

**PayTime**<sup>se</sup>

# **Attendance & Payroll Application**

#### Application We Provide....

- ✓ PayTime (Desktop based Attendance & Payroll)
- ✓ PayTime ESS (Employee Self Service)
- ✓ PayTime SMS (SMS on Event)
- ✓ Could based Time Attendance
- ✓ Web based Payroll
- ✓ Work force Management System
- ✓ Bio-Login Application
- ✓ Access Control System

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## **PayTime Platform Support:-**

> Hopefully, this list will grow a lot.

- Windows XP (32 bits & 64 bits)
- Windows 7 (32 bits & 64 bits)
- Windows Vista (32 bits & 64 bits)
- Window 8 & 8.1 (32 bits & 64 bits)
- Window 10 (32 bits & 64 bits)
- Windows Server 2003 (32 bits & 64 bits)
- Windows Server 2008 (32 bits & 64 bits)
- Windows Server 2012 (32 bits & 64 bits)

## **SQL Connection Parameter:-**

Sql Connection Parame	ter 📃 🗖 📉								
SQL I	PARAMETERS								
SQL Server Name	.\MANTRA2005								
SQL Mode	● SQL Login								
SQL User Name	sa								
SQL Password ******* Set Parameter									

> After Installation of PayTime above screen will be opened.

SQL Server Name: - Name of SQL Server (By Default is .\Mantra)
Database Name: - PayTime (It's read only)
SQL Mode: - SQL Server or Windows Authentication
SQL User Name and SQL Password: - You need to provide SQL User Name and Password if you have selected SQL Authentication.

## Login:-



- > After saving SQL Server Parameter, PayTime Login screen will be opened.
- > PayTime Main screen will be opened after providing correct User Name and Password.
- > 15 days Trail Version will be provided, after that you need to take License.
- > By Default User Name is admin and Password also is admin.
- > After Three continuous incorrect attempts for login into PayTime, it will be closed.
- And you need to start it again.

## 1. Dashboard:-

- > The Dashboard Menu has the following items.
- 1.1. Admin Dashboard
- 1.2. Employee Dashboard



## **1.1 Admin Dashboard**





# 1.2 Employee Dashboard

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Employee Dashboard	Company None		•	Branch None	· · · · · · · · · · · · · · · · · · ·
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Profile	Attendance Sun	nmary			Export 🔹
IPEMP456Name:Rushi KoryaEnroll No:45Mobile No:9227265229Enall ID:softwaresupport@matratec.comDepartmett:Software DeveloperDesignation:DeveloperDOB:1/18/1988DOJ:1 21/12011	٩	bsent: 7.0 Leave: 7.0	Present: 13	.0 Halfbay: 1.0 LessHour: 3.0 HyOff: 3.0	Present: 13.0 Absent: 7.0 Error: 0.0 Lexev: 7.0 HolidayOff: 3.0 OvtDu/y: 0.0 LessHour: 3.0 HalfDay: 1.0 Before DOJ: 0.0
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90	03-Jan-2017 Morn	ing 09:27	19:00	09:33 00	100 P Network 37
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90 -					03-Jan-2017	Morning	09:27	19:00	09:33	00:00	P	
60					04-Jan-2017	Morning	08:01	19:00	10:00	00:00	P	
		35.42			05-Jan-2017	Morning	09:00	18:01	09:01	00:00	P	
30 -	4.17		12.28		06-Jan-2017 07-Jan-2017	Morning	09:00	21:20	00:00	02:20	A	
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Monthly S	Summary								Export		▼ 2017	
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Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
User Name : ADM	IN										2017- Int	ernet access 4

#### 2. Masters:-

- > The Master Menu has the following masters.
  - 1. Company Master
  - 2. Other Company
  - 3. Branch Master
  - 4. Department Master
  - 5. Designation Master
  - 6. Shift Master
  - 7. Shift Group Master
  - 8. Employee Master
  - 9. Holiday master
  - 10. Leave Type Master
  - 11. Device master
  - 12. Palm Enrollment
  - 13. Schedule Master
  - 14. Transaction Year



## 2.1 Company Master

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			Mobile No (SMS)	9227266229						
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			Email ID	softwaresupport@	mantratec.	com				
									Activate Windo Go to Settings to a	DWS Cl <u>Ü</u> pdateWi <mark>ndowExit</mark>
ame: ADM	IN									2019-Feb-12 12:

- Save your Company Name, Address, Contact Number, Mobile No (SMS) and Email ID.
- If Company Head SMS is tick mark in Alert -> SMS Event Allocation then SMS for Employee summary will get on Mobile No (SMS).
- If you required All Employees Attendance Reports in Company Email ID then tick mark the Option as shown in above screen.
- Upload Your Company Logo.

## 2.2 Other Company

ashboard	₩ <u>M</u> asters	⇔ <u>T</u> ransaction	🚮 <u>T</u> ime Reports	🖗 <u>U</u> ser Mana	agement <u>ŁD</u> ownloa	d <u>A</u> lert <i>\$</i> _Payroll	. MFS 💥 Utilities	Andro Setting		Ø
					Othe	er Company				
		Entry Module			Company Name		Address		Email	
Name Address	Mantra B203,	Shapath Hexa, Ne	ar Gujarat High	Q ∧	Mantratec	L. L	3203, Shapath Hexa, Near	Gujarat High Cou	softwaresupport@manratec.com	
	Gujar	, S.G. Highway, So at 380060	ia, Anmedabad,	~						
Contact No	07949	068000								
Mobile No (	SMS) 92272	66229		_						
	Red	quire Employee A	ttendance by Emai	?						
Email ID	softwa Inneuti	resupport@manra	ad Logo							
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									Activate windows	_

- Save all Company Details other than main Company in Other Company.
- To add new Company, Click on 'New' and then fill Name, Address, Contact Number, Mobile No (SMS) and Email ID then click on 'Save'.
- > On right side screen, it displays all Companies which already entered by you.
- > It allows you to delete Company entries on clicking on 'Delete'.
- Upload Your Company Logo.

## 2.3 Branch Master

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Branch Master											
	Entry Module			Branch Name		Branch Code	Company Name				
				Your Branch			Mantra Softech (Ind	dia) Pvt. Ltd.			
Company	Mantra Softech (India) Pvt.	Ltd.	•	Ahmedabad	i	но	Mantra Softech (Ind	dia) Pvt. Ltd.			
Branch Name	Ahmedabad		Q								
Branch Code	но										
				Search here							
							New Update	Delete Exit			

- Save all Branch details of Company in Branch Master.
- > To add new Branch, click on 'New' and then select Company then click on 'Save'.
- > On right side screen, it displays all Branches which already entered by you.
- > It allows you to delete Branch entries on clicking on 'Delete'.

## 2.4 Department Master

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				Departn	ent Master			
	Eatar Madu			Department Name				
Neme	Entry Modu			Software				
Name	Software							
Head of Dept.	None		•					
Email	Softwaresupport@mantr	atec.com Attendance by Email	2					
	Require Employees	Accendance by Email						
				Search here				
				L				
							New	Update Delete Exit
ser Name : ADMIN								2017-Mar-16 14:06:04

- Save all available Departments in Department Master.
- > To add new Department, Click on 'New' and Then fill Name and Head of Department information and then click on 'Save'.
- > On right side screen, it displays all Departments which already entered by you.
- > It allows you to delete Department entries on clicking on 'Delete'.
- If Department Head required Attendance Reports of all his/her Employees then tick mark option as shown in Screen.

## 2.5 Designation Master

PayTime Enterp	rise				Section of Section 4		No. of Concession, Name			
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Name	Developer			Q						
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- Save all available Designation in Designation Master.
- > To add new Designation, Click on 'New' and Then fill Name of Designation and Click on 'Save'.
- > On right side of screen, it displays all Designations which already entered by you.
- > You can delete Designation entries on clicking on 'Delete'.

#### 2.6 Shift Master

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					S	Shift Master					
		Entry Module			Shift Name	Start Time	End Time	Min HalfDay Hrs	Min FullDay Hrs	Shift Group	
Name		MORNING		Q	MORNING	09:00:00	18:30:00	04:00	07:00	Select	
Shift Grou	p	Select		~							
Start Time	1	09:00 😫	End Time 18:30								
Duration		09:30	Hrs								
Recess Du	iration	00:00	Hrs								
Min Hrs for	r Half Day	04:00 😫	Hrs								
Min Hrs fo	r Full Day	07:00 🗘	Hrs								
Absent SM	IS Schedule Tim	ne 11:48 ≑	Hrs								
Grace Time	e Before	60	Minutes								
Lunch Tim	e Start	12:30 😫	Hrs								
Lunch Tim	e End	13:00 ≑	Hrs								
Tea Time S	Start	17:15	Hrs								
Tea Time B	End	17:30 🜲	Hrs								
Note :-											
-> Recess D more Than C	uration will be )5:00 Hours.	e deducted from	Total Hours if Tot	al Hours							
-> Mention I	Recess Duratio	on if you want to	o deduct from Tota	al Hours.							
					Search here						
									New Update	Delete	Exit
er Name : ADN	IIN									2020-Nov-17	7 15:38:/

- Save all Shifts available in the Company to Shift Master.
- > Name: Name of Shift
- Shift Group: Assign Shift to Shift Group (in Auto shift assign Shift Group to Employee)
- **Time:** Start Time and End Time of Shift
- **Duration:** It will be automatically calculated based on Shift Start Time and End Time.
- **Recess Duration:** It will be deducted from Total Hours if Total Hours more than 05:00 Hours.
- Min Hrs. for Half Day: -
  - If Employee worked more than Min Hrs. for Half Day then his/her attendance will be count as Half Day.
  - If Employee worked less then Min Hrs. for Half Day then his/her attendance will be count as Less Hour.
- Min Hrs. for Full Day: -
  - If Employee worked more than 'Min Hrs. for Half Day' then his/her attendance will be count as Present.
  - And if Employee worked more than 'Min Hrs. for Full Day' then working Hours more than 'Min Hrs. for Full Day' will be considered Over Stay (OS).
- Absent SMS Schedule Time:-
  - Enter Schedule SMS Time if Employee will be absent in that Shift
- Grace Time Before:-
  - It is for Future enhancement. Default Value is 60 minutes and No need to change that value

## 2.7 Shift Group Master

PayTime Enterp	orise				Section of Section 4	- Company Real	No.		
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					Shift Gı	oup Master			
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Name R	lotate		Q						
					Search here				
								New	Update Delete Exit
User Name : ADN	IIN								2017-Mar-16 14:00:27

- Save all available Shift Group in Shift Group Master.
- > To add new Shift Group, Click on 'New' and Then fill Name of Shift Group and Click on 'Save'.
- > On right side of screen, it displays all Shift Group which already entered by you.
- > You can delete Shift Group entries on clicking on 'Delete'.

## 2.8 Holiday Master

PayTime Enterpri	se	and some	Construction of the	Superior Street	Same a - Statement	A CONTRACTOR OF A				
<u>D</u> ashboard	₩ <u>M</u> asters 📿	<u>T</u> ransaction	🛃 <u>T</u> ime Reports	🚯 <u>U</u> ser Mana	gement 🛃 <u>D</u> ownload	🔔 <u>A</u> lert 🛛 🍰 <u>P</u> ayroll	🍥 MFS 🛛 🗶 Uitilities	💮 <u>A</u> ndro Setting		⊘≞
					Holida	y Master				
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Name	Littravap				2017/01/14		U	ttrayan		
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Name: ADMI	N									2017-Mar-16 14:02:

- Save all Holidays in Holiday Master.
- To add new Holiday, Click on 'New' and Then fill Name of Holiday, Select Holiday Date and Click 'Save'.
- > On right side of screen, it displays all Holidays which already entered by you.

