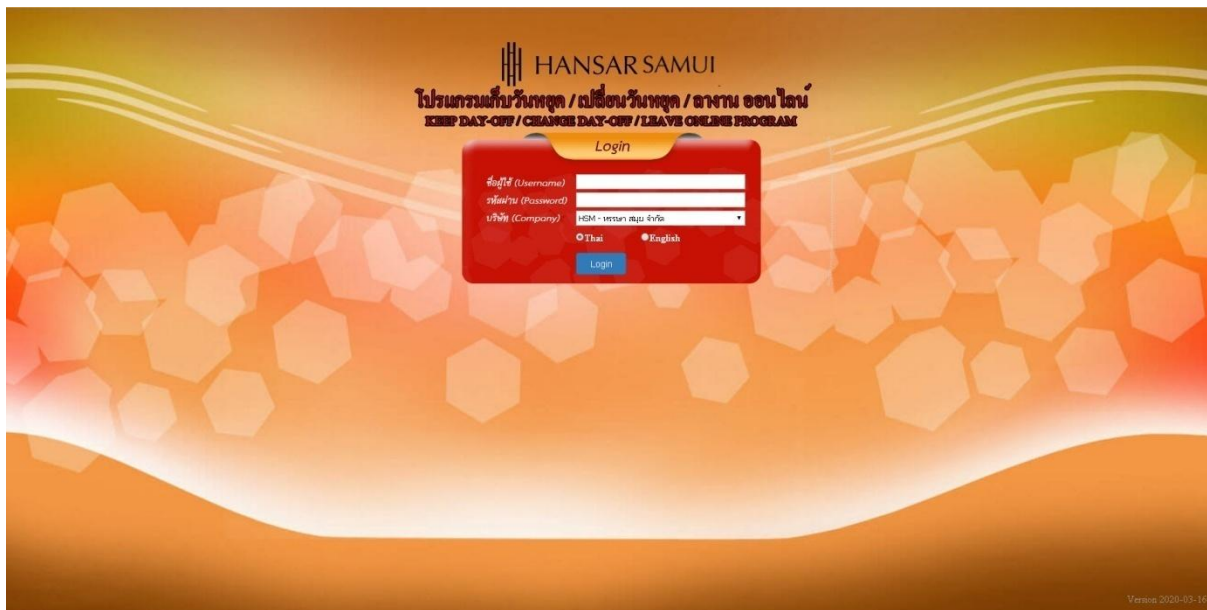คู่มือการเรียกดูรายงาน สำหรับหัวหน้าแผนก (ภาษาอังกฤษ)

MANUAL of Report for HOD (English)

