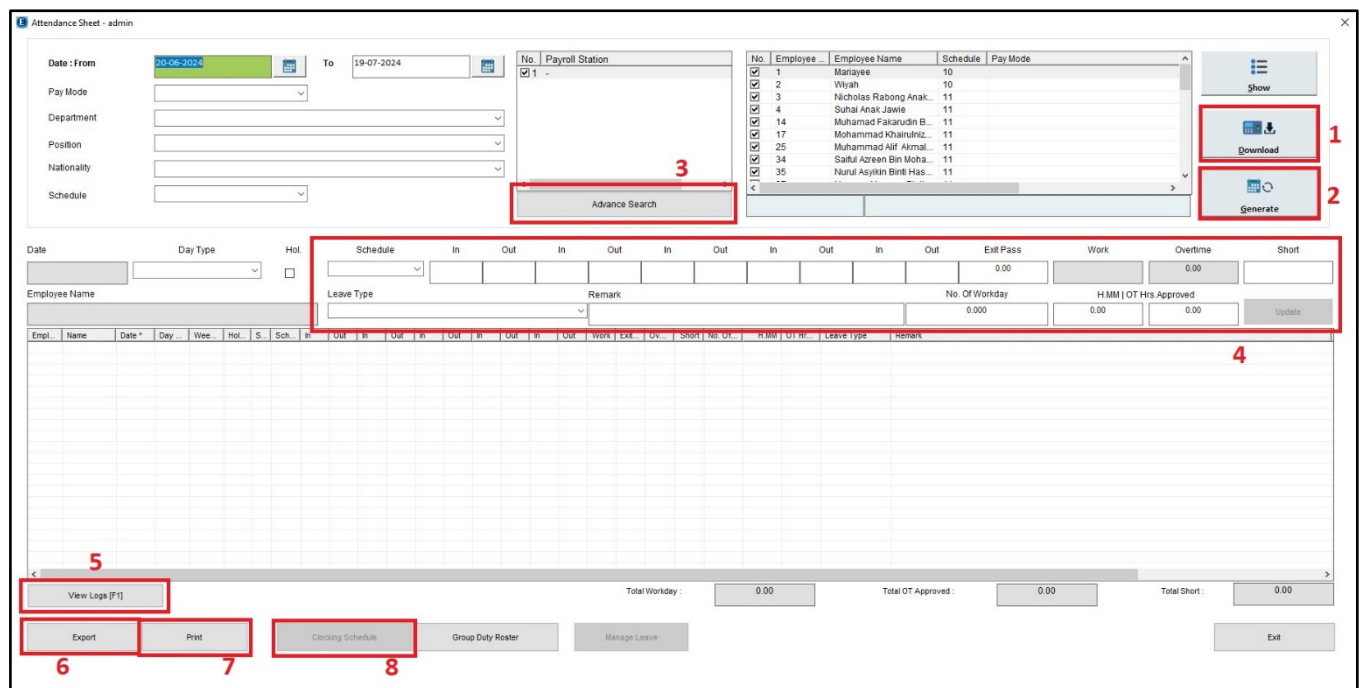
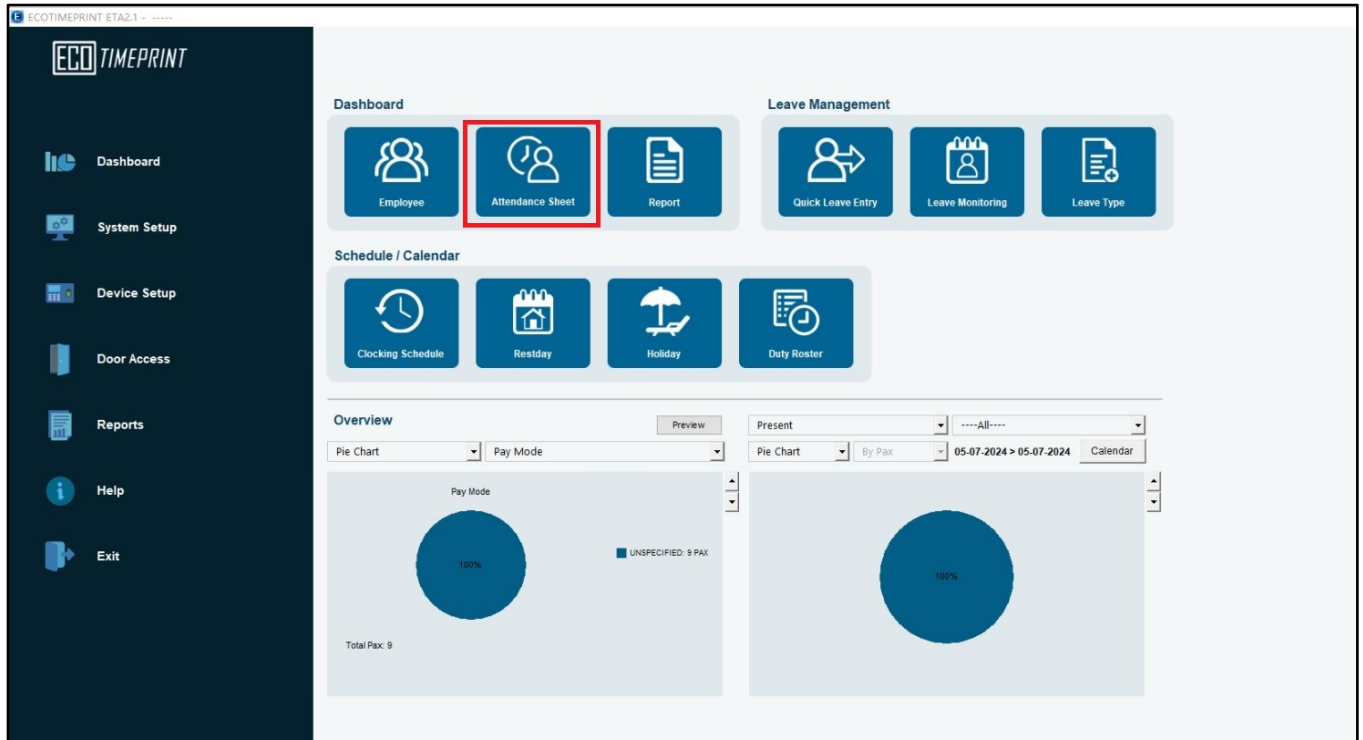
Tick to suspend = not show in attendance but still keep record in machine

If confirm to delete, click confirm

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:

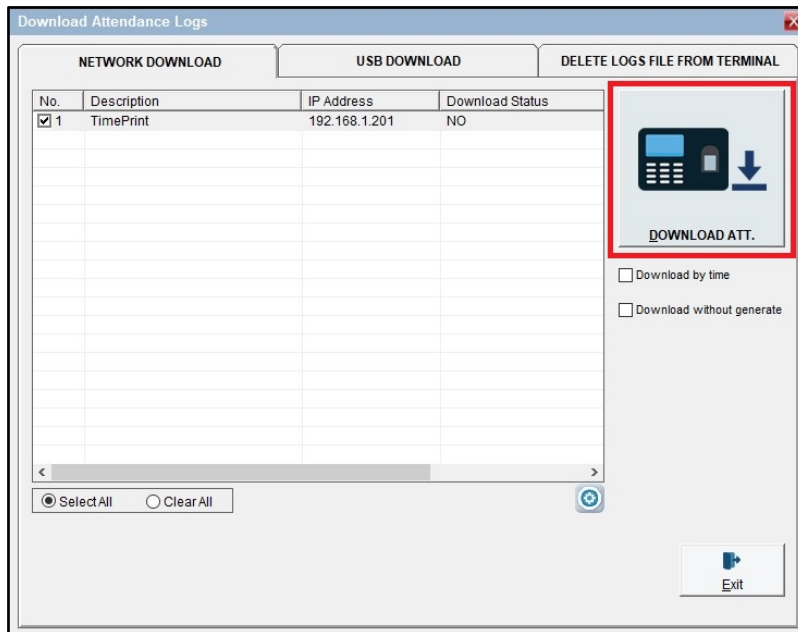
1. **Download** Attendance from Terminal (Network or USB Flash Drive)
2. **Generate** Attendance
3. **Search** Attendance Transaction
 - i. With Search Criteria
 - ii. Show Selected Employee's Attendance
 - iii. Advance Search
4. **Update** Attendance Data
5. **View Logs** from machine
6. **Export**
 - i. Export **Attendance with Template**
 - ii. Export **Attendance with Customize App**
7. **Print** Attendance Sheet
8. **Clock Schedule**

4.1 Download Attendance

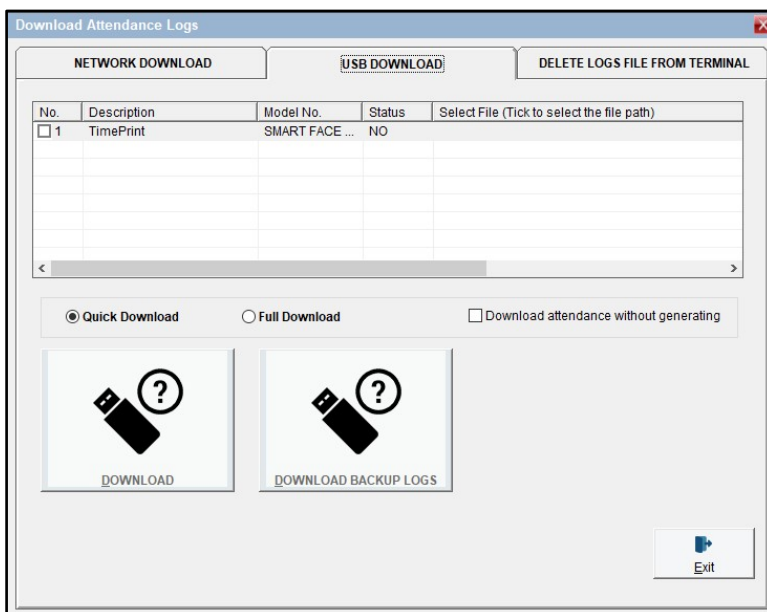
4.1.1 Download Attendance via Network

- 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.

Download Attendance Logs

NETWORK DOWNLOAD **USB DOWNLOAD** **DELETE LOGS FILE FROM TERMINAL**

No.	Description	IP Address	Download Status
<input checked="" type="checkbox"/> 1	TimePrint	192.168.1.201	NO
<input checked="" type="checkbox"/> 2	TimePrint	192.168.1.241	NO

Download Att.

☒ Select All ☐ Clear All

No.	Employee ID	Employee Name	Date	Time

From Time: 2024-07-01 12:00:00
To Time: 2024-07-05 03:40:29
Not applicable for all model

Please backup before proceed to delete attendance logs from device terminal.

Save Logs **Delete Logs** **Exit**

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

Download Attendance Logs

NETWORK DOWNLOAD **USB DOWNLOAD** **DELETE LOGS FILE FROM TERMINAL**

No.	Description	IP Address	Download Status
<input type="checkbox"/> 1	TimePrint	192.168.1.201	No
<input checked="" type="checkbox"/> 2	TimePrint	192.168.1.241	Success

Download Att.

☒ Select All ☐ Clear All

No.	Employee ID	Employee Name	Date	Time
397	1			
398	1			
399	3			
400	3			
401	1			
402	2			
403	1			
404	1	Mariayee	2024-07-05	12:19:24
405	2	Wiyah	2024-07-05	13:05:45
406	3	Nicholas Rabong Anak Isa	2024-07-05	13:18:41
407	1	Mariayee	2024-07-05	13:44:31

From Time: 2024-07-01 12:00:00
To Time: 2024-07-05 03:40:29
Not applicable for all model

Please backup before proceed to delete attendance logs from device terminal.

Save Logs **Delete Logs** **Exit**

Authorized User Password

Please enter admin Password.

Delete Logs **Cancel**

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

The screenshot shows the 'Generate Attendance' window with the following components and annotations:

- Select All / Clear All:** Radio buttons to select or clear all employees.
- Advance Search:** Button to perform an advanced search.
- Employee List Table:**

Employee ID	Employee Name	Schedule	Scl ^
<input checked="" type="checkbox"/> 1	Mariayee	10	Fle
<input checked="" type="checkbox"/> 2	Wiyah	10	Fle
<input checked="" type="checkbox"/> 3	Nicholas Rabong Anak Isa	11	Fle
<input checked="" type="checkbox"/> 4	Suhai Anak Jawie	11	Fle
<input checked="" type="checkbox"/> 14	Muhamad Fakarudin Bin Kamis	11	Fle
<input checked="" type="checkbox"/> 17	Mohammad Khairulnizam Bin Joha	11	Fle
<input checked="" type="checkbox"/> 25	Muhammad Alif Akmal Bin Nordin	11	Fle
<input checked="" type="checkbox"/> 34	Saiful Azreen Bin Mohamad Nora	11	Fle
<input checked="" type="checkbox"/> 35	Nurul Asyikin Binti Hashim	11	Fle
<input checked="" type="checkbox"/> 37	Nazeera Nazreen Binti Mohd Fau	11	Fle
<input checked="" type="checkbox"/> 46	Muhammad Sahir Bin Saruan	11	Fle
<input checked="" type="checkbox"/> 59	Nurin Aiman Binti Badrul Hisam	11	Fle
<input checked="" type="checkbox"/> 60	Muhammad Farhan Bin Roslan	11	Fle
<input checked="" type="checkbox"/> 69	Muhammad Wafiq Lee Bin Abdulla	11	Fle
<input checked="" type="checkbox"/> 77	Muhammad Abdul Salam Bin Yahya	11	Fle
<input checked="" type="checkbox"/> 84	Nur Azly Bin Rostam	11	Fle
<input checked="" type="checkbox"/> 86	Ahmad Tarmizi Bin Yusak	11	Fle
<input checked="" type="checkbox"/> 107	Mohd Azali Bin Raeman	11	Fle
<input checked="" type="checkbox"/> 112	Syed Fauzi Bin Agil	11	Fle
<input checked="" type="checkbox"/> 143	Mohamed Izzi Bin Khamsi	11	Fle
- No. Of Pax:** 37
- Selected Pax:** 37
- Date Range:** 20-06-2024 To 19-07-2024 (highlighted with a red box).
- Recalculate:** ☐ (Annotated: "Tick to calculate again the amended records").
- Overwrite and remove amended records:** ☐ (Annotated: "When you tick this, amended data will be removed").
- Don't Overwrite Day Type:** ☒ (Annotated: "When you tick this, amended data will be removed").
- Overwrite clocking schedule (Excluded Multiple Shift Schedule):** ☐ (Annotated: "Untick when have changes on day type (workday/restday)").
- Buttons:** Generate and Exit.

☒ Select All

☐ Clear All

Advance Search

Employee ID	Employee Name	Schedule	Scl
<input checked="" type="checkbox"/> 1	Mariayee	10	Fle
<input checked="" type="checkbox"/> 2	Wiyah	10	Fle
<input checked="" type="checkbox"/> 3	Nicholas Rabong Anak Isa	11	Fle
<input checked="" type="checkbox"/> 4	Suhai Anak Jawie	11	Fle
<input checked="" type="checkbox"/> 14	Muhamad Fakarudin Bin Kamis	11	Fle
<input checked="" type="checkbox"/> 17	Mohammad Khairulnizam Bin Joha	11	Fle
<input checked="" type="checkbox"/> 25	Muhammad Alif AkmalBin Nordin	11	Fle
<input checked="" type="checkbox"/> 34	Saiful Azreen Bin Mohamad Nora	11	Fle
<input checked="" type="checkbox"/> 35	Nurul Asyikin Binti Hashim	11	Fle
<input checked="" type="checkbox"/> 37	Nazeera Nazreen Binti Mohd Fau	11	Fle
<input checked="" type="checkbox"/> 46	Muhammad Sahir Bin Saruan	11	Fle
<input checked="" type="checkbox"/> 59	Nurin Aiman Binti Badrul Hisam	11	Fle

Pay Mode

Department

Position

Nationality

Schedule

Payroll Station

No.

Payroll Station

Show Suspended Employees

Search

To

To

To

To

Schedule Type

1

-

☐

Close

Generate

Exit

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 than xx time(s)
 - Click Show button to display the result.
 - Click Close button to hide Advance Search from screen.

The screenshot displays the 'Attendance Sheet - admin' window. It features three main sections: 'Employee Filter', 'Employee Listing', and 'Employee Attendance'.

Employee Filter: Includes fields for Date (From: 01-06-2024, To: 30-06-2024), Pay Mode, Department, Position, Nationality, and Schedule. A red box highlights this section.

Employee Listing: A table with columns: No., Employee Name, Schedule, and Pay Mode. It lists employees: 1 (Mariayee), 2 (Wiyah), 3 (Nicholas Rabong Anak...), 4 (Suhai Anak Jawie), and 14 (Muhamad Fakarudin B...). A red box highlights this section.

Employee Attendance: A large table with columns: Empl., Name, Date, Day, Wee., Hol., S., Sch., In, Out, In, Out, In, Out, In, Out, Work, Ext., Ov., Short, No. Of., H.MM, OT Hr., Leave Type, and Remark. It shows attendance records for Mariayee from 01-06-2024 to 12-06-2024. A red box highlights this section.

At the bottom, there are buttons for 'View Logs [F1]', 'Export', 'Print', 'Clocking Schedule', 'Group Duty Roster', 'Manage Leave', and 'Exit'. Summary statistics are also displayed: Total Workday: 11.000, Total OT Approved: 0.00, Total Short: 0.00.

The 'Advance Search' dialog box contains the following options:

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

There is a text input field for 'time (s)' with the value '0'. At the bottom are 'Show' and 'Close' buttons.

