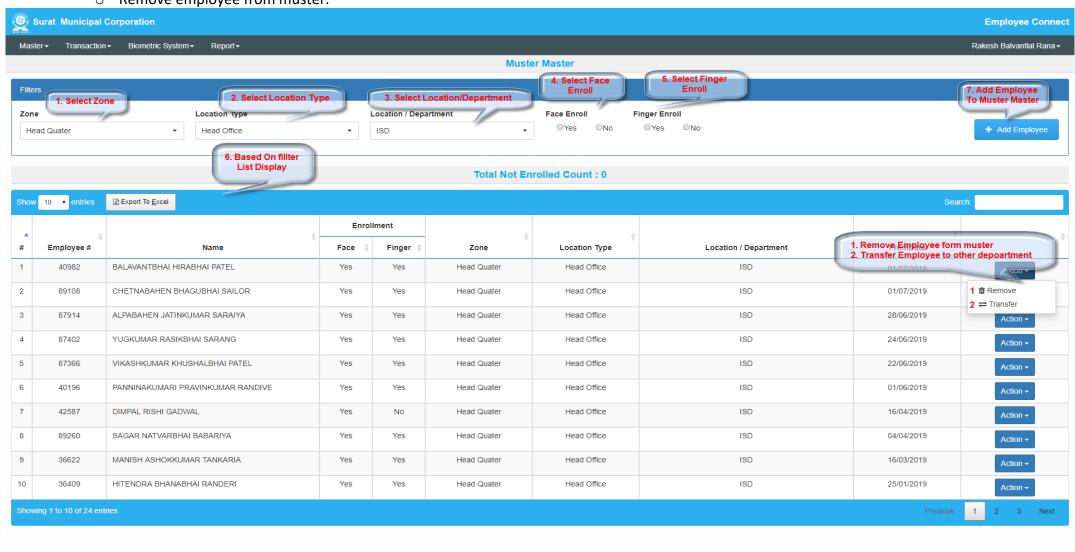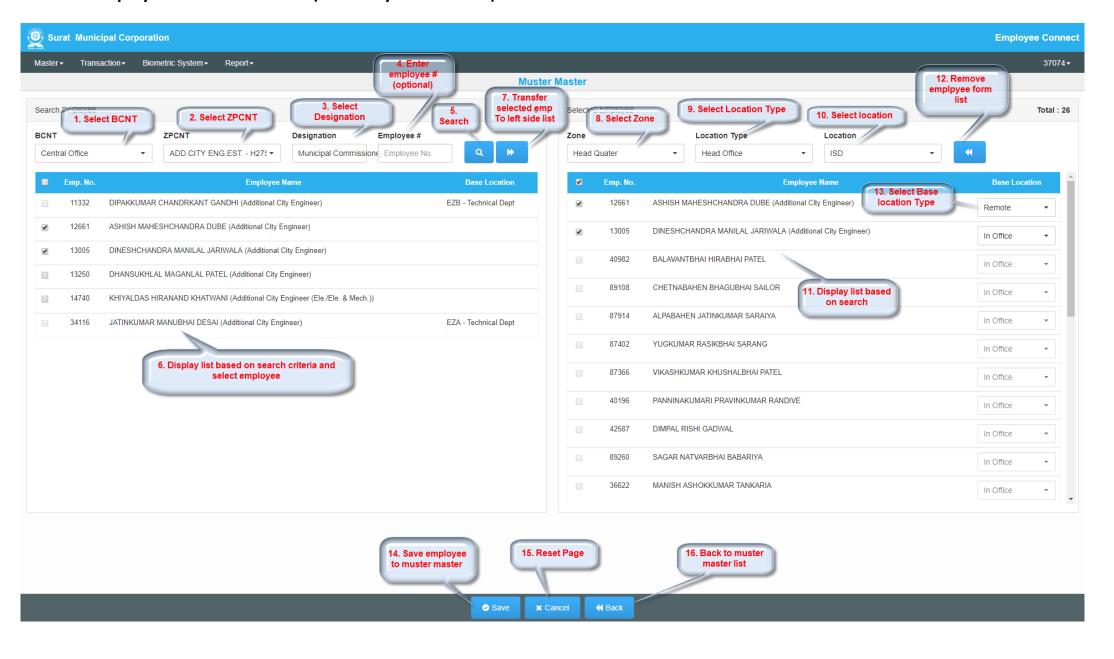# Bio metric user manual

