



Attendance on the Cloud

User Manual

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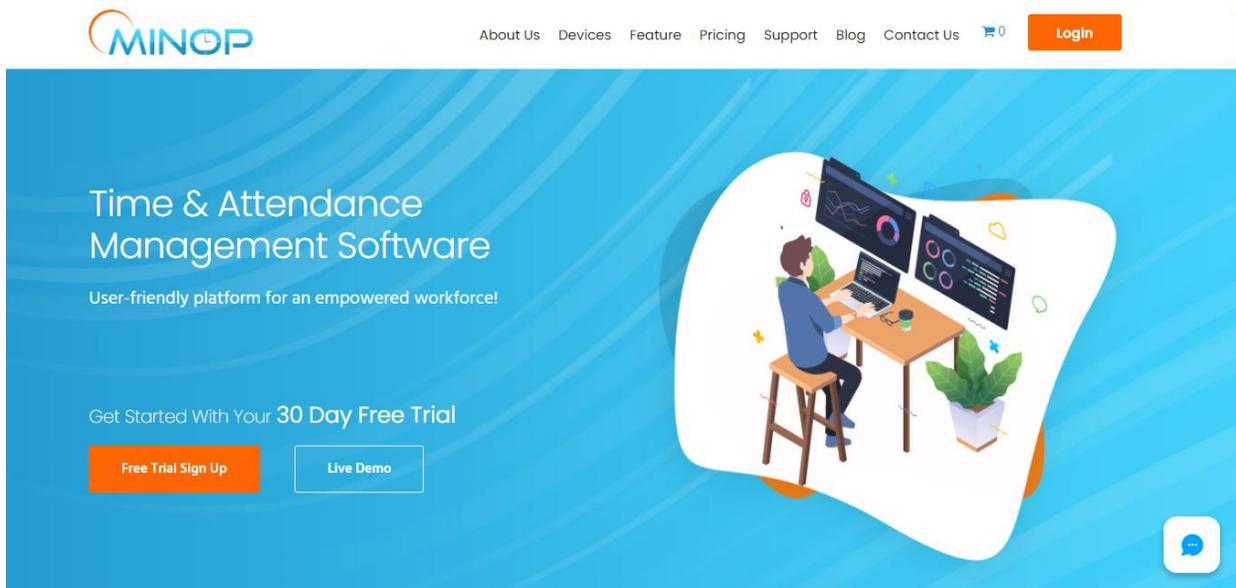
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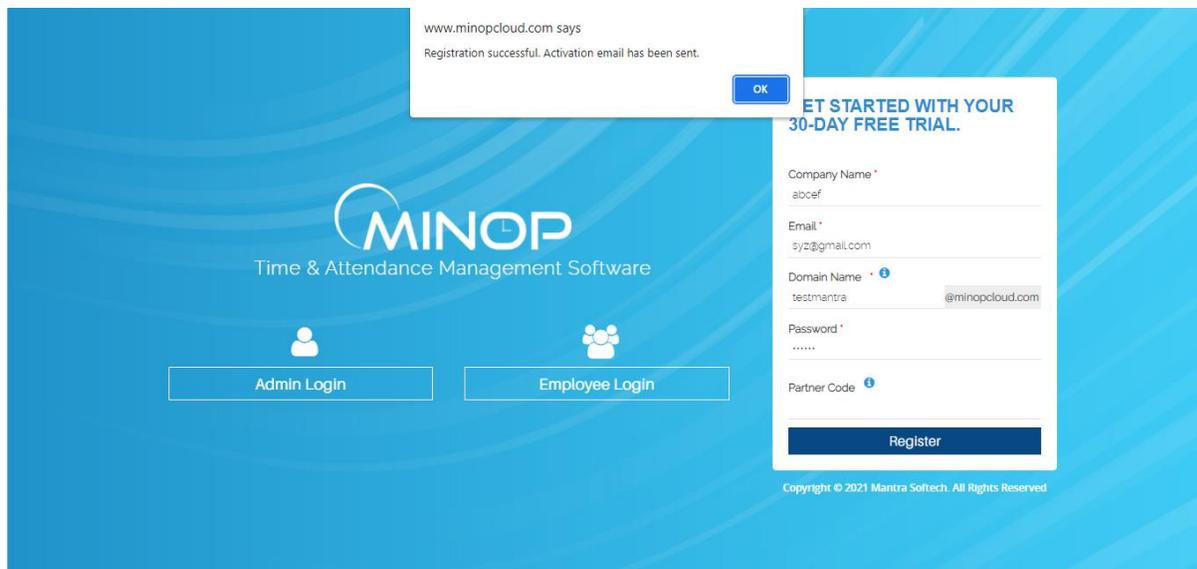
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Create Account

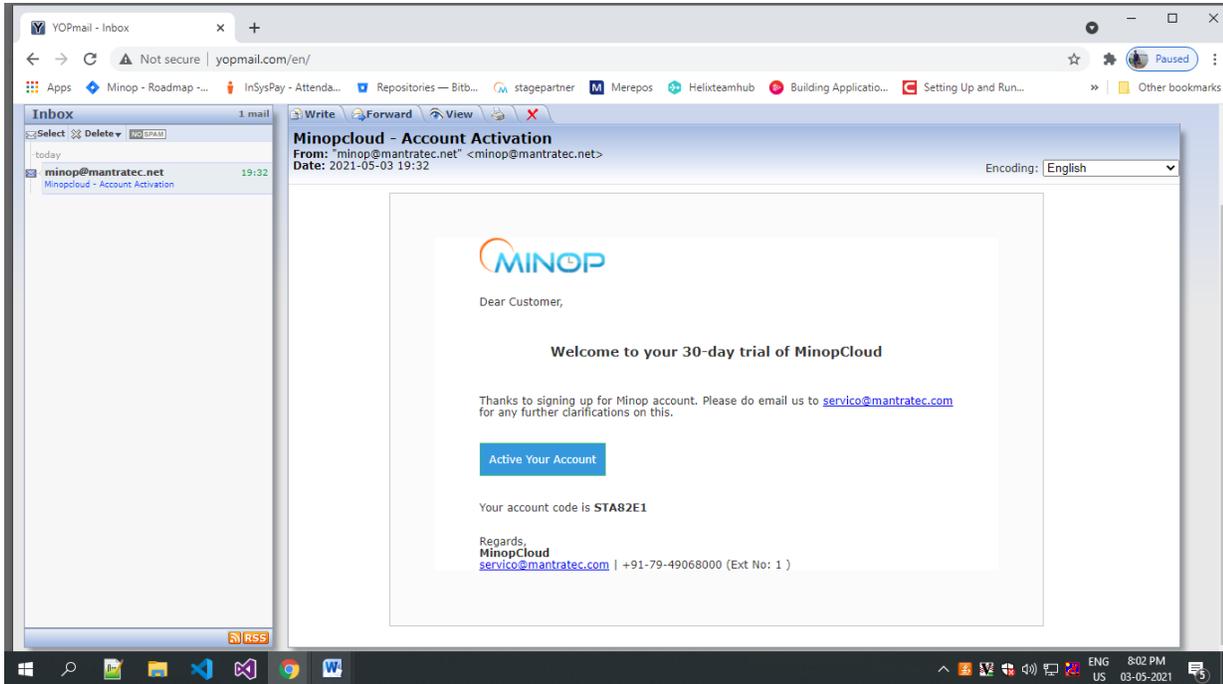
- ✓ To create new Account navigate to <http://minopcloud.com/> and then click on Login OR Click on SIGNUP button to navigate to <http://minopcloud.com/PayTime/LoginPage>.



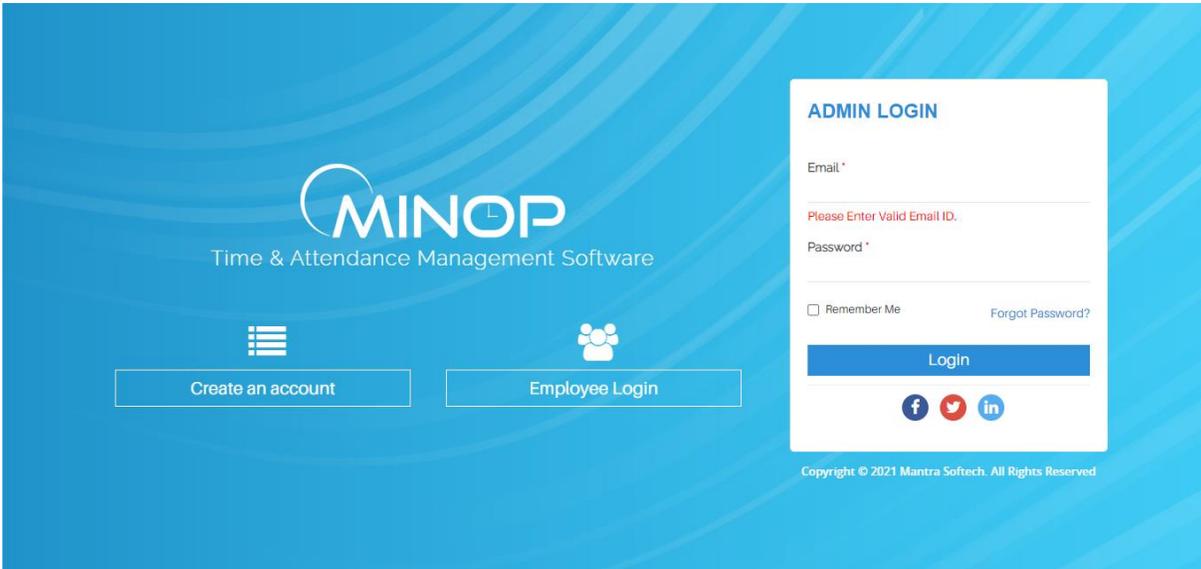
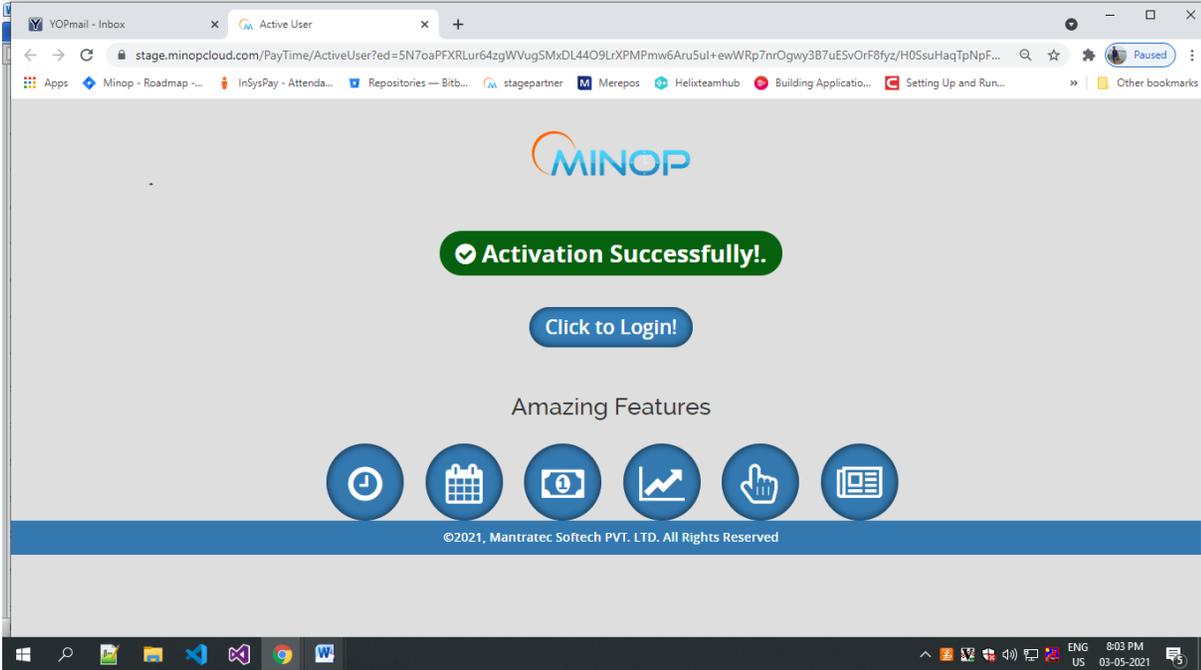
- ✓ Click on Create New account button and fill all details and then click on Free trial sign up Button or Login Button



- ✓ Message will display that email is sent to your mail, Open that mail and click on the provided link to activate account.



- ✓ “Your account is successfully activated” message on screen will display as you click on activate account link



- ✓ Enter **valid Credentials** and click on **Login button**, after Successful registration when user do Login for **first time** then he will redirect to the **System setting wizard page**.

MINOP Home Wizard nandeshwar.bharati4@gmail.com

Setup Company

Company Info

Company Setting

Name: Nandesh

Website Url: https://www.mantratec.com

Contact No: +91 1234567891

Email Id: nandeshwar.bharati4@gmail.com

Address: xyz

Pincode: 382424

GST No: 11AAAAA1111Z1A1

Previous Next

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- ✓ User will be asked to On/Off master page on screen, On Masters will display in the respected menu and OFF masters will not display in the menu.

MINOP Setup Company nandeshwar.bharati4@gmail.com

Setup Company

Company Info

Company Setting

Functionality Setup

Designation

Religion

Holiday

Leave

Require GPS for MFSTAB

For enable SMS functionality

Cloud Device Auto Sync

Monthly Report Startday

Date Format

Approval for Webpunch

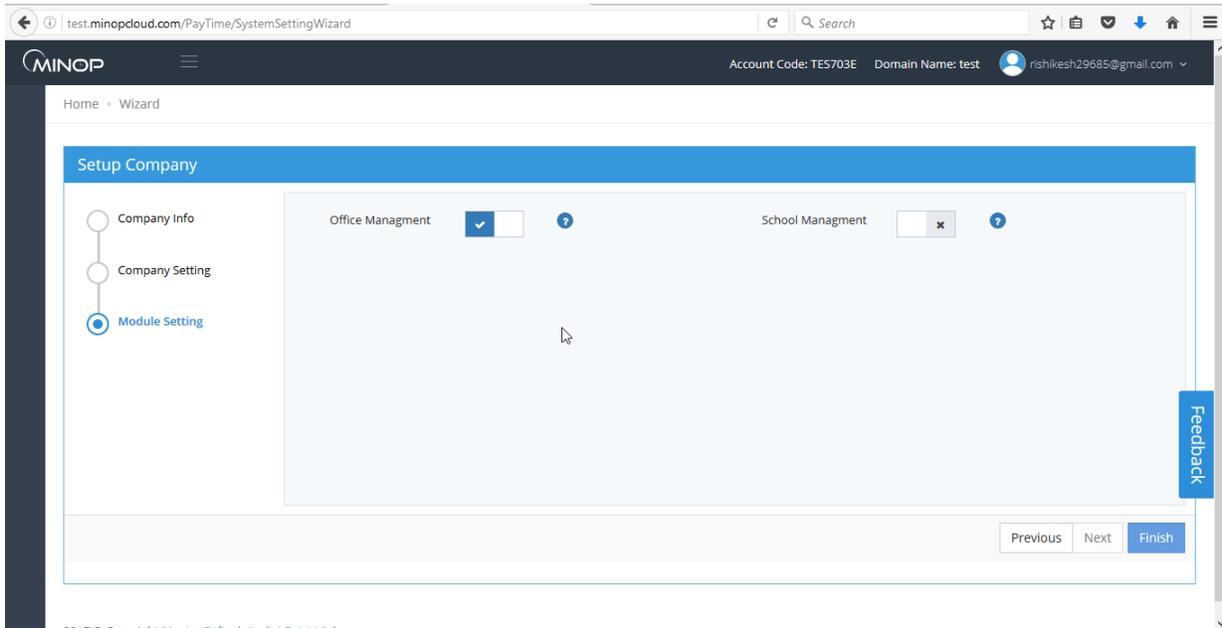
Employee Self Service

Employee Self Service(Ess)

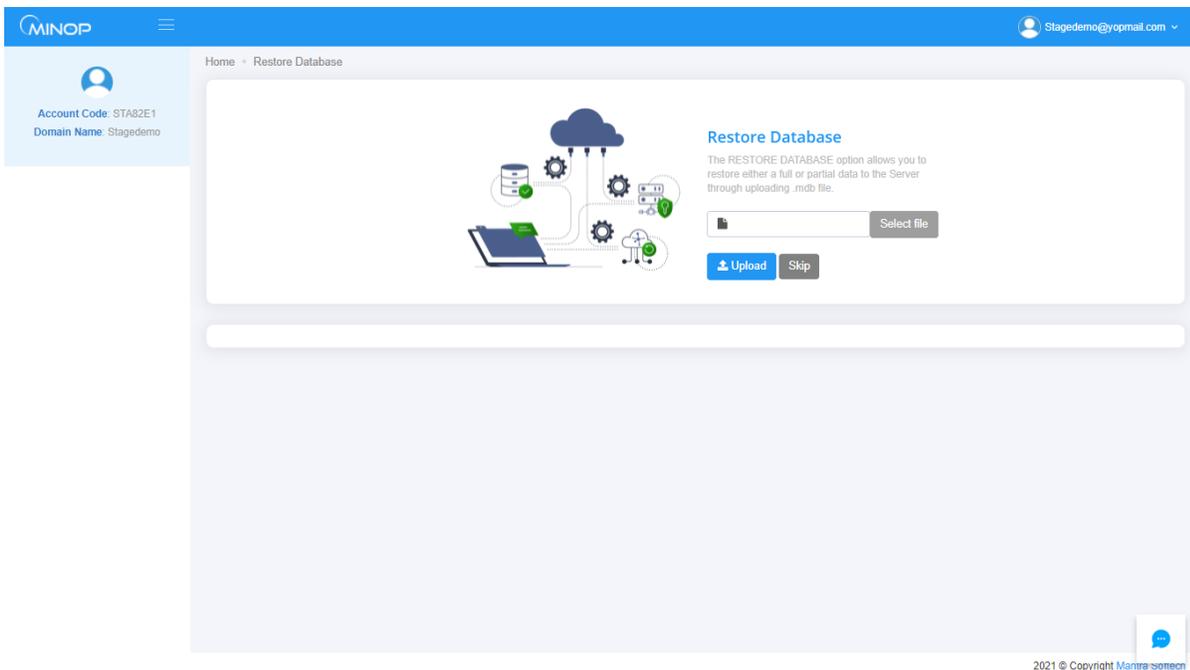
Branch Geo Fence

Face Recognition

- ✓ Select the Modules of your choice and click on finish button.



- ✓ After click on finish button user will redirect to the Restore Database page. Here if user has old database backup in “.bak” (you may only restore back up of Paytime only rename file and add “.bak” in the end if Paytime backup file don't have “.bak” in end) file then he/she can restore the database otherwise click on skip button it will redirect to the Admin Dashboard page.

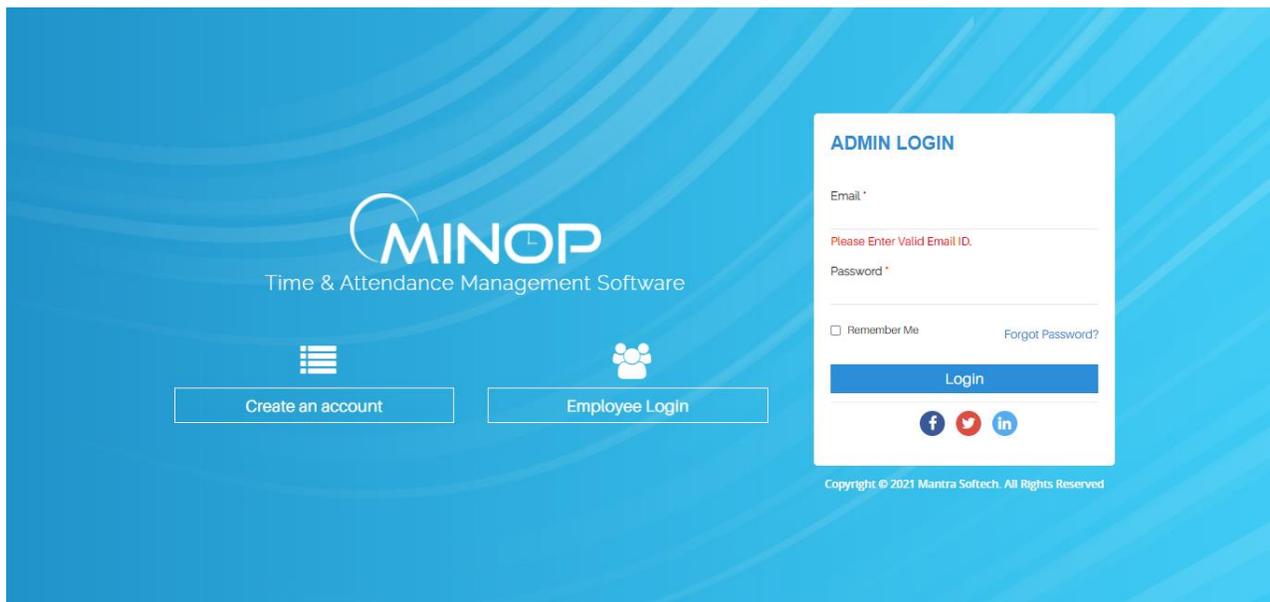


Login

There are total 3 types of user Login available which are as follow,

- **Admin User Login** – Navigate to <http://minopcloud.com/PayTime/LoginPage> to Login into Admin Login.
- **Employee User Login** - Navigate to <http://minopcloud.com/PayTime/LoginPage> to Login into Employee Login.
- **Developer User Login** - Navigate to <http://minopcloud.com/paytime/DevelopersAccount/> to Login into the Developer Log

1. Admin Login

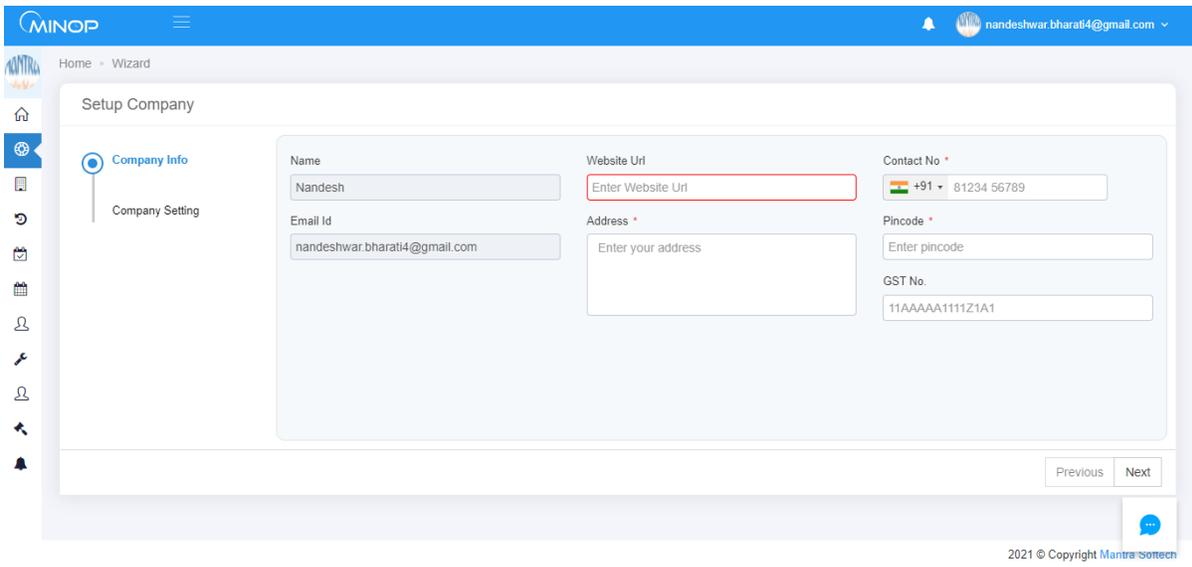


Above image is of first view for Admin login.

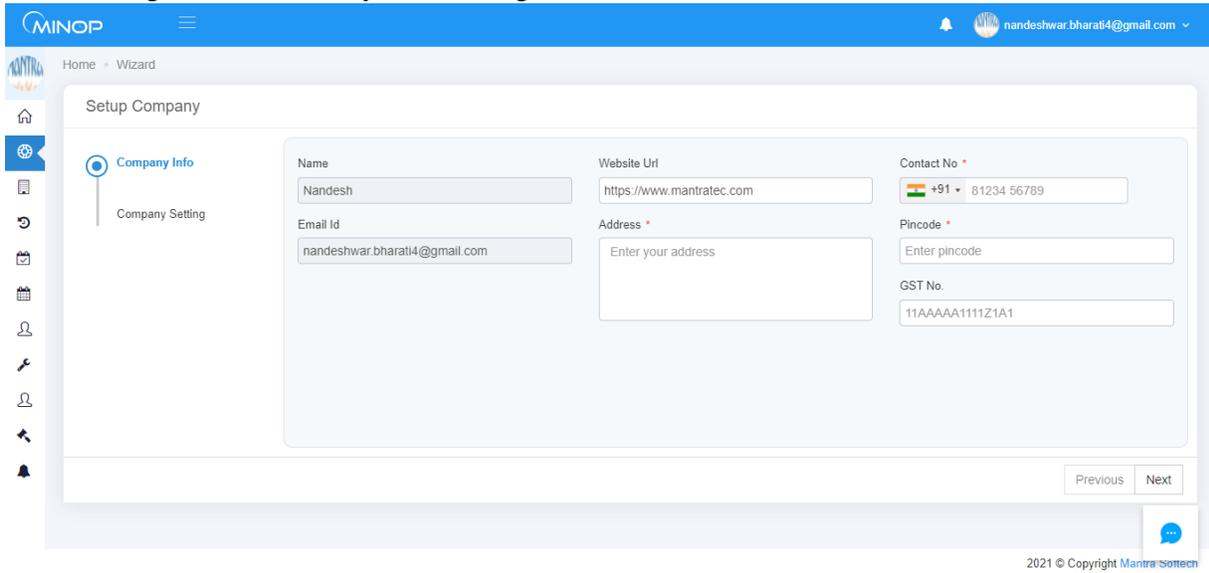
1.1 System Setting Wizard

On Login, If new account is created and doing Login for first time then it will redirect to the System setting Wizard page and if Old user then User will redirect to the Dashboard of the admin panel.

System setting wizard will shoe following option choose that best suits your requirement.



Above image is for first in system setting wizard.

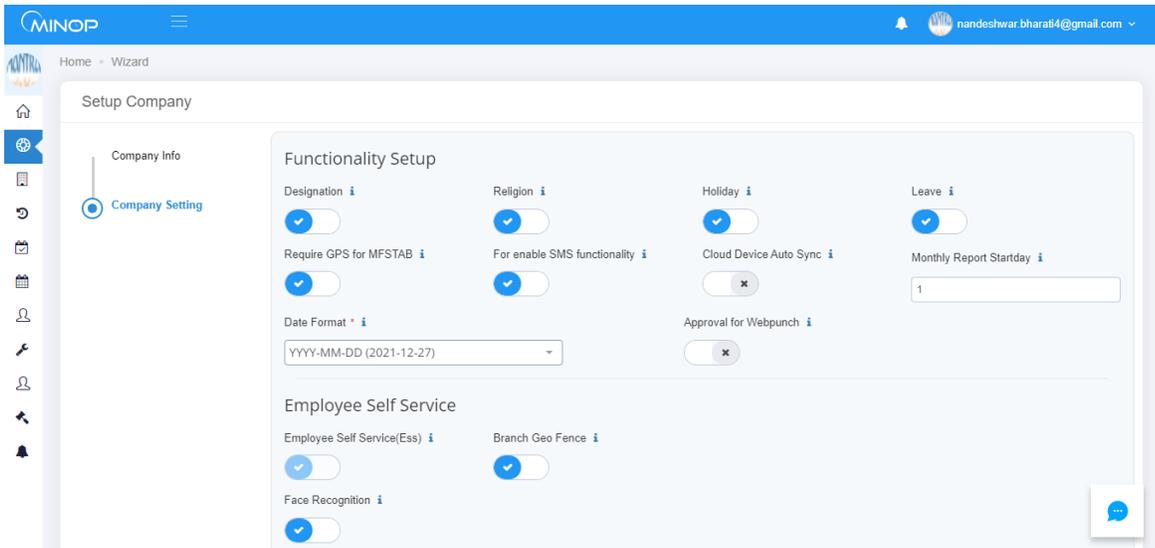


Above image is when all details fill.

'*' this sign show that field is mandatory you need to enter those field in order to move to the next page.

Fill all details and then click on next.

After clicking in next button next page will be of company setting here there are different option like Designation, Religion, Holiday, Leave, Etc...



Above image shows company setting page.

Turning on/off button makes a huge difference like if you want designation to be added and shown in your account you can turn it on and if you don't want then you can turn it off it won't be seen in that particular entire account you may change this setting later on as per requirement. Same thing goes for all other options.

Select appropriate Company settings and click on finish that's all for system setting wizard. After clicking on finish button you will be redirected to Restore Database page.

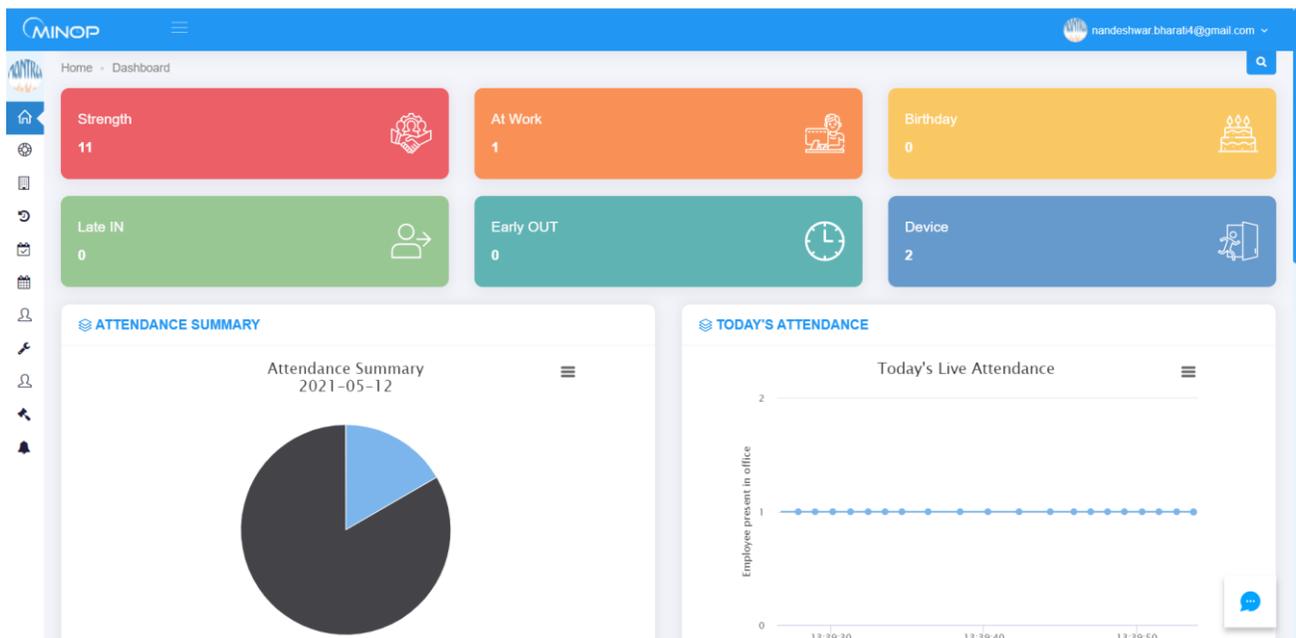
NOTE: Multiple date format will be available for **Elite** and **Premium plans** only

For Existing user, Admin Dashboard page will be displayed after Login and for New User need to Setup Company details and Wizard setting First.

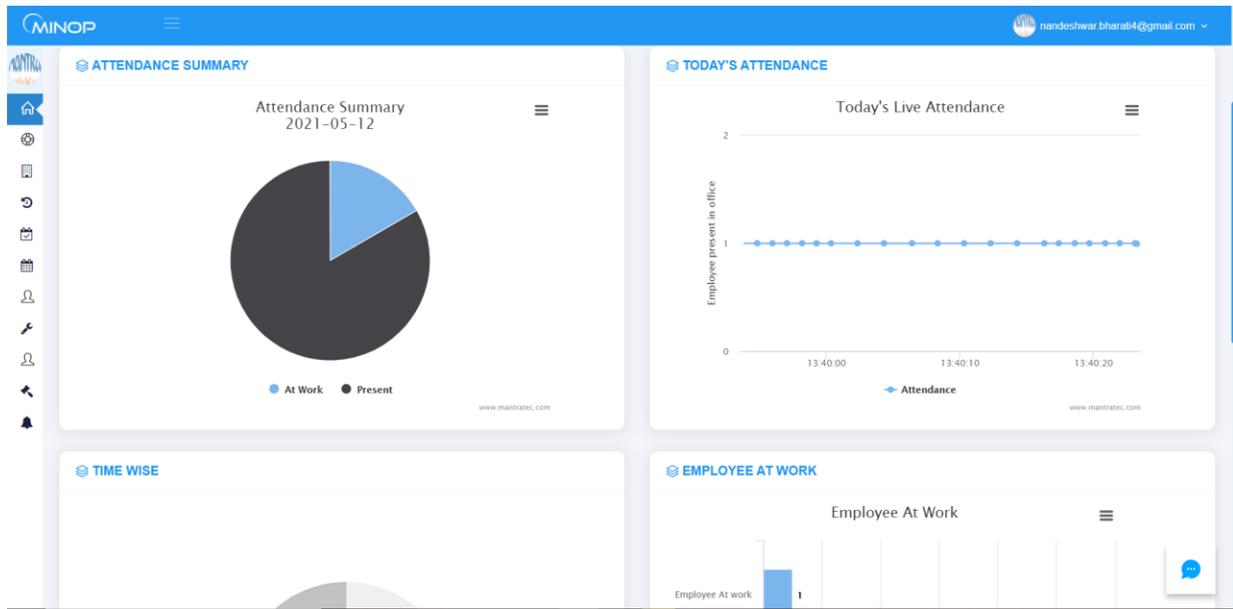
There are 6 different block on admin dash board they are as listed below with some summary.

- 1) Strength(total number of employee register with that company)
- 2) At Work(total number of employee that are working at that particular time)
- 3) Birthday(it shows total employee who has birthday on that particular date)
- 4) Late In(employee that has arrived late on that particular day)
- 5) Early out(employee that has departure early on that particular day)
- 6) Device(total number of device register with that account)

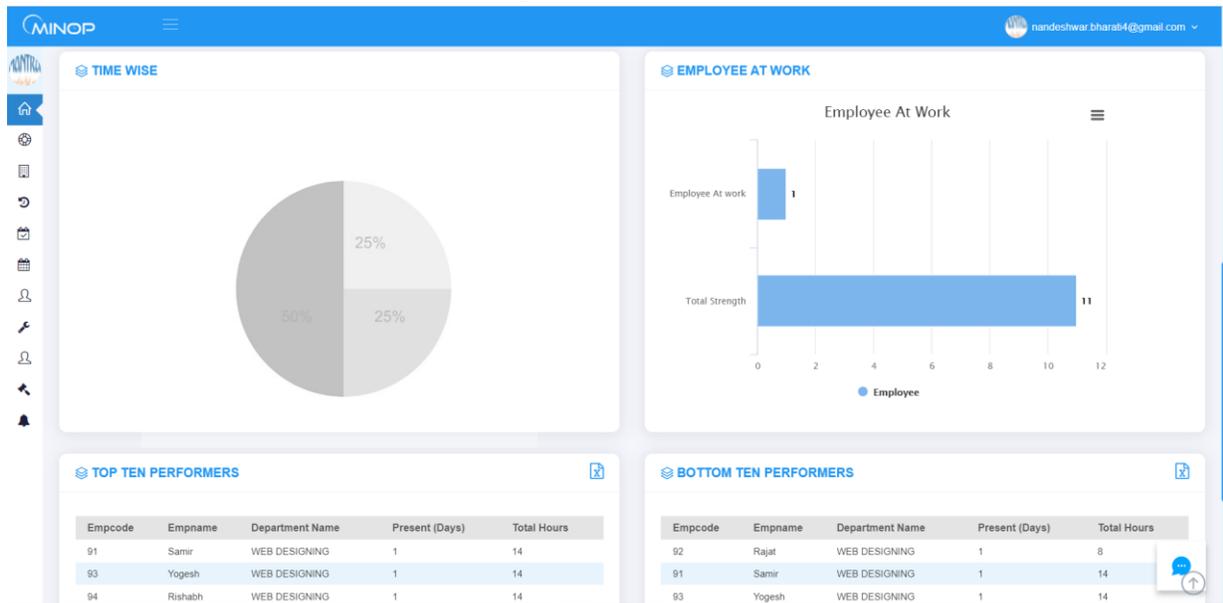
For brief detail on each block you can click on them to see its details.



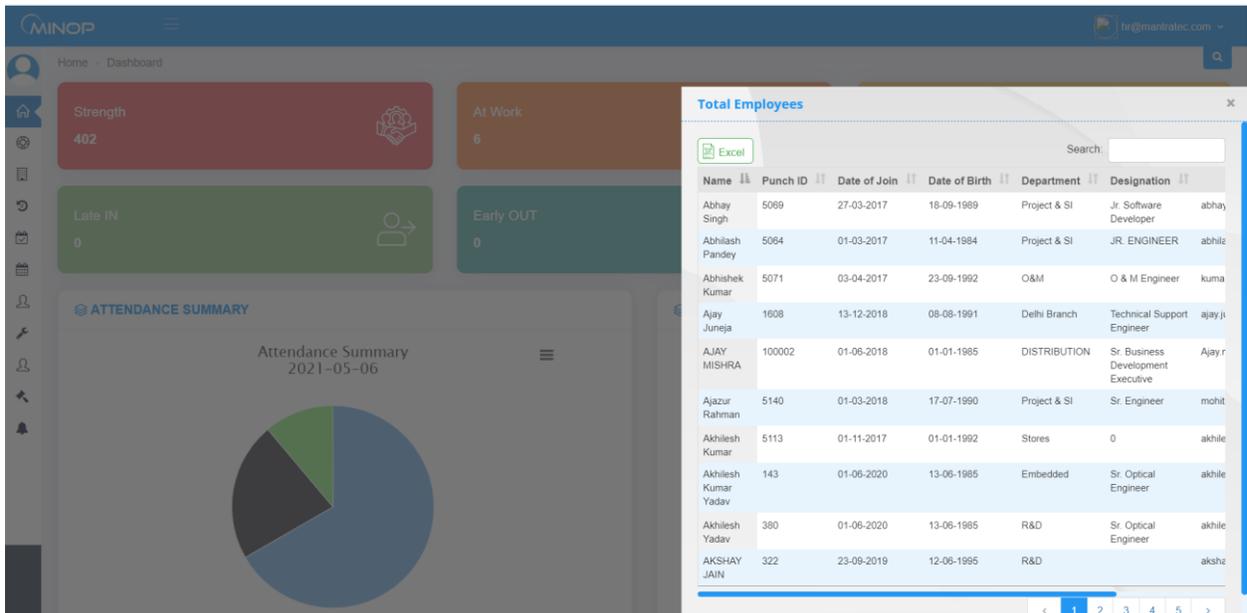
Above image is for admin dashboard general Summary will be show in convenient way that can be analyzed of current company status.



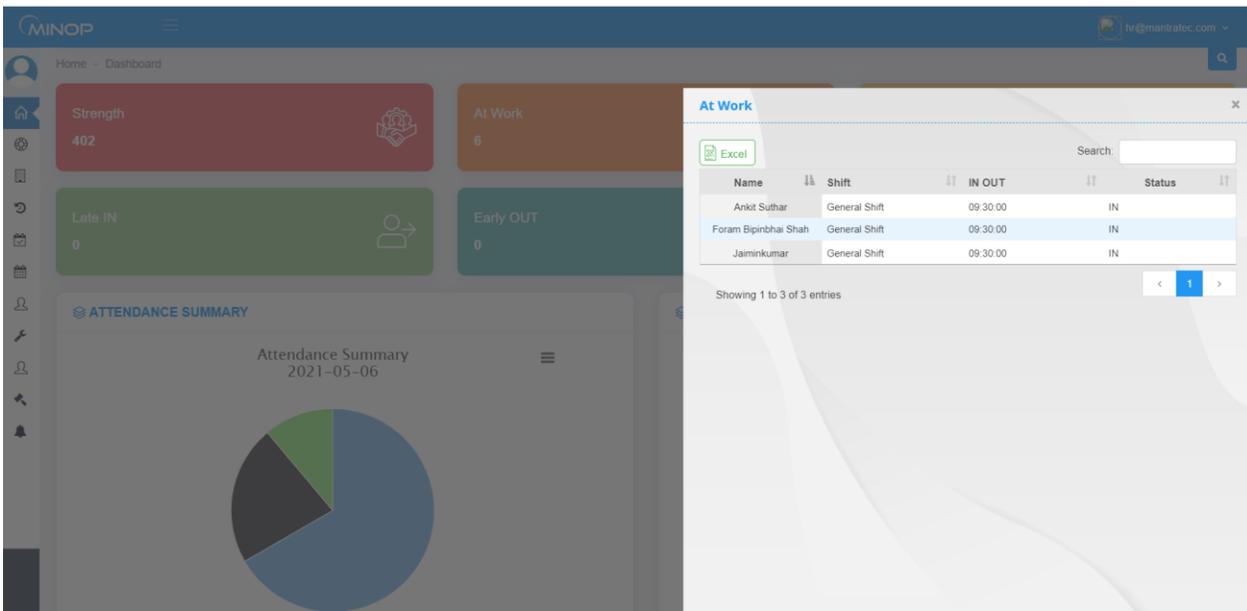
Above image shows pie chart of present day status of all employees on right side and on left side it shows live at work count of employee.



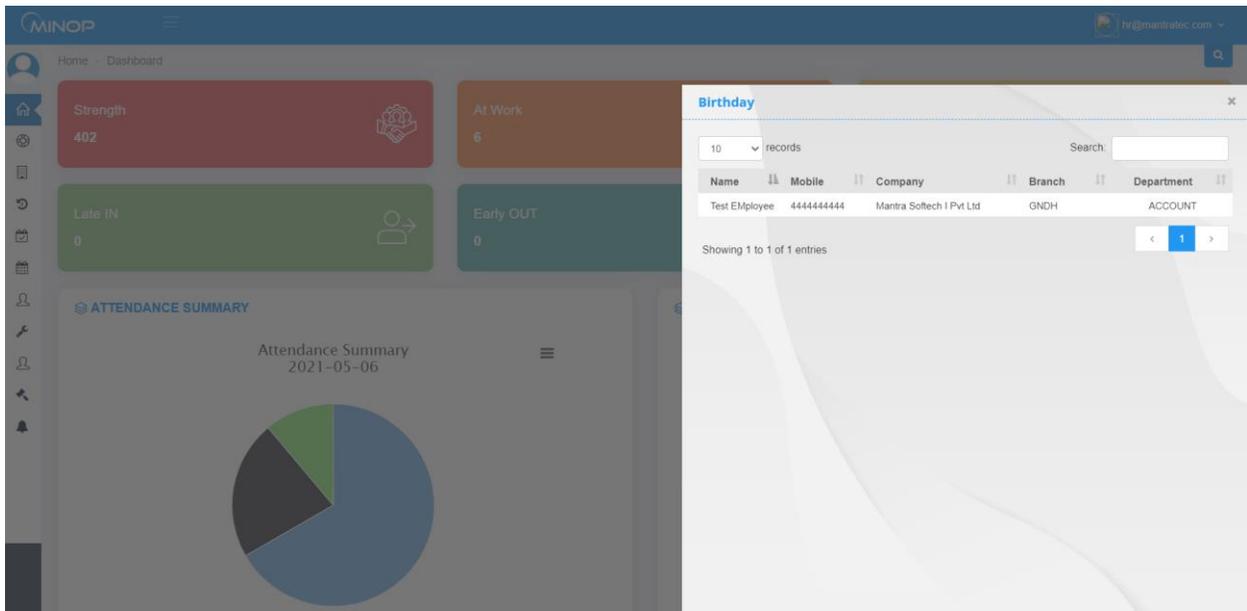
Above image shows pie chart of total punches done in specific time period and on left side bar chart of total employee in company to total number working on that particular time.



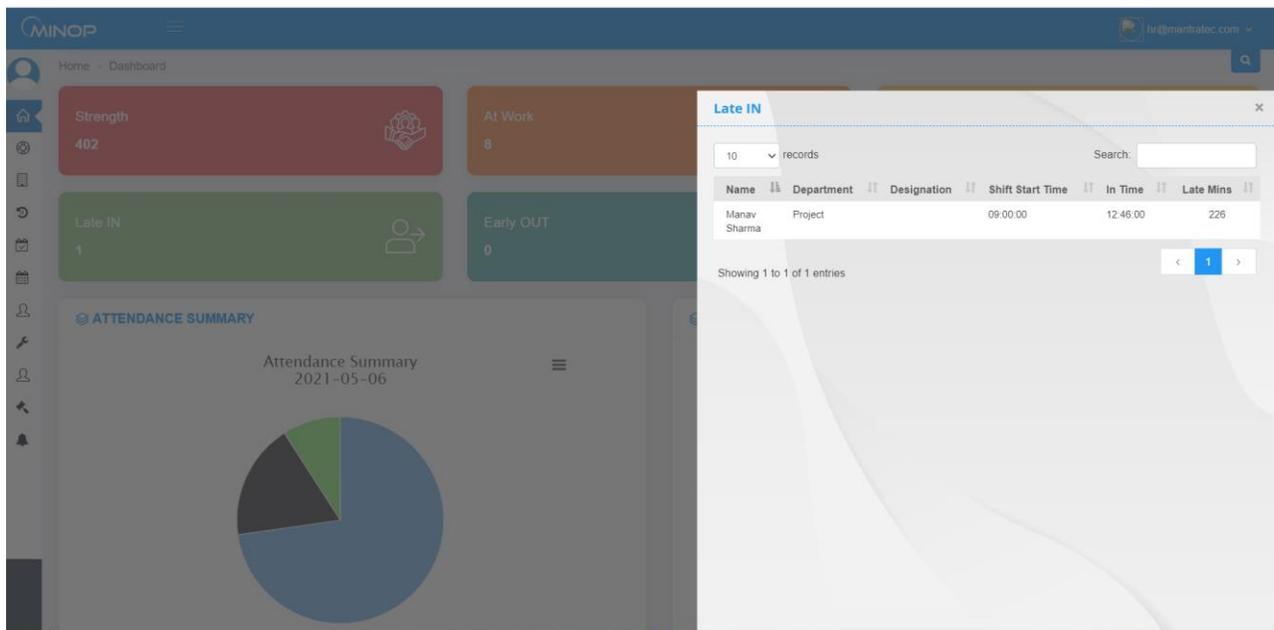
Above image show when you click on strength it will provide brief details like this.



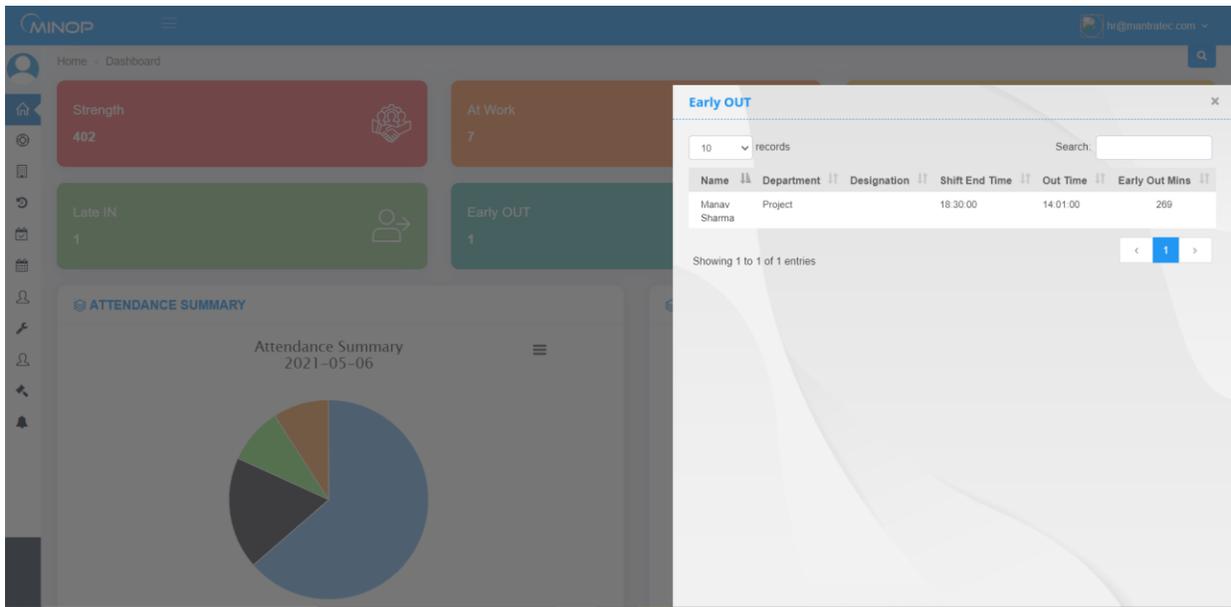
Above image shows when you click on At Work brief details will be available on present working employee.



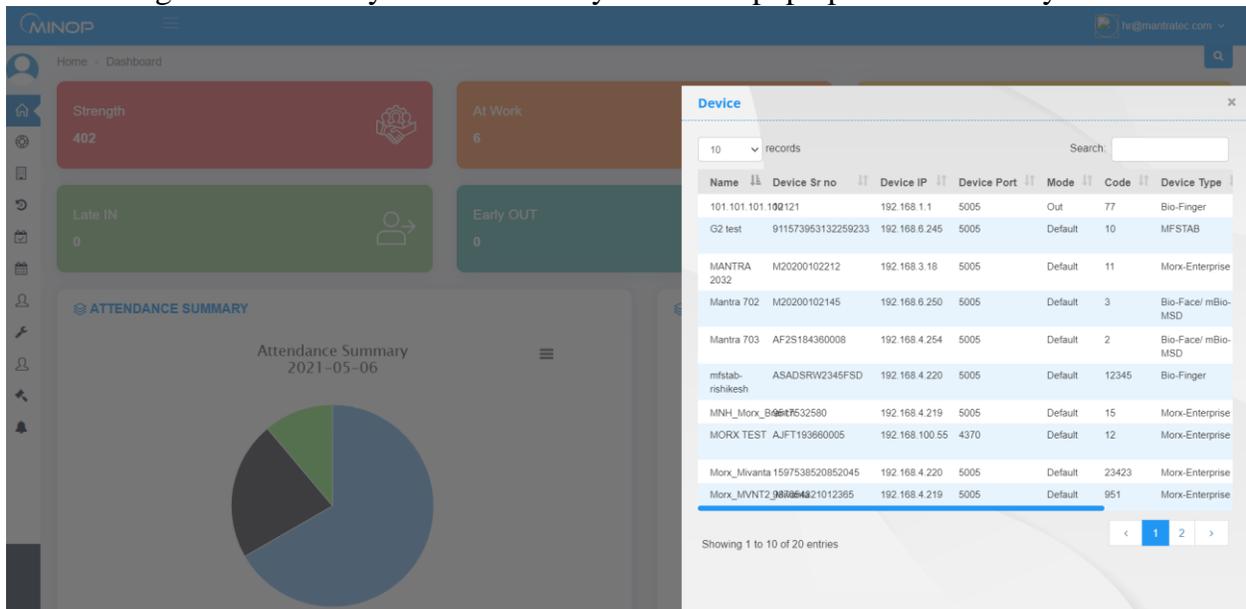
Above image shows details will pop up when you click on Birthday.



Above image shows when you click on late in block pop will show details of late in employee.

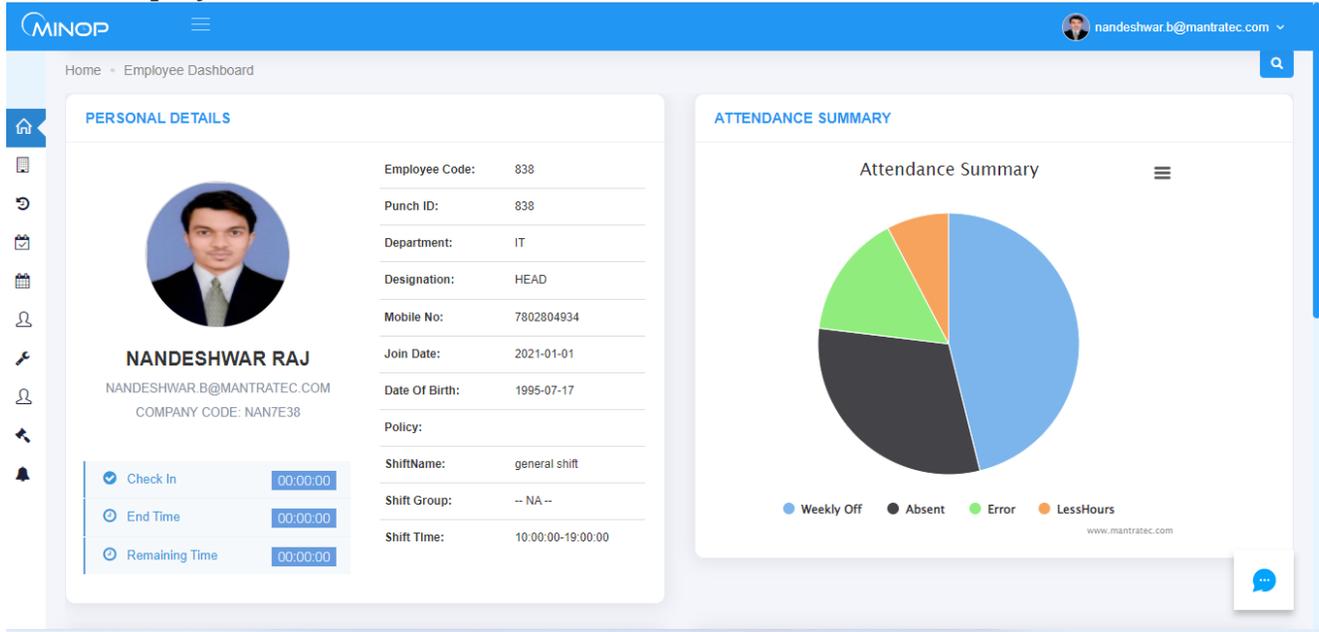


Above image shows when you click on early our block pop up will show early out details.

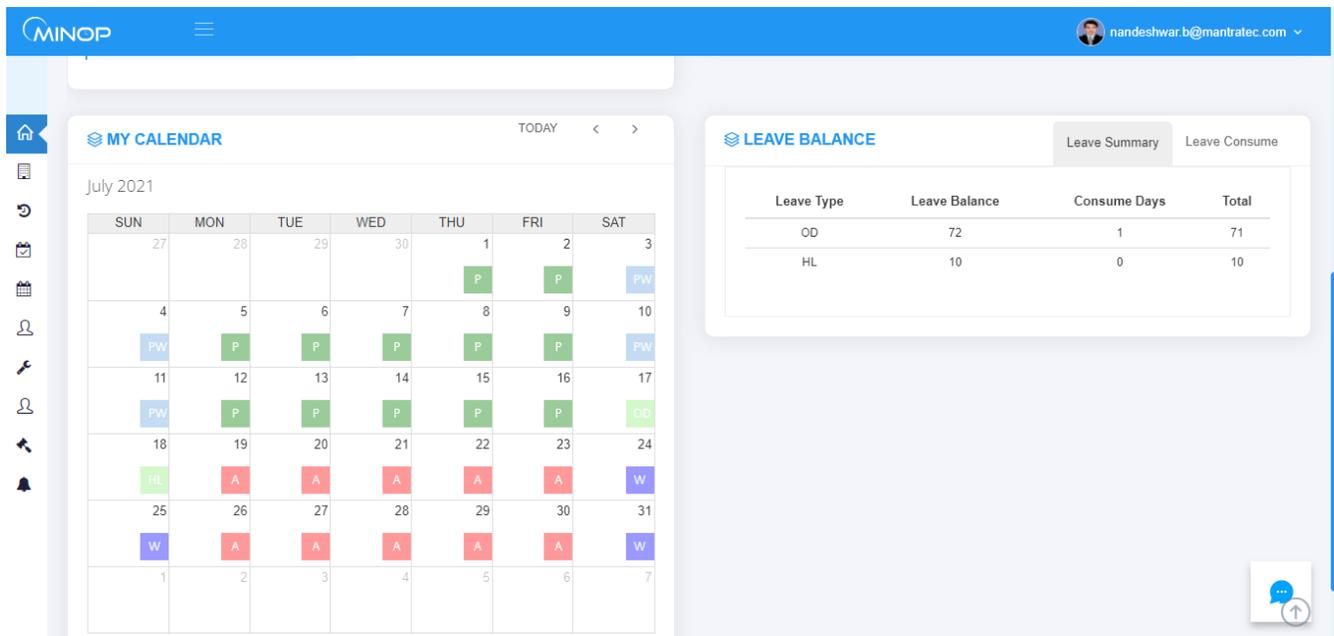


Above image shows device detail list pop up when you click in device block.

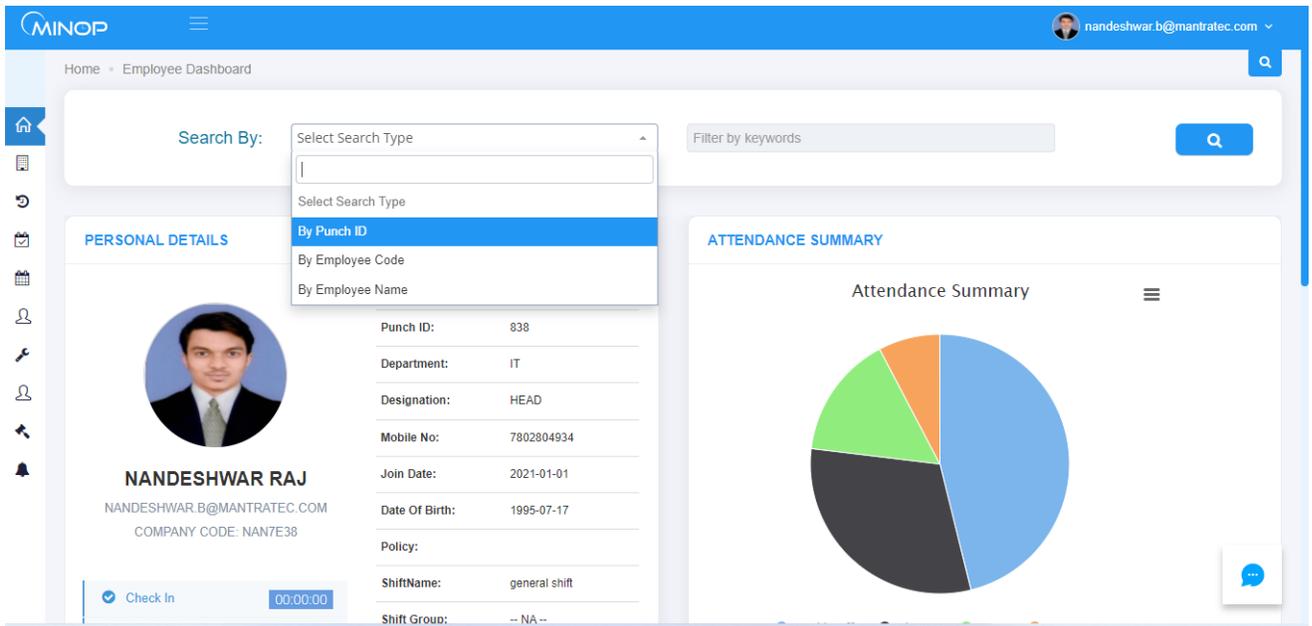
1.2 Employee Dashboard



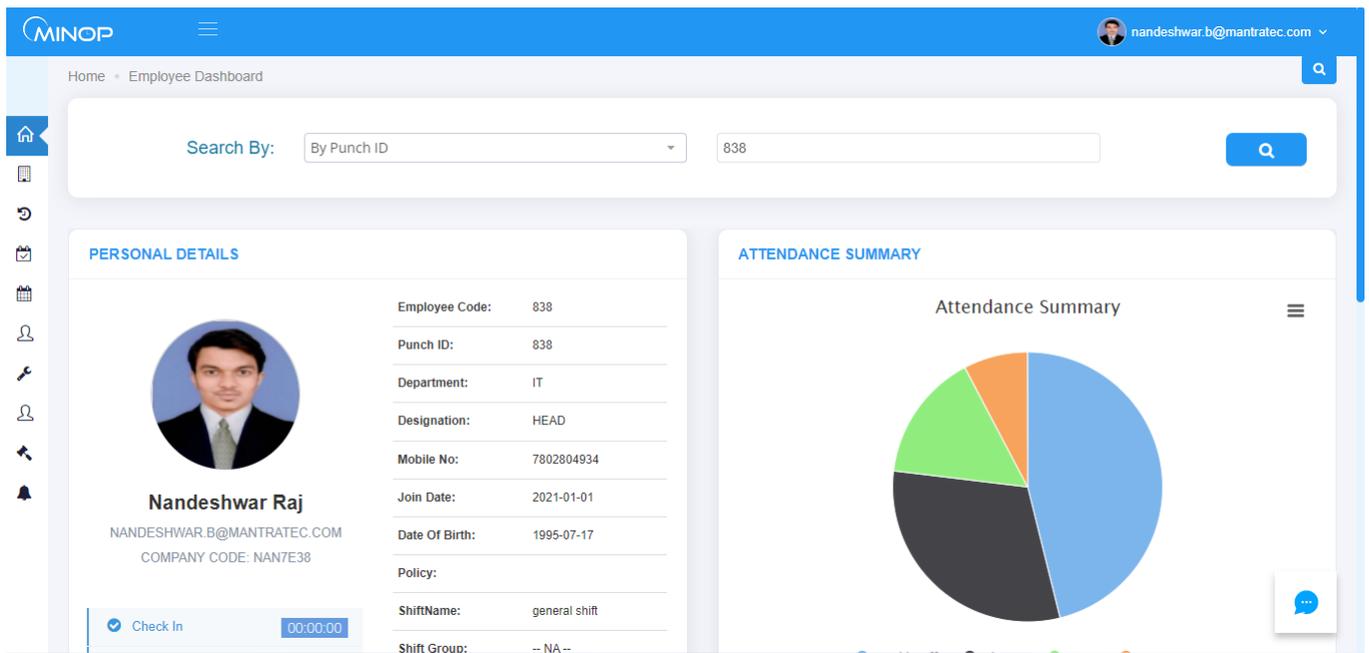
Above image first view of employee dashboard it contains general overview of employee on left side it shows attendance summary of that employee in pie chart.



Above image is of employee dashboard on right side it shows employee attendance status in calendar on left side it shows leave summary and leave consumption of that particular employee.



In employee dash board you can search employee on 3 different ways it might be with punch id, employee code or employee name.



Above image shows after selecting appropriate option.

- Admin can see Details of Employee's employee wise. Employee's leave balance, whole month's attendance in Calendar View.
- Admin can search Employee PunchID, Employee Code and Employee Name

1.10 Analytics Dashboard: Analytics Dashboard Menu has the following Attendance Reports.

1.10.1 Daily Reports:

- 1) Daily In-Out Report
- 2) Daily In-Out with Device Name Report
- 3) First IN Last out Report
- 7) Daily IN Register
- 5) Error Case Report
- 6) Absent Report
- 7) Late In Report
- 8) Early In Report
- 9) Early Departure Report
- 10) Late Departure Report
- 11) OT Report
- 12) Continuous Late Arrival Report
- 13) Continuous Early Departure Report
- 17) Continuous Absenteeism Report
- 15) Machine Raw Transaction Report
- 16) Manual Punch Report
- 17) Leave Balance Summary Report.

1.10.2 Monthly Reports:-

- 1) Monthly Muster Report
- 2) Monthly Working Duration Report

1.10.3 Daily Summary Reports:-

- 1) Department Summary Report
- 2) Early In Summary Report

1.10.7 Leave Reports:-

- 1) Leave Balance Report.

