

Manual to generate Biometric ATTENDANCE REPORT at BWSSB under the New Biometric Web application



**Office of the Executive Engineer (MIS)
Bangalore Water Supply & Sewerage Board,
7th Floor , Cauvery Bhavan, Kempegowda Road, Bengaluru-560009**

Make sure the computer in which you want to generate the attendance reports has active INTERNET connection

Open Chrome Browser on your systems and type the bellow indicated URL address (<https://bwssb.Karnataka.gov.in>)

Home - Bangalore Water Supply

bwssb.karnataka.gov.in/english

Sign In ಕನ್ನಡ Official Website of GoK Corona Related Information

Font Size 14

SHRI SIDDARAMAIAH
Hon'ble Chief Minister | Gov. of Karnataka

Bangalore Water Supply and Sewerage Board
Government of Karnataka

24x7 Helpline : 1916
Septic Tanks / Sewers : 14420

Contact Us Gallery RTI ACT Recruitment Common SR for the year 2021-2022 survey on brand Bengaluru RTI Dashboard

Click here / Call 1902 to regis

ENG INTL 16:19 07-07-2023

Scroll Down the page to locate **STAFF LOGIN TAB** and scroll under it to locate **BIOMETRIC MONITORING SYSTEM** and **CLICK** on it.

The screenshot shows the homepage of the Bangalore Water Supply website. The browser address bar displays "Home - Bangalore Water Supply" and "bwssb.karnataka.gov.in/english". The navigation menu includes "Contact Us", "Gallery", "RTI ACT", "Recruitment", "Common SR for the year 2021-2022", "survey on brand Bengaluru", and "RTI Dashboard". Below the navigation menu, there is a "Latest News" section with a link to "Memorandum of Issue Rates for the Fourth Quarter of 2022-23 w.r.t V".

The main content area features four columns: "Introduction", "Services", "Staff login", and "Documents". The "Staff login" column has a dropdown menu with the following items:

- System
- Online Water Connection
- Water Quality Monitoring System
- Vehicle Tracking System
- Biometric Monitoring System
- STP Monitoring System
- Manhole Monitoring System

Two red arrows point to the "Staff login" tab and the "Biometric Monitoring System" option in the dropdown menu. The Windows taskbar at the bottom shows the date and time as 16:20 on 07-07-2023.

The following Webpage should be seen to login to the biometric attendance application

easy TimePro

Not secure | 49.50.101.130:8090/login/?next=/

ZKTeco

Outdoor Management

easy TimePro

Admin Login Employee Login

Username

Password

LOGIN

Copyright ©2022 ZKTeco Biometrics India Pvt.Ltd [About](#)

ENG INTL 13:34 07-07-2023

Type the USERNAME and PASSWORD assigned to you as shown below and click – LOGIN button

The screenshot displays the login interface for 'easy TimePro'. On the left, there is a promotional banner for 'Notification Service' featuring a smartphone with a WhatsApp icon and an envelope icon. The main content area on the right contains the login form. At the top of the form are two buttons: 'Admin Login' (highlighted in blue) and 'Employee Login' (in grey). Below these are two input fields: the first contains the username 'aee-w-1-1' and the second contains the password '123456' with a toggle icon for visibility. A blue 'LOGIN' button is positioned at the bottom of the form. A red arrow originates from the top instruction and points to the username input field. The browser's address bar shows the URL '49.50.101.130:8090/login/?next=/' and the Windows taskbar at the bottom indicates the time is 13:35 on 07-07-2023.

Upon successful LOGIN, the below page is seen, wherein you may see the Total Employees under the Dept., Total Devices, Present employees, Absent and Late employees.

The screenshot displays the 'easy TimePro Dashboard' interface. At the top, there is a navigation bar with tabs for 'Personnel', 'Device', 'Attendance', and 'System'. The user is logged in as 'AEE-W-1-1/BWSSB'. The dashboard features several key metrics cards:

- Total Employees:** 36
- New joinee (Last 7 Days):** 0
- Resign:** 0
- Total Device:** 6
- Verification:** 22
- Present:** 21
- Absent:** 15
- Late Arrival:** 4
- Early Leave:** 0
- On Leave:** 0

Below the metrics, there are two main sections:

- Device Status:** A gauge chart showing 0 Offline devices and 36 Online devices.
- Attendance Exception:** A line chart showing the history of attendance exceptions from 2023-06-10 to 2023-07-04. The chart tracks 'Late' (red line), 'Early-Leave' (grey line), and 'Absent' (blue line) exceptions. The 'Absent' line shows the highest frequency, peaking at approximately 100 around 2023-06-28.

