

ATTENDANCE MANAGEMENT SYSTEM



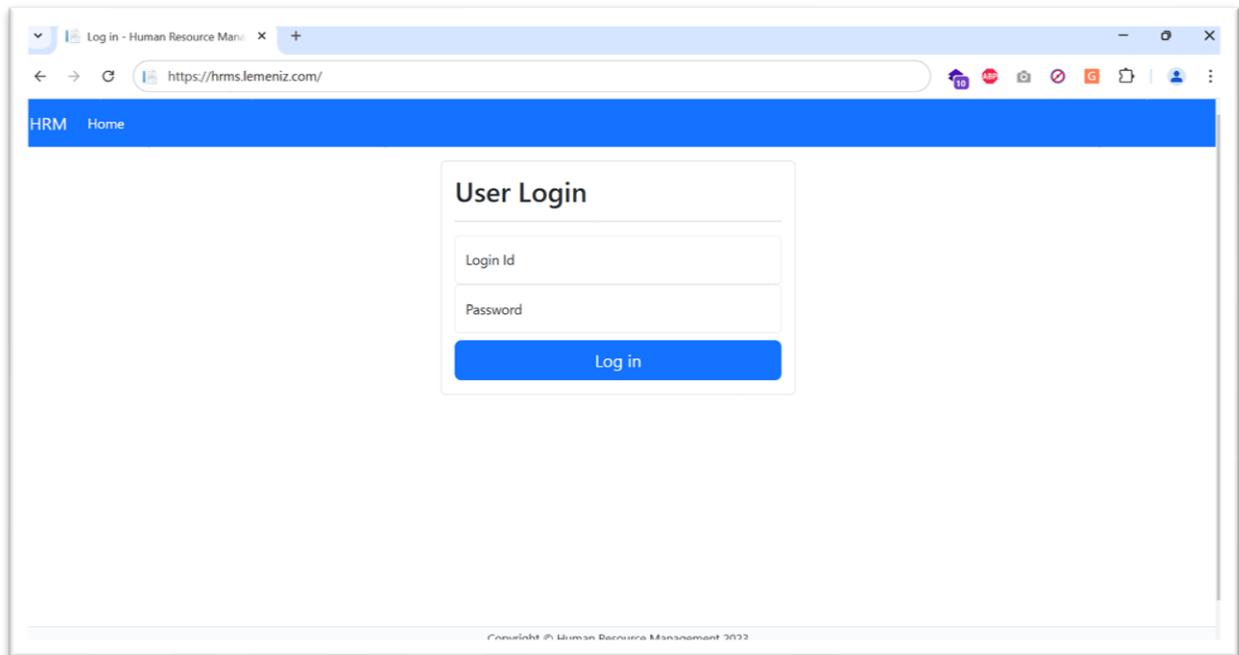
HANON SYSTEMS INDIA PVT LTD

Chennai, Tamil Nadu.

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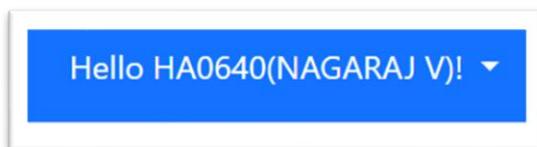
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1.0 Login

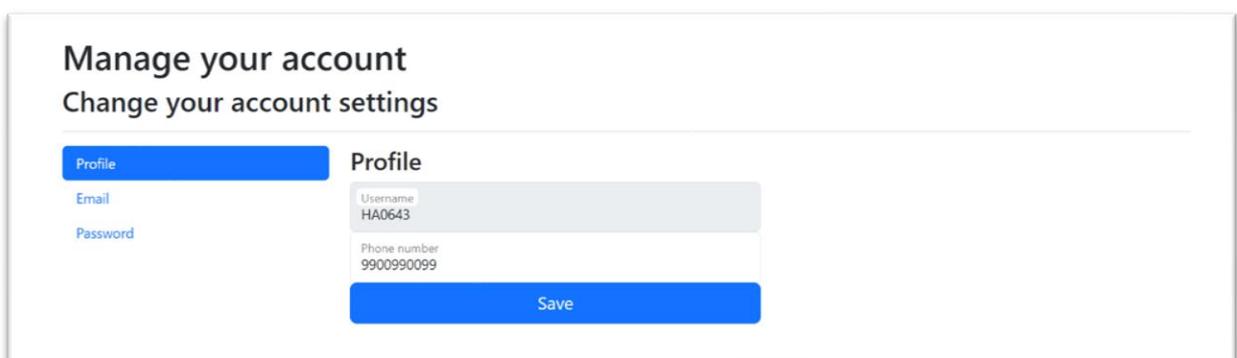


- Ensure that your account has been created by the system administrator. Each account includes a unique username and is protected by a password.
- To access your account, you must authenticate by entering your username and password.

