

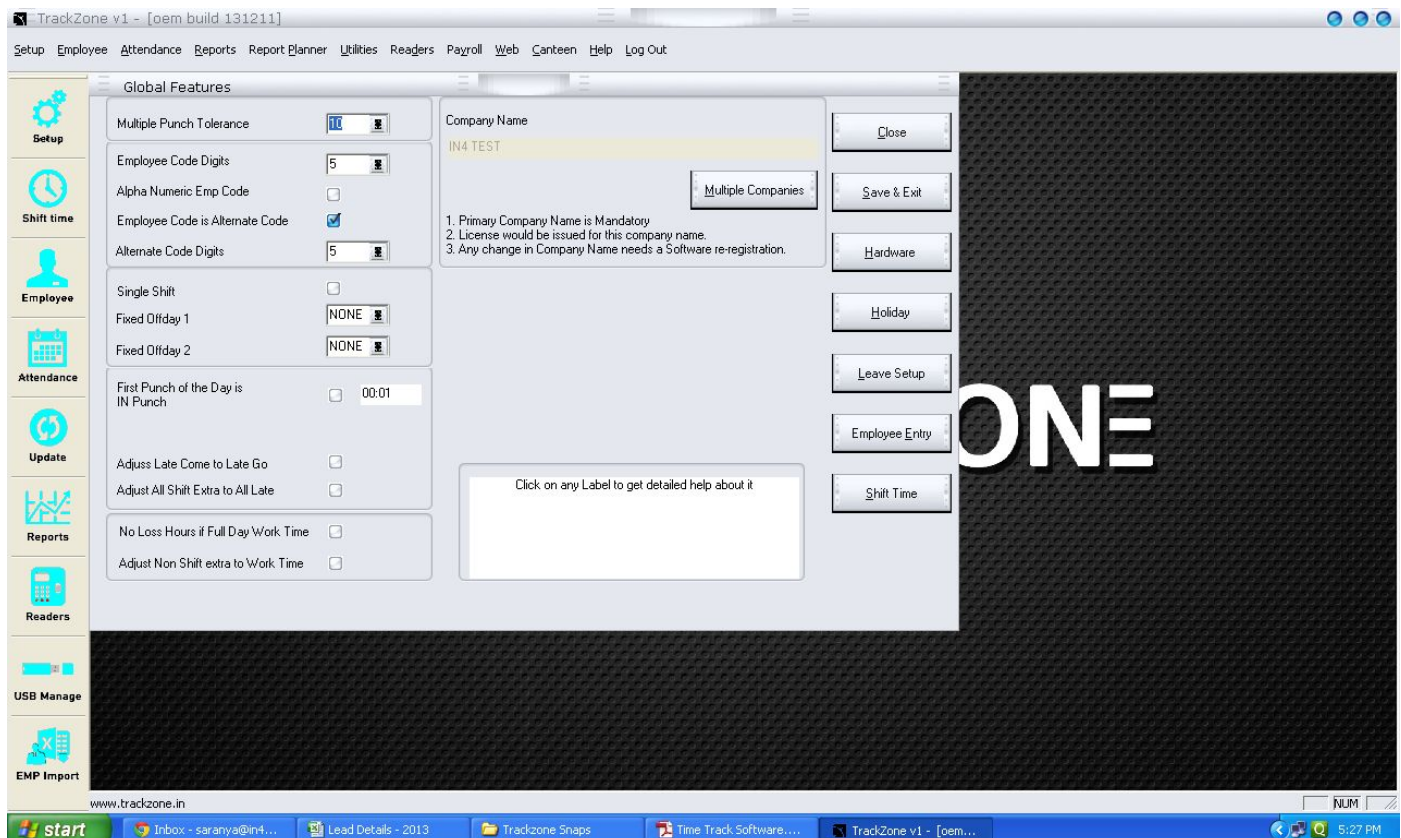
# Track Zone Software - HELP File

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  - 1.2. Hardware (Add Reader)
  - 1.3. Registration
  - 1.4. Shift Timings
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## 1.1. Basic Settings (Set Global Features)

