

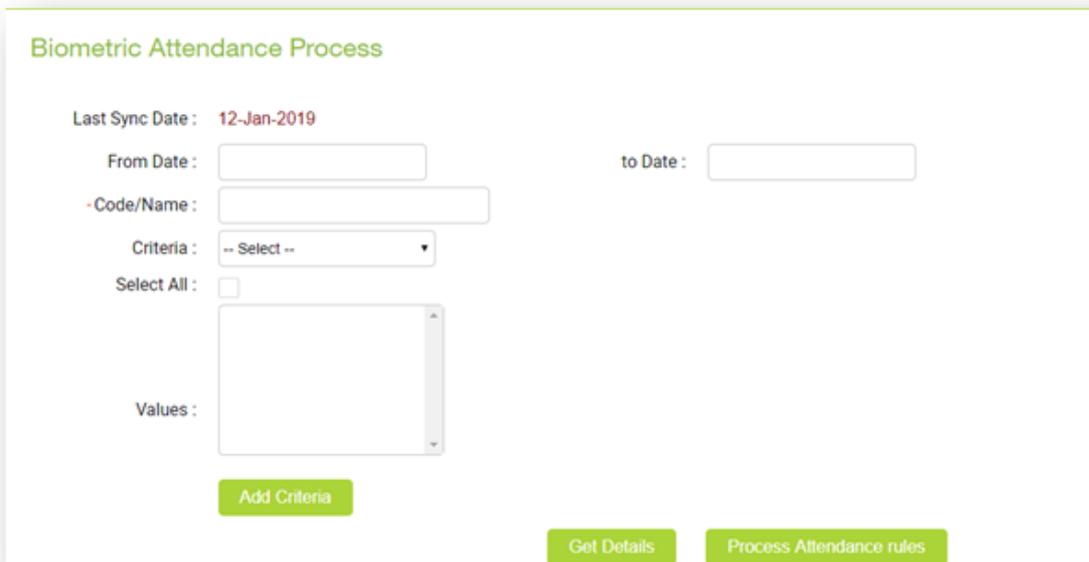
Bio-Metric Attendance Process

In the case where attendance rules are not processed for new joinees, as a failsafe mechanism we have added the bio-metric process option. This can be accessed at the menu option as depicted below.

Go to **Transactions >>Leave/Time Management >> Click on Bio-Metric Attendance Process**

Here, the user can choose the 'from' and 'to' dates, and select the employee code or add a criteria and click get details, this pulls up data from our database and displays in the grid below.

Once the data is pulled up, you may click on process attendance rules to process the rules assigned to new joinees on the raw data.



The screenshot shows a web interface titled "Biometric Attendance Process". At the top left, it displays "Last Sync Date: 12-Jan-2019". Below this, there are several input fields: "From Date:" with a text box, "to Date:" with a text box, "- Code/Name:" with a text box, and "Criteria:" with a dropdown menu showing "-- Select --". There is also a "Select All:" checkbox. Below these fields is a "Values:" section with a large empty text area. At the bottom of the form, there are three buttons: "Add Criteria" (green), "Get Details" (green), and "Process Attendance rules" (green).