Contents

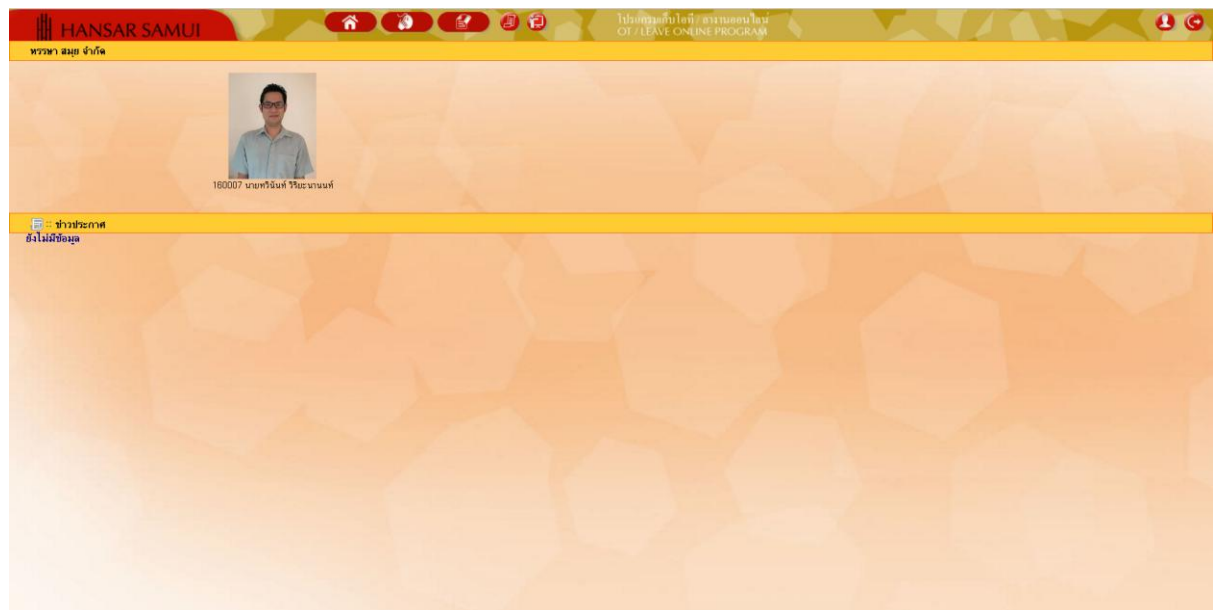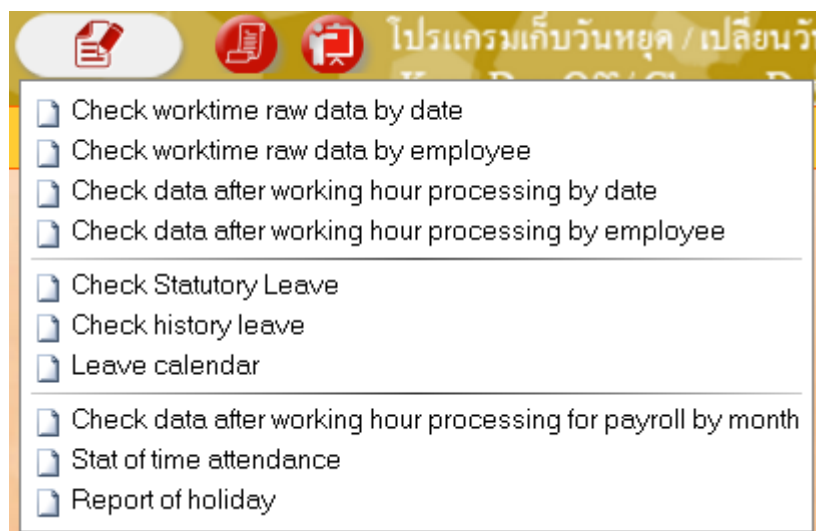**(You can click on a topic and the system will bring up the manual window you want to browse)**

Report : Check worktime raw data by date

Is to view the employee's work time from the fingerprint scanner directly that, when I come to work on the day of browsing, is there a fingerprint scan? What time does it come to work (late or not?) And can be viewed at the end of work on the day of browsing, there is a fingerprint scan at what time (Leave early or not?)
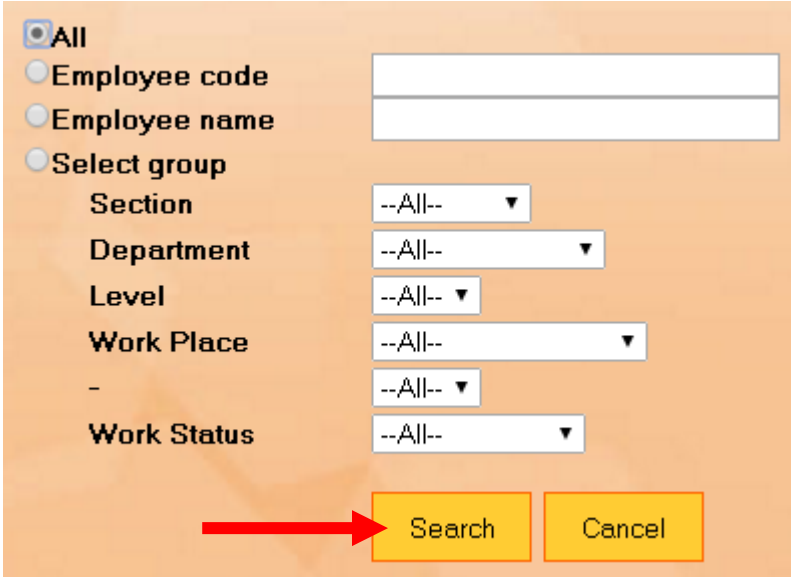
1. Click at the icon

2. Click at ☐ Check worktime raw data by date

3. After that click at [Search]

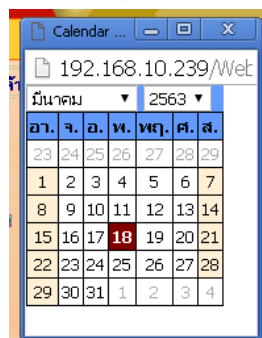4. After that, select the day that we want to collect the holidays. By clicking on the calendar icon