Setup → Set Global Features →



- 1) Type Your Company Name ( if required Multiple Company Name select the below Button)
- 2) Multiple Punch Tolerance - When Employees have multiple punches, the multiple punches would be ignored if it falls within the selected minutes. Default is 10 minutes
- 3) Employee Code Digits - Select how many digits / chars are there in the employee code this will help in validation and faster entry. Default is 6
- 4) Alpha Numeric Emp Code -Select if you need Alpha Numeric Employee Code.
- 5) Employee Code is Alternate Code (Device Emp Code) - Select if Employee Code and Alternate Code are the same. Employee Code has to be numeric with a maximum width of 5 digit for 5 digit readers. 9 numeric Characters for 9 digit reader
- 6) Single Shift - Select if only one shift is there in your company
- 7) Fixed Off day 1 and 2 - SELECT the first & Second OFF DAY (Holiday) day if all the employees have off day on the same day. If this is selected there is no need to do SHIFT SCHEDULING
- 8) First Punch of the day is IN punch - Select if Night Shift is not there and all first punches of the day are to be treated as IN Punch. Enter the timing from which the Punches are to be treated as IN.
- 9) Adjust Late Come to Late Go - Select if the late coming can be adjusted to Late Going (Extra Hours).
- 10) Adjust All Shift Extra to All late - Select if Early Go & Late Come (Total Loss hours) can be adjusted against Early Come & Late Go.

Now Click SAVE & EXIT

## 1.2 Reader → Add Reader (OR)

### Setup → Set Global Features → Hardware

Type the Reader particulars

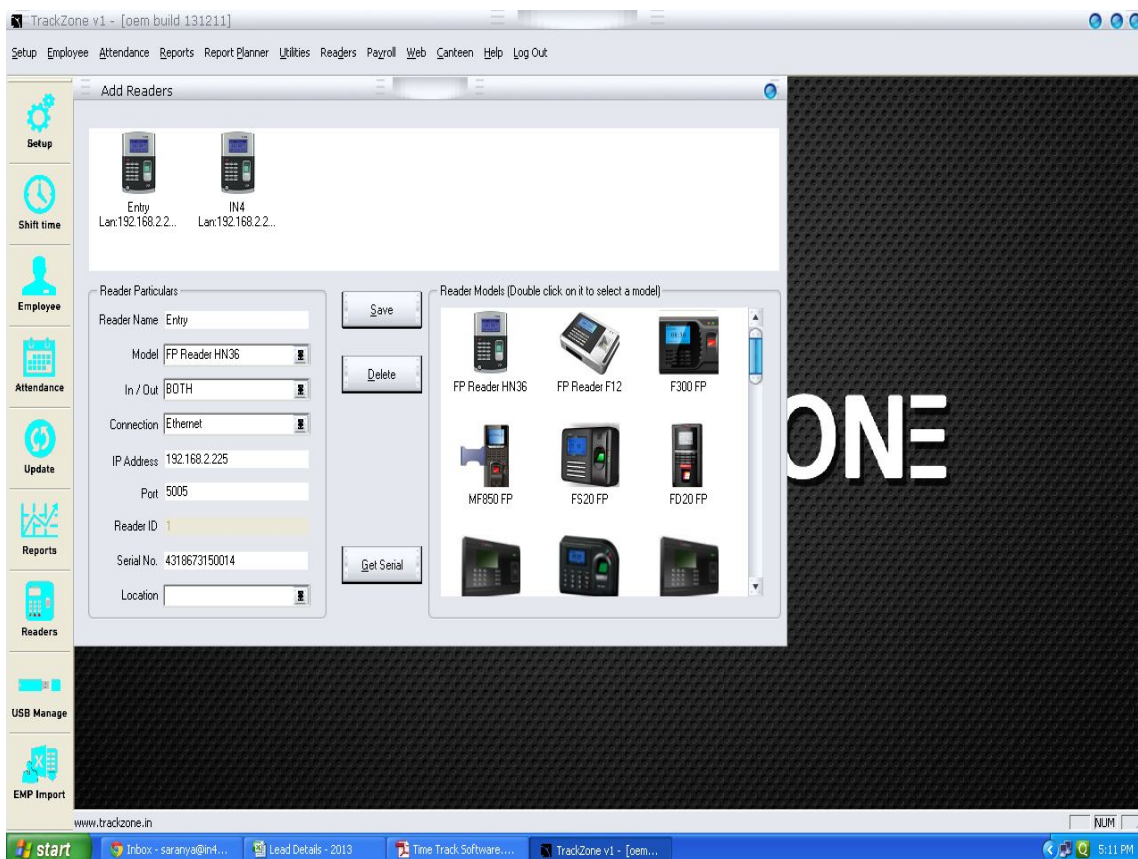
Reader Name → Select the Model → Select In or out or both (this device going to use for Only In punch or Out punch or both in the same device)

Connection type → Ethernet (or) RS232

Type the IP Address. Exp: 192.168.1.224

Click → Get Serial

**SAVE**



### 1.3 Reader → Registration

Fill your Company Details with your Email ID

Click **SAVE** Button

Now Click **KEY File Creation** Software will Closed automatically and Reopen

Again Log In again.

