MINOP

Attendance on the Cloud

User Manual

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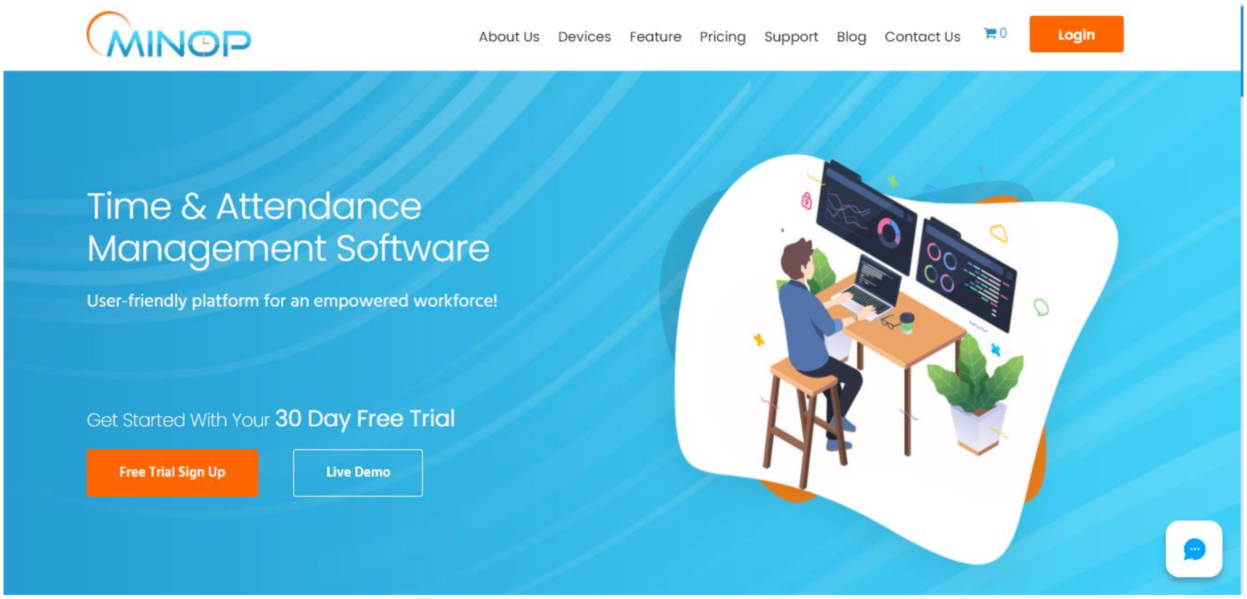
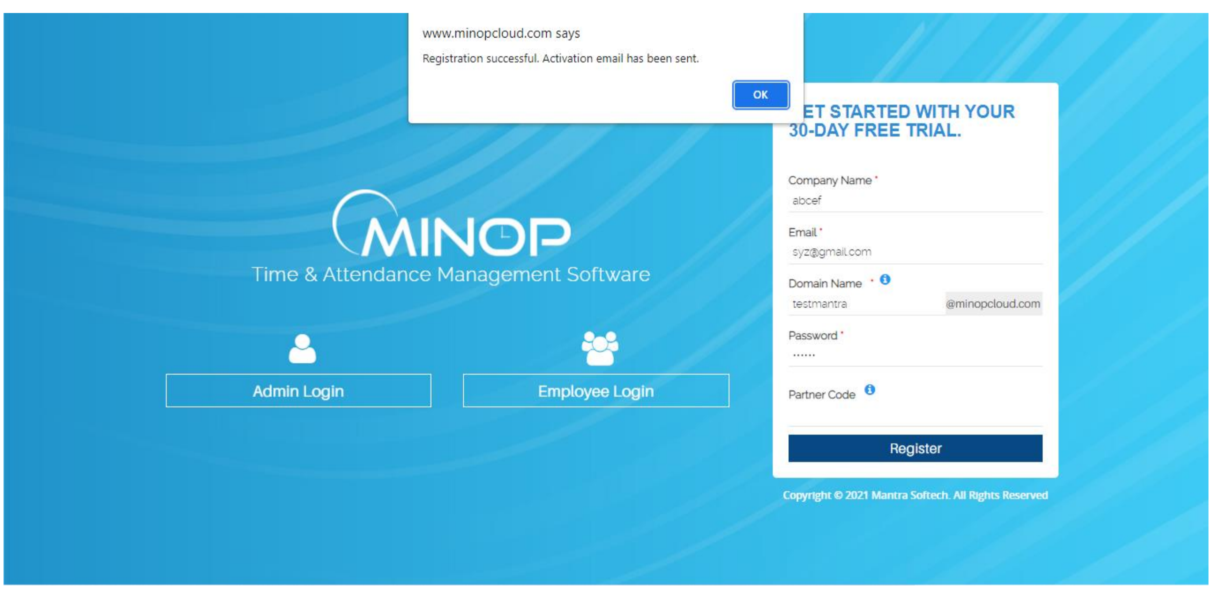
Create Account

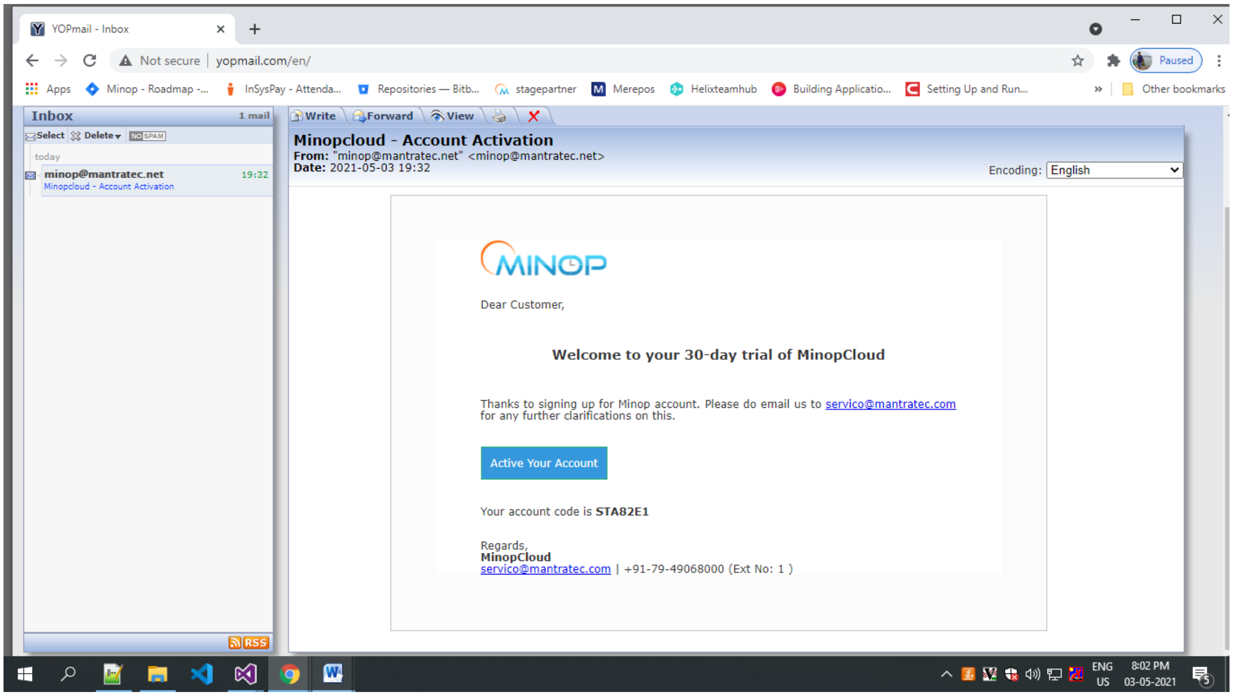
- ✓ To create new Account navigate to http://minopcloud.com/ and then click on Login OR Click on SIGNUP button to navigate to http://minopcloud.com/PayTime/LoginPage.



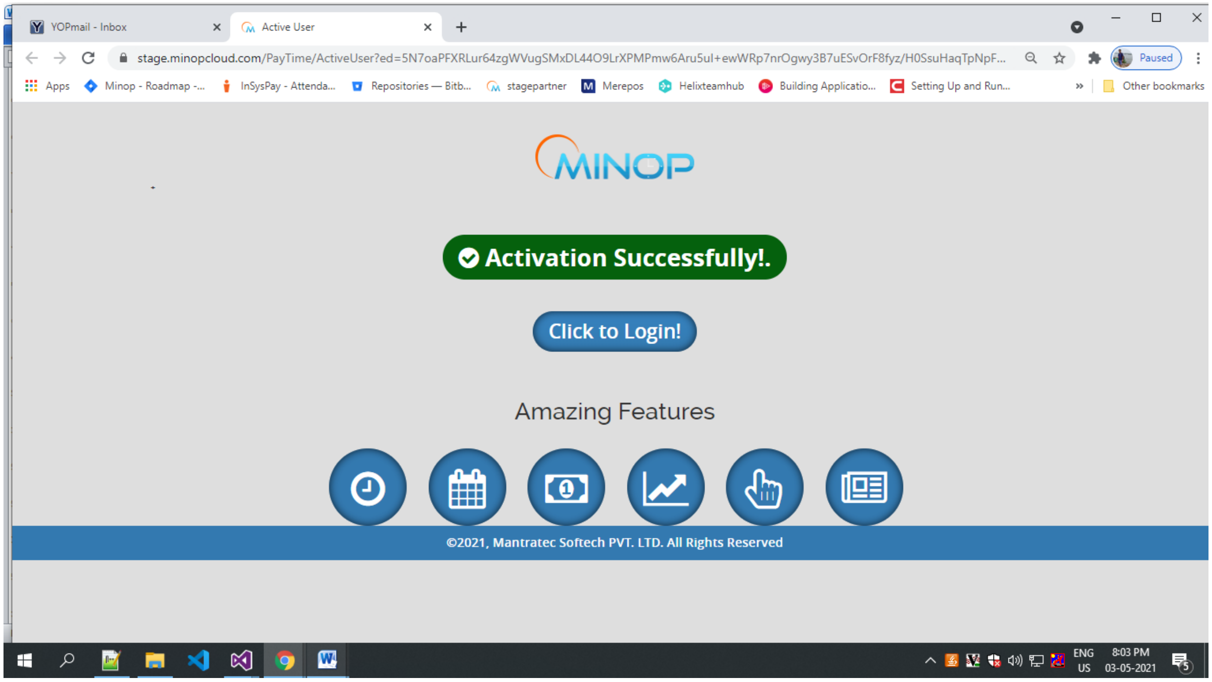
- ✓ Click on Create New account button and fill all details and then click on Free trial sign up Button or Login Button

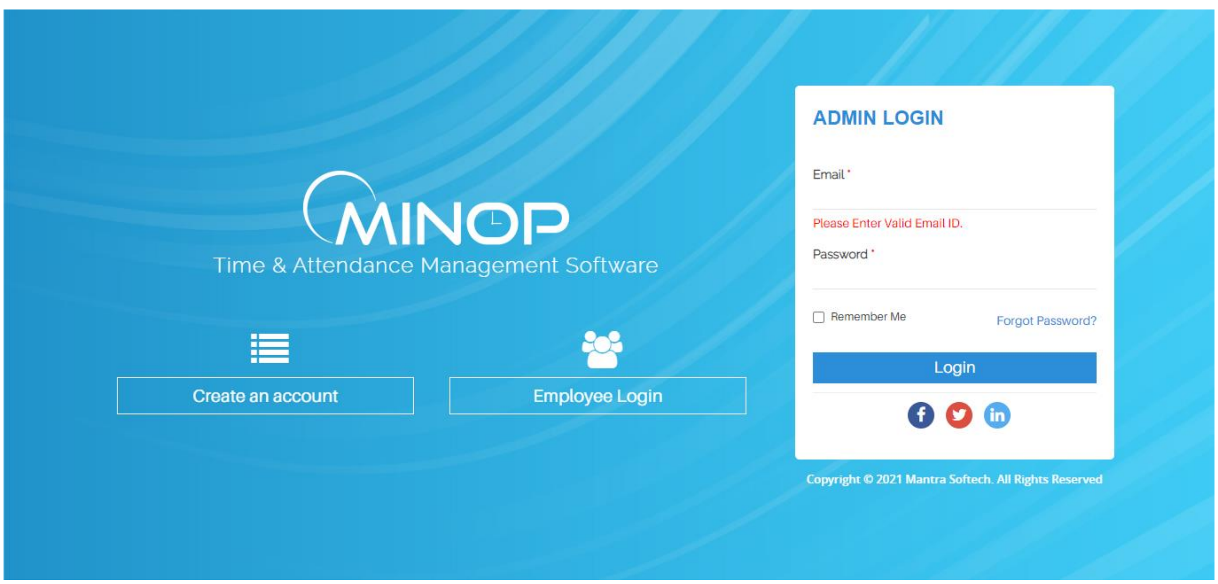


- ✓ Message will display that email is sent to your mail, Open that mail and click on the provided link to activate account.



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


YOPmail - Inbox
Active User
stage.minopcloud.com/PayTime/ActiveUser?ed=5N7oaPFXRLur64zgWVugSMxDL44O9LrXPMPmw6Aru5ul+ewWRp7nrOgwy3B7uESvOrF8fyz/H0SsuHaqTpNpF...
Paused
Apps
Minop - Roadmap -...
InSysPay - Attenda...
Repositories — Bitb...
stagepartner
Merepos
Helixteamhub
Building Applicatio...
Setting Up and Run...
Other bookmarks
MINOP
Activation Successfully!.
Click to Login!
Amazing Features
©2021, Mantratec Softech PVT. LTD. All Rights Reserved
ENG
US
8:03 PM
03-05-2021


MINOP
Time & Attendance Management Software
Create an account
Employee Login
ADMIN LOGIN
Email *
Please Enter Valid Email ID.
Password *
Remember Me
Forgot Password?
Login
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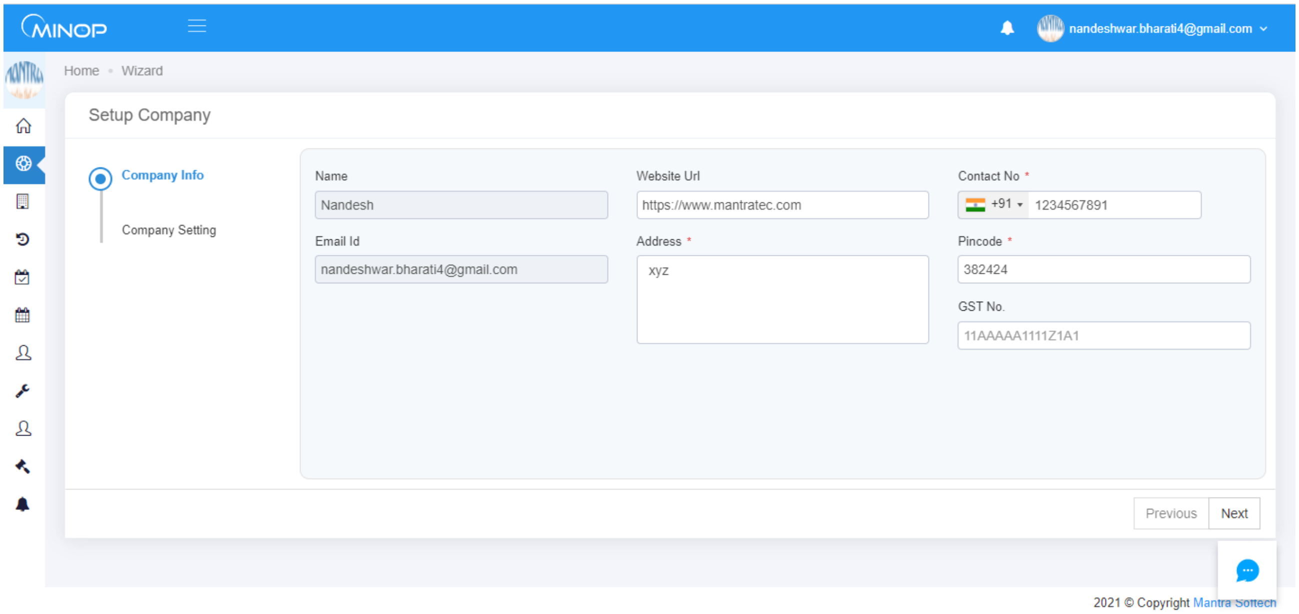
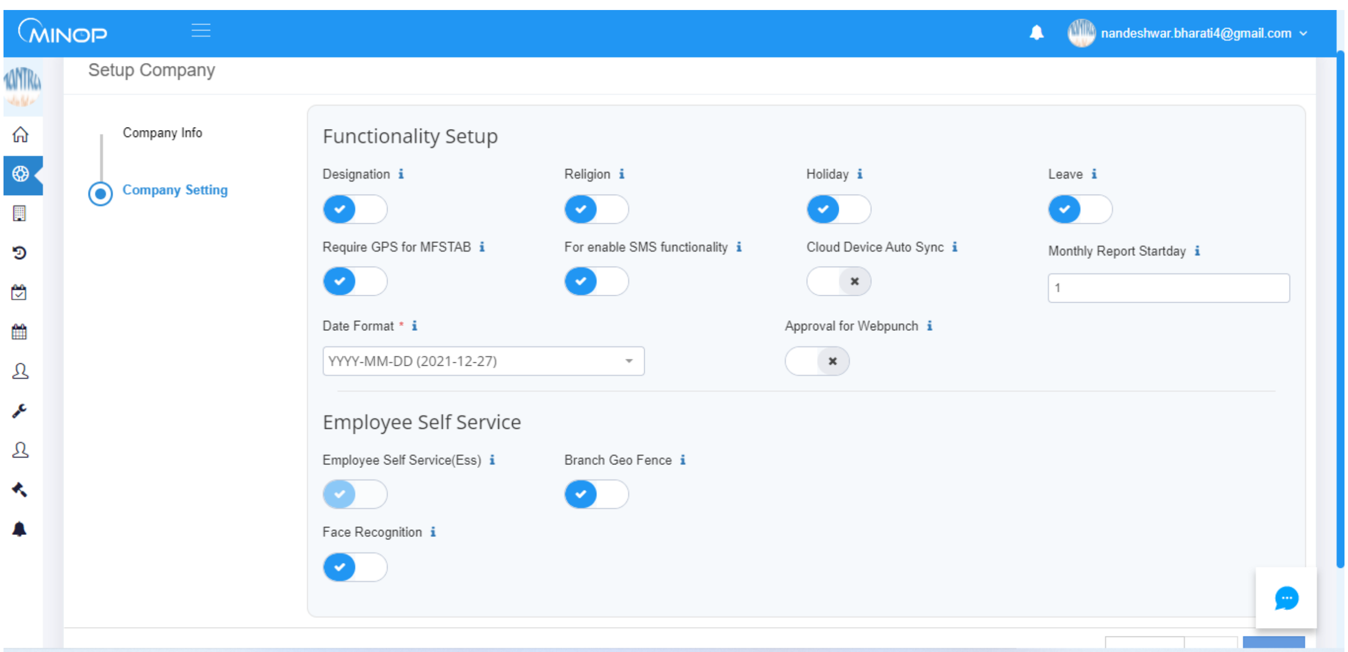
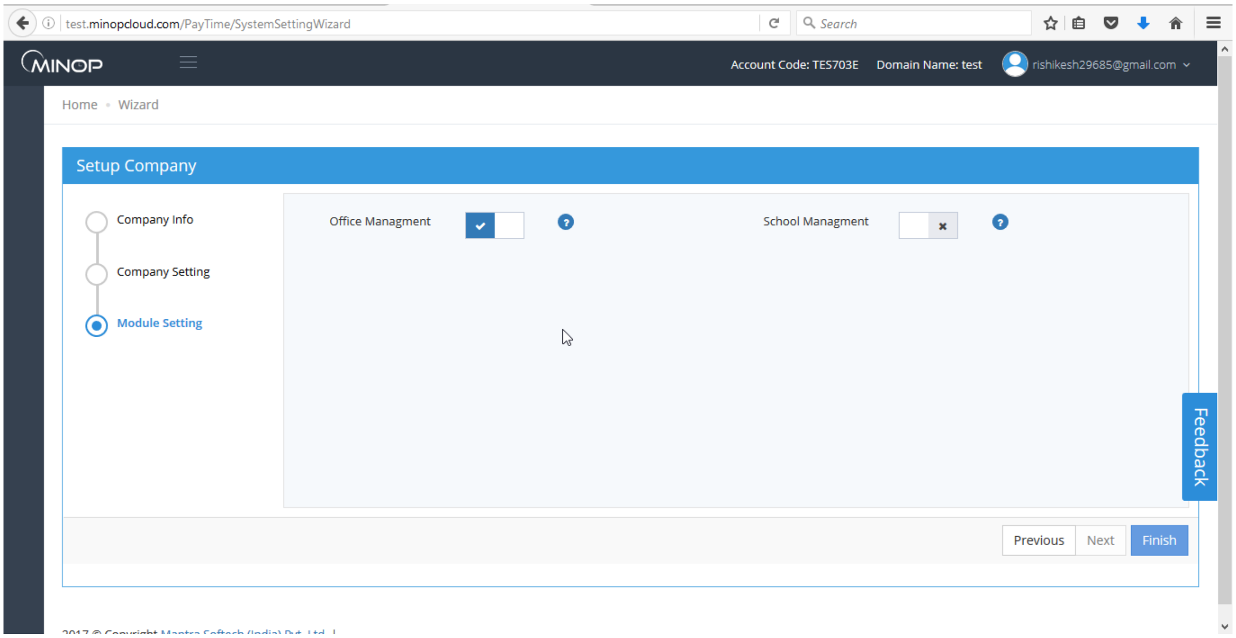
- ✓ Enter **valid Credentials** and click on **Login button**, after Successful registration when user do Login for **first time** then he will redirect to the **System setting wizard page**.



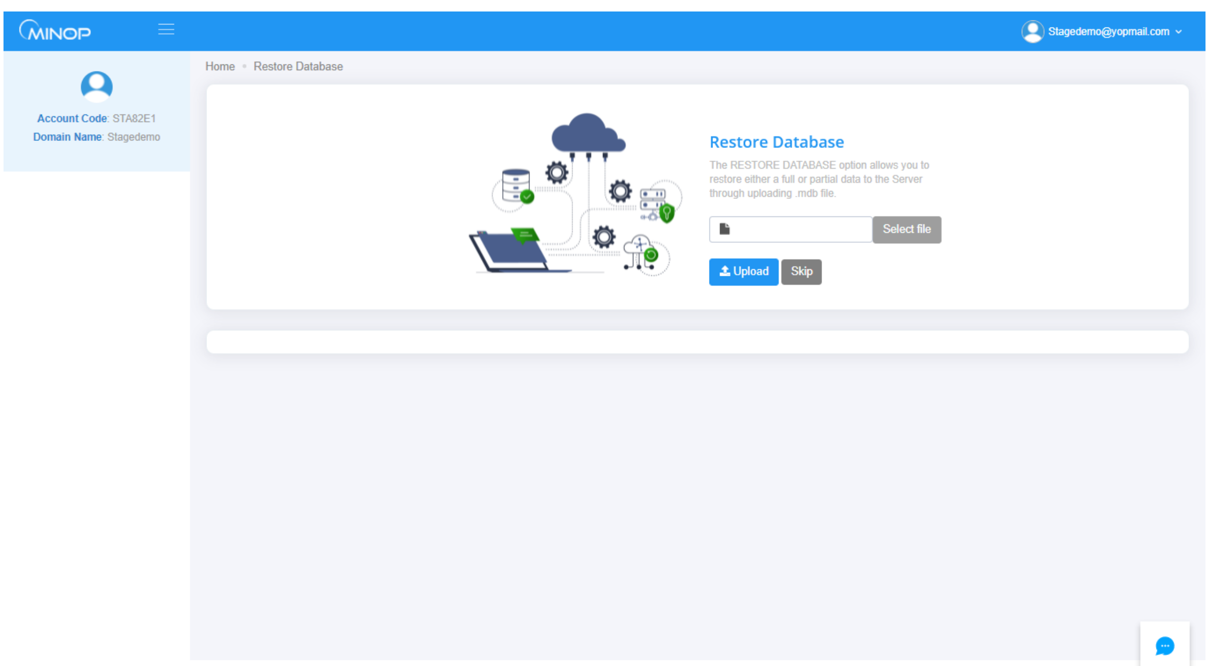
- ✓ User will be asked to On/Off master page on screen, On Masters will display in the respected menu and OFF masters will not display in the menu.



- ✓ 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.

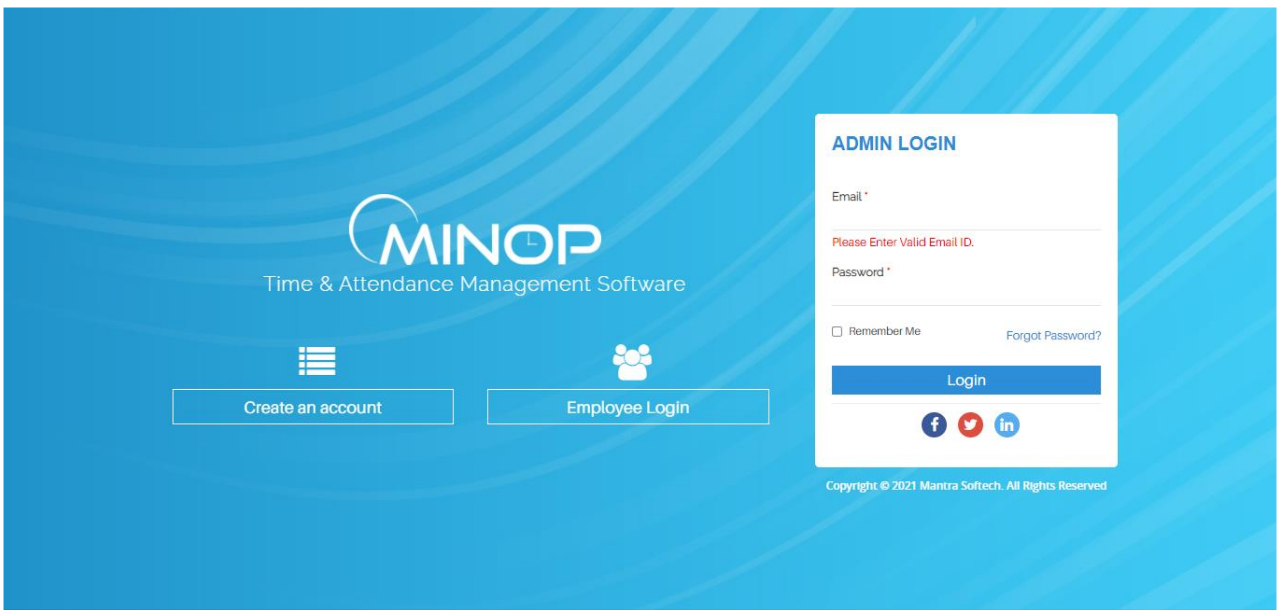


Login

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

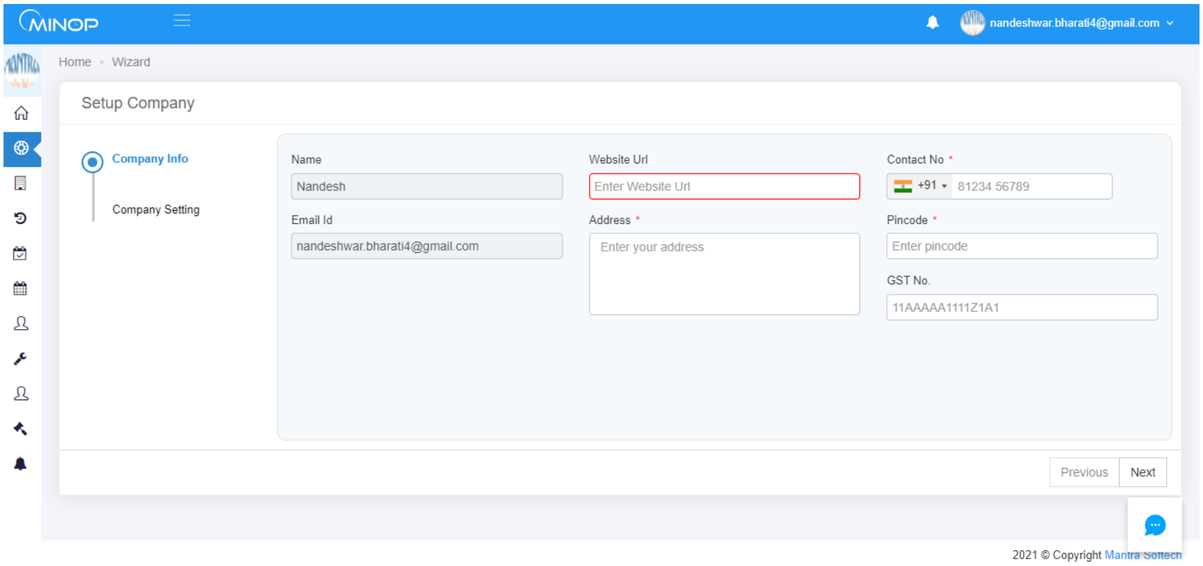


Above image is of first view for Admin login.

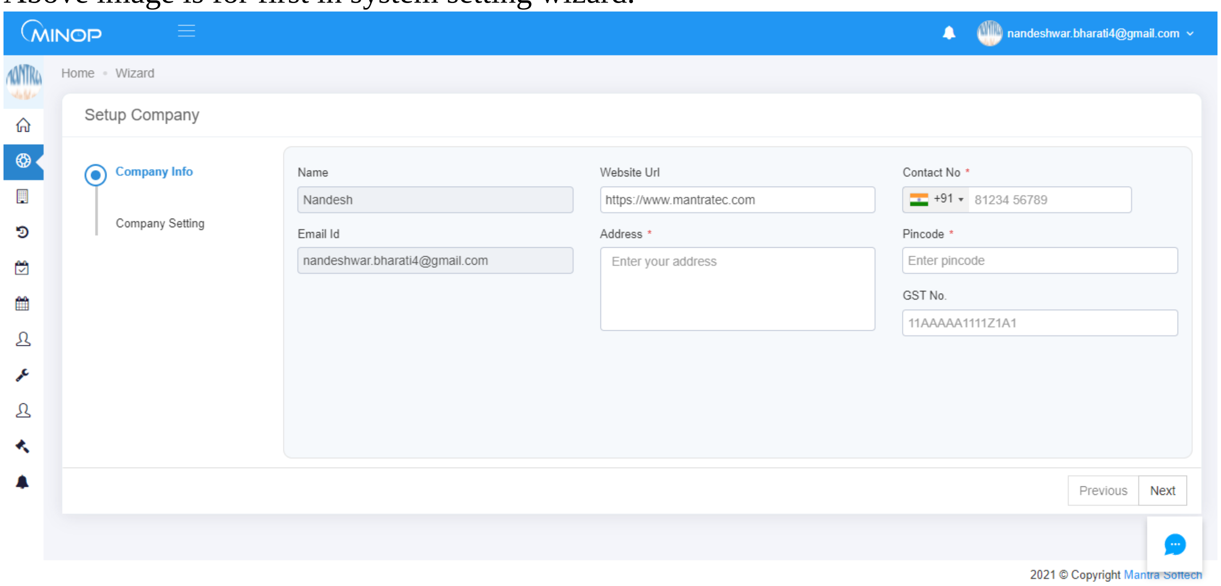
1.1 System Setting Wizard

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.

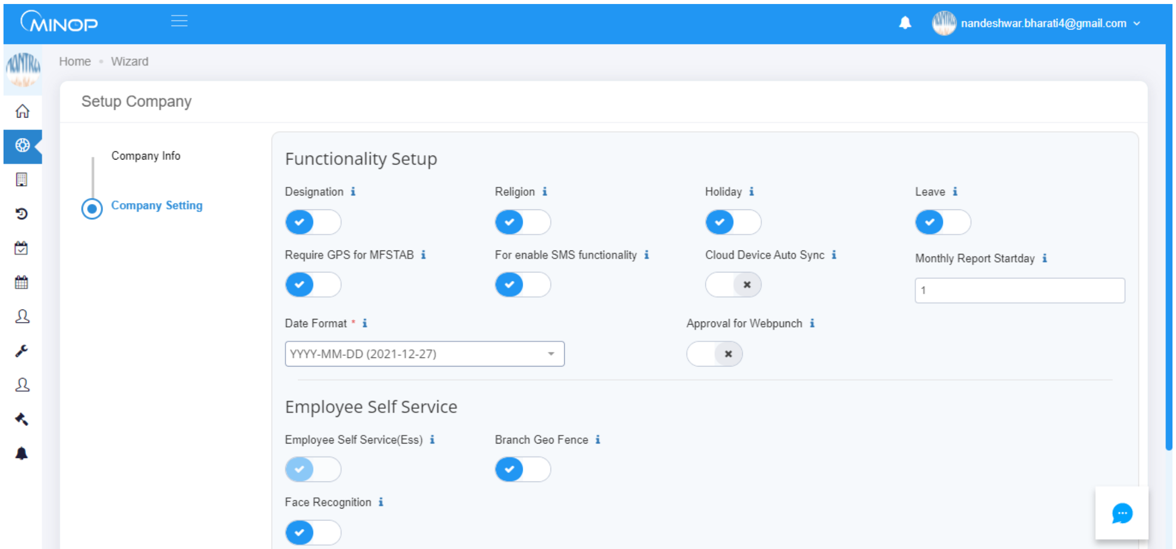


Above image is when all details fill.

'*' 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 make 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.

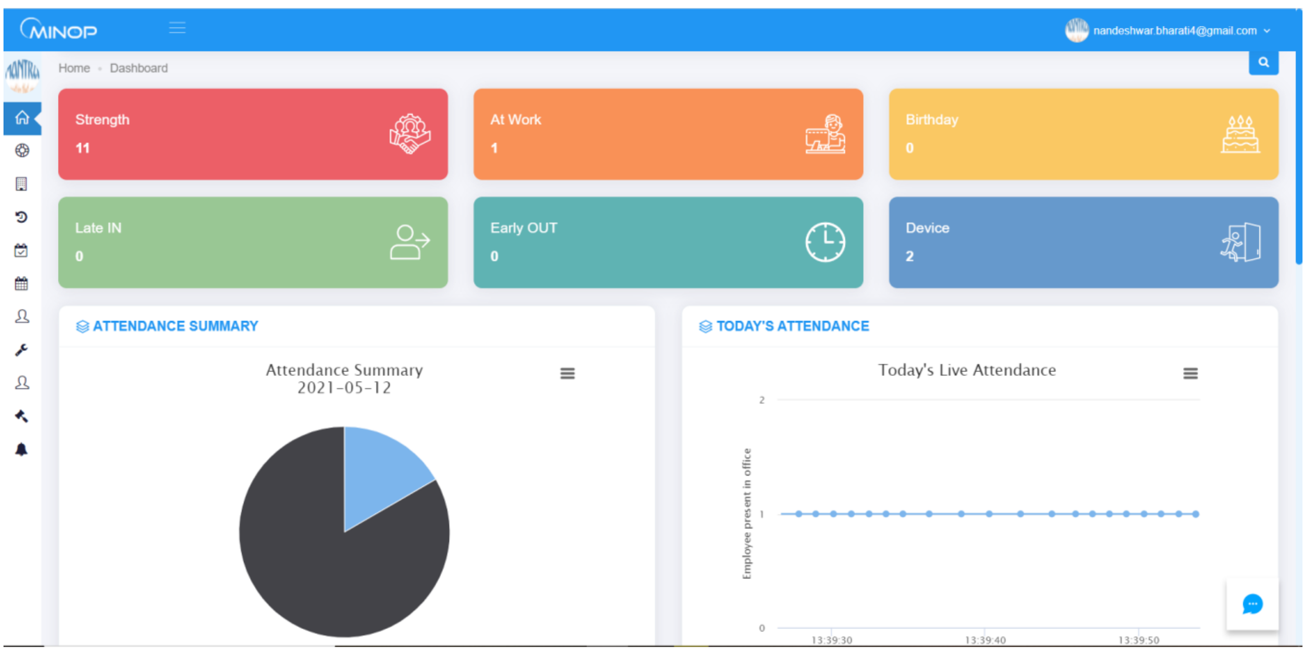
NOTE: Multiple date format will be available for **Elite** and **Premium plans** only

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

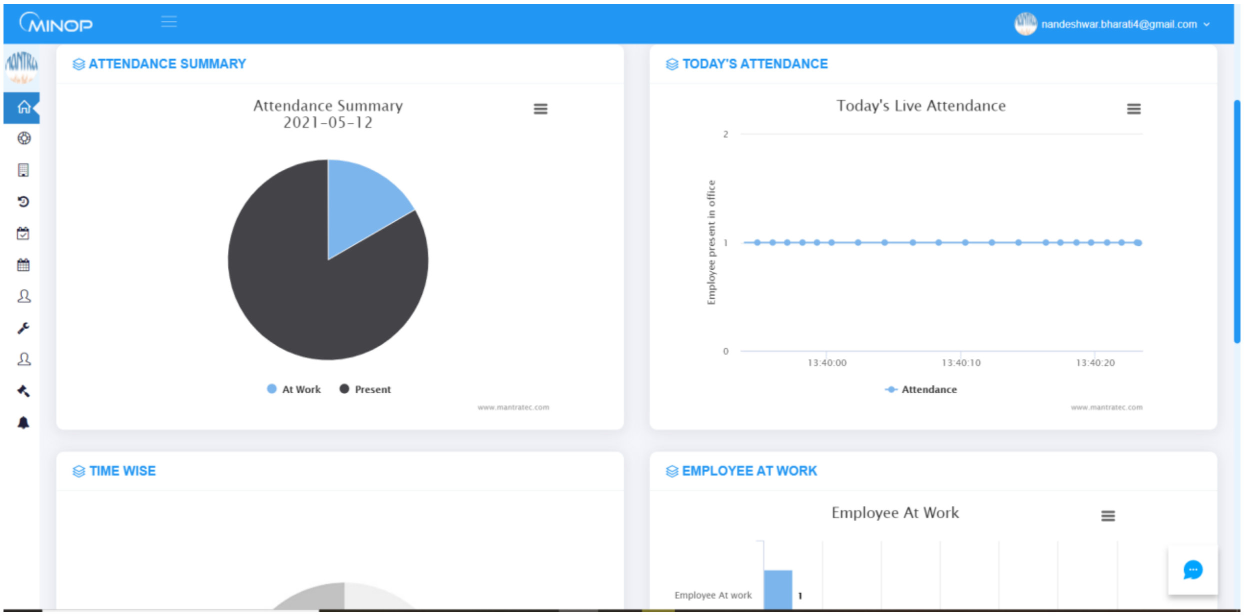
There are 6 different block on admin dash board they are as listed below with some summary.

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)

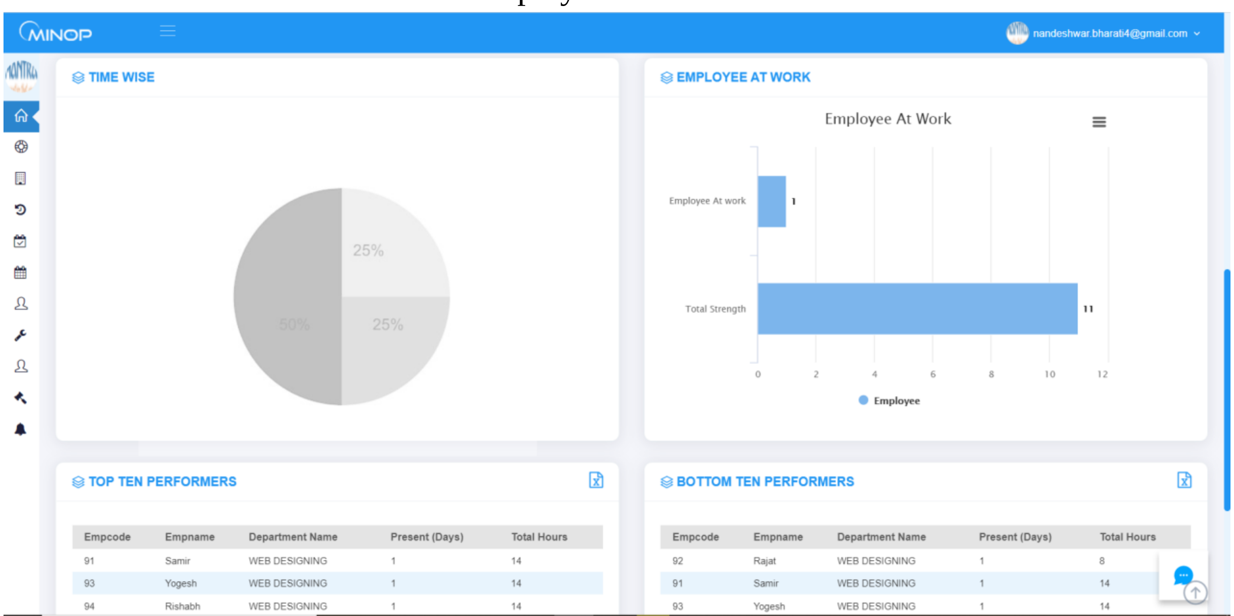
For brief detail on each block you can click on them to see its details.



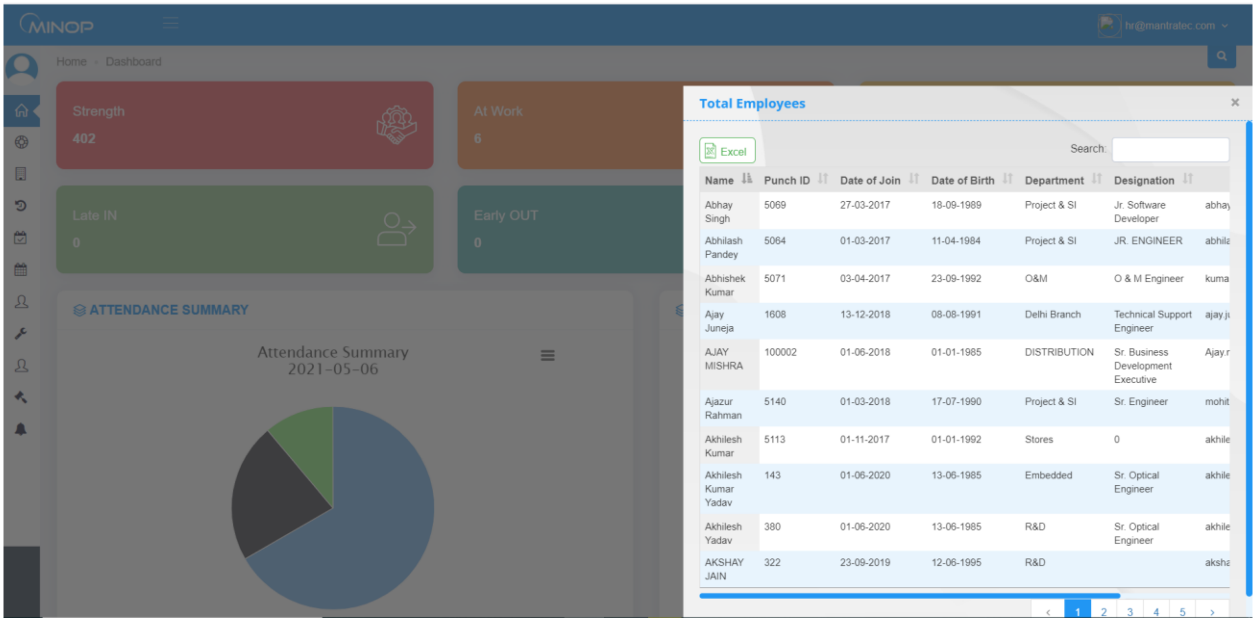
Above image is for admin dashboard general Summary will be show in convenient way that can be analyzed of current company status.



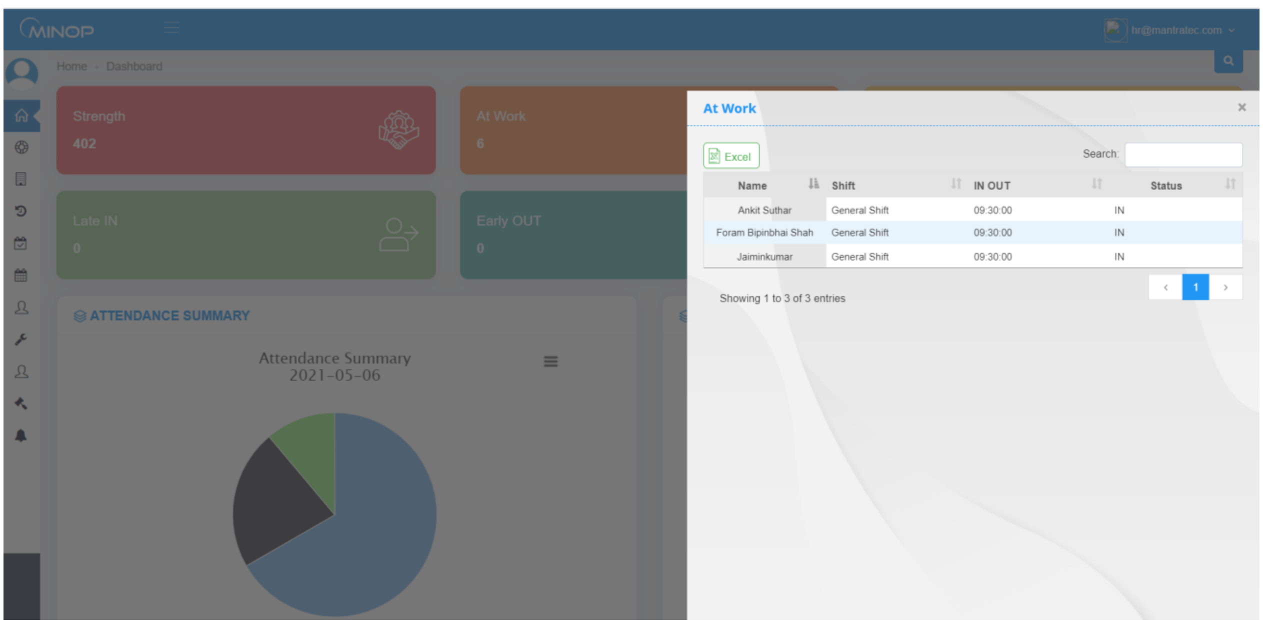
Above image shows pie chart of present day status of all employees on right side and on left side it shows live at work count of employee.



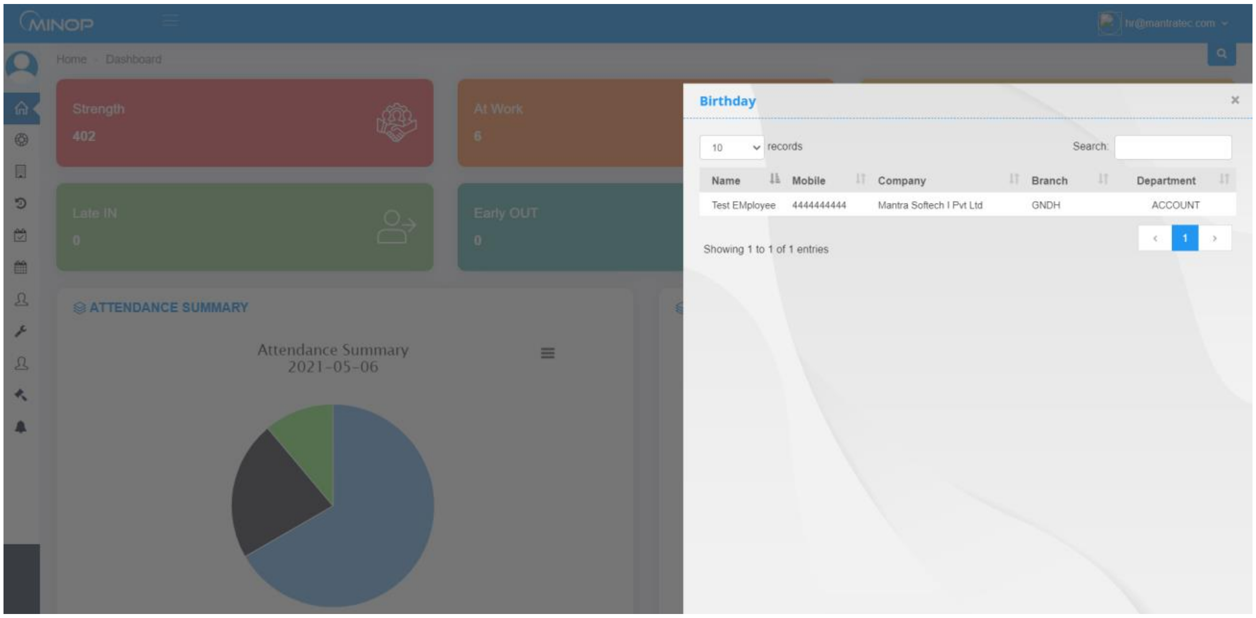
Above image shows pie chart of total punches done in specific time period and on left side bar chart of total employee in company to total number working on that particular time.



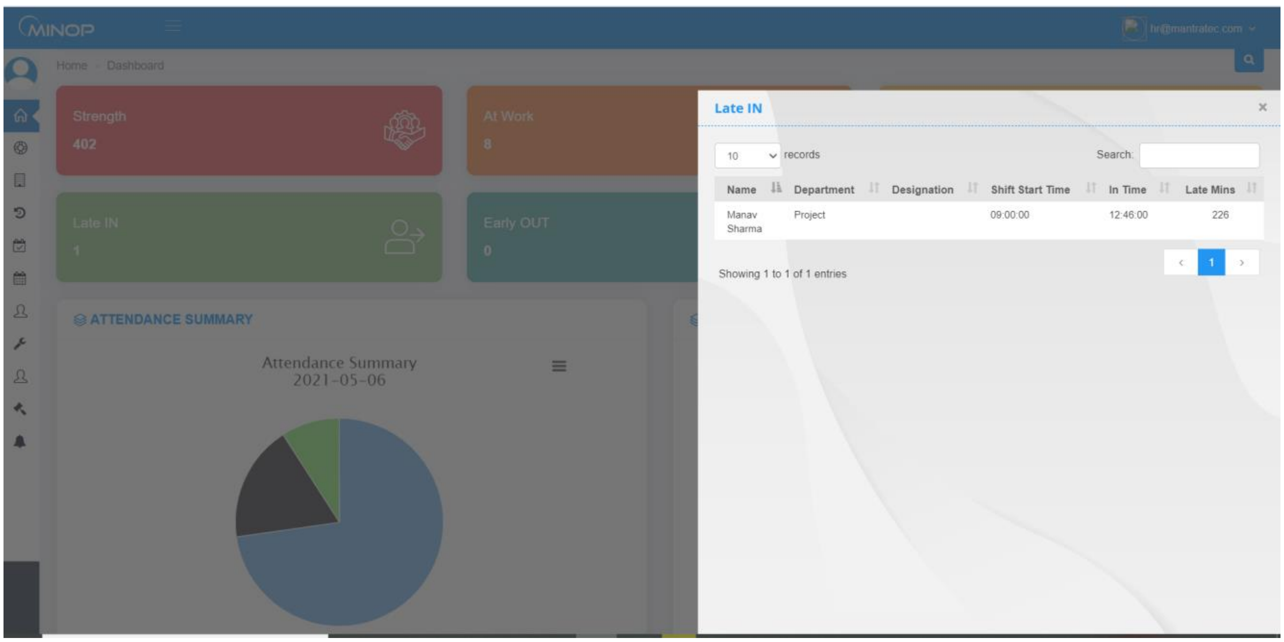
Above image show when you click on strength it will provide brief details like this.



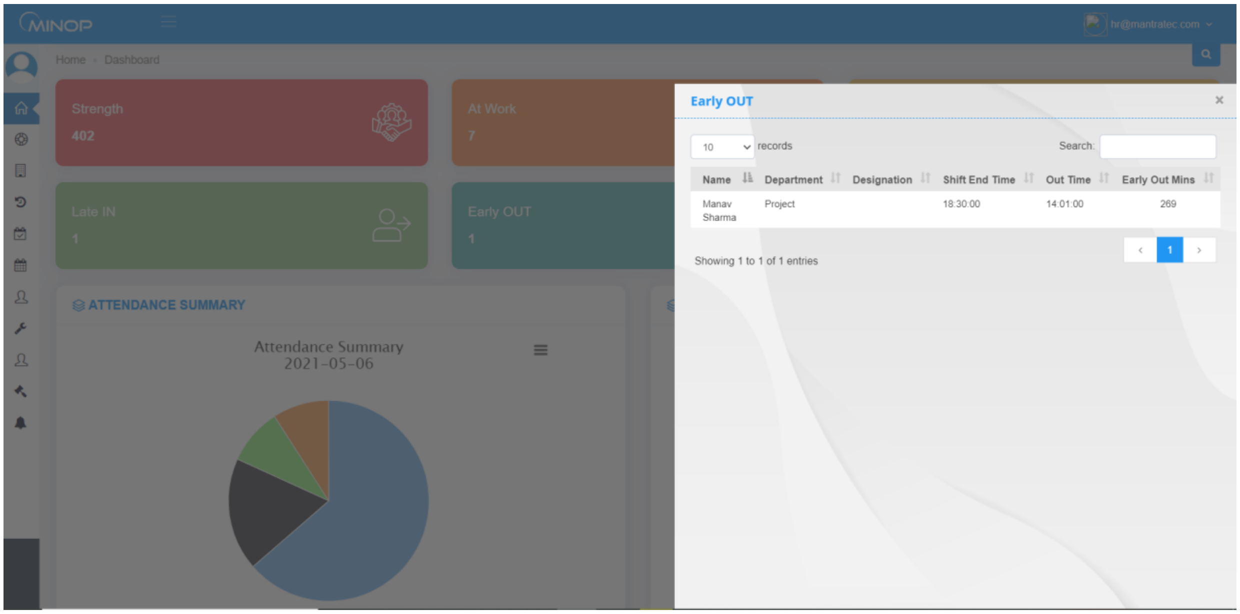
Above image shows when you click on At Work brief details will be available on present working employee.



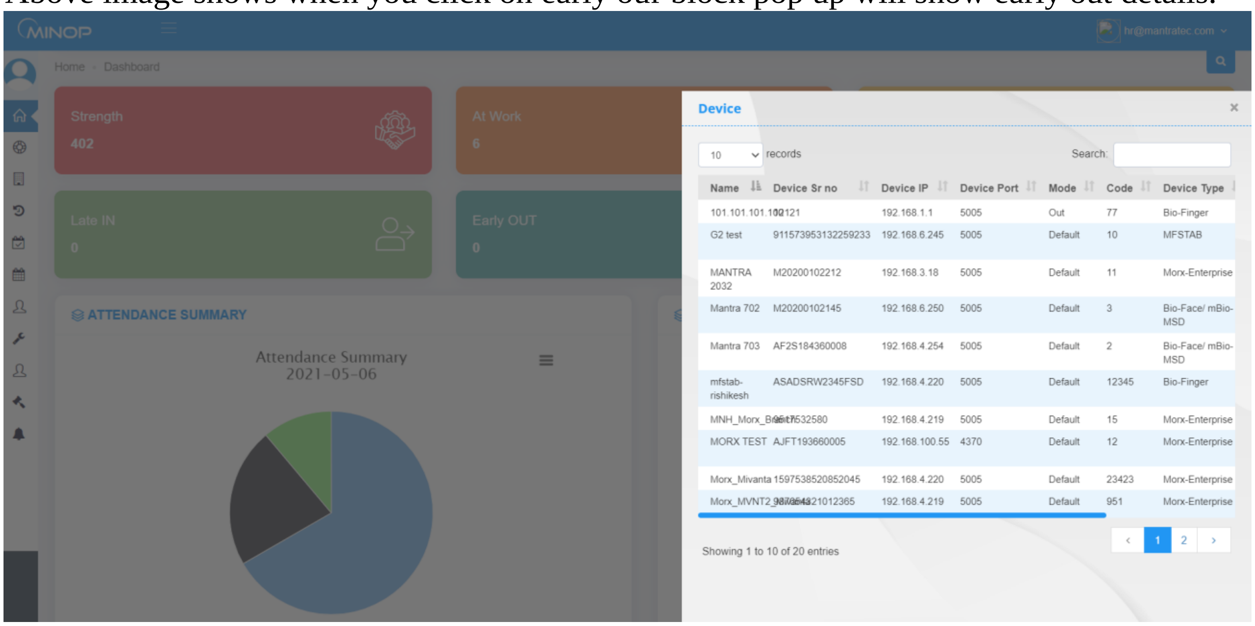
Above image shows details will pop up when you click on Birthday.



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

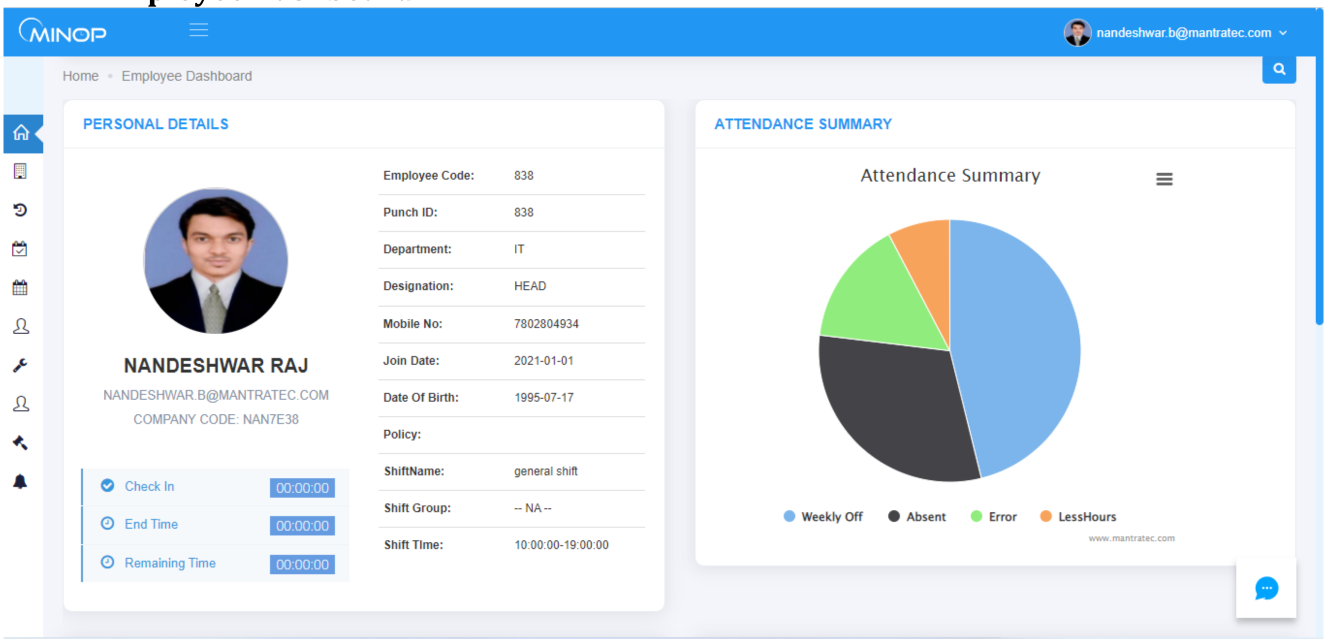


Above image shows when you click on early our block pop up will show early out details.

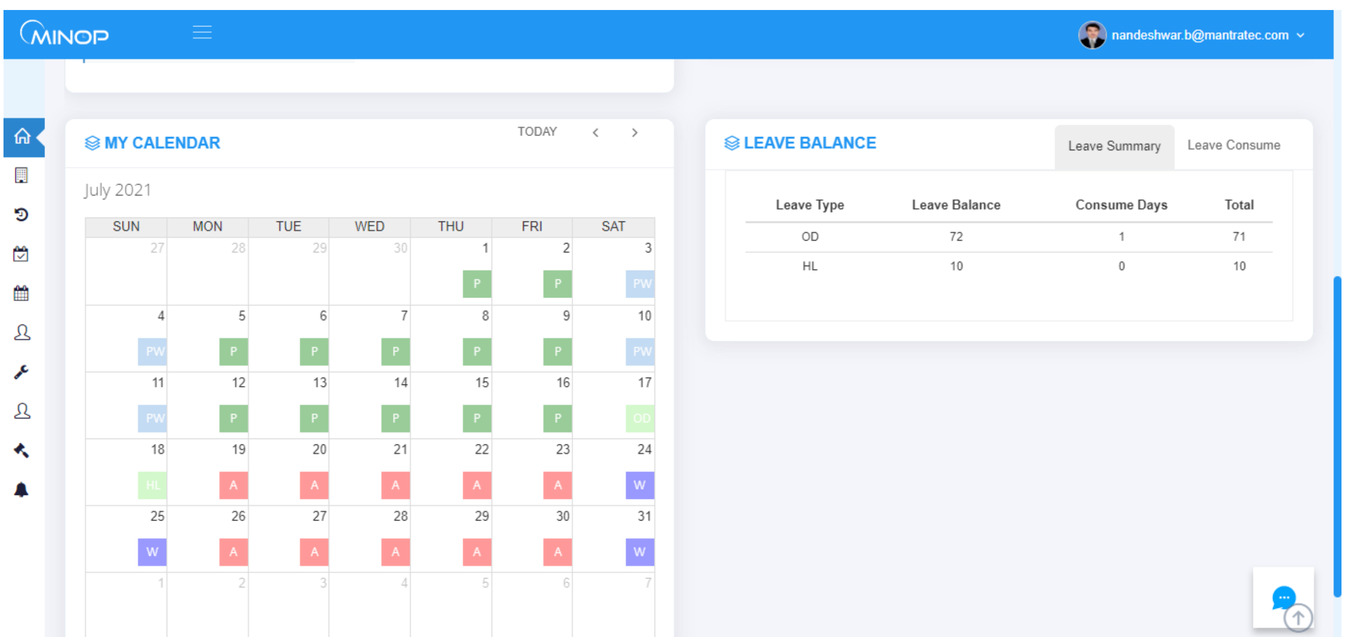


Above image shows device detail list pop up when you click in device block.

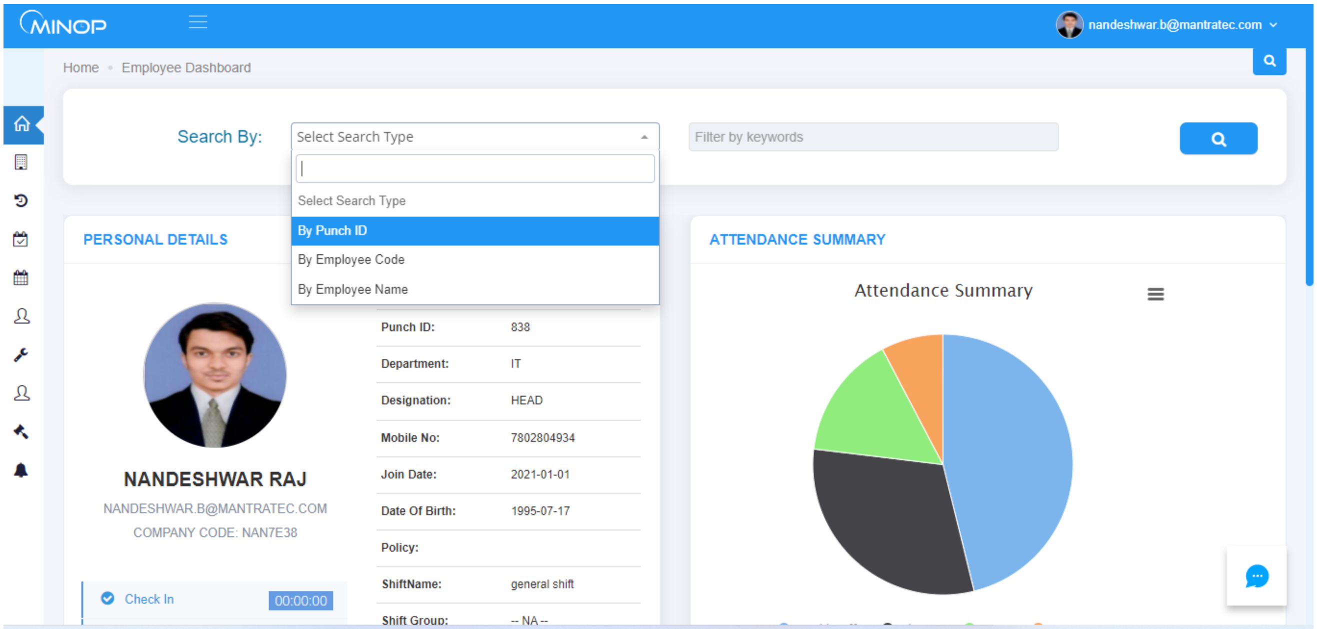
1.2 Employee Dashboard



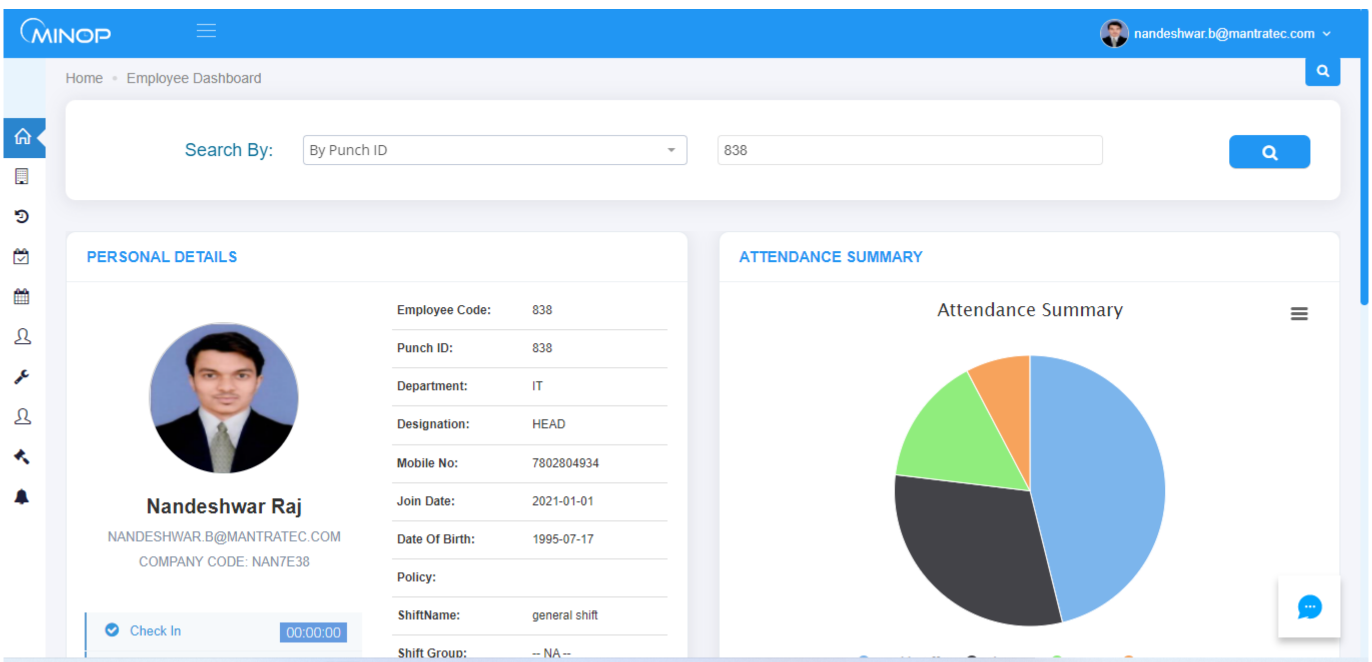
Above image first view of employee dashboard it contains general overview of employee on left side it shows attendance summary of that employee in pie chart.



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 mage 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

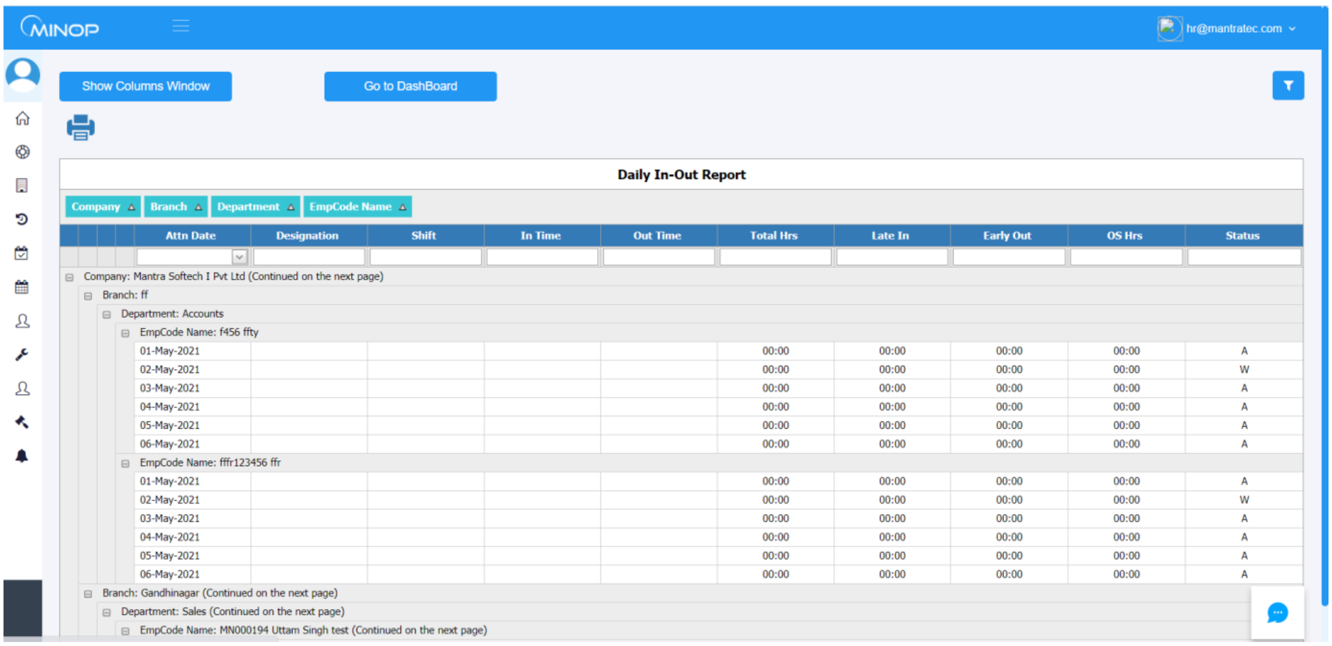
1.10.3 Daily Summary Reports:-
1) Department Summary Report
2) Early In Summary Report

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



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

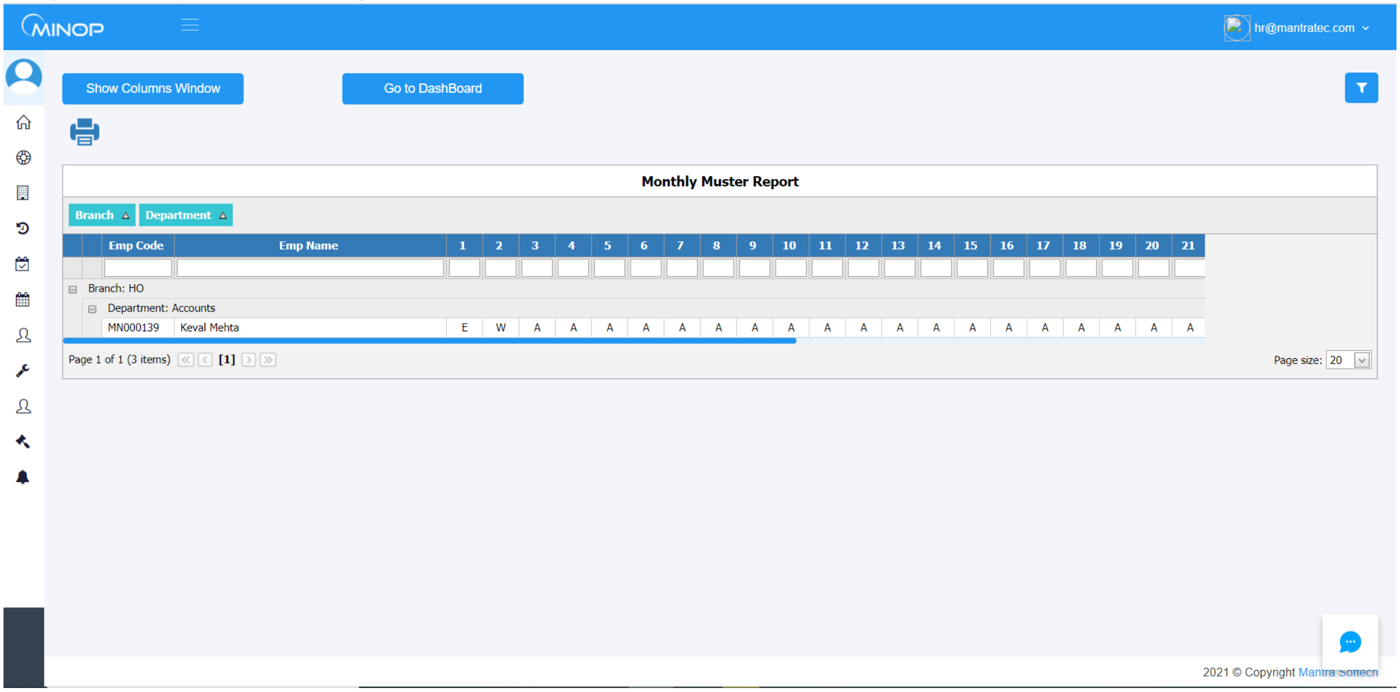
E.g. In above Report Grouping is done by Name; if you need that by Shift then you only need to Drag 'Shift' to Group Header Area.

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.

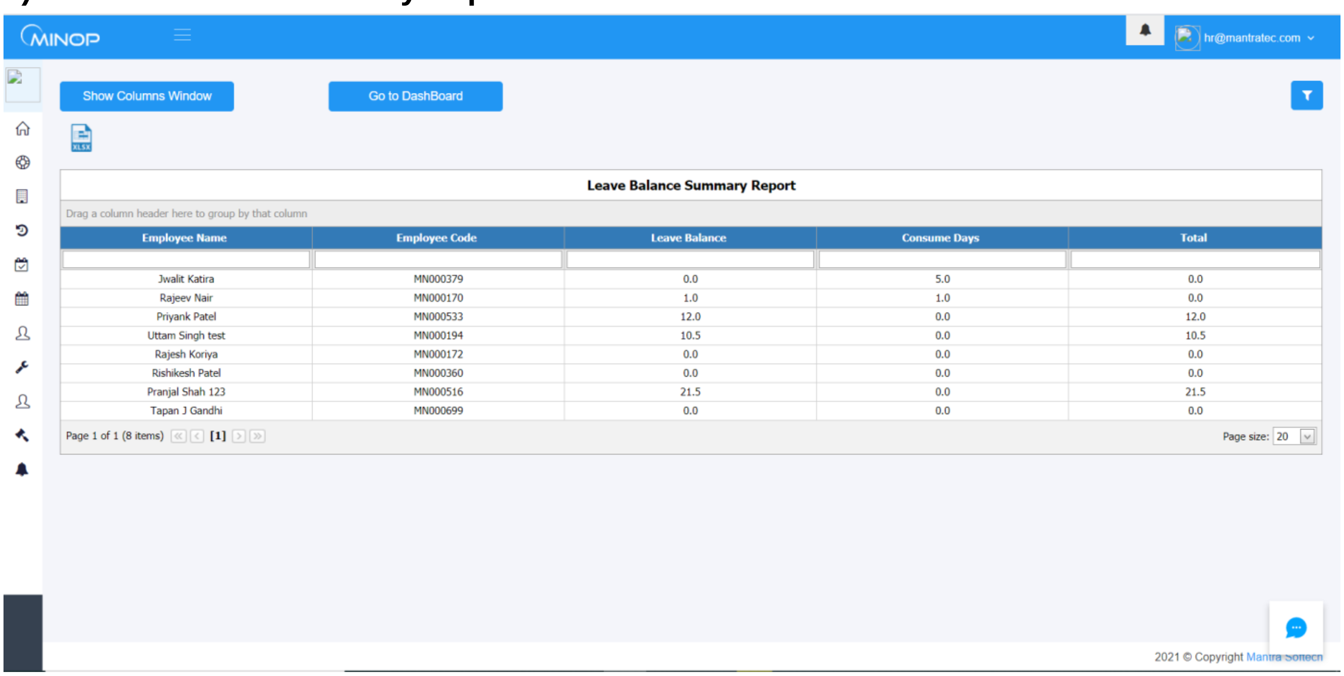
5) Merge Cell: - It will merge cells if any columns are repeated in grid.

2) Monthly Muster Report



Above image shows report of monthly muster format.

3) Leave Balance Summary Report.



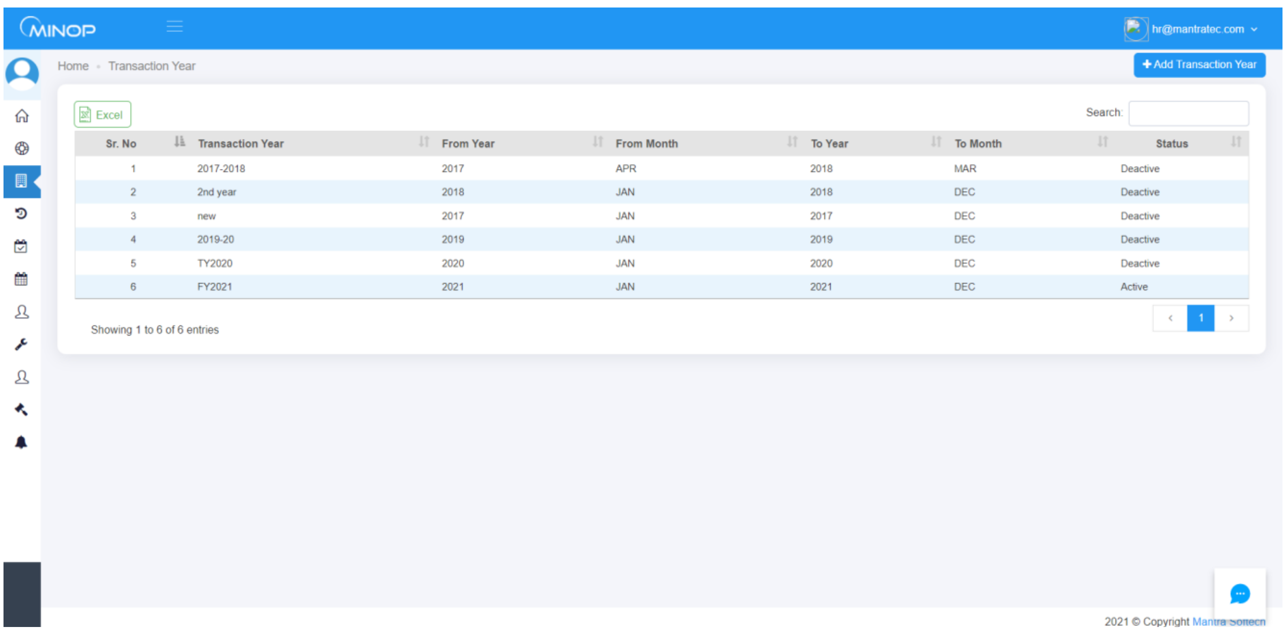
Above image shows report of Leave Balance Summary Report format.

1.3 Company:

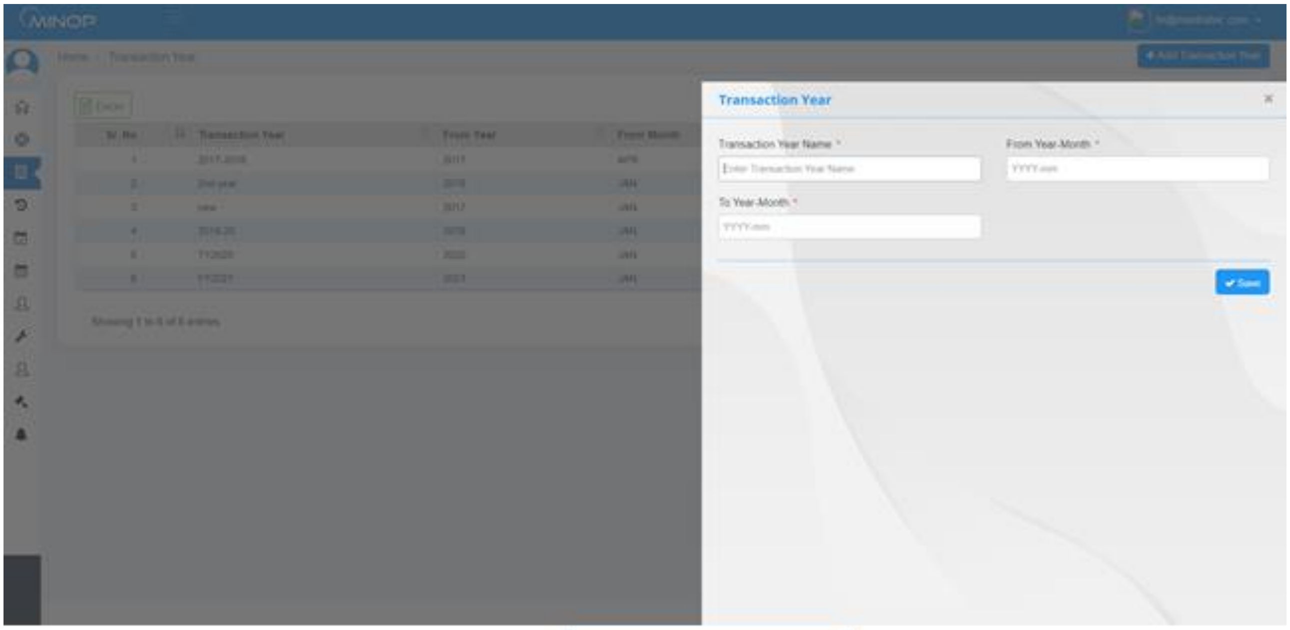
The Company Menu has the following masters.

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

1.2.1 Transaction Year Master



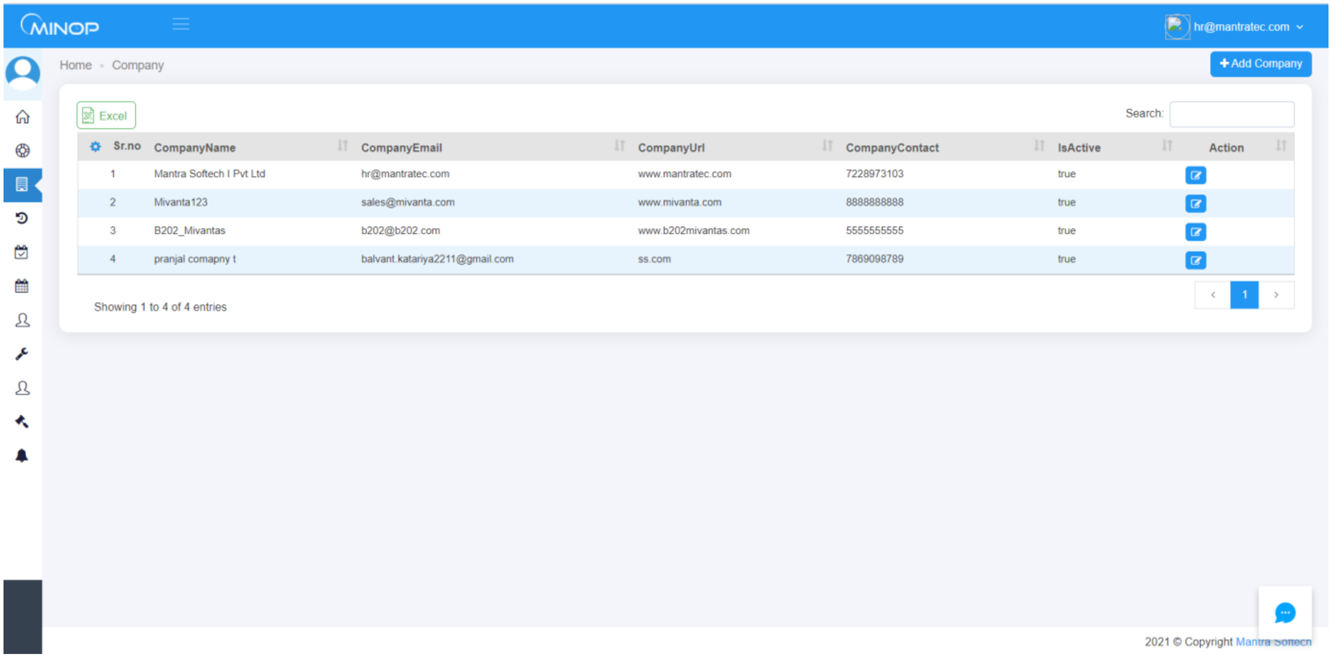
Above image shows view of transaction year master



Above image show when you click on + Add Transaction Year

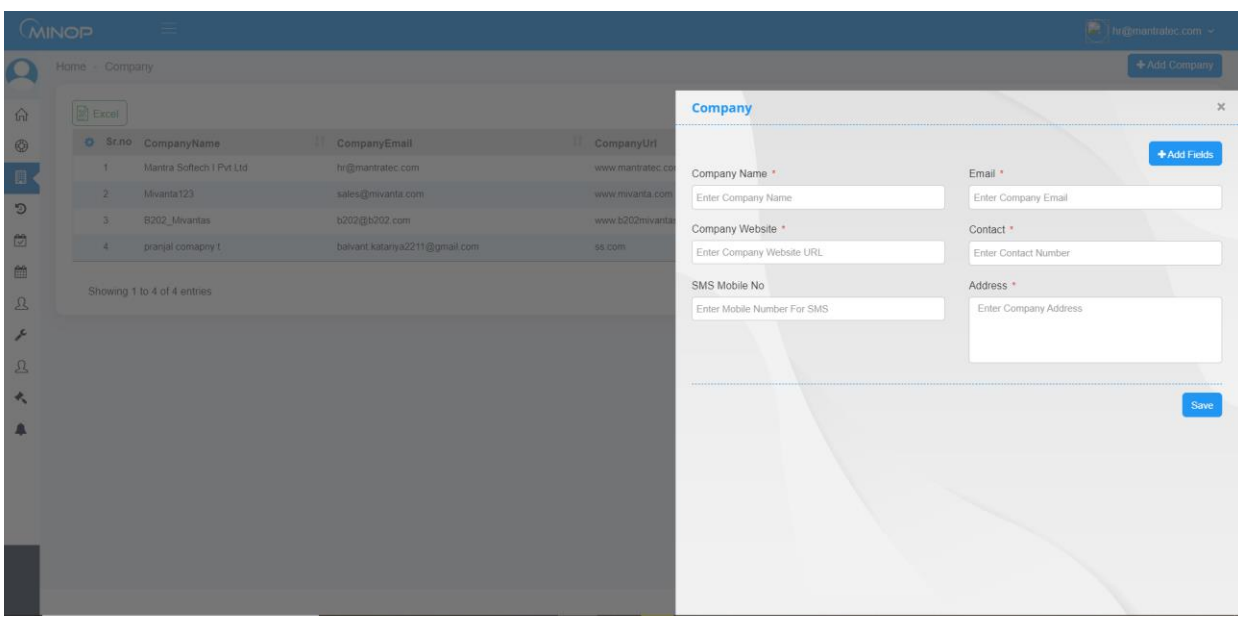
- ✓ **Save Transaction Period in Transaction Master.**
- ✓ To add new Transaction, click on ‘Add Transaction Year, Select Transaction “From Year-Month”, “To Year-Month” and then click ‘Save’.
- ✓ If new Transaction Year is added then it will be Active and Previous Year will be Inactive.
- ✓ Transaction 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

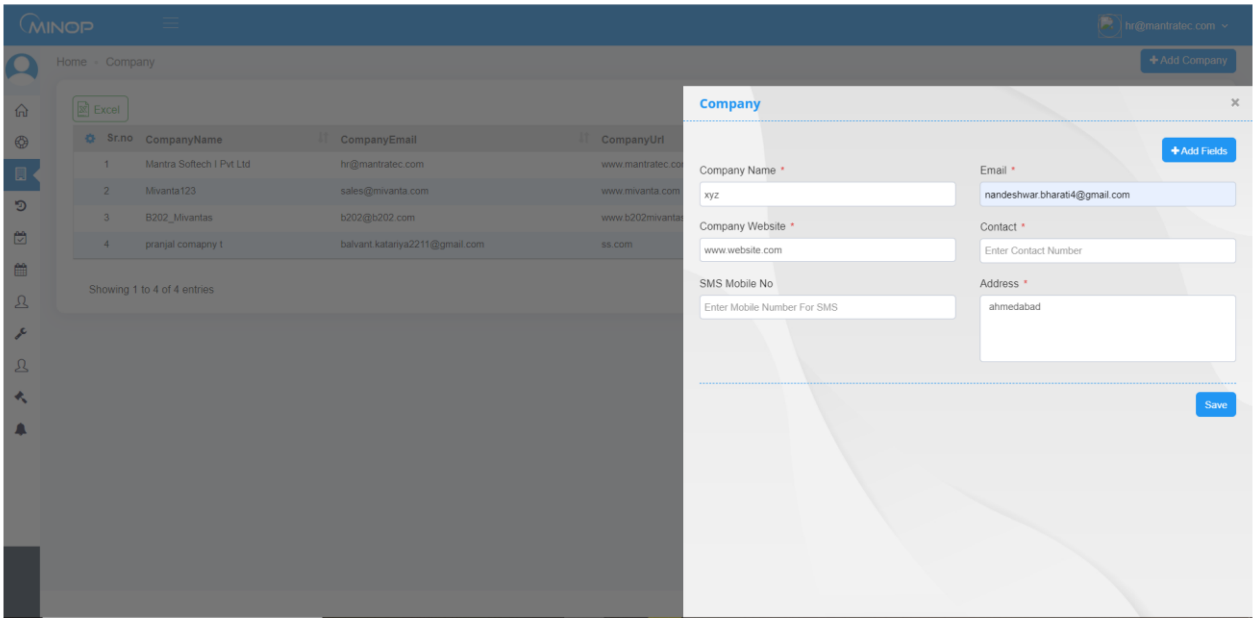


Above image shows company master view.

