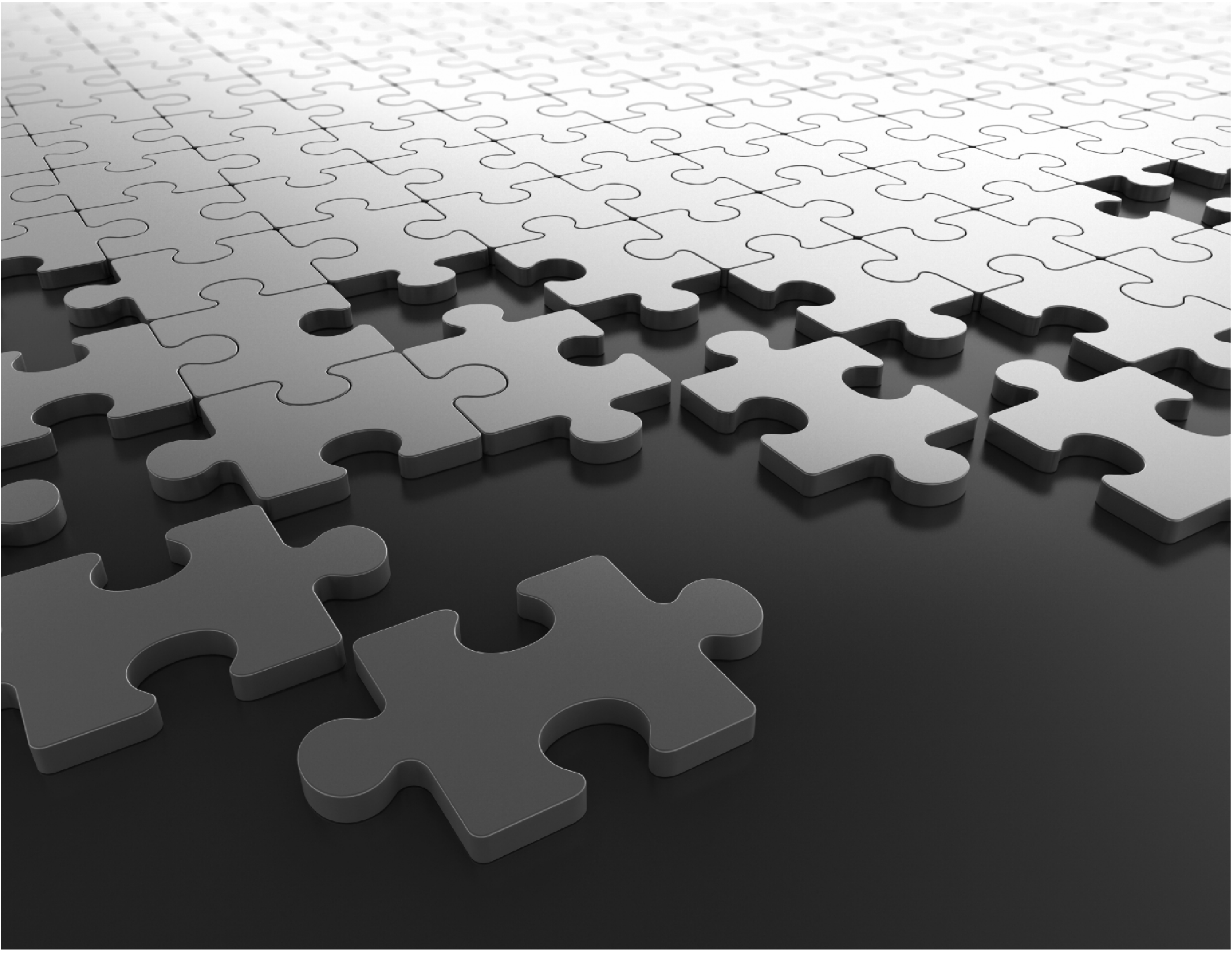
COSEC Employee Self Service
User Manual



MATRIX
SECURITY SOLUTIONS

COSEC Employee Self Service

User Manual

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Contents

CHAPTER 1

Employee Self Service

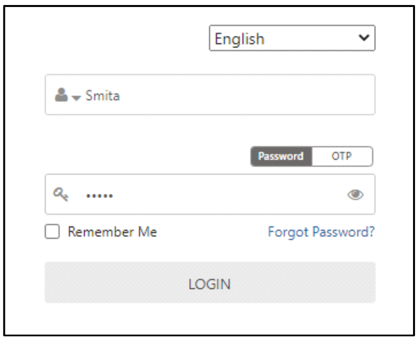
The COSEC Employee Self Service (ESS) module is a browser based employee self service module that links to the COSEC application platform. It is designed to operate through a standard Internet browser connected to the Corporate Intra-net or the Internet.

The ESS enables the employees to obtain the information they need without bothering their supervisors or human resources personnel. Employees can thus have access to ever changing work information, and are in a better position to take decisions about work related activities and leave requests, further reducing the burden on management.

Using ESS the Employees can view a variety of information including attendance summary, punch events, attendance details, leave balance, holiday and work schedules.

This ESS License will not be available with the COSEC Application basic platform license. To Use ESS, the customer needs to ensure that the COSEC license ordered by them includes the ESS module.

You can login into Employee Self Service (ESS) module using the mode selected by the System Administrator in **Login Authentication Mode** — **Password**, **Password OR OTP** or **Password Then OTP**. Refer **Login Authentication Mode** in User Guide, **Admin Module> System Configuration> Global Policy> Login> Login Authentication Mode.**



To view the login page in the desired language, click the Language dropdown list and select the desired language.

*By default, the login page appears in the language as set by the System Administrator in **Global Language For Login**. For more information refer **Global Language For Login** in User Guide, **Admin Module> System Configuration> Global Policy> Basic Policy> Global Language For Login.***

Enter the **User ID or Email ID or Mobile Number** of the employee, for example: Smita.

Enter the **Password** you set, for example:Ad@12.

*You need to set the password during the first login or If the password is not set, then you will be redirected to the Set Password screen where the new password can be set. Enter the desired **New Password** and re-enter to **Confirm Password**. Now, you can login with the Password you set.*

*You can enter OTP only that number of times as configured by the System Administrator in **Maximum OTP Generation Attempts**. Refer the User Guide, **Admin Module> System Configuration> Global Policy> Password Policy> Maximum OTP Generation Attempts**.*

*Your account may get locked for invalid attempts of login using Password and/or login using wrong OTP as configured by the System Administrator in **Password Policy.** For more information refer **Password Policy** in User Guide, **Admin Module> System Configuration> Global Policy> Password Policy.***

General Data Protection Regulation

General Data Protection Regulation (GDPR) aims in providing security and privacy to a users personal data.They limit the access to a users personal data.

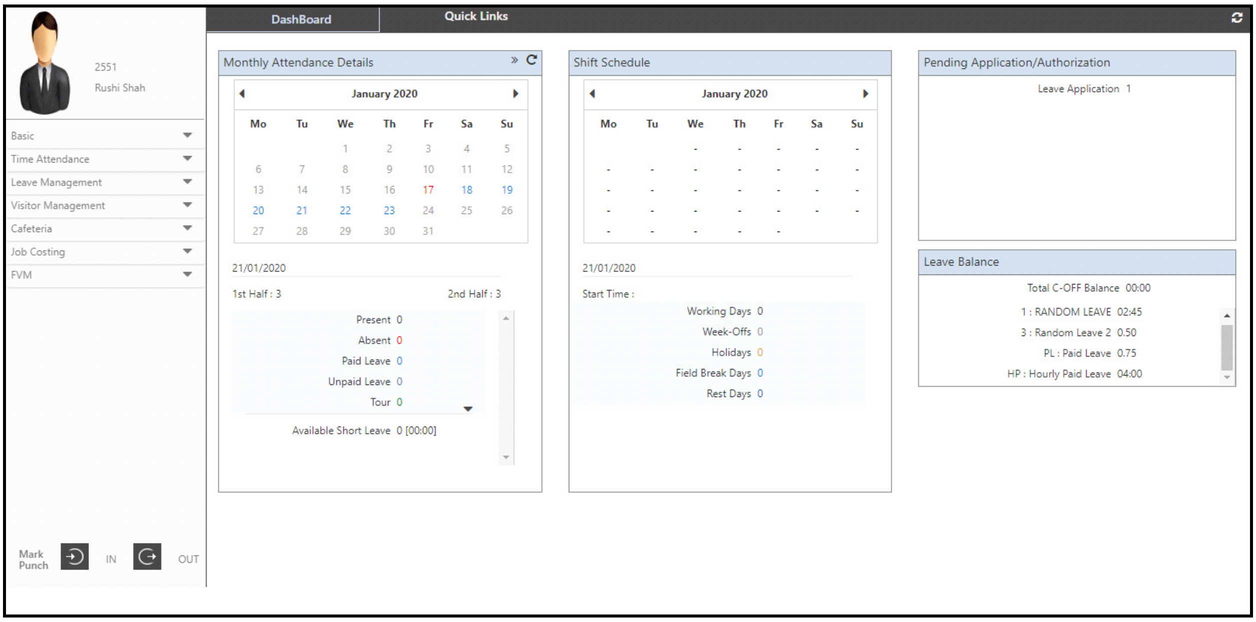
By enabling GDPR, set of defined fields revealing users personal data will be masked and the data will be encrypted, accordingly a dummy image will be displayed in place of the user's profile picture.If you desire enabling GDPR, select the **Personal Data Protection** checkbox in COSEC Web > Admin > System Configuration > Global Policy > Basic.

To know more about GDPR refer, COSEC System Manual.

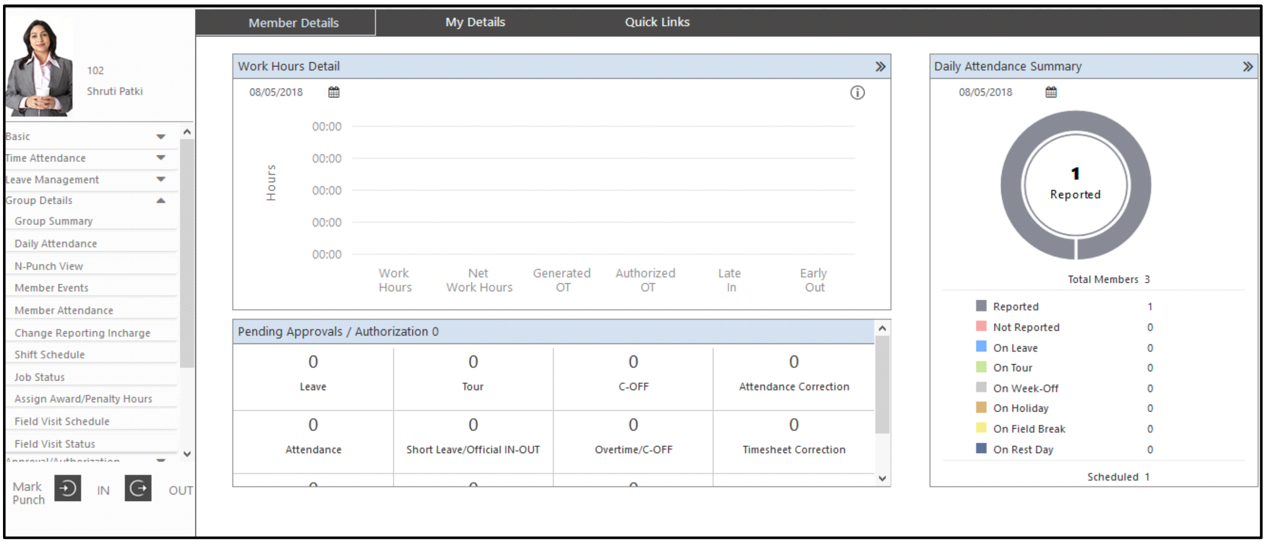
Masking will not be applicable for ESS/RIC user login only relevant data will be encrypted.

Masking and relevant data will be encrypted for Host user login. For details, refer to "GDPR Reflections".

The ESS Dashboard of user appears as shown below:



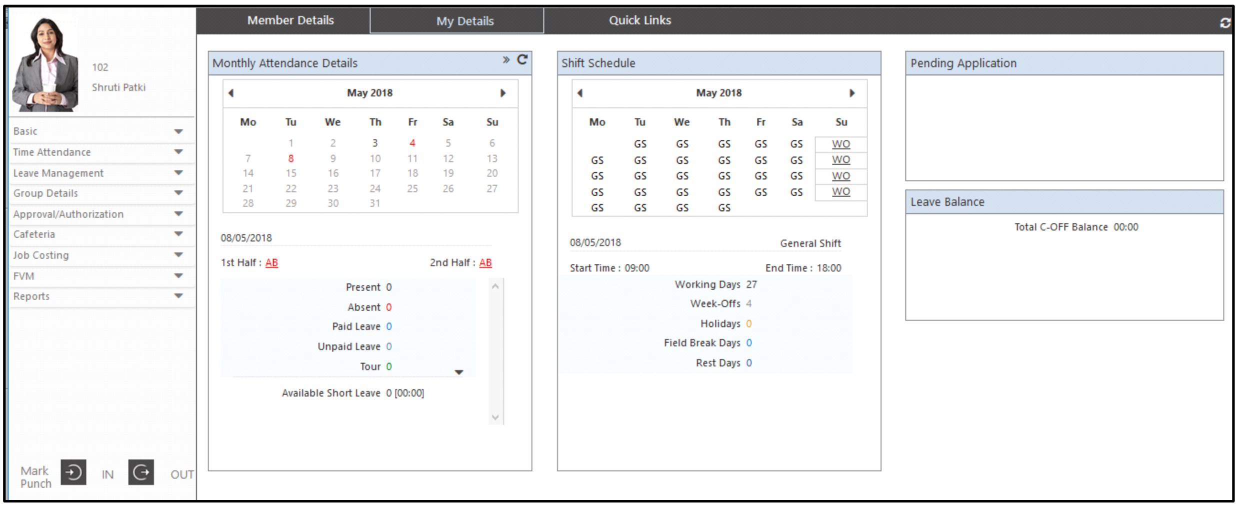
The ESS dashboard of Reporting In-charge user is shown as below.



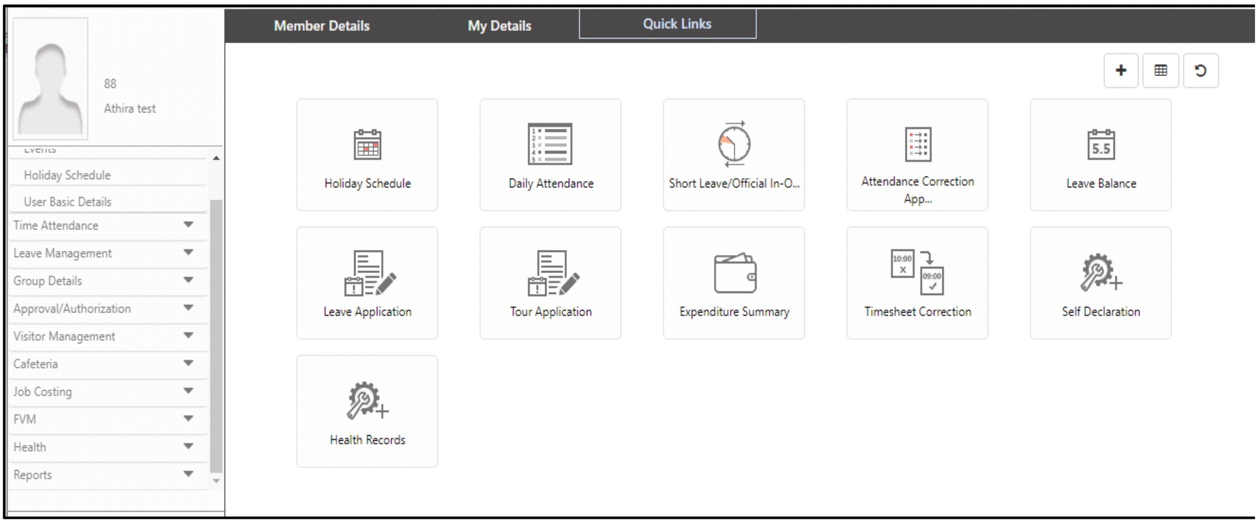
The **Dashboard** for **Member Details** and **My details** for Reporting In-charge user shows the Monthly Attendance Details, Shift Schedule, Pending Application, Leave Balance and Cafeteria details. Clicking on particular record will redirect to the respective page.

The **Member details** for Reporting In-charge user shows the Work Hours details, Pending Approvals and Daily Attendance Summary of the members. Clicking on particular record will redirect to the respective page.

Clicking on  will redirect to Group Summary page.
The **My Details** shows the Monthly Attendance details, Shift Schedule, Pending Applications and Leave Balance of Reporting in-charge.



The **Quick Links** are shortcuts to reach to a specific page in just one click. You can add the quick link of your choice using button. You can select 5x4 or 4x5 layout to manage the quick links using button. Click  button to reset the quick links to the default quick links.

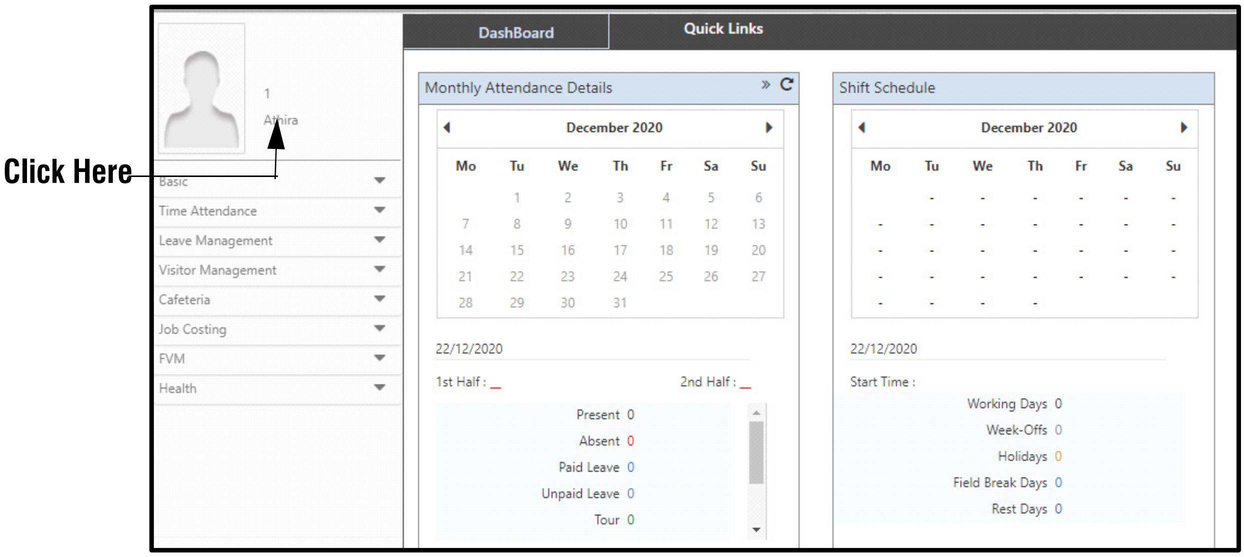


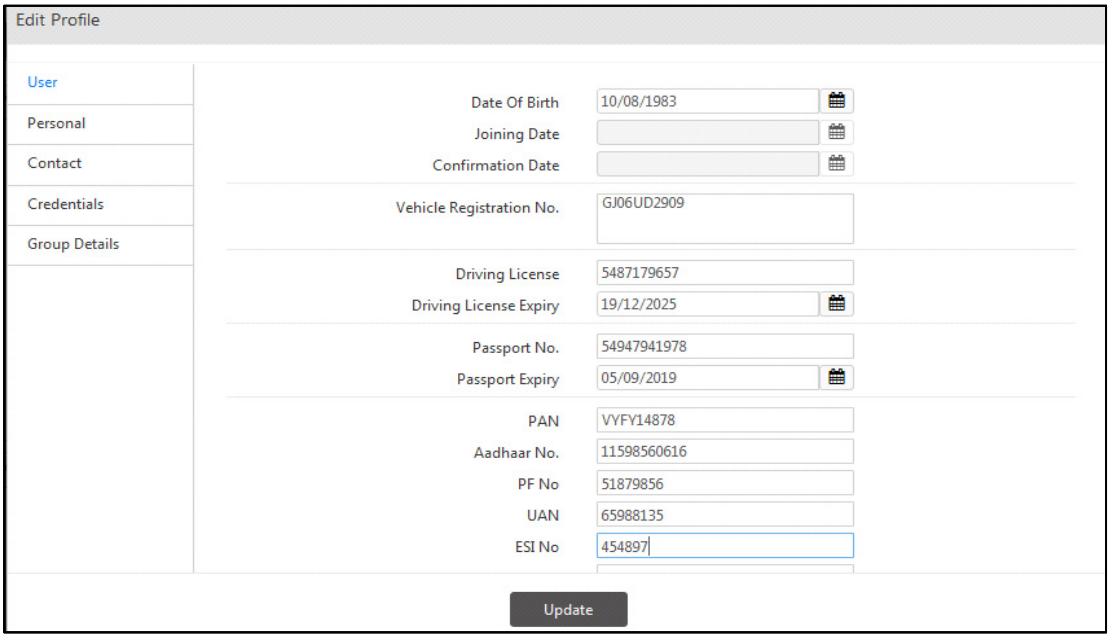
The **Menu Bar** at the top right side of window consist of following Icons:

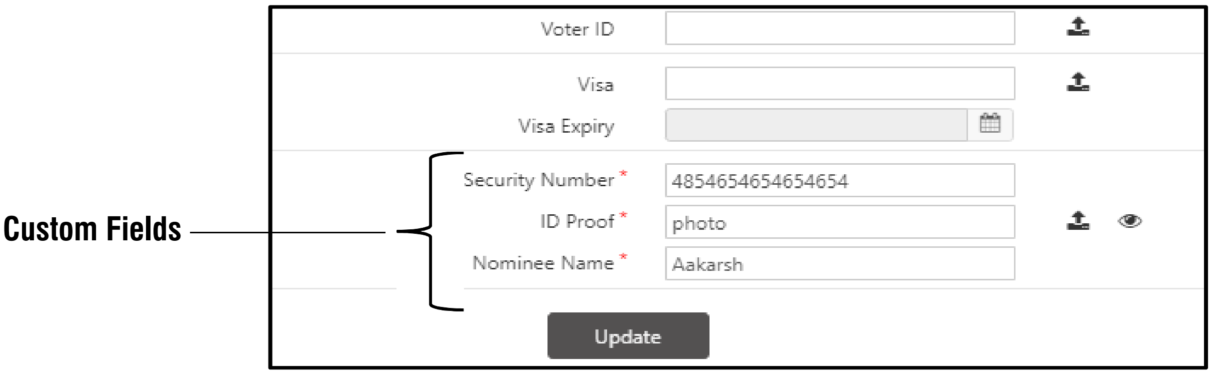
- **Dashboard:** Enables to view the basic details of user on dashboard.
- **Account Settings:** Enables the user to change the password or to set the preferred language and Theme for the login user.
- **Help:** Gives the information about the COSEC ESS Application.
- **Contact:** Gives the contact details of Matrix Comsec Pvt. Ltd.
- **About:** Gives the details regarding Product version and variant.
- **Logout:** Enables to log out from the application.

User Profile

The User Profile can be edited by clicking on the User ID or Name at the top left of the window. The profile can be edited for the fields **User**, **Personal**, **Contact** and **User Photo. Credentials** and **Group Details** cannot be edited.

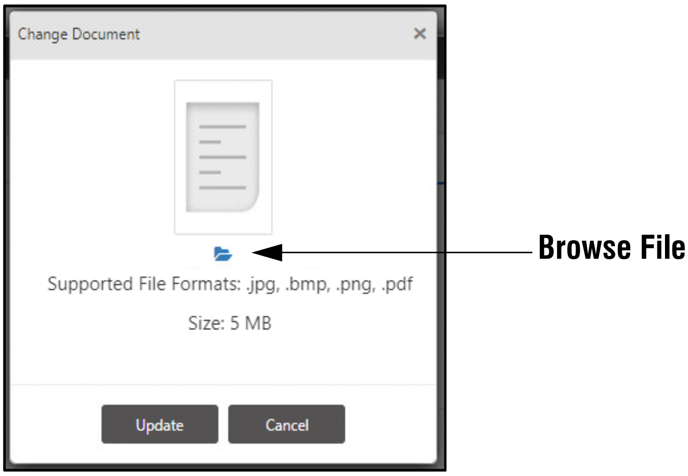






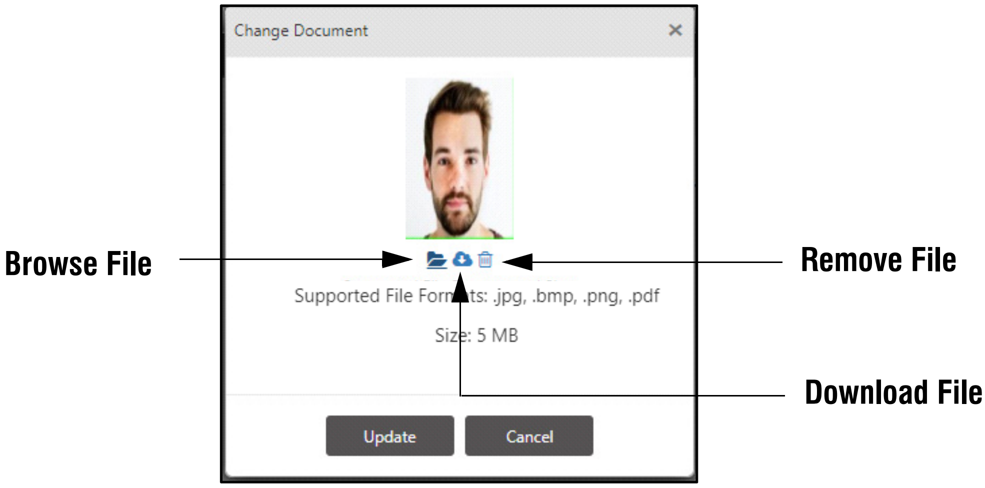
Custom Fields are visible only after they are configured by your System Administrator. For example Security Number, ID Proof, Nominee Name.

In certain parameters like Driving License, Passport No., PAN, Custom Fields etc, you can upload the documents by clicking **Upload** button. Then **Change Document** pop-up appears as shown below.



Click **Browse File** .

To upload, select the desired file as per the supported formats and size (.jpg, .bmp, .png, pdf) from your local PC.



After uploading the file, if you wish to upload a different file instead of the current uploaded file, click **Browse File** again and select the desired file from your local PC. The previously uploaded file will get replaced with the new file.

To download the uploaded file, click **Download File** .

To remove the uploaded file, click **Remove File** .

Then click **Update**.

The document will be uploaded and can be previewed by clicking on **Preview** button.

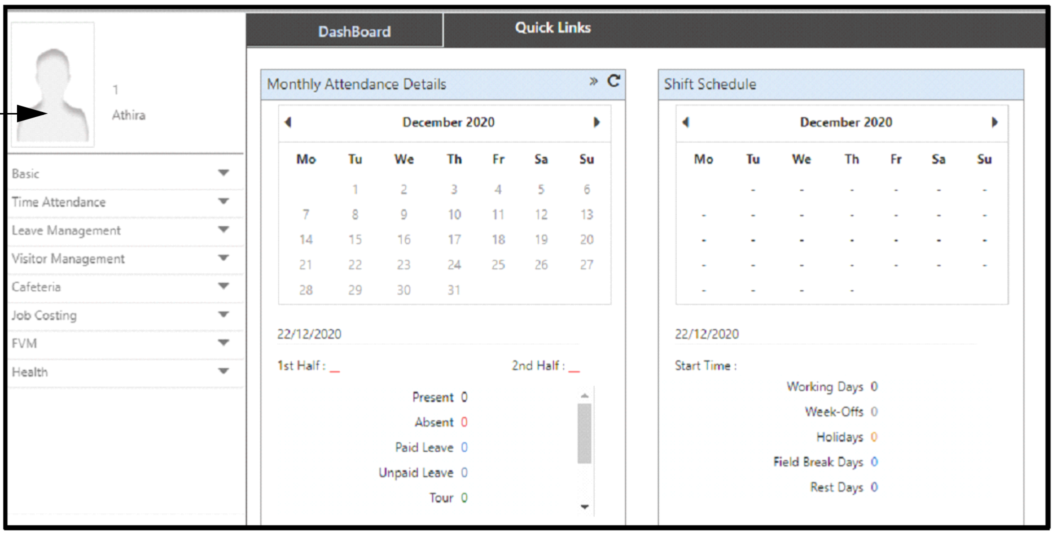
If you are unable to edit User Basic Details, contact your System Administrator to provide the necessary rights.

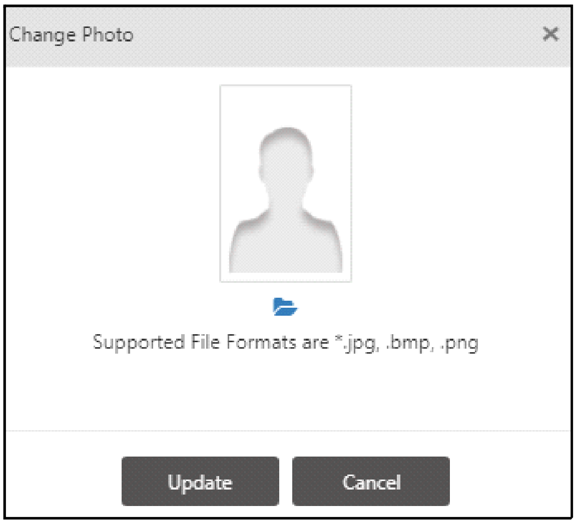
The Joining Date and Confirmation Date of user profile cannot be edited by the user.

User Photo

To change the photo, double click on photo or to add the photo for the first time double click on top left. The **Change Profile** window appears as shown below.

Click here





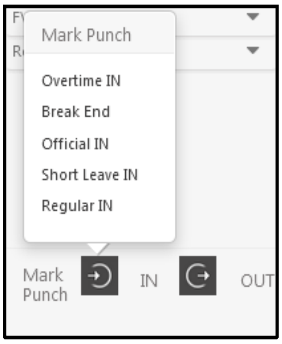
Click on the button to browse for the photo. After selecting the photo click on **Update** to save the changes.

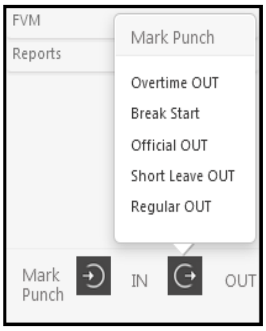
You can **download** the photo by clicking on button. Also you can **delete** the photo by clicking on button and click on **Update** to save the changes.

Mark Punch

The User can mark the punch using the **IN** and **OUT** links. Click on the links to select any of the special function shown below for the punch event.

The attendance marking option will be available only if punch marking is permitted by the SA of the logged in user.



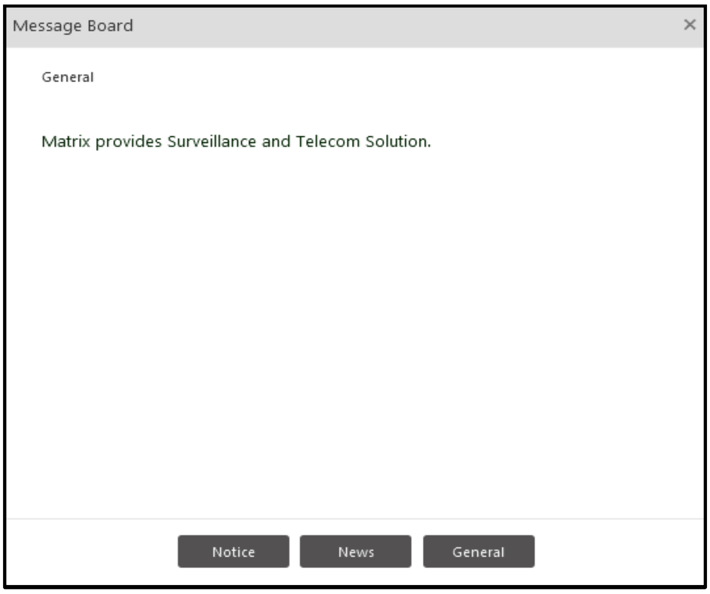


*ESS users who have been assigned certain tasks may be requested to select the desired job from the list of jobs at the time of punch marking. If the System Administration has enabled **Show All Jobs while Punching** check box in Job Costing under Global Policies, then all the jobs in the system will be displayed.*

*If **Show All Jobs while Punching** is disabled then Jobs whose ESS Assignment check box is enabled and are In-progress and Assigned to the specific user only will be displayed.*

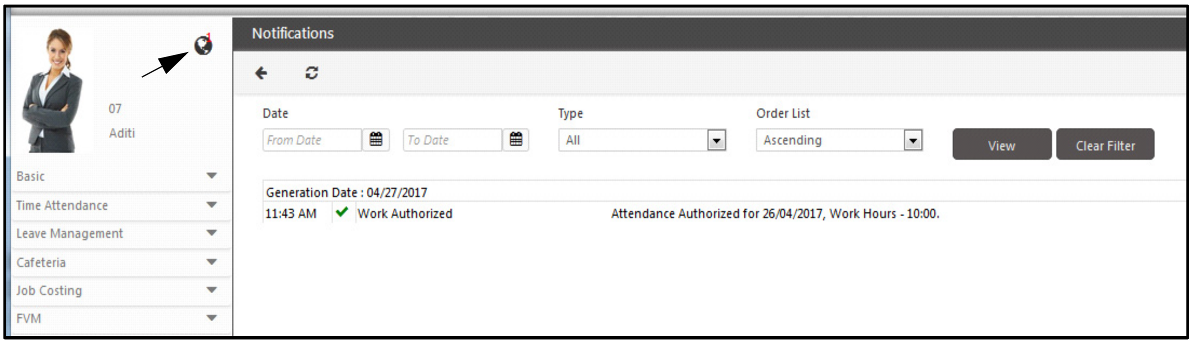
Message Board

The **Notice**, **News** and **General** Details can be viewed from the Message Board by clicking on the Message bar at the bottom of the page. The Message appears as shown below. By Clicking on **Notice**, **News** and **General** button, messages can be viewed.



Notification

The login users are provided alerts on various updates relating to the login user. A notification link appears near the User name on top left of window, Clicking on the link directs the user to the notification page.



The Notifications can be viewed based on the filter options of **Attendance/Leave/All** and based on ascending or descending order.

Clicking on Refresh button enables to view new records/notifications if received.

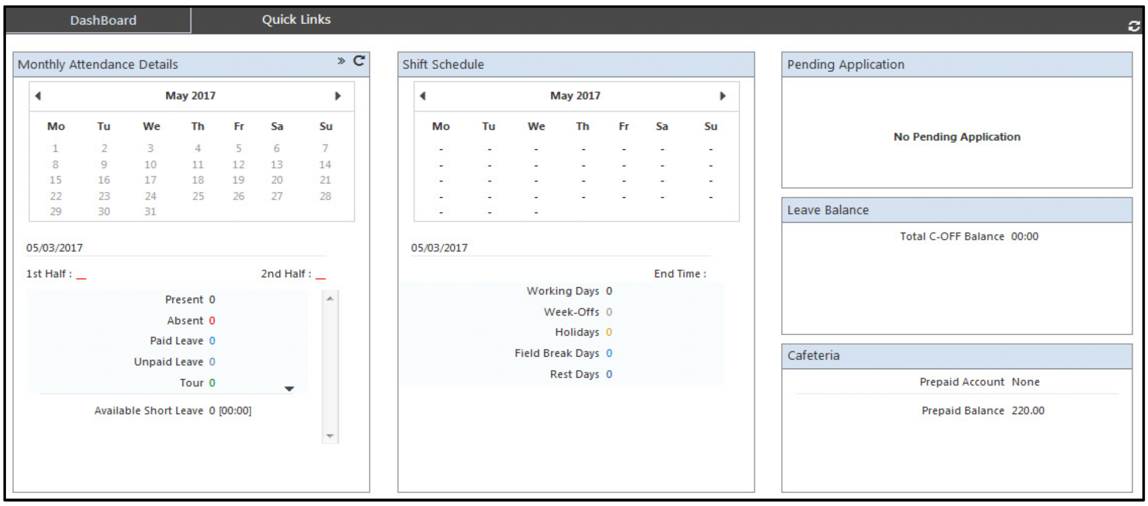
The generated notification entries will be deleted when the users have viewed the notification page and done a successful logout.

The notification is generated only if the functionality is enabled from Admin>System Configuration>Global Policy>Login Tab>Enable Notification.

*The Company **Name** and **LOGO** at the left bottom of the page can be changed from Admin Module application>System Configuration>Enterprise Profile.*

ESS Dashboard

In COSEC application two Categories of users are defined i.e. Reporting In-Charge and Group members. Based on this the Dashboard displays the basic information on different parameters related to Employees and is shown under the following groups:



Monthly Attendance Detail

- Presents- Total no. of presents for the current month.
- Absents- Total no. of absents for the current month.
- Paid Leaves- Total no. of approved leaves(Paid type, Restricted Holiday type, C-Offs).
- Un-paid Leaves- Total no. of approved unpaid leaves(Un-Paid type, Lay offs).
- Tours- Total no. of approved tours in current month.
- Net Work Hours- Sum of all net work hours in current month.
- Authorized Overtime- Sum of all the authorized extra work done in current month.
- Available Short Leaves- Remaining short leave count for the current month.
- Short Leave Duration-Remaining short leave duration in the current month.
- Available Late-IN- Remaining allowed Late-IN for the current month, if configured.
- Available Early-OUT- Remaining allowed Early-OUT for the current month, if configured.
- Total C-Off- Sum of available C-off in all the days for the current month.

Clicking on any link will redirect to Attendance Summary Page and shows the current month attendance summary.

Click the **Daily Attendance Detail** button to view the current month's daily attendance data for the login user.

Click the **Re-Calculate Attendance Data** button to re-process the current month's attendance data for the login user.

Shift Schedule

- Working days- Total no. of working days for the login user.
- Week-Offs- Total no. of Week-Offs in the selected month.
- Holidays- Total no. of holidays in the selected month as per holiday schedule of the login user.
- Field Break Days- Total no. of days with FB Type shift configured for the corresponding day.
- Rest Days- Total no. of days with RD Type shift configured for the corresponding day.

Clicking on any link will redirect to Shift Schedule Page.

Pending Application

- Leave- Total login user's leave applications which are in pending state.
- Leave Cancellation- Total login user's leave applications which are in cancellation pending state.
- Leave Modification- Total login user's leave applications which are modification pending state.
- Tour- Total login user's tour applications which are in pending state.
- Tour Cancellation- Total login user's tour applications which are in cancellation pending state.
- Tour Modification- Total login user's tour applications which are in modification pending state.
- C-OFF- Total login user's C-OFF applications which are in pending state.
- C-OFF Cancellation- Total login user's C-OFF applications which are in cancellation pending state.
- Shift Change Application - Total login user's Shift Change applications which are in pending state.

Clicking on the link will redirect to the respective Application Page.

This Section is available if Leave Management Module is present in COSEC.

Leave Balance

- The first 10 leaves based on configured leave priority, as assigned to the user via leave group will be listed on the dashboard.

Clicking on the link will redirect to Leave Balance Page.

This Section is available if Leave Management Module is present in COSEC.

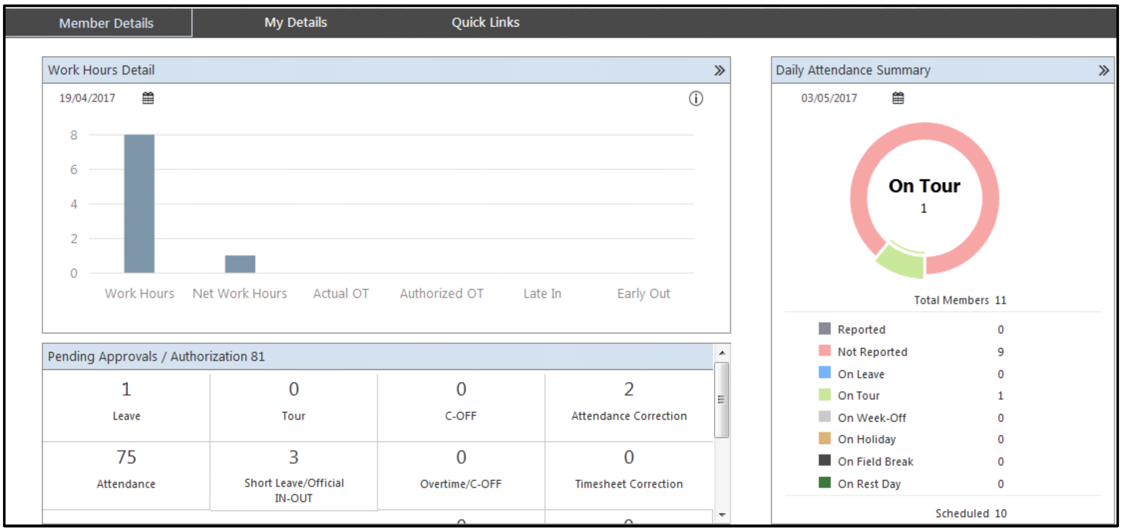
Cafeteria

- Current Account Type- Displays login user's current canteen account type.
- Discount Level- Displays login user's current set discount level.
- Prepaid Balance- Displays login user's current prepaid balance as recorded in server.
- Total Postpaid Usage- Displays login user's current total usage including previous carry over dues.
- Current Month- Displays login user's current month usage.
- Carry Over Due- Displays login user's current month's carry over due.
- Allowed Usage- Displays login user's allowed usage as configured in user configuration.
- Max Usage Limit- Displays login user's max usage limit as set in user configuration.

Clicking on the link will redirect to Expenditure Summary Page.

This Section is available if Cafeteria License is present in COSEC.

The Reporting In-charge can view the **Member details** under following sections:



Work Hour Details

The Work hours details displays a bar graph indicating the work and overtime details of users on the current day as per the settings configured. Click on » to view Group Summary page.

Pending Authorization

- Leave- Total no. of pending leave applications from the user under the login incharge.
- Tour- Total no. of pending tour applications from the users under the login incharge.
- C-OFF- Total no. of pending C-OFF applications from the users under the login incharge group.
- Attendance Correction- Total no. of pending attendance correction applications from the users under the login incharge group.
- Attendance- Total no. of pending attendance authorization from the users under the login incharge.
- Short Leave/ Official IO- Total no. of pending personal/official authorization from the users under the login incharge group.
- Overtime/C off- Total no. of pending OT/C-OFF authorization from the users under the login incharge group.
- Timesheet Correction- Total no. of pending timesheet correction authorization from the users under the login incharge group.
- Award/Penalty- Total no. of pending Award/Penalty authorization from the users under the login incharge group.

- Visitor Pre-registration-Total no. of pending visitor pre-registration authorization from the users under the login incharge group.
- Field Visit Correction- Total no. of pending field visit correction authorization from the users under the login incharge group.
- Event Authorization - Total no. of pending event authorizations from the users under the login incharge group.
- Advance Overtime Approval - Total no. of pending Advance Overtime Applications requests from the users under the login incharge group.
- Shift Change Approval - Total no. of pending Shift Change Applications from the users under the login incharge group.

Clicking on the link will redirect to the respective approval page.

Daily Attendance Summary

- Total Members- Total no. of members from all the groups in which login user is an incharge. Login User can be the In-charge of more than one group.
- Reported- Total no. of users who has atleast one punch on current day.
- On Leave- Total no. of users who are on leave/C-off on current day.
- On Tour- Total no. of users who are on Tour on current day.
- On Week-off- Total no. of users who are on week-off on current day.
- On Holiday- Total no. of users who are on holiday on current day.
- On Field Break- Total no. of users who have FB shift configured on current day.
- On Rest Day- Total no. of users who have RD shift configured on current day.
- Scheduled Today- Total no. of group members who has working shift starting on current day

Clicking on any link will redirect to Group Summary Page.

This Section is displayed to the users who are configured as Reporting-In-Charge from the COSEC Web Application.

1.Users can be assigned to the group from User Module of COSEC Web>User Configuration> T&A> Group> Reporting Group.
2.Reporting Group and the Reporting Incharge can be configured from User Module of COSEC Web> Reporting In-charge> Reporting Group.

This Section is displayed to the users who are configured as Reporting-In-Charge from the COSEC Web Application. The Respective approval/authorization page will open only if that In-Charge has rights to view that page.

The In-Charge Permission Rights can be given from User Module of COSEC Web> Reporting In-charge> In-charge Permissions.

The Latest values on Dashboard are updated on clicking the Refresh button.

The other pages of the COSEC ESS application will have the following **Control/Command** buttons which are used to perform the functions as described below:

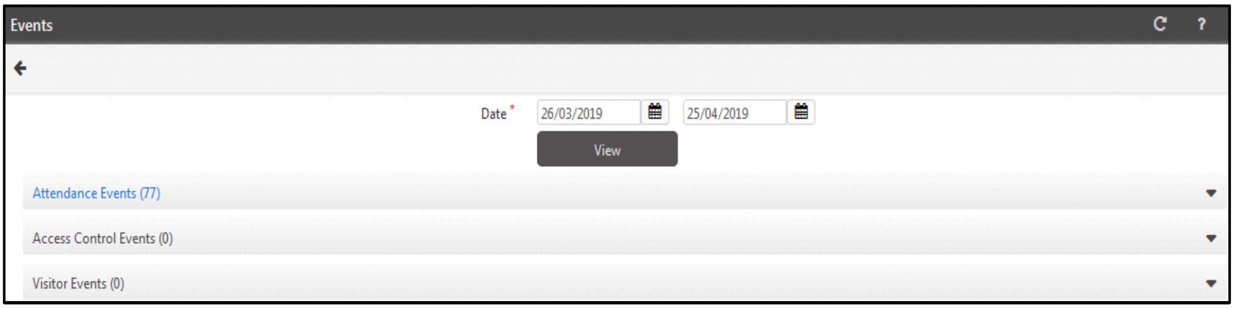
- **Back:** Allows to back to the previous page.
- **New/Add:** Allows creation of a new record for the selected option.
- **Edit:** Allows user to edit an already existing record.
- **Delete:** Allows user to delete the selected record.
- **Save:** Allows user to save the changes to the system.

- **Cancel:** Allows user to remove the data selected.

Events

Users can view the details of the Entry and Exit events at the door controllers.

To view the Events, Click on **Events** option under Basic from the ESS Page. The Page appears as shown below:

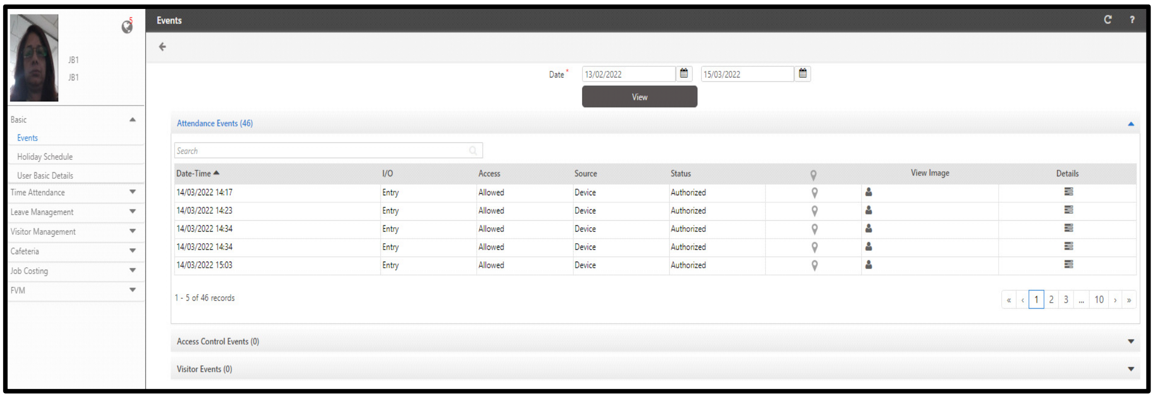


Date: Select the date range from the date selection button to view various events.

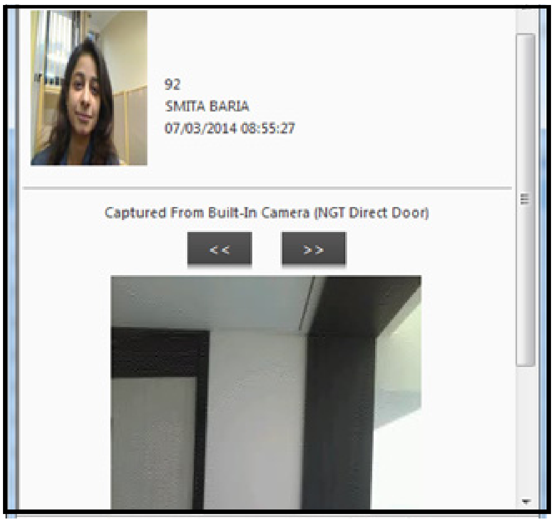
If the records of the events for the selected date range is available, then on clicking **view** the number of events will be shown.

Click on the Collapsible sections to view the available **Attendance Events**, **Access Control Events** and **Visitor Events**.

Click **Details** icon to view the respective event details.



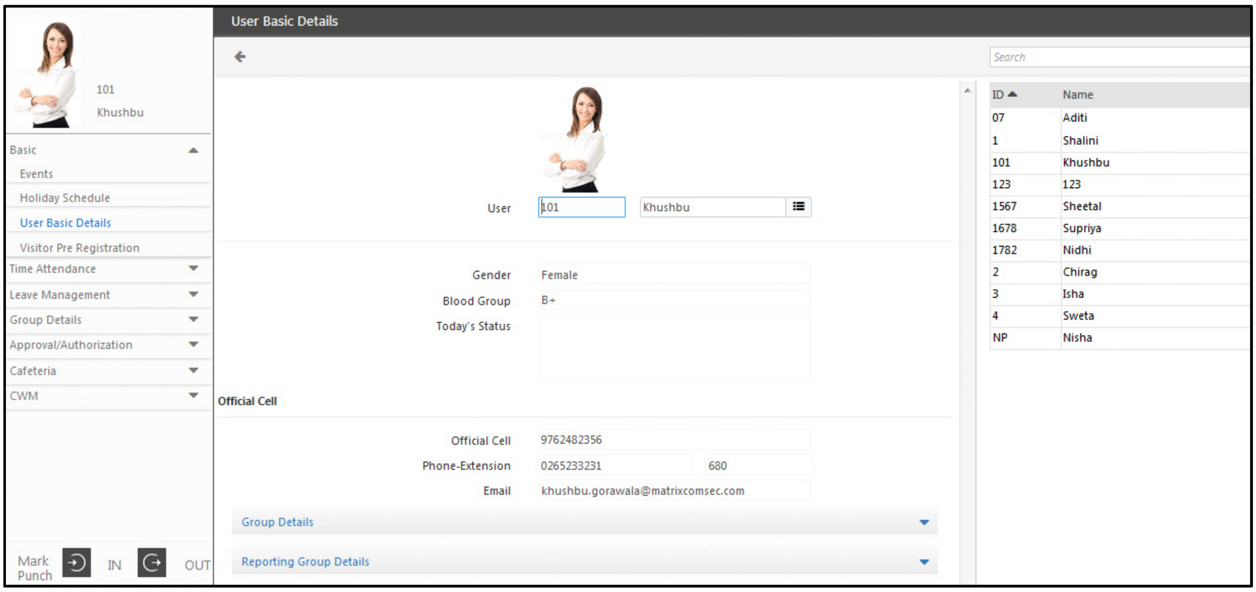
To view the image captured by built- in-camera or any configured camera, click on View image for the respective event. The image will be shown as below:


92
SMITA BARIA
07/03/2014 08:55:27
Captured From Built-In Camera (NGT Direct Door)
<<
>>

User Basic Details

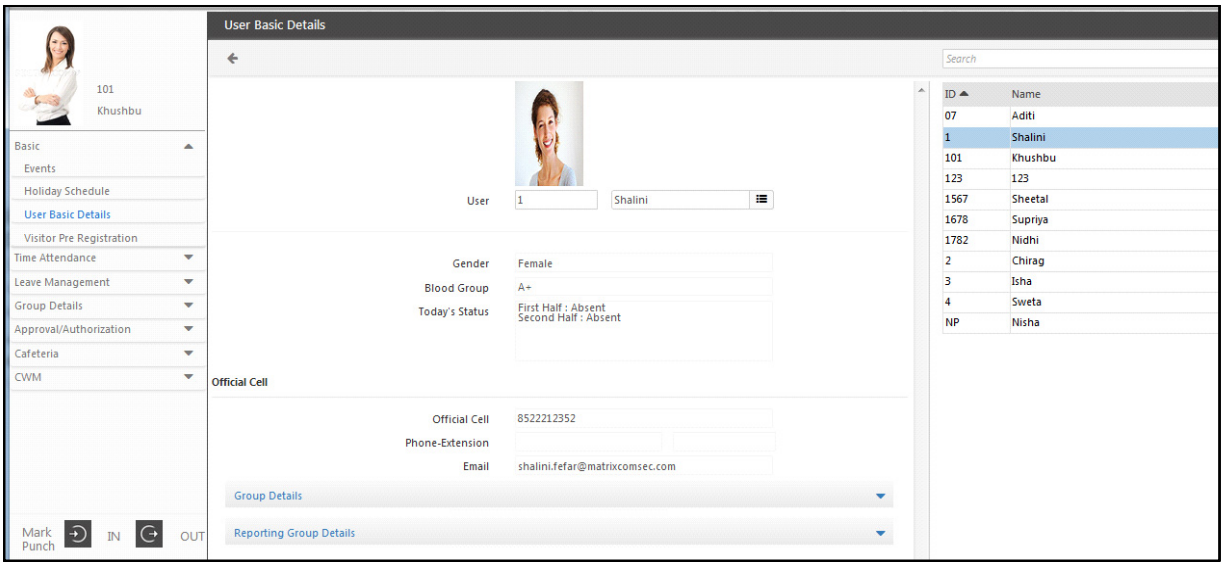
The User Basic Detail option allows employees to view the basic information of the other employees like Branch, Department, Section, contact information, blood group as well as the current attendance status of the user. It also displays a photo of the selected user as shown.

To view the User Basic Details, click on **User Basic Details** option under Basic from the ESS Page. The Page appears as shown below:



The User Directory Table on the right pane shows the list of all the active users configured in COSEC.

The logged in user can view the basic details of all users defined in the system. To view the details of a user, click on the user from the grid. The user details will be displayed in the respective fields as shown below.



If you have enabled GDPR then consider the below mentioned reflections for the respective user login:

- *For an ESS user login, the **User Directory Table** will not be displayed, also the picklist of user selection in the **User Basic Details** page will not be visible.*

- *For a RIC user login the **User Directory Table** will display only the list of users belonging to the respective logged in RIC. Accordingly the picklist of User Selection in the **User Basic Details** page will display the list of peers of that logged in RIC only.*

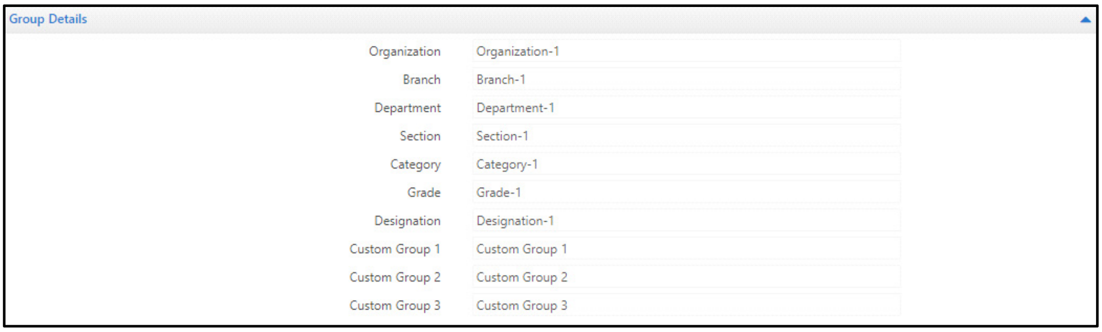
- *To know more about GDPR, refer* *"General Data Protection Regulation"*

The **Today's status** field displays the selected user's first and second half status for the current day. It also displays the Last Punch Details of the user.

To show or hide the Attendance Status and Last Punch Status, go to the User Module > Utilities > ESS Role Rights. Under the collapsible Configuration Panel, change the Advanced Rights Configuration of the User Basic Details.

Group Details

Click **Group Details** collapsible panel and it displays the following details.



- **Company:** It displays the Name of the user.

- **Branch:** It displays the Branch of the user.

- **Department:** It displays the Department of the user.

- **Section:** It displays the Section of the user.

- **Category:** It displays the Category of the user.

- **Grade:** It displays the Grade of the user.

- **Designation:** It displays the Designation of the user.

- **Custom Group 1:** It displays the Custom Group 1 of the user.

- **Custom Group 2:** It displays the Custom Group 2 of the user.

- **Custom Group 3:** It displays the Custom Group 3 of the user.

Reporting Group Details

Click **Reporting Group Details** collapsible panel and it displays the following details.

The number of In-Charge will depend on the Reporting Group configured by the system administrator.

- **Group Name:** It displays the respective group name of the user.
- **In-Charge 1:** It displays the Reporting In-Charge 1 of the Reporting Group assigned to the user.
- **In-Charge 2:** It displays the Reporting In-Charge 2 of the Reporting Group assigned to the user.
- **In-Charge 3:** It displays the Reporting In-Charge 3 of the Reporting Group assigned to the user.
- **In-Charge 4:** It displays the Reporting In-Charge 4 of the Reporting Group assigned to the user.
- **In-Charge 5:** It displays the Reporting In-Charge 5 of the Reporting Group assigned to the user.

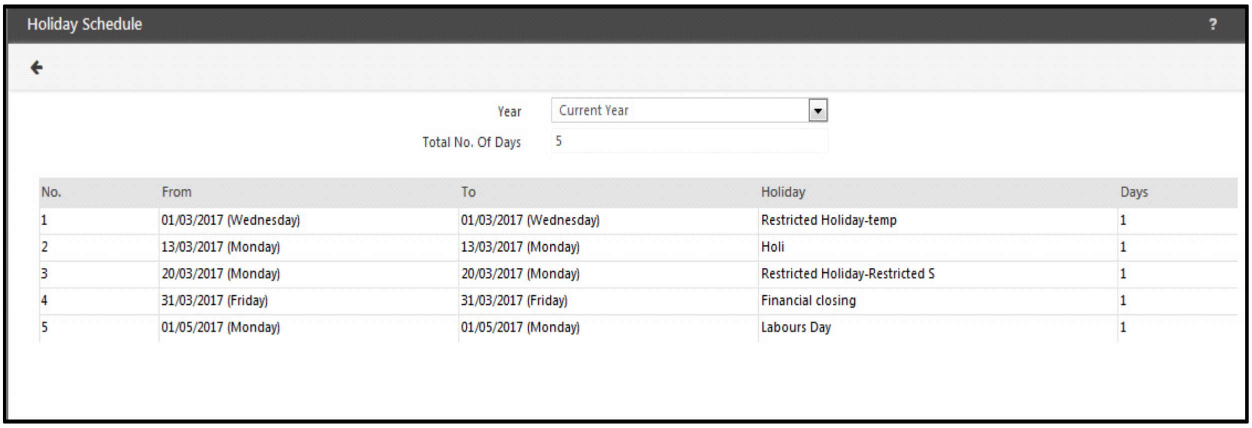
The User Basic Details can be configured from the User Configuration of Users Module> Profile> Basic, General, Personal, and Contact.

Holiday Schedule

The ESS users can use this option to view the Holiday Schedule for the selected year.

This page is available only if Shift Schedules Module is available in COSEC.

To view the Holiday Schedule, Click on **Holiday Schedule** option under Basic from the ESS Page. The Page appears as shown below:



No.	From	To	Holiday	Days
1	01/03/2017 (Wednesday)	01/03/2017 (Wednesday)	Restricted Holiday-temp	1
2	13/03/2017 (Monday)	13/03/2017 (Monday)	Holi	1
3	20/03/2017 (Monday)	20/03/2017 (Monday)	Restricted Holiday-Restricted S	1
4	31/03/2017 (Friday)	31/03/2017 (Friday)	Financial closing	1
5	01/05/2017 (Monday)	01/05/2017 (Monday)	Labours Day	1

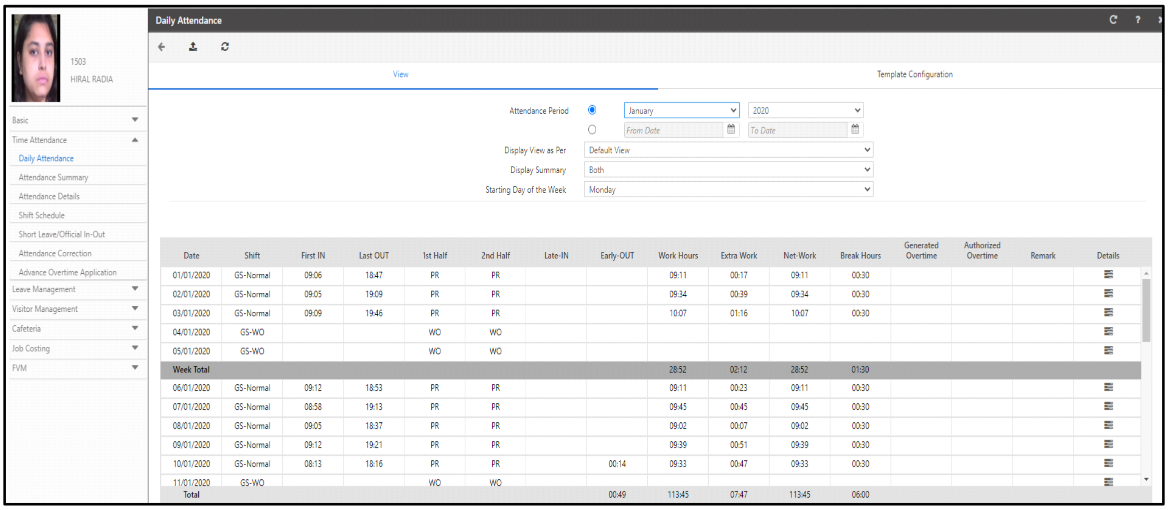
Select the **Year** from the drop down list.
The **Configured Holidays** and the **Total No. of Days** will be displayed as per the selection of year.

The corresponding year's holiday list along with Restricted holiday is shown in the grid along with the from and to date.

Daily Attendance

The Daily Attendance View displays all attendance data of the logged-in user for a chosen Attendance Period.

To access this functionality, Log in to ESS Page, select the **Time and Attendance > Daily Attendance View** and the following screen appears.



Attendance Period: Attendance Period can be selected in two ways: Month-wise and Date-wise.

- **Month-wise:** Selecting this option will display the attendance of the particular month. Select the month and year from the drop down list for which the daily attendance is to be viewed.
- **From/To Date:** Selecting this option will display the attendance of the range selected in the Attendance Period. Select the starting and ending date using the date selection button for which the daily attendance is to be viewed. For a single day select the same date in both the fields.

Display View as Per: Select the type of view you desire from the drop down list. All the templates shared with you by your Admin will be displayed here.

Display Summary: Select the desired option — **Week-Wise**, **Overall, Both** or **None**.

- If you select **Week- Wise,** it will display the total weekly summary.
- If you select **Overall,** it will display the data summary as per the **Attendance Period** set

.

- If you select **Both,** it will display both weekly as well as monthly summary**.**
- If you select **None,** it will display the users data without any details of total.

Starting Day of the Week: Select the starting day of the week from the drop down list. Based on the day selected, weekly attendance view will be shown in the grid.

The Attendance details will be displayed in the grid as per the template selected in **Display View as Per**.

The last row of the grid displays the Summary details as per the Attendance Period selection.

Click the **Details** icon to view the attendance details of the corresponding user.

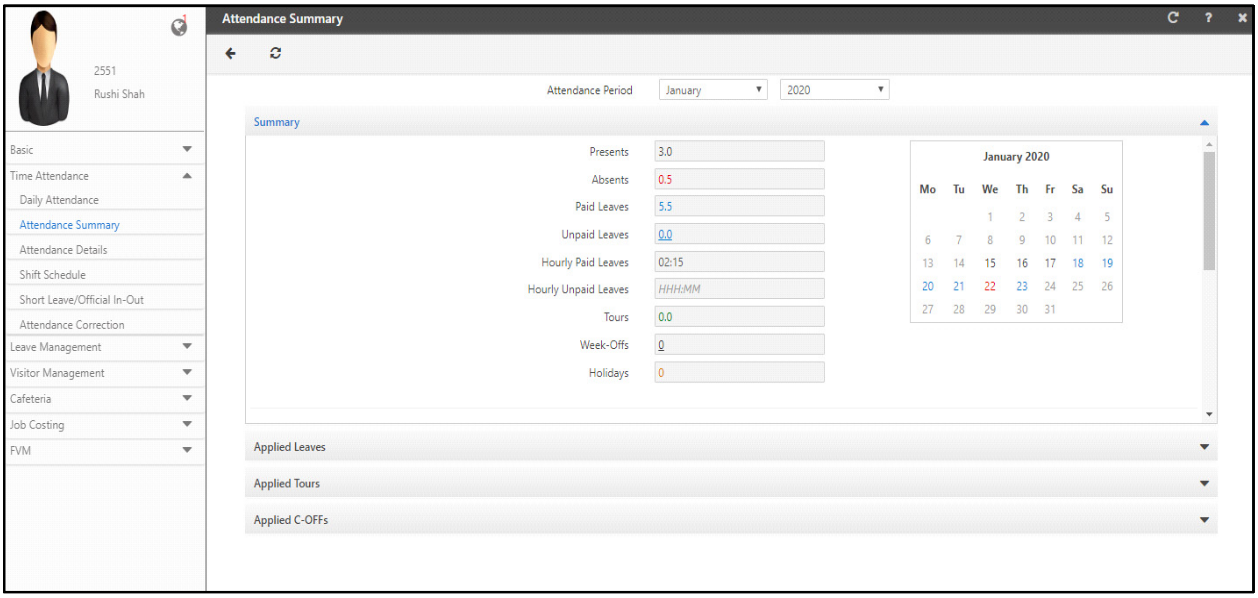
If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

Attendance Summary

This option enables the logged in users to view their own attendance summary for the selected month.

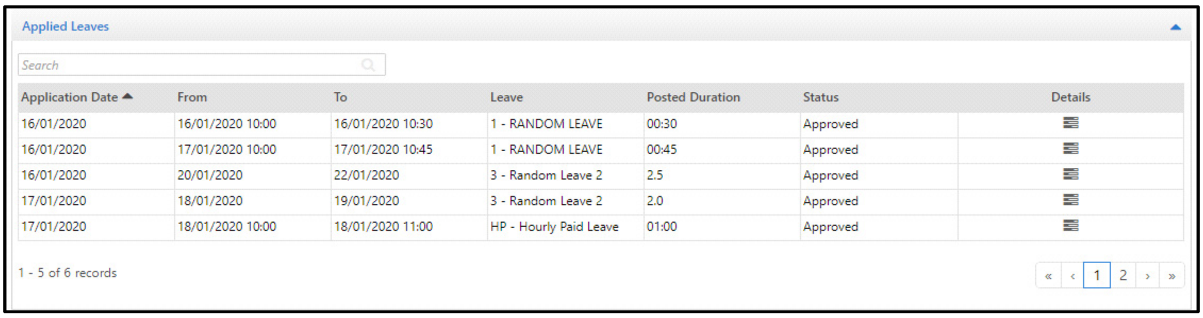
To view the Attendance Summary, Click on **Attendance Summary** option under Time Attendance from the ESS Page. The Page appears as shown below:

Select the Month and Year for the **Attendance Period.** Click on **View** button to view the summary. Click on the Collapsible panels to view attendance summary, Applied Leaves, Applied Tours and Applied C-Offs.



The month shown and the summary information will be from the users configured attendance month (as set in attendance policy). Click on the **Refresh** button to display the latest attendance summary details.

Each Leave record has a **Details** link associated with it. Click on the **Details** button.

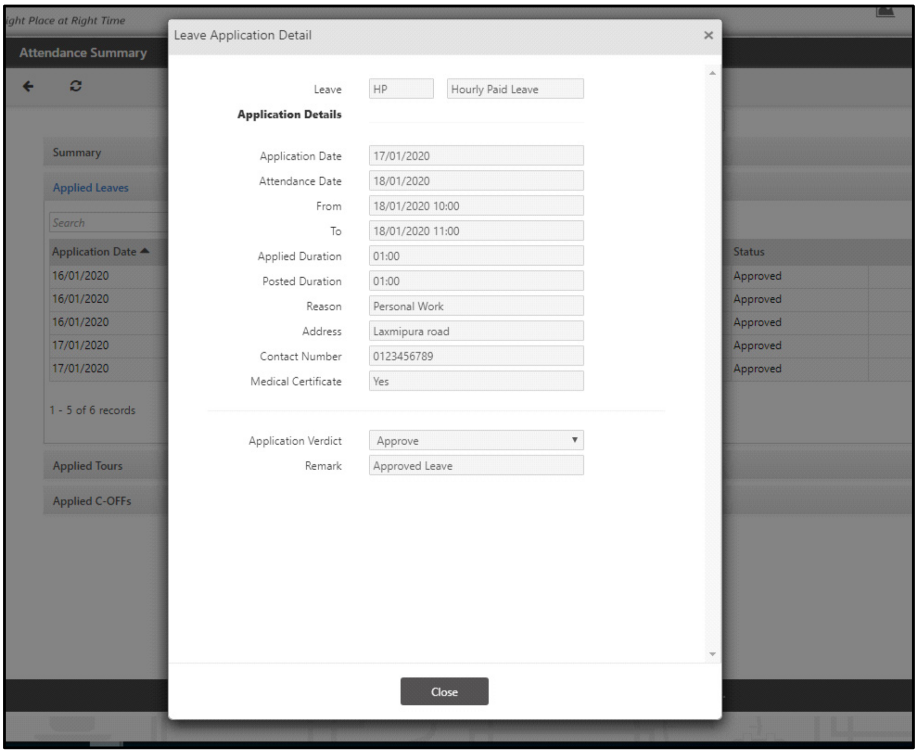

Applied Leaves

Search

Application Date	From	To	Leave	Posted Duration	Status	Details
16/01/2020	16/01/2020 10:00	16/01/2020 10:30	1 - RANDOM LEAVE	00:30	Approved	
16/01/2020	17/01/2020 10:00	17/01/2020 10:45	1 - RANDOM LEAVE	00:45	Approved	
16/01/2020	20/01/2020	22/01/2020	3 - Random Leave 2	2.5	Approved	
17/01/2020	18/01/2020	19/01/2020	3 - Random Leave 2	2.0	Approved	
17/01/2020	18/01/2020 10:00	18/01/2020 11:00	HP - Hourly Paid Leave	01:00	Approved	

1 - 5 of 6 records

The **Leave Application Detail** window appears as shown below. It displays all the details regarding leave application.



Available C-OFF and available Over time fields are shown only when current month is selected.

Applied Tours

Application Date	From Date	To Date	Leave	Posted Days	Status	Details
2014/01/06	2014/01/06	2014/01/06	tr - tour	1.0	Approved	

Applied C-OFFs

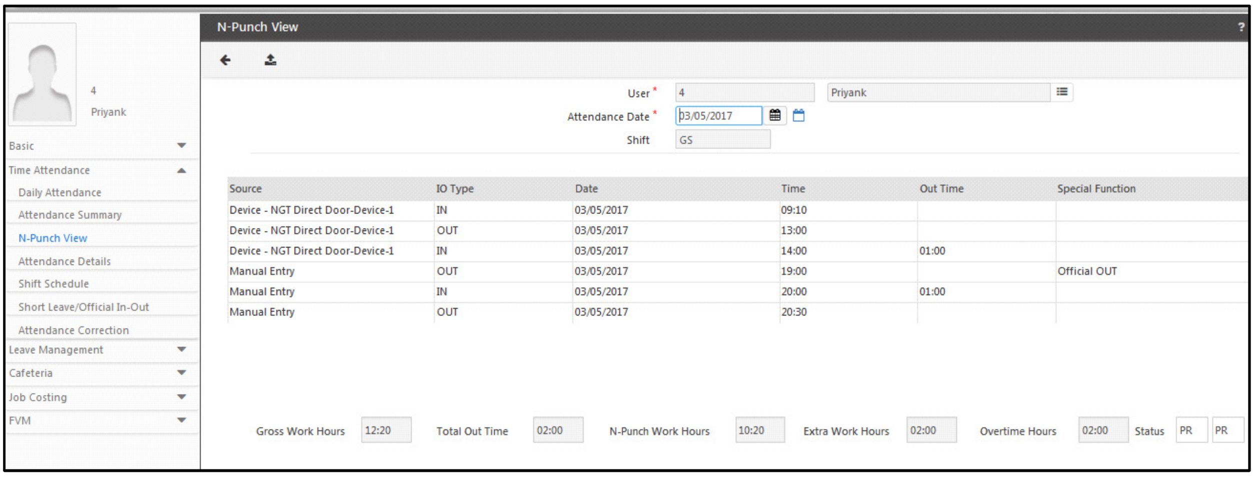
Application Date	From Date	To Date	Leave	Posted Days	Status	Details
No Record						

N-Punch View

The term *N-Punch* stands for “n” number of punches and is a system for punch calculation on COSEC. This means that all the available attendance punches of a user on a particular day will be considered for his work hours calculation. The **N-Punch View** functionality enables you to view the details of your punch timings. This is applicable only to users for whom the N-Punch system is applicable for attendance calculation.

To access this functionality, Login to **ESS module > Time Attendance > N-Punch View**.

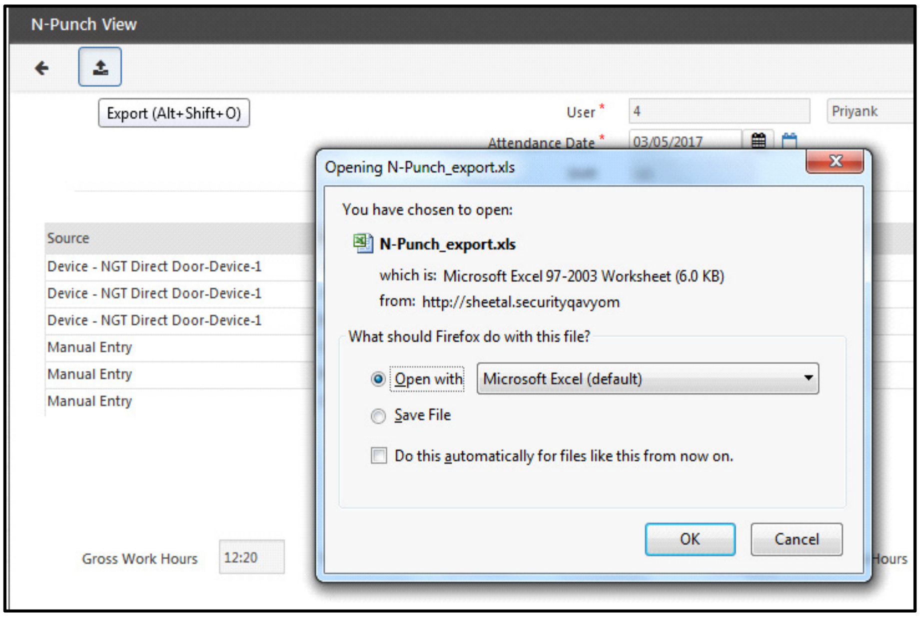
The page will be displayed on your screen as follows:

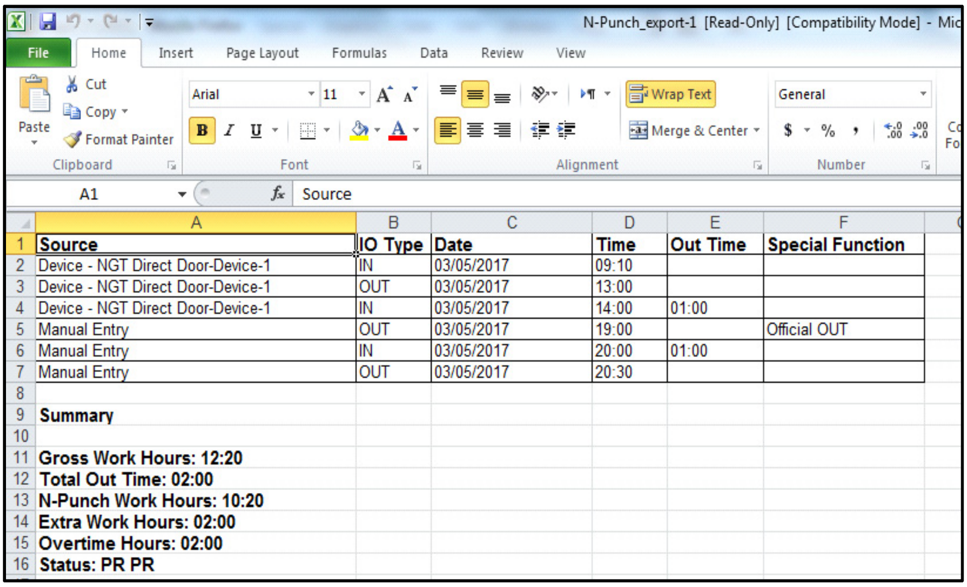


Attendance Date: Select the Attendance Date for which the punches are to be viewed. Click the button to specify a custom period for date selection. All punches for the selected date are displayed as shown in the grid:

The special function for the punch is shown in **Special function** column.

The N-Punch data can be exported in Excel format. Click the Export button to save the file at the desired location.





Source	IO Type	Date	Time	Out Time	Special Function
Device - NGT Direct Door-Device-1	IN	03/05/2017	09:10		
Device - NGT Direct Door-Device-1	OUT	03/05/2017	13:00		
Device - NGT Direct Door-Device-1	IN	03/05/2017	14:00	01:00	
Manual Entry	OUT	03/05/2017	19:00		Official OUT
Manual Entry	IN	03/05/2017	20:00	01:00	
Manual Entry	OUT	03/05/2017	20:30		

Summary

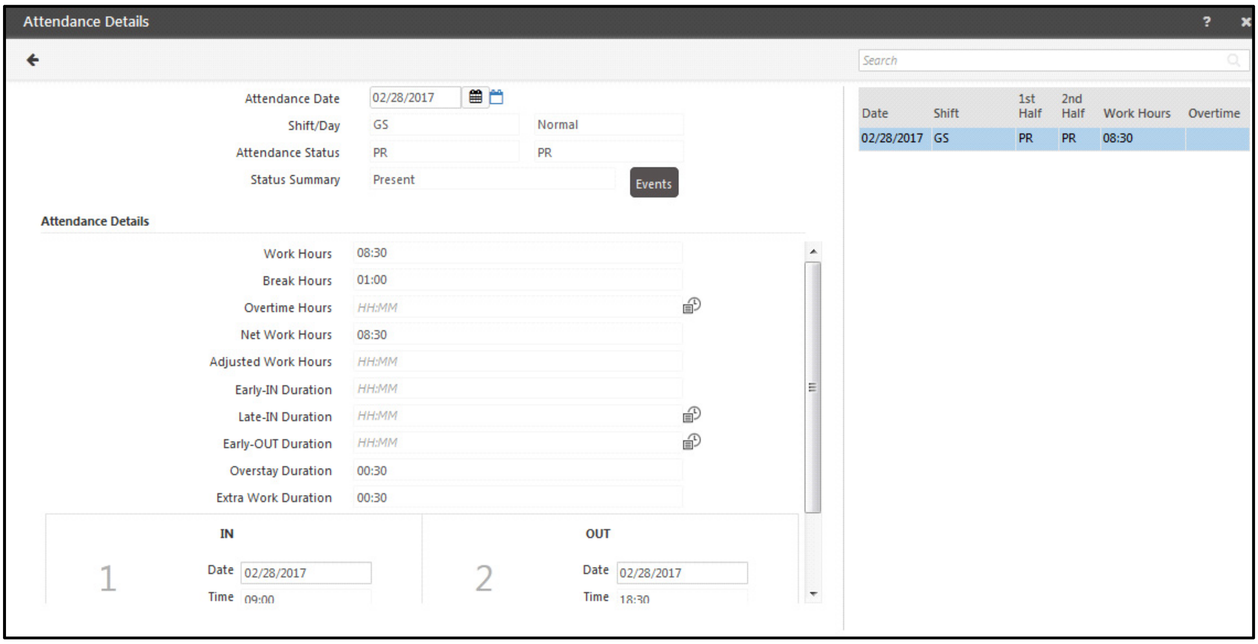
Gross Work Hours: 12:20
Total Out Time: 02:00
N-Punch Work Hours: 10:20
Extra Work Hours: 02:00
Overtime Hours: 02:00
Status: PR PR

Attendance Details

The Attendance Details option enables the logged in user to view their attendance details. Users can also view their punch details as well as other time and attendance related details.

If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

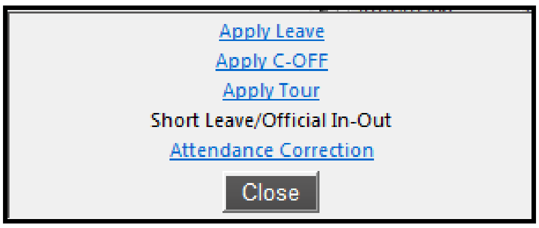
To view the Attendance Details for a specific period, Click on **Time and Attendance > Attendance Details** from the ESS Page. The Page appears as shown below:



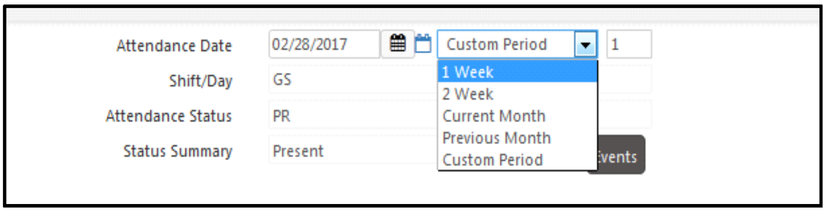
Select the **Attendance Date** from the date selection button. The **Shift/Day**, **Attendance Status** and **Status Summary** for the selected date are displayed in the respective fields.

Click **Event** to display all the event details of the respective user.

The user can click on an Absent (AB) entry in the attendance record to directly access the relevant application pages by selecting the appropriate option as shown below.



The Custom Attendance Period can be selected by clicking button. There are options to select 1 week, 2 week, Current Month, Previous Month or Custom Period to specify the number of months. The grid will show attendance details according to the selection.


Attendance Date
02/28/2017
Custom Period
1
1 Week
2 Week
Current Month
Previous Month
Custom Period
Shift/Day
GS
Attendance Status
PR
Status Summary
Present

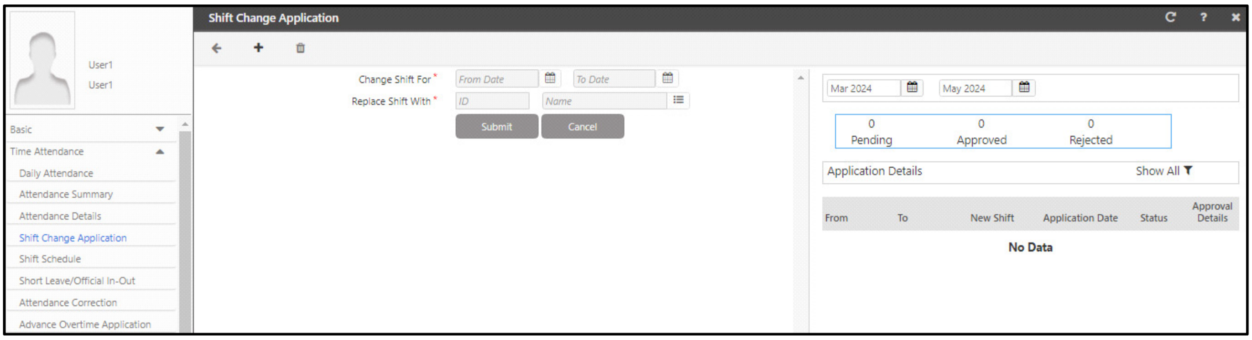
Shift Change Application

Shift Change Application enables the user to apply for Shift Changes, which in turn would have to be sanctioned or approved by the Reporting In-charge or administrator.

For ESS users, make sure the Admin has enabled Shift Change Application page in ESS Rights from Users> Utilities> ESS Role Rights.

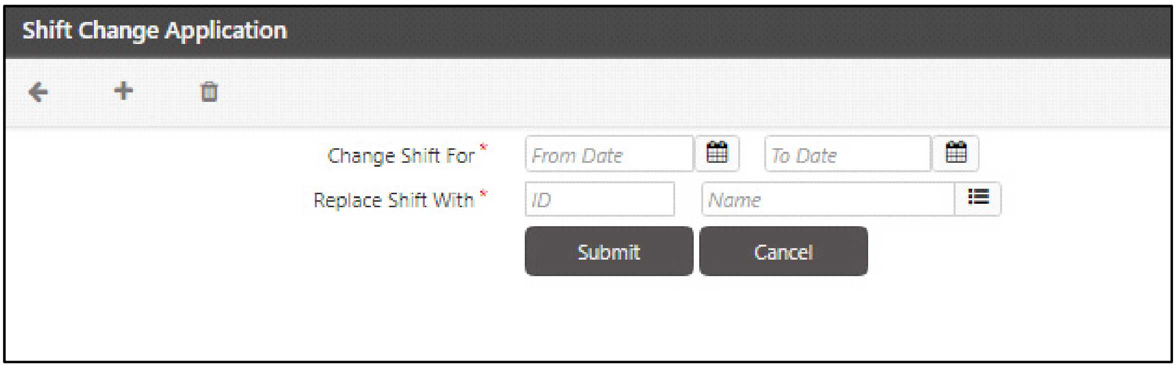
The ESS Users will receive ESS Notifications when the final verdict for the Shift Change Application is provided. For details, refer to “Notification”.

To apply for a Shift Change, click **ESS >Time Attendance > Shift Change Application** and the following screen appears.



The page displays configurations on the left side and in the right grid the Shift Change Application details of a particular user for a particular month. It also displays the total number of Pending, Approved as well as Rejected Applications.

To apply for a Shift Change, click **New** + and configure the following parameters:

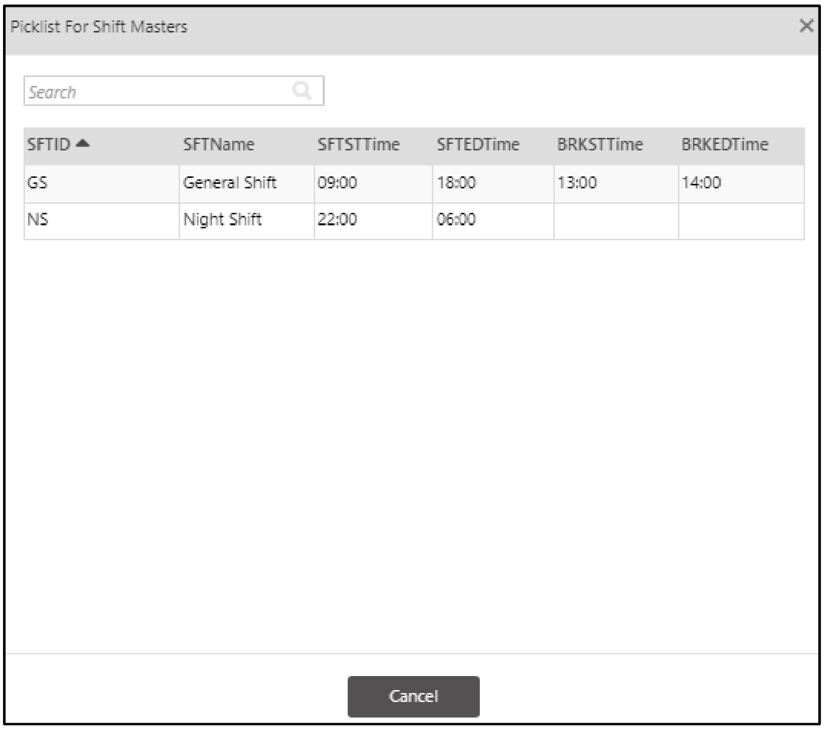


- **Change Shift For:** The Shift Change application can be made for a single day of for multiple days.

  If you wish to change the shift of a particular day, select the same date in From and To.

  If you wish to change the shift for multiple days, in To select the date from which you wish to start and in From select the end date. The shift will be changed for all the dates.

- **Replace Shift With:** Click the picklist. The **Picklist For Shift Masters** pop-up appears.

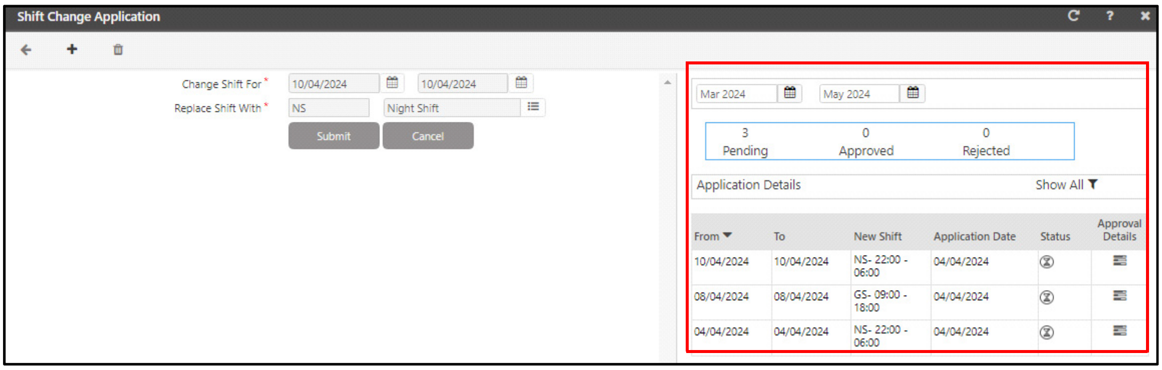


Click to select the desired shift with which you wish to replace the existing shift.

- Click **Submit**.

Once the application is generated by the User, the application will be sent for approval to the respective Reporting Group In-Charge/Administrator.

The applied Shift Change Application appears in the right grid. You can also view the Shift Change Applications pending for verdict from the login user's Dashboard. For details, refer to "ESS Dashboard".



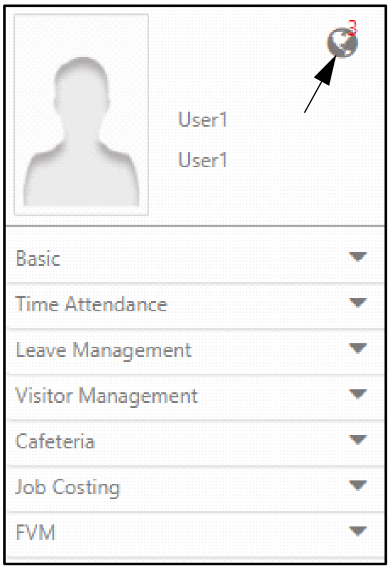
You can even filter the Applications based on **All, Pending, Approved** and **Rejected** by clicking the **Filter** **.**

Once the respective Reporting Group In-Charge/Administrator accepts/rejects the User's Shift Change Application, the User will get the notification about the status of his/her application.

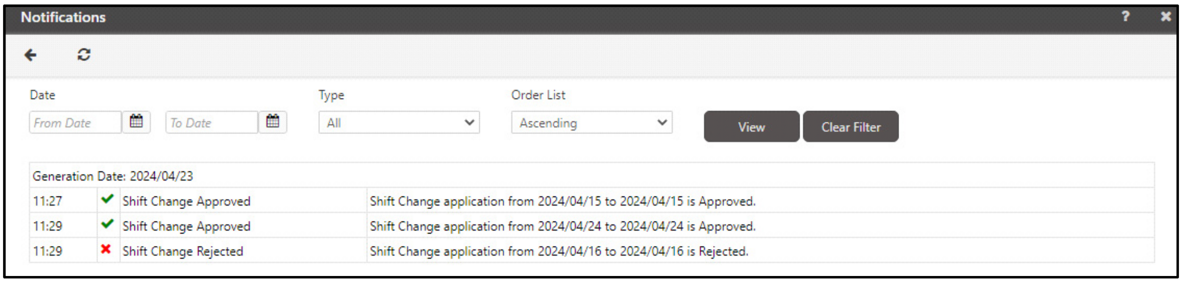
User can edit the pending application by clicking on the respective application shown in the grid.

User can delete pending application only.

The User can check the notification by clicking on the **Notification** icon on the top left side of the page.

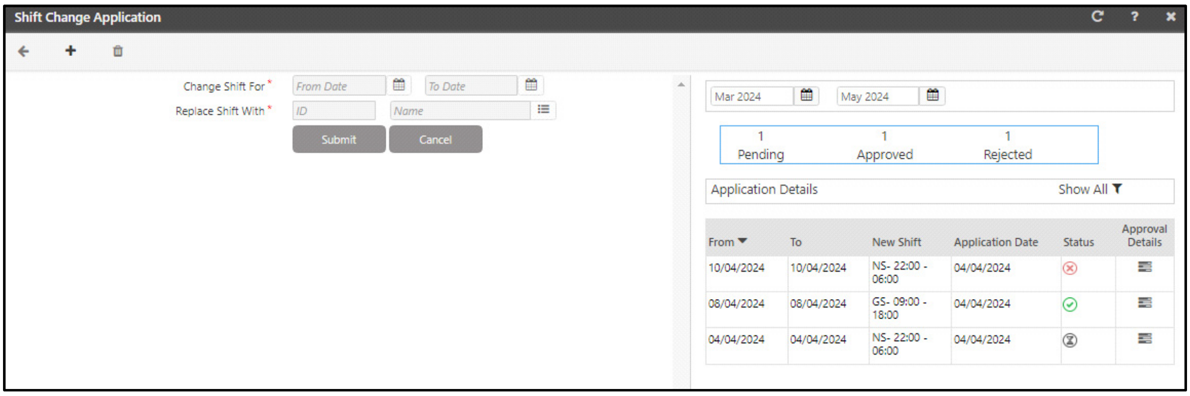


The page appears as shown below:

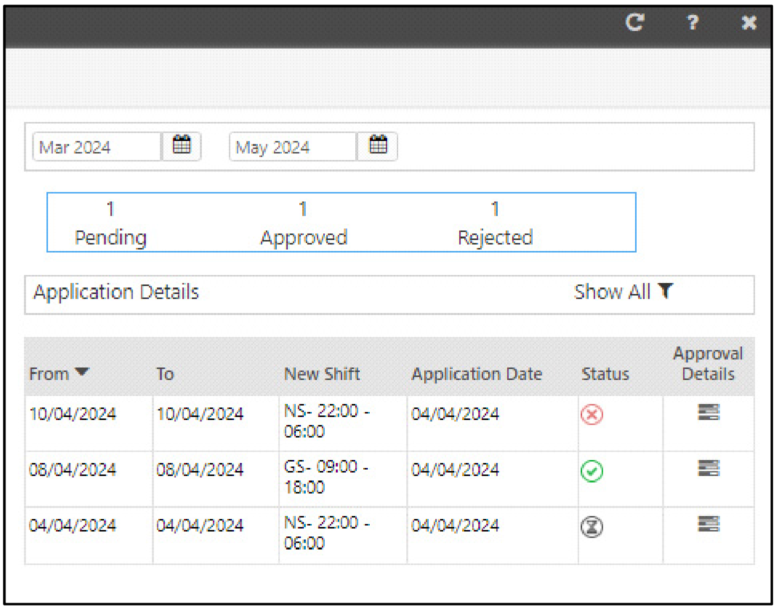


You can also view the details of the Shift Change Applications, that is whether it is pending, approved or rejected fro the Shift Change Application page.

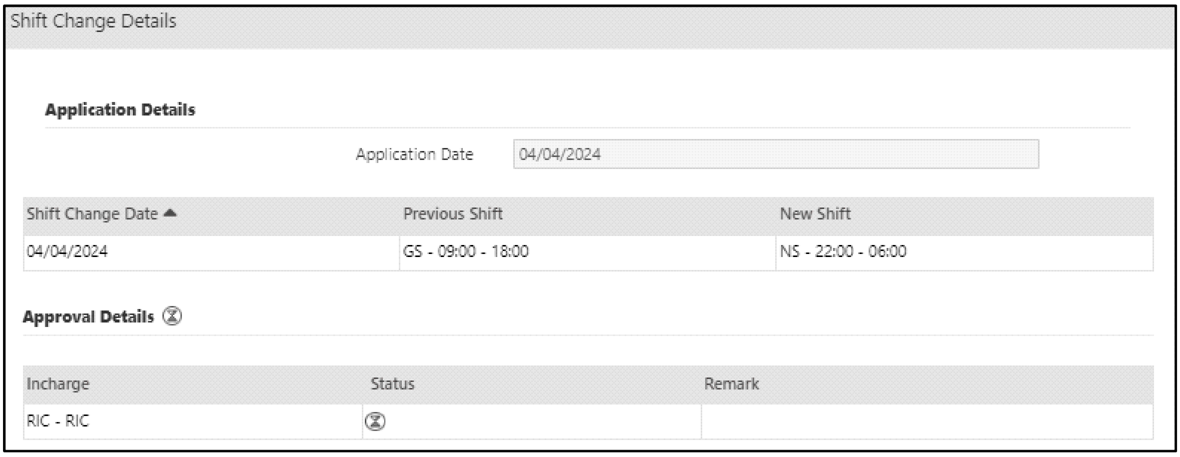
To view the Shift Change Application details, select a the desired Shift Change Application from the grid on the right grid and the data will be displayed in the left grid.