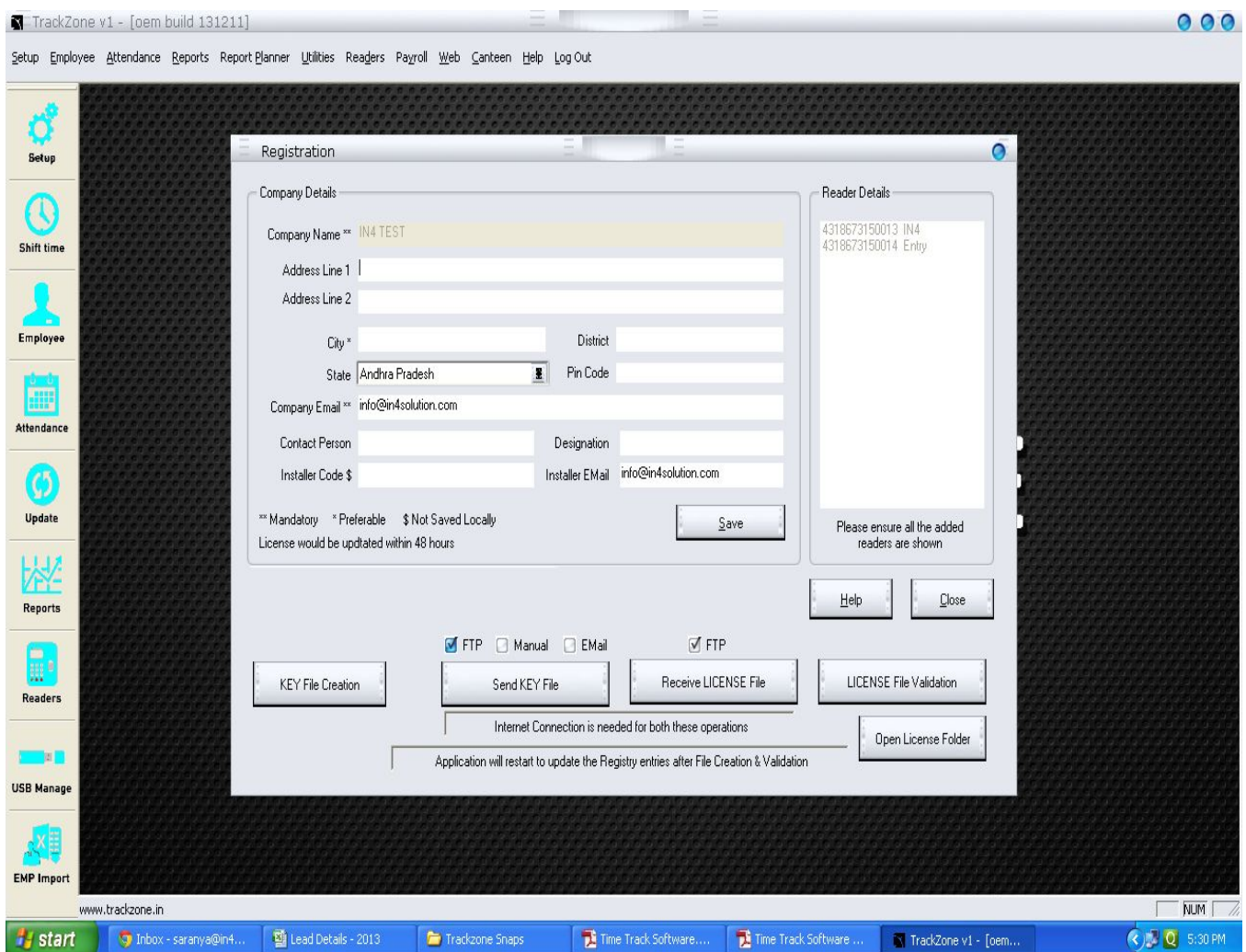
It will go to Registration page. Now Click **Send KEY File**

