

# Samay 1.0

## ABOUT SAMAY

Samay is the kind of application software which reduces the human efforts. It keeps the records of the employee at regular basis. One can upload the data from the attendance machine in the database for the further use.

You can check the status of the employee, daily performance report, monthly performance report, muster roll, detailed muster roll, and employee's list.

In this era no one wants to keep attendance manually because it will take some time every day. This application is used to keep attendance upto date with the time attendance machine. You can add as much employee as you have in the organization. You can also add the Shift Type, company, Department, Branch in Samay according to the need in master entries.

In Samay the most important thing is the process log. If you want to show the reports, you must have to process all the data. If the data is not processed then it might be that you can not show the reports.

Samay is not to large application so it is not complex. It is easy to use and user friendly application.

## INSTALLATION GUIDE

### MINIMUM HARDWARE/SOFTWARE REQUIREMENTS

#### MINIMUM HARDWARE REQUIREMENTS

Processor: 400 MHz.

RAM: 256 MB

Disk space: 300 MB (280 MB for .net framework and 10 MB for MS Report Viewer included)

Display: SVGA (1024 x 768 pixel resolution)

#### MINIMUM SOFTWARE REQUIREMENTS

Operating System: Windows 2000/XP/Vista/7

### SOFTWARE NEEDED TO BE INSTALLED BEFORE INSTALLATION OF SAMAY

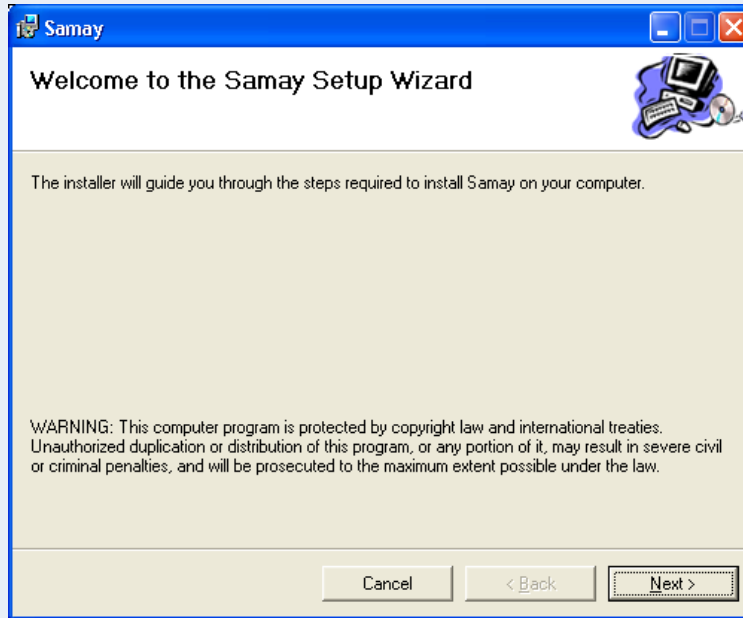
- .net framework 2.0 or later.
- Microsoft Report Viewer

### INSTALLATION STEPS

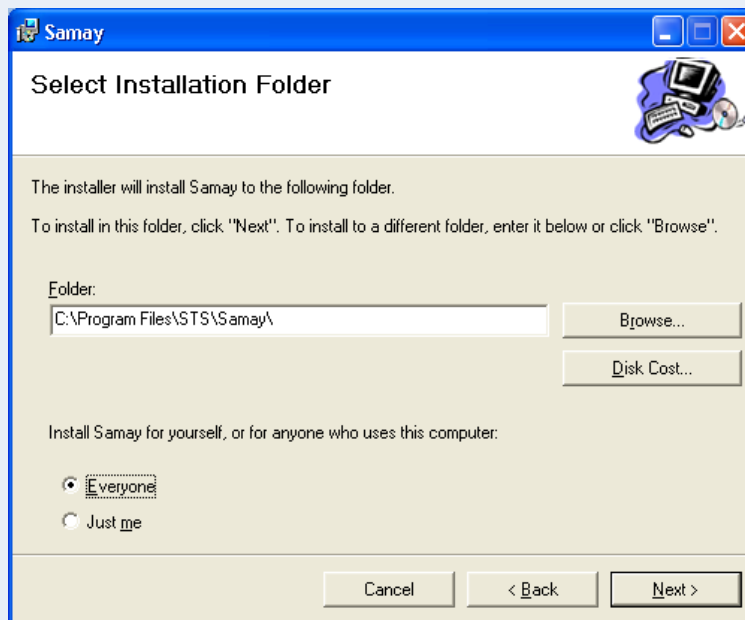
- ❖ First run the setup file then click run button.



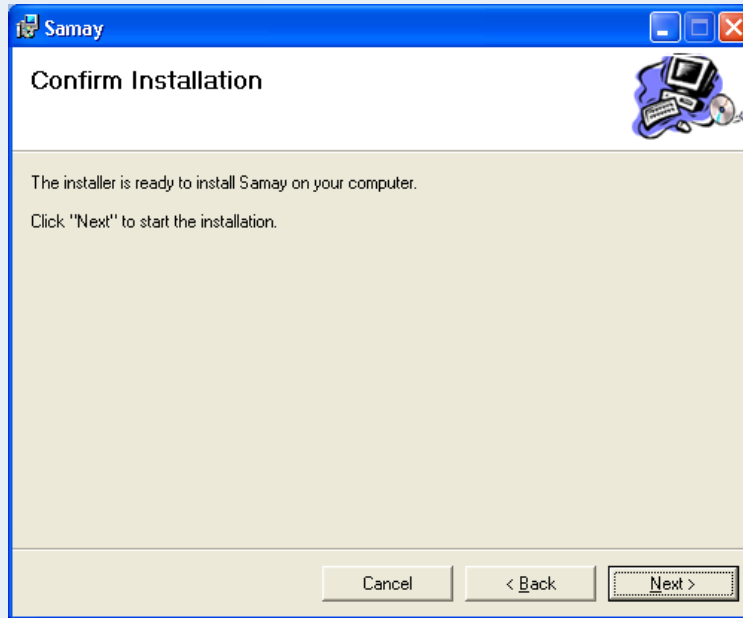
- ❖ Click next.