5. After that, choose the day that we will collect the holidays. From the calendar.

6. After that click at [Show]
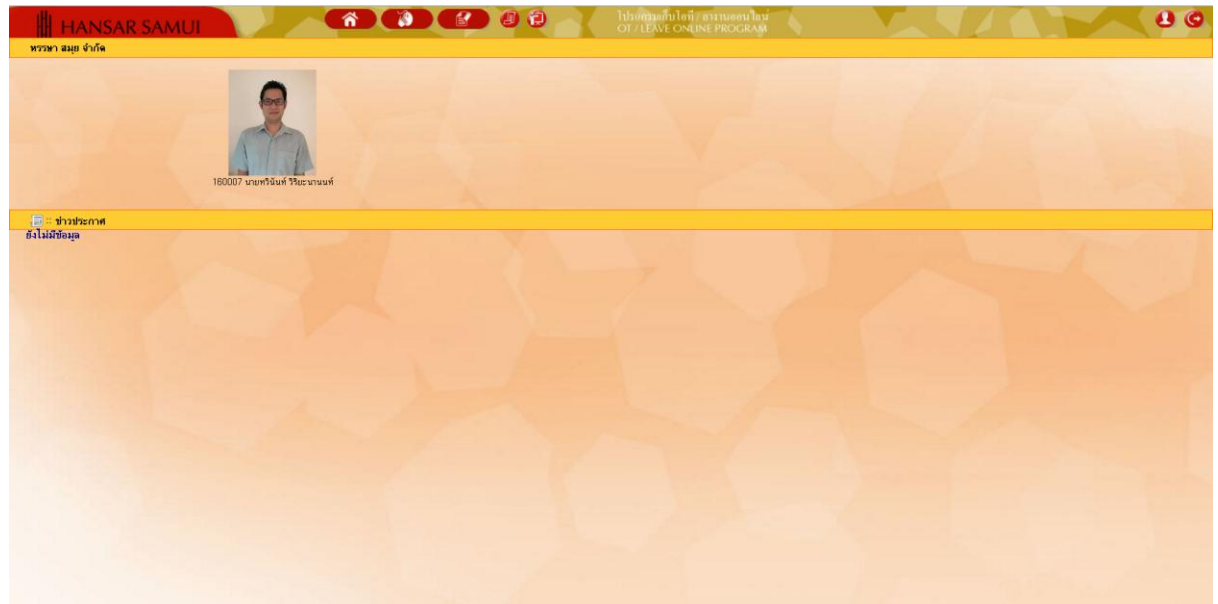

7. After that, it will show the time to scan your finger immediately.

Report : Check worktime raw data by employee

      This is the same report as above. But this report can be viewed simultaneously for several days.

1. Click at the icon

2. Click at   Check worktime raw data by employee

3. After that click at

4. As shown in the figure below.

5. After that, select a date range to browse.

After that click at **Show**

6. Click at Employee name for want to see.

7. After that, it will show the time to scan your finger immediately.

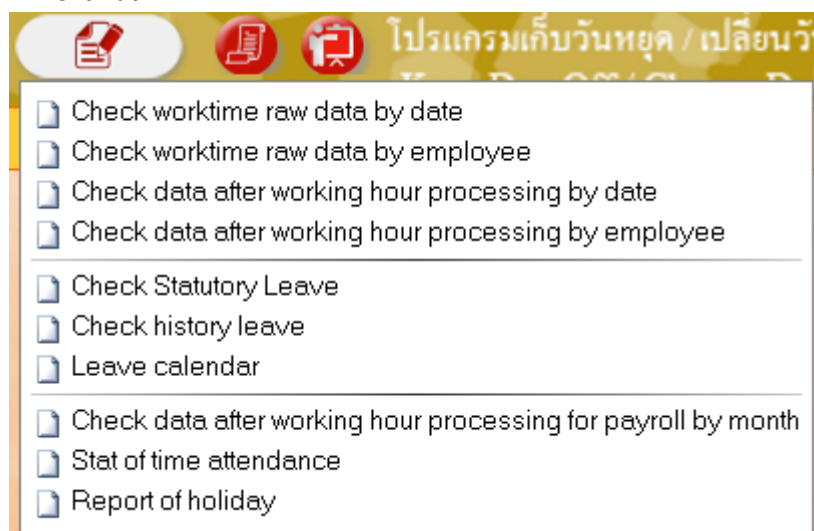**Report : Check data after working hour processing by date**

It is a look at the employee's posting after processing, that is, this report has to wait for the HR department to process monthly first. Employees will be able to see that on the day that we are browsing, what time to go to work, what time to leave, whether to work in silk, leave the first job, get deducted?

