

# SmartOffice

Biometrics • Attendance • Payroll



**SMARTOFFICE PAYROLL AND BIOMETRICS SOLUTIONS PVT LTD**

[www.smartofficepayroll.com](http://www.smartofficepayroll.com)

# What we are



A necessity for any company is to ensure they have an accurate attendance management system. So we do all this and lot more.

- **“SmartOffice”** is advance level Time & Attendance Software with offline and online versions & Employee Self Service.
- we provide major solution for Time Management, Leave Management, Shift Management, Holiday Management, Customized Reports, Auto Downloads Logs etc.
- we can help you to manage employee via GPS Tracking, Overtime, Leave, multi-shift, Comp-off options & many more. These options are available on Mobile App as well.
- SmartOffice will be Suitable for Education, Corporate, Health Care, Transport, Service Industry, Banking and many more. Since we handle all aspects with simplicity and efficiency.
- More than 100,000+ SMEs, SMBs and enterprises use our solutions
- SmartOffice is the One of the most popular and fastest growing Attendance solution

# Our Products



**Smart Office Desktop:** Smart Office Desktop is very much useful for SME's with fewer employees, which provides single location solutions. It provides a complete Time & Attendance Solutions for your employees.

**Smart Office Web:** Smart office web is suitable for multiple locations to gather employee data/records at a centralized system. It's very impressive and easy to use interface which gives you instant real time awareness to effectively manage your branches time & attendance data virtually anywhere.

**Employee Self Service:** For an employee his/her own attendance is important thing for them, Smart Office Employee Self Service features gives them clear idea for their attendance. Employee Self Service dashboard is very simple & attractive, it helps them to get all the relevant information in a understand format.

# SMART SOLUTION

**SmartOffice**  
Biometrics • Attendance • Payroll

## **S**imple

It is very easy to implement and simple to use. You don't need very high qualified technical people to configure or use it. Our trained team and widespread channel network will help you go live in a matter of few minutes.



## **M**anage

You don't need to buy expensive software licenses, servers, operating system, antivirus, static IP etc. and recruit expert manpower to manage it. Instead, we host it in cloud data centre and manage it.



## **A**ffordable

It is very easy on your pockets. You need to pay as per your employee headcount on monthly basis. You can scale it up or scale down anytime. You don't need to incur heavy capital expenses on servers and software licenses.



## **R**eliable

The software is hosted in a world class data centre with high speed internet, power and data back up and managed by highly skilled dedicated team.



## **T**rusted

Smart office is a well trusted time & attendance software used by thousands of clients worldwide over many years.

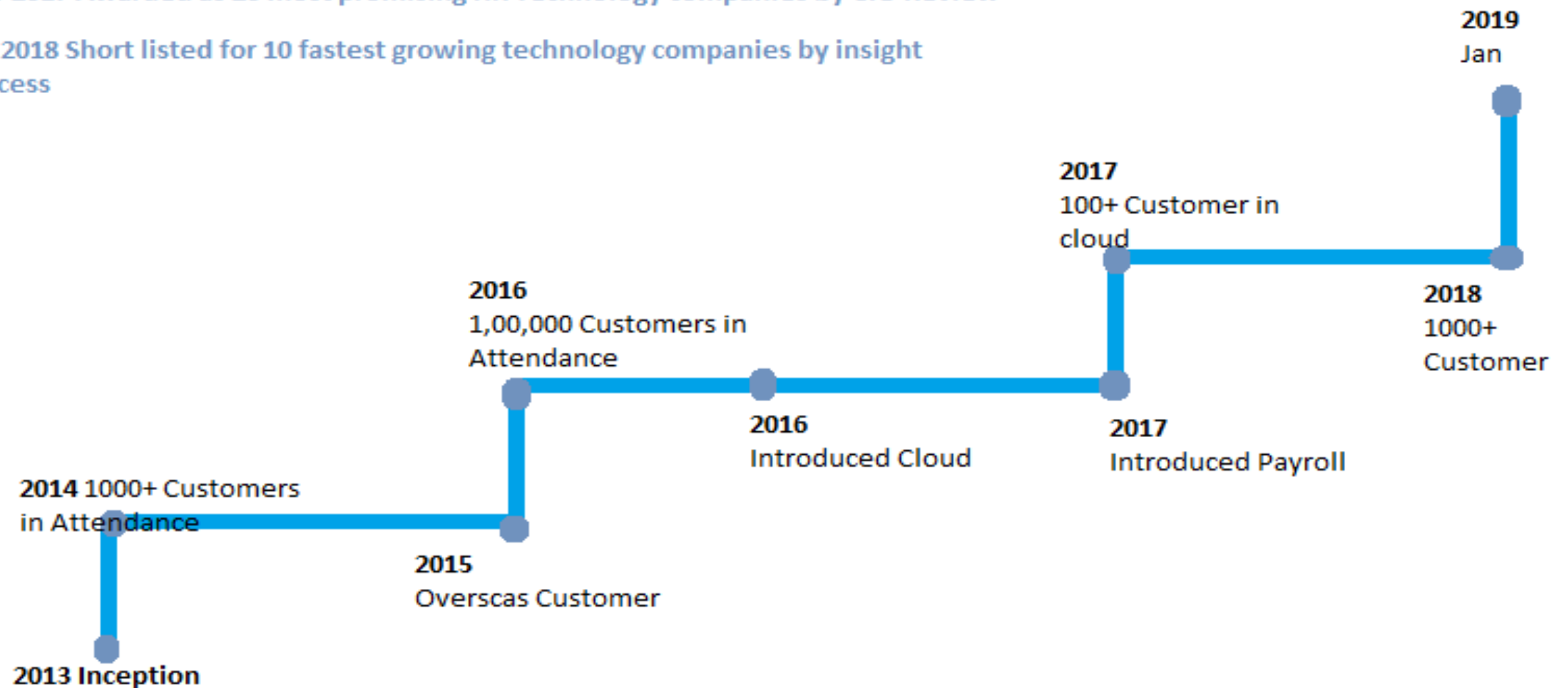


# Journey and Milestones achieved

**SmartOffice**  
Biometrics • Attendance • Payroll

Nov 2017 Awarded as 20 most promising HR Technology companies by CIO Review

Jan 2018 Short listed for 10 fastest growing technology companies by insight Success





# How are we different ?



We add value to all your activities by automating at all the steps or levels possible

1. Biometric – Completely Integrated with Attendance & Payroll software
  - A. Helps in real time flow of data
  - B. Removes dependency on any 3<sup>rd</sup> party tool
2. Advanced level Attendance software, which is completely Time tested. And you can automate various activities and provide all the required reports.
3. Mobile App:
  - A. We have a nifty mobile app for anytime, anywhere access.
  - B. It is simple, affordable and powerful Attendance tool that is easy to implement and use.
4. ESS:
  - A. Reduces Admin work
  - B. To make complete data & relevant facilities available to employee on the go
5. All this combined with timely and effective support.
6. All on a single platform.

# Desktop Application



## Benefits of Smart Office Desktop

- A **desktop application** means any software that can be installed on a single computer (laptop or a **desktop**) and used to perform specific tasks.
- Smart office desktop application is easy to install and access.
- If your Using a devices in a same network then desktop application is helpful.
- It can easily connect with devices.
- User friendly application with data back end of MS access, Oracle and SQL.

## Features of Smart Office Desktop

- Graphical Attendance Views (Day, Work Week, Week, Month, Year views)
- Automated Overtime Calculation.
- Automated Late-In/Early-Out Calculation.
- User-defined Leave Types.
- Parallel database
- Upload Data to device.
- Download Data from Device.
- SMS , Mail Configuration... many more.

# Web Application

**SmartOffice**  
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## Benefits of Smart Office Online

- A web based application is one that can be accessed through the web browser. The software and database resides on a central server rather than being installed on the desktop system. A web based Application is accessed over a network.
- If your Devices are located in different location, and you want to access all device from your location then smart office web is useful , Static IP is not required for all the device.
- If device connected in same network you can run through local host.
- Smart office web based application Supports Oracle 10g express, 11g express, 11g enterprise edition and SQL backend.

## Features of Smart Office Online

- Web application Generate Multi Location Attendance
- Centralized Database
- Shift Management
- Advanced Leave Management
- Comp Off
- We can install ESS portal
- Customized Reports
- FTP and Parallel Data Export
- Add Fetch Control Logs
- Provides SMS Services
- Mail Service
- Auto Mailer(Some features are same as desktop).



