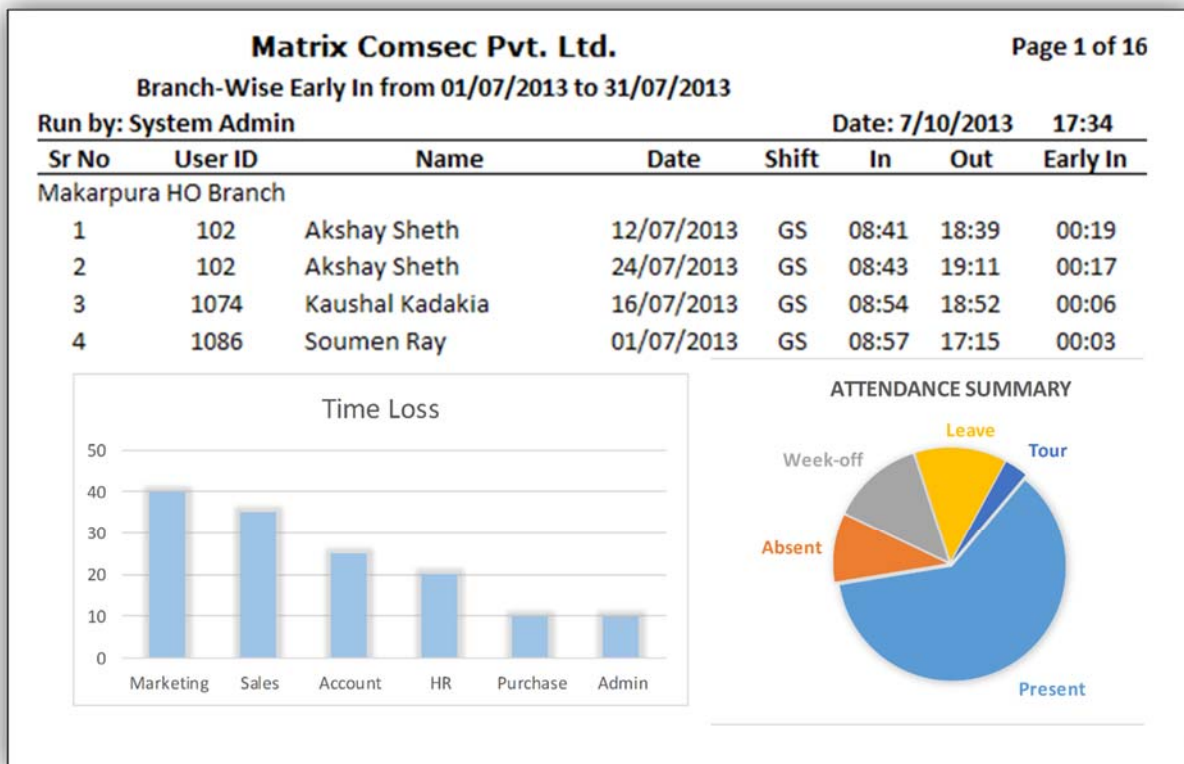


COSEC REPORTS



COSEC Reports

- Basic Module-User & Device
- Access Control
- Time-Attendance
- Leave Management
- Cafeteria Management
- Enterprise Structure
- Visitor Management



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Version 4

Release Date: Aug 01, 2014

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Chapter 1 Basic Module Reports

The Basic Module of COSEC web Application allows to view detailed and focused reports on users as well as their access events on COSEC web portal. These reports can be viewed, exported in various file formats like PDF, MS Excel, MS word, Crystal Report, XML and printed at any time.

COSEC Basic Module Reports cover users and devices in which various reports are there.

- **User Reports**

- ✓ Direct Door Wise User
- ✓ User-Wise Controller
- ✓ User Access Profile
- ✓ User Contact Information
- ✓ User Official Information
- ✓ User Personal Information
- ✓ User Wise Controller
- ✓ Door Accessed by User
- ✓ Door Usage
- ✓ In Out Event Report
- ✓ In Out Summary
- ✓ Out Time
- ✓ Who Is In
- ✓ Access Denied
- ✓ Enrollment Status
- ✓ Former Users
- ✓ Pending Confirmation
- ✓ Reporting Group-Wise Report
- ✓ Users Without Reporting Group

- **Device Reports**

- ✓ Door
- ✓ Panel
- ✓ Invalid Events
- ✓ Device-Wise Event

Direct Door Wise Users Report

This report shows the users assigned to the particular door along with the details.

Matrix Comsec Pvt. Ltd.					Page 1 of 3
Direct Door-Wise Users					
Run by: System Admin			Date:7/10/2013	15:10	
Sr No	User ID	User Name	Status	Department	Designation
Canteen HO					
1	1003	Umesh Talanpuri	Active	Accounts	Team Leader
2	1009	Dipti Rathwa	Active	Marketing	Team Leader
3	1011	Parika Pandey	Active	PLCC Sales	Engineer
4	102	Akshay Sheth	Active	HR & ADMIN	Team Leader
5	1045	Shubhangini	Active	HR & ADMIN	Team Leader
6	105	Satish Raje	Active	HR & ADMIN	Team Leader
7	106	Mitesh Parikh	Inactive	HDG - Telecom	Team Leader
8	1074	Kaushal Kadakia	Active	Product Management	Engineer
9	1077	Anil Tailor	Active	Accounts	Team Leader
10	1083	Jay Doshi	Active	Accounts	Team Leader
11	1086	Soumen Ray	Active	Marketing	Engineer
12	109	Dhirendra Savla	Active	Department-1	Team Leader
13	1095	Abhay Joshi	Active	Marketing	Team Leader
14	1097	Darshan Mistry	Active	Packaging	Engineer
15	1100	Ankit Panchal	Active	Purchase	Engineer
16	1105	Nitesh Pandita	Active	Product Management	Engineer
17	1109	Shalini Yadav	Active	Marketing	Engineer
18	1110	Nishit Gandhi	Active	Support	Engineer
19	1112	Kavit Parekh	Active	Marketing	Engineer

User-Wise Controller Report

This report shows the user wise Door Access with its status details.

Matrix Comsec PVT. LTD.		Page 1 of 1	
User-Wise Controllers			
Run by: System Admin		Date: 4/1/2014 12:14	
Sr No	Panel/Door Name	Index	Status
User	1009 DIPTI K RATHWA		
1	HO Panel Lite	485	Active
2	Factory Panel	206	Active
3	RnD 1st Flr	484	Active
4	RnD 3rd Flr	12	Active
5	RnD Basement V2	486	Active
6	RnD 2nd Flr V2	487	Active
7	Canteen HO	9	Active
8	RnD 4th Flr	11	Active
9	RnD 3rd Palm	10	Active
10	RnD Basement WL	9	Active
11	Canteen Factory	220	Active
12	RndGNDFLRNGT	9	Active
13	HO NGT	7	Active
14	Rnd4thfloorCDC	9	Active
15	HO PVR	9	Active
16	RnD PVR	11	Active

User Access Profile Report

This report shows the detail of users like no. of credentials allowed, shift allocated and holiday Schedule etc.

Matrix Comsec Pvt. Ltd.													Page 1 of 7	
Organization-Wise User Access Profile													Date: 7/10/2013	
Run by: System Admin													15:12	
Sr No	User ID	User Name	Card	Enrolled Fingers	Enrolled Palm	PIN	Bypass Finger	Bypass Palm	Check Schedule	Shift	Start Shift	Holiday Schedule	Valid Till	
Matrix Comsec Pvt. Ltd.														
1	1	Salim Ansari		2	1	No	No	No	No	19	23	2		
2	10	Rajendra Goswami		2	0	No	No	No	No	19	23	2		
3	1003	Umesh Talanpuri		4	2	No	No	No	No	1	GS	2		
4	1005	Sneha Patel		2	0	No	No	No	No	1	GS	1		
5	1006	Arpan Desai		5	0	No	No	No	No	1	GS	1		
6	1009	Dipti Rathwa		2	0	No	No	No	No	1	GS	1		
7	1011	Parika Pandey		5	1	No	No	No	No	1	GS	1		
8	1013	Ajay Patel		2	0	No	No	No	No	1	GS	1		
9	1019	Joseph Johnson		0	0	No	No	No	No	1	GS	1		
10	102	Akshay Sheth		2	1	No	No	No	No	1	GS	1		
11	1024	Khushbu Chudasama		2	0	No	No	No	No	1	GS	1		
12	1025	Kinjal Solanki	1781991772	2	0	No	No	No	No	1	GS	1		
13	103	Bhushan Gajjar		2	0	No	No	No	No	1	GS	1		
14	1033	Vishal Mehta		2	0	No	No	No	No	20	GS	1		
15	1034	Chirag Gohil		2	2	No	No	No	No	1	GS	1		
16	1035	Uttamkumar		2	0	No	No	No	No	1	GS	1		
17	1045	Shubhangini		5	1	No	No	No	No	1	GS	1		
18	1049	Gaurav Khakkhar		2	2	No	No	No	No	1	GS	1		

User Contact Information

This report displays user details like contact number, Email ID and address.

Matrix Comsec Pvt. Ltd.					Page 1 of 1
Organization-Wise User Contact Information					
Run by: System Admin				Date: 7/10/2013	15:18
Sr No	User ID	Name	Address (Local-Permanent) / Contact Number / Email	Reference Code	
Matrix Comsec Pvt. Ltd.					
1	152	Kailash Padshah	Local:B-103, NARAYAN RETREAT DANTESHWAR, OPP. SUN RESIDENC WAGHODIA DABHOAI RING ROAD VADODARA GUJARAT INDIA Permanent:MAHAVIR KUNJ 6- VARDHMAN NAGAR NEAR CENTRAL BANK OF INDIA Personal: 9879576265 Cell:9879796265 Email:Kailash.Padshah@MatrixComSec.com Official: 0265-395348 Ext. 348 Cell:9662037627 Email:kpadshah@yahoo.com	152	
2	352	Jaymin P Pawar	Local:HEMPRAKSH 45, PATEL PARK SOCIETY, NEAR RTO OFFICE, WARASIA VADODARA 390006 GUJARAT INDIA Permanent:SAME AS LOCAL Personal: 0265-2560045 Cell:9924106984 Email:jaymin.pawar@yahoo.com Official: Cell:7600027962 Email:jaymin.pawar@matrixcomsec.com	352	


User Official Information

This report shows official details of the user like Joining Date, department, week off days, qualification, Experience.

Matrix Comsec Pvt. Ltd.								Page 1 of 1
Organization-Wise User Official Information								
Run by: System Admin						Date: 7/10/2013		15:21
Sr No	User ID	User Name	DPT	DSG	CTG	Off Day 1	Qualification	Reference
	Joining Dt	Reporting Group	BRC	SEC	GRD	Off Day 2	Experience	Code
MCPL								
1	1149	Eshita Tamboli	MKTG	DSG1	STF	Sunday	B.COM	1149
	01/10/2012		HO	SEC1	GRD1	Saturday	1YRS	
2	1242	Jimmy Bhavsar	MKTG	ENGR	STF	Sunday	BEEC, MBA	1242
	05/08/2013		HO	SEC1	GRD1	Saturday	FRESHER	

User Personal Information

This report gives personal information: Name, Birth date, Blood group, Qualification, Nationality, Marital Status and gender of user.

Matrix Comsec Pvt. Ltd.		Page 1 of 1		
Organization-Wise User Personal Information				
Run by: System Admin		Date: 18/7/2013 10:36		
Matrix Comsec Pvt. Ltd.				
	User ID	: 1149	Name	: ESHITA TAMBOLI
	Reference Code	: 1149	Nationality	: INDIAN
	Birth Date	: 05/06/1986	Marital Status	: Unmarried
	Blood Group	: B+	Gender	: Female
	Qualification	: B.COM		

User Wise Controllers Report

This report displays the list of selected users along with the details of the panels and Direct Doors assigned to them as shown.

Matrix Comsec Pvt. Ltd.		Page 1 of 42	
User-Wise Controllers			
Run by: System Admin		Date:7/10/2013 15:11	
Sr No	Panel/Door Name	Index	Status
User	1 SALIM ANSARI		
1	HO Panel Lite	1	Active
2	Factory Panel	2	Active
3	RnD 1st Flr	259	Active
4	RnD 3rd Flr	1	Active
5	RnD Basement V2	1	Active
6	RnD 2nd Flr V2	1	Active
7	RnD 4th Flr	1	Active
8	RnD 3rd Palm	1	Active
9	RnD Basement WL	1	Active
10	Canteen Factory	1	Active
11	RndGNDFLRNGT	1	Active
12	HO NGT	332	Active
13	Rnd4thfloorCDC	1	Active
14	SUPPORT TEST	2	Active
User	10 RAJENDRA GOSWAMI		
1	HO Panel Lite	8	Active
2	Factory Panel	3	Active
3	RnD 1st Flr	266	Active
4	RnD 3rd Flr	2	Active
5	RnD Basement V2	8	Active

Door Accessed by User

This report shows details like which user has used which door at what time.

Matrix Comsec Pvt. Ltd.				Page 1 of 43	
Doors Accessed by User from 01/07/2013 to 31/07/2013					
Run by: System Admin			Date: 7/10/2013		11:19
Sr No	User ID	Name	Department	Time	IO
01/07/2013					
Main Entry 2					
1	1086	Soumen Ray	Marketing	08:57	IN
2	1086	Soumen Ray	Marketing	09:40	IN
3	1086	Soumen Ray	Marketing	10:11	IN
4	1086	Soumen Ray	Marketing	11:14	IN
5	1086	Soumen Ray	Marketing	12:15	IN
6	1086	Soumen Ray	Marketing	16:27	IN
7	1109	Shalini Yadav	Marketing	08:58	IN
8	1109	Shalini Yadav	Marketing	11:34	IN
9	1109	Shalini Yadav	Marketing	11:44	IN
10	1109	Shalini Yadav	Marketing	12:56	IN
11	1131	Archna Sharma	Marketing	09:09	IN
12	1131	Archna Sharma	Marketing	13:35	IN
13	1149	Eshita Tamboli	Marketing	09:30	IN
14	1157	Dipesh Patel	Marketing	09:45	IN
RndGNDFLRNGT					
1	1170	Latha Mehta	Marketing	13:00	IN
2	1174	Amit Parmar	Marketing	13:14	IN
3	152	Kailash Padshah	Marketing	13:41	IN

Door Usage Report

This report enables the application user to view the duration spent by users in a particular area based on the consecutive IN/OUT punch event pairs of user as shown.

Matrix Comsec Pvt. Ltd.						Page 1 of 113
Door Usage from 01/07/2013 to 31/07/2013						
Run by: System Admin				Date: 7/10/2013		17:10
Sr No	Date	In Door	In Time	Out Door	Out Time	Duration
1 - SALIM ANSARI						
1	02/07/2013	Production 1	08:29	Production- 2	12:20	03:51
2	02/07/2013	Production- 2	15:13	Production- 2	15:22	00:09
3	02/07/2013	Production- 2	17:02			
4	03/07/2013	Production- 2	08:28	Production 1	12:09	03:41
5	03/07/2013	Production 1	12:34	Production 1	15:00	02:26
6	04/07/2013	Production 1	08:29	Production 1	12:09	03:40
7	04/07/2013	Production 1	12:35	Production 1	17:03	04:28
8	05/07/2013	Production 1	08:27	Production 1	12:17	03:50
9	05/07/2013	Production 1	12:36	Production 1	17:02	04:26
10	06/07/2013	Production 1	08:31	Production 1	12:10	03:39
11	06/07/2013	Production 1	12:33	Production 1	16:03	03:30
12	08/07/2013	Production 1	08:33	Production 1	12:27	03:54
13	08/07/2013	Production 1	17:04			
14	09/07/2013	Production 1	08:29	Production 1	12:10	03:41
15	09/07/2013	Production 1	12:35	Production 1	17:01	04:26
16	10/07/2013	Production 1	08:33	Production 1	13:29	04:56
17	10/07/2013	Production 1	13:45	Production- 2	17:01	03:16
18	11/07/2013	Production- 2	08:30	Production- 2	12:07	03:37
19	11/07/2013	Production- 2	12:30	Production- 2	17:02	04:32
20	12/07/2013	Production- 2	08:29	Production 1	13:30	05:01
21	12/07/2013	Production- 2	14:14	Production- 2	17:05	02:51
22	13/07/2013	Production- 2	08:29	Production 1	12:08	03:39
23	13/07/2013	Production- 2	12:28	Production- 2	16:00	03:32
Total Hours :						91:18:00

In Out Event Report

This report generates a list of all entry and exit events of the selected users.

Matrix Comsec Pvt. Ltd.					Page 1 of 270
User-Wise In/Out Event from 01/07/2013 00:00 to 31/07/2013 23:59					
Run by: System Admin				Date: 7/10/2013	10:03
Sr No	Date	Time	Type	Panel/Door	Special Function
1 SALIM ANSARI					
1	02/07/2013	08:29	IN	Factory Panel-Production 1	
2	02/07/2013	12:20	IN	Factory Panel-Production- 2	
3	02/07/2013	15:13	IN	Factory Panel-Production- 2	
4	02/07/2013	15:22	IN	Factory Panel-Production- 2	
5	02/07/2013	17:02	IN	Factory Panel-Production- 2	
6	03/07/2013	08:28	IN	Factory Panel-Production- 2	
7	03/07/2013	12:09	IN	Factory Panel-Production 1	
8	03/07/2013	12:34	IN	Factory Panel-Production 1	
9	03/07/2013	15:00	OUT	Factory Panel-Production 1	Short Leave - OUT
10	04/07/2013	08:29	IN	Factory Panel-Production 1	
11	04/07/2013	12:09	IN	Factory Panel-Production 1	
12	04/07/2013	12:35	IN	Factory Panel-Production 1	
13	04/07/2013	17:03	IN	Factory Panel-Production 1	
14	05/07/2013	08:27	IN	Factory Panel-Production 1	
15	05/07/2013	12:17	IN	Factory Panel-Production 1	
16	05/07/2013	12:36	IN	Factory Panel-Production 1	
17	05/07/2013	17:02	IN	Factory Panel-Production 1	
18	06/07/2013	08:31	IN	Factory Panel-Production 1	
19	06/07/2013	12:10	IN	Factory Panel-Production 1	
20	06/07/2013	12:33	IN	Factory Panel-Production 1	
21	06/07/2013	16:03	IN	Factory Panel-Production 1	
22	08/07/2013	08:33	IN	Factory Panel-Production 1	
23	08/07/2013	12:27	IN	Factory Panel-Production 1	
24	08/07/2013	17:04	IN	Factory Panel-Production 1	
25	09/07/2013	08:29	IN	Factory Panel-Production 1	

In Out Summary

This report gives a list of entry and exit of users, department wise for a day.

Matrix Comsec Pvt. Ltd.				
Department-Wise In/Out Summary For 01/07/2013				
Run by: System Admin			Date: 7/10/2013 11:09	
Sr No	Department	Total Users		
		Entered	Exited	Total Inside
1	Department-1	5	1	4
2	Administration	2	0	2
3	Marketing	21	1	20
4	Support	5	0	5
5	Accounts	8	1	7
6	Packaging	1	0	1
7	Purchase	8	0	8
8	Call Centre	17	1	16
9	HR & ADMIN	5	0	5
10	Domestic Sales	2	0	2
11	Marketing Communication	3	0	3
12	Product Management Group	5	0	5
13	Customer Care	2	0	2
14	International Sales	1	0	1
15	PLCC Sales	2	0	2
16	SDG - Telecom	1	0	1
17	Procurement Group	1	0	1
18	Software & QA Group - Telecom	1	0	1

Out Time Report

This report gives the duration of the presence of a user in the premises.