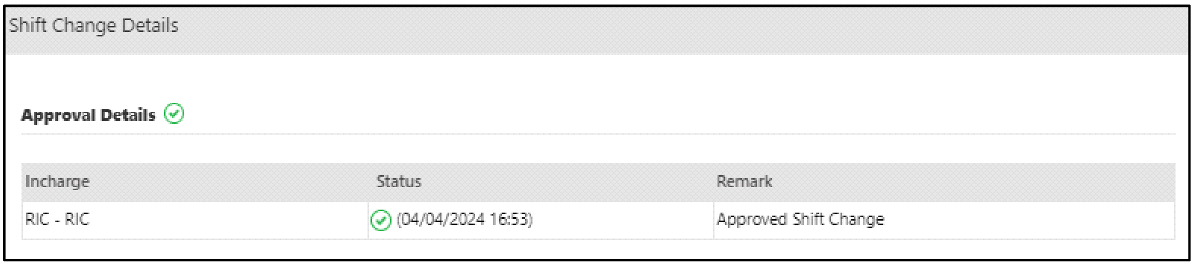


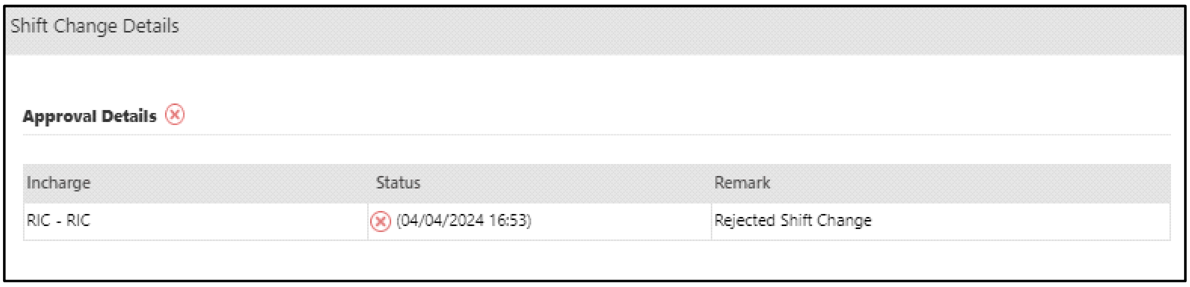
Click **Approval Details** from the right grid to view the details of the Shift Change Applications.



Shift Change Details window appears as shown below:







It displays the status of the application under **Approval Details,** that is, whether it is — pending, approved or rejected.

The application's status is displayed in the **Status** column as Pending , Approved or Rejected .

Remark displays the comments provided by the Admin/ RIC/ System.

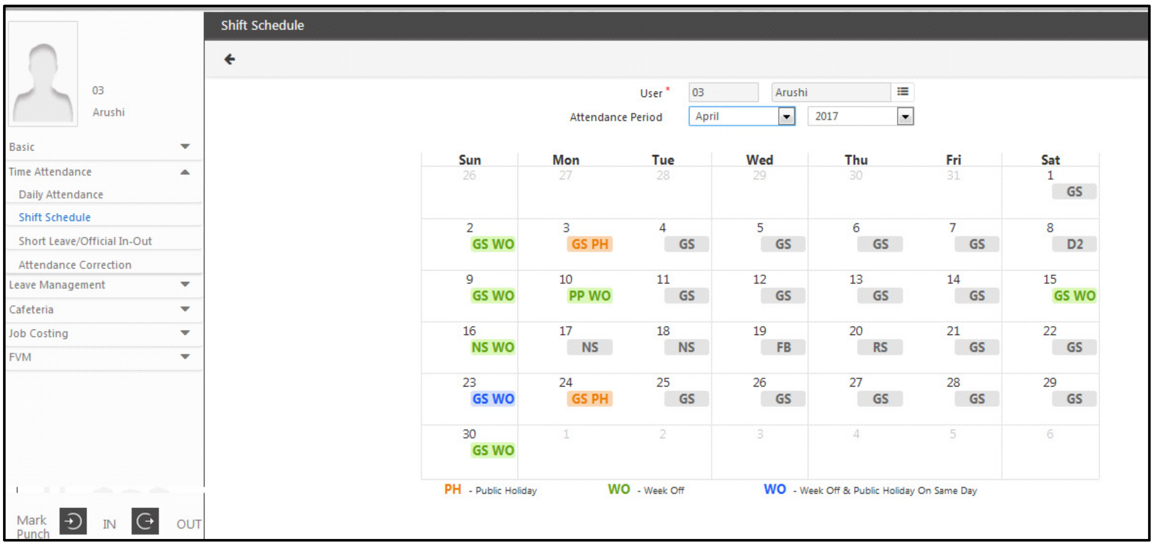
System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact you SA For Approval Rights.

To know about approvals, refer to "Shift Change Approval".

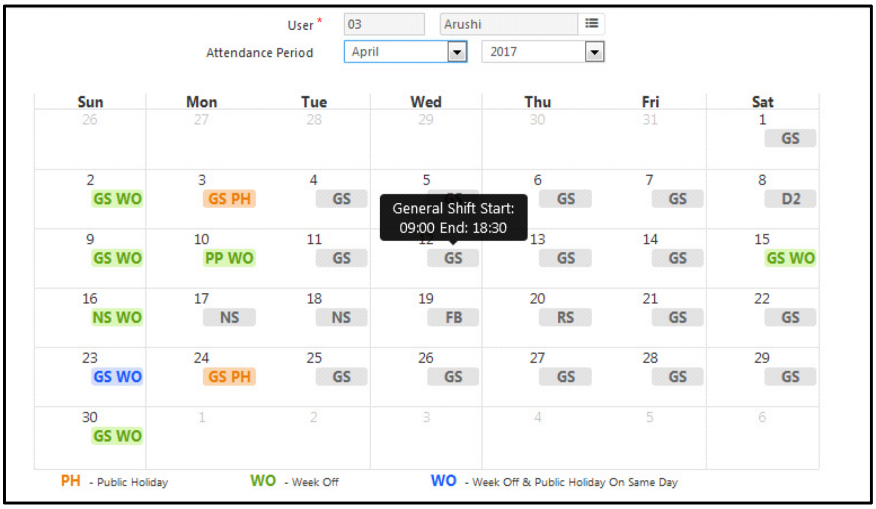
Shift Schedule

This option will display the logged in user's Shift Schedule for the selected month. Along with the shift it will also mark weekly off and holiday applicable to user during the month.

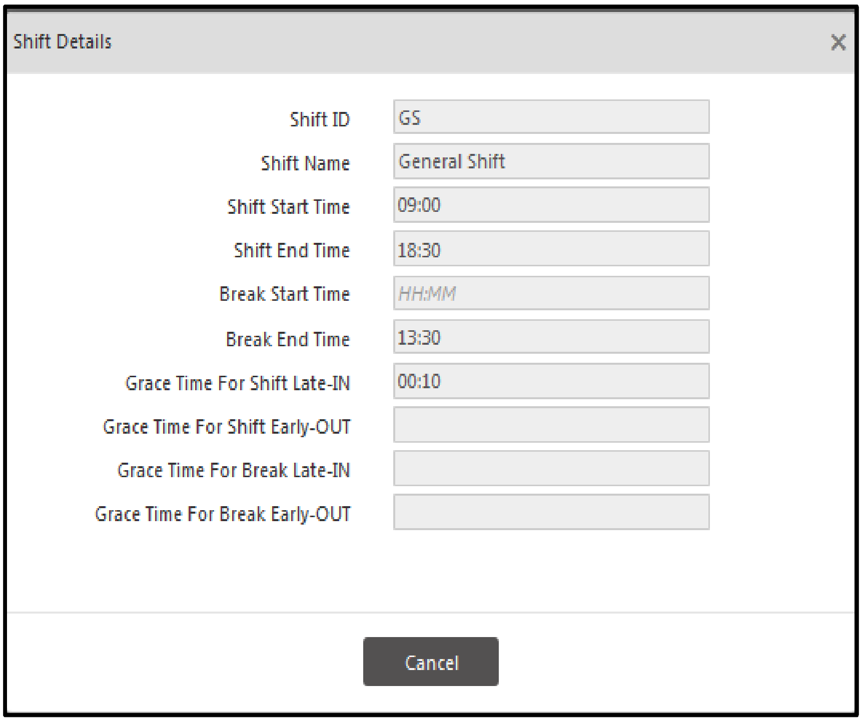
In order to view the shift schedule for a certain month, Click on **Shift Schedule** option under Time Attendance from the ESS Page. The Page appears as shown below:



On hover of any shift (i.e moving the mouse curser on shift) in the grid, the shift name along with its shift start and end time is displayed.



Click on the shift in the grid. The shift details for that date is shown in the pop up window.


Shift Details
Shift ID
GS
Shift Name
General Shift
Shift Start Time
09:00
Shift End Time
18:30
Break Start Time
HH:MM
Break End Time
13:30
Grace Time For Shift Late-IN
00:10
Grace Time For Shift Early-OUT
Grace Time For Break Late-IN
Grace Time For Break Early-OUT
Cancel

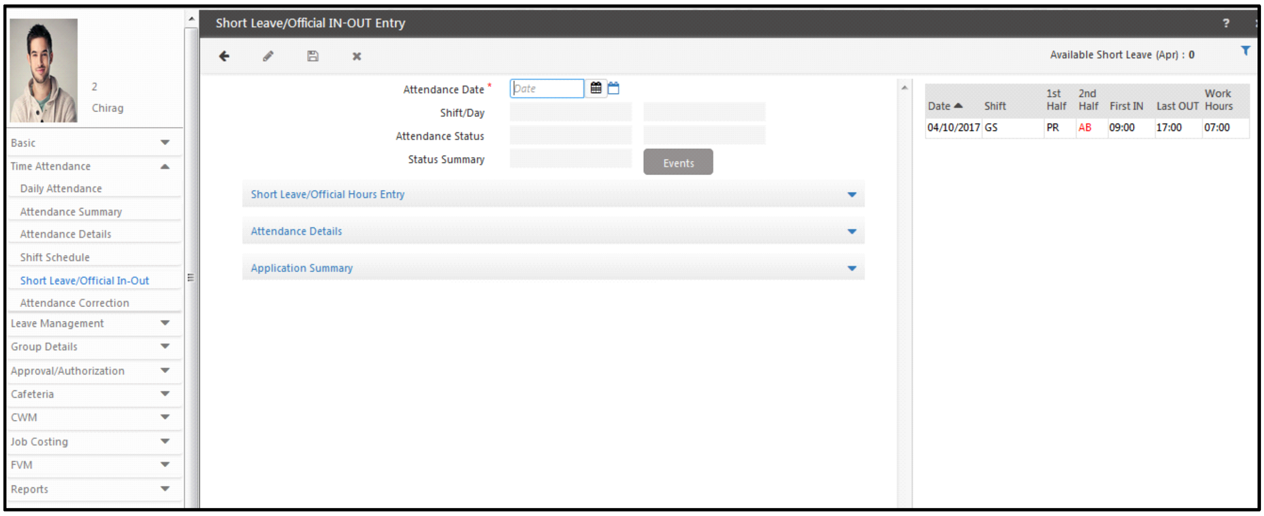
Short Leave/Official In-Out

This option enables the user to mark a punch as a Short Leave entry or Official in/out entry. This entry will then be available to the reporting group Incharge for authorization.

If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

Short Leave/Official In-Out application restrictions will be applicable as configured in the Attendance Policy. Contact your system administrator for details.

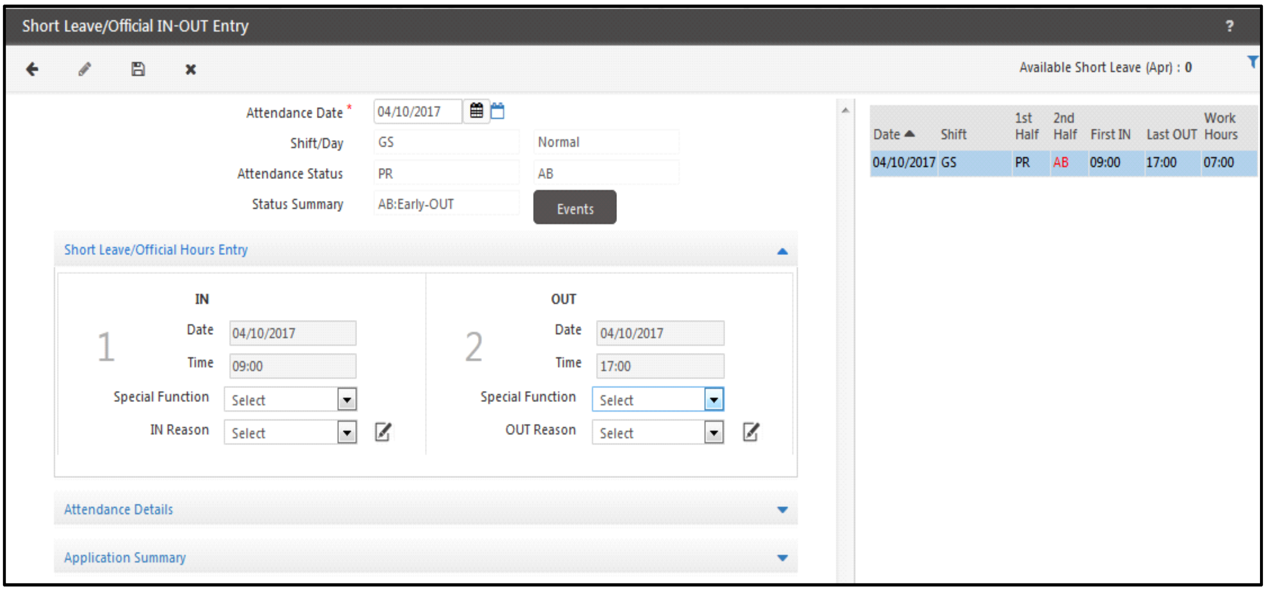
To make a Short Leave/Official IN-OUT entry from the ESS account, select **Time Attendance > Short Leave/ Official IN-Out**. The Page appears as shown below:



The grid on the right shows the attendance records for the current month with the AB marking by default. You can click on the filter to view All, PR, Leave and PH records.

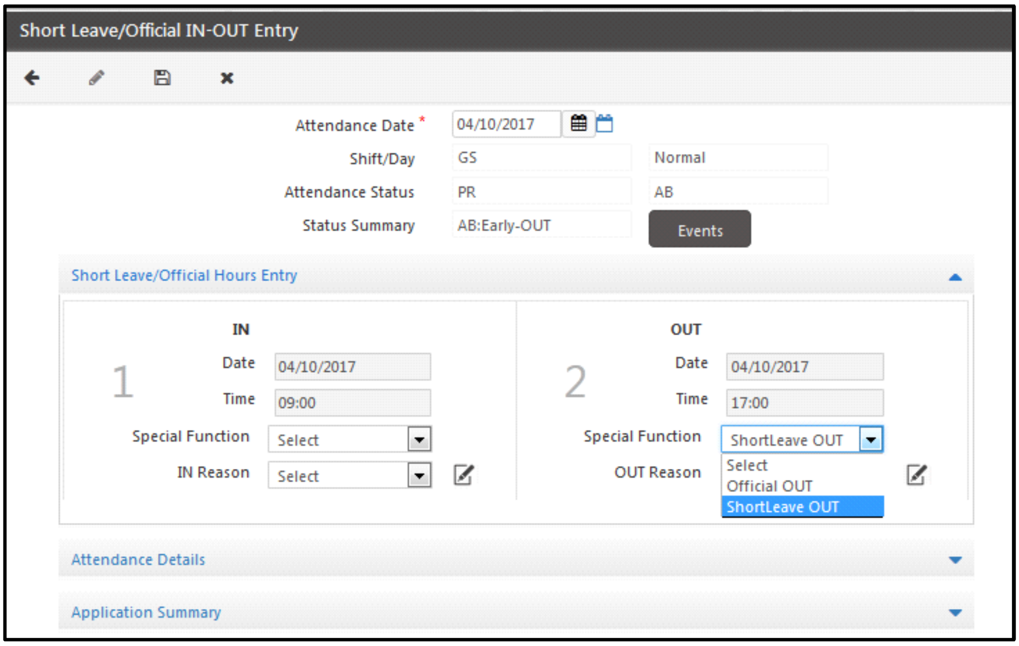
Click on the attendance record from the grid for which the short leave/official marking is to be done.

The IN-OUT punches and Attendance details will be displayed in the respective fields.



Click **Event** to display all the event details.

The User can edit the Special function from the drop down list. The options for IN punches are **Official In**, **Short Leave In** and for OUT punches are **Official Out**, **Short Leave Out.** You can also specify the IN or OUT Reason while marking the entry.



Click on **Save** button to save the changes.

The application will then go to the reporting group Incharge for authorization and regularization of the user attendance for the selected date.

If the Short leave/Official In-Out Authorization required is not enabled in the Attendance Policy of user; then short leave or Official IN/OUT will be directly approved and the AB punch will be marked as PR.

Once the application is approved, the status of application will be shown as Approved:

The N-punch user can apply Short leave/Official In-Out on all the punches. Thus each application in a day can have separate verdict and separate Remark, mentioned by admin or reporting in-charge on approval or rejection of the application.

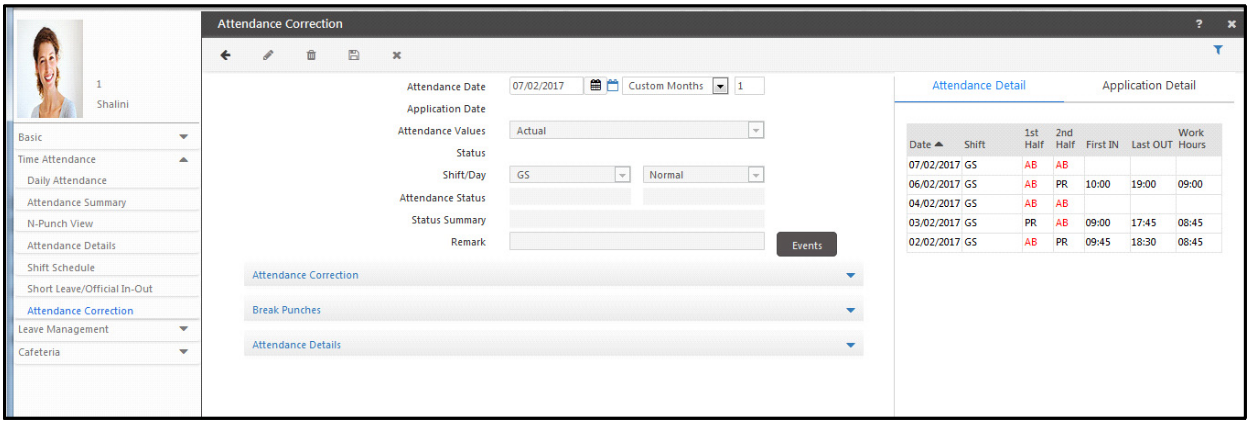
Attendance Correction

This option enables the user to make online attendance correction applications which in turn would have to be sanctioned or approved by the reporting group In-charge or administrator.

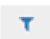
If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

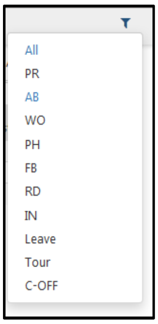
Attendance Corrections application restrictions will be applicable as configured in the Attendance Policy, when the applications are made by On Behalf System Account User. Contact your system administrator for details.

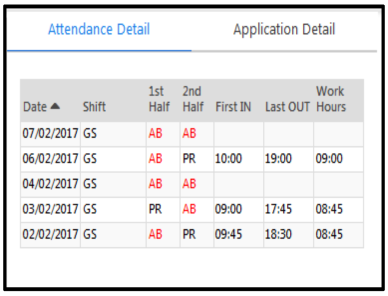
To make the attendance correction application, Go to **ESS >Time Attendance> Attendance Correction**. The Page appears as shown below:



The grid on right side will show “AB” records filtered by default in **Attendance Detail** tab.

Click on filter  to select other options, based on which the grid will show the records.



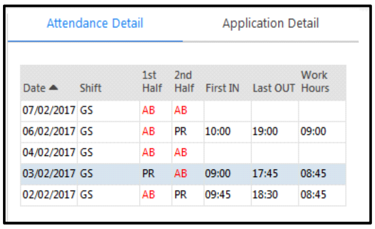


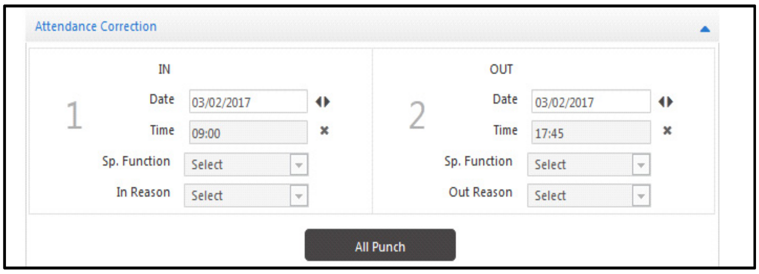
The ESS user can make the correction for punches, add a new punch or delete a punch by selecting the punch from the right grid.

Select the **Attendance Date** by clicking on the date selection button for which the correction application is to be generated.

On selection of the punch date, the corresponding day's attendance details will be displayed in the respective fields as shown below.

Click **Event** to display all the event details.

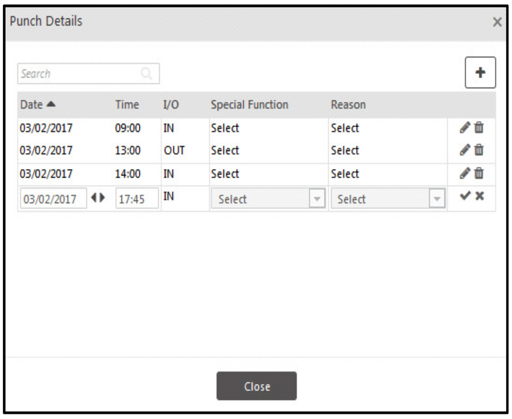




For N punch user; click on **All punch** to edit the punch timings or add a new punch for correction. The Punch details window will appear as shown below.

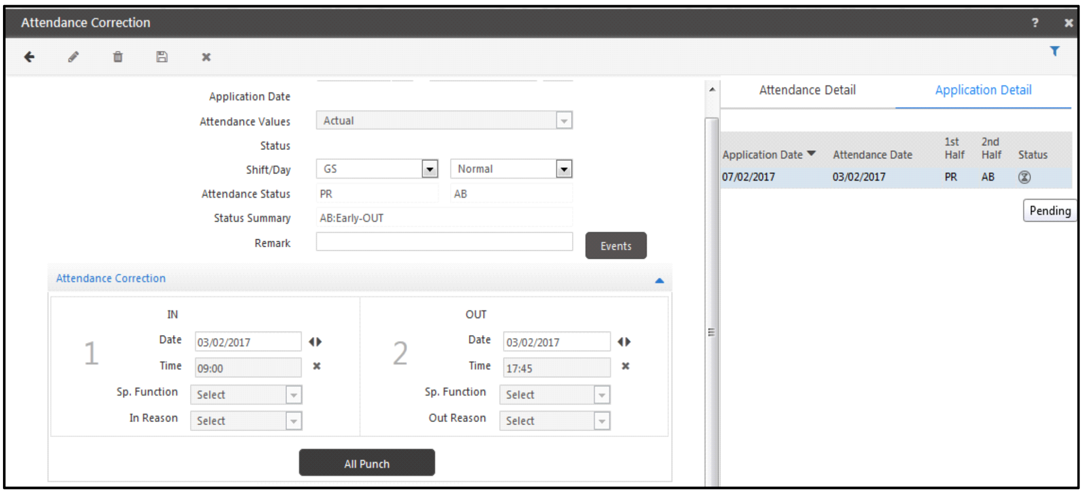
Here the punch on 3/2/2017 at 17:45 is to be corrected by 18:30 so enter the time. Select the punch type as IN/ OUT if your attendance policy allows you to do so. Else, punches will automatically be posted alternately as IN/ OUT.

Click OK and Close. Then click Save from the toolbar.



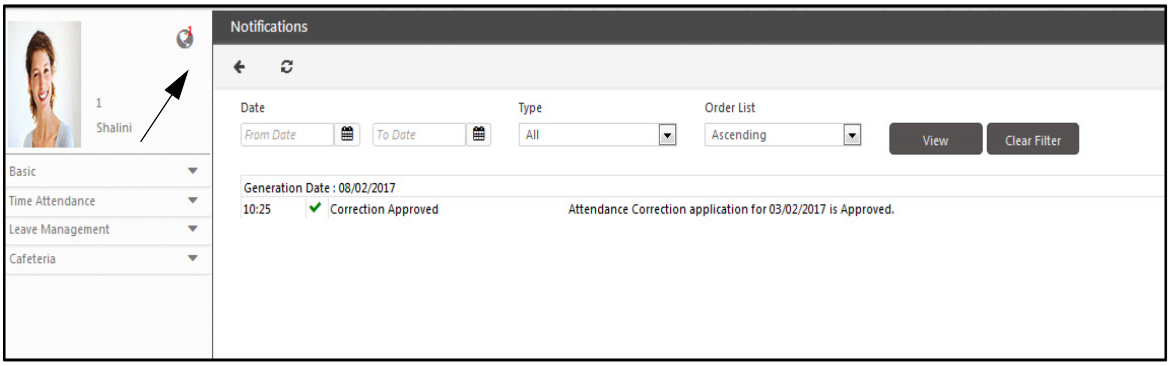
Application Detail

The change in attendance values will be applicable only after the application is approved. Till then it will be shown as pending in the Status as shown below:

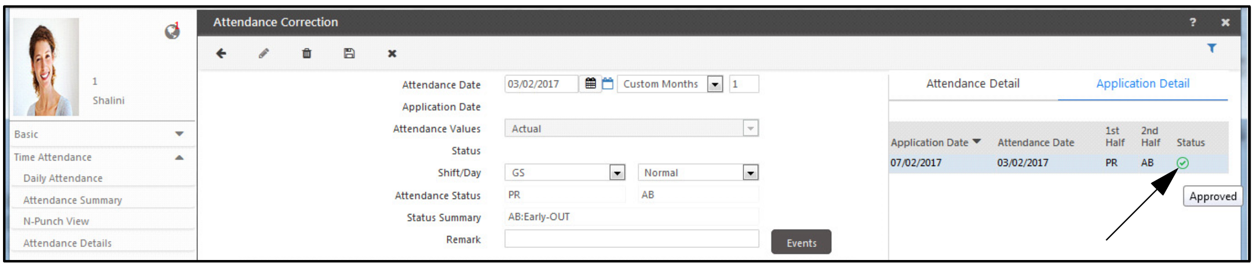


User can delete pending application only but can't delete approved/rejected application.

Once the application is authorized, the user will get notification as shown below.

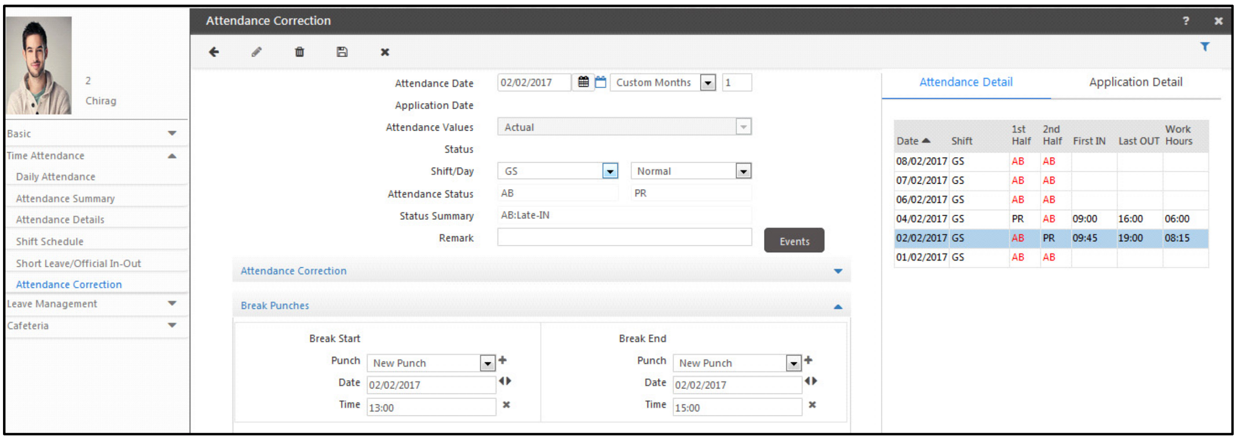


The Status of the Application Details will be updated as shown below.



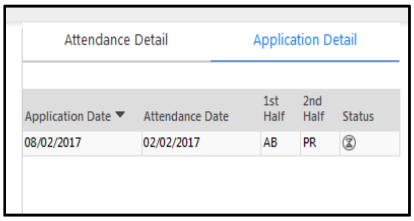
Break Correction

To request correction for Break Start and Break End punches, expand the **Break Correction** panel on the **Attendance Correction Application** page as shown (in the edit mode).

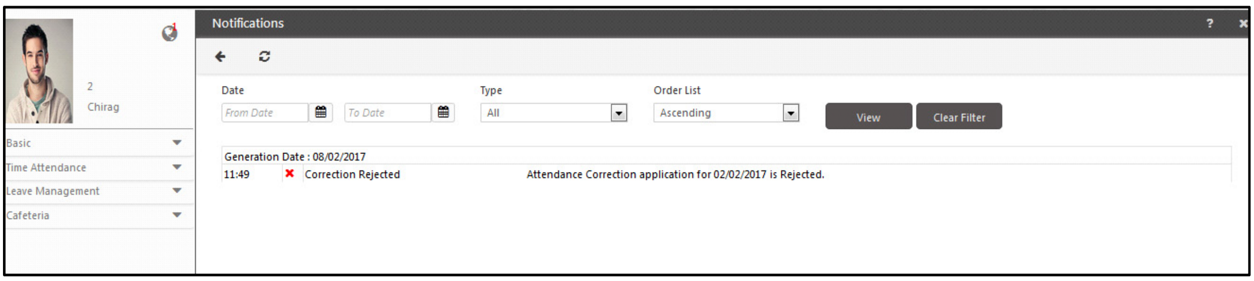


You can edit the **Break Start** or **Break End** punch by the correct punch timing, as required for the selected date.

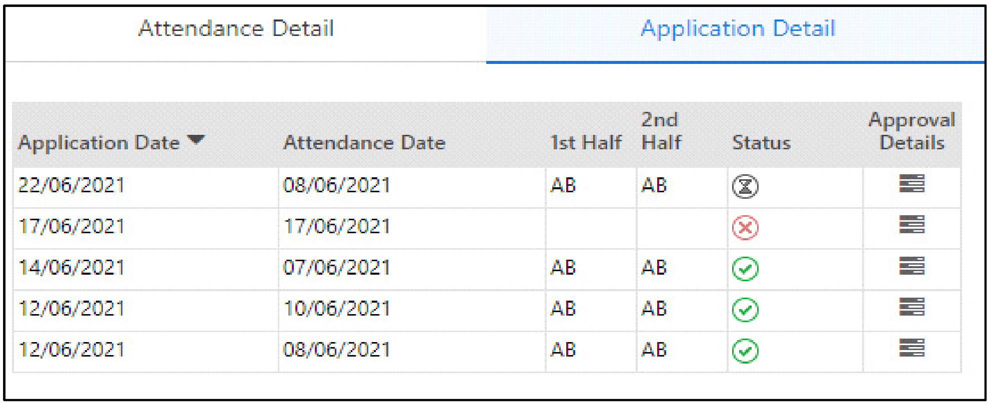
Click on the **Save** button to submit the Break Correction request successfully. The application status can be viewed from Application Detail tab.



After the authorization from Reporting-In charge, user will get notification as shown below.

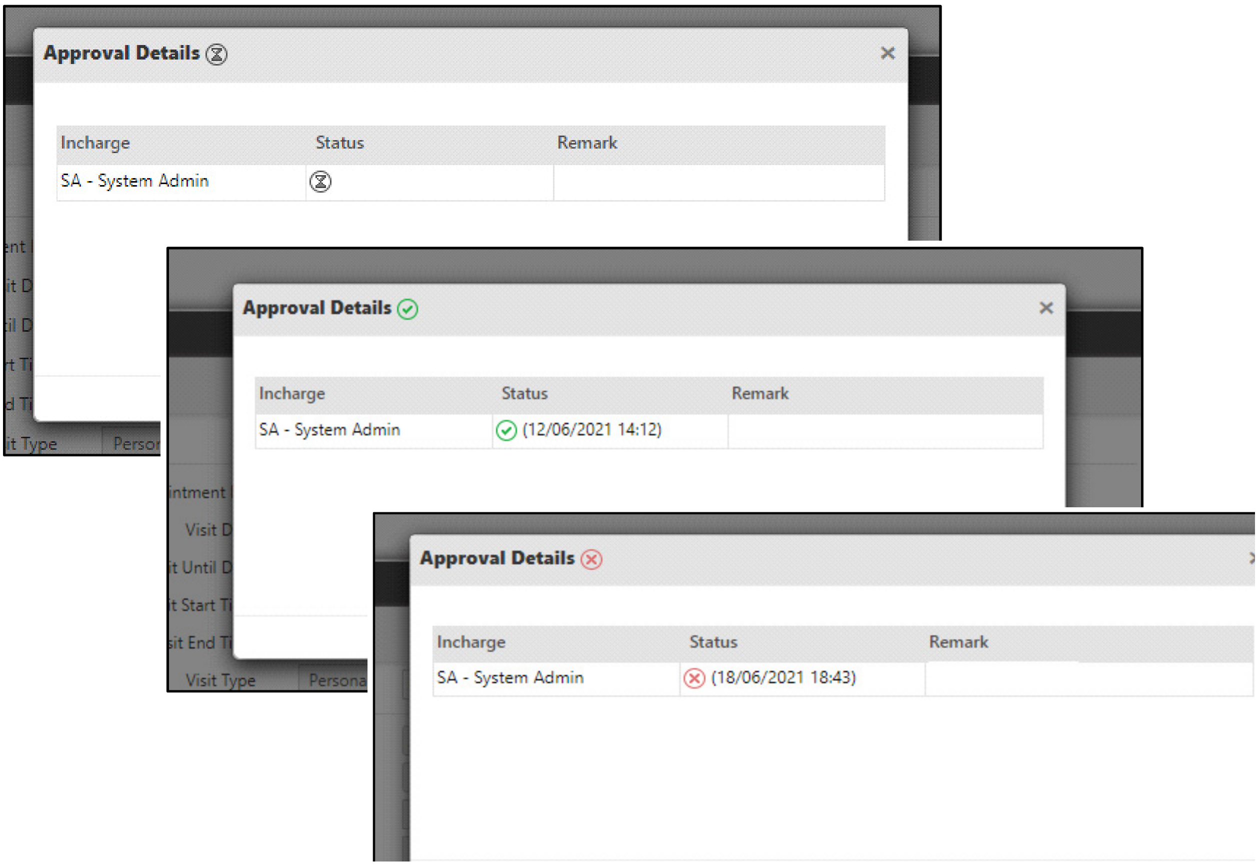


Click **Approval Details** icon from the grid available on the left side of the page to view the Approval Details of the already applied application.



Application Date	Attendance Date	1st Half	2nd Half	Status	Approval Details
22/06/2021	08/06/2021	AB	AB		
17/06/2021	17/06/2021				
14/06/2021	07/06/2021	AB	AB		
12/06/2021	10/06/2021	AB	AB		
12/06/2021	08/06/2021	AB	AB		

Approval Details window appears as shown below:



It displays the status of the user's application under **Approval Details,** that is, whether it is — pending, approved or rejected.

The application's status is displayed in the **Status** column as Pending , Approved or Rejected .

Remark displays the comments provided by the Admin/ RIC/ System.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact you SA For Approval Rights.

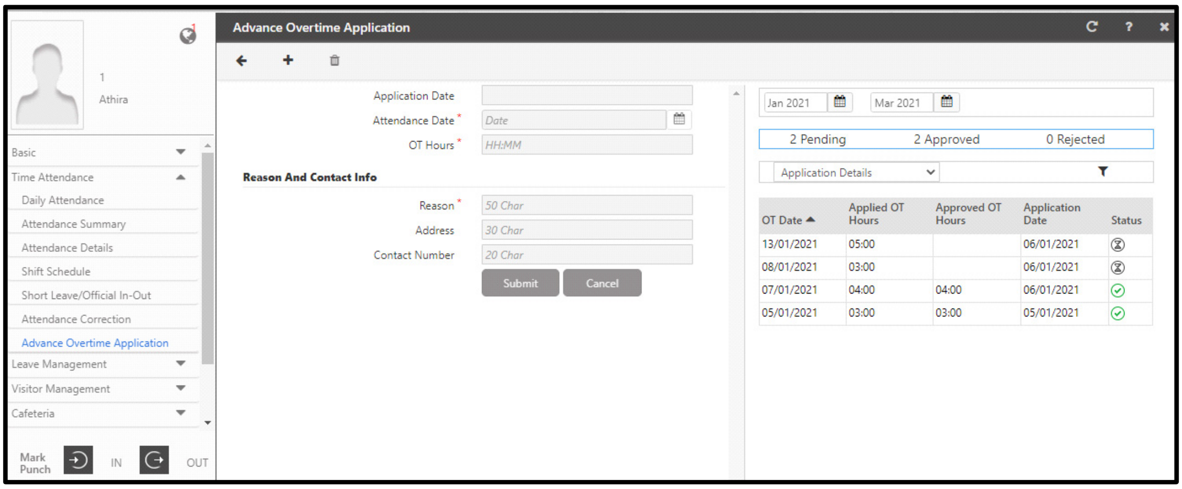
Advance Overtime Application

This option enables the user to apply for overtime applications in advance which in turn would have to be sanctioned or approved by the Reporting Group In-Charge or Administrator.

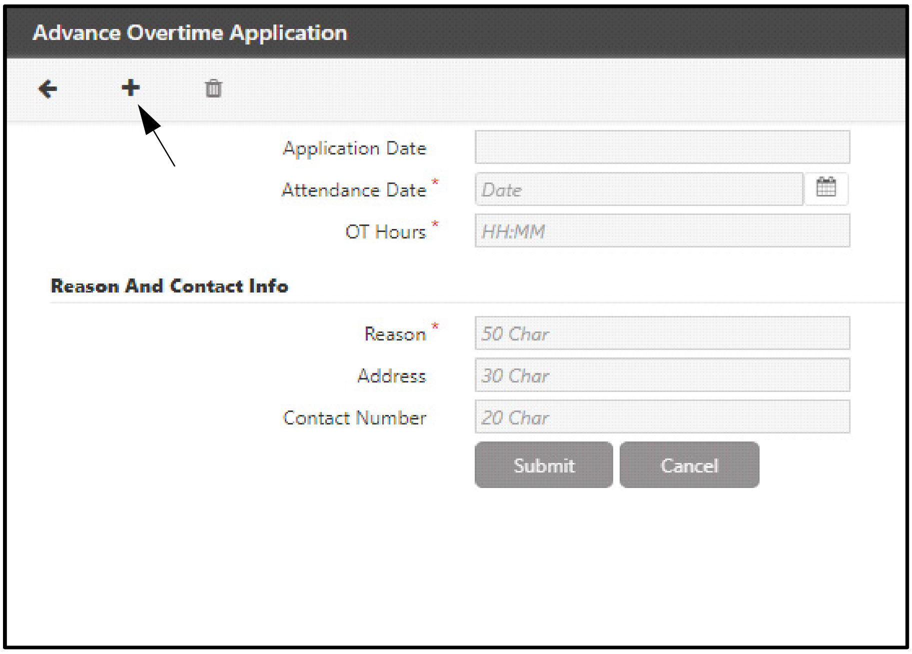
To view this page in ESS, make sure your Administrator has provided the ESS Roles and Rights for Advance Overtime Application.

To apply for the Advance Overtime Application, select the **ESS >Time Attendance> Advance Overtime Application**.

The page appears as shown below:



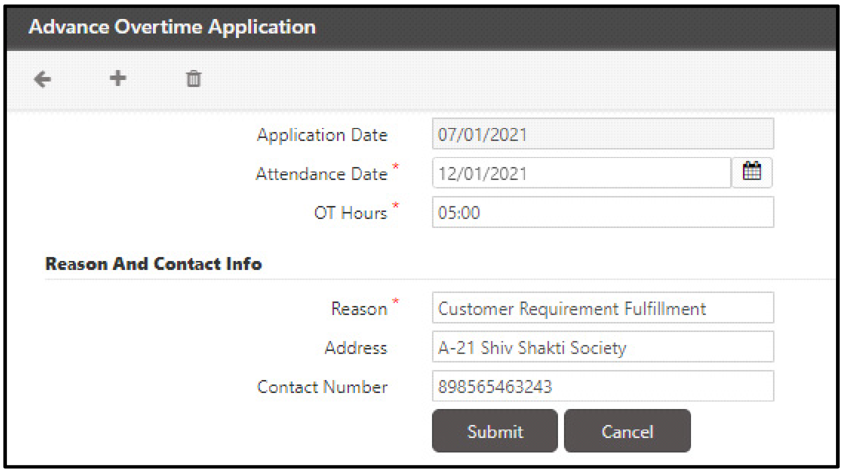
To generate a new Advance Overtime Application, click on the **Add** button and configure the following parameters.



Application Date: This field displays the date automatically on which the application is being generated by an User.

Attendance Date: Enter the desired date for which this Overtime Application is being generated by the User. The User will be allowed to select past dates (only for Night Shift Cases and provided the system has not generated OT hours automatically), current dates (before assigned shift hours) as well as future dates for overtime application.

OT Hours: Enter the total duration for which the User wants to work overtime in the format of hours and minutes.



Reason And Contact Info

Reason: Enter the reason for overtime.

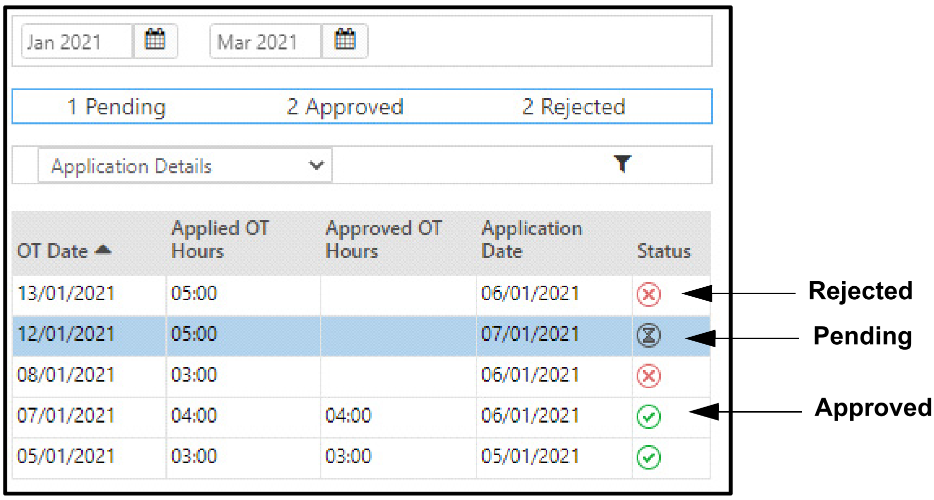
Address: Enter an address of the User.

Contact Number: Enter the contact number of the User.

Once all the details are filled, Click on the **Submit** button.

Once the overtime application is generated by the User, the application will be sent for approval to the respective Reporting Group In-Charge/Administrator.

The grid on the right side displays the details of all the applied Applications like **OT Date, Applied OT Hours, Approved OT Hours, Application Date** and the **Status** of the Applications.

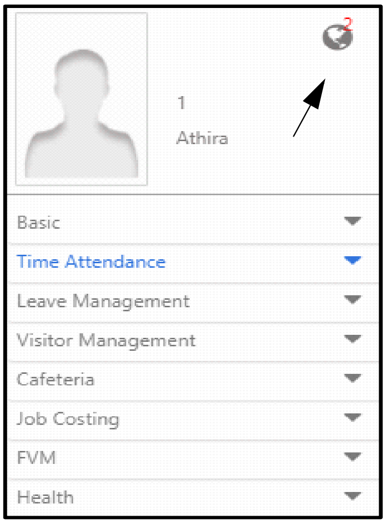


You can even filter the Applications based on **All, Pending, Approved** and **Rejected** by clicking on the **Filter** button.

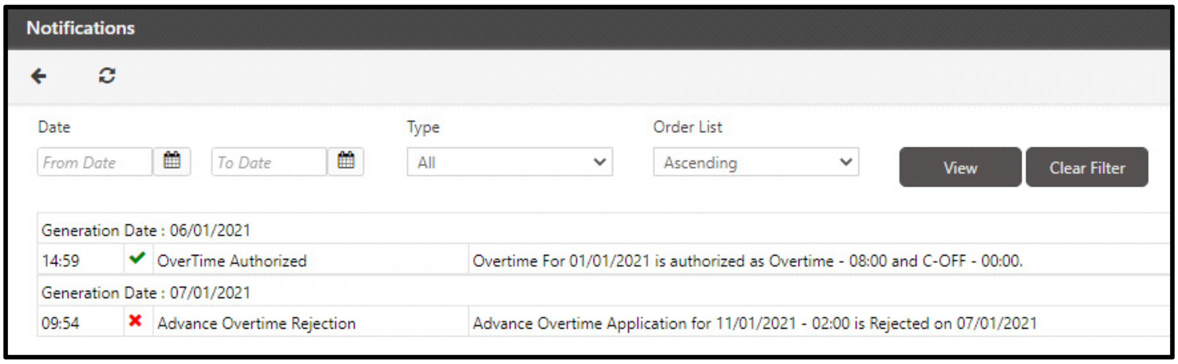
Once the respective Reporting Group In-Charge/Administrator accepts/rejects the User's Advance Overtime Application, the User will get the notification about the status of his/her application.

User can edit the pending application by clicking on the respective application shown in the grid. User can delete pending/rejected application only.

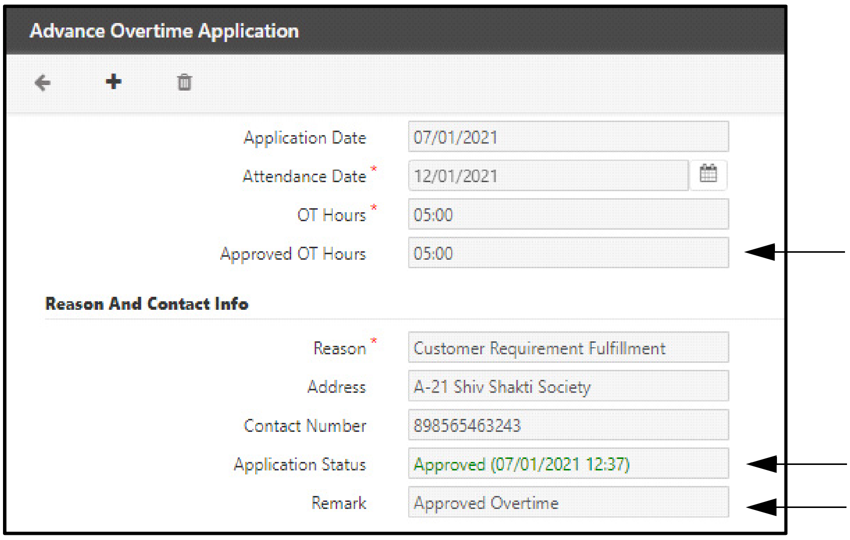
The User can check the notification by clicking on the **Notification** button on the top left side of the page.

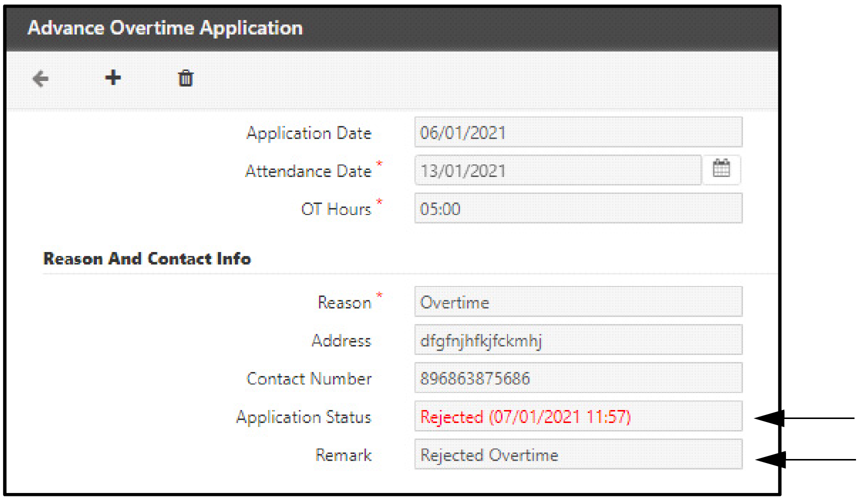


The page appears as shown below:

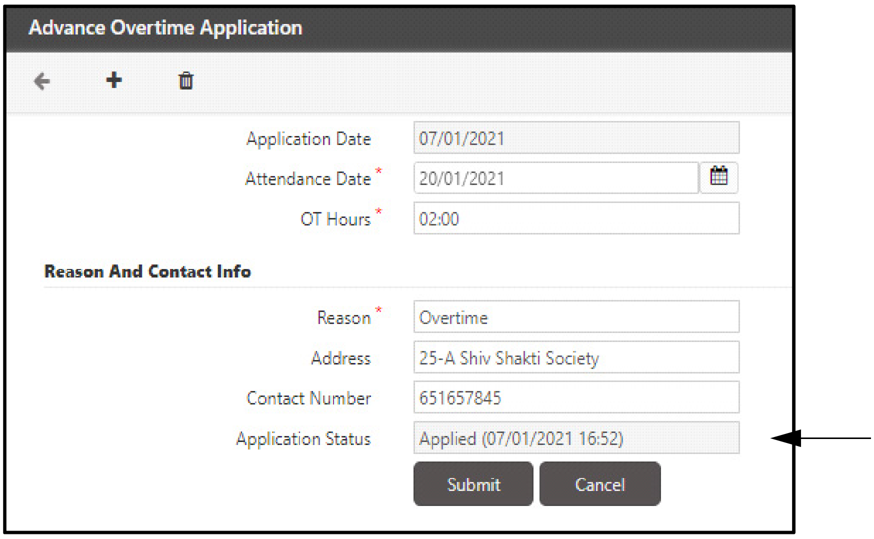


Once the application applied for is approved/rejected, following parameters will be displayed.

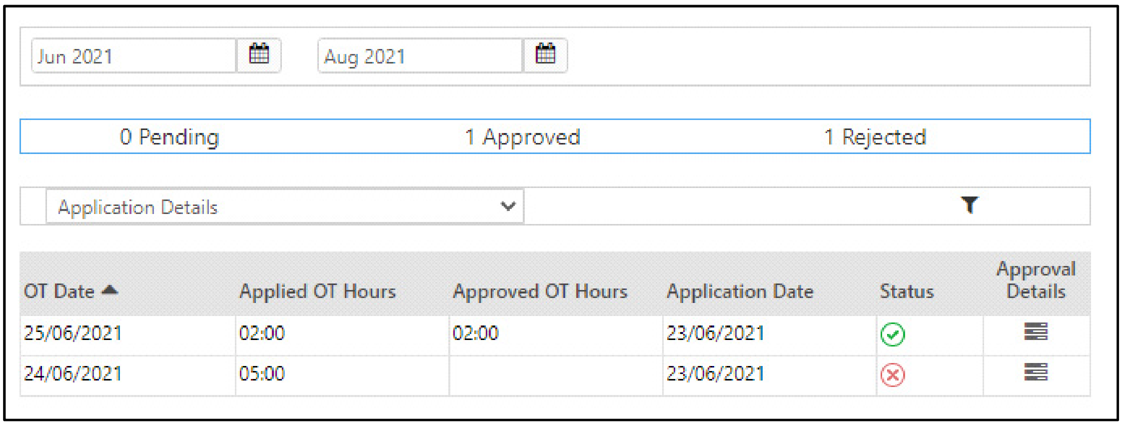




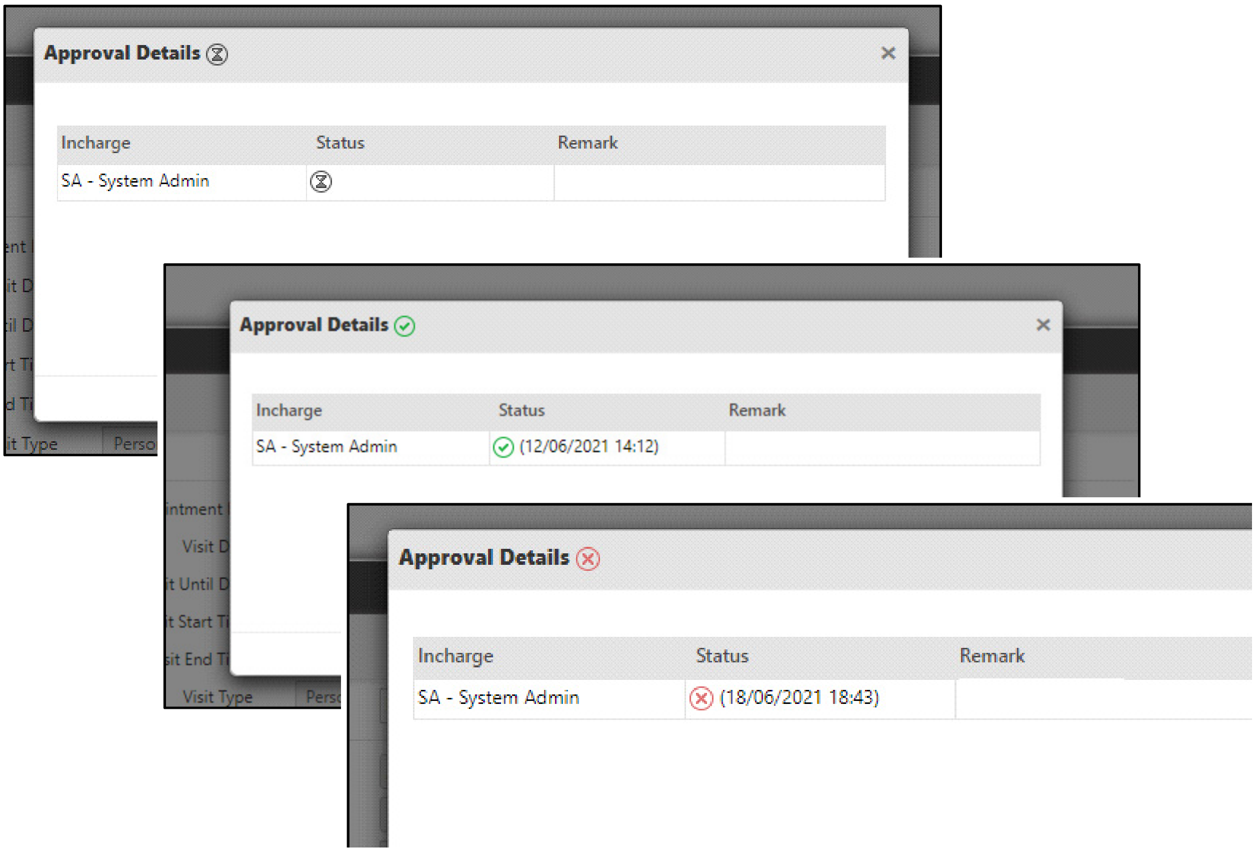
When the application is pending for approval, following parameter will be displayed.



Click **Approval Details** icon from the grid available on the left side of the page to view the Approval Details of the already applied application.



Approval Details window appears as shown below:



It displays the status of the user's application under **Approval Details,** that is, whether it is — pending, approved or rejected.

The application's status is displayed in the **Status** column as Pending , Approved or Rejected .

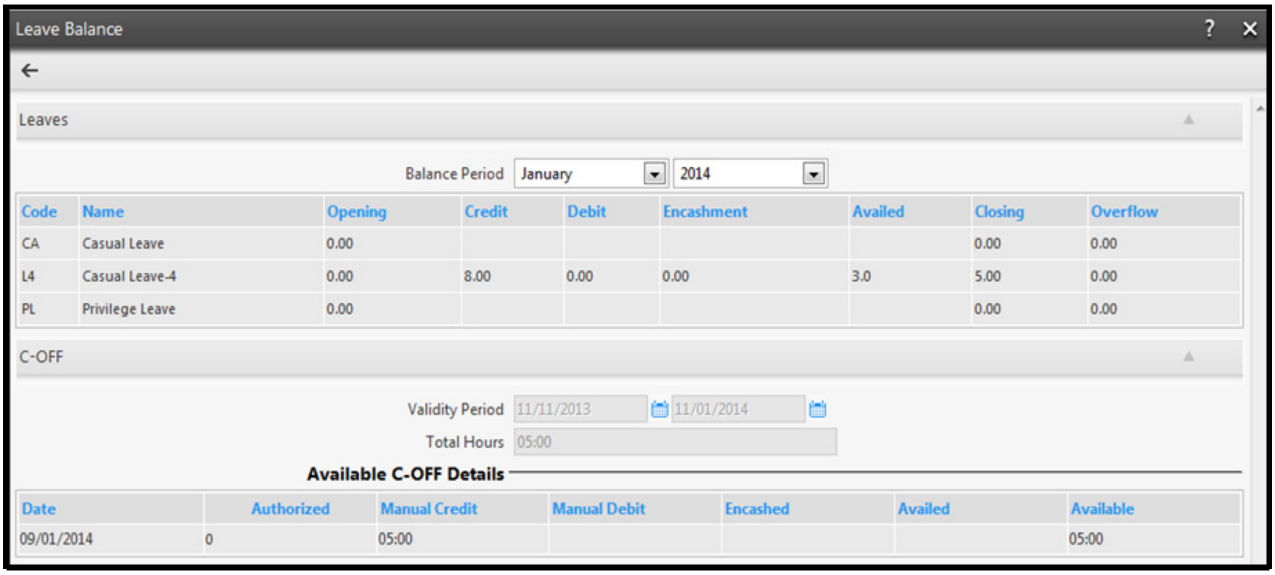
Remark displays the comments provided by the Admin/ RIC/ System.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Leave Balance

This option enables the logged in user to view their leave balance details. Users can view the leave balance of all leaves whose Leave Balance Check is enabled in the Leave Management module.

To view the Leave Balance, Click on **Leave Balance** option under Leave Management from the ESS Page. The Page appears as shown below:



Click on the **C-Off** collapsible panel to view C-Off Details.
The **Validity Period** is shown where the ‘to date’ is the current date and ‘from date’ depends on the users C-Off Policy.

The **Total Hours** represents the sum of available c-off hours within the validity period.

The grid shows the list of all attendance records.

Applying For Leaves

Leave Application is a formal mode of requesting leave approval before or after an employee has taken a leave. It enables an employee to officially communicate about the leave period and the reason behind taking a leave to the higher management that is responsible for approving leave applications. An employee can apply for leaves using the **Leave Application** functionality in ESS.

Employees can apply for their own leaves using their personal ESS accounts. However, leave applications can also be made on behalf of an employee by a reporting in-charge or an HR user with system administrator rights for the *Leave Management module* on the COSEC Web Application.

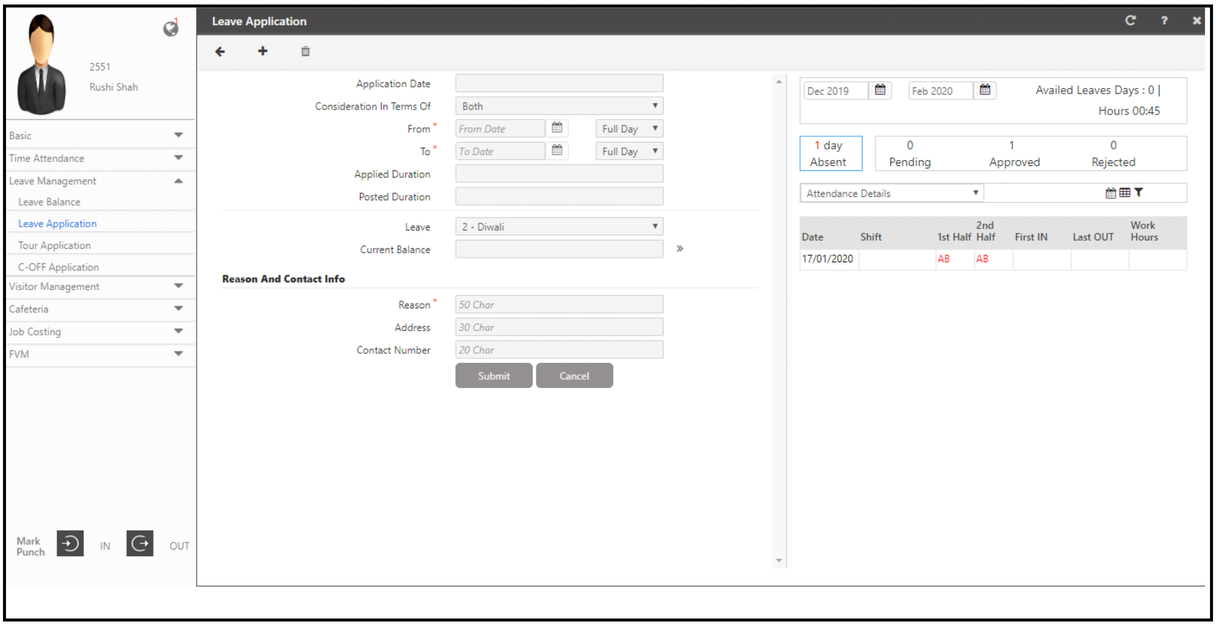
Applied leaves can be modified or cancelled after they have been approved or rejected. Once a leave application is modified it will be submitted for approval, and once the verdict is given, it can be modified again.

Once the modification/cancellation application is approved/rejected, user can apply for modification/ cancellation it once again.

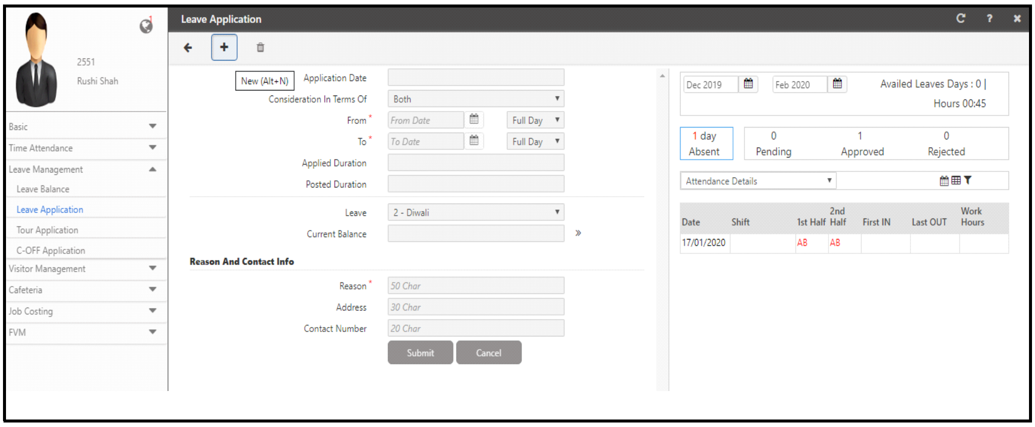
This section describes how to apply for a leave using ESS. To do this,

Login to **ESS > Leave Management > Leave Application**.

The **Leave Application** page opens on your screen as shown.



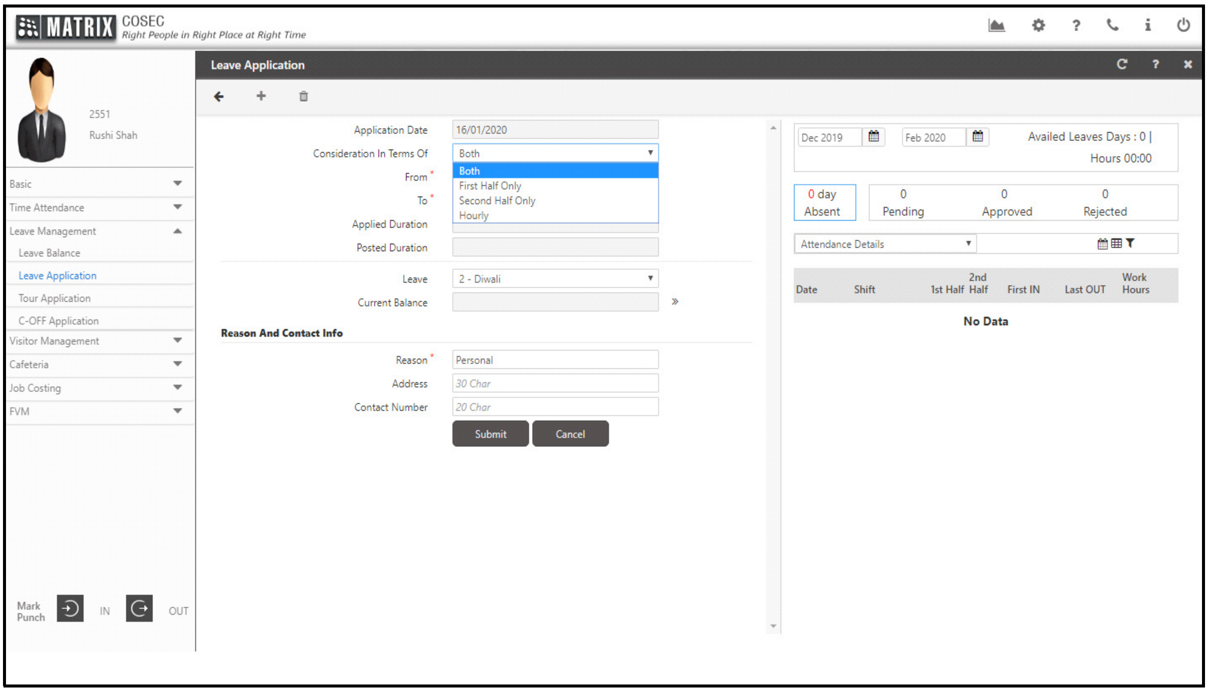
Click the **New** "+" button to apply for a new application.



Application Date: It's indicate the date for which application is going to be created. Thus, "Application Date" is not editable and it will automatically shows the current date.

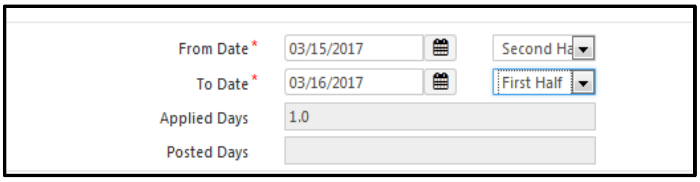
Consideration In Terms Of: Here you can select option for which the leave should be considered. Select the option from the given list **Both**, **First Half Only**, **Second Half Only**, or **Hourly.**

If ***Restrict Half Day Consideration*** is enabled for the user then given list shows only ***Both*** and ***Hourly*** *options.*



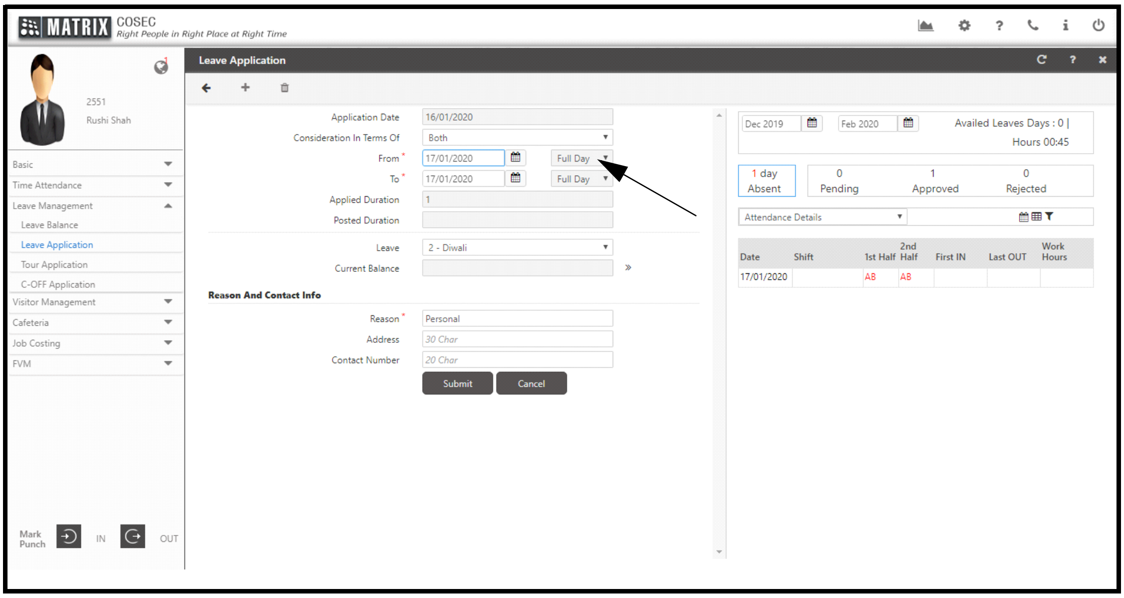
From/To Date: Select the starting and ending date for the leave period using the date selection button. For a single day select the same date in both the fields.

- Specify whether the leave should be considered for **Full Day**, **First Half** or **Second Half** for a single day. For more than 1 leave specify the starting day of leave as full day or second half and ending leave day as full day or first half as shown below.



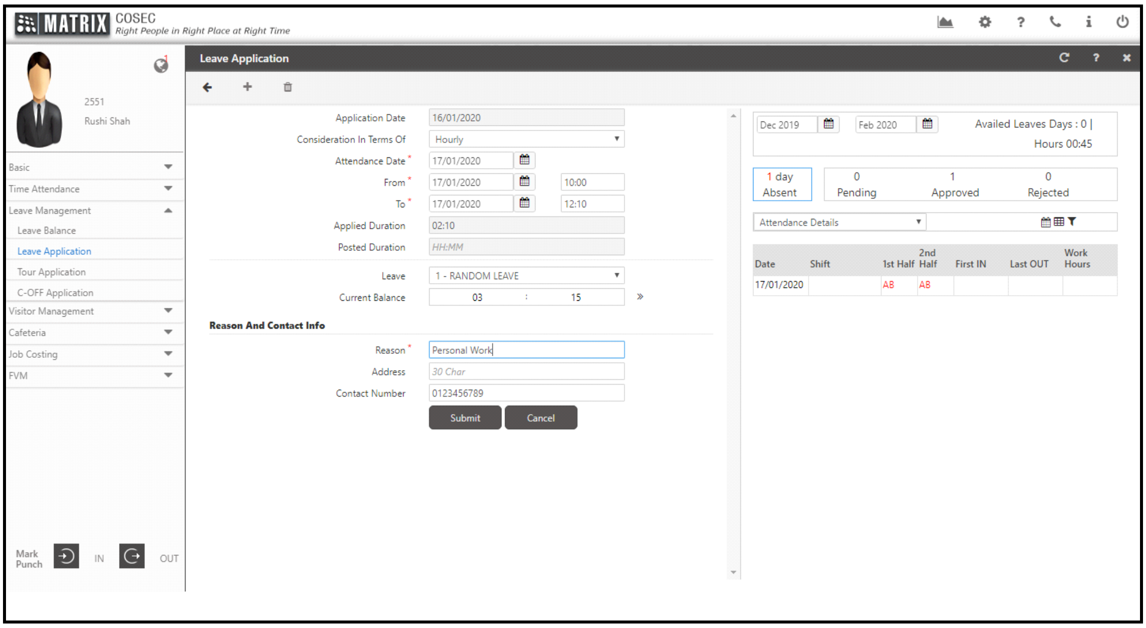
*For a particular user, if **Restrict Half Day Considerations** is enabled in the page User > User configuration > T&A, then in **From/To Date** only full day attendance options will be visible and all the other half day options will be disabled for that particular user.*

***For example**: In the screenshot below, for ESS user, Rushi shah, Restrict Half Day Consideration is enabled so he can apply only Full day leave and the other half day options will be disabled.*

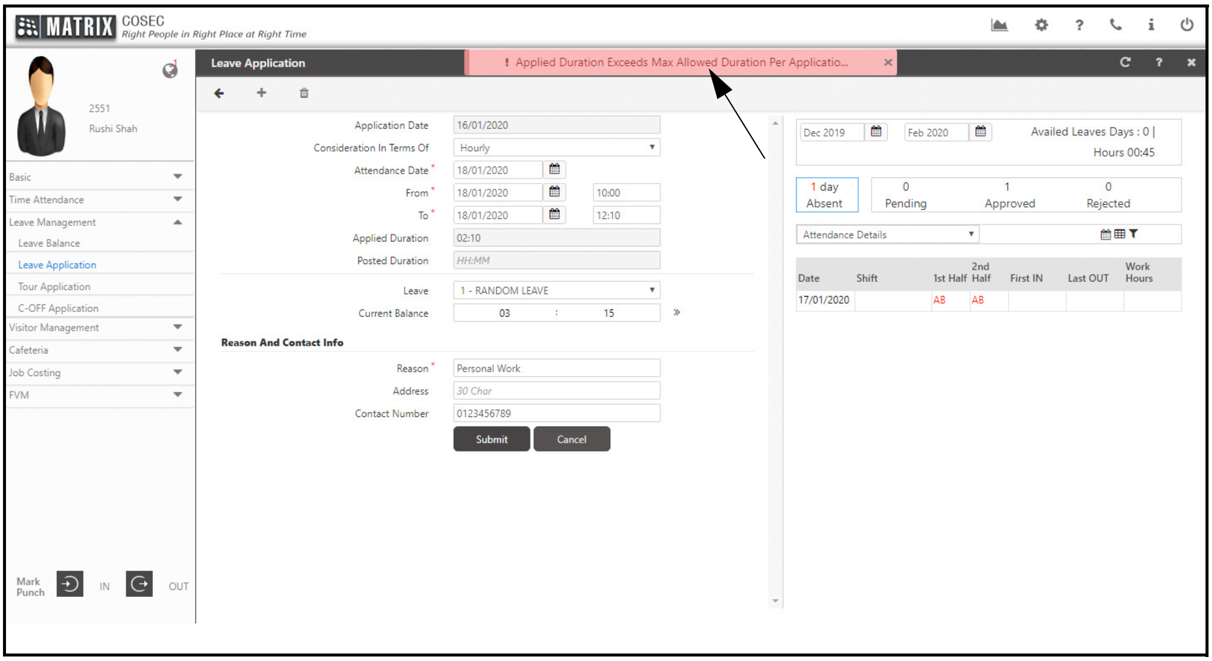


Hourly Leave: This leave will allow users to take leave in terms of hours instead of *Half Day* or *Full Day*.

If you select the Hourly from the given list, then it will ask for *Attendance date, From/To Date* with HH:MM format Minute formate).



If you apply application that exceeds the maximum limit.Then, the application will restrict you to submit the application and display warning message as shown below.

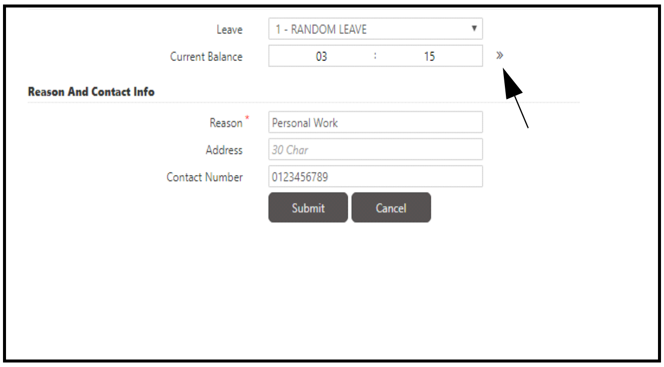


Applied Days: It displays the total number of days for which the leave has been applied.

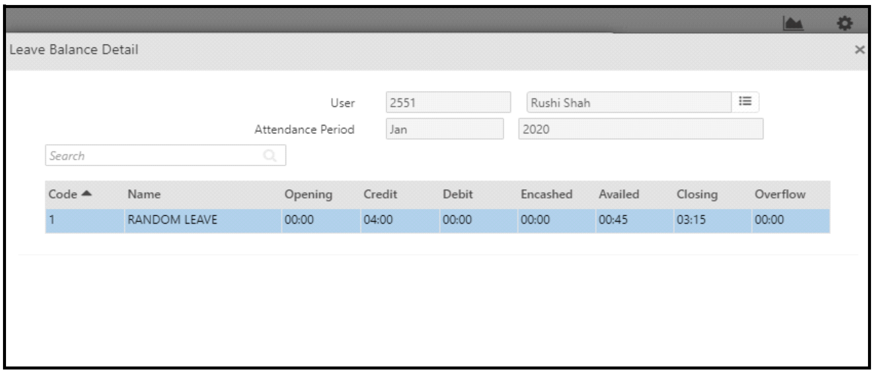
Posted Days: It displays the number of working days posted between the leave taken. It is automatically calculated by the system. E.g. If a leave is taken for 4 days from 7th October to 10th October and there is a week off in the middle, then posted days will be 3 days only as only the actual working days are considered for leave and not the week off i.e. 9th October.

Leave: Select a leave from the drop down list, for which the application is to be made. This list will display all leaves which are available for the user.

Current Balance: It displays the current leave balance which guides the user to apply for the leave and accordingly the applied leave will be deducted from the leave balance.



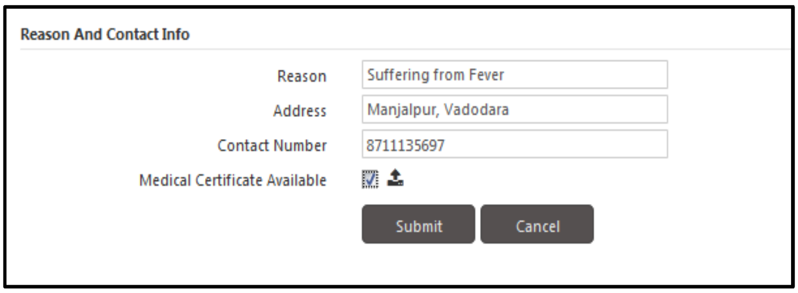
You can also view the leave balance detail by clicking Details » button. The **Leave Balance Detail** window appears as shown below.



This feature cannot be used to apply for Compensatory-OFF or Tour leaves. To know more about applying for C-OFF and Tour leaves, refer to "C-OFF Application" and "Tour Application" respectively.

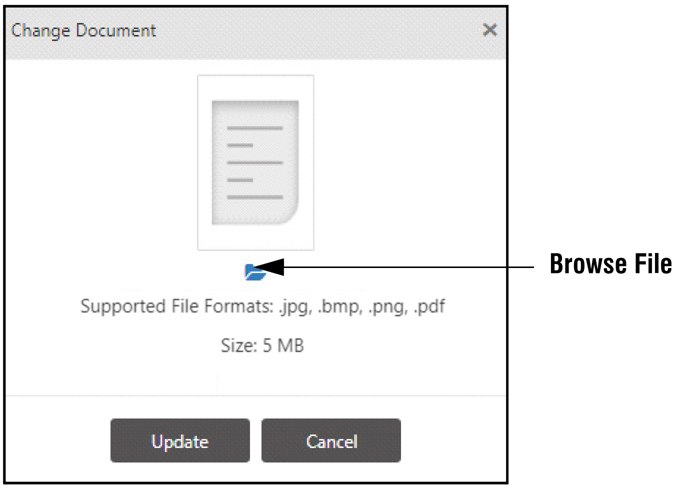
Reason and Contact Info

You must enter the **Reason** for requesting leave. The default reason based on the type of leave will appear in the field.



Enter your **Address** and **Contact Number** while applying the leave application.

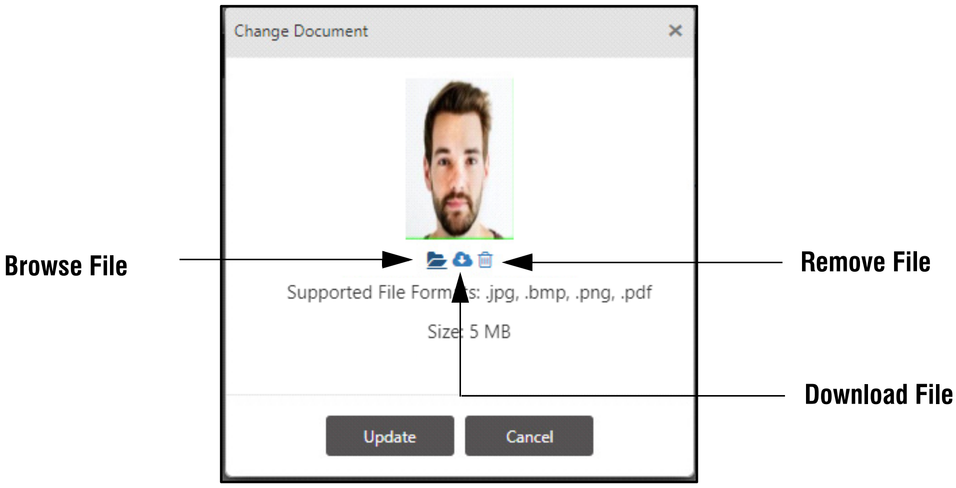
For a sick leave application you can upload the medical certificate by clicking **Upload** button. Then **Change Document** pop-up appears as shown below.



Click **Browse File** .

Select the desired file as per the supported formats and size (.jpg, .bmp, .png, pdf) from your local PC.

Then click **Update**.



The document will be uploaded and can be previewed by clicking on **Preview** button.

After uploading the file, if you wish to upload a different file instead of the current uploaded file, click **Browse File** again and select the desired file from your local PC. The previously uploaded file will get replaced with the new file.

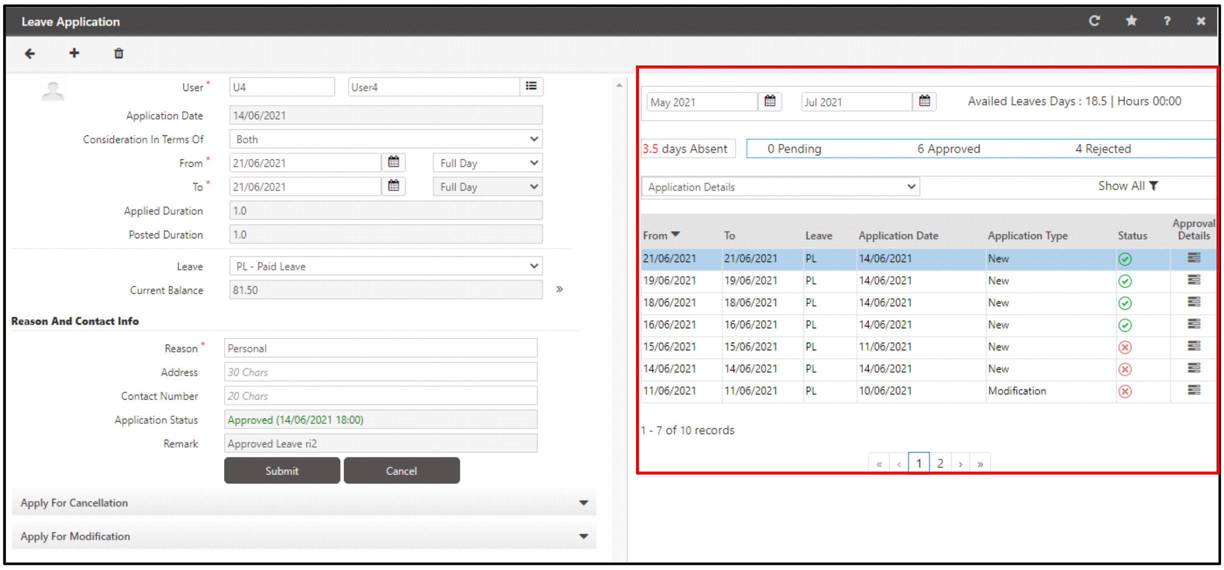
To download the uploaded file, click **Download File** .

To remove the uploaded file, click **Remove File** .

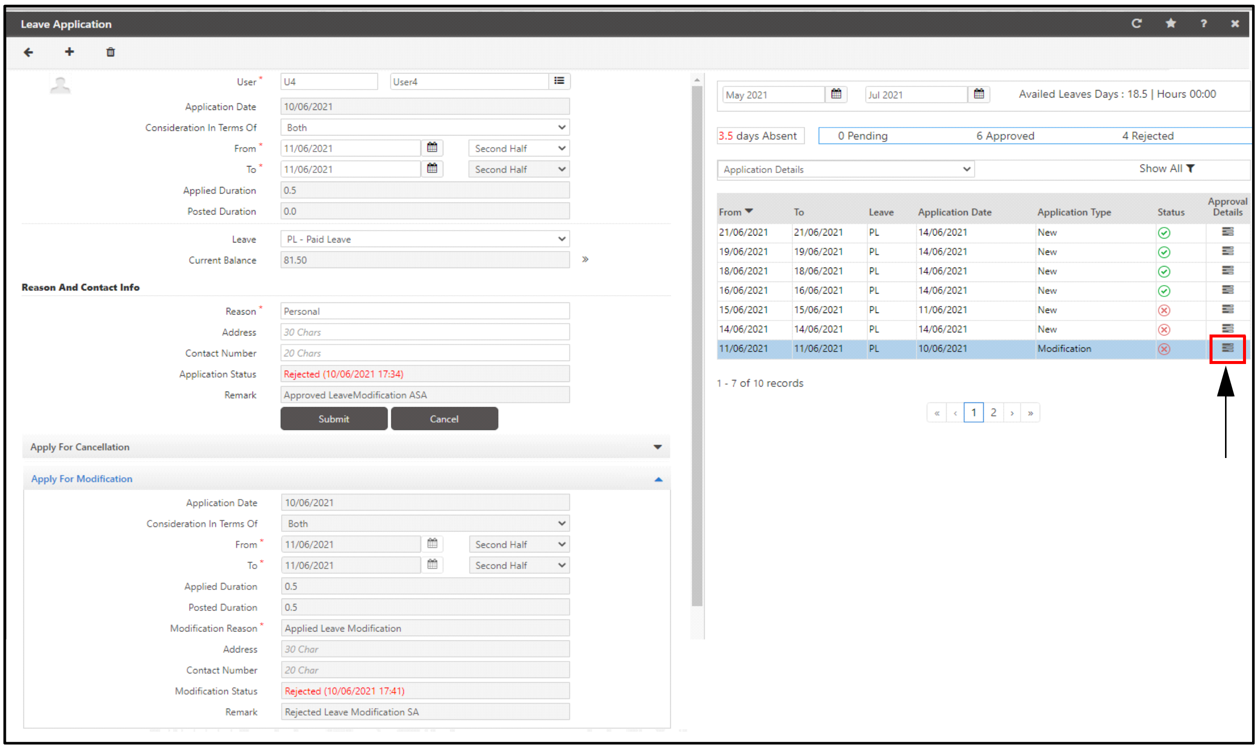
After uploading the Medical Certificate, click the **Submit** button to submit the leave application.

If the number of days of the applied leave is more than the current leave balance, then the system will not allow to apply for leave.

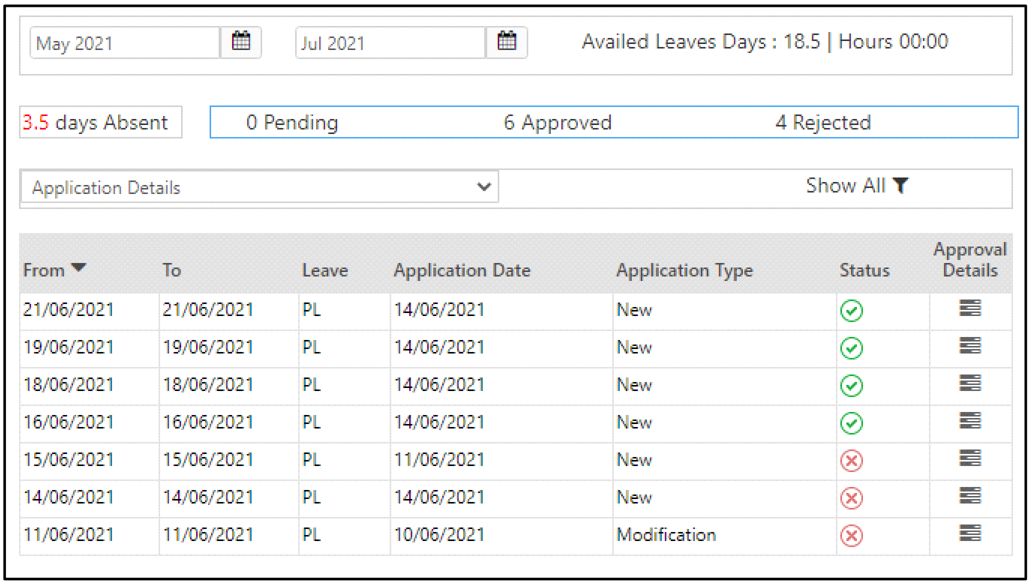
The applied leave gets displayed in the Application Details grid as shown below. If the number of days of the applied leave is more than the current leave balance, then the system will not allow the application to be made.



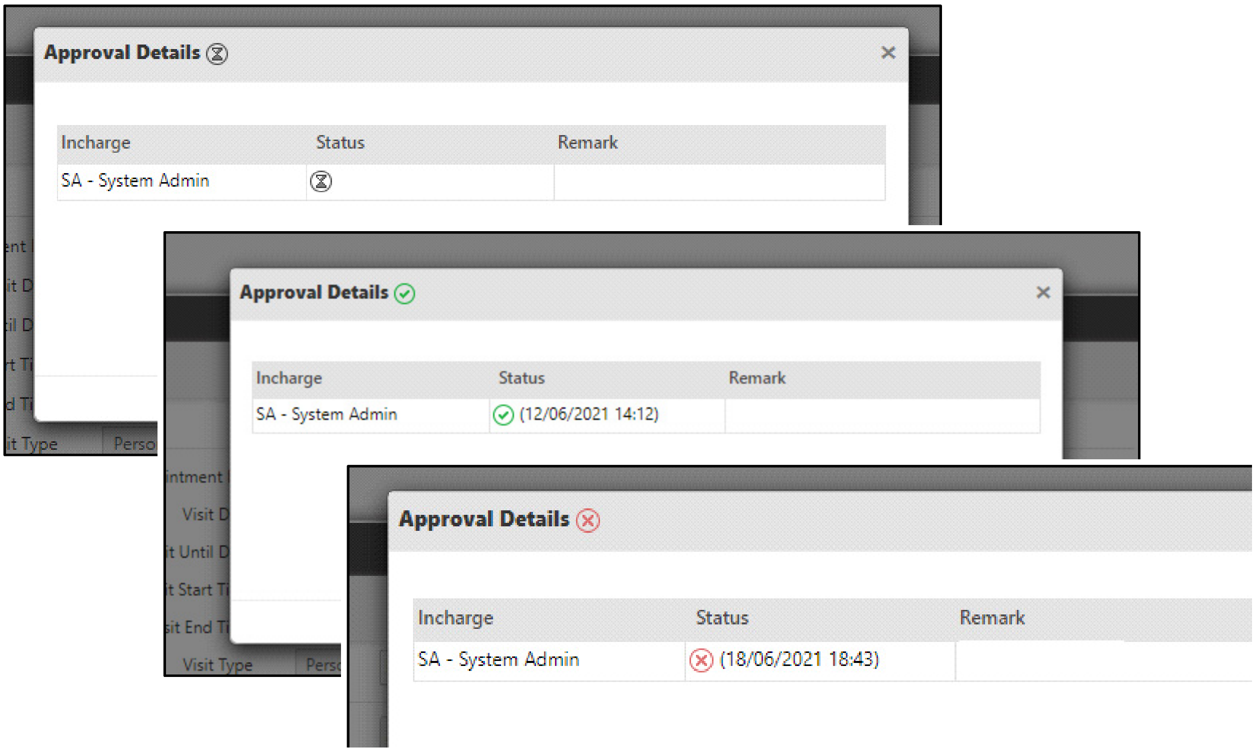
You can also apply for cancellation or for modification of an application, once they get approved or rejected. For more information, refer *"Applying for Leave Cancellation"* and *"Applying for Leave Modification"*.



Click **Approval Details** icon from the grid available on the left side of the page to view the Approval Details of the already applied application.



Approval Details window appears as shown below:



It displays the status of the user's application under **Approval Details,** that is, whether it is — pending, approved or rejected.

The application's status is displayed in the **Status** column as Pending , Approved or Rejected .

Remark displays the comments provided by the Admin/ RIC/ System.

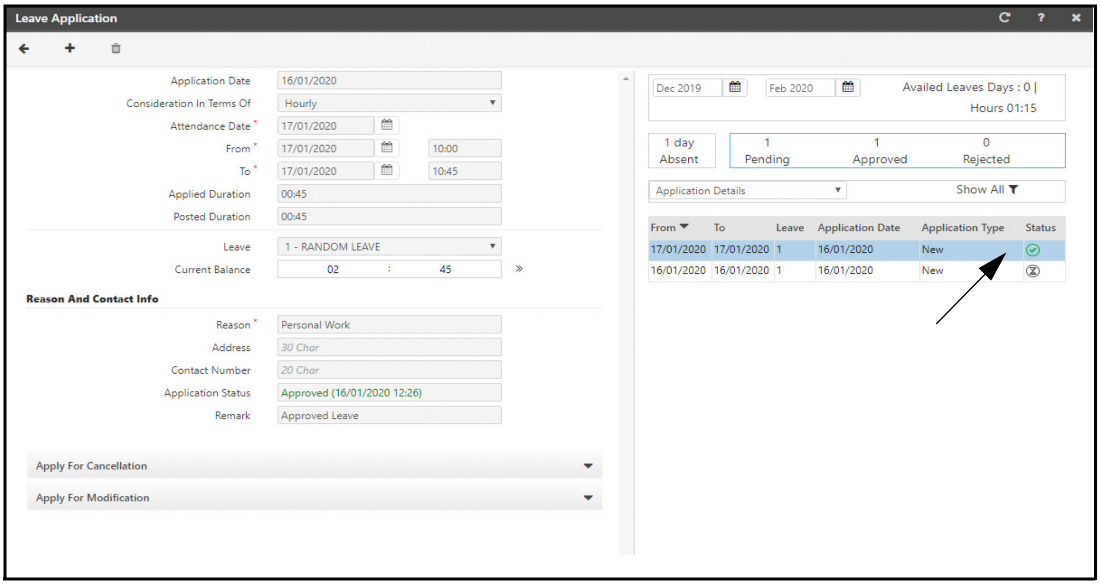
System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Applying for Leave Cancellation

A leave cancellation request can be issued only once a leave application has been approved or rejected.

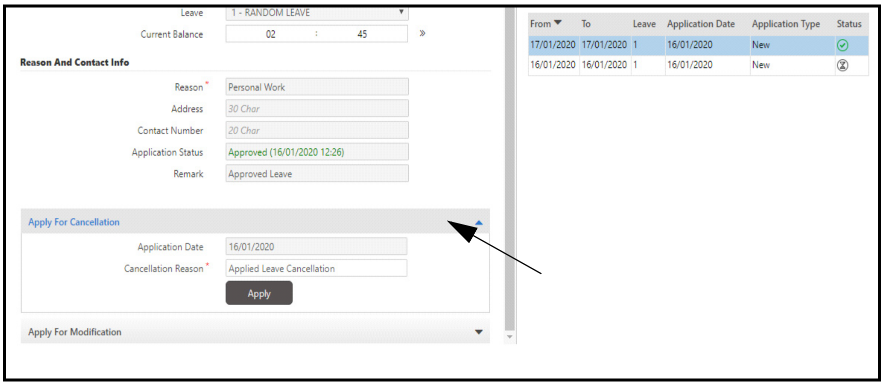
To do this,

1. Select a leave from the list of approved or rejected leaves on the right hand side of the **Leave Application** page as shown in the following figure:



The details of the selected leave application are automatically loaded on the page.

