

# **DAILY ATTENDANCE SYSTEM MANUAL**

Version : 1.0

Dated : 25-06-2019

## Version History

<b>Sl. No.</b>	<b>Date</b>	<b>Version</b>	<b>Description of Change</b>	<b>Author</b>
1	25-06-2019	1.0	Business process defined for biometric attendance upload to website	Mr. Ashish Sharma
	25-06-2019	1.0	Verified by	Mr. Nihar Ranjan Sahu
	25-06-2019	1.0	Approved by	Mr. Nihar Ranjan Sahu

# 1 Overview

The purpose of this Business Process Document (BPD) document is to unambiguously and completely specifies the requirements of the sending biometric attendance data from CATS through SMUERP to the website. The document focuses on all the stakeholders, target audience and their needs while defining the business requirements. The business and system related terminologies are adequately described for better understanding of the target audience.

## 1.1 Scope

The Scope of this BPD includes those functions of the HR department for uploading and verifying the data. Dean SMIMS for approving the data. IT SMIMS for synchronizing the data.

## 1.2 Step by step procedure

### UPLOAD ATTENDANCE PROCEDURE:

- Step 1: login to smuERP
- Step 2: go to HRD menu
- Step 3: click on “[MCI Biometric Upload link](#)”.
- Step 4: User will be redirect to the daily attendance module in new tab window. Refer Figure 1.

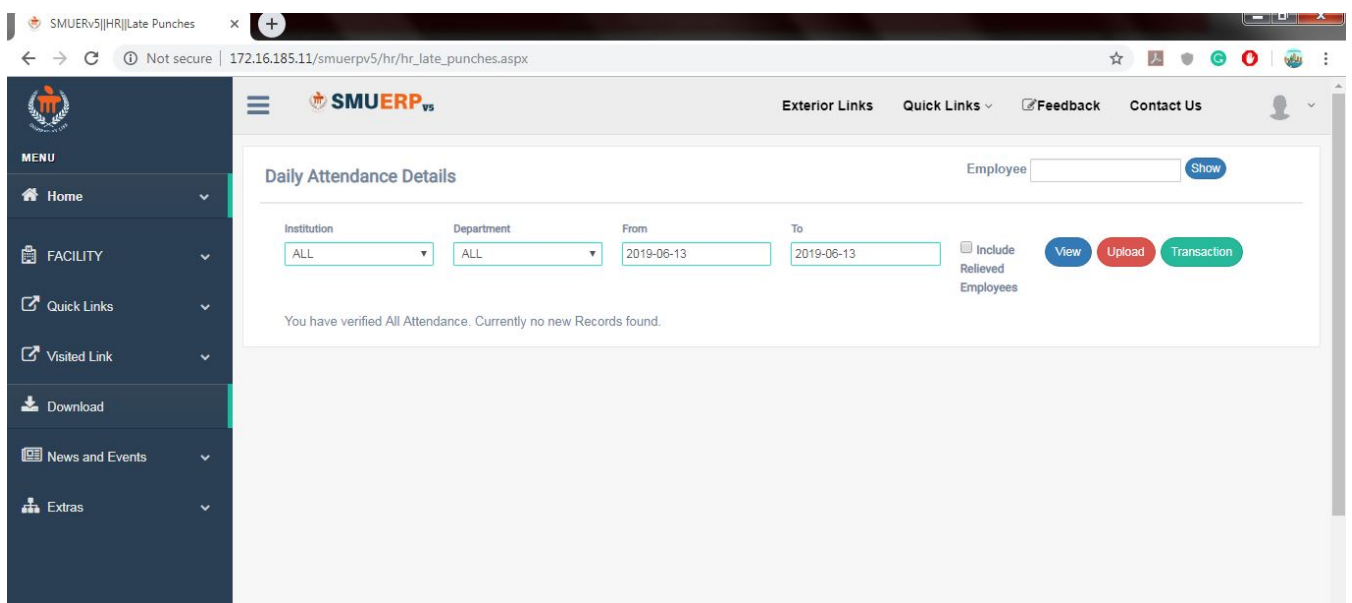


Figure 1:

- **Searching Attendance:**  
Set parameters based on the requirement. Like select institute, department, from date and to date (both date should be of same month). You can click on Optional

filed i.e. include relive employee box too (Refer Figure 2). Click on the View Button after selecting parameters.