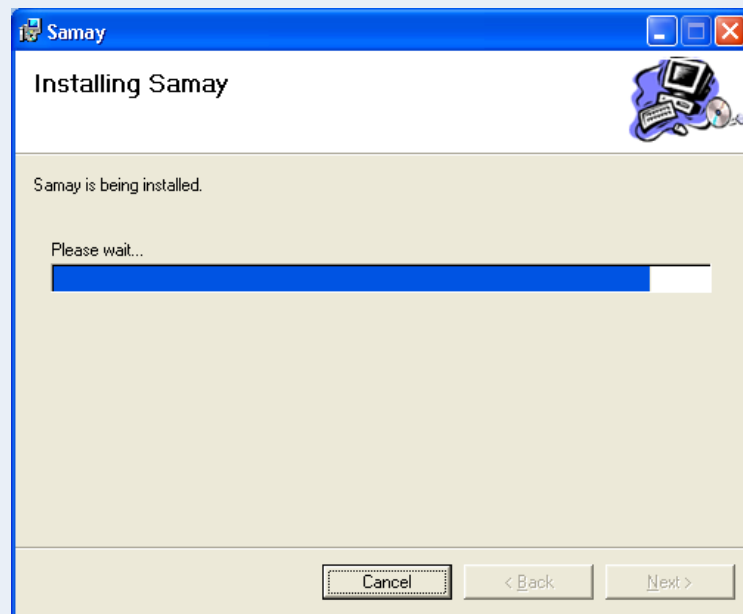
- ❖ If you want to install this application for your own use select Just Me other wise every one.



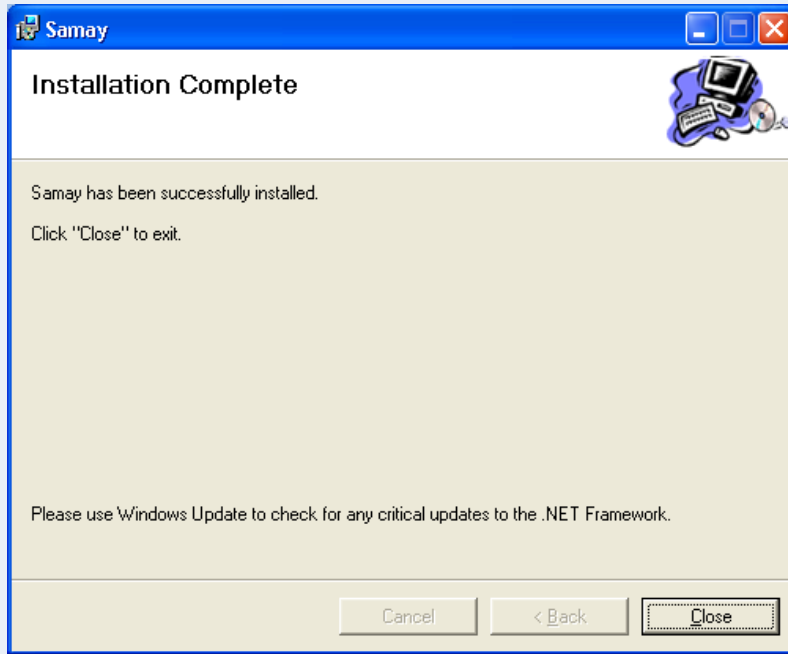
- ❖ Click next for confirmation.



- ❖ Installing Samay please wait.



