



# User Manual Guide

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## **Welcome**

Thank you for purchasing our Time Attendance Product!

This user's manual is designed to be a reference tool for your system.

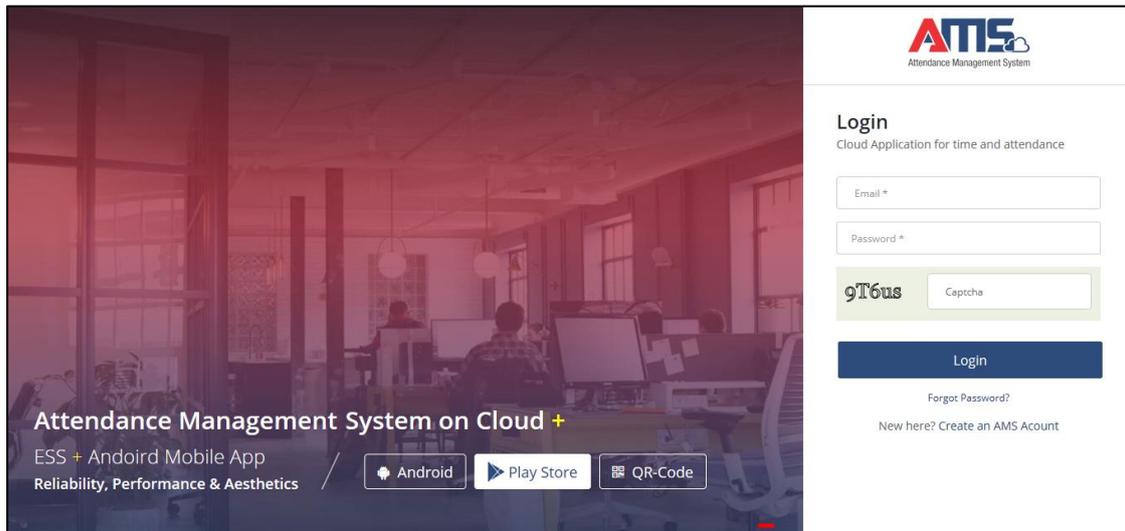
Contact your local retailer ASAP if something is missing or damaged in the device box.

# 1 AMS Cloud

## 1.1 AMS Registration

When we open the AMS cloud software, we find the option for login and there we must register first by clicking on **create an AMS account**.

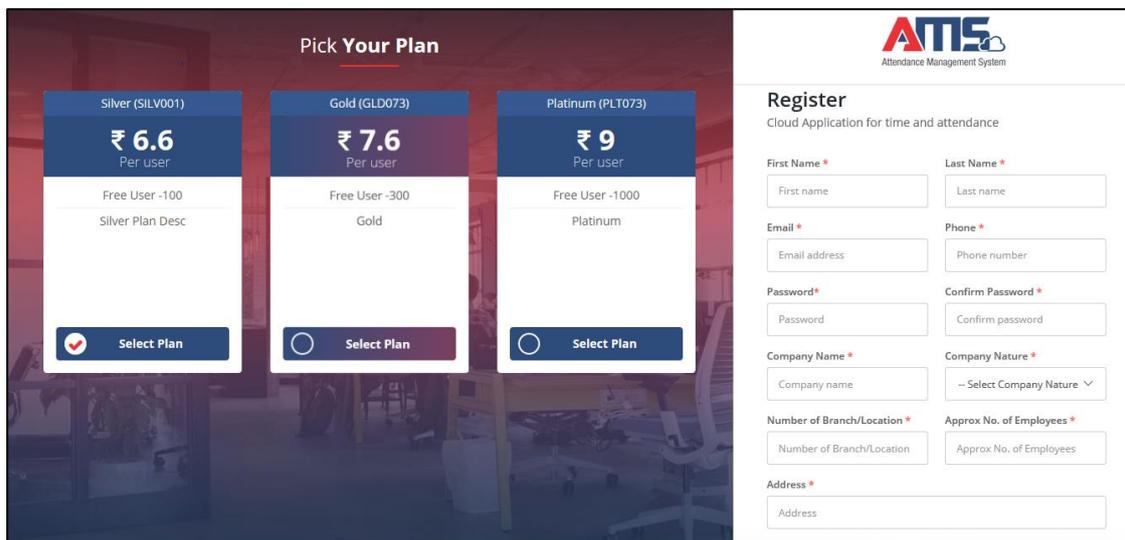
To access AMS cloud please browse – <https://ams.cppluscloud.com/>



### 1.1.1 Register Account

After clicking on create an AMS account, we will find this page to register the details and also, we can select any plan according to the convenience

**NOTE:** - All the columns marked with red as trick are compulsory to fill.



- ✓ After that we will get the options to register by filling all the details.
- ✓ After clicking on register option, we will get the option to fill OTP that will come on given email and phone number respectively.
- ✓ After filling OTP it will redirect you to payment page as given below

### 1.1.2 Payment Mode

- When we click on payment option after that we will find the options to make payment with different methods for example debit card, credit card etc.
- After successful payment it will show the pages as shown above.

**Payment Support**

- Pay safely by credit card, debit card, net banking or mobile wallet at no extra cost.
- 100% Safety Guarantee. Your money is always FULLY protected.
- Have a query and need help? Click [here](#) or contact us at [payment@ams.cpluspluscloud.com](mailto:payment@ams.cpluspluscloud.com)

PRN	307004113839
BID	1534853954111
AMT	19800.00
PID	AVN0002
TXNDATE TIME	21/08/2018
Transaction Status	Y ▼
<a href="#">Return To the Merchant Site</a>	

**AMS**  
Attendance Management System

[← Back to Home](#)

**Success!**  
Thank you for your payment.  
Your Order Id :1000005  
Please note that Bank Transaction Number for your reference :1534853954111

**User Details**

Name	Yash
Email	yash_nagpal@adityagroup.com
Mobile	7838324493
Address	f-8/9_sector3
City	noida
State	Uttar Pradesh
Country	India
Pin	201301

## 1.2 AMS Login

- Now we have to login again in AMS by same email id that we have given with password and captcha written over there after which we will click on login option.

**AMS**  
Attendance Management System

**Login**  
Cloud Application for time and attendance

[Login](#)

[Forgot Password?](#)

[New here? Create an AMS Account](#)

**Attendance Management System on Cloud +**  
ESS + Andoird Mobile App  
Reliability, Performance & Aesthetics

[Android](#) [Play Store](#) [QR-Code](#)

- After clicking on login option, we will find this page, it will ask to fill some details regarding branch with place and time zone.

**NOTE: -** For India we have to select time zone UTC +5:30(Chennai, Kolkata, Mumbai, New Delhi).

**ATIS** Attendance Management System **CP PLUS**

### Branch Details

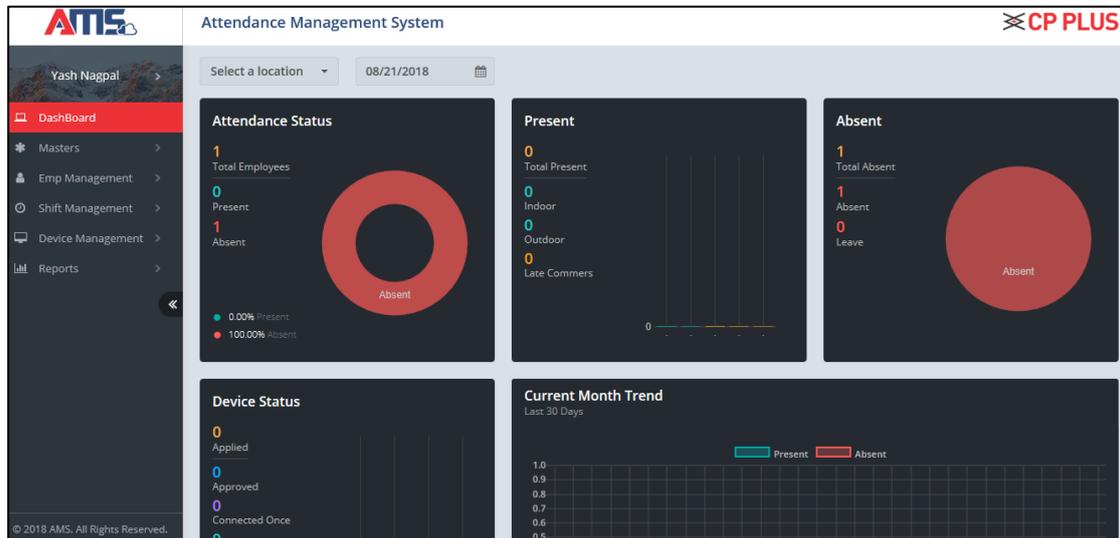
Please fill the following details...

Name *	aditya infotech	Mobile *	7838324493
PAN (Company)	Company PAN	Fax	Fax
Address *			
F-8/9, sector3			
Country *	India	State *	-- Select State --
City *	-- Select City --	Pin Code *	201301
TimeZone *	Select TimeZone		

Save to Continue

### 1.3 Dashboard

- After entering in AMS, we will find the dashboard like above shown in picture above and here it will give the attendance details showing in a bar chart structures with different parameters.



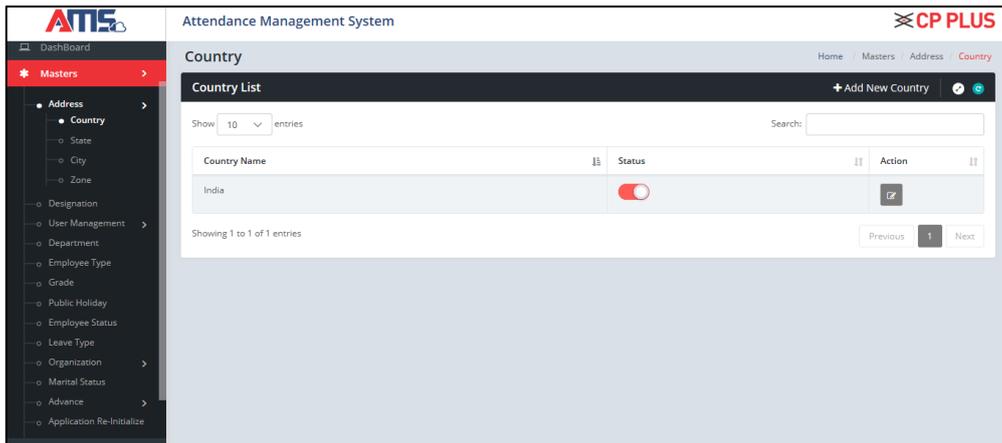
### 1.4 Masters

Now here we can check masters option where we can enter the different details as shown in the picture above.

#### 1.4.1 Address

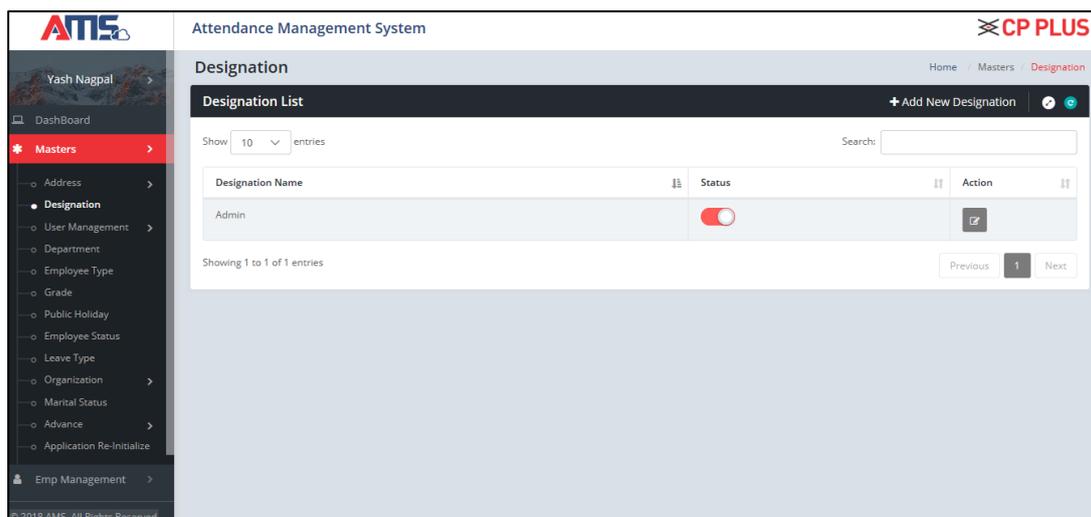
Under this we can add different options, first we will find the option to fill the address details under which we will find four options.