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

Attendance Sheet - admin

Date : From 01-06-2024 To 30-06-2024

Pay Mode:

Department:

Position:

Nationality:

Schedule:

☐ Late In ☐ On Leave

☐ Early Out ☐ Overtime

☐ Absent ☐ Exit Pass

☐ Miss Punch ☐ Amended

☐ Clock less than 0 time (s)

Show Close

No.	Employee ...	Employee Name	Schedule	Pay Mode
1	Mariayee	Mariayee	10	
2	Wiyah	Wiyah	10	
3	Nicholas Rabong Anak...	Nicholas Rabong Anak...	11	
4	Suhai Anak Jawie	Suhai Anak Jawie	11	
14	Muhamad Fakarudin B...	Muhamad Fakarudin B...	11	

Show Download Generate

Date	Day Type	Hol.	Schedule	In	Out	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	Work	Overtime	Short
2024-06-05	WORKDAY	<input type="checkbox"/>	10	07:05	16:33												8.00	0.03	0.00
Employee Name				Leave Type		Remark		No. Of Workday		H.MM OT Hrs Approved		Update							
Mariayee								1.000		0.00		0.00							

Empl...	Name	Date *	Day ...	Wee...	Hol...	S...	Sch...	In	Out	In	Out	In	Out	In	Out	In	Out	Work	Exit	Ov...	Short	No. Of...	H.MM	OT Hf...	Leave type	Remark
1	Mariayee	01-06...	REST...	Satur...		10												0.00	0.00	0.00	0.00	0.000	0.00	0.00	OFFDAY	
1	Mariayee	02-06...	REST...	Sund...		10												0.00	0.00	0.00	0.00	0.000	0.00	0.00		
1	Mariayee	03-06...	WOR...	Mond...		10												0.00	0.00	0.00	0.00	0.000	0.00	0.00		
1	Mariayee	04-06...	WOR...	Tues...		10												0.00	0.00	0.00	0.00	0.000	0.00	0.00		
1	Mariayee	05-06...	WOR...	Wed...		10		07:05	16:33									8.00	0.00	0.03	0.00	1.000	0.00	0.00		
1	Mariayee	06-06...	WOR...	Thur...		10		07:00	16:34									8.00	0.00	0.04	0.00	1.000	0.00	0.00		
1	Mariayee	07-06...	WOR...	Friday		10		06:52	16:33									8.00	0.00	0.03	0.00	1.000	0.00	0.00		
1	Mariayee	08-06...	REST...	Satur...		10												0.00	0.00	0.00	0.00	0.000	0.00	0.00	OFFDAY	
1	Mariayee	09-06...	REST...	Sund...		10												0.00	0.00	0.00	0.00	0.000	0.00	0.00		
1	Mariayee	10-06...	WOR...	Mond...		10		06:58	16:34									8.00	0.00	0.04	0.00	1.000	0.00	0.00		
1	Mariayee	11-06...	WOR...	Tues...		10		06:56	16:35									8.00	0.00	0.05	0.00	1.000	0.00	0.00		
1	Mariayee	12-06...	WOR...	Wed...		10		07:03	16:33									8.00	0.00	0.03	0.00	1.000	0.00	0.00		

View Logs [F1]

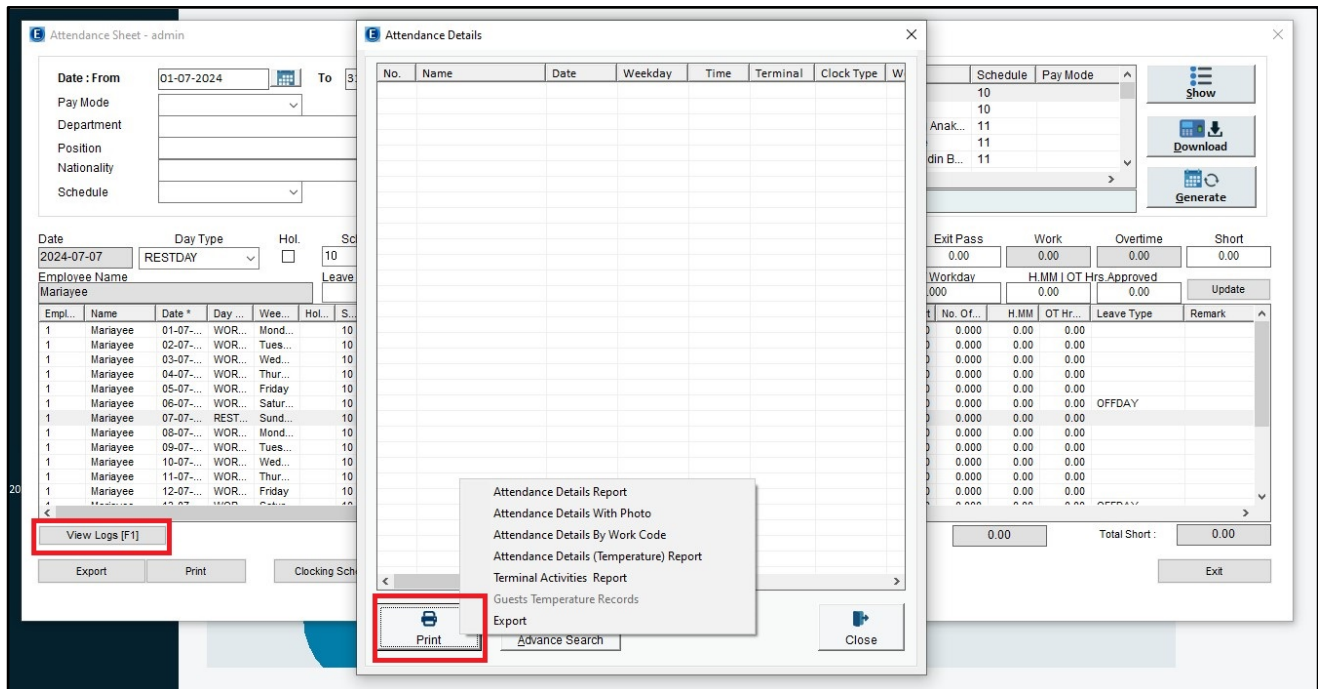
Total Workday : 11.000 Total OT Approved : 0.00 Total Short : 0.00

Export Print Clocking Schedule Group Duty Roster Manage Leave Exit

4.5 View Logs

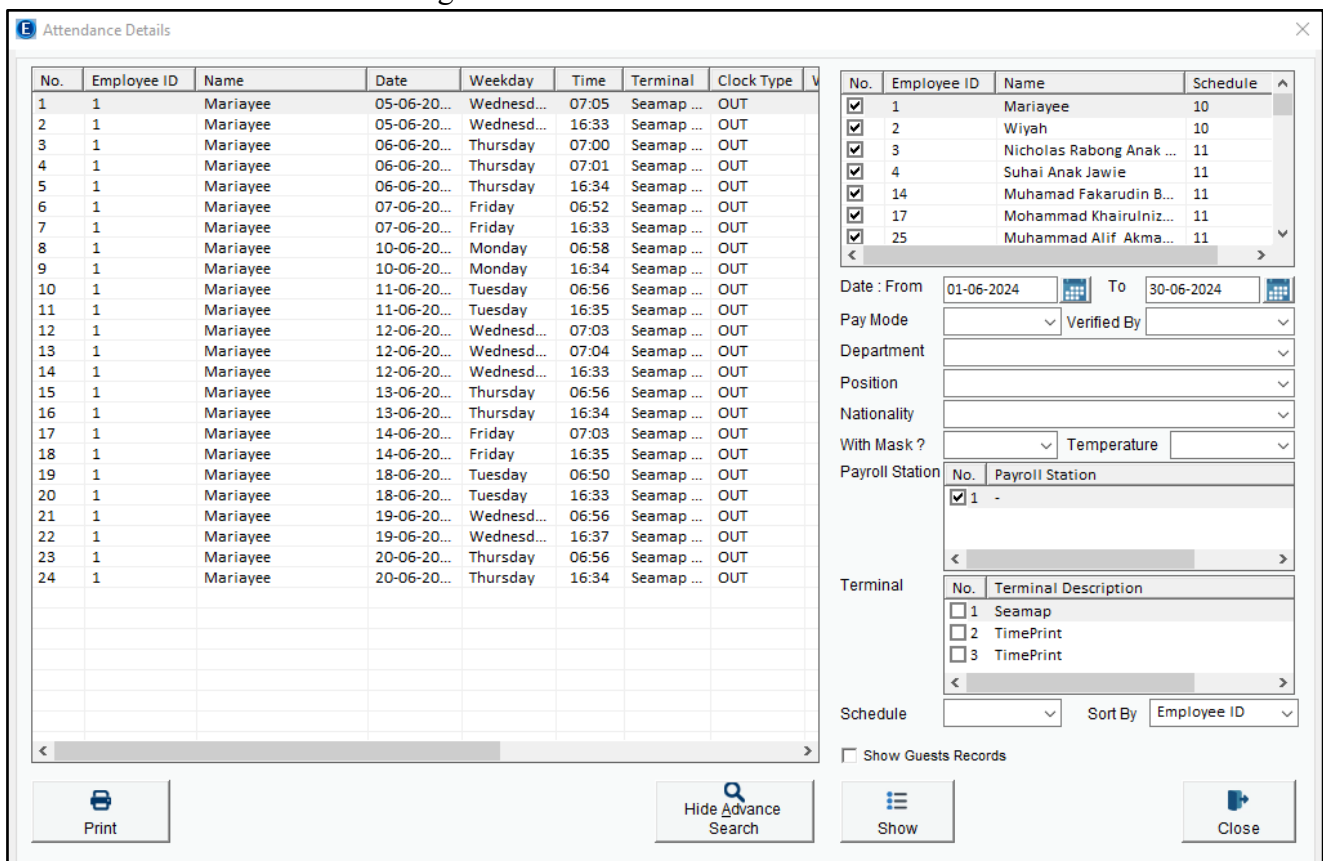
• Simple Search Mode

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.

The screenshot displays the 'Attendance Sheet - admin' window with a table of employee attendance records. The 'Clocking Schedule' button is highlighted in red. The 'Clock Schedule - admin' dialog box is open, showing the 'Schedule' tab for 'Schedule No. 10' with a description 'WORK 0730-1630'. The dialog includes a 'Schedule' section with a grid for selecting clocking times (07:30, 12:00, 13:00, 16:30) and a 'Parameter' section for setting overtime and rest time. The 'Clocking Schedule' button is also highlighted in the dialog box.

Empl.	Name	Date *	Day	Week	Hol.	S.	Sch.	In	Out	In	Out
1	Mariyee	01-06	REST.	Satur.	10						
1	Mariyee	02-06	REST.	Sund.	10						
1	Mariyee	03-06	WOR.	Mond.	10						
1	Mariyee	04-06	WOR.	Tues.	10						
1	Mariyee	05-06	WOR.	Wed.	10			07:05	16:33		
1	Mariyee	06-06	WOR.	Thur.	10			07:00	16:34		
1	Mariyee	07-06	WOR.	Friday	10			06:52	16:33		
1	Mariyee	08-06	REST.	Satur.	10						
1	Mariyee	09-06	REST.	Sund.	10						
1	Mariyee	10-06	WOR.	Mond.	10			06:53	16:34		
1	Mariyee	11-06	WOR.	Tues.	10			06:58	16:35		
1	Mariyee	12-06	WOR.	Wed.	10			07:03	16:33		
1	Mariyee	13-06	WOR.	Thur.	10			06:56	16:34		
1	Mariyee	14-06	WOR.	Friday	10			07:03	16:35		
1	Mariyee	15-06	REST.	Satur.	10						
1	Mariyee	16-06	REST.	Sund.	10						
1	Mariyee	17-06	WOR.	Mond.	10						
1	Mariyee	18-06	WOR.	Tues.	10			06:50	16:33		
1	Mariyee	19-06	WOR.	Wed.	10			06:56	16:37		
1	Mariyee	20-06	WOR.	Thur.	10			06:58	16:34		

4.7 Print Attendance Sheet

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

Attendance Sheet - admin

Date: From 01-06-2024 To 30-06-2024

Pay Mode:

Department:

Position:

Nationality:

Schedule:

No. Payroll Station:

Employee List:

No.	Employee	Employee Name	Schedule	Pay Mode
1	Mariyee	10		
2	Wiran	10		
3	Nicholas Ratsong Anak...	11		
4	Suhai Anak Jawie	11		
14	Muhamad Fikrudin B...	11		
17	Muhammed Khanudin...	11		
25	Muhammad Ali Almal...	11		
34	Saful Azreen Bin Moha...	11		
35	Nurul Asyikin Binti Has...	11		

Buttons: show, Download, Generate

Advanced Search

Employee Name:

Day Type:

Hot: ☐

Schedule:

In:

Out:

Exit Pass:

Work:

Overtime:

Short:

Leave Type:

Remark:

No. Of Workday:

HMM / OT Hrs Approved:

Update

Emp.	Name	Date *	Day	Week	Sch.	In	Out	In	Out	In	Out	In	Out	In	Out	Exit Pass	WORK	Overtime	Short	No. Of Workday	OT Hrs. Approved	Leave	
1	Mariyee	01-06-2024	REST	Satur.	10												0.00	0.00	0.00	0.00	0.00	0.00	OFFDAY
1	Mariyee	02-06-2024	REST	Sund.	10												0.00	0.00	0.00	0.00	0.00	0.00	OFFDAY
1	Mariyee	03-06-2024	WOR.	Mon.	10												0.00	0.00	0.00	0.00	0.00	0.00	
1	Mariyee	04-06-2024	WOR.	Tues.	10												0.00	0.00	0.00	0.00	0.00	0.00	
1	Mariyee	05-06-2024	WOR.	Wed.	10	07:05	16:33										8.00	0.00	0.00	0.00	0.00	0.00	
1	Mariyee	06-06-2024	WOR.	Thur.	10	07:00	16:34										8.00	0.00	0.04	0.00	1.000	0.00	0.00
1	Mariyee	07-06-2024	WOR.	Friday	10	06:52	16:33										8.00	0.00	0.03	0.00	1.000	0.00	0.00
1	Mariyee	08-06-2024	REST	Satur.	10												0.00	0.00	0.00	0.00	0.00	0.00	OFFDAY
1	Mariyee	09-06-2024	REST	Sund.	10												0.00	0.00	0.00	0.00	0.00	0.00	OFFDAY
1	Mariyee	10-06-2024	WOR.	Mon.	10	06:58	16:34										8.00	0.00	0.04	0.00	1.000	0.00	0.00
1	Mariyee	11-06-2024	WOR.	Tues.	10	06:56	16:35										8.00	0.00	0.05	0.00	1.000	0.00	0.00
1	Mariyee	12-06-2024	WOR.	Wed.	10	07:03	16:33										8.00	0.00	0.03	0.00	1.000	0.00	0.00
1	Mariyee	13-06-2024	WOR.	Thur.	10	06:58	16:34										8.00	0.00	0.04	0.00	1.000	0.00	0.00
1	Mariyee	14-06-2024	WOR.	Friday	10	07:03	16:35										8.00	0.00	0.05	0.00	1.000	0.00	0.00
1	Mariyee	15-06-2024	REST	Satur.	10												0.00	0.00	0.00	0.00	0.00	0.00	OFFDAY
1	Mariyee	16-06-2024	REST	Sund.	10												0.00	0.00	0.00	0.00	0.00	0.00	OFFDAY
1	Mariyee	17-06-2024	WOR.	Mon.	10												0.00	0.00	0.00	0.00	0.00	0.00	
1	Mariyee	18-06-2024	WOR.	Tues.	10	06:50	16:33										8.00	0.00	0.03	0.00	1.000	0.00	0.00
1	Mariyee	19-06-2024	WOR.	Wed.	10	06:56	16:37										8.00	0.00	0.07	0.00	1.000	0.00	0.00
1	Mariyee	20-06-2024	WOR.	Thur.	10	06:56	16:34										8.00	0.00	0.04	0.00	1.000	0.00	0.00
2	Muhamad Fikrudin B...	01-06-2024	WOR.	Mon.	10												0.00	0.00	0.00	0.00	0.00	0.00	

Buttons: View Logs (F1), Export, Print, Attendance Sheet (Format A), Attendance Sheet (Format B), Group Duty Roster, Manage Leave, Exit

Total Workday: 11.000 Total OT Approved: 0.00 Total Short: 0.00

Attendance Sheet (Format A)

G MART HQ
Attendance Sheet

Print On: 2024-07-17 10:45AM Page 1 of 850

Date: 01-05-2024 --> 31-05-2024

Pay Mode:

Department:

Position:

Nationality:

Schedule:

Late In: ☐

On Leave: ☐

Clock less than: 0 time (s)

Early Out: ☐

Overtime: ☐

Absent: ☐

Exit Pass: ☐

* Underline indicates Amendment.

