BIOROLES

CloudTA

<u>USER MANUAL</u>

Website URL: <u>CLOUDTA ATTENDANCE | LOG IN</u>

LOGIN PAGE

This is the login page of our website. For login our website you will be write "Company Code", "User Name" and "Password" as you can see in this picture and click on the login button.

Registration Page

If you want to registration of your company then you have the facility to register yourself. Simply you will have to fill the detail of your company Name, company e-mail, company mobile no. , Username, Password, and company address. After that you will be Click on the registration   button.

You can fill all the detail of your company as show in given below picture and click on registration button.

When you will click on registration button a dialog box will appear on the screen, that will shows "registration of your created company is successful" and your company code will generate automatically.

After completion of registration you need to sign in your company with the help of company code, User Name, Password and you will also click on Log In button. You have the facility to save your password automatically on the website.

If you "**Forget your company password"** then a dialog box will appear on the screen and that shows **"your password has been send to your registered email id".** You will go to your Email Id and you will need to check your password.
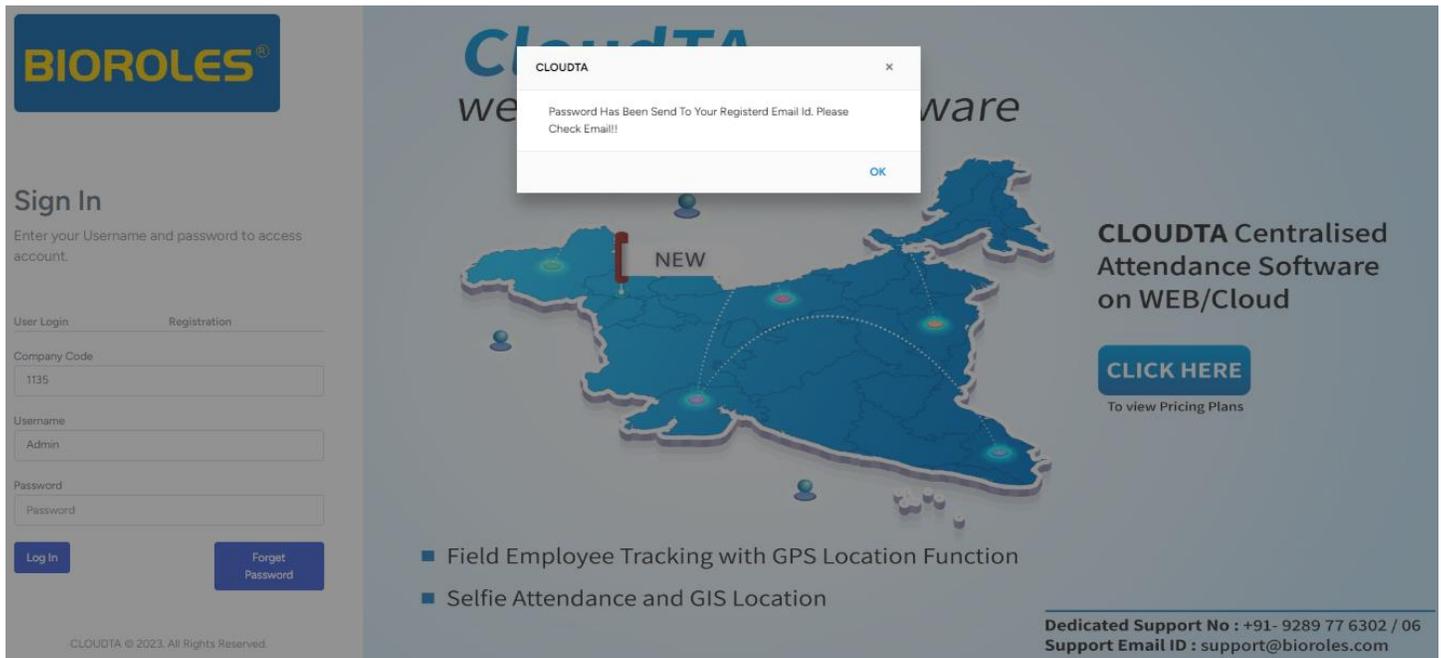
When you will check your email account then an email will shown you that contain your company password. You can see your password that you had forgot as shown in below dialog box.
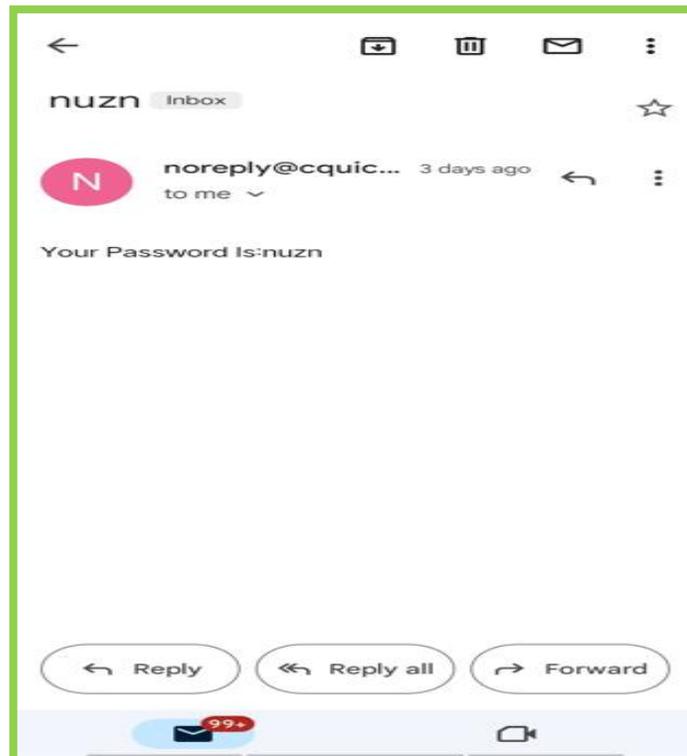
Dashboard

When you will sign in your company then you will reach on dashboard page. On dashboard page you can see all the details of your company employees and their related fields, that is shown in given below (you can also see in below picture).