Example: Different Reports having different functions, Three reports are listed below as an example for better understanding.

Daily Reports:-

1) Daily In-Out Report

Company	Branch	Department	EmpCode Name	Attn Date	Designation	Shift	In Time	Out Time	Total Hrs	Late In	Early Out	OS Hrs	Status
Company: Mantra Softech Pvt Ltd (Continued on the next page)													
Branch: ff													
Department: Accounts													
EmpCode Name: f456 ffty													
				01-May-2021					00:00	00:00	00:00	00:00	A
				02-May-2021					00:00	00:00	00:00	00:00	W
				03-May-2021					00:00	00:00	00:00	00:00	A
				04-May-2021					00:00	00:00	00:00	00:00	A
				05-May-2021					00:00	00:00	00:00	00:00	A
				06-May-2021					00:00	00:00	00:00	00:00	A
EmpCode Name: ffr123456 ffr													
				01-May-2021					00:00	00:00	00:00	00:00	A
				02-May-2021					00:00	00:00	00:00	00:00	W
				03-May-2021					00:00	00:00	00:00	00:00	A
				04-May-2021					00:00	00:00	00:00	00:00	A
				05-May-2021					00:00	00:00	00:00	00:00	A
				06-May-2021					00:00	00:00	00:00	00:00	A
Branch: Gandhinagar (Continued on the next page)													
Department: Sales (Continued on the next page)													
EmpCode Name: MN000194 Uttam Singh test (Continued on the next page)													

Above image shows report of daily in out format.

1) You can add or Remove Fields

E.g. in Above Report If you Need Less Hour after field of OT Hrs then you only need to Drag 'Less Hr'

From list located at right corner of screen to Report behind field of 'OT Hr'.

2) You can change Grouping

E.g. In above Report Grouping is done by Name; if you need that by Shift then you only need to Drag 'Shift' to Group Header Area.

3) **Hide Columns Selector:** - It will hide columns selected displayed in right corner of screen.

7) **Show Row Filter:** - it allows you to filter your grid data.

5) **Merge Cell:** - It will merge cells if any columns are repeated in grid.

2) Monthly Muster Report

The screenshot shows the 'Monthly Muster Report' interface in the MINOP system. The report is filtered by Branch: HO and Department: Accounts. The employee listed is Keval Mehta (Employee Code: MN000139). The report displays attendance data for 21 days, with 'E' for Present and 'W' for Absent. The interface includes navigation buttons like 'Show Columns Window' and 'Go to Dashboard', and a sidebar with various icons. The footer indicates '2021 © Copyright Mantra soneer'.

Branch	Department	Emp Code	Emp Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
HO	Accounts	MN000139	Keval Mehta	E	W	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A

Above image shows report of monthly muster format.

3) Leave Balance Summary Report.

The screenshot shows the 'Leave Balance Summary Report' interface in the MINOP system. The report lists employees with their Employee Code, Leave Balance, Consume Days, and Total. The interface includes navigation buttons like 'Show Columns Window' and 'Go to Dashboard', and a sidebar with various icons. The footer indicates '2021 © Copyright Mantra soneer'.

Employee Name	Employee Code	Leave Balance	Consume Days	Total
Jwalit Katira	MN000379	0.0	5.0	0.0
Rajeev Nair	MN000170	1.0	1.0	0.0
Priyank Patel	MN000533	12.0	0.0	12.0
Uttam Singh test	MN000194	10.5	0.0	10.5
Rajesh Koriya	MN000172	0.0	0.0	0.0
Rshikesh Patel	MN000360	0.0	0.0	0.0
Pranjal Shah 123	MN000516	21.5	0.0	21.5
Tapan J Gandhi	MN000699	0.0	0.0	0.0

Above image shows report of Leave Balance Summary Report format.

1.3 Company:

The Company Menu has the following masters.

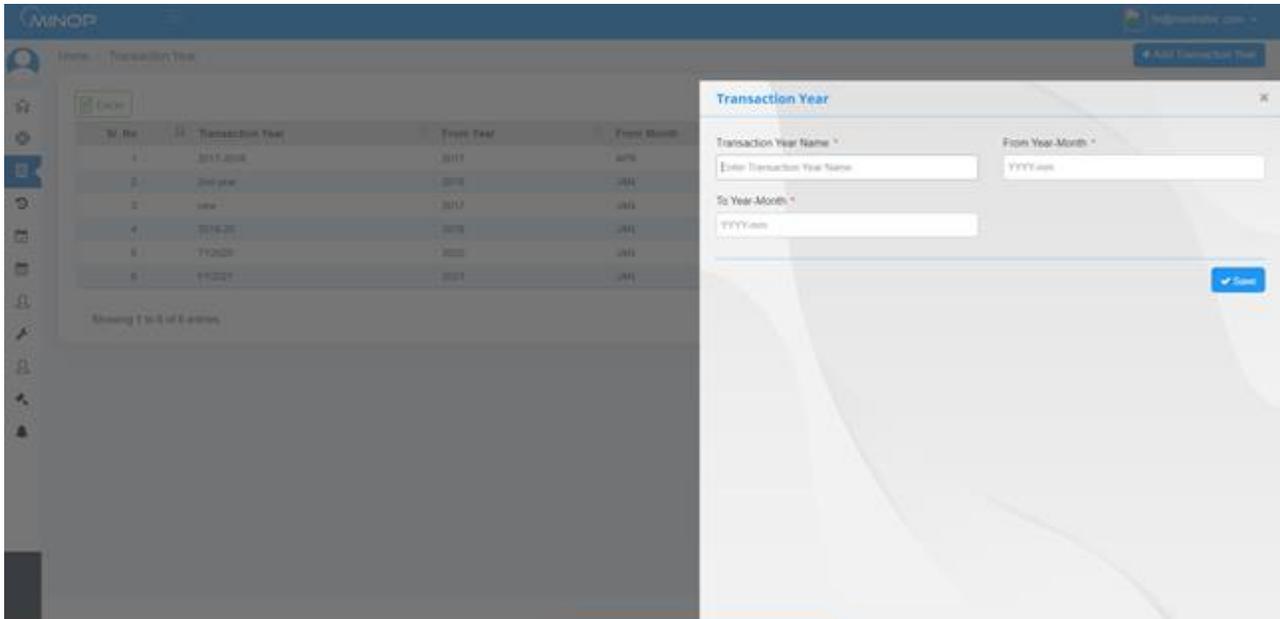
- ✓ **Transaction Year**
- ✓ **Company Master**
- ✓ **Branch Master**
- ✓ **Department Master**
- ✓ **Designation Master**
- ✓ **Employee Master**
- ✓ **Device master**
- ✓ **Religion Master**

1.2.1 Transaction Year Master

Sr. No	Transaction Year	From Year	From Month	To Year	To Month	Status
1	2017-2018	2017	APR	2018	MAR	Deactive
2	2nd year	2018	JAN	2018	DEC	Deactive
3	new	2017	JAN	2017	DEC	Deactive
4	2019-20	2019	JAN	2019	DEC	Deactive
5	TY2020	2020	JAN	2020	DEC	Deactive
6	FY2021	2021	JAN	2021	DEC	Active

Showing 1 to 6 of 6 entries

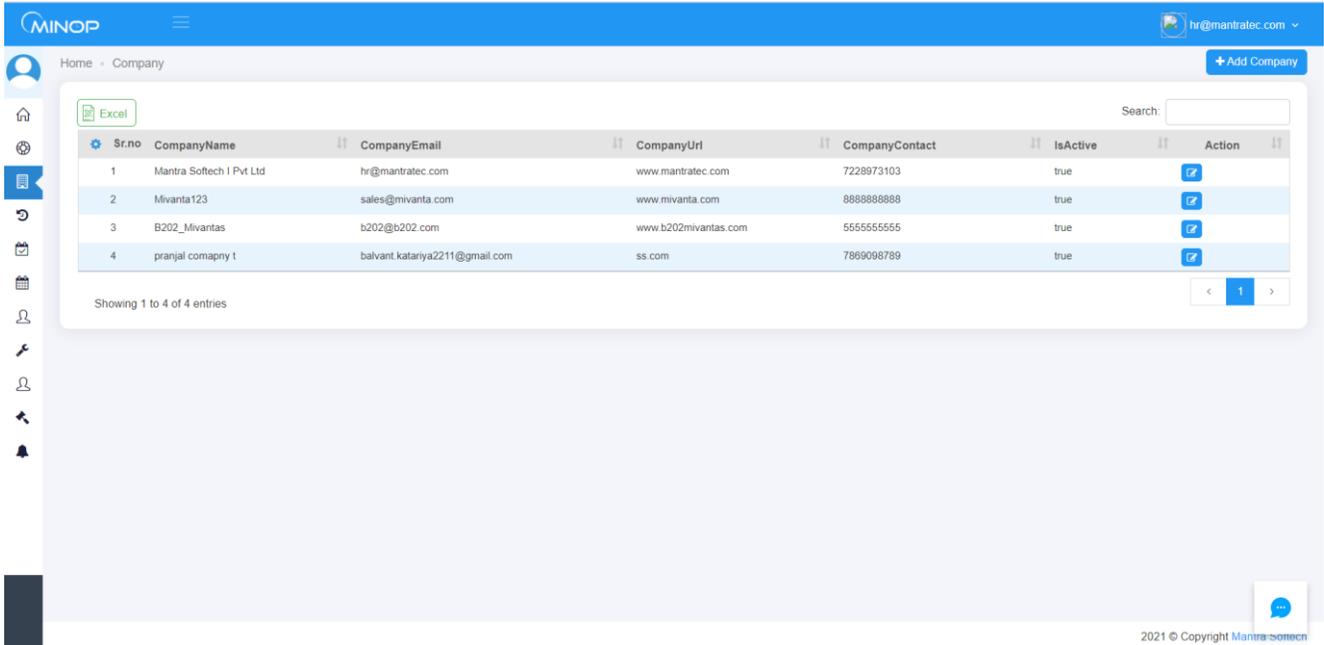
Above image shows view of transaction year master



Above image show when you click on **+ Add Transaction Year**

- ✓ **Save Transaction Period in Transaction Master.**
- ✓ To add new Transaction, click on 'Add Transaction Year, Select Transaction "From Year-Month", "To Year-Month" and then click 'Save'.
- ✓ If new Transaction Year is added then it will be Active and Previous Year will be Inactive.
- ✓ Transaction year is mandatory field to create and maintain leave. Leave balance add will be valid for that particular transaction year only.
- ✓ If you want to carry that leave balance to next transaction year you need to create new transaction year.

1.2.2 Company Master



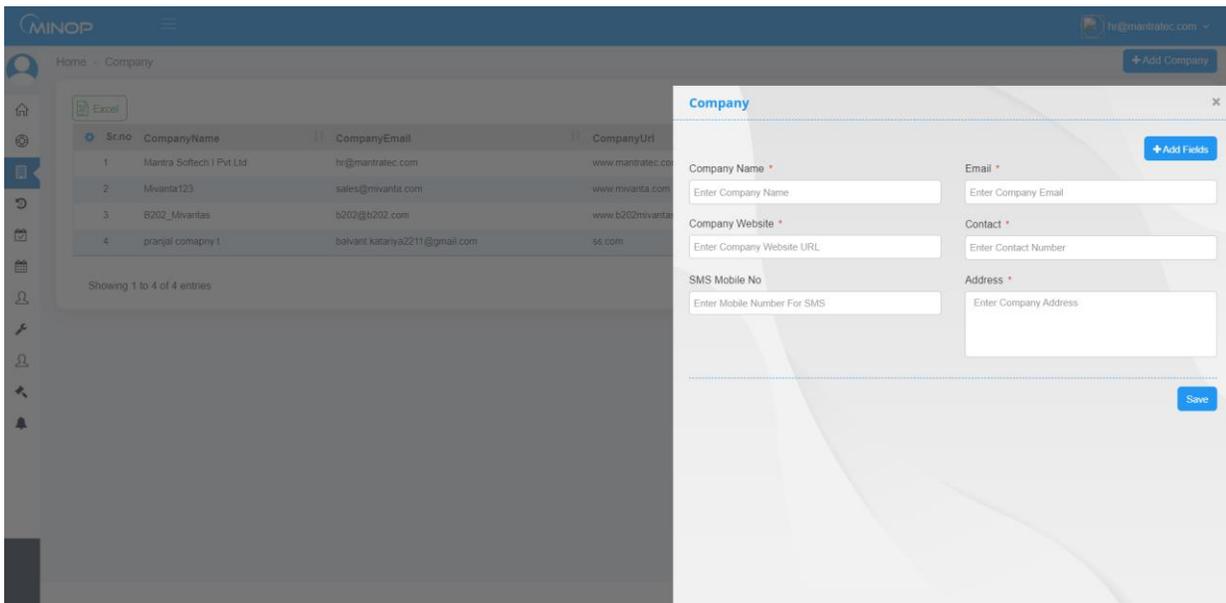
The screenshot displays the 'Company Master' view in the MINOP application. The interface includes a top navigation bar with the MINOP logo, a user profile icon, and the email 'hr@mantratec.com'. Below the navigation bar, there is a breadcrumb 'Home > Company' and a '+ Add Company' button. The main content area features a table with the following columns: Sr.no, CompanyName, CompanyEmail, CompanyUrl, CompanyContact, IsActive, and Action. The table contains four entries:

Sr.no	CompanyName	CompanyEmail	CompanyUrl	CompanyContact	IsActive	Action
1	Mantra Softech I Pvt Ltd	hr@mantratec.com	www.mantratec.com	7228973103	true	[Edit]
2	Mivanta123	sales@mivanta.com	www.mivanta.com	8888888888	true	[Edit]
3	B202_Mivantas	b202@b202.com	www.b202mivantas.com	5555555555	true	[Edit]
4	pranjal compny t	balvant.katariya2211@gmail.com	ss.com	7869098789	true	[Edit]

Below the table, it indicates 'Showing 1 to 4 of 4 entries' and includes a pagination control showing '1'.

Above image shows company master view.

- ✓ When new Account is made than in company page By Default Company is display as added.
- ✓ To add new company click on +add company button.

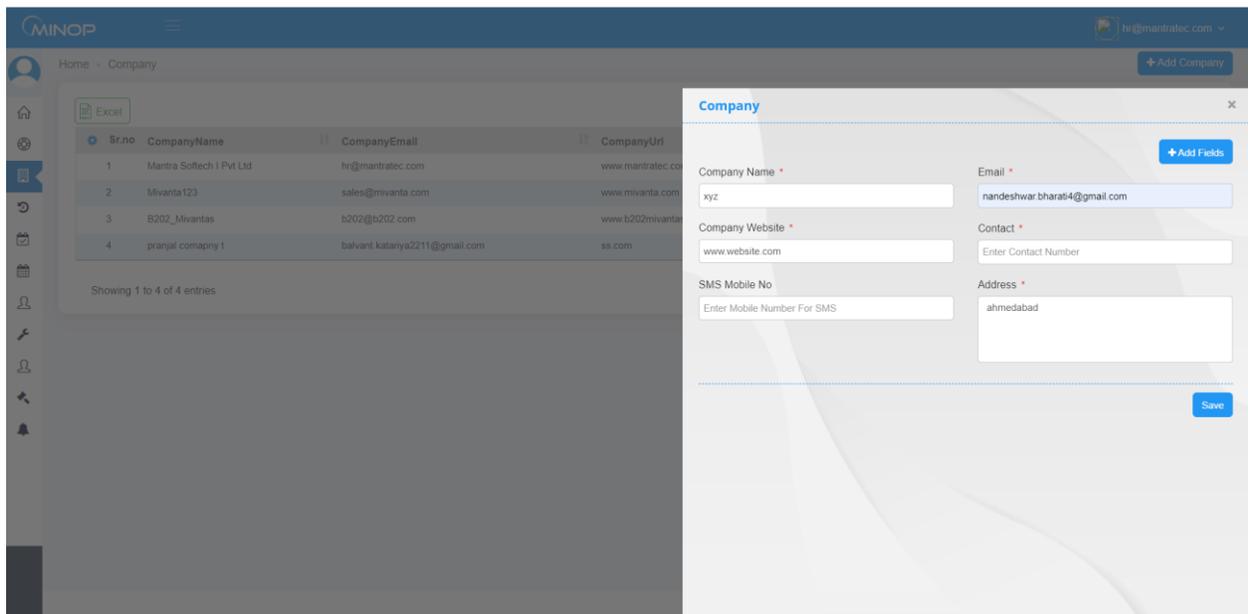


The screenshot shows the 'Company Master' view with the 'Add Company' form open. The form is titled 'Company' and includes the following fields:

- Company Name *
- Company Website *
- SMS Mobile No (Enter Mobile Number For SMS)
- Email *
- Contact *
- Address *

The form also features an 'Add Fields' button and a 'Save' button.

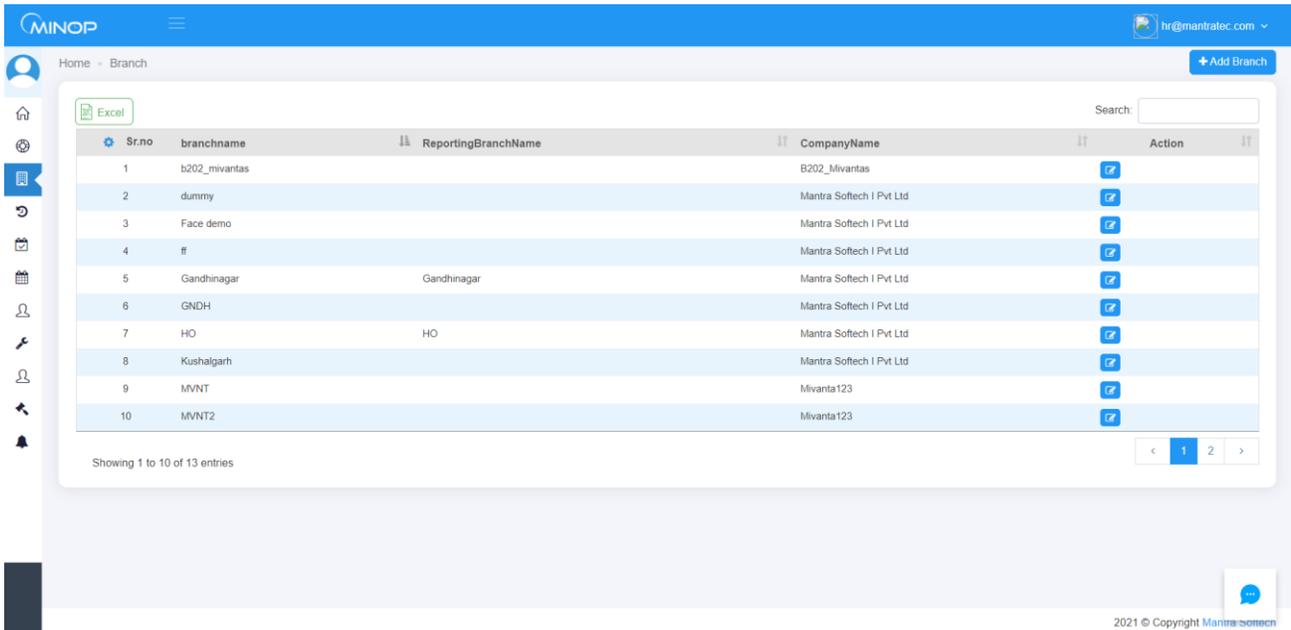
- ✓ Save your Company Name, Address, Contact Number, Contact, Mobile No (SMS) and Email ID.



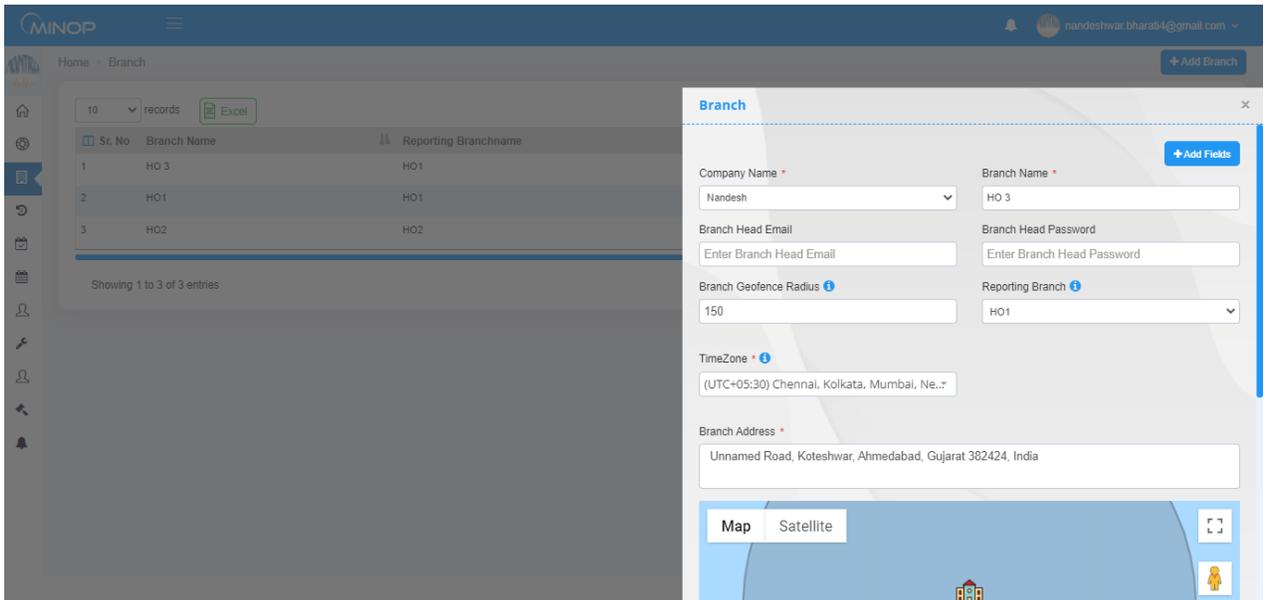
Above image shows example to add details for creating new company.

- ✓ If user wants to add other company then he/she can add.
- ✓ In Grid it displays all Companies which already entered by you.
- ✓ It allows you to Edit Company entries on clicking on 'Edit' button.

1.2.3 Branch Master



Above image shows view of branch master.

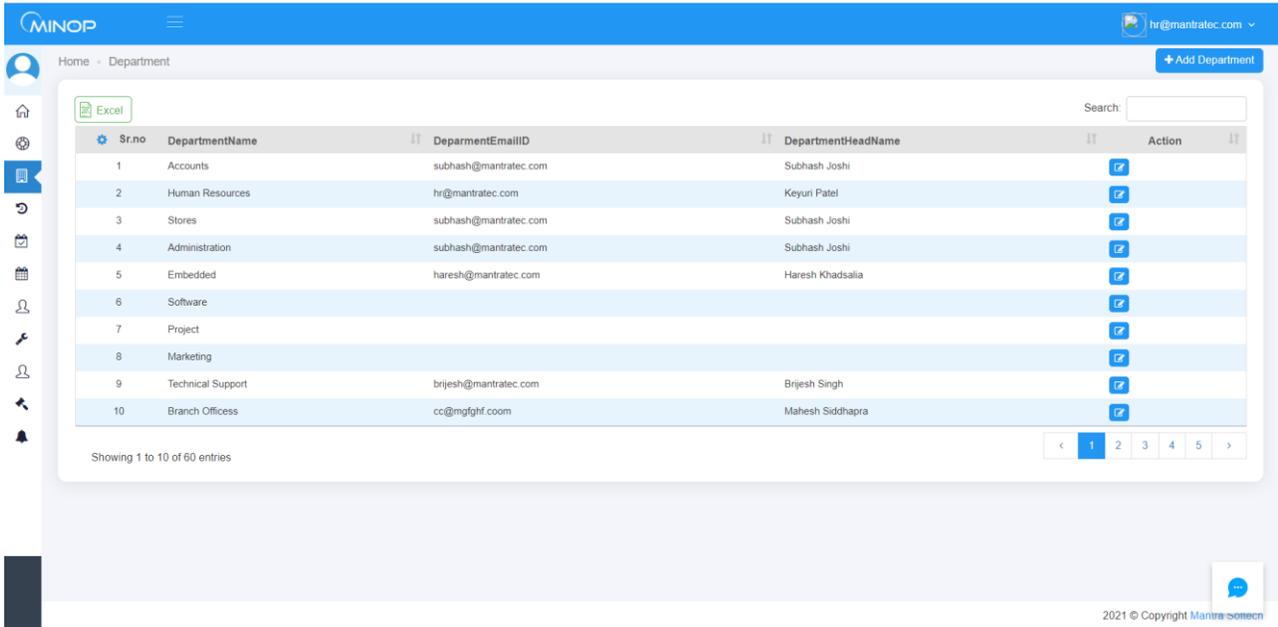


Above image shows when you click on “+add branch” this pop up comes up.

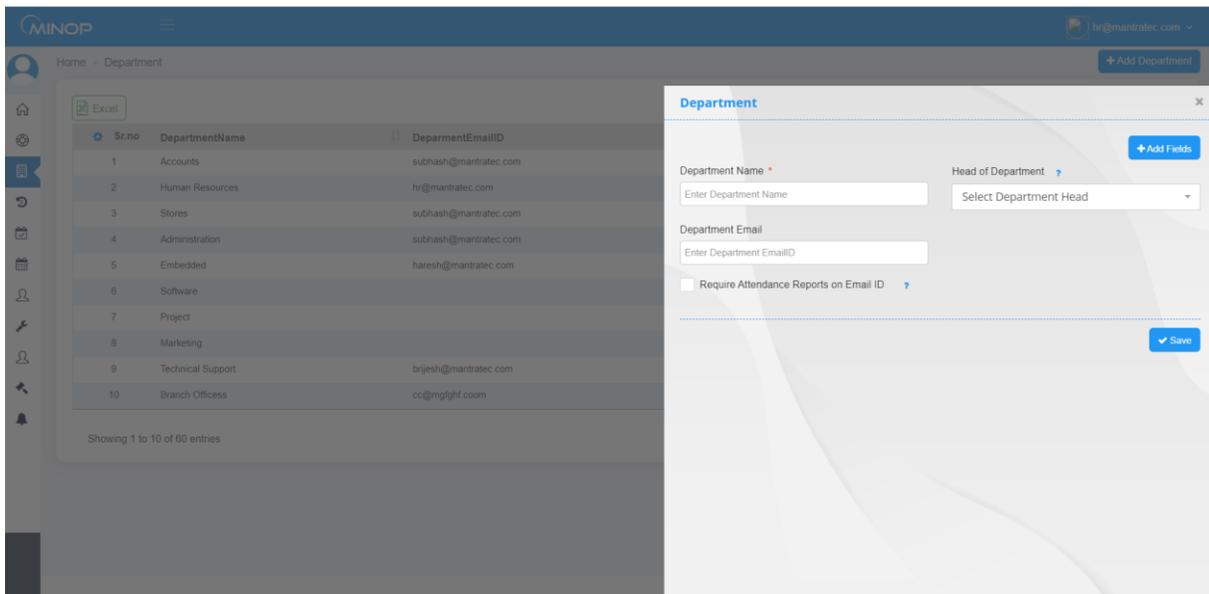
Branch Master brief.

- ✓ When new Account is made than in Branch page By Default HO Branch is display as added.
- ✓ ➤ To add new Branch, click on ‘Add Branch’ and then select Company then click on ‘Save’ button.
- ✓ ➤ In Grid it displays all Branches which are already entered by you.
- ✓ ➤ It allows you to Edit Branch entries on clicking on ‘Edit’ button.

1.2.4 Department Master



Above image shows view of Department master.



Above image shows when you click on “+Add Department” this pop up will be shown.

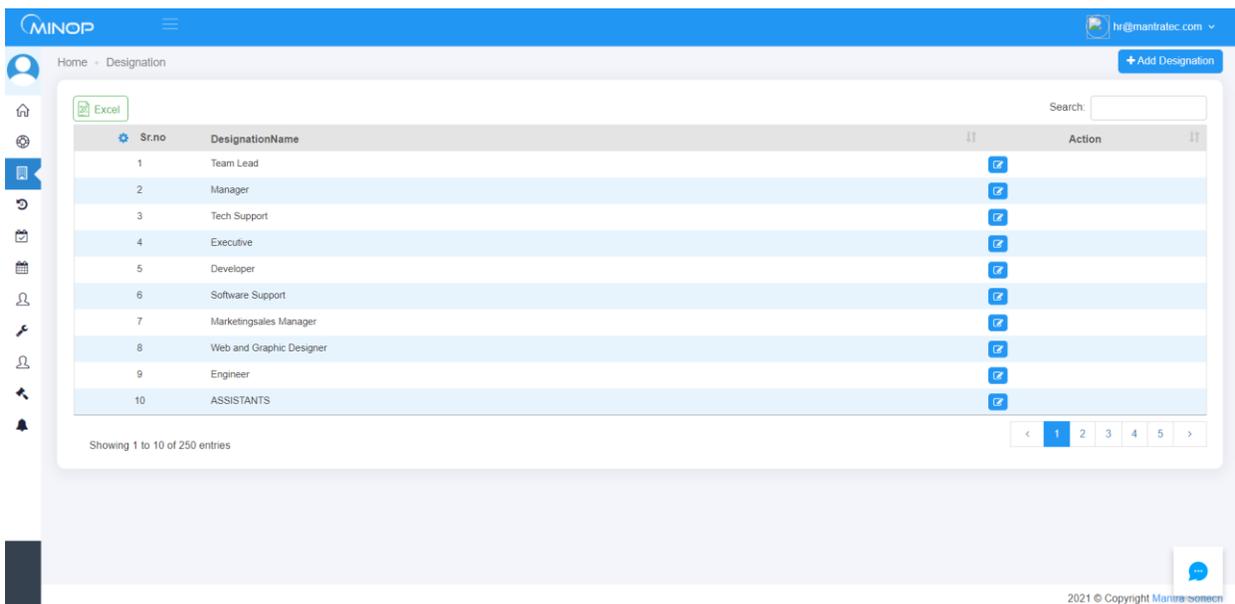
Save all available Departments in Department Master.

- ✓ To add new Department, Click on ‘Add Department’ and Then fill Name and Head of Department information (register employee name will be listed from employee master), Department Email and then click on ‘Save’ button.
- ✓ In Grid, it displays all Departments which are already entered by you.
- ✓ It allows you to Edit Department entries on clicking on ‘Edit’ button.
- ✓ If Department Head required Attendance Reports of all his/her Employees then tick mark option as shown in Screen.

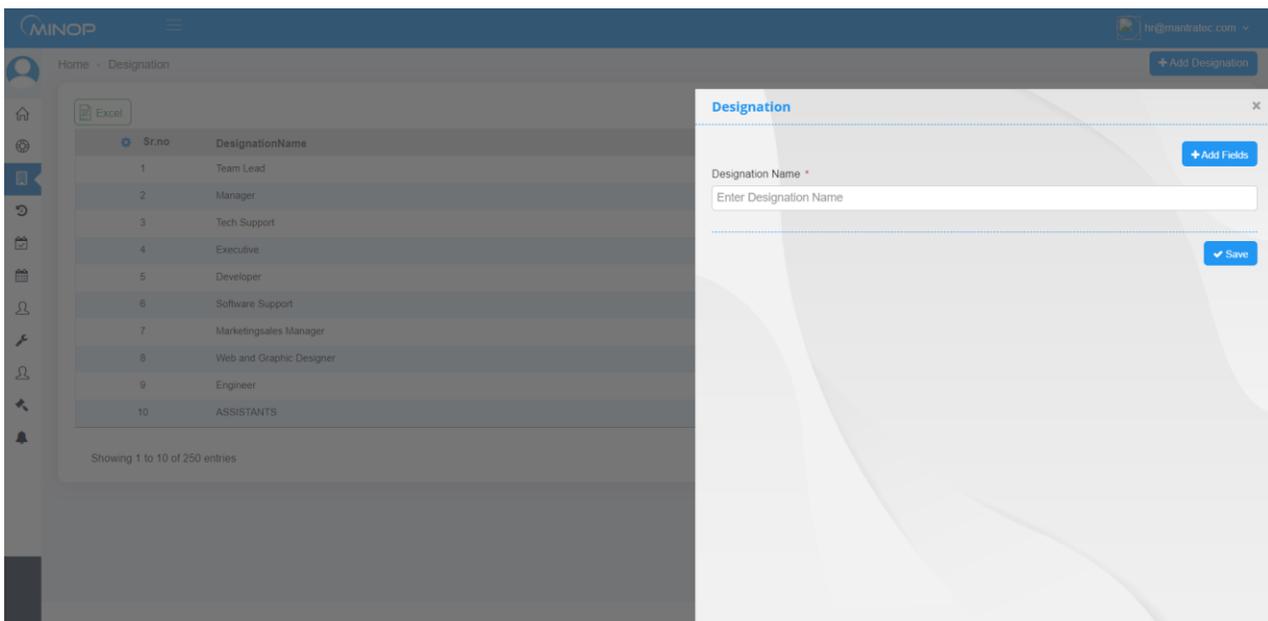
1.2.5 Designation Master

Save all available Designation in Designation Master.

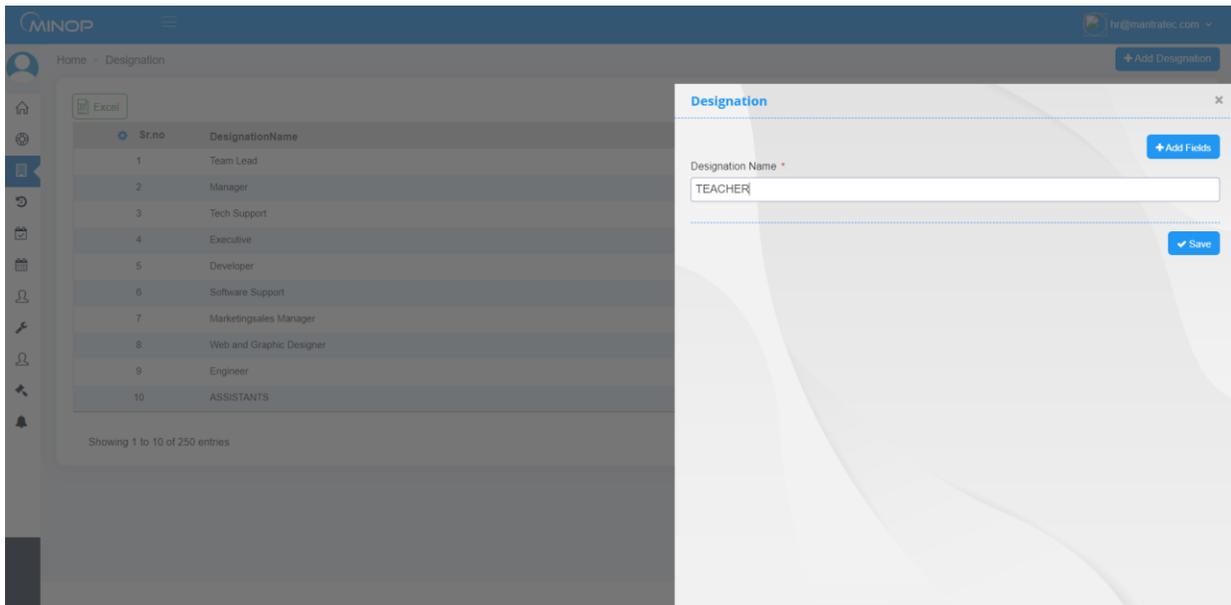
- ✓ To add new Designation, Click on 'Add Designation' and Then fill Name of Designation and Click on 'Save' button.
- ✓ In Grid, it displays all Designations which are already entered by you.
- ✓ You can Edit Designation entries on clicking on 'Edit' button.



Above image shows view of Designation master.

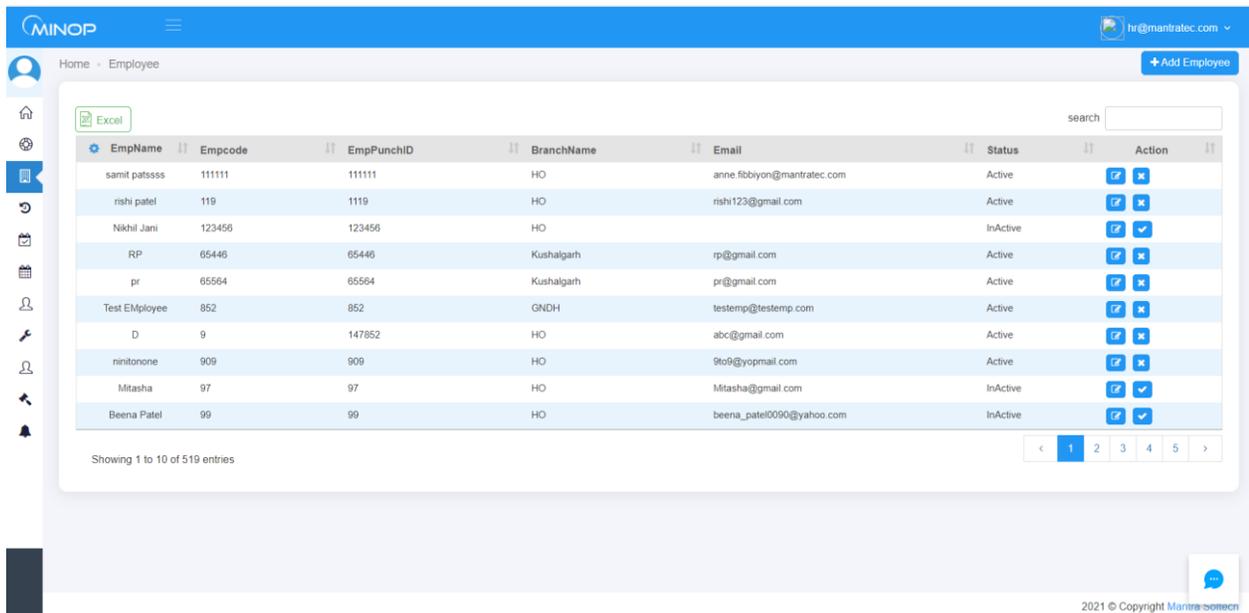


Above image shows when you click on "+ Add Designation" this pop up comes.

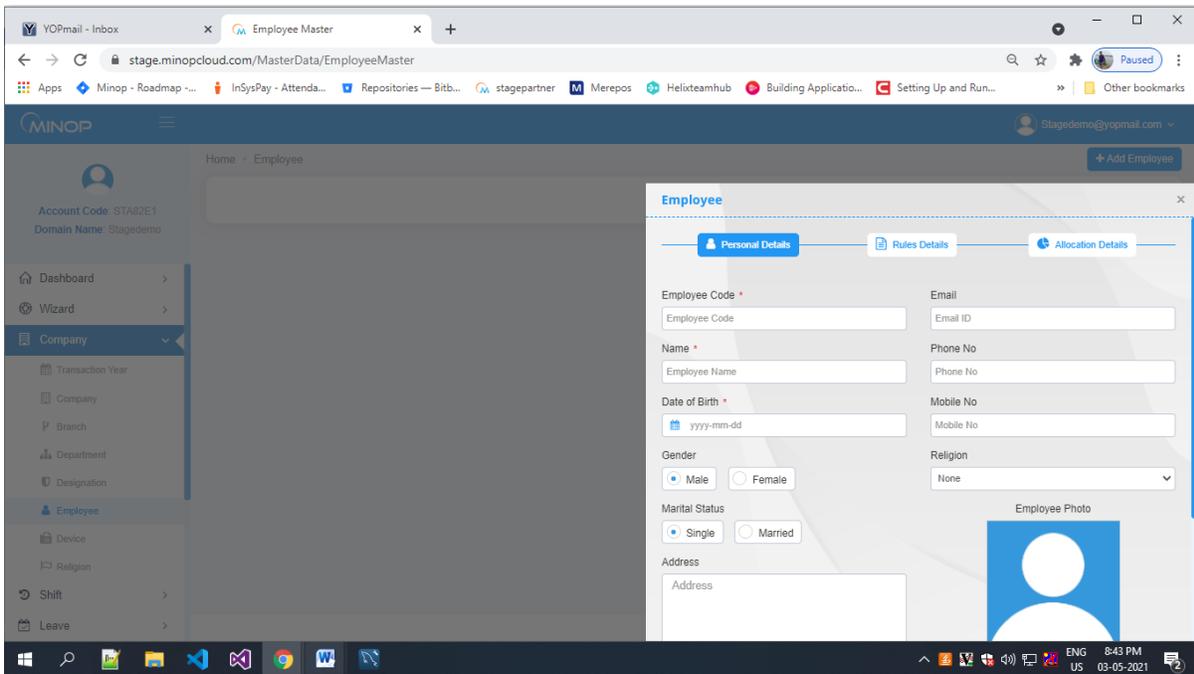


Above image shows example to add details while creating designation.

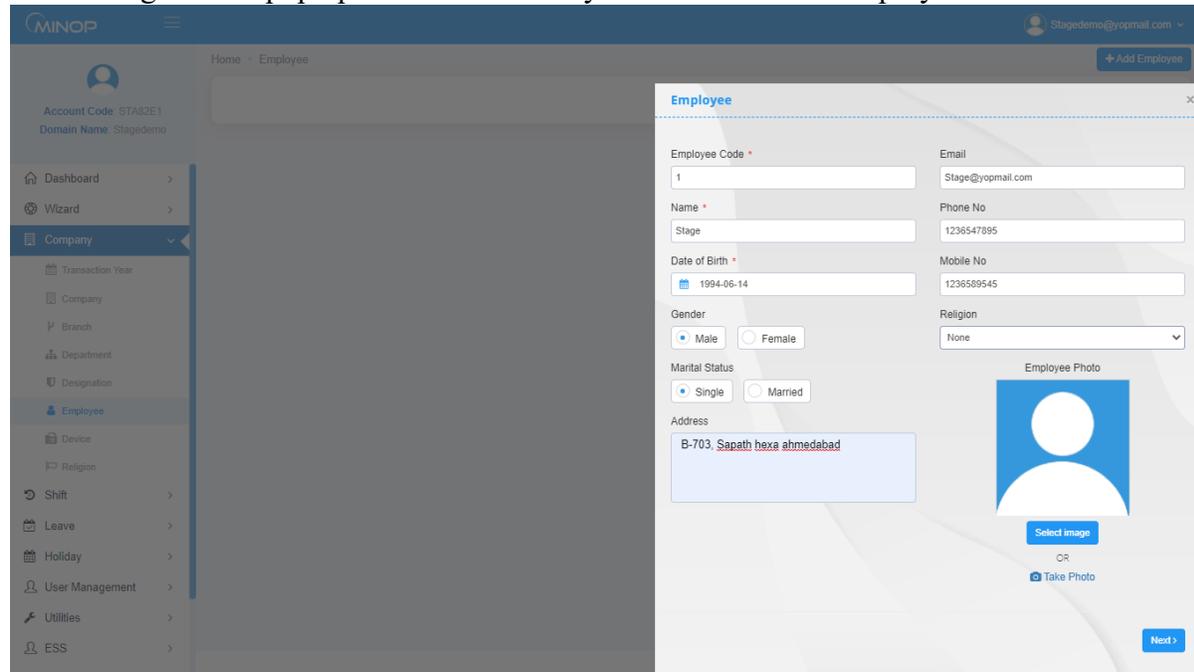
1.2.6 Employee Master



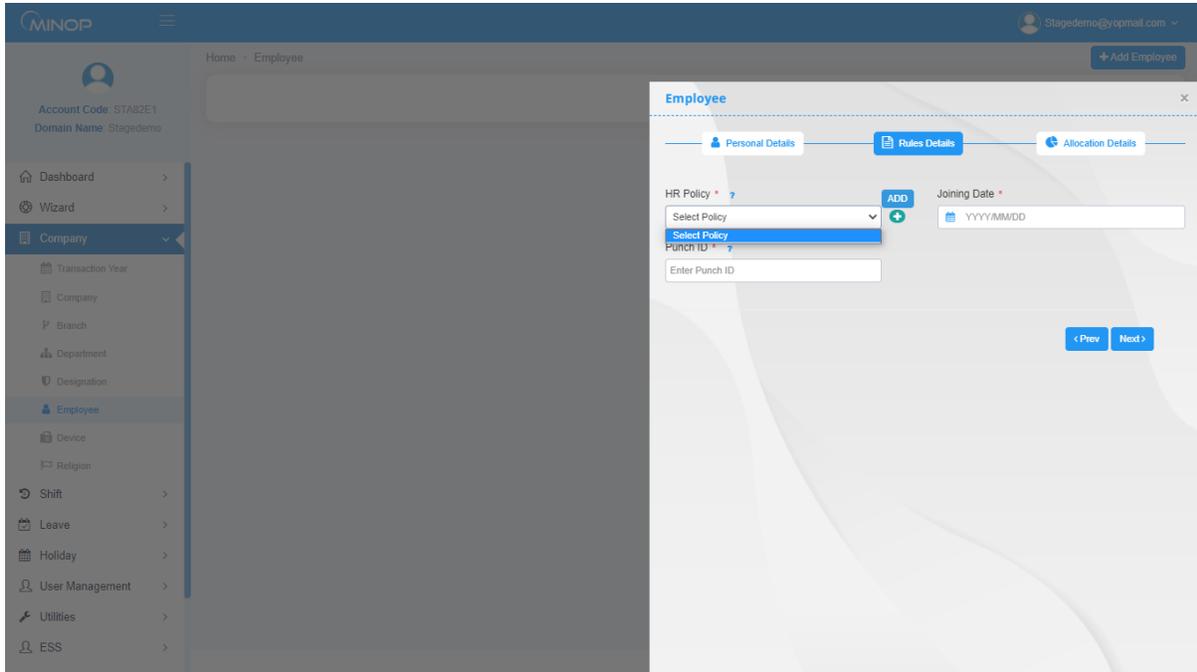
Above image shows view of employee master.



Above image shows pop up that comes when you click on “+add Employee”.



Above image shows example to add details while creating an employee.



Above image shows about next tab required to select Hr policy and remaining details.

Employee Master Brief.

- ✓ To add new Employee, Click on 'Add Employee' and Then fill Employee details and Click on 'Save' button.
- ✓ In Grid, it displays all Employee entries which are already entered by you.
- ✓ You can edit Employee entries by clicking on 'Edit' button.
- ✓ By clicking “+” button you can add that field from employee master itself.
- ✓ If ESS in system setting wizard is off then Email and Mobile Number are not mandatory fields and if ESS in ON then user must enter Email and Mobile Number.

1.2.7 Device master

- ✓ Configuration of All Devices are needed to be save in Device Master.
- ✓ **Device ID, Device IP, Port Number, Device Password** Details will be available in your Device Menu.
- ✓ You can set Device Mode to IN, OUT or Default.

Device Mode:-

- ✓ **IN**–All entries downloaded from the Device will be considered as **IN** Entries. (If application mode is in fix)
- ✓ **Out**–All entries downloaded from the Device will be considered as **Out** Entries. . (If application mode is in fix)
- ✓ **Default** – In – Out will be considered from Device In – Out Flag.(depending on application mode in auto mode first will be consider as in and second will be consider as out)
- ✓ You have to select Device Type from list displayed in Device Type Fields.

Note:-Check policy for more details on application mode

Push Data Configuration:-

- ✓ **Server Port**–Default server port for Minop is 1018 so you need to make sure in device “manager/server/host port” should be set to 1018.
- ✓ **Server IP/Host IP (At Device Level)**–Default server/host/manager IP for Minop is 115.124.096.050 so you need to make sure this IP is mentioned in device

“manager/server/host pc IP”.

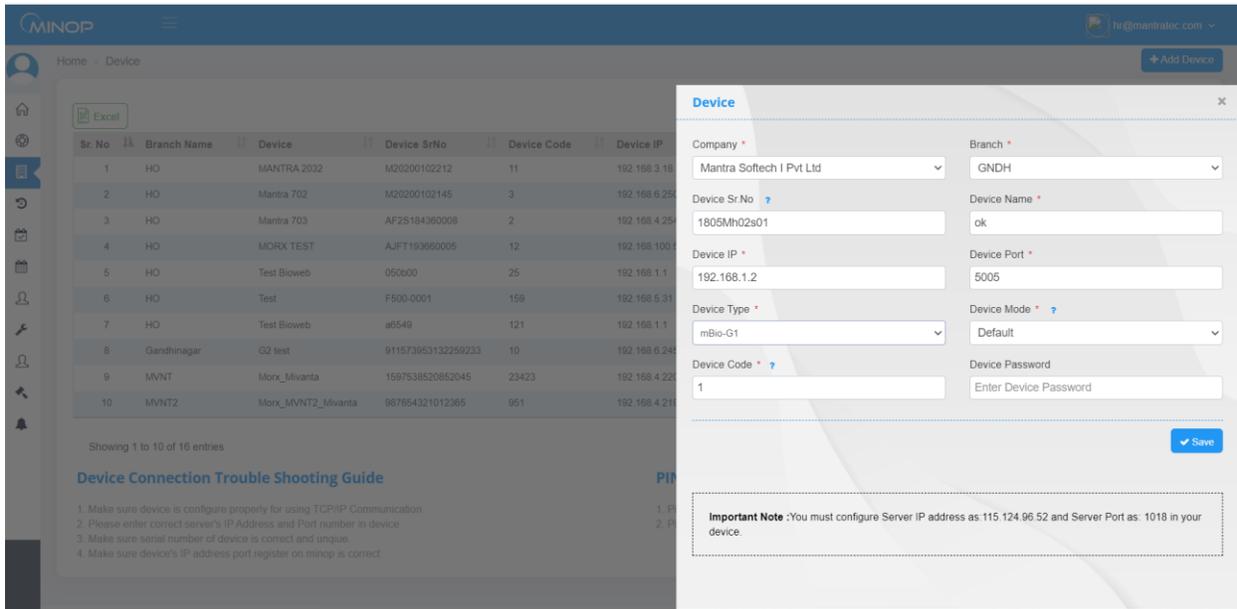
The screenshot shows the 'Device' master view in the MINOP application. It features a table with 10 columns: Sr. No, Branch Name, Device, Device SrNo, Device Code, Device IP, Mode, Device Type, Status, Last Activity, and Actions. The table contains 10 rows of device data. Below the table, there is a 'Showing 1 to 10 of 16 entries' indicator and a 'Device Connection Trouble Shooting Guide' with four numbered steps. To the right of the guide, there is a 'PING Device and Server.' section with two numbered instructions. The interface includes a search bar, an 'Add Device' button, and a sidebar with navigation icons.

Sr. No	Branch Name	Device	Device SrNo	Device Code	Device IP	Mode	Device Type	Status	Last Activity	Actions
1	HO	MANTRA 2032	M20200102212	11	192.168.3.18	Default	Morx-Enterprise	Standby	06-10-2020 17:29:10	[Refresh] [Add] [Edit] [Delete]
2	HO	Mantra 702	M20200102145	3	192.168.6.250	Default	Bio-Face/ mBio-MSD	Standby	27-10-2020 10:52:38	[Refresh] [Add] [Edit] [Delete]
3	HO	Mantra 703	AF2S184360008	2	192.168.4.254	Default	Bio-Face/ mBio-MSD	Standby	03-09-2019 11:13:26	[Refresh] [Add] [Edit] [Delete]
4	HO	MORX TEST	AJFT193660005	12	192.168.100.55	Default	Morx-Enterprise	Standby	20-08-2019 15:04:22	[Refresh] [Add] [Edit] [Delete]
5	HO	Test Bioweb	050600	25	192.168.1.1	In	Bio-Face/ mBio-MSD	Standby	20-07-2019 18:35:56	[Refresh] [Add] [Edit] [Delete]
6	HO	Test	F500-0001	159	192.168.5.31	Default	Bio-Face/ mBio-MSD	Standby	20-07-2019 15:15:31	[Refresh] [Add] [Edit] [Delete]
7	HO	Test Bioweb	a6549	121	192.168.1.1	In	mBio-G1	Standby		[Refresh] [Add] [Edit] [Delete]
8	Gandhinagar	G2 test	911573953132259233	10	192.168.6.245	Default	MFSTAB	Standby	24-06-2020 16:59:29	[Refresh] [Add] [Edit] [Delete]
9	MVNT	Morx_Mivanta	1597538520852045	23423	192.168.4.220	Default	Morx-Enterprise	Standby		[Refresh] [Add] [Edit] [Delete]
10	MVNT2	Morx_MVNT2_Mivanta	987654321012365	951	192.168.4.219	Default	Morx-Enterprise	Standby		[Refresh] [Add] [Edit] [Delete]

Above image shows view of device master.

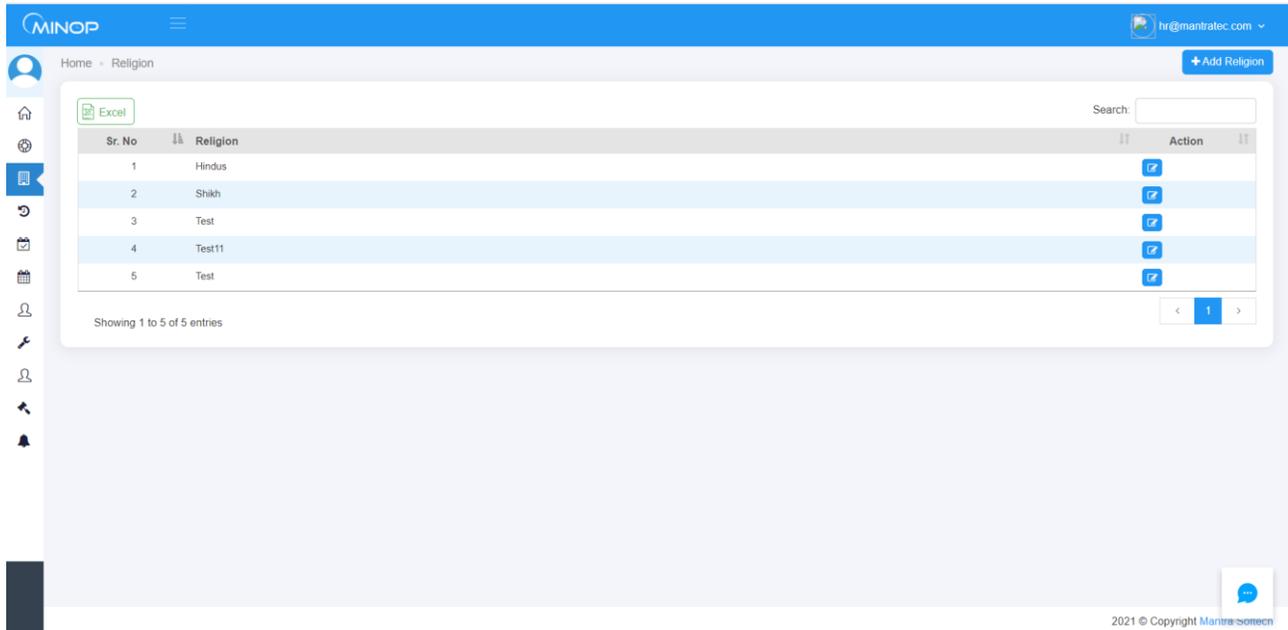
The screenshot shows the 'Device' master view with a 'Device' configuration pop-up form overlaid on the right side. The form contains fields for Company, Branch, Device Sr No, Device Name, Device IP, Device Port, Device Type, Device Mode, Device Code, and Device Password. There is a 'Save' button at the bottom right of the form. An 'Important Note' is displayed at the bottom of the form, stating: 'Important Note :You must configure Server IP address as 115 124.96.52 and Server Port as: 1018 in your device.' The background shows the same device table as the previous screenshot.

Above image shows view of device master pop up when you click on “+add device”.

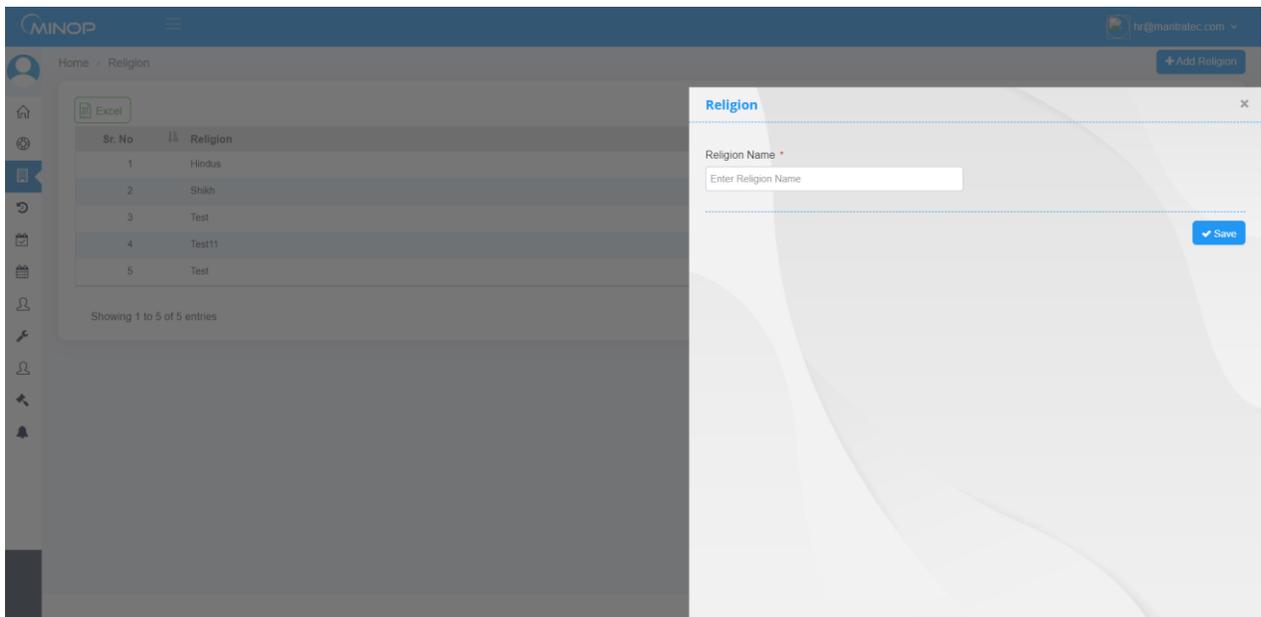


Above image shows example to add device details in device master to register new device.

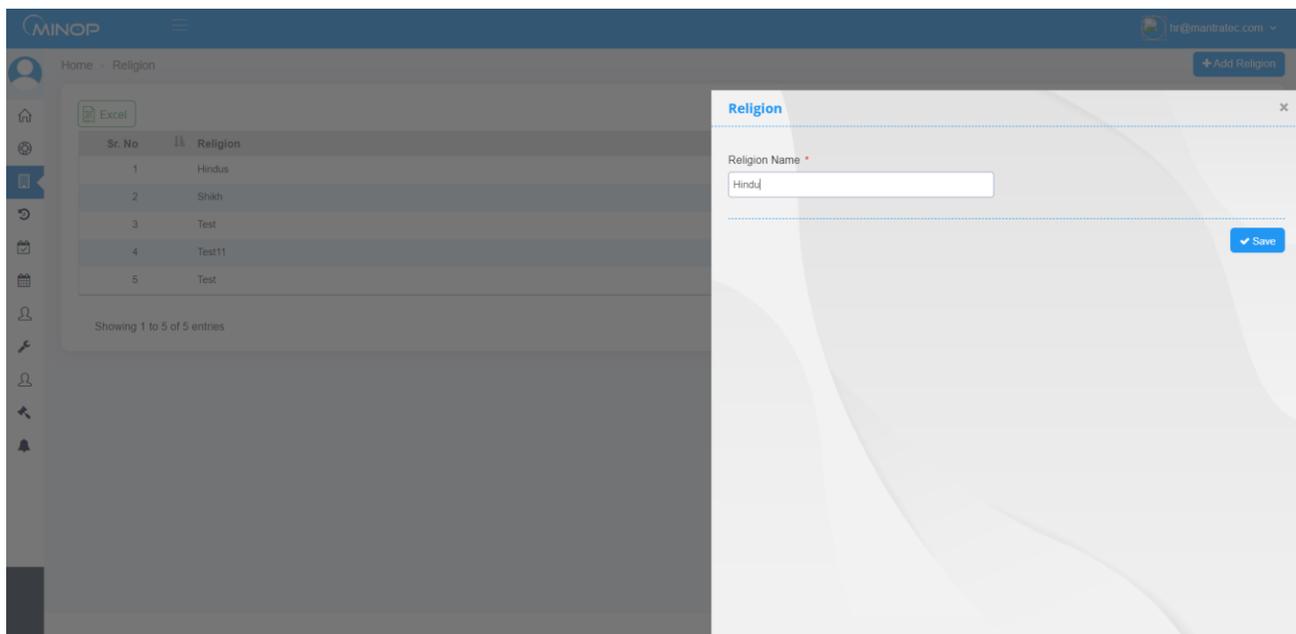
1.2.8 Religion



Above image shows religion master view.



Above image shows when you click on “+Add Religion” pop up.



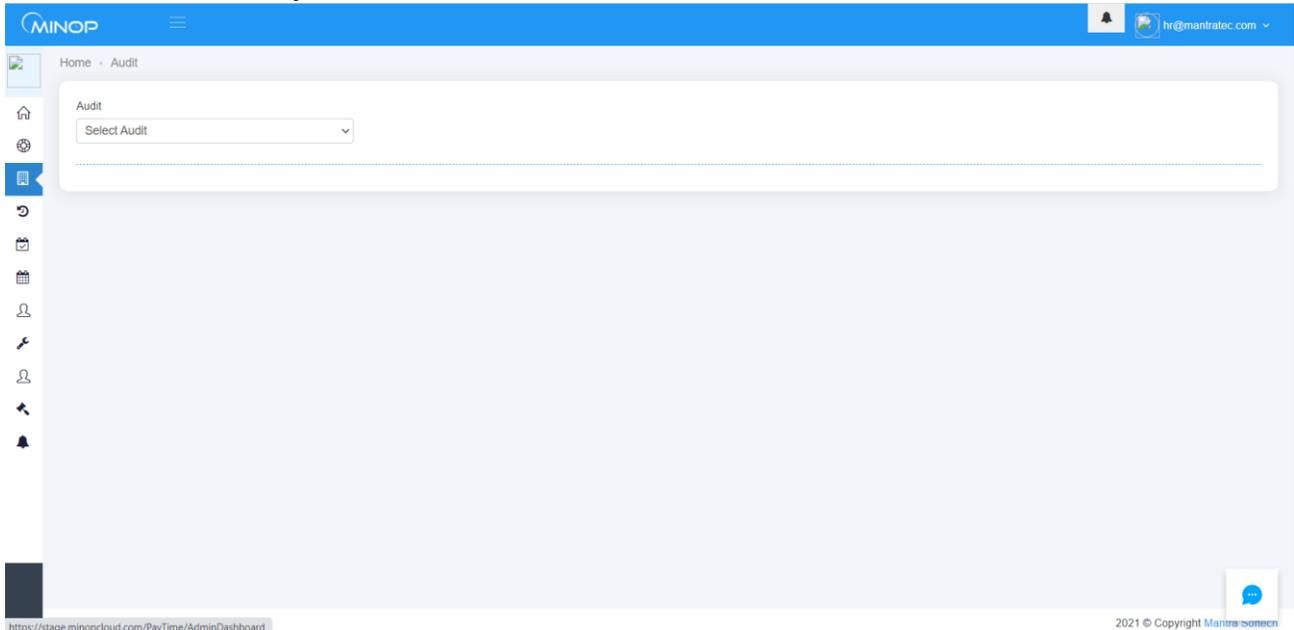
Above image shows example to add religion detail while create new religion field.

Religion Master Brief.