# Cloud Application



## Benefits of Cloud Application

- A cloud app is an application that operates in the cloud
- We can access anytime from anywhere
- The cloud data will store in cloud server
- It is easy to set up
- No burden of installation of any software.
- We can save the cost in terms of space and investment of Hardware
- No data loss issues or concerns
- No need to Manage It Person for Server
- No need of Static IP
- No need of Installation of ESS portal
- Can access mobile app through domain

## Features of Cloud Application

- The Features are almost same as web application
- Generates a Multi location reports
- Attendance Management
- Shift Management
- Advanced Leave Management
- Comp Off
- We can install ESS portal
- Customized Reports
- Add Fetch Control Logs
- Provides Mail Services
- ESS option setting
- API integration\*

# Shift and Shift Roaster

Shift Details

Name  Shift Code

Begin Time  End Time

Shift Schedule Type

☒ Regular ☐ Flexible Shift Duration  Mins Break Duration  Mins ☐ End Next Day End By

Shift Timing

☒ Break1  
Begin Time  End Time  Punch Begin Before  Punch End After  Min Duration

☒ Break2  
Begin Time  End Time

☒ Punch Begin Before  Mins (Default value will come from Master Settings)

OtherDetails

☒ Punch End After  Mins (Default value is next day shift begin time-punch begin duration)

☐ Grace Time  Mins (Default value will come from Employee Category Settings)

☐ Partial Day1 on  ☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th Begin Time

☐ Partial Day2 on  ☒ 1st ☒ 2nd ☒ 3rd ☒ 4th ☒ 5th End At

☐ Mark Half Day when Report to office after  Session 1 End By  Session 2 Grace Time  Mins

☐ Mark Half Day when Leave office before

**Shift :-** In Smart Office we have the features like Regular Shift and Flexible shift.

Flexible shift works 24hrs Criteria.

Here we can Mention a Break time, Create a sessions, Partial Day and give Grace time.

Rotation Name

Begin Day  End Day

Rotation Master Occurrence

☒ Weekly ☐ Monthly

Weekly

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Monthly

Mon	Tue	Wed	Thu	Fri	Sat	Sun
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				

Weekly Off

☐ Weekly Off 1  ☐ Weekly Off 2

Note-The order of the weekly off will be as:- 1. EmployeeCategory 2. EmployeeShift 3.DepartmentShift 4.ShiftRoster

Save Close

**Shift Roster:-**Here you can create N number of Rosters Monthly and Weakly.

Weekly off can be assigned. Assign the created Shift Roaster to Employees.

# Shift Group and multi Shift

ShiftGroup List

ShiftGroupCode

1 of 1

Add/Edit ShiftGroup

ShiftGroup Name: GroupA

ShiftGroup Code: GroupA

Description: GroupA

Shift Access: GS

Save Close

- **Shift Group:-** This option is useful when we create a Group of several Multi-shifts together to perform the shift timing operations.
- If Employee has a more than one shift per day, then we can create shift group which include all the shifts, then Employee can come any one shift from that group, but we have to assign created shift group to the Employees.

Add Multi Shift Details

Multi Shift Details

Name: Multi Shift Shift Code: Multi Shift

Begin Time: 10:41 End Time: 12:41

OtherDetails

☒ Grace Time 20 Mins (Default value will come from Employee Category Settings)

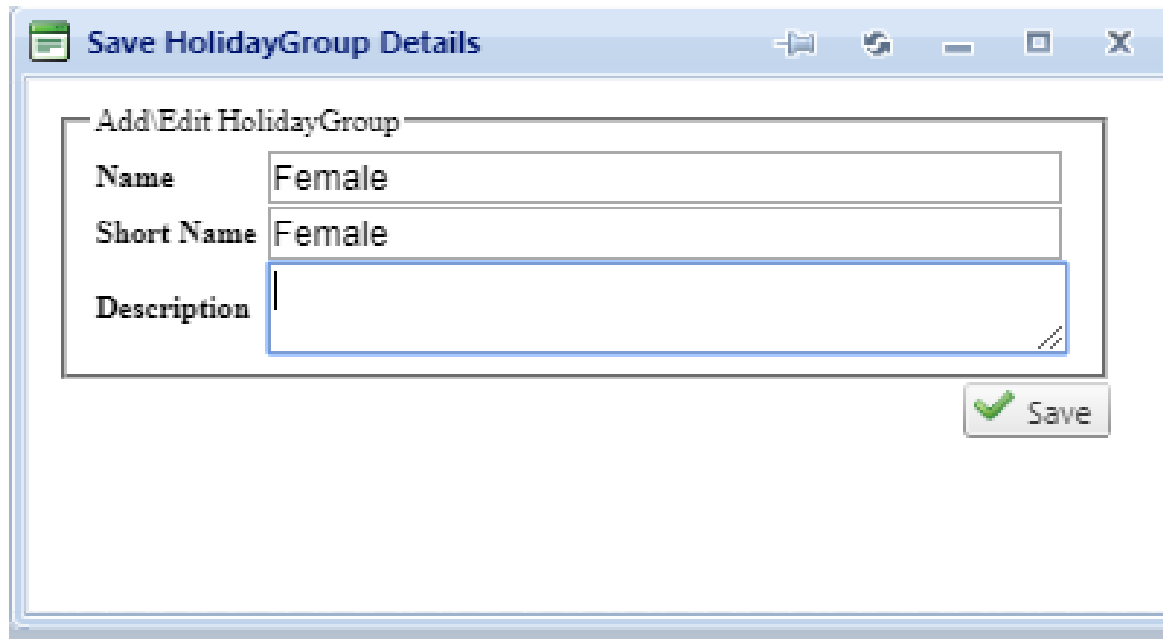
☒ Punch Begin Before 120 Mins (Default value will come from Master Settings)

☒ Punch End After 120 Mins

Save Close

- **Multi Shifts:-** This option is used when an employee works into more than one shift in the same day.
- It is mandatory to assign multi shift to an employee.

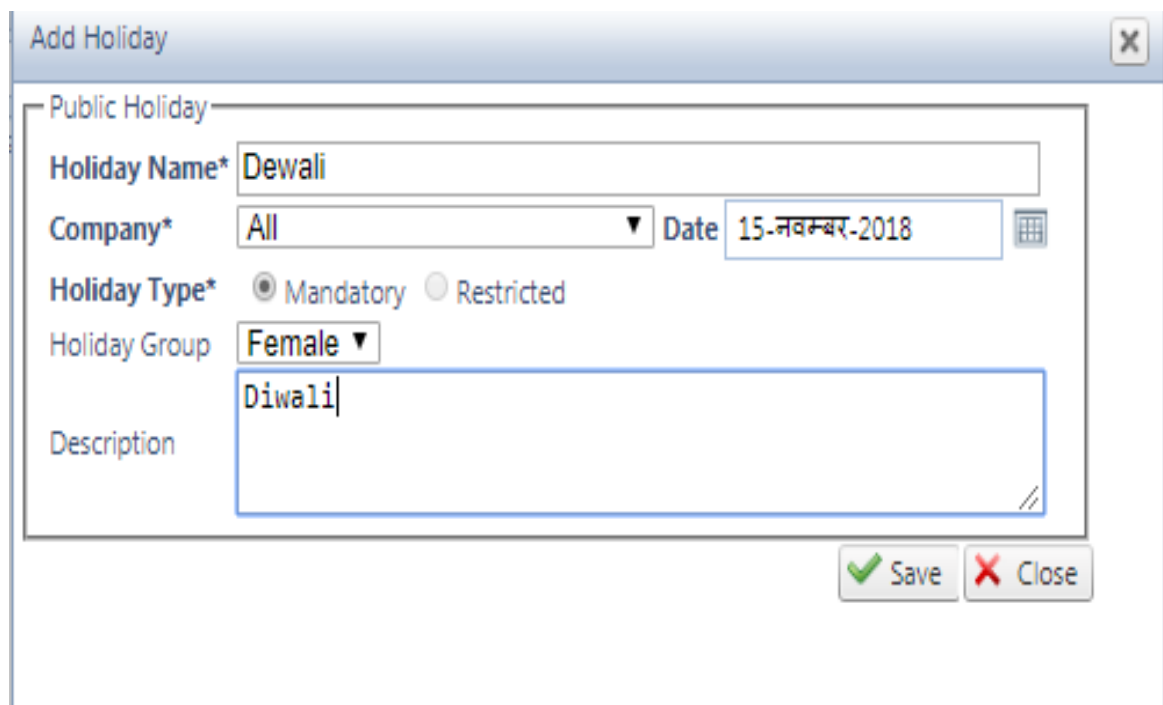
# Holiday Management



The screenshot shows a window titled "Save HolidayGroup Details". It contains a form with the following fields:

- Add/Edit HolidayGroup** (Section Header)
- Name**: Text box containing "Female"
- Short Name**: Text box containing "Female"
- Description**: Text area (empty)
- Save**: Button with a green checkmark icon

- In Master setting we need to select holiday Group or Restricted Holiday option.
- If we select Restricted then we cannot assign Holiday group and visa versa.
- We can Make a list of Holiday Group.
- Example, There will be a different holidays for male/female, for them we can make a list here.