- **Muster Master**
  1. **Muster Master List (Access by Level 1 User)**
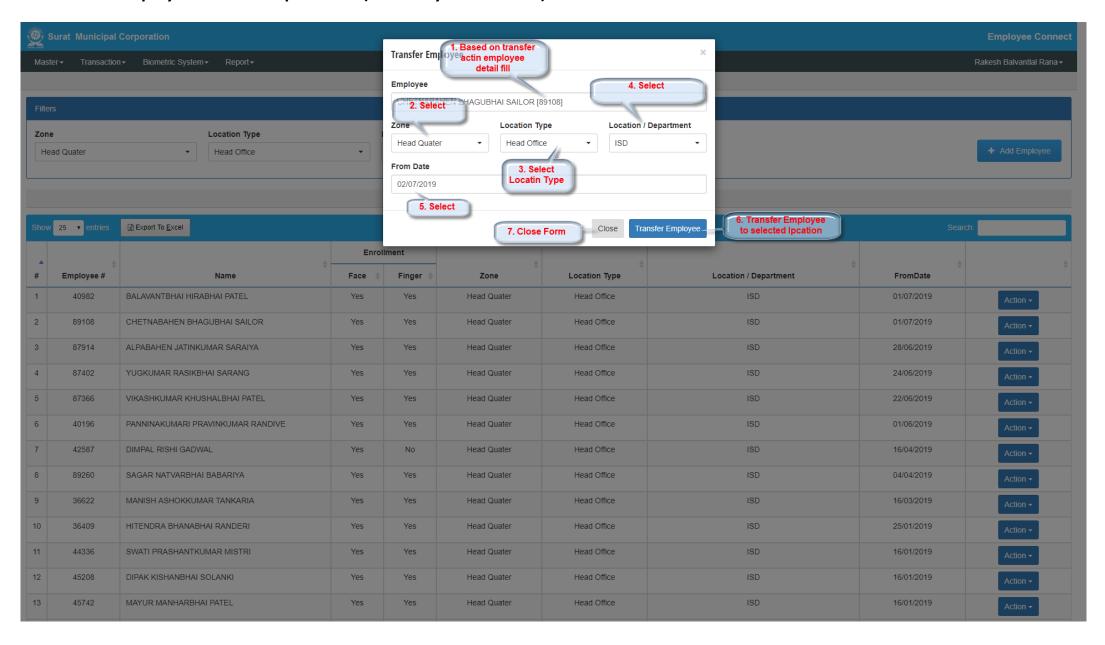   - Add new employee to muster.
     - Transfer employee from muster to other department
     - Remove employee from muster.

Surat Municipal Corporation   **Employee Connect**

Master ▾   Transaction ▾   Biometric System ▾   Report ▾   Rakesh Balvantlal Rana ▾

Muster Master

Filters

1. Select Zone   **2. Select Location Type**   **3. Select Location/Department**   **4. Select Face Enroll**   **5. Select Finger Enroll**   **7. Add Employee To Muster Master**

Zone	Location Type	Location / Department	Face Enroll	Finger Enroll	
Head Quater ▾	Head Office ▾	ISD ▾	○Yes ○No	○Yes ○No	**+ Add Employee**

6. Based On fillter List Display

Total Not Enrolled Count : 0

Show 10 ▾ entries   📊 Export To Excel   Search: [   ]

1. Remove Employee form muster
2. Transfer Employee to other depoartment

#	Employee #	Name	Enrollment		Zone	Location Type	Location / Department		
			Face	Finger					
1	40982	BALAVANTBHAI HIRABHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	01/07/2019	Action ▾
2	89108	CHETNABAHEN BHAGUBHAI SAILOR	Yes	Yes	Head Quater	Head Office	ISD	01/07/2019	1 🗑 Remove 2 ⇄ Transfer
3	87914	ALPABAHEN JATINKUMAR SARAIYA	Yes	Yes	Head Quater	Head Office	ISD	28/06/2019	Action ▾
4	87402	YUGKUMAR RASIKBHAI SARANG	Yes	Yes	Head Quater	Head Office	ISD	24/06/2019	Action ▾
5	87366	VIKASHKUMAR KHUSHALBHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	22/06/2019	Action ▾
6	40196	PANNINAKUMARI PRAVINKUMAR RANDIVE	Yes	Yes	Head Quater	Head Office	ISD	01/06/2019	Action ▾
7	42587	DIMPAL RISHI GADWAL	Yes	No	Head Quater	Head Office	ISD	16/04/2019	Action ▾
8	89260	SAGAR NATVARBHAI BABARIYA	Yes	Yes	Head Quater	Head Office	ISD	04/04/2019	Action ▾
9	36622	MANISH ASHOKKUMAR TANKARIA	Yes	Yes	Head Quater	Head Office	ISD	16/03/2019	Action ▾
10	36409	HITENDRA BHANABHAI RANDERI	Yes	Yes	Head Quater	Head Office	ISD	25/01/2019	Action ▾

Showing 1 to 10 of 24 entries   Previous 1 2 3 Next

1. Add employee to muster master (Access by Level 1 User)

2. Transfer employee to other department (Access by Level 1 User)

Surat Municipal Corporation Employee Connect

Master ▾   Transaction ▾   Biometric System ▾   Report ▾   Rakesh Balvantlal Rana ▾

Filters

Zone	Location Type
Head Quater	Head Office

+ Add Employee

Transfer Employee ✕

1. Based on transfer actin employee detail fill

Employee
CHETNABAHEN BHAGUBHAI SAILOR [89108]

