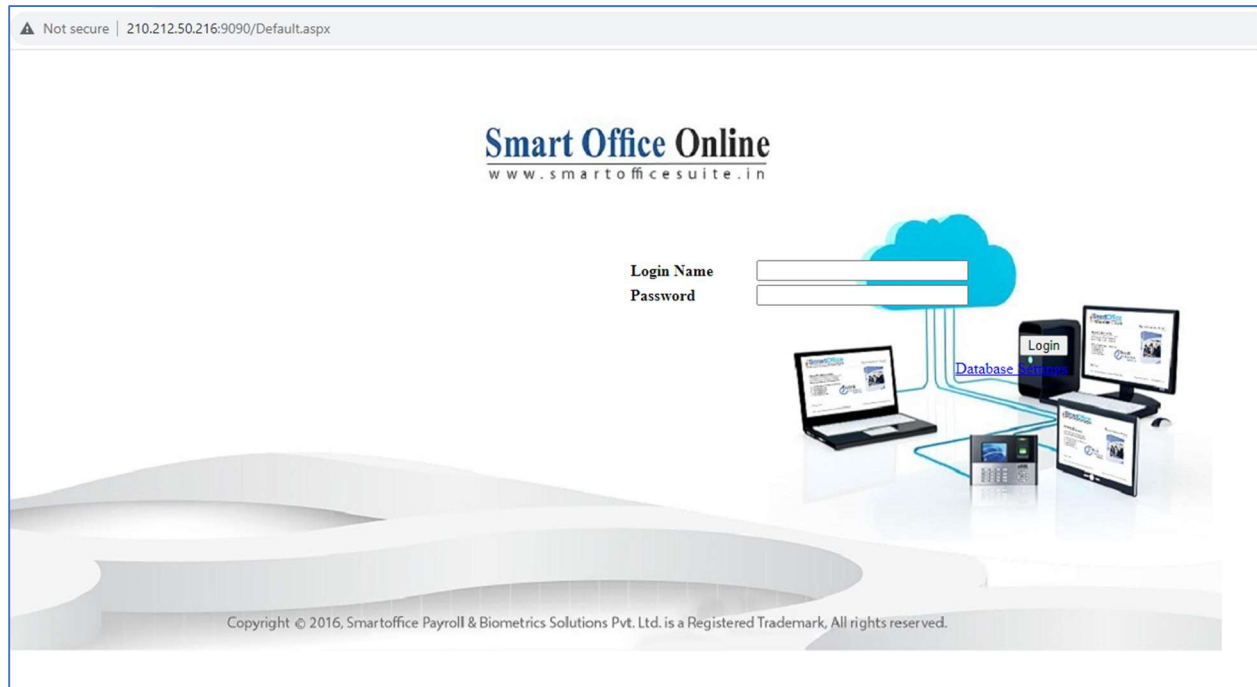
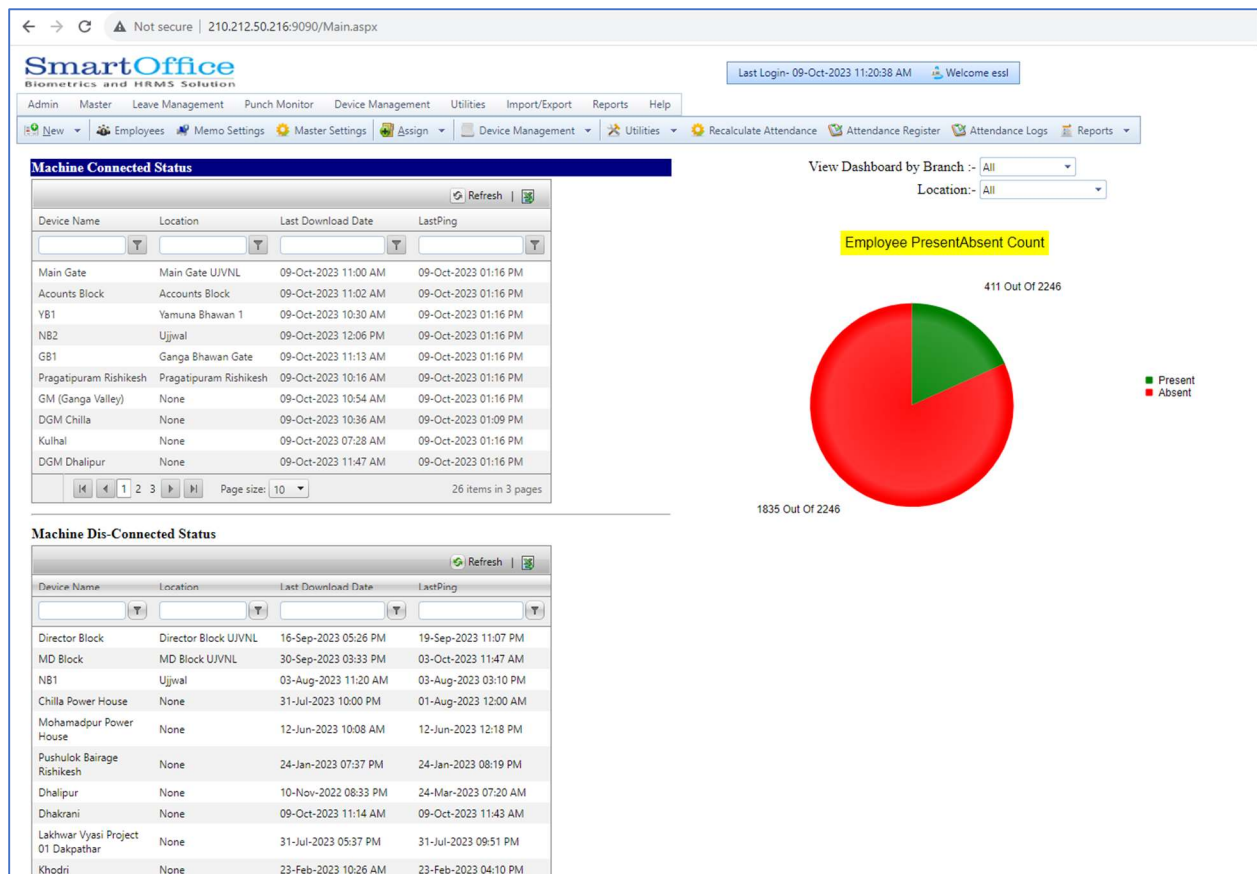