Miss Punch: ☐

Amended: ☐

* Red Bold indicates Late In or Early

Employee ID	Name	Date	Day Type	Sch/ 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	99	WEDNESDAY												0.00	0.00	0.00	0.000	0.00	PUBLIC HOLIDAY
** Remark : N/A																						
100	ZUBIANAH BINTI MADARAK	2024-05-02	WORKDAY	99	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	99	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	99	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	99	SUNDAY												0.00	0.00	0.00	0.000	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-06	WORKDAY	99	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	99	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	99	WEDNESDAY	06:42	15:32										8.00	0.00	0.00	1.000	0.83	
100	ZUBIANAH BINTI MADARAK	2024-05-09	WORKDAY	99	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	99	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	99	SATURDAY	07:53	13:08	13:31	16:59								8.00	0.00	0.00	1.000	0.88	
100	ZUBIANAH BINTI MADARAK	2024-05-12	RESTDAY	99	SUNDAY												0.00	0.00	0.00	0.000	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-13	WORKDAY	99	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	99	TUESDAY	07:58	13:08	13:50	16:43								8.00	0.00	0.00	1.000	0.02	
100	ZUBIANAH BINTI MADARAK	2024-05-15	WORKDAY	99	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	99	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	99	FRIDAY												0.00	0.00	0.00	0.000	0.00	ANNUAL LEAVE
** Remark : PUSPAKOM CAR																						
100	ZUBIANAH BINTI MADARAK	2024-05-18	WORKDAY	99	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	99	SUNDAY												0.00	0.00	0.00	0.000	0.00	
100	ZUBIANAH BINTI MADARAK	2024-05-20	WORKDAY	99	MONDAY	07:51	13:04	13:56	16:42								7.59	0.00	0.00	0.998	0.00	

Attendance Sheet (Format B)

Attendance Sheet

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

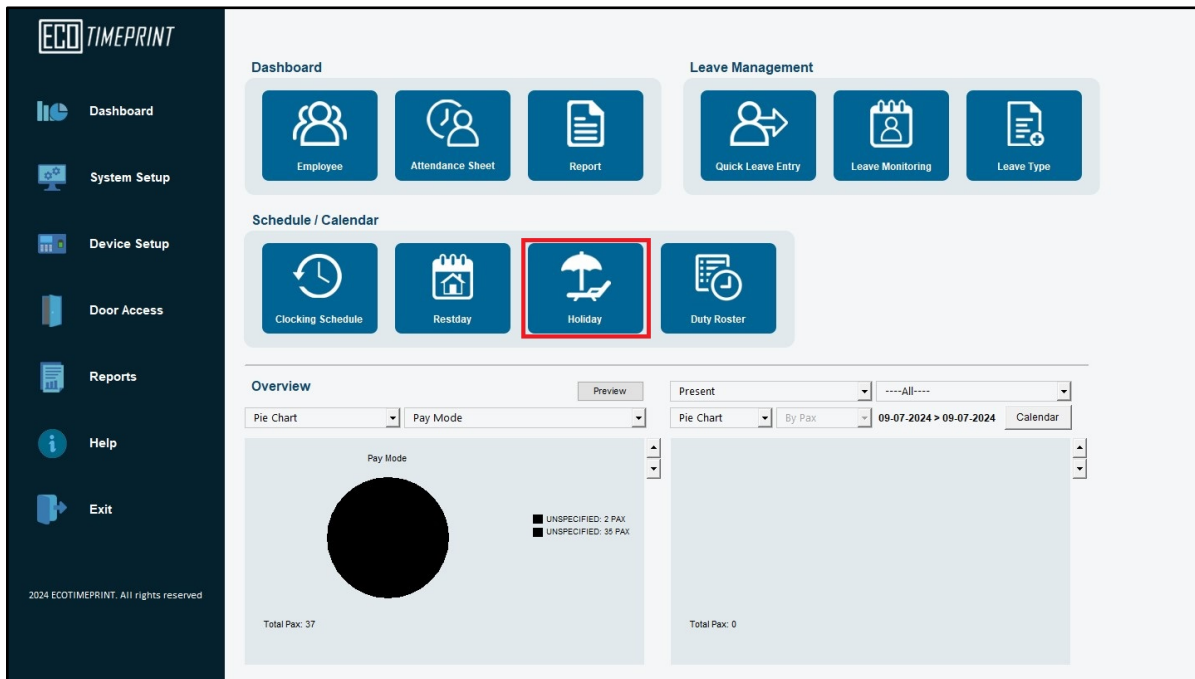
Print On: 2024-07-17 10:47AM

Page 1 of 576

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	ZUBIANA H BINTI MADARAK	2024-05-01	WORKDAY		WEDNESDAY												0.00	0.00	0.00	0.000	0.00	PUBLIC HOLIDAY
100	ZUBIANA H BINTI MADARAK	2024-05-02	WORKDAY		THURSDAY	06:36	13:23	13:53	16:30	17:56							8.00	0.00	0.00	1.000	1.37	
100	ZUBIANA H 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	ZUBIANA H 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	ZUBIANA H BINTI MADARAK	2024-05-05	RESTDAY		SUNDAY												0.00	0.00	0.00	0.000	0.00	
100	ZUBIANA H BINTI MADARAK	2024-05-06	WORKDAY		MONDAY	07:56	13:03	13:44	18:33								7.56	0.00	0.00	0.992	0.00	
100	ZUBIANA H 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	ZUBIANA H BINTI MADARAK	2024-05-08	WORKDAY		WEDNESDAY	06:42	15:32										8.00	0.00	0.00	1.000	0.83	
100	ZUBIANA H 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	ZUBIANA H BINTI MADARAK	2024-05-10	WORKDAY		FRIDAY	13:01	14:01	16:34									1.00	0.00	0.00	0.125	0.00	
100	ZUBIANA H 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	ZUBIANA H BINTI MADARAK	2024-05-12	RESTDAY		SUNDAY												0.00	0.00	0.00	0.000	0.00	
100	ZUBIANA H BINTI MADARAK	2024-05-13	WORKDAY		MONDAY	07:21	13:07	13:57	18:38								8.00	0.00	0.00	1.000	0.45	
100	ZUBIANA H 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	ZUBIANA H BINTI MADARAK	2024-05-15	WORKDAY		WEDNESDAY	07:58	13:07	13:58	16:42								7.55	0.00	0.00	0.990	0.00	
100	ZUBIANA H BINTI MADARAK	2024-05-16	WORKDAY		THURSDAY	07:53	13:07	13:47	18:37								8.00	0.00	0.00	1.000	0.07	
100	ZUBIANA H BINTI MADARAK	2024-05-17	WORKDAY		FRIDAY												0.00	0.00	0.00	0.000	0.00	ANNUAL LEAVE
100	ZUBIANA H BINTI MADARAK	2024-05-18	WORKDAY		SATURDAY	07:56	13:03	13:51	18:30								7.46	0.00	0.00	0.971	0.00	
100	ZUBIANA H BINTI MADARAK	2024-05-19	RESTDAY		SUNDAY												0.00	0.00	0.00	0.000	0.00	
100	ZUBIANA H 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	ZUBIANA H 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	ZUBIANA H BINTI MADARAK	2024-05-22	WORKDAY		WEDNESDAY	07:57	13:04	13:44	18:36								7.59	0.00	0.00	0.998	0.00	
100	ZUBIANA H BINTI MADARAK	2024-05-23	WORKDAY		THURSDAY	07:58	13:29	16:38									5.31	0.00	0.00	0.890	0.00	
100	ZUBIANA H 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	0.861	0.00	
100	ZUBIANA H BINTI MADARAK	2024-05-25	WORKDAY		SATURDAY	07:51	13:02	13:44	18:33								8.00	0.00	0.00	1.000	0.00	
100	ZUBIANA H BINTI MADARAK	2024-05-26	RESTDAY		SUNDAY												0.00	0.00	0.00	0.000	0.00	
100	ZUBIANA H 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	ZUBIANA H BINTI MADARAK	2024-05-28	WORKDAY		TUESDAY	07:30											0.00	0.00	0.00	0.000	0.00	

5.0 HOLIDAY

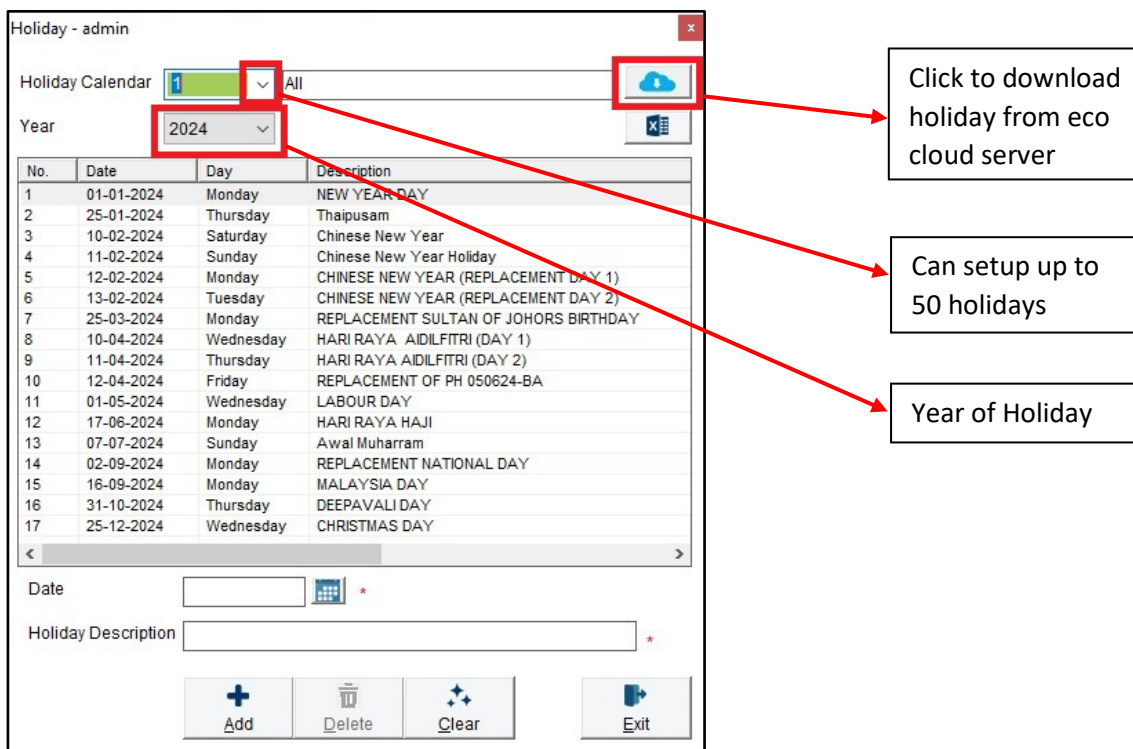
Use this system setting to configure the holidays that apply to your company.



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

5.1 Add holiday

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



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

Cloud Holiday Calendar

Holiday Calendar: KUALALUMPUR Year: 2024

☒ Select All
☐ Clear All

No.	Date	Holiday
<input checked="" type="checkbox"/> 1	01-01-2024	New Year's Day
<input checked="" type="checkbox"/> 2	25-01-2024	Thaipusam
<input checked="" type="checkbox"/> 3	01-02-2024	Federal Territory Day
<input checked="" type="checkbox"/> 4	10-02-2024	Chinese New Year
<input checked="" type="checkbox"/> 5	11-02-2024	Chinese New Year Holiday
<input checked="" type="checkbox"/> 6	12-02-2024	Chinese New Year Holiday
<input checked="" type="checkbox"/> 7	28-03-2024	Nuzul Al-Quran
<input checked="" type="checkbox"/> 8	10-04-2024	Hari Raya Aidilfitri
<input checked="" type="checkbox"/> 9	11-04-2024	Hari Raya Aidilfitri Holiday
<input checked="" type="checkbox"/> 10	01-05-2024	Labour Day
<input checked="" type="checkbox"/> 11	22-05-2024	Wesak Day
<input checked="" type="checkbox"/> 12	03-06-2024	Agong's Birthday

Save Close

Holiday - admin

Holiday Calendar: 1 All

Year: 2024

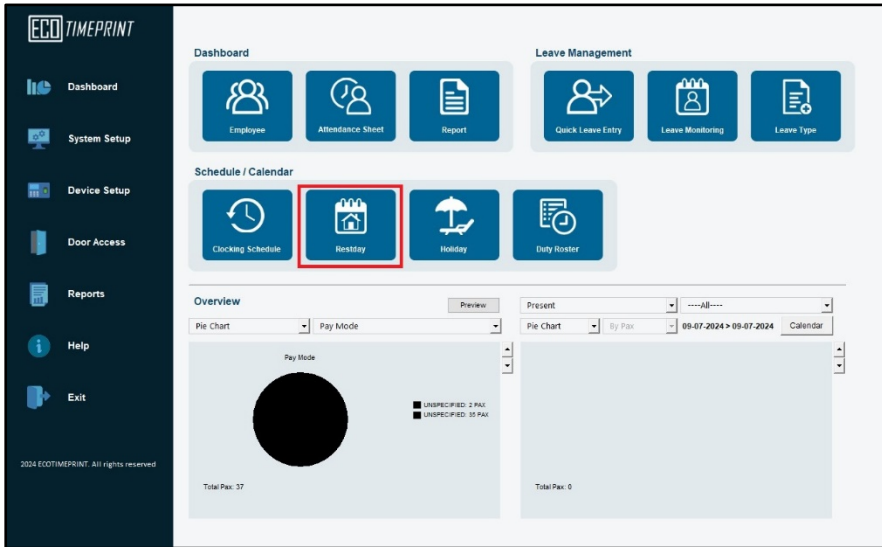
No.	Date	Day	Description
1	01-01-2024	Monday	NEW YEAR DAY
2	25-01-2024	Thursday	Thaipusam
3	10-02-2024	Saturday	Chinese New Year
4	11-02-2024	Sunday	Chinese New Year Holiday
5	12-02-2024	Monday	CHINESE NEW YEAR (REPLACEMENT DAY 1)
6	13-02-2024	Tuesday	CHINESE NEW YEAR (REPLACEMENT DAY 2)
7	25-03-2024	Monday	REPLACEMENT SULTAN OF JOHORS BIRTHDAY
8	10-04-2024	Wednesday	HARI RAYA AIDILFITRI (DAY 1)
9	11-04-2024	Thursday	HARI RAYA AIDILFITRI (DAY 2)
10	12-04-2024	Friday	REPLACEMENT OF PH 050624-BA
11	01-05-2024	Wednesday	LABOUR DAY
12	17-06-2024	Monday	HARI RAYA HAJI
13	07-07-2024	Sunday	Awal Muharram
14	02-09-2024	Monday	REPLACEMENT NATIONAL DAY
15	16-09-2024	Monday	MALAYSIA DAY
16	31-10-2024	Thursday	DEEPAVALI DAY
17	25-12-2024	Wednesday	CHRISTMAS DAY

Date: 01-01-2024

Holiday Description: NEW YEAR DAY

6.0 RESTDAY

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



Add Restday

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

Update, Delete Restday

- **Update** - Select data that you want to update and click Update.
- **Delete** - Select data that you want to delete and click Delete.
- **Add** – Manually add in the rest day you want

Restday - admin

Restday Calendar: 1 Sunday Auto Generate Restday

Year: 2024

No.	Date	Weekday	Description
1	29-12-2024	Sunday	Restday
2	22-12-2024	Sunday	Restday
3	15-12-2024	Sunday	Restday
4	08-12-2024	Sunday	Restday
5	01-12-2024	Sunday	Restday
6	24-11-2024	Sunday	Restday
7	17-11-2024	Sunday	Restday
8	10-11-2024	Sunday	Restday
9	03-11-2024	Sunday	Restday
10	27-10-2024	Sunday	Restday
11	20-10-2024	Sunday	Restday
12	13-10-2024	Sunday	Restday
13	06-10-2024	Sunday	Restday
14	29-09-2024	Sunday	Restday
15	22-09-2024	Sunday	Restday
16	15-09-2024	Sunday	Restday
17	08-09-2024	Sunday	Restday

Date:

Restday Description:

Add Delete Clear Exit

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

Generate Restday

Select Restday

☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday

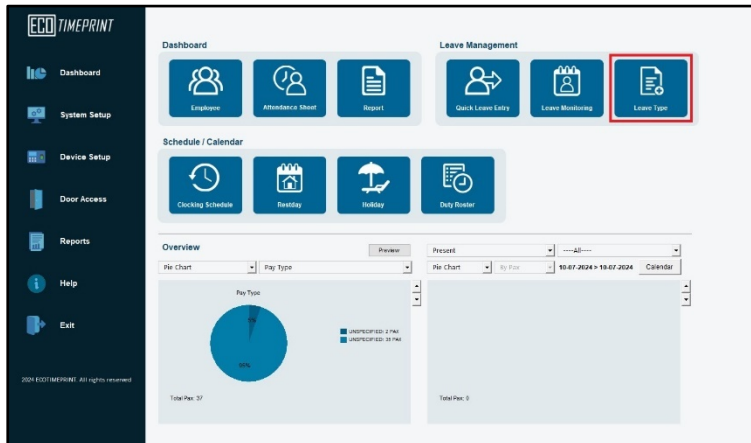
☐ Friday ☐ Saturday ☐ Sunday

From To Skip Every

Delete previous generated records. ☐

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.**

E Leave Type - admin

Leave Code : AN = Annual Leave, SL = Sick Leave, PH = Public Holiday, OF = Offday, UN = Unpaid Leave, AB = Absent, PL = Paid Leave