Wait for 15 to 20 minutes and the Check your email License will received in your INBOX

Once email Received Open → Reader → Registration now click **Receive LICENSE File**

Then Click **LICENSE File Validation**

Below Screen Shoot is for your reference

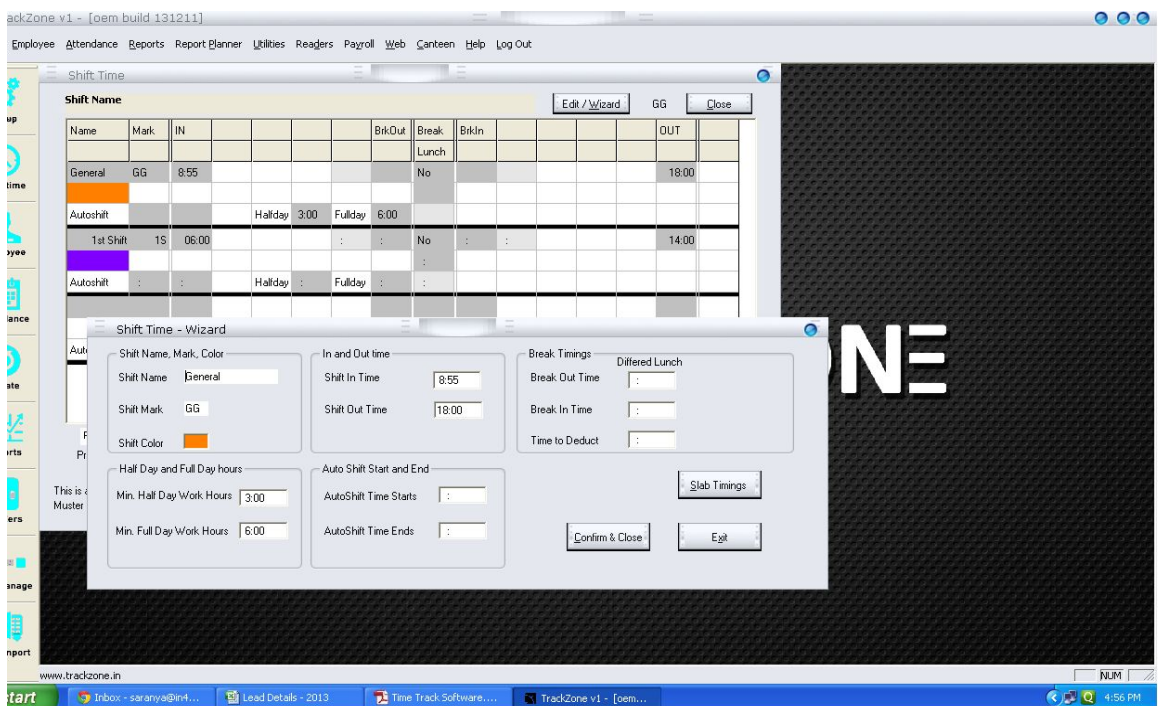
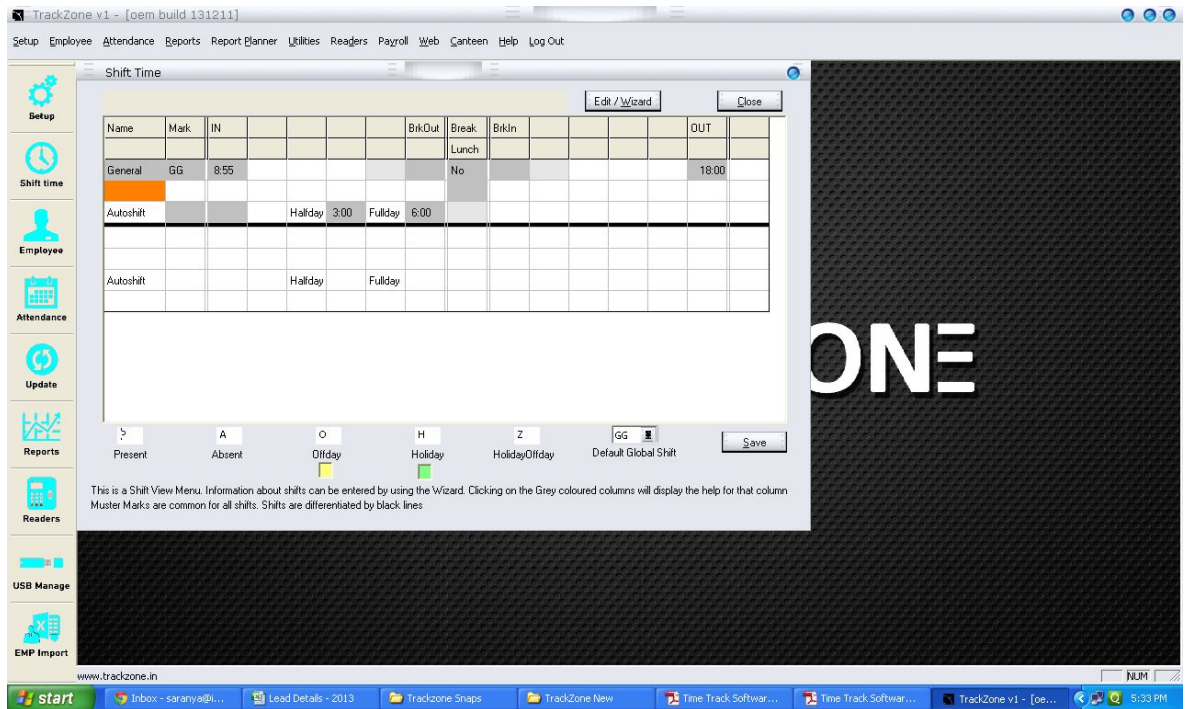