(1) Total Employees
(2) Total Present Employees
(3) Total Absent Employees
(4) Total Employees on leave
(5) Total Companies
(6) Total Branches
(7) Total Departments
(8) Total Sections
(9) Total Categories
(10) Total Grades
(11)Total Shifts
(12) Total Machine status that is Online or Offline
(13) Department Wise Attendance Chart with the help of "Bar Graph"
(14) Today Attendance Chart with percentage of present and absent
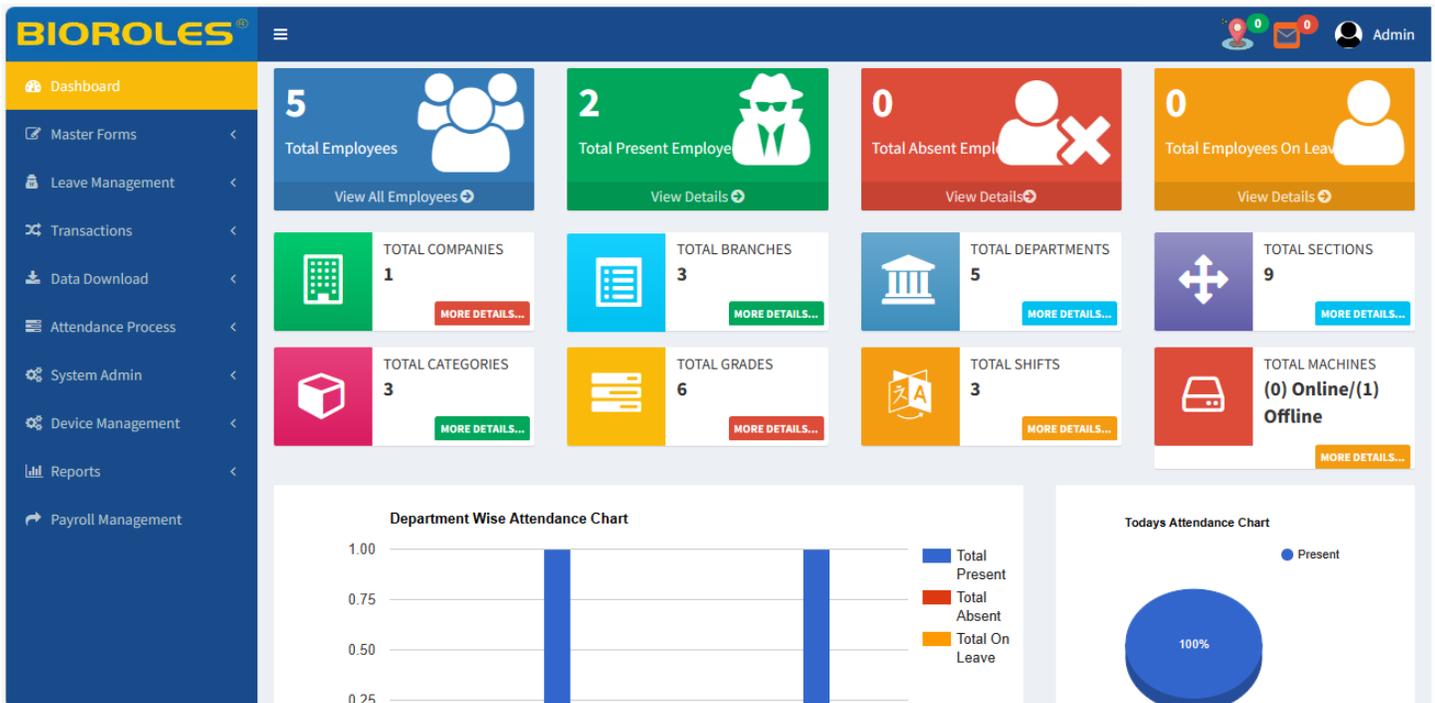
Anytime you can click any field to see the details like total employee, status of present and absent, total company, total department, total branch, total sections, total categories etc. field.

Other than this you can see the attendance department wise and pending leave application detail.

Machine Punch Status:- You can also see the machine punch status on home page. The dialog box has shown in below.

Master Form

(1) **Company Master:-** In this record you can easily see that how many company you have created. You have the facility to "**ADD NEW**" company anytime. In this record you can see the company name, contact no., email id, address & action detail. You can see each and every detail in ascending and descending order with the help of upper and down arrow, and search any text /numeric value with the help of search bar.

Other than this you can see these button on right hand side, that is used to Edit, Activate/Deactivate, delete the detail of your company. In the above area you can see the status of your all company no. of count, activates company, deactivate company that is also shown in these button.

Add New Company:- To add a new company, you will click on [ADD NEW +] button.

After that you will have seen a dialog box that is shown in given below. In this area you have to fill the detail of your company like company name, contact no. , address, GST number, License number of company, registration number, payment type, email Id etc.

Company Details

Company Name	Sharda Group & Company ★	Company Short Name	Sharda Group
Contact No	9696857485	Email Id	shardagroup11@gmail.com
Address	Rajeev Chowk, New Delhi		
Website	https://www.shardagroup.com	Payment Type	NEFT
GST Number	07AAAAA1234A1Z1	VAT Number	DE123456789.
PF Number	MABAN00000640000000125	ESI Number	31001234560000001
PAN Number	DEERR4422V	TAN Number	PDES03028F
LICENCE Number	2023-023G	Registration Number	09876543
Prefix Code	1		

CANCEL   SAVE

you have the facility to export your company detail in Pdf & Excel format that is show in below picture.

Excel Format

Company Name	Contact No	Email Id	Address
Bioroles Automation	9289776306	support@bioroles.com	F90/o Okhla phase 1delhi 11020
SOFTWARE TECHNOLOGY SYSTEM Pvt.	9289776300	STS@TECHNO.COM	KALKAJI PHASE 3 Delhi 110019
Sharda Group & Company	9696857485	shardagroup11@gmail.com	Rajeev Chowk, New Delhi

Pdf List

Company Name	Contact No	Email Id	Address	Action
Bioroles Automation	9289776306	support@bioroles.com	F90/o Okhla phase 1delhi 110	
Sharda Group & Company	9696857485	shardagroup11@gmail.com	Rajeev Chowk, New Delhi	
SOFTWARE TECHNOLOGY	9289776300	STS@TECHNO.COM	KALKAJI PHASE 3 Delhi 110(	

If you have large amount of companies and if you want to see all the companies list then you will click on show entries drop down arrow and click on All entries, then you can see all companies detail on the website.

Show [All ▾] entries
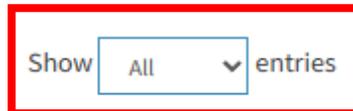
You can see the companies status/details according to your wish, like 10, 20 , 25, 50, All and number of entries that are showing on the screen.