# Biometric Software Manual

- 1) Log-in to biometric portal using URL – 210.212.50.216:9090 in any web browser (edge, chrome etc.)



- 2) Use credentials, provided by IT department to log-in. Following screen will appear –



## To View Attendance Report

- 1) To view Employee Attendance Report, follow given steps –
  - a) Go to **Report Menu**
  - b) Select **Monthly Attendance Reports**
  - c) Select **Summary Report** from sub menu.

The screenshot displays the SmartOffice HRMS interface. The top navigation bar includes links for Admin, Master, Leave Management, Punch Monitor, Device Management, Utilities, Import/Export, Reports, and Help. The Reports menu is open, showing a list of reports including Recalculate Attendance, Daily Attendance Reports, Monthly Attendance Reports (highlighted), Weekly Wise WO Count Report, Leave Entries Reports, Out Door Entries Reports, Restricted Holidays Entries Reports, Compoft Entries Reports, WeeklyOff/Holiday Present Report(for Comp-Off), Leave Summary Reports, Yearly Summary Report, Classified Aggregate Report, Generate Memo, Log Report, Log Temperature Report, Device Log Duration Report, Graphic Reports, Daily Detailed Status Report, Daily Log Report Matrix, Employee Details Report, Random Check Report, Abnormality Report, Monthly Late Punching Report, and Export to Excel. The sub-menu for Monthly Attendance Reports is also visible, listing Basic Report, Summary Report, Detailed Report, Period Wise Report, Work Duration Report, OT Summary Report, CSV Export Report, Muster Role Report, Form J Report, Activation Deactivation Status Report, and Monthly Shift Register Report. A legend indicates Present (green square) and Absent (red square).