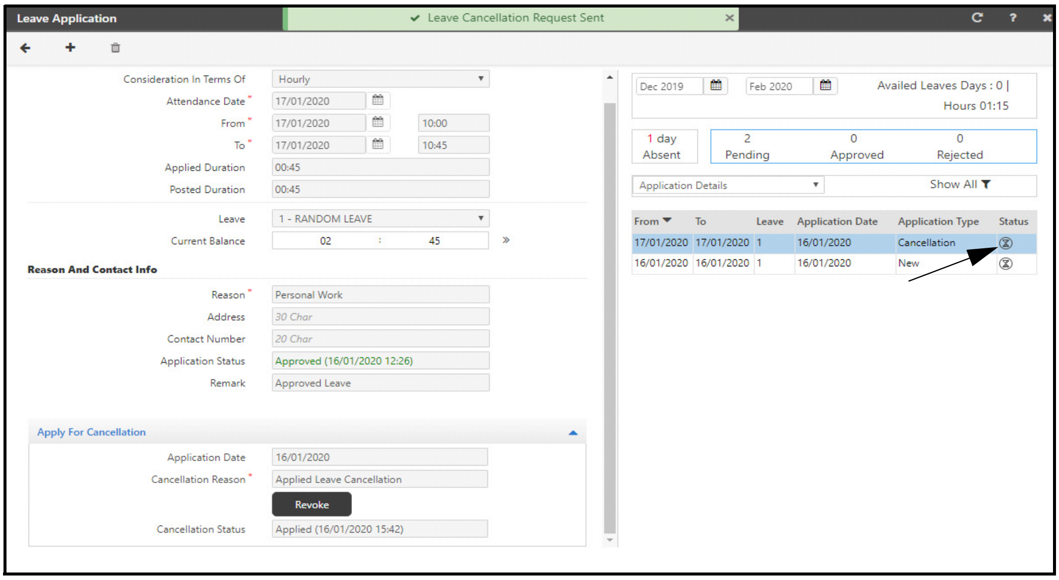
2. Expand the **Apply For Cancellation** tab as shown.



3. The **Application Date** field displays the current date as the date of application and is not user-definable.

4. State the reason for requesting cancellation of the selected leave in the **Cancellation Reason** field.

5. Click the **Apply** button to successfully apply for cancellation of the selected leave.



6. To revoke the Leave Cancellation request, click the **Revoke** button.

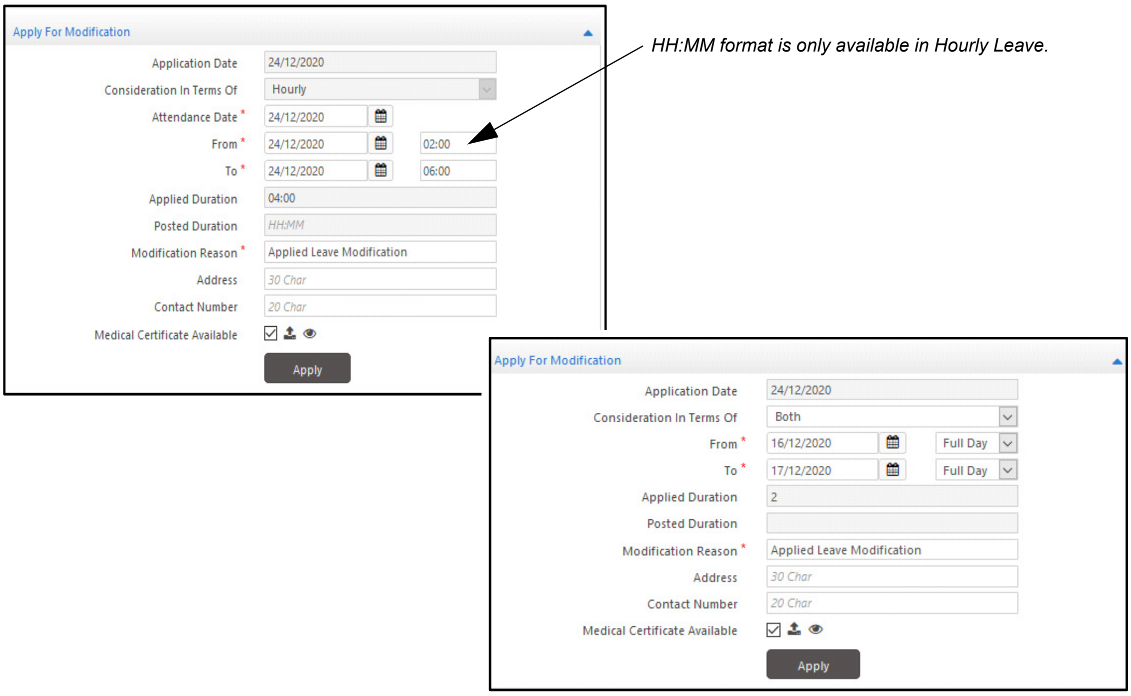
Applying for Leave Modification

Sometimes, an employee may have to re-plan a leave that has already been applied for. In such a scenario, leave modification can be requested for. A leave modification request can be applied for only when a leave application has been approved or rejected.

To do this,

1. Select a leave from the list of approved or rejected leaves. The details of the selected leave application are automatically loaded on the page.

2. Expand the **Apply For Modification** tab as shown.



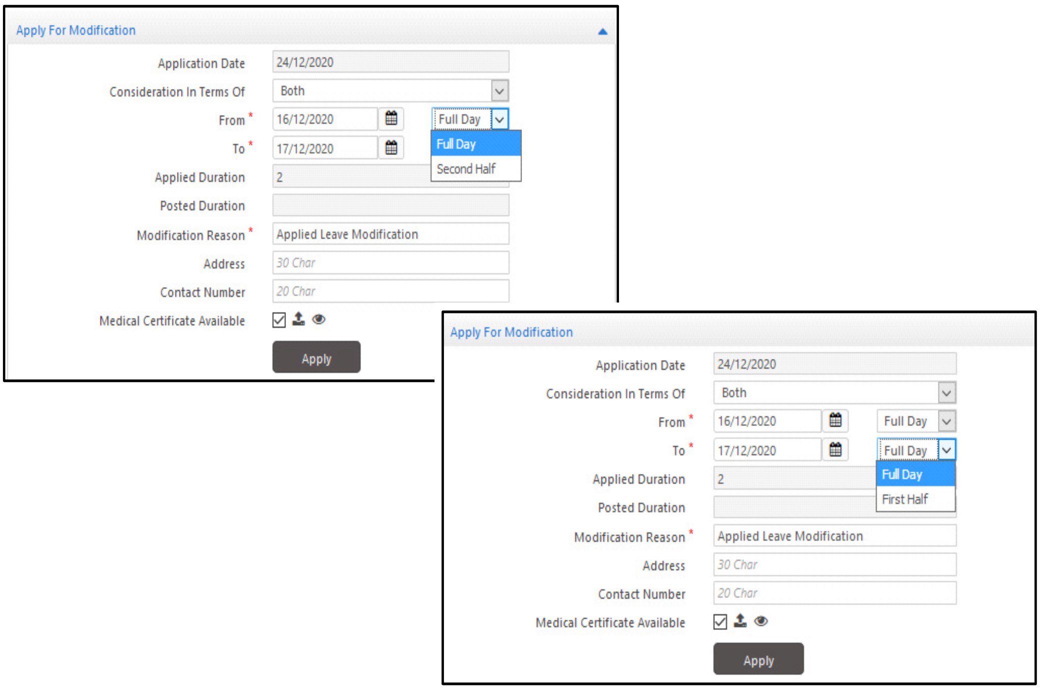
3. **Application Date** field displays the *current date* as the date of application and is not user-definable.

4. **Consideration In Term Of** field displays the *Leave type.*

5. **Attendance Date** select the date of the attendance.

6. **From** field, select a new starting date for the leave using date selection button and select whether the leave should be considered for Full Day or Second Half.
   In case of *Hourly Leave* specify the time in HH:MM format.

7. **To** field, select the new end date for leave using the date selection button and select whether the leave should be considered for Full Day or First Half.
   In case of *Hourly Leave* specify the time in HH:MM format.

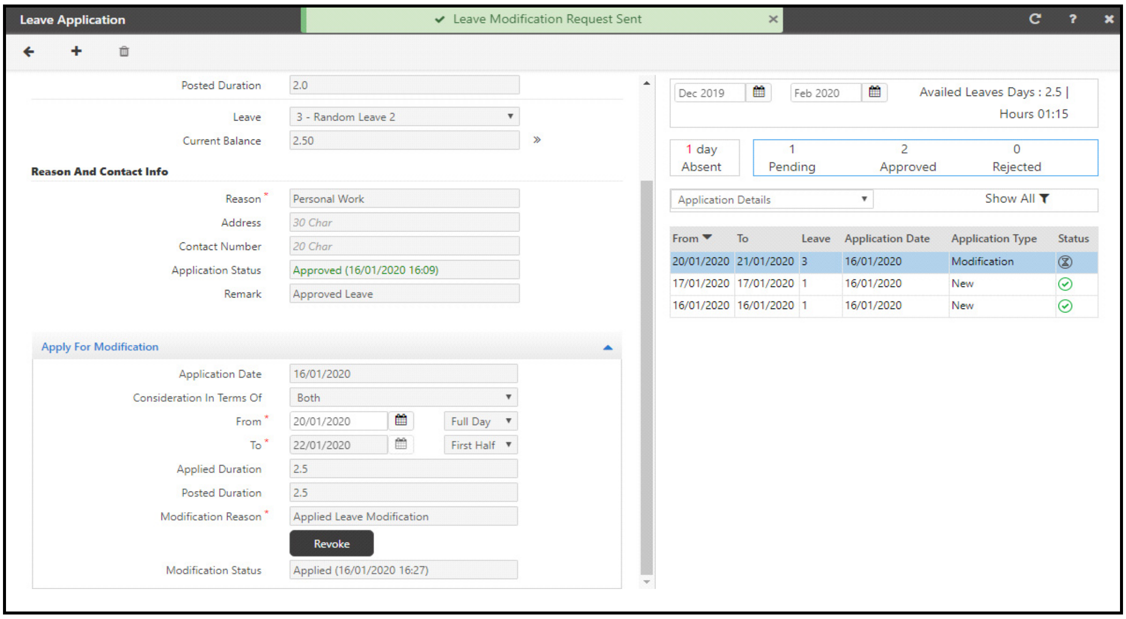


8. **Applied Duration** field, This field will automatically shows the total time duration for the modified leave application period. The **Posted Days** field is also not user definable and is automatically generated by system.

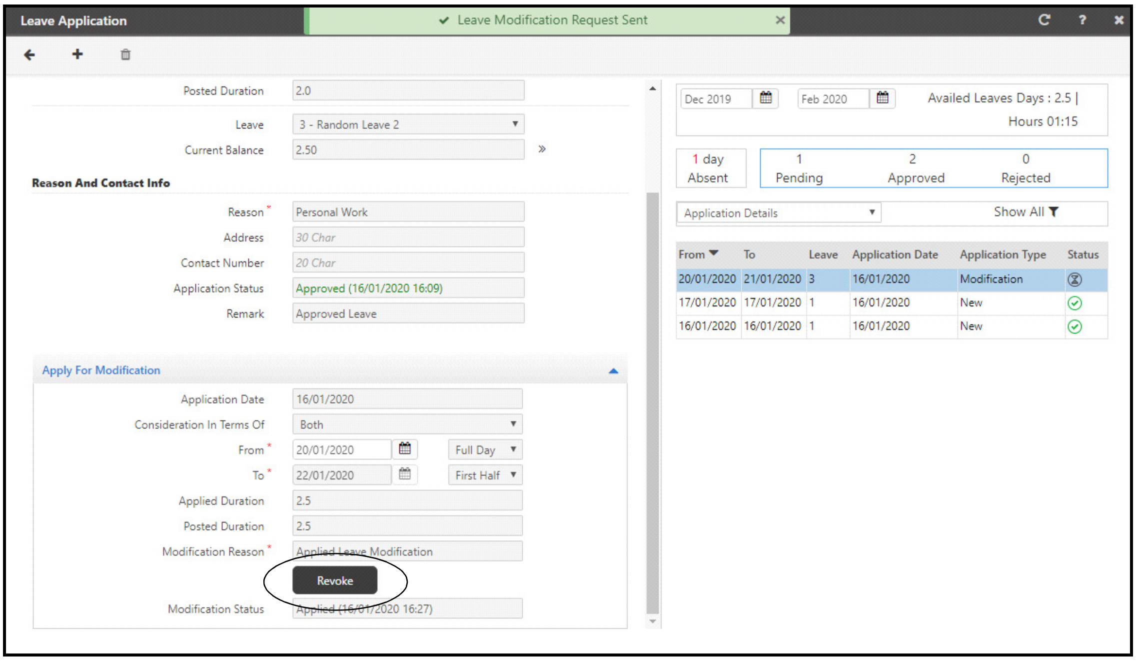
9. **Modification Reason:** State the reason for requesting leave modification in the **Modification Reason** field.

10. Enable the **Medical Certificate Available** checkbox and click on the **Upload** button to upload a Medical Certificate. You can see the uploaded file by clicking the **Preview Document** button.

11. Click the **Apply** button.



12. To revoke the Leave Modification request, click the **Revoke** button.

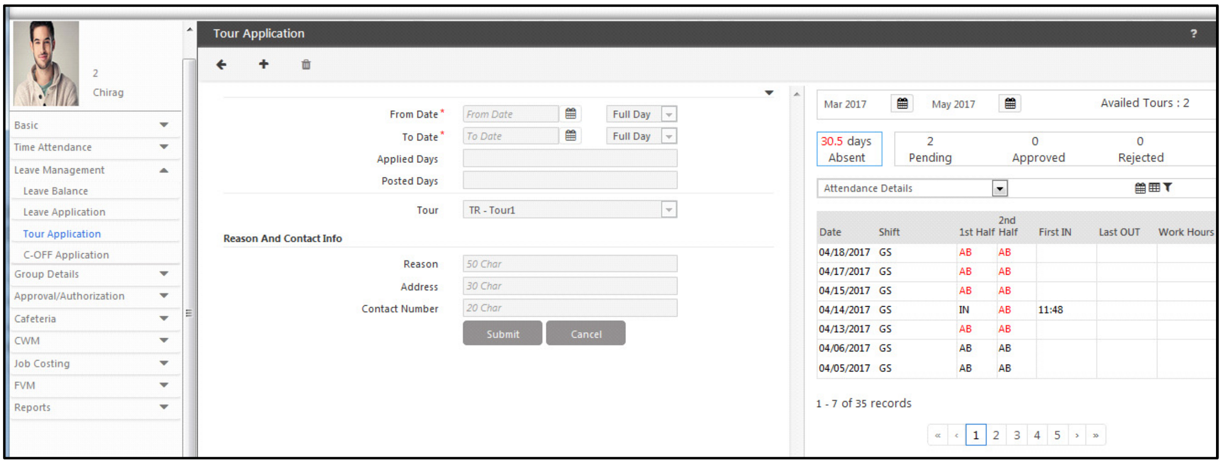


Tour Application

The Tour Application feature enables an employee to request approval for an official tour before or after a work-related tour has been undertaken. A tour may be undertaken for a single day or multiple days. The Tour Application provides a simple method for an employee to communicate tour plans and reasons for undertaking a tour to the concerned reporting in charge for authorizing tour applications.

To apply for a tour using ESS, Go to **Leave Management > Tour Application**.

The **Tour Application** page opens as shown below:

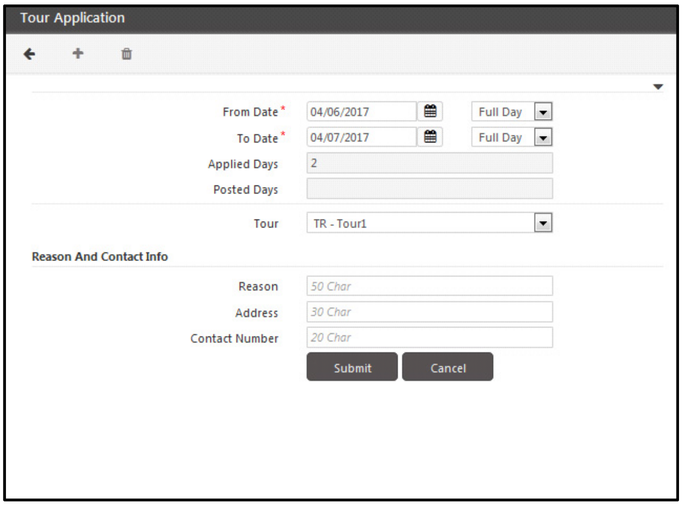


Click the **New** button to apply for a tour application.

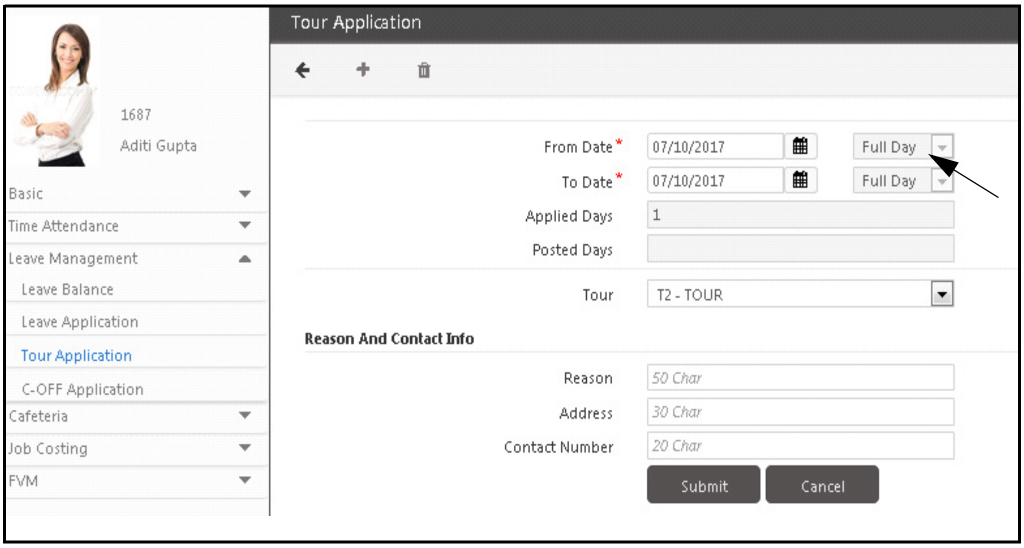
In the **Half Day Consideration** field, select an option to restrict the application for all selected days to half day only or full day.

From Date: Select the starting date for the tour period using the date selection button and specify whether the tour should be considered for FullDay or start only from the Second Half.

To Date: Select the end date for the tour period using the date selection button and specify whether the tour should be considered for FullDay or end right after the First Half.



*For a particular user, if **Restrict Half Day Considerations** is enabled in the page User > User configuration > T&A, then in **From/To Date** only full day attendance options will be visible and all the other half day options will be disabled for that particular user.*
***For example**: In the screenshot below, for ESS user, Aditi Gupta, Restrict Half Day Consideration is enabled so she can apply only Full day tour and the other half day options will be disabled.*



Applied Days: The system automatically calculates the number of days the tour has been applied for.

Posted Days: The posted days are the actual days for which the tour will be applied. It will be automatically calculated by the system after saving the application.

Tour: Select a tour from the Tour drop down list, for which the application is to be made. It displays the list of tours available in the Leave Group assigned to the user.

Reason and Contact Info

You must enter the **Reason** for requesting a tour. The default reason (eg: Official) based on the type of leave will appear in the field.

Enter your **Address** and **Contact Number** while the application is being made.

Select the **Tour Document Available** checkbox if you have a tour document to specify the reason behind the current tour.

Click on the **Upload** button and select the respective document.

Select the desired file as per the supported formats (.jpg, .bmp, .png, .pdf).

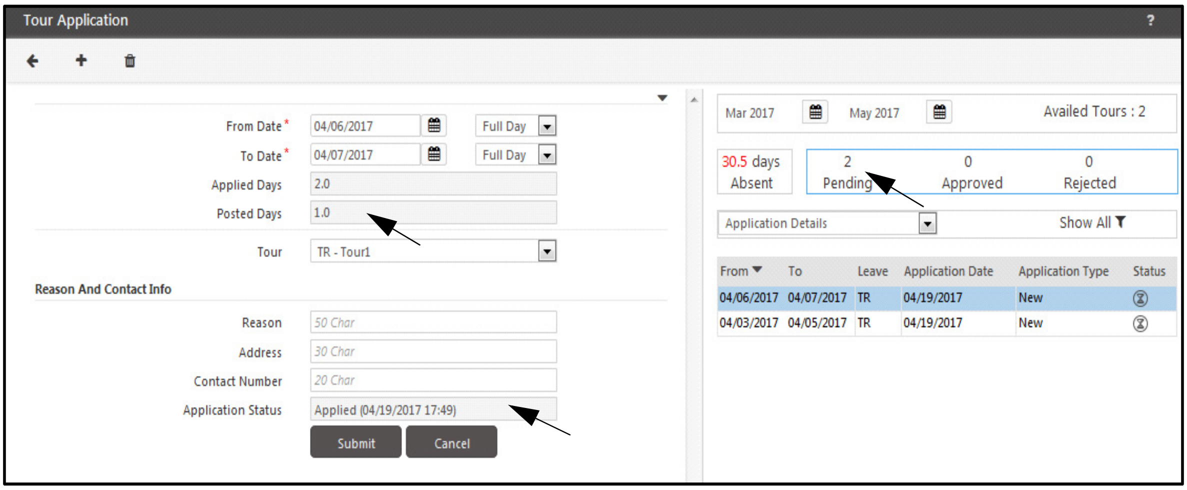
Then click **Update**.

The document will be uploaded and can be previewed by clicking on **Preview** button.

*Contact your System Administrator if the **Tour Document Available** parameter is not visible.*

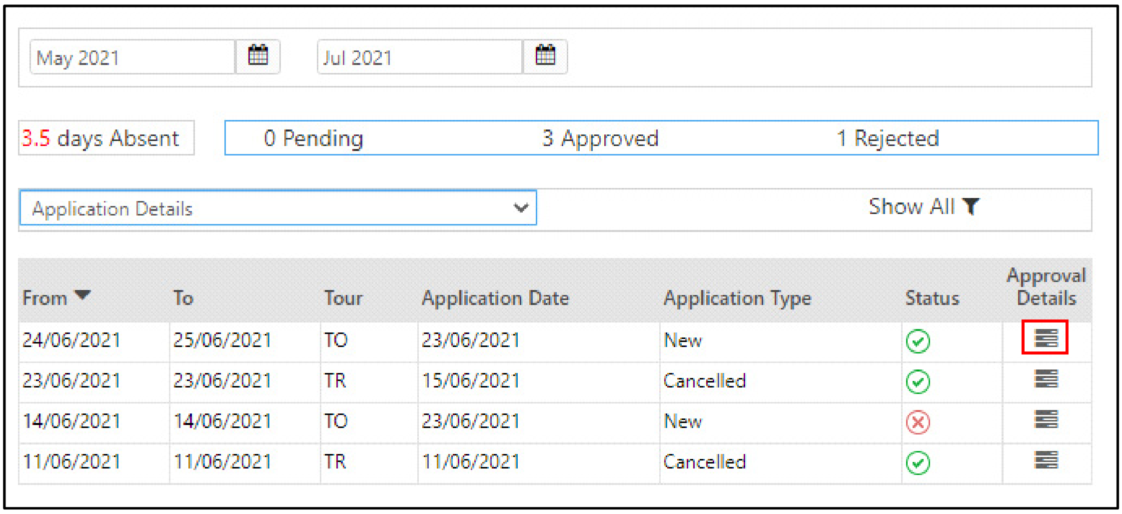
Click the **Save** button to save the tour application. If applied successfully, the **Application Status** for the tour will be updated to “Applied”.

Click on the **Pending** list. You can view the posted days and the application status as shown below. This application will go to the Reporting In-charge or System administrator for approval.

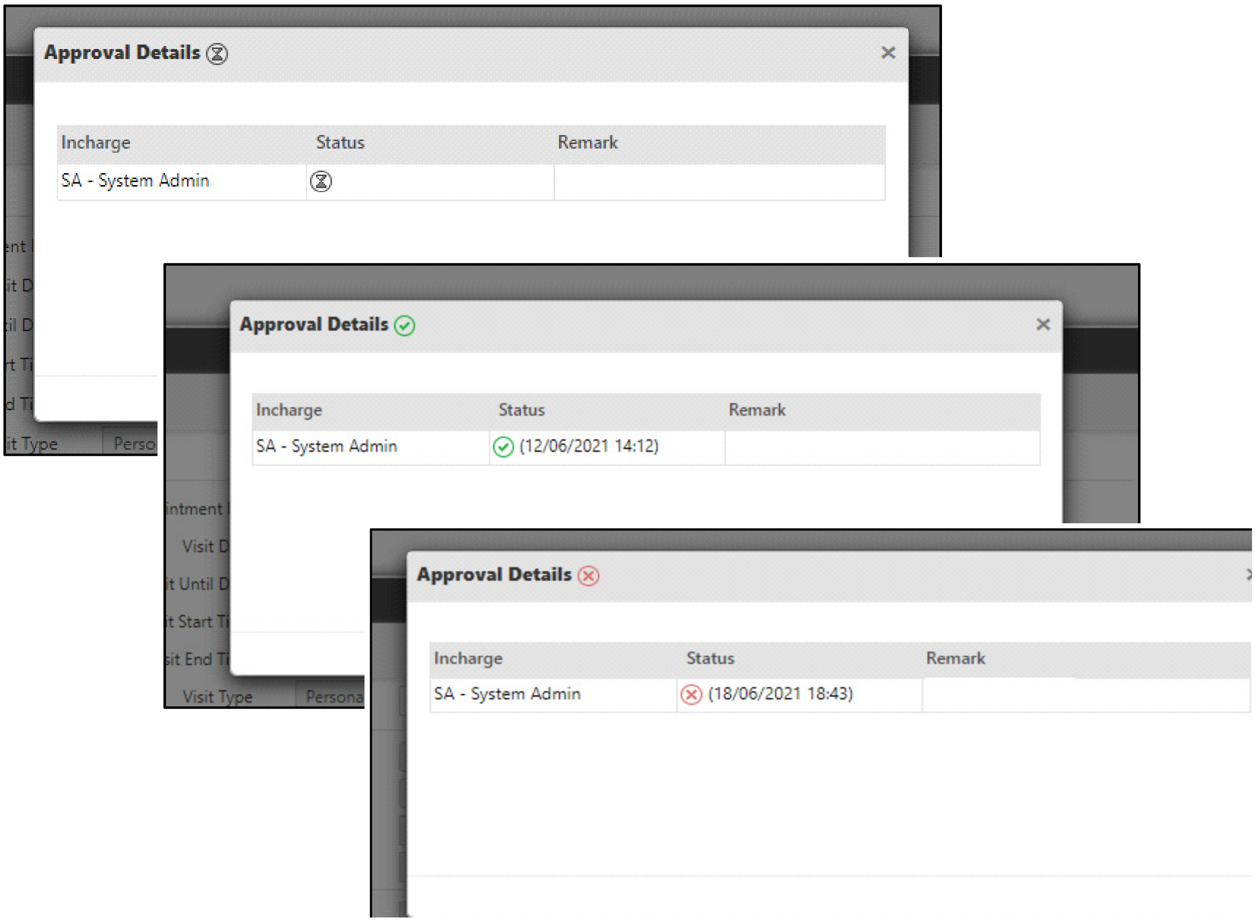


Tour Cancellation & Modification Application procedure is same as the Leave Cancellation and Modification Application. So refer “Applying for Leave Cancellation” and “Applying for Leave Modification” of Leave Application section.

Click **Approval Details** icon from the grid available on the left side of the page to view the Approval Details of the already applied application.



Approval Details window appears as shown below:



It displays the status of the user's application under **Approval Details,** that is, whether it is — pending, approved or rejected.

The application's status is displayed in the **Status** column as Pending , Approved or Rejected .

Remark displays the comments provided by the Admin/ RIC/ System.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

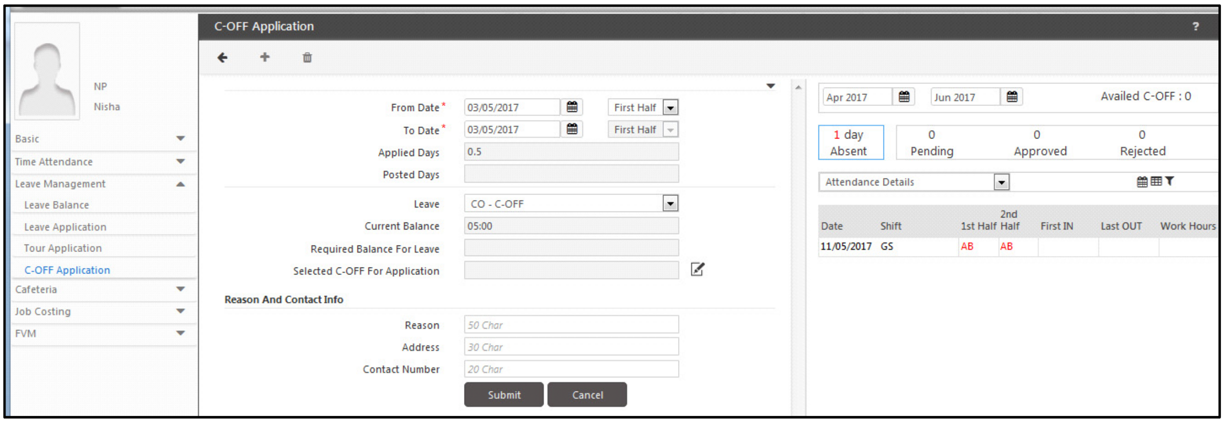
C-OFF Application

An employee who has accumulated C-OFF hours often needs to avail these within a validity period. C-OFF Application is a formal way of requesting a Complimentary-Off. Employees can login to their ESS account and use the *C-OFF Application* functionality to request authorization from their respective reporting in-charges or HR administrators.

The extra work hours of the employee can be given as C-OFF from “Overtime C-OFF Approval” page. These available C-OFF hours can be used for applying the C-OFF leave provided the C-OFF type leave is given to the user.

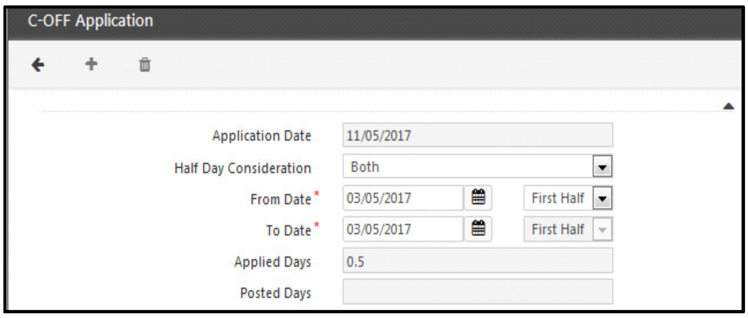
This section describes how to apply for a C-OFF using ESS.
To do this, Login to **ESS> Leave Management > C-OFF Application**.

The **C-OFF Application** page opens on your screen as shown.



Click the **New** button for applying C-OFF leave.

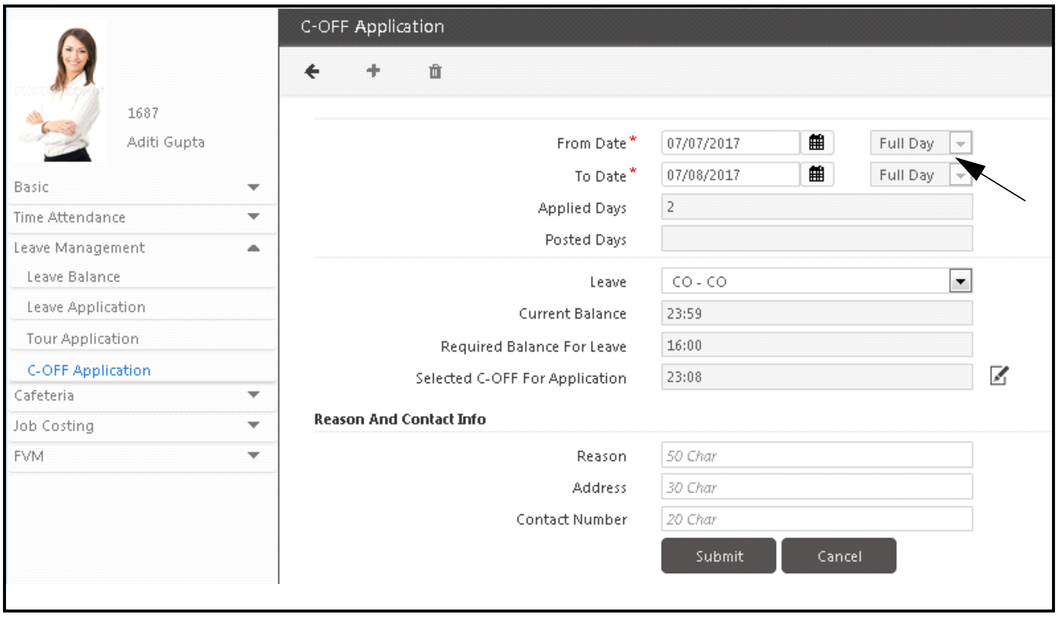
Click button to view the **Application Date** which displays the current date as the date of application.
In the **Half Day Consideration** field, select an option to restrict the application for all selected days to half day only or full day.



From Date- Select the starting date for the leave period using the date selection button and specify whether the leave should be considered for **FullDay** or start only from the **Second Half**.

To Date- Select the end date for the leave period using the date selection button and specify whether the leave should be considered for **FullDay** or end right after the **First Half**.

*For a particular user, if **Restrict Half Day Considerations** is enabled in the page User > User configuration > T&A, then in **From/To Date** only full day attendance options will be visible and all the other half day options will be disabled for that particular user.*
***For example**: In the screenshot below, for ESS user, Aditi Gupta, Restrict Half Day Consideration is enabled so she can apply only Full day C-OFF and the other half day options will be disabled.*



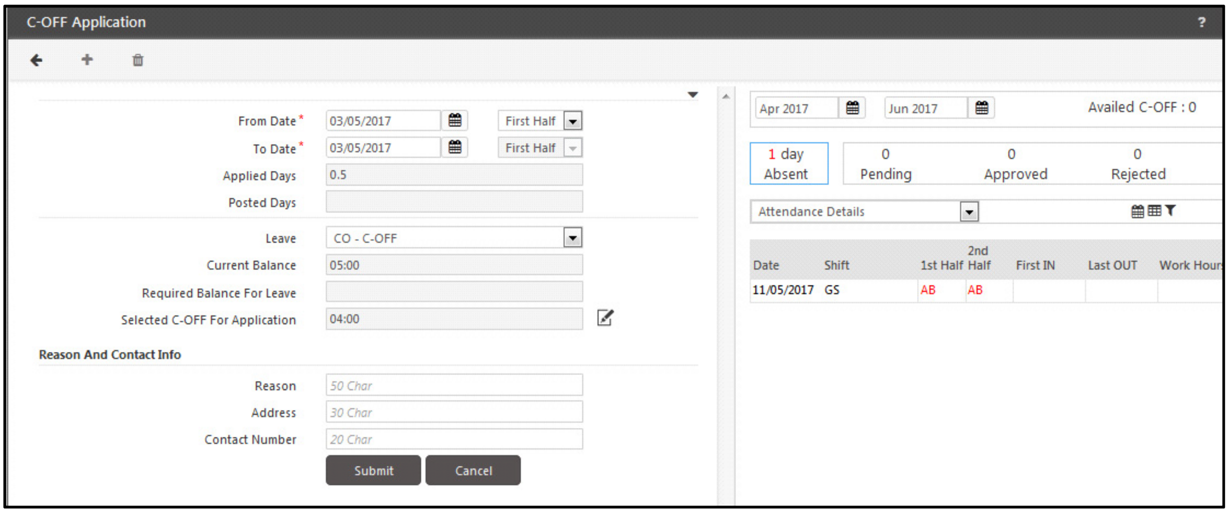
The minimum C-OFF balance (in hours) required for taking a half day or full day off is determined by the C-OFF Policy of the organization. Before applying for a C-OFF, ESS users must consult the HR department to know more about the C-OFF Policy that is applicable to them.

Applied Days- The system automatically calculates the number of days the leave has been applied for.

Posted Days- These are the actual days for which leave will be considered by the system. It is automatically calculated by the system.

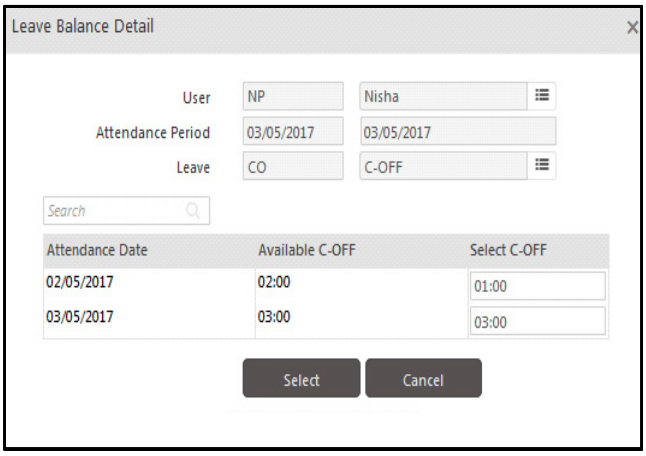
Leave- Select a leave from the Leave drop down list, for which the application is to be made. This list will display all Complimentary-Off type leaves available to the user as shown.

Once the leave is selected, the system automatically retrieves the **Current Balances** for the user and also displays the **Required Balance For Leave**.



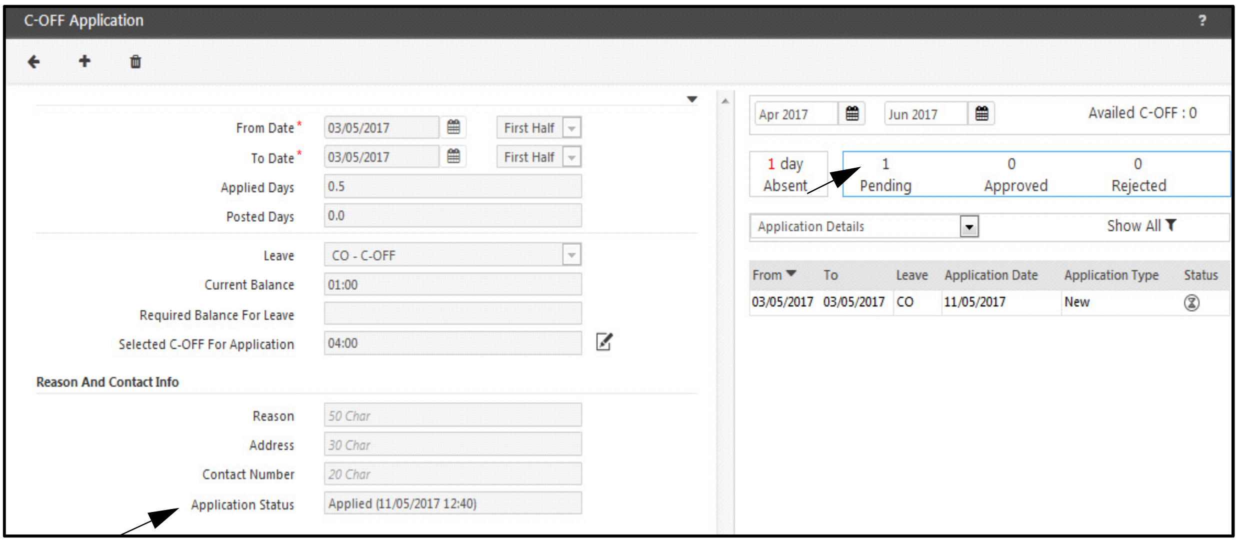
The user can successfully apply for a C-OFF only if the required balance for leave is lesser than or equal to the current C-OFF hours balance. For e.g., in the following figure, the user can apply half day as half day requires minimum 4 hours balance and the user has sufficient 5 hours of balance.

Now click button to view the Leave balance Detail as shown below. Select the C-OFF leave and enter the C-OFF hours for applying the leave.



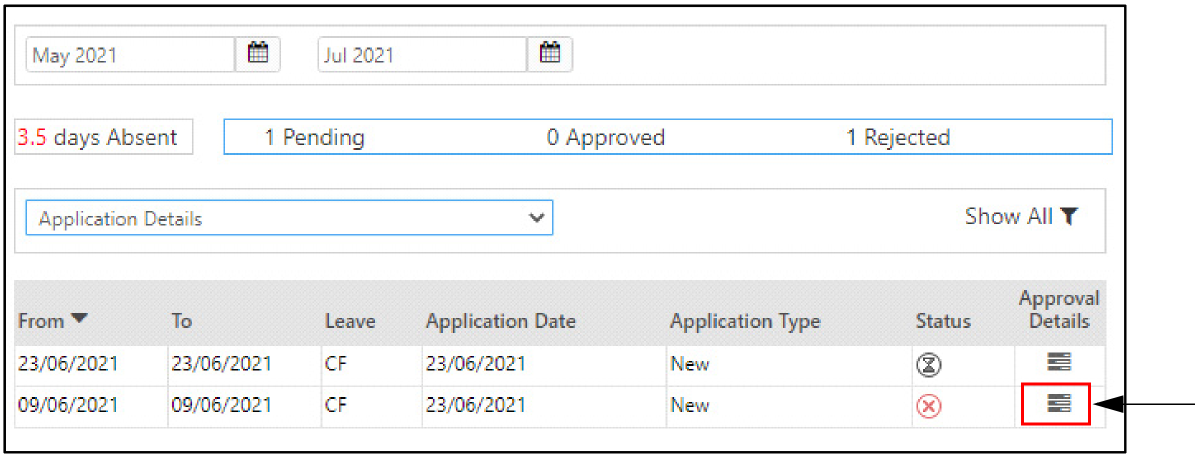
You can enter the **Reason** for requesting leave, **Address** and **Contact Number** of the user for whom the leave application is being made.

Finally click the **Submit** button to apply for the C-OFF successfully. The Pending leave application status will be shown as below.

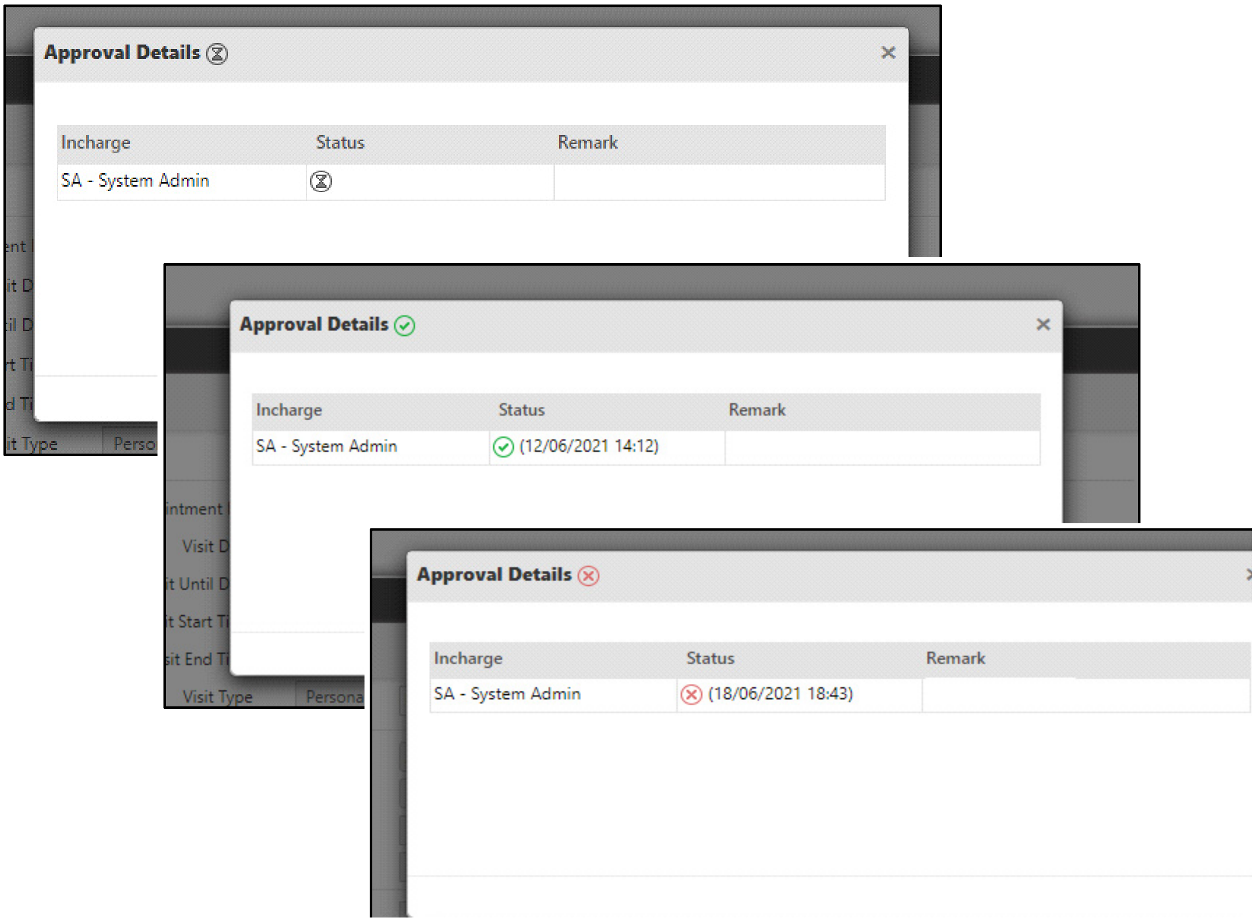


The leave can be authorized by Reporting-In-Charge or the System administrator.

Click **Approval Details** icon from the grid available on the left side of the page to view the Approval Details of the already applied application.



Approval Details window appears as shown below:



It displays the status of the user's application under **Approval Details,** that is, whether it is — pending, approved or rejected.

The application's status is displayed in the **Status** column as Pending , Approved or Rejected .

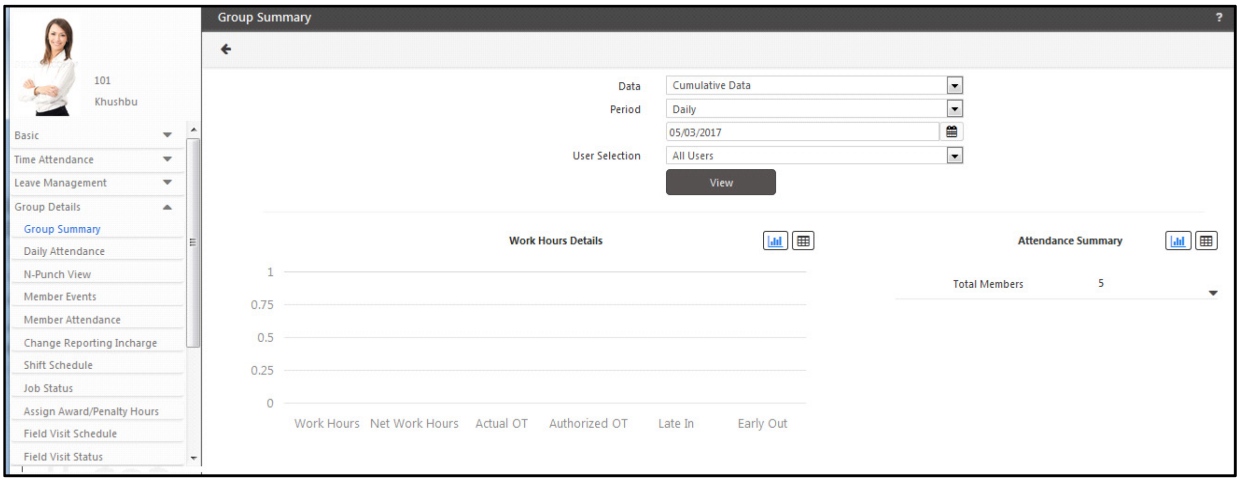
Remark displays the comments provided by the Admin/ RIC/ System.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Group Summary

The COSEC ESS module enables the reporting group incharge users to view the attendance status of all members of their group. This page is available only to In-Charge users.

In order to view the attendance information for the group members, select **Group Details > Group Summary** from the ESS Page. The Page appears as shown below:

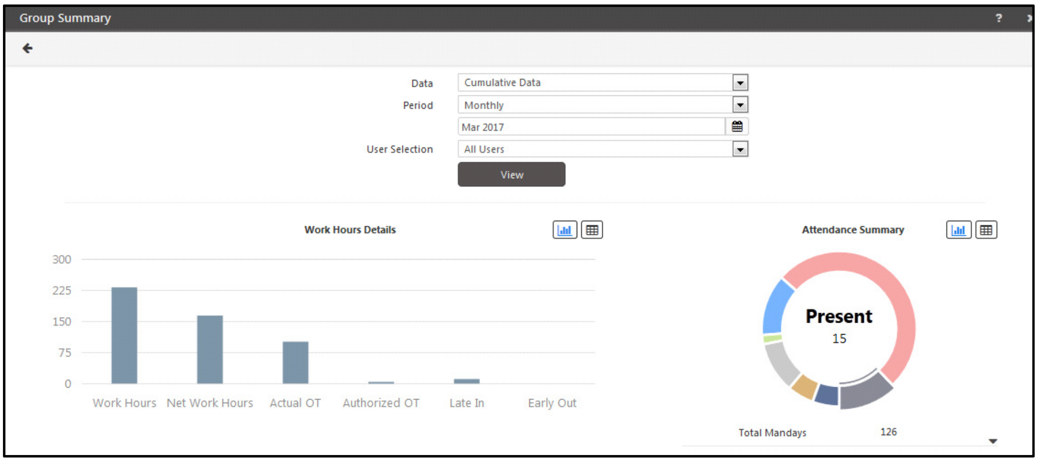


Data: Select the Data option as **Cummulative Data** or **Trending Data** to display the group summary in respective format. For Trending data, range of month or range of days must be selected.

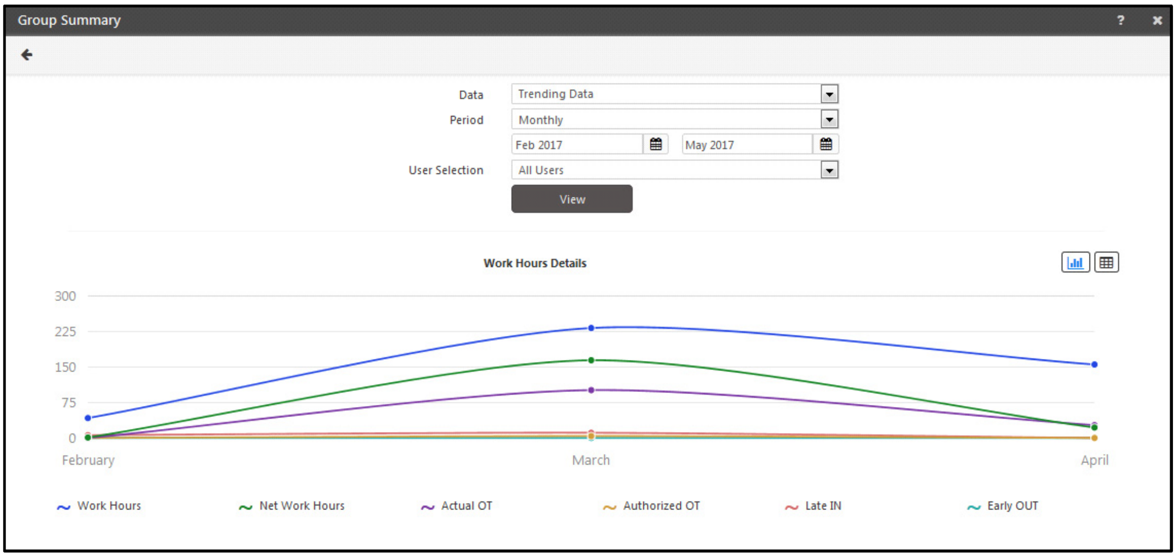
Period: Select the period as **Daily** or **Monthly** and select the date or month for the respective selection according to which the attendance data of group is to be viewed.

User Selection: Select the user based on enterprise groups, individual user or all users for which the data is to be viewed.

Click on the **View** button to view the **Work Hours detail** and **Attendance Summary** for **cummulative data** in graphical form.

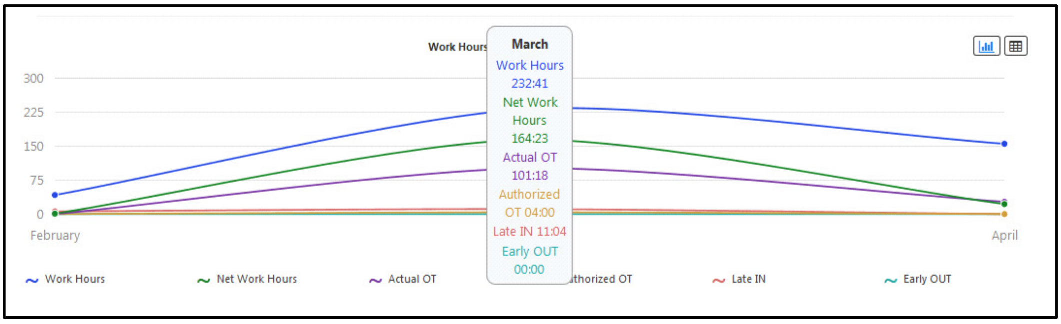


The **Trending Data** from Feb-2017 to May2017 in graphical forma is shown below:

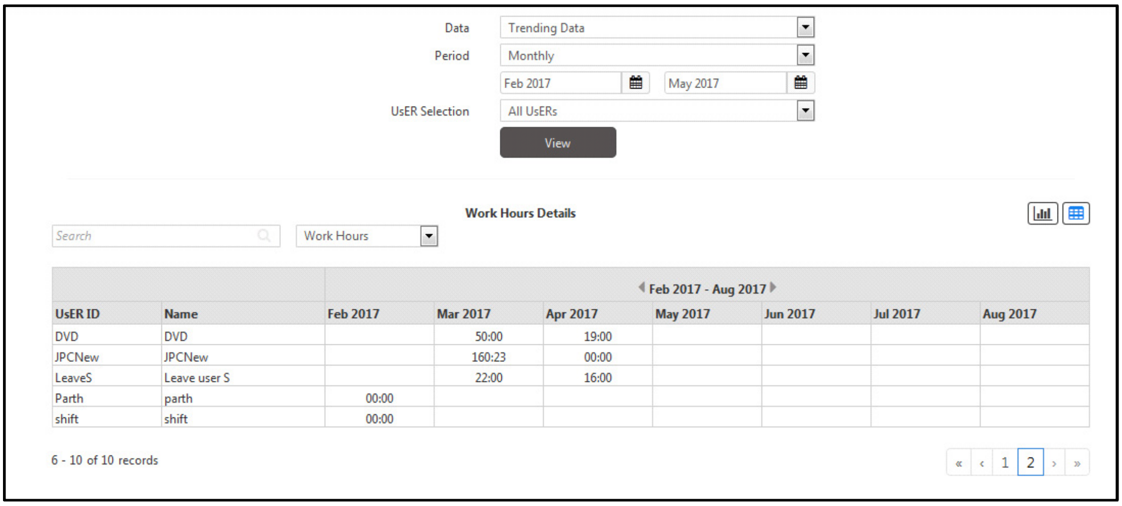


The graph shows the colour codes with respect to Work hours, Network hours, Actual OT, Authorized OT, Late-IN and Early-OUT for the group members.

The number of hours for the month can be viewed by hovering on the graph as shown below.

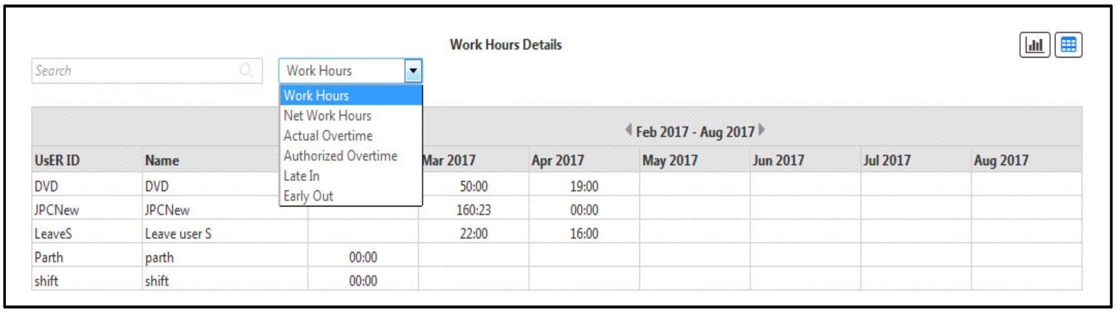


Click on the grid view to view the work hours details in the grid as shown below.



UsER ID	Name	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	Jul 2017	Aug 2017
DVD	DVD		50:00	19:00				
JPCNew	JPCNew		160:23	00:00				
LeaveS	Leave user S		22:00	16:00				
Parth	parth	00:00						
shift	shift	00:00						

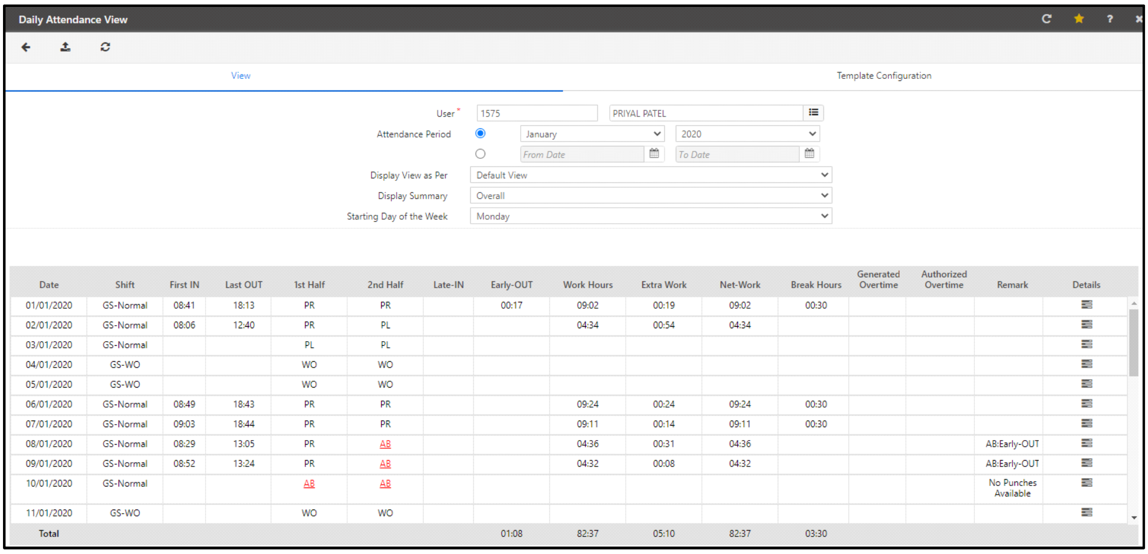
You can view the hourly details for work hours, overtime hours etc by selecting the option from the drop down list as shown below.



Depending on teh selection, the hours will be displayed in the grid.

Group Details-Daily Attendance

The Reporting Incharge can view the Daily Attendance details of the users under his/her group for a chosen month and year.
To access **Daily Attendance View** page,
Login to **ESS > Group Details > Daily Attendance**. The Page appears as shown below:



Date	Shift	First IN	Last OUT	1st Half	2nd Half	Late-IN	Early-OUT	Work Hours	Extra Work	Net-Work	Break Hours	Generated Overtime	Authorized Overtime	Remark	Details
01/01/2020	GS-Normal	08:41	18:13	PR	PR		00:17	09:02	00:19	09:02	00:30				
02/01/2020	GS-Normal	08:06	12:40	PR	PL			04:34	00:54	04:34					
03/01/2020	GS-Normal			PL	PL										
04/01/2020	GS-WO			WO	WO										
05/01/2020	GS-WO			WO	WO										
06/01/2020	GS-Normal	08:49	18:43	PR	PR			09:24	00:24	09:24	00:30				
07/01/2020	GS-Normal	09:03	18:44	PR	PR			09:11	00:14	09:11	00:30				
08/01/2020	GS-Normal	08:29	13:05	PR	AB			04:36	00:31	04:36				AB:Early-OUT	
09/01/2020	GS-Normal	08:52	13:24	PR	AB			04:32	00:08	04:32				AB:Early-OUT	
10/01/2020	GS-Normal			AB	AB									No Punches Available	
11/01/2020	GS-WO			WO	WO										
Total							01:08	82:37	05:10	82:37	03:30				

User: Select the user under the group whose attendance details are to be viewed by clicking on the picklist button.

Attendance Period: Attendance Period can be selected in two ways: Month-wise and Date-wise.

- **Month-wise:** Selecting this option will display the attendance of the particular month. Select the month and year from the drop down list for which the daily attendance is to be viewed.

- **From/To Date:** Selecting this option will display the attendance of the range selected in the Attendance Period. Select the starting and ending date using the date selection button for which the daily attendance is to be viewed. For a single day select the same date in both the fields.

Display View as Per: Select the type of view you desire from the drop down list. All the templates shared with you by your Admin will be displayed here.

Display Summary: Select the desired option — **Week-Wise**, **Overall, Both** or **None**.

- If you select **Week- Wise,** it will display the total weekly summary.

- If you select **Overall,** it will display the data summary as per the **Attendance Period** set

.

- If you select **Both,** it will display both weekly as well as monthly summary**.**

- If you select **None,** it will display the users data without any details of total.

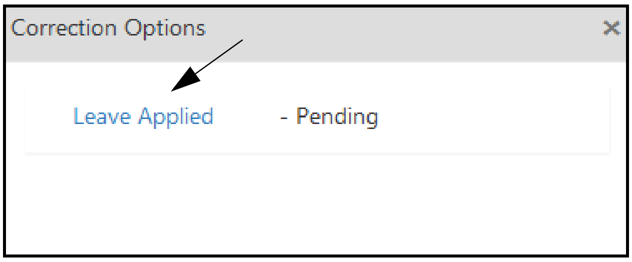
Starting Day of the Week: Select the starting day of the week from the drop down list. Based on the day selected, weekly attendance view will be shown in the grid.

The Attendance details will be displayed in the grid as per the template selected in **Display View as Per**.

The last row of the grid displays the Summary details as per the Attendance Period selection.

From this page you can also perform Correction actions such as Approve Leave by clicking on **Leave Applied** shown below:

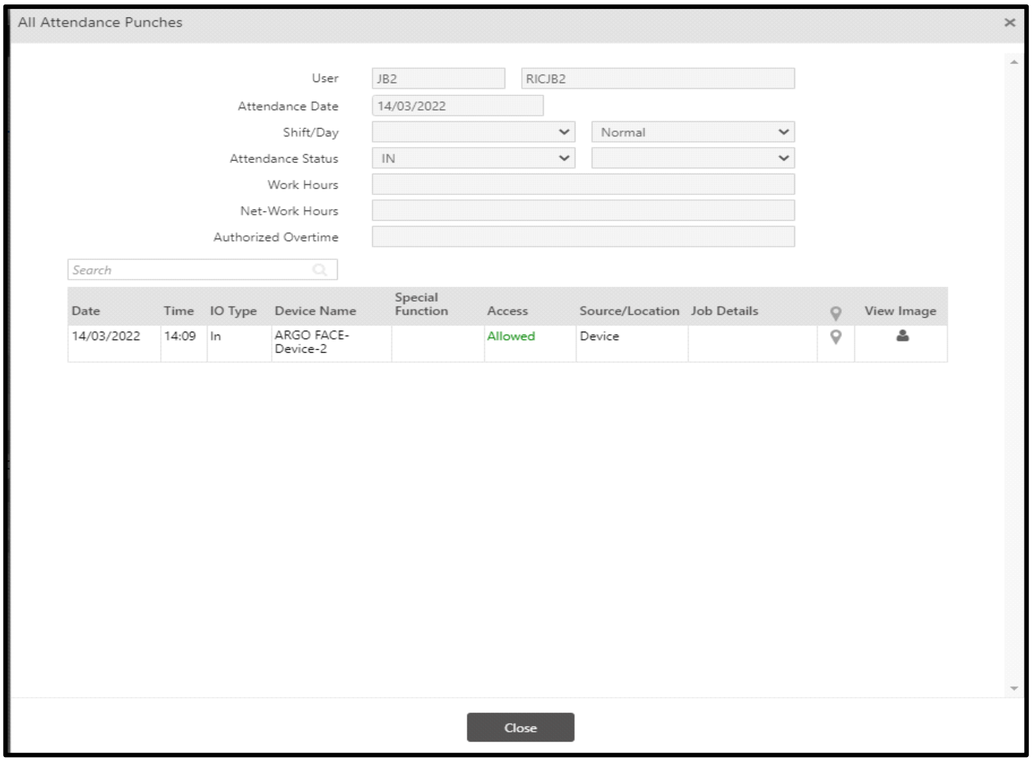
Date	Shift	First IN	Last OUT	1st Half	2nd Half	Late-IN	Early-OUT	Work Hours
04/06/2017				_	_			
04/07/2017		17:46	18:22	AB	AB			00:36
04/08/2017				_	_			
04/09/2017				_	_			
04/10/2017		09:38	14:08	AB	AB			04:30
04/11/2017				_	_			



The option above will be available only if the member has applied leave for the particular day.

Clicking on **Leave Applied** will redirect the In charge on **Leave Application Approval** page from where he can approve/reject the leave.

Click on the **Details** to view all the Attendance Punches as shown below:



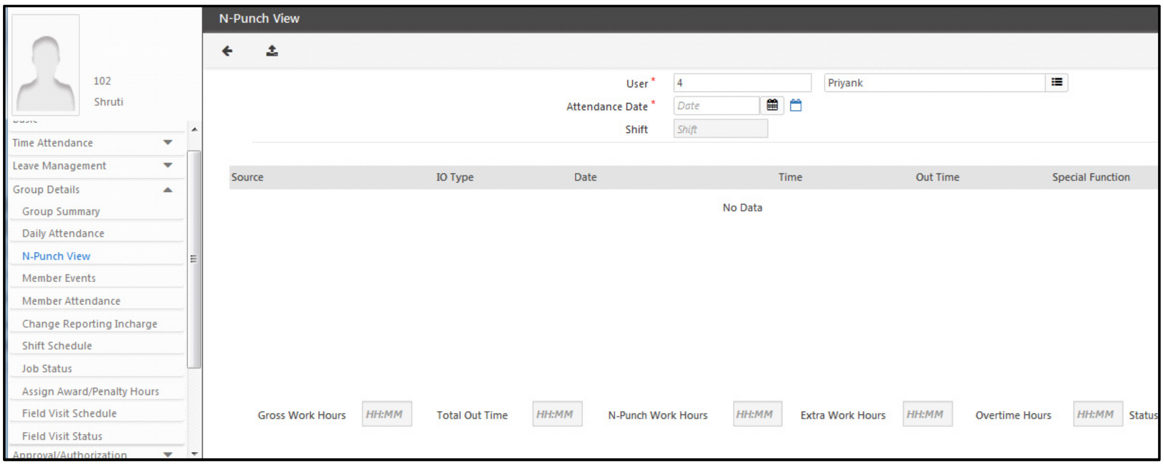
If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

N-Punch View of Group Members

This functionality enables you to view the N-punch details of your reporting group members. This is applicable only to users for whom the N-Punch system is applicable for attendance calculation.

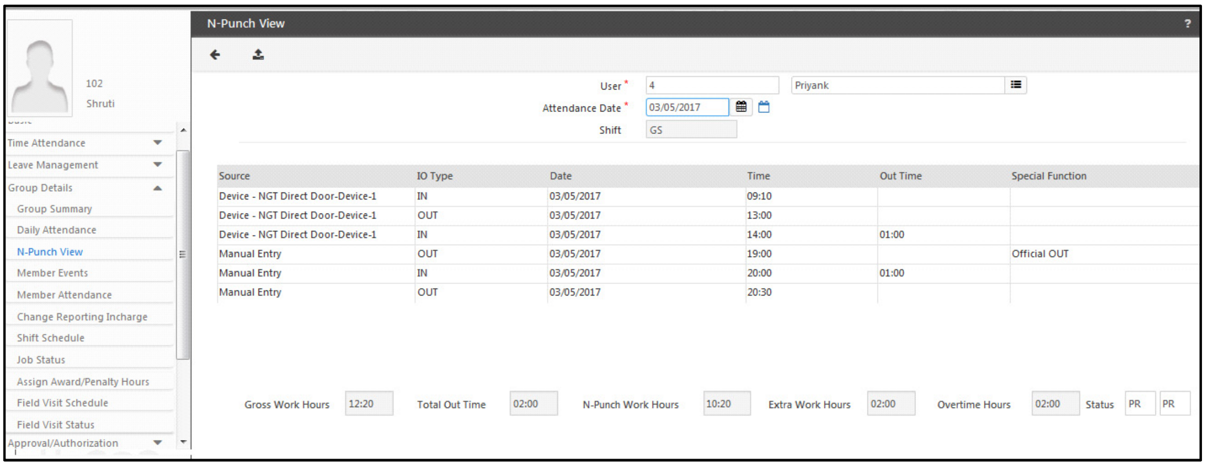
To access this functionality, Login to **ESS module> Group Details > N-Punch View**.

The page will be displayed on your screen as follows:



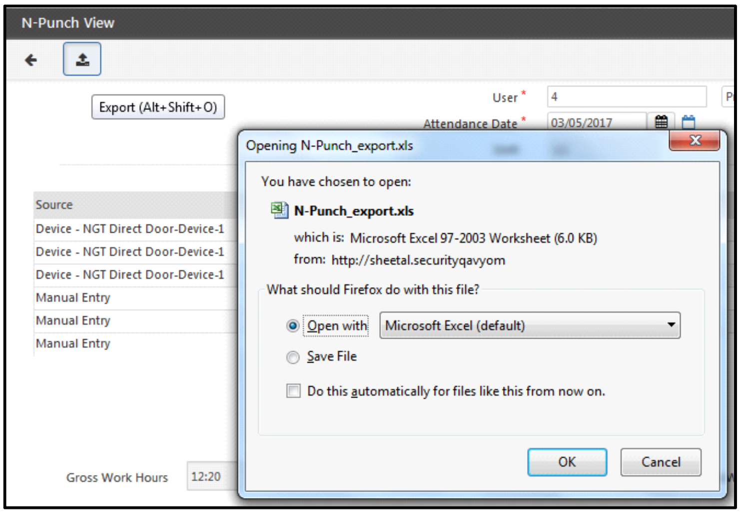
User: Select a group member using the **User** picklist.

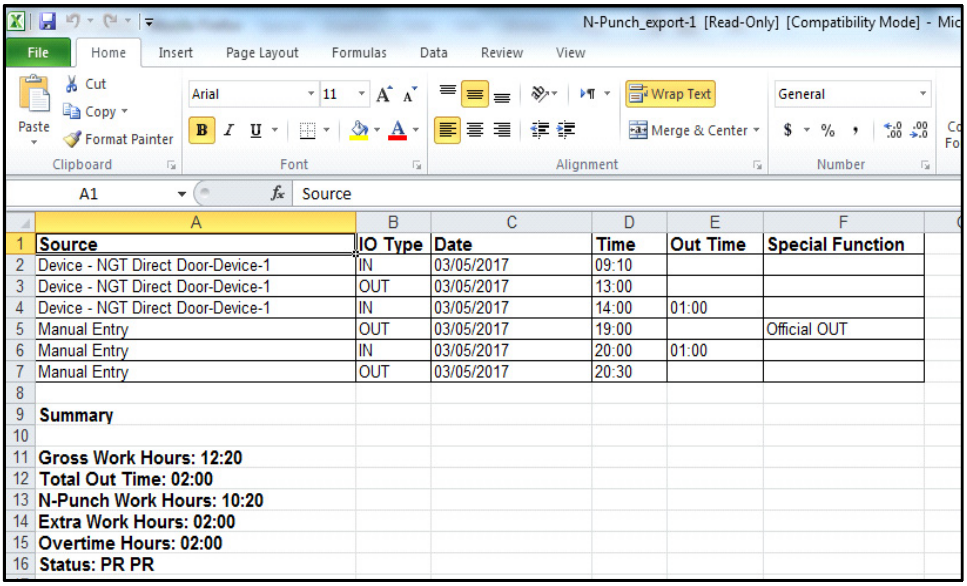
Attendance Date: Select the Attendance Date for which the punches are to be viewed. Click the button to specify a custom period for date selection. All punches for the selected date are displayed as shown in the grid:



The special function for the punch is shown in **Special function** column.

The N-Punch data can be exported in Excel format. Click the Export button to save the file at the desired location.



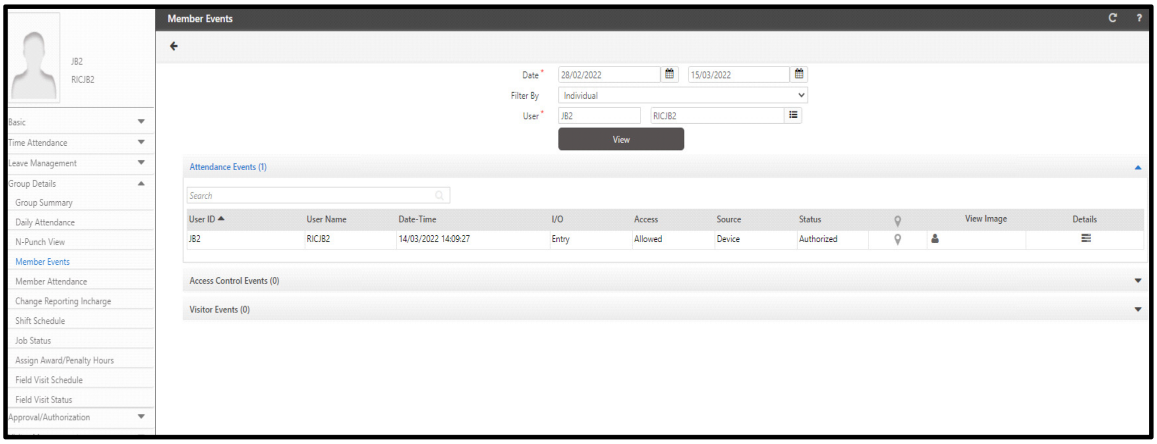


	A	B	C	D	E	F
1	**Source**	**IO Type**	**Date**	**Time**	**Out Time**	**Special Function**
2	Device - NGT Direct Door-Device-1	IN	03/05/2017	09:10		
3	Device - NGT Direct Door-Device-1	OUT	03/05/2017	13:00		
4	Device - NGT Direct Door-Device-1	IN	03/05/2017	14:00	01:00	
5	Manual Entry	OUT	03/05/2017	19:00		Official OUT
6	Manual Entry	IN	03/05/2017	20:00	01:00	
7	Manual Entry	OUT	03/05/2017	20:30		
8						
9	**Summary**					
10						
11	**Gross Work Hours: 12:20**					
12	**Total Out Time: 02:00**					
13	**N-Punch Work Hours: 10:20**					
14	**Extra Work Hours: 02:00**					
15	**Overtime Hours: 02:00**					
16	**Status: PR PR**					

Member Events

The COSEC ESS module enables the reporting group incharge users to view the details of the In/Out punch events at the door controllers. This page is available only to In-Charge users.

In order to view the Events for the group members, Click on **Member Events** option under Group Details from the ESS Page. The Page appears as shown below:



Date: Select the date range from the date selection button to view various events.

Select the **Filter by** options from **Individual**, **Device** and **Department**. Then select the respective user, doors and department from the picklist.

Click on **View** to view the Events.

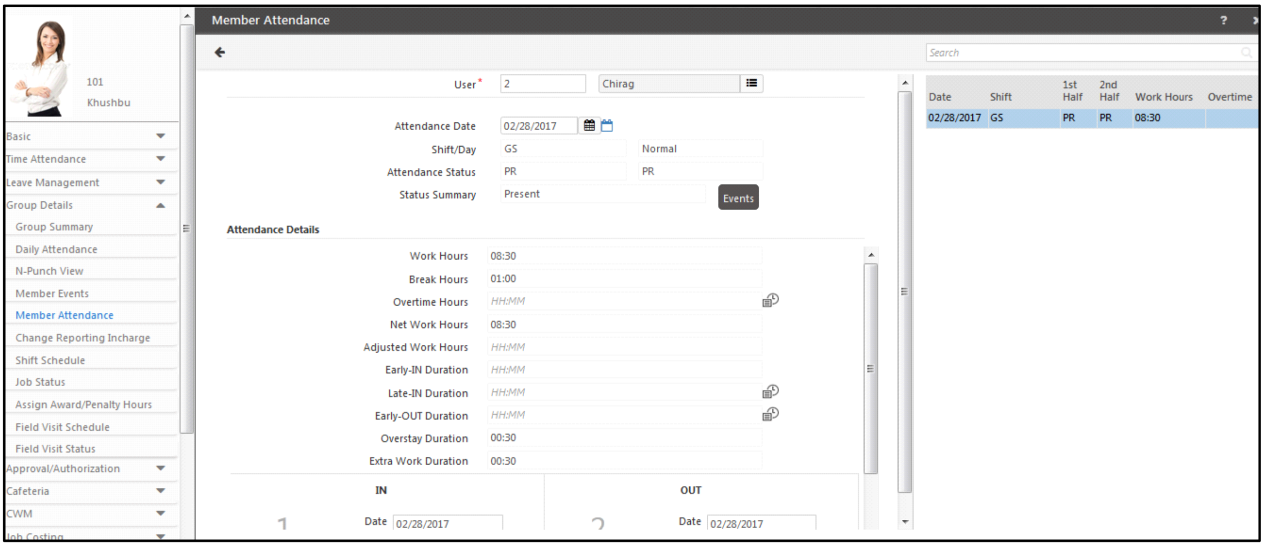
Click on the Collapsible panel to view **Attendance Events, Access Control Events** and **Visitor Events** based on the selected filter.

Click the **Details** icon to view the event details of the corresponding user.

Member Attendance

The COSEC ESS module enables the reporting group incharge users to view the attendance status of all members of their group. This page is available only to In-Charge users.

In order to view the attendance information for the group members, Click on **Group Details> Member Attendance** option from the ESS Page. The Page appears as shown below:



Select the **User** member from the picklist whose attendance is to be viewed. The Attendance Record with the shift details will appear in the grid at right.

Click on the particular record from the grid to view the details of work hours.

Click **Event** to display all the event details.

The attendance details will be shown in the respective fields in **Attendance Details** section.

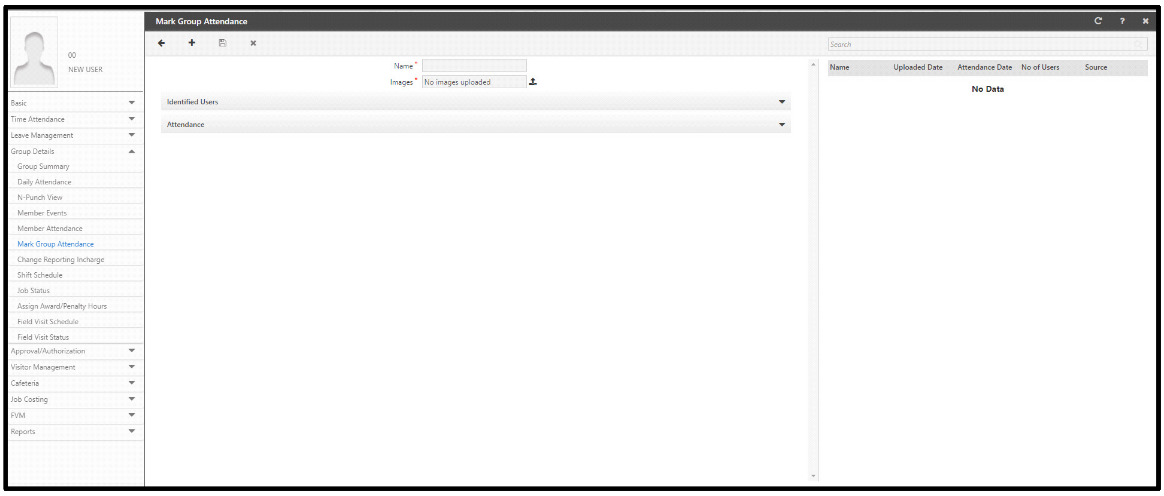
If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

Mark Group Attendance

The Mark Group Attendance page allows the RIC to mark the attendance of group of people in a single go.

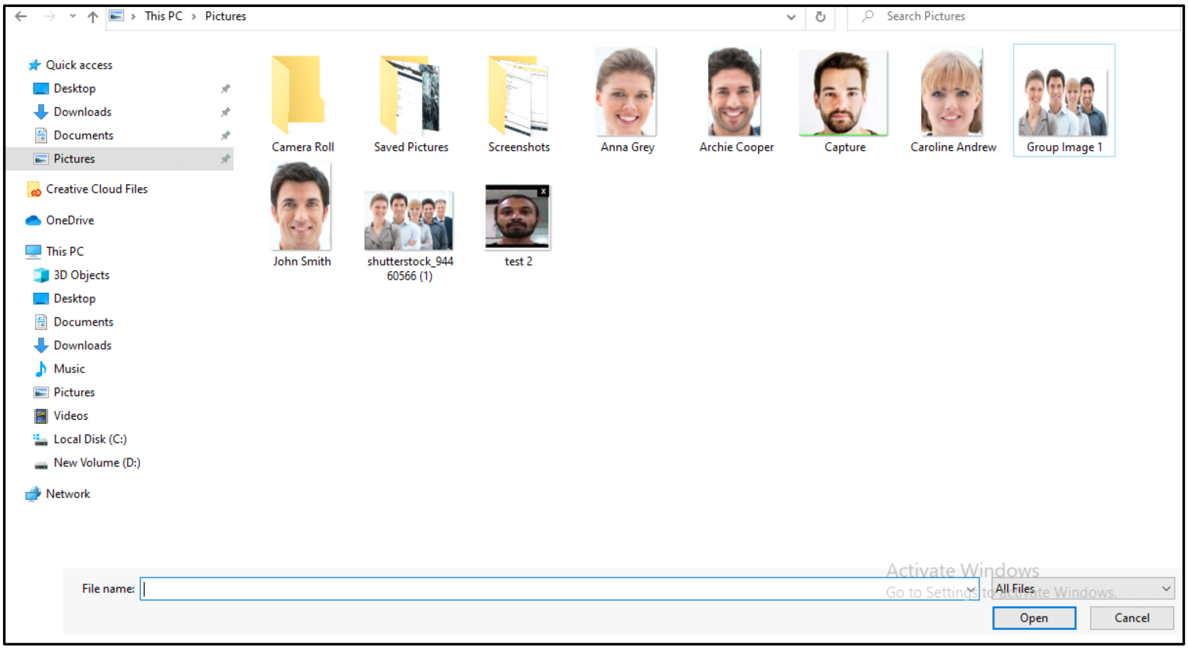
RIC can upload group images of users and the system will recognize each user from the image and then it will mark their attendance automatically.

To perform Mark Group Attendance, select the **Group Details > Mark Group Attendance** and the following page appears:



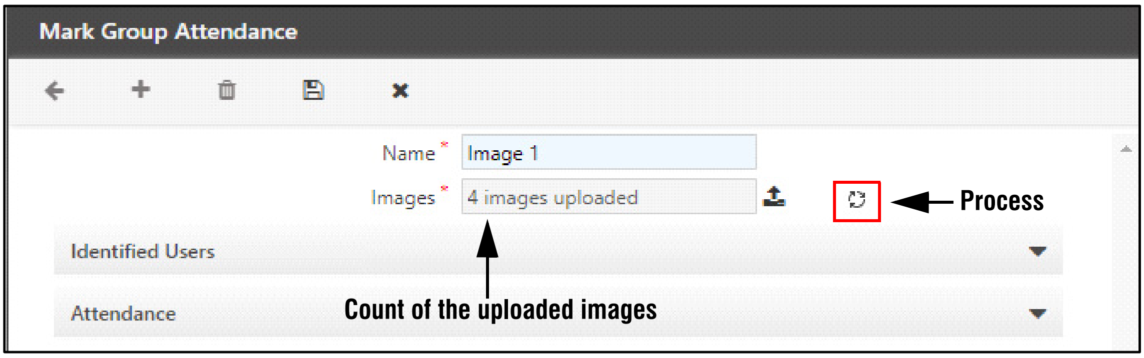
Click **Add** to upload a new group image and configure the following parameters:

- **Name**: Enter the desired **Name**.
- **Images:** To upload group image/s of users, click **Upload File** and the dialog box appears as shown below.



Now select the desired image/s. Here, the image format supported are jpg and the size of a single image must be a maximum of 15 MB.

You can upload maximum of 20 photos at a time.The text box displays the count of the uploaded images.



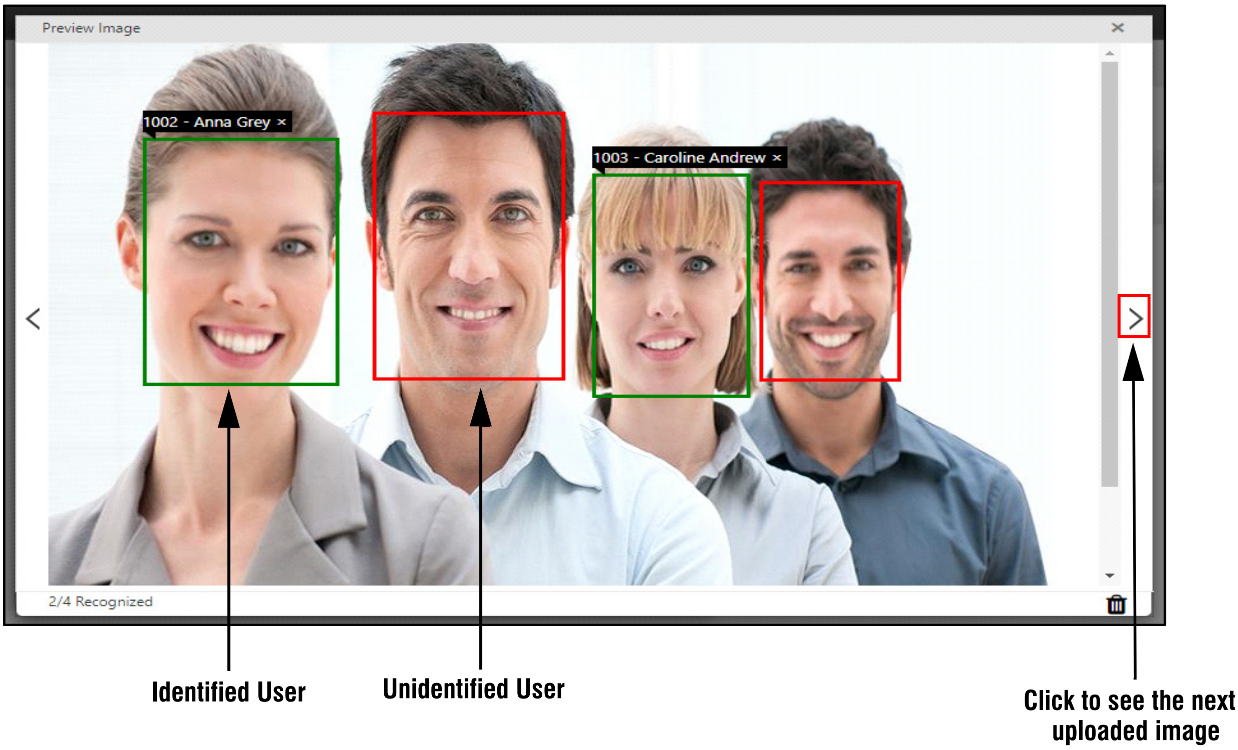
Once you upload the image/s, **Process** icon will be visible.

Click **Process** to perform the Face Recognition (FR) process on the uploaded image/s.

Once the FR process is successfully performed on these images, the list of recognized users will be added and displayed in the **Identified Users** list. For more information, refer *"Identified Users"*.

After the FR process, the **Preview** icon will be visible which will allow you to preview the uploaded the group image/s.

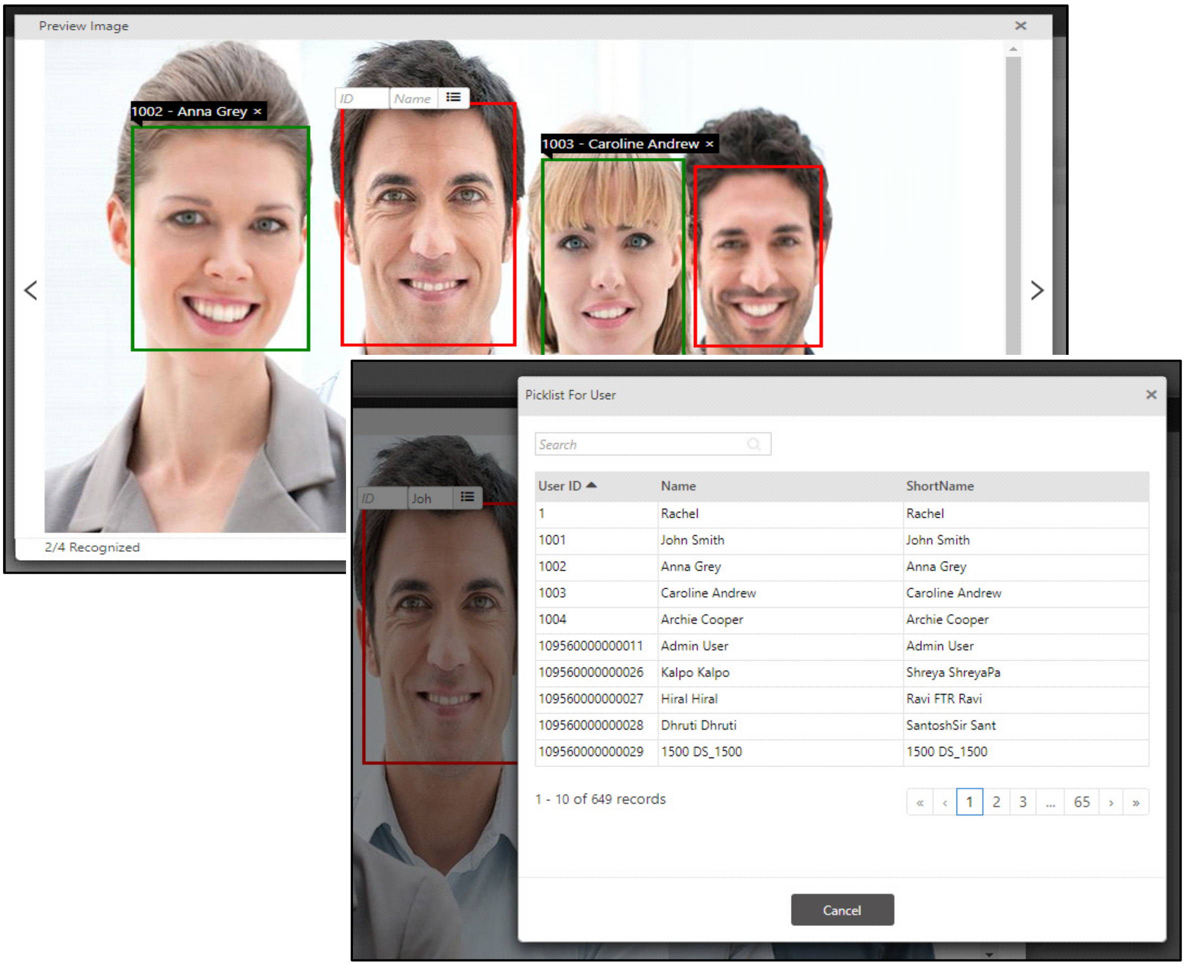
Click **Preview** icon and the **Preview Image** window appears with the uploaded image/s as shown below.



The faces identified by the system will have a green frame with a name and ID tag mentioned.

Now there can be few faces in the group image/s which are not identified by the system. Such faces will have a red frame.You can manually tag the name against such faces of the users from the **Preview Image** window.

To manually tag the names against the faces of the users, click on the red frame and a user picklist will be displayed as shown below.

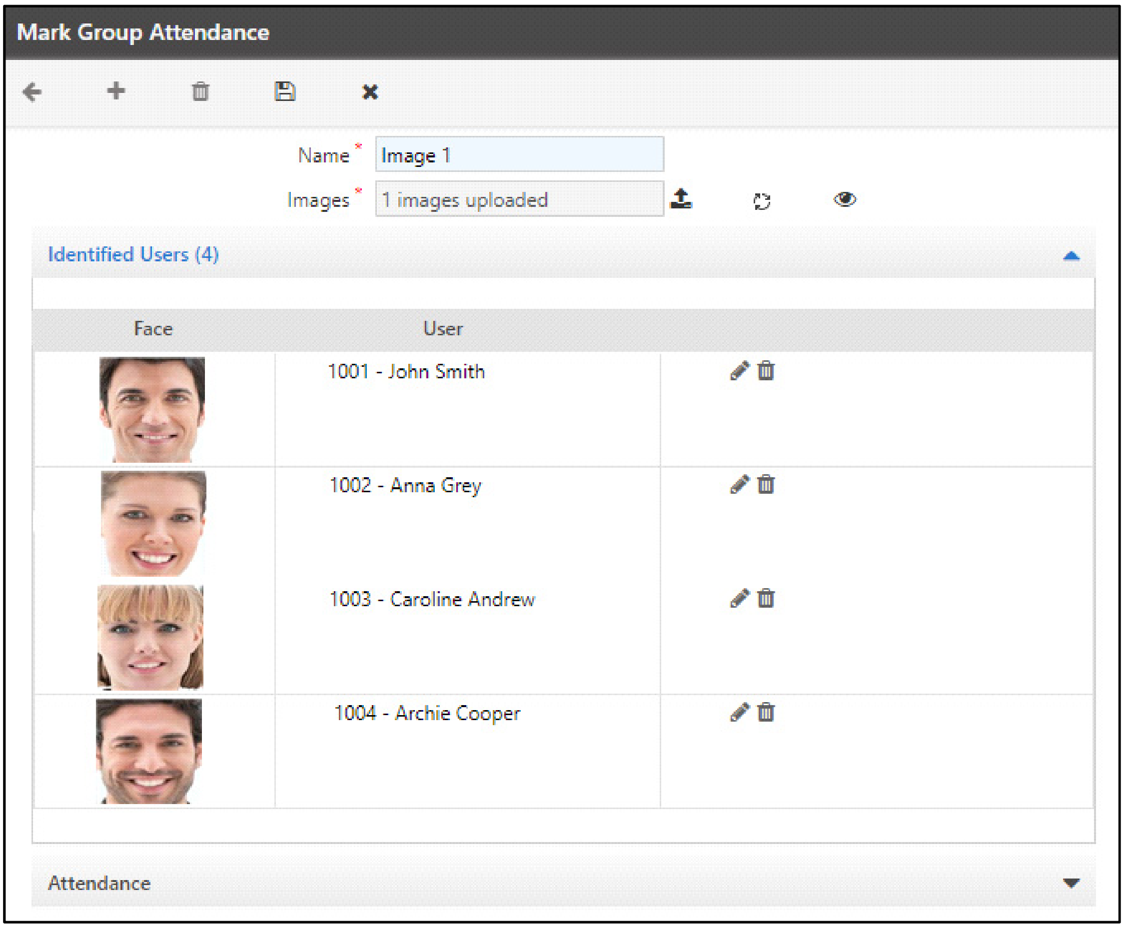


Select the respective user name from the picklist or manually enter the user name/ID.