## 1.4 SHIFT SETTING

1) Setup → Shift Time

Select the General shift and click Edit/Wizard to modify the shift or select the blank box and then click Edit/Wizard to create new shift



1) Type the Shift Name, Shift IN Time, Shift out Time,  
2) Break Out Time and Break In Time, Time to deduct (**Selected duration will be detect from the Total working hrs**)

3) Min Half Day Work Hours, Min Full Day Work Hours

**Exp: - Min Half day set has 3:00 hrs if the employee total work hrs is less then 3:00 hrs he treated as Absent**

**Min Full day set has 6:00 hrs if the employee total work hrs is less then 6:00 hrs he treated as Absent**

## Auto Shift Start & END

Auto Shift Time is some hrs before the In time and Auto Shift Time END is some hrs after the IN time Exp: - General Shift IN time is 9:00am select Auto Shift Time [07:30] Auto Shift time End [11:00] So who ever coming in between 07:30 to 11:00am it will assign automatically to General shift

## 4) Slab Timing

TrackZone v1 - [oem build 131211]

Setup Employee Attendance Reports Report Planner Utilities Readers Payroll Web Canteen Help Log Out

Slabs Entry

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

SHIFT = GG

☐ 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

Late Come Round Off Minutes

☐ Highest

From	To	Cut
00:00	00:15	00:00

Break Start / Out Round Off Minutes

☐ Highest

From	To	Cut

Extra Hours (Before Shift Starts) Round Off Minutes

☐ Highest

From	To	Extra
00:00	00:55	00:00

Early Go Round Off Minutes

☐ Highest

From	To	Cut

Break End / In Round Off Minutes

☐ Highest

From	To	Cut

Extra Hours (After Shift Ends) Round Off Minutes

☐ Highest

☐ Early & Late OT to be combined together

From	To	Extra

If Extra Hours More then (in Minutes)

Deduct Break time hours (in Minutes)

www.trackzone.in

start Inbox - saranya@in... Lead Details - 2013 Trackzone Snaps TrackZone New Time Track Software... Time Track Software... TrackZone v1 - [oe... 5:35 PM

This is the place to set the Grace period. Late and Early go for the select shift Exp: - Shift In time 9:00 AM 10 min grace period  
Type from 00:00 to 00:10 Cut 00:00 in the late come slab

Up to 10 min after the Shift IN time it won't treated as late comer. The same applicable for Early go.