- ❖ Click close to exit setup. Setup has been installed successfully



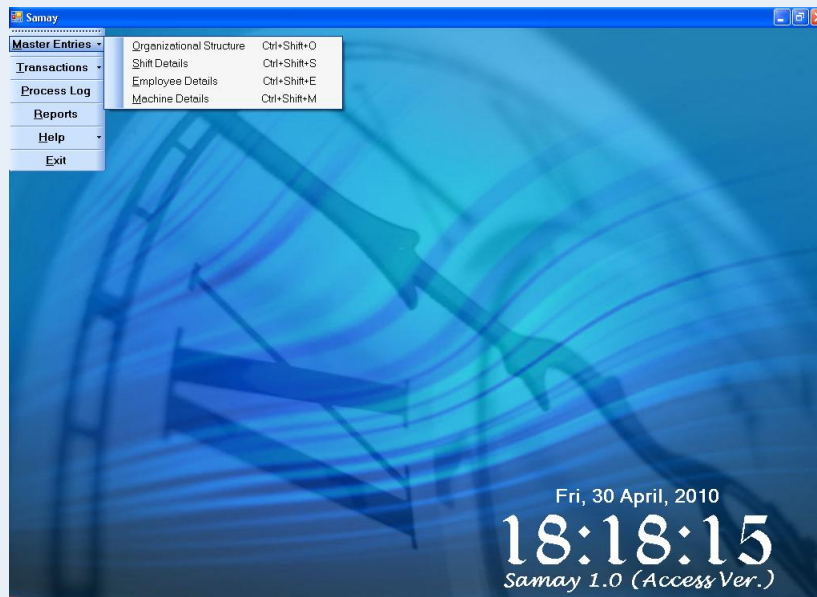
## CONFIGURATION GUIDE

### DATABASE CONFIGURATION

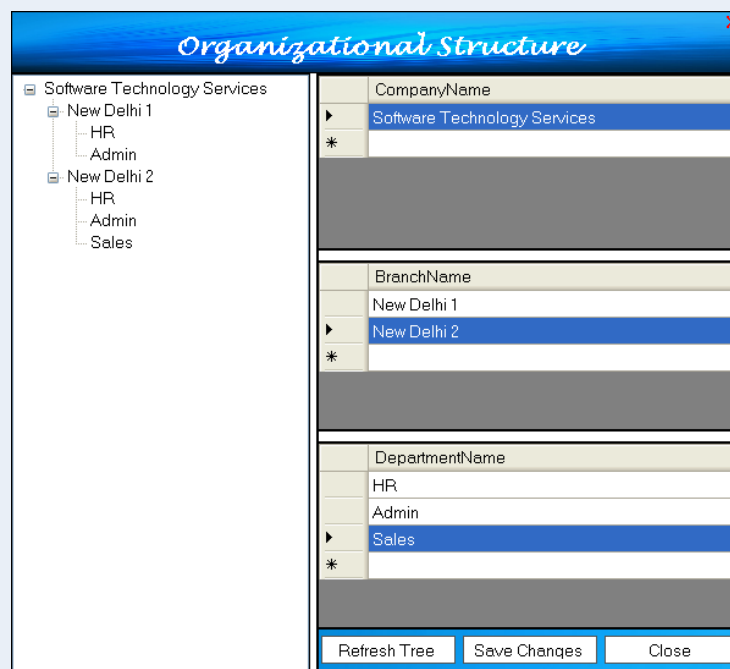
Database file should be placed in the same folder where Samay is installed. Do not cut the database file and paste to other location it will cause problem.

### COMPANY RELATED CONFIGURATION

1. Click Master entries >> Organizational Structure

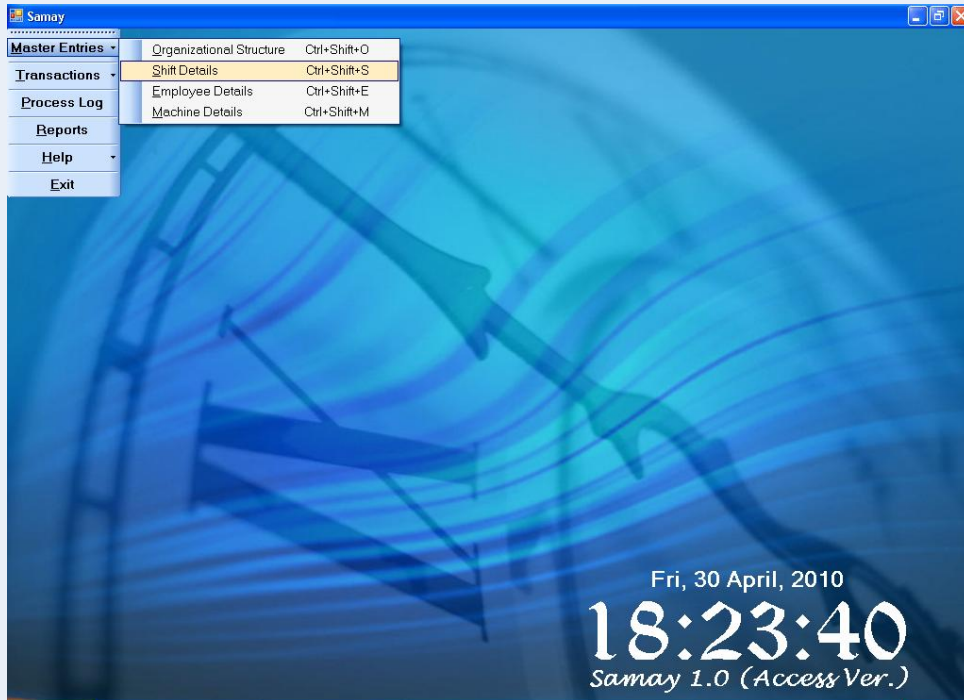


2. Enter Company Name, Branch Name and Department Names in the respective grid, and then click Save Changes to save data.