Showing 1 to 5 of 5 entries

Show [All ▾]
10
20
25
50
All
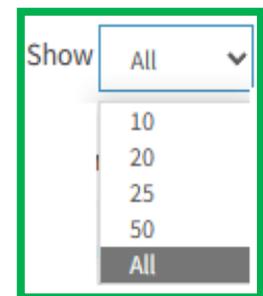
(2) Branch Master:- In branch master you can see the detail of all branch that you had created. In this section you will see the branch name, contact no., email Id, address, & action. You can arrange your branch in ascending and descending order according to your wish.

Add New Branch:- To add a new branch you have to click on "**ADD NEW**" button and you will need to fill a few detail like branch name, branch address, manager name, contact no. of branch & manager, email Id etc.

You have the facility to activate, deactivate, delete the branch as your wish. Other than this At anytime you have the facility to export your branch in "Excel and Pdf" format, and these images are shown in given below.

Excel Format of Branch List

Branch Name	Contact No	Email Id	Address
Delhi Branch	9289776302	support@bioroles.com	F90/9 okhla phase 1 delhi 110020
HR Branch	9289776302	support@bioroles.com	GURGAON
UP Branch	9289776302	support@bioroles.com	Noida Sec 63

Pdf of Branch List

Branch Name	Contact No	Email Id	Address	Action
Delhi Branch	9289776302	support@bioroles.com	F90/9 okhla phase 1 delhi 110	
HR Branch	9289776302	support@bioroles.com	GURGAON	
UP Branch	9289776302	support@bioroles.com	Noida Sec 63	

(3) Department Master :- In department master you have the facility to add one or more than one department & that is depend on your wish. In department master area you can see the department name, Hod (Head of the department) Name, HOD Contact no. , HOD Email. Other than this you can add new department and do export your department list in Excel and Pdf format. Activation, deactivation, Modification and deletion of department shall remains the same. The image we are shairing for your reference in below area.

Add New Department:- To add a new department first you will click on **"ADD NEW"** button and need to fill the detail of your department name, HOD Name, HOD Pay Code, Contact No, and Email that is also shown in below area.

Excel Format of Department List

Department Name	Hod Name	Hod Contact No	Hod Email
Account Branch			
IT Department	Mahesh	9289776302	support@bioroles.com
Marketing			
Technical Support			
Technical Support De	Ashish	9289776306	support@bioroles.com

Pdf of Department List

Department Name	Hod Name	Hod Contact No	Hod Email	Action
Account Branch				
IT Department	Mahesh	9289776302	support@bioroles.com	
Marketing				
Technical Support				
Technical Support De	Ashish	9289776306	support@bioroles.com	

(4) Designation Master :- In designation master you have the facility to add new designation / post of your employee. You can everytime activate, deactivate, modify & delete any designation name according to your wish. You can see the detail of designation name in the image that is shown in given below.

Add New Designation:- If you want to add new designation than you will be click on **"ADD NEW"** button a dialog box will be shown on you screen. In this dialog box you need to enter the name of designation of your employee that is shown in below area.

If you need to export designation of employee then you can export this in excel and pdf format.

(5) Section Master:- In section master you have the facility to add section name. Section name may be different like department wise section, Branch wise section etc. An image of section is shown in below area.

If you need to create or add a new section then you will click on "ADD NEW" button and you will enter the name of your section that is also shown in below dialog box.
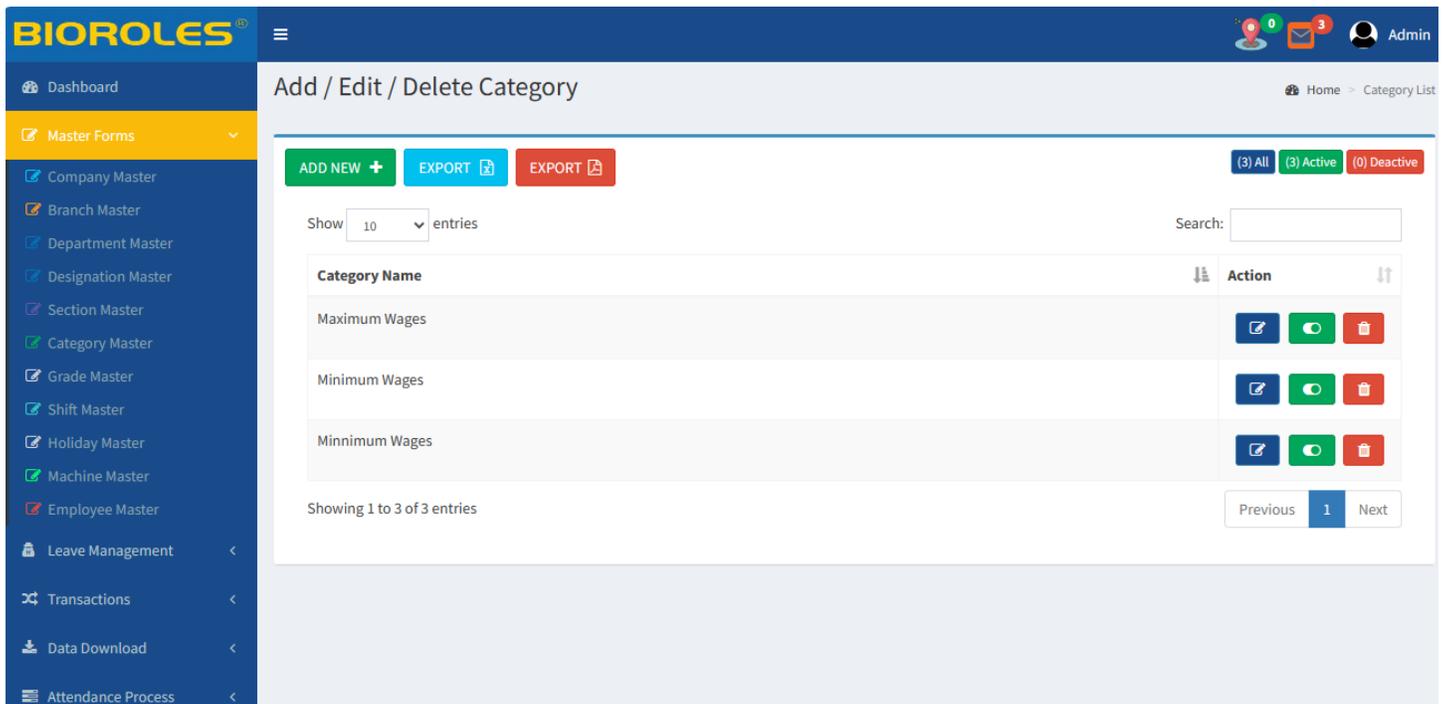
Section Details