The Windows taskbar at the bottom shows the system time as 13:36 on 07-07-2023, with language set to ENG INTL.

Click on the ATTENDANCE menu as seen below



The screenshot displays the 'easy TimePro' dashboard with the 'Attendance' menu selected. The dashboard provides a comprehensive overview of employee attendance and device status.

Attendance Statistics:

Category	Count
Total Employees	36
New joinee (Last 7 Days)	0
Resign	0
Total Device	6
Verification	22
Present	21
Absent	15
Late Arrival	4
Early Leave	0
On Leave	0

Device Status: A gauge chart shows 0 Offline devices and 36 Online devices.

Attendance Exception History: A line chart tracks 'Late', 'Early-Leave', and 'Absent' exceptions from 2023-06-07 to 2023-07-05. The 'Absent' category shows the highest frequency, peaking at approximately 100 instances.

System Information: The user is logged in as 'AEE-W-1-1/BWSSB'. The interface includes a search bar, navigation icons, and a Windows taskbar at the bottom.

Locate the CALCULATE menu below and click on it

easy TimePro

Personnel Device Attendance System

Dashboard

Personnel

Device

Attendance

System

AEE-W-1-1/BWSSB

Schedule View

Start Date 2023-07-01 End Date 2023-07-31 Employee

Employee ID	First Name	Department	Work Day	Total Time(Ho...	Break Time(H...	Leave	Day Off(Days)	Week Off(Days)	H
3179	T T RAJA...	AEE-W-1-1	24	180	0	0	5	0	
3463	A R RENU...	AEE-W-1-1	24	180	0	0	5	0	
3587	NAGARAJU	AEE-W-1-1	24	180	0	0	2	0	
3657	LAKSHMI	AEE-W-1-1	24	180	0	0	2	0	
3686	S G SHIVA...	AEE-W-1-1	24	180	0	0	5	0	
3756	NAGAMM...	AEE-W-1-1	24	180	0	0	0	0	
3783	RAJA	AEE-W-1-1	24	180	0	0	5	0	
3927	PRAKASH	AEE-W-1-1	24	180	0	0	5	0	
4018	P RAMESH	AEE-W-1-1	24	180	0	0	1	0	
4117	O CHAND...	AEE-W-1-1	24	180	0	0	2	0	
4146	POTHAKKA	AEE-W-1-1	24	180	0	0	0	0	
4269	G GOPAL	AEE-W-1-1	24	180	0	0	0	0	
4323	H R VENK...	AEE-W-1-1	24	180	0	0	5	0	
4450	DINESH N	AEE-W-1-1	24	180	0	0	5	0	
4581	S HEMAL...	AEE-W-1-1	24	180	0	0	0	0	
4663	SRINIVAS...	AEE-W-1-1	24	180	0	0	4	0	
4671	S MAHAD	AEE-W-1-1	24	180	0	0	5	0	

Calculate

Reports

Configurations

javascript:void(0);

Search

ENG INTL

13:38

07-07-2023

Automation Technologies
Professionals for IT solutions

On the RIGHT side, enter the **START DATE** and the **End Date** based on the period of attendance report that needs to be generated and click on **CALCULATE** button

The screenshot shows the 'easy TimePro' web application interface. The browser address bar displays '49.50.101.130:8090'. The application has a dark sidebar with navigation options: Rule, Shift, Schedule, Approvals, Holiday, OutDoor Management, Leave Management, Reports, and Configurations. The main content area is titled 'Attendance' and includes a 'Calculate' button. Below this, there are input fields for 'Employee Id', 'First Name', 'Start Date' (set to 2023-07-01), and 'End Date' (set to 2023-07-07). A 'Calculate' button is positioned next to the 'End Date' field. A date picker calendar is open, showing the month of June 2023, with the 1st of July highlighted. Below the input fields is a table with columns: Employee Id, First Name, Last Name, and Date of Joining. The table contains 36 records. At the bottom of the table, there is a pagination control showing '50' items per page, '1' of 'Total 36 Records', and a 'Confirm' button. The Windows taskbar at the bottom shows the time as 13:39 on 07-07-2023.

