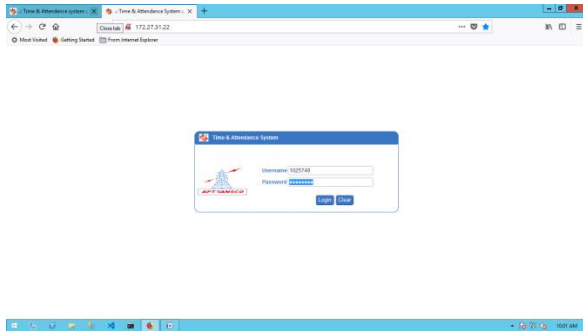
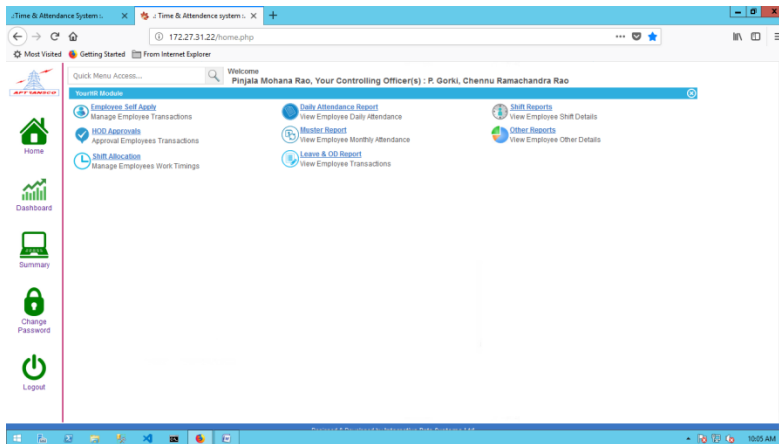


PROCEDURE FOR CHANGE RETURN

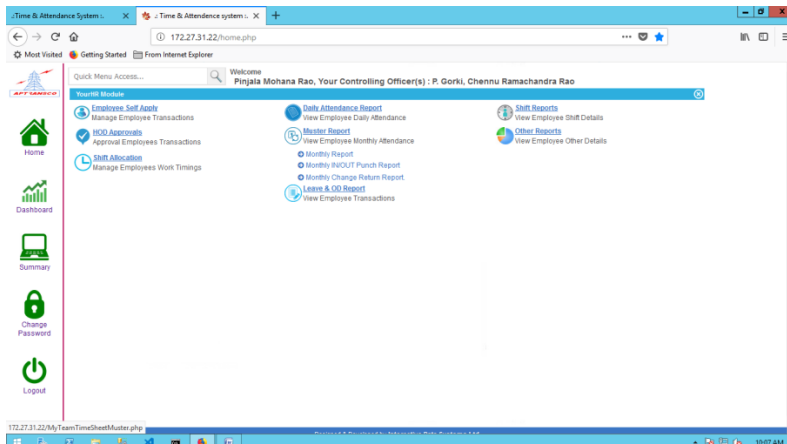
1. Login ERP: 172.27.31.22; Internet: biometric.aptransco.co.in



