REALTIME®
Power of Biometrics

Realsoft
A complete solutions for attendance & payroll

Realsoft 26.11

Attendance & Payroll Management System

Sales Team Manual

Product knowledge · Demonstration guide · Screen reference

Edition 1.0 · November 2026

For sales staff and authorised partners

Document information

Item	Details
Title	Realsoft 26.11 Sales Team Manual
Product	Realsoft 26.11 Attendance & Payroll Management System
Edition	1.0, November 2026
Audience	Sales executives, pre-sales engineers, channel partners
Scope	Product overview, selling guide, demonstration script, screen reference, FAQ, glossary and quick reference
Screen pictures	Drawn from the Realsoft 26.11 form layouts, filled with fictional demonstration data

All company and employee names in this manual are fictional and used for demonstration only. Product names and features are as found in Realsoft 26.11. Prices and licence terms are published separately.

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1. About this manual

This manual equips the sales team to present, demonstrate and position **Realsoft 26.11**, the Windows attendance and payroll package that works with biometric attendance machines. It explains what the product does, which customer problems it solves, how to run a convincing demonstration, and what every main screen is for.

1.1 Who should read it

Reader	Use this manual to
Sales executives and account managers	Learn the product story, qualify leads and run demonstrations.
Pre-sales and demo engineers	Prepare demo data, answer technical questions and plan installation.
Channel partners and dealers	Understand the features they resell and set the right customer expectations.
New joiners	Get a complete overview of the product in one place.

1.2 How the manual is organised

- **Chapters 2 to 5** are the sales chapters: the product at a glance, how to sell it, getting around the software, and a ready-made demo script.
- **Chapters 6 to 11** are the screen reference. Each screen has a picture, the menu path, the steps to use it, a table of its fields, and a sales tip.
- **Chapters 12 to 15** are the handover checklist, frequently asked questions, a glossary and a one-page quick reference.

1.3 Conventions

Style	Meaning	Example
Bold	A menu, button or field name exactly as it appears on screen	Click **Process**
A > B	A path through the menus	**Reports > Monthly Report**
HH.MM / HH:MM	A time or a duration in hours and minutes	00.10 means ten minutes
Coloured boxes	Sales tips, notes, cautions and suggested wording	See below

Sales tip: Green boxes give you a point to make to the customer, or a way to make the demo land.

Note: Blue boxes give background or a detail that is easy to miss.

Caution: Orange boxes flag something that can cost the customer data or time if done wrong.

What to say: Yellow boxes give suggested words you can use in front of a customer.

1.4 About the screen pictures

The screen pictures in this manual are drawn from the actual form layouts of Realsoft 26.11, so every field, button and label is where it is in the software. They are filled with fictional demonstration data (Demo Industries Ltd and its employees). Colours and fonts on a customer's PC can differ slightly with the Windows version and display settings.

2. Realsoft 26.11 at a glance

2.1 The one-minute pitch

> **What to say:** "Realsoft 26.11 connects to your biometric attendance machines, pulls every punch automatically, and turns it into accurate attendance: late arrivals, early departures, overtime, leave, holidays and shifts, all by your company's own rules. From the same data it runs your monthly salary, prints payslips and produces PF and ESI statements. One package, from the finger on the machine to the payslip in the employee's hand."

2.2 How it works

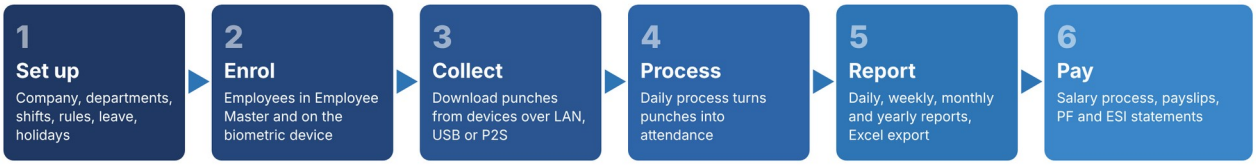


Figure 1. *The Realsoft workflow, from setup to salary*

Everything in the product follows these six steps. When you demonstrate, follow the same order and the customer will see a complete story rather than a list of screens.

2.3 Who buys Realsoft

Customer type	Typical need	Features to show
Factories and plants	Shifts round the clock, night shifts, overtime, contract and permanent workers	Shift Master, Shift Pattern, rotational shifts, OT rules, Category Master
Hospitals and clinics	Rotating duty rosters, night duty, strict late marking	Shift Pattern, Generate Shift, Monthly Performance report
Schools and colleges	Staff attendance, holidays, leave balances	Holiday Master, Leave Master, Leave Register
Offices and IT companies	Flexible arrival grace, half days, Saturday rules, email to staff	Category Master, Saturday Off and Half Day options, Send Email
Retail chains and multi-company groups	Several companies or branches, several machines	Company Master, multiple machines, Show All Company, user rights per company
Secured premises	Door access history	Access Control Report, 4-door controller download

2.4 Key capabilities

Area	What Realsoft 26.11 does
Organisation	Multiple companies, departments, designations and employee categories

Area	What Realsoft 26.11 does
Employees	Full employee record with photo, ID numbers, bank account, salary heads, PF and ESI numbers. Bulk import from Excel.
Shifts	Fixed and rotational shifts, night shifts, lunch breaks, half-day timing, shift patterns, auto shift, up to four shifts per employee
Attendance rules	Late and early grace, half day or absent after a set late time, absent after a number of lates in a month, minimum hours for present and half day, duplicate punch filter
Overtime	Overtime by worked hours or by departure time, a minimum OT to count, an OT rate (for example 1.5x), or compensatory off instead of payment
Leave and holidays	Leave types with quota, carry forward, accumulation limit and encashment. Holiday calendar by shift or department. Year-end balance transfer.
Devices	Download punches over LAN, USB or P2S; enrol, upload and delete users on the device; set device time; data converter for USB and SD-card files; 4-door access controller
Corrections	Manual punches with remarks, manual corrections, muster roll correction before salary
Payroll	Ten earning heads, eight deduction heads, PF, FPF and ESI percentages, loans with monthly instalments, monthly or periodic salary
Reports	More than 60 ready reports: daily, weekly, monthly, yearly, salary, access control and master lists, plus a report you design yourself. Export to Excel and CSV.
Security	User accounts, menu rights per user (Add, View, Modify, Delete), extra passwords for Setup and Data Transfer, database backup and restore

2.5 System requirements

Item	Requirement
Operating system	Microsoft Windows 10 or 11, 32-bit or 64-bit (recommended)
Framework	Microsoft .NET Framework 4.8 (already part of current Windows versions)
Database	Built-in Microsoft Access database file (ARMS.mdb) in the application folder. No separate database server or licence is needed.
Reports	Report runtime components are installed with the setup
Network	LAN connection to devices for network download; a USB port for USB download
Email (optional)	An email account with SMTP access, for example Gmail, for sending monthly attendance to staff

> **Note:** Because the database is a single file, backup is simple: **Administration > Backup** copies it to any folder or drive. Suggest a daily backup to a second disk or a cloud-synced folder.

2.6 Supported attendance devices

The device lists in the software (**Machine Setup** and the **USB Converter**) cover the Realtime device families, including the T-series (for example T-5N, T-6, T-11N, T-36N, T-52F+, T-60, T-62, T-71F, T-302F, T-501F, T-602F), the Face-ID and Face-71F face readers, the RS and RP series (RS-9, RS-10, RS-20+), C-series card readers (C101, C110T, C121TA), the Pro 1100+ and Pro 1400F-1500F models, and the 4-door access controller.

Devices without a network port can still be used: download the data to a pen drive and load it with **Data Convertor > USB Converter**.

> **Caution:** Always confirm the customer's exact device model against these lists before you promise network download. If the model is not listed, check with the product team first.

3. Selling Realsoft 26.11

3.1 Customer problems and the Realsoft answer

What the customer says	What Realsoft does about it
"Our HR team spends days every month working out attendance from registers and machine printouts."	Punches are downloaded and processed automatically. The monthly attendance and salary are ready in minutes.
"People come late and nobody tracks it."	Category rules set the grace time, mark half day or absent after a set late time, and can mark an absence after a number of lates in a month. Late Memo reports name every late comer.
"Overtime claims are always disputed."	Overtime is worked out from actual punches using one of two formulas, with a minimum to ignore and a pay rate. The Over Time report shows it day by day.
"We run three shifts and they rotate every week."	Shift Patterns rotate shifts weekly, fortnightly or monthly, and Auto Shift can pick the shift from the first punch.
"Leave balances are kept in Excel and never match."	The Leave Register records opening balance, credits, availed leave and encashment. Balances carry forward at year end.
"We have several companies and branches."	One installation handles many companies and machines. Each user sees only the companies assigned to them.
"We need PF and ESI statements every month."	PF, FPF and ESI percentages are set per company, and the statements are printed from Salary Reports.
"Employees ask for their attendance all the time."	Send Email mails each employee their monthly attendance.

3.2 Discovery questions

Ask these questions early. The answers tell you which screens to show and which features matter.

1. How many employees, companies and locations do you have? How many attendance machines, and which models?
2. Do you run fixed shifts, rotating shifts or night shifts? Do shifts change weekly or monthly?
3. How do you treat late arrival today? Is there a grace time? When does a late arrival become a half day?
4. Do you pay overtime? From what time, at what rate, or do you give compensatory off?
5. Which leave types do you have, and do balances carry forward or get encashed?
6. Is Saturday a full day, a half day, or off on some weeks of the month?
7. Do you also want to run salary in the same software? Do you deduct PF and ESI? Do you give loans or advances to staff?
8. Who will use the software, and should some users see only some companies or menus?
9. Which reports do management and auditors ask for every month?

3.3 Features and benefits

Feature	Benefit to the customer	Where to show it
Automatic download from all machines	No manual data entry, no lost punches	Process > Data Transfer
Rule-based attendance processing	The same rules every day for every employee, with no arguments	File > Category Master, File > Setup
Live dashboard	Today's present, absent and late counts as soon as the software opens	Main window
Shift patterns and Auto Shift	Rotating rosters without monthly manual work	File > Shift Pattern Master
Leave register	Accurate balances and an audit trail of every leave	Transaction > Update Leave Register
Integrated payroll	Salary straight from attendance; no re-keying	Process > Salary Process
Loans and advances	Instalments are deducted automatically every month	Transaction > Update Loan
Over 60 reports with Excel export	Answers for HR, accounts, management and auditors	Reports menu
Customize Report	The customer chooses the columns, separator and file type for their own systems	Reports > Customize Report
User rights and passwords	Control over who sees and changes what	Administration menu
Single-file database and backup	Easy to protect and restore, with no server licence	Administration > Backup

3.4 Handling objections

Objection	Suggested response
"We already use Excel."	Excel needs someone to type or paste punches and apply rules by hand every month. Realsoft downloads and applies the rules automatically, and the reports still export to Excel.
"Our rules are unusual."	Show the Category Master and Setup screens. Most rules are settings, not custom programming: grace times, half-day limits, late counts, OT formulas, Saturday options and minimum hours.
"We are worried about losing data."	The database is a single file. Backup and restore take one click, and the backup can go to any drive.
"We have devices from different series."	Several machines and several machine types can be set up together, and data can be downloaded from all machines in one go.
"Our staff are not computer experts."	The daily routine is three steps: Data Transfer, Daily Process, Daily Report. The toolbar has a large button for each.

Objection	Suggested response
"We only need attendance, not payroll."	Payroll is switched on or off in Setup. The customer can start with attendance and turn payroll on later.

3.5 Qualification checklist

Before you send a quotation, confirm and record the following:

- Number of employees, companies and branches
- Device models and quantity, and how they connect (LAN, USB, P2S)
- Shift structure and overtime policy
- Whether payroll, PF/ESI and loans are needed
- Number of software users and the PC that will run Realsoft
- Required reports and any export format needed by accounts
- Who on the customer side will own the data and the backup

> **Note:** Prices, licence terms and support plans are not part of the software. Always quote from the current official price list.

4. Getting around the software

4.1 Logging in

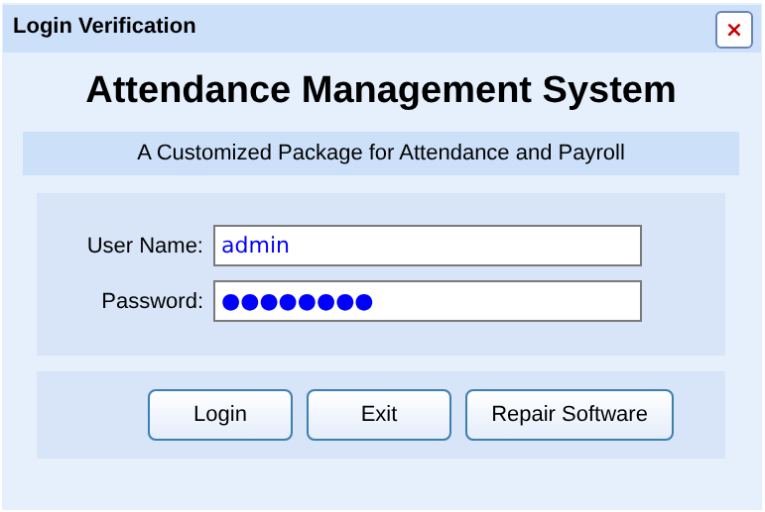


Figure 2. *Login Verification screen*

1. Double-click the Realsoft icon on the desktop.
2. Type the **User Name** and **Password**.
3. Click **Login**. The main window opens with the dashboard.

Button	Purpose
Login	Checks the user name and password and opens the main window.
Exit	Closes the software.
Repair Software	Runs the repair utility that compacts and repairs the database. Use it if the software reports a damaged database, after taking a backup.

4.2 The main window

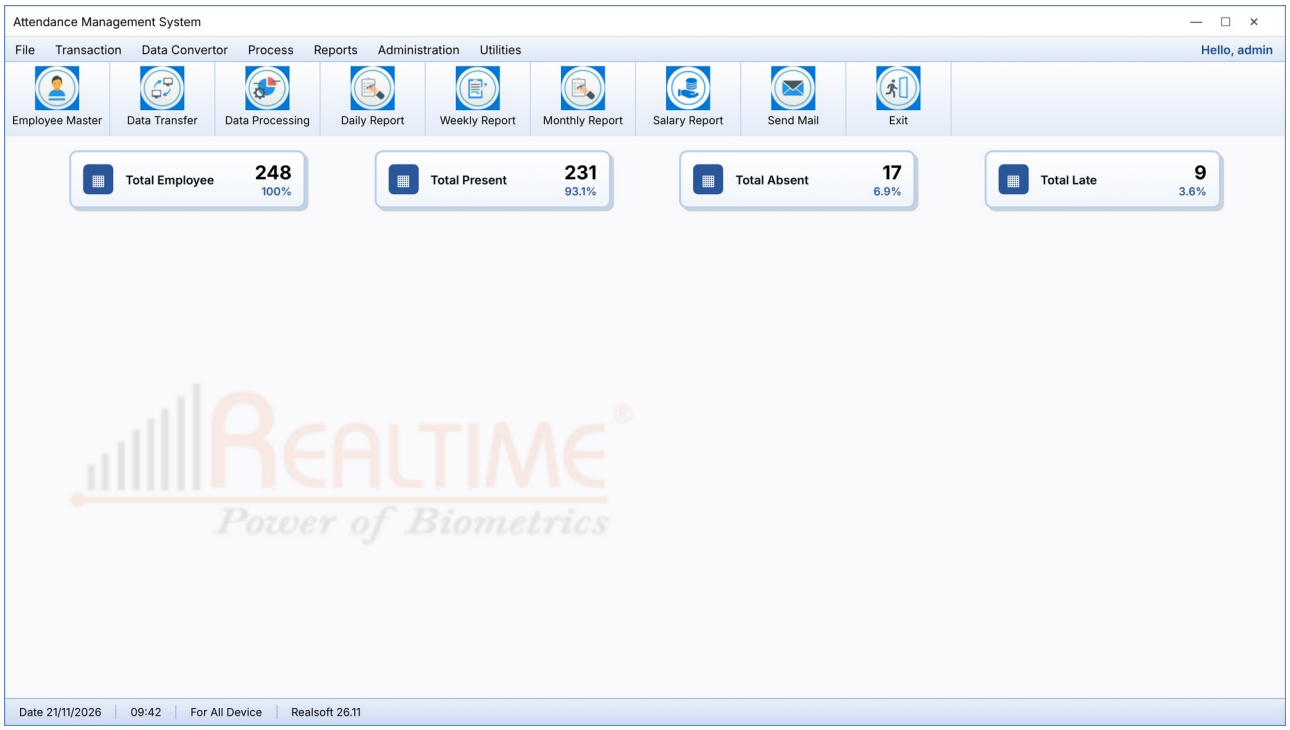


Figure 3. *Main window with menu bar, toolbar and dashboard cards*

The main window has four parts:

- **Menu bar** with File, Transaction, Data Convertor, Process, Reports, Administration and Utilities. The logged-in user is greeted at the right ("Hello, admin").
- **Toolbar** with one large button for each everyday task.
- **Dashboard cards** showing today's Total Employee, Total Present, Total Absent and Total Late, with percentages. They refresh automatically. Click a card to see the list of employees behind the number.
- **Status bar** with the date, time, device mode and software version.

> **Sales tip:** Open the demo on the dashboard. A manager understands "231 present, 17 absent, 9 late" in two seconds. Then click **Total Late** to show the names behind the number.

