OT MONITORING SYSTEM

RM
Holdings

Table of Contents

# Login

Figure 01

System URL: http://rmholdings.tk:8124/WIP/login.jsp
Use provided username and password to access the system. (Figure 01)

Access to OT Hours Page
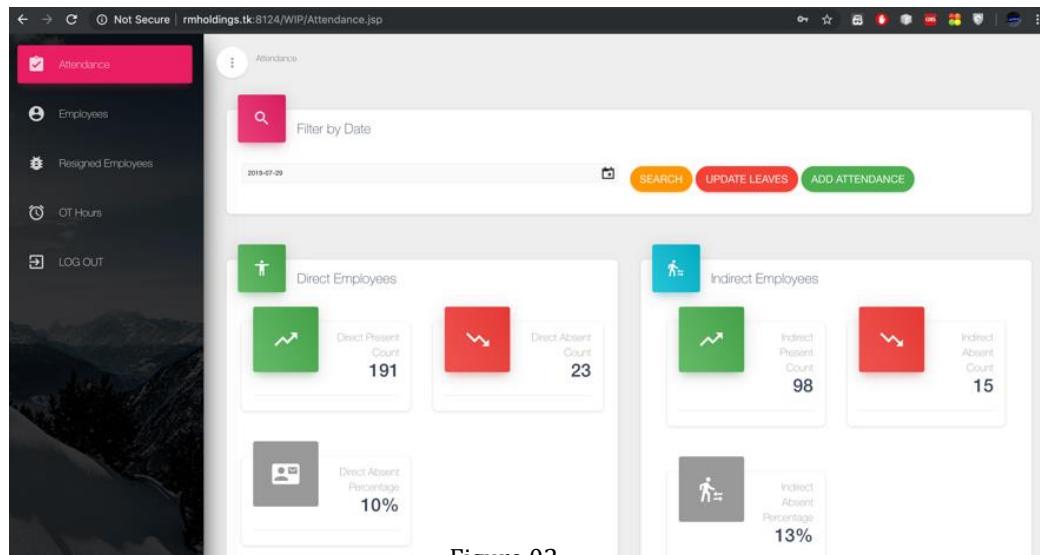

Figure 02

This is the main window of HR dashboard. Click OT Hours button to monitor employees OT Hours.

Weekly OT Report
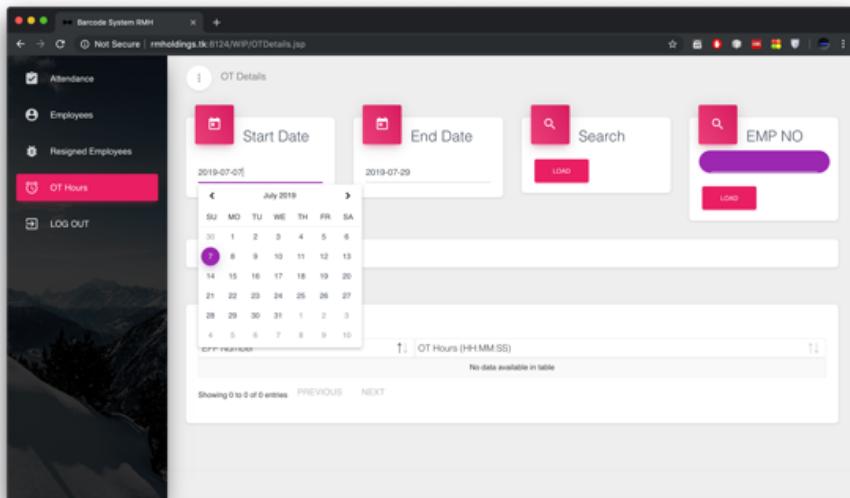
Figure 03
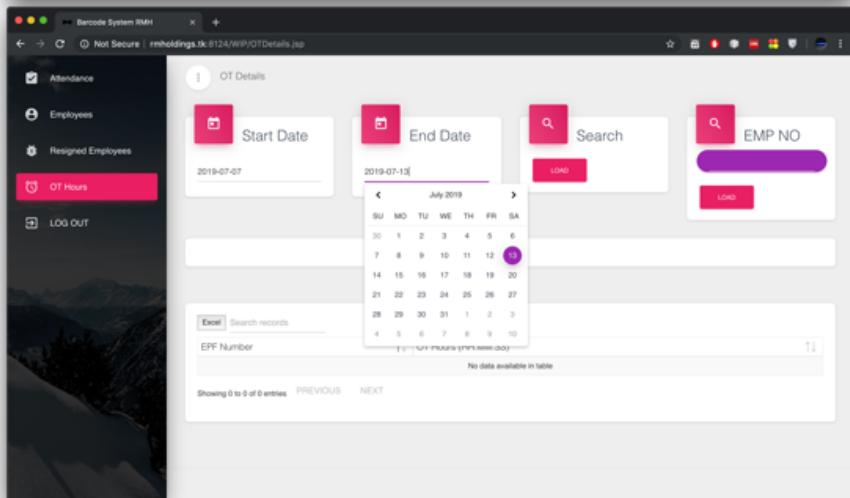
Figure 04