## 2.9 Leave Type Master

PayTime Enterprise				0 .	and cases that is	
🍘 Dashboard 🏾 🝟 Masters 📿 Transaction 🛛 Time Reports 🗌	User Management 👌 Download	🔔 Alert 🛭 🍰 Payroll [ 🔘	MFS 发 Utilities	🏟 Andro Setting	[€] MORX	() Help
	Leave T	ype Master				
Entry Module	Leave Type			Description		
	CL			Casual Leave		
Description Casual Leave						
Is Carry Forward Leave?     No Of Leave : 0.0						
Is Encashable Leave?     No Of Leave : 0.0						
<ul> <li>☑ Is Half Leave Applicable?</li> <li>☑ Is Auto Credit Leave On Every Month? No Of Leave : 1.0</li> <li>□ Leave Without Balance</li> </ul>						
Note: Transaction Year Entry require for Auto Credit Leave feat	ure					
	Search here					
				New	Update Delet	e Exit
User Name: ADMIN					Interne	t access 1 16:07:09

- Save all Leaves in Leave Type Master.
- To add new Leave, click on 'New', fill Name of Leave Type, Description, check weather Leave is Carry forward or Encashable, Half Leave Application or Not and then click 'Save'.
- > On right side of screen, it displays all Leave Types which already entered by you.
- > Check on "Is Half Leave Applicable?" if Leave can be provided for Half day.
- If you want to credit leave balance automatically on every Month then define No of Leave and click on "Is Auto Credit Leave on Every Month?"
- > If you want to give Leave with Balance check then click on "Leave Without Balance"

## 2.10 Device Master

PayTime Enterp	rise								-	o ×
🚯 Dashboard	🝟 Masters	C Transaction	🚮 Time Reports	🙀 User Managem	ent 🛃 Download	🔔 Alert 🛭 🗳 Payroll 🛛 🔘	, MFS 🔏 Uitilities   🖨 An	dro Setting		⑦ Help
					Device	e Master				
		Entry Module			Device Name	Device ID	Device IP	Mode	Status	
Device Nar	me Ma	antra HO Device			Mantra HO Device	1	192.168.1.22	DEFAULT	Offline	
Device ID	1									
Device IP	19	2.168.1.22								
Device Por	t 60	05								
Device Pas	sword En	ter Device Password	8							
Device Mod	de DE	EFAULT	~							
Device Typ	e MF	STAB	v 🗹 Is Locati	ion Compulsory ?						
Server Por	t 60	05								
	$\checkmark$	Push Data								
Notes										
a) Restart Pi	ushdata Serv	vice from Datadov	wnload -> Start-	Stop Service						
after New De	evice Entry									
b) All device	which have	same model type	will share same	server port.						
e.g. : If you l server port f	have BioFace or all those d	e devices with 3 Q devices will be sa	Juantity than me.							
					Search here					
						Reset PASS Deactive	Upload Licence Refre	sh New U	pdate Delete	Exit
User Name : ADM	IN								2018-Jul	18 21:57:44

- > Configuration of All Devices are needed to save in Device Master.
- > Device ID, Device IP, Port Number, Device Password Details will be got from your Device Menu.
- > You can set Device Mode to IN, OUT or Default.

#### Device Mode:-

- IN All entries downloaded from the Device will be considered as IN Entries.
- Out All entries downloaded from the Device will be considered as Out Entries.
- Default In Out will be considered from Device In Out Flag.
- > You have to select Device Type from list displayed in Device Type Fields.

#### Push Data Configuration:-

**Server Port** – On this Port, Device will sent Data to Server, show this port will be accessible from Device & enter same Port in "Server Port" in Device Menu.

**Server IP/Host IP (At Device Level)** – This value need to set in Device Menu and it should be IP address of Server where PayTime Push Data Service is running.

#### MFSTAB Device:-

- > Is Location Compulsory ? Tablet Location Latitude/Logitude.
- **Reset PASS (123456)** Reset your **Tablet Password**.
- > Active/Deactive Active/Deactive Device.
- > Upload License Upload MFSTAB Device License File.

## 2.11 Palm Enrollment & Verification

Matters         Transactions         Reports         Download         MS         Pyperal         Utilities         Apperance         Heigh           100         00         0         Encollement         Encol	PayTime		
Mater         Transactions         Regords         Vest           Bg Off              • Ext              • Earls              • Earls              • • • • • • • • • • • • •	File Masters Transactions Reports Download MFS Payroll Utilities Appearance Help	lelp About	
Point Enrollment         Enroloyee Id       1       Imployee ID         Enroloyee Name       Regen Konye       Imployee ID       Imployee ID         Imployee Name       Regen Konye       Imployee ID       Imployee ID       Imployee ID         Imployee Name       Regen Konye       Imployee ID       Imployee ID       Imployee ID       Imployee ID         Imployee Name       Regen Konye       Imployee ID       ImployeID       Imployee ID	File Masters Transactions Reports Download MFS Utilities Appearance	ance Help	
Pain Eurolinent         Vinicaton Section:         Employee Name       Bageh Konyo       Employee Name       Employee Name       Employee Name       Mame       Address         Image Name	🕽 Log Off 🛛 🖕 Exit		
Employee Id 1   Employee Name Rageh Konya   I Left Hand Imployee ID   Right Hand Imployee ID   Right Hand Imployee ID   Imployee ID Imployee I	Palm	n Enrollment	
Employee Id       1       • <td< td=""><td>Entry Module</td><td></td><td></td></td<>	Entry Module		
Enployee lo  Employee lo  Employee lo  Importe lo  Imp	Employee Id 1	Ventication Section	
Imployee Name       Rageh Konya         Imployee Name       Address         Imployee Name       Address         Imployee Name       Email D         Imployee Name       Pone No         Mobile No       Punch ID         Imployee Name       Emp, Photo         Imployee Name       Imployee Name			
• Left Hard         • Right Hand	Employee Name Rajesh Koriya		
• Left Hard           • Rejkt Hard           • Email ID             • Rejkt Hard           • Mobile No             • Email D           • Mobile No             • Durch ID           • Emp. Photo             • Emrollment Score is Good           • Emp. Photo             • Statt Errollmert           • Verify Paim         • Update Photo         • Ett	· · · · · · · · · · · · · · · · · · ·	Address	
Right Hand     Phone No     Mobile No     Punch ID     Emp. Photo     Emp. Photo     Stat Errollment     Cancel Errollment     Verify Palm     Update Photo     Ext	eft Hand	Email ID	
Right Hand       Price No         Mobile No       Punch ID         Emrollment Score is Good       Emp. Photo         Start Errollment       Cancel Errollment       Update Photo       Ext			
Mobile No Punch ID Emp. Photo Enrollment Score is Good Start Errollment Verify Palm Update Photo Ext	Right Hand	Phone No	
Punch ID Emp. Photo Emp. Photo Start Errollment Verify Palm Update Photo Ext		Mobile No	
Emp. Photo Emp. Photo Emp. Photo Start Errollment Verify Palm Update Photo Ext		Punch ID	
Enrollment Score is Good  Start Errollment Verify Palm Update Photo Ext		Emp. Photo	
Enrollment Score is Good  Start Errollment Verify Palm Update Photo Ext	and the second se		
Enrollment Score is Good  Start Errollment Verify Palm Update Photo Ent	and the second		
Enrollment Score is Good  Start Errollment Cancel Errollment Verify Palm Update Photo Ent			
Enrollment Score is Good  Start Errollment Cancel Errollment Update Photo Ent			
Enrollment Score is Good           Start Errollment         Cancel Errollment         Update Photo         Exit			
Enrollment Score is Good           Start Enrollment         Cancel Enrollment         Update Photo         Exit			
Enrollment Score is Good           Start Enrollment         Cancel Enrollment         Update Photo         Exit			
Start Enrollment     Cancel Enrollment     Verify Palm     Update Photo     Exit	Enrollment Score is Good		
Start Enrollment         Cancel Enrollment         Verify Palm         Update Photo         Exit			
Start Enrollment Cancel Enrollment Venty Palm Update Photo Exit		Card Farelland Canad Farelland Media Del	
		Start Enrollment Cancel Enrollment Venty Palm Update Photo	Exit

- > Employee Left and Right Hand Palm can be enrolled from Palm Enrollment.
- First it is in Verification Mode, if it not verified then it allows you to enroll the palm.
- If Palm is verified then his/her information will be displayed right side of the screen as shown in below Screen.

#### Palm Verification:-

nested fransactions Reports Download MFS Utilities Appearance P ↓ Off ② Exit	Help		
Palm En	rollment		
ntry Module	Verification Section	20	
Employee Id 1	<ul> <li>Employee ID</li> </ul>	1	
	Name	Rajesh Koriya	
Employee Name Rajesh Koriya	<ul> <li>Address</li> </ul>	B/203, Shapath Hexa, Nr. Gujarat High Court, S.G. Highway, Ahmedabad-380060	
Left Hand			
	Email ID	softwaresupport@mantratec.com	
Right Hand	Phone No	9227266229	
	Mobile No	8347002127	
	Punch ID	1	
-	Emp. Photo		
Verification Successfully Completed.			
	Start Er	rollment Cancel Enrollment Verify Palm Update Photo	Exit

## 2.12 Schedule Master

PayTime Enterp	rise		Time Reports	🚯 User Mar	nagement . <sup>4</sup> .Downlo	ad 🛕 Alert 🗳 Pa	vroll 🐨 MES 🌿 Uitilities d	Andro Setting	0
					Sche	dule Master			
		Entry Module			Name	Type	SubType	StartTime	SechedulerFor
Scheduler Nan	ne Data Dow	nload	-		Data Download	Recuring on Spe	cified Time Daily	2017-03-16 14:13:30	DataDownload
Scheduler Tvo	Recuring	on Specified Time	-						
Cabadulas Fas		amalaad 🖉 Mail C							
Duration	Uata D	ownioad 🕘 Mail 3	end O Andro						
Start Date 16-	-Mar-2017 14:	13 🔲 🔻 🔘 End [	Date 16-Mar-2017 14	4:13 🔍 🗸					
		No Er	nd Date						
Frequency — Occurs	Daily	•							
Daily									
Recurs every	y 1 🚔	day(s)							
-Weekly-	1	waak(a)							
Monday	Wende	esdav 🗌 Frid	av Saturda	v					
Tuesday	Thruso	day	✓ Sunday						
Monthly									
Day     1     1	of eve	ery 1 🕂 r	nonth(s)						
The Firs	st v M	londay 💌 of	every 1 📩 n	nonth(s)					
Daily Freque	ency								
Occurs O	nce at 14:13:	30 🜲							
Occurs Ev	very 2	Hour(s)	<ul> <li>Starting 14:</li> </ul>	:13:30 🚔					
			Ending 14:	:13:30 ≑					
								New Upda	e Delete Exit
r Name · ADM	IIN								2017-Mar-16 14-1

#### You can create below Types of Scheduler Master

- 1) Data Download from Devices : For Device Data Download
- 2) Email Sending Scheduler : For Emailing Attendance Report
- 3) Andro Scheduler : For Synchronizing Data for Android APK
- > Device Transaction will be automatically download as per entry done in Schedule Master.
- > There are different ways that you can manage scheduling of Device Transaction.
- 1) Recurring Continuously
- 2) Recurring on Specified Time
  - a) Daily
  - b) Weekly
  - c) Monthly
- You can set Daily Frequency for all three above conditions.
- For Example: Above Screen shows that Data will download at Every Minute between 12:00 PM to 12:30 PM on Every Day.

