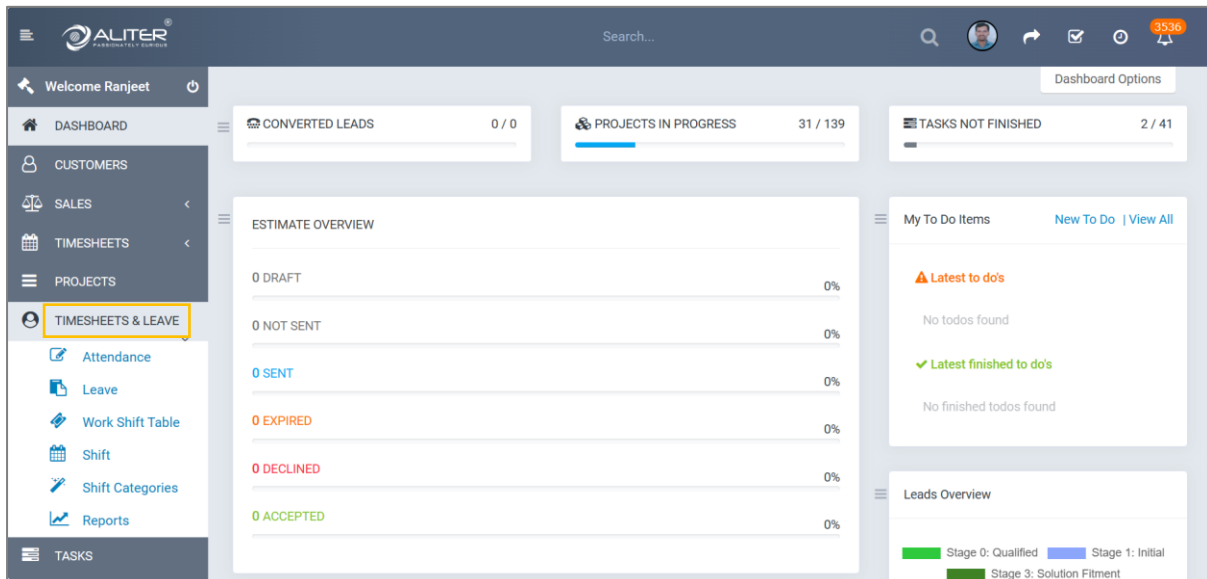


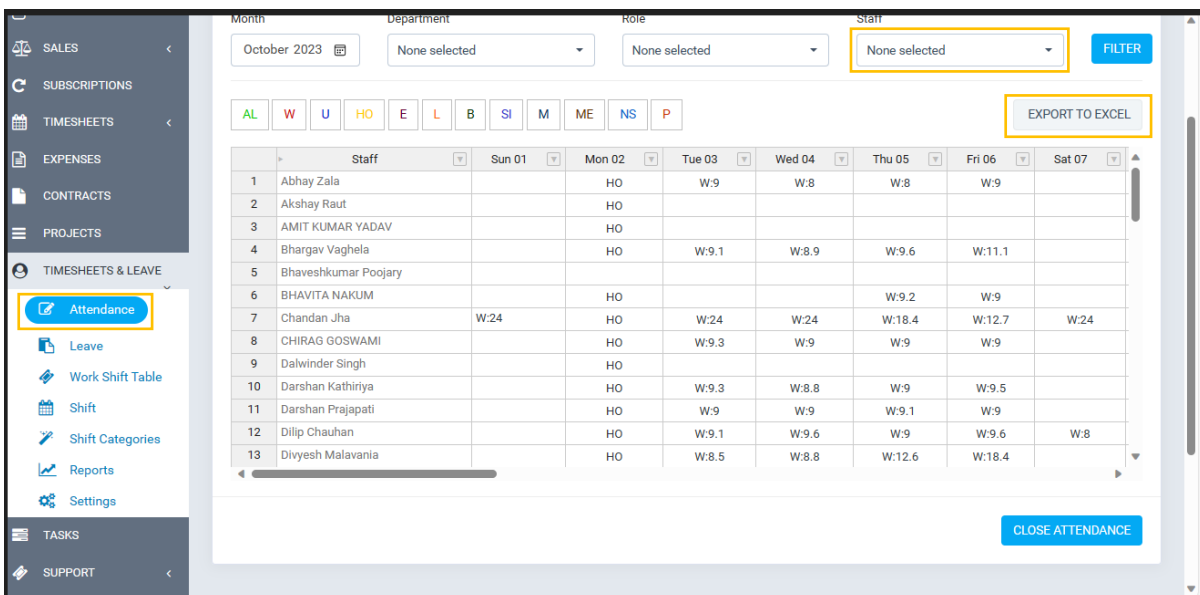
Attendance Details

- Log in to 'Perfex'. Go to 'Timesheets and Leave'.