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

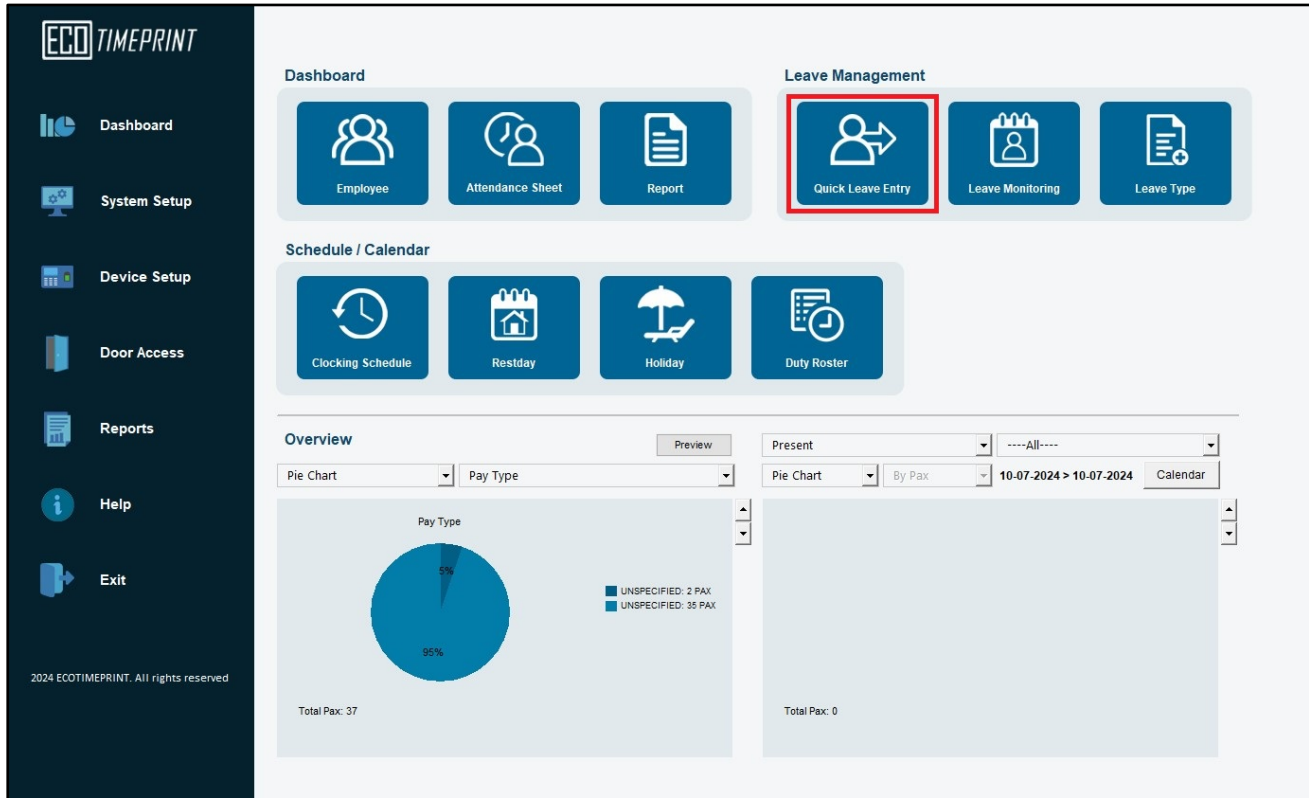
Leave Type *

Leave Code * If work treat as overtime ☐

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**

Leave - Quick Entry - admin

Trans. Type: Leave Taken | Name: Maniye (1) | Leave Type: ANNUAL LEAVE

Start Date: 01-07-2024 | End Date: 01-07-2024 | No. Of Days: 1.000 | Reason: PERSONAL MATTERS

No.	Trans. Type	Employee	Name	Leave Type	Start Date	End Date	No. Of Days	Reason
1	Leave Taken	1	Maniye	ANNUAL LEAVE	01-07-2024: M..	01-07-2024: M..	1.000	PERSONAL MATTERS

Buttons: Delete, Print, Auto Generate Leave, Import Leave, Search, Exit

Attendance Sheet - admin

Date: From 01-07-2024 To 01-07-2024

Pay Period: 01-07-2024 To 01-07-2024

Employee: Maniye

</

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.

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

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 on Mondays.

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

Generate Leave

Search By: Department
Then By: Employee Name

Select All / Clear All

Employee ID	Employee Name	Schedule
<input checked="" type="checkbox"/> 1	Mariayee	10
<input checked="" type="checkbox"/> 2	Wiyah	10
<input checked="" type="checkbox"/> 3	Nicholas Rabong Anak Isa	11
<input checked="" type="checkbox"/> 4	Suhai Anak Jawle	11
<input checked="" type="checkbox"/> 14	Muhamad Fakarudin Bin Kamis	11
<input checked="" type="checkbox"/> 17	Mohammad Khairulnizam Bin Joha	11
<input checked="" type="checkbox"/> 25	Muhammad Alif Akmal Bin Nordin	11
<input checked="" type="checkbox"/> 34	Saiful Azreen Bin Mohamad Nora	11
<input checked="" type="checkbox"/> 35	Nurul Asyikin Binti Hashim	11
<input checked="" type="checkbox"/> 37	Nazeera Nazreen Binti Mohd Fau	11
<input checked="" type="checkbox"/> 46	Muhammad Sahr Bin Saruan	11

Leave Type: OFFDAY

From: 01-06-2024 To: 30-06-2024 Skip Every:

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

☐ Delete previous generated leave records.

Generate Cancel

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 click Search button to find the leave records.
- Click Cancel button to close the search

Leave - Quick Entry - admin

Trans. Type: Name: Leave Type:

Leave Taken: Start Date: End Date: No. Of Days: Reason:

No. Trans. Type Employee Name Leave Type Start Date End Date No. Of Days Reason

Delete Print Auto Generate Leave Import Leave Search Exit

Leave - Quick Entry - admin

Trans. Type: Name: Leave Type:

Leave Taken: Start Date: End Date: No. Of Days: Reason:

No. Trans. Type Employee Name Leave Type Start Date End Date No. Of Days Reason

Leave Type: Leave Period: Search By: Sort By:

Search Cancel

Delete Print Auto Generate Leave Import Leave Exit

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

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

Employee Name: Ahmad Tarmizi Bin Yusak (86) Date Confirmation: []

Position: Production Operator Department: Production

Period: [] Leave Type: [] B/F: []

Leave Monitoring

Employee: Ahmad Tarmizi Bin Yusak (86)

From: 01-01-2024 To: 31-12-2024

Period Length: 366.000 days

Leave Type: []

Leave Entitlement: 0.000 days B/F: 0.000 days

Leave Earn Type: ☒ Manual Entry ☐ System Calculate

** System Calculate Formula = Leave Entitlement x (Number of working days /Period Length)

Remarks: []

Save Exit

Trans. Type: [] Start Date: [] End Date: []

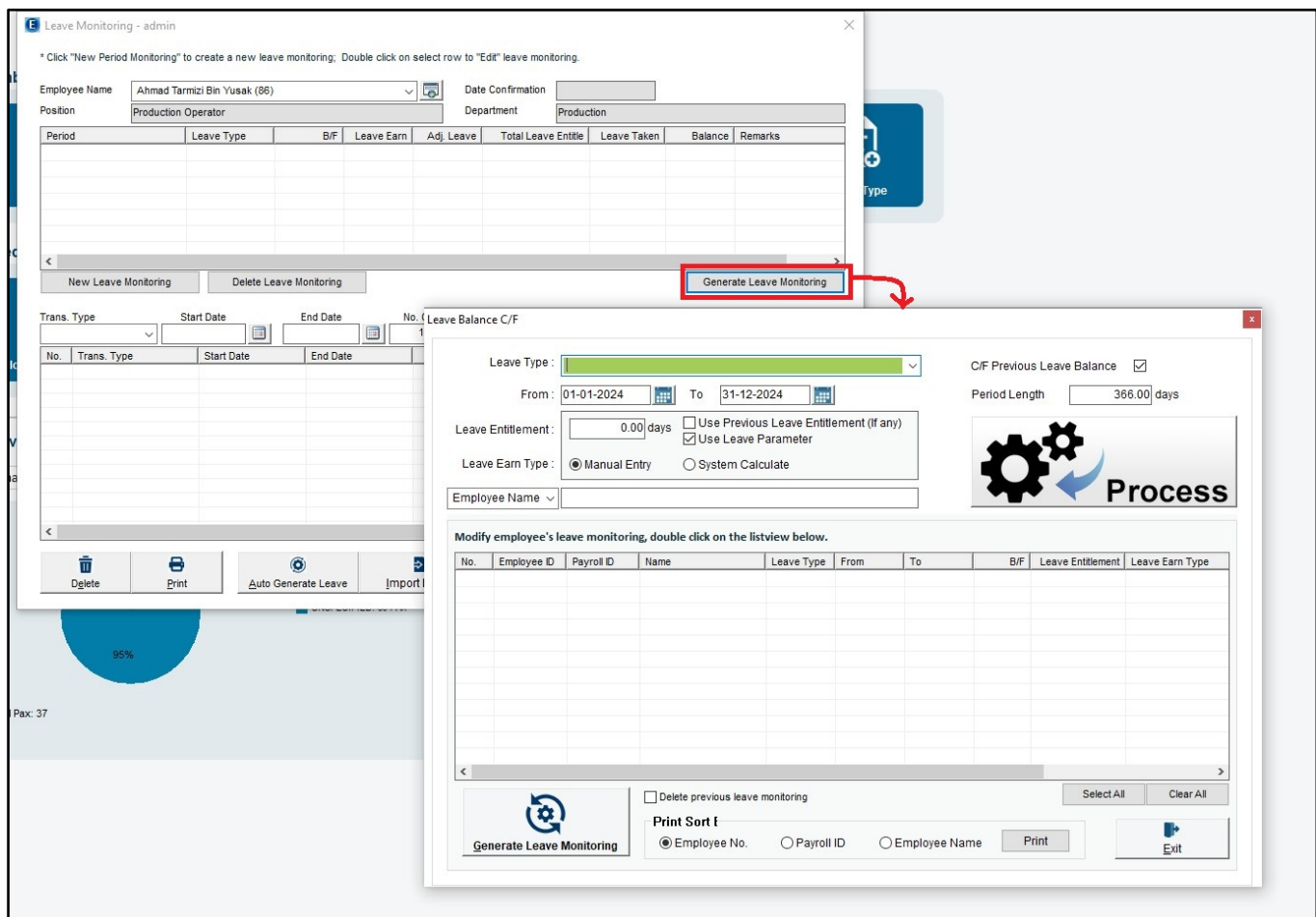
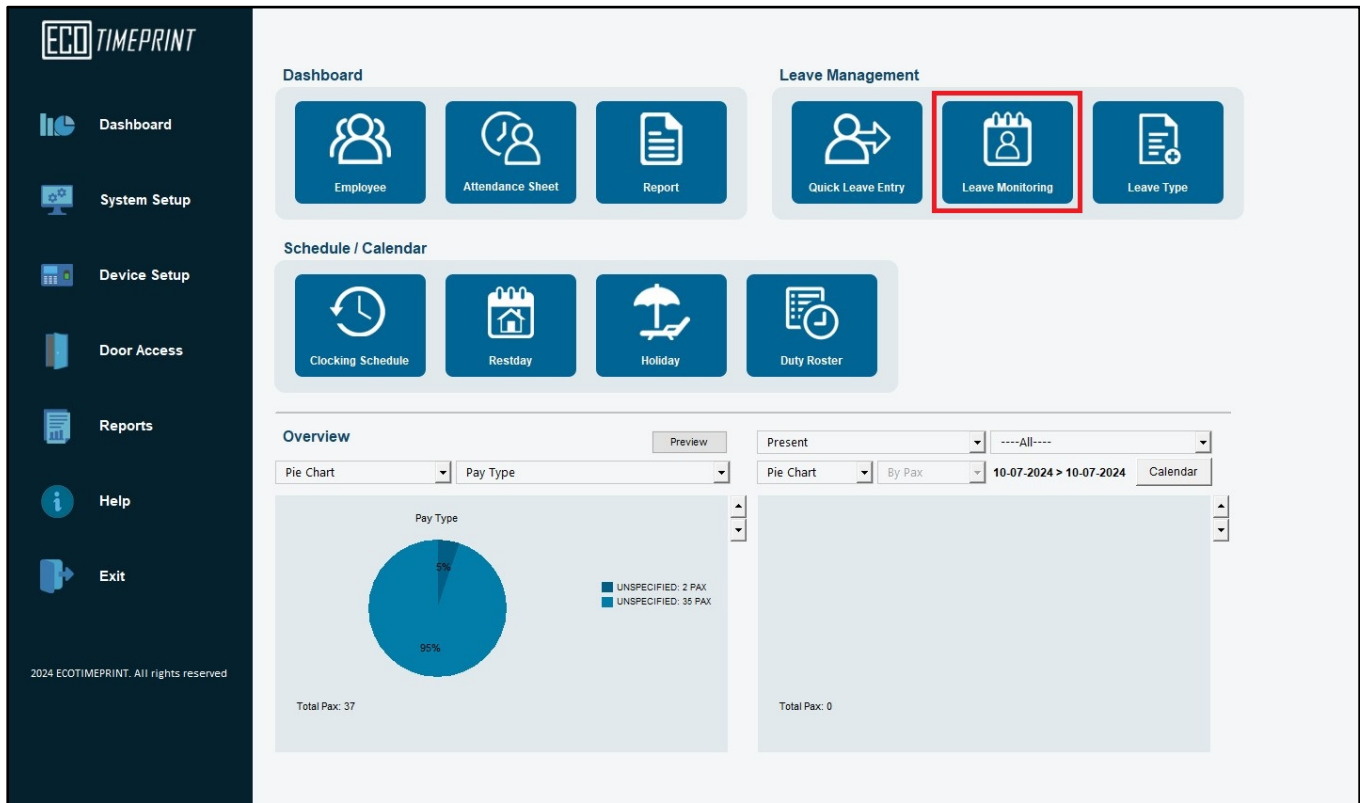
No. Trans. Type Start Date End Date

Delete Print Auto Generate Leave Import Leave Leave Parameter Exit

- 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

The screenshot shows the 'Leave Monitoring - admin' window. At the top, there's a header with a close button. Below it, a note says: '* Click "New Period Monitoring" to create a new leave monitoring; Double click on select row to "Edit" leave monitoring.' The main area contains a table with columns: Period, Leave Type, R/E, Leave Earn, Adj. Leave, Total Leave Entitle, Leave Taken, Release, and Remarks. Two rows are highlighted with a red box: one for ANNUAL LEAVE (01-01-2024 to 31-12-2024) and one for UNPAID LEAVE (01-01-2024 to 31-12-2024). Below the table, there are buttons for 'New Leave Monitoring', 'Delete Leave Monitoring', and 'Generate Leave Monitoring'. At the bottom, there's a transaction entry form with fields for 'Trans. Type' (Leave Taken), 'Start Date' (03-07-2024), 'End Date' (03-07-2024), 'No. Of Days' (1.000), and 'Reason'. An 'Add' button is next to the Reason field. Below the form, there's another table with columns: No., Trans. Type, Start Date, End Date, No. Of Days, Reason, Add User, and Add Date. The first row shows '1', 'Leave Earn', '01-01-2024 : Mon', '01-01-2024 : Mon', '8.000', and 'admin' as the add user. At the very bottom, there are icons for 'Delete', 'Print', 'Auto Generate Leave', 'Import Leave', 'Leave Parameter', and 'Exit'.

After clicking the Add button, for this transaction, you will find that Leave Taken becomes 1 day, and the Leave balance becomes 7 days.

Leave Monitoring - admin

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

Employee Name: Ahmad Tarmizi Bin Yusak (86) | Date Confirmation: | Position: Production Operator | Department: Production

Period	Leave Type	B/F	Leave Earn	Adj. Leave	Total Leave Entitle	Leave Taken	Balance	Remarks
<input type="checkbox"/> 01-01-2024<-->31-12-20...	ANNUAL LEAVE	0.000	8.000	0.000	8.000	1.000	7.000	
<input type="checkbox"/> 01-01-2024<-->31-12-20...	UNPAID LEAVE	0.000	5.000	0.000	5.000	2.500	2.500	

< >

New Leave Monitoring | Delete Leave Monitoring | Generate Leave Monitoring

Trans. Type: Leave Taken | Start Date: | End Date: | No. Of Days: 0.000 | Reason: | Add: Add

No.	Trans. Type	Start Date	End Date	No. Of Days	Reason	Add User	Add Date
1	Leave Earn	01-01-2024 : Mon	01-01-2024 : Mon	8.000		admin	11-07-2024
2	Leave Taken	03-07-2024 : Wed	03-07-2024 : Wed	1.000		admin	11-07-2024

< >

Delete | Print | Auto Generate Leave | Import Leave | Leave Parameter | Exit

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.

Leave Monitoring - admin

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

Employee Name: Ahmad Tarmizi Bin Yusak (86) | Date Confirmation: | Position: Production Operator | Department: Production

Period	Leave Type	B/F	Leave Earn	Adj. Leave	Total Leave Entitle	Leave Taken	Balance	Remarks
<input type="checkbox"/> 01-01-2024<-->31-12-20...	ANNUAL LEAVE	0.000	8.000	0.000	8.000	1.000	7.000	
<input type="checkbox"/> 01-01-2024<-->31-12-20...	UNPAID LEAVE	0.000	5.000	0.000	5.000	2.500	2.500	

< >

New Leave Monitoring | Delete Leave Monitoring | Generate Leave Monitoring

Trans. Type: Leave Taken | Start Date: 03-07-2024 | End Date: 03-07-2024 | No. Of Days: 1.000 | Reason: | Update

No.	Trans. Type	Start Date	End Date	No. Of Days	Reason	Add User	Add Date
1	Leave Earn	01-01-2024 : Mon	01-01-2024 : Mon	8.000		admin	11-07-2024
2	Leave Taken	03-07-2024 : Wed	03-07-2024 : Wed	1.000		admin	11-07-2024

< >

Delete | Print | Auto Generate Leave | Import Leave | Leave Parameter | Exit

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.

