

## Цаг бүртгэл тайлан гаргах

Сайн байна уу? Энэ өдрын мэндийг хүргье.

Өмнө нь та бүхэнд цаг бүртгэлын машины цагын тохиргоо яаж хийхийг өмнөх хичээл дээр заасан байгаа одоо харин тайлангаа яаж гаргах хичээлыг оруулж байна.

Төхөөрөмжөөсөө Flash-р мэдээллээ аваад Attendance management program-даа download хийж өгнө. ингээд мэдээллээ оруулсныхаа дараа

**Attendance management program** – ороод

**REPORT – Attendance Calculation** цонх гарч ирнэ.

Dep- our company

Name: ямар нэг хүнийг зааж өгч болно эсвэл All гэдгийг сонгоно.

**Employee schudle-д** үндсэн цагын тохиргоогоо тайлан авах болгондоо тохируулах

**Time range** дээр яг хэднээс хэдэн хүртэл тайлан авахаа зааж өгнө. 2014.01.01 to 2014.01.30

**Employee schudle** дээр бүх хүний ард normal гэж байх ёстой. Тийм байхгүй бол

Бүх хүнийхээ **ID** идэвхижүүлээд mouse 2- оо дараад select **all- Arrange shift** дарж тухайн тайлан авах хугацаагаа зааж өгнө.

Time range- тайлан гаргах цагаа оруулаад calculate дарна.

| Emp No. | AC-No. | No. | Name | Auto-Assign | Date      | Timetable | On duty | Off duty | Clock In | Clock Out | Normal | Real time | Late | Early | Absent                              | DT Time | Work |
|---------|--------|-----|------|-------------|-----------|-----------|---------|----------|----------|-----------|--------|-----------|------|-------|-------------------------------------|---------|------|
| 1       | 1      |     | Bat  |             | 1/1/2014  | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/1/2014  | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/2/2014  | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/2/2014  | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/3/2014  | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/3/2014  | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/6/2014  | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/6/2014  | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/7/2014  | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/7/2014  | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/8/2014  | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/8/2014  | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/9/2014  | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/9/2014  | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/10/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/10/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/13/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/13/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/14/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/14/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/15/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/15/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/16/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/16/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/17/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/17/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/20/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/20/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/21/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/21/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |

Ажилсан өдөр, он сар, өглөөл орой өдөр, дарсан цагын бүртгэл харагдана. Ингээд REPORT-ийг дарж дэлгэрэнгүй тайлан гаргана.

| Emp No. | AC-No. | No. | Name | Auto-Assign | Date     | Timetable | On duty | Off duty | Clock In | Clock Out | Normal | Real time | Late | Early | Absent                              | DT Time | Work |
|---------|--------|-----|------|-------------|----------|-----------|---------|----------|----------|-----------|--------|-----------|------|-------|-------------------------------------|---------|------|
| 1       | 1      |     | Bat  |             | 1/1/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/1/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/2/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/2/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/3/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/3/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/6/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/6/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/7/2014 | Morning   | 09:00   | 13:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |
| 1       | 1      |     | Bat  |             | 1/7/2014 | Afternoon | 14:00   | 18:00    |          |           | 0.5    |           |      |       | <input checked="" type="checkbox"/> |         |      |

**REPORT- Attendance general report – Ерөнхий тайлан гаргах**

Preview

100%

Attendance General Report (OUR COMPANY) 2014-01-01 -- 2014-01-21

| Name        | AC-No      | Normal<br>WDay | Actual<br>WDay | Absen<br>WDay | Late<br>Min. | Early<br>Min. | OT<br>Hour | AFL<br>Hour | BLeave<br>WDay | N/In<br>Count | N/Out<br>Count | Normal<br>Count | Sick<br>Hour | Vacation<br>Hour | Other<br>Hour | Work Time<br>Hour | Aff<br>Rate<br>% |
|-------------|------------|----------------|----------------|---------------|--------------|---------------|------------|-------------|----------------|---------------|----------------|-----------------|--------------|------------------|---------------|-------------------|------------------|
| OUR COMPANY |            |                |                |               |              |               |            |             |                |               |                |                 |              |                  |               |                   |                  |
| Bat         | 1          | 15             | 15             |               |              |               |            |             |                | 30            | 30             | 60              |              |                  |               |                   | 0                |
| Tuul        | 2          | 15             | 15             |               |              |               |            |             |                | 30            | 30             | 60              |              |                  |               |                   | 0                |
| Sainaa      | 3          | 15             | 15             |               |              |               |            |             |                | 30            | 30             | 60              |              |                  |               |                   | 0                |
| 51          | 51         | 15             | 15             |               |              |               |            |             |                | 30            | 30             | 60              |              |                  |               |                   | 0                |
| 30069       | 30069      | 15             | 15             |               |              |               |            |             |                | 30            | 30             | 60              |              |                  |               |                   | 0                |
| 1409286144  | 1409286144 | 15             | 15             |               |              |               |            |             |                | 30            | 30             | 60              |              |                  |               |                   | 0                |
|             | Subtotal 6 | 90             | 90             |               |              |               |            |             |                | 180           | 180            | 360             |              |                  |               |                   | 0                |
|             | Total 6    | 90             | 90             |               |              |               |            |             |                | 180           | 180            | 360             |              |                  |               |                   | 0                |