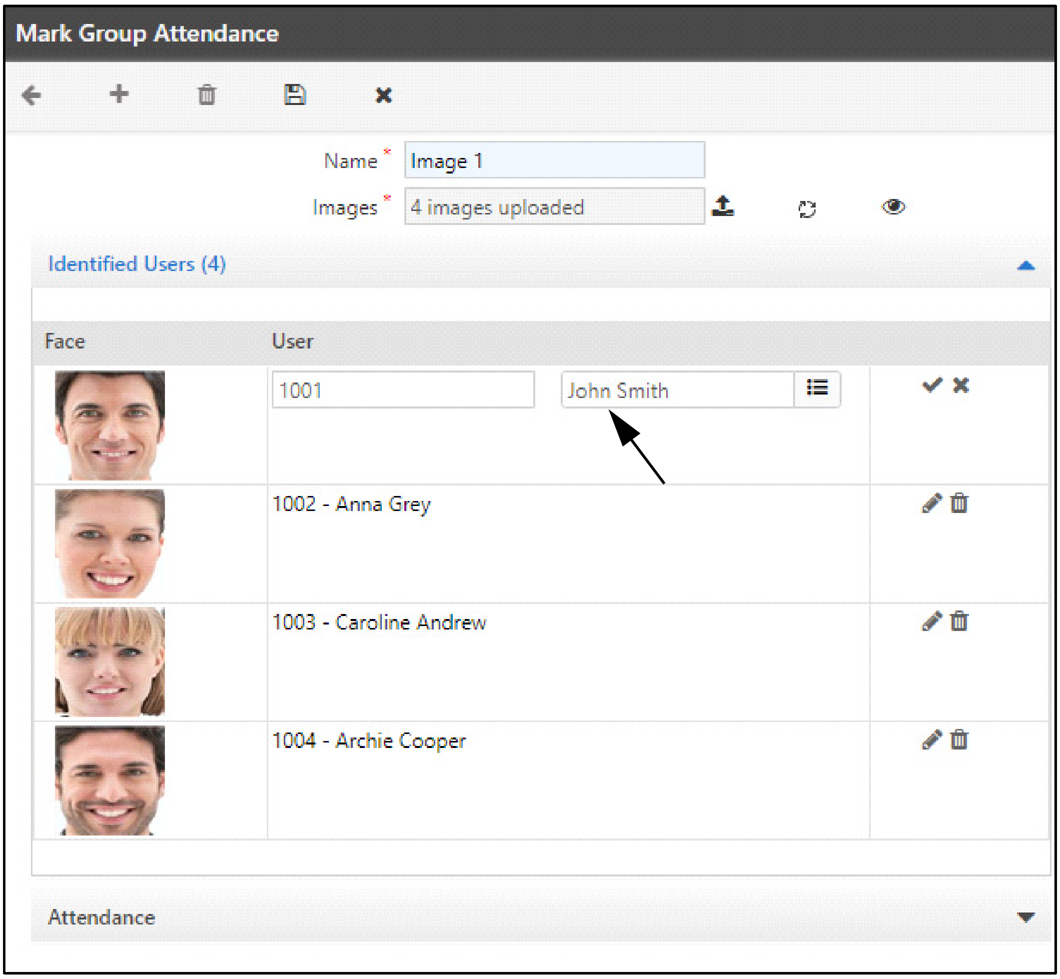
Then these faces will be added to the **Identified Users** list along with the system identified users.

Identified Users

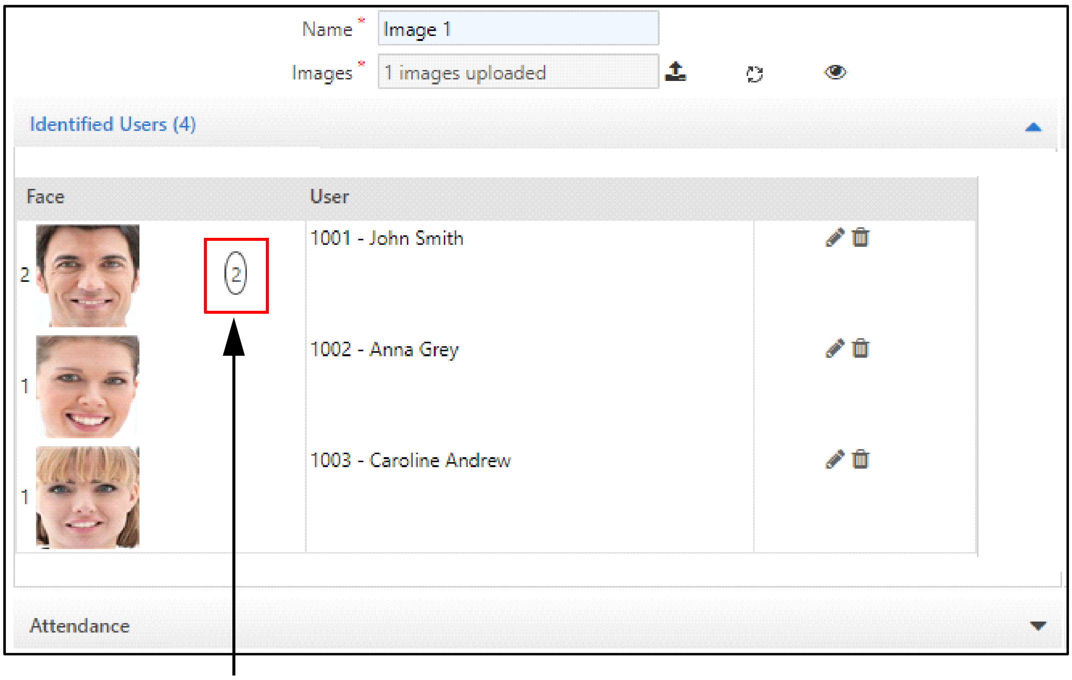
- It displays the list of the identified users after the FR Process. For RIC, all recognized users will be displayed in this list.



- Identified Users include system recognized users as well as manually tagged users from the photos.
- Attendance will be marked for only those users displayed in this list.
- Single face of the user will be displayed in the grid along with the user's ID and Name for RIC to authenticate the list.
- You can also edit the user name against the faces of users available in the image. To edit, click **Edit** icon.

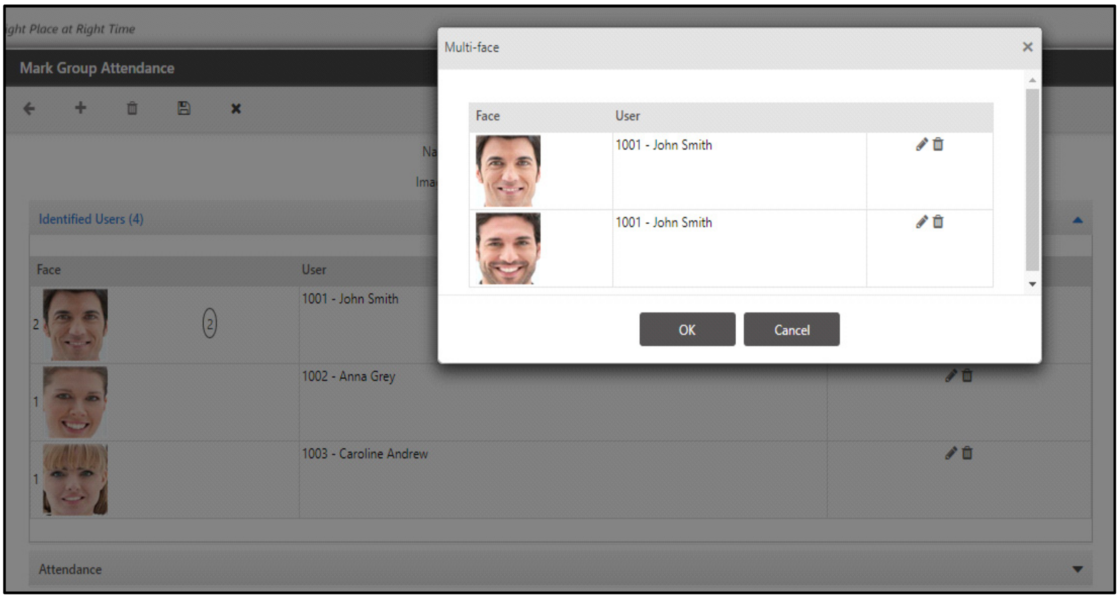


- Select the respective user name from the picklist again or manually enter the desired user name/ID. Then click **OK** ✔. To discard, click **Cancel** ✖.
- If multiple faces of the same user are identified, then only single face will be displayed in the grid and the number of faces identified will be displayed as shown below.



Number of faces identified of a single user

- To view other identified faces of the same user, click on the numeric value of the identified faces of the user.
- **Multi-face** window appears where you will be able to view more images of that user.



- You can also edit the user name against the faces in case of false identification. To edit, click **Edit** .
- Select the respective user name from the picklist again or manually enter the desired user name/ID. Then click **OK** . To discard, click **Cancel** .

- If same user is tagged against multiple faces, then entry of those faces will be merged and displayed as a single entry in the grid.

- To delete any entry of the identified user from the list, click **Delete** .

  When any entry is deleted from the list, then the user tagged against that face will be untagged and that face will be considered as detected but not recognized.

Attendance

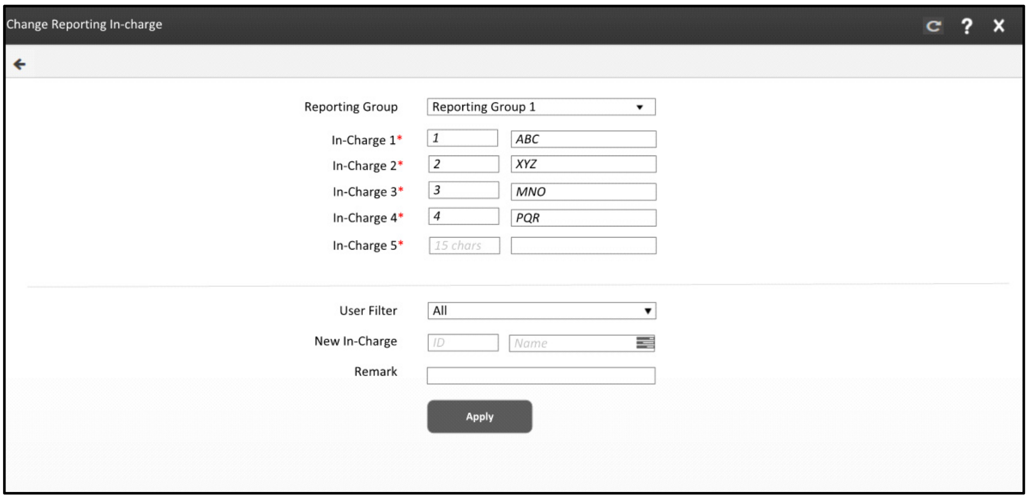
To mark the attendance of the users in the group:

- Make sure there are one or more entries in the **Identified User** list to configure **Attendance**.
- Enter the desired **Date** and **Time** for which the attendance of the user is to be marked.
- Select the desired **Event** from the options — IN Punch or Out Punch.
- Select the desired **Special Function**.
- Select the desired **Location Selection** from the options — Configured Location or Custom.
  - If **Location Selection** is selected as Configured Location, then select the desired configured **Location** from the picklist.
  - If **Location Selection** is selected as Custom, then enter the Latitude/Longitude co-ordinates or click on the icon and select the location manually.
- Enter the desired **Remark** for marking the attendance for the user.
- Click on the **Save** button. Once saved RIC will be able to view the added entry but will not be allowed to edit the entry.
- RIC can delete a group attendance entry by clicking on the **Delete**.
- On delete, images uploaded and Identified User list should be cleared for database.

Changing Reporting In-Charge

The officer/ In-Charge can log into the ESS and change the Reporting Group Incharge to replace himself/herself by other In-Charge by using this option. The change could be temporary (due to outdoor duty, sickness etc) or permanent based on the situation. This page is available only to In-Charge users.

In order to change the Reporting In-Charge, click **Group Details> Changing Reporting In-Charge**. The Page appears as shown below:



- **Reporting Group:** Select the **Reporting Group** from the drop down list for which the In-Charge is to be changed.
- **In-Charge 1**: It displays the ID and Name of the In-Charge 1 of the selected Reporting Group.

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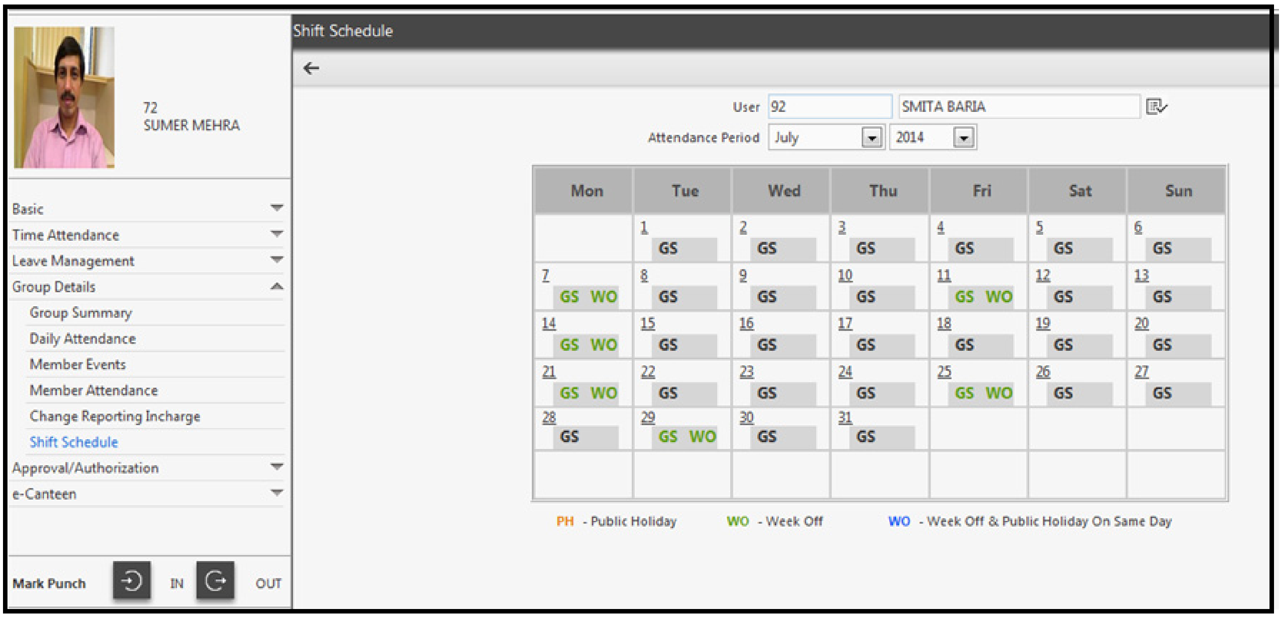
- **In-Charge 2:** It displays the ID and Name of the In-Charge 2 of the selected Reporting Group.
- **In-Charge 3:** It displays the ID and Name of the In-Charge 3 of the selected Reporting Group.
- **In-Charge 4:** It displays the ID and Name of the In-Charge 4 of the selected Reporting Group.
- **In-Charge 5:** It displays the ID and Name of the In-Charge 5 of the selected Reporting Group.
- **User Filter:** Select the **User Filter** from the drop down list—All or Already Incharge of Reporting Group.The picklist of New In-charge will display the list as per this filter.
- **New In-charge:** Click the picklist to select the **ID/ Name** or enter the **ID/ Name** of the New In-charge manually.
- **Remark:** Enter any **Remark** (if needed) regarding the change of Reporting In-charge.

Click **Apply** to replace the In-Charge.

Shift Schedule

The COSEC ESS module enables the reporting group incharge users to view the shift schedule of all members of their group. This page is available only to In-Charge users.

In order to view the monthly shift schedule for the group members, Click on **Shift Schedule** option under Group Details from the ESS Page. The Page appears as shown below:



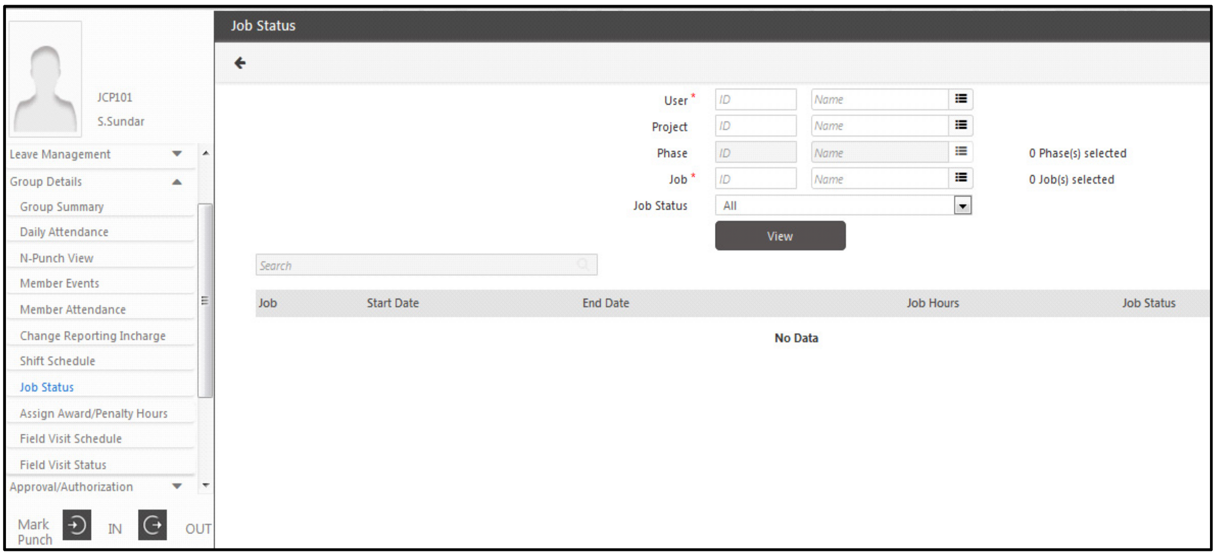
User: Select the user from the picklist whose shift schedule is to be viewed.

Attendance Period - Select the month and year for which the schedule is to be viewed.

The shift details for the selected user is shown in the grid as shown above.The week-off is shown by green colour. The other colour codes are mentioned below the grid.

Job Status

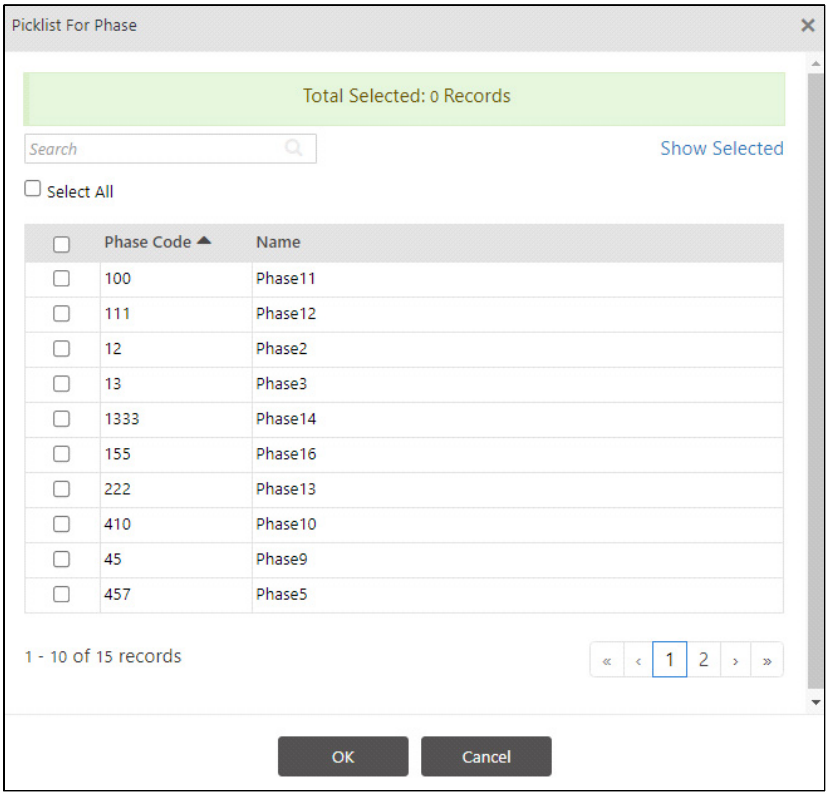
This page enables a Reporting In-Charge to view and monitor Jobs assigned to his/her group members, based on their current status. To view job status, select **ESS account (Reporting Incharge) > Group Details > Job Status** .



Configure the following parameters

User: Select a group member from the desired option.

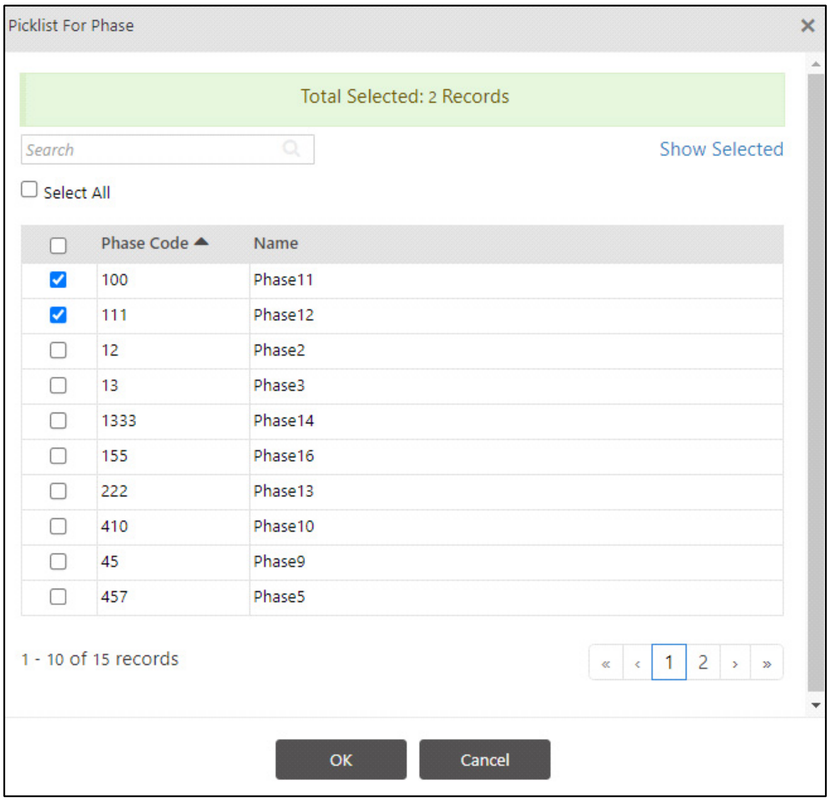
Project: Select the desired Project from the picklist. The **Picklist For Project** pop-up appears.



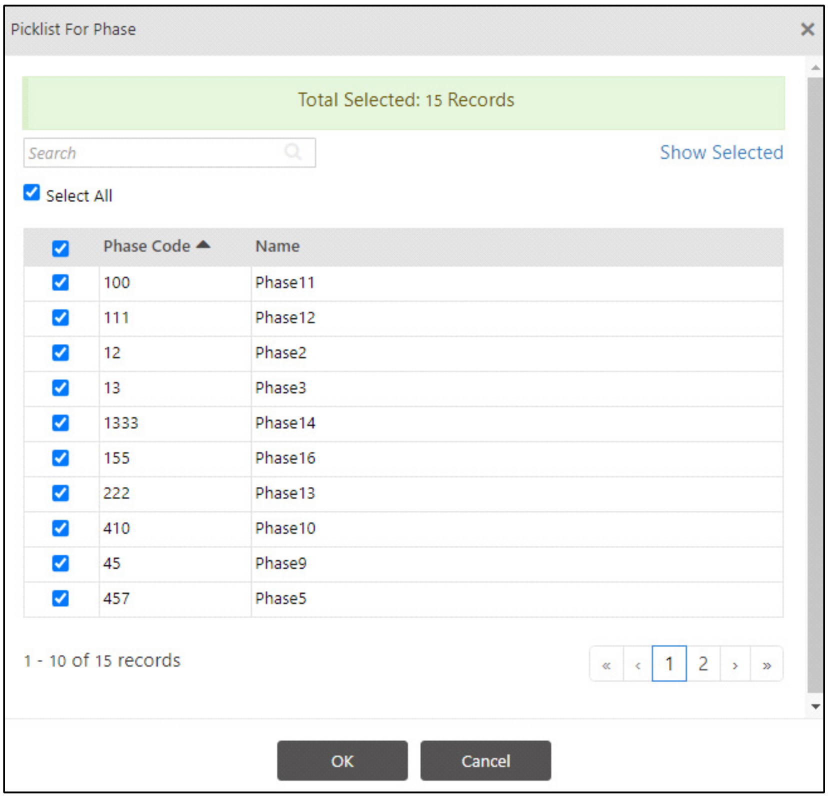
Phase: You can select one or multiple phases at once.

To do so, click on Phase picklist. The **Picklist For Phase** pop-up appears.

You can select particular Phases or can select all the Phases at once



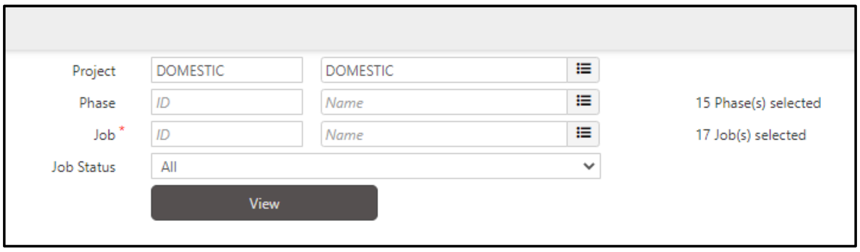
To select particular Phases, select the check boxes of the desired Phases.
OR
To select all the phases at once, select the **Select All**. The phases on all the pages wall be selected.



Click **OK.**

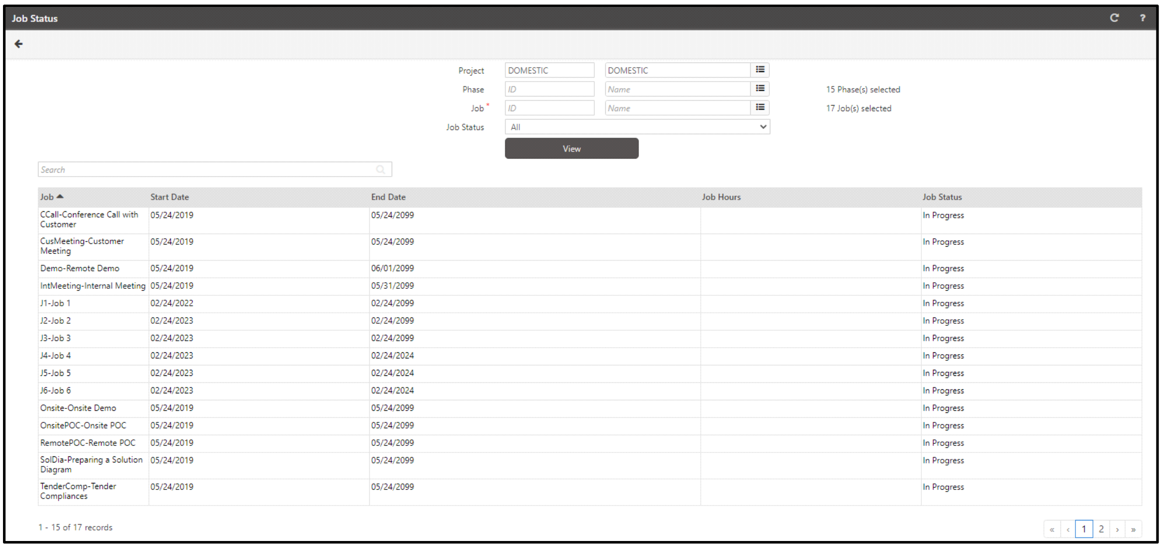
Job: Similarly, follow the same steps as **Phases**.

The number of Phases and number of Jobs selected are shown as below.



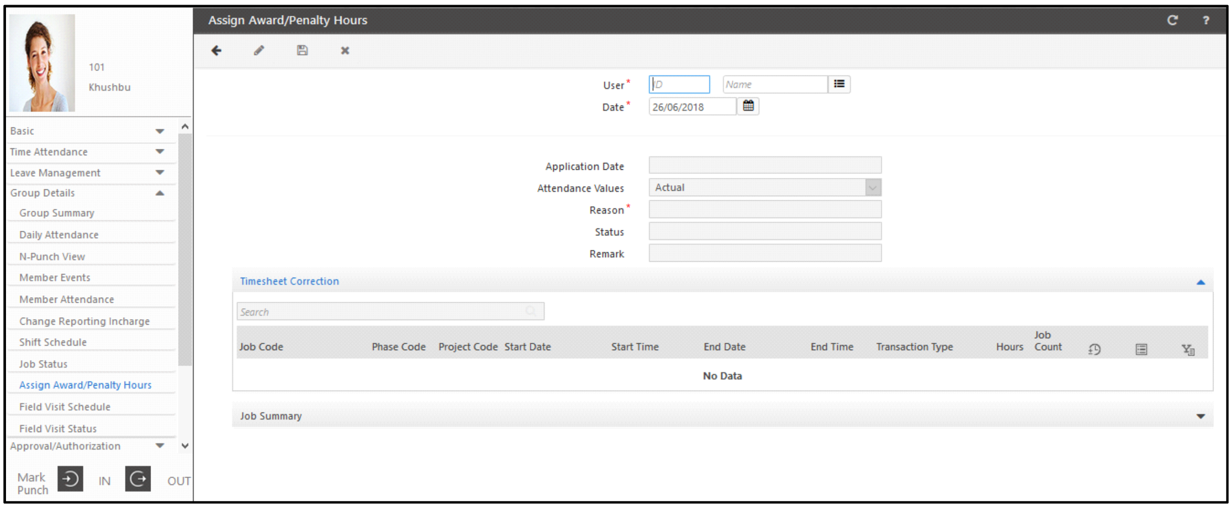
Job Status: Select the desired option from the drop down list— **All, Open, In Progress or Finished.**

Click **View**. The options as per the set filters appears in the grid.



Assign Award and Penalty Hours

This page enables a Reporting In-Charge to assign award or penalty hours to members. In order to assign hours, click on **Assign Award/Penalty Hours** option under **Group Details** from the ESS Page.

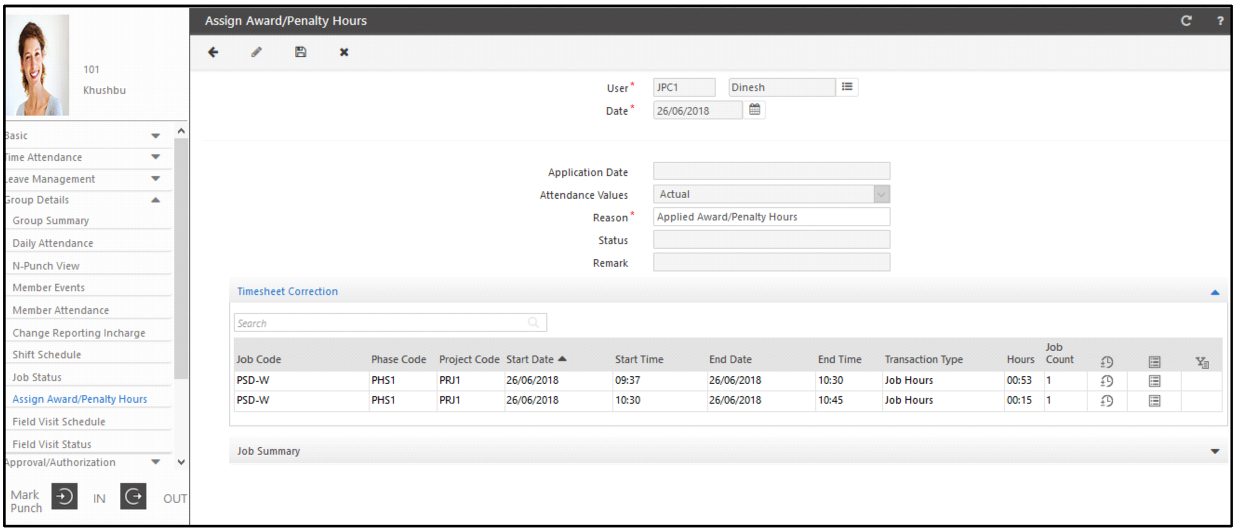


- Select a **User** (group member) to whom the Award or Penalty is to be assigned.

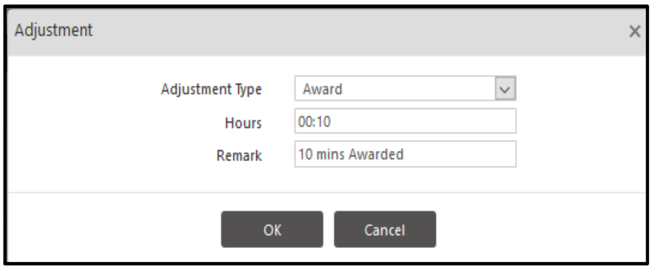
Example: *Dinesh is user. Khushbu is Reporting Incharge of Dinesh. The Award/Penalty given by Khushbu to Dinesh will go for authorization to the Reporting Incharges of Khushbu i.e. RIC1 Rosy and RIC2 Patric. The authorization of application will be based on the authorization mode assigned to Khushbu.*

See topic: Award /Penalty Authorization *for authorization of assignment*

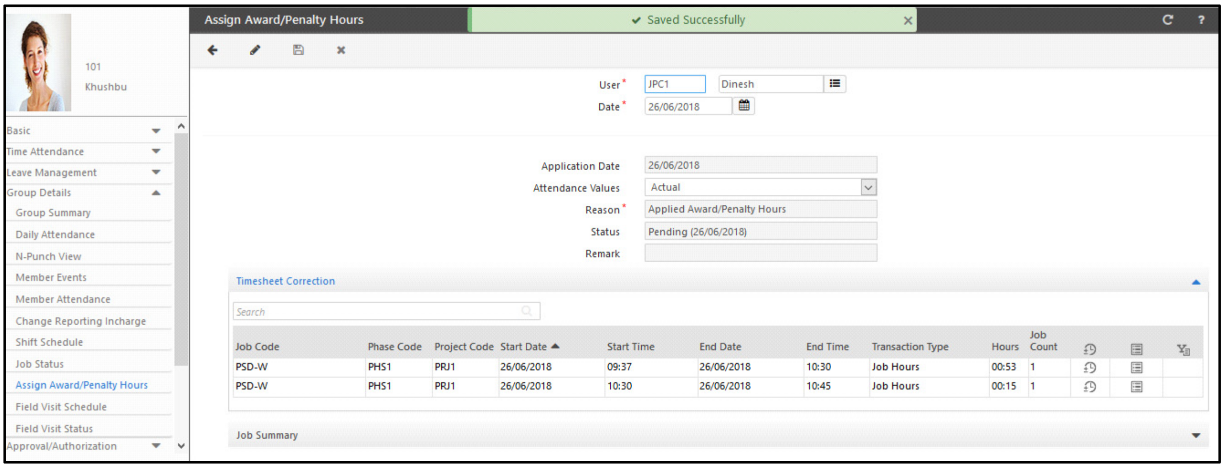
- Select a **Date** for which the Adjustment is to be done.



Click on **Edit** button and click **Adjustment** for the transaction to which Award/Penalty is to be assigned.



Now select the **Adjustment Type** as Award or Penalty and specify the **hours** as shown above.Then Click on **Save** button to save the application.



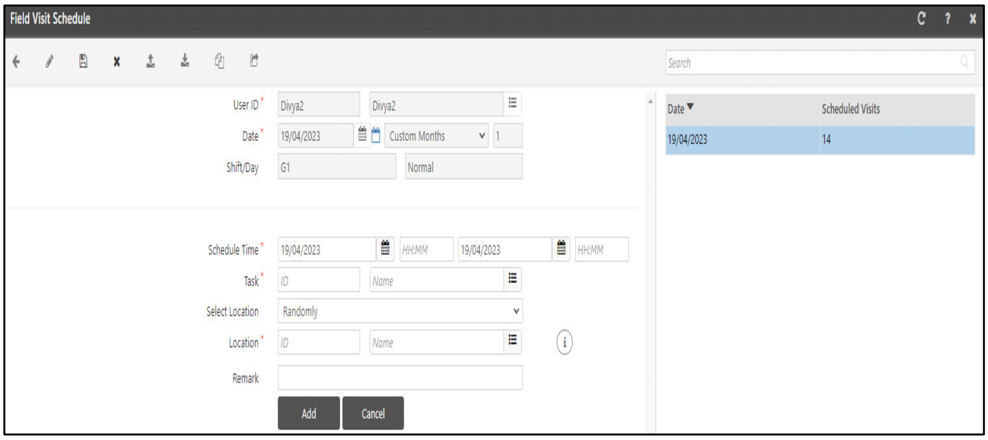
This application will go for authorization to the reporting incharge of the ESS user doing the application.

After the authorization, assigned Award and Penalty will be shown in the Adjustment Type and Adjustment Time as shown below. If the transactions are merged then final adjustment will be shown by adding award hours and subtracting penalty hours. These details can be viewed by clicking **Merged Jobs** icon or from the **Job Summary** panel.

Field Visit Schedule

Field scheduling is the daily activity of assigning field tasks to each user. The users in return are supposed to accomplish the task as per their field schedule.
Field Scheduling can be done by Reporting In-charge with sufficient rights.

Select **ESS> Group Details> Field Visit Schedule.** The Field Visit Schedule page appears as shown below:



User: Select the member user from the picklist to whom the field visit schedule is to be assigned or to edit the existing field visit schedule. The already assigned scheduled visits will appear in the right grid.

Date: Select the date from the calender on which new field visit schedule is to be made for the selected user.

Ensure that the Shift Schedule is assigned to the user before scheduling the visit.

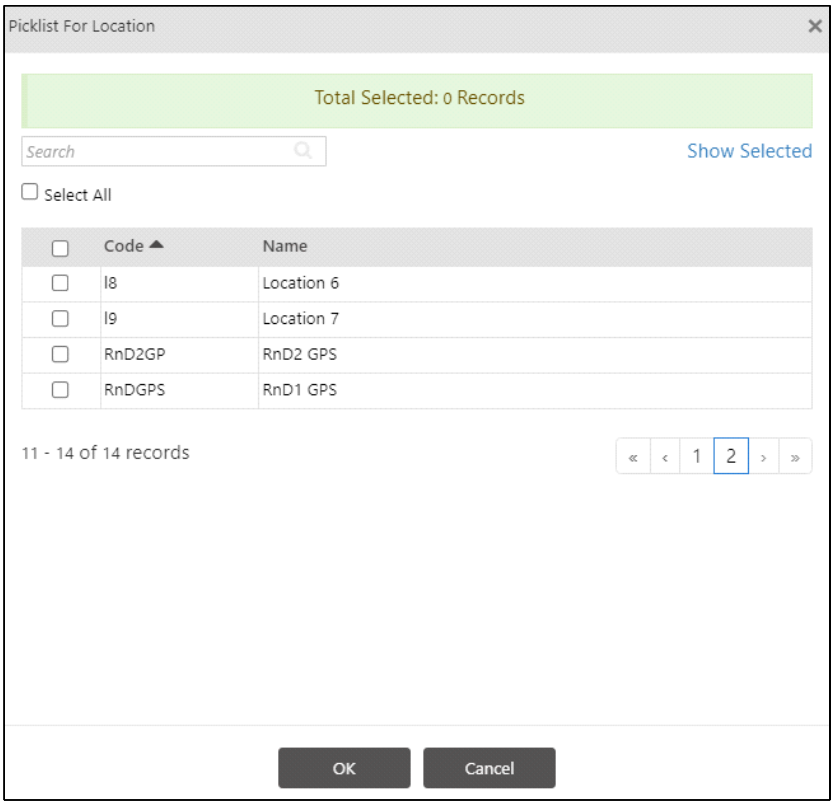
Schedule Time: Specify the **From** and **To** time as the time for scheduling the task in HH:MM format.

Task: Select the task from the picklist which is to be assigned to the user. Task is created from FVM module> Task.

Select Location: You can select the location as **Randomly** or by **Location Group.** Using Randomly, individual location can be selected using the picklist. With Location Group, a group consisting of multiple locations can be selected. Location is created from Admin module> System Configuration> Location Master.

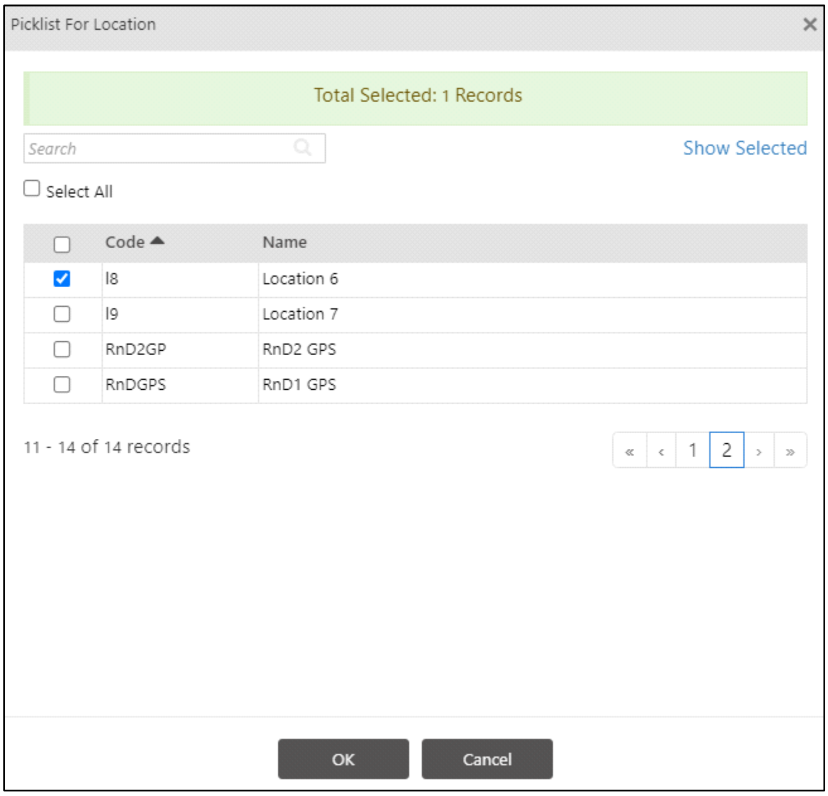
Select Location: Select the desired option — **Location** or **Randomly.**

If you select **Randomly,** click on the Location picklist. The **Picklist For Location** pop-up appears.



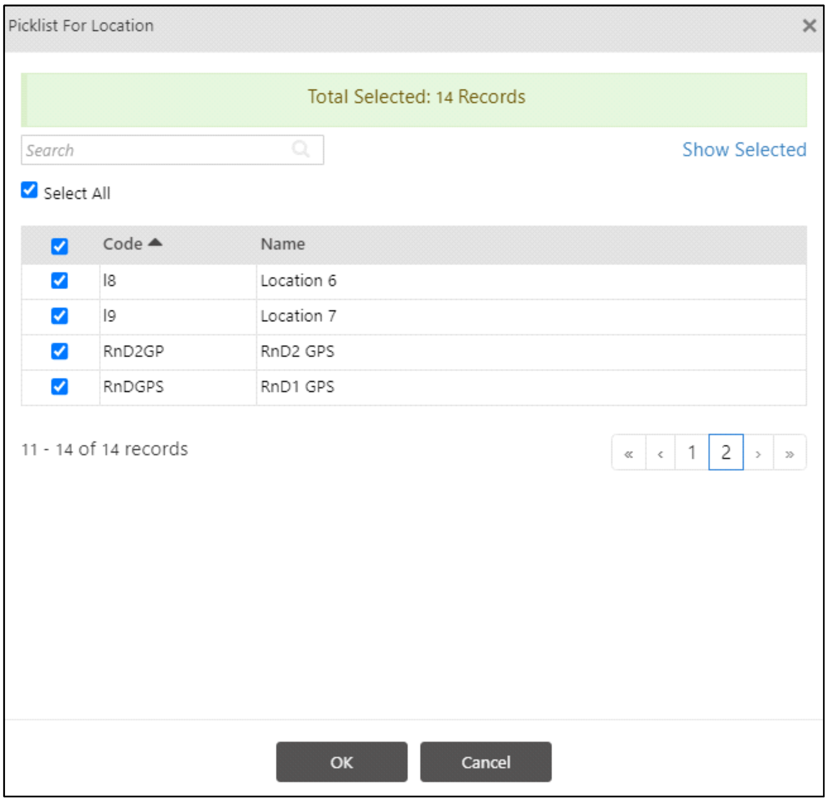
You can either select particular Location or can select all the location at once.

To select particular location, select the check boxes of the desired location.



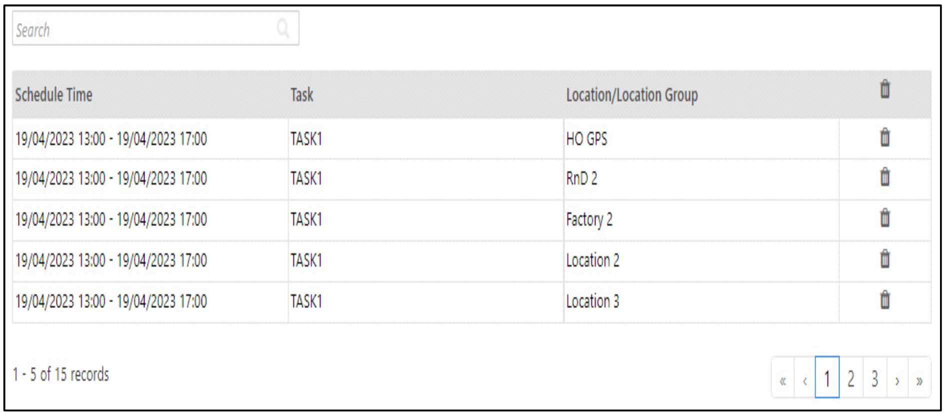
OR

To select all the location at once, select the **Select All** check box. The location on all the pages will be selected.



Click **OK.** Click **Add.**

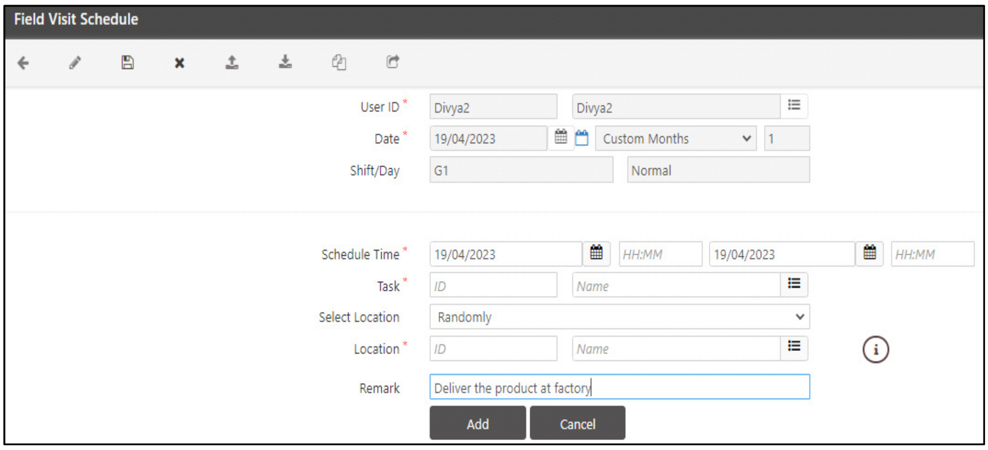
The selected location will appear in the grid.



You can delete the desired location. To do so, click the **Delete** icon on the respective location.

Similarly, follow the same steps as **Randomly** for **Location Group.**

Remark: You can give the remark while scheduling the visit.



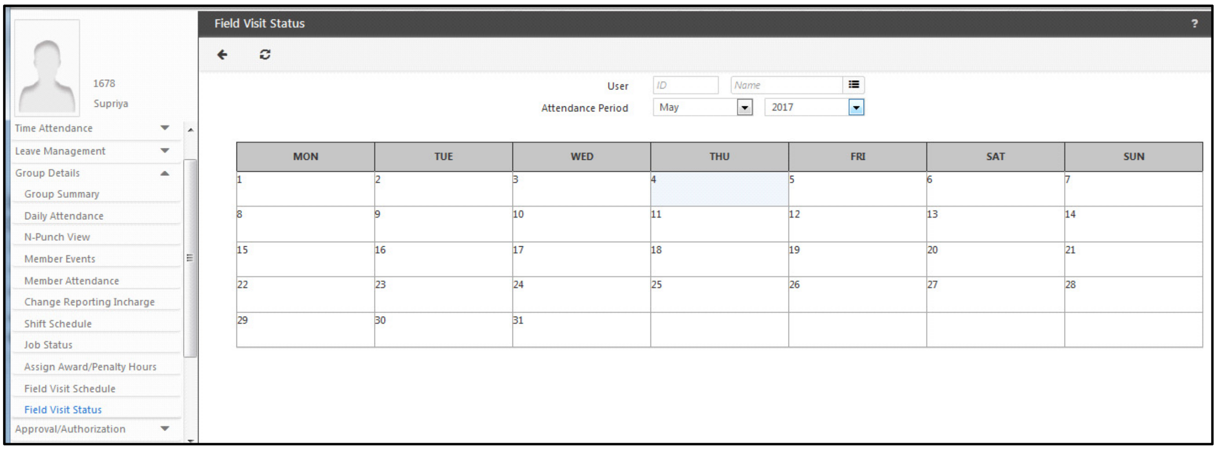
Click **Save** to save the schedule.

Field Visit Status

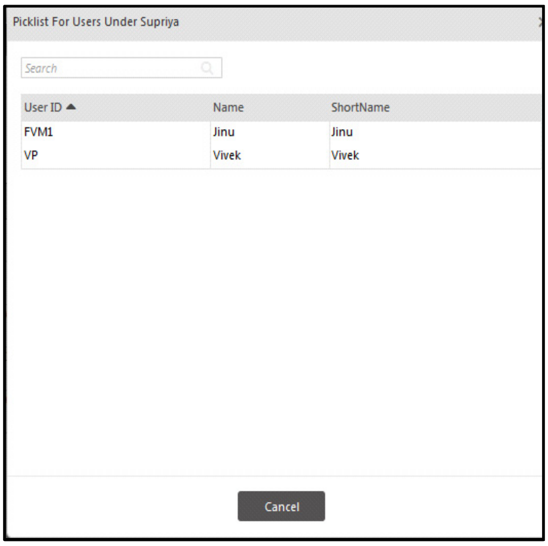
The users are supposed to accomplish the task as per their field schedule on daily basis. According to the punches from field, user's field records are considered as completed or not completed.

The Field Visit Status page enables the Reporting in-charge to view field status of selected user in a calendar view.

Select **ESS of Reporting Incharge > Group Details > Field Visit Status.** The Field Visit Status page appears as shown below:

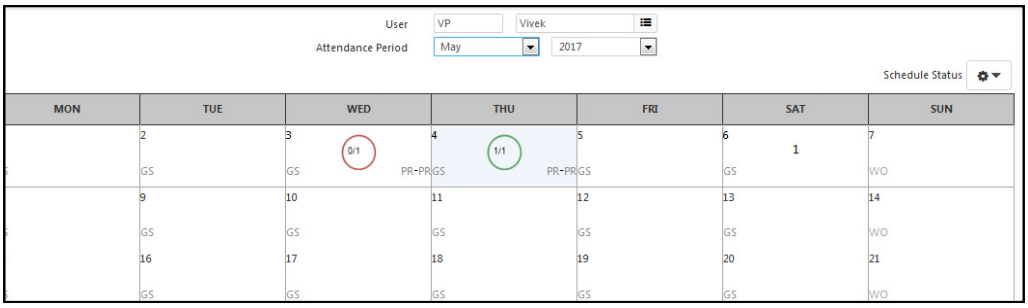


User: Select the member user from the picklist whose field visit status is to be viewed.



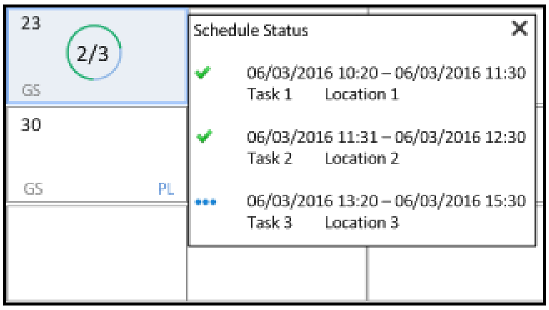
Attendance Period: Select the month and year for which the field visit status for the selected user is to be viewed.

- The green circular ring shows that task is completed.
- Partial green and remaining red shows partially completed task.
- Full red shows incomplete task.
- Blue colour shows ongoing task.
- A number in the grid of future date shows future days task count.

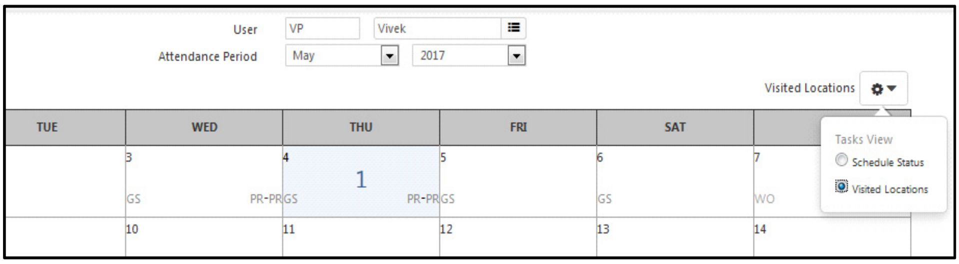


Clicking on the window will show the task details. Tick displays completed task and Cross displays incompleted task.

The on-going task will be displayed as below:



You can select the option to view as **Schedule Status** or **Visited Location**.



Schedule Status: The status of completed, not completed, on-going and future task is shown in the calender.

Visited Location: The visited location count will be shown in the calender for the date on which the user has visited the location.

Attendance Authorization

A Reporting In-charge may want to review daily IN and OUT punch records for all employees in his/her Reporting Group before approving these as a day's official attendance. This can be performed only if the Reporting In-charge has the necessary system rights for attendance authorization.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

To activate authorization rights for daily attendance of your reporting group members you need to activate following two features from the path given below:

1. *Go to:* ***Users Module > Reporting In-Charge > In-Charge Permissions*** *and enable* ***Attendance Authorization*** *feature for the selected group member.*
2. *Go to:* ***Time and Attendance Module > Policies > Attendance Policy*** *and enable* ***Daily Attendance Authorization Required*** *feature.*

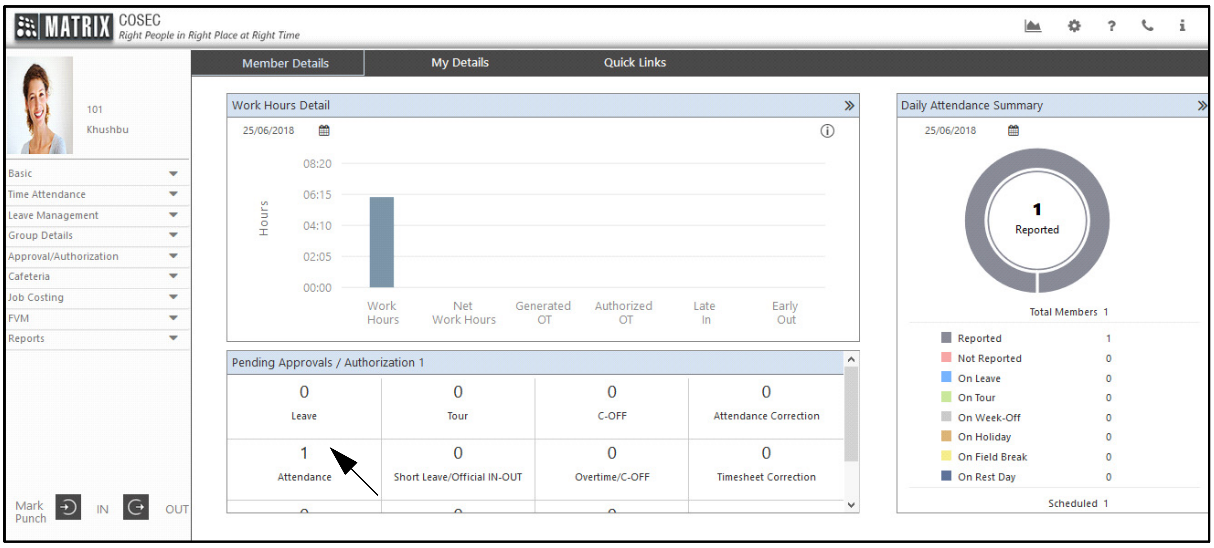
If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

Every attendance event from the concerned employees will pass to the respective reporting in-charges for approval before the user is marked "present".

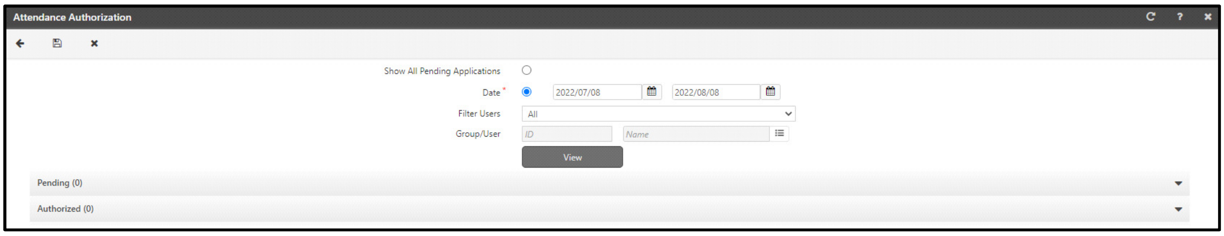
To view and authorize daily attendance of reporting group members,

Login to **ESS > Approval/Authorization > Attendance Authorization**

The Dashboard shows the number of pending applications which require authorization. Eg: The Attendance of Chirag goes to RIC1: Khushbu and RIC2: Gautam for approval. The RIC1 khushbu can view the pending application as shown below.



Click on **Attendance** and the Attendance Authorization page will opens as follows.



You can either:

- view all the pending applications for Attendance Authorization
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.
  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Authorize** check box of the desired entry.

    To know more refer to "Pending Authorization".

The population on this page depends on the server's database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

- **Date:** Select this option to enable the date filter.Select the start and end dates by clicking the respective date selection buttons. This defines the period for which the authorization status is to be viewed for daily attendance.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group1/2/3 and then click the picklist to select the desired group's ID/Name, to view authorization status of these applications.

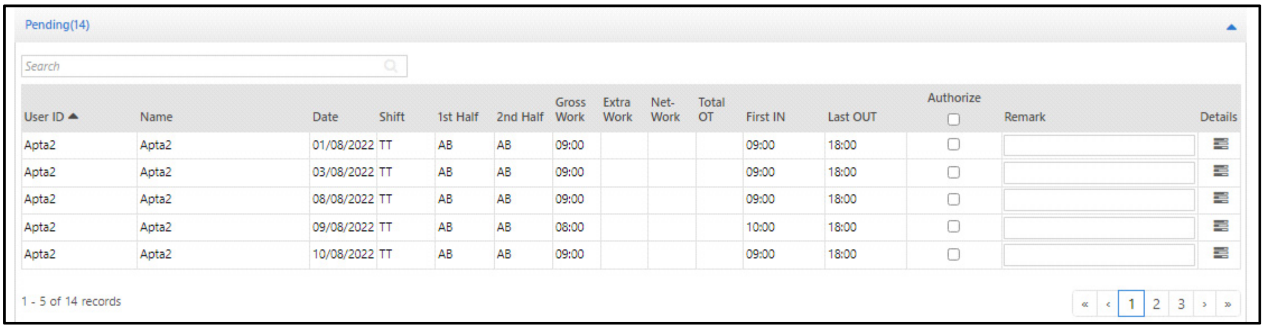
Click the **View** button to view all pending and authorized attendance records of the specified users and their details.

Pending Authorization

Click the **Pending** collapsible panel.

The **Pending** section lists all users for whom daily attendance are pending for authorization.

The punches of the user will be marked “AB” (absent) if they are unauthorized. Select the check box corresponding to user whose daily attendance is to be authorized.



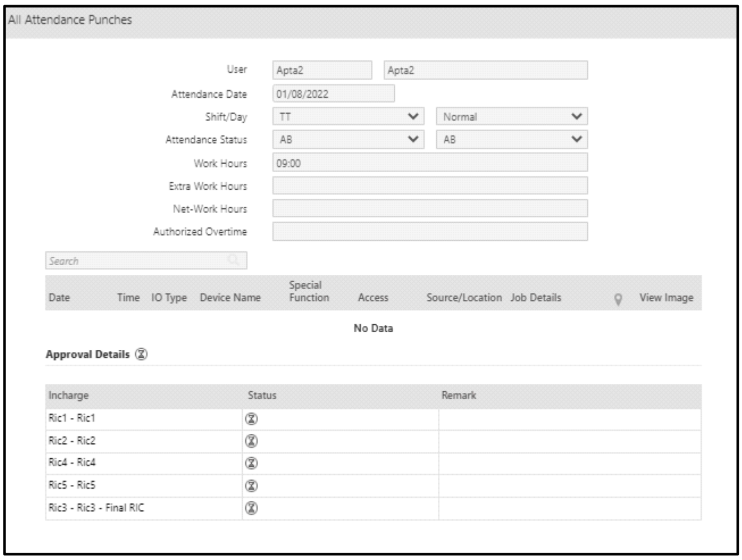
When any application is in the Pending state it can be authorized by the Admin or RIC.

- To approve applications selectively, click the **Authorize** check box against the user.
- To approve all the applications simultaneously, click the **Authorize** check box in the header column.

Once the Admin / RIC approves the application, the record will be moved from the **Pending** section to the **Authorized** section respectively.

The default **Remark** for the Authorized application will appear in the Authorized field. You can enter any customized Remark while authorizing the application.

Click the **Details** icon to view the attendance details of the corresponding user.

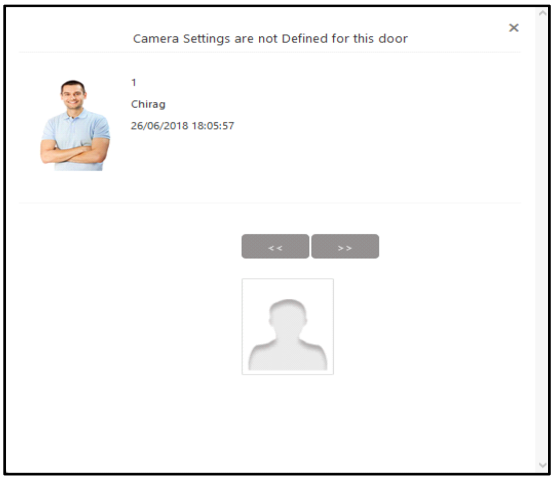


All Attendance Punches window displays the user’s attendance and overtime details.

Click the button to view source location co-ordinate details for an entry or exit event of the user.

If Map is not loaded, then contact your Admin.

If there is a Built-in camera to capture the image of the user while punching on the door; you can view that image by clicking on the **View Image** icon.



If the event is generated by API then there will not be any image popup window on clicking View Image icon.

All Attendance Punches window also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

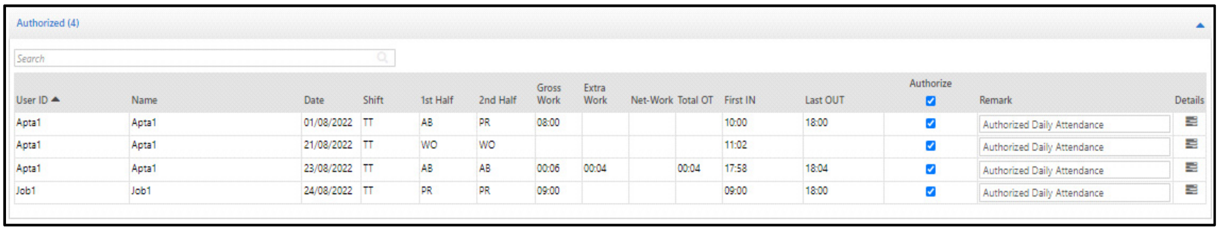
Remark displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Authorized Application

Click the **Authorized** collapsible panel.

This section lists all the daily attendance records that have been authorized. All the authorized records will be marked as "PR" (present).

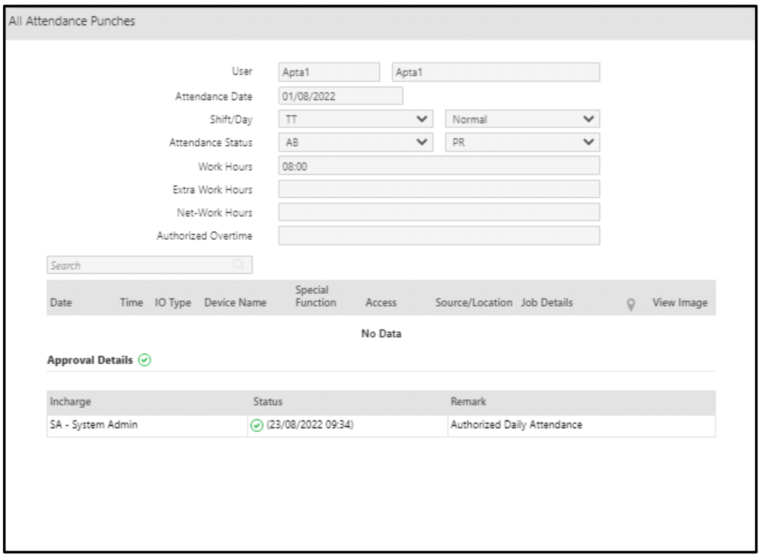


Authorized (4)

Search

User ID	Name	Date	Shift	1st Half	2nd Half	Gross Work	Extra Work	Net-Work	Total OT	First IN	Last OUT	Authorize	Remark	Details
Apta1	Apta1	01/08/2022	TT	AB	PR	08:00				10:00	18:00		Authorized Daily Attendance	
Apta1	Apta1	21/08/2022	TT	WO	WO					11:02			Authorized Daily Attendance	
Apta1	Apta1	23/08/2022	TT	AB	AB	00:06	00:04		00:04	17:58	18:04		Authorized Daily Attendance	
Job1	Job1	24/08/2022	TT	PR	PR	09:00				09:00	18:00		Authorized Daily Attendance	

Click the **Details** icon to view the attendance details of the corresponding user.

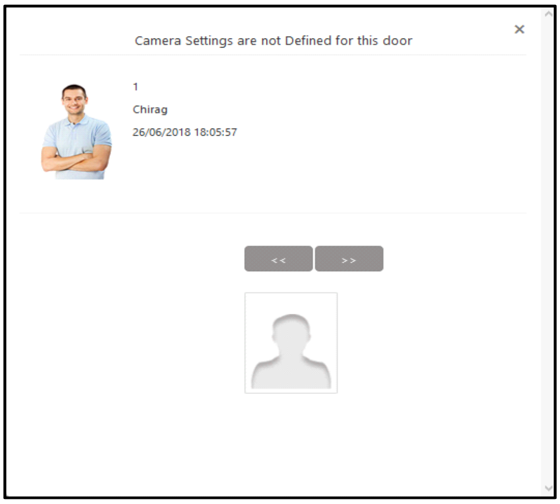


All Attendance Punches window displays the user's attendance and overtime details.

Click the button to view source location co-ordinate details for an entry or exit event of the user.

If Map is not loaded, then contact your Admin.

If there is a Built-in camera to capture the image of the user while punching on the door; you can view that image by clicking on the **View Image** icon.



If the event is generated by API then there will not be any image popup window on clicking View Image icon.

All Attendance Punches window also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin / RIC / System.

Click **Save** to save the authorization.

The attendance status ("AB", "PR" etc.) after attendance is authorized, will depend on criteria such as shift timings, work hours etc. for the respective employee. For e.g. if punches do not match with assigned shift timings, user will be marked "AB".

Short Leave/Official IN-OUT Authorization

This option enables a Reporting In-charge to authorize all *Short Leave/Official IN-OUT* requests from ESS users who have punched IN late or punched OUT early for a particular day as per the scheduled shift timings. The ESS users can request the Late-IN or Early-OUT events to be authorized as either a Short Leave, if allowed by HR policy, or as official entry or exit events.

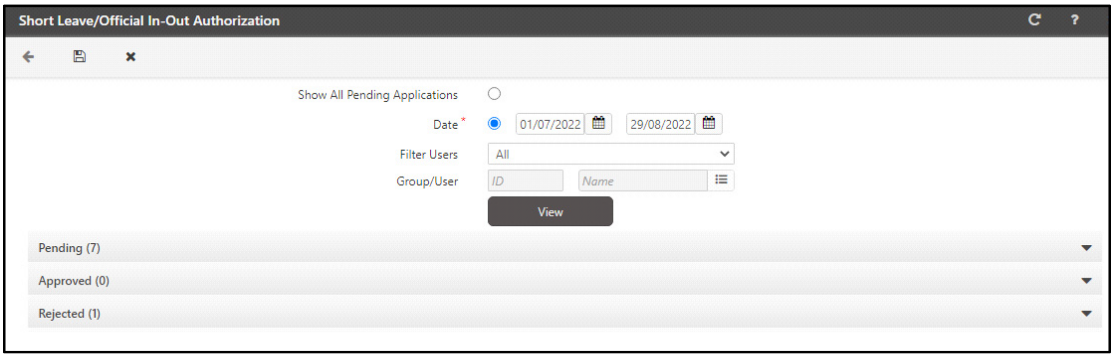
The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

To activate authorization rights for Short Leave/Official IN-OUT of your reporting group members you need to activate following feature from the path given below:
*Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Short Leave/ Official IN-OUT Authorization** feature for the selected group member.*

If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

To do this, Login to ESS. Select **Approval/Authorization > Short Leave/Official IN-OUT Authorization**.

The **Short Leave/Official IN-OUT Authorization** page opens as follows:



You can either:
- view all the pending applications for Short Leave/Official IN-OUT Authorization
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.
  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Approve** check box of the desired entry.

    To reject the application, select the **Reject** check box of the desired entry.

    To know more, refer to “Pending Authorization”.

The population on this page depends on the server's database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

- **Date:** Select this option to enable the date filter.Select the start and end date as the duration for which the application status of the Short Leave/Official IN-OUT Authorization is to be viewed.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

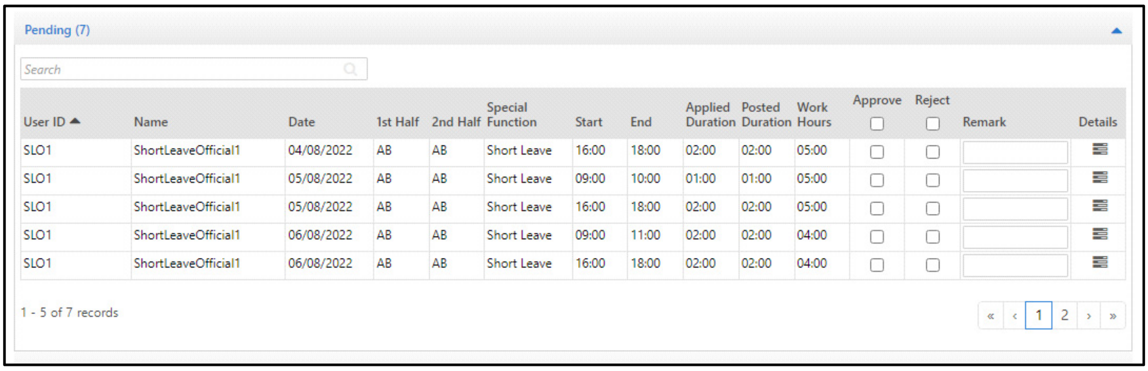
  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group1/2/3 and then click the picklist to select the desired group's ID/Name, to view authorization status of these applications.

Click **View**. The Pending, Approved and Rejected collapsible panels appear.

Pending Authorization

Click the **Pending** collapsible panel.

The **Pending** section lists all users for whom Short Leave/Official IN-OUT requests are pending for authorization.



Pending (7)

Search

User ID	Name	Date	1st Half	2nd Half	Special Function	Start	End	Applied Duration	Posted Duration	Work Hours	Approve	Reject	Remark	Details
SLO1	ShortLeaveOfficial1	04/08/2022	AB	AB	Short Leave	16:00	18:00	02:00	02:00	05:00				
SLO1	ShortLeaveOfficial1	05/08/2022	AB	AB	Short Leave	09:00	10:00	01:00	01:00	05:00				
SLO1	ShortLeaveOfficial1	05/08/2022	AB	AB	Short Leave	16:00	18:00	02:00	02:00	05:00				
SLO1	ShortLeaveOfficial1	06/08/2022	AB	AB	Short Leave	09:00	11:00	02:00	02:00	04:00				
SLO1	ShortLeaveOfficial1	06/08/2022	AB	AB	Short Leave	16:00	18:00	02:00	02:00	04:00				

1 - 5 of 7 records « ‹ 1 2 › »

When any application is in the Pending state it can be authorized by the Admin or RIC.

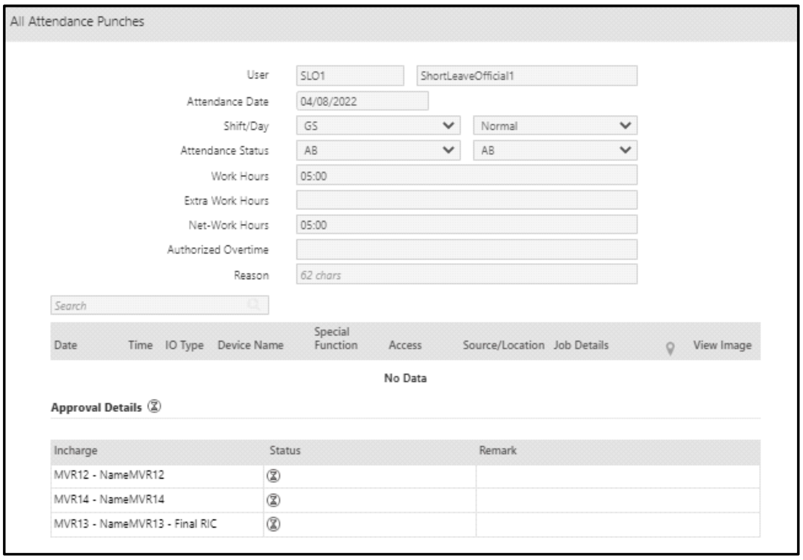
- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject check box in the header column.

Once the Admin / RIC approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter any customized Remark while approving/rejecting the application.

Click the **Details** icon to view the attendance details of the corresponding user.

All Attendance Punches window appears as shown below:

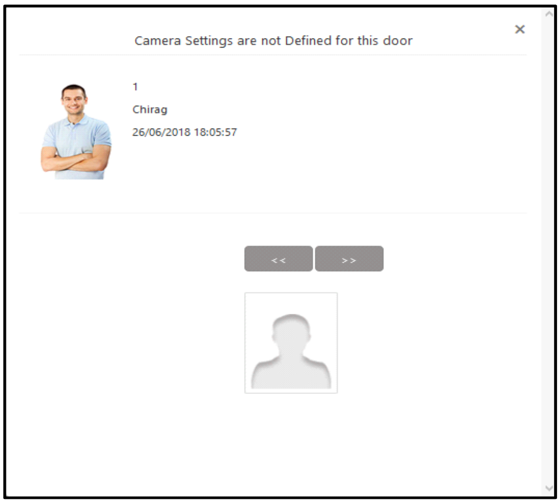


All Attendance Punches window displays the user's attendance and overtime details.

Click the button to view source location co-ordinate details for an entry or exit event of the user.

If Map is not loaded, then contact your Admin.

If there is a Built-in camera to capture the image of the user while punching on the door; you can view that image by clicking on the **View Image** icon.



If the event is generated by API then there will not be any image popup window on clicking View Image icon.

All Attendance Punches window also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

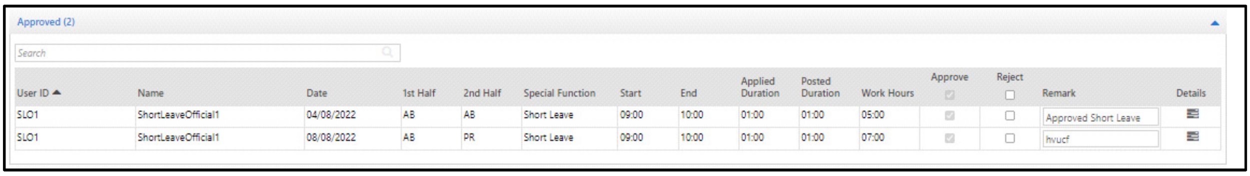
Remark displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Approved Short Leave/Official IN-OUT

Click the **Approved** collapsible panel.

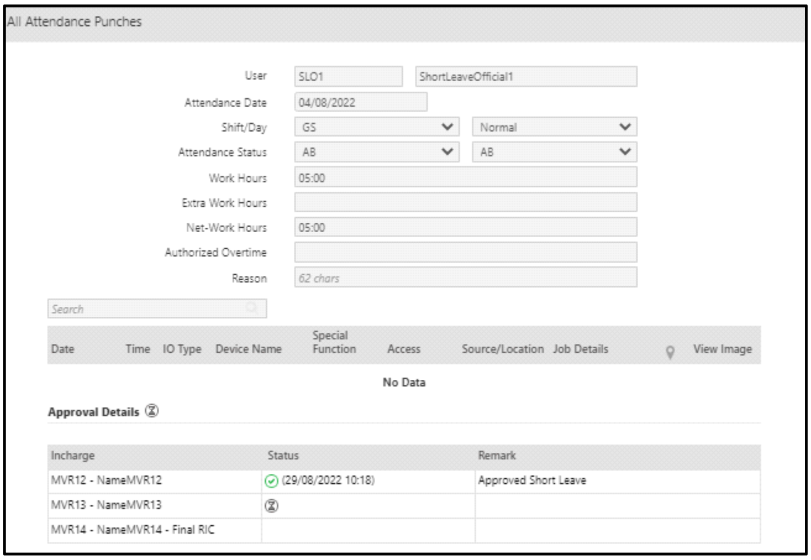
This section lists all short leave/official IN-OUT requests that have been approved. The following screen is an example of an **Approved** list for Official IN-OUT requests for a specific date range:



To change the authorization verdict of any application, select **Reject** check box against the corresponding user. Once you reject an approved application, the record will be moved to the **Rejected** section.

Click the **Details** icon to view the attendance details of the corresponding user.

All Attendance Punches window appears as shown below:

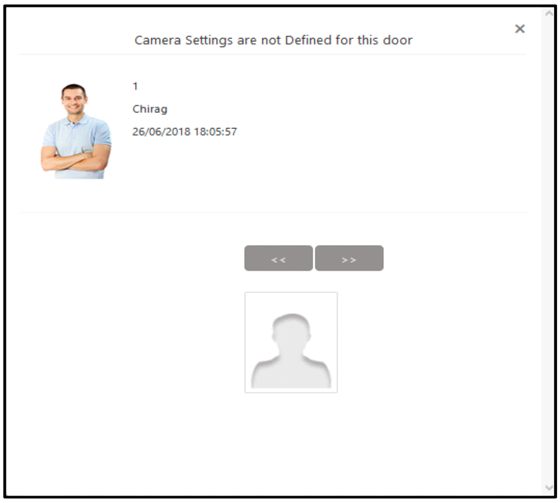


All Attendance Punches window displays the user's attendance and overtime details.

Click the button to view source location co-ordinate details for an entry or exit event of the user.

If Map is not loaded, then contact your Admin.

If there is a Built-in camera to capture the image of the user while punching on the door; you can view that image by clicking on the **View Image** icon.



If the event is generated by API then there will not be any image popup window on clicking View Image icon.

All Attendance Punches window also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

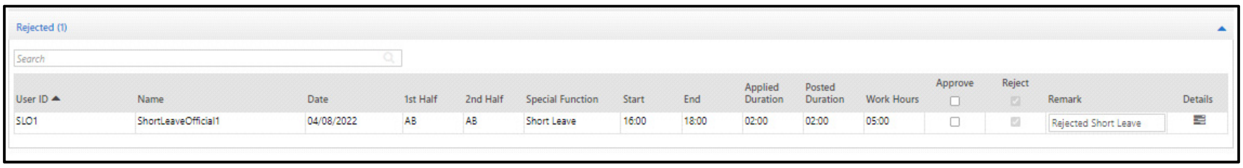
Remark displays the comments provided by the Admin / RIC / System.

Click **Save** to save the authorization.

Rejected Short Leave/Official IN-OUT

Click the **Rejected** collapsible panel.

This section lists all short leave/official IN-OUT requests that have been rejected. The following screen is an example of an **Rejected** list for Official IN-OUT requests for a specific date range:


Rejected (1)

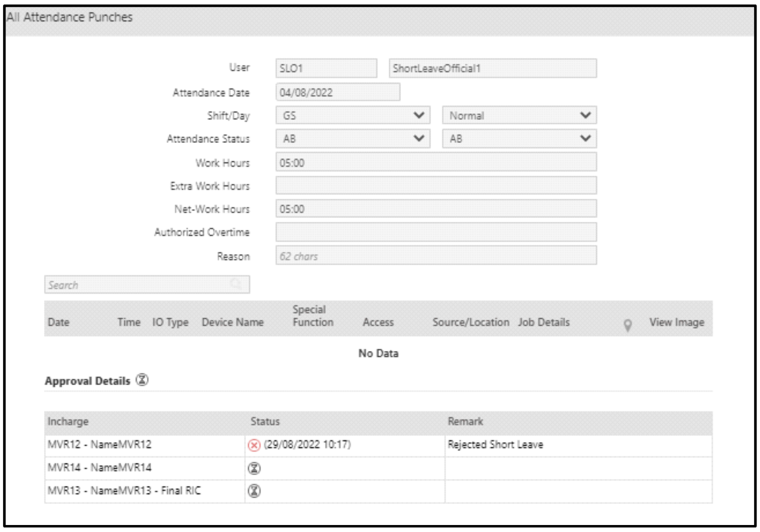
Search

User ID	Name	Date	1st Half	2nd Half	Special Function	Start	End	Applied Duration	Posted Duration	Work Hours	Approve	Reject	Remark	Details
SLO1	ShortLeaveOfficial1	04/08/2022	AB	AB	Short Leave	16:00	18:00	02:00	02:00	05:00			Rejected Short Leave	

To change the authorization verdict of any application, select **Approve** check box against the corresponding user. Once you approve a rejected application, the record will be moved to the **Approved** section.

Click the **Details** icon to view the attendance details of the corresponding user.

All Attendance Punches window appears as shown below:

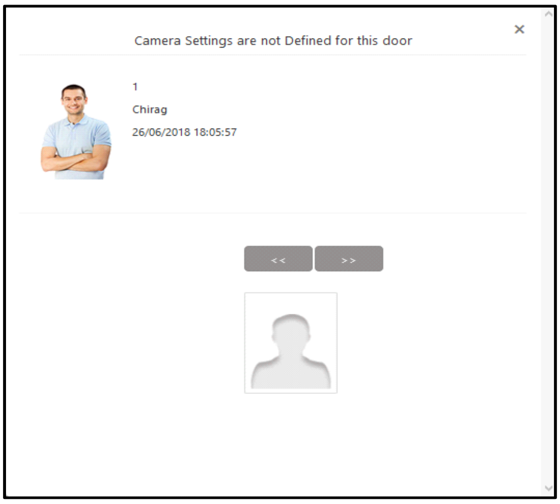


All Attendance Punches window displays the user's attendance and overtime details.

Click the button to view source location co-ordinate details for an entry or exit event of the user.

If Map is not loaded, then contact your Admin.

If there is a Built-in camera to capture the image of the user while punching on the door; you can view that image by clicking on the **View Image** icon.



If the event is generated by API then there will not be any image popup window on clicking View Image icon.

All Attendance Punches window also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups.

Remarks displays the comments provided by the Admin / RIC / System.

Click **Save** button to save the changes.

Overtime/C-OFF Authorization

This option enables a Reporting In-charge to authorize the conversion of an employee's extra work hours into Overtime or C-OFF hours. Extra hours authorized using this option can only be considered for overtime payment or C-OFF hours compensation.

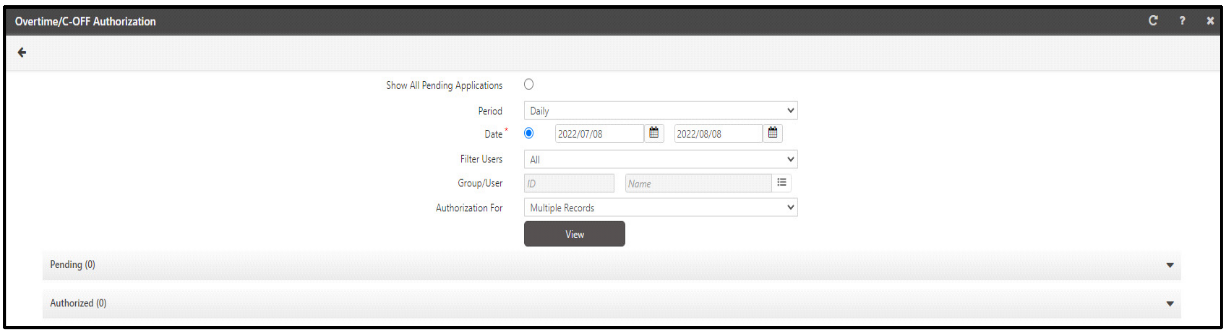
The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

To activate authorization rights for Overtime/C-OFF of your reporting group members you need to activate following feature from the path given below:
*Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Overtime/C-OFF Authorization** feature for the selected group member.*

If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

To authorize OT/C-OFF for an employee, Login to **ESS > Approval/Authorization > Overtime/C-OFF Authorization.**

The **Overtime/C-OFF Authorization** page opens as follows:



You can either:
- view all the pending applications for Overtime/C-Off Authorization
- set the filters — Date, Filter Users, Authorization For — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.
  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To know more, refer to "Pending Overtime/C-OFF".

The population on this page depends on the server's database. It might take time to load all pending applications.

Applications according to Set Filters

- **Date/Attendance Period:** Select this option to enable the date filter.

  If you select the Period as Daily, select the start and end dates by clicking the respective date selection buttons.

  If you select the Period as Monthly, select the month and year for monthly period. This defines the period for which authorization status is to be viewed for extra work hours.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group1/2/3 and then click the picklist to select the desired group's ID/Name, to view authorization status of these applications.

- **Authorization For**: Select the option as Single Record to authorize single/ individual transaction. Select the option as Multiple Records to authorize multiple transaction records.

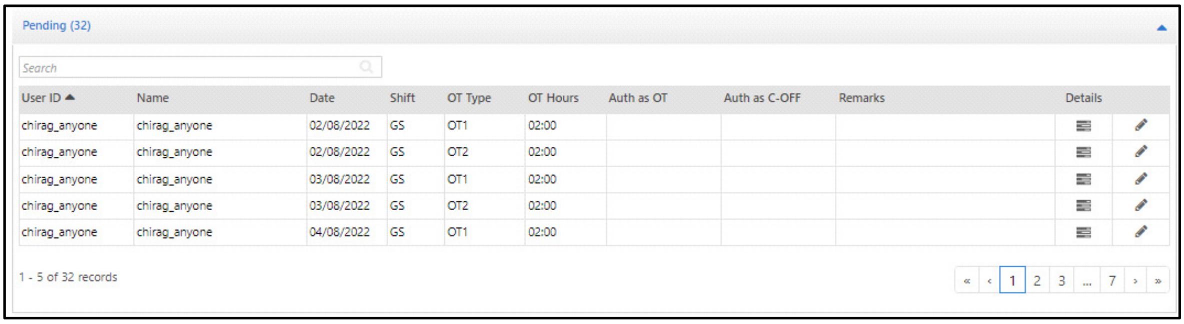
Click the **View** button to view the pending and authorized application with their details.

Pending Overtime/C-OFF

Click the **Pending** collapsible panel.

The **Pending** section lists all users whose extra work hours are pending to be authorized as OT/C-OFF by a Reporting In-Charge. The following example displays pending authorization requests generated for the user.

Single Record Authorization


Pending (32)

Search

User ID	Name	Date	Shift	OT Type	OT Hours	Auth as OT	Auth as C-OFF	Remarks	Details	
chirag_anyone	chirag_anyone	02/08/2022	GS	OT1	02:00					
chirag_anyone	chirag_anyone	02/08/2022	GS	OT2	02:00					
chirag_anyone	chirag_anyone	03/08/2022	GS	OT1	02:00					
chirag_anyone	chirag_anyone	03/08/2022	GS	OT2	02:00					
chirag_anyone	chirag_anyone	04/08/2022	GS	OT1	02:00					

1 - 5 of 32 records

« ‹ 1 2 3 ... 7 › »

Select a record of user from the Pending list which is to be authorized as shown above.

You can authorize the **Overtime hours, C-OFF hours** or both as required. Enter the number of hours to be authorized as shown below. Here 30 minutes is authorized for OT and 1 hour is authorized for C-OFF.

Pending (40)

Search

User ID	Name	Date	Shift	OT Type	OT Hours	Auth as OT	Auth as C-OFF	Remarks	Details	
chirag_anyone	chirag_anyone	02/08/2022	GS	OT1	02:00	000 : 30	001 : 00	Authorized Overtime/C-OFF		
chirag_anyone	chirag_anyone	02/08/2022	GS	OT2	02:00					
chirag_anyone	chirag_anyone	03/08/2022	GS	OT1	02:00					
chirag_anyone	chirag_anyone	03/08/2022	GS	OT2	02:00					
chirag_anyone	chirag_anyone	04/08/2022	GS	OT1	02:00					

1 - 5 of 40 records « ‹ 1 2 3 ... 8 › »

You must add a **Remark** while authorization.

Then click **Save** button to save the authorization.

The OT/C-OFF Eligibility is configured from User Configuration> T&A> Attendance. The C-OFF hours can be authorized in multiple of specified value in C-OFF Policy.

The authorized overtime hours will be displayed in the grid as shown below.

Authorized (41)

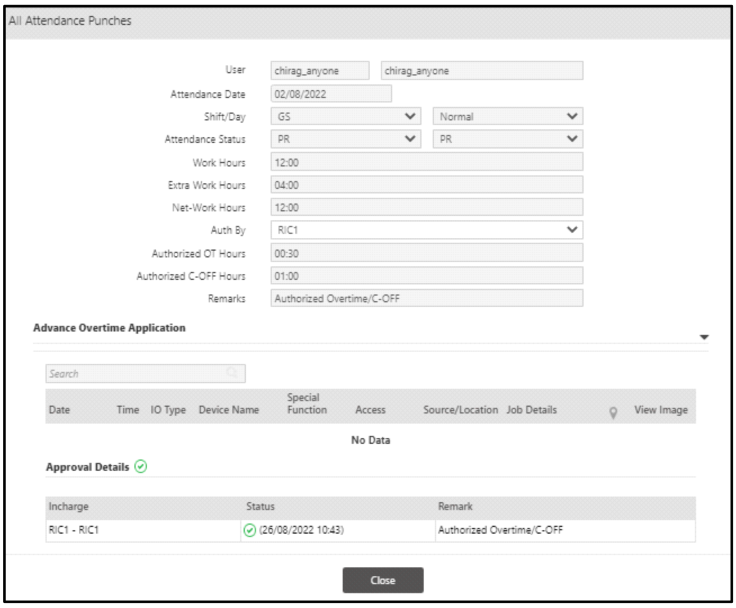
Search

User ID	Name	Date	Shift	OT Type	OT Hours	Auth as OT	Auth OT Date	Auth as C-OFF	Auth C-OFF Date	Auth By	Remarks	Details	
chirag_anyone	chirag_anyone	01/08/2022	GS	OT1	02:00	02:00	25/08/2022	00:00	25/08/2022	RIC1	Authorized Overtime/C-OFF		
chirag_anyone	chirag_anyone	01/08/2022	GS	OT2	02:00	02:00	25/08/2022	00:00	25/08/2022	RIC2	Authorized Overtime/C-OFF		
chirag_anyone	chirag_anyone	02/08/2022	GS	OT1	02:00	00:30	26/08/2022	01:00	26/08/2022	RIC1	Authorized Overtime/C-OFF		
chirag_anyone	chirag_anyone	06/08/2022	GS	OT1	02:00	00:00	25/08/2022	02:00	25/08/2022	SA	Authorized Overtime/C-OFF		
chirag_anyone	chirag_anyone	06/08/2022	GS	OT2	02:00	00:00	25/08/2022	02:00	25/08/2022	SA	Authorized Overtime/C-OFF		

1 - 5 of 41 records « ‹ 1 2 3 ... 9 › »

Click the **Details** icon corresponding to the user, to view the detailed attendance record as well as the Advance Overtime Application and its status.

The **All Attendance Punches** window appears as shown below.

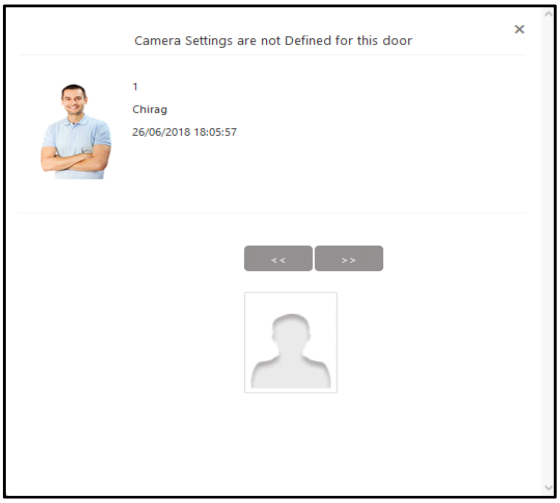


All Attendance Punches window displays the user's attendance and overtime details.

Click the button to view source location co-ordinate details for an entry or exit event of the user.

If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

If there is a Built-in camera to capture the image of the user while punching on the door; you can view that image by clicking on the **View Image** icon.



If the event is generated by API then there will not be any image popup window on clicking View Image icon.

All Attendance Punches window also displays the status of the user's application under **Approval Details.** The application's status is displayed in the **Status** column.

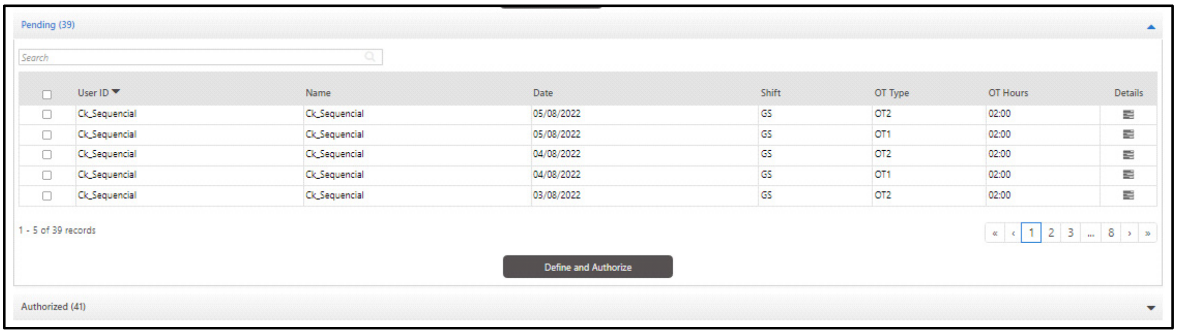
System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Multiple Record Authorization

If you want to authorize multiple records at a time then select Multiple Records in “Authorization For” and click View. The page appears as shown below.

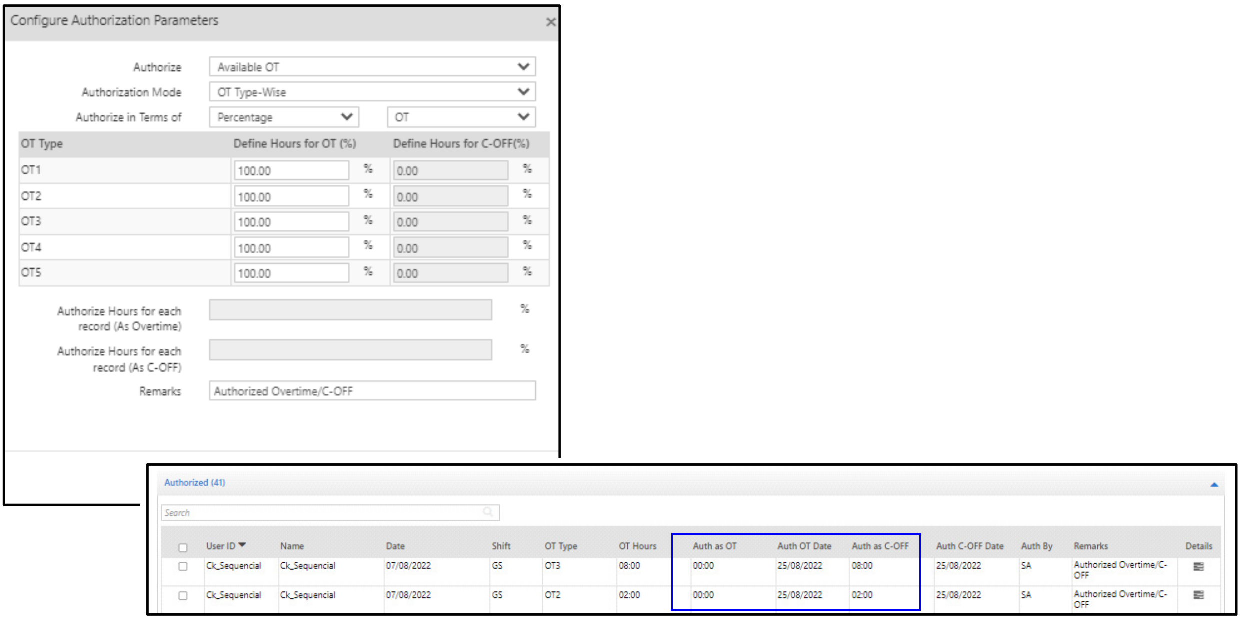


Now select the check boxes for the overtime record to be authorized. For eg: Here OT3 on 25th and 26th August is to be authorized for 1 hour.