## 2.13 Transaction Year

PayTime Enterpris	se				Section of Section 4	Company States	No. 1			
🚯 Dashboard	🝟 Masters	C Transaction	🛃 Time Reports	🚯 User Manage	ement 🛃 Download	🔔 Alert 🛛 🍰 Payroll	💓 MFS 🛛 💥 Uitilities	💮 Andro Setting		() Help
					Transa	ction Year				
		Entry Module								
					From Month	From Year	1	To Month	To Year	
Transaction	From Year	2016			undury	2010		andor y	2017	
From Month	[	January	-							
Transaction	To Year [	2017	•							
To Month	[	January	•							
				s	earch here					
								New	<u>U</u> pdate Delete	e Exit
lser Name : ADMII	N								201	7-Mar-16 15:37:04

- Save Transaction Period in Transaction Master.
- To add new Transaction, click on 'New', Select Transaction "From Year", "From Month", "To Year" and "To Month" and then click 'Save'.
- > On right side of screen, it displays all Transaction Years entries which already entered by you.

#### 3. Transaction:

- > The Transaction Menu has the following Items.
  - 1. Manual Punching
  - 2. Shift Allocation
  - 3. Shift Allocation Import
  - 4. Palm Verify
  - 5. OnDuty/Leave Entry
  - 6. Leave Sanction
  - 7. Leave Encash/Carryforward
  - 8. Leave Encash/Carryforward Rollback



## 3.1. Manual Punching

PayTime Enterprise	Masters (	<b>∂</b> Transacti	ion 4	Z Time	Reports	a User	Management		Alert	Payroll	"®" MES	Xultilities 🛋	Andro Settina 🕷 N	4ORX		ତ <b></b> > ଡାଜ
						in obe.	nanagemente	Manual	Puncl	hina	[#]. II D	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	individuality (w).			0
				] F	mployee(	Data Proc	cess)					Manual Punching	ı Detail			
ompany Mantra	Softech		-		Employ	ee ID	Employee Name	Punch ID				Employee ID	Employee Name	IN-OUT	Mode	_
anch Ahmed	labad Branch		•		1		Pranjal Shah	1				15	ss	2019-10-28 11:	:30:00 IN	
partment	N				2		rishikesh patel	2				15	SS	2019-10-30 09:	:30:00 IN	
Department	Name				3		Bhavin	3				18	sd	2019-10-28 11:	:30:00 IN	
Unasigned	Dept			[	4		Priyank	4				18	sd	2019-10-30 09:	:09:00 IN	-
Surware					5		Test	5				7	Test1	2019-10-05 19:	:01:00 OUT	
					6		Hardik	6								_
					7		Test1	7								
					8		Test2	8								
					9		Test3	9								
				ß	✔ 10		Rajesh Koriya	10								
				3	11	-	Test4	11								
irch Here				>	12		pp	12								
1ode	IN		•		15		ss	15								
N - OUT Time	16:11:27				16		99	16								
rom	01- Oct -2019				17		qq	17								
_	01- Oct -2019				18		sd	18								
o Device Name	BioWeb		•													
P Address	192,168,4 22	9	•													
	Easter to De	n eh														
Reason	Forgot to Pu	nun														
(Maximum aracters : 250)																
te: You must o playing manua	do Data Proc al entry in Re	ess for eport.														
												New	Save	Start Process	Delete	Exit
Name: ADMIN														N Ir	Nantra.Local	16:12

- Manual entries of attendance with IN OUT timing and attendance date can be entered by selecting manual punching option in Transactions menu.
- To save manual entry, select Employee from list, mode of IN OUT, IN –OUT timing with date and for which Device you want to do manual punching then click on 'Save'.
- > It is very useful in case of employee forgot to punch in device Terminal.
- If you want to delete manual punch after process (Data receive) then Roll back of that Employee's data from selected date. Now go to in manual punching and you can delete the records.
- Note: After Manual Punch, Data Receive Process must require for displaying this manual punch on all Attendance reports. So select employee and click on "Start Process" to do manual Punching.

## 3.2. Shift Allocation

PayTime Enterprise		Section of Section 1.	Comparison (Strength Strength					
🙆 Dashboard 👻 Masters 📿 Transaction 🔏 Ti	ime Reports 🛛 👬 User Manager	ment 🛃 <u>D</u> ownload 🛔	Alert 🍰 <u>P</u> ayroll [ ]] <u>M</u> F	S 🔏 <u>U</u> itilities 🛛	🗭 <u>A</u> ndro Setting			(?) <u>H</u> elp
		Shift Al	location					
Report Filter			location					
Company Mantra Softech (India) Pvt. Ltd.	Branch Ahmedabad		•					
Select Shift Morning	From 13-Mar-2017	To 18-Mar-2017						
Department	Employee			Scheduled S	hift Detail			
Department Name	Employee ID	Employee Name	Punch ID	Shift Name	Shift Date	Emp ID	Employee Name	Punch ID
🔲 Unasigned Dept	🛛 R123	Rajesh Koriya	1	Morning	13-Mar-2017	R123	Rajesh Koriya	1
Software				Morning	14-Mar-2017	R123	Rajesh Koriya	1
				Morning	15-Mar-2017	R123	Rajesh Koriya	1
				Morning	16-Mar-2017	R123	Rajesh Koriya	1
				Morning	17-Mar-2017	R123	Rajesh Koriya	1
				Morning	18-Mar-2017	R123	Rajesh Koriya	1
				>				
				Search here				
							New Save	Exit
User Name : ADMIN							2017-	Mar-16 15:52:41

- > Shift Allocation allows you to allocate Shift to Employee for particular date range.
- > To allocate Shift, You need to select Shift, date range and Employees from the list and Click on 'Save'.
- By Default Employee shift will be carried out from Employee Master. But if your Shift changed on Daily, Weekly or Monthly Basis then you can allocate from above screen.
- > Third List display already allocated shift details of Employee Between selected dates.
- > You can assign Weekly off and Holiday off for selected dates from above screen.

## **3.3. Shift Allocation Import**

					Allert S Payloli	<u></u>	aco granui	o bearing two hor		
				Shift Alloca	ation Import					
A SAVE A PERCENT	File Path E:\HelixRer	o\PavTime\PavTime_D	esk\paytime_english	Browse						Inser
								<u>Download</u>	Sample Excel F	ile to Import
mber of Record	d(s) Successfully Imp	orted : 15			Number of Reco	ord(s) Not Impo	rted : 14			
Company	Branch	EmpID	ShiftDate	ShiftName	Company	Branch	EmpID	ShiftDate	ShiftName	Reason
Your Company N	lame Your Branch	SW-101	2020-04-01	Morning	Your Company	Your Branch	SW-101	2020-04-06	Afternoon	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-02	Morning	Your Company	Your Branch	SW-101	2020-04-07	Afternoon	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-03	Morning	Your Company	Your Branch	SW-101	2020-04-08	Afternoon	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-04	Morning	Your Company	Your Branch	SW-101	2020-04-09	Afternoon	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-05	wo	Your Company	Your Company N	ame -101	2020-04-10	Afternoon	Shift Name
our Company N	lame Your Branch	SW-101	2020-04-11	wo	Your Company	Your Branch	SW-101	2020-04-13	Evening	Shift Name
'our Company N	lame Your Branch	SW-101	2020-04-12	wo	Your Company	Your Branch	SW-101	2020-04-14	Evening	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-19	wo	Your Company	Your Branch	SW-101	2020-04-15	Evening	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-20	Morning	Your Company	Your Branch	SW-101	2020-04-16	Evening	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-21	Morning	Your Company	Your Branch	SW-101	2020-04-17	Evening	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-22	но	Your Company	Your Branch	SW-101	2020-04-18	Evening	Shift Name
our Company N	lame Your Branch	SW-101	2020-04-23	Morning	Your Company	Your Branch	SW-101	2020-04-27	Afternoon	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-24	Morning	Your Company	Your Branch	SW-101	2020-04-28	Afternoon	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-25	wo	Your Company	Your Branch	SW-101	2020-04-29	Afternoon	Shift Name
/our Company N	lame Your Branch	SW-101	2020-04-26	wo						

> It allows you to import shift allocation Entries which can be in CSV or Excel file.

## 3.4. Palm Verify

Pav/Time					
File Masters Transactions	Reports Download MFS Payroll	Utilities Appearance Help Ab	out		
File Masters Transactio	ns Reports Download MFS	Utilities Appearance	Help		
🕲 Log Off 🛛 🙁 Exit					
		Pa	m Verify		
	 Device Name Mode	PalmVein   IN			
	Palm	<b>U</b>			
	EmpID	EmpName	EmpPunchID	EmpPhoto	
	1	Rajedh Koniya			
		Verification S	uccessfully Completed.		
					Start Verify Exit
User Name : ADMIN					2015-Aug-19 19:10:21

- > Palm Verify allows you to verify you palm which already enrolled from Master -> Palm Enrollment.
- If Palm is verified successfully then Message will be shown as 'Verification Successfully Completed' and in Case of unsuccessfully matching below screen will be displayed.

## 3.5. On Duty/Leave Module

P <mark>ayTime Enterprise</mark> Dashboard <u> 🕁 M</u>	asters 📿 <u>T</u> ransaction	🛃 Time Reports	🚯 <u>U</u> ser Mana	igement <u>L</u> Dov	nload <u>Âlert</u>	₽ayroll [N]MFS	5 🔏 <u>U</u> itilities 🦿	Andro Setting		
				OnD	uty/Leave	Entry				
	Entry Module			EmpName	EmpID	LeaveType	FromDate	ToDate	Reason	Leave Days
Company	Mantra Softech (India) Pyt	Ltd	-	Rajesh Koriya Rajesh Koriya	R123	CL	10-Jan-2017	10-Jan-2017		1
Branch	Abmedabad			Rajasi Ranya	Rito	1102	01 301 2017	01 341 2017		-
Employee ID	R123	<b>.</b>								
Employee Name	Raiesh Koriva		•							
Leave	CL(Casual Leave)	•								
Half Leave										
Leave Type	Paid	•								
From Date	04- Jan -2017									
To Date	04- Jan -2017									
Reason										
oavo Palanco	. 0.5									
Encash Leave :	0									
Total :	8.5									
								New	<u>S</u> ave	Delete Exit
ame: ADMIN										2017-Mar-16 17:0

#### 1. On Duty Entry:-

- If Employee went for Company related work and unable to punch on Device Terminal.
- In Attendance Report, status will be shown as 'OD'.

#### 2. Leave Entry:-

- You can add Employee's Full Day or Half Day Leave as per balance available for particular Leave.
- In Attendance Report, status will be shown as 'CL' or 'SL' or 'EL' or 'SP' or 'C' or 'PL' or 'ML'.
- In Half Leave case 'H' will be Append before Leave Type Name.
   For example: For Half CL, state will be shown as 'HCL'.

## **3.6. Leave Sanction**

PayTime Ente	erprise						-					- 0 <b>- X</b>
🕐 <u>D</u> ashboar	d 🖞 <u>M</u> asters		<u>∡ T</u> ime Reports	🚯 <u>U</u> ser Managen	nent <u>L</u> ownload	🔔 <u>A</u> lert 🏾 🍰	<u>P</u> ayroll 💓	MFS 🔏 Uitilitie	es   🌐 <u>A</u> ndro Settir	g		⊘ <u>H</u> elp
					Leave	Sanctio	n					
Company	Mantra Softech	(India) Pvt 1td		Employee				Leave Sanctio	n Detail			
Branch	Abmodahad	(maia) i ve cea.		Employee ID	Employee Name	Punch ID		Employee ID	Employee Name	Leave Type	Sanction Leave	Sanction Dat
Departmen	Anneuabau			✓ R123	Rajesh Koriya	1		R123	Rajesh Koriya	CL	10	2017/01/01
Department Department	tment Name											
🗹 Una	asigned Dept											
🔽 Softwa	ire											
			>									
			>									
Search Here												
	·											
	Ada	Leave 🔘 Remov	e Leave									
Leave Tv												
Sanction												
Caraction	Debe of D	-										
Sanction	Date 01-Jar	1-2017 U										
								•				•
										New Upda	te Delete	Exit
User Name : AD	OMIN										2017-Ma	r-16 15:57:49

- Leave Sanction allows you to sanction Leaves to Employee for particular Transaction Year as per sanction date.
- For sanctioning Leave, You need to select Leave, Enter Leave Amount and Employees from the list and Click on 'Save'.
- > Third List display already sanctioned Leaves of Employee.