Section Name

Tehnical Support Section -B   *

CANCEL   SAVE

Everytime you will have the facility to export your section in pdf & excel format.

| Section Name |
|---|
| Account Section A |
| HR Section -A |
| Marketing Section A |
| Marketing Section B |
| Marketing Section-A |
| Marketing Section-B |
| Technical Support Section B |
| Tehnical Support Section -A |
| Tehnical Support Section -B |

Section Name
Account Section A
HR Section -A
Marketing Section A
Marketing Section B
Marketing Section-A
Marketing Section-B
Technical Support Section B
Tehnical Support Section -A
Tehnical Support Section -B

(6) Category Master:- In category master you can add the category of your employee. The dialox box of category with detail has shown in given below.
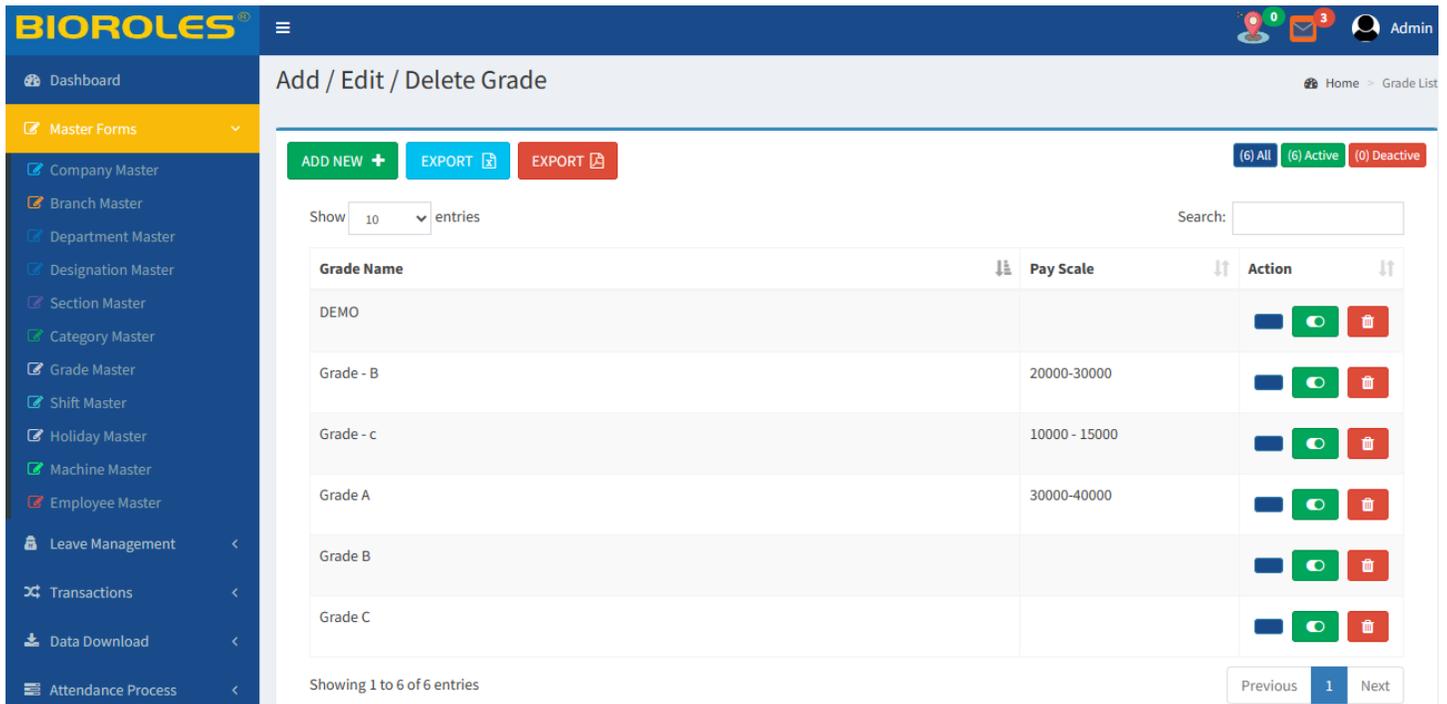