The screenshot shows the ALITER dashboard. The sidebar on the left has a menu with 'TIMESHEETS & LEAVE' highlighted. The main content area shows a summary of attendance: 0 DRAFT, 0 NOT SENT, 0 SENT, 0 EXPIRED, 0 DECLINED, and 0 ACCEPTED. The right sidebar shows 'My To Do Items' and 'Leads Overview'.

- Select 'Attendance'.



The screenshot shows the 'Attendance' page. At the top, there are filters for Month (October 2023), Department (None selected), Role (None selected), and Staff (None selected). Below the filters is a table with columns for Staff, Sun 01, Mon 02, Tue 03, Wed 04, Thu 05, Fri 06, and Sat 07. The table lists 13 employees and their attendance status for each day. An 'EXPORT TO EXCEL' button is visible in the top right corner of the table area.

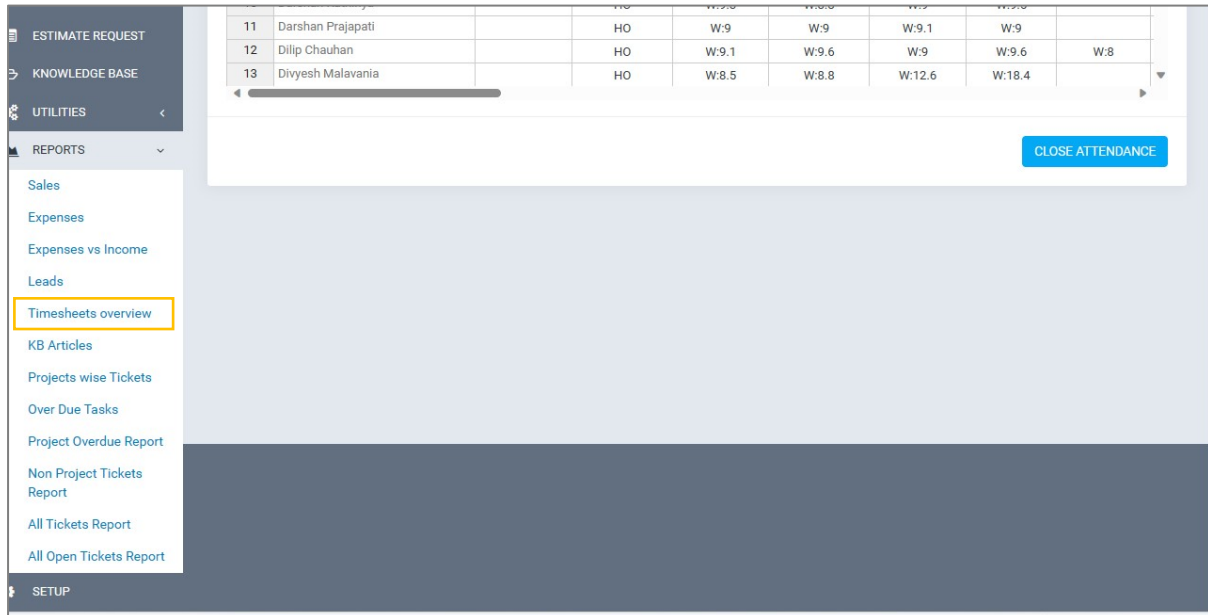
Staff	Sun 01	Mon 02	Tue 03	Wed 04	Thu 05	Fri 06	Sat 07
1 Abhay Zala		HO	W:9	W:8	W:8	W:9	
2 Akshay Raut		HO					
3 AMIT KUMAR YADAV		HO					
4 Bhargav Vaghela		HO	W:9.1	W:8.9	W:9.6	W:11.1	
5 Bhaveshkumar Poojary							
6 BHAVITA NAKUM		HO			W:9.2	W:9	
7 Chandan Jha	W:24	HO	W:24	W:24	W:18.4	W:12.7	W:24
8 CHIRAG GOSWAMI		HO	W:9.3	W:9	W:9	W:9	
9 Dalwinder Singh		HO					
10 Darshan Kathiriya		HO	W:9.3	W:8.8	W:9	W:9.5	
11 Darshan Prajapati		HO	W:9	W:9	W:9.1	W:9	
12 Dilip Chauhan		HO	W:9.1	W:9.6	W:9	W:9.6	W:8
13 Divyesh Malavania		HO	W:8.5	W:8.8	W:12.6	W:18.4	

- It shows attendance details of employees.
- Select 'Staff' and click on 'Export To Excel' button, to view data in excel.

