

**CONTENTS****S.N.****Module / Feature****Page No.**

1

Login to PGOLD

2

2

Masters

5

3

Organogram

9

4

Project

15

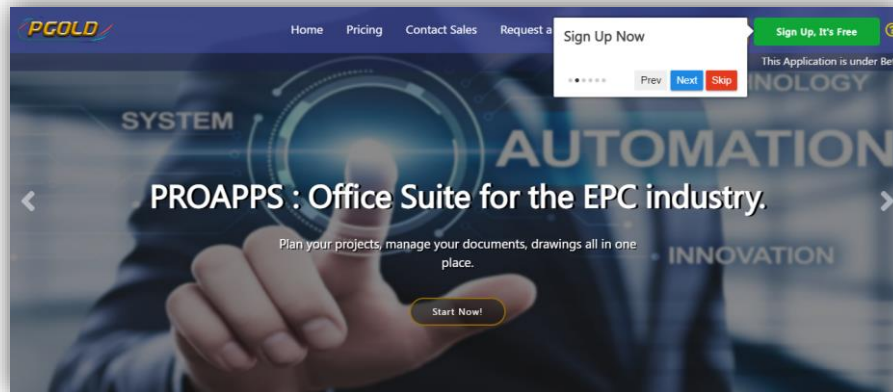
5

Timesheet

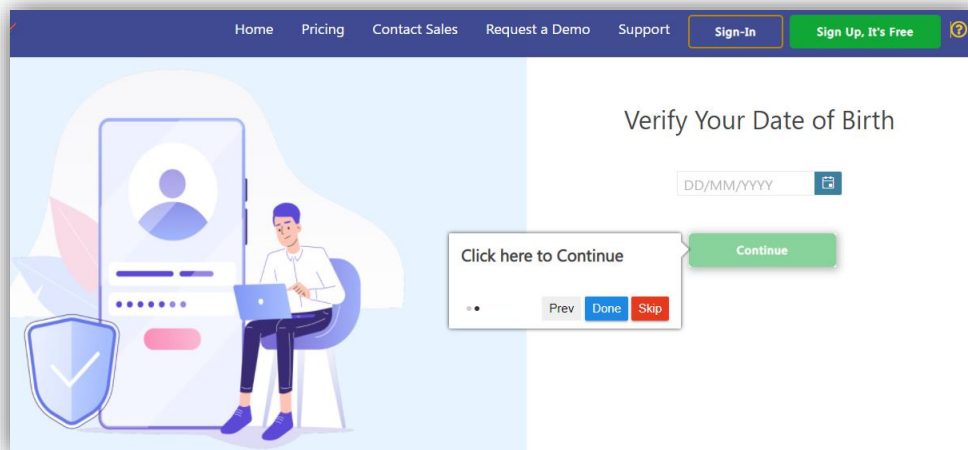
18

Sign Up At PGOLD

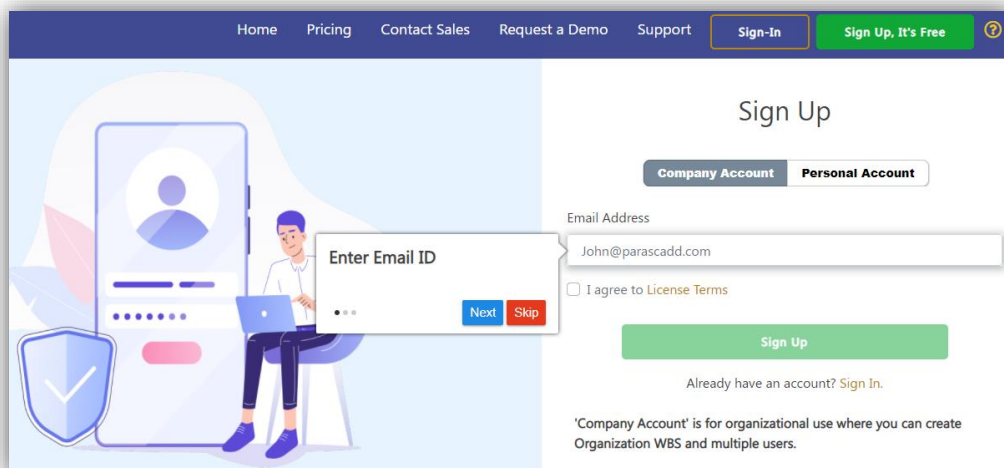
Step I. Go to the portal <https://parascaddgold.com/> and click on **Sign Up**.



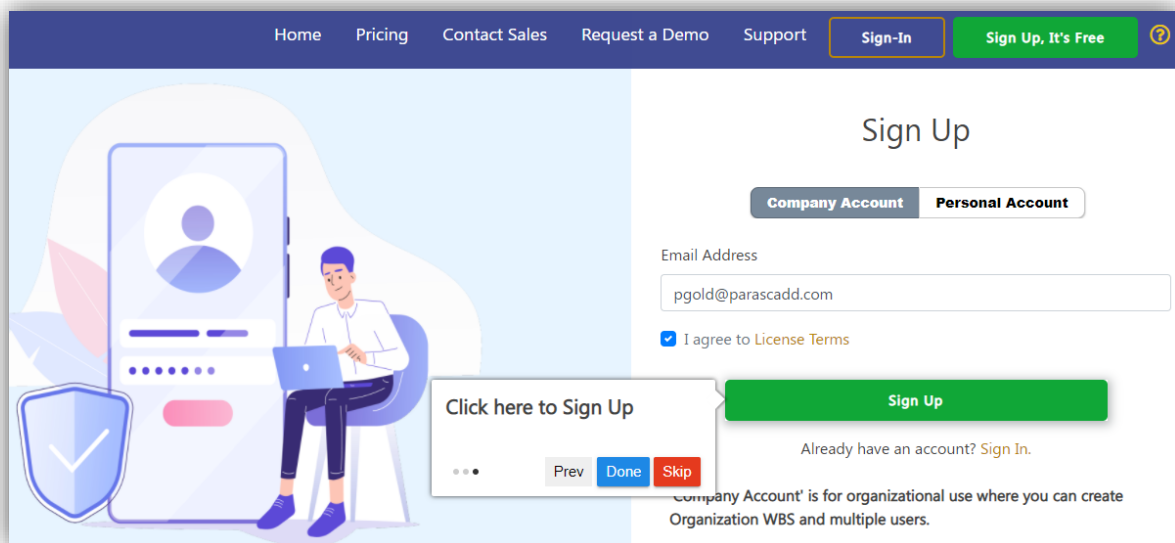
Step II. Select **Date of Birth** from calendar & click on Continue.



Step III. Choose Account type accordingly, enter email ID & give **license Terms** approval in check box.

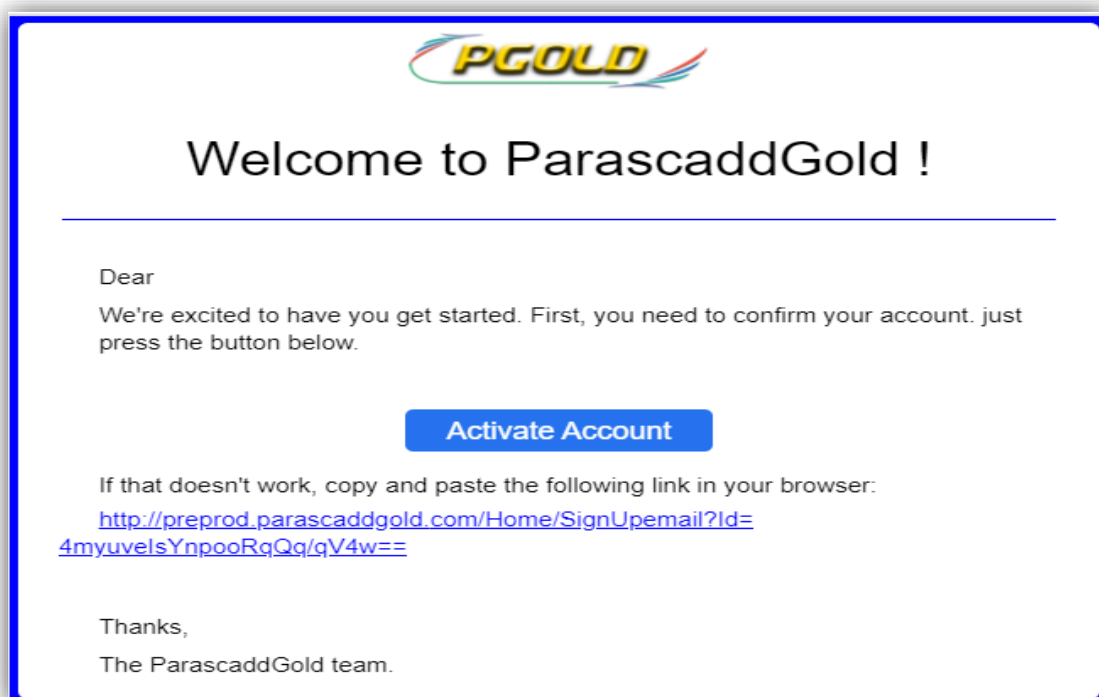


Step IV. Click on **Sign Up**



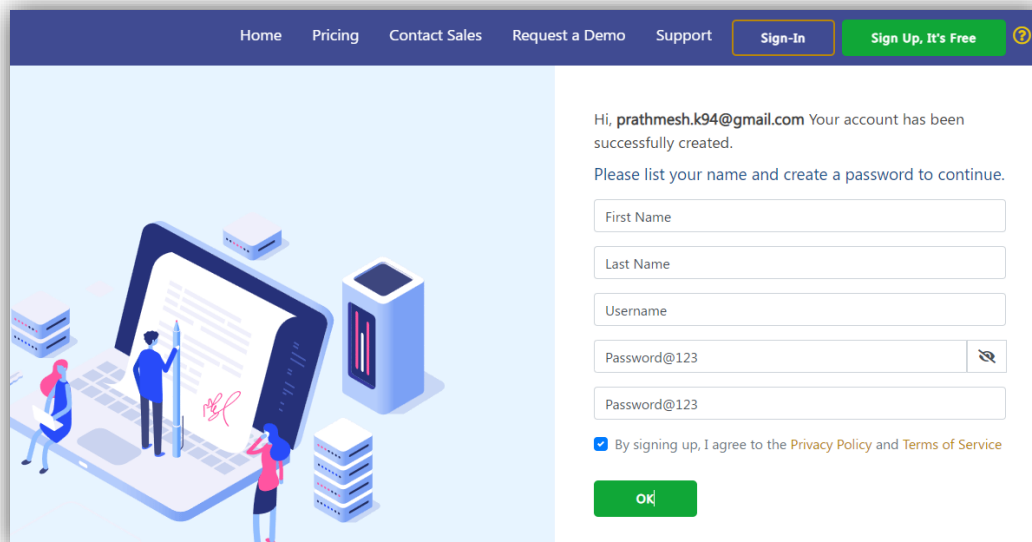
The screenshot shows the Parascadd Sign Up page. The navigation bar includes links for Home, Pricing, Contact Sales, Request a Demo, Support, Sign-In, and Sign Up, It's Free. The main heading is 'Sign Up'. There are two tabs: 'Company Account' and 'Personal Account'. The 'Email Address' field is filled with 'pgold@parascadd.com'. A checkbox labeled 'I agree to License Terms' is checked. A green 'Sign Up' button is visible. A tooltip with the text 'Click here to Sign Up' and buttons 'Prev', 'Done', and 'Skip' is overlaid on the page. Below the 'Sign Up' button, there is a link 'Already have an account? Sign In.' and a note about 'Company Account' being for organizational use.