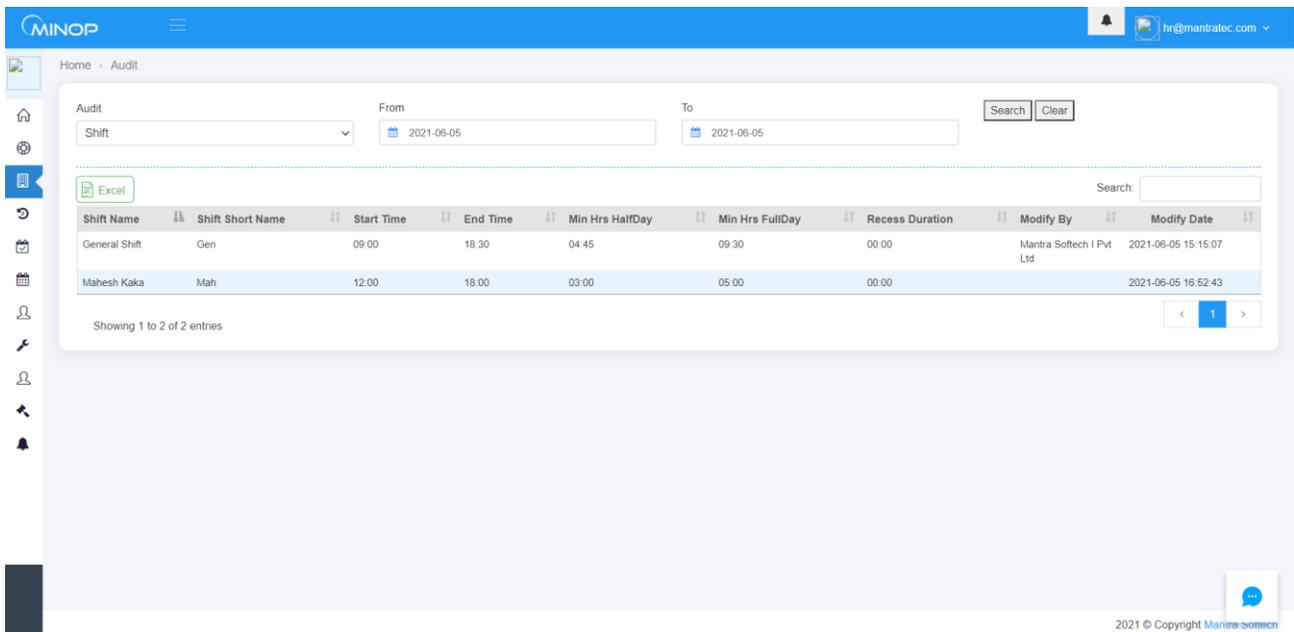
- ✓ To add new Religion, Click on 'Add Religion' and Then fill Name of Religion and Click on 'Save' button.

- ✓ In Grid, it displays all Religions which are already entered by you.
- ✓ You can Edit Designation entries by clicking on 'Edit' button.

1.2.9 Audit for Policy and Shift with notification Bell.



Above image shows example to view changes in Policy as well as in Shift.

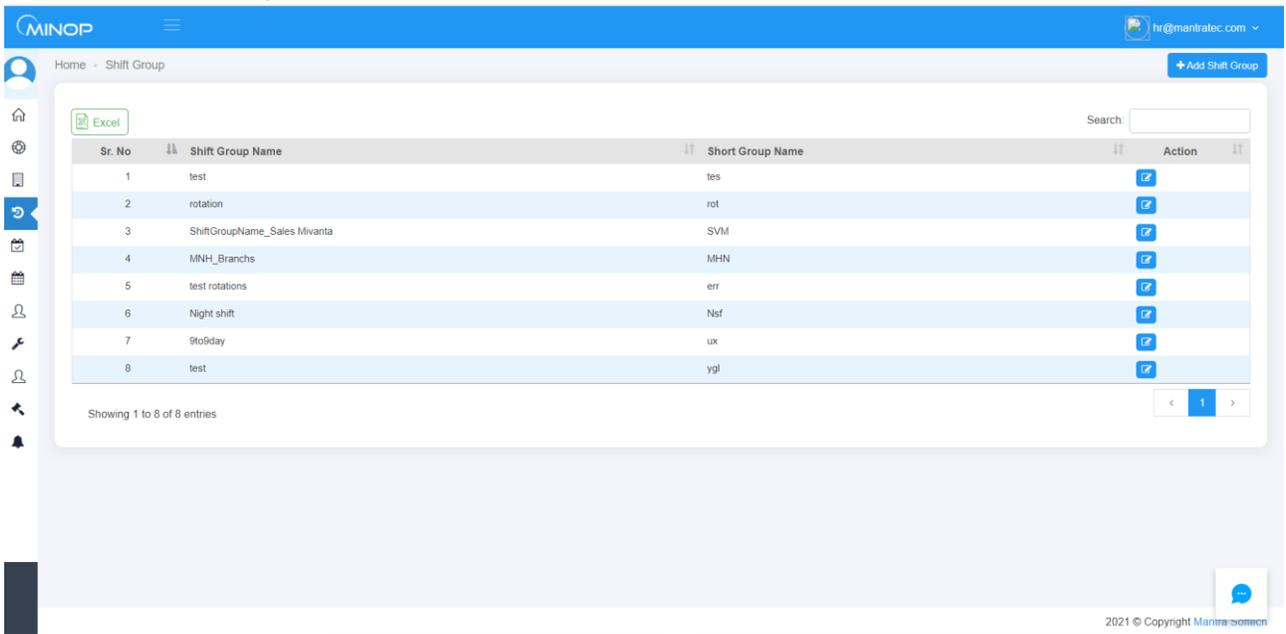


Above image shows the last modified changes in Policy as well as in Shift.

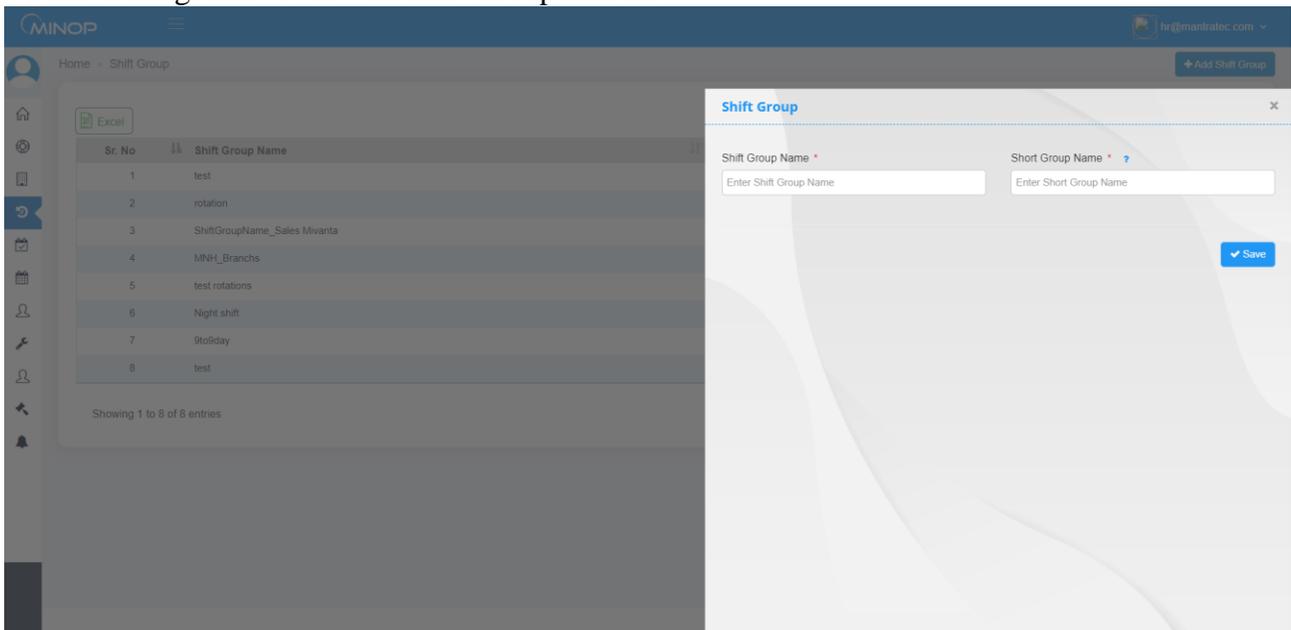
- ✓ You can view the changes done by you and can modify date-wise also.
- ✓ Latest changes will be notified by bell icon on top.

Shift Master

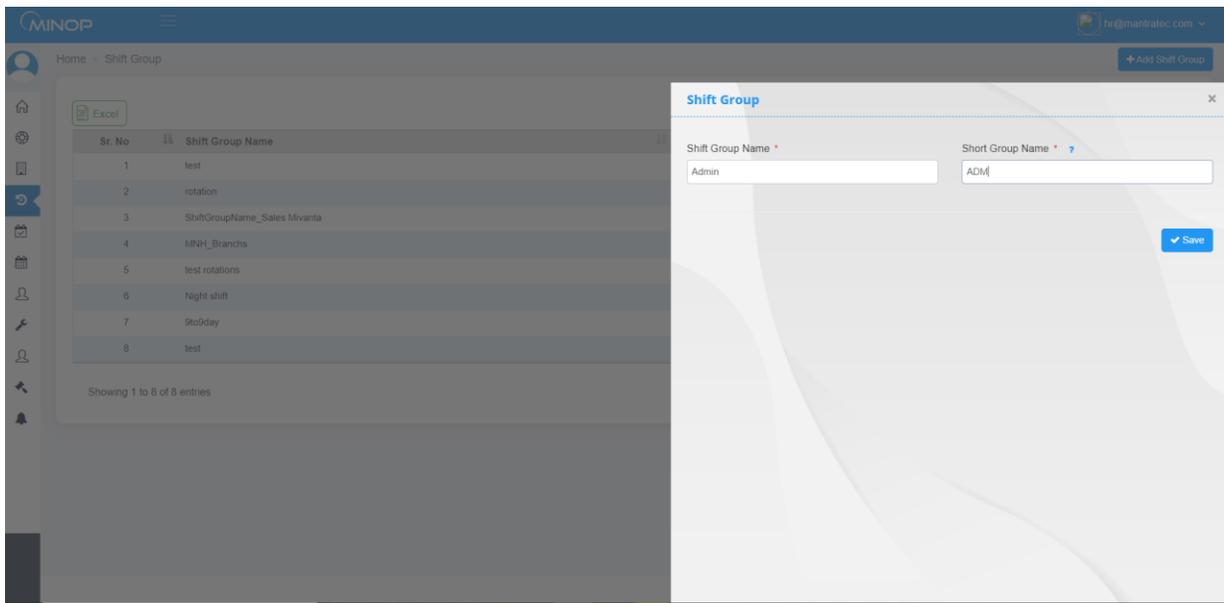
1.2.10 Shift Group Master



Above image shows view of Shift Group Master.



Above image shows pop up of shift group when you click on "+ADD Shift Group".



Above image shows example of creating new shift group.

Shift Group Master Brief.

- ✓ If Admin User wants to add employee in Rotation shift then add Shift group here and assign this shift group in Shift which you want employee to come in.
- ✓ To add new Shift Group, Click on 'Add Shift Group' and Then fill Name of Shift Group and Click on 'Save' button.
- ✓ In Grid, it displays all Shift Groups which are already entered by you.
- ✓ You can Edit Shift Group entries by clicking on 'Edit'.
- ✓ This option is used to allocate employee multiple or option or rotational shifts

1.2.11 Shift Master

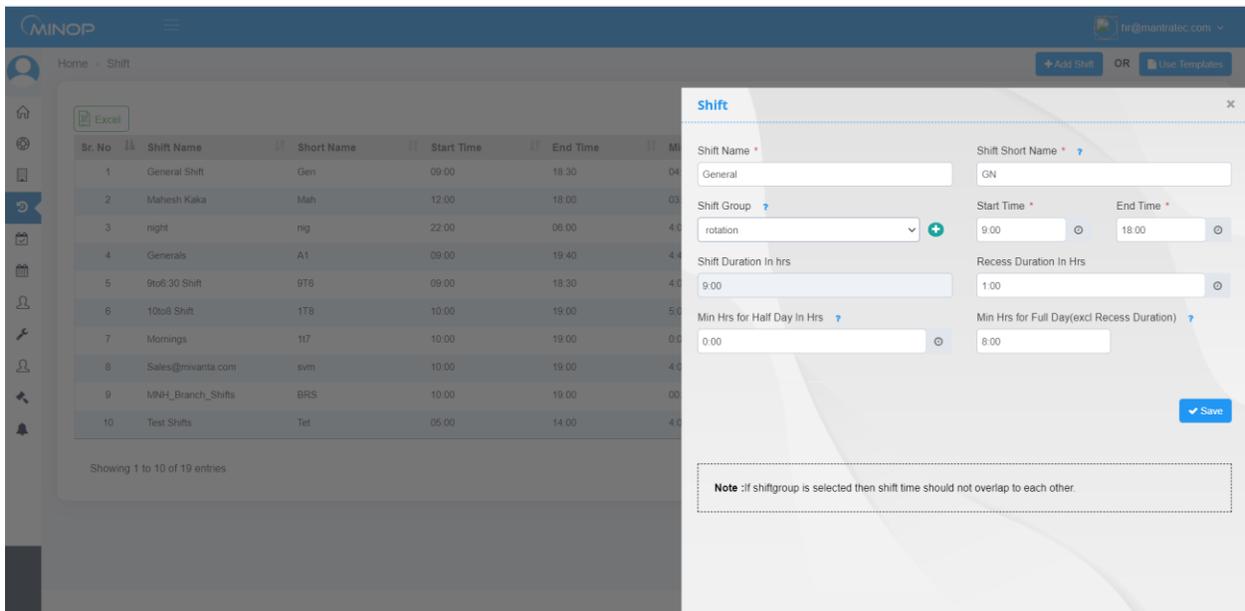
The screenshot displays the 'Shift Master' page in the MINOP application. The page header includes the MINOP logo, a user profile icon, and the text 'Home - Shift'. On the right side of the header, there are buttons for '+ Add Shift' and 'Use Templates', separated by 'OR'. Below the header is a search bar and a table with 10 columns: Sr. No, Shift Name, Short Name, Start Time, End Time, Min Hrs Half Day, Min Hrs FullDay, Shift Type, and Action. The table contains 10 rows of shift data. At the bottom of the table, it says 'Showing 1 to 10 of 19 entries' and has pagination controls for pages 1 and 2.

Sr. No	Shift Name	Short Name	Start Time	End Time	Min Hrs Half Day	Min Hrs FullDay	Shift Type	Action
1	General Shift	Gen	09:00	18:30	04:45	09:30	Regular	
2	Mahesh Kaka	Mah	12:00	18:00	03:00	05:00	Regular	
3	night	nig	22:00	06:00	4:00	8:00	Regular	
4	Generals	A1	09:00	19:40	4:45	9:40	Regular	
5	9to6:30 Shift	9T6	09:00	18:30	4:00	8:30	Regular	
6	10to8 Shift	1T8	10:00	19:00	5:00	09:00	Regular	
7	Mornings	1T7	10:00	19:00	0:00	8:00	Regular	
8	Sales@mivanta.com	svm	10:00	19:00	4:00	8:00	Regular	
9	MNH_Branch_Shifts	BRS	10:00	19:00	00:00	8:00	Regular	
10	Test Shifts	Tet	05:00	14:00	4:00	7:00	Regular	

Above image shows view of shift master.

This screenshot shows the 'Add Shift' modal form overlaid on the Shift Master table. The modal has a title 'Shift' and a close button 'X'. It contains several input fields and a dropdown menu: 'Shift Name *' (text input), 'Shift Short Name * ?' (text input), 'Shift Group ?' (dropdown menu), 'Start Time *' (time picker), 'End Time *' (time picker), 'Shift Duration In hrs' (text input), 'Recess Duration In Hrs' (text input), 'Min Hrs for Half Day In Hrs ?' (text input), and 'Min Hrs for Full Day(excl Recess Duration) ?' (text input). A 'Save' button is located at the bottom right of the modal. A note at the bottom of the modal states: 'Note :If shiftgroup is selected then shift time should not overlap to each other.'

Above image show pop up when you click on "+Add Shift".



Above image shows example to add details while creating shift.

Save all Shifts required in the Shift Master.

- ✓ **Name:** - Name of Shift
- ✓ **Shift Group:** - Assign Shift to Shift Group (in Auto shift assign Shift Group to Employee)
- ✓ **Time:** - Start Time and End Time of Shift (24 hours format)
- ✓ **Duration:** - It will be automatically calculated based on Shift Start Time and End Time.
- ✓ **Recess Duration:** - It will be deducted from Total Hours.
- ✓ **Min Hrs. for Half Day:** -
 - If Employee worked more than Minimum Hours. for Half Day then his/her attendance will be counted as Half Day.
 - If Employee worked less than Minimum Hours. for Half Day then his/her attendance will be counted as Less Hour.
- ✓ **Min Hrs. for Full Day:** -
 - If Employee worked more than 'Min Hrs. for Half Day' then his/her attendance will be counted as Present.
 - If Employee worked more than 'Min Hrs. for Full Day' then working Hours more than 'Min Hrs. for Full Day' will be considered Over Stay (OS) if overtime in hr policy is selected as yes.
 - If the employee has worked less than 'Min Hrs. for Full Day' then system will check if it's working hour greater than 'Min Hrs. for Half Day' then final status will be HD.

1.2.12 Shift Allocation

Home - Allocation

Mantra Softech I Pvt Ltd | Gandhinagar | From Date | To Date | [Allocate Shift](#)

Important Note: [Week Off](#) | [Holidays](#) | [Shifts](#)

10 records | Search:

Employee Name	Emp Punchid	Shift Name	Shift Date
Rishkesh Patel	144	Week Off	2018-03-03
Tapan J Gandhi	599	night	2020-01-30
Uttam Singh test	1	General Shift	2018-02-01
Uttam Singh test	1	General Shift	2018-02-02
Uttam Singh test	1	General Shift	2018-02-03
Uttam Singh test	1	General Shift	2018-02-04
Uttam Singh test	1	General Shift	2018-02-05
Uttam Singh test	1	General Shift	2018-02-06
Uttam Singh test	1	General Shift	2018-02-07
Uttam Singh test	1	General Shift	2018-02-08

Showing 1 to 10 of 443 entries

Above image shows view of shift allocation.

Home - Allocation

Mantra Softech I Pvt Ltd | Gandhinagar | From Date | To Date | [Allocate Shift](#)

Select Company

- Mantra Softech I Pvt Ltd
- Mivanta123
- B202_Mivantas
- pranjal comapny t

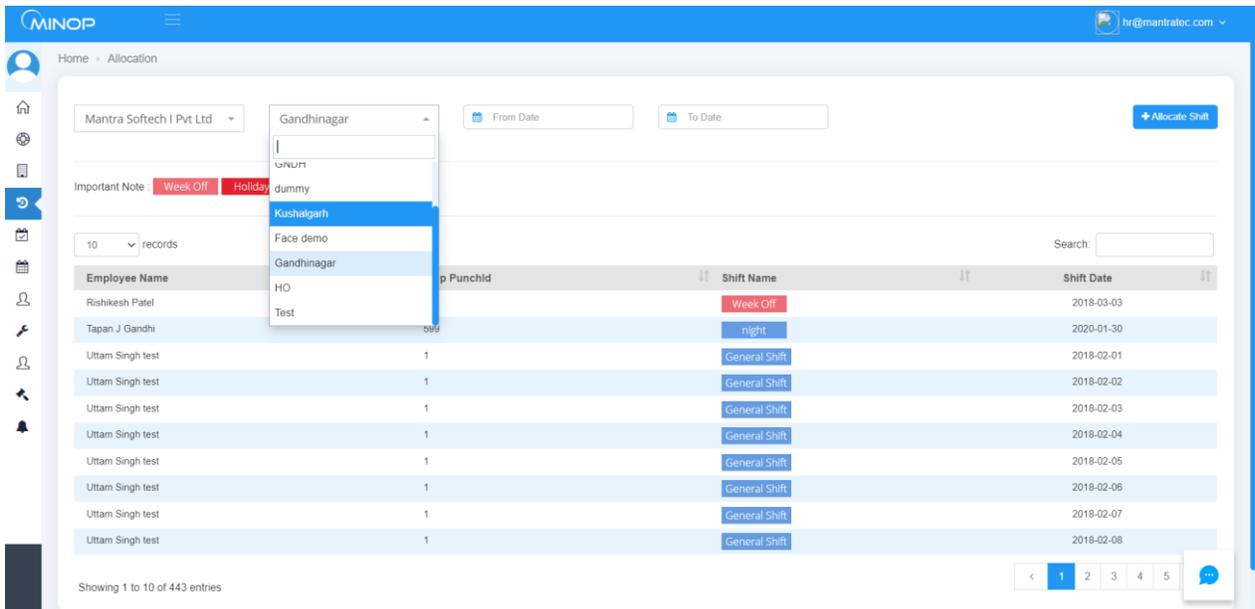
Important Note: [Week Off](#) | [Holidays](#) | [Shifts](#)

10 records | Search:

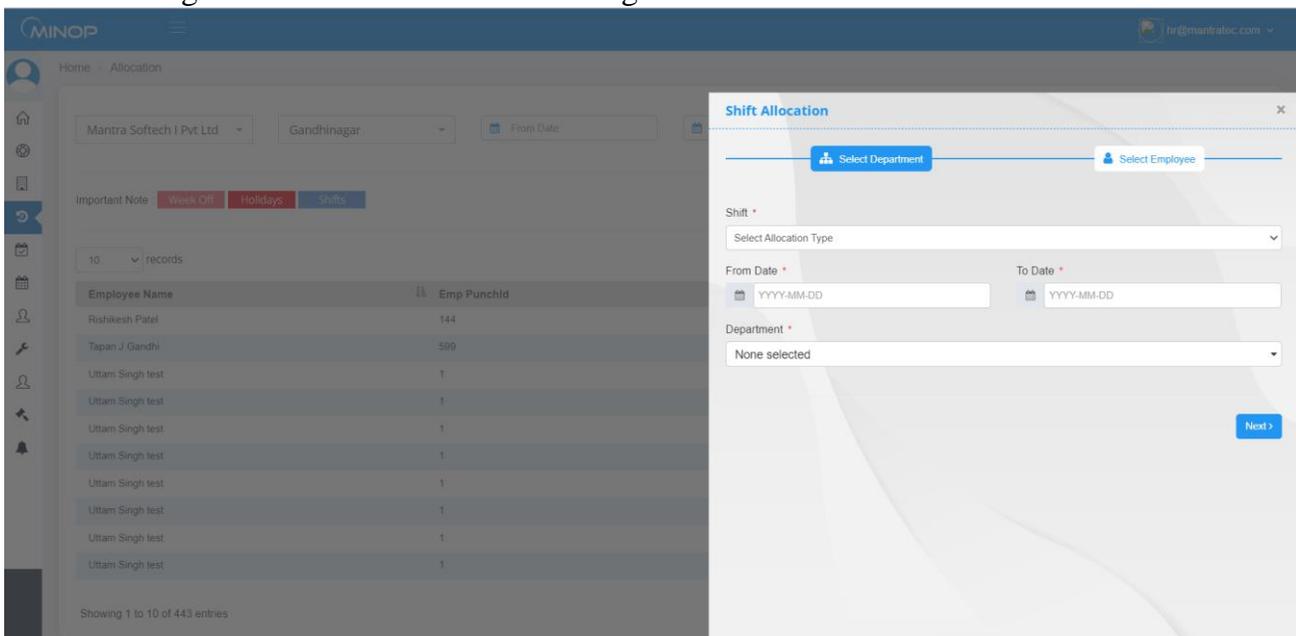
Employee Name	Emp Punchid	Shift Name	Shift Date
Rishkesh Patel	144	Week Off	2018-03-03
Tapan J Gandhi	599	night	2020-01-30
Uttam Singh test	1	General Shift	2018-02-01
Uttam Singh test	1	General Shift	2018-02-02
Uttam Singh test	1	General Shift	2018-02-03
Uttam Singh test	1	General Shift	2018-02-04
Uttam Singh test	1	General Shift	2018-02-05
Uttam Singh test	1	General Shift	2018-02-06
Uttam Singh test	1	General Shift	2018-02-07
Uttam Singh test	1	General Shift	2018-02-08

Showing 1 to 10 of 443 entries

Above image shows selection option to view in grid.



Above image shows to filter information in grid.



Above image show pop up when you click on “+Allocate Shift”.

- ✓ Shift Allocation allows you to allocate Shift to Employee for particular date range.
- ✓ To Allocate Shift first select Company then select branch, and click on ‘Allocation Shift’ button and Then fill all related details and Click on ‘Save’ button.
- ✓ ByDefault Employee shift will be carried out from Employee Master. But if your Shift changed on Daily, Weekly or Monthly Basis then you can allocate from above screen.

- ✓ Third List display already allocated shift details of Employee Between selected dates.
- ✓ You can assign Weekly off and Holiday off for selected dates from above screen.

1.3 Leave Master

1.3.1 Leave Type Master

The screenshot shows the MINOP Leave Type Master interface. The table lists various leave types with their respective details. The interface includes a search bar, an 'Excel' button, and a '+Add Leave Type' button. The table has columns for LeaveType Name, Description, Is carryforward, Carryforward Leave, Is Encashable, Encashable Leave, and Action.

LeaveType Name	Description	Is carryforward	Carryforward Leave	Is Encashable	Encashable Leave	Action
CL	Casual Leave	True	300	False	0	[Action]
OD	on duty	True	0	False	0	[Action]
SL	Sick Leave	False	0	True	5	[Action]
ML	Maternity Leave	True	6	False	0	[Action]
TL	Test Leave	True	4	False	0	[Action]
DL	Test Leave	False	0	True	5	[Action]
LP	Loss Of Pay Leave	True	0	False	0	[Action]
DF	df	True	10	False	0	[Action]
FD	fd	True	10	False	0	[Action]
WW	www	True	10	False	0	[Action]

Showing 1 to 10 of 11 entries

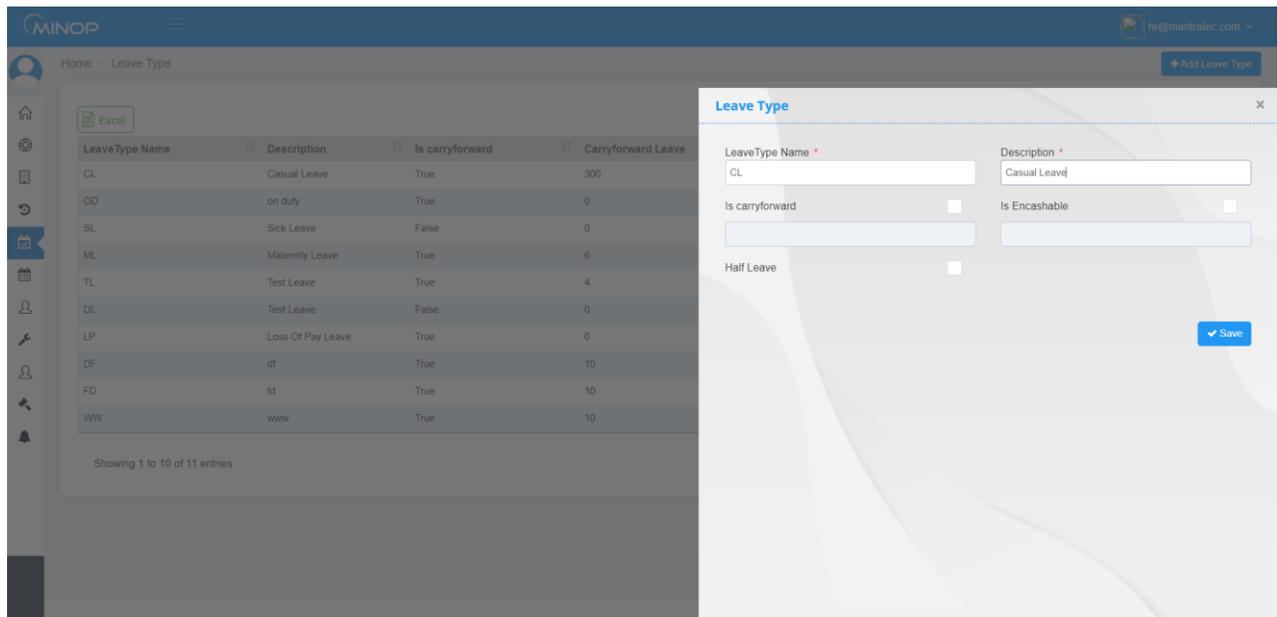
Above image shows view of leave type master.

The screenshot shows the MINOP Leave Type Master interface with a pop-up form titled 'Leave Type'. The form contains fields for LeaveType Name, Description, Is carryforward, Is Encashable, and Half Leave. There is a 'Save' button at the bottom right of the form.

LeaveType Name	Description	Is carryforward	Is Encashable	Half Leave
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save

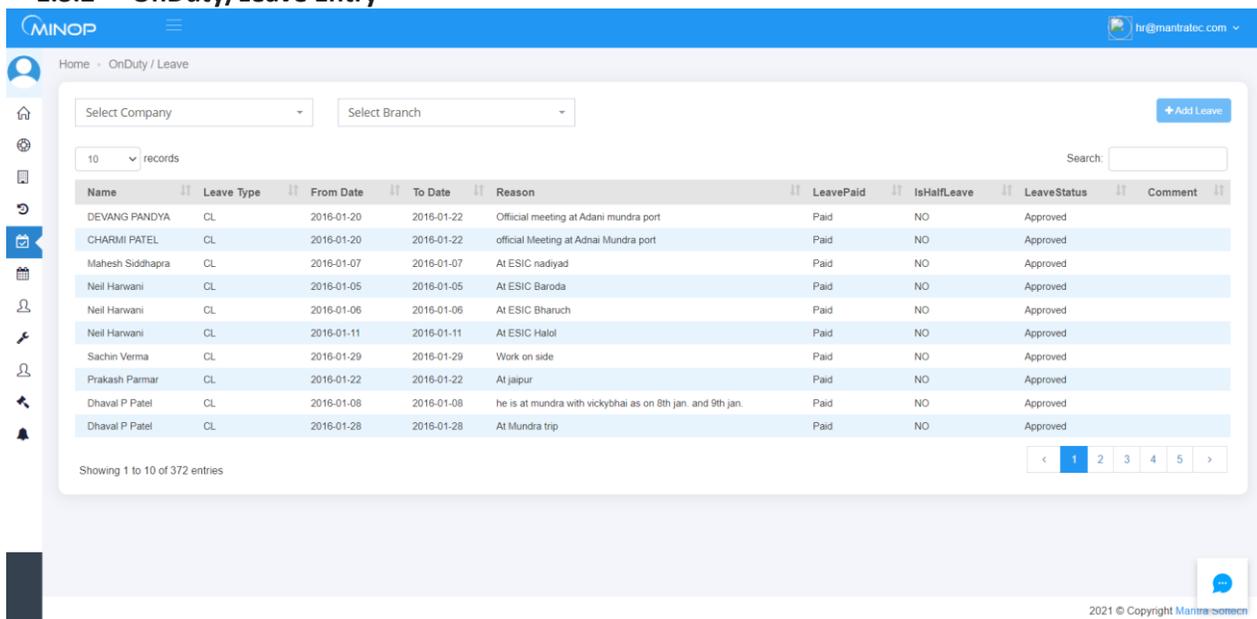
Above image shows pop up when we click on “+Add Leave Type”.



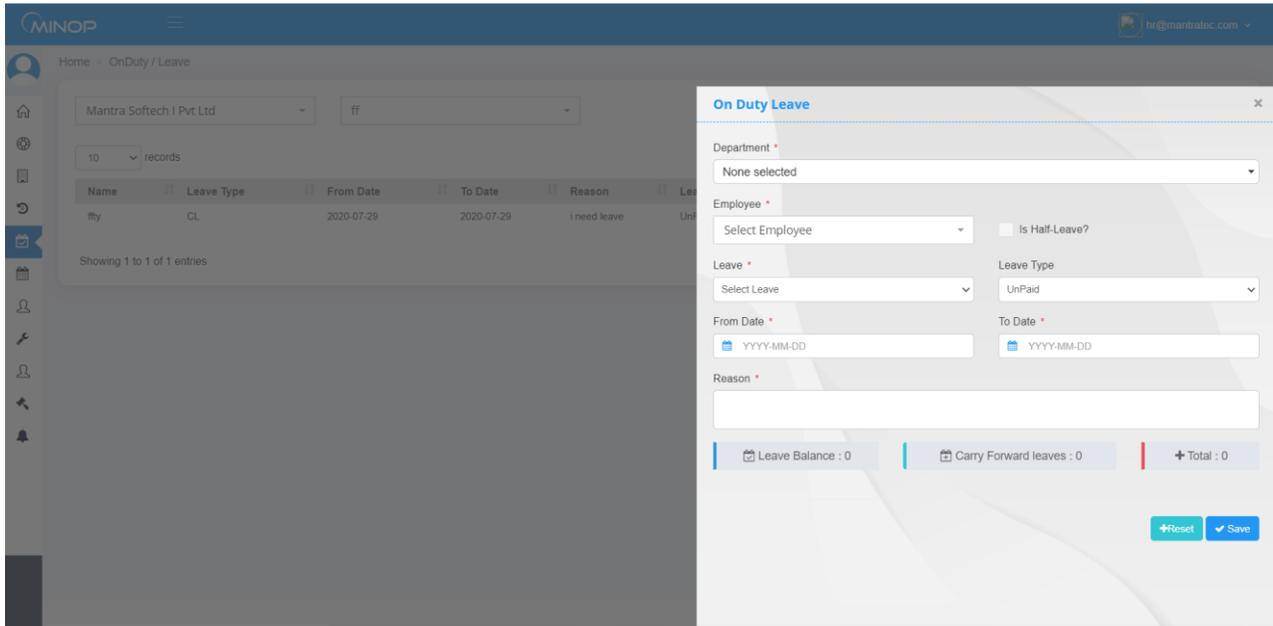
Above image shows example to add details while creating new leave type.

- ✓ Save all leaves type offered to employee in your company in Leave Type Master.
- ✓ To add new Leave, click on 'Add Leave Type', fill Name of Leave Type, Description, check whether Leave is Carryforward or En-cashable and number of leave how much it will be carry forwarded or en-cash after end of transaction year, Half Leave Application or Not and then click 'Save' button.
- ✓ In Grid, it displays all Leave Types which already entered by you.
- ✓ You can Edit Leave Type entries on clicking on 'Edit' button.

1.3.2 OnDuty/Leave Entry



Above image shows view of OnDuty/Leave Entry.



Above image shows pop up when we click on “+Add Leave”

1. On Duty Entry:-

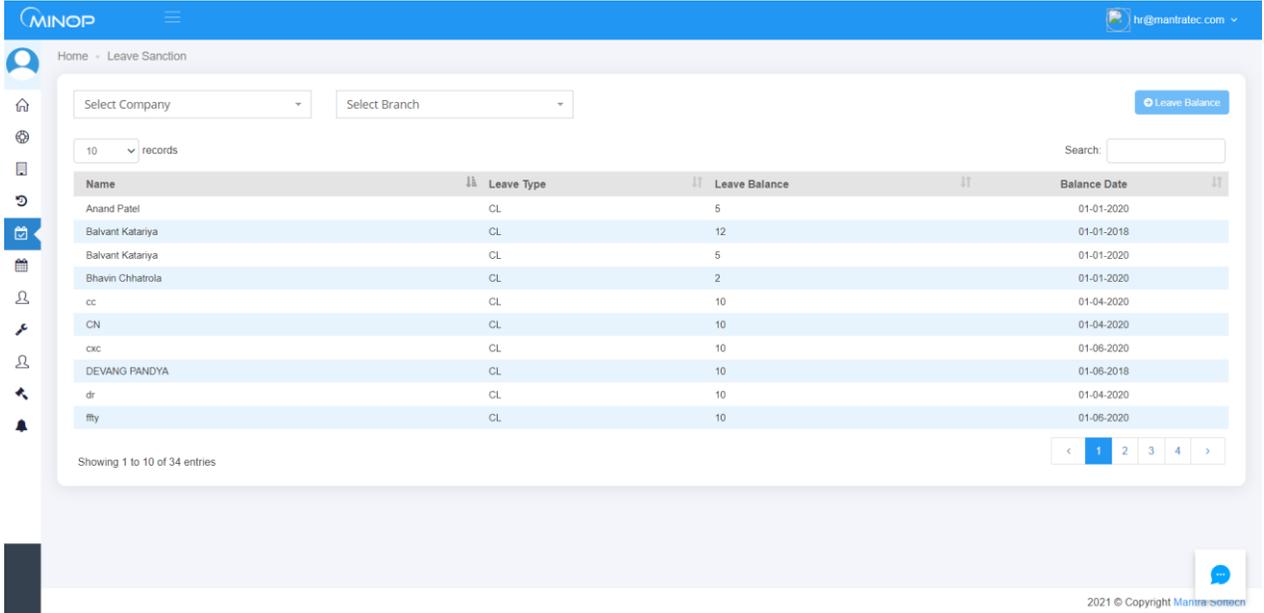
- ✓ If Employee went for Company related work and unable to punch on Device Terminal.
- ✓ In Attendance Report, status will be shown as ‘OD’.

2. Leave Entry:-

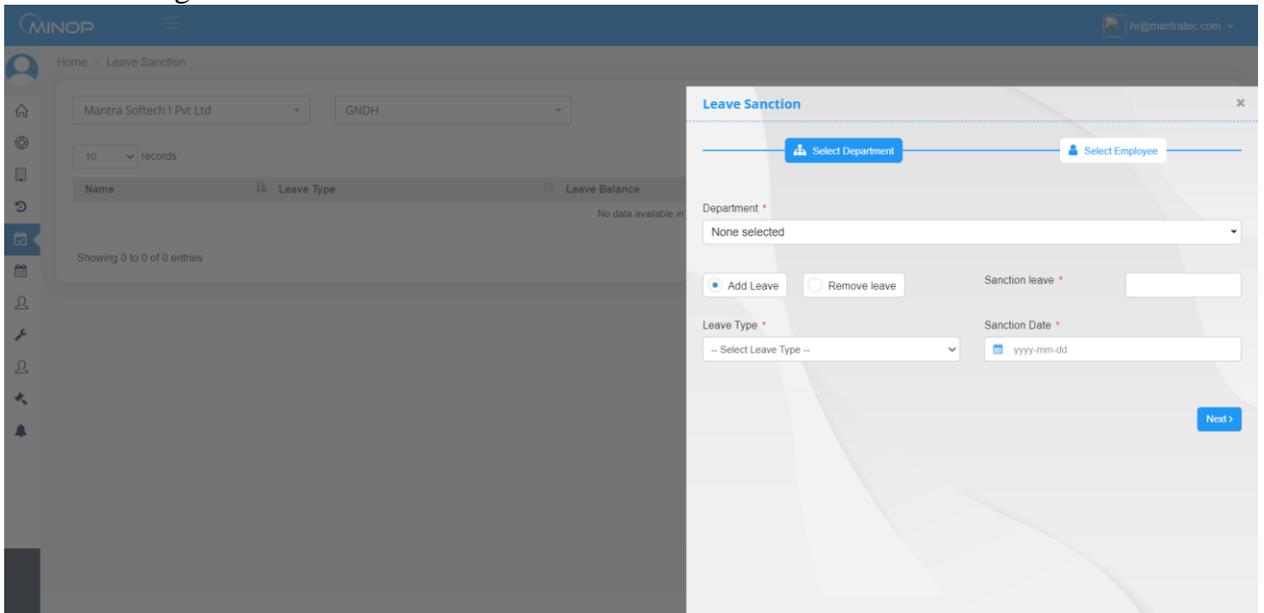
- ✓ You can add Employee’s Full Day or Half Day Leave as per balance available for particular Leave.
- ✓ In Attendance Report, status will be shown with leave type name.
- ✓ In Half Leave case ‘H’ will be Append before Leave Type Name.

For example: - For Half CL, state will be shown as ‘HCL’.

1.3.3 Leave Sanction



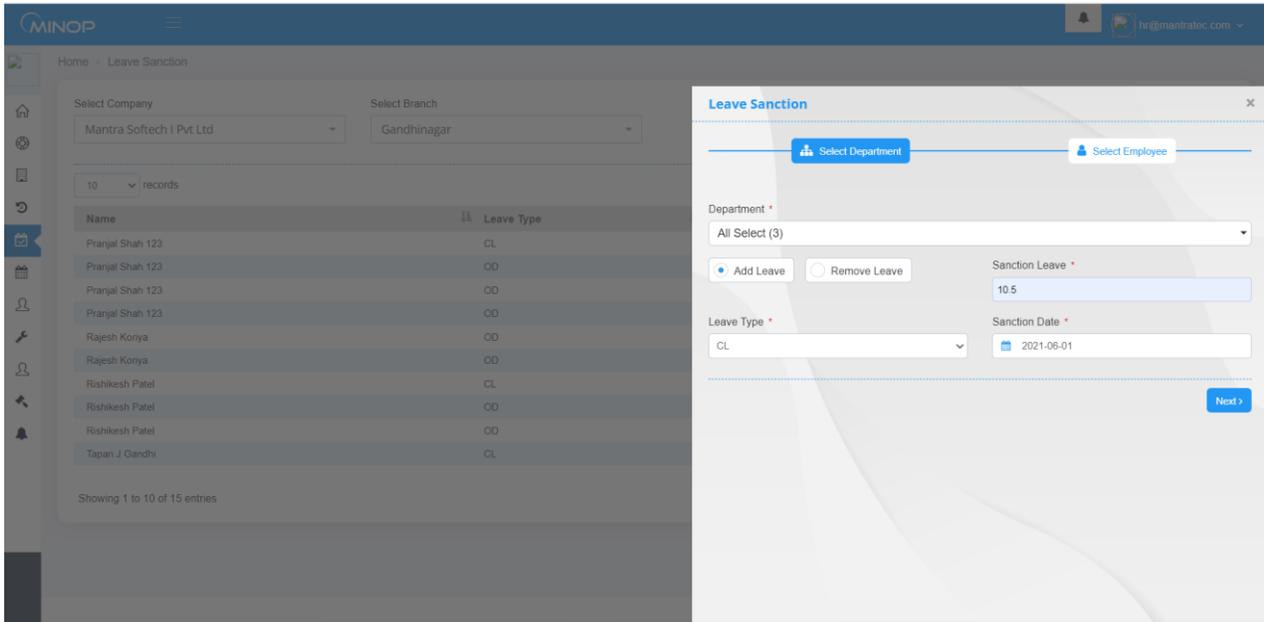
Above image shows view of Leave Sanction.



Above image shows pop up when you click on “+Leave Balance”.

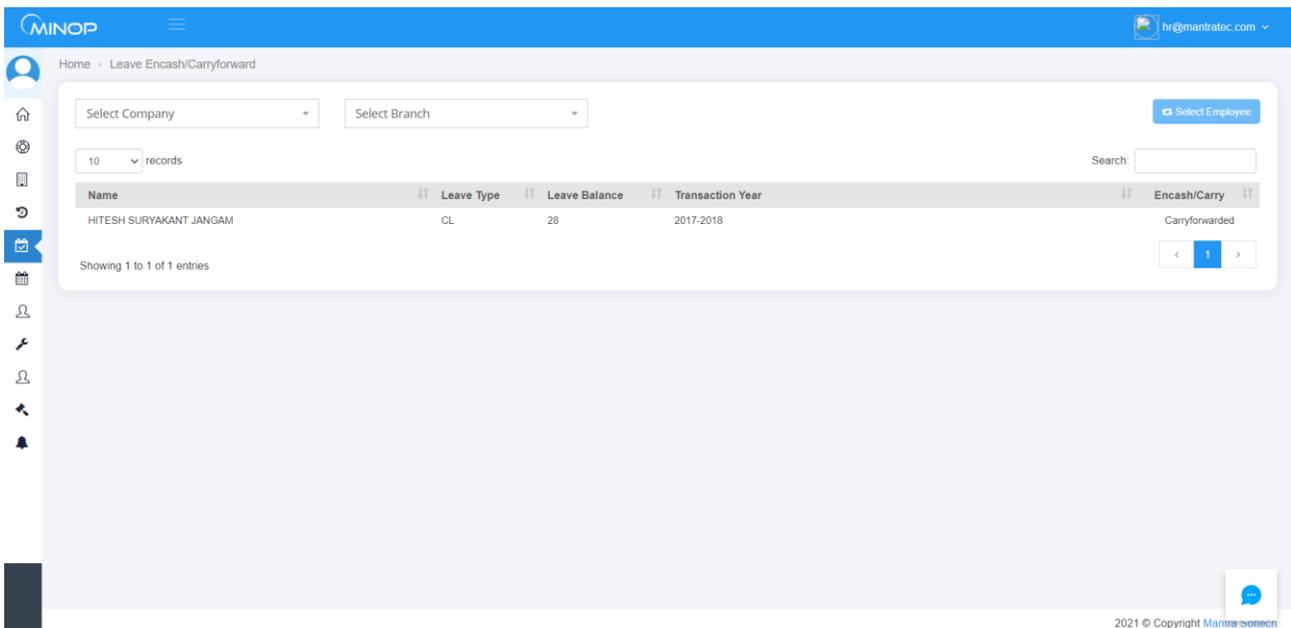
- Leave Sanction allows you to sanction Leave balance or remove Leave Balance to Employee for particular Transaction Year as per sanction date.

- ✓ For sanctioning Leave, You need to select Leave type, number of leave balance to add or Remove, Enter Leave Amount and Employees from the list and Click on 'Save' button.
- ✓ Third List display already sanctioned Leaves of Employee.
- ✓ You can Add or Remove leaves in Point also.

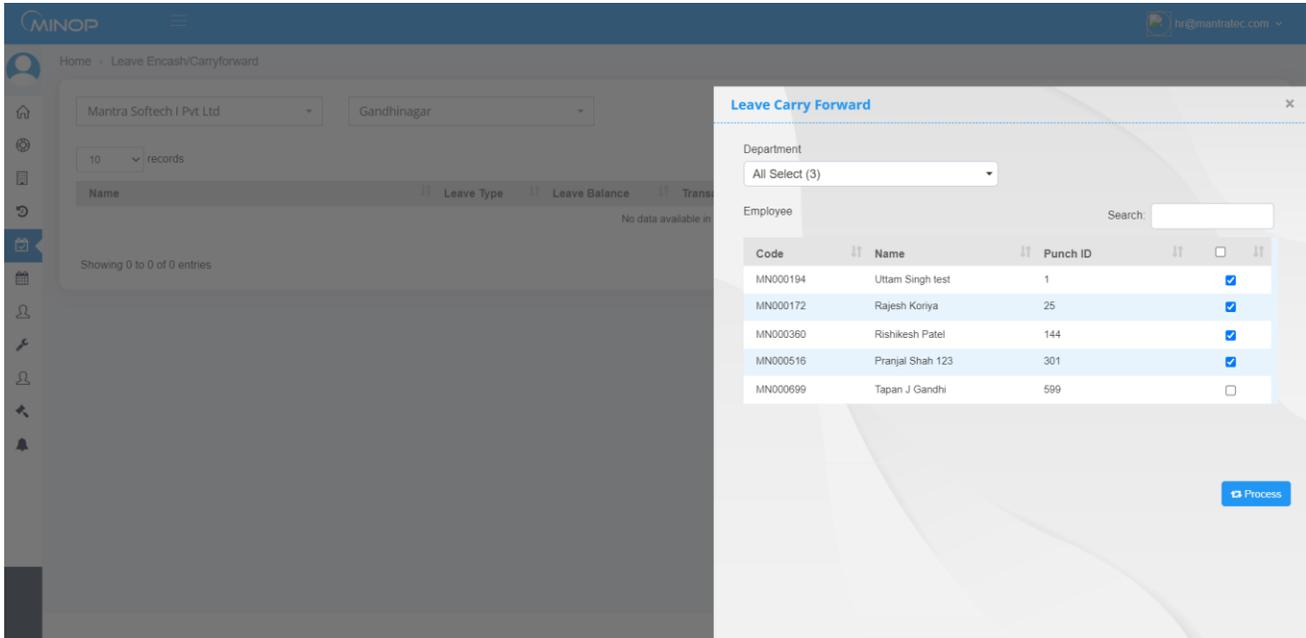


Above image shows how to add or remove leaves in Point also.

1.3.4 Leave Encash/Carryforward



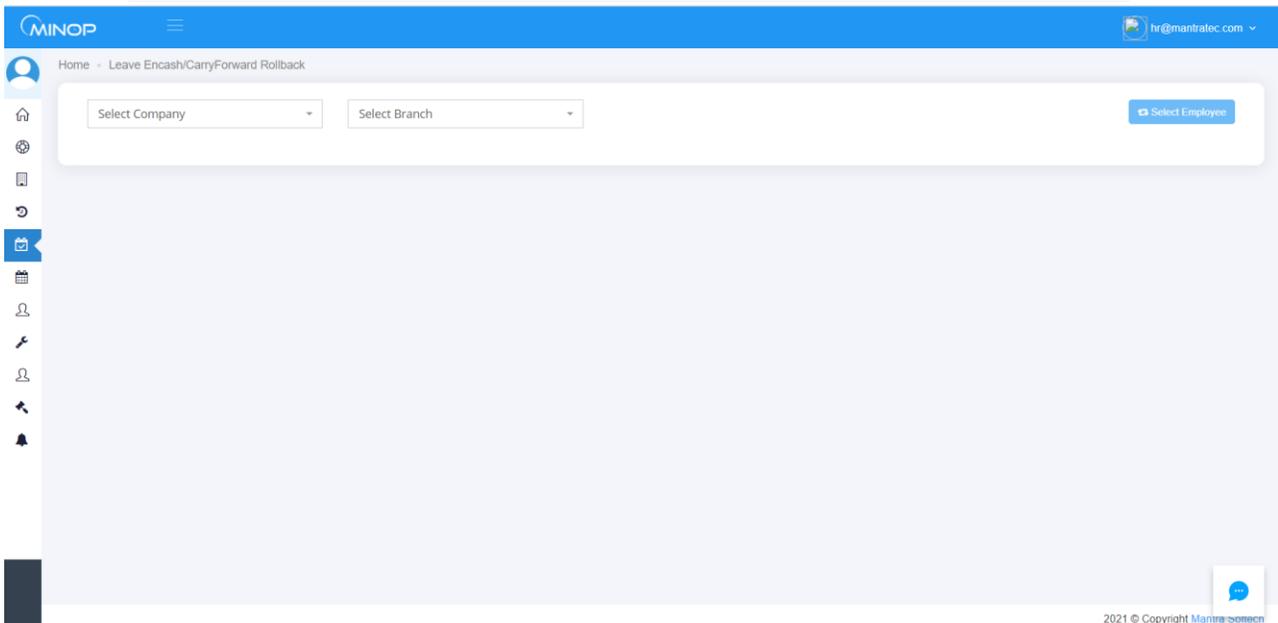
Above image shows view of “leave Encash/Carryforward”



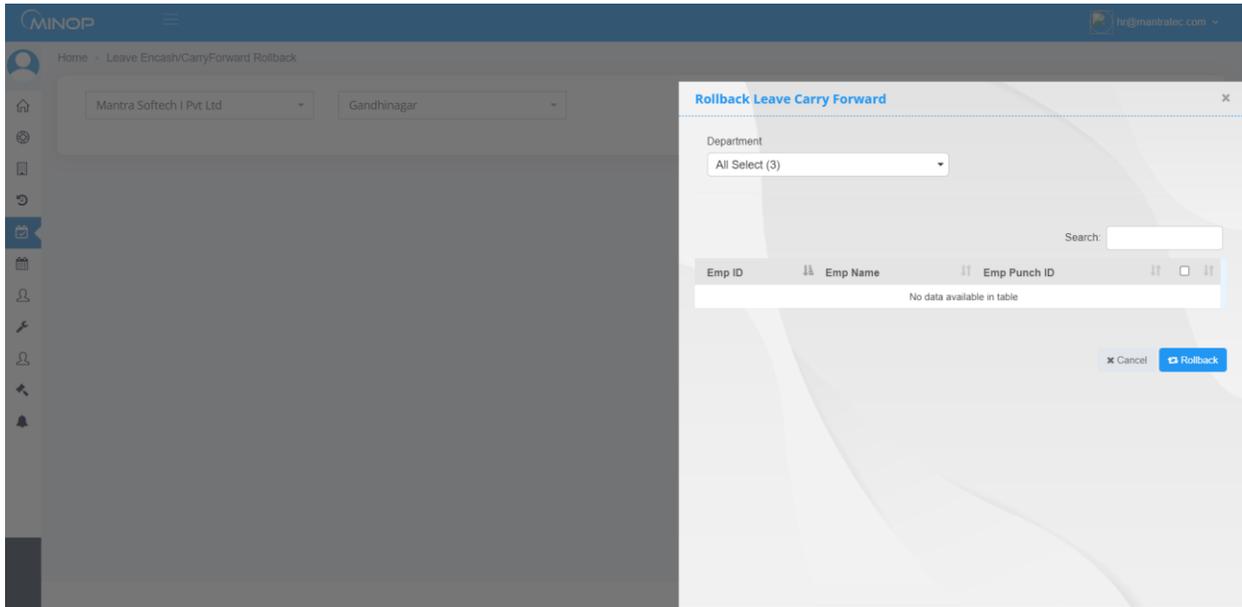
Above image shows pop up when you click on [Select Employee](#) button.

- ✓ Leave Encash/Carryforward will Encash or Carryforward Leaves to Next Transaction Year.
- ✓ You need to select Department, Employees and then click on 'Process' button.

1.3.5 Leave Encash/Carryforward Rollback



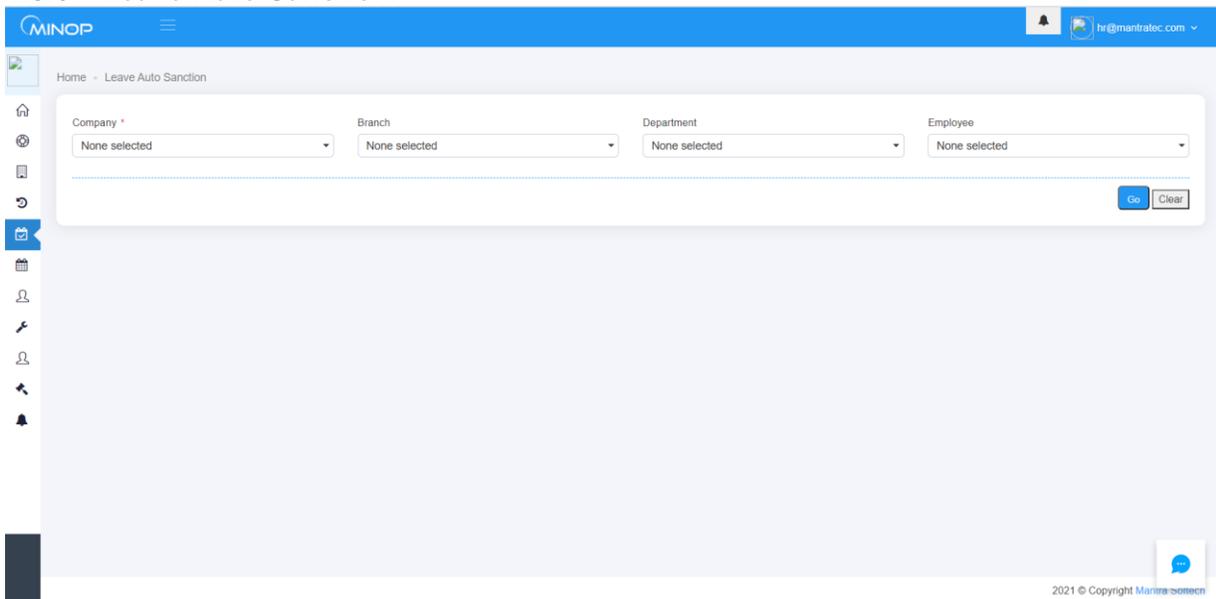
Above image show view of Leave Encash/Carryforward Rollback.



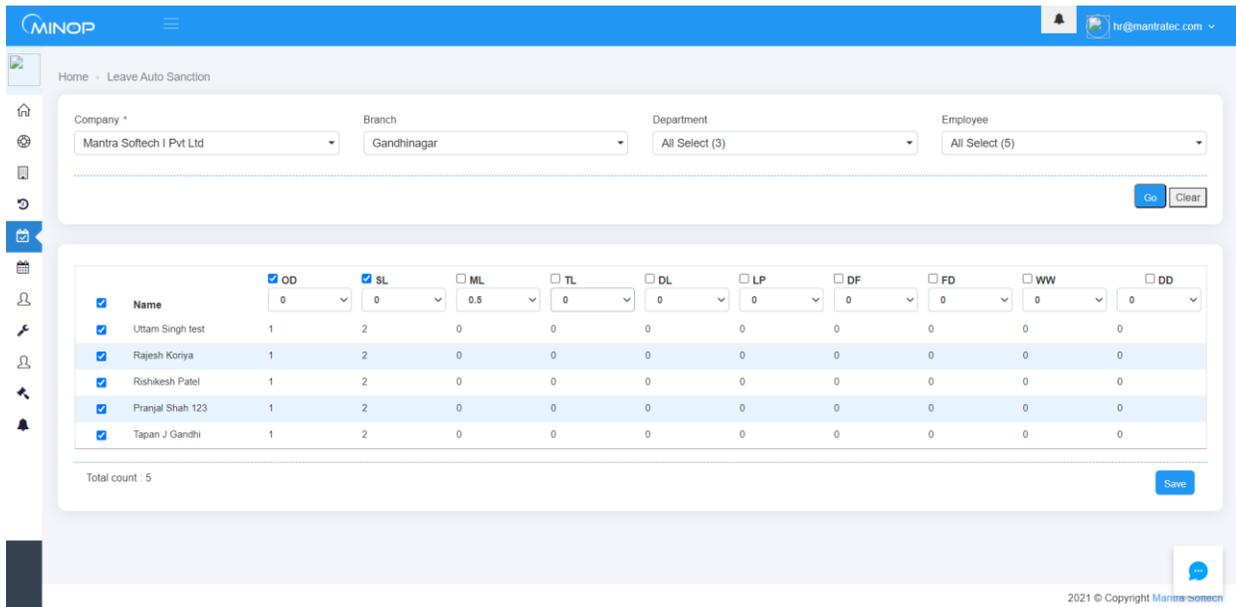
Above image shows popup when you click on 

- ✓ Leave Encash/Carryforward will Rollback your Encash or Carryforward Leaves.
- ✓ You need to select Department, Employees and then click on 'Rollback'.

1.3.6 Leave Auto Sanction.



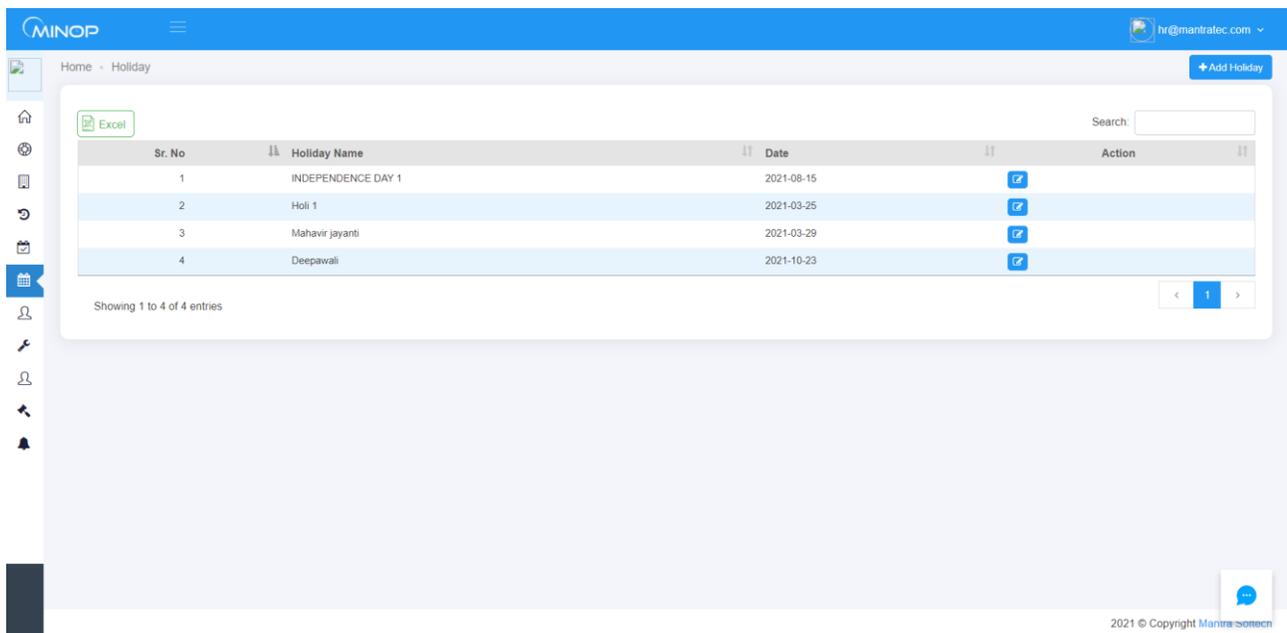
Above image show view of Leave Auto Sanction.



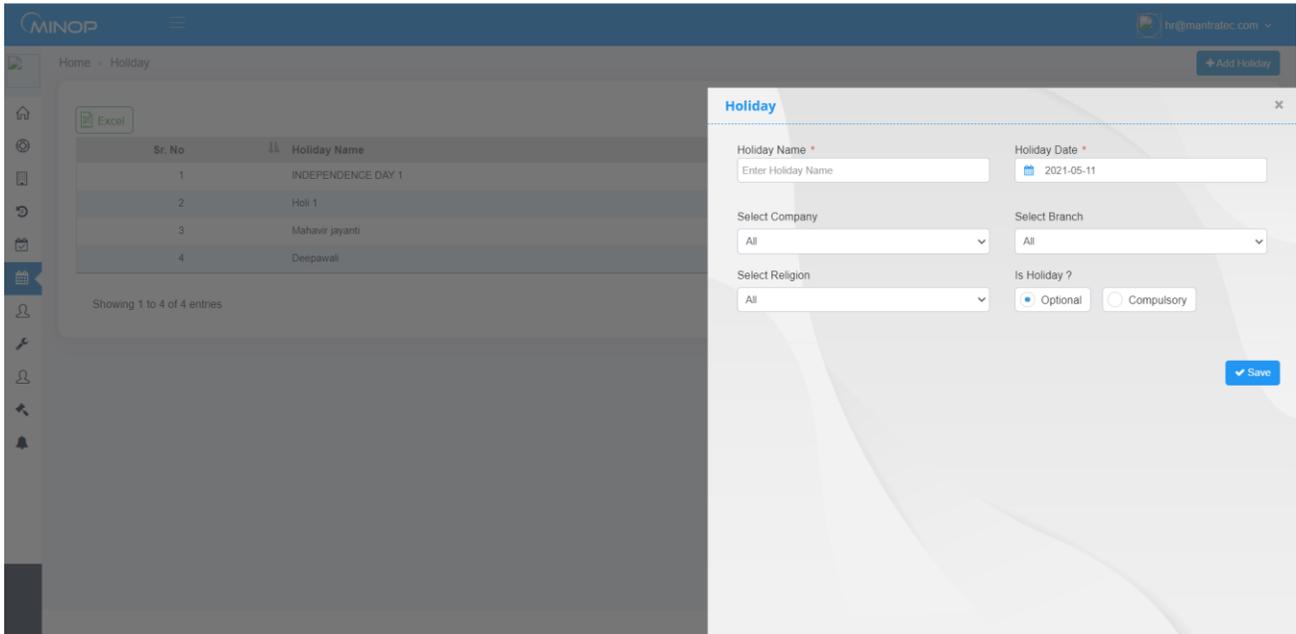
Above image show data view of Leave Auto Sanction.

NOTE: Leave Auto Sanction will sanction leave Automatically on 1st of Every month as per User's requirement and can cancel also.

