

MANUAL SISTEM eJARI

Attendance Management

JABATAN ICT

HOSPITAL SEGAMAT

23 April 2014

MANUAL SISTEM eJARI

Attendance Management

Capaian Sistem eJari

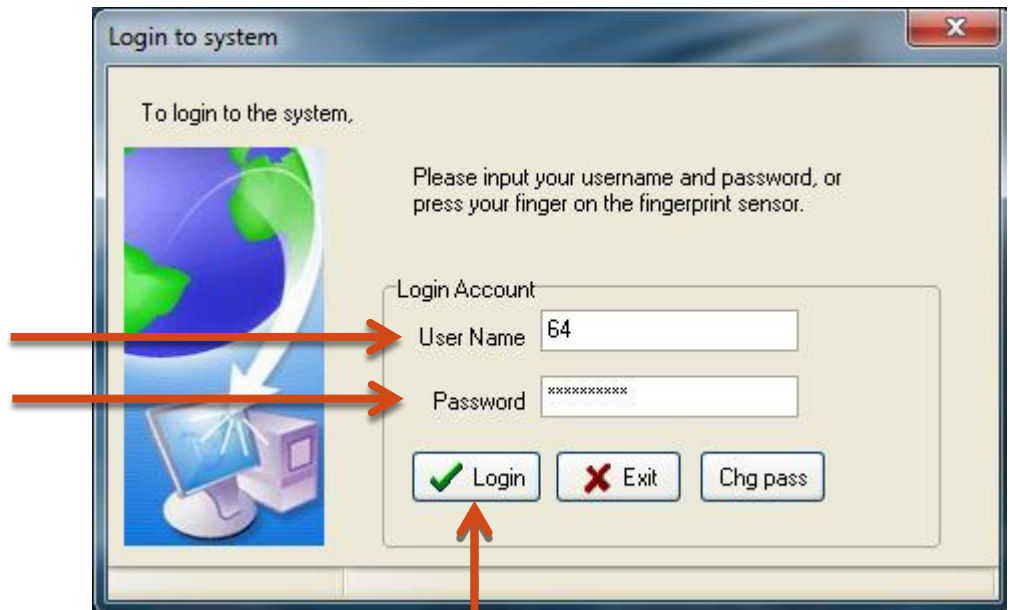
1. Klik ikon  di Desktop PC.



2. Masukkan *username / password* untuk capaian sistem
(Mengikut *username / password* yang telah diberikan oleh Jabatan ICT)