Employee Id	First Name	Last Name	Date of Joining
3179	T T RAJANNA		
3463	A R RENUKAI AH		
3587	NAGARAJU		
3657	LAKSHMI		
3686	S G SHIVARAM		
3756	NAGAMMA BIN LINGA		
3783	RAJA		
3927	PRAKASH		
4018	P RAMESH		
4117	O CHANDRAYUDU		
4146	POTHAKKA		
4269	G GOPAL		
4323	H R VENKATARAJU		
4450	DINESH N		
4581	S HEMALATHA		
4663	SRINIVASIAH		
4671	S MAHADEVA		

On click on CALCULATE button, application starts the process and wait till it reaches 100%

The screenshot shows the 'easy TimePro' web application interface. The browser address bar displays '49.50.101.130:8090'. The application has a dark sidebar with navigation options: Rule, Shift, Schedule, Approvals, Holiday, OutDoor Management, Leave Management, Reports, and Configurations. The main area is titled 'Personnel' and contains a 'Calculate' button. A modal dialog box titled 'Progress' is overlaid on the screen, showing a green progress bar at 41% and the text 'Calculating...15/36, 2S'. A black arrow points from the 'Calculate' button in the background to the progress dialog. The background table lists employee details with columns: Employee Id, First Name, Last Name, Date of Joining, Department, and Position. The footer of the application shows '50' items per page, '1' of 'Total 36 Records', and a 'Confirm' button. The Windows taskbar at the bottom shows the time as 13:40 on 07-07-2023.

Employee Id	First Name	Last Name	Date of Joining	Department	Position
3179	T T RAJANNA			AEE-W-1-1	SENIOR WATER INSPE...
				AEE-W-1-1	REVENUE MANAGER
				AEE-W-1-1	WATER INSPECTOR
				AEE-W-1-1	JUNIOR ASSISTANT
				AEE-W-1-1	ASSISTANT EXECUTIVE..
				AEE-W-1-1	DAFEDAR
				AEE-W-1-1	SANITARY MESTRY
				AEE-W-1-1	SANITARY MESTRY
				AEE-W-1-1	WATER INSPECTOR
4117	O CHANDRAYUDU			AEE-W-1-1	FITTER
4146	POTHAKKA			AEE-W-1-1	SANITARY MESTRY
4269	G GOPAL			AEE-W-1-1	WATER INSPECTOR
4323	H R VENKATARAJU			AEE-W-1-1	WATER INSPECTOR
4450	DINESH N			AEE-W-1-1	ASSISTANT ENGINEER
4581	S HEMALATHA			AEE-W-1-1	WATER INSPECTOR
4663	SRINIVASIAH			AEE-W-1-1	METER READER
4671	S MAHADEVA			AEE-W-1-1	HELPER

Locate the REPORTS menu on the Left side and click on it

The screenshot displays the 'easy TimePro' web application interface. The browser's address bar shows the URL '49.50.101.130:8090'. The application's navigation bar includes tabs for 'Personnel', 'Device', 'Attendance', and 'System'. The 'Attendance' tab is active, and a sub-menu is open with 'Reports' selected. The left sidebar contains a list of menu items: Rule, Shift, Schedule, Schedule View, Approvals, Holiday, OutDoor Management, Leave Management, Reports, Calculate, and Configurations. The 'Reports' menu item is highlighted in green, and a red arrow points to it from the top-left text. The main content area shows a grid of report categories: Transaction Reports (Transaction, Mobile Transaction, Total Punches, First & Last, First In Last Out), Scheduling Reports (Scheduled Log, Total Time Card, Late, Early Leave, Birthday, Overtime, Absent), and Daily Reports (Multiple Transaction, Break Time, Half Day). The Windows taskbar at the bottom shows the search bar, task icons, and system tray information including language (ENG INTL), time (13:42), and date (07-07-2023).

On the RIGHT side scroll down to MONTHLY REPORTS section and click on ATTENDANCE SUMMARY

The screenshot displays the 'easy TimePro' web application interface. At the top, the browser address bar shows '49.50.101.130:8090'. The application header includes the 'easy TimePro Dashboard' logo and navigation tabs for 'Personnel', 'Device', 'Attendance', and 'System'. A user profile icon is visible in the top right corner with the text 'AEE-W-1-1/BWSSB'. The main content area is titled 'Reports' and contains several sections of report options:

- Daily Reports:** Daily Attendance, Daily Details, Daily Summary, Daily Status.
- Monthly Reports:** Basic Status, Status Summary, OT Summary, Work Duration, Work Detailed, ATT Sheet Summary, Attendance Status.
- Attendance Summary:** A single large green button.
- Summary Reports:** Employee Summary, Leave Summary, Department Summary, Yearly Summary.