The screenshot shows a window titled "Add Holiday". It contains a form with the following fields:

- Public Holiday** (Section Header)
- Holiday Name\***: Text box containing "Dewali"
- Company\***: Dropdown menu showing "All"
- Date**: Text box containing "15-नवम्बर-2018" with a calendar icon
- Holiday Type\***: Radio buttons for "Mandatory" (selected) and "Restricted"
- Holiday Group**: Dropdown menu showing "Female"
- Description**: Text area containing "Diwali"
- Save**: Button with a green checkmark icon
- Close**: Button with a red X icon

- After Making a list of Holiday group we can Add holidays like public holidays.
- We need to give holiday name with date.
- And we have to select Holiday group which we have created.
- After creating public holidays we have to assign employees.

# Category

- **Category:-**This option is the soul of the application as the major parts of Report generating relies on these settings only. You can assign Category to Employees depending on there Policies.
- OT is used when employee do extra work from his shift duration , we have 4 formulas here.
- Here we can calculate half day or full day by giving some certain time.
- It include many important features like late by/Early by, Total duration, work duration formulas, Continues late by/Early by deduction, WOP/WOA and many more things which are very helpful for every industries to generate attendance Reports with payroll .

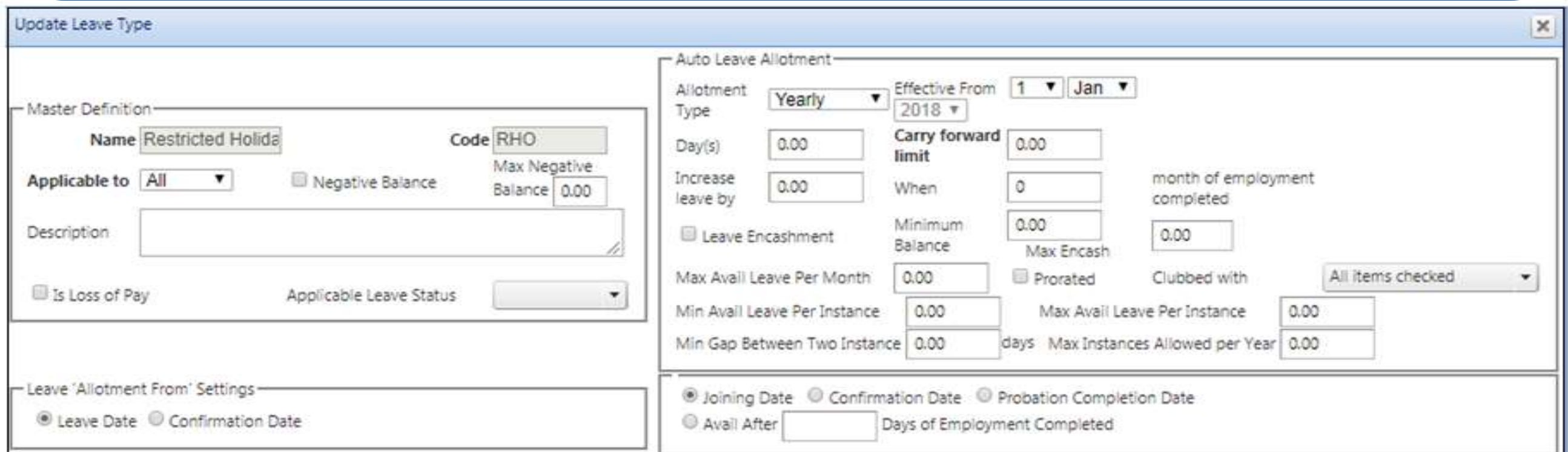
The screenshot shows a software window titled "Save Category Details" with three tabs: "Basic Details", "Continuous Late\Early Settings", and "Late By\Early By(Mins)". The "Basic Details" tab is active, displaying the following fields and options:

- Name:** DefaultCategory
- Short Name:** DefaultCategory
- OT Formula:** Total Duration - Shift Hours (dropdown)
- Min OT:** 0
- Max OT:** 20
- Work Duration Formula:** Shift Duration (dropdown)
- TotalDurationFormula:** OutTime- InTime (dropdown)
- ☒ Consider Only First and Last Punch in Att Calculation
- Grace Time for Late Coming:** 0
- For Single Punch Mark out Punch as:** In punch + 1 mins (dropdown)
- ☐ Neglect Last In Punch
- Grace Time for Early Going:** 0
- ☒ Weekly Off 1: Sunday (dropdown)
- ☐ Weekly Off 2: Sunday (dropdown)
- ☐ 1st ☐ 2nd ☐ 3rd ☐ 4th ☐ 5th
- ☒ Consider Early Coming Punch
- ☒ Consider Late Going Punch
- ☐ Deduct Break Hours from Work Duration
- ☐ Is Round OT to Nearest Hour
- ☐ Is Round Down OT to Nearest
- ☒ Consider Missed Punch in Present Absent
- ☒ Check Missed Punch in All Punches
- ☐ Set Missed Punch Status
- ☐ Check Till LastOut
- ☐ Consider WeeklyOff Present and Holiday Present in OT
- ☐ Deduct Break Hours from OT for WeeklyOff/Holiday Present
- ☐ Is Auto Grant CompOff
- ☐ Calculate Half day if Work Duration is less than 0 Mins
- ☐ Calculate Absent if Work Duration is less than 0 Mins
- ☐ On Partial Day Calculate Half day if Work Duration is less than 0 Mins
- ☐ On Partial Day Calculate Absent day if Work Duration is less than 0 Mins
- ☐ Mark Weekly Off and Holiday as Absent if prefix day is Absent
- ☐ Mark WO and H as Absent if Suffix day is absent
- ☐ Consider intermediate punches in break
- ☐ Calculate LateBy/EarlyBy for Absent
- ☒ Is Mark WOP/HOP
- ☒ Mark WOA/HOA
- ☒ Use HHmmss
- ☐ Use LateEarly in Status
- ☐ Consider Leave for Prefix/Suffix
- ☐ Calculate LateBy/EarlyBy for %Present
- ☐ Mark Late/Early On Weeklyoff
- ☐ Mark Weekly Off and Holiday as Absent if prefix and Suffix day is absent
- ☐ Adjust 0 days Late coming with Early Going
- Flexible Shift Type:** None (dropdown)
- ☐ Calculate HalfDay CompOff WeeklyOffPresent or HolidayPresent WorkDuration is less than 0 Mins
- ☐ Calculate no CompOff in WeeklyOffPresent or Holiday Present if Work Duration is less than 0 Mins
- ☐ Calculate Half Day CompOff if OT is less than 0 Mins
- ☐ Calculate No CompOff if OT is less than 0 Mins



# Leave Management

- **Leave Type:-** It is one of the important features of SmartOffice. Here we can Assign, Apply, Override leaves.
- We have the leave club policy.
- We can create Holidays and assign RHO leave also.
- We can allot leaves Monthly or yearly from leave date or confirmation date of employee.
- Can increase leaves when Employees certain months is completed.
- We can define minimum and maximum limits for leave that can be availed per Instance/month or even define the gap between two instances.
- We can define the time from when the employee will be able to avail his leaves. You can also define carry forward limits.
- We have the option features like Is Loss of pay, Negative Balance, leave encashment, and many more.
- In **Employee Leave summary** we can check employees leave details. here we can edit the leave balance also. And Import the leave balance



Update Leave Type

Master Definition

Name:  Code:

Applicable to:  ☐ Negative Balance Max Negative Balance:

Description:

☐ Is Loss of Pay Applicable Leave Status:

Auto Leave Allotment

Allotment Type:  Effective From:

Day(s):  Carry forward limit:

Increase leave by:  When:  month of employment completed

☐ Leave Encashment Minimum Balance:  Max Encash:

Max Avail Leave Per Month:  ☐ Prorated Clubbed with:

Min Avail Leave Per Instance:  Max Avail Leave Per Instance:

Min Gap Between Two Instance:  days Max Instances Allowed per Year:

Leave 'Allotment From' Settings

☒ Leave Date ☐ Confirmation Date ☐ Probation Completion Date

☐ Avail After  Days of Employment Completed

# Comp Off

- **Comp Off:-** When employee has worked on weekly off / a holiday, a compensatory off can be given to him to compensate for the time off forgiven.
- So in this option you can apply for comp off Accrual.(the day on which the employee is worked on week off)
- Employee has to apply for a credit by selecting date on which he present in week off. This is called as Comp Off Grant. Once this is approved, his balance for Comp Off increases.
- We can view the list of comp off in Employee Comp off Entries.
- After crediting the Comp off , Employee can apply Comp off by selecting the date on which, he want to take leave.