4. Select

2. Select

Zone	Location Type	Location / Department
Head Quater	Head Office	ISD

3. Select Locatin Type

From Date
02/07/2019

5. Select

7. Close Form   Close   Transfer Employee   **6. Transfer Employee to selected lpcation**

Show 25 entries   Export To Excel   Search:

#	Employee #	Name	Enrollment Face	Enrollment Finger	Zone	Location Type	Location / Department	FromDate	
1	40982	BALAVANTBHAI HIRABHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	01/07/2019	Action ▾
2	89108	CHETNABAHEN BHAGUBHAI SAILOR	Yes	Yes	Head Quater	Head Office	ISD	01/07/2019	Action ▾
3	87914	ALPABAHEN JATINKUMAR SARAIYA	Yes	Yes	Head Quater	Head Office	ISD	28/06/2019	Action ▾
4	87402	YUGKUMAR RASIKBHAI SARANG	Yes	Yes	Head Quater	Head Office	ISD	24/06/2019	Action ▾
5	87366	VIKASHKUMAR KHUSHALBHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	22/06/2019	Action ▾
6	40196	PANNINAKUMARI PRAVINKUMAR RANDIVE	Yes	Yes	Head Quater	Head Office	ISD	01/06/2019	Action ▾
7	42587	DIMPAL RISHI GADWAL	Yes	No	Head Quater	Head Office	ISD	16/04/2019	Action ▾
8	89260	SAGAR NATVARBHAI BABARIYA	Yes	Yes	Head Quater	Head Office	ISD	04/04/2019	Action ▾
9	36622	MANISH ASHOKKUMAR TANKARIA	Yes	Yes	Head Quater	Head Office	ISD	16/03/2019	Action ▾
10	36409	HITENDRA BHANABHAI RANDERI	Yes	Yes	Head Quater	Head Office	ISD	25/01/2019	Action ▾
11	44336	SWATI PRASHANTKUMAR MISTRI	Yes	Yes	Head Quater	Head Office	ISD	16/01/2019	Action ▾
12	45208	DIPAK KISHANBHAI SOLANKI	Yes	Yes	Head Quater	Head Office	ISD	16/01/2019	Action ▾
13	45742	MAYUR MANHARBHAI PATEL	Yes	Yes	Head Quater	Head Office	ISD	16/01/2019	Action ▾

- **Shift Management (Access by Level 1 User)**
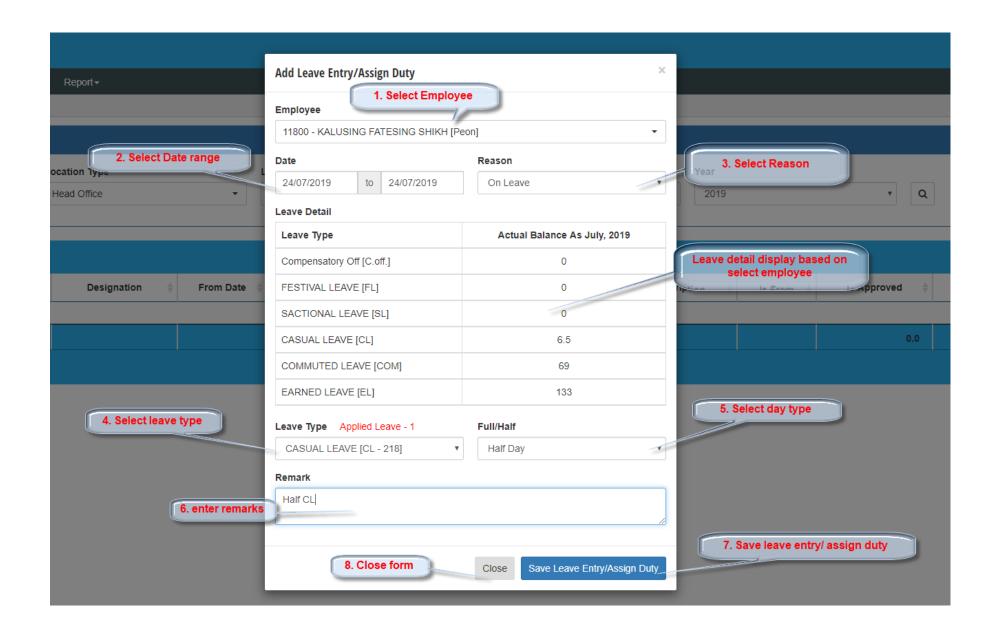 - o **Add or change Shift Timing and weekly off**

- **Leave Entry / Assign Duty (Access by Level 1 User)**
  - Enter leave
  - Add reason (Duty)
    - Field duty assigned
    - Training
    - Out station duty
    - Meeting at other location
    - Election Duty
    - SMC Program Duty

Surat Municipal Corporation

Employee Connect

Master▾ Transaction▾ Biometric System▾ Report▾

Rakesh Balvantlal Rana▾

Leave Entry / Assign Duty

Filters

6. Get leave details

8. Add leave / assign duty

Zone	Location Type	Location / Department	Month	Year		
1. Select Zone	**2. Select Location Type**	**3. Select location/department**	**4. Select month**	**5. Select year**		
Head Quater ▾	Head Office ▾	ISD ▾	July ▾	2019 ▾	🔍	**Add Leave/Duty**