- ✓ 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.



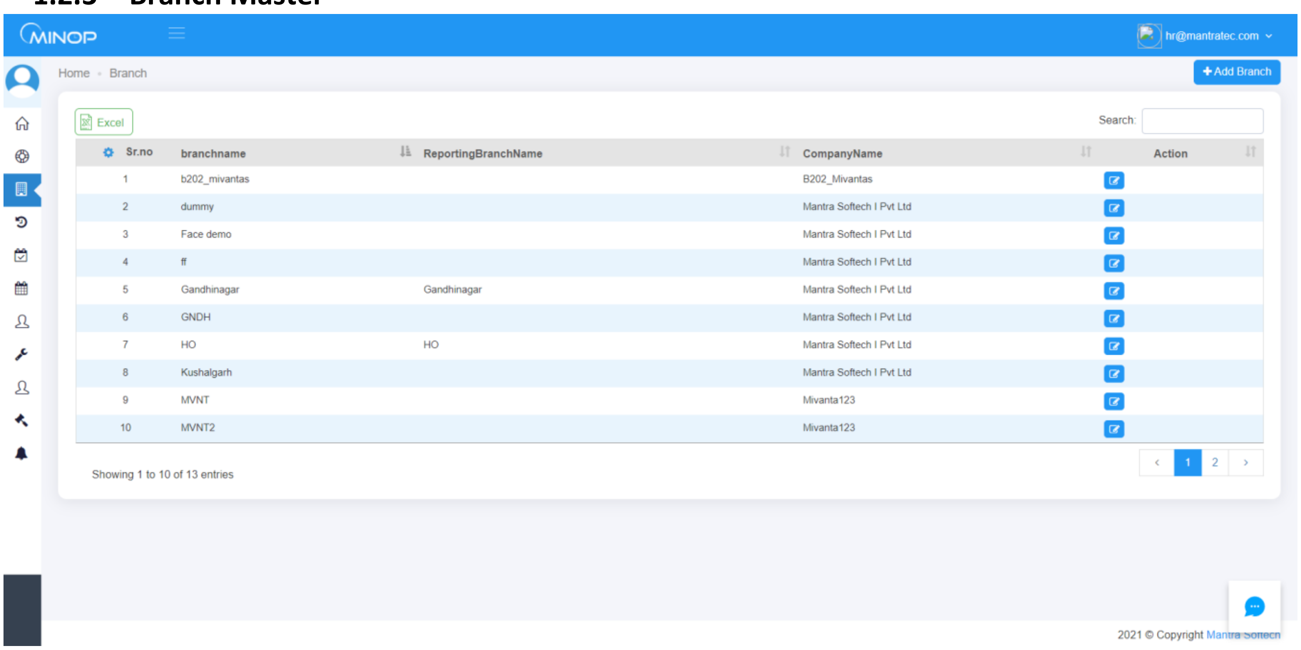
- ✓ Save your Company Name, Address, Contact Number, Contact, Mobile No (SMS) and Email ID.



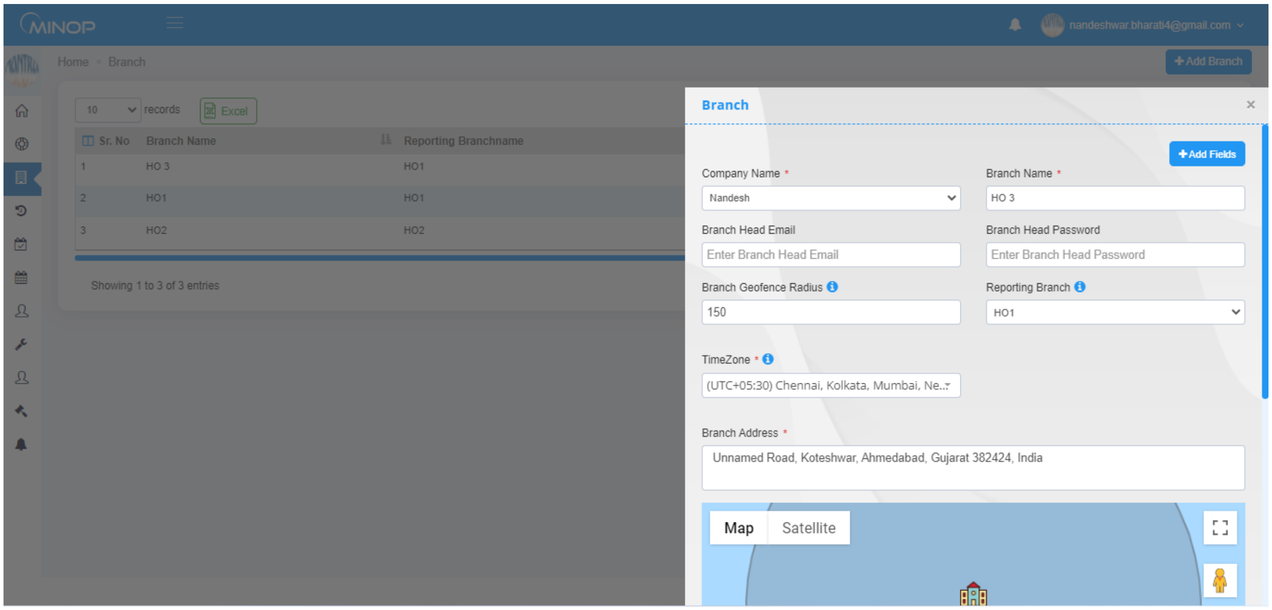
Above image shows example to add details for creating new company.

- ✓ 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.

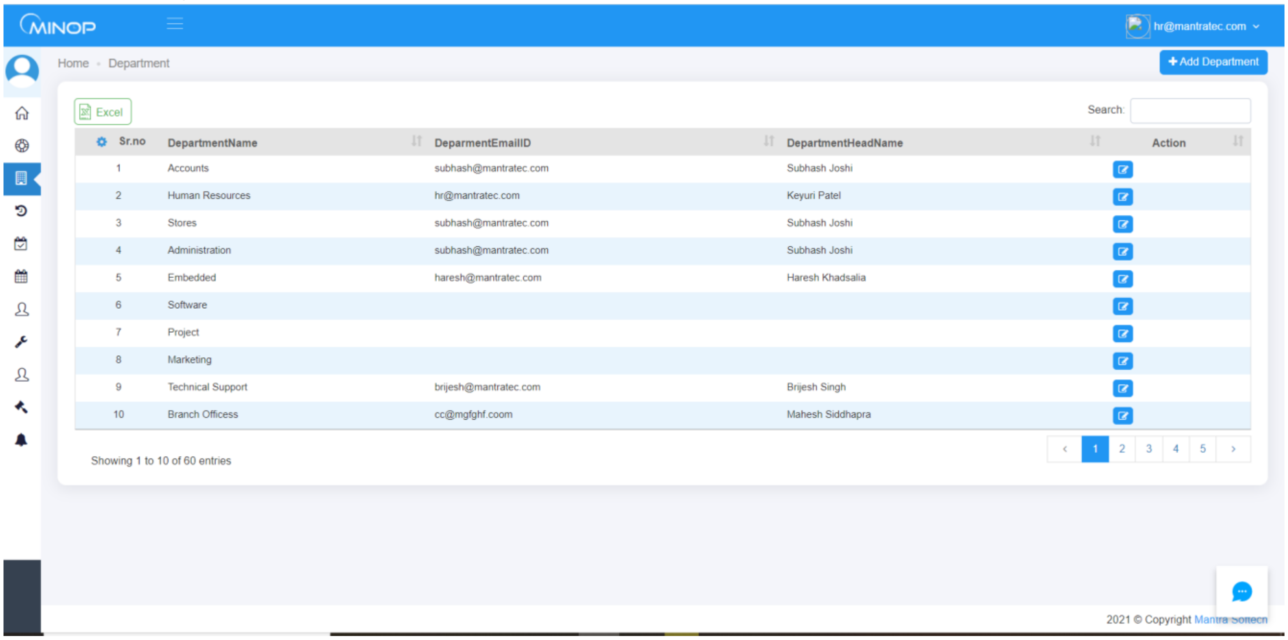


Above image shows when you click on "+add branch" this pop up comes up.

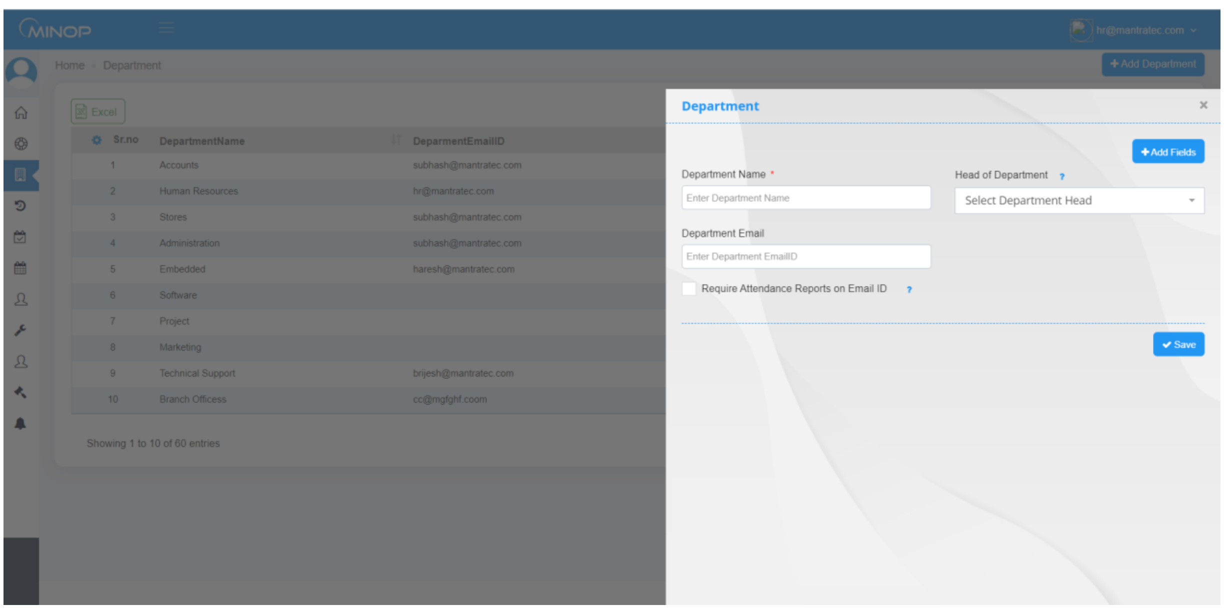
Branch Master brief.

- ✓ 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.

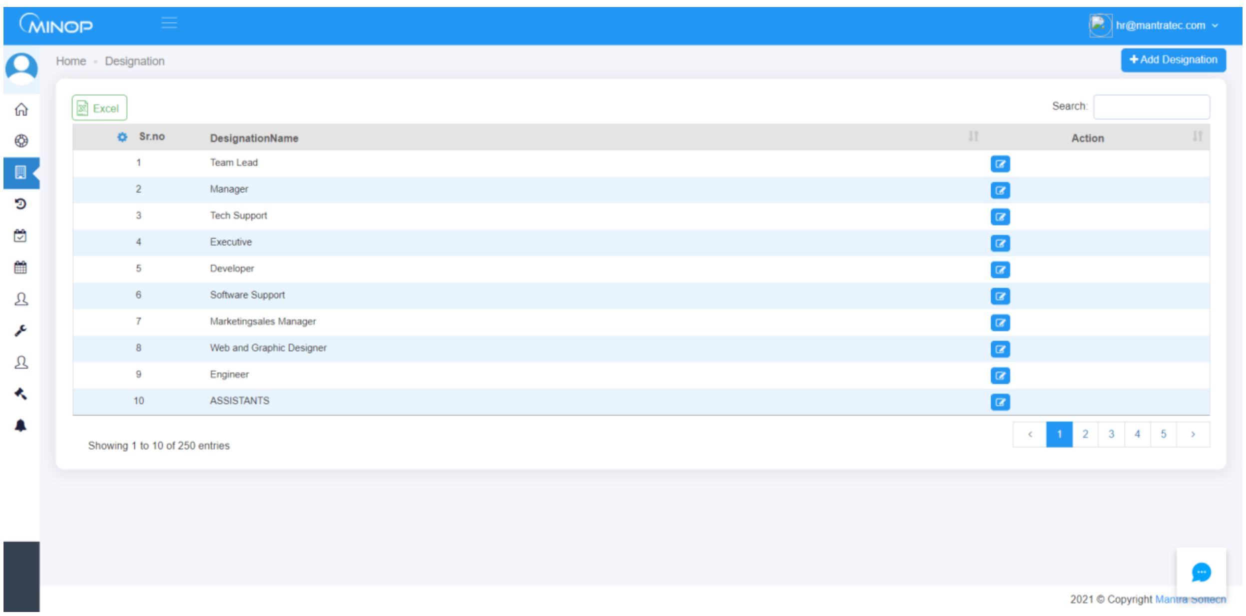
Save all available Departments in Department Master.

- ✓ 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.

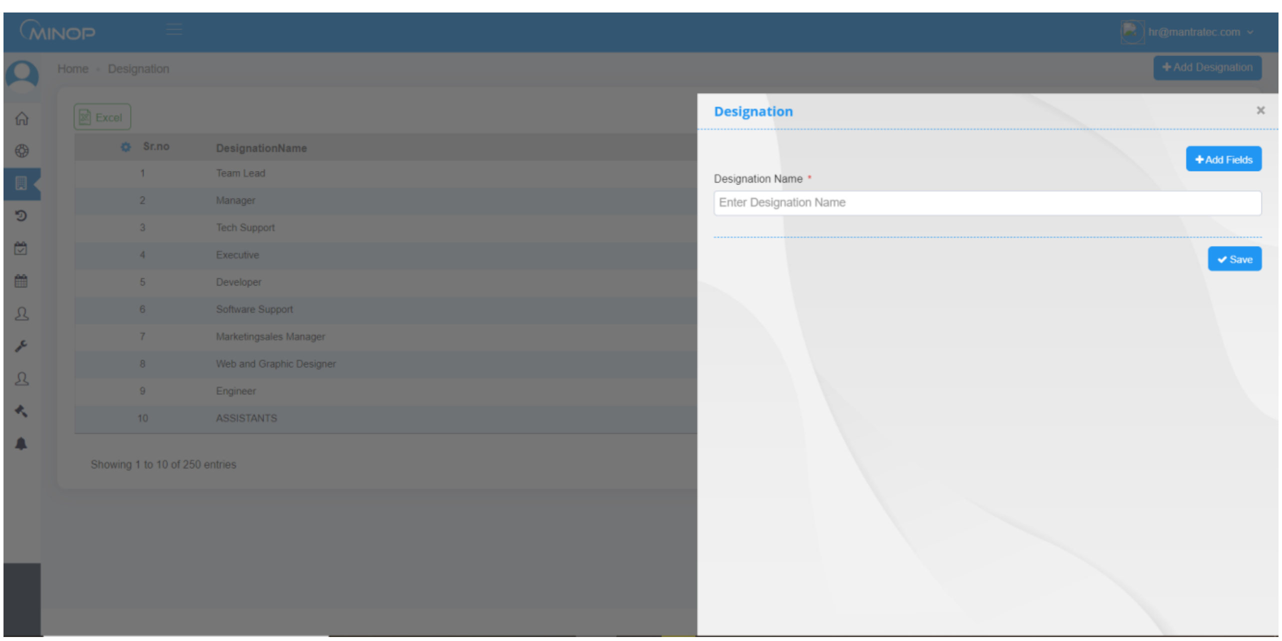
1.2.5 Designation Master

Save all available Designation in Designation Master.

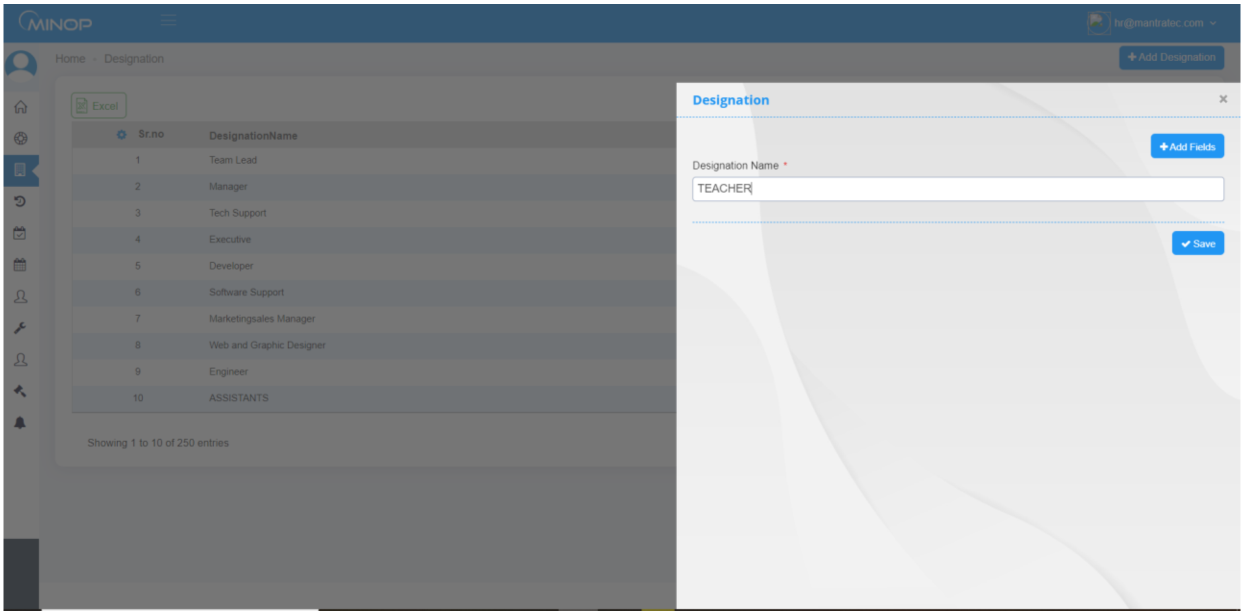
- ✓ To add new Designation, Click on ‘Add Designation’ and Then fill Name of Designation and Click on ‘Save’ button.
- ✓ In Grid, it displays all Designations which are already entered by you.
- ✓ You can Edit Designation entries on clicking on ‘Edit’ button.



Above image shows view of Designation master.

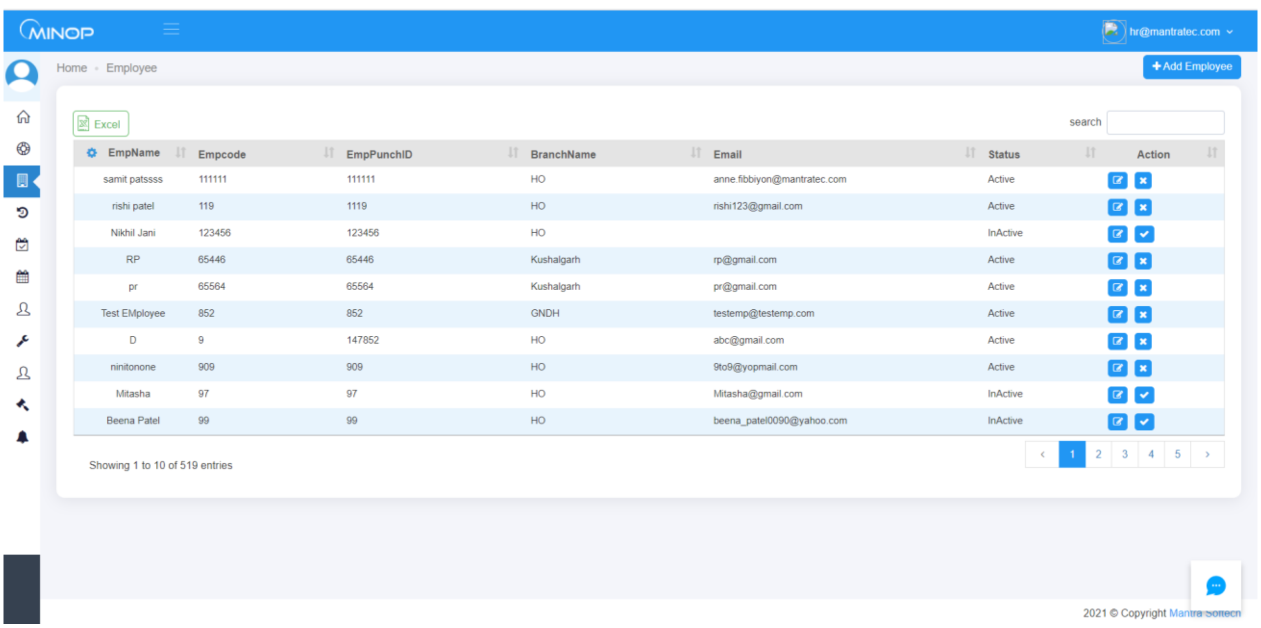


Above image shows when you click on “+ Add Designation” this pop up comes.

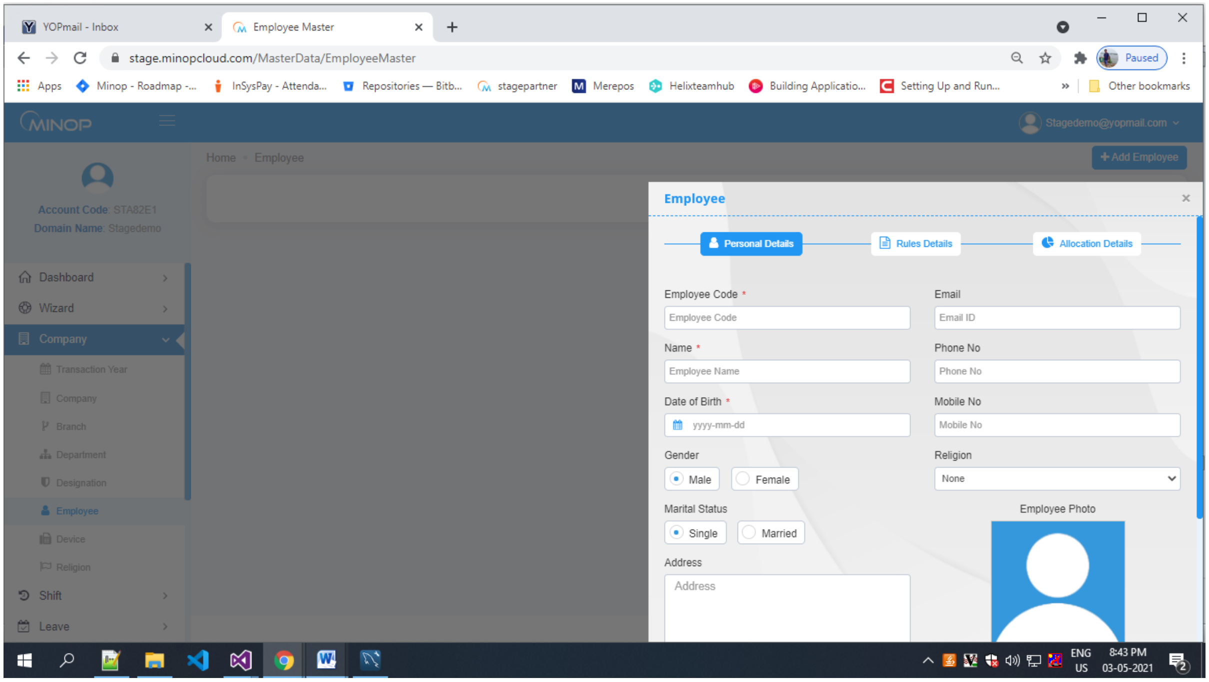


Above image shows example to add details while creating designation.

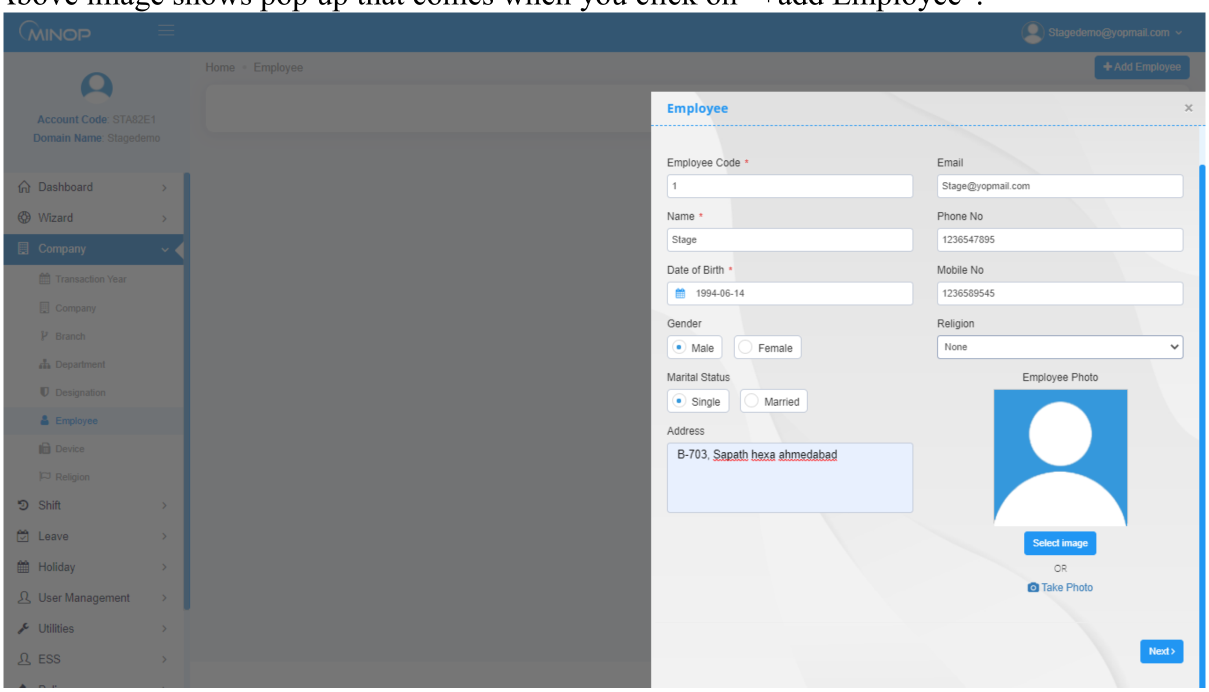
1.2.6 Employee Master



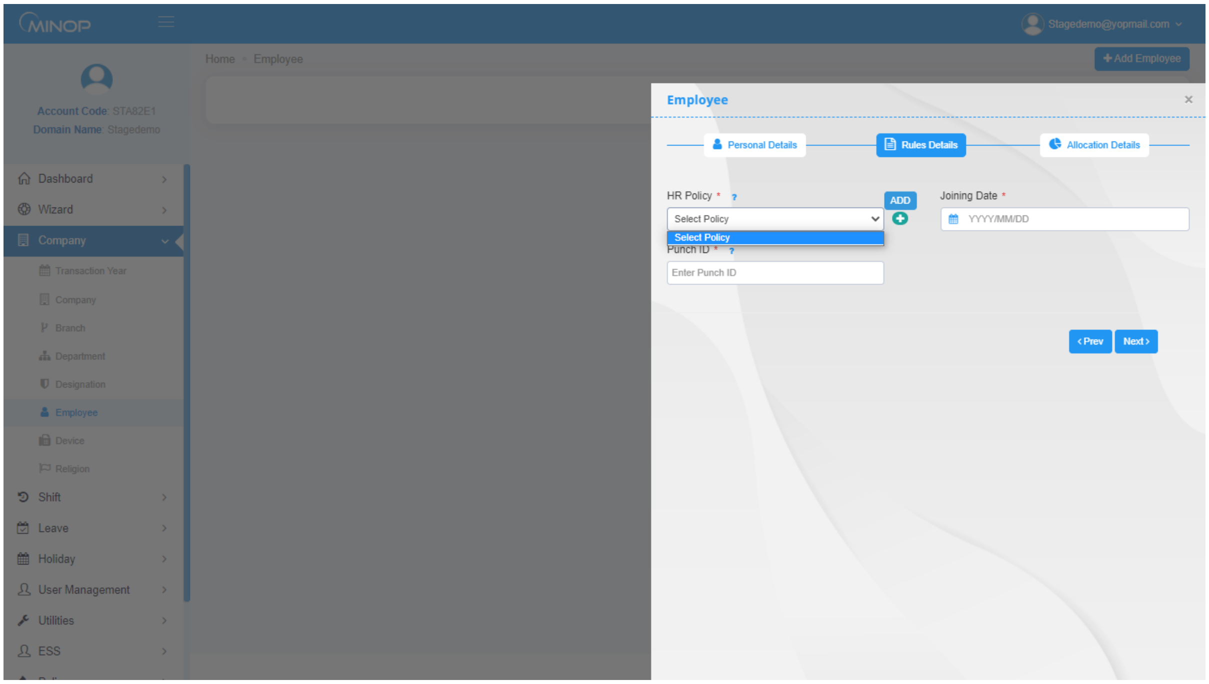
Above image shows view of employee master.



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:-

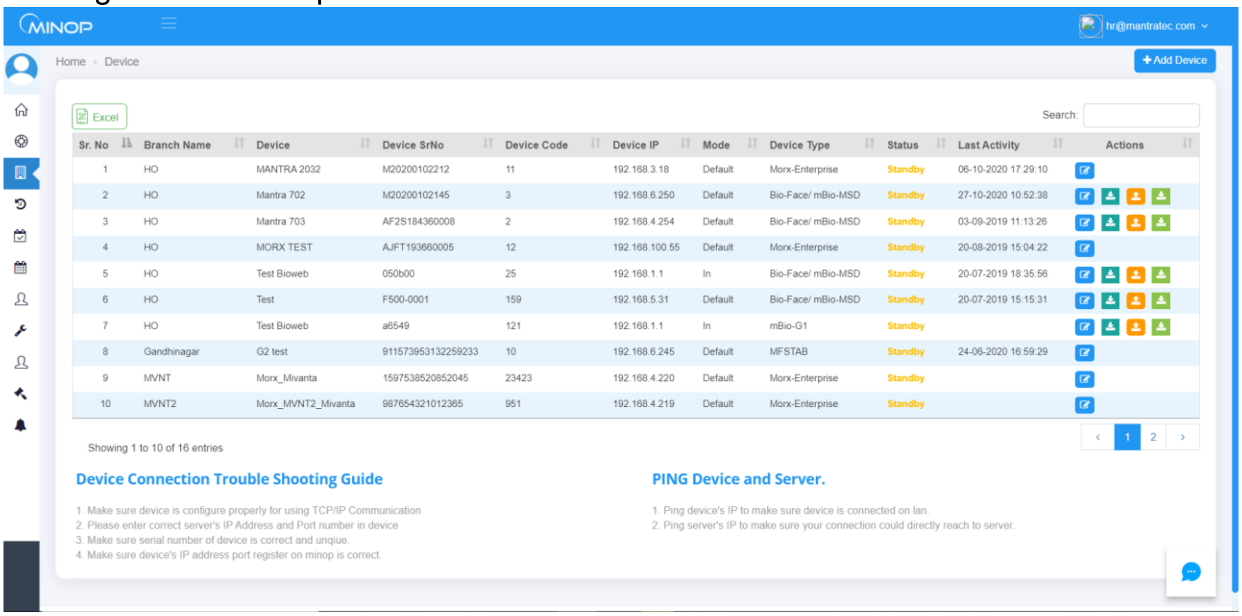
- ✓ **IN** – All entries downloaded from the Device will be considered as **IN** Entries. (If application mode is in fix)
- ✓ **Out** – All entries downloaded from the Device will be considered as **Out** Entries. . (If application mode is in fix)
- ✓ **Default** – In – Out will be considered from Device 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

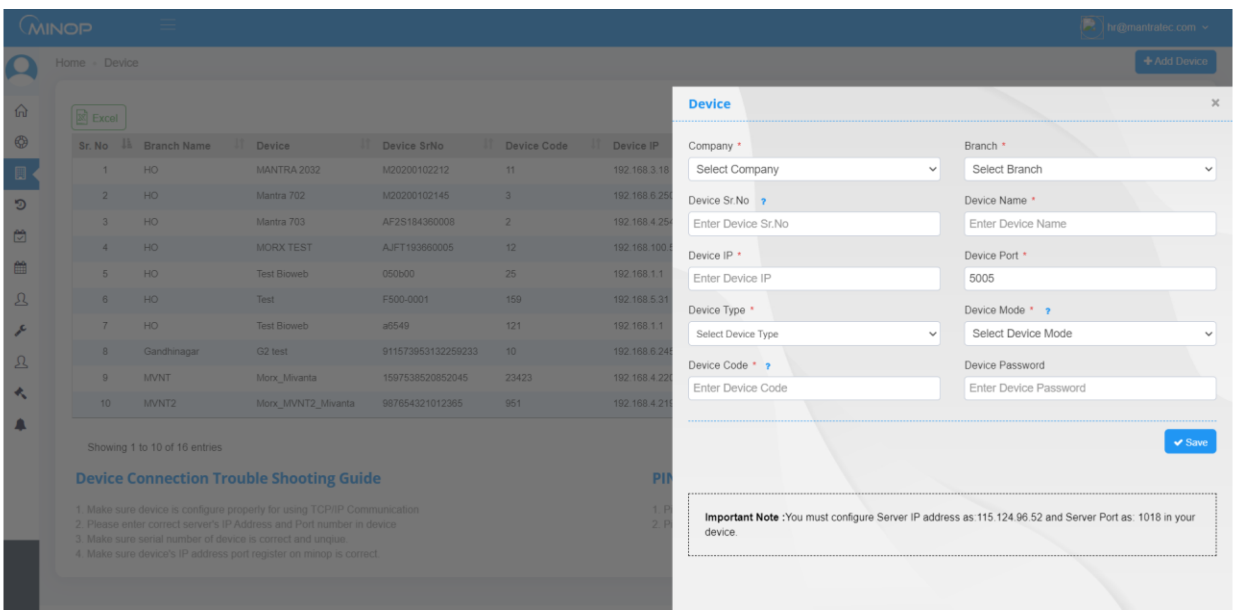
Push Data Configuration:-

- ✓ **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.

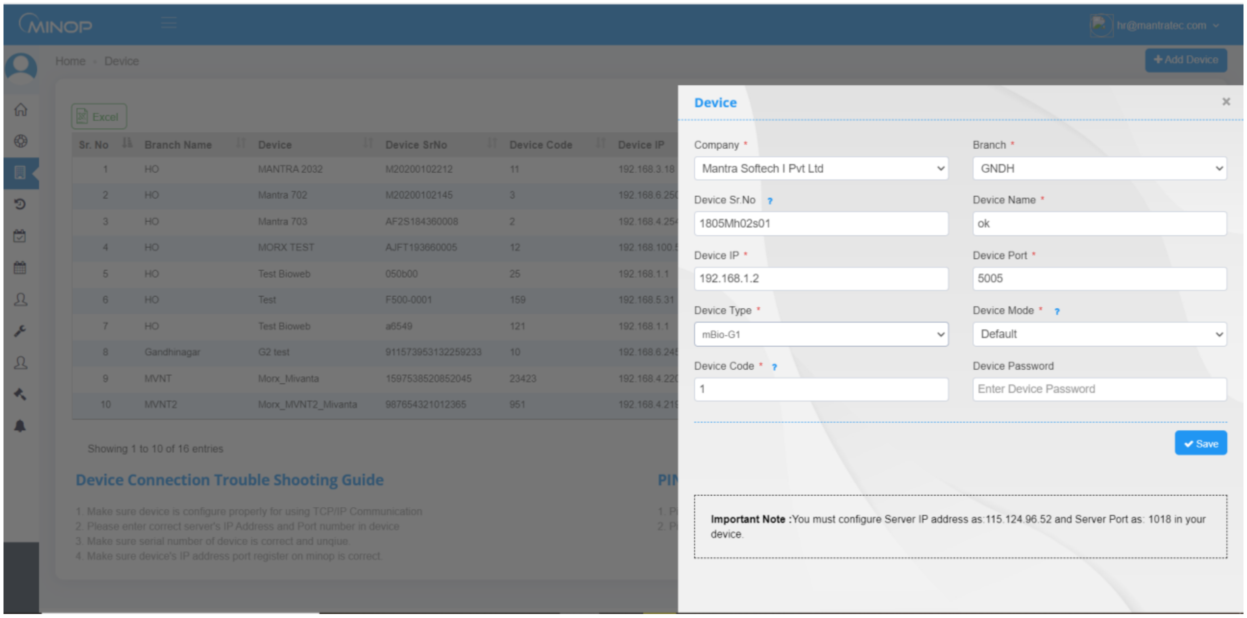
- ✓ **Server IP/Host IP (At Device Level)** – Default server/host/manager IP for Minop is 115.124.096.050 so you need to make sure this IP is mentioned in device “manager/server/host pc IP”.



Above image shows view of device master.

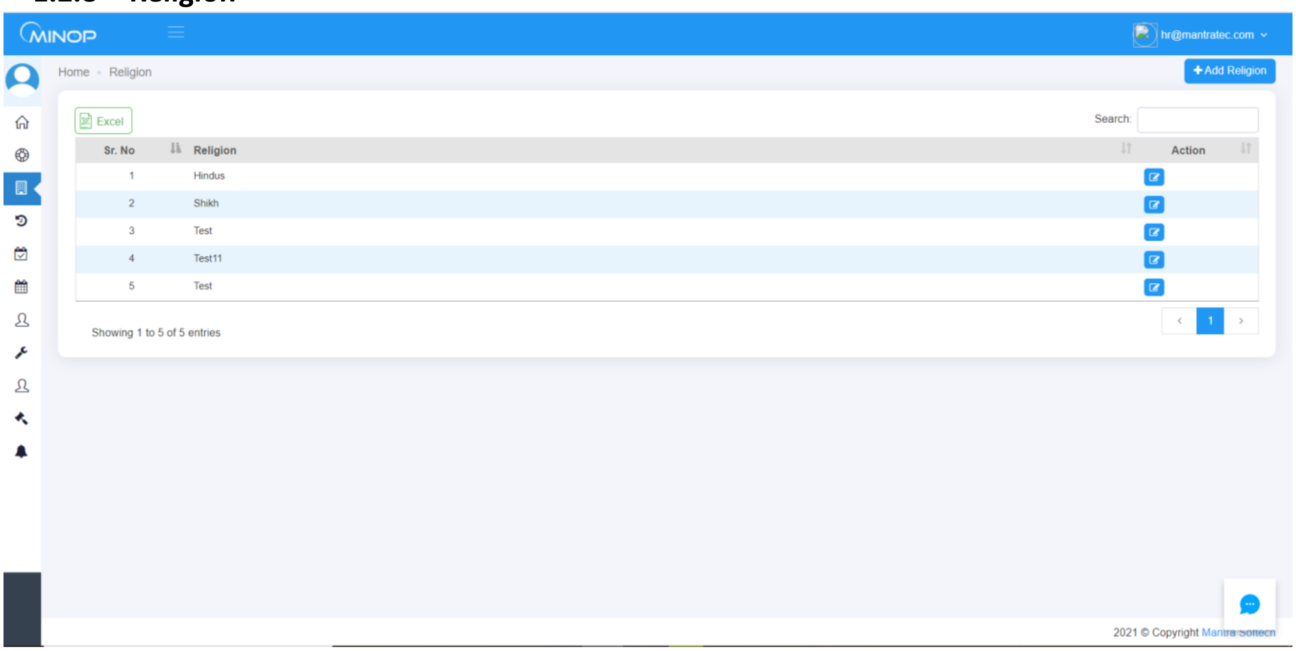


Above image shows view of device master pop up when you click on “+add device”.

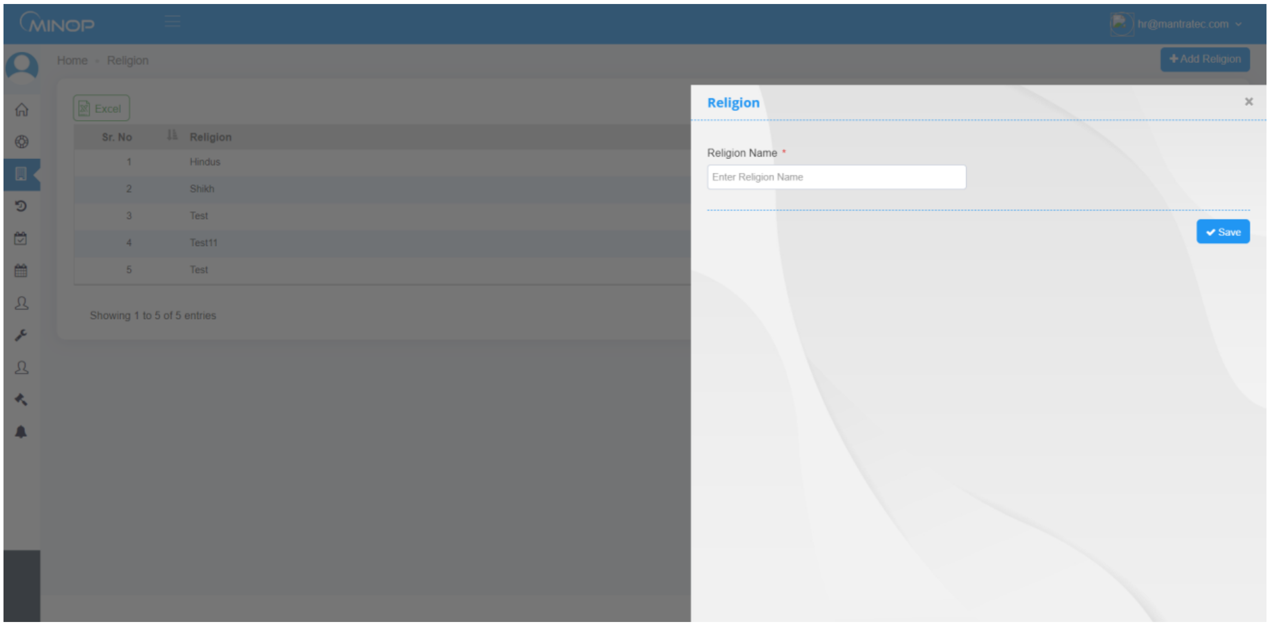


Above image shows example to add device details in device master to register new device.

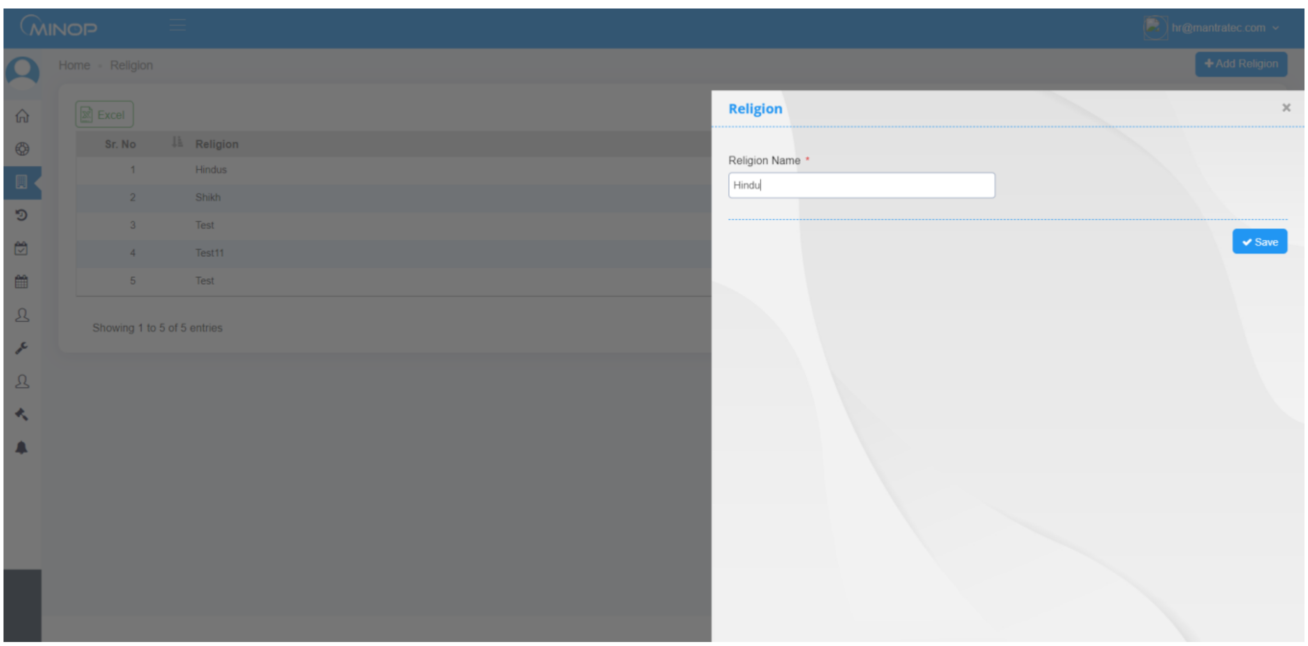
1.2.8 Religion



Above image shows religion master view.



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



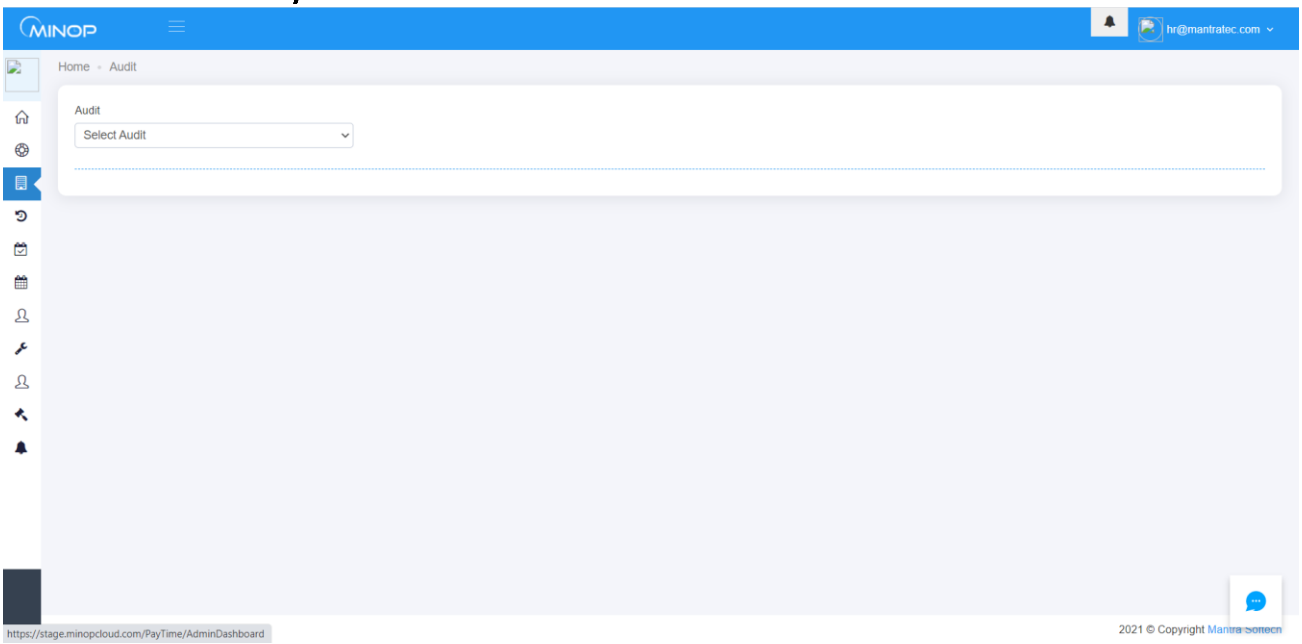
Above image shows example to add religion detail while create new religion field.

Religion Master Brief.

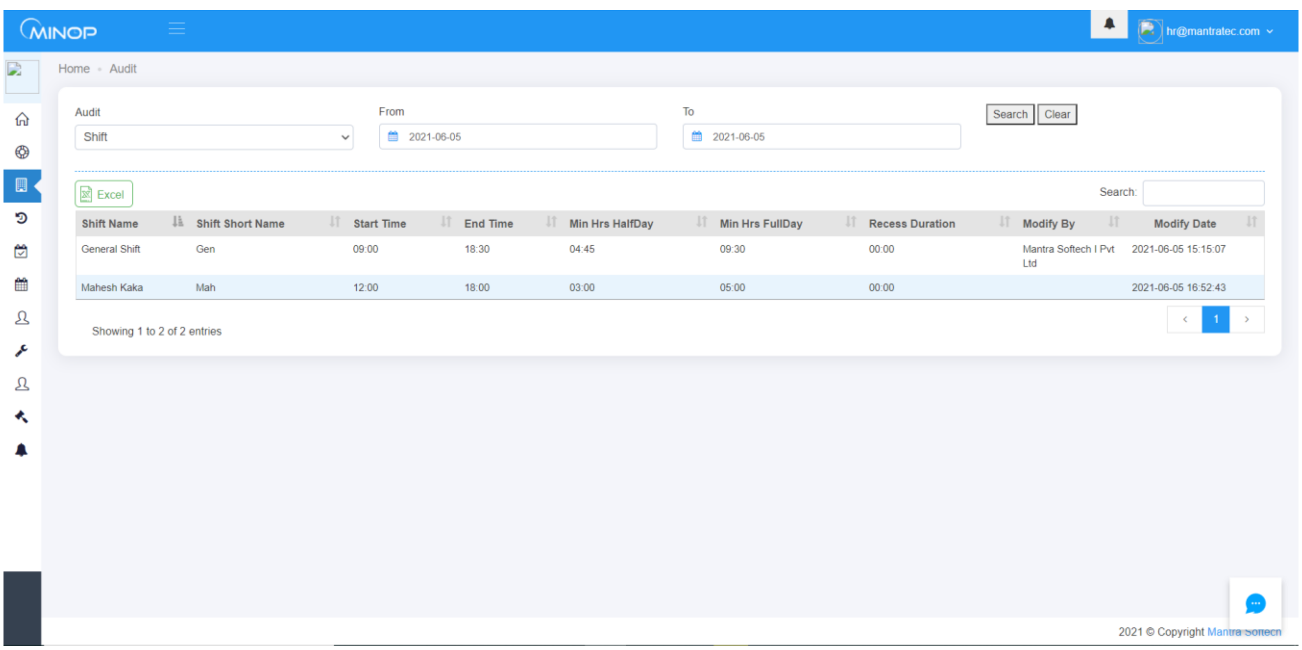
- ✓ To add new Religion, Click on 'Add Religion' and Then fill Name of Religion and Click on 'Save' button.

✓ 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.

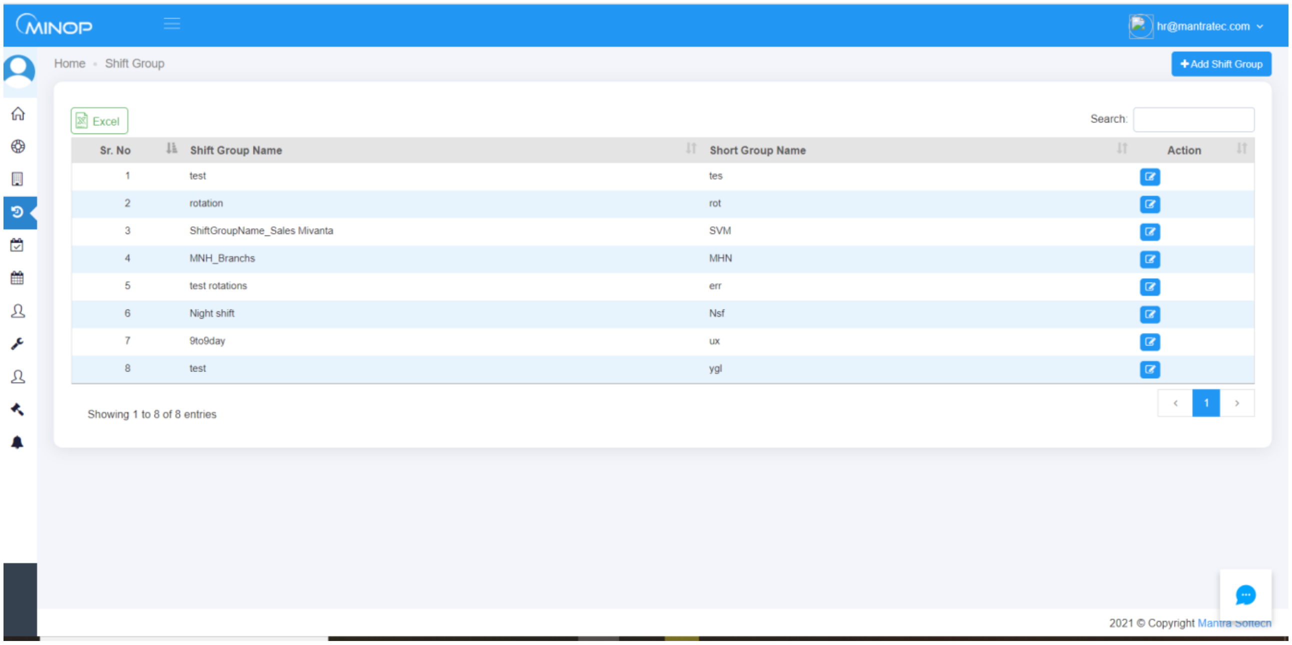


Above image shows the last modified changes in Policy as well as in Shift.

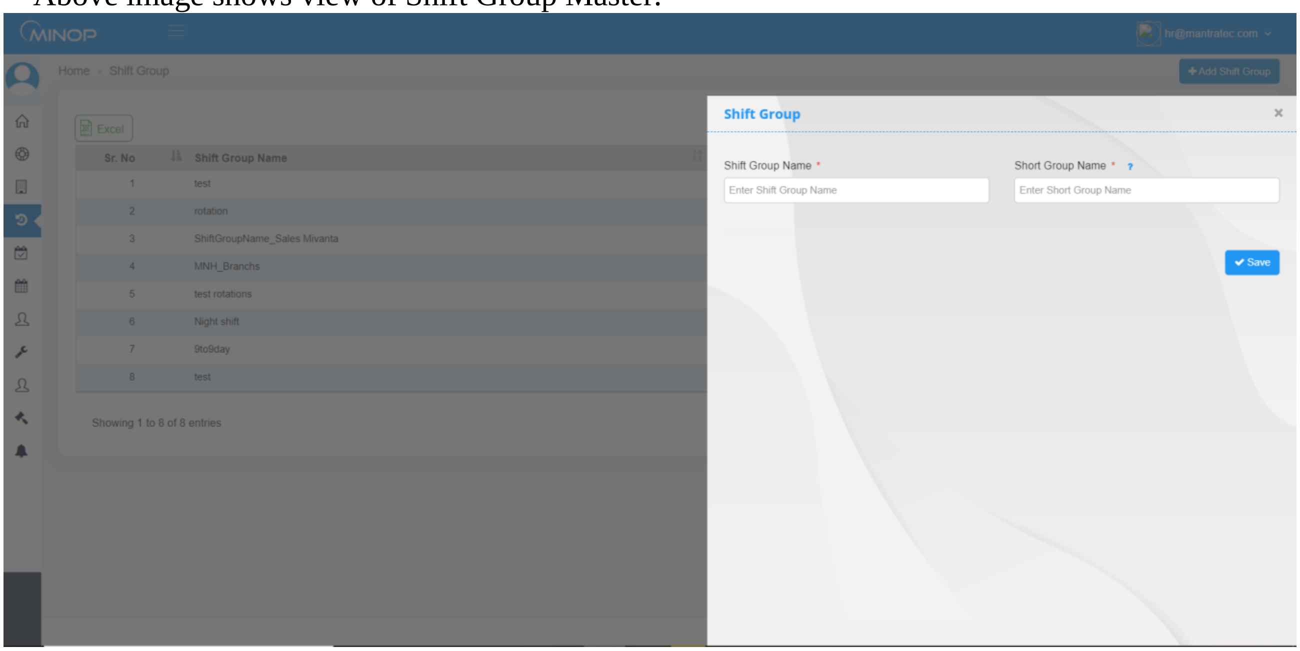
✓ You can view the changes done by you and can modify date-wise also.
✓ Latest changes will be notified by bell icon on top.

Shift Master

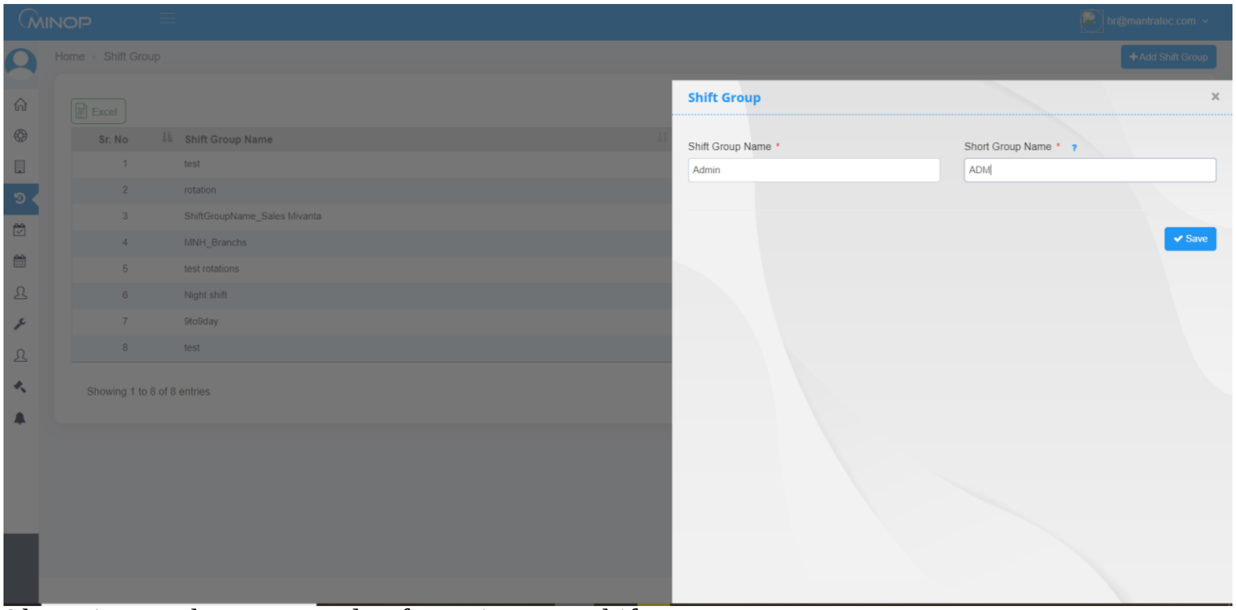
1.2.10 Shift Group Master



Above image shows view of Shift Group Master.



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

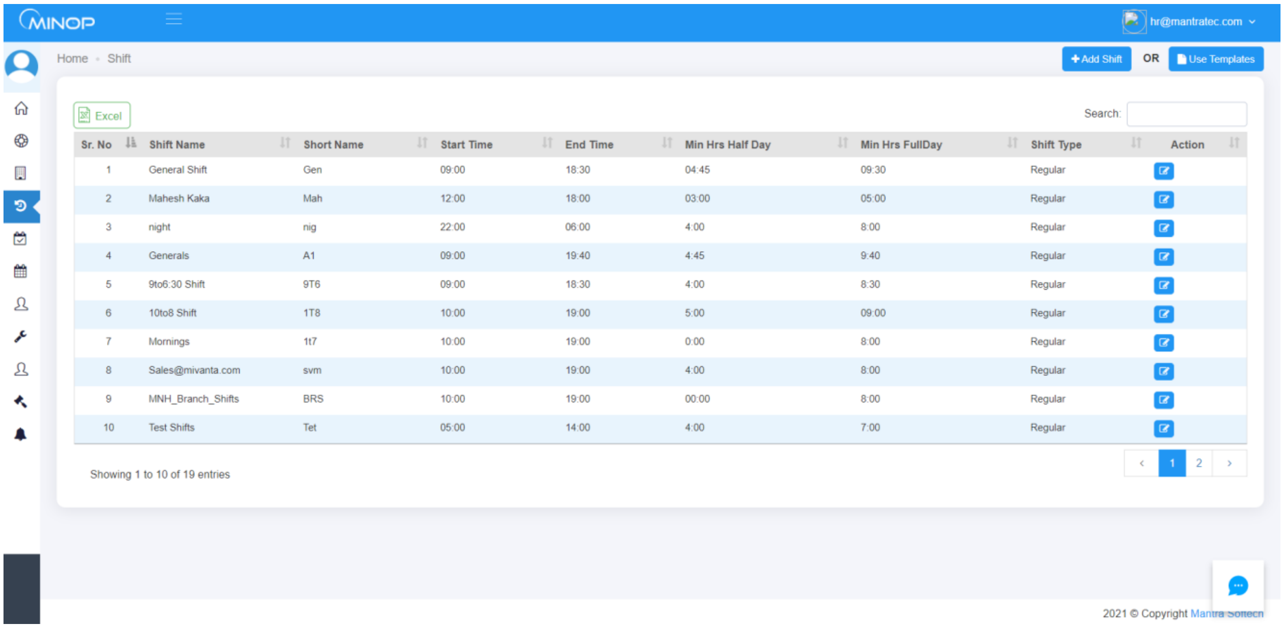


Above image shows example of creating new shift group.

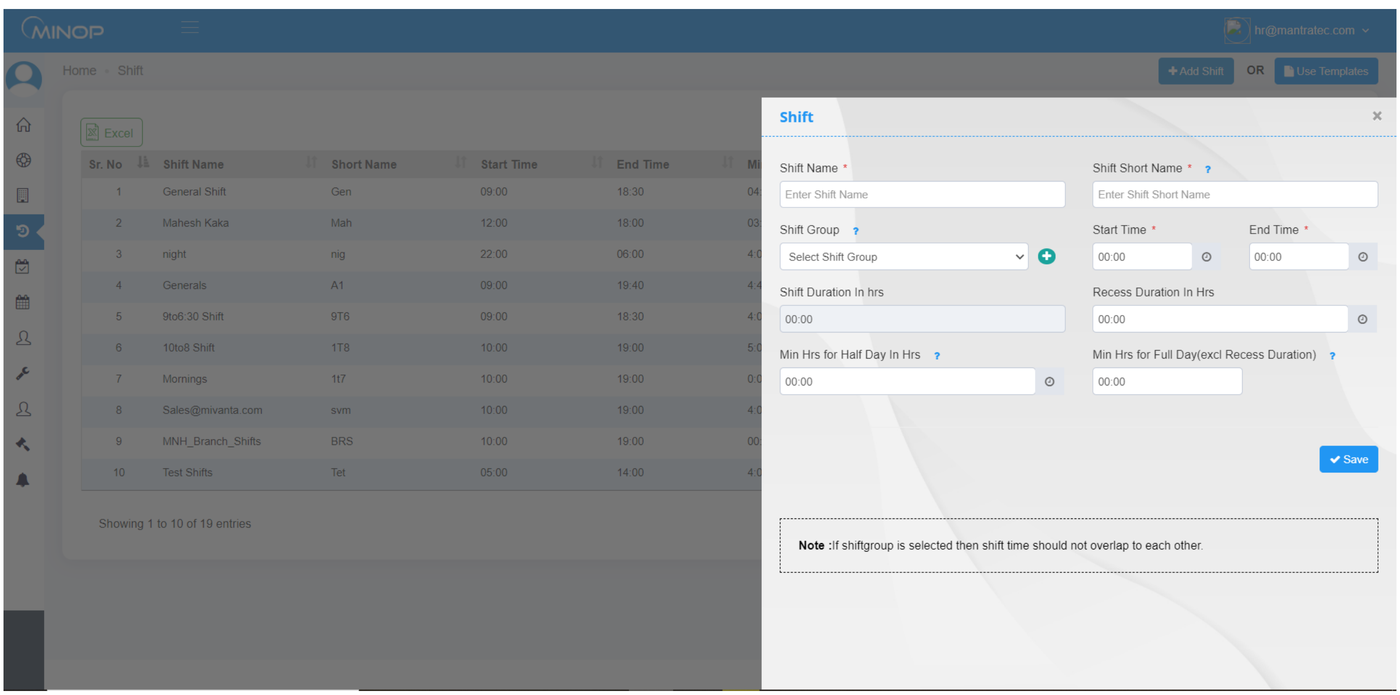
Shift Group Master Brief.

- ✓ 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

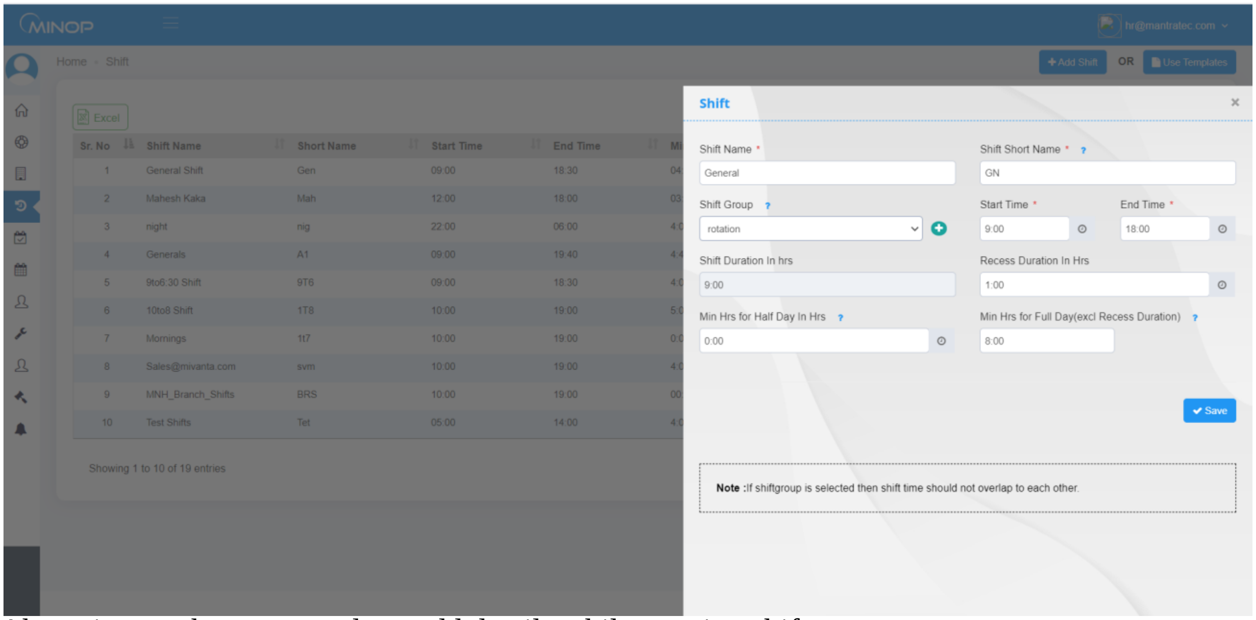
1.2.11 Shift Master



Above image shows view of shift master.



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

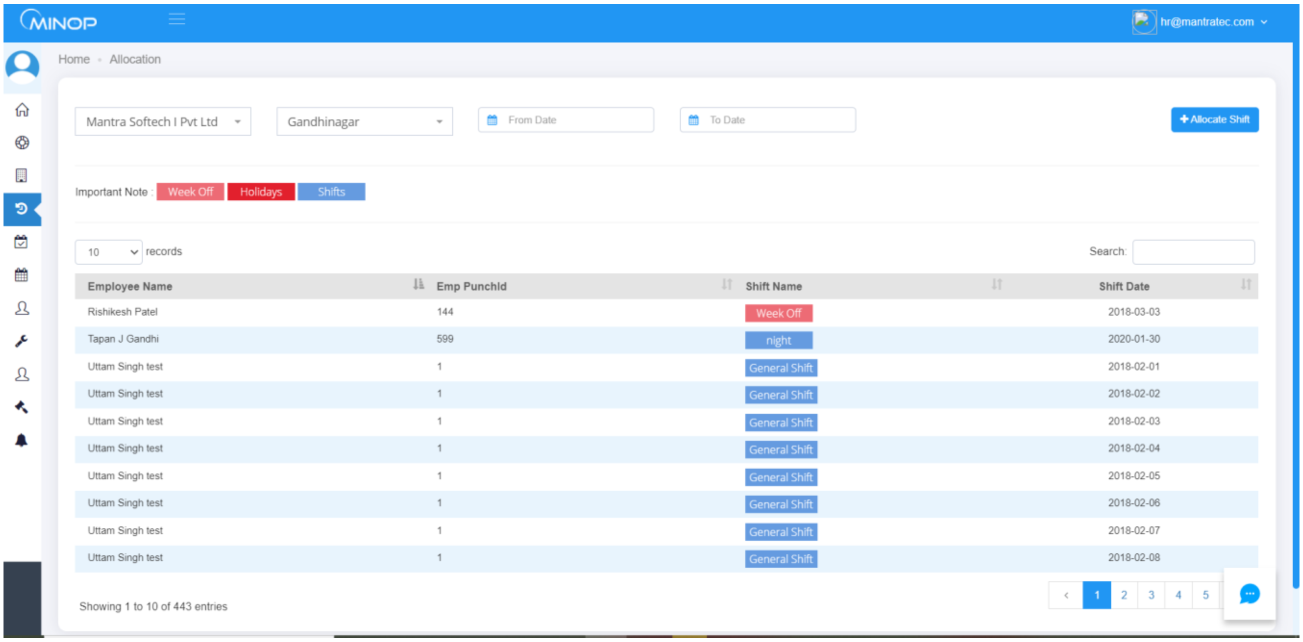


Above image shows example to add details while creating shift.

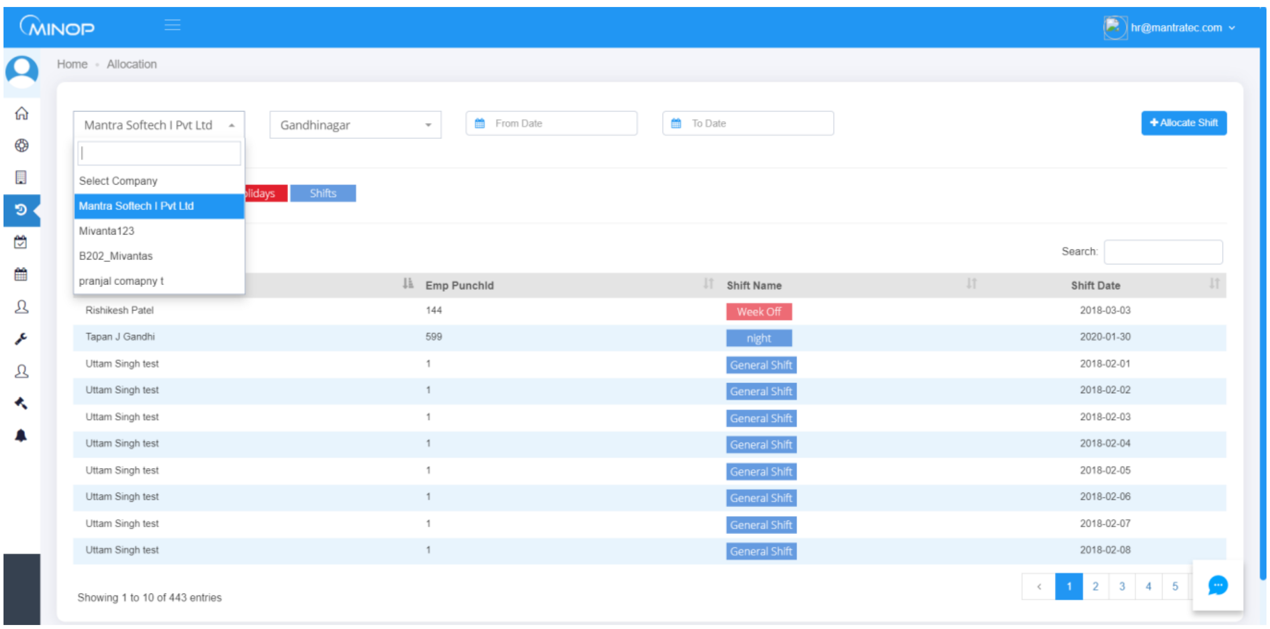
Save all Shifts required in the Shift Master.

- ✓ **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 then 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.

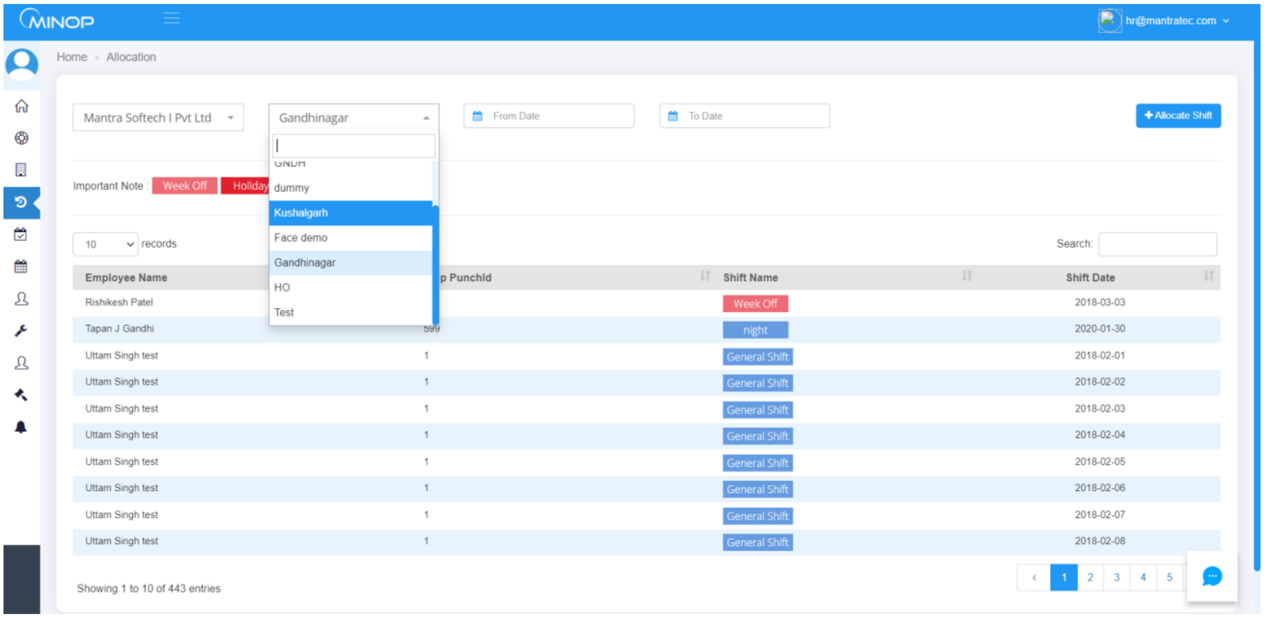
1.2.12 Shift Allocation



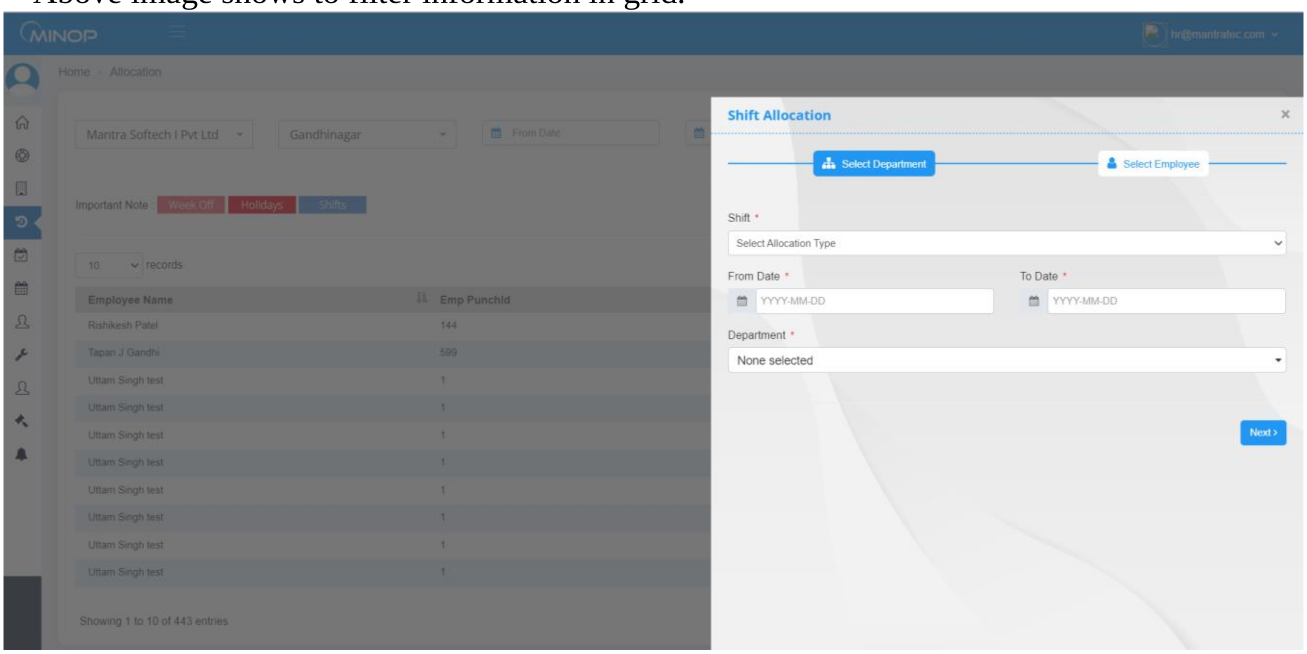
Above image shows view of shift allocation.



Above image shows selection option to view in grid.



Above image shows to filter information in grid.



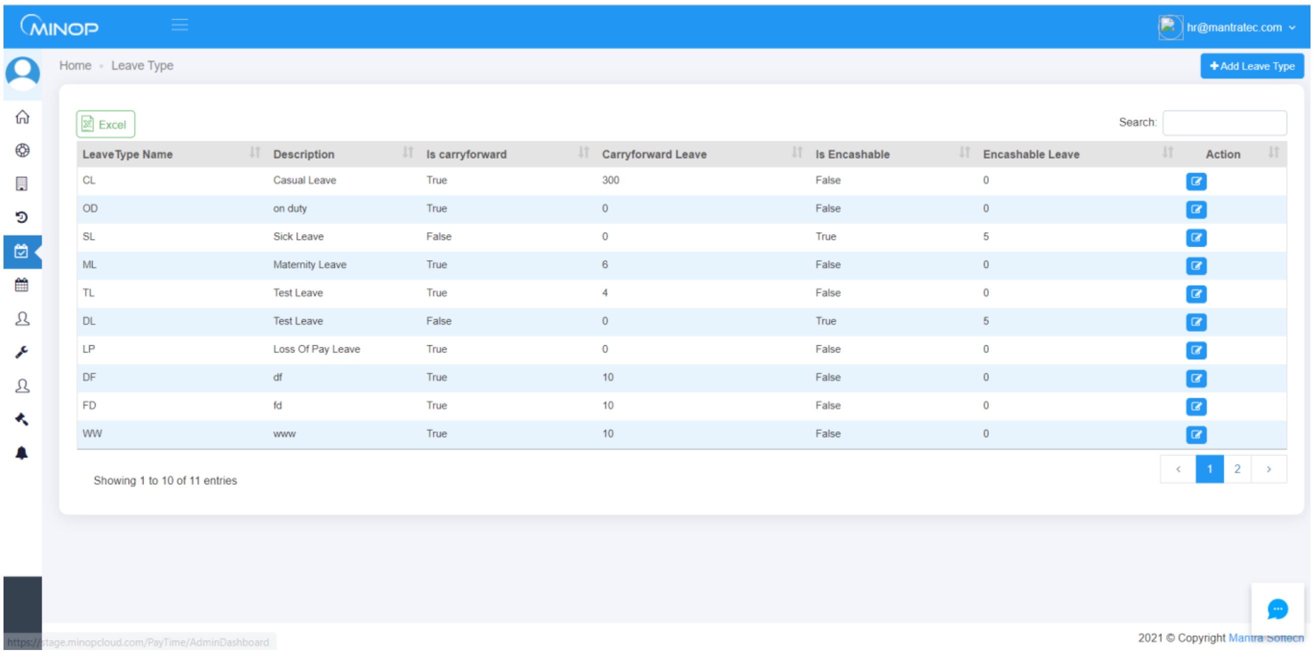
Above image show pop up when you click on "+Allocate Shift".

- ✓ 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.
- ✓ By Default 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.

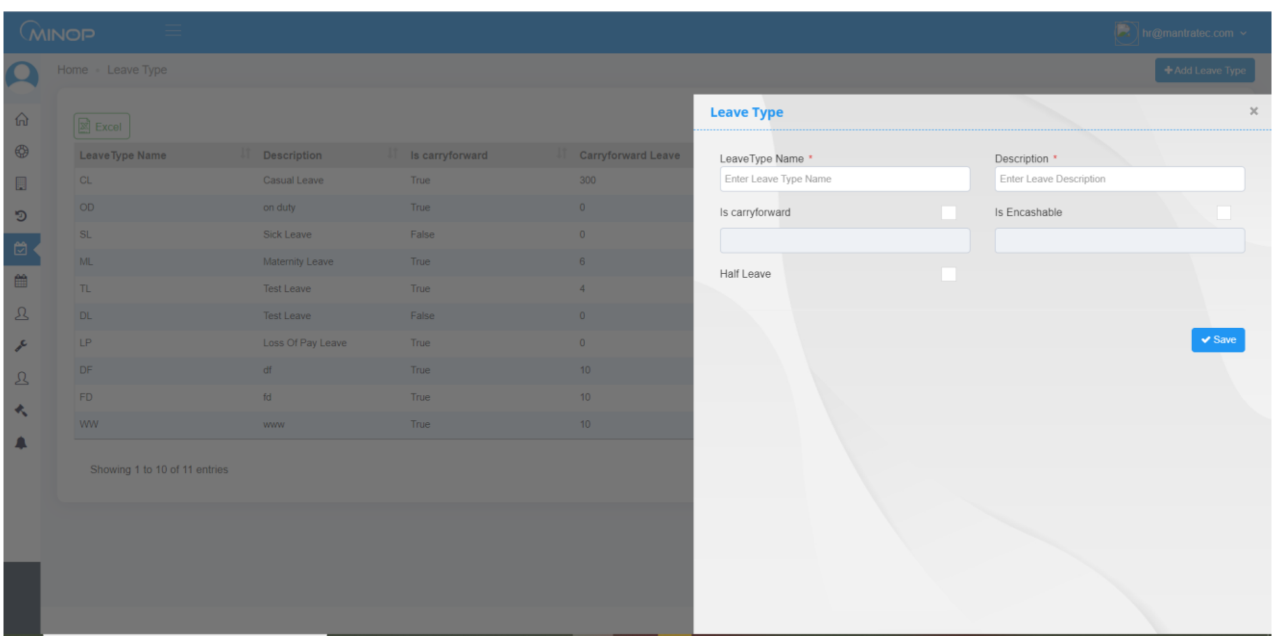
- ✓ Third List display already allocated shift details of Employee Between selected dates.
- ✓ You can assign Weekly off and Holiday off for selected dates from above screen.