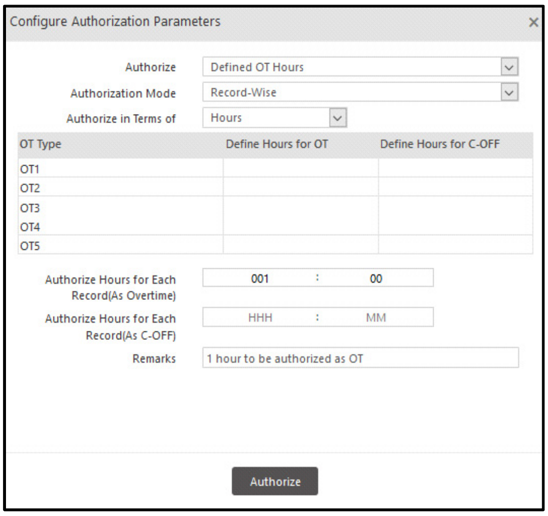
Click **Define and Authorize** button. The **Configure Authorization Parameters** window appears. You can authorize OT for multiple records in following ways:

Authorize: You can select the option as **Available OT** or **Defined OT hours** for **OT Type-Wise** or **Record Wise** option.

- Select the option as **Available OT** to authorize the respective available overtime hours for the selected records.



- Select the option as **Defined OT hours** to define a value of hours to be authorized for selected records.



Authorization Mode: Select the mode as **OT-Type Wise** to authorize hours separately for each OT or **Record-Wise** to authorize hours for the selected records.

Available OT

In the option **"OT Type-Wise"** you can authorize hours based on the OT type (OT1, OT2,...OT5) for the selected records.

- **Authorize in Terms of:** Select the option as **Hours** or **Percentage** of OT/C-OFF based on which number of hours or percentage of hours is to be authorized as Overtime or C-OFF.
    - **Hours:** Enter the number of hours to be assigned as overtime for OT1, OT2...OT5. The remaining hours from the available overtime will be assigned to the C-OFF hours.
    - **Percentage**: Enter the percentage value to calculate OT1, OT2...OT5 as percentage of available overtime hours. Based on entered OT percentage, C-OFF percentage will appear. For eg: If OT1 is set to 40% of OT then C-OFF will be calculated as 60% of OT.

In the option **"Record-Wise"** you can authorize hours for OT and C-OFF for each records.

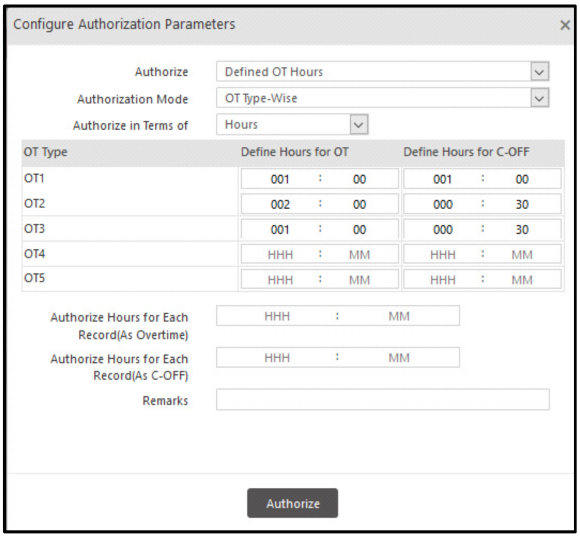
- **Authorize in Terms of:** Select the option as **Hours** or **Percentage** of OT/C-OFF based on which number of hours or percentage of hours is to be authorized as Overtime or C-OFF.
    - **Hours:** When Hours of OT or Hours of C-OFF is selected then enter the number of hours in the field **Authorize Hours for Each Record (As Overtime)** or **Authorize Hours for Each Record (As C-OFF)** depending on the selection. For eg: If available OT hrs is 2 hrs and Authorize hours for each record (As Overtime) is entered as 1:00 hr then remaining 1 hr is given to C-OFF.
    - **Percentage:** When Percentage of OT or Percentage of C-OFF is selected then enter the percentage in the field Authorize Hours for Each Record (As Overtime) or Authorize Hours for Each Record (As C-OFF) depending on the selection. For eg: If Authorize hours for each record (As Overtime) is entered as 40% then remaining 60% is given to C-OFF.

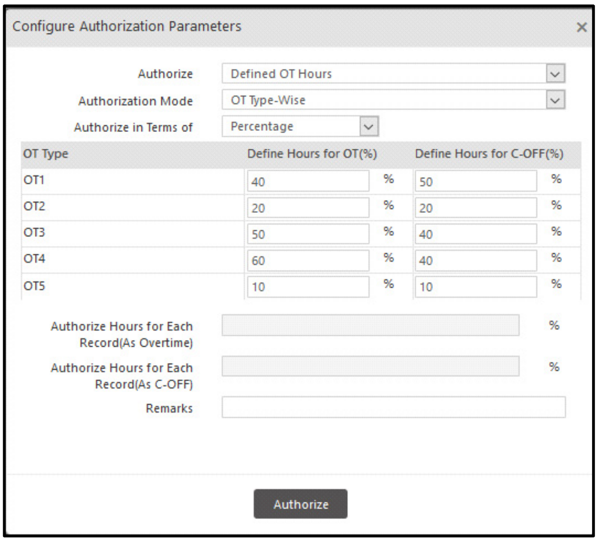
Defined OT Hours

In the option **“OT Type-Wise”** you can authorize hours based on the OT type (OT1, OT2,...OT5) for the selected records.

- **Authorize in Terms of:** Select the option as **Hours** or **Percentage** based on which number of hours or percentage of hours is to be authorized as Overtime or C-OFF.

  - **Hours:** Enter the number of hours to be assigned as overtime and or C-OFF for OT1, OT2...OT5.
  - **Percentage**: Enter the percentage value for overtime and C-OFF to calculate OT1, OT2...OT5.



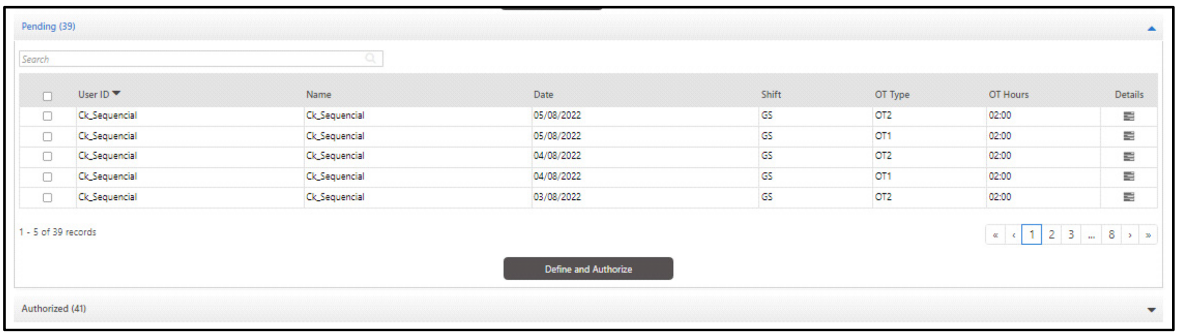


In the option **“Record-Wise”** you can authorize hours for OT and C-OFF for each records.

- **Authorize in Terms of:** Select the option as **Hours** or **Percentage** based on which number of hours or percentage of hours is to be authorized as Overtime or C-OFF.

  - **Hours:** When Hours is selected then enter the number of hours in the field **Authorize Hours for Each Record (As Overtime)** and or **Authorize Hours for Each Record (As C-OFF).**
  - **Percentage**: Enter the percentage value in the field **Authorize Hours for Each Record (As Overtime)** and or **Authorize Hours for Each Record (As C-OFF).**

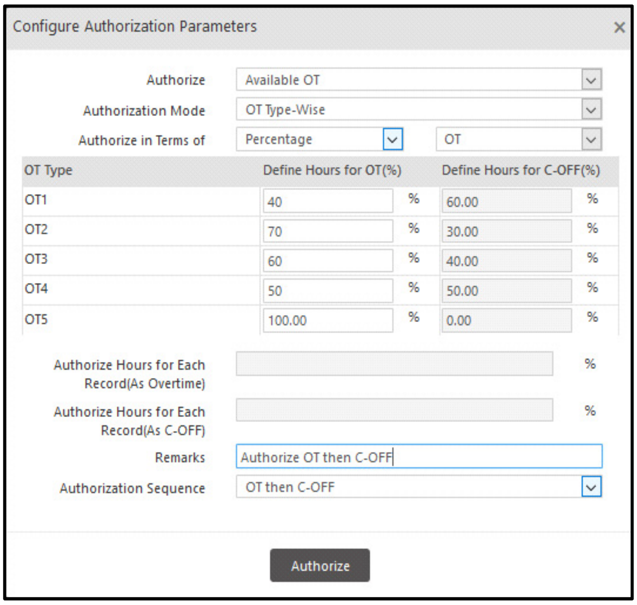
Authorizing Monthly Records

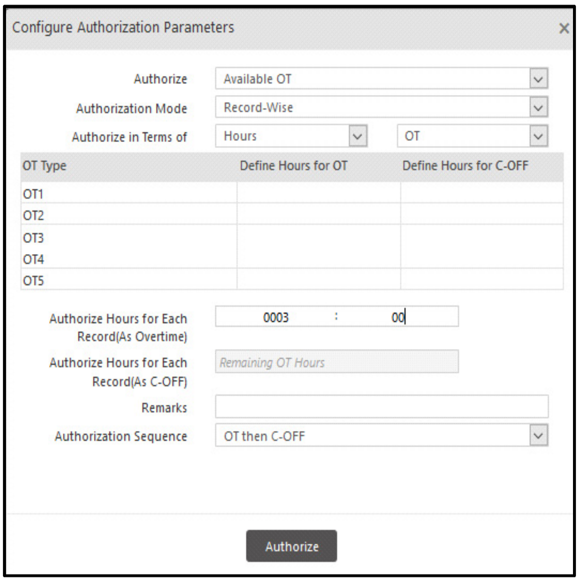


After selecting the records, click on **Define and Authorize.** The **Configure Authorization Parameters** page appears as shown below.

Configure the below parameters as described before.

You can select the Authorization Sequence from the options of **OT then C-OFF** and **C-OFF then OT**.



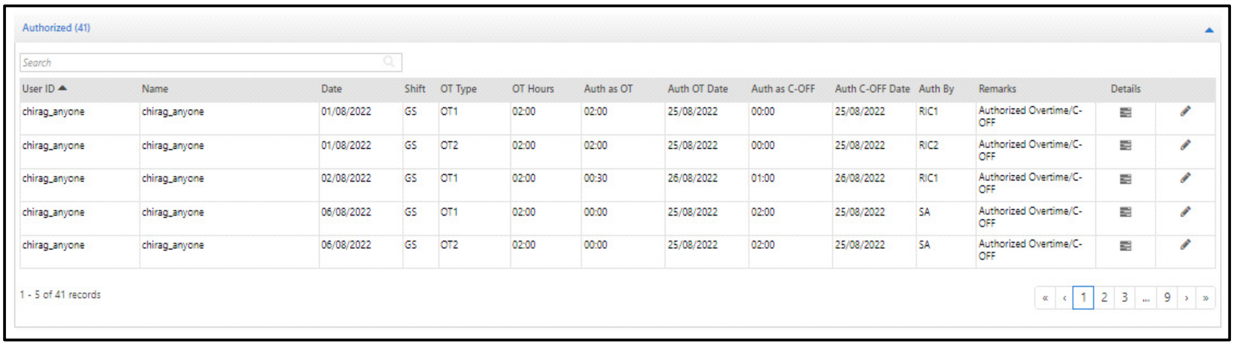


In above example 3 hr is to be given as OT for each record then remaining hours will be given to C-OFF. The authorized records will be shown in Authorized section.

Authorized Overtime/C-OFF

Click the **Authorized** collapsible panel.

This section lists all the OT/C-OFF Authorizations for the selected user or user groups for the specified time period.



Authorized (41)

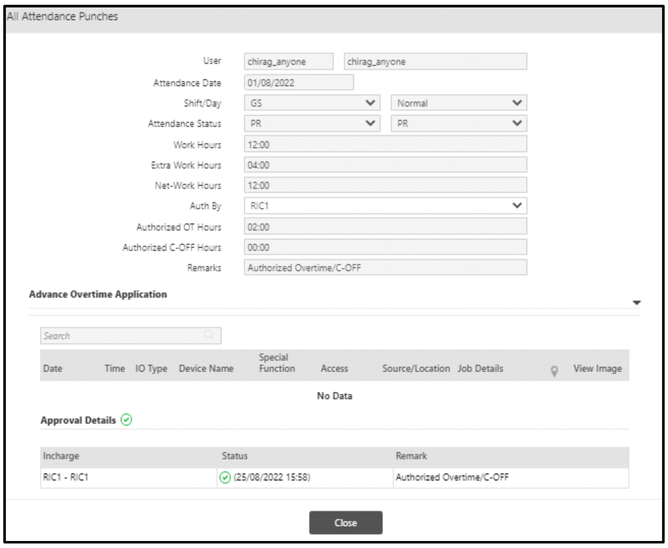
User ID	Name	Date	Shift	OT Type	OT Hours	Auth as OT	Auth OT Date	Auth as C-OFF	Auth C-OFF Date	Auth By	Remarks	Details	
chirag_anyone	chirag_anyone	01/08/2022	GS	OT1	02:00	02:00	25/08/2022	00:00	25/08/2022	RIC1	Authorized Overtime/C-OFF		
chirag_anyone	chirag_anyone	01/08/2022	GS	OT2	02:00	02:00	25/08/2022	00:00	25/08/2022	RIC2	Authorized Overtime/C-OFF		
chirag_anyone	chirag_anyone	02/08/2022	GS	OT1	02:00	00:30	26/08/2022	01:00	26/08/2022	RIC1	Authorized Overtime/C-OFF		
chirag_anyone	chirag_anyone	06/08/2022	GS	OT1	02:00	00:00	25/08/2022	02:00	25/08/2022	SA	Authorized Overtime/C-OFF		
chirag_anyone	chirag_anyone	06/08/2022	GS	OT2	02:00	00:00	25/08/2022	02:00	25/08/2022	SA	Authorized Overtime/C-OFF		

1 - 5 of 41 records

Click on **Edit** to edit the Authorized OT, C-OFF Hours and the Remarks. Then click **OK** to save or **Cancel** to discard the changes.

Click the **Details** icon to view the attendance details of the corresponding user.

All Attendance Punches window appears as shown below:

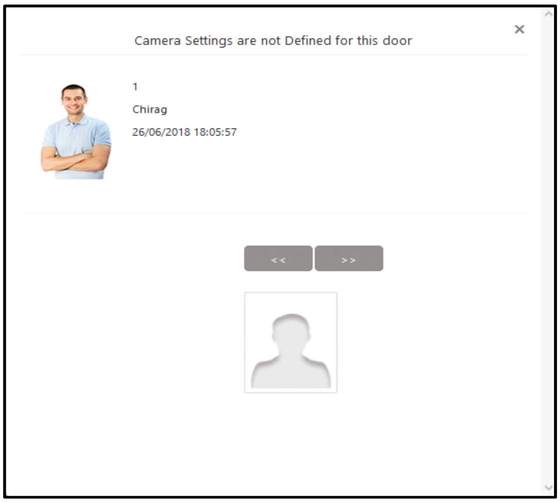


All Attendance Punches window displays the user's attendance and overtime details.

Click the button to view source location co-ordinate details for an entry or exit event of the user.

If Map is not loaded; check the network connection of your PC or check the value of Google API Key from Admin Module > System Configuration > Global Policy > Basic tab.

If there is a Built-in camera to capture the image of the user while punching on the door; you can view that image by clicking on the **View Image** icon.



If the event is generated by API then there will not be any image popup window on clicking View Image icon.

All Attendance Punches window also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin / RIC / System.

Click **Save** to save the authorization.

Multiple Authorization Mode

The logged-in RIC can view the data of OT/COFF applications for only specific dates (from which he was assigned as an RIC of selected user) and the Monthly data for that user will also be accordance with the same. The distribution of OT/COFF hours will also be in accordance with the dates i.e., distribution of hours should start from the dates from which the logged-in RIC was appointed as RIC of the user.

Example: Suppose a user has Authorization Mode as **Any One**. Reporting Group RG1 is assigned from 1-7-18 to 5-7-18. Then on 6-7-18; Reporting group is changed to RG2 from 6-7-18 to 31-7-18.

Reporting Group RG1	RIC1- 101	RIC2- 102
Reporting Group RG2	RIC2- 201	RIC2- 202

The In-charges of RG1 can authorize the applications uptill 5-7-18 i.e till RG1 is assigned to user. If there are any pending applications for authorization after the reporting group is changed; then those applications will be visible to In-charges of RG2.

The Reporting In-charge RIC-1- 101 authorizes OT2- 6 hrs and C-OFF-1hr from the generated overtime. The pending OT1 hrs will be visible to RG2 in-charges as the reporting group is changed.

Attendance Date	**Generated OT**			**RG1 (101/102 can authorize)**		**RG2 (201/202 can authorize)**	
	Total OT	**OT1**	**OT2**	**Auth OT Hrs**	**Auth C-OFF Hrs**	**Auth OT Hrs**	**Auth C-OFF Hrs**
2-7-18	03:00	01:00	02:00	02:00	00:00		
3-7-18	02:00	00:30	01:30	01:30	00:00		
4-7-18	04:00	01:00	03:00	03:00	00:30		
5-7-18	01:00		01:00	01:00	00:30		
6-7-18	02:30	01:00	01:30			01:30	00:00
9-7-18	03:00	00:30	02:30			02:30	00:00
Remarks				Only OT2 is authorized by user-101		Only OT2 is authorized by user-201	

Now RIC-201 can authorize all the pending applications. Suppose he authorizes OT1- 4:00 hrs and C-OFF-0:00 hrs and Authorization sequence= OT Then C-OFF So it will be distributed from 6-7-18.

Attendance Correction Approval

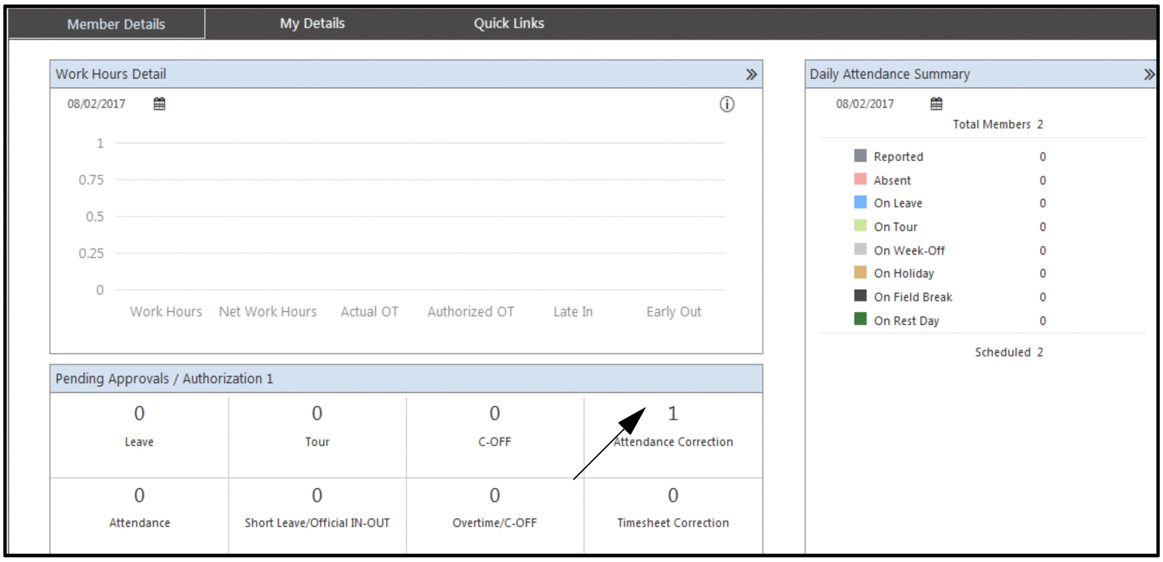
Attendance Correction may be required by an employee in several instances. It may be required to correct a missed or forgotten punch during the course of a working day or to request modification for an entry or exit event posted for a particular day's attendance data. The COSEC Web application allows employees to log in to the ESS module and apply for attendance data corrections.

These attendance correction applications however, must be authorized by the respective Reporting In-charges using their *ESS* account.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

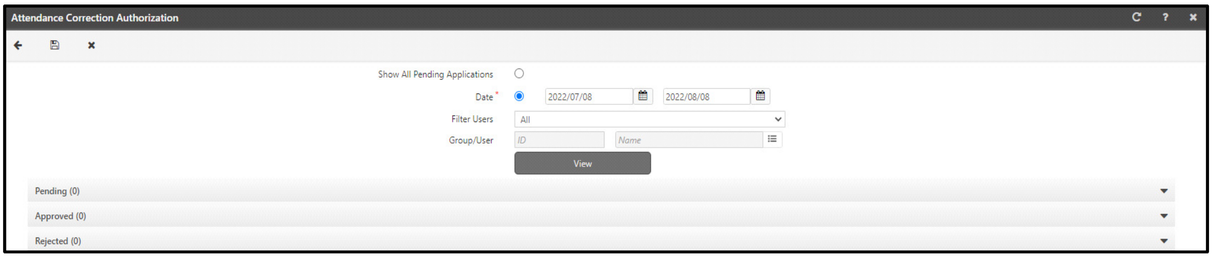
To activate authorization rights for Attendance Correction of your reporting group members you need to activate following feature from the path given below:
*Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Attendance Correction Authorization** feature for the selected group member.*

The dashboard of Reporting In-charge shows the number of Pending Attendance Correction Applications as shown below. Click on the number. The Attendance Correction Authorization page appears from where the Reporting In-charge can authorize the application.



Also you can select **Approval/Authorization > Attendance Correction Approval**.

The **Attendance Correction Authorization** page will appear as follows:



You can either:

- view all the pending applications for Attendance Correction Authorization
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.
  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Approve** check box of the desired entry.

    To reject the application, select the **Reject** check box of the desired entry.

    To know more refer to "Pending Applications".

The population on this page depends on the server's database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

- **Date:** Select this option to enable the date filter.Select the start and end dates by clicking the respective date selection buttons. This defines the period for which Attendance Correction Applications are to be viewed. The end date is by default set to the current date and authorization is not allowed for any later date.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

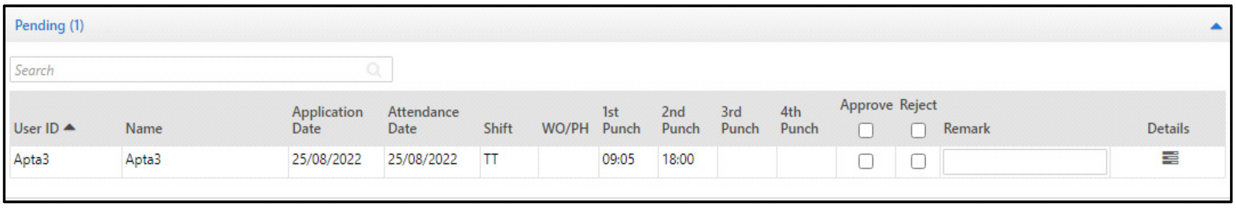
  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group1/2/3 and then click the picklist to select the desired group's ID/Name, to view authorization status of these applications.

Click the **View** button to view all pending, approved and rejected attendance correction applications and their details.

Pending Applications

Click the **Pending** collapsible panel.

The **Pending** section lists all the attendance correction applications from users waiting to be sanctioned by the Reporting In-Charge as shown.



When any application is in the Pending state it can be authorized by the Admin or RIC.

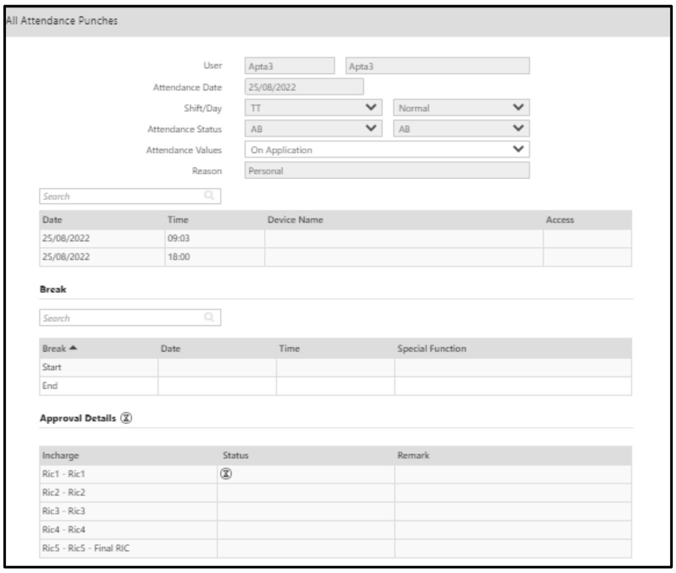
- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject check box in the header column.

Once the Admin approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

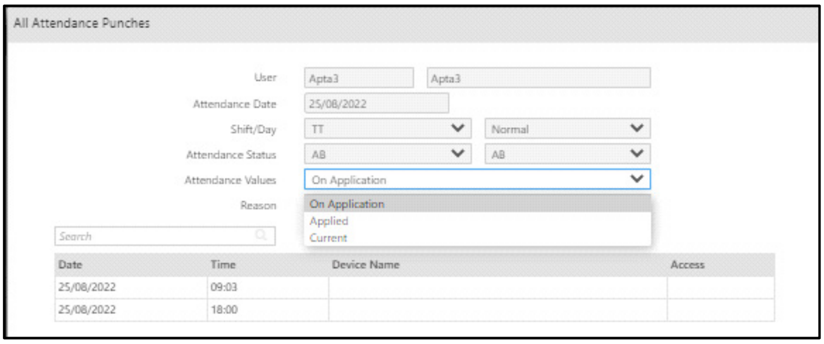
The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter your Remark while approving/rejecting the application.

Click the **Details** icon to view the attendance details of the corresponding user.

All Attendance Punches window appears as shown below:



The **Attendance Values** has the following options:



- **On Application:** Displays punch details at the time of application.
- **Applied:** Displays applied punch values.
- **Current:** Displays current punch values for the selected date.

All Attendance Punches window displays the user's attendance and break details.

It also displays the status of user's attendance correction application under **Approval Details**. When an application is in the Pending state, it can be authorized by the Admin or RIC. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

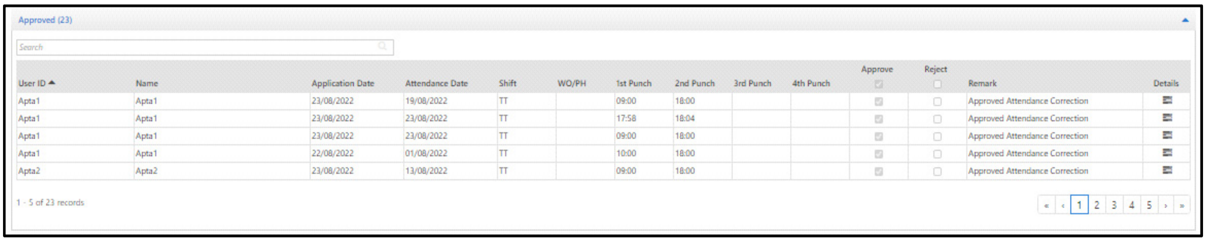
Remarks displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Approved Applications

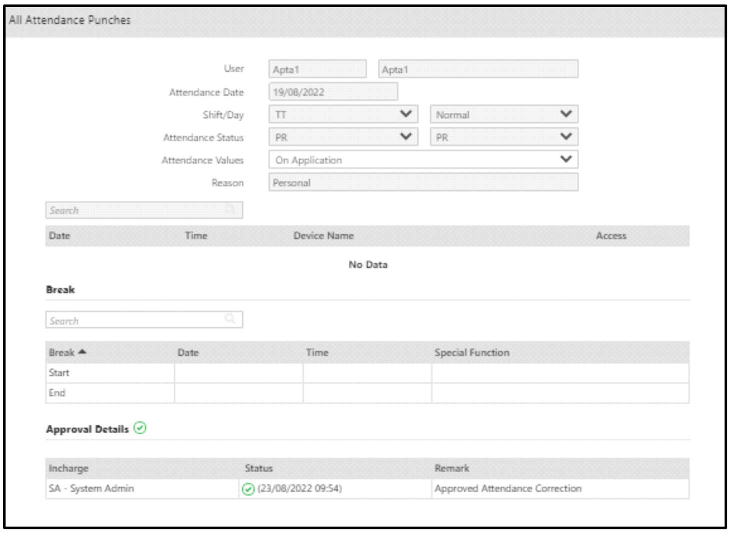
Click the **Approved** collapsible panel.

The **Approved** section displays all the attendance correction applications that have been approved by the reporting group in-charge or the system administrator. The following screen displays the **Approved** section.



Click the **Details** icon to view the attendance details of the corresponding user.

All Attendance Punches window appears as shown below:



All Attendance Punches window displays the user's attendance and break details. It also displays the status of user's application under **Approval Details.**The approved application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

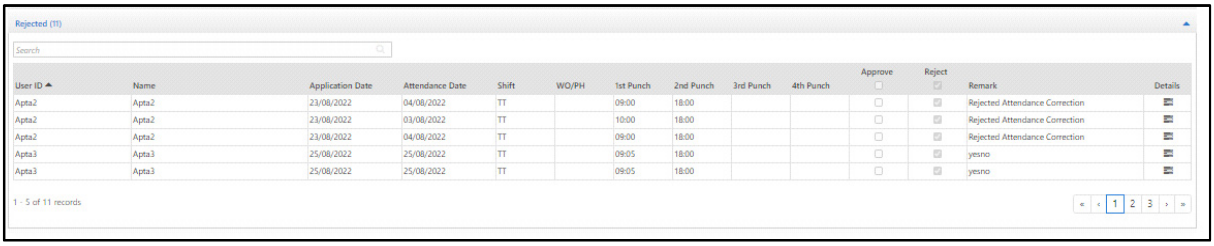
Remarks displays the comments provided by the Admin / RIC / System.

Click **Save** to save the authorization.

Rejected Applications

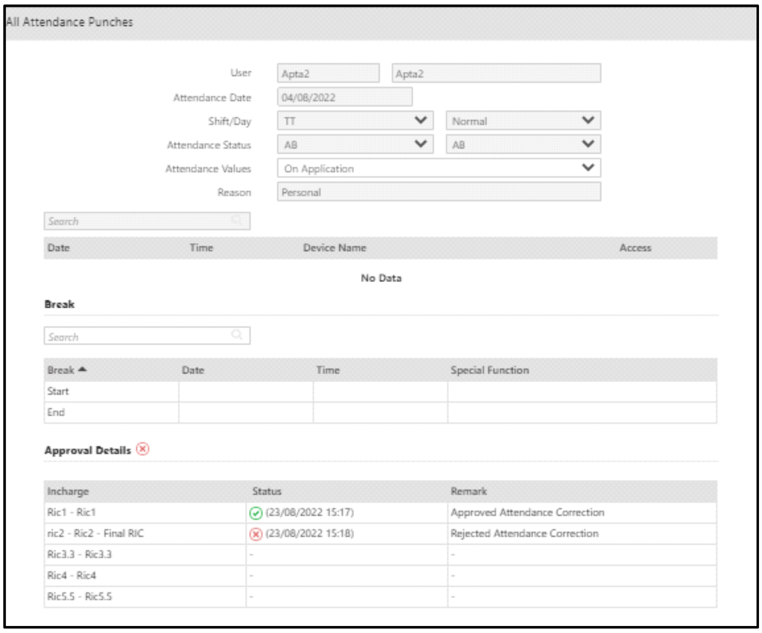
Click the **Rejected** collapsible panel.

This section lists all attendance correction requests that have been rejected. The following screen is an example of an **Rejected** list of attendance correction requests for a specific date range:



Click the **Details** icon to view the attendance details of the corresponding user.

All Attendance Punches window appears as shown below:



All Attendance Punches window displays the user's attendance and break details. It also displays the status of user's attendance correction application under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remarks displays the comments provided by the Admin / RIC / System.

Click **Save** button to save the changes.

Leave Application Approval

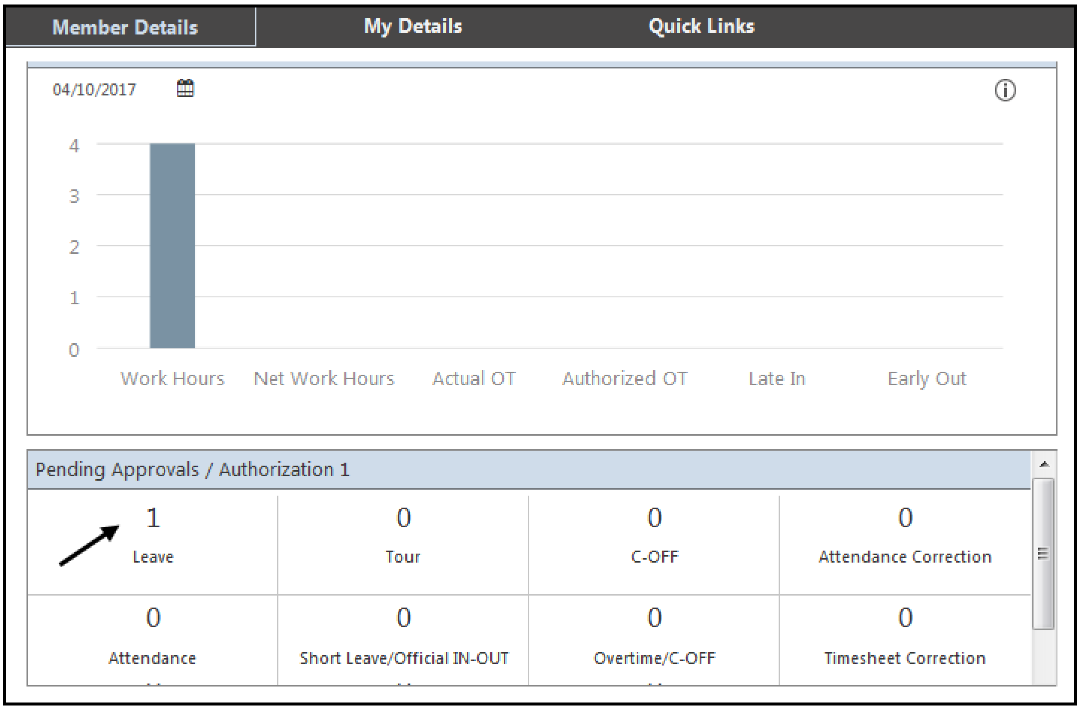
The Reporting In-charge can authorize the leave application done by the members of the reporting group based on the authorization rights defined for the reporting group.

To authorize the leave application, the reporting in-charge must login to **ESS module**.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

To activate authorization rights for Leave Application of your reporting group members you need to activate following feature from the path given below:
*Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Leave Application Authorization** feature for the selected group member.*

The dashboard of Reporting In-charge shows the number of Pending Leave Applications as shown below.
Click on the number. The Leave Application Approval page appears from where the Reporting In-charge can authorize the application.



You can also select **Approval/Authorization > Leave Application Approval** to authorize the application of the member.

You can either:
- view all the pending Leave Approval Applications
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: By default, a Reporting In-charge user can view pending applications for the last one month period.

  However, sometimes members may apply for leaves on future dates. Hence the Reporting In-charge can view all the pending leave applications, including those made for future dates by enabling Show All Pending Applications option.

  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Approve** check box of the desired entry.

    To reject the application, select the **Reject** check box of the desired entry.

    To know more, refer to "Pending Applications".

Applications according to Set Filters

To Set the Filters,

- **Leave Date:** Select and specify the start and end dates using the calendar buttons to define the period for which leave approval status is to be viewed.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

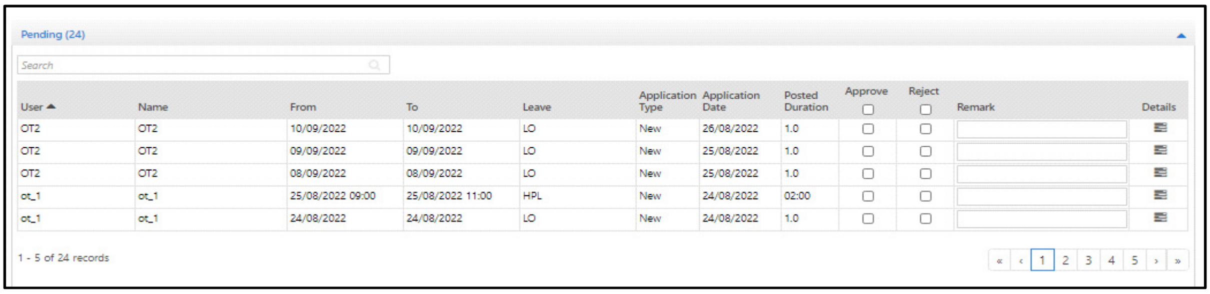
  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group 1,/2/3 and then click the picklist to select the desired group's ID/Name, to view authorization status of these applications.

Click the **View** button and all the pending, approved and rejected leave applications along with their details will be displayed.

Pending Applications

The **Pending** section lists all the leave/cancellation/modification applications pending for authorization by the reporting in-charge or HR administrator as shown below.


Pending (24)

User	Name	From	To	Leave	Application Type	Application Date	Posted Duration	Approve	Reject	Remark	Details
OT2	OT2	10/09/2022	10/09/2022	LO	New	26/08/2022	1.0				
OT2	OT2	09/09/2022	09/09/2022	LO	New	25/08/2022	1.0				
OT2	OT2	08/09/2022	08/09/2022	LO	New	25/08/2022	1.0				
ot_1	ot_1	25/08/2022 09:00	25/08/2022 11:00	HPL	New	24/08/2022	02:00				
ot_1	ot_1	24/08/2022	24/08/2022	LO	New	24/08/2022	1.0				

1 - 5 of 24 records

When any application is in the Pending state it can be authorized by the Admin or RIC.

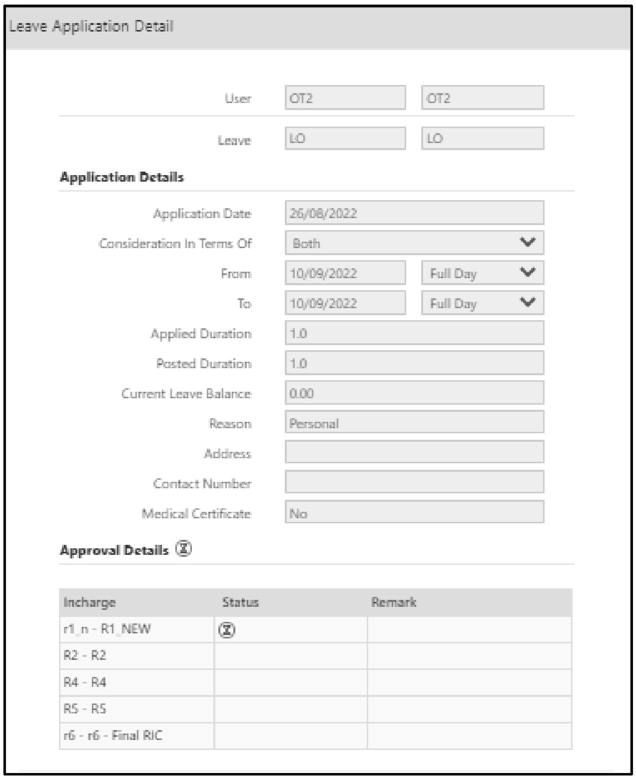
- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject checkbox in the header column.

Once the Admin approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter any customized Remark while authorizing the application.

Click the **Details** icon to view the details of the applied leave.

Leave Application Detail window appears as shown below:



Leave Application Detail window displays the user's application details.

It also displays the status of the user's application under **Approval Details**.The application's status is displayed in the **Status** column.

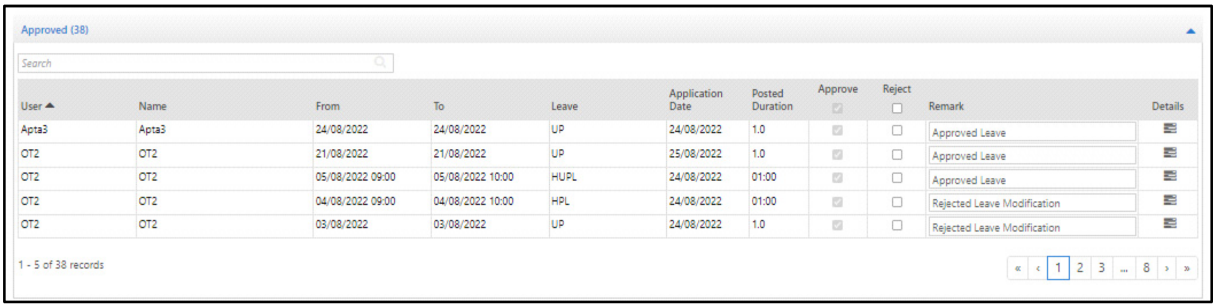
System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Approved Application

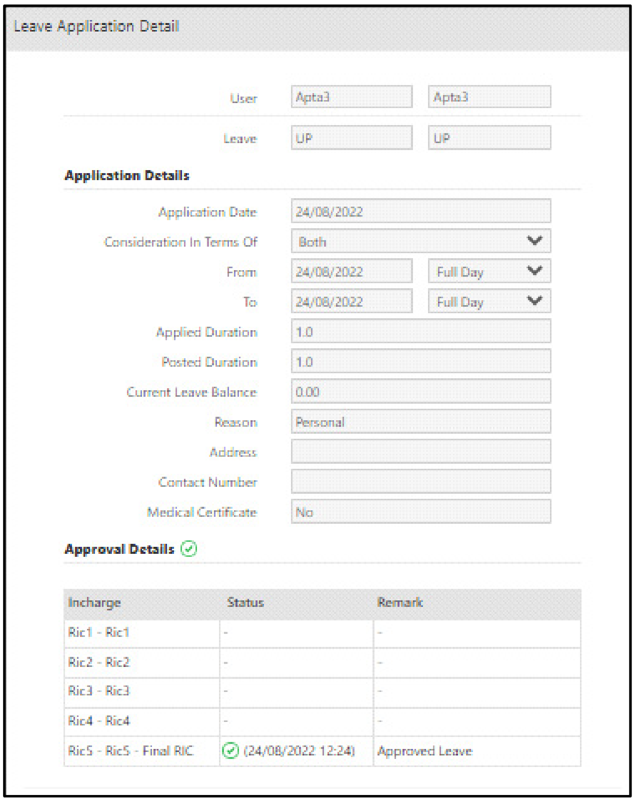
The **Approved** section displays all the leave/cancellation/modification applications that have been approved by the Reporting Group In-charge or the system administrator. Leave applications generated using the **Leave Management** module on COSEC Web will appear in this section by default as they are pre-approved.



To change the authorization verdict of any application, select **Reject** check box against the corresponding user. Once you reject an approved application, the record will be moved to the **Rejected** section.

Click the **Details** icon to view the leave details of the corresponding user.

Leave Application Detail window appears as shown below:



Leave Application Detail window displays the user's application details.

It also displays the status of the user's application under **Approval Details**.The approved application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

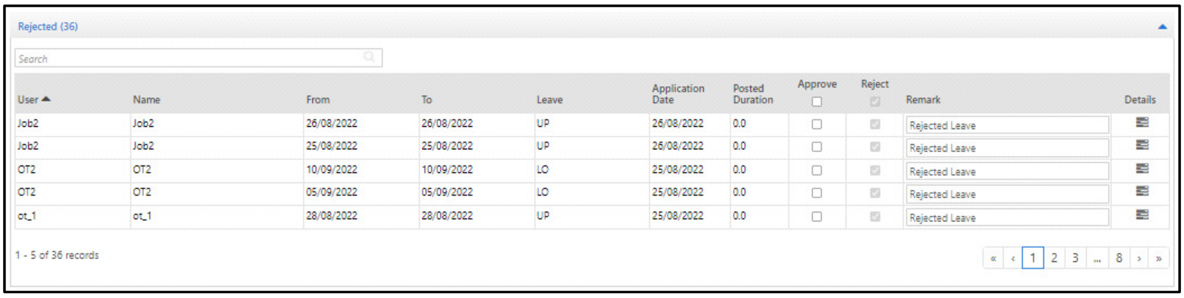
Remark displays the comments provided by the Admin / RIC / System.

Click **Save** to save the authorization.

Rejected Application

The **Rejected** section displays all the leave/cancellation/modification applications that have been rejected by the reporting group in-charge or the system administrator.

The following screen displays the **Rejected** section with rejected leave applications:


Rejected (36)

Search

User	Name	From	To	Leave	Application Date	Posted Duration	Approve	Reject	Remark	Details
Job2	Job2	26/08/2022	26/08/2022	UP	26/08/2022	0.0			Rejected Leave	
Job2	Job2	25/08/2022	25/08/2022	UP	26/08/2022	0.0			Rejected Leave	
OT2	OT2	10/09/2022	10/09/2022	LO	25/08/2022	0.0			Rejected Leave	
OT2	OT2	05/09/2022	05/09/2022	LO	25/08/2022	0.0			Rejected Leave	
ot_1	ot_1	28/08/2022	28/08/2022	UP	25/08/2022	0.0			Rejected Leave	

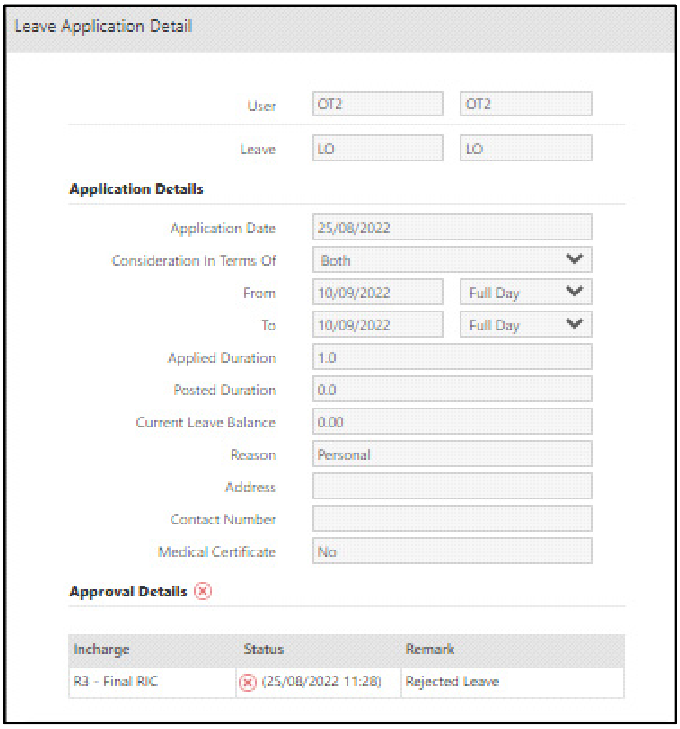
1 - 5 of 36 records

« ‹ 1 2 3 ... 8 › »

To change the authorization verdict of any application, select **Approve** check box against the corresponding user. Once you approve a rejected application, the record will be moved to the **Approved** section.

Click the **Details** icon to view the leave details of the corresponding user.

Leave Application Detail window appears as shown below:



Leave Application Detail window displays the user's application details.

It also displays the status of the user's application under **Approval Details**.The rejected application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups.Contact your SA for approval rights.

Remarks displays the comments provided by the Admin / RIC / System.

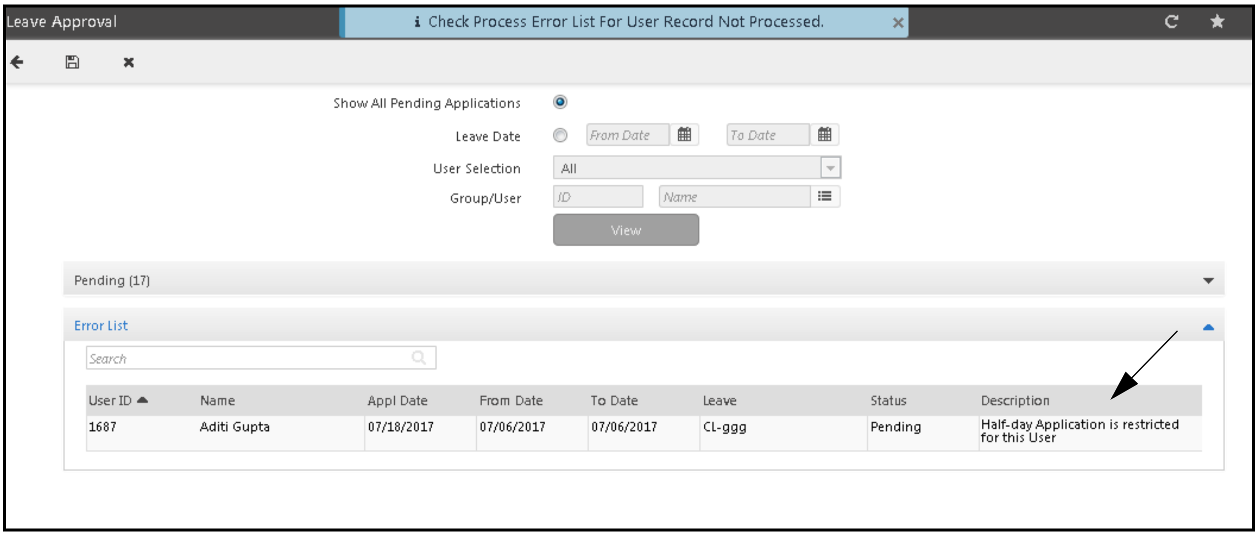
Click **Save** button to save the changes.

Half Day Restriction on posted days

On the Leave Approval page, **Half Day restriction on posted days** feature restricts the Incharge to approve the posted half day leave application for that particular user.

Consider a scenario where the user has applied for the half day leave from the ESS login page and the Application has been sent for approval to the Incharge.

Suppose after posting the half day leave application, **Restrict Half Day Considerations** has been enabled in the page User > User configuration > T&A for that particular user. Now when the Incharge will try to approve the Leave Application for that user, then it will show the error in the Error List that “Half-day Application is restricted for this User” as shown in the screen below.



Tour Application Approval

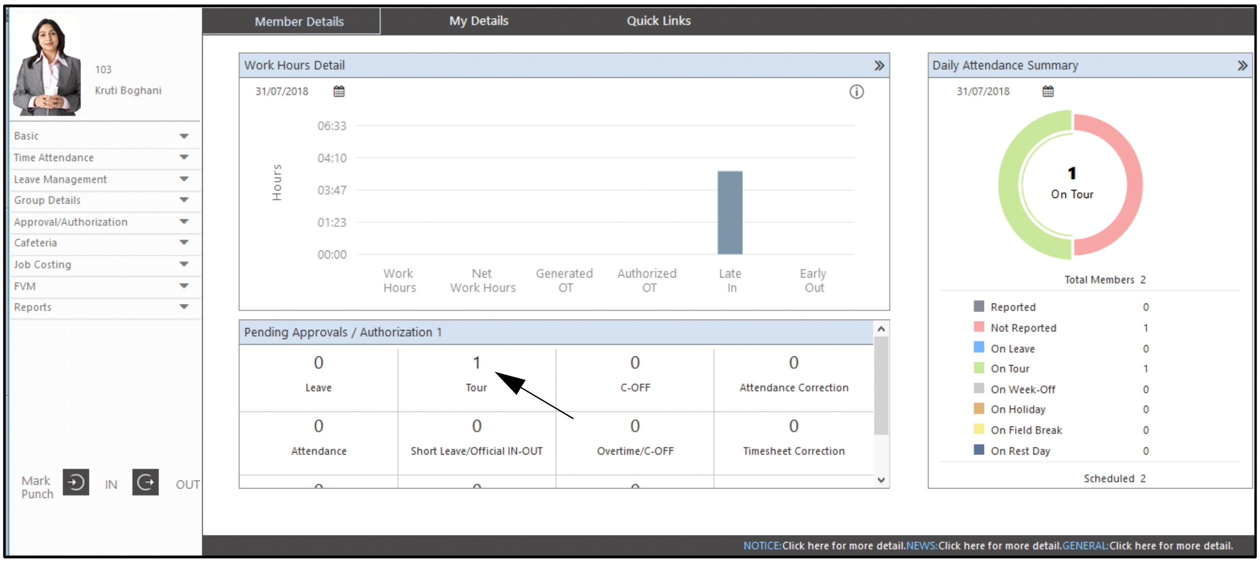
A Reporting In-charge can view all tour applications created by his group members from his ESS account. The Tour Application Approval feature enables a reporting in-charge to view, approve or reject all pending tour applications for a defined period of time.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

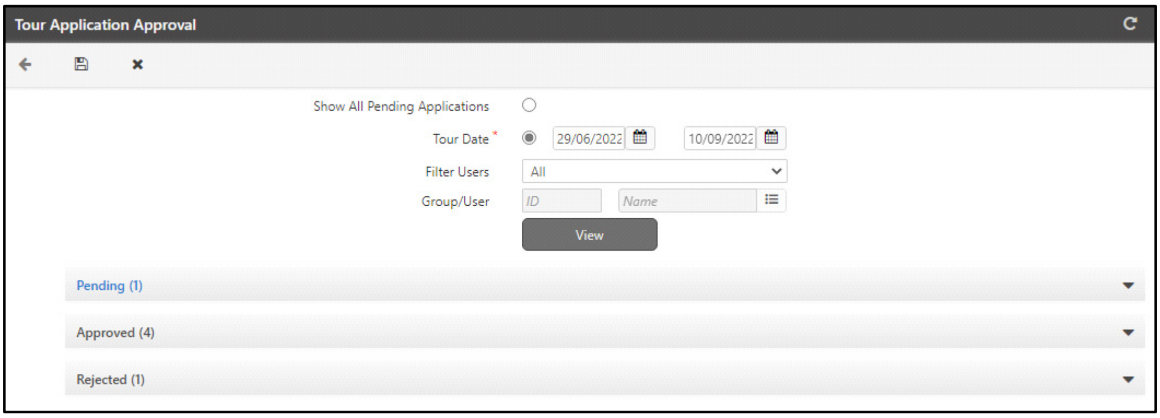
To activate authorization rights for Tour Application of your reporting group members you need to activate following feature from the path given below:
*Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Tour Application Authorization** feature for the selected group member.*

To do this, Login to **ESS account > Approval/Authorization > Tour Application Approval**.

The Dashboard of Reporting In-charge user shows the pending authorization for Tour as shown below.



Click on the tour number to view the details. The **Tour Application Approval** page opens as shown below.



You can either:

- view all the pending Leave Approval Applications
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this check box to enable, then the Reporting In-charge user can view all the pending applications of group members including the application for future dates also.

  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Approve** check box of the desired entry.

    To reject the application, select the **Reject** check box of the desired entry.

    To know more, refer to “Pending Applications”.

Applications according to Set Filters

To Set the Filters,

- **Tour Date:** Select and specify the start and end dates using the calendar buttons to define the period for which tour approval status is to be viewed.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

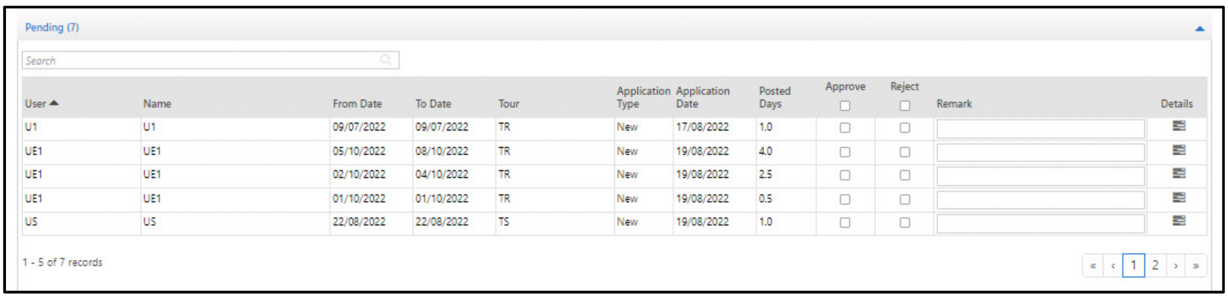
  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group 1,/2/3 and then click the picklist to select the desired group’s ID/Name, to view authorization status of these applications.

Click the **View** button and all the pending, approved and rejected tour applications along with their details will be displayed.

Pending Applications

The **Pending** section lists all the tour applications pending for approval by the reporting in-charge/SA as shown below.


Pending (7)

Search

User	Name	From Date	To Date	Tour	Application Type	Application Date	Posted Days	Approve	Reject	Remark	Details
U1	U1	09/07/2022	09/07/2022	TR	New	17/08/2022	1.0				
UE1	UE1	05/10/2022	08/10/2022	TR	New	19/08/2022	4.0				
UE1	UE1	02/10/2022	04/10/2022	TR	New	19/08/2022	2.5				
UE1	UE1	01/10/2022	01/10/2022	TR	New	19/08/2022	0.5				
US	US	22/08/2022	22/08/2022	TS	New	19/08/2022	1.0				

1 - 5 of 7 records

« ‹ 1 2 › »

When any application is in the Pending state it can be authorized by the Admin or RIC.

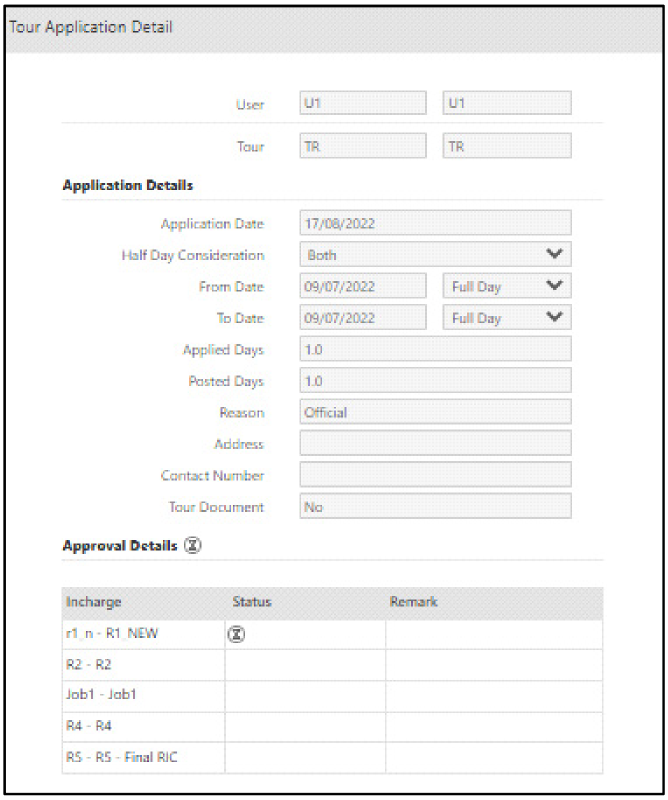
- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject checkbox in the header column.

Once the Admin/RIC approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter any customized Remark while authorizing the application.

Click the **Details** icon to view the tour details of the corresponding user.

Tour Application Detail window appears as shown below:



Tour Application Detail window displays the user's tour application details.

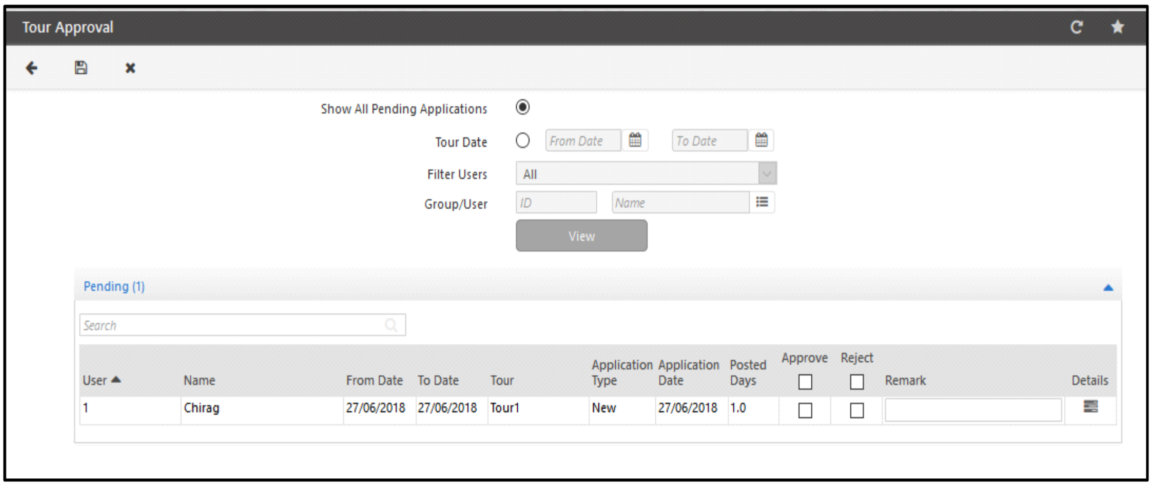
It also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

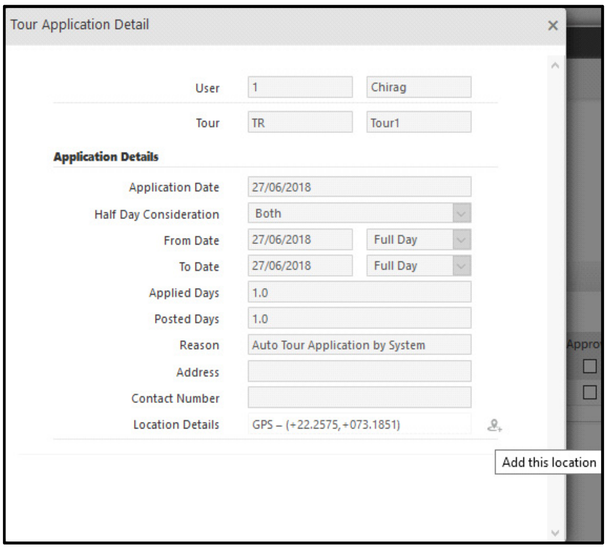
Remark displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

The **Auto generated Tour applications** will also be listed in Pending application if **Auto Authorize Location based Tour applications** is disabled from *User Configuration* > *T&A* > *Attendance*.



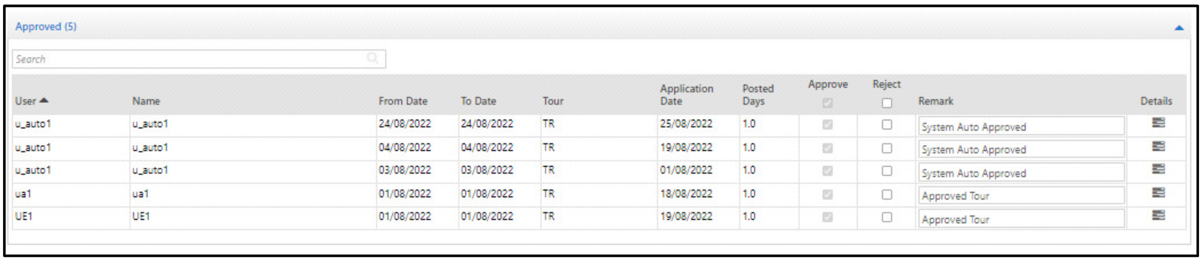
If the location from where the Tour is automatically applied is not available in Location master; then it can be added by clicking **Add this location** as shown below.



Approved Application

The **Approved** section displays all the tour/cancellation/modification applications that have been approved by the reporting group in-charge or the system administrator. Tour applications generated using the **Leave Management** module on COSEC Web will appear in this section by default as they are pre-approved.

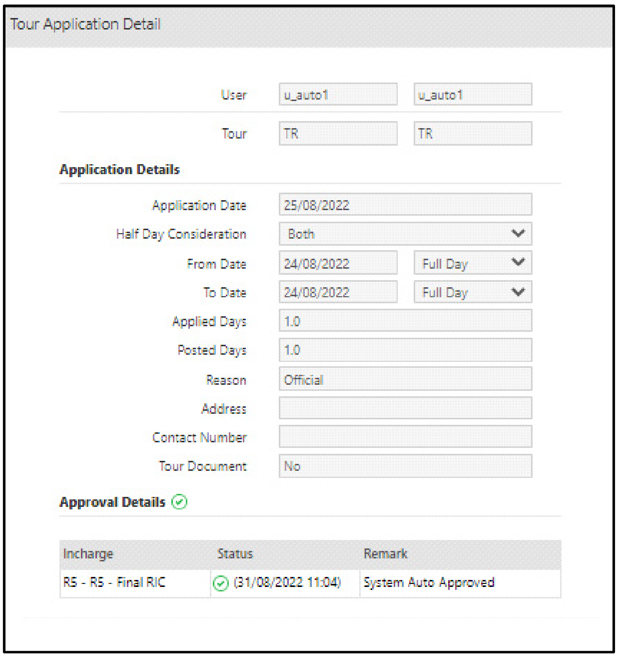
The following screen displays the **Approved** section with approved tour application:



To change the authorization verdict of any application, select **Reject** check box against the corresponding user. Once you reject an approved application, the record will be moved to the **Rejected** section.

Click the **Details** icon to view the tour details of the corresponding user.

Tour Application Detail window appears as shown below:



Tour Application Detail window displays the tour application details.

It also displays the status of the user's application under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin / RIC / System.

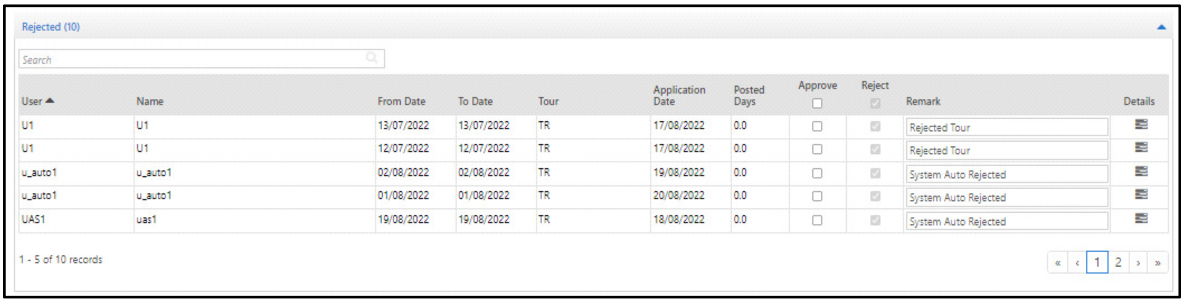
Click **Save** to save the authorization.

When system applies Auto Tour Application from location which is not configured as base location or not from base location group, and 'Auto Authorize Location Based Auto Tour Application' is enabled, then in detail page of such applications, Location Details will be displayed.

Rejected Application

The **Rejected** section displays all the tour/cancellation/modification applications that have been rejected by the reporting group in-charge or the system administrator.

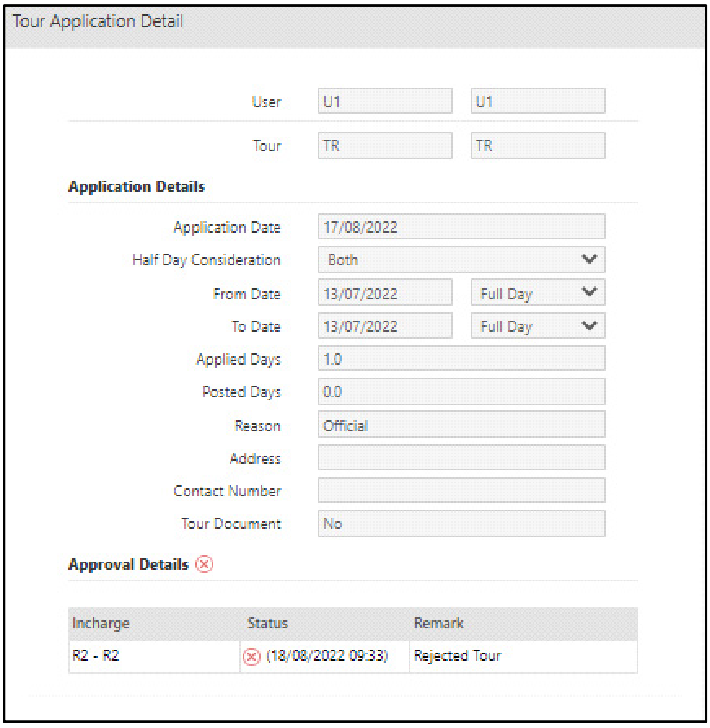
The following screen displays the **Rejected** section with rejected tour applications:



To change the authorization verdict of any application, select **Approve** check box against the corresponding user. Once you approve a rejected application, the record will be moved to the **Approved** section.

Click the **Details** icon to view the tour details of the corresponding user.

Tour Application Detail window appears as shown below:



Tour Application Detail window displays the tour application details.

It also displays the status of the user's application under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups.

Remarks displays the comments provided by the Admin / RIC / System.

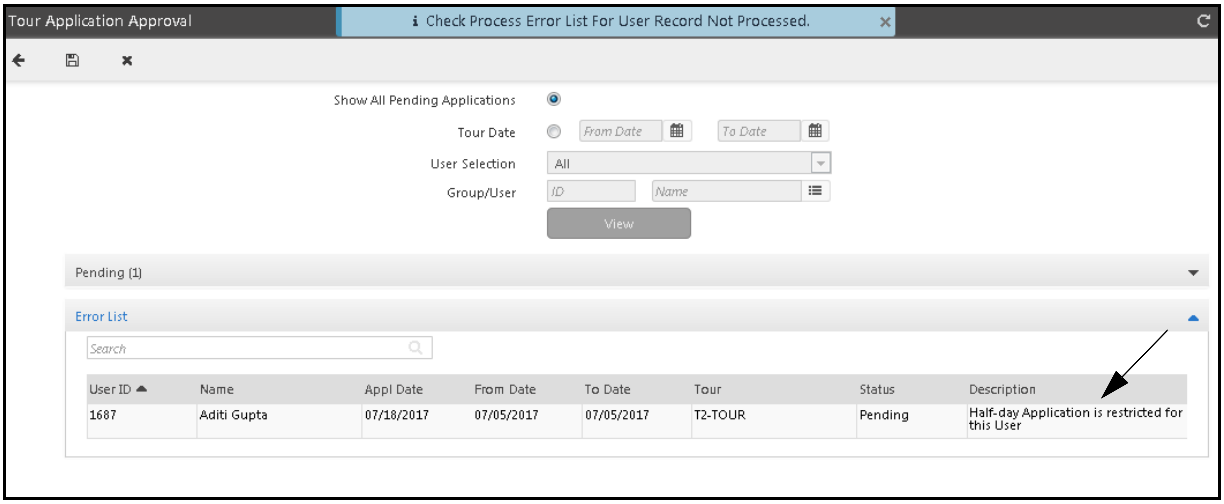
Click **Save** button to save the changes.

Half Day Restriction on posted days

On the Tour Approval page, **Half Day restriction on posted days** feature restricts the Incharge to approve the posted half day Tour application for that particular user.

Consider a scenario where the user has applied for the half day tour from the ESS login page and the Application has been sent for approval to the In-charge.

Suppose after posting the half day tour application, **Restrict Half Day Considerations** has been enabled in the page User > User configuration > T&A for that particular user. Now when the Incharge will try to approve the Tour Application for that user, then it will show the error in the Error List that “Half-day Application is restricted for this User” as shown in the screen below.



C-OFF Application Approval

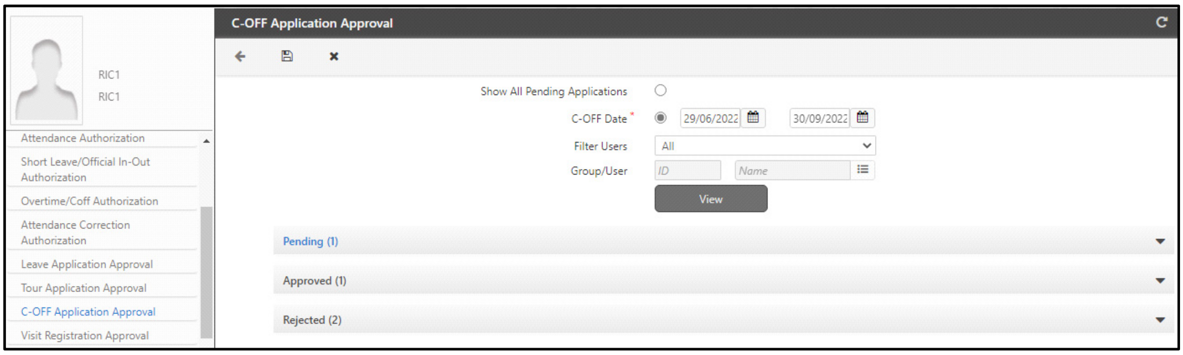
A Reporting In-charge can view, approve or reject C-OFFs that have been applied for by any ESS user reporting to him. This can be done by logging into one's ESS account. In-charges belonging to the same Reporting Group can also view C-OFFs approved or rejected by each other.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

To activate authorization rights for C-OFF Authorization of your reporting group members you need to activate following feature from the path given below:
Select ***Users Module > Reporting In-Charge > In-Charge Permissions*** *and enable* ***C-OFF Application Authorization*** *feature for the selected group member.*

To access this functionality on ESS, Login to **ESS > Approval/Authorization > C-OFF Application Approval**.

The **C-OFF Application Approval** page opens on your screen as shown.



You can either:

- view all the pending C-OFF Approval Applications
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

By default, a Reporting In-charge user can view pending applications of group members from the last one month period. However, sometimes members may also apply for C-OFFs on future dates. For a Reporting In-charge to view all pending C-OFF applications, including those made for future dates, select the **Show All Pending Applications** check-box.

- **Show All Pending Applications**: By default, a Reporting In-charge user can view pending applications of group members from the last one month period. For a Reporting In-charge to view all pending C-OFF applications, including those made for future dates, select the **Show All Pending Applications** check box.

  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Approve** check box of the desired entry.

To reject the application, select the **Reject** check box of the desired entry.

To know more, refer to “Pending Applications”.

Applications according to Set Filters

To Set the Filters,

- **C-OFF Date:** Select and specify the start and end dates using the calendar buttons to define the period for which C-OFF approval status is to be viewed.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

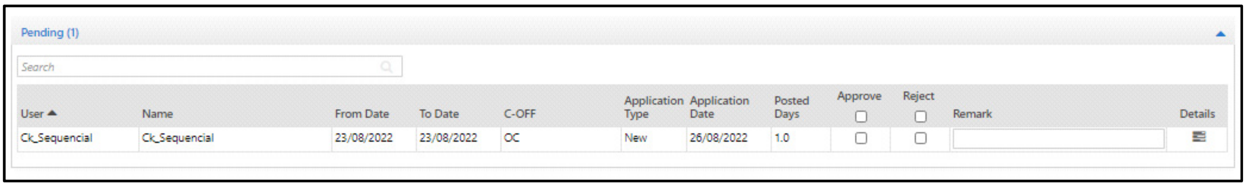
  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group 1,/2/3 and then click the picklist to select the desired group’s ID/Name, to view authorization status of these applications.

Click the **View** button and all the pending, approved and rejected C-OFF applications along with their details gets displayed in the grid.

Pending Applications

The **Pending** section lists all the C-OFF/cancellation applications waiting to be sanctioned by the reporting in-charge or HR administrator as shown.



Pending (1)

Search

User	Name	From Date	To Date	C-OFF	Application Type	Application Date	Posted Days	Approve	Reject	Remark	Details
Ck_Sequencial	Ck_Sequencial	23/08/2022	23/08/2022	OC	New	26/08/2022	1.0				

When any application is in the Pending state it can be authorized by the Admin or RIC.

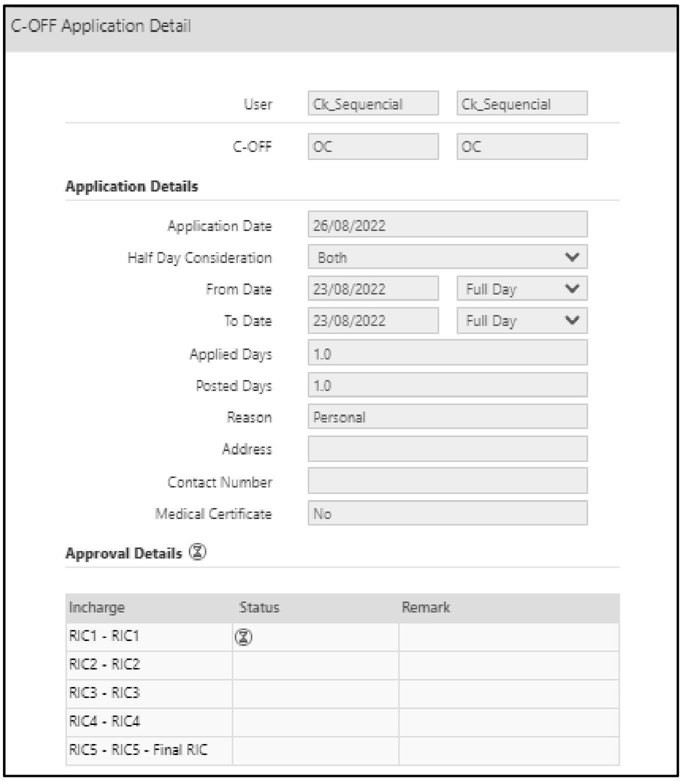
- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject checkbox in the header column.

Once the Admin approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter any customized Remark while authorizing the application.

Click the **Details** icon to view the C-OFF details.

C-OFF Application Detail window appears as shown below:.



C-OFF Application Detail window displays the user's application details.

It also displays the status of the user's application under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups.Contact your SA for approval rights.

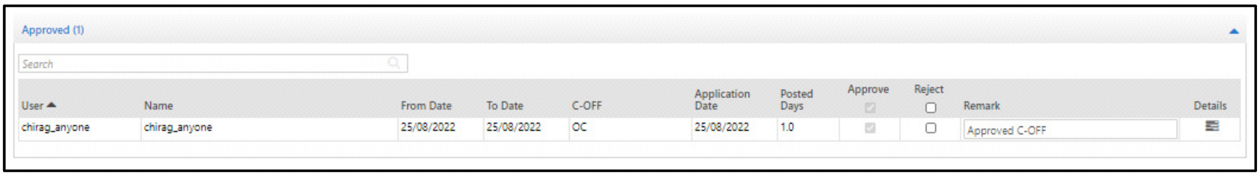
Remark displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Approved Application

The **Approved** section displays all the C-OFF/cancellation applications that have been approved by the reporting group in-charge or the system administrator. C-OFF applications generated using the **Leave Management** module on COSEC Web will appear in this section by default as they are pre-approved.

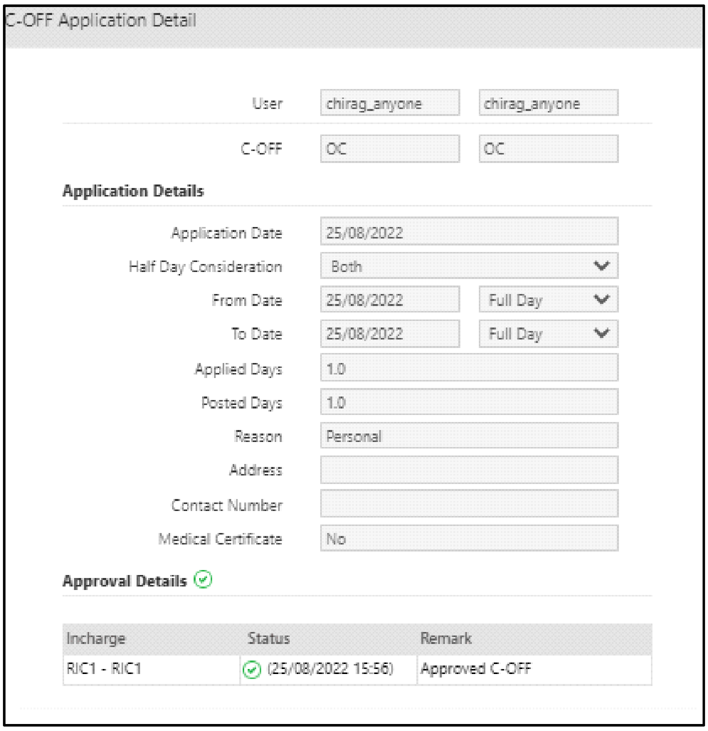
The following screen displays the **Approved** section with approved C-OFF applications:



To change the authorization verdict of any application, select **Reject** check box against the corresponding user. Once you reject an approved application, the record will be moved to the **Rejected** section.

Click the **Details** icon to view the C-OFF details of the corresponding user.

C-OFF Application Detail window appears as shown below:



C-OFF Application Detail window displays the user's application details.

It also displays the status of the user's application under **Approval Details**.The approved application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

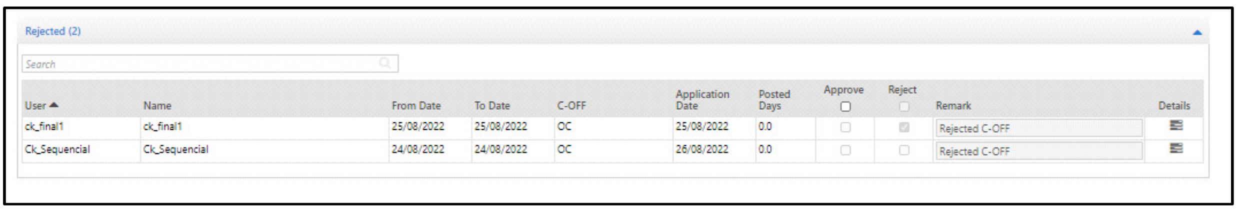
Remark displays the comments provided by the Admin / RIC / System.

Click **Save** to save the authorization.

Rejected Application

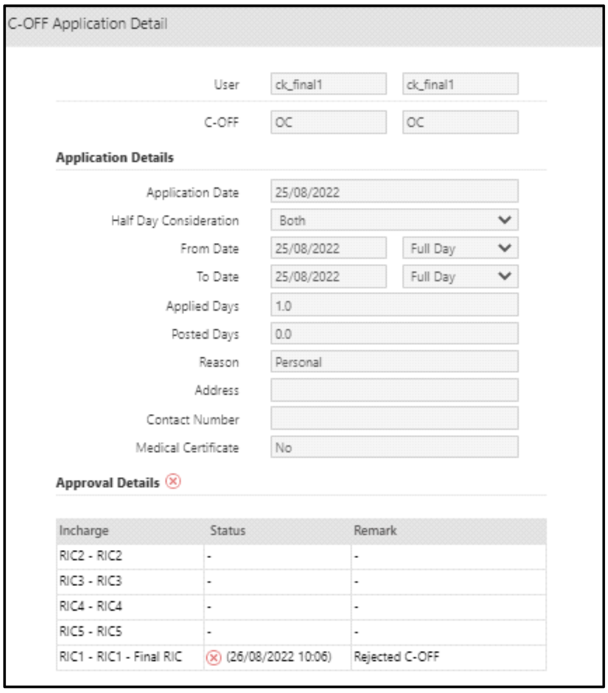
The **Rejected** section displays all the C-OFF/cancellation applications that have been rejected by the reporting group in-charge or the system administrator.

The following screen displays the **Rejected** section with rejected applications:



Click the **Details** icon to view the C-OFF details of the corresponding user.

C-OFF Application Detail window appears as shown below:



C-OFF Application Detail window displays the user's application details.

It also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remarks displays the comments provided by the Admin / RIC / System.

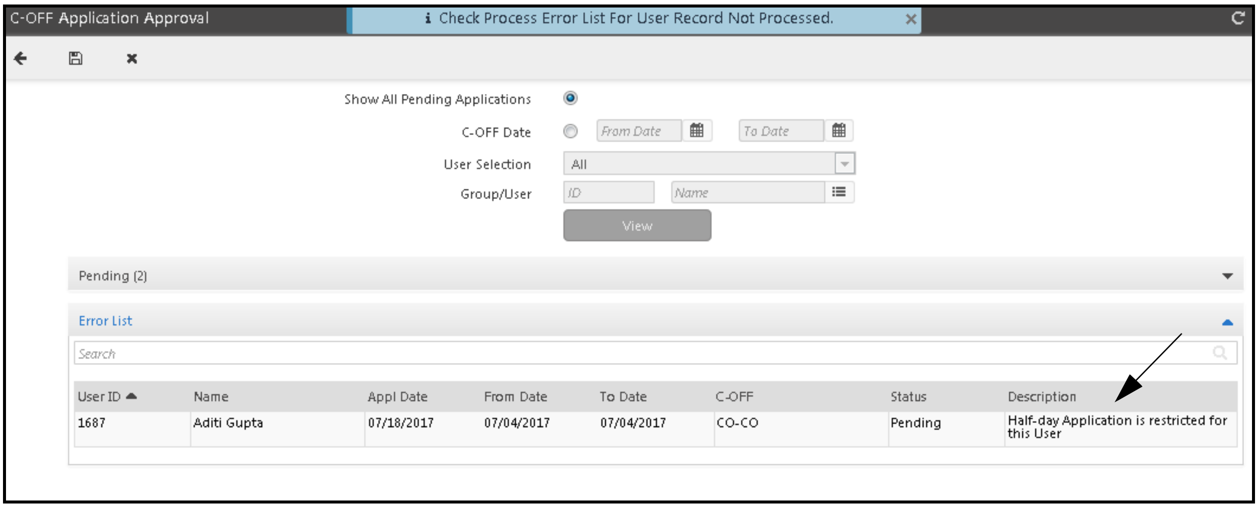
Click **Save** button to save the changes.

Half Day Restriction on posted days

On the C-OFF Approval page, **Half Day restriction on posted days** feature restricts the In-charge to approve the posted half day C-OFF application for that particular user.

Consider a scenario where the user has applied for the half day tour from the ESS login page and the Application has been sent for approval to the In-charge.

Suppose after posting the half day tour application, **Restrict Half Day Considerations** has been enabled in the page User > User configuration > T&A for that particular user. Now when the In-charge will try to approve the C-OFF Application for that user, then it will show the error in the Error List that "Half-day Application is restricted for this User" as shown in the screen below.


C-OFF Application Approval
Check Process Error List For User Record Not Processed.
Show All Pending Applications
C-OFF Date
From Date
To Date
User Selection
All
Group/User
ID
Name
View
Pending (2)
Error List
Search
User ID
Name
Appl Date
From Date
To Date
C-OFF
Status
Description
1687
Aditi Gupta
07/18/2017
07/04/2017
07/04/2017
CO-CO
Pending
Half-day Application is restricted for this User

Visit Registration Approval

Make sure your System Administrator has provided you with the necessary rights to configure this page.

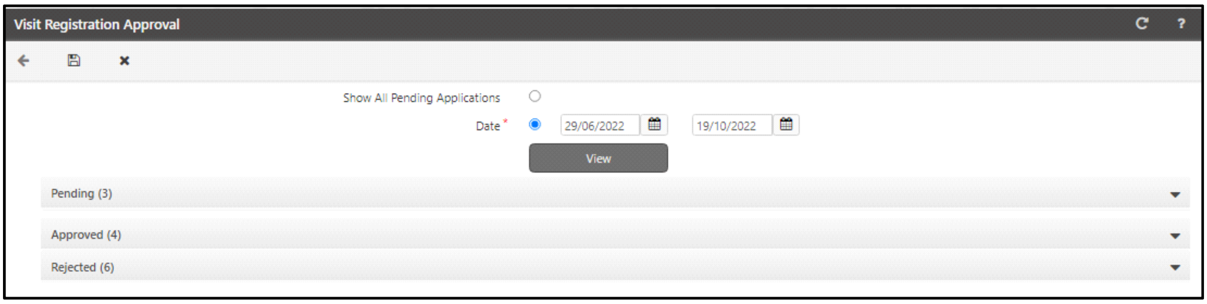
The Visit Registration Approval feature of ESS enables a Reporting In-Charge of an Authorized host user to approve or reject all visit applications initiated by both visitor and host.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

*For the Reporting In-Charge to authorize visit applications that are initiated by visitor make sure **Authorization For Visitor Initiated Visit** is configured as **Always/When Visit Outside The Shift** in Admin> System Configuration> Global Policy > Visitor Management.*

RIC can approve/reject the requests which are initiated by visitor / host and already approved by host.

For authorization of Visit Registration Application, click on **Visit Registration Approval** option under Approval/ Authorization from the ESS page. The page appears as shown below:



You can either:
- view all the pending Visit Registration Applications
- set the date filter to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.
    - Click the **Pending** collapsible panel. All the applications in pending state appear.

      To approve the application, select the **Approve** check box of the desired entry.

      To reject the application, select the **Reject** check box of the desired entry.

      To know more, refer to “Pending Application”.

The population on this page depends on the server’s database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

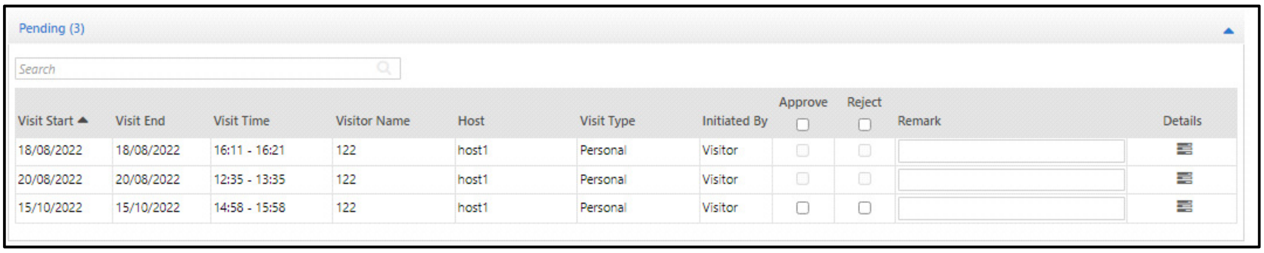
- **Date:** Select this option to enable the date filter.Select the start and end dates by clicking the respective date selection buttons for which authorization status is to be viewed for Visit Registration.

Click **View** to view the pending, approved and rejected status of all Visit Registration applications.

Pending Application

Click the **Pending** collapsible panel.

When any application is in the Pending state it can be authorized by the Admin or RIC.

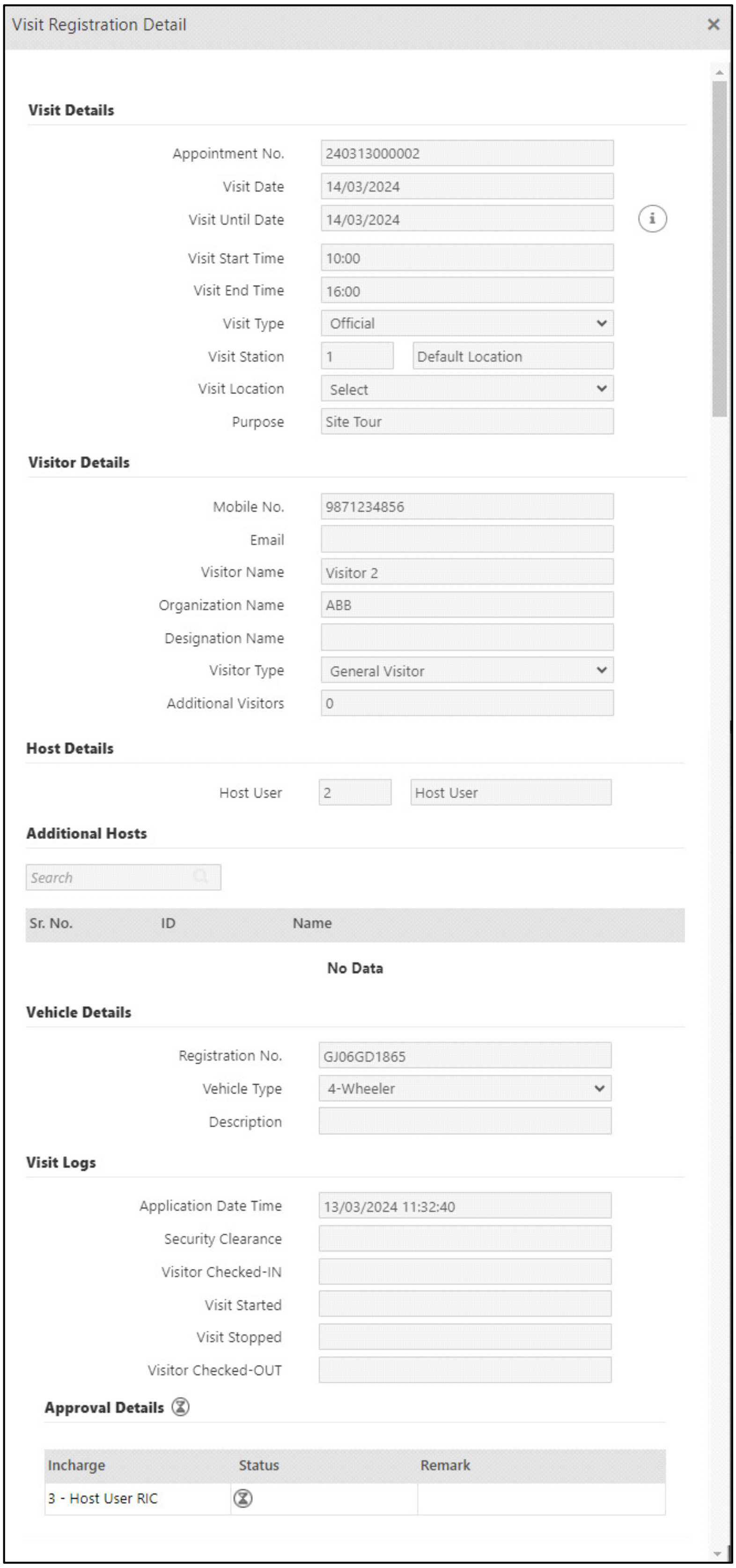


- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject check box in the header column.

Once the Admin/RIC approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter any customized Remark while approving/rejecting the application.

To view the details of the Visit registration for the pending application, click **Details** . The **Visit Registration Detail** window appears as shown below.



Visit Registration Detail window displays the visitor’s registration details.

It also displays the status of the user's application under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin/ RIC/ System.

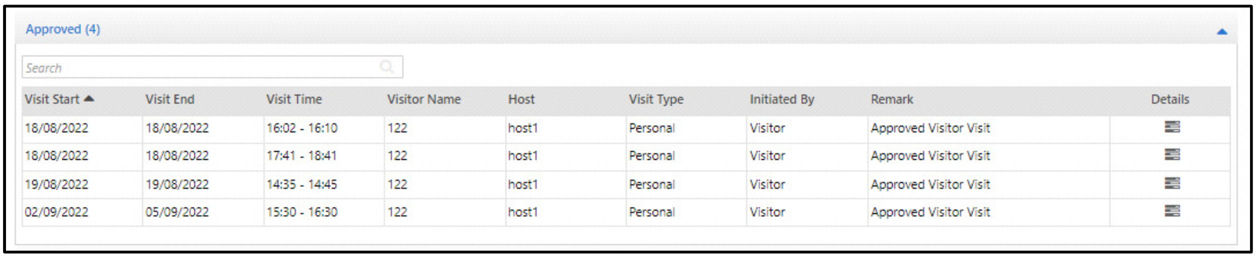
Click **Save** to save the authorization.

Approved Applications

Click the **Approved** collapsible panel.

The **Approved** section displays all the applications that have been approved by the RIC or the System Administrator.