4.3 Toolbar buttons

Button	Opens
Employee Master	Add or change employee records
Data Transfer	Download punches from the attendance machines
Data Processing	Process downloaded punches into attendance
Daily Report	Reports for a single day
Weekly Report	Reports for a date range
Monthly Report	Reports for a month
Salary Report	Payslips and statutory statements
Send Mail	Email monthly attendance to employees

Button	Opens
Exit	Close Realsoft

4.4 Menu map

Menu	Items
File	Setup, Machine Setup, Company Master, Department Master, Designation Master, Shift Master, Shift Pattern Master, Category Master, Leave Master, Holiday Master, Employee Master, Hardware Setup, Exit
Transaction	Generate Shift (For All Employee, For Single Employee), Update Leave Register, Transfer Leave Balance, Manual Punching, Manual Corrections, Update Loan
Data Convertor	USB Converter
Process	Data Transfer, Daily Manual Process, Data Transfer From 4Door Controller, Salary Process
Reports	Daily, Weekly, Monthly, Yearly, Access Control, Other (Master) and Salary reports; Export Daily, Weekly, Monthly, Yearly and Salary Report; Customize Report
Administration	User Manager, Assign Rights, Change Password, Security Password, Backup
Utilities	Search, Calculator

4.5 How every screen works

Almost every screen follows the same pattern, so once a user learns one screen they know them all:

- A **list** at the top shows the existing records. Click a record to see its details.
- **Add** clears the entry fields for a new record. **Edit** unlocks the selected record.
- **Save** stores the changes. **Cancel** discards them. **Delete** removes the selected record.
- **Close**, or the red cross at the top right, closes the screen.
- Report screens have **Select Company**, **Select Department**, **Select Shift** and **Select Employee** lists. Tick **All** or pick a few, then click the report button.
- Fields marked with a red star (*) must be filled in.

5. The 20-minute demonstration

This script tells the complete story in about twenty minutes. Load the demo database before the meeting so that every screen has data, and keep a device on the table if you can.

Time	Step	Screen	What to show
0:00	Open with the result	Main window	Dashboard cards; click Total Late to list late comers
2:00	Organisation	Company Master	Several companies, PF and ESI settings, salary heads
4:00	The rules	Category Master	Grace time, half day after a late arrival, absent after three lates, OT rate
6:00	Shifts	Shift Master, Shift Pattern	Day, evening and night shifts, lunch break, rotation
8:00	Employee record	Employee Master	Photo, department, card number, shift, weekly off, salary heads
10:00	Collect data	Data Transfer	Connect to the device and download today's punches
12:00	Process	Data Processing	Process today in one click and watch the progress bars
13:00	Daily reports	Daily Report	Present, Absent, Late and Performance reports
15:00	Monthly reports	Monthly Report	Monthly Performance, Late Memo, Attendance Summary; export to Excel
17:00	Salary	Salary Process, Salary Report	Process the month, show a payslip and the PF statement
19:00	Control and close	User Rights, Backup	Menu rights per user, one-click backup; ask for the order

Sales tip: Use the customer's own words. If they told you late arrivals are their biggest headache, spend longer on the Category Master and the Late Memo report and shorten the payroll part.

What to say: "So every morning your HR person clicks Data Transfer, then Data Processing, then Daily Report. Three clicks, and the attendance is done."

5.1 Preparing the demo laptop

- Install Realsoft 26.11 and load the demo database with at least two companies, five departments, four shifts and twenty employees.
- Process at least one full month so that monthly and salary reports have data.
- Check that a device on the same network answers on its IP address, or have a sample USB data file ready.

- Set the Windows date format to the customer's country format before the meeting.
- Close email and chat pop-ups, and set the screen to at least 1366 x 768.

6. Setting up the system

These screens are filled once when the software is installed, and changed only when the organisation changes. Fill them in the order of this chapter, because each screen uses the ones before it. For example, an employee needs a company, department, designation, category and shift to exist first.

6.1 Setup Parameters

Menu path: File > Setup

The Setup screen holds the system-wide switches that decide how attendance is calculated. It can be protected with its own password (see Security Password).

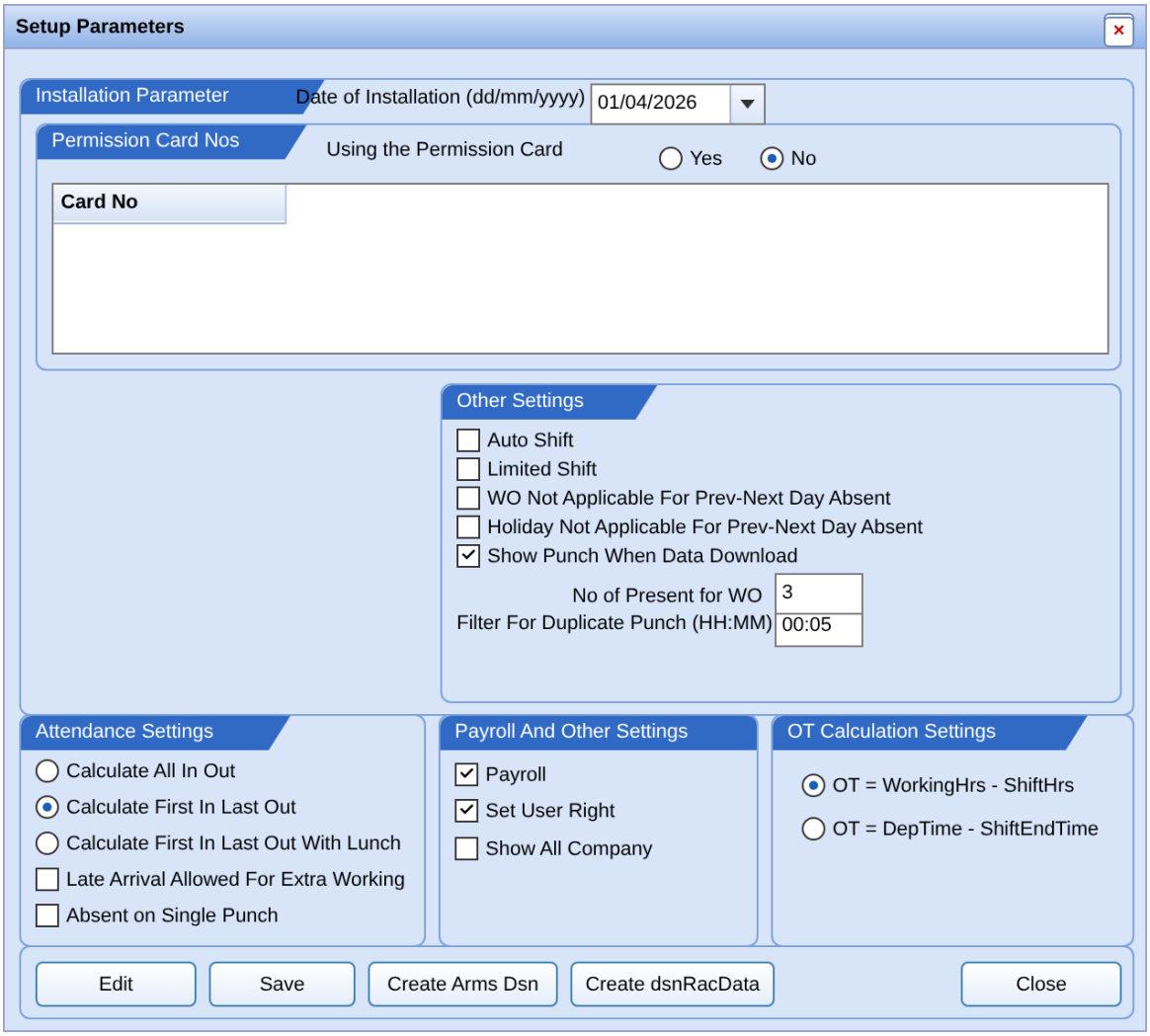


Figure 4. *Setup Parameters*

Setting	What it does
Date of Installation	The date from which the software keeps attendance.
Permission Card Nos, Using the Permission Card	The list of special permission card numbers, used only when the customer works with permission cards.
Auto Shift	The software chooses each employee's shift for the day from the time of the first punch.

Setting	What it does
Limited Shift	Restricts the auto shift choice to the shifts assigned to the employee.
WO / Holiday Not Applicable For Prev-Next Day Absent	A weekly off or holiday is not paid if the employee is absent on the day before and the day after (the "sandwich" rule).
Show Punch When Data Download	Shows each punch on screen as it is downloaded.
No of Present for WO	The number of days present needed to earn the weekly off.
Filter For Duplicate Punch (HH:MM)	Punches within this time of each other count as one. For example, 00:05 ignores a second punch within five minutes.
Calculate All In Out / First In Last Out / First In Last Out With Lunch	How punches are paired into working hours.
Late Arrival Allowed For Extra Working	When ticked, a late arrival is not counted as late. For organisations that allow flexible arrival.
Absent on Single Punch	Marks a day absent if there is only one punch.
Payroll	Turns the salary features on or off.
Set User Right	Turns on menu rights per user.
Show All Company	Lets users see all companies in report lists.
OT = WorkingHrs - ShiftHrs / OT = DepTime - ShiftEndTime	The overtime formula: worked hours beyond the shift length, or time after the shift end.

Sales tip: This one screen answers most "can it handle our policy" questions. Walk through it with the HR manager and tick the boxes that match their policy as you talk.

6.2 Company Master

Menu path: File > Company Master

Records each company or branch, with its contact details, PF and ESI rates, salary head names and the users allowed to see it.

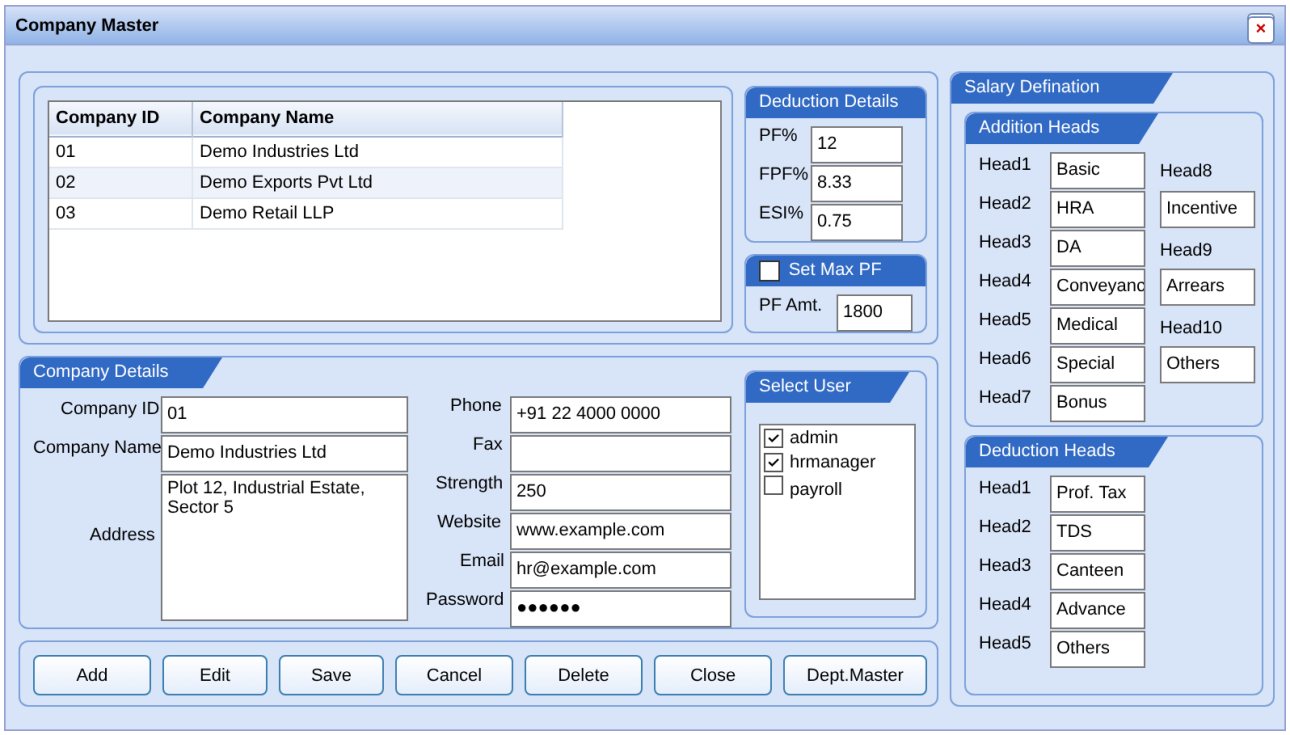


Figure 5. *Company Master*

Click **Add**, fill in the fields, then click **Save**. To change a record, select it in the list, click **Edit**, change it and click **Save**.

Field	What to enter	Example
Company ID	A short unique code	01
Company Name, Address, Phone, Fax, Website, Email	Company details printed on reports	Demo Industries Ltd
Strength	Number of employees	250
Password	The email password used when the company sends email	(hidden)
PF%, FPF%, ESI%	Statutory deduction rates	12, 8.33, 0.75
Set Max PF / PF Amt.	A ceiling on the PF amount, when ticked	1800
Select User	The software users who may see this company	admin, hrmanager
Addition Heads 1 to 10	Names of the earning heads used in salary	Basic, HRA, DA
Deduction Heads 1 to 5	Names of the deduction heads	Prof. Tax, TDS

Sales tip: Salary heads are names the customer chooses. Type the customer's own head names in the demo; it makes the payslip look like theirs.

6.3 Department and Designation Masters

Menu path: File > Department Master and **File > Designation Master**

Simple lists of departments and job titles. Reports can be filtered and grouped by department.

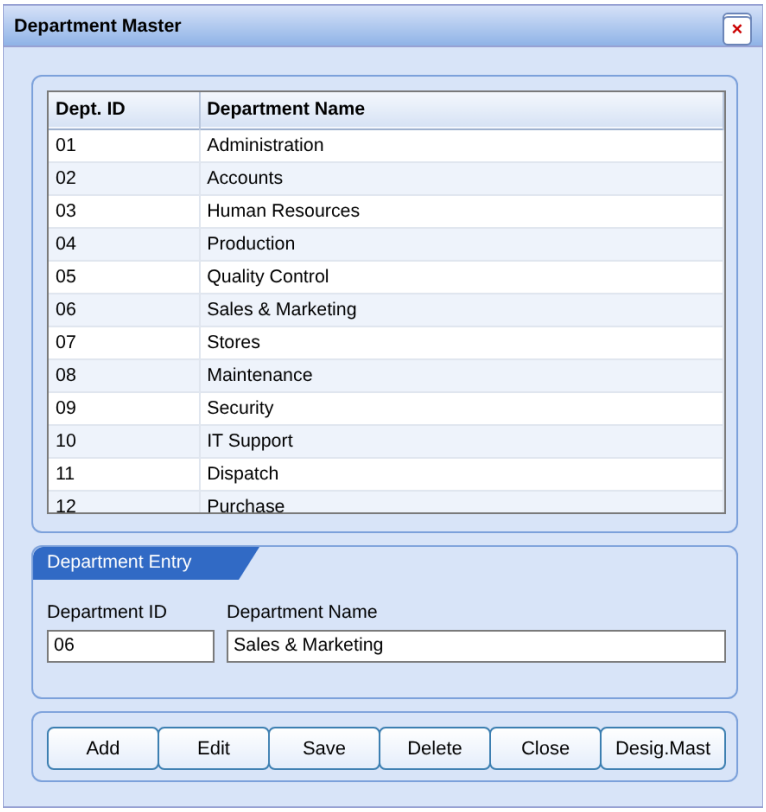


Figure 6. *Department Master*

Field	What to enter	Example
Department ID / Designation ID	A short unique code	06
Department Name / Designation Name	The full name	Sales & Marketing

The **Desig.Mast** and **Shift Master** buttons jump straight to the next setup screen, so the whole setup can be done in one pass.

6.4 Shift Master

Menu path: File > Shift Master

Defines each shift: its times, lunch break, half-day timing, minimum hours and weekly offs.

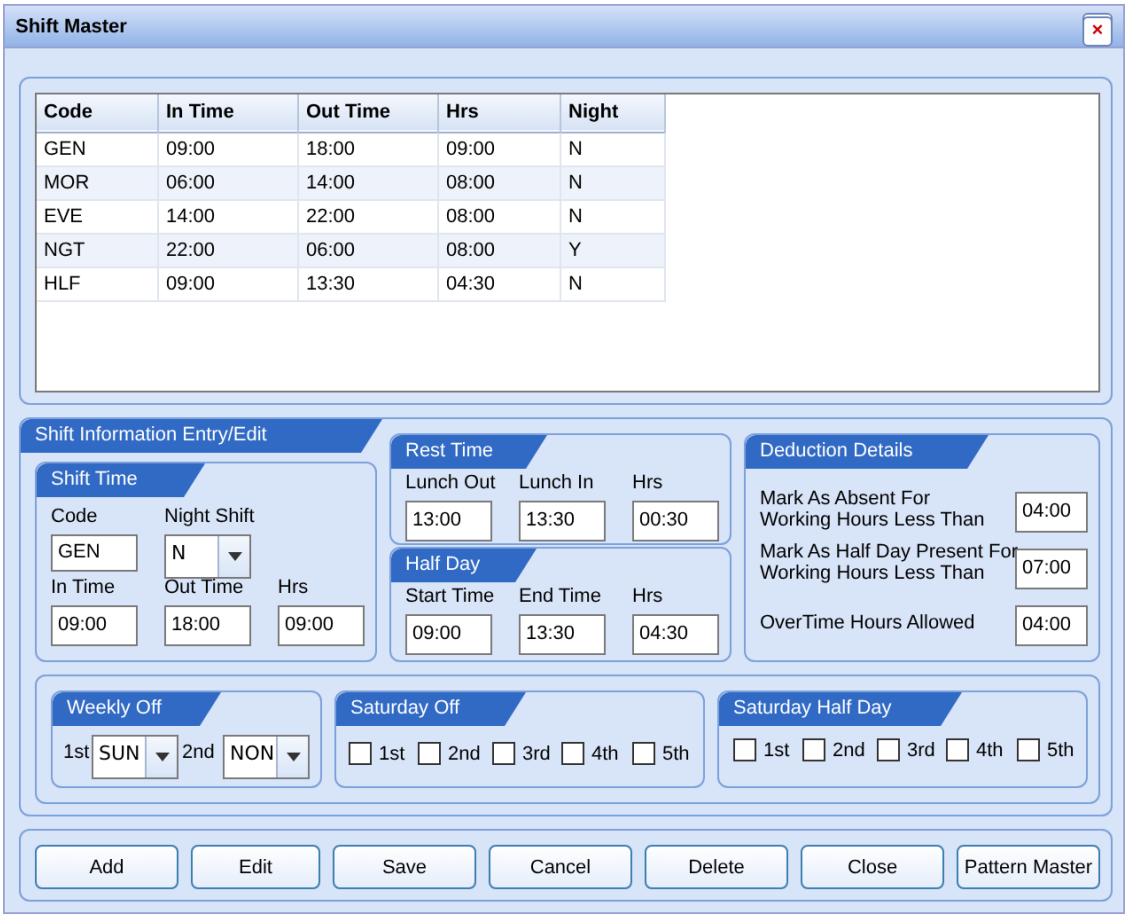


Figure 7. *Shift Master*

Click **Add**, fill in the fields, then click **Save**. To change a record, select it in the list, click **Edit**, change it and click **Save**.