1. Click at the iocn

2. Click at 📄 Check data after working hour processing by date

3. After that click at ⬜Search

4. After that, select the day that we want to collect the holidays. By clicking on the calendar icon 📅

5. After that, choose the day that we will collect the holidays. From the calendar.

Click at

6. After that, it will show the report to us immediately.

Report : Check data after working hour processing by employee

This is the same report as above. But this report can be viewed simultaneously for several days.
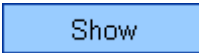
1. Click at the icon

2. Click at Check data after working hour processing by employee

3. After that click at [Search]

4. As shown in the figure below.

5. After that, select a date range to browse.

6.   After that click at

7.   Click at Employee name for want to see.

8.   After that, it will show the report to us immediately.

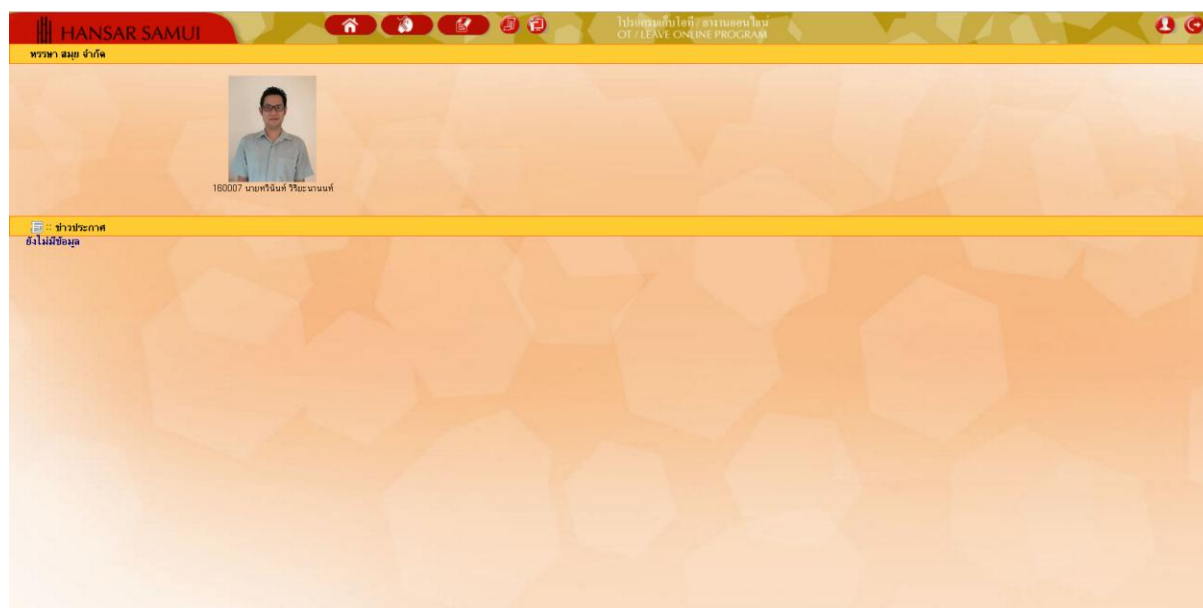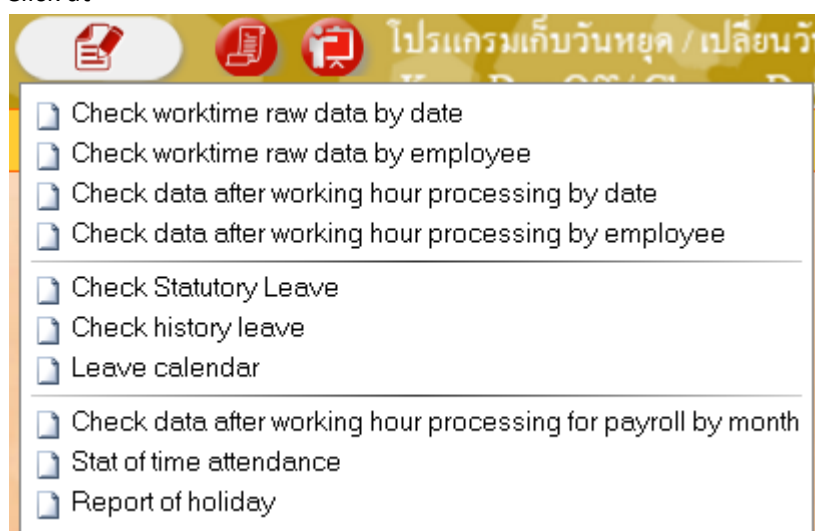**Report : Check Statutory Leave**