Show 10 ▾ entries   📄 Export To Excel   📄 Export To PDF

Search: [_____]

# ▲	Employee #	Name	Designation	From Date	To Date	Leave Code	No Of Days	Leave Description	Is From	Is Approved	Modified By	Action
1	11152	RITA SUNILKUMAR SHAH	First Grade Clerk	19/07/2019	19/07/2019	218	0.5	CASUAL LEAVE	Web	No	89137	🗑
2	11152	RITA SUNILKUMAR SHAH	First Grade Clerk	23/07/2019	23/07/2019	218	1	CASUAL LEAVE	Web	No	89137	🗑
3	11800	KALUSING FATESING SHIKH	Peon	04/07/2019	05/07/2019	203	2	COMMUTED LEAVE	Payroll	Yes	99999	
4	11800	KALUSING FATESING SHIKH	Peon	16/07/2019	16/07/2019	299	1	Compensatory Off	Web	No	89137	🗑
5	11800	KALUSING FATESING SHIKH	Peon	19/07/2019	19/07/2019	203	1	COMMUTED LEAVE	Web	No	89137	🗑
6	11800	KALUSING FATESING SHIKH	Peon	20/07/2019	20/07/2019	203	1	COMMUTED LEAVE	Web	No	89137	🗑
7	22136	SUNILKUMAR RATILAL DESAI	Second Grade Clerk	11/07/2019	11/07/2019	0	1	Field duty assigned	Web	No	89137	🗑
8	22136	SUNILKUMAR RATILAL DESAI	Second Grade Clerk	17/07/2019	17/07/2019	219	1	SACTIONAL LEAVE	Web	No	89137	🗑
9	36409	HITENDRA BHANABHAI RANDERI	Second Grade Clerk	06/07/2019	06/07/2019	218	0.5	CASUAL LEAVE	Payroll	Yes	99999	
10	36409	HITENDRA BHANABHAI RANDERI	Second Grade Clerk	09/07/2019	09/07/2019	218	0.5	CASUAL LEAVE	Payroll	Yes	99999	
					Approved:		30.5	Not Approve:		24		

