

FREQUENTLY ASKED QUESTIONS

COSEC

What
When
Which
Where
How
Who
Why



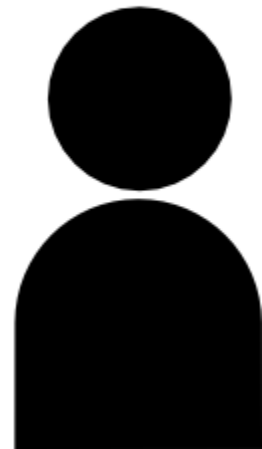
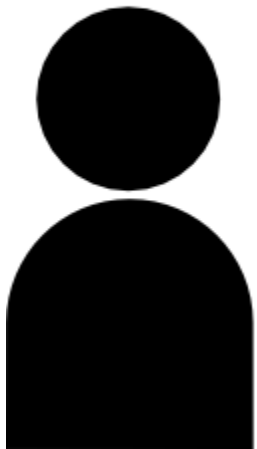
Date: 17th November, 2015

Version: V1R1

Author: Parth Kalavadiya


Automatic Attendance marking using COSEC APTA

Users often miss punching their attendance. Find an option other than having to correct attendance data every time.

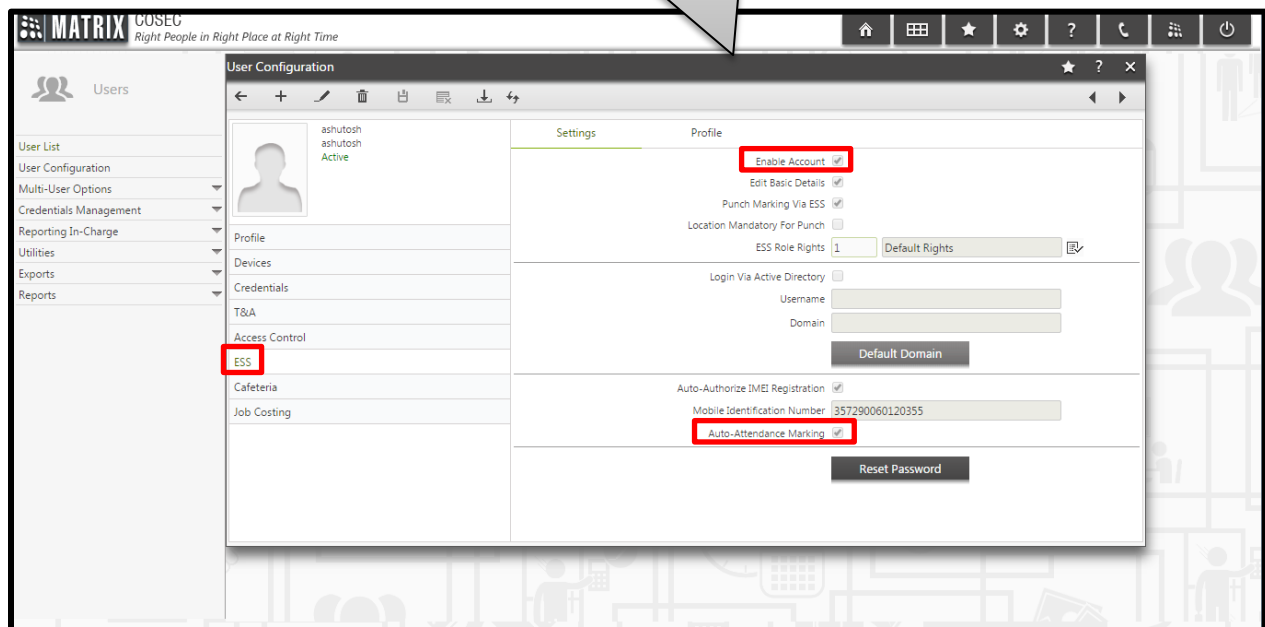



In COSEC V9R02, there is a feature called Auto-Attendance which marks the attendance of a user automatically when he/she starts COSEC APTA upon reaching a pre-defined location.