If you want to add new category of employee then first you will click on **"ADD NEW"** button and after that a dialog box will appear your on the screen. You will enter the category name.
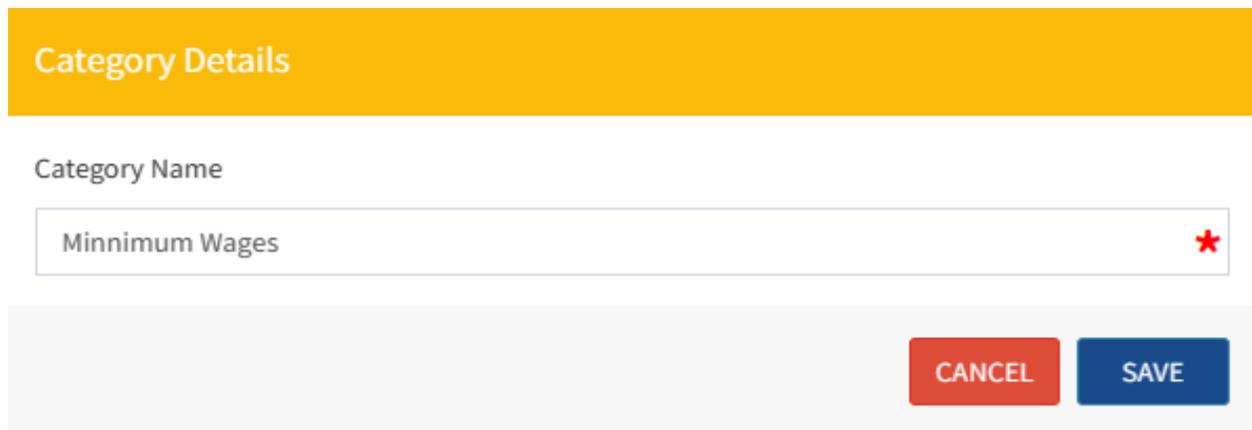
(6) Grade Master:- In grade master you have the facility to enter the grade of your employee. You can see the detail of grade with grade name and pay scale wise in given below image.
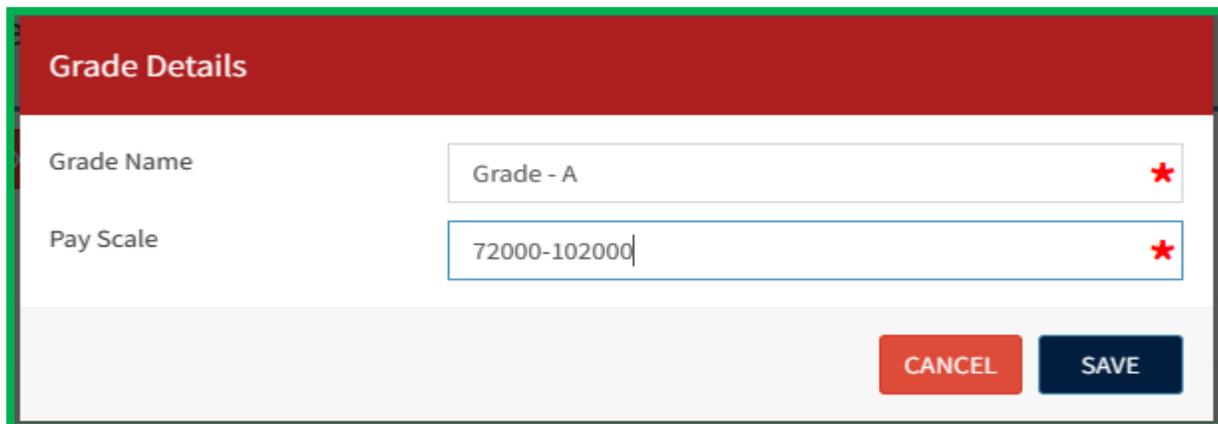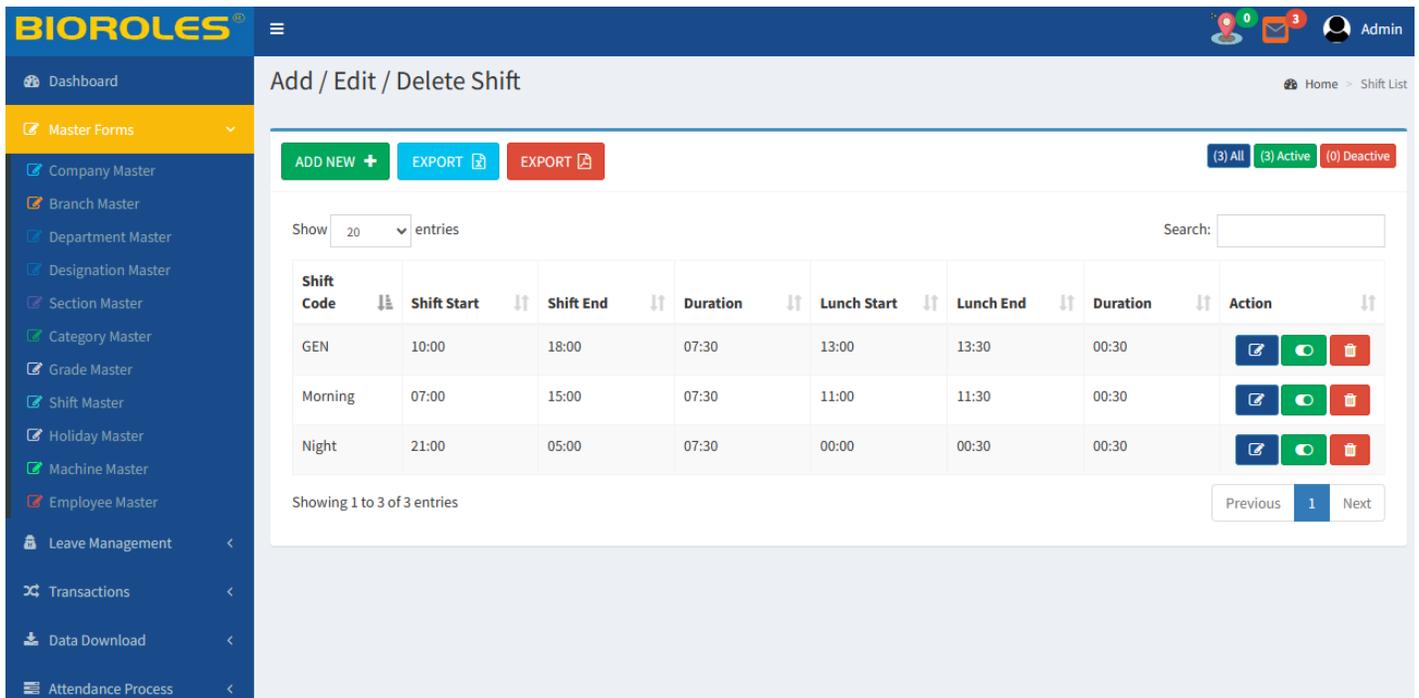

Add New Grade:- If you want to add new grade in your grade list then first you will click on **"ADD NEW"** button. After that a dialog box will appear on the screen. In this dialog box you will be enter the grade and pay scale of the employee and click on save button.

(7) **Shift Master:-** In shift master you can add shift of your company employee with according to your wish in shift master report you can see the shift start time, shift end time, duration, lunch start & end time and total duration of working hour. Anytime you can activate, deactivate, edits and delete any shift detail with the help of these three ⌨ ⬤ 🗑 button. You can set the status of shift in ascending and descending order with the help of upper and down arrow.