1.3 Leave Master

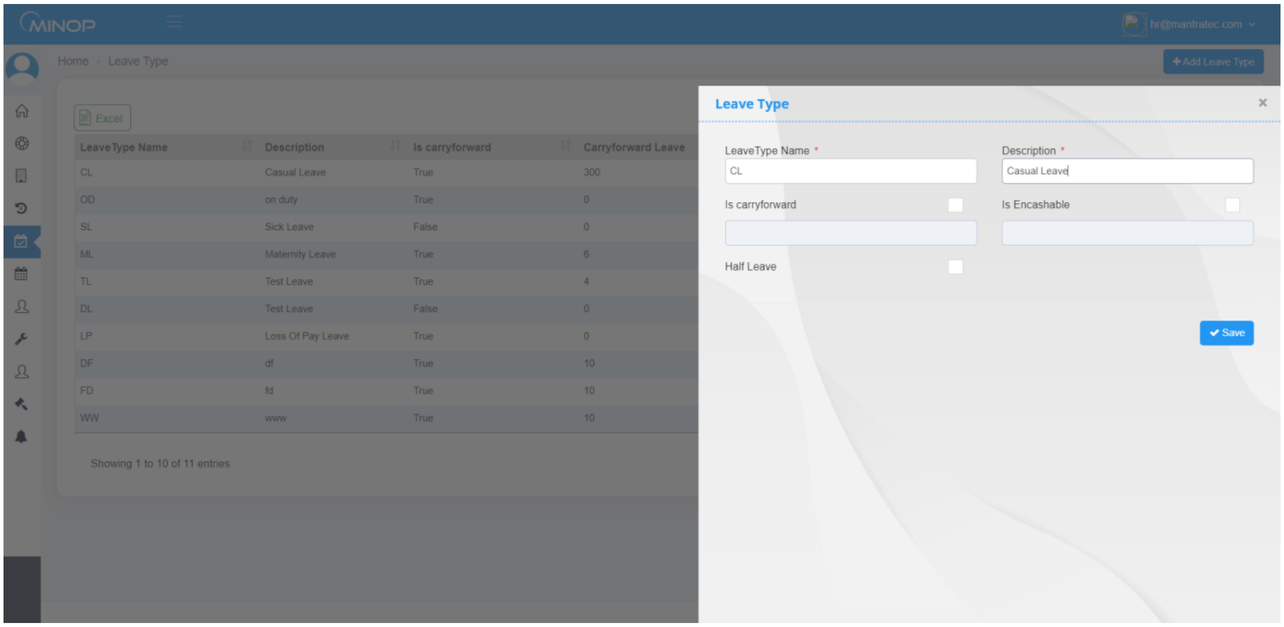
1.3.1 Leave Type Master



Above image shows view of leave type master.



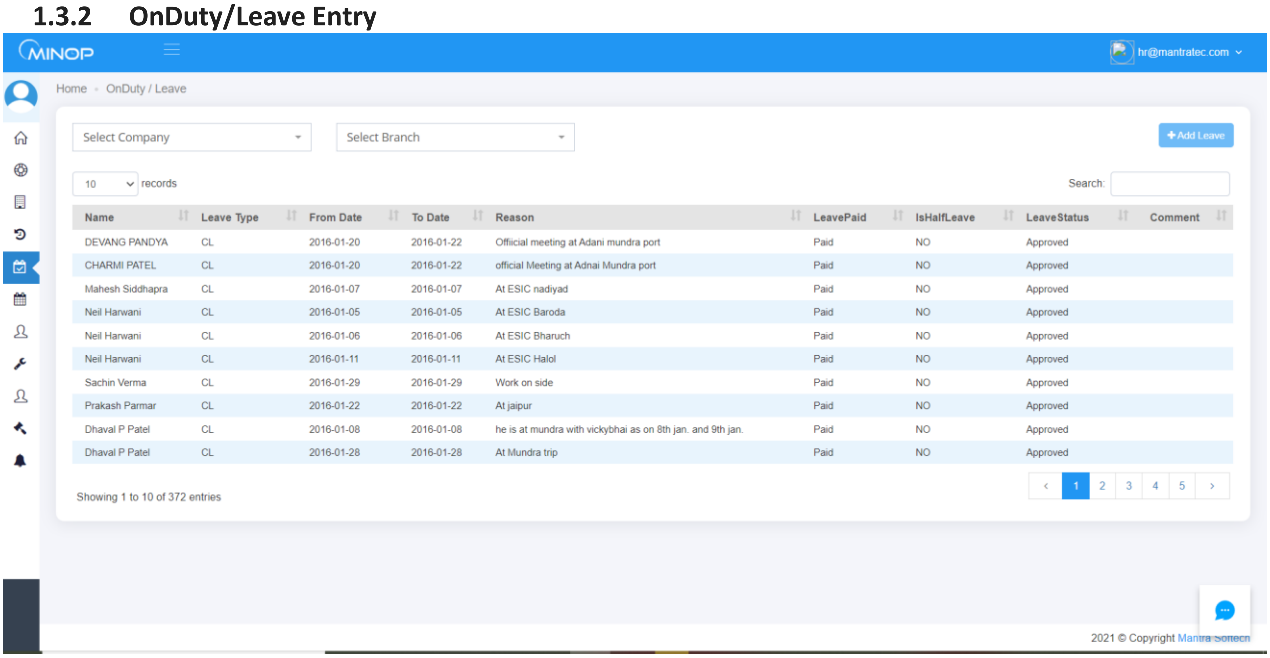
Above image shows pop up when we click on “+Add Leave Type”.



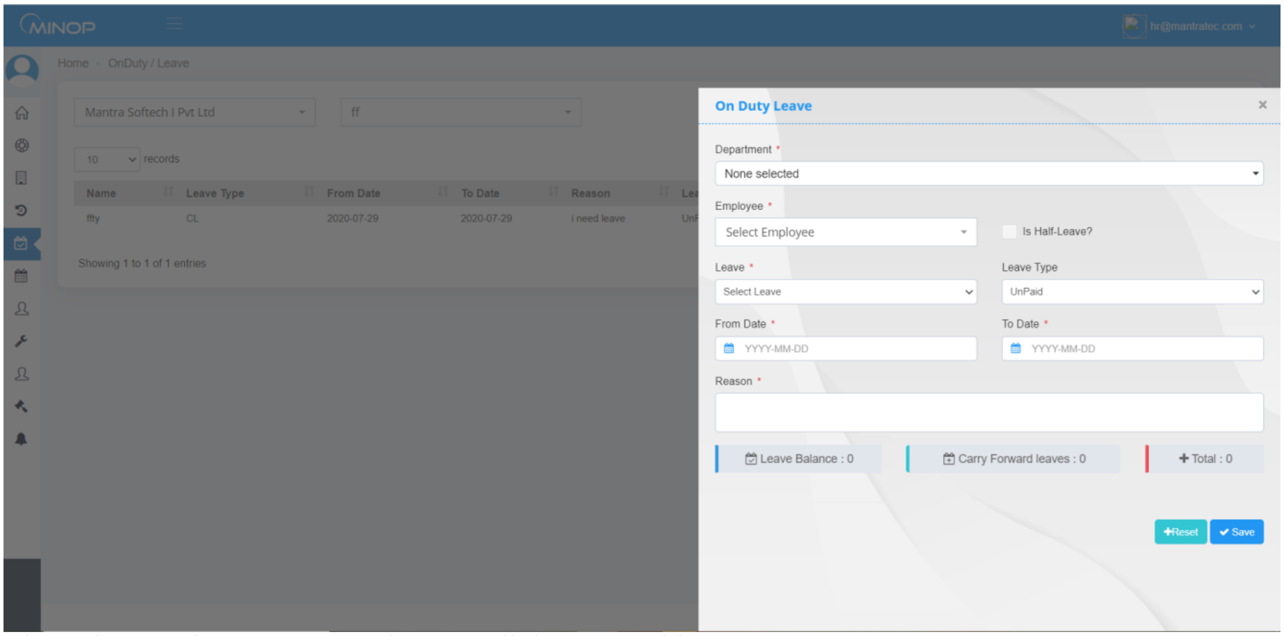
Above image shows example to add details while creating new leave type.

- ✓ 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 weather 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:-

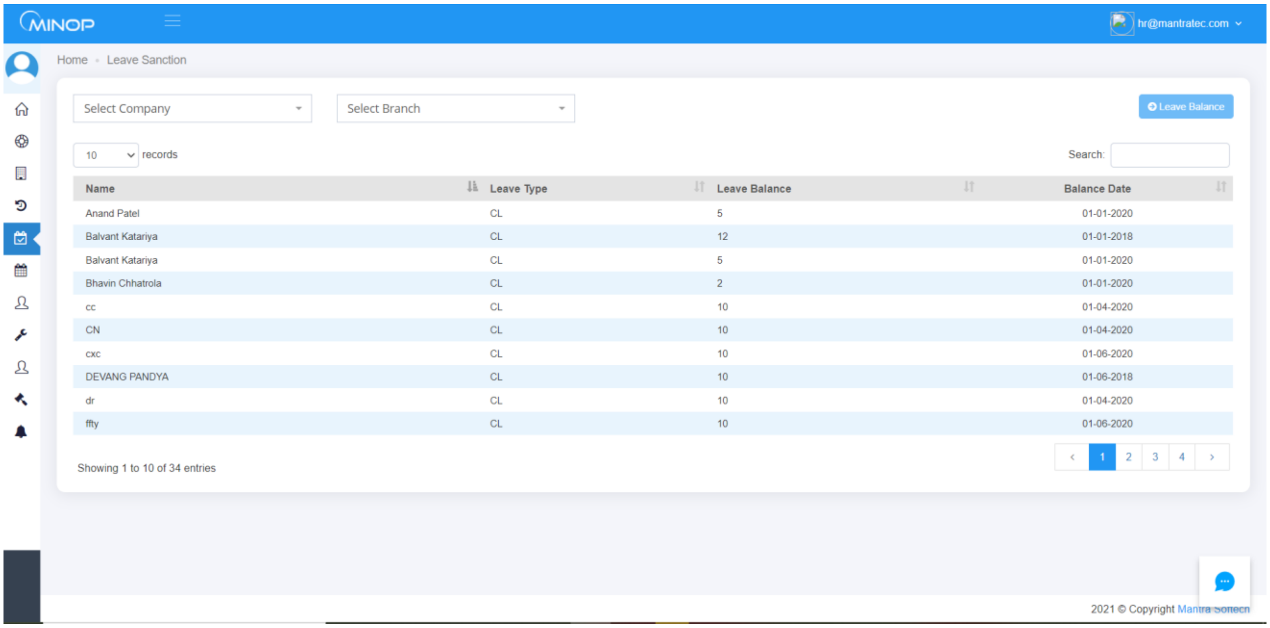
- ✓ If Employee went for Company related work and unable to punch on Device Terminal.
- ✓ In Attendance Report, status will be shown as **'OD'**.

2. Leave Entry:-

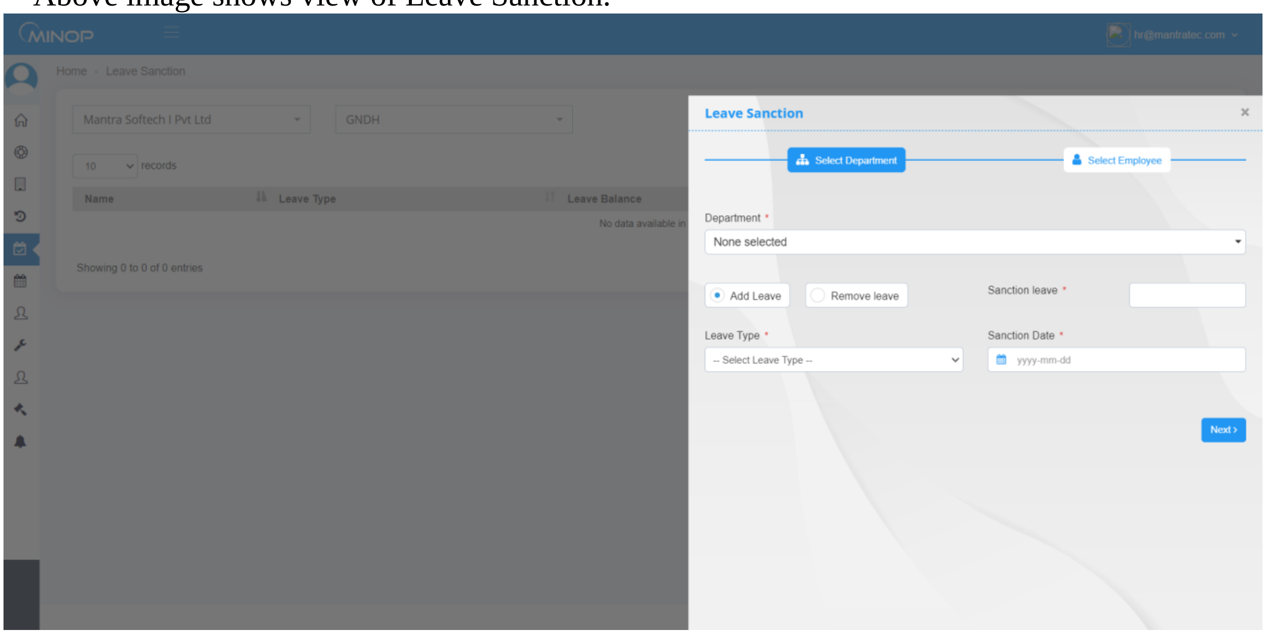
- ✓ You can add Employee's Full Day or Half Day Leave as per balance available for particular Leave.
- ✓ In Attendance Report, status will be shown with leave type name.
- ✓ In Half Leave case 'H' will be Append before Leave Type Name.

For example: - For Half CL, state will be shown as '**HCL**'.

1.3.3 Leave Sanction



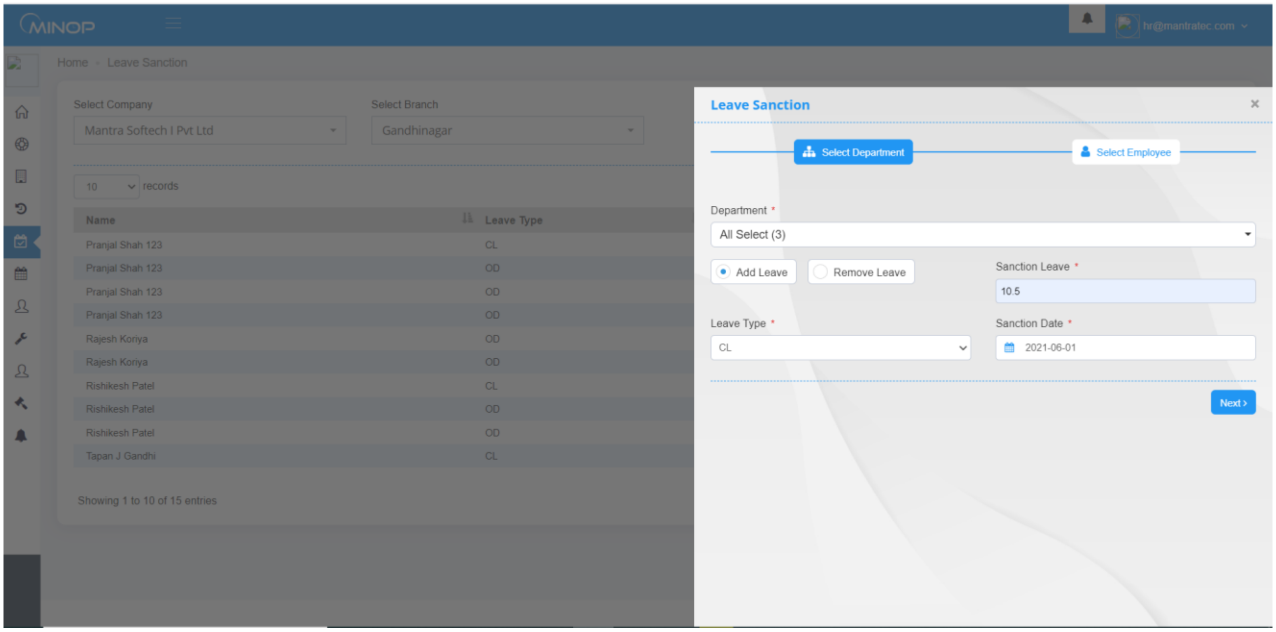
Above image shows view of Leave Sanction.



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

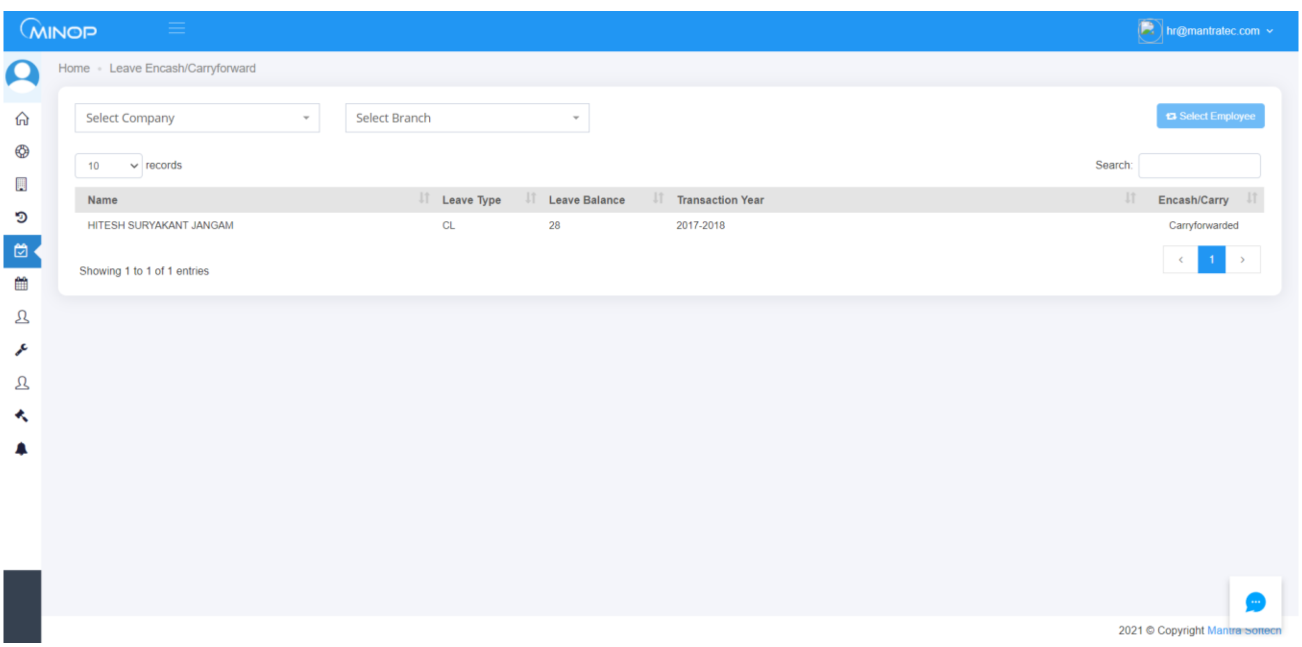
- Leave Sanction allows you to sanction Leave balance or remove Leave Balance to Employee for particular Transaction Year as per sanction date.

- ✓ 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.

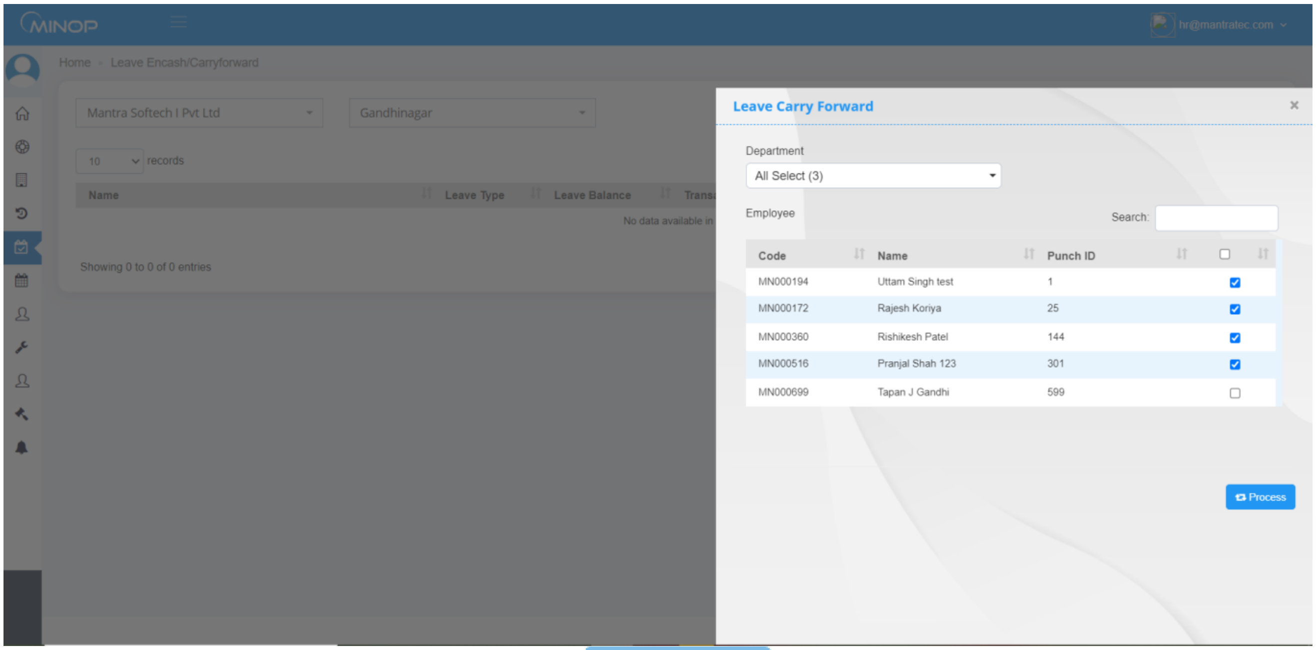


Above image shows how to add or remove leaves in Point also.

1.3.4 Leave Encash/Carryforward



Above image shows view of "leave Encash/Carryforward"

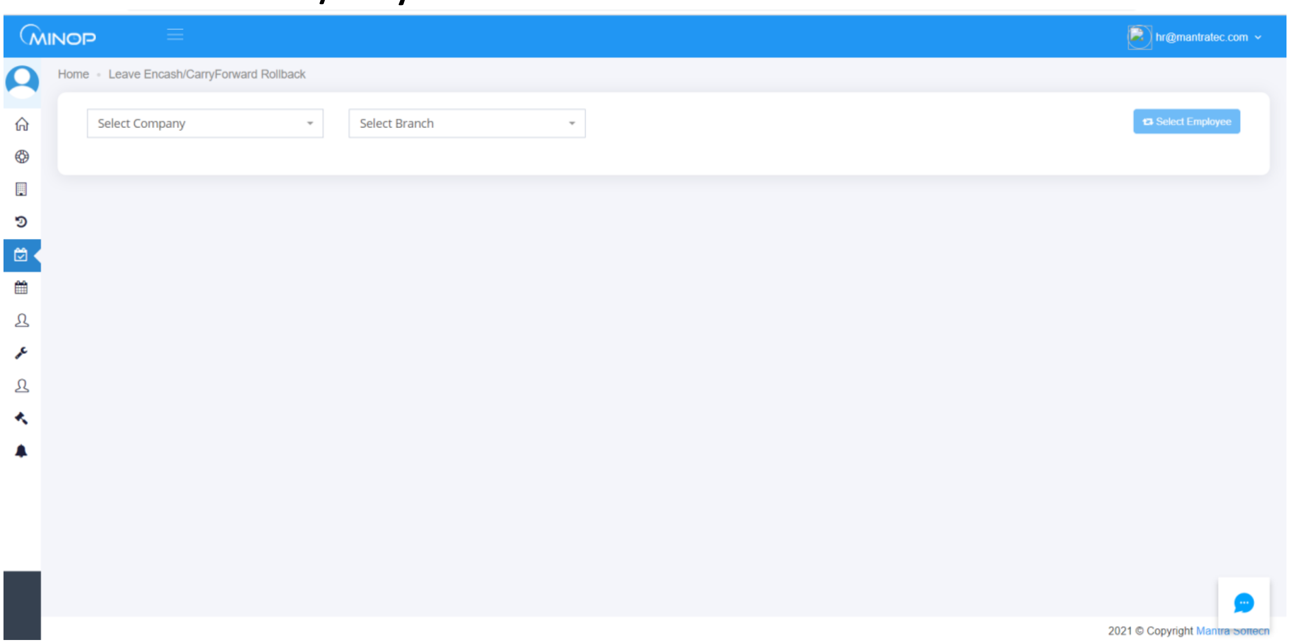


Above image shows pop up when you click on 

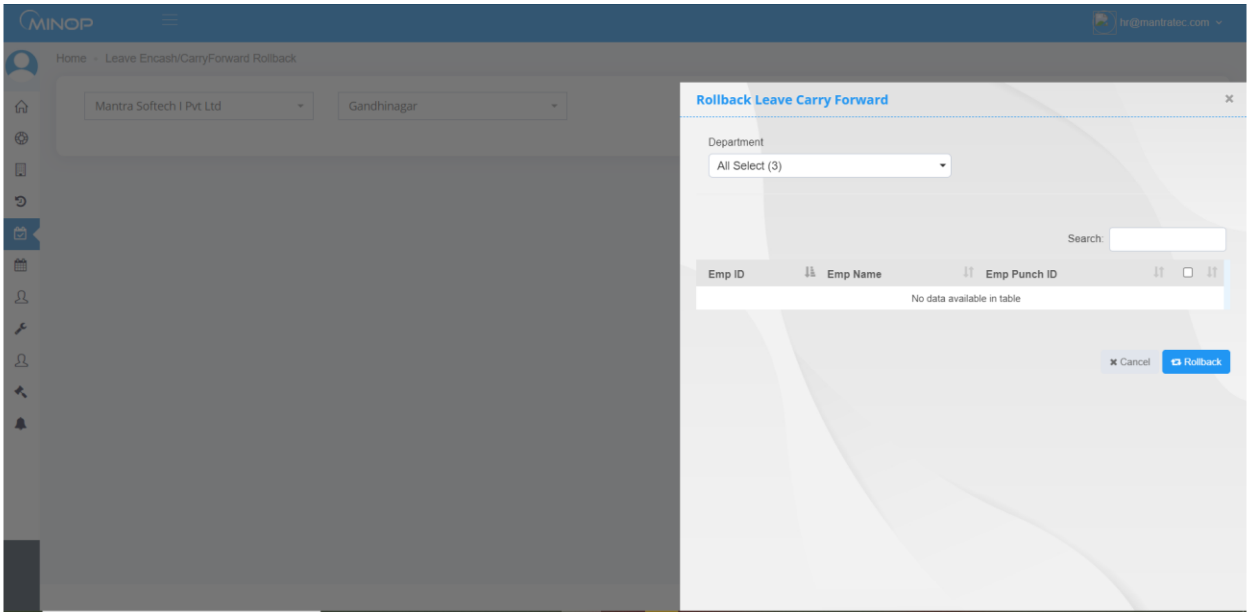
button.

- ✓ 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



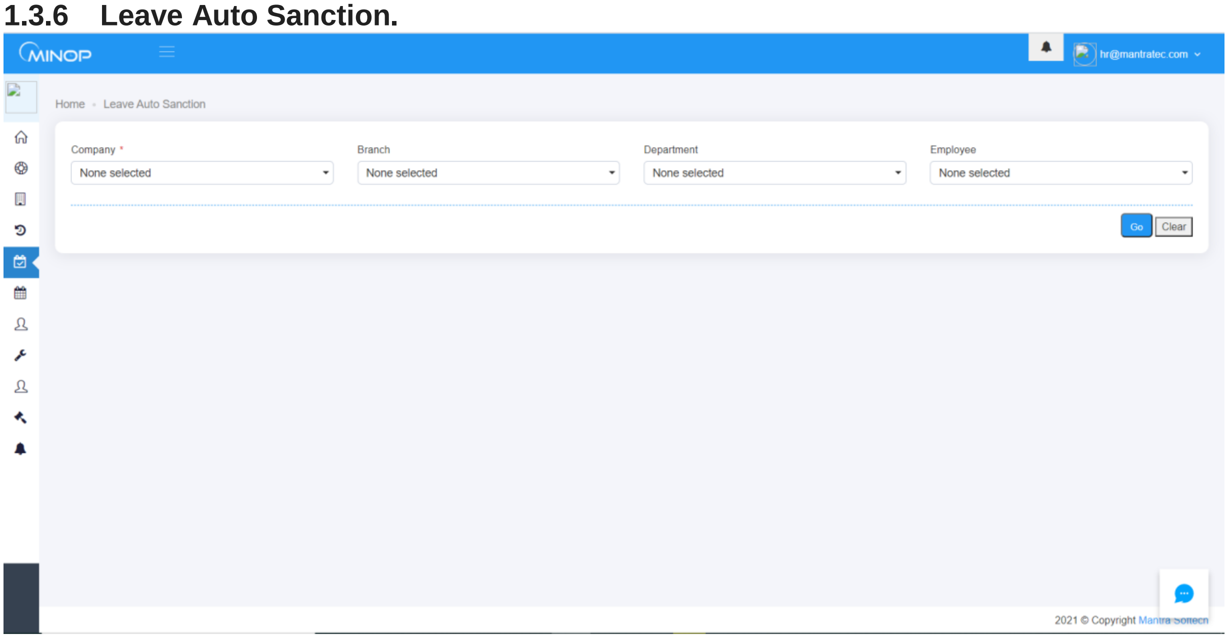
Above image show view of Leave Encash/Carryforward Rollback.



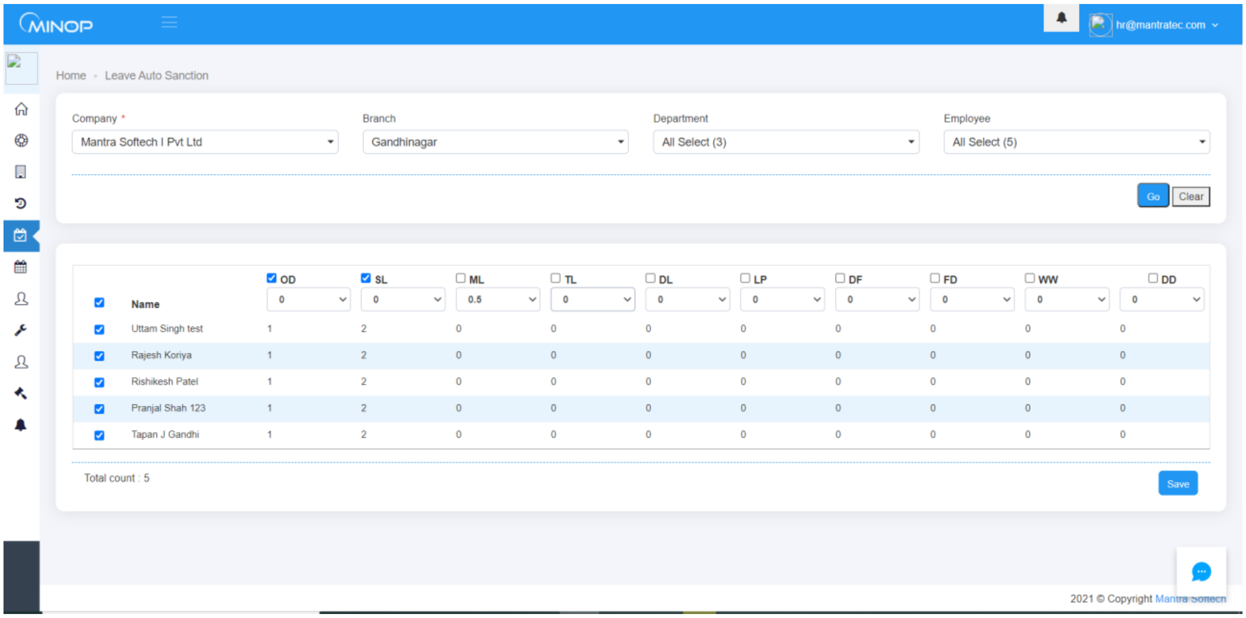
Above image shows popup when you click on Select Employee

- ✓ 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.



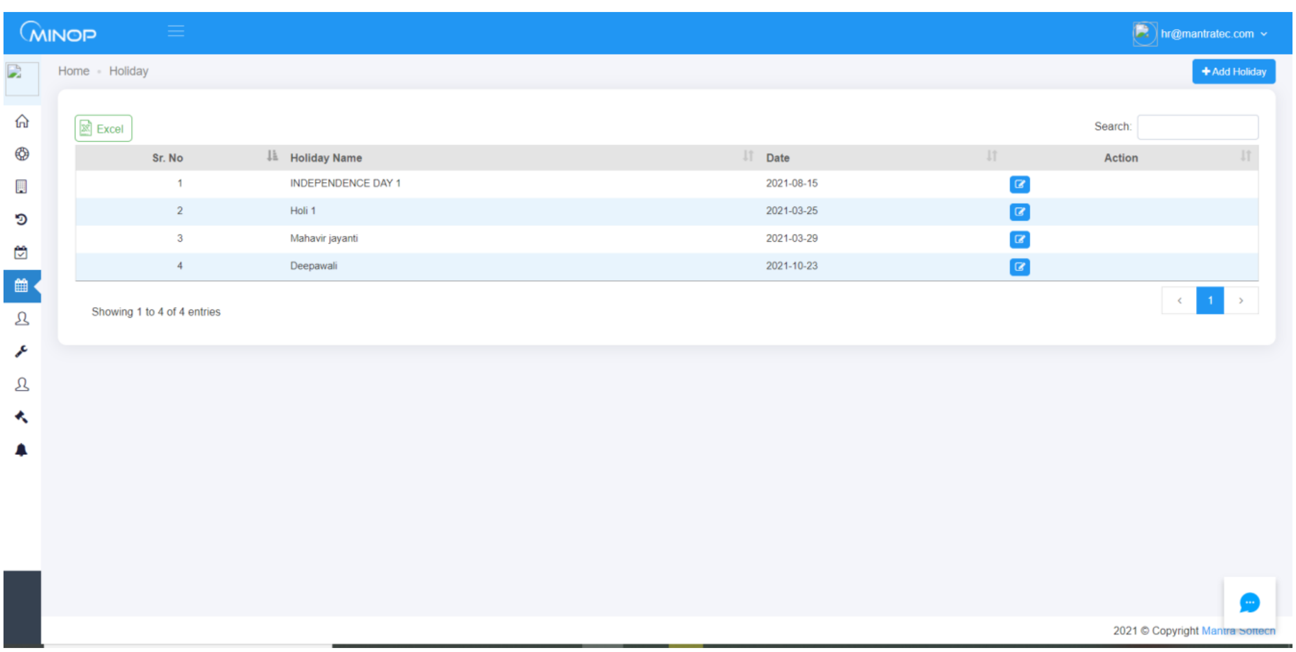
Above image show view of Leave Auto Sanction.



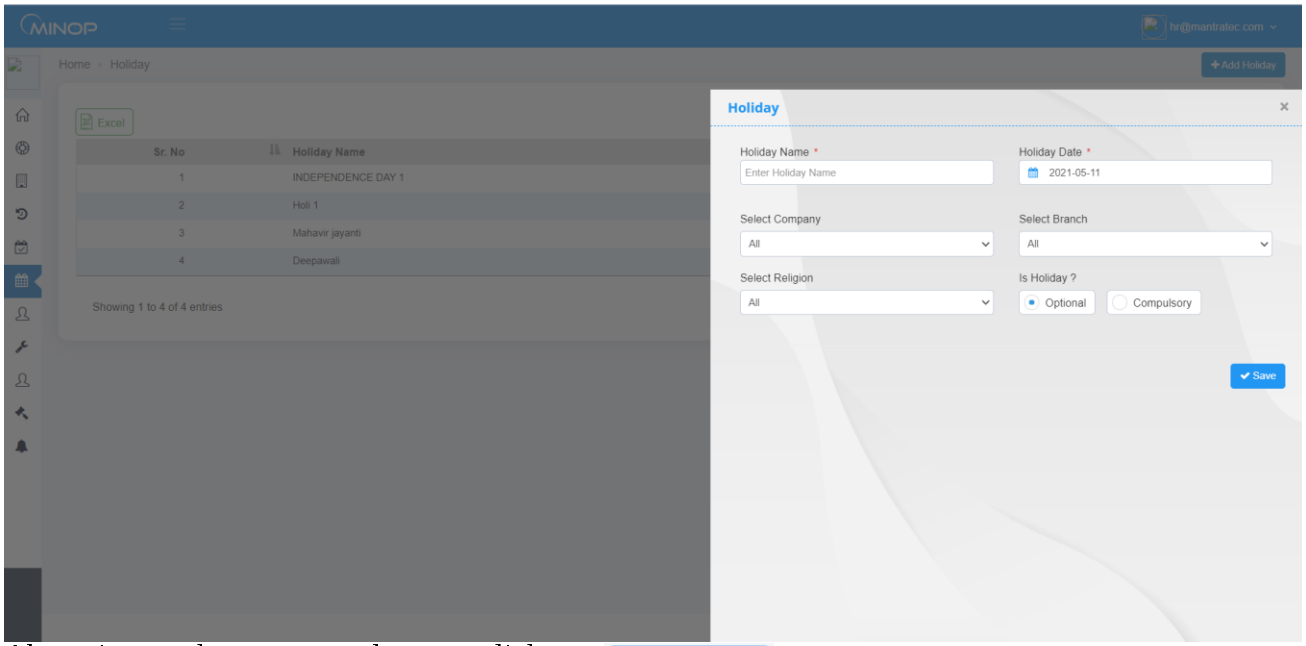
Above image show data view of Leave Auto Sanction.

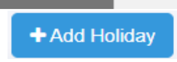
NOTE: Leave Auto Sanction will sanction leave Automatically on 1st of Every month as per User's requirement and can cancel also.

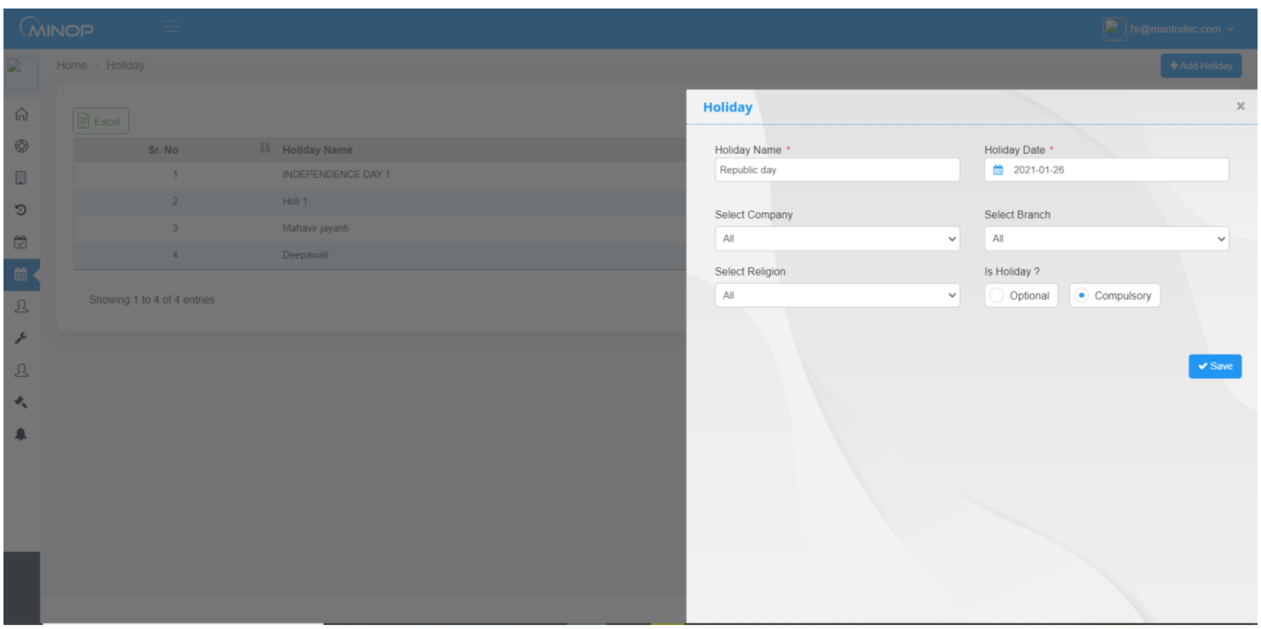
1.7 Holiday Master



Above image shows view of Holiday Master.

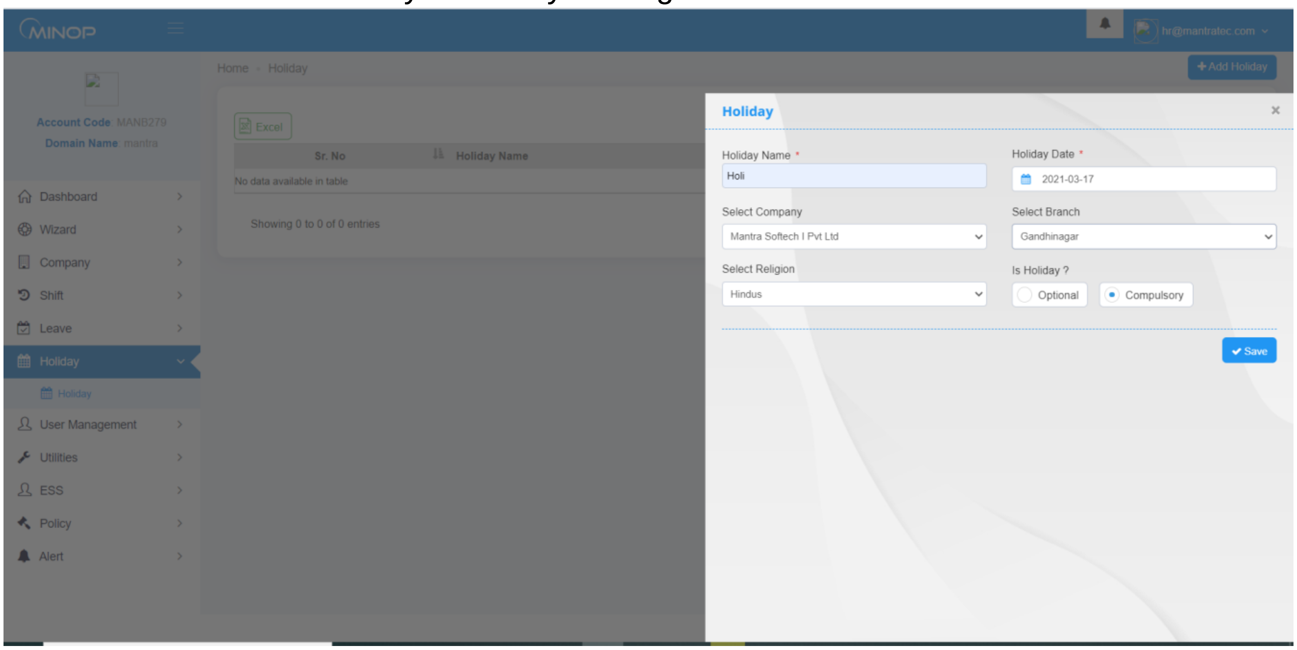


Above image shows popup when you click on 



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:

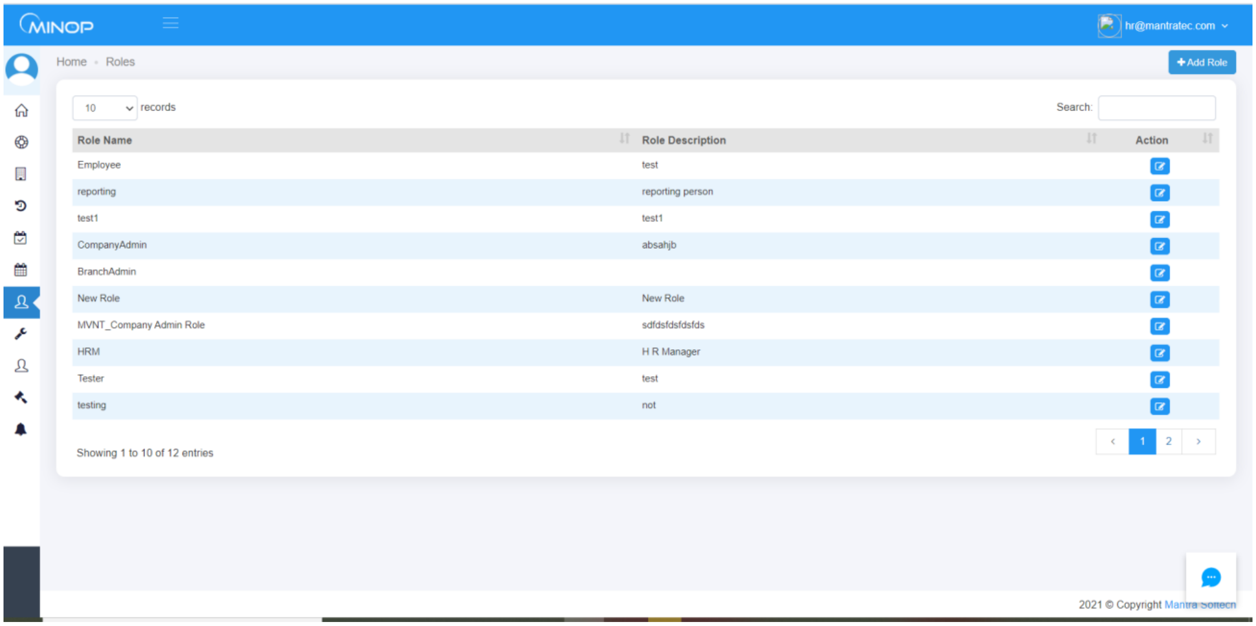
The User Management has the following Items.

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

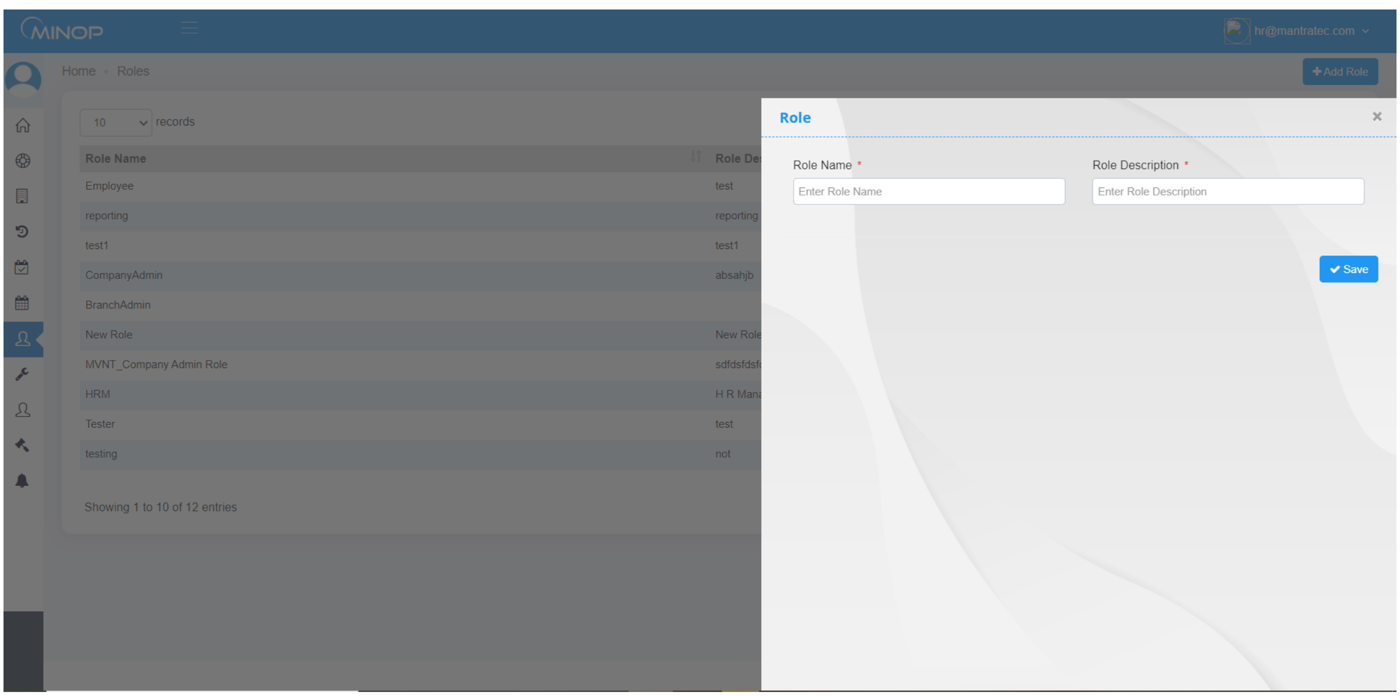
1.5.1 Role Master

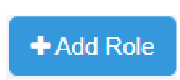
Save all Roles in Role Master.

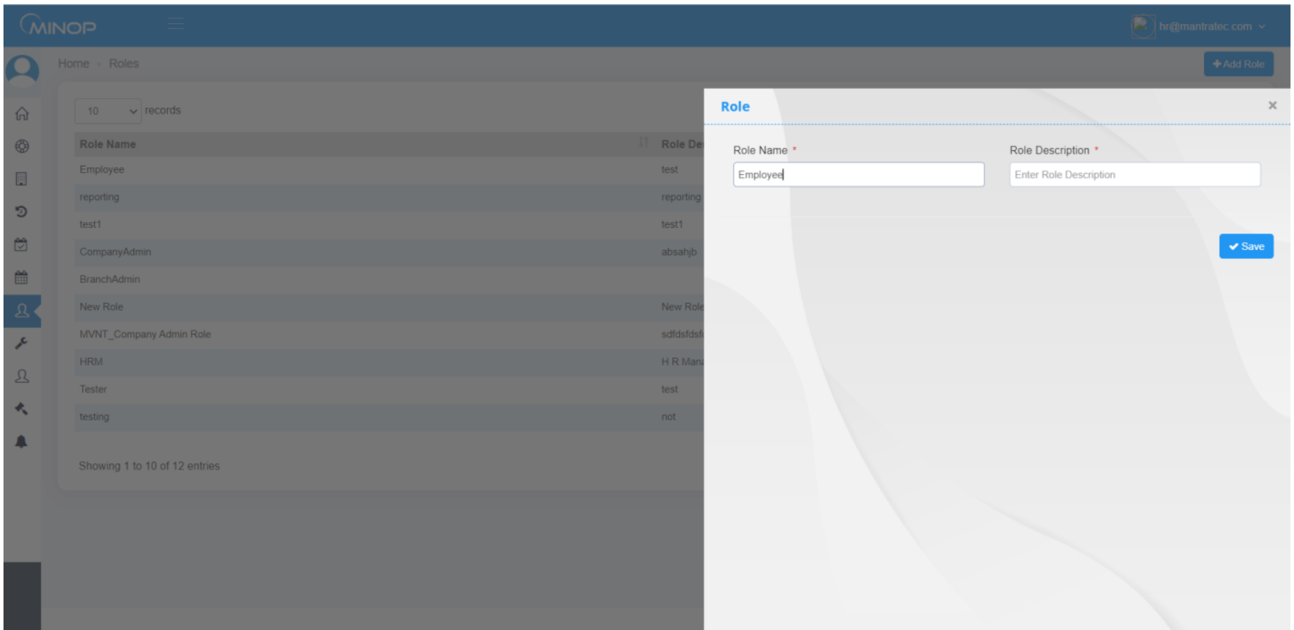
- ✓ To add new Role, Click on 'Add Role', fill Role Name and click on 'Save'.
- ✓ User who has above role assign will have rights of those companies which are selected in above Screen.
- ✓ In Grid, it displays all Roles which already entered by you.
- ✓ It allows you to Edit Role entries by clicking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



Above image shows view of Role Master.



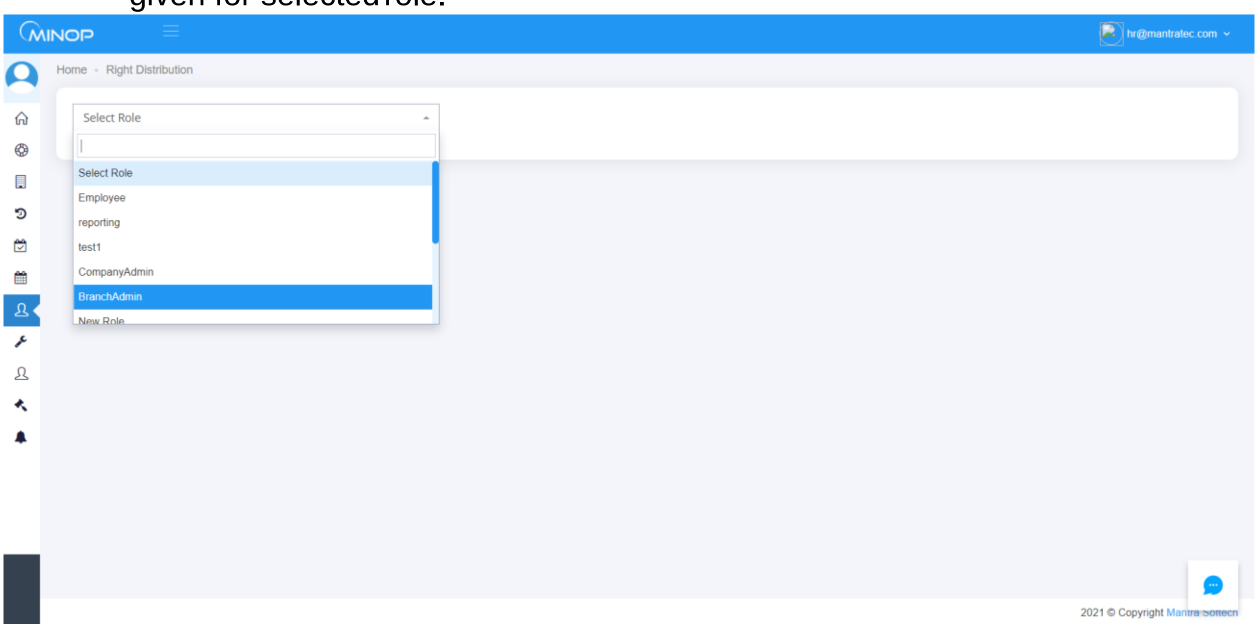
Aboveimageshowspopupwhenyouclickon 



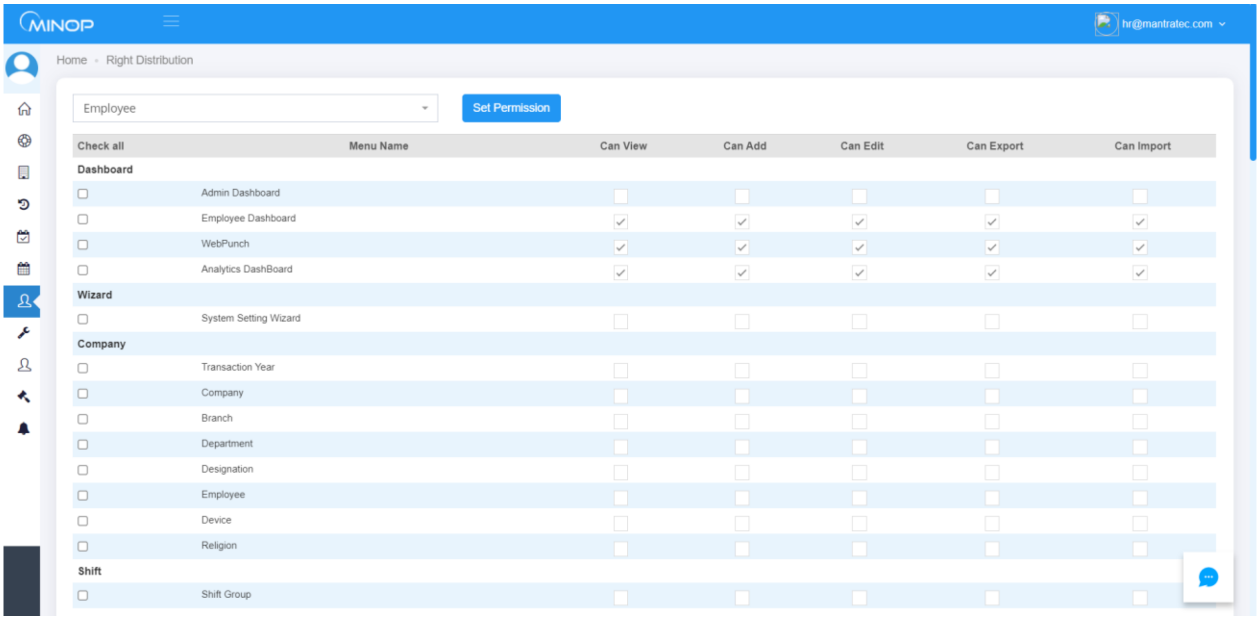
Above image shows example to add role in role master.

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.



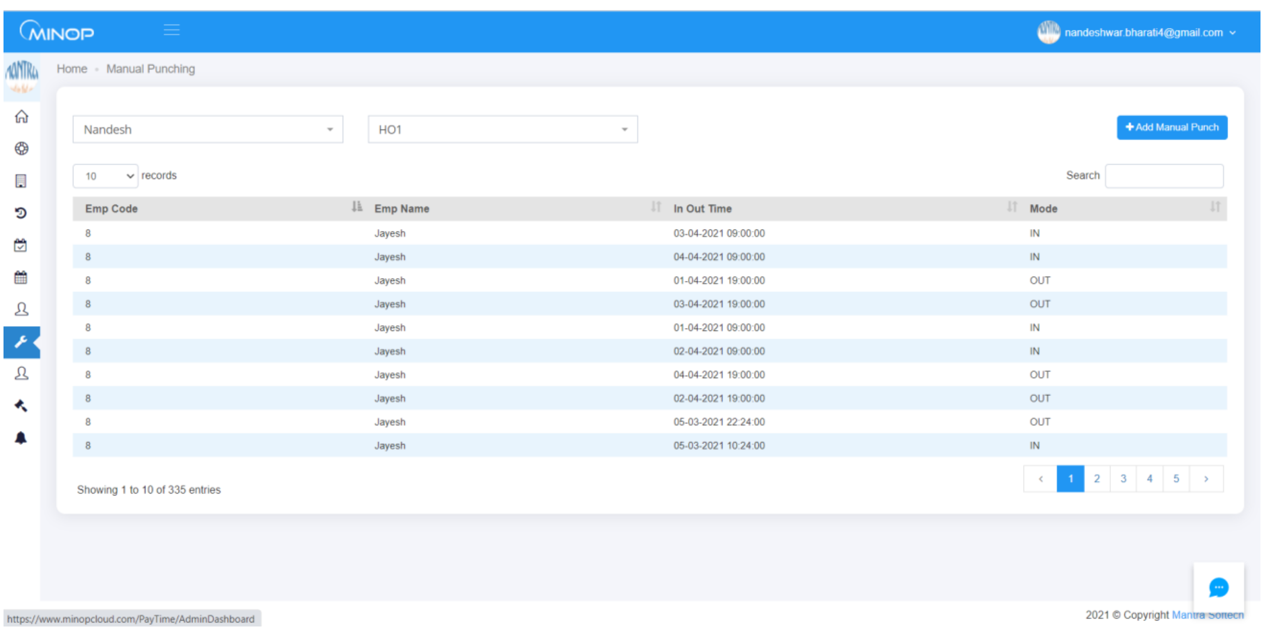
Above image shows view of right distribution.



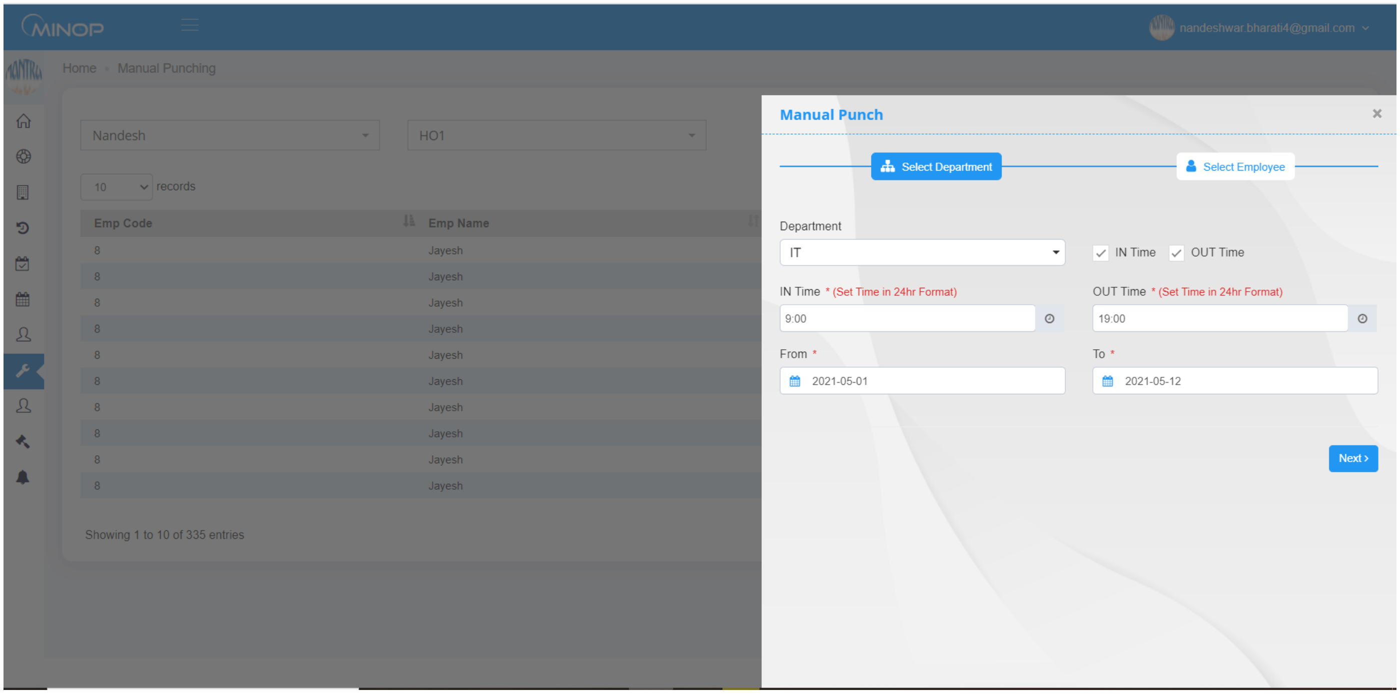
Above image shows example to distribute right to any role.

1.6 Utilities Menu

1.6.1 Manual Punching



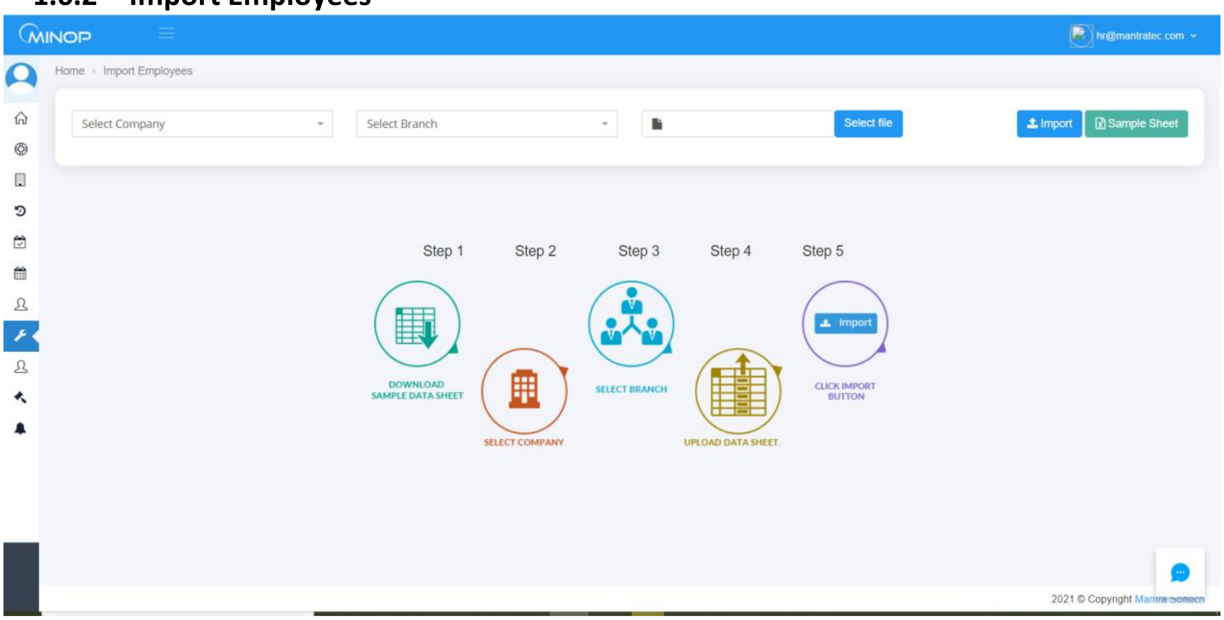
Above image shows view of manual punch.



Above image shows example to add manual punch.

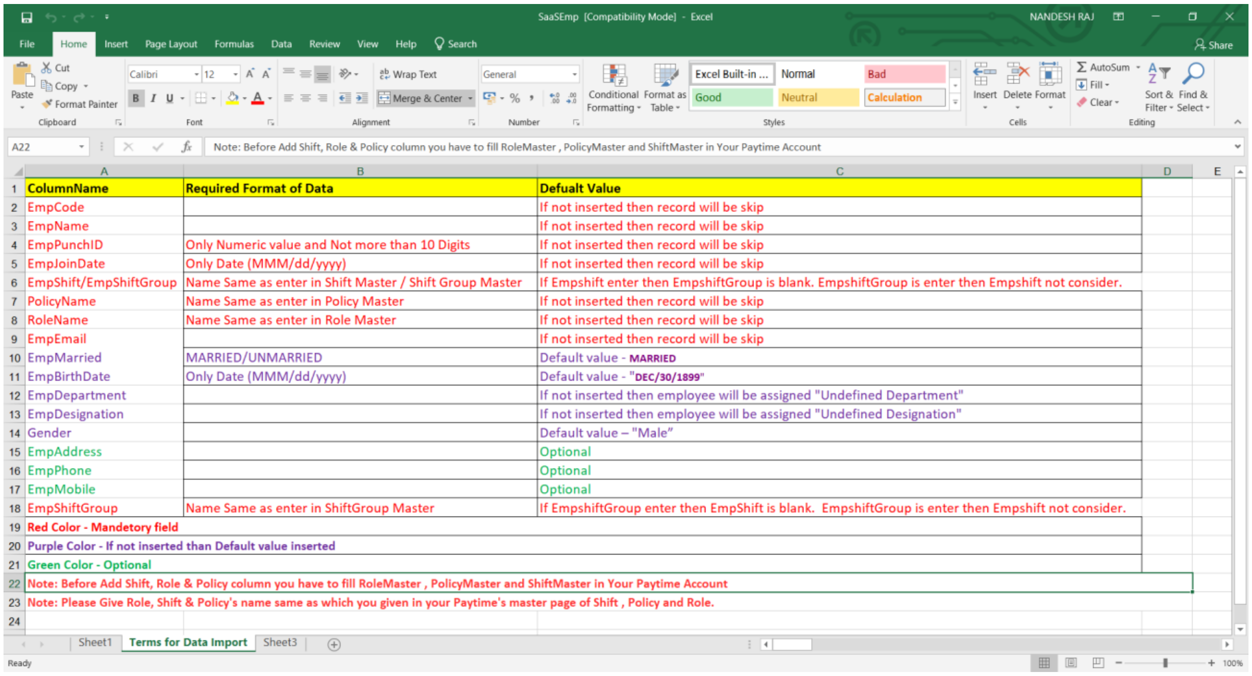
- ✓ Manual entries of attendance with IN – OUT timing and attendance date can be entered by selecting manual punching option in Utilities menu.
- ✓ To save manual entry, select Employee from list, mode of IN – OUT, IN –OUT timing with date to do manual punching then click on 'Save' button.
- ✓ It is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

1.6.2 Import Employees



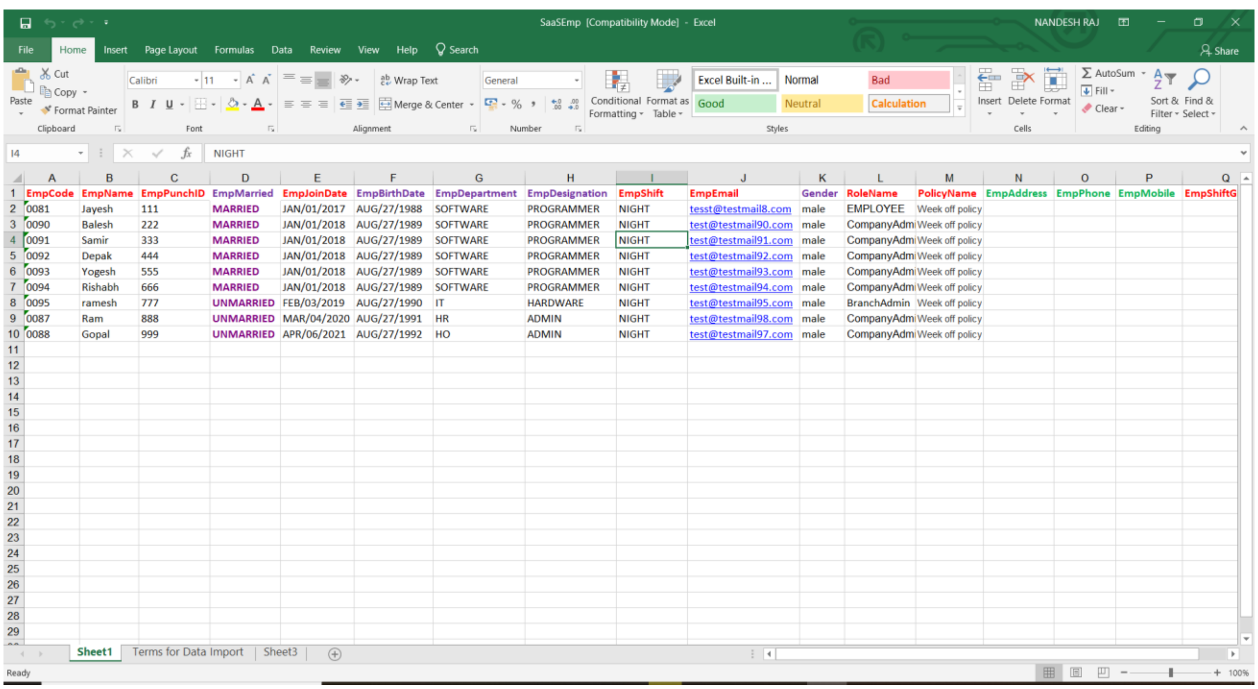
Above image shows view of import employee.

- ✓ 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.



ColumnName	Required Format of Data	Defualt Value
EmpCode		If not inserted then record will be skip
EmpName		If not inserted then record will be skip
EmpPunchID	Only Numeric value and Not more than 10 Digits	If not inserted then record will be skip
EmpJoinDate	Only Date (MMM/dd/yyyy)	If not inserted then record will be skip
EmpShift/EmpShiftGroup	Name Same as enter in Shift Master / Shift Group Master	If Empshift enter then EmpshiftGroup is blank. EmpshiftGroup is enter then Empshift not consider.
PolicyName	Name Same as enter in Policy Master	If not inserted then record will be skip
RoleName	Name Same as enter in Role Master	If not inserted then record will be skip
EmpEmail		If not inserted then record will be skip
EmpMarried	MARRIED/UNMARRIED	Default value - MARRIED
EmpBirthDate	Only Date (MMM/dd/yyyy)	Default value - "DEC/30/1899"
EmpDepartment		If not inserted then employee will be assigned "Undefined Department"
EmpDesignation		If not inserted then employee will be assigned "Undefined Designation"
Gender		Default value – "Male"
EmpAddress		Optional
EmpPhone		Optional
EmpMobile		Optional
EmpShiftGroup	Name Same as enter in ShiftGroup Master	If EmpshiftGroup enter then EmpShift is blank. EmpshiftGroup is enter then Empshift not consider.
Red Color - Mandetory field		
Purple Color - If not inserted than Default value inserted		
Green Color - Optional		
Note: Before Add Shift, Role & Policy column you have to fill RoleMaster , PolicyMaster and ShiftMaster in Your Paytime Account		
Note: Please Give Role, Shift & Policy's name same as which you given in your Paytime's master page of Shift , Policy and Role.		

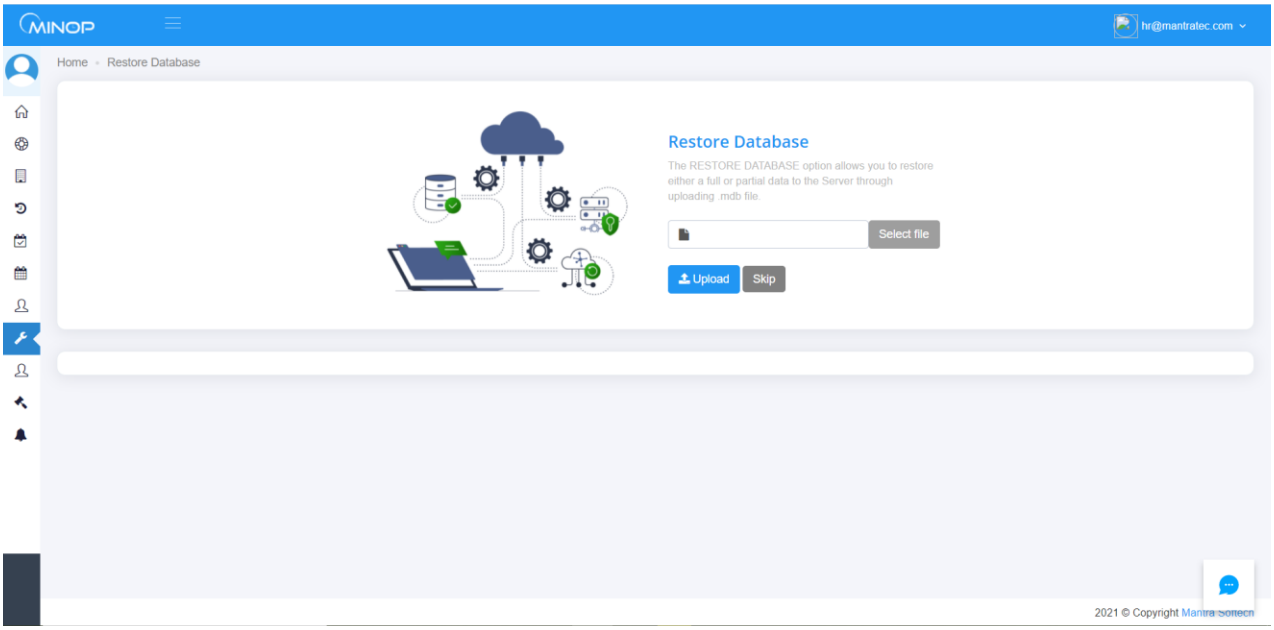
Above image shows general view for importing employee master sheet.



EmpCode	EmpName	EmpPunchID	EmpMarried	EmpJoinDate	EmpBirthDate	EmpDepartment	EmpDesignation	EmpShift	EmpEmail	Gender	RoleName	PolicyName	EmpAddress	EmpPhone	EmpMobile	EmpShiftG
0081	Jayesh	111	MARRIED	JAN/01/2017	AUG/27/1988	SOFTWARE	PROGRAMMER	NIGHT	tesst@testmail8.com	male	EMPLOYEE	Week off policy				
0090	Balesh	222	MARRIED	JAN/01/2018	AUG/27/1989	SOFTWARE	PROGRAMMER	NIGHT	test@testmail90.com	male	CompanyAdmi	Week off policy				
0091	Samir	333	MARRIED	JAN/01/2018	AUG/27/1989	SOFTWARE	PROGRAMMER	NIGHT	test@testmail91.com	male	CompanyAdmi	Week off policy				
0092	Depak	444	MARRIED	JAN/01/2018	AUG/27/1989	SOFTWARE	PROGRAMMER	NIGHT	test@testmail92.com	male	CompanyAdmi	Week off policy				
0093	Yogesh	555	MARRIED	JAN/01/2018	AUG/27/1989	SOFTWARE	PROGRAMMER	NIGHT	test@testmail93.com	male	CompanyAdmi	Week off policy				
0094	Rishabh	666	MARRIED	JAN/01/2018	AUG/27/1989	SOFTWARE	PROGRAMMER	NIGHT	test@testmail94.com	male	CompanyAdmi	Week off policy				
0095	ramesh	777	UNMARRIED	FEB/03/2019	AUG/27/1990	IT	HARDWARE	NIGHT	test@testmail95.com	male	BranchAdmin	Week off policy				
0087	Ram	888	UNMARRIED	MAR/04/2020	AUG/27/1991	HR	ADMIN	NIGHT	test@testmail98.com	male	CompanyAdmi	Week off policy				
0088	Gopal	999	UNMARRIED	APR/06/2021	AUG/27/1992	HO	ADMIN	NIGHT	test@testmail97.com	male	CompanyAdmi	Week off policy				

Above image shows general content for importing employee master sheet.

1.6.3 Restore Database

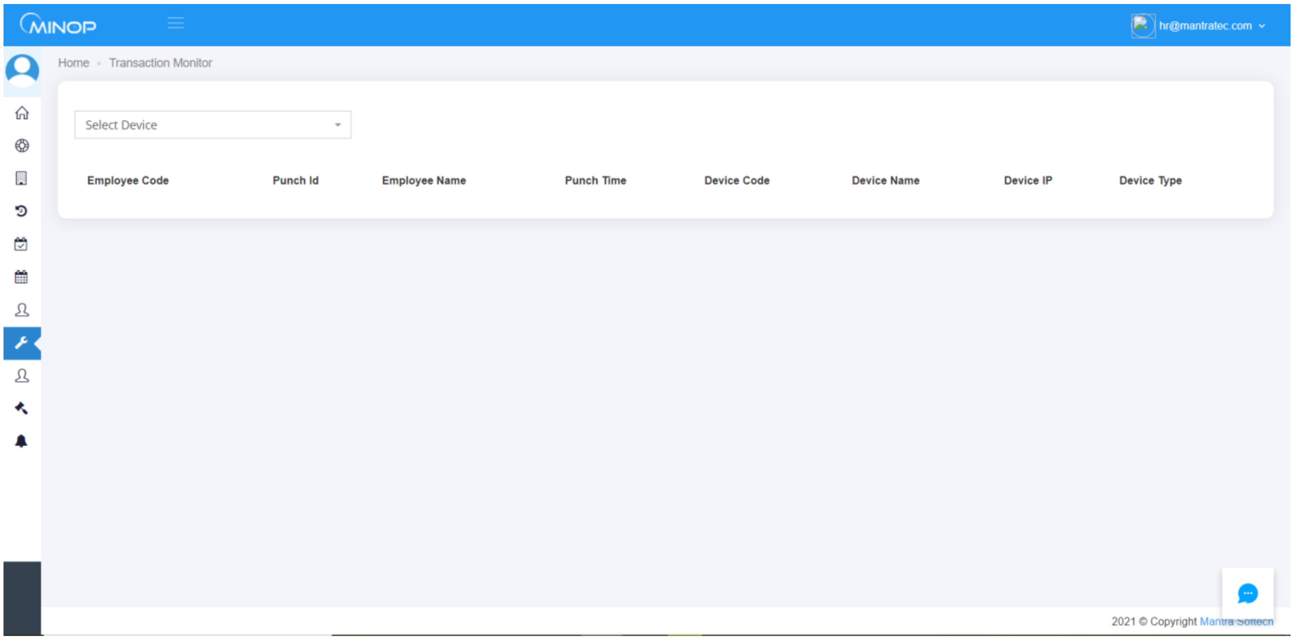


Above image shows view of Restore Database.

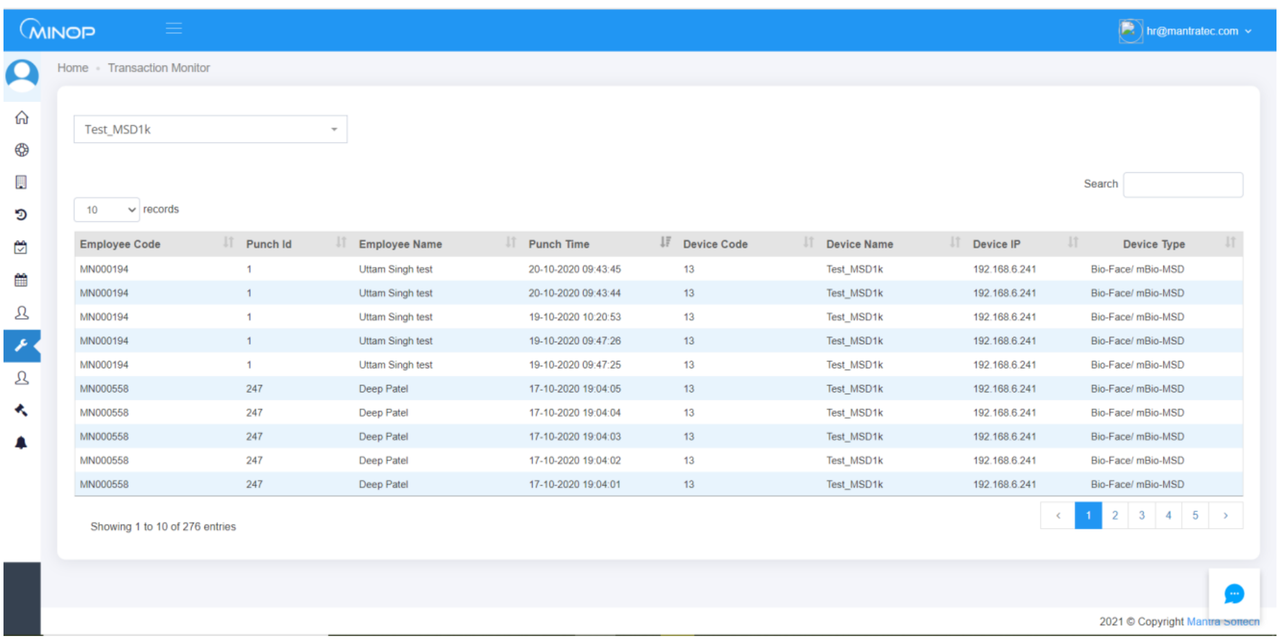
- ✓ It allows you to restore Database which is in .bak file format.
- ✓ Steps will display once you upload .bak file.

Note: Only PayTime back up file will be restored.

1.6.4 Transaction Monitor



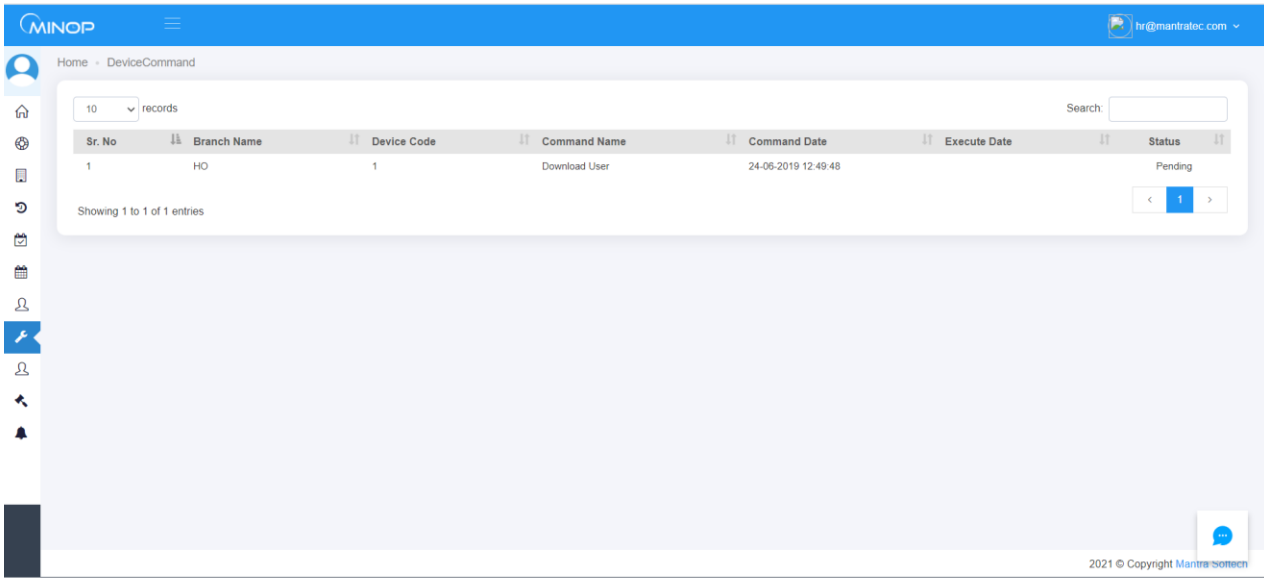
Above image shows view of Transaction Monitor.



