



ATTENDANCE SYSTEM MANUAL

Dashboard

Dashboard 18-07-2019 Submit

- Dashboard shows the Attendance Detail of Employee for the selected date (present date) when the page loads.
- Select Date from date picker and press Submit button to get attendance details of SMIMS Employee of that particular date.

Attendance Data

Employees Attendance as on:18-07-2019



- The attendance data is shown in this section based on date selected in the dashboard or date selected in the search panel, It shows total Number of Employee, number of Employee present, number of Employees absent, Weekly Off, Employee that are in leave (both half-day and full-day).

Searching

Employee Department From* To*

ALL

view

- User can Search attendance details of Employee by Employee ID, Department and attendance date.
- Employee: Select Employee ID or Employee Name from the list.
- Department: Select Department Name or Select All to view attendance of one department or all departments.
- From and To Date: Select From and To Date from the fields to set daterange, for which attendance needs to be shown.
- View Button: After Selecting Parameters, Click on View button to get attendance.



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Result

- If there is no attendance found for the selected search parameter. The following Notification is shown

No Attendance Data available.

- If Attendance is available for selected employee or selected departments, then the attendance detail is displayed in table as shown below. Details like Employee ID, Employee Name, Category, Designation, Department, Institution, IN Date, Shift, Arrival Time, Departure Time and Status are shown.

Show Transactions

Find in Table:

EMPLOYEE ATTENDANCE DETAIL

#	EMP ID	NAME	CAT	DESIG	DEPT	INSTITUTION	IN DATE	SHIFT	ARR TIME	DEP TIME	STATUS
1	3140	VIJAY KUMAR MEHTA	T	DEAN	ADMINISTRATION	SMIMS	18-07-2019	GN	09:12	17:15	PP
2	4613	Bikash Pradhan	N	DRIVER GRADE III	ADMINISTRATION	SMIMS	18-07-2019	SMGN	09:06	17:02	PP
3	3120	TENZING NORDEN BHUTIA	N	ADMINISTRATIVE ASSISTANT	ADMISSION SMIMS	SMIMS	18-07-2019	GN	09:01	17:01	PP
4	1817	YANKI DONKA SHIPMO	T	ASSOCIATE PROFESSOR	ANAESTHESIA	SMIMS	18-07-2019	GN	09:10	16:49	PP
5	2937	ARATI RAI	T	ASSOCIATE PROFESSOR	ANAESTHESIA	SMIMS	18-07-2019	GN	09:30	17:31	PP
6	2938	MEYONG PINCHO BHUTIA	T	ASSOCIATE PROFESSOR	ANAESTHESIA	SMIMS	18-07-2019	GN	09:30	16:56	PP
7	3027	ARADHNA SINHA	T	ASSOCIATE PROFESSOR	ANAESTHESIA	SMIMS	18-07-2019	GN	00:00	00:00	AA
8	3847	BASANTA KUMAR GANDHI	T	PROFESSOR	ANAESTHESIA	SMIMS	18-07-2019	GN	09:13	17:10	PP
9	3860	YOGESH NARWAT	T	ASSISTANT PROFESSOR	ANAESTHESIA	SMIMS	18-07-2019	GN	09:09	17:00	PP
10	3886	SOFIA BATOOL	T	ASSISTANT PROFESSOR	ANAESTHESIA	SMIMS	18-07-2019	GN	07:47	19:25	PP

Abbreviations:

- T: Teaching, N: Non-Teaching
- PP: Present in First Half and Second Half.
- AP: Absent in First Half and Present in Second Half.
- PA: Absent in First Half and Absent in Second Half.
- AA: Absent in first Half and Second Half.
- WO: Weekly Off. CM: Commuted Leave. CL: Casual Leave. Cl: Clinical Duty Leave.
- AC: Academic Leave. CF: Conference. DN: DNB Leave. EL: Earned Leave.
- PDL: Prof Dev Leave. PL: Privilege Leave. PRD: Paid Leave. RS: Residency Leave.
- RS1 and RS2: PG1 and PG2 Residency Leave. SK: Sick Leave.
- SL: Study Leave. SP: Special Casual Leave. VA: Vacation Leave.