**Machine Connected Status**

Device Name	Location	Last Download Date	LastPing
Main Gate	Main Gate UJVNL	09-Oct-2023 11:00 AM	09-Oct-2023 01:23 PM
Accounts Block	Accounts Block	09-Oct-2023 11:02 AM	09-Oct-2023 01:23 PM
YB1	Yamuna Bhawan 1	09-Oct-2023 10:30 AM	09-Oct-2023 01:23 PM
NB2	Ujjwal	09-Oct-2023 12:06 PM	09-Oct-2023 01:23 PM
GB1	Ganga Bhawan Gate	09-Oct-2023 11:13 AM	09-Oct-2023 01:23 PM
Pragatipuram Rishikesh	Pragatipuram Rishikesh	09-Oct-2023 10:16 AM	09-Oct-2023 01:23 PM
GM (Ganga Valley)	None	09-Oct-2023 10:54 AM	09-Oct-2023 01:23 PM
DGM Chilla	None	09-Oct-2023 10:36 AM	09-Oct-2023 01:23 PM
Kulhal	None	09-Oct-2023 07:28 AM	09-Oct-2023 01:23 PM
DGM Dhalipur	None	09-Oct-2023 11:47 AM	09-Oct-2023 01:23 PM

**Machine Dis-Connected Status**

Device Name	Location	Last Download Date	LastPing
Director Block	Director Block UJVNL	16-Sep-2023 05:26 PM	19-Sep-2023 11:07 PM
MD Block	MD Block UJVNL	30-Sep-2023 03:33 PM	03-Oct-2023 11:47 AM
NB1	Ujjwal	03-Aug-2023 11:20 AM	03-Aug-2023 03:10 PM
Chilla Power House	None	31-Jul-2023 10:00 PM	01-Aug-2023 12:00 AM
Mohamadpur Power House	None	12-Jun-2023 10:08 AM	12-Jun-2023 12:18 PM
Pushulok Bairage Rishikesh	None	24-Jan-2023 07:37 PM	24-Jan-2023 08:19 PM
Dhalipur	None	10-Nov-2022 08:33 PM	24-Mar-2023 07:20 AM
Dhakrani	None	09-Oct-2023 11:14 AM	09-Oct-2023 11:43 AM
Lakhwar Vyasi Project 01 Dakpathar	None	31-Jul-2023 05:37 PM	31-Jul-2023 09:51 PM
0.212.50.216.9090/Main.aspx#	None	23-Feb-2023 10:26 AM	23-Feb-2023 04:10 PM

**Summary Report**

Group By **Employee Wise** Sort By **Employee Code**

No of Digit in Employee code **1**

Summary Report

From Date **01-Oct-2023** To Date **09-Oct-2023** Report Type **Summary Report**

☐ Filter Employee

Employee Code  ☐ Exact

Employee Name

Employee Category **All**

Employee Designation **All**

Location **All**

EmploymentType

☐ Custom Filter

Company

Department

Zone

☐ Recalculate Attendance

**Generate** **Close**

2) Change **Employee Wise** to **Department Wise**, in Group By Option.

**Summary Report**

Group By **Department Wise** Sort By **Employee Code**

No of Digit in Employee code **1**

Summary Report

From Date **01-Oct-2023** To Date **09-Oct-2023** Report Type **Summary Report**

☐ Filter Employee

Employee Code  ☐ Exact

Employee Name

Employee Category **All**

Employee Designation **All**

Location **All**

EmploymentType

☐ Custom Filter

Company

Department

Zone

☐ Recalculate Attendance

**Generate** **Close**

3) Check **Custom Filter Option** and Select **Department** from Drop-down menu.