| Normal<br>WDay | Actual<br>WDay | Absen<br>WDay | Late<br>Min. | Early<br>Min. | OT<br>Hour | AFL<br>Hour | BLeave<br>WDay | N/In<br>Count | N/Out<br>Count | Normal<br>Count | Sick<br>Hour | Vacation<br>Hour | Other<br>Hour |
|----------------|----------------|---------------|--------------|---------------|------------|-------------|----------------|---------------|----------------|-----------------|--------------|------------------|---------------|
|----------------|----------------|---------------|--------------|---------------|------------|-------------|----------------|---------------|----------------|-----------------|--------------|------------------|---------------|

Normal day- Ажиллах ёстой өдөр

Late min- Өглөө хоцорсон өдөр

Actual WDay- Ажилласан өдөр

Early min-Орой эрт явсан минут

Absen WDay- Ажлаагүй өдөр

Work time- нийт ажилласан цаг

Дараагийн оруулах тайлан нь REPORT Staff’s On-Duty сонгож оруулна.

| <b>Staff's On-Duty/Off-Duty</b> |        |        |        |        |                         |        |        |        |        |
|---------------------------------|--------|--------|--------|--------|-------------------------|--------|--------|--------|--------|
| (OUR COMPANY)                   |        |        |        |        | 2014-01-01 – 2014-01-21 |        |        |        |        |
| OUR COMPANY 1 Bat               |        |        |        |        |                         |        |        |        |        |
| 01 Wed                          | 02 Thu | 03 Fri | 04 Sat | 05 Sun | 06 Mon                  | 07 Tue | 08 Wed | 09 Thu | 10 Fri |
| -                               | -      | -      |        |        | -                       | -      | -      | -      | -      |
| 11 Sat                          | 12 Sun | 13 Mon | 14 Tue | 15 Wed | 16 Thu                  | 17 Fri | 18 Sat | 19 Sun | 20 Mon |
|                                 |        | -      | -      | -      | -                       | -      |        |        | -      |
| 21 Tue                          | 22 Wed | 23 Thu | 24 Fri | 25 Sat | 26 Sun                  | 27 Mon | 28 Tue | 29 Wed | 30 Thu |
| -                               |        |        |        |        |                         |        |        |        |        |
| OUR COMPANY 2 Tuul              |        |        |        |        |                         |        |        |        |        |
| 01 Wed                          | 02 Thu | 03 Fri | 04 Sat | 05 Sun | 06 Mon                  | 07 Tue | 08 Wed | 09 Thu | 10 Fri |
| -                               | -      | -      |        |        | -                       | -      | -      | -      | -      |
| 11 Sat                          | 12 Sun | 13 Mon | 14 Tue | 15 Wed | 16 Thu                  | 17 Fri | 18 Sat | 19 Sun | 20 Mon |
|                                 |        | -      | -      | -      | -                       | -      |        |        | -      |
| 21 Tue                          | 22 Wed | 23 Thu | 24 Fri | 25 Sat | 26 Sun                  | 27 Mon | 28 Tue | 29 Wed | 30 Thu |
| -                               |        |        |        |        |                         |        |        |        |        |
| OUR COMPANY 3 Sainaa            |        |        |        |        |                         |        |        |        |        |
| 01 Wed                          | 02 Thu | 03 Fri | 04 Sat | 05 Sun | 06 Mon                  | 07 Tue | 08 Wed | 09 Thu | 10 Fri |
| -                               | -      | -      |        |        | -                       | -      | -      | -      | -      |
| 11 Sat                          | 12 Sun | 13 Mon | 14 Tue | 15 Wed | 16 Thu                  | 17 Fri | 18 Sat | 19 Sun | 20 Mon |
|                                 |        | -      | -      | -      | -                       | -      |        |        | -      |
| 21 Tue                          | 22 Wed | 23 Thu | 24 Fri | 25 Sat | 26 Sun                  | 27 Mon | 28 Tue | 29 Wed | 30 Thu |
| -                               |        |        |        |        |                         |        |        |        |        |
| OUR COMPANY 51 51               |        |        |        |        |                         |        |        |        |        |
| 01 Wed                          | 02 Thu | 03 Fri | 04 Sat | 05 Sun | 06 Mon                  | 07 Tue | 08 Wed | 09 Thu | 10 Fri |
| -                               | -      | -      |        |        | -                       | -      | -      | -      | -      |

Энэ тайлан ирсэн явсан цаг нь харагдана.