## 3.7. Leave Encash/Carryforward

PayTime Enterp	rise							and a second sec			
🕐 <u>D</u> ashboard	₩ <u>M</u> asters	⇔ <u>T</u> ransaction	🛃 <u>T</u> ime Reports	🚯 <u>U</u> ser Manag	ement	Download	🔔 <u>A</u> lert 🛛 🍰 <u>P</u> ayroll	🝥 <u>M</u> FS 🛛 🐰 Uitilities	💮 <u>A</u> ndro Setting		(?) <u>H</u> elp
					Leav	e Encad	h/Carryforwa	ard			
					Leav	e Elicasi	il/ callylol wa	aru			
Company	Mantra Softec	h (India) Pvt. Ltd.		•	Branch	None		•			
Departm	ent Name				E	mployee ID		Employee Name		Punch ID	
🔽 Unasi	gned Dept										
Software											
				2							
				>							
					•						
											Save Exit
User Name : ADN	IIN										2017-Mar-16 16:08:06

- > Leave Encash/Carryforward will Encash or Carryforward Leaves to Next Transaction Year.
- > You need to select Department, Employees and then Click on 'Save'.

# 3.8. Leave Encash/Carryforward Rollback

PayTime	in the second	a fallen de Caracter	Contract Street								
ช0_Dashboard '∰Masters ♫Transaction ⊿Time Reports 🏭 User	Management 🛃	<u>D</u> ownload <u>A</u> lert 4	<mark>⊱ p</mark> ayrollMFS 没Uitilities 🎡 <u>A</u> ndro	Setting	(?) <u>H</u> elp						
Leave Encash/Carryforward Rollback											
Company Mantra Softech (India) Pyt. Ltd.	Branch	None									
Department Name     Junasigned Dept	Em	ployee ID	Employee Name	Punch ID							
Software											
	2										
	5										
				Rollback	Exit						
User Name : ADMIN				2017-Ma	r-16 16:12:10						

- > Leave Encash/Carryforward will Rollback your Encash or Carryforward Leaves.
- > You need to select Department, Employees and then click on 'Rollback'.

#### 4. User Management:

- > The User Management has the following Items.
  - 1. Role Master
  - 2. Right Distribution
  - 3. User Master



#### 4.1. Role Master

ashboard '	🝟 Masters	C Transaction	🛃 Time Reports	🚯 User Manag	gement 土	Download	🔔 Alert	🍰 Payroll	MFS	🗶 Utilities	💮 Andro Setting	MORX	
						Role	Maste	) <b>r</b>					
		Entry Module			Role Name								
Role Name	Enter Role M	Name		Q,									
Company	Check A	npany Name		~									
				,									
	Check A	I											
51 411(11				~									
Department				< v									
					Search here								
											N	ew Save	Delete Exit

- Save all Roles in Role Master.
- To add new Role, Click on 'New' and then Select Granted Companies, fill Role Name and click on 'Save'.
- User who have above role assign will have rights of those companies which are selected in above screen.
- > On right side screen, it displays all Roles which already entered by you.
- > It allows you to delete Role entries on clicking on 'Delete'.

## 4.2. Right Distribution

PayTime Enterp	rise		-		· Competence Made	-				
n <u>D</u> ashboard	₩ <u>M</u> asters	🛃 <u>T</u> ime Reports	🙀 <u>U</u> ser Management	. <u>↓</u> Download	<u> A</u> lert <i>L</i> ayro	I [@] <u>M</u> FS	🔀 <u>U</u> itilities	Andro Setting		⑦ <u>H</u> elp
				Right D	istribution					
				Role Master Rol	le	•				
			Masters     Masters     Wasters     Wasters     Wiew     View     View	er Ister ster iter it ir ar						
									Sa	Ve Exit Network 37
User Name : ADM	IIN								2	017- Internet access 0

- > All roles which are entered in Role Master will be displayed in above screen.
- From above screen, you can configure which type of rights like Add, Edit, Delete or Read will be given for selected role.

## 4.3. User Master

ayTime Enterprise	a statements		0 a 10 a 100	<b>A</b> · · · •	[@] <b>\/</b>						
<u>D</u> ashboard 🛛 👻 <u>M</u> ast	ters 📿 <u>T</u> ransaction 🔏	<u>T</u> ime Reports 🙀 <u>U</u> ser Mana	gement <u>L</u> ownload	🔔 <u>A</u> lert <i> S</i> Payroll	MFS 💥 Uitilities	ndro Setting <u>A</u> ndro Setting		(2)日			
User Master											
	Entry Module		User Name		F	Role					
Role	Master Role	•									
User Name	rajesh	Q									
Password	*****										
Confirm Password	*****										
			Search here								
						New	<u>S</u> ave De	slete Exit			
Name: ADMIN								017- Internet acces			

- Save all Users of PayTime Login in User Master.
- To add new User, Click on 'New' and then Select Role, fill User Name, Password, Confirm Password and click on 'Save'.
- ➢ User will have rights as per selected Role.
- > It allows you to delete User entries on clicking on 'Delete'.

## 5. MFS:

- > The MFS has the following Items.
  - 1. Enrollment
  - 2. Verification
  - 3. Delete Enrollment
  - 4. Finger Print Images

PayTime Enterpri	ise					-			teres and the second					I X
🚯 Dashboard	🝟 Masters	Transaction	🛃 Time Reports	🚯 User Mana	gement 🛃	Download	🔔 Alert 🔮	🕏 Payroll	MFS 🔀 Uitilities	🌐 Andr	o Setting			⑦ Help
						llee	Mactor		🗞 Enrollment					
						USEI	Plaster		Verification					
		Entry Module	e		User Name				📓 Delete Enrollmen	ies I				
Role	Ma	ster Role		•										
Licer Name		ach												
Oser Name	10)	****		<b>`</b>										
Password														
Confirm Pas	sword **	****												
					Search here	2								
											New	<u>S</u> ave	Delete	Exit
	N												2017 Netw	ork 37
Ger Name : ADMI													2017- intern	10:44 AM
						<b>&gt;</b>							• ••• 📶 📜	3/17/2017
# 5.1. MFS - Finger Enrollment

PayTime Enterp	rise			0			- 701	10		
n <u>D</u> ashboard	₩ <u>M</u> asters	⇔ <u>T</u> ransaction	✓ Time Reports	🙀 <u>U</u> ser Managemen	t <u>L</u> ownl	load 🔔 <u>A</u> lert 🔮	Payroll [@] <u>M</u> FS	5 💥 <u>U</u> itilities	Andro Setting	
					MFS - Fi	inger Enro	llment			
				Entry Modu Com Bran Emp	le pany ch loyee ID loyee Name © Fir © Se © Th	Mantra Softech (Ir Ahmedabad R123 Rajesh Koriya st Finger cond Finger ird Finger	ndia) Pvt. Ltd.	• • •		
										Start Enrollment
ser Name : ADN	IIN									2017- Network 37 Internet access

- > You can enroll three fingers of each Employees from above screen.
- > Duplicate fingers will be not allowed in enrollment.

# **5.2. MFS – Finger Verify**

● PayTime Enterprise 웹 Dashboard 👻 Masters 🛱 Transaction 🔏 Time Reports 🙀 U	iser Management 📩 Download 🌲 Alert 🍰 Payroll [ 🥘	MFS 💥 Uitilities 🌵 Andro Setting	— 🗇 <mark>— Х —</mark> () Help
	MFS - Finger Verify		
1:N	IN Company : Mantra Softech (India) Pvt. Lt ID : R123 Name : Rajesh Koriya Finger is Verified Successfully.	rd.	
lleer Name - ADMIN		Star	Venification     Evit     Network 37     Network 37
	9 🛯 🔶 🚳		<ul> <li>▲ (*) 22 PM</li> <li>12:28 PM</li> <li>3/17/2017</li> </ul>

- > You can Verify (1:1) or Identify (1: N) finger by clicking on "Start Verification".
- > Photo, Employee ID and Employee Name will be displayed of matched Employee.

# 5.3. MFS – Delete Enrollment

PayTime Enterpris	e	CT		eta a Bulana Managaran		Download Alast	Provell MEC V	n Gallaciana - 👼 Ana da	- C-11		X
<u>u D</u> asnboard	Masters	← <u>I</u> ransaction	<u>л</u> іте керо	rts <u>m U</u> ser Manageme		<u>C</u> Doloto Enr	allmont	<u>O</u> lulities <u>A</u> ndr	o Secung	ر د	Heip
					MIF	S - Delete Elli	onment			<i></i>	_
Company	Mantra Soft	ech (India) Pvt. Lt	d.	•		R123	Employee Name Rajesh Koriya	Finger1	Finger2	Finger3	
Branch	Ahmedabad			•							
Employee ID	R123										
Name Dunch ID	Rajesh Kori	ya		<b></b>							
PunuriD	1										
First Fir	gger	Second	Finger	Third Finger							
									New	Delete Exit	
Iser Name : ADMIN					_					2017- Internet acc	

> It allows you to delete Employee's Finger enrollment.

# 5.4. MFS – Finger Print Images

a <mark>yTime Enterprise</mark> Dashboard            Masters	ient 🛃 <u>D</u> ownload 🔔 <u>A</u> lert	₽ayroll [0] <u>M</u> FS 🎉	<u>U</u> itilities	etting	0
	MFS - Export En	rollment			
	Employee ID	Employee Name	Finger1	Finger2	Finger3
Company Mantra Softech (India) Pvt. Ltd.		Rajesh Koriya	J	_/	J
Branch None Vone					
Employee ID R123					
Name Rajesh Koriya					
Punch ID 1					
First Finger       Second Finger       Third Finger					
			IPEG	◎ JPG ◎ BMF	PNG OTIF
				New	Save Images Exit
Name: ADMIN					2017- Internet acces

> You can export Enrolled Finger Print in JPEG, JPG, BMP, PNG or TIF.

### 6. Download:

- > The Data Download Menu has the following Items.
  - 1) Data Download (Using LAN)
  - 2) Data Download (Using COM or USB Port)
  - 3) Data Download (Using Text file / SD Card / Pen Drive)
  - 4) Data Download Bio Time 8 (Using LAN)
  - 5) Data Download Bio Time 8(Using Com or USB Port)
  - 6) Data Receive
  - 7) Data Rollback
  - 8) Delete Transaction
  - 9) Delete Manager
  - 10) Start-Stop Services
  - 11) Set User Name On Device
  - 12) Transaction Monitor
  - 13) Upload Employee and Biometric to MFSTAB
  - 14) Upload Employee Details To MORX
  - 15) Upload Biometric To MORX
  - 16) Upload Biometric To MORX PUSH



Page **41** of **88** 

MANT MANTRA	RA Softech (India) pvt	. LTD.								
6.1. Da ≻ It all	<b>ta Download (U</b> lows you to Downle	<mark>Jsing LAN)</mark> bad Data Form all [	Devices exc	ept BioTime 8	8.					
				Downloade be displaye	d logs will d here.					
	PayTime Enterprise		_ <b>k</b>							
	🙆 Dashboard 🍟 Masters 🛱 Transad	ion 🛛 Time Reports 🛛 Wser Management	: 🛃 Download 🔔 Alert	🏖 Payroll [ ]] MFS 🔏 Uitilit	ies   💮 Andro Setting	(?) Help				
			Data Downl	oad						
	All Type	Punch ID	Punch Time	Mode	De	evice Name				
Select	Bio-Finger	1	2017-03-16 15:00	OUT	Mar	ntra HO Device				
	Bio-Time 6     Bio-Time 7     Bio-Time 7     Bio-Time4-5     Bio-Time4-5     BT-16     BT-20     BT-20     BT-20     FT-5 N     Face(FRRS     Backer)     SecureAccess									
		Event Logs	Error Log	gs						
			The Device: M	antra HO Device can not Connecte	d	*				
					Clear Se	lection Data Download Exit				
	User Name: ADMIN					2017-Mar-16 17:12:51				
						I				
			If Devic	e not connect	ed then					
			Error M	lessage will be	displayed.					