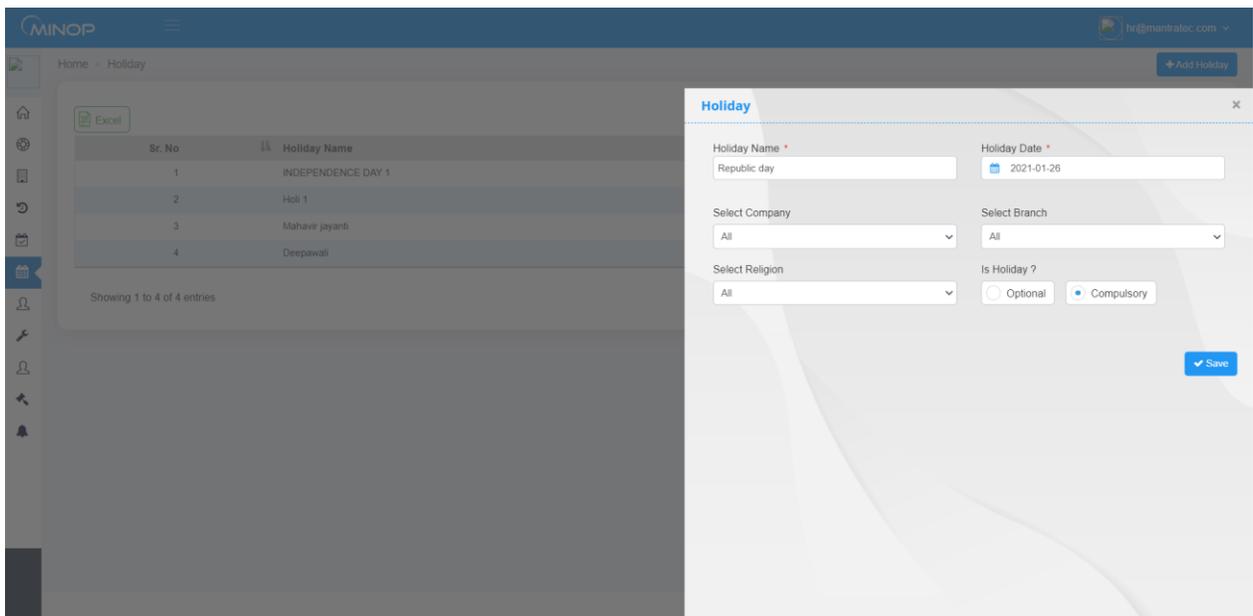
1.7 Holiday Master



Above image shows view of Holiday Master.

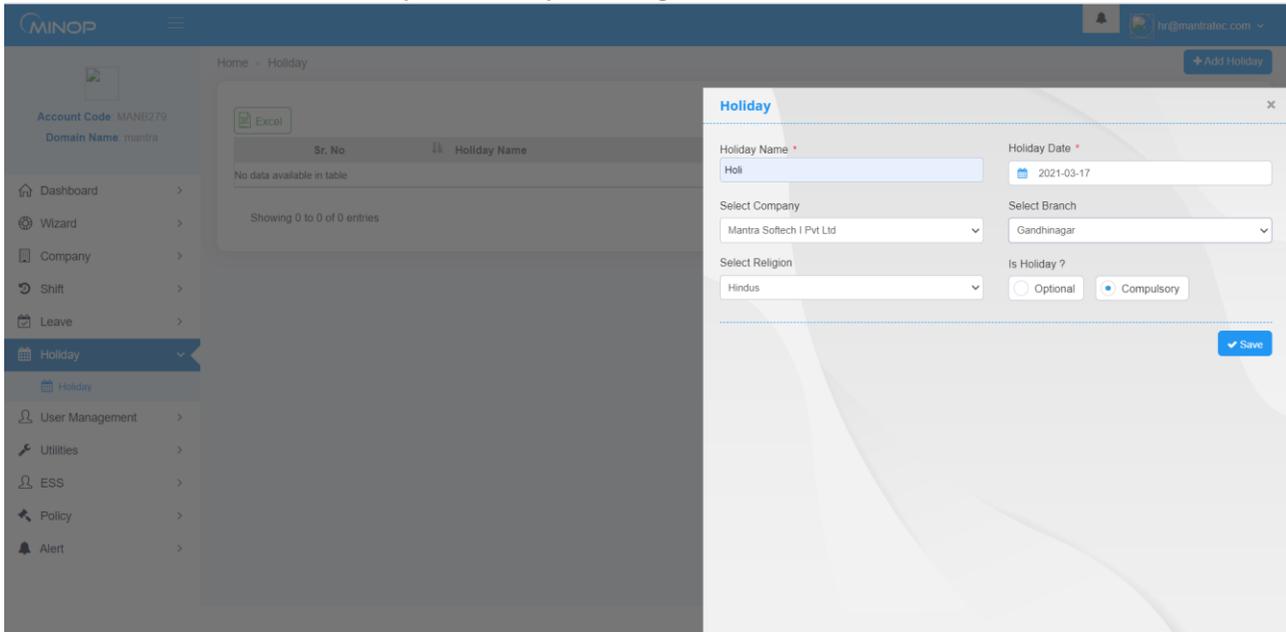


Above image shows popup when you click on 



Above image shows example to add Holiday.

- ✓ **Save all Holidays in Holiday Master.**
- ✓ To add new Holiday, Click on 'Add Holiday' and Then fill Name of Holiday, Select Holiday Date, Country, state, company, branch and Click 'Save' button.
- ✓ In Grid, it displays all Holidays which already entered by you.
- ✓ You can Edit Holiday entries by clicking on 'Edit' button.



Above image shows example to add Holiday by Branch wise, Company wise etc.

1.4 User Management:

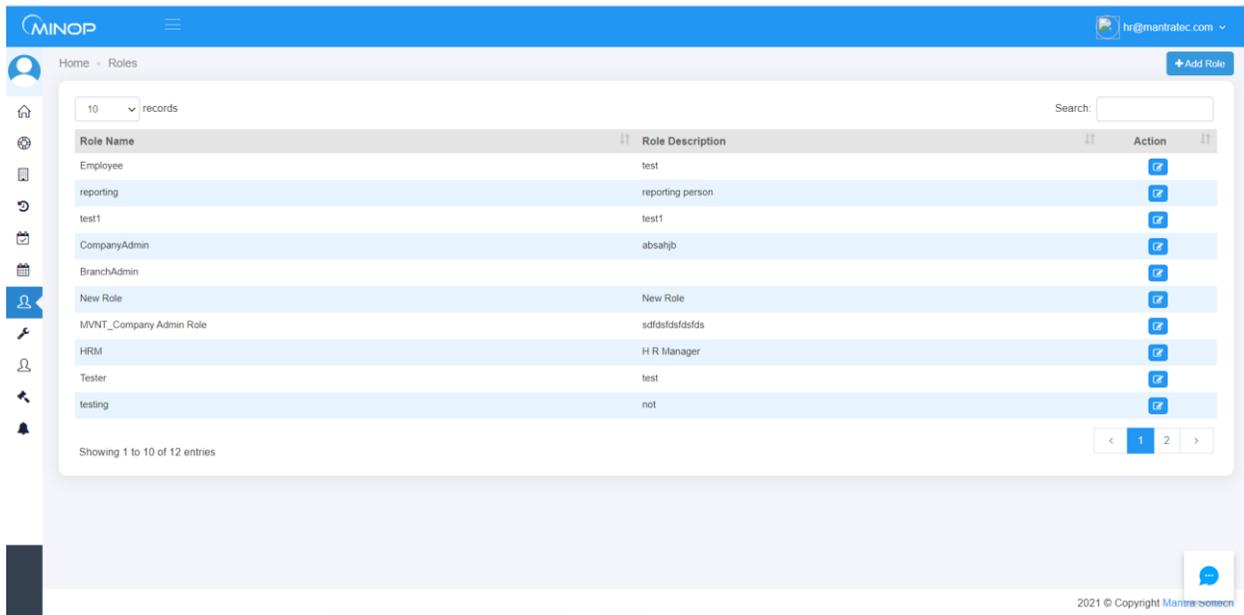
The User Management has the following Items.

1. **Role Master**
2. **Right Distribution**

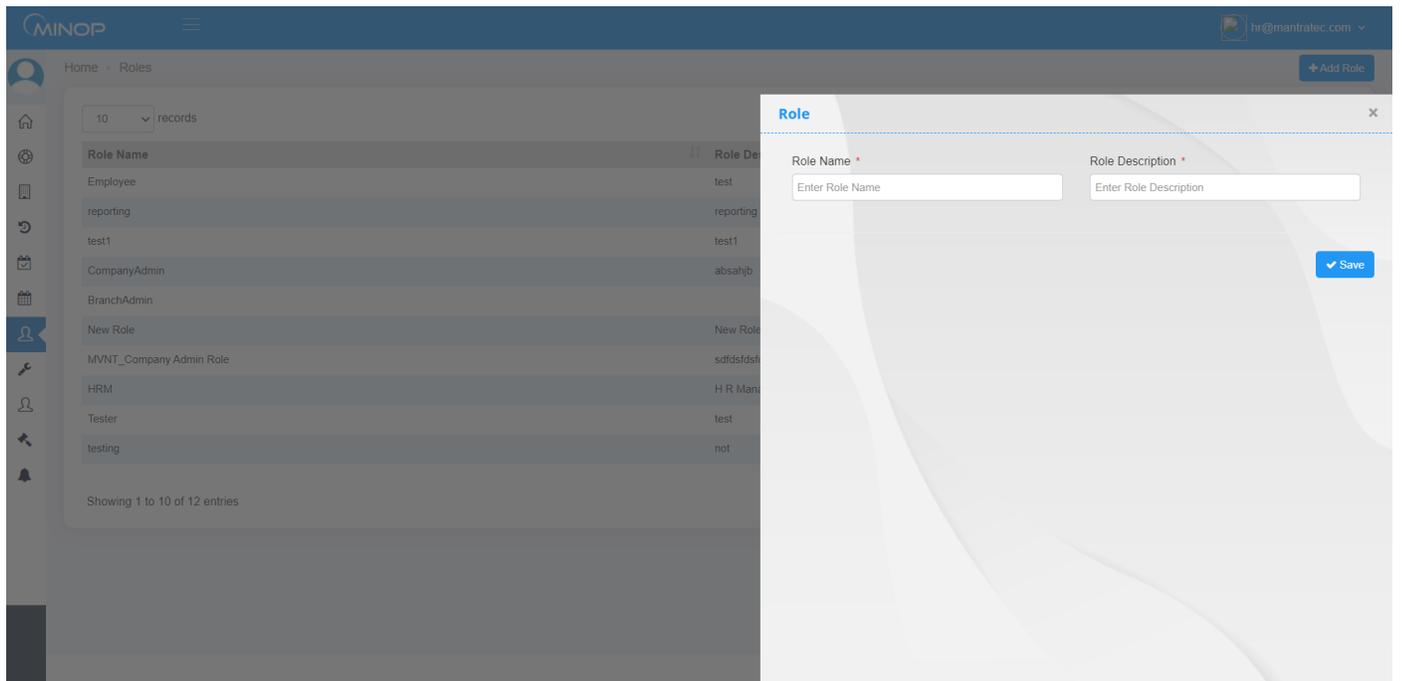
1.5.1 Role Master

Save all Roles in Role Master.

- ✓ To add new Role, Click on 'Add Role', fill Role Name and click on 'Save'.
- ✓ User who has above role assign will have rights of those companies which are selected in above Screen.
- ✓ In Grid, it displays all Roles which already entered by you.
- ✓ It allows you to Edit Role entries by clicking on 'Edit' Button.

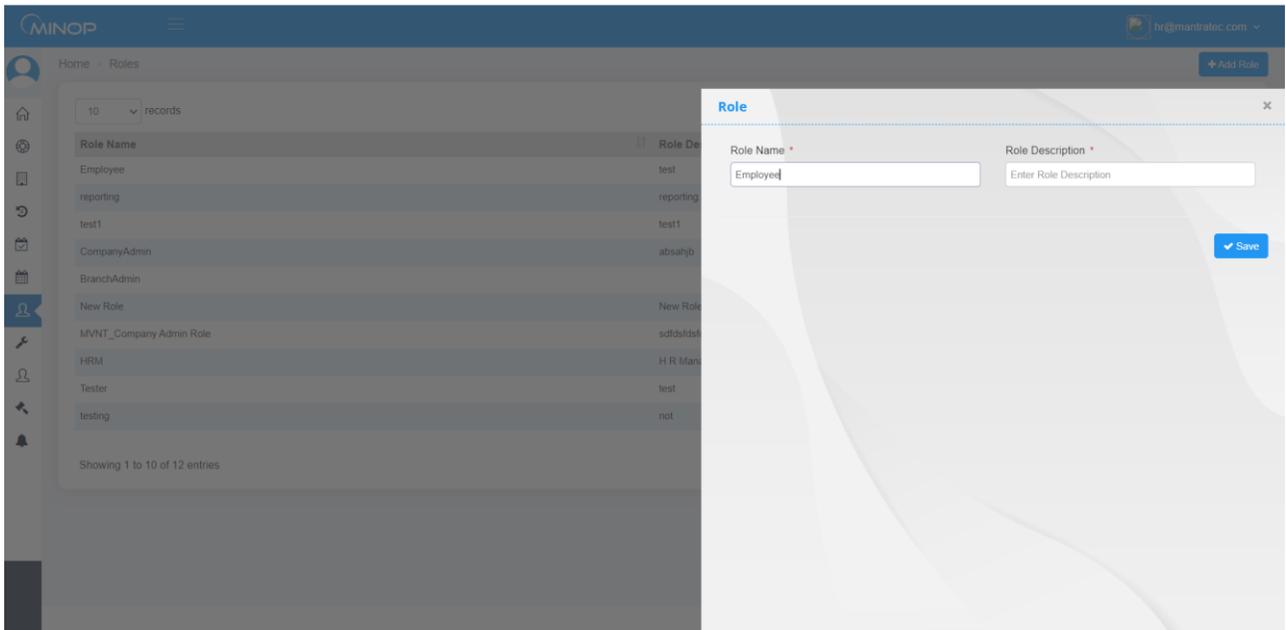


Above image shows view of Role Master.



Above imageshowspopupwhenyouclickon

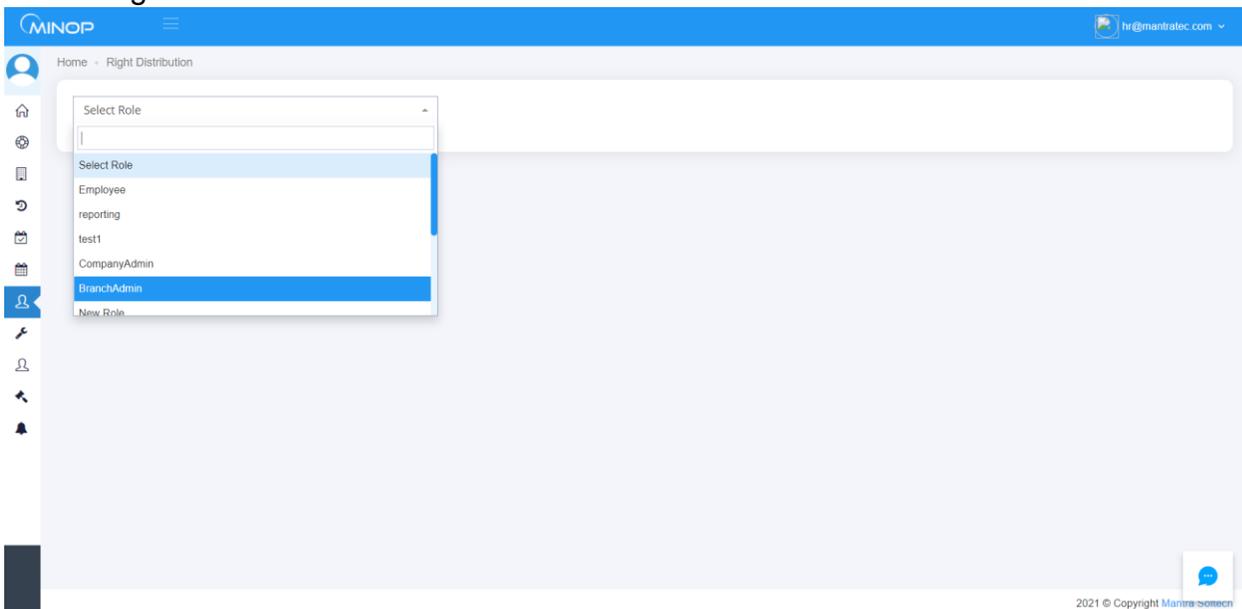




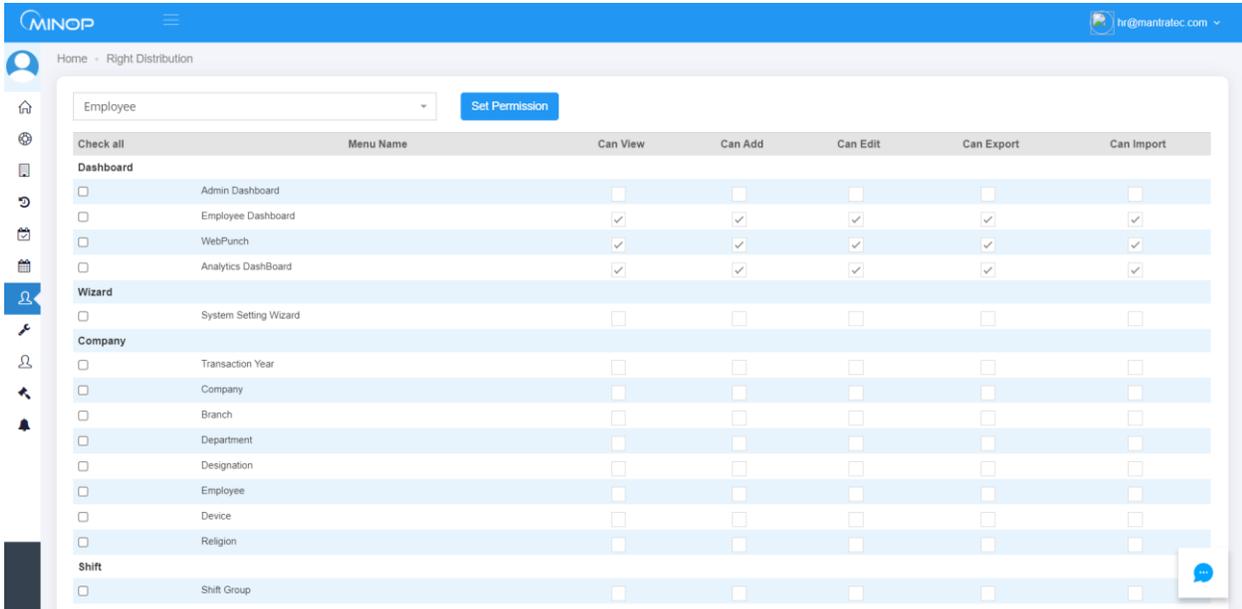
Above image shows example to add role in role master.

1.5.2 Right Distribution

- ✓ All roles which are entered in Role Master will be displayed in above screen.
- ✓ From above screen, you can configure which type of rights like Add, Edit or Read will be given for selected role.



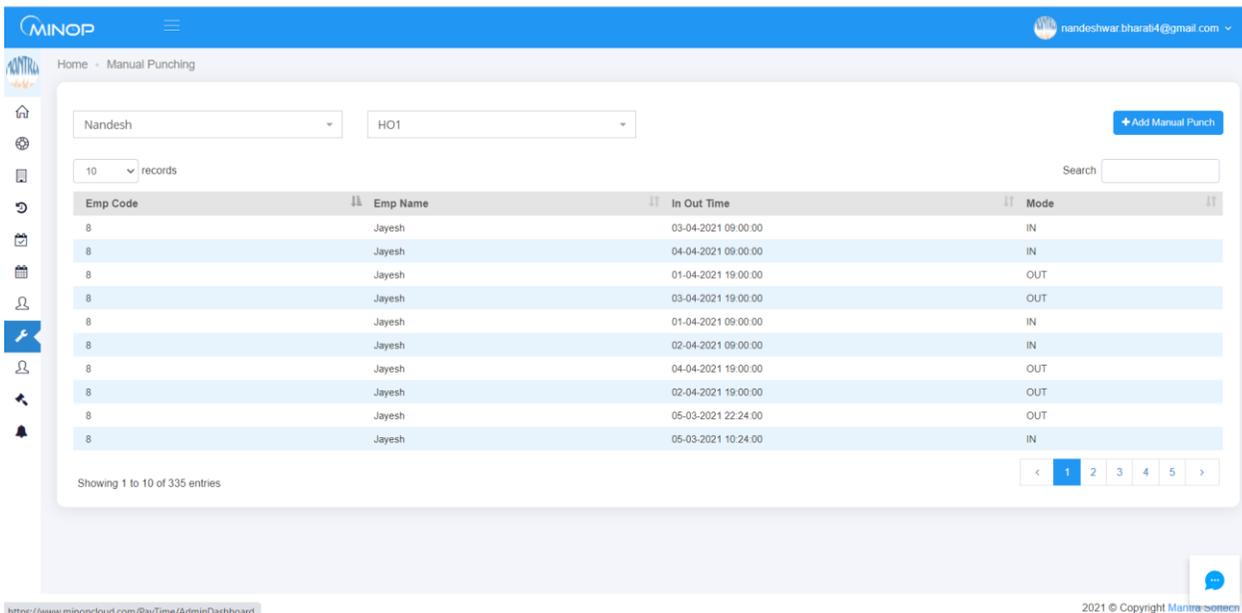
Above image shows view of right distribution.



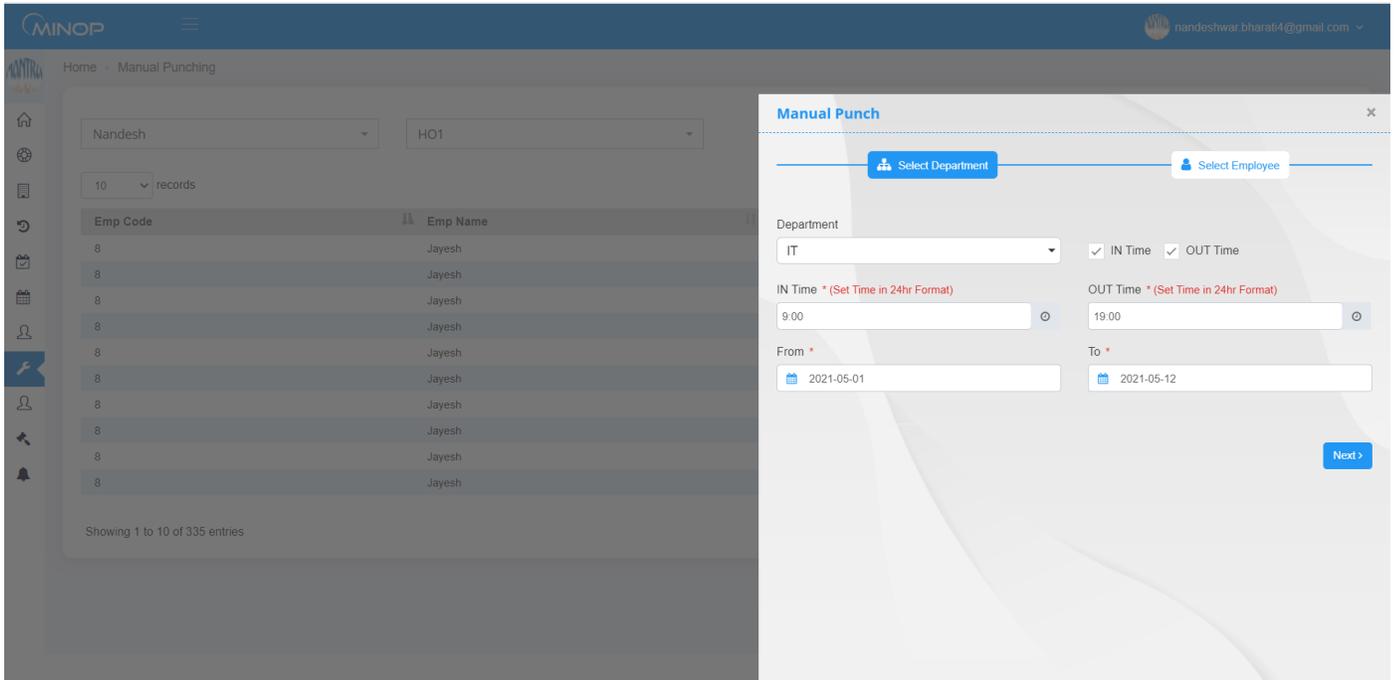
Above image shows example to distribute right to any role.

1.6 Utilities Menu

1.6.1 Manual Punching



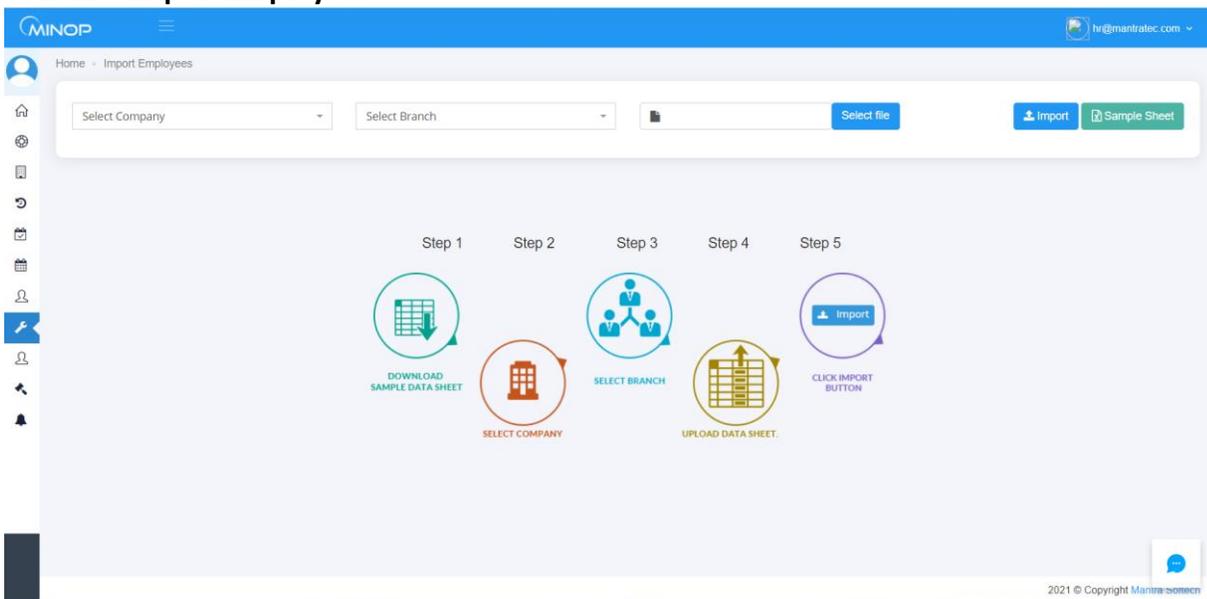
Above image shows view of manual punch.



Above image shows example to add manual punch.

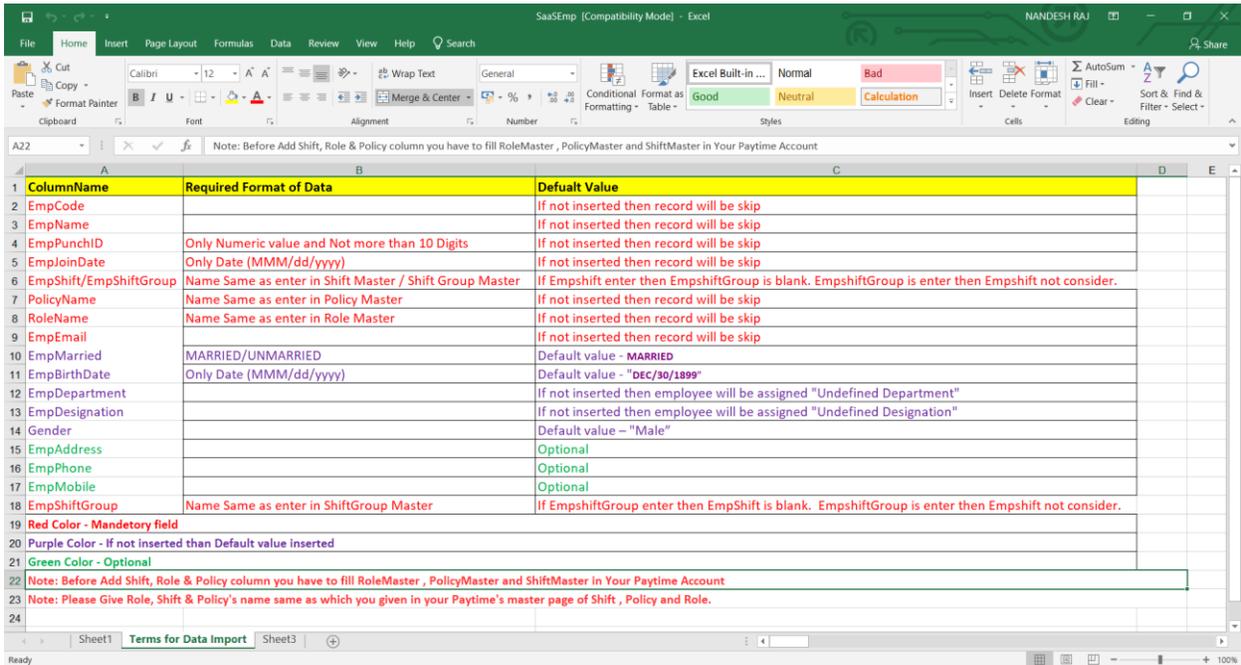
- ✓ Manual entries of attendance with IN – OUT timing and attendance date can be entered by selecting manual punching option in Utilities menu.
- ✓ To save manual entry, select Employee from list, mode of IN – OUT, IN –OUT timing with date to do manual punching then click on 'Save' button.
- ✓ It is very useful in case of employee forgot to punch in device Terminal.

1.6.2 Import Employees

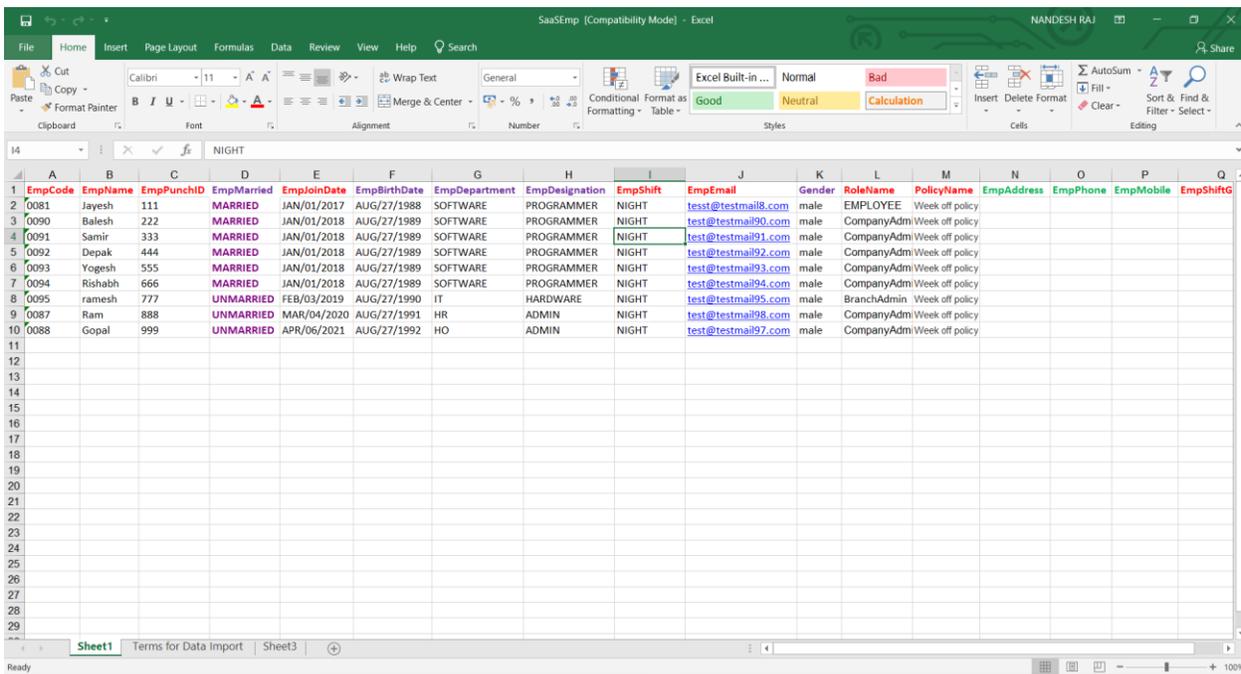


Above image shows view of import employee.

- ✓ It allows you to import Employee Master Entries which can be in CSV or Excel file.
- ✓ In Sample Sheet there is a sheet named as '**Terms for Data Import**' in which all details are described on which fields are mandatory to import Employee Data.

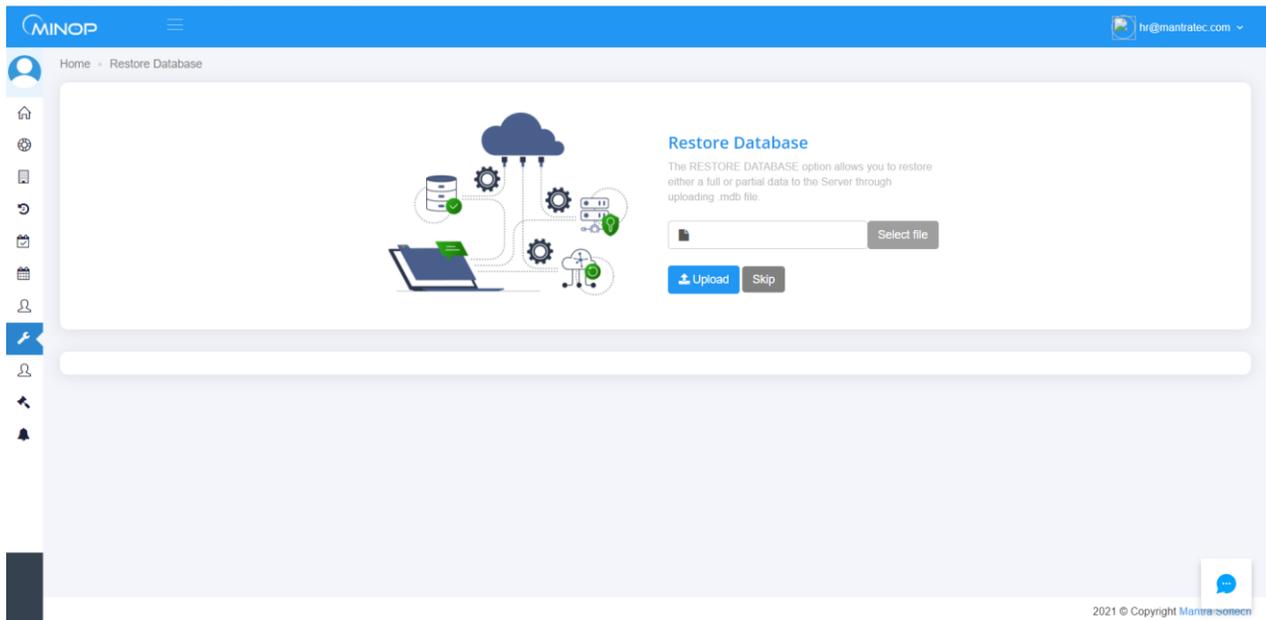


Above image shows general view for importing employee master sheet.



Above image shows general content for importing employee master sheet.

1.6.3 Restore Database

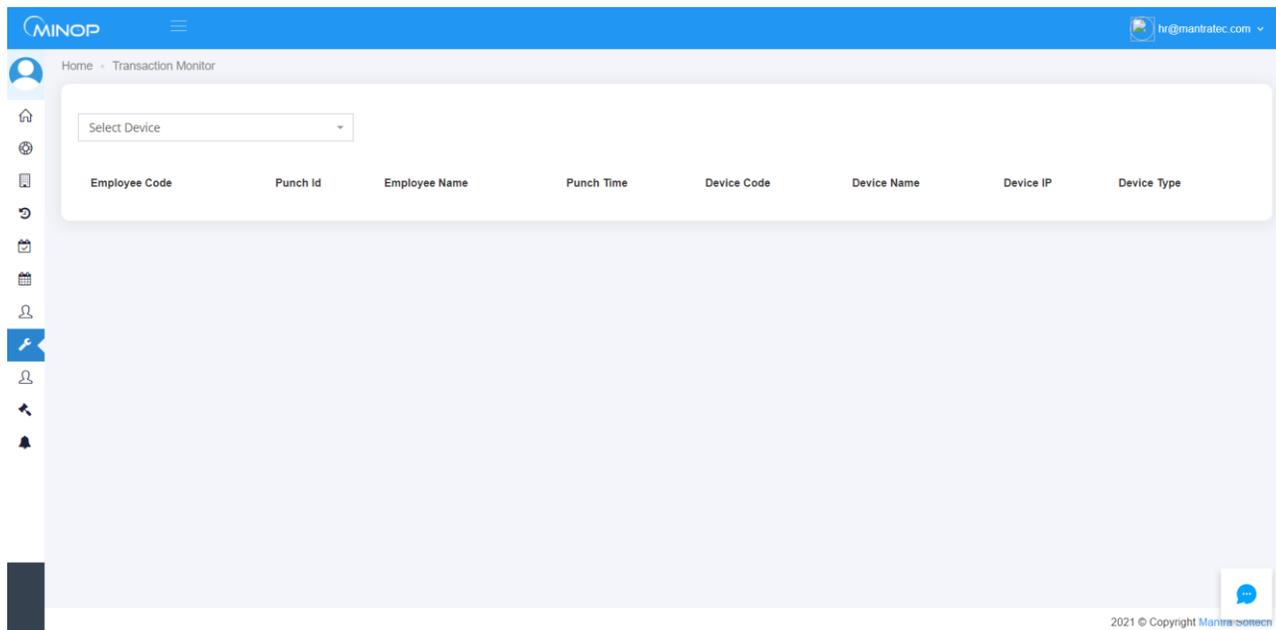


Above image shows view of Restore Database.

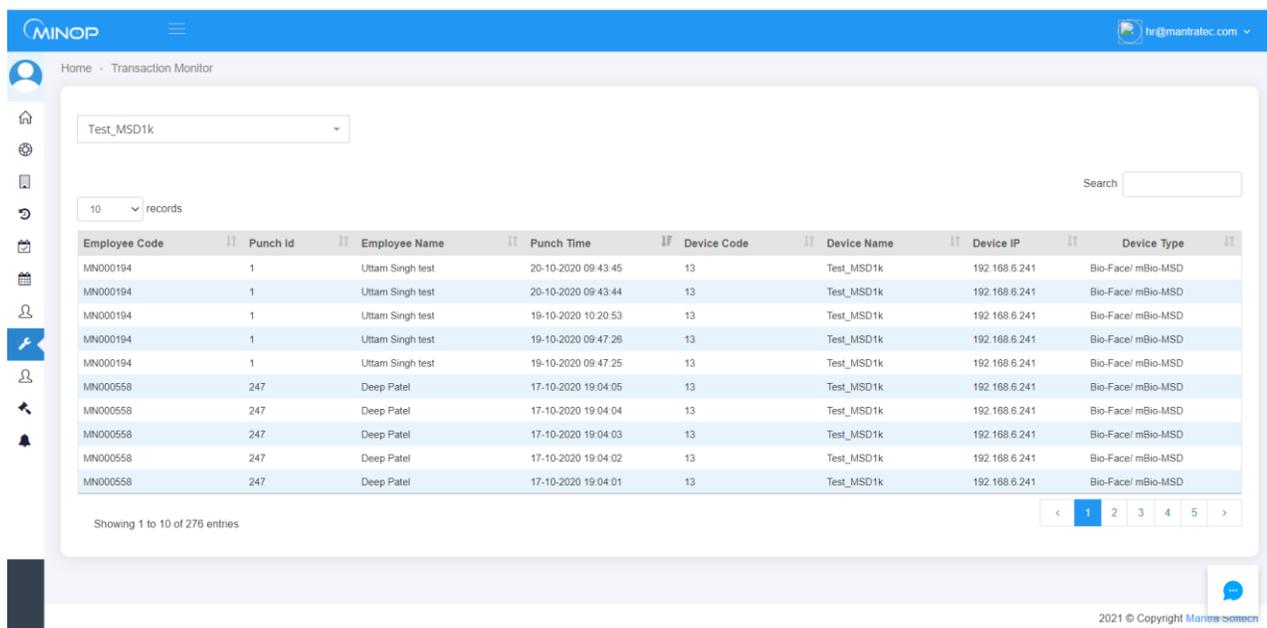
- ✓ It allows you to restore Database which is in .bak file format.
- ✓ Steps will display once you upload .bak file.

Note: Only PayTime back up file will be restored.

1.6.4 Transaction Monitor



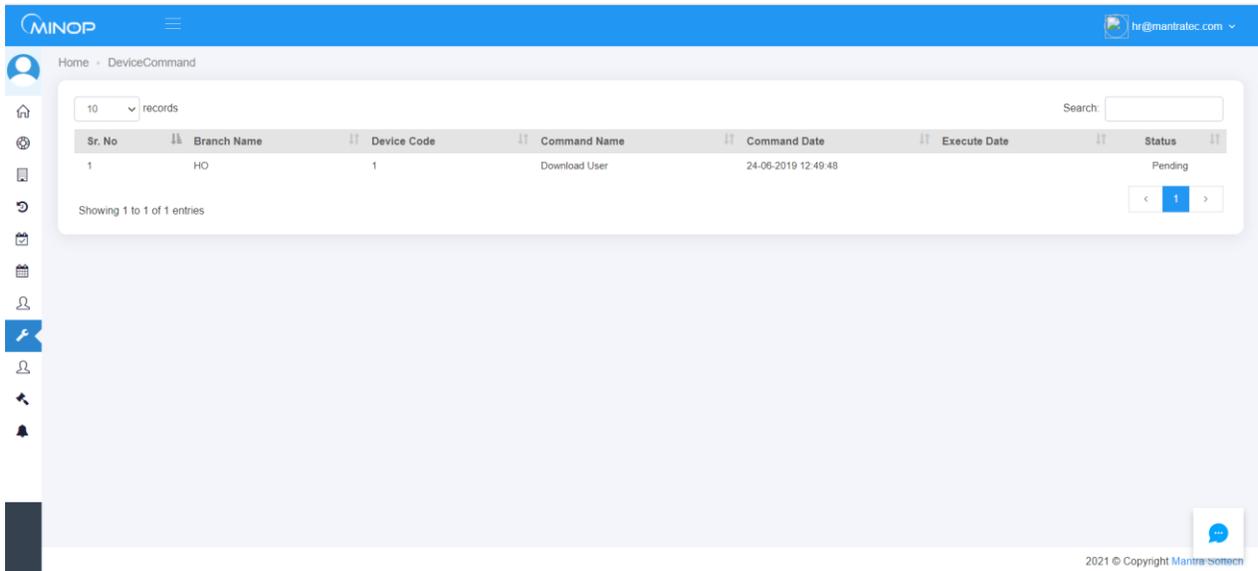
Above image shows view of Transaction Monitor.



Above image show example to check data in transaction monitor with device selection.

- ✓ It allows User to see transaction data device wise, User has to select device from dropdown to see transaction data of that device.
- ✓ User can search, sort data in Grid.

1.6.5 Device Command



The screenshot displays the MINOP web application interface for the 'DeviceCommand' section. The header shows the MINOP logo and the user 'hr@mantratec.com'. The sidebar contains navigation icons for Home, DeviceCommand, and other sections. The main content area features a table with the following data:

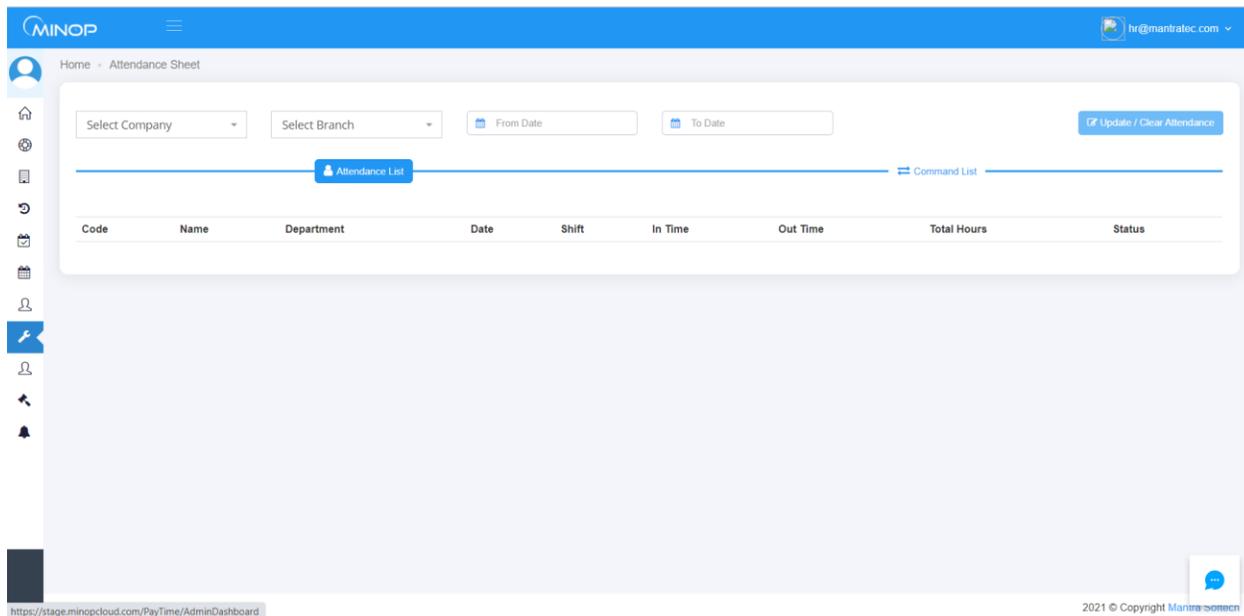
Sr. No	Branch Name	Device Code	Command Name	Command Date	Execute Date	Status
1	HO	1	Download User	24-06-2019 12:49:48		Pending

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. The interface also includes a search bar and pagination controls.

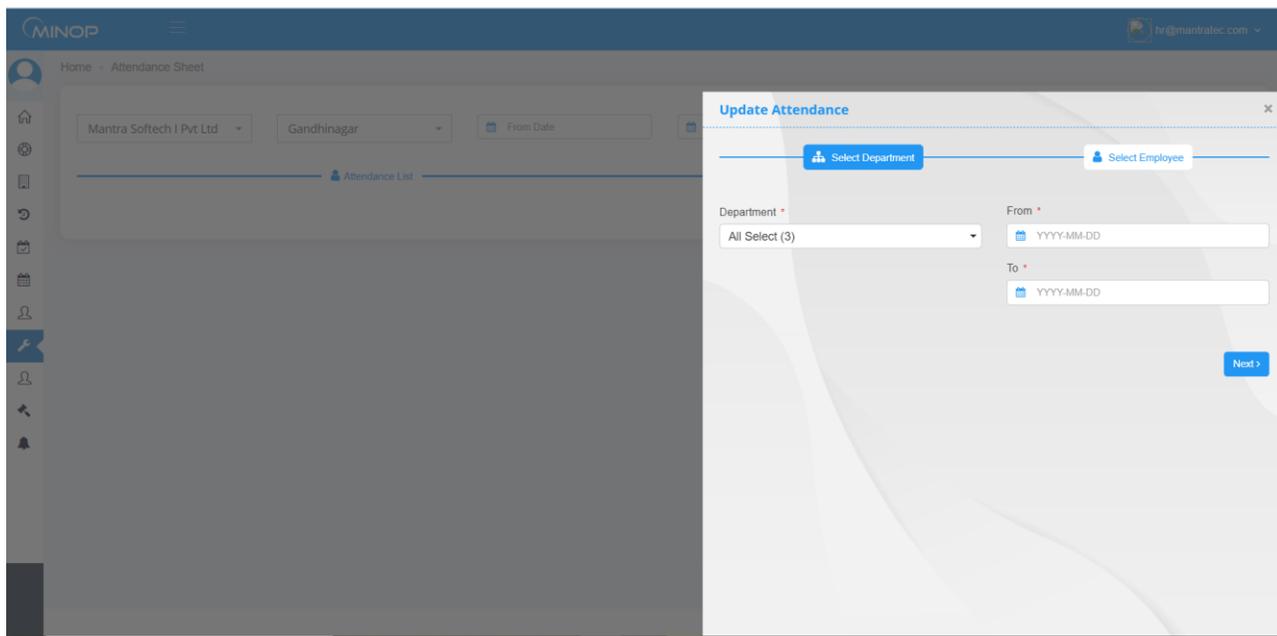
Above image shows view of device command.

- ✓ Device command is used to check status of device command executed.

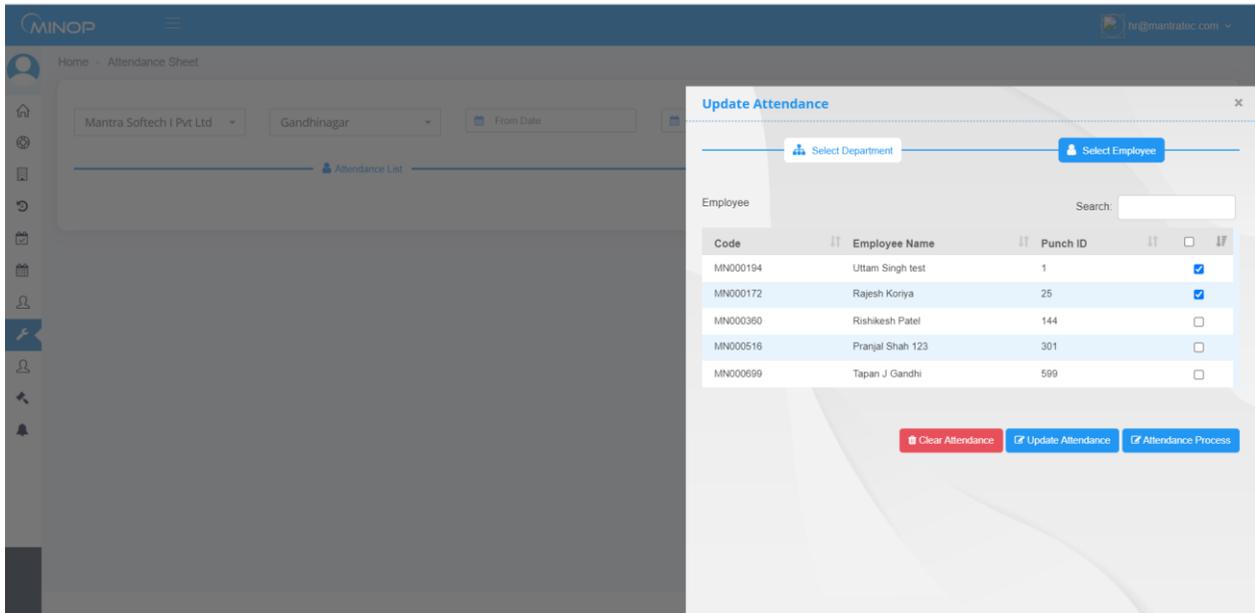
1.6.6 Attendance



Above image shows view of Attendance.



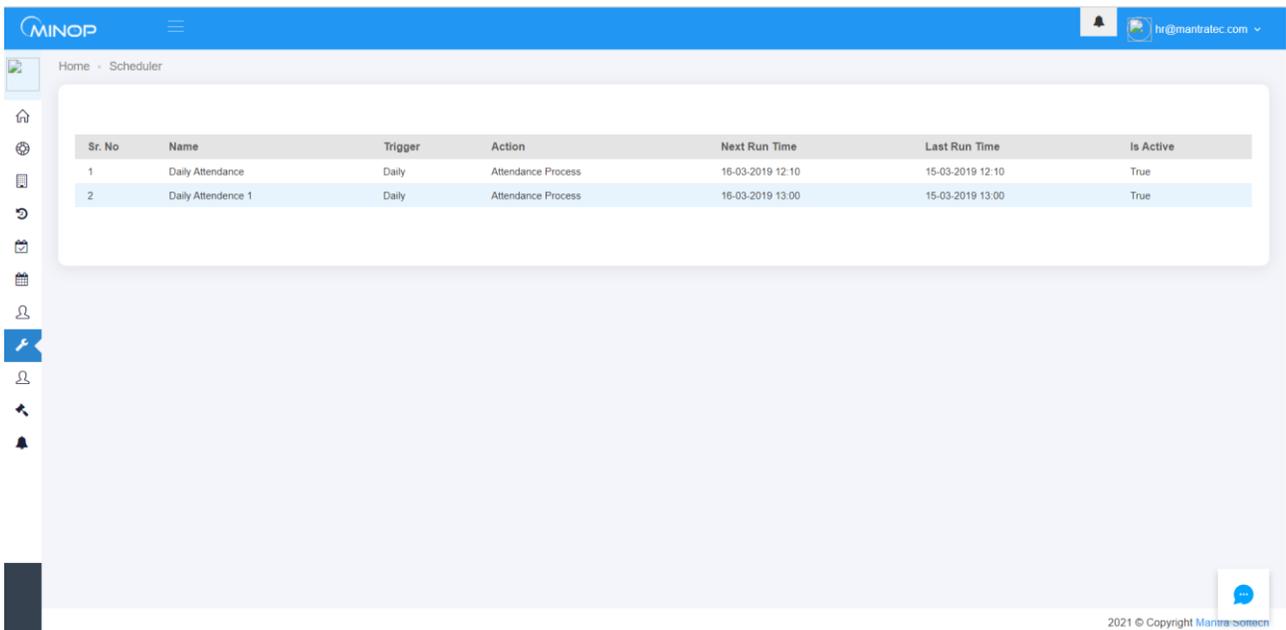
Above image shows pop up when you click on [Update / Clear Attendance](#).



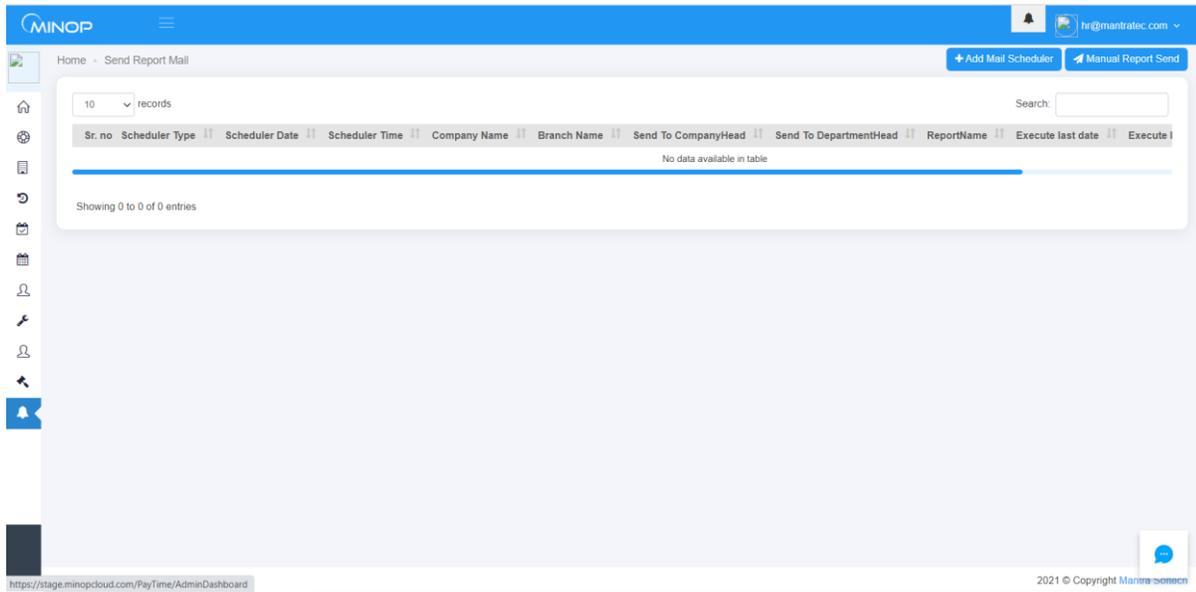
Above image shows example to update or clear attendance.

- ✓ Admin can Update Attendance OR Delete Attendance of any employee by selecting Company Branch Department and employee and particular date.

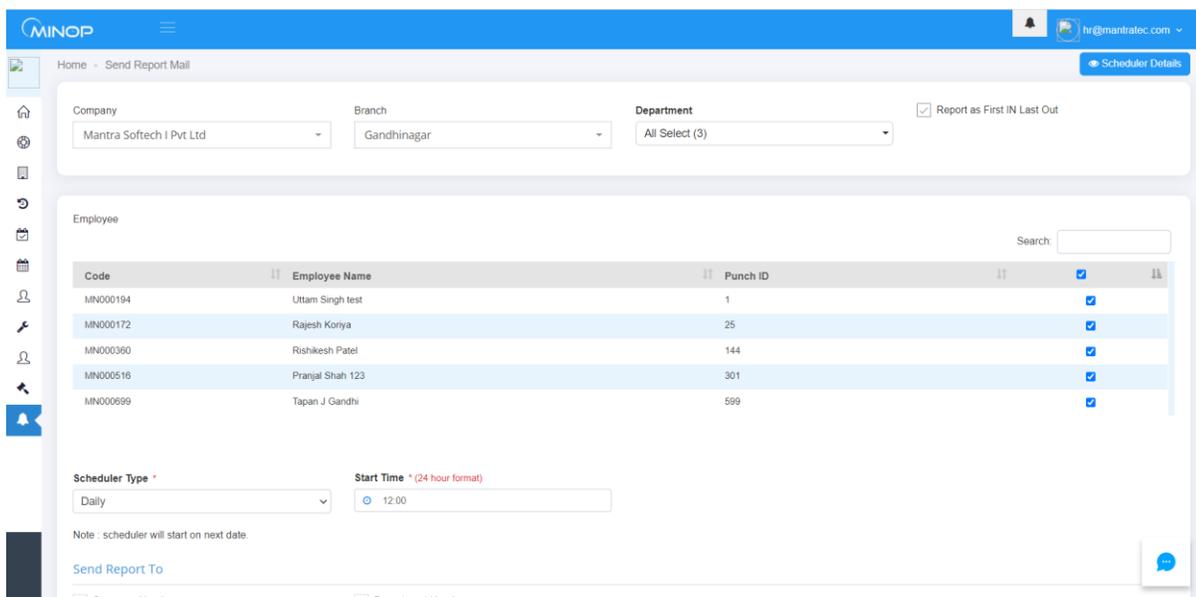
1.6.7 Scheduler Master



Above image shows view of scheduler view.



Above image shows view of Add Mail scheduler.



Above Image shows pop up when you click on “+Add Scheduler”

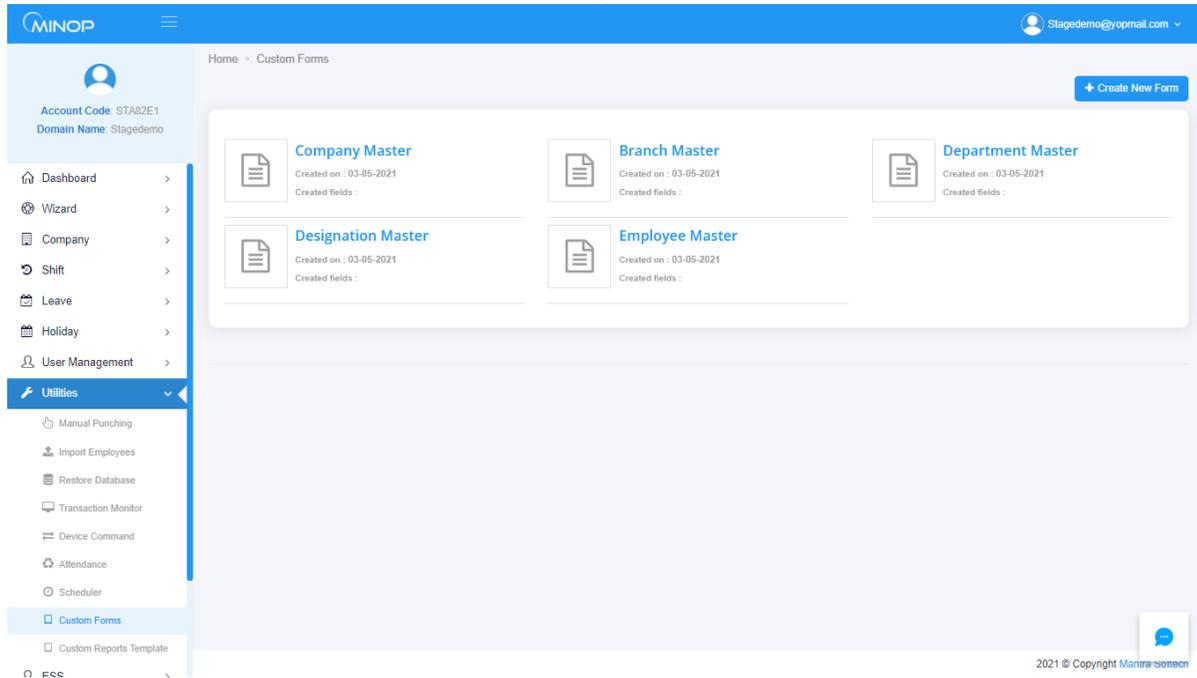
- ✓ Device Transaction will be automatically processed as per entry done in Schedule Master.
- ✓ Recurring on Specified Time
 - Daily and Monthly basis.
 - Can schedule **custom reports** also using scheduler.
- ✓ You can set Daily Frequency conditions.
- ✓ **For Example:** - Above Screen shows that Data will download at 12:00 Hrs on Every Day.

1.6.8 Custom Form, Custom Field & Custom Report.

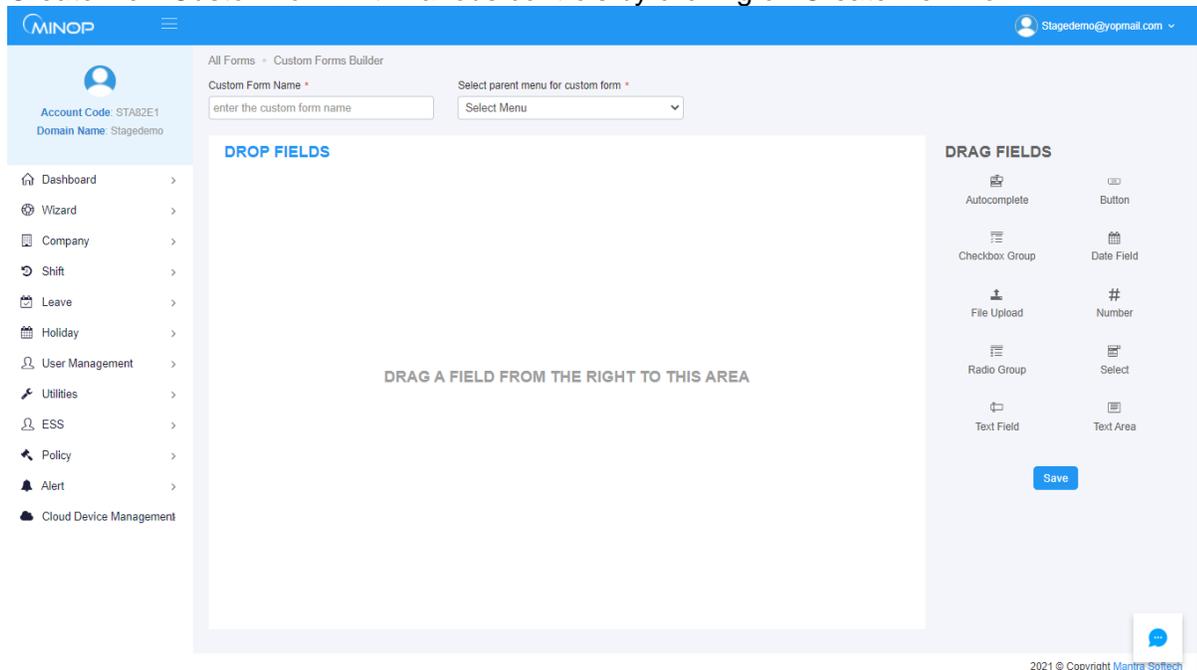
Note: Custom reports can also sent using Automatic mail scheduler.

1. Custom Form:

Custom Form from menu in utilities—Default Custom form list



Create New Custom form with various controls by clicking on Create New Form



Form creating by using several different options to write your required Information.