Add New Shift:- If You want to add new shift in shift master then you can do this with the help of **"ADD NEW"** button. When you will click on add new button a dialog box will shown you. In this dialog box you will be mention & choose the shift code, company name, branch name, over time, shift start & end time etc detail. After you can see the detail that you had filled.
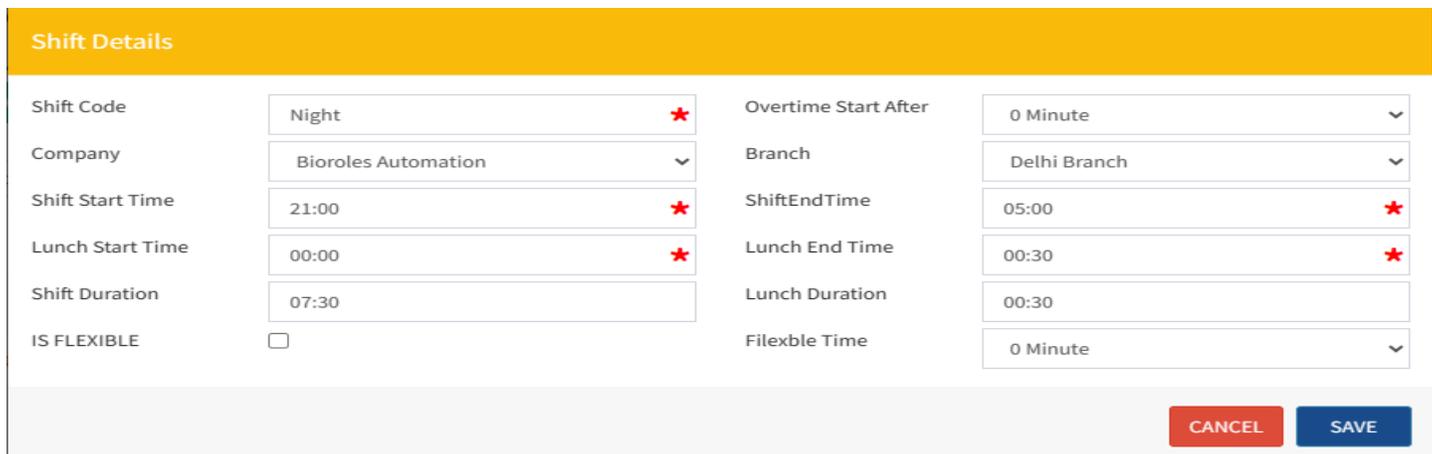
Anytime you can export your shift detail in "Excel and PDF" format. Image of Excel and pdf format are shown in given below for your reference.

Excel Format of Shift detail

Shift Code	Shift Start	Shift End	Duration	Lunch Start	Lunch End	Duration
01	09:00	19:00	09:30	14:00	14:30	00:30
02	10:00	20:00	09:30	14:00	14:30	00:30
03	08:00	20:00	11:00	13:00	14:00	01:00
04	09:30	18:30	08:30	14:00	14:30	00:30
05	10:00	21:00	10:30	14:00	14:30	00:30
06	09:00	18:00	08:30	14:00	14:30	00:30

PDF of Shift detail

Shift Code	Shift Start	Shift End	Duration	Lunch Start	Lunch End	Duration	Action
GEN	10:00	18:00	07:30	13:00	13:30	00:30	
Morning	07:00	15:00	07:30	11:00	11:30	00:30	
Night	21:00	05:00	07:30	00:00	00:30	00:30	

(8) Holiday Master :- In holiday master you can see the detail of holiday. In this detail you can see the holiday name, holiday from date to till date. You have the facility to add, delete or modify any festivals/holidays according to your wish.

Add New Holiday:- If you want to add new holiday in holiday list then first you will be click on "**ADD NEW**" button. After that a dialog box will be shown you. In this dialog box you have the facility to select any one or more than company, anyone branch or more than one branch. After that you will be fill the holiday name, description of holiday, date of holiday from date to till date and If you want to give the over time of your employee for one or more than one days the you will be mention this in "OT Factor" and date of adjustment.

At Anytime you can export holidays list in Excel and Pdf Format that is shown in given below.

Excel format of Holidays List

Holiday Name	Holiday From	Holiday To
Diwali	12 Nov 2023	12 Nov 2023
Gandhi Jayanti	02 Oct 2023	02 Oct 2023
Independence Day	15 Aug 2023	15 Aug 2023
Raksha Bandhan	30 Aug 2023	30 Aug 2023
Republic Day	26 Jan 2023	26 Jan 2023

Pdf of Holidays List

Holiday Name	Holiday From	Holiday To	Action
Diwali	12 Nov 2023	12 Nov 2023	
Gandhi Jayanti	02 Oct 2023	02 Oct 2023	
Independence Day	15 Aug 2023	15 Aug 2023	
Raksha Bandhan	30 Aug 2023	30 Aug 2023	
Republic Day	26 Jan 2023	26 Jan 2023	

(9) **Machine Master :-** In machine master you can see the status of machine/machines that is/are online or offline with the help of green and red colour. Green colour shows that your machine/machines is/are online and working properly manner and red colour shows that your machine/machines is/are offline and it not working yet. In this image you can see the IP address of machine, machine name, model no. serial no. , last punch time of any person. Other than this you can modify or delete the detail of machine according to your wish.
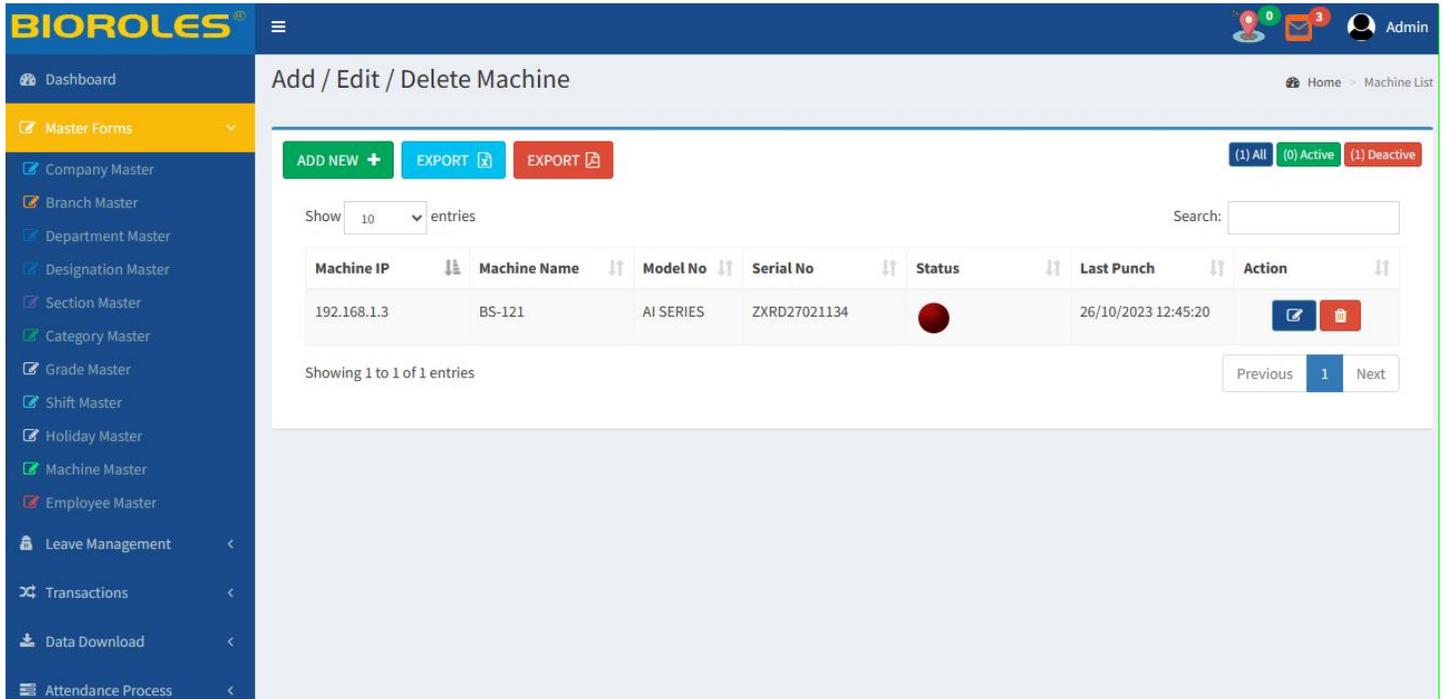
At anytime you have the facility to export your machine detail in "Excel and Pdf "format. Images of excel and pdf format are shown in given below.

