

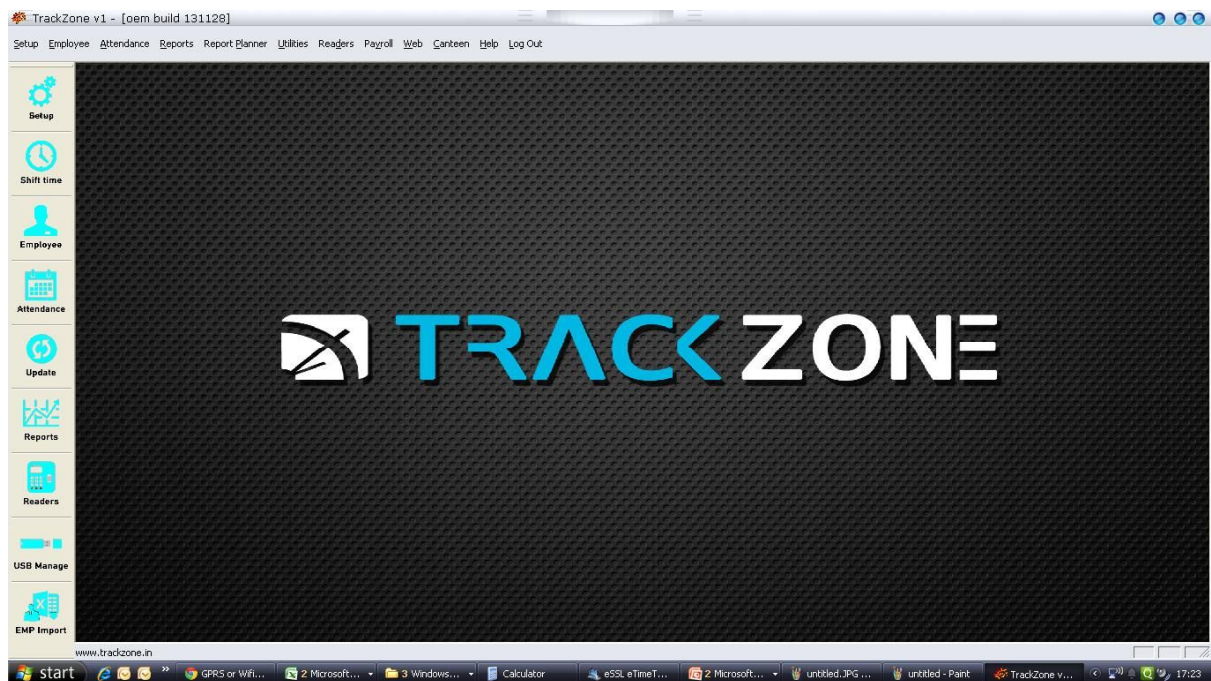


TRACK ZONE is a highly user definable attendance application which allows the users to set policies according to their organization's rules. With over 10 years of experience and 4000+ installations our software has all the features to satisfy your requirements.

We have only ONE edition – the premier edition which contains all the features available in the software. There are no standard & sub-standard editions with some missing features. There is an optional web-based Employee Self-service module and a SAAS module which can be opted by users.

With our 10 years of experience, our attendance software is a highly flexible package that will fulfill even the most demanding rules and regulations of companies. An example would be our Shift Time menu which has over 20+ optional parameters which can be configured.

Since our payroll, is highly integrated with our Attendance System all attendance related components like late come, absence, overtime can be fine-tuned to a greater extent. We believe the each customer's needs are unique and that philosophy would be reflected in our design. Our Report Planner / Letter Planner designers can provide you the exact report needed by you in the format you decide.