Matrix Comsec Pvt. Ltd.				Page 1 of 4		
Out Time Report from 01/07/2013 to 31/07/2013						
Run by: System Admin		Date: 7/10/2013		12:39		
Sr No	Date	Out Door	In Door	Out Time	In Time	Duration
User		1003 UMESH M TALANPURI				
1	05/07/2013	HO NGT	Main Entry 2	12:41	14:38	01:57
2	15/07/2013	HO NGT	HO NGT	14:47	16:58	02:11
Total Out Time					04:08	
User		105 SATISH RAJE				
1	20/07/2013	RnD 4th Flr	Main Entry 2	11:28	17:07	05:39
Total Out Time					05:39	
User		1074 KAUSHAL KADAKIA				
1	03/07/2013	HO NGT	Main Entry 2	11:22	11:25	00:03
Total Out Time					00:03	

Who Is In

This report displays a list of all users that have "Punched-In" over the last 24 hours but have not "Punched-out". In other words, a list of users who are still within the premises.

Matrix Comsec Pvt. Ltd.				Page 1 of 2
Who Is In as on 01/10/2013 12:31:12				
Run by: System Admin			Date: 7/10/2013	12:31
Sr No	User ID	Name	Door	In Time
1	1003	Umesh Talanpuri	CDC PD HO	01/10/2013 09:21
2	1009	Dipti Rathwa	CDC PD HO	30/09/2013 14:06
3	1011	Parika Pandey	CDC PD HO	01/10/2013 09:25
4	102	Akshay Sheth	CDC PD HO	01/10/2013 10:45
5	105	Satish Raje	CDC PD HO	01/10/2013 10:46
6	1050	Anil Modi	CDC PD HO	01/10/2013 08:55
7	1077	Anil Tailor	CDC PD HO	01/10/2013 09:24
8	109	Dhirendra Savla	CDC PD HO	01/10/2013 10:38
9	1095	Abhay Joshi	CDC PD HO	01/10/2013 09:44
10	1109	Shalini Yadav	CDC PD HO	01/10/2013 11:39
11	1112	Kavit Parekh	CDC PD HO	01/10/2013 09:32
12	1124	Smital Patel	CDC PD HO	01/10/2013 08:53
13	1131	Archana Sharma	CDC PD HO	01/10/2013 09:18
14	1135	Riya Giri	CDC PD HO	01/10/2013 09:11
15	1140	Gaurav Lokhande	CDC PD HO	30/09/2013 18:59
16	1143	Anuja Nair	CDC PD HO	30/09/2013 17:38
17	1149	Eshita Tamboli	CDC PD HO	01/10/2013 09:08
18	1153	Reshma Tiwari	CDC PD HO	01/10/2013 09:22

Access Denied Report

This report displays a list of all users whose punches are not accepted and not allowed to access the premise with reasons.

Matrix Comsec PVT. LTD.							Page 1 of 1
Access Denied From 01/10/2013 To 07/04/2014							
Run by: System				Date: 07/04/2014 11:38			
Sr No	User ID	Name	Credentials Used	Time	IN/OUT	Reason	
21/02/2014							
CDC PD HO							
1	33	Gopal Tank	Fingerprint	12:15	IN	Denied – Time Out	
2	134	Vimal Gami	Fingerprint	13:10	IN	Denied – Time Out	
3	235	Aesha Z	Fingerprint	14:20	IN	Denied – Time Out	
4	336	Kailash P	Fingerprint	9:05	IN	Denied – Time Out	

Enrollment Status Report

This report shows the status of user enrollment with Credential Details Like Card, Fingers, Palm and how many numbers on it.

Matrix Comsec PVT. LTD.						Page 1 of 1	
Enrollment Status							
Run by: System Admin				Date: 07/04/2014		10:58	
Sr No	User ID	Name	Card1	Card2	PIN	Enrolled Fingers	Enrolled Palm
1	8929	Kapil S	Not Enrolled	Not Enrolled	Not Enrolled	0	0
2	1005	Uday P	Not Enrolled	Not Enrolled	Not Enrolled	0	0
3	101	Puneet Arora	Not Enrolled	Not Enrolled	Not Enrolled	0	0
4	1122	Mukund S	Not Enrolled	Not Enrolled	Not Enrolled	0	0
5	12345	Saif Shaikh	Not Enrolled	Not Enrolled	Not Enrolled	1	0

Former Users Report

This report shows the details of Former users like Name, Designation, Date of Joining and Confirmation, Date of leaving and reason of Leaving.

Matrix Comsec Pvt. Ltd.							Page 1 of 1
Former Users Report For The Month Jan-2014							
Run by: System Admin				Date: 07/04/2014 11:51			
User ID	Name	Department	Designation	Joining Date	Confirmation Date	Leaving Date	Reason
1100	Ankit Panchal	Purchase	Engineer	09/04/2012	15/09/2012	24/01/2014	Location Change
1143	Anuja Nair	Customer Care	Team Leader	03/09/2012	10/2/2012	08/01/2014	Further Study
1242	Akash Patel	Marketing	Manager	1/1/2007	1/6/2007	31/01/2014	Other Opportunity

Pending Confirmation Report

This report shows the details of employees whose confirmations are still pending.

Matrix Comsec Pvt. Ltd.						Page 1 of 1
Pending Confirmation Between 01/01/2014 To 31/03/2014						
Run by: System Admin				Date: 07/04/2014		12:04
User ID	Name	Department	Designation	Joining Date	Days Remaining	Confirmation On
Matrix Comsec Pvt. Ltd.						
1230	Praveen Kumar	Support	Engineer	08/07/2013	-	04/01/2014
1232	Nidhi Nair	Marketing	Engineer	11/07/2013	-	07/01/2014
1238	Chethna R	Marketing	Engineer	24/07/2013	-	20/01/2014
1242	Jimmy Bhavsar	Marketing	Engineer	05/08/2013	-	01/02/2014
1243	Jatin Shah	Logistics	Team Leader	07/08/2013	-	03/02/2014
1245	Niketa Gupte	Marketing	Team Leader	21/08/2013	-	17/02/2014
1249	Vaishali K	Marketing	Team Leader	02/09/2013	-	01/03/2014
1256	Vishal H	Support	Engineer	27/09/2013	-	26/03/2014
1257	Vihar Soni	Support	Engineer	27/09/2013	-	26/03/2014
1259	Rohit Singh	PMT	Engineer	01/10/2013	-	30/03/2014

Reporting Group-Wise Report

This report shows the status of employees, Reporting Group-Wise.

Matrix Comsec Pvt. Ltd.				Page 1 of 11	
Reporting Group-Wise Users					
Run by: System Admin			Date: 07/04/2014 12:11		
Sr No	ID	Name	Department	Status	Type
1	Gopal Tank				
1	1034	Chirag Gohil	Support	Inactive	T&A
2	1049	Gaurav	Support	Inactive	T&A
3	332	Vimal Gami	Call Centre	Active	T&A
2	S Sundar				
1	1033	Vishal Mehta	Support	Inactive	T&A
2	1217	Aesha	Support	Active	T&A
3	1218	Visha Kartik	Support	Active	T&A
4	1246	Padmapriya	PMT	Active	T&A
5	219	Bhashkar Shah	Call Centre	Active	T&A

Users Without Reporting Group Report

This report shows Detail of users of different department with different Designations.

Matrix Comsec Pvt. Ltd.					Page 1 of 6
Users Without Reporting Group					
Run by: System Admin			Date: 07/04/2014		12:29
Sr No	User ID	Name	Organization	Department	Designation
1	1005	Sneha Patel	Matrix Comsec Pvt. Ltd.	SAD - Telecom	Engineer
2	1006	Arpan Desai	Matrix Comsec Pvt. Ltd.	Support	Engineer
3	1009	Dipti Rathwa	Matrix Comsec Pvt. Ltd.	Marketing	Team Leader
4	1011	Parika Pandey	Matrix Comsec Pvt. Ltd.	PLCC Sales	Engineer
5	1013	Ajay Patel	Matrix Comsec Pvt. Ltd.	Marketing	BM
6	1019	Joseph Johnson	Matrix Comsec Pvt. Ltd.	Marketing	BM
7	102	Akshay Sheth	Matrix Comsec Pvt. Ltd.	HR & ADMIN	Team Leader
8	1024	Khushbu C	Matrix Comsec Pvt. Ltd.	Marketing	Team Leader
9	1025	Kinjal Solanki	Matrix Comsec Pvt. Ltd.	Marketing	Team Leader
10	103	Bhushan Gujjar	Matrix Comsec Pvt. Ltd.	SDG - Telecom	Team Leader

Door Report

This report shows door details like Door MAC Address, Status, Alarm, sense and Tamper.

Matrix Comsec Pvt. Ltd.										Page 1 of 1
Door										Date: 7/10/2013
Run by: System Admin										14:58
Sr No	ID	Name	Type	Comm.	Address	MAC Address	Status	Alarm	Sense	Tamper
1	1	Main Entry 2	Panel-Lite	Ethernet	192.168.50.203	00:1b:09:00:fd:40	InActive	InActive	InActive	InActive
2	2	Main Entry 1	Panel-Lite	Ethernet	192.168.50.205	00:1b:09:00:78:37	Active	InActive	InActive	InActive
3	3	CDC PD HO	Panel-Lite	Ethernet	192.168.50.135	00:04:A3:08:03:41	Active	InActive	InActive	InActive
4	1	Acct-Purch	Panel Door	Ethernet	192.168.10.12	00:1b:09:00:70:9b	Active	InActive	InActive	InActive
5	2	Production 1	Panel Door	Ethernet	192.168.10.13	00:1b:09:00:70:a0	Active	InActive	InActive	InActive
6	3	FactorySecurity	Panel Door	Ethernet	192.168.10.11	00:1b:09:00:70:9f	InActive	InActive	InActive	InActive
7	4	QC	Panel Door	Ethernet	192.168.10.15	00:1b:09:00:70:9c	Active	InActive	InActive	InActive
8	5	Production-2	Panel Door	Ethernet	192.168.10.14	00:1b:09:00:70:9e	Active	InActive	InActive	InActive
9	6	Factory Admin	Panel Door	Ethernet	192.168.10.18	00:1b:09:00:d5:13	Active	InActive	InActive	InActive
10	7	Support IN	Panel Door	Ethernet	192.168.10.16	00:1b:09:00:78:15	InActive	InActive	InActive	InActive
11	8	Support Out	Panel Door	Ethernet	192.168.10.17	00:1b:09:00:78:32	InActive	InActive	InActive	InActive
12	9	Factory Store	Panel Door	Ethernet	192.168.10.19	00:1b:09:00:c3:b9	Active	InActive	InActive	InActive
13	10	Factory Support	Panel Door	Ethernet	192.168.10.20	00:1b:09:00:dd:6d	Active	InActive	InActive	InActive
14	6	RnD 1st Flr	Direct Door	Ethernet	192.168.151.3	00:1b:09:00:78:44	Active	InActive	Active	InActive
15	8	RnD 3rd Flr	Direct Door	Ethernet	192.168.151.4	00:1b:09:00:78:12	Active	InActive	Active	InActive
16	11	RnD Basement V2	Direct Door V2	Ethernet	192.168.151.8	00:1b:09:10:01:03	Active	InActive	InActive	InActive
17	12	RnD 2nd Flr V2	Direct Door V2	Ethernet	192.168.151.9	00:04:a3:aa:00:03	Active	InActive	InActive	InActive
18	16	Canteen HO	Direct Door V2	Ethernet	192.168.151.2	00:1b:09:00:f2:8e	Active	InActive	InActive	InActive
19	17	RnD 4th Flr	Direct Door V2	Ethernet	192.168.151.6	00:1b:09:00:e6:39	Active	InActive	InActive	InActive
20	21	RnD 3rd Palm	PVR Door	Ethernet	192.168.151.7	00:1b:09:ab:dd:09	Active	InActive	InActive	InActive
21	24	RnD Basement WL	Wireless Door	Ethernet	192.168.151.8	00:1b:09:ab:dc:01	Active	InActive	InActive	InActive

Panel Report

The COSEC system enables the user to extract a detailed listing of the configured Panel as shown in following reports.

Matrix Comsec Pvt. Ltd.							Page 1 of 1		
Panel									
Run by: System Admin						Date: 7/10/2013		15:06	
Sr No	ID	Name	IP Address	Subnet Mask	MAC Address	Working Hrs	Break Hrs	Status	
1	3	HO Panel Lite	192.168.50.202	255.255.255.0	00:1b:09:00:99:98	00:00-23:59	13:00-14:00	Active	
2	4	Factory Panel	192.168.10.10	255.255.255.0	00:1b:09:aa:59:b9	00:00-23:59	13:00-14:00	Active	

Invalid Events

This report shows the events which are invalid with reason like Time out, Invalid Input etc.

Matrix Comsec Pvt. Ltd.		Page 1 of 1	
Invalid Events from 01/10/2013 to 24/10/2013			
Run by: System Admin		Date:24/10/2013 15:52	
Sr No	Time	IN/OUT	Reason
01/10/2013 HO Panel Lite-Main Entry 1			
1	08:32	IN	Denied – Time Out
11/10/2013 HO Panel Lite-Main Entry 1			
1	08:28	IN	Denied – Time Out
16/10/2013 HO Panel Lite-Main Entry 1			
1	08:39	IN	Denied – Time Out

Device-Wise Events

This report shows Device wise events for Users with Event Date, Time, type and user name.

Matrix COMSEC Pvt. Ltd.				Page 1 of 381
Device-Wise Events Report From 01/05/2014 To 26/05/2014				
Run by: System Admin			Date: 26/5/2014	
Sr No	Event Date-Time	Event Type	Event Name	User
Device : Acct-Purch				Site : Site-1
1	01/05/2014-01:31:09	User	Denied – Invalid Input	Gopal
2	01/05/2014-03:01:50	User	Denied – Invalid Input	Vimal
3	01/05/2014-05:01:14	User	Denied – Invalid Input	Nishit
4	01/05/2014-17:02:12	User	Denied – Invalid Input	Vishal
5	01/05/2014-17:02:19	User	Denied – Invalid Input	Monalisa
6	02/05/2014-00:01:52	User	Denied – Invalid Input	Aesha
7	02/05/2014-00:01:59	User	Denied – Invalid Input	Jimmy
8	02/05/2014-00:02:05	User	Denied – Invalid Input	Nidhi
9	02/05/2014-00:02:12	User	Denied – Invalid Input	Eshita
10	02/05/2014-00:31:22	User	Denied – Invalid Input	Amit
11	02/05/2014-01:01:48	User	Denied – Invalid Input	Kailash
12	02/05/2014-01:01:54	User	Denied – Invalid Input	Jatin

Chapter 2 Access Control Reports

Access Control reports of the COSEC web application allow to view an assortment of detailed and focused reports on the user access control activities on the site. These reports are guaranteed to assist in managing the site better.

Access Control reports enables to Following types of reports:

- Access Zone
- Time Zone
- Groups
- I/O Linking
- User Access
- Guard
- Door Held Open

Access Group Report

This report gives detail about different groups with Group Name, Group ID, working hours, break hours, status, etc.

Matrix Comsec Pvt. Ltd.			Page 1 of 1			
Access Group						
Run by: System Admin			Date: 22/10/2013		10:10	
User Access Level - Default						
Sr No	ID	Name	Working	Break	Non Working	Status
1	1	High Group-1	9	9	9	Active
2	2	Low group-2	1	1	1	Active

Access Zone Report

This report shows detail about access zone as shown below.

Matrix Comsec Pvt. Ltd.							Page 1 of 1	
Access Zone					Date: 23/10/2013		11:44	
Run by: System Admin								
Sr No	ID	Name	Level	Application Type	Visitor Escort	Zone Access	First In User	First In Group
HO Panel Lite								
1	1	Zone-1	8	Access Control	InActive	ANYONE	InActive	List 1
Factory Panel								
1	1	QC	8	Access Control	InActive	ANYONE	InActive	List 1
2	2	Production	8	Access Control	InActive	ANYONE	InActive	List 1
3	3	Acct - Purch	8	Access Control	InActive	ANYONE	InActive	List 1
4	4	Support	10	Access Control	InActive	ANYONE	InActive	List 1
5	5	Alert Zone	6	Access Control	InActive	ANYONE	InActive	List 1

Functional Group Report

This report shows defined functional group Name and ID.

Matrix Comsec Pvt. Ltd.		Page 1 of 1
Functional Group		
Run by: System Admin		Date: 22/10/2013 12:02
Sr No	ID	Name
1	1	Staff
2	2	Visitor

Guard Tour Report

This report shows detail of guard tour like Guard Name, start time, duration at which guard needs to be there at a particular location.

Matrix Comsec Pvt. Ltd.				Page 1 of 1			
Guard Tours							
Run by: System Admin			Date: 02/10/2013 10:55				
ID	Guard Tour Name	User ID	User Name	Start Time	Tour Duration	Cycle Time	Sequenced
1	Factory Gaurd Door Controller:	883 ID 6	HEMANT KUMAR Name Factory Admin	00:00	06:00	00:30	No
2	Factory Gaurd Door Controller:	884 ID 6	AJAY KUMAR SAHU Name Factory Admin	00:00	06:00	00:30	No
3	Factory Gaurd Door Controller:	897 ID 6	AJAY SINGH Name Factory Admin	00:00	06:00	00:30	No

I/O Linking Report

This report gives details related to Input/Output Port linking with its status.

Matrix Comsec Pvt. Ltd.							Page 1 of 1	
I/O Linking [Panels]								
Run by: System Admin						Date: 15/10/2013	17:38	
Sr No	ID	Name	Input Group	Output Group	Time Zone1	Time Zone2	Time Zone3	Status
HO Panel Lite								
1	1	Aux Linking	Aux Input Group	DC Aux Ports	Time Zone 1			InActive
2	2	Force Open link	Door Force Open	Panel Output				InActive
3	3	Fire-Unlock	Fire Alarm	Door Unlock				InActive
4	4	Reception	Reception	Door Unlock	Time Zone 1			Active
5	5	Reception New	Reception New	Door Unlock	Time Zone 1			Active
Factory Panel								
1	1	Aux Linking	Aux Input Group	DC Aux Ports				InActive
2	2	Force Open link	Door Force Open	Panel Output				InActive
3	3	Fire-Unlock	Fire Alarm	Door Unlock				InActive

Time Zone Report

COSEC Time zone report shows assigned time zones with its start time, end time and active week days.

Matrix Comsec Pvt. Ltd.						Page 1 of 1
Time Zone						
Run by: System Admin				Date: 24/10/2013		16:25
Sr No	ID	Name	Start	End	Active Days	Status
1	1	Time Zone 1	00:00	23:59	SUN,MON,TUE,WED,THU,FRI,SAT,Holiday	Active

Door Held Open Report

This report generates a list of the occasions when the door had been held open for more than the permissible period of time.

Matrix Comsec Pvt. Ltd.		Page 1 of 1		
Door Held Open List from 01/10/2013 to 20/10/2013				
Run by: System Admin			Date: 20/10/2013	11:14
Sr. No.	Date Time	Clear Date Time	Door Controller	Duration
1	4/10/2013 18:06:37 PM	4/10/2013 18:07:11 PM	dead man door	0 days 00:00:34
2	4/10/2013 18:10:47 PM	4/10/2013 18:11:06 PM	dead man door	0 days 00:00:19
3	4/10/2013 18:35:25 PM	4/10/2013 18:35:34 PM	dead man door	0 days 00:00:09
4	4/10/2013 18:35:44 PM	4/10/2013 18:35:49 PM	dead man door	0 days 00:00:05
5	4/10/2013 18:35:59 PM	4/10/2013 18:36:03 PM	dead man door	0 days 00:00:04
6	4/10/2013 18:36:13 PM	4/10/2013 18:36:21 PM	dead man door	0 days 00:00:08
7	4/10/2013 18:36:48 PM	4/10/2013 18:36:50 PM	dead man door	0 days 00:00:02
8	4/10/2013 18:37:10 PM	4/10/2013 18:38:31 PM	dead man door	0 days 00:01:21
9	6/10/2013 19:05:00 PM	6/10/2013 19:05:05 PM	dead man door	0 days 00:00:05
10	6/10/2013 19:48:43 PM	6/10/2013 19:49:18 PM	dead man door	0 days 00:00:35
11	6/10/2013 19:56:08 PM	6/10/2013 19:56:17 PM	dead man door	0 days 00:00:09
12	6/10/2013 19:56:27 PM	6/10/2013 19:56:34 PM	dead man door	0 days 00:00:09
13	6/10/2013 19:56:44 PM	6/10/2013 19:56:49 PM	dead man door	0 days 00:00:05
14	6/10/2013 19:00:44 PM	6/10/2013 19:01:06 PM	dead man door	0 days 00:00:22

Zone Accessed by User

This report generates a zone wise list of users who have accessed the access zone.