The screenshot shows the MINOP Custom Forms Builder interface. The top navigation bar includes the MINOP logo, a menu icon, and the user email 'Stagedemo@yopmail.com'. The main header displays 'All Forms > Custom Forms Builder'. Below this, there are fields for 'Custom Form Name' (set to 'Custom Page') and 'Select parent menu for custom form' (set to 'Dashboard').

The central area is divided into two sections: 'DROP FIELDS' and 'DRAG FIELDS'. The 'DROP FIELDS' section is currently active, showing a dialog box for adding a 'Name' field. The dialog box has a title bar with 'Name', a close button, and an edit icon. It contains the following fields:

- Required:** A checkbox that is currently unchecked.
- Label:** A text input field containing 'Name'.
- Placeholder:** An empty text input field.
- Type:** A dropdown menu set to 'Text'.

A 'Close' button is located at the bottom right of the dialog box.

The 'DRAG FIELDS' section on the right lists various field types that can be added to the form:

- Autocomplete
- Button
- Checkbox Group
- Date Field
- File Upload
- Number
- Radio Group
- Select
- Text Field
- Text Area

A 'Save' button is located at the bottom of this section.

On the left side, there is a sidebar menu with the following items:

- Dashboard
- Wizard
- Company
- Shift
- Leave
- Holiday
- User Management
- Utilities
- ESS
- Policy
- Alert
- Cloud Device Management

At the bottom right of the interface, there is a copyright notice: '2021 © Copyright Mantra someone'.

Can add Any custom Form in any Parent Menu Ex. Dashboard, Company etc

This screenshot shows the same MINOP Custom Forms Builder interface as the previous one, but with a different dialog box open in the 'DROP FIELDS' section. This dialog box is for adding a 'Save' button. It has a title bar with 'Save', a close button, and an edit icon. It contains the following fields:

- Label:** A text input field containing 'Save'.
- Type:** A dropdown menu set to 'submit'.
- Style:** A row of color-coded buttons: Default (grey), Danger (red), Info (blue), Primary (dark blue), Success (green), and Warning (yellow).

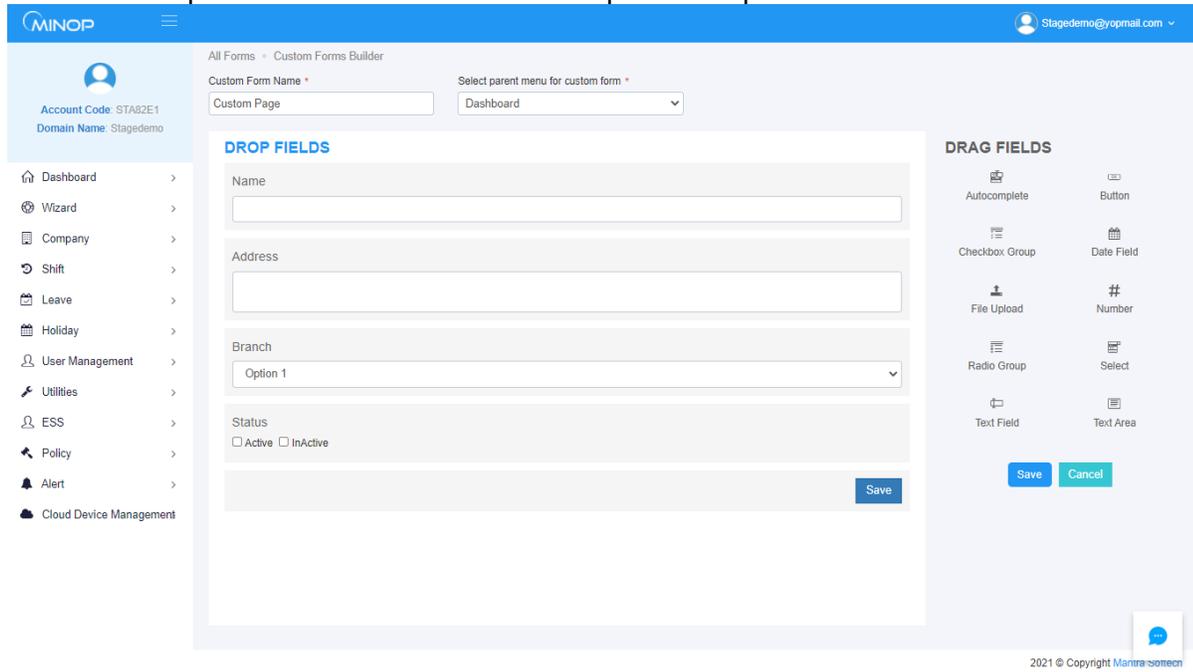
A 'Close' button is located at the bottom right of the dialog box.

The 'DRAG FIELDS' section on the right remains the same, showing the list of field types and the 'Save' button.

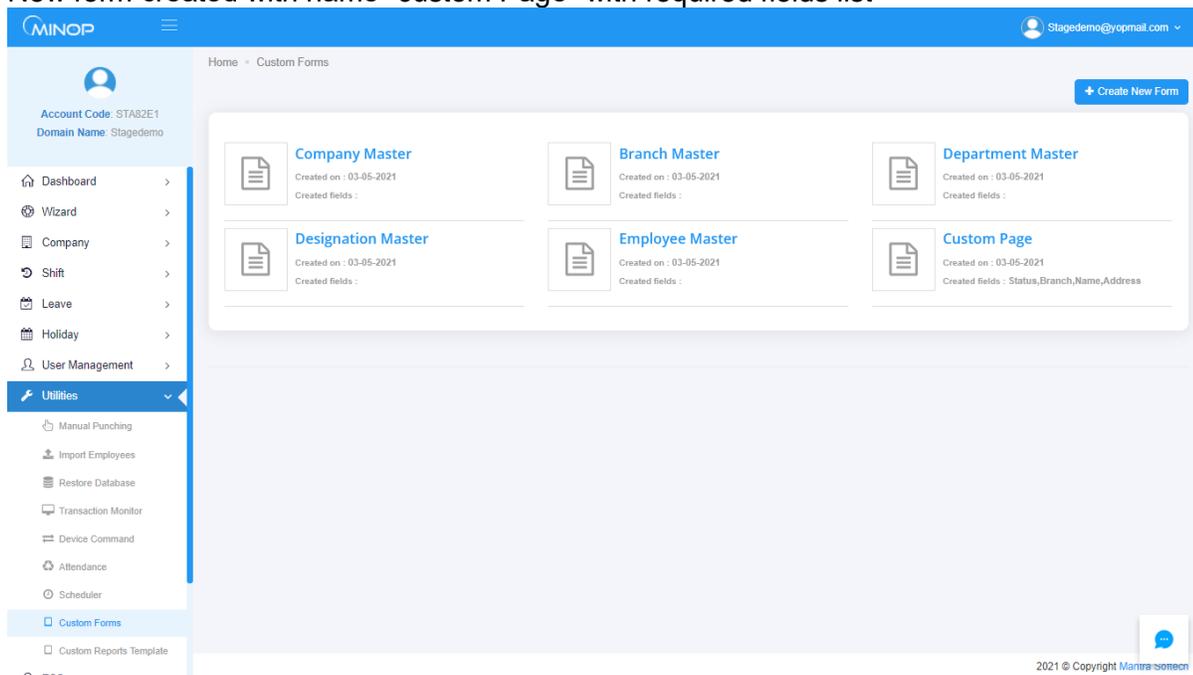
The sidebar menu on the left and the top navigation bar are also the same as in the previous screenshot.

At the bottom right of the interface, there is a copyright notice: '2021 © Copyright Mantra someone'.

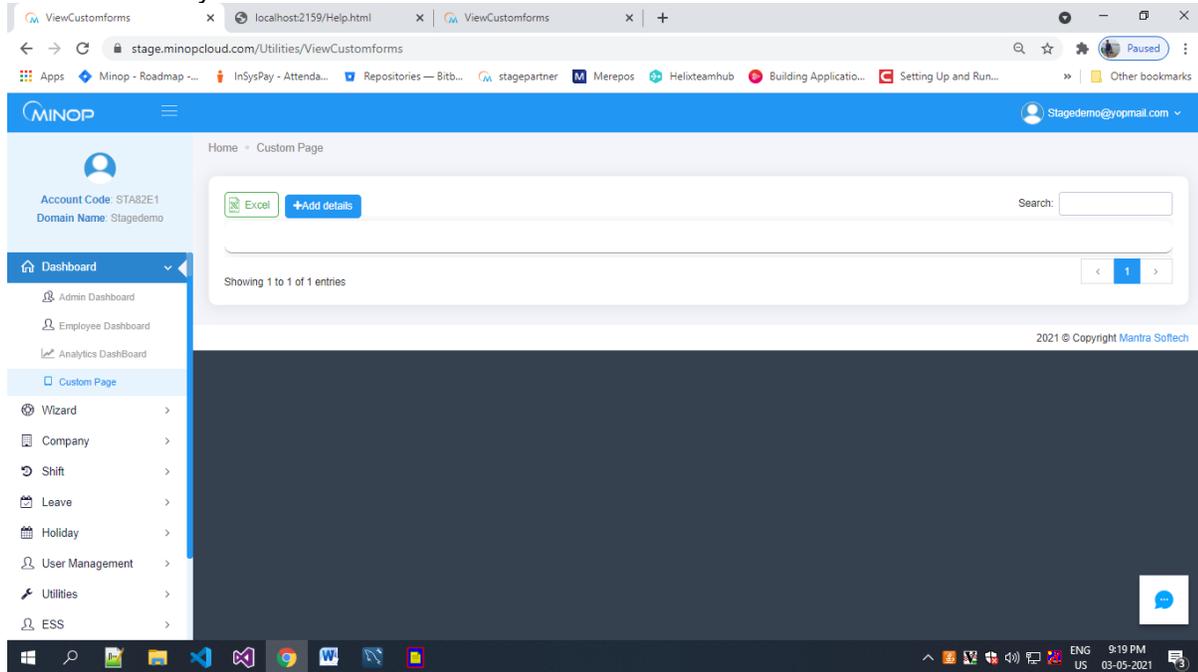
Can add multiple fields in our Custom form as per our requirement.



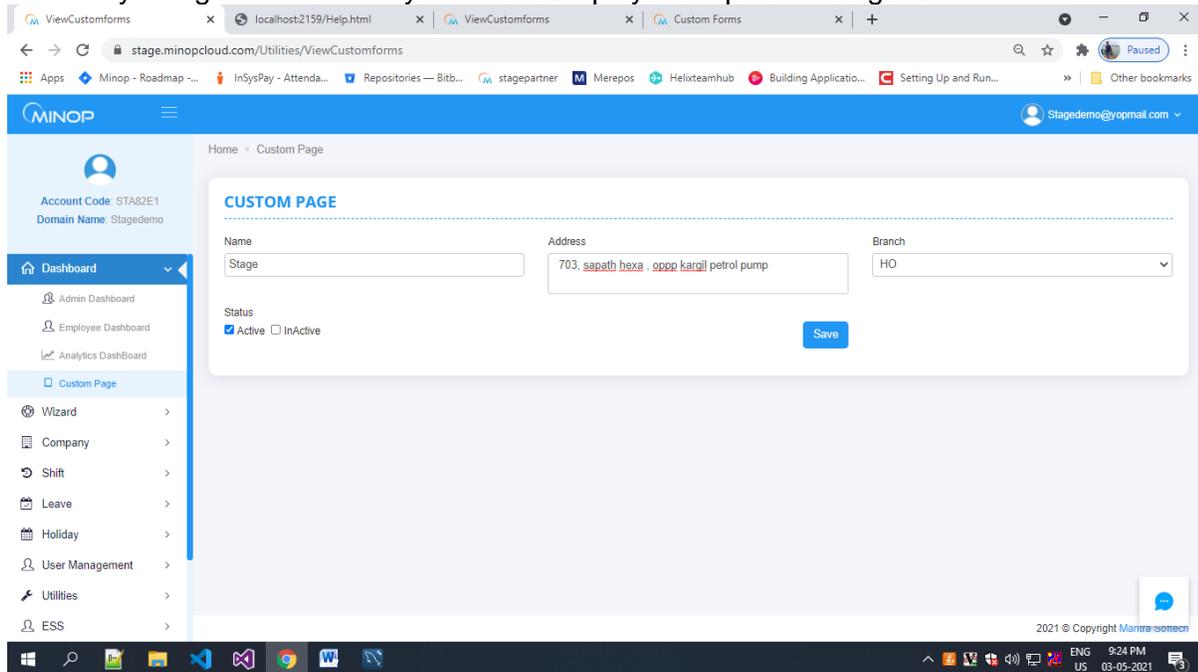
New form created with name "custom Page" with required fields list



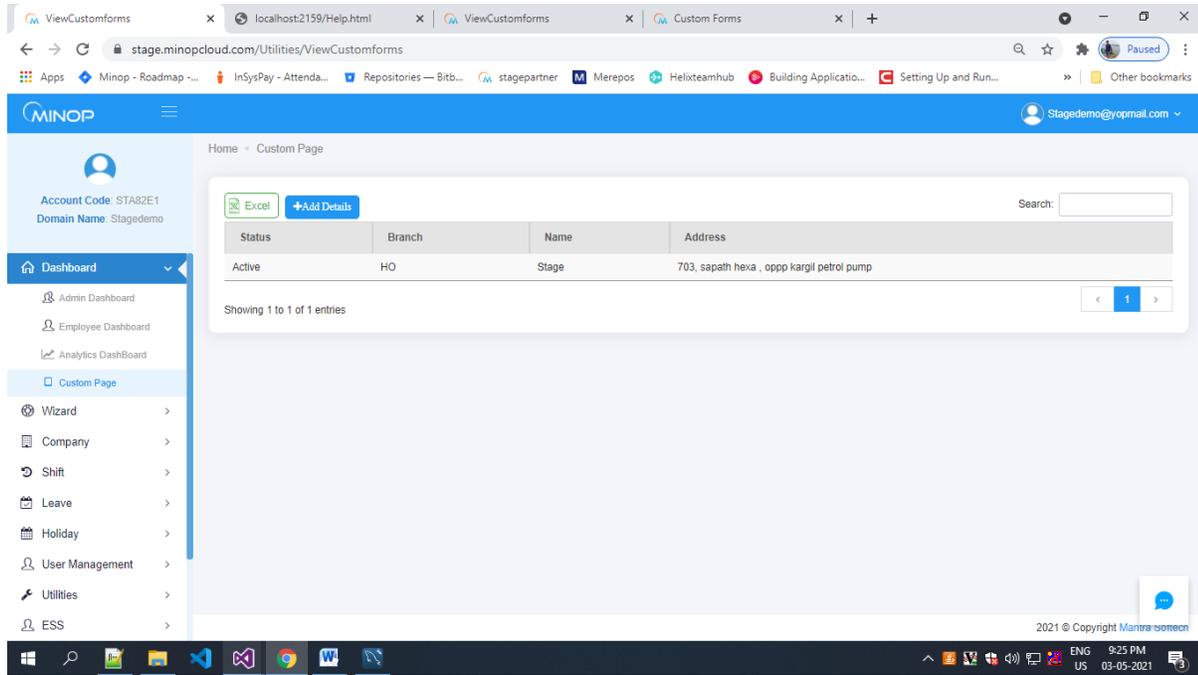
Previously we added Custom form in dashboard Menu then we can View our custom form details from Dashboard only.



Add entry using custom form by admin or Employee as per their Right Distribution.

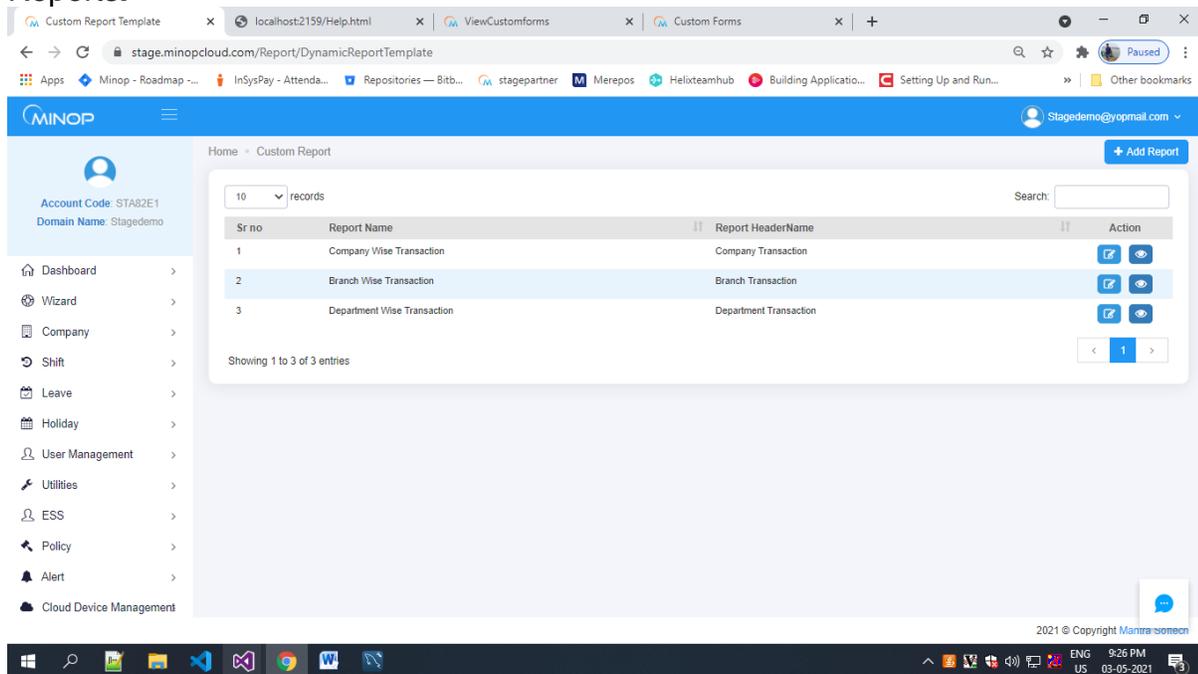


Entry shown in list with export to excel functionality also and can export in custom Reports also.

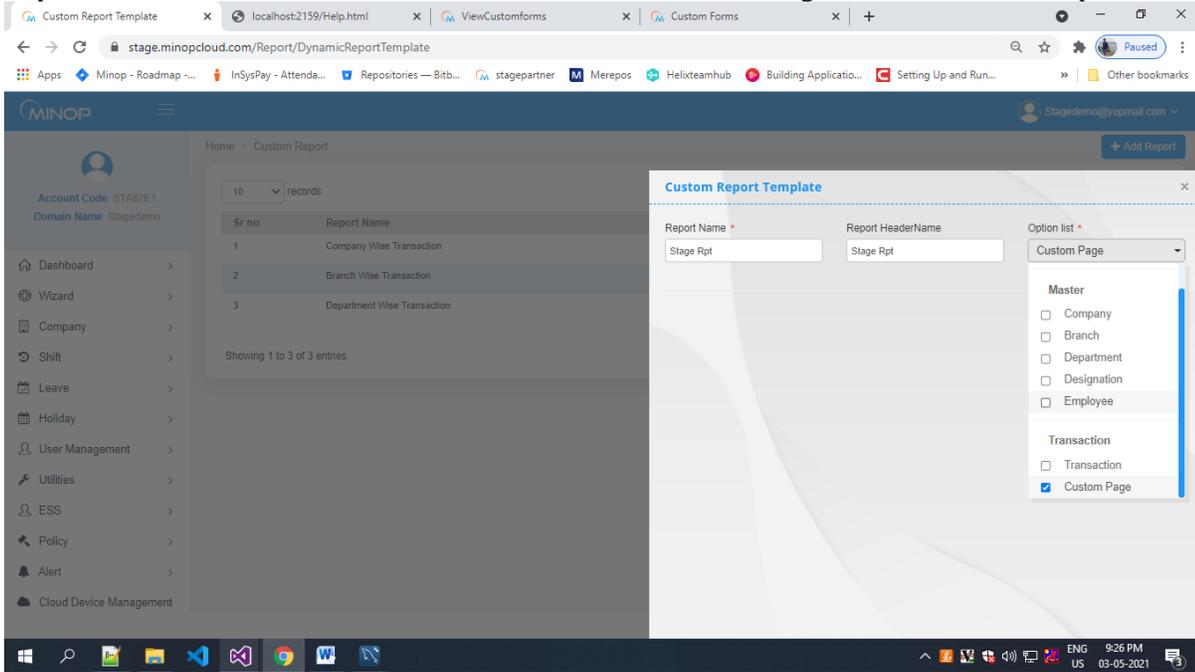


2. Custom Reports.

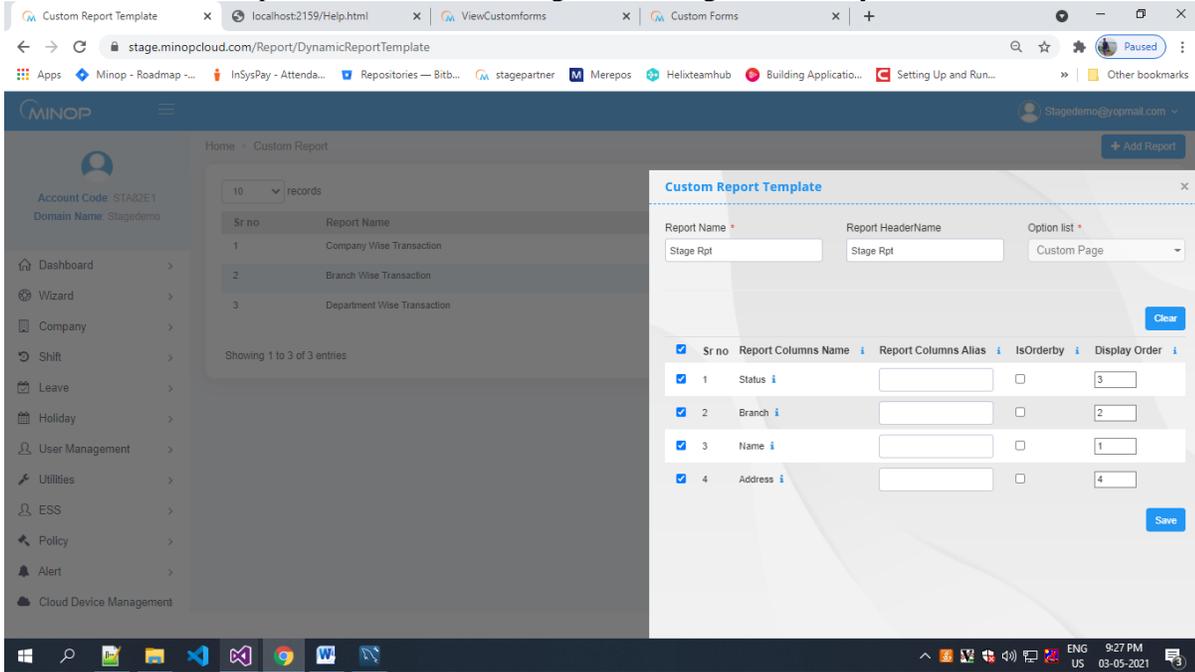
Custom Reports Default list with predefine template for Separate and individual Reports.



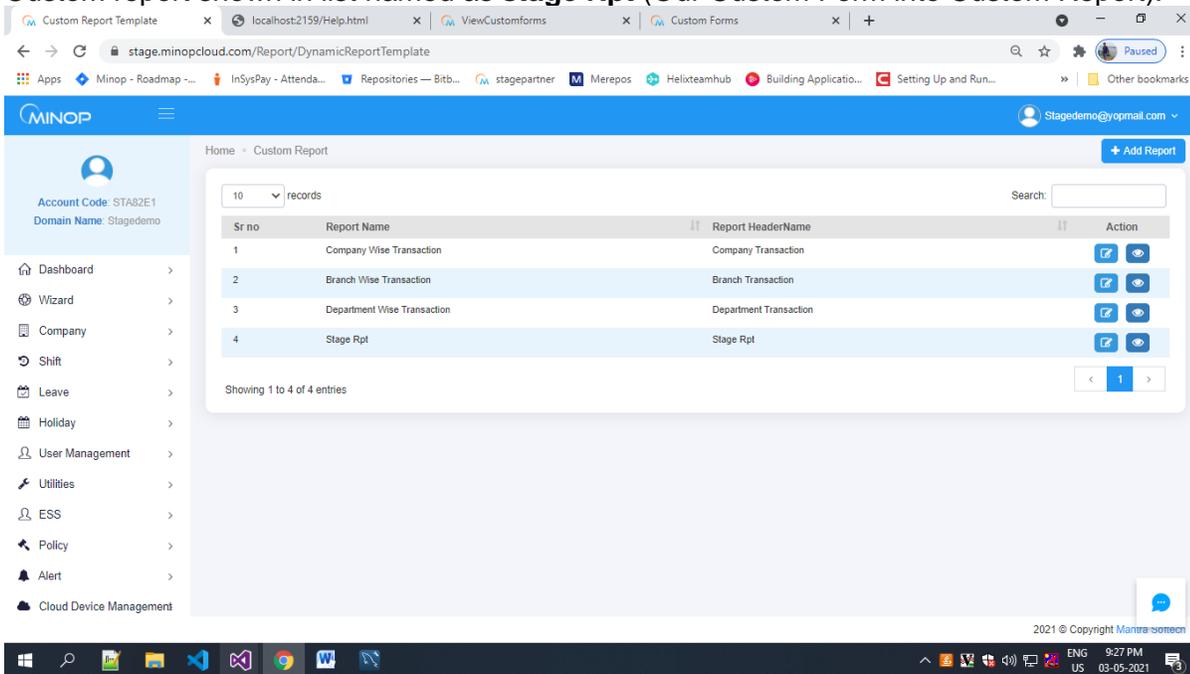
Report name and Header name with data table selection for including our custom form as report.



Fields selection for report with column ordering and shorting functionality.

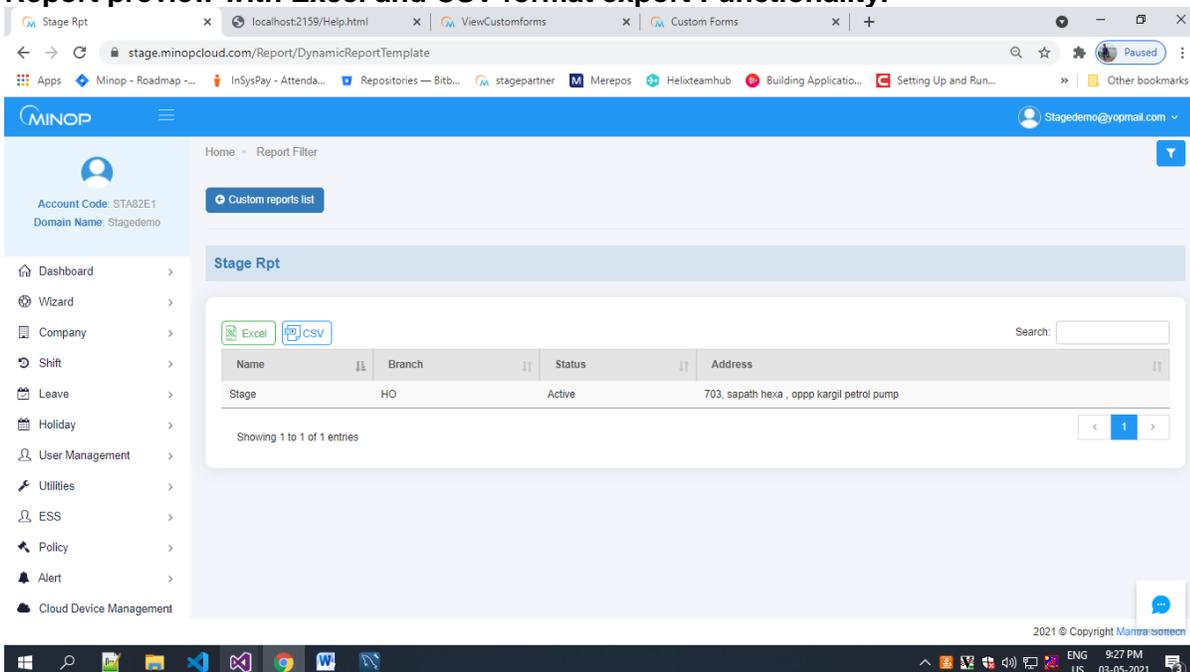


Custom report shown in list named as **stage Rpt** (Our Custom Form into Custom Report).



- If user want to see customize report then he/she can add template form here which will be reflected in the Analytics report page after added from here.
- Select Columns name, Order By, Display Order and report will be display as per selected fields and order.
- User can View/Add/Edit report from here.

Report preview with Excel and CSV format export Functionality.



Custom Report with filter for selected data which need to show or download.

The screenshot shows the MINOP web application interface. The top navigation bar includes the MINOP logo and user information for 'Stagedemo@yopmail.com'. The main content area is titled 'Home - Report Filter' and contains a 'Custom reports list' button. Below this, the 'Stage Rpt' report is displayed with two download options: 'Excel' and 'CSV'. A table shows one entry with the following data:

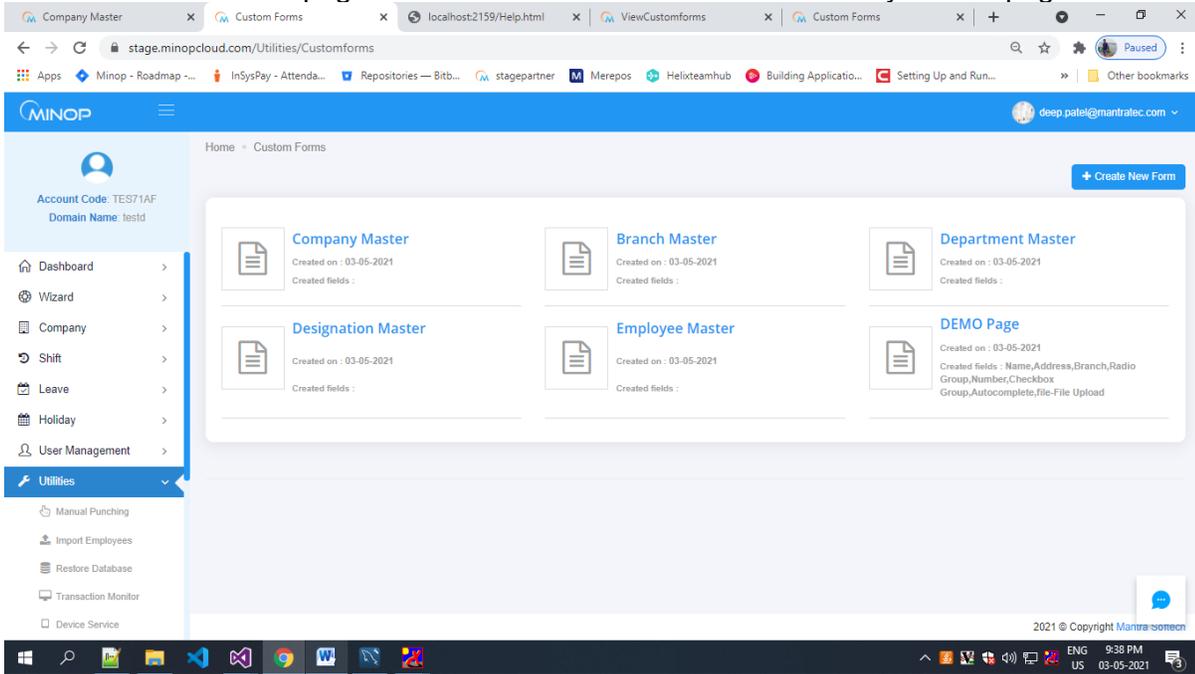
Name	Branch	Status	Adc
Stage	HO	Active	703,

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. On the right side, a 'Filter' panel is open for 'Stage Rpt'. Under 'Select Fields', the 'Branch' checkbox is checked. The 'Start With' dropdown is set to 'H' and the text input field contains 'H'. The 'OK' and 'Clear' buttons are visible at the bottom of the filter panel.

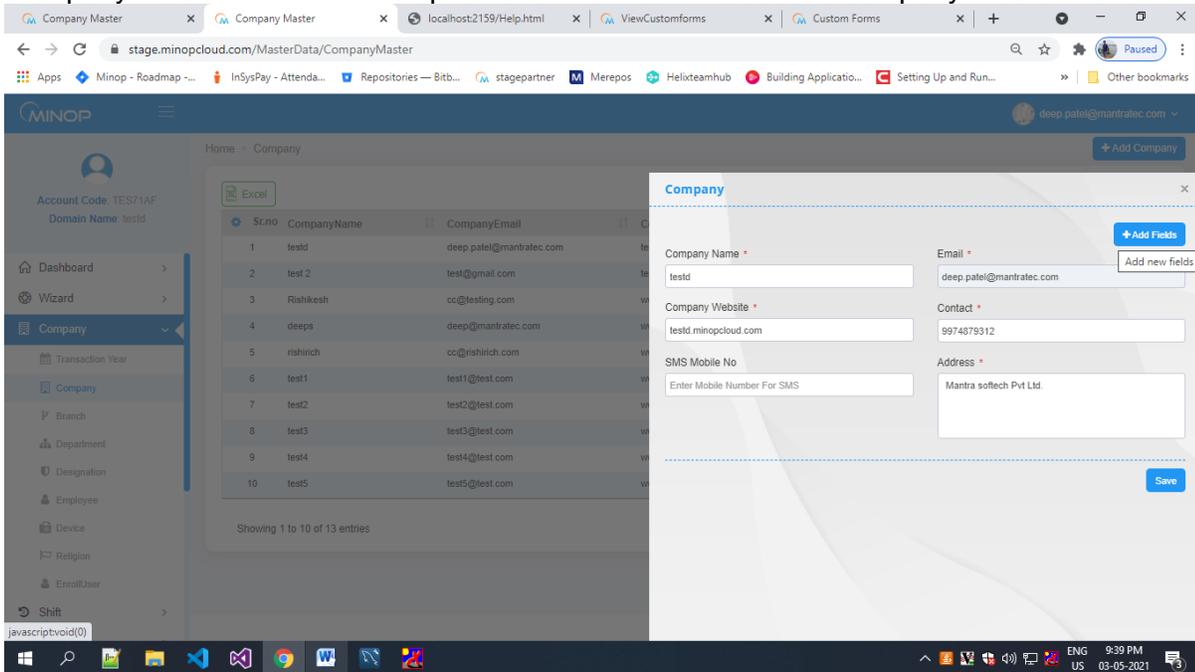
This screenshot shows the same MINOP web application interface as above, but with a different filter configuration. The 'Filter' panel for 'Stage Rpt' now has the 'Name' checkbox checked. The 'Start With' dropdown is set to 'IS' and the text input field contains 'TEST'. The 'OK' and 'Clear' buttons are visible at the bottom of the filter panel. The main report area remains the same, showing the 'Stage Rpt' table with one entry.

3. Custom field

Custom field in Master page list ex. Can add field of our choice in any Master page of our Choice.



Company master with add filed option and this filed will added to company master menu.



We can add Field As per our requirement. Ex. GST Number.

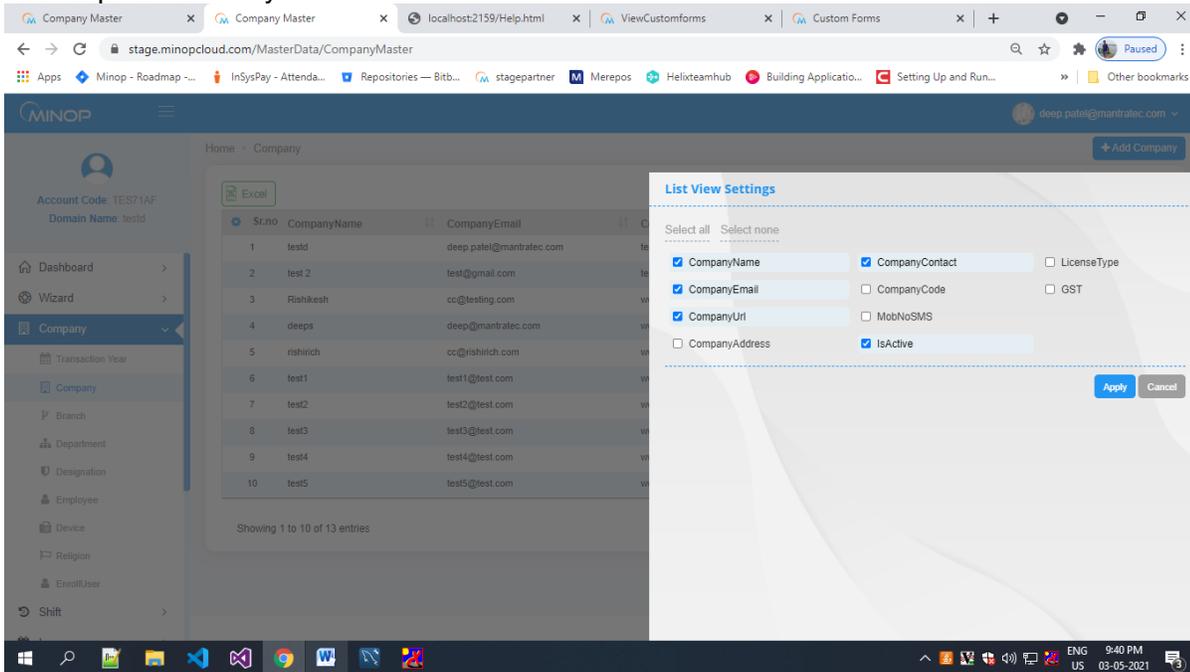
The screenshot shows the 'Custom Form Builder' interface. The 'Custom Form Name' is 'Company Master' and the 'Select parent menu for custom form' is 'Company'. The 'DROP FIELDS' section contains a 'GST' field. The 'DRAG FIELDS' section lists various field types: Autocomplete, Checkbox Group, Date Field, File Upload, Number, Radio Group, Select, Text Field, and Text Area. There are 'Save' and 'Cancel' buttons at the bottom right.

Custom field named as “GST” is showing at company master entry

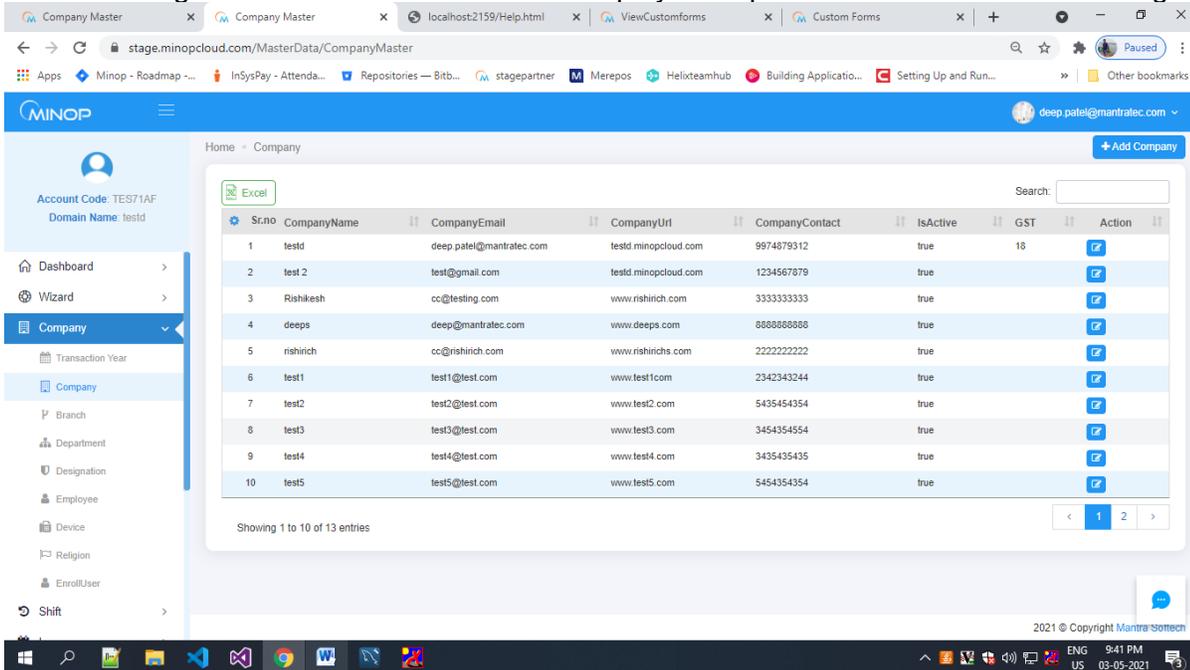
The screenshot shows the 'Company' data entry form. The form is open, showing fields for Company Name, Email, Company Website, Contact, SMS Mobile No, and Address. A 'Customize field' button is visible, and the 'GST' field is shown below it with the value '18'. The background shows a table of company entries.

Sl.No	CompanyName	CompanyEmail
1	testd	deep.patei@mantratec.com
2	test 2	test@gmail.com
3	Rishikesh	cc@testing.com
4	deeps	deep@mantratec.com
5	rishirich	cc@rshirich.com
6	test1	test1@test.com
7	test2	test2@test.com
8	test3	test3@test.com
9	test4	test4@test.com
10	test5	test5@test.com

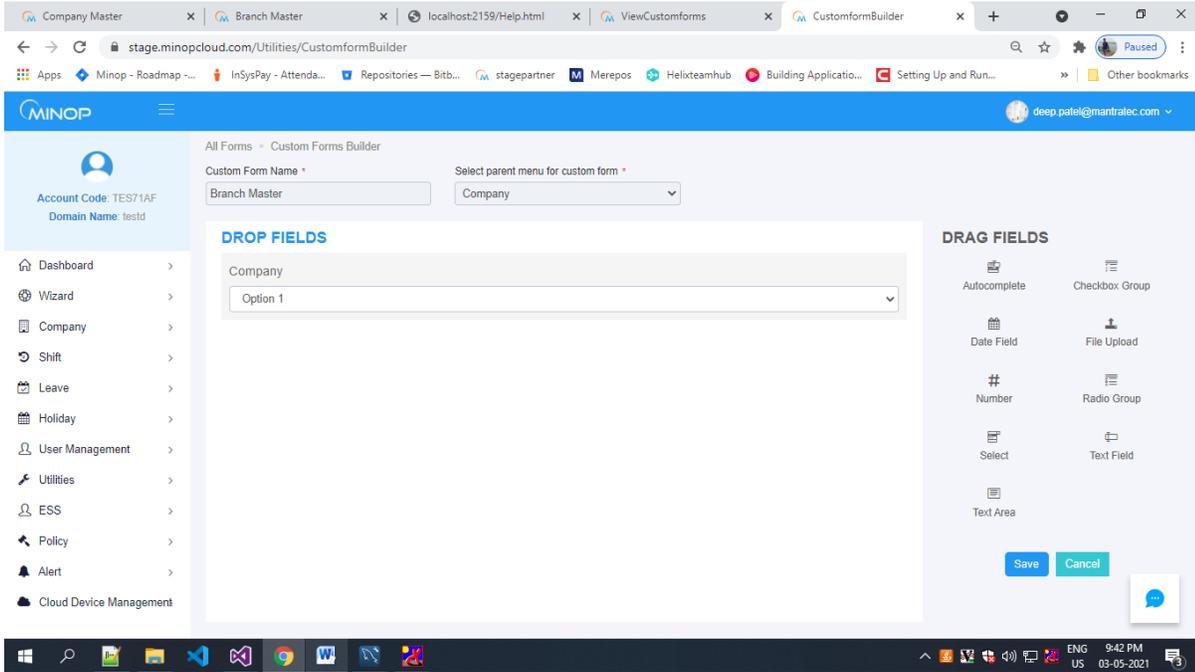
Master pages header selection settings option for data displayed of our choice and requirement only.



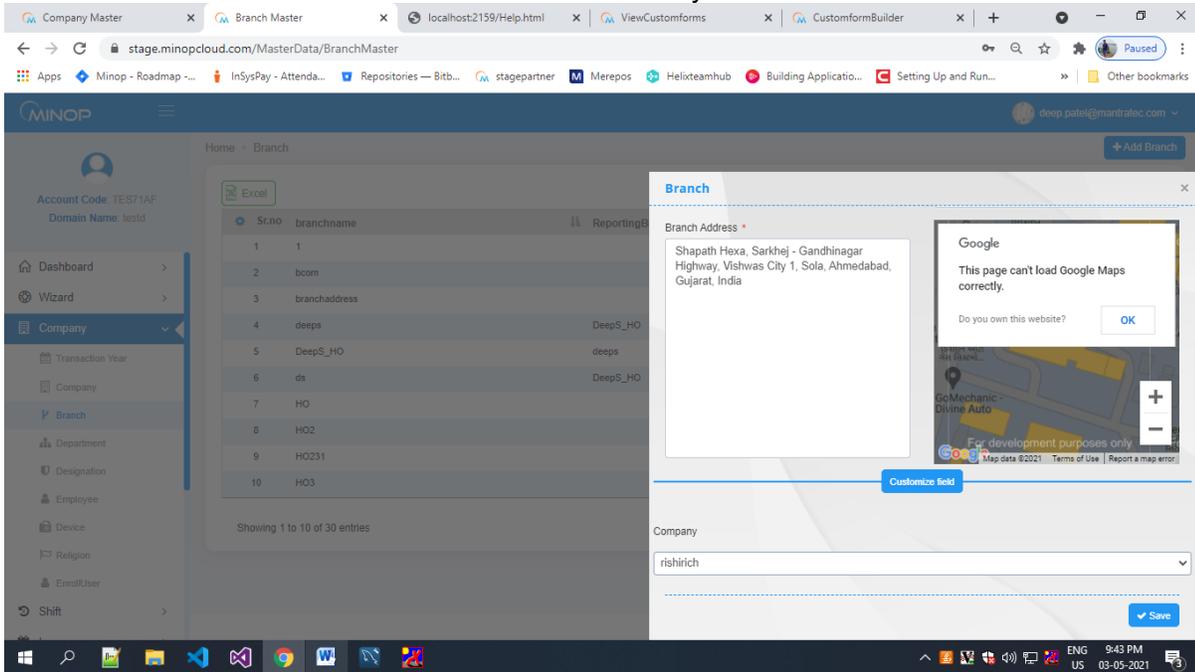
After selecting Header selection data will be displayed as per our Header selection Setting only.



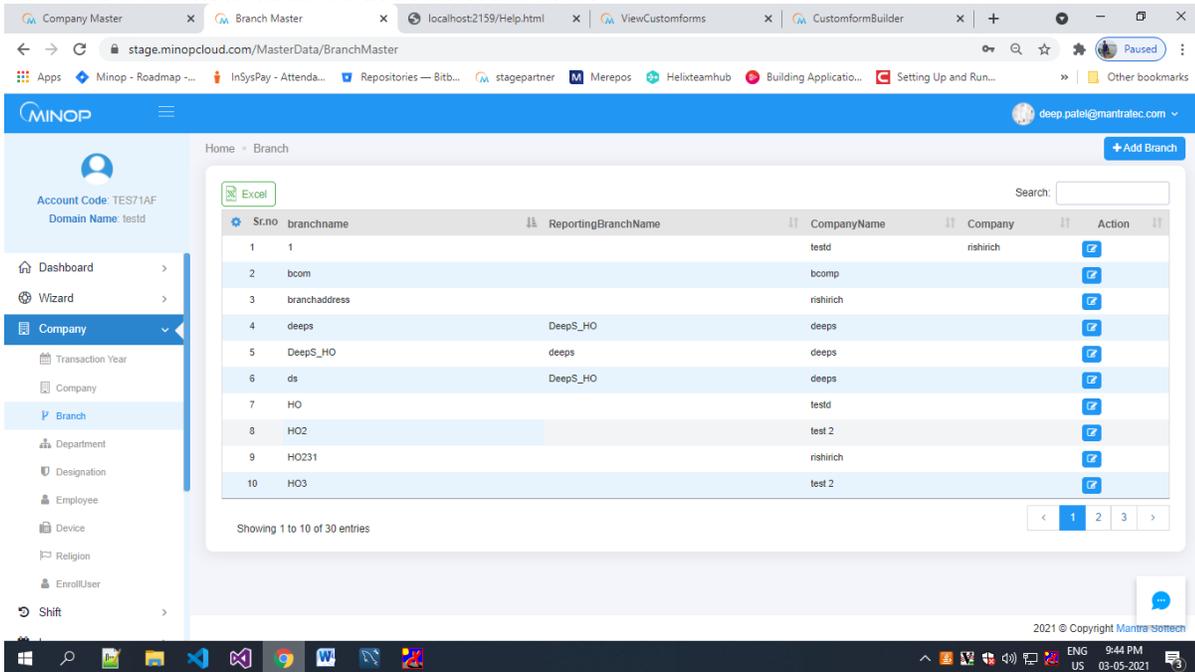
We can add custom field in Branch master also like Company master
 Custom field added screen in **Branch master** also



Created Custom fields shown on Branch Master entry.

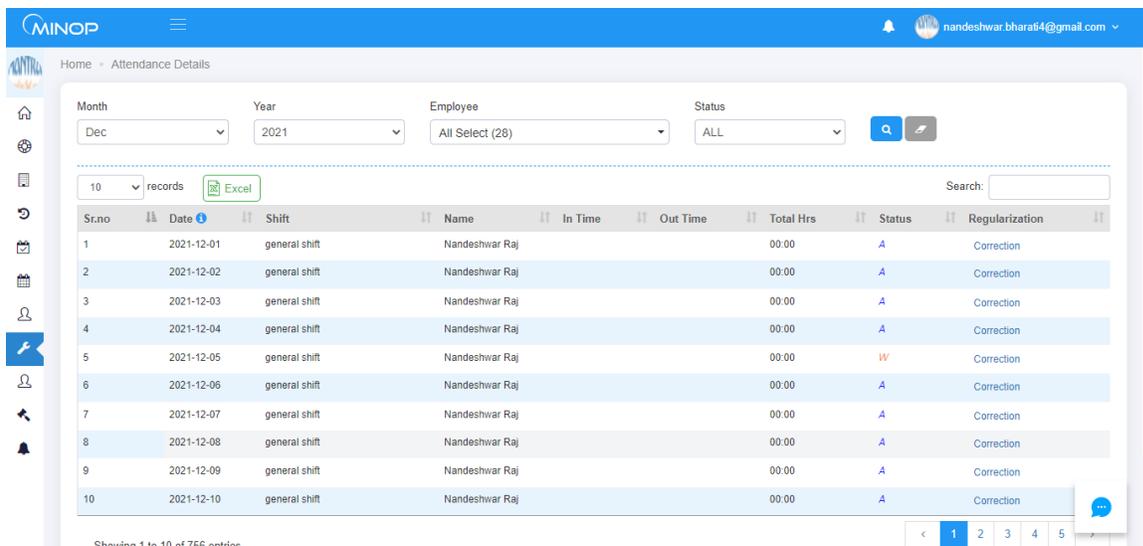


Created Custom field listed in branch list also.

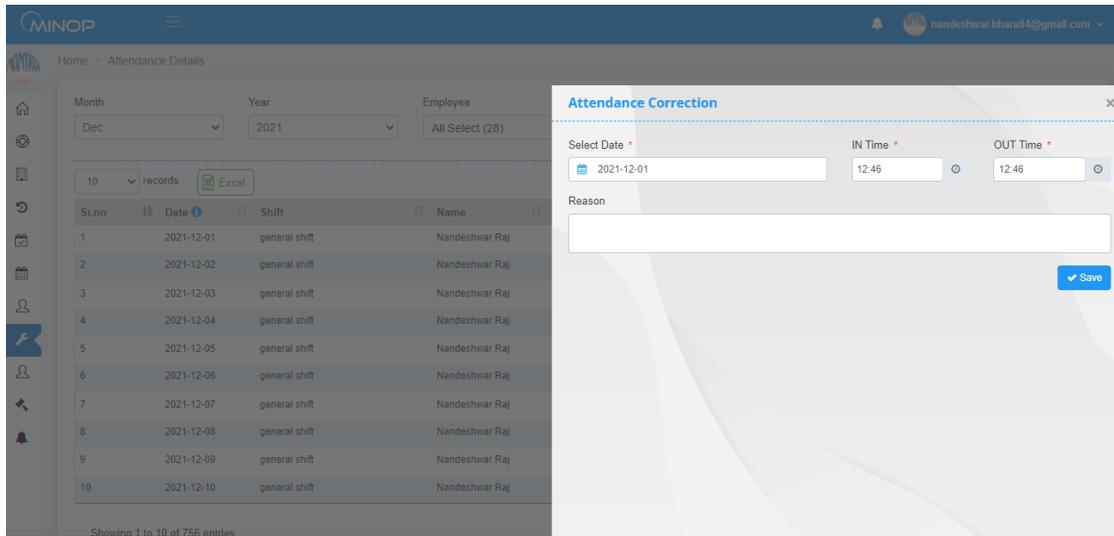


1.5 Attendance List

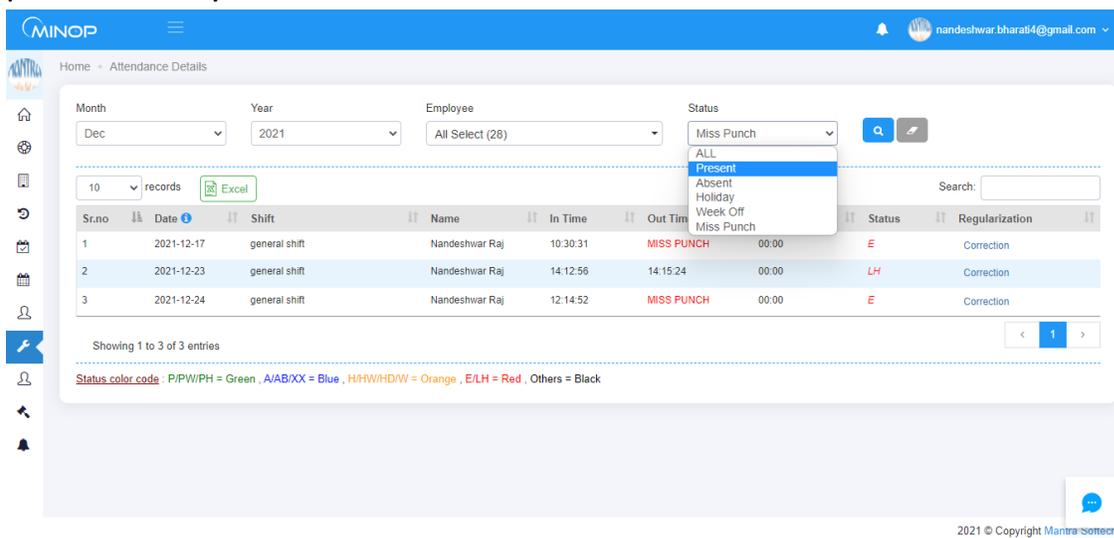
Month-wise **Attendance correction** and regularization for both Admin and employee takes place from this menu at one place only + Multi-level approval for same.



Date-wise Correction request can be generate by both admin and employee for attendance regularization and approval for the same generated.



Can do correction by using **employee wise** filter or **Final status wise** filter to rectify miss punches easily.



1.6 ESS

1.6.1 Approve Leave

Home - Approve Leave

10 records

Search

Name	From Date	To Date	Leave Type	Apply Reason	Leave Status	Comments	LeavePaid	IsHalfLeave	Action
Rishikesh Patel	2021-04-30	2021-04-30	CL	fcvg	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
Rajeev Nair	2021-03-08	2021-03-08	CL	Test	Approved		Paid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
Vishal Prajapati	2021-02-19	2021-02-22	LP	leacgkxydtdydgkbbhogkgkvb gkvvk vkbkvvkvvkvv. kvkvvkbb	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	2021-01-05	2021-01-05	SL	test	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	2021-01-02	2021-01-03	CL	test	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	2021-01-07	2021-01-08	CL	test	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
Vishal Prajapati	2021-02-01	2021-02-02	CL	personal	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
Vishal Prajapati	2021-01-27	2021-01-30	CL	health issue	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	2021-01-20	2021-01-21	CL	travel	Approved		UnPaid	Yes	<input checked="" type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	2021-01-30	2021-01-31	CL	hdhdivszj	Approved		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>

Showing 1 to 10 of 411 entries

1 2 3 4 5

https://stage.minopcloud.com/PayTime/AdminDashboard

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- Admin can Approve/Reject leave of employee. To Approve/Reject leave admin has to click on Approve/Reject button.

1.6.2 Approve Attendance

Home - Attendance Approval

10 records

Sr. No	Employee	Request Date	Correction Date	In Time	Out Time	Apply Reason	Approval Date	Approval Reason	Status	Action
1		2021-01-25	2021-01-03	11:11:00	16:11:00	test			Pending	<input type="checkbox"/> <input type="checkbox"/>
2		2021-01-25	2021-01-02	08:10:00	16:10:00	est			Pending	<input type="checkbox"/> <input type="checkbox"/>
3		2021-01-25	2021-01-01	09:10:00	16:10:00	te			Pending	<input type="checkbox"/> <input type="checkbox"/>
4	SAMIT PATEL	2021-01-25	2021-01-16	09:59:00	15:59:00	test	2021-01-25	g	Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
5	SAMIT PATEL	2021-01-25	2021-01-15	15:59:00	15:59:00	wqq	2021-01-25	sdf	Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
6	SAMIT PATEL	2021-01-25	2021-01-14	15:58:00	15:58:00	tewst2	2021-01-25	fds	Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
7	SAMIT PATEL	2021-01-25	2021-01-30	15:58:00	15:58:00	test1	2021-01-25	d	Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
8	SAMIT PATEL	2021-01-25	2021-01-29	15:58:00	15:58:00	test	2021-01-25	adsa	Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
9	SAMIT PATEL	2021-01-25	2021-01-28	15:58:00	15:58:00	ji	2021-01-25	sda	Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
10	SAMIT PATEL	2021-01-25	2021-01-27	15:58:00	15:58:00	hgh	2021-01-25	das	Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Showing 1 to 10 of 94 entries

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- Admin can Approve/Reject Attendance of employee. To Approve/Reject Attendance admin has to click on Approve/Reject button.

1.6.3 Approve Webpunch

Home - Approve Webpunch

10 records

Employee	Punch Date	Punch Time	Punch Mode	Location	Status	Action
Ashutosh Kumar	27-Apr-2021	15:46:12	IN		Pending	<input type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	23-Apr-2021	13:47:33	IN	11, Panchamrut Bunglows II, Thaltej, Ahmedabad, Gujarat 380059, India	Pending	<input type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	23-Mar-2021	09:59:47	OUT		Pending	<input type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	23-Mar-2021	09:59:35	IN		Pending	<input type="checkbox"/> <input type="checkbox"/>
Deep Patel	04-Mar-2021	17:48:17	IN		Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
Rishikesh Patel	03-Mar-2021	17:38:22	IN		Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
SAMIT PATEL	24-Feb-2021	14:18:06	IN	B/405, Vishwas City 1, Sola, Ahmedabad, Gujarat 380061, India	Pending	<input type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	10-Feb-2021	15:06:07	IN		Pending	<input type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	25-Jan-2021	15:57:47	IN		Pending	<input type="checkbox"/> <input type="checkbox"/>
Vishal Prajapati	21-Jan-2021	11:34:17	IN	117, Local Rd, Laxmangadh Nagar, Umedpark Society, Ghatlodiya, Ahmedabad, Gujarat 380061, India	Approved	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

Showing 1 to 10 of 8,126 entries

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- Admin can Approve/Reject WebPunch of employee. To Approve/Reject WebPunch admin has to click on Approve/Reject button.

1.7 Policy

User can set attendance parameters and attendance related rules by creating Policy.

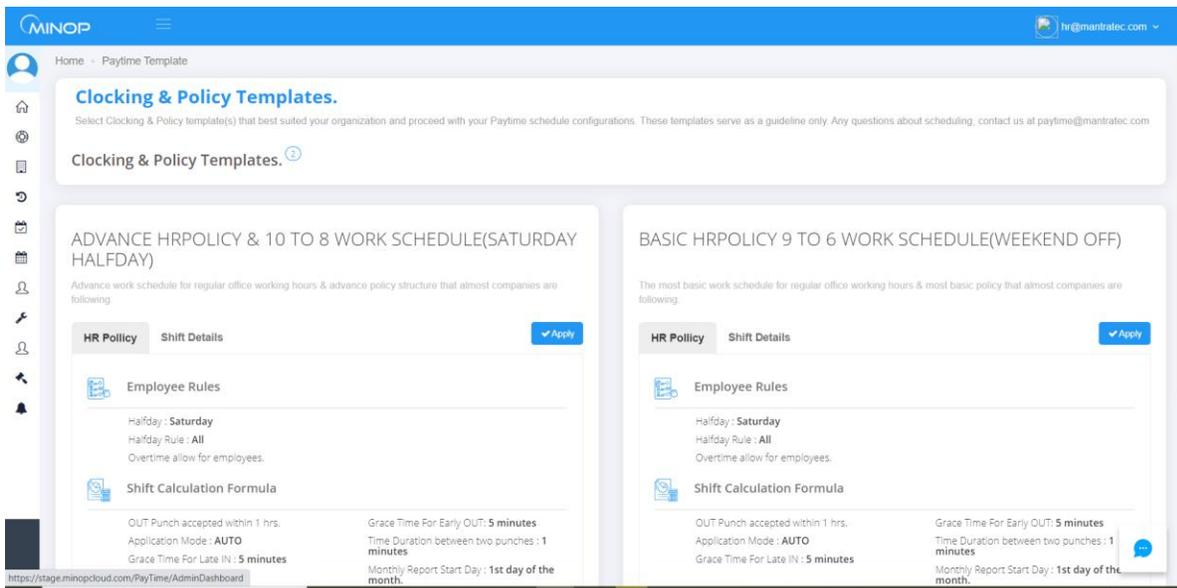
1.7.1 HR Policy

The screenshot displays the MINOP HR Policy management interface. At the top, there is a navigation bar with the MINOP logo, a user profile icon, and the email address hr@manitratic.com. Below the navigation bar, there are buttons for 'Create Policy' and 'Use Templates'. The main content area shows a table with 10 records, each representing a policy. The table has columns for 'Sr. No', 'Policy Name', and 'Action'. The policies listed are: 1. Policy 1EF45, 2. Policy 3FEF, 3. Policy CCC2, 4. Policy BF24, 5. Policy EC42, 6. Head Office Rules, 7. Policy F53F, 8. Policy 0215, 9. Policy 15D9, and 10. HO Policy. A search bar is located above the table, and a pagination control at the bottom indicates 'Showing 1 to 10 of 13 entries'.

Sr. No	Policy Name	Action
1	Policy 1EF45	[Edit] [Delete]
2	Policy 3FEF	[Edit] [Delete]
3	Policy CCC2	[Edit] [Delete]
4	Policy BF24	[Edit] [Delete]
5	Policy EC42	[Edit] [Delete]
6	Head Office Rules	[Edit] [Delete]
7	Policy F53F	[Edit] [Delete]
8	Policy 0215	[Edit] [Delete]
9	Policy 15D9	[Edit] [Delete]
10	HO Policy	[Edit] [Delete]

The screenshot displays the MINOP HR Policy configuration interface. The interface is divided into two main sections: a list of policies on the left and a configuration form on the right. The configuration form is titled 'HR Policy' and has a 'Next >' button at the bottom right. The form is divided into several tabs: 'Employment', 'Shift Calculation', 'Overtime Calculation', and 'Attendance Rule'. The 'Attendance Rule' tab is currently selected. The form contains the following fields and options:

- Policy Name:** A text input field with the placeholder 'Enter Policy Name'.
- Employee Rules:**
 - First Week Off:** A dropdown menu with the option 'Select First Week off'.
 - Second Week off:** A dropdown menu with the option 'Select Second Week off'.
 - Half Day:** A dropdown menu with the option 'Select HalfDay'.
 - Allow OT:** A dropdown menu with the option 'Select Allow OT'.
 - Second Week Off Rule:** Radio button options for 'First', 'Second', 'Third', 'Fourth', and 'Fifth'.
 - HalfDay Rule:** Radio button options for 'First', 'Second', 'Third', 'Fourth', and 'Fifth'.



Attendance Parameters:-

➤ User can Add new Policy by clicking on User Template button

1. Out Punch Accepted within – To assign maximum working hours limit.

2. Time Duration between Two Punches – Allowed second punch as per the assign time for particular Employee.

e.g. – If you have set 1 minute

First punch: - 10:20:15 AM

Second punch: - 10:20:20 AM

Third punch: - 10:22:00 AM

Then only first and third punches will be considered and the second punch will be discarded.