Step V. Activation link will be sent on your email ID, Click on **Activate Account**



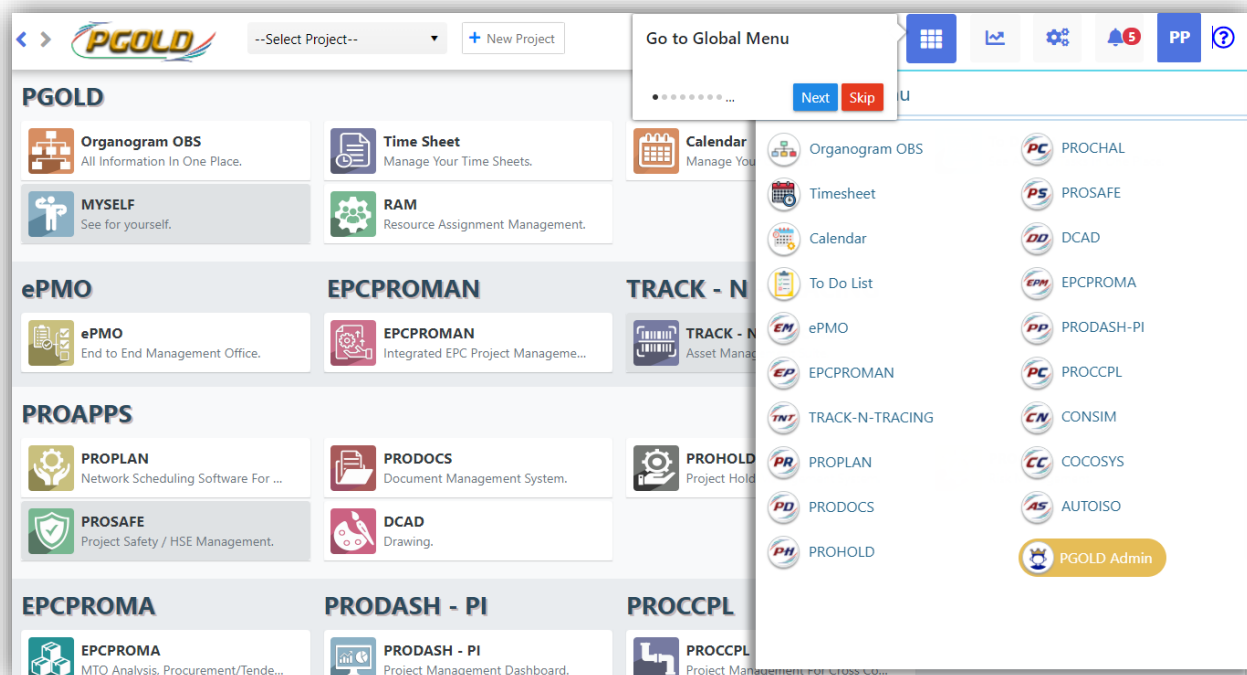
The screenshot shows a welcome email from ParascaddGold. The header features the PGOLD logo. The main heading is 'Welcome to ParascaddGold !'. The email body starts with 'Dear' followed by a message: 'We're excited to have you get started. First, you need to confirm your account. just press the button below.' Below this is a blue button labeled 'Activate Account'. A note states: 'If that doesn't work, copy and paste the following link in your browser:'. The link provided is <http://preprod.parascaddgold.com/Home/SignUpemail?Id=4myuvelsYnpooRqQq/qV4w==>. The email concludes with 'Thanks, The ParascaddGold team.'

Step VI. Enter details of First name, Last name, Username, Password, confirm password, Check Privacy Policy and terms & Click on **Ok**



The screenshot shows the PGOLD Sign Up page. The header includes links for Home, Pricing, Contact Sales, Request a Demo, Support, Sign-In, and Sign Up, It's Free. The main content area features a large illustration of people working on a large screen. To the right of the illustration is a sign-up form with the following fields: First Name, Last Name, Username, Password (with a toggle for visibility), and Confirm Password. Below the fields is a checkbox for "By signing up, I agree to the Privacy Policy and Terms of Service". At the bottom of the form is a green "OK" button.

Step VII. After Sign Up you will directly redirect on **Sign in** Screen, Enter **Username & password** & click on **Sign in**



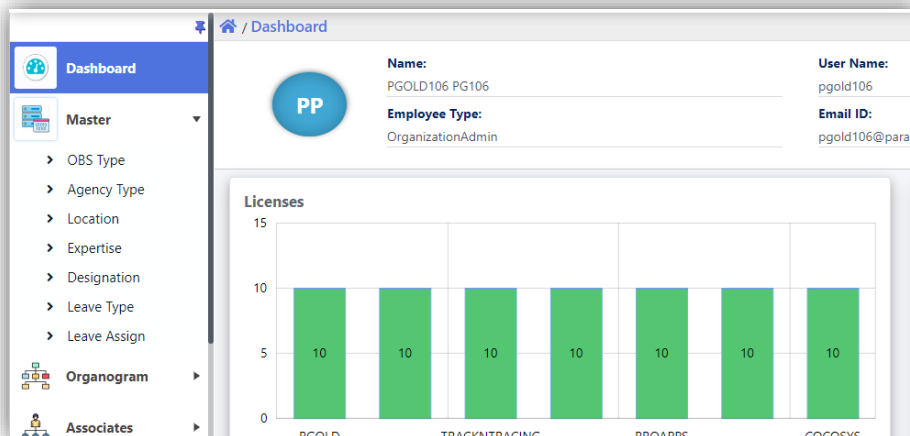
The screenshot shows the PGOLD Admin Dashboard. The top navigation bar includes the PGOLD logo, a "Select Project" dropdown, a "New Project" button, and a "Go to Global Menu" button. The main content area is divided into several sections: PGOLD (Organogram OBS, MYSELF), ePMO (ePMO), PROAPPS (PROPLAN, PROSAFE), EPCPROMAN (EPCPROMAN), TRACK - N (TRACK - N), and PRODASH - PI (PRODASH - PI). A "Global Menu" dropdown is open, showing a list of modules including Organogram OBS, Timesheet, Calendar, To Do List, ePMO, EPCPROMAN, TRACK - N-TRACING, PROPLAN, PRODOCS, PROHOLD, PROCHAL, PROSAFE, DCAD, EPCPROMA, PRODASH-PI, PROCCPL, CONSIM, COCOSYS, AUTOISO, and PGOLD Admin.

Step VIII. Proceed in **PGOLD Admin** for primary **Masters, Organisation, Associates & Project Definition.**

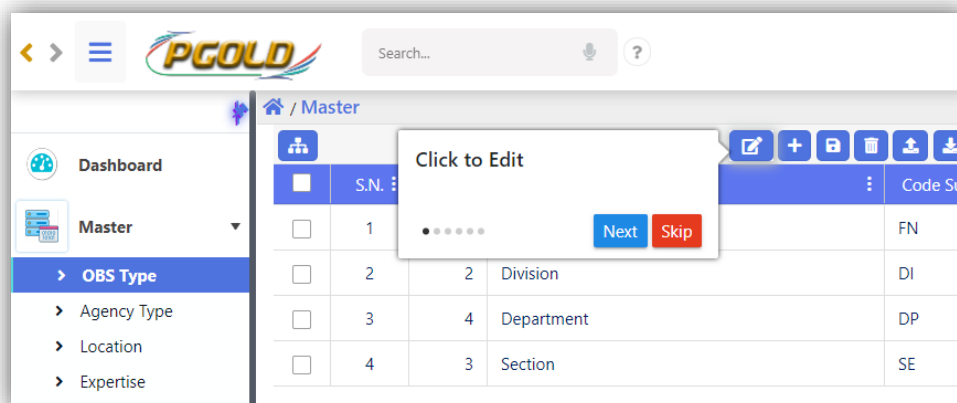
Master

To proceed in master, Click on **PGOLD Admin** & click on **Master** tab from **Master Menu**

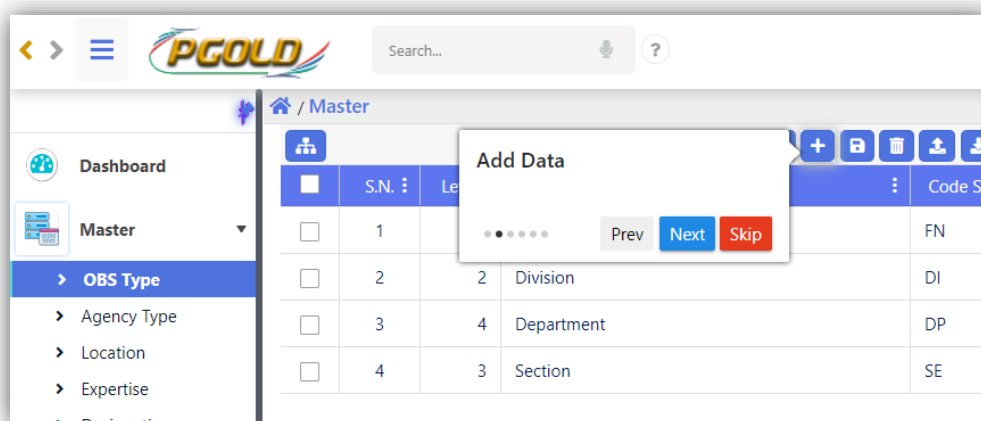
1. Entry Mode- Key In



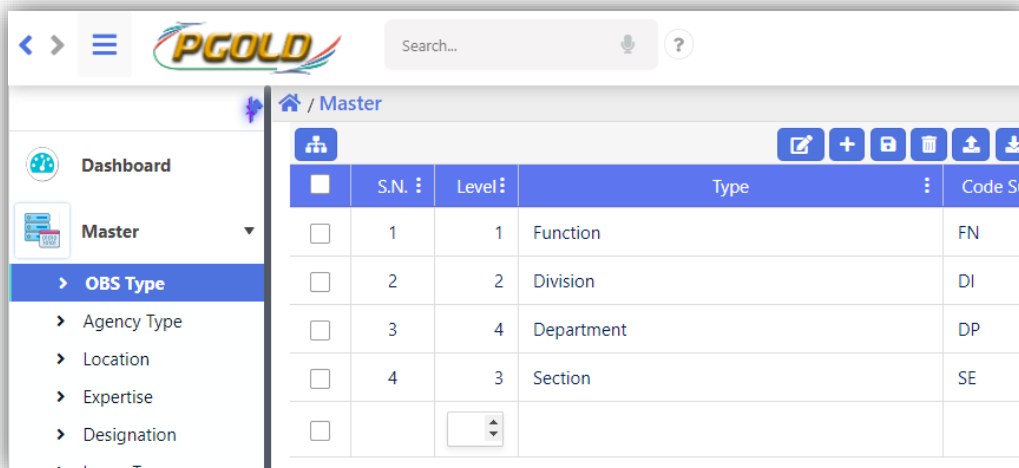
Step I. Unlock the screen by clicking **Edit Lock**



Step II. Click on **Add (+)** button for add new row



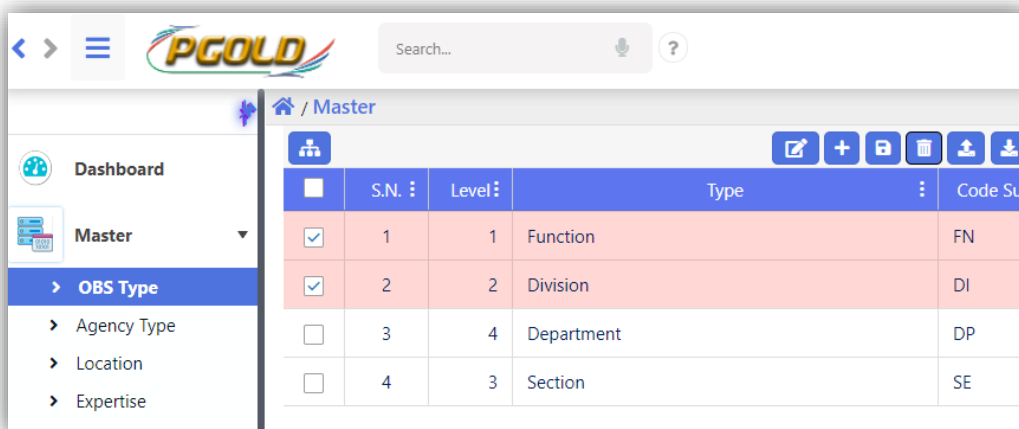
Step III. Enter data according as per requirement in newly added **Rows** & click on Save button.