Matrix Comsec Pvt. Ltd.						Page 1 of 1
Zones Accessed by User from 01/07/2013 to 31/07/2013						
Run by: System Admin			Date:	07/10/2013	17:30	
Sr No	User ID	Name	Date	In	Out	Duration
HO Panel Lite						
Zone-1						
1	1009	Dipti Rathwa	02/07/2013	09:25		
2	1009	Dipti Rathwa	02/07/2013	13:40		
3	1009	Dipti Rathwa	03/07/2013	09:17		
4	1009	Dipti Rathwa	03/07/2013	14:02		
5	1009	Dipti Rathwa	04/07/2013	09:22		
6	1009	Dipti Rathwa	04/07/2013	09:39		
7	1009	Dipti Rathwa	04/07/2013	16:11		
8	1009	Dipti Rathwa	16/07/2013	09:45		
9	1009	Dipti Rathwa	16/07/2013	13:39		
10	1009	Dipti Rathwa	16/07/2013	15:36		
11	1009	Dipti Rathwa	16/07/2013	15:58		
12	1009	Dipti Rathwa	17/07/2013	09:33		
13	1009	Dipti Rathwa	17/07/2013	13:28		
14	1009	Dipti Rathwa	18/07/2013	14:00		
15	1009	Dipti Rathwa	19/07/2013	09:30		
16	1009	Dipti Rathwa	19/07/2013	13:31		
17	1009	Dipti Rathwa	20/07/2013	09:22		

Guard Tour Details Report

This report shows Detail tour detail of a guard with start time and time with the devices through which guard is supposed to pass.

Matrix Comsec Pvt. Ltd.											Page 1 of 219
Guard Tour Details Report From 01/01/2014 To 26/05/2014											
Run by: System Admin											Date: 26/05/2014 12:02
				Device1	Device2	Device3	Device4	Device5	Device6	Device7	Device8
Tour Details	Cycle No.	Start Time	End Time	Factory Admin							Verdict
Tour ID: 10	1	00:00	00:30								FAIL
Date: 01/01/2014	2	00:30	01:00								FAIL
Tour Period: 00:00-06:00	3	01:00	01:30								FAIL
No. of Devices: 1	4	01:30	02:00								FAIL
Guard ID: 897	5	02:00	02:30								FAIL
Name: AJAY SINGH	6	02:30	03:00								FAIL
	7	03:00	03:30								FAIL
	8	03:30	04:00								FAIL
	9	04:00	04:30								FAIL
	10	04:30	05:00								FAIL
	11	05:00	05:30								FAIL
	12	05:30	06:00								FAIL
Tour ID: 10	1	00:00	00:30								FAIL
Date: 02/01/2014	2	00:30	01:00								FAIL
Tour Period: 00:00-06:00	3	01:00	01:30								FAIL
No. of Devices: 1	4	01:30	02:00								FAIL
Guard ID: 897	5	02:00	02:30								FAIL
Name: AJAY SINGH	6	02:30	03:00								FAIL
	7	03:00	03:30								FAIL
	8	03:30	04:00								FAIL
	9	04:00	04:30								FAIL
	10	04:30	05:00								FAIL
	11	05:00	05:30								FAIL
	12	05:30	06:00								FAIL

Input Port Group Report

This report shows detail of input port like Fire alarm input, Door Force open etc.

		Matrix Comsec Pvt. Ltd.	Page 1 of 1
		Input Port Group	
Run by:		System Admin	Date: 26/5/2014 11:27
Sr No	ID	Name	Mode
HO Panel Lite			
1	1	Aux Input Group Source Main Entry 1	Any one Active Port DC_AuxInput
2	2	Door Force Open Source Main Entry 2	Any one Active Port DC_DoorForceOpen
3	3	Fire Alarm Source HO Panel Lite	Any one Active Port MC_AlarmInput
Factory Panel			
4	1	Aux Input Group Source Acct-Purch	Any one Active Port DC_AuxInput
5	2	Door Force Open Source Acct-Purch	Any one Active Port DC_DoorForceOpen
6	3	Fire Alarm Source Factory Panel	Any one Active Port MC_AlarmInput

I/O Linking-Direct Doors

This report shows input-output linking details with status.

Matrix Comsec Pvt. Ltd.						Page 1 of 4
I/O Linking-Direct Doors						
Run by: System Admin				Date: 26/5/2014	11:39	
Sr No	ID	Input Group	Output Group	Output Type	Pulse Time(Sec)	Status
RnD Basement V2						
1	1	User Allowed	Aux. Output			InActive
2	2	User Allowed	Door Relay			InActive
3	3	User Denied	Aux. Output			InActive
4	4	User Denied	Door Relay			InActive
5	5	Aux. Input	Aux. Output			InActive
6	6	Aux. Input	Door Relay	Pulse	5	InActive
RnD 2nd Flr V2						
1	1	User Allowed	Aux. Output			InActive
2	2	User Allowed	Door Relay			InActive
3	3	User Denied	Aux. Output			InActive
4	4	User Denied	Door Relay			InActive
5	5	Aux. Input	Aux. Output			InActive
6	6	Aux. Input	Door Relay			InActive
Canteen HO						
1	1	User Allowed	Aux. Output			InActive
2	2	User Allowed	Door Relay			InActive
3	3	User Denied	Aux. Output			InActive
4	4	User Denied	Door Relay			InActive
5	5	Aux. Input	Aux. Output			InActive
6	6	Aux. Input	Door Relay			InActive

I/O Linking-Panels

This report shows input-output linking panel details with status.

Matrix Comsec Pvt. Ltd.							Page 1 of 1	
I/O Linking-Panels								
Run by: System Admin				Date: 26/05/2014 11:38				
Sr No	ID	Name	Input Group	Output Group	Time Zone1	Time Zone2	Time Zone3	Status
HO Panel Lite								
1	1	Aux Linking	Aux Input Group	DC Aux Ports	Time Zone 1			InActive
2	2	Force Open link	Door Force Open	Panel Output				InActive
3	3	Fire-Unlock	Fire Alarm	Door Unlock				InActive
4	4	Reception	Reception	Door Unlock	Time Zone 1			Active
5	5	Reception New	Reception New	Door Unlock	Time Zone 1			Active
Factory Panel								
1	1	Aux Linking	Aux Input Group	DC Aux Ports				InActive
2	2	Force Open link	Door Force Open	Panel Output				InActive
3	3	Fire-Unlock	Fire Alarm	Door Unlock				InActive

Output Group Report

This report shows the output port group details with pulse time detail.

Matrix Comsec Pvt. Ltd.				Page 1 of 1
Output Port Group				
Run by: System Admin		Date: 26/5/2014		11:30
Sr No	ID	Name	Type	Pulse
HO Panel Lite				
1	1	DC Aux Ports	Pulse	10
2	2	Door Unlock	Pulse	10
3	3	Panel Output	Pulse	10
Factory Panel				
1	1	DC Aux Ports	Pulse	10
2	2	Door Unlock	Latch	
3	3	Panel Output	Pulse	10

First In User Report

This report shows first in user detail with User ID.

Matrix Comsec Pvt. Ltd.		
First In User		
Run by:	System Admin	Date 26/5/2014 11:55
Sr No	User ID	User Name
List 1		
1	33	Gopal Tank
2	41	Rohan Sharma
3	46	Ketan Vyas
4	52	Roshan Tamboli
5	59	Rehan Khan

2-Person Groups Report

This report shows group wise listing of members of all the two person groups created.

Matrix Comsec Pvt. Ltd.		Page 1 of 1
2-Person Groups		
Run by: System Admin		Date: 26/5/2014 11:24
Sr No	User ID	User Name
Primary group		
1	33	Gopal Tank
Secondary group		
1	306	Minesh Soni
2	422	Mukesh Bhatt

Chapter 3 Time-Attendance Reports

Reports form a key component of any Time-Attendance system. COSEC Time-Attendance module allows to create and view an assortment of detailed and focused reports on the time and attendance activities of the users on the site.

Various types of reports available within the COSEC Time-Attendance module is as follows:

- Time Management
- Absenteeism
- Overtime
- Exceptions
- Monthly Reports
- Registers
- Yearly Reports
- User Defined Reports

Charts: COSEC Time-Attendance module also provides the option for extracting various reports in the form of pie and bar charts. The following section would enable to view some of the Time-Attendance charts and graphs which can be extracted from COSEC system.

Absentee Report

This report generates a group wise listing of the employees with details of the absent days during the specified time period.

Matrix Comsec Pvt. Ltd.						Page 1 of 4	
Branch-Wise Absentee from 01/07/2013 to 31/07/2013							
Run by: System Admin				Date: 07/10/2013		17:44	
Sr No	User ID	Name	Date	Shift	1st Half Status	2nd Half Status	
Makarpura HO Branch							
1	1049	Gaurav Khakkhar	01/07/2013	GS	AB	AB	
2	1049	Gaurav Khakkhar	02/07/2013	GS	AB	AB	
3	1049	Gaurav Khakkhar	03/07/2013	GS	AB	IN	
4	1049	Gaurav Khakkhar	04/07/2013	GS	AB	AB	
5	1086	Soumen Ray	11/07/2013	GS	IN	AB	
6	1086	Soumen Ray	12/07/2013	GS	AB	AB	
7	1086	Soumen Ray	15/07/2013	GS	AB	AB	
8	1086	Soumen Ray	16/07/2013	GS	AB	AB	
9	1086	Soumen Ray	17/07/2013	GS	AB	AB	
10	1086	Soumen Ray	18/07/2013	GS	AB	AB	
11	1133	Dishant Patel	29/07/2013	GS	IN	AB	
12	1133	Dishant Patel	30/07/2013	GS	AB	AB	
13	1133	Dishant Patel	31/07/2013	GS	AB	AB	
14	1143	Anuja Nair	18/07/2013	GS	AB	AB	
15	1143	Anuja Nair	19/07/2013	GS	AB	AB	
16	1143	Anuja Nair	20/07/2013	GS	AB	AB	
17	1143	Anuja Nair	23/07/2013	GS	AB	PR	
18	1143	Anuja Nair	24/07/2013	GS	AB	AB	

Absenteeism Memo Report

The COSEC Absenteeism report generates the memo of absent user for a particular time period.

Matrix Comsec Pvt. Ltd.			Page 1 of 7	
Absenteeism Memo from 01/07/2013 to 31/07/2013				
Run by: System Admin			Date: 27/9/2013 17:51	
User: 1049 Gaurav Khakkhar				
Department: Support			Designation: Engineer	
Sr No	Date	Shift	1st Half Status	2nd Half Status
1	01/07/2013	GS	AB	AB
2	02/07/2013	GS	AB	AB
3	03/07/2013	GS	AB	AB
4	04/07/2013	GS	AB	AB
5	05/07/2013	GS	AB	AB
6	06/07/2013	GS	AB	AB
7	07/07/2013	GS	AB	AB
8	08/07/2013	GS	AB	AB
9	09/07/2013	GS	AB	AB
10	10/07/2013	GS	AB	AB
11	11/07/2013	GS	AB	AB
12	12/07/2013	GS	AB	AB
13	13/07/2013	GS	AB	AB
14	14/07/2013	GS	AB	AB
15	15/07/2013	GS	AB	AB

You have been marked absent on above dates between total 15 day(s)

Attendance Summary Report

This report generates a detailed department wise attendance summary for all working days in specified time period.

Matrix Comsec Pvt. Ltd.											Page 1 of 19	
Department-Wise Attendance Summary from 01/07/2013 to 31/07/2013												
Run by: System Admin								Date: 7/10/2013		18:10		
Sr No	Date	Schedul	PR	AB	WO	PH	LV	PR%	AB%	WO%	PH%	LV%
Department-1												
1	01/07/2013	6.0	4.0	1.0	1.0	0.0	0.0	66.67	16.67	16.67	0.00	0.0
2	02/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
3	03/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
4	04/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
5	05/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
6	06/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
7	07/07/2013	6.0	0.0	1.0	5.0	0.0	0.0	0.00	16.67	83.33	0.00	0.0
8	08/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
9	09/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
10	10/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
11	11/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
12	12/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
13	13/07/2013	6.0	1.0	1.0	4.0	0.0	0.0	16.67	16.67	66.67	0.00	0.0
14	14/07/2013	6.0	0.0	1.0	5.0	0.0	0.0	0.00	16.67	83.33	0.00	0.0
15	15/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
16	16/07/2013	6.0	4.0	2.0	0.0	0.0	0.0	66.67	33.33	0.00	0.00	0.0
17	17/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
18	18/07/2013	6.0	4.0	1.0	0.0	0.0	1.0	66.67	16.67	0.00	0.00	16.7
19	19/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
20	20/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0
21	21/07/2013	6.0	0.0	0.0	6.0	0.0	0.0	0.00	0.00	100.00	0.00	0.0
22	22/07/2013	6.0	5.0	1.0	0.0	0.0	0.0	83.33	16.67	0.00	0.00	0.0

Continuous Absenteeism Report

This report shows the detail of the users who are continuously absent for a particular time period.

Matrix Comsec Pvt. Ltd.			Page 1 of 1		
Continuous Absenteeism For 5 or More Days From 01/07/2013 To 31/07/2013					
Run by: System Admin			Date: 7/10/2013		18:16
Sr No	User ID	Name	From	To	No. of Days
1	1049	Gaurav Khakkhar	01/07/2013	31/07/2013	31
2	1086	Soumen Ray	12/07/2013	31/07/2013	20
3	1089	Kapil Sanghani	18/07/2013	31/07/2013	14
4	161	Sandip Thakor	01/07/2013	31/07/2013	31
5	171	Nimisha Parmar	01/07/2013	31/07/2013	31
6	696	Mahipat U Solanki	01/07/2013	31/07/2013	31
7	700	Umesh Shah	01/07/2013	31/07/2013	31

Late In Report

This report generates a department wise listing of the employees with details of Late In events during the specified time period.

Matrix Comsec Pvt. Ltd.							Page 1 of 3	
Branch-Wise Late In from 01/07/2013 to 31/07/2013								
Run by: System Admin					Date: 7/10/2013 17:30			
Sr No	User ID	Name	Date	Shift	In	Out	Late By	
MAKARPURA HO BRANCH								
1	1009	Dipti Rathwa	16/07/2013	GS	09:44	19:26	00:14	
2	1009	Dipti Rathwa	17/07/2013	GS	09:32	19:05	00:02	
3	1009	Dipti Rathwa	18/07/2013	GS	09:41	19:15	00:11	
4	1009	Dipti Rathwa	29/07/2013	GS	09:38	14:31	00:08	
5	1011	Parika Pandey	24/07/2013	GS	09:44	19:18	00:14	
6	102	Akshay Sheth	19/07/2013	GS	09:32	19:54	00:02	
7	102	Akshay Sheth	22/07/2013	GS	09:31	19:17	00:01	
8	1045	Shubhangini V.	10/07/2013	GS	09:31	19:01	00:01	
9	1074	Kaushal Kadakia	23/07/2013	GS	09:32	19:36	00:02	
10	1074	Kaushal Kadakia	29/07/2013	GS	09:33	19:32	00:03	
11	1077	Anil Tailor	06/07/2013	GS	09:31	19:04	00:01	
12	1077	Anil Tailor	10/07/2013	GS	09:41	19:35	00:11	
13	1077	Anil Tailor	11/07/2013	GS	09:32	19:31	00:02	
14	1077	Anil Tailor	17/07/2013	GS	09:31	19:14	00:01	
15	1086	Soumen Ray	11/07/2013	GS	11:55		02:25	
16	1095	Abhay Joshi	25/07/2013	GS	09:38	20:18	00:08	
17	1105	Nitesh Pandita	20/07/2013	GS	09:36	15:57	00:06	
18	1109	Shalini Yadav	24/07/2013	GS	09:33	19:05	00:03	

Early In Report

This report generates a group wise listing of the employees with details of Early In events during the specified time period.

Matrix Comsec Pvt. Ltd.							Page 1 of 16	
Branch-Wise Early In from 01/07/2013 to 31/07/2013								
Run by: System Admin					Date: 7/10/2013		17:34	
Sr No	User ID	Name	Date	Shift	In	Out	Early In	
Makarpura HO Branch								
1	102	Akshay Sheth	12/07/2013	GS	08:41	18:39	00:19	
2	102	Akshay Sheth	24/07/2013	GS	08:43	19:11	00:17	
3	1074	Kaushal Kadakia	16/07/2013	GS	08:54	18:52	00:06	
4	1086	Soumen Ray	01/07/2013	GS	08:57	17:15	00:03	
5	1086	Soumen Ray	02/07/2013	GS	08:56	14:04	00:04	
6	1095	Abhay Joshi	17/07/2013	GS	08:56	18:48	00:04	
7	1100	Ankit Panchal	01/07/2013	GS	08:43	18:31	00:17	
8	1100	Ankit Panchal	02/07/2013	GS	08:37	18:31	00:23	
9	1100	Ankit Panchal	03/07/2013	GS	08:49	18:30	00:11	
10	1100	Ankit Panchal	04/07/2013	GS	08:38	18:33	00:22	
11	1100	Ankit Panchal	05/07/2013	GS	08:31	18:32	00:29	
12	1100	Ankit Panchal	09/07/2013	GS	08:26	18:30	00:34	
13	1100	Ankit Panchal	10/07/2013	GS	08:30	18:07	00:30	
14	1100	Ankit Panchal	11/07/2013	GS	08:50	18:33	00:10	
15	1100	Ankit Panchal	12/07/2013	GS	08:46	18:33	00:14	
16	1100	Ankit Panchal	15/07/2013	GS	08:39	18:31	00:21	
17	1100	Ankit Panchal	16/07/2013	GS	08:36	18:50	00:24	
18	1100	Ankit Panchal	17/07/2013	GS	08:43	18:50	00:17	

Early Out Report

This report generates a group wise listing of the employees with details of Early Out events during the specified time period.

Matrix Comsec Pvt. Ltd.							Page 1 of 16
Branch-Wise Early Out from 01/07/2013 to 31/07/2013							
Run by: System Admin				Date: 7/10/2013		17:34	
Sr No	User ID	Name	Date	Shift	In	Out	EarlyOut
Makarpura HO Branch							
1	102	Akshay Sheth	12/07/2013	GS	09:00	17:30	0:30
2	102	Akshay Sheth	24/07/2013	GS	09:00	17:45	0:15
3	1074	Kaushal Kadakia	16/07/2013	GS	09:00	17:32	0:28
4	1086	Soumen Ray	01/07/2013	GS	09:00	17:30	0:30
5	1086	Soumen Ray	02/07/2013	GS	09:00	17:40	0:20
6	1095	Abhay Joshi	17/07/2013	GS	09:00	17:42	0:18
7	1100	Ankit Panchal	01/07/2013	GS	09:00	17:25	0:35
8	1100	Ankit Panchal	02/07/2013	GS	09:00	17:30	0:30
9	1100	Ankit Panchal	03/07/2013	GS	09:00	17:31	0:29
10	1100	Ankit Panchal	04/07/2013	GS	09:00	17:30	0:30
11	1100	Ankit Panchal	05/07/2013	GS	09:00	17:30	00:29
12	1100	Ankit Panchal	09/07/2013	GS	09:00	17:30	00:34

Branch Wise Overstay Report

This report shows the overstay time of the users for the particular month with In and Out time.