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

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

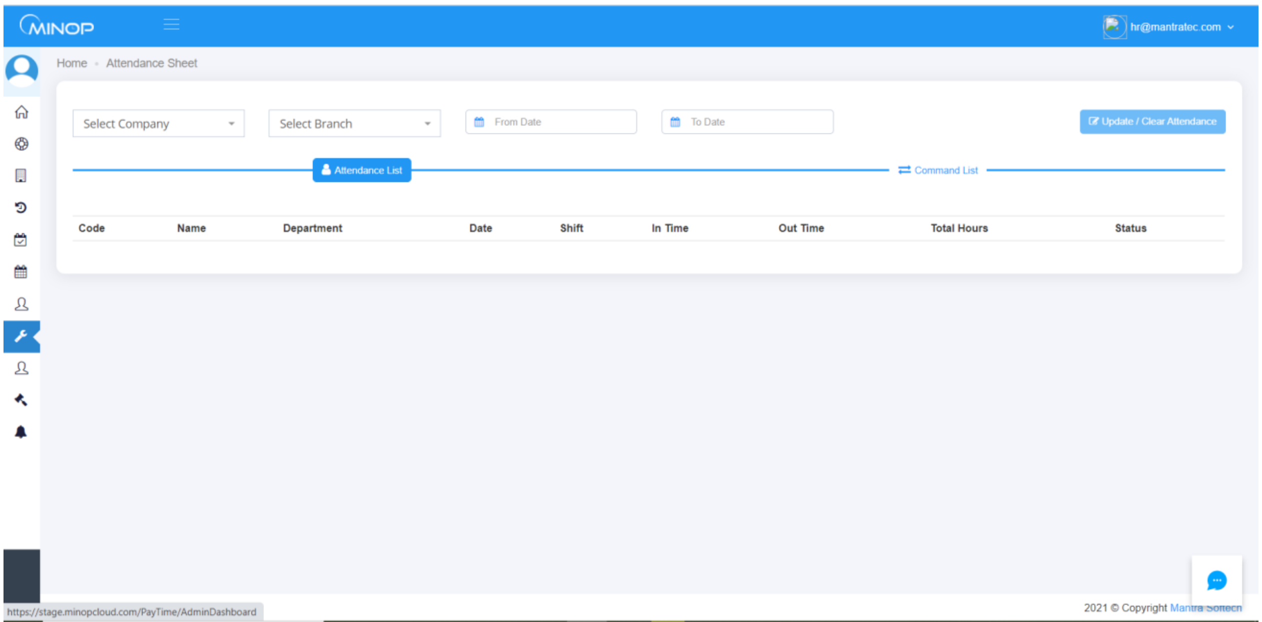
1.6.5 Device Command



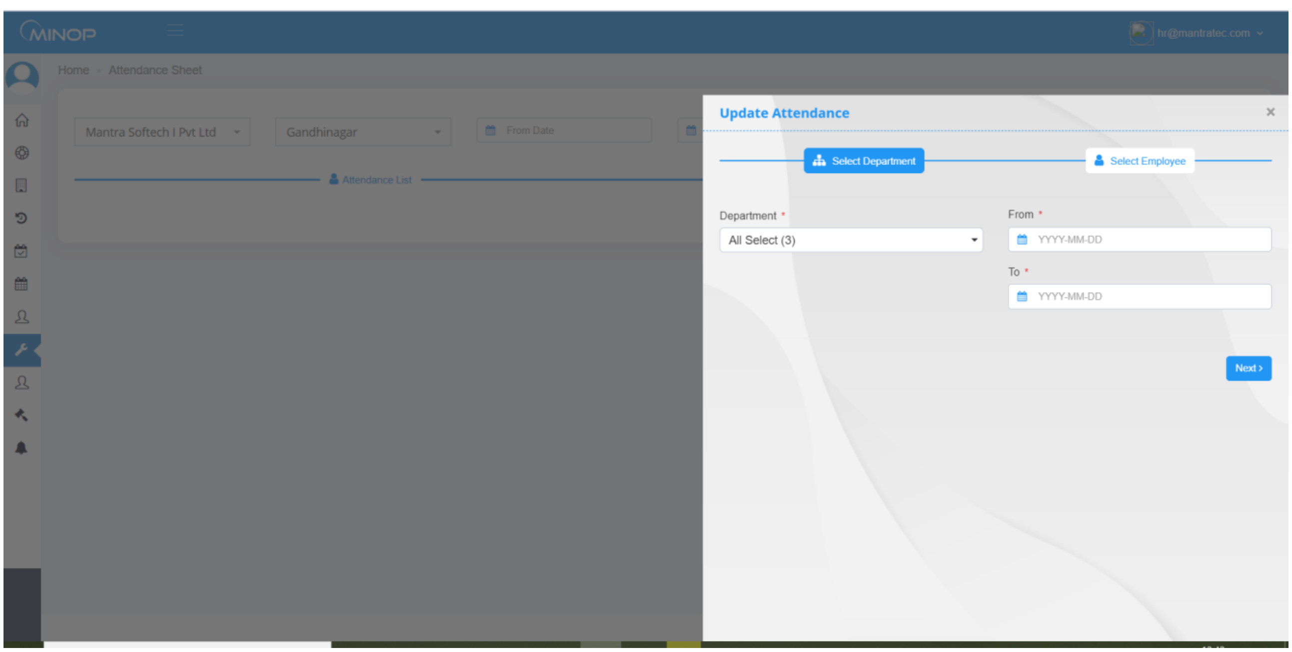
Above image shows vie of device command.

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

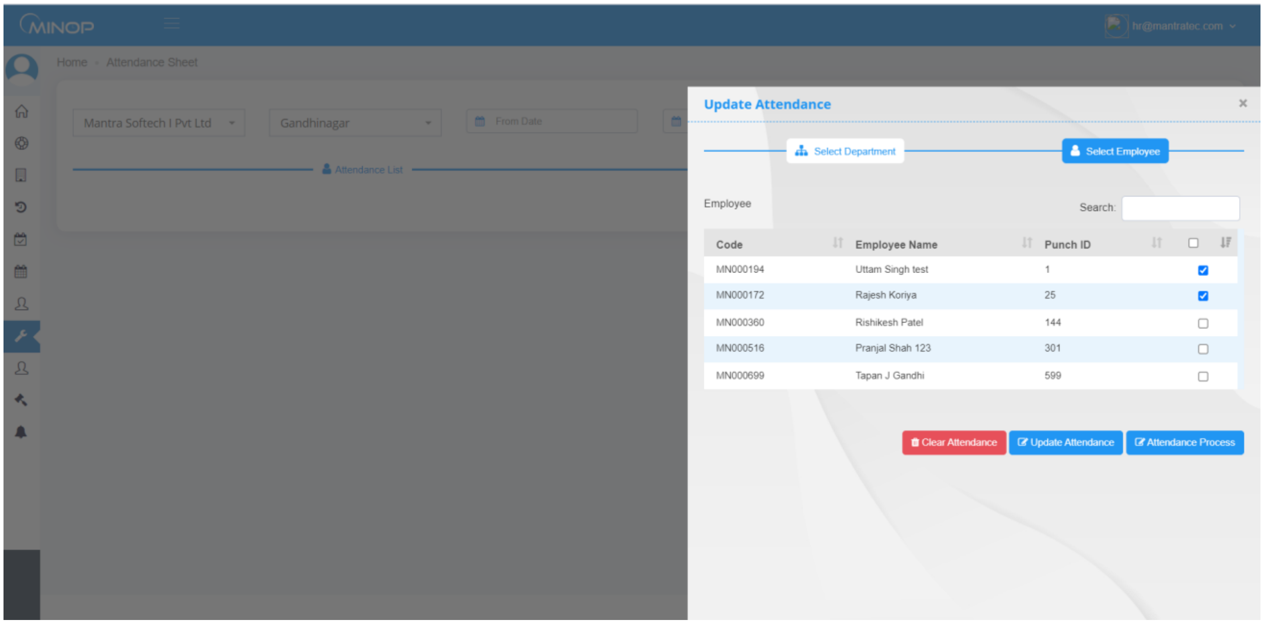
1.6.6 Attendance



Above image shows view of Attendance.



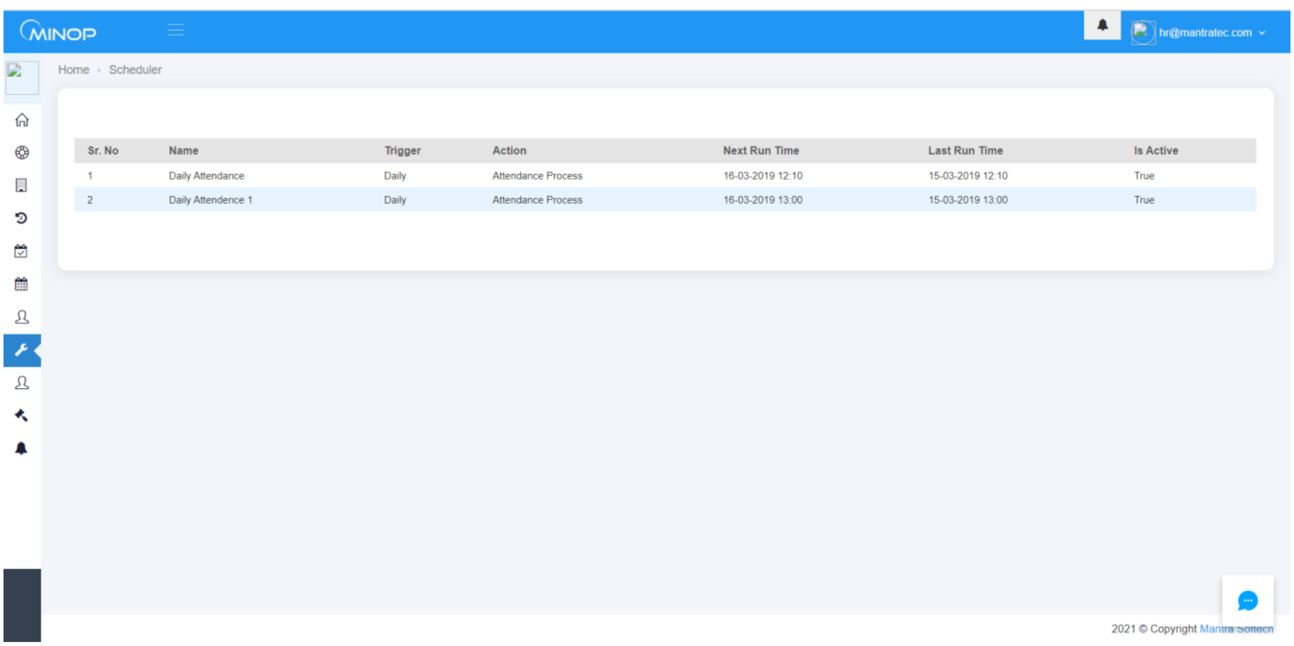
Above image shows pop up when you click on Update / Clear Attendance.



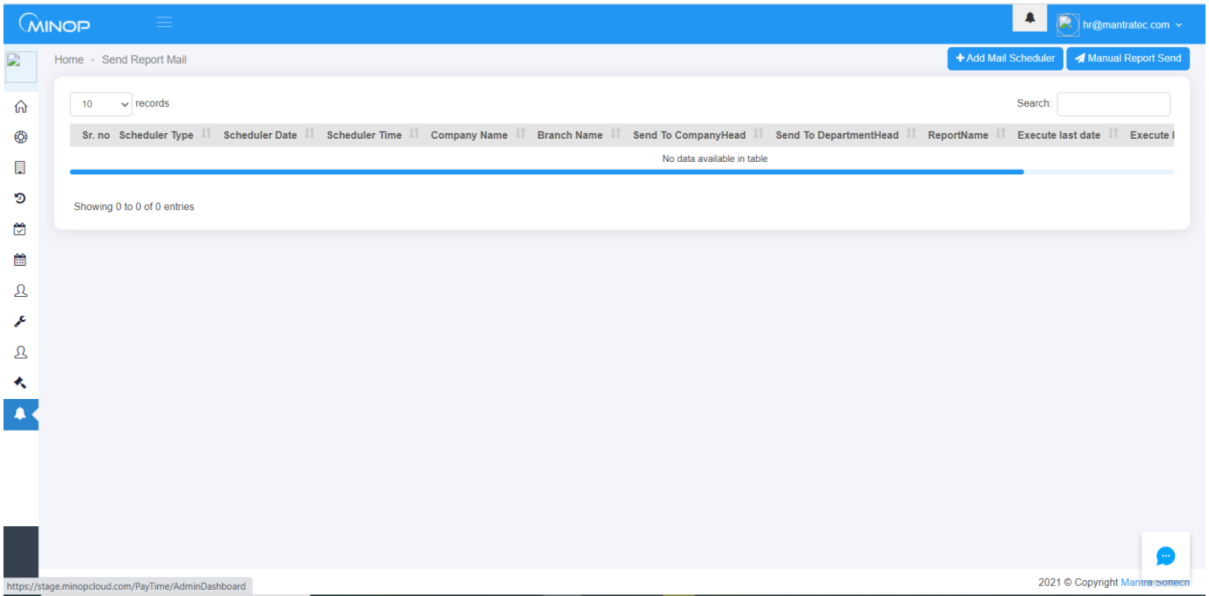
Above image shows example to update or clear attendance.

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

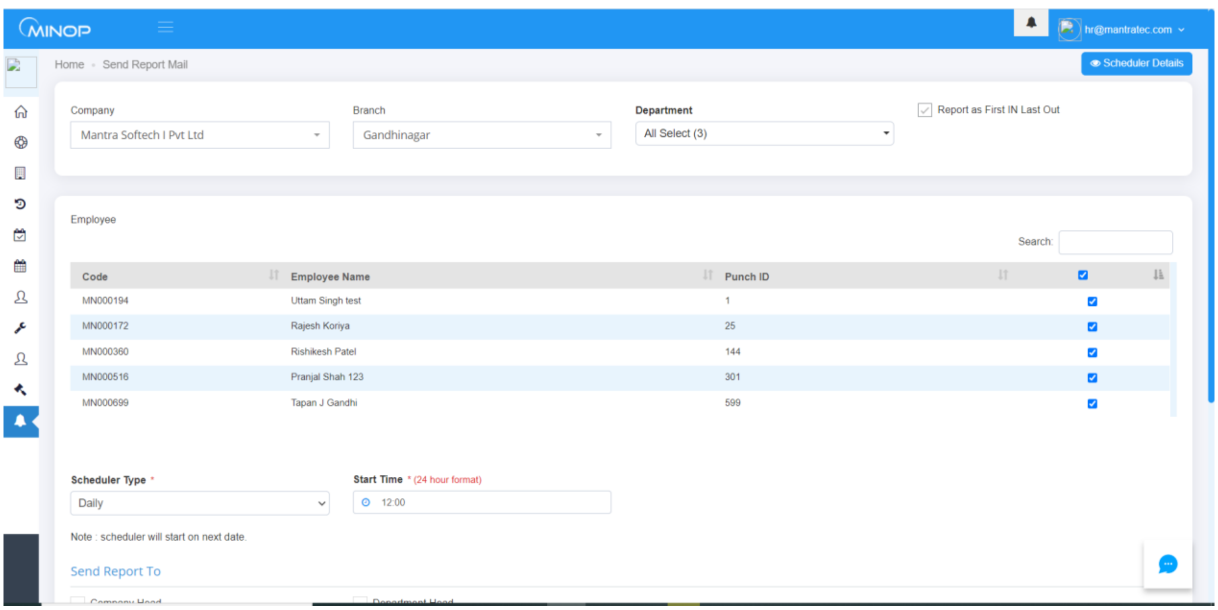
1.6.7 Scheduler Master



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 Schedular”

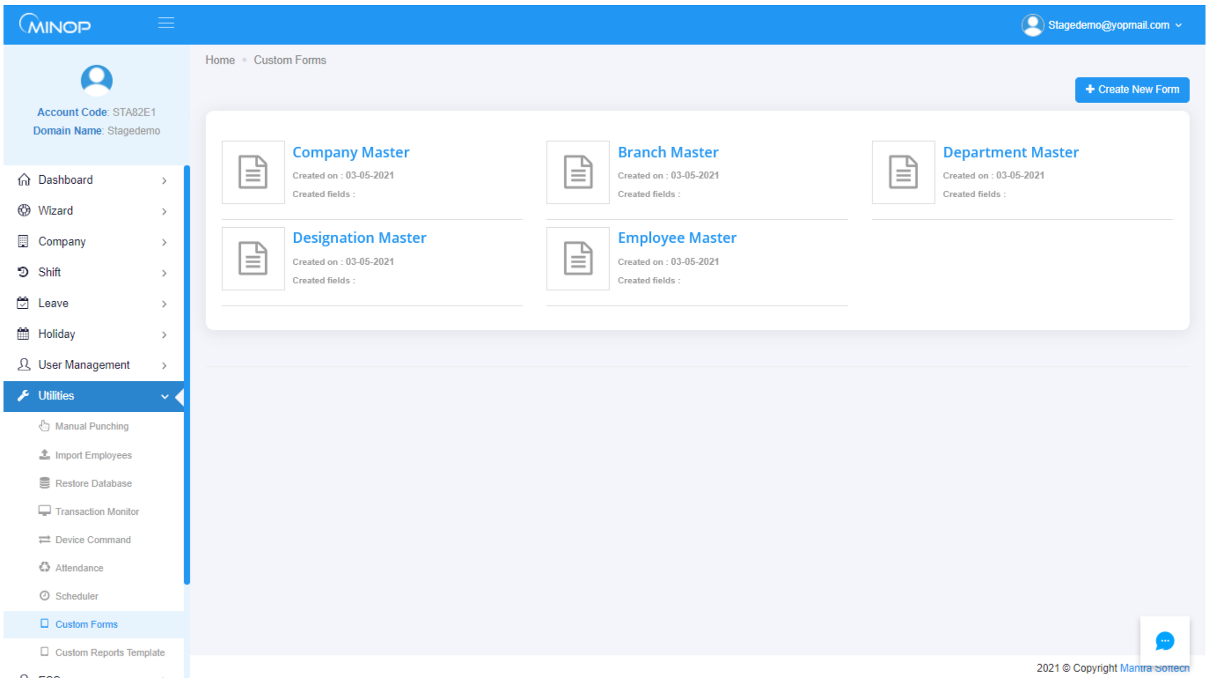
- ✓ Device Transaction will be automatically processed as per entry done in Schedule Master.
- ✓ Recurring on Specified Time
  - Daily and Monthly basis.
  - Can schedule **custom reports** also using schedular.
- ✓ You can set Daily Frequency conditions.
- ✓ **For Example: -** Above Screen shows that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

1.6.8 Custom Form, Custom Field & Custom Report.

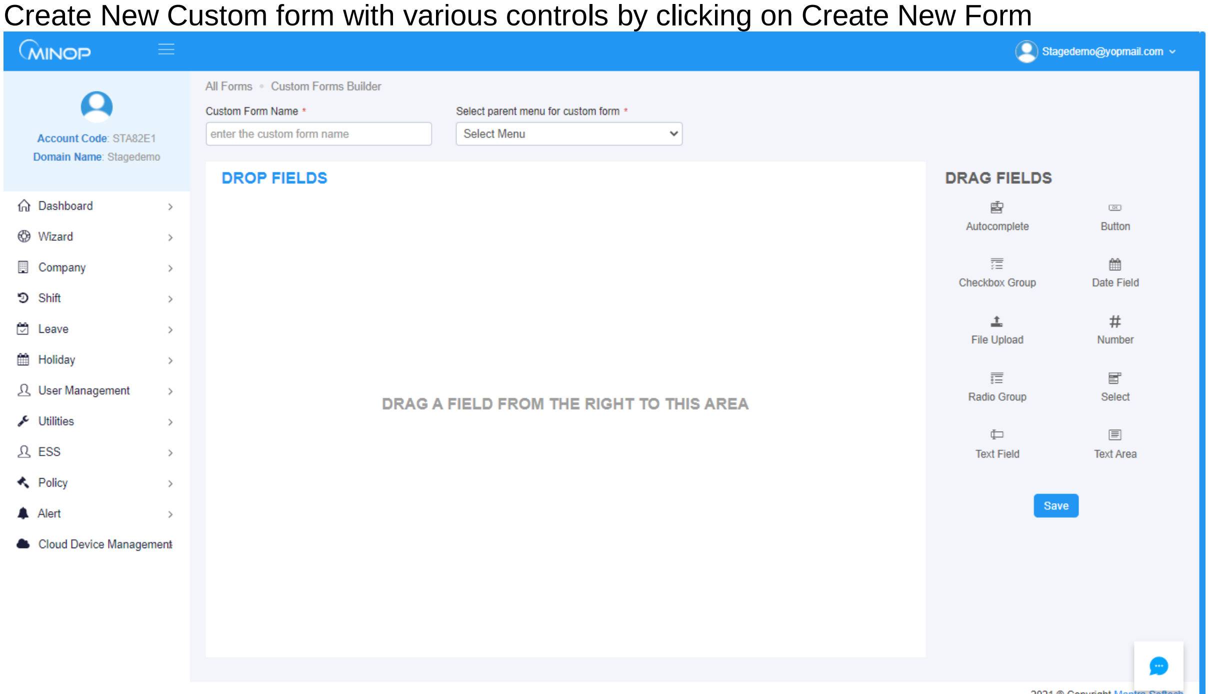
Note: Custom reports can also sent using Automatic mail schedular.

1. Custom Form:

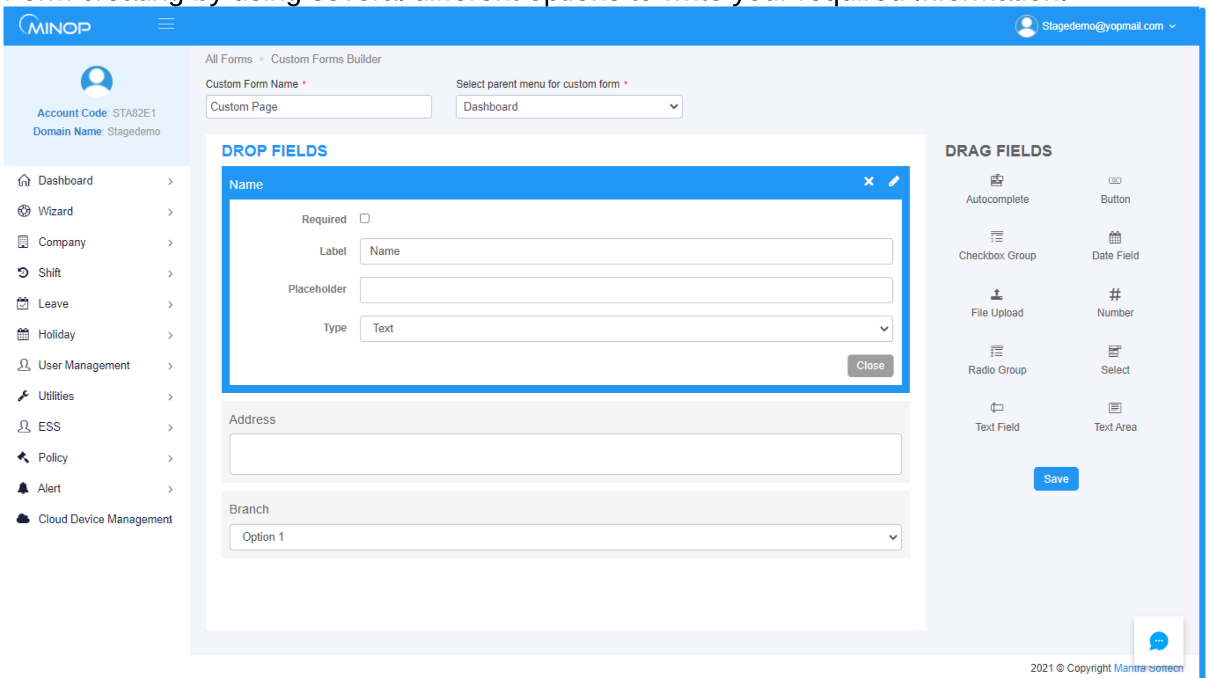
Custom Form from menu in utilities—Default Custom form list



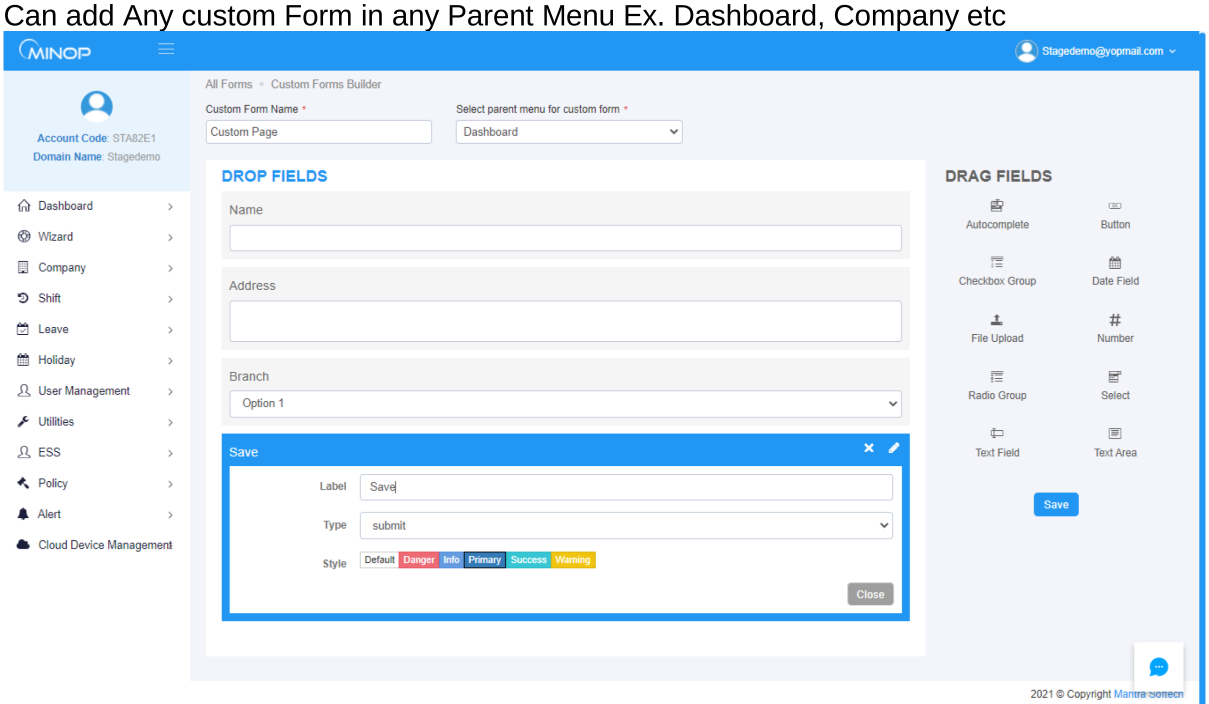
Create New Custom form with various controls by clicking on Create New Form



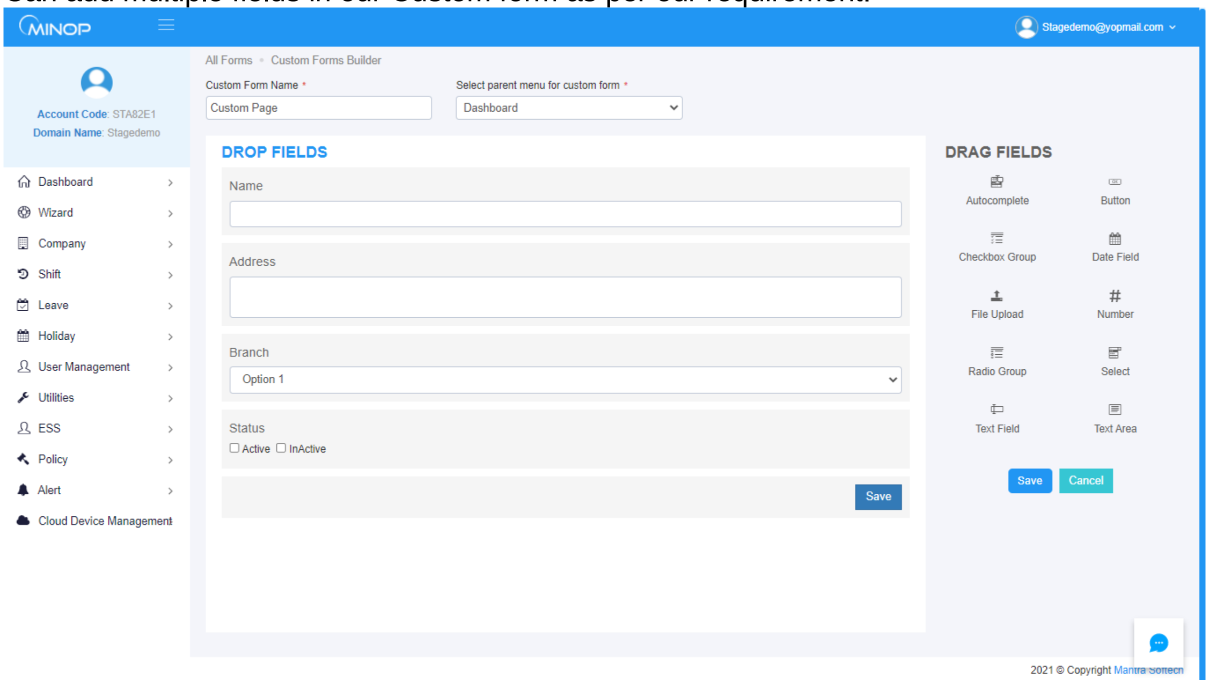
Form creating by using several different options to write your required Information.



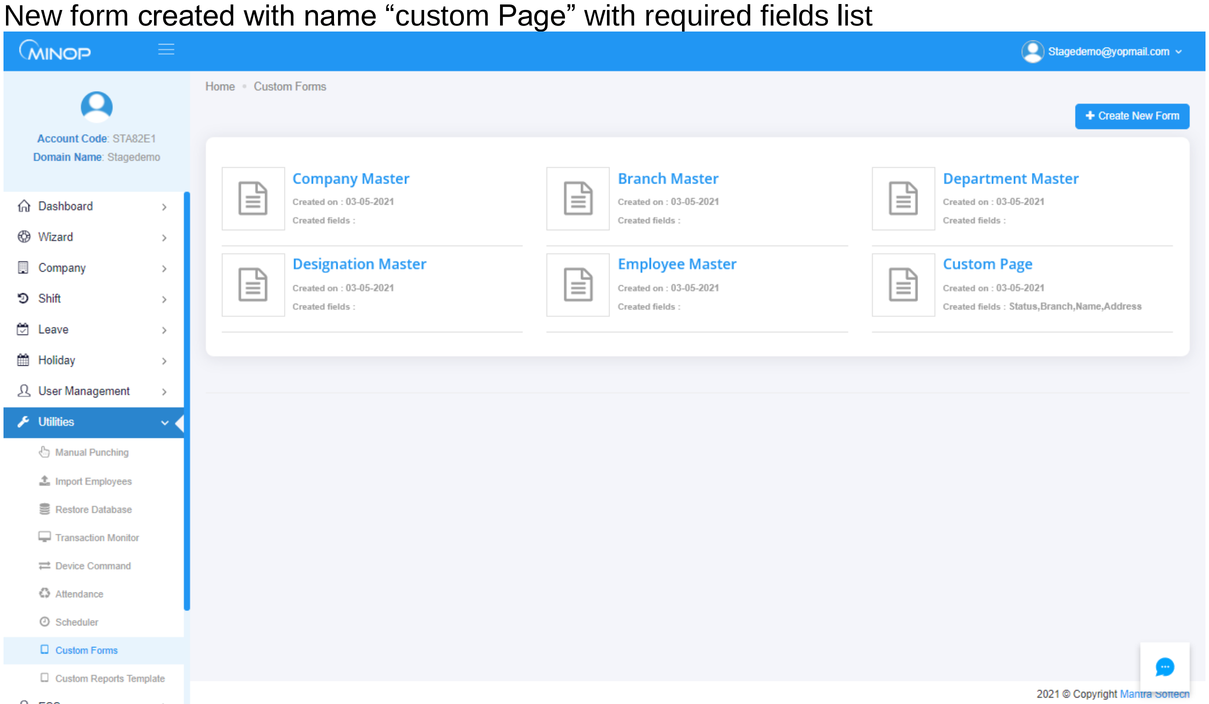
Can add Any custom Form in any Parent Menu Ex. Dashboard, Company etc



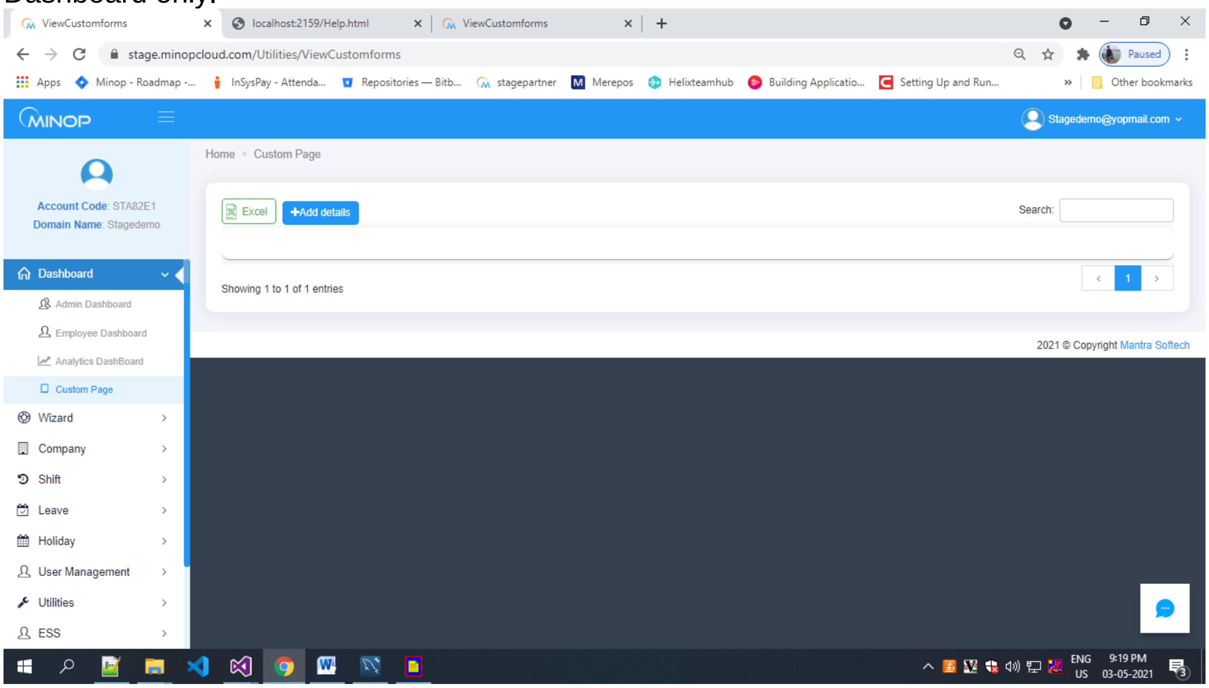
Can add multiple fields in our Custom form as per our requirement.



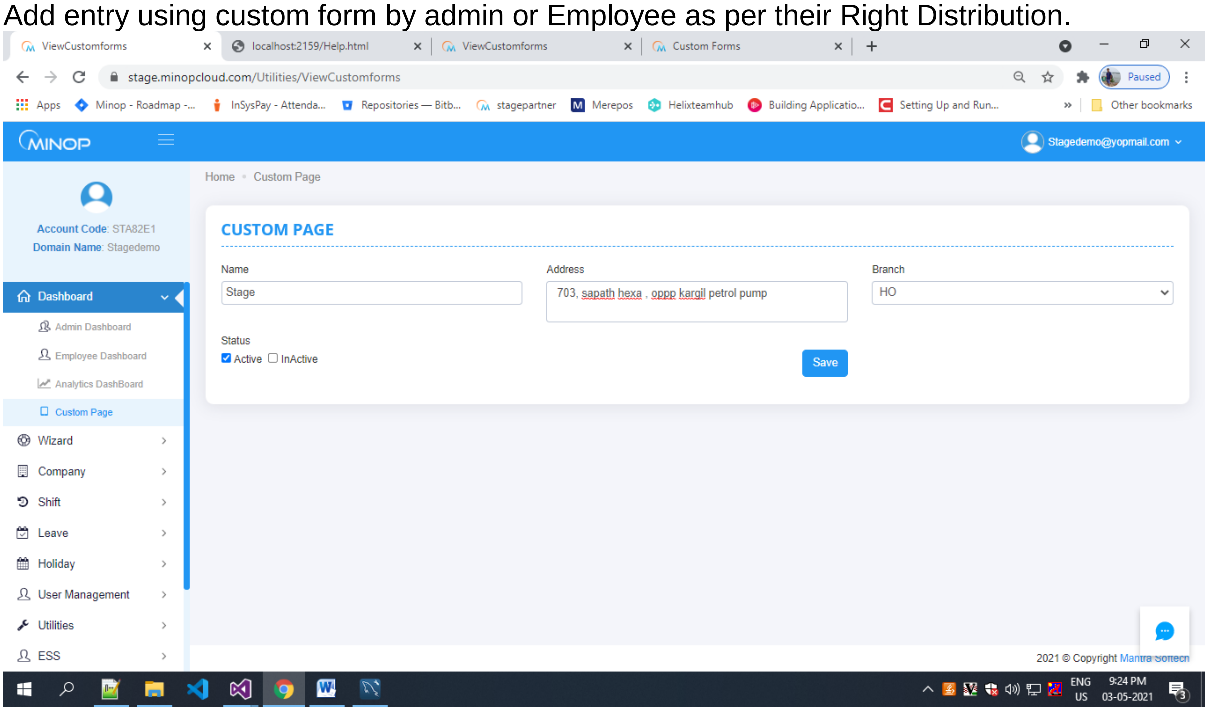
New form created with name “custom Page” with required fields list



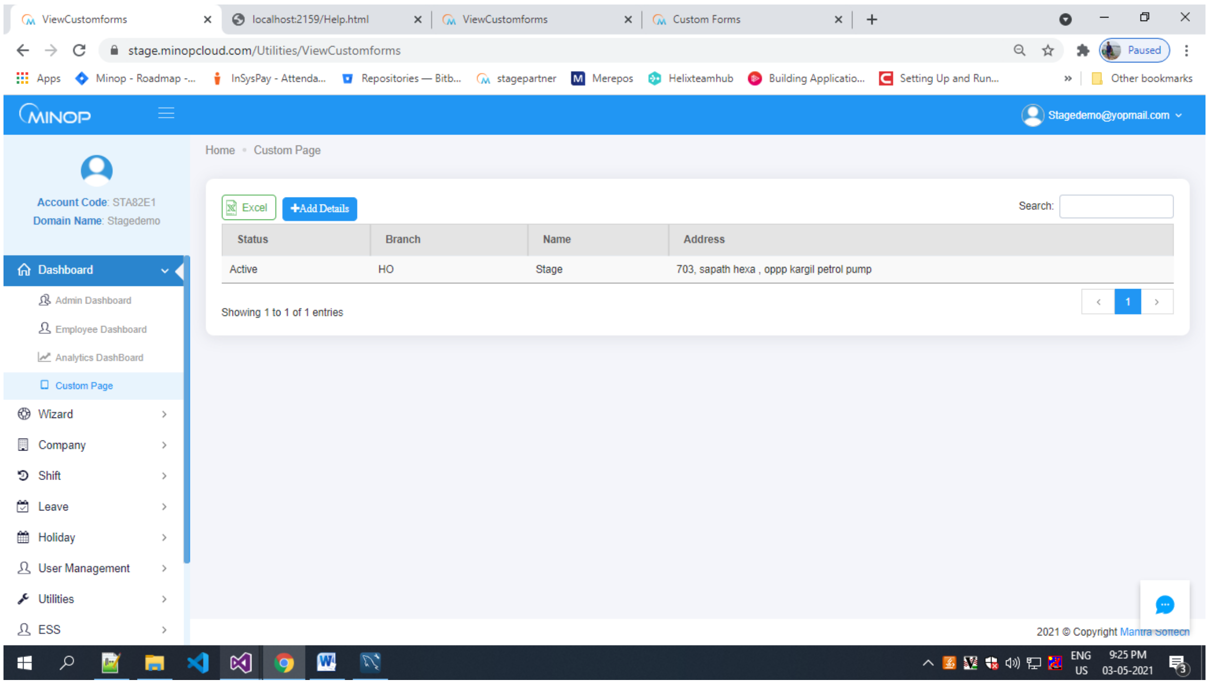
Previously we added Custom form in dashboard Menu then we can View our custom form details from Dashboard only.



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

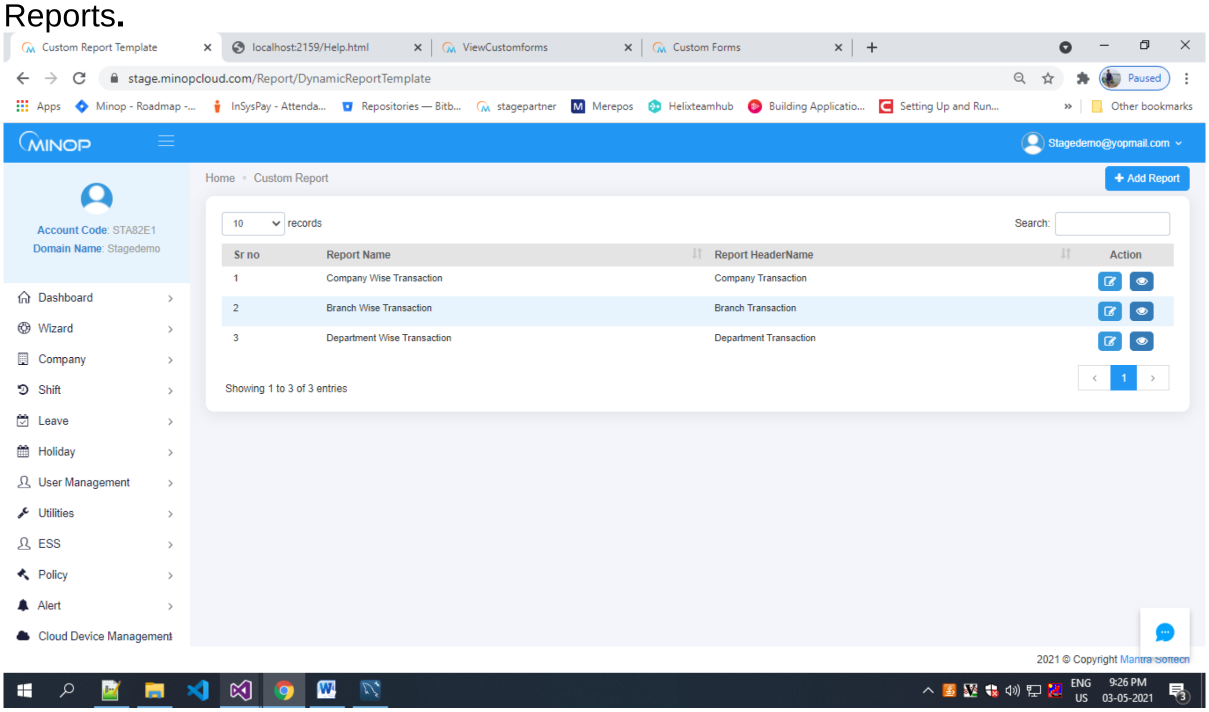


Entry shown in list with export to excel functionality also and can export in custom Reports also.

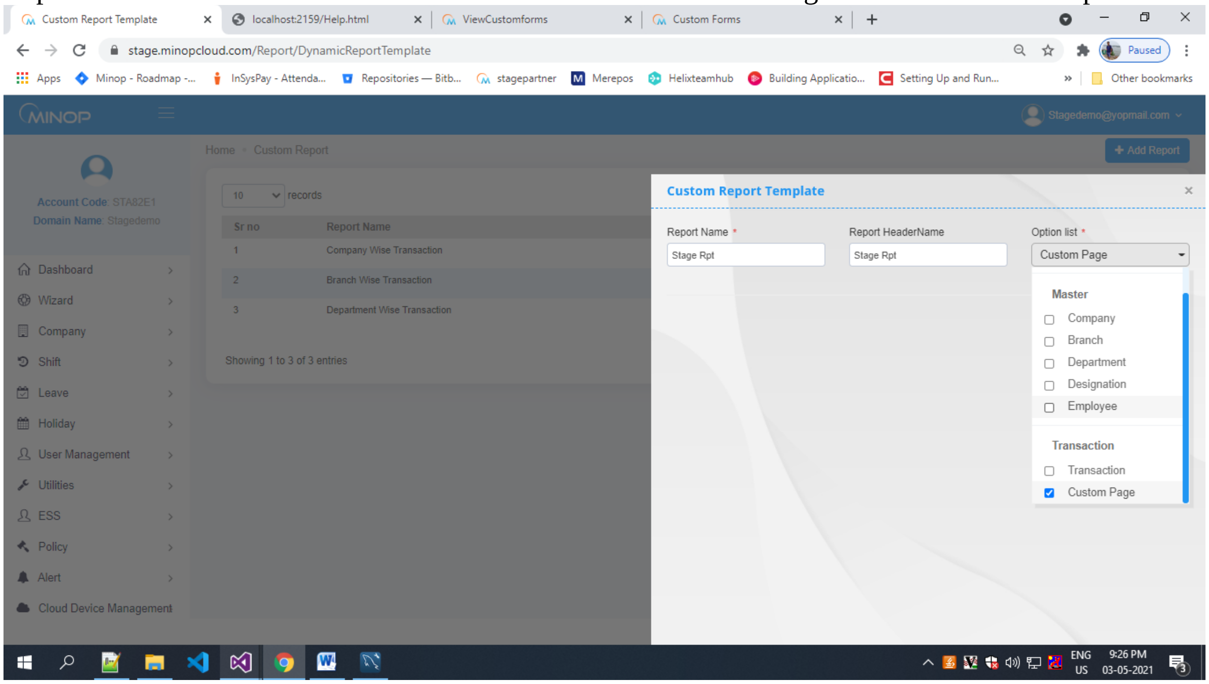


2. Custom Reports.

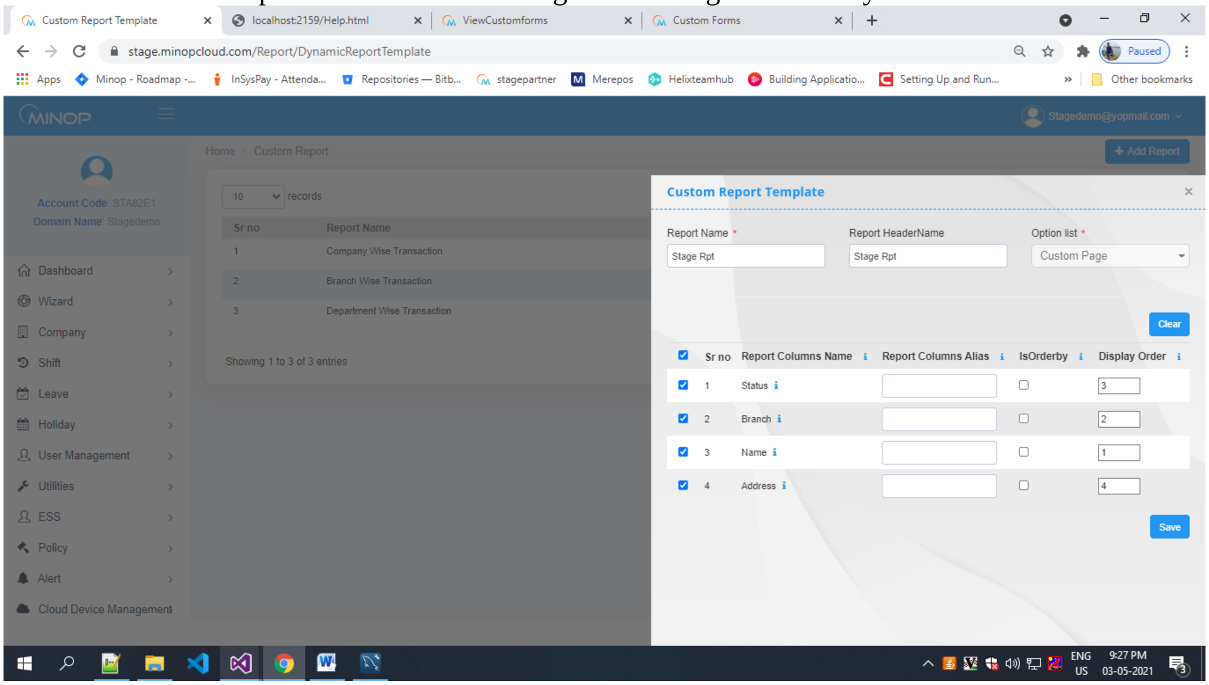
Custom Reports Default list with predefine template for Separate and individual Reports.



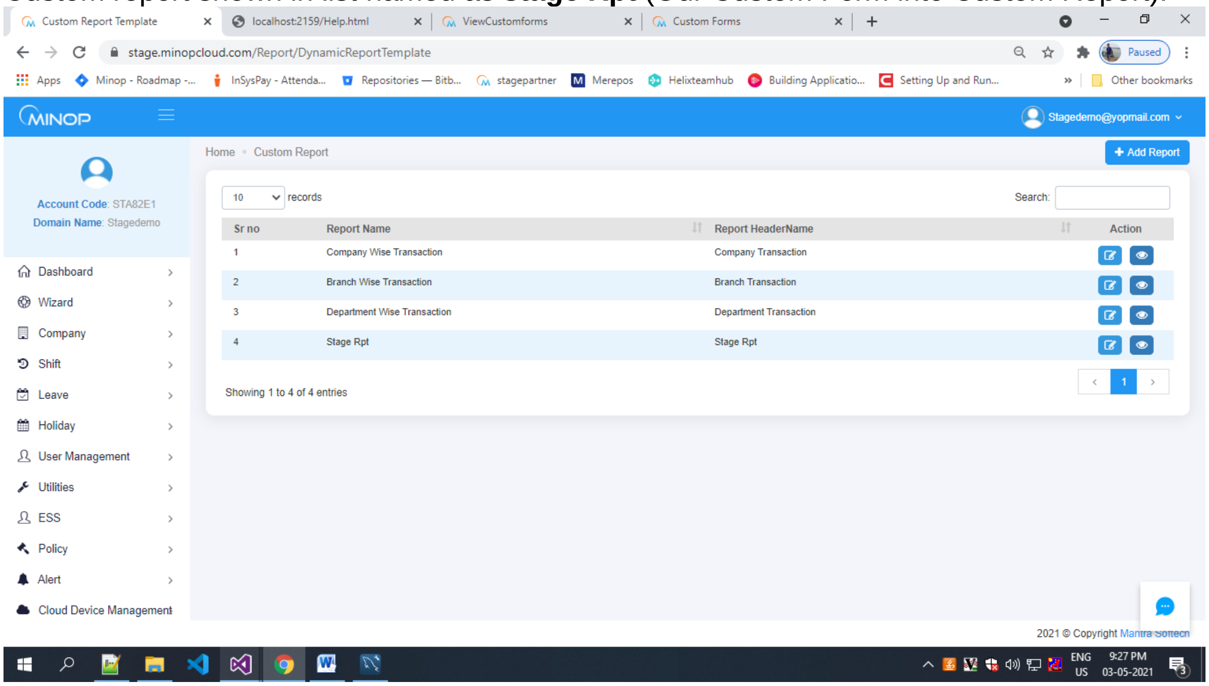
Report name and Header name with data table selection for including our custom form as report.



Fields selection for report with column ordering and shorting functionality.

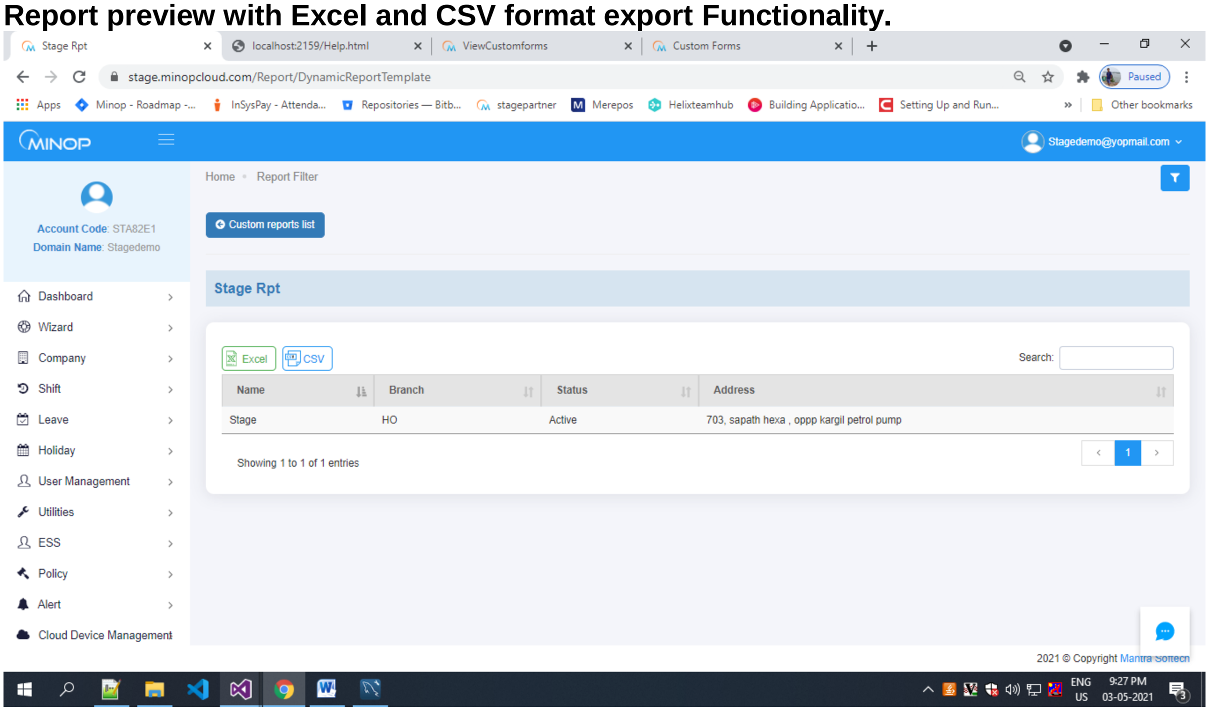


Custom report shown in list named as **stage Rpt** (Our Custom Form into Custom Report).

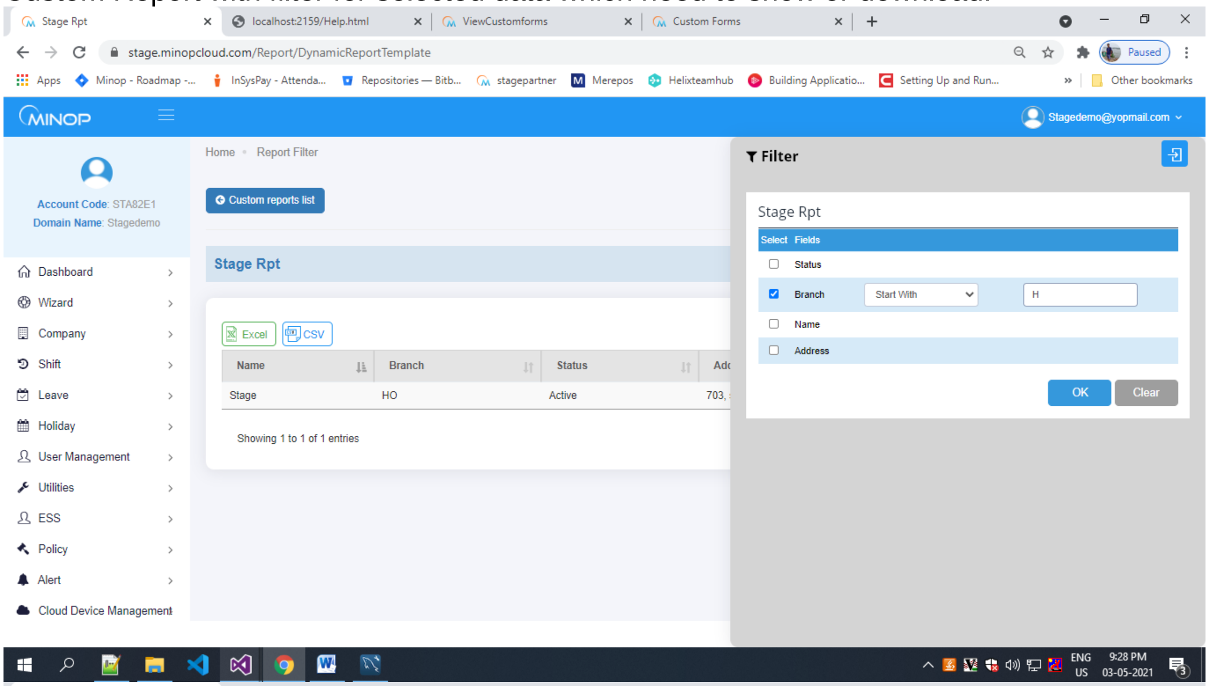


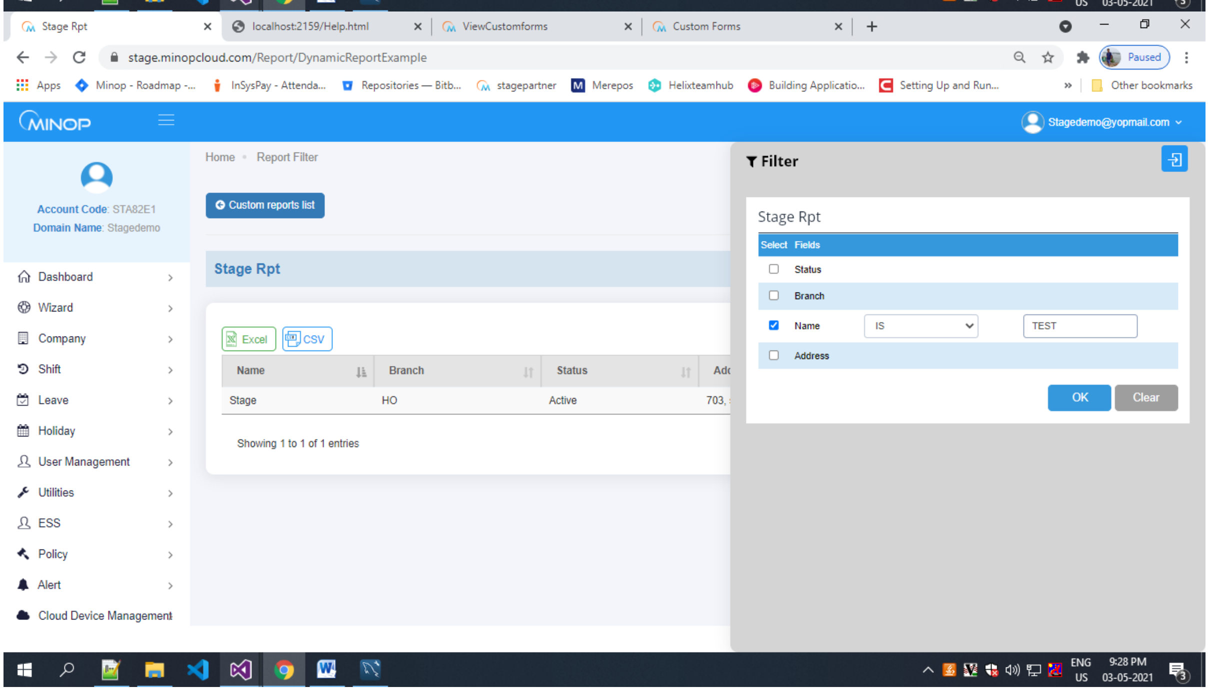
- ➢ If user want to see customize report then he/she can add template form here which will be reflected in the Analytics report page after added from here.
- ➢ Select Columns name, Order By, Display Order and report will be display as per selected fields and order.
- ➢ User can View/Add/Edit report from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

Report preview with Excel and CSV format export Functionality.



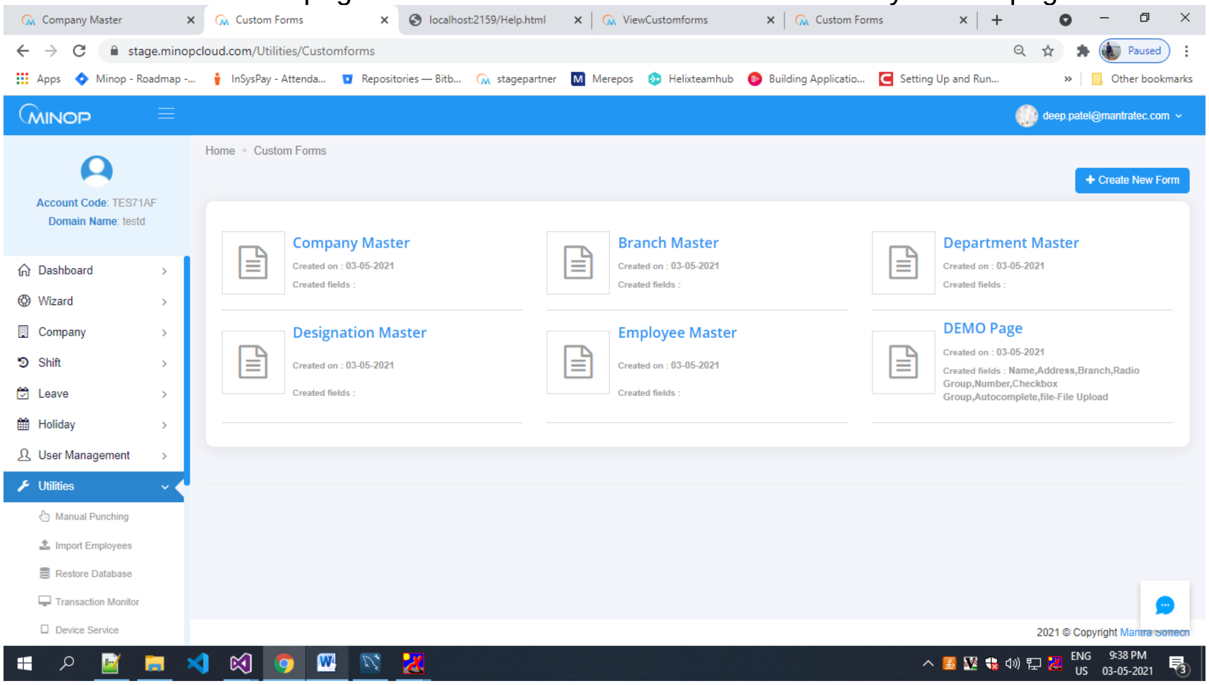
Custom Report with filter for selected data which need to show or download.



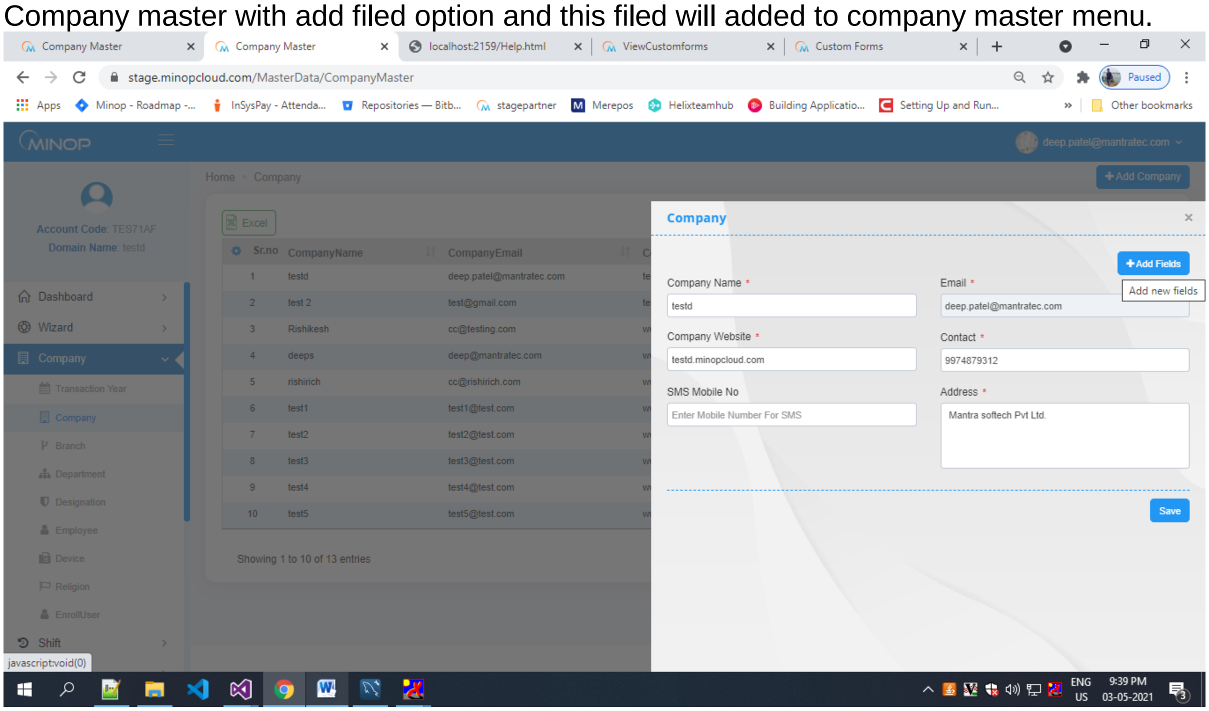


3. Custom field

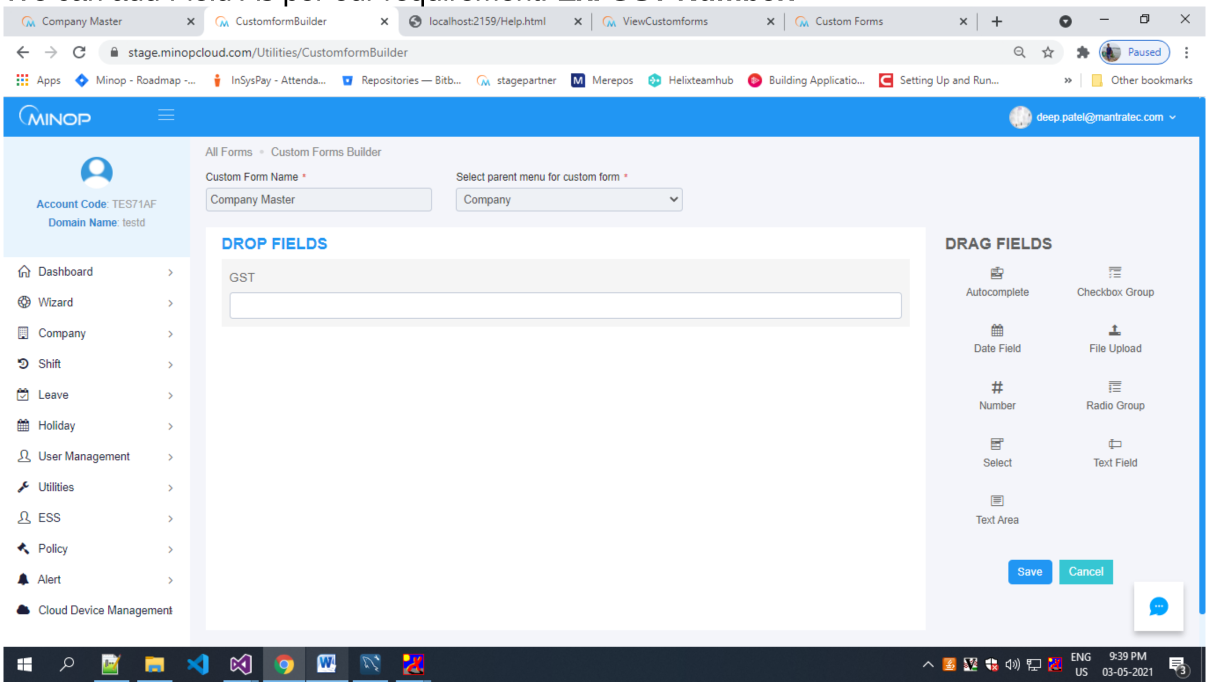
Custom field in Master page list ex. Can add field of our choice in any Master page of our Choice.



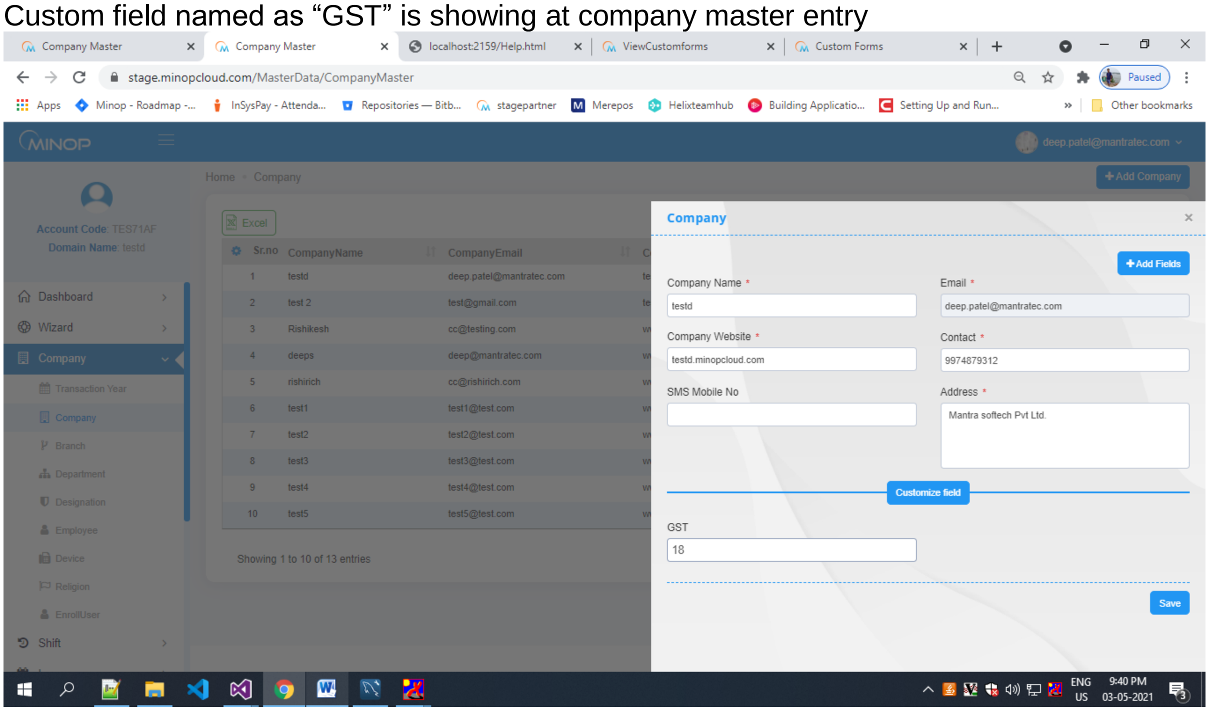
Company master with add filed option and this filed will added to company master menu.



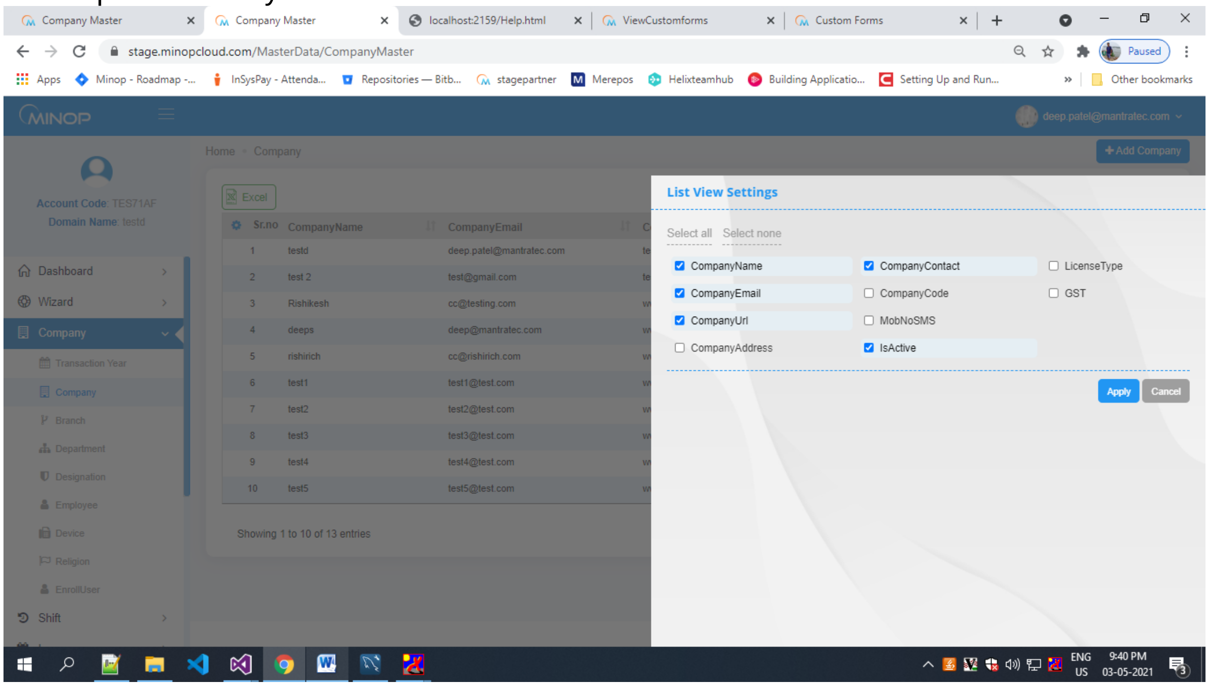
We can add Field As per our requirement. **Ex. GST Number.**



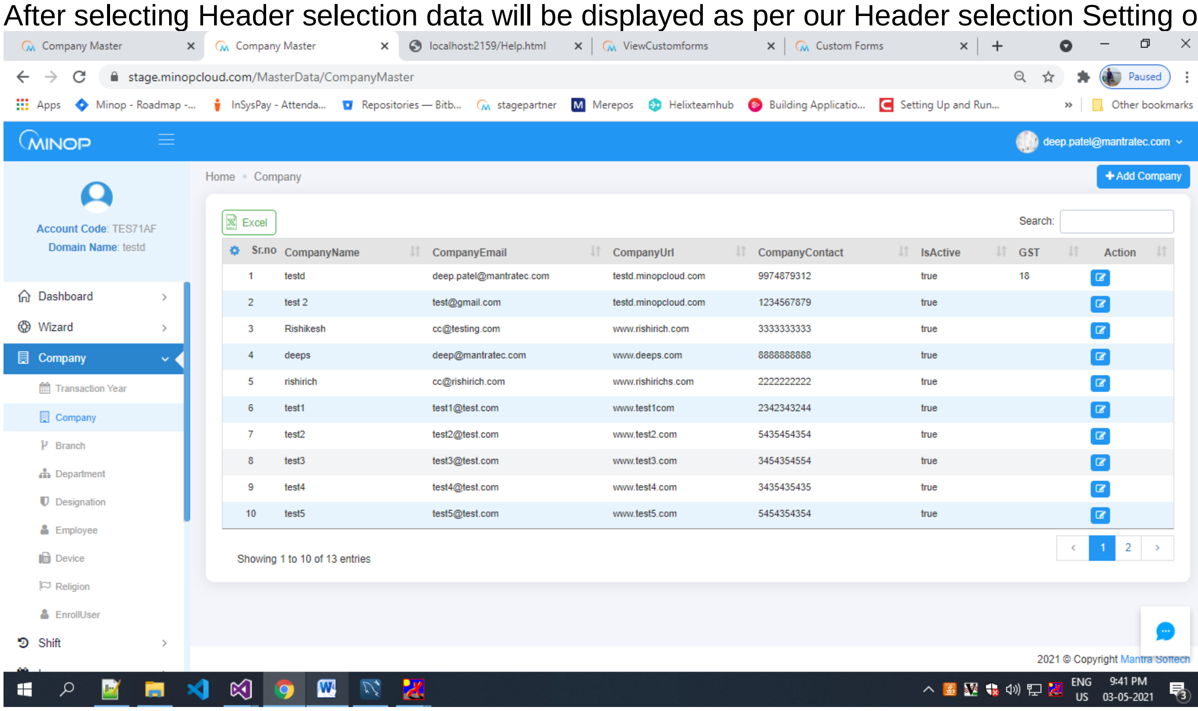
Custom field named as “GST” is showing at company master entry



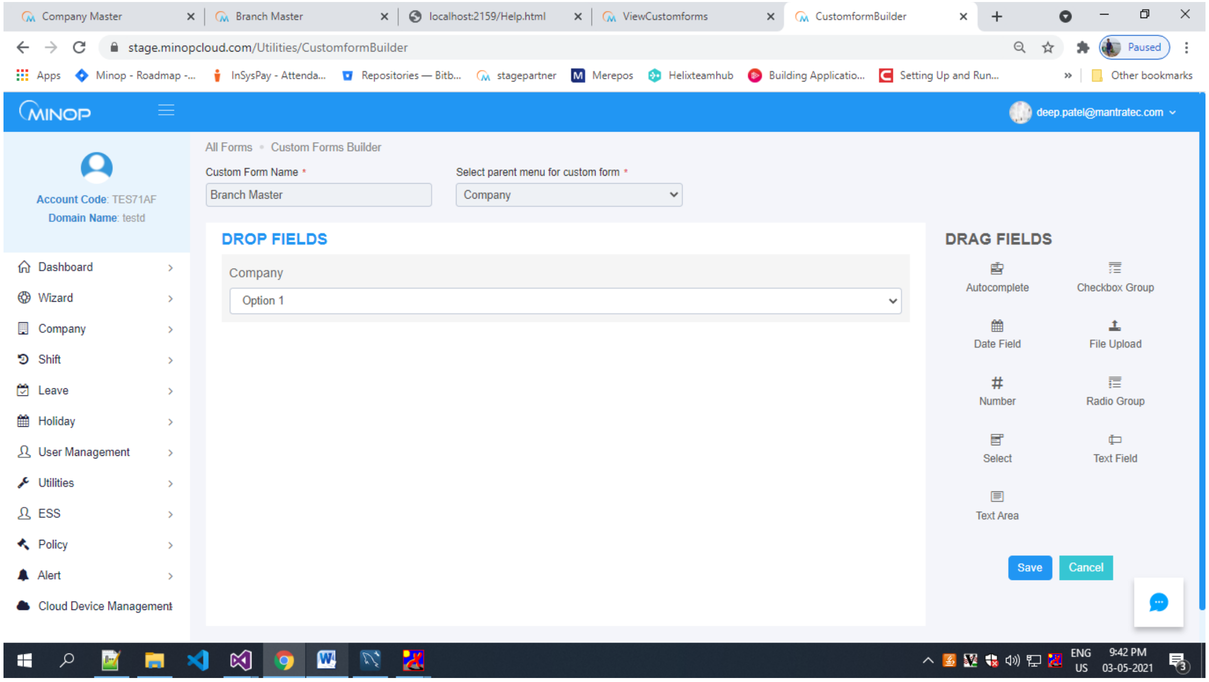
Master pages header selection settings option for data displayed of our choice and requirement only.



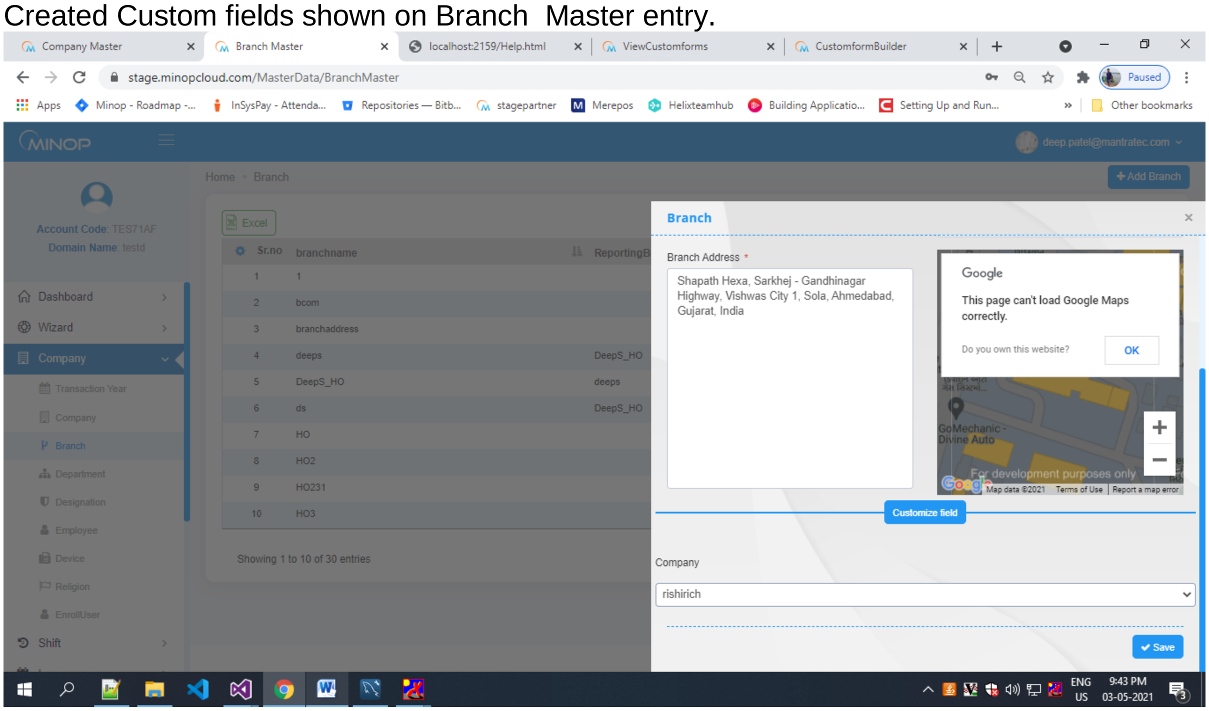
After selecting Header selection data will be displayed as per our Header selection Setting only.



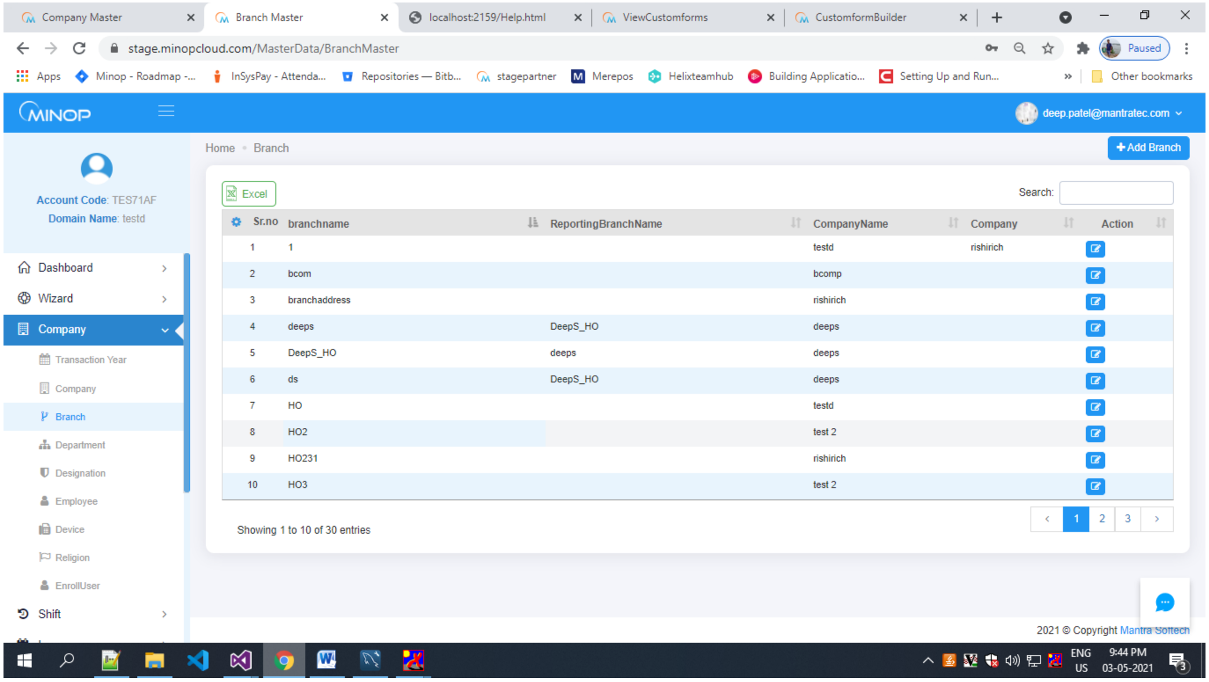
We can add custom field in Branch master also like Company master
Custom field added screen in **Branch master** also



Created Custom fields shown on Branch Master entry.

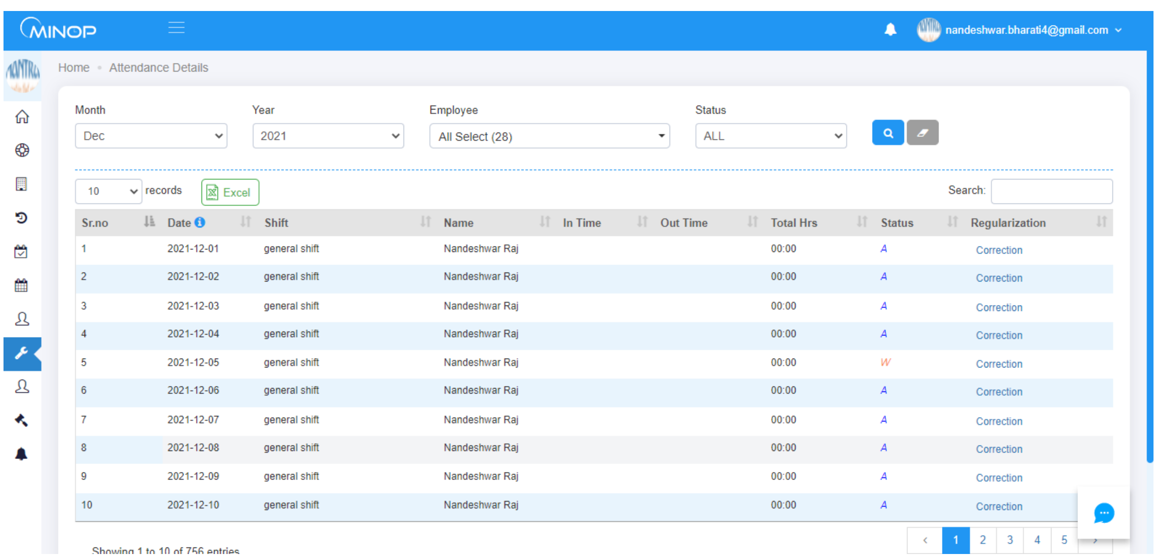


Created Custom field listed in branch list also.