- Klik 

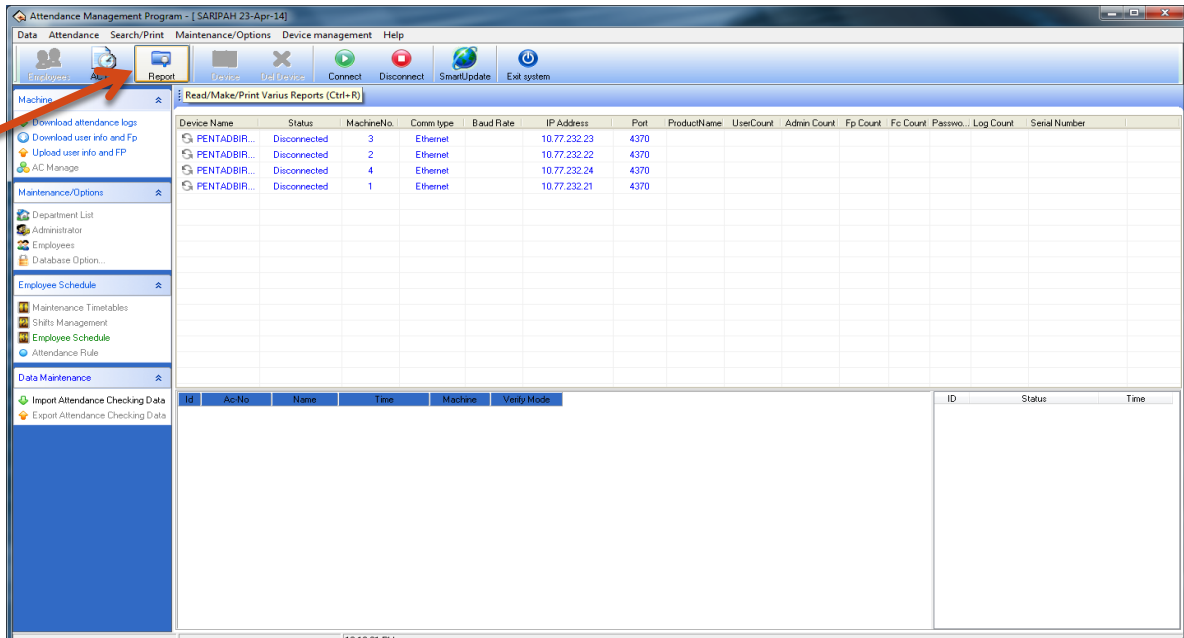
Cth: 64



Login

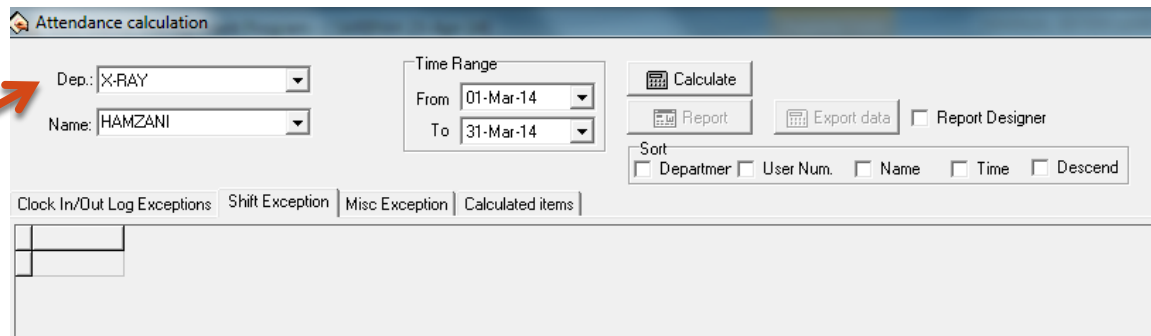
3. Paparan seterusnya seperti gambar dibawah.
Klik **Report** untuk Paparan Laporan Kedatangan

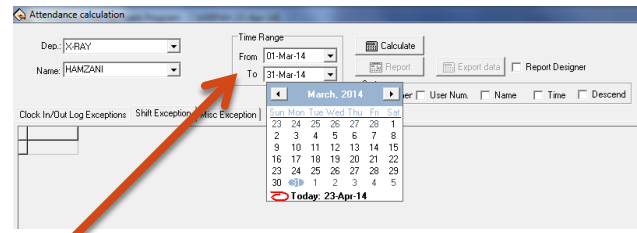
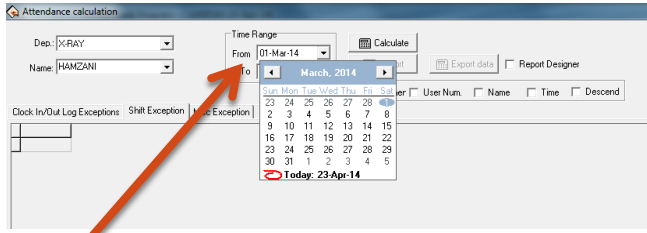
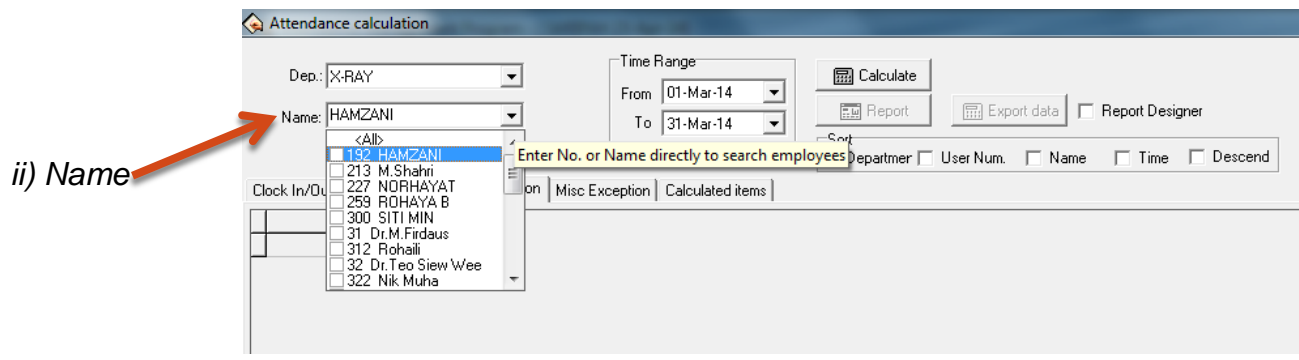
Report