Field	What to enter	Example
Code	A short shift code	GEN
Night Shift	Y if the shift crosses midnight	N
In Time, Out Time, Hrs	Shift start and end; hours are calculated	09:00, 18:00
Lunch Out, Lunch In	The rest break	13:00, 13:30
Half Day Start Time, End Time	The timing that counts as a half day	09:00 to 13:30
Mark As Absent For Working Hours Less Than	Below this, the day is absent	04:00
Mark As Half Day Present For Working Hours Less Than	Below this, the day is a half day	07:00
OverTime Hours Allowed	The most overtime counted in a day	04:00
Weekly Off 1st / 2nd	The weekly off days	SUN

Field	What to enter	Example
Saturday Off / Saturday Half Day	Which Saturdays of the month are off or half days	2nd and 4th

6.5 Shift Pattern Master

Menu path: File > Shift Pattern Master

A pattern is a sequence of shift codes that rotates automatically, for example morning, evening, night.

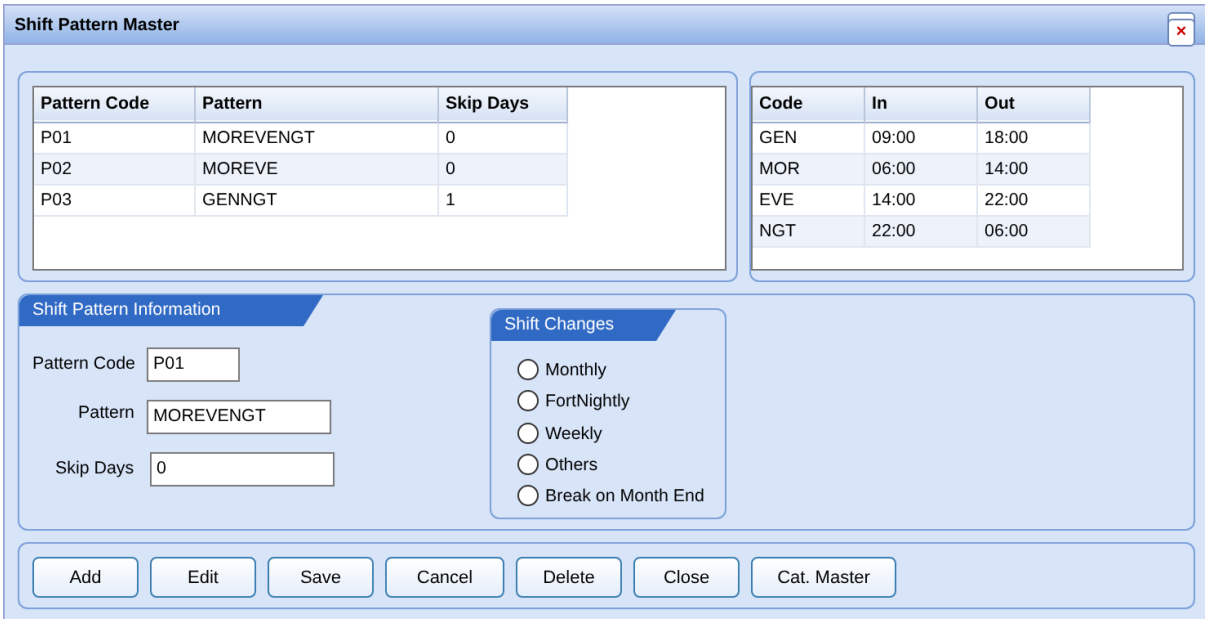


Figure 8. *Shift Pattern Master*

Field	What to enter	Example
Pattern Code	A short code	P01
Pattern	The shift codes in order, written together	MOREVENGT
Skip Days	Days to skip at each change	0
Shift Changes	How often the shift changes: Monthly, FortNightly, Weekly or Others	Weekly
Break on Month End	Restart the rotation at the start of each month	Off

> **What to say:** "Your night-shift rota rotates by itself. Nobody has to prepare next week's roster by hand."

6.6 Category Master: the attendance rules

Menu path: File > Category Master

A category is a group of employees who follow the same attendance rules, for example Staff, Workers or Management. This is where grace times, late penalties, overtime and compensatory off are set.

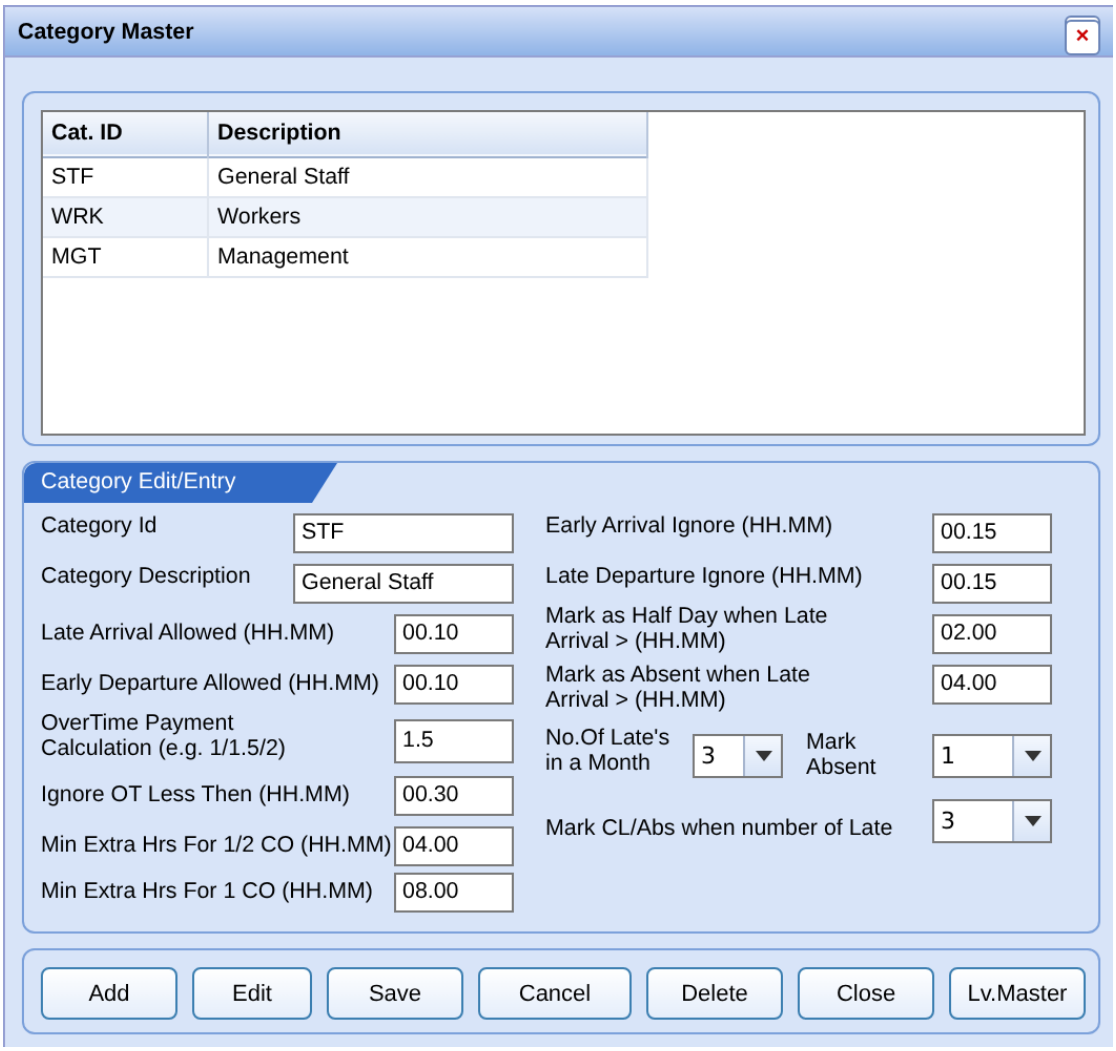


Figure 9. *Category Master*

Field	Meaning	Example
Category Id, Category Description	Code and name	STF, General Staff
Late Arrival Allowed (HH.MM)	Grace time after shift start	00.10
Early Departure Allowed (HH.MM)	Grace time before shift end	00.10
OverTime Payment Calculation	The overtime pay rate	1.5
Ignore OT Less Then (HH.MM)	Overtime below this is not counted	00.30
Min Extra Hrs For 1/2 CO, For 1 CO	Extra hours that earn a half or a full compensatory off	04.00, 08.00
Early Arrival Ignore, Late Departure Ignore	Coming in early or leaving late by less than this is not counted as extra time	00.15

Field	Meaning	Example
Mark as Half Day when Late Arrival >	A very late arrival becomes a half day	02.00
Mark as Absent when Late Arrival >	An extremely late arrival becomes absent	04.00
No. Of Late's in a Month, Mark Absent	For example, every 3 lates in a month mark 1 day absent	3, 1
Mark CL/Abs when number of Late	Deduct a casual leave (or mark absent) after this many lates	3

Sales tip: "Three lates equal one absent" is a policy many customers want and few systems do out of the box. Show it here, then show the result in the Late Memo report.

6.7 Leave Master

Menu path: File > Leave Master

Defines each type of leave and its terms.

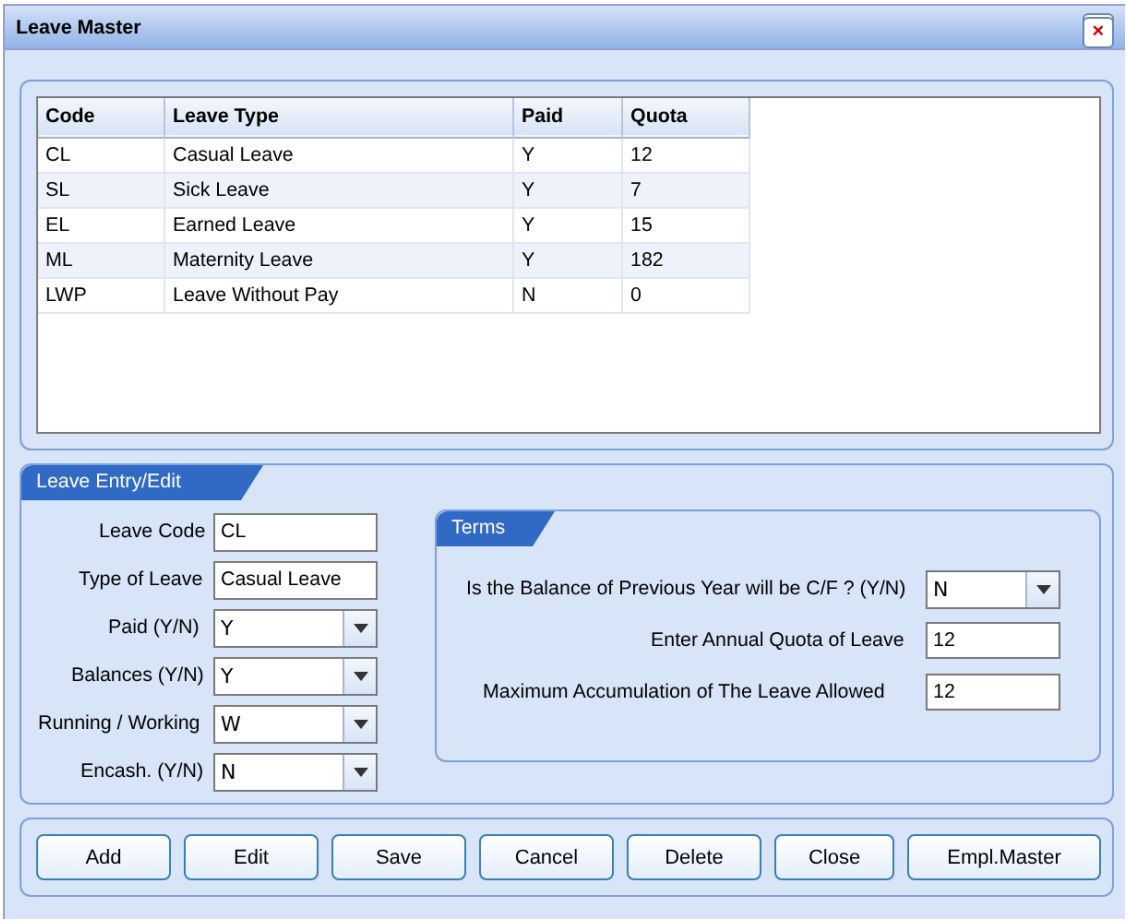


Figure 10. *Leave Master*

Field	Meaning	Example
Leave Code, Type of Leave	Code and name	CL, Casual Leave

Field	Meaning	Example
Paid (Y/N)	Whether the leave is paid	Y
Balances (Y/N)	Whether a balance is kept	Y
Running / Working	R counts calendar days, W counts working days only	W
Encash. (Y/N)	Whether unused leave can be encashed	N
C/F (Y/N)	Whether last year's balance carries forward	N
Annual Quota	Days granted per year	12
Maximum Accumulation	The highest balance allowed	12

6.8 Holiday Master

Menu path: File > Holiday Master

The holiday calendar. A holiday can apply to selected shifts or selected departments.

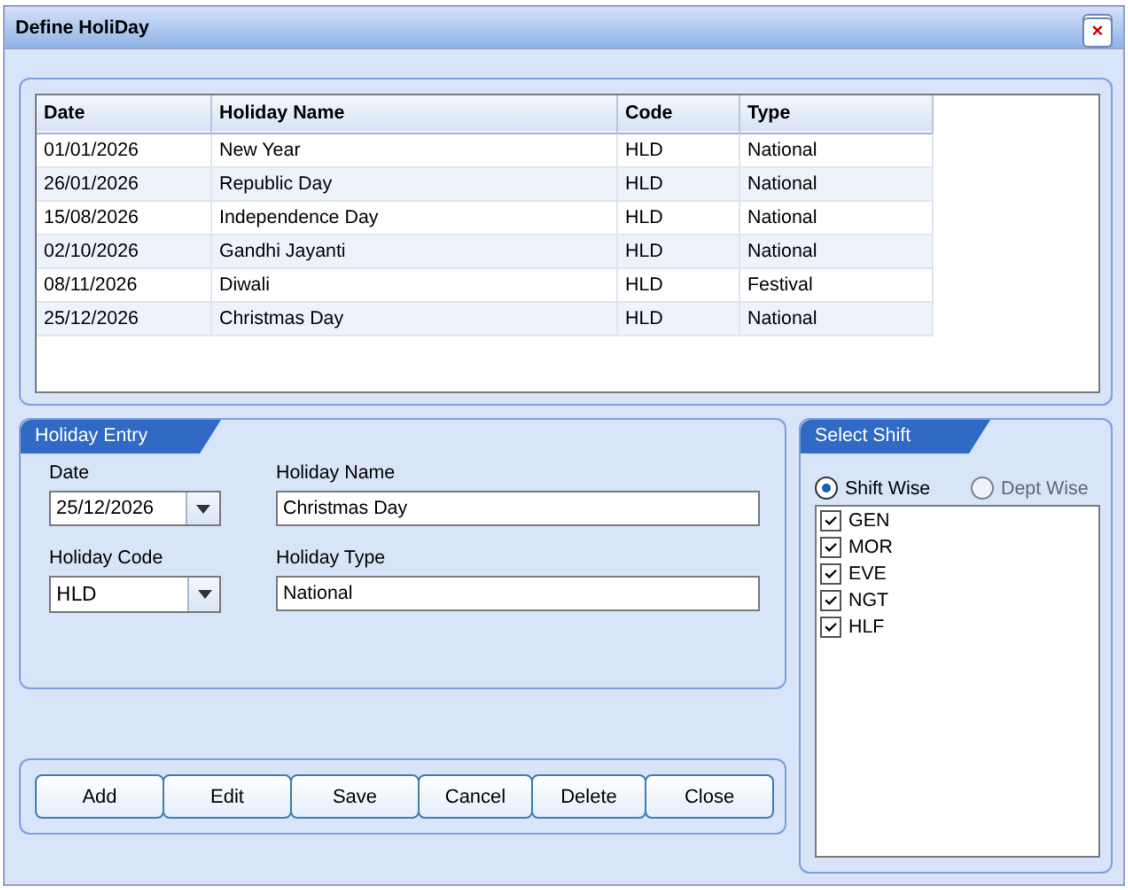


Figure 11. *Define Holiday*

Field	What to enter	Example
Date	The holiday date	25/12/2026
Holiday Name	The name	Christmas Day
Holiday Code, Holiday Type	Code and type	HLD, National

Field	What to enter	Example
Shift Wise / Dept Wise	Apply to the ticked shifts, or to the ticked departments	All shifts

6.9 Employee Master

Menu path: File > Employee Master, or the **Employee Master** toolbar button

The complete record of each employee: personal details, organisation, attendance settings, shift, and (when payroll is on) salary.