Leave Monitoring - admin

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

Employee Name: Ahmad Tarmizi Bin Yusak (86) Date Confirmation:

Position: Production Operator Department: Production

Period	Leave Type	B/F	Leave Earn	Adj. Leave	Total Leave Entitle	Leave Taken	Balance	Remarks
<input type="checkbox"/> 01-01-2024<-->31-12-20...	ANNUAL							
<input type="checkbox"/> 01-01-2024<-->31-12-20...	UNPAID							

Leave Monitoring Report

Period	Leave Type	B/F	Leave Earn	Adj. Leave	Total Leave Entitle	Leave Tak...	Balance	Remarks
<input checked="" type="checkbox"/> 01-01-2024<-->31-12-2024	ANNUAL LEAVE	0.000	8.000	0.000	8.000	1.000	7.000	
<input checked="" type="checkbox"/> 01-01-2024<-->31-12-2024	UNPAID LEAVE	0.000	5.000	0.000	5.000	2.500	2.500	

New Leave Monitoring

Trans. Type: Leave Taken Start Date: 03-07-2024

No.	Trans. Type	Start D
1	Leave Earn	01-01-
2	Leave Taken	03-07-

Buttons: Delete, Print, Print, Exit

- **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 confirm that 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.

Door Access Control

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

No.	Time Zone	Description
<input type="checkbox"/> 1	TimeZone 1	
<input type="checkbox"/> 2	TimeZone 2	
<input type="checkbox"/> 3	TimeZone 3	
<input type="checkbox"/> 4	TimeZone 4	
<input type="checkbox"/> 5	TimeZone 5	
<input type="checkbox"/> 6	TimeZone 6	
<input type="checkbox"/> 7	TimeZone 7	
<input type="checkbox"/> 8	TimeZone 8	
<input type="checkbox"/> 9	TimeZone 9	
<input type="checkbox"/> 10	TimeZone 10	
<input type="checkbox"/> 11	TimeZone 11	
<input type="checkbox"/> 12	TimeZone 12	
<input type="checkbox"/> 13	TimeZone 13	
<input type="checkbox"/> 14	TimeZone 14	
<input type="checkbox"/> 15	TimeZone 15	
<input type="checkbox"/> 16	TimeZone 16	
<input type="checkbox"/> 17	TimeZone 17	
<input type="checkbox"/> 18	TimeZone 18	
<input type="checkbox"/> 19	TimeZone 19	

Update

No.	Weekday	From Time	To Time
1	Sunday	00:00	23:59
2	Monday	00:00	23:59
3	Tuesday	00:00	23:59
4	Wednesday	00:00	23:59
5	Thursday	00:00	23:59
6	Friday	00:00	23:59
7	Saturday	00:00	23:59

Update All

Terminal

No.	Terminal Description	IP Address	Status
<input checked="" type="checkbox"/> 1	TimePrint	192.168.1.201	
<input checked="" type="checkbox"/> 2	TimePrint	192.168.1.241	

Select All
Clear All

Update TimeZone to Terminal

Exit

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.

Door Access Control

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

No.	Time Zone Group	Description
<input checked="" type="checkbox"/>	1	TimeZoneGroup 1
<input type="checkbox"/>	2	TimeZoneGroup 2
<input type="checkbox"/>	3	TimeZoneGroup 3
<input type="checkbox"/>	4	TimeZoneGroup 4
<input type="checkbox"/>	5	TimeZoneGroup 5
<input type="checkbox"/>	6	TimeZoneGroup 6

Update

No.	Time Zone	Description
<input type="checkbox"/>	1	TimeZone 1
<input type="checkbox"/>	2	TimeZone 2
<input checked="" type="checkbox"/>	3	TimeZone 3
<input checked="" type="checkbox"/>	4	TimeZone 4
<input type="checkbox"/>	5	TimeZone 5
<input type="checkbox"/>	6	TimeZone 6
<input type="checkbox"/>	7	TimeZone 7
<input type="checkbox"/>	8	TimeZone 8
<input type="checkbox"/>	9	TimeZone 9
<input type="checkbox"/>	10	TimeZone 10
<input type="checkbox"/>	11	TimeZone 11

Update

No.	Terminal Description	IP Address	Status
<input checked="" type="checkbox"/>	1	TimePrint	192.168.1.201
<input checked="" type="checkbox"/>	2	TimePrint	192.168.1.241

Select All Clear All

Verification Mode: Password/Fingerprint/Badge

Include Holidays ☐

Combined verification (multi-user authentication, combining multiple users into the verification) ** This feature does not apply to the Anviz model.

TZ G 1

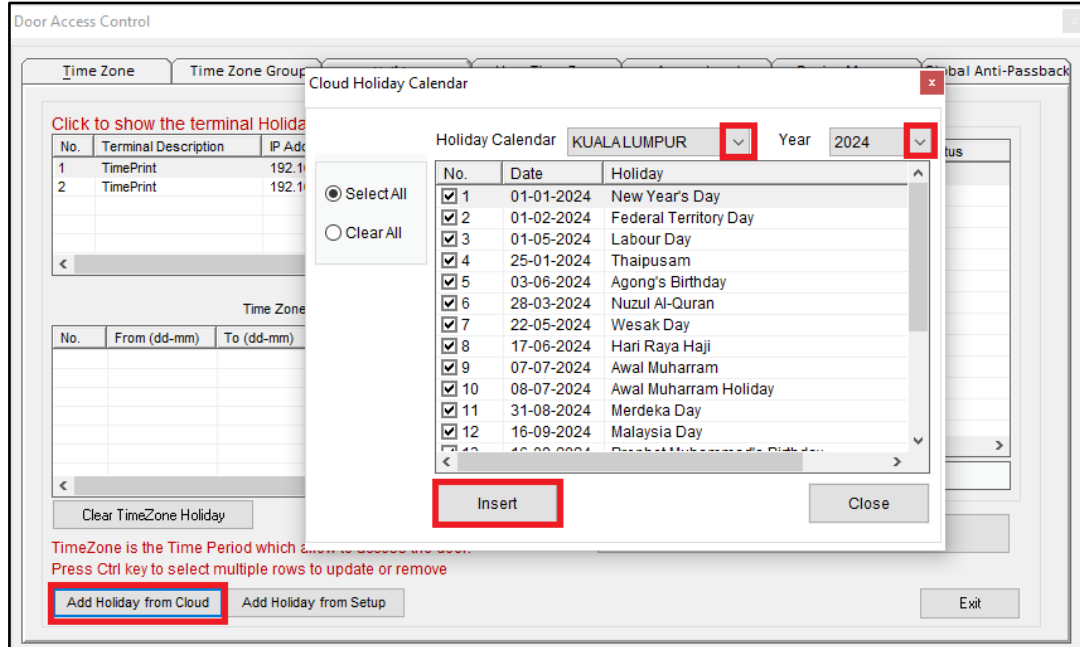
Update TimeZone to Terminal

Exit

11.1.3 Holiday Time Zone

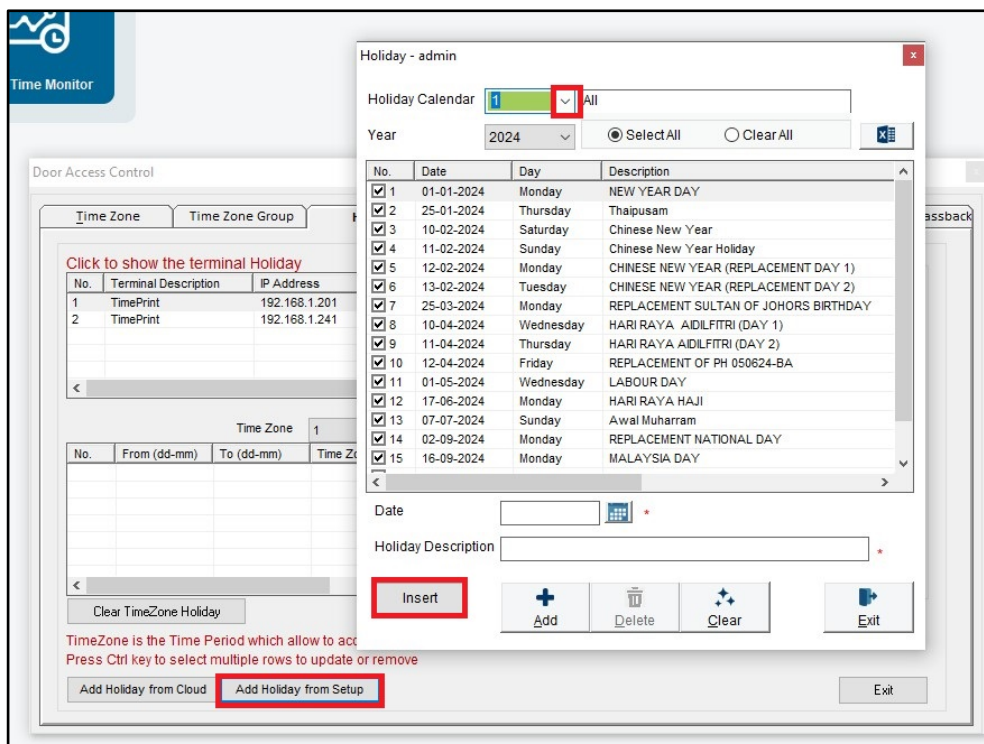
- **Add Holiday from Cloud**

- 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.



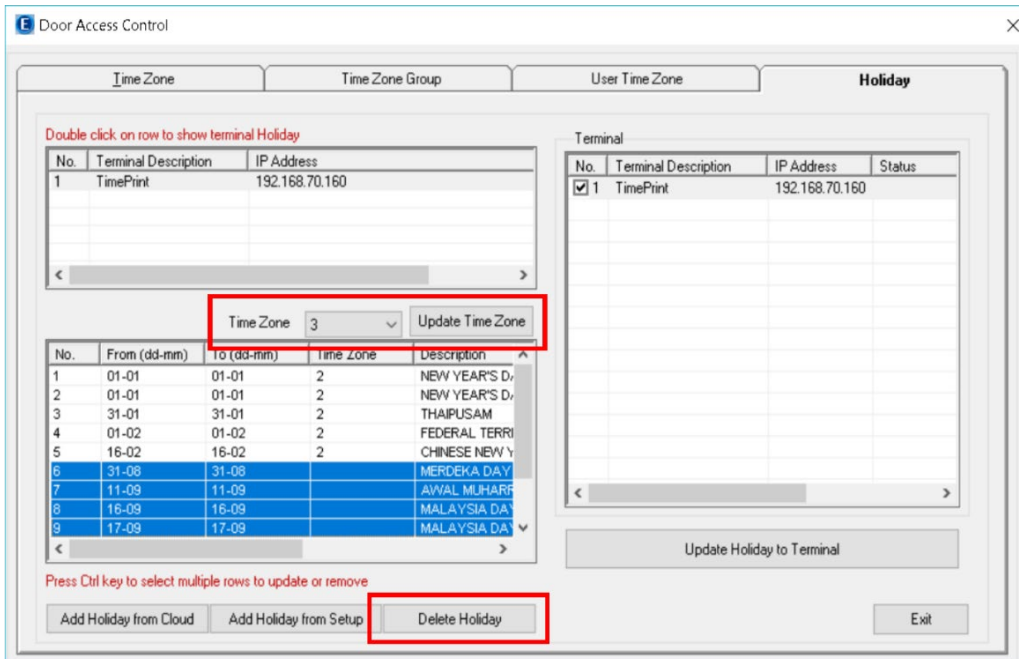
- **Add Holiday from Holiday Setup**

- 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 click the "Insert" button.



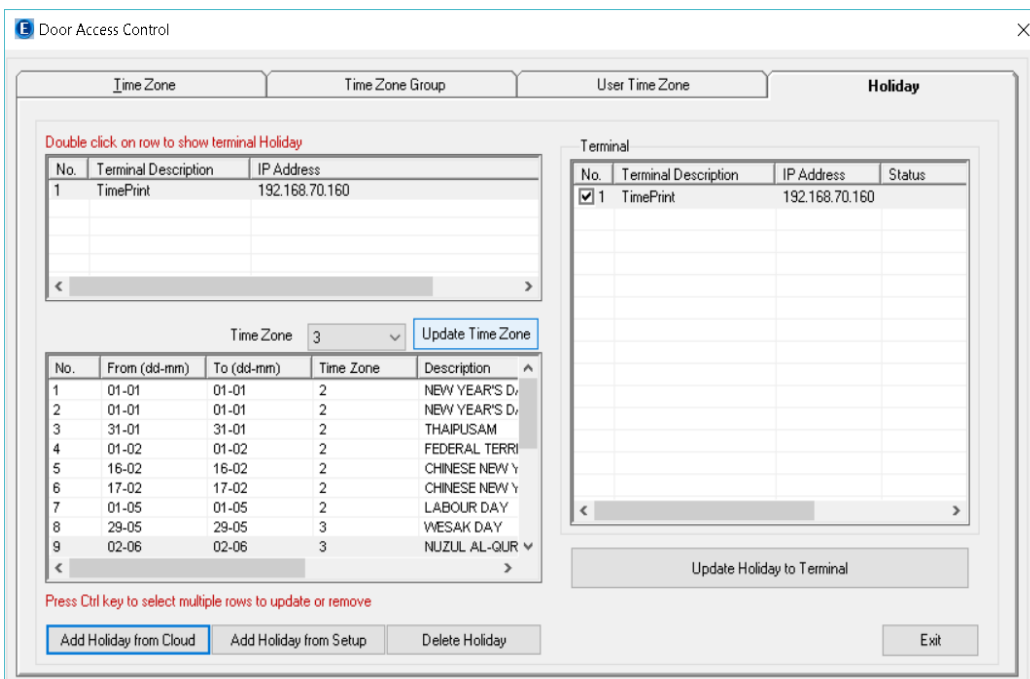
- **Update Time Zone or Delete Holiday**

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

Door Access Control

Time Zone | Time Zone Group | Holiday | User Time Zone

Employee Name [v]

Multiple Search Search

No.	User ID	Payroll ID	Name	IC No
<input type="checkbox"/> 1	1	001	Mariayee	
<input type="checkbox"/> 2	2	002	Wiyah	
<input type="checkbox"/> 3	3	SEA00003	Nicholas Rabong Anak ...	
<input type="checkbox"/> 4	4	SEA00004	Suhai Anak Jawie	
<input type="checkbox"/> 5	14	SEA00014	Muhamad Fakarudin Bi...	
<input type="checkbox"/> 6	15	SEA00015	Shafiza Ayumi Binti Sa...	

- **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*

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
<input checked="" type="checkbox"/> 1	1	001	Mariayee	
<input checked="" type="checkbox"/> 2	2	002	Wiyah	
<input checked="" type="checkbox"/> 3	3	SEA00003	Nicholas Rabong Anak ...	
<input type="checkbox"/> 4	4	SEA00004	Suhai Anak Jawie	
<input type="checkbox"/> 5	14	SEA00014	Muhamad Fakarudin Bi...	
<input type="checkbox"/> 6	15	SEA00015	Shafiza Ayumi Binti Sa...	
<input type="checkbox"/> 7	17	SEA00017	Mohammad Khairulniza...	
<input type="checkbox"/> 8	24	SEA00024	Muhammad Harith A'Ka...	
<input type="checkbox"/> 9	25	SEA00025	Muhammad Alif Akmal...	
<input type="checkbox"/> 1	34	SEA00034	Saiful Azreen Bin Moh...	
<input type="checkbox"/> 1	35	SEA00035	Nurul Asyikin Binti Has...	
<input type="checkbox"/> 1	37	SEA00037	Nazeera Nazreen Binti ...	
<input type="checkbox"/> 1	46	SEA00046	Muhammad Sahir Bin S...	
<input type="checkbox"/> 1	56	SEA00056	Faizul Bin Mohd Dom	
<input type="checkbox"/> 1	59	SEA00059	Nurin Aiman Binti Badr...	
<input type="checkbox"/> 1	60	SEA00060	Muhammad Farhan Bin ...	