The screenshot shows the PGOLD Master Data Entry interface. On the left is a sidebar with a menu: Dashboard, Master (selected), and OBS Type (expanded). The Master menu includes Agency Type, Location, Expertise, Designation, and Leave Type. The main area displays a table with columns: S.N., Level, Type, and Code Su. The table contains five rows of data:

S.N.	Level	Type	Code Su
1	1	Function	FN
2	2	Division	DI
3	4	Department	DP
4	3	Section	SE

Step IV. To Delete records, select record by check box & click on Delete button. (Deleted records will be removed permanently)



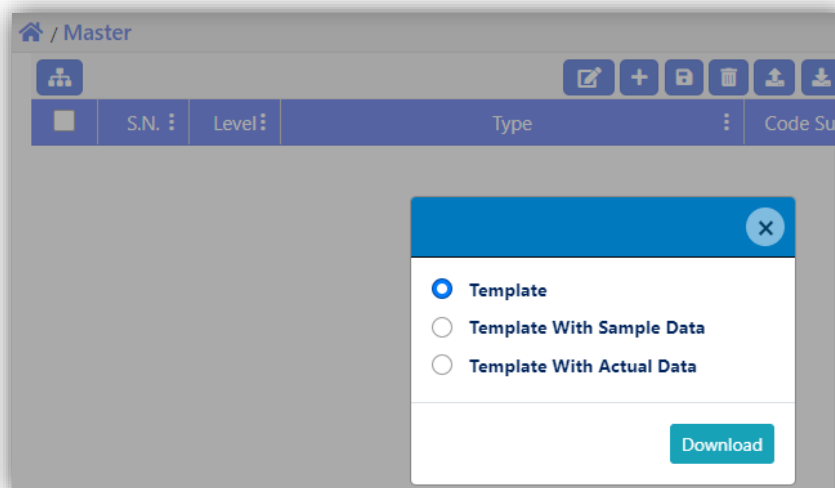
The screenshot shows the PGOLD Master Data Entry interface with the first two rows selected. The table is the same as in Step III, but the first two rows are highlighted in red, and their checkboxes are checked:

S.N.	Level	Type	Code Su
<input checked="" type="checkbox"/>	1	Function	FN
<input checked="" type="checkbox"/>	2	Division	DI
<input type="checkbox"/>	3	Department	DP
<input type="checkbox"/>	4	Section	SE

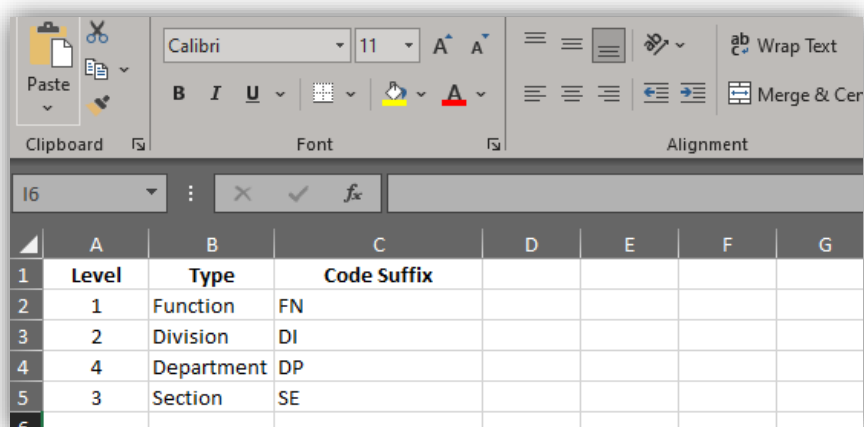
Step V. Repeat **Step I to III** for add data in all masters i.e **OBS Type, Agency Type, Location, Expertise, Designation, leave Type.**

2. Entry Mode- Excel Upload

Step I. Click in Edit lock to unlock screen & click on **Download icon**, then select **Template** to download **Empty Template**.

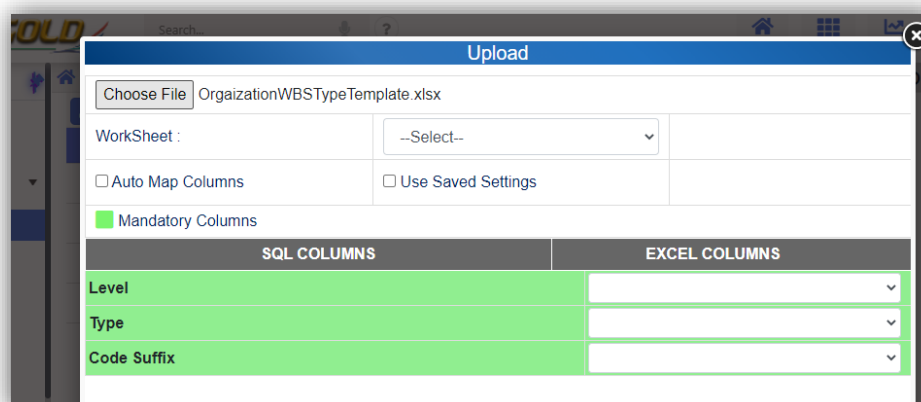


Step II. Open Downloaded Excel & enter data



	A	B	C	D	E	F	G
1	Level	Type	Code Suffix				
2	1	Function	FN				
3	2	Division	DI				
4	4	Department	DP				
5	3	Section	SE				
6							

Step III. Choose Excel file which to be upload.



The screenshot shows the PGOLD Upload dialog box. It has a 'Choose File' button and a text field showing 'OrgaizationWBSTypeTemplate.xlsx'. Below this is a 'WorkSheet' dropdown menu set to '--Select--'. There are two checkboxes: 'Auto Map Columns' and 'Use Saved Settings', both of which are unchecked. A 'Mandatory Columns' section is highlighted in green, containing a table with two columns: 'SQL COLUMNS' and 'EXCEL COLUMNS'.

SQL COLUMNS	EXCEL COLUMNS
Level	
Type	
Code Suffix	

Step IV. Select **Worksheet** on which data is prepared & check in for **Auto Map Columns** (if Column names of Excel & Software is similar)

Choose File

OrgaizationWBSTypeTemplate.xlsx

WorkSheet :

Sheet1\$

☒ Auto Map Columns

☐ Use Saved Settings

☒ Mandatory Columns

SQL COLUMNS	EXCEL COLUMNS
Level	LEVEL
Type	TYPE
Code Suffix	CODE SUFFIX

Step V. If Column names in Excel & Software is not same, then Select columns from **Excel Columns Drop-down** selection.

Choose File

OrgaizationWBSTypeTemplate.xlsx

WorkSheet :

Sheet1\$

☐ Auto Map Columns

☐ Use Saved Settings

☒ Mandatory Columns

SQL COLUMNS	EXCEL COLUMNS
Level	LEVEL
Type	TYPE
Code Suffix	CODE SUFFIX

Proceed

Step VI. After completion of above steps click on Proceed

Step VII. Repeat **Step I to VI** for add data in all masters i.e **OBS Type, Agency Type, Location, Expertise, Designation, leave Type.**

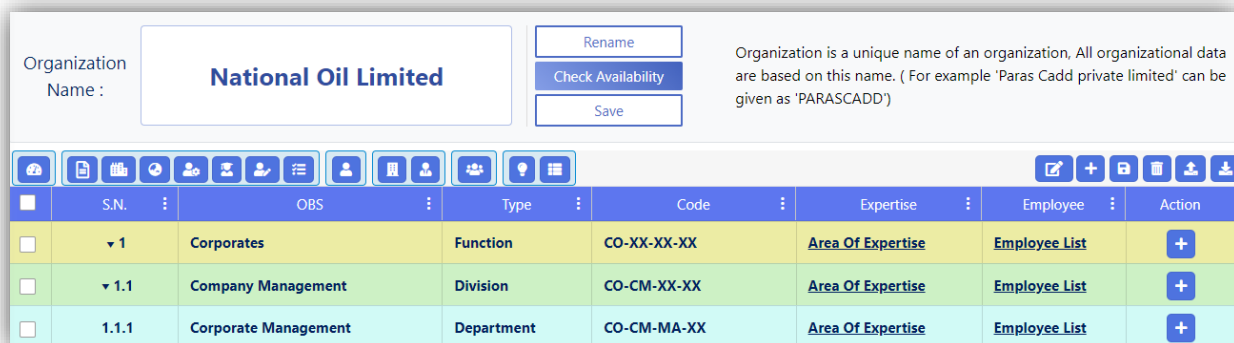
Organogram

1. OBS

Select **Organogram** → **OBS** from **Master Menu** to proceed in OBS

Entry Mode: Key in

Step I. To define Organisation name, click on Rename button, enter new name & Check Availability & Save.



Organization Name : **National Oil Limited**

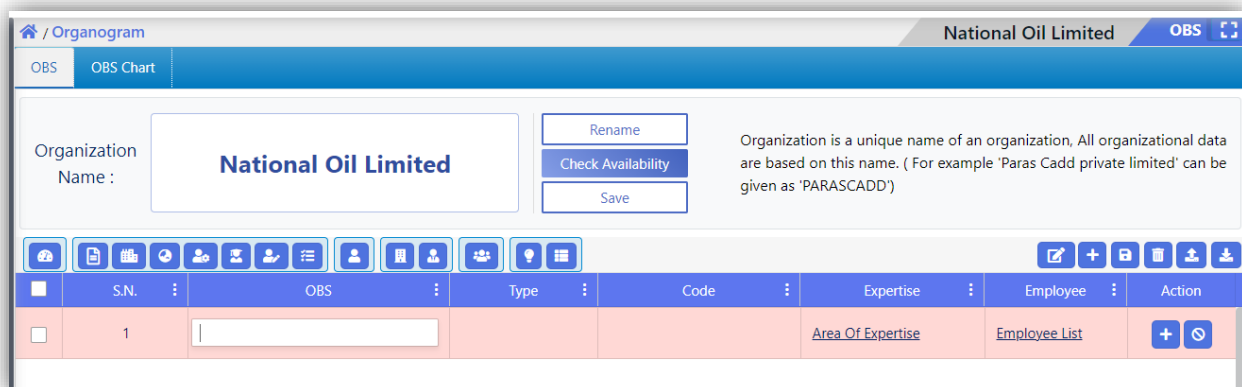
Rename
Check Availability
Save

Organization is a unique name of an organization, All organizational data are based on this name. (For example 'Paras Cadd private limited' can be given as 'PARASCADD')

S.N.	OBS	Type	Code	Expertise	Employee	Action
1	Corporates	Function	CO-XX-XX-XX	Area Of Expertise	Employee List	+
1.1	Company Management	Division	CO-CM-XX-XX	Area Of Expertise	Employee List	+
1.1.1	Corporate Management	Department	CO-CM-MA-XX	Area Of Expertise	Employee List	+

Step II. Unlock the screen by clicking **Edit Lock**

Step III. Click on **Add (+)** button for add new row



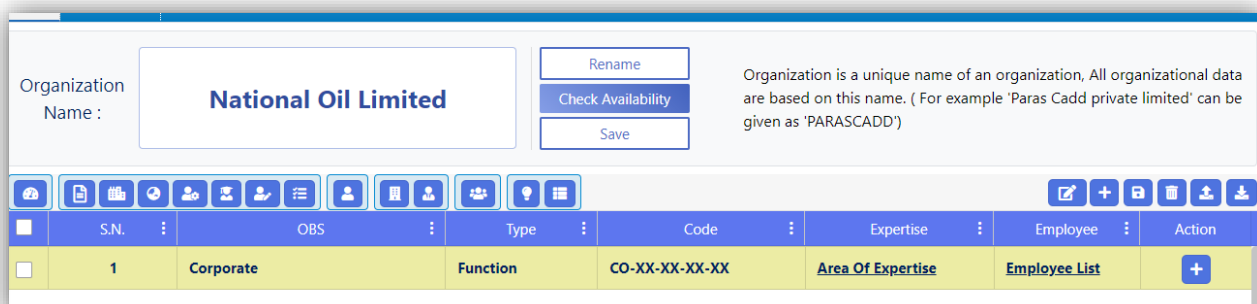
Organization Name : **National Oil Limited**

Rename
Check Availability
Save

Organization is a unique name of an organization, All organizational data are based on this name. (For example 'Paras Cadd private limited' can be given as 'PARASCADD')

S.N.	OBS	Type	Code	Expertise	Employee	Action
1				Area Of Expertise	Employee List	+ 🔒

Step IV. Enter **OBS, OBS Type & Code** according to knowledge & requirements in newly added Rows & click on **Save** button.