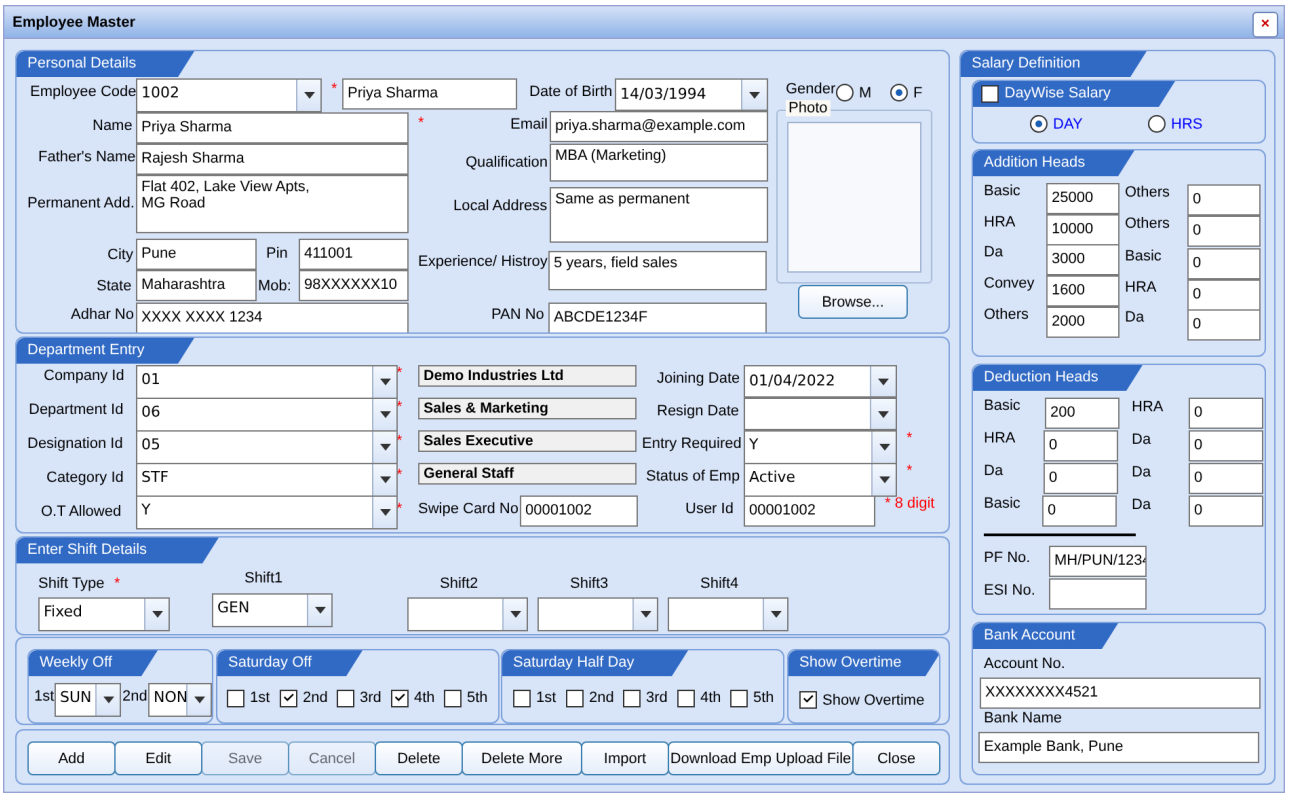


Figure 12. *Employee Master with the Salary Definition panel*

Click **Add**, fill in the fields, then click **Save**. To change a record, select it in the list, click **Edit**, change it and click **Save**. Use **Import** to load many employees from an Excel sheet; **Download Emp Upload File** gives the blank Excel template. **Delete More** removes several employees at once.

Personal Details

Field	What to enter
Employee Code *	A unique code for the employee
Name *, Father's Name, Date of Birth, Gender	Personal details
Email	Used by Send Email
Qualification, Experience/History	Free text
Permanent Add., Local Address, City, Pin, State, Mob	Address and phone
Adhar No, PAN No	National ID and tax numbers

Field	What to enter
Photo	Click **Browse...** to add a photograph. It appears on photo reports.

Department Entry

Field	What to enter
Company Id *, Department Id *, Designation Id *, Category Id *	Pick from the lists; the name appears alongside
O.T Allowed *	Y = overtime is paid, N = no overtime, C = compensatory off instead of overtime
Swipe Card No	The card number, for card readers
Joining Date, Resign Date	Employment dates. A resigned employee drops off the active lists.
Entry Required *	0 = no punch needed (always present), 1 = one punch is enough, 2 = in and out punches needed
Status of Emp *	Active or De Active
User Id *	The 8-digit enrolment number on the attendance machine

Shift and weekly off

Field	What to enter
Shift Type *	F = fixed shift, R = rotational shift
Shift1 to Shift4	The shifts the employee can work
Pattern Code, Starting Shift, Shift Start Date	For rotational shifts: the pattern and where it starts
Weekly Off, Saturday Off, Saturday Half Day	The employee's own weekly off rules
Show Overtime	Show overtime for this employee on reports

Salary Definition (when payroll is on)

Field	What to enter
DayWise Salary: DAY / HRS	Pay by days or by hours worked
Addition Heads	Monthly amount for each earning head (names come from Company Master)
Deduction Heads	Monthly amount for each fixed deduction
PF No., ESI No.	Statutory account numbers
Bank Account: Account No., Bank Name	For salary transfer

> **Caution:** The **User Id** must match the enrolment number on the machine exactly, including leading zeros. A mismatch is the most common reason an employee's punches do not appear.

7. Connecting the attendance machines

7.1 Machine Setup

Menu path: File > Machine Setup

Registers each attendance machine so that the software knows how to reach it.

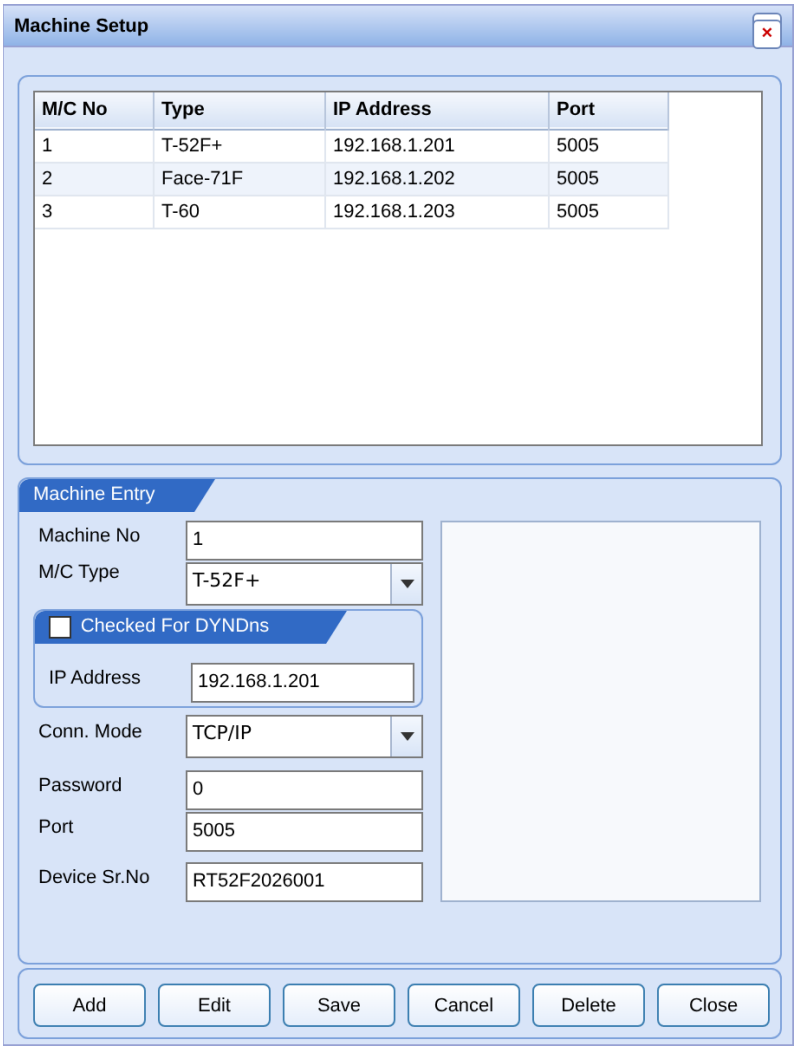


Figure 13. *Machine Setup*

Field	What to enter	Example
Machine No	The number set on the device	1
M/C Type	The device model, from the list	T-52F+
Checked For DYNDns	Tick when the device is reached through a dynamic DNS name instead of a fixed IP address	Off
IP Address, Port	The device network address and port	192.168.1.201, 5005
Conn. Mode	Lan, Usb or P2S	Lan
Password	The device communication password, if set	0
Device Sr.No	The serial number printed on the device	RT52F2026001

7.2 Machine Setting (Hardware Setup)

Menu path: File > Hardware Setup

Works directly with the users stored on a device: enrol, copy and delete users, set administrators, and set the device clock.

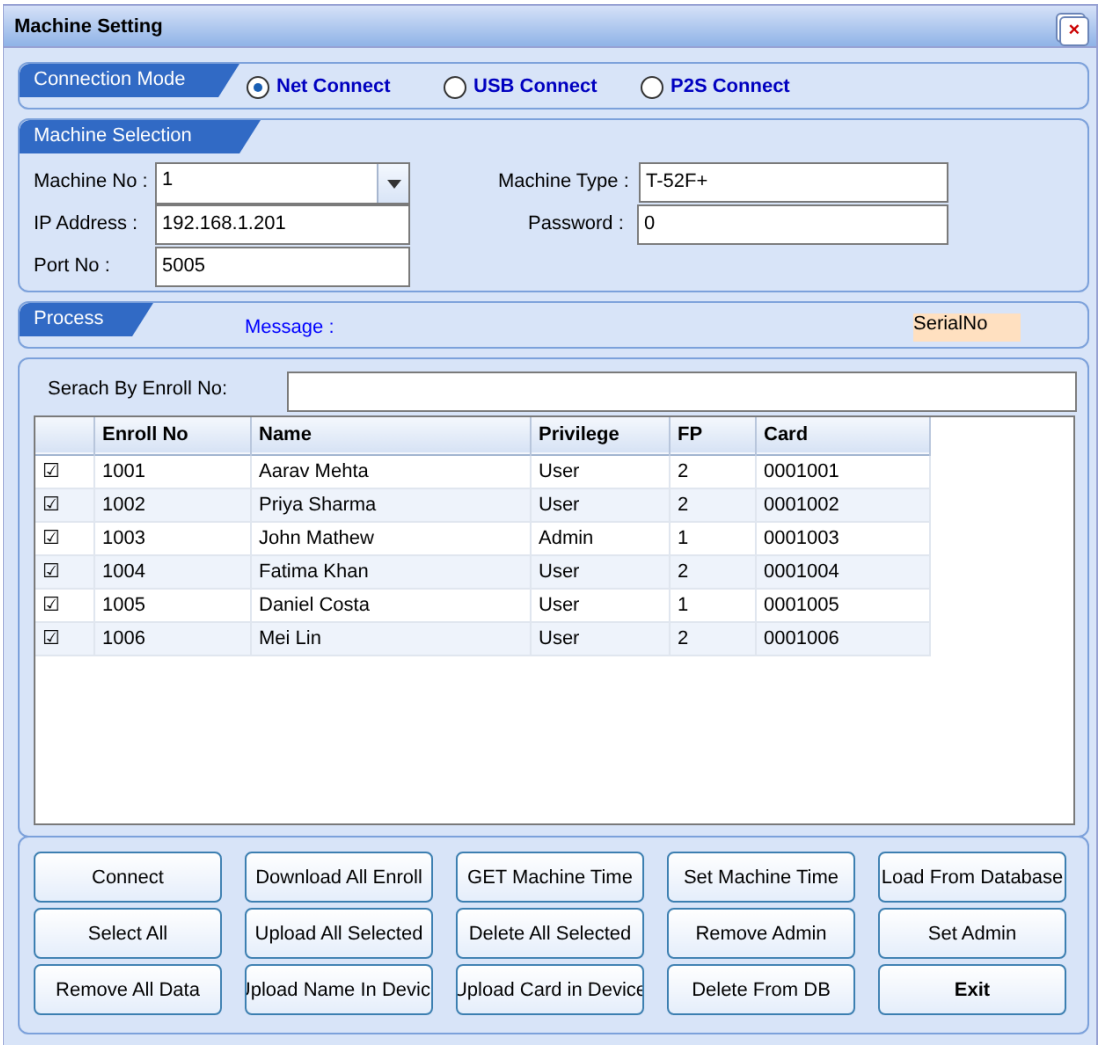


Figure 14. *Machine Setting*

Button	What it does
Connect	Connects to the selected machine
Download All Enroll	Reads all enrolled users from the machine, with their fingerprint, face or card data, and stores them in the Realsoft database as a backup
GET Machine Time / Set Machine Time	Reads the device clock or sets it to the PC time
Load From Database	Lists the employees from Realsoft, ready to upload
Upload All Selected	Copies the ticked users (with fingerprints or cards) to the machine

Button	What it does
Delete All Selected / Remove All Data	Deletes the ticked users, or everything, from the machine
Set Admin / Remove Admin	Gives or removes device administrator rights
Upload Name In Device / Upload Card in Device	Sends employee names or card numbers to the machine
Delete From DB	Removes the ticked users from the stored enrolment data

Sales tip: Customers with several machines love this: enrol a finger once, then use **Upload All Selected** to copy it to every other machine. Nobody has to stand at each device again.

Caution: **Remove All Data** wipes the machine. Always download punches and back up the enrolment data first.

7.3 Data Transfer: downloading punches

Menu path: **Process > Data Transfer**, or the **Data Transfer** toolbar button

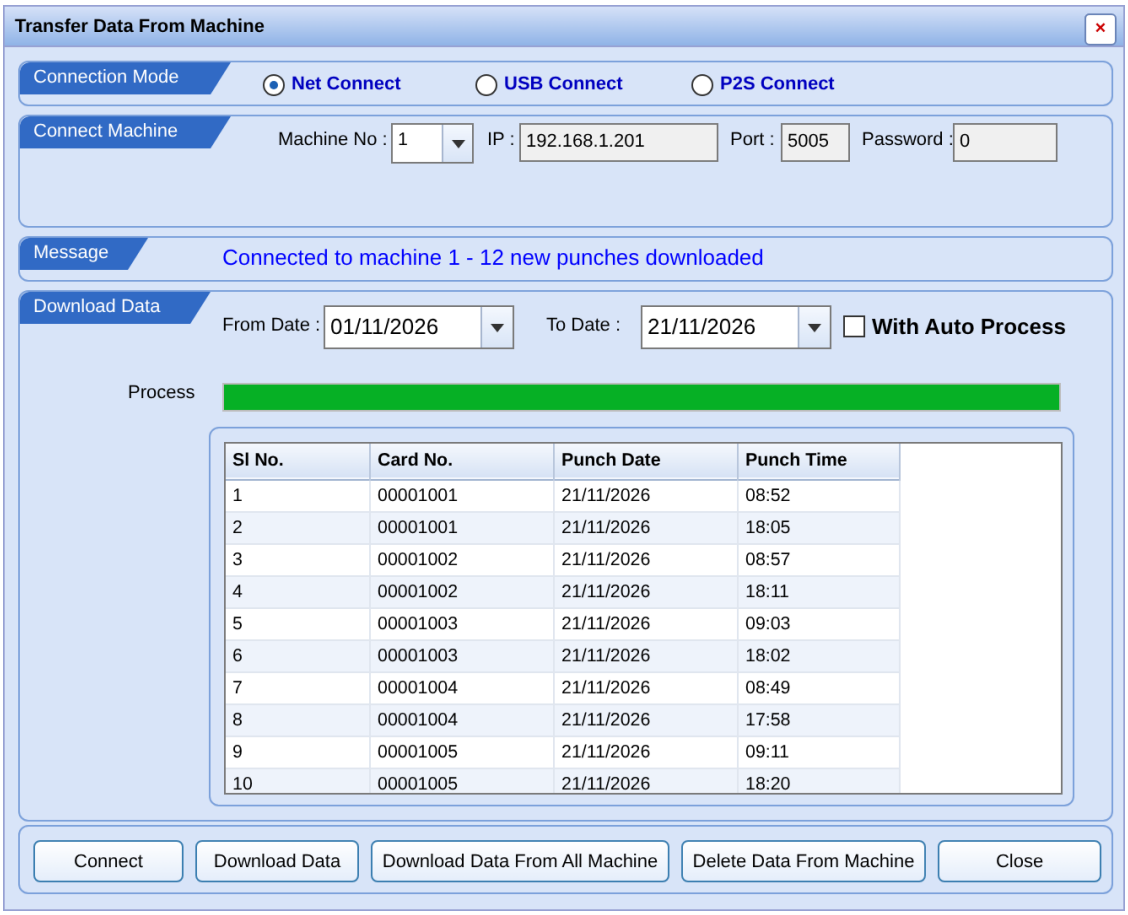


Figure 15. *Transfer Data From Machine*

1. Choose the **Connection Mode**: **Net Connect** (LAN), **USB Connect** or **P2S Connect**.
2. Pick the **Machine No**. The IP address, port and password fill in from Machine Setup.

3. Click **Connect**. The message line confirms the connection.
4. Set **From Date** and **To Date**. Tick **With Auto Process** to process attendance straight after the download.
5. Click **Download Data**, or **Download Data From All Machine** to collect from every machine in one go.
6. The punches appear in the list with card number, date and time.