- **Personnel Information Module**

- Comprehensive personnel information management with over 100 types of information grouped into meaningful tabs

Main Company Particulars


Employee Personal Information

- Address
- Qualification / Experience
- Health Related Information nail separator Accounting
- Insurance and other details
Remarks entry
- User defined Information entry

Employee Master

Employee

Employee Code * 00001 Name * 00001 Department ** Ceo
Alternate Code * 00001 Designation ** SRRIPL Grade Hyderabad
RFID Number Location Chennai Category rameshmynam@rediffmail.c
Reporting To Status ALL Status



Close

Personal Health Accounting User Information Entry Insurance Remarks ShiftsApplicable

Employee Address Qualification

Secondary Information
First Name
Middle Name
Last Name
Sub Dept.
Super Dept.
Gender ** Male
Blood Group
Company * IN4 TEST

Status / Groups / Rota
Punch Status EVEN PUNCH
Holiday **
Leave Condition **
Leave Control **
Shift Rotation ** GENERAL
COFF
Work Span 16:00

Important Dates
Date of Birth * 01/01/1975
Joining Date * 01/01/2013
Retirement Age ☐ Month End
Date of Leaving * 31/12/2074
Punch / OT Setup
First / Last Punch NO
OT Normal NO
OT OffDay NO

Shift Rota

Save

• Attendance Module

Adding Readers: Directly works with all major OEM readers. (free integration to any non-integrated readers)



Add Readers Window

Shift Management: Multiple Shifts with fully flexible Late/Early slabs, N Number for shift creations with Automatic Shift Rotations management and Night shifts are handled flawlessly.

Name	Mark	IN					BrkOut	Break	BrkIn					OUT
General	GG	9:00						No						18:00
Autoshift				Halfday	3:00	Fullday	6:00							
Night	NN	21:00						No						06:00
Autoshift		20:00		Halfday	03:00	Fullday	06:00							
AfterNoon	AM	13:00						No						20:00
Autoshift				Halfday		Fullday								
2nd Shift	2S	14:00						No						23:00

P Present A Absent O Offday H Holiday Z HolidayOffday GG Default Global Shift


This is a Shift View Menu. Information about shifts can be entered by using the Wizard. Clicking on the Grey coloured columns will display the help for that column. Master Marks are common for all shifts. Shifts are differentiated by black lines.

Shift Time - Wizard

Shift Name, Mark, Color

Shift Name: Night

Shift Mark: NN

Shift Color: 

In and Out time

Shift In Time: 21:00

Shift Out Time: 06:00

Break Timings

Break Out Time: :

Break In Time: :

Time to Deduct: :

Half Day and Full Day hours

Min. Half Day Work Hours: 03:00

Min. Full Day Work Hours: 06:00

Auto Shift Start and End

AutoShift Time Starts: 20:00

AutoShift Time Ends: 23:59

Slab Timings

Confirm & Close

Exit

Present Absent Offday Holiday HolidayOffday Default Global Shift

Save

This is a Shift View Menu. Information about shifts can be entered by using the Wizard. Clicking on the Grey coloured columns will display the help for that column
Muster Marks are common for all shifts. Shifts are differentiated by black lines

Auto penalties based on set late come & early go rules

Slabs Entry

Please enter the actual latecome hours slabs (Eg. 00:10, 00:30) and not the shift start time (eg 09:00)

SHIFT = NN

☐ Weekly Off OT Slab

☐ Holiday OT Slab

☐ First Slab is not part of Late Come

Copies the individual top slabs to the one below

Copy Slabs

Save & Exit

Close

LateCome

Round Off

Minutes

From To Cut

00:00	00:10	00:00
00:11	00:45	01:50

Break Start / Out

Round Off

Minutes

From To Cut

:		

Extra Hours (Before Shift Starts)

Round Off

Minutes

From To Extra

Early Go

Round Off

Minutes

From To Cut

01:00	00:45	01:00

Break End / In

Round Off

Minutes

From To Cut

Extra Hours (After Shift Ends)

Round Off

Minutes

☐ Early & Late OT to be combined together

From To :

00:00	00:45	00:00

If Extra Hours More then (in Minutes)

Deduct Break time hours (in Minutes)