<u>**Excel format of Machine detail**</u>

Machine IP	Machine Name	Model No	Serial No	Status	Last Punch
192.168.1.3	BS-121	AI SERIES	ZXRD27021134	Active	26/10/2023 12:45:20

<u>**Pdf of Machine detail**</u>

(10) **Employee Master:-** If you want to add any employee in employee master then first you will be click on "ADD NEW" button. In employee master you have the facility to complete all the detail of your employee. To complete the information of your employee you need to fill all the six category that are shown in given below.

(1) Shift & WO setup   (2) Official Detail   (3) Personal Detail

(4) Time office setup   (5) Time office policies   (6) Other Details

(1) **Shift & WO setup:-** In shift master & weekly off setup, you have the facility to choose employee shift type, start time and end time, pattern of shift. Other than this if you want to run auto shift in your company or branch then you can do this here and also you can add first and second weekly off. In second weekly off days You need to click on check box. You can see the remaining days of shift and shift change detail after seven days and click on save button.

(2) **Official Detail:-** In this section you will do enter employee Id, pay code, employee name, guardian name, selection of company, branch, department, category, section, grade, designation of employee, Date of joining, PF No. , ESI No. , Experience etc. Anytime you can add employee photo/image according to your wish and you will click on save button. Its filled details are shown in below image.

(3) **Personal Detail:-** In this section you will enter the employee personal information like DOB, Password, Blood Group, Contact No., Aadhaar No. Permanent Address, Temporary address, Bank Name, IFSC code, Qualification etc. and you will be click on save button.

(4) **Time Office Setup**:- In this section you can set a few permission of your employee like as late arrival time, early departure time, out punch after shift end, Half day mark end, working hour of Half day, No. of late days, overtime rate etc.

(5) **Time Office Policies**:- In this section you can set end time of in-punch, end time of out-punch, early minute auto shift, late minute auto shift, duration of work, etc. detail.

Some other features are shown in below field.

(i) MarkAWAasAAA**:-** If an employee is not coming from many days like 2/3/4 days etc. then you can give them MarkAWAasAAA. The meaning of MarkAWAasAAA is given below.

It is "Mark Absent Weekly Absent" & AAA Means "Absent, Absent, Absent.

(ii) MarkAHAasAAA**:-** If your employee is not coming on holiday, before a day and after a day then you have the facility to give them MarkAHAasAAA. The full form of MarkAHAasAAA is shown in given below.

MarkAHA means "Mark as "Absent Holiday Absent" & AAA = "Absent, Absent, Absent"

At last you can save all the details that you will given to you of your employee.

(6) **Other Details:-** In this section you can give a few detail of your parents like their name, contact no. , insurance no. , nominee name, email address etc. The image of this dialog has shown in given below.

When you would add your employee with the help of "ADD NEW" button then you can see the information of your employee like employee name, paycode, card no. , company name, branch etc. field. For this a dialog has shown in below area.

Other than this anytime you have the facility to export your employee detail in excel and pdf format. You can see here the excel report of your employee and same as pdf report.

Employee Name	Pay Code	Card No.	Company	Branch	Department
Ashish	2	0000 0002	Bioroles Automation	Delhi Branch	Technical Support
Himanshu Negi	3	0000 0003	Bioroles Automation	UP Branch	Marketing
Mahesh	1	0000 0001	Bioroles Automation	Delhi Branch	IT Department
MD Eanyat	4	0000 0004	Bioroles Automation	Delhi Branch	Marketing
pradeep Bhist	5	0000 0005	Bioroles Automation	Delhi Branch	Account Branch

You can search any employee detail with the help of search textarea box.

LEAVE MANAGEMENT

Leave management are divided into six sections that is shown in given below.

(1) Leave Master   (2) New Leave Application (3) All Leave Application List
(4) Monthly Leave Sanction   (5) yearly Leave Sanction   (6) Leave Synchronization

(1) Leave Master :- In leave master you can see the leave type, leave code, leave description, leave field etc. detail in below dialog box.

If you want to add a new leave then you will click on "ADD NEW" button and need to fill a few detail of leave.

Anytime you have the facility to export your leave detail in excel and pdf format.

Excel List of Leave

Leave Code	Leave Description	Leave Type	Weekoff Include	Holiday Include
CL	Casual Leave	Leave	Yes	No
GENERAL	General	Leave	No	No
ML	Medical Leave	Leave	No	No
SL	Sick Leave	Leave	No	No

Pdf List of Leave

Leave Code	Leave Description	Leave Type	Weekoff Include	Holiday Include	Action
CL	Casual Leave	Leave	Yes	No	
GENERAL	General	Leave	No	No	
ML	Medical Leave	Leave	No	No	
SL	Sick Leave	Leave	No	No	

(2) **New Leave Application:-** In this sub menu you have the facility to give leave of your employee. First you need to select employee name, application date, from date to till date, type of leave and reason of leave. The dialog box of leave application has shown in below area.

