





Smart Office Suite 20.41

Admin Master Leave Management Monitor Utilities Import/Export Payroll Reports Help

System User Company Department Employees Shift Employee Shift Employee Leave Entry Employee OutDoor Entry Device Device Logs Daily Att Report Monthly Att Report

Select Biometric Device Type N Series

SmartOffice

Biometrics • Attendance

Shift List

| Shift Name | Shift Code | Begin Time | End Time |
|--------------------|-------------|------------|----------|
| Library Attender | LI | 08:25 | 16:30 |
| Garden | GR | 07:30 | 16:00 |
| Supervisor | SU | 07:30 | 16:00 |
| Electricians | EL | 08:25 | 16:30 |
| LR Operator | LO | 08:25 | 16:30 |
| Gyn Master | GM | 08:25 | 16:00 |
| Driver | DR | 08:25 | 16:30 |
| NCC | NC | 08:25 | 16:00 |
| Sweeper | SW | 07:30 | 16:00 |
| Security | SE | 07:30 | 17:30 |
| Teaching Staff | TS | 08:25 | 15:00 |
| Vice Principal | VP | 08:25 | 15:00 |
| PRINCIPAL | HEAD | 08:25 | 15:00 |
| WATCH MAN | WM | 00:00 | 23:59 |
| LIBRARY | L | 08:25 | 16:30 |
| Ma P. S. Laxarathi | GL | 08:25 | 15:00 |
| night shift | night shift | 18:00 | 08:30 |

of 21 | Add new | Edit | Delete | Records Per Page: All

Login User: BIOMAX | Role: admin | Login Time: 11-Mar-2024 08:44:57 AM

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Import Employees Details

File Path:

[Download Sample File](#) [File Format](#)

Note-Comma should not be used in any of the cells.

Error/Success Messages while Importing

Activate Windows
Go to Settings to activate Windows.

Login User: BIOMAX | Role: admin | Login Time: 27-Apr-2024 10:48:27 AM



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Daily Attendance Report

Group By: Department Wise Group: Date Wise Sort By: Employee Code

From Date: 27-Apr-2024 To Date: 27-Apr-2024 Report Type: Basic Report

Filter Employee

Employee Code Exact Company: All

Employee Name Department: All

Employee Category: All Status: All

Employee Designation: All EmploymentType: All

Employee Location: All

Select Shift

- EL
- GL
- GM
- GR
- GS
- HEAD
- IQ
- L
- LA
- LI

Select All Deselect All

Recalculate Attendance Show Header

Generate Close

Employee Record Leave Management Attendance Storage Payroll Integration Finger Technology ERP Integration

Activated
Go to settings to enable Windows