Matrix Comsec Pvt. Ltd.							Page 1 of 42
Branch Wise Overstay from 01/07/2013 to 31/07/2013							
Run by: System Admin				Date: 7/10/2013		17:40	
Sr No	User ID	Name	Date	Shift	In	Out	Overstay
Makarpura HO Branch							
1	1003	Umesh Talanpuri	01/07/2013	GS	09:18	18:52	00:22
2	1003	Umesh Talanpuri	02/07/2013	GS	09:14	19:02	00:32
3	1003	Umesh Talanpuri	03/07/2013	GS	09:23	18:58	00:28
4	1003	Umesh Talanpuri	04/07/2013	GS	09:15	18:47	00:17
5	1003	Umesh Talanpuri	05/07/2013	GS	09:12	19:01	00:31
6	1003	Umesh Talanpuri	06/07/2013	GS	09:15	18:47	00:17
7	1003	Umesh Talanpuri	09/07/2013	GS	10:21	18:32	00:02
8	1003	Umesh Talanpuri	10/07/2013	GS	09:17	19:35	01:05
9	1003	Umesh Talanpuri	11/07/2013	GS	09:13	19:25	00:55
10	1009	Dipti Rathwa	03/07/2013	GS	09:17	19:50	01:20
11	1009	Dipti Rathwa	16/07/2013	GS	09:44	19:26	00:56
12	1009	Dipti Rathwa	17/07/2013	GS	09:32	19:05	00:35
13	1009	Dipti Rathwa	18/07/2013	GS	09:41	19:15	00:45
14	1009	Dipti Rathwa	19/07/2013	GS	09:29	19:03	00:33
15	1009	Dipti Rathwa	20/07/2013	GS	09:22	18:54	00:24
16	1009	Dipti Rathwa	22/07/2013	GS	10:30	18:44	00:14
17	1009	Dipti Rathwa	23/07/2013	GS	09:20	18:58	00:28

Branch Wise Shift Change Report

This report shows the details regarding the shift change of the users for a particular day.

Matrix Comsec Pvt. Ltd.					Page 1 of 1
Branch-Wise Shift Change from 01/07/2013 to 31/07/2013					
Run by: System Admin			Date: 10/07/2013 18:20		
Sr No	User ID	User Name	Date	Scheduled Shift	Current Shift
Makarpura HO Branch					
1	184	Mrugesh Patel	08/07/2013	GS	23
2	255	Gautam Rathod	12/07/2013	EU	GS
3	323	Sunny Sindhi	08/07/2013	GS	US
4	323	Sunny Sindhi	09/07/2013	GS	EU
5	323	Sunny Sindhi	22/07/2013	GS	US
6	323	Sunny Sindhi	24/07/2013	GS	US
7	323	Sunny Sindhi	26/07/2013	GS	EU
8	392	Vipul Goswami	08/07/2013	GS	23
Waghodia Matrix Branch					
1	1050	Anil Modi	08/07/2013	23	GS
2	1050	Anil Modi	10/07/2013	23	GS

Special Function Wise Punch Report

This report generates a function wise listing of all employees who have made use of the special function for official work during the specified time period, as shown.

Matrix Comsec Pvt. Ltd.						Page 1 of 2
Special Function-Wise Punch from 01/07/2013 to 31/07/2013						
Run by: System Admin				Date: 7/10/2013		18:25
Sr No	User ID	Name	Date	Out	In	Duration
Official						
1	1003	UmeshTalanpuri	05/07/2013	12:41		
2	1003	UmeshTalanpuri	08/07/2013	17:01		
3	1003	UmeshTalanpuri	15/07/2013	14:47	16:58	02:11
4	1011	Parika Pandey	05/07/2013	10:59		
5	102	Akshay Sheth	06/07/2013		11:42	
6	102	Akshay Sheth	08/07/2013		09:48	
7	102	Akshay Sheth	09/07/2013		09:50	
8	102	Akshay Sheth	10/07/2013		09:53	
9	102	Akshay Sheth	20/07/2013		12:19	
10	102	Akshay Sheth	26/07/2013		09:38	
11	1074	Kaushal Kadakia	03/07/2013	11:22	13:18	01:56
12	1083	Jay Doshi	16/07/2013	17:14		
13	1083	Jay Doshi	20/07/2013	18:01		
14	1083	Jay Doshi	29/07/2013	17:17		
15	1083	Jay Doshi	31/07/2013	16:05	16:52	00:47
16	1089	Kapil Sanghani	16/07/2013		13:14	
17	1100	Ankit Panchal	08/07/2013	12:34	12:59	00:25
18	1100	Ankit Panchal	17/07/2013	15:32		

Weekly Working Hours & Overtime Report

This report gives the total weekly working hours of a user with Overtime also.

Matrix Comsec Pvt. Ltd.								Page 1 of 14	
Weekly Working Hrs & Overtime from 01/07/2013 to 07/07/2013									
Run by: System Admin								Date: 07/10/2013 17:56	
Sr No	User ID	Name	Department				Total Overtime	WrkHrs	
1	1	Salim Ansari	Assembly				00:00	39:43	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	-	08:03	08:07	08:08	08:16	07:09	-		
2	10	Rajendra Goswami	Repairing				00:00	39:45	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	-	08:09	08:06	08:06	08:12	07:12	-		
3	1003	Umesh M Talanpuri	Accounts				00:00	52:50	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	08:44	08:58	08:45	08:42	08:59	08:42	-		
4	1009	Dipti K Rathwa	Marketing				00:00	32:50	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	05:03	09:24	09:43	08:40	-	-	-		
5	1011	Parika S Pandey	PLCC Sales				00:00	52:29	
	01(MON)	02(TUE)	03(WED)	04(THU)	05(FRI)	06(SAT)	07(SUN)		
Overtime	-	-	-	-	-	-	-		
Work Hrs	08:43	08:40	08:53	08:47	08:40	08:46	-		

Yearly Performance Report

This Report enables to get all details of a user with its yearly working hours, week off hours, Leave hours etc.

Matrix Comsec Pvt. Ltd.													Page 1 of 1		
Yearly Performance from SEPTEMBER-2012 to AUGUST-2013													Date: 07/10/2013		
Run by: System Admin													11:30		
Sr No	User ID	Name	Department												Designation
		JATIN DESAI	Product Management Group												Team Leader
			SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	
1	191		19.0	19.5	13.5	21.0	19.0	13.0	16.0	23.0	18.0	17.0	14.0	19.0	
		PR	7.0	6.0	6.0	7.0	6.0	6.0	7.0	6.0	6.0	7.0	5.0	6.0	
		WO	0.0	0.0	3.0	1.0	0.0	1.0	1.0	0.0	0.0	0.0	0.0	3.0	
		PH	0.0	0.5	3.0	2.0	0.0	0.0	0.0	0.0	2.0	0.0	0.5	1.5	
		PL	3.0	4.5	4.0	0.0	6.0	3.0	7.0	1.0	5.0	6.0	11.5	1.0	
		TR	1.0	0.5	0.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.5	
		AB	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
		UL	170:48	182:17	127:15	192:46	174:51	119:24	151:01	210:49	165:17	158:08	128:56	179:17	
		WrkTim	00:00	00:02	00:01	00:00	00:00	00:00	00:00	00:03	00:00	00:02	00:00	00:03	
		LOSS	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	
		OT													
		PR:	212.0	WO:	75	PH:	8	TR:	52.0	PL	15.5	AB:	2.5	UL:	0.0
		OT:	00:00	WorkHrs:	1,960:49										LOSS:
															00:11

Department 's per Shift's Head Count & Overtime Report

This report shows Branch wise head count and Overtime for every shift.

Matrix Comsec Pvt. Ltd.					Page 1 of 4
Branch-Wise each Department's per Shift's Head Count & Overtime from 01/08/2013 to 31/08/2013					
Run by: System Admin			Date: 01/11/2013 12:32		
Branch:	Makarpura HO Branch	Weekly Offs:	586	Absents:	33.0 Leaves: 205.0
Department		Shift Code	Shift Name	Headcount	Overtime
ID:	1	GS	HO RnD General Shift	75	00:00
Name:	Department-1				
	TOTAL			75.0	00:00
Department		Shift Code	Shift Name	Headcount	Overtime
ID:	2	23	Fac General Shift	2	00:00
Name:	Administration	GS	HO RnD General Shift	45	00:00
	TOTAL			47.0	00:00
Department		Shift Code	Shift Name	Headcount	Overtime
ID:	3	GS	HO RnD General Shift	459	00:00
Name:	Marketing				
	TOTAL			459.0	00:00
Department		Shift Code	Shift Name	Headcount	Overtime
ID:	4	GS	HO RnD General Shift	144	00:00
Name:	Support				
	TOTAL			144.0	00:00

Organization-Wise Attendance Exception Report

This report shows a listing of selected users attendance exceptions for each day, wherever exceptions has occurred.

Matrix Comsec Pvt. Ltd.											Page 1 of 2
Organization-Wise Attendance Exception Report From 01/01/2014 To 20/05/2014											10:53
Run by: System Admin											Date: 26/5/2014
Sr No	Date	User ID	Name	First Half	Second Half	First IN	Last OUT	Shift	Work Hrs	Remark	
Matrix Comsec Pvt. Ltd.											
1	12/02/2014	1	Salim Ansari	CO	PL	09:00	17:30	23	08:00	Worked On Leave	
2	07/01/2014	10	Rajendra Goswami	PL	PR	13:01	17:00	23	03:59	Worked On Leave	
3	27/02/2014	10	Rajendra Goswami	PL	AB			23		Absent	
4	03/03/2014	10	Rajendra Goswami	AB	AB			23		Absent	
5	07/03/2014	10	Rajendra Goswami	AB	AB			23		Absent	
6	21/03/2014	10	Rajendra Goswami	AB	AB			23		Absent	
7	11/04/2014	10	Rajendra Goswami	PR	AB	08:22	16:59	23	08:07	Absent	
8	27/04/2014	10	Rajendra Goswami	WO	WO	08:21	16:59	22	08:08	Worked On Week-Off	
9	05/01/2014	1003	Umesh Talanpuri	WO	WO	09:55	14:01	GS	03:16	Worked On Week-Off	
10	07/01/2014	1003	Umesh Talanpuri	CO	PR	13:29	18:35	GS	05:06	Worked On Leave	
11	05/03/2014	1003	Umesh Talanpuri	CO	PR	12:58	18:37	GS	04:49	Worked On Leave	
12	08/03/2014	1003	Umesh Talanpuri	WO	WO	09:52	17:10	GS	06:28	Worked On Week-Off	
13	30/04/2014	1003	Umesh Talanpuri	WO	WO	09:15	13:29	GS	03:24	Worked On Week-Off	
14	01/05/2014	1003	Umesh Talanpuri	PR	AB	09:09	14:06	GS	04:57	Absent	
15	20/05/2014	1003	Umesh Talanpuri	AB	AB	09:19	10:47	GS	01:28	Absent	

Organization-Wise Manual Correction Report

This report shows a listing of all the attendance records for the selected period where manual correction has been done.

Matrix Comsec Pvt. Ltd.								Page 1 of 1
Organization-Wise Manual Correction From 01/01/2014 To 20/05/2014								
Run by: System Admin						Date: 20/05/2014	12:07	
Sr No	User ID	Name	Attendance Date	First Half	Second Half	Work Hours	Correction Date	Corrected By
Matrix Comsec Pvt. Ltd.								
1	1	Salim Ansari	12/02/2014	CO	PL	08:00	13/02/2014	System Admin
2	1	Salim Ansari	01/01/2014	WO	WO		23/01/2014	vishal
3	10	Rajendra Goswami	01/01/2014	WO	WO		23/01/2014	vishal
4	1003	Umesh T	26/02/2014	PR	PR	08:42	27/02/2014	vishal
5	1009	Dipti Rathwa	13/02/2014	AB	AB	08:27	15/02/2014	System Admin
6	1011	Parika S Pandey	12/02/2014	PR	PL	04:47	12/02/2014	vishal
7	1011	Parika S Pandey	11/04/2014	PR	PR	11:14	12/05/2014	vishal
8	102	Akshay Sheth	01/03/2014	TR	TR	00:39	01/04/2014	vishal
9	102	Akshay Sheth	06/03/2014	PR	PR	09:02	01/04/2014	vishal
10	102	Akshay Sheth	07/03/2014	PR	PR	09:36	01/04/2014	vishal
11	102	Akshay Sheth	10/03/2014	PR	PR	08:47	01/04/2014	vishal
12	1050	Anil Modi	01/01/2014	WO	WO	08:14	23/01/2014	vishal
13	1050	Anil Modi	29/01/2014	PR	PR	10:24	03/02/2014	vishal
14	1050	Anil Modi	07/03/2014	PR	PR	08:00	20/03/2014	vishal
15	1050	Anil Modi	16/04/2014	PR	PR	09:24	23/04/2014	vishal

Organization-Wise Pending Authorizations Report

This report shows a listing of all the records for OT, C-OFF, Personal/Official marking and attendance and attendance correction which are pending for authorizations.

Matrix Comsec Pvt. Ltd.				Page 1 of 1
Organization-Wise Pending Authorizations From 02/01/2014 To 20/05/2014				
Run by: System Admin			Date: 20/05/2014	12:20
Sr No	User ID	Name	Attendance Date	Authorization Type
Matrix Comsec Pvt. Ltd.				
1	102	Akshay Sheth	13/05/2014	Personal/Official Marking
2	102	Akshay Sheth	14/05/2014	Personal/Official Marking
3	1003	Umesh T	15/05/2014	Personal/Official Marking
4	1120	Kalpesh	16/05/2014	Personal/Official Marking
5	1124	Ramesh J	20/05/2014	Personal/Official Marking

Muster Roll Report

This report shows a department wise muster roll with the system-defined attendance status as well as the leave status.

Matrix Comsec Pvt. Ltd.																									Page 1 of 2			
Muster Roll For APRIL-2014																												
Run by: System Admin																								Date: 26/05/2014 09:29				
Sr No	User ID	Name										Designation										PR	WO	PH	PL	TR	AB	UL
Assembly																												
1	1	SALIM ANSARI										Engineer										21.0	5.0	0.0	3.0	0.0	1.0	0.0
	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30																											
Shift	23 23 23 23 22 22 23 23 23 23 23 22 22 23 23 23 23 23 22 22 23 23 23 23 22 22 23 23																											
Stat1	WO PR PR PR PR WO PR PR PR PR PR WO WO PR PR PR PR PR PR PR PR PR PR PR PR PR PR PR PR PR CO C AB PR PR CO																											
Stat2	WO PR PR PR PR WO PR PR PR PR PR WO WO PR PR PR PR PR PR PR PR PR PR PR PR PR PR PR PR PR CO C AB PR PR CO																											
Repairing																												
2	10	RAJENDRA GOSWAMI										Team Leader										20.5	7.0	0.0	2.0	0.0	0.5	0.0
	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30																											
Shift	23 23 23 23 22 22 23 23 23 23 23 22 22 23 23 23 23 23 22 22 23 23 23 23 22 22 23 23																											
Stat1	WO PR PR PL PR WO PR PR PR PR PR PR WO WO PL PR W																											
Stat2	WO PR PR PL PR WO PR PR PR PR PR AB WO WO PL PR W																											
Accounts																												
3	1003	UMESH M TALANPURI										Team Leader										23.0	6.0	0.0	1.0	0.0	0.0	0.0
	01 02 03 04 05 06 07 08 09 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30																											
Shift	GS GS																											
Stat1	PR PR PR CO PR WO PR PR PR PR PR PR WO WO PR W																											
Stat2	PR PR PR CO PR WO PR PR PR PR PR PR WO WO PR W																											

Muster Summary Report

This report shows a summary of the data presented in the muster roll.

Matrix Comsec Pvt. Ltd.														Page 1 of 1	
Organization-Wise Muster Summary For APRIL-2014															
Run by: System Admin															
Sr No	User ID	Name/Designation	PR	WO	PH	TR	PL	AB	UL	LO	Date: 26/05/2014		Total COFF		
											Total OT	Auth		Worktime Total	Total
Matrix Comsec Pvt. Ltd.															
1	1	Salim Ansari Engineer	21.0	5	0	0.0	3.0	1.0	0.0	0.0	0.0	06:08	00:00	175:52	00:00
2	10	Rajendra Goswami Team Leader	20.5	7	0	0.0	2.0	0.5	0.0	0.0	CO:3	15:12	00:00	188:18	00:00
3	1003	Umesh T Team Leader	23.0	6	0	0.0	1.0	0.0	0.0	0.0	PL:2	17:04	00:00	213:49	00:00
4	1009	Dipti Rathwa Team Leader	16.0	6	0	1.0	2.5	0.5	4.0	0.0	CO:1	15:55	00:00	153:15	00:00
5	1011	Parika Pandey Engineer	23.0	6	0	0.0	1.0	0.0	0.0	0.0	PL:2.5	18:38	00:00	211:37	00:00
6	102	Akshay Sheth Team Leader	11.5	6	0	5.0	7.0	0.5	0.0	0.0	PL:1	10:14	00:00	115:35	00:00
7	105	Satish Rajje Team Leader	22.0	6	0	0.0	0.0	2.0	0.0	0.0	CO:6 PL:1	00:00	00:00	110:31	00:00

Legend: PR-Present, WO-Week Off, PH-Paid Holiday, IR-Tour, PL-Paid Leave, AB-Absent, UL-Unpaid Leave, LO-Lay

Salary Data Report

This report shows a salary data statement for the specified month for selected users.

Matrix Comsec Pvt. Ltd.														Page 1 of 1	
Organization-Wise Salary Data For APRIL-2014															
Run by: System Admin															
Date: 26/05/2014															
Sr No	User ID	Name/Designation	PR	WO	PH	PL	TR	AB	UL	LO	Shift ALW	Pay Days	OT Auth	Total WorkTime	Total COFF
Matrix Comsec Pvt. Ltd.															
1	1	Salim Ansari Engineer	21.0	5	0	3.0	0.0	1.0	0.0	0.0	0	29.0	00:00	175:52	00:00
Previous Adjustment:			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0					
2	10	Rajendra Goswami Team Leader	20.5	7	0	2.0	0.0	0.5	0.0	0.0	0	29.5	00:00	188:18	00:00
Previous Adjustment:			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0					
3	1003	Umesh Talanpuri Team Leader	23.0	6	0	1.0	0.0	0.0	0.0	0.0	0	30.0	00:00	213:49	00:00
Previous Adjustment:			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0					
4	1009	Dipti Rathwa Team Leader	16.0	6	0	2.5	1.0	0.5	4.0	0.0	0	25.5	00:00	153:15	00:00
Previous Adjustment:			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0					
5	1011	Parika Pandey Engineer	23.0	6	0	1.0	0.0	0.0	0.0	0.0	0	30.0	00:00	211:37	00:00
Previous Adjustment:			Adj Days	0.0	Overtime	00:00	WorkTime	00:00	Shift Allowance	0					
Legend: PR-Present, WO-Weekly Off, PH-Paid Holiday, TR-Tour, PL-Paid Leave, AB-Absent, UL-Unpaid Leave, LO-Lay Off, OT-OverTime															

Overtime Detail Report

This report shows a group wise listing of the employees with details of their overtime during the specified time period.

Matrix Comsec Pvt. Ltd.													Page 1 of 5	
Overtime Details From 01/01/2014 To 23/05/2014														
Run by: System Admin											Date: 23/05/2014		14:48	
Date	Total Wrk Hours	Extra Wrk Hours	OT1	Auth OT1	OT2	Auth OT2	OT3	Auth OT3	OT4	Auth OT4	OT5	Auth OT5	Tot Auth OT	Tot Auth C-OFF
1 - Salim Ansari														
04/16/2014	12:44	04:44	04:28											
04/28/2014	09:06	01:06	00:50											
04/29/2014	09:06	01:06	00:50											
05/07/2014	09:16	01:16	01:00											
	40:12	08:12	07:08	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
10 - Rajendra Goswami														
04/25/2014	12:37	04:37	04:20											
04/26/2014	12:34	05:34	04:19											
04/27/2014	08:08	08:08	04:50											
04/28/2014	09:05	01:05	00:49											
04/29/2014	09:11	01:11	00:54											
05/05/2014	09:15	01:15	00:57											
	60:50	21:50	16:09	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00

Head Count and Overtime Report

This report shows shift-wise total headcount and overtime hours for the specified date range.