(3) **All Leave Application List:-** In this sub menu admin has the facility to approve, Reject and pending leave of their employee and they can add remark accordingly.

(4) **Monthly Leave Sanction**:- In this section employer/admin has the facility to select his/her company. You have the facility to apply the filter employee wise, branch wise, department wise, category wise, grade wise, section wise and you can choose the selected person, branch, department, category etc. In right hand side you can see the name of employee which you had selected.

In leave sanction detail you have the facility to select anytype of leave and mention your leave that you want to give your employee in a month. You need to select the month only and click on save button.

(5) Yearly Leave Sanction:- Same as monthly leave sanction, employer/admin has the facility to mention there employee leave year wise. You have the facility to select any one company or more than one company. Other than this you have the facility to apply the filter employee wise, branch wise, department wise, section wise, category wise, grade wise and only you will select the name of employee, branch, department etc terms.

 In leave sanction detail you have the facility to select anytype of leave and mention your leave that you want to give your employee in a year. You need to select the year and click on save button.

(6) **Leave Synchronization:-** In this section you can synchronize your leave detail year wise. Only you need to select the year and save it.

TRANSACTIONS

Transactions details are categorized into six section whose details are given below.

(1) Miss Punch Entry   (2) Out Duty Punch Entry   (3) Manual Punch Upload

(4) Manual Shift Change   (5) Manual Shift Exchange   (6) GPS Punch Approval

(1) **Miss Punch Entry**:- In miss punch entry admin/employer has the facility to enter the detail of your employee whose punch could not be taken by the machine, then you can enter his/her attendance in this field. You need to enter the punch date & time of any employee. The image has shown in below area.

(2) **Out Duty punch Entry:-** In out duty punch if your employee is working out -side from the city or in another location then you have the facility to mention their attendance in this field . You need to mention the date and select the name of employee.

(3) Manual Punch Upload:- In this option you have the facility to upload the punch of your employee. For this you need to enter the date, from date to till date and upload the excel file of your employee and you will be click on save attendance log button. Now you can see that your file has been upload successfully and its details are shown in below field.

(4) Manual Shift Change:- In manual shift employer/admin has the facility to change the shift of employee. For this at first You will select the date and choose the shift of your employee and click on save button.

In this dialog box you will show the shift change detail of your employee date wise. You can set date duration according to your wish.

(5) Manual Shift Exchange:- In Manual Shift Exchange employer/admin has the facility to change the shfit between two employees. You will select the month, date

and save the detail as shown in above dialog box.

.When you will save all the detail then the list of exchange shift of two employee will shown you as we did mention in below field. At anytime you can go from one page to another page.

(6) GPS Punch Approval :- GPS is a "Global Positioning System", it is one of the global navigation satellite system that provides you geolocation and time information of your employee. From anywhere employee has the facility to submit his/her attendance with the help of GPS. For this employee would go to your application

software in mobile phone & submit his/her attendance easily and he/she mention the reason.   Employer/Admin has the facility to approve their attendance easily.

Employer/Admin can export their attendance in excel & pdf. To see the status of GPS attendance, employer will need to select the month of attendance. With the help of checkbox you have the facility to approve the attendance of your selected or all employee.

The symbol of GPS location did shown in right side topmost area,
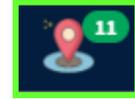
It shows the no. of attendance that is submit by the employee on any day.

DATA DOWNLOAD

Date download option are divided into two parts that is shown in below.

  (1) Download Log   (2) Upload AGL File

(1) Download Log:- In this section first you will ensure that, your device is connected and working properly. You can download the log according to your wish but you will need to connect the machine and give the date from date to till date and click on "**Get Attendance Log button".** After that the list of entries will be shown in below area that you can also seen in below image.

You need to "**Save Attendance Log".** Other than this you can download this detail in excel format.

(2) Upload AGL File : In this section you have the facility to upload AGL (Arguslab) file. For this you need to select the date from date to, till date and then you will click on upload file option. Anytime you can export your file in excel. When you will upload the data then you will be show the status of data in below area where you can see the S.No, Machine No, Enrollment No. , Name, In-out, Punch date time.

ATTENDANCE PROCESS

Attendance processing are divided into two sections that is given below.

(1)   Attendance Processing   (2) Attendance Register Creation

(1) **Attendance Processing**:- In this option employer/admin has the facility to process their employee/s attendance of any month or more than one month, one year etc. you have the facility to process employees attendance company wise. Other than this you can apply the filter of your selected branch, employee, department, section, category, grade. A dialog has shown in below.

(2) Attendance Register Creation :- In Attendance Register employer/admin has the facility to create employees attendance register year wise. You have the facility to create a register of selected employee wise, branch wise, department wise, section wise, category wise, grade wise, or all employee wise, branch wise etc. You need to select the date of creation of register and click on save button. A dialog box has shown in below area for your reference.

SYSTEM ADMIN

"System Admin" are divided into three parts.

(1) <u>**Bulk Employee Setup:-**</u> Bulk employee setup option are divided into four section.

(i) <u>**Shift & WO Setup:-**</u> In this section you have the facility to choose the shift type , Shift pattern, etc detail. You can run auto shift of employee according to your wish. Other than this you have the facility to give first and second weekly off of your employee, You can change the shift of your employees after a few days that is fully depend on you.

(ii) <u>**Employee Selection:-**</u> In this section you have the facility to select company,

Name, branch, department, category etc detail in bulk. If you want to take a few employee detail then you can see the result.

(iii) <u>**Time Office Setup**</u>:- In time office setup you have the facility to give your employee permission of late arrival, late departure, hour for find "Out Punch" after shift end means how many hours your employee can work after shift end (overtime). Other than this you can mention working hour for short day, half day, no. of late in a month, overtime rate per hour etc detail.

(iv) <u>**Time Office Policies**</u>:- In this section you can set time of late in-punch, late out-punch, early minute auto shift, late minute auto-shift, working duration, etc detail.

(2) **User Management:-** In this section you can see the detail of user that you are created. You can see in below dialog box Login Id, Display Name, email, mobile no. If you want to create more than one user then you can do this here.

You need to click on **"ADD NEW"** button to add new user, after that a dialog box will appear you that is shown in below.

In page selection area only employer/admin have the facility to two give the permission of anyone user of selected page. In this section you can give the permission of company master, branch master, department master, designation master, section master, category master, grade master, shift master, monthly leave sanction etc.