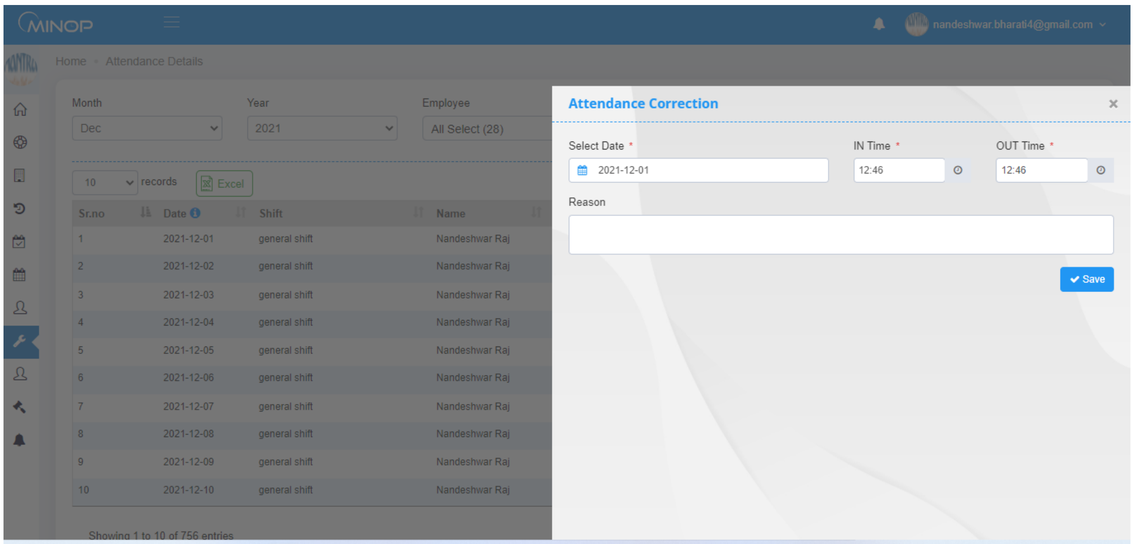


1.5 Attendance List

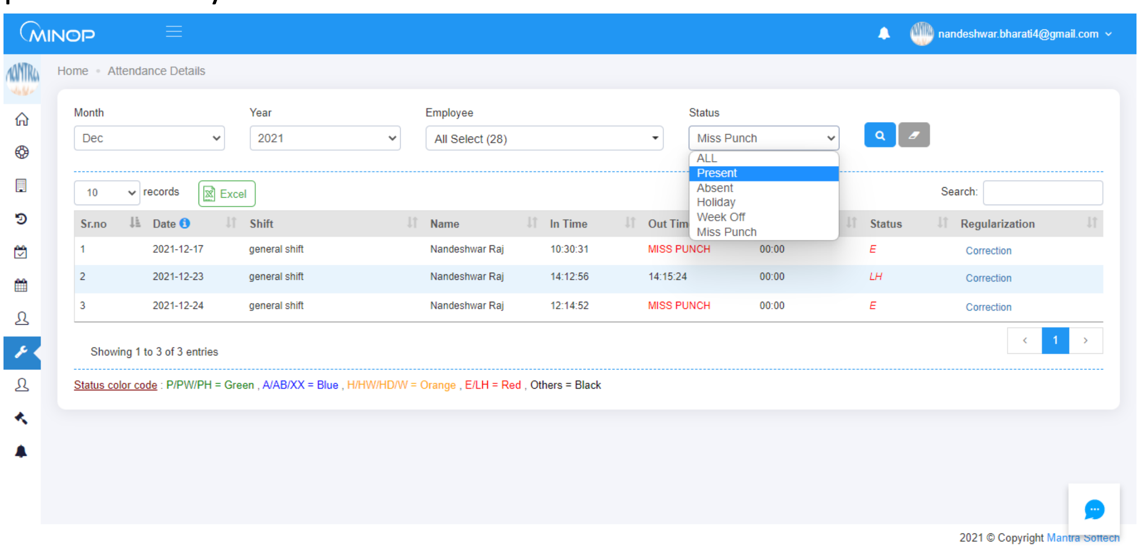
Month-wise **Attendance correction** and regularization for both Admin and employee takes place from this menu at one place only + Multi-level approval for same.



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

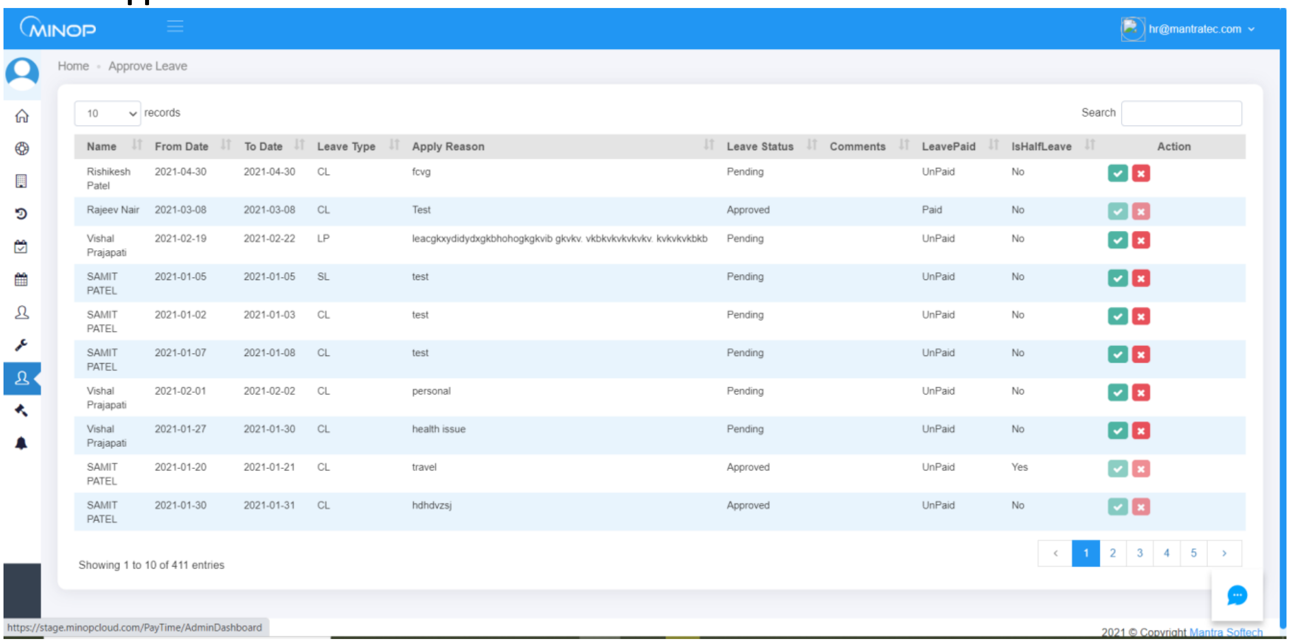


Can do correction by using **employee wise** filter or **Final status wise** filter to rectify miss punches easily.



1.6 ESS

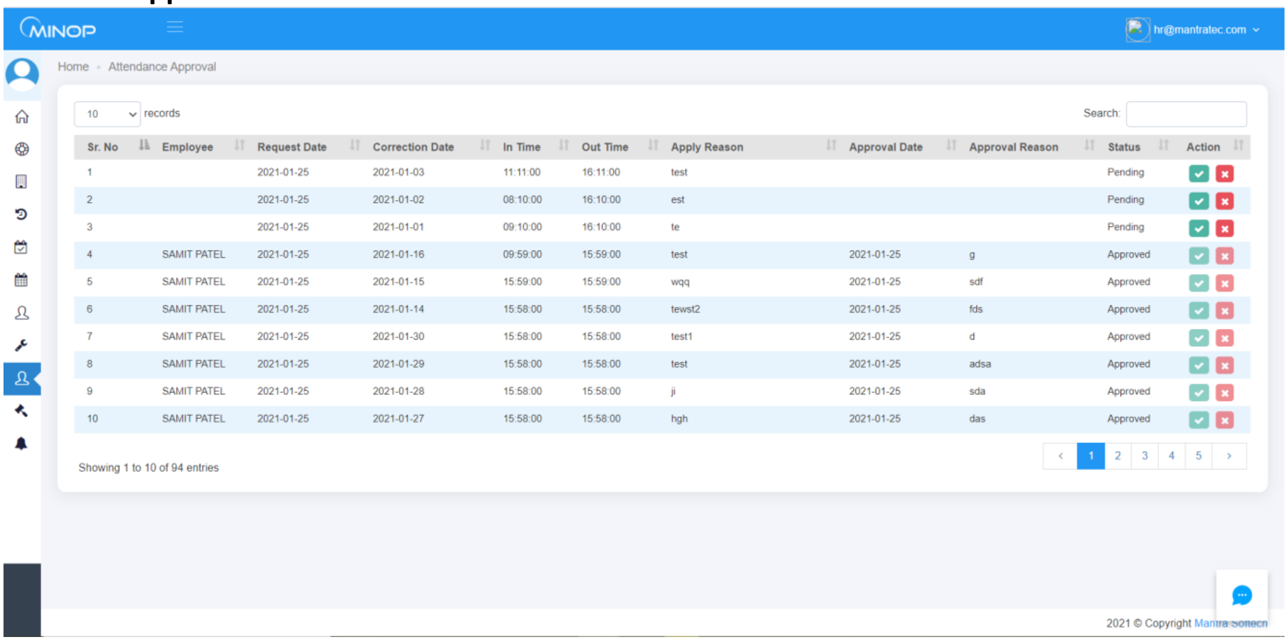
1.6.1 Approve Leave



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	
Rajeev Nair	2021-03-08	2021-03-08	CL	Test	Approved		Paid	No	
Vishal Prajapati	2021-02-19	2021-02-22	LP	leacgkxydidydxgkbhohogkgkvib gkvkv. vkbkvkvkvkvkv. kvkvkvkbkb	Pending		UnPaid	No	
SAMIT PATEL	2021-01-05	2021-01-05	SL	test	Pending		UnPaid	No	
SAMIT PATEL	2021-01-02	2021-01-03	CL	test	Pending		UnPaid	No	
SAMIT PATEL	2021-01-07	2021-01-08	CL	test	Pending		UnPaid	No	
Vishal Prajapati	2021-02-01	2021-02-02	CL	personal	Pending		UnPaid	No	
Vishal Prajapati	2021-01-27	2021-01-30	CL	health issue	Pending		UnPaid	No	
SAMIT PATEL	2021-01-20	2021-01-21	CL	travel	Approved		UnPaid	Yes	
SAMIT PATEL	2021-01-30	2021-01-31	CL	hdhdvzsj	Approved		UnPaid	No	

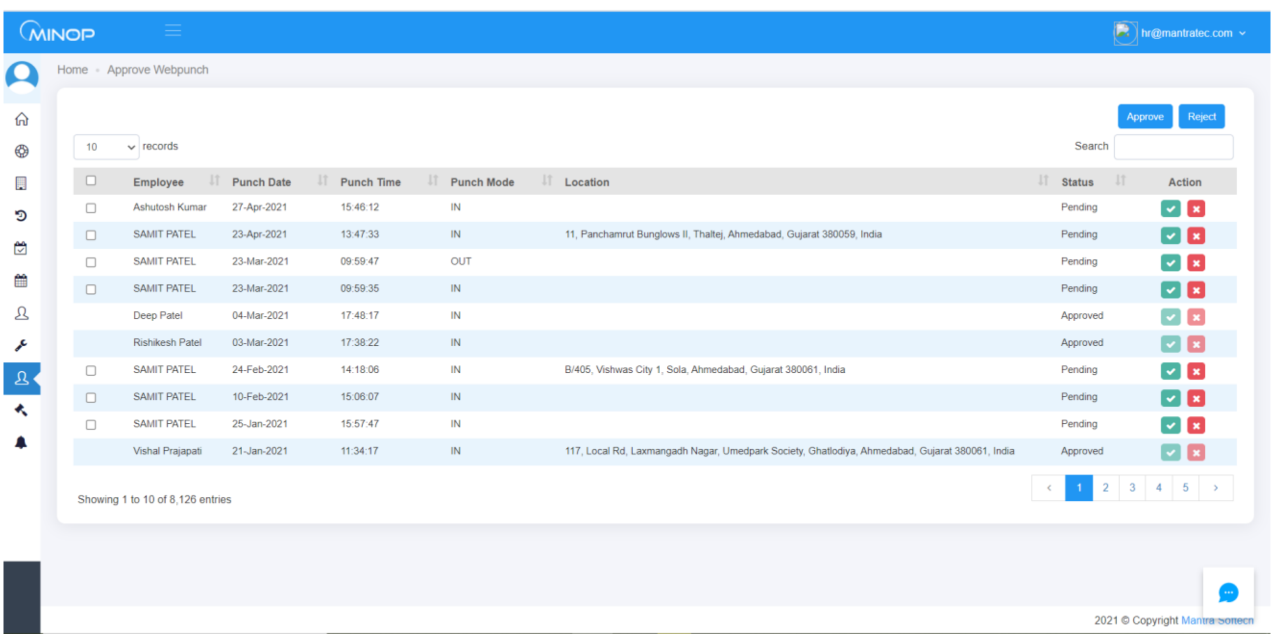
- Admin can Approve/Reject leave of employee. To Approve/Reject leave admin has to click on Approve/Reject button.

1.6.2 Approve Attendance



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

1.6.3 Approve Webpunch

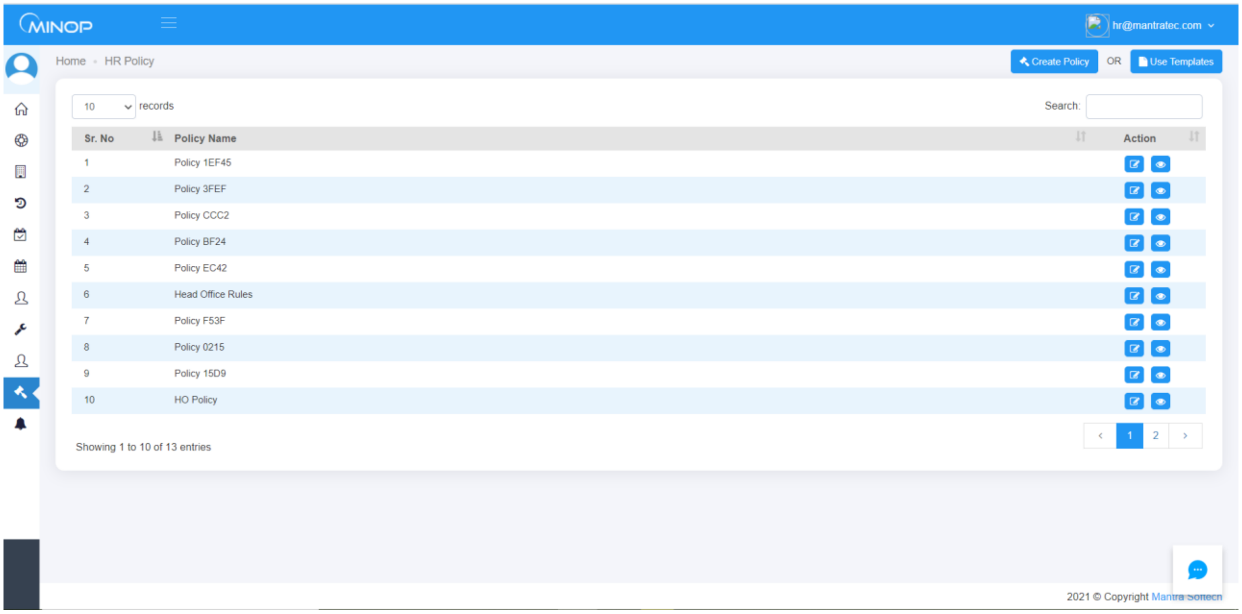


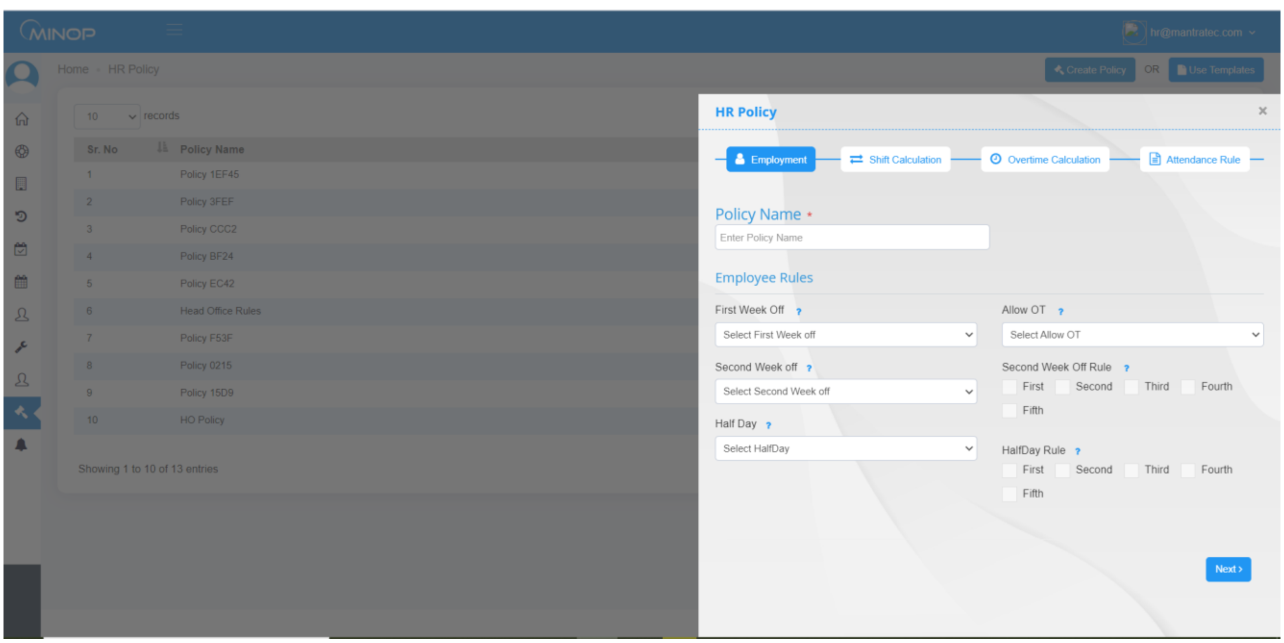
- ➢ Admin can Approve/Reject WebPunch of employee. To Approve/Reject WebPunch admin has to click on Approve/Reject button.

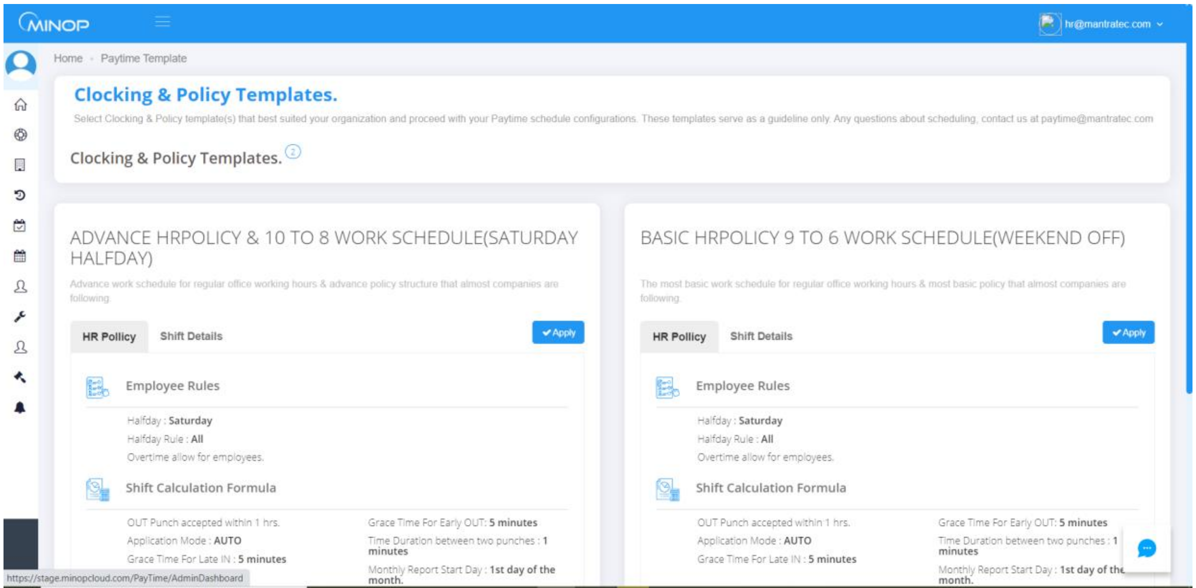
1.7 Policy

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

1.7.1 HR Policy







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
Than only first and third punches will be considered and the second punch will be discard.

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 par 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

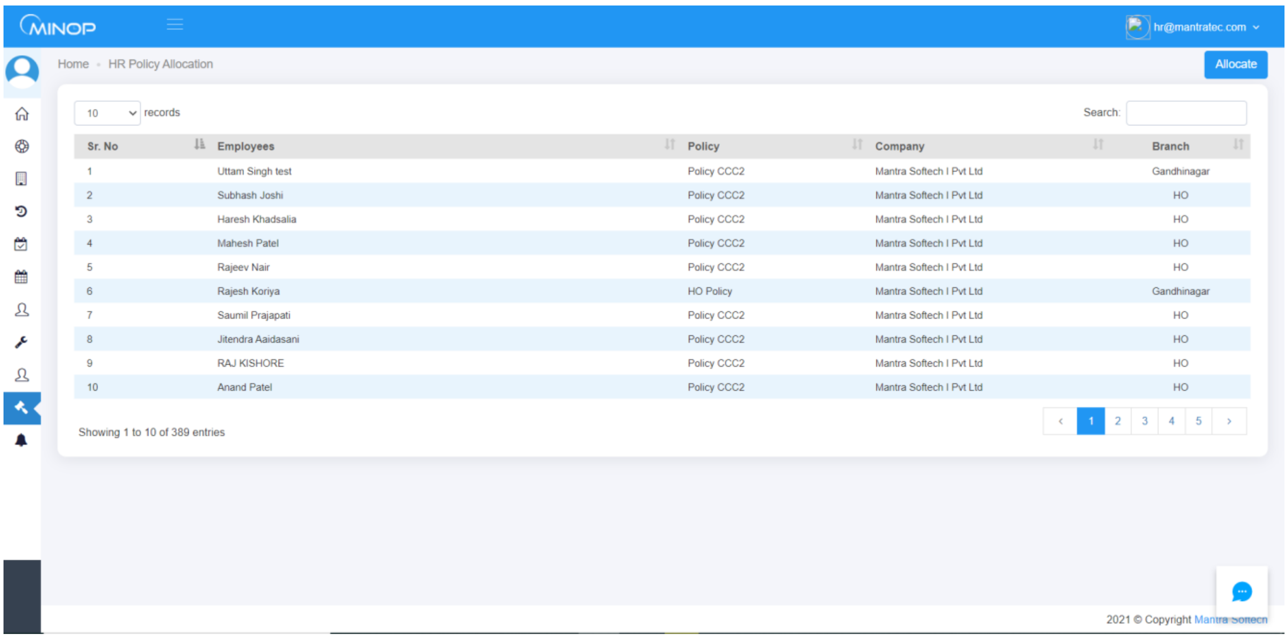
a) After Shift Start Time : Total Hours will be calculated after Shift Start Time

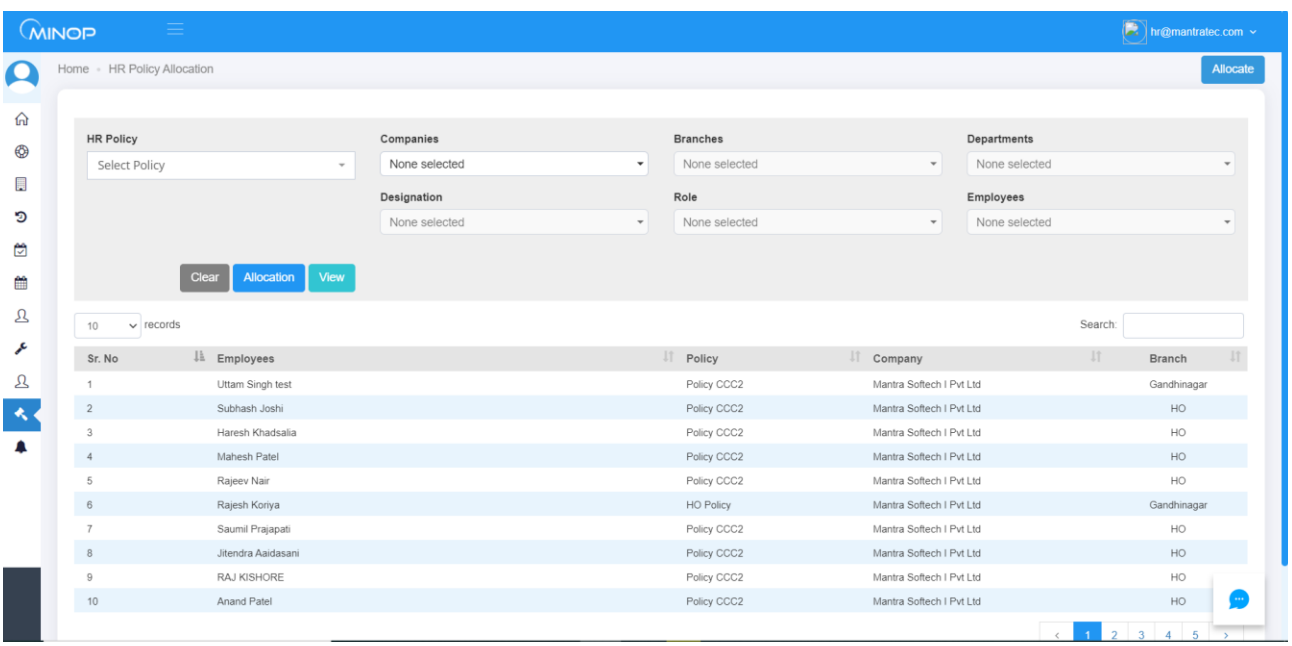
b) Before Shift End Time : Total Hours will be calculated before Shift End Time

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.



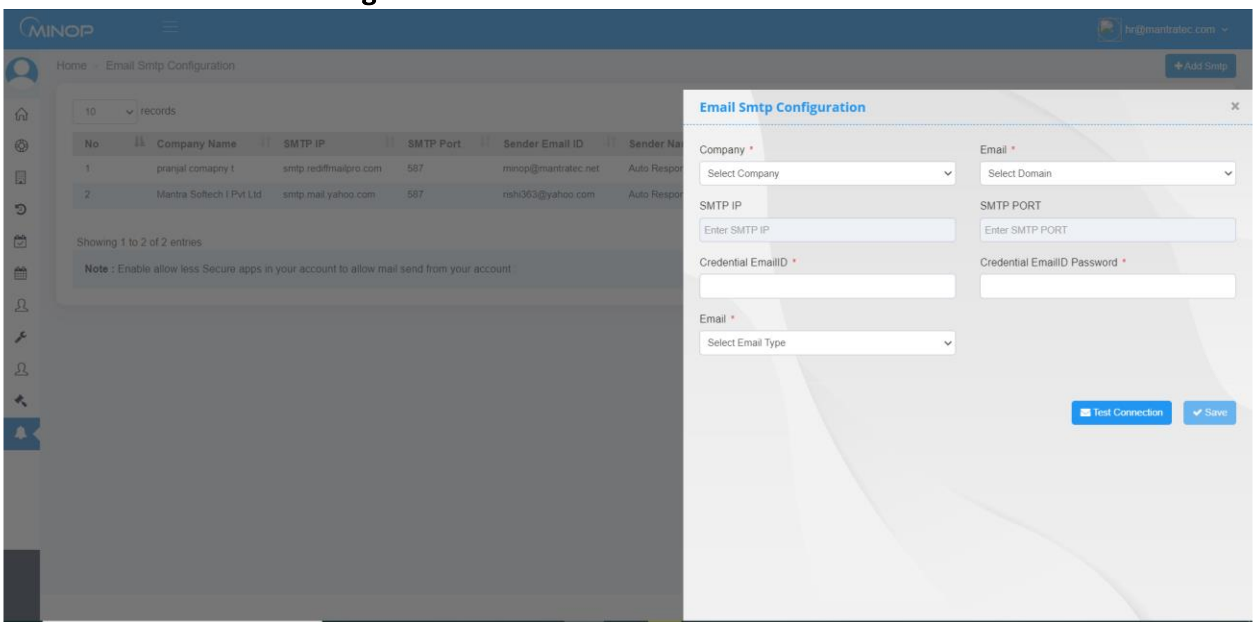


1.8 Alerts:

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

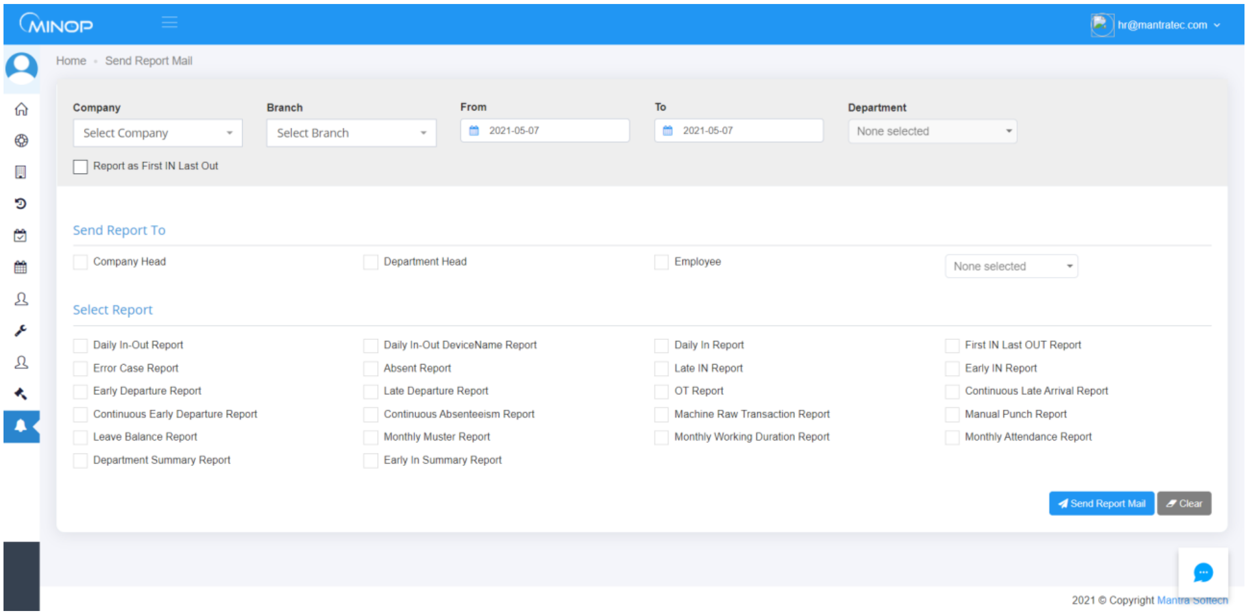
Send All predefined Report + Custom reports To :-

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

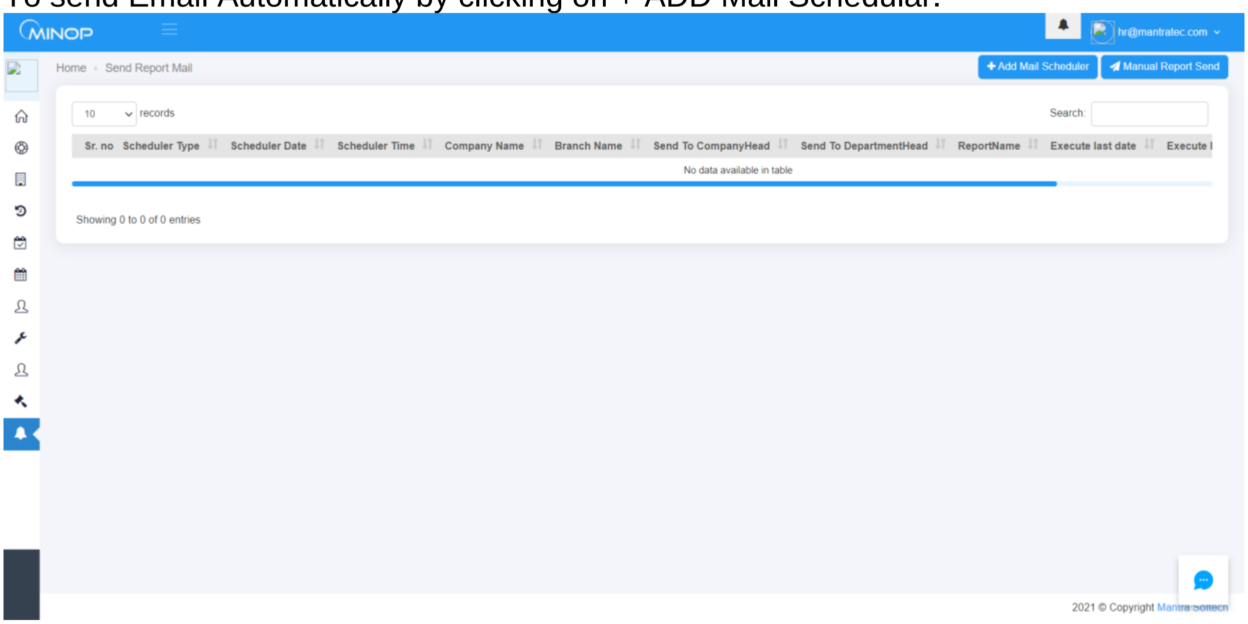
Which Reports To Send:-

➢ 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.

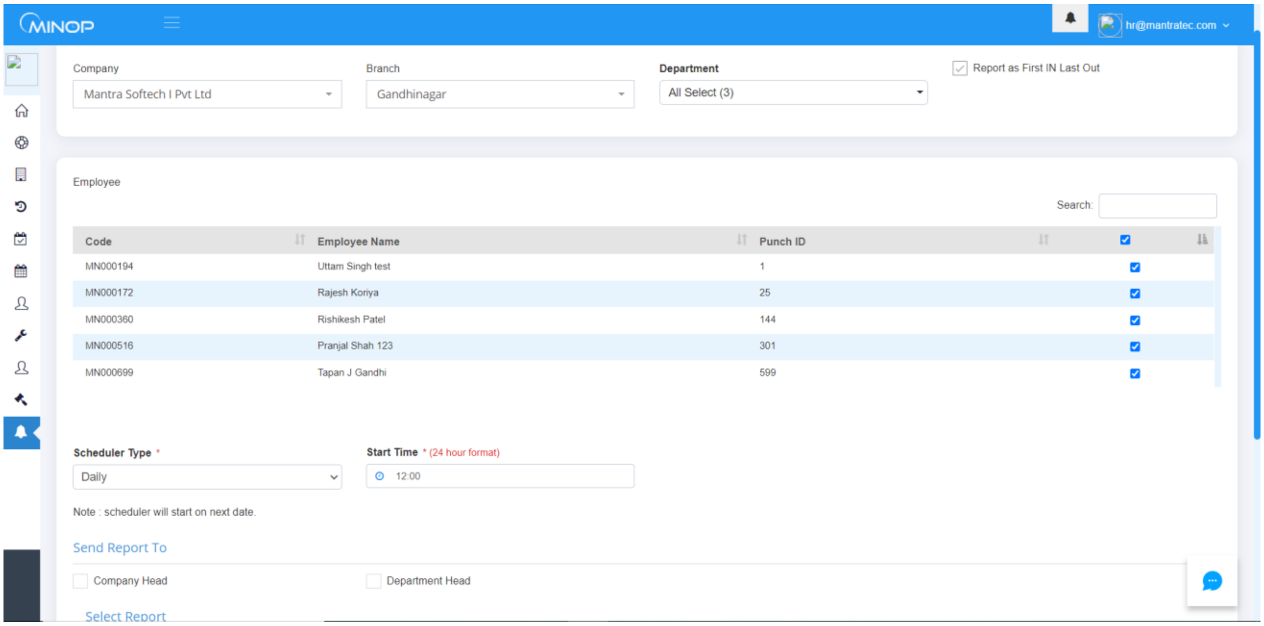
➢ To send Email manually select Date or Month and then click on Send Email.



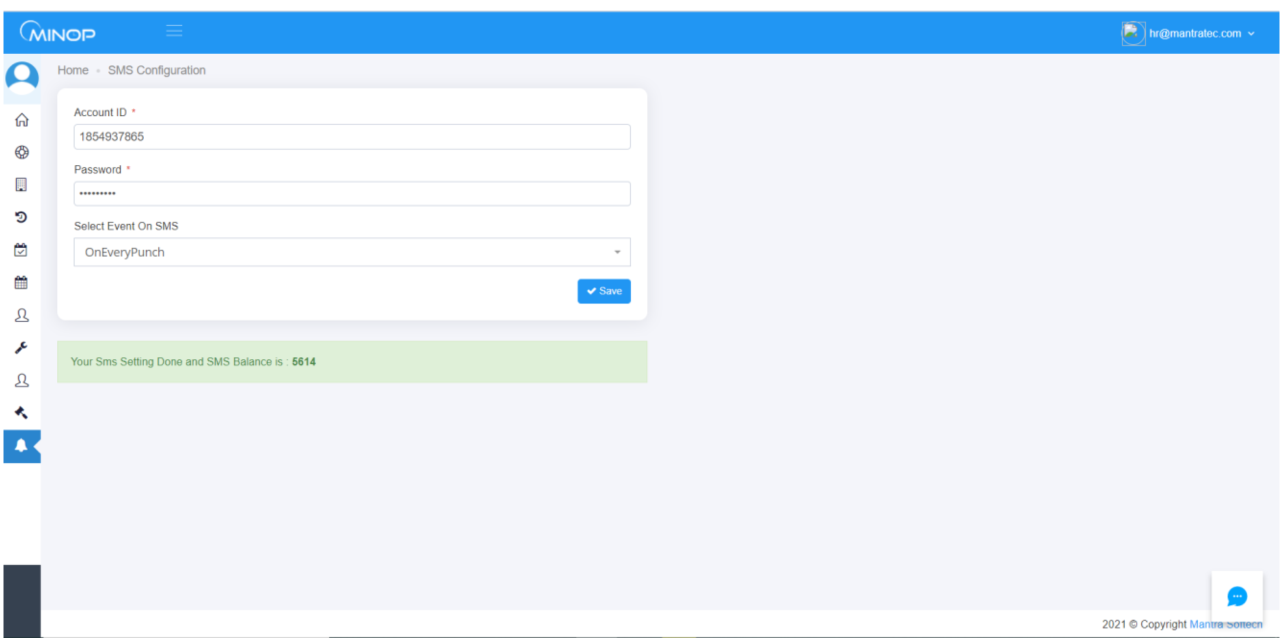
To send Email Automatically by clicking on + ADD Mail Schedular.



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



1.8.3 SMS Configuration



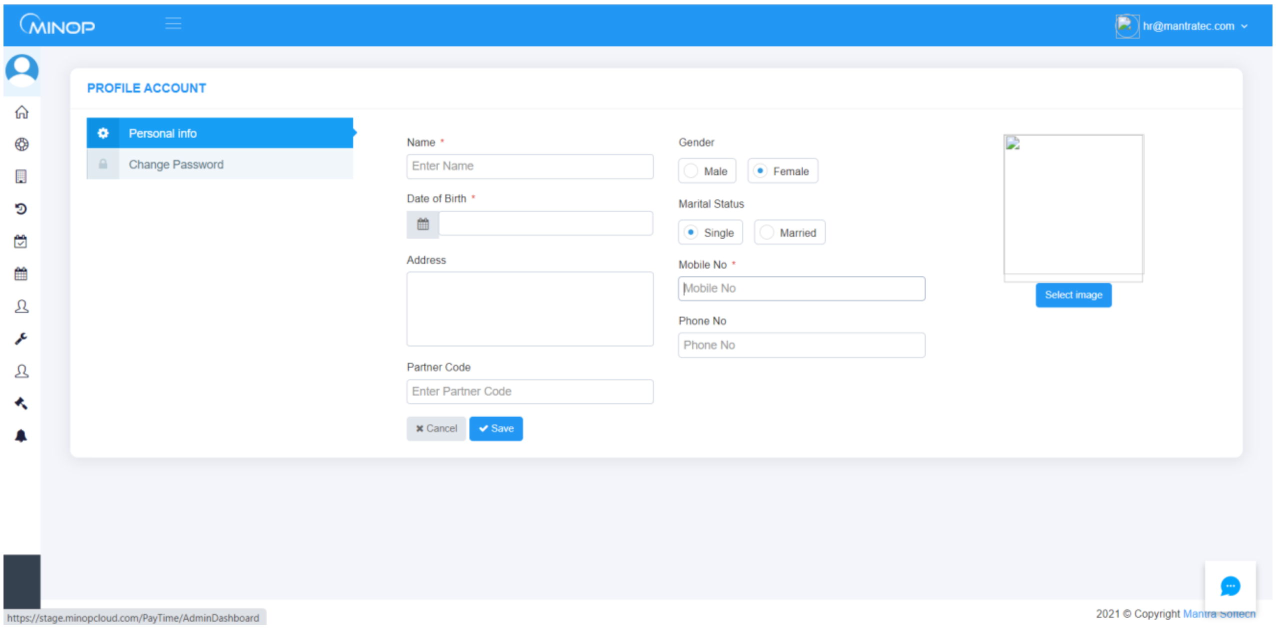
➢ You need to enter SMS User Credential detail in above screen.

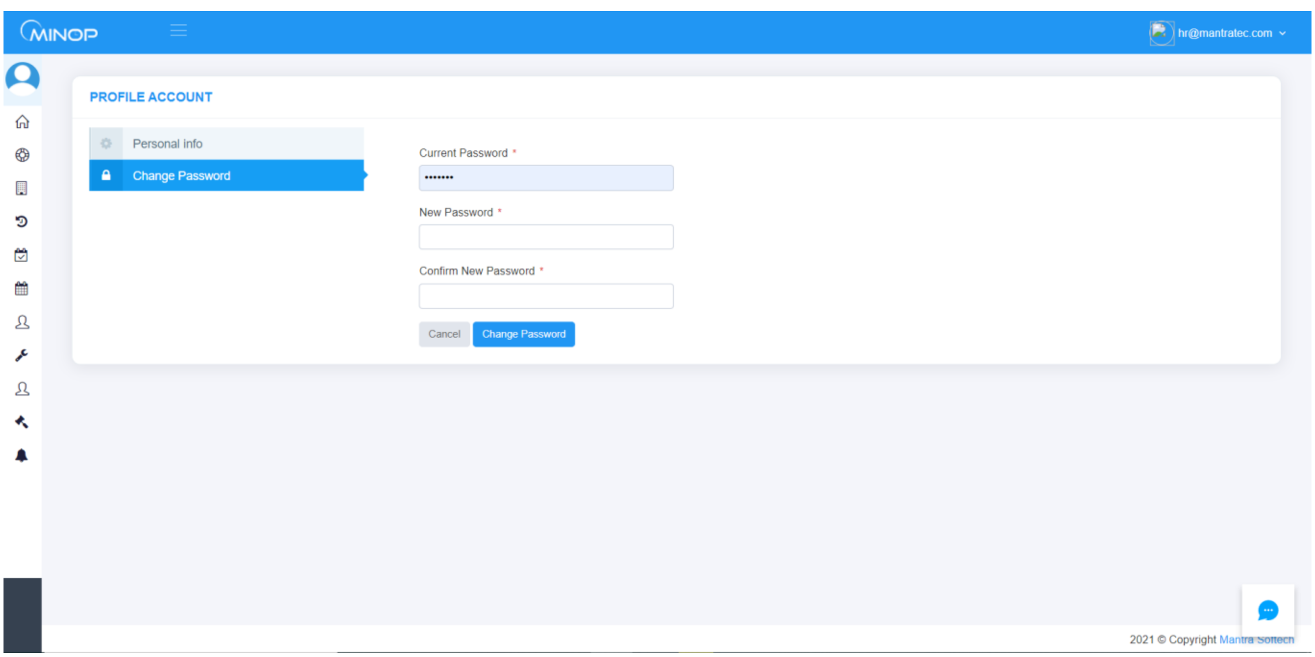
➢ Employee can get SMS on below Events as per SMS Event Allocation.

1. On Every Punch.

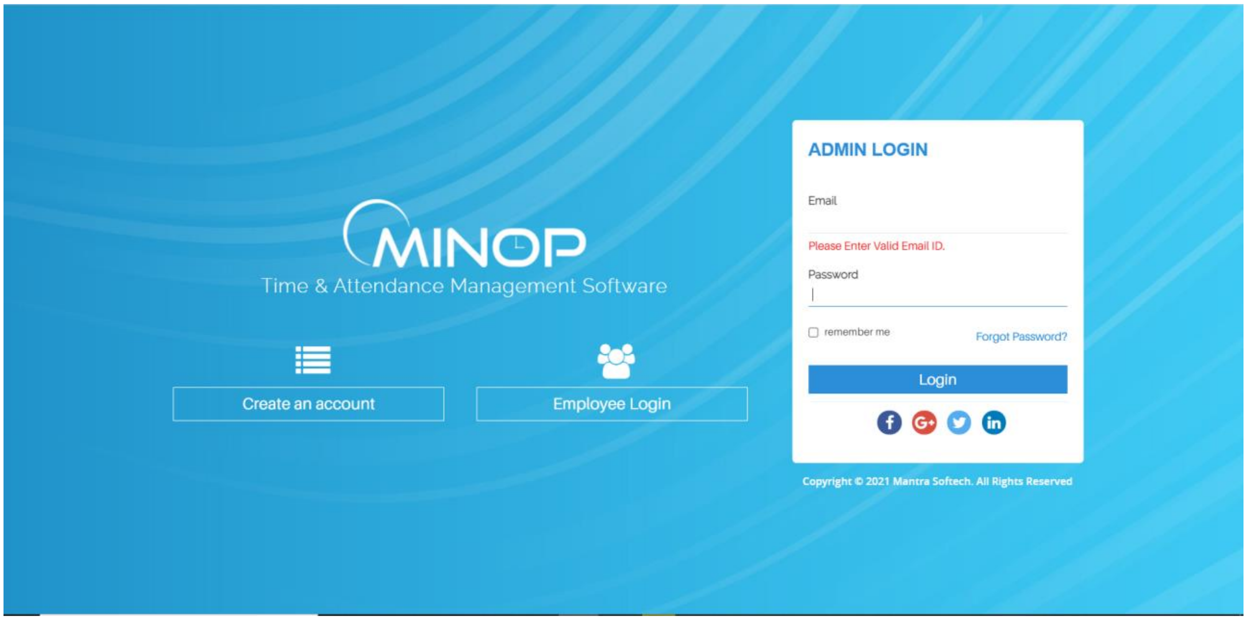
1.9 Profile Account Settings.

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

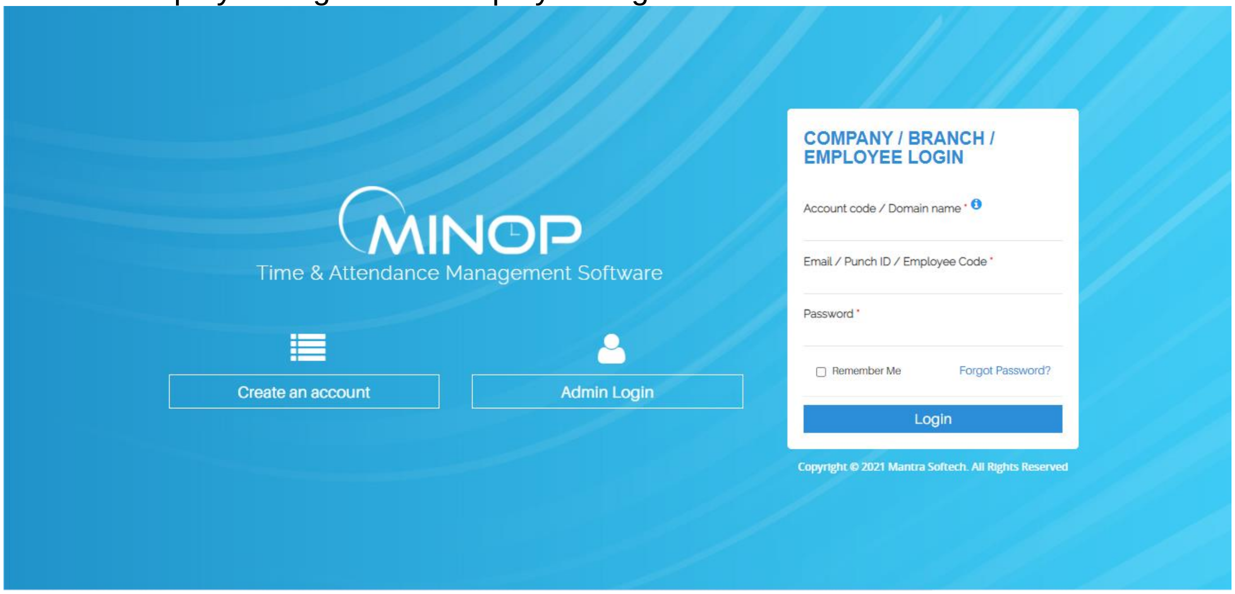




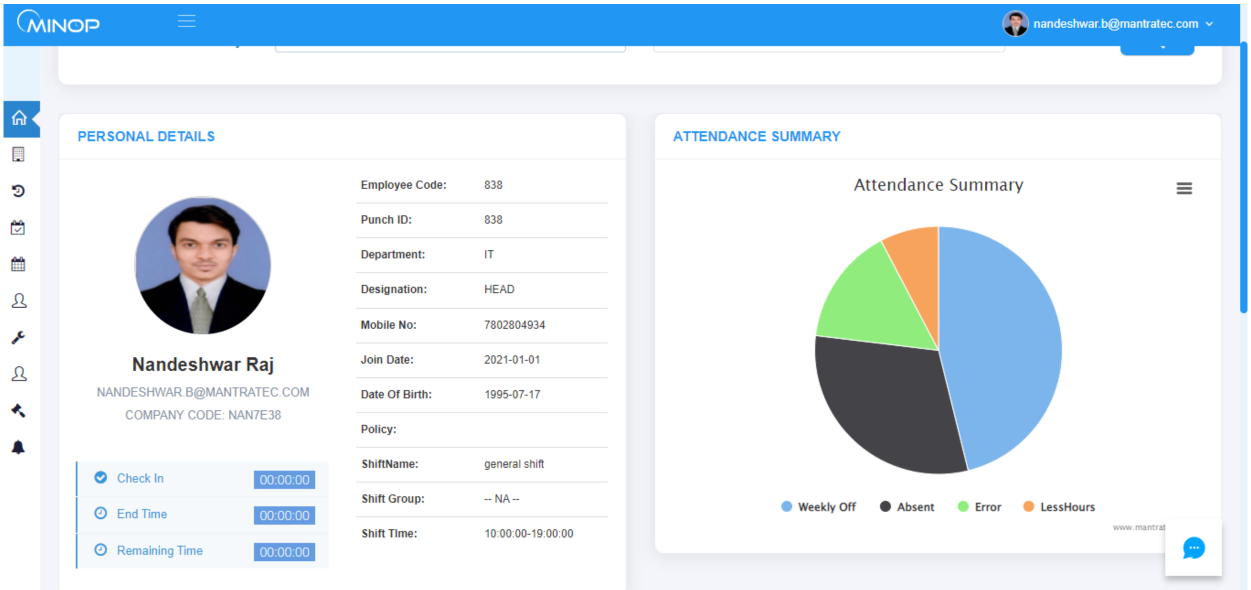
1. **Employee Login**

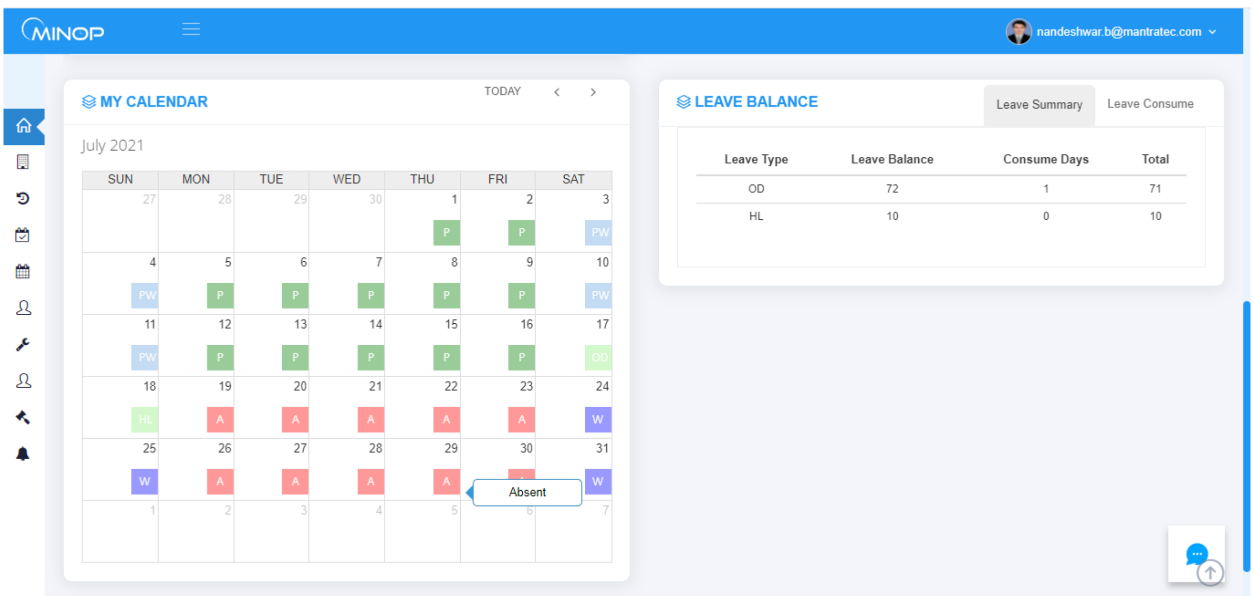


Click on Employee Login to do Employee Login

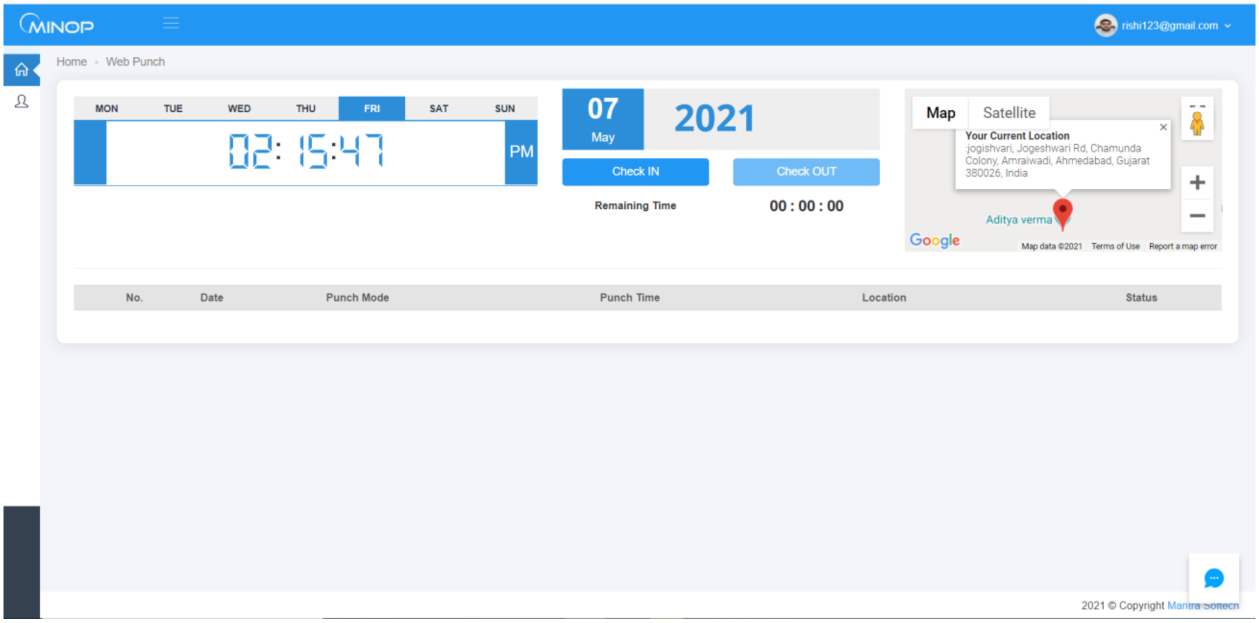


After Login User will be redirect to the Employee Dashboard Page.
User can see Attendance Summary, Leave Balance, Monthly Calendar report

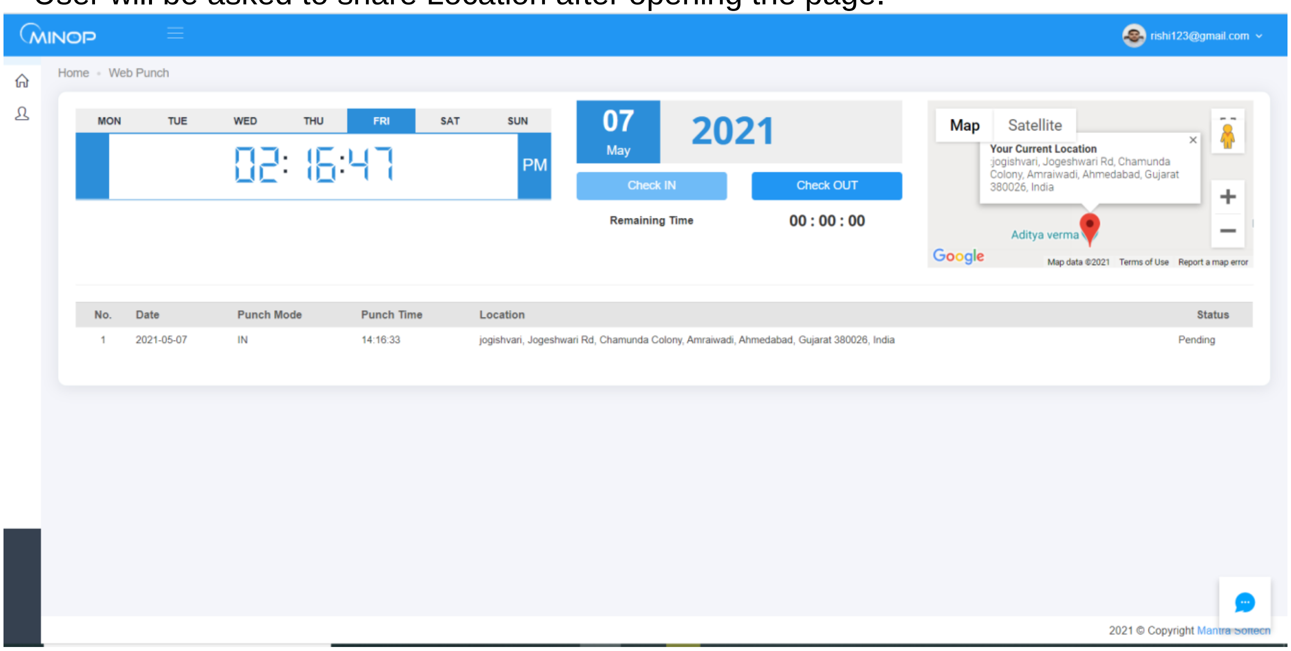

MINOP
nandeshwar.b@mantratec.com
PERSONAL DETAILS
Nandeshwar Raj
NANDESHWAR.B@MANTRATEC.COM
COMPANY CODE: NAN7E38
Check In 00:00:00
End Time 00:00:00
Remaining Time 00:00:00
Employee Code: 838
Punch ID: 838
Department: IT
Designation: HEAD
Mobile No: 7802804934
Join Date: 2021-01-01
Date Of Birth: 1995-07-17
Policy:
ShiftName: general shift
Shift Group: -- NA --
Shift Time: 10:00:00-19:00:00
ATTENDANCE SUMMARY
Attendance Summary
Weekly Off
Absent
Error
LessHours


MINOP
nandeshwar.b@mantratec.com
MY CALENDAR
TODAY
July 2021
SUN MON TUE WED THU FRI SAT
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

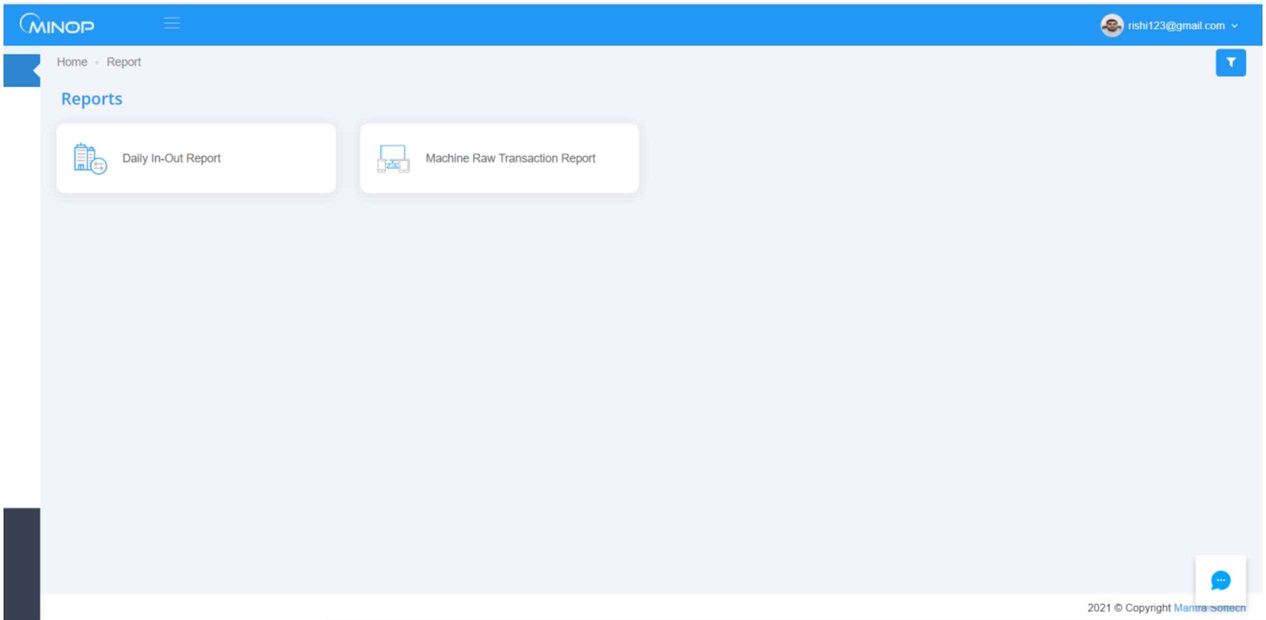


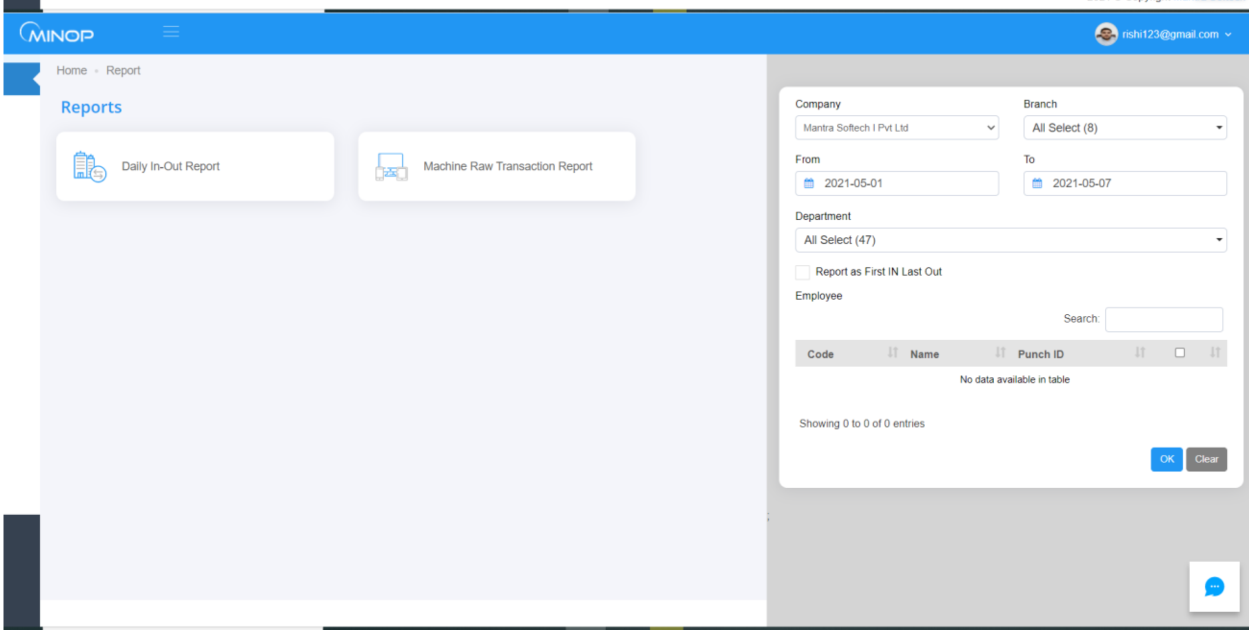
User will be asked to share Location after opening the page.

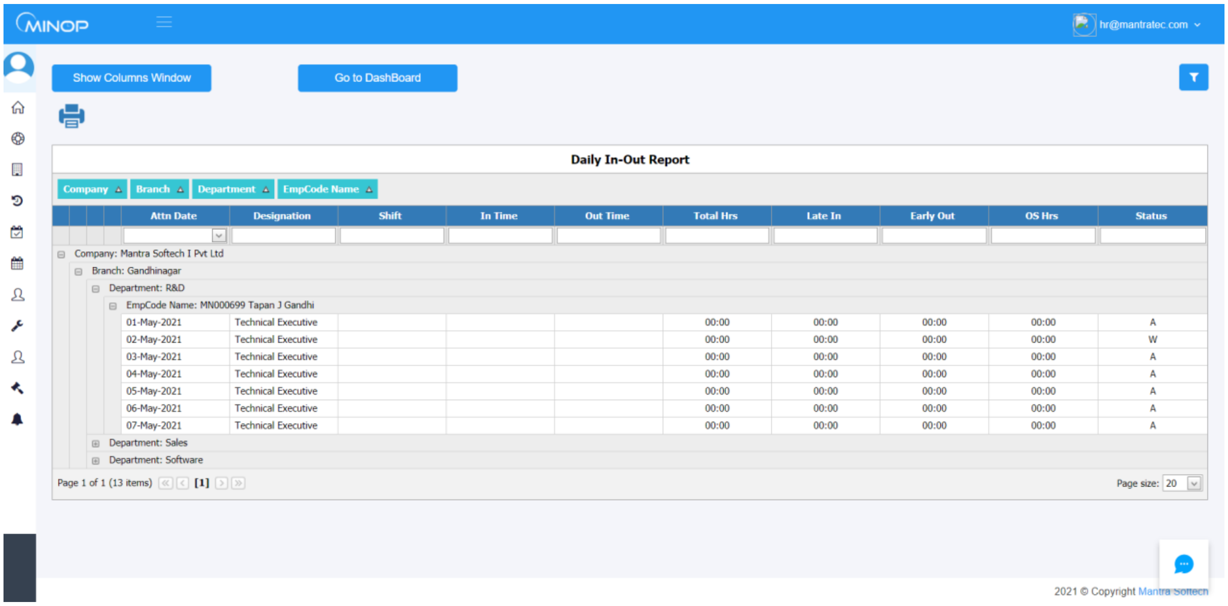


- User is able to do Check In/Check Out from this page.
- After click on check in/out Status of WebPunch will display as pending until Admin/Reporting person approve/rejectit.
- After Admin/Reporting person approve/reject it the status will be Approved/Rejected

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







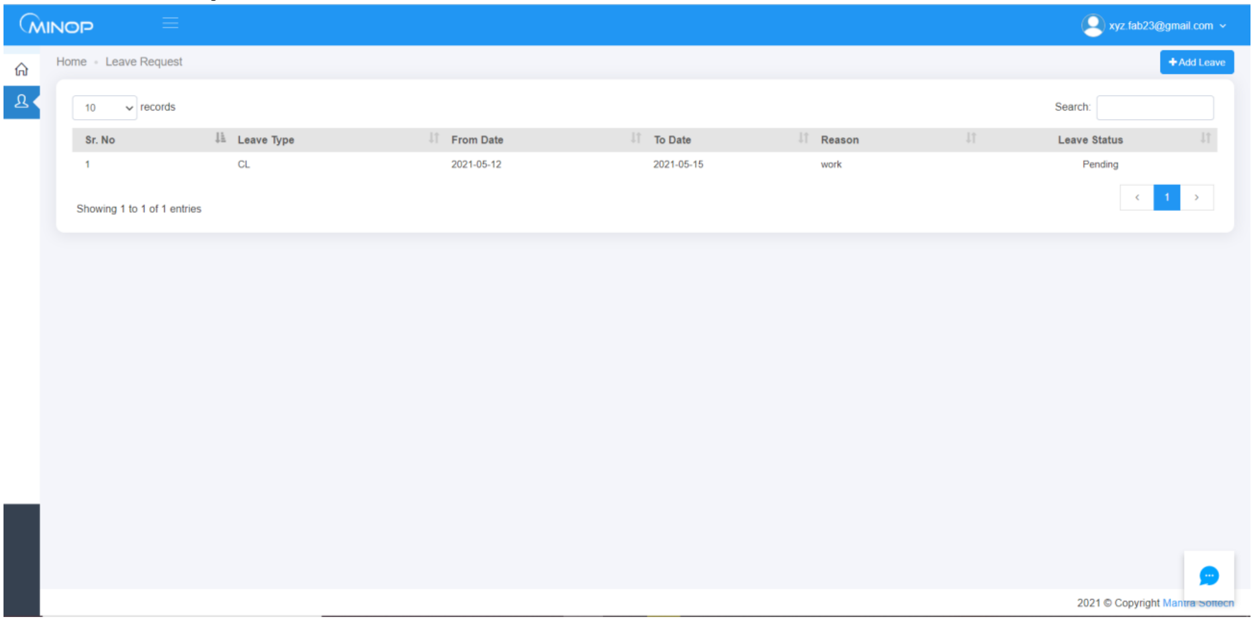
➢ Employee can see his/her Daily In-Out report by filling all the details in filter and then click on Daily In-Out report.

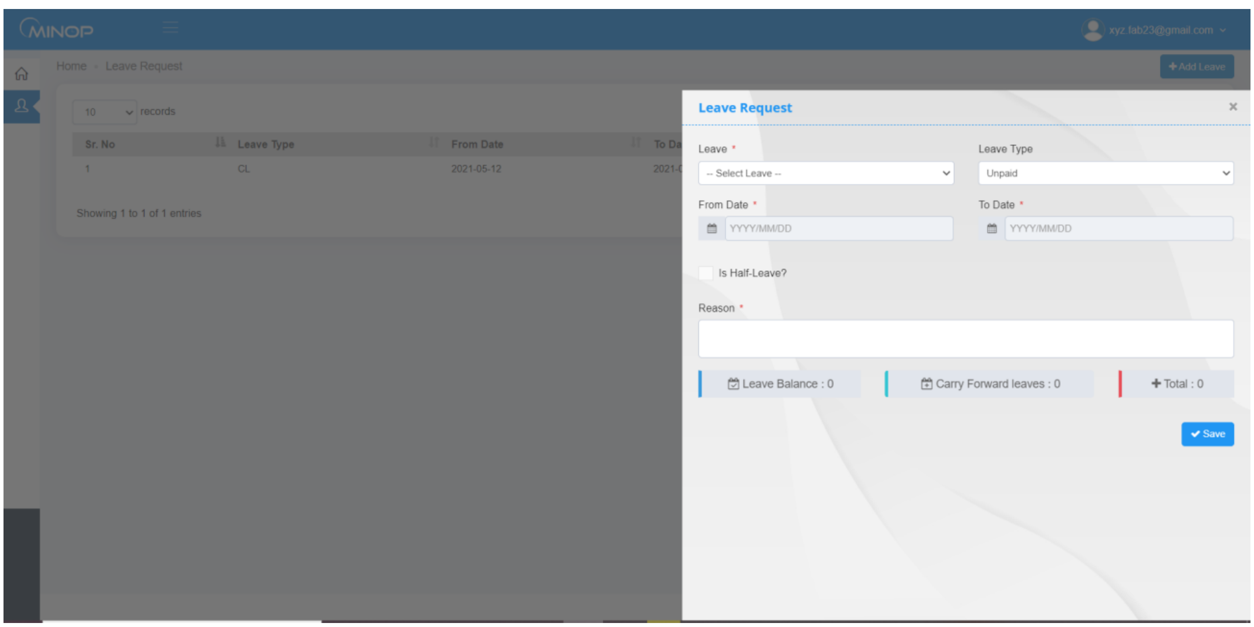
1.3 ESS

Employee Self Service has following modules

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

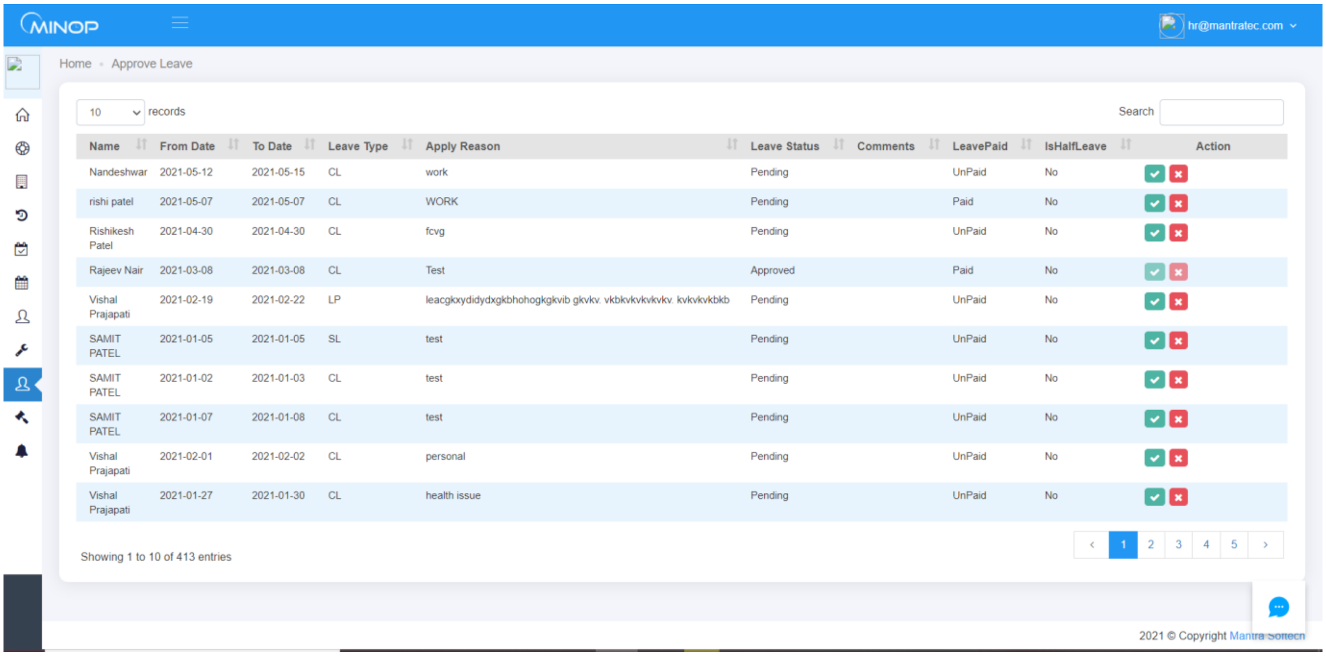
2.3 Leave Request

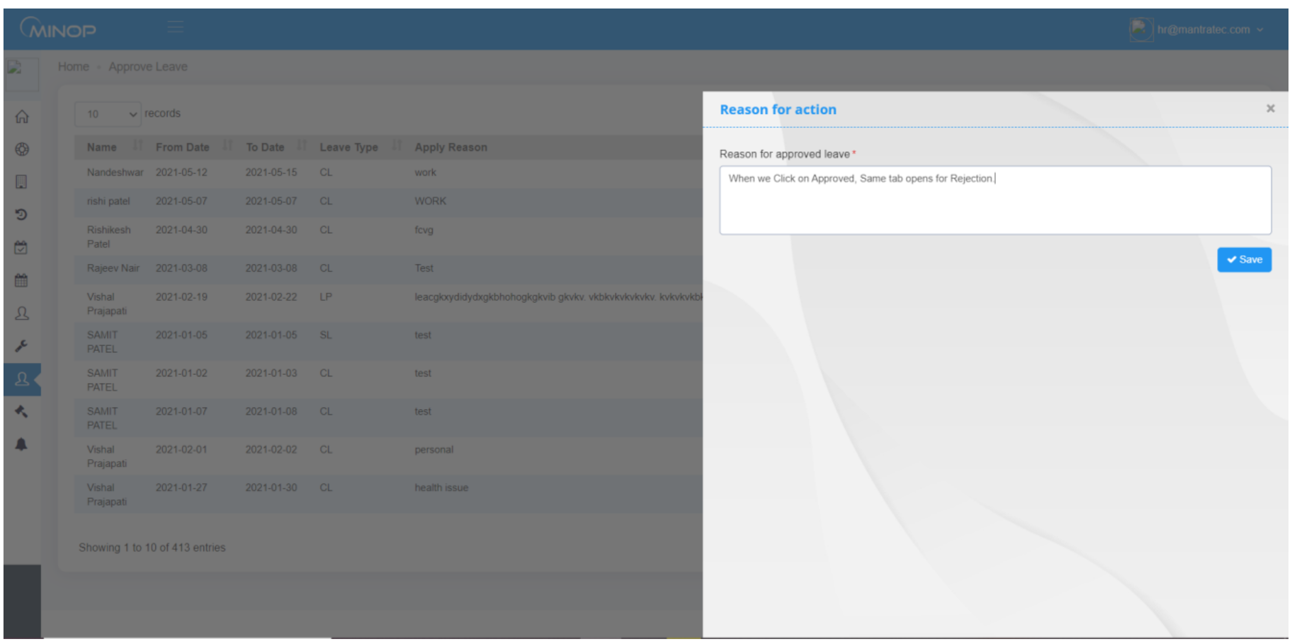




- User can request for leave from here.
- After applying for leave Status of leave will display as pending until Admin/Reporting person approve/reject it.
- After Admin/Reporting person approve/reject it the status will be Approved/Rejected
- After submitting for leave the data will display in the Grid.

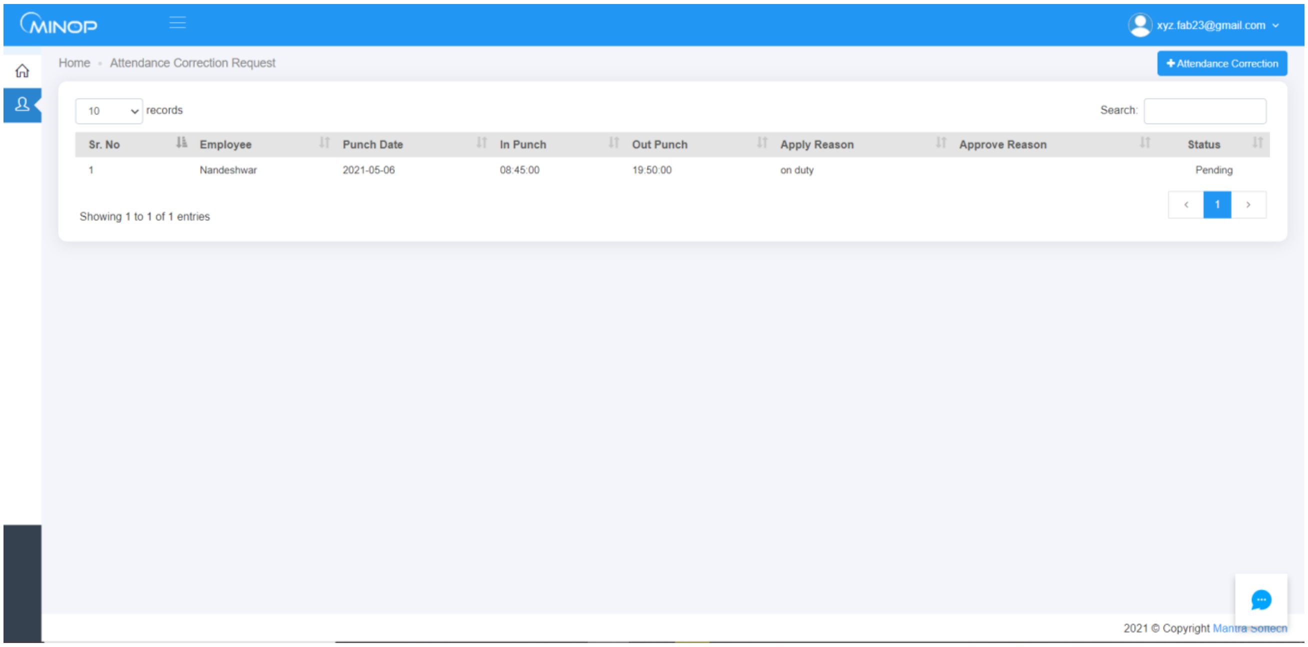
2.3.1 Approve Leave

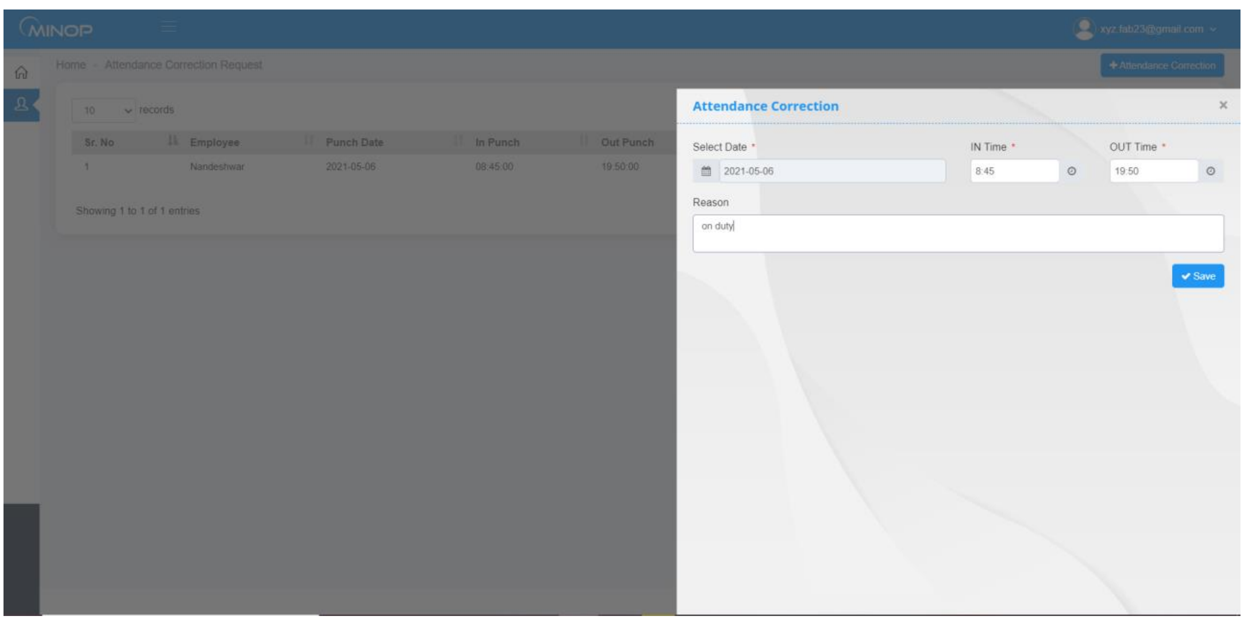




- ➢ On this page Reporting Person can see the leave applied by employee who is under his/her authority.
- ➢ Only Employee who is Reporting person can Approve/reject the Leave, If Employee is not Reporting person then Blank page will display to him/her.

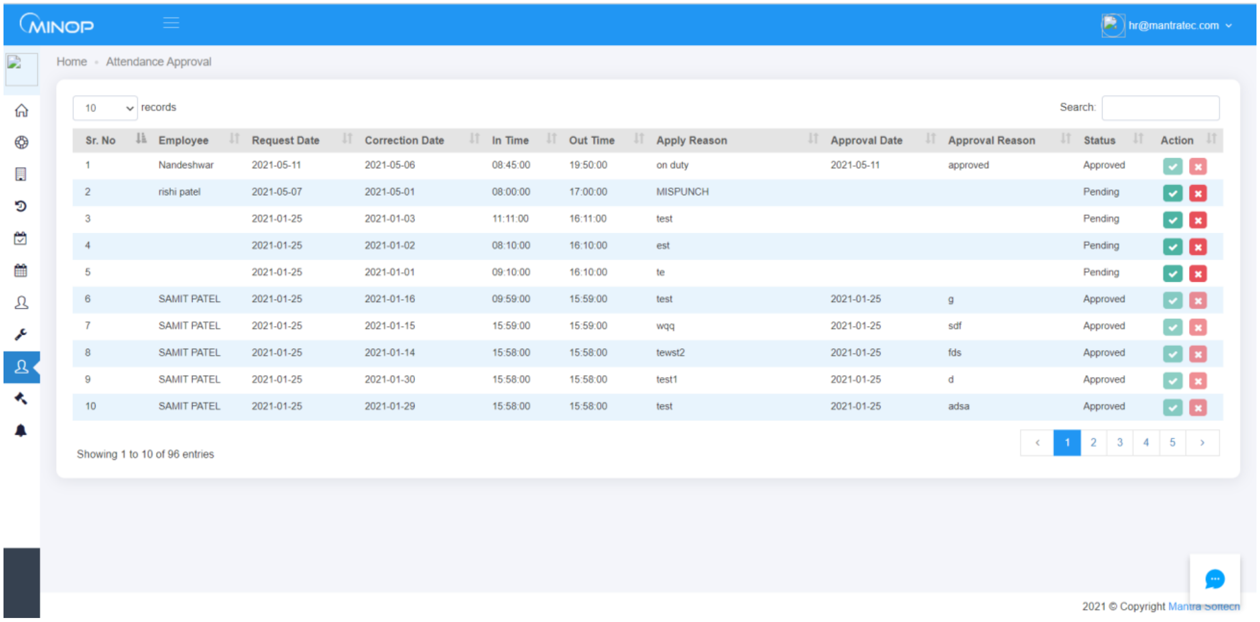
2.3.2 Attendance





- ➢ 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.