2.0 Account Management



- By clicking on the drop-down menu next to the User Name, users can access their Account Management screen.



- This screen is used for maintaining employee profile. This contains
 - Profile
 - Contact Number
 - Email
 - Email ID
 - Password
 - Change New Password

2.1 Password Policy:

- The password must be at least **8 characters** long.
- It must include:
 - At least **one uppercase letter** (A-Z).
 - At least **one lowercase letter** (a-z).
 - At least **one number** (0-9).
 - At least **two special characters** (e.g., @, #, \$, %, &, *)
- It is recommended to use a mix of characters for enhanced security.
- Once you have entered your credentials, click the **Login** button. The system will validate your credentials and, upon successful authentication, redirect you to the landing page.

3.0 Dashboard

Dashboard

Leave Available Summary

EL – Earned Leave	SL – Sick Leave / ML - Medical ...	CL – Casual Leave
1 / 1	12 / 12	4 / 4
Comp off	Marriage Leave	Paternity Leave
0 / 0	0 / 0	1 / 1
Condolence	Maintenance Leave / NDP – No...	
0 / 0	0 / 0	

Dashboard - January, 2025

● Present
 ● Abscent
 ● On Duty
 ● Comp Off
 ● Festival or National Holiday
 ● Leaves
 ● Half Day
 Present
 ● NPD
 ● Week Off
 ● 50:50

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Leave Summary

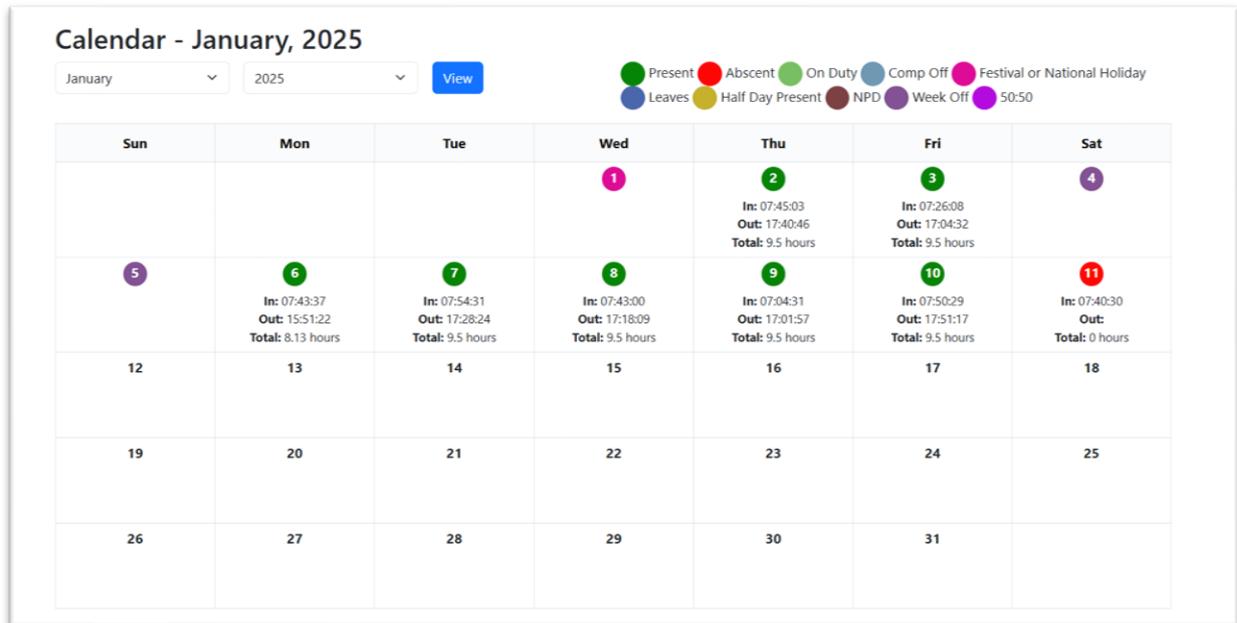
Approved 0	Pending 0	Rejected 0
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Training Summary

Training 0

- After clicking the **Login** button, the system navigates you to the dashboard screen.
- The dashboard displays key information, including your monthly attendance calendar, holiday list, leave balance, and today's punch details.

4.0 Calendar



- This screen is used to verify gate punch records and leave records.
- Employees can also track their previous records for reference.