7. Leave / assign duty details

9. Remove leave / assign duty

Showing 1 to 10 of 44 entries

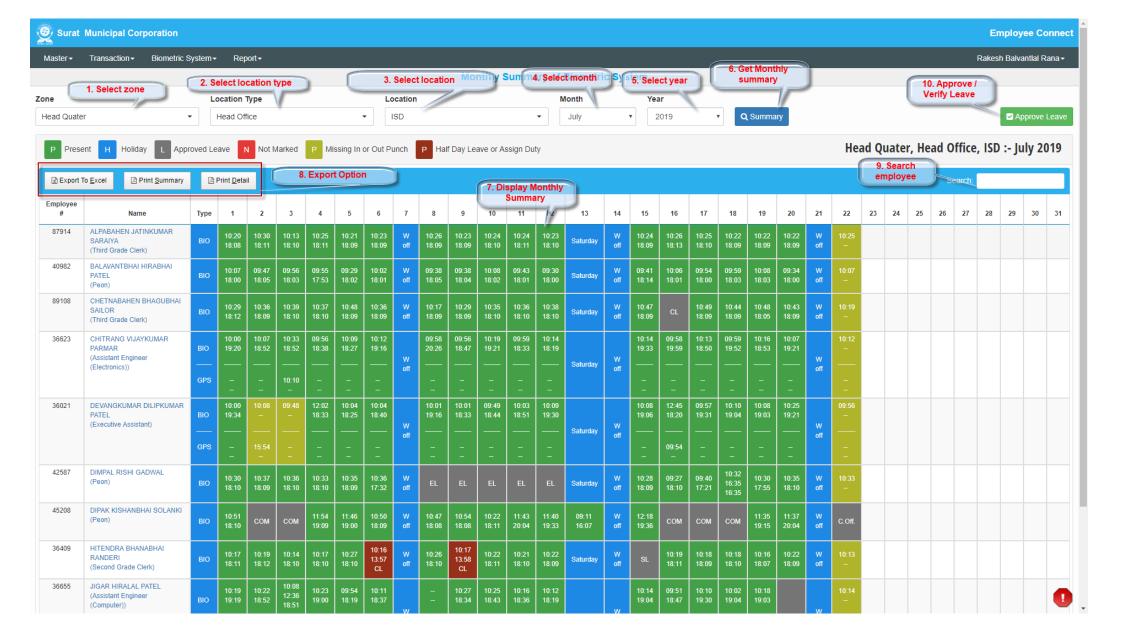Previous 1 2 3 4 5 Next

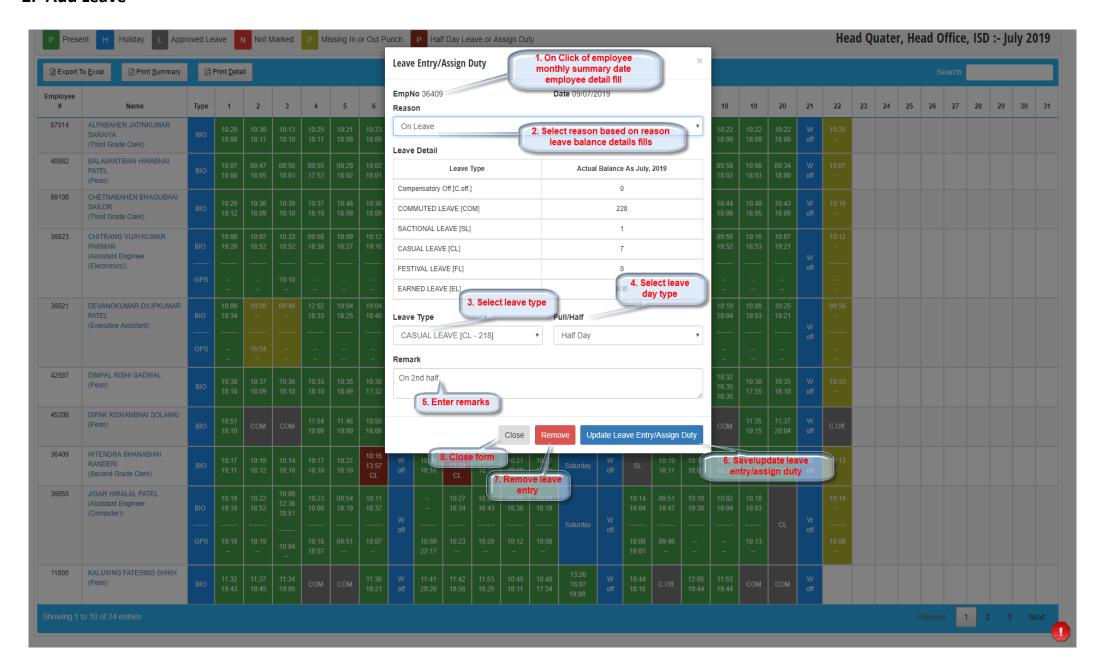- **Add Leave Entry / Assign Duty (Access by Level 1 User)**
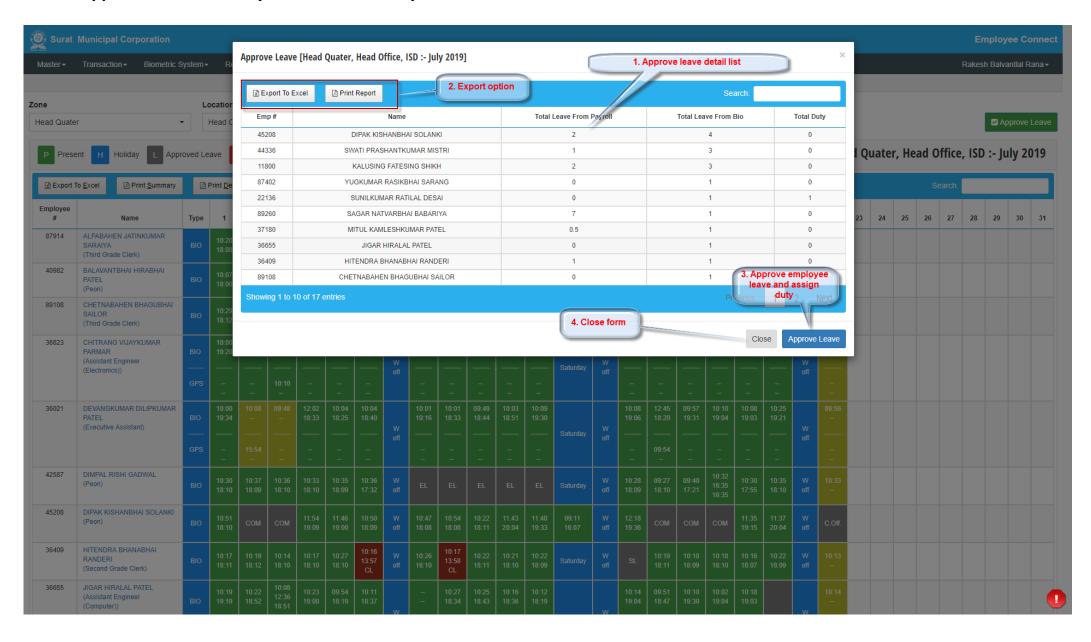
- **Monthly Summary**