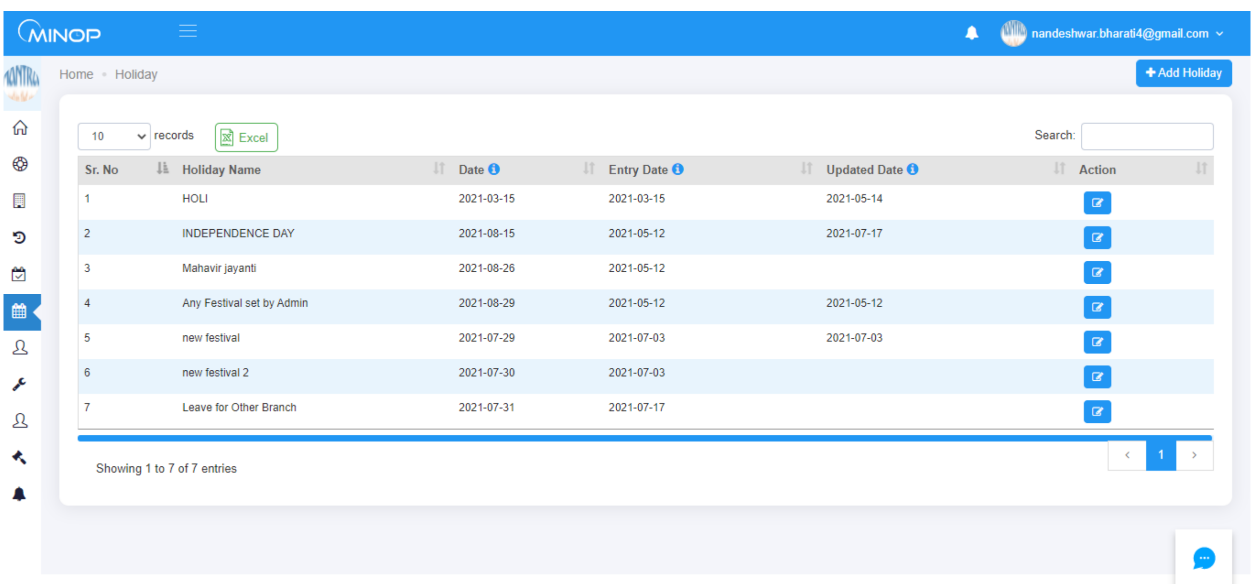
2.3.7 Attendance Approval



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	
2	rishi patel	2021-05-07	2021-05-01	08:00:00	17:00:00	MISPUNCH			Pending	
3		2021-01-25	2021-01-03	11:11:00	16:11:00	test			Pending	
4		2021-01-25	2021-01-02	08:10:00	16:10:00	est			Pending	
5		2021-01-25	2021-01-01	09:10:00	16:10:00	te			Pending	
6	SAMIT PATEL	2021-01-25	2021-01-16	09:59:00	15:59:00	test	2021-01-25	g	Approved	
7	SAMIT PATEL	2021-01-25	2021-01-15	15:59:00	15:59:00	wqq	2021-01-25	sdf	Approved	
8	SAMIT PATEL	2021-01-25	2021-01-14	15:58:00	15:58:00	tewst2	2021-01-25	fds	Approved	
9	SAMIT PATEL	2021-01-25	2021-01-30	15:58:00	15:58:00	test1	2021-01-25	d	Approved	
10	SAMIT PATEL	2021-01-25	2021-01-29	15:58:00	15:58:00	test	2021-01-25	adsa	Approved	

- ➢ 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.

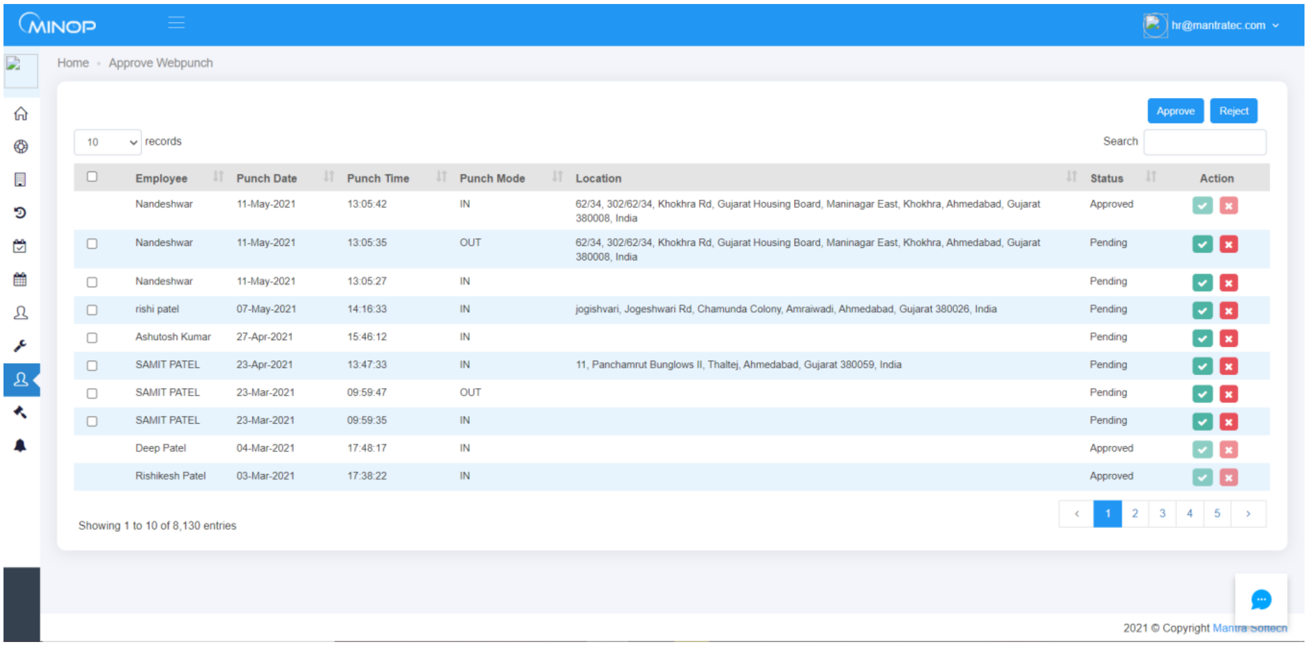
2.3.5 Holidays



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

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

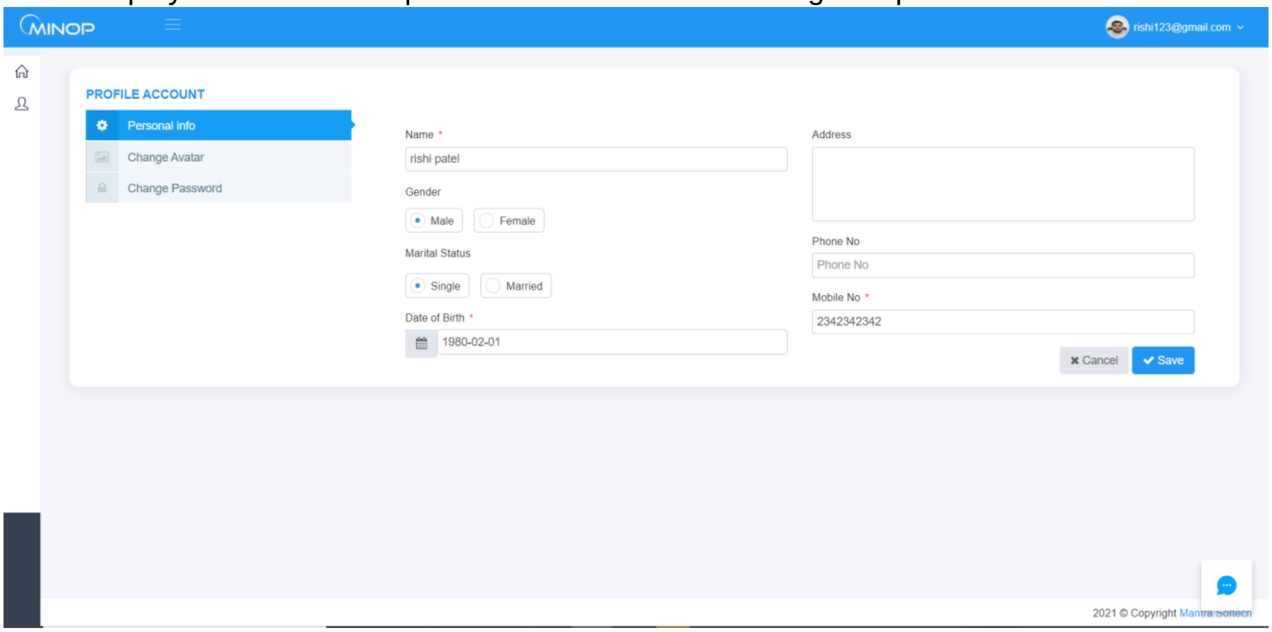
2.3.6 Approve Web Punch



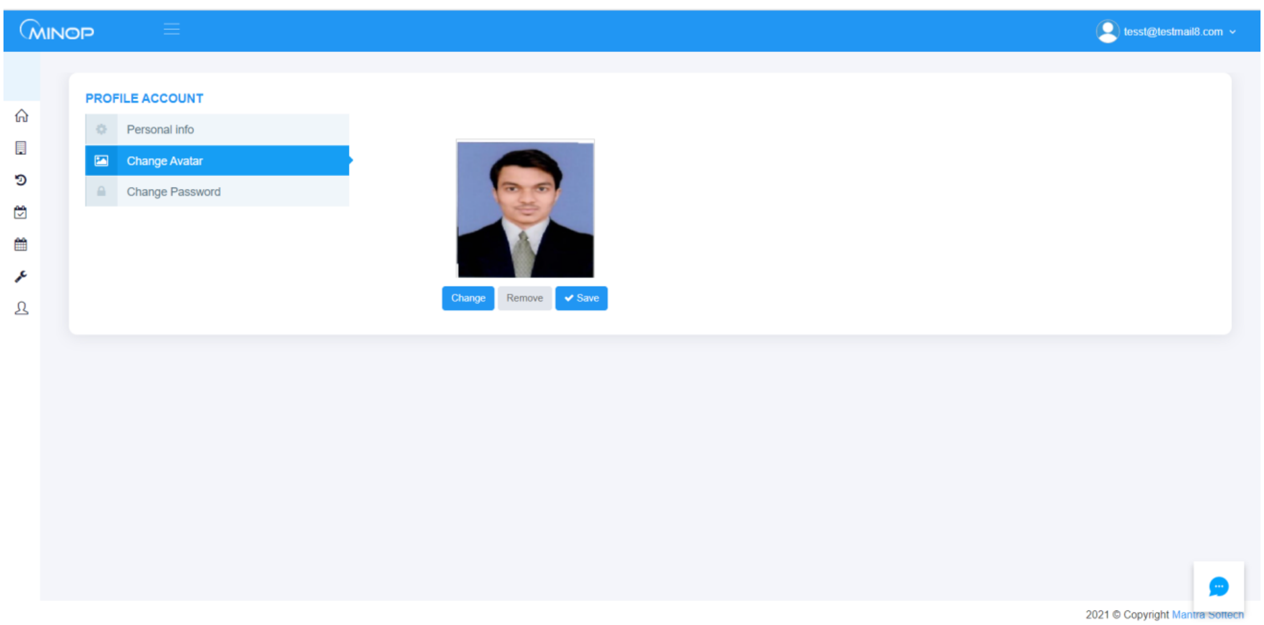
- On this page reporting person can see the Web Punch applied by employee who is under his/her authority.
- Only Employee who is Reporting person can Approve/reject the Web Punch, If Employee is not Reporting person then Blank page will display to him/her.

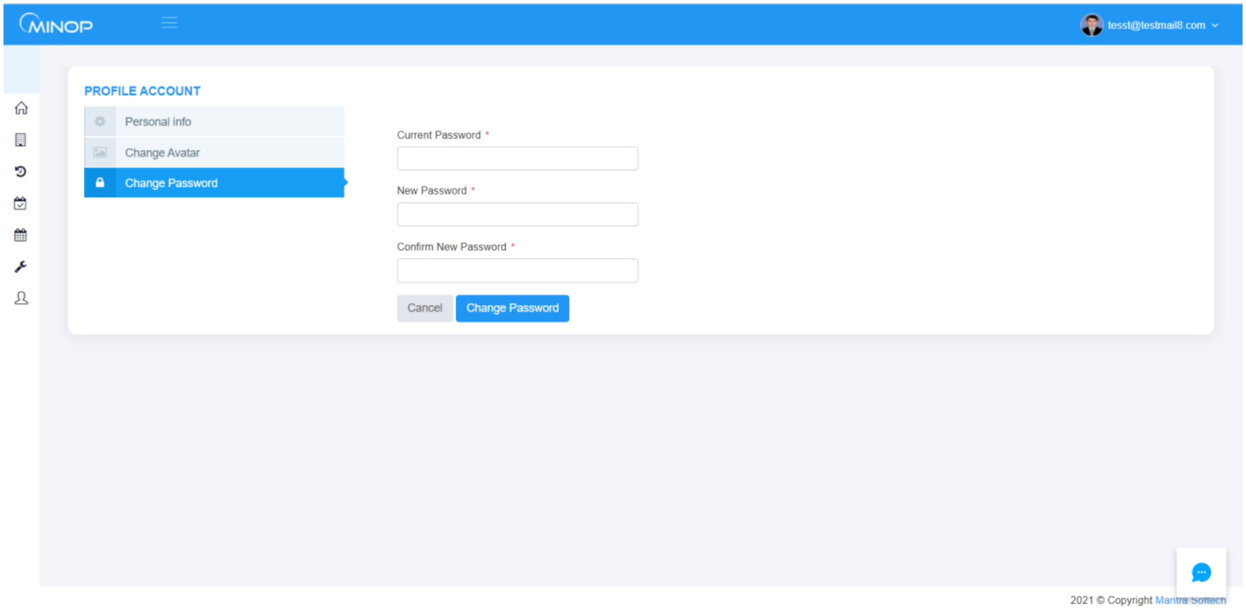
2.7 Employee Profile Account

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



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



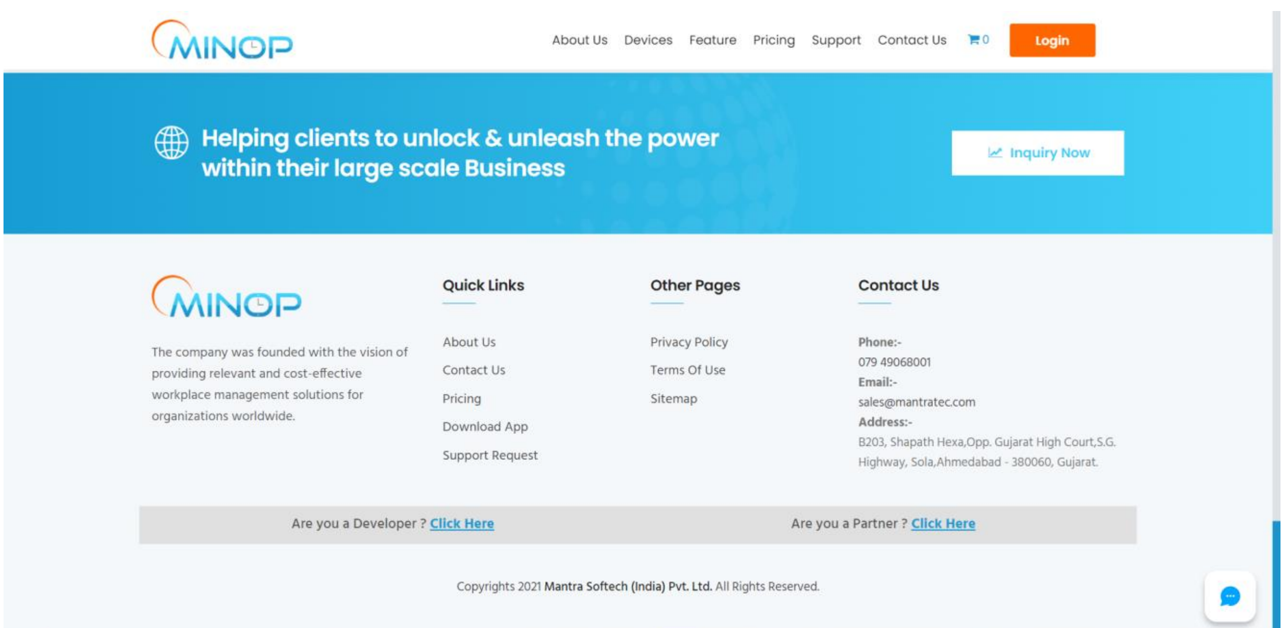


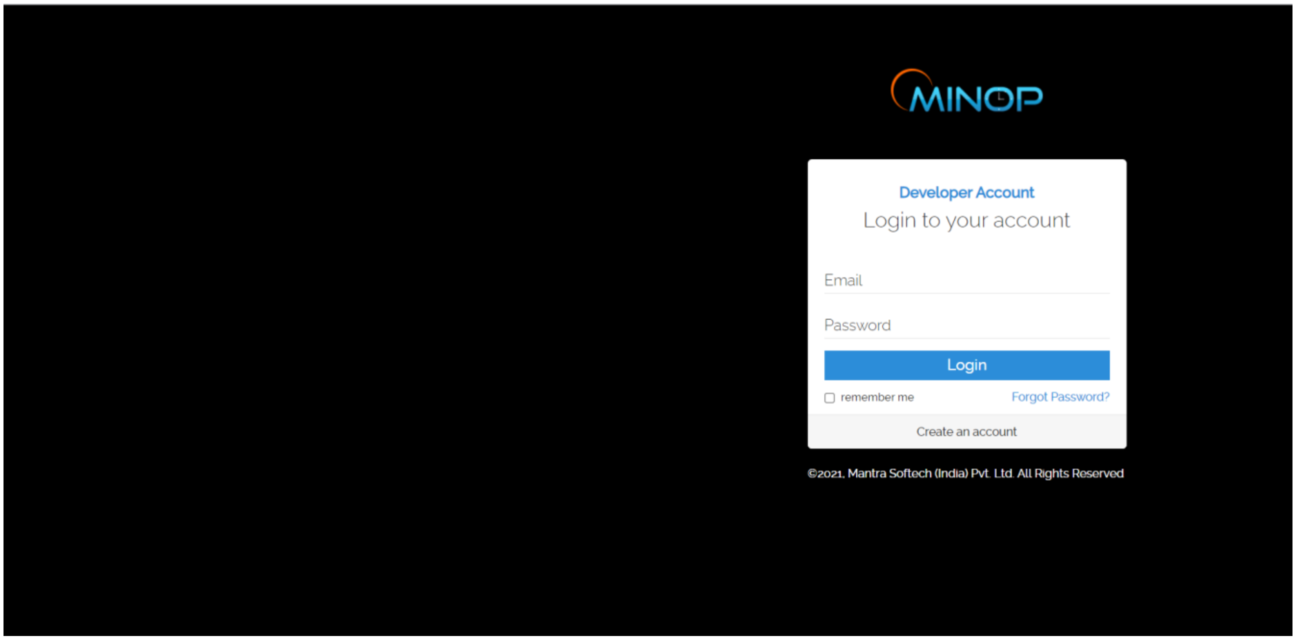
➢ User can change the password from Change Password page.

2. Developer Login

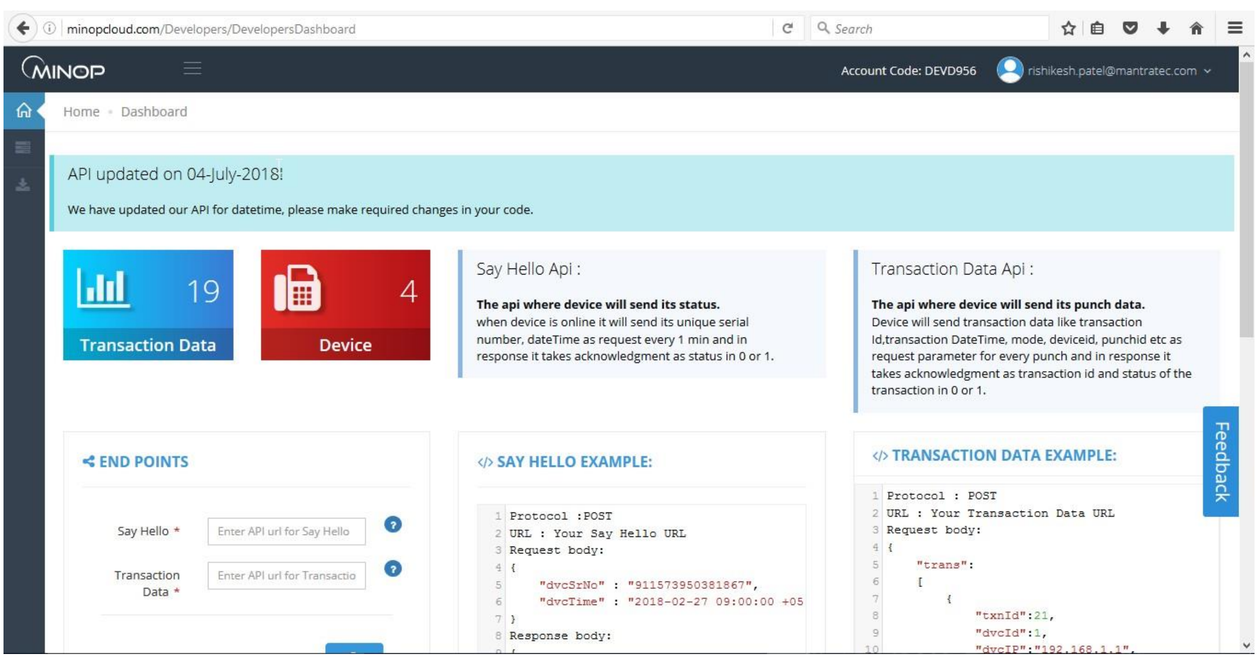
✓ To do Developer Login following steps are required.

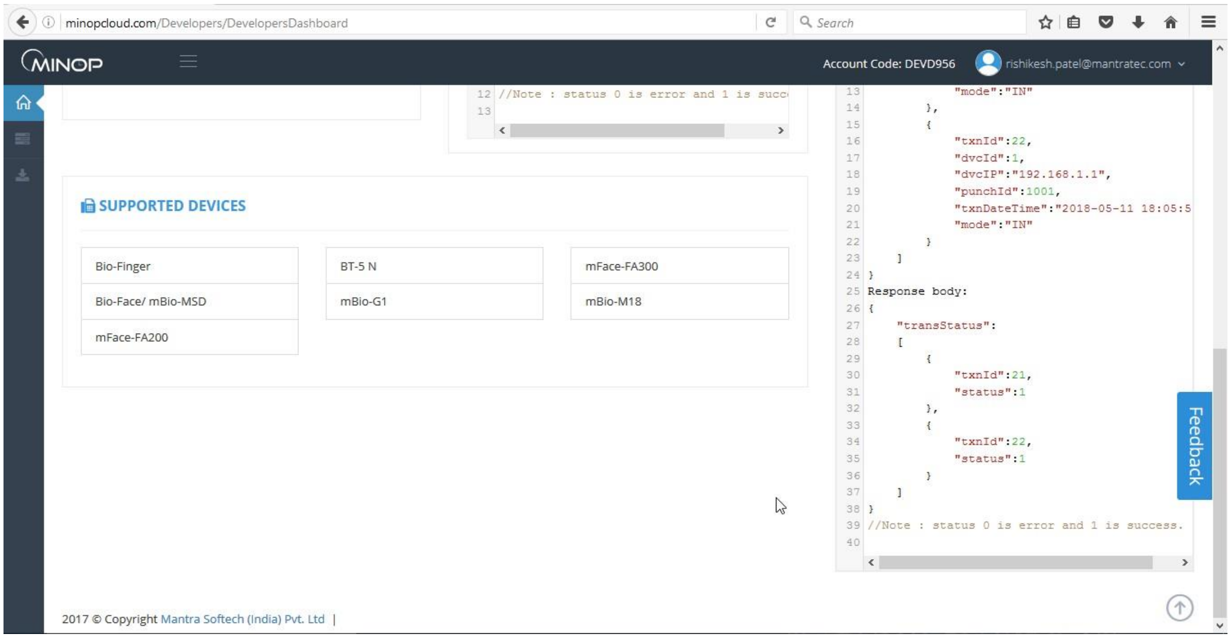
1. Navigate to http://minopcloud.com/.
2. Navigate to http://minopcloud.com/PayTime/DevelopersAccount to do Developer Login.





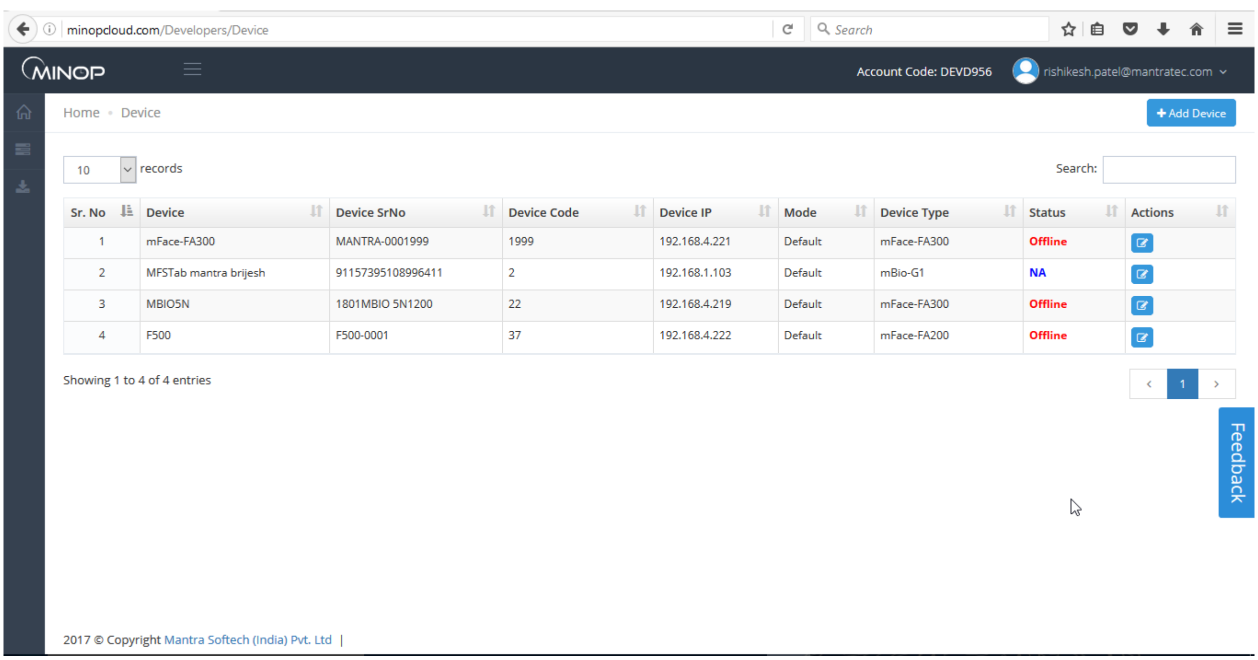
After Doing Login with Valid Credentials user will redirected to the Developer Dashboard.

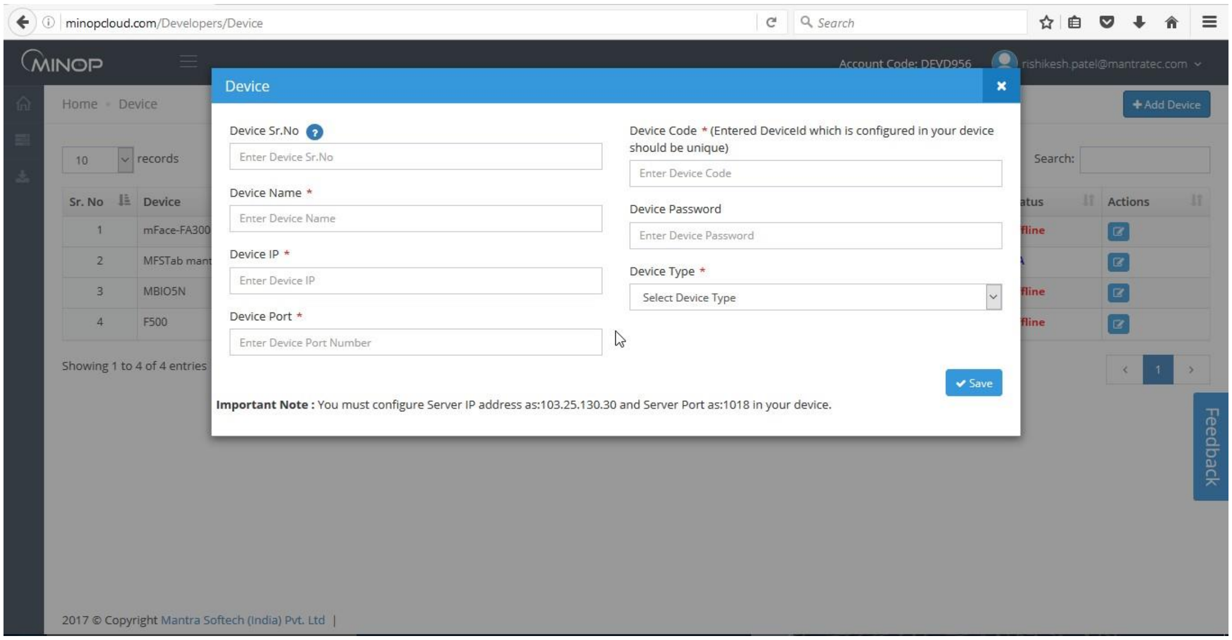


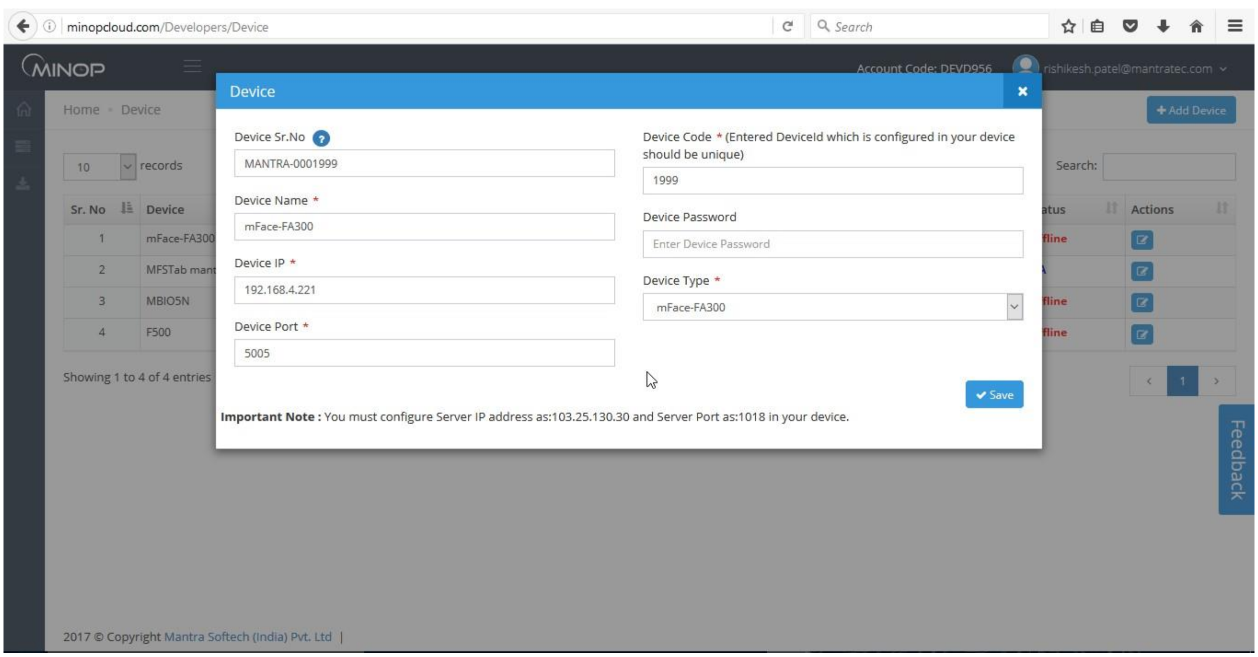


1. Device Management

1.1 Device







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

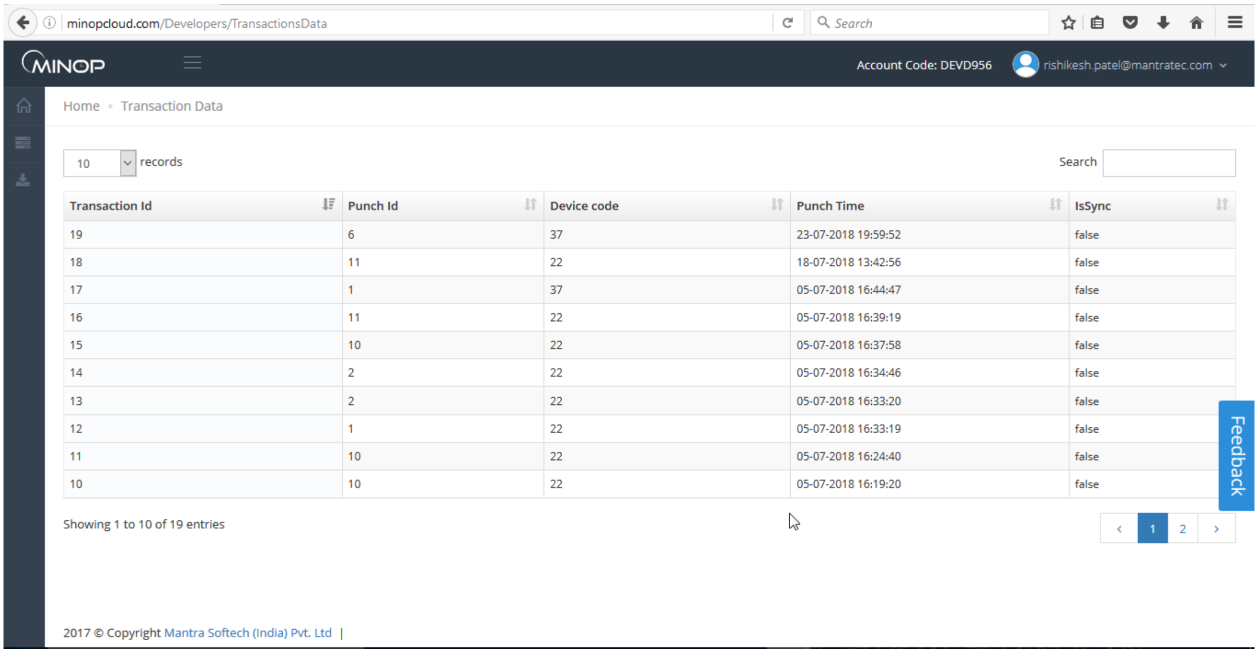
Device ID, Device IP, Port Number, Device Password Details will be got from your Device Menu.

Push Data Configuration:-

Server Port – On this Port, Device will sent 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

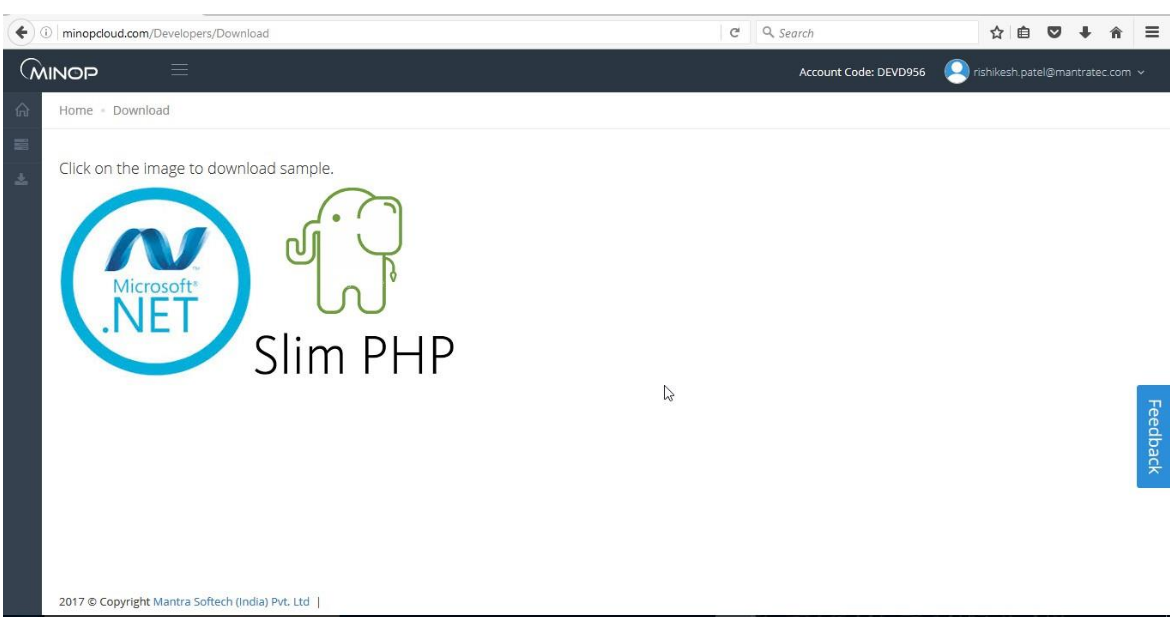


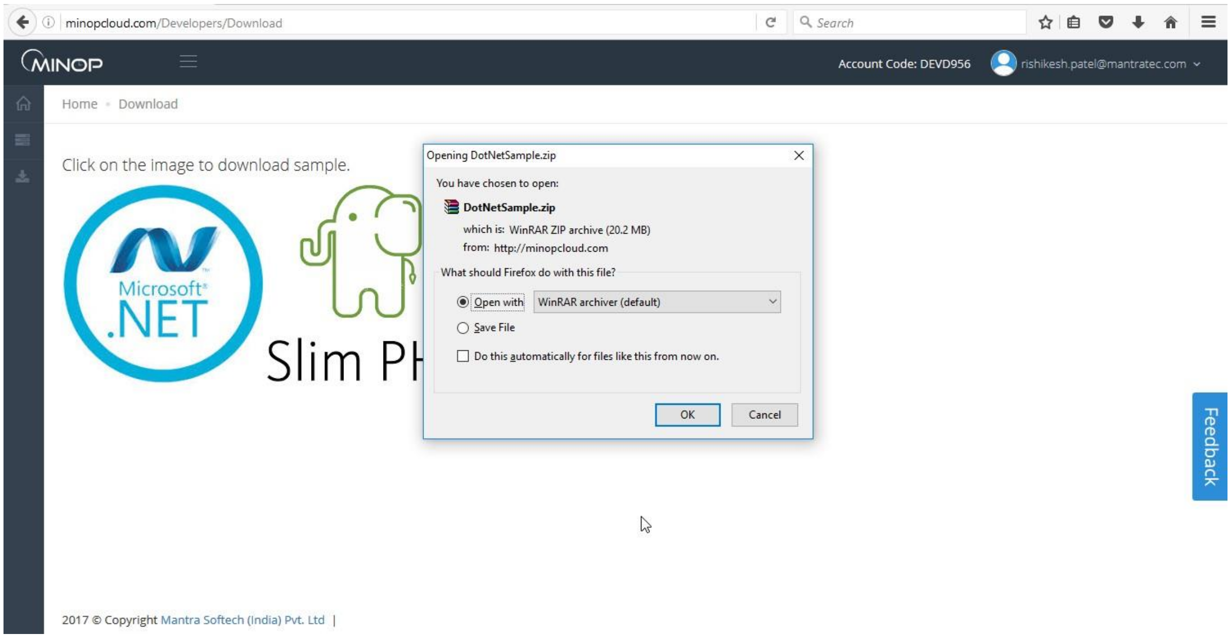
Transaction Id	Punch Id	Device code	Punch Time	IsSync
19	6	37	23-07-2018 19:59:52	false
18	11	22	18-07-2018 13:42:56	false
17	1	37	05-07-2018 16:44:47	false
16	11	22	05-07-2018 16:39:19	false
15	10	22	05-07-2018 16:37:58	false
14	2	22	05-07-2018 16:34:46	false
13	2	22	05-07-2018 16:33:20	false
12	1	22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

- 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

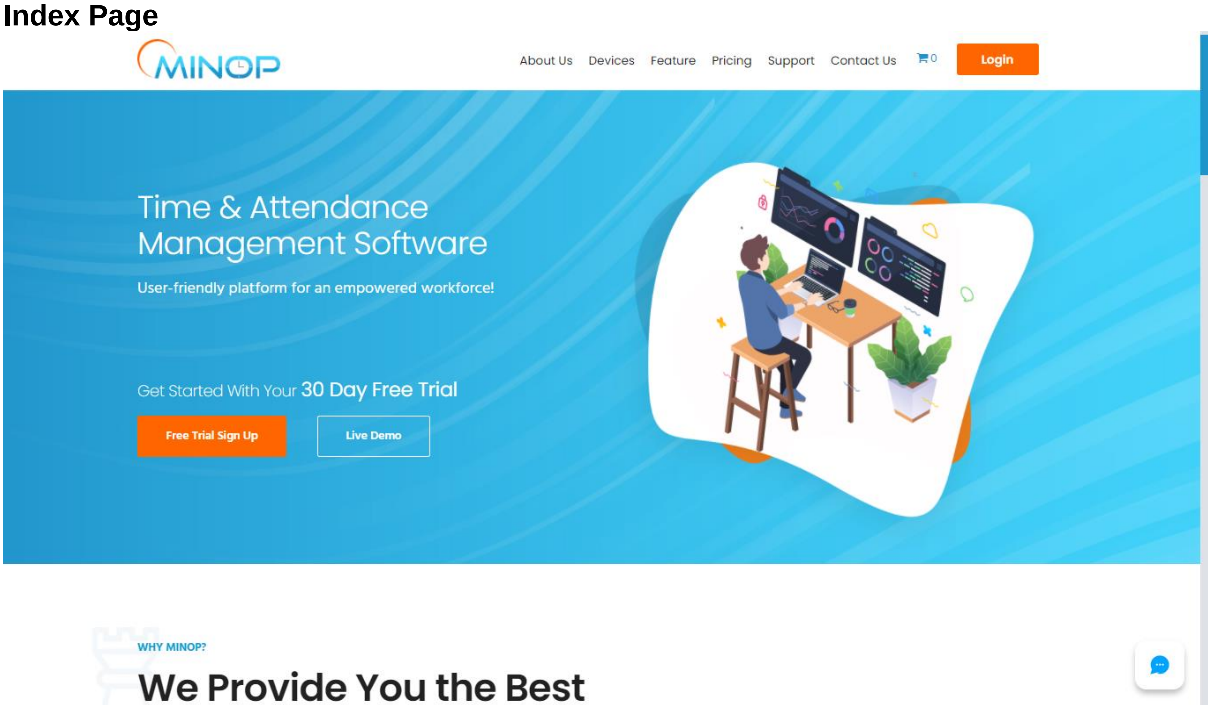
Sample API Code is available for download in Microsoft .net and for Slim PHP. User can download it from this page by clicking on it.



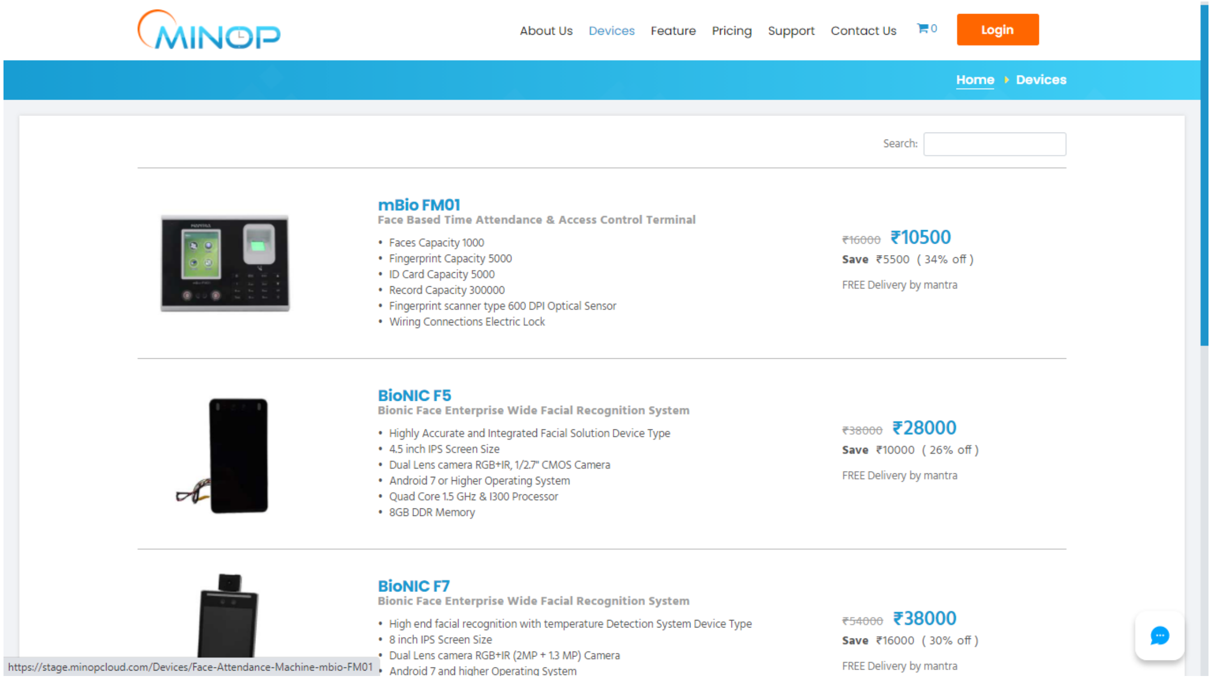


5. Online Device Purchase Method

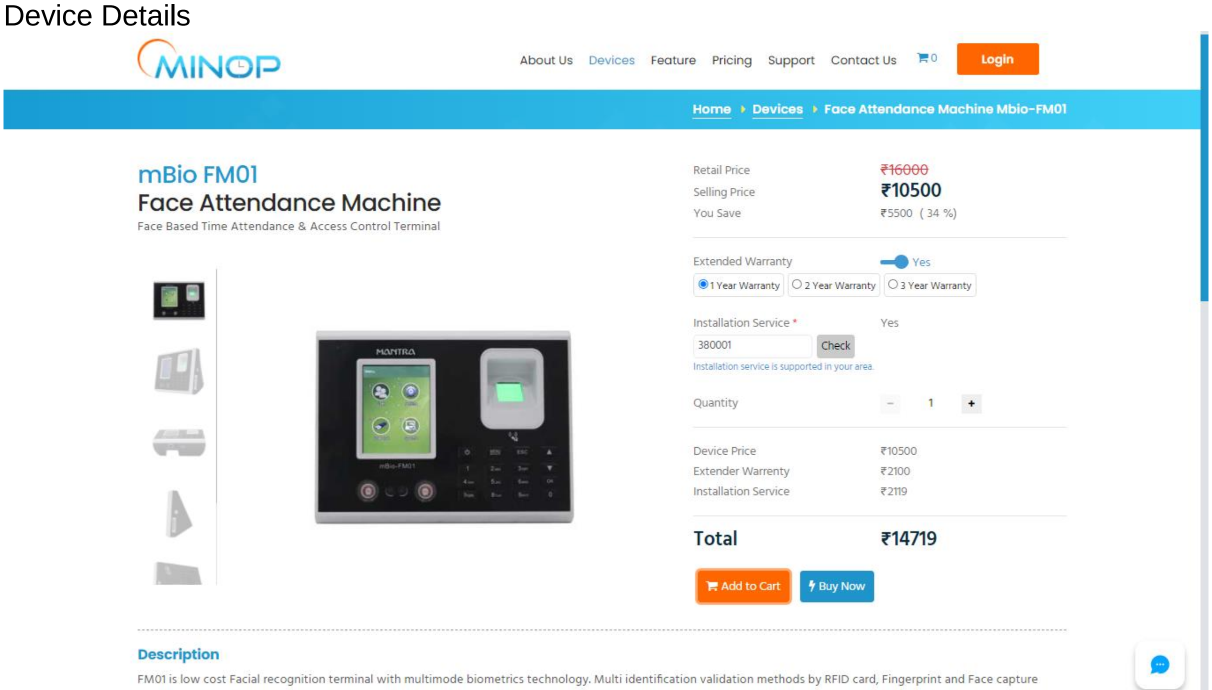
Index Page



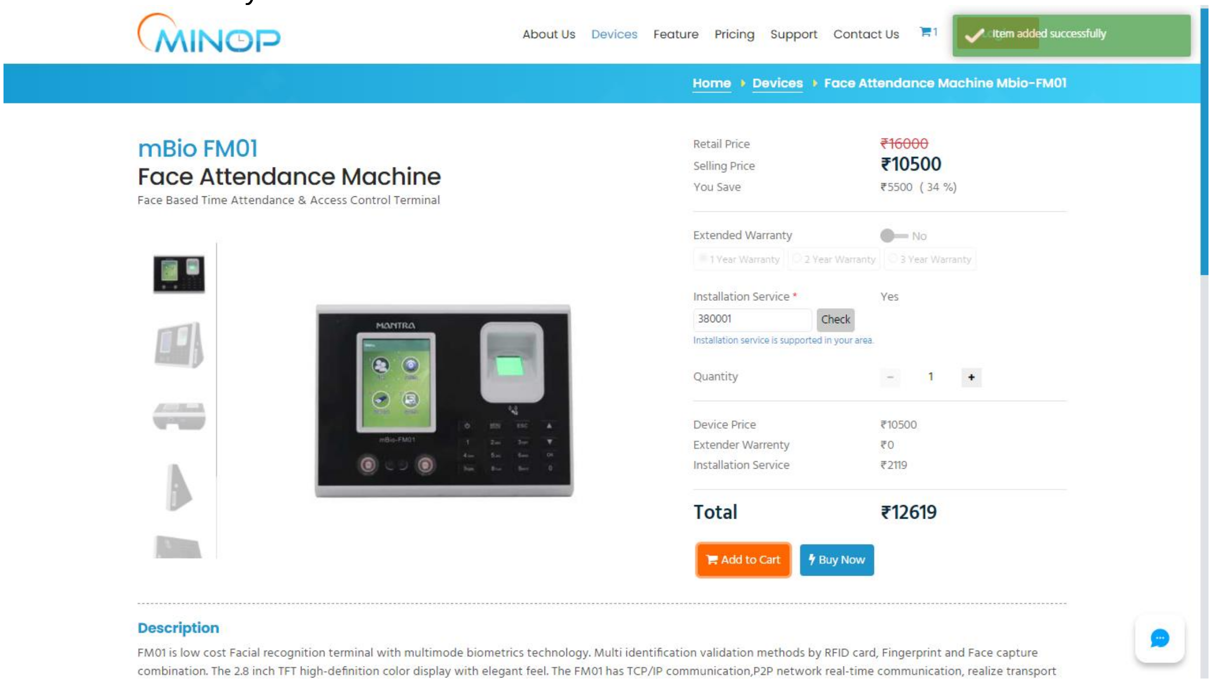
Device List



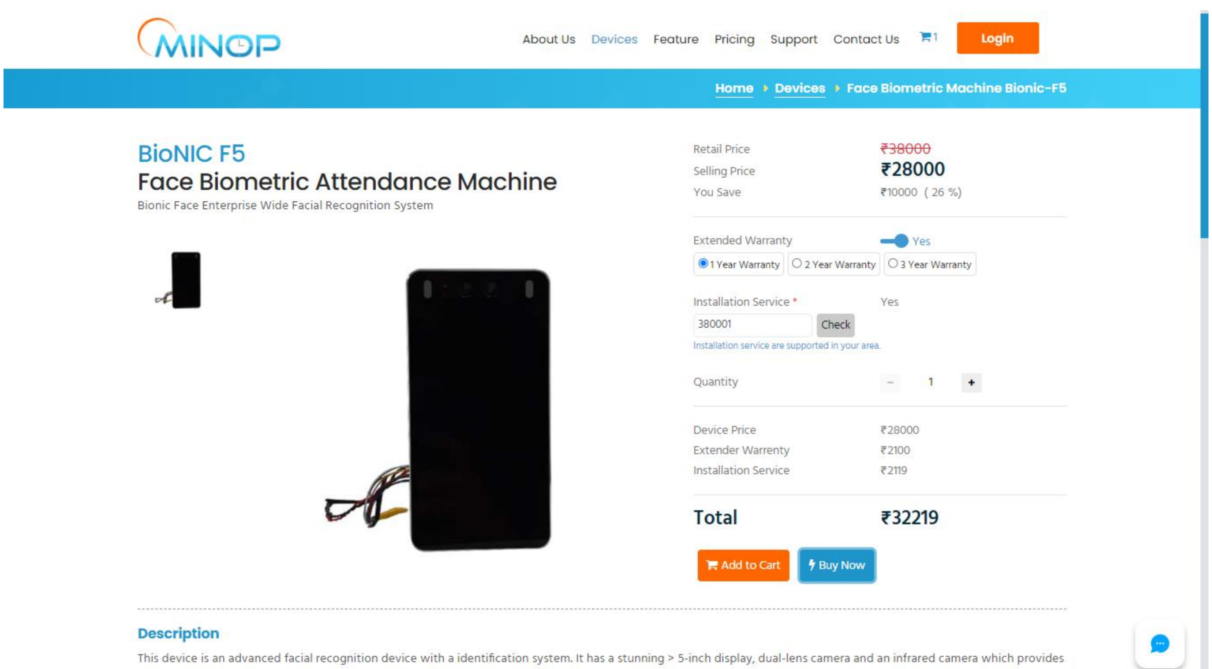
Device Details



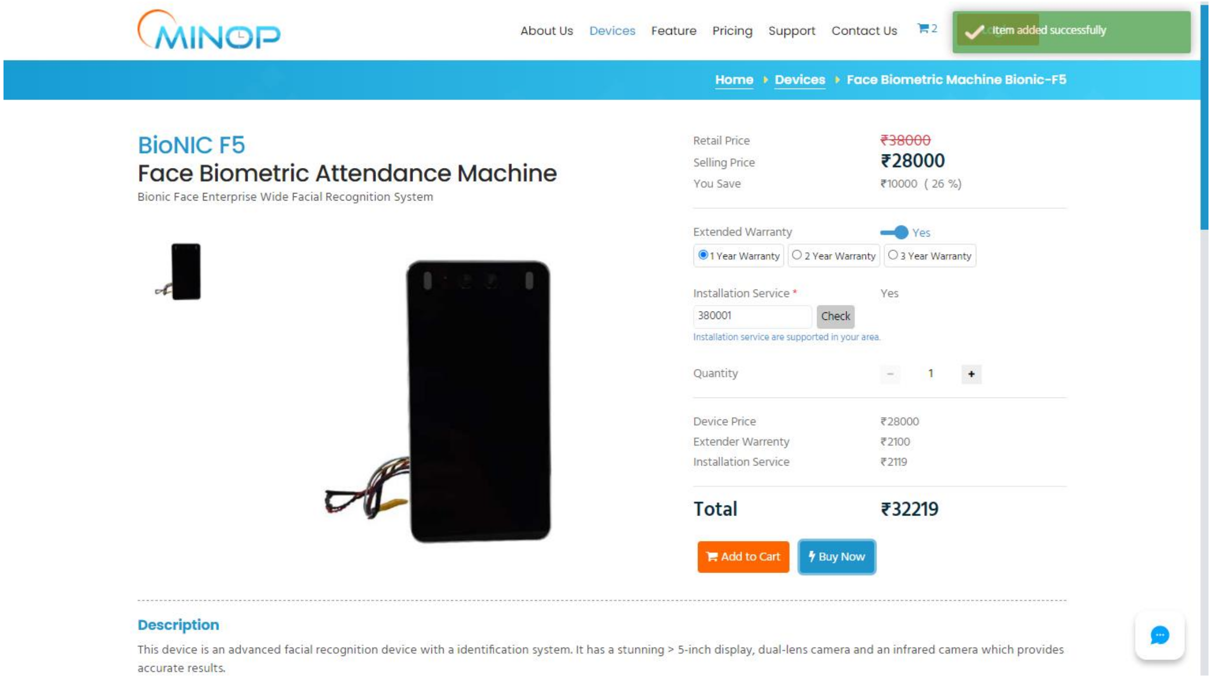
Device successfully add into cart



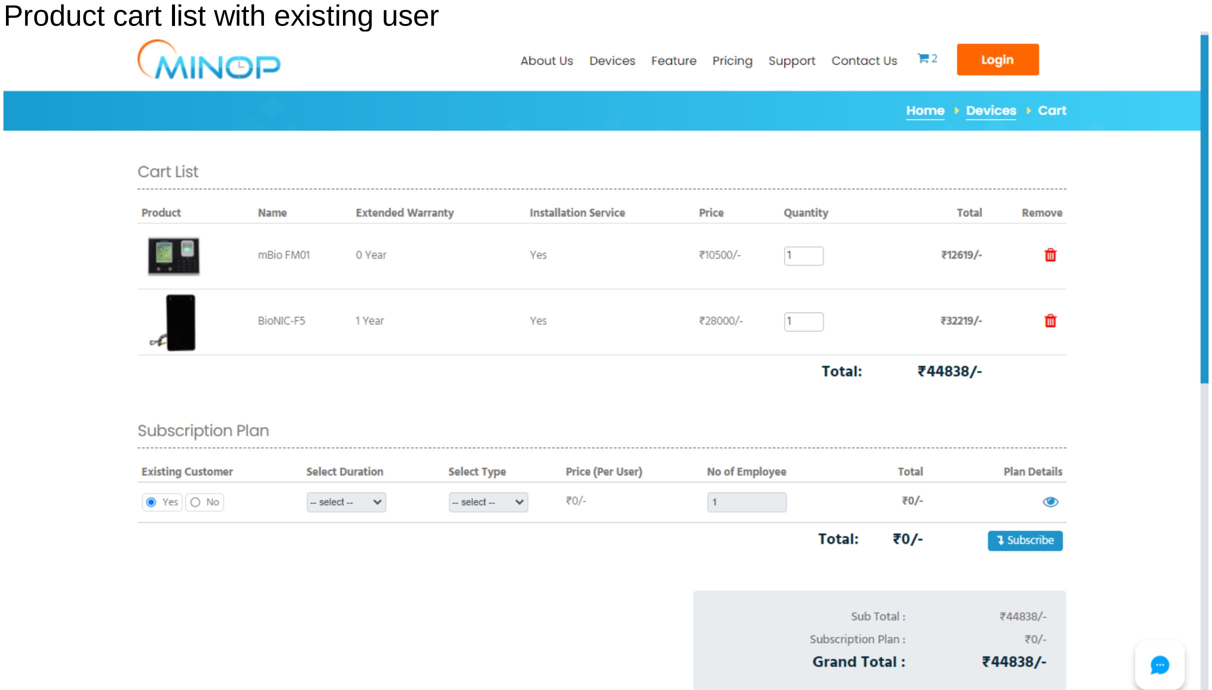
Check service area pin-code



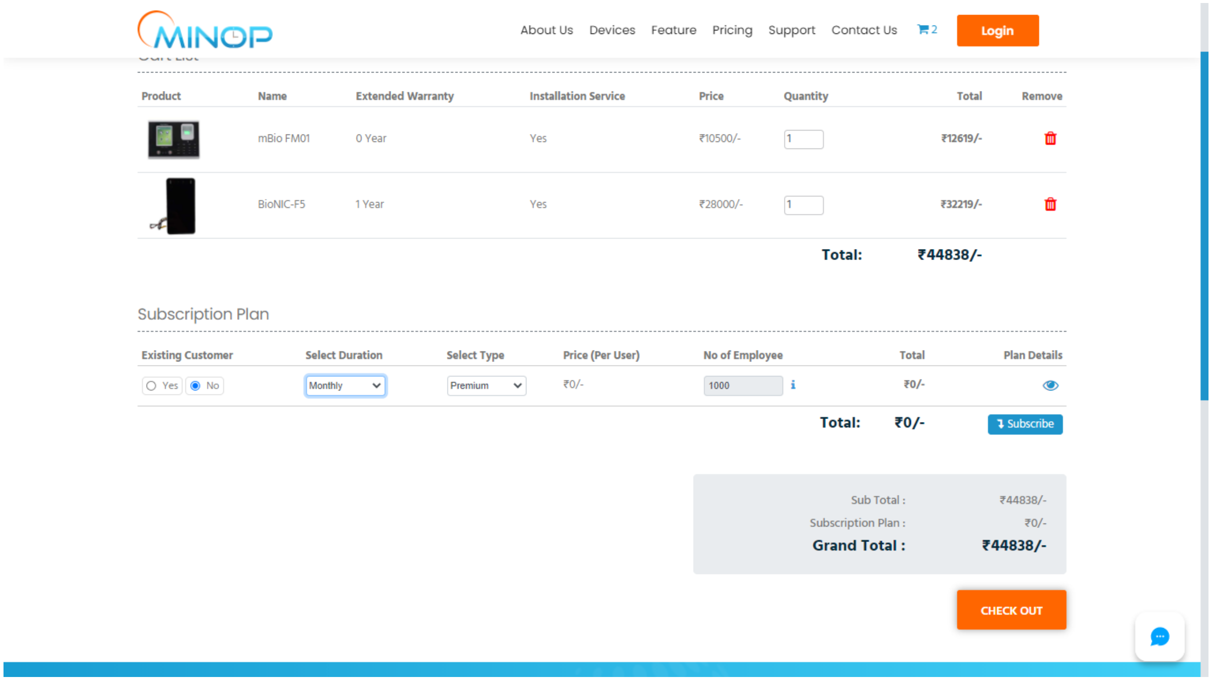
Add Device to cart



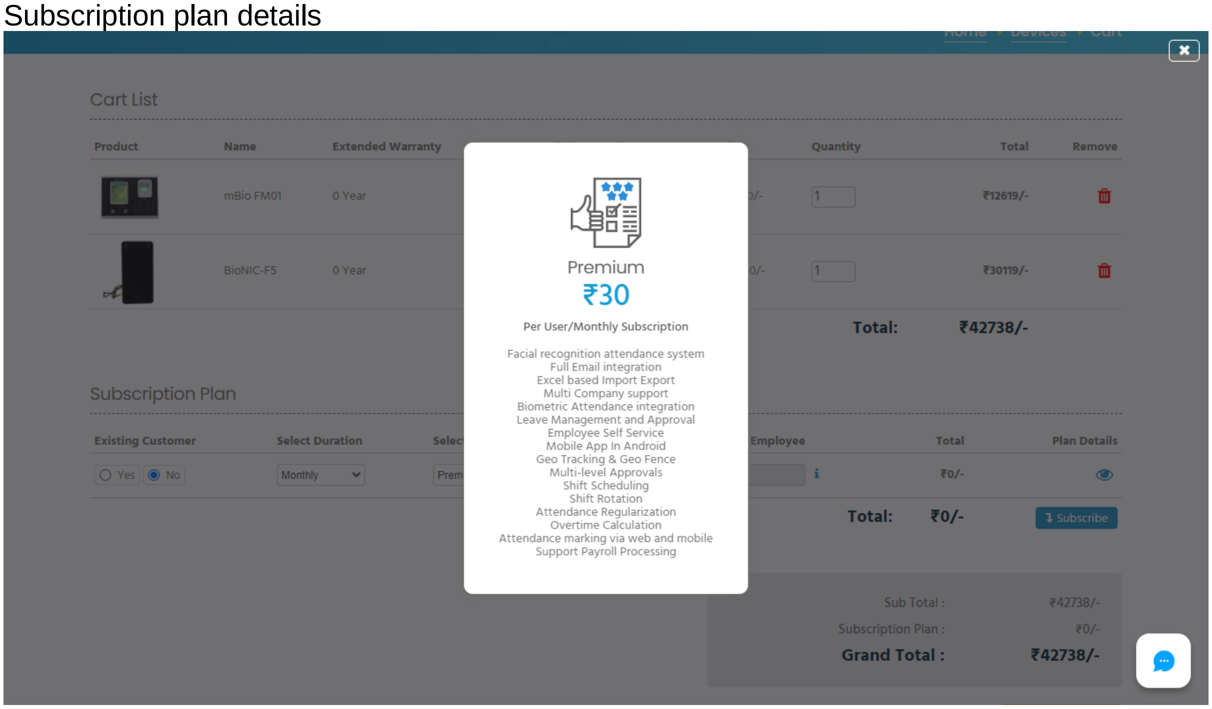
Product cart list with existing user



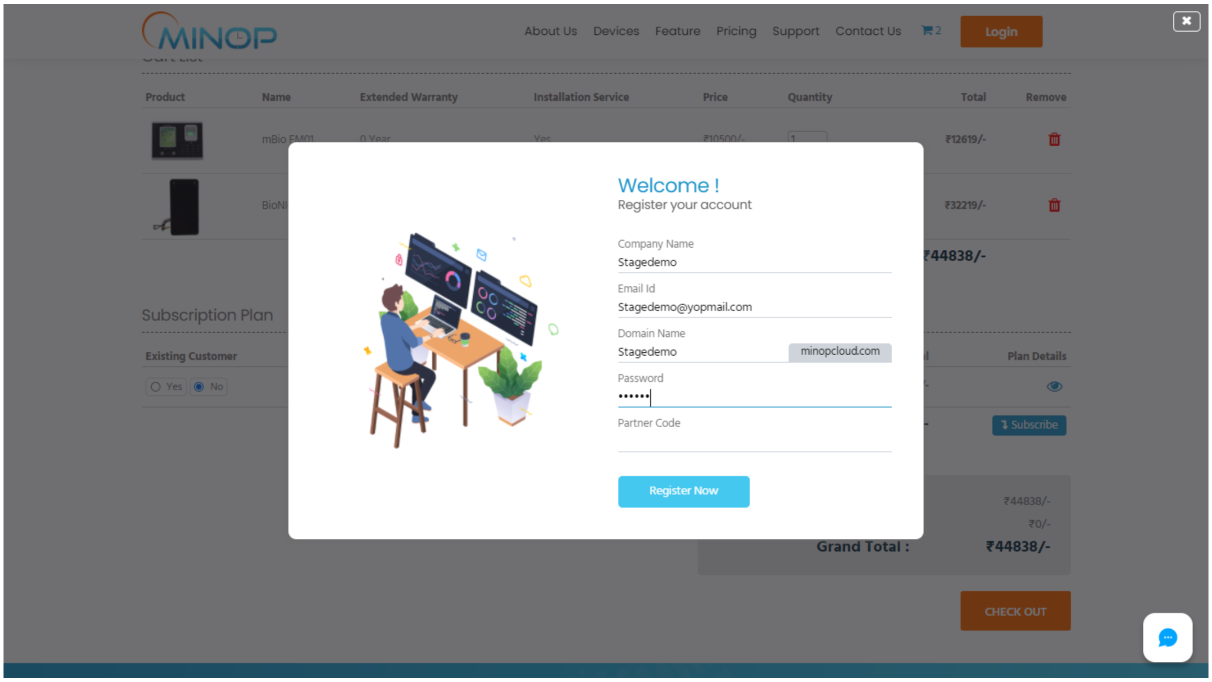
Product cart list with new user



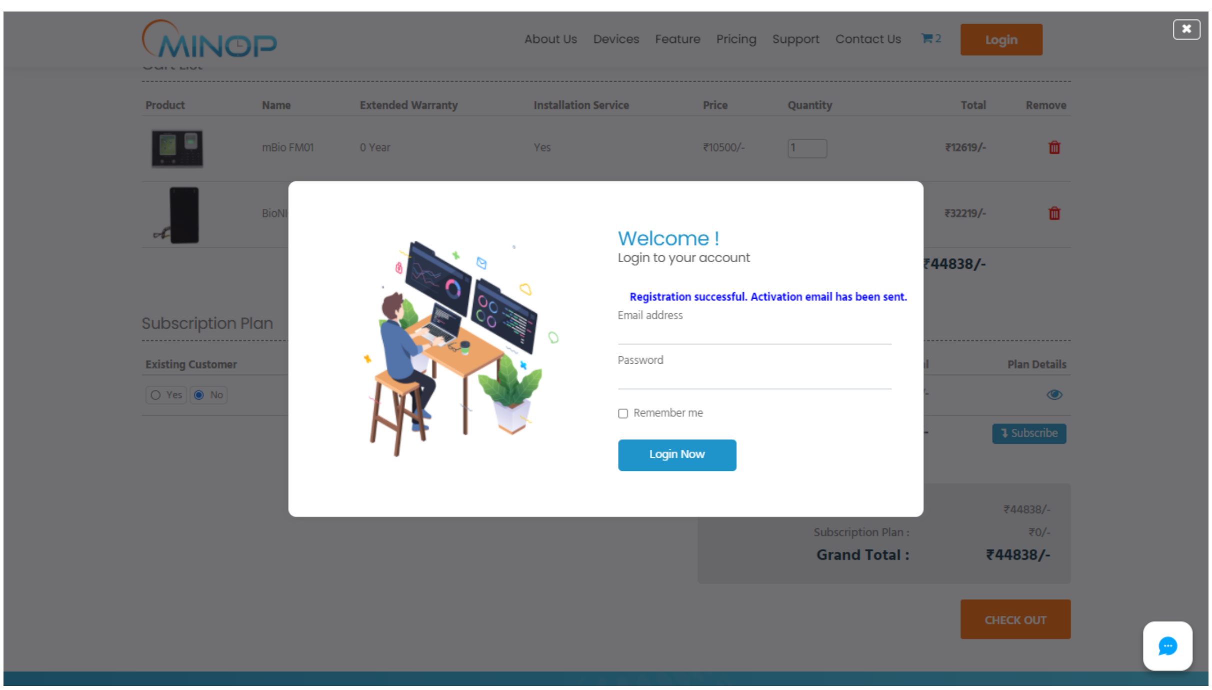
Subscription plan details



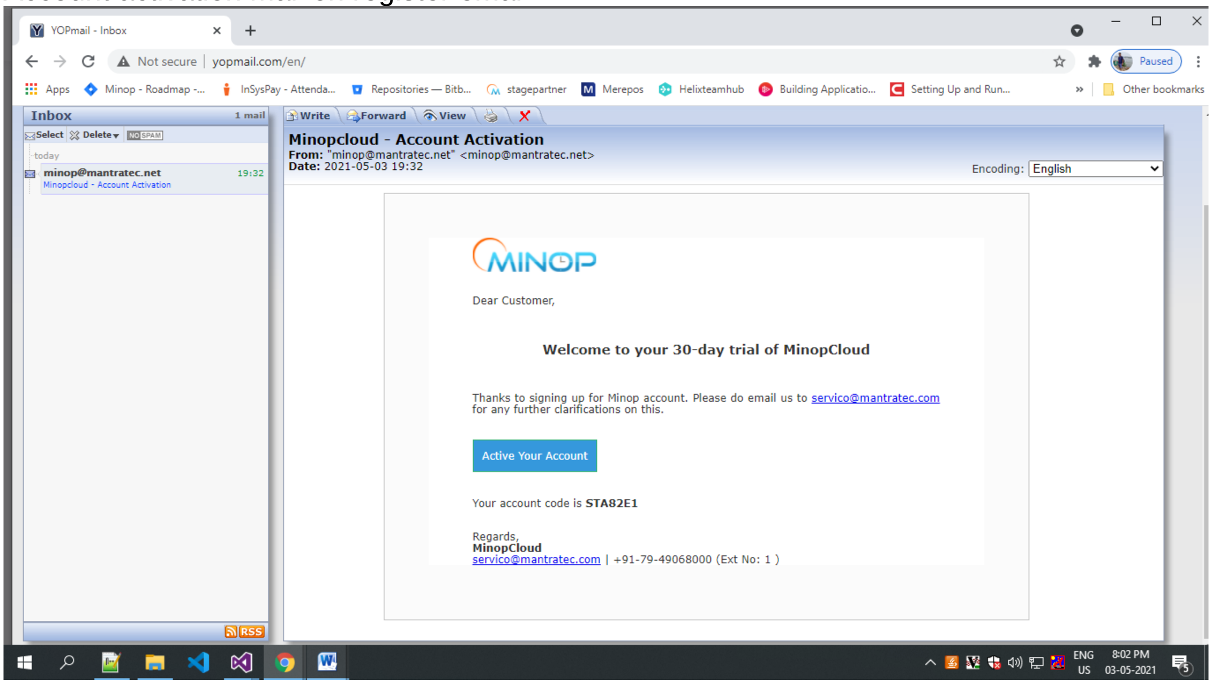
Registration screen for new user



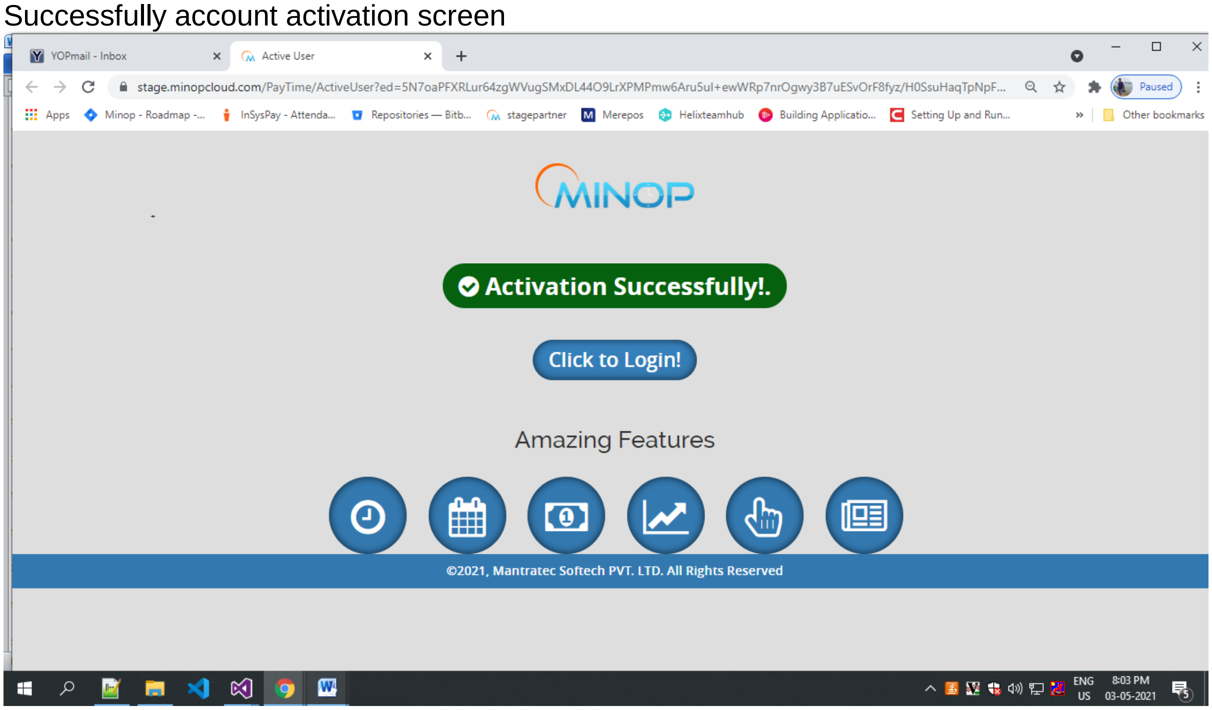
Successful registered new user login screen



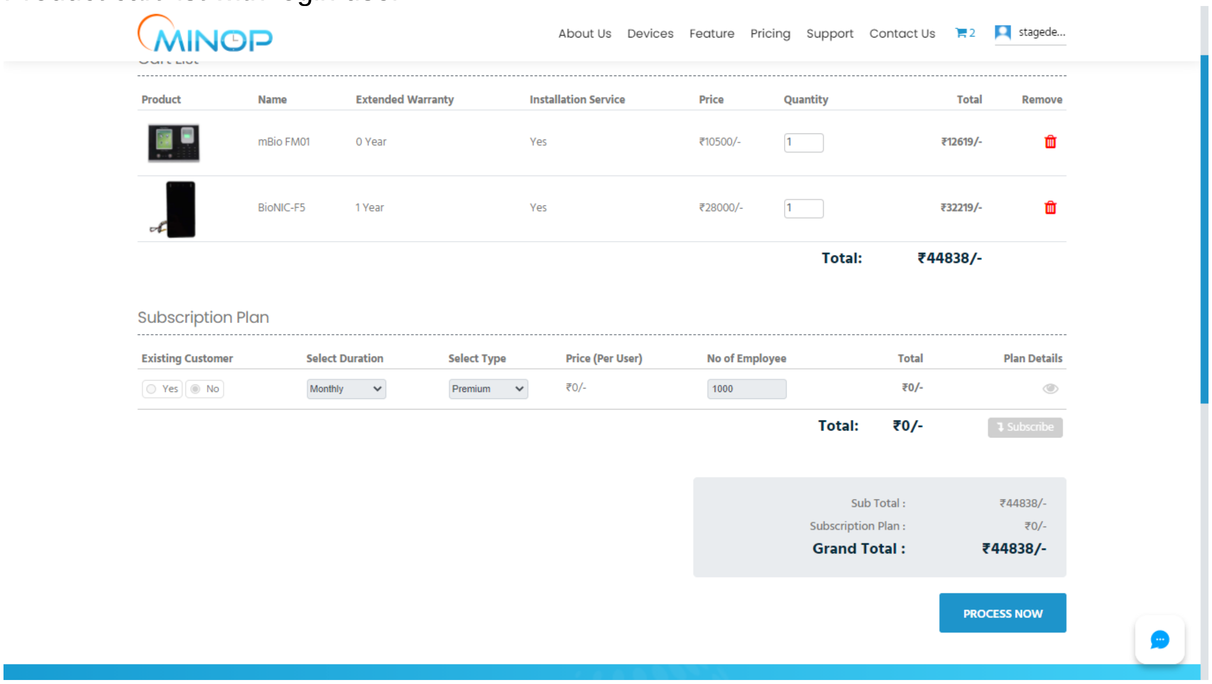
Account activation mail on register email



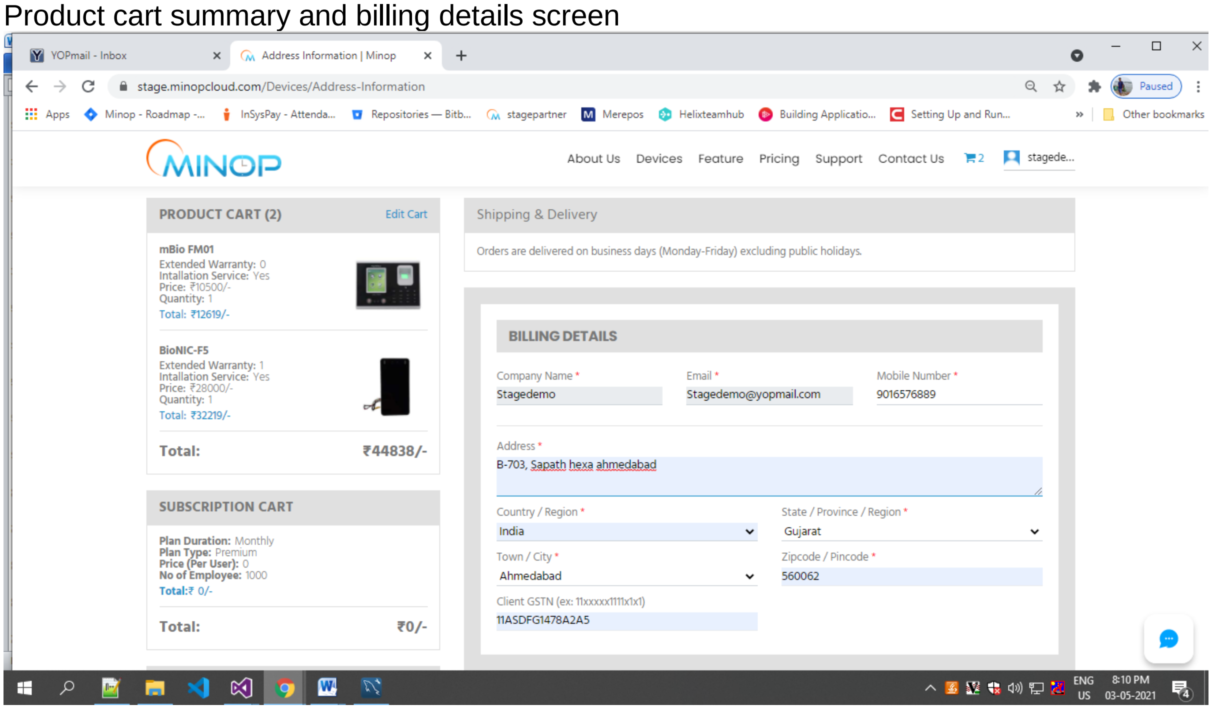
Successfully account activation screen



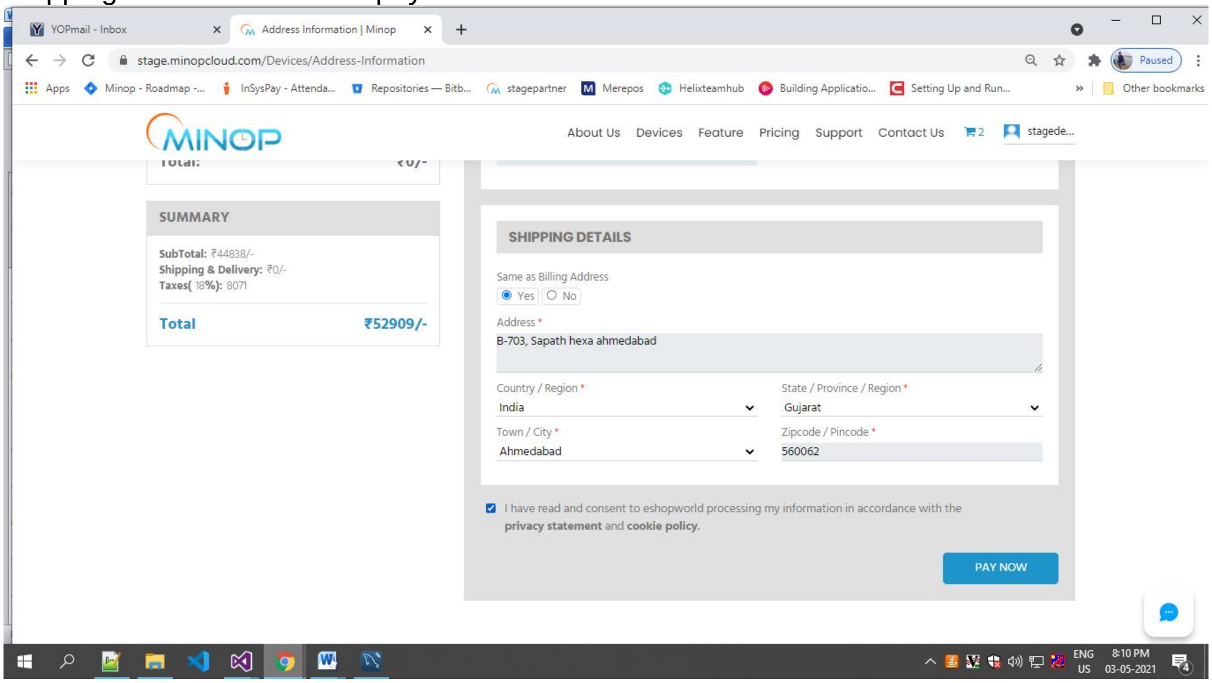
Product cart list with login user



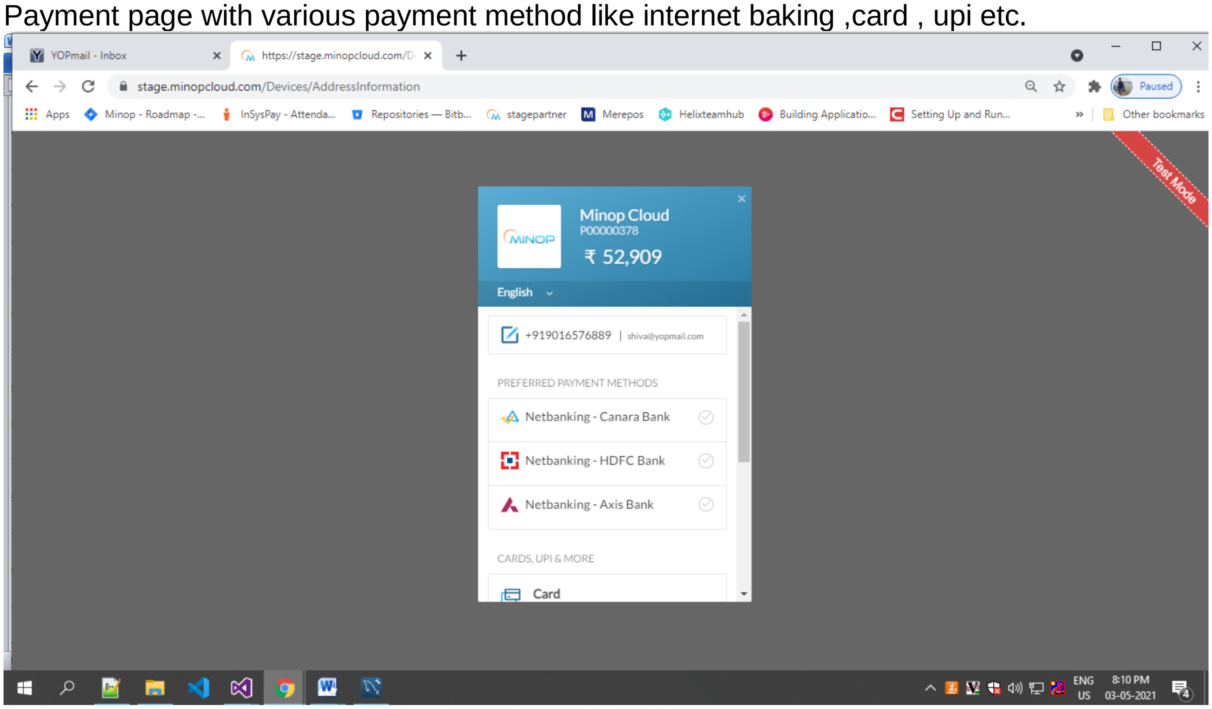
Product cart summary and billing details screen



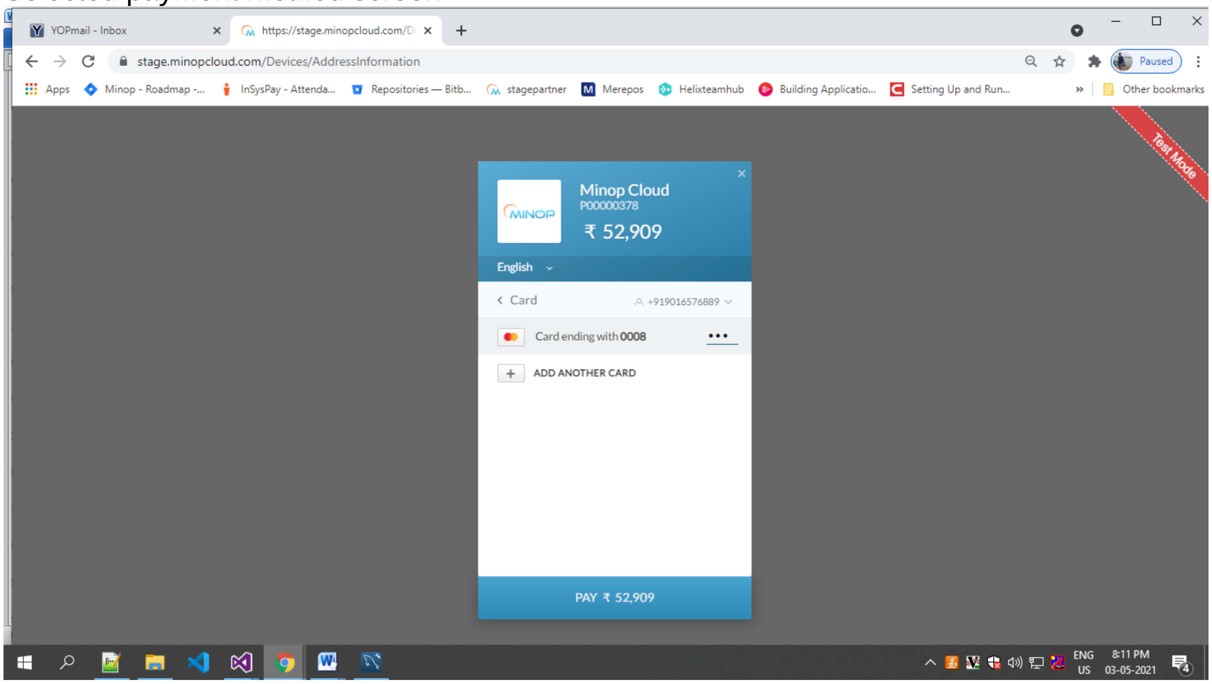
Shipping details screen with pay now button



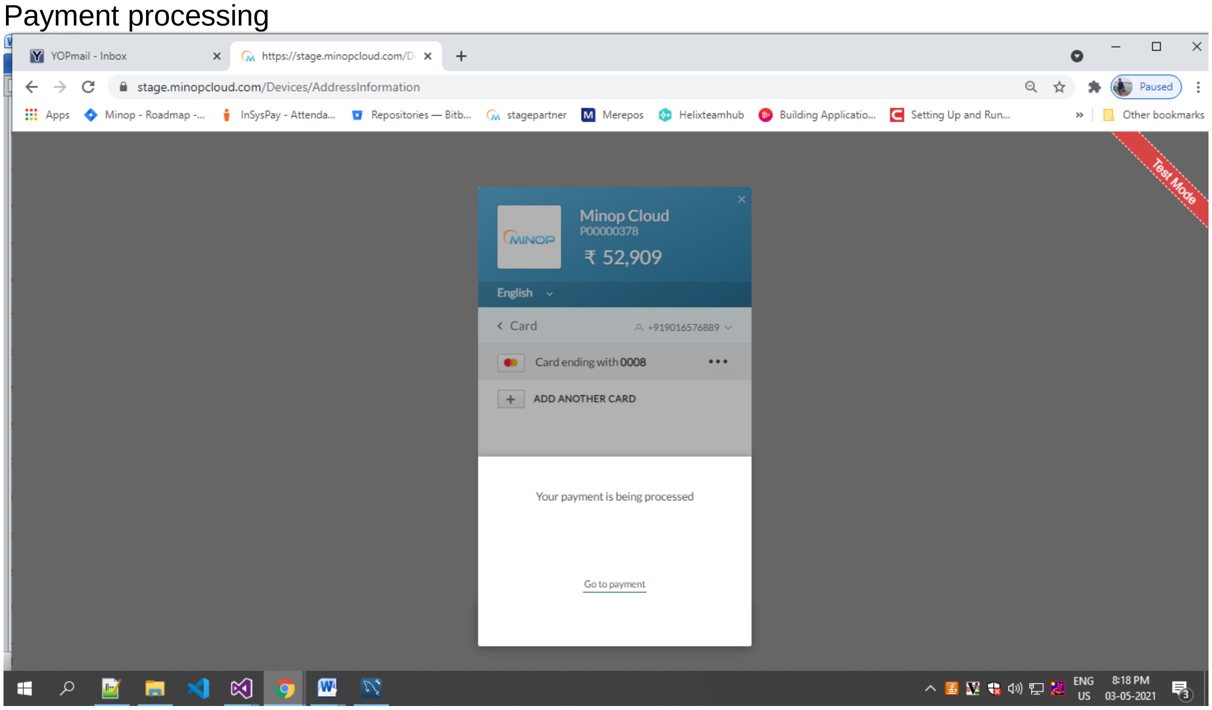
Payment page with various payment method like internet baking ,card , upi etc.