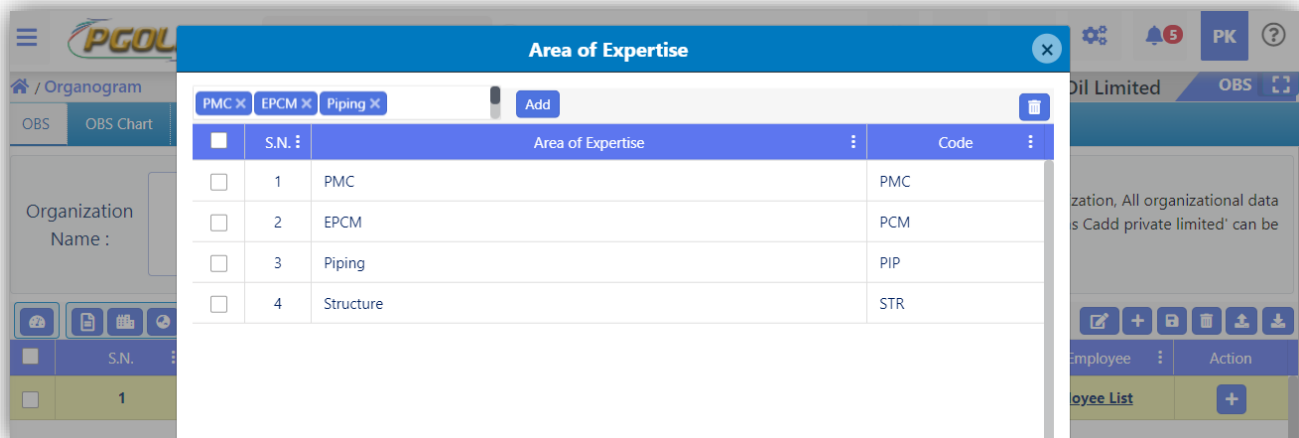
Organization Name : **National Oil Limited**

Rename
Check Availability
Save

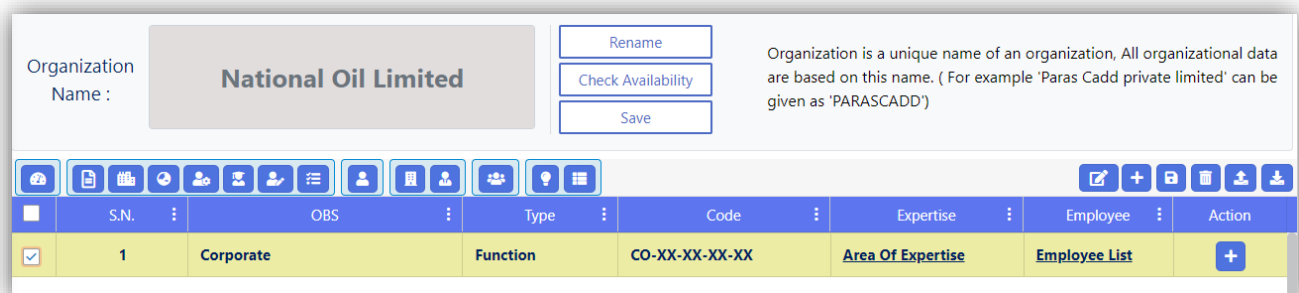
Organization is a unique name of an organization, All organizational data are based on this name. (For example 'Paras Cadd private limited' can be given as 'PARASCADD')

S.N.	OBS	Type	Code	Expertise	Employee	Action
1	Corporate	Function	CO-XX-XX-XX-XX	Area Of Expertise	Employee List	+

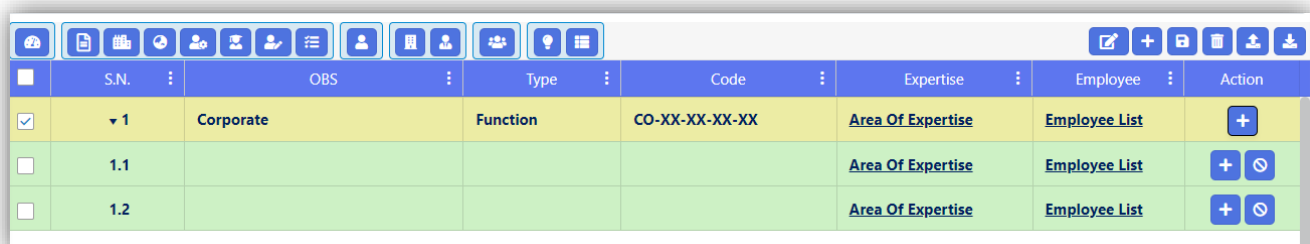
Step V. Click in **Expertise** against OBS, select expertise (Added in Expertise Mater) & click on **Add**.



Step VI. To Delete records, select record by **check box** & click on **Delete** button. (Deleted records will be removed permanently).

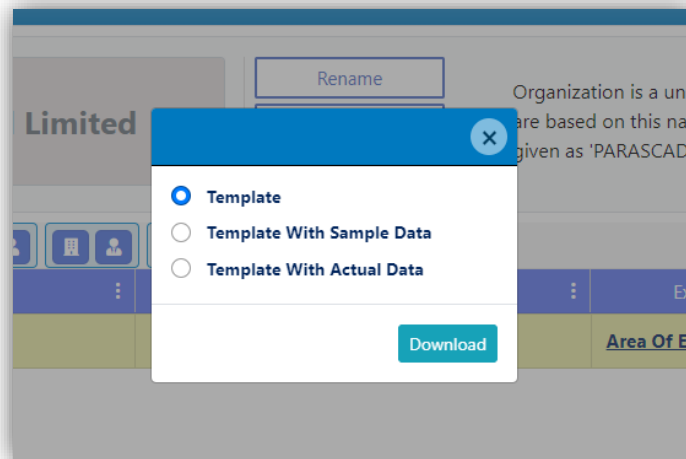


Step VII. To add hierarchy, click on **Add (+)** button from **Action** Column against OBS

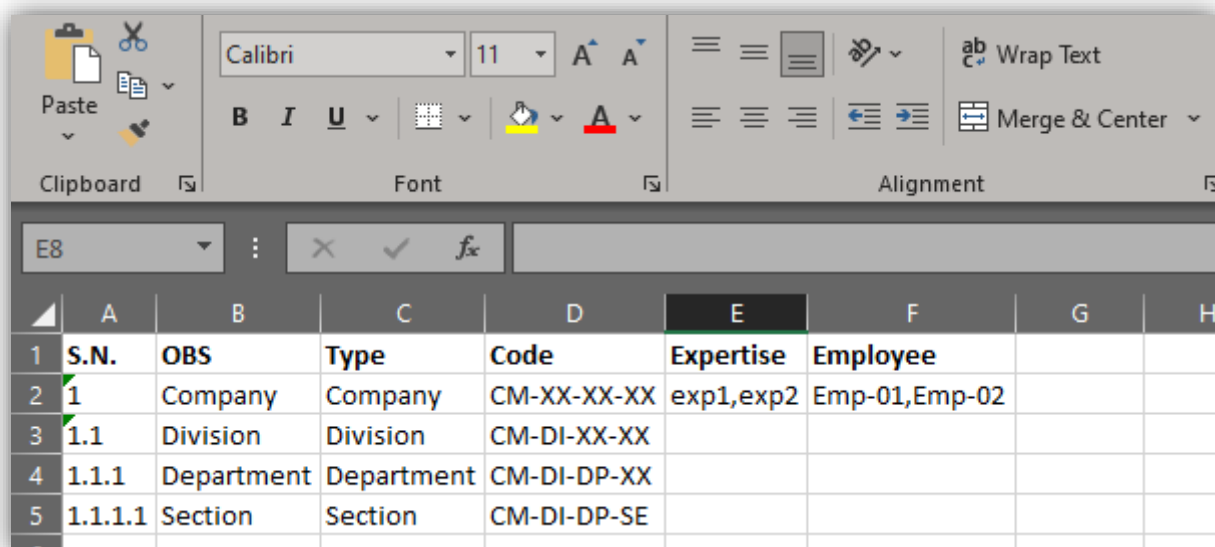


Entry Mode: Excel Upload

Step I. Click in Edit lock to unlock screen & click on **Download icon**, then select Template to download Empty [Template](#).

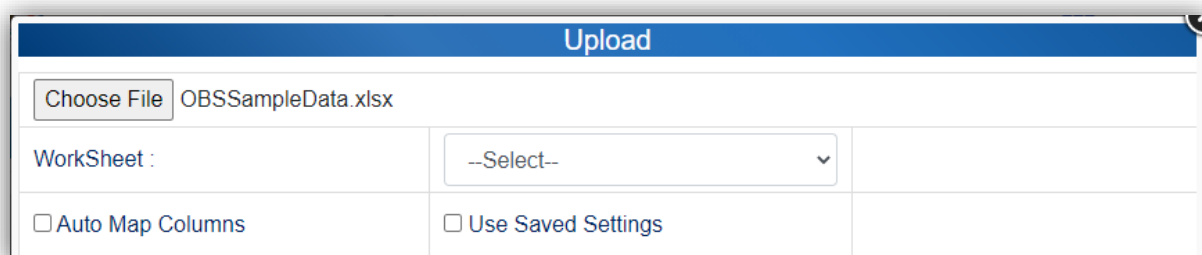


Step II. Open Downloaded Excel & enter data



	A	B	C	D	E	F	G	H
1	S.N.	OBS	Type	Code	Expertise	Employee		
2	1	Company	Company	CM-XX-XX-XX	exp1,exp2	Emp-01,Emp-02		
3	1.1	Division	Division	CM-DI-XX-XX				
4	1.1.1	Department	Department	CM-DI-DP-XX				
5	1.1.1.1	Section	Section	CM-DI-DP-SE				

Step III. Choose Excel file which to be upload.



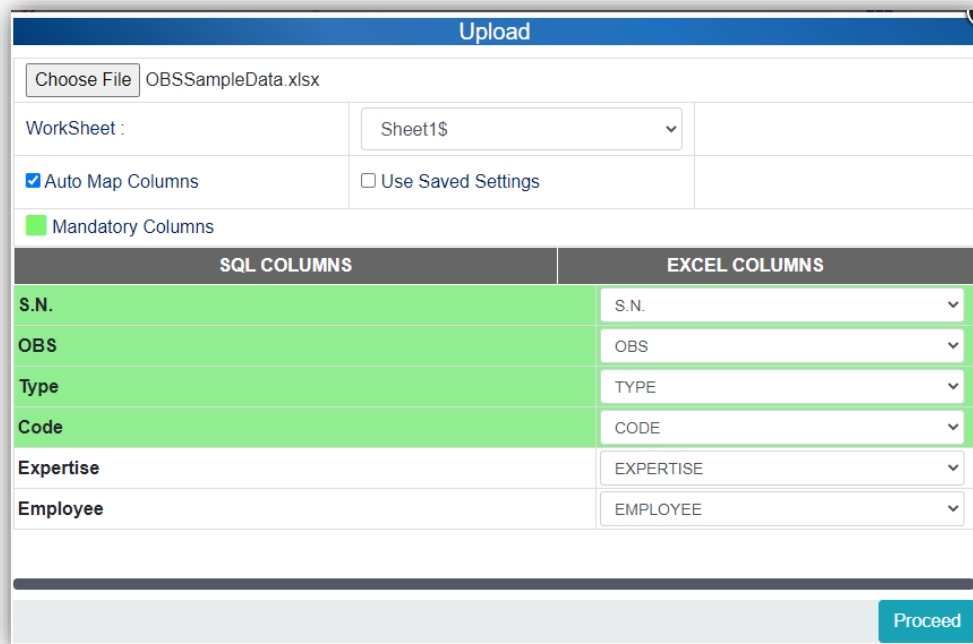
Upload

Choose File OBSSampleData.xlsx

WorkSheet : --Select--

☐ Auto Map Columns ☐ Use Saved Settings

Step IV. Select Worksheet on which data is prepared & check in for Auto Map Columns (if Column names of Excel & Software is similar)

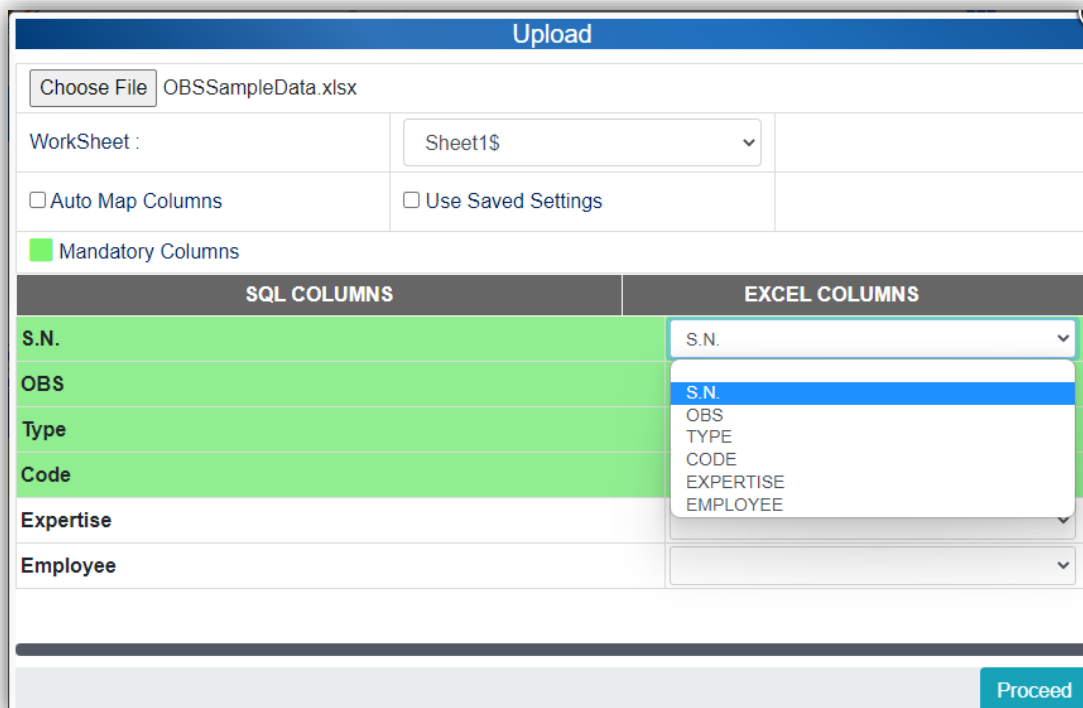


The 'Upload' dialog box shows the file 'OBSSampleData.xlsx' selected. The 'WorkSheet' is set to 'Sheet1\$'. The 'Auto Map Columns' checkbox is checked, and 'Use Saved Settings' is unchecked. A 'Mandatory Columns' section is visible, showing a table with 'SQL COLUMNS' and 'EXCEL COLUMNS'.