The following screen displays the **Approved** section with approved applications:

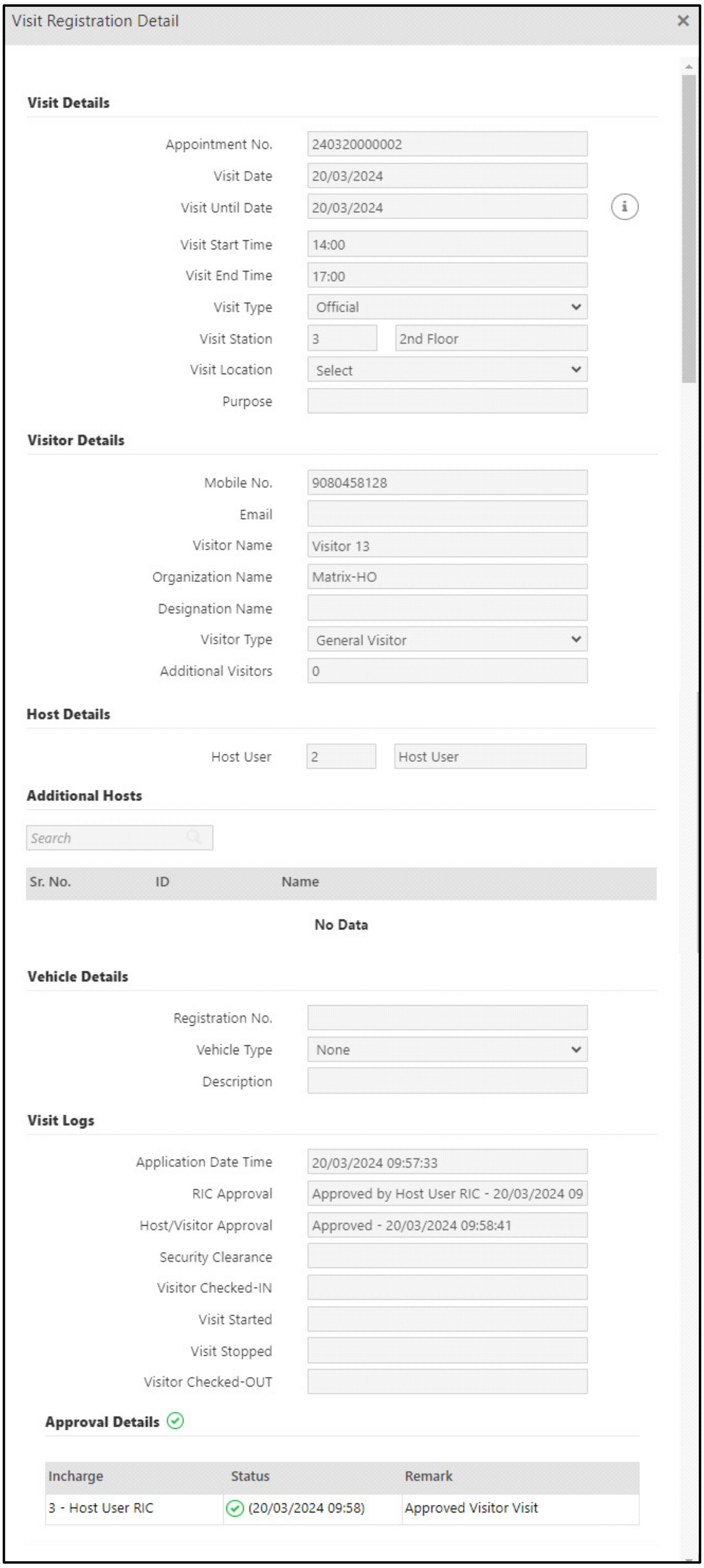

Approved (4)

Search

Visit Start	Visit End	Visit Time	Visitor Name	Host	Visit Type	Initiated By	Remark	Details
18/08/2022	18/08/2022	16:02 - 16:10	122	host1	Personal	Visitor	Approved Visitor Visit	
18/08/2022	18/08/2022	17:41 - 18:41	122	host1	Personal	Visitor	Approved Visitor Visit	
19/08/2022	19/08/2022	14:35 - 14:45	122	host1	Personal	Visitor	Approved Visitor Visit	
02/09/2022	05/09/2022	15:30 - 16:30	122	host1	Personal	Visitor	Approved Visitor Visit	

Click the **Details** icon to view the Visit Registration details of the corresponding user.

Visit Registration Detail window appears as shown below:



Visit Registration Detail window displays the visitor's registration details.

It also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin/ RIC/ System.

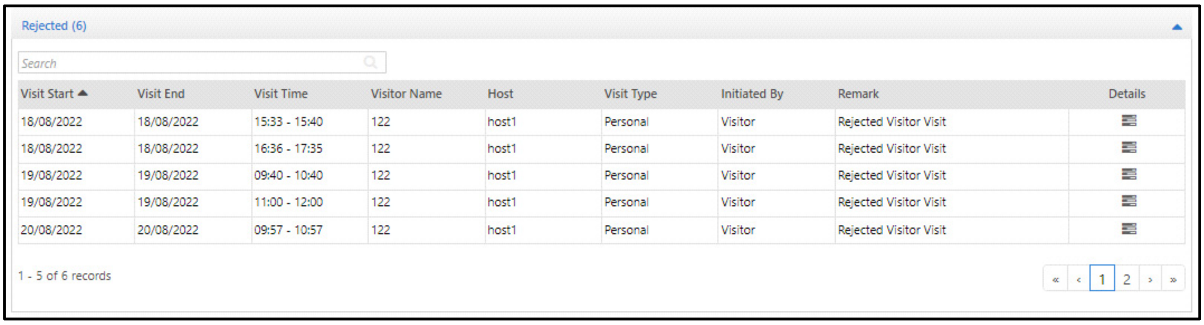
Click **Save** to save the authorization.

Rejected Applications

Click the **Rejected** collapsible panel.

The **Rejected** section displays all the applications that have been rejected by the RIC or the System Administrator.

The following screen displays the **Rejected** section with rejected applications:


Rejected (6)

Search

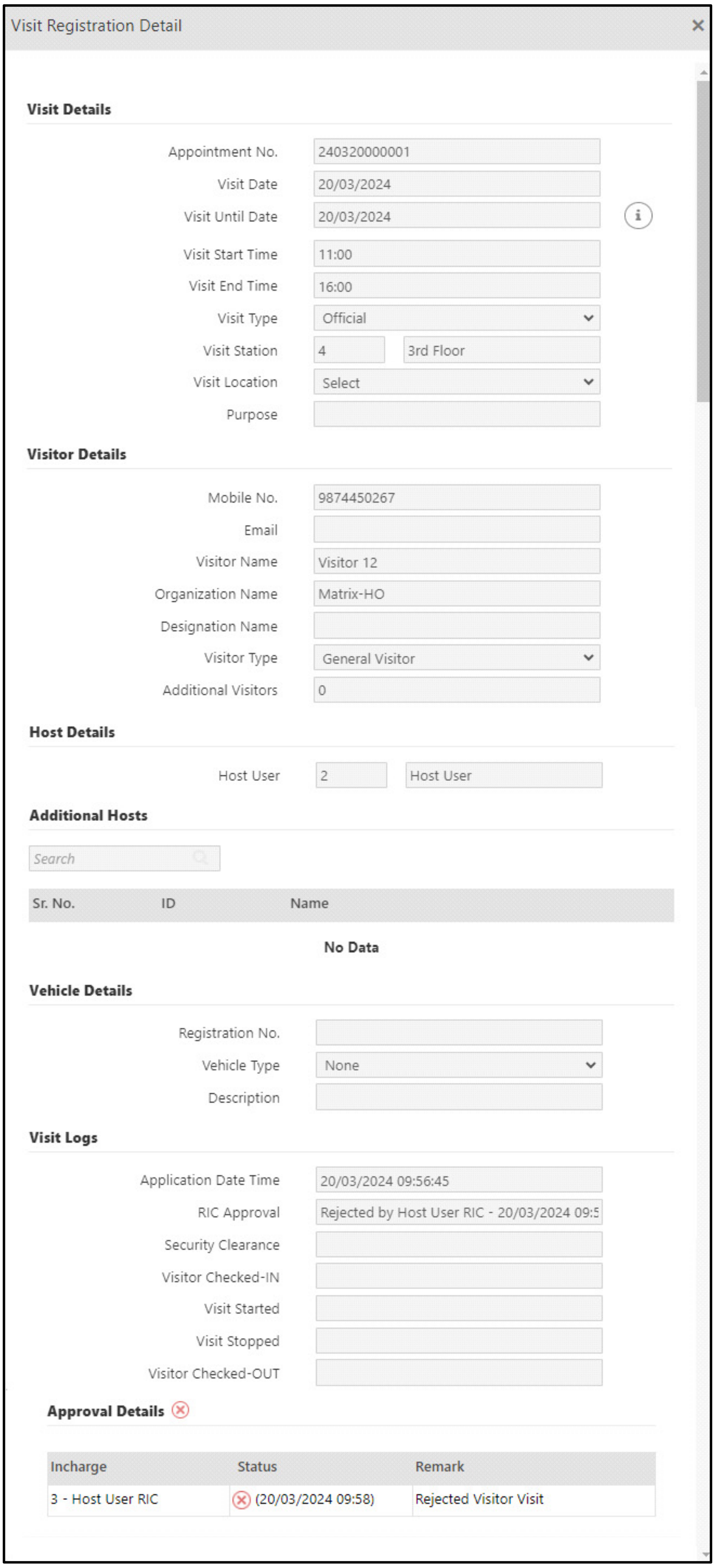
Visit Start	Visit End	Visit Time	Visitor Name	Host	Visit Type	Initiated By	Remark	Details
18/08/2022	18/08/2022	15:33 - 15:40	122	host1	Personal	Visitor	Rejected Visitor Visit	
18/08/2022	18/08/2022	16:36 - 17:35	122	host1	Personal	Visitor	Rejected Visitor Visit	
19/08/2022	19/08/2022	09:40 - 10:40	122	host1	Personal	Visitor	Rejected Visitor Visit	
19/08/2022	19/08/2022	11:00 - 12:00	122	host1	Personal	Visitor	Rejected Visitor Visit	
20/08/2022	20/08/2022	09:57 - 10:57	122	host1	Personal	Visitor	Rejected Visitor Visit	

1 - 5 of 6 records

« ‹ 1 2 › »

Click the **Details** icon to view the Visit Registration details of the corresponding user.

Visit Registration Detail window appears as shown below:



Visit Registration Detail window displays the user’s application details.

It also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remarks displays the comments provided by the Admin / RIC / System.

Click **Save** button to save the changes.

Time Sheet Correction Authorization

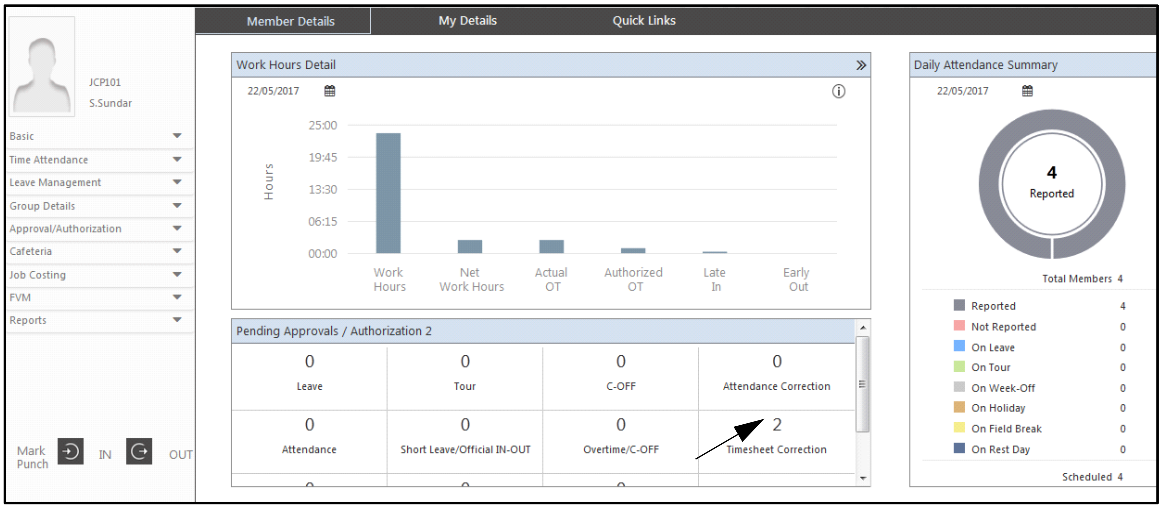
Time Sheet Correction Authorization helps in approving or rejecting an application of “Timesheet Correction” of ESS user.

For approval of application go to **ESS account (Reporting In-charge)> Approval/ Authorization > Timesheet Correction Authorization.**

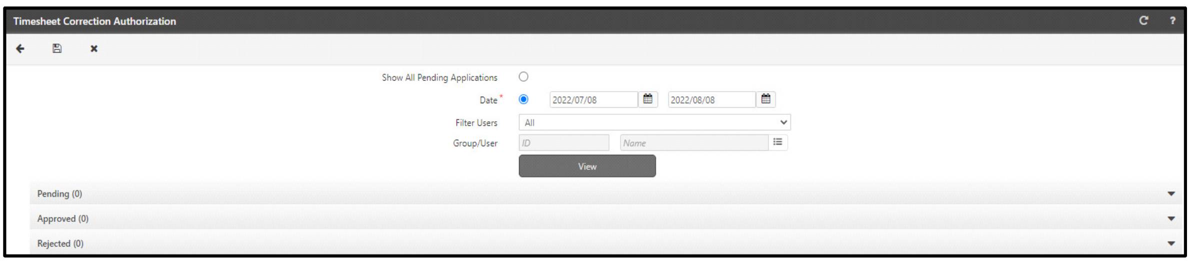
The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

To activate authorization rights for Timesheet Correction of your reporting group members you need to activate following feature from the path given below:
*Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Timesheet Correction Authorization** feature for the selected group member.*

The Reporting incharge can view the application for pending approval from the Dashboard as shown below. Clicking on the respective number will redirect to the authorization page.



For Example: Reporting Incharge S.Sundar can login into his ESS account and authorize correction application done by users as shown below:



You can either:

- view all the pending Timesheet Correction Authorizations
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.
  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Approve** check box of the desired entry.

    To reject the application, select the **Reject** check box of the desired entry.

    To know more, refer to “Pending Application”.

The population on this page depends on the server’s database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

- **Date:** Select this option to enable the date filter**.**Select the From and To date from the calender to view the pending applications of time sheet correction.
- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

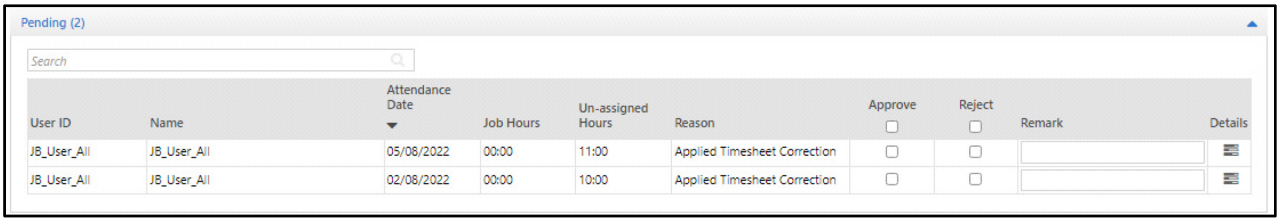
  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group1/2/3 and then click the picklist to select the desired group’s ID/Name, to view authorization status of these applications.

Click on **View** to view the Pending, Approved and Rejected applications.

Pending Application

Click the **Pending** collapsible panel.

The Pending Application with Job Hours, Un-Assigned Hours and Reason while applying for correction will be shown in the grid.


Pending (2)

Search

User ID	Name	Attendance Date	Job Hours	Un-assigned Hours	Reason	Approve	Reject	Remark	Details
JB_User_All	JB_User_All	05/08/2022	00:00	11:00	Applied Timesheet Correction				
JB_User_All	JB_User_All	02/08/2022	00:00	10:00	Applied Timesheet Correction				

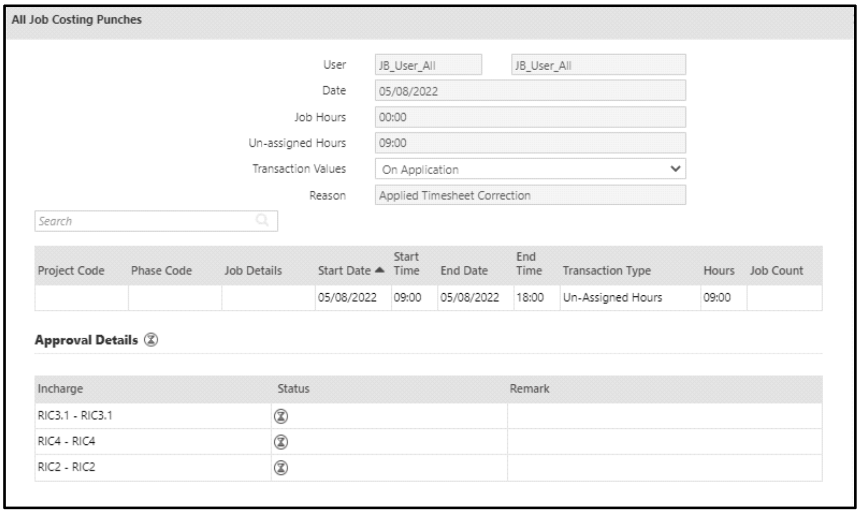
When any application is in the Pending state it can be authorized by the Admin or RIC.

- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject check box in the header column.

Once the Admin/RIC approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter any customized Remark while approving/rejecting the application.

To view the details of the time sheet correction application, click **Details** . The **All Job Costing Punches** window appears as shown below.



Transaction Values has the following options:

- **On Application:** The transaction values shown are the values at the time of the application being done.
- **Applied:** The transaction values after the correction is being made.
- **Current:** The current transaction values are same as On Application values.

The status of the user's application is displayed under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups.Contact your SA for approval rights.

Remark displays the comments provided by the Admin/ RIC/ System.

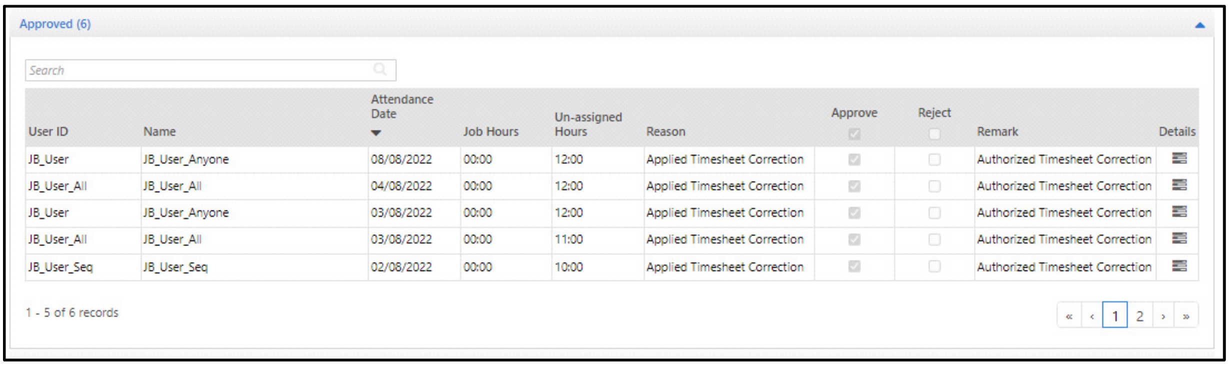
Click **Save** to save the authorization.

Approved Applications

Click the **Approved** collapsible panel.

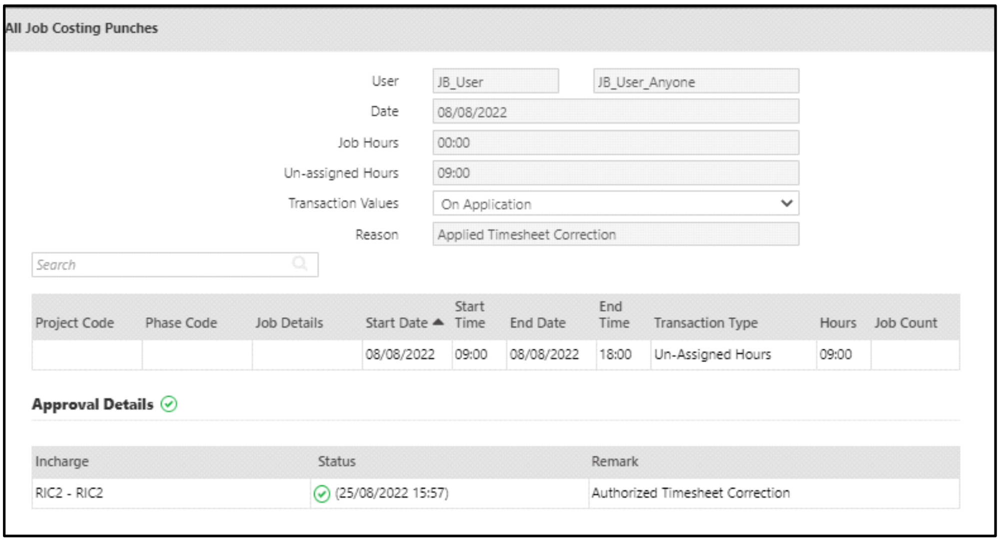
The **Approved** section displays all the applications that have been approved by the RIC or the System Administrator.

The following screen displays the **Approved** section with approved applications:



Click the **Details** icon to view the time sheet correction details of the corresponding user.

All Job Costing Punches window appears as shown below:



All Job Costing Punches window displays the time sheet correction details.

Transaction Values has the following options:

- **On Application:** The transaction values shown are the values at the time of the application being done.
- **Applied:** The transaction values after the correction is being made.
- **Current:** The current transaction values are same as On Application values.

The status of the user's application is displayed under **Approval Details**. The application's status is displayed in the **Status** column.

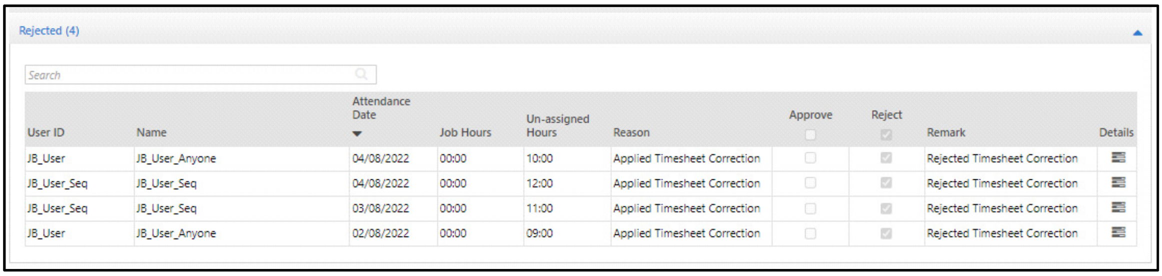
System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.
Remark displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Rejected Applications

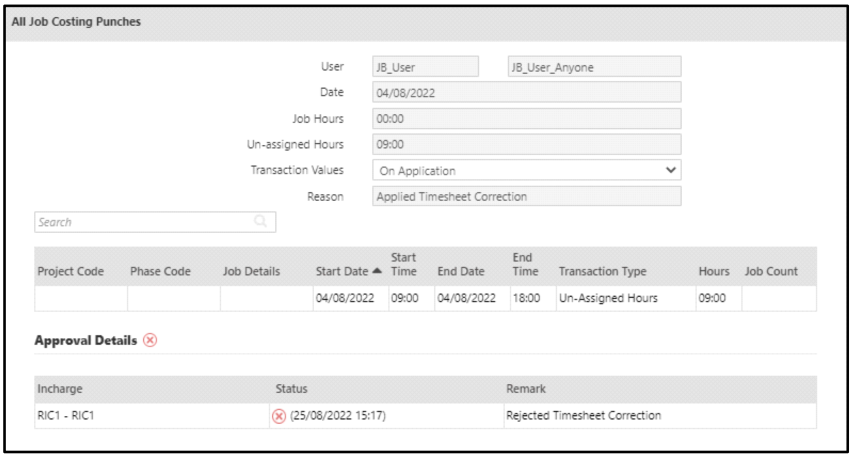
Click the **Rejected** collapsible panel.
The **Rejected** section displays all the applications that have been rejected by the RIC or the System Administrator.

The following screen displays the **Rejected** section with rejected applications:



Click the **Details** icon to view the time sheet correction details of the corresponding user.

All Job Costing Punches window appears as shown below:



All Job Costing Punches window displays the time sheet correction details.

Transaction Values has the following options:

- **On Application:** The transaction values shown are the values at the time of the application being done.
- **Applied:** The transaction values after the correction is being made.
- **Current:** The current transaction values are same as On Application values.

It also displays the status of the user's application under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remarks displays the comments provided by the Admin / RIC / System.

Click **Save** button to save the changes.

Award/Penalty Authorization

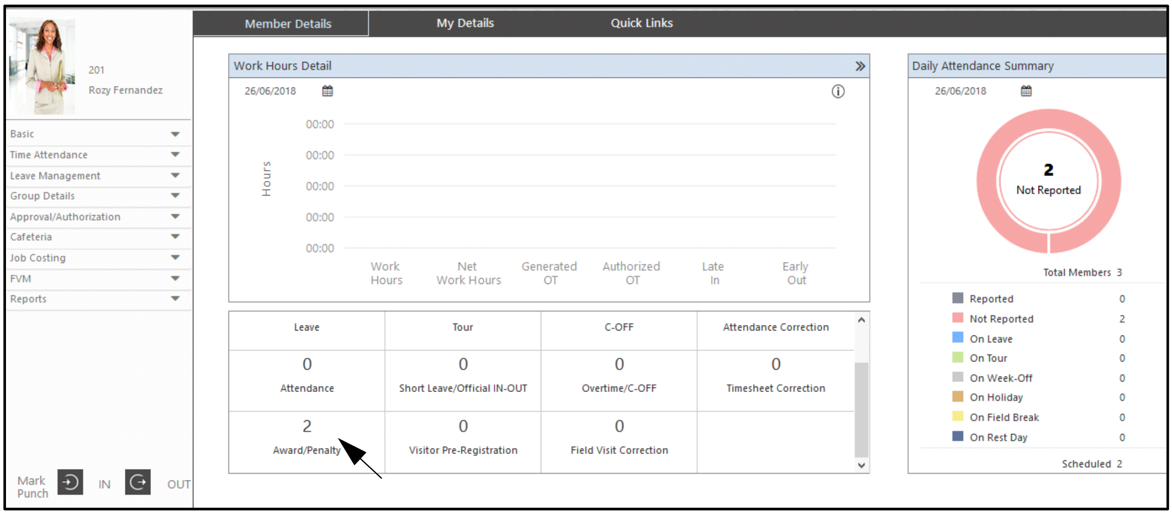
The Award/Penalty for the user is given by his Reporting In-charge on the basis of his job work. This assignment of Award/Penalty requires authorization.This page enables a Reporting In-Charge to approve or reject an application of "Assign Award/Penalty Hours". **See Topic: Assign Award/Penalty Hours** for assignment

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

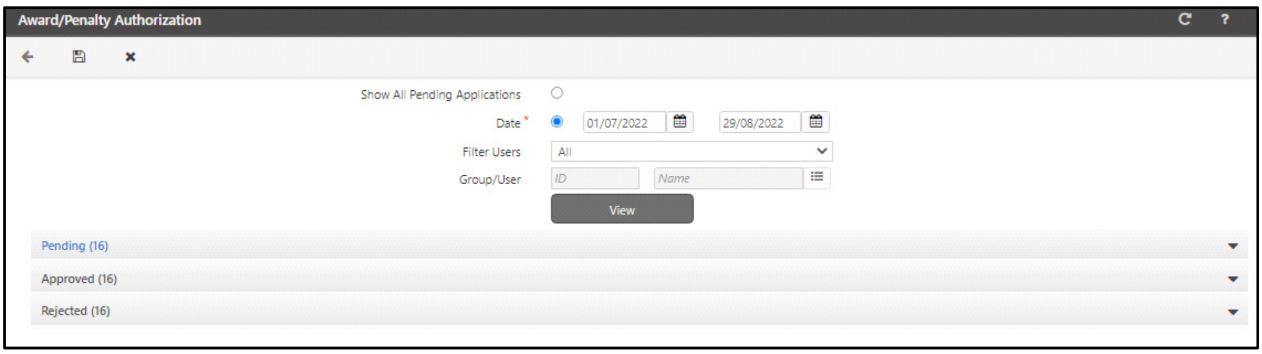
To activate authorization rights for Award/Penalty of your reporting group members you need to activate following feature from the path given below:
*Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Award/Penalty Authorization** feature for the selected group member.*

For authorization, go to **Employee Self Service > Approval/Authorization > Award/Penalty Authorization**

Here the Reporting In-charge can view the pending authorization application from dashboard.



By clicking the Award Penalty from dashboard, Award/Penalty Authorization page appears as shown below.



You can either:

- view all the pending Award/ Penalty Authorizations
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.
    - Click the **Pending** collapsible panel. All the applications in pending state appear.

      To approve the application, select the **Approve** check box of the desired entry.

      To reject the application, select the **Reject** check box of the desired entry.

      To know more, refer to "Pending Application".

The population on this page depends on the server's database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

- **Date:** Select this option to enable the date filter.Select the From and To date from the calender to view the pending applications of Award/ Penalty assignment.
- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

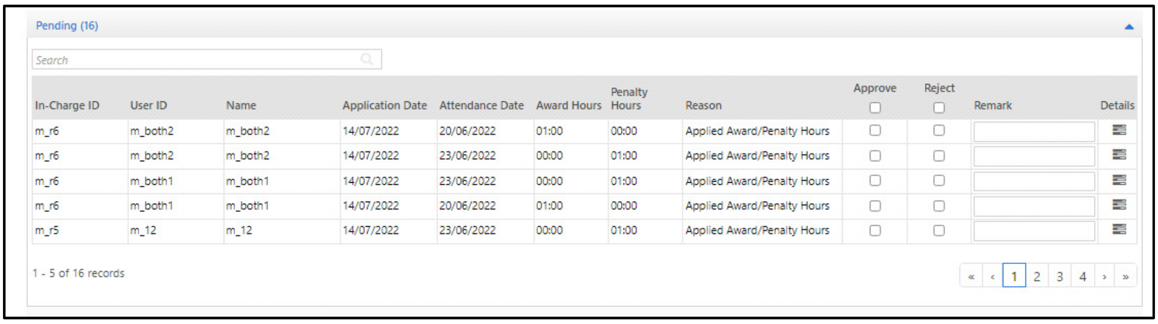
  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group1/2/3 and then click the picklist to select the desired group's ID/Name, to view authorization status of these applications.

Click on **View** to view the Pending, Approved and Rejected applications.

Pending Application

Click the **Pending** collapsible panel.

The **Pending** section displays all the applications that are yet to be authorized by the RIC or the System Administrator.


Pending (16)

Search

In-Charge ID	User ID	Name	Application Date	Attendance Date	Award Hours	Penalty Hours	Reason	Approve	Reject	Remark	Details
m_r6	m_both2	m_both2	14/07/2022	20/06/2022	01:00	00:00	Applied Award/Penalty Hours				
m_r6	m_both2	m_both2	14/07/2022	23/06/2022	00:00	01:00	Applied Award/Penalty Hours				
m_r6	m_both1	m_both1	14/07/2022	23/06/2022	00:00	01:00	Applied Award/Penalty Hours				
m_r6	m_both1	m_both1	14/07/2022	20/06/2022	01:00	00:00	Applied Award/Penalty Hours				
m_r5	m_12	m_12	14/07/2022	23/06/2022	00:00	01:00	Applied Award/Penalty Hours				

1 - 5 of 16 records

« ‹ 1 2 3 4 › »

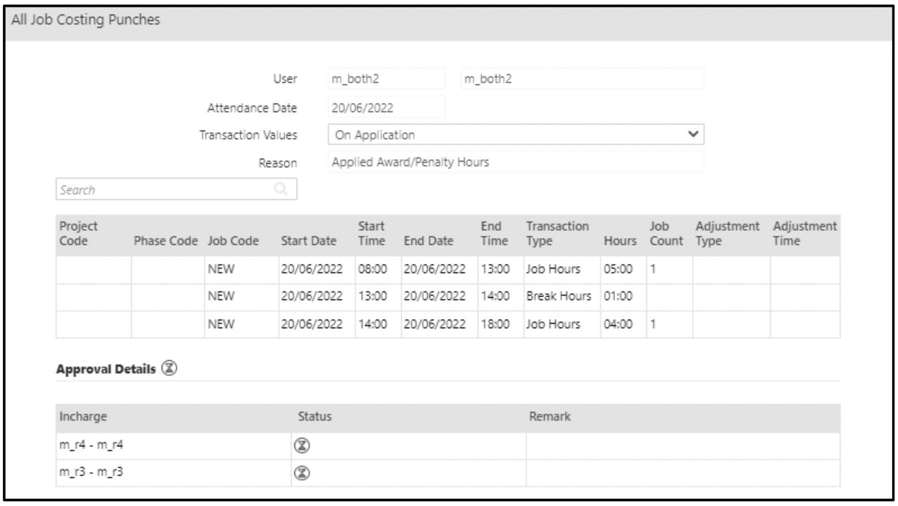
When any application is in the Pending state it can be authorized by the Admin or RIC.

- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject check box in the header column.

Once the Admin approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter any customized Remark while approving/rejecting the application.

To view the details of the Award/Penalty application, click **Details** . The **All Job Costing Punches** window appears as shown below.



All Job Costing Punches window displays the Award/Penalty details.

Transaction Values can be selected as:

- **On Application:** The transaction values shown are the values at the time of the application being done.
- **Applied:** The transaction values after the correction is being made.
- **Current:** The current transaction values are same as On Application values.

It also displays the status of the user's application under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin/ RIC/ System.

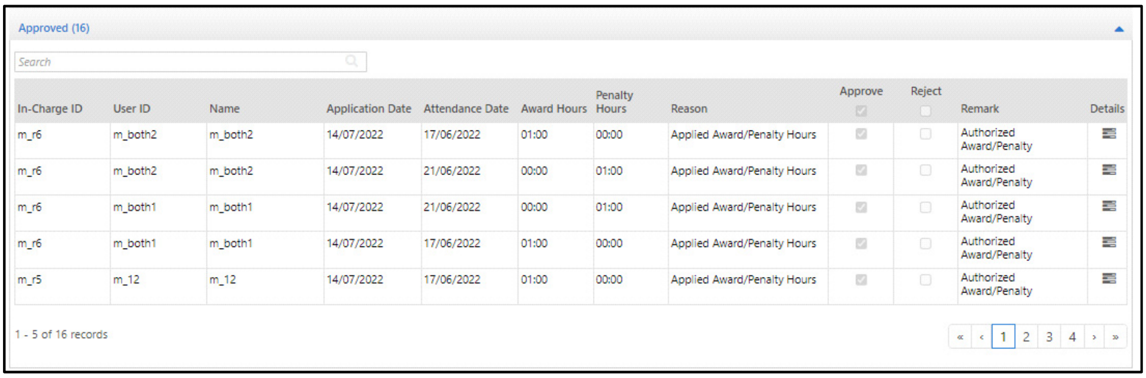
Click **Save** to save the authorization.

Approved Application

Click the **Approved** collapsible panel.

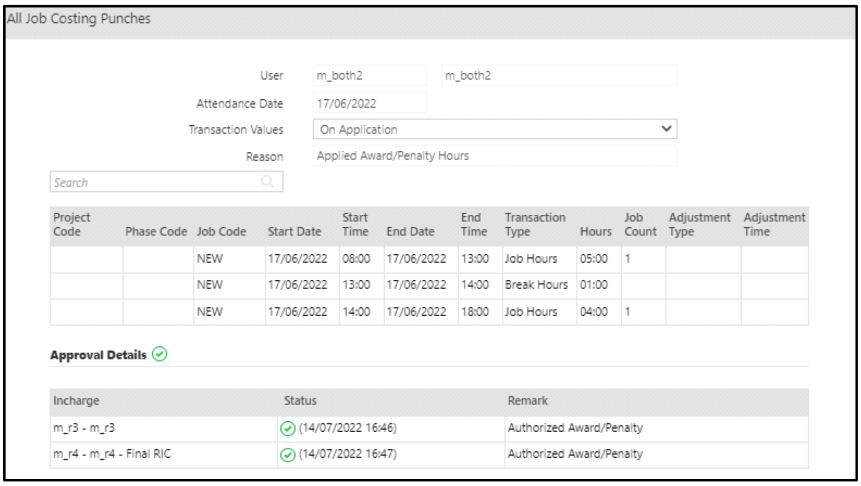
The **Approved** section displays all the applications that have been approved by the RIC or the System Administrator.

The following screen displays the **Approved** section with approved applications:



Click the **Details** icon to view the Award/Penalty of the corresponding user.

All Job Costing Punches window appears as shown below:



All Job Costing Punches window displays the Award/Penalty details.

Transaction Values has the following options:

- **On Application:** The transaction values shown are the values at the time of the application being done.
- **Applied:** The transaction values after the correction is being made.
- **Current:** The current transaction values are same as On Application values.

It also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin/ RIC/ System.

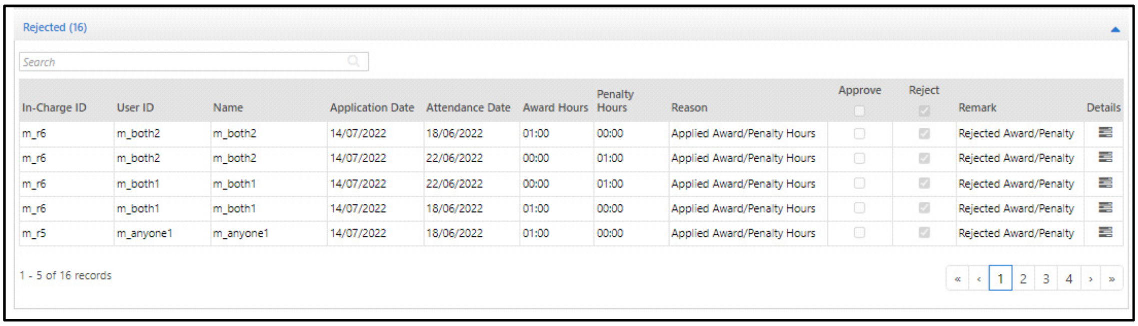
Click **Save** to save the authorization.

Rejected Application

Click the **Rejected** collapsible panel.

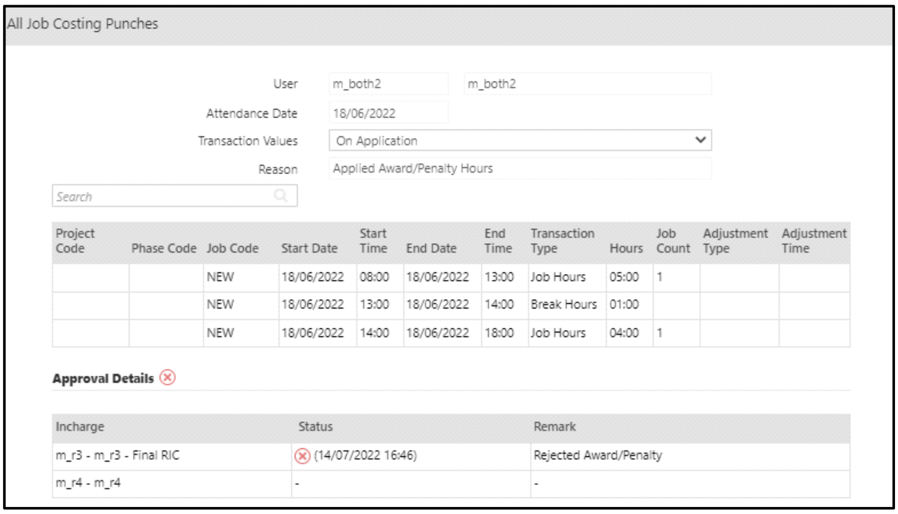
The **Rejected** section displays all the applications that have been rejected by the RIC or the System Administrator.

The following screen displays the **Rejected** section with rejected applications:



Click the **Details** icon to view the Award/Penalty details of the corresponding user.

All Job Costing Punches window appears as shown below:



All Job Costing Punches window displays the Award/Penalty details.

Transaction Values has the following options:

- **On Application:** The transaction values shown are the values at the time of the application being done.
- **Applied:** The transaction values after the correction is being made.
- **Current:** The current transaction values are same as On Application values.

It also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column as Rejected .

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remarks displays the comments provided by the Admin / RIC / System.

Click **Save** button to save the changes.

Field Visit Correction Authorization

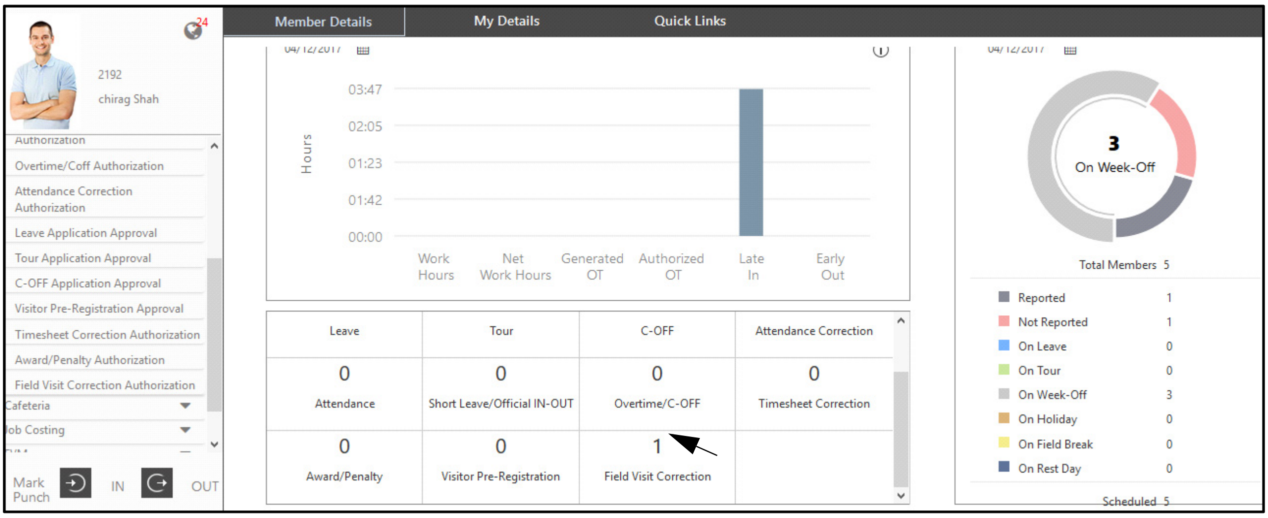
ESS user have provision to add/edit punch date, time, IO type, location and add comment for each of the punches. Such corrections are required to be authorized. So the reporting in-charge can approve/reject field visit correction applications of its members.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

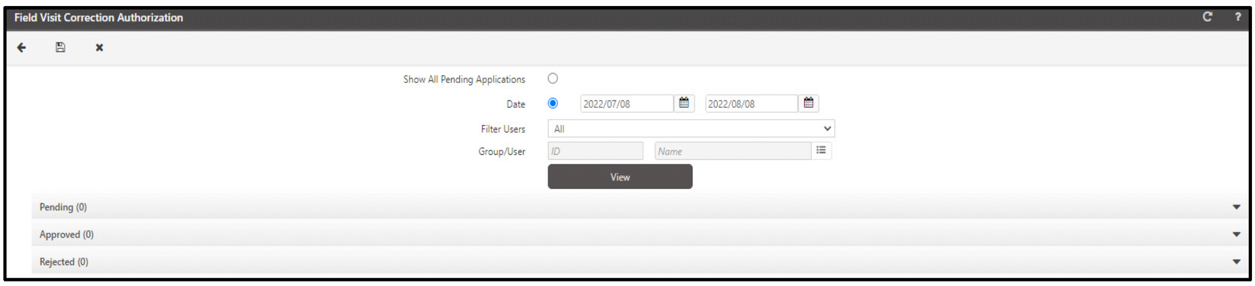
To activate authorization rights for Field Visit Correction of your reporting group members you need to activate following feature from the path given below:
*Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Field Visit Correction Authorization** feature for the selected group member.*

Go to **ESS account (Reporting In-charge)> Approval/Authorization> Field Visit Correction Authorization**

The Reporting in-charge can view the application for pending approval from the Dashboard as shown below. Clicking on the respective number will redirect to the authorization page.



The Field Visit Correction authorization page appears as shown below:



You can either:

- view all the pending Field Visit Correction Authorizations
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.
  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Approve** check box of the desired entry.

    To reject the application, select the **Reject** check box of the desired entry.

    To know more, refer to "Pending Application".

The population on this page depends on the server's database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

- **Date:** Select this option to enable the date filter. Select the date range for which the Field Visit Correction Applications are to be viewed.
- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group1/2/3 and then click the picklist to select the desired group's ID/Name, to view authorization status of these applications.

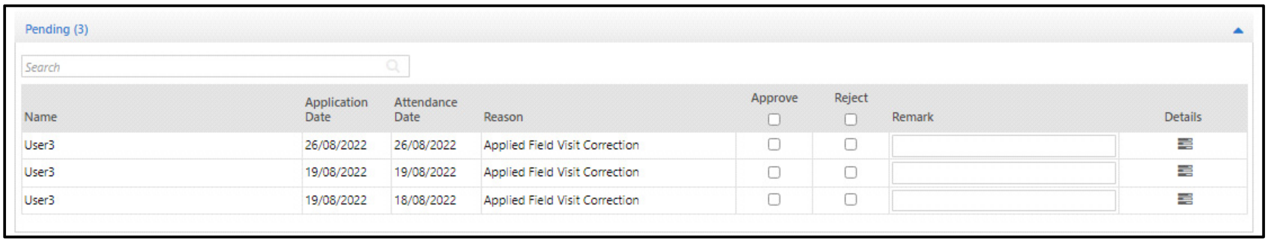
Click on **View** to view the Pending, Approved and Rejected applications.

Pending Application

Click the **Pending** collapsible panel.

The **Pending** section displays all the applications that are yet to be authorized by the RIC or the System Administrator.

The following screen displays the **Pending** section.



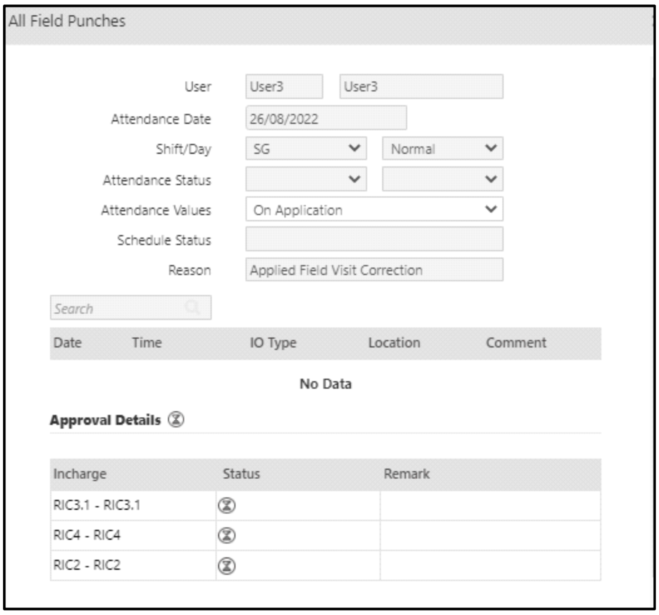
When any application is in the Pending state it can be authorized by the Admin or RIC.

- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject check box in the header column.

Once the Admin/RIC approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter any customized Remark while approving/rejecting the application.

To view the details of the Field Visit Correction application, click **Details** . The **All Field Punches** window appears as shown below.



All Field Punches window displays the Field Visit Correction details.

Attendance Values has the following options:

- **On Application:** The transaction values shown are the values at the time of the application being done.
- **Applied:** The transaction values after the correction is being made.
- **Current:** The current transaction values are same as On Application values.

It also displays the status of the user's application under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin/ RIC/ System.

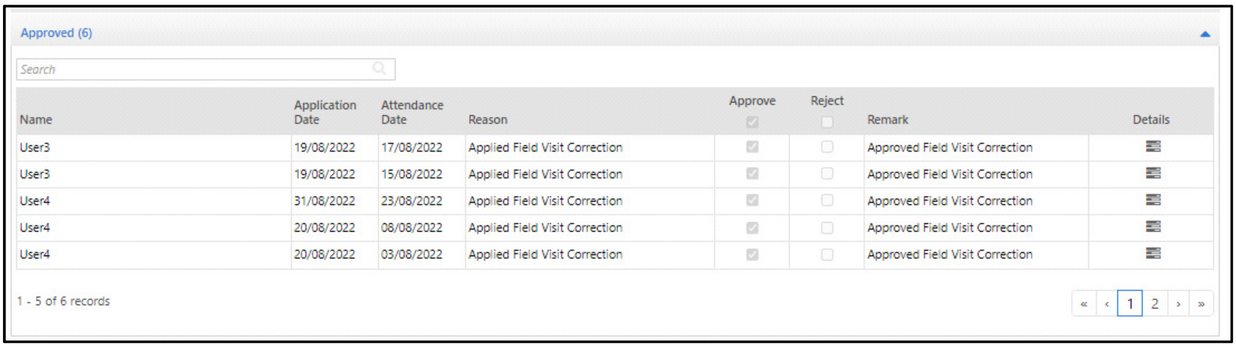
Click **Save** to save the authorization.

Approved Applications

Click the **Approved** collapsible panel.

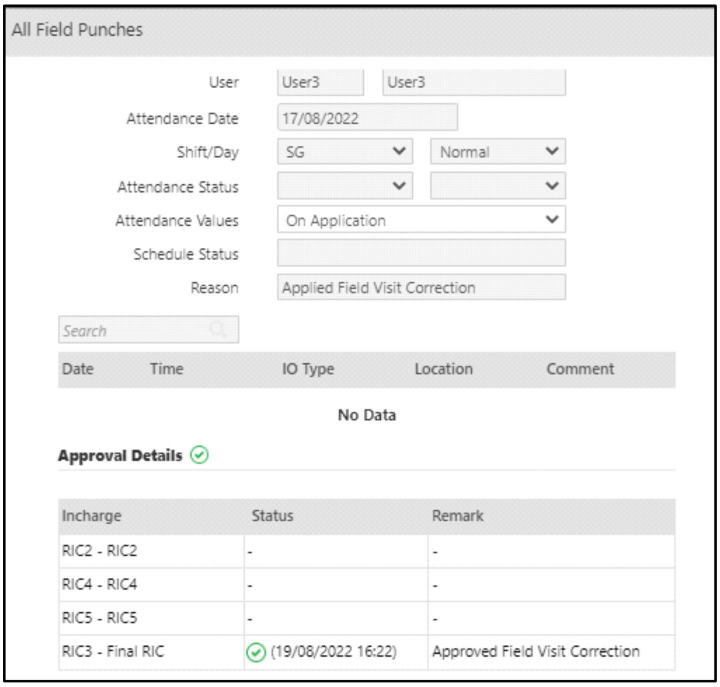
The **Approved** section displays all the applications that have been approved by the RIC or the System Administrator.

The following screen displays the **Approved** section with approved applications:



Click the **Details** icon to view the Field Visit Correction details of the corresponding user.

All Field Punches window appears as shown below:



All Field Punches window displays the Field Visit Correction details.
Attendance Values has the following options:

- **On Application:** The transaction values shown are the values at the time of the application being done.
- **Applied:** The transaction values after the correction is being made.
- **Current:** The current transaction values are same as On Application values.

It also displays the status of the user's application under **Approval Details**. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin/ RIC/ System.

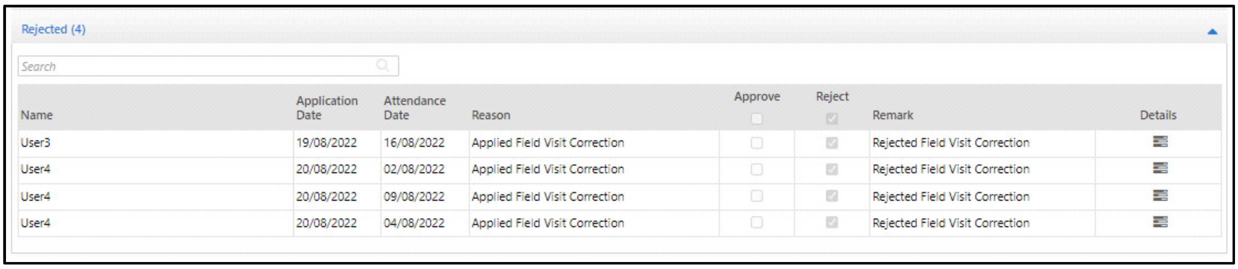
Click **Save** to save the authorization.

Rejected Applications

Click the **Rejected** collapsible panel.

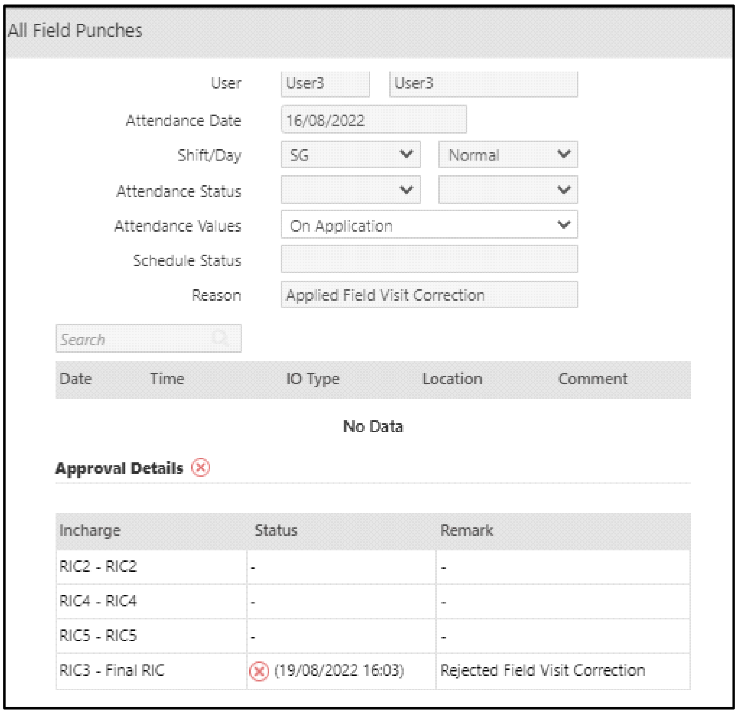
The **Rejected** section displays all the applications that have been rejected by the RIC or the System Administrator.

The following screen displays the **Rejected** section with rejected applications:



Click the **Details** icon to view the Field Visit Correction details of the corresponding user.

All Field Punches window appears as shown below:



All Field Punches window displays the Field Visit Correction details.

Attendance Values has the following options:

- **On Application:** The transaction values shown are the values at the time of the application being done.
- **Applied:** The transaction values after the correction is being made.
- **Current:** The current transaction values are same as On Application values.

It also displays the status of the user’s application under **Approval Details**. The application’s status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remarks displays the comments provided by the Admin / RIC / System.

Click **Save** button to save the changes.

Event Authorization

The Event Authorization in terms of attendance of employee plays very important role. It specifies prior authorization required for the events that should be considered for Attendance. This page will be displayed for Reporting in-charge and system Administrator only.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

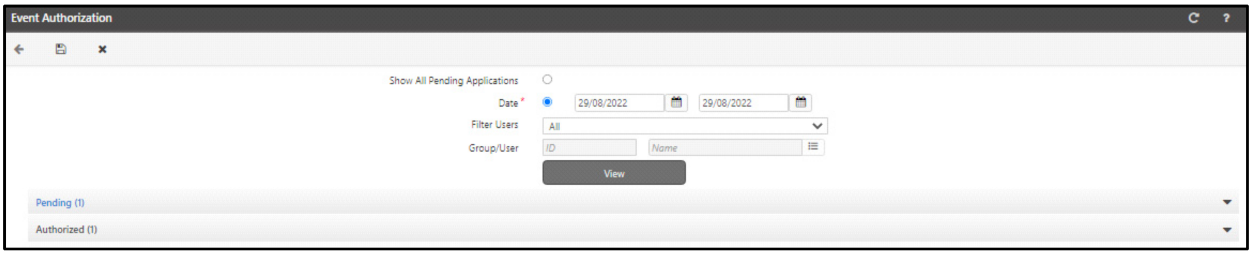
To activate authorization rights for Event of your reporting group members you need to activate the following from the path given below:

- *Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Event Authorization** feature for the selected group member.*

To authorize Events,

Select the **ESS(RIC)> Authorization/Approval > Event Authorization.**

The **Event Authorization** page will appear as follows:



You can either:
- view all the pending applications for Event Authorization
- set the filters — Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.

  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Authorize** check box of the desired entry.

    To know more refer to “Pending Events”.

The population on this page depends on the server’s database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

- **Date:** Select this option to enable the date filter.Select the start and end dates by clicking the respective date selection buttons. This defines the period for which User Events are to be viewed. The end date is by default set to the current date and authorization is not allowed for any later date.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group1/2/3 and then click the picklist to select the desired group's ID/Name, to view authorization status of these applications.

Click the **View** button to view all pending and authorized events and their details.

Pending Events

Click the **Pending** collapsible panel.

The **Pending** section lists all the events from users waiting to be sanctioned by the system administrator/RIC as shown:

- **Access:** Specifies whether the access is allowed/denied to the user.

- **Source:** Displays the sources from where the punch is marked i.e. ESS, Device, Mobile Application, etc.

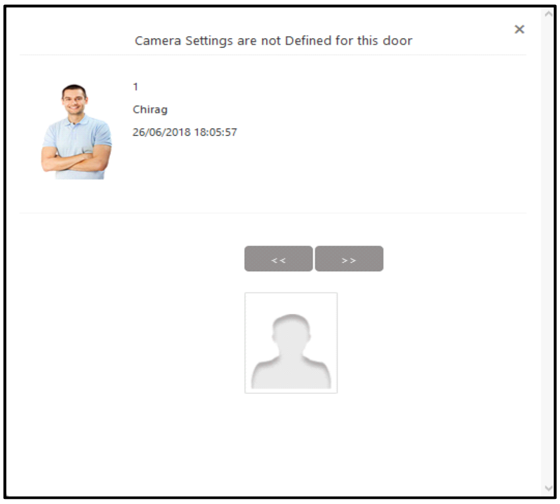
Select the **Authorize** check box against an event to authorize it. The RIC can also select all the applications to authorize them at the same time and give the verdict by selecting the common Authorized box on the header column.

The default **Remark** for the Authorized event application will appear in the Authorized field. You can enter your Remark while authorizing the application.

Click the button to view source location co-ordinate details for an entry or exit event of the user.

If Map is not loaded, contact your Admin.

If there is a Built-in camera to capture the image of the user while punching on the door; you can view that image by clicking on the **View Image** icon.

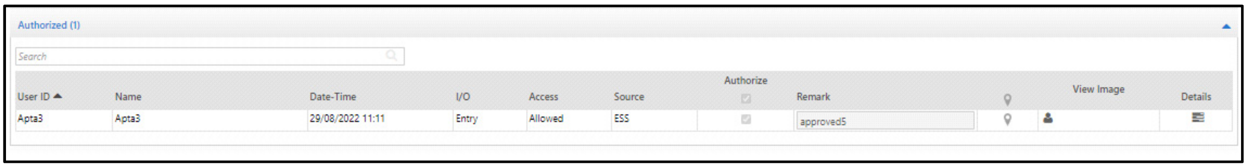


If the event is generated by API then there will not be any image popup window on clicking View Image icon.

Authorized Events

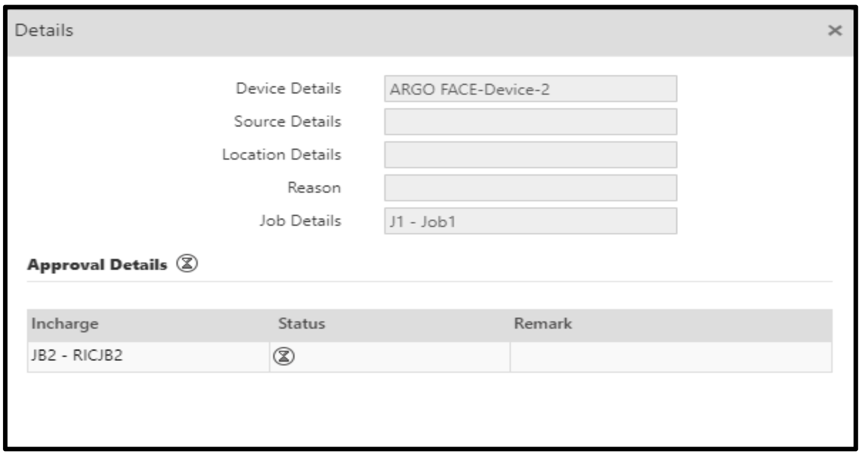
Click the **Authorized** collapsible panel.

The **Authorized** section displays all the events that have been authorized by the reporting group in-charge or the system administrator. The following screen displays the **Authorized** section.



Here, Authorized events can only be viewed.

The Reason for punching from unassigned location (when punch is made from Application) can be viewed from **Details** . Click on **Details** and the below window appears:



You can view details like — Device Details, Source Details, Location Details, Reason.

It also displays the status of user's event authorization request under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remarks displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Advance Overtime Authorization

The Advance Overtime Authorization is providing prior approval for the advance overtime applications of the users. This page will be displayed for Reporting Group In-Charge and System Administrator only.

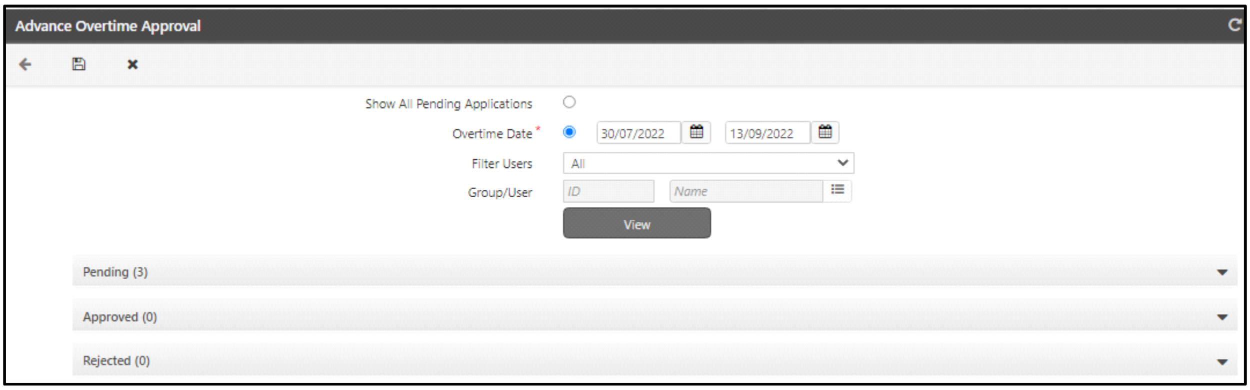
The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

To activate authorization rights for Advance Overtime of your reporting group members you need to activate following feature from the path given below:
*Select **Users Module > Reporting In-Charge > In-Charge Permissions** and enable **Advance Overtime Authorization** feature for the selected group member.*

To approve the applications,

Select the **ESS(RIC)> Authorization/Approval > Advance Overtime Authorization.**

The **Advance Overtime Authorization** page will appear as follows:



You can either:
- view all the pending applications for Advance Overtime Approval
- set the filters — Overtime Date, Filter Users — to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.

  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Approve** check box of the desired entry.

    To reject the application, select the **Reject** check box of the desired entry.

    To know more refer to “Pending Applications”.

Applications according to Set Filters

To Set the Filters,

- **Overtime Date:** Set the start and end dates by clicking the respective date selection buttons. This defines the applications to be displayed within the set dates.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

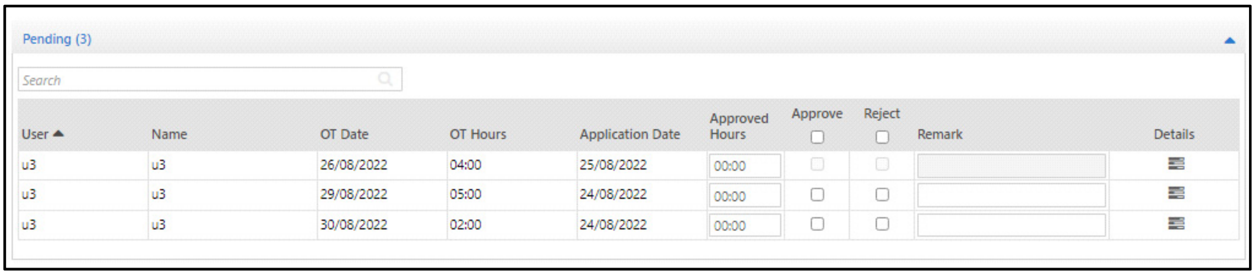
  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group 1,/2/3 and then click the picklist to select the desired group's ID/Name, to view authorization status of these applications.

Click the **View** button to view all pending, authorized and rejected application and their details.

Pending Applications

Click the **Pending** collapsible panel.

The **Pending** section lists all the applications of the users awaiting approval by the Reporting Group In-Charge/ System Administrator as shown below.


Pending (3)

Search

User	Name	OT Date	OT Hours	Application Date	Approved Hours	Approve	Reject	Remark	Details
u3	u3	26/08/2022	04:00	25/08/2022	00:00				
u3	u3	29/08/2022	05:00	24/08/2022	00:00				
u3	u3	30/08/2022	02:00	24/08/2022	00:00				

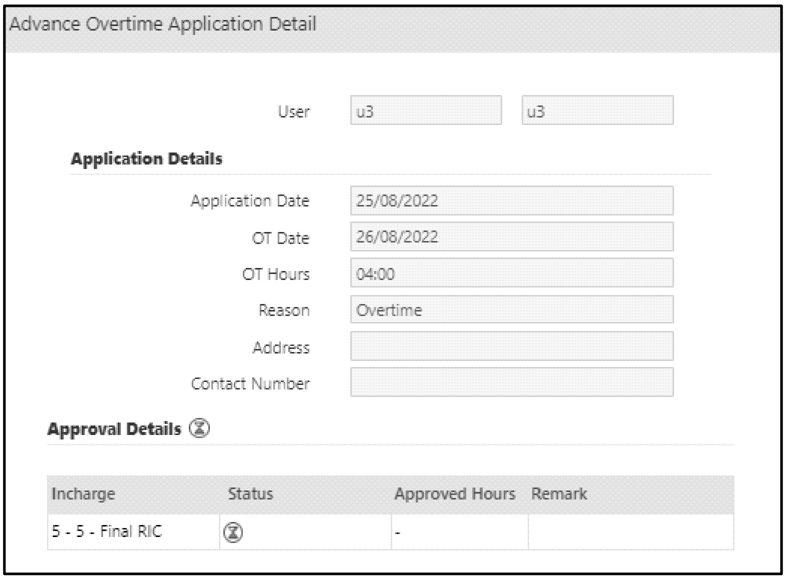
When any application is in the Pending state it can be authorized by the Admin or RIC.

- To approve/reject applications selectively, click the respective application check box.
- To approve/reject all the applications simultaneously, click the Approve /Reject Checkbox in the header column.

Once the Admin approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter your Remark while approving/rejecting the application.

To view the details of a particular application, click on the **Details** . The **Advance Overtime Application Detail** window appears as shown below:


Advance Overtime Application Detail

User u3 u3

Application Details

Application Date 25/08/2022
OT Date 26/08/2022
OT Hours 04:00
Reason Overtime
Address
Contact Number

Approval Details

Incharge	Status	Approved Hours	Remark
5 - 5 - Final RIC		-	

Advance Overtime Application Detail window displays the user’s advance overtime application details.

This window also displays the status of the user’s application under **Approval Details.**The application’s status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

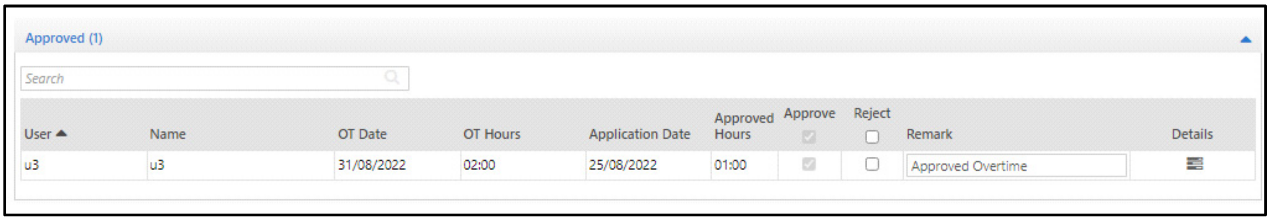
Remarks displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Approved Applications

Click the **Approved** collapsible panel.

The **Approved** section lists all the applications of the users that have been approved by the Reporting Group In-Charge/System Administrator as shown below.


Approved (1)

Search

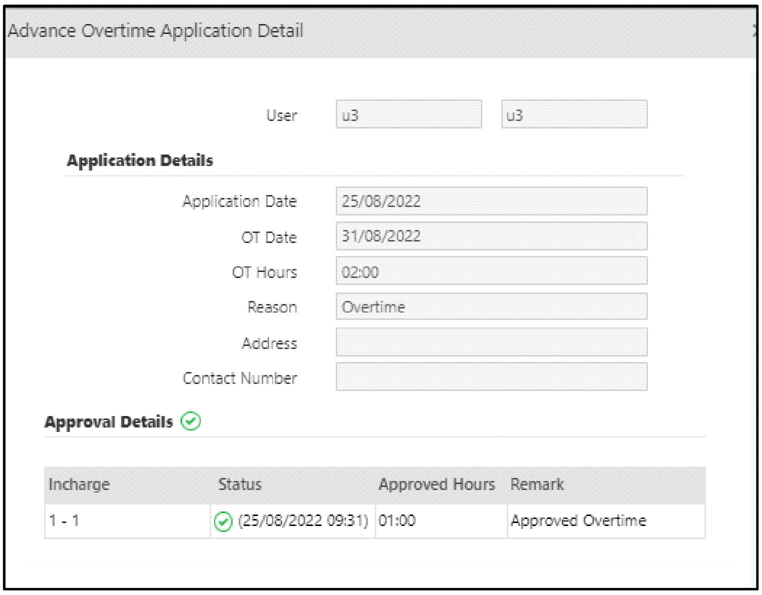
User	Name	OT Date	OT Hours	Application Date	Approved Hours	Approve	Reject	Remark	Details
u3	u3	31/08/2022	02:00	25/08/2022	01:00			Approved Overtime	

The Approved applications of present as well as of future dates can be rejected by the RIC, if required. To do so, select the **Reject** check box of the respective application.

The Approved applications of the past dates can only be viewed.

Click the **Details** icon to view the Advance Overtime details of the corresponding user.

Advance Overtime Application Detail window appears as shown below:



Advance Overtime Application Detail window displays the user's advance overtime application details.

It also displays the status of user's application under **Approval Details**.The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-Charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

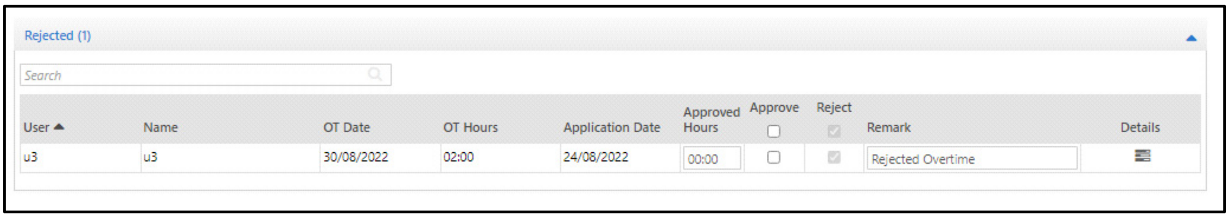
Remark displays the comments provided by the Admin / RIC / System.

Click **Save** to save the authorization.

Rejected Applications

Click the **Rejected** collapsible panel.

The **Rejected** section lists all the applications of the users that have been rejected by the Reporting Group In-Charge or the System Administrator as shown below.

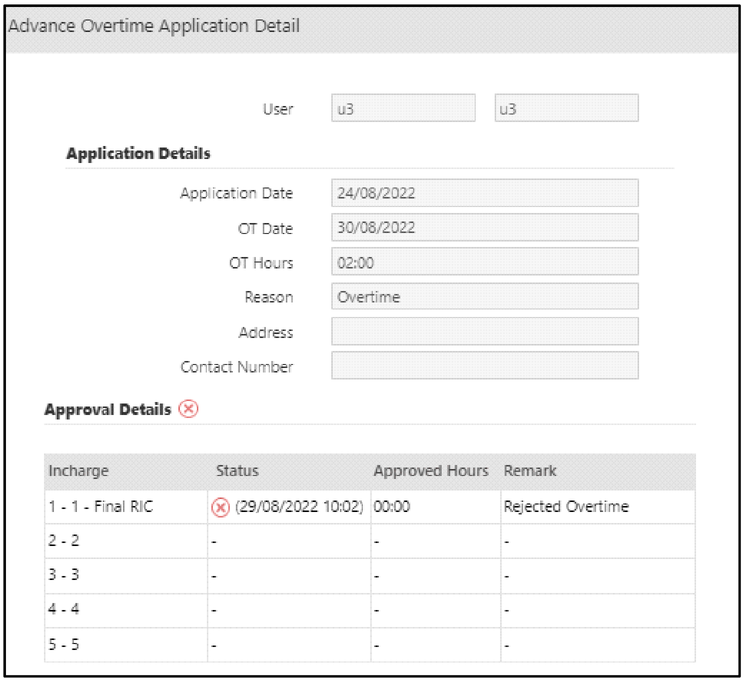


The Rejected applications of present as well as future dates can be approved by the Reporting Group In-Charge/ System Administrator, if required. To do so, select the **Approved** check box of the respective application and specify the **Approved Hours**.

The Rejected applications of the past dates can only be viewed.

Click the **Details** icon to view the Advance Overtime details of the corresponding user.

Advance Overtime Application Detail window appears as shown below:



Advance Overtime Application Detail window displays the user’s advance overtime application details.

It also displays the status of user’s application under **Approval Details**.The application’s status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Remark displays the comments provided by the Admin / RIC / System.

Click **Save** button to save the changes.

Shift Change Approval

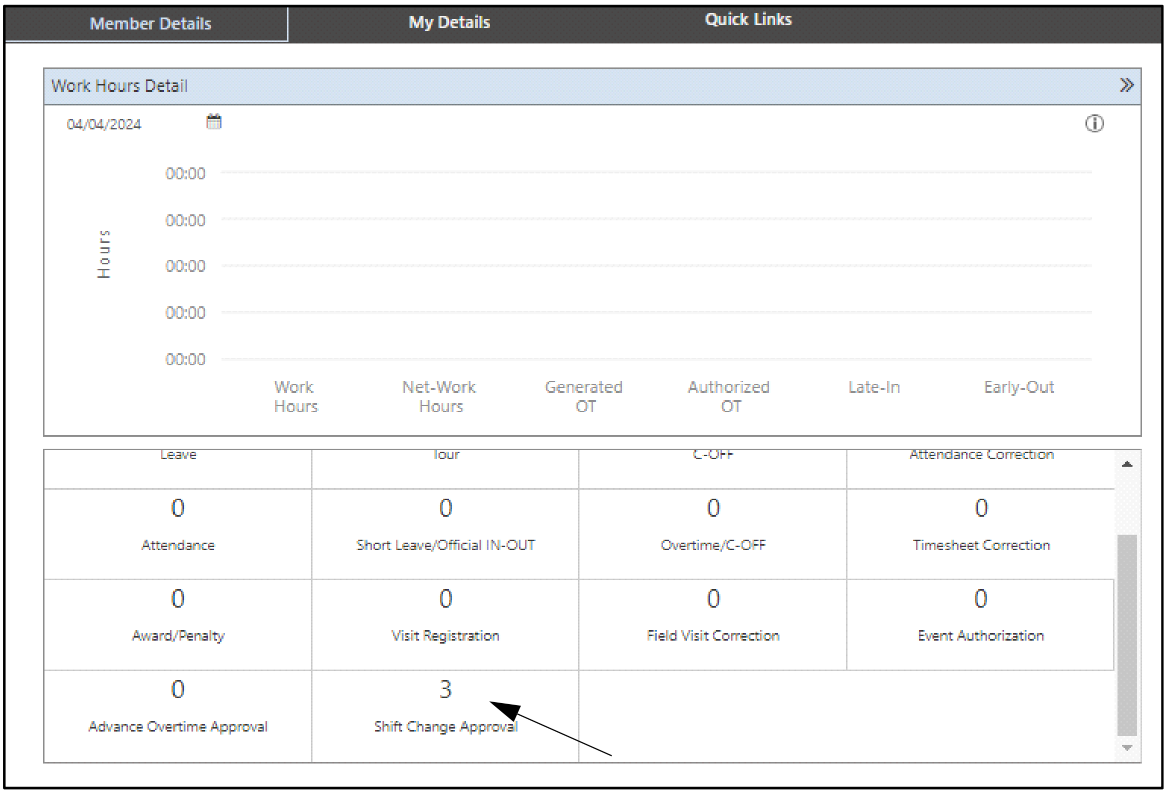
The Shift Change Application requests must be authorized by the respective Reporting In-charge using their *ESS* account.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the System Administrator. For details contact your System Administrator.

For RIC users, make sure the Admin has enabled Shift Change Approval check box from Users Module > Reporting In-Charge > In-Charge Permissions.

The dashboard of Reporting In-charge displays the number of Pending Shift Change Approval.

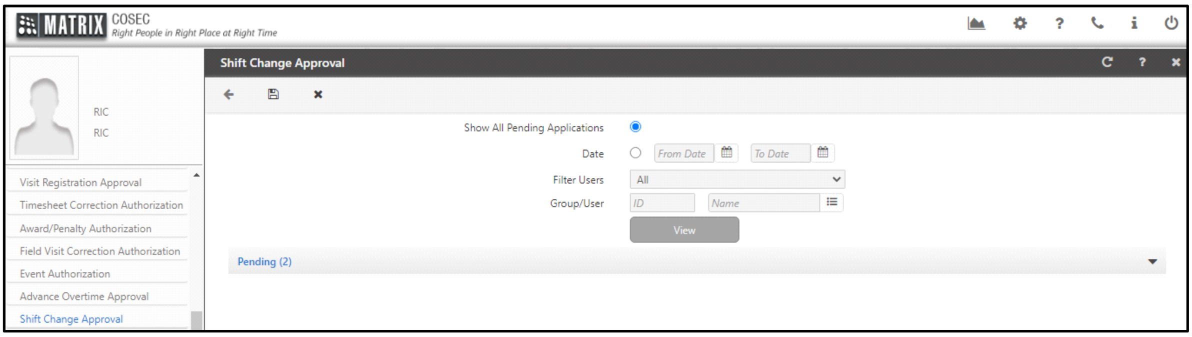
Click on the number. The Shift Change Approval page appears from where the Reporting In-charge can authorize the application.



OR

Click **Approval/Authorization > Shift Change Approval**.

The **Shift Change Approval** page appears.



You can either:

- view all the pending applications for Shift Change Approvals.
- set the filters — Date, Filter Users — to view the desired applications.

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.

  - Click the **Pending** collapsible panel. All the applications in pending state appear.

    To approve the application, select the **Approve** check box of the desired entry.

    To reject the application, select the **Reject** check box of the desired entry.

    To know more refer to “Pending Applications”.

The population on this page depends on the server’s database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

- **Date:** Select this option to enable the date filter. Select the start and end dates by clicking the respective date selection buttons. This defines the period for which Shift Change Applications are to be viewed. The end date is by default set to the current date and authorization is not allowed for any later date.

- **Filter Users:** You can filter records according to the desired Enterprise Group, All or for an Individual.

  Select **All**, to view authorization status of the applications of all the active users on the system.

  Select **Individual,** to view authorization status of the applications of a single user. Click the picklist to select the desired User ID/Name.

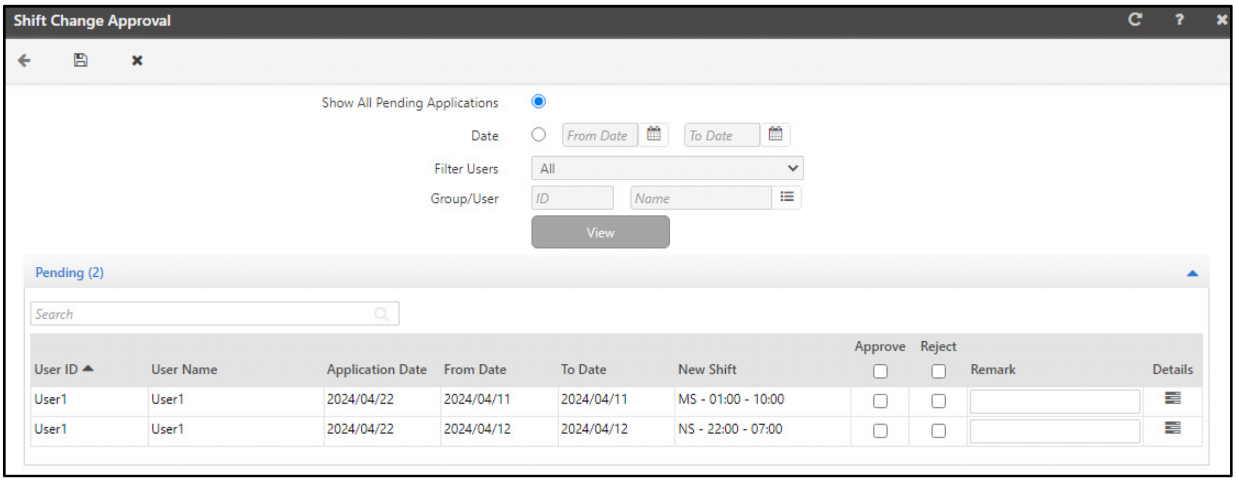
  Select the desired Enterprise Group — Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group1/2/3 and then click the picklist to select the desired group’s ID/Name, to view authorization status of these applications.

Click **View** to view all pending, approved and rejected Shift Change Applications applications and their details.

Pending Applications

Click the **Pending** collapsible panel.

The **Pending** section lists all the Shift Change Applications from users waiting to be sanctioned by the Reporting In-Charge.



When any application is in the Pending state it can be authorized by the Admin or RIC.

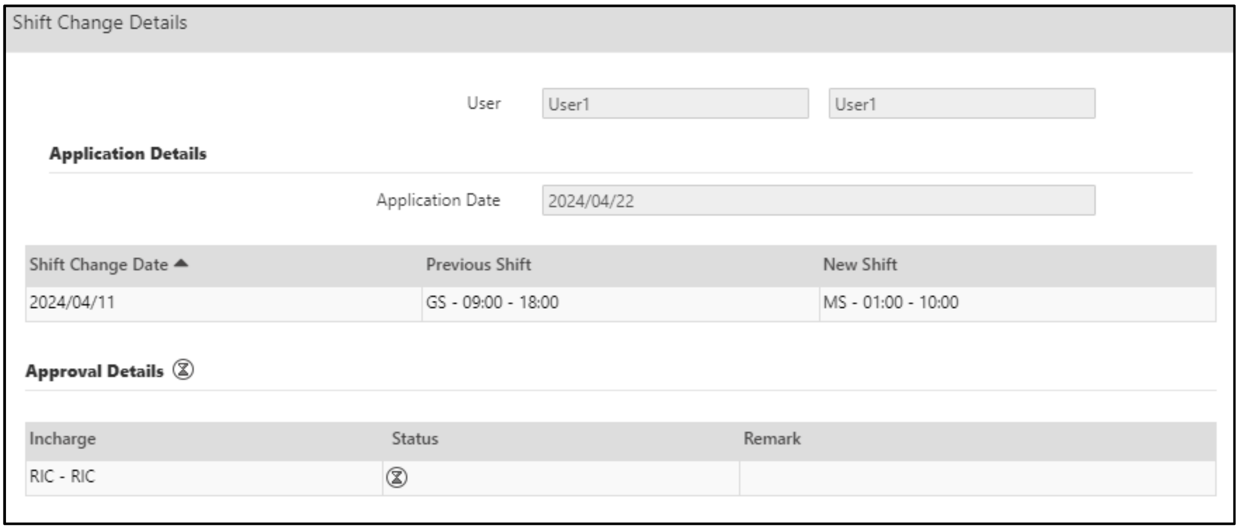
- To approve/reject applications selectively, click the respective application check box against the user.
- To approve/reject all the applications simultaneously, click the Approve /Reject check box in the header column.

Once the Admin/RIC approves/ rejects the application, the record will be moved from the **Pending** section to the **Approved/ Rejected** section respectively.

The default **Remark** for the Approved and Rejected application will appear in the respective fields. You can enter your Remark while approving/rejecting the application.

Click **Details**  to view the Shift Change details of the corresponding user.

Shift Change Details window appears.



Under **Application Details**, it displays the Shift Change Application details — Application Date, Shift Change Date, Previous Shift, New Shift under Application Details.

Under **Approval Details,** it displays the status of user's Shift Change Application. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

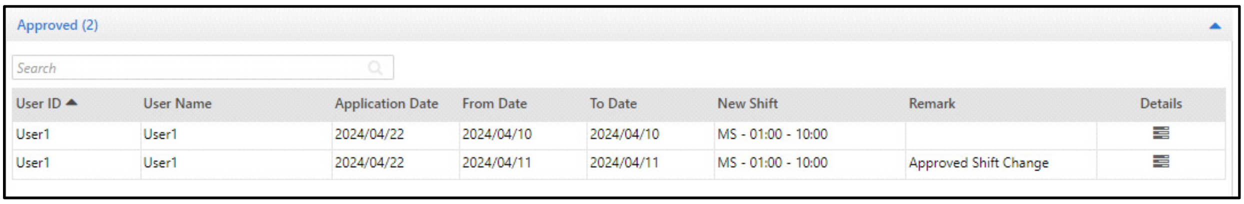
Remarks displays the comments provided by the Admin/ RIC/ System.

Click **Save** to save the authorization.

Approved Applications

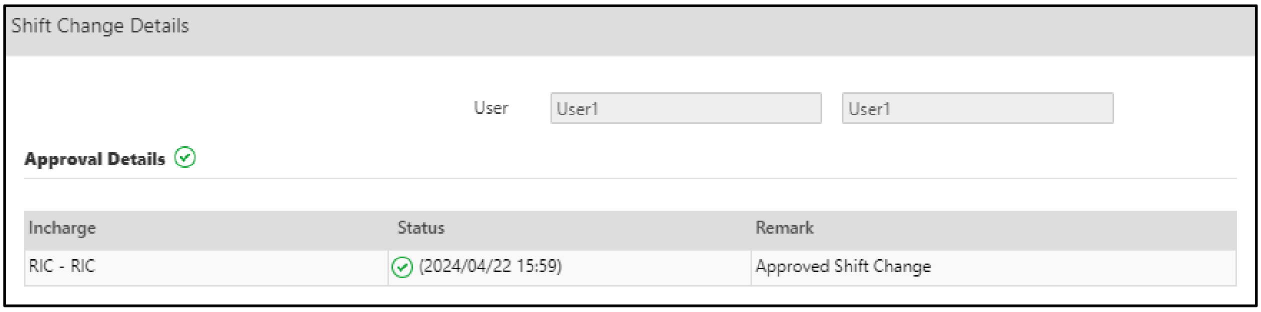
Click the **Approved** collapsible panel.

The **Approved** section displays all the Shift Change Applications that have been approved by the Reporting In-charge or the System Administrator. The following screen displays the **Approved** section.



Click **Details** to view the Shift Change details of the corresponding user.

Shift Change Details window appears.



Under **Approval Details,** it displays the status of user's Shift Change Application. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

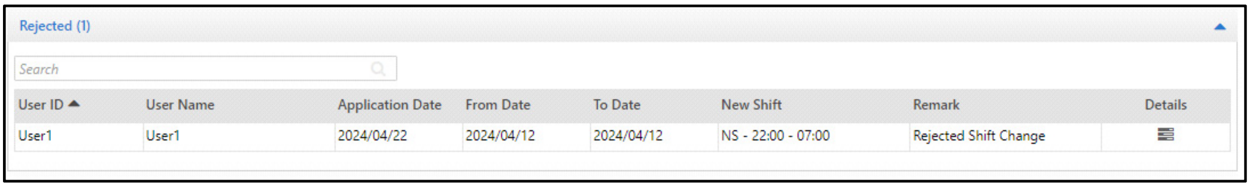
Remarks displays the comments provided by the Admin / RIC / System.

Click **Save** to save the authorization.

Rejected Applications

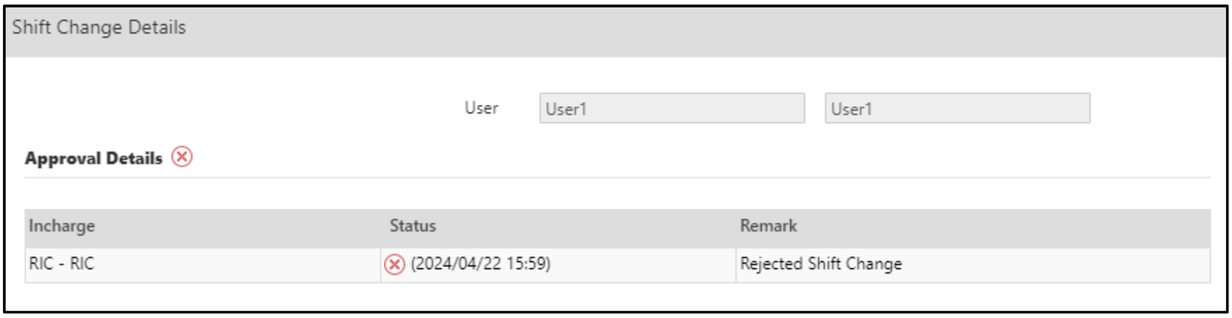
Click the **Rejected** collapsible panel.

This section lists all Shift Change Application that have been rejected. The following screen is an example of an **Rejected** list of Shift Change Application requests for a specific date range:



Click **Details** to view the Shift Change details of the corresponding user.

Shift Change Details window appears.



Under **Approval Details,** it displays the status of user's Shift Change Application. The application's status is displayed in the **Status** column.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

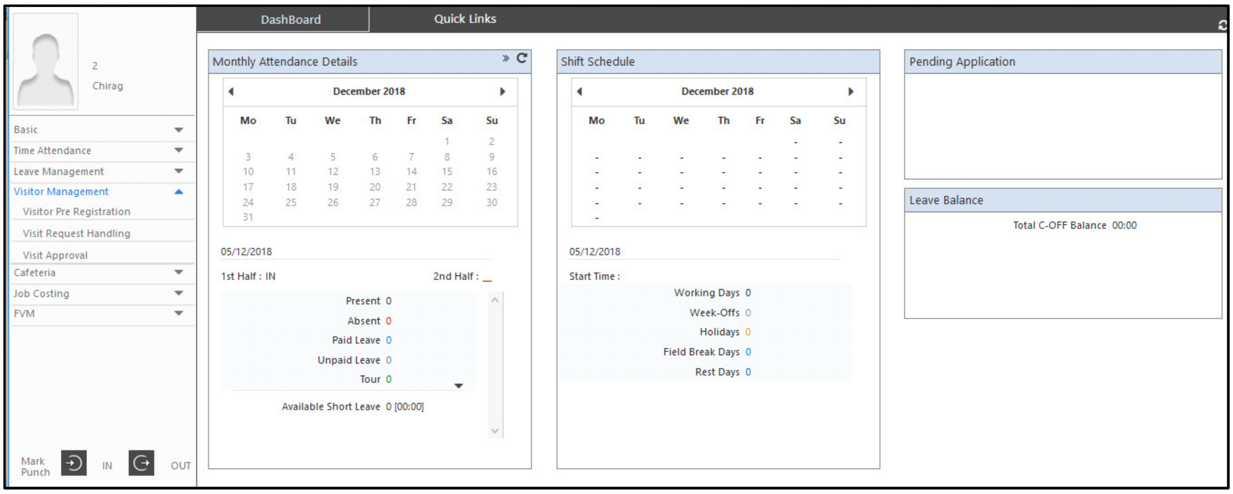
Remarks displays the comments provided by the Admin / RIC / System.

Click **Save** button to save the changes.

ESS for Visitor Management

The Visitor Management section enables the host user to pre-register the visitors. The host user can specify in advance regarding their unavailability so that the visit can be transfered to some other host or the visit can be rescheduled. The host can set the Auto Approval as well as Auto rejection for the visit application.

The authorized host user can give verdict to the visitor initiated application from Visit Approval page.



The Visitor Management Section is displayed only if the VMS License is available.

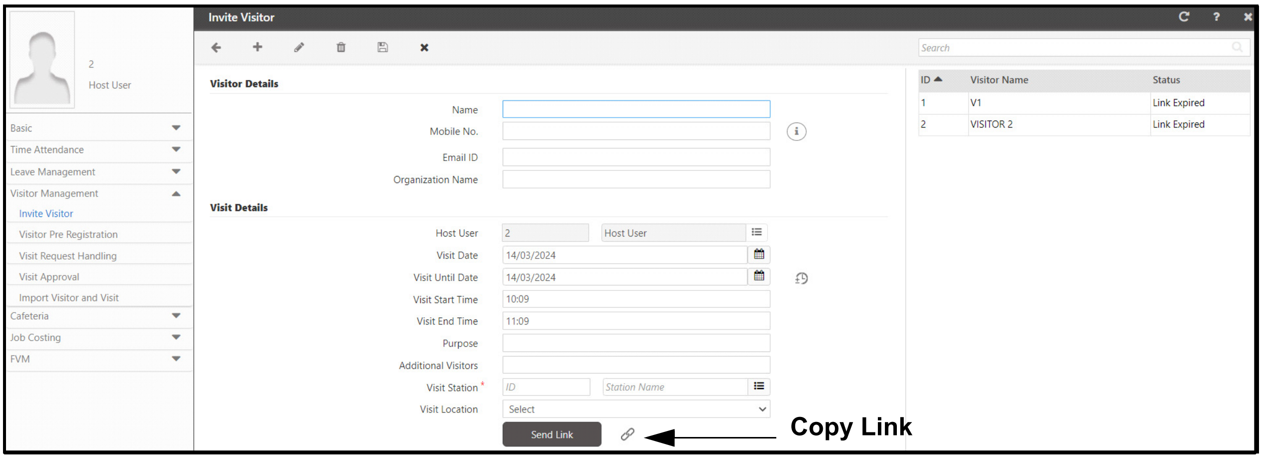
Invite Visitor

The Invite Visitor option is used by Host to invite a visitor who is registered and a visitor who is not registered through Link.

Here host needs to initiate a Link to the visitor which results in registration of visitor on the application and passes the parameters which would automatically create a visit.

Restrictions will be imposed if minimum/maximum days required to initiate a visit are configured by your SA.

Once the host clicks on Invite Visitor tab, below page will appear:



Click on the **Add** button to create a new visit invitation for a visitor.

Visitor Details

Enter the basic details of a visitor for whom the invitation is being created.

Name: Enter the name of a visitor.

Mobile No.: Enter the valid 10 digit contact number of the respective visitor.

Email Id: Enter the valid email id of the respective visitor.

Organization Name: Enter the name of an organization, the respective visitor belongs to.

If the Mobile No or Email Id fields are blank, and the visitor fills in these details while accessing the link, the application will not be sent to the host for approval.

If the Mobile No or Email Id fields are modified by the visitor while accessing the link, the application will be sent to the host for approval.

Visit Details

Enter the basic details of the Visit.

Host User: Enter the name of the Host; who is inviting the respective Visitor or choose the name from the provided picklist.

Visit Date: Enter the date of Visit of the Visitor.

Visit Until Date: Enter the end date of the Visit of the Visitor.

Visit Start Time: Enter the official start time of the Visit of the Visitor.

Visit End Time: Enter the end time of the visit of the Visitor.

While entering the time make sure that the Visit Time should be later than or equal to the current time i.e. the time when the host is creating the invitation Link.

Purpose: Provide the purpose of this Visit. E.g. Interview, Official Meeting, Personal etc.

Additional Visitors: Enter the number of additional Visitors who are going to visit along with the respective Visitor.

Visit Station: Select the desired station where the Visitor will meet the Host from the picklist.

Visit Location: Select the desired location from the drop-down list — Configured location or Custom Location.

If "Configured Location" is selected; then you can select the **location** from the picklist.

If "Custom Location" is selected; then you can select the **location** from Google Map. The latitude and longitude of location will appear accordingly.

After entering all the details about the visitor and the visit, Click **Send Link**.