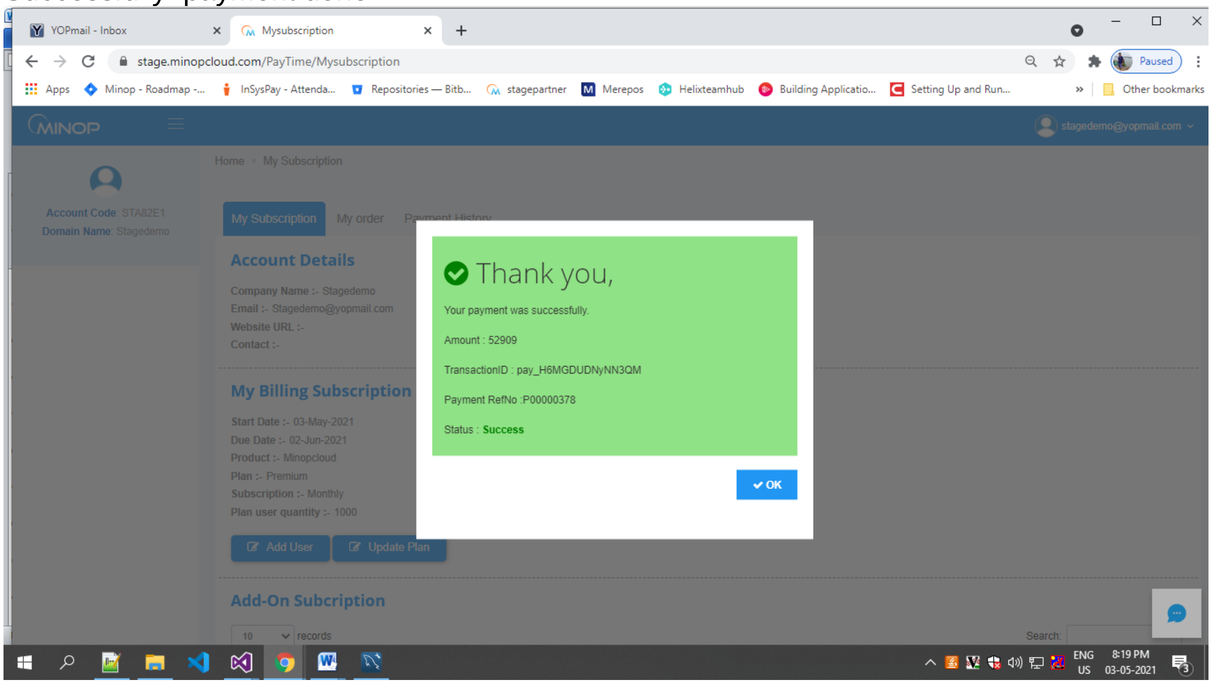
Selected payment method screen



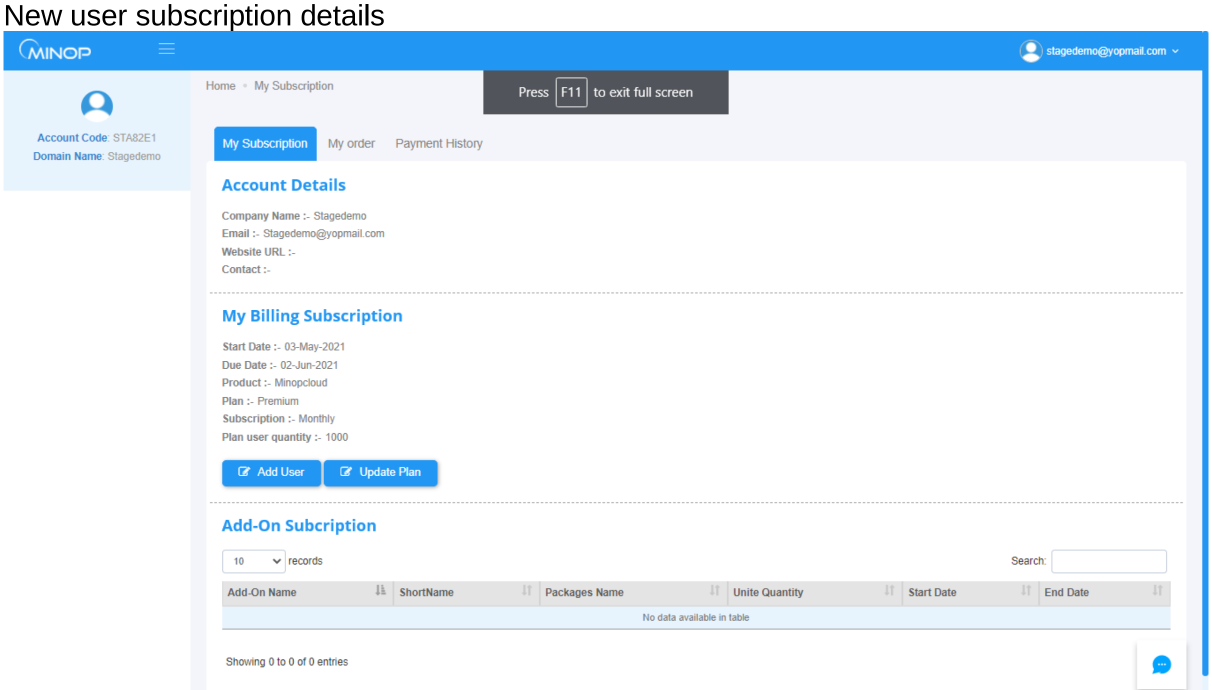
Payment processing



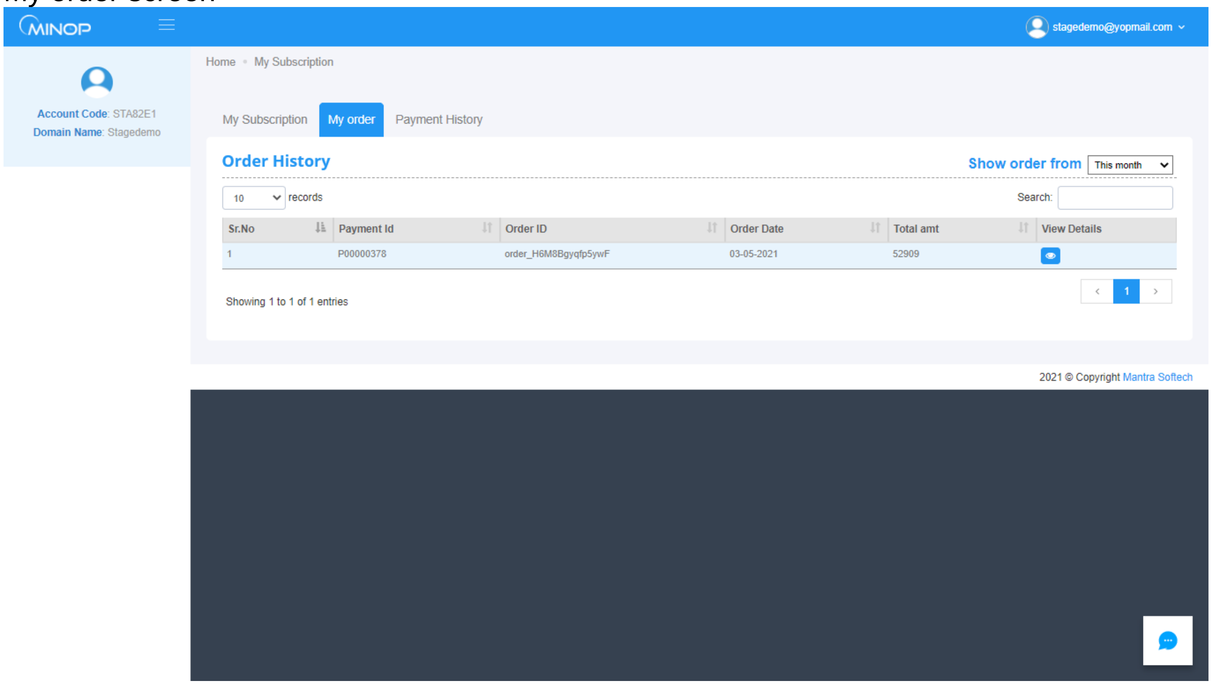
Successfully payment done



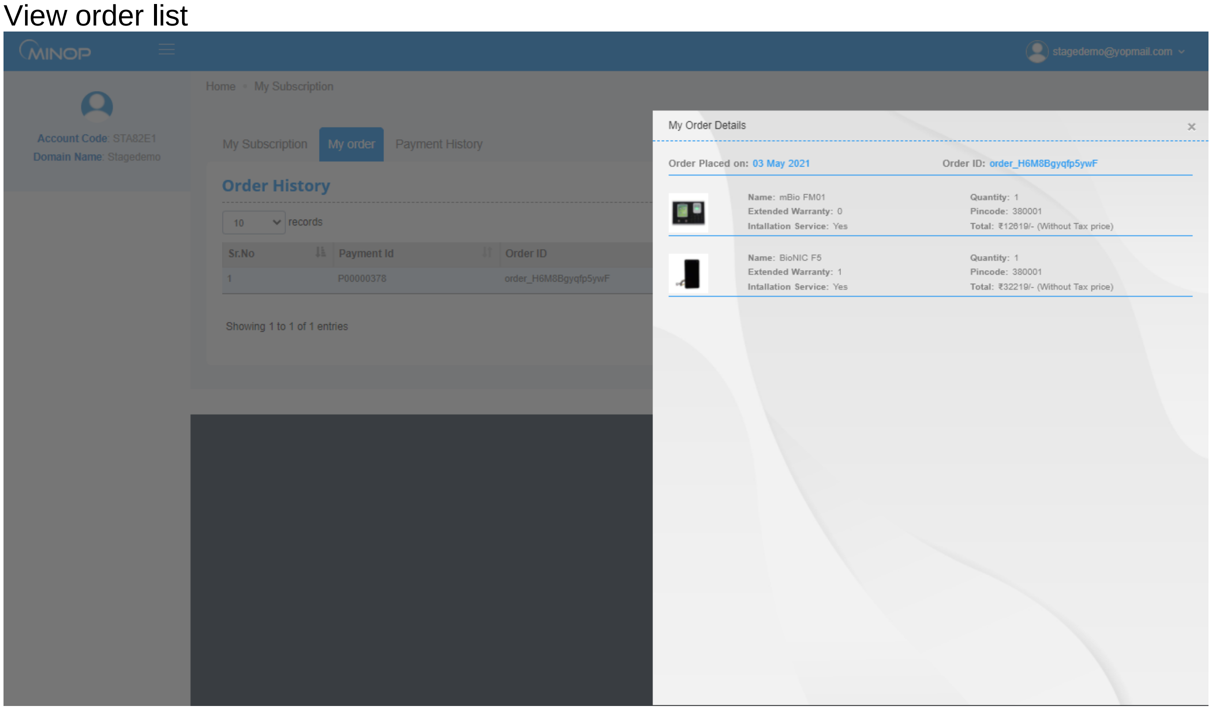
New user subscription details



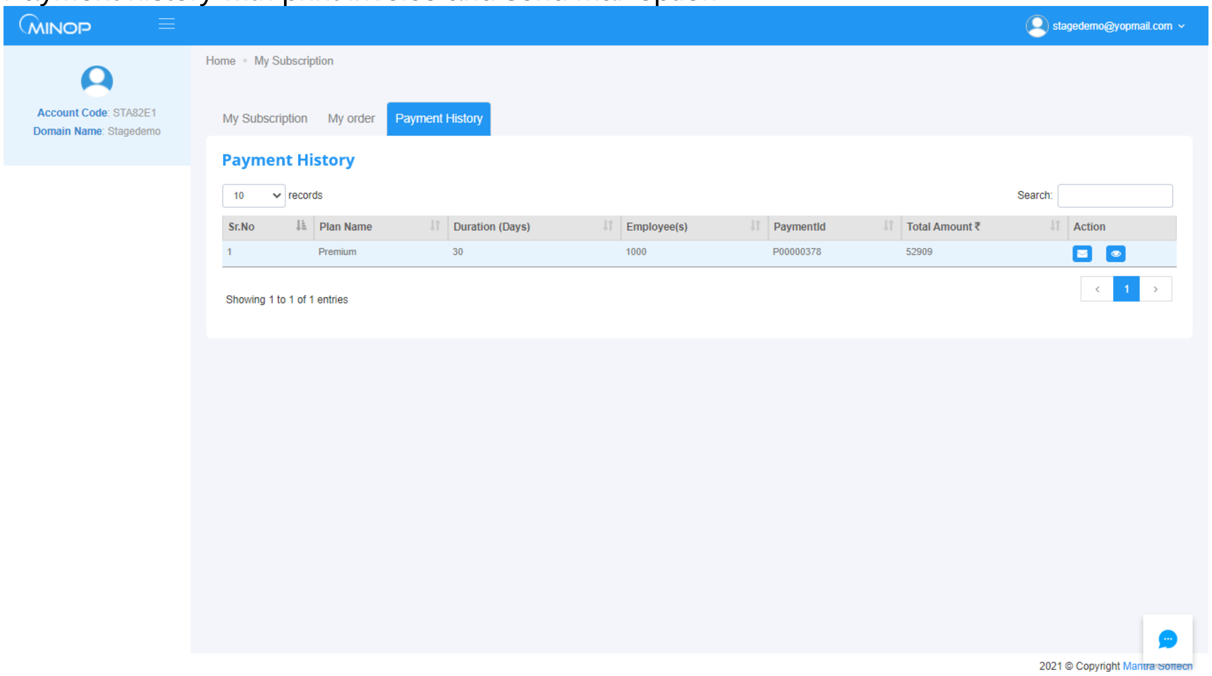
My order screen



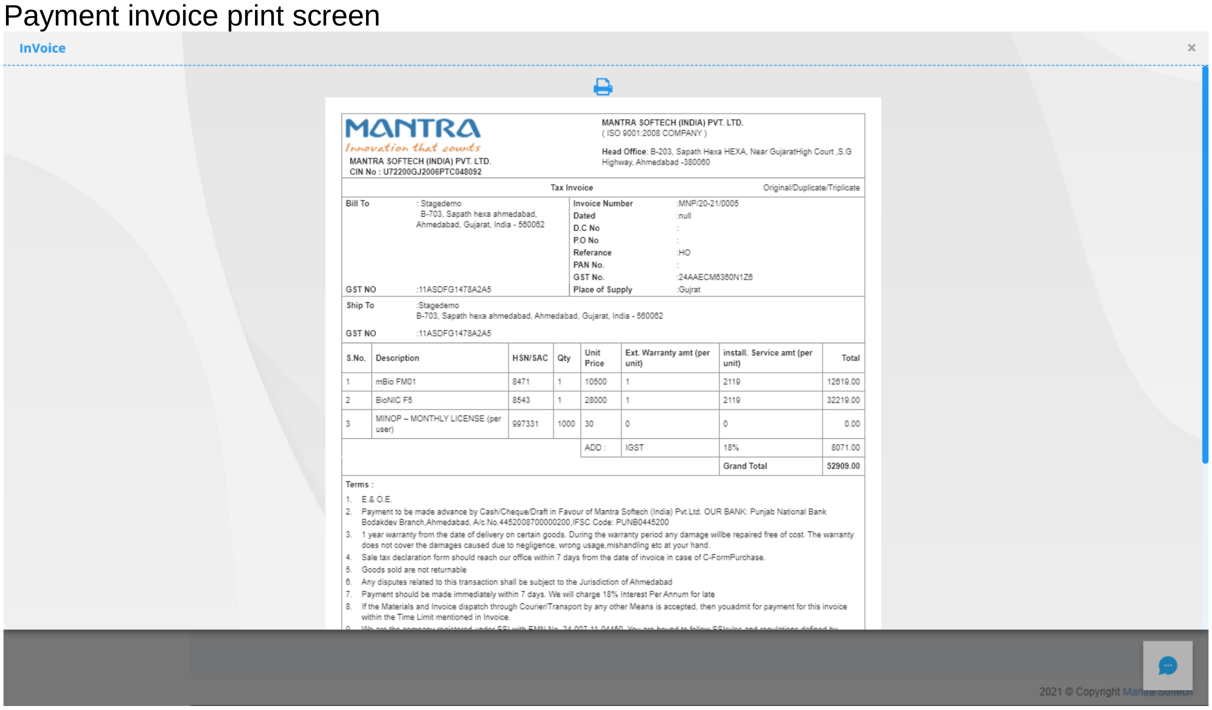
View order list



Payment history with print invoice and send mail option

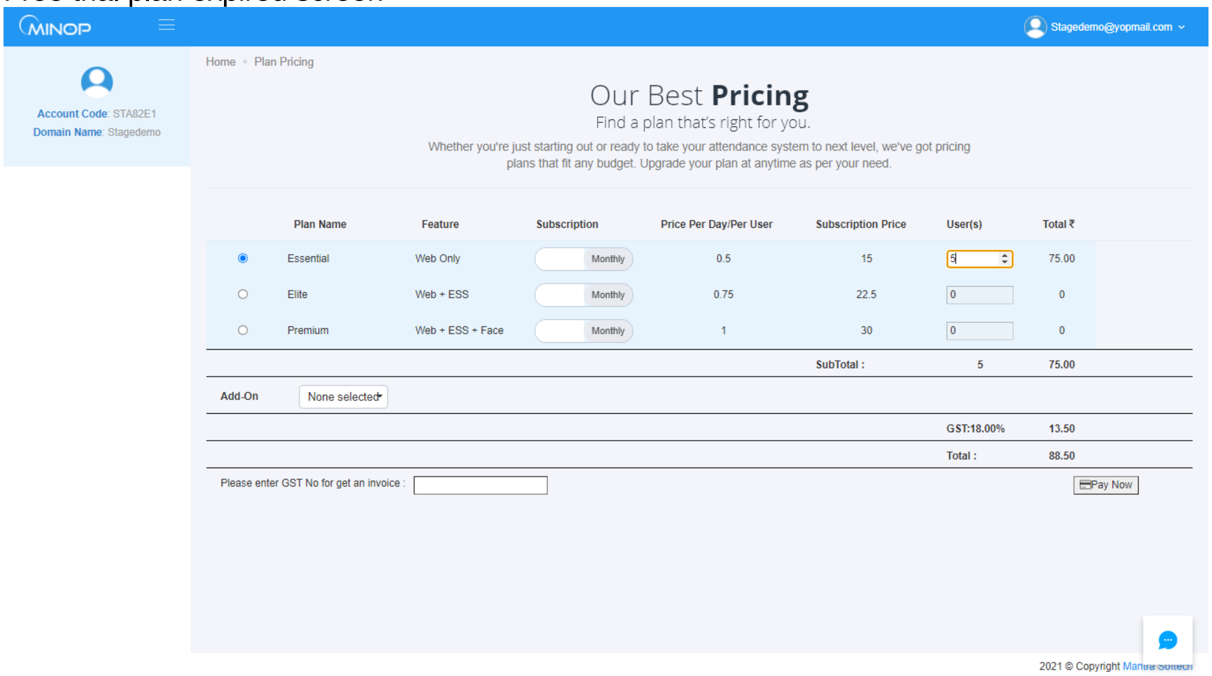


Payment invoice print screen

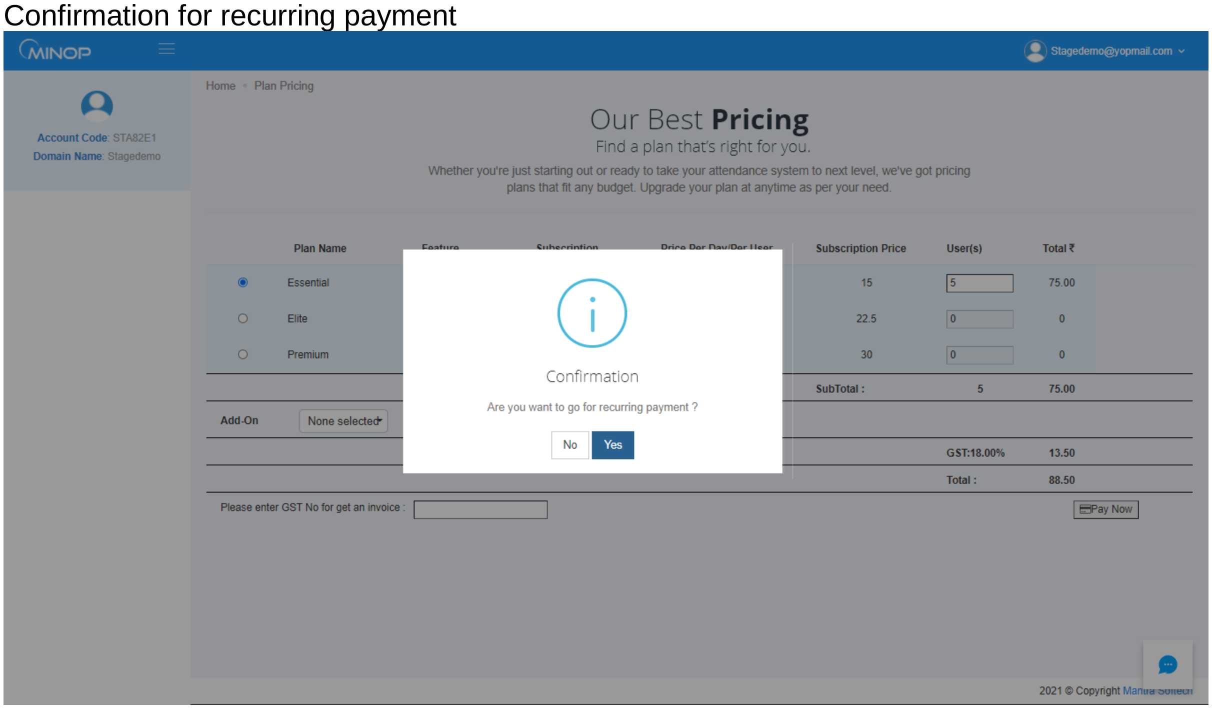


6. Recurring payment flow

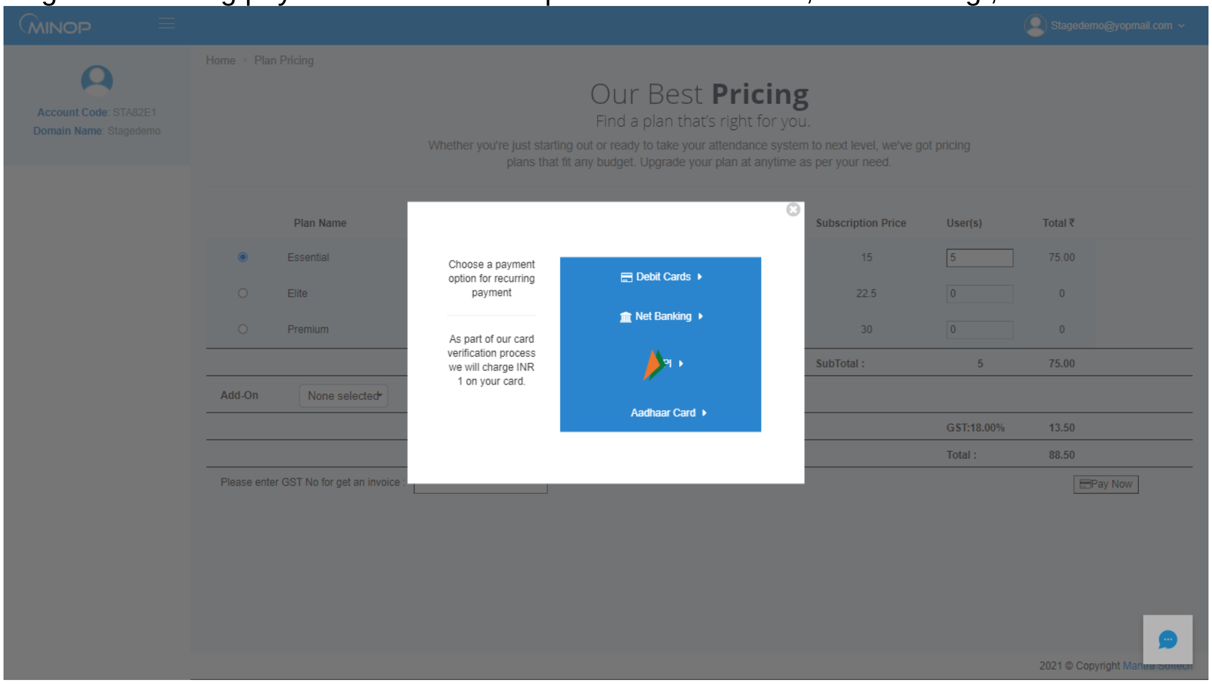
Free trial plan expired screen



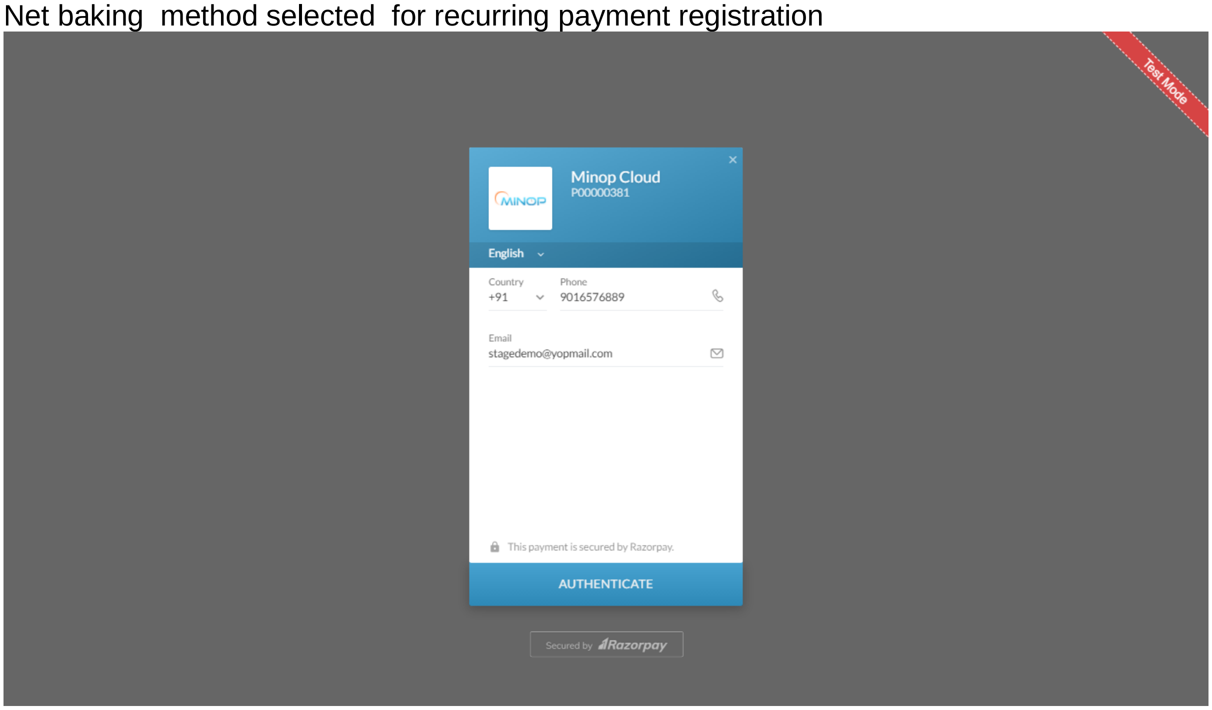
Confirmation for recurring payment



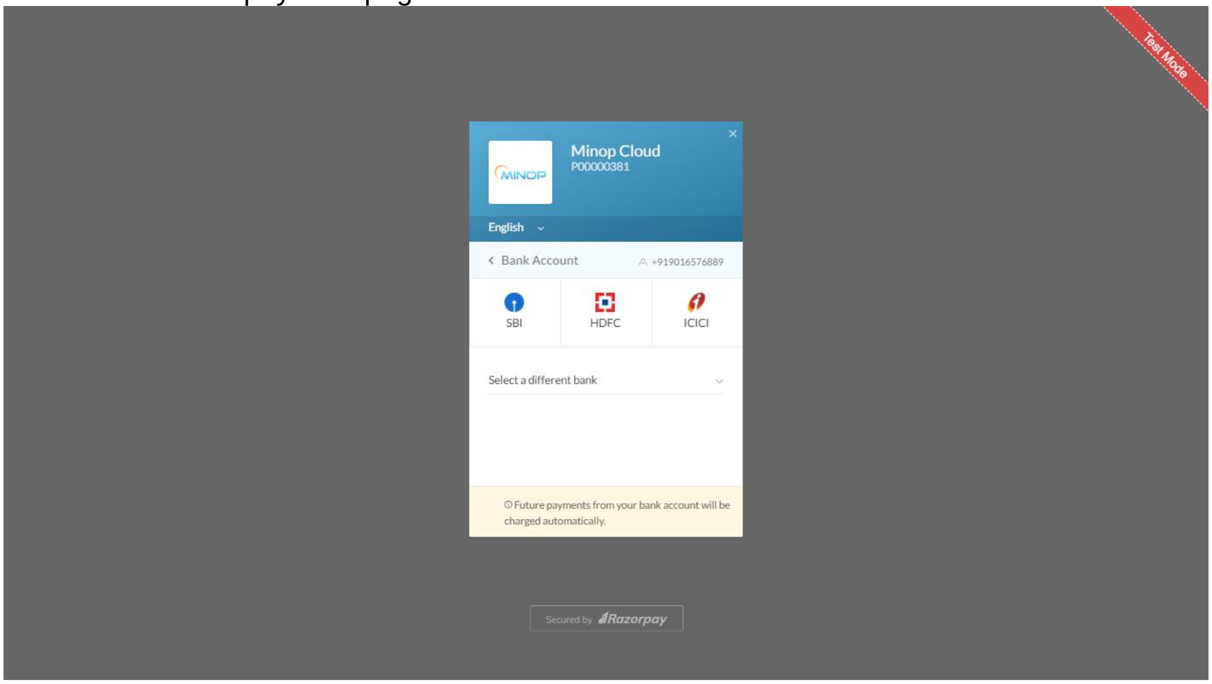
Register recurring payment with various option like debit card , Net Banking ,UPI etc..



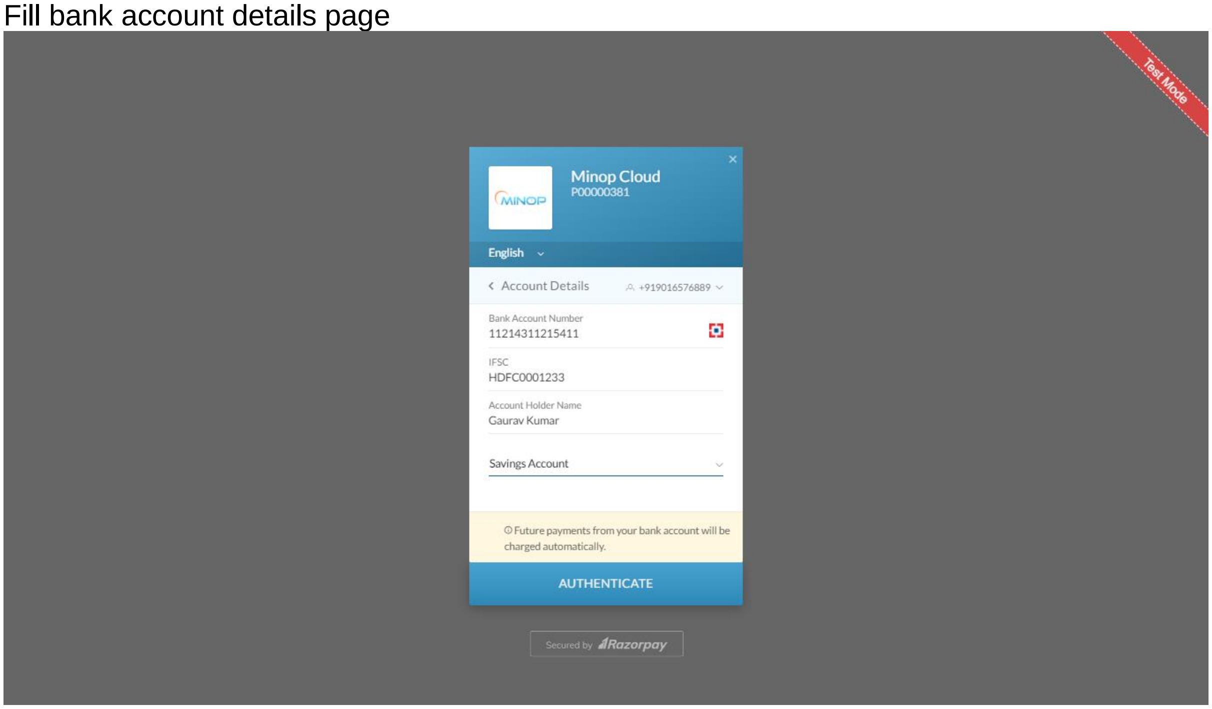
Net baking method selected for recurring payment registration



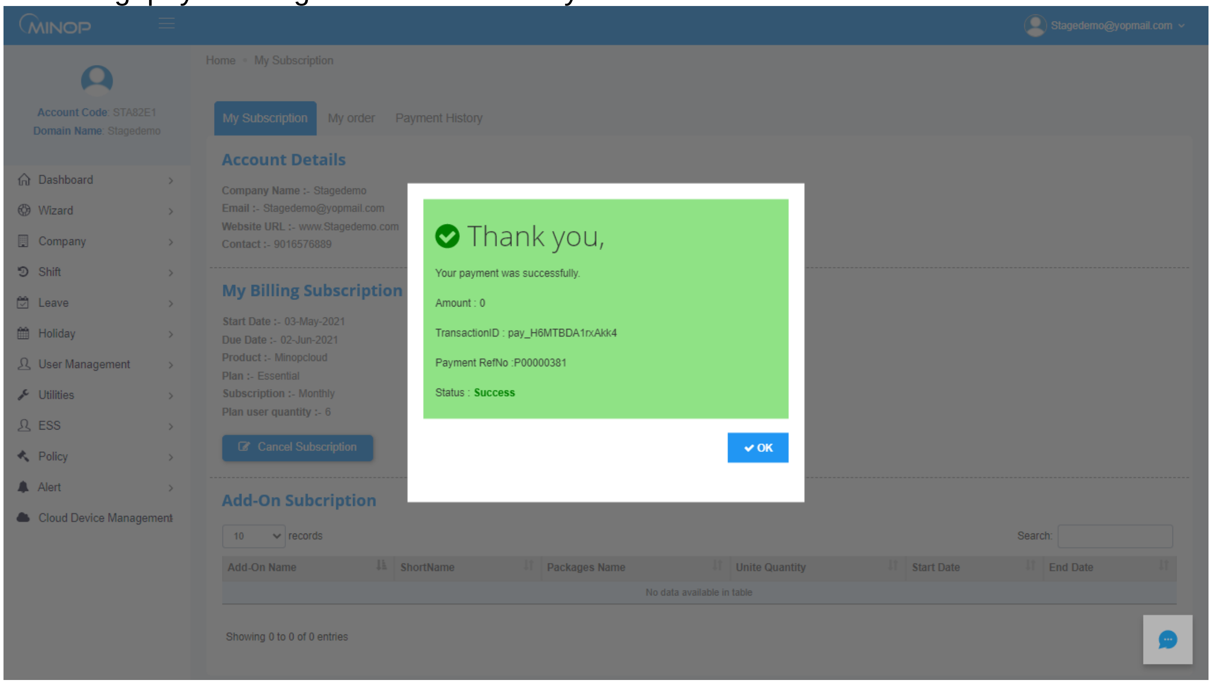
Bank selection on payment page



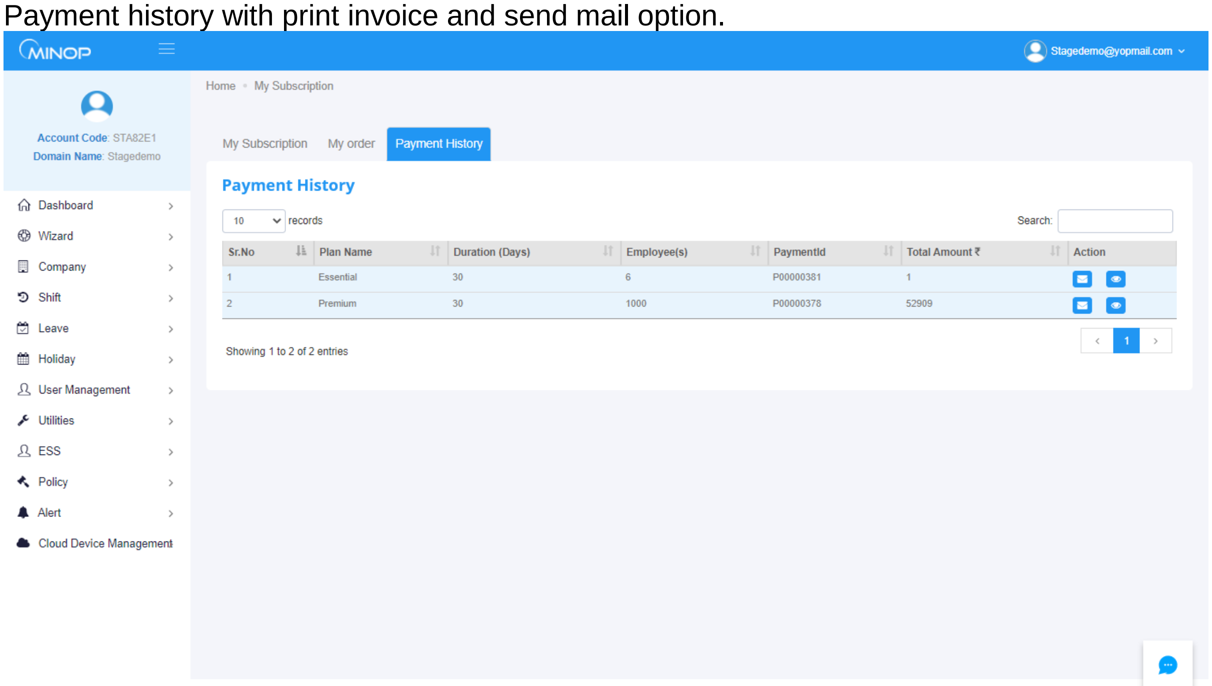
Fill bank account details page



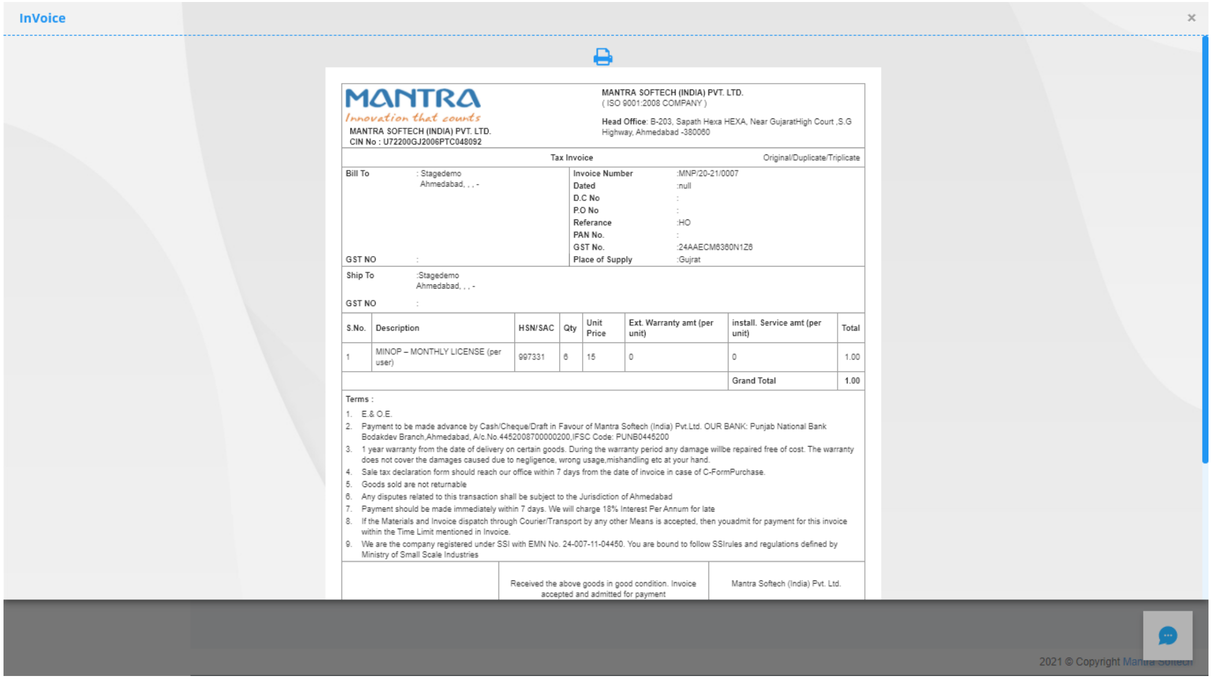
Recurring payment registration successfully



Payment history with print invoice and send mail option.



Print invoice screen



InVoice

MANTRA SOFTECH (INDIA) PVT. LTD.
CIN No : U72200GJ2006PTC048092

MANTRA SOFTECH (INDIA) PVT. LTD.
(ISO 9001:2008 COMPANY)

Head Office: B-203, Sapath Hexa HEXA, Near GujaratHigh Court ,S.G Highway, Ahmedabad -380060

Tax Invoice — Original/Duplicate/Triplicate

Bill To	: Stagedemo Ahmedabad, , , -	Invoice Number	:MNP/20-21/0007
		Dated	:null
		D.C No	:
		P.O No	:
		Referance	:HO
		PAN No.	:
		GST No.	:24AAECM6360N1Z6
GST NO	:	Place of Supply	:Gujrat
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	6	15	0	0	1.00
						Grand Total	1.00

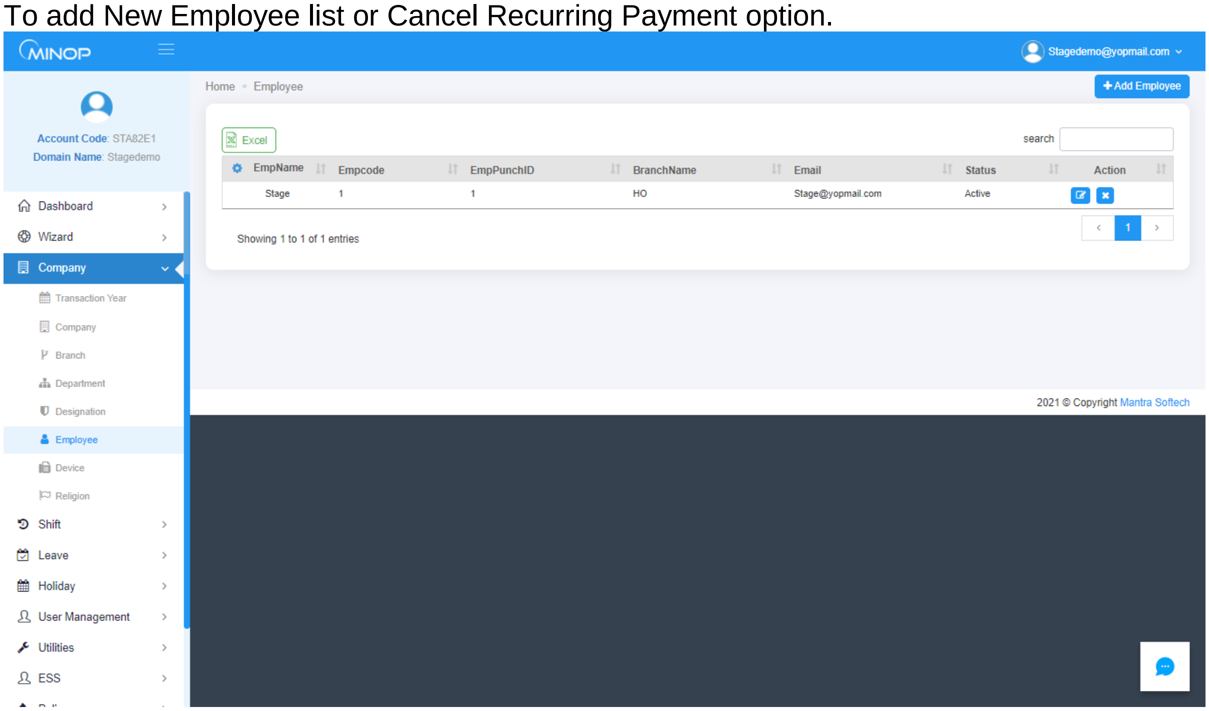
Terms :

1. E.& O.E.
2. Payment to be made advance by Cash/Cheque/Draft in Favour of Mantra Softech (India) Pvt.Ltd. OUR BANK: Punjab National Bank Bodakdev Branch,Ahmedabad, A/c.No.4452008700000200,IFSC Code: PUNB0445200
3. 1 year warranty from the date of delivery on certain goods. During the warranty period any damage willbe repaired free of cost. The warranty does not cover the damages caused due to negligence, wrong usage,mishandling etc at your hand.
4. Sale tax declaration form should reach our office within 7 days from the date of invoice in case of C-FormPurchase.
5. Goods sold are not returnable
6. Any disputes related to this transaction shall be subject to the Jurisdiction of Ahmedabad
7. Payment should be made immediately within 7 days. We will charge 18% Interest Per Annum for late
8. If the Materials and Invoice dispatch through Courier/Transport by any other Means is accepted, then youadmit for payment for this invoice within the Time Limit mentioned in Invoice.
9. We are the company registered under SSI with EMN No. 24-007-11-04450. You are bound to follow SSIrules and regulations defined by Ministry of Small Scale Industries

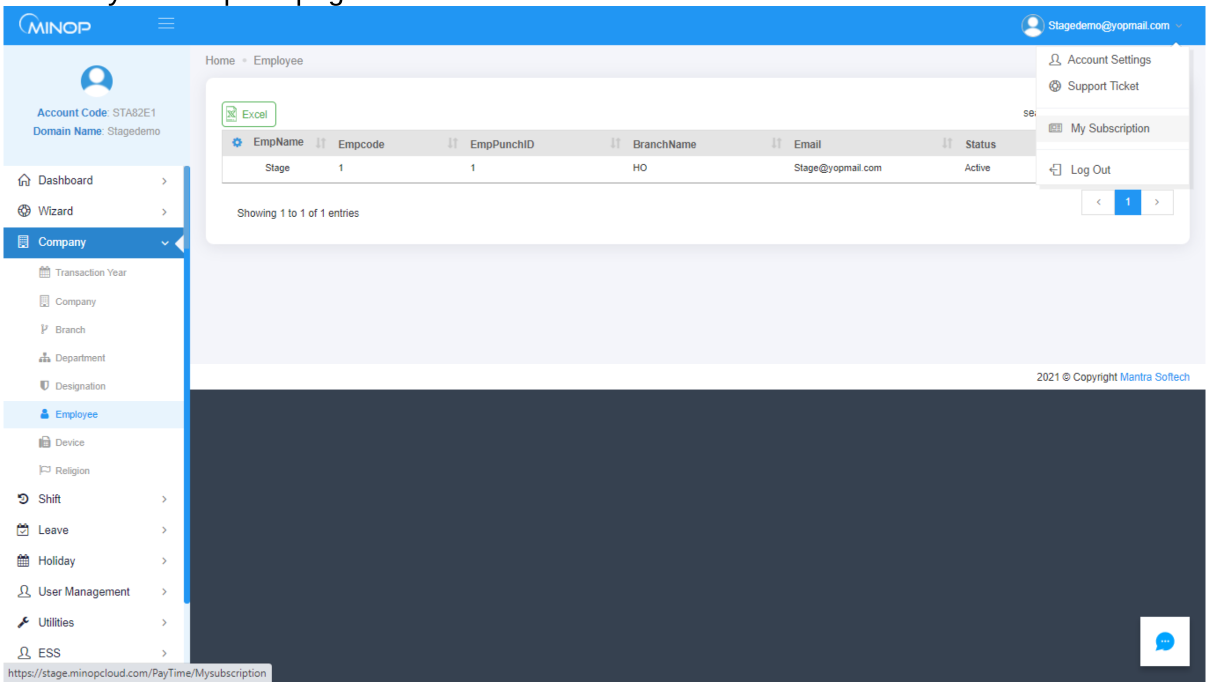
Received the above goods in good condition. Invoice accepted and admitted for payment

Mantra Softech (India) Pvt. Ltd.

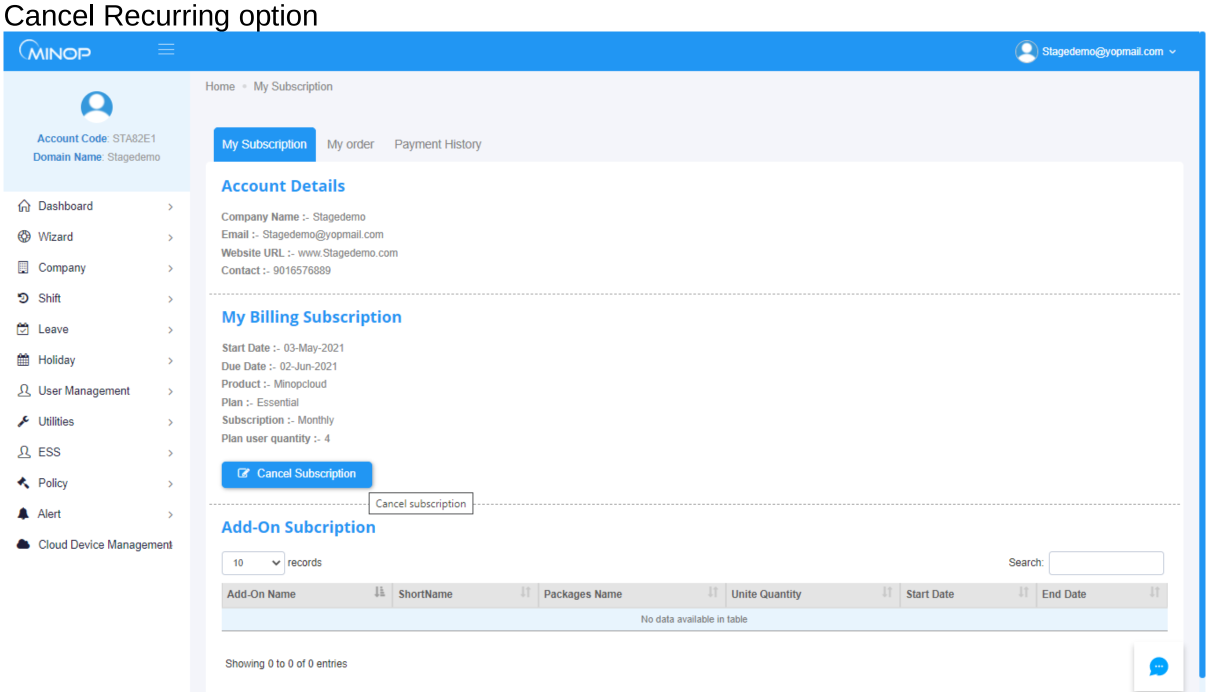
To add New Employee list or Cancel Recurring Payment option.



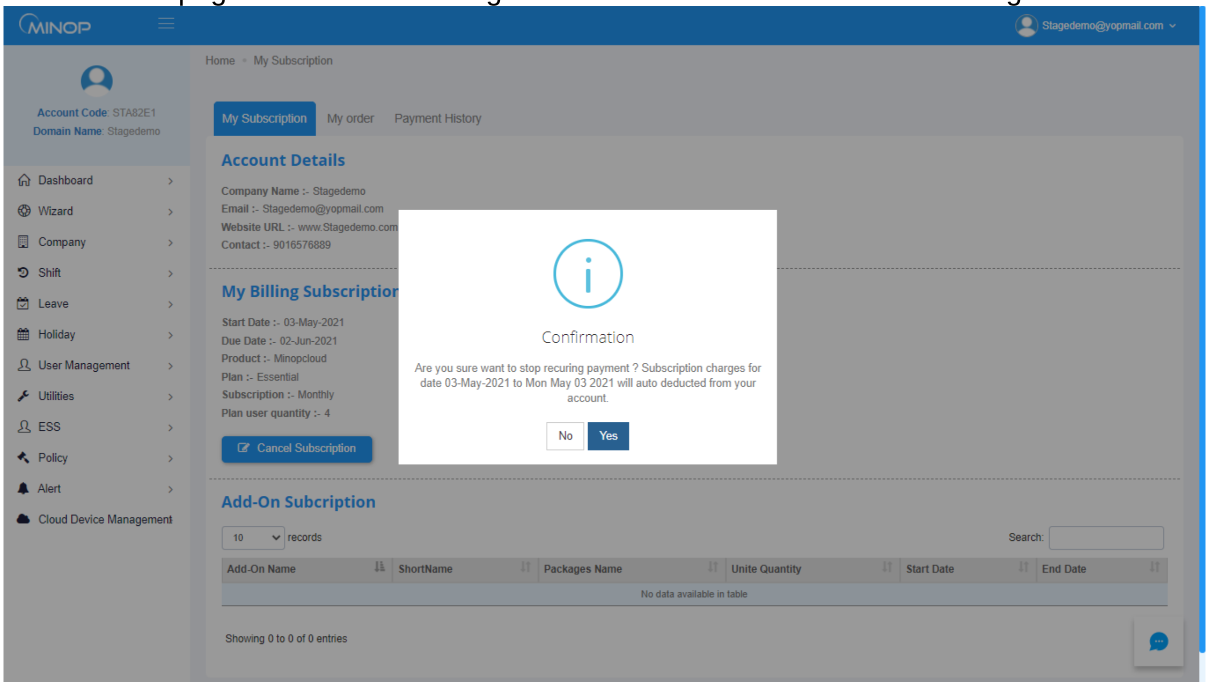
Go to My subscription page



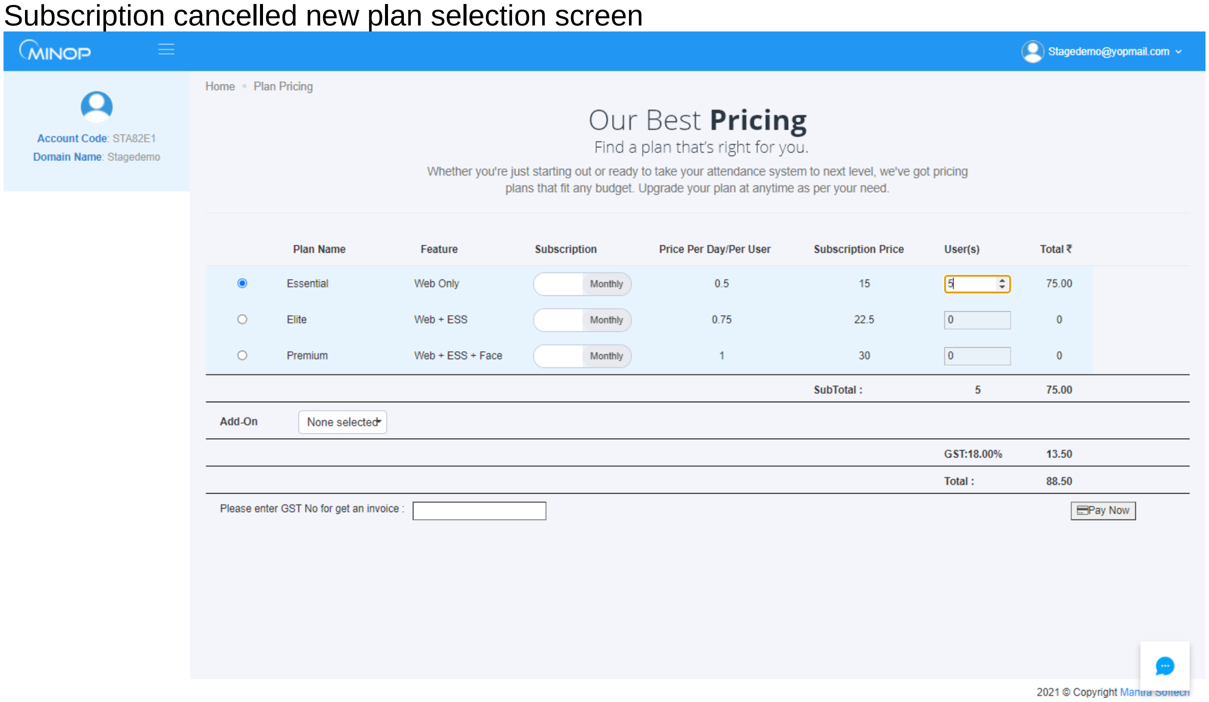
Cancel Recurring option



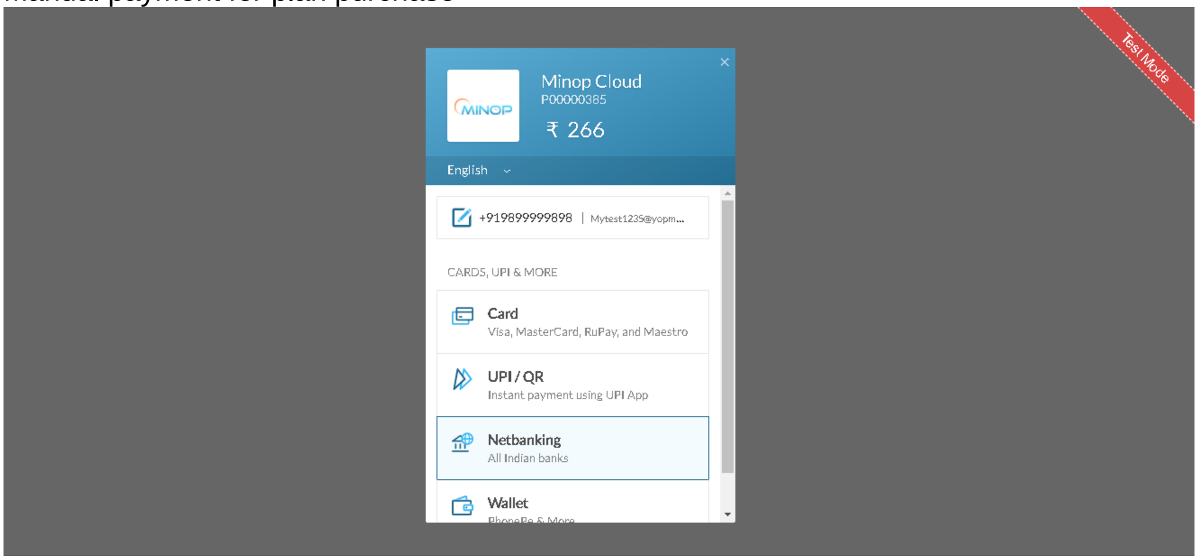
Confirmation page for cancel recurring and current month due amount clearing.



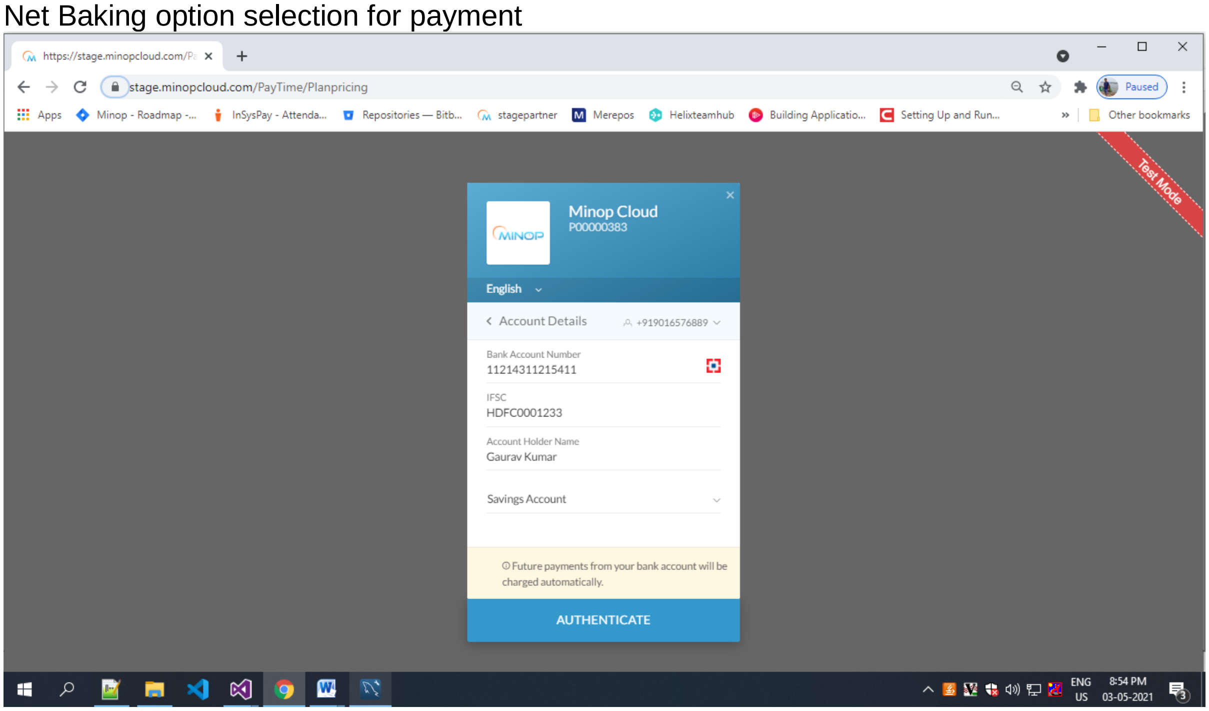
Subscription cancelled new plan selection screen



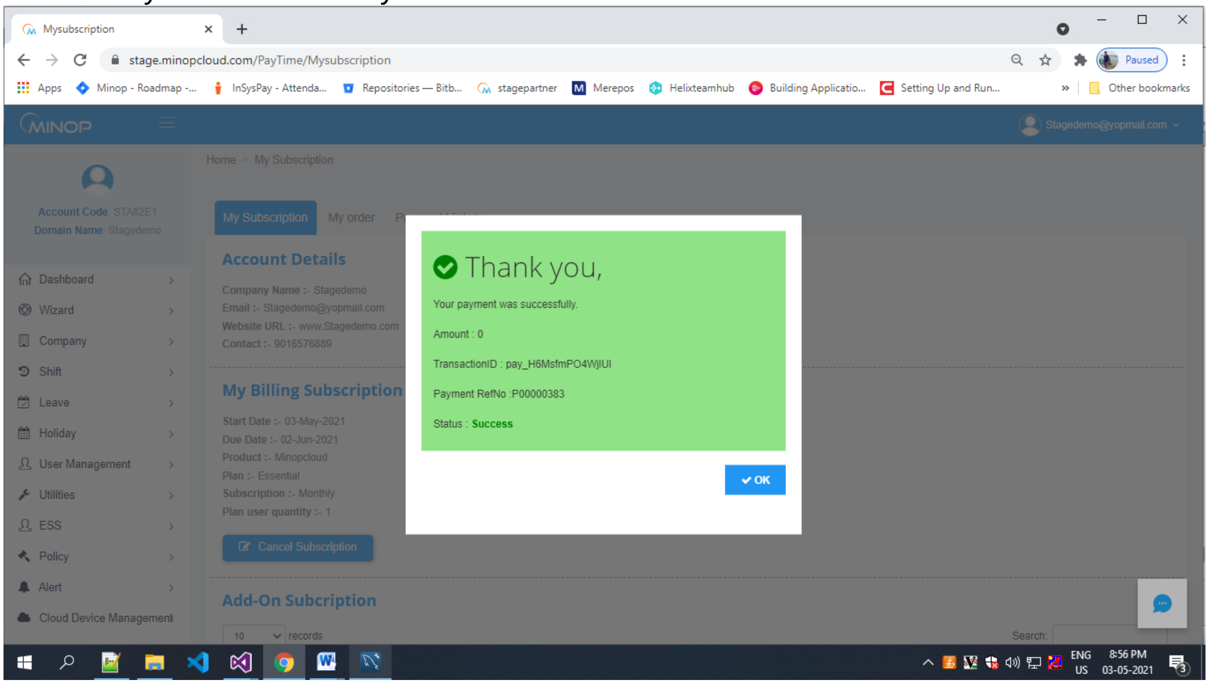
Manual payment for plan purchase



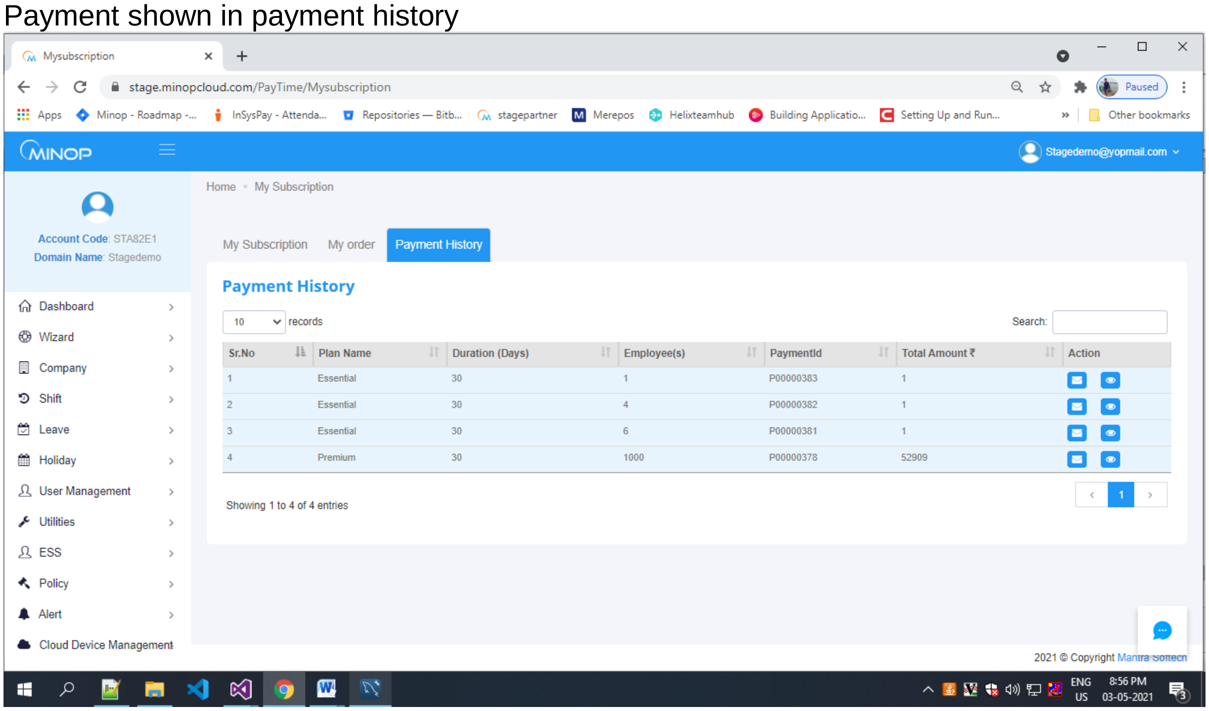
Net Baking option selection for payment



Manual Payment Successfully

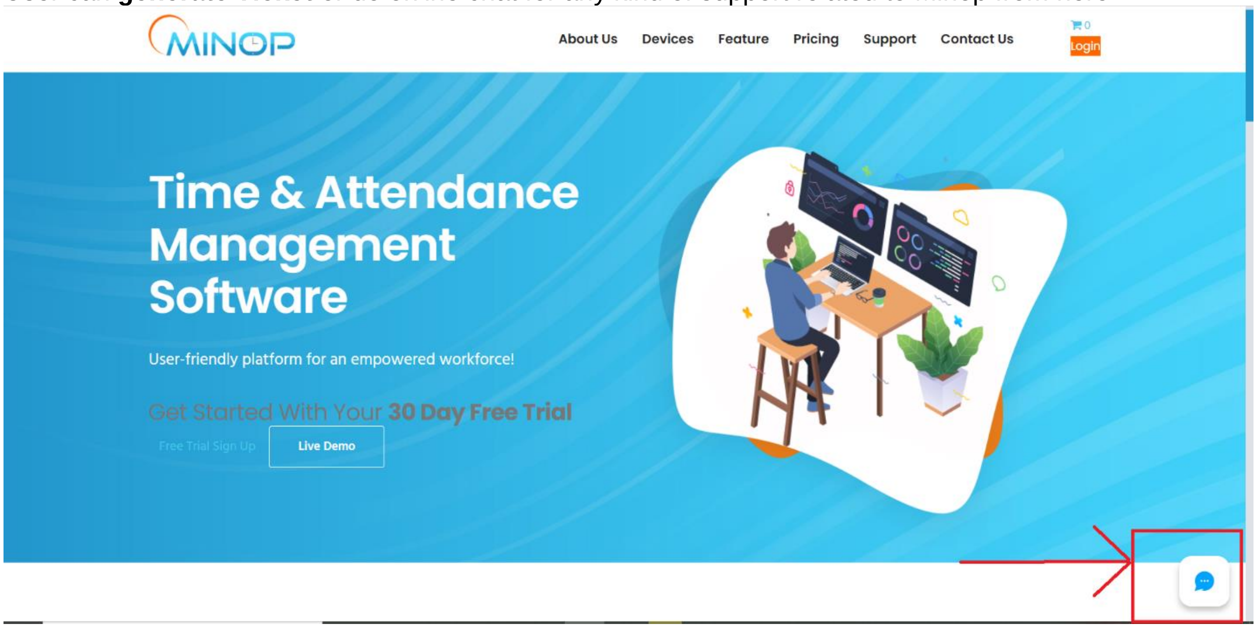


Payment shown in payment history

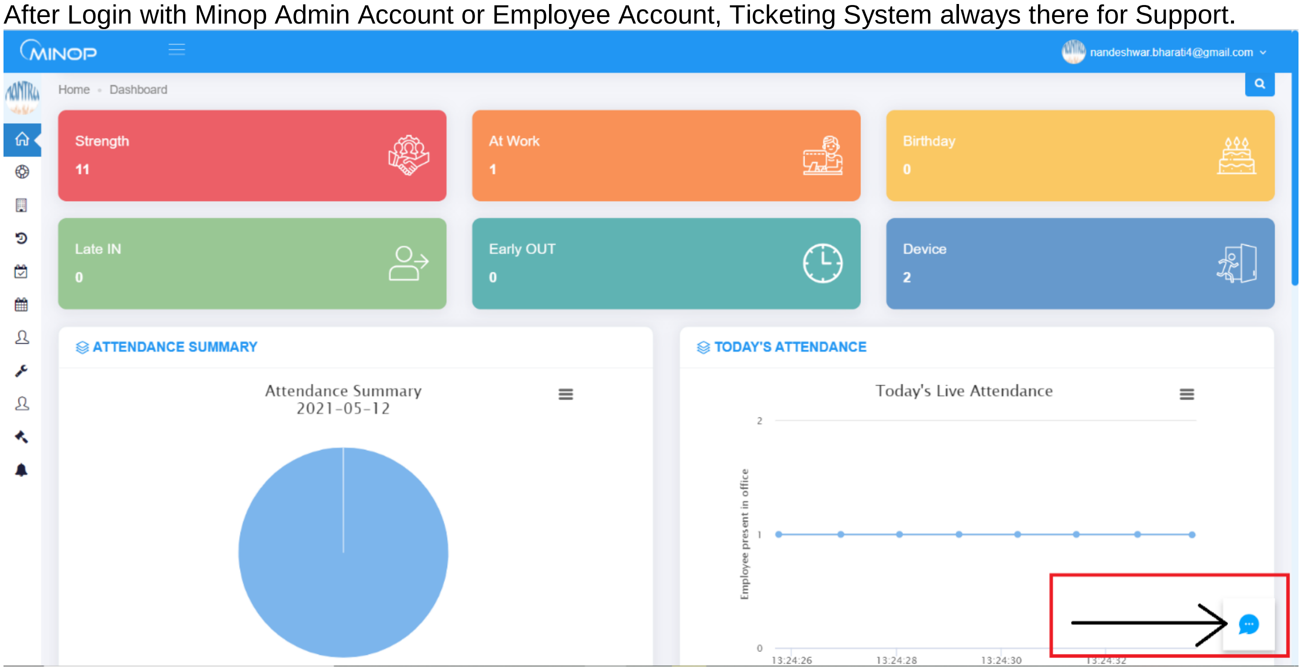


7. Ticketing System Method + Online Chat Support.

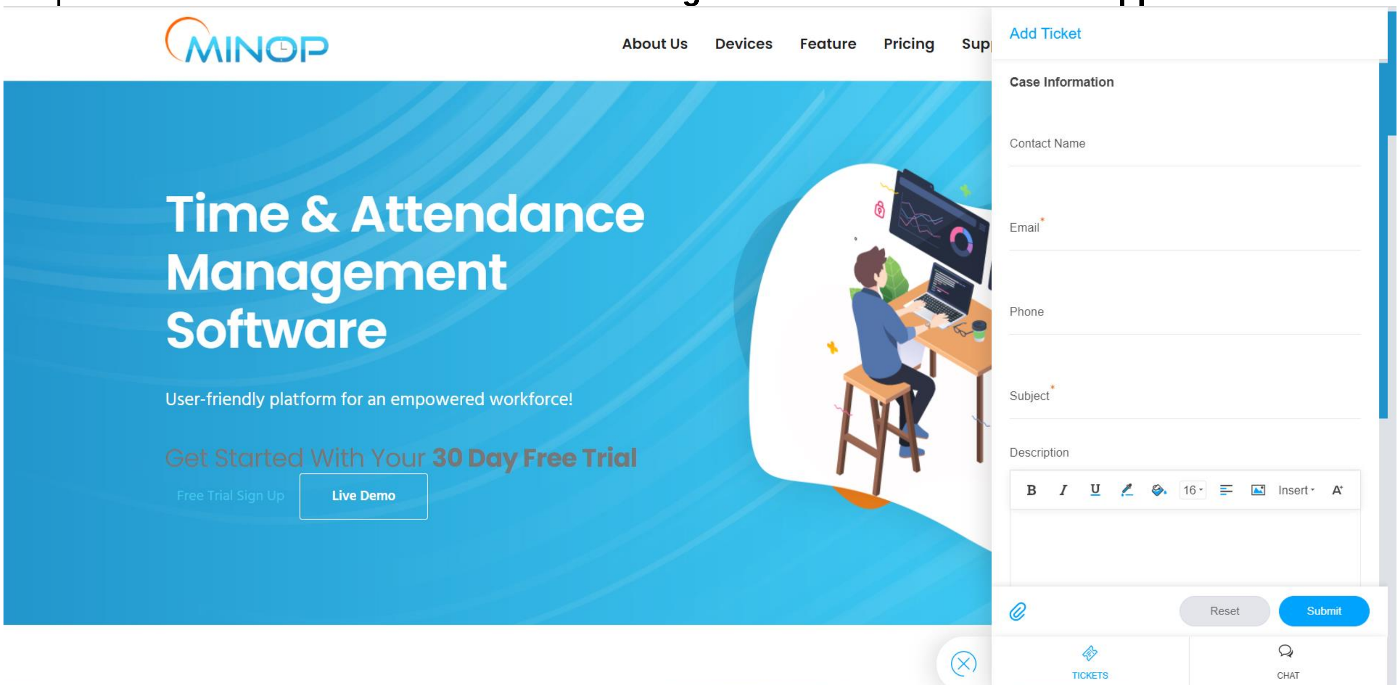
User can **generate Ticket** or do online chat for any kind of support related to Minop from here.



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

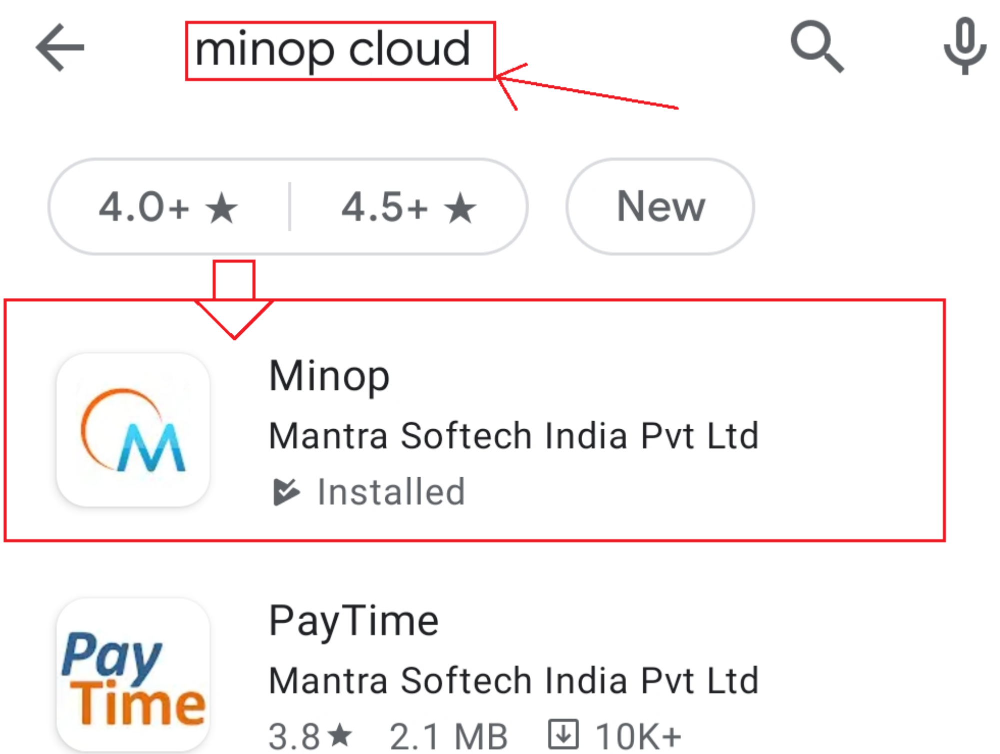


Required details need to be enter for **Generating ticket** or For **online Chat support.**



8. Android Mobile Application.

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



OR

How to install and set up Minop App.

Installation

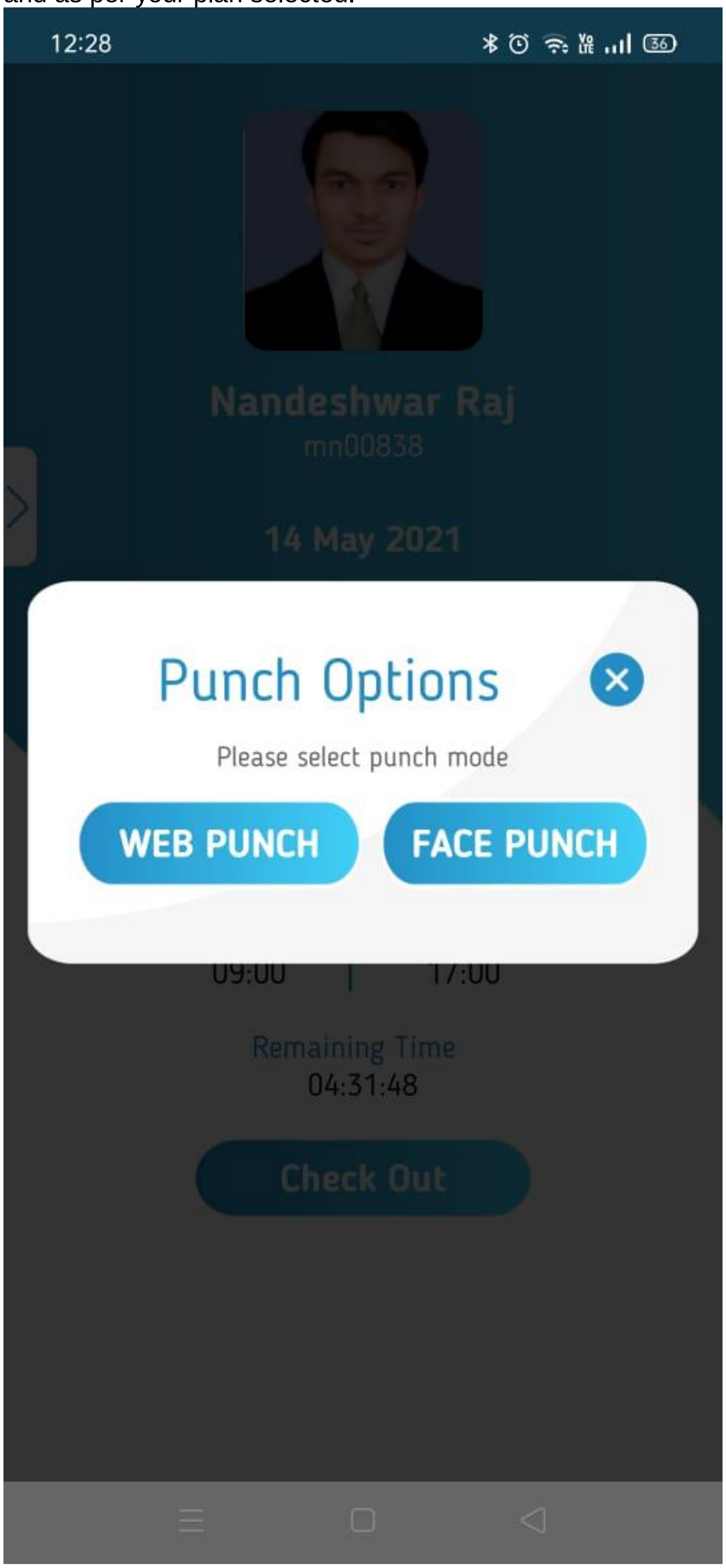
You can easily install Minop app on your android device from the Google Play store, or you can go to **Link :** https://play.google.com/store/apps/details?id=com.mantra.minop

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.