SQL COLUMNS	EXCEL COLUMNS
S.N.	S.N.
OBS	OBS
Type	TYPE
Code	CODE
Expertise	EXPERTISE
Employee	EMPLOYEE

A 'Proceed' button is located at the bottom right.

Step V. If Column names in Excel & Software is not same, then Select columns from Excel Columns Drop-down selection.



The 'Upload' dialog box shows the file 'OBSSampleData.xlsx' selected. The 'WorkSheet' is set to 'Sheet1\$'. The 'Auto Map Columns' checkbox is unchecked, and 'Use Saved Settings' is unchecked. A 'Mandatory Columns' section is visible, showing a table with 'SQL COLUMNS' and 'EXCEL COLUMNS'.

SQL COLUMNS	EXCEL COLUMNS
S.N.	S.N.
OBS	OBS
Type	TYPE
Code	CODE
Expertise	EXPERTISE
Employee	EMPLOYEE

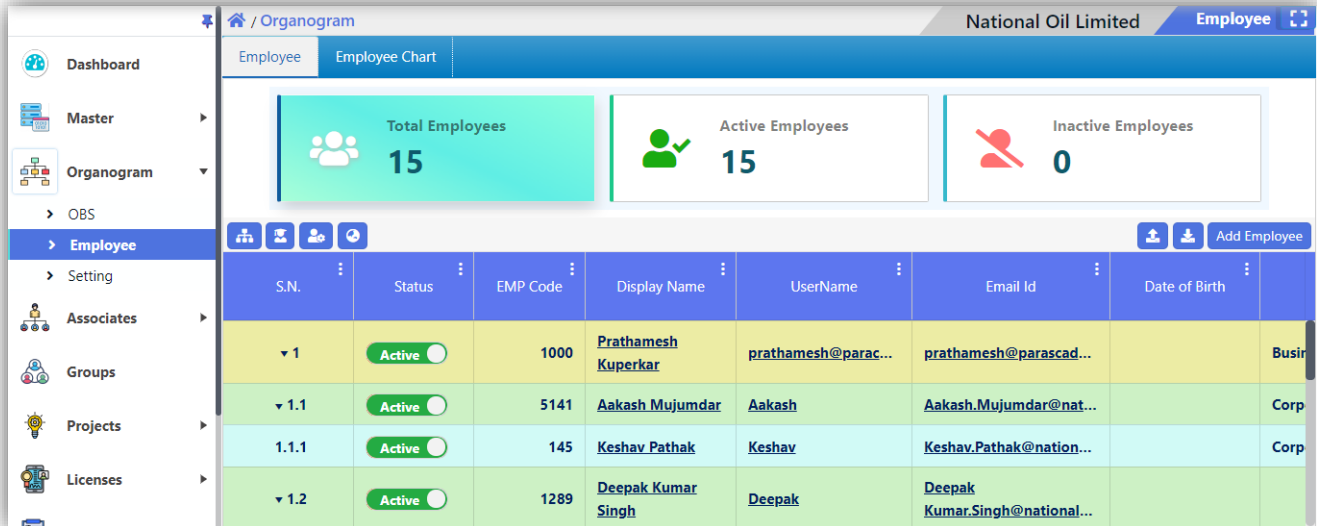
The 'EXCEL COLUMNS' drop-down menu is open, showing a list of options: S.N., OBS, TYPE, CODE, EXPERTISE, and EMPLOYEE. A 'Proceed' button is located at the bottom right.

Step VI. After completion of above steps click on Proceed

2. Employee

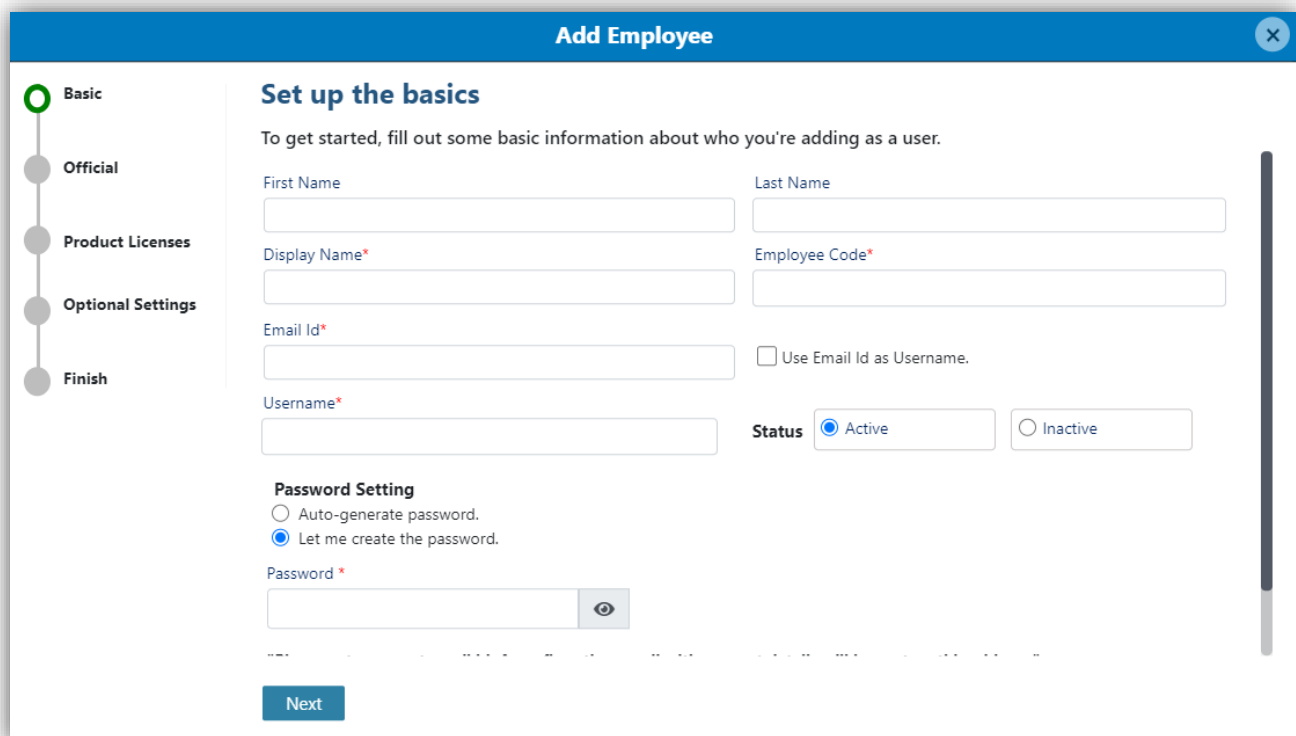
To proceed in Employees, follow path **Organogram → Employees**

Step I. Click on **Add Employees**



S.N.	Status	EMP Code	Display Name	UserName	Email Id	Date of Birth
1	Active	1000	Prathamesh Kuperkar	prathamesh@parac...	prathamesh@parascad...	
1.1	Active	5141	Aakash Mujumdar	Aakash	Aakash.Mujumdar@nat...	
1.1.1	Active	145	Keshav Pathak	Keshav	Keshav.Pathak@nation...	
1.2	Active	1289	Deepak Kumar Singh	Deepak	Deepak.Kumar.Singh@national...	

Step II. Fill Mandatory (*) & Optional information of user From **Basic** to **Finish** node.



Add Employee

Set up the basics

To get started, fill out some basic information about who you're adding as a user.

First Name

Last Name

Display Name*

Employee Code*

Email Id*

☐ Use Email Id as Username.

Username*

Status

☒ Active
 ☐ Inactive

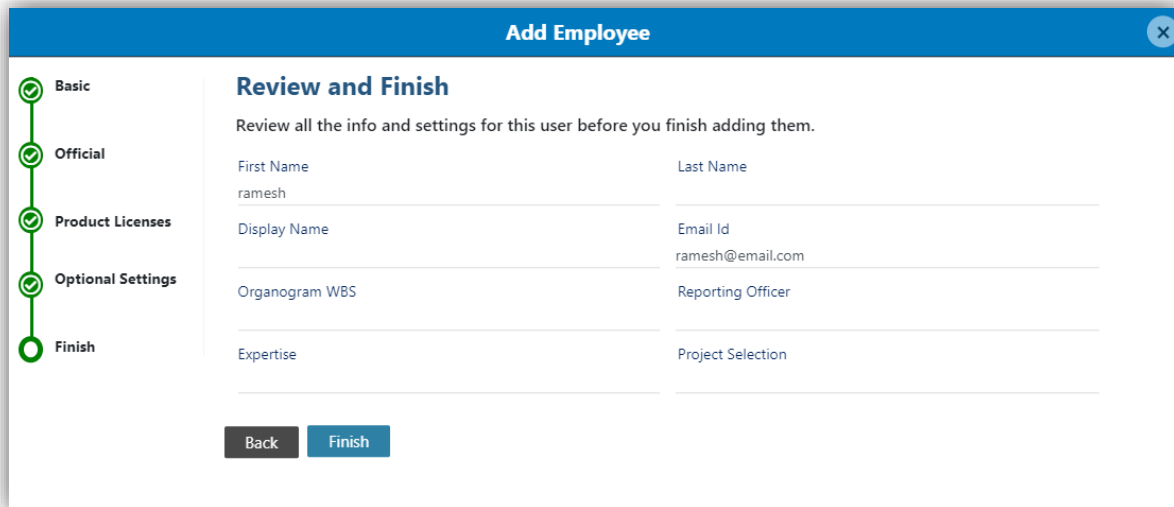
Password Setting

☐ Auto-generate password.
☒ Let me create the password.

Password *

Next

Step III. Review Added information & Click on Finish button



The screenshot shows a modal window titled "Add Employee" with a close button (X) in the top right corner. On the left is a vertical progress bar with five steps: Basic, Official, Product Licenses, Optional Settings, and Finish. The first four steps are marked with green checkmarks, and the "Finish" step is currently selected, indicated by a green circle. The main area of the dialog is titled "Review and Finish" and contains the instruction: "Review all the info and settings for this user before you finish adding them." Below this, there are two columns of input fields. The left column contains: "First Name" (with the value "ramesh"), "Display Name", "Organogram WBS", and "Expertise". The right column contains: "Last Name", "Email Id" (with the value "ramesh@email.com"), "Reporting Officer", and "Project Selection". At the bottom of the dialog are two buttons: "Back" and "Finish".