Choose Start Date (figure 03) and End date (figure 04) and click **LOAD** Button.

*NOTE – make sure to select dates difference 7 or less than 7

Weekly OT Result
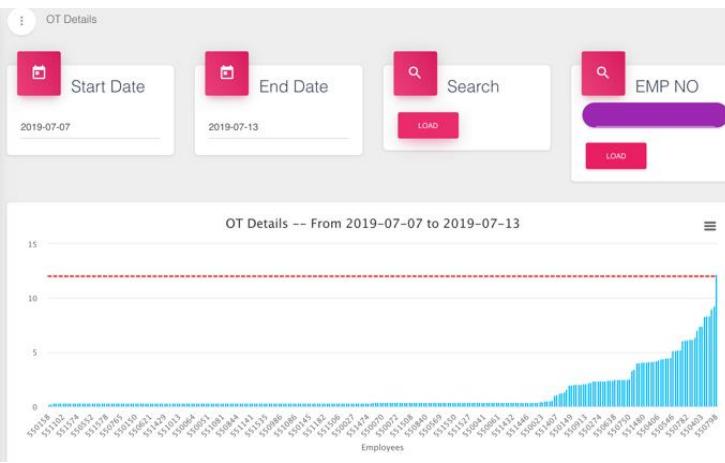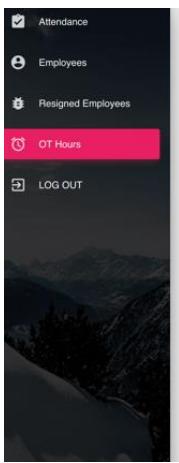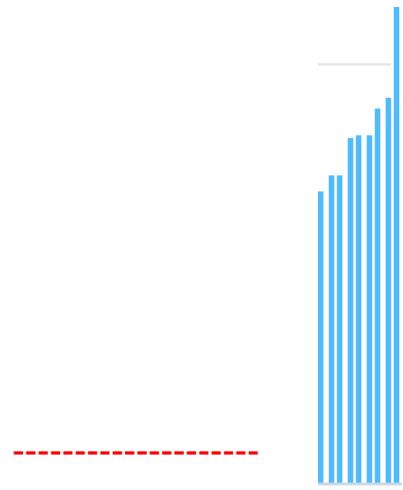
| Figure 05 | Figure 06 | Figure 07 |

- You can get the results between 2019-07-07 and 2019-07-13.
- Red colored horizontal line (figure 05) represents maximum OT Hours for a week (12 Hours).
- Blur colored bars (figure 07) represents OT hours of individual employees.

Employee's Weekly OT Details

We can monitor Daily Employee's OT details.