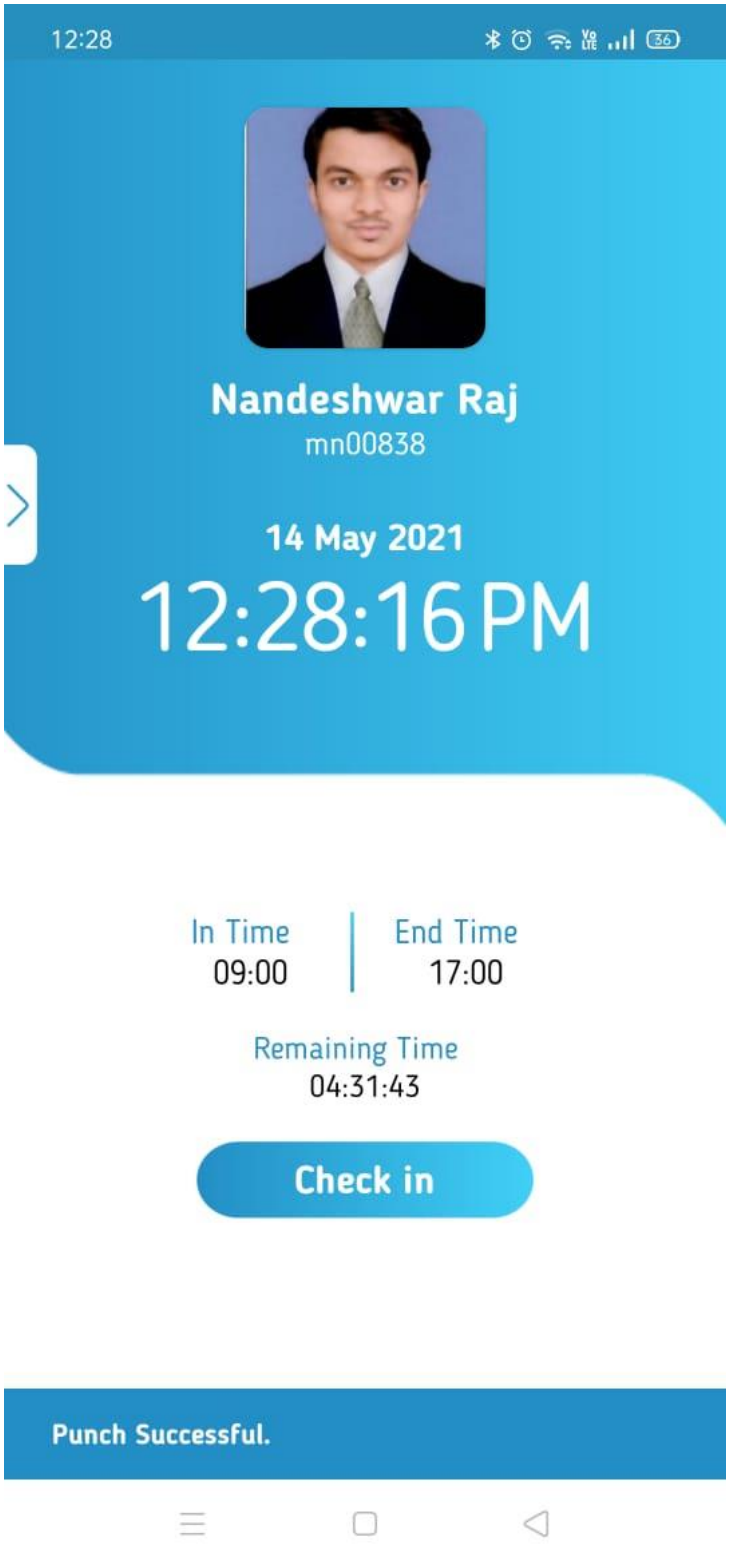
After Login, You will redirected to Home page for Check-IN and Check-OUT.

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.

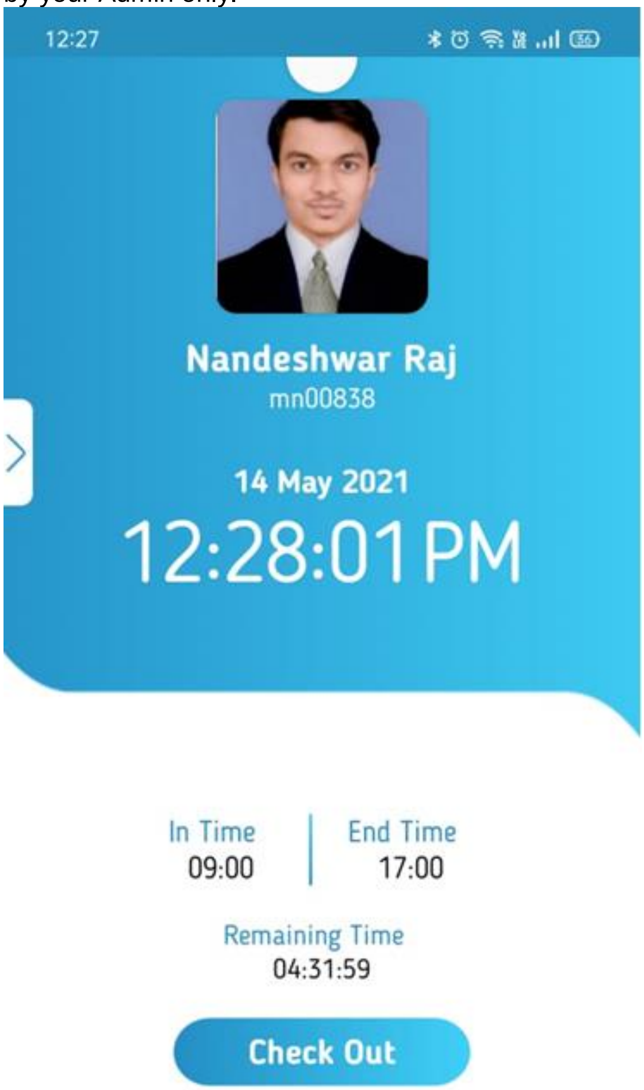


Click on **Face-Punch**, Your Facial features will be compared with the face enrolled by your admin and allows you to punch using same face only.

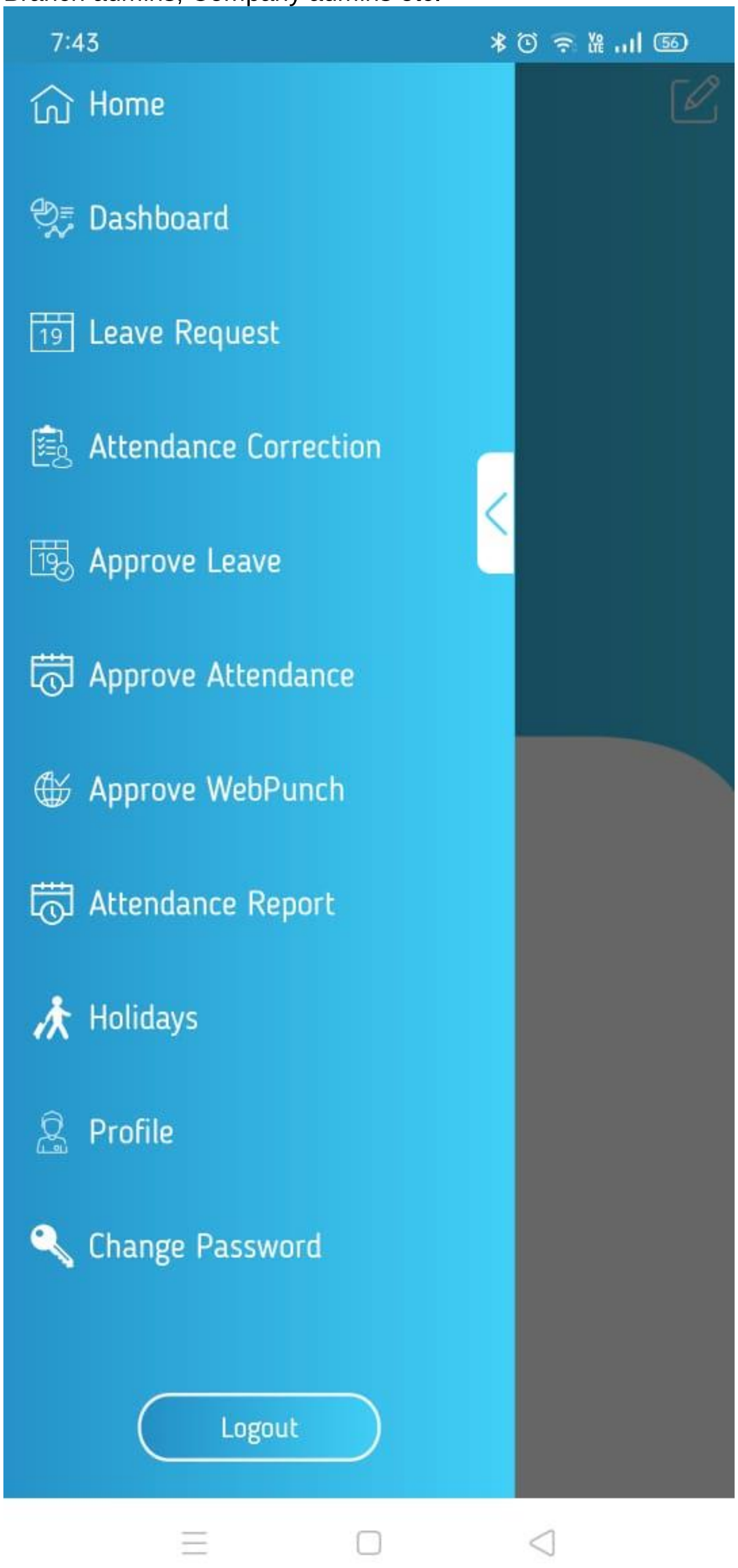
Click on **Web-Punch** and punch will send your location to your admin for approval only if web-punch approval is enabled in admin's account.



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.

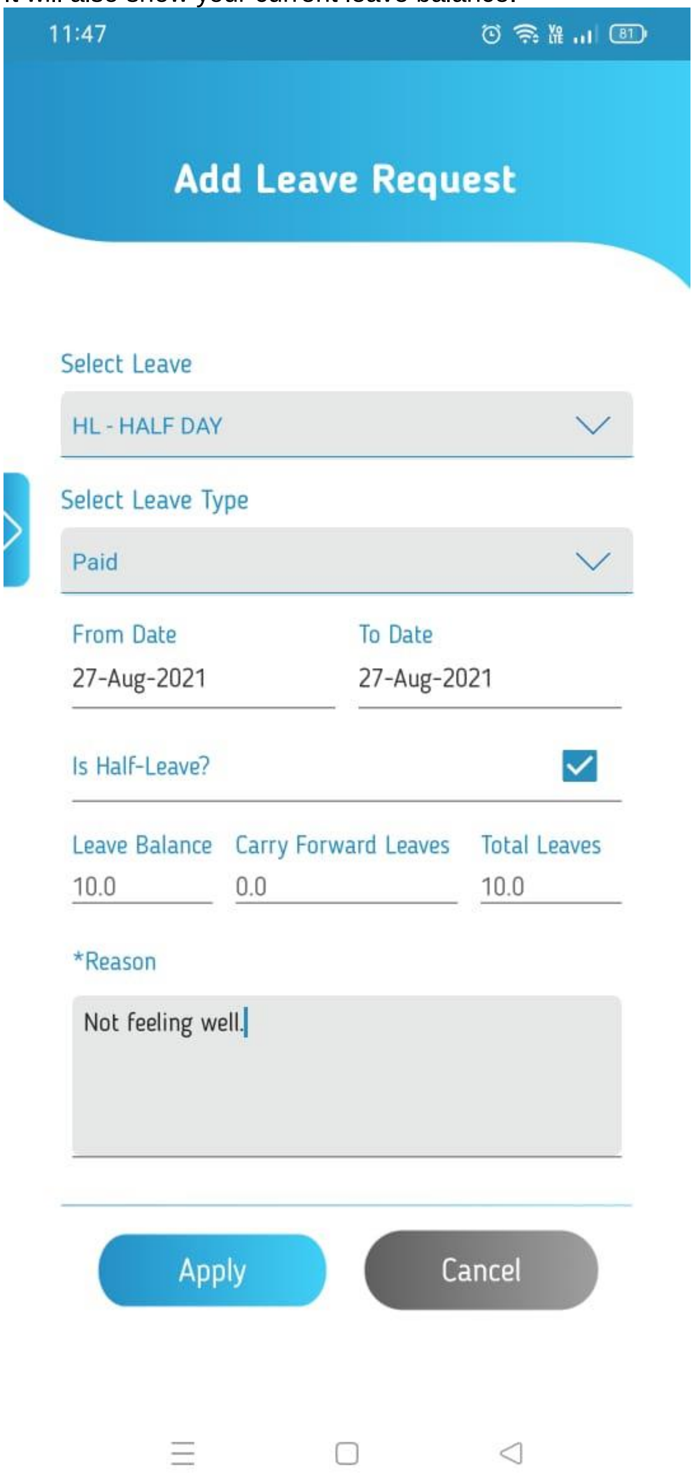


Below mentioned features may be different As per **Right Distribution** set by your company Admin for Employees, Branch admins, Company admins etc.

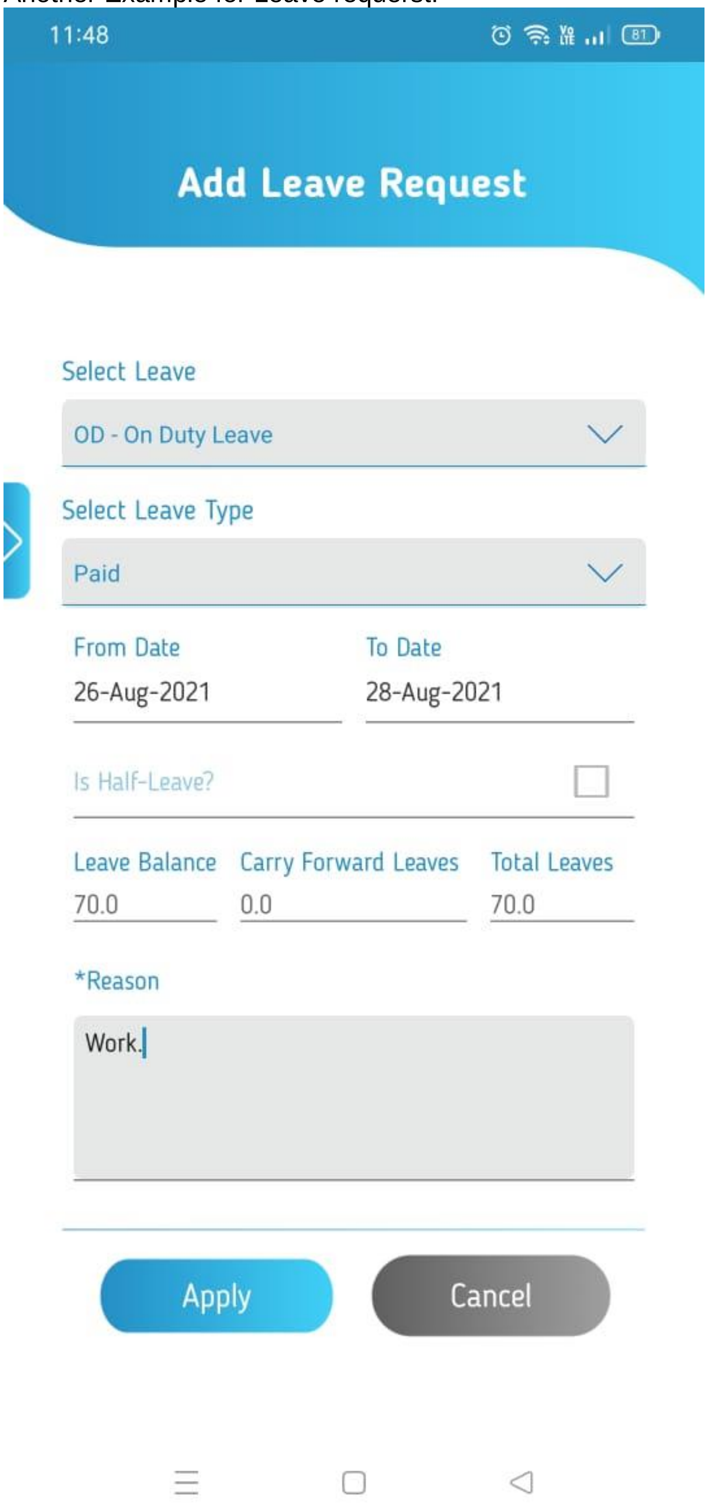


Click on Dashboard, Will show your Monthly Reports in graphical form:

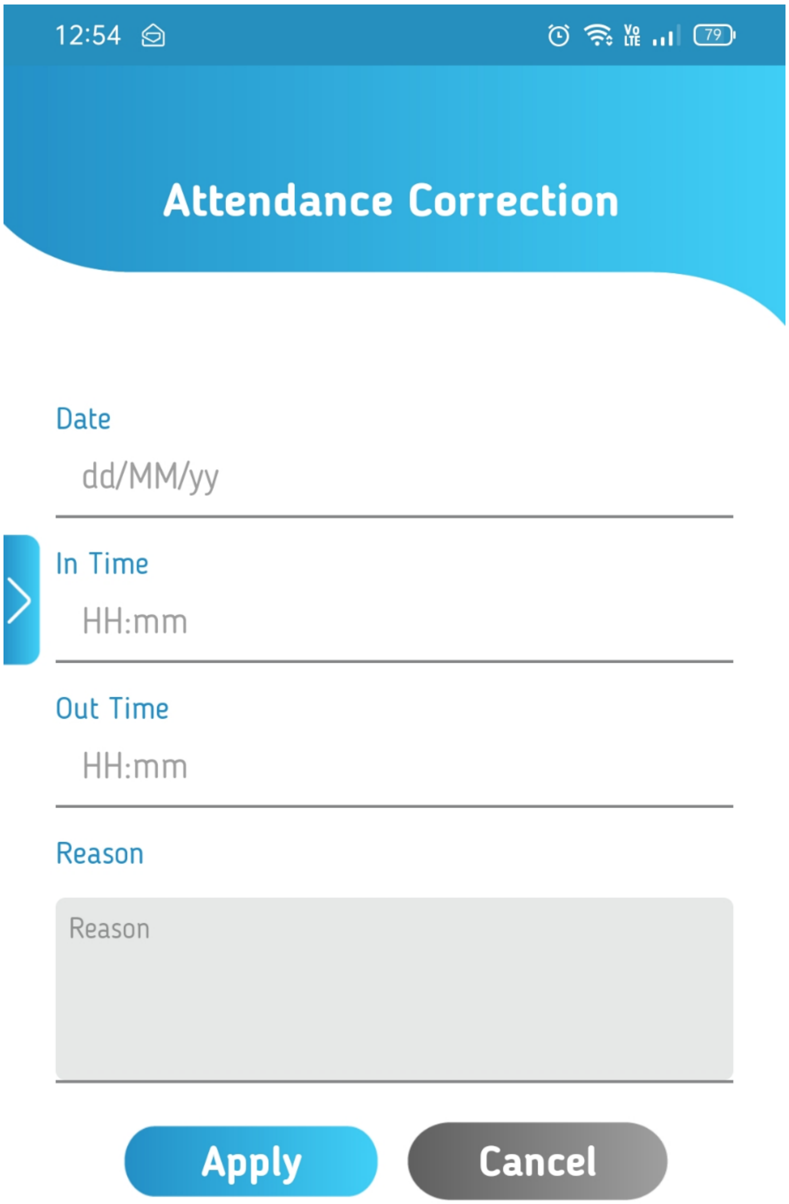
Leave Management : Click on Add Leave Request as per your requirement and mention reason accordingly. It will also show your current leave balance.



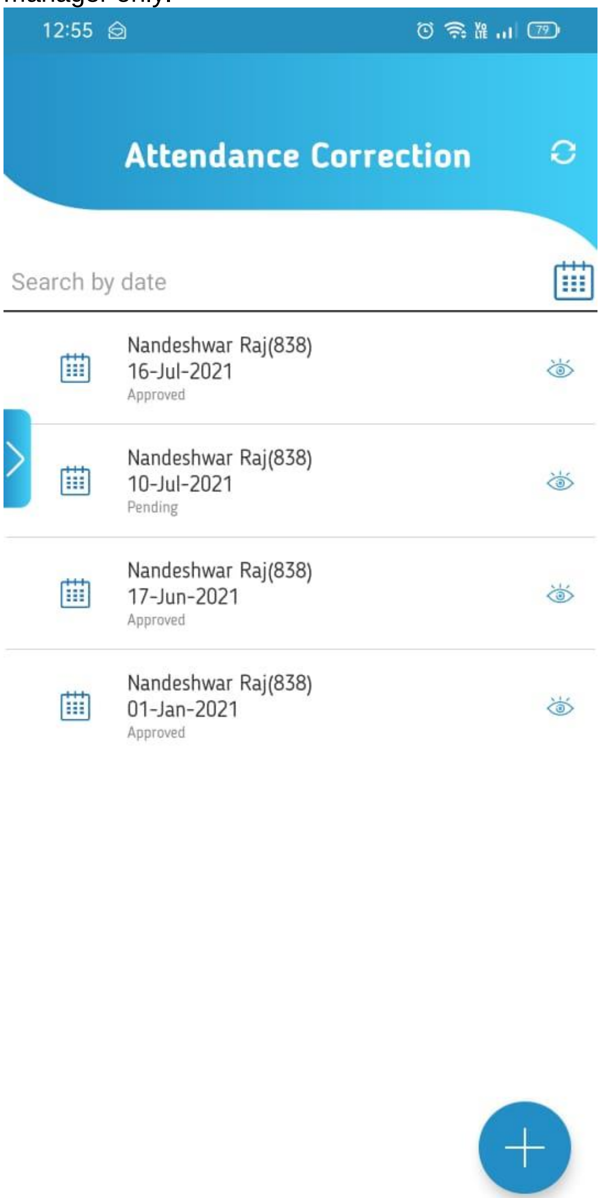
Another Example for Leave requerst:



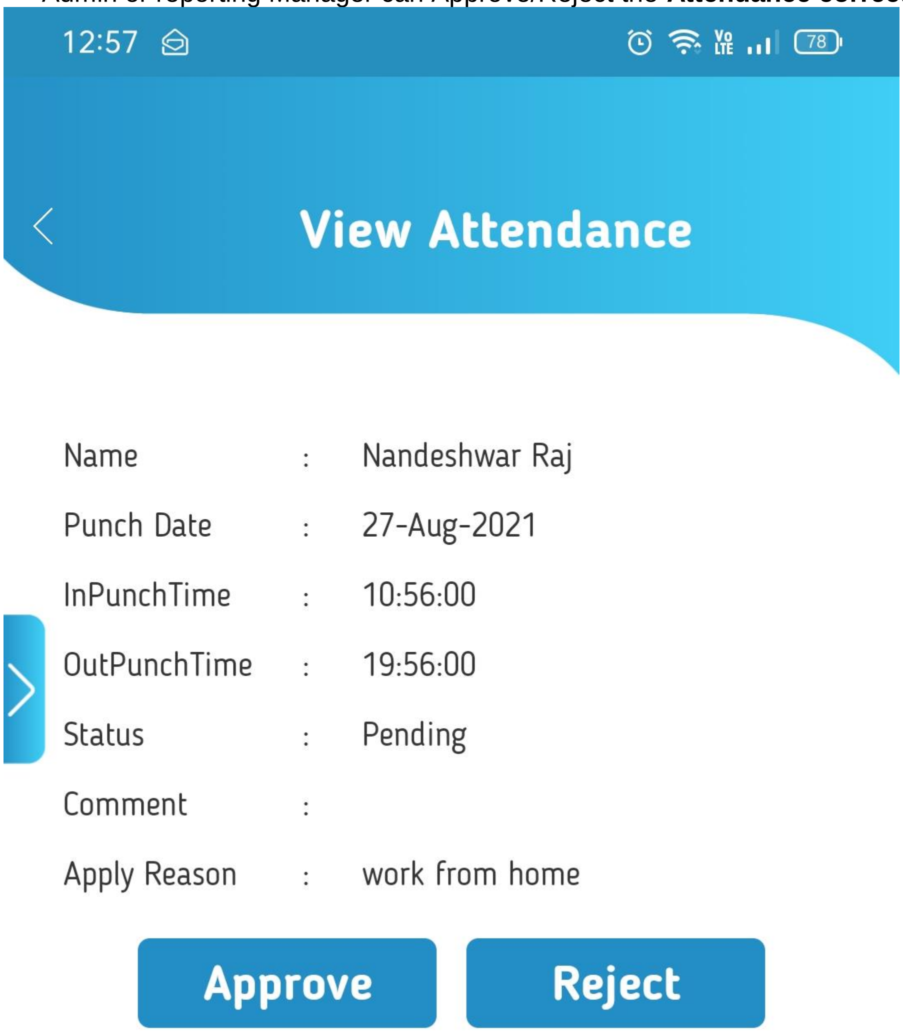
Click on **Attendance Correction** for Any Mis-Punch or for Any required correction in attendance can be submit from here.



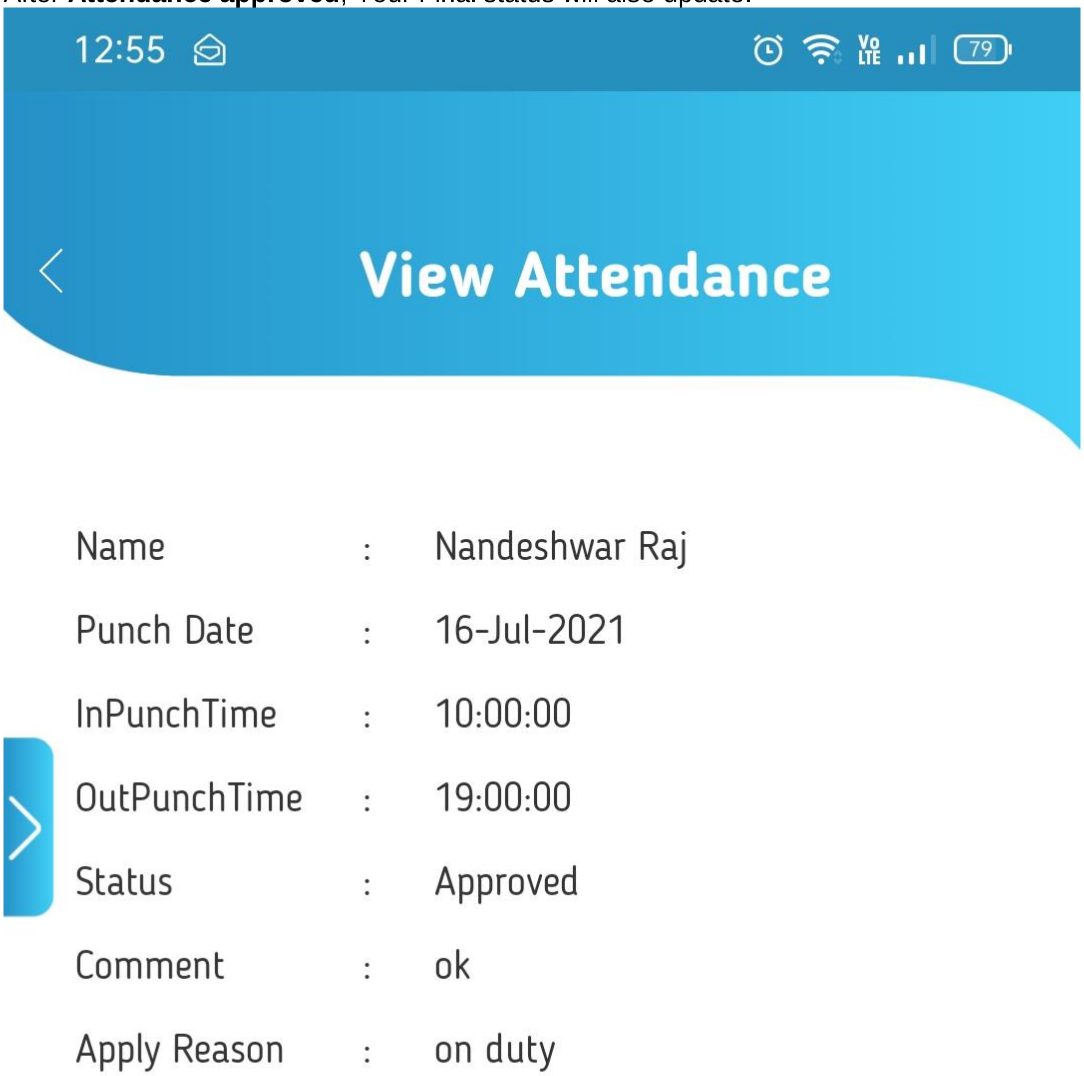
Click on **Eye Button** to view your Attendance correction status which need to **approve/reject** by your admin or manager only.



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.**

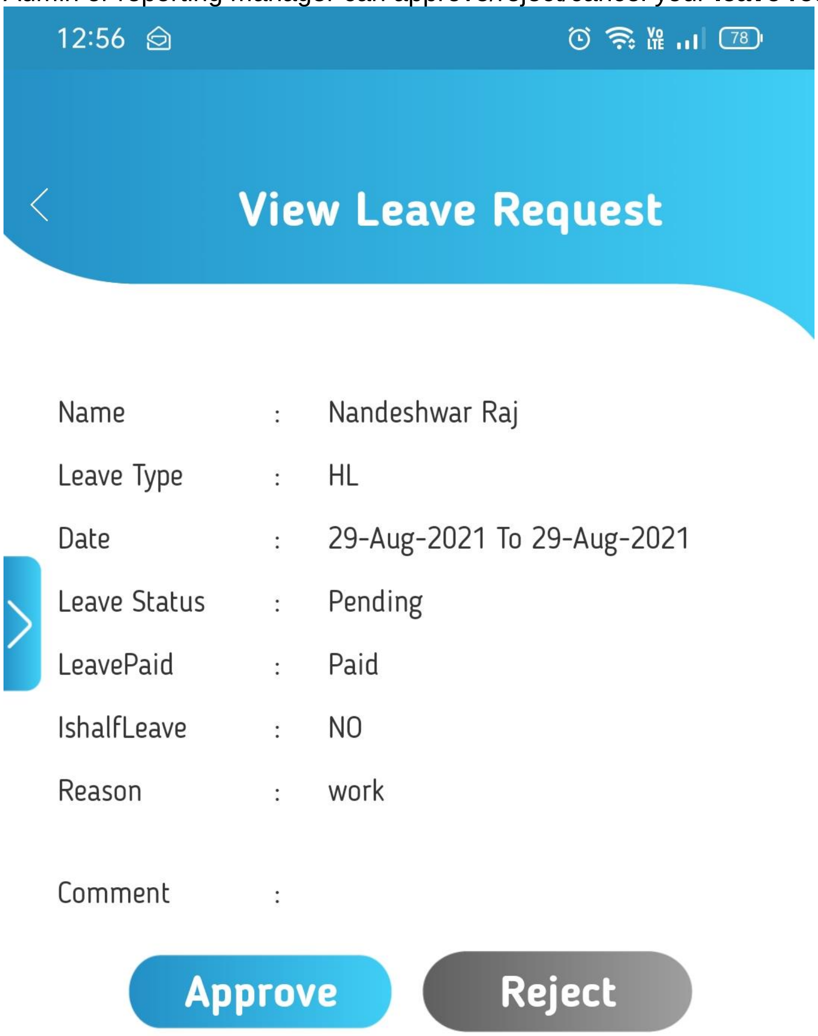


After **Attendance approved**, Your Final status will also update.

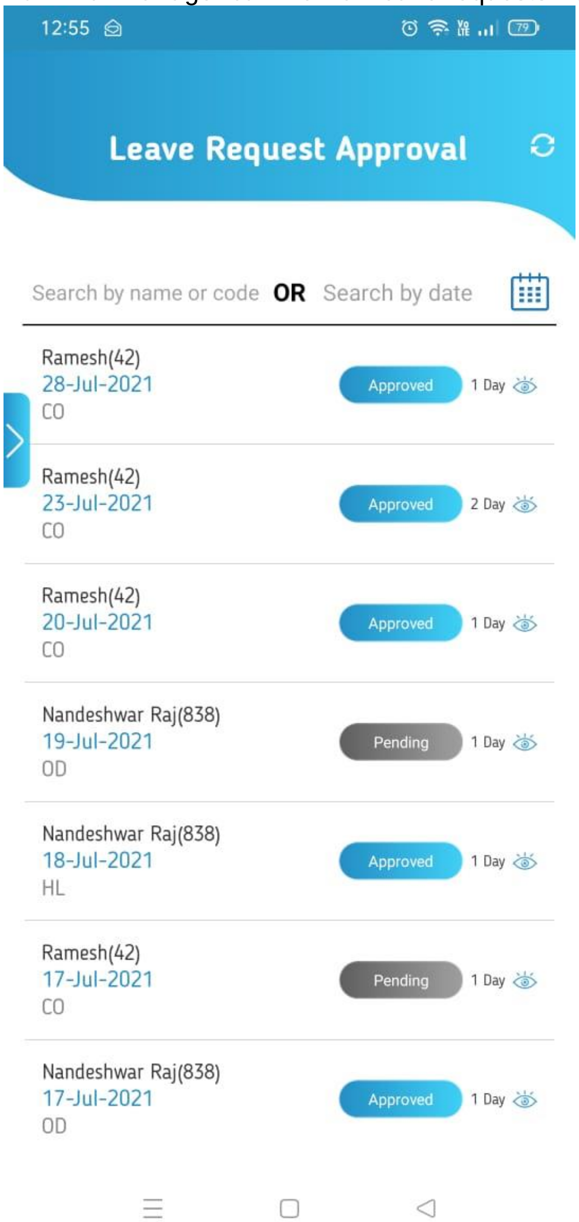


Admin or reporting manager can approve/reject your Web punch also if **web-punch approval is enabled** in Admin account settings.

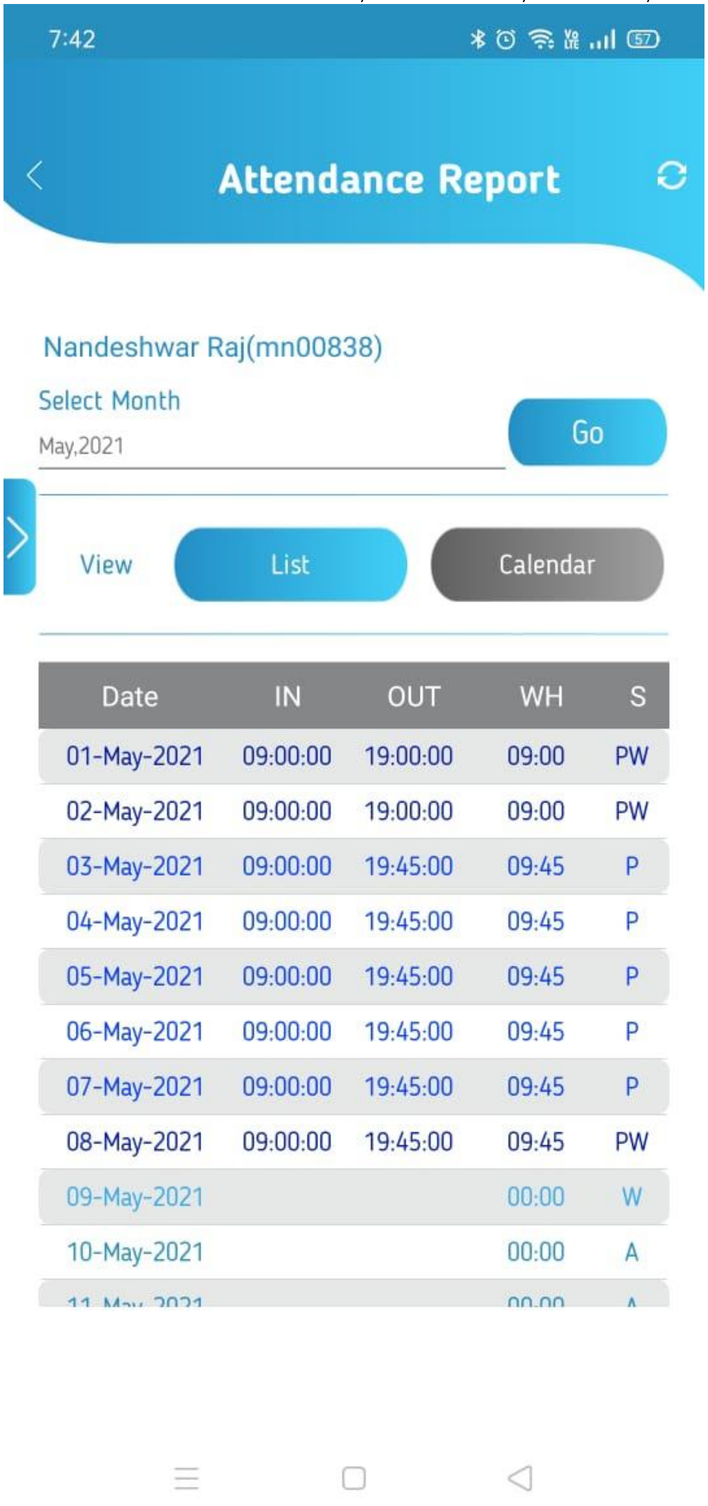
Admin or reporting manager can approve/reject/cancel your **leave request** anytime.



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



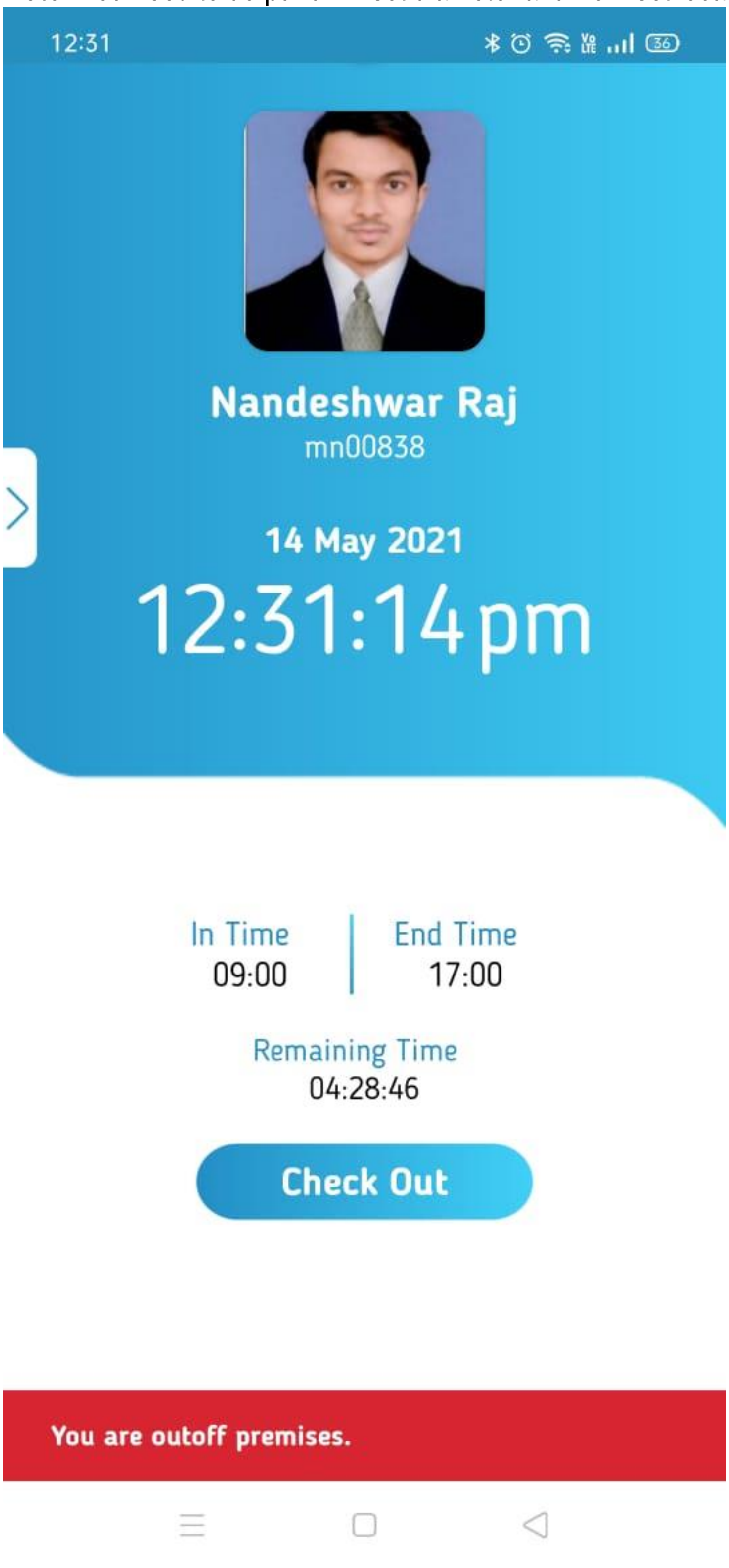
Click on **Attendance report** and it will show your monthly Punches report with final status in List form.
i.e PW—Present on Week-Off, W-Week-Off, A-Absent,HD-Halfday,HL-Holiday etc.



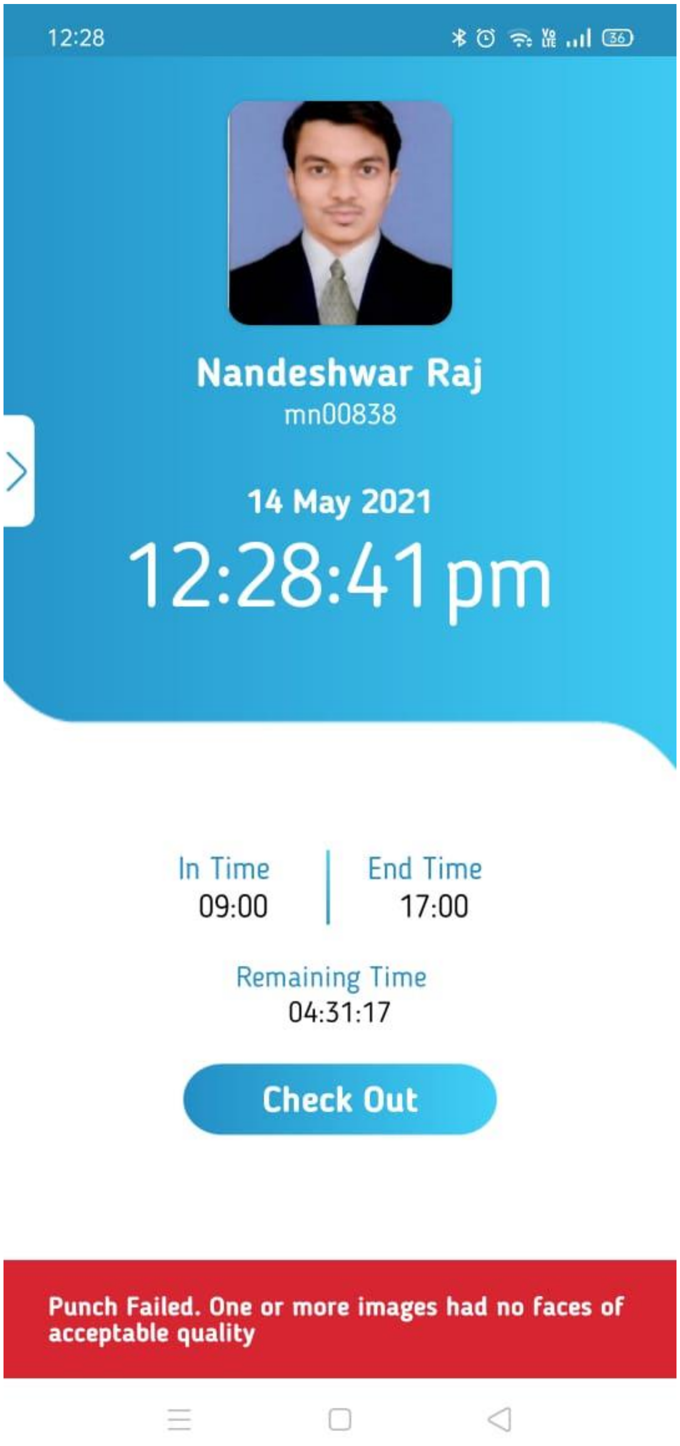
Click on **Attendance report** and it will show your monthly Punches report with final status in Calendar form.

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

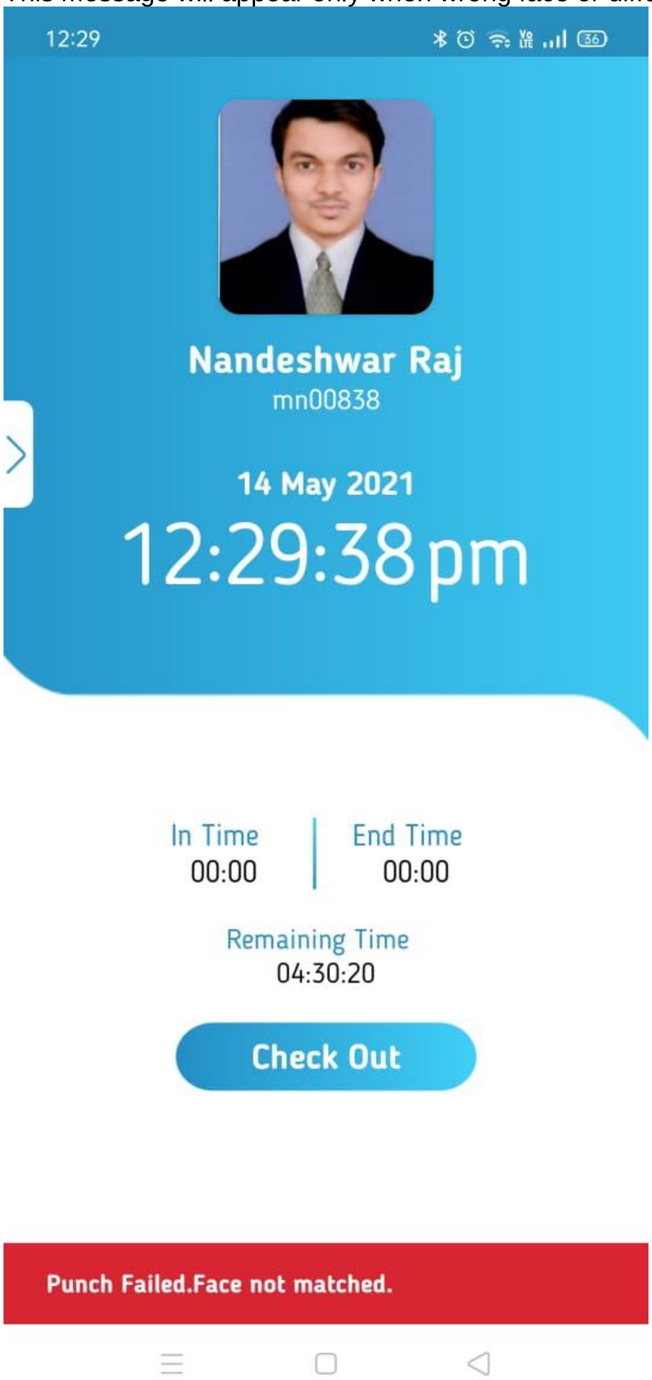
Note: You need to do punch in set diameter and from set location only as per **Geo-Fencing feature.**



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.

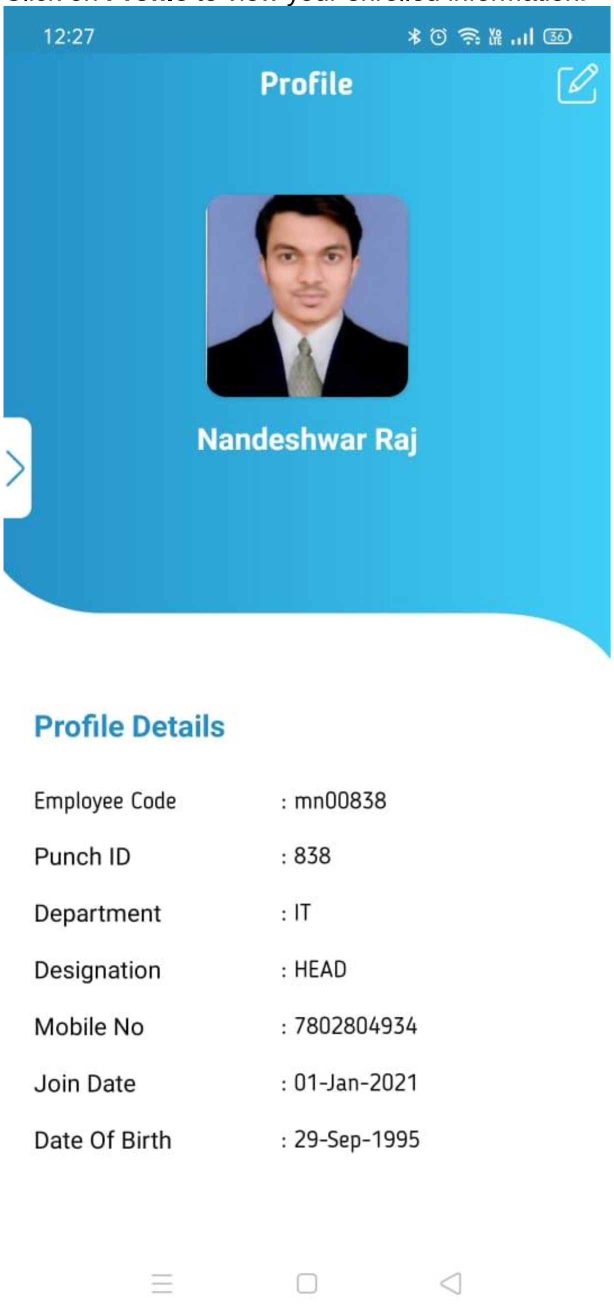


This message will appear only when wrong face or different person face used for punching.

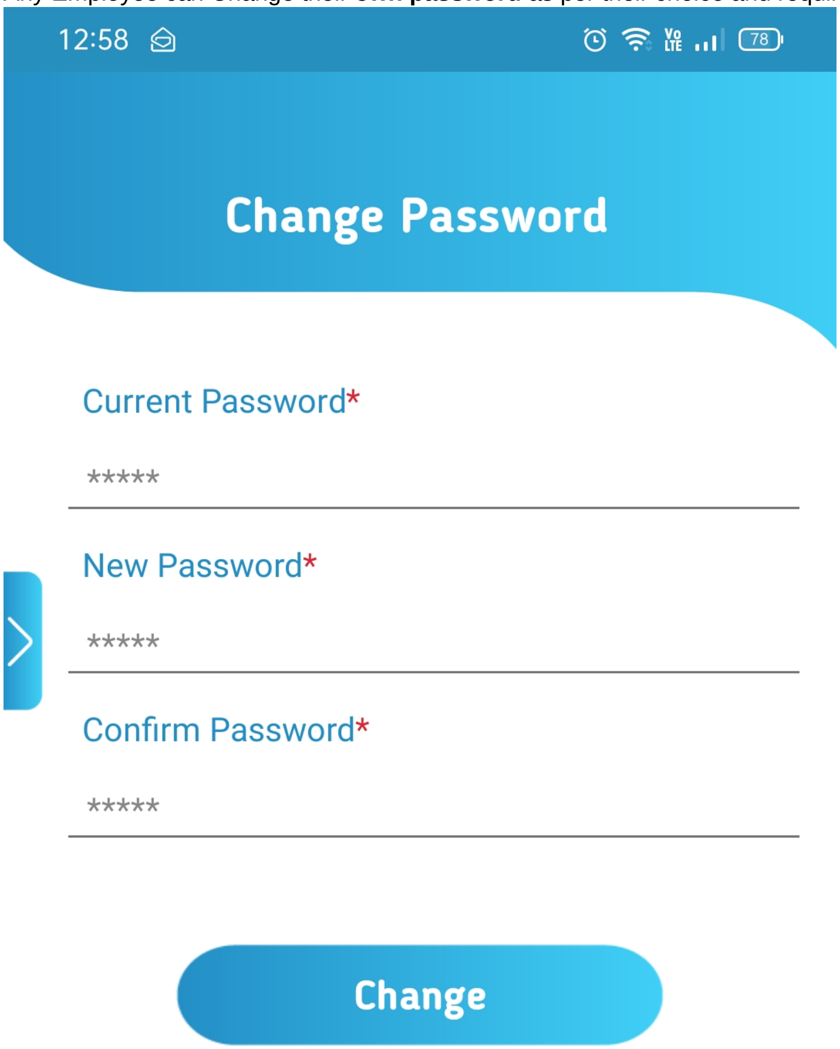


Click on **Holiday** to view the coming holidays which is set by your admin.

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



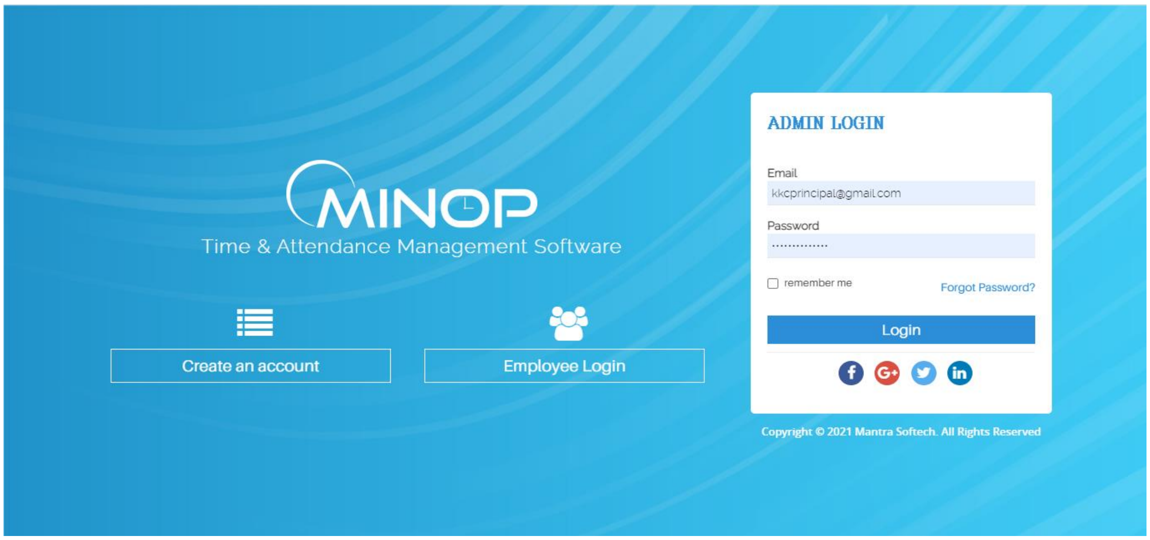
Any Employee can Change their **own password** as per their choice and requirement.



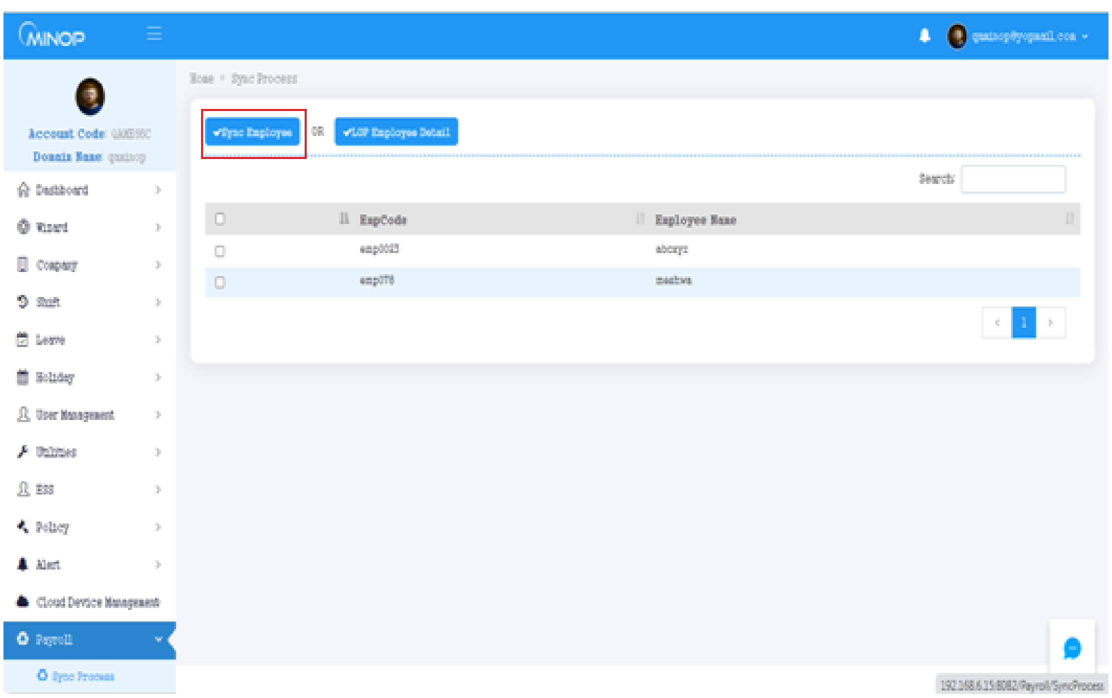
9. PAYROLL

Minop-greytHR LOP Integration Steps Workflow

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

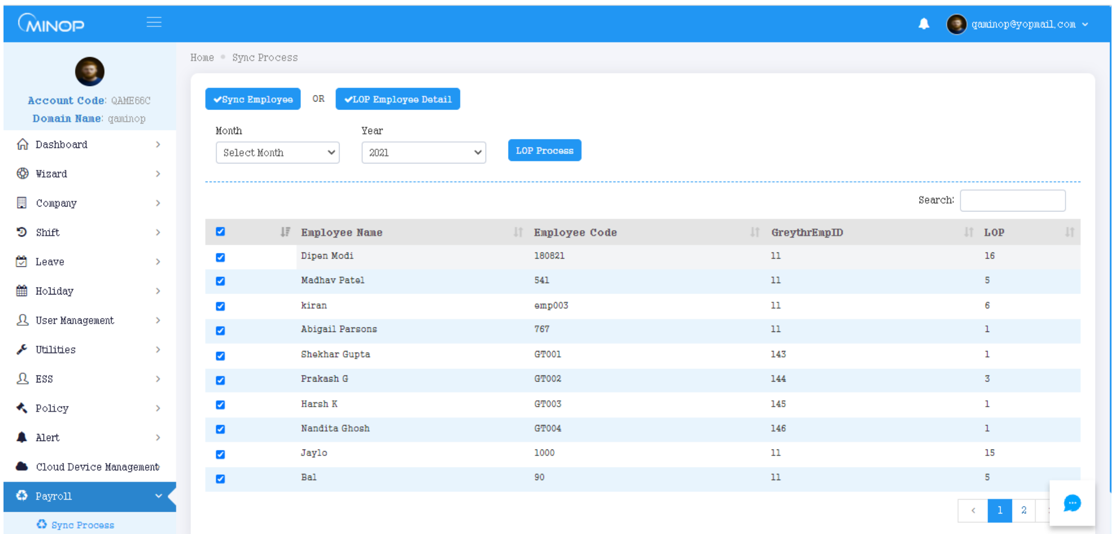


2. Click on Payroll --> **Sync Process**
First end user have to followed greytHR employee on boarding process then after this process should be worked.
Select employee from grid and press button **Sync Employee** for sync **greytHR ID** with Minop.



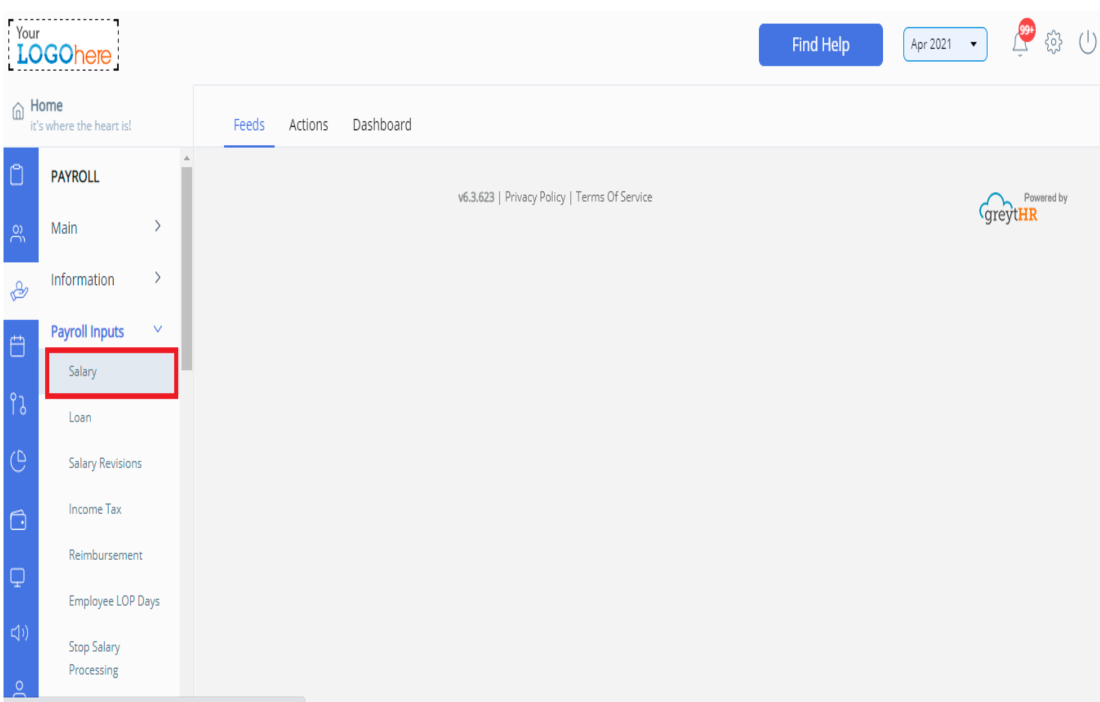
3. Click on **Employee LOP Detail**

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.

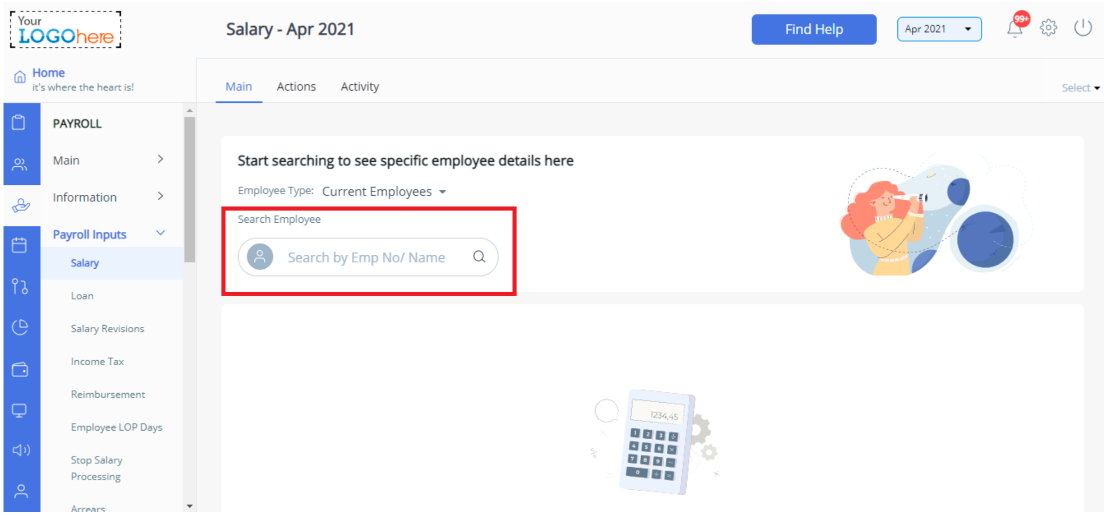


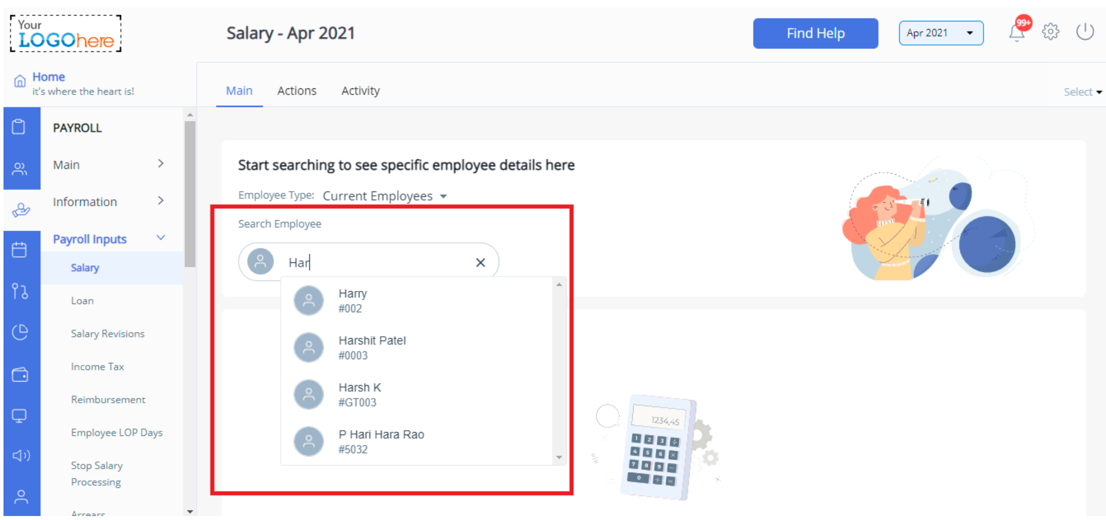
4. Login to your **Greythr portal** using admin username & password

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

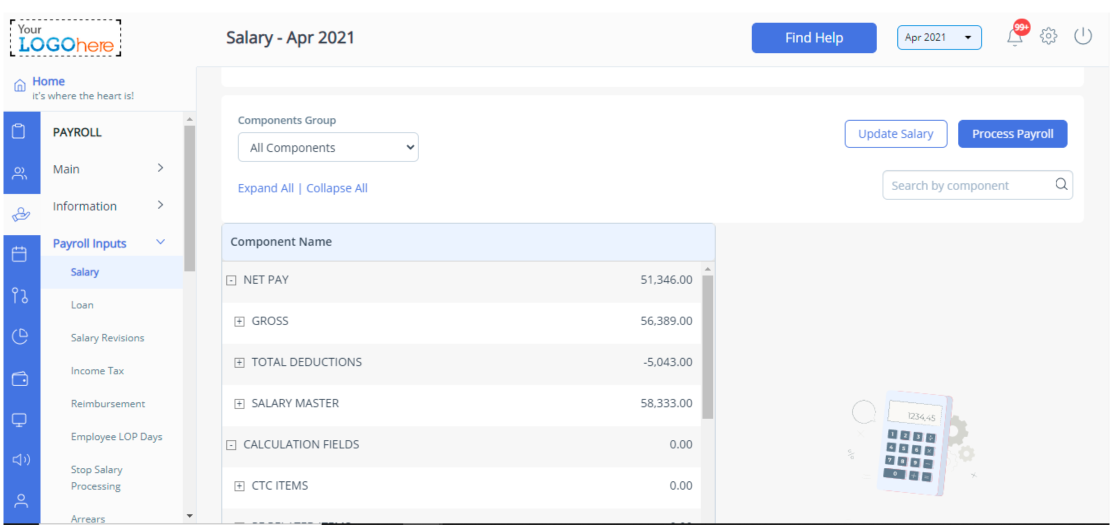


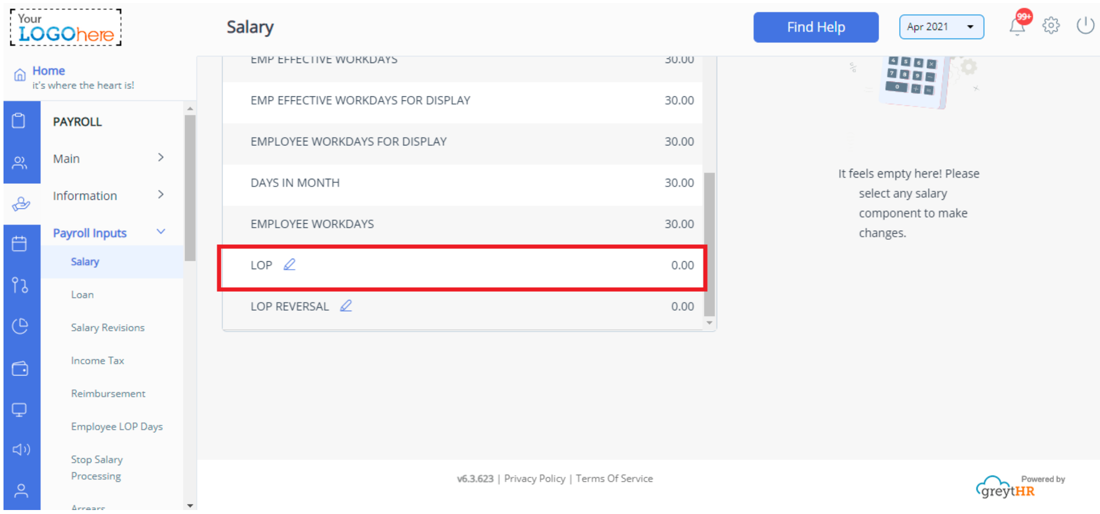
6. Search for the employee whose LOP has been updated using Employee Number or Name



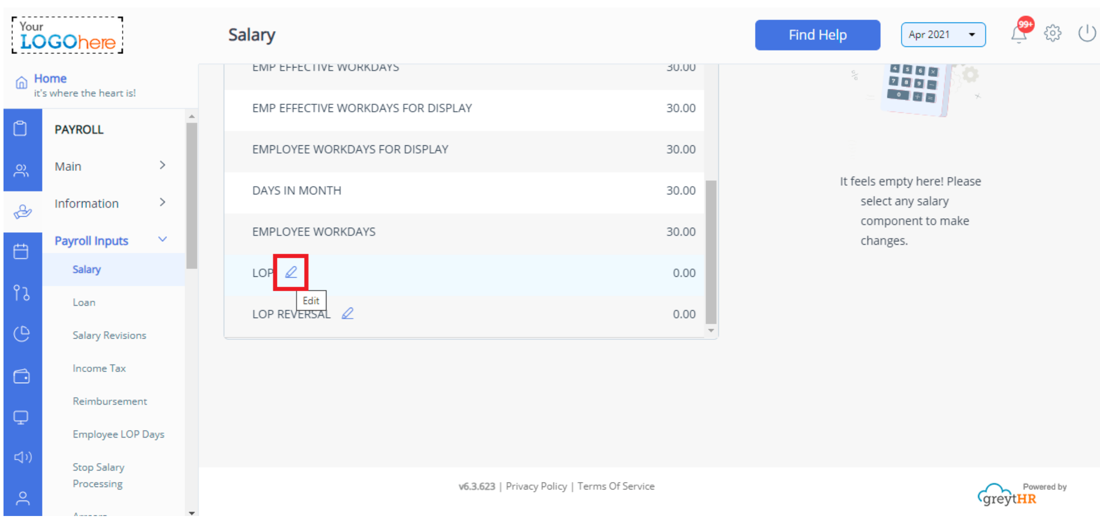


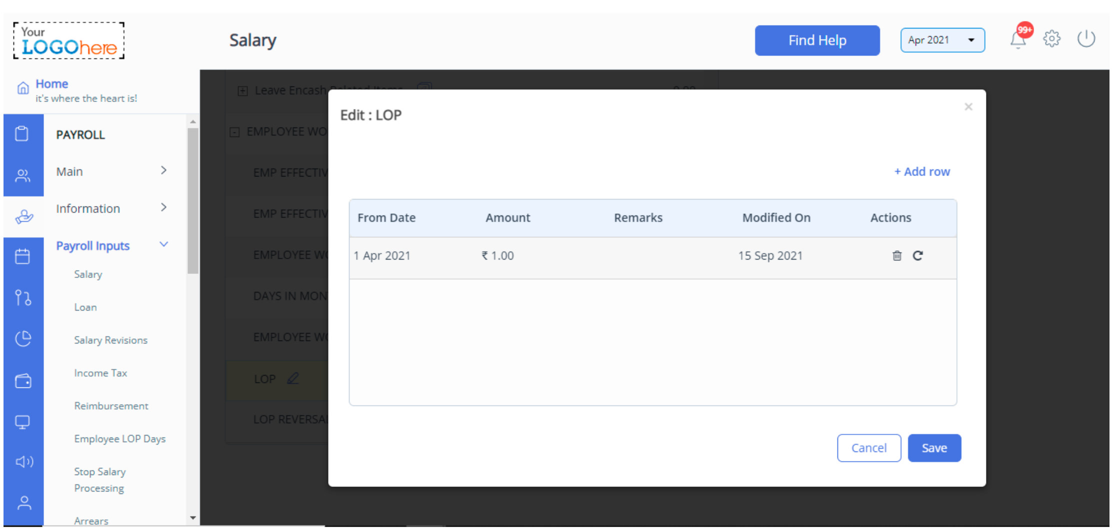
7. Scroll down on the salary components to view **LOP**





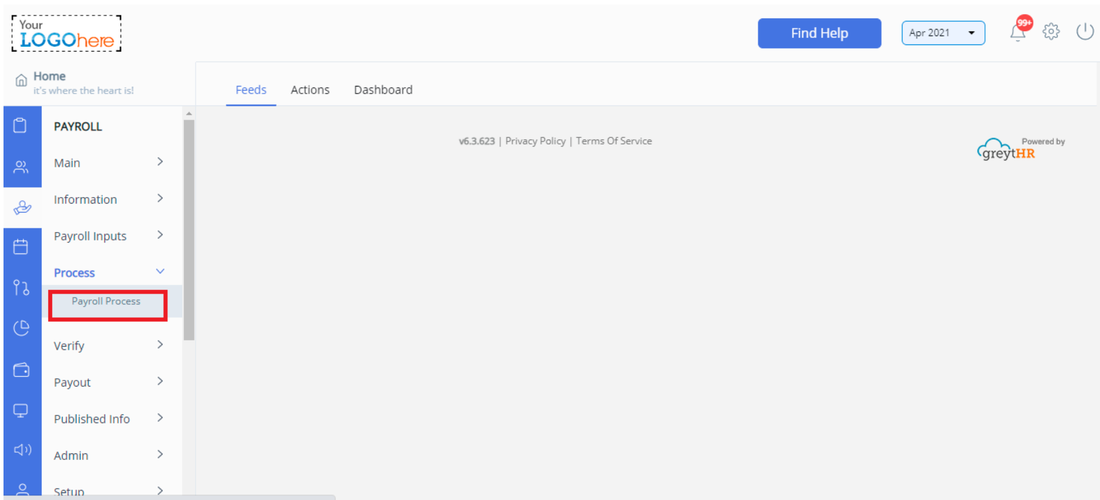
8. The **LOP** passed from Minop **will not** be updated before **payroll processing**. To check the value of LOP passed from Minop, click on the edit symbol -



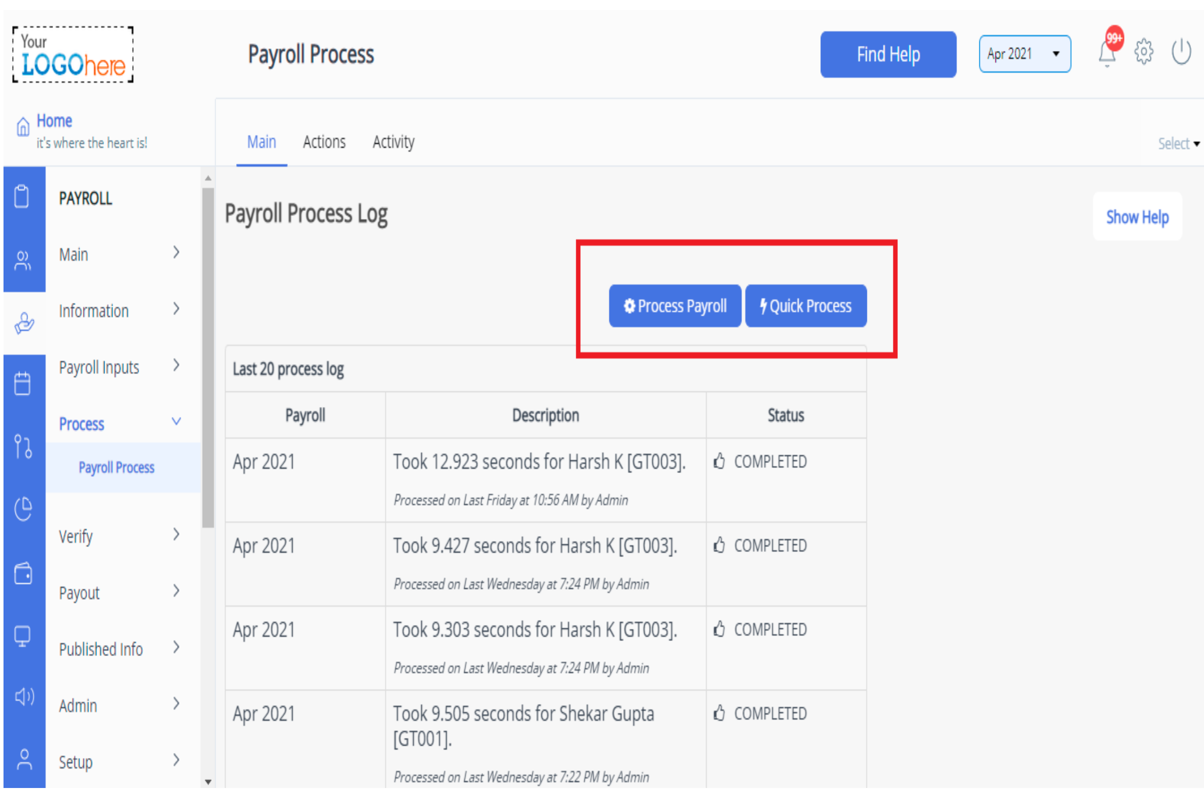


The above screen shows the **LOP passed** from Minop to Greythr through APIs. Please note that they payroll has to be processed for them to be effected in the salary.

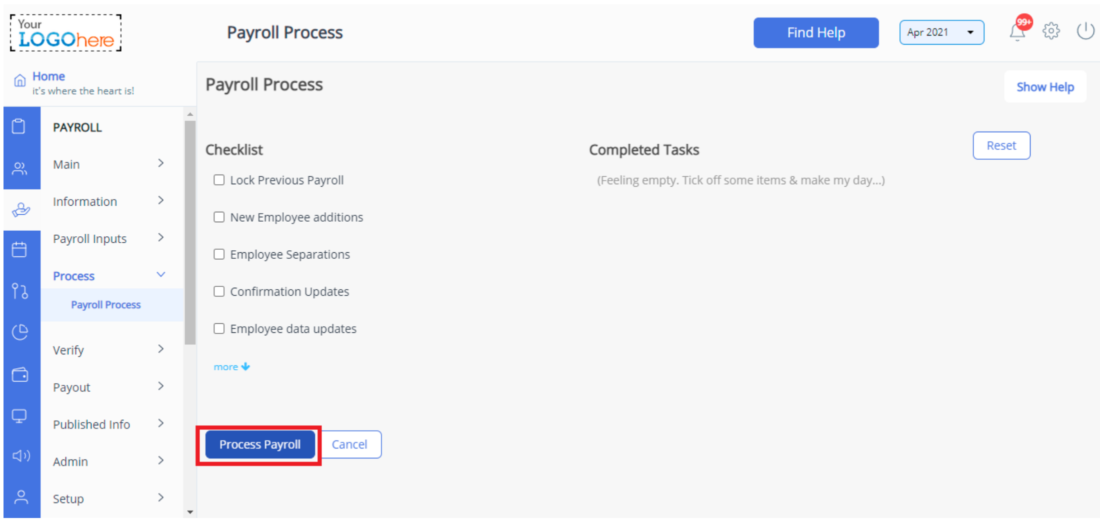
9. Process the **Payroll** in Greythr by going to Payroll --> Process --> **Payroll Process**

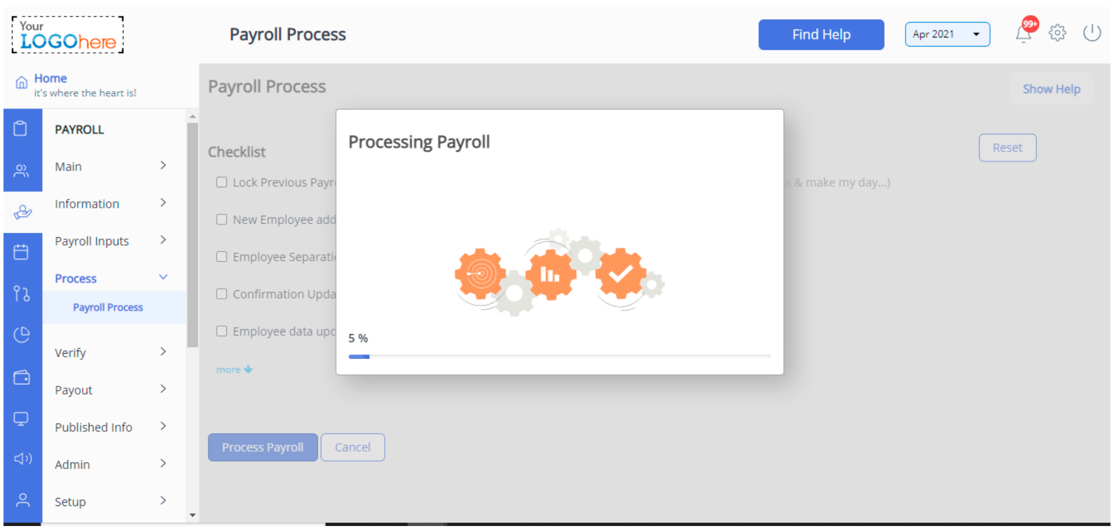


10. Click on **Process Payroll** or **Quick Process**

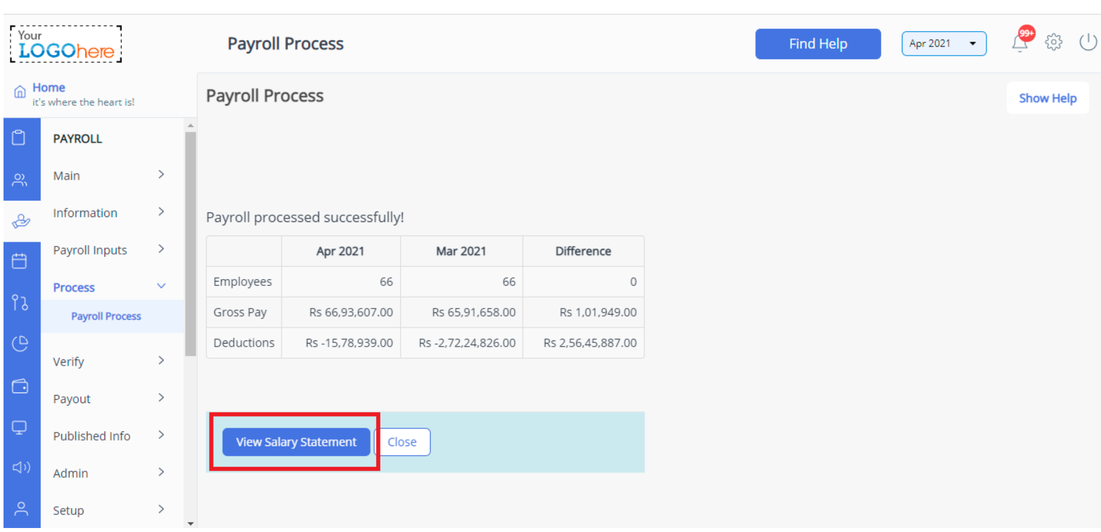


11. Click on **Process Payroll** after completing the checklist items

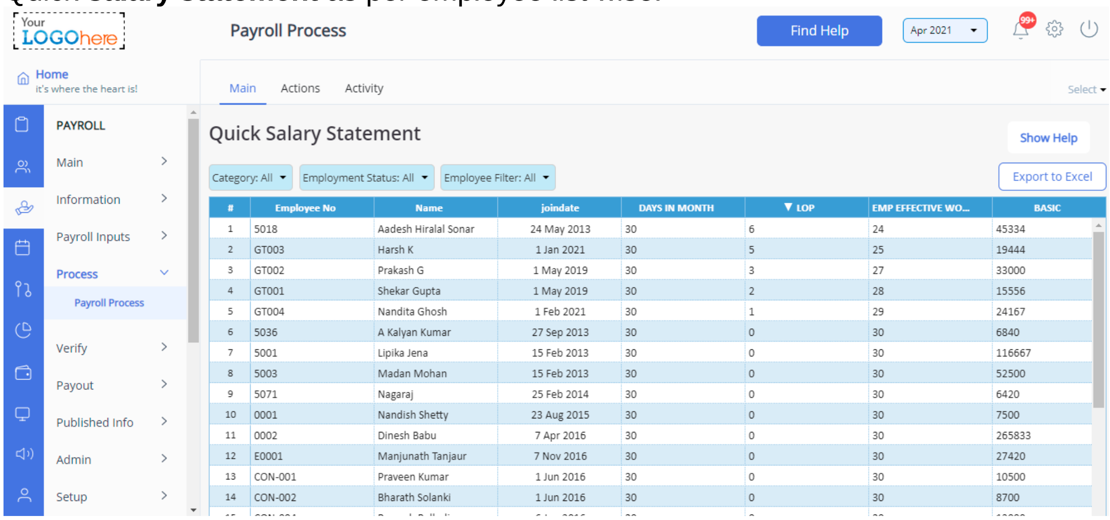




12 .After processing, Click on **View Salary Statement** to see the processed Salary & LOP days added. Export to Excel, if required.



Quick **salary statement** as per employee list wise.



#	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