Employee Comp Off Accrual

From Date: 27-Dec-2018 To Date: 27-Dec-2018 ☒ Is Approved Approved By: essl Remarks:

Employee Name:  Filter Company: All Category: All Status: All

Employee Code:  Reset Department: All Designation: All Employment Type: All

<input type="checkbox"/>	Code	Name	Company	Department	Category	Designation	Location	Status	Employment Type	Gender
<input checked="" type="checkbox"/>	2	2	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	10	10	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	11	sp	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	12	abc	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	55	55	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	100	100	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	200	200	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	300	300	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	555	555	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	1010	1010	Default	Default	Default			Working	Permanent	Male
<input type="checkbox"/>	1012	1012	Default	Default	Default			Working	Permanent	Male

Total Selected Records - 1 Credit CompOff Close

Total Number of records-12

# SMS Setting

- **SMS Setting:-** This is the one of the most needed and popular feature. This option allows a User to configure the text SMS which will be triggered with the help of SMS service option.
- This below picture is for testing the SMS, and we need to add text and set a scheduler in Data collector Services.
- In SMS setting We need to fill the fields with Employee code or name or with Date/Time, which SMS we want to Receive, either First-Last-All In/Out or No punches.
- Example-For schools, if parents wants to receive SMS to know there children's are present or absent then this option will help.
- We should give parents mobile numbers into employees other details.

The screenshot shows a window titled "SMS Settings" with a close button (X) in the top right corner. Inside the window, there is a checkbox labeled "Is SMS Required" which is checked. Below this is a section titled "SMS Settings" containing several input fields:

- URL:** `http://techsolver.in/http-api.php?username=abcde&password=pwd8989&senderid=12345&route=1&number=$`
- Success Status:** `success`
- FirstIn Text:** `$$LogDate$$ test`
- LastOut Text:** (empty field)
- AllInOut Text:** (empty field)
- NoPunch Text:** (empty field)

At the bottom of the settings section, there is a note in blue text:

Note:-Please use the mentioned appropriate term EmployeeCode --> \$\$EmployeeCode\$\$ && EmployeeName--> \$\$EmployeeName\$\$ && LogDate --> \$\$LogDate\$\$ && LogTime--> \$\$LogTime\$\$ && LogDateTime--> \$\$LogDateTime\$\$

At the bottom of the window, there are two buttons: "Send Test SMS" (with an envelope icon) and "Save" (with a green checkmark icon). To the right of the "Save" button is a "Close" button (with a red X icon).

# Mail Setting

**Mail Setting:-** This option allows you to do the Mail Settings for sending Mail for Different use.

**Memo Settings: -** This option allows a User to Design the subject and body for disciplinary behaviors like: Late coming/Early going, Absenteeism, Missed punch etc. If any employee want to check his punches then we need to select the subject and save . We have one more option is Auto mailer in Auto mailer only manger can get the daily reports of all employees.

Update Memo Subject and Body content

Memo Signature

Signature Administrator

Late Coming\ Early going Memo Settings

Subject LATE-COMING/EARLY-GOING NOTICE/MEMO.

Body It has been observed from the Attendance Record that you were Coming Late or Going Early from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the

Absenteeism Memo Settings

Subject ABSENTEEISM NOTICE/MEMO.

Body It has been observed from the Attendance Record that you were Absent from the duty unauthorisedly i.e. without permission on below said attendance date. Please give an explanation to the Authorised person

Missed Punch Memo Settings

Subject MISSED OUT PUNCH NOTICE/MEMO.





Body It has been observed from the Attendance Record that you are not punching properly which is resulting into Missed Out Punch records in our attendance reports. Kindly explain the reason and co-operate with us to

Save

Close

# Mobile Based GPS Tracking

In smart Office online we can check the Log record location in device logs option. When Employees does the Punches from Mobile the mobile GPS will track his current location and we can see that location in application.

Month <span>Dec</span> Year <span>2018</span> <span>Go</span>										
<span>Delete Selected Records</span> <span>Assign Employee Manual Entry</span> <span>Refresh Device Logs</span> <span>ExportToExcel</span>										
LogDate	Device	SerialNumber	Att Direction	E Device Code	Employee Code	Employee Name	Branch	Department	LogRecordLocation	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<input type="checkbox"/>	31-Dec-2018 06:41:31 PM	ME(Attendance)	out	01	01	Manager	AP	S2 SE	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India	 
<input type="checkbox"/>	31-Dec-2018 06:41:30 PM	ME(Attendance)	out	01	01	Manager	AP	S2 SE	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India	 
									Oswal Matching	
<span>1</span> <span>2</span> <span>3</span> <span>4</span> <span>5</span> <span>6</span> <span>7</span> <span>8</span> <span>9</span> <span>10</span> <span>...</span> <span>Page size: 10</span>										812 items in 82 pages

The process of how this is done, is shown after a few slides where we will be explaining some of the major mobile features.



# Features



**ATTENDANCE MANAGEMENT**



**LEAVE MANAGEMENT**



**SHIFT MANAGEMENT**



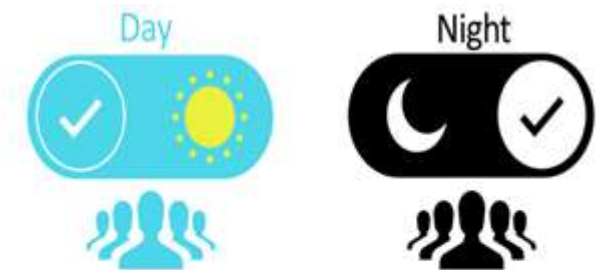
**MAIL SETTING**



**SMS SETTING**



**MOBILE APPLICATION**



**MULTI SHIFTS**

**Smart Report:-**In Main Application You can generate Monthly, Weakly, Daily, many various types of Reports. In Reports you can see punches, Absent present, OT, Leaves everything.  
The below picture shows the continues late by report, here Employee continues late by two days so his next day status is showing half day present.

Default														
Daily Detailed Attendance Report														
25-Dec-2018 To 27-Dec-2018														
Generated On: 27-Dec-2018 12:44 PM														
Attendance Date- 25-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	2	2	GS	09:00	18:00	11:30	18:30	07:00	00:00	07:00	02:30	00:00	P(ME)	11:30:00(in)ME,18:30:00(out)ME,
Attendance Date- 26-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	2	2	GS	09:00	10:00	11:00	10:30	07:30	00:00	07:30	02:00	00:00	P(ME)	11:00:00(in)ME,10:30:00(out)ME,
Attendance Date- 27-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	2	2	GS	09:00	18:00	10:00	18:30	08:30	00:00	08:30	00:00	00:00	½P(ME)	0:00:00(in)ME,18:30:00(out)ME,

If we applying Leave Then we can check in summary report.

Daily Summary Report								
26-Dec-2018 To 27-Dec-2018								
Generated On: 27-Dec-2018 03:17 PM								
Department:- Default								
Attendance Date - 26-Dec-2018								
S.No	Employee Code	Employee Name	Shift	In Time	Out Time	Total Duration	Status	Remarks
1	10	10	GS	09:00	18:00	09:00	P(ME)	
Attendance Date - 27-Dec-2018								
S.No	Employee Code	Employee Name	Shift	In Time	Out Time	Total Duration	Status	Remarks
1	10	10	GS	09:00	18:00	09:00	P(CL)(ME)	On Leave



Employees can see taken Comp off in report status as shown below.