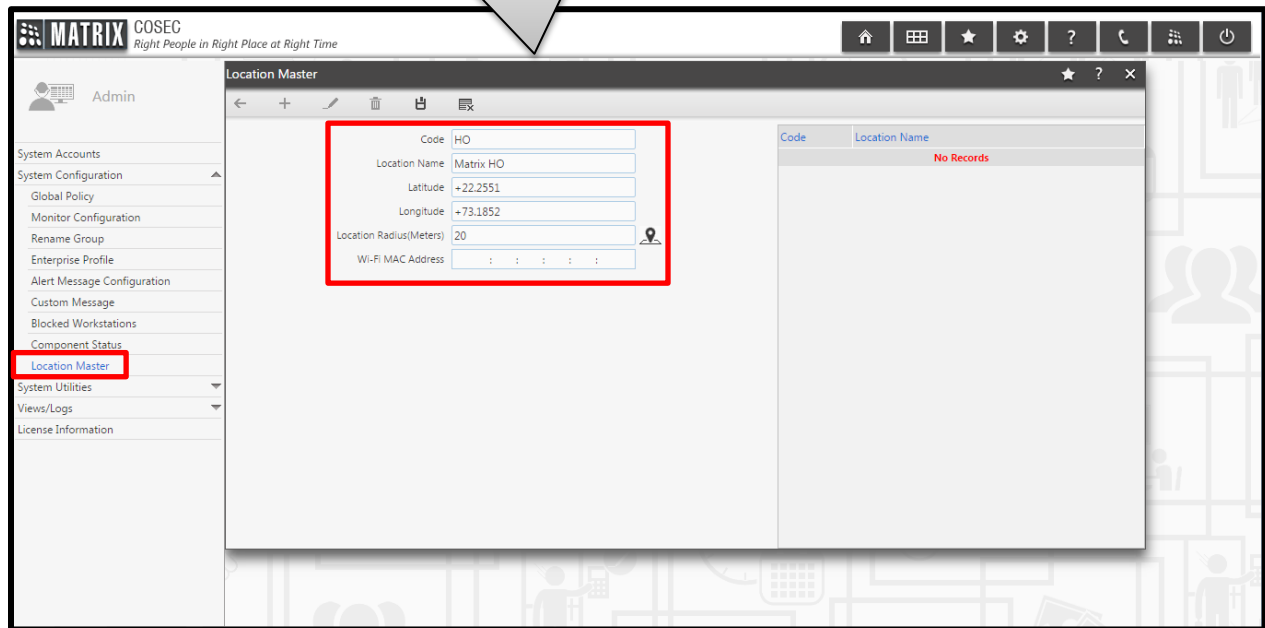
...This feature is available from COSEC V9R02 onwards and COSEC APTA version V2R1

Select the desired user > Go to ESS and enable Auto-Attendance marking. Also, make sure that the user's ESS is enabled