- ✓ Country
- ✓ State
- ✓ City
- ✓ Zone



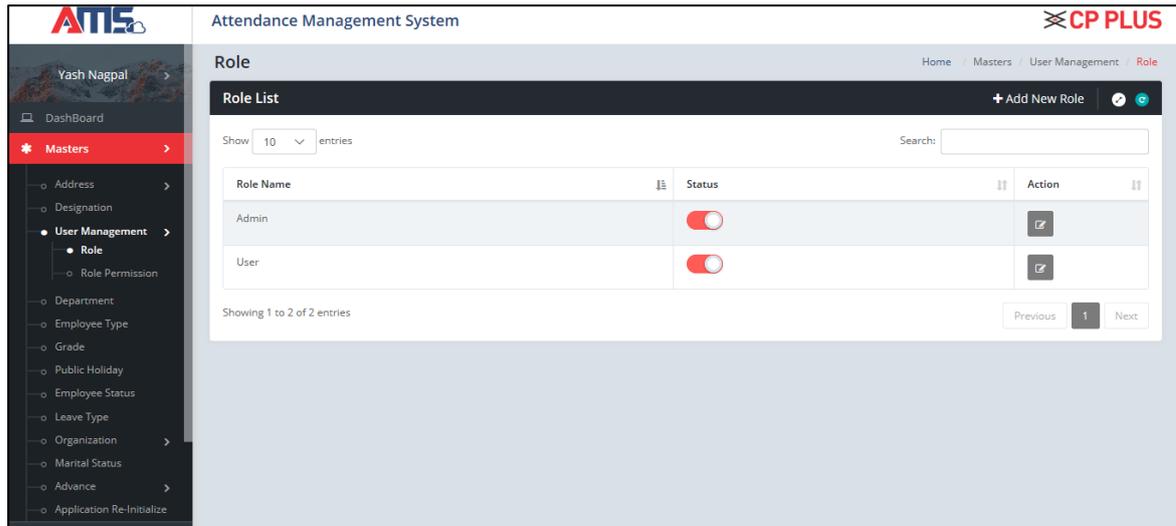
### 1.4.2 Designation

The second option we will get here is **Designation** under which we can create new designations for employee.



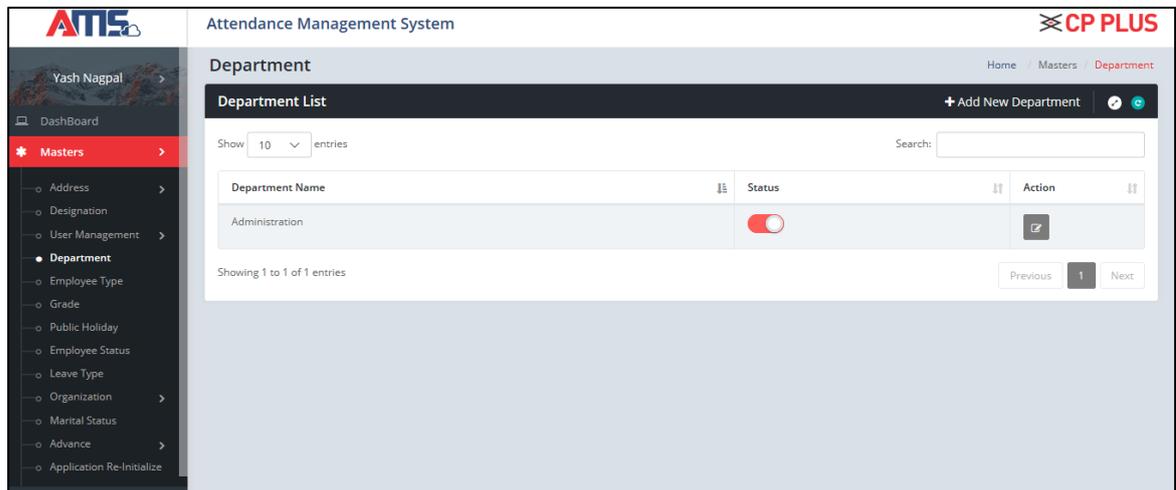
### 1.4.3 User Management

The third option we will get here is **user management** in which we can make different roles and can provide permissions to roles.



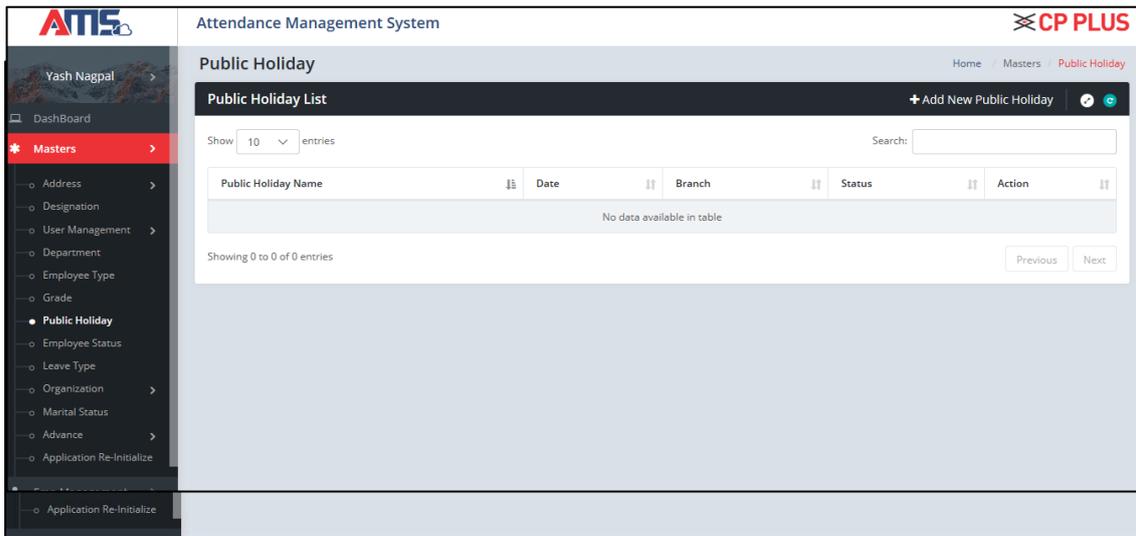
#### 1.4.4 Department

The fourth option we will find for **department**, here user can make different departments according to his work.



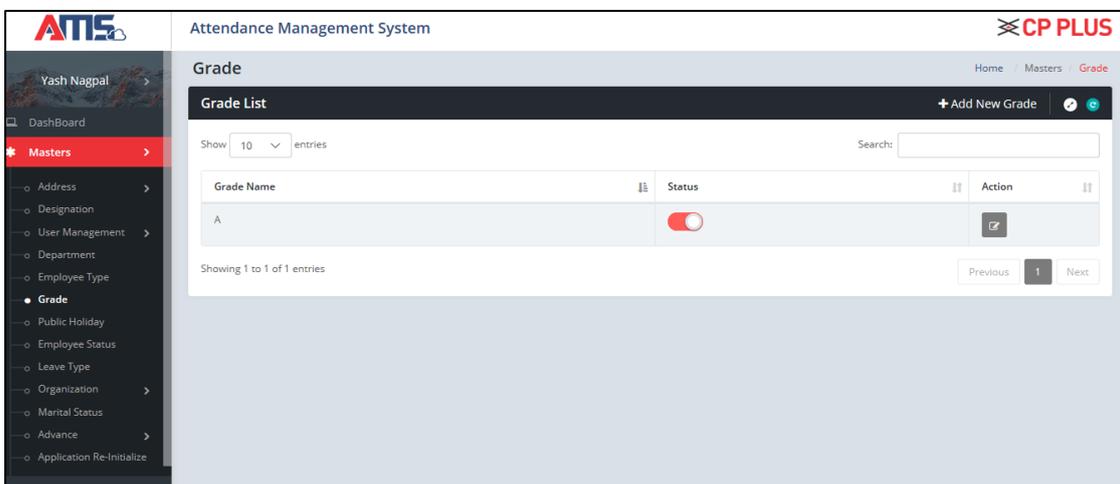
#### 1.4.5 Employee type

The fifth option we will find here for **employee type**, Here we can define whether employee is of full time or half time and we can assign according to requirement.



### 1.4.6 Grade

The sixth option we will get here is **Grade** in which we can categorised employee's according to department or depends on user.

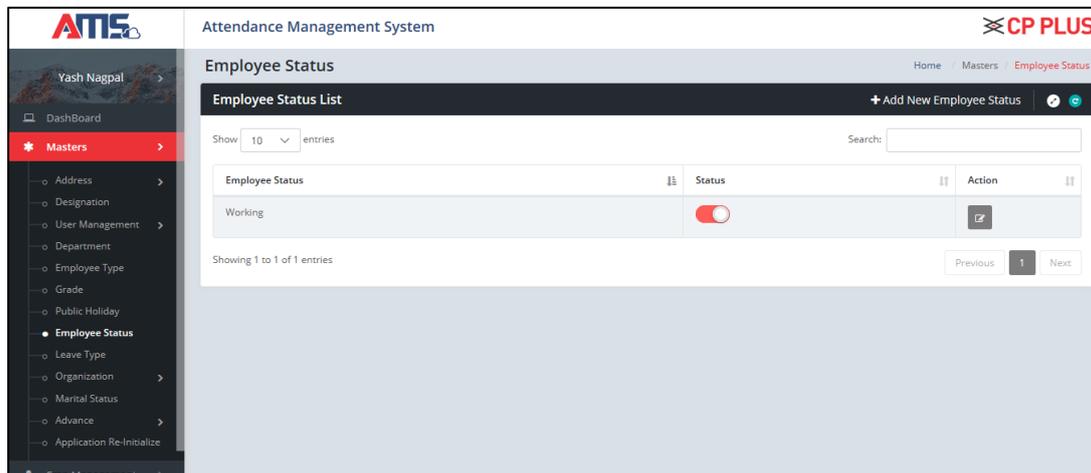


### 1.4.7 Public Holiday

The seventh option user can find is **public holiday** in which user can give public holiday and can assign the date.

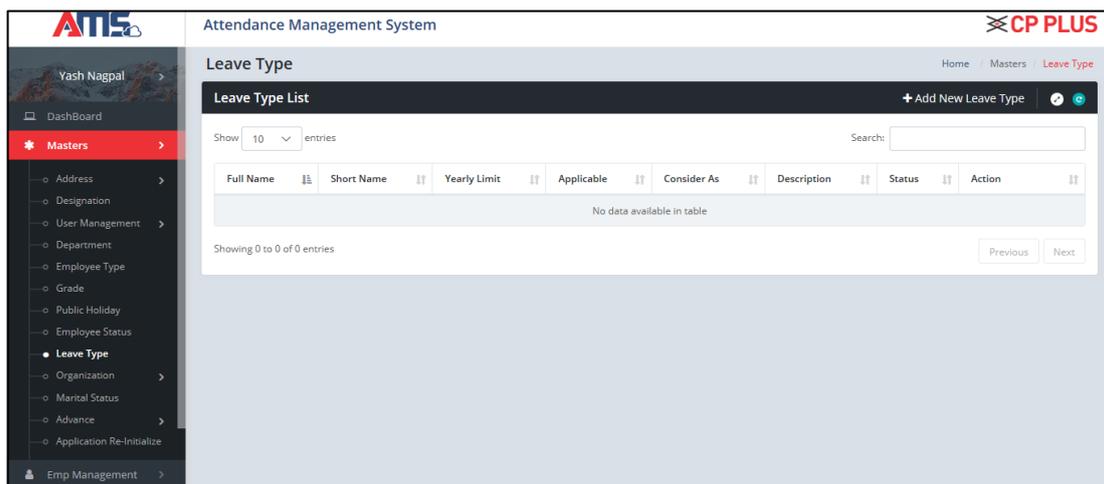
### 1.4.8 Employee Status

The eighth option user will find is of **employee status** where we can define employee as working or non-working or any other option according to the situation.