Matrix Comsec Pvt. Ltd.					Page 1 of 4
Branch-Wise each Department's per Shift's Head Count & Overtime from 01/08/2013 to 31/08/2013					
Run by: System Admin			Date: 01/11/2013	12:32	
Branch:	Makarpura HO Branch	Weekly 586	Absents: 33.0	Leaves: 205.0	
Department	Shift Code	Shift Name	Headcount	Overtime	
ID: 1	GS	HO RnD General Shift	75	00:00	
Name: Department-1					
TOTAL			75.0	00:00	
Department	Shift Code	Shift Name	Headcount	Overtime	
ID: 2	23	Fac General Shift	2	00:00	
Name: Administration	GS	HO RnD General Shift	45	00:00	
TOTAL			47.0	00:00	
Department	Shift Code	Shift Name	Headcount	Overtime	
ID: 3	GS	HO RnD General Shift	459	00:00	
Name: Marketing					
TOTAL			459.0	00:00	
Department	Shift Code	Shift Name	Headcount	Overtime	
ID: 4	GS	HO RnD General Shift	144	00:00	
Name: Support					
TOTAL			144.0	00:00	
Department	Shift Code	Shift Name	Headcount	Overtime	
ID: 5	GS	HO RnD General Shift	214	00:00	
Name: Accounts					
TOTAL			214.0	00:00	

Site-Wise User's Attendance Report

This report shows the attendance of users as per sites.

Matrix Comsec Pvt. Ltd.									
Site-Wise User's Attendance From 01/03/2014 To 23/05/2014									
Run by: System Admin									
Site: Site-1									
Date: 23/05/2014 15:17									
Page 1 of 1									
Sr No	User ID	Name	Organization	Branch	Department	Present Days	Overtime		
1	1	Salim Ansari	Matrix Comsec Pvt. Ltd.	WAGHODIA MATRIX BRANCH	Assembly	62.5	07:08		
2	10	Rajendra Goswami	Matrix Comsec Pvt. Ltd.	WAGHODIA MATRIX BRANCH	Repairing	61.0	16:09		
3	1003	Umesh Talanpuri	Matrix Comsec Pvt. Ltd.	MAKARPURA HO BRANCH	Accounts	62.0	28:51		
4	1009	Dipti R	Matrix Comsec Pvt. Ltd.	MAKARPURA HO BRANCH	Marketing	31.0	15:55		
5	1011	Akshay S	Matrix Comsec Pvt. Ltd.	MAKARPURA HO BRANCH	PLCC Sales	62.5	35:25		
6	102	Akash P	Matrix Comsec Pvt. Ltd.	MAKARPURA HO BRANCH	HR & ADMIN	40.0	22:41		
7	105	Satish Rajje	Matrix Comsec Pvt. Ltd.	MAKARPURA HO BRANCH	HR & ADMIN	63.0	00:00		
8	1050	Anil Modi	Matrix Comsec Pvt. Ltd.	WAGHODIA MATRIX BRANCH	Department-1	57.5	20:02		
9	1074	Kaushal K	Matrix Comsec Pvt. Ltd.	MAKARPURA HO BRANCH	PMT	56.0	40:43		
10	1076	Vijay P	Matrix Comsec Pvt. Ltd.	WAGHODIA MATRIX BRANCH	Logistics	64.0	21:39		

Organization-Wise Attendance Register Report

This report shows organization wise attendance register with attendance details of all employees.

Page 1 of 1

Matrix Comsec Pvt. Ltd.
Organization-Wise Attendance Register For NOVEMBER-2013

Run by: PIMT User ID Name Department Designation Date: 26/5/2014 10:20

Sr No	User ID	Name	Department	Designation	PR	WO	PH	PL	TR	AB	UL	FB	LI	EO	OT	WrkHrs														
1	1	SALIM ANSARI	Assembly	Engineer	18.5	4	3	1.5	0.0	3.0	0.0	0	00:00	00:00	00:00	154:09														
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Shift	23	22	22	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	22
IN	05:47	08:28	-	-	08:27	08:26	08:34	-	08:28	08:28	08:27	-	08:27	-	08:27	-	08:27	08:28	08:26	08:30	08:28	08:28	08:30	-	08:25	08:28	08:28	08:29	-	
OUT	-	12:32	-	-	17:00	17:01	16:25	-	17:57	17:01	17:01	17:02	-	17:02	-	17:02	17:01	17:04	17:02	17:05	17:05	16:07	-	18:01	18:00	19:02	17:05	-		
BreakOut	-	12:08	-	-	12:04	12:12	12:04	12:14	-	12:15	12:12	12:04	12:14	-	12:06	-	12:14	12:17	12:25	12:16	12:19	12:17	-	12:12	12:13	12:14	-	-		
BreakIn	-	12:32	-	-	12:33	12:33	-	-	12:40	12:35	12:27	12:29	-	12:33	-	12:40	12:36	12:46	12:41	12:42	12:37	-	12:34	12:33	12:39	-	-	-		
LateIn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
EarlyOut	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
WrkTime	-	03:40	-	-	08:04	08:14	07:21	-	09:04	08:10	08:10	08:20	-	08:08	-	08:08	08:17	08:15	08:06	08:14	07:17	-	09:14	09:12	10:09	08:06	-	-		
Overtime	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Adj Hours	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Stat1	IN	PR	WO	PH	PH	PR	PR	PR	WO	PR	PR	PR	PR	CO	PR	WO	PR	PR	PR	PR	PR	PR	PR	WO	PR	PR	PR	PR	CO	CO
Stat2	AB	CO	WO	PH	PH	PR	PR	PR	WO	PR	PR	PR	PR	PR	CO	PR	WO	PR	PR	PR	PR	PR	PR	WO	PR	PR	PR	PR	CO	CO

Legend: PR-Present, WO-Week Off, PH-Paid Holiday, TR-Tour, PL-Paid Leave, AB-Absent, UL-Unpaid Leave, OT-OverTime, LI-Late In, EO-Early Out, WrkHrs-Work Hours

CO:3.5

Late In Register Report

This report shows user wise late In detail for the whole month.

Run by: System Admin		Matrix Comsec Pvt. Ltd.												Date: 26/05/2014 10:25		Page 1 of 1																		
Late In Register For JANUARY-2013																																		
Sr No	Name	Department												Total LI																				
		Marketing																																
		Team Leader																																
1	DIPTI K RATHWA	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	00:29	
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS		
IN	09:21	09:34	09:22	09:16	09:43	-	09:36	09:26	09:22	09:1	09:22	09:23	-	-	-	-	09:27	-	-	-	-	09:14	10:27	09:31	09:15	09:18	-	-	-	09:21	09:35	09:20		
LateIn	-	00:04	-	00:13	-	-	00:06	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:01	-	-	-	-	-	-	00:05	-		
2	PARIKA S PANDEY	PLCC Sales												00:12																				
		Engineer																																
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS			
IN	09:13	09:18	09:03	09:06	09:27	-	09:13	09:26	09:17	09:2	08:55	09:05	-	-	-	-	09:01	09:25	09:10	-	-	09:11	09:42	09:10	-	09:14	-	-	09:08	09:10	09:26	09:12		
LateIn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:12	-	-	-	-	-	-	-	-		
3	AKSHAY SHETH	HR & ADMIN												00:05																				
		Team Leader																																
Shift	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS			
IN	09:27	-	-	-	-	-	09:30	09:33	09:28	-	-	-	-	-	-	-	09:29	09:28	09:29	09:11	-	09:35	09:35	09:25	09:39	09:28	-	-	09:27	09:38	-	-		
LateIn	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	00:05	-	-	-	-	-	-	-	-		

Overtime Register Report

This report shows user wise overtime detail for the whole month.

Run by: System Admin		Matrix Comsec Pvt. Ltd.															Page 1 of 2														
		Overtime Register For MAY-2013															Date: 26/05/2014 10:31														
Sr No	Name	Department					Designation					Total OT																			
1	SALIM ANSARI	Assembley					Engineer					12:07																			
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Shift	23	23	23	22	22	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	23	22	22	23	23	23	23	23	
IN	-	08:25	08:25	08:27	-	08:25	08:26	08:28	08:26	08:27	-	08:25	08:24	-	-	-	-	-	-	-	-	-	08:24	08:27	-	08:24	08:24	08:25	08:25	08:25	
OUT	-	17:01	17:02	17:03	-	18:01	17:31	17:01	19:01	17:00	16:59	18:03	15:33	-	-	-	-	-	-	-	-	-	17:04	17:01	16:01	-	18:05	12:3	17:02	18:05	21:49
Overtime	-	-	-	01:03	-	-	-	-	02:01	-	-	01:03	-	-	-	-	-	-	-	-	-	-	-	-	-	01:05	-	-	01:05	04:49	
Authorize	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Credit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Debit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Available	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
2	RAJENDRA GOSWAMI	Repairing					Team Leader					01:00																			
01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Shift	23	23	23	22	22	23	23	23	23	23	22	23	23	23	23	23	23	22	22	23	23	23	23	22	22	23	23	23	23	23	
IN	08:24	08:23	08:23	08:26	-	08:25	08:28	08:23	08:26	08:23	08:25	08:22	08:22	08:30	08:25	08:22	08:20	-	08:21	08:20	08:20	-	08:21	08:24	-	08:2	08:21	-	08:22		
OUT	17:00	17:01	17:01	16:01	-	17:00	17:25	17:01	17:02	17:01	17:00	17:00	17:00	16:59	17:00	16:59	17:00	16:59	-	17:00	17:00	17:01	-	17:00	16:01	-	17:0	17:02	-	17:01	
Overtime	-	-	-	-	-	-	-	-	-	-	01:00	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Authorize	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Credit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Debit	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Available	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	

Attendance Report

This report shows all attendance details with Shift, IN/OUT Time, Total Work Hours etc.

Matrix Comsec Pvt. Ltd.													Page 1 of 217			
Attendance from 01/07/2013 to 31/07/2013													Date: 7/10/2013		10:36	
Run by: System Admin																
Sr No	User ID	Name	Shift	In-SPFID	Out-SPFID	In-SPFID	Out-SPFID	In-SPFID	Out-SPFID	1st Half	2nd Half	Late In	Early Out	Over Time	Work Hrs	Man Entry
01/07/2013																
1	1	Salim Ansari	23							WO	WO					Yes
2	10	Rajendra Goswami	23							WO	WO					Yes
3	1003	Umesh Talanpuri	GS	09:18	18:52					PR	PR			08:44		
4	1009	Dipti Rathwa	GS	09:20	14:23					PR	CL			05:03		
5	1011	Parika Pandey	GS	09:05	18:38					PR	PR			08:43		
6	102	Akshay Sheth	GS							TR	TR					No
7	1045	Shubhanghini V.	GS	09:16	18:48					PR	PR			08:42		
8	1049	Gaurav Khakkhar	GS							AB	AB					
9	105	Satish Raje	G1	09:46	10:53					PR	PR			01:07		
10	1050	Anil Modi	23	14:53	17:19					WO	WO			01:56		Yes
11	1074	Kaushal Kadakia	GS	09:12	19:17					PR	PR			09:15		
12	1076	Vijaykumar P.	23							WO	WO					Yes
13	1077	Anil Tailor	GS	09:26	19:36					PR	PR			09:20		
14	1083	Jay Doshi	GS	09:15	18:51					PR	PR			08:46		
15	1086	Soumen Ray	GS	08:57	17:15					PR	PR			08:43		

Daily Work Hours Report

This report shows user wise daily work hours with Gross work hours, net work hours.

Matrix Comsec Pvt. Ltd.													Page 1 of 10		
Daily Work Hours From 01/03/2014 To 31/03/2014															
Run by: System Admin											Date: 26/05/2014		11:55		
Date	Day	Shift	In	Out	In	Out	Late In	Early Out	Lost Hours	Over Time	Auth OT	Gross Work	Net Work	Remark	
User 1 Salim Ansari															
01/03/2014	Sat	22	08:23	15:13								07:07			
02/03/2014	Sun	22													
03/03/2014	Mon	23	08:25	17:03								08:08			
04/03/2014	Tue	23	08:11	17:02								08:21			
05/03/2014	Wed	23	08:14	18:31								09:47			
06/03/2014	Thu	23	08:22	19:18								10:26			
07/03/2014	Fri	23	08:23	18:01								09:08			
08/03/2014	Sat	22	08:21	17:03								08:12			
09/03/2014	Sun	22													
10/03/2014	Mon	23	08:24	17:05								08:11			
11/03/2014	Tue	23	08:23	17:05								08:12			
12/03/2014	Wed	23	08:26	21:32								12:36			
13/03/2014	Thu	23	08:25	17:05								08:10			
14/03/2014	Fri	23	08:23	21:31								12:38			
15/03/2014	Sat	22	08:26	17:03								08:07			

Organization-Wise Grace Time Usage Report

This report shows organization wise grace time usage with total grace time hours for specified time period.

Matrix Comsec Pvt. Ltd.					Page 1 of 1	
Organization-Wise Grace Time Usage From 01/01/2014 To 23/05/2014						
Run by: System				Date: 23/05/2014 11:44		
Sr No	User ID	Name	Department	Designation	Grace Usage Count	Total Grace Time
Matrix Comsec Pvt. Ltd.						
1	1003	Umesh Talanpuri	Accounts	Team Leader	91	24:01
2	1011	Parika Pandey	PLCC Sales	Engineer	86	23:56
3	1074	Kaushal Kadakia	PMT	Engineer	59	10:00
4	1009	Dipti Rathwa	Marketing	Team Leader	53	20:21
5	1050	Anil Modi	Department-1	Team Leader	53	07:19
6	102	Akshay Sheth	HR & ADMIN	Team Leader	35	12:13
7	1	Salim Ansari	Assembly	Engineer	2	00:34
8	1076	Vijaykumar	Logistics	Team Leader	1	00:22
9	10	Rajendra Goswami	Repairing	Team Leader	1	00:11

Hourly Attendance Report

This report shows hourly details like In/Out Time, Late In , Early Out, Gross work hours, Extra work hours, net work hours, Total overtime of user.

Matrix Comsec Pvt. Ltd.											Page 1 of 53	
Hourly Attendance From 01/03/2014 To 30/04/2014												
Run by: System Admin										Date: 23/05/2014		14:39
Date	Day	Shift	IN	OUT	IN	OUT	Late IN	Early OUT	Gross Work	Extra Work	Net Work	Total OT
1 - Salim Ansari												
01/03/2014	Sat	22	08:23:	15:13					07:07	00:07	00:00	00:00
					Total		00:00	00:00	07:07	00:07	00:00	00:00
10 - Rajendra Goswami												
01/03/2014	Sat	22	08:24:	16:53					07:59	00:59	00:00	00:00
					Total		00:00	00:00	07:59	00:59	00:00	00:00
1003 - Umesh Talanpuri												
01/03/2014	Sat	GS	09:10:	19:15					09:15	00:45	00:00	00:00
					Total		00:00	00:00	09:15	00:45	00:00	00:00
1009 - Dipti Rathwa												
01/03/2014	Sat	GS	09:29:	17:30					08:40	00:00	00:00	00:00
					Total		00:00	00:00	08:40	00:00	00:00	00:00
1011 - Parika Pandey												
01/03/2014	Sat	GS	08:55:	18:34					08:49	00:09	00:00	00:00
					Total		00:00	00:00	08:49	00:09	00:00	00:00

Late Arrival Memo Report

This report shows late arrival memo for the user who has been late in office for more than he times allowed in a month.

Matrix Comsec Pvt. Ltd.		Page 1 of 15			
Late Arrival Memo from 01/07/2013 to 31/07/2013					
Run by: System Admin			Date: 26/09/2013 18:28		
User	: 1009 Dipti K Rathwa				
Department	: Marketing		Designation: TL		
Sr No	Date	Shift	In	Late In	
1	16/07/2013	GS	09:44	00:14	
2	17/07/2013	GS	09:32	00:02	
3	18/07/2013	GS	09:41	00:11	
4	29/07/2013	GS	09:38	00:08	
				Total : 00:35	
You have been marked late on above dates between 01/07/2013 and total 4 day(s) 00:35 hrs.					

Net Work-Time Report

This report shows user wise net work time detail for the specified period.

Matrix Comsec Pvt. Ltd.											Page 1 of 5
Net Work-Time From 01/04/2014 To 10/04/2014											
Run by: System Admin							Date: 23/05/2014				11:47
1 SALIM ANSARI											
SR NO	Date	Shift	First In-Time	Last Out-Time	1st Half	2nd Half	Gross Work Hrs	Out Time	Net Work Hrs	Status	Manual Entry
1	01/04/2014	23			WO	WO	00:00	00:00	00:00	W	NO
2	02/04/2014	23	08:23	17:01	PR	PR	08:08	00:00	00:00	P	NO
3	03/04/2014	23	08:24	17:02	PR	PR	08:08	00:00	00:00	P	NO
4	04/04/2014	23	08:27	17:02	PR	PR	08:05	00:00	00:00	P	NO
5	05/04/2014	22	08:25	16:32	PR	PR	07:37	00:00	00:00	P	NO
6	06/04/2014	22			WO	WO	00:00	00:00	00:00	W	NO
7	07/04/2014	23	08:24	17:01	PR	PR	08:07	00:00	08:01	P	NO
8	08/04/2014	23	08:21	17:02	PR	PR	08:11	00:00	08:02	P	NO
9	09/04/2014	23	08:21	17:02	PR	PR	08:11	00:00	08:02	P	NO
10	10/04/2014	23	08:26	17:02	PR	PR	08:06	00:00	08:02	P	NO
10 RAJENDRA GOSWAMI											
SR NO	Date	Shift	First In-Time	Last Out-Time	1st Half	2nd Half	Gross Work Hrs	Out Time	Net Work Hrs	Status	Manual Entry
1	01/04/2014	23			WO	WO	00:00	00:00	00:00	W	NO
2	02/04/2014	23	08:22	17:00	PR	PR	08:08	00:00	00:00	P	NO
3	03/04/2014	23	08:22	17:01	PR	PR	08:09	00:00	00:00	P	NO
4	04/04/2014	23			PL	PL	00:00	00:00	00:00	L	NO
5	05/04/2014	22	08:22	16:26	PR	PR	07:34	00:00	00:00	P	NO
6	06/04/2014	22			WO	WO	00:00	00:00	00:00	W	NO
7	07/04/2014	23	08:23	17:00	PR	PR	08:07	00:00	08:00	P	NO
8	08/04/2014	23	08:19	17:00	PR	PR	08:11	00:00	08:00	P	NO
9	09/04/2014	23	08:19	17:00	PR	PR	08:11	00:00	08:00	P	NO
10	10/04/2014	23	08:23	17:00	PR	PR	08:07	00:00	08:00	P	NO

Branch Wise Overstay Report

This report shows branch wise overstay of employees with shift, in/out time details.

Matrix Comsec Pvt. Ltd.							Page 1 of 42
Branch Wise Overstay from 01/07/2013 to 31/07/2013							
Run by: System Admin				Date: 7/10/2013		17:40	
Sr No	User ID	Name	Date	Shift	In	Out	Overstay
Makarpura HO Branch							
1	1003	Umesh Talanpuri	01/07/2013	GS	09:18	18:52	00:22
2	1003	Umesh Talanpuri	02/07/2013	GS	09:14	19:02	00:32
3	1003	Umesh Talanpuri	03/07/2013	GS	09:23	18:58	00:28
4	1003	Umesh Talanpuri	04/07/2013	GS	09:15	18:47	00:17
5	1003	Umesh Talanpuri	05/07/2013	GS	09:12	19:01	00:31
6	1003	Umesh Talanpuri	06/07/2013	GS	09:15	18:47	00:17
7	1003	Umesh Talanpuri	09/07/2013	GS	10:21	18:32	00:02
8	1003	Umesh Talanpuri	10/07/2013	GS	09:17	19:35	01:05
9	1003	Umesh Talanpuri	11/07/2013	GS	09:13	19:25	00:55
10	1009	Dipti Rathwa	03/07/2013	GS	09:17	19:50	01:20
11	1009	Dipti Rathwa	16/07/2013	GS	09:44	19:26	00:56
12	1009	Dipti Rathwa	17/07/2013	GS	09:32	19:05	00:35
13	1009	Dipti Rathwa	18/07/2013	GS	09:41	19:15	00:45
14	1009	Dipti Rathwa	19/07/2013	GS	09:29	19:03	00:33
15	1009	Dipti Rathwa	20/07/2013	GS	09:22	18:54	00:24

Work Hours Summary Report

This report shows work hour summary for the month.