Option	Meaning
Device with camera / Photo	Also download the photo captured at each punch, on camera models
Del. Old	On camera models, clear the previously downloaded punch photos before the new download
Delete Data From Machine	Clears punches from the machine. Use only after a successful download and backup.

> **Note:** The Data Transfer screen can be protected with its own password through **Administration > Security Password**.

7.4 USB Converter and 4-door controller

Data Convertor > USB Converter reads a data file copied from a device to a pen drive and converts it for processing. Pick the device model from the list, select the file and click **Generate**.

Process > Data Transfer From 4Door Controller downloads door events from a 4-door access controller. The **Access Control Report** shows who entered which door and when.

8. Daily operations

8.1 The daily routine

Step	Screen	Time needed
1. Download punches	Data Transfer	About a minute per machine
2. Process attendance	Data Processing	Seconds to minutes
3. Review and correct	Manual Punching, Manual Corrections, Update Leave Register	As needed
4. Print or export reports	Daily Report	About a minute

8.2 Data Processing

Menu path: Process > Daily Manual Process, or the **Data Processing** toolbar button

Turns the downloaded punches into attendance by applying the shift, category, leave and holiday rules.

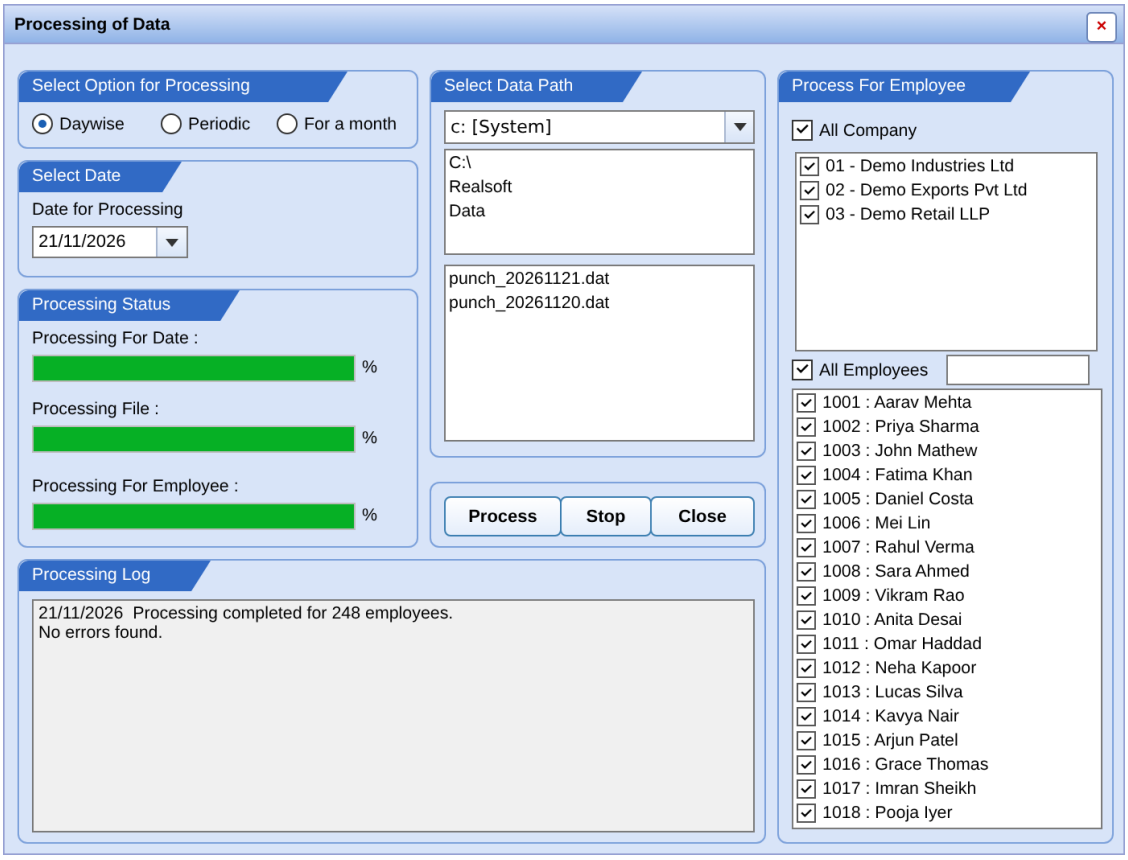


Figure 16. *Processing of Data*

1. Under **Select Option for Processing**, choose **Daywise**, **Periodic** (a date range) or **For a month**.
2. Set the date or dates.
3. Under **Process For Employee**, keep **All Company** and **All Employees** ticked, or pick some.
4. Click **Process**. Three progress bars show the date, file and employee being processed.

5. Check the **Processing Log** for any errors. Click **Stop** to interrupt a long run.

> **Sales tip:** Process again after any correction. Processing can be repeated as often as needed and always gives the same result from the same punches.

8.3 Generating shifts

Menu path: Transaction > Generate Shift > For All Employee or **For Single Employee (Manual Shift Change)**

Creates the month's shift schedule from each employee's fixed shift or shift pattern. The single-employee screen lets the user change the shift for one day or for the whole month by hand.

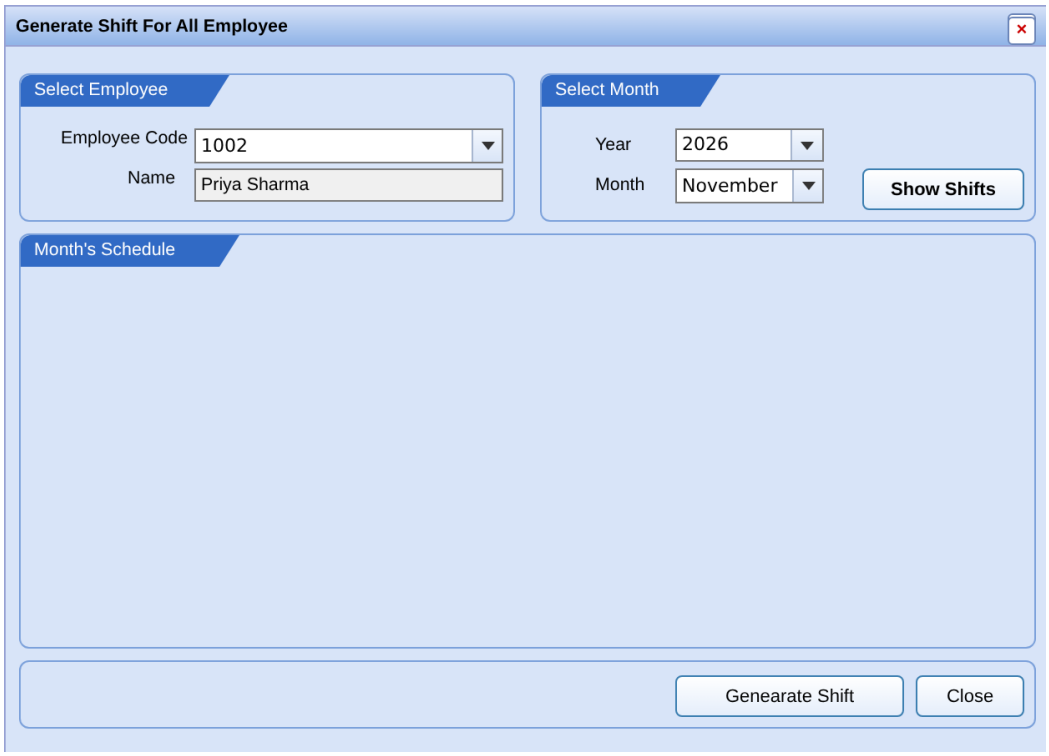


Figure 17. *Generate Shift For All Employee*

1. Pick the **Year** and **Month**.
2. Click **Show Shifts** to see the schedule.
3. Click **Generate Shift** to create it.

8.4 Manual Punch Entries

Menu path: Transaction > Manual Punching

Adds punches that were missed, for example when an employee forgot to punch or was on a client visit. Every manual punch carries a remark, so there is an audit trail.

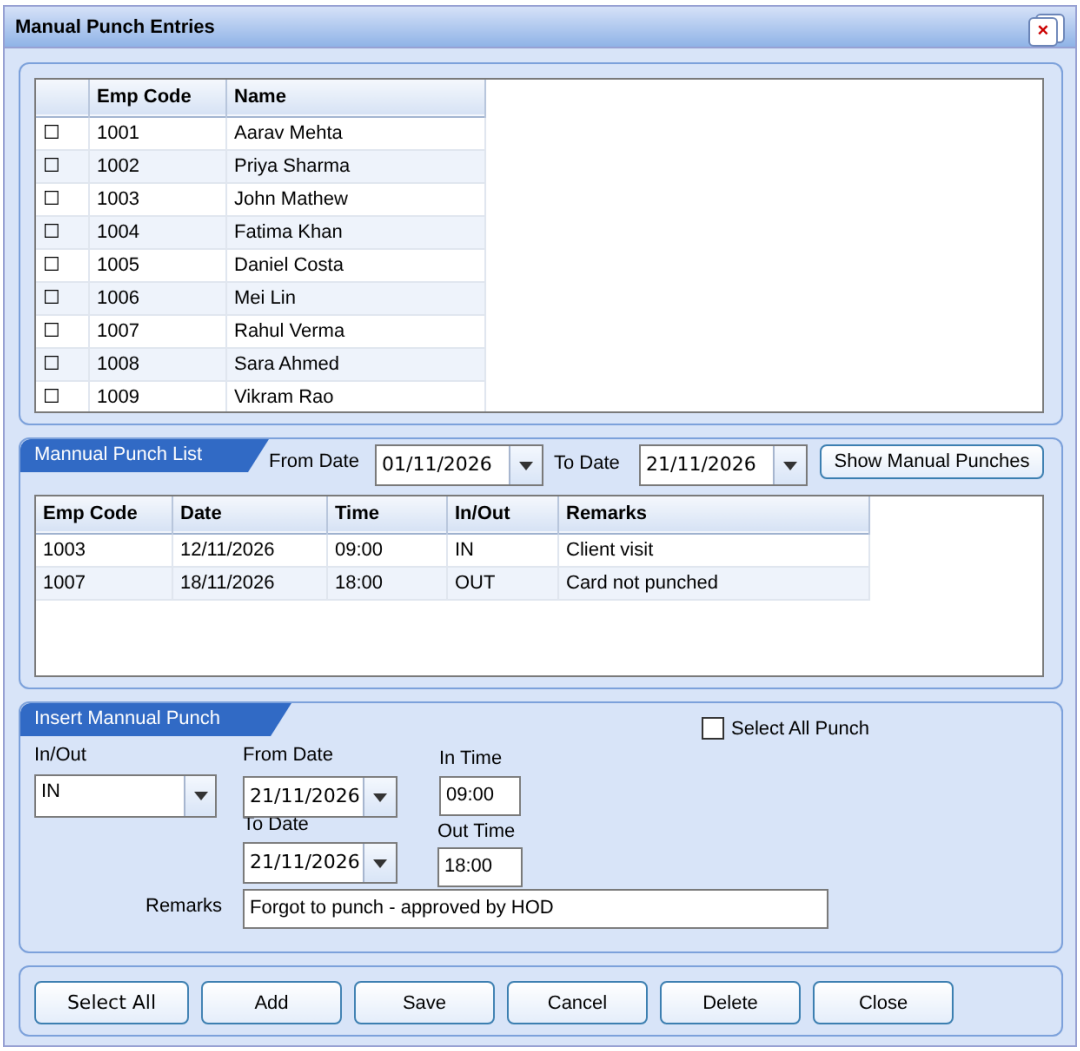


Figure 18. *Manual Punch Entries*

1. Tick the employees in the top list.
2. Under **Insert Manual Punch**, choose **In/Out**, the dates and the **In Time** and **Out Time**.
3. Type a **Remarks** entry explaining the reason.
4. Click **Add**, then **Save**.
5. Use **Show Manual Punches** with a date range to review the manual punches already entered.

Transaction > Manual Corrections corrects processed attendance for one employee or for everyone, for a whole month or a date range.

8.5 Leave Register

Menu path: Transaction > Update Leave Register

Records opening balances, leave taken, credits and encashment, and shows the balance for each leave type.

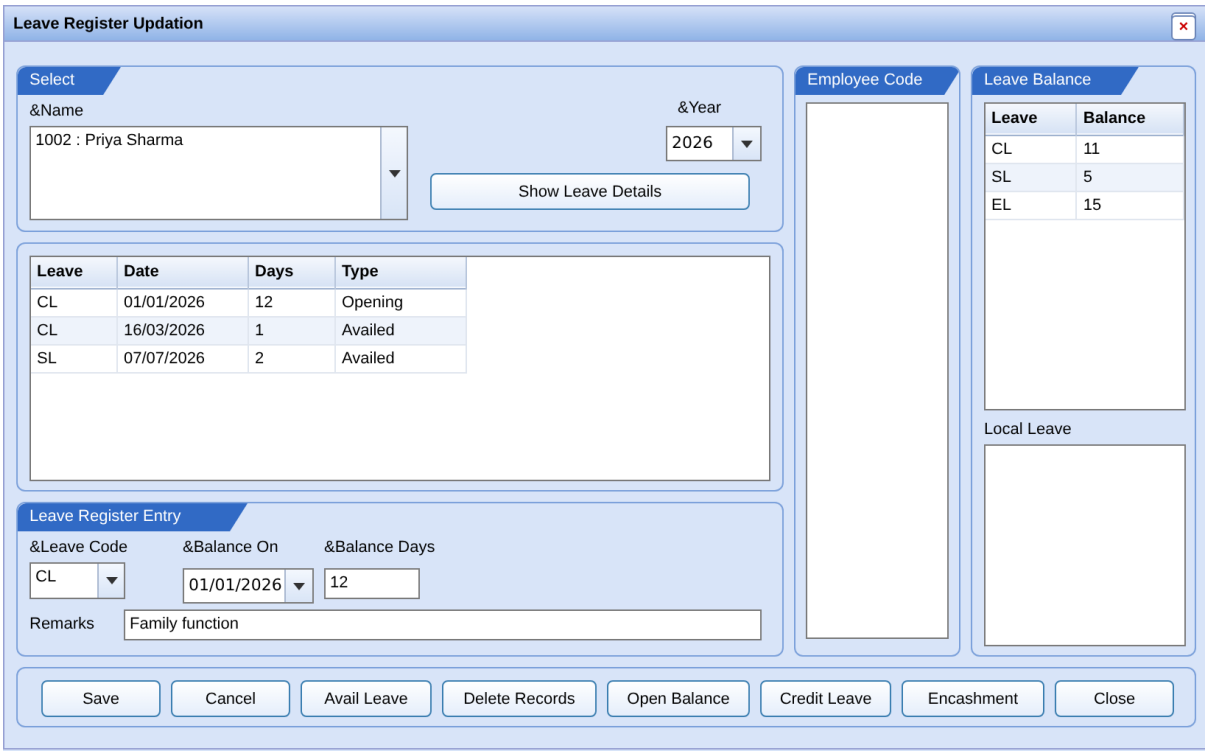


Figure 19. *Leave Register Updation*

Button	Use it to
Open Balance	Enter the starting balance for the year
Avail Leave	Record leave taken, with From and To dates, and First Half or Second Half for half days
Credit Leave	Add leave days, for example earned leave or compensatory off
Encashment	Record leave days paid out
Delete Records	Remove a wrong entry

Transaction > Transfer Leave Balance carries balances from one year to the next, for all employees or selected ones, following the carry-forward rules in the Leave Master.

8.6 Loans and advances

Menu path: Transaction > Update Loan

Records a loan or salary advance and works out the monthly instalment, which salary processing then deducts.

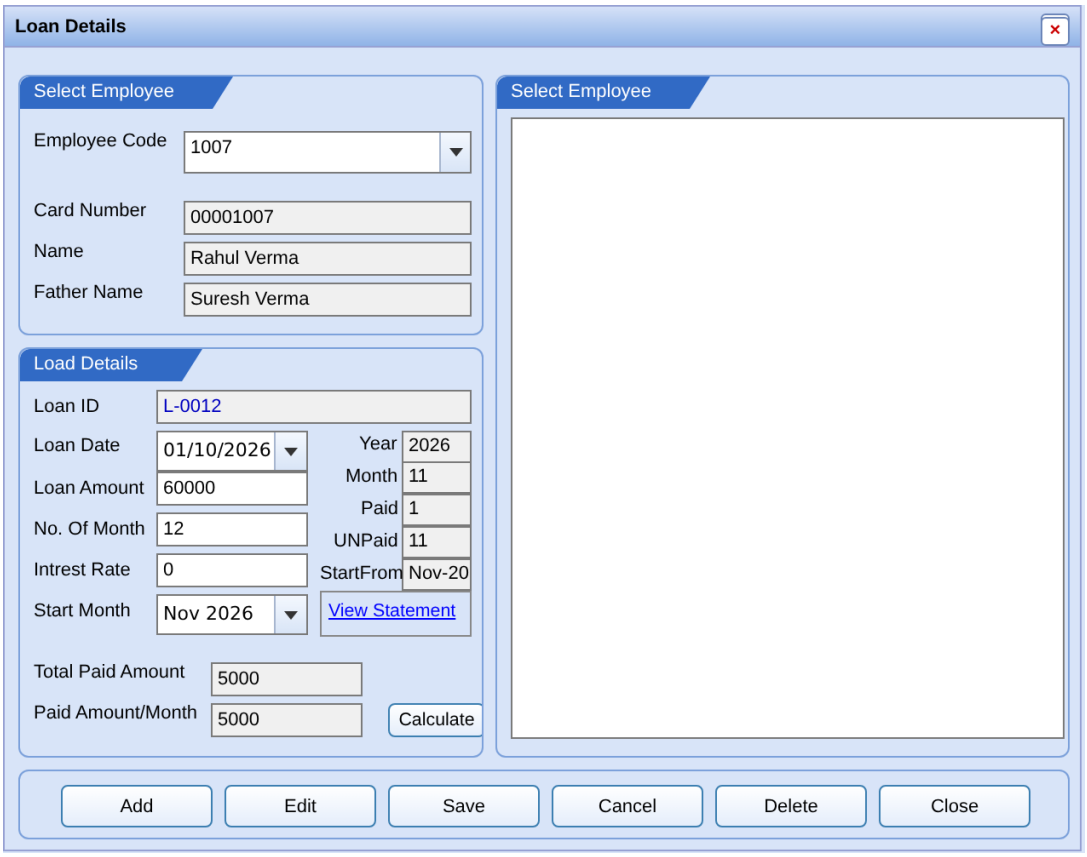


Figure 20. *Loan Details*

Field	What to enter	Example
Employee Code	The employee; card number and name fill in	1007
Loan ID, Loan Date, Loan Amount	Loan details	L-0012, 60000
No. Of Month, Intrest Rate	Repayment period and interest	12, 0
Start Month	First month of deduction	Nov 2026
Paid, UNPaid, Total Paid Amount, Paid Amount/Month	Shown automatically	1, 11, 5000, 5000

Click **Calculate** to work out the instalment, and **View Statement** to see the month-by-month repayment.