4. Pilih seperti yang dikehendaki iaitu *Department* , *Name* , *Time Range* (*From – Date*)

i) Department





5. Klik  **Calculate** untuk menjana laporan kedatangan bulanan seperti berikut.

Emp No.	ACNo.	Name	Schedule	Date	Timetable	Clock In	Clock Out	Absent	Work Time	Exception	Department	ATT_Time	Clock-in/out Time
67	192	HAMZANI	1	01-Mar-14	RODDAY						X-RAY		
67	192	HAMZANI	2	02-Mar-14	WP 2	08:00			08:00		X-RAY	07:59	08:00
67	192	HAMZANI	3	03-Mar-14	WP 2	07:59	17:11		09:00		X-RAY	09:12	07:59 17:11
67	192	HAMZANI	4	04-Mar-14	WP 2	07:59	17:14		09:00		X-RAY	09:15	07:59 17:14
67	192	HAMZANI	5	05-Mar-14	WP 2	07:58	17:13		09:00		X-RAY	09:14	07:58 17:13
67	192	HAMZANI	6	06-Mar-14	WP 2	07:57	15:40		07:40		X-RAY	07:43	07:57 15:40
67	192	HAMZANI	7	07-Mar-14	RODDAY						X-RAY		
67	192	HAMZANI	8	08-Mar-14	RODDAY						X-RAY		
67	192	HAMZANI	9	09-Mar-14	WP 2	08:00	17:15		09:00		X-RAY	09:14	08:00 17:15
67	192	HAMZANI	10	10-Mar-14	WP 2	07:59	17:30		09:00		X-RAY	09:31	07:59 17:30
67	192	HAMZANI	11	11-Mar-14	WP 2	08:00	17:27		08:59		X-RAY	09:26	08:01 17:27
67	192	HAMZANI	12	12-Mar-14	WP 2	08:00	17:07		09:00		X-RAY	09:07	08:00 17:07
67	192	HAMZANI	13	13-Mar-14	WP 2	08:00	16:09		08:09		X-RAY	08:09	08:00 16:09
67	192	HAMZANI	14	14-Mar-14	RODDAY						X-RAY		
67	192	HAMZANI	15	15-Mar-14	RODDAY						X-RAY		
67	192	HAMZANI	16	16-Mar-14	WP 2						X-RAY		
67	192	HAMZANI	17	17-Mar-14	WP 2	07:59	17:52		09:00		X-RAY	09:52	07:59 17:52
67	192	HAMZANI	18	18-Mar-14	WP 2	08:00	18:56		09:00		X-RAY	10:56	08:00 18:56
67	192	HAMZANI	19	19-Mar-14	WP 2	08:00	17:09		09:00		X-RAY	09:09	08:00 17:09
67	192	HAMZANI	20	20-Mar-14	WP 2	08:00	15:53		07:52		X-RAY	07:52	08:01 15:53
67	192	HAMZANI	21	21-Mar-14	RODDAY						X-RAY		
67	192	HAMZANI	22	22-Mar-14	RODDAY						X-RAY		
67	192	HAMZANI	23	23-Mar-14	WP 2	07:58	17:38		09:00		X-RAY	09:39	07:58 17:38
67	192	HAMZANI	24	24-Mar-14	WP 2	07:56	17:16		09:00		X-RAY	09:20	07:56 17:16
67	192	HAMZANI	25	25-Mar-14	WP 2						X-RAY		
67	192	HAMZANI	26	26-Mar-14	WP 2	07:59	17:01		09:00		X-RAY	09:02	07:59 17:01
67	192	HAMZANI	27	27-Mar-14	WP 2	08:01	15:38		07:37		X-RAY	07:37	08:01 15:38
67	192	HAMZANI	28	28-Mar-14	RODDAY						X-RAY		
67	192	HAMZANI	29	29-Mar-14	RODDAY						X-RAY		
67	192	HAMZANI	30	30-Mar-14	WP 2	07:47	13:11		05:11		X-RAY	05:23	07:47 13:11
67	192	HAMZANI	31	31-Mar-14	WP 2	07:56	17:07		09:00		X-RAY	09:10	07:56 17:07

6. Cetak Laporan Kedatangan Bulanan

- Klik Sebelah Kanan Tetikus (Pilih *Create report for current grid*)