3. Grace time for Late IN – if you assign 15 minutes and an employee comes after 15 minutes of Shift Start Time then it will be considered as a late comers.

4. Grace time for early out – if we assign 15 minutes and an employee goes early 15 minutes of Shift End Time then it will be considered as early goers.

5. Application mode:

➤ Fixed – You can set Device Terminal as IN or OUT Source.

➤ Manual – If you want IN or OUT key from machine then set Application mode to Manual.

➤ Auto – In Auto mode software will automatically calculate IN and OUT Time as per First IN First Out method. It will not consider IN or OUT key from machine.

OT Parameters:-

- You can set Minimum Hours to calculate as OT Hours. E.g. if you want OT hour will be calculated after completion of 30 minutes then you can set as per that.
- OT Hours can be calculated as
 1. Working Hours – Shift Hours
 2. Working Hours – Present Hours
 3. After Shift End Time
 7. Before Shift Start Time
- If you want to set Weekly off Hours and Holiday off Hours as OT Hours than can tick mark option as per shown in above screen and also set Minimum Hours for calculating OT.
- If Weekly off and Holiday off need to set as 'Absent' for Employee who are not present for whole month than set tick mark option as per shown in above screen.

1) Present Rules

- a) Any Error Case: Status will be calculated as Present for all Error Case Punches.
- b) Calculate Half Day/Present: Status will be calculated as Present or Half day base on Total Hours in Error Case Punches.

2) Half Day Rules

- a) Late Count : After define Late Count , status will be calculated as Half day
- b) Early Dept Count : After define Early Departure Count, status will be calculated as Half day
- c) Late or Early Dept. Count : After define Late or Early Dept. Count, status will be calculated as Half day

3) Absent Rules

- a) Late Count : After define Late Count , status will be calculated as Absent
- b) Early Dept Count : After define Early Departure Count, status will be calculated as Absent
- c) Late or Early Dept. Count : After define Late or Early Dept. Count, status will be calculated as Absent

7) Total Hours Rules

- a) After Shift Start Time : Total Hours will be calculated after Shift Start Time
- b) Before Shift End Time : Total Hours will be calculated before Shift End Time

1.7.2 HR Policy Allocation

- Admin can allocate policy to multiple employees from this page.
- To allocate policy click on Allocate Filter and then select HR Policy, company, branch, Department and Employees and then click on Allocation button.

The screenshot shows the MINOP HR Policy Allocation interface. At the top, there is a navigation bar with the MINOP logo and a user profile icon. Below the navigation bar, the page title is "Home - HR Policy Allocation" and there is an "Allocate" button. A search bar is present on the right. The main content area displays a table with 10 records. The table has columns for Sr. No, Employees, Policy, Company, and Branch. The data is as follows:

Sr. No	Employees	Policy	Company	Branch
1	Uttam Singh test	Policy CCC2	Mantra Softech I Pvt Ltd	Gandhinagar
2	Subhash Joshi	Policy CCC2	Mantra Softech I Pvt Ltd	HO
3	Hareesh Khadsalia	Policy CCC2	Mantra Softech I Pvt Ltd	HO
4	Maresh Patel	Policy CCC2	Mantra Softech I Pvt Ltd	HO
5	Rajeev Nair	Policy CCC2	Mantra Softech I Pvt Ltd	HO
6	Rajesh Koriya	HO Policy	Mantra Softech I Pvt Ltd	Gandhinagar
7	Saumil Prajapati	Policy CCC2	Mantra Softech I Pvt Ltd	HO
8	Jitendra Aaidasani	Policy CCC2	Mantra Softech I Pvt Ltd	HO
9	RAJ KISHORE	Policy CCC2	Mantra Softech I Pvt Ltd	HO
10	Anand Patel	Policy CCC2	Mantra Softech I Pvt Ltd	HO

At the bottom of the table, it says "Showing 1 to 10 of 389 entries" and there is a pagination control showing page 1 of 5.

The screenshot shows the MINOP HR Policy Allocation interface with the filter options expanded. The filters are:

- HR Policy: Select Policy
- Companies: None selected
- Branches: None selected
- Departments: None selected
- Designation: None selected
- Role: None selected
- Employees: None selected

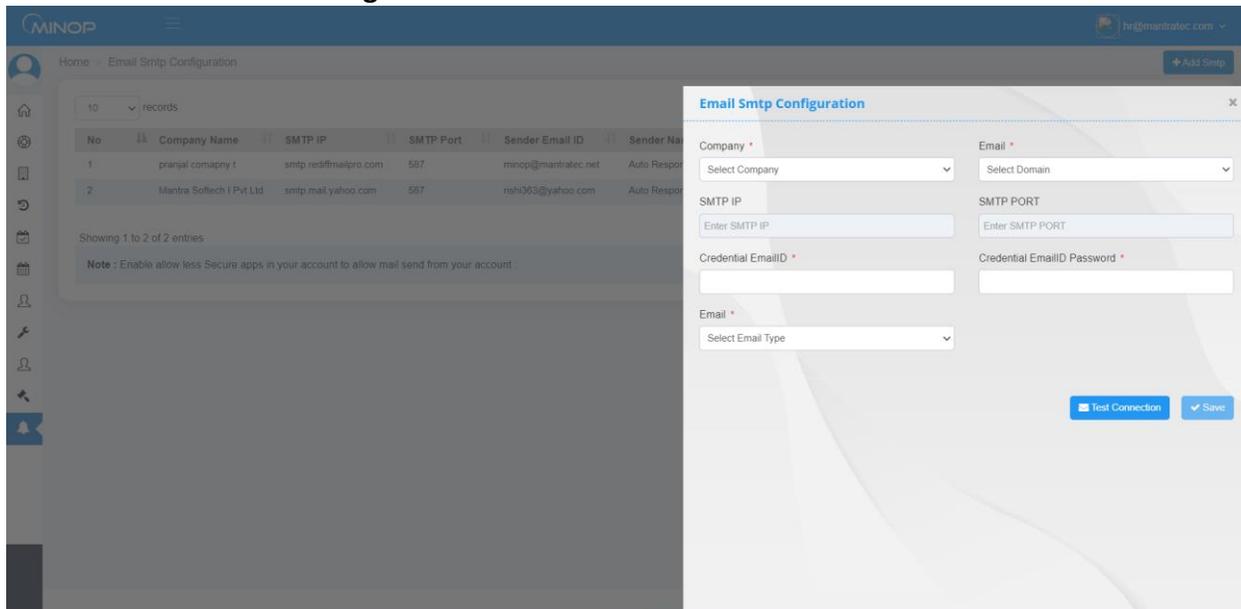
There are buttons for "Clear", "Allocation", and "View". Below the filters, the same table of 10 employees is displayed, identical to the previous screenshot.

1.8 Alerts:

The Alerts Menu has the following Items.

- ✓ Email SMTP Configuration
- ✓ Send Mail

1.8.1 Email SMTP Configuration



Credential Email ID: - Email ID from Attendance Reports will be sent.

Credential Email Password: - Password for that Email ID.

➤ First you need to Test Connection, on successful of that, you will allow to save configuration.

1.8.2 Send Mail

Send All predefined Report + Custom reports To :-

➤ You can configure that email will be sent to which Entity like Company Head, Department Head or All Employees.

Which Reports To Send:-

➤ You can configure that which Reports will be set in Email for Daily and Monthly both. You can sent daily and monthly Reports manually or can configure schedule from Scheduler Master.

➤ To send Email manually select Date or Month and then click on Send Email.

To send Email Automatically by clicking on + ADD Mail Scheduler.

- To send Email Automatically on Daily or Monthly basis and then click on Send Email.

Company: Mantra Softech I Pvt Ltd | Branch: Gandhinagar | Department: All Select (3) | Report as First IN Last Out

Code	Employee Name	Punch ID	
MN000194	Uttam Singh test	1	<input checked="" type="checkbox"/>
MN000172	Rajesh Koriya	25	<input checked="" type="checkbox"/>
MN000390	Rishikesh Patel	144	<input checked="" type="checkbox"/>
MN000516	Pranjal Shah 123	301	<input checked="" type="checkbox"/>
MN000699	Tapan J Gandhi	599	<input checked="" type="checkbox"/>

Scheduler Type: Daily | Start Time: 12:00 (24 hour format)

Note: scheduler will start on next date

Send Report To: Company Head | Department Head

[Select Report](#)

1.8.3 SMS Configuration

Account ID: 1854937865

Password: [Masked]

Select Event On SMS: OnEveryPunch

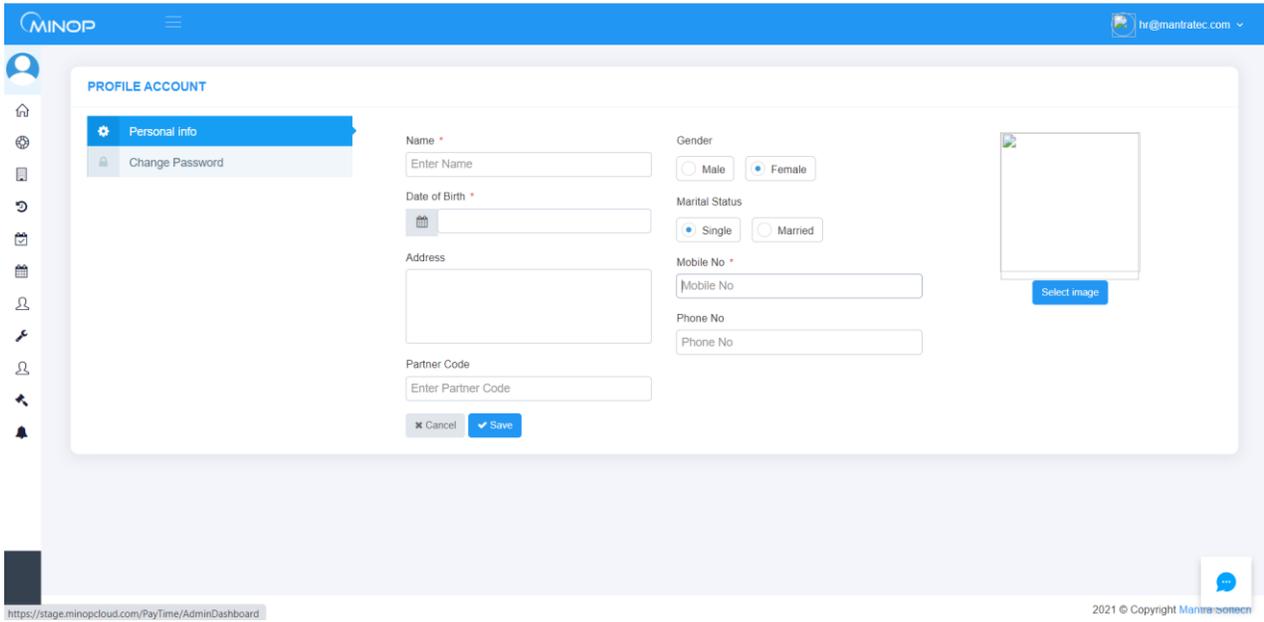
Your Sms Setting Done and SMS Balance is - 5614

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- You need to enter SMS User Credential detail in above screen.
- Employee can get SMS on below Events as per SMS Event Allocation.
 1. On Every Punch.

1.9 Profile Account Settings.

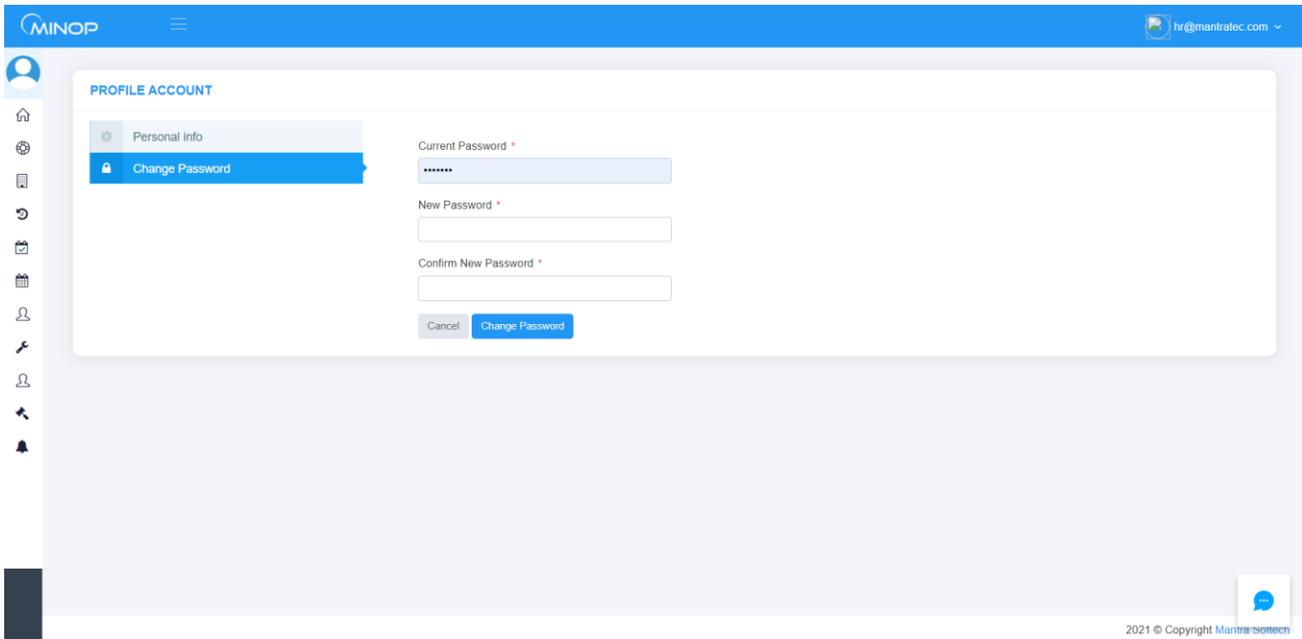
✓ User can add/edit personal information and change the password from here.



The screenshot shows the 'PROFILE ACCOUNT' settings page in the MINOP application. The 'Personal Info' tab is selected, and the 'Change Password' option is visible in the sidebar. The main content area contains the following fields and options:

- Name ***: Text input field with placeholder 'Enter Name'.
- Gender**: Radio buttons for Male and Female.
- Date of Birth ***: Date picker field.
- Marital Status**: Radio buttons for Single and Married.
- Address**: Text input field.
- Mobile No ***: Text input field with placeholder 'Mobile No'.
- Phone No**: Text input field with placeholder 'Phone No'.
- Partner Code**: Text input field with placeholder 'Enter Partner Code'.
- Image Upload**: A placeholder box with a 'Select image' button.
- Buttons**: 'Cancel' and 'Save' buttons at the bottom.

Footer information: <https://stage.minopcloud.com/PayTime/AdminDashboard> and 2021 © Copyright Mantra Screen.

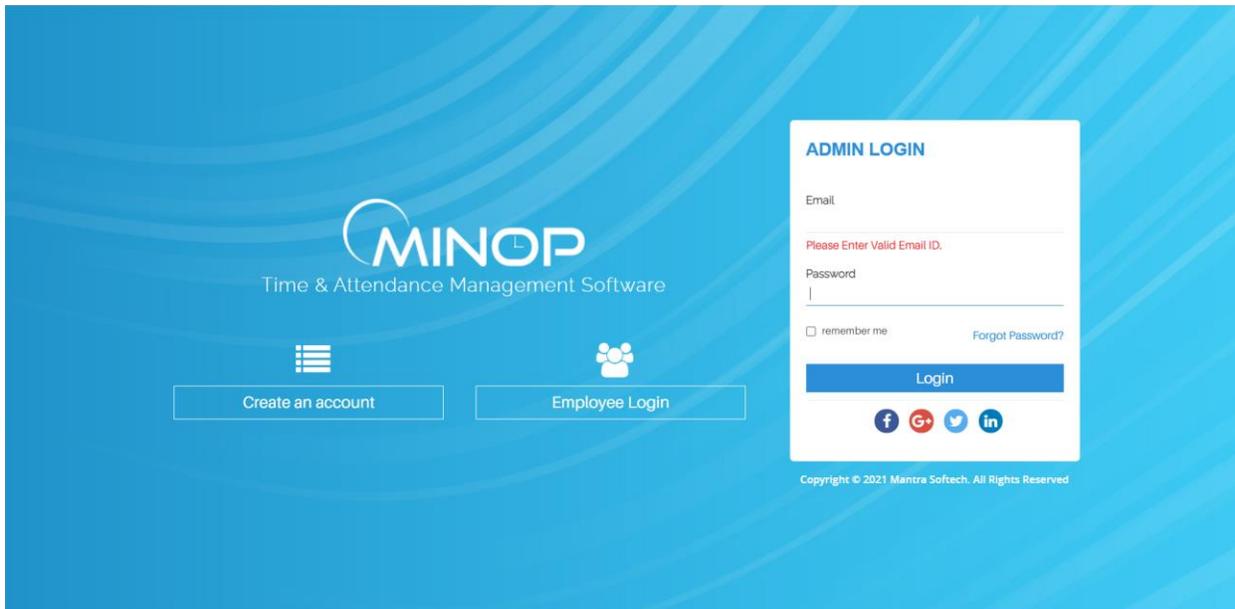


The screenshot shows the 'PROFILE ACCOUNT' settings page in the MINOP application, with the 'Change Password' tab selected. The main content area contains the following fields and options:

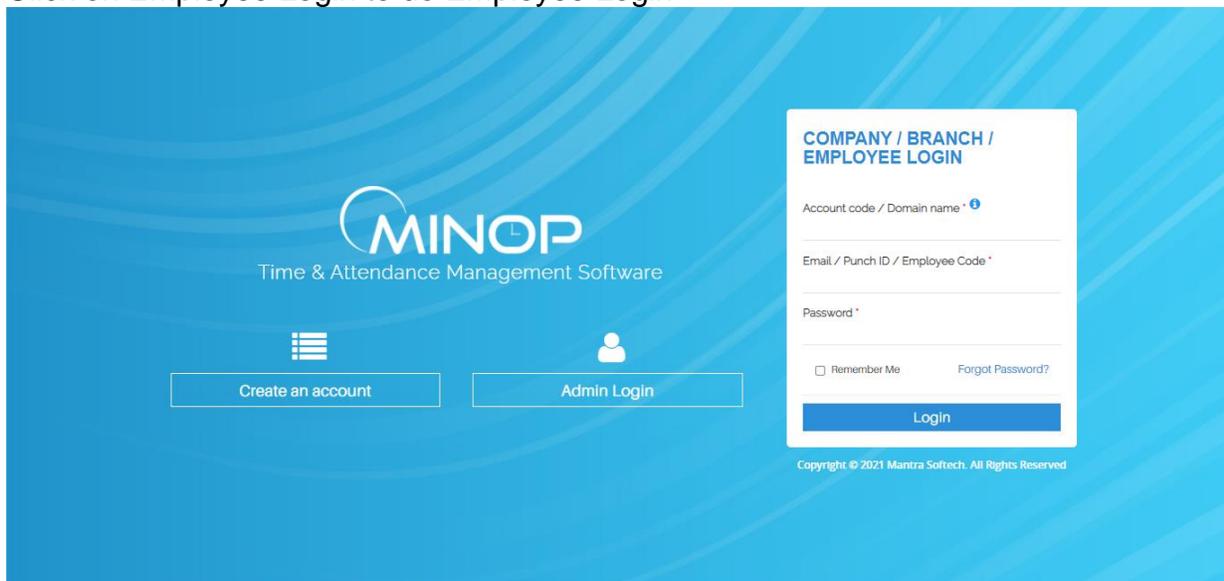
- Current Password ***: Password input field with masked characters (dots).
- New Password ***: Password input field.
- Confirm New Password ***: Password input field.
- Buttons**: 'Cancel' and 'Change Password' buttons at the bottom.

Footer information: 2021 © Copyright Mantra Screen.

1. Employee Login



Click on Employee Login to do Employee Login



After Login User will be redirect to the Employee Dashboard Page.
User can see Attendance Summary, Leave Balance, Monthly Calendar report

-
-
-
-
-
-
-
-

PERSONAL DETAILS



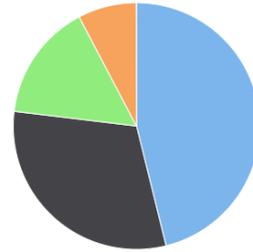
Nandeshwar Raj
 NANDESHWAR.B@MANTRATEC.COM
 COMPANY CODE: NAN7E38

Check In	00:00:00
End Time	00:00:00
Remaining Time	00:00:00

Employee Code:	838
Punch ID:	838
Department:	IT
Designation:	HEAD
Mobile No:	7802804934
Join Date:	2021-01-01
Date Of Birth:	1995-07-17
Policy:	
ShiftName:	general shift
Shift Group:	-- NA --
Shift Time:	10:00:00-19:00:00

ATTENDANCE SUMMARY

Attendance Summary



Weekly Off Absent Error LessHours

www.mantrat

-
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MY CALENDAR

TODAY < >

July 2021

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
				P	P	PW
4	5	6	7	8	9	10
PW	P	P	P	P	P	PW
11	12	13	14	15	16	17
PW	P	P	P	P	P	OD
18	19	20	21	22	23	24
HL	A	A	A	A	A	W
25	26	27	28	29	30	31
W	A	A	A	A	A	W
1	2	3	4	5	6	7
				Absent		

LEAVE BALANCE

Leave Summary Leave Consume

Leave Type	Leave Balance	Consume Days	Total
OD	72	1	71
HL	10	0	10

1.1 Web Punch

The screenshot shows the MINOP Web Punch interface. At the top, there is a blue header with the MINOP logo and a user profile icon for 'rishi123@gmail.com'. Below the header, the page title is 'Home - Web Punch'. The main content area features a digital clock displaying '02:15:47 PM' and the date '07 May 2021'. There are two buttons: 'Check IN' and 'Check OUT'. Below these buttons, it says 'Remaining Time 00:00:00'. To the right, there is a Google Map showing the user's current location at 'jogishvari, Jogeshwari Rd, Chamunda Colony, Amraiwadi, Ahmedabad, Gujarat 380026, India'. The map also shows the user's name 'Aditya verma'. Below the map and clock, there is a table with the following columns: No., Date, Punch Mode, Punch Time, Location, and Status.

No.	Date	Punch Mode	Punch Time	Location	Status
-----	------	------------	------------	----------	--------

User will be asked to share Location after opening the page.

The screenshot shows the MINOP Web Punch interface after a punch record has been created. The digital clock now displays '02:16:47 PM'. The 'Check IN' and 'Check OUT' buttons are still present. The Google Map shows the same location as before. Below the map and clock, the table now has one row of data:

No.	Date	Punch Mode	Punch Time	Location	Status
1	2021-05-07	IN	14:16:33	jogishvari, Jogeshwari Rd, Chamunda Colony, Amraiwadi, Ahmedabad, Gujarat 380026, India	Pending

- User is able to do Check In/Check Out from this page.
- After click on check in/out Status of WebPunch will display as pending until Admin/Reporting person approve/reject it.
- After Admin/Reporting person approve/reject it the status will be Approved/Rejected

1.2 Analytics Dashboard for Employee login (As per Right distribution by admin)

MINOP

Home - Report

Reports

Daily In-Out Report

Machine Raw Transaction Report

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MINOP

Home - Report

Reports

Daily In-Out Report

Machine Raw Transaction Report

Company: Mantra Softech I Pvt Ltd

Branch: All Select (8)

From: 2021-05-01

To: 2021-05-07

Department: All Select (47)

Report as First IN Last Out

Employee Search:

Code	Name	Punch ID	<input type="checkbox"/>
No data available in table			

Showing 0 to 0 of 0 entries

OK Clear

Daily In-Out Report

Attn Date	Designation	Shift	In Time	Out Time	Total Hrs	Late In	Early Out	OS Hrs	Status
01-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
02-May-2021	Technical Executive				00:00	00:00	00:00	00:00	W
03-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
04-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
05-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
06-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
07-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A

Page 1 of 1 (13 items) | Page size: 20

- Employee can see his/her Daily In-Out report by filling all the details in filter and then click on Daily In-Out report.

1.3 ESS

Employee Self Service has following modules

- ✓ Leave Request
- ✓ Approve Leave
- ✓ Attendance
- ✓ Approve Attendance
- ✓ Holidays
- ✓ Approve Webpunch

2.3 Leave Request

The screenshot shows the MINOP web application interface for the 'Leave Request' page. The header includes the MINOP logo, a user profile icon with the email 'xyz.fab23@gmail.com', and an 'Add Leave' button. The main content area features a search bar and a table with the following data:

Sr. No	Leave Type	From Date	To Date	Reason	Leave Status
1	CL	2021-05-12	2021-05-15	work	Pending

Below the table, it indicates 'Showing 1 to 1 of 1 entries'. A pagination control shows '1' of 1 pages. The footer contains the copyright notice '2021 © Copyright Mantra soneen'.

The screenshot shows the 'Leave Request' form overlaying the table from the previous screenshot. The form fields are as follows:

- Leave ***: A dropdown menu with the selected option '-- Select Leave --'.
- Leave Type**: A dropdown menu with the selected option 'Unpaid'.
- From Date ***: A date input field with a calendar icon and the format 'YYYY/MM/DD'.
- To Date ***: A date input field with a calendar icon and the format 'YYYY/MM/DD'.
- Is Half-Leave?**: A checkbox that is currently unchecked.
- Reason ***: A text input field.
- Summary**: A row of three items: 'Leave Balance : 0', 'Carry Forward leaves : 0', and 'Total : 0'.
- Save**: A blue button with a checkmark icon.

- User can request for leave from here.
- After applying for leave Status of leave will display as pending until Admin/Reporting person approve/reject it.
- After Admin/Reporting person approve/reject it the status will be Approved/Rejected
- After submitting for leave the data will display in the Grid.

2.3.1 Approve Leave

Name	From Date	To Date	Leave Type	Apply Reason	Leave Status	Comments	Leave Paid	IsHalfLeave	Action
Nandeshwar	2021-05-12	2021-05-15	CL	work	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
rishi patel	2021-05-07	2021-05-07	CL	WORK	Pending		Paid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
Rishkesh Patel	2021-04-30	2021-04-30	CL	fcvg	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
Rajeev Nair	2021-03-08	2021-03-08	CL	Test	Approved		Paid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
Vishal Prajapati	2021-02-19	2021-02-22	LP	leacgkydidydgkbbhohogkglvib gkvkv vkbkvvkvvkvkv kvkvkvkbb	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	2021-01-05	2021-01-05	SL	test	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	2021-01-02	2021-01-03	CL	test	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	2021-01-07	2021-01-08	CL	test	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
Vishal Prajapati	2021-02-01	2021-02-02	CL	personal	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>
Vishal Prajapati	2021-01-27	2021-01-30	CL	health issue	Pending		UnPaid	No	<input checked="" type="checkbox"/> <input type="checkbox"/>

- On this page Reporting Person can see the leave applied by employee who is under his/her authority.
- Only Employee who is Reporting person can Approve/reject the Leave, If Employee is not Reporting person then Blank page will display to him/her.

2.3.2 Attendance

Home - Attendance Correction Request

10 records

Search:

Sr. No	Employee	Punch Date	In Punch	Out Punch	Apply Reason	Approve Reason	Status
1	Nandeshwar	2021-05-06	08:45:00	19:50:00	on duty		Pending

Showing 1 to 1 of 1 entries

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Home - Attendance Correction Request

10 records

Attendance Correction

Select Date * 2021-05-06

IN Time * 8:45

OUT Time * 19:50

Reason on duty

Save

- User can request for Attendance correction from here.
- After applying for Attendance correction the Status of Attendance will display as pending until Admin/Reporting person approve/reject it.
- After Admin/Reporting person approve/reject it the status will be Approved/Rejected.
- After submitting for Attendance the data will display in the Grid.

2.3.7 Attendance Approval

Sr. No	Employee	Request Date	Correction Date	In Time	Out Time	Apply Reason	Approval Date	Approval Reason	Status	Action
1	Nandeshwar	2021-05-11	2021-05-06	08:45:00	19:50:00	on duty	2021-05-11	approved	Approved	<input type="checkbox"/>
2	rishi patel	2021-05-07	2021-05-01	08:00:00	17:00:00	MISPUNCH			Pending	<input type="checkbox"/>
3		2021-01-25	2021-01-03	11:11:00	16:11:00	test			Pending	<input type="checkbox"/>
4		2021-01-25	2021-01-02	08:10:00	16:10:00	est			Pending	<input type="checkbox"/>
5		2021-01-25	2021-01-01	09:10:00	16:10:00	te			Pending	<input type="checkbox"/>
6	SAMIT PATEL	2021-01-25	2021-01-16	09:59:00	15:59:00	test	2021-01-25	g	Approved	<input type="checkbox"/>
7	SAMIT PATEL	2021-01-25	2021-01-15	15:59:00	15:59:00	wqq	2021-01-25	sdf	Approved	<input type="checkbox"/>
8	SAMIT PATEL	2021-01-25	2021-01-14	15:58:00	15:58:00	tewst2	2021-01-25	fds	Approved	<input type="checkbox"/>
9	SAMIT PATEL	2021-01-25	2021-01-30	15:58:00	15:58:00	test1	2021-01-25	d	Approved	<input type="checkbox"/>
10	SAMIT PATEL	2021-01-25	2021-01-29	15:58:00	15:58:00	test	2021-01-25	adsa	Approved	<input type="checkbox"/>

- On this page reporting person can see the Attendance Correction applied by employee who is under his/her authority.
- Only Employee who is Reporting person can Approve/reject the Attendance, If Employee is not Reporting person then Blank page will display to him/her.

2.3.5 Holidays

Sr. No	Holiday Name	Date	Entry Date	Updated Date	Action
1	HOLI	2021-03-15	2021-03-15	2021-05-14	<input type="checkbox"/>
2	INDEPENDENCE DAY	2021-08-15	2021-05-12	2021-07-17	<input type="checkbox"/>
3	Mahavir jayanti	2021-08-26	2021-05-12		<input type="checkbox"/>
4	Any Festival set by Admin	2021-08-29	2021-05-12	2021-05-12	<input type="checkbox"/>
5	new festival	2021-07-29	2021-07-03	2021-07-03	<input type="checkbox"/>
6	new festival 2	2021-07-30	2021-07-03		<input type="checkbox"/>
7	Leave for Other Branch	2021-07-31	2021-07-17		<input type="checkbox"/>

- Employee can see the Holidays declared/Added by Admin.

2.3.6 Approve Web Punch

Home - Approve Webpunch

10 records

Search

Employee	Punch Date	Punch Time	Punch Mode	Location	Status	Action
Nandeshwar	11-May-2021	13:05:42	IN	62/34, 302/62/34, Khokhra Rd, Gujarat Housing Board, Maninagar East, Khokhra, Ahmedabad, Gujarat 380008, India	Approved	<input type="checkbox"/> <input type="checkbox"/>
Nandeshwar	11-May-2021	13:05:35	OUT	62/34, 302/62/34, Khokhra Rd, Gujarat Housing Board, Maninagar East, Khokhra, Ahmedabad, Gujarat 380008, India	Pending	<input type="checkbox"/> <input type="checkbox"/>
Nandeshwar	11-May-2021	13:05:27	IN		Pending	<input type="checkbox"/> <input type="checkbox"/>
rishi patel	07-May-2021	14:16:33	IN	jogishvari, Jogeshwari Rd, Chamunda Colony, Amraiwadi, Ahmedabad, Gujarat 380026, India	Pending	<input type="checkbox"/> <input type="checkbox"/>
Ashutosh Kumar	27-Apr-2021	15:46:12	IN		Pending	<input type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	23-Apr-2021	13:47:33	IN	11, Panchamrut Bunglows II, Thaltej, Ahmedabad, Gujarat 380059, India	Pending	<input type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	23-Mar-2021	09:59:47	OUT		Pending	<input type="checkbox"/> <input type="checkbox"/>
SAMIT PATEL	23-Mar-2021	09:59:35	IN		Pending	<input type="checkbox"/> <input type="checkbox"/>
Deep Patel	04-Mar-2021	17:48:17	IN		Approved	<input type="checkbox"/> <input type="checkbox"/>
Rishikesh Patel	03-Mar-2021	17:38:22	IN		Approved	<input type="checkbox"/> <input type="checkbox"/>

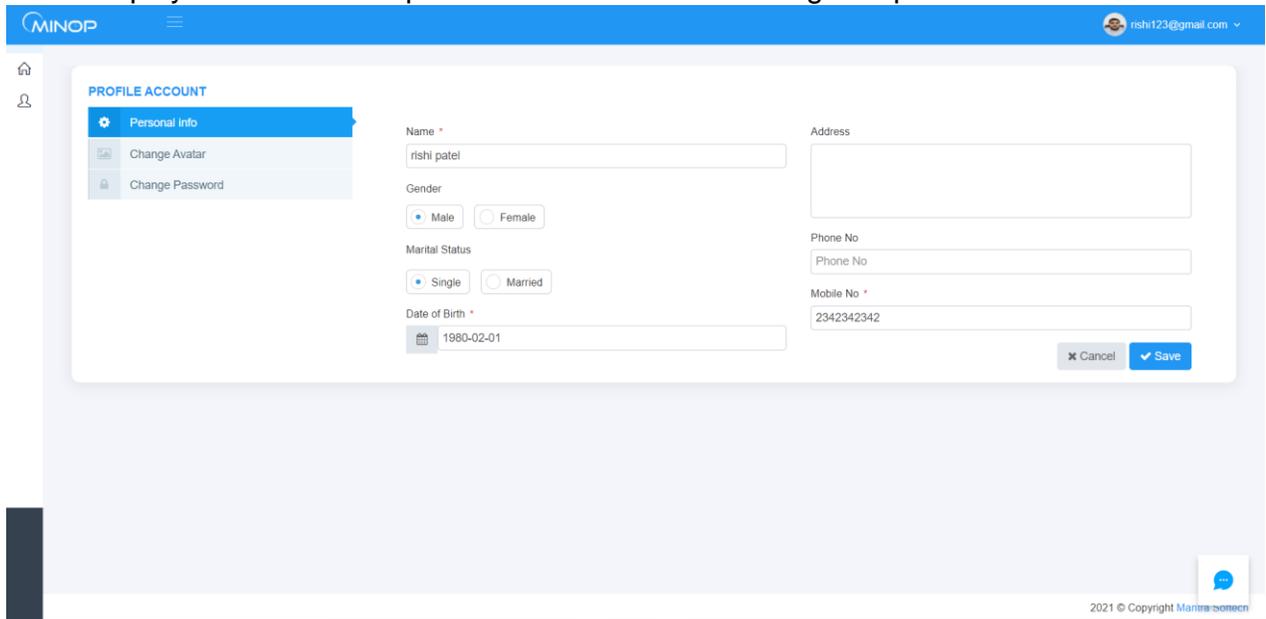
Showing 1 to 10 of 8,130 entries

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- On this page reporting person can see the Web Punch applied by employee who is under his/her authority.
- Only Employee who is Reporting person can Approve/reject the Web Punch, If Employee is not Reporting person then Blank page will display to him/her.

2.7 Employee Profile Account

- Employee User can add personal information and change the password from here.



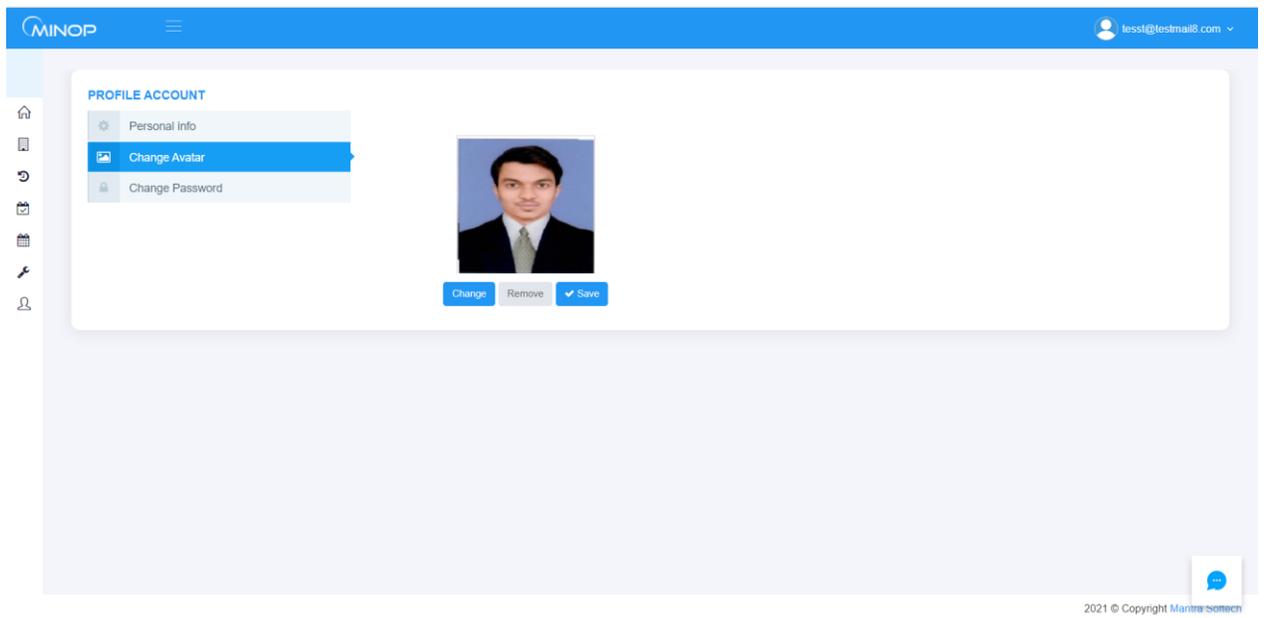
The screenshot shows the MINOP Profile Account page. The user is logged in as 'rishi123@gmail.com'. The page title is 'PROFILE ACCOUNT'. The 'Personal Info' section is active, showing the following fields:

- Name: rishi patel
- Gender: Male Female
- Marital Status: Single Married
- Date of Birth: 1980-02-01
- Address: (empty field)
- Phone No: (empty field)
- Mobile No: 2342342342

Buttons: Cancel, Save

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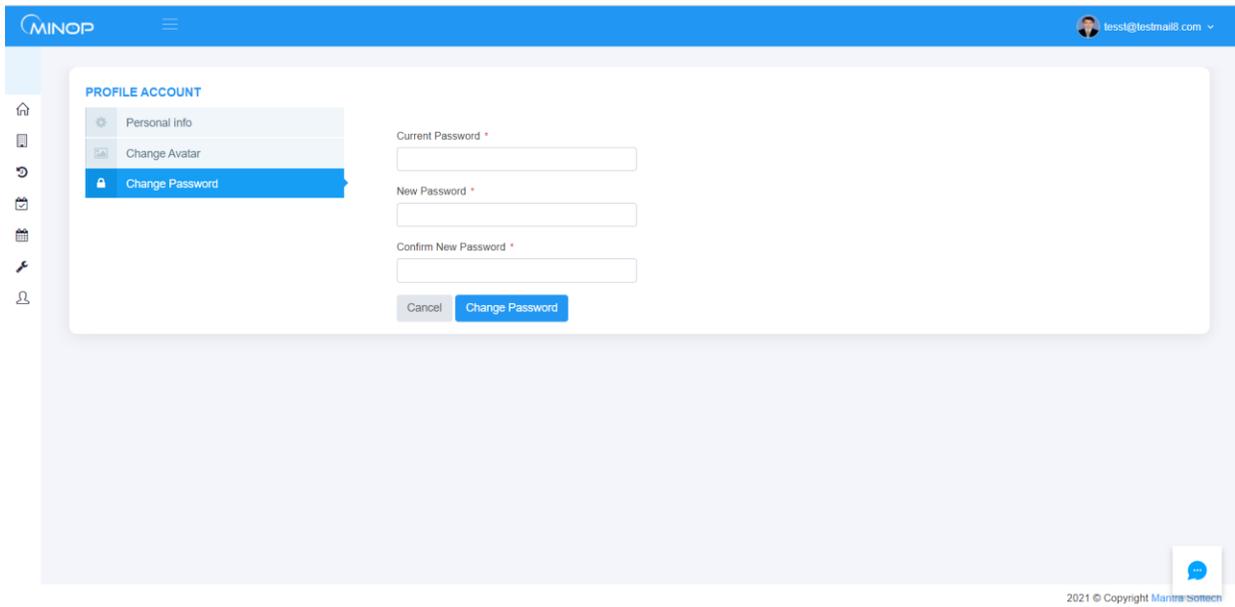
- If Employee want to add avatar then he/she can add from Change Avatar page.



The screenshot shows the MINOP Profile Account page. The user is logged in as 'tesst@testmail8.com'. The 'Change Avatar' section is active, showing a preview of the current avatar (a man in a suit) and the following buttons:

- Change
- Remove
- Save

2021 © Copyright Mantra sreen

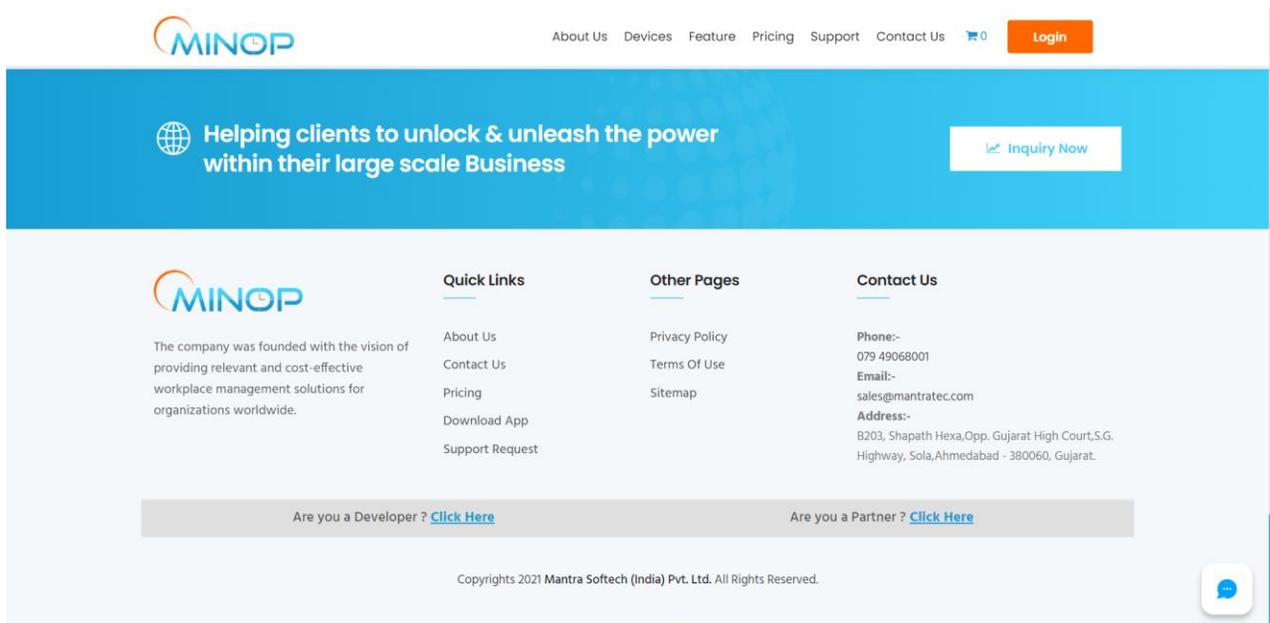


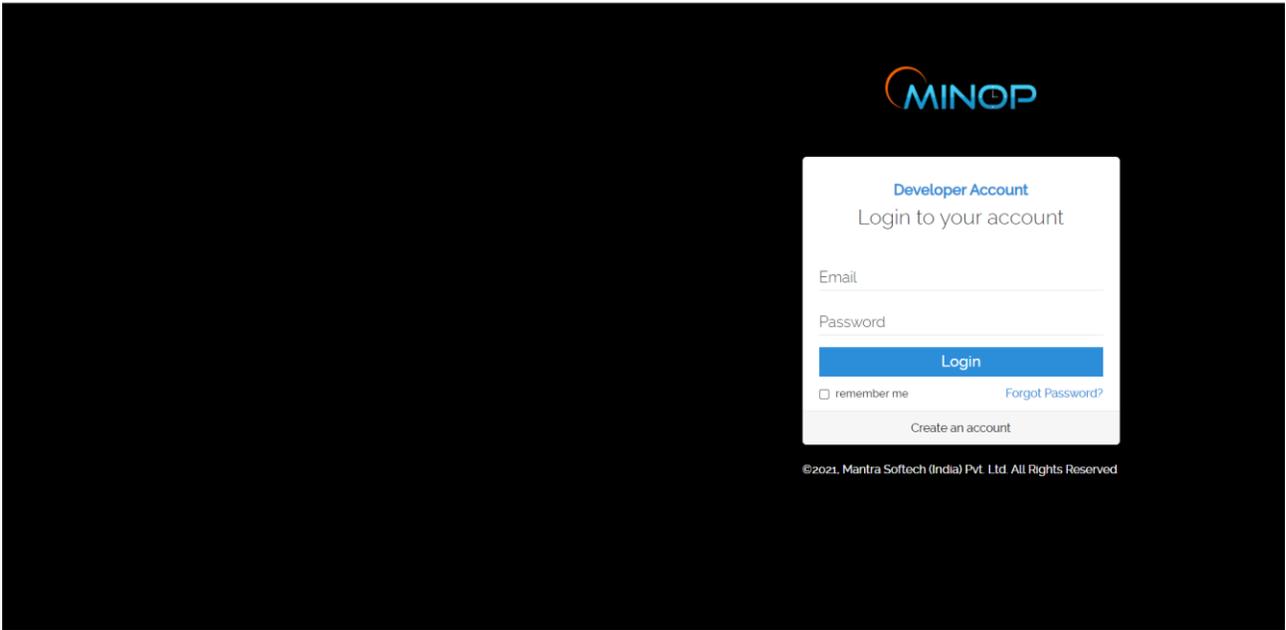
➤ User can change the password from Change Password page.

2. Developer Login

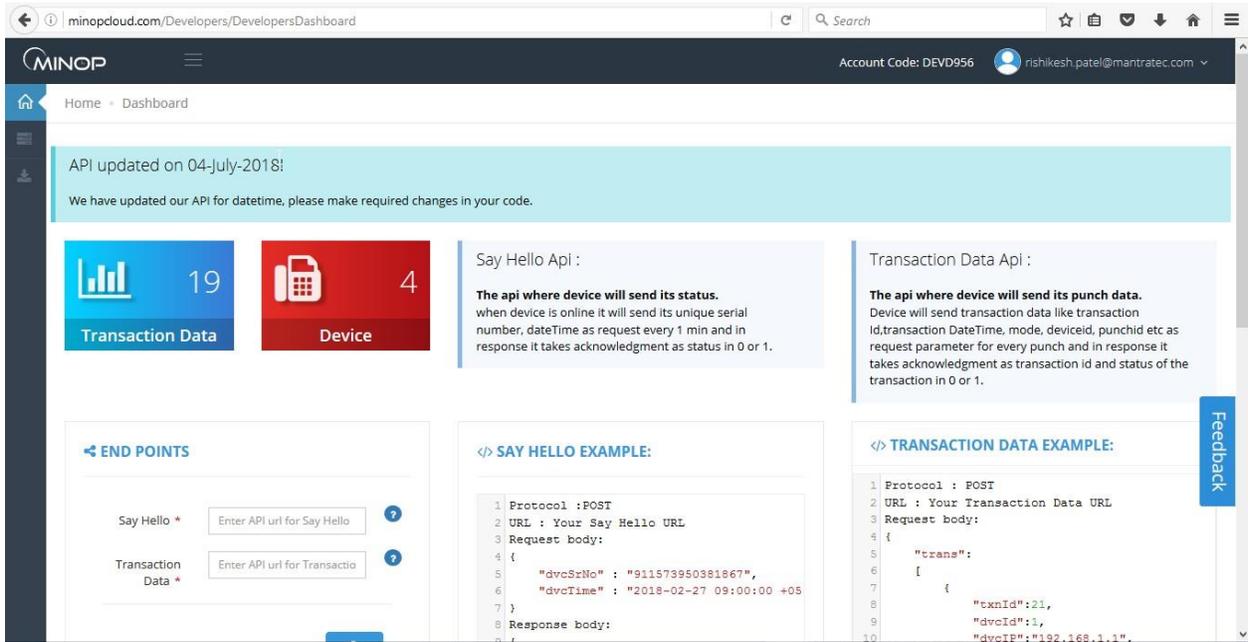
✓ To do Developer Login following steps are required.

1. Navigate to <http://minopcloud.com/>.
2. Navigate to <http://minopcloud.com/PayTime/DevelopersAccount> to do Developer Login.





After Doing Login with Valid Credentials user will redirected to the Developer Dashboard.



The screenshot shows the MINOP Developers Dashboard. The top navigation bar includes the MINOP logo, a search bar, and the account code DEVD956 for user rishikesh.patel@mantratec.com. The main content area is titled "SUPPORTED DEVICES" and lists several device models in a grid:

- Bio-Finger
- Bio-Face/ mBio-MSD
- mFace-FA200
- BT-5 N
- mBio-G1
- mFace-FA300
- mBio-M18

On the right side, there is a log viewer showing a JSON response body with transaction details. A "Feedback" button is visible on the right edge of the dashboard.

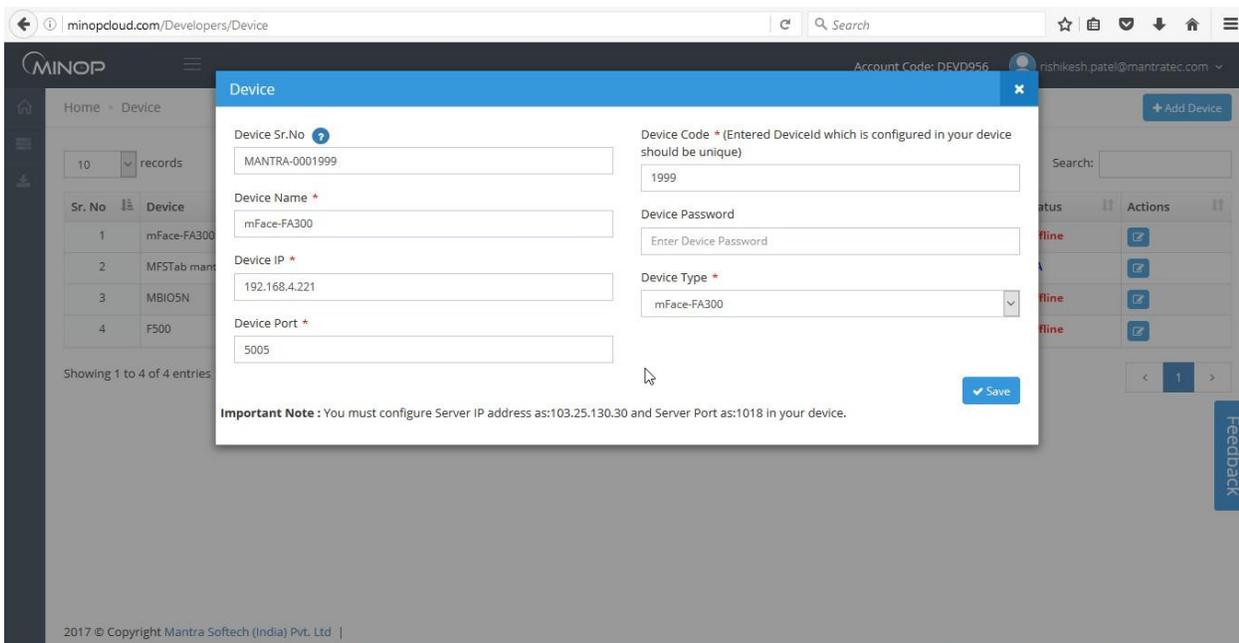
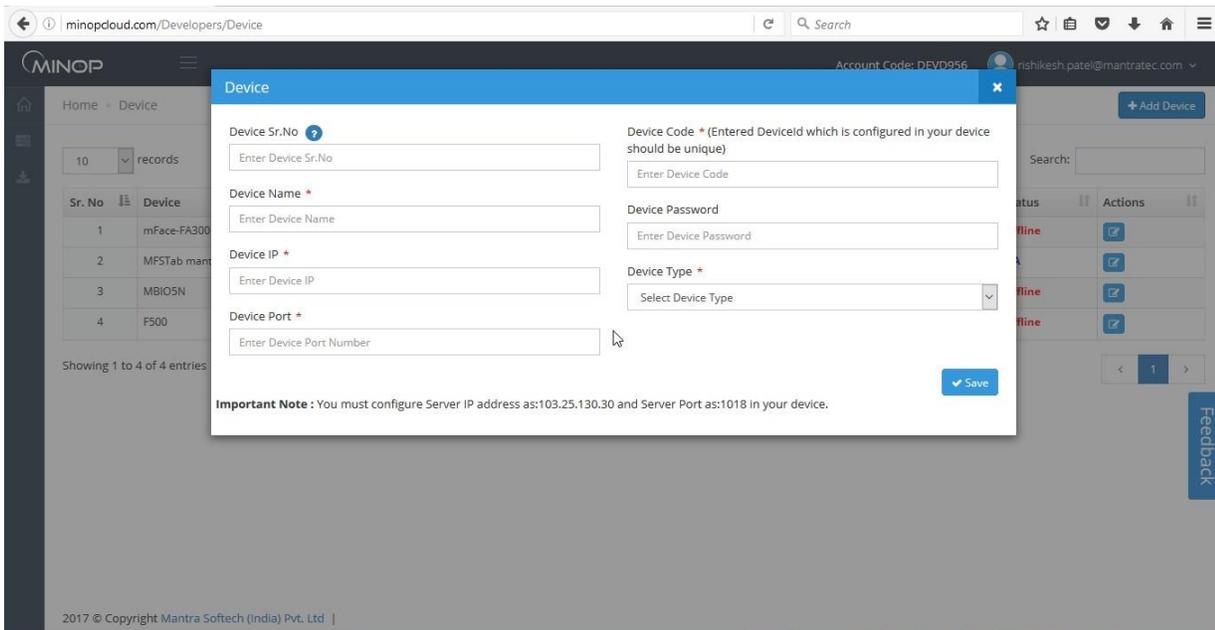
1. Device Management

1.1 Device

The screenshot shows the "Device Management" page in the MINOP dashboard. The page title is "Home - Device" and there is an "Add Device" button. A search bar is present above a table of device records. The table has the following columns: Sr. No, Device, Device SrNo, Device Code, Device IP, Mode, Device Type, Status, and Actions.

Sr. No	Device	Device SrNo	Device Code	Device IP	Mode	Device Type	Status	Actions
1	mFace-FA300	MANTRA-0001999	1999	192.168.4.221	Default	mFace-FA300	Offline	
2	MFSTab mantra brjesh	91157395108996411	2	192.168.1.103	Default	mBio-G1	NA	
3	MBIO5N	1801MBIO 5N1200	22	192.168.4.219	Default	mFace-FA300	Offline	
4	F500	F500-0001	37	192.168.4.222	Default	mFace-FA200	Offline	

Below the table, it says "Showing 1 to 4 of 4 entries". A pagination control shows "1" of 4 pages. A "Feedback" button is located on the right side of the page.



Configuration of All Devices is needed to save in Device Master.

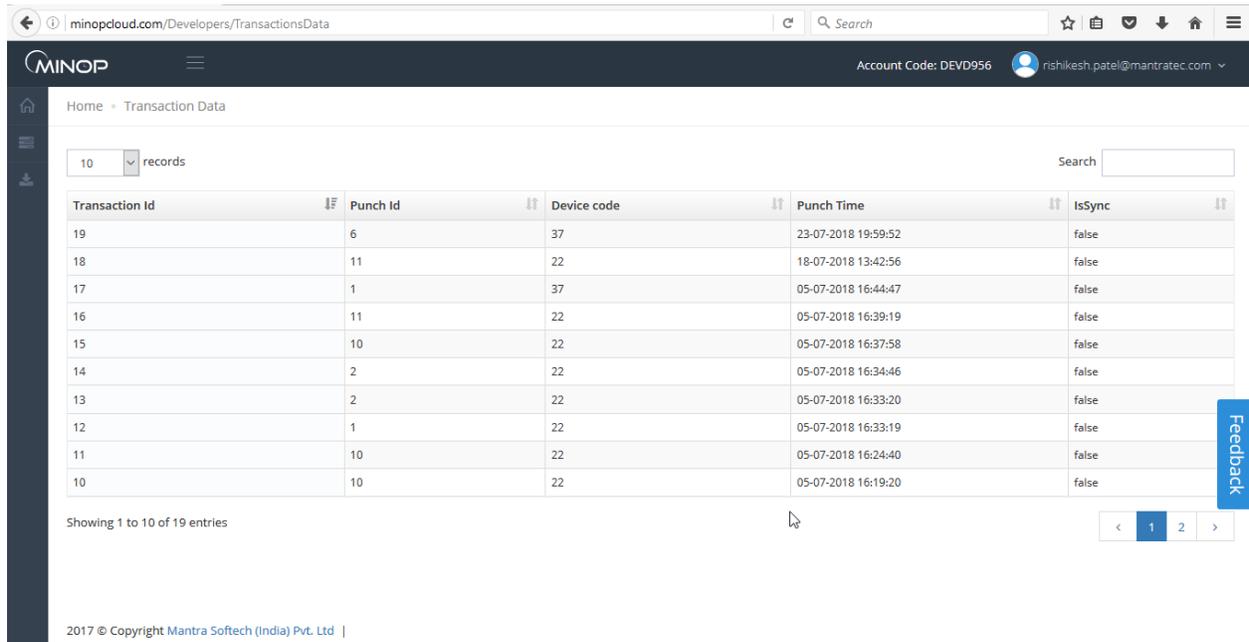
Device ID, Device IP, Port Number, Device Password Details will be got from your Device Menu.

Push Data Configuration:-

Server Port—On this Port, Device will send Data to Server, show this port will be accessible from Device & enter same Port in “Server Port” in Device Menu.

Server IP/Host IP (At Device Level) – This value need to set in Device Menu and it should be IP address of Server where Minop Push Data Service is running.

1.2 Transaction Data



minopcloud.com/Developers/TransactionsData

Account Code: DEVD956 rshikesh.patel@mantratec.com

Home » Transaction Data

10 records

Transaction Id	Punch Id	Device code	Punch Time	IsSync
19	6	37	23-07-2018 19:59:52	false
18	11	22	18-07-2018 13:42:56	false
17	1	37	05-07-2018 16:44:47	false
16	11	22	05-07-2018 16:39:19	false
15	10	22	05-07-2018 16:37:58	false
14	2	22	05-07-2018 16:34:46	false
13	2	22	05-07-2018 16:33:20	false
12	1	22	05-07-2018 16:33:19	false
11	10	22	05-07-2018 16:24:40	false
10	10	22	05-07-2018 16:19:20	false

Showing 1 to 10 of 19 entries

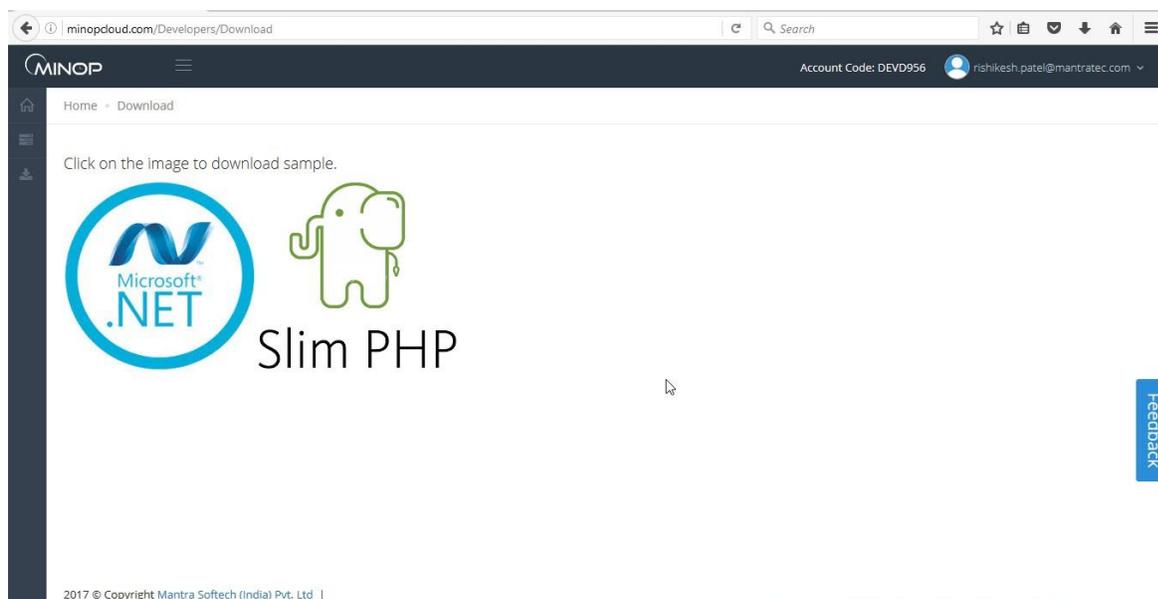
Feedback

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- Transaction Data will be displayed in Transaction Monitor as User do punches from Device.
- Device will send transaction data like transaction Id, transaction DateTime, mode, deviceid, punchid etc as request parameter for every punch and in response it takes acknowledgment as transaction id and status of the transaction in 0(False) or 1(True).

1.3 Download Sample

Sample API Code is available for download in Microsoft .net and for Slim PHP. User can download it from this page by clicking on it.



minopcloud.com/Developers/Download

Account Code: DEVD956 rshikesh.patel@mantratec.com

Home » Download

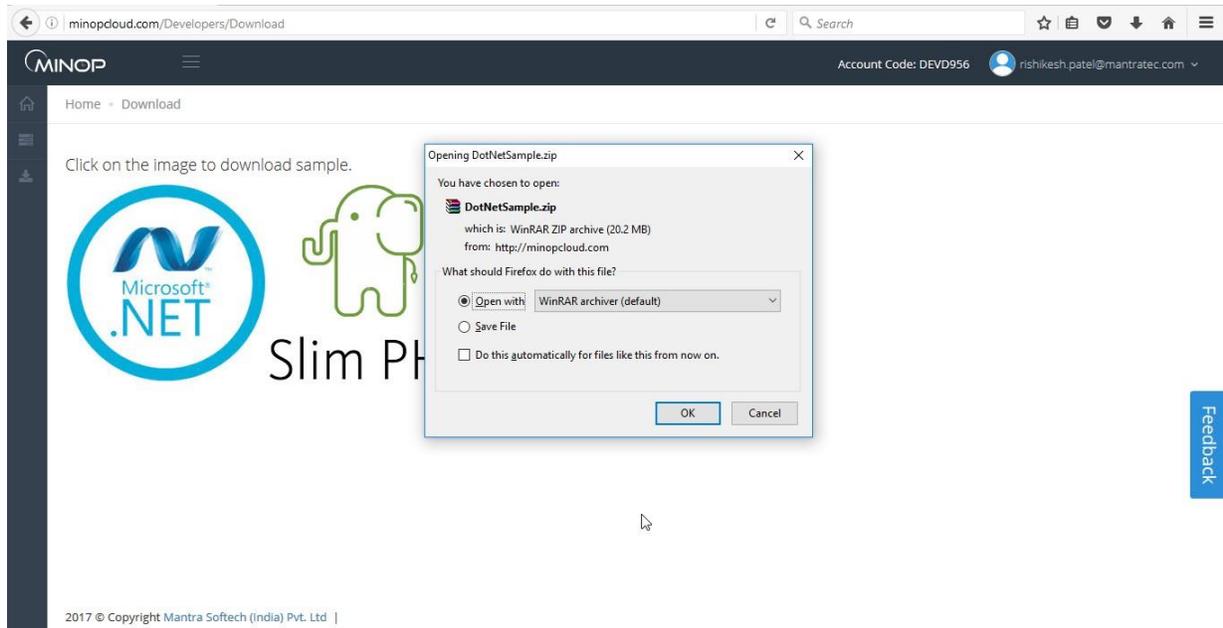
Click on the image to download sample.