9. Payroll

9.1 Salary Process

Menu path: Process > Salary Process

Calculates the month's salary for every employee from attendance, salary heads, leave, overtime and loans.

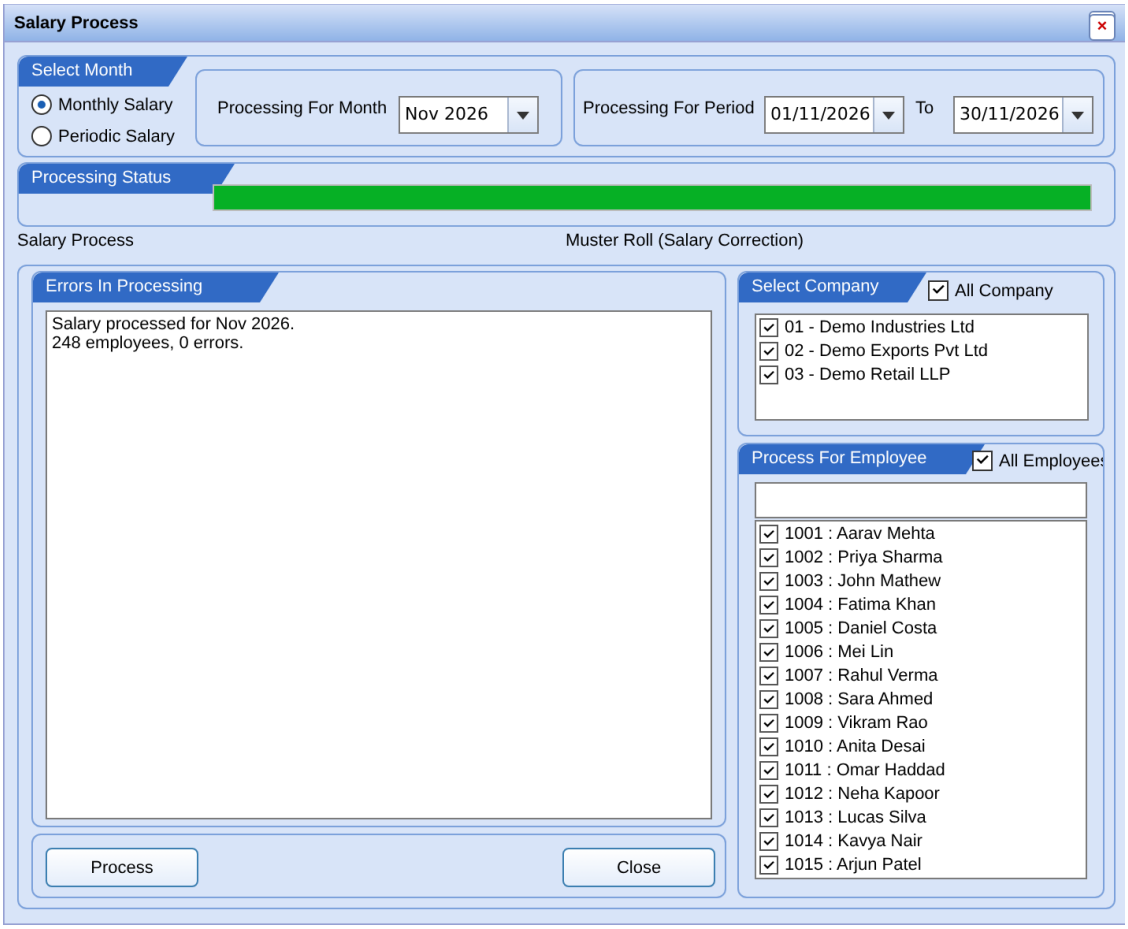


Figure 21. *Salary Process*

1. Choose **Monthly Salary** and the month, or **Periodic Salary** and a date range.
2. Keep **All Company** and **All Employees** ticked, or pick some.
3. Click **Process** and watch the progress bar.
4. Check **Errors In Processing**.
5. If a day count needs a change, use **Muster Roll (Salary Correction)**: get the employee's record, correct the Present, Absent, WO, HL, LV, LWP or Paid LV days, and click **Reprocess Salary**.

9.2 Salary Reports

Menu path: Reports > Salary Report, or the **Salary Report** toolbar button

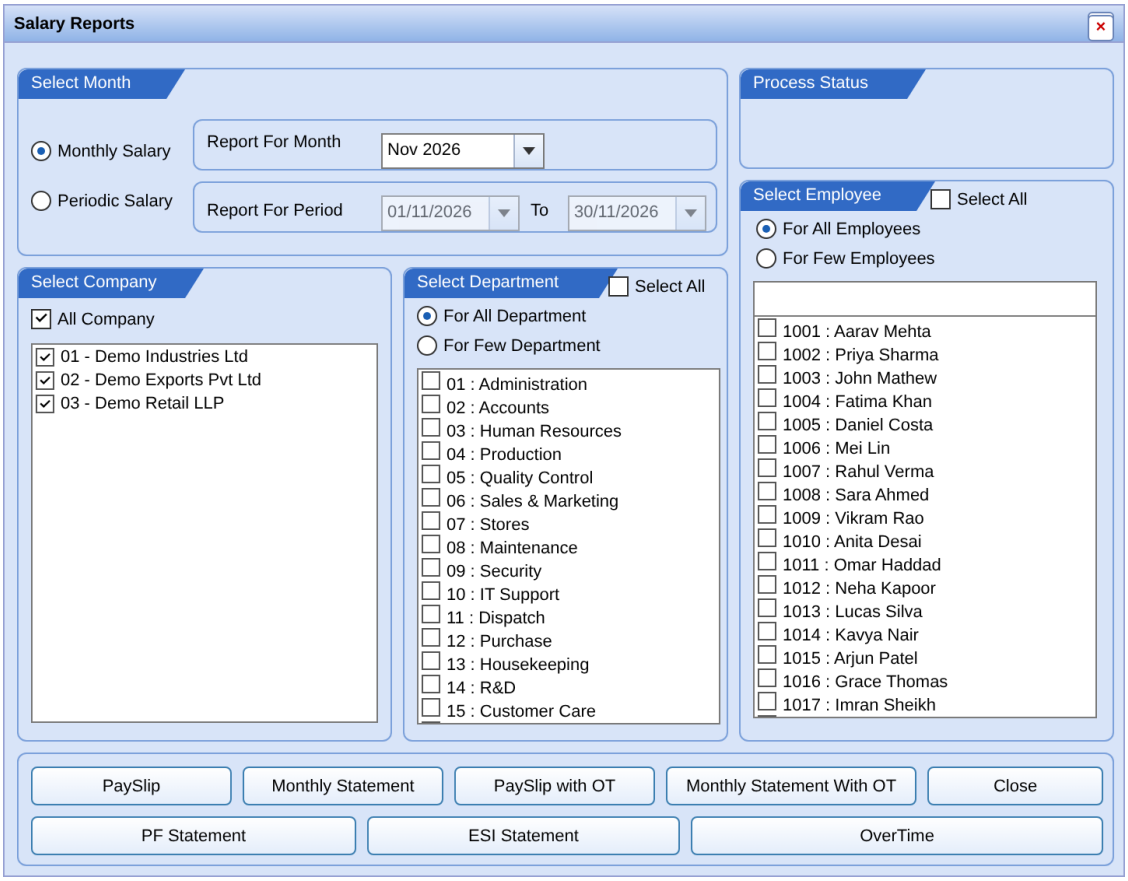


Figure 22. *Salary Reports*

Report	Contents
PaySlip / PaySlip with OT	One payslip per employee, with or without overtime
Monthly Statement / Monthly Statement With OT	The salary register for all selected employees
PF Statement	Provident fund contributions for the month
ESI Statement	ESI contributions for the month
OverTime	Overtime hours and amounts

What to say: "The salary register and PF and ESI statements come out of the same data as attendance. Nobody types anything twice."

10. Reports

All attendance report screens work the same way: choose the date or period, choose the companies, shifts, departments and employees, then click the report button. The report opens in a preview window, from which it can be printed or exported.

10.1 Daily Report

Menu path: **Reports > Daily Report**, or the **Daily Report** toolbar button

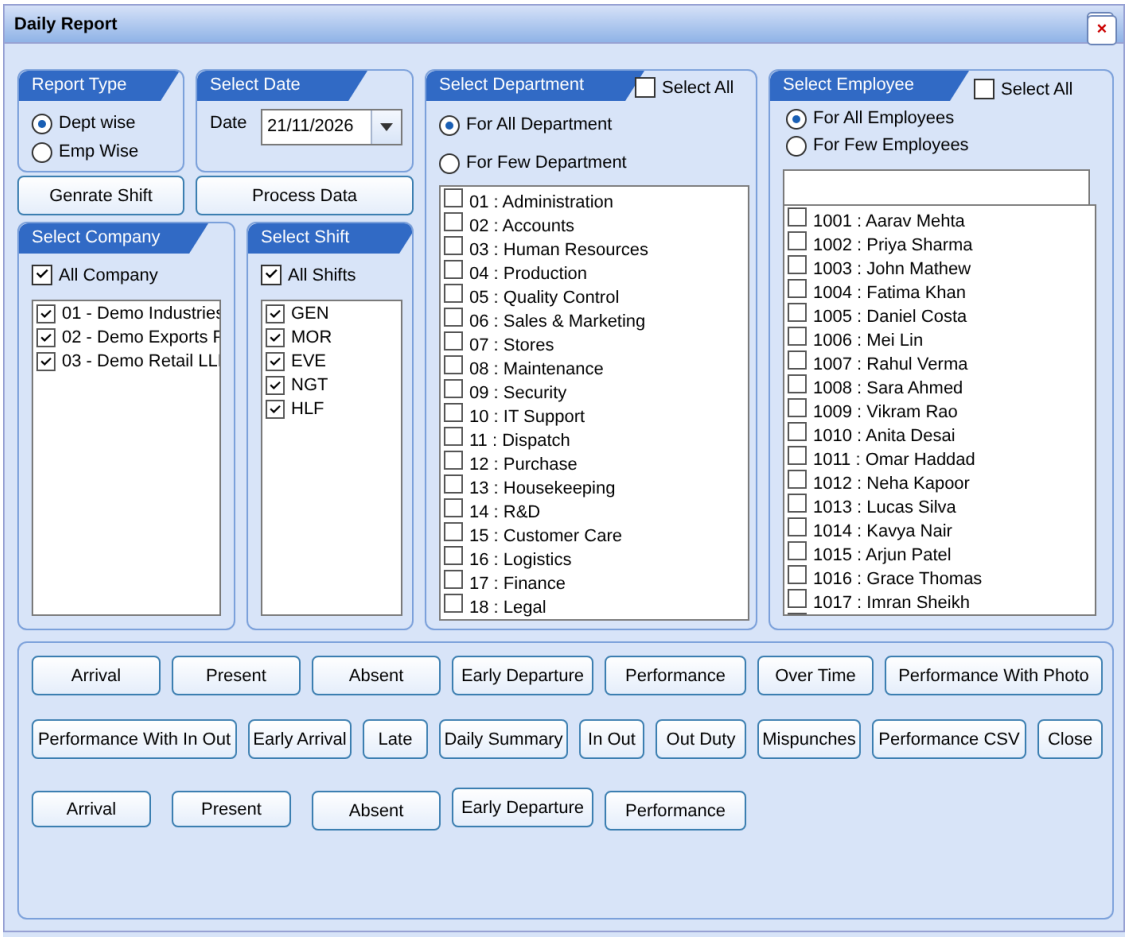


Figure 23. *Daily Report*

Report Type chooses whether the report is grouped **Dept wise** or **Emp Wise**. The **Genrate Shift** and **Process Data** buttons let the user process the day without leaving the screen.

Report	Shows
Arrival	Arrival time of every employee
Present / Absent	Who is present or absent today
Early Arrival / Late / Early Departure	Exceptions against the shift times
Performance	In, out, working hours, late, early and overtime for the day
Performance With Photo	The same, with the photo captured at the punch on camera models
Performance With In Out	Every in and out punch of the day

Report	Shows
Over Time	Overtime worked
Daily Summary	Totals by department
In Out	Raw in and out times
Out Duty	Employees on outdoor duty
Mispunches	Employees with a missing punch, to be corrected
Performance CSV	The performance data as a CSV file

The lower row of buttons (Arrival, Present, Absent, Early Departure, Performance) opens the same reports in the newer report viewer.

10.2 Weekly Report

Menu path: Reports > Weekly Report

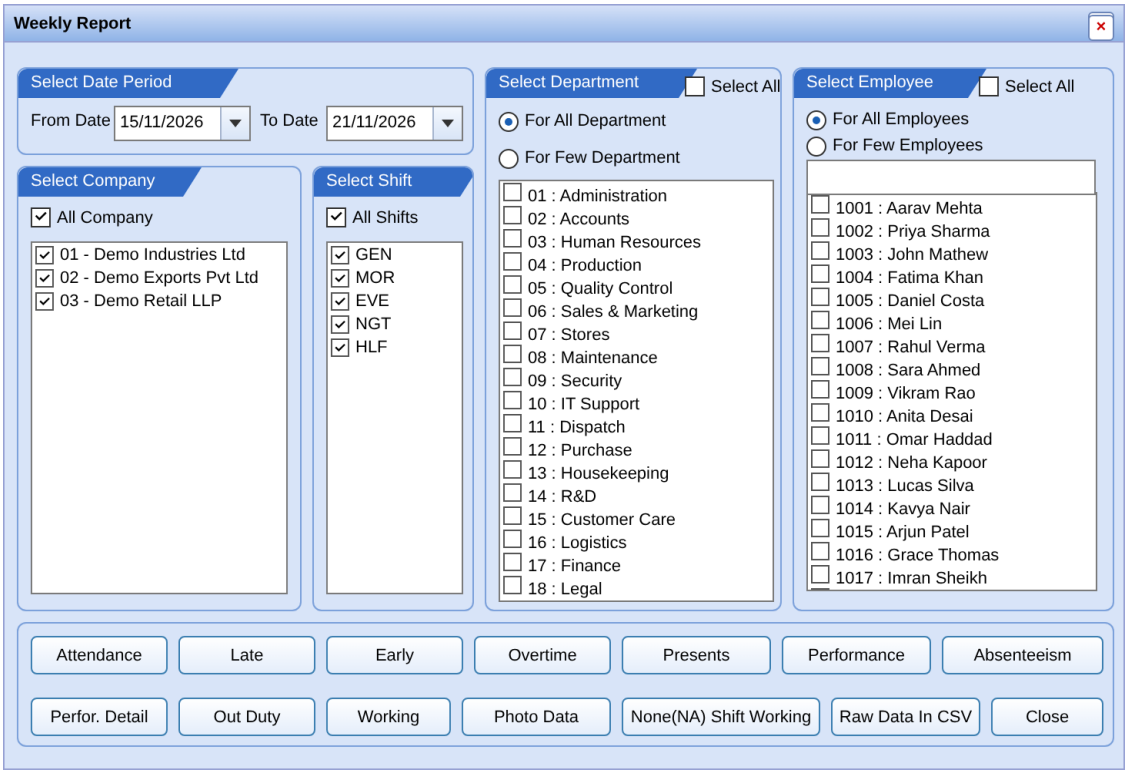


Figure 24. *Weekly Report*

Reports for any date range: Attendance, Late, Early, Overtime, Presents, Performance, Absenteeism, Performance Detail, Out Duty, Working (hours), Photo Data, None (NA) Shift Working, and Raw Data In CSV.