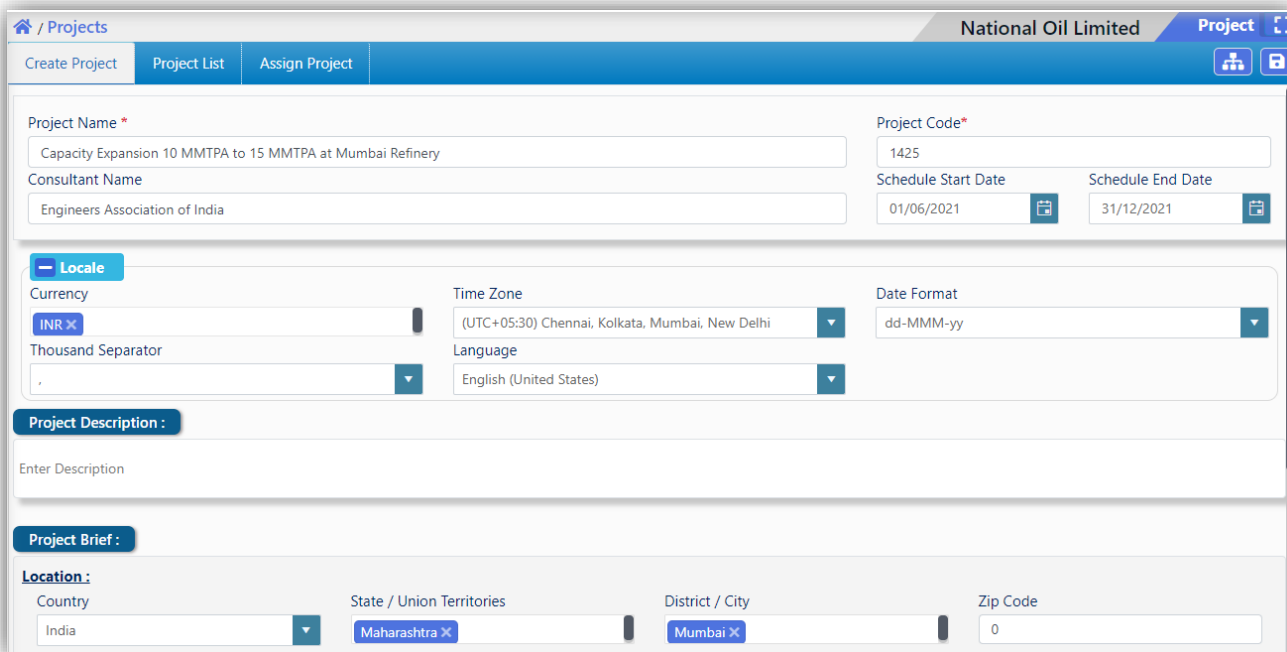
(Note: **Upload Excel** provision is also available for **Employee Creation** same as described in previous modules by downloading the sample [Template](#))

Projects

1. Project

To proceed in project, follow path Projects → Project

Step I. To create project, Click on Create **Project Tab** and Key in date in **Project Name & Code** as Mandatory fields (*), Also Non mandatory fields i.e **Local, Project Description, Project Brief & Remarks.**



Project Name *
Capacity Expansion 10 MMTA to 15 MMTA at Mumbai Refinery

Project Code*
1425

Consultant Name
Engineers Association of India

Schedule Start Date
01/06/2021

Schedule End Date
31/12/2021

Locale

Currency
INR

Time Zone
(UTC+05:30) Chennai, Kolkata, Mumbai, New Delhi

Date Format
dd-MMM-yy

Thousand Separator
,

Language
English (United States)

Project Description :
Enter Description

Project Brief :

Location :

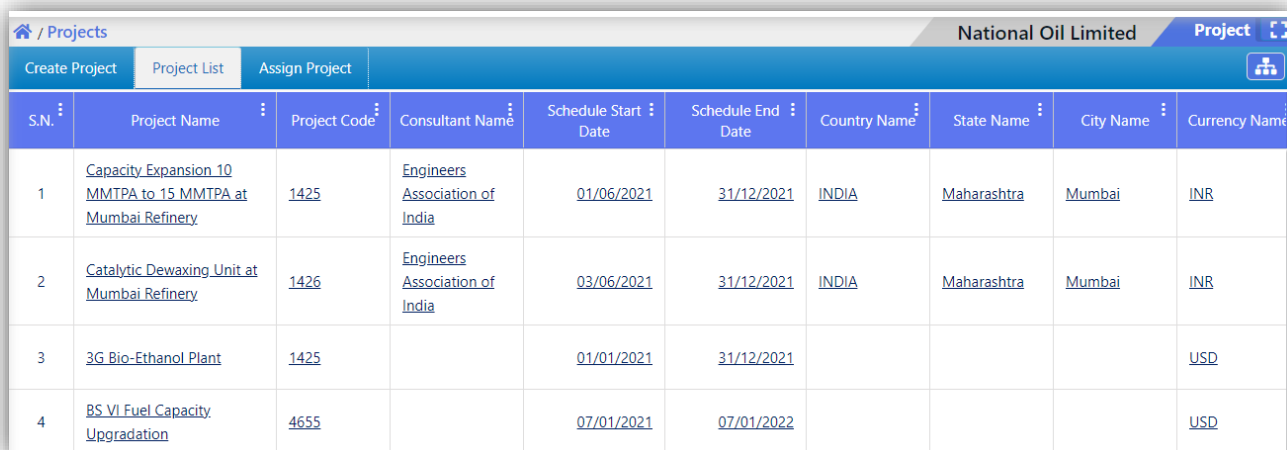
Country
India

State / Union Territories
Maharashtra

District / City
Mumbai

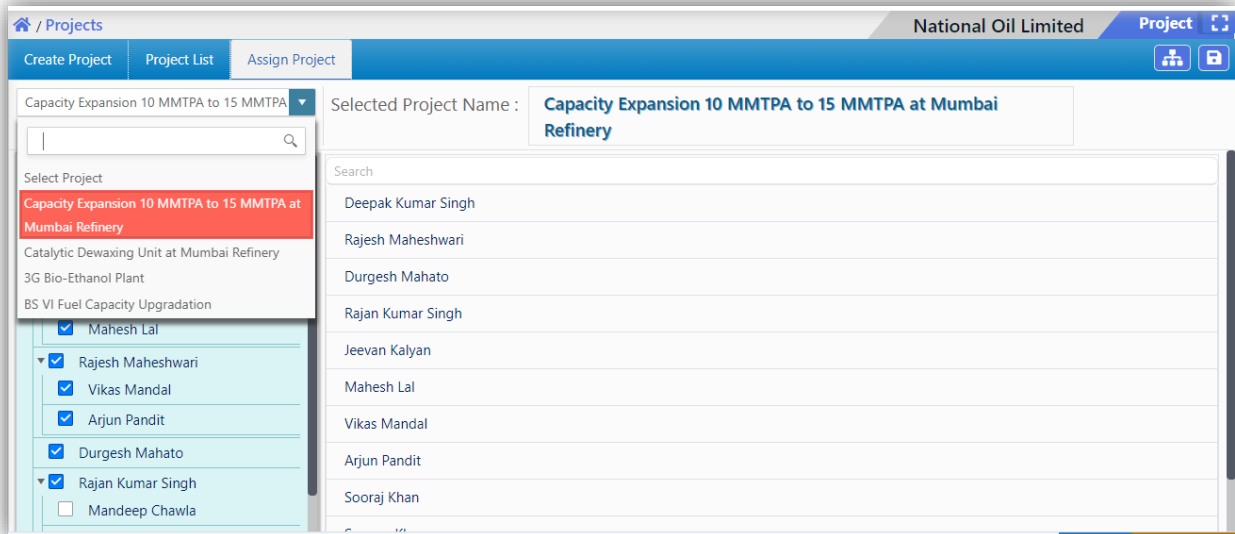
Zip Code
0

Step II. Already added projects are listed in **Project List** Tab & can be edit by clicking on project.



S.N.	Project Name	Project Code	Consultant Name	Schedule Start Date	Schedule End Date	Country Name	State Name	City Name	Currency Name
1	Capacity Expansion 10 MMTA to 15 MMTA at Mumbai Refinery	1425	Engineers Association of India	01/06/2021	31/12/2021	INDIA	Maharashtra	Mumbai	INR
2	Catalytic Dewaxing Unit at Mumbai Refinery	1426	Engineers Association of India	03/06/2021	31/12/2021	INDIA	Maharashtra	Mumbai	INR
3	3G Bio-Ethanol Plant	1425		01/01/2021	31/12/2021				USD
4	BS VI Fuel Capacity Upgradation	4655		07/01/2021	07/01/2022				USD

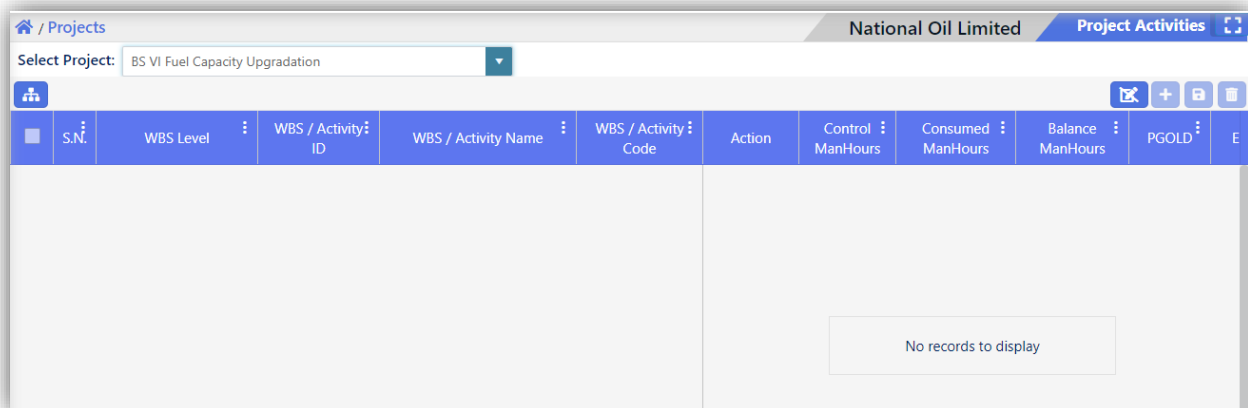
Step III. Already Created project can be assigned to multiple persons from **Assign Project** tab, to assign project **Select Project** from drop-down & make True **Check Box** against employees.



2. Project Activities

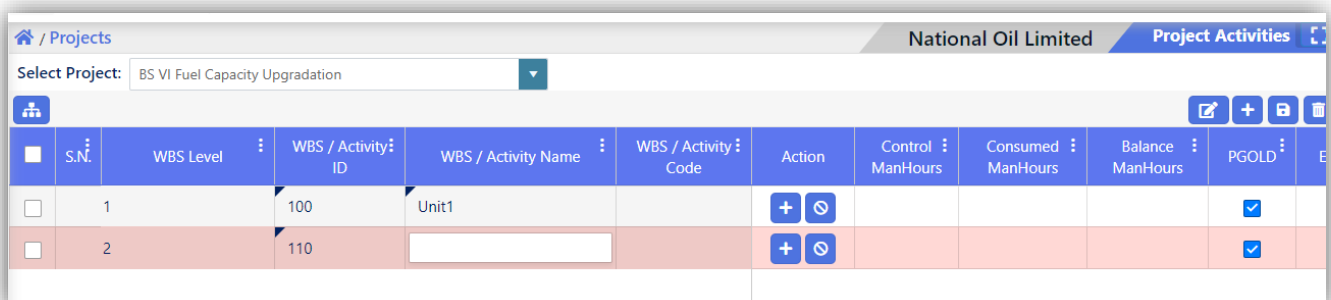
To proceed in Project Activities, follow path → Project

Step I. Select **Project** from **Drop Down** and click on Edit lock to unlock screen.



S.N.	WBS Level	WBS / Activity ID	WBS / Activity Name	WBS / Activity Code	Action	Control ManHours	Consumed ManHours	Balance ManHours	PGOLD	E
No records to display										

Step II. Click on **Add (+)** button & Enter Key in **WBS / Activity ID & WBS / Activity Name**



S.N.	WBS Level	WBS / Activity ID	WBS / Activity Name	WBS / Activity Code	Action	Control ManHours	Consumed ManHours	Balance ManHours	PGOLD	E
1		100	Unit1		+ -				✓	
2		110			+ -				✓	

Step III. To add hierarchy, click on **Add (+)** button from **Action column** & key in details of **WBS / Activity ID & WBS / Activity Name**.

National Oil Limited											
Project Activities											
Select Project: BS VI Fuel Capacity Upgradation											
	S.N.	WBS Level	WBS / Activity ID	WBS / Activity Name	WBS / Activity Code	Action	Control ManHours	Consumed ManHours	Balance ManHours	PGOLD	
<input type="checkbox"/>	1	1	100	Unit1		+ -	0			<input checked="" type="checkbox"/>	
<input type="checkbox"/>		1.1	1001	Functions		+ -				<input checked="" type="checkbox"/>	
<input type="checkbox"/>	2	2	110	Unit 2		+ -				<input checked="" type="checkbox"/>	

Step IV. Scroll to the right side & select WBS / Activities against product to **WBS / Activities** in particular modules i.e **PGOLD, EPMO, EPCPROMA, LAPMA, WHAM, MFA, EPCPROMA, TNT, PROAPPS & COCOSYS**.