Default														
Daily Detailed Attendance Report														
23-Dec-2018 To 27-Dec-2018														
Generated On: 27-Dec-2018 03:39 PM														
Attendance Date- 23-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	12	abc	GS	09:00	18:00	09:00	18:00	09:00	00:00	09:00	00:00	00:00	WOP (ME)	09:00:00(in)ME,18:00:00(out)ME,
Attendance Date- 27-Dec-2018														
Department:- Default														
S.No	Employee Code	Employee Name	Shift	S. InTime	S. OutTime	A. InTime	A.OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1	12	abc	NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	L (COFF)	

In **daily detailed Status Report** You will get a detailed status, if any employees status showing wrong or half present , then here we will get the notification .

Default

Daily Detailed Status Report

24-Dec-2018 To 29-Dec-2018

Generated On: 29-Dec-2018 11:20 AM

Department:- Default

Employee Code:- 2

Employee Name:- 2

S.No	Att Date	Shift	Category	A. InTime	A.OutTime	LateBy	EarlyBy	Work Duration	OT	T Duration	Detailed S.Code	Detailed Status
1	24-Dec-2018	NS	Default	00:00	00:00	0	0	0	0		A	Did not come
2	25-Dec-2018	GS	Default	11:30	18:30	150	0	420	0		P	Present
3	26-Dec-2018	GS	Default	11:00	18:30	120	0	450	0		P	Present
4	27-Dec-2018	GS	Default	10:00	18:30	0	0	510	0		½PCL	Continuous Late Half Day Present
5	28-Dec-2018	NS	Default	00:00	00:00	0	0	0	0		A	Did not come
6	29-Dec-2018	NS	Default	00:00	00:00	0	0	0	0		A	Did not come

In **Monthly Report** we can view the Total present/Absent, Total Leaves taken in a month, Total late by/Early by etc. And in monthly we can generate summary report, detailed, basic, Period wise and many more types. In smart Office we can Generate Report In Different Format also, like in Excel, text, PDF, Word.

### Monthly Detailed Attendance Report


01-Dec-2018 To 27-Dec-2018

Generated On: 27-Dec-2018 04:16 PM

Day	Day1	Day2	Day3	Day4	Day5	Day6	Day7	Day8	Day9	Day10	Day11	Day12	Day13	Day14	Day15	Day16	Day17	Day18	Day19	Day20	Day21	Day22	Day23	Day24	Day25	Day26	Day27	Day28	Day29	Day30	Day31
Days	01-Dec	02-Dec	03-Dec	04-Dec	05-Dec	06-Dec	07-Dec	08-Dec	09-Dec	10-Dec	11-Dec	12-Dec	13-Dec	14-Dec	15-Dec	16-Dec	17-Dec	18-Dec	19-Dec	20-Dec	21-Dec	22-Dec	23-Dec	24-Dec	25-Dec	26-Dec	27-Dec				
	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				
Department:Default																															
Employee Code:-2																Employee Name:-2															
Total Present - 7 Total Absent - 14 Total Leave Taken - 6 Total Weekly Off Present - 0 Total Duration - 40:38 Total Over Time - 02:00 Total LateBy - 10:23 (Hrs.) Total EarlyBy - 00:43 (Hrs.)																															
Shift	GS	WO	NS	NS	NS	NS	NS	NS	WO	GS	NS	NS	NS	NS	GS	WO	GS	NS	NS	NS	NS	NS	GS	NS	GS	GS	GS				
In Time	11:13	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	12:38	00:00	00:00	00:00	00:00	11:17	00:00	18:16	00:00	00:00	00:00	00:00	00:00	09:00	00:00	11:30	11:00	10:00				
Out Time	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	17:16	00:00	00:00	00:00	00:00	00:00	00:00	18:16	00:00	00:00	00:00	00:00	00:00	20:00	00:00	18:30	18:30	18:30				
Late By	02:14	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	03:39	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	02:30	02:00	00:00				
Early By	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:43	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00				
Total OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	02:00	00:00	00:00	00:00	00:00				
Duration	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	04:38	00:00	00:00	00:00	00:00	00:00	00:00	02:00	00:00	00:00	00:00	00:00	00:00	09:00	00:00	07:00	07:30	08:30				
T Duration	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	04:38	00:00	00:00	00:00	00:00	00:00	00:00	02:00	00:00	00:00	00:00	00:00	00:00	11:00	00:00	07:00	07:30	08:30				
Status	P (Misse dout)	WO	A	A	A	A	A	A	WO	P (Misse dout)	A	A	L(CL)	L(CL)	P(CL) (Misse dout)	WO (CL)	1/2P (ME)	A	A	A	A	L(PL)	P(CL) (ME)	A	P(ME)	P(ME)	1/2P (ME)				



In **weekly report**, we can generate report by selecting weeks of a month like only first week or Second week. Here we can check the Total duration, Total present/absent, late/early by of whole week report with the Employee Photo.

Weekly Status Report (Detailed Work Duration)							
Dec 1st Week 2018							
Branch: 22				Printed On: Dec-31-2018 06:18 PM			
Days	01-Sat	02-Sun	03-Mon	04-Tue	05-Wed	06-Thu	07-Fri
Employee:- 100:xyz			Total Duration: 28:0 Hrs Total OT: 00:00 Hrs. Present: 7 Absent: 0 WeeklyOff: 0 Holidays: 0 Leaves Taken: 0 Late By Hrs: 00:00 Late By Days: 0 Early By Hrs:00:00 Early Going By Days: 0				
Status	P	P	P	P	P	P	P
In Time	11:00:00	11:00:00	11:00:00	11:00:00	11:00:00	11:00:00	11:00:00
Out Time	15:00:00	15:00:00	15:00:00	15:00:00	15:00:00	15:00:00	15:00:00
Late By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Early By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Late Going By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Early Coming By	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Duration	04:00	04:00	04:00	04:00	04:00	04:00	04:00
OT	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Shift	GS	GS	GS	GS	GS	GS	GS

In **Leave Summary Report** we can check the Employees Leaves, How many taken, Limited, and total Leave balance

Default			
Employee Leave Summary			
Generated On: 31-Dec-2018 06:25 PM			
Department:-	Default		
Employee Code:-	2	Employee Name:-	0000
Leave Type	Yearly Limit	Leave Taken	Total Leave Balance
RHO	5	0	5
COFF	0	0	0
CL	10	5	9
PL	10	1	9
SL	10	0	10



In **Out Door Report** We can see the Employees assigned Out Door Entries, with duration.

**Default**  
**Employee Out Door Entries**  
 01-Jan-2019 To 01-Jan-2019

**Generated On: 01-Jan-2019 03:05 PM**

Date- 01-Jan-2019

S.No	Employee Code	Employee Name	Department	Duration	IsApproved	ApprovedBy	Out Door Remarks
1	2	abc2	Default	240	Yes	essl	official(11:00,15:00)
2	10	xyz	Default	240	Yes	essl	official(11:00,15:00)
3	11	sp	Default	240	Yes	essl	official(11:00,15:00)
4	12	abc	Default	240	Yes	essl	official(11:00,15:00)
5	55	55	Default	180	Yes	essl	Official work(11:00,14:00)
6	100	100	Default	180	Yes	essl	Official work(11:00,14:00)
7	200	200	Default	180	Yes	essl	Official work(11:00,14:00)

Generated By:-essl

Page 1 of 1

In **Log Report Location** We can see the location of punches, But we need to select the GPS log location option.

**Log Record Location**  
 01-Jan-2019 To 02-Jan-2019

**Generated On: 02-Jan-2019 03:28 PM**

EmployeeCode	EmployeeName	LogDate	LogTime	Location
5	salma	02-Jan-2019	09:29	Station Rd, Tanga Koot, Gadag, Karnataka 582101, India
5	salma	02-Jan-2019	09:30	Station Rd, Tanga Koot, Gadag, Karnataka 582101, India
7	vaishali	01-Jan-2019	09:40	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India
7	vaishali	01-Jan-2019	09:40	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India
7	vaishali	01-Jan-2019	09:40	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India
7	vaishali	01-Jan-2019	14:02	Oswal Matching Center, Station Road, Betageri, Gadag, Gadag taluk, Gadag district, Karnataka, 582102, India

# Android ESS Portal



## Android ESS Portal Benefits

- ESS Mobile is a smart, adaptive app , which used with your employer's configuration of Attendance on Demand.
- Provides employees with flexible time tracking options.
- Can access any time any where, Carry Reports on Pocket.
- Friendly to use.
- Can Punch From Mobile who are doing out door.
- Can apply Comp off or leaves any where any time.
- Manger can also Approve or Reject Requests from Mobile.
- Manger will get notifications of pending approvals
- Employees can check his Balanced Leave and Public Holidays.