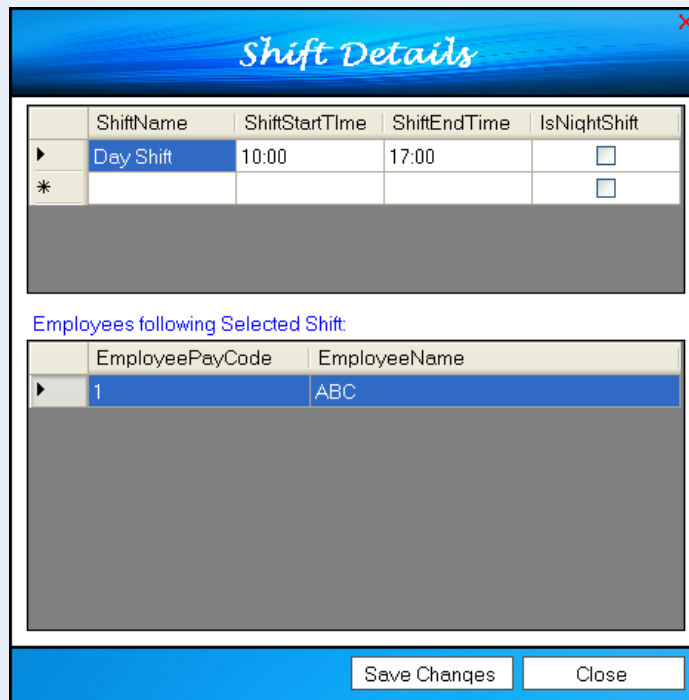


3. Close Organizational Structure

4. Click Master entries >> Shift Details



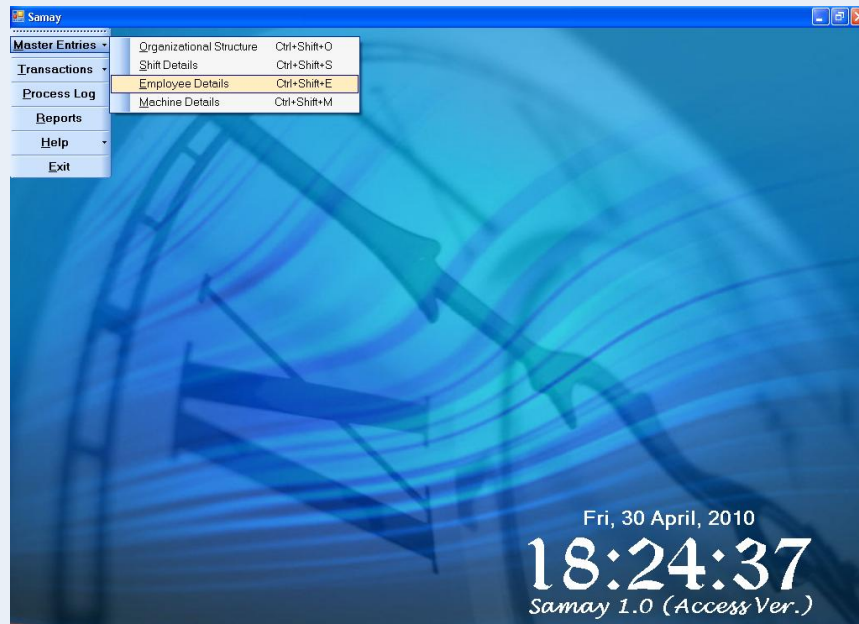
5. Enter Shift Name, Shift Start Time and Shift End Time.



6. If your shift crosses the Midnight mark, means if your shift starts on one date but ends on next date, then check the “Is Night Shift” checkbox, otherwise leave it unchecked.

7. Save and Close Shift Details window.

8. Click Master entries >> Employee Details



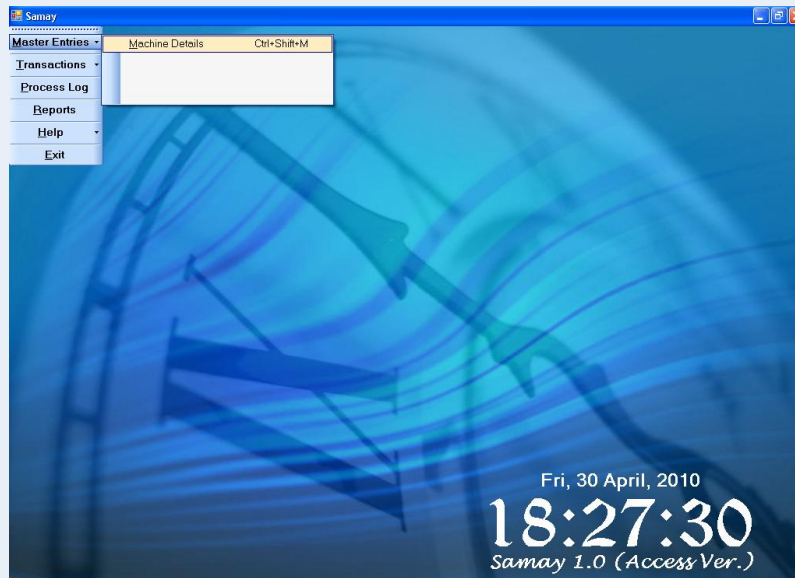
9. Select the Department, in which you want to add employee, then enter Employees information in Grid.

The 'Employee's Details' form is shown. It has three dropdown menus for 'Company Name' (Software Technology Services), 'Branch Name' (New Delhi 1), and 'Department Name' (HR). Below these is a table with columns: CardNo, Pay Code, Employee Name, Active, Shift, 1st Off Day, and 2nd Off Day. The first row contains: 1, 1, ABC, , Day Shift, No OFF, Sunday. A second row is marked with an asterisk (\*). At the bottom are 'Save Changes' and 'Close' buttons.

CardNo	Pay Code	Employee Name	Active	Shift	1st Off Day	2nd Off Day
1	1	ABC	<input checked="" type="checkbox"/>	Day Shift	No OFF	Sunday
*			<input type="checkbox"/>			

- a. Please enter card number without leading zeros (means use 12, not 0012)
  - b. You can use alphanumeric entry in Paycode section according to your organizational requirements.
  - c. Mark active as true for current working employees. You can just remove the check mark of active when any employee leaves your organization.
  - d. Please select the Weekdays as First and Second Off days. Select "No Off", if no week off is fixed in your organization.
10. Save and Close the window.