  1. **Monthly Summary**
     a. Add/Update/Remove leave (for not marked)
     b. Add/Update/Remove reason (Duty) (for not marked)
  ➢ Check and verify leave data by level 1 user
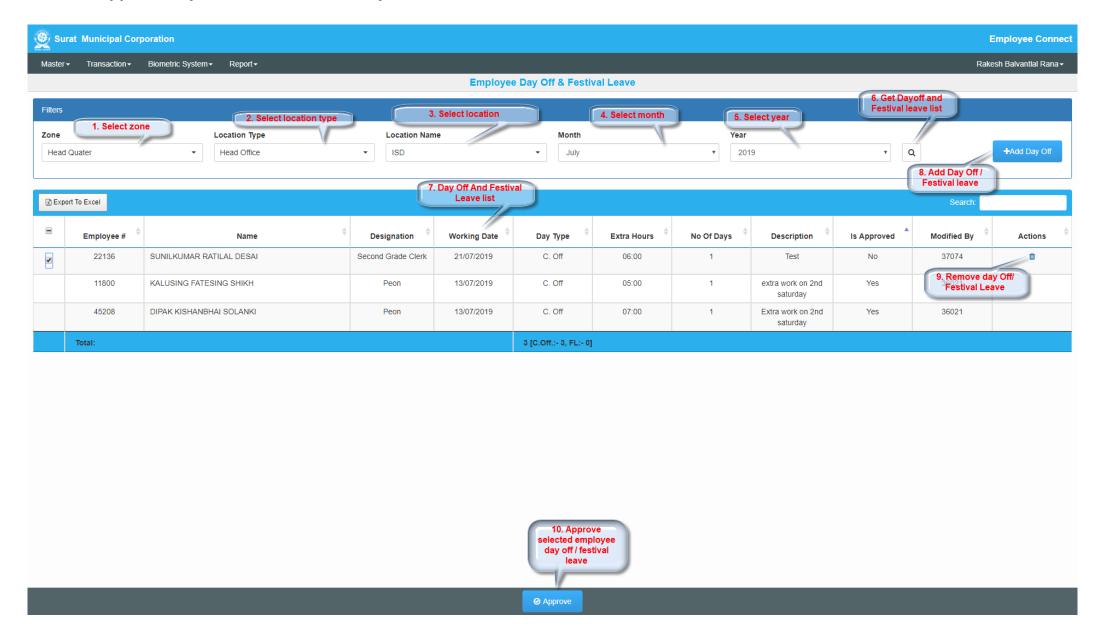 ➢ Leave confirmation (Approve leave) at the end of every month by level 2 users.

Master ▾   Transaction ▾   Biometric System ▾   Report ▾   Rakesh Balvantlal Rana ▾

Monthly Summary of Biometric System

1. Select zone
2. Select location type
3. Select location
4. Select month
5. Select year
6. Get Monthly summary
10. Approve / Verify Leave

Zone
Head Quater

Location Type
Head Office

Location
ISD

Month
July

Year
2019

🔍 Summary   ☑ Approve Leave

| P | Present | H | Holiday | L | Approved Leave | N | Not Marked | P | Missing In or Out Punch | P | Half Day Leave or Assign Duty |