Select All Clear All Terminal Access Enquiry

Time Zone Time Zone Group

No.	Time Zone Group	Description
<input checked="" type="checkbox"/> 1	TimeZoneGroup 1	
<input type="checkbox"/> 2	TimeZoneGroup 2	
<input type="checkbox"/> 3	TimeZoneGroup 3	
<input type="checkbox"/> 4	TimeZoneGroup 4	
<input type="checkbox"/> 5	TimeZoneGroup 5	
<input type="checkbox"/> 6	TimeZoneGroup 6	
<input type="checkbox"/> 7	TimeZoneGroup 7	
<input type="checkbox"/> 8	TimeZoneGroup 8	

No.	Terminal Description	IP Address	Status
<input checked="" type="checkbox"/> 1	TimePrint	192.168.1.201	
<input checked="" type="checkbox"/> 2	TimePrint	192.168.1.241	

Select All Clear All

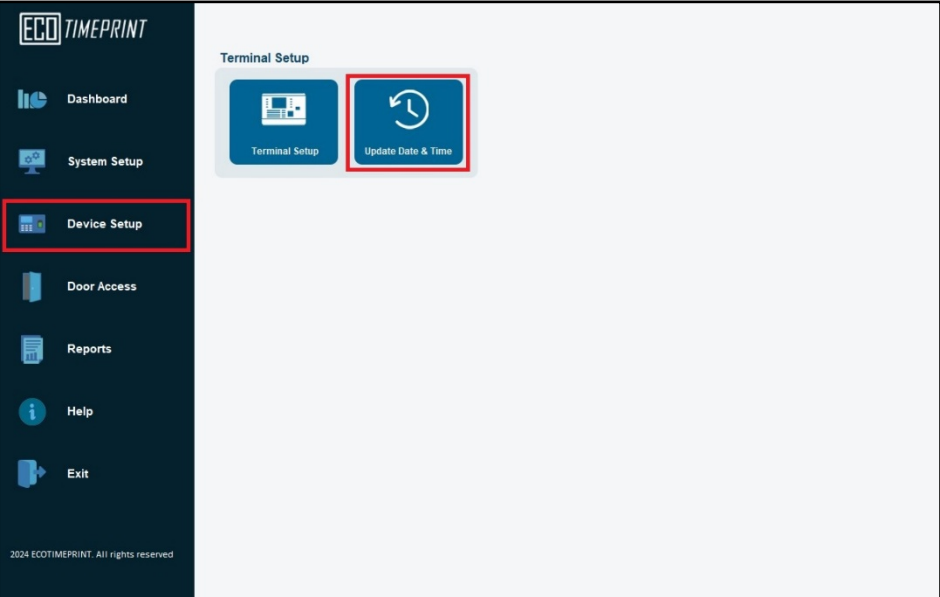
Update to Terminal Restart Terminal Exit

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*



E Update Terminal Date & Time - admin

Please specify data and time to update to terminal

12-07-2024 **15:55:37**

TimeZone
(UTC+8) Malaysia, Singapore, Beijing, Chinese Taipei, Irkutsk, Ulan Bator

Select All

Clear All

Device ID	Description	IP Address	Status
<input checked="" type="checkbox"/> 2	TimePrint	192.168.1.201	
<input checked="" type="checkbox"/> 123	TimePrint	192.168.1.241	

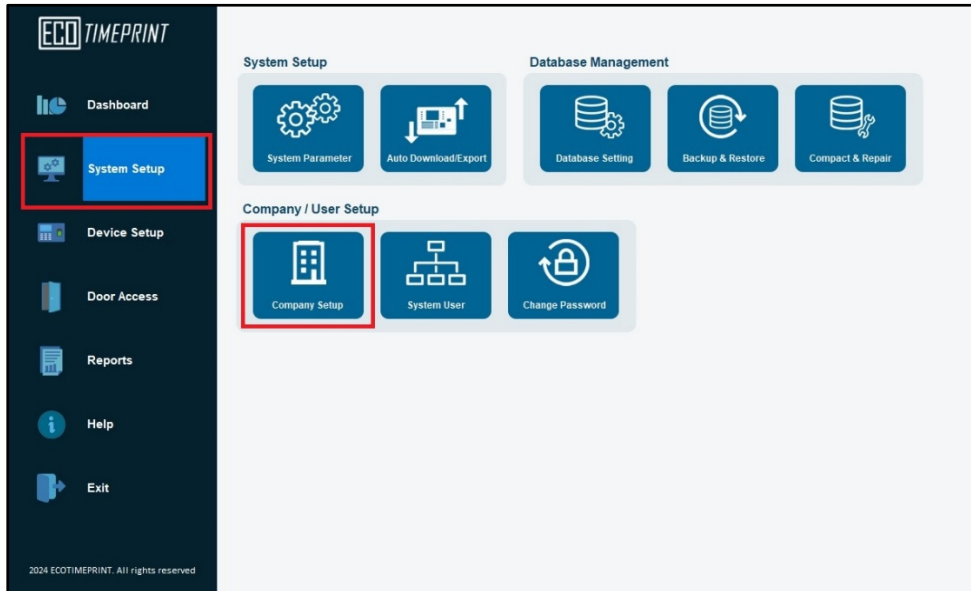
Update

Exit

12.0 SYSTEM SETUP

12.1 Company Setup

- Please Refer to Page 9

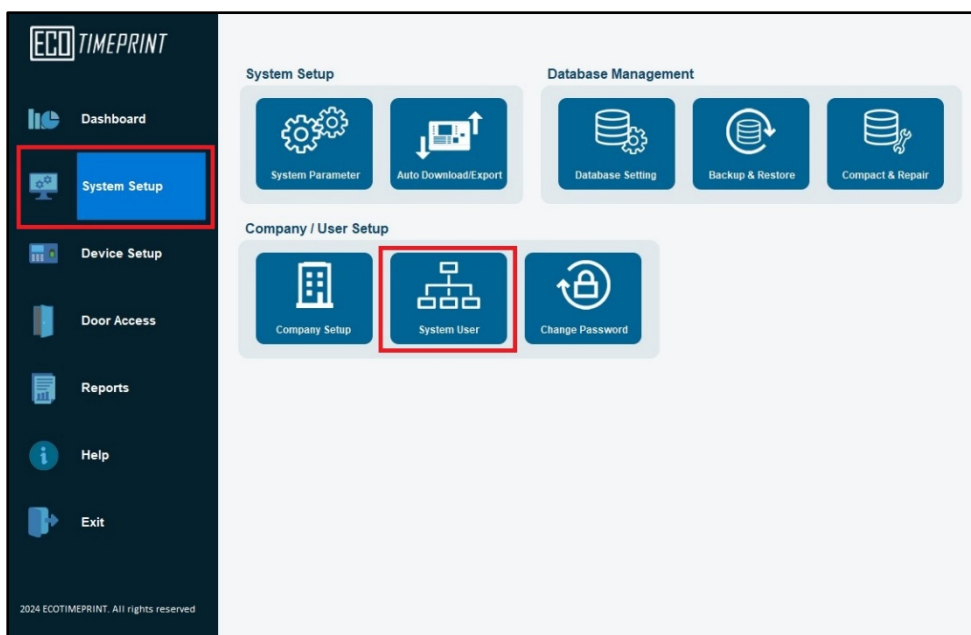


12.2 System User

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 departments that can be created in the Employee setup screen.
- **All** - If this option is selected, the user is allowed to view employee information for all.
 - **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.

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

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

Below the table is a form for adding or editing a user. The fields are:

- User Login ID:
- Name:
- Password:
- Confirm Password:
- Access Level: (with a dropdown arrow)
- Department: ☒ All, ☐ Department, ☐ Payroll Station

At the bottom right of the form are two buttons: "Select All" and "Clear All". At the bottom of the window are four buttons: "Update", "Delete", "Clear", and "Exit".

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

12.2.1 Access Level Setup

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

The screenshot shows the 'System User - admin' window with a table of users and an 'Access Level Setup' dialog box.

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

Below the table, there are input fields for 'User Login ID' (user), 'Name' (user), 'Password' (masked), and 'Confirm Password' (masked). The 'Access Level' dropdown is set to 'User - Level 1'. An 'Access Level Setup' button is visible.

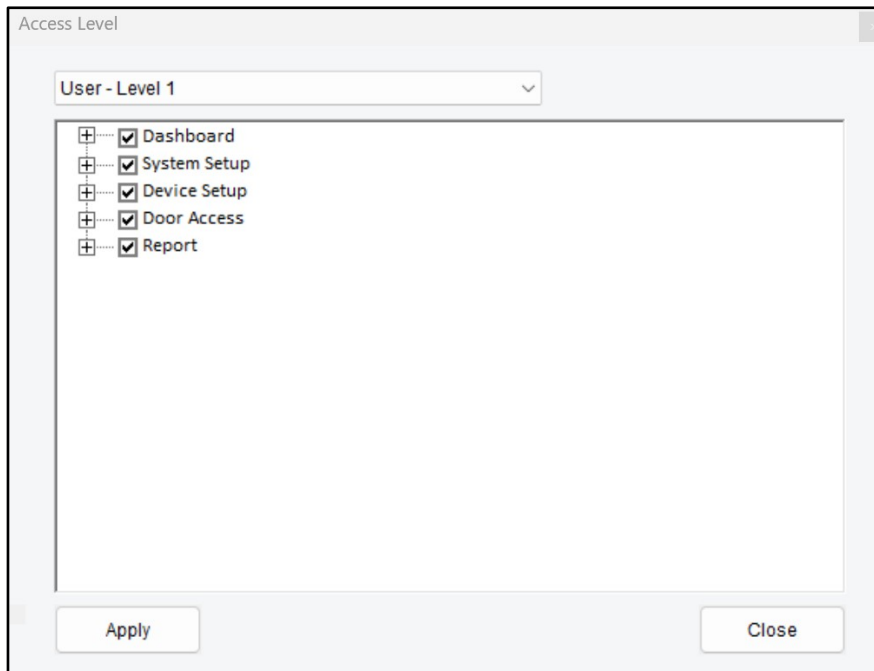
The 'Access Level' dialog box is open, showing a dropdown for 'User - Level 1' and a list of permissions with checkboxes:

- ☒ Dashboard
- ☒ System Setup
- ☒ Device Setup
- ☒ Door Access
- ☒ Report

On the right side of the dialog, there are 'Select All' and 'Clear All' radio buttons, and an 'Exit' button at the bottom.

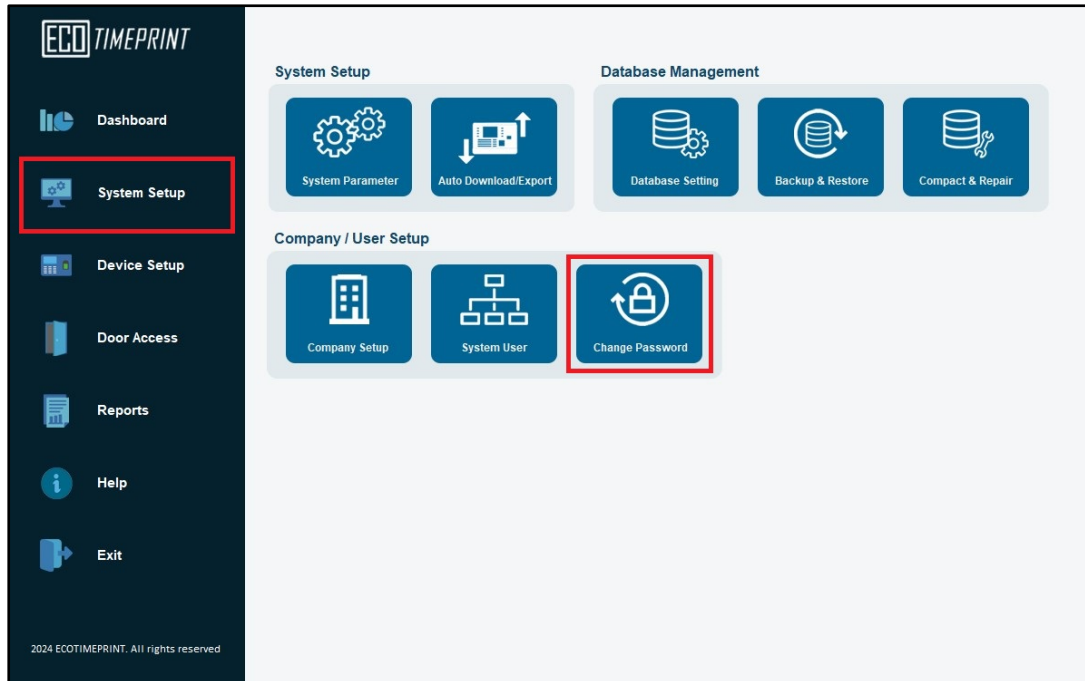
□ Access Level

- 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

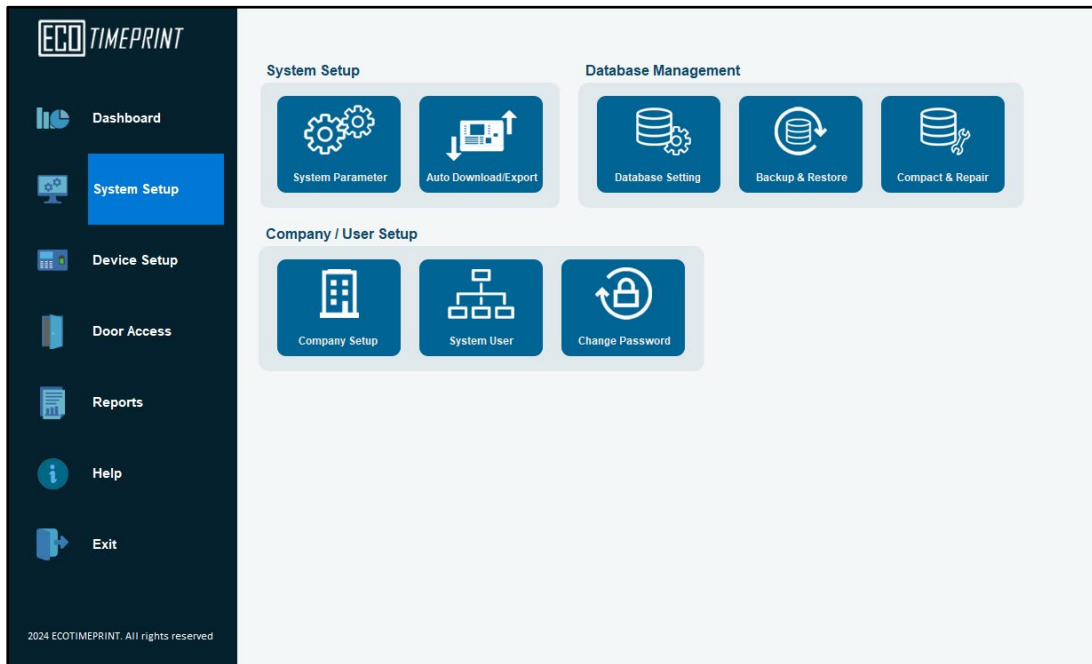
Enter **old password**, **new password** and **confirm password**, then Click "**Confirm**" button to save the changes.



The 'Change Password' dialog box is shown with a title bar containing an 'E' icon and a close button. It features three text input fields labeled 'Old Password', 'New Password', and 'Confirm Password'. Below the fields are two buttons: 'Confirm' with a checkmark icon and 'Exit' with a door icon.

12.4 System Parameter

In System Setup > System Parameter



System Parameter - admin

System Parameter

Attendance Period: 20 -- 19 Change the "User" label to: Employee

Path Link to ECO Payroll System:

Enable Audit Trail: ☒ Allow access level control: ☐

Employee

Enable create new users from system: ☐ Enrolling Users with USB Sensor: ☐

Enable edit user ID: ☐ Always remove existing fingerprint on PC when download fingerprint from terminal: ☒

User ID allows alphanumeric: ☐

Display user option when (Not available for all device, please consult you system vendor): ☐ Download Users: ☐ Update Users: ☐ Delete Users | PC & Terminal: ☐

Attendance Sheet

Automatic delete attendance that are more 36 months Delete the log files from terminal after download: ☐

Set [Download without generate] as the default option: ☐ Time period must be selected when download: ☐

Allow to download attendance in HH:MM:SS format: ☐ Show HH:MM for OT Hour Approved: ☒

Always recalculate amended attendance records: ☐ Use Intelligent Clocking Schedule: ☒

Show Advanced Options for Template Export: ☐ Automatically export attendance log after download: ☐

Absent on working day is: ABSENT for Pay Mode

☒ Monthly ☒ Daily ☒ Hourly ☒ No Specify Others

Save **Exit**

- **Attendance Period**

Company's attendance cut off period, e.g. 01 to End of Month (Last Calendar day of the month), 15 to 16 or 21 to 20.

- **Change the "User" Label to a different name such as Employee, Teacher or Member.**

- **Automatic delete attendance that are more than the xx months old.**

This function will delete the attendance records from the system database according to the number of months you entered.

- **Delete the log files from terminal after download**

After the log is downloaded to the system database, this function is used to clear the attendance log on the terminal.

Available only when downloading logs over the network.

