



**How To Manage Time
History Of Staff / Employees**

Performance Measurment



Online

DEEPAK AMARSHI VARIYA

Last Login: 07-09-2023 2:48 PM

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- ⚖️ Company Law
- 🤖 Robot

👤 Human Resource

Human Resource

Departments

Departments

Attendance

Time History

Time Change Request

Attendance Report

Users

User

Announcement

Announcement

Apply & Track Your Leave

Leave Management

Marketing & Lead

Leads

You Can Also
Manage Time History
From Quick
Generate Option As Well

🕒 Clock In

Step 1

To Manage time history Of Staff
You've To "Select" the same Tab in
'Human Resource' By Following Diagram



Online

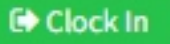
DEEPAK AMARSHI VARIYA

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(ABR) Company Law Robot Human Resource

Time History

Thursday 7th September - 2023, Time 3:00:46 PM

 Clock In

Time History Details

Now You Have to Select The Employee From This Drop Down Showing You Here & Press On The Go Button.

Employee *

Select Employee...

Go

My Time Logs

Nothing to display here!

Select Employee...

Account Department

DEEPAK AMARSHI VARIYA (Admin)

NEIL THAKAR (Staff)

VAIBHAV MORE (Staff)

VAYUN MAKWANA (Staff)



Online

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(ABR) Company Law Robot Human Resource

Time History

Thursday 7th September - 2023, Time 3:03:42 PM

 Clock In

Time History Details

Employee *

DEEPAK AMARSHI VARIYA (Admin)

Go

After Selecting Employee & Pressing Go You'll Get The Complete Time Data Below

DEEPAK AMARSHI VARIYA Time Logs

2023

To Open The Details You Have To Select On Week : Showing You Below

Week : 12 (23 to 23) March

Clock In Time	Clock Out Time	IP address	Hours	Action
23-03-2023				
12:45 PM	01:04 PM	103.157.153.114	0 : 19 m	

Total Working Hour : 0 : 19 m

You'll Get The Edit Button Here

Week : 18 (01 to 01) May

Week : 24 (12 to 12) June

Week : 25 (19 to 20) June



Online

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Dashboard

Download Section

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Human Resource

Time History

Time History Details

DEEPAK AMARSHI VARIYA Time

2023

Week : 12 (23 to 23) March

Clock In Time	Clock Out Time	IP address	Hours	Action
23-03-2023				
12:45 PM	01:04 PM	103.157.153.114	0 : 19 m	
Total Working Hour : 0 : 19 m				

Week : 18 (01 to 01) May

Week : 24 (12 to 12) June

Week : 25 (19 to 20) June

Edit

Old Time In

12:45 PM

New Time In

12:45 PM

Old Time Out

1:04 PM

New Time Out

1:04 PM

Reason for Edit *

Type Reason Here

After Changes Click On Save Changes Button

Close

Save changes

After Clicking On The Edit Button
Admin Will Get The Pop-Up Screen
Showing You In this Slide,
Admin Can Manage The Time
With Reason

Great.. You've Successfully Completed The Session See You In Next Slide..