Two black arrows originate from the top text. One arrow points to the 'Attendance Summary' button in the 'Attendance Summary' section. The other arrow points to the 'Attendance Status' button in the 'Monthly Reports' section. A dark sidebar on the left contains a search icon and a list of menu items: Rule, Shift, Schedule, Schedule View, Approvals, Holiday, OutDoor Management, Leave Management, Reports, Calculate, and Configurations. The Windows taskbar at the bottom shows the search bar, task icons, and system tray information including 'ENG INTL', signal icons, and the date '07-07-2023' at '13:42'.

On the Left side locate the name of your Division / Sub division / office and TICK the CHECK BOX, then once the list of users are seen on the RIGHT SIDE as below, click on the COFIRM button below

The screenshot displays the 'easy TimePro' web interface. A 'Select Employee' dialog box is open, showing a list of employees. The left sidebar has a 'Department Filter' section with a checkbox for 'AEE-W-1-1' which is checked. The main area shows a table of 36 employees with columns for Employee ID, First Name, Last Name, and Department. A 'Confirm' button is visible at the bottom right of the dialog. Blue arrows point from the text above to the 'AEE-W-1-1' checkbox, the employee table, and the 'Confirm' button.

Employee ID	First Name	Last Name	Department
3179	T T RAJANNA		AEE-W-1-1
3463	A R RENUKAI AH		AEE-W-1-1
3587	NAGARAJU		AEE-W-1-1
3657	LAKSHMI		AEE-W-1-1
3686	S G SHIVARAM		AEE-W-1-1
3756	NAGAMMA BI...		AEE-W-1-1
3783	RAJA		AEE-W-1-1
3927	PRAKASH		AEE-W-1-1
4018	P RAMESH		AEE-W-1-1
4117	O CHANDRAY...		AEE-W-1-1
4146	POTHAKKA		AEE-W-1-1
4269	G GOPAL		AEE-W-1-1
4323	H R VENKATA...		AEE-W-1-1

Upon generation of the report summary as seen below, click on EXPORT button to generate and save the report in PDF / EXCEL format

The screenshot displays the 'Attendance Summary' report in the easy TimePro application. The report is for employee T T RAJANNA, A R RE, covering the period from 2023-06-01 to 2023-06-30. The report shows a total of 36 records. The 'Export' button is located in the top right corner of the report area, and an arrow points to it from the text above.

Emp Code	name							Present		Absent		HD		VOC		TIL		Paid_Lv		Unpaid_Lv	
3657	LAKSHMI							36		12		0		0		0		0		0	
	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
Clock In	10:33	09:56			10:03	10:10	10:13	10:17	10:12			10:17	10:17	10:18	10:29	10:15	10:16			10:1	
Clock Out	17:30	17:30			17:30	17:31	17:29	17:28	17:32			17:39	17:33	17:31	17:33	17:31	17:32			17:4	
Working Hrs	13:54	15:00			14:54	14:40	14:32	14:22	14:36			14:26	14:26	14:24	14:02	14:30	14:28			14:2	
OT Hrs																					
Late Hrs	01:06				00:06	00:20	00:26	00:34	00:24			00:34	00:34	00:36	00:58	00:30	00:32			00:3	
Early Leave Hrs								00:02	00:04												
Time Table	BWSSB TIME	BWSSB TIME			BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME		BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME			BWS TIM	
Status	LT	P	HD	HD	LT	LT	LT	LT	LT	A	HD	LT	LT	LT	LT	LT	LT	HD		LT	

At the bottom of the report, there is a pagination bar showing 'Total 36 Records', 'Page 1', and a 'Confirm' button.