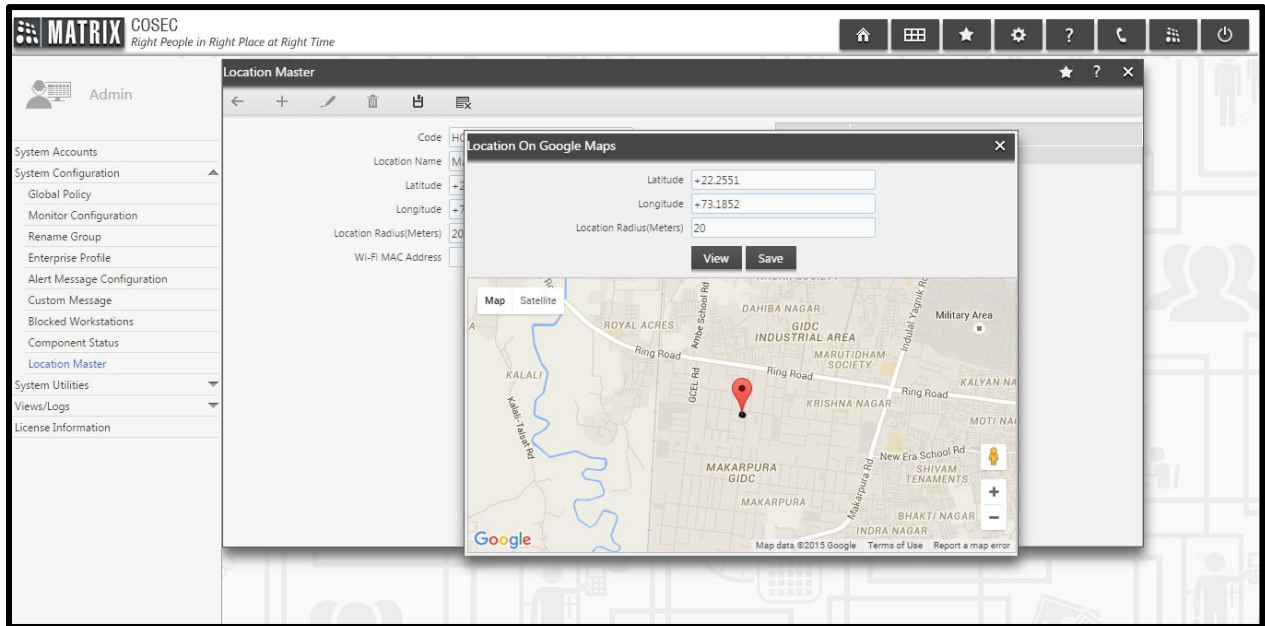
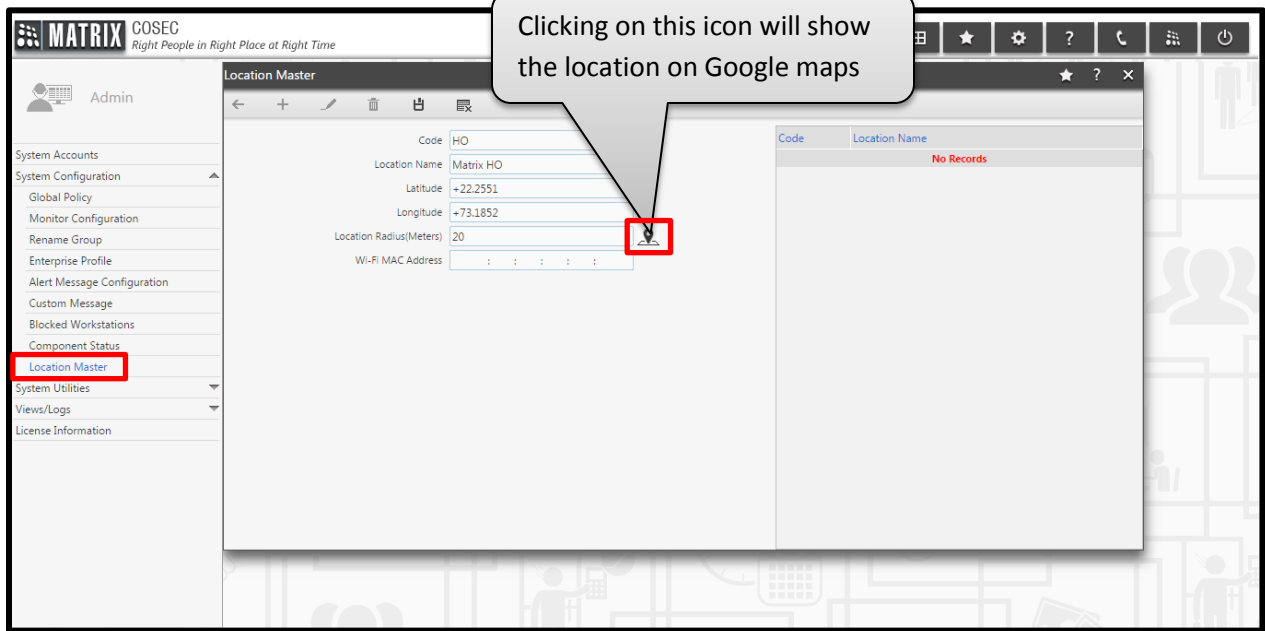