### 1.4.9 Leave Type

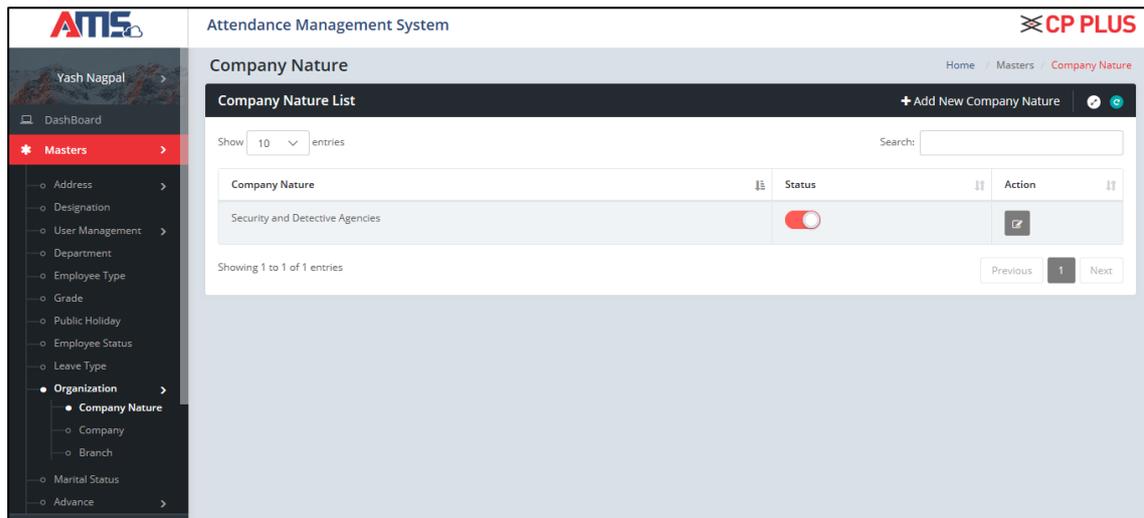
here we get is of **leave type** where user can make different types of leave for example casual leave, sick leave or earned leave.



### 1.4.10 Organization

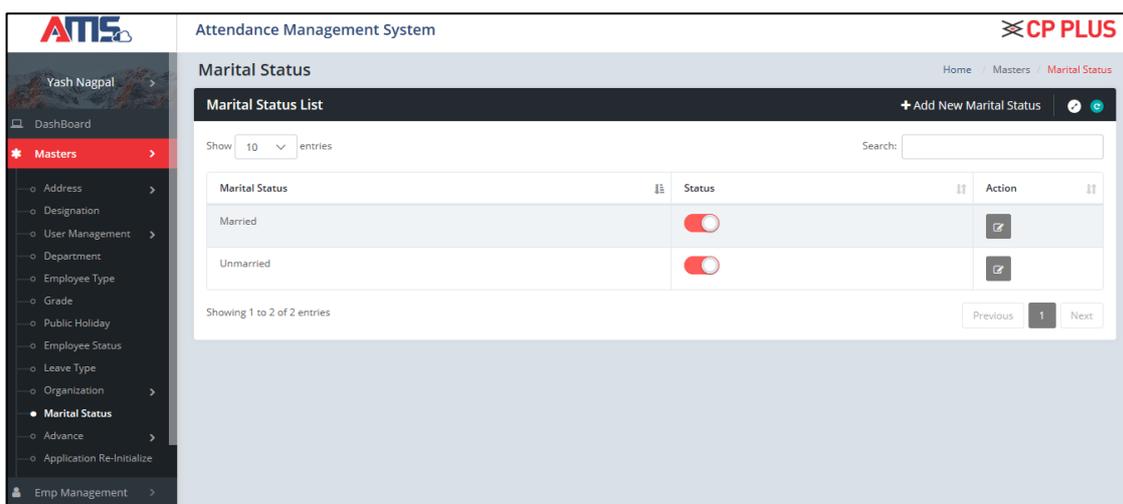
The here we find is **Organization** where user can define type of company in company nature, here we can see the company details containing its address, email, contact number and its nature.

The other thing we have is branch details where we can see branch details and can add new branch details also.



### 1.4.11 Marital Status

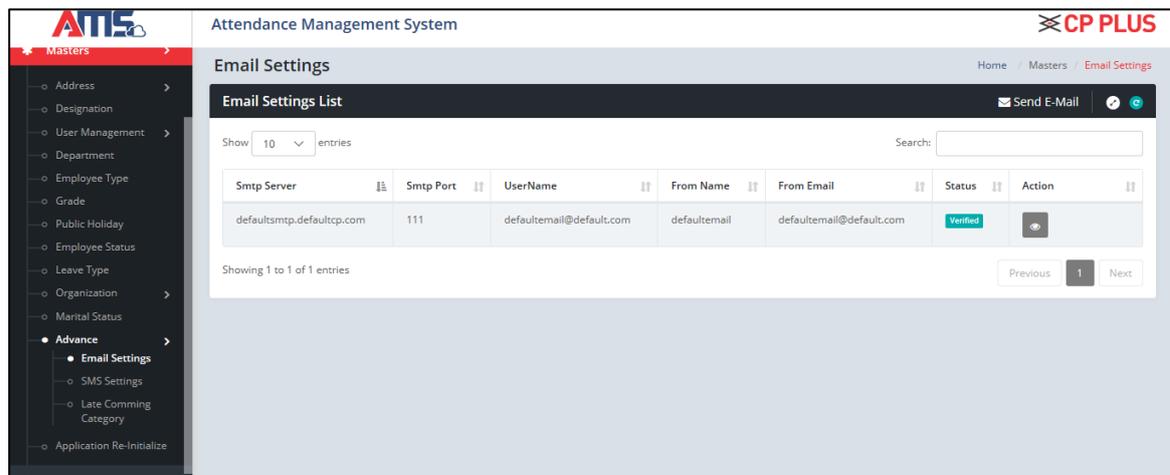
The eleventh option we will find is marital status where user can make marital status type according to the employee marital status in company.



### 1.4.12 Advance

Here comes the twelfth option advance in which we have different options. Mainly three options are covered under advance given below

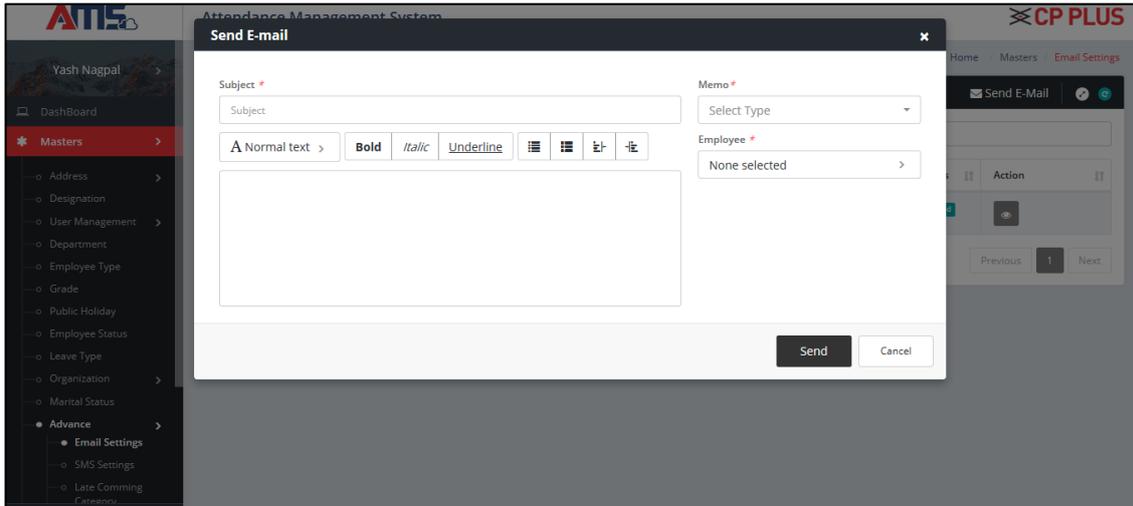
- ✓ Email Settings
- ✓ SMS Settings
- ✓ Late coming category



#### 1.4.12.1 Email settings

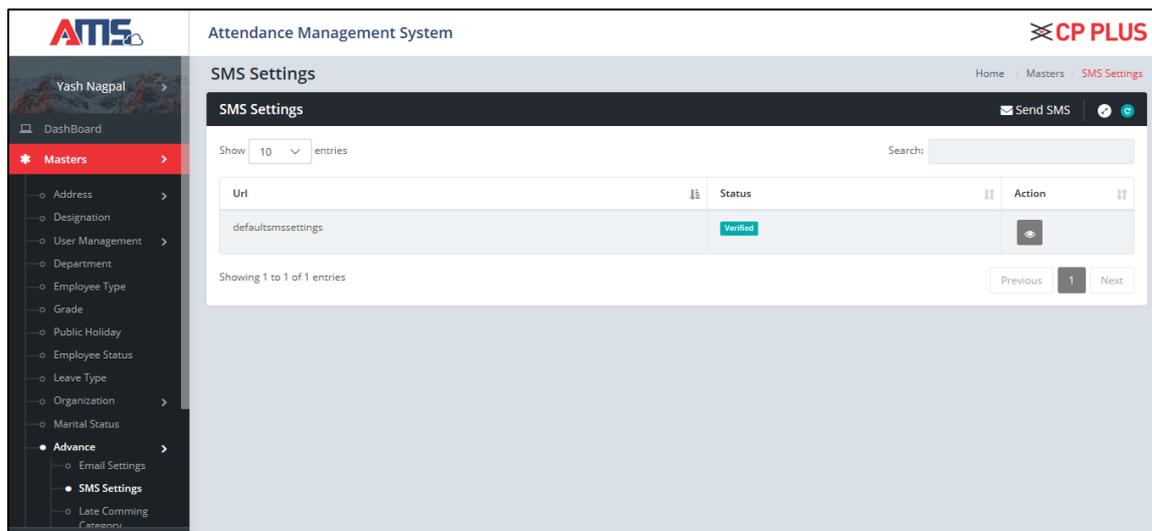
In this we can add email details including subject that user wants to specify according to the requirement with memo in which user can choose type like late coming, early going, continuous late coming and absent without notice.

We can select the employee also and can write the message for the same.



### 1.4.12.2 SMS settings

In SMS settings, we can send time stamp to directly end customer.

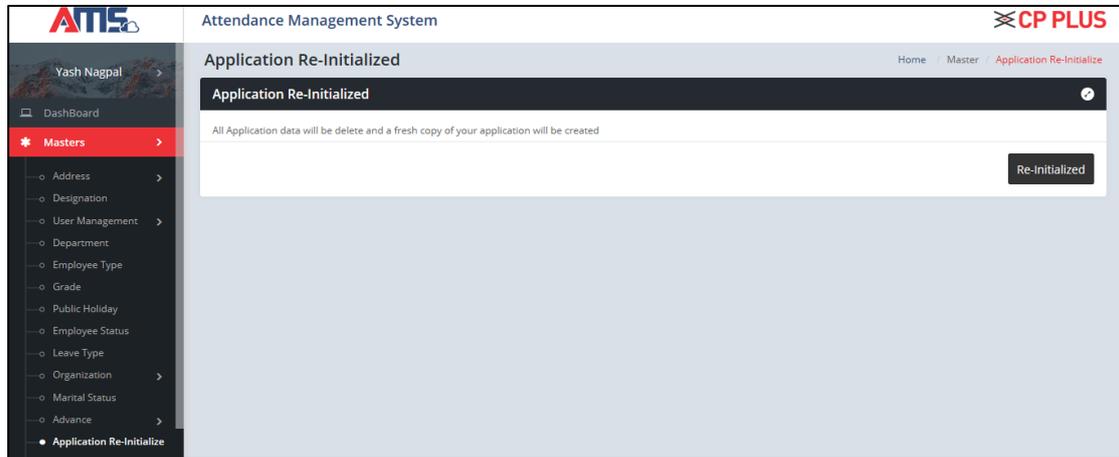


### 1.4.12.3 Late coming category

Here we can make different categories for late coming for example L1, L2 and L3 under which we can define minutes.

### 1.4.13 Application Re-Initialized

The last option a user will find is of Application re-initialize in which user can re-initialize the software where all the data gets removed and user can make new entries again.

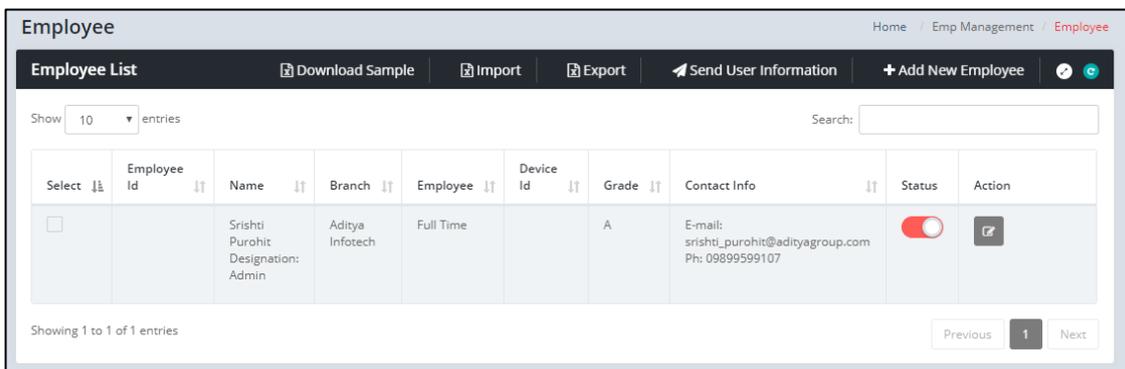


## 2 Employee Management

In Employee management, you can add details of the employee, create category, week off, assign leave and create outdoor attendance. These options are further explained properly.