Note: Data of only those employees is displayed who has filled timesheets.

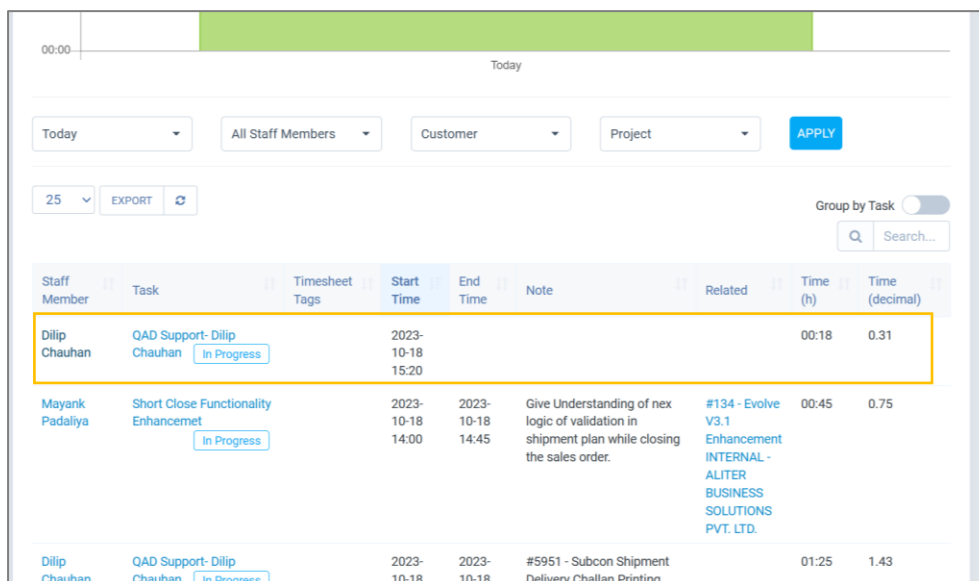
Timesheet Details

- Log in to 'Perfex'. Go to 'Reports'.
- It shows various reports such as Sales, KB Articles, Project wise Tickets and so on.
- Select 'Timesheets Overview'.



The screenshot shows the Perfex CRM interface. On the left, there is a sidebar menu with the following items: ESTIMATE REQUEST, KNOWLEDGE BASE, UTILITIES, and REPORTS. The REPORTS menu is expanded, showing a list of reports: Sales, Expenses, Expenses vs Income, Leads, Timesheets overview (highlighted with a yellow box), KB Articles, Projects wise Tickets, Over Due Tasks, Project Overdue Report, Non Project Tickets Report, All Tickets Report, and All Open Tickets Report. The main content area shows a table with employee names and their weekly hours, and a 'CLOSE ATTENDANCE' button.

	NO	NAME	HO	W:9	W:9	W:9.1	W:9	
11		Darshan Prajapati	HO	W:9	W:9	W:9.1	W:9	
12		Dilip Chauhan	HO	W:9.1	W:9.6	W:9	W:9.6	W:8
13		Divyesh Malavania	HO	W:8.5	W:8.8	W:12.6	W:18.4	



The screenshot shows the 'Timesheet Details' view. At the top, there is a header bar with 'Today' and a green bar. Below the header, there are filters for 'Today', 'All Staff Members', 'Customer', and 'Project', along with an 'APPLY' button. There is also a '25' dropdown, an 'EXPORT' button, and a 'Group by Task' toggle. A search bar is also present. The main table displays timesheet data for three employees: Dilip Chauhan, Mayank Padaliya, and Dilip Chauhan. The table has columns for Staff Member, Task, Timesheet Tags, Start Time, End Time, Note, Related, Time (h), and Time (decimal).

Staff Member	Task	Timesheet Tags	Start Time	End Time	Note	Related	Time (h)	Time (decimal)
Dilip Chauhan	QAD Support- Dilip Chauhan	In Progress	2023-10-18 15:20				00:18	0.31
Mayank Padaliya	Short Close Functionality Enhancemet	In Progress	2023-10-18 14:00	2023-10-18 14:45	Give Understanding of nex logic of validation in shipment plan while closing the sales order.	#134 - Evolve V3.1 Enhancement INTERNAL - ALITER BUSINESS SOLUTIONS PVT. LTD.	00:45	0.75
Dilip Chauhan	QAD Support- Dilip Chauhan	In Progress	2023-10-18	2023-10-18	#5951 - Subcon Shipment Delivery Challan Printing		01:25	1.43

- It shows timesheet details of employees. Select details of a particular employee to make necessary changes.