Microsoft .NET

Slim PHP

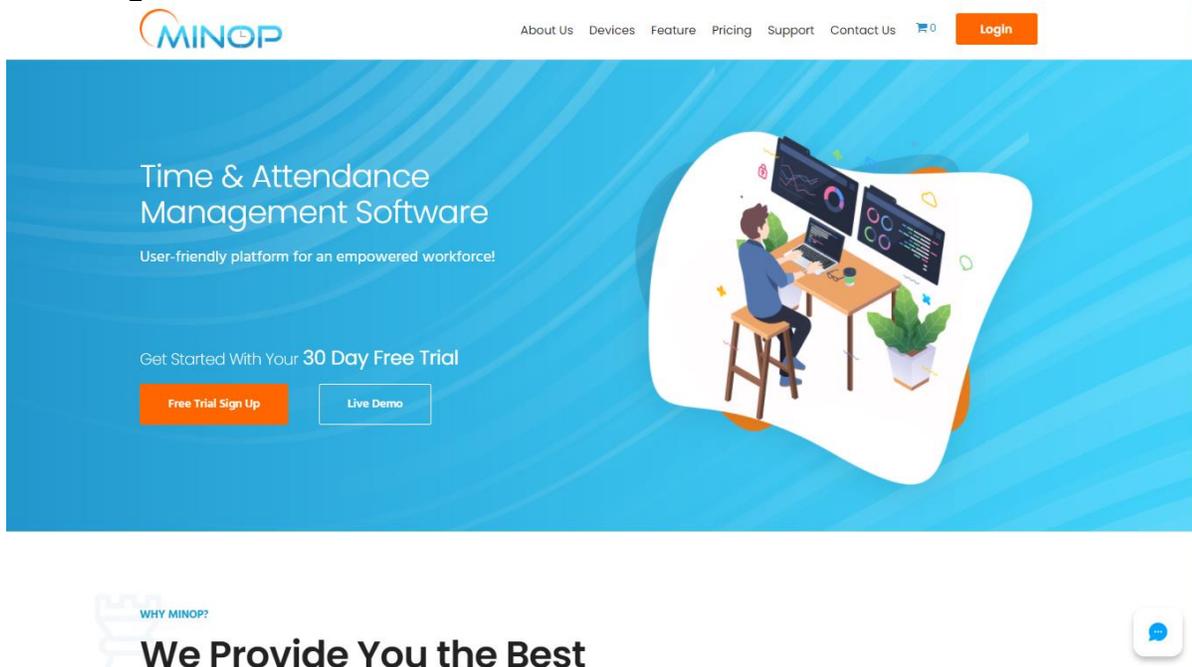
Feedback

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5. Online Device Purchase Method

Index Page



Device List



[About Us](#)
[Devices](#)
[Feature](#)
[Pricing](#)
[Support](#)
[Contact Us](#)
0
[Login](#)

Home > Devices

Search:



mBio FM01
Face Based Time Attendance & Access Control Terminal

- Faces Capacity 1000
- Fingerprint Capacity 5000
- ID Card Capacity 5000
- Record Capacity 300000
- Fingerprint scanner type 600 DPI Optical Sensor
- Wiring Connections Electric Lock

~~₹16000~~ **₹10500**
Save ₹5500 (34% off)
FREE Delivery by mantra



BioNIC F5
Bionic Face Enterprise Wide Facial Recognition System

- Highly Accurate and Integrated Facial Solution Device Type
- 4.5 inch IPS Screen Size
- Dual Lens camera RGB+IR, 1/2.7" CMOS Camera
- Android 7 or Higher Operating System
- Quad Core 1.5 GHz & 1300 Processor
- 8GB DDR Memory

~~₹38000~~ **₹28000**
Save ₹10000 (26% off)
FREE Delivery by mantra



BioNIC F7
Bionic Face Enterprise Wide Facial Recognition System

- High end facial recognition with temperature Detection System Device Type
- 8 inch IPS Screen Size
- Dual Lens camera RGB+IR (2MP + 1.3 MP) Camera
- Android 7 and higher Operating System

~~₹54000~~ **₹38000**
Save ₹16000 (30% off)
FREE Delivery by mantra

<https://stage.minopcloud.com/Devices/Face-Attendance-Machine-mbio-FM01>

Device Details



[About Us](#)
[Devices](#)
[Feature](#)
[Pricing](#)
[Support](#)
[Contact Us](#)
0
[Login](#)

Home > Devices > Face Attendance Machine Mbio-FM01

mBio FM01
Face Attendance Machine
Face Based Time Attendance & Access Control Terminal



Retail Price ~~₹16000~~
Selling Price **₹10500**
You Save ₹5500 (34%)

Extended Warranty Yes
 1 Year Warranty 2 Year Warranty 3 Year Warranty

Installation Service * Yes
 380001
 Installation service is supported in your area.

Quantity

Device Price ₹10500
 Extender Warranty ₹2100
 Installation Service ₹219

Total ₹14719

Description

mBio1 is low cost Facial recognition terminal with multimode biometrics technology. Multi identification validation methods by RFID card, Fingerprint and Face capture combination. The 2.8 inch TFT high-definition color display with elegant feel. The FM01 has TCP/IP communication, P2P network real-time communication, realize transport

Device successfully add into cart



About Us Devices Feature Pricing Support Contact Us

Item added successfully

Home > Devices > Face Attendance Machine Mbio-FM01

mBio FM01 Face Attendance Machine

Face Based Time Attendance & Access Control Terminal



Retail Price ~~₹16000~~
Selling Price **₹10500**
You Save ₹5500 (34%)

Extended Warranty No
 1 Year Warranty 2 Year Warranty 3 Year Warranty

Installation Service * Yes
380001
Installation service is supported in your area.

Quantity 1

Device Price ₹10500
Extender Warranty ₹0
Installation Service ₹2119

Total ₹12619

Description

FM01 is low cost Facial recognition terminal with multimode biometrics technology. Multi identification validation methods by RFID card, Fingerprint and Face capture combination. The 2.8 inch TFT high-definition color display with elegant feel. The FM01 has TCP/IP communication, P2P network real-time communication, realize transport.



Check service area pin-code



About Us Devices Feature Pricing Support Contact Us

Home > Devices > Face Biometric Machine Bionic-F5

BioNIC F5 Face Biometric Attendance Machine

Bionic Face Enterprise Wide Facial Recognition System



Retail Price ~~₹38000~~
Selling Price **₹28000**
You Save ₹10000 (26%)

Extended Warranty Yes
 1 Year Warranty 2 Year Warranty 3 Year Warranty

Installation Service * Yes
380001
Installation service are supported in your area.

Quantity 1

Device Price ₹28000
Extender Warranty ₹2100
Installation Service ₹2119

Total ₹32219

Description

This device is an advanced facial recognition device with a identification system. It has a stunning > 5-inch display, dual-lens camera and an infrared camera which provides accurate results.



Add Device to cart



✔ Item added successfully

BioNIC F5 Face Biometric Attendance Machine

Bionic Face Enterprise Wide Facial Recognition System



Retail Price ~~₹38000~~
 Selling Price **₹28000**
 You Save ₹10000 (26%)

Extended Warranty Yes
 1 Year Warranty
 2 Year Warranty
 3 Year Warranty

Installation Service * Yes
 380001
Installation service are supported in your area.

Quantity

Device Price ₹28000
 Extender Warranty ₹2100
 Installation Service ₹2119

Total ₹32219

Description

This device is an advanced facial recognition device with a identification system. It has a stunning > 5-inch display, dual-lens camera and an infrared camera which provides accurate results.



Product cart list with existing user



Cart List

Product	Name	Extended Warranty	Installation Service	Price	Quantity	Total	Remove
	mBio FM01	0 Year	Yes	₹10500/-	<input type="text" value="1"/>	₹12619/-	<input type="button" value="Remove"/>
	BioNIC-F5	1 Year	Yes	₹28000/-	<input type="text" value="1"/>	₹32219/-	<input type="button" value="Remove"/>
Total:						₹44838/-	

Subscription Plan

Existing Customer	Select Duration	Select Type	Price (Per User)	No of Employee	Total	Plan Details
<input checked="" type="radio"/> Yes <input type="radio"/> No	-- select --	-- select --	₹0/-	<input type="text" value="1"/>	₹0/-	<input type="button" value="View"/>
Total:					₹0/-	<input type="button" value="Subscribe"/>

Sub Total : ₹44838/-
 Subscription Plan : ₹0/-
Grand Total : ₹44838/-



Product cart list with new user

The screenshot shows the MINOP website interface. At the top, there is a navigation menu with links for 'About Us', 'Devices', 'Feature', 'Pricing', 'Support', and 'Contact Us', along with a shopping cart icon showing 2 items and a 'Login' button. Below the navigation is a table listing the items in the cart:

Product	Name	Extended Warranty	Installation Service	Price	Quantity	Total	Remove
	mBio FM01	0 Year	Yes	₹10500/-	1	₹12619/-	
	BioNIC-F5	1 Year	Yes	₹28000/-	1	₹32219/-	
Total:						₹44838/-	

Below the cart is a 'Subscription Plan' section with the following details:

Existing Customer	Select Duration	Select Type	Price (Per User)	No of Employee	Total	Plan Details
<input type="radio"/> Yes <input checked="" type="radio"/> No	Monthly	Premium	₹0/-	1000	₹0/-	
Total:					₹0/-	Subscribe

A summary box at the bottom right shows:

- Sub Total : ₹44838/-
- Subscription Plan : ₹0/-
- Grand Total : ₹44838/-**

A 'CHECK OUT' button is located at the bottom right of the page.

Subscription plan details

The screenshot shows the same website interface as above, but with a modal window open in the center. The modal window has a thumbs-up icon and a document icon, and contains the following text:

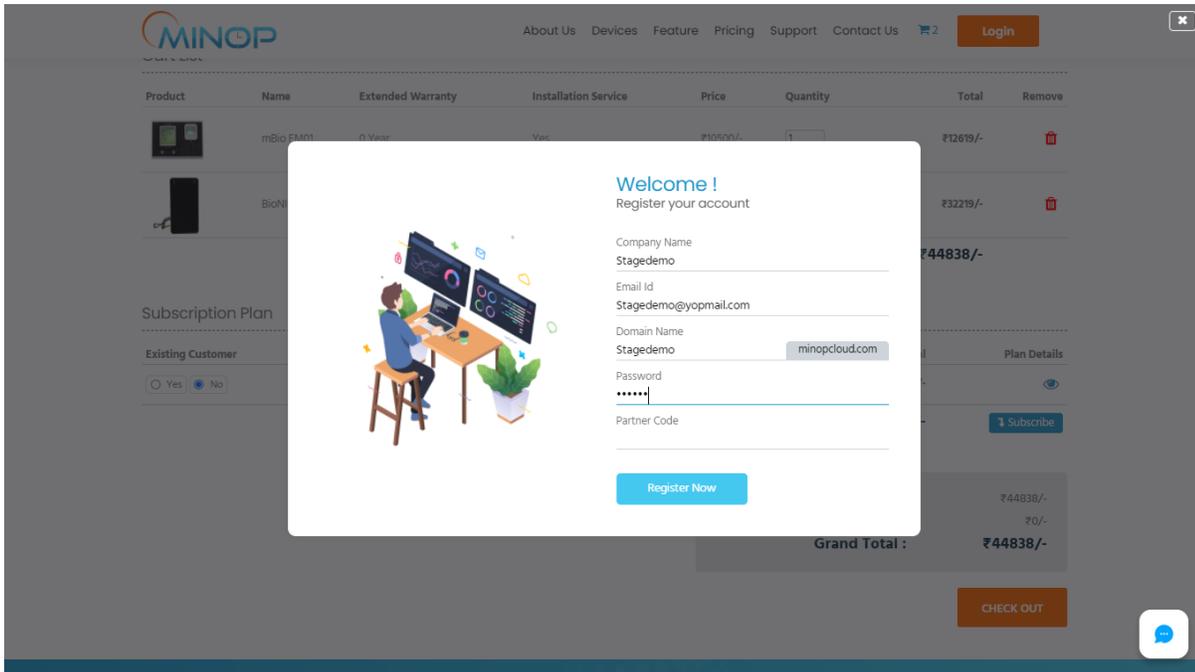
Premium ₹30

Per User/Monthly Subscription

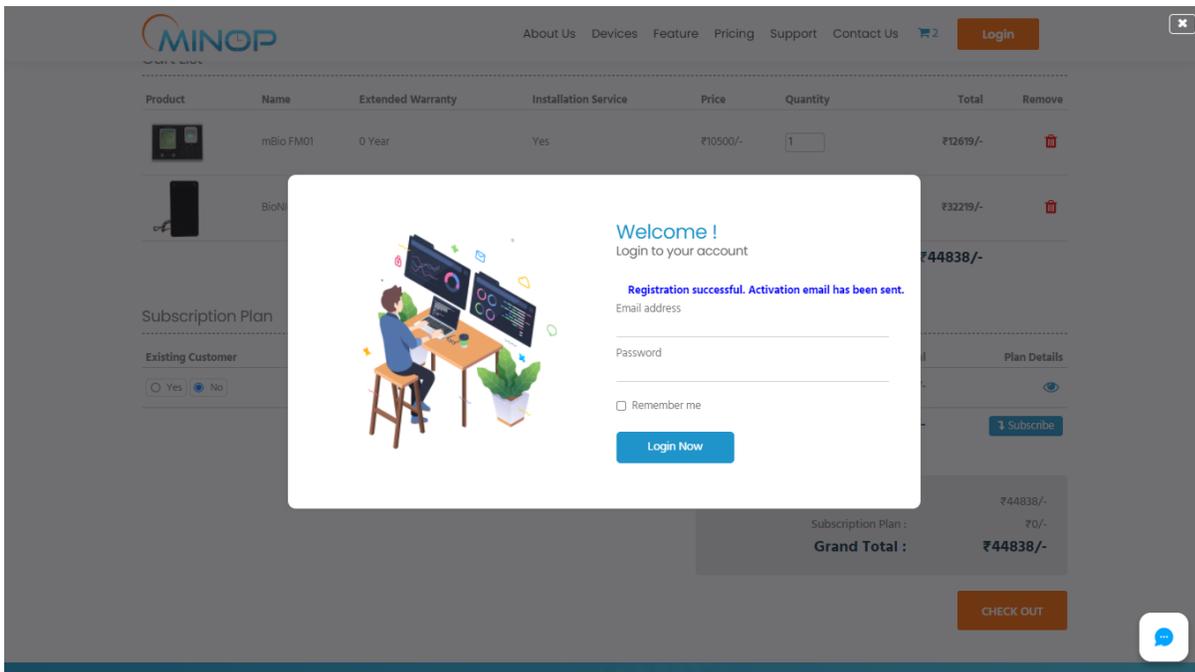
- Facial recognition attendance system
- Full Email integration
- Excel based Import Export
- Multi Company support
- Biometric Attendance integration
- Leave Management and Approval
- Employee Self Service
- Mobile App in Android
- Geo Tracking & Geo Fence
- Multi-level Approvals
- Shift Scheduling
- Shift Rotation
- Attendance Regularization
- Overtime Calculation
- Attendance marking via web and mobile
- Support Payroll Processing

The background shows the cart list and subscription plan details, which are dimmed. The cart list now shows a total of ₹42738/-, and the subscription plan details show a total of ₹0/-.

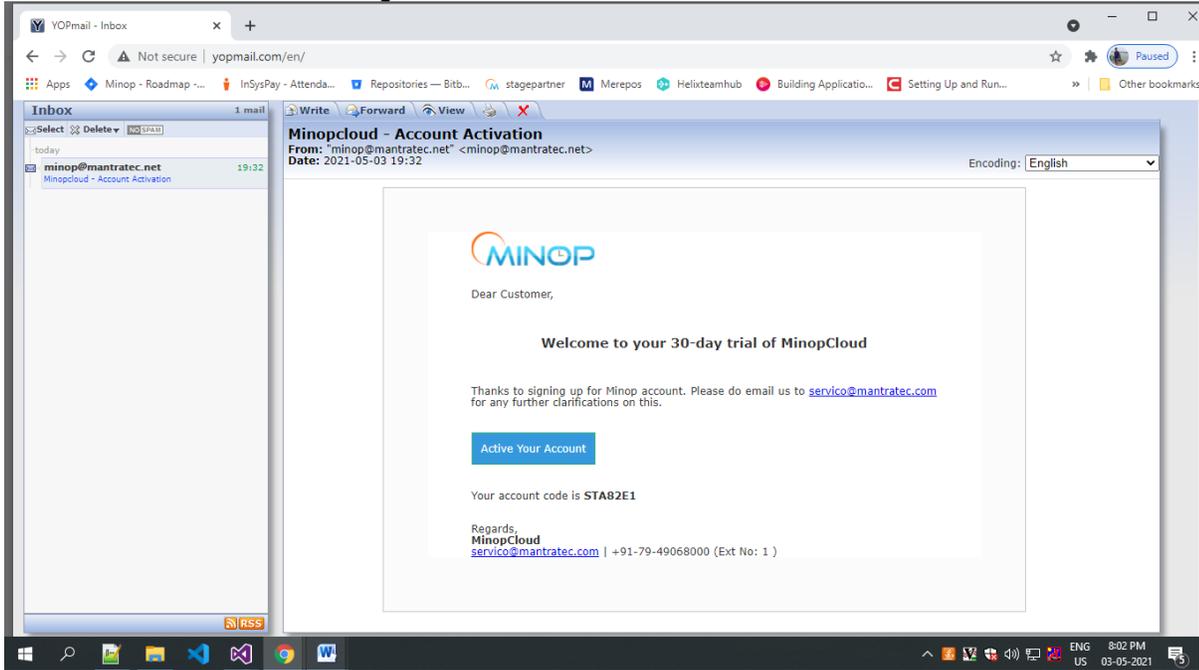
Registration screen for new user



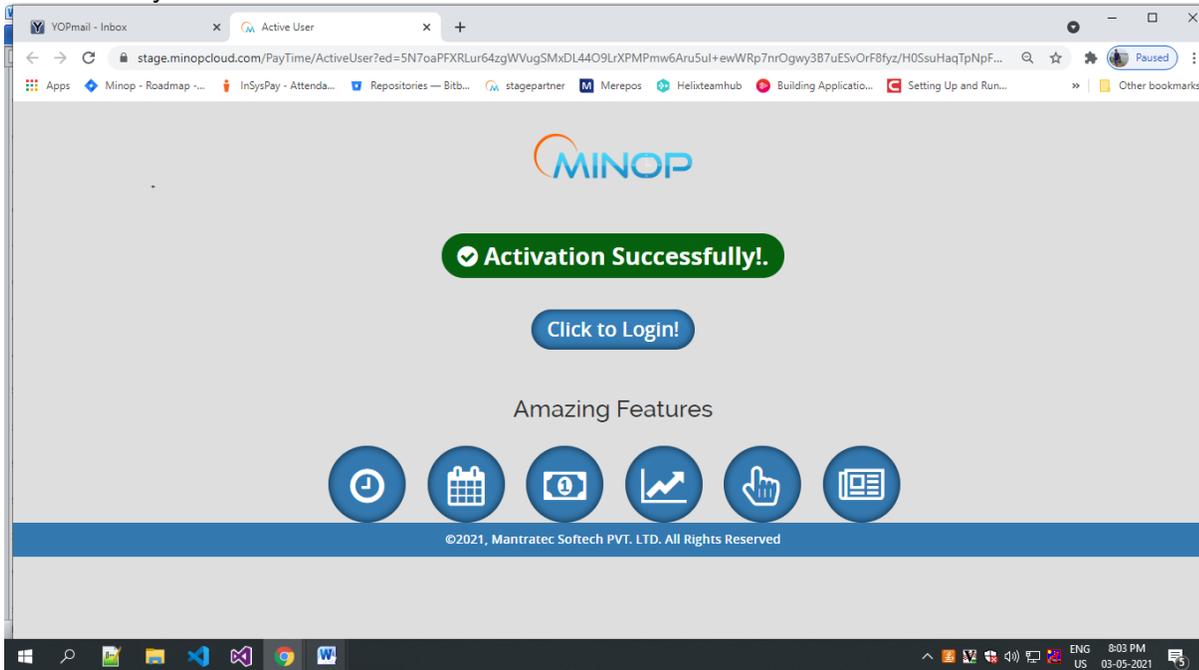
Successful registered new user login screen



Account activation mail on register email



Successfully account activation screen



Product cart list with login user

The screenshot shows the MINOP website's product cart. At the top, there is a navigation bar with links for About Us, Devices, Feature, Pricing, Support, and Contact Us. A shopping cart icon shows 2 items, and the user is logged in as 'stagedemo...'. The main content area contains a table of products:

Product	Name	Extended Warranty	Installation Service	Price	Quantity	Total	Remove
	mBio FM01	0 Year	Yes	₹10500/-	1	₹12619/-	
	BioNIC-F5	1 Year	Yes	₹28000/-	1	₹32219/-	
Total:						₹44838/-	

Below the product list is a 'Subscription Plan' section with a table:

Existing Customer	Select Duration	Select Type	Price (Per User)	No of Employee	Total	Plan Details
<input type="radio"/> Yes <input checked="" type="radio"/> No	Monthly	Premium	₹0/-	1000	₹0/-	
Total:					₹0/-	<input type="button" value="Subscribe"/>

At the bottom right, a summary box shows:

- Sub Total : ₹44838/-
- Subscription Plan : ₹0/-
- Grand Total : ₹44838/-**

A 'PROCESS NOW' button is located at the bottom right of the cart area.

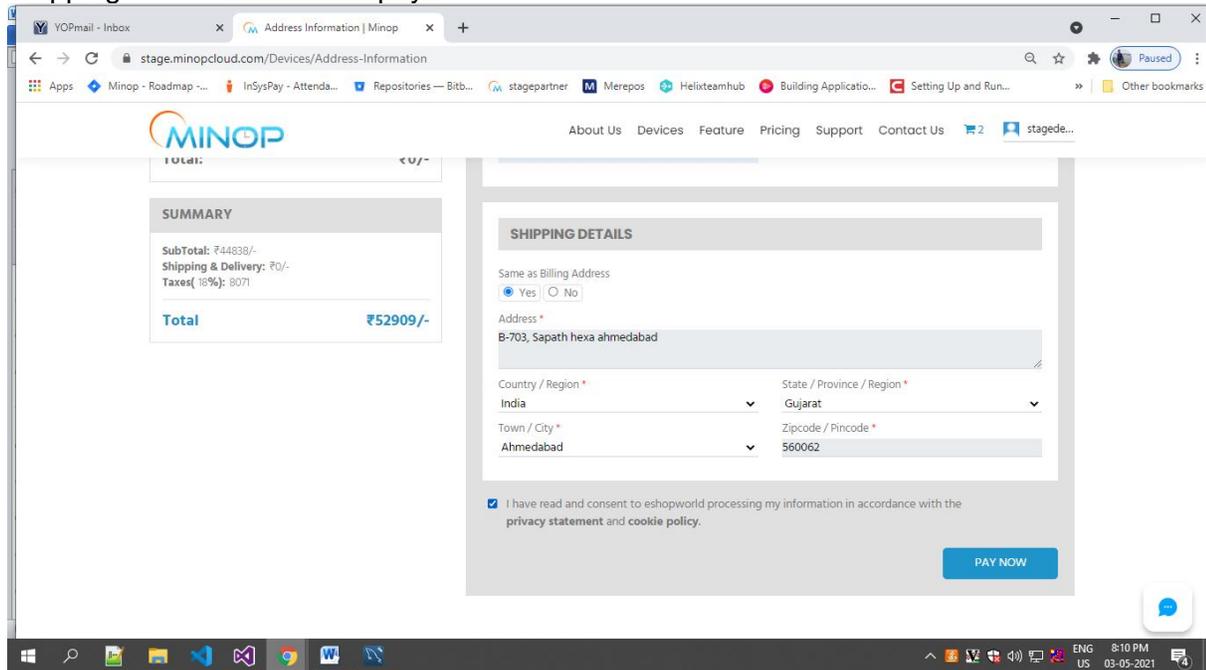
Product cart summary and billing details screen

The screenshot shows the MINOP website's product cart summary and billing details page. The page is viewed in a browser window with the URL 'stage.minopcloud.com/Devices/Address-Information'. The navigation bar is the same as in the previous screenshot. The main content area is divided into several sections:

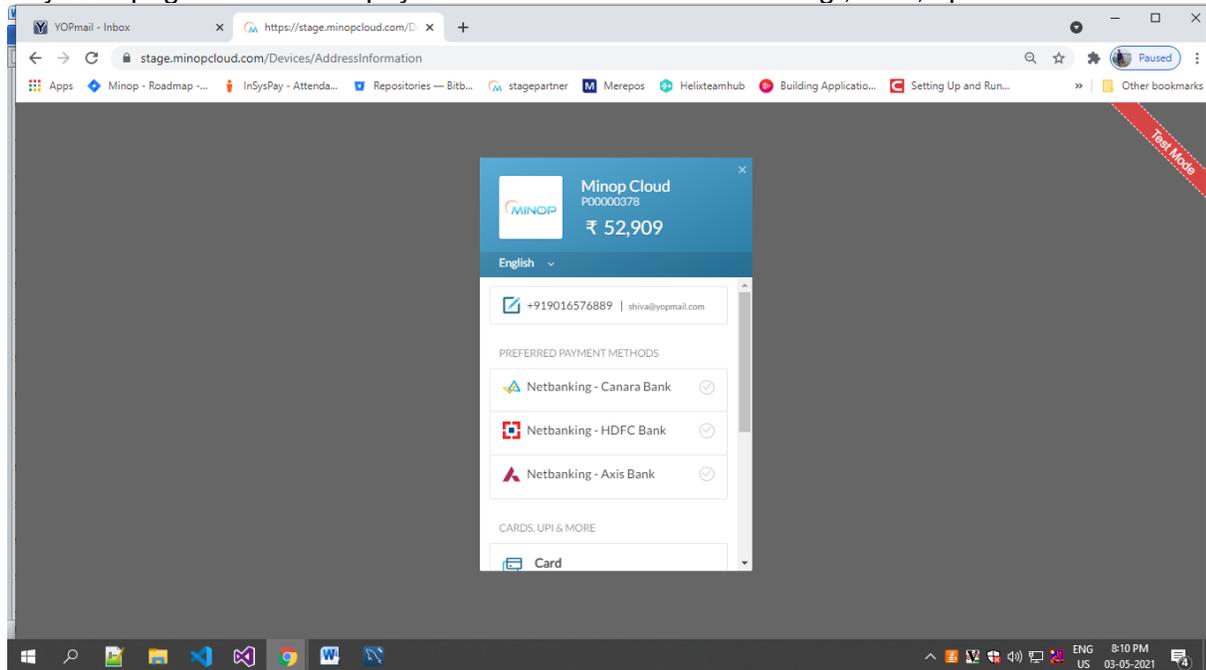
- PRODUCT CART (2)**: A summary of the items in the cart, including 'mBio FM01' and 'BioNIC-F5', with their respective prices and quantities. The total for the cart is ₹44838/-.
- SUBSCRIPTION CART**: A summary of the subscription plan, including 'Plan Duration: Monthly', 'Plan Type: Premium', 'Price (Per User): 0', and 'No of Employee: 1000'. The total for the subscription is ₹0/-.
- Shipping & Delivery**: A section stating 'Orders are delivered on business days (Monday-Friday) excluding public holidays.'
- BILLING DETAILS**: A form containing the following information:
 - Company Name: Stagedemo
 - Email: Stagedemo@yopmail.com
 - Mobile Number: 9016576889
 - Address: B-703, Sapath hexa ahmedabad
 - Country / Region: India
 - State / Province / Region: Gujarat
 - Town / City: Ahmedabad
 - Zipcode / Pincode: 560062
 - Client GSTN (ex: 11xxxxx111x1x1): 11ASDFG1478A2A5

The page also features a 'PROCESS NOW' button at the bottom right.

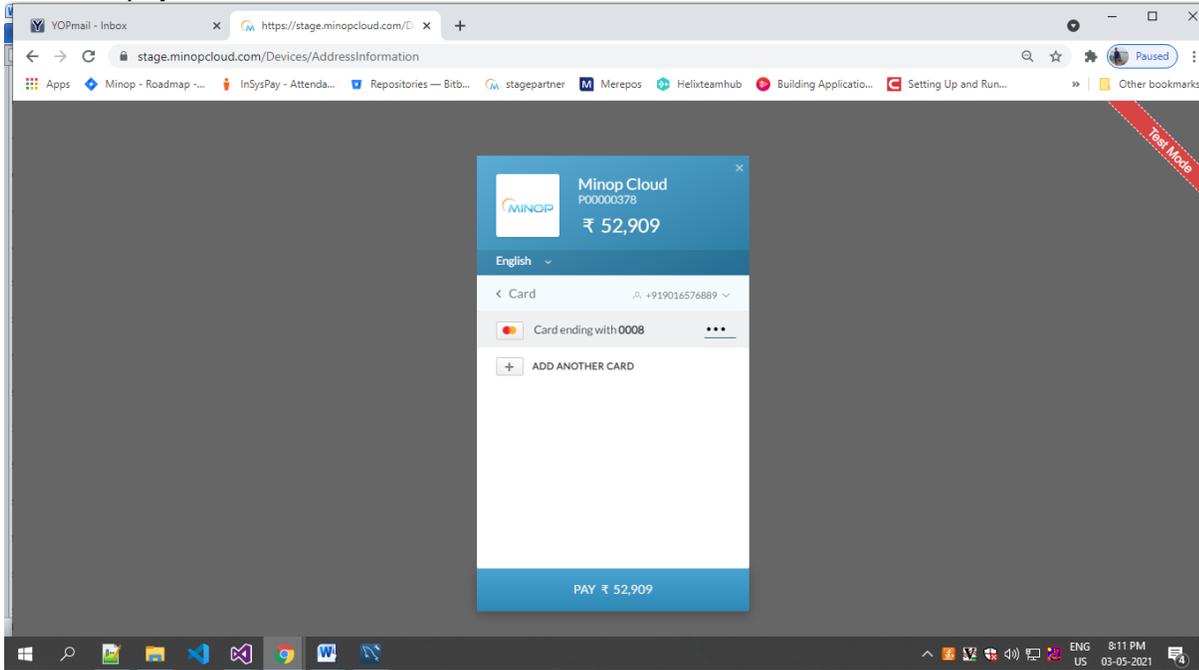
Shipping details screen with pay now button



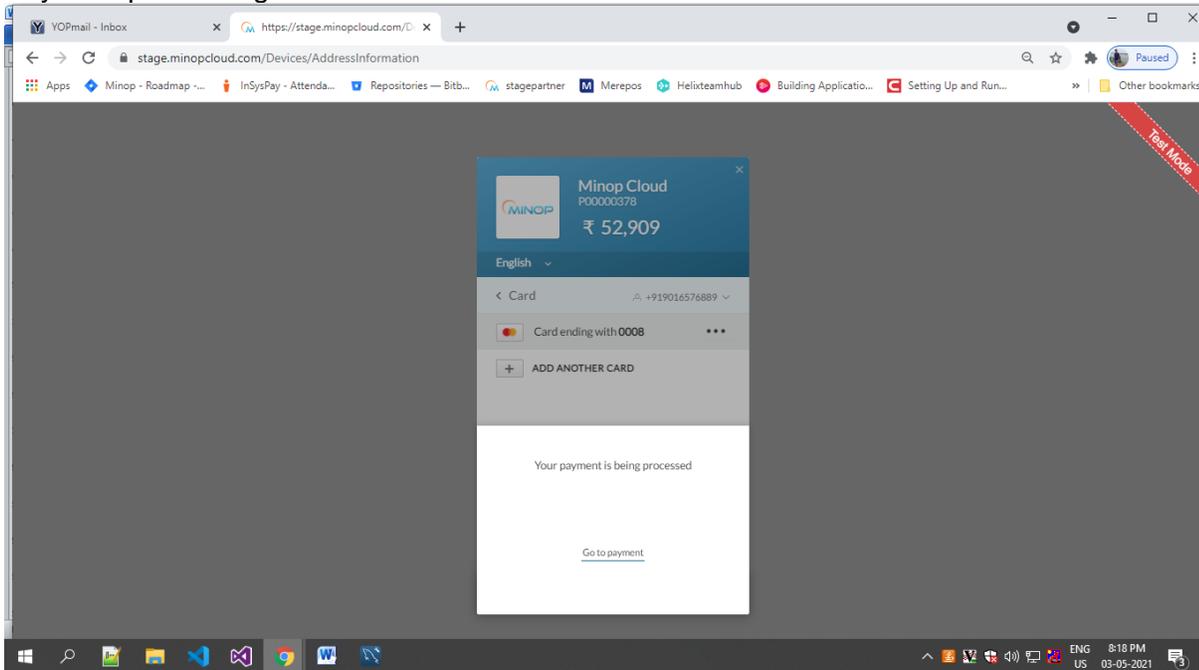
Payment page with various payment method like internet banking ,card , upi etc.



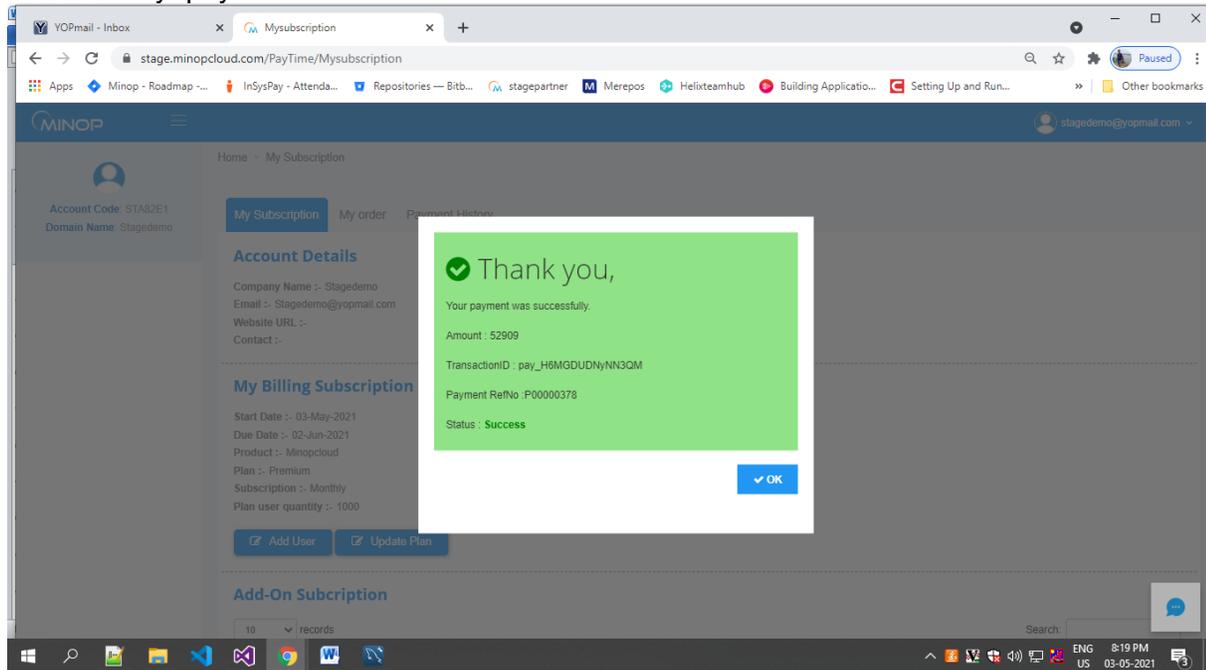
Selected payment method screen



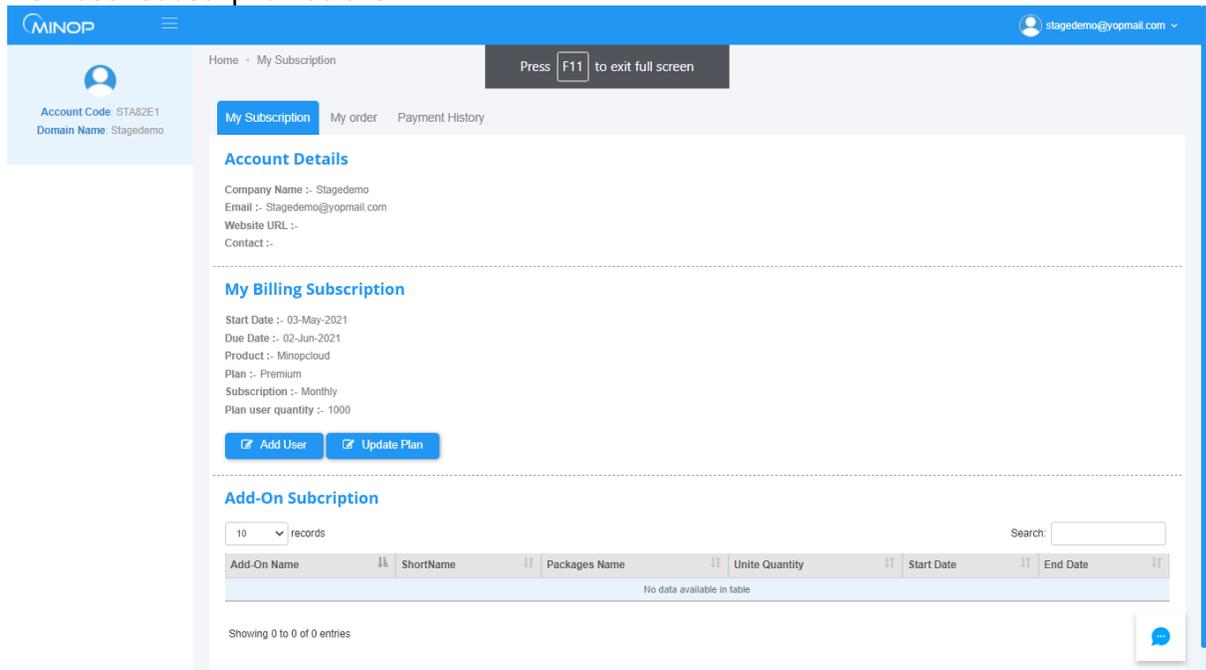
Payment processing



Successfully payment done



New user subscription details



My order screen

Home » My Subscription

Account Code: STA82E1
Domain Name: Stagedemo

My Subscription **My order** Payment History

Order History Show order from This month

10 records Search:

Sr.No	Payment Id	Order ID	Order Date	Total amt	View Details
1	P00000378	order_H6M8Bgyqfp5ywF	03-05-2021	52909	

Showing 1 to 1 of 1 entries

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View order list

Home » My Subscription

Account Code: STA82E1
Domain Name: Stagedemo

My Subscription **My order** Payment History

Order History

Sr.No	Payment Id	Order ID
1	P00000378	order_H6M8Bgyqfp5ywF

Showing 1 to 1 of 1 entries

My Order Details

Order Placed on: 03 May 2021 Order ID: order_H6M8Bgyqfp5ywF

	Name: mBio FM01 Extended Warranty: 0 Installation Service: Yes	Quantity: 1 Pincode: 380001 Total: ₹12619/- (Without Tax price)
	Name: BioNIC F5 Extended Warranty: 1 Installation Service: Yes	Quantity: 1 Pincode: 380001 Total: ₹32219/- (Without Tax price)

Payment history with print invoice and send mail option

Home » My Subscription

Account Code: STA82E1
Domain Name: Stagedemo

My Subscription My order **Payment History**

Payment History

10 records Search:

Sr.No	Plan Name	Duration (Days)	Employee(s)	PaymentId	Total Amount ₹	Action
1	Premium	30	1000	P00000378	52909	

Showing 1 to 1 of 1 entries

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Payment invoice print screen

InVoice

MANTRA
Innovation that counts
MANTRA SOFTECH (INDIA) PVT. LTD.
CIN No - U72209GJ2009PTC048092

MANTRA SOFTECH (INDIA) PVT. LTD.
(ISO 9001:2008 COMPANY)
Head Office: B-203, Sapath Hexa HEXA, Near Gujarat High Court, S.G Highway, Ahmedabad - 380006

Bill To: Stagedemo
B-703, Sapath hexa ahmedabad,
Ahmedabad, Gujarat, India - 500002

Invoice Number: MNP/20-21/0005
Dated: null
D.C No: :
P.O No: :
Reference: HC
PIN No: :
GST No: 24AAECM3300N1Z6
Place of Supply: Gujarat

GST NO: 11ASDFG1478A2A5

Ship To: Stagedemo
B-703, Sapath hexa ahmedabad, Ahmedabad, Gujarat, India - 500002

GST NO: 11ASDFG1478A2A5

S.No	Description	HSN/SAC	Qty	Unit Price	Ext. Warranty amt (per unit)	install. Service amt (per unit)	Total	
1	mBio PM01	9471	1	10500	1	2119	12819.00	
2	BioNIC F5	8543	1	28000	1	2119	32219.00	
3	MINOP - MONTHLY LICENSE (per user)	997331	1000	30	0	0	0.00	
						ADD: IGST	18%	8071.00
						Grand Total	52909.00	

Terms :

- E & O E
- Payment to be made advance by Cash/Cheque/Draft in Favour of Mantra Softech (India) Pvt.Ltd. OUR BANK: Punjab National Bank, Biokadav Branch, Ahmedabad. A/c.No.4432037000000000,IFSC Code: PUNIB0443200
- 1 year warranty from the date of delivery on certain goods. During the warranty period any damage will be repaired free of cost. The warranty does not cover the damages caused due to negligence, wrong usage, mishandling etc at your hand.
- Sale tax declaration form should reach our office within 7 days from the date of invoice in case of C-Form/Purchase.
- Goods sold are not returnable
- Any disputes related to this transaction shall be subject to the Jurisdiction of Ahmedabad
- Payment should be made immediately within 7 days. We will charge 18% Interest Per Annum for late
- If the Materials and Invoice dispatch through Courier/Transport by any other Means is accepted, then you admit for payment for this invoice within the Time Limit mentioned in Invoice.
- We hereby certify that the above details are correct and true to the best of our knowledge and belief.

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6. Recurring payment flow

Free trial plan expired screen

Account Code: STA82E1
Domain Name: Stagedemo

Home - Plan Pricing

Our Best Pricing

Find a plan that's right for you.

Whether you're just starting out or ready to take your attendance system to next level, we've got pricing plans that fit any budget. Upgrade your plan at anytime as per your need.

Plan Name	Feature	Subscription	Price Per Day/Per User	Subscription Price	User(s)	Total ₹
<input checked="" type="radio"/> Essential	Web Only	Monthly	0.5	15	5	75.00
<input type="radio"/> Elite	Web + ESS	Monthly	0.75	22.5	0	0
<input type="radio"/> Premium	Web + ESS + Face	Monthly	1	30	0	0
SubTotal :						75.00
Add-On : None selected*						
						GST:18.00% 13.50
						Total : 88.50

Please enter GST No for get an invoice :

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Confirmation for recurring payment

Account Code: STA82E1
Domain Name: Stagedemo

Home - Plan Pricing

Our Best Pricing

Find a plan that's right for you.

Whether you're just starting out or ready to take your attendance system to next level, we've got pricing plans that fit any budget. Upgrade your plan at anytime as per your need.

Plan Name	Feature	Subscription	Price Per Day/Per User	Subscription Price	User(s)	Total ₹
<input checked="" type="radio"/> Essential	Web Only	Monthly	0.5	15	5	75.00
<input type="radio"/> Elite	Web + ESS	Monthly	0.75	22.5	0	0
<input type="radio"/> Premium	Web + ESS + Face	Monthly	1	30	0	0
SubTotal :						75.00
Add-On : None selected*						
						GST:18.00% 13.50
						Total : 88.50

Please enter GST No for get an invoice :

Confirmation

Are you want to go for recurring payment ?

2021 © Copyright [Maha Connect](#)

Register recurring payment with various option like debit card , Net Banking ,UPI etc..

The screenshot shows the MINOP Plan Pricing page. A modal window is open, prompting the user to "Choose a payment option for recurring payment". The modal lists three options: Debit Cards, Net Banking, and Aadhaar Card. Below the options, a note states: "As part of our card verification process we will charge INR 1 on your card." The background page displays account details (Account Code: STAB2E1, Domain Name: Stagedemo) and a pricing table.

Subscription Price	User(s)	Total ₹
15	5	75.00
22.5	0	0
30	0	0
SubTotal :		75.00
GST:18.00%		13.50
Total :		88.50

Buttons for "Pay Now" and "None selected" are visible. A "Please enter GST No for get an invoice" field is also present.

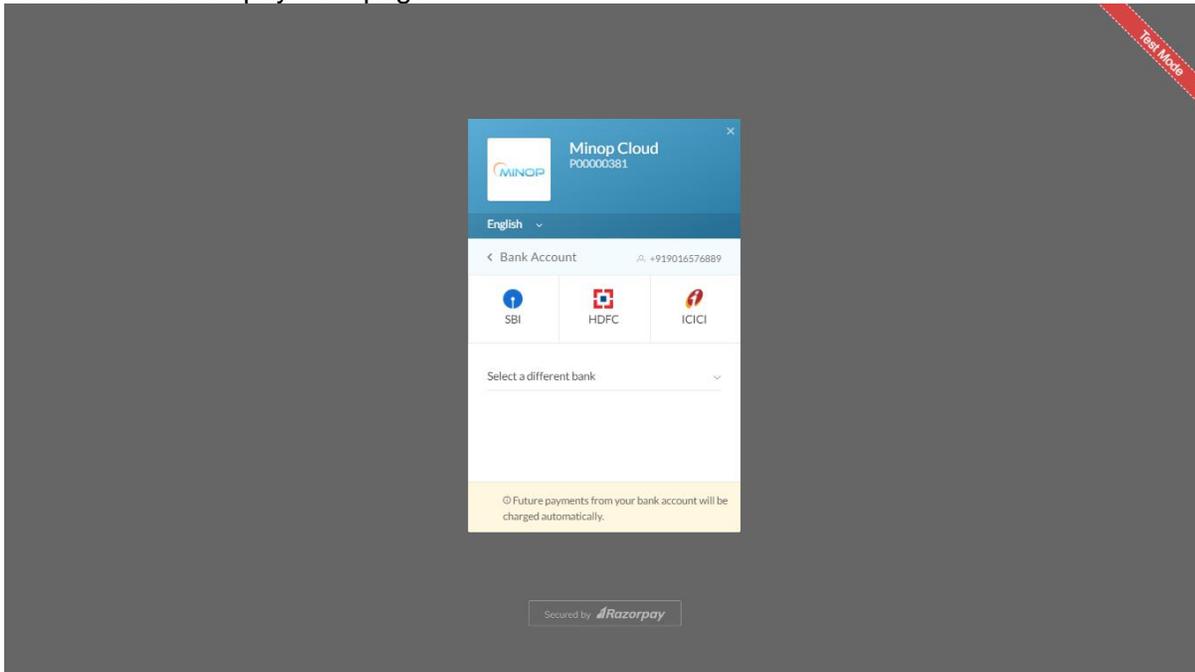
Net banking method selected for recurring payment registration

The screenshot shows the Razorpay authentication modal for Net Banking payment registration. The modal is titled "Minop Cloud" and displays the account ID "P00000381". The language is set to "English". The user's details are as follows:

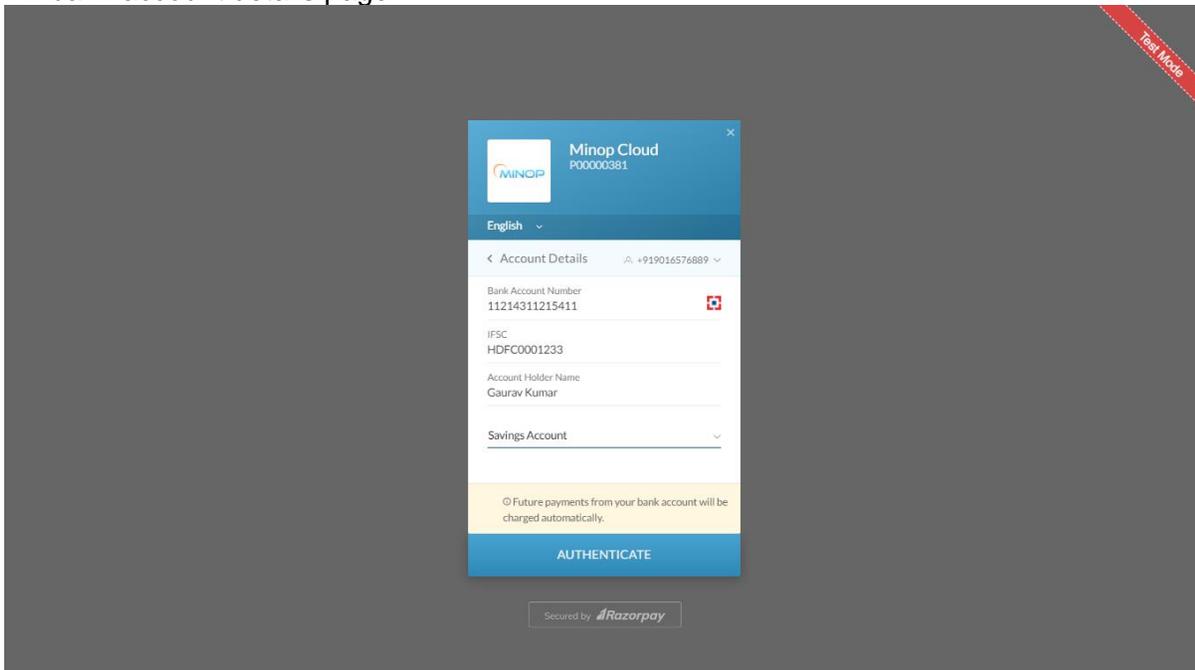
Country	Phone
+91	9016576889

The email address is "stagedemo@yopmail.com". A security notice at the bottom states: "This payment is secured by Razorpay." The modal includes an "AUTHENTICATE" button and a "Secured by Razorpay" logo.

Bank selection on payment page



Fill bank account details page



Recurring payment registration successfully

Account Code: STA82E1
Domain Name: Stagedemo

My Subscription | My order | Payment History

Account Details

Company Name :- Stagedemo
Email :- Stagedemo@yopmail.com
Website URL :- www.Stagedemo.com
Contact :- 9016576889

My Billing Subscription

Start Date :- 03-May-2021
Due Date :- 02-Jun-2021
Product :- Minopcloud
Plan :- Essential
Subscription :- Monthly
Plan user quantity :- 6

Cancel Subscription

Add-On Subscription

10 records

Add-On Name	ShortName	Packages Name	Unife Quantity	Start Date	End Date
No data available in table					

Showing 0 to 0 of 0 entries

Payment history with print invoice and send mail option.

Account Code: STA82E1
Domain Name: Stagedemo

My Subscription | My order | **Payment History**

Payment History

10 records

Sr.No	Plan Name	Duration (Days)	Employee(s)	Paymentid	Total Amount ₹	Action
1	Essential	30	6	P00000381	1	
2	Premium	30	1000	P00000378	52909	

Showing 1 to 2 of 2 entries

2021 © Copyright Marira | someon

Print invoice screen

InVoice
✕



MANTRA
Innovation that counts.

MANTRA Softech (India) Pvt. Ltd.
CIN No : U72200GJ2008PTC048092

MANTRA Softech (INDIA) PVT. LTD.
(ISO 9001:2008 COMPANY)
Head Office: B-203, Sapath Hera HEKA, Near Gujarat High Court, S.G Highway, Ahmedabad - 380005

Tax Invoice		Original/Duplicate/Triplicate
Bill To : Stagedemo Ahmedabad, ...	Invoice Number : MNP/20-21/0007	
	Dated : null	
	D/C No : -	
	P/O No : -	
	Reference : HO	
	PAN No : -	
	GST No. : 24AAECM8380N1Z8	
	Place of Supply : Gujarat	
GST NO : -		
Ship To : Stagedemo Ahmedabad, ...		
GST NO : -		

S.No.	Description	HSN/SAC	Qty	Unit Price	Ext. Warranty amt (per unit)	Install. Service amt (per unit)	Total
1	MINOP - MONTHLY LICENSE (per user)	997331	5	15	0	0	1.00
Grand Total							1.00

Terms :

- E & O.E
- Payment to be made advance by Cash/Cheque/Draft in Favour of Mantra Softech (India) Pvt.Ltd. OUR BANK: Punjab National Bank, Botoldev Branch-Ahmedabad, A/c.No.4420108100000200,IFSC Code: PUNB044200
- 1 year warranty from the date of delivery on certain goods. During the warranty period any damage will be repaired free of cost. The warranty does not cover the damages caused due to negligence, wrong usage, mishandling etc at your hand.
- Sale tax declaration form should reach our office within 7 days from the date of invoice in case of C-Form/Purchase.
- Goods sold are not returnable
- Any disputes related to this transaction shall be subject to the Jurisdiction of Ahmedabad
- Payment should be made immediately within 7 days. We will charge 18% Interest Per Annum for late
- If the Materials and Invoice dispatch through Courier/Transport by any other Means is accepted, then you admit for payment for this invoice within the Time Limit mentioned in Invoice.
- We are the company registered under SSI with EMN No. 24-007-11-04450. You are bound to follow SSI rules and regulations defined by Ministry of Small Scale Industries

Received the above goods in good condition. Invoice accepted and admitted for payment

Mantra Softech (India) Pvt. Ltd.

2021 © Copyright Mantra Softech

To add New Employee list or Cancel Recurring Payment option.

MINOP
☰
Stagedemo@yopmail.com
+ Add Employee

Account Code: STA82E1
Domain Name: Stagedemo

Home » Employee

search

EmpName	Empcode	EmpPunchID	BranchName	Email	Status	Action
Stage	1	1	HO	Stage@yopmail.com	Active	✕ ✕

Showing 1 to 1 of 1 entries

2021 © Copyright Mantra Softech

Go to My subscription page

The screenshot shows the MINOP Employee page. The left sidebar contains navigation options: Dashboard, Wizard, Company (expanded), Transaction Year, Company, Branch, Department, Designation, Employee (selected), Device, Religion, Shift, Leave, Holiday, User Management, Utilities, and ESS. The main content area displays a table with columns: EmpName, Empcode, EmpPunchID, BranchName, Email, and Status. The table contains one entry: Stage, 1, 1, HO, Stage@yopmail.com, Active. Below the table, it says "Showing 1 to 1 of 1 entries". The top right corner shows the user profile "Stagedemo@yopmail.com" and a dropdown menu with options: Account Settings, Support Ticket, My Subscription, and Log Out. The URL at the bottom is "https://stage.minopcloud.com/PayTime/MySubscription".

EmpName	Empcode	EmpPunchID	BranchName	Email	Status
Stage	1	1	HO	Stage@yopmail.com	Active

Cancel Recurring option

The screenshot shows the MINOP My Subscription page. The left sidebar contains navigation options: Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, Alert, and Cloud Device Management. The main content area has tabs for "My Subscription" (selected), "My order", and "Payment History". Under "Account Details", it shows: Company Name :- Stagedemo, Email :- Stagedemo@yopmail.com, Website URL :- www.Stagedemo.com, Contact :- 9016576889. Under "My Billing Subscription", it shows: Start Date :- 03-May-2021, Due Date :- 02-Jun-2021, Product :- Minopcloud, Plan :- Essential, Subscription :- Monthly, Plan user quantity :- 4. A blue button labeled "Cancel Subscription" is visible, with a tooltip that says "Cancel subscription". Below this is the "Add-On Subscription" section, which includes a search bar and a table with columns: Add-On Name, ShortName, Packages Name, Unite Quantity, Start Date, and End Date. The table is currently empty, with the text "No data available in table" displayed. The URL at the bottom is "https://stage.minopcloud.com/PayTime/MySubscription".

Confirmation page for cancel recurring and current month due amount clearing.

Account Code: STA82E1
Domain Name: Stagedemo

Home > My Subscription

My Subscription | My order | Payment History

Account Details

Company Name :- Stagedemo
Email :- Stagedemo@yopmail.com
Website URL :- www.Stagedemo.com
Contact :- 9016576889

My Billing Subscription

Start Date :- 03-May-2021
Due Date :- 02-Jun-2021
Product :- Minopcloud
Plan :- Essential
Subscription :- Monthly
Plan user quantity :- 4

[Cancel Subscription](#)

Confirmation

Are you sure want to stop recurring payment ? Subscription charges for date 03-May-2021 to Mon May 03 2021 will auto deducted from your account.

Add-On Subscription

10 records

Add-On Name	ShortName	Packages Name	Unite Quantity	Start Date	End Date
No data available in table					

Showing 0 to 0 of 0 entries

Subscription cancelled new plan selection screen

Account Code: STA82E1
Domain Name: Stagedemo

Home > Plan Pricing

Our Best Pricing

Find a plan that's right for you.

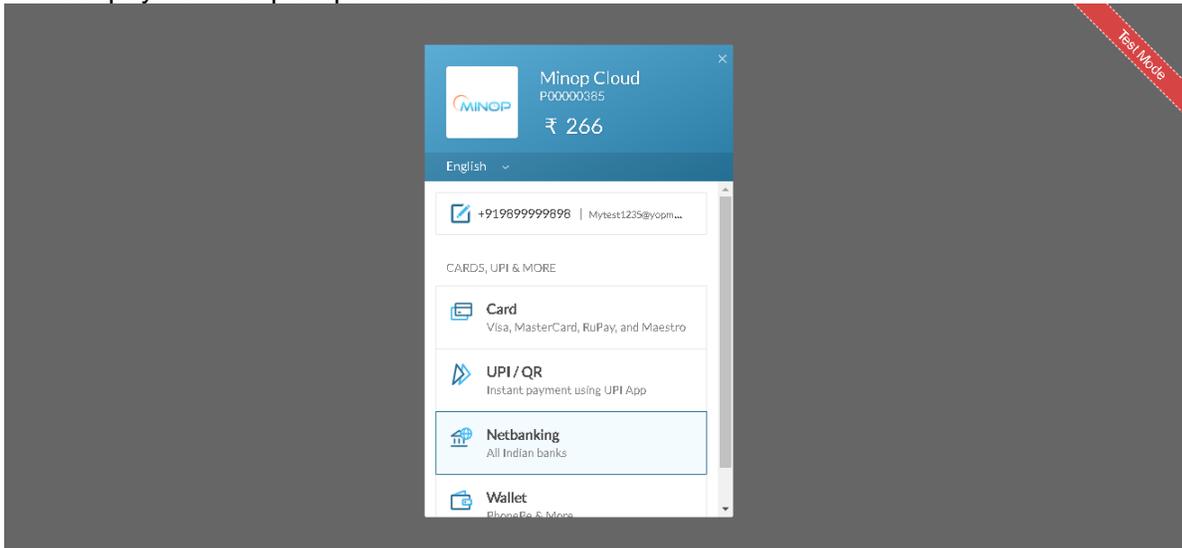
Whether you're just starting out or ready to take your attendance system to next level, we've got pricing plans that fit any budget. Upgrade your plan at anytime as per your need.

Plan Name	Feature	Subscription	Price Per Day/Per User	Subscription Price	User(s)	Total ₹
<input checked="" type="radio"/> Essential	Web Only	Monthly	0.5	15	5	75.00
<input type="radio"/> Elite	Web + ESS	Monthly	0.75	22.5	0	0
<input type="radio"/> Premium	Web + ESS + Face	Monthly	1	30	0	0
SubTotal :					5	75.00
Add-On <input type="button" value="None selected"/>						
					GST:18.00%	13.50
					Total :	88.50

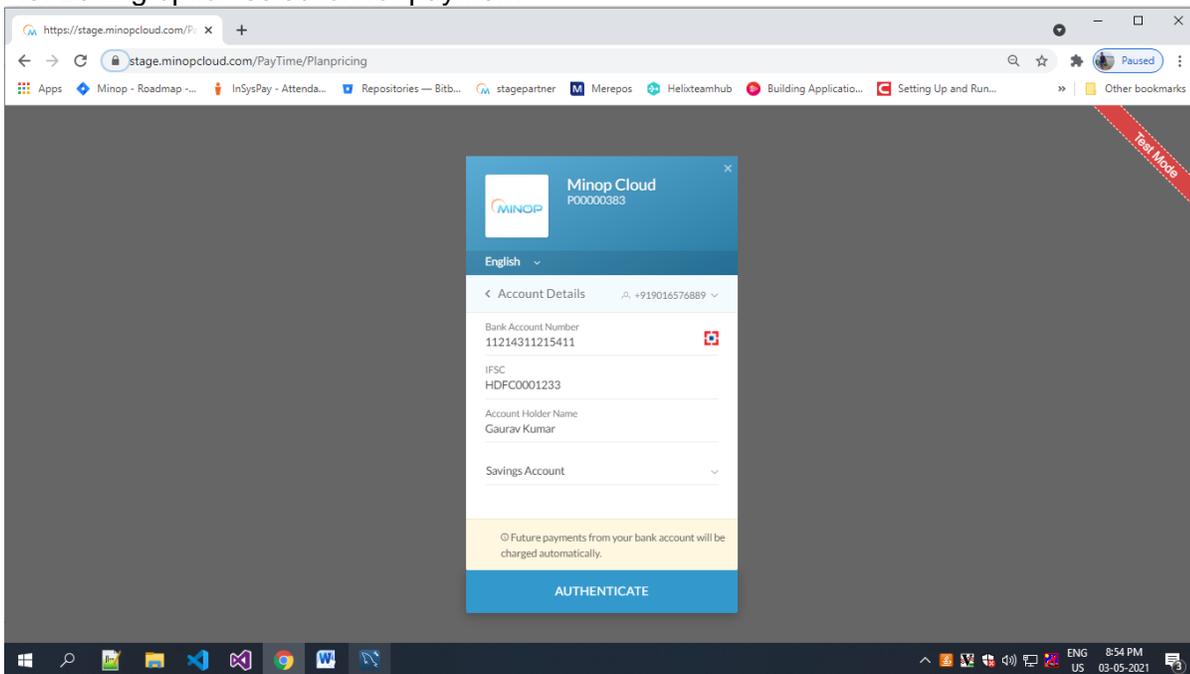
Please enter GST No for get an invoice:

2021 © Copyright Marlin Systems

Manual payment for plan purchase



Net Baking option selection for payment



Manual Payment Successfully

The screenshot shows a web browser window with the URL `stage.minopcloud.com/PayTime/Mysubscription`. The page displays account details for 'Stagedemo' and a modal window indicating a successful payment. The modal text is as follows:

Thank you,
 Your payment was successfully.
 Amount : 0
 TransactionID : pay_H6MstmPO4WJUI
 Payment RefNo : P00000383
 Status : **Success**

An 'OK' button is visible at the bottom right of the modal.