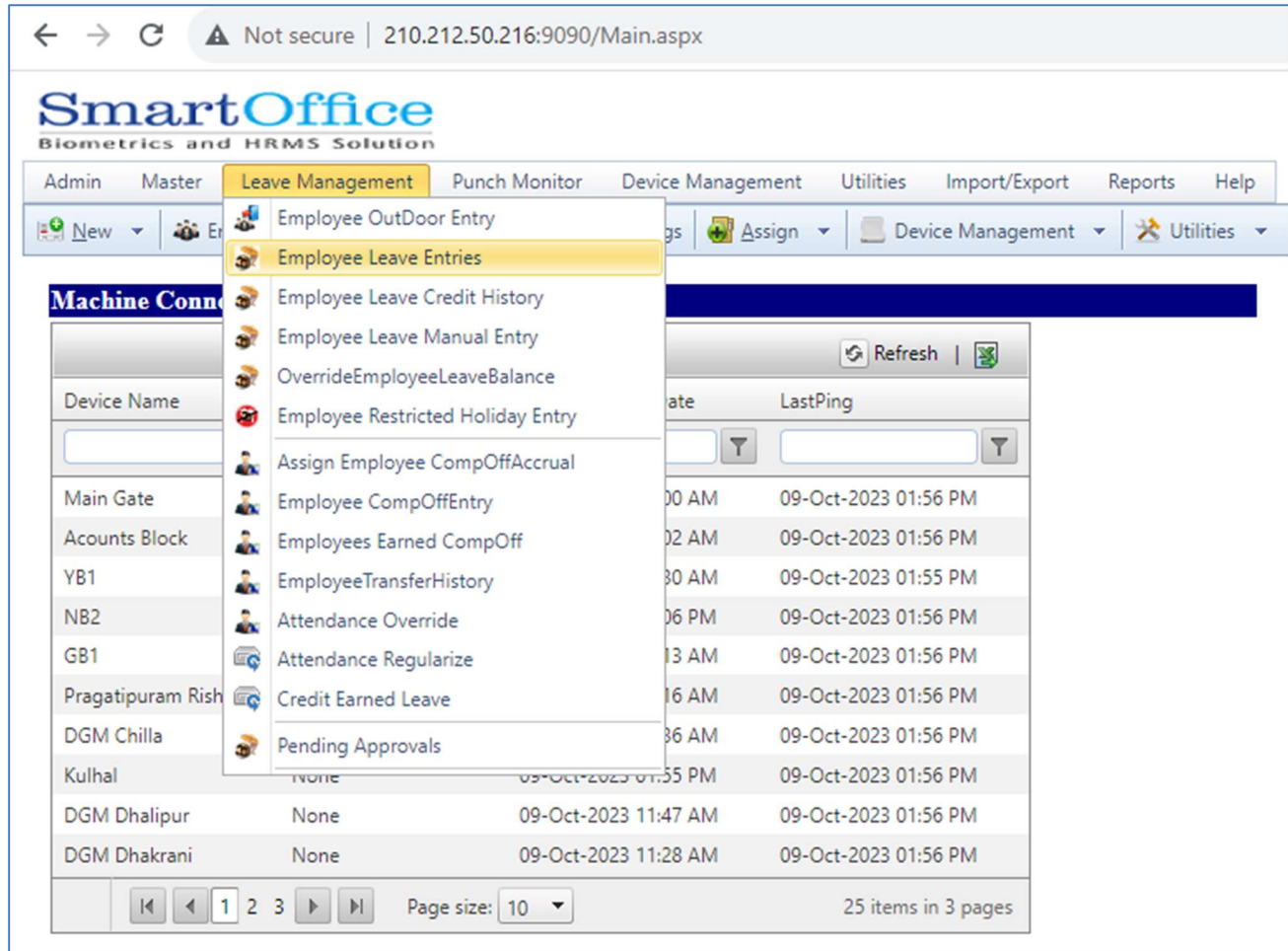
The screenshot shows a software window titled "Summary Report". At the top right, there are two dropdown menus: "Group By" set to "Department Wise" and "Sort By" set to "Employee Code". Below these, there is a field "No of Digit in Employee code" with a dropdown set to "1" and an empty text box. The main section is titled "Summary Report" and contains several fields: "From Date" (01-Oct-2023), "To Date" (09-Oct-2023), and "Report Type" (Summary Report). Below these, there is a "Filter Employee" section with checkboxes for "Employee Code", "Employee Name", "Employee Category", "Employee Designation", "Location", and "EmploymentType". To the right of this is a "Custom Filter" section with a checked checkbox. It includes dropdown menus for "Company", "Department", and "Zone". The "Department" dropdown is open, showing a list of options: "Chairman Office", "CS Office", "D(F) / ED(F) / GM- Account", "Default", "DGM (CM-BV) Maneri", and "DGM CD Rishikesh". A "Close" button is visible at the bottom right of the dropdown list. At the bottom left of the window, there is a checkbox labeled "Recalculate Attendance".

- 4) Click on check box for **Recalculate Attendance** and then click on **Generate** button.
- 5) For the first time, **Pop-up blocked** message may appear, so click on **Always Allow Pop-up** for <http://210.212.50.216:9090>, and click on **Generate** Button again.
- 6) The Attendance Report will appear on another Tab in summarized format.