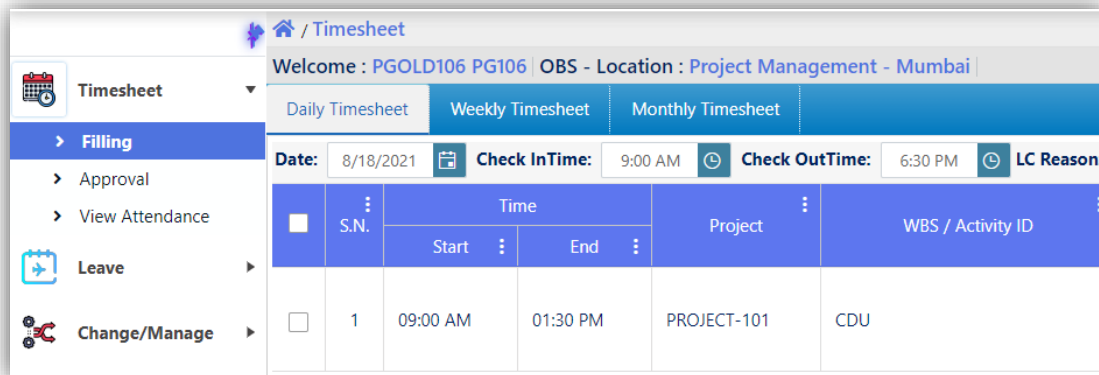
National Oil Limited											
Project Activities											
Select Project: BS VI Fuel Capacity Upgradation											
	S.N.	WBS Level	WBS / Activity ID	WBS / Activity Name	WBS / Activity Code	PGOLD	EPMO	EPCPROMA	LAPMA	WHAM	MFA
<input type="checkbox"/>	1	1	100	Unit1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	2	1.1	1001	Functions		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	3	2	110	Unit 2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Time Sheet

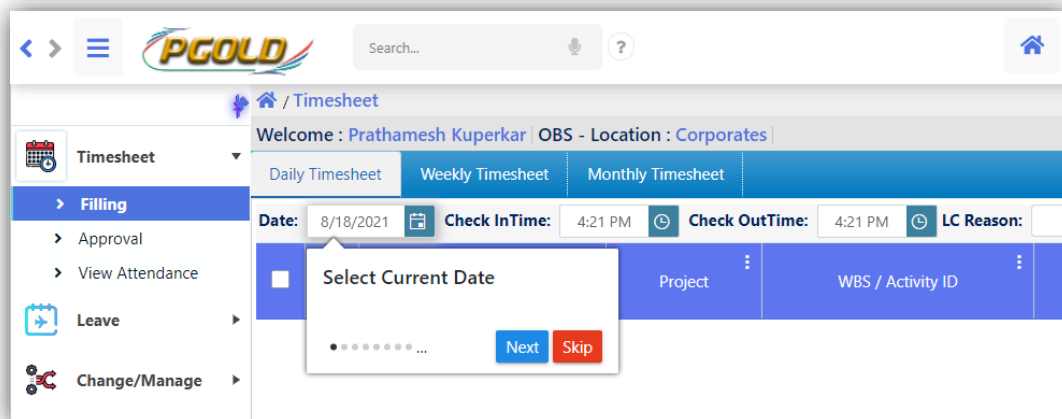
Select time sheet module to proceed.

1. Filing:

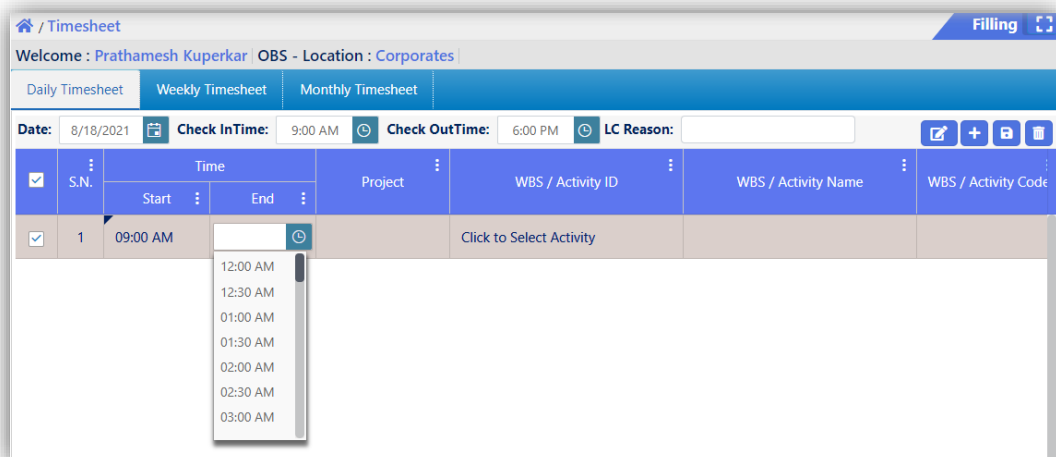
Step I. For filing time sheet select tab **Daily Timesheet**.



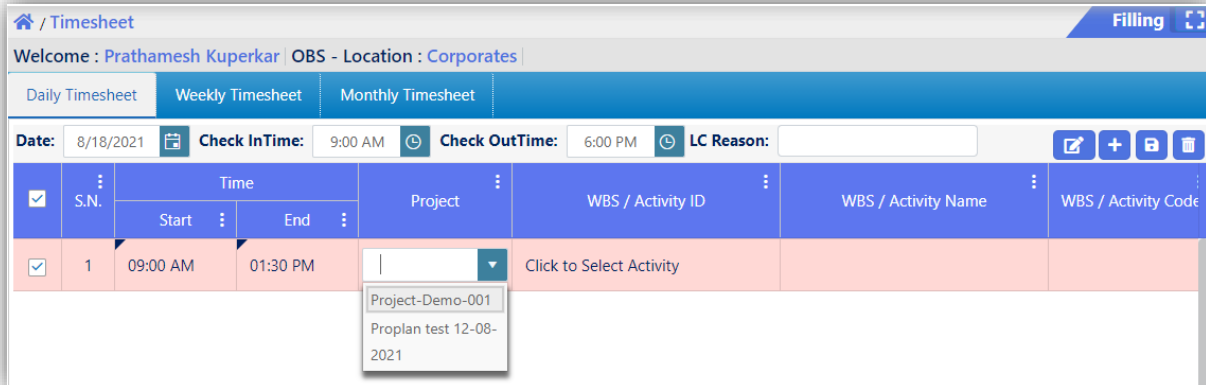
Step II. Select **Date**, **Check-In Time**, **Check-Out Time** & click on **Add (+)** button.



Step III. Select **Start & End Time**.



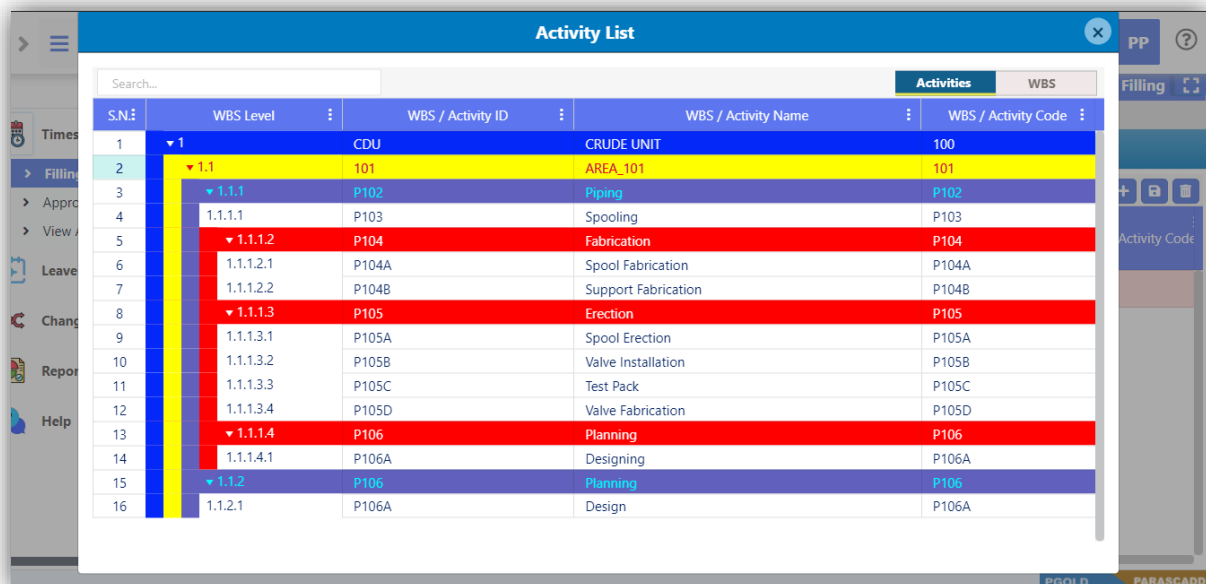
Step IV. Select **Project** from Drop-down.



The screenshot shows the 'Timesheet' interface with the 'Daily Timesheet' tab selected. The 'Project' dropdown menu is open, showing options: 'Project-Demo-001' and 'Proplan test 12-08-2021'.

WBS / Activity ID	WBS / Activity Name	WBS / Activity Code
Click to Select Activity		

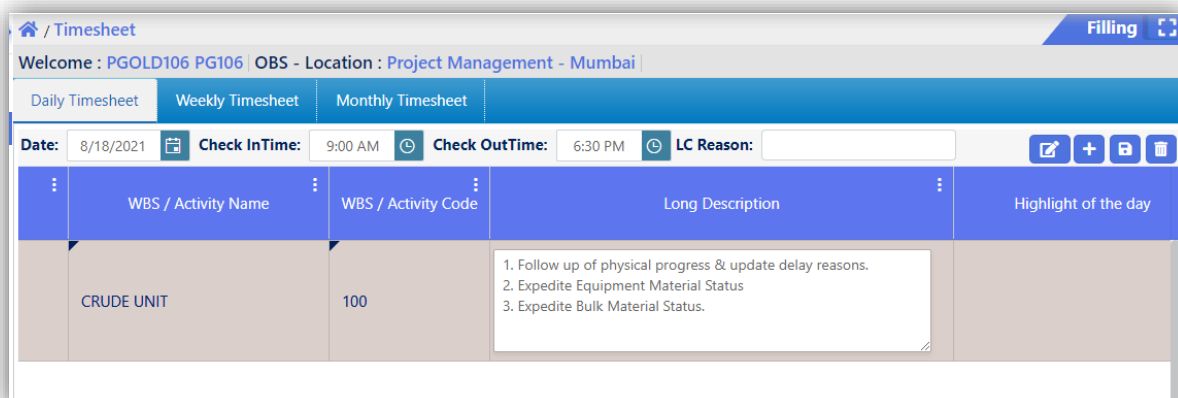
Step V. Click on **WBS / Activity ID** Column & **choose any WBS or activity by double clicking** (Remaining WBS Details will be automatically filled).



The screenshot shows the 'Activity List' dialog box with a table of activities. The 'WBS / Activity ID' column is highlighted, and the 'P106' activity is selected.

S.N.	WBS Level	WBS / Activity ID	WBS / Activity Name	WBS / Activity Code
1	1	CDU	CRUDE UNIT	100
2	1.1	101	AREA_101	101
3	1.1.1	P102	Piping	P102
4	1.1.1.1	P103	Spooling	P103
5	1.1.1.2	P104	Fabrication	P104
6	1.1.1.2.1	P104A	Spool Fabrication	P104A
7	1.1.1.2.2	P104B	Support Fabrication	P104B
8	1.1.1.3	P105	Erection	P105
9	1.1.1.3.1	P105A	Spool Erection	P105A
10	1.1.1.3.2	P105B	Valve Installation	P105B
11	1.1.1.3.3	P105C	Test Pack	P105C
12	1.1.1.3.4	P105D	Valve Fabrication	P105D
13	1.1.1.4	P106	Planning	P106
14	1.1.1.4.1	P106A	Designing	P106A
15	1.1.2	P106	Planning	P106
16	1.1.2.1	P106A	Design	P106A

Step VI. Enter necessary details in column **Long Description, Highlights of the day** & click on **Save** button.




The screenshot shows the 'Timesheet' interface with the 'Daily Timesheet' tab selected. The 'Long Description' and 'Highlight of the day' fields are visible.

WBS / Activity Name	WBS / Activity Code	Long Description	Highlight of the day
CRUDE UNIT	100	1. Follow up of physical progress & update delay reasons. 2. Expedite Equipment Material Status 3. Expedite Bulk Material Status.	

Step VII. Repeat all previous steps for adding more rows in daily time sheet.

Step VIII. To View All weekly & monthly records of time sheet can be view form **Weekly Timesheet & Monthly Timesheet** Tabs.