If you choose to save the REPORT in PDF format, save it in any FOLDER of your computer system as shown below

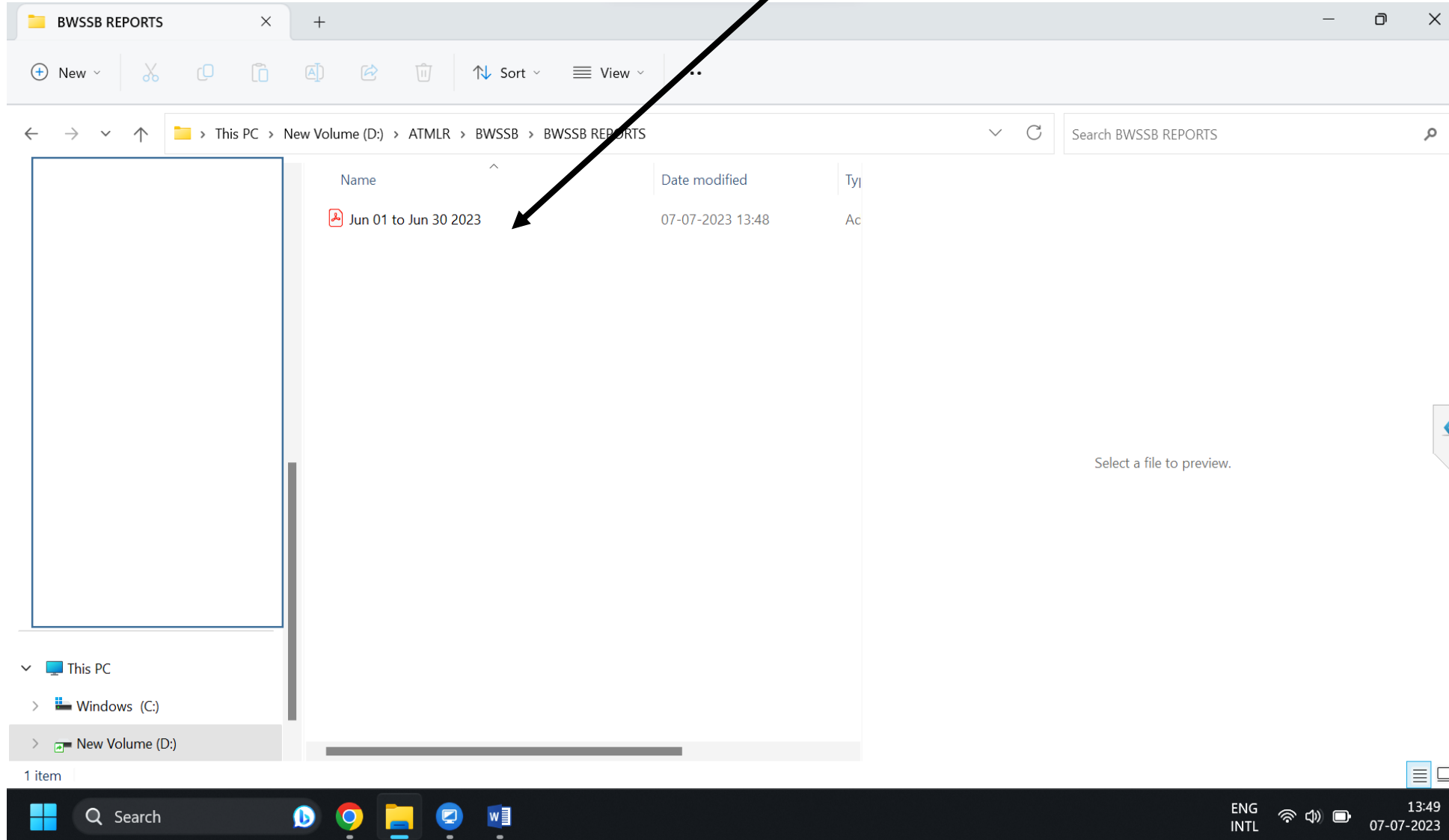
The screenshot shows a web browser window with a print dialog open over a report. The print dialog is configured with the following settings:

- Print: 8 sheets of paper
- Destination: Microsoft Print to PDF
- Pages: All
- Color: Color
- More settings: expanded

At the bottom of the print dialog are 'Print' and 'Cancel' buttons. In the background, an 'Export' menu is open, showing three options: 'CSV Export', 'PDF Export', and 'Excel Export'. A black arrow points from the text above to the 'PDF Export' option.

Employee	TT	RAJANNA, A R	RE	...						
2	0	0	0	0						
Fr	Sa	Su	Mo	Tu	We	Th	Fr	...		
9	10	11	12	13	14	15	16	...		
10:12			10:17	10:17	10:18	10:29	10:15	10:16	10:1	
17:32			17:39	17:33	17:31	17:33	17:31	17:32	17:4	
14:36			14:26	14:26	14:24	14:02	14:30	14:28	14:2	
00:24			00:34	00:34	00:36	00:58	00:30	00:32	00:3	
BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	BWSSB TIME	
LT	A	HD	LT	LT	LT	LT	LT	LT	HD	LT

Save in any desired folder of your computer system as PDF or Excel file and open it later to view it.