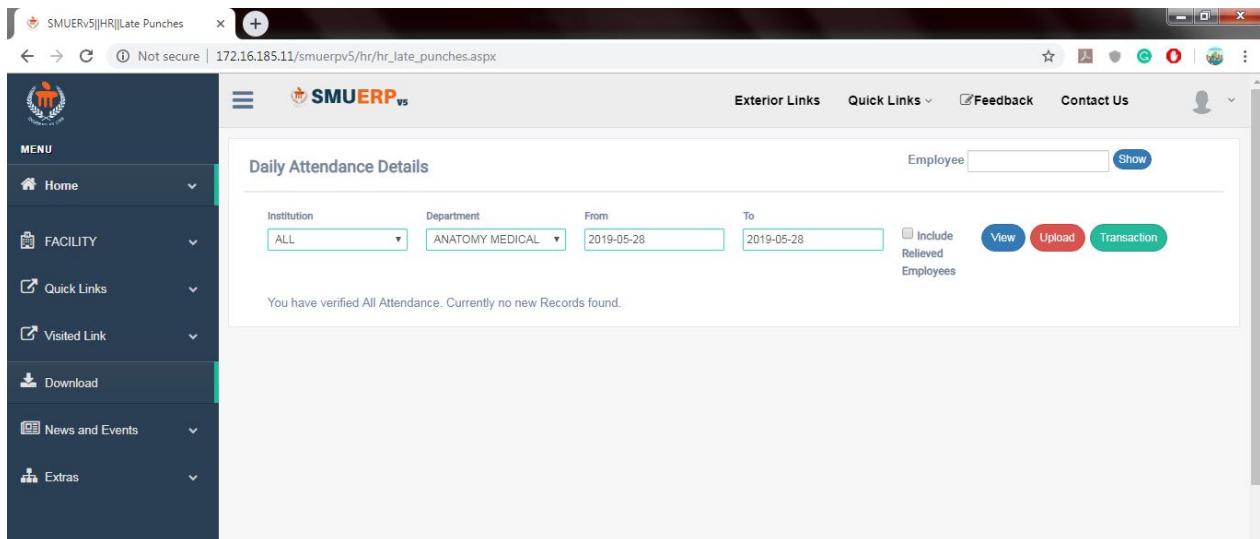


Figure 2:

### Parameters:

- a) Institute: Select Institute Name from the list.
- b) Department: Select Department from the list or select All Departments.
- c) From Date and To Date: Set Date Range for the Attendance.
- d) Relieved Employee: Select this field to include Relieved Employees.
- e) Employee Field: Select the Employee from the list to get transaction of particular Employee.

### Buttons and Their Functionality:

- a) **View Button:** This button shows the Attendance of Employee (from CATS) based on Search Parameters.
- b) **Upload Button:** It's used to upload the searched Transactions on Server.
- c) **Transactions:** This button is used to view the transactions that has been already uploaded.
- d) **Download Button:** This button is used to export the transactions into an Excel File.
- e) **Verify and Upload:** Designated User Verifies the uploaded Attendance using this button.
- f) **Click to view:** Is shows the transactions that has not been verified by Admin. Click this button directly to get all unprocessed Transactions.

g) **Show:** This Button gets the transactions of Particular Employee.

Status	Meaning
<b>NOT UPLOADED</b>	Attendance Not Uploaded yet to the System.
<b>UPLOADED BUT NOT VERIFIED</b>	Attendance uploaded by user but not verified by authority
<b>TRANSFERED</b>	Attendance that has been approved and verified by authority.

- After selection of parameters click **view button**. Once clicked. All the data will be shown in a grid below the area. Refer Figure 3

The screenshot shows the 'Daily Attendance Details' page. At the top right, there is an 'Employee' search field and a 'Show' button. Below this is a search form with 'Institution' set to 'ALL', 'Department' set to 'ANATOMY MEDICAL', and date ranges 'From 2019-05-28' and 'To 2019-05-28'. There are 'View', 'Upload', and 'Transaction' buttons. A filter bar shows 'UPLOADED BUT NOT VERIFIED', 'TRANSFERED', and 'NOT UPLOADED'. The table below lists 9 employees with their attendance details for 5/28/2019.

#	ID	NAME	CAT	DESIG.	DEPT.	INST.	IN DATE	SHIFT	ARR TIME	LATE HRS	DEP TIME	EARLY HRS	HRS WRK	CODE	STATUS	IS CHNG	REMARKS
1	107	BINOD KUMAR RAM	N	SENIOR GENERAL DUTY WORKER III	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:54	00:00	17:00	00:00	08:06	-	P P	N	-
2	203	CHANDRA BAHADUR RAI	N	SENIOR GENERAL DUTY WORKER III	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:51	00:00	17:03	00:00	08:12	-	P P	N	-
3	351	KALPANA CHHETRI	T	ASSOCIATE PROFESSOR	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	09:02	00:00	00:00	00:00	00:00	CL	P A	N	-
4	564	KARMA SONAM BHUTIA	N	MASTER TECHNICIAN	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	09:15	00:00	17:00	00:00	07:45	-	P P	N	-
5	736	GEETA PRADHAN	N	SENIOR EXECUTIVE ASSISTANT	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	00:00	00:00	00:00	00:00	00:00	-	A A	N	-
6	740	TIKA RAM SHARMA	N	MASTER TECHNICIAN	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:41	00:00	17:00	00:00	08:19	-	P P	N	-
7	1037	BINOD KUMAR TAMANG	T	PROFESSOR	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	09:09	00:00	17:00	00:00	07:51	-	P P	N	-
8	1167	DEO KUMAR DARJEE	N	JR GENERAL DUTY WORKER I	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:22	00:00	17:00	00:00	08:38	-	P P	N	-
9	1213	KARMA LAKHI BHUTIA	T	LECTURER	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:54	00:00	16:54	00:00	08:00	-	P P	N	-