### 2.1 Employee

In this, you can add employees either by clicking on Add New Employee or else you can Download Sample format in excel and then fill in the details. Once the details are added in excel you can directly import the file back in the AMS. There is another option as Export. File can be exported, modified and then imported back.



#### 2.1.1 Download Sample

This is how it looks like in excel. Here you can add employees and then import them back in AMS.

EmployeeId	EmployeeDeviceId	FirstName	LastName	Gender	MaritalStatus	FatherName	MotherName	PersonalEmail	OfficialEmail	PhoneNo1	Country	State	City	Residen
AIL10001	10001 EMP F1	EMP L1	EMP L1	Male	Unmarried	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-18
AIL10002	10002 EMP F2	EMP L2	EMP L2	Male	Married	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-19
AIL10003	10003 EMP F3	EMP L3	EMP L3	Female	Unmarried	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-20
AIL10004	10004 EMP F4	EMP L4	EMP L4	Male	Married	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-21
AIL10005	10005 EMP F5	EMP L5	EMP L5	Male	Unmarried	Dad	Mom	test@test.co.in	test@test.co.in	1234567812	India	Uttar Pradesh	Noida	A-22

#### 2.1.2 Export / Import

In exported file also, the columns are pre-defined, you can add new entries as well as modify the earlier added employees.

Employee	Employee	FirstName	LastName	Gender	MaritalSt:	FatherNa:	MotherN:	PersonalE	OfficialEr	PhoneNo:	Country	State	City	Residenti:	Permaner	Departme

### 2.1.3 Add New Employee

Information regarding the new employees can be added using this option. All the information is not necessary, but you can fill in data for record. But few details which are mandatory are Employee Id, Employee Device Id, First name, Phone 1, Official E-mail. Rest all not optional.

Employee

Home / Emp Management / Employee / Add

#### Employee Details

Employee Id *	<input type="text" value="Employee Id"/>	Employee Device Id *	<input type="text" value="Employee Device Id"/>
First Name *	<input type="text" value="First Name"/>	Last Name	<input type="text" value="Last Name"/>
Phone 1 *	<input type="text" value="Phone 1"/>	Official E-mail *	<input type="text" value="Official E-mail"/>
Marital Status	-- Select Marital --	Gender	-- Select Gender --
Country	-- Select Country --	State	-- Select State --
City	-- Select City --	Branch	-- Select Branch --
Department	-- Select Department --	Designation	-- Select Designation --
Employee Type	-- Select Employee Type --	Grade	-- Select Grade --
Category	-- Select Category --	Card Number	<input type="text" value="Card Number"/>
Date Of Confirmation	<input type="text" value="Date Of Confirmation"/>	Date Of Joining	<input type="text" value="Date Of Joining"/>

Device Admin

#### Other Details

[Other Details »](#)

Father Name	<input type="text" value="Father Name"/>	Mother Name	<input type="text" value="Mother Name"/>
Phone 2	<input type="text" value="Phone 2"/>	Blood Group	-- Select Blood Group --
Personal E-mail	<input type="text" value="Personal E-mail"/>	DOB	<input type="text" value="Date Of Birth"/>
Birth Place	<input type="text" value="Birth Place"/>	Nominee 1	<input type="text" value="Nominee 1"/>
Nominee 2	<input type="text" value="Nominee 1"/>	Pin Code	<input type="text" value="Pin Code"/>
PAN	<input type="text" value="PAN"/>	Permanent Address	<input type="text" value="Permanent Address"/>

Profile Pic

Note : Existing attachments(images/files) will be replaced

### 2.1.4 Send User Information

Using this option you can provide access to a particular user. User Id and password are provided on the e-mail and contact number shared, through which user can login the AMS but with the rights that admin has provided.

Employee List

Download Sample Import Export **Send User Information** Add New Employee

Success! Successfully send Messages

Show 10 entries Search:

Select	Employee Id	Name	Branch	Employee	Device Id	Grade	Contact Info	Status	Action
<input type="checkbox"/>		Srishti Purohit Designation: Admin	Aditya Infotech	Full Time		A	E-mail: srishti_purohit@adityagroup.com Ph: 09899599107	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	2	Hemant Jha Designation: —			2		E-mail: hemant_kumar@adityagroup.com Ph: 8860076579	<input type="checkbox"/>	

Showing 1 to 2 of 2 entries

Previous 1 Next

## 2.2 Category

In this option, a default category is already created with pre-defined half day late coming duration, full day late coming duration, half and full day work duration, either overtime is applicable or not. If you want to modify this category just click on edit option and modify it. Or else you can click on **Add New Category** and from here a new category can be added.

Category

Home / Emp Management / Category

Category List

Add New Category

Show 10 entries Search:

Category Name	Over Time	Half day late coming	Full day late coming	Half day work duration	Full day work duration	Status	Action
Default	Applicable	120	240	400	100	<input type="checkbox"/>	

Showing 1 to 1 of 1 entries

Previous 1 Next

### 2.2.1 Add New Category

Using this option, you can add a new category. If over time is applicable in your company, you can just check that option. Late coming duration and work duration can be created from here. The report of a particular employee will get generated according to the category the employee is in.

#### Add New Category ✕

**Category \***

**Over Time**

**Late Coming** (absent if late then)  Is applied

**Half day absent**  **Full day absent**

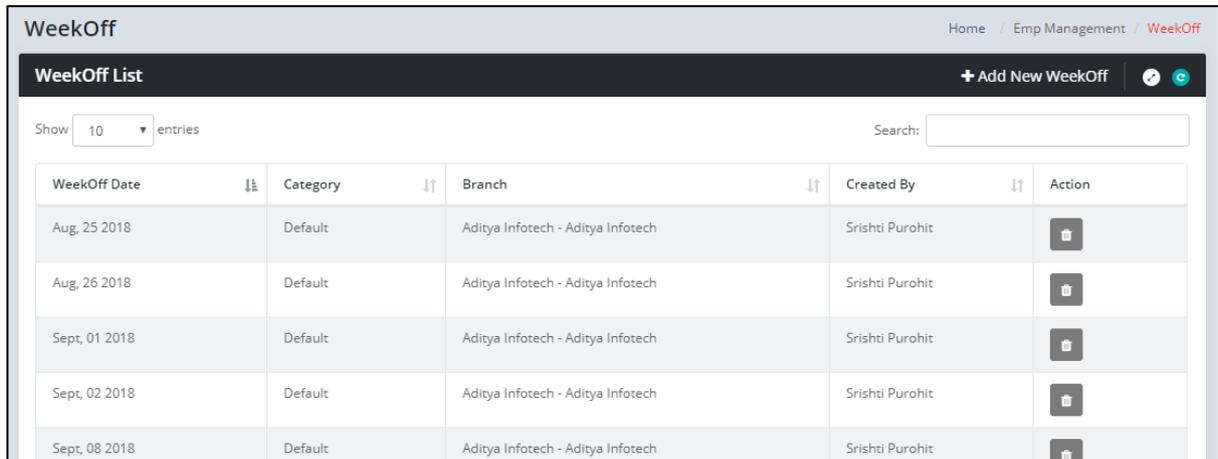
**Continuous Late**

**Work Duration** (absent if work duration is less then)  Is applied

**Half day absent**  **Full day absent**

## 2.3 Week Off

Week off can be created using this option. Default week off is already created. If you want to delete it you can or if you want to add a new week off, click on Add New Week Off.

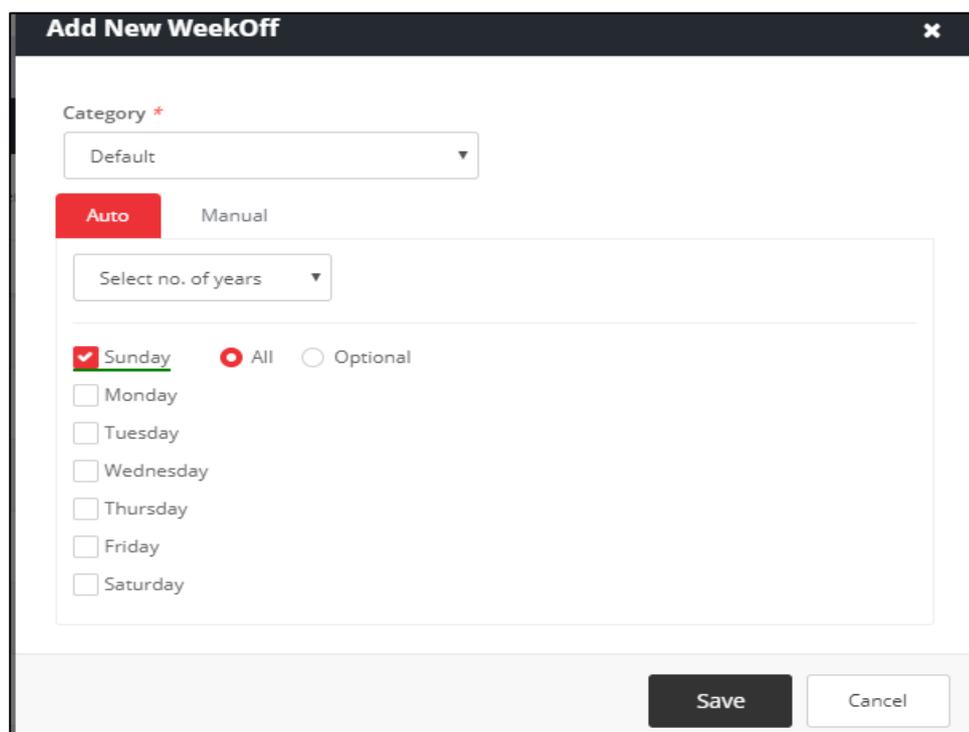


The screenshot shows the 'WeekOff List' interface. At the top, there is a breadcrumb trail: Home / Emp Management / WeekOff. Below the title 'WeekOff List', there is a '+ Add New WeekOff' button and a search bar. A 'Show 10 entries' dropdown is also present. The main content is a table with the following columns: WeekOff Date, Category, Branch, Created By, and Action. The table contains five rows of data, all with 'Default' as the category and 'Aditya Infotech - Aditya Infotech' as the branch. The 'Created By' for all entries is 'Srishti Purohit'. Each row has a trash icon in the 'Action' column.

WeekOff Date	Category	Branch	Created By	Action
Aug, 25 2018	Default	Aditya Infotech - Aditya Infotech	Srishti Purohit	
Aug, 26 2018	Default	Aditya Infotech - Aditya Infotech	Srishti Purohit	
Sept, 01 2018	Default	Aditya Infotech - Aditya Infotech	Srishti Purohit	
Sept, 02 2018	Default	Aditya Infotech - Aditya Infotech	Srishti Purohit	
Sept, 08 2018	Default	Aditya Infotech - Aditya Infotech	Srishti Purohit	

### 2.3.1 Add New Week Off

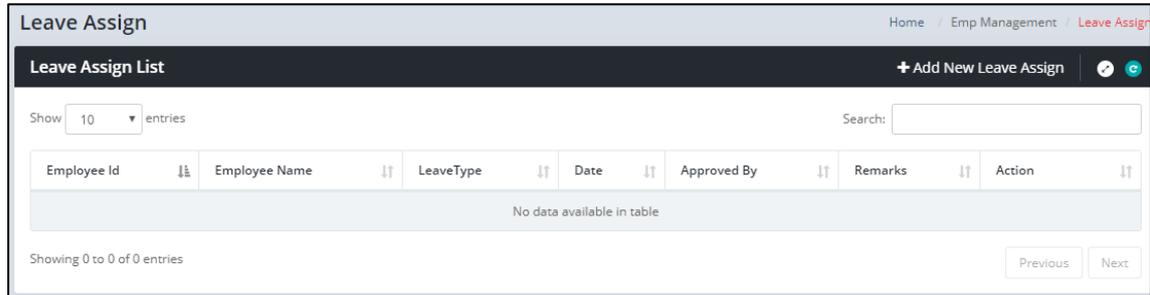
According to the category selected, week off can be created either **Auto** or **Manual**. In case of **AUTO**, Select the no. of years you want the same week off list to continue and then further select days either all or optional. In case of **MANUAL**, random days can be selected from the calendar.