Is to verify the right to leave our work that in each type of leave how long do we have the right to leave?

1. Click at the icon

2. Click at ☐ Check Statutory Leave

3. After that click at
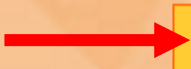
4. Click at Employee name for want to see. The system will show the right to leave your work that each type of leave How long do we have the right to leave?

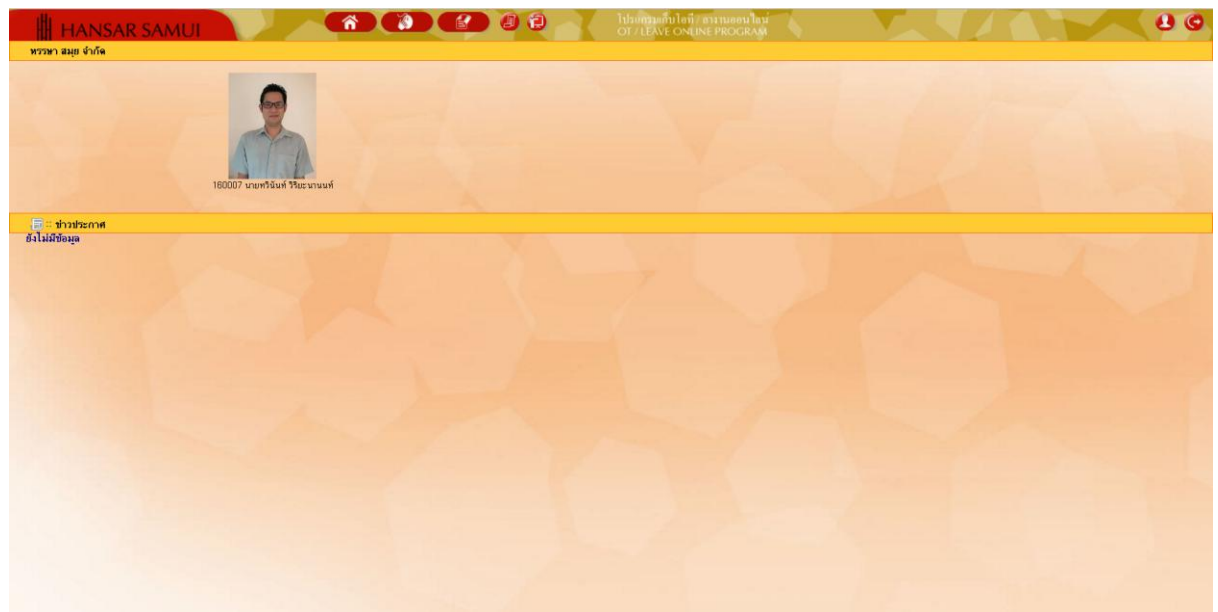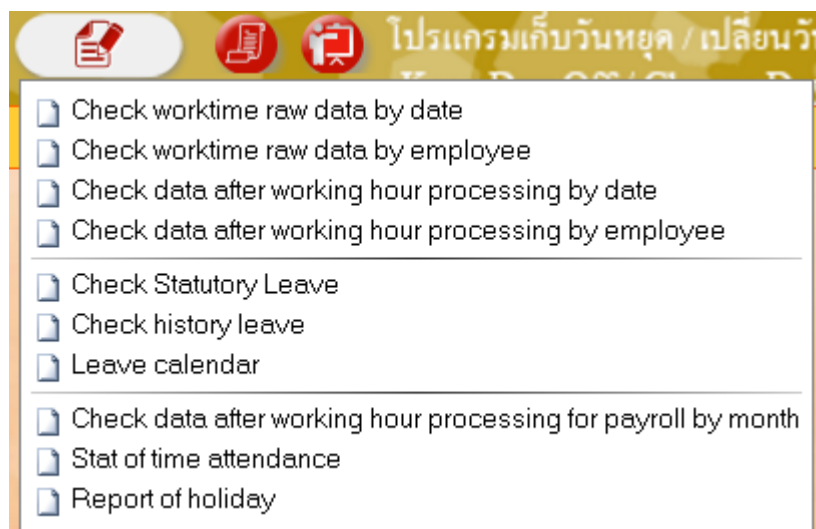### Report : Check history leave