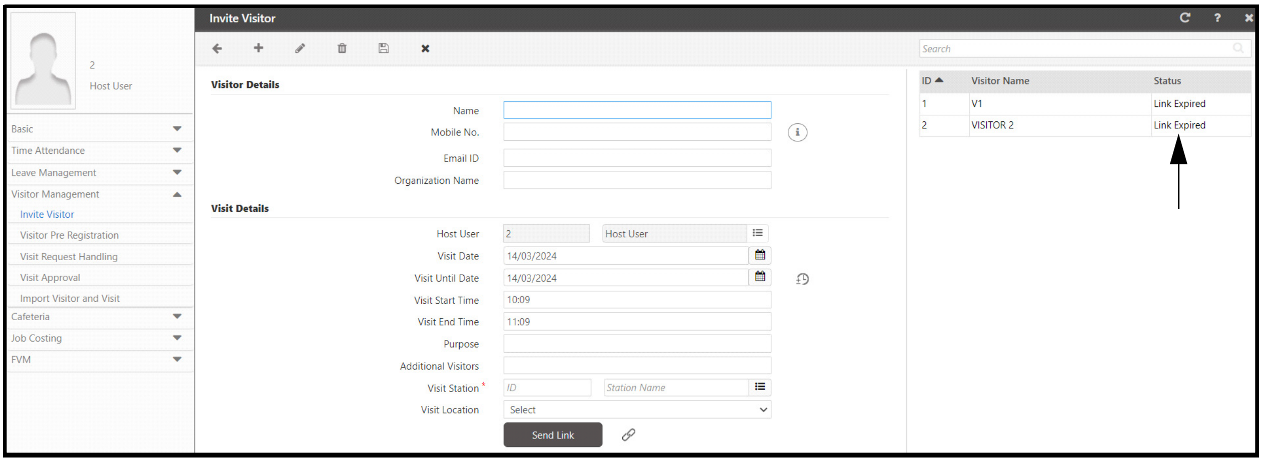
You can even copy the Link and send it to the visitor. To do so, click on **Copy Link** .

To edit any of the above details, click on the **Edit** button. After editing click on **Save** button.

Link Expiry

The Invite Visitor Link will expire after its expiry date and the status of that link will be displayed on the left side grid.

Copy Link will no longer be accessible once the link is expired.



When any Invite Visitor Link is accessed by a visitor, the system will compare the current system date with the Expiry Date.

- If Current Date is before or same as the Expiry Date, then access to the Link will be allowed.
- If Current Date is after the Expiry Date, then the Link will no longer be accessible.

Let's understand this with the help of the following cases:

- **Case 1:** When a Visit Date is defined in the Invite, then the system considers Visit Date as an Expiry Date.

  For example: Invite for Visitor is generated on 1st of March 2021, and Invite is generated with Visit Date as 10th March 2021, then Link Expiry Date will be 10th of March 2021.

- **Case 2:** When a Visit Date is not defined in the Invite, then the system considers Expiry Date = Request Date + 15 days.

  For Example: Invite for Visitor is generated on 1st of March 2021, then Link Expiry should be 16th of March 2021.

Value of Expiry Date will not be updated whenever the application data is modified.

Visitor Pre-Registration

The Visitor Pre-Registration option is used by the host (i.e. an employee to whom the visitor is expected to meet) by providing the details of the visitor and expected date and time. The pre-registration of the visitors is then sent for the approval to the Reporting-In-charge.

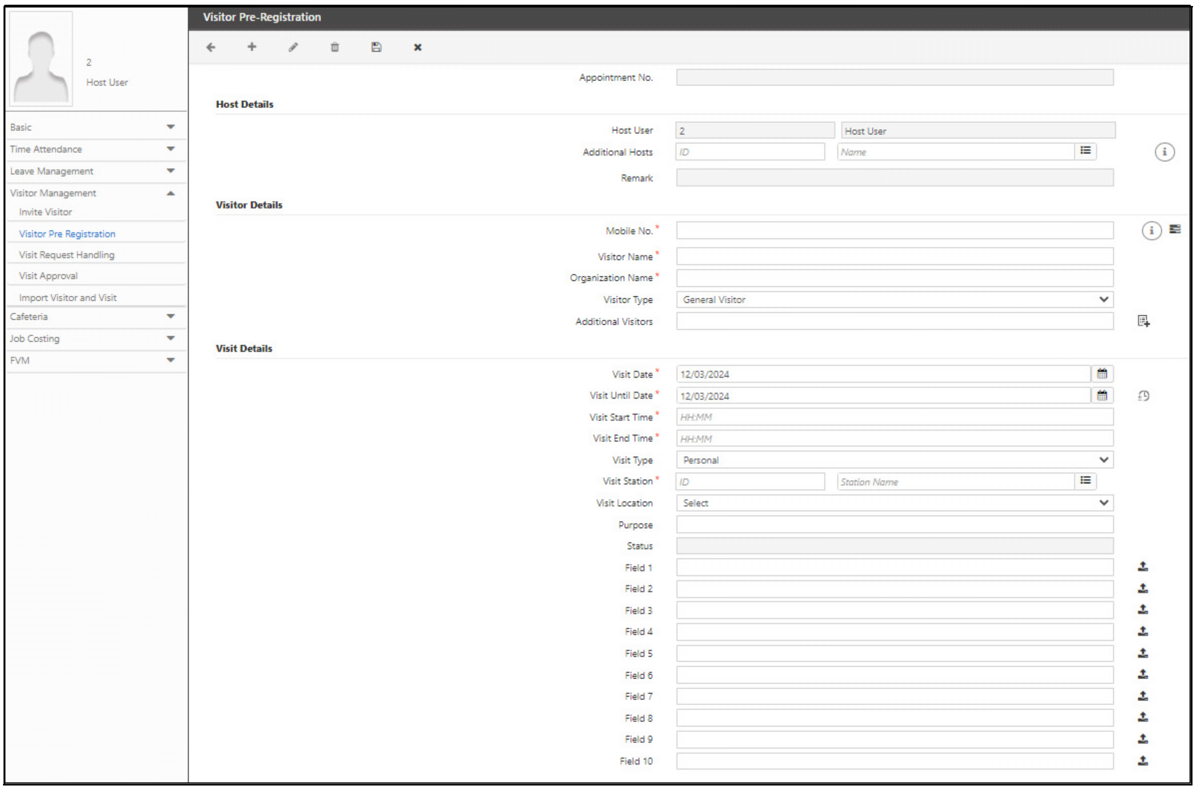
Alerts can be sent to the RIC only if configured from the COSEC Web. For details contact your system administrator.

The authorization is dependent on the number of Reporting In-charge in the Reporting Group, the Authorization Mode as well as the Approval Policy assigned by the system administrator. For details contact your system administrator.

The operator preparing the Visitor passes thus has advance intimation of the visitor and does not need additional verification at the time issuing the pass to the visitors.

Only "Host Initiated" pre-registration applications will be displayed on this Pre-Registration page.

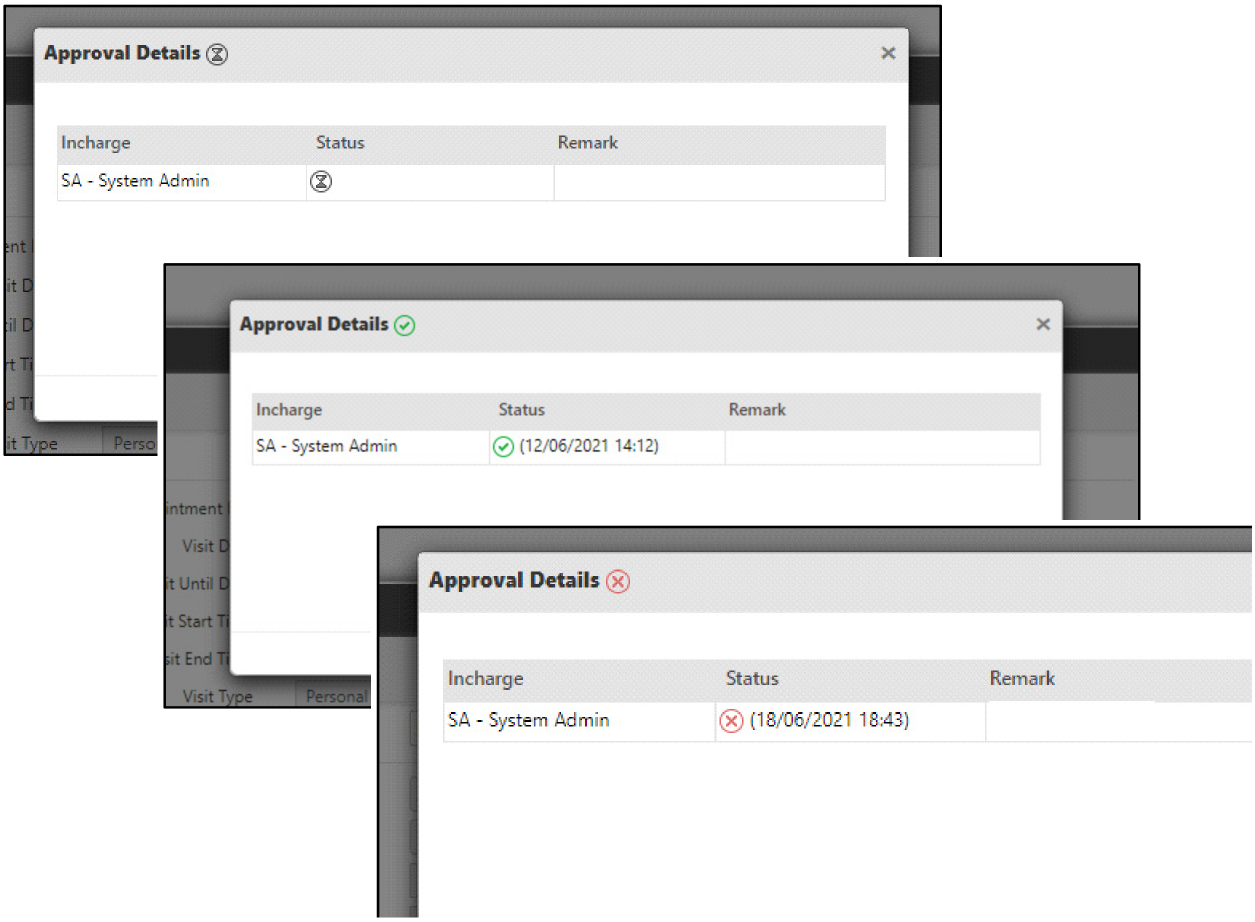
To pre-register the visitors, select **Visitor Management> Visitor Pre-Registration** from the ESS Page. The Page appears as shown below:



Click **Details** icon from the grid available on the left side of the page to view the Approval Details of the already applied application.

Appointment No.	Visit Date	Visitor Name	Status	Approval Details
210623000003	25/06/2021	Manish Singh	Applied	
210623000006	25/06/2021	Nilesh	Rejected	
210623000005	23/06/2021	656	Applied	
210623000002	23/06/2021	Manish Singh	Applied	

Approval Details window appears as shown below:

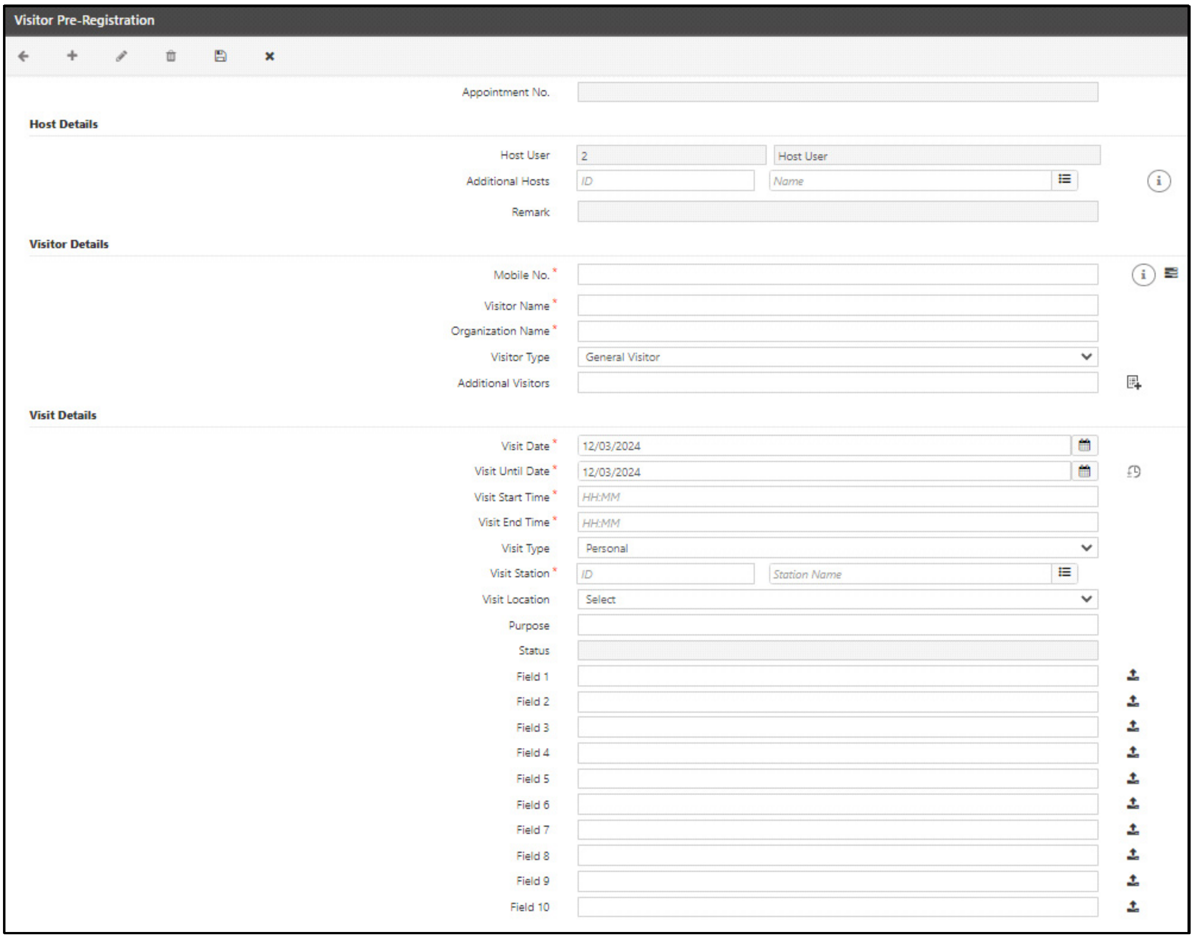


It displays the status of the user's application under **Approval Details,** that is, whether it is — pending, approved or rejected.

The application's status is displayed in the **Status** column as Pending , Approved or Rejected .

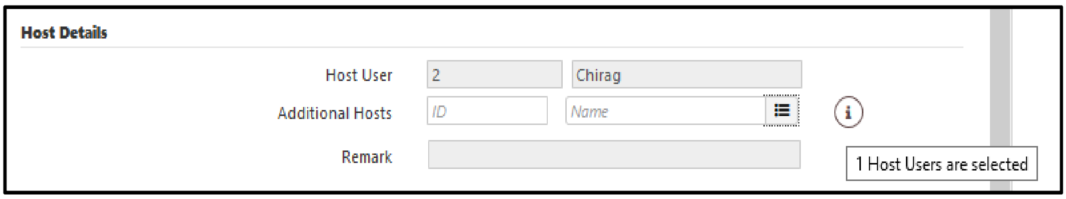
Remark displays the comments provided by the Admin/ RIC/ System.

System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups.Contact your SA for approval rights.



Appointment No.: It is the auto generated number based on the registration date. The format is YYMMDD00000(N+1) where N is auto incremented number starting from 0, considering the visitor Pre-Registration date.

Host Details



Host User: Select the host from the picklist to whom the visitor will meet or who has called the visitor to meet him. The host user picklist shows the list of authorized host users. See Visitor Management module > Utilities > Authorized host users.

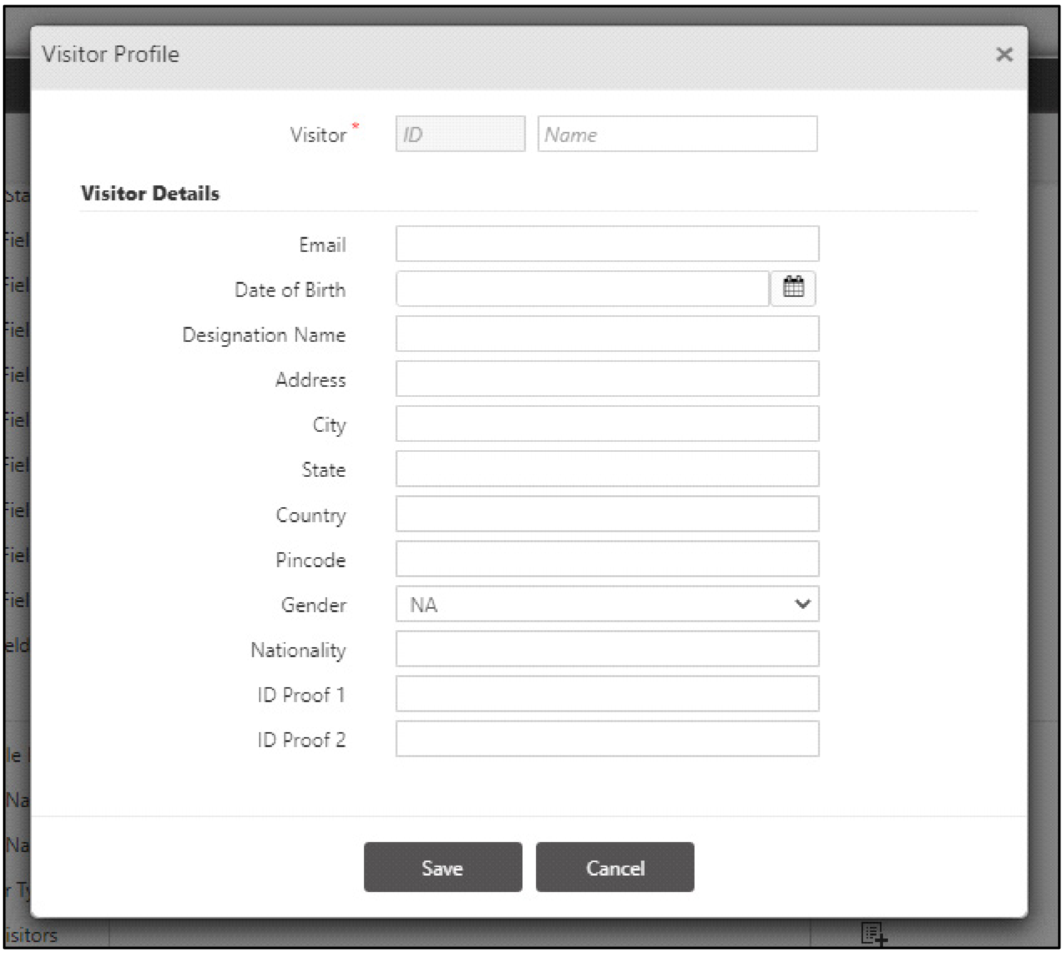
Additional Hosts: Select the additional host from the picklist who will be additional host user for the visit. Maximum 99 host users can be selected.

Remark: Enter the remark while adding host details.

Visitor Details

Mobile No.: Specify the mobile no. of the visitor.

To add the visitor details, click on . The Visitor Profile page appears as shown below. Enter the mandatory details and the required details. Then click Save button. The details will appear in Visitor Details section.

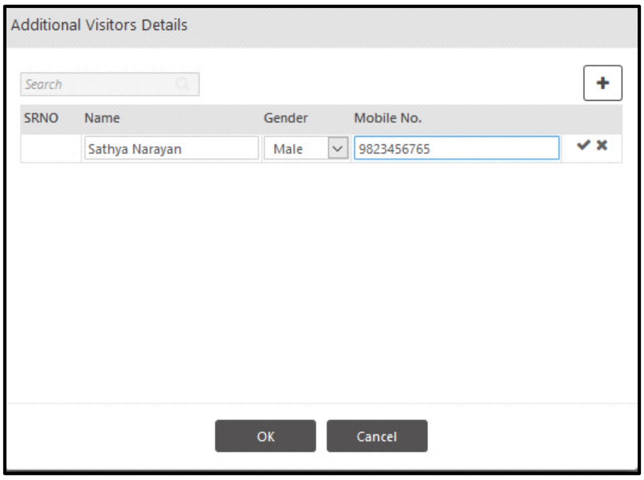


Visitor Name: Specify the Name of the Visitor.

Organization Name: Specify the Visitor's company name.

Visitor Type: Select the appropriate visitor type from the drop down list.

Additional visitors: To add the Additional visitors click on The Additional Visitor Details page appears as shown below. Add the visitor and click OK.



Visit Details

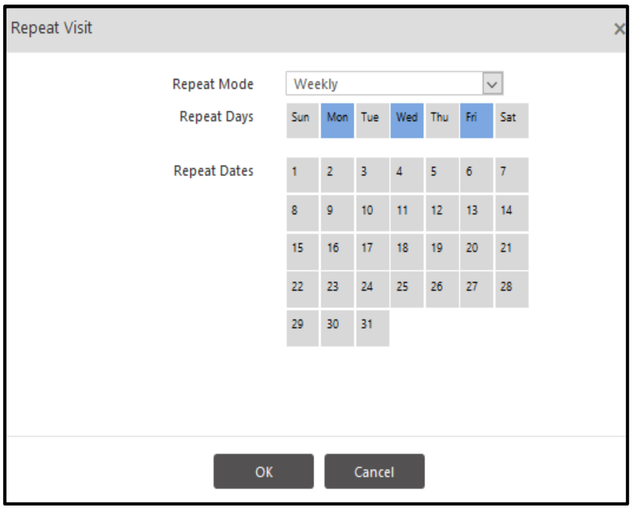
Visit Date: Enter the expected date of the Visitor or just click on the date Picklist button and select the date.

Visit Until Date: Enter the date or select the date until the visit is expected to continue.

- If the visit is for single day then Repeat button will be disabled.
- If the visit is expected for multiple days; then select the Visit Until date accordingly. And click on Repeat button to set the repeat pattern for visit.

Suppose Visit is from 2/10/2018 to 20/10/2018. Now click on **Repeat** button. The **Repeat Visit** window appears.

You can select **Repeat Mode** as Daily, Weekly or Monthly. Then select the Repeat Days (for weekly) or Repeat Dates (for monthly) on which visit is to be repeated. Then click OK to save the settings.



Visit Start Time: Enter the expected time for the start of visit in hh:mm format.

Visit End Time: Enter the expected time for the end of visit in hh:mm format.

Visit Type: Select the visit type from the drop down options of **Personal** and **Official**.

Visit Station: Select the Visit Station from the picklist where the Visitor will meet the Host. The Visit Station picklist displays a list of all the Stations created from the Station Location page in Visitor Management Module.

Visit Location: The location can be selected where visit is to be held from the options of Configured location or Custom Location.

- If “Configured Location” is selected; then you can select the **location** from the picklist.
- If “Custom Location” is selected; then you can select the **location** from Google Map. The latitude and longitude of location will appear accordingly.

Purpose: Specify the purpose or the reason of the visit.

Status: It will show the status of application. If the pre-registration entry is done by a system account user (i.e. SA, SE, so type users) then the entry will be auto approved with the login user’s id itself.

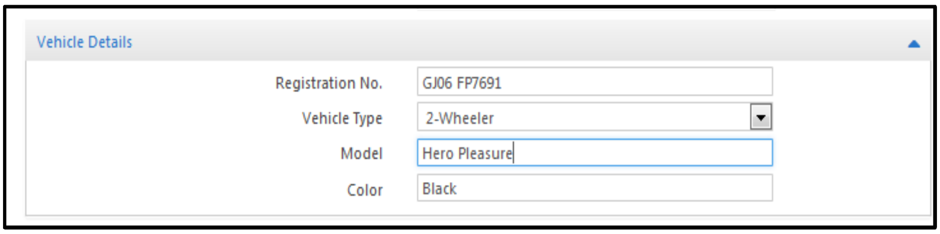
Fields (1-5): Custom Fields are visible only after they are configured by your System Administrator. For example Security Number, ID Proof, Nominee Name etc.

The document uploaded for these custom fields (if any) can be previewed by clicking on **Preview** button.

If you are unable to edit Visit Details, contact your System Administrator to provide the necessary rights.

Vehicle Details

For pre-registration of a visitor’s vehicle also, enter the vehicle’s registration no., vehicle type, model and color.



Click on **Save** to save the visitor details for pre-registration.

The Pre-registered Visitor will be reflected in the COSEC VMS Utility (desktop application) through which the security personnel or reception person can monitor the visitor and issue the pass.

Visit Logs

This section is visible only when the application is in View or Edit mode.

Application Date Time: It displays the date and time when visitor has successfully planned visit.

RIC Approval: This is visible only when 'Authorization for Visitor Pre-Registration' is set in global policy & final verdict is given for respective application.

Host/Visitor Approval: This is visible when host/Visitor has either Approved/Rejected any visit application.

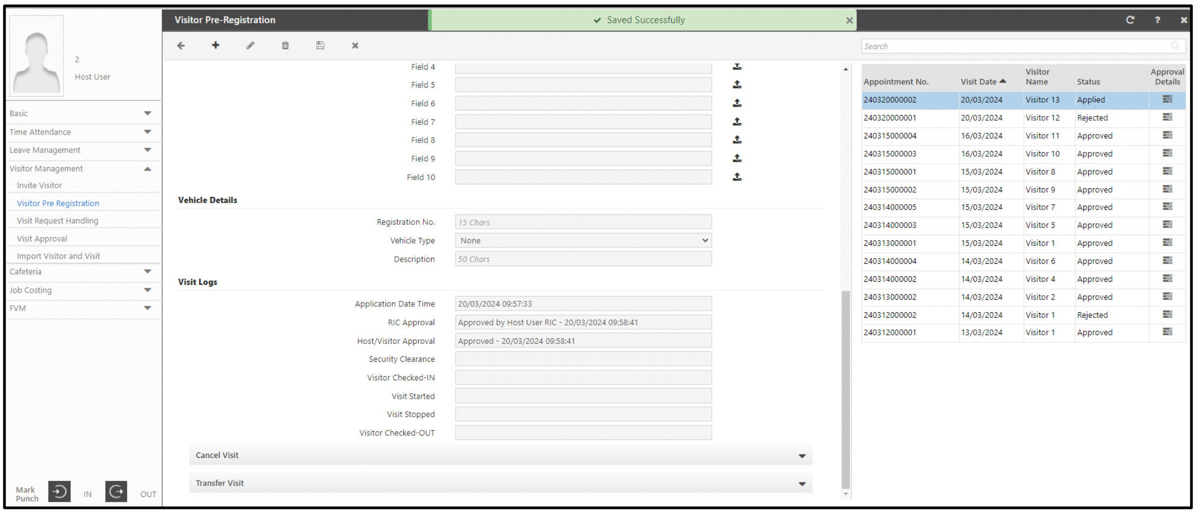
Security Clearance: If *Security Approval For Visitor E-Pass* is enabled in global policy, then Security Clearance = "<Verdict> by <Security Name> -<EpassDateTime>"

Visitor Checked IN: This is Date & Time when visitor has checked-IN.

Visit Started: This is Date & Time when Host has started visit.

Visit Stopped: This is Date & Time when Host has stopped visit.

Visitor-Checked-Out: This is Date & Time when visitor has checked out.



Reschedule/Cancel/Transfer Visit

The host user can rescheduler, cancel or transfer the visit of a pre-registered visitor to another host.

To **Reschedule** the visit, select the desired pre-registered visitor from the right pane. The details will be displayed on the left side. You can modify as per your requirement.

To **Cancel** the visit, refer “Cancel Visit”.

To **Transfer** the visit to another host, refer “Transfer Visit”.

Cancel Visit and Transfer Visit is not applicable for rejected applications.

Before the visitor has checked in, the host user is allowed to reschedule, cancel and transfer visit as per the requirement.

Whenever a host initiated visit is transferred, it will be further sent to the new host for approval according to the value based on Authorization for Visitor Pre-Registration drop-down in COSEC Web. For more details, refer COSEC System Manual.

Cancel Visit

The Cancel Visit section displays the parameters to be configured for canceling visit of a pre- registered visitor.

Select the desired pre-registered visitor from the right pane.

Click **Cancel Visit** collapsible panel.

Cancel: Select this check box to enable Cancel Visit for a pre- registered visitor.

Cancellation Reason: Specify the reason for which you want to cancel the visit for a pre-registered visitor.

Click **Save**, and on the right pane, the visit will show cancelled and will display the updated status as rejected.

Transfer Visit

The Transfer Visit section displays the parameters to be configured for transferring the visit of a pre-registered visitor to another host.

Select the desired pre-registered visitor from the right pane.

Click **Transfer Visit** collapsible panel.

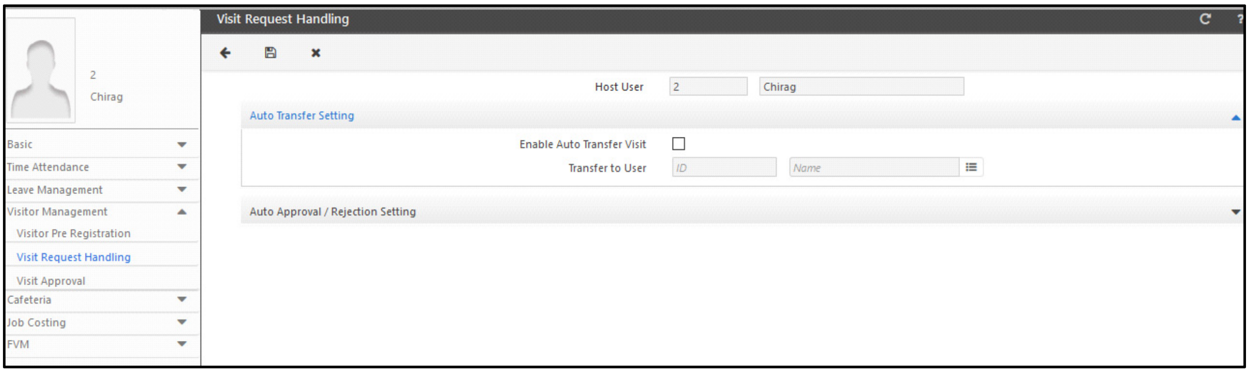
Transfer: Select this check box, to enable Transfer Visit for a pre-registered visitor to another host.

Transferred Host: Enter the ID and Name of the Host or select the Transferred Host from the picklist.The picklist displays the authorized host list.

Click **Save**, and the visit will be transferred to the new host.

Visit Request Handling

The ESS user who is the authorized host user can configure visit handling settings such as Auto Transfer & Auto Approval/Rejection of visits. Click on **Visitor Management > Visit Request Handling** option from the ESS Page. The Page appears as shown below:

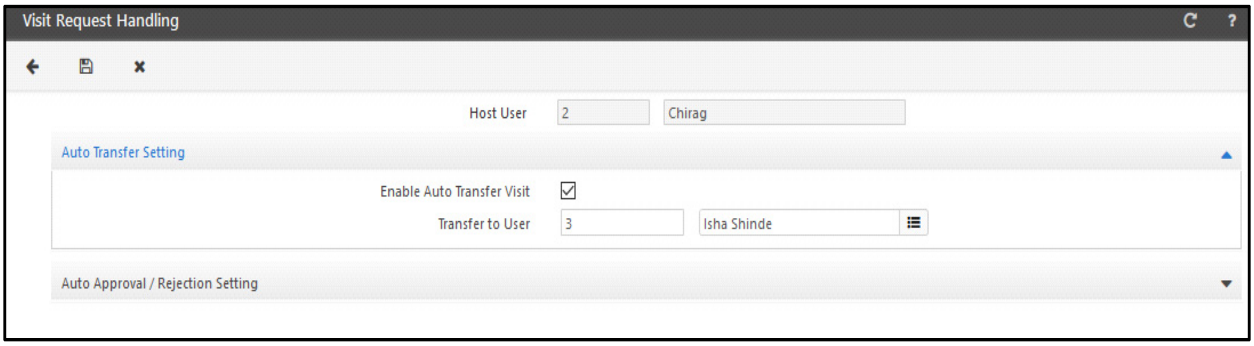


Host User: The host user is the logged in ESS user for whom the visit request is to be handled.

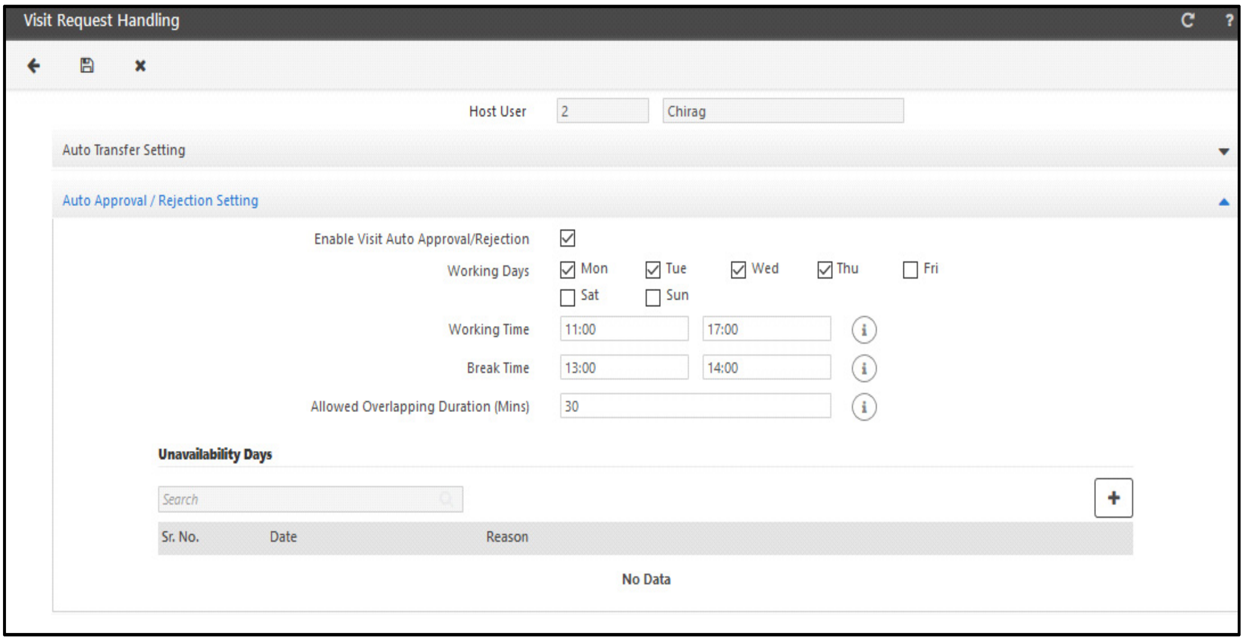
Auto Transfer Setting

Enable Auto Transfer Visit: Enable this check-box to automatically transfer the visit to another user.

Transfer to User: Select the user from the picklist to whom the visit is to be transfered. The picklist contains all active authorized host users.



Auto Approval/Rejection Setting



Enable Visit Auto Approval/Rejection: Enable this check-box to automatically approve/reject the visit application.

Working Days: Select the days when the automatic visit approval/rejection is to be allowed.

Working Time: Enter the From time and To time in 24 hours format during which the visit can be auto approved.

Break Time: Enter the Start time and End time of Break duration during which the visit will be auto rejected.

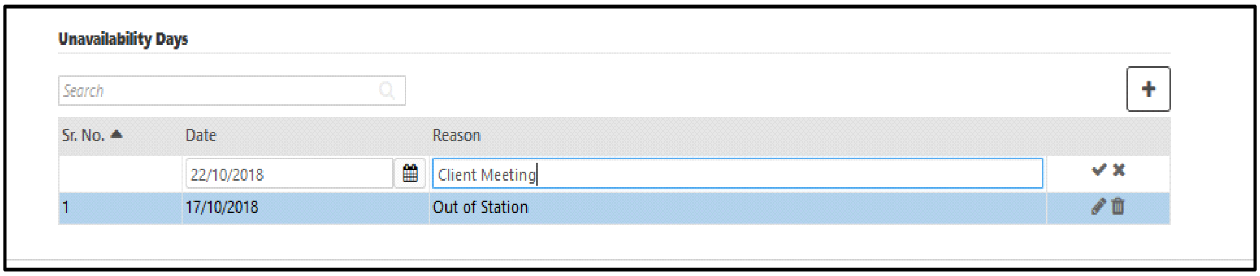
Allowed Overlapping Duration (Mins): Enter the duration in minutes. This duration must be overlapping within working time for the visit to auto approve. The valid range is 0 to 999 mins.

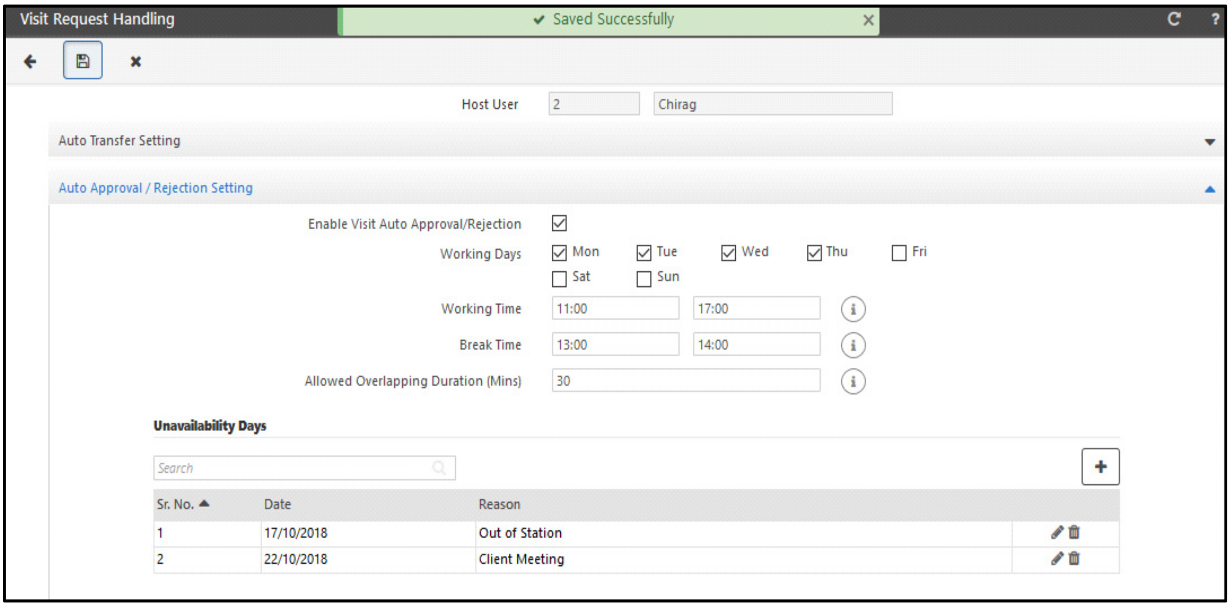
Example:
If Allowed Overlapping duration= 15 mins; If host has confirmed visit for 9:00 AM to 10:00 AM. And host get another visit request for 9:45 to 11:00 or 8:00 to 9:15 AM in this case application should be processed further for authorization.

Unavailability Days

This section enables to configure days on which host user (ESS user) is not available i.e. the visit to host user can not be scheduled on the specified days.

Click on **Add** button.
Select the **Date** from the calender. Enter the **reason** for unavailability. Then click **OK** and **Save** to save the days.

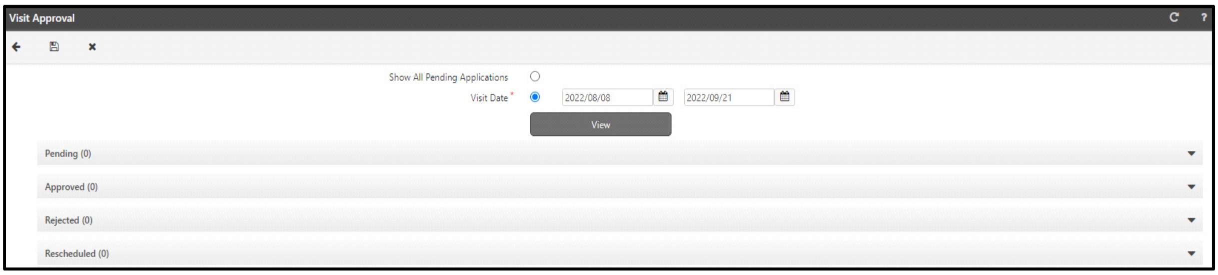



Visit Request Handling
Saved Successfully
Host User
2
Chirag
Auto Transfer Setting
Auto Approval / Rejection Setting
Enable Visit Auto Approval/Rejection
Working Days
Mon
Tue
Wed
Thu
Fri
Sat
Sun
Working Time
11:00
17:00
Break Time
13:00
14:00
Allowed Overlapping Duration (Mins)
30
Unavailability Days
Search
Sr. No.
Date
Reason
1
17/10/2018
Out of Station
2
22/10/2018
Client Meeting

Visit Approval

The ESS user who is an Authorized Host user, can give verdict on any visit application initiated/rescheduled by a visitor. There after these requests are sent the Host’s RIC (another ESS User) for approval.

Click **Visitor Management > Visit Approval** to give verdict (approve, reject, reschedule & transfer) on visitor initiated application.



You can either:
- view all the pending applications for Visit Approval
- set the date filter to view the desired applications

All Pending Applications

To view only Pending Applications,

- **Show All Pending Applications**: Select this option to enable the pending application filter.

    - Click the **Pending** collapsible panel. All the applications in pending state appear.

      To approve the application, select the **Approve** check box of the desired entry.

      To reject the application, select the **Reject** check box of the desired entry.

      To reschedule the application, select the **Reschedule** check box of the desired entry.

      To transfer the application, select the **Transfer** check box of the desired entry.

      To know more, refer to “Pending Visit Approvals”.

The population on this page depends on the server’s database. It might take time to load all pending applications.

Applications according to Set Filters

To Set the Filters,

- **Visit Date:** Select this option to enable the visit date filter.Select the start and end dates by clicking respective date selection buttons for which visit approval to visitor is to be given.

Click **View** to view the pending, approved, rejected and rescheduled status of all Visit requests.

There are four collapsible panels — Pending, Approved, Rejected and Rescheduled.

You can approve, reject, reschedule or transfer the visit request by checking the respective box.Click the desired collapsible panel to perform the desired action.

Pending Visit Approvals

Click the **Pending** collapsible panel.

The Pending Requests with Visit Date, Visit Time, Visitor Name, Host Name, Visit Purpose and Application Current Status are displayed as shown below:

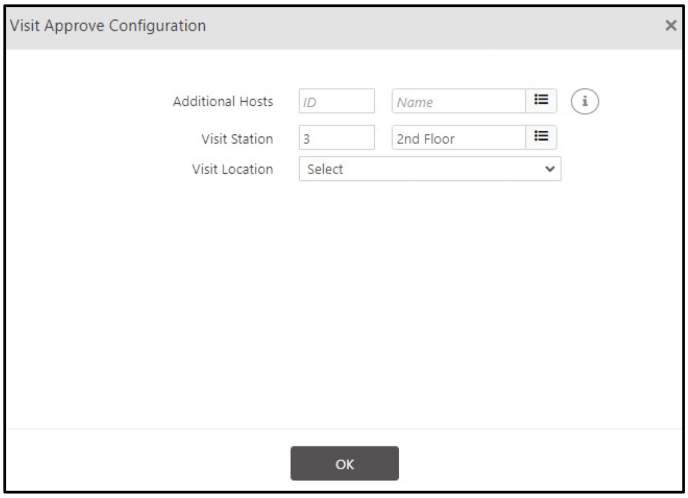
The host can perform the following actions:

- "Approve a Visit"
- "Reject a Visit"
- "Reschedule a Visit"
- "Transfer a Visit"

Approve a Visit

Select the check box if you wish to approve the visit request application.

Click . The Visit Approve Configuration pop-up appears from where the verdict can be configured.



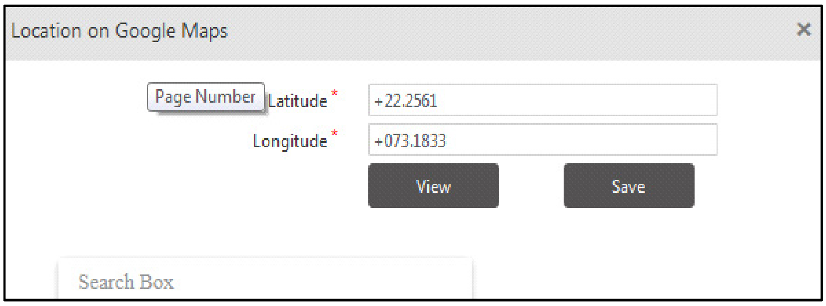
Visit Approve Configuration

- **Additional Hosts:** Enter the Additional Hosts ID and Name manually or select the same from the pick list.

- **Visit Location:** Select the location of the Visit from the drop down list — Configured Location or Custom Location.

  - If you select **Configured Location**, then configure the Location Code and Name. You can either enter the Location Code and Name manually or you can select the same from the pick list.

- If you select **Custom Location**, then click , to select the location from the Google Map. The Location on Google Maps pop-up appear as shown below.



- **Location on Google Maps**

  Latitude: Specify the Latitude of the location on Google Maps.

  Longitude: Specify the Longitude of the location on Google Maps.

  Click **View**, to view the location.

  Click **Save**, to save the location.

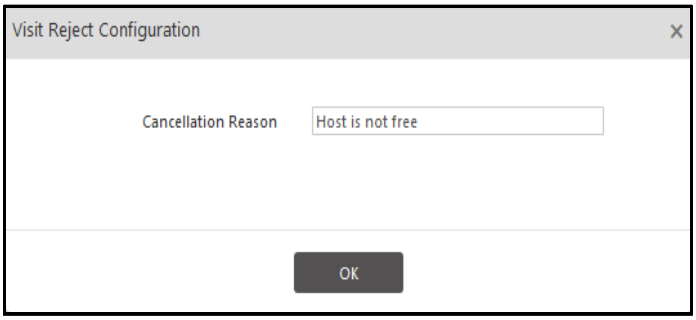
Click **OK** to save the Visit Approve Configuration.

Click **Save** , to save the changes.The application will now appear in the Approved panel.

Reject a Visit

Select the check box if you wish to reject the visit request application.

Click . The Visit Reject Configuration pop-up appears as shown below.



Visit Reject Configuration

- **Cancellation Reason:** Specify the reason for which you want to cancel the visit of the visitor.

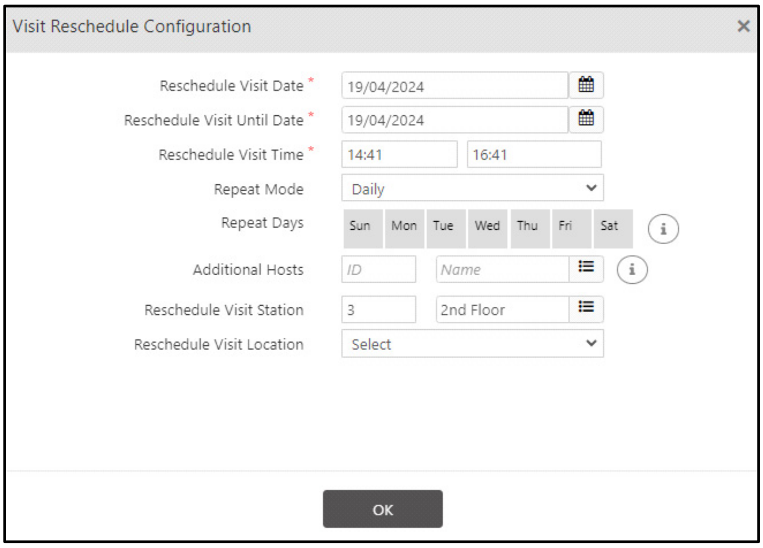
Click **OK** to save the Visit Reject Configuration.

Click **Save** to save the changes. The application will now appear in the Rejected panel.

Reschedule a Visit

Select the check box if you wish to reschedule a visit for the visitor.Restrictions will be imposed if configured in Visit Creation Restriction under Visitor Management Policy under Global Policies. For details contact your system administrator.

Click . The Visit Reschedule Configuration pop-up appears as shown below.



Visit Reschedule Configuration

- **Reschedule Visit Date:** Select the desired date on which the visit needs to be rescheduled.
- **Reschedule Visit Until Date:** Select the desired date until which the visit needs to be rescheduled.
- **Reschedule Visit Time:** Specify the new visit time on which the visit needs to be rescheduled.
- **Repeat Mode and Repeat Days:** Select the Repeat Mode from the drop down list—weekly or daily, if you wish to repeat the Visit. Select the days for which you wish to repeat the Visit.
- **Additional Hosts:** Enter the Additional Hosts ID and Name manually or select the same from the pick list.
- **Reschedule Visit Location:** Select the location of the Visit from the drop down list—Configured Location or Custom Location. For details, refer “Visit Approve Configuration”.

Click **OK** to save the Visit Reschedule Configuration.

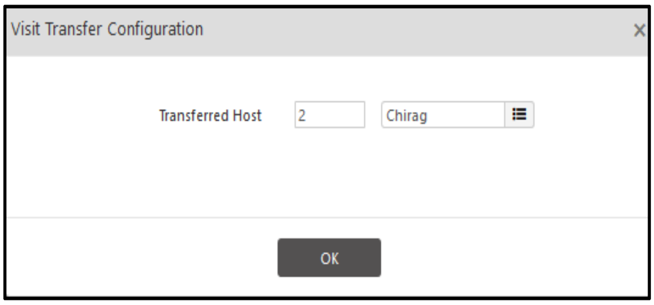
Click **Save** to save the changes. The application will now appear in the Rescheduled panel.

Transfer a Visit

The visit can be transferred to another host user by selecting the host from the pick list.

For transferring the visit of a visitor to another host, select the check box.

Click . The Visit Transfer Configuration pop-up appears as shown below.



Visit Transfer Configuration

- **Transferred Host:** Enter the ID and Name of the Host manually or select the Transferred Host from the pick list.

Click **OK** to save the Visit Transfer Configuration.

Click **Save** to save the changes. The application will now appear in the Pending panel with the updates.

If “Security Clearance for Visitor E-Pass” is enabled in Global policy then the approved application will go to the Security (Linked ESS user with System Account) for Security Clearance. Then 'Visit Transfer Alert' will be sent to Visitor.

Details

Click the corresponding **Details** to view the visit application details.It displays the parameters of Visitor Detail, Visit Detail and Visit Logs.The Visit Application Details pop-up appears as shown below.

Approved Visit Approvals

Click the **Approved** collapsible panel.

The Approved applications with Visit Date, Visit Time, Visitor Name, Host Name, Visit Purpose and Application Current Status are displayed as shown below:

Approved (2)

Search

Visit Date ▲	Visit Time	Visitor Name	Host Name	Visit Purpose	Application Current Status	Reject	Reschedule	Transfer	Details
2022/07/14	10:33 - 11:33	33	mitali		Security Clearance - Pending				
2022/07/14	17:33 - 18:30	TEST	visitorhost		Pending by RIC				

Select the respective check box, if you wish to reject, reschedule or transfer the visit request.

To reject the visit request, refer "Reject a Visit".

To reschedule the visit request, refer "Reschedule a Visit".

To transfer the visit request, refer "Transfer a Visit".

Rejected Visit Approvals

Click the **Rejected** collapsible panel.

The Rejected applications with Visit Date, Visit Time, Visitor Name, Host Name, Visit Purpose and Application Current Status are displayed as shown below:

Rejected (7)

Search

Visit Date ▲	Visit Time	Visitor Name	Host Name	Visit Purpose	Application Current Status	Reschedule	Transfer	Details
2022/07/14	09:05 - 10:00	TEST	visitorhost		Rejected by visitorhost			
2022/07/14	09:05 - 10:00	TEST	visitorhost		Rejected by Visitor			
2022/07/14	16:06 - 17:51	TEST	visitorhost		Rejected by Visitor			
2022/07/14	17:04 - 18:00	TEST	visitorhost		Rejected by Visitor			

Select the respective check box, if you wish to reschedule or transfer the visit request.

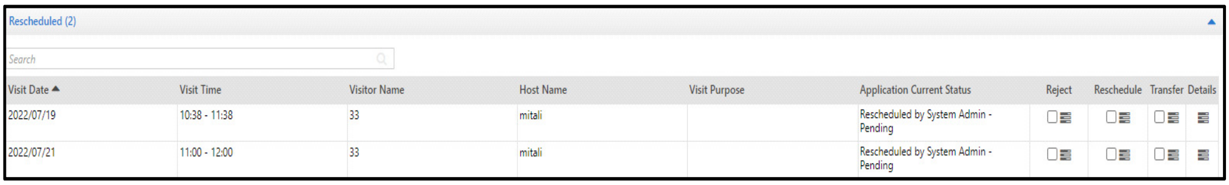
To reschedule the visit request, refer "Reschedule a Visit".

To transfer the visit request, refer "Transfer a Visit".

Rescheduled Visit Approvals

Click the **Rescheduled** collapsible panel.

The Rescheduled applications with Visit Date, Visit Time, Visitor Name, Host Name, Visit Purpose and Application Current Status are displayed as shown below:



Select the respective check box, if you wish to reject, reschedule or transfer the visit request.

To reject the visit request, refer “Reject a Visit”.

To reschedule the visit request, refer “Reschedule a Visit”.

To transfer the visit request, refer “Transfer a Visit”.

Import Visitor and Visit

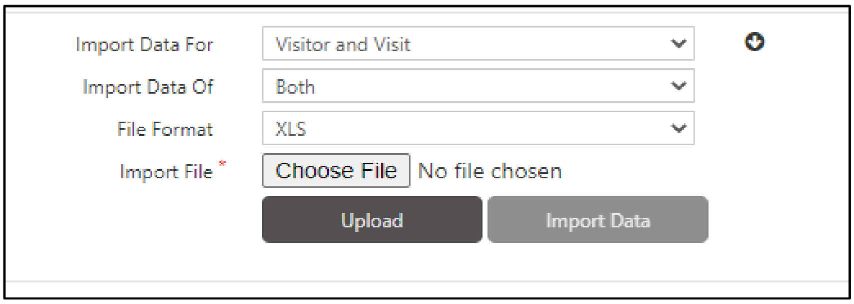
The COSEC application has an inbuilt utility for allowing an Authorized Host user to import Visitor and Visit data from files with predefined format.

Make sure your Admin has provided you the necessary rights to access the Import Visitor and Visit feature and functionality through ESS login.

Logged-in ESS user must be an Authorized Host user to import any data.

To import data from a file follow the steps given below:

Select **Visitor Management > Import Visitor and Visit** and the following screen appears:

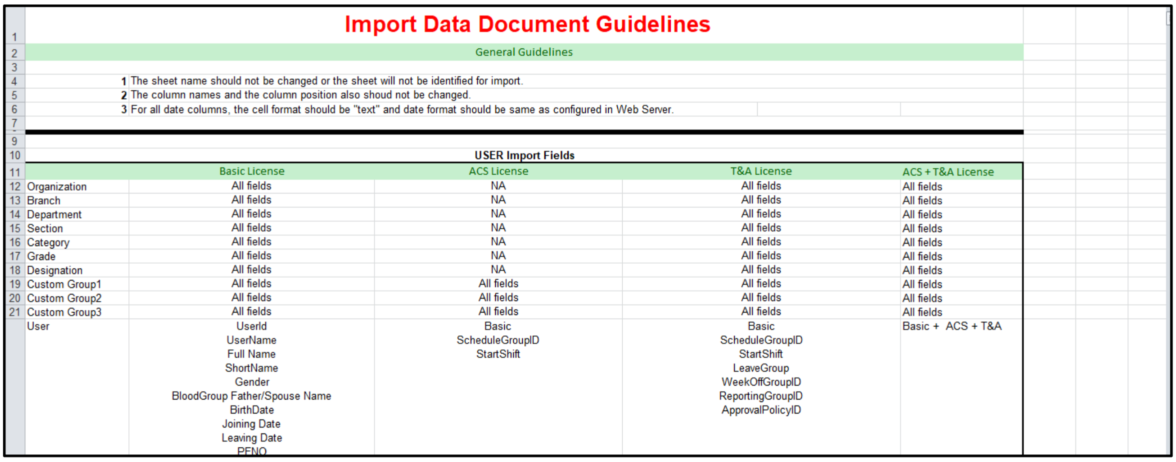


Configure the following parameters:

- **Import Data For** - Select Visitor and Visit option from the drop down list for which the data is to be imported.

  You can download a sample file by clicking **Download Sample Import file** . The import sheet displays the fields required for importing specific data.

  You can even refer to the Import Data Document Guidelines in the downloaded import sheet.



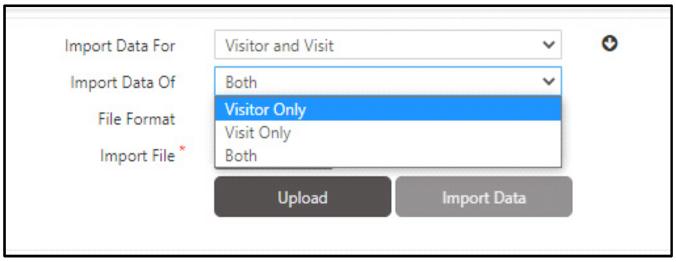
Import Data Document Guidelines

General Guidelines

1 The sheet name should not be changed or the sheet will not be identified for import.
2 The column names and the column position also shoud not be changed.
3 For all date columns, the cell format should be "text" and date format should be same as configured in Web Server.

USER Import Fields

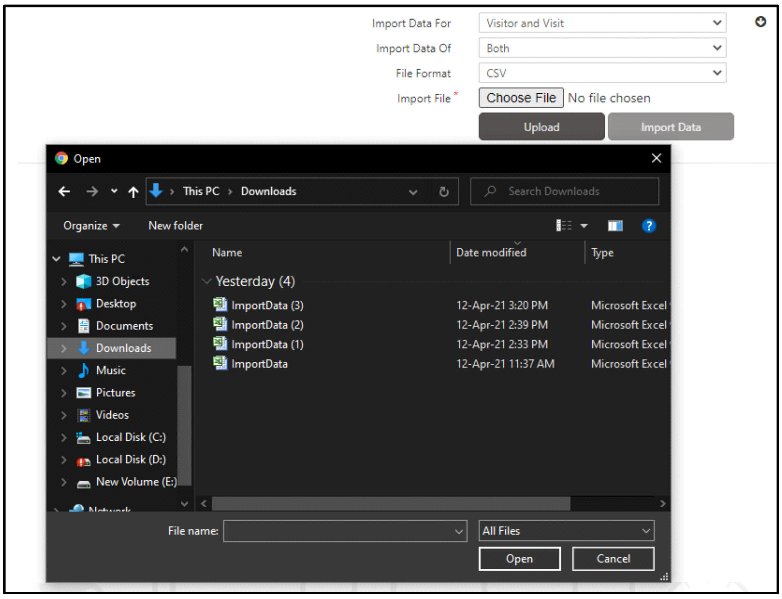
	Basic License	ACS License	T&A License	ACS + T&A License
Organization	All fields	NA	All fields	All fields
Branch	All fields	NA	All fields	All fields
Department	All fields	NA	All fields	All fields
Section	All fields	NA	All fields	All fields
Category	All fields	NA	All fields	All fields
Grade	All fields	NA	All fields	All fields
Designation	All fields	NA	All fields	All fields
Custom Group1	All fields	All fields	All fields	All fields
Custom Group2	All fields	All fields	All fields	All fields
Custom Group3	All fields	All fields	All fields	All fields
User	UserId UserName Full Name ShortName Gender BloodGroup Father/Spouse Name BirthDate Joining Date Leaving Date PFNO	Basic ScheduleGroupID StartShift	Basic ScheduleGroupID StartShift LeaveGroup WeekOffGroupID ReportingGroupID ApprovalPolicyID	Basic + ACS + T&A



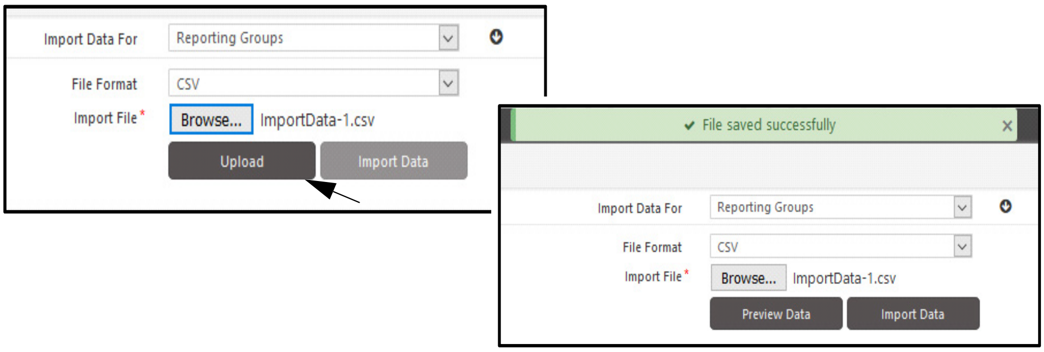
Import Data of: To import data of a Visitor and/or a Visit, select the desired option — Visitor Only, Visit Only or Both.

- **File Format** - Select a file format from the dropdown list — XLS or CSV.

- **Import File** - Browse the path of the file from which the data is to be imported. Make sure the selected file's format is as per the configured File Format.

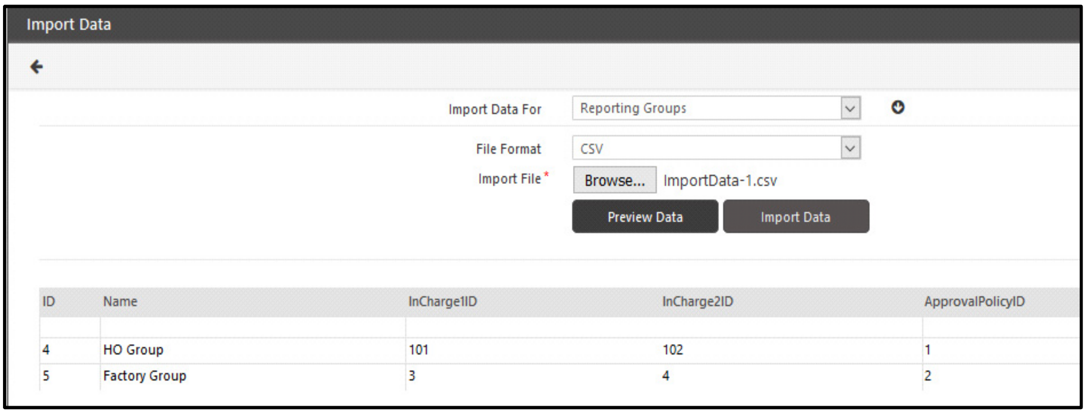


Click **Upload**. The file will be saved and you can preview the data.

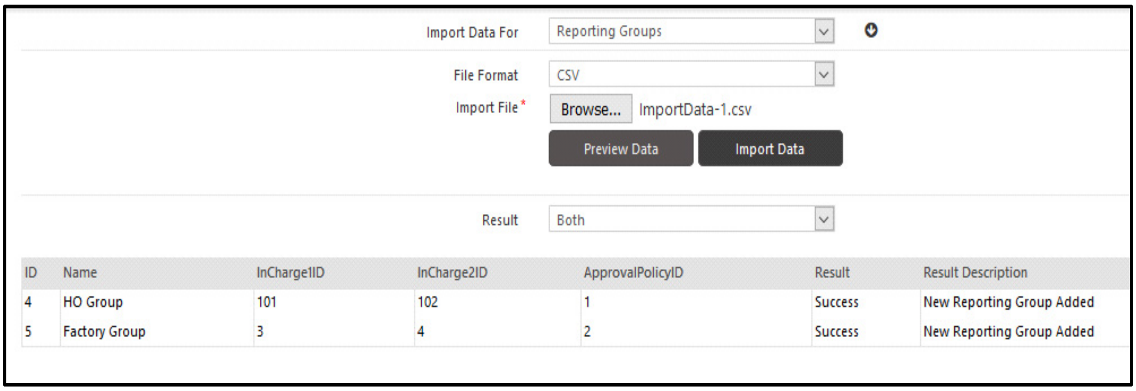


The ESS logged in user can preview the uploaded data to confirm if it is in order before giving the import command.

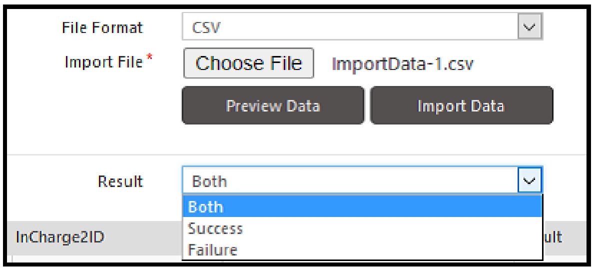
Click **Preview Data**. The preview data is displayed as below.



Now, click **Import Data** to start importing the uploaded data. The result of import is shown as Success or Failure along with result description as shown.



You can also filter imported result records on the basis of — Success, Failure or Both using the **Result** drop down options.



Once the data is imported successfully, data will be added or updated in the COSEC Web.

GDPR Reflections

Enabling GDPR will result in data masking and encryption. Set of defined fields revealing personal data will be considered for masking on the server end, at the same time this data will be encrypted in the database.

Visitor Management Module - Authorized Host User Login

The symbol indicates the following action:

✓	Masked

TABS	SUB TABS	FIELD	REFLECTION	PAGE RIGHTS
Visitor Magement > Invite Visitor		Mobile No.		Logged in user is Authorized Host user
Visitor Magement > Invite Visitor		Email ID		Logged in user is Authorized Host user
Visitor Magement > Visitor Pre Registration		Mobile No.		Logged in user is Authorized Host user
Visitor Magement > Visitor Pre Registration > Additional Visitors Details		Gender		Logged in user is Authorized Host user
Visitor Magement > Visitor Pre Registration > Additional Visitors Details		Mobile No.		Logged in user is Authorized Host user
Visitor Magement > Visitor Pre Registration > Additional Visitors Details > Visitor Profile		Email		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		Date of Birth		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		Designation Name		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		Address		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		City		Logged in user is Authorized Host user

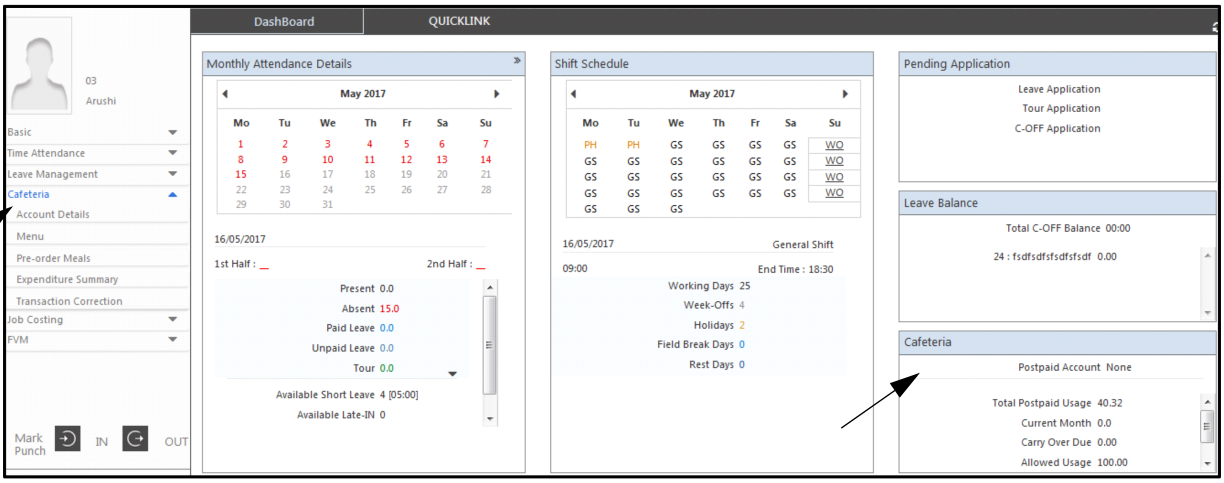
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		State		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		Country		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		Pincode		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		Gender		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		Nationality		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		ID Proof 1		Logged in user is Authorized Host user
Visitor Pre Registration > Additional Visitors Details > Visitor Profile		ID Proof 2		Logged in user is Authorized Host user
Visitor Magement > Visit Approval > Visit Application Details (when Visitor Approve Configuration icon is clicked)		Mobile No.		Logged in user is Authorized Host user
Visitor Magement > Visit Approval > Visit Application Details (when Visitor Approve Configuration icon is clicked)		Email		Logged in user is Authorized Host user
Visitor Magement > Visit Approval > Visit Application Details (when Visitor Approve Configuration icon is clicked)		Designation		Logged in user is Authorized Host user
Visitor Magement > Visit Approval > Visit Application Details (when Visitor Approve Configuration icon is clicked)		ID Proof 1		Logged in user is Authorized Host user
Visitor Magement > Visit Approval > Visit Application Details (when Visitor Approve Configuration icon is clicked)		ID Proof 2		Logged in user is Authorized Host user

CHAPTER 3

ESS for Cafeteria

The Cafeteria users have access to the following options in the ESS module:

- Account Details
- Menus
- Pre-order Meals
- Expenditure Summary
- Transaction Correction



The Cafeteria Section is displayed only if the Cafeteria License is available.

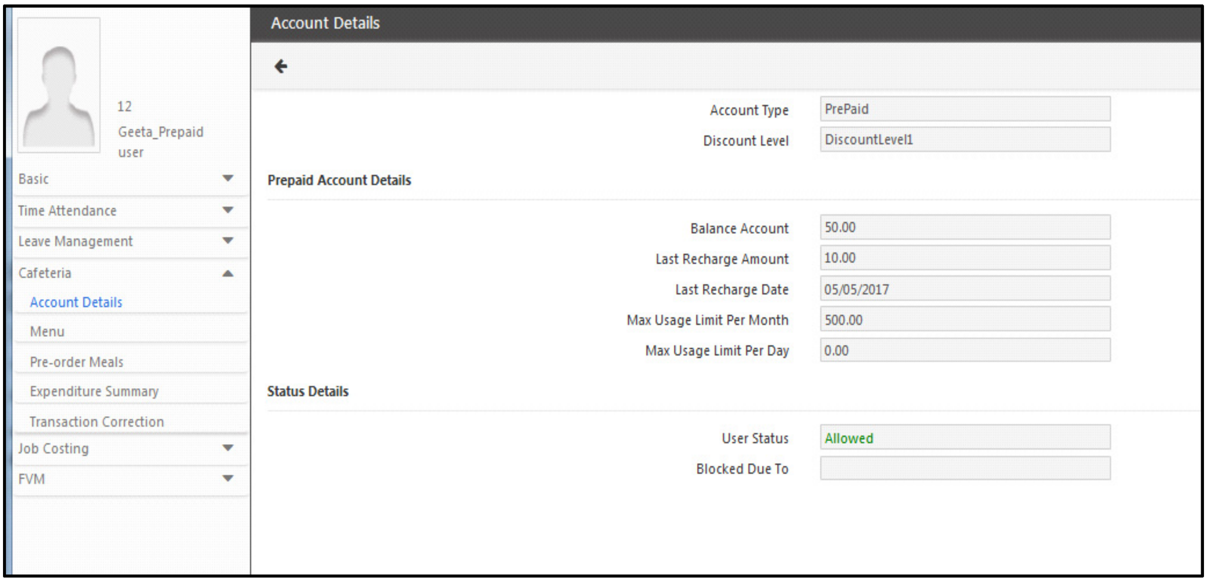
Account Details

This option enables the logged in users to view their Cafeteria account details.

To view the Account Details, login to **ESS > Cafeteria > Account Details**.

The **Account Type** and **Discount Level** of the logged in user is displayed at the top of the page as shown below.

The **Prepaid Account Details** and **Postpaid Account Details** are shown as per the account assigned to the user. If the User is a **Prepaid** user, then only **Prepaid Account Details** will be displayed as shown below.



Prepaid Account Details

Balance Account- It is the available balance amount which can be used by the prepaid user.

Last Recharge Amount- It is the last recharge amount by which the prepaid user was recharged.

Last Recharge Date- It is the date on which the prepaid user account was last recharged.

Max Usage Limit Per Month- It is the maximum allowed usage for a prepaid user for a month exceeding which the user will be blocked (if blocking feature is enabled).

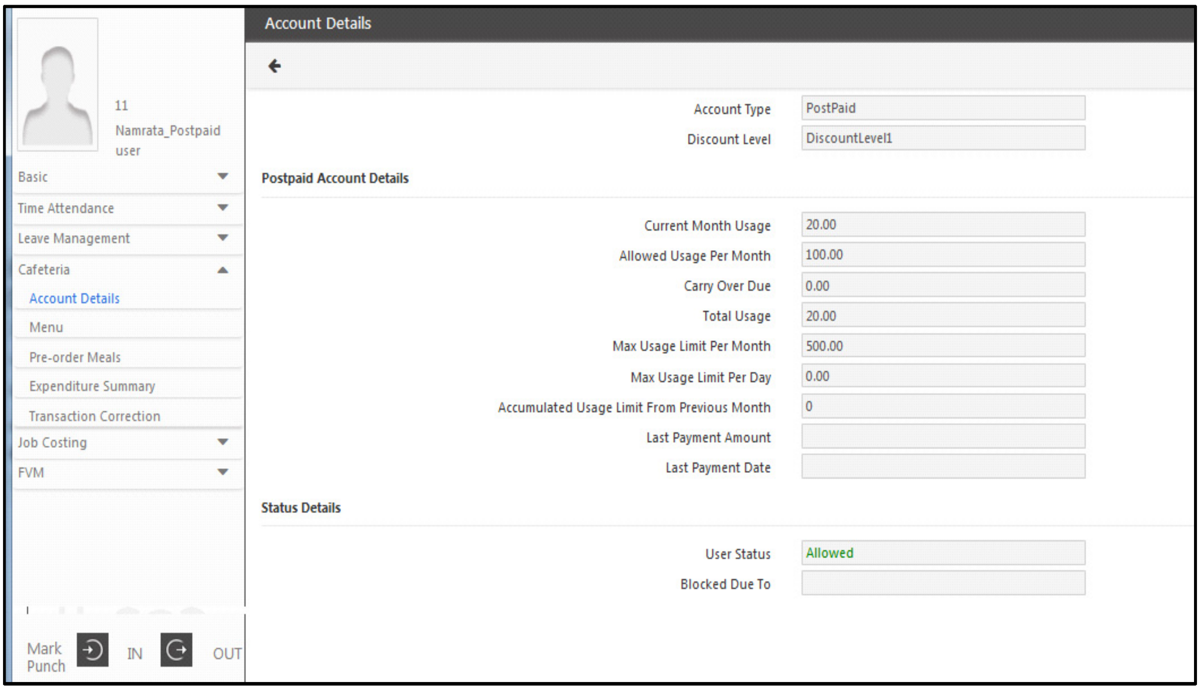
Max Usage Limit Per Day- It is the maximum allowed usage for a prepaid user for a day exceeding which the user will be blocked (if blocking feature is enabled).

Status Details

User Status- It is the status of the user whether allowed or blocked.

Blocked Due To- It is the reason due to which a prepaid user is blocked.

If the User is **Postpaid** user, then only **Postpaid Account Details** will be displayed as shown below.



Postpaid Account Details

Current Month Usage- It is the current month usage amount of the postpaid user.

Allowed Usage per Month- It is the allowed monthly usage amount for the postpaid user.

Carry Over Due- It is the due amount which is carried over to the current month.

Total Usage- It is the sum total of current month usage and carry over due amount.

Max Usage Limit Per Month- It is the maximum allowed usage for a postpaid user for a month exceeding which the user will be blocked (if blocking feature is enabled).

Max Usage Limit Per Day- It is the maximum allowed usage for a postpaid user for a day exceeding which the user will be blocked (if blocking feature is enabled).

Accumulated Usage Limit From Previous Month- It is the usage limit accumulated and carried forward from the previous month for a postpaid user.

Last Payment Amount- It is the last payment amount paid by the postpaid user.

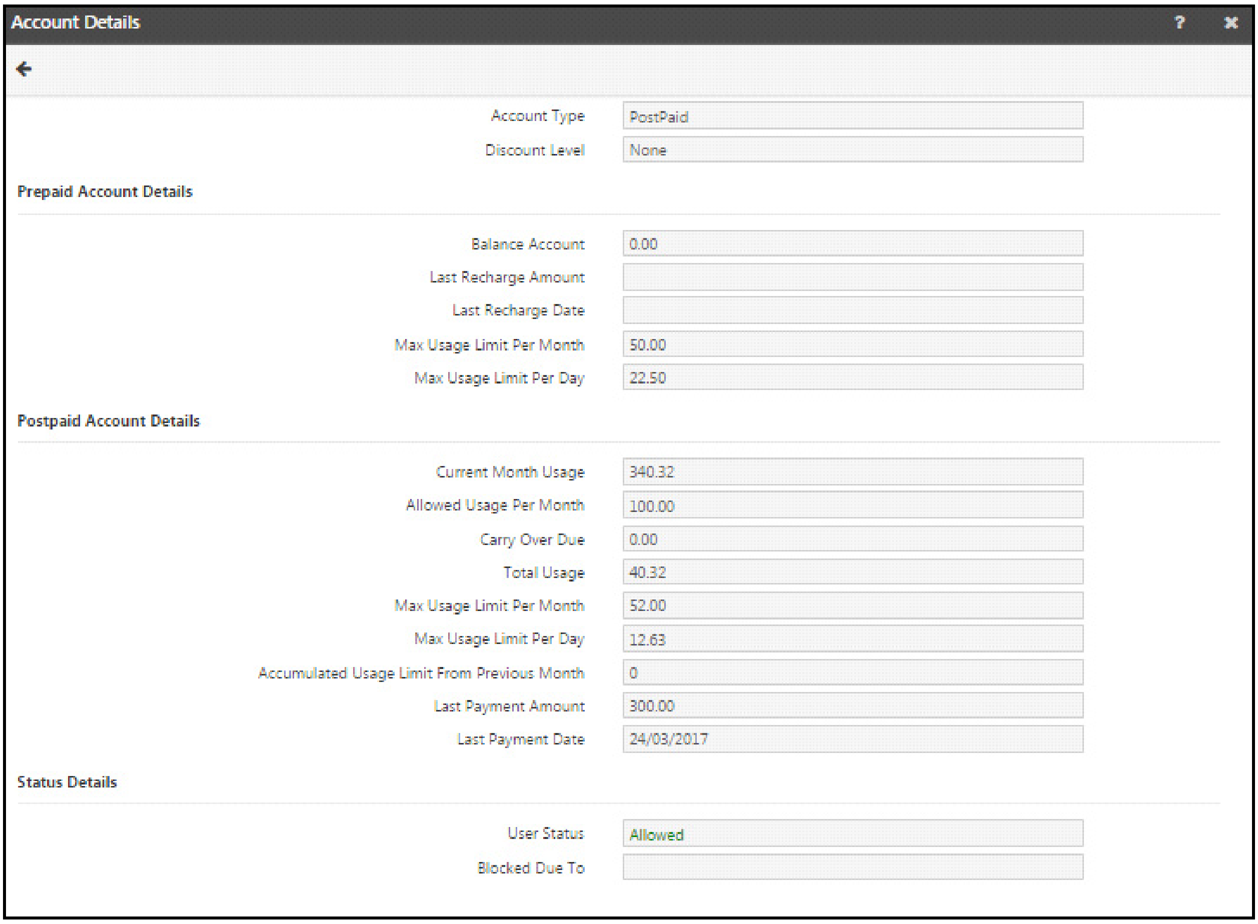
Last Payment Date-It is the date on which the last payment was done.

Status Details

User Status- It is the status of the user whether allowed or blocked.

Blocked Due To- It is the reason due to which a postpaid user is blocked.

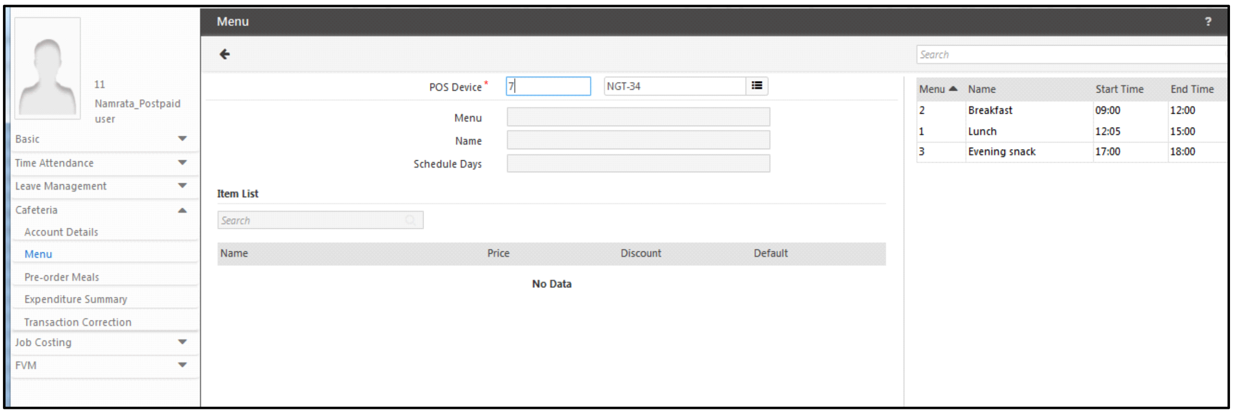
If the User has been shifted from Postpaid to Prepaid or vice-versa, then both the details, **Prepaid Account Details** and **Postpaid Account Details** will be displayed as shown below.



Menu

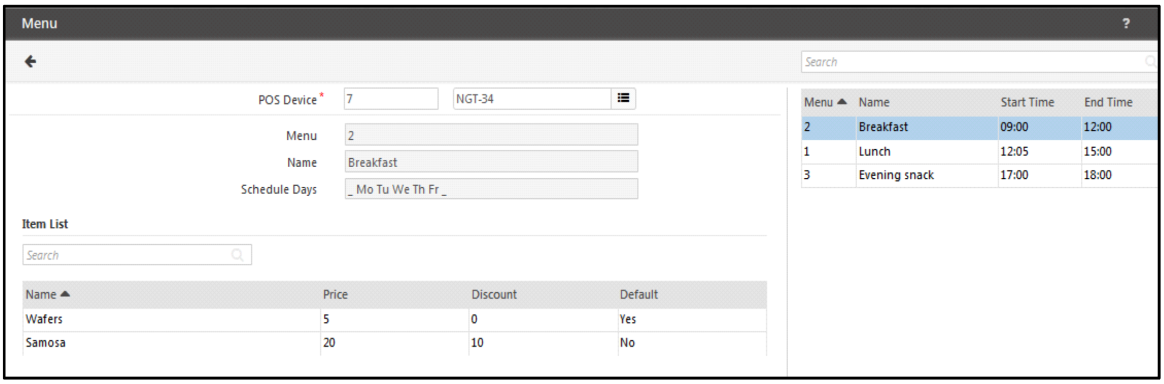
This option enables the logged in users to view menus assigned to the various Cafeteria devices.

To view the Menu, select **ESS account> Cafeteria> Menu**. The Page appears as shown below:



Select the **POS Device** assigned to the user from the device picklist. The menu assigned on the device will be listed in the right grid.

Select the Menu(eg: Breakfast) from the grid on right. The Schedule details of the selected menu for the POS will be displayed in the respective fields.



Schedule Days display the days on which the selected menu will be enabled on the device.

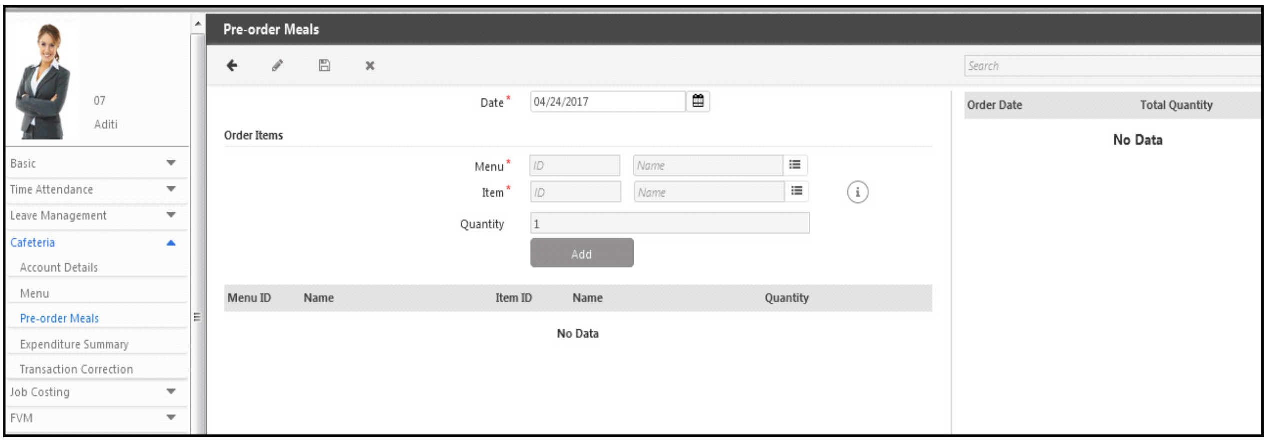
The **Items list** shows the items available in the selected menu.

The scheduling of menu on the device is done from Device Configuration> Cafeteria> Menu or Cafeteria Management> POS Devices Configuration.

Pre-order Meals

The Prepaid or Postpaid ESS user can order the meals in advance. This pre-ordering gives an estimation for the amount of meal to be prepared.

To Pre-order the meals, Click on **Cafeteria > Pre-order Meals** from the ESS Page. The Page appears as shown below:



Select the **Date** for which the menu is to be ordered in advance.

The Pre-ordering configuration can be done from Cafeteria module> Cafeteria Settings> Other Settings

Example1:
Allowed in Advance (Days) =10 days
Restrict before Menu Start = 1 day.

If the current date is 24/4/2017; you can select date from 25/4/2017 to 4/5/2017 i.e. you can pre-order meals for upto 10 days. Pre-ordering for same day(24/4/2017) will not be allowed.

Example2:
Allowed in Advance (Days) =10 days
Restrict before Menu Start = 2 Hours

If user selects current date(24/4/2017) then it should be allowed to add/edit only those menu whose start time > (Current time + Restrict Before Menu Start) on one of the user's assigned devices.

Consider the Device1: NGT Door and Device2: Wireless Door with following Menus and their respective timings:

Device	Menu	Menu Start time	Menu End Time
NGT Door	Menu1	08:00	10:00
NGT Door	Menu2	09:00	11:00
NGT Door	Menu3	11:00	13:00
NGT Door	Menu4	16:00	17:00
Wireless Door	Menu2	12:00	13:00

Device	Menu	Menu Start time	Menu End Time
Wireless Door	Menu3	14:00	16:00
Wireless Door	Menu4	19:00	20:00

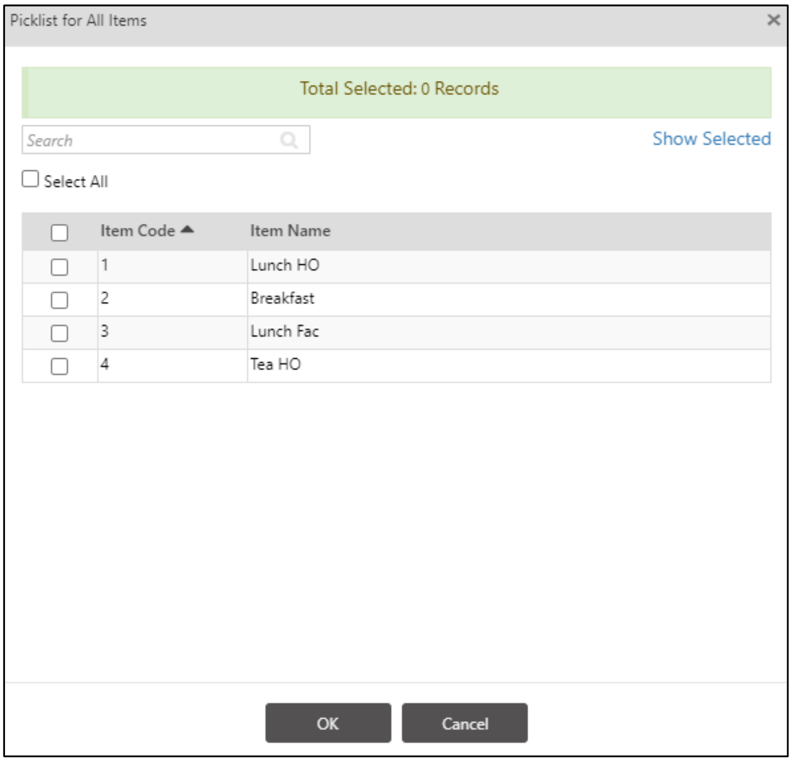
If Current time = 08:00 hours; the user will be allowed pre-ordering of items from following menus only: Menu 2, Menu 3 and Menu 4. The Menu1 and Menu2 on NGT Door can not be pre-ordered as the Menu1 is started and Menu2 start time left is only 1 hour.

After selecting the valid date, click on **Edit** button.

Order Items

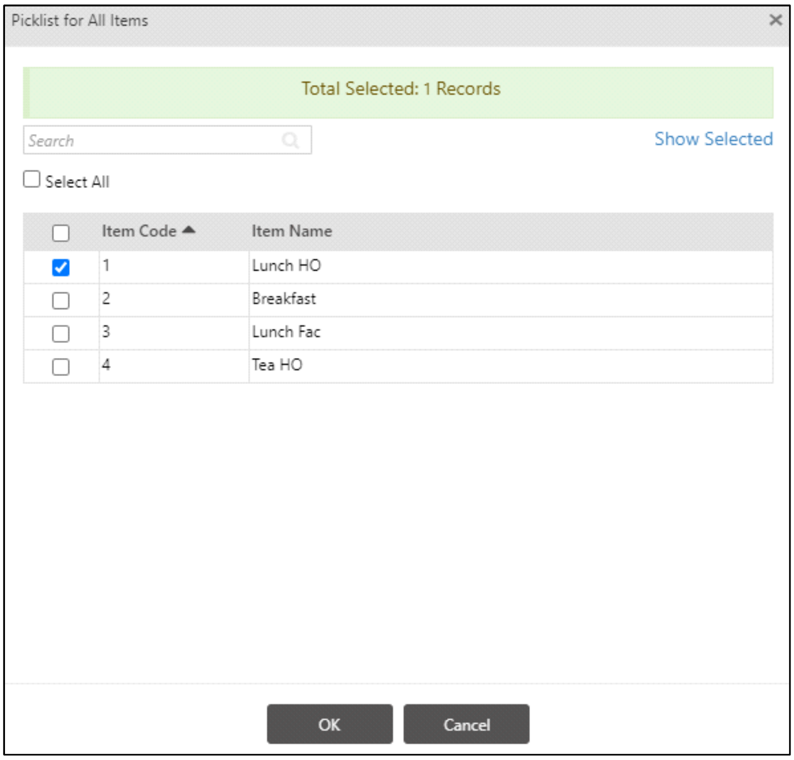
Menu: Click on the Menu picklist. The picklist includes all active menus on the POS devices assigned to the user that are scheduled on the selected day.

Item: Click the **Item** picklist. The **Picklist for All Items** pop-up appears.



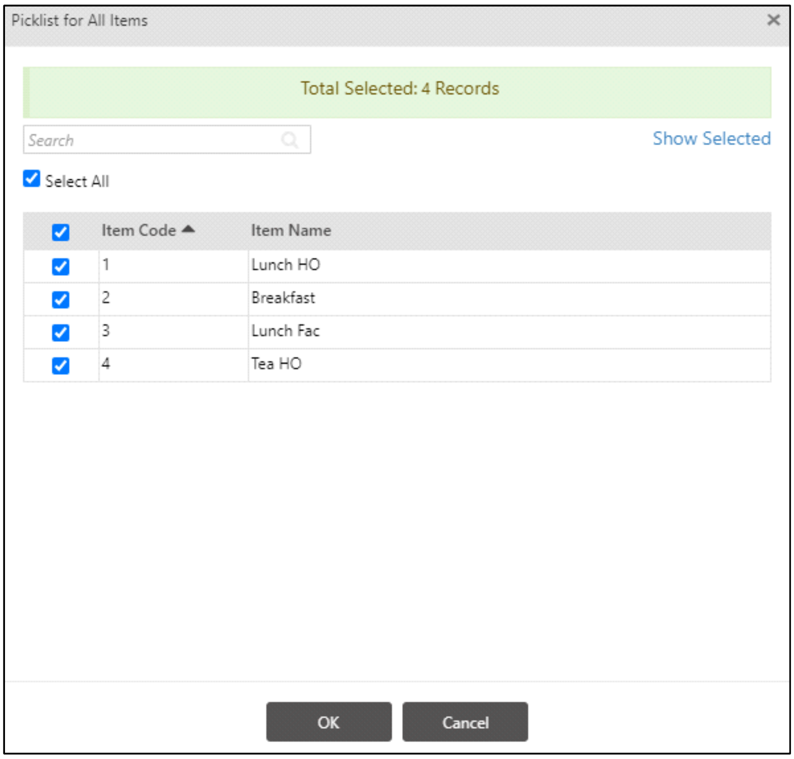
You can either select particular items or can select all the items at once.

To select a particular items, select the check boxes of the desired item.



OR

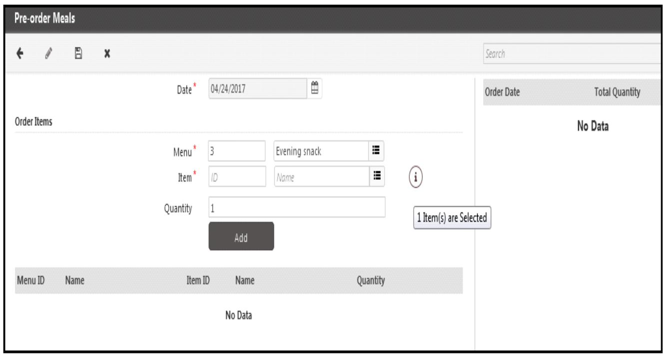
To select all the items at once, select the **Select All** check box. The items on all the pages will be selected.



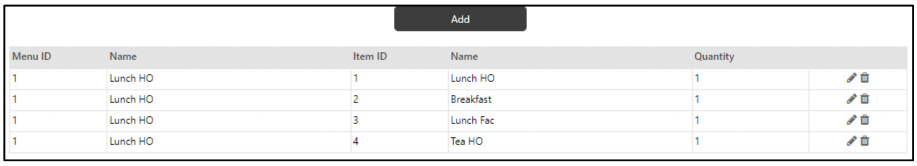
Click **OK**. Hover over the info icon. It displays the number of items selected.

Quantity: Enter the Quantity of the Item. Ensure that the entered value of quantity is not more than the daily maximum quantity allowed limit.(See Cafeteria Management> Cafeteria Usage Policy)

If user has already pre-ordered some items and after that Cafeteria Usage Policy is assigned to that user, in such cases:
1. On edit of pre-ordered quantity, daily / monthly maximum allowed quantity should be checked.
2. The user can add/pre-order new items as per allowed maximum quantity but already pre-ordered items & its quantity (before assigning cafeteria usage policy) will remain same.



Then click **Add** to add the items to the list. Finally click **Save** to save the ordered items to the meal.

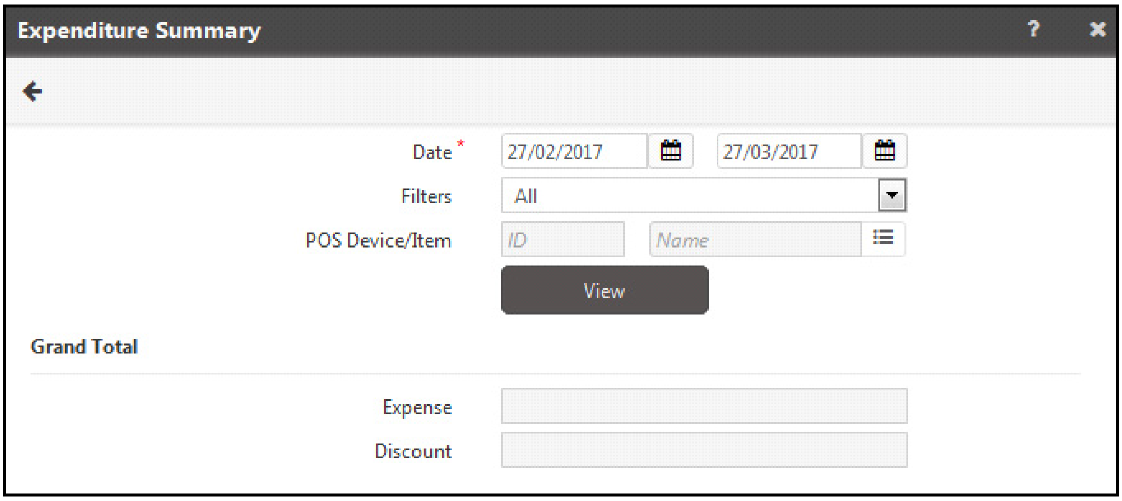


Menu ID	Name	Item ID	Name	Quantity
1	Lunch HO	1	Lunch HO	1
1	Lunch HO	2	Breakfast	1
1	Lunch HO	3	Lunch Fac	1
1	Lunch HO	4	Tea HO	1

Expenditure Summary

This option enables the logged in users to view their expenditure details for the selected time period.