11. Click Master entries >> Machine Details

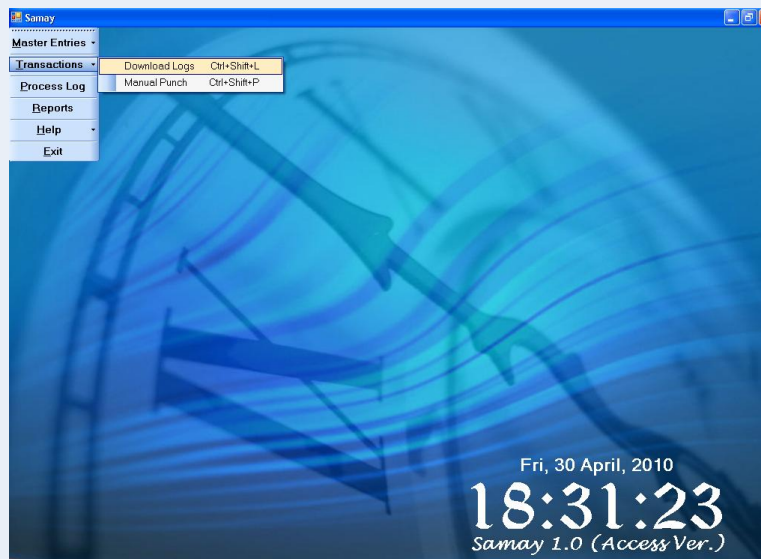


12. Enter required information according to Machine type and model installed at your premises.

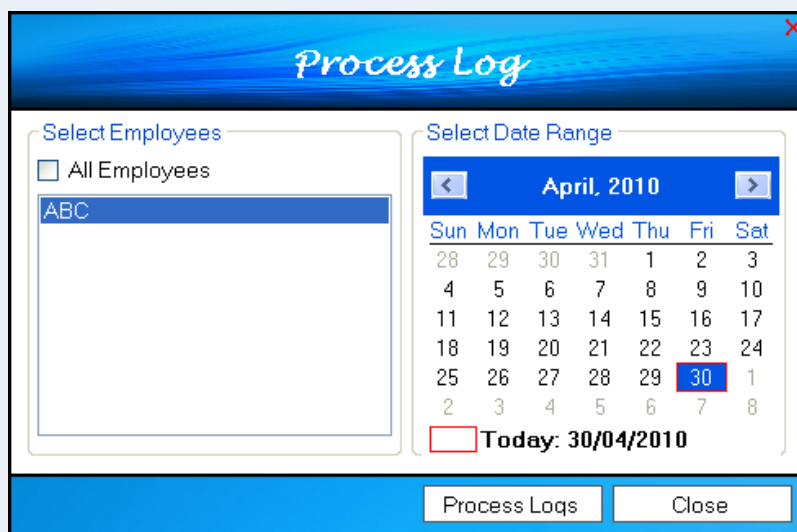
A screenshot of the 'Machine Details' form. The form has a blue header with the title 'Machine Details'. Below the header is a table with the following columns: TerminalID, MachineType, IPAddress, PortNo, BaudRate, and MDBPath. The first row of the table has an asterisk (\*) in the TerminalID column and a dropdown arrow in the MachineType column. Below the table are two buttons: 'Save Changes' and 'Close'.

- a. Terminal ID is compulsory. If there is only one machine it will be always 1, otherwise put the value according to the value given in machine's firmware settings.
  - b. Select Machine Type.
  - c. Enter IP Address of machine (Not required for Syris, Heart or SmartI Databases)
  - d. Enter Port Number as given in machine's firmware settings.
  - f. Provide MDB file's path for SmartI or Syris Machines.
13. Save and Close Machine Details

14. Click Transaction >> Download Logs >> Download



15. It will download all logs from Attendance Machine.  
16. Close the Download Log window  
17. Click on Process Log



18. Select Employees and Date Range to process.  
19. Click Process.  
20. After Processing, Close dialog box.

21. Click Reports

**Select Report Criteria**

**Report Type**

- Daily Performance
- Monthly Performance
- Muster Roll
- Detailed Muster Roll
- Employee's List

**Select Date Range**

April 2010      May 2010

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

Today: 30/04/2010

With Companyname    With Branchname    With Department    With Employee

CompanyName	BranchName	DepartmentName
Software Technology S...	New Delhi 1	HR
	New Delhi 2	Admin

Pay Code: 1  
Card No: 1  
Name: ABC

Inactive Employees   **Show Report**   **Cancel**

22. Select Report Type

23. Select Employees

24. Select Date Range

25. Click Show Report

26. In Report Preview, you can sort data, by clicking on the Heading.

27. Export report to Excel or PDF format or print as required.

**Preview Report**

1 of 1   100%   Find | Next

**Export**

Save Paper - Save Trees - Save Earth  
Use PDF or EXCEL format instead of printing as much as

**Close**

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## DEVICE CONFIGURATION

Here we can configure eight type of machine with this application. At present only BioRoles machine is supported in Beta Version.

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### BIROLES

Terminal id: You have to set the terminal ID (1, 2, 3 etc.) which is required in machine detail.

Device Type: Set device type in machine detail as Bio Rolls.

IP Address: Set the IP Address of machine in machine detail.

Baud Rate: For Bio Rolls baud rate should be 115200.

Port Number: It should be 2000.

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### ZK

Terminal id: You have to set the terminal ID (1, 2, 3 etc.) which is required in machine detail.

Device Type: Set device type in machine detail as ZK.

IP Address: Set the IP Address of machine in machine detail.