The 'Add New WeekOff' form is displayed in a modal window. It features a 'Category' dropdown menu set to 'Default'. Below this, there are two tabs: 'Auto' (selected) and 'Manual'. Under the 'Auto' tab, there is a 'Select no. of years' dropdown menu. Further down, there are radio button options for 'Sunday' (selected), 'All', and 'Optional'. Below these are checkboxes for each day of the week: Monday, Tuesday, Wednesday, Thursday, Friday, and Saturday. At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

## 2.4 Leave Assign

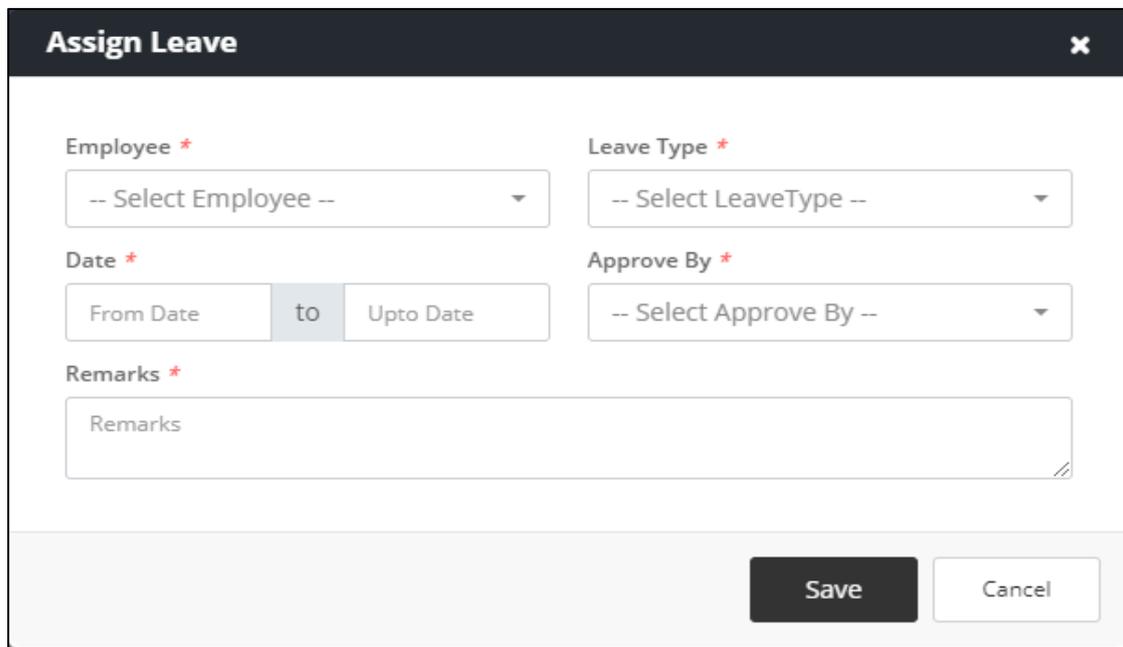
You can assign leave using this option in Employee Management. To add a new leave just click on Add New Leave Assign.



The screenshot shows the 'Leave Assign List' interface. At the top, there is a breadcrumb trail: Home / Emp Management / Leave Assign. Below this, there is a header bar with 'Leave Assign List' on the left and '+ Add New Leave Assign' on the right. The main area contains a search bar and a table. The table has columns for Employee Id, Employee Name, LeaveType, Date, Approved By, Remarks, and Action. The table is currently empty, displaying 'No data available in table'. Below the table, there is a pagination control showing 'Showing 0 to 0 of 0 entries' and 'Previous' and 'Next' buttons.

### 2.4.1 Add New Leave Assign

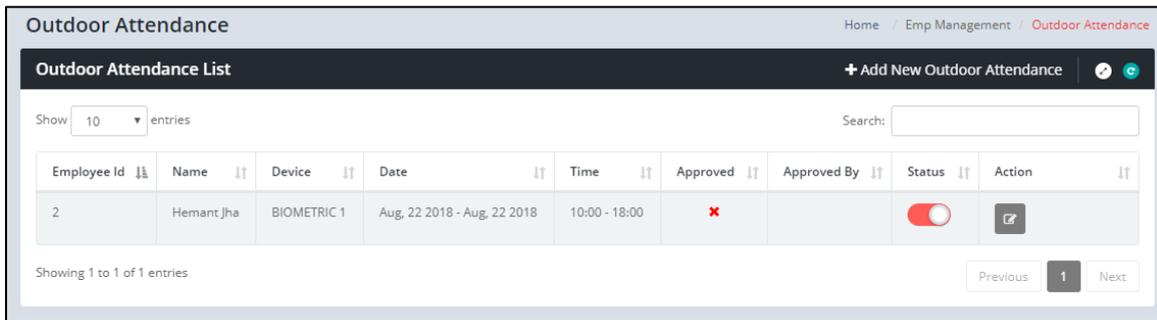
To assign a new leave, select an employee, select a leave type you want to assign. This leave type can be created from the master's option. Choose the dates from when you want to assign and till when it will last up to. The leave approval and remarks are mandatory. At last just save changed and your leave will be assigned.



The screenshot shows the 'Assign Leave' form. It has a title bar with 'Assign Leave' and a close button. The form contains several fields: 'Employee \*' (a dropdown menu with '-- Select Employee --'), 'Leave Type \*' (a dropdown menu with '-- Select LeaveType --'), 'Date \*' (a date range selector with 'From Date', 'to', and 'Upto Date' fields), 'Approve By \*' (a dropdown menu with '-- Select Approve By --'), and 'Remarks \*' (a text area). At the bottom right, there are 'Save' and 'Cancel' buttons.

## 2.5 Outdoor attendance

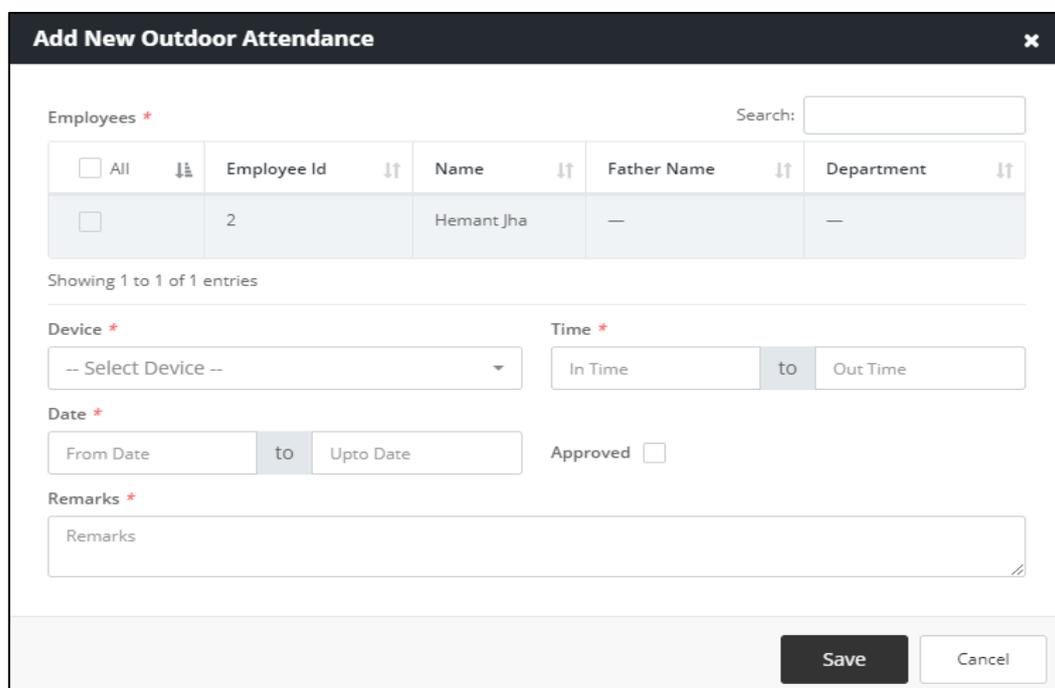
When an employee is not able to mark his attendance on his own an outdoor attendance can be marked i.e.; a manual entry can be made. This option is useful in case when an employee is out for some official work and cannot come to office for marking attendance. For adding entry click on Add New Outdoor Attendance.



The screenshot shows the 'Outdoor Attendance List' interface. At the top, there is a breadcrumb trail: Home / Emp Management / Outdoor Attendance. Below this, there is a header bar with 'Outdoor Attendance List' on the left and '+ Add New Outdoor Attendance' on the right. A search bar is located below the header. The main content area contains a table with the following columns: Employee Id, Name, Device, Date, Time, Approved, Approved By, Status, and Action. The table has one entry for Employee Id 2, Name Hemant Jha, Device BIOMETRIC 1, Date Aug, 22 2018 - Aug, 22 2018, Time 10:00 - 18:00, and Status is turned off. Below the table, it says 'Showing 1 to 1 of 1 entries' and there are 'Previous', '1', and 'Next' navigation buttons.

### 2.5.1 Add New Outdoor Attendance

To add new outdoor attendance, select the employee, then the device, then select date and time. Remarks are mandatory while adding new outdoor entry. Click on save for adding the entry.

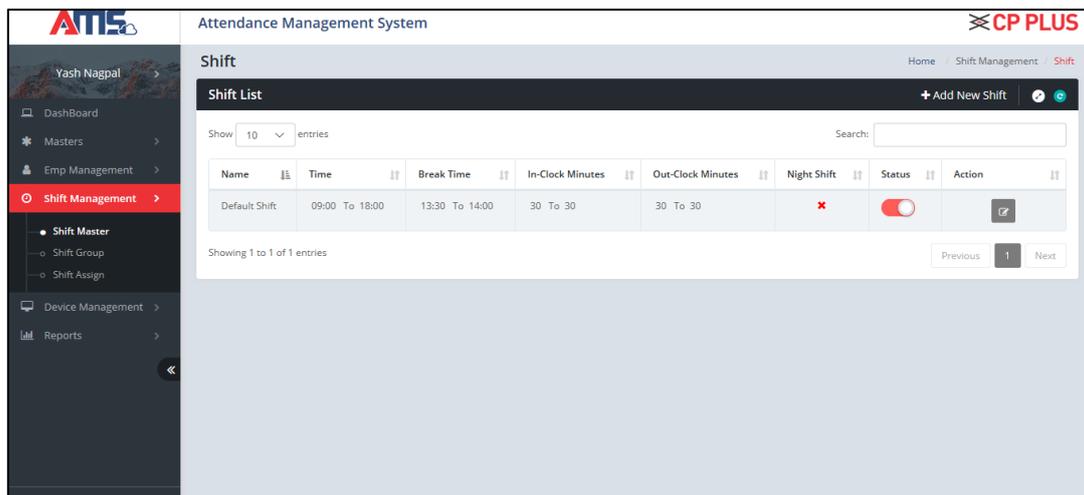


The screenshot shows the 'Add New Outdoor Attendance' form. It has a dark header with the title and a close button. The form is divided into several sections: 'Employees \*' with a search bar and a table showing one employee (Employee Id 2, Name Hemant Jha); 'Device \*' with a dropdown menu; 'Time \*' with 'In Time' and 'Out Time' fields; 'Date \*' with 'From Date' and 'Upto Date' fields; and 'Remarks \*' with a text area. There is an 'Approved' checkbox. At the bottom, there are 'Save' and 'Cancel' buttons.

### 3 Shift Management

Under the shift management option, we have three options mainly

- Shift master
- Shift group
- Shift assign



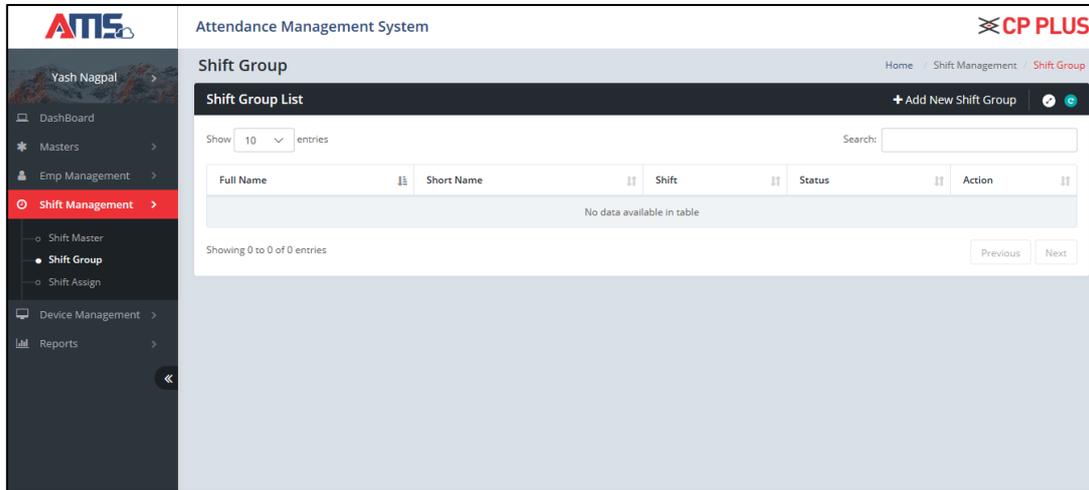
#### 3.1 Shift Master

In shift master, we can make the shift according to the requirement of user. We can make multiple shifts also, while making shift we can mention the following options.