5.0 Request For

Click on the Request for Menu and Choose Leave

The screenshot shows a web dashboard with a blue navigation bar at the top containing the following items: HRM, Home, Training, Request for, Dashboard, Calendar, and Logout. Below the navigation bar, there is a dropdown menu for 'Request for' with options: Leave, Permission, Continuous Shift, and On Duty. The main content area is divided into several sections:

- Dashboard - January, 2025**: A calendar grid showing dates from 1 to 31. The days are color-coded: 1 (pink), 2 (green), 3 (green), 4 (purple), 5 (purple), 6 (green), 7 (green), 8 (green), 9 (green), 10 (green), 11 (green), 12 (grey), 13 (grey), 14 (grey), 15 (grey), 16 (grey), 17 (grey), 18 (grey), 19 (grey), 20 (grey), 21 (grey), 22 (grey), 23 (grey), 24 (grey), 25 (grey), 26 (grey), 27 (grey), 28 (grey), 29 (grey), 30 (grey), 31 (grey).
- Leave Availability Statistics**: A grid of boxes showing various leave types and their counts:
 - EL – Earned Leave: 1 / 1
 - Sick Leave / ML - Me...: 12 / 12
 - CL – Casual Leave: 4 / 4
 - Comp off: 0 / 0
 - Marriage Leave: 0 / 0
 - Paternity Leave: 1 / 1
 - Condolence: 0 / 0
 - Maintenance Leave / NDP...: 0 / 0

5.1 Leave

- Upon clicking the Leave menu, this page will be displayed.
- A list of existing leave requests will be shown.
- To apply for a new leave request, click on Create New.

Reason

Leave Type Id
---Select---

Available Leave:

From

To

Create Back to List

Reason

Leave Type Id
---Select---

---Select---

- EL – Earned Leave
- SL – Sick Leave / ML - Medical Leave
- CL – Casual Leave
- Comp off
- Marriage Leave
- Paternity Leave
- Condolence
- Maintenance Leave / NDP – Non Production day / Company Leave

- Provide the reason for the leave in the designated field.
- Select the leave type from the drop-down menu.
- The system will display your available leave balance for the selected leave type.
- Choose the start and end dates for the leave request.
- Once it done Click on Create Button

5.2 Permission

Permission List							
Sl.No.	Reason	Permission On	Status	Created on	Approved User	Approved on	Remarks
No data found							

- Upon clicking the Permission menu, this page will be displayed.
- A list of existing permission requests will be shown.
- To apply for a new permission request, click on Create New.

Reason

Permission on

From

To

Create Back to List

Reason

Permission on
11-01-2025

< January 2025 >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

- Enter the reason for the permission in the designated field.
- Select the date for the permission.
- Specify the start and end time for the permission.
- Click on Create to submit the permission request.

Reason

Permission on
01-01-2025

From
07:15 AM

To

Create Back to List

06 : 06 PM

Note: Employees are allowed a maximum of 2 hours of permission per month, which can be availed only once within the month.

5.3 Comp. Off credit request

[Create New](#)

Sl.No.	Reason	Continuous Shift On	Status	Created on	Approved User	Approved on	Remarks
No data found							

- Upon clicking the Shift Continue, this page will be displayed.
- A list of existing Shift Continue will be shown.
- To apply for a new Shift Continue, click on Create New.

Reason

Continuous Shift on

[Create](#) [Back to List](#)

Reason

Continuous Shift on
11-01-2025

<	January 2025						>
Su	Mo	Tu	We	Th	Fr	Sa	
29	30	31	1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31	1	
2	3	4	5	6	7	8	

- Enter the reason in the provided field.
- Select the date for the continued shift.
- Click on Create to submit the request.

5.4 On Duty Request

On Duty List

[Create New](#)

Sl.No.	Reason	On Duty On	Status	Created on	Approved User	Approved on	Remarks
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No data found

- Upon clicking the On Duty, this page will be displayed.
- A list of existing On Duty will be shown.
- To apply for a new On Duty, click on Create New.

Reason

On Duty on

From To

Create Back to List

Reason

On Duty on
11-01-2025

< January 2025 >

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

- Enter the reason in the designated field.
- Specify the OD Start Time and End Time.
- Click on Create to submit the request.

Request O

Reason

On Duty on

From 07:15 AM To 06:30 PM

Create Back to List

5.5 Business Travel Request

Business Travel List

[Create New](#)

Sl.No.	Reason	Business Travel On	Status	Created on	Approved User	Approved on	Remarks
No data found							

Request Business Travel

- This screen allows you to apply for a Business Travel Requisition.
- To submit a Business Travel request, enter the From Date, To Date, and the Reason for travel.
- Click on the Submit button to save your request.
- You can view the status of your submitted Business Travel requests and cancel your application within the current pay period if necessary.