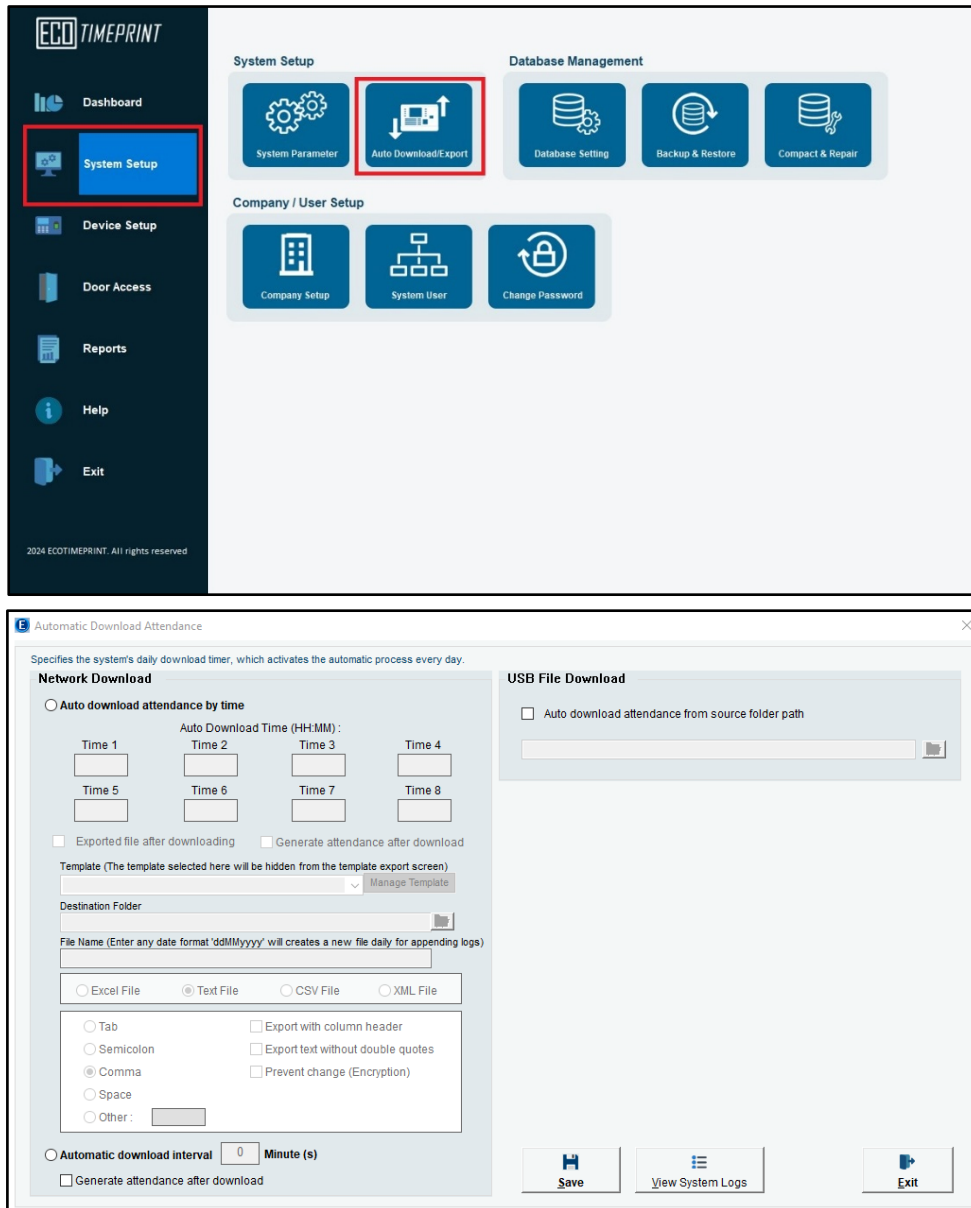
- **Absent on working day is "Leave Type"**

If absent, the system automatically assigns leave types such as unpaid leave, annual leave or other types. In addition, you can choose to apply this situation to monthly, daily, hourly, or employee without a specified 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

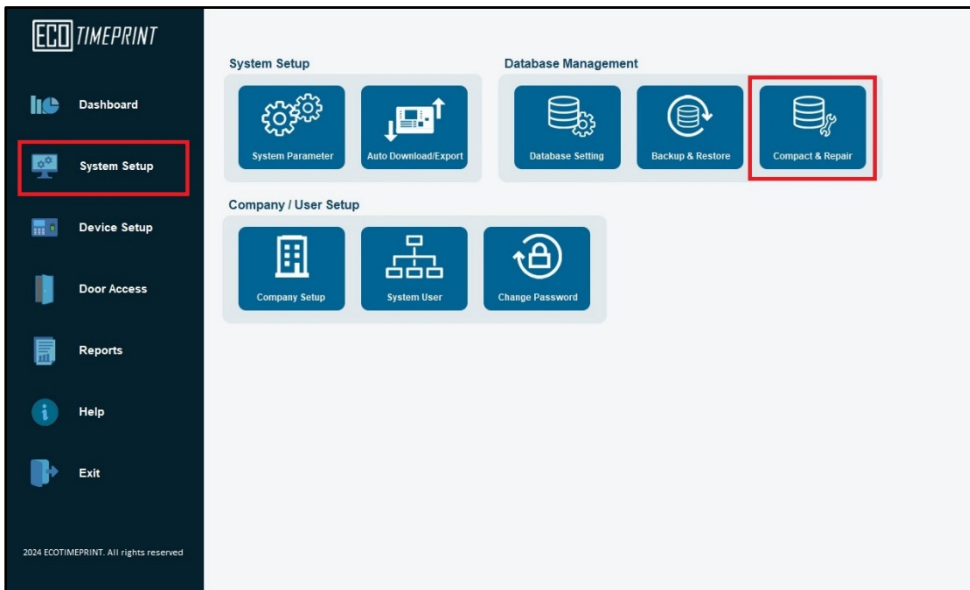


- **Auto download attendance by time:** If ticked, the system will auto download attendance records from terminal device according to the time you set below.
- **Auto Download Time:** You may set up the time you want auto download to run
- **Exported File After Downloading:** After ticked, the system 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

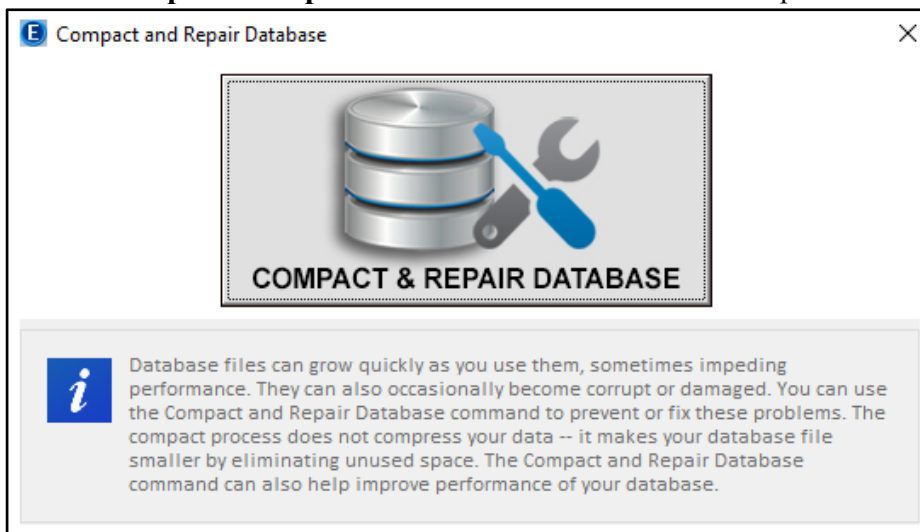
- Template: This is for you to create your template or download the template from our cloud server when export text file
- Destination folder: You can select the path you want to store the text file in your PC
- File Name: The file name you want to save
- You can also select the file format and the text format in the exported text file

12.6 Compact & Repair

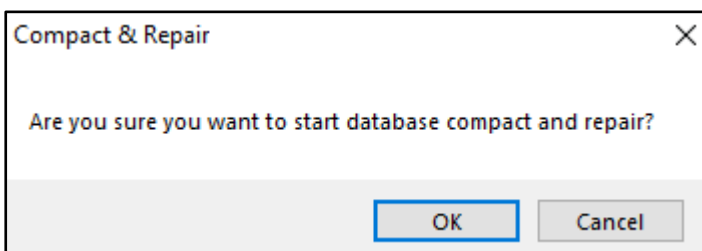
This function is to compact and repair the database. You will need to use this function if the database corrupted or when system running with error.



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

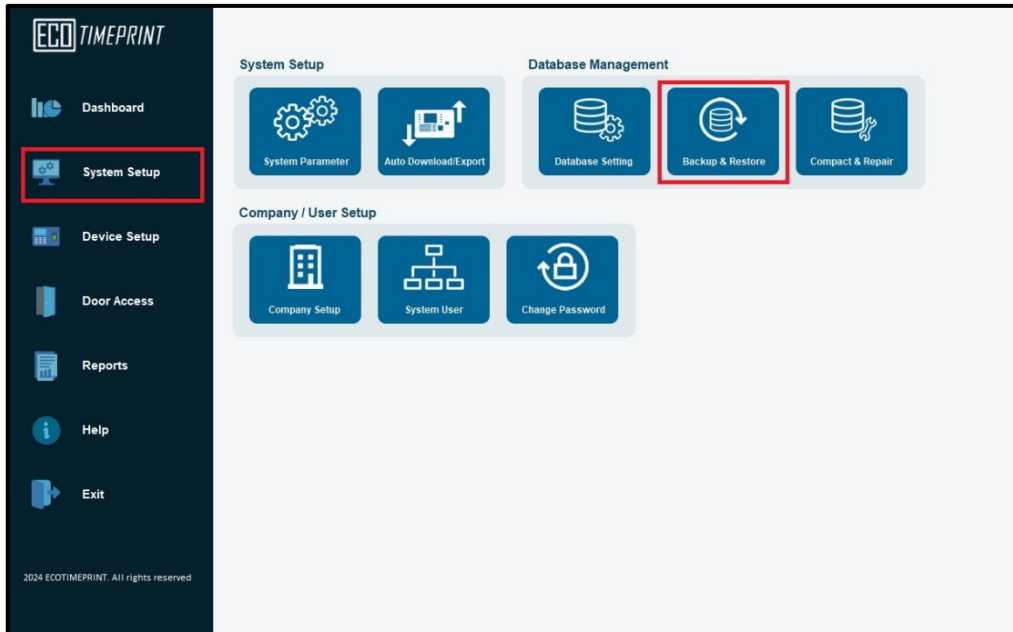


Then Click **OK** to continue.




12.7 Backup & Restore

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



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 show the details of your server/client pc. After that, click the “Restore Backup”

 The screenshot shows a window titled "ETA Server" with a close button (X) in the top right corner. The window contains several input fields for configuration:

- TCP/IP Server: localhost
- Port: 3306
- Database: ETA3
- User: root
- Password: masked with asterisks
- Confirm Password: masked with asterisks
- Data Source Name (DSN): ETA3


 At the bottom left is a button labeled "Restore Backup", and at the bottom right is a button labeled "Exit".

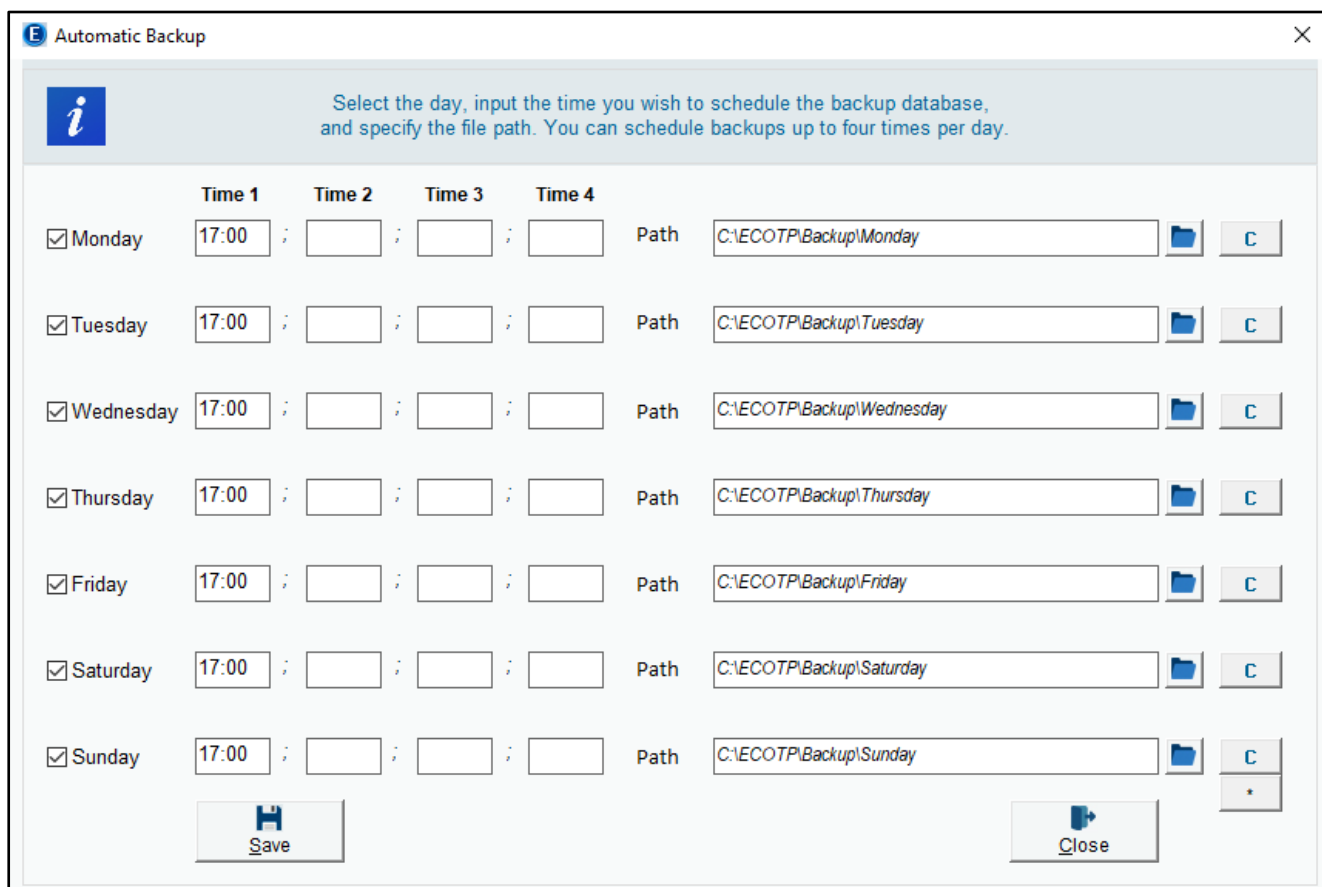
- Make sure that the **restore** source is correct. To change the source file, Click  to find the backup folder and click confirm.



12.7.3 Automatic Backup Setting

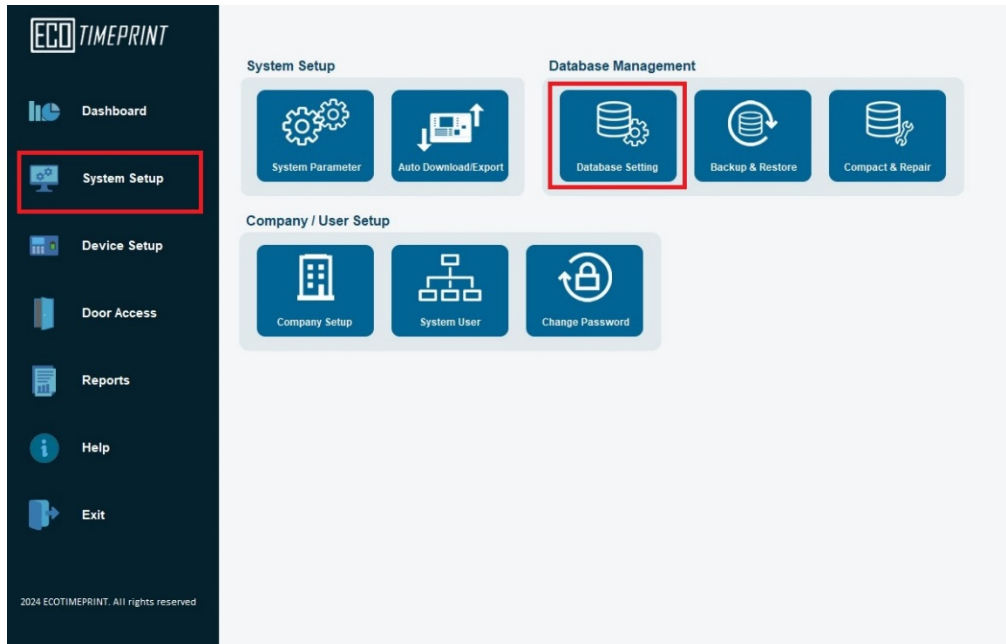
You can automatically backup the database four times a day from Monday to Sunday to the destinationpath.

- Click  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



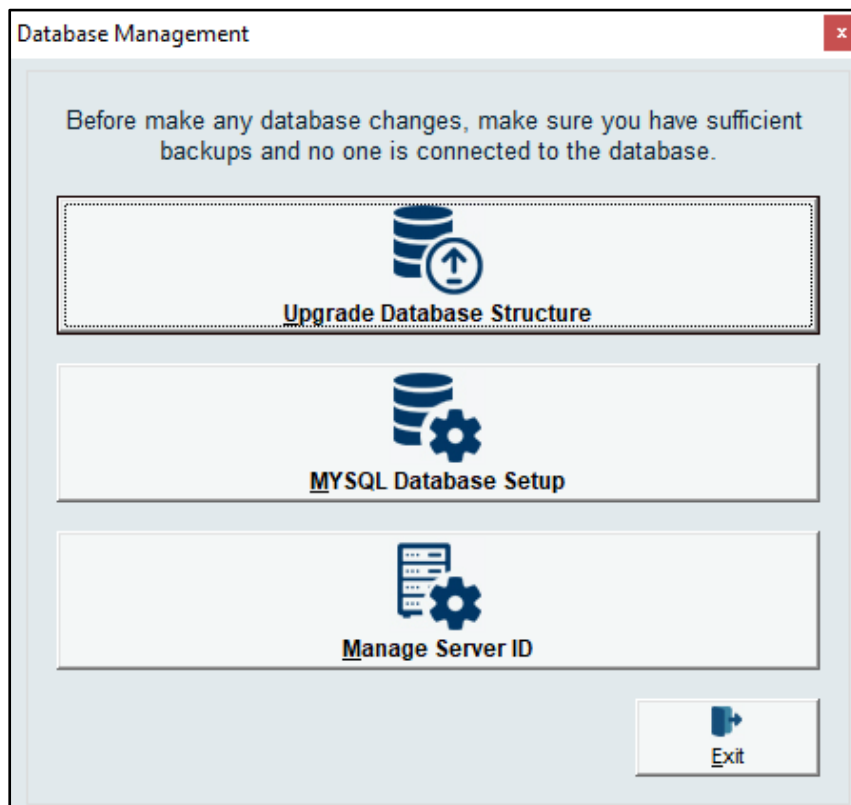
12.8 Database Management

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.

ETA Server

TCP/IP Server: localhost Port: 3306

Database: ETA3

User: root

Password: *****

Confirm Password: *****

Data Source Name (DSN): ETA3

Unlink Connection

Exit

12.8.3 Manage Server ID

Manage Server ID

Server ID :

Verify Key :

☐ I have read and agreed to the [Terms and Condition](#)

Activate Deactivate Set Password Exit

For client 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.