10.3 Monthly Report

Menu path: Reports > Monthly Report

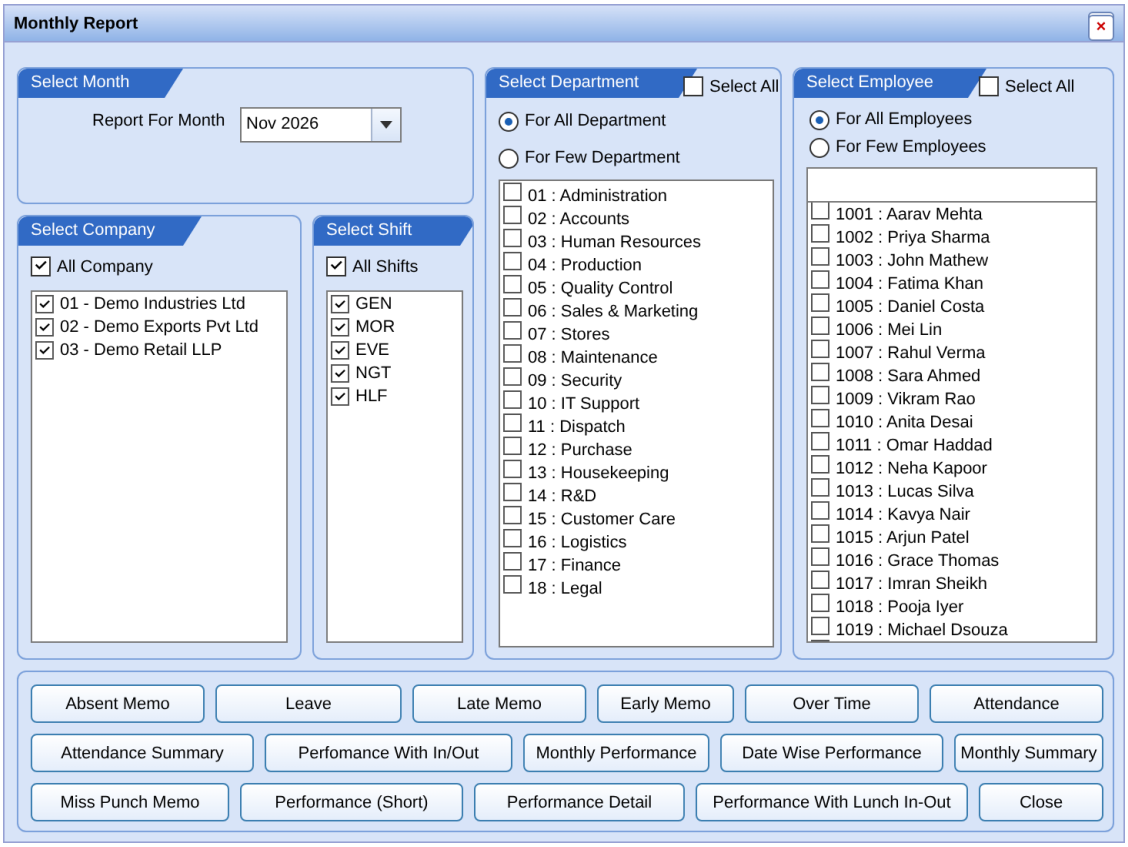
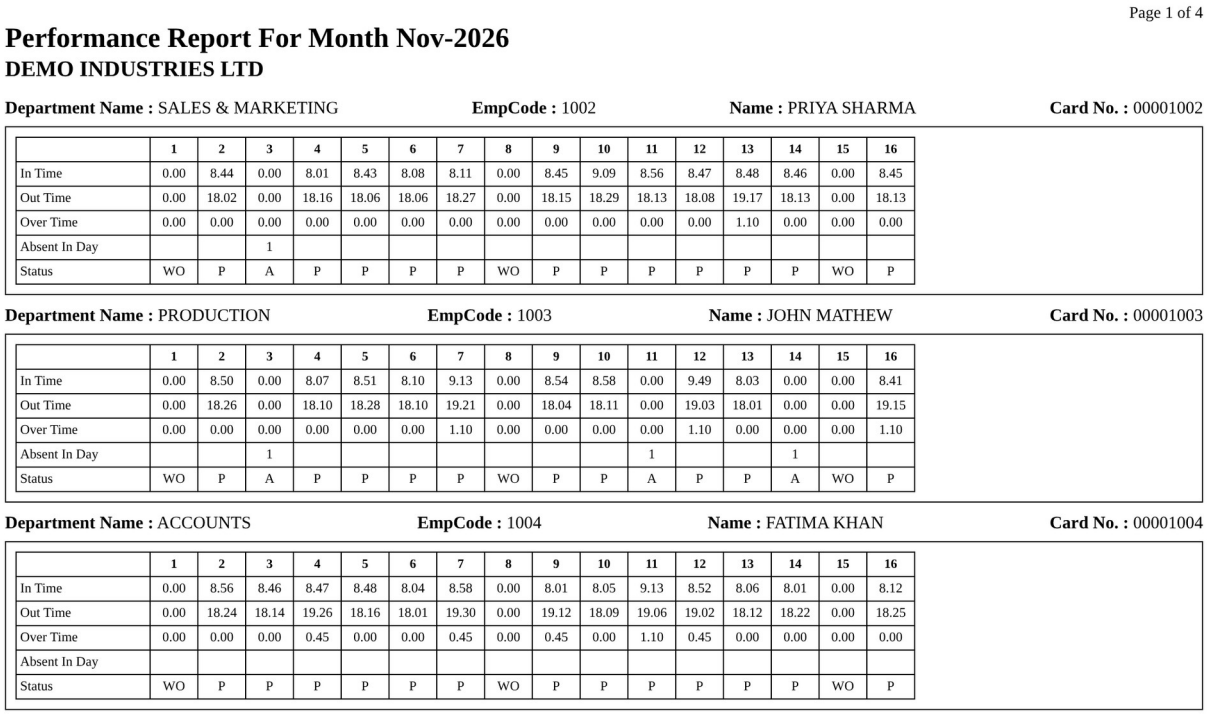


Figure 25. *Monthly Report*

Report	Shows
Absent Memo, Late Memo, Early Memo, Miss Punch Memo	A memo per employee listing the days absent, late, early or with a missing punch. Useful for HR letters.
Leave	Leave taken in the month
Over Time	Overtime for the month
Attendance, Attendance Summary	The monthly attendance register and its totals
Monthly Performance, Performance (Short), Performance Detail	Day-by-day in, out, overtime and status for each employee
Performance With In/Out, Performance With Lunch In-Out	Including every punch or the lunch punches
Date Wise Performance	Performance arranged by date
Monthly Summary	Present, absent, leave, holiday and weekly-off totals per employee



Page 1 of 4

Performance Report For Month Nov-2026

DEMO INDUSTRIES LTD

Department Name : SALES & MARKETING **EmpCode :** 1002 **Name :** PRIYA SHARMA **Card No. :** 00001002

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
In Time	0.00	8.44	0.00	8.01	8.43	8.08	8.11	0.00	8.45	9.09	8.56	8.47	8.48	8.46	0.00	8.45
Out Time	0.00	18.02	0.00	18.16	18.06	18.06	18.27	0.00	18.15	18.29	18.13	18.08	19.17	18.13	0.00	18.13
Over Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.10	0.00	0.00	0.00
Absent In Day			1													
Status	WO	P	A	P	P	P	P	WO	P	P	P	P	P	P	WO	P

Department Name : PRODUCTION **EmpCode :** 1003 **Name :** JOHN MATHEW **Card No. :** 00001003

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
In Time	0.00	8.50	0.00	8.07	8.51	8.10	9.13	0.00	8.54	8.58	0.00	9.49	8.03	0.00	0.00	8.41
Out Time	0.00	18.26	0.00	18.10	18.28	18.10	19.21	0.00	18.04	18.11	0.00	19.03	18.01	0.00	0.00	19.15
Over Time	0.00	0.00	0.00	0.00	0.00	0.00	1.10	0.00	0.00	0.00	0.00	1.10	0.00	0.00	0.00	1.10
Absent In Day			1								1			1		
Status	WO	P	A	P	P	P	P	WO	P	P	A	P	P	A	WO	P

Department Name : ACCOUNTS **EmpCode :** 1004 **Name :** FATIMA KHAN **Card No. :** 00001004

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
In Time	0.00	8.56	8.46	8.47	8.48	8.04	8.58	0.00	8.01	8.05	9.13	8.52	8.06	8.01	0.00	8.12
Out Time	0.00	18.24	18.14	19.26	18.16	18.01	19.30	0.00	19.12	18.09	19.06	19.02	18.12	18.22	0.00	18.25
Over Time	0.00	0.00	0.00	0.45	0.00	0.00	0.45	0.00	0.45	0.00	1.10	0.45	0.00	0.00	0.00	0.00
Absent In Day																
Status	WO	P	P	P	P	P	P	WO	P	P	P	P	P	P	WO	P

Figure 26. *Sample output: Monthly Performance report (demonstration data)*

10.4 Yearly Report

Menu path: Reports > Yearly Report

Leave, Man Days, Performance, Presentism and Absentism for a whole year, for HR reviews and annual audits.

10.5 Master Reports

Menu path: Reports > Other Report

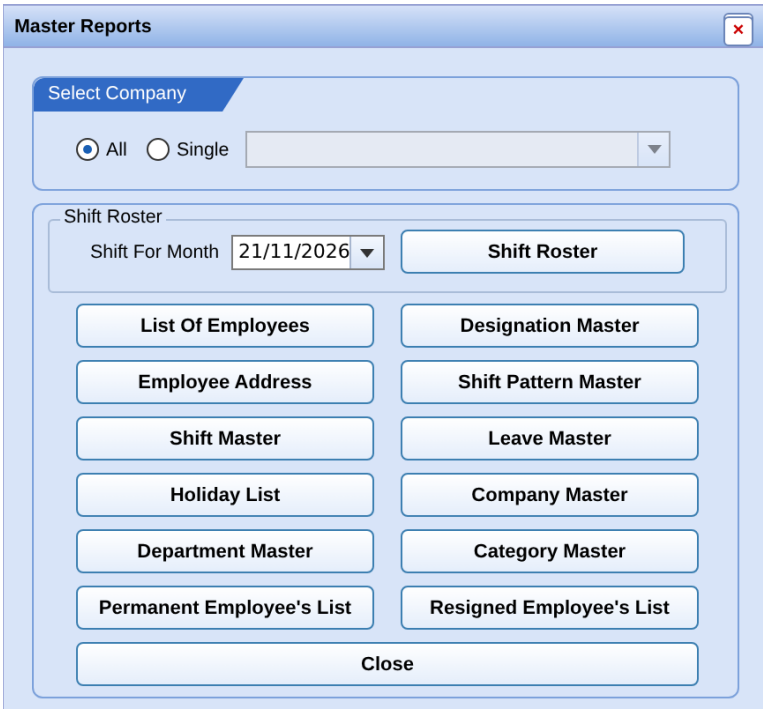


Figure 27. *Master Reports*

Lists of the setup data: List Of Employees, Employee Address, Permanent and Resigned Employee lists, Designation, Shift, Shift Pattern, Leave, Company, Department and Category masters, the Holiday List, and the monthly Shift Roster.

10.6 Access Control Report

Menu path: Reports > Access Control Report

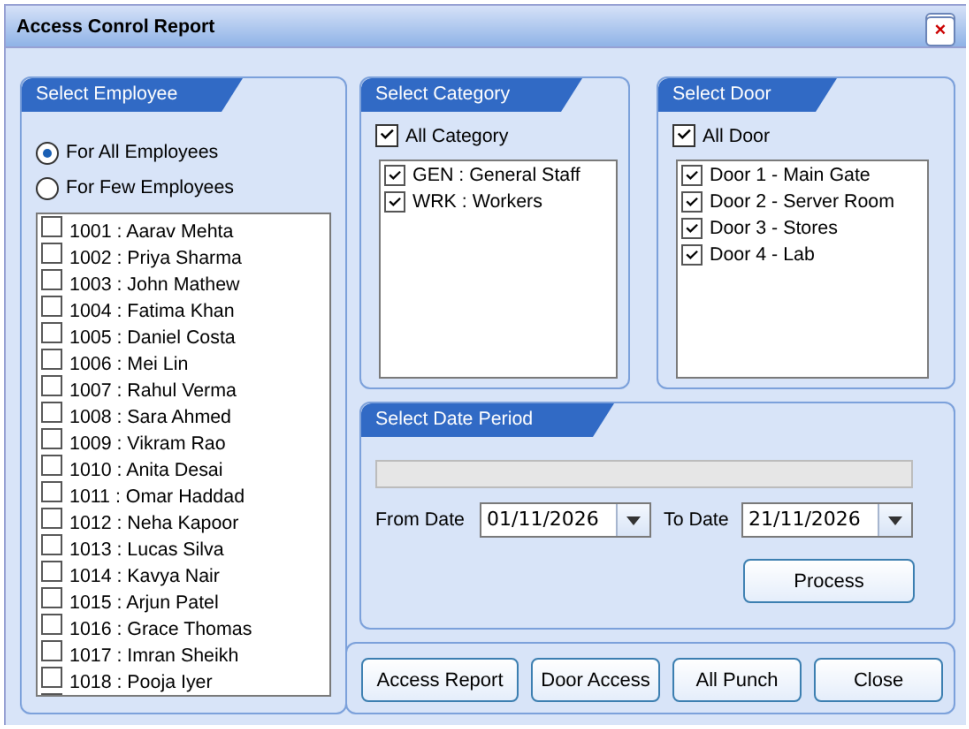


Figure 28. *Access Control Report*

Pick employees, categories, doors and a date period, then choose **Access Report**, **Door Access** (by door) or **All Punch**.

10.7 Customize Report

Menu path: Reports > Customize Report

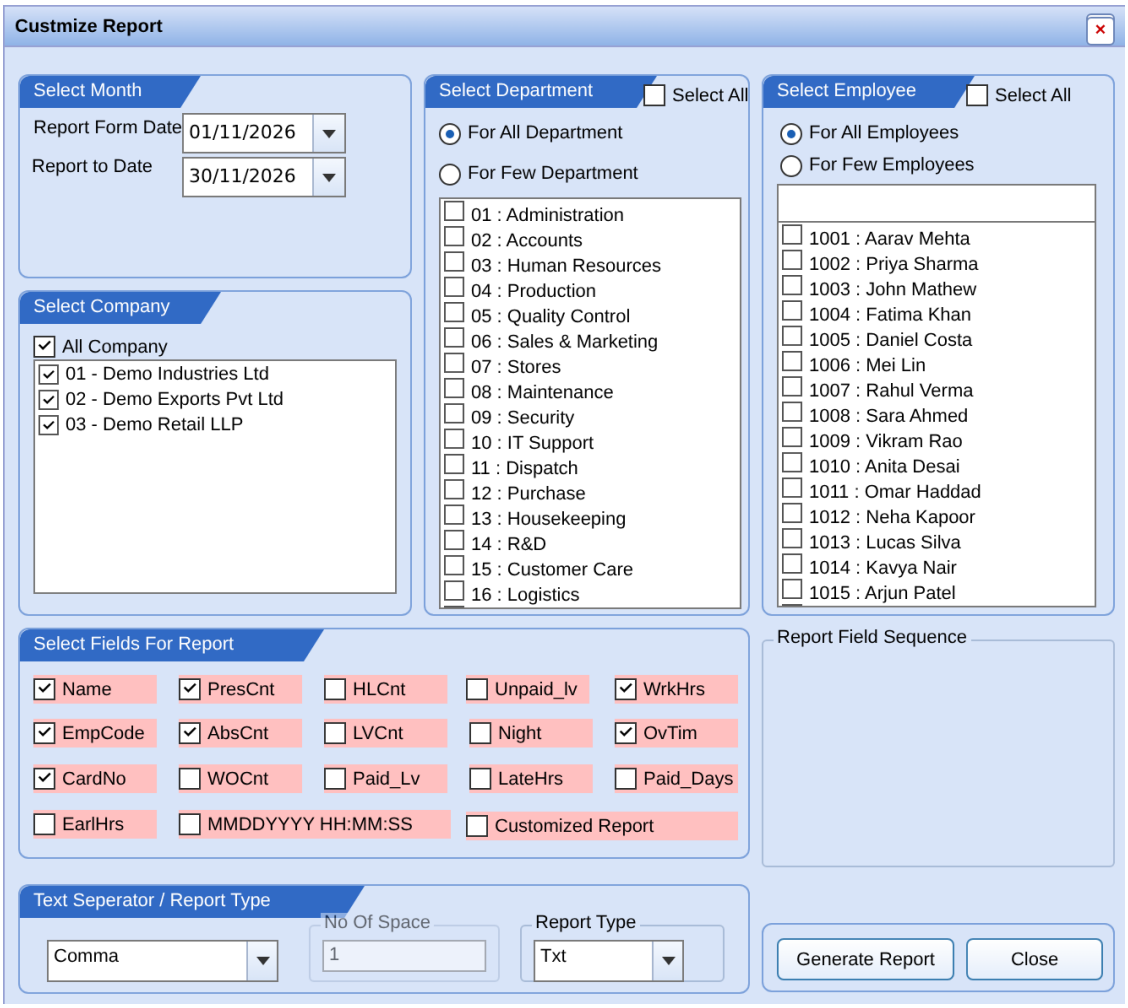


Figure 29. *Customize Report*

The customer chooses the columns (for example Name, EmpCode, CardNo, present, absent and leave counts, working hours, overtime and paid days), the separator (comma or a number of spaces) and the file type. Use it to feed data into another payroll or ERP system.

> **Sales tip:** When a prospect says "we already have payroll in our ERP", show Customize Report. Realsoft can be the attendance engine that feeds their existing system.

10.8 Exporting to Excel

The **Reports > Export Daily / Weekly / Monthly / Yearly / Salary Report** items open the same screens in export mode. The selected report is saved as an Excel file instead of being shown on screen.