Save & Exit → Confirm & Close → SAVE

### 1.3 Holiday

Setup → Holiday

Select Modify and type the Year in the Group Name exp: 2011 select the date below and type the

Holiday Name → SAVE

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Setup Employee Attendance Reports Report Planner Utilities Readers Payroll Web Canteen Help Log Out

Holiday

Group Name: Holiday List  Year: 2014

Date	Description
01/01/2014	New Year
14/01/2014	Pongal
26/01/2014	Republic

Company: IN4 TEST

Department:

Designation:

Category:

Location:

Code	ShortName	Holiday
00001	dinesh	Holiday Li
00002	kumar	Holiday Li

☐ Select All ☐ Remove Selection

www.trackzone.in

start | Inbox - saranya@ind... | Lead Details - 2013 | TrackZone New | Time Track Software... | Time Track Software... | TrackZone v1 - [oem... | 5:38 PM



## 1.4 Leave Setup

Setup → Leave Setup

Type the leave Name → Mark (Symbol) → PAID Leave (Yes/No)

**CLICK SAVE**

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Setup Employee Attendance Reports Report Planner Utilities Readers Payroll Web Canteen Help Log Out

### Leave Setup

Leave Types

Delete Save

Leave Name	Mark	Paid Leave
Casual	C	Yes
On Duty	D	Yes
Sick	S	Yes

Company

IN4 TEST

Department

Designation

Category

Select

Code	ShortName	Control
00001	dinesh	
00002	kumar	

Select All Remove Selection

Leave Conditions

Pattern Name

Pattern From

Pattern To

Leave

Mark

CC

DD

SS

OO

HH

77

Leave Controls

Pattern Name

Save Delete

Leave

Credit Min

Credit Max

Credit Times

Grant Min

Grant Max

Grant Times

E

ONE



## 2.1 Employee Master Setup

### Employee → Employee

TrackZone v1 - [oem build 131211]

Setup Employee Attendance Reports Report Planner Utilities Readers Payroll Web Canteen Help Log Out

Employee

Employee Code \* 00001 Name \* Dinesh Department \*\* Service

Alternate Code \* 00001 Designation \*\* General Manager Grade

RFID Number Location Category

Reporting To Status ALL Status

Close

Personal Health Accounting User Information Entry Insurance Remarks Shifts Applicable

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 \* 01/01/1994 Joining Date \* 01/01/2014 Retirement Age Date of Leaving \* 31/12/2070

Shift Rota

Punch / OT Setup

First / Last Punch NO OT Normal YES OT Off Day NO

Save

Type the Employee Code, Name, Department, Designation etc...

Select the Holiday, **Shift Rotation (Selecting the default shift)**, Joining date etc.

Set Work Span: -Work Span is the number of hours an employee can work continuously in the company. Default is set at 16:00 hours.

Punch OT/Setup

**First/Last Punch - If Yes is Selected**

- 1) The day first Punch would be considered as IN Punch
- 2) The last punch would be considered as out punch
- 3) Though all in between punches would be shown only the first and last punch would be considered for work time

WARNING: DONT set YES when Employee may come in Night Shift.