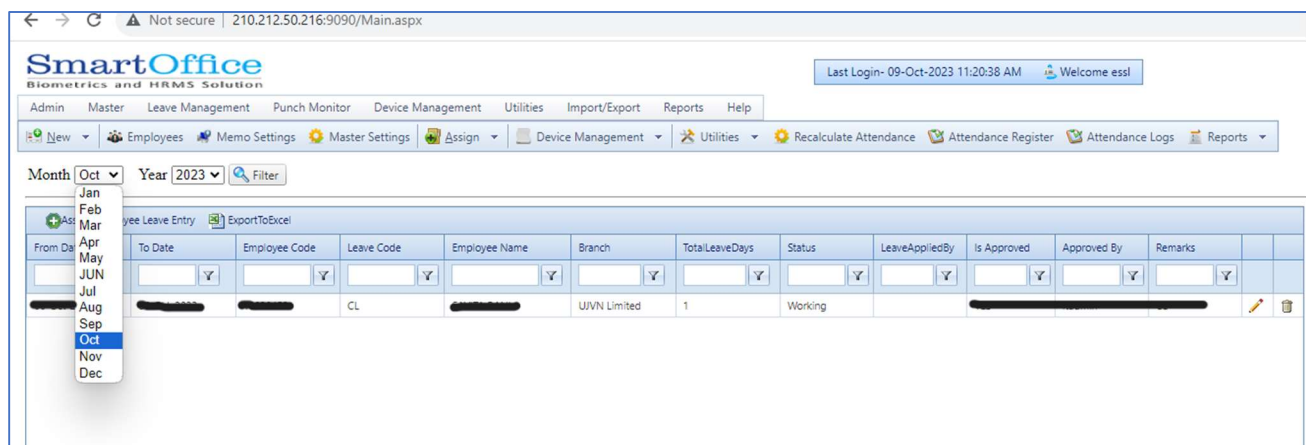
## Mark Leave to Employee

We can mark different types of leaves to Employee in Biometric Software using following steps –

- 1) Go to **Leave Management Menu** and click on **Employee Leave Entries**



- 2) To View previous Leave Entries, select desired **Month & Year** and click on **Filter** Button.



3) To mark new Leave Entry, Click on **Assign Employee Leave Entry**

SmartOffice  
Biometrics and HRMS Solution

Admin Master Leave Management Punch Monitor Device Management Utilities Import/Export Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities

Month **Oct** Year **2023** Filter

Assign Employee Leave Entry ExportToExcel

From Date	To Date	Employee Code	Leave Code	Employee Name	Branch	TotalLeaveDays
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Page size: 10

4) First **Select Employee from Employee list**, Then Select **Leave Status**, **From Date**, **To Date** and **Leave Type** and then click on check box for **Is Approved**.

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Last Login- 09-Oct-2023 11:20:38 AM Welcome essl

Admin Master Leave Management Punch Monitor Device Management Utilities Import/Export Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

Assign Employee Leave Entry

Leave Status ☒ Full ☐ Half ☐ Quarter From Date **09-Oct-2023** To Date **09-Oct-2023** Leave **CCL** ☐ Is Approved Approved By **essl** Remarks

Session **Session 1**

<input type="checkbox"/>	Code	Name	Branch	Department	Category	Location	Status
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Working <input type="checkbox"/>
<input type="checkbox"/>	31070		UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31106	31106	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31142	31142	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	30819	30819	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31211	31211	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31073	31073	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	93010	93010	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31107	31107	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	1	pawan	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	1234	1234	UJVN Limited	Default	Default	None	Working



5) Now at last Click on **Assign Employee Leave Entry**.

**SmartOffice**  
Biometrics and HRMS Solution

Last Login- 09-Oct-2023 11:20:38 AM Welcome essl

Admin Master Leave Management Punch Monitor Device Management Utilities Import/Export Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

### Assign Employee Leave Entry


Leave Status ☒ Full ☐ Half ☐ Quarter From Date 09-Oct-2023 To Date 09-Oct-2023 Leave CCL ☐ Is Approved Approved By essl Remarks

Session Session 1

<input type="checkbox"/>	Code	Name	Branch	Department	Category	Location	Status
<input type="checkbox"/>							Working
<input type="checkbox"/>	31070		UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31106	31106	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31142	31142	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	30819	30819	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31211	31211	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31073	31073	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	93010	93010	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31107	31107	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	1	pawan	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	1234	1234	UJVN Limited	Default	Default	None	Working

Page size: 10 2246 items in 225 pages

Total Selected Records-

 [Assign Employee Leave Entry](#)

## To Mark Employee OutDoor Entry

We can mark **Employee Out Door Entry** in case employee is on duty out-side office and unable to Punch in Biometric Machine –

- 1) Go to **Leave Management Menu** and click on **Employee OutDoor Entry**

The screenshot shows the SmartOffice Biometrics and HRMS Solution interface. The 'Leave Management' menu is open, and 'Employee OutDoor Entry' is selected. The interface includes a navigation bar with options like Admin, Master, Leave Management, Punch Monitor, Device Management, Utilities, Import/Export, Reports, and Help. A table of employee data is visible, showing columns for Device Name, Date, and LastPing. The table lists several employees with their respective dates and times.

