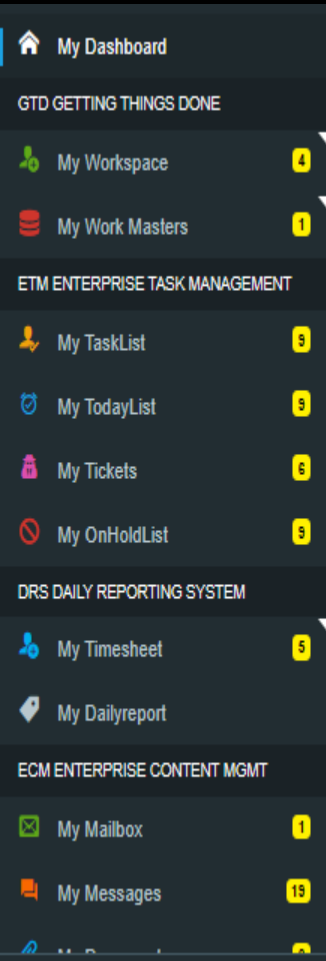


DRS: Daily Reporting System

MobileERP.in

April 2024

DRS: Daily Reporting System



What Is a Daily Reporting System?

A daily report is a document that lists the activities that happened during a specific day. It's typically used by managers to keep track of their employees' activities and to analyze their productivity.

You can create it at any time during the project. Still, it's helpful when multiple stakeholders are involved and everyone needs to stay informed about what's happening in their respective areas.

While it doesn't have to be complex and detailed, it should include several different types of info. The more info you add, the better it will be for your team.

Daily reports keep your company updated on what has been completed in the past 24 hours. Using a daily report template ensures you don't spend your entire day typing up updates from scratch. A daily report template is a tool that offers daily status updates at 24-hour intervals. It delivers a high-level overview of work completed yesterday, work that needs to be prioritized today, and work that is forecast to be important for tomorrow. DRS has:

1. **Timesheet:** This is where you are supposed to fill work done by you hour wise during the day.
2. **Calendar:** This is where you are supposed to see your past or daily attendance, work etc.
3. **DPR:** This is where you are supposed to do daily progress reporting on your responsibility.

Benefits of a Daily Report System

1. In a sentence: A daily report template ensures your team gets. Stuff. Done.
2. Offers a clear overview of the day's priorities
3. Keeps individuals and entire departments updated on projects
4. Ensures that major deadlines don't "sneak up" on team members
5. Helps individuals plan their days more efficiently, as they receive a preview of the day's priorities 24 hours in advance
6. Saves companies time by eliminating the need for check-ins and meetings

Timesheet

A **timesheet** is a record or document used to track and record the hours worked by an employee. It serves several purposes within an organization:

- **Time Tracking:** Employees use timesheets to log their work hours, including when they start and finish work, breaks, and any overtime. This information helps calculate payroll accurately.
- **Project Management:** Timesheets are essential for project-based work. They allow project managers to monitor how much time employees spend on specific tasks or projects. This data helps allocate resources effectively and track project progress.
- **Billing and Invoicing:** For businesses that bill clients based on hours worked, timesheets provide evidence of the work performed. Consultants, freelancers, and service providers often use timesheets to generate accurate invoices.
- **Compliance and Legal Requirements:** Timesheets help organizations comply with labor laws and regulations. They provide evidence of work hours, breaks, and overtime, which can be crucial during audits or legal disputes.
- **Employee Productivity and Efficiency:** By analyzing timesheet data, employers can assess employee productivity, identify bottlenecks, and optimize work processes.
- **Attendance and Leave Tracking:** Timesheets also capture information related to sick leave, vacation days, and other time-off requests.

Timesheet

637.ASHISH
Computer Department

FY: 2425 - 11/04/2024

DRS DAILY REPORTING SYSTEM

My Timesheet 14

Air Ticket Booking

Book

Data Backup/Restore

Inquiry Updation in ERP

Market Analysis

Market Reports

Meeting

Official tour

Other than S/W Dev.

Payroll Processing

Refrence Study

Reports

Software Development

User Support

My Attendance

My Dailyreport

Timelog

DSS DEPARTMENT SELF SERVICE

Payroll Processing Activity

My Activities > Payroll Processing

MY WORK TIMESHEET SCHEDULAR FOR 11/4/2024

ACTIVITY: Payroll Processing

Sub Activity: Document: Day: 11/04/2024

Start time: End time:

ATTENDANCE CHART

NON-PROJECT CHART

DAY	ATTENDANCE	TIME	PROJECT	ACTIVITIES	SUB ACTIVITIES	MINUTES
1	A	10-11		Payroll Processing	User Support	60
2	A					
3	A					
4	A					
5	A					
6	A					
7	A					
8	A					
9	A					
10	A					
11	A					
12	A					
13	A					
14	A					

TIME	PROJECT	ITEM	TASK	MINUTES

Calendar

- 637.ASHISH
Computer Department
- FY: 2425 - 11/04/2024
- DRS DAILY REPORTING SYSTEM
- My Timesheet 14
- My Attendance
- My Dailyreport
- Timelog
- DSS DEPARTMENT SELF SERVICE
- My Payment Request
- My Manpower Req
- TSS TRAVEL SELF SERVICE
- Travel Request
- Booking Request
- Budget Advance
- Visit Report
- Claim Expense
- HTA HR TRAVEL APPROVALS
- Outdoor Request Approval

Employee Attendance Calendar

> My Calendar > Employee Attendance

DAY	WEEK	MONTH	March 2024						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday			
26 • 04:49 FULL DAY	27 • 05:50 FULL DAY	28 • 06:51 FULL DAY	29 • 07:52 FULL DAY	01 • 06:24 FULL DAY	02 • 07:25 FULL DAY	03 • 08:26 WEEKLYOFF			
04 • 01:27 FULL DAY	05 • 02:28 FULL DAY	06 • 03:29 FULL DAY	07 • 04:30 CASUAL LEA	08 • 05:31 WEEKLYOFF	09 • 06:32 WEEKLYOFF	10 • 07:33 WEEKLYOFF			
11 • 08:34 FULL DAY	12 • 01:35 FULL DAY	13 • 02:36 FULL DAY	14 • 03:37 CASUAL LEA	15 • 04:38 FULL DAY	16 • 05:39 FULL DAY	17 • 06:40 WEEKLYOFF			
18 • 07:41 FULL DAY	19 • 08:42 FULL DAY	20 • 01:43 FULL DAY	21 • 02:44 FULL DAY	22 • 03:45 FULL DAY	23 • 04:46 WEEKLYOFF	24 • 05:47 WEEKLYOFF			
25 • 06:48 WEEKLYOFF	26 • 07:49 FULL DAY	27 • 08:50 FULL DAY	28 • 01:51 FULL DAY	29 • 02:52 FULL DAY	30 • 03:53 FULL DAY	31 • 04:54 WEEKLYOFF			

DPR: Daily Progress Reporting

11/04/2024 13:33:32 3479 7701 28 0 2 8 IMPLEMENT

TICKETS TASKS HOLDS TIMESHEET

TICKETS 3 TASKS 30 HOLDS 20 TIMESHEET 10

Attendance

Vendor Labour Staff

Work Created By: Niravsir
BBU Item: Building 4
BBU Activity: Construction Create

Chotturam
Brick Work 30/1k sqft Update

Ramchand
Plumbing Work 10/80 sqft Update

Unassigned
Electrical Work 200/600m Update

+ Man Material Machinery Reports

MAN

MATERIAL

MACHINERY