Ex: In that bar chart (figure 05) we can identify 550798 employees got the highest OT hours (12:08).

Click the blue colored bar which is belongs to 550798.
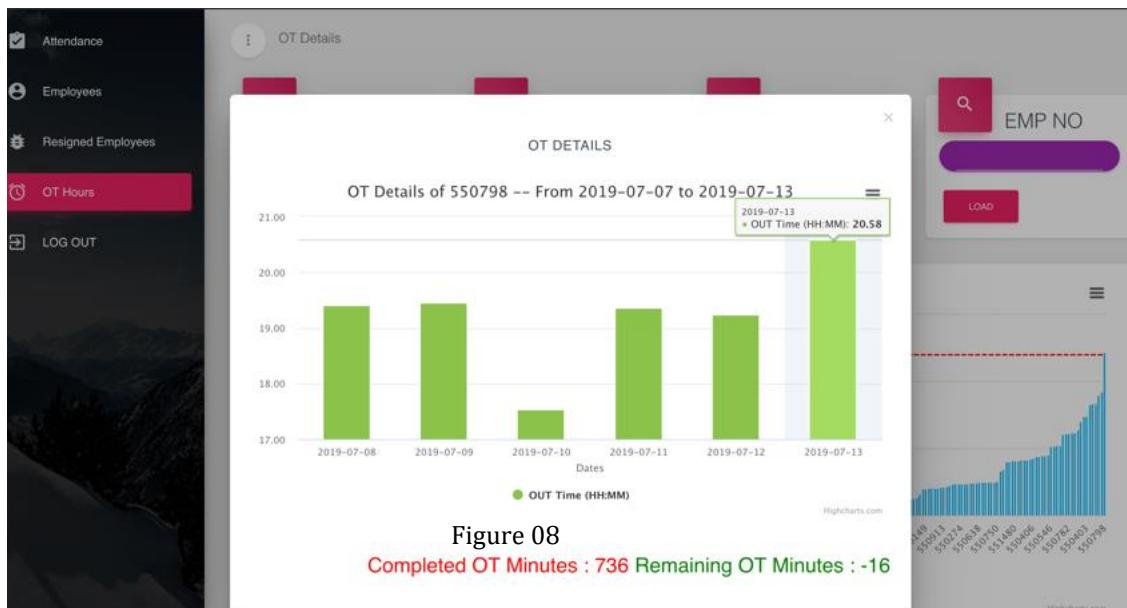
Figure 08

We can get day wise OT details about Employee number 550798.

- X bar indicates days
- Y bar indicates Out Times.

Also, we can get completed and remain OT Minutes of that employee.