- > If device is not connected then it shows message Device Can not connected.
- > For rectify this, you have to check three parameter values of Device in **Device Master**.
- > **Device ID**: Check In your Physical Device Put same on **Device Master**.
- Device IP: Check In your Physical Device Put same on Device Master and Which IP you used is not used by another PC. For Example one PC's IP is 192.168.0.205. That IP you cannot use for data download.
- > Port Number: Check Port number in your Physical Device put same on Device Master.

MANTRA MANTRA SOFTECH (INDIA) PVT. LTD.			
6.2. Data Download Bio Time	8 (Using LAN)		
It allows you to Download Data	a Form BioTime 8 Dev	ice.	
		Downloaded log: be displayed her	e.
BioTime - 8 Data Download	nad Using COM Port		
	Data Download	- BioTime 8	
Select device	CardNo IN-OUT 1 3/16/20	Time Mode 17 5:40 AM IN	Device Name Mantra HO Device
	1  3/16/20	17 3:00 PM OUT	Mantra HO Device
	Event Logs	Bio-Time 8 (ID:	2) can not Connected
		· ·	
		Clear Select	ion Data Download Exit
		If Device not conne	cted then
		Error Message will	be displayed.

MANTRA MANTRA SOFTECH (INDIA) PVT. LTD.		
6.3. Data Download (Using Com Po	rt or USB Port)	
It allows you to Download Data using	USB Port or Com Port Comr	nunication.
	Downloade be displaye	ed logs will ed here.
● PayTime Enterprise ● PayTime Enterprise ● PayTime Enterprise ● PayTime Reports ① Inansaction ● Image Reports ① Use	r Management <u>⊾D</u> ownload ≜Alert <i>&amp;</i> <u>P</u> ayroll ∭ <u>M</u> FS 次	u tilities ♠ Andro Setting ⑦ Help
Select device	Data Download	
to download		
Punch 1D         Punch Time           1         2017-03-16 05:40	Mode	Device Name Mantra HO Device
1 2017-03-16 15:00	OUT	Mantra HO Device
Event Logs	Error Logs Device: Mantra H0 Device can not Connected  If Device not connected then	Data Download Exit 2017-Mar-16 17:24:50
	Error Message will be display	ed.
Website: <u>www.mantratec.com</u>		Page <b>44</b> of <b>88</b>

MANTR MANTRA S	CA OFTECH (INDIA) PVT. LTD.			
6.4. Data	Download Bio Time	e 8(Using Com Por	rt or USB Port)	
➢ It allo	ws you to Download Dat	a Form BioTime 8 usi	ng COM Port or USB	Port.
			Downloaded lo be displayed ho	ogs will ere.
	🛃 BioTime - 8 Data Download			
	Data Download Using IP Address Data Downlo	pad Using COM Port		
		Data Download	- BioTime 8	
Select device	Antra Branch Device	CardNo IN-OU 1 3/16/20	T Time Mode D17 5:40 AM IN	Device Name Mantra HO Device
		1 3/16/20	017 3:00 PM OUT	Mantra HO Device
		Event Logs	Error Loas	
			Bio-Time 8 (II	D: 2) can not Connected
			· ·	
			C ear Sele	ction Data Download Exit
		Г		
			If Device not connect	ed then
			Error Message will be	e displayed.

## 6.5. Data Download (Using Text File/SD Card/Pen Drive)

- It allows you to import raw data taken from Device Terminal trough pen drive, SD Card or USB/COM port. It is very useful when TCP/IP connection not available and you required downloading data from Device.
- To Import Device Data, you require to select Device, File Type (CSV or TSV), Browse the file and Click on Import.

		and the first day in a second second second		
ashboard 🍟 <u>M</u> asters 📿	Iransaction 🛛 🚽 Time Reports 🛛 🆓 User Management	<u> </u>	🔆 <u>U</u> itilities   👘 <u>A</u> ndro Setting	0
		Data Import		
		-		
t Device Mantra HO Device	Coma Seprated Values (CSV)     Tab Seprated V	alues File Path ACK-LITE\DEVICE SAMPLE FILES\B	Browse	
unch ID	Punch Time	Mode	Device Name	
	2015-09-20 12:57	IN	Mantra HO Device	
	2015-10-07 16:52	IN	Mantra HO Device	
	2017-03-16 05:40	IN	Mantra HO Device	
	2017-03-16 15:00	OUT	Mantra HO Device	
				Imports E
				Imports

# 6.6. Data Receive (Process)

After Data downloading from Device Terminal, you must require to process data to generate attendance Reports.

PayTime Enterprise			
பி ashboard 🖞 Masters ♫ Iransaction 🔏 Iime Reports 🖓 🛛	ser Management 🔥 Download  🔔 Alert 🏼 🎜 Pay	rroll  MFS 💥 Uitilities 🍦 Andro	Setting ⑦He
	Data Process		
		Sector Name	Durach 10
Company Mantra Softech (India) Pvt. Ltd.	Employee ID      R123	Rajesh Koriya	1
Branch None		,	
Department Name     Unasigned Dept			
Software			
	*		
Event Logs			
			Î
			Ŧ
			Start Process Exit
User Name : ADMIN			2017-Mar-16 17:31:45

## 6.7. Data Rollback

- > If you required data back again for reprocessing then it will be done using Data Rollback.
- > You need to select Date from which data is rollback and also select employees from the list.
- > After rollback you must to do data receive.

PayTime Enterprise	Teaching and	And in the local	and the second				
பிழை பில் பில் கிலைக்கு பில் கிலைக்கு விலைக்கு பிலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கி விலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கில் பிலைக்கில் ப	gement 🛃	ownload 🔔 <u>A</u> lert	🗳 <u>P</u> ayroll [ [[] <u>М</u> FS	∦ <u>U</u> itilities	💮 <u>A</u> ndro Setting		⑦ <u>H</u> elp
		Data Rollba	ack				
Report Filter		Presete Alexandre					
Rollback From 16-Mar-2017	. •	Branch Ahmedab	ad	•			
Department Name	Employed	oyee ID	Emplo	oyee Name		Punch ID	
Unasigned Dept	🗹 R123		Rajesł	n Koriya		1	
Software							
	_						
	>						
	>						
						Da	ta Rollback Exit
User Name : ADMIN							2017-Mar-16 17:33:50

# 6.8. Delete Transaction

- > It allows you to delete all Transaction from the Software.
- > You need to select Date from which data is required to delete.

PayTime Enterpr	rise	1.00												_ 0 <mark>_</mark> ×
n <u>D</u> ashboard	₩ <u>M</u> asters	₽ <u>T</u> ransact	tion 🔏 <u>T</u> i	me Reports	🚯 <u>U</u> ser Manag	ement 🛃	<u>D</u> ownload	🔔 <u>A</u> lert	🍰 <u>P</u> ayroll	[)] <u>M</u> FS	∦Uitilities	Andro Setting		⊘≞⊧
						D	elete 1	Transa	ction					
Report Filte	er —													
Delete Fro	om 16-Mar-2	017 🔍 🗸	Company	Mantra Softe	ch (India) Pvt. Ltd	•	Branch	Ahmedaba	d		•			
Departm	ent Name					Empl	oyee ID			Emplo	yee Name		Punch ID	
🔽 Unasig	ned Dept					🗹 R123				Rajesh	Koriya		1	
Software														
					>									
													D	Pelete Transaction Exit
User Name : ADM	IN													2017-Mar-16 18:04:3

## 6.9. Delete Manager

PayTime Enterp	rise			1.00		·	and the second sec		
🚯 <u>D</u> ashboard	₩ <u>M</u> asters	<b>₽</b> <u>T</u> ransaction	🛃 <u>T</u> ime Reports	🙀 <u>U</u> ser Management	<b>⊥</b> <u>D</u> ownload	🔔 <u>A</u> lert 🛛 🍰 <u>P</u> ayroll	🍥 <u>M</u> FS 🛛 🐰 Uitilitie	s   कndro Setting	(?) <u>H</u> elp
					Delete	Manager			
			Event Logs			Error Logs			
Bio-F	ace				*				*
Bio-T	5	e							
Bio-T	ime 11 ime 12								
Bio-T	ime 13 ime 14								
Bio-T	ime 15 ime4-5								
BioGP	PRS1								
BT-20	5								
	N								
Secur	reAccess								
					<b>T</b>				T
							Cle	ar Delete Manager	Delete Manager (USB) Exit
User Name : ADM	IIN								2017-Mar-16 18:05:18

- > It allows you to Delete Manager from BioTime Device.
- > Device can be connected to LAN or USB.
- If Device is connected via LAN then select device from left panel of above screen and click on 'Delete Manager' and if Device connected via USB then click on 'Delete Manager (Using COM Port)'

### 6.10. Start-Stop Service

Dashboard 👻 Masters 📿 Iransaction 🔏 Iime I	Reports 🗌 User Management 👌	_Download 🔔 Alert 🍰 Payroll 💽 MFS 🔀 Uitilities 🕯	<u>Andro Setting</u>	<u>@н</u>
		Start-Stop Service		
Data Download	Name	Description	Status	
Start	Data Download	Download In - Out Transactions From	Terminals o Stop	
	MFS Verification	MFS Verification Process.	Stop	
	Email Scheduler	Email Scheduler Process.	Stop	
Jownload In - Out Transactions From Terminals on Schedule Times.	Push Data	Push Data Service.	Stop	
	SMS Scheduler	SMS Scheduler Process.	Stop	
	MFSTAB DATA	MFSTAB DATA Process.	Stop	
			SMS Log Download Logs Refres	h Exit
			20	

- You can start below Services.
  - 1) Data Download
  - 2) MFS Verification
  - 3) Email Sending Service
  - 4) Push Data Device Service
  - 5) SMS Service
  - 6) MFSTAB DATA
  - 7) MORX
- After entering details in Scheduler Master, You need to start Data Download, MFS Verification and Email Sending Service by clicking on 'Start'.
- You can show Data Download log by clicking on 'Download Logs' and SMS log by clicking on 'SMS Logs'.
- > MFSTAB Data Start One Time Enter Correct Your System IP Address.

## 6.11. Set User Name on Device

PayTime Enterpr	ise				Statute Statistics State		and a second sec			
🙆 <u>D</u> ashboard	₩ <u>M</u> asters		<u>∡ T</u> ime Reports	🚯 <u>U</u> ser Management	🛃 <u>D</u> ownload 🔔 <u>A</u>	lert <i>ଌ</i> <u>P</u> ayroll	🍥 MFS 🛛 🔏 Uitilities	후 <u>A</u> ndro Setting		() <u>H</u> elp
					Set User	Name				
Bio-Fa	ace		Company Mantr	ra Softech (India) Pvt 🔻	Branch Ahmedabad	▼ Dep	Software	<b>•</b>		
Ma	antra HO Devic 5	e	EmpId		EmpPunchId		EmpName		DepartMent	
Bio-Ti	ime4-5		✓ R123		1		Rajesh Koriya		Software	
BIOGE BT-5	RS1 N									
Secur	eAccess									
			Event Logs					Error Logs		
			Event Logs		*			Error Eogs		*
			L		Ŧ					Ŧ
			]							
							Cle	ar Selection Set Us	erName Set UserNar	ne (USB) Exit
User Name : ADM	IN									2017-Mar-16 18:06:32

- It allows you to set User Name on BioTime Device which you have entered in Employee Master so when Employee will punch on BioTime - Device then Employee ID as well as Employee Name will be Display on Device.
- You required selecting Device shown in left panel of above Screen and Employee Name and then click on Set 'User Name'.