Figure 3:

- Select Employees whose Transactions you want to upload by selecting the checkboxes. Then click On Upload Button to upload transactions. Refer Figure 4.

#	ID	NAME	CAT	DESIG.	DEPT.	INST.	IN DATE	SHIFT	ARR TIME	LATE HRS	DEP TIME	EARLY HRS	HRS WRK	CODE	STATUS	IS CHNG	REMARKS
1	107	BINOD KUMAR RAM	N	SENIOR GENERAL DUTY WORKER III	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:54	00:00	17:00	00:00	08:06	-	P P	N	-
2	203	CHANDRA BAHADUR RAI	N	SENIOR GENERAL DUTY WORKER III	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:51	00:00	17:03	00:00	08:12	-	P P	N	-
3	351	KALPANA CHHETRI	T	ASSOCIATE PROFESSOR	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	09:02	00:00	00:00	00:00	00:00	-	P A	N	-
4	564	KARMA SONAM BHUTIA	N	MASTER TECHNICIAN	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	09:15	00:00	17:00	00:00	07:45	-	P P	N	-
5	736	GEETA PRADHAN	N	SENIOR EXECUTIVE ASSISTANT	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	00:00	00:00	00:00	00:00	00:00	-	A A	N	-
6	740	TIKA RAM SHARMA	N	MASTER TECHNICIAN	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:41	00:00	17:00	00:00	08:19	-	P P	N	-
7	1037	BINOD KUMAR TAMANG	T	PROFESSOR	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	09:09	00:00	17:00	00:00	07:51	-	P P	N	-
8	1167	DEO KUMAR DARJEE	N	JR GENERAL DUTY WORKER I	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:22	00:00	17:00	00:00	08:38	-	P P	N	-
9	1213	KARMA LAKHI BHUTIA	T	LECTURER	ANATOMY	SMIMS	5/28/2019 12:00:00 AM	GN	08:54	00:00	16:54	00:00	08:00	-	P P	N	-

Figure 4:

- After Clicking the Upload button, Color of “ID” Field of grid Changes to Blue from Red. Which denotes Transactions has been uploaded but not verified. Verification is done by the Verifying Authority. Refer Figure 4

## VERIFY ATTENDANCE TRANSACTION PROCEDURE

- Step 1: login to smuERP
- Step 2: go to HRD menu
- Step 3: click on “[MCI Biometric Upload link](#)”.
- Step 4: you will be redirected to the daily attendance module which opens in new window. To Verify, user can do either of the following two options.
  1. Either click on “Click to View” Button to get all transaction that has not been verified.
  2. Or Select Parameters Like, Institute, Department, From date and To Date, and click on Transactions Button. Refer Figure 1

The screenshot shows a web browser window with the URL `172.16.185.11/smuerpv5/hr/hr_late_punches.aspx`. The page title is "SMUERPv5[HR]Late Punches". The interface features a dark blue sidebar menu on the left with the following items: Home, FACILITY, Quick Links, Visited Link, Download, News and Events, and Extras. The main content area is titled "Daily Attendance Details" and includes a search bar for "Employee" with a "Show" button. Below this, there are filters for "Institution" (set to ALL), "Department" (set to ALL), "From" (2019-06-13), and "To" (2019-06-13). There is also a checkbox for "Include Relieved Employees" and three buttons: "View", "Upload", and "Transaction". A message at the bottom of the filter section states "15 Attendance are yet to be verified" with a "click to view" link.