Employee Import Window

Import Data

File Path: C:\Documents and Settings\JOSEPH-PC\Desktop\AFM.csv

Buttons: Read Files, Help, Close, Update Data

Col	Field	Value
Col 3	tbl_master_EmployeeMain	ShortName
Col 4	tbl_master_EmployeeMain	Designation
Col 5	tbl_master_EmployeeMain	Location
Col 6	tbl_master_EmployeeMain	Sex
Col 7	tbl_master_EmployeeMain	Category
Col 8	tbl_master_EmployeeMain	Company
Col 9	tbl_master_EmployeeMain	DateofBirth
Col 10	tbl_master_EmployeeMain	DateofJoining
Col 11	tbl_master_EmployeeMain	Grade
Col 12	tbl_master_EmployeeMain	ShiftPattern
Col 13	tbl_master_EmployeeMain	PunchStatus
Col 14	tbl_master_EmployeeMain	LeaveReportingTo
Col 15	tbl_master_EmployeeMain	Department
Col 16	tbl_master_EmployeeMain	FathersName

S.NO	S.NO	Name	Designation	Region	Gender
1	00001	R.Nedumara	HK Executiv	Chennai	Male
2	00002	G.Gandhi	HK Supervis	Chennai	Male
3	00003	S.Jeevarath	HK Supervis	Chennai	Male
4	00004	S.Amaresha	HK Supervis	Chennai	Male
5	00005	B.Anandhi	Chambemaik	Chennai	Female
6	00006	S.Anandhi	Chambemaik	Chennai	Female
7	00007	K.Amutha	Chambemaik	Chennai	Female
8	00008	S.Amutha	Chambemaik	Chennai	Female
9	00009	R.Alamelu	Chambemaik	Chennai	Female
10	00010	S.Annamari	Chambemaik	Chennai	Female
11	00011	S.Ammu	Chambemaik	Chennai	Female
12	00012	K.Amsavalli	Chambemaik	Chennai	Female
13	00013	K.Chandrase	Houseman	Chennai	Male
14	00014	R.Umadevi	Chambemaik	Chennai	Female
15	00015	S.Selvi	Chambemaik	Chennai	Female
16	00016	R.Kalaiselvi	Chambemaik	Chennai	Female
17	00017	A.Pushpa	Chambemaik	Chennai	Female
18	00018	K.Parvathi	Chambemaik	Chennai	Female
19	00019	N.Devika	Chambemaik	Chennai	Female
20	00020	S.Surya	Chambemaik	Chennai	Female

Attendance View: Attendance with filter option Enabled

Attendance Entry

Buttons: Punch Entry, Adjustment Entry, Muster Adjustment, GatePass Entry

From: 01/01/2014 To: 30/01/2014

Company: IN4 TEST

Department: BDE

Designation:

Category: c.chandrasekaran@sj

Shift: 2S

Location: kmb.ksraro@yahoo.co

Code: 00002 ShortName: 00002

Select All Remove Selection

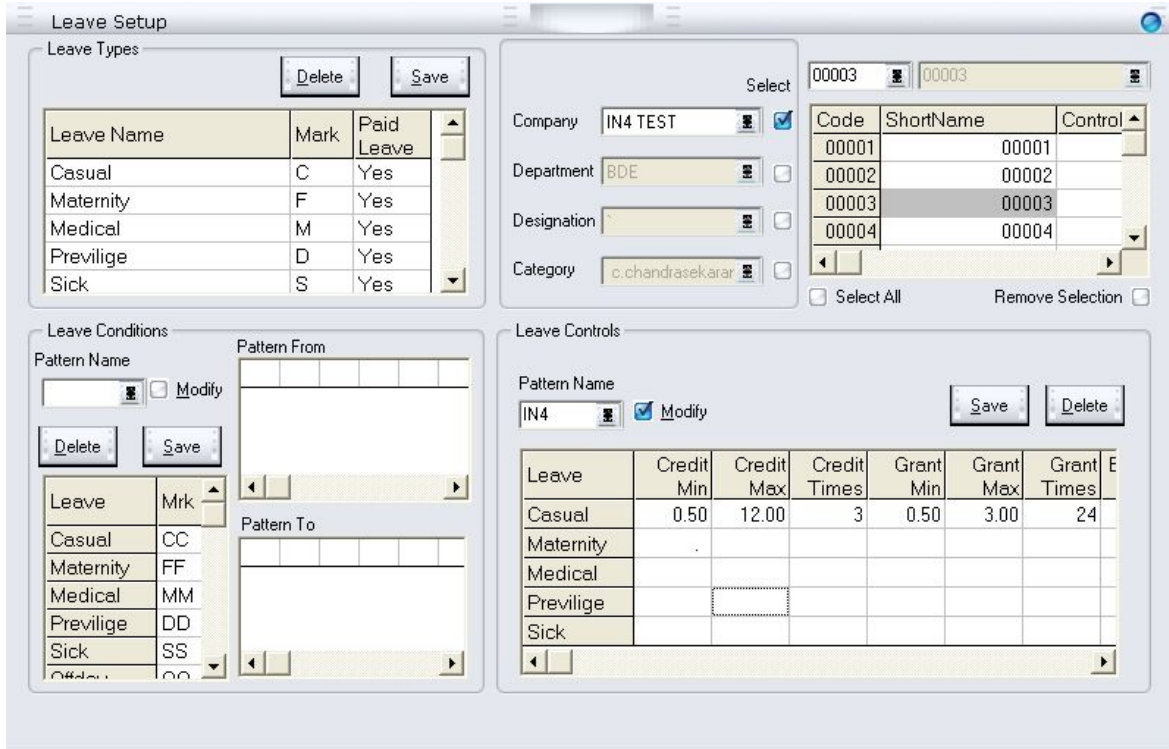
Date	Shift	Punch	Dt	WT	Extra	Late	Early	Mal	Loss
01/01/2014			01						
02/01/2014			02						
03/01/2014			03						
04/01/2014			04						
05/01/2014			05						
06/01/2014			06						
07/01/2014			07						
08/01/2014			08						
09/01/2014			09						
10/01/2014			10						

IN Punches are in Grey Color. To Change IN / OUT, select the punch and Press R or Right Click

• Leave Module

- Unlimited number of customizable leave types
- 20 types of leave conditions for each leave
- Leave controls
- Auto leave deduction based on absenteeism
- Auto leave deductions based on late come & early go
- Carry forward of utilized leaves
- Leave Encashment

All Leave Can be created and conditions can be controlled in Leave Setup



Leave Setup

Leave Types

Leave Name	Mark	Paid Leave
Casual	C	Yes
Maternity	F	Yes
Medical	M	Yes
Previlege	D	Yes
Sick	S	Yes

Leave Conditions

Pattern Name:

Pattern From:

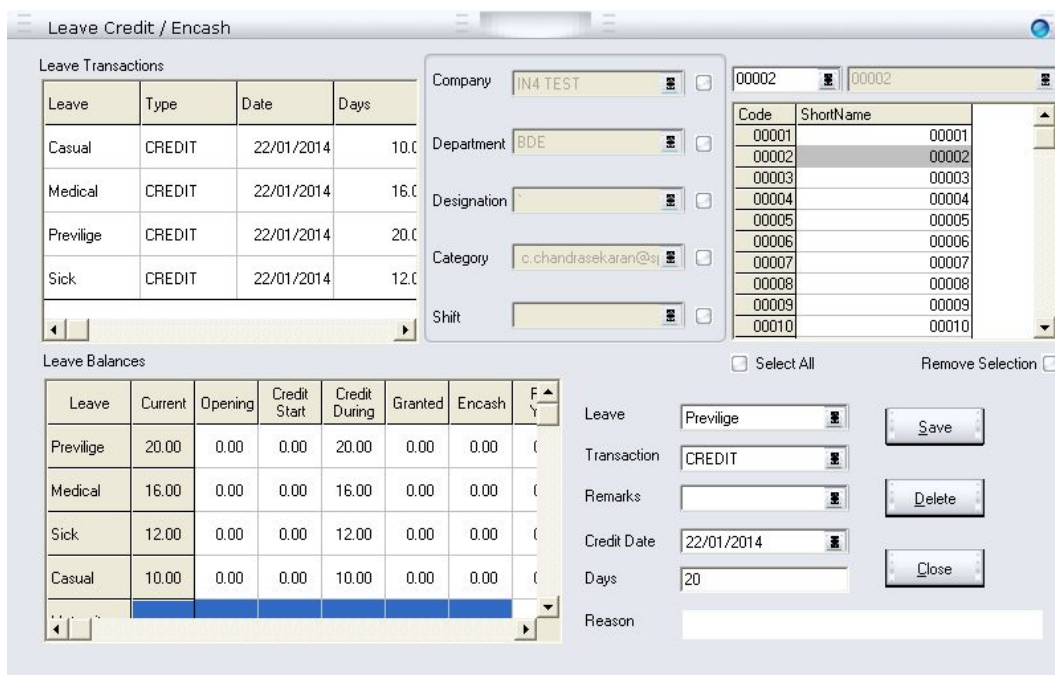
Pattern To:

Leave Controls

Pattern Name:

Leave	Credit Min	Credit Max	Credit Times	Grant Min	Grant Max	Grant Times
Casual	0.50	12.00	3	0.50	3.00	24
Maternity						
Medical						
Previlege						
Sick						

Leave Credit Window where leave can be Pre Credited before Approval



Leave Credit / Encash

Leave Transactions

Leave	Type	Date	Days
Casual	CREDIT	22/01/2014	10.0
Medical	CREDIT	22/01/2014	16.0
Previlege	CREDIT	22/01/2014	20.0
Sick	CREDIT	22/01/2014	12.0

Leave Balances

Leave	Current	Opening	Credit Start	Credit During	Granted	Encash
Previlege	20.00	0.00	0.00	20.00	0.00	0.00
Medical	16.00	0.00	0.00	16.00	0.00	0.00
Sick	12.00	0.00	0.00	12.00	0.00	0.00
Casual	10.00	0.00	0.00	10.00	0.00	0.00

Company: IN4 TEST

Department: BDE

Designation:

Category: c.chandrasekarar

Shift:

Code: 00002 00002

Code	ShortName
00001	00001
00002	00002
00003	00003
00004	00004
00005	00005
00006	00006
00007	00007
00008	00008
00009	00009
00010	00010

Leave: Previlege

Transaction: CREDIT

Remarks:

Credit Date: 22/01/2014

Days: 20

Reason:

Leave Grant / Cancel

History

☐ Applications Pending for Approval

Leave	Start Date	End Date	Days	Status
<div> <div></div> <div></div> </div>				

Code

00001

Close

Name

00001

Category

rameshmynam@rediffmail.com

Type of Leave

Casual

Balances

Leave	Current Bal	Opening Bal	Credited	Granted	Cred
Casual	10.00	0.00	0.00	0.00	10.00
Sick					
Medical					
Privilege					
Maternity					

Save Balance

SUN

MON

TUE

WED

THU

FRI

SAT

From Date

2

To Date

Days

Reason & Address while on Leave

Save

Delete

Full Day

1st Half

2nd Half

Integration with ERP

- Reports can be designed using our report planner & letter planner (CSV, EXCEL and other flat file) and those reports can be generated for importing to your ERP software

Letter Planner Window

TrackZone v1 - [oem build 131211] - [Letterview2]

Categories Print Preview Print Print Setup Font Save As CSV File Save As Excel File Save As PDF file Save As XML File Email Emp PDF Close

Letter:

Order:

New Excel Format ☐ Enable

☐ LS

Date: Records Per Page:

E. Code:

Letter Body

[Company]
Pay Slip for the month of [FromMonthInChar], 2007

EmployeeCode: [EmployeeCode] DOJ: [DateofJoining]
Name : [ShortName]
Department: [Department]

=====

P	A	O	H	L	U
---	---	---	---	---	---

[PresentDays] [AbsentDays] [OffDays] [HoliDays] [Leave Paid] [Leave UnPaid]

=====

PayDays : [Pay-PayableDays]
Basic : [Pay-Basic]

Basic Earned : [Pay-BasicEarned] PF: [Pay-PFEEmployee]
DA : [Pay-FixedDA] ESIC: [Pay-ESICEmployee]

COL No. Incl. Left Emp's ☐
☐ Print Twice ☐ To Email ☐

Letter Columns

- AbsentContinuous
- AbsentDays
- AbsentDaysInPeriod
- AddressLine1
- AddressLine2
- AddressLine3
- Age
- AgeofRetirement
- Alcoholic
- Allergy
- AlternateCode
- BankAccountNo
- BankBranch
- BankName
- BloodGroup
- Caste
- Category
- Cell Compute
- Cell Compute-Time
- Cell Concatenate
- City
- ClubMembershipExpiryDate
- ClubMembershipType
- PinName

User Management

Name: user Code: 00003

Reload Menu Delete Save Close

Reload All Privileges to User

Available Privileges:

- SetupMenu
- EmployeeMenu
- AttendanceMenu
- PayrollProcessMenu
- ReportsMenu
- ReportPlannerMenu
- OnlineOptionsMenu
- UtilitiesMenu

All Privileges:

- SetupMenu
 - UserManagement
 - Edit
 - LeaveSetup
 - Edit
 - ShiftTime
 - Edit
 - YearEndOperations
 - LeaveTransfer
 - Edit
 - TransactionTables
 - LeaveRHCreditDtg
 - CofSetup
 - Edit
 - PunchInfo
 - Edit
 - ReportRights
 - ShiftRotation
 - Rotation
 - Edit
 - AutoShift

Employee Selection:

Department: BDE, Ceo, CSE, PA, SE

Designation: A.I.S Logistics, ABB Limited, Adpro, ADR Info Tech, Adwitya Projects

Grade: "chennai", "No.7", "TA 01", "00", "000", "12000"

Category: c.chandrasekaran@spic.c, "9618914000", "agpoly@eth.net", "ak Khan@in.aetherpal.com", "asiansteeltry@yahoo.com", "asokagepl@gmail.com"

Location: kmb.ksrar@yahoo.com, "", "1", "70", "10000", "12000"

Company: IN4 TEST

• Reports

There are over 100+ predesigned reports and with our Report planner, Letter Planner you can design another 100 or more. You think of some information you need and it would be available in our software as a standard report or it can be taken from our Report/Letter Planner

TrackZone v1 - [oem build 131211] - [Reports1]

Categories Print Preview Print Print Setup Font Save As Text File Save As Excel File AsciiPrint Close

Report Name: Absence - Continuous From Date: 22/01/2014 To Date: 22/01/2014 Width: 130

Order By: EmployeeCode Margin: Lines:

☐ Excel Sub Headers ☐ To Mail

☐ Single Employee ☐ Consider All Employees

☐ Range of Employees From: To:

Continuous Days >=:

D:\Program Files\TrackZone\Reports Reports Folder

☐ Filter Options

Groups	Department	Designation	Grade	Category	Location
BDE	Ceo	CSE	PA	SE	
	A.I.S Logistics	ABB Limited	Adpro	ADR Info Tech	Adwitya Project
					AEL Data
					Agastha
"chennai"	"No.7"	"TA 01"	"00"	"000"	"12000"
c.chandraseka	"9618914000"	"agpoly@eth.n	"ak Khan@in.ae	"asiansteeltry@	"asokagepl@gr
kmb.ksrar@ya	"	"1"	"70"	"10000"	"12000"
					"13000"