Monthly OT Report
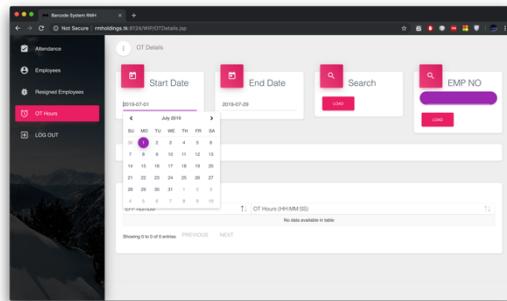

Figure 09
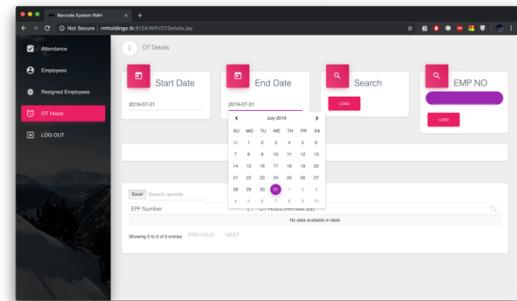
Figure 10

Choose Start Date (figure 09) and End date (figure 10) and click Button.
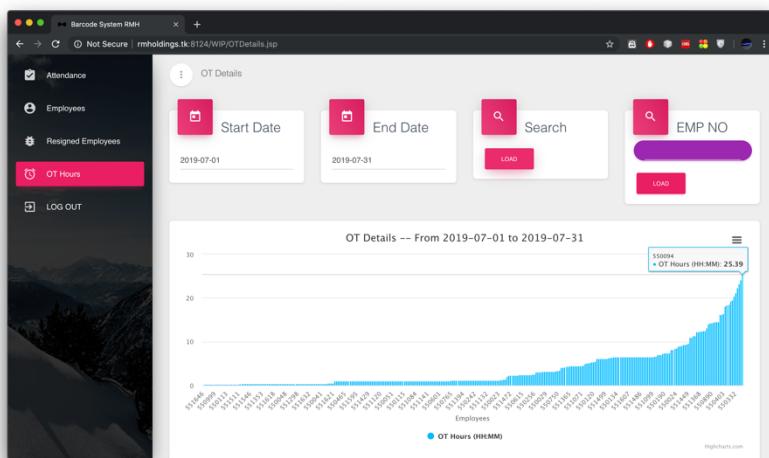
Figure 11
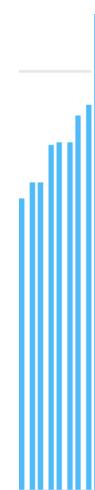
Figure 12

- You can get the results between 2019-07-01 and 2019-07-31.
- Blur colored bars (figure 11) represents OT hours of individual employees.

Employee's Monthly OT Details

We can monitor Daily Employee's OT details.

Ex: In that bar chart (figure 11) we can identify 550094 employee got the highest OT hours (25:39)

Click the blue colored bar which is belongs to 550094.
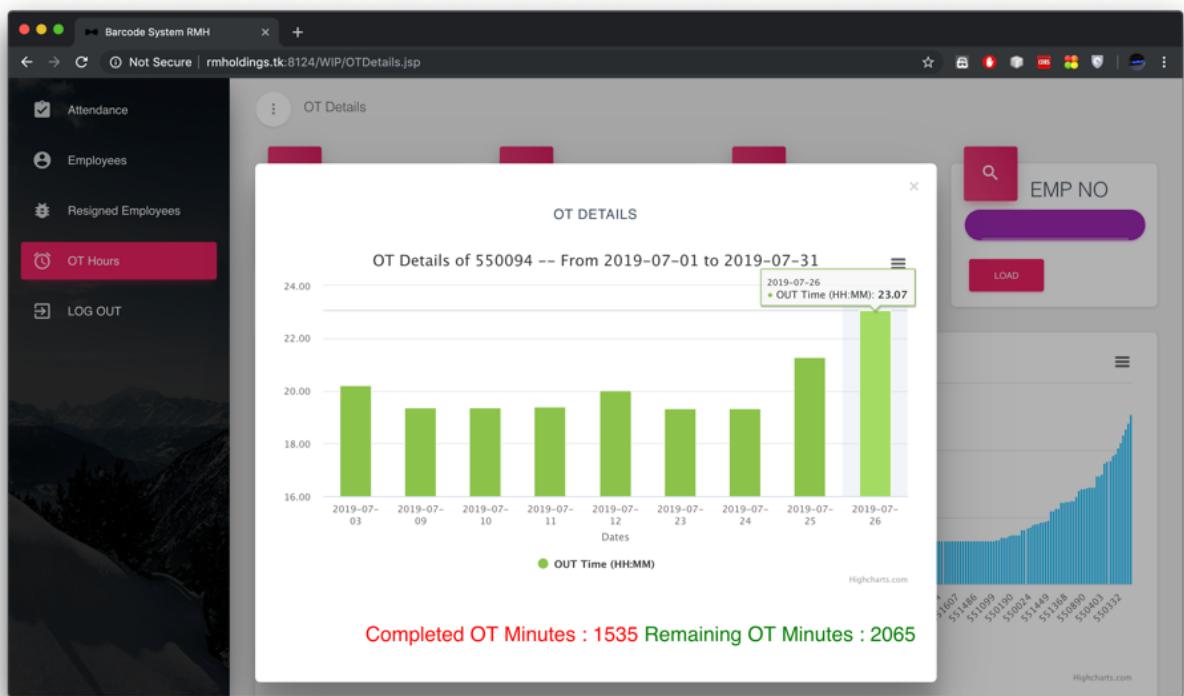
Figure 13

We can get day wise OT details about Employee number 550798.