Payment shown in payment history

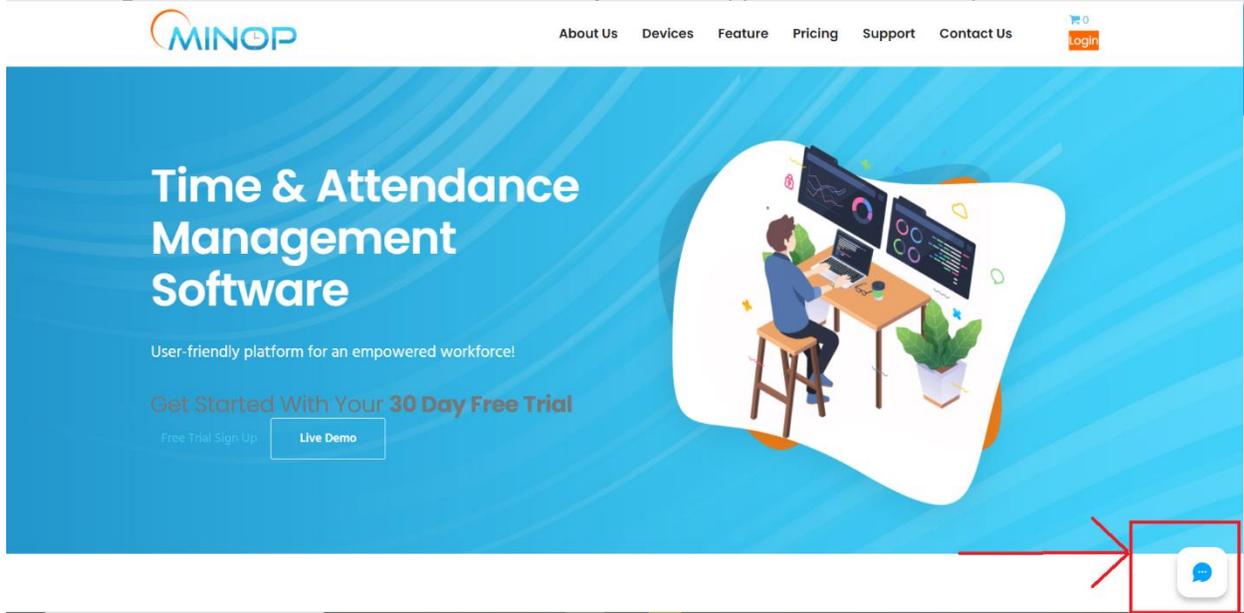
The screenshot shows the 'Payment History' section of the web application. The table below contains the payment records:

Sr.No	Plan Name	Duration (Days)	Employee(s)	PaymentId	Total Amount ₹	Action
1	Essential	30	1	P00000383	1	[Icons]
2	Essential	30	4	P00000382	1	[Icons]
3	Essential	30	6	P00000381	1	[Icons]
4	Premium	30	1000	P00000378	52909	[Icons]

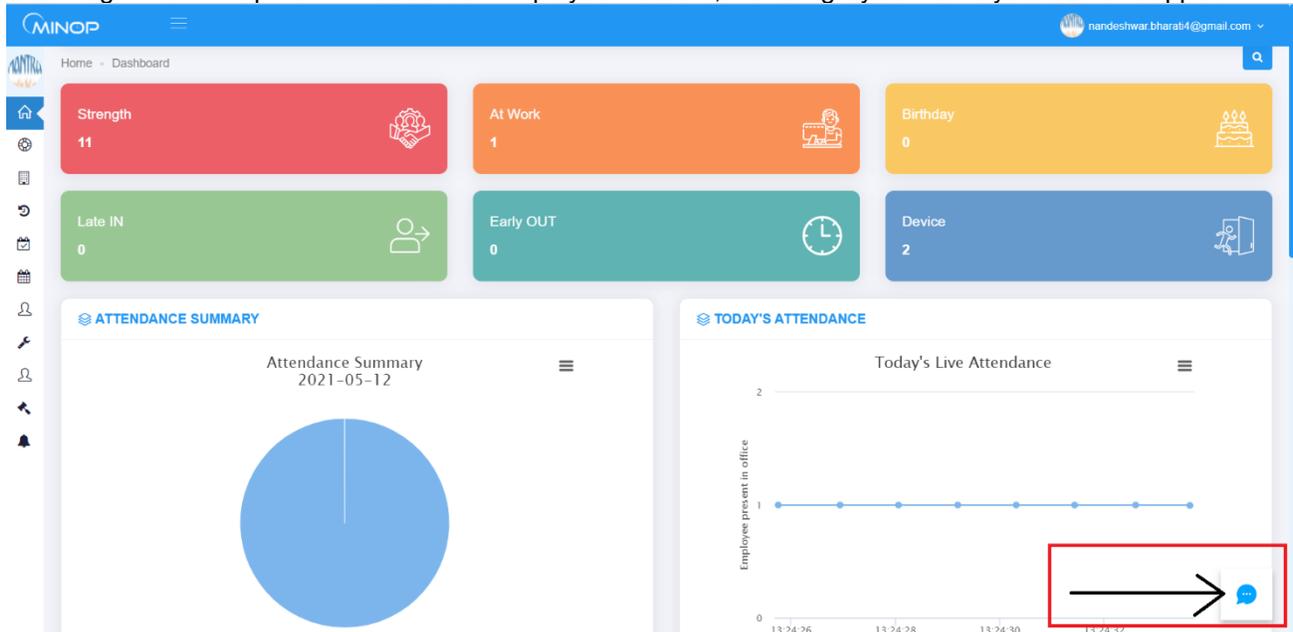
The interface also shows a search bar and pagination controls indicating 'Showing 1 to 4 of 4 entries'.

7. Ticketing System Method + Online Chat Support.

User can **generate Ticket** or do online chat for any kind of support related to Minop from here.



After Login with Minop Admin Account or Employee Account, Ticketing System always there for Support.



Required details need to be enter for **Generating ticket** or For **online Chat support**.

The screenshot shows the Minop website. The main banner features the text "Time & Attendance Management Software" and "User-friendly platform for an empowered workforce!". Below this, it says "Get Started With Your 30 Day Free Trial" with buttons for "Free Trial Sign Up" and "Live Demo". On the right, there is a "Add Ticket" form with fields for "Case Information", "Contact Name", "Email", "Phone", "Subject", and "Description". The form includes a rich text editor and "Reset" and "Submit" buttons. At the bottom right, there are icons for "TICKETS" and "CHAT".

8. Android Mobile Application.

Click on Play store and search **Minop Cloud** to install **Minop android application**.

The screenshot shows the Google Play Store search results for "minop cloud". The search bar contains "minop cloud" with a red box around it and a red arrow pointing to it. Below the search bar, there are filters for "4.0+ ★", "4.5+ ★", and "New". The first result is "Minop" by Mantra Softech India Pvt Ltd, which is marked as "Installed". The second result is "PayTime" by Mantra Softech India Pvt Ltd, with a rating of 3.8 stars, a size of 2.1 MB, and over 10K downloads.

OR

How to install and set up Minop App.

Installation

You can easily install Minop app on your android device from the Google Play store, or you can go to Link : <https://play.google.com/store/apps/details?id=com.mantra.minop>

Set up

After you've completed the installation, sign in using your credentials. Then you will be redirected to the Home page, where you can check in using your selected method.



7:02

MINOP

Employee Login

Account Code/Domain Name

xyzz

Email/Punch Id/Employee Code

838

Password

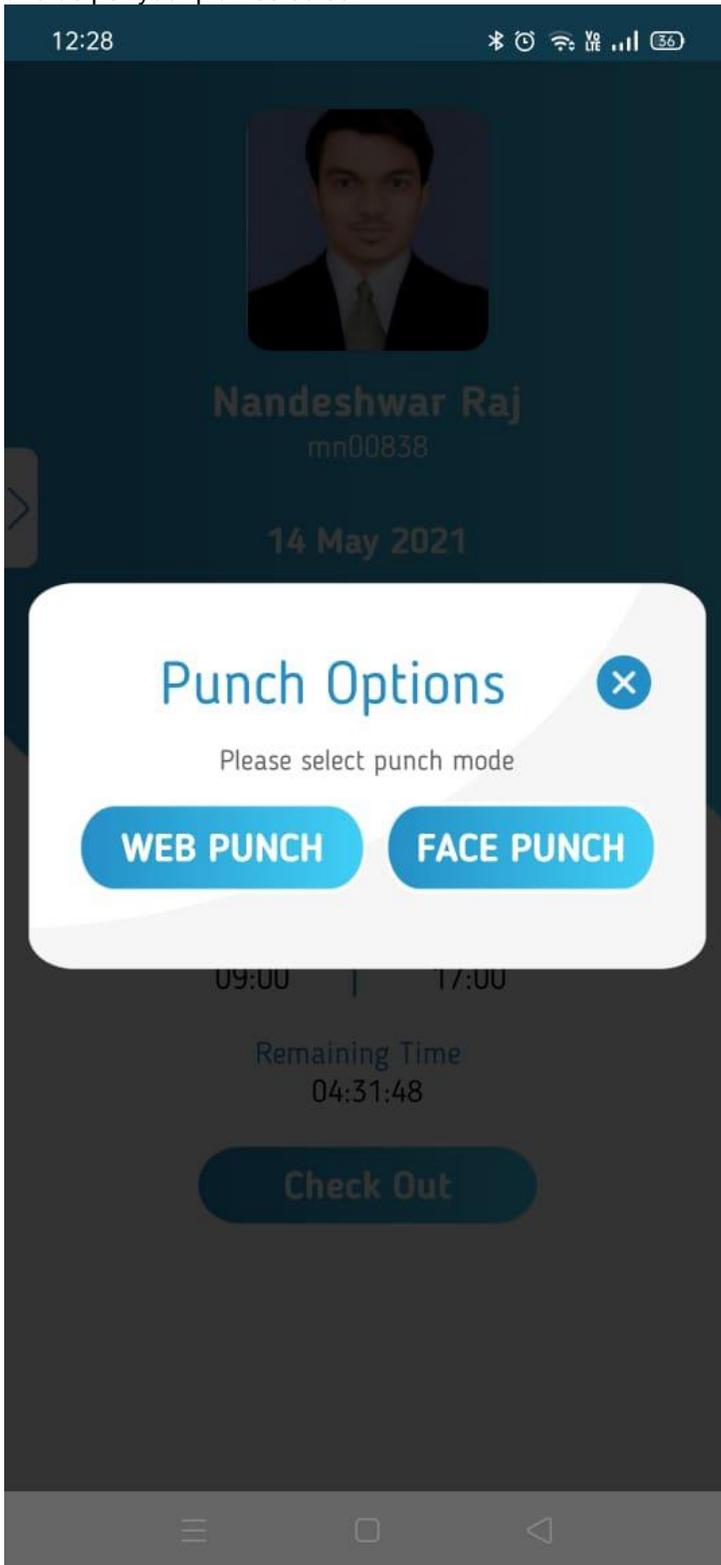
.....

Forgot Password?

Sign in

After Login, You will redirected to Home page for Check-IN and Check-OUT.

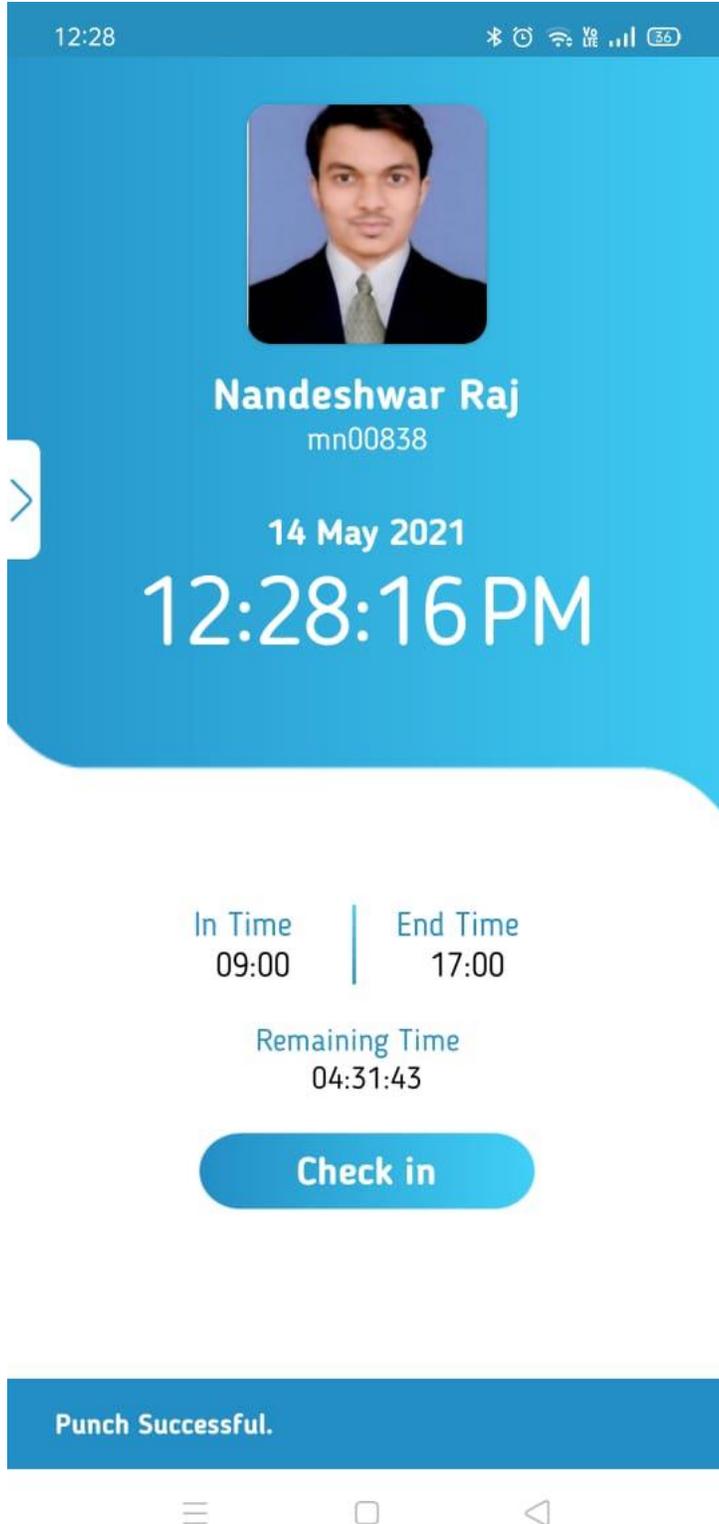
Click on any method **Web-Punch** or **Face-Punch** which is already set by your Company Admin as per requirement and as per your plan selected.



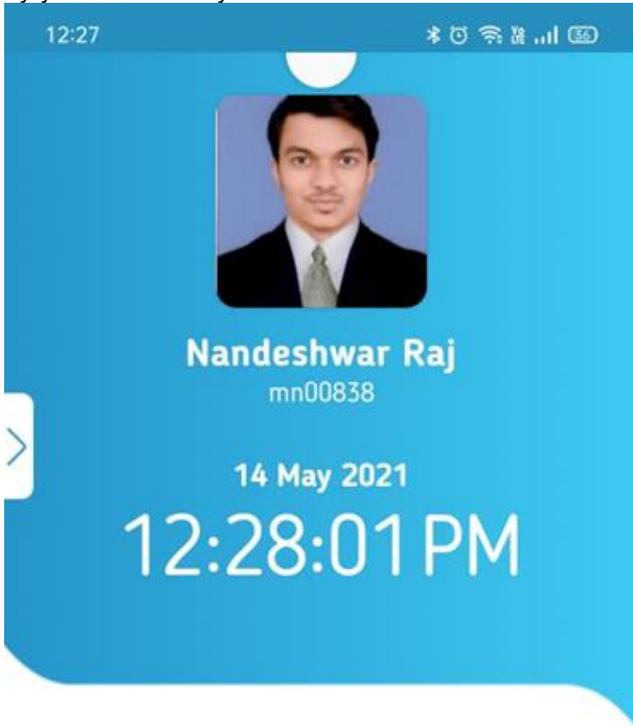
Click on **Face-Punch**, Your Facial features will be compared with the face enrolled by your admin and allows you to punch using same face only.



Click on **Web-Punch** and punch will send your location to your admin for approval only if web-punch approval is enabled in admin's account.



After Successful **Check-IN**, You will see **Check-OUT** button and remaining time for Shift hours left which is also set by your Admin only.

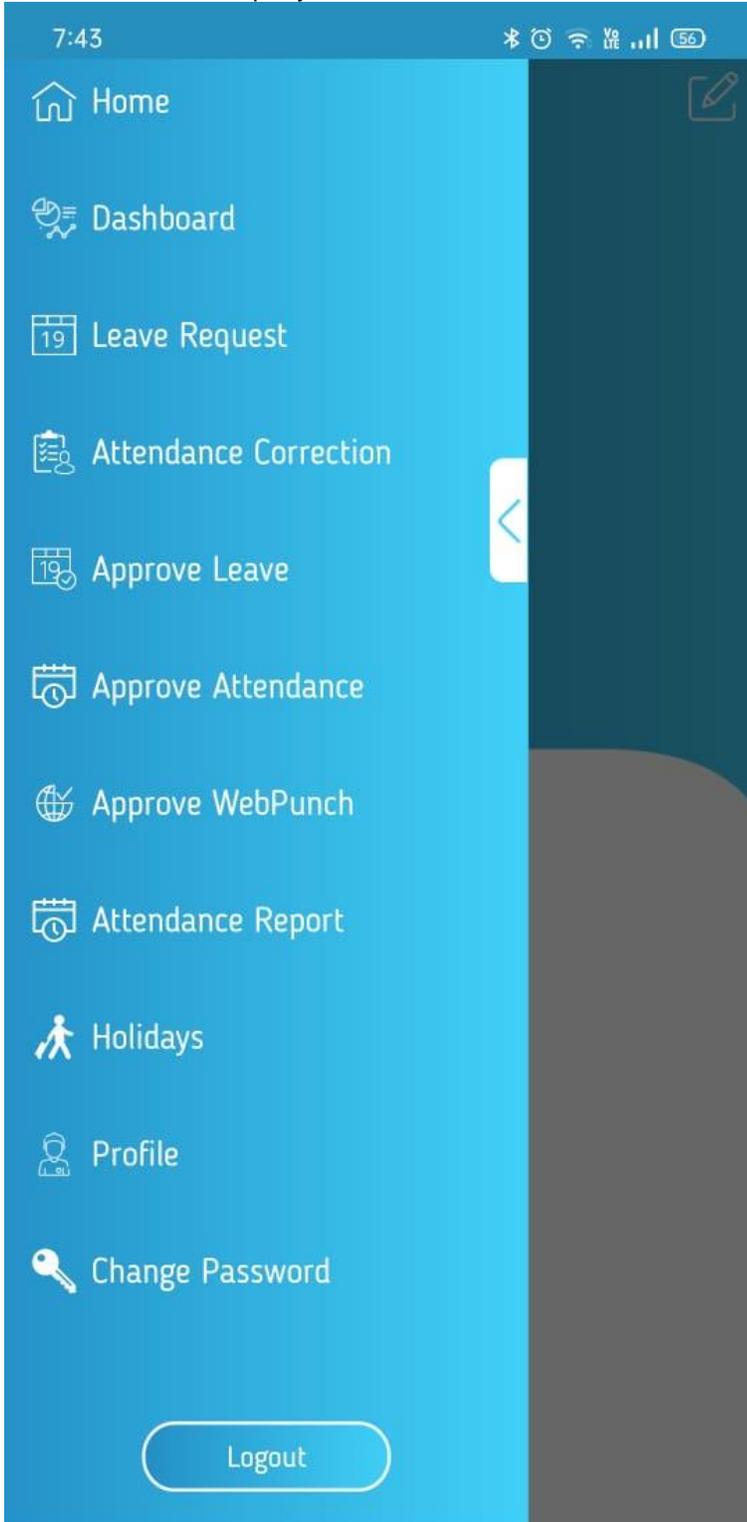


In Time | End Time
09:00 | 17:00

Remaining Time
04:31:59

Check Out

Below mentioned features may be different As per **Right Distribution** set by your company Admin for Employees, Branch admins, Company admins etc.



Click on Dashboard, Will show your Monthly Reports in graphical form:



Leave Management : Click on Add Leave Request as per your requirement and mention reason accordingly. It will also show your current leave balance.

11:47

Add Leave Request

Select Leave

HL - HALF DAY

Select Leave Type

Paid

From Date: 27-Aug-2021 To Date: 27-Aug-2021

Is Half-Leave?

Leave Balance	Carry Forward Leaves	Total Leaves
10.0	0.0	10.0

*Reason

Not feeling well

Apply Cancel

Another Example for Leave request:

11:48

Add Leave Request

Select Leave

OD - On Duty Leave

Select Leave Type

Paid

From Date: 26-Aug-2021

To Date: 28-Aug-2021

Is Half-Leave?

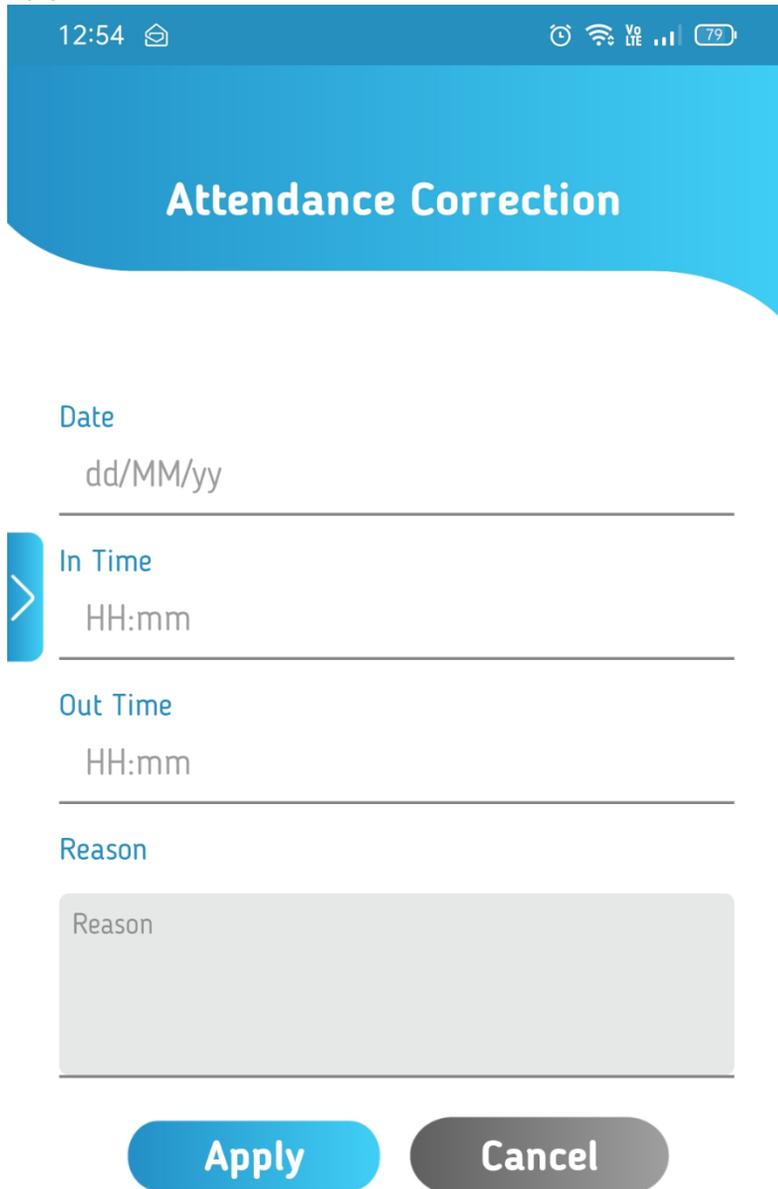
Leave Balance	Carry Forward Leaves	Total Leaves
70.0	0.0	70.0

*Reason

Work.

Apply Cancel

Click on **Attendance Correction** for Any Mis-Punch or for Any required correction in attendance can be submit from here.



The image shows a mobile application interface for 'Attendance Correction'. At the top, there is a status bar with the time 12:54, a home icon, and various system icons (alarm, Wi-Fi, VoLTE, signal strength, and battery at 79%). Below the status bar is a blue header with the text 'Attendance Correction'. The main content area contains several input fields: 'Date' with a placeholder 'dd/MM/yy', 'In Time' with a placeholder 'HH:mm' and a blue arrow icon to its left, 'Out Time' with a placeholder 'HH:mm', and 'Reason' with a large grey text area. At the bottom, there are two buttons: a blue 'Apply' button and a grey 'Cancel' button.

12:54

Attendance Correction

Date
dd/MM/yy

In Time
HH:mm

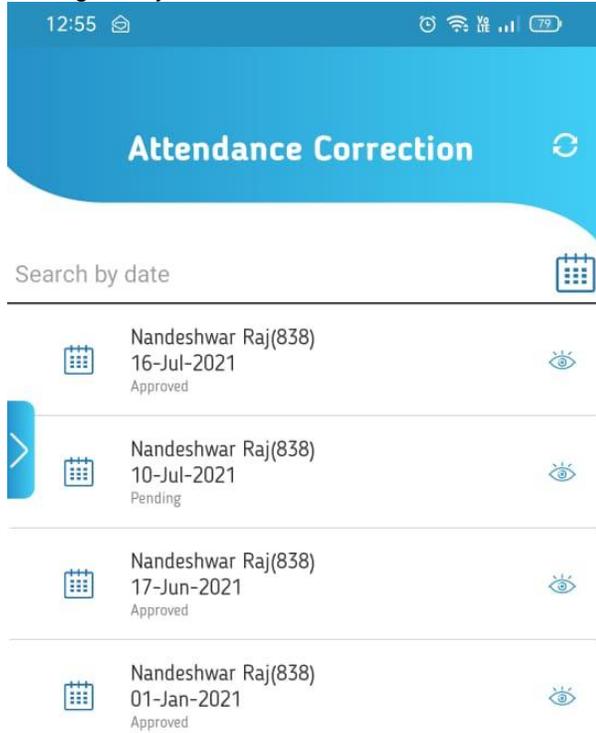
Out Time
HH:mm

Reason

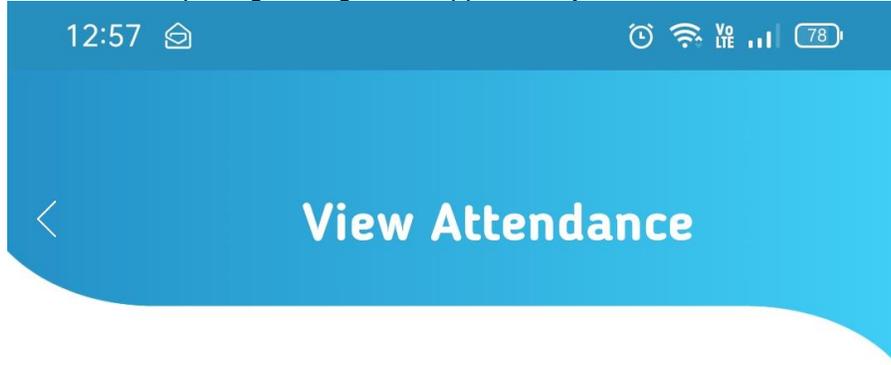
Reason

Apply Cancel

Click on **Eye Button** to view your Attendance correction status which need to **approve/reject** by your admin or manager only.



When we click on eye button, then the current status of attendance correction request shows.
++ Admin or reporting Manager can Approve/Reject the **Attendance correction**.



Name : Nandeshwar Raj

Punch Date : 27-Aug-2021

InPunchTime : 10:56:00

OutPunchTime : 19:56:00

Status : Pending

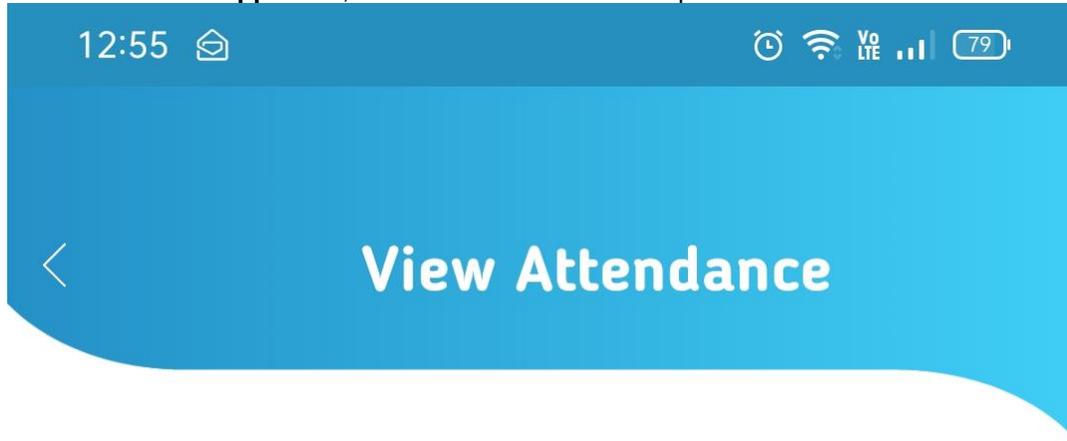
Comment :

Apply Reason : work from home

Approve

Reject

After **Attendance approved**, Your Final status will also update.



Name : Nandeshwar Raj

Punch Date : 16-Jul-2021

InPunchTime : 10:00:00

 OutPunchTime : 19:00:00

Status : Approved

Comment : ok

Apply Reason : on duty

Admin or reporting manager can approve/reject your Web punch also if **web-punch approval is enabled** in Admin account settings.



Admin or reporting manager can approve/reject/cancel your **leave request** anytime.

12:56

View Leave Request

Name : Nandeshwar Raj

Leave Type : HL

Date : 29-Aug-2021 To 29-Aug-2021

Leave Status : Pending

LeavePaid : Paid

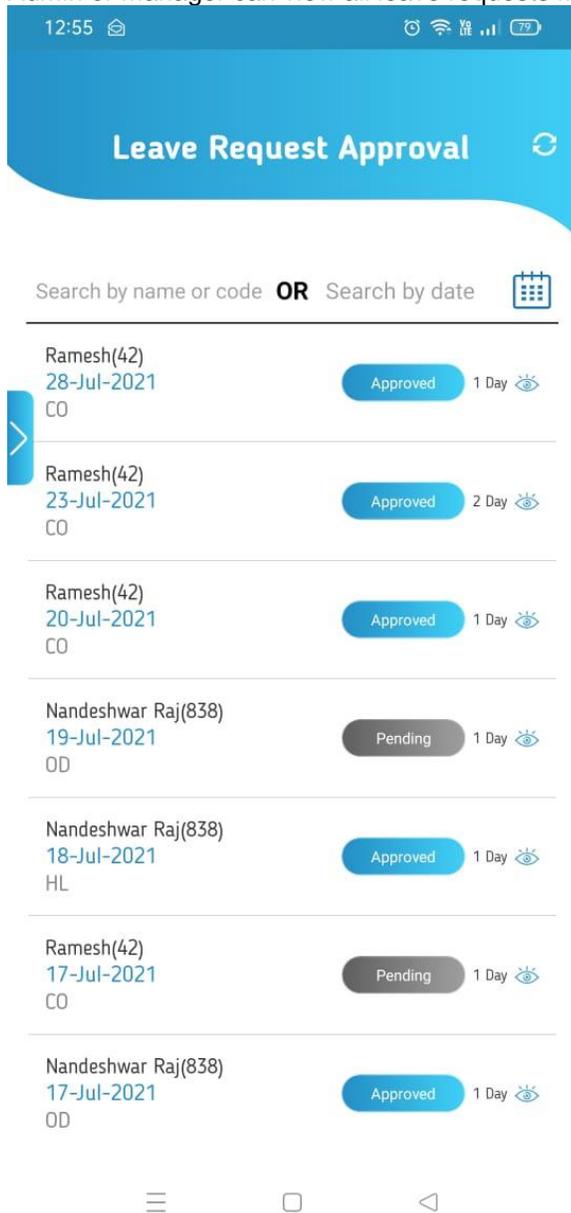
IshalfLeave : NO

Reason : work

Comment :

Approve **Reject**

Admin or manager can view all leave requests from mobile application and can **approve/reject/cancel** from App only.



Click on **Attendance report** and it will show your monthly Punches report with final status in List form. i.e PW—Present on Week-Off, W-Week-Off, A-Absent,HD-Halfday,HL-Holiday etc.

7:42

Attendance Report

Nandeshwar Raj(mn00838)

Select Month
May,2021 **Go**

View **List** Calendar

Date	IN	OUT	WH	S
01-May-2021	09:00:00	19:00:00	09:00	PW
02-May-2021	09:00:00	19:00:00	09:00	PW
03-May-2021	09:00:00	19:45:00	09:45	P
04-May-2021	09:00:00	19:45:00	09:45	P
05-May-2021	09:00:00	19:45:00	09:45	P
06-May-2021	09:00:00	19:45:00	09:45	P
07-May-2021	09:00:00	19:45:00	09:45	P
08-May-2021	09:00:00	19:45:00	09:45	PW
09-May-2021			00:00	W
10-May-2021			00:00	A
11-May-2021			00:00	A

Click on **Attendance report** and it will show your monthly Punches report with final status in Calendar form.

The screenshot shows a mobile application interface for an attendance report. At the top, the status bar shows the time 7:42 and various system icons. Below that, a blue header bar contains a back arrow, the text "Attendance Report", and a refresh icon. The user's name "Nandeshwar Raj(mn00838)" is displayed. A "Select Month" dropdown menu is set to "May,2021" with a "Go" button. Below this, there are three view options: "View", "List", and "Calendar", with "Calendar" being the active selection. The main content is a calendar grid for May 2021, with days of the week (S, M, T, W, T, F, S) as column headers. The grid shows punch statuses for each day: 1st (PW), 2nd (PW), 3rd (P), 4th (P), 5th (P), 6th (P), 7th (PW), 8th (PW), 9th (W), 10th (A), 11th (A), 12th (HD), 13th (P), 14th (P), 15th (PW), 16th (W), 17th (A), 18th (A), 19th (A), 20th (A), 21st (A), 22nd (W), 23rd (W), 24th (A), 25th (A), 26th (A), 27th (A), 28th (A), 29th (W).

S	M	T	W	T	F	S
25	26	27	28	29	30	1 PW
2	3	4	5	6	7	8 PW
9 PW	10 P	11 P	12 P	13 P	14 P	15 PW
16 W	17 A	18 A	19 HD	20 P	21 P	22 PW
23 W	24 A	25 A	26 A	27 A	28 A	29 W

Out of Premises message will appear only in case of punch done from outside location which is not set by your admin.

Note: You need to do punch in set diameter and from set location only as per **Geo-Fencing feature**.

12:31

Bluetooth, Alarm, Wi-Fi, VoLTE, Signal, 3.6



Nandeshwar Raj
mn00838

>

14 May 2021
12:31:14 pm

In Time | End Time
09:00 | 17:00

Remaining Time
04:28:46

Check Out

You are outoff premises.

Android navigation bar icons: Home, Recent Apps, Back

This message will appear only when **face quality** is not up-to the mark or if multiple faces are used for punching at same time.

12:28

Nandeshwar Raj
mn00838

14 May 2021
12:28:41 pm

In Time 09:00 | End Time 17:00

Remaining Time 04:31:17

Check Out

Punch Failed. One or more images had no faces of acceptable quality

This message will appear only when wrong face or different person face used for punching.

12:29



Nandeshwar Raj
mn00838

14 May 2021
12:29:38 pm

In Time | End Time
00:00 | 00:00

Remaining Time
04:30:20

Check Out

Punch Failed.Face not matched.



Click on **Holiday** to view the coming holidays which is set by your admin.

6:51

Holiday

Start Month
August,2021 **GO**

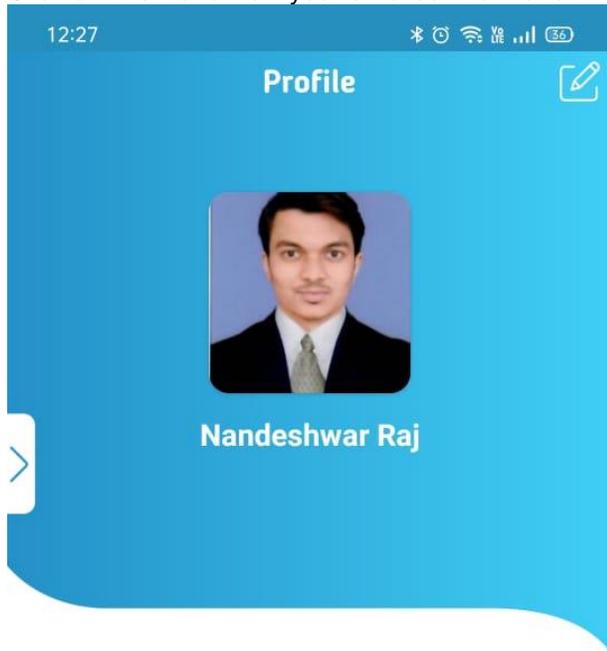
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15 H	16	17	18	19	20	21
22	23	24	25	26 H	27	28
29 H	30	31	1	2	3	4

15 INDEPENDENCE DAY
Sun

26 Mahavir jayanti
Thu

29 Any Festival set by Admin
Sun

Click on **Profile** to view your enrolled information.



Profile Details

Employee Code	: mn00838
Punch ID	: 838
Department	: IT
Designation	: HEAD
Mobile No	: 7802804934
Join Date	: 01-Jan-2021
Date Of Birth	: 29-Sep-1995



Any Employee can Change their **own password** as per their choice and requirement.

12:58

Change Password

Current Password*

New Password*

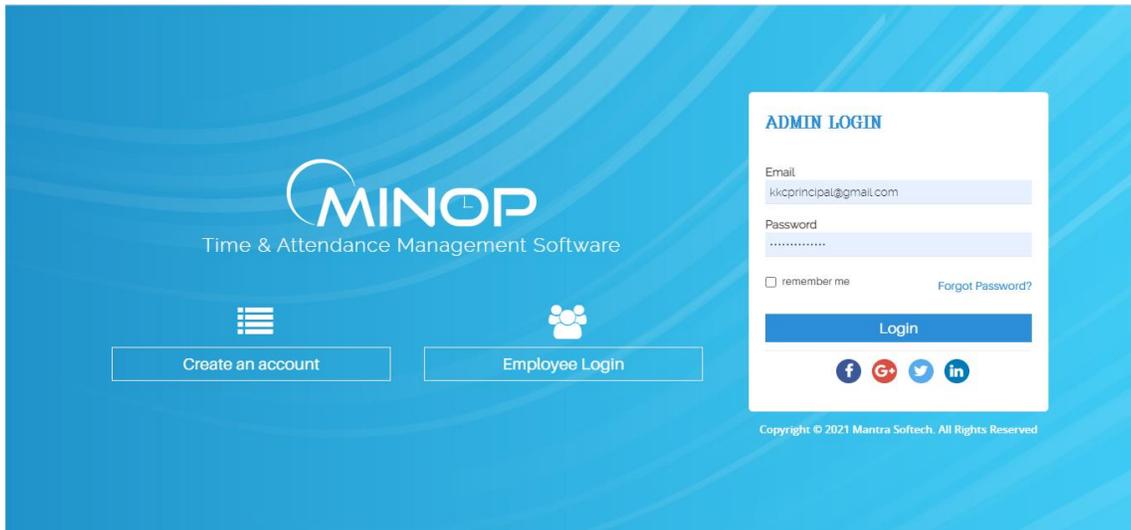
Confirm Password*

Change

9. PAYROLL

Minop-greytHR LOP Integration Steps Workflow

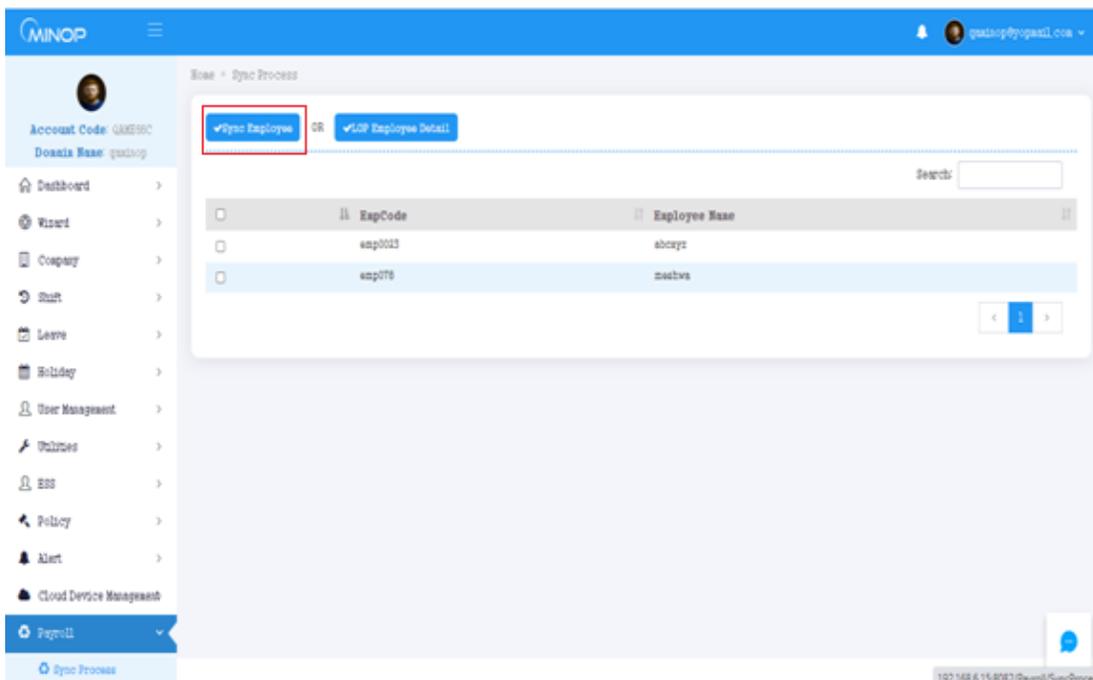
1. Login to your **Minop portal** using admin username & password



2. Click on Payroll --> **Sync Process**

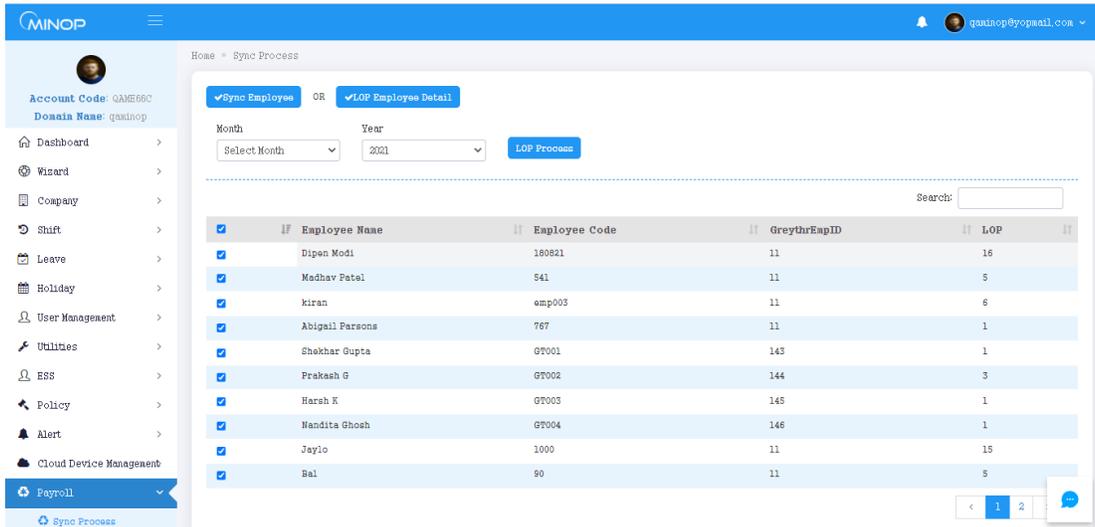
First end user have to followed greytHR employee on boarding process then after this process should be worked.

Select employee from grid and press button **Sync Employee** for sync **greytHR ID** with Minop.



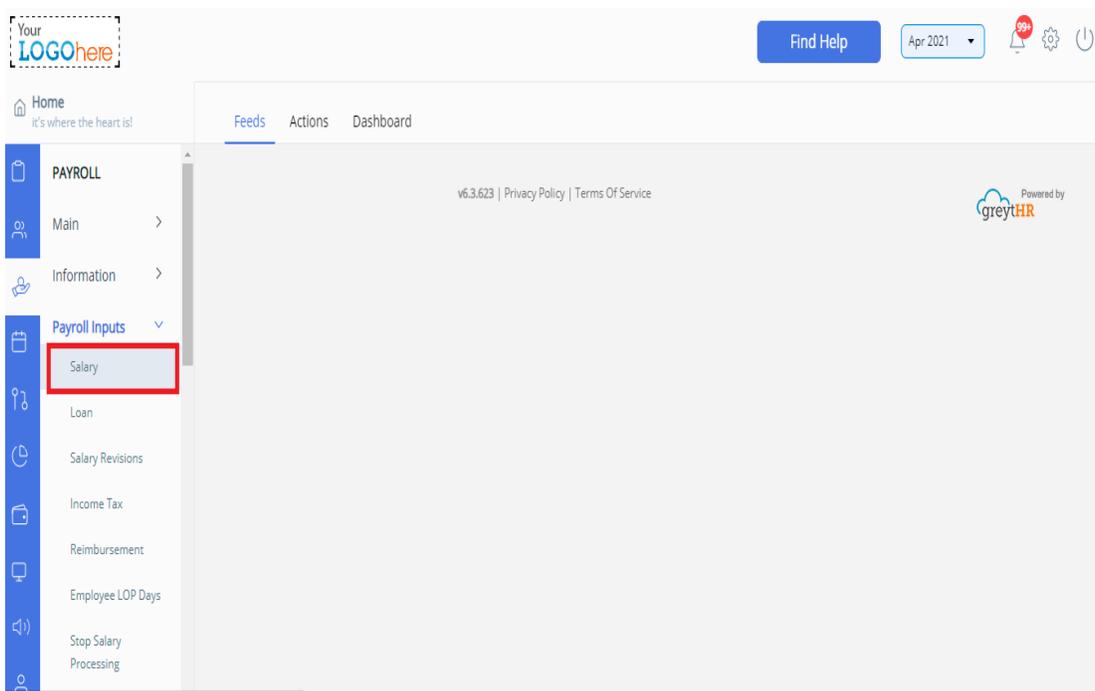
3. Click on **Employee LOP Detail**

On Selection of month and year drop down LOP grid will filter out as per selection then after select employee and click on **LOP Process** button for LOP data push at Greythr. On completion of process success message will display. LOP process frailer employee code display in message.



4. Login to your **Greythr portal** using admin username & password

5. Click on Payroll --> Payroll Inputs --> **Salary**



6. Search for the employee whose LOP has been updated using Employee Number or Name

Salary - Apr 2021

Find Help | Apr 2021 | 99% | Settings | Power

Home | It's where the heart is!

Main | Actions | Activity | Select

Start searching to see specific employee details here

Employee Type: Current Employees

Search Employee

Search by Emp No/ Name

Salary - Apr 2021

Find Help | Apr 2021 | 99% | Settings | Power

Home | It's where the heart is!

Main | Actions | Activity | Select

Start searching to see specific employee details here

Employee Type: Current Employees

Search Employee

Har

- Harry #002
- Harshit Patel #0003
- Harsh K #GT003
- P Hari Hara Rao #5032

7. Scroll down on the salary components to view LOP

Salary - Apr 2021

Find Help | Apr 2021 | 99% | Settings | Power

Home | It's where the heart is!

Main | Actions | Activity | Select

Components Group

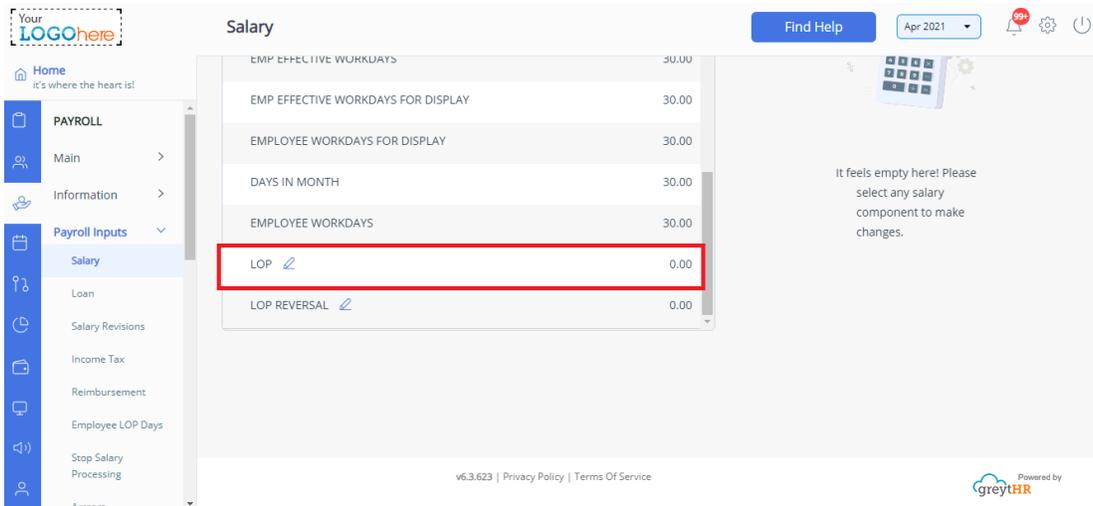
All Components

Update Salary | Process Payroll

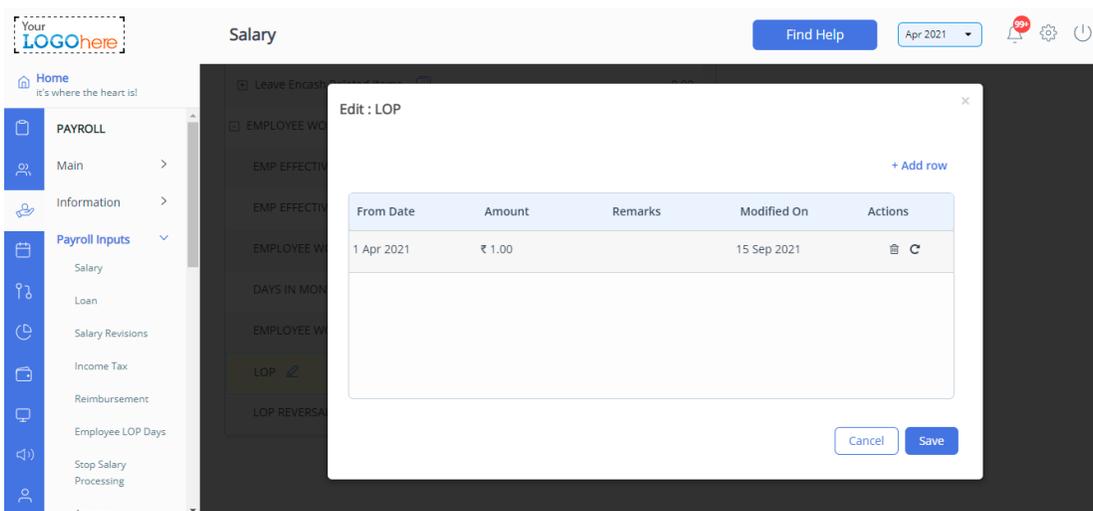
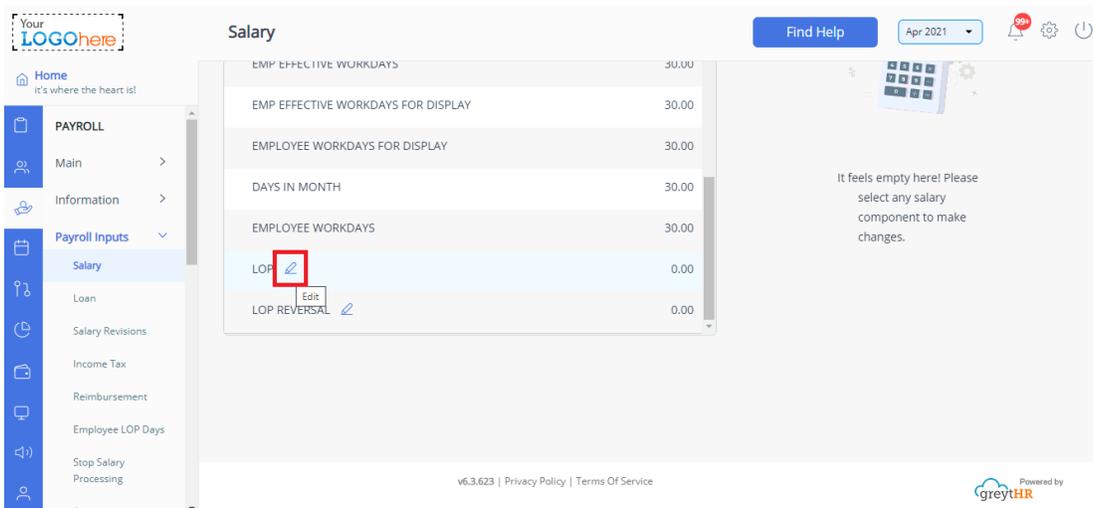
Expand All | Collapse All

Search by component

Component Name	
NET PAY	51,346.00
GROSS	56,389.00
TOTAL DEDUCTIONS	-5,043.00
SALARY MASTER	58,333.00
CALCULATION FIELDS	0.00
CTC ITEMS	0.00

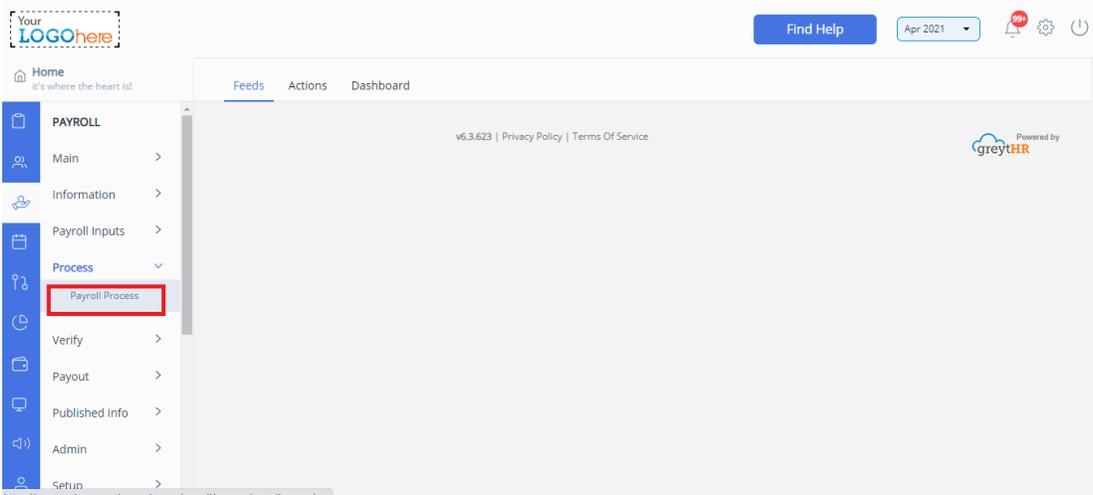


8. The **LOP** passed from Minop **will not** be updated before **payroll processing**. To check the value of LOP passed from Minop, click on the edit symbol - 

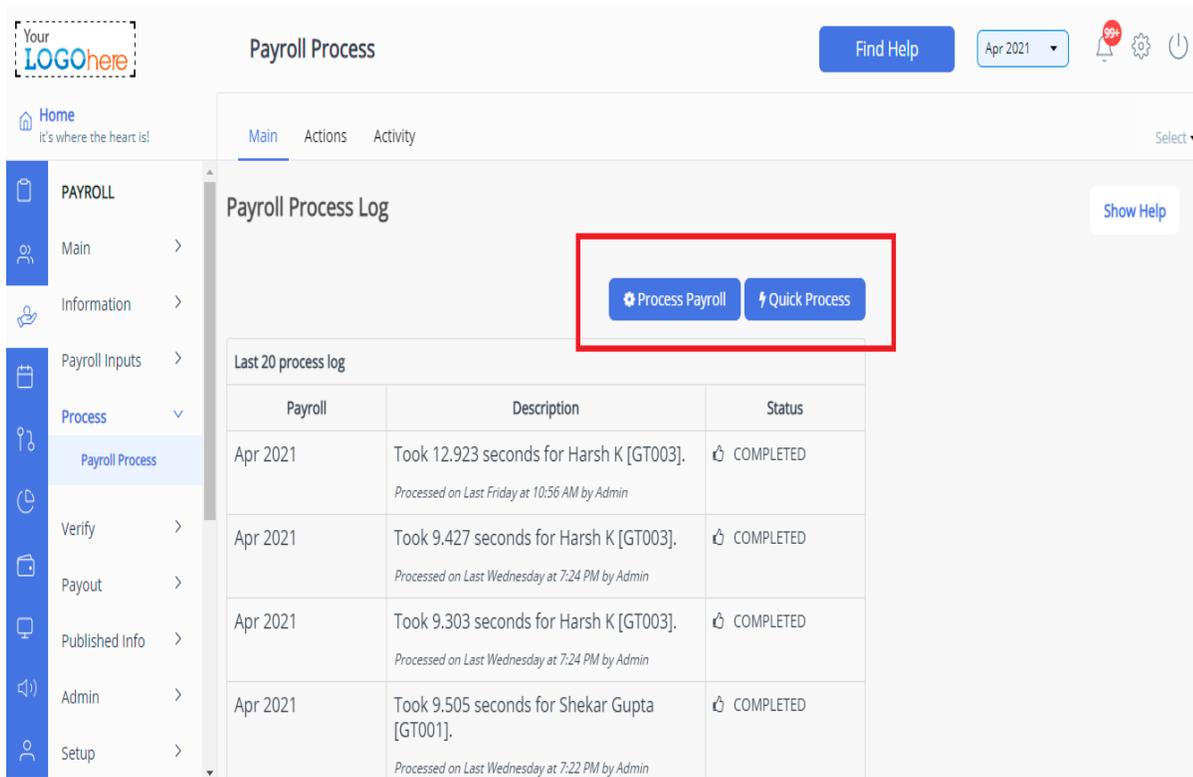


The above screen shows the **LOP passed** from Minop to Greythr through APIs. Please note that they payroll has to be processed for them to be effected in the salary.

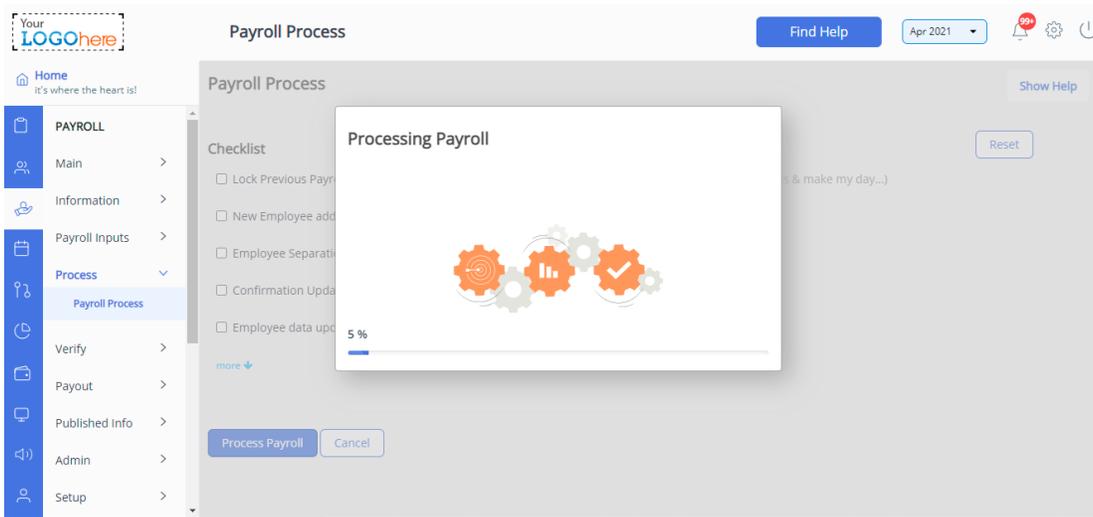
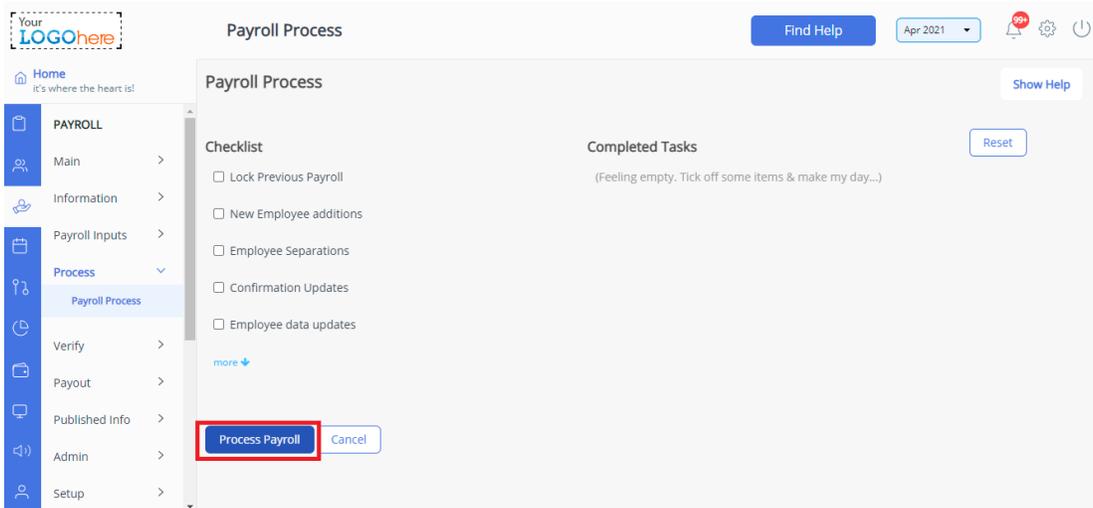
9. Process the **Payroll** in Greythr by going to Payroll --> Process --> **Payroll Process**



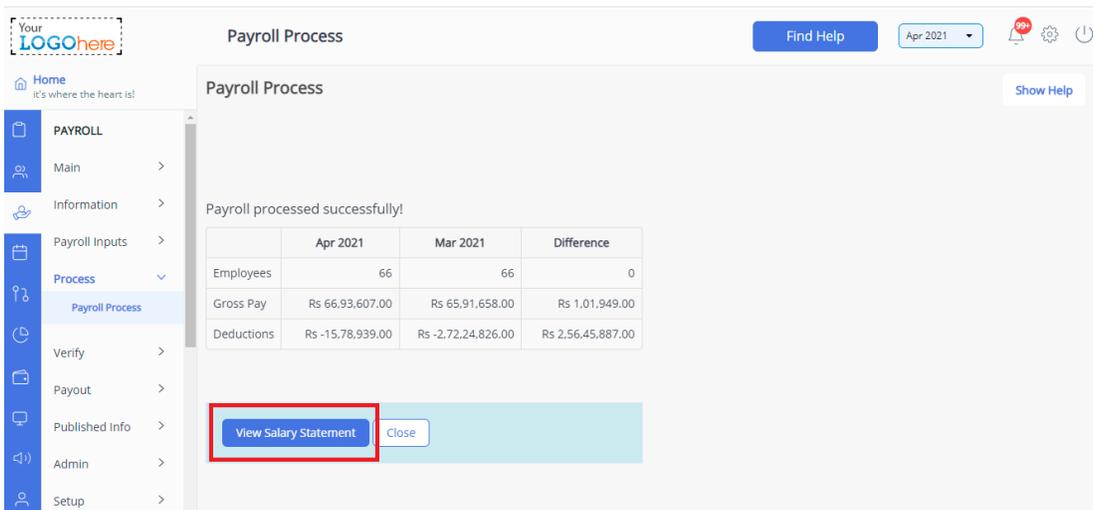
10. Click on **Process Payroll** or **Quick Process**



11. Click on **Process Payroll** after completing the checklist items



12. After processing, Click on **View Salary Statement** to see the processed Salary & LOP days added. Export to Excel, if required.



Quick salary statement as per employee list wise.

Your LOGO here

Payroll Process Find Help Apr 2021 99% Settings Logout

Home It's where the heart is! Select

Main Actions Activity

Quick Salary Statement Show Help

Category: All Employment Status: All Employee Filter: All Export to Excel

#	Employee No	Name	joindate	DAYS IN MONTH	LOP	EMP EFFECTIVE WO...	BASIC
1	5018	Aadesh Hiralal Sonar	24 May 2013	30	6	24	45334
2	GT003	Harsh K	1 Jan 2021	30	5	25	19444
3	GT002	Prakash G	1 May 2019	30	3	27	33000
4	GT001	Shekar Gupta	1 May 2019	30	2	28	15556
5	GT004	Nandita Ghosh	1 Feb 2021	30	1	29	24167
6	5036	A Kalyan Kumar	27 Sep 2013	30	0	30	6840
7	5001	Lipika Jena	15 Feb 2013	30	0	30	116667
8	5003	Madan Mohan	15 Feb 2013	30	0	30	52500
9	5071	Nagaraj	25 Feb 2014	30	0	30	6420
10	0001	Nandish Shetty	23 Aug 2015	30	0	30	7500
11	0002	Dinesh Babu	7 Apr 2016	30	0	30	265833
12	E0001	Manjunath Tanjaur	7 Nov 2016	30	0	30	27420
13	CON-001	Praveen Kumar	1 Jun 2016	30	0	30	10500
14	CON-002	Bharath Solanki	1 Jun 2016	30	0	30	8700

THE END

Prepared by : Nandeshwar Raj