Head Quater, Head Office, ISD :- July 2019

📄 Export To Excel   📄 Print Summary   📄 Print Detail

8. Export Option
9. Search employee   Search: _____
7. Display Monthly Summary

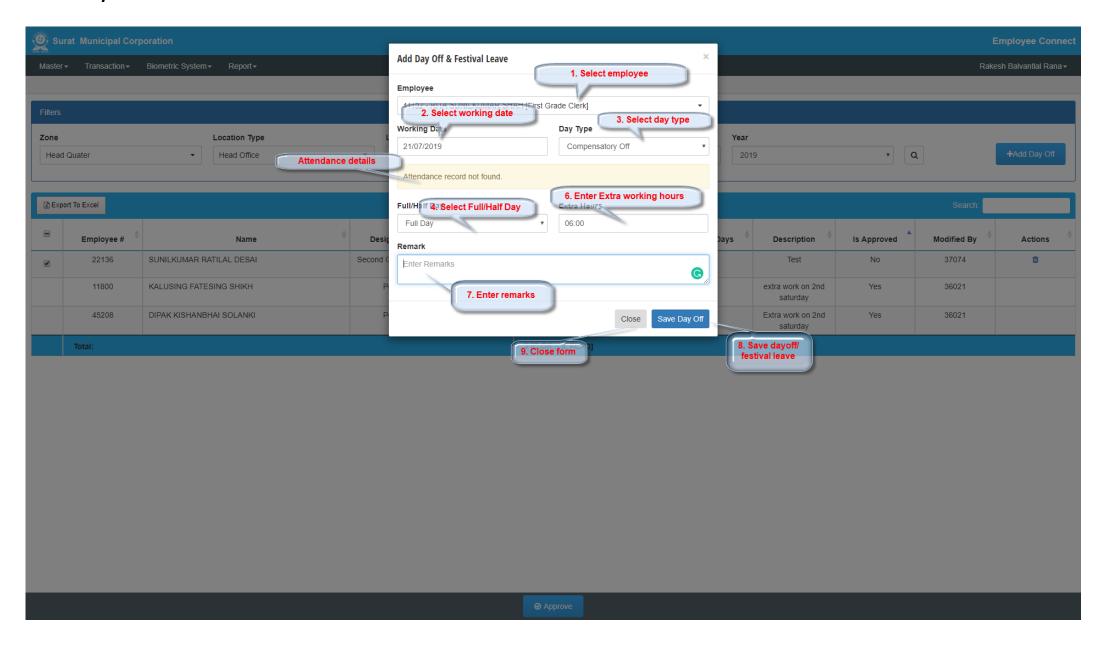| Employee #	Name	Type	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
87914	ALPABAHEN JATINKUMAR SARAIYA (Third Grade Clerk)	BIO	10:20 18:08	10:30 18:11	10:13 18:10	10:25 18:11	10:21 18:09	10:23 18:09	W off	10:26 18:09	10:23 18:09	10:24 18:10	10:24 18:11	10:23 18:10	Saturday	W off	10:24 18:09	10:26 18:13	10:25 18:10	10:22 18:09	10:22 18:09	10:22 18:09	W off	10:25 --									
40982	BALAVANTBHAI HIRABHAI PATEL (Peon)	BIO	10:07 18:00	09:47 18:05	09:56 18:03	09:55 17:53	09:29 18:02	10:02 18:01	W off	09:38 18:05	09:38 18:04	10:08 18:02	09:43 18:01	09:30 18:00	Saturday	W off	09:41 18:14	10:06 18:01	09:54 18:00	09:59 18:03	10:08 18:03	09:34 18:00	W off	10:07 --									
89108	CHETNABAHEN BHAGUBHAI SAILOR (Third Grade Clerk)	BIO	10:29 18:12	10:36 18:09	10:39 18:10	10:37 18:10	10:48 18:09	10:36 18:09	W off	10:17 18:09	10:29 18:09	10:35 18:10	10:36 18:10	10:38 18:10	Saturday	W off	10:47 18:09	CL	10:49 18:09	10:44 18:09	10:48 18:05	10:43 18:09	W off	10:19 --									
36623	CHITRANG VIJAYKUMAR PARMAR (Assistant Engineer (Electronics))	BIO / GPS	10:00 19:20 / -- --	10:07 18:52 / -- --	10:33 18:52 / 10:10 --	09:56 18:38 / -- --	10:09 18:27 / -- --	10:12 19:16 / -- --	W off	09:58 20:26 / -- --	09:56 18:47 / -- --	10:19 19:21 / -- --	09:59 18:33 / -- --	10:14 18:19 / -- --	Saturday	W off	10:14 19:33 / -- --	09:58 19:59 / -- --	10:13 18:50 / -- --	09:59 19:52 / -- --	10:16 18:53 / -- --	10:07 19:21 / -- --	W off	10:12 --									
36021	DEVANGKUMAR DILIPKUMAR PATEL (Executive Assistant)	BIO / GPS	10:00 19:34 / -- --	10:08 -- / 15:54	09:48 -- / -- --	12:02 18:33 / -- --	10:04 18:25 / -- --	10:04 18:40 / -- --	W off	10:01 19:16 / -- --	10:01 18:33 / -- --	09:49 18:44 / -- --	10:03 18:51 / -- --	10:09 19:30 / -- --	Saturday	W off	10:08 19:06 / -- --	12:45 18:20 / 09:54	09:57 19:31 / -- --	10:10 19:04 / -- --	10:08 19:03 / -- --	10:25 19:21 / -- --	W off	09:56 --									
42587	DIMPAL RISHI GADWAL (Peon)	BIO	10:30 18:10	10:37 18:09	10:36 18:10	10:33 18:10	10:35 18:09	10:36 17:32	W off	EL	EL	EL	EL	EL	Saturday	W off	10:28 18:09	09:27 18:10	09:40 17:21	10:32 16:35 16:35	10:30 17:55	10:35 18:10	W off	10:33 --									
45208	DIPAK KISHANBHAI SOLANKI (Peon)	BIO	10:51 18:10	COM	COM	11:54 19:09	11:46 19:00	10:50 18:09	W off	10:47 18:08	10:54 18:08	10:22 18:11	11:43 20:04	11:40 19:33	09:11 16:07	W off	12:18 19:36	COM	COM	COM	11:35 19:15	11:37 20:04	W off	C.Off.									
36409	HITENDRA BHANABHAI RANDERI (Second Grade Clerk)	BIO	10:17 18:11	10:19 18:12	10:14 18:10	10:17 18:10	10:27 18:10	10:16 13:57 CL	W off	10:26 18:10	10:17 13:58 CL	10:22 18:11	10:21 18:10	10:22 18:09	Saturday	W off	SL	10:19 18:11	10:18 18:09	10:18 18:10	10:16 18:07	10:22 18:09	W off	10:13 --									
36655	JIGAR HIRALAL PATEL (Assistant Engineer (Computer))	BIO	10:19 19:19	10:22 18:52	10:08 12:36 18:51	10:23 19:00	09:54 18:19	10:11 18:37	W off	-- --	10:27 18:34	10:25 18:43	10:16 18:36	10:12 18:19			10:14 19:04	09:51 18:47	10:10 19:30	10:02 19:04	10:18 19:03		W	10:14 --									