Emp No.	AC.No.	Name	Schedule	Date	Timetable	Clock In	Clock Out	Absent	Work Time	Exception	Department	ATT_Time	Clock-in/out Time
67	192	HAMZANI	1	01-Mar-14	RODDAY						XRAY		
67	192	HAMZANI	2	02-Mar-14	WP 2	08:00	17:11		08:00		XRAY	07:59	08:00
67	192	HAMZANI	3	03-Mar-14	WP 2	07:59	17:11		09:00		XRAY	09:12	07:59 17:11
67	192	HAMZANI	4	04-Mar-14	WP 2	07:59	17:14		09:00		XRAY	09:15	07:59 17:14
67	192	HAMZANI	5	05-Mar-14	WP 2	07:58	17:13		09:00		XRAY	09:14	07:58 17:13
67	192	HAMZANI	6	06-Mar-14	WP 2	07:57	16:40		07:40		XRAY	07:43	07:57 15:40
67	192	HAMZANI	7	07-Mar-14	RODDAY						XRAY		
67	192	HAMZANI	8	08-Mar-14	RODDAY						XRAY		
67	192	HAMZANI	9	09-Mar-14	WP 2	08:00	17:15		09:00		XRAY	09:14	08:00 17:15
67	192	HAMZANI	10	10-Mar-14	WP 2	07:59	17:30		09:00		XRAY	09:31	07:59 17:30
67	192	HAMZANI	11	11-Mar-14	WP 2	08:00	17:27		09:59		XRAY	09:26	08:01 17:27
67	192	HAMZANI	12	12-Mar-14	WP 2	08:00	17:07		09:00		XRAY	09:07	08:00 17:07
67	192	HAMZANI	13	13-Mar-14	WP 2	08:00	16:06		09:09		XRAY	08:09	08:00 16:09
67	192	HAMZANI	14	14-Mar-14	RODDAY						XRAY		
67	192	HAMZANI	15	15-Mar-14	RODDAY						XRAY		
67	192	HAMZANI	16	16-Mar-14	WP 2						XRAY		
67	192	HAMZANI	17	17-Mar-14	WP 2	07:59	17:52		09:00		XRAY	09:52	07:59 17:52
67	192	HAMZANI	18	18-Mar-14	WP 2	08:00	18:56		09:00		XRAY	10:56	08:00 18:56
67	192	HAMZANI	19	19-Mar-14	WP 2	08:00	17:09		09:00		XRAY	09:09	08:00 17:09
67	192	HAMZANI	20	20-Mar-14	WP 2	08:00	19:49		07:52		XRAY	07:52	08:01 15:53
67	192	HAMZANI	21	21-Mar-14	RODDAY						XRAY		
67	192	HAMZANI	22	22-Mar-14	RODDAY						XRAY		
67	192	HAMZANI	23	23-Mar-14	WP 2	07:58	17:38		09:00		XRAY	09:39	07:58 17:38
67	192	HAMZANI	24	24-Mar-14	WP 2	07:56	17:16		09:00		XRAY	09:20	07:56 17:16
67	192	HAMZANI	25	25-Mar-14	WP 2						XRAY		
67	192	HAMZANI	26	26-Mar-14	WP 2	07:59	17:01		09:00		XRAY	09:02	07:59 17:01
67	192	HAMZANI	27	27-Mar-14	WP 2	08:00	19:39		07:37		XRAY	07:37	08:01 15:38
67	192	HAMZANI	28	28-Mar-14	RODDAY						XRAY		
67	192	HAMZANI	29	29-Mar-14	RODDAY						XRAY		
67	192	HAMZANI	30	30-Mar-14	WP 2	07:47	13:11		05:11		XRAY	05:23	07:47 13:11
67	192	HAMZANI	31	31-Mar-14	WP 2	07:56	17:07		09:00		XRAY	09:10	07:56 17:07

- Masukkan Nama Kakitangan dan Bulan Laporan Kedatangan
Cth : Hamzani – Mac 2014
- Pilih *Landscape*
- Klik **OK**

PrintDialog Setting

Title: Hamzani - Mac 2014

Printing Page:

Portrait Landscape

Ok Cancel

- Seterusnya, paparan seperti gambar di bawah :
- Untuk mencetak klik **Print Report**

The screenshot shows a 'Preview' window with a toolbar at the top containing a zoom level of 100%, a print icon, a refresh icon, a search icon, and a close icon. A red arrow points to a 'Print report' button in the top-left corner of the main content area. The main content area displays a table titled 'Hamzani - Mac 2014' with the following columns: Emp No., AC.No., Name, Schedule, Date, Timetable, Clock In, Clock Out, Absent, Work Time, Exception, Department, ATT_Time, and Clock-in/out Time. The table contains 31 rows of data for employee HAMZANI from March 1st to 31st, 2014, detailing their attendance and work hours.