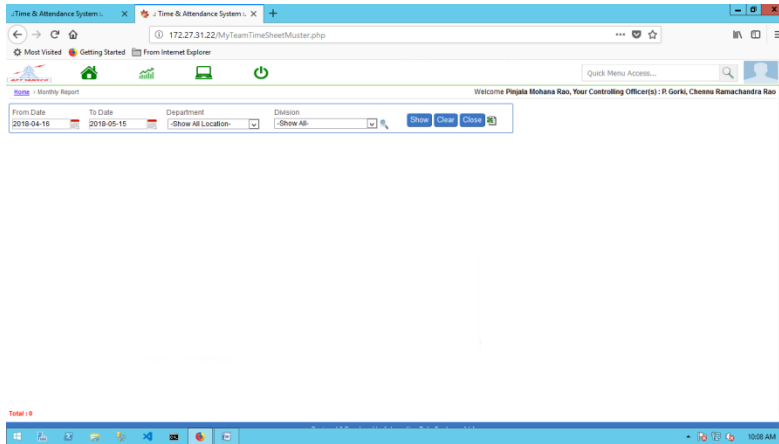
2. Click on Muster Report



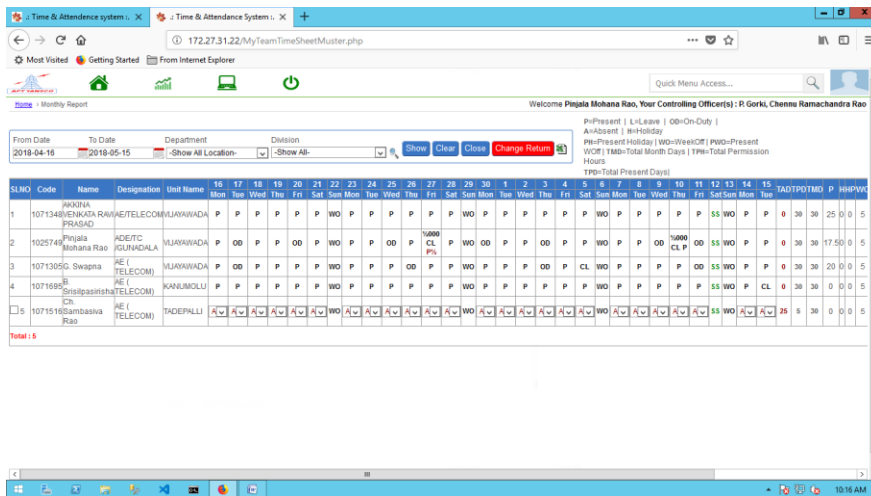
3. Click on Monthly Report



4. Click on Show



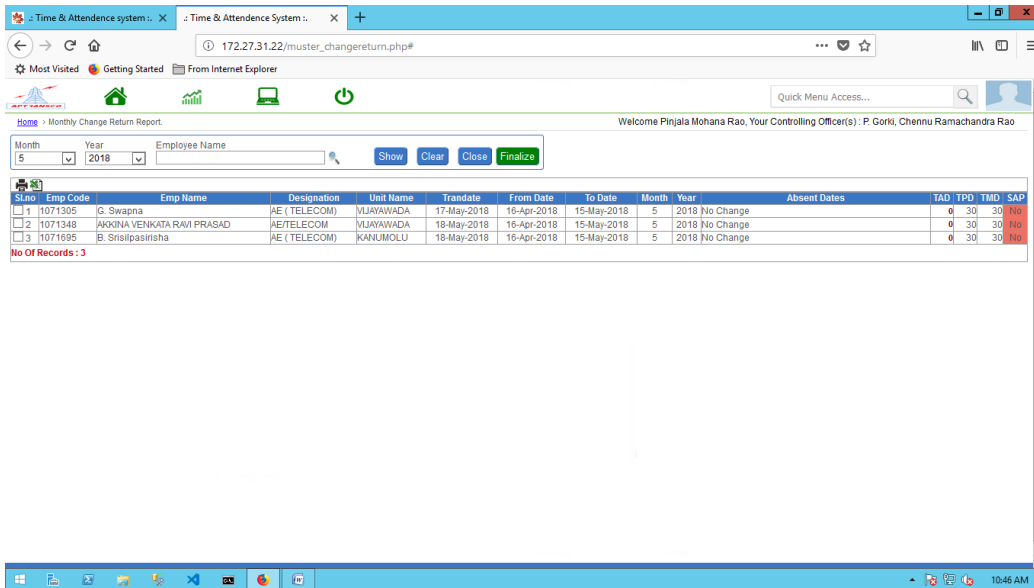
5. Employees Data will be displayed as follows



6. **If attendance is not final, then sanction pending CLs, OHs, ODs, etc., if any.**

7. If attendance shown is final, then check left side box in Sl. No. (e.g., Sl.No. 5 in above depiction) and enter remarks, Click on Change Return (in red color), then click on OK and Change Return gets finalized (e.g., Sl.No. 1,2,3,4 in above depiction, no check box) and no further editing possible.

8. Click on Home Button ----> Click on Muster Report -----> Click on Monthly Change Return Report -----> Select Month and Year then Click on Show will display as follows.



9. This shows emp employees details of above Sl. No. 7 procedure completed. Now Click on PRINT button left side above Sl. No. This will be saved in PDF format and Print can be taken.