2. Add Leave

3. Approve leave and assign duty (Access by Level 2 User)
a. Approve leave and duty at end of month by level 2 user.

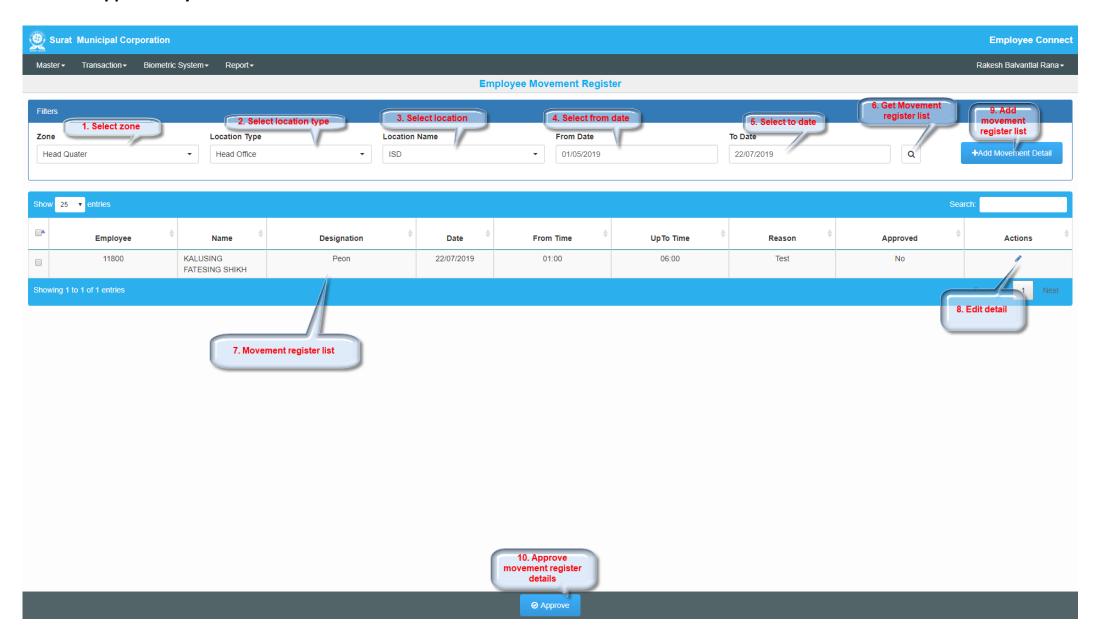- **Add Employee Day Off / Festival Leave**

1. **Day Off and festival leave list**
   a. **Add day off and festival leave by level 1 user**
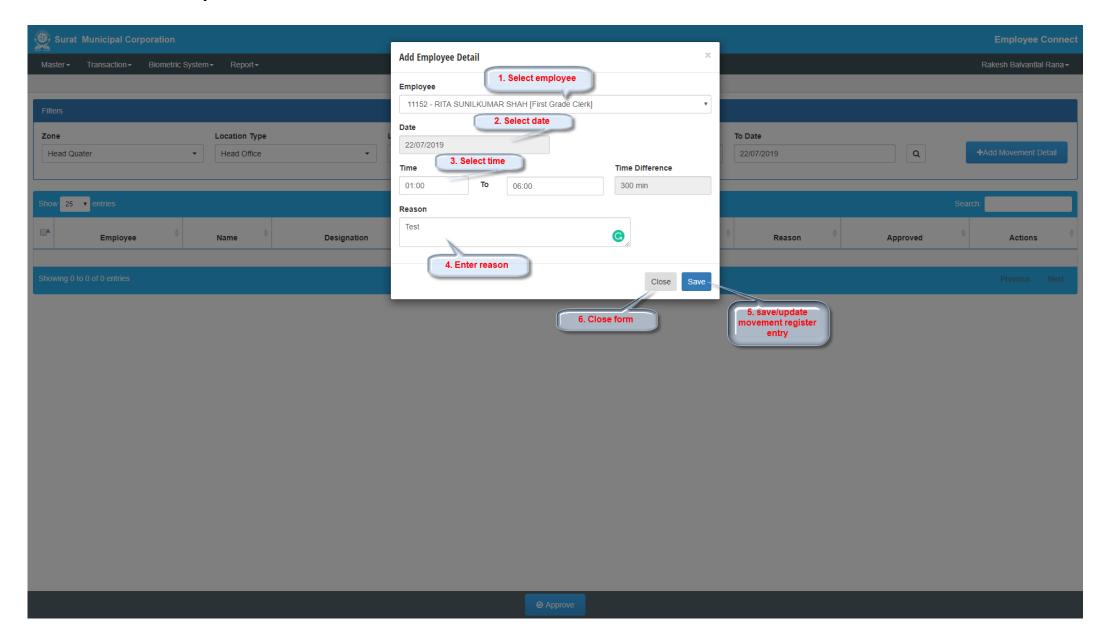   b. **Approve day off and festival leave by level 2 users**

2. Add Day Off and festival leave

- **Movement Register**

1. **Movement register list**
   a. **Add movement by level 1 user**
   b. **Approved by level 2 user.**

2. Add movement entry

- **Shift Schedule**
  - o **Schedule shift for date range.**