It is a report used to check your leave and what we have done.

1. Click at the icon

2. Click at   Check history leave
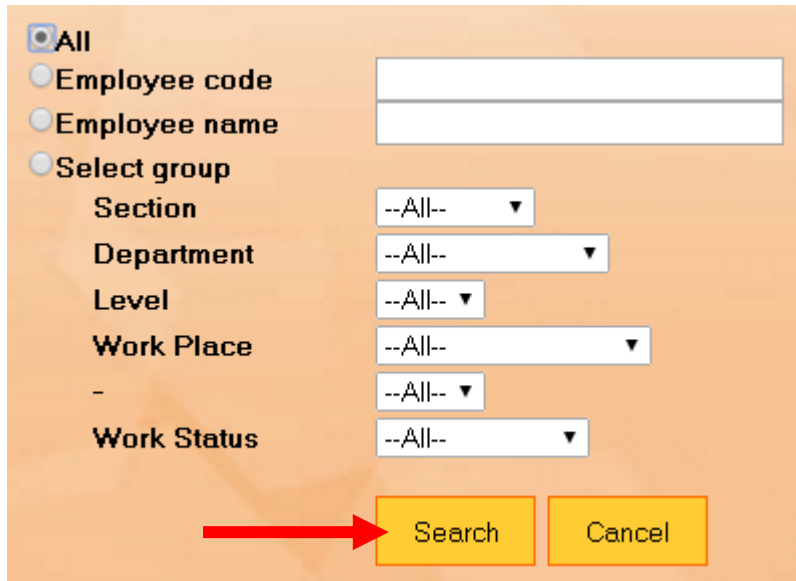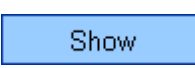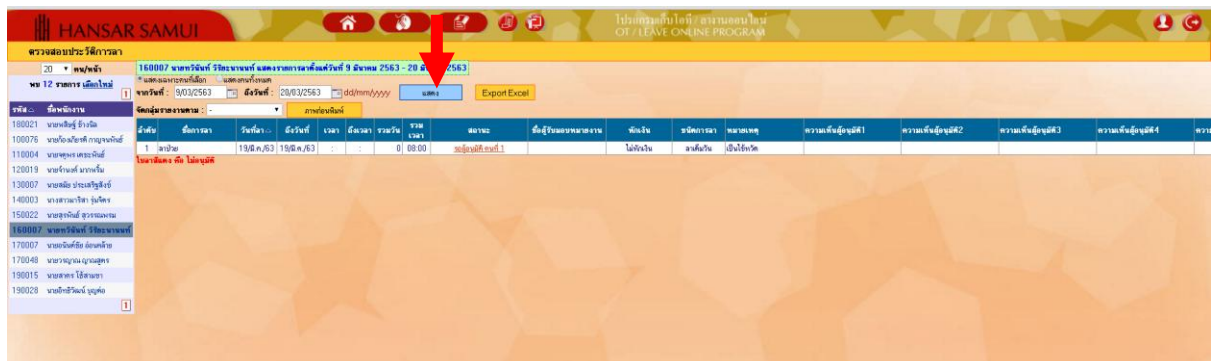
3. After that click at
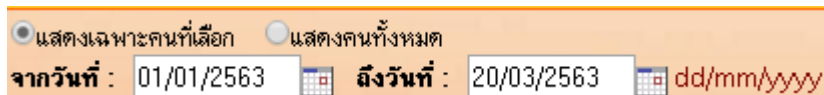

4. Let us choose the date range to browse all of our Leaving Request.

5. After that click at

6. Click at Employee name for want to see.

7. The system will show all your reports on the system to us.

-- **Finish** --