## Android ESS Portal Features

- Can see Total attendance in Dashboard
- Can Punch In/Out
- Apply & approve Out Door
- Apply & approve Leaves
- Apply Comp Off/Comp Off Grant
- Can View Leaves in Leaves summary
- Leave Entries
- Can Check Public Holidays
- Can view Attendance Info & swipe details.
- Apply Attendance Override
- Apply Attendance Regularisation
- Approval/Reject by RM
- RM can Check Employees details
- RM can get pending Approval Notifications

# How to Login and our Dashboard

SmartOffice  
Biometrics • Attendance • Payroll

In main Application we need to Add Employee with his all information including Login Name and Password, With these Login Name and Password We can Login into ESS Application.

This is the dashboard, Here we can see total attendance of Employee

5:21 PM 0.00K/s Vodafone 4G Vodafone 77%

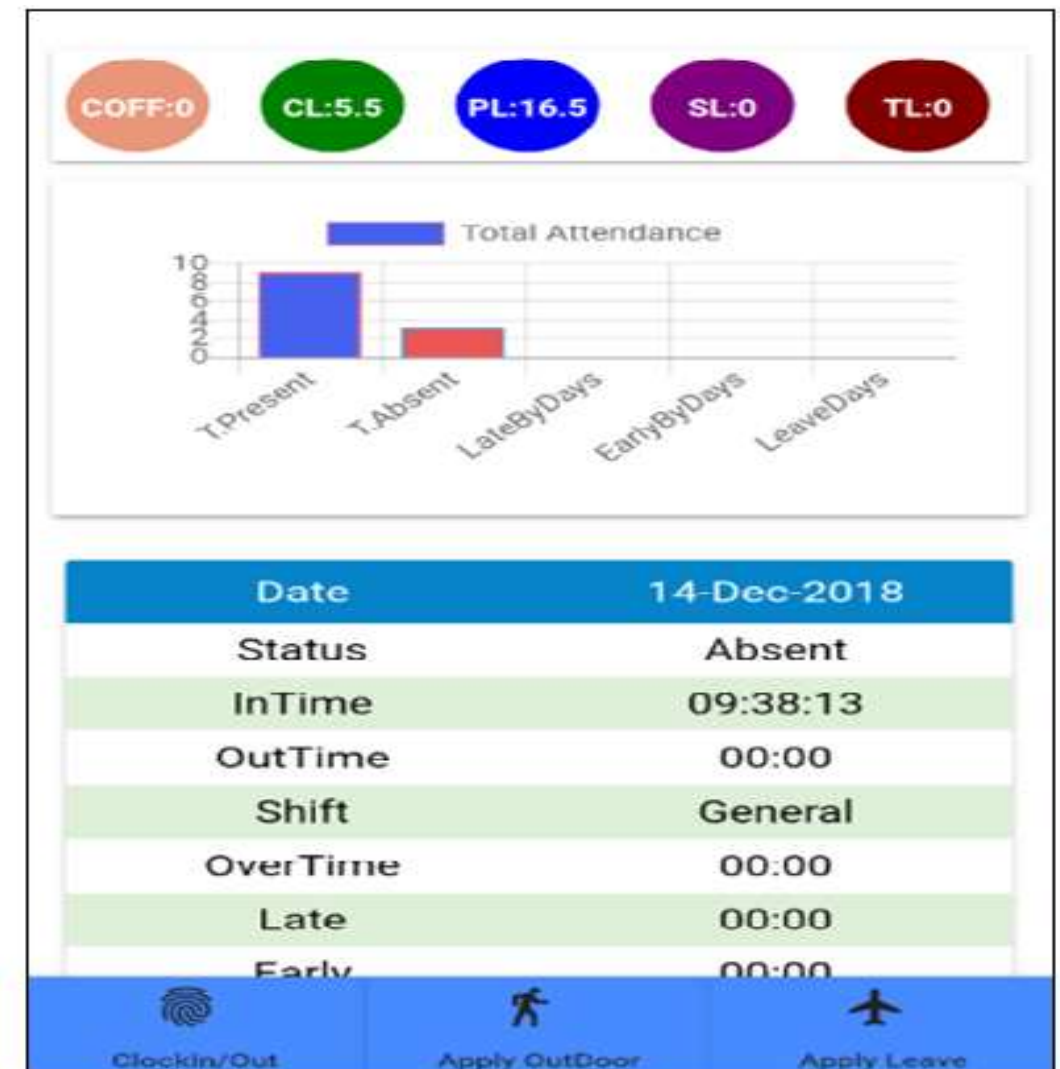
**Smart Office**  
Time and Attendance Software

UserName  
Xyz

Password  
...

Url  
biomaxdemo

**LOGIN**

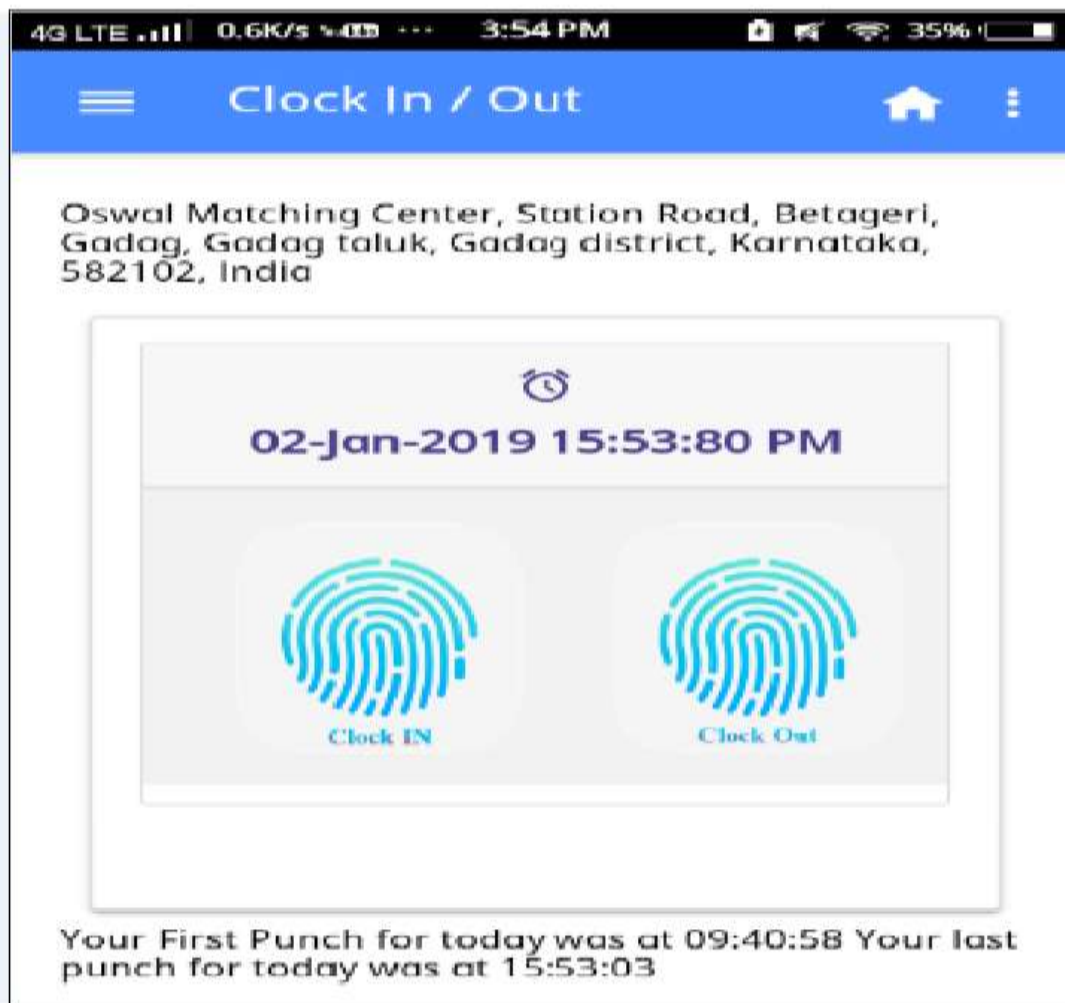


# Clock In/Out, Public Holiday

SmartOffice  
Biometrics • Attendance • Payroll

Here Employee can punch from mobile. When GPS location is turned on in the mobile then in main application the location will be seen in device logs, and in Mobile app we can Location in swipe details.

Employees can see there own public Holiday list. If Admin created Restricted holiday, then Employee can Apply Leave RHO



Public Holiday	
Year	2018
Company Name	All
Holiday Name	Sankranti
Holiday Type	Mandatory
Holiday Date	15-Jan-2018
Description	Sankranti
Company Name	All
Holiday Name	Republic Day
Holiday Type	Mandatory
Holiday Date	26-Jan-2018
Description	Republic Day
Company Name	All
Holiday Name	Holi
Holiday Type	Mandatory
Holiday Date	05-Mar-2018

Click the link for Demo video <https://www.youtube.com/watch?v=yEucXjN5nXk>



# Apply out Door Entry and Comp Off

SmartOffice  
Biometrics • Attendance • Payroll

If any Employee works Out Door, they cannot Punch from Device , then they can choose this Option.

- When employee has worked on weekly off to compensate it he may want to apply for comp off.
- So in this option you can apply for comp off grant.(the day on which the employee is worked on week off)

☰

Apply Out Door Entry

🏠

⋮

From Date	2018-12-14	📅
To Date	2018-12-14	📅
Begin Time	11:30:00	🕒
End Time	01:30:00	🕒
OutDoor Type	Official ▾	
Approver	Chetan Jain ▾	
Remarks	Office Work	

APPLY OUT DOOR

☰

Apply CompOff

🏠

⋮

Leave Type	Comp Off-C... ▾
Leave Status	Full Day ▾
Session	All ▾
Pesent Days	01 Nov 2018 ▾
From Date	2018-12-16 📅
Approver	Chetan Jain ▾
Remarks	Put any Remarks...

APPLY LEAVE

Click the link for Demo video <https://www.youtube.com/watch?v=yEucXjN5nXk> , [https://www.youtube.com/watch?v=BYn2\\_0lidPA](https://www.youtube.com/watch?v=BYn2_0lidPA)



# Leave Management

SmartOffice  
Biometrics • Attendance • Payroll

Employees can Apply Leaves by Selecting Leave Type which they want to apply.

And in Mobile You can check the Employee Leave Entries year wise and by leave type.

**Apply Leaves**

Leave Type: Casual Leave

Leave Status: Full Day

Session: All

From Date: 2018-12-14

To Date: 2018-12-15

Approver: Chetan Jain

Remarks: Going out of Station

**APPLY LEAVE**

**Employee Leave Summary**

Year: 2018

Restricted Holiday	
Leave Code	RHO
Balance	5

Comp Off	
Leave Code	COFF
Balance	0

Casual Leave	
Leave Code	CL
Balance	5.5

Paid Leave	
Leave Code	PL
Balance	15.5

Click the link for Demo video <https://www.youtube.com/watch?v=v1wDJQDPnAc>

# Attendance Regularization



**Regularization** : when you miss your punch either in/out that punch can be done from the android application.

≡

Applly Attendance R...

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From Date

2018-12-14

📅

To Date

2018-12-14

📅

Begin Time

09:38:00

🕒

Direction

in ▾

Approver

Chetan Jain ▾

Remarks

Missed in punch |

APPLY ATT REGULARIZE

≡

Applly Attendance R...

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⋮

From Date

2018-12-08

📅

To Date

2018-12-14

📅

Att Status

Present ▾

Approver

▾

Remarks

Was on duty ▾

APPLY ATT OVERRIDE

# Mobile Report

SmartOffice  
Biometrics • Attendance • Payroll

In Attendance Details Employees can see there Punches which is Consider in Report.

Attendance Details	
Month	Nov ▾
Year	2018 ▾
FILTER	
AttendanceDate	30-Nov-2018
InTime	09:34:51
OutTime	18:34:02
LateBy	00:00
EarlyBy	00:00
OT	00:00
Duration	08:59
Status	Present

In Swipe Details Employees can see there Punches including Punch Location by selecting Marking Type.

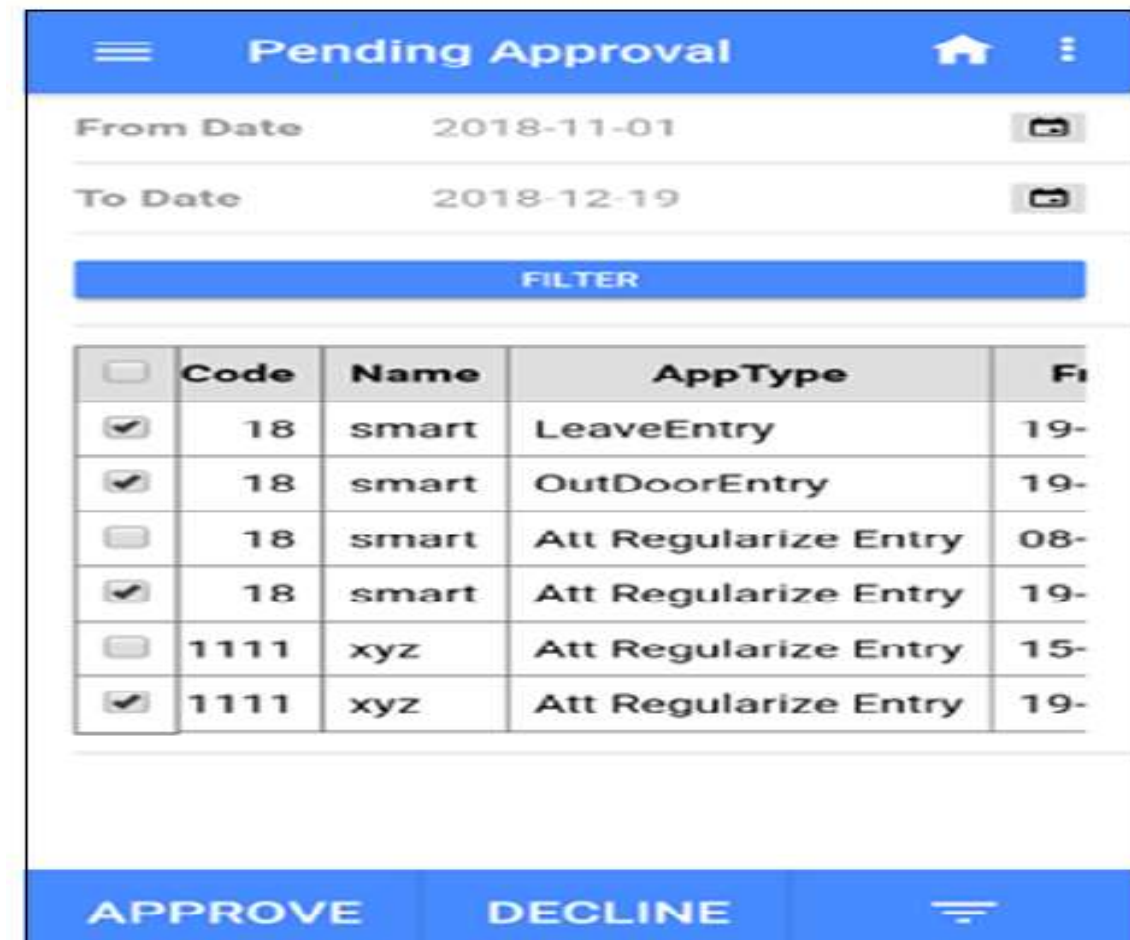
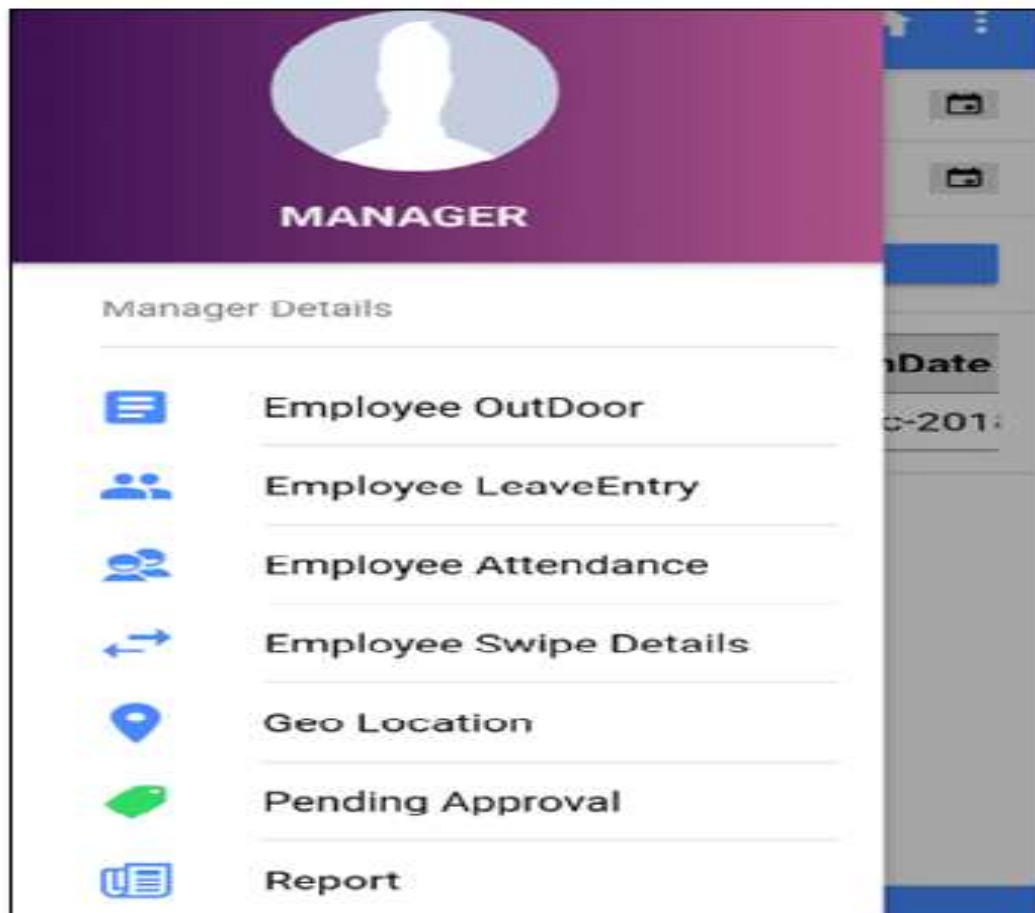
Swipe Details	
From Date	2018-11-01
To Date	2018-11-23
Marking Type	Android ▾
FILTER	
LogDate	23-Nov-2018 09:31:37
Device Name	ME(Attendance)
AttDirection	in
LogRecordLocation	Station Rd, Tanga Koot, Gadag, Karnataka 582101, India
ManagerRemarks	

# Manager Portal

SmartOffice  
Biometrics • Attendance • Payroll

We have one more important feature is Manager panel, Reporting manager can view the Employees swipe details, attendance Report, employees Leave entry, out door Entry, His/hers Punching Geo Location etc.

In pending Approval, Reporting manager have one option, that is he can approve or Reject the applied Leaves or Out Door's



Click the link for Demo video <https://www.youtube.com/watch?v=oAjU89LHz4I>



# Manager Portal Report

SmartOffice  
Biometrics • Attendance • Payroll

Reporting Manager can view the Daily and Monthly Report by selecting the Employees

Monthly and Daily Report will generate in PDF format

3:45 PM 0.17KB/s

**Report**

**DAILY** MONTHLY

From Date 2018-12-01

To Date 2018-12-19

Emp Code xyz, xyz

Att Status All

Company List All

Department ... All

**GETREPORT**

22

**Daily Attendance Report**  
2018-12-24 To 2018-12-28

Generated On: 28-Dec-2018 05:5

nt:- Academy

Attendance Date	Shift	S. InTime	S. OutTime	A. InTime	A. OutTime	Work Duration	OT	T Duration	LateBy	EarlyGoing By	Status	Punch Records
1 24-Dec-2018	NS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	A	
2 25-Dec-2018	GS	09:00	18:30	09:00:00	18:00:00	8:30	00:00	8:30	00:00	00:00	P	09:00:00(in)ME,09:30:00 (in)ME,18:00:00(out)ME,
3 26-Dec-2018	GS	09:00	18:30	09:00:00	18:00:00	9:00	00:00	9:00	00:00	00:00	P	09:00:00(in)ME,18:00:00 (out)ME,
4 27-Dec-2018	GS	09:00	18:30	09:00:00	18:00:00	9:00	00:00	9:00	00:00	00:00	P	09:00:00(in)ME,18:00:00 (out)ME,
5 28-Dec-2018	GS	09:00	18:30	09:00:00	18:00:00	9:00	00:00	9:00	00:00	00:00	P	09:00:00(in)ME,18:00:00 (out)ME,



# DIFFERENCE BETWEEN DESKTOP,WEB & CLOUD



		Desktop	Web	Cloud
Master Settings	Delete User Mark as Delete/Resigned	Not available	Available	Available
	Add user automatically in device	Not available	Available	Available
	Add user in default company	Not available	Available	Available
	Is resign employee not present for	Not available	Available	Not available
	Comp off lapse within	Not available	Available	Available
Master	SMS setting	Available	Available	Available*
	OT register	Not available	Available	Available
Shift	Canteen	Not available	Available*	Available*
	Time Group id	Not available	Available	Available
Leave	Applicable leave status	Not available	Available	Available
	Clubbed with	Not available	Available	Available
	Joining date	Available	Not available	Not available
Holiday	Import holiday list	Not available	Available	Available

# DIFFERENCE BETWEEN DESKTOP,WEB & CLOUD

SmartOffice  
Biometrics • Attendance • Payroll

Desktop

Web

Cloud

Leave Management

Earned Leave

Pending Approval

Not available

Available

Available

Not available

Available

Available\*

Device Management

Search user in device

Block unblock users

Not available

Available

Available

Not available

Available

Available

Utility

Delete device logs

Parallel database export

Fetch controller logs

Custom header text

Entries approver details

Reminder for reporting  
manager

Customize status code

Data collector service

Available

Not available

Not available

Available

Available

Not available

Available

Available

Not available

Available

Available

Available

Not available

Available

Available

Not available

Available

Not available

Not available

Available

Available

Available

Available

Available\*

# DIFFERENCE BETWEEN DESKTOP,WEB & CLOUD

SmartOffice  
Biometrics • Attendance • Payroll

Desktop

Web

Cloud

Report

Daily Comp off report

Not available

Available

Available

Muster roll  
report(monthly)

Available

Available

Available

Form J report

Available

Available

Available

Monthly late punching  
report

Not available

Available

Not available

Classified aggregate  
report

Available

available

Available

Category

Is round down OT

Available

Available

Not available

Set missed punch status

Available

Available

Not available

Is Auto grant comp off

Available

Available

Available

Consider WOHO in total  
monthly hour

Available

Not available

Available

Total monthly hours to  
max monthly

Available

Not available

Available

Round off OT

Available

Available

Not available

Applicable leave status

Not available

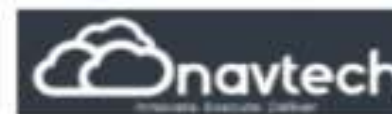
Available

Available

# Our Esteemed Attendance Clients

SmartOffice

Biometrics • Attendance • Payroll



# Our Esteemed Attendance Clients

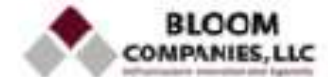
**SmartOffice**  
Biometrics • Attendance • Payroll





# Our Esteemed Attendance Clients

SmartOffice  
Biometrics • Attendance • Payroll





# SUPPORT PROCESS



Get a demo from our technical expert about all the SmartOffice365 Features



Use one month free trial facility & understand all the SmartOffice365 facilities



Well defined user manual is available, which will help you to solve most issue on your own



## After Sales Support : LSM Tool

We give you a single point of contact for your Attendance & payroll requirements. This make sure that the support person understand your business and your setup well. Ultimately helping you design the best payroll & getting your queries resolved at the earliest.



Raise ticket from your log in, our expert will get in touch with you and will solve the issue quickly with priority

# SmartOffice

Biometrics • Attendance • Payroll

## Payroll Team Contact Details

Vaishali : 8884402446  
Bhavana : 8884402440

## Attendance Team Contact Details

South : 8884402420  
Maharashtra : 8884402451  
East & West : 8884402456  
North : 8884402445



 **For any queries visit us at**  
[www.smartofficesuite.in](http://www.smartofficesuite.in)  
[www.smartofficepayroll.com](http://www.smartofficepayroll.com)

 **Mail Us**  
[sales@smartofficepayroll.com](mailto:sales@smartofficepayroll.com)  
[support@smartofficepayroll.com](mailto:support@smartofficepayroll.com)

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# THANK YOU

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