 ...This Attendance will be marked automatically only if user's COSEC APTA is activated at a location which is pre-configured in the Location master in COSEC Web > System Configuration

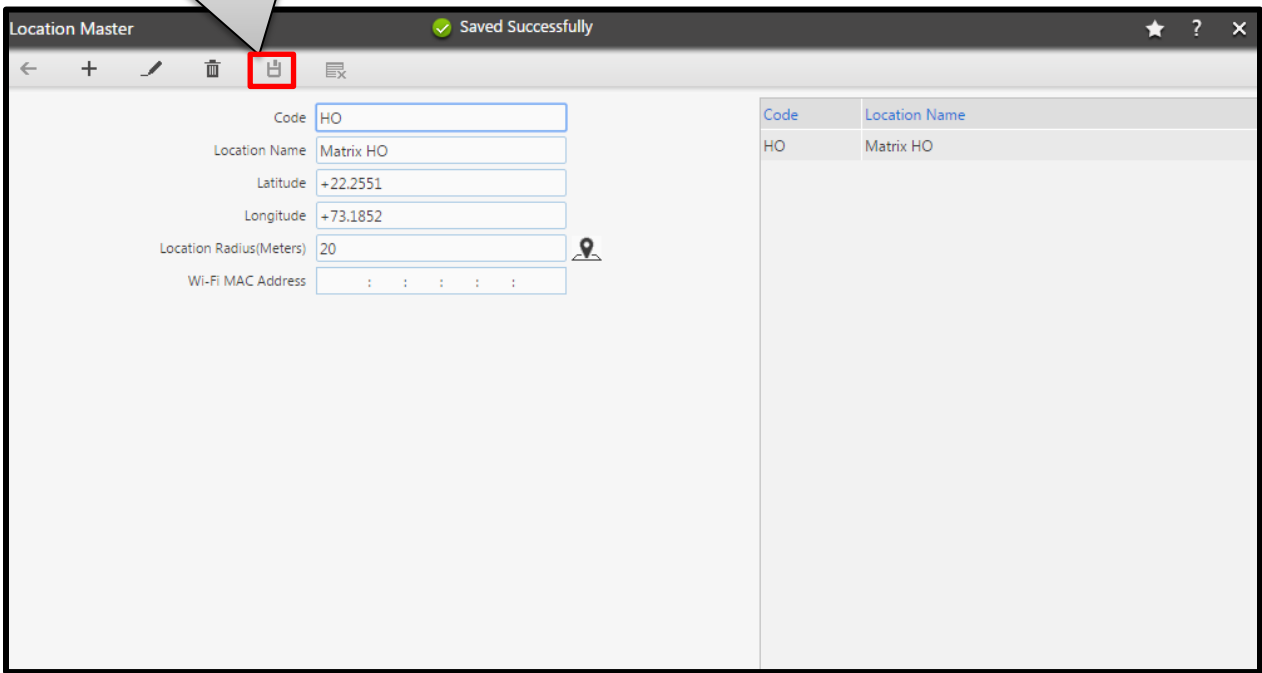
Specify the location details here



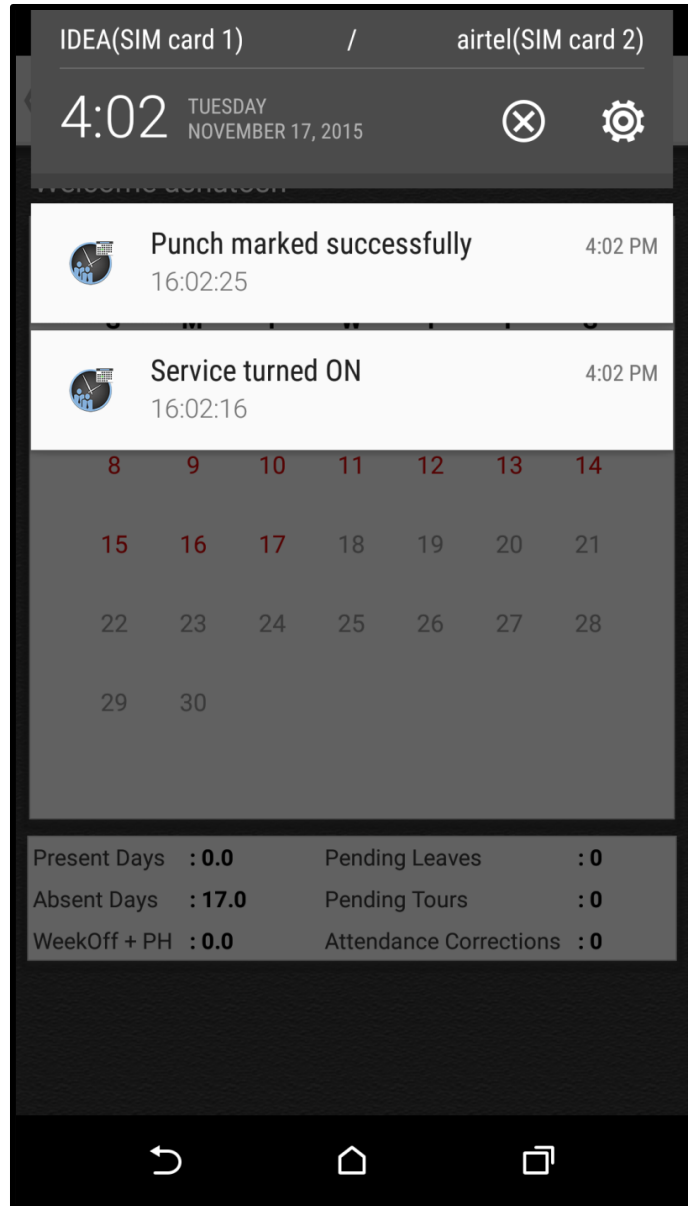
The screenshot displays the COSEC Web Administration interface. The left sidebar contains a menu with the following items: Admin, System Accounts, System Configuration, Global Policy, Monitor Configuration, Rename Group, Enterprise Profile, Alert Message Configuration, Custom Message, Blocked Workstations, Component Status, Location Master (highlighted with a red box), System Utilities, Views/Logs, and License Information. The main content area is titled "Location Master" and features a form for adding a new location. The form fields are: Code (HO), Location Name (Matrix HO), Latitude (+22.2551), Longitude (+73.1852), Location Radius(Meters) (20), and Wi-Fi MAC Address (four empty fields). A red box highlights the entire form. To the right of the form is a table with columns "Code" and "Location Name", currently showing "No Records". The top of the interface includes the "MATRIX COSEC" logo and the tagline "Right People in Right Place at Right Time", along with navigation icons.