## 6.12. Transaction Monitor

PayTime Enterprise					Comparison, Name and			
🙆 <u>D</u> ashboard 🛛 👻 <u>M</u> aster	rs 🗘 <u>T</u> ransaction	🛃 <u>T</u> ime Reports	🚯 <u>U</u> ser Managemer	nt 🛃 <u>D</u> ownload	🔔 <u>A</u> lert 🏾 🥩 <u>P</u> ayroll 🛛 🕅 M	-S 💥 <u>U</u> itilities   🕀 <u>A</u> ndro	Setting	⊘ <u>H</u> elp
				Transact	on Monitor			
								-
Data will be refreshed afte	r 10 Secs	•						6
Drag a column header here to gro	up by that column							
EmpID	PunchID	Name	Pund	hTime	DeviceID	DeviceName	DeviceIP	DeviceType
2								
▶ R123	1	Rajesh Koriy	a 2015	-10-07 16:52:00.000	1	Mantra HO Device	192.168.1.22	Bio-Face
R123	1	Rajesh Koriy	a 2015	-09-20 12:57:00.000	1	Mantra HO Device	192.168.1.22	Bio-Face
1								
								Exit
User Name : ADMIN								2017-Mar-16 18:06:57

- After starting Push Data Service, Transaction Data will be displayed in Transaction Monitor and this List will be refreshed after few secs (Default Value will be 10 Seconds)
- > You need to enter Employee record in Employee Master first.

# 6.13. Upload Employee and Biometric To MFSTAB

PayTime Enterprise										-		
🍄 Dashboard 🏾 🝟 Masters 📿	Transaction	Time Reports	🚯 User Management	🛃 Download	🔔 Alert	🍰 Payroll	MFS 👌	20 Utilities	🂮 Andro	o Setting 🛛	MORX	(?) He
			Upload En	nployee 8	Biom	etric To	MFST	АВ				
Company Mantra Softech Branch Ahmedabad Branch Department V Department Name Unasigned Dept V Software	•	Employee	t ID Employee Nam Pranjal Shah	e Punch ID		Empl S	AB Device Device ID 91157395108 oyee To De loyee ID	19964	Device Na MFSTSB	ne have already Punch ID 5	Pending Command 2 y uploded) Device ID 91157395108	Pending Users 1 Refresh Re-Uplox Device Name 9964 MFSTSB
Search Here												
		- L										Upload Exit
r Name : ADMIN												2019-Oct-10 16:00:0

- You can upload Users details to any MFSTAB device and then can enroll biometrics in MFSTAB Device.
- For configuring other MFSTAB device, you just need to Re-Upload your Users Demographic and Biometrics details to MFSTAB.

# 6.14. Upload Employee Details To MORX

ayTime Enterprise			_	-	2		a ×
Dashboard 🖞 Masters	C Transaction	n 🔏 Time Reports  i 👬 U	lser Management 🛃 Download 🧃	🕻 Alert 🍰 Payroll  MFS 🔏 U	Itilities   🍿 Andro Setting 🛛 🕷	MORX	⊘н∈
			Upload Employee	Details To MORX			
		Company Mantra Softe	ech 👻 Branch Ahmedaba	d Branch 🔹 Department Softwa	re 🔹		
Morx Bio Face		EmpId	Punch ID	Employee Name	Department	Joining Date	
		1	1	Pranjal Shah	Software	01-Sep-2019	
		Search here					
		Event Logs			Error Logs		
		Device : Morx Bio Face (	Connected				
		Device: Morx Bio Face D	ownloading Completing				
			Ŧ				
					Clear S	election Sync To Device	Exit
						2010.0.4.10	16.2

You can upload and Employees Name and Punch ID available in PayTime to any Morx Enterprise device and then easily enroll biometrics data by selecting employee list from Morx Devices.

# 6.15. Upload Biometric To MORX

Upload Biometric To MORX         mpany Manra Softech       mployee       MORX Device         Imployee ID       Employee Name       Purch ID       Imployee ID       Device ID       Device IP       Mode       Port.         Imployee ID       Imployee ID       Employee Name       Purch ID       Imployee ID       Port.       Imployee ID       Pranjal Sheh       Imployee ID       Port.       Imployee ID       Imployee ID       Port.       Imployee ID       Imployee ID       Port.       Imployee ID
mpary Marka Saftech anch Almedabad Branch Department Department Department Software MORX Device MORX Device ID Device Name Device IP Mode Port P Device ID Device Name Device IP Mode Port P Device ID Device Name Device IP Mode Port P Device ID Device Name Device IP Mode Port P Device ID Device Name Device IP Mode Port P Device ID Device Name Device IP Mode Port P Device ID Device Name Device IP Mode Port P Device ID Device ID Device Name Device IP Mode Port P Device ID Device ID Device Name Device IP Mode Port P Device ID
arch Here

You can upload candidates Biometrics data which are enrolled by MORX Enrollment Device (MR130) to any Morx Enterprise Devices.

# 6.16. Upload Biometric To MORX -PUSH

			upload Blometi	TIC TO MORX - P	USH			
Company Your Company Name	~	Total No. Of Employee :	1			MOR	X Device	
Branch Your Branch	~	Employee ID	Employee Name	Punch ID	Device ID	Device Nan	me Pending	Pending Users
Department		SW-101	RAJESH KORIYA	101		MORX	0	0
Department Name								
Unasigned Dept								
SOFTWARE								
					Employee To Devi	ice Manning (Yo	Refr	esh Re-Uplo
					Employee to be	ce happing (10	a nave an easy aproacay	
					Employee ID E	mployee Pr	Punch ID Device ID	Device Nar
	>							
Search Here								
Search Here								
Search Here								
Search Here							Download Uploa	d Exit
Search Here							Download Uploa 202	d Exit 0-Nov-17 11:57
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Search Here							Download Uploa 202	d Exit 0-Nov-17 11:57

## 7. Alerts:

- > The Alerts Manu has the following Items.
  - 7.1 Email SMTP Configuration
  - 7.2 Email Report Configuration
  - 7.3 Email Send Instantly
  - 7.4 SMS User Configuration
  - 7.5 SMS Event Allocation
  - 7.6 SMS Status Report



Mantra.Local Internet access 1 16:33:20

User Name : ADM

## 7.1. Email SMTP Configuration

PayTime Enterprise				Company Real	No.							
🚯 Dashboard 🏾 🝟 Masters 📿 T	ransaction 🛛 Time Reports 🗌	User Manageme	nt 🛃 Download	🔔 Alert 🛛 🤹 Payroll	🏽 MFS 🛛 🗶 Uitilities	🛊 🍿 Andro Setting		(?) Help				
	Email SMTP Configuration											
<b>I</b>	Entry Module	SM	PIP S	SMTPPORT	SenderEmailID	SenderName	CredentialEmailID	EmailType				
Email	Other	-	.gmail.com 5	87	paytimemail@gmail.c	Auto Response From	paytimemail@gmail.c	Attendancekeport				
SMTP IP	smtp.gmail.com											
SMIP PORI	587											
Credential EmailID Password	*********	_										
Email Type	AttendanceReport	<b>•</b>										
cindii type	Attendancekeport											
L					Tes	t Connection New	Save	Delete Exit				
er Name : ADMIN								2017-Mar-16 18:08:25				

- You need to enter Email SMTP Configuration for sending Attendance Reports on Schedule Timing.
   Credential Email ID: Email ID from Attendance Reports will be sent.
   Credential Email Password: Password for that Email ID.
- First you need to Test Connection, on successful of that, you will allow to save configuration.

# 7.2. Email Report Configuration

#### Send Report To:-

You can configure which Entity will get attendance report in email like Company Head, Department Head or All Employees.

### Which Reports To Send:-

- > You can configure that which Reports will be set in Email for Daily and Monthly.
- You can send daily and monthly Reports manually or can configure schedule from Scheduler Master.

7.3 Email Send Instantly

ashboard 🛛 👻 Master	s 😅 Transaction	🚮 Time Reports	🙀 User Management	🛃 Download	🔔 Alert 🛛 🍰 Payr	oll 💽 MFS 💥	(Utilities 🏻 🌻 A	ndro Setting	C MORX	 ⊘⊦
				EMail Sei	nd Instantl	y				
			Report Para           Rep           Note : Daily           1. D.           2. D.           3. D.           4. D.           5. D.	meter ort I Daie Send Mai Mail Attachme aily Register Repaily Cror Case Rep aily Loson Repo	y Monthly -2019 v Exit t contains follow ort t t	wing Reports :				
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> For sending Email manually, select Date or Month and then click on Send Email.

## 7.4. SMS User Configuration

PayTime Enterpr	ise		Time Reports	🚯 Liser Managemer	t .↓.Dowpload	Alert & Pavroll	™res Xa	Utilities 🏛 Andro Setting		<u>ା</u> ଅ 🗾 🖉 🔤
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		_	_		SMS USER	configuration				
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User ID	Enter User II	)								
Password	Enter Passwo	ord								
SMS For	Employee	ID 🔘 Student I	D							
If you forge	ot password t	nen click this lini	< : <u>sms.mantrateca</u>	pp.com						
									Check Balance	Save <u>Exit</u>
										Mantra.Local
Name: ADM	IN									Internet access 1 10:30:

- > You need to enter SMS User Credential detail in above screen.
- If you want Employee ID in SMS Text of Punch Transaction then check on "Employee ID" and if you want Student ID in SMS Text of Punch Transaction then check on "Student ID"

## 7.5. SMS Event Allocation

PayTime Enterprise	Section 10100						
Bashboard 👻 Masters ⇄ Transaction 🔏 Time Reports 🙀 User Mana	igement <u>L</u> ownload	<u> A</u> lert <i>&amp;</i> <u>P</u> ay	roll [@] <u>M</u> FS	💥 <u>U</u> itilities   👘 <u>A</u> nd	ro Setting		(?) <u>H</u> elp
	SMS Eve	nt Allocatio	n				
Company Mantra Softech (India) Pvt. Ltd.	Employee ID	Employee Name	Punch ID	Mobile No	OnEveryPunch	BirthDaySMS	AbsentPunch
Branch Ahmedabad 🗸	🛛 R123	Rajesh Koriya	1	9227266229	NO	NO	NO
Department Name  U Unasigned Dept  Celevance							
Software							
Check below Three events (Employee wise)							
On Every Punch							
On Absent							
BirthDay SMS Schedule Time 00:00 Hrs							
Company Head Schedule Time 00:00 + Hrs (Only Company Head will get SMS)							
						Sa	ve Exit
User Name : ADMIN						20	17-Mar-16 18:11:40

- > Employee can get SMS on below Events as per SMS Event Allocation.
  - 1. On Every Punch
  - 2. On Absent
  - 3. Birthday SMS (SMS will get as per Schedule Timings)
- > Company Head can get SMS of Attendance Summary of Employees on Schedule Timing.

# 7.6. SMS Status Report

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Hide Columns S	elector 😓 Pri	nt 🔀 Exit 🔒	Export - 🌱 Show	Row Filter 🙀 Mearge 🤇	Cell 🕟 Embedded	d Navigator 🛛 🧮 L	ook_Feel + 🕵	Skin : 🕶 👻			
rint Settings	Fit to Pa Print & Export S	ges AUTO Size A4	• •	Margins Top	0.4 <b>•</b> 0.4 <b>•</b>	Display Header	& Footer 📃 E	Expand All			
npID 🛧											
SMS Date	SMSEvent	Name	Department	Mes	ssage	Status	SMS Count	Sent Time	delivered Time		
2016-09-12 19:	21 BirthDay	Rajesh Koriya	Software Developer	Dear Rajesh Koriya, Wish	you Happy Birthday,	, -Mantra DELIVRD	1	2016-09-12 19:22	2016-09-12 19:22		
										Customization	8
										Linpcode	

> You can generate SMS status report by selecting Date and Event Type.