- ✓ Shift name
- ✓ Shift timings
- ✓ Break time
- ✓ Begin (in and out) clock minutes
- ✓ End (in and out) clock minutes
- ✓ Night shift

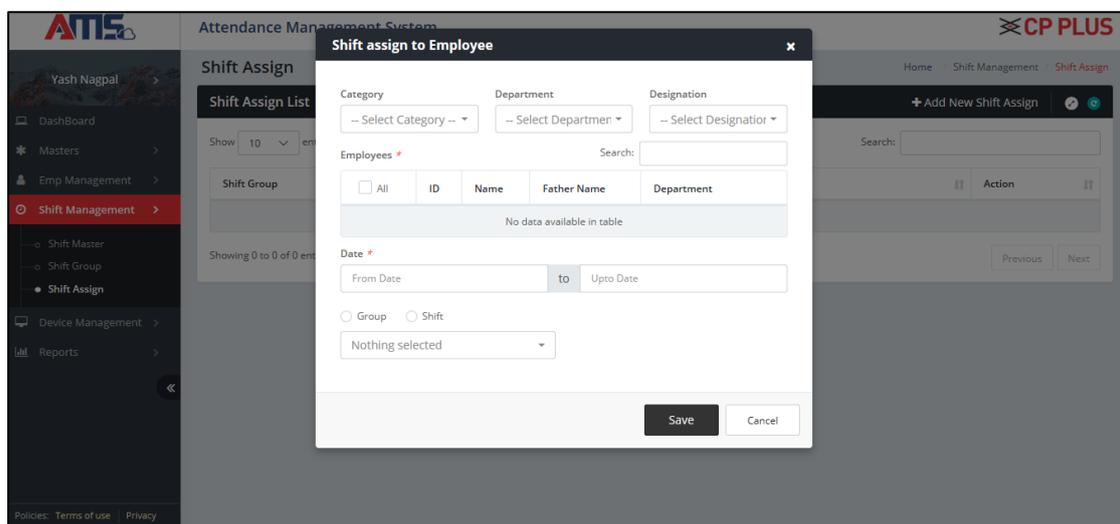
### 3.2 Shift Group

In this option we can add multiple shifts and can assign a particular employee to same shift group then after we can assign shift to all employees.



### 3.3 Shift Assign

This is very important feature as we can assign shift to the employees by selecting category or department or designation of the employee.



Here we have to mention the date also that is from which date and up to when we want to assign the shift, this is the most important aspect of this option as without specifying these dates we will not be able to see proper attendance report.

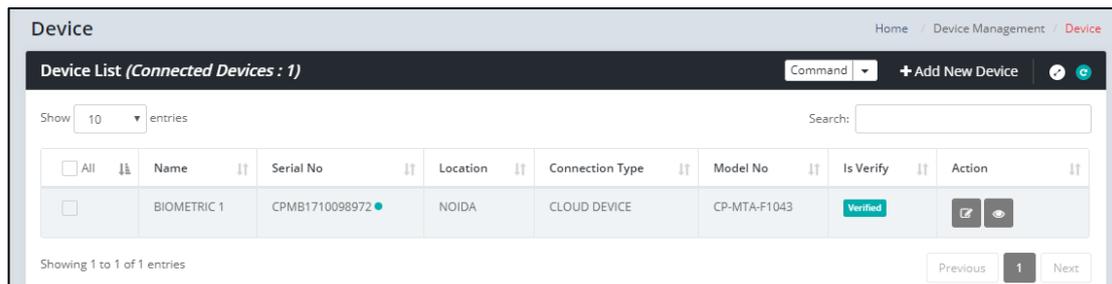
We can select the single shift or can select particular shift group and can select auto shift option if assigning multiple shifts.

## 4 Device Management

This module allows you to work with attendance and barometric devices. You can add a new device, upload the data to and download from the device.

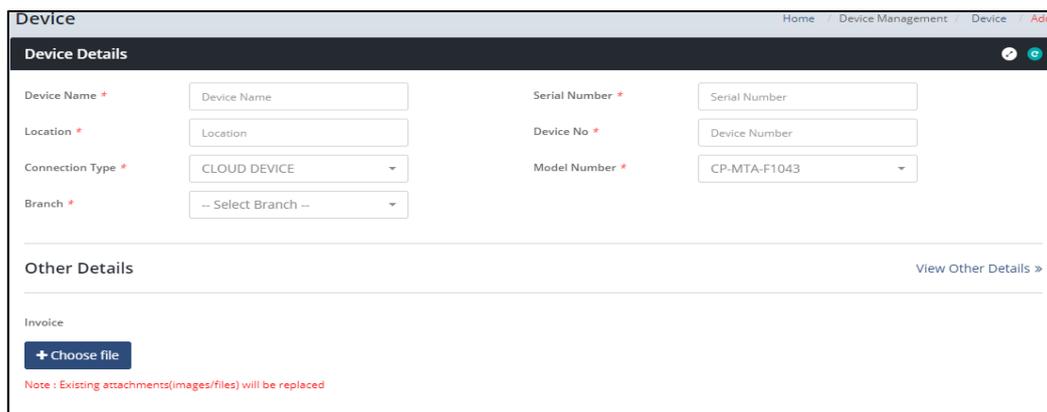
### 4.1 Device List

This option is used for adding device. You can even have sent commands for specific operation which are discussed below.



#### 4.1.1 Add New Device

For adding a new device following details are required as shown in the image below. Device name, Serial number, Location, Device no., Connection type, Model number and Branch are mandatory. Here attaching the invoice is also necessary. The invoice will be sent on your mail as soon as you make the payment for the service you are availing. Other details are as per your choice.



**Other Details** View Other Details >

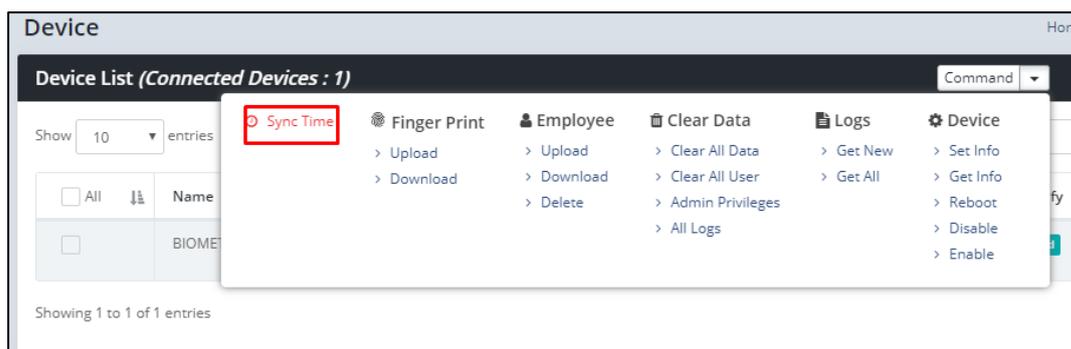
Short Name	<input type="text" value="Short Name"/>	Ip Address	<input type="text" value="192.168.001.224"/>
Model Name	<input type="text" value="Model Name"/>	Port	<input type="text" value="7575"/>
Password	<input type="text" value="Password"/>	Used Password	<input type="text" value="Used Password"/>
Password Size	<input type="text" value="Password Size"/>	Licence	<input type="text" value="Licence"/>
User Size	<input type="text" value="User Size"/>	Finger Print Size	<input type="text" value="Finger Print Size"/>
Card Size	<input type="text" value="Card Size"/>	Log Size	<input type="text" value="Log Size"/>
Used User	<input type="text" value="Used User"/>	Used Finger Print	<input type="text" value="Used Finger Print"/>
Used Card	<input type="text" value="Used Card"/>	Used Log	<input type="text" value="Used Log"/>
Used New Log	<input type="text" value="Used New Log"/>	Firmware	<input type="text" value="Firmware"/>
Device Time	<input type="text" value="DeviceTime"/>	Language	<input type="text" value="Nothing selected"/>
Volume	<input type="text" value="Volume"/>	Screen saver	<input type="text" value="Screen saver"/>

### 4.1.2 Commands

There are different commands which can be executed from Device management. Commands which can be performed from here are: Sync time, Upload and download fingerprint, Upload, download and delete employee, clear all data, clear all user, Clear Admin privileges, clear all logs, get new logs, get all logs, set device Info, get info, reboot device, enable or disable device. Functionality of these options is mentioned below with their images.

#### 4.1.2.1 Sync Time

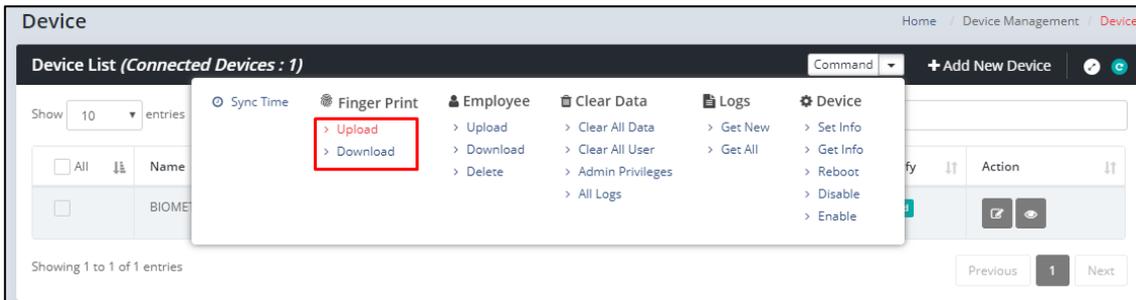
This command will help you communicate with the device. Basically, the sync option works automatically but if not that with the help of this command you can update the time.



#### 4.1.2.2 Finger Print (Upload and Download)

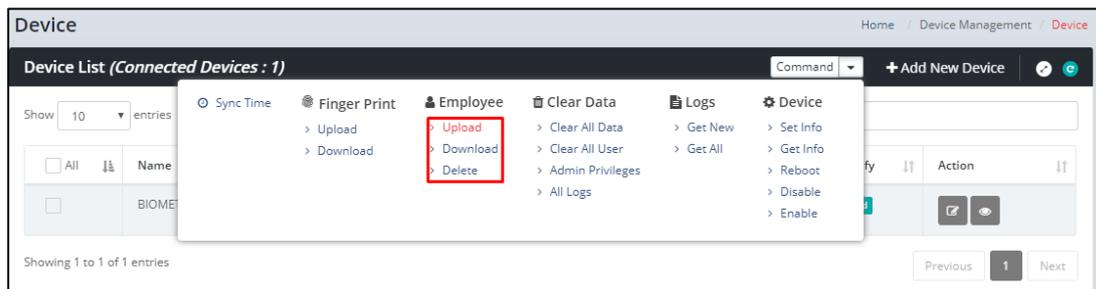
This command will help you upload and download fingerprint. In case if you have multiple machines and the employees are same in that scenario no need to enroll fingerprint of the

same employees in all machines else you can just use upload fingerprint command to make the process much simpler. Similarly, fingerprint can be downloaded using this command.



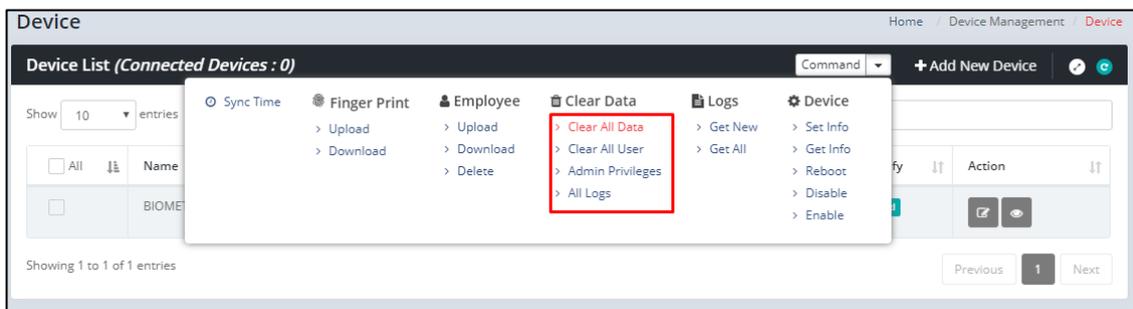
#### 4.1.2.3 Employee (Upload, Download and Delete)

For uploading the names of the employees from the software in the machine, Upload Employee command is used and for download employee command is for downloading the names from machine to the software for uploading the names in another machine.