Figure 1:

- After performing Step 4. The following Grid will be shown.(Refer Figure 2)

**Daily Attendance Details**

Employee  [Show](#)

Institution:  Department:  From:  To:   Include Relieved Employees [View](#) [Upload](#) [Transaction](#)

[UPLOADED BUT NOT VERIFIED](#) [TRANSFERRED](#) [NOT UPLOADED](#)

15 Attendance are yet to be verified. [click to view](#) [Verify AND Upload](#)

ALL	#	ID	NAME	CAT	DESIG.	DEPT.	INST.	IN DATE	SHIFT	ARR TIME	LATE HRS	DEP TIME	EARLY HRS	HRS WRK	CODE	STATUS	MN	RM	TRANS_DT	VERI DT
<input type="checkbox"/>	1	107	BINOD KUMAR RAM	N	SENORR GENERAL DUTY WORKER III	ANATOMY	SMIMS	28-05-2019	GN	08:54	00:00	17:00	00:00	08:06	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input type="checkbox"/>	2	203	CHANDRA BAHADUR RAJ	N	SENIOR GENERAL DUTY WORKER III	ANATOMY	SMIMS	28-05-2019	GN	08:51	00:00	17:03	00:00	08:12	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input type="checkbox"/>	3	351	KALPANA CHHETRI	T	ASSOCIATE PROFESSOR	ANATOMY	SMIMS	28-05-2019	GN	09:02	00:00	00:00	00:00	00:00	CL	P A	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input type="checkbox"/>	4	564	KARMA SONAM BHUTIA	N	MASTER TECHNICIAN	ANATOMY	SMIMS	28-05-2019	GN	09:15	00:00	17:00	00:00	07:45	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input type="checkbox"/>	5	736	GEETA PRADHAN	N	SENIOR EXECUTIVE ASSISTANT	ANATOMY	SMIMS	28-05-2019	GN	00:00	00:00	00:00	00:00	00:00	-	A A	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input type="checkbox"/>	6	740	TIKA RAM SHARMA	N	MASTER TECHNICIAN	ANATOMY	SMIMS	28-05-2019	GN	08:41	00:00	17:00	00:00	08:19	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input type="checkbox"/>	7	1037	BINOD KUMAR TAMANG	T	PROFESSOR	ANATOMY	SMIMS	28-05-2019	GN	09:09	00:00	17:00	00:00	07:51	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-

Figure 2:

- To Verify the Transaction. Select all the transactions whose “ID” Field color is Blue. Refer Figure 3.

**Daily Attendance Details**

Employee  [Show](#)

Institution:  Department:  From:  To:   Include Relieved Employees [View](#) [Upload](#) [Transaction](#)

[UPLOADED BUT NOT VERIFIED](#) [TRANSFERRED](#) [NOT UPLOADED](#)

15 Attendance are yet to be verified. [click to view](#) [Verify AND Upload](#)

ALL	#	ID	NAME	CAT	DESIG.	DEPT.	INST.	IN DATE	SHIFT	ARR TIME	LATE HRS	DEP TIME	EARLY HRS	HRS WRK	CODE	STATUS	MN	RM	TRANS_DT	VERI DT
<input checked="" type="checkbox"/>	1	107	BINOD KUMAR RAM	N	SENORR GENERAL DUTY WORKER III	ANATOMY	SMIMS	28-05-2019	GN	08:54	00:00	17:00	00:00	08:06	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input checked="" type="checkbox"/>	2	203	CHANDRA BAHADUR RAJ	N	SENIOR GENERAL DUTY WORKER III	ANATOMY	SMIMS	28-05-2019	GN	08:51	00:00	17:03	00:00	08:12	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input checked="" type="checkbox"/>	3	351	KALPANA CHHETRI	T	ASSOCIATE PROFESSOR	ANATOMY	SMIMS	28-05-2019	GN	09:02	00:00	00:00	00:00	00:00	CL	P A	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input checked="" type="checkbox"/>	4	564	KARMA SONAM BHUTIA	N	MASTER TECHNICIAN	ANATOMY	SMIMS	28-05-2019	GN	09:15	00:00	17:00	00:00	07:45	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input checked="" type="checkbox"/>	5	736	GEETA PRADHAN	N	SENIOR EXECUTIVE ASSISTANT	ANATOMY	SMIMS	28-05-2019	GN	00:00	00:00	00:00	00:00	00:00	-	A A	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input checked="" type="checkbox"/>	6	740	TIKA RAM SHARMA	N	MASTER TECHNICIAN	ANATOMY	SMIMS	28-05-2019	GN	08:41	00:00	17:00	00:00	08:19	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-
<input checked="" type="checkbox"/>	7	1037	BINOD KUMAR TAMANG	T	PROFESSOR	ANATOMY	SMIMS	28-05-2019	GN	09:09	00:00	17:00	00:00	07:51	-	P P	N	-	ASHISH SHARMA -2715 ON 13/06/2019 04:33 PM	-

Figure 3:



- Once Selected. Just Click on Red Button labeled “Verify and Upload”. After clicking the button, the Color of “ID” Field of the same Grid changes to light green. Which means the data has been successfully uploaded. Refer Figure 4.

Figure 4:

### Remarks :

1. If for an already uploaded date for the same employee again uploaded it will renew the details. But it will keep track of the changes.
2. Once uploaded it will not be changed.
3. The date range maximum is one month only.

**Note: For any queries please contact us @ Extention:555**