Matrix Comsec Pvt. Ltd.							Page 1 of 6
Work Hours Summary Report From 01/03/2014 To 31/03/2014							
Run by: System Admin				Date: 23/05/2014 14:41			
Date	First IN	LAST OUT	Gross Work Hours	Extra Work Hours	Net-Work Hours	Total Overtime	Less Work Hours
1 - SALIM ANSARI							
01/03/2014	08:23	15:13	07:07	00:07	00:00	00:00	00:00
02/03/2014			00:00	00:00	00:00	00:00	00:00
03/03/2014	08:25	17:03	08:08	00:08	00:00	00:00	00:00
04/03/2014	08:11	17:02	08:21	00:21	00:00	00:00	00:00
05/03/2014	08:14	18:31	09:47	01:47	00:00	00:00	00:00
06/03/2014	08:22	19:18	10:26	02:26	00:00	00:00	00:00
07/03/2014	08:23	18:01	09:08	01:08	00:00	00:00	00:00
08/03/2014	08:21	17:03	08:12	01:12	00:00	00:00	00:00
09/03/2014			00:00	00:00	00:00	00:00	00:00
10/03/2014	08:24	17:05	08:11	00:11	00:00	00:00	00:00
11/03/2014	08:23	17:05	08:12	00:12	00:00	00:00	00:00
12/03/2014	08:26	21:32	12:36	04:36	00:00	00:00	00:00
13/03/2014	08:25	17:05	08:10	00:10	00:00	00:00	00:00
14/03/2014	08:23	21:31	12:38	04:38	00:00	00:00	00:00
15/03/2014	08:26	17:03	08:07	01:07	00:00	00:00	00:00
16/03/2014			00:00	00:00	00:00	00:00	00:00
17/03/2014			00:00	00:00	00:00	00:00	00:00
18/03/2014	08:26	18:01	09:05	01:05	00:00	00:00	00:00
19/03/2014	08:27	18:04	09:07	01:07	00:00	00:00	00:00
20/03/2014	08:24	18:03	09:09	01:09	00:00	00:00	00:00
21/03/2014	08:22	18:00	09:08	01:08	00:00	00:00	00:00
22/03/2014			00:00	00:00	00:00	00:00	00:00
23/03/2014			00:00	00:00	00:00	00:00	00:00
24/03/2014	08:23	18:01	09:08	01:08	00:00	00:00	00:00
25/03/2014	08:22	21:32	12:40	04:40	00:00	00:00	00:00
26/03/2014	08:24	18:05	09:11	01:11	00:00	00:00	00:00
27/03/2014	08:30	21:31	12:31	04:31	00:00	00:00	00:00
28/03/2014	08:26	18:03	09:07	01:07	00:00	00:00	00:00
29/03/2014	08:23	21:32	12:39	05:39	00:00	00:00	00:00
30/03/2014	08:22	17:02	08:10	01:10	00:00	00:00	00:00
31/03/2014	08:25	21:30	12:35	04:35	00:00	00:00	00:00
		Total	241:33	46:33	00:00	00:00	00:00

Shift Change Reports

This report shows shift change detail for the user.

Matrix Comsec Pvt. Ltd.				Page 1 of 2	
Organization-Wise Shift Change from 01/01/2014 to 31/05/2014					
Run by: System Admin			Date: 26/5/2014		10:53
Sr No	User ID	User Name	Date	Scheduled Shift	Current Shift
Matrix Comsec Pvt. Ltd.					
1	1	Salim Ansari	1/15/2014	EU	GS
2	1	Salim Ansari	7/5/2014	EU	GS
3	1	Salim Ansari	15/5/2014	EU	GS
4	1	Salim Ansari	22/5/2014	EU	GS
5	1	Salim Ansari	28/5/2014	EU	GS
6	10	Rajendra Goswami	1/15/2014	GS	EU
7	10	Rajendra Goswami	7/5/2014	GS	EU
8	10	Rajendra Goswami	15/5/2014	GS	EU
9	10	Rajendra Goswami	22/5/2014	GS	EU
10	10	Rajendra Goswami	28/5/2014	GS	EU

Week Off and Holiday on Same Day Report

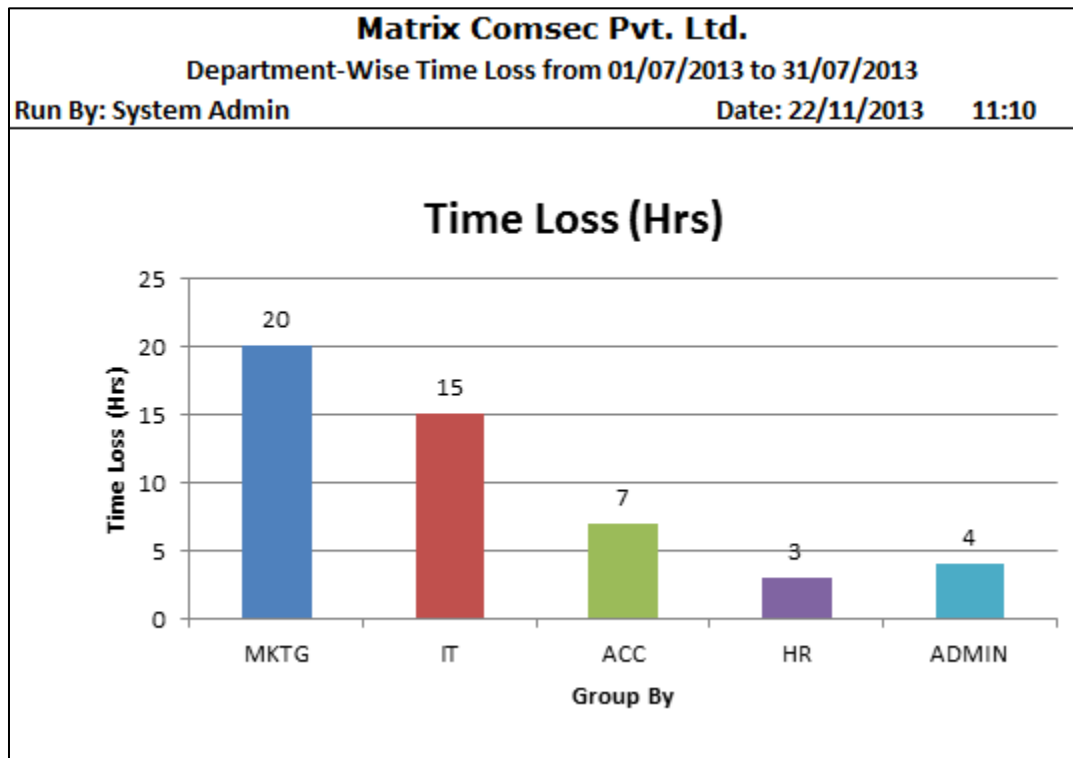
This report shows the day which are having week off and holiday.

Matrix Comsec Pvt. Ltd.			Page 1 of 1
Organization-Wise Week Off and Holiday on Same Day from 01/01/2012			
Run by: System Admin		07/10/2013	18:00
Sr No	Start Date	End Date	Holiday
Schedule 2			
1	14/01/2013	14/01/2013	Makar Sankranti
2	15/01/2013	15/01/2013	Makar Sankranti
3	26/01/2013	26/01/2013	Republic Day
4	27/03/2013	27/03/2013	Dhulati
5	15/08/2013	15/08/2013	Independence Day
6	20/08/2013	20/08/2013	Raksha Bandhan
7	28/08/2013	28/08/2013	Janmashtami
8	18/09/2013	18/09/2013	Ganesha Visarjan
9	02/11/2013	02/11/2013	Diwali (Deepavali)
10	04/11/2013	04/11/2013	Diwali (New Year)
11	05/11/2013	05/11/2013	Diwali (Bhaiduj)
12	14/01/2012	15/01/2012	Makarsankranti
13	26/01/2012	26/01/2012	Republic Day
14	08/03/2012	08/03/2012	Holi
15	02/08/2012	02/08/2012	Rakshabandhan

Charts

Time Loss Chart

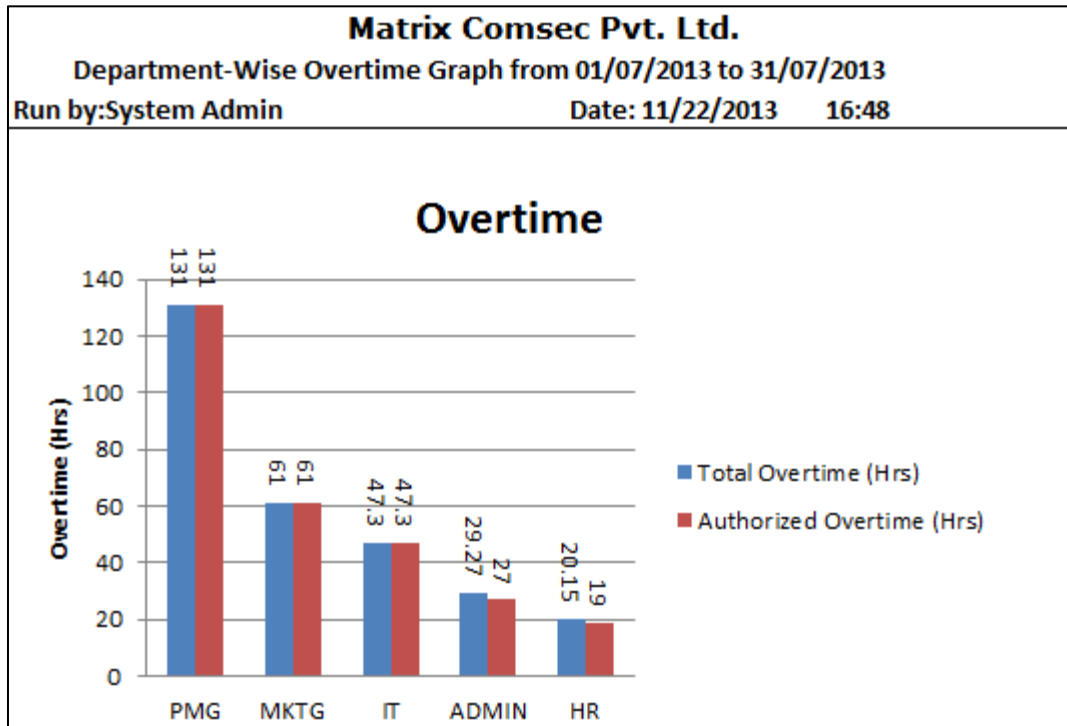
This chart displays the group wise time loss data for selected groups during the selected time period in a bar chart as shown.



Department	Men Days	Req Hrs	Loss Hrs
MKTG	25	200	20
IT	20	160	15
ACC	10	80	7
HR	24	192	3
ADMIN	11	88	4

Department-Wise Overtime Chart

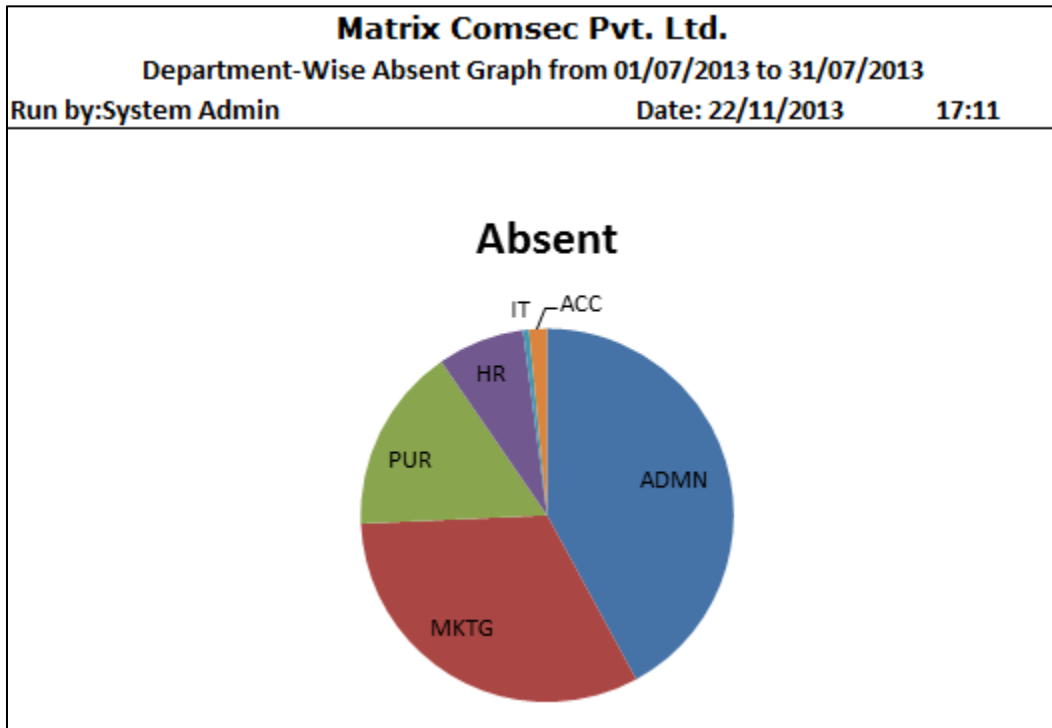
This chart displays the group wise overtime data for selected groups during the selected time period in a bar chart as shown.



Group By				
Department	Man Days	Total OT	Auth OT	OT (%)
PMG	74	131	131	100
MKTG	38	61	61	100
IT	28	47.3	47.3	100
ADMIN	16	29.27	27	91.68
HR	13	20.15	19	93.83

Department-Wise Absent Chart

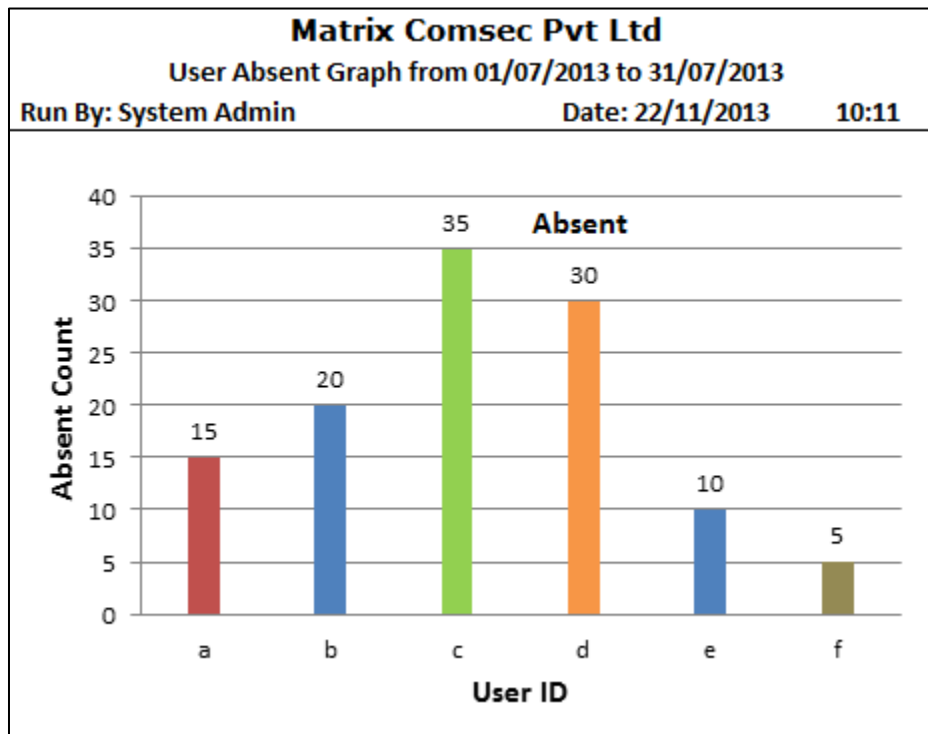
This chart generates a chart denoting the comparative department wise absentee for the specified period.



Department	Absent	Absent (%)
ADMN	81	42.07
MKTG	62	32.2
PUR	31	16.1
HR	14.5	7.53
IT	1	0.52
ACC	3	1.56
Total Absent	192.5	

User Absent Graph chart

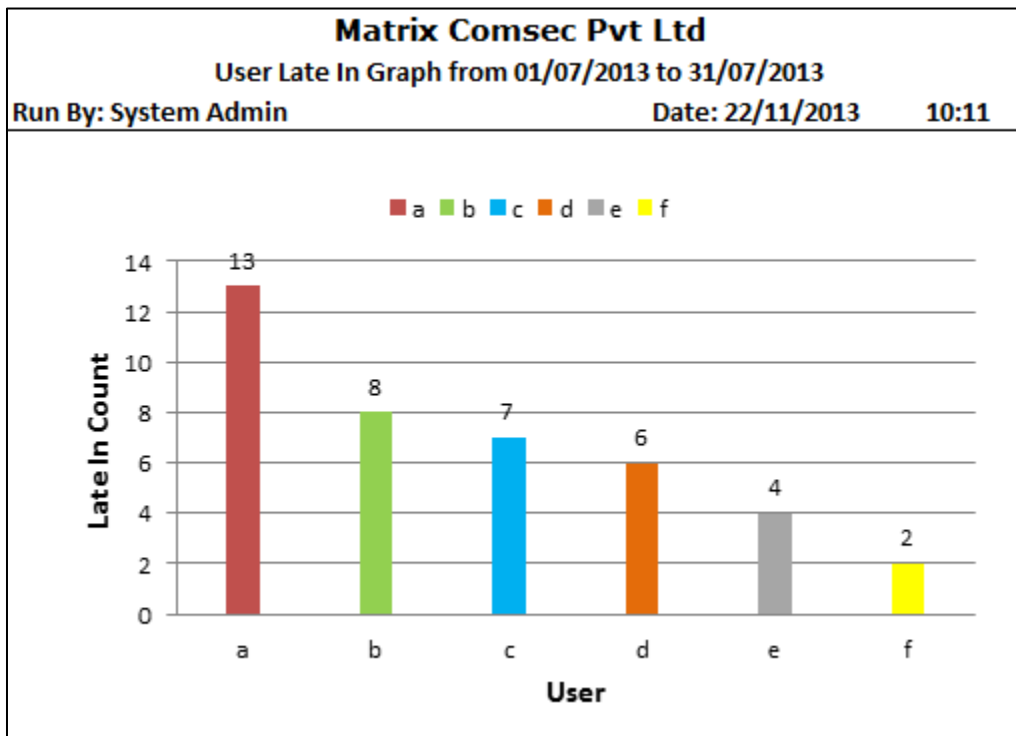
This chart shows an absent count of users for particular given duration.