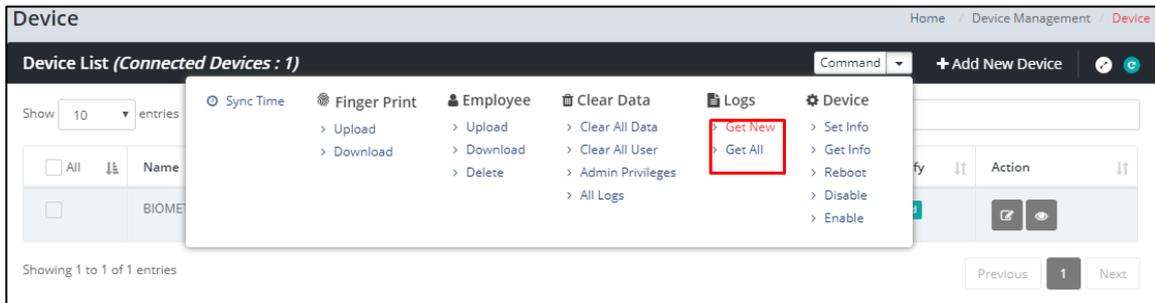
#### 4.1.2.4 Clear Data (All Data, User, Logs, Admin Privileges)

**Clear All Data** command helps you clear all data from the machine. **Clear all User** helps to remove all the users from the machine. In order to **clear Admin privilege** from the machine, Clear Admin privilege command can be used. For clearing all logs **Clear all Logs** can be used.



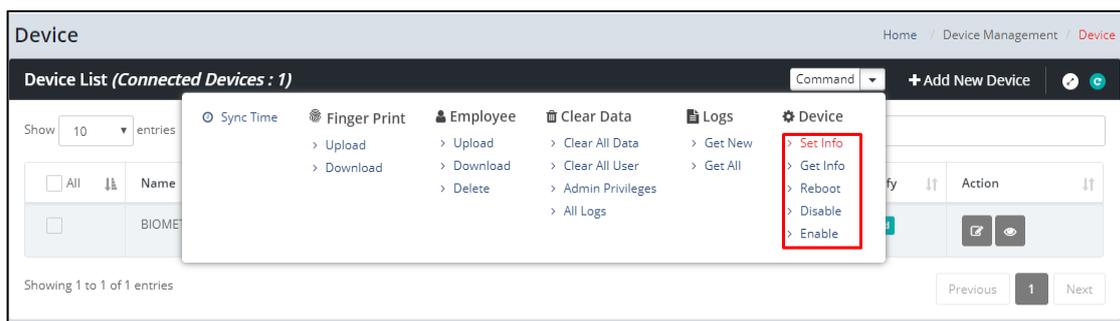
#### 4.1.2.5 Logs (Get New and Get All)

Get New command will help you manually get only the new logs from the machine to the software whereas Get All Logs will help you to get complete logs from the machine.



#### 4.1.2.6 Device (Set info, get info, Reboot, Disable, Enable)

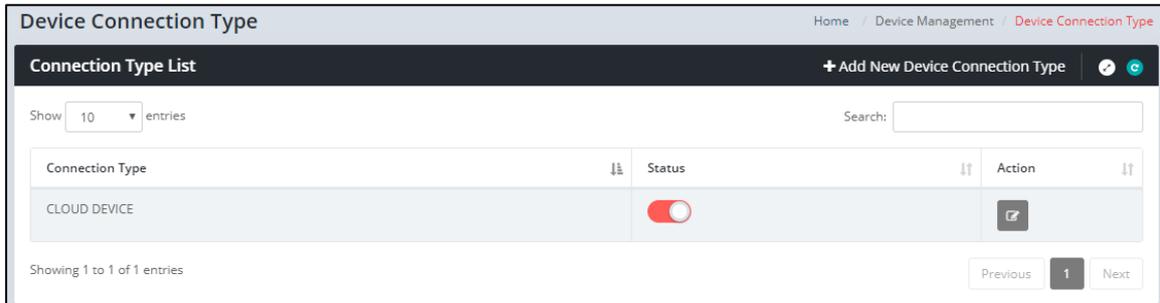
Using these commands, you can set and get info from the machine as shown in the below image



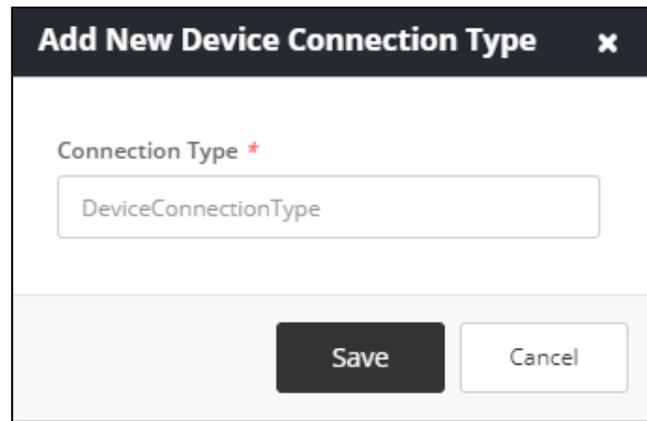
Device Details			
Device Name	BIOMETRIC 1	Serial Number	CPMB1710098972
Location	NOIDA	Device No	1
Connection Type	CLOUD DEVICE	Model Number	CP-MTA-F1043
Short Name		Ip Address	192.168.001.224
Model Name		Port	7575
Password		Used Password	0
Password Size	1000	Licence	
User Size	1000	Finger Print Size	1000
Card Size	1000	Log Size	80554
Used User	2	Used Finger Print	3
Used Card	0	Used Log	8
Used New Log	8	Firmware	CP91 V9.4
Device Time		Language	
Volume		Screen Sever	
Verify Mode		Sleep	
User Finger Print No		Log Hint	
		Reverify time	

## 4.2 Device Connection Type

This option is used to set a connection type which the device you are connecting supports. Here the device connection type i.e.; Cloud Device is already created. If you want to add a new connection type, you can click on **Add New Connection Type**.



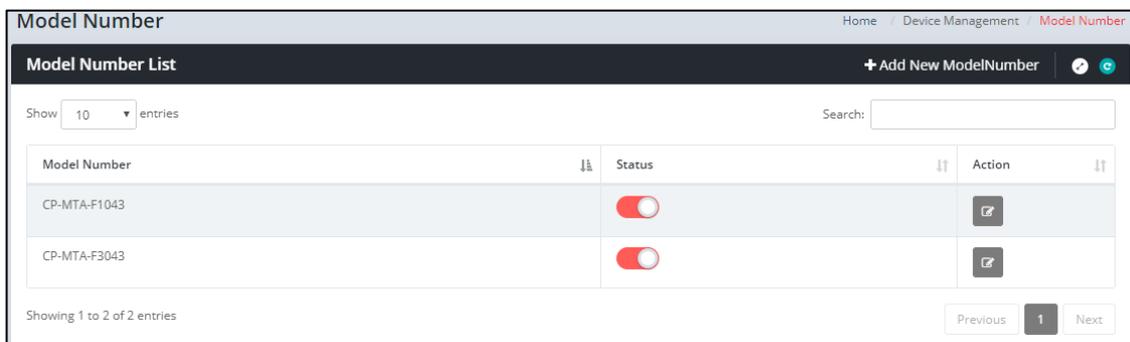
The screenshot shows the 'Device Connection Type' management page. At the top, there is a breadcrumb trail: Home / Device Management / Device Connection Type. Below this is a header bar with 'Connection Type List' on the left and '+ Add New Device Connection Type' on the right. The main content area features a search bar and a table with columns for 'Connection Type', 'Status', and 'Action'. A single entry, 'CLOUD DEVICE', is listed with a red toggle switch for status and an edit icon in the action column. At the bottom, there are pagination controls showing 'Showing 1 to 1 of 1 entries' and 'Previous 1 Next'.



The screenshot shows a modal window titled 'Add New Device Connection Type'. It contains a single text input field labeled 'Connection Type \*' with the value 'DeviceConnectionType' entered. Below the input field are two buttons: 'Save' and 'Cancel'.

## 4.3 Model Number

Here you can view the Model number list which are by default added. Else for adding new models you can click on **Add New Model Number**.



The screenshot shows the 'Model Number' management page. At the top, there is a breadcrumb trail: Home / Device Management / Model Number. Below this is a header bar with 'Model Number List' on the left and '+ Add New ModelNumber' on the right. The main content area features a search bar and a table with columns for 'Model Number', 'Status', and 'Action'. Two entries are listed: 'CP-MTA-F1043' and 'CP-MTA-F3043', both with red toggle switches for status and edit icons in the action column. At the bottom, there are pagination controls showing 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

**Add New Model Number**
✕

**Model Number \***

Save

Cancel

## 4.4 Device Logs

Here you can view the logs that are inside the machines. Once the device is added and is online all the logs inside the machine will be displayed here. Also, you can use auto refresh option by setting a time interval within which the page will get refreshed automatically (time intervals are from 5sec to 30 sec) or else if you want to manual refresh the page just disable the auto refresh option.

Device Log
Home / Device Management / Device Log

**Device Log**
30 sec
Set Interval
 Auto Refresh
Filter

Show  entries Search:

EmployeeId	Employee Device Id	Employee Name	Device Location	Date	Time
2			NOIDA	2018-08-23	15:12:27
3			NOIDA	2018-08-23	15:12:43
2			NOIDA	2018-08-23	15:17:50
3			NOIDA	2018-08-23	15:17:53
2			NOIDA	2018-08-23	15:17:55

Device Log
Home / Device Management / Device Log

**Device Log**
30 sec
Set Interval
 Auto Refresh
Filter

EmployeeId	Employee Device Id	Employee Name	Device Location	Date	Time

### 4.4.1 Set Filter

Once the logs are taken from the machine, if you want to search or view a particular log then you can just go to set filter, choose the date, select a particular employee and device location if necessary then click submit.

**Set Filter**
✕

**Date \***

to

**Employee**

-- All Employee --
▾

**Device Location**

-- All Device Location --
▾

Submit

Cancel

## 4.5 Mobile Device Log

In case an employee is out of office for some official work, then he/she can mark their attendance using their mobile app. The logs which are generated will displayed in mobile device logs. Here also you can set a time interval for auto refresh or use set filter option for searching or viewing logs.

Mobile Device Log
Home / Device Management / Mobile Device Log

Mobile device Log

30 sec
Set Interval
 Auto Refresh
Filter
🔄
🗑️

EmployeeId	Employee Device Id	Employee Name	Device Location	Date	Time
------------	--------------------	---------------	-----------------	------	------

## 4.6 Device Request/Response

In this option you can see the status of the events that are happening. Whether the logs are sent or received, or the username is added. They respond to the commands that we send from the software to the machine. It is kind of a history of the device.

Device Status Log
Home / Device Management / Device Status Log

Device Status Log
Filter
🔄
🗑️

Show 10 entries Search:

EmployeeId	Employee Device Id	Employee Name	Date	Time	Command Type	Serial Number	Remark	Status
			2018-08-23	15:03:51	sendlog	CPMB1710098972		false
			2018-08-23	15:12:35	sendlog	CPMB1710098972		false
			2018-08-23	15:17:18	sendlog	CPMB1710098972		false

## 5 Report

In reports, we will be able to see the organized attendance data of employees. A user can check the report with different report formats which can give the idea to user for checking the employee details in a filtered way.

In this we have mainly 4 options for calculating report

- ✓ Calculate
- ✓ Daily reports
- ✓ Monthly reports
- ✓ Other reports

The screenshot displays the 'Calculate' page within the Attendance Management System (AMS). The interface includes a sidebar on the left with the user's name 'Yash Nagpal' and navigation options: Dashboard, Masters, Emp Management, Shift Management, Device Management, and Reports. The Reports menu is expanded, showing 'Calculate' as the selected option, along with 'Daily reports', 'Monthly reports', and 'Other reports'. The main content area is titled 'Calculate' and features a form with the following fields: 'Date \*' with 'From Date' and 'Upto Date' input boxes, 'Branch' with a dropdown menu set to '-- All Branch --', 'Department' with a dropdown menu set to '-- All Department --', 'Designation' with a dropdown menu set to '-- All Designation --', and 'Employee' with a dropdown menu set to '-- All Employee --'. A 'Calculate' button is positioned at the bottom right of the form area. The top right of the page shows the 'CP PLUS' logo and navigation links for Home, Report, Daily Reports, and Calculate. The footer contains links for Policies, Terms of use, and Privacy, along with the copyright notice '© 2018 AMS. All Rights Reserved.'