- X bar indicates dates.
- Y bar indicates Out Times.

Also, we can get completed and remain OT Minutes of that employee.

Employee wise OT Report

First you have to choose Start and End dates (Figure 14) it can be weekly or monthly. Then Type Employee number (Figure 15) with "55" and press [LOAD] button.

Ex: Let's try to get OT details of Employee number 551204.Choose Start Date as 2019-07-01 and End Date as 2019-07-31.EMP NO as 551204
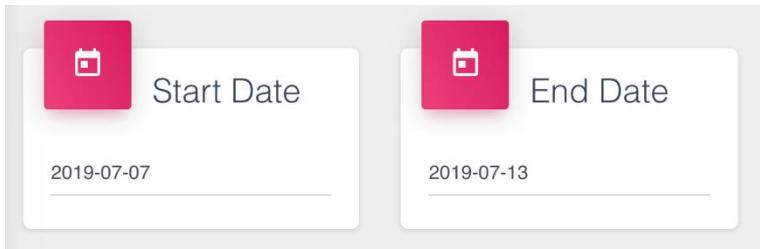

Figure 14
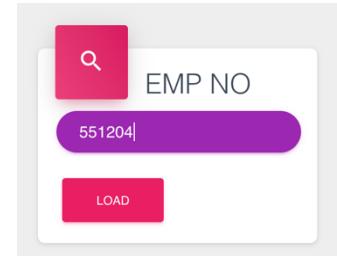
Figure 15
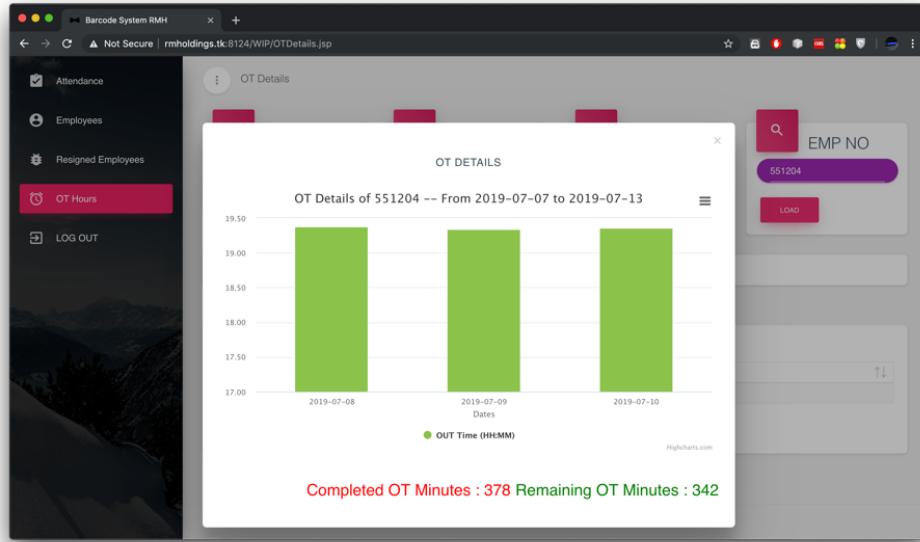
Figure 16

We can get day wise OT details about Employee number 551204.

- X bar indicates dates.
- Y bar indicates Out Times.

Also, we can get completed and remain OT Minutes (figure 16) of that employee.