The screenshot displays the ECO TIMEPRINT software interface. On the left is a dark blue sidebar with the following menu items: Dashboard, System Setup, Device Setup, Door Access, Reports, Help, and Exit. The main area is titled 'Database Management' and contains a 'Reports - admin' window. This window has a table of reports and a form for selecting filters.

No.	Report
1	Electronic Time Card
2	Daily Electronic Time Card
3	Time Card Summary
4	Summary of Attendance
5	Monthly Attendance Report
6	Overtime Approval Report
7	Attendance Details Survey
8	Attendance Summary Survey
9	Monthly Perfect Attendance Report
10	Daily Attendance Survey
11	Monthly Attendance Survey
12	Man Hours Report
13	Amended Attendance Record
14	Movement Activities Report
15	Movement Activities Report By Group
16	Daily Leave Tracking
17	Leave Monitoring Application Transaction
18	Leave Monitoring Summary Report
19	Leave Management Summary Report
20	Employee Listing
21	Audit Trail Report

Below the table is a 'Report Format' link. To the right of the table is a form with the following fields:

- Date : From: 20-06-2024 To: 19-07-2024
- Employee ID: [Dropdown]
- Payroll ID: [Dropdown]
- Employee Name: [Dropdown]
- Pay Mode: [Dropdown]
- Department: [Dropdown]
- Position: [Dropdown]
- Nationality: [Dropdown]
- Race: [Dropdown]
- Schedule: [Dropdown] To: [Dropdown]
- Payroll Station: [Dropdown]
- Suspend: NO
- Group By: [Dropdown]
- Sort By: ☒ Employee ID ☐ Payroll ID ☐ Employee Name

At the bottom of the form are three buttons: Preview, Email, and Exit.

13.1 Export Report

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

Step 2: Choose the page range on **Export Option**, and then Click **OK**

Step 3: Select file destination, and Click **Save** button to complete the export

Step 4: Find the file in exported file destination

Report

Print

Export Report

Preview

100%

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Export

MEGACAM TECHNOLOGY SDN BHD
Electronic Time Card
(20-06-2024 To 19-07-2024)

Print On: 2024-07-15 01:54PM Page 1 of 37

Name : Mariayee (T), Payroll ID: 001

Date	Day Type	Hrs.	Weekday	In	Out	In	Out	In	Out	In	Out	In	Out	Ext Pass	WORK	Overtime	Short	No. Of Weekday	OT Hrs. Approved	Leave
20-06-2024	WEDNESDAY		Thursday	08:00	06:30									0.00	0.00	0.00	0.00	0.00	0.00	
21-06-2024	THURSDAY		Friday											0.00	0.00	0.00	0.00	0.00	0.00	
22-06-2024	FRIDAY		Saturday											0.00	0.00	0.00	0.00	0.00	0.00	
23-06-2024	SATURDAY		Sunday											0.00	0.00	0.00	0.00	0.00	0.00	
24-06-2024	SUNDAY		Monday											0.00	0.00	0.00	0.00	0.00	0.00	
25-06-2024	MONDAY		Tuesday											0.00	0.00	0.00	0.00	0.00	0.00	
26-06-2024	TUESDAY		Wednesday											0.00	0.00	0.00	0.00	0.00	0.00	
27-06-2024	WEDNESDAY		Thursday											0.00	0.00	0.00	0.00	0.00	0.00	
28-06-2024	THURSDAY		Friday											0.00	0.00	0.00	0.00	0.00	0.00	
29-06-2024	FRIDAY		Saturday											0.00	0.00	0.00	0.00	0.00	0.00	
30-06-2024	SATURDAY		Sunday											0.00	0.00	0.00	0.00	0.00	0.00	
01-07-2024	SUNDAY		Monday											0.00	0.00	0.00	0.00	0.00	0.00	
02-07-2024	MONDAY		Tuesday											0.00	0.00	0.00	0.00	0.00	0.00	
03-07-2024	TUESDAY		Wednesday											0.00	0.00	0.00	0.00	0.00	0.00	
04-07-2024	WEDNESDAY		Thursday											0.00	0.00	0.00	0.00	0.00	0.00	
05-07-2024	THURSDAY		Friday											0.00	0.00	0.00	0.00	0.00	0.00	
06-07-2024	FRIDAY		Saturday											0.00	0.00	0.00	0.00	0.00	0.00	
07-07-2024	SATURDAY		Sunday											0.00	0.00	0.00	0.00	0.00	0.00	
08-07-2024	SUNDAY		Monday											0.00	0.00	0.00	0.00	0.00	0.00	
09-07-2024	MONDAY		Tuesday											0.00	0.00	0.00	0.00	0.00	0.00	
10-07-2024	TUESDAY		Wednesday											0.00	0.00	0.00	0.00	0.00	0.00	
11-07-2024	WEDNESDAY		Thursday											0.00	0.00	0.00	0.00	0.00	0.00	
12-07-2024	THURSDAY		Friday											0.00	0.00	0.00	0.00	0.00	0.00	
13-07-2024	FRIDAY		Saturday											0.00	0.00	0.00	0.00	0.00	0.00	
14-07-2024	SATURDAY		Sunday											0.00	0.00	0.00	0.00	0.00	0.00	
15-07-2024	SUNDAY		Monday											0.00	0.00	0.00	0.00	0.00	0.00	
16-07-2024	MONDAY		Tuesday											0.00	0.00	0.00	0.00	0.00	0.00	
17-07-2024	TUESDAY		Wednesday											0.00	0.00	0.00	0.00	0.0		

13.1.1 Electronic Time Card

ECO SOLUTION TECHNOLOGY

Print On: 2024-07-15 04:44PMPage 1 of 1

Electronic Time Card

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

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	0.00OFFDAY	
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	0.00OFFDAY	
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	0.00OFFDAY	
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	0.09	0.00	1.000	0.00	
22-05-2024	WORKDAY		Wednesday	07:34	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	0.00OFFDAY	
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	Leave	No. Of Days
									HHMM	OT Hour	
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																Print On: 2024-07-15 04:46PM				Page 1 of 61		
Daily Electronic Time Card																						
(01-05-2024 To 31-05-2024)																						
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	Mariyee	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	WORKDAY	YES	WEDNESDAY	08:15	18:00									0.00	0.00	9:15	0:15	1.000	9.00		
17	Kamis Mohammad Khairulizam Bin Jopa	WORKDAY	YES	WEDNESDAY	08:10	18:00									0.00	0.00	9:15	0:10	1.000	9.00		
25	Muhammad Alif Akmal Bin 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 Hissam	WORKDAY	YES	WEDNESDAY	07:59	18:00									0.00	0.00	9:15	0:00	1.000	9.00		
60	Muhammad Fathan Bin Roslan	WORKDAY	YES	WEDNESDAY	07:59	18:00									0.00	0.00	9:15	0:00	1.000	9.00		
69	Muhammad Wariq Lee Bin Abdullah	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	0:00	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	9:18	0:01	1.000	9.00		
113	Mohamad Izani Bin Khamsi	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 Adi 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		

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 Fakrudin 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																											

13.1.6 Overtime Approval Report

Eco@TimePrint		ECO SOLUTION TECHNOLOGY				Print On: 2024-07-16 11:31AM Page 1 of 38				
		Overtime Approval Report								
		(01-05-2024 To 31-05-2024)								
Employee ID	Name	Date	SCHEDULE	Workday	Absent	Leave	Workday Overtime	Restday Overtime	Holiday Overtime	Offday Overtime
					Days					
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@TimePrint

ECO SOLUTION TECHNOLOGY

Print On: 2024-07-16 11:33AM Page 1 of 44

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	--W--		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

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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					166.00	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 AkmalBin	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	54.05	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
96	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		25,000										
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 LESSU		1							1	
122	NUR NIMATUL AIN BINTI MUSTHIPIN							1		1	
123	SITI SALVIAH BINTI JECKREY								1		
127	JULAIN 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:
Date:

Position:
Date:

Position:
Date:

13.1.10 Daily Attendance Survey

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Print On: 2024-07-16 11:48AMPage 1 of 1

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

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					115.00			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	25,500	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	66.92	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	28,000	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

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

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

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		MAN HOURS REPORT				
		(01-05-2024 To 31-05-2024)				
Employee ID	Head Count	Work Day	Work Hour	Overtime	Total 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

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Amended Attendance Record

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

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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	<u>06:00</u>	13:00	13:26	18:00							0:00	9:15	0:00	<u>0:00</u>	1,000	0:00
			WORKDAY		06:04	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	<u>07:56</u>	13:01	13:27	<u>18:00</u>							0:00	9:15	<u>0:00</u>	0:00	1,000	0:00
			WORKDAY		07:56	13:01	13:27	18:01						9:15	0:01	0:00	1,000	0:00		
3	Nicholas Rabong Anak Isa	26-05-2024	WORKDAY	TUESDAY	<u>07:51</u>	<u>13:00</u>	<u>13:36</u>	<u>18:00</u>							0:00	9:15	0:00	<u>0:00</u>	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	<u>07:54</u>	13:00	13:22	<u>18:00</u>							0:00	9:15	<u>0:00</u>	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	<u>07:59</u>	13:14	13:41	<u>18:00</u>							0:00	9:15	<u>0:00</u>	0:00	1,000	0:00
			WORKDAY		<u>07:59</u>	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	<u>18:00</u>							0:00	9:15	<u>0:00</u>	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	<u>07:55</u>	13:00	13:26	<u>20:00</u>							0:00	9:15	<u>2:00</u>	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	<u>13:00</u>	<u>13:45</u>	13:58							0:00	5:00	0:00	0:00	0,500	0:00
			WORKDAY		08:11	13:56								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	<u>18:00</u>							0:00	9:15	<u>0:00</u>	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	<u>13:00</u>	<u>13:45</u>	<u>20:00</u>							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	<u>07:59</u>	<u>13:00</u>	<u>13:45</u>	<u>18:00</u>							0:00	0:00	<u>9:16</u>	0:00	1,000	9:00
			RESTDAY		07:59	18:06								0:00	9:24	0:00	1,000	9:00		
4	Suhai Anak Jawie	27-05-2024	WORKDAY	MONDAY	<u>07:42</u>	<u>13:00</u>	<u>13:45</u>	<u>20:00</u>							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	<u>13:00</u>	<u>13:45</u>	<u>18:00</u>							0:00	9:15	<u>0:00</u>	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	<u>07:54</u>	<u>13:00</u>	<u>13:45</u>	<u>19:30</u>							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	<u>13:00</u>	<u>13:45</u>	<u>18:00</u>							0:00	9:15	<u>0:00</u>	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 :

13.1.15 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

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Movement Activities Report

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

Date	Time 1 Time 6	Time 2 Time 7	Time 3 Time 8	Time 4 Time 9	Time 5 Time 10	Hours
CONNIE JUSTIN (105)						Department :EXECUTIVE
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

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ECO SOLUTION TECHNOLOGY
DAILY LEAVE TRACKING
 (01-05-2024 To 31-05-2024)

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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
<i>No. Of Employee : 1</i>					

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
<i>No. Of Employee : 8</i>					

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 Adl 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
<i>No. Of Employee : 9</i>					

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

Eco@TimePrint

ECO SOLUTION TECHNOLOGY
LEAVE APPLICATION TRANSACTION
(01-01-2024 To 31-12-2024)

Print On: 2024-07-16 02:22PM

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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 LEAVE SUMMARY REPORT (01-01-2024 To 31-12-2024)										Print On: 2024-07-16 02:20PM	Page 1 of 2
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

Leave Management Summary Report

×

Leave Type

ON LEAVE

▼

Leave Type

UNPAID LEAVE

▼

Leave Type

UNPAID LEAVE

▼

Leave Type

PAID LEAVE

▼

Preview

Exit

**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

Eco@TimePrint

G MART HQ
Employee Listing

Print On: 2024-07-16 04:43PM Page 1 of 19

Employee ID	Payroll ID	Name	IC No	Passport No	DOB	Gender	Date Join	Resigned Date	Schedule	Card Number
100		ZUBIANAH BINTI MADARAK	881221125128		21-12-1988	FEMALE			99	0
101		ROYNS EZLYER NESLI	020301121087		01-03-2002	MALE			99	0
102		NUR SAFIKAH BINTI AMAR	980316125204		16-03-1999	FEMALE			2	0
103		MAZLAN YAKOP	850924125699		24-09-1985	MALE			99	0
104		TSHEN NYUK KIM	760724125194		24-07-1976	FEMALE			0	0
105		CONNIE JUSTIN	781013125088		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		ISMIH RABIA	880414125680		14-04-1988	FEMALE			99	0
111		NURFAZILAH ATHIRAH BINTI AWANG HASIM @ 'AIG' HASHIM	990108125530		08-01-1999	FEMALE			2	0
112		DG NOORHAFIZAH BINTI JINAIN	951009125668		09-10-1995	FEMALE			2	0
114		YUNISIA YUNOS	881015495142		15-10-1988	FEMALE			99	0
115		CAROLYNE EXCIE PAULUS	930919126030		19-09-1993	FEMALE			2	0
116		NUR IDAYU FARHANI	880322125042		22-03-1988	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 LEBBU	970926126668		26-09-1997	FEMALE			0	0
120		IRMA BINTI MOHAMAD RAIS	920805125540		05-08-1992	FEMALE			0	0
121		DG NOOR ASYIQIN BINTI DAUD	980319125104		19-03-1996	FEMALE			0	0
122		NUR NI'MATUL AIN BINTI MUSTHIFIN	030503120248		03-05-2003	FEMALE			0	0
123		SITI SALMAH BINTI JECKREY	950502125444		02-05-1995	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 KASALI				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

Audit Trail Report

Date

16-07-2024

->

16-07-2024

System User

No.	Audit Trail Transaction
<input checked="" type="checkbox"/> 1	Change Password
<input checked="" type="checkbox"/> 2	Clocking Schedule
<input checked="" type="checkbox"/> 3	Employee
<input checked="" type="checkbox"/> 4	Quick Leave Entry

Select All

Clear All

Search

Exit

100%

1 of 1

Preview

Trans Screen :

Employee

Trans Type :

Edit Employee

Action By :

admin, 16-07-2024, 17:12:43

Employee :

101 - ROYNS EZLYER NESLI

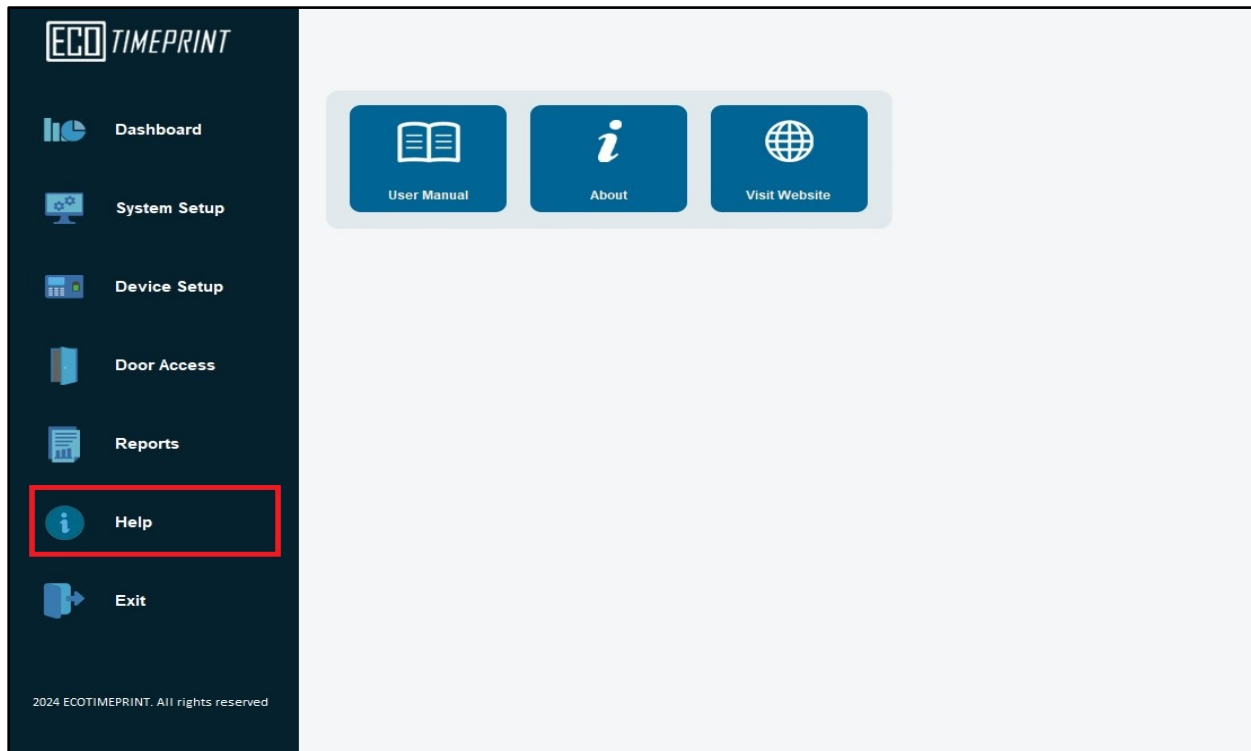
Description :

Edit Employee Info: ROYNS EZLYER NESLI (101)

Employee Name: ROYNS EZLYER NESLI->ROYNS EZLYER NESLIY

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

14.0 Help



☐ User Manual

- User Manual of ECOTIMEPRINT Attendance System

☐ About

- About ECOTIMEPRINT Attendance System

☐ Visit Website

- Visit ECOTIMEPRINT website