Emp No.	AC.No.	Name	Schedule	Date	Timetable	Clock In	Clock Out	Absent	Work Time	Exception	Department	ATT_Time	Clock-in/out Time
67 192	HAMZANI		1	01-Mar-14	RODAY			Y			X-RAY		
67 192	HAMZANI		2	02-Mar-14	WP 2	08:00			08:00		X-RAY	07:59	08:00
67 192	HAMZANI		3	03-Mar-14	WP 2	07:59	17:11		09:00		X-RAY	09:12	07:59 17:11
67 192	HAMZANI		4	04-Mar-14	WP 2	07:59	17:14		09:00		X-RAY	09:15	07:59 17:14
67 192	HAMZANI		5	05-Mar-14	WP 2	07:58	17:13		09:00		X-RAY	09:14	07:58 17:13
67 192	HAMZANI		6	06-Mar-14	WP 2	07:57	15:40		07:40		X-RAY	07:43	07:57 15:40
67 192	HAMZANI		7	07-Mar-14	RODAY			Y			X-RAY		
67 192	HAMZANI		8	08-Mar-14	RODAY			Y			X-RAY		
67 192	HAMZANI		9	09-Mar-14	WP 2	08:00	17:15		09:00		X-RAY	09:14	08:00 17:15
67 192	HAMZANI		10	10-Mar-14	WP 2	07:59	17:30		09:00		X-RAY	09:31	07:59 17:30
67 192	HAMZANI		11	11-Mar-14	WP 2	08:01	17:27		08:59		X-RAY	09:26	08:01 17:27
67 192	HAMZANI		12	12-Mar-14	WP 2	08:00	17:07		09:00		X-RAY	09:07	08:00 17:07
67 192	HAMZANI		13	13-Mar-14	WP 2	08:00	16:09		08:09		X-RAY	08:09	08:00 16:09
67 192	HAMZANI		14	14-Mar-14	RODAY			Y			X-RAY		
67 192	HAMZANI		15	15-Mar-14	RODAY			Y			X-RAY		
67 192	HAMZANI		16	16-Mar-14	WP 2			Y			X-RAY		
67 192	HAMZANI		17	17-Mar-14	WP 2	07:59	17:52		09:00		X-RAY	09:52	07:59 17:52
67 192	HAMZANI		18	18-Mar-14	WP 2	08:00	18:56		09:00		X-RAY	10:56	08:00 18:56
67 192	HAMZANI		19	19-Mar-14	WP 2	08:00	17:09		09:00		X-RAY	09:09	08:00 17:09
67 192	HAMZANI		20	20-Mar-14	WP 2	08:01	15:53		07:52		X-RAY	07:52	08:01 15:53
67 192	HAMZANI		21	21-Mar-14	RODAY			Y			X-RAY		
67 192	HAMZANI		22	22-Mar-14	RODAY			Y			X-RAY		
67 192	HAMZANI		23	23-Mar-14	WP 2	07:58	17:38		09:00		X-RAY	09:39	07:58 17:38
67 192	HAMZANI		24	24-Mar-14	WP 2	07:56	17:16		09:00		X-RAY	09:20	07:56 17:16
67 192	HAMZANI		25	25-Mar-14	WP 2			Y			X-RAY		
67 192	HAMZANI		26	26-Mar-14	WP 2	07:59	17:01		09:00		X-RAY	09:02	07:59 17:01
67 192	HAMZANI		27	27-Mar-14	WP 2	08:01	15:38		07:37		X-RAY	07:37	08:01 15:38
67 192	HAMZANI		28	28-Mar-14	RODAY			Y			X-RAY		
67 192	HAMZANI		29	29-Mar-14	RODAY			Y			X-RAY		
67 192	HAMZANI		30	30-Mar-14	WP 2	07:47	13:11		05:11		X-RAY	05:23	07:47 13:11
67 192	HAMZANI		31	31-Mar-14	WP 2	07:56	17:07		09:00		X-RAY	09:10	07:56 17:07

Cara Tukar Password

1. Masukkan *username* dan *password* dan pilih , seperti paparan dibawah:



2. Pengguna perlu masukkan *password* baru, dan pilih