Save the configurations once done



As soon as a user reaches the workplace and starts COSEC APTA on his/her mobile device, the user's punch will be automatically submitted (location service in mobile should be turned ON for this)



If a user leaves the location, COSEC APTA will mark it as an offline punch. Next time as soon as the device connects to the internet, offline punches will be sent to the server.

IDEA(SIM card 1)

/ airtel(SIM card 2)

4:15

TUESDAY
NOVEMBER 17, 2015



Offline punches sent successfully

4:07 PM

16:07:14



Offline punch marked

4:07 PM

16:07:12



Service turned ON

4:02 PM

16:02:16

22 23 24 25 26 27 28

29 30

Present Days : 0.0

Pending Leaves : 0

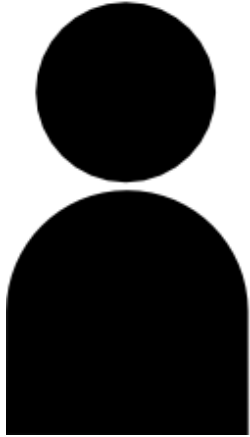
Absent Days : 17.0

Pending Tours : 0

WeekOff + PH : 0.0

Attendance Corrections : 0





This feature is the best solution for our executive employees as they will not have to bother about in-punch or out-punch from the device at head office.

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