Page **63** of **88** 

# 8. Andro Settings:

- > The Andro Settings has the following Items.
  - 1) Andro User
  - 2) System Settings



# 8.1 Andro User

PayTime Enterpr	ise	and the second	May Conference							
Dashboard	🝟 Masters	C Transaction	🚮 Time Reports	🚯 User Management	🛃 Download  🔔 Al	ert 🍰 Payroll	🍥 MFS 🛛 🔀 Utilities	ᡎ Andro Setting	[@] MORX	() не
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					Anuro u	sei				
					Entry Mod	ıle				
Company	Mantra Softec	'n		- Branch	Ahmedabad Branch		•			
	<u></u>									
IsAndroUser	IsAndroAdmin	IsAndroInActiv	e Employee ID		Employee Name		Punch ID		IsSync	
	<b>V</b>		1		Pranjal Shah		1		Yes	
			2		rishikesh patel		2		Yes	
			3		Bhavin		3		Yes	
			4		Priyank		4		Yes	
			5		Test		5		Yes	
V	<b>V</b>		6		Hardik		6		Yes	
V			7		Test1		7		Yes	
			8		Test2		8		Yes	
			9		Test3		9		Yes	
			10		Rajesh Koriya		10		Yes	
			11		Test4		11		Yes	
			12		рр		12		Yes	
			15		SS		15		Yes	
			16		99		16		Yes	
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			18		sd		18		Yes	
			10		su		10		Tes	
earch here										
Charle Al										
	i Users								Clea	Mantra Local
Name: ADM	IN									Internet access !1 16:41

#### **PayTime ESS Service**

- First, you need to install Android Service from <a href="http://biopay.timetrak.in">http://biopay.timetrak.in</a>.
- For installation click on PayTime ESS link, it will open PayTime ESS Web Page , in that click PayTime ESS Service,
- > It will download Setup file "PayTimeAndroSetup.msi", just install that Setup.

#### **PayTime Andro**

- After installing above PayTime ESS Setup, you can allow Employee to login as "Employee" Or "Admin".
- You can download PayTime Android APK from Google Play Sore by searching "PayTime Mantra Softech".

# 8.2 Andro System Setting

Destrocard       Ogsters       Imension       Imension <t< th=""><th>ayTime Enterprise</th><th></th><th></th></t<>	ayTime Enterprise										
Entry Module         Unique Company Code         mantratec         Desword         confirm Password         company Name         Mantra Softech (India) Pvt. Ltd.         Company Address         Bi30,5 Shapath Haxa, Near Gujarat High Court, S.G.         Highway, Sola, Ahmedabad, Gujarat 300000         Company Contact       07964506243         Company Email ID       softwaresupport@mantratec.com	Dasnboard T <u>M</u> a	sters 💭 Iransaction 🔏 Iime Reports 🙌 User Manage	jement <u>∎ D</u> ownioad ∎ Alert ≫ Payroli (®,Mrs ⊗ Uitilitides ¶ Andro Setting								
Unique Company Code mantratec   UserName mantratec   Password ************************************	Andro System Setting										
Unique Company Code mantratec UserNane matratec Password ******** Confirm Password ******** Company Name Martra Softech (India) Pvr. Ltd. Company Address B203, Shapath Hwa, Naer Gujarat High Court, S.G. Highway, Sola, Ahmedabad, Gujarat 390060 Company Contact 07964506243 Company Email ID softwaresupport@mantratec.com		Entry Module									
UserName mentratec Password  Password P	Unique Company Co	ode mantratec									
Password   Confirm Password   Company Name   Marta Softech (India) Pvt. ttd.   Company Address   B203, Shapath Hexa, Near Gujarat High Court, S.G.   Highway, Sola, Ahmedabad, Gujarat 380060   Company Contact   07964506243   Company Email ID   softwaresupport@mantratec.com	UserName	mantratec									
Company Name Mantra Softech (India) Pvt. Ltd. Company Address B203, Shapath Hexa, Near Gujarat High Court, S.G. Highway, Sola, Ahmedabad, Gujarat 380050 Company Contact 07964506243 Company Email ID softwaresupport@mantratec.com	Password	****									
Company Name       Mantra Softech (India) Pvt. Ltd.         Company Address       B203, Shapath Hexa, Near Gujarat High Court, S.G.         highway, Sola, Ahmedabad, Gujarat 350060       Indiana Softech (India) Pvt. Ltd.         Company Contact       07964506243         Company Email ID       softwaresupport@mantratec.com	Confirm Password	******									
Company Address       B203, Shapath Hexa, Near Gujarat High Court, S.G. Highway, Sola, Ahmedabad, Gujarat 380060         Company Contact       07964506243         Company Email ID       softwaresupport@mantratec.com	Company Name	Mantra Softech (India) Pvt. Ltd.									
Company Contact 07964506243 Company Email ID softwaresupport@mantratec.com	Company Address	B203, Shapath Hexa, Near Gujarat High Court, S.G. Highway, Sola, Ahmedabad, Gujarat 380060									
Sompany Email ID softwaresupport@mantratec.com	Company Contact	07964506243									
	Company Email ID	softwaresupport@mantratec.com									
Andro Sync Logs Clear Save			Andro Sync Logs Clear Save Save								

- For Login in PayTime ESS Android APK or PayTime ESS Web (http://paytime.mantratecapp.com), you required UCC (Unique Company Code).
- You can create, your Unique Company Code from above Andro System Setting. Note: - Internet is required for creating this UCC Code.

# 9. Utility:

- > The Utility Manu has the following Items.
  - 1) Master Import
  - 2) Attendance Parameter
  - 3) Attendance Rule
  - 4) Change Password
  - 5) Data Backup
  - 6) Query Analyze
  - 7) Query Express
  - 8) Open Application Folder
  - 9) Reset SQL Connection



### 9.1 Master Import

> It allows you to import Employee Master Entries which can be in CSV or Excel file.

PayTime Enterp	rise										
🙆 <u>D</u> ashboard	₩ <u>M</u> asters	⇔ <u>T</u> ransaction	🛃 <u>T</u> ime Reports	🚯 <u>U</u> ser Managem	ent 🛃 <u>D</u> a	wnload 🧵	Alert 🍰 Payrol	I [@] <u>M</u> FS	∦ <u>U</u> itilities	Andro Setting	⊘ <u>H</u> elp
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	Comr	an Line Contra Soft	ach (India) Put Itd	-	Branch	Ahmedaha	4			D	oownload Sample Excel File to Impor    Help
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Number of R	ecord(s) Suc	cessfully Importe	ed				Number of R	lecord(s) N	Not Imported		
											Exit
User Name : ADM	IIN										2017-Mar-16 18:21:31

> Help will describes which fields are mandatory to import Employee Data.

Field		Required Format of Record	Default Value		
FMP ID		Alphabet AND/OR Numeric	If not inserted then record will be skin		
Emp Name		Alphabet	If not inserted then record will be skip		
Punch ID		Numeric Less than 10 Digits	If not inserted then record will be skip		
Marital Status		MARRIED/UNMARRIED	Default value - MARRIED		
Joining Date		MMM/dd/yyyy Ex:- Dec/31/2011	If not inserted then record will be skip		
- Birth Date		MMM/dd/yyyy Ex:- Dec/31/2011	If not inserted then record will be skip		
Department		Alphabet	Default Value :- Undefined		
Designation		Alphabet	Default Value :- Undefined		
Shift/Shift Group		Name Same as enter in Shift Master/Shift Group Master	Optional (Any One)		
Weekly Off		Sunday/Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/None	Default Value - None		
Address		Alphabet	Alphabet		
Emp Ph. No.		Numeric	Numeric		
EmpMob.No.		Numeric	Numeric		
Email ID		Alphabet AND/OR Numeric	Alphabet AND/OR Numeric		
Ref. Name.		Alphabet	Alphabet		
Ref. Contact		Alphabet	Alphabet		
Ref. Address.		Alphabet	Alphabet		
EmpSecondWeekOff		Sunday/Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/None	Default Value - None		
EmpSecondWeekOffRu	ıle	None,ALL ,"2,4" ,"1,3","1,3,5"	Default Value - None		
EmpHalfDay		Sunday/Monday/Tuesday/Wednesday/Thursday/Friday/Saturday/None	Default Value - None		
EmpHalfDayRule		None,ALL ,"2,4" ,"1,3","1,3,5"	Default Value - None		
MobNoSMS/AdminMobN	NoSMS	Numeric	Numeric		
RE	D	Mandetory	ок		
BL	UE	If not inserted than Default value inserted			
CP	DEEN	Ontional			

### 9.2 Attendance Parameter

Attendance Parameter	
Attendance Parameters         OUT Punch Accepted within         Image: Display the	

### **Attendance Parameters:-**

- 1. Out Punch Accepted within To assign maximum working hours limit.
- **2. Time Duration between Two Punches** Allowed second punch as per the assign time for particular Employee.

e.g. – If you have set 1 minute

First punch: - 10:20:15 AM

Second punch: - 10:20:20 AM

Third punch: - 10:22:00 AM

Than only first and third punches will be considered and the second punch will be discard.

- **3.** Grace time for Late IN if you assign 15 minutes and an employee comes after 15 minutes of Shift Start Time then it will be considered as a late comers.
- **4. Grace time for early out** if we assign 15 minutes and an employee goes early 15 minutes of Shift End Time then it will be considered as early goers.

### 5. Application mode:

- Fixed You can set Device Terminal as IN or OUT Source.
- Manual If you want IN or OUT key from machine then set Application mode to Manual.
- Auto In Auto mode software will automatically calculate IN and OUT Time as par First IN First Out method. It will not consider IN or OUT key from machine.

#### 6. Monthly Report Start Day:

> It allows you to generate All Monthly Report from Particular date of Month.

e.g. – Current Month is February and you required all Monthly Report from 25 January to 24
 February then set Monthly Report Start Day to 25.

#### 7. Database Backup:

- > If Weekly Backup is marked than Application will take Weekly backup will Application close.
- > If Daily Backup is marked than Application will take Daily backup on every Application close.

#### 8. If Apply Sandwich Rule:

If Week Off/Holiday Set per your Rule

#### 8. If Apply Sandwich Rule for Leave:

If you have set this rule then Week Off/Holiday consider as a Leave and cut of that main leave balance. If leave balance not enough than You can't Leave entries.

### **MFS100** Parameters:-

#### 1. MFS100 Popup Time

After starting Service of MFS100, when you put finger on MFS 100 scanner, popup screen will be displaced and that popup Time can be set from above screen.

#### 2. MFS100 Verification Mode

You can set Authentication Mode as 1: N or 1:1.

### **OT Parameters:-**

You can set Minimum Hours to calculate as OT Hours. E.g. if you want OT hour will be calculated after completion of 30 minutes then you can set as per that.

#### OT Hours can be calculated as

- 1. Working Hours Shift Hours
- 2. Working Hours Present Hours
- 3. After Shift End Time
- 4. Before Shift Start Time
- If you want to set Weekly off Hours and Holiday off Hours as OT Hours than can tick mark option as per shown in above screen and also set Minimum Hours for calculating OT.
- If Weekly off and Holiday off need to set as 'Absent' for Employee who are not present for whole month than set tick mark option as per shown in above screen.