### 5.1 Calculate

In this option, we can calculate the attendance by selecting the date for which user wants to check the attendance data.

We can specify the branch, department, designation and employee respectively for calculating the report of specific group or employees also.

## 5.2 Daily Report

In this option, we get several options to fetch the report under which a user can check the report in different formats according to the requirement of user.

Several report formats that are cover under this are –

- ✓ Attendance Details
- ✓ Attendance basic
- ✓ Present
- ✓ Absent
- ✓ Late coming
- ✓ Early going
- ✓ Leave Details
- ✓ Leave summary
- ✓ Missed out punch
- ✓ Log Details
- ✓ Over time
- ✓ In Out time
- ✓ Log Details Location wise
- ✓ GPS log Details

The screenshot displays the 'Attendance Management System' (AMS) interface. The top navigation bar includes the 'AMS' logo, the system name 'Attendance Management System', and the 'CP PLUS' logo. The breadcrumb trail shows 'Home / Report / Daily Reports / Attendance Details'. The main content area is titled 'Attendance Details' and features a form with the following fields:

- Date \***: A date range selector with 'From Date' and 'to' fields, followed by an 'Upto Date' field.
- Branch**: A dropdown menu with the option '-- All Branch --'.
- Department**: A dropdown menu with the option '-- All Department --'.
- Designation**: A dropdown menu with the option '-- All Designation --'.
- Employee**: A dropdown menu with the option '-- All Employee --'.

At the bottom of the form, there are two buttons: 'Preview' and 'Export'. The footer of the page contains the text: 'Policies: Terms of use | Privacy | © 2018 AMS. All Rights Reserved.'

Under the **daily reports**, a user can fetch the report in different formats, the major formats a user can check here are

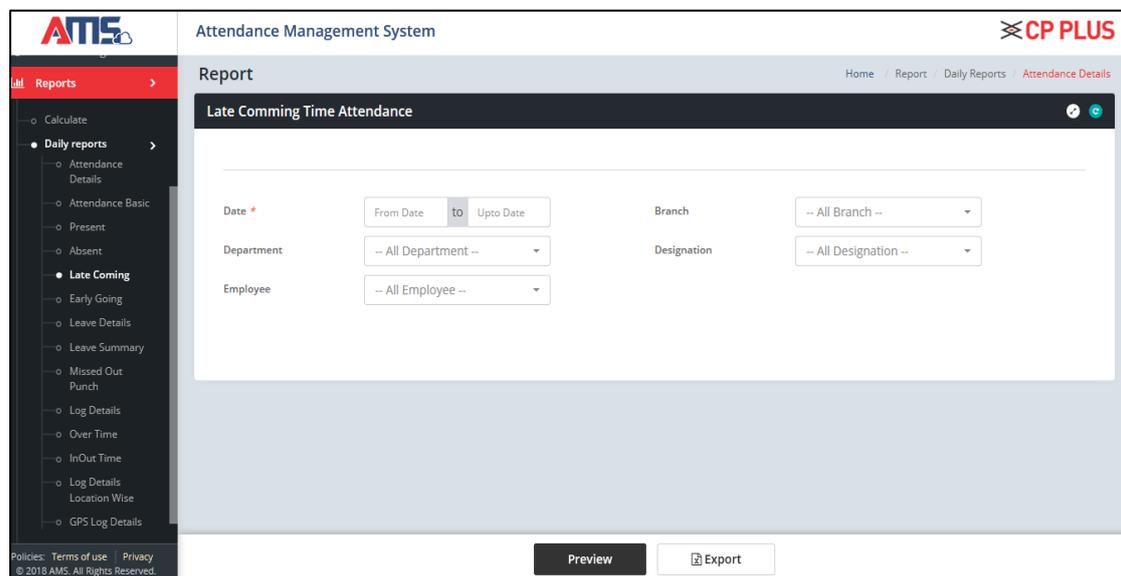
### 5.2.1 Attendance Detail

Here user can check all the basic details of employees where a user can get the basic status of employee whether an employee is absent (A) or present (P) or no out punch (NOP).

A user can also check the status of individual employee by selecting the department, designation or can select employee separately as well as all can check the status of all employees.

### 5.2.2 Late coming and Early going

If user wants to check the status of employee for late coming or early going, he or she can check by simply calculating the attendance and specifying the details of employee or can check for all employees also.



### 5.2.3 Leave Details and summary

A user can separately check the leave details and summary of employees as many time there is a requirement for the user to check how many leaves an employee has taken, so no need to check manually because this option enables a user to check the leave details separately as well as user can see the summary also.

## 5.2.4 Log Details

If a user wants to check the log of employees, he or she can check the log separately as it is very helpful to check the details of employee for how many times employee has made punch in machine.

With this we can also check the overtime details with in-out time details separately.

In log details we have one good option, **log details location wise** that will tell the user that the logs that user is checking is of which location.

This option is especially helpful when user has added multiple devices at multiple locations, this feature will give the user a clear idea for checking that logs contains is of which location.

## 5.2.5 GPS Log Details

This is the most interesting feature under daily reports as user can get the real time logs of employees when using the software on mobile.

The interesting fact about this is that user will be able to get logs by punching on mobile only and we can get the data synchronized from anywhere as this feature uses GPS service of the device through which it will be easy for user to get the log details.

The screenshot displays the 'Attendance Management System' (AMS) interface. The top navigation bar includes the 'AMS' logo, the system name 'Attendance Management System', and the 'CP PLUS' logo. A breadcrumb trail shows 'Home > Report > Daily Reports > Attendance Details'. The main content area is titled 'Report' and 'GPS Log Details'. It features a sidebar menu on the left with options like 'Calculate', 'Daily reports', 'Attendance Details', 'Attendance Basic', 'Present', 'Absent', 'Late Coming', 'Early Going', 'Leave Details', 'Leave Summary', 'Missed Out Punch', 'Log Details', 'Over Time', 'InOut Time', 'Log Details Location Wise', and 'GPS Log Details'. The main form contains several filters: 'Date' with 'From Date' and 'Upto Date' input fields, 'Branch' with a dropdown menu set to '-- All Branch --', 'Department' with a dropdown menu set to '-- All Department --', 'Designation' with a dropdown menu set to '-- All Designation --', and 'Employee' with a dropdown menu set to '-- All Employee --'. At the bottom of the form, there are 'Preview' and 'Export' buttons. The footer contains the text 'Policies: Terms of use | Privacy © 2018 AMS. All Rights Reserved.'

## 5.3 Monthly Reports

Monthly reports are basically used for fetching the attendance data on monthly basis.

Under this we have mainly three options that are: -

- ✓ Monthly Basic
- ✓ Monthly work duration Detailed
- ✓ Monthly work duration summary

The screenshot displays the 'Attendance Management System' (AMS) interface. The top navigation bar includes the 'AMS' logo, the system name 'Attendance Management System', and the 'CP PLUS' logo. A breadcrumb trail shows 'Home / Report / Monthly Reports / Attendance Details'. The main content area is titled 'Report' and features a 'Monthly Basic' report configuration panel. This panel contains several dropdown menus for filtering data: 'Month \*' (set to '-- Month --'), 'Year \*' (set to '2018'), 'Branch' (set to '-- All Branch --'), 'Department' (set to '-- All Department --'), 'Designation' (set to '-- All Designation --'), and 'Employee' (set to '-- All Employee --'). At the bottom of the panel, there are 'Preview' and 'Export' buttons. A sidebar menu on the left lists various system functions, with 'Reports' highlighted in red. The sidebar also shows a sub-menu for 'Monthly reports' including 'Monthly Basic', 'Monthly Work Duration Detailed', and 'Monthly Work Duration Summary'. The footer of the page contains links for 'Policies', 'Terms of use', and 'Privacy', along with a copyright notice for '© 2018 AMS. All Rights Reserved'.

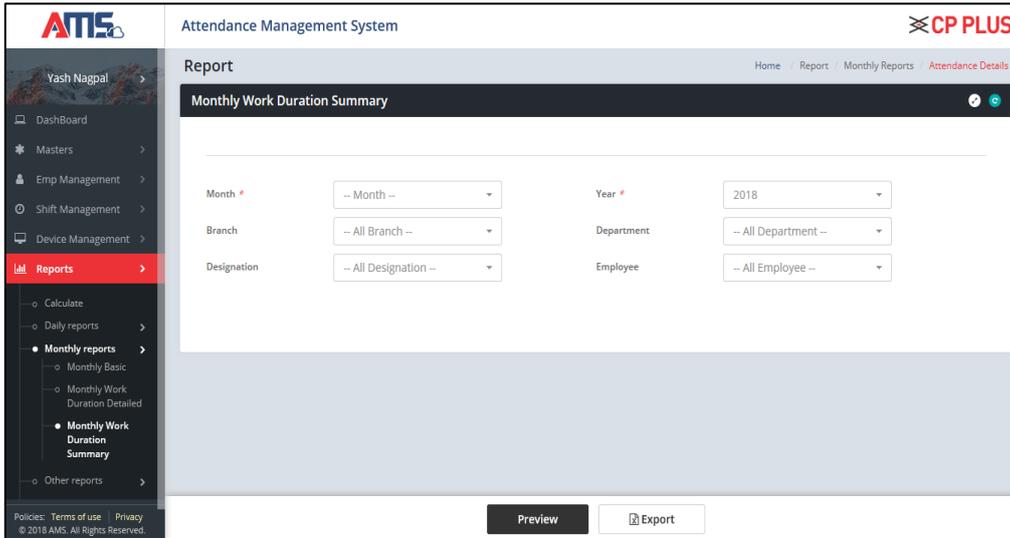
### 5.3.1 Monthly Basic

In this a user can check the report and basic parameters of the employees on the monthly basis, as this will help user to check the attendance data together for the particular month that user wants to check for the employees.

User can check the data of all employees as well as for separate employee also by selecting the branch, department and designation or employee also.

### 5.3.2 Monthly work Duration Details and summary

In addition to basic monthly details a user can also check the monthly work duration of employees or an employee as this will help the user to get the idea that employee has invest the required time or working hours for the company and thus fulfil his or her duties accordingly. A user can get the summary of these monthly working hours duration also as this will make the task of user quite easy if user wants to calculate the details of working hours of all employees on the monthly basis.

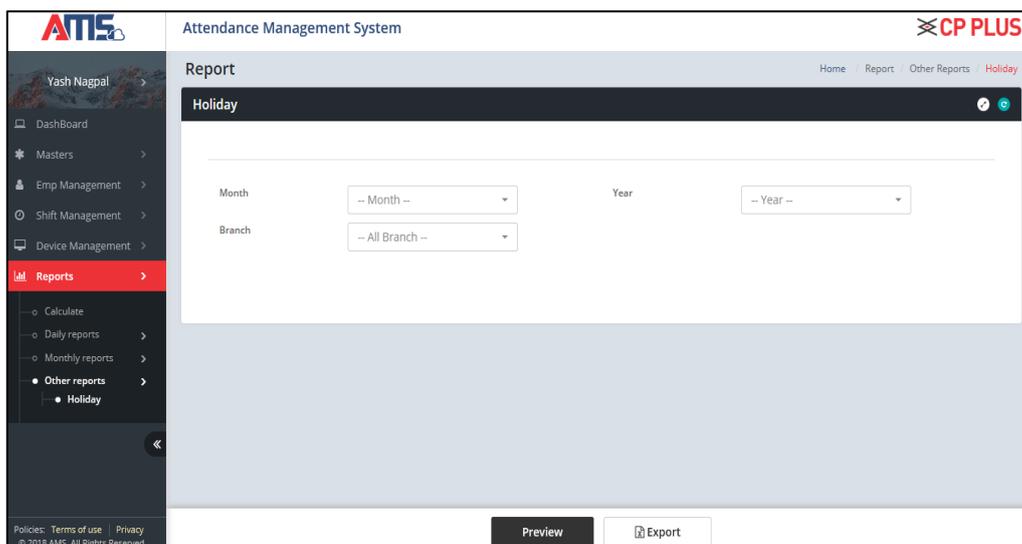


In this we can check the options as given in the image, according to requirement a user can fill the options and fetch the **monthly detailed and summary report**.

## 5.4 Other Reports

This is the last option under the report format in which there is an option of **holiday** by which a user can check the list of holidays in a month by selecting the particular month, year and branch separately.

This will clearly help user to get the holiday list for a month and therefore user can set the attendance data accordingly through which it will help user to find the days of holidays for employees and therefore it will be not marked as absent.



## **Note**

- **This manual is for reference only. Slight difference may be found in the user interface.**
- **All the designs and software here are subject to change without prior written notice.**
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