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### T22

Terminal id: You have to set the terminal ID (1, 2, 3 etc.) which is required in machine detail.

Device Type: Set device type in machine detail as T22.

IP Address: Set the IP Address of machine in machine detail.

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### SYRIS

Device Type: Set device type in machine detail as Syris.

Path It requires path where the Database file of machine is placed.

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### HEART

Device Type: Set device type in machine detail as Heart.

Path: It requires path where the Database file of machine is placed.

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### SMARTI

If machine is single then

Device Type: Set device type in machine detail as Smartl.

IP Address: Set the IP Address of machine in machine detail.

Port Number: It should be 1234

If machine is multiple.

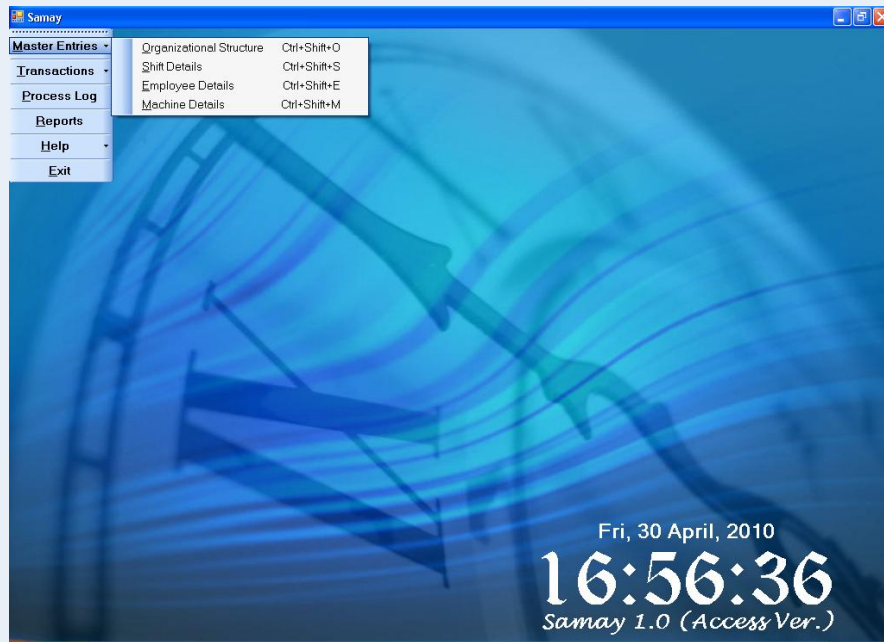
Device Type: Set device type in machine detail as Smartl.

Path: Set the path of the database of machine.

Port Number: It should be 1234

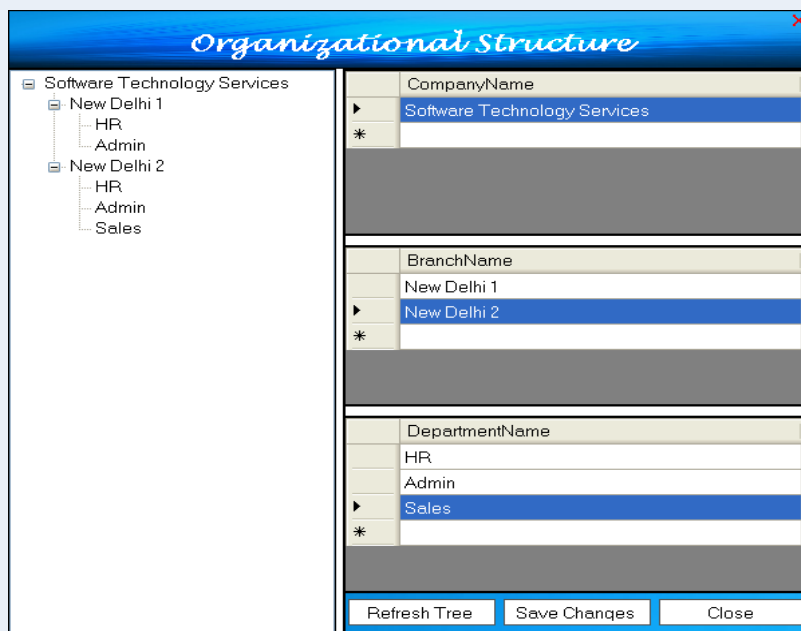
MASTER ENTRIES

Through master page the user can select the given menu and can do the activity according to the need.



ORGANIZATIONAL STRUCTURE

In company master user will enter all the detail of the Company, Branch and Department.



## SHIFT DETAIL

User can change shift details of employee.

	ShiftName	ShiftStartTime	ShiftEndTime	IsNightShift
▶	Day Shift	10:00	17:00	<input type="checkbox"/>
*				<input type="checkbox"/>

Employees following Selected Shift:

	EmployeePayCode	EmployeeName
▶	1	ABC

Save Changes Close

## EMPLOYEE DETAIL

You can enter the detail of employee according to Company, Branch, Department.