User	Absent Count
a Gaurav K	15
b Sandip T	20
c Nimisha P	35
d Surendra G	30
e Umesh S	10
f Sunil M	5

User Late in Chart

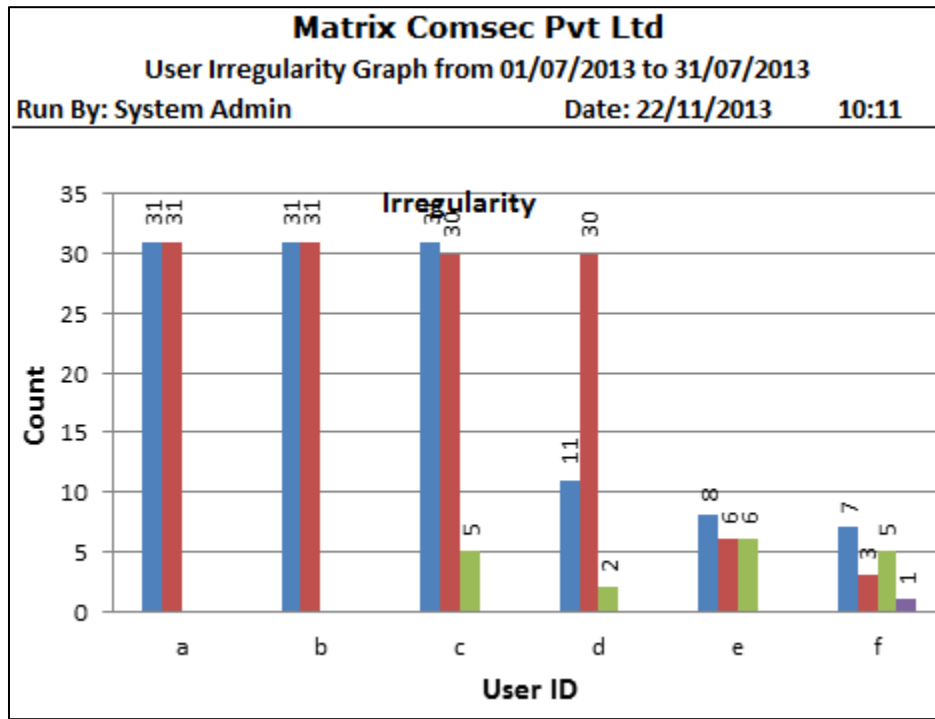
This chart gives the Late in count of users for a particular duration.



User ID	Late In Count
a Gaurav K	13
b Sandip T	8
c Nimisha P	7
d Surendra	6
e Umesh S	4
f Sunil M	2

User Irregularity Chart

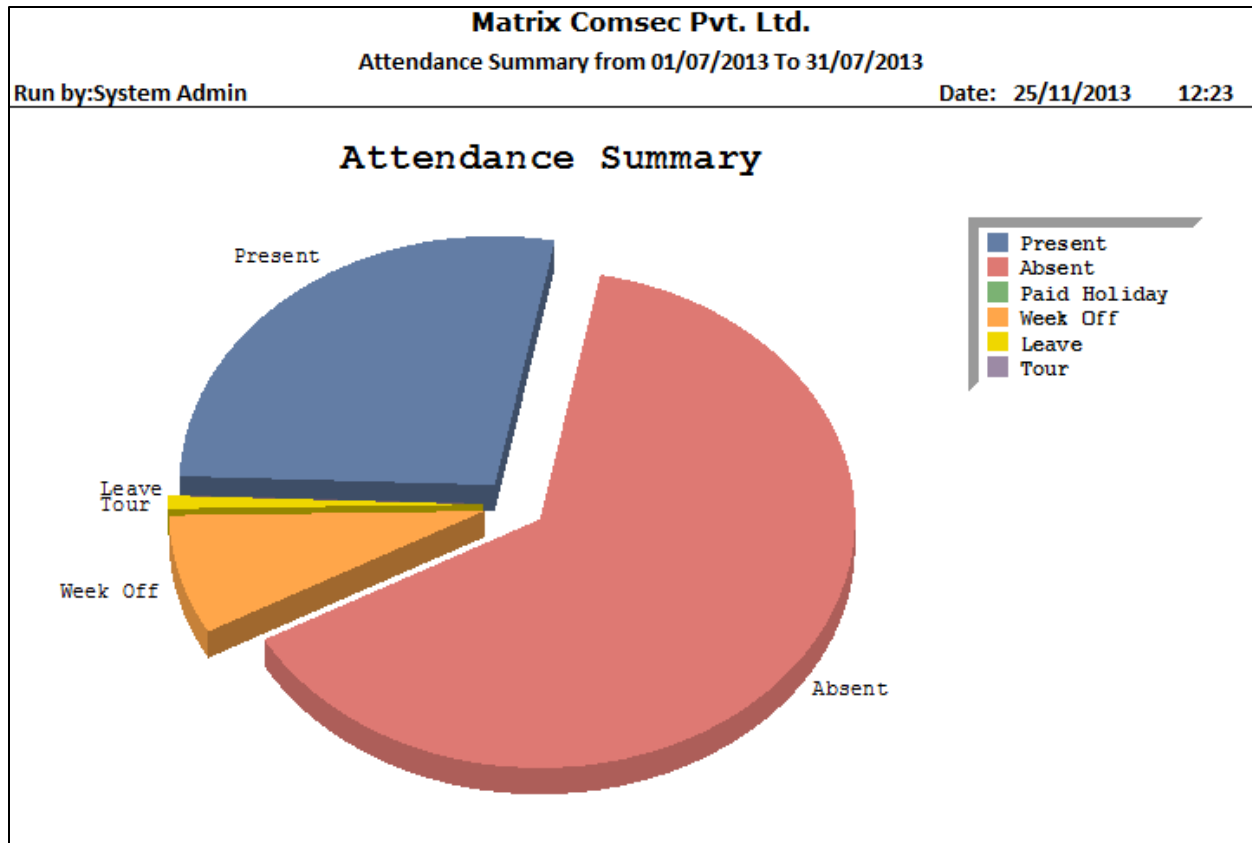
This chart gives user's irregularity details like absent count, Late In count and Early out count.



User	Total	Absent	Late In	Early Out
a Gaurav K	31	31	0	0
b Sandip T	31	31	0	0
c Nimisha P	31	30	5	0
d Surendra G	11	30	2	0
e Umesh S	8	6	6	0
f Sunil M	7	3	5	1

Attendance Summary Chart

This chart shows an overall attendance summary with Number of present, absent, paid holiday, week off, Leave and Tour.



	Total	Percent
Man Days	2108	
Present (PR)	579.5	27.49
Absent (AB)	1344.5	63.78
Paid Holiday (PH)	0.0	0.00
Week Off (WO)	167.0	7.92
Leave (LV)	15.0	0.71
Tour (TR)	2.0	0.09

Shifts and Schedule Reports

Shifts and Schedule Module allows to create and view an assortment of detailed and focused reports on Shifts, schedules and holidays . These reports can be viewed on the screen or printed at any time.

Page 1 of 1

Run by: System Admin	Matrix Comsec Pvt. Ltd. Shift Schedule For APRIL-2014																												Date: 26/5/2014	15:21
1 - Salim Ansari	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	23	23	23	23	22	22	23	23	23	22	22	23	23	23	23	23	23	23	23	22	22	23	23	23	23	22	22	23	23	23
	W				W					W	W								W										WO	
10 - Rajendra G	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	23	23	23	23	22	22	23	23	23	22	22	23	23	23	23	23	23	23	22	22	23	23	23	23	22	22	23	23	23	
	W				W					W	W							W							WO				WO	
1003 - Umesh T	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	GS	
					W					W	W								W								WO		GS	
	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Shifts Reports

This report shows all details like Shift Name, Shift start time, Shift end time, Break start time and Break end time with minimum working hours.

Matrix Comsec Pvt. Ltd.							Page 1 of 1	
Shifts								
Run by: System Admin						Date: 07/10/2013 17:50		
Sr No	ID	Name	Start	End	Break Start	Break End	Min Working Hours	
							Full Day	Half Day
1	10	GENERAL 9 30 TO 7 00	09:30	19:00	13:30	14:20	08:40	04:20
2	11	General Shift	08:00	17:00	13:00	13:50	08:00	04:00
3	21	Fac Gen Shift 2	07:30	16:00	12:00	12:30	08:00	04:00
4	22	Fac Saturday Shift	08:30	16:00	12:30	13:00	07:00	03:30
5	23	Fac General Shift	08:30	17:00	12:30	13:00	07:30	04:00
6	CN	Consultant New	09:00	18:30	13:00	13:50	01:00	00:30
7	CS	Consultant Shift	09:00	18:00	13:00	14:00	01:00	00:30
8	EU	Europe region shift	11:30	21:00	13:00	13:50	08:40	04:20
9	EX	Export	10:00	19:00	13:00	14:00	08:00	04:00
10	G0	NEW SHIFT	08:30	18:00	12:50	13:40	08:40	04:20
11	G1	GENERAL 1000 TO 1900	10:00	19:30	13:00	13:50	08:40	04:20
12	G2	EVENING 1600 TO 0200	16:00	02:00			10:00	04:00
13	G3	GENERAL 0800 TO 1730	08:00	17:30	12:00	12:50	08:40	04:00
14	G4	MORNING 0730 TO 1900	07:30	19:00			11:30	04:00
15	G5	MORNING 0730 TO 1630	07:30	16:30	13:00	13:50	08:40	04:20
16	G6	GENERAL 0930 TO 1830	09:00	18:30	13:00	13:50	08:40	04:20

Schedule Groups

This report shows details of schedule groups with shift's start time, end time, break start time, break end time, week off day etc.

Matrix Comsec Pvt. Ltd.										Page 1 of 1		
Schedule Groups										Date:	07/10/2013	17:56
Run by: System Admin												
SrNo	ID	Name	Shift	Shift Start	Shift End	Break Start	Break End	Shift Count	Shift Enable	Off Day1	Off Day2	Status
1	1	Schedul Group 1	GS	09:00	18:30	13:00	13:50	7	Active	Sunday	Saturday	Active
2	2	SATISH SCH	G1	10:00	19:30	13:00	13:50	7	Active	Sunday	Saturday	Active
3	3	MUKESH SCH	G1	10:00	19:30	13:00	13:50	7	Active	Sunday	Saturday	Active
4	4	JASWANT SCH	G3	08:00	17:30	12:00	12:50	7	Active	Sunday	None	Active
5	5	SWEEPERS SCH	G4	07:30	19:00			7	Active	Sunday	None	Active
6	6	AMAR SCH	G5	07:30	16:30	13:00	13:50	7	Active	Sunday	None	Active
7	7	PREETI MATH	10	09:30	19:00	13:30	14:20	7	Active	Sunday	Saturday	Active
8	8	RAMESH SCH	G8	09:00	18:30	13:00	13:50	7	Active	Sunday	Saturday	Active
9	9	SUMER SCH	G9	09:00	18:00	13:00	14:00	7	Active	Sunday	Saturday	Active
10	10	Consultant Sch	CN	09:00	18:30	13:00	13:50	7	Active	Sunday	None	Active
11	11	SAMIR SHAH	GS	09:00	18:30	13:00	13:50	7	Active	Sunday	Saturday	Active
12	12	Satish sch 2	G1	10:00	19:30	13:00	13:50	7	Active	Sunday	Saturday	Active
13	13	B M	GN	09:00	18:00	13:00	14:00	7	Active	Sunday	None	Active
14	14	NEW GROUP	G0	08:30	18:00	12:50	13:40	7	Active	Sunday	Saturday	Active

Holiday Schedule Reports

This report shows total holidays of the year with Holiday Name, Start Date and End Date.

Matrix Comsec Pvt. Ltd.		Page 1 of 1	
Holiday Schedules			
Run by: System Admin		07/10/2013	18:00
Sr No	Start Date	End Date	Holiday
Schedule 2			
1	14/01/2013	14/01/2013	Makar Sankranti
2	15/01/2013	15/01/2013	Makar Sankranti
3	26/01/2013	26/01/2013	Republic Day
4	27/03/2013	27/03/2013	Dhulati
5	15/08/2013	15/08/2013	Independence Day
6	20/08/2013	20/08/2013	Raksha Bandhan
7	28/08/2013	28/08/2013	Janmashtami
8	18/09/2013	18/09/2013	Ganesha Visarjan
9	02/11/2013	02/11/2013	Diwali (Deepavali)
10	04/11/2013	04/11/2013	Diwali (New Year)
11	05/11/2013	05/11/2013	Diwali (Bhaiduj)
12	14/01/2012	15/01/2012	Makarsankranti
13	26/01/2012	26/01/2012	Republic Day
14	08/03/2012	08/03/2012	Holi
15	02/08/2012	02/08/2012	Rakshabandhan
16	10/08/2012	10/08/2012	Janmastami
17	15/08/2012	15/08/2012	Independence Day
18	13/11/2012	15/11/2012	Diwali Holiday

Chapter 4 Leave Management Reports

COSEC Leave Management module allows to create and view an assortment of detailed and focused reports related to the Leave Management system. These reports can be viewed on the screen or printed at any time. This module is available with the Time and Attendance Module.

Reports available within the COSEC Leave Management Module are categorized as below:

- Leave
- Leave Group
- Leave Application
- Leave Encashment
- Leave Credit/Debit
- Leave Register
- C-OFF Register

Leave Application Report

This report gives a detailed department wise listing of all leaves applied by employees.

Matrix Comsec Pvt. Ltd.													Page 1 of 5
Organization-Wise Leave Application from 01/07/2013 to 31/07/2013													Date: 04/10/2013 12:14
Run by: System Admin	Sr No	User ID	User Name	Reporting Officer Name	Appl Date	Start Date	End Date	Leave	Appl Days	Post Days	Status	Status Date	
	Matrix Comsec Pvt. Ltd.												
1	1		Salim Ansari	Mahesh Pandya	01/08/2013	19/07/2013	19/07/2013	CL	0.5	0.5	App	01/08/2013	
2	1		Salim Ansari	Mahesh Pandya	01/08/2013	23/07/2013	23/07/2013	CL	0.5	0.5	App	01/08/2013	
3	1		Salim Ansari	Mahesh Pandya	26/07/2013	25/07/2013	25/07/2013	CL	0.5	0.5	App	26/07/2013	
4	1		Salim Ansari	Mahesh Pandya	01/08/2013	30/07/2013	30/07/2013	CL	0.5	0.5	App	01/08/2013	
5	10		Rajendra Goswami	Paresh Chauhan	01/08/2013	11/07/2013	11/07/2013	CL	1.0	1.0	App	01/08/2013	
6	1003		Umesh Talanpuri	Prakash Punjabi	31/07/2013	29/07/2013	29/07/2013	CL	1.0	1.0	App	31/07/2013	
7	1009		Dipti Rathwa		01/08/2013	01/07/2013	01/07/2013	CL	0.5	0.5	App	01/08/2013	
8	1009		Dipti Rathwa		01/08/2013	05/07/2013	06/07/2013	CL	2.0	2.0	App	01/08/2013	
9	1009		Dipti Rathwa		01/08/2013	08/07/2013	12/07/2013	CL	5.0	5.0	App	01/08/2013	
10	1009		Dipti Rathwa		01/08/2013	15/07/2013	15/07/2013	CL	1.0	1.0	App	01/08/2013	
11	1009		Dipti Rathwa		01/08/2013	29/07/2013	29/07/2013	CL	0.5	0.5	App	01/08/2013	
12	1011		Parika Pandey		24/07/2013	20/07/2013	20/07/2013	CL	0.5	0.5	App	24/07/2013	
13	102		AKSHAY SHETH		18/07/2013	15/07/2013	17/07/2013	CL	3.0	3.0	App	18/07/2013	
14	1045		Shubhangini Vatturkar		31/07/2013	22/07/2013	22/07/2013	CL	1.0	1.0	App	31/07/2013	
15	105		Satish Raj		30/07/2013	12/07/2013	12/07/2013	CL	1.0	1.0	App	30/07/2013	
16	1050		Anil Modi		29/07/2013	18/07/2013	18/07/2013	CL	1.0	1.0	App	29/07/2013	
17	1076		Vijay Prajapati	Anil Modi	01/08/2013	13/07/2013	13/07/2013	CL	1.0	1.0	App	01/08/2013	
18	1077		Anil Tailor		26/07/2013	15/07/2013	15/07/2013	CL	1.0	1.0	App	29/07/2013	
19	1077		Anil Tailor		31/07/2013	18/07/2013	18/07/2013	CL	0.5	0.5	App	31/07/2013	

Organization-Wise Leave Credit/Debit Report

This report shows Leave credited/debited to users with remarks.

Matrix Comsec Pvt. Ltd.						Page 1 of 5
Organization-Wise Leave Credit/Debit For JULY-2013						
Run by: System Admin				Date: 08/10/2013		15:30
Sr No	User ID	User Name	Entry Date	Credit	Debit	Remark
Branch 1						
Leave:	CL					
1	1063	KISHOR HEMNANI	02/07/2013	2.50	0.00	leave credited for July 13
2	900	Shaun Trivedi	02/07/2013	2.50	0.00	leave credited for July 13
Leave Total :				5.00	0.00	
Organization Total:				5.00	0.00	
Branch 2						
Leave:	CL					
1	1	SALIM ANSARI	02/07/2013	3.50	0.00	2.5 + 1 QTRL cred for July 13
2	10	RAJENDRA GOSWAMI	02/07/2013	3.50	0.00	2.5 + 1 QTRL cred for July 13
3	1003	UMESH M TALANPURI	02/07/2013	2.50	0.00	leave credited for July 13
4	1009	DIPTI K RATHWA	02/07/2013	2.50	0.00	leave credited for July 13
5	1011	PARIKA S PANDEY	02/07/2013	2.50	0.00	leave credited for July 13
6	102	AKSHAY SHETH	02/07/2013	2.50	0.00	leave credited for July 13

Leave Register Report

This report gives a detailed user wise listing of all leave details of the selected employees for specified months.

Matrix Comsec Pvt. Ltd.							Page 1 of 21		
Leave Register from JULY-2013 to AUGUST-2013									
Run by: System Admin				Date: 7/10/2013			15:40		
Sr No	Year	Month	Opening Bal	Credit	Debit	Encashed	Availed	Closing Bal	
Factory									
1063-Kishor Hemnani									
Leave:		CL							
1	2013	JUL	2.50	2.50	0.00	3.50	1.5	0.00	
2	2013	AUG	0.00	0.00	0.00	0.00	0.0	0.00	
895-Atul Kumar Gond									
Leave:		CL							
3	2013	JUL	7.50					7.50	
4	2013	AUG	7.50					7.50	
897-Ajay Singh									
Leave:		CL							
5	2013	JUL	0.00					0.00	
6	2013	AUG	0.00					0.00	
898-Harimohan Yadav									
Makarpura HO Branch									
1-SALIM ANSARI									
Leave:		CL							
1	2013	JUL	10.50	3.50	0.00	0.00	2.0	12.00	
2	2013	AUG	12.00	2.50	0.00	0.00	1.5	13.00	

Department-Wise Leave Encashment Report

This report shows department wise leave encashment of the users.

Matrix Comsec Pvt. Ltd.							Page 1 of 1
Department-Wise Leave Encashment For AUGUST-2013							
Run by: System Admin				Date: 25/11/2013			15:36
Sr No	User ID	User Name	Days	Hours	Entry Dt	Remark	
Marketing							
Leave : CL							
1	1171	Krupalikumari Ataliya	5.00		20/09/2013	D.O.L 31/08/2013	
2	1238	Chethna Raveendran	1.50		20/09/2013	D.O.L 30/08/2013	
			Leave Total:	6.50			
			Department Total:	6.50			
Purchase							
Leave : CL							
1	1147	Hukam Singh	10.00		20/09/2013	D.O.L 31/08/2013	
			Leave Total:	10.00			
			Department Total:	10.00			

Leave Group Report

This report shows a list of all leave groups configured on the system and the leaves grouped under them.

Matrix Comsec Pvt. Ltd.				Page 1 of 1	
Leave Group					
Run by: System Admin			Date: 26/5/2014	12:17	
Sr No	ID	Name	Leaves	Status	Default
1	1	Default Leave Group	CL,CO,LW,ML,PL,TR	Active	Yes
2	2	Group1	CL,PL	Active	Yes
3	3	Group2	PL,LW	Active	Yes
4	4	Group3	LW,CL	Active	Yes

Leave Report

This report shows a detailed list of all leaves configured on the system.