Procedure for changing the Login password – ONE TIME

Login to the biometric webpage as shown earlier using your current Username and Password

The screenshot displays the login interface for 'easy TimePro'. The browser window shows the URL '49.50.101.130:8090/login/'. The page features the ZKTeco logo and a 'GeoFencing' banner. The login form includes two tabs: 'Admin Login' (selected) and 'Employee Login'. The 'Admin Login' tab contains a username field with the value 'aee-w-1-1' and a password field with the value '123456'. A blue 'LOGIN' button is positioned below the password field. A red arrow points from the text above to the username field. The Windows taskbar at the bottom shows the time as 14:00 on 07-07-2023.

Upon Login, on Left side click on the User Icon and then on the Password Menu option

easy TimePro Dashboard

Personnel Device Attendance System

Schedule View Calculate

Employee Id First Name Start Date 2023-06-01

End Date 2023-06-30 Calculate

Employee Id	First Name	Last Name	Date of Joining	Department	Position
3179	T T RAJANNA			AEE-W-1-1	SENIOR
3463	A R RENUKAI AH			AEE-W-1-1	REVENUE
3587	NAGARAJU			AEE-W-1-1	WATER
3657	LAKSHMI			AEE-W-1-1	JUNIOR ASSISTANT
3686	S G SHIVARAM			AEE-W-1-1	ASSISTANT EXECUTIVE..
3756	NAGAMMA BIN LINGA			AEE-W-1-1	DAFEDAR
3783	RAJA			AEE-W-1-1	SANITARY MESTRY
3927	PRAKASH			AEE-W-1-1	SANITARY MESTRY
4018	P RAMESH			AEE-W-1-1	WATER INSPECTOR
4117	O CHANDRAYUDU			AEE-W-1-1	FITTER
4146	POTHAKKA			AEE-W-1-1	SANITARY MESTRY
4269	G GOPAL			AEE-W-1-1	WATER INSPECTOR
4323	H R VENKATARAJU			AEE-W-1-1	WATER INSPECTOR
4450	DINESH N			AEE-W-1-1	ASSISTANT ENGINEER
4581	S HEMALATHA			AEE-W-1-1	WATER INSPECTOR
4663	SRINIVASIAH			AEE-W-1-1	METER READER
4671	S MAHADEVA			AEE-W-1-1	HELPER

50 1 Total 36 Records 1 Page Confirm

ENG INTL 13:49 07-07-2023

On the PASSWORD entry page, enter the OLD password, NEW password, CONFIRM new password and then click CONFIRM to save the new PASSWORD

The screenshot shows the 'easyTimePro' dashboard in a web browser. The browser's address bar shows '49.50.101.130:8090'. The dashboard has a navigation menu with 'Personnel', 'Device', 'Attendance', and 'System'. The main content area displays several summary cards: 'Total Employees' (36), 'New joinee (Last 7 Days)' (0), 'Resign' (0), 'Total Device' (6), 'Verification' (22), 'Present' (21), and 'Absent' (15). A 'Device Status' pie chart shows 5 Online and 1 Offline. A line chart shows attendance history from 2023-06-07 to 2023-07-05. A 'Password' modal is open in the center, containing three input fields: 'Old Password*', 'New Password*', and 'Confirm Password*', each with a masked password. The modal has 'Confirm' and 'Cancel' buttons.

Note:

ON CHANGING THE PASSWORD, MAKE THE NOTE OF THE NEW PASSWORD IMMEDIATELY.

If the new password is FORGOTTEN there is no way to recover the same. Therefore please observe enough care to note down and remember your passwords.

Contact details of the vendor for maintenance of Biometric Attendance system



Contact matrix:

Primary Engineer: Mr. Shridhar Rao – 9740661088.

Escalation: Mr. Prasanna Kumara – 9611132781 | email: prasanna@automationtech.in

Complaint Desk: Ph: 0824-2416761 | email: support@automationtech.in

Address: # 2 , Santhrupthi, II Cross, Mangalanagar, Mangaladevi, Mangalore 575001.