Device Name	Date	LastPing
Main Gate	09-Oct-2023 02:31 PM	09-Oct-2023 02:31 PM
Accounts Block	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
YB1	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
NB2	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
GB1	09-Oct-2023 02:31 PM	09-Oct-2023 02:31 PM
Pragatipuram Rish	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
GM (Ganga Valley)	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
Kulhal	09-Oct-2023 02:12 PM	09-Oct-2023 02:31 PM
DGM Dhalipur	09-Oct-2023 11:47 AM	09-Oct-2023 02:31 PM
DGM Dhakrani	09-Oct-2023 11:28 AM	09-Oct-2023 02:31 PM

- 2) Click on **Assign Employee Out Door Entry**.

The screenshot shows the 'Assign Employee Out Door Entry' form in the SmartOffice Biometrics and HRMS Solution interface. The form includes fields for From Date, To Date, Employee Code, Employee Name, Branch, Department, and Category. A red arrow points to the 'Assign Employee Out Door Entry' button. The interface also shows a table of employee data with columns for Device Name, Date, and LastPing.

Device Name	Date	LastPing
Main Gate	09-Oct-2023 02:31 PM	09-Oct-2023 02:31 PM
Accounts Block	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
YB1	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
NB2	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
GB1	09-Oct-2023 02:31 PM	09-Oct-2023 02:31 PM
Pragatipuram Rish	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
GM (Ganga Valley)	09-Oct-2023 02:30 PM	09-Oct-2023 02:30 PM
Kulhal	09-Oct-2023 02:12 PM	09-Oct-2023 02:31 PM
DGM Dhalipur	09-Oct-2023 11:47 AM	09-Oct-2023 02:31 PM
DGM Dhakrani	09-Oct-2023 11:28 AM	09-Oct-2023 02:31 PM



- 3) First select Employee from Employee List, after that select **From Date** , **To Date**, **Begin Time** , **End Time**, **Out Door Type** and then click Check Box for **Is Approved**.

SmartOffice  
Biometrics and HRMS Solution

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Admin Master Leave Management Punch Monitor Device Management Utilities Import/Export Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

**Assign OutDoor Entry**

From Date: 09-Oct-2023 To Date: 09-Oct-2023 Begin Time: 14:36 End Time: 14:36 OutDoor Type: Official Is Approved: ☐ Approved By: essl Remarks:

Session: All

<input type="checkbox"/>	Code	Name	Branch	Department	Category	Location	Status
<input type="checkbox"/>	31070		UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31106	31106	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31142	31142	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	30819	30819	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31211	31211	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31073	31073	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	93010	93010	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31107	31107	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	1	pawan	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	1234	1234	UJVN Limited	Default	Default	None	Working

- 4) Now at last Click on **Assign Employee Out Door Entry**.

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Biometrics and HRMS Solution

Last Login- 09-Oct-2023 11:20:38 AM Welcome essl

Admin Master Leave Management Punch Monitor Device Management Utilities Import/Export Reports Help

New Employees Memo Settings Master Settings Assign Device Management Utilities Recalculate Attendance Attendance Register Attendance Logs Reports

**Assign OutDoor Entry**

From Date: 09-Oct-2023 To Date: 09-Oct-2023 Begin Time: 14:36 End Time: 14:36 OutDoor Type: Official Is Approved: ☐ Approved By: essl Remarks:

Session: All

<input type="checkbox"/>	Code	Name	Branch	Department	Category	Location	Status
<input type="checkbox"/>	31070		UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31106	31106	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31142	31142	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	30819	30819	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31211	31211	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31073	31073	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	93010	93010	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	31107	31107	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	1	pawan	UJVN Limited	Default	Default	None	Working
<input type="checkbox"/>	1234	1234	UJVN Limited	Default	Default	None	Working

2246 items in 225 pages

Total Selected Records-

Assign Employee Out Door Entry