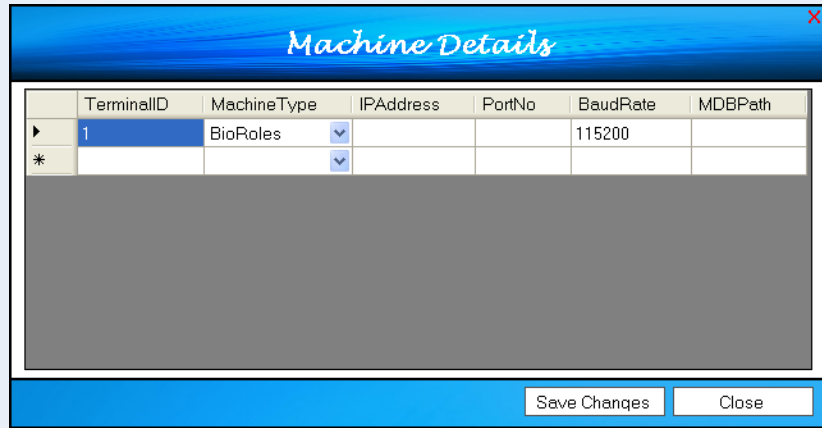
CompanyName	BranchName	DepartmentName
▶ Software Technology Services	▶ New Delhi 1 New Delhi 2	▶ HR Admin

	CardNo	Pay Code	Employee Name	Active	Shift	1st Off Day	2nd Off Day
▶	1	1	ABC	<input checked="" type="checkbox"/>	Day Shift	No OFF	Sunday
*				<input type="checkbox"/>			

Save Changes Close

## MACHINE DETAIL

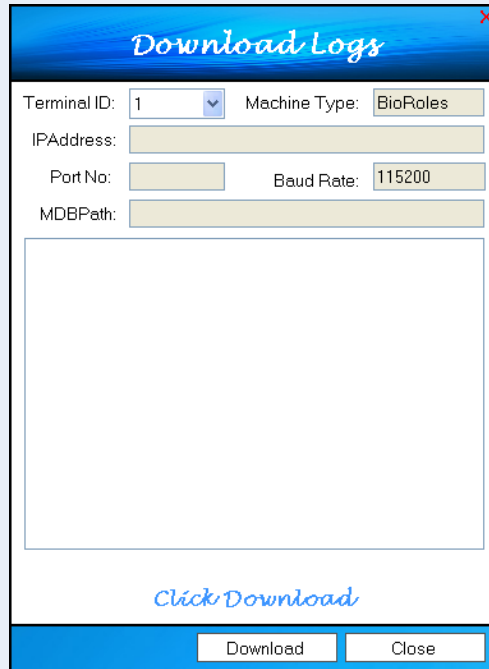
Before uploading the data from machine first you have to save all the details of machine.



## TRANSACTIONS

### DOWNLOADS LOGS

To download data from machine click download button.



### MANUAL PUNCH ENTRY

Suppose employee has missed his punch in machine so he is absent according to the machine. In this case if you see the report of the employee then the status will be absent. Manual punch entry provides the facility so that the authorized person can do the punch manually by finding the details of the employee.

### Punch Entry

Pay Code:    
 Card No:    
 Name:

**April, 2010**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	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	1
2	3	4	5	6	7	8

Today: 28/04/2010

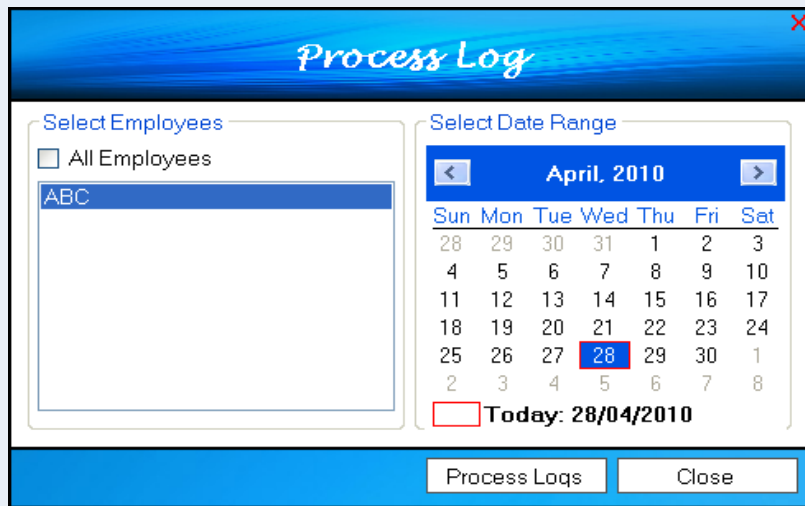
Manual Punch Entry

AltDate	Status	ShiftCode	ShiftStartTime	Shift
07/03/2010		1	07/03/2010	07/03/2010
05/04/2010	Punch Missed	1	05/04/2010 10:00 AM	05/04/2010
22/04/2010	Punch Missed	1	22/04/2010 10:00 AM	22/04/2010
23/04/2010	Punch Missed	1	23/04/2010 10:00 AM	23/04/2010