**OT Normal and Off Day OT → YES/NO**

Marking YES would make the employee applicable for authorized extra hours work

**SAVE**

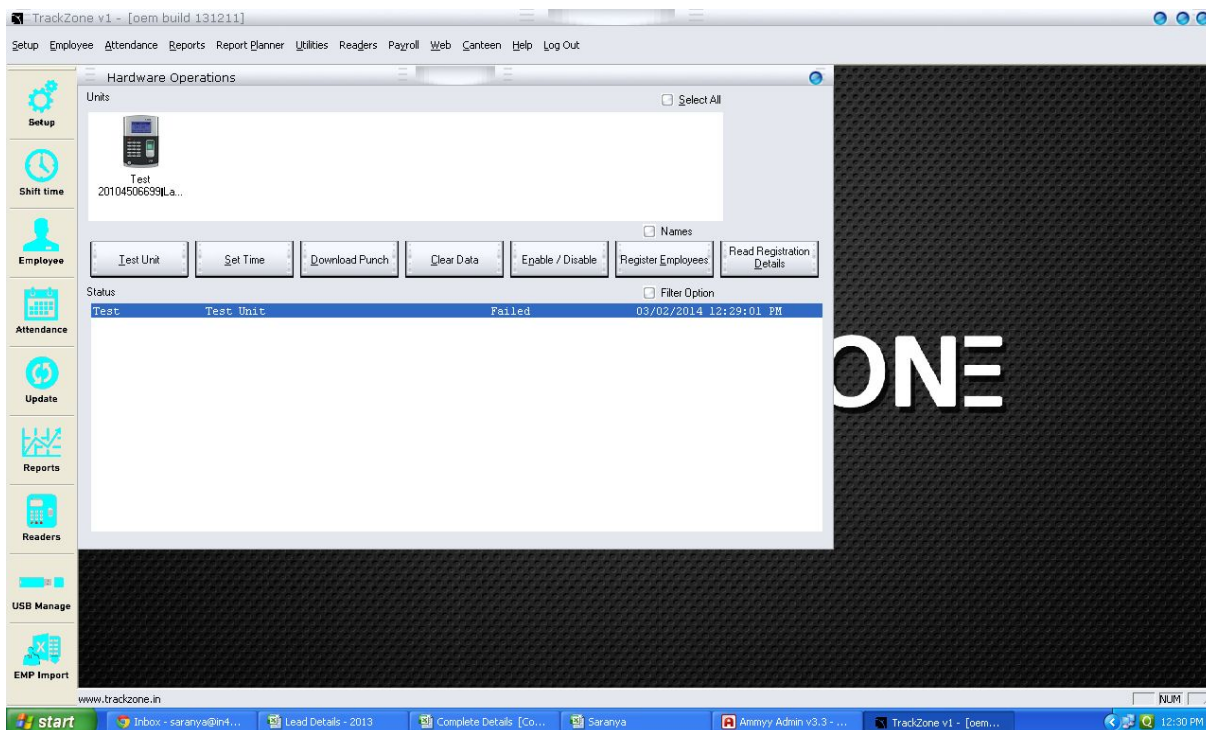
## 3.1 Download the Data from Device

## Readers → Operations →

- 1) Click Test Unit to test the communication
- 2) Click Set Time for set the Time to Device
- 3) **Select the reader and click Download Punch to transfer the data from Device to PC**
- 4) Select the reader and click Clear data from the device after Downloading

ID: HARDWARE

Password: -operations



## 3.2 Import the data via Pen drive (text File Operation)

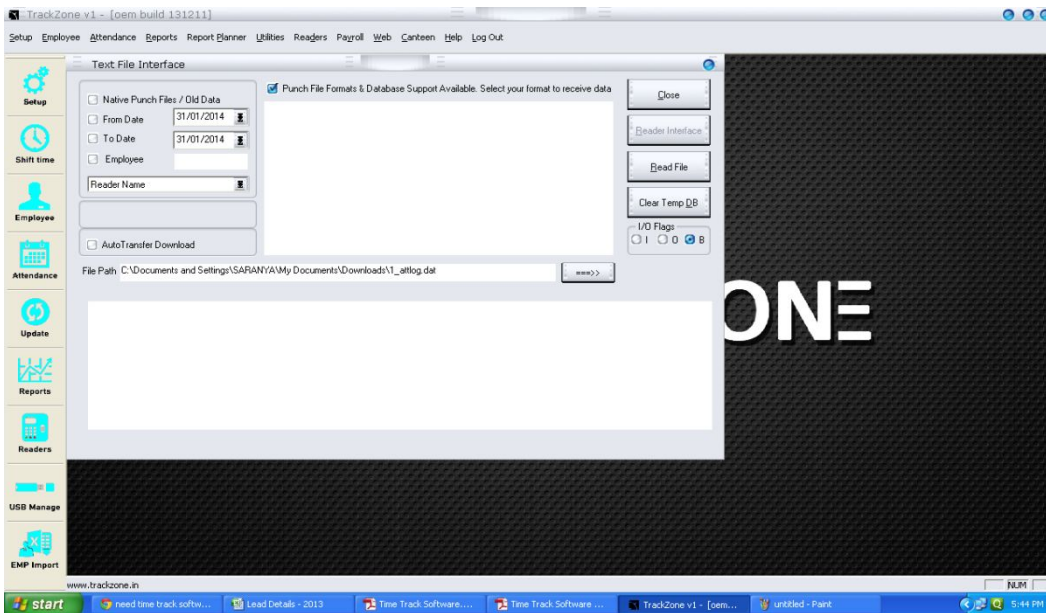
### Reader → Text File Operations →

Select Punch File Format → select the Device Mode exp:- Hn36 pen drive /F11/ ZK

Select the from date and To Date

Select the TXT File in the File Path

Select I/O Flags → **Read File**



## 4.1 Reports

### Reports → Standard Report →

Select the Report Name: - Punch report (Daily Report) Punch Movement  
Muster Option  
Working details EMP Wise (Summary Report) Break Details,  
Late Come & Early Go Absentees  
Report etc...

Select the Form Date and to date →  
Click Save as EXCEL or Save as Text File or Print preview