 / Timesheet

Filling

Welcome : pgold109 pg109 OBS - Location : Project Management - Mumbai

Daily Timesheet

Weekly Timesheet

Monthly Timesheet

Week : --Select--

Month : --Select--

Year : --Select--

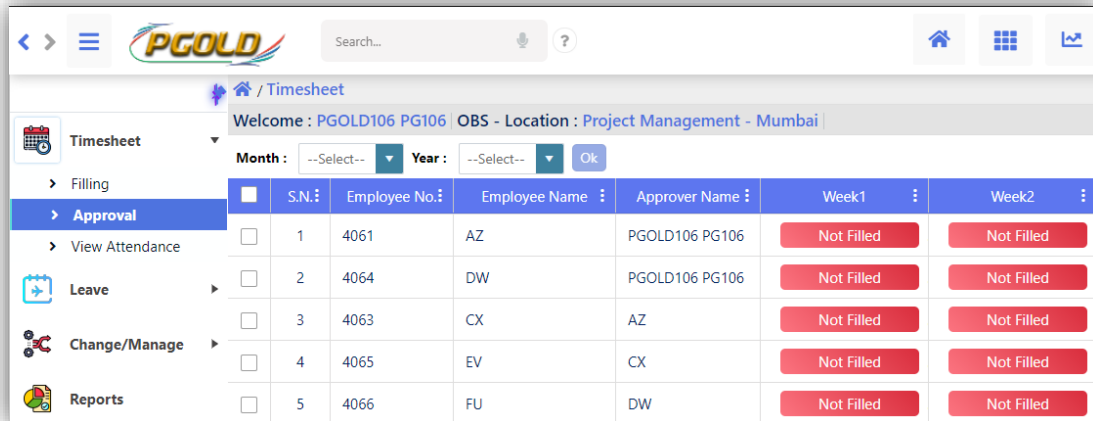
Ok

Project	Working Hours								
	Overall Total	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Std_Total
Project-001	10:00	08:00							08:00
Total Working Hours	10:00	08:00							08:00
Check-In Time		09:00 AM							
Check-Out Time		06:00 PM							

2. Approval:

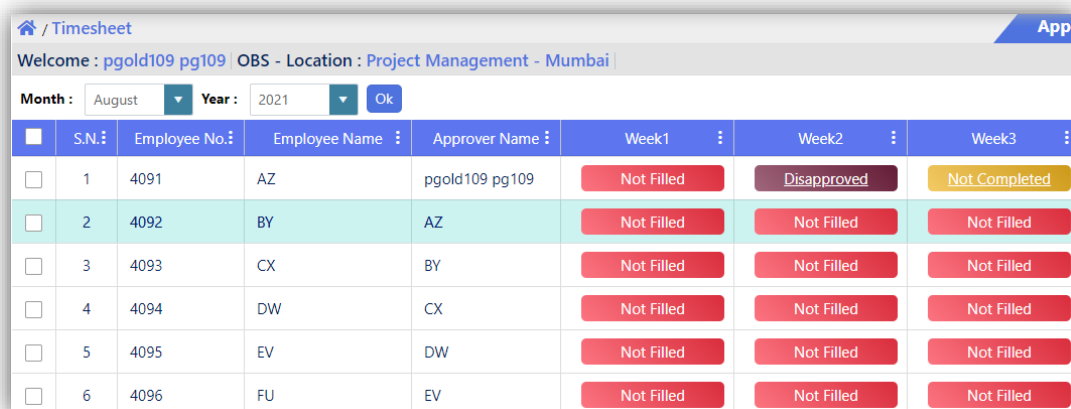
Step I. Select **Approval** tab from **Master Menu**.

Step II. Select **Month & year** and click on **Ok**



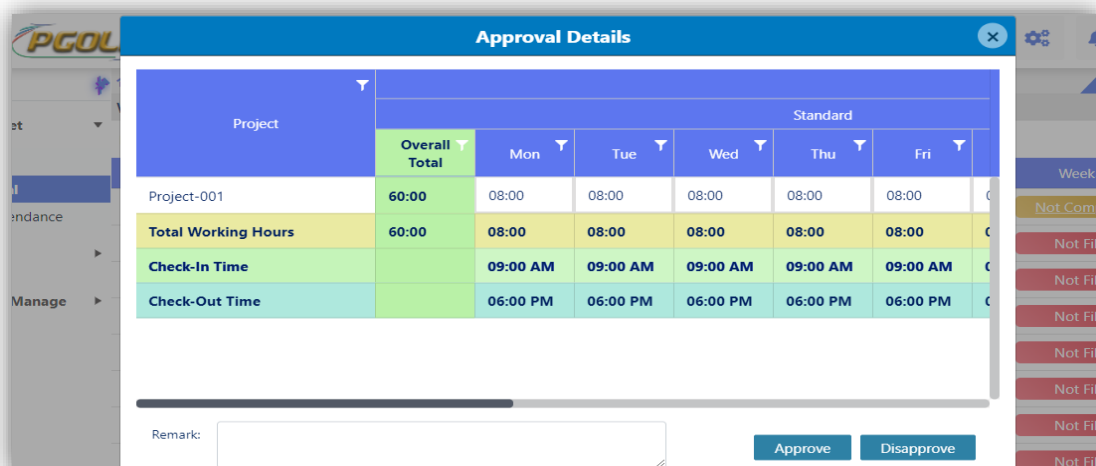
S.N.	Employee No.	Employee Name	Approver Name	Week1	Week2
1	4061	AZ	PGOLD106 PG106	Not Filled	Not Filled
2	4064	DW	PGOLD106 PG106	Not Filled	Not Filled
3	4063	CX	AZ	Not Filled	Not Filled
4	4065	EV	CX	Not Filled	Not Filled
5	4066	FU	DW	Not Filled	Not Filled

Step III. Click on **Completed** or **Disapproved** weekly timesheet against **Employee Name**



S.N.	Employee No.	Employee Name	Approver Name	Week1	Week2	Week3
1	4091	AZ	pgold109 pg109	Not Filled	Disapproved	Not Completed
2	4092	BY	AZ	Not Filled	Not Filled	Not Filled
3	4093	CX	BY	Not Filled	Not Filled	Not Filled
4	4094	DW	CX	Not Filled	Not Filled	Not Filled
5	4095	EV	DW	Not Filled	Not Filled	Not Filled
6	4096	FU	EV	Not Filled	Not Filled	Not Filled

Step IV. Review the Timesheet and mention **Remark** if any, then click on **Approve** or **Disapprove**




Project	Overall Total	Mon	Tue	Wed	Thu	Fri
Project-001	60:00	08:00	08:00	08:00	08:00	08:00
Total Working Hours	60:00	08:00	08:00	08:00	08:00	08:00
Check-In Time		09:00 AM	09:00 AM	09:00 AM	09:00 AM	09:00 AM
Check-Out Time		06:00 PM	06:00 PM	06:00 PM	06:00 PM	06:00 PM




Remark:

Approve Disapprove

Step V. Approved Timesheets will be highlighted with **Green** colour

 / Timesheet

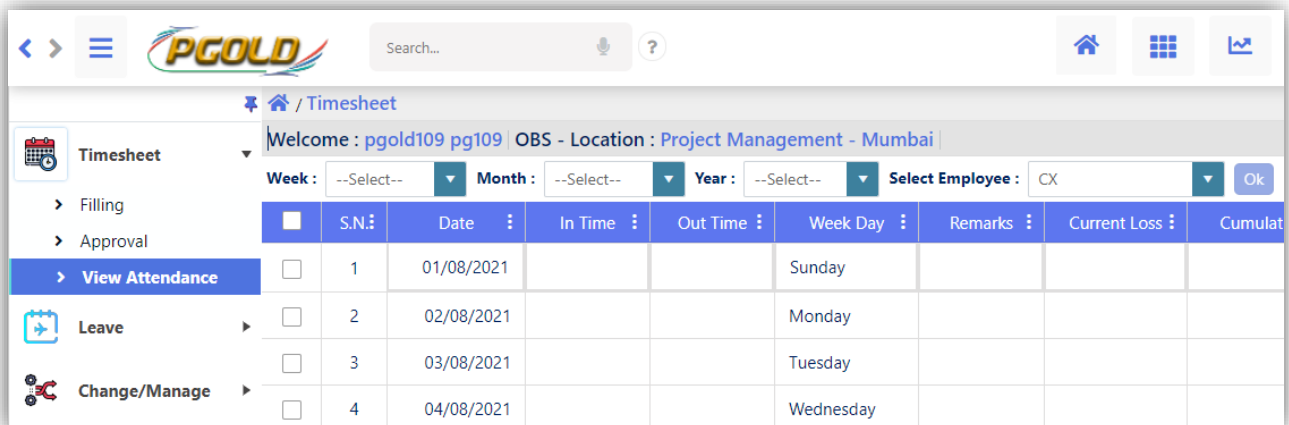
Welcome : pgold109 pg109 | OBS - Location : Project Management - Mumbai

Month : --Select--  Year : --Select--  

<input type="checkbox"/>	S.N. :	Employee No. :	Employee Name :	Approver Name :	Week1 :	Week2 :	Week3 :
<input type="checkbox"/>	1	4091	AZ	pgold109 pg109	Not Filled	Approved	Not Completed
<input type="checkbox"/>	2	4092	BY	AZ	Not Filled	Not Filled	Not Filled
<input type="checkbox"/>	3	4093	CX	BY	Not Filled	Not Filled	Not Filled
<input type="checkbox"/>	4	4094	DW	CX	Not Filled	Not Filled	Not Filled

3. View Attendance:

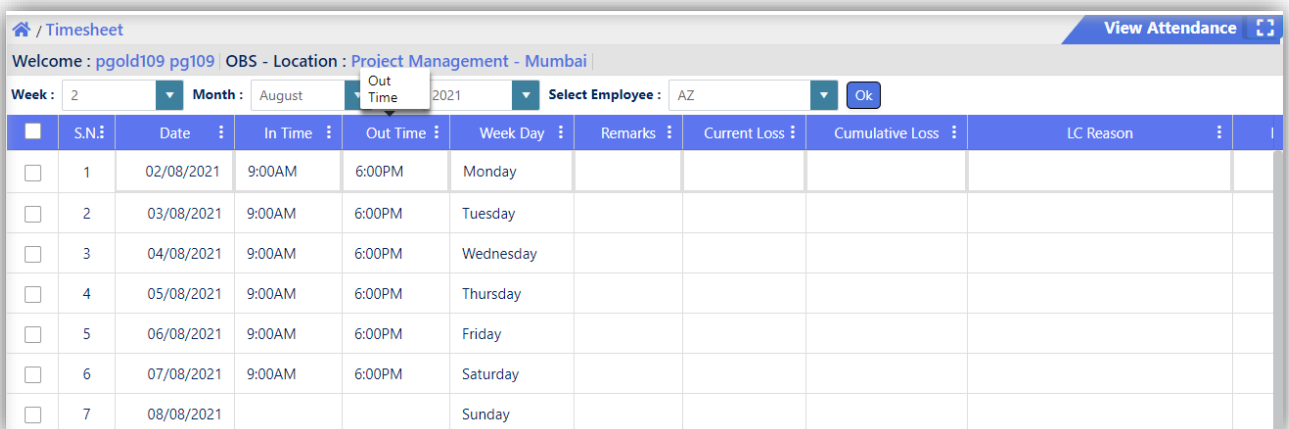
Step I. To proceed in **Attendance** View form, Choose **Attendance** tab from **Master Menu**



The screenshot shows the PGOLD Timesheet interface. The 'View Attendance' tab is selected in the Master Menu. The interface displays a table with columns: S.N., Date, In Time, Out Time, Week Day, Remarks, Current Loss, and Cumulative Loss. The data rows show dates from 01/08/2021 to 04/08/2021.

S.N.	Date	In Time	Out Time	Week Day	Remarks	Current Loss	Cumulative Loss
1	01/08/2021			Sunday			
2	02/08/2021			Monday			
3	03/08/2021			Tuesday			
4	04/08/2021			Wednesday			

Step II. Select **Week, Month, Year & Employee** to get attendance record.



The screenshot shows the PGOLD Timesheet interface with the 'View Attendance' form. The filters are set to Week: 2, Month: August, Year: 2021, and Employee: AZ. The interface displays a table with columns: S.N., Date, In Time, Out Time, Week Day, Remarks, Current Loss, Cumulative Loss, LC Reason, and I.

S.N.	Date	In Time	Out Time	Week Day	Remarks	Current Loss	Cumulative Loss	LC Reason	I
1	02/08/2021	9:00AM	6:00PM	Monday					
2	03/08/2021	9:00AM	6:00PM	Tuesday					
3	04/08/2021	9:00AM	6:00PM	Wednesday					
4	05/08/2021	9:00AM	6:00PM	Thursday					
5	06/08/2021	9:00AM	6:00PM	Friday					
6	07/08/2021	9:00AM	6:00PM	Saturday					
7	08/08/2021			Sunday					