CardNo	PunchDateTime	MachineID	Manual
*			<input type="checkbox"/>

## PROCESS LOG

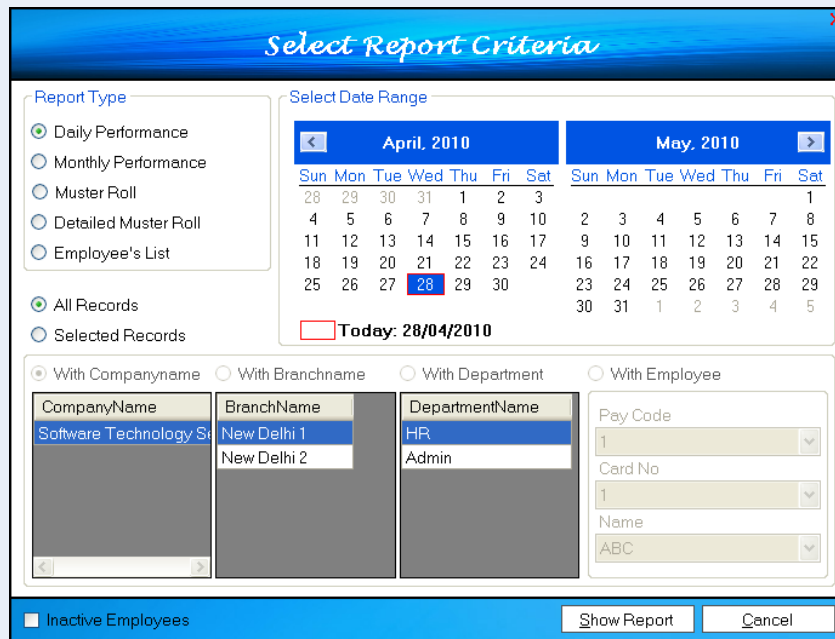
If you want to show the report then you will have to process the data of employee first.



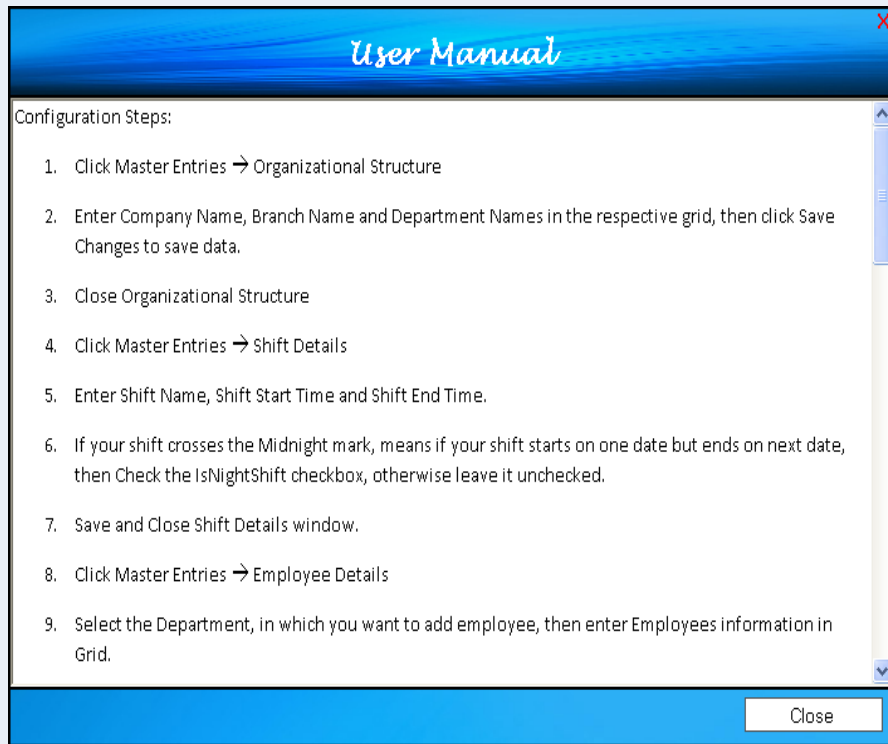
The 'Process Log' dialog box features a blue header with the title 'Process Log'. It is divided into two main sections: 'Select Employees' and 'Select Date Range'. The 'Select Employees' section includes a checkbox for 'All Employees' and a list box containing the name 'ABC'. The 'Select Date Range' section contains a calendar for April 2010, with the date 28 highlighted in red. Below the calendar, it displays 'Today: 28/04/2010'. At the bottom of the dialog, there are two buttons: 'Process Logs' and 'Close'.

## REPORTS

You can see the reports by selecting the type of the reports.



The 'Select Report Criteria' dialog box has a blue header with the title 'Select Report Criteria'. It is divided into several sections. The 'Report Type' section has radio buttons for 'Daily Performance', 'Monthly Performance', 'Muster Roll', 'Detailed Muster Roll', and 'Employee's List', with 'All Records' selected. Below this are radio buttons for 'Selected Records'. The 'Select Date Range' section shows two calendars for April and May 2010, with the date 28 highlighted in red and 'Today: 28/04/2010' displayed. The 'Filter' section has radio buttons for 'With Companyname', 'With Branchname', 'With Department', and 'With Employee'. Below these are three list boxes: 'CompanyName' (Software Technology S...), 'BranchName' (New Delhi 1, New Delhi 2), and 'DepartmentName' (HR, Admin). To the right are three dropdown menus for 'Pay Code' (1), 'Card No' (1), and 'Name' (ABC). At the bottom, there is a checkbox for 'Inactive Employees' and two buttons: 'Show Report' and 'Cancel'.



## OTHER IMPORTANT POINT

### TROUBLESHOOTING

Visit <http://www.bioroles.com> for latest support information.

### FAQS

Visit <http://www.bioroles.com> for latest support information.

### DOS AND DON'TS:

Dos:

- Before installing the application check care fully that .Net framework and Microsoft Report Viewer must be installed on your computer.
- Take regular backup of database.

Don'ts:

- Never reinstall the application without taking the backup of the database.
- Do not delete the database file.
- Do not cut and paste the database file at another location from actual location.

Disclaimer:

Manual readers assume all responsibility for application of information provided in this manual. Though the translation has been checked for accuracy, no claim of 100% accuracy is implied. Please use this manual at your own risk. This translation is being provided to the Software Technology Services as reference information only. Any actions taken as a result of a study of this manual are the responsibility of the reader, not the translator. Remember no manual can or should take the place of good common sense.

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