Matrix Comsec Pvt. Ltd. Leave Report																			
Run by: System Admin										Date: 26/05/2014					Page 1 of 1				
										12:16									
Sr No	Code	Name	Max LV	Min LV	Type	Bal Chk	CF	Bal Ded From	Ratio	Allow With	Not Allow	WO		PH	ENC	Min Bal Req	Max Acc	Max Chk	Bal
												S	B						
1	CL	CASUAL LEAVE	99.0	0.0	P	Y	N		0.0	Y		Y	Y	Y	Y	0.00	N	N	0.00
2	CO	C-off	2.0	0.5	P	Y	N		0.0	Y		Y	Y	Y	N	0.00	N	N	0.00
3	LW	Leave Without Pay	99.0	0.0	A	N	N		0.0	Y		Y	Y	Y	N	0.00	N	N	0.00
4	ML	MATERNITY LEAVE	999.0	0.0	P	N	N		0.0	Y		Y	Y	Y	N	0.00	N	N	0.00
5	PL	PAID LEAVE	99.0	0.0	P	Y	N		0.0	Y		Y	Y	Y	Y	0.00	N	N	0.00
6	TR	TOUR	99.0	0.0	T	N	N		0.0	Y		Y	Y	Y	N	0.00	N	N	0.00

Chapter 5 Cafeteria Management Report

The COSEC Cafeteria management module allows to create and view an assortment of detailed and focused reports on cafeteria activities on site. These reports can be viewed on the screen or printed at any time.

Some of the reports available within the COSEC cafeteria management module are as below:

- Items
- Menu
- Menu Schedule
- User Reports
- Canteen Reports

Item-Wise Consumption Report

This report shows item wise consumption with quantity, price, discount and total payable for easy calculation.

Matrix Comsec Pvt. Ltd.						Page 1 of 46	
Item-Wise Consumption from 01/07/2013 to 31/07/2013							
Run by: System Admin						Date: 07/10/2013 17:32	
Sr No	Item Code	Item Name	Quantity	Price/Item	Total Price	Total Discount	Total Payable
User ID :		1003					
Date :		20/07/2013					
1	1	Lunch	1	40.0	40.0	20.0	20.0
					Total	40.0	20.0
User ID :		1011					
Date :		22/07/2013					
1	1	Lunch	1	40.0	40.0	20.0	20.0
					Total	40.0	20.0
User ID :		102					
Date :		08/07/2013					
1	1	Lunch	1	40.0	40.0	20.0	20.0
					Total	40.0	20.0

User-Wise Daily Consumption Report

This report shows user wise daily consumption with User name, Date, Item, Quantity, Price, Discount and total Payable.

Matrix Comsec Pvt. Ltd.						Page 1 of 17		
User-Wise Daily Consumption from 01/07/2013 to 31/07/2013								
Run by: System Admin						Date: 07/10/2013 17:26		
Sr No	Date	Item ID	Item	Quantity	Price/Item	Total Price	Total Discount	Total Payable
1003	Umesh M Talanpuri							
1	20/07/2013	1	Lunch	1	40.0	40.0	20.0	20.0
			Total :	1	40.0	40.0	20.0	20.0
1011	Parika Pandey							
1	22/07/2013	1	Lunch	1	40.0	40.0	20.0	20.0
			Total :	1	40.0	40.0	20.0	20.0
102	Akshay Sheth							
1	08/07/2013	1	Lunch	1	40.0	40.0	20.0	20.0
2	11/07/2013	1	Lunch	1	40.0	40.0	20.0	20.0
3	19/07/2013	1	Lunch	1	40.0	40.0	20.0	20.0
4	20/07/2013	1	Lunch	1	40.0	40.0	20.0	20.0
			Total :	4	160.0	160.0	80.0	80.0

Cafeteria Sales Report

This report shows total sales of the cafeteria with all the details like Item, Quantity, Price, Discount for all different levels of employees.

Run by: System Admin		Matrix Comsec Pvt. Ltd.		Matrix Comsec Pvt. Ltd.		Cafeteria Sales From 01/07/2013 To 31/07/2013		Date: 07/10/2013		Page 1 of 6	
Date: 01/07/2013		Total Sales Amount: 1190.0		Total Discount: 595.0		Date: 07/10/2013		Page 1 of 6		17:11	
Sr	Item	Item Name	Total	Unit Price	Total Sales	Discount@	Level 1	Level 2	Level 3	Level 4	
No	code		Quantity								
1	1	Lunch	29	40.0	1160.0	580.0	580.0	0.0	0.0	0.0	
2	2	Breakfast	3	10.0	30.0	15.0	15.0	0.0	0.0	0.0	
Total Amount:					1190.0	595.0	595.0	0.0	0.0	0.0	
Date: 02/07/2013		Total Sales Amount: 1932.0		Total Discount: 995.0							
Sr	Item	Item Name	Total	Unit Price	Total Sales	Discount@	Level 1	Level 2	Level 3	Level 4	
No	Code		Quantity								
1	1	Lunch	28	40.0	1120.0	560.0	560.0	0.0	0.0	0.0	
2	2	Breakfast	2	10.0	20.0	10.0	10.0	0.0	0.0	0.0	
3	3	Lunch Fac	3	36.0	108.0	27.0	27.0	0.0	0.0	0.0	
4	3	Lunch Fac	19	36.0	684.0	0.0	0.0	342.0	0.0	0.0	
Total Amount:					1932.0	597.0	597.0	342.0	0.0	0.0	

Cafeteria Head Count Report

This report shows head count for the day with separate number for Lunch and breakfast.

Matrix Comsec Pvt. Ltd.				Page 1 of 3
Cafeteria Head Count From 01/07/2013 to 31/07/2013				
Run by: System Admin			Date: 07/10/2013	17:06
Date: 01/07/2013				
Sr No.	Menu Code	Menu Name	Device Name	Head Count
1	1	Lunch HO	Canteen HO	123
2	2	Breakfast	Canteen HO	16
Date: 02/07/2013				
Sr No.	Menu Code	Menu Name	Device Name	Head Count
1	1	Lunch HO	Canteen HO	125
2	2	Breakfast	Canteen HO	19
3	3	Lunch Factory	Canteen Factory	102
Date: 03/07/2013				
Sr No.	Menu Code	Menu Name	Device Name	Head Count
1	1	Lunch HO	Canteen HO	146
2	2	Breakfast	Canteen HO	21
3	3	Lunch Factory	Canteen Factory	96

Items Report

This report shows the number of items to be viewed.

Matrix Comsec Pvt. Ltd.										Page 1 of 1	
Items											
Run by: System Admin						Date: 26/05/2014				12:45	
Item ID	Item Name	Price	Discount	LVL1 (%)	LVL1 Discount	LVL2 (%)	LVL2 Discoun	LVL3 (%)	LVL3 Discount	LVL4 (%)	LVL4 Discount
1	Lunch	40.0	Yes	50.0	20.0	75.0	30.0	0.0	0.0	0.0	0.0
2	Breakfast	10.0	Yes	50.0	5.0	75.0	7.5	0.0	0.0	0.0	0.0
3	Lunch Fac	38.0	Yes	75.0	28.5	50.0	19.0	0.0	0.0	0.0	0.0

Menu Report

This report shows all items to be viewed.

Matrix Comsec Pvt. Ltd.								Page 1 of 1	
Menu									
Run by: System Admin						Date: 29/05/2014 11:01			
Menu ID: 1		Menu	Lunch HO		Contains Default Items:		Yes	Active:	Yes
Sr. No	Item	Price	Sr. No	Item	Price	Sr. No	Item	Price	
1	Roti	5	2	Sabji	25	3	Buttermilk	5	
Menu ID: 2		Menu	Breakfast		Contains Default Items:		Yes	Active:	Yes
Sr. No	Item	Price	Sr. No	Item	Price	Sr. No	Item	Price	
1	Tea/Coffee	5	2	Samosa	7	3	Paua	10	
Menu ID: 3		Menu	Lunch Factory		Contains Default Items:		Yes	Active:	Yes
Sr. No	Item	Price	Sr. No	Item	Price	Sr. No	Item	Price	
1	Paratha	5	2	Sabji	25	3	Pualv	20	

Chapter 6 Enterprise Structure Reports

COSEC Enterprise structure module allows to create and view an assortment of detailed and focused reports on Enterprise structure on site. These reports can be viewed on the screen or printed at any time.

Some of the reports available within the COSEC Enterprise structure module are as below:

- Organization
- Branch
- Department
- Designation
- Section
- Category
- Grade

Branch Report

This report shows details of all the branches of an organization with its Name, address and city.

Matrix Comsec Pvt. Ltd.						Page 1 of 1		
Branch						Date: 7/10/2013		15:43
Run by: System Admin								
Sr No	ID	Code	Name	Short Name	Address	City	Default	Status
1	1	BRC1	Branch-1	DFLTBR			Yes	Active
2	2	HO	Makarpura HO Branch				No	Active
3	3	FACSMT	Waghodia Samarth Branch				No	Active
4	4	VCCI	HO_VCCI				No	Active
5	5	RND	Makarpura Rnd Branch	Makarpura Rnd			No	Active
6	6	FP	Field People	Field People			No	Active
7	7	FACAVD	Waghodia Avdhoot Branch	Waghodia			No	Active
8	8	FACMTX	Waghodia Matrix Branch	Waghodia Matrix			No	Active

Category Report

This report shows all details like Category ID, Category Code, Category Name and status.

Matrix Comsec Pvt. Ltd.						Page 1 of 1	
Category							
Run by: System Admin				Date: 7/10/2013		15:54	
Sr No	ID	Code	Name	Short Name	Default	Status	
1	1	CTG1	Category-1	DFLTCTG	Yes	Active	
2	2	STF	Staff		No	Active	
3	3	RE	RESIGNED EMPLOYEE	RESIGNED EMPLOY	No	Active	

Department Report

This report shows details of different departments of an organization. It covers detail like Department Name, Department ID, Department Code, status etc.

Matrix Comsec Pvt. Ltd.				Page 1 of 1			
Department							
Run by: System Admin				Date: 7/10/2013		15:47	
Sr No	ID	Code	Name	Short Name	Default	Status	
1	1	DPT1	Department-1	DFLTDPT	Yes	Active	
2	2	ADMN	Administration		No	Active	
3	3	MKTG	Marketing		No	Active	
4	4	SUPT	Support		No	Active	
5	5	ACC	Accounts		No	Active	
6	6	LOG	Logistics		No	Active	
7	7	TEST	Testing		No	Active	
8	8	ASSY	Assembly		No	Active	
9	9	PACK	Packaging		No	Active	
10	10	PUR	Purchase		No	Active	
11	11	QC	Quality Control		No	Active	
12	12	STR	Stores		No	Active	
13	13	RMA	Repairing		No	Active	
14	14	FSG	Call Centre		No	Active	
15	15	HRD	HR & ADMIN		No	Active	
16	16	DS	Domestic Sales		No	Active	
17	17	MC	Marketing Communication		No	Active	
18	18	PMG	Product Management Group		No	Active	
19	19	GS	Government Sales		No	Active	
20	20	CC	Customer Care		No	Active	

Designation Report

This report shows details of different Designations in the organization. It covers detail like Designation Name, Designation ID, Designation Code, status etc.

Matrix Comsec Pvt. Ltd.					Page 1 of 1	
Designation						
Run by: System Admin			Date: 10/7/2013		15:59	
Sr No	ID	Code	Name	Short Name	Default	Status
1	1	DSG1	Team Leader	DFLTDSG	Yes	Active
2	2	ENGR	Engineer		No	Active
3	3	BM	BUSINESS MANAGER	BM	No	Active

Grade Report

This report shows Grade ID, Grade Code, Grade Name and Status.

Matrix Comsec Pvt. Ltd.						Page 1 of 1
Grade						
Run by: System Admin			Date: 01/10/2013		15:57	
Sr No	ID	Code	Name	Short Name	Default	Status
1	1	GRD1	Grade-1	DFLTGRD	Yes	Active
2	2	GRD2	Grade-2	GR	Yes	Active

Organization Report

This report shows details of various organizations of a big group. It covers Organization ID, Code, Name, status etc.

Matrix Comsec Pvt. Ltd.										Page 1 of 1
Organization										
Run by: System Admin					Date: 07/10/2013					15:40
Sr No	ID	Code	Name	Short Name	Address	City	LGID	Default	Status	
1	1	ORG1	ORGANISATION 1.	DFLTORG			1	Yes	Active	
2	2	MCPL	Matrix Comsec Pvt.				1	No	Active	
3	3	ADV	Avdhoot				1	No	Active	
4	4	SAM	Samarth				1	No	Active	
5	5	CONS	CONSULTANT				1	No	Active	
6	6	RE	Resigned Employee	Resigned Employee			1	No	Active	

Section Report

This report shows Different Sections of the organization with its details.

Matrix Comsec Pvt. Ltd.				Page 1 of 1		
Section						
Run by: System Admin			Date: 7/10/2013		15:50	
Sr No	ID	Code	Name	Short	Default	Status
1	1	SEC1	Section-1	Section-1	Yes	Active
2	2	2	Recruitment	Rec	No	Active

Chapter 7 Visitor Management Reports

COSEC Visitor Management module allows to create and view an assortment of detailed and focused reports on the visitor activities on site. These reports can be viewed on the screen or printed at any time.

Some of the reports available within the COSEC visitor management module are as below:

- Visitor Access
- Visitor Pass
- Visitor Summary

Visitor Head Count

This report shows a department wise listing of the visitor head count for the specified Time Period.

Matrix Comsec Pvt. Ltd.		Page 1 of 1	
Visitor Head Count From 01/02/2013 To 26/05/2014			
Run by: System Admin		Date: 26/05/2014 15:55	
Sr No	Department ID	Department Name	No of Visitors
1	3	Marketing	1
2	5	Accounts	3
3	8	Assembly	1
4	13	Repairing	2
5	14	Call Centre	2

Visitor History Report

This report shows a listing of all the visitors during the specified time period along with the visit details.

Matrix Comsec Pvt. Ltd.									
Visitor History From 01/11/2013 To 26/05/2014									
Run by: System Admin								Date: 26/05/2014 15:53	
Sr No	Visitor Name	Organization Name	Mobile No.	Host ID	Host Name	In Date	Out Date	In Time	Out Time
1	Soham	Etech	9998010908	33	Gopal Tank	30/11/2013	30/11/2013	18:27	19:27
2	Rohan	HDFC	9979270110	1010	Rahul Shah	23/04/2014	23/04/2014	15:12	16:12
3	Shayam	Infotech	9979270110	1003	Umesh M	23/04/2014	23/04/2014	17:35	18:35
4	Reshma	Skylead Chem	9898907732	33	Gopal Tank	30/04/2014	30/04/2014	18:47	19:47

Visitor Watch List

This report shows banned visitors along with their details as well as Photograph wherever available.

Matrix Comsec Pvt. Ltd.	
Visitor Watch List	
Run by: System Admin	Date: 20/05/2014 15:52
Visitor Name	: Rinku Shah
Visitor Organization	: Etech
Mobile No.	: 7867543671
Visitor Name	: Gincy Methew
Visitor Organization	: SKP
Mobile No.	: 9998982534
Visitor Name	: Kruti Patel
Visitor Organization	: PST
Mobile No.	: 8889892343

Visitor Punch Detail

This report displays details of visitors including Name, Entry Date & Time as well as Host Name for the selected date range.

Matrix Comsec Pvt. Ltd.							Page 1 of 1
Visitor Punch Detail from 01/07/2013 to 31/07/2013							
Run by: System Admin				Date: 7/10/2013		18:10	
Sr No	ID	Name	In	Out	Duratio	Host User	Host User Department
5/7/2013							
1	1	Vinay	12:00	13:00	1:00	Ashish Shah	HR
2	2	Soniya	2:00	2:30	0:30	Ashish Shah	HR
3	3	Bharti	14:00	16:10	2:10	Aesha Z	Tech Support
4	4	Ramesh	10:00	11:20	1:20	Jatin Desai	Marketing
5	5	Vikram	10:35	11:45	1:10	Ashish Shah	HR
6/7/2013							
1	1	Jyotindra	14:00	16:20	2:20	Ashish Shah	HR
2	2	Hemang	16:30	17:10	0:40	Ashish Shah	HR

Visitor Punch Exception

This report shows exceptions like absence of In time or out time of visitors.

Matrix Comsec Pvt. Ltd.							Page 1 of 1
Visitor Punch Exception from 01/07/2013 to 31/07/2013							
Run by: System Admin				Date: 7/10/2013		18:10	
Sr No	ID	Name	Date	In	Out	Host User Department	
1	3	Vinay	5/7/2013	12:00		Ashish Shah HR	
2	4	Soniya	5/7/2013	2:00		Ashish Shah HR	
3	5	Bharti	5/7/2013	14:00		Aesha Z Tech Support	
4	6	Ramesh	5/7/2013	10:00		Jatin Desai Marketing	

Visitor Pass Validity

This report shows list of valid visitor passes for the selected date as well as the validity period of passes.

Matrix Comsec Pvt. Ltd.							Page 1 of 1	
Visitor Pass Validity from 01/07/2013 to 31/07/2013								
Run by: System Admin							18:10	
Sr No	Name	Visitor Organization	Valid From		Valid Upto		Host User	Host User Department
1	Vinay	Student	5/7/2013	11:00	5/7/2013	12:00	Ashish	HR
2	Soniya	Student	5/7/2013	13:00	5/7/2013	14:00	Ashish	HR
3	Bharti	ABC Ltd	6/7/2013	9:00	7/7/2013	14:00	Aesha Z	Tech Support
4	Ramesh	XYZ Ltd	6/7/2013	9:00	7/7/2013	17:00	Jatin Desai	Marketing

Pre-Registered Visitors

This report shows list of all pre-registered visitors along with their details.

Matrix Comsec Pvt. Ltd.		Page 1 of 1	
Pre-Registered Visitors From 1/10/2013 to 31/10/2013			
Run by: System Admin		Date: 7/10/2013	18:10
Sr No	Name/Organization	Host User/ Department	Date/Purpose
1	Vinay	HR	5/7/2013 official
2	Soniya	HR	5/7/2013 official
3	Bharti	Tech Support	5/7/2013 official

Visitor Punch

This report shows details of all visitors punches in the defined range.

Matrix Comsec Pvt. Ltd.						Page 1 of 1
Visitor Punch Detail from 01/07/2013 to 31/07/2013						
Run by: System Admin				Date: 7/10/2013 18:10		
Sr No	Visitor Name	Date	Type	Time	Visitor ID	Panel/Door
1	Vinay	5/7/2013	IN	13:00	859-Visitor 859	direct door
2	Soniya	5/7/2013	IN	2:30	859-Visitor 860	direct door
3	Bharti	5/7/2013	IN	16:10	859-Visitor 861	direct door

Visitor Pass Status

This report lists out the details of the visitor pass status for the specified range.

Matrix Comsec Pvt. Ltd.						Page 1 of 1	
Visitor Pass Status As on 31/07/2013							
Run by: System Admin				Date 31/07/2013		18:10	
Sr No	Visitor	Valid From		Valid Upto		Surrender Date	Status
1	Vinay	5/7/2013	11:00	5/7/2013	12:00	5/7/2013 12:00	Surrendered
2	Soniya	5/7/2013	13:00	5/7/2013	14:00	5/7/2013 14:10	Surrendered

Visitor Enrollment Status

This report generates a listing of all visitors who haven't been enrolled against a particular credential.

Matrix Comsec Pvt. Ltd.				Page 1 of 1		
Visitor Enrollment Status						
Run by: System Admin		Date 31/07/2013		18:10		
Sr No	Visitor ID	Name	Card1	Card2	PIN	Enrolled Fingers
1	851	Soham	Enrolled	Not Enrolled	Enrolled	0
2	859	Nancy	Not Enrolled	Not Enrolled	Not Enrolled	0

Expired Passes

This report shows a list of the Visitors whose passes are no longer valid, but are yet to be surrendered.

Matrix Comsec Pvt. Ltd.					Page 1 of 1
Expired Passes From 01/07/2013 To 26/05/2014					
Run by: System Admin			Date: 26/05/2014		15:47
Sr No	Pass Number	Name	Date	Host User/Department	Valid From/UpTo
1	140423000002	Gopal	23/04/2014	Umesh T, Accounts	23/04/2014 17:35 23/04/2014 18:35
2	140430000001	Haresh	30/04/2014	Vishal, Support	30/04/2014 18:47 30/04/2014 19:47



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