To view the Expenditure Summary, login to **ESS > Cafeteria > Expenditure Summary** and the following page will appear.

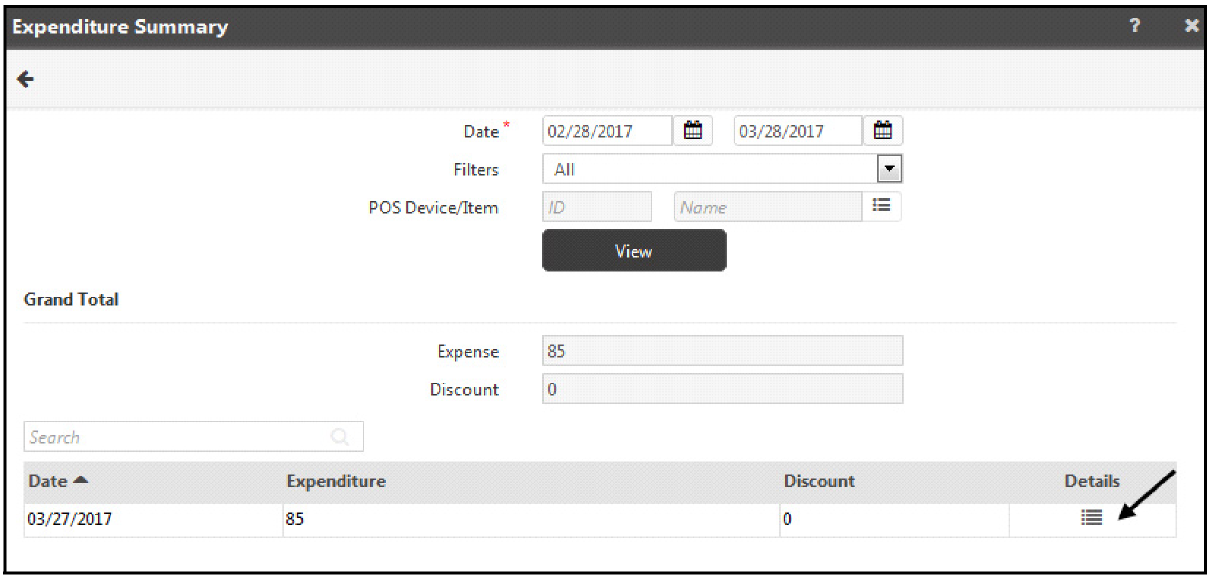


Date- Select the Date from the date selection button to view the expenditure details.The total Expenditure per day for the selected period is shown.

Filters- The transaction or expenditure summary can be viewed by filtering the users from the options **ALL**, **POS Device** and **Item**.

The user can also filter the transaction/expenses summary with respect to the transactions done on a particular POS or expenditure against an item by selecting **POS Device/Item** from the picklist.

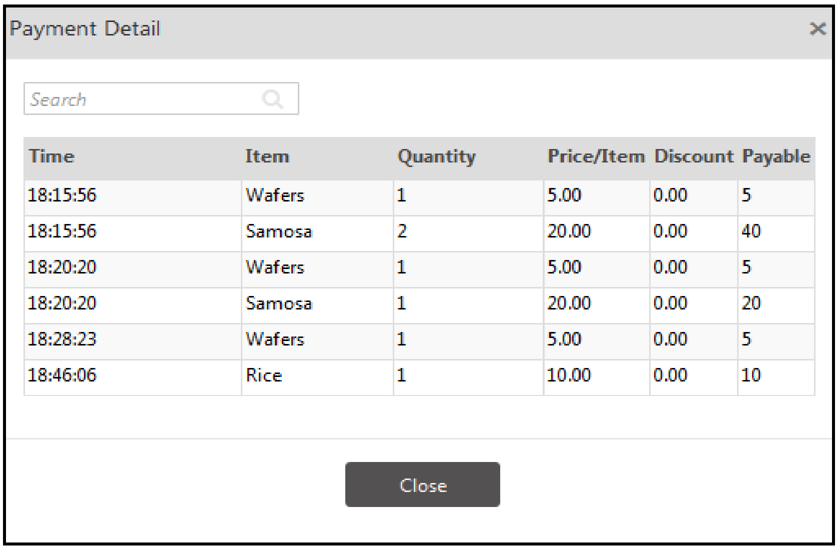
Click on **View** button to view the summary and the following details will be shown as below.



Grand Total

Expense- It displays the total expenditure of the user.
Discount- It displays the Discount if any.

Click on the Details icon to know the detailed information of the Payment which includes **Time**, **Item**, **Quantity**, **Price/Item**, **Discount**, **Payable** as shown below.

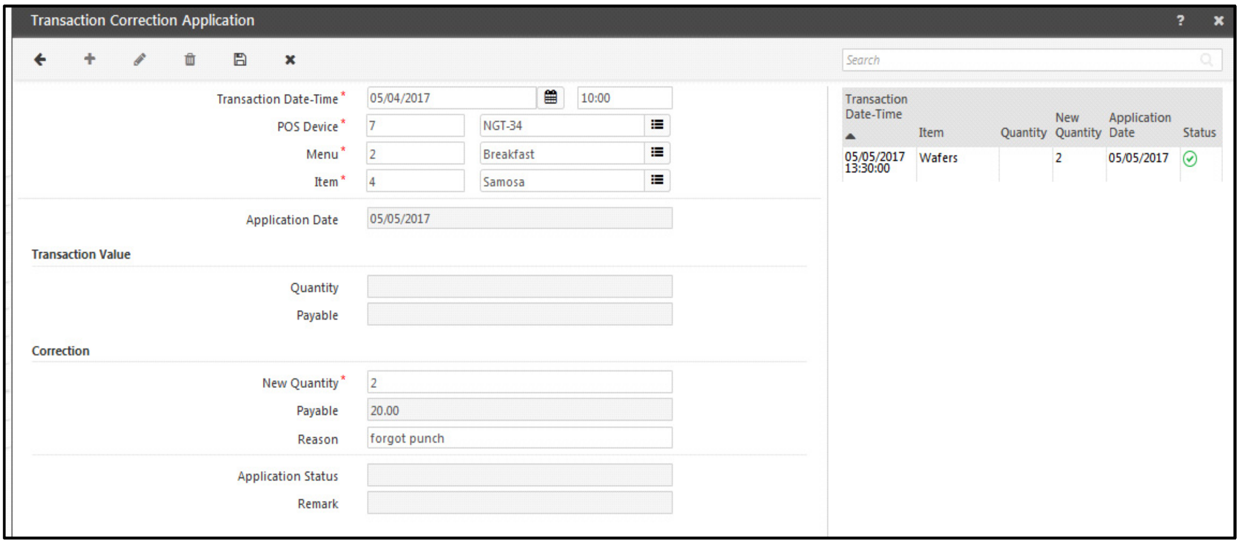


Time	Item	Quantity	Price/Item	Discount	Payable
18:15:56	Wafers	1	5.00	0.00	5
18:15:56	Samosa	2	20.00	0.00	40
18:20:20	Wafers	1	5.00	0.00	5
18:20:20	Samosa	1	20.00	0.00	20
18:28:23	Wafers	1	5.00	0.00	5
18:46:06	Rice	1	10.00	0.00	10

Transaction Correction

The COSEC ESS module allows users to apply for corrections to existing Cafeteria transactions.

To do the transaction correction, select **ESS account > Cafeteria> Transaction correction**. The Page appears as shown below:



The grid on the right displays all the transactions of the login user.

Select the transaction from the grid where the correction is to be done. The details related to the transaction are displayed in the respective fields.

Correction

Click on **Edit** button to do the correction. The user can apply for correction by entering the new quantity.

Enter the Quantity value in the **New Quantity** field either increased or decreased value.

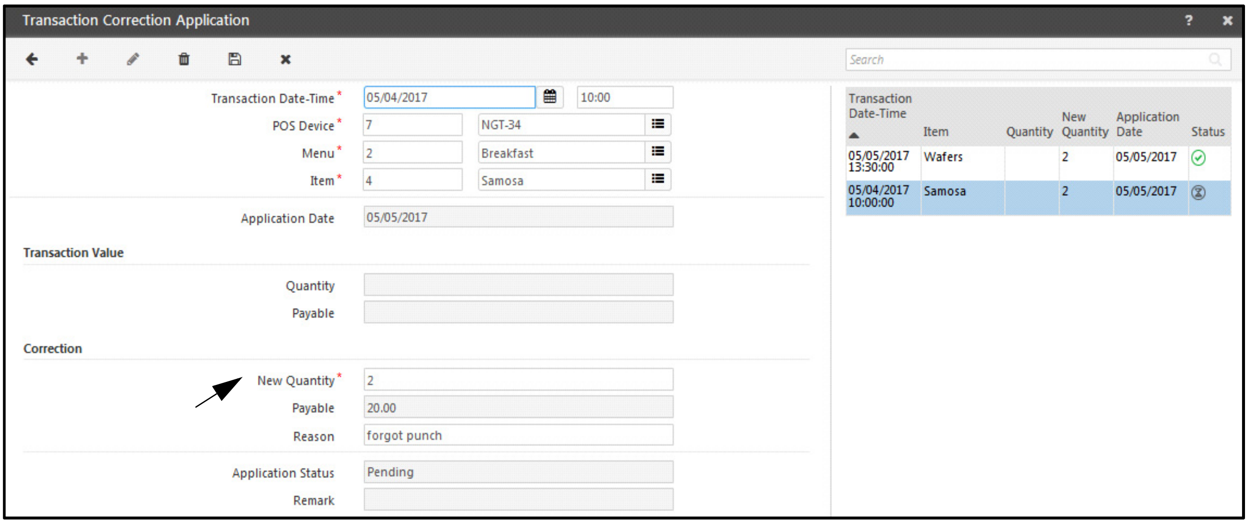
When 'Pre-order Based Restriction' is enabled and Deny Transaction is selected in cafeteria usage policy then entered new quantity should not exceed the pre-ordered quantity of selected item for selected menu.

Specify the **Reason** for the correction.

Click on **Save** button to save the transaction to the grid.The transaction correction application is then sent for transaction approval.

New Transaction

In case of error in the quantity or missing punch of user, the new transaction can be added manually by clicking New button.



Enter the **Transaction Date** using calender and **Transaction Time** in HH:MM format.

Select the **POS Device, Menu** and **Item** from the picklist.

And specify the quantity in **New Quantity** field. The save the application. The transaction correction application will go to the administrator for authorization.

CHAPTER 4

ESS for CWM

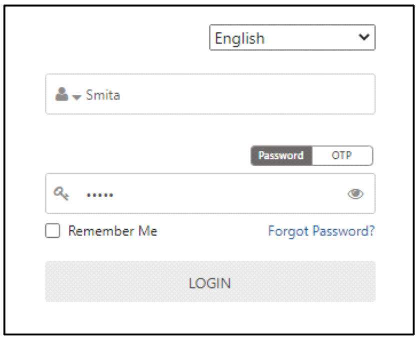
The Employee Self Service for CWM is used to approve/reject the induction levels. The contractor type, approval stages and skills are configured through CWM module. Then workers can be added through CWM or CSS.

Each Induction Level of the worker can be assigned an *Approving In-Charge* (Reporting In-charge)who shall be responsible for approving or rejecting a worker once the level is completed.

An *Approval Stage* is a sequence of Induction Levels that a worker must complete before finally being approved for a work order.

This ESS Licence will not be available with the COSEC Application basic platform license. To Use ESS, the customer needs to ensure that the COSEC license ordered by them includes the ESS module.

You can login into Employee Self Service (ESS) module using the mode selected by the System Administrator in **Login Authentication Mode** — **Password**, **Password OR OTP** or **Password Then OTP**. Refer **Login Authentication Mode** in User Guide, **Admin Module> System Configuration> Global Policy> Login> Login Authentication Mode.**



To view the login page in the desired language, click the Language dropdown list and select the desired language.

*By default, the login page appears in the language as set by the System Administrator in **Global Language For Login**. For more information refer **Global Language For Login** in User Guide, **Admin Module> System Configuration> Global Policy> Basic Policy> Global Language For Login.***

Enter the **User ID or Email ID or Mobile Number** of the employee, for example: Smita.

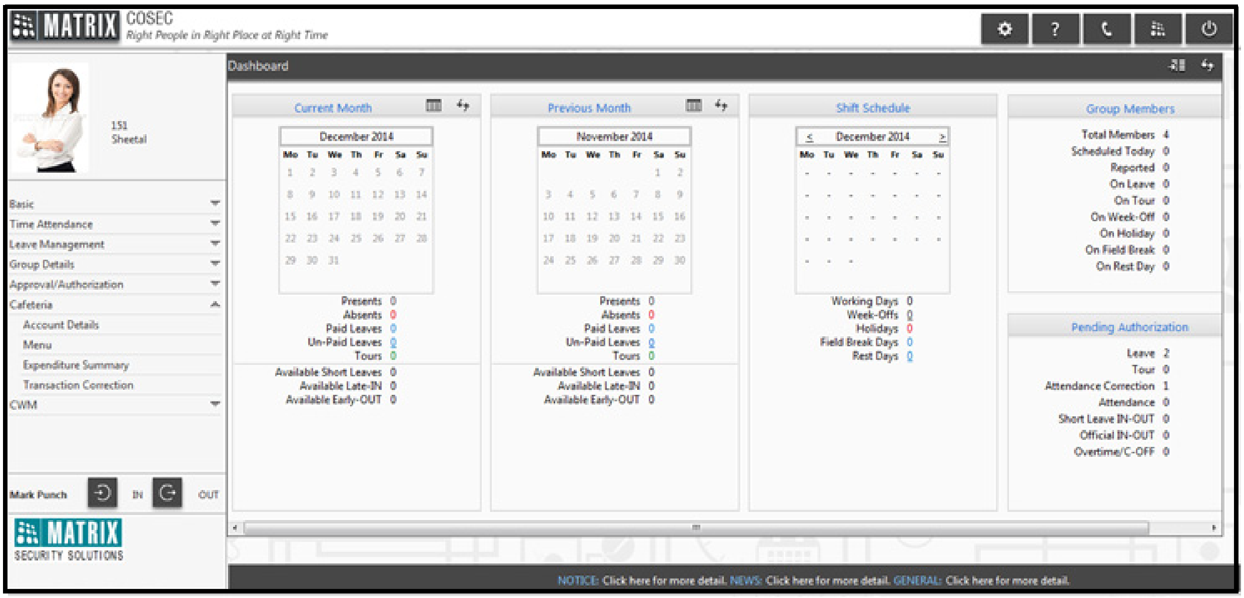
Enter the **Password** you set, for example:Ad@12.

*You need to set the password during the first login or If the password is not set, then you will be redirected to the Set Password screen where the new password can be set. Enter the desired **New Password** and re-enter to **Confirm Password**. Now, you can login with the Password you set.*

*You can enter OTP only that number of times as configured by the System Administrator in **Maximum OTP Generation Attempts**. Refer the User Guide, **Admin Module> System Configuration> Global Policy> Password Policy> Maximum OTP Generation Attempts**.*

*Your account may get locked for invalid attempts of login using Password and/or login using wrong OTP as configured by the System Administrator in **Password Policy.** For more information refer **Password Policy** in User Guide, **Admin Module> System Configuration> Global Policy> Password Policy.***

The COSEC ESS home page appears as shown below:

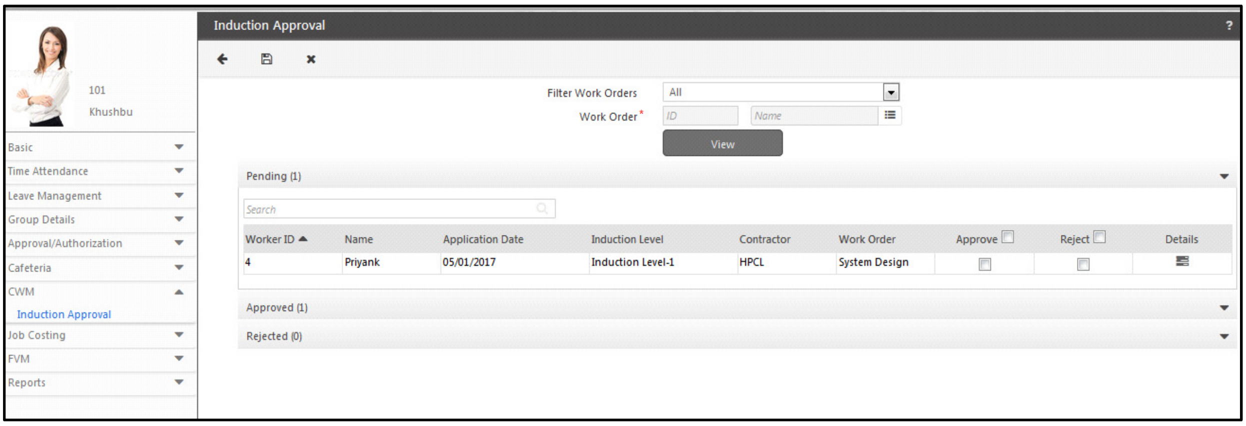


Induction Approval

Once assigned to a work order, a worker needs to go through levels of approval that may comprise background check, orientation, skill-based training, safety training etc. before the organization confirms the worker fit for the work. These levels are defined in COSEC as *Induction Levels*.

The ESS user who is approving In-charge of some induction level can do the induction approval of the worker.

To view and approve the pending request, Login to **ESS account > CWM > Induction Approval**. The Page appears as shown below:



You must assign the ESS user as the Approving In-charge for an induction level in the Approval Stage before assigning the work order to the worker.

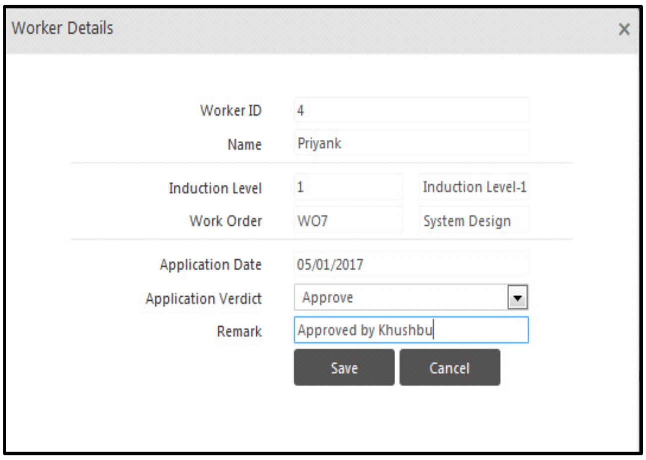
When the Contractor creates a worker from the CSS login, then the pending worker induction approval will go to the ESS user.

Filter Work Orders: Select the work order filter as All or Individual.

Work Orders: For All Individual filter, select the work order from the picklist.

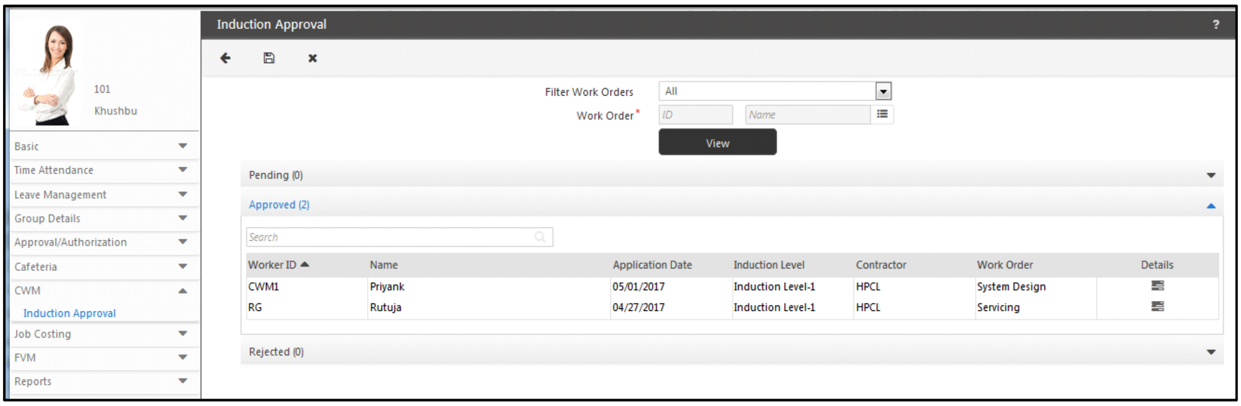
Click on **View** button to view all the Pending, Approved and Rejected request of induction approval.
Now check Approve or Reject box to give the verdict.

Also the approval can be given by clicking Details button from the pending tab. The Worker Details page appears as shown below:



Select the **Application verdict** as Approve or Reject from the drop down list. You can give your **Remarks** also.

Click on **Save** to save the induction approval. The authorized application will be moved to the respective Approved or Rejected section as shown below.



CHAPTER 5

ESS for JCP

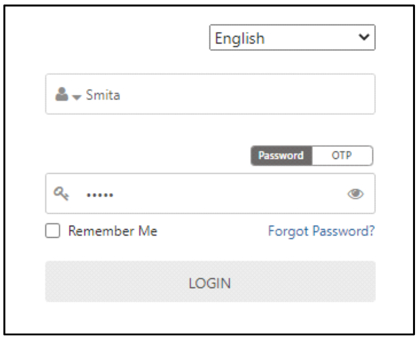
In large organizations, employees work on various jobs throughout the day and are paid on the basis of the job hours across the job's Cost Centre:

- Creating Projects, Phases, Jobs
- Planning Projects: Declaring hierarchy of phases and jobs under selected Project.
- Mapping Users to various Jobs.
- View invested job hours by users on various jobs/phases/projects.

This system will also be responsible for:

- Maintaining valid methods of mapping users to various jobs.
- Allow user to work on assigned jobs as per selection.
- Maintaining user's work records against different job codes.
- Allow correction/approval of daily Time Sheet.

You can login into Employee Self Service (ESS) module using the mode selected by the System Administrator in **Login Authentication Mode** — **Password**, **Password OR OTP** or **Password Then OTP**. Refer **Login Authentication Mode** in User Guide, **Admin Module> System Configuration> Global Policy> Login> Login Authentication Mode.**



To view the login page in the desired language, click the Language dropdown list and select the desired language.

*By default, the login page appears in the language as set by the System Administrator in **Global Language For Login**. For more information refer **Global Language For Login** in User Guide, **Admin Module> System Configuration> Global Policy> Basic Policy> Global Language For Login.***

Enter the **User ID or Email ID or Mobile Number** of the employee, for example: Smita.

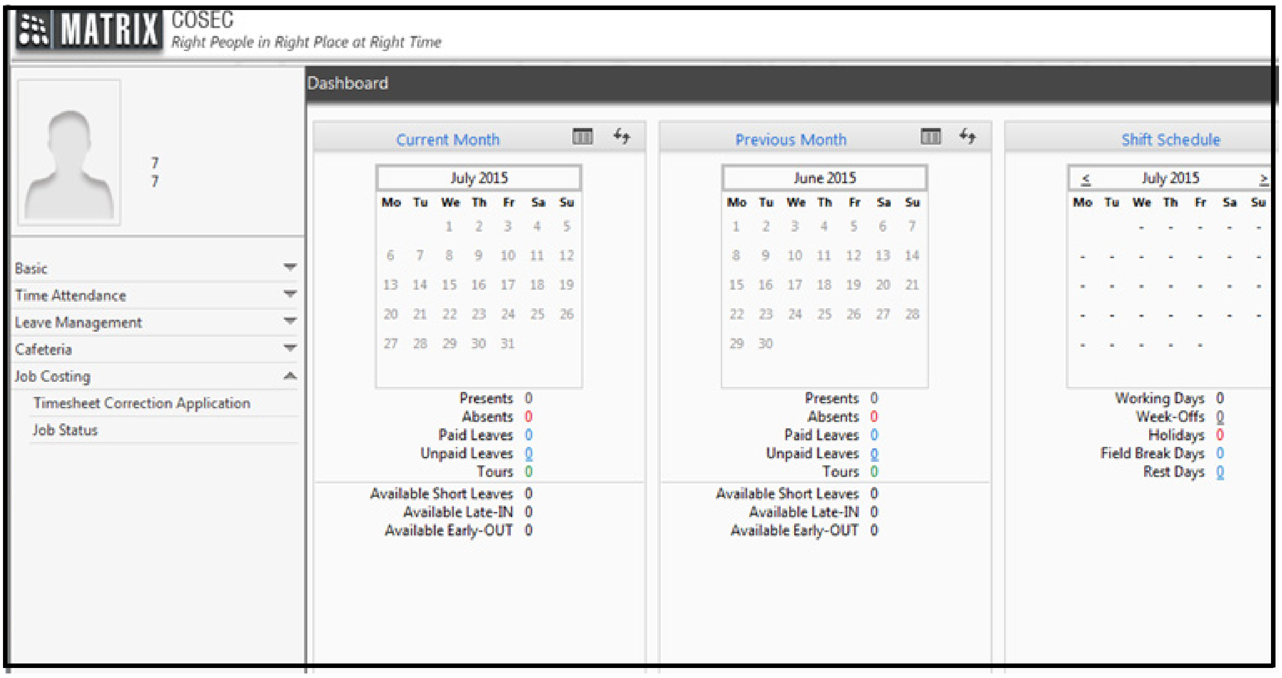
Enter the **Password** you set, for example:Ad@12.

*You need to set the password during the first login or If the password is not set, then you will be redirected to the Set Password screen where the new password can be set. Enter the desired **New Password** and re-enter to **Confirm Password**. Now, you can login with the Password you set.*

*You can enter OTP only that number of times as configured by the System Administrator in **Maximum OTP Generation Attempts**. Refer the User Guide, **Admin Module> System Configuration> Global Policy> Password Policy> Maximum OTP Generation Attempts**.*

*Your account may get locked for invalid attempts of login using Password and/or login using wrong OTP as configured by the System Administrator in **Password Policy.** For more information refer **Password Policy** in User Guide, **Admin Module> System Configuration> Global Policy> Password Policy.***

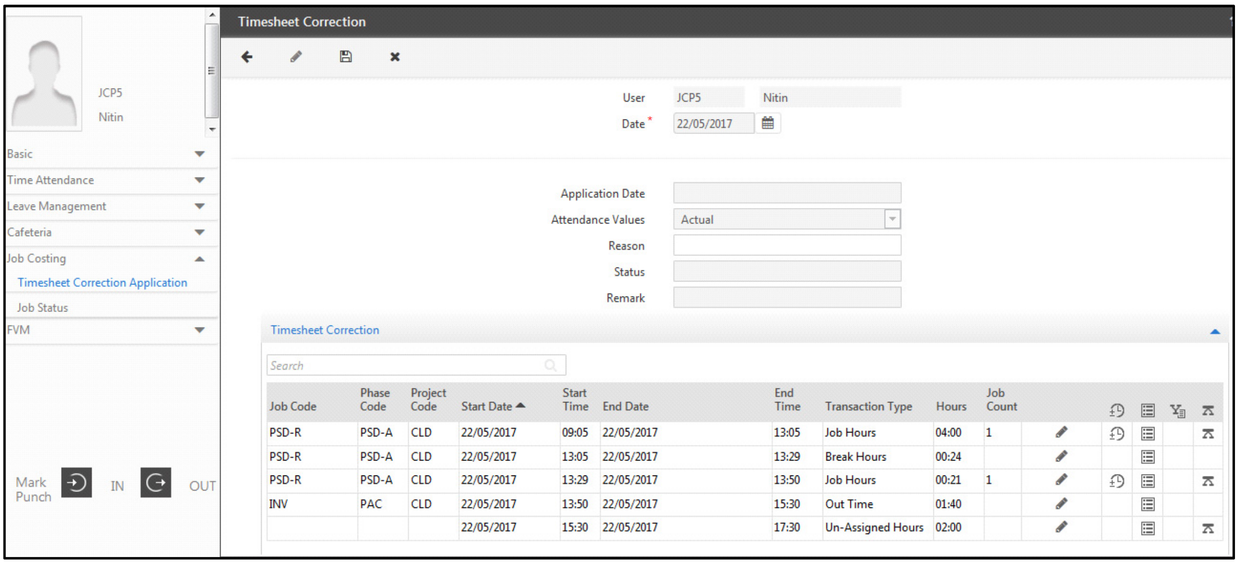
The COSEC ESS home page appears as shown below:



Time Sheet Correction Application

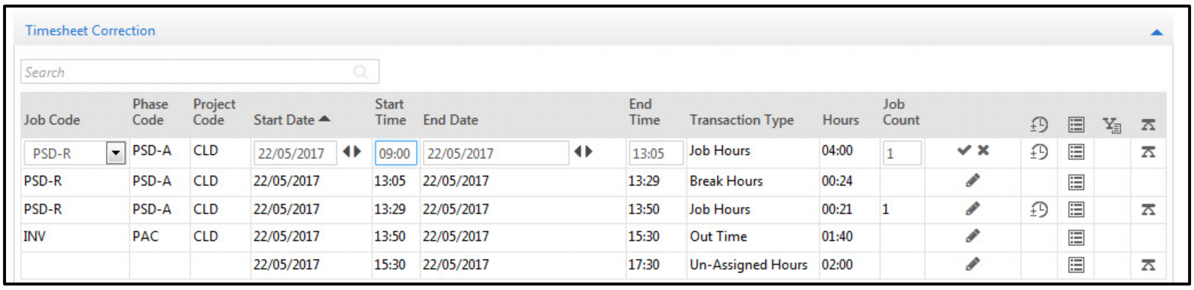
Time Sheet Correction Application helps in modifying job codes and split the transactions by ESS user. So user if requires, can split the transactions by adding new punches between the transactions and apply job code to them. The transaction will be created after authorization from the Reporting-incharge.

To do the Time Sheet Correction, select **ESS Account> Job Costing> Time Sheet Correction Application**.



Date: Select the date from the calender for which correction is to be done.

Click on Edit button in the transaction row where correction is required.



Timesheet Correction

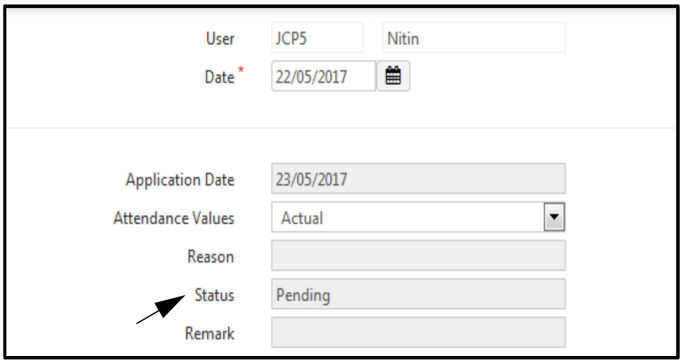
You can make the following corrections:

- The **Job code** can be changed by selecting the option from the drop down list. If Job code is selected as **None**, then transaction type will be set as **Un-assigned**.
- The **Start Date** can be edited for only 1st transaction of the day by using left-right arrows.
- The **Start Time** can be edited for only 1st transaction of the day by specifying the time in hh:mm format.
- The **End Date** and **End Time** can be edited for all the transactions.

- The **Transaction type** can also be corrected. If some transaction is of **Un-assigned** type, then assigning some job code to the transaction will change the transaction type to **Job Hours** as shown below. Similarly if None is selected for any Job type transaction then its transaction type will get convert from Job to Unassigned.

- The **Job Count** can be changed by editing the existing value.

Click Ok and **Save** button to save the correction application. The application will go to the reporting incharge or system administrator for approval. The status for application will be Pending as shown below.



Application Date will be the current date on which correction application is sent for approval.

Attendance Values: The values can be selected as Actual, Previous or Applied. Actual and Previous values are those which exist before the correction is being done. The Applied values will be the ones after the correction is done.
Reason: The reason for correction can be specified by the ESS user.

Status: The status of application for approval whether pending, approved or rejected will be shown after the application and its authorization is done.

Remark: The remark given by administrator while approving or rejecting the application will be shown here.

Job Summary

Total Job Hours- Count: Total job hours for the day are displayed and the details can be viewed by clicking
Total Un-Assigned Hours: Total hours of the day when no job is assigned to the user, is displayed as un-assigned hours.

Total Out Time: Total hours of the day for which user has availed outime, is displayed as Outtime. Also the Outime details can be viewed.

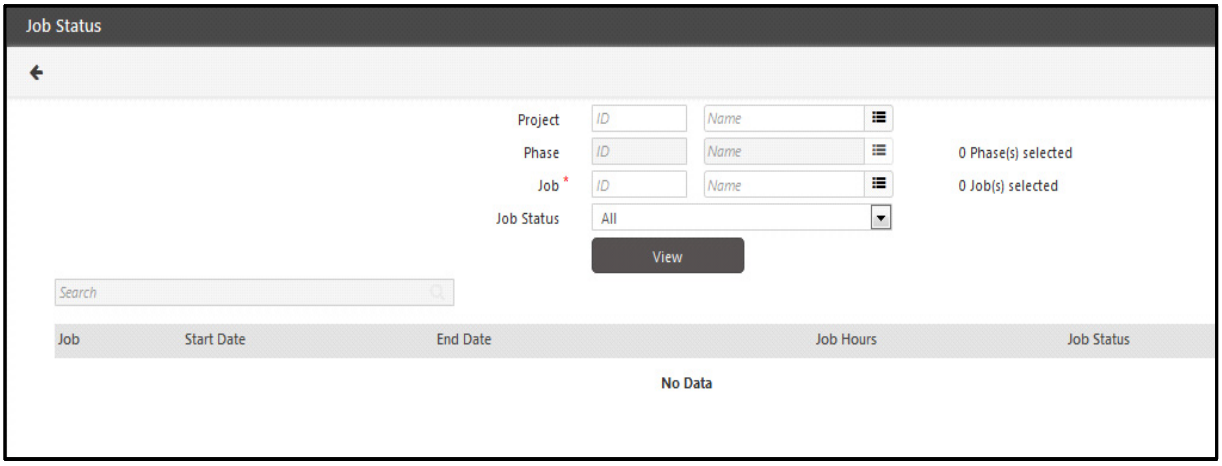
Award Hours: Total hours given to user as an award which will be added in overtime hours.

Penalty Hours: Total hours given to user as the penalty which will be subtracted from the overtime hours.

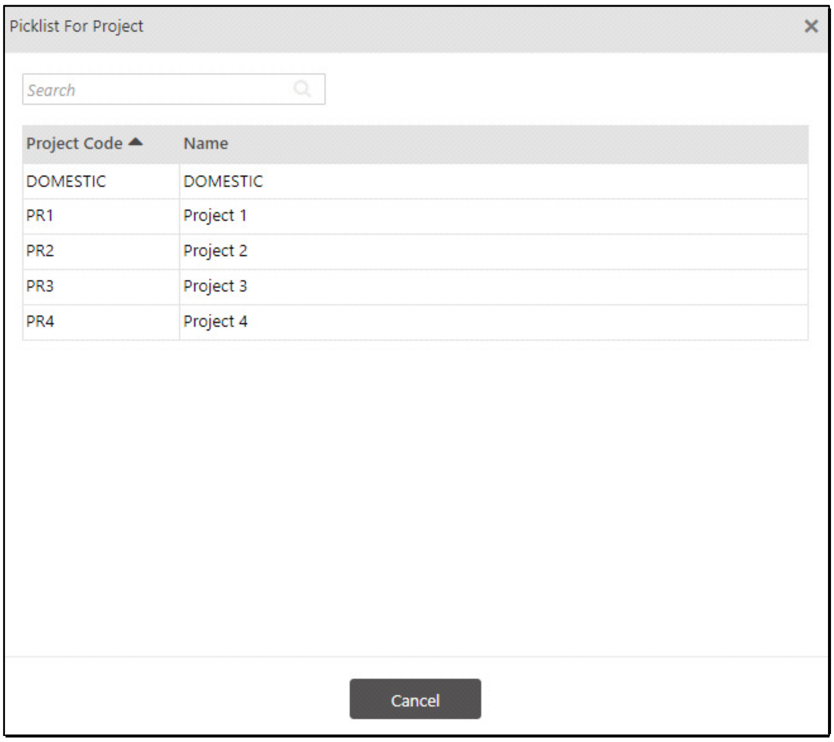
Overtime Hours: Total hours of the day for which user has worked overtime, is displayed as Overtime hours.

Job Status

This page enables the user to view and monitor Jobs based on their current status. In order to view job status, select **ESS > Job Costing > Job Status**.

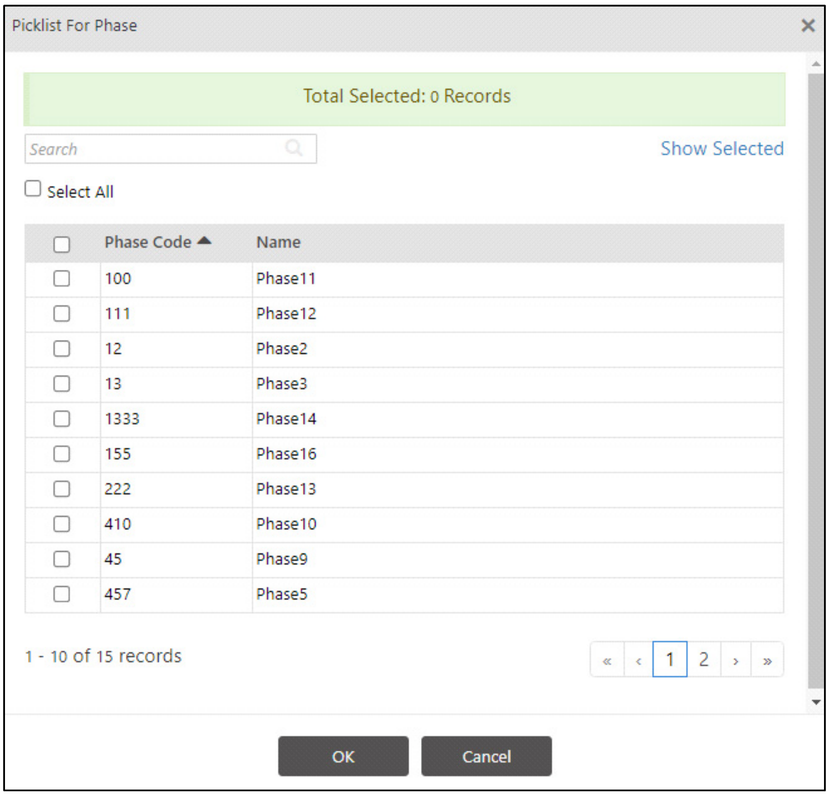


Project: Select the desired Project from the picklist. The **Picklist For Project** pop-up appears.



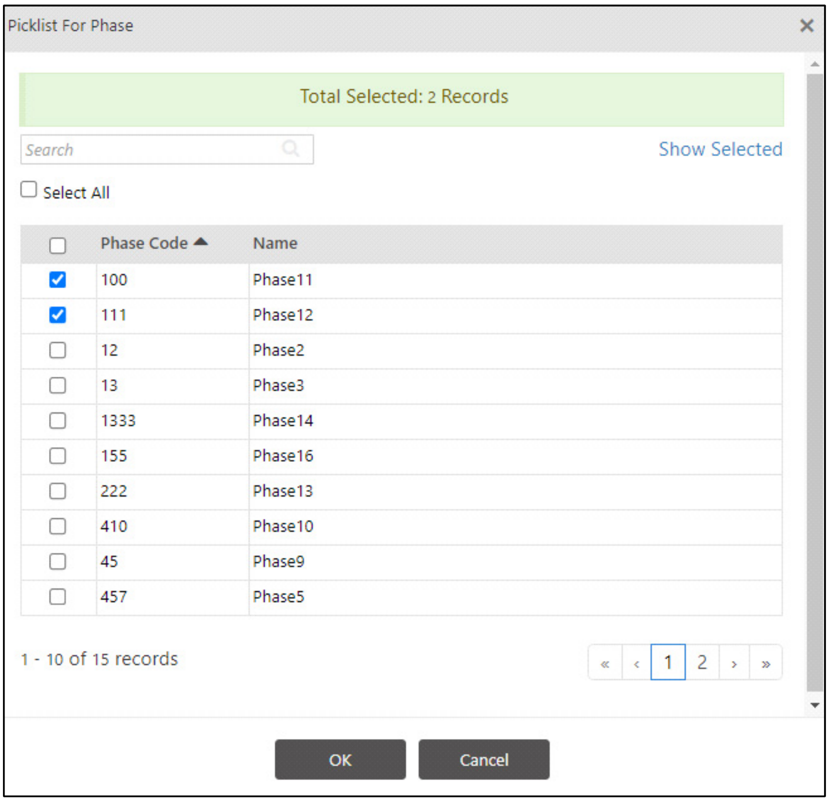
Phases: You can select one or multiple phases at once.

To do so, click on **Phases** picklist. The **Picklist for Phase** pop-up appears.



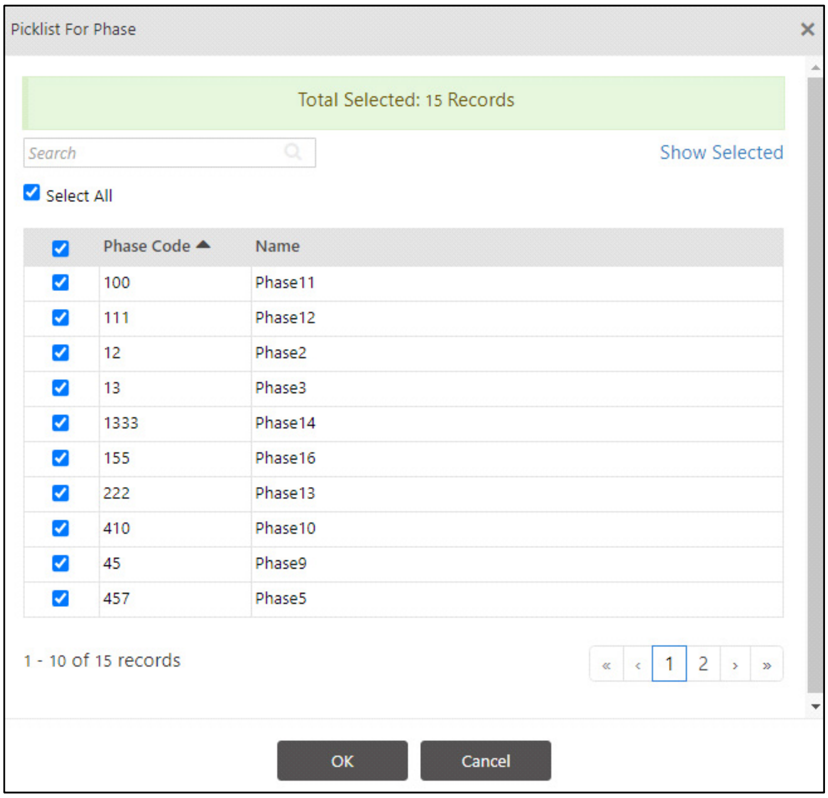
You can select particular phases or can select all the phases at once

To select particular phases, select the check boxes of the desired Phases.



OR

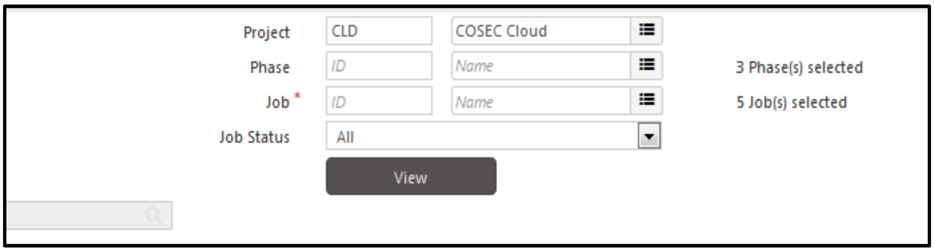
To select all the Phases at once, select the **Select All** check box. The phases on all the pages will be selected.



Click **OK.**

Job: Similarly, follow the same steps as **Phases**.

The number of Phases and number of Jobs selected are shown as below.



Job Status: Select the desired option from the drop down list— **All, Open, In Progress, or Finished.**

Click on **View**.

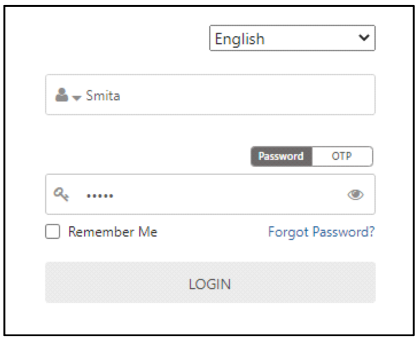
Selected options appear in the grid.

CHAPTER 6 ESS for FVM

Field Visit Management is used to assign schedules to the users and keep a track of their activities, while on site and also check if the assigned tasks are being fulfilled correctly or not. FVM user's location would be stored when punched from COSEC Apta.

The ESS user can apply for "Field Visit Correction” by changing punch date-time and adding or modifying its comment which is to be approved by the reporting Incharge.

You can login into Employee Self Service (ESS) module using the mode selected by the System Administrator in **Login Authentication Mode** — **Password**, **Password OR OTP** or **Password Then OTP**. Refer **Login Authentication Mode** in User Guide, **Admin Module> System Configuration> Global Policy> Login> Login Authentication Mode.**



To view the login page in the desired language, click the Language dropdown list and select the desired language.

*By default, the login page appears in the language as set by the System Administrator in **Global Language For Login**. For more information refer **Global Language For Login** in User Guide, **Admin Module> System Configuration> Global Policy> Basic Policy> Global Language For Login.***

Enter the **User ID or Email ID or Mobile Number** of the employee, for example: Smita.

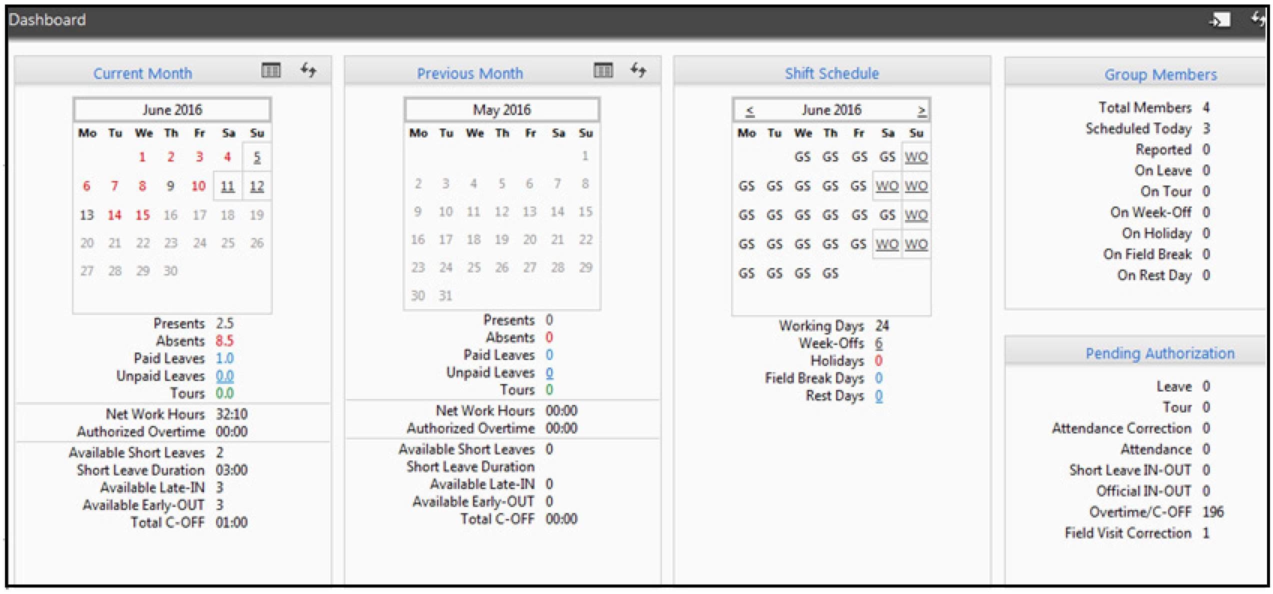
Enter the **Password** you set, for example:Ad@12.

*You need to set the password during the first login or If the password is not set, then you will be redirected to the Set Password screen where the new password can be set. Enter the desired **New Password** and re-enter to **Confirm Password**. Now, you can login with the Password you set.*

*You can enter OTP only that number of times as configured by the System Administrator in **Maximum OTP Generation Attempts**. Refer the User Guide, **Admin Module> System Configuration> Global Policy> Password Policy> Maximum OTP Generation Attempts**.*

*Your account may get locked for invalid attempts of login using Password and/or login using wrong OTP as configured by the System Administrator in **Password Policy.** For more information refer **Password Policy** in User Guide, **Admin Module> System Configuration> Global Policy> Password Policy.***

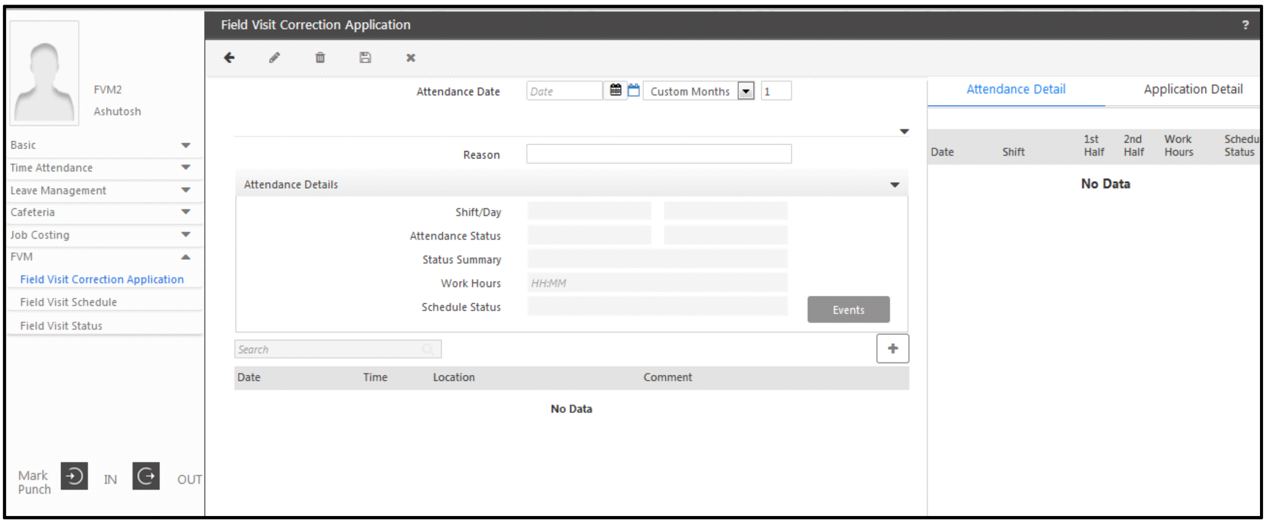
The COSEC ESS Dashboard appears as shown below:



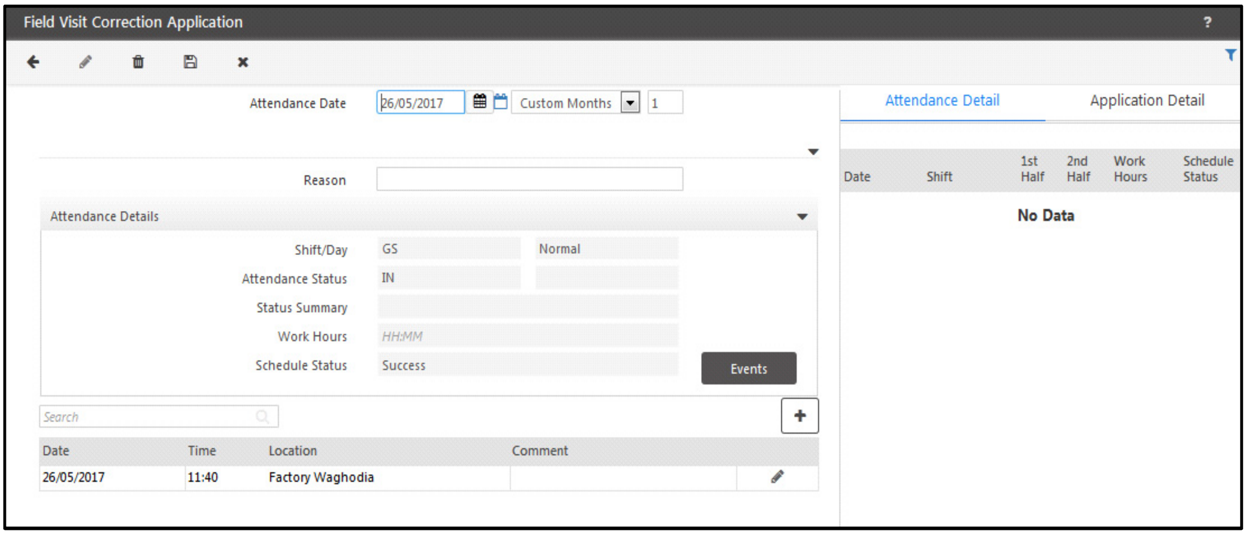
Field Visit Correction Application

The punches marked from COSEC APTA may require correction in some cases.
Suppose If user was scheduled for some task at some location and couldn't go because of any reason. So changing punch date-time and adding or modifying its comment would be possible from the Field Visit Correction page. Also the Location can be added or updated from this page.

Select **ESS > FVM > Field Visit Correction Application.** The Field Visit Correction page appears as shown below:

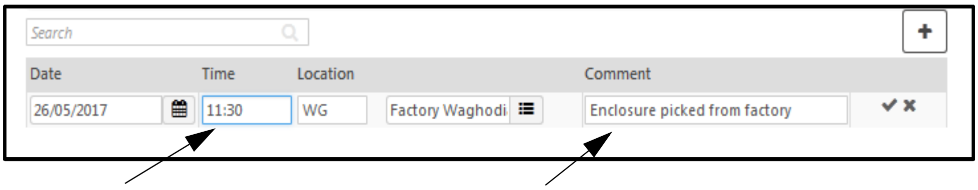


Select the **Attendance date** for which correction application is to be sent. The Attendance details will appear in the respective fields.

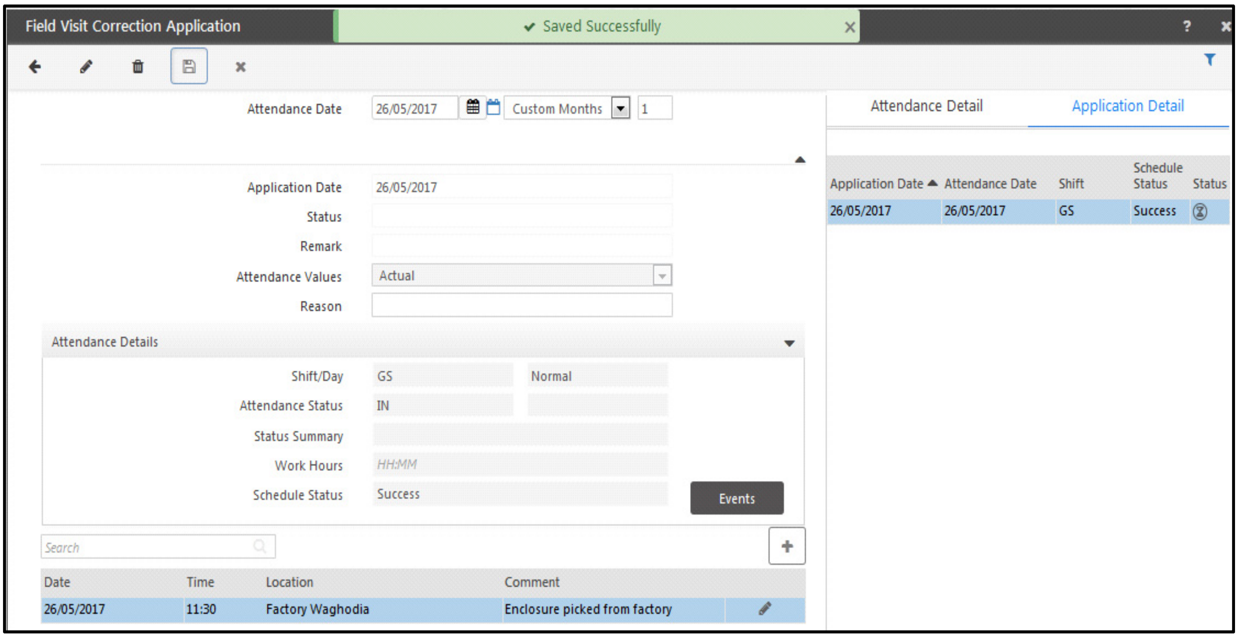


Click on Edit in the attendance details row where the correction is to be done. You can also add new punch by clicking Add button.

Enter or Edit the punch **Time**, select the **Location** and mention the **Comment** as shown below. Here time is edited from 11:40 to 11:30. And comment is specified.



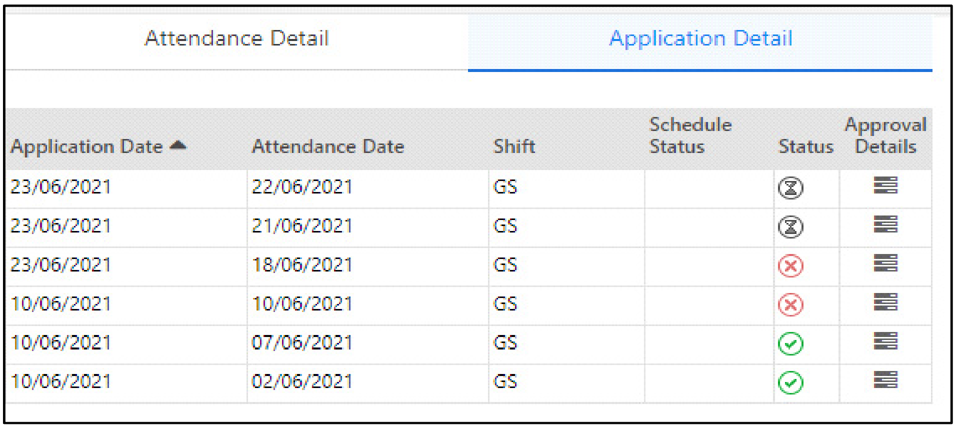
Then click on OK and **Save** button.



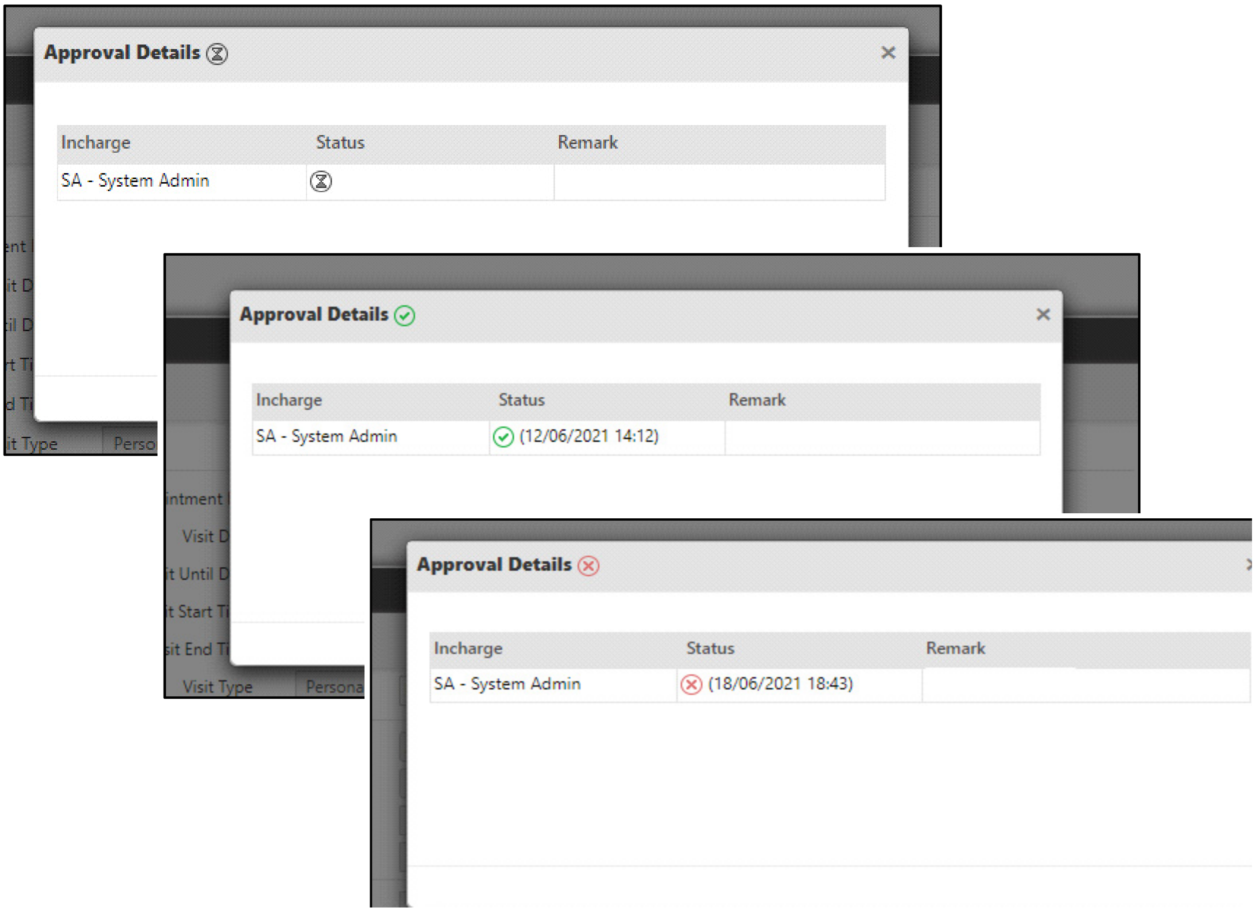
The Field Visit Correction application will be authorized by the Reporting In-charge or Administrator.

See "Field Visit Correction Authorization" on page 170.

Click **Approval Details** icon from the grid available on the left side of the page to view the Approval Details of the already applied application.



Approval Details window appears as shown below:



It displays the status of the user's application under **Approval Details,** that is, whether it is — pending, approved or rejected.

The application's status is displayed in the **Status** column as Pending , Approved or Rejected .

Remark displays the comments provided by the Admin/ RIC/ System.

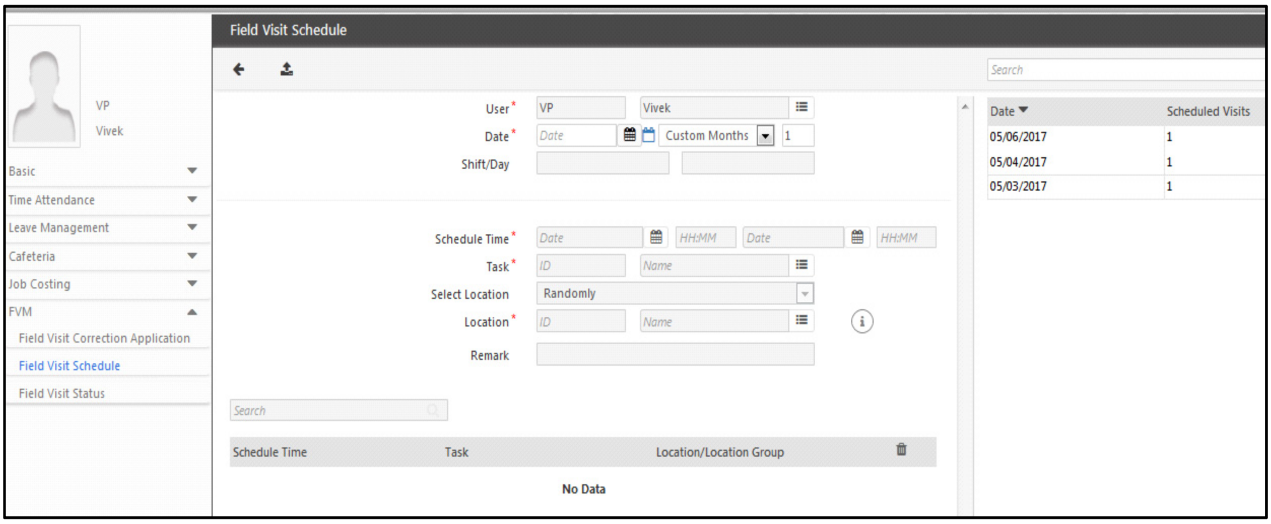
System can auto approve / reject an application if the Reporting In-charge or SA fails to authorize it as per the Approval Policy assigned to the Reporting Groups. Contact your SA for approval rights.

Field Visit Schedule

FVM users are allocated Field Visit Schedule by the admin or reporting in-charge. User is supposed to accomplish assigned tasks as per the field schedule.

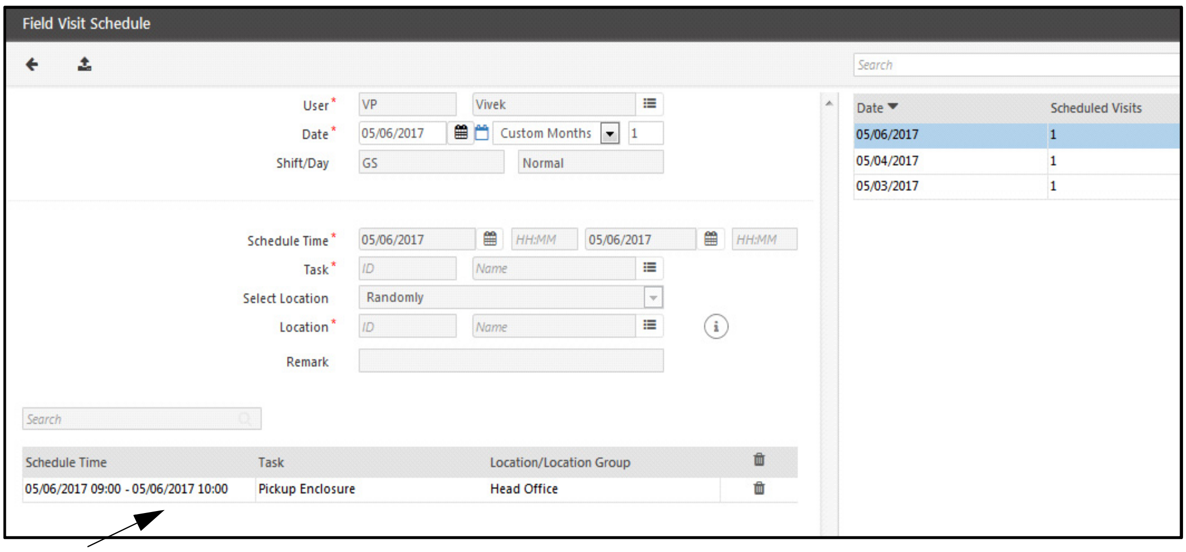
This page will enable user to view Field Visit Schedule assigned to him/her on the selected date.

Select **ESS> FVM> Field Visit Schedule.** The Field Visit Schedule page appears as shown below:



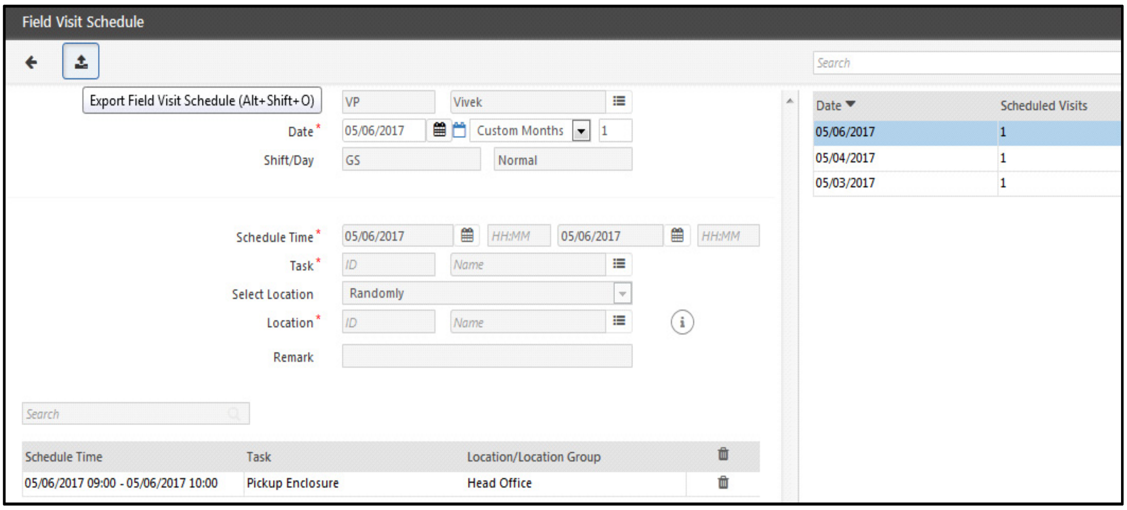
The Date-wise schedule will be shown on the right side. You can customize the date selection for viewing the task list.

Now, select the Schedule to view the details.The Schedule time, task and location will be shown as below:

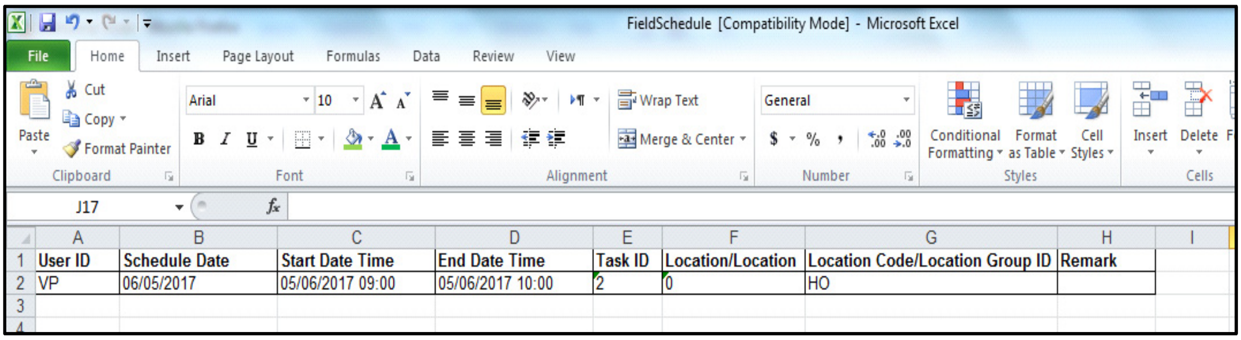


Export

You can export the field visit schedule by clicking on Export button as shown below.



The exported file can be opened or saved at your desired location. The export file is shown as below.

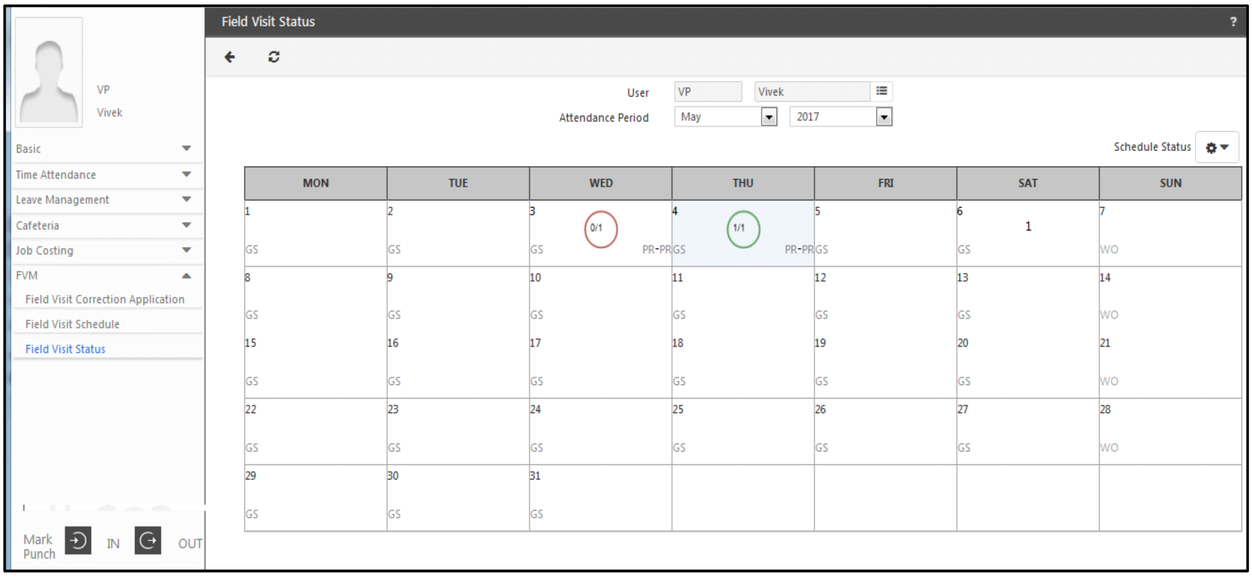


Field Visit Status

The users are supposed to accomplish the task as per their field schedule on daily basis. According to the punches from field, user's field records are considered as completed or not completed.

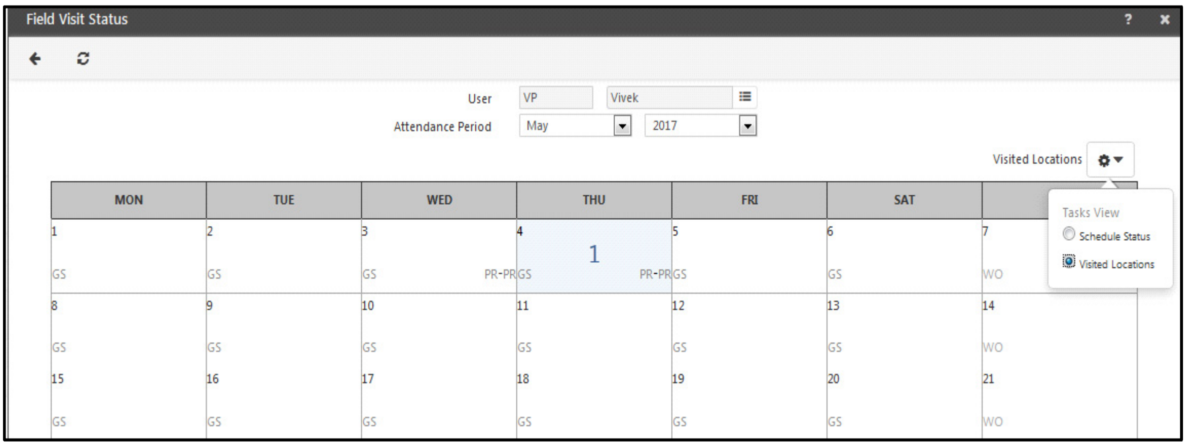
Field Visit Status page enables the ESS user or reporting in-charge to view field status of self or member respectively in a calendar view.

Select **ESS> FVM> Field Visit Status.** The Field Visit Status page appears as shown below:



Select the **Attendance period** as Month and Year for which the field visit status is to be viewed.

You can select the option to view as **Schedule Status** or **Visited Location**.

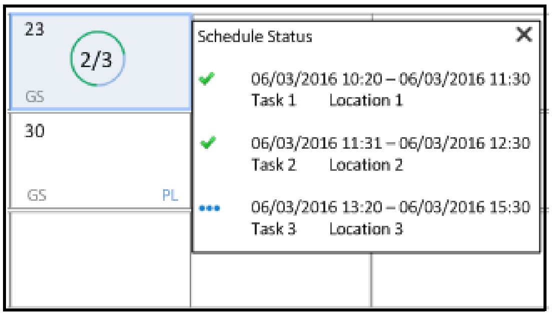


Schedule Status: The status of completed, not completed,on-going and future task is shown in the calender.
Visited Location: The visited location count will be shown in the calender for the date on which the user has visited the location.

Clicking on the window will show the task details. Tick displays completed task and Cross displays incompleted task.

- The green circular ring shows that task is completed.
- Partial green and remaining red shows partially completed task.
- Full red shows incomplete task.
- Blue colour shows ongoing task.
- A number in the grid of future date shows future days task count.

The on-going task will be displayed as below:



CHAPTER 7

Health

This functionality enables the user to declare his/her health status and on the basis of that, it will be helpful for the organization as well as for the user to keep track of their employee’s health on the daily basis.

If only Temperature Configuration is disabled from *Admin> System Configuration> Global Policy> User Policy > Temperature and Symptoms Configuration*, then the users will able to declare only their Symptom status from the Self Declaration page and vise-versa is applicable.

It notifies the users through alerts if any of the health parameters exceed from the threshold value which is predefined by the Admin (*in Admin> System Configuration> Global Policy> User Policy > Temperature and Symptoms Configuration*).

To access this functionality, Select ***Health> Self Declaration and Health Records***

This section contains following:

- “Self Declaration”
- “Health Records”

The Health Parameters can be configured only by the users having Self Declaration and Health Records page rights enabled in the ESS Role Rights by the Admin.

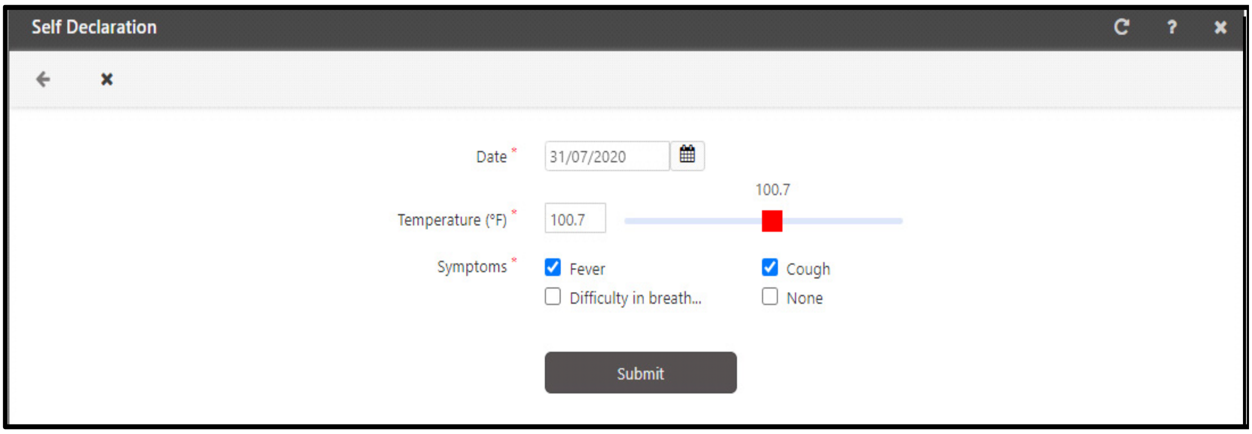
Self Declaration

This allows a user to declare his/her Temperature as well as different Symptoms predefined by the Admin.

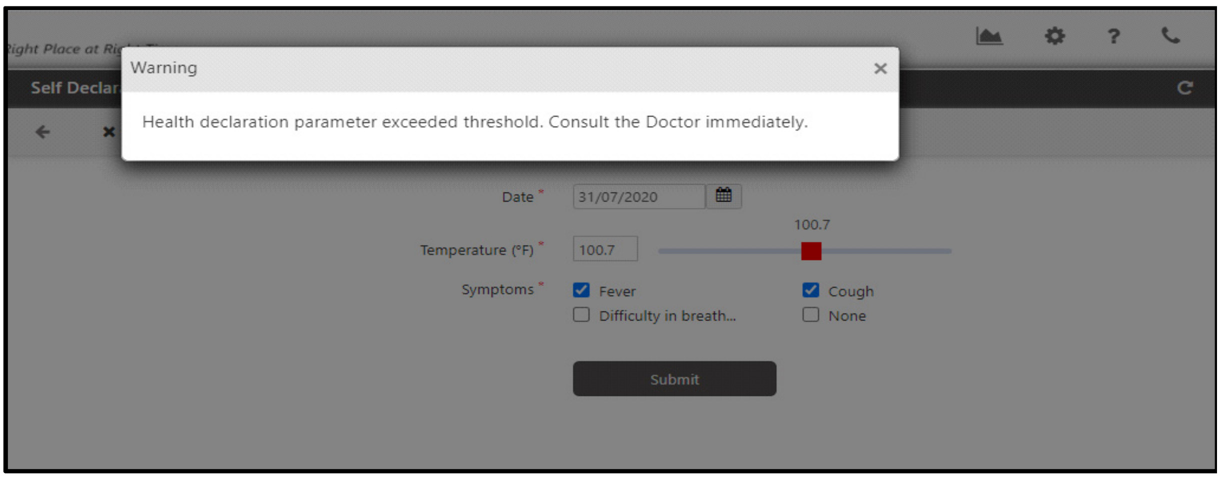
Below shown image is the Self declaration page which will appear on User's screen.

- Here is an example of a user's self declaration on date *31/07/2020*.
- Temperature of the user entered here is ***100.7°F***.
- Symptoms selected here are Fever and Cough (Any Two out of three)

The symptoms displayed for selection, will be as configured by the Admin (in Admin > System Configuration > Global Policy > User > Temperature and Symptoms Configuration).



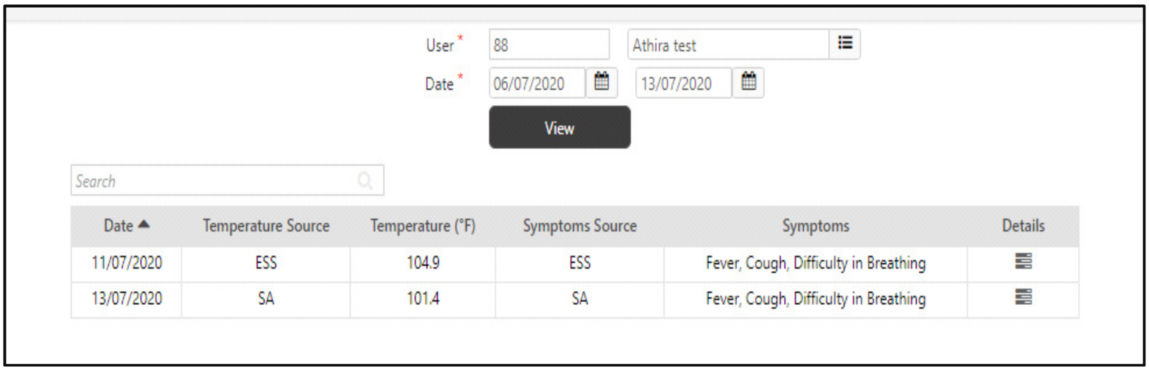
- Here, once the user clicks on **Submit** Button, a warning message will be generated as shown below.
- Warning message is generated because the Temperature value declared by the user is exceeding the Threshold temperature value.
- Temperature exceeding the threshold value is represented by Red slider as shown in the image above.
- Threshold Temperature value is predefined by the Admin (in *Admin* > *System Configuration* > *Global policy* > *User* > *Temperature and Symptoms Configuration*).



The Self Declaration Parameters can be configured only by the users having Self Declaration page rights enabled in the ESS Role Rights by the Admin.

Health Records

It shows all the health records of a user of each day. Report includes date, source of entering the data (SA, ESS, App (i.e. APTA Application), SA (i.e. SA is declaring health parameters of user), Device), temperature and symptoms.



- In **ESS**, if the health information is declared more than once on a same day, then the system will consider only the last declared health parameters which will reflect on the Health Record i.e. only one record of a user per day.

- If the health information is received multiple times by any **Device** on a same day in the form of punch, then the records of each punch is displayed in the detail section of Health Record along with date and time i.e. multiple record.

- Health Record will not be editable.

The Health Records can be viewed only by the users having Health Records page rights enabled in the ESS Role Rights by the Admin.

CHAPTER 8

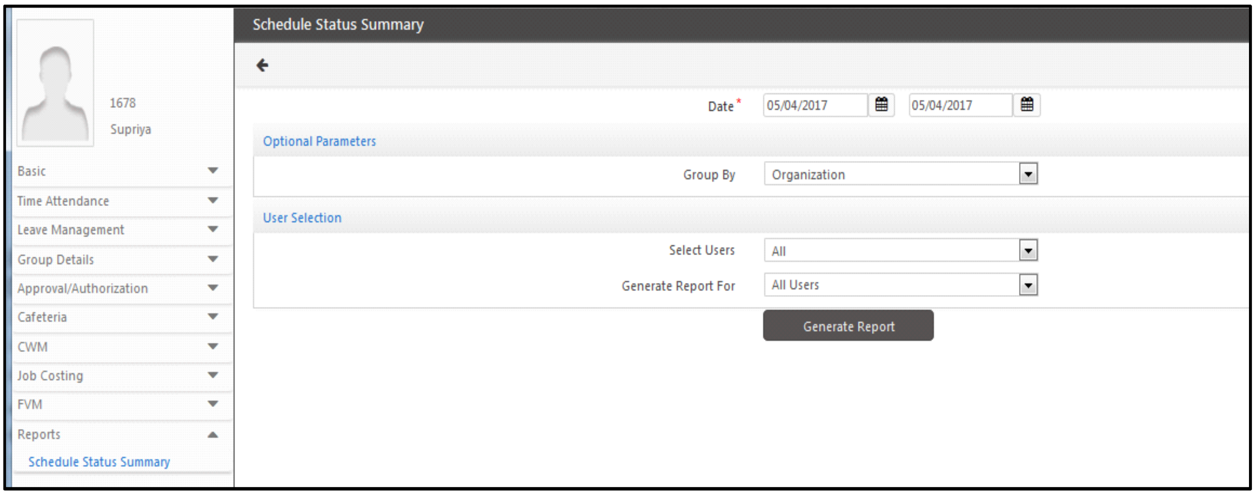
Reports

Schedule Status Summary

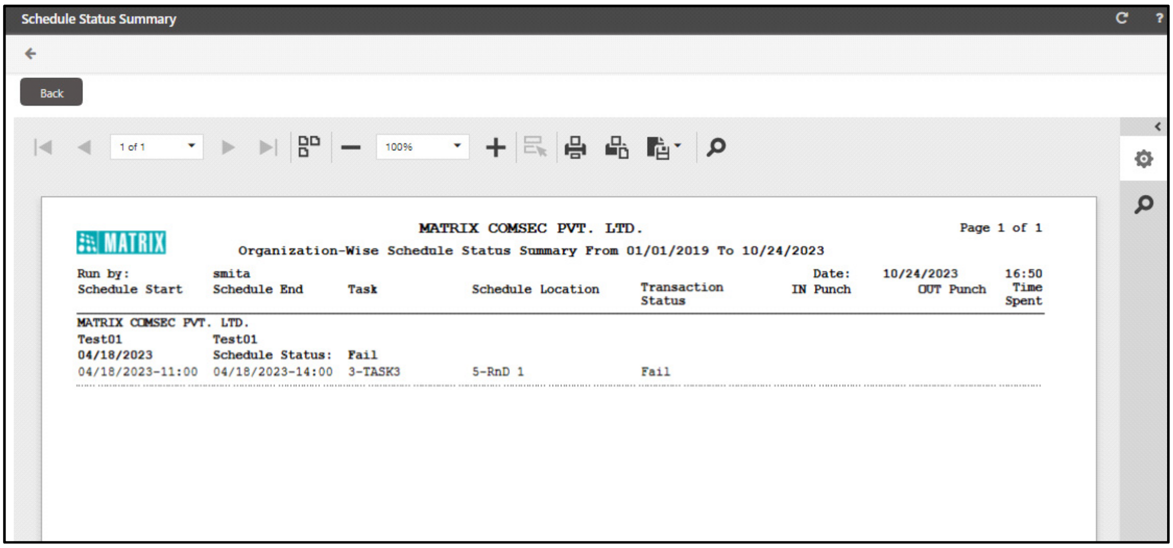
This report gives information about whether user went to each location as per the schedule or not. This report shows status of each schedule date and for each mapping of time slot-task-location. It will also convey about the time spent in that location.

This Report can be viewed by Reporting In-charge only.

Select the **Date** range for which schedule status is to be viewed. You can select the users based on enterprise groups. Then click on Generate Report.



The report generated is shown below.


Schedule Status Summary

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Organization-Wise Schedule Status Summary From 01/01/2019 To 10/24/2023

Run by: smita Date: 10/24/2023 16:50

Schedule Start	Schedule End	Task	Schedule Location	Transaction Status	IN Punch	OUT Punch	Time Spent
MATRIX COMSEC PVT. LTD.							
Test01	Test01						
04/18/2023	Schedule Status:	Fail					
04/18/2023-11:00	04/18/2023-14:00	3-TASK3	5-RnD 1	Fail			

- **Date:** Select the to and from date for which the report is to be generated.

Optional Parameter

- **Group By:** Select the desired enterprise group from the drop-down list — Organization, Branch, Department, Section, Category, Grade, Designation, Custom group 1/2/3.

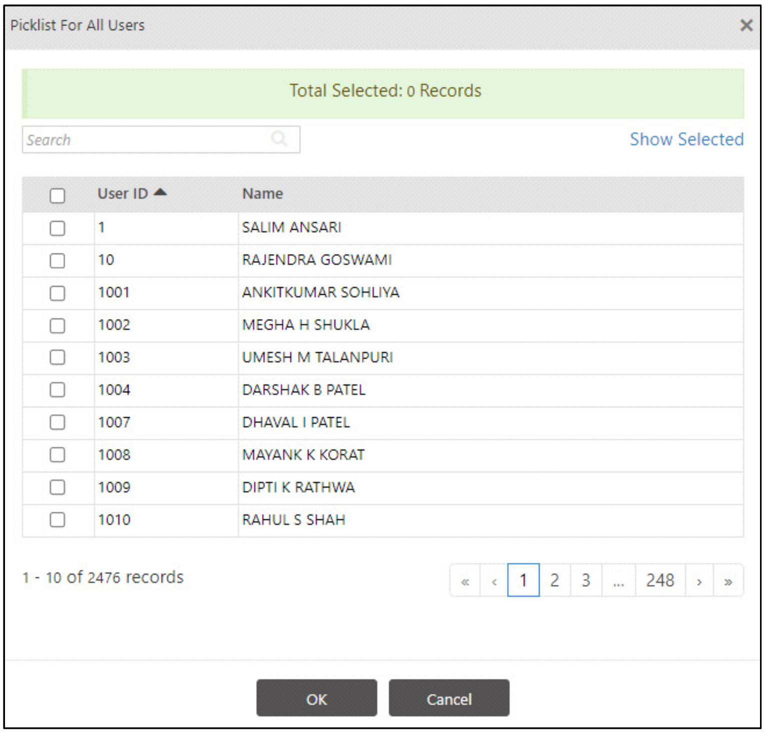
- **Organization Name in Header As Per:** Select the desired option — User Selection or Customized Selection.
  If you select Customized Selection, click on Customize Report Header.

  You can select the desired option from the drop down list or can also add header according to your choice.

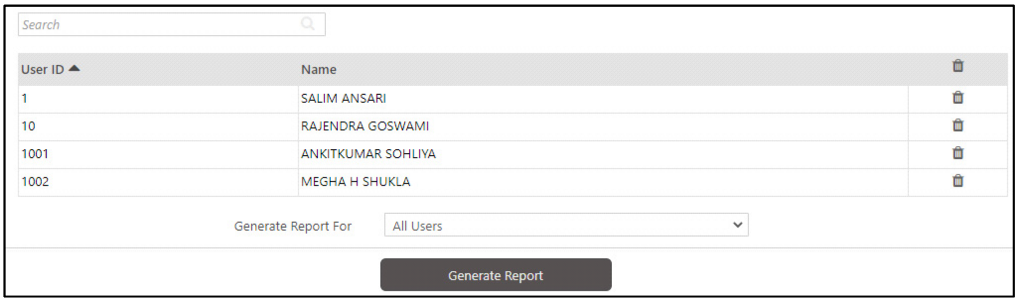
User Selection

- **Select Worker:** Select the desired option— **User Wise, Group Wise or All**

- If you select **User Wise**, click on **User** picklist. The **Picklist for All Users** pop-up appears.

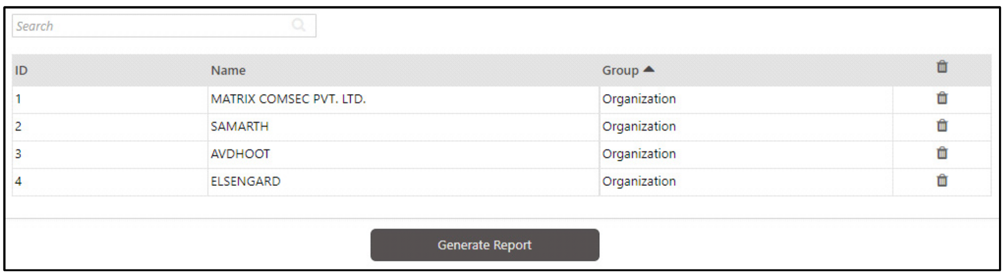


  - Select check boxes of the desired user.Click **OK**.
  - The selected user appears in the grid



  - You can also delete the desired User. To do so, click **Delete** icon on the respective user.

- If you select **Group Wise** option, select the desired enterprise group from the drop-down list— Organization, Branch, Department, Section, Category, Grade, Designation, Custom Group 1/2/3
  - For each enterprise group — Organization, Branch, Department, Designation, Section, Category, Grade, Custom Group1/2/3, click the corresponding picklist to select the desired option/s.
  - The selected Group appears in the grid.



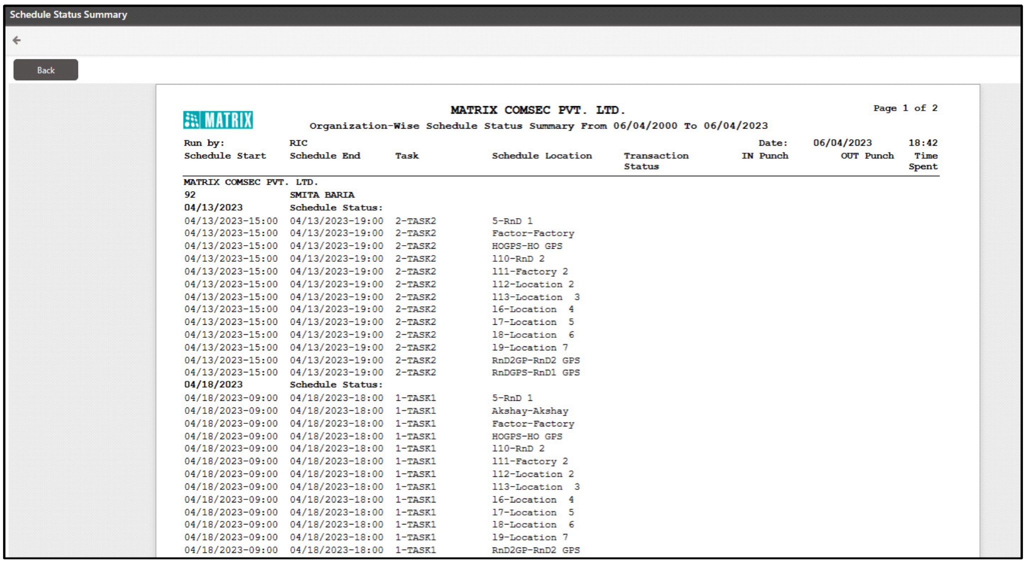
- You can also delete particular group. To do so, click **Delete** icon on the respective group

- If you select **All**, then All User will be selected.

- **Generate Report For**: Select the desired option from the drop down list— **All Users, Active Users or Inactive Users.**

- Click **Generate Report.**

Sample Report



Schedule Status Summary

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Organization-Wise Schedule Status Summary From 06/04/2000 To 06/04/2023

Run by: RIC Date: 06/04/2023 18:42

Schedule Start	Schedule End	Task	Schedule Location	Transaction Status	IN Punch	OUT Punch	Time Spent
MATRIX COMSEC PVT. LTD.							
92	**SMITA BARIA**						
04/13/2023	**Schedule Status:**						
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	5-RnD 1				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	Factor-Factory				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	HOGPS-HO GPS				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	110-RnD 2				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	111-Factory 2				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	112-Location 2				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	113-Location 3				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	16-Location 4				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	17-Location 5				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	18-Location 6				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	19-Location 7				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	RnD2GP-RnD2 GPS				
04/13/2023-15:00	04/13/2023-19:00	2-TASK2	RnDGPS-RnD1 GPS				
04/18/2023	**Schedule Status:**						
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	5-RnD 1				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	Akshay-Akshay				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	Factor-Factory				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	HOGPS-HO GPS				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	110-RnD 2				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	111-Factory 2				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	112-Location 2				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	113-Location 3				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	16-Location 4				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	17-Location 5				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	18-Location 6				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	19-Location 7				
04/18/2023-09:00	04/18/2023-18:00	1-TASK1	RnD2GP-RnD2 GPS				

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