11. Administration and utilities

11.1 User Manager

Menu path: Administration > User Manager

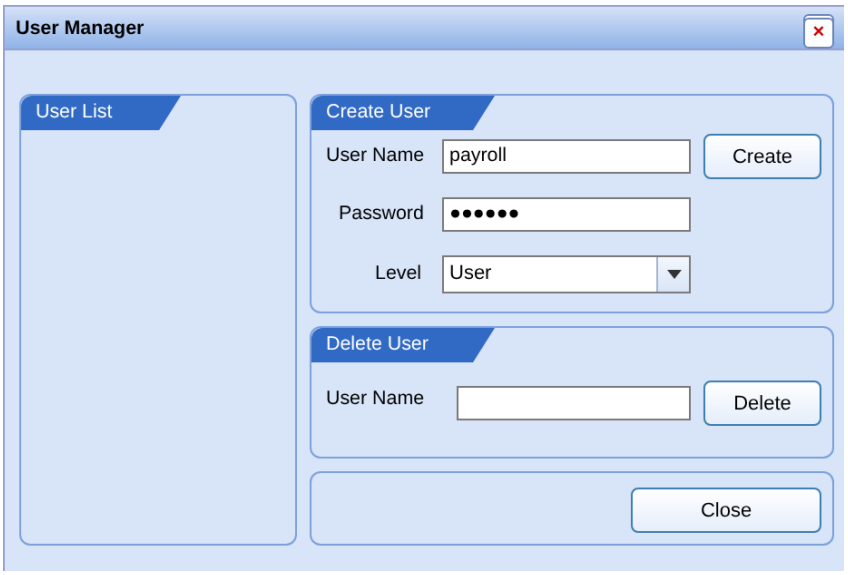


Figure 30. *User Manager*

Create a user by typing the **User Name** and **Password**, choosing the **Level** (ADMIN or USER) and clicking **Create**. To remove a user, type the name under **Delete User** and click **Delete**.

11.2 Assign Rights

Menu path: Administration > Assign Rights

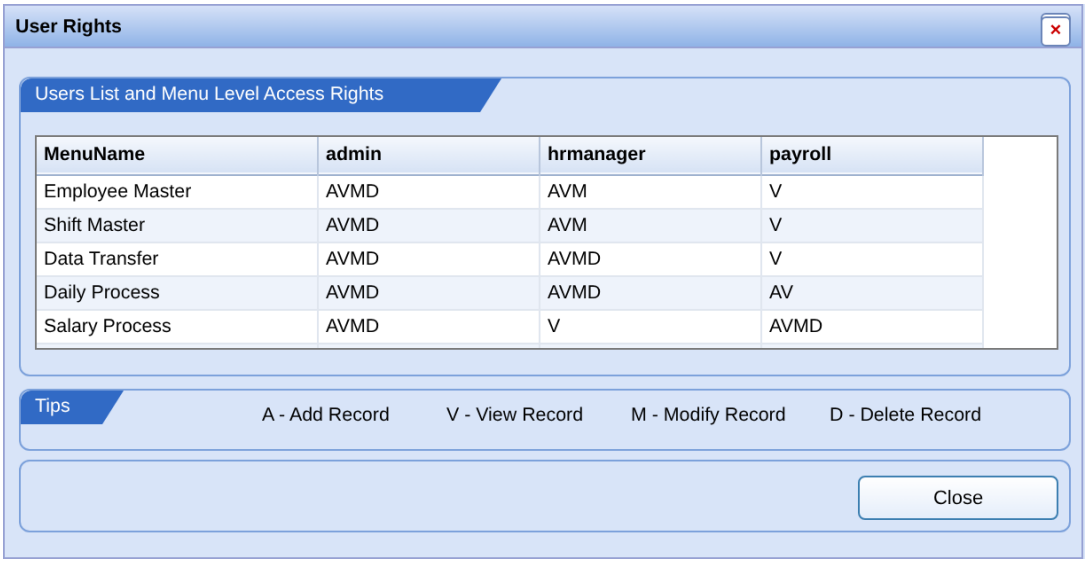


Figure 31. *User Rights*

For each menu, type the rights each user has: **A** add, **V** view, **M** modify and **D** delete. For example, a payroll clerk can have AVMD on Salary Process but only V on Employee Master. Turn the feature on with **Set User Right** in Setup.

11.3 Passwords

- **Administration > Change Password** changes the logged-in user's name and password.
- **Administration > Security Password** sets extra passwords for the Setup screen and the Data Transfer screen, so that only authorised staff can change rules or touch the machines.

11.4 Backup and restore

Menu path: Administration > Backup

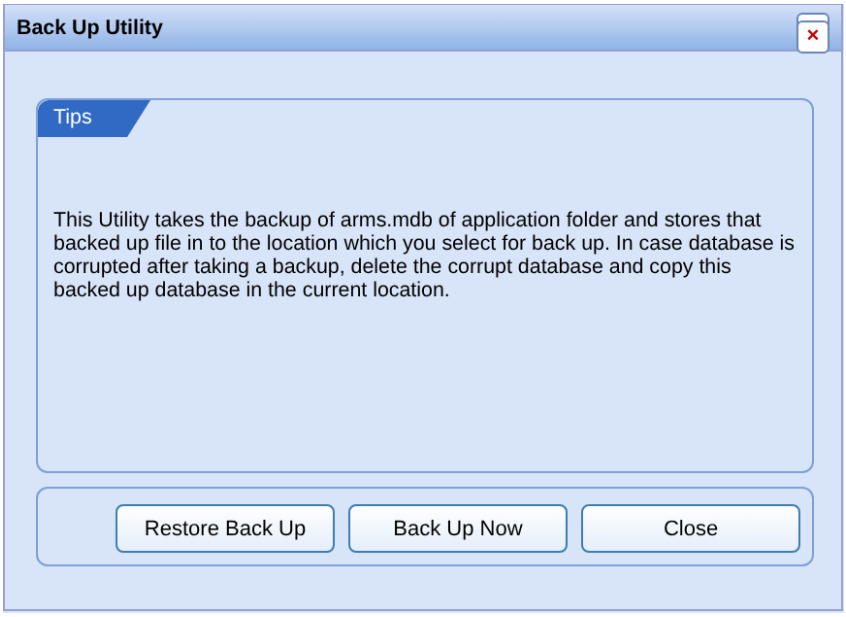


Figure 32. *Back Up Utility*

Back Up Now copies the database to the folder the user chooses. **Restore Back Up** puts a backup copy back if the database is ever damaged.

> **Caution:** Advise every customer to back up daily and to keep one copy off the PC, for example on an external drive or a cloud-synced folder.

11.5 Send Email

Menu path: **Send Mail** toolbar button

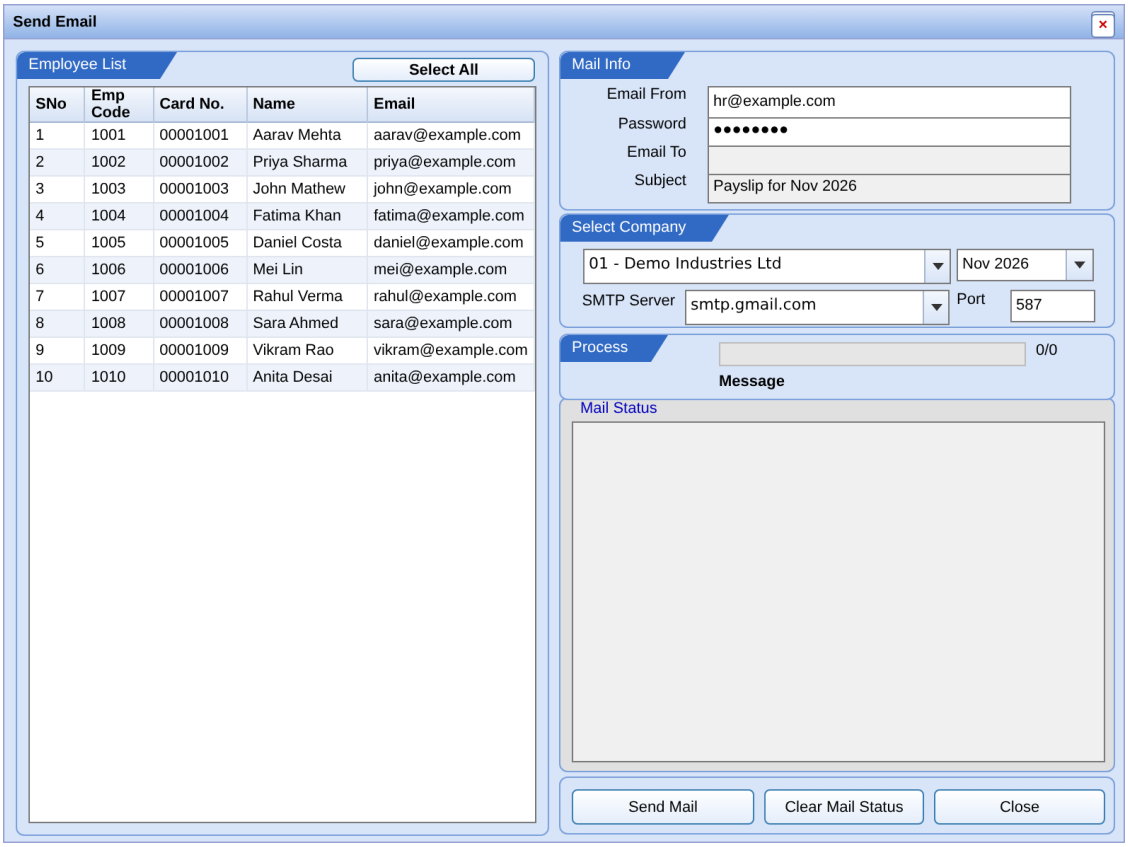


Figure 33. *Send Email*

1. Choose the company and the month.
2. Enter the sender address (**Email From**), its **Password**, the **SMTP Server** and **Port**.
3. Tick the employees, or **Select All**. Each employee's email comes from the Employee Master.
4. Click **Send Mail**. Each employee receives their attendance for the month, and **Mail Status** shows the result.

11.6 Search Employee

Menu path: Utilities > Search

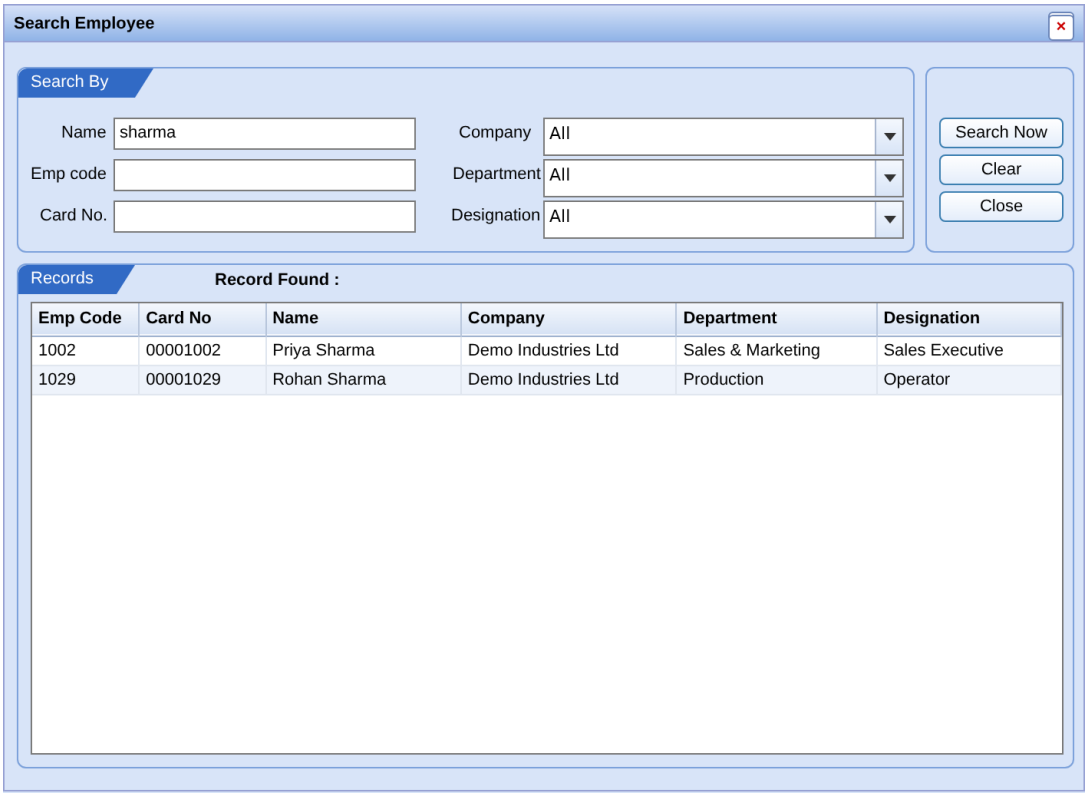


Figure 34. *Search Employee*

Find employees by name, code, card number, company, department or designation. Part of a name is enough.

12. Implementation handover checklist

Use this checklist when the order is won and the customer is handed to the implementation team. It prevents the most common delays.

#	Item	Done
1	Windows PC ready, with administrator rights for installation	
2	Devices installed, powered and reachable on the network (IP address noted)	
3	Company details, PF and ESI rates, and salary head names collected	
4	Department, designation and category lists collected	
5	Shift timings, rotation rules and weekly off policy written down	
6	Late, early, half-day, overtime and compensatory off rules agreed in writing	
7	Leave types, quotas and opening balances collected	
8	Holiday list for the year collected	
9	Employee data filled in the Excel upload template, with device User Ids	
10	Users and their menu rights agreed	
11	Backup location agreed and first backup taken	
12	Key users trained on the daily routine and month-end payroll	

13. Frequently asked questions

Q. Does Realsoft need an internet connection?

A. No. It runs on the local PC and talks to devices on the local network or by USB. Internet is needed only for Send Email.

Q. Does it need SQL Server or any other database licence?

A. No. It uses a built-in Access database file that is installed with the software.

Q. How many employees can it handle?

A. It is used with organisations of a few employees up to several thousand. Report speed has been tested on a database of more than 2,000 employees.

Q. Can it connect to several machines?

A. Yes. Each machine is set up in Machine Setup, and Download Data From All Machine collects from all of them in one go.

Q. What if a device has no network port?

A. Copy the data to a pen drive and use Data Convertor > USB Converter.

Q. What if an employee forgets to punch?

A. HR adds a manual punch with a remark, then processes the day again. The Mispunches report lists every missing punch.

Q. Can late arrivals cut salary?

A. Yes. Category rules can mark a half day or absent for very late arrival, and mark an absence or deduct a casual leave after a set number of lates in a month.

Q. Can it handle night shifts that cross midnight?

A. Yes. Mark the shift as a night shift in Shift Master and the punches are paired across midnight.

Q. Can overtime become compensatory off?

A. Yes. Set O.T Allowed to C for the employee and set the extra hours for half and full compensatory off in the Category Master.

Q. Is payroll compulsory?

A. No. Turn Payroll off in Setup to use attendance only.

Q. Can different users see different companies?

A. Yes. In Company Master, tick the users who may see each company.

Q. Can reports go to Excel?

A. Yes. Use the Export items in the Reports menu, the CSV reports, or Customize Report.

Q. How is the data protected?

A. User logins, menu rights, separate passwords for Setup and Data Transfer, and one-click backup and restore.

Q. Can employees be imported in bulk?

A. Yes. Fill the Excel template from Employee Master > Download Emp Upload File, then click Import.

Q. What happens at the end of the year?

A. Transfer Leave Balance carries leave balances into the new year according to each leave type's rules.

14. Glossary

Term	Meaning
Punch	One record of an employee using the attendance machine (finger, face or card), with date and time
Enroll / Enrolment number	Registering an employee on the device; the number that identifies them there (User Id in Realsoft)
Data Transfer	Downloading punches from the devices to the PC
Processing	Applying shift, category, leave and holiday rules to punches to produce attendance
Shift	The working hours an employee is expected to keep
Fixed shift (F) / Rotational shift (R)	A shift that never changes, or one that follows a shift pattern
Shift Pattern	A sequence of shifts that rotates automatically
Auto Shift	The software chooses the shift from the first punch of the day
Category	A group of employees with the same attendance rules
Grace time	Minutes allowed after the shift start (or before the end) without marking late (or early)
Half day (HF)	A day counted as half present
WO	Weekly off
HL / HLD	Holiday
LV / Paid LV / LWP	Leave / paid leave / leave without pay
CO (compensatory off)	A day off earned by working extra hours
OT	Overtime: time worked beyond the shift
Mispunch	A day with a missing in or out punch
Muster roll	The monthly register of days present, absent and on leave used for salary
PF / FPF / ESI	Provident Fund, Family Pension Fund and Employees' State Insurance statutory contributions
Addition / Deduction heads	The named earning and deduction components of salary
P2S	A device connection mode supported for some models, in addition to LAN and USB
SMTP	The email server setting used to send mail
ARMS.mdb	The Realsoft database file

15. Quick reference

15.1 Daily routine

Step	Click
1. Download punches	Toolbar: **Data Transfer** > Connect > Download Data From All Machine
2. Process	Toolbar: **Data Processing** > Daywise > Process
3. Fix missing punches	**Transaction > Manual Punching**, then process again
4. Today's reports	Toolbar: **Daily Report** > Present, Absent, Late or Performance

15.2 Month end

Step	Click
1. Process the month	**Process > Daily Manual Process** > For a month
2. Review exceptions	**Reports > Monthly Report** > Late Memo, Miss Punch Memo, Monthly Summary
3. Run salary	**Process > Salary Process** > Monthly Salary > Process
4. Print payslips and statements	**Reports > Salary Report** > PaySlip, Monthly Statement, PF Statement, ESI Statement
5. Email staff	Toolbar: **Send Mail**
6. Back up	**Administration > Backup** > Back Up Now

15.3 Where to find it

I want to...	Go to
Add an employee	File > Employee Master
Change grace time or late rules	File > Category Master
Add a shift	File > Shift Master
Add a holiday	File > Holiday Master
Add a machine	File > Machine Setup
Copy fingerprints to another machine	File > Hardware Setup
Record leave	Transaction > Update Leave Register
Give a loan	Transaction > Update Loan
Make my own report	Reports > Customize Report
Create a user and set rights	Administration > User Manager, Assign Rights

15.4 The five messages to leave with every customer

1. From the finger on the machine to the payslip, in one package.
2. Your rules, applied the same way every day: grace times, half days, lates and overtime.
3. Three clicks a day: Data Transfer, Data Processing, Daily Report.
4. More than 60 reports, with Excel export and a report you design yourself.
5. Secure and simple: user rights, passwords and one-click backup, with no server to buy.