### 9.3 Attendance Rule

Rules
Attendance Status Rules (1) Present
<ul> <li>(a) Any Error Case</li> <li>(b) Calculate Half Day/Present based on Total Hours when Error Case</li> <li>(c) OUT Punch Accepted within 18 [Application Mode In Attendance Parameter Should be Fixed] Fix (Hrs.) Not &gt; 48 hrs.</li> <li>(2) Half Day &amp; Absent Count Late after Late In minutes 0 (In Minutes) Count Early departure after Early dept. minutes 0 (In Minutes)</li> <li>Calculate Half Day if <ul> <li>(a) Late Count 0 (Greater or Equal)</li> <li>(b) Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Late or Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Late Count 0 (Greater or Equal)</li> <li>(c) Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Late or Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Late or Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Catculate Absent if</li> <li>(a) Late Count 0 (Greater or Equal)</li> <li>(b) Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Cate or Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Cate or Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Cate or Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Cate or Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Cate or Early Dept. Count 0 (Greater or Equal)</li> <li>(c) Cate or Early Dept. Count 0 (Greater or Equal)</li> </ul> </li> </ul>
Break [Half/Absent]
Total Hour Calculation Rules         (a)       After Shift StartTime         (b)       Before Shift EndTime
Save Exit

#### 1) Present Rules

- a) Any Error Case: Status will be calculated as Present for all Error Case Punches.
- b) Calculate Half Day/Present: Status will be calculated as Present or Half day base on Total Hours in Error Case Punches.
- c) OUT Punch Accepted within can assign update 48 if Application mode is in "FIX"

#### 2) Half Day Rules

- a) Late Count : After define Late Count , status will be calculated as Half day
- b) Early Dept Count : After define Early Departure Count, status will be calculated as Half day
- c) Late or Early Dept. Count : After define Late or Early Dept. Count, status will be calculated as Half day

#### 3) Absent Rules

- a) Late Count : After define Late Count , status will be calculated as Absent
- b) Early Dept Count : After define Early Departure Count, status will be calculated as Absent
- c) Late or Early Dept. Count : After define Late or Early Dept. Count, status will be calculated as Absent

Note: Above 2<sup>nd</sup> and 3<sup>rd</sup> rule can be apply for break or continuous Late or Early Departure.

#### 4) Total Hours Rules

- a) After Shift Start Time : Total Hours will be calculated after Shift Start Time
- b) Before Shift End Time : Total Hours will be calculated before Shift End Time

### 9.4 Change Password.

- > It allows you to change password of Current User.
- You need to first enter old Password, New Password, and Confirm Password and then click on 'Save'.

PayTime Enterprise	ise		100			-	-			
🕐 <u>D</u> ashboard	₩ <u>M</u> asters	<u>∦ T</u> ime Reports	🙀 <u>U</u> ser Management	L <u>D</u> ownload	<u> A</u> lert	<u> Payroll</u>	[)] <u>M</u> FS	∦Uitilities	Andro Setting	() <u>H</u> elp
				Change	Pass	word				
				Current Password	•••••					
				New Password	•••••					
			c	onfirm Password						
										Save Exit
User Name : ADM	IN									2017-Mar-16 18:39:24
### 9.5 Data Backup

> You can take back up of your Data on selected path.



# 9.6 Open Application Folder

> It opens folder where PayTime is installed in System.



# 9.7 Query Express

🚳 PayTime Enterprise	Contraction Contraction Contraction Contraction		
🚯 Dashboard 🝟 Masters 🛱 Transaction 🔏 Time Rep	orts 🗌 User Management 📩 Download  Alert 🍰 Payrol	🔘 MFS 🛛 Witilities 🍦 Andro Setting	() Help
	Connect SQL Server Oracle   OLE-DB   Server : Martra 2005 Connect Using: Connect Using: Vindows Authentication G SQL Server Authentication Login name: sa Password: Low bandwidth Connect Connect Using Low bandwidth Connect Case SE Attendapoo		Application
r Gy I IIII		c a r ayron i	Application
User Name : ADMIN			2017-Mar-16 18:42:23
8 8 8	9 9 1 5 0 9		▲ 🕪 🎽 🛱 6:42 PM 3/16/2017

> Query Express is used for checking and executing query in Database.

## 9.8 Reset SQL Connection

It allows you reset SQL Parameters at run time. Application will be automatically restart after resetting SQL Parameters.



### **10. MORX:**

- MORX menu have following features
  - 1) MORX Enrollment
  - 2) MORX Verification
  - 3) MORX Delete Enrollment
  - 4) MORX Finger Images



Website: www.mantratec.com

# **10.1 Morx – Finger Enrollment**

n Dashboard	🝟 Masters	C Transaction	🛃 Time Reports	💮 User Management	🛃 Download	â Alert	🍰 Payroll	MFS (	🖉 Utilities	🏟 Andro Setting	MORX	0	Help
				M	ORX - Fing	jer En	rollme	nt					
					Entr	y Module							
				Company	Your Company N	lame	~	]					
				Branch	Your Branch		~	]					
				Department	SOFTWARE		~						
				Employee ID	Select Any	-	~						
				Employee Name	Select Any	-	~						
				Privilege	Normal User		~	]					
				Biometric Type	Finger		~						
			0	🖲 Left Thumb 🚫				O Right	Thumb 🔀	$\mathfrak{D}$			
			(	🔾 Left Index 🛛 🛞				O Right	Index 🔀				
			(	🔾 Left Middle  🛞				O Right	Middle 🙀	0			
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						0				y			
						U			_				
				Card/Password				Enter Io	Save				
				Plea	ise capture the	e same fi	nger 3 tim	es					
											Start Enrollment	Reset	-

You can enroll biometrics data of candidates using Morx enrollment device (MR130) and those enrollment can be upload to any Morx-Enterprise Devices.

# **10.2** Morx – Finger Verify

PayTime Enterpri	ise 🝟 Masters	C Transaction	Time Reports	🖗 User Management	🛃 Download	â Alert	🕏 Payroll	[0] MFS	🎖 Utilities	👘 Andro Setting	[@] MORX	6	⊡ × ⊘Help
					MORX - F	inger \	/erify						
				1:N									
					i.								
											Start Verification	Reset	Exit

- > You can Identify (1: N) finger by clicking on "Start Verification".
- > Photo, Employee ID and Employee Name will be displayed of matched Employee.

## **10.3 Morx – Delete Enrollment**



> It allows you to delete employee's finger enrollment.

### **10.4** Morx – Export Enrollment



> You can export enrolled finger Print in JPEG, JPG, BMP, PNG or TIF.

# **11. Help:**

- > The Help Manu has the following Items.
  - 1. Attendance
  - 2. Payroll
  - 3. ESS Android
  - 4. ESS Web
  - 5. Show Status bar
  - 6. About
  - 7. Upgrade/Downgrade



- 1. Attendance Attendance Manual file (pdf) will be opened.
- 2. Payroll Payroll Manual file (pdf) will be opened.
- 3. ESS Android Employee Self Service Manual for Android will be opened.
- 4. ESS Web Employee Self Service Manual for Web will be opened.
- 5. Show Status bar You can show or hide status bar.
- 6. About It will display current version Information of PayTime.
- 7. Upgrade/Downgrade

PayTime Enterp	rise										
🚯 <u>D</u> ashboard	₩ <u>M</u> asters		🛃 <u>T</u> ime Reports	🚯 <u>U</u> ser Management	L Download	🔔 <u>A</u> lert 🛛 🍰 <u>P</u> ayr	oll [ MFS	∦ <u>U</u> itilities	💮 <u>A</u> ndro Settin	9	⊘∐elp
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	-			Company Name	PayTime E 2.0	0.0.0					
	1(	)		Company Address	132 Feet Rin 380015	g Rd, Shyamal, Ahn	iedabad, Gu	jarat 🔺			
	_			Company Email ID	rajesh@mant	ratec.com					P
	- 9			Company Contact No	07922814821	1					
	_			License Type	Attendance			•			
	-			Edition	Standard	Enterprise					
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User Name : ADN	IIN										2017- Internet access 2

> It allows you to **downgrade** from Enterprise to Standard or **upgrade** from Standard to Enterprise.

### 12. Reports:

> The Reports Menu has the following Attendance Reports.

#### **Daily Reports:-**

- 1) Daily In-Out Report
- 2) Daily In-Out With Device Name Report
- 3) Daily In-Out Shiftwise Report
- 4) Daily Details Report
- 5) First IN Last out Report
- 6) Daily IN Register
- 7) Error Case Report
- 8) Absent Report
- 9) Late In Report
- 10) Early In Report
- 11) Early Departure Report
- 12) Late Departure Report
- 13) OT Report
- 14) Long Lunch Break Report
- 15) Long Tea Break Report
- 16) Continuous Late Arrival Report
- 17) Continuous Early Departure Report
- 18) Continuous Absenteeism Report
- 19) Machine Raw Transaction Report
- 20) Manual Punch Report

#### **Monthly Reports:-**

- 1) Monthly Muster Report
- 2) Monthly Working Duration Report
- 3) Monthly Late In Report
- 4) Monthly Early Departure Report
- 5) Monthly OT Report
- 6) Monthly Summary Report
- 7) Monthly Shift Report
- 8) Monthly Hourly Report
- 9) Monthly Hour Summary Report
- 10) Monthly Department Summary Report

#### **Daily Summary Reports:-**

- 1) Department Summary Report
- 2) Early In Summary Report
- 3) Late Summary Report
- 4) Early Departure Summary Report
- 5) OT Summary Report

#### Leave Reports:-

- 1) Leave Consume Report
- 2) Leave Balance Report

#### Master Reports:-

- 1) Company Report
- 2) Branch Report
- 3) Department Report
- 4) Designation Report
- 5) Employee Details Report
- 6) Shift Report
- 7) Holiday Report
- 8) Leave Type Report

### 12.1 Daily Report

- > You can generate Daily Report for Particular Date Range and Selected Employees.
- > You can generate Attendance Report in two Modes.
  - 1) Print Previewer
  - 2) On Window

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Department Name		Employee ID	Employee Name	Punch ID	
✓ Unasigned Dept		R123	Rajesh Koriya	1	
Software	-				
	>				
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					Preview Exit
Jser Name : ADMIN					2017-Mar-16 18:56:45

# 1) Print Preview

> In Print Preview, you will get Report in Crystal Report Viewer.

Daily Regis		C-3,Blue Heaven (	Complex,Ne	ar. Navarang	Circle,Narar	npura,Ahmeda	abad,India.
						Print Date :	25-Jan-2012 Page 1 of 1
Emp ID	Emp Name	Attn Date	In Time	Out Time	Total Hrs	OS Hrs	Status
Department	SOFTWARE DEVELOF	I	1				1
1	RAJESH KORIYA						
MORNING	09:00	25-Jan-2012	09:00:00	17:00:00	08:00	00:00	Р
					8:0	0:0	

# 2) On Window

In Window Mode, you will get Report in Grid format and after doing customization like add or remove fields and change grouping, you will exports it to formats like PDF, Excel, CSV, HTML and Text.

Transaction Rep	port										P
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🖃 Name: Emj	pID:- 1 EmpName:	- RAJESH KORIYA									
25-Jan-201	2 PROGRAMMER M	ORNING ( 09:00 To 17:00 )	09	9:00	17:00	08:00	00:00	Р			
										Lustomization 🛛 🗙	
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										EmpID	
										EmpName	
										LateHr	
										LessHr	
										ShiftEndTime	
										ShiftName	

#### 1) You can add or Remove Fields

E.g. in Above Report If you Need Less Hour after field of OT Hrs then you only need to Drag 'LessHr' From list located at right corner of screen to Report behind field of 'OTHr'.

#### 2) You can change Grouping

E.g. In above Report Grouping is done by Name; if you need that by Shift then you only need to Drag 'Shift' to Group Header Area.

3) Hide Columns Selector: - It will hide columns selected displayed in right corner of screen.

4) Show Row Filter: - it allows you to filter your grid data.

5) Merge Cell: - It will merge cells if any columns are repeated in grid.

6) Embedded Navigator: - Embedded Navigator will allow you to navigate through Report easily.

7) Look Feel: - You can apply different Themes like Office 2003, XP, and Mixed XP.

8) Skin: - You can apply different Skin like Caramel, Black, Blue, Lillian.

9) Fit to Pages: - if Report is growing in more than one page then you can set it to single page.

**10) Margin:** - You can manage Top, Bottom, Left, Right margin for Page Setup.

# 12.2 Monthly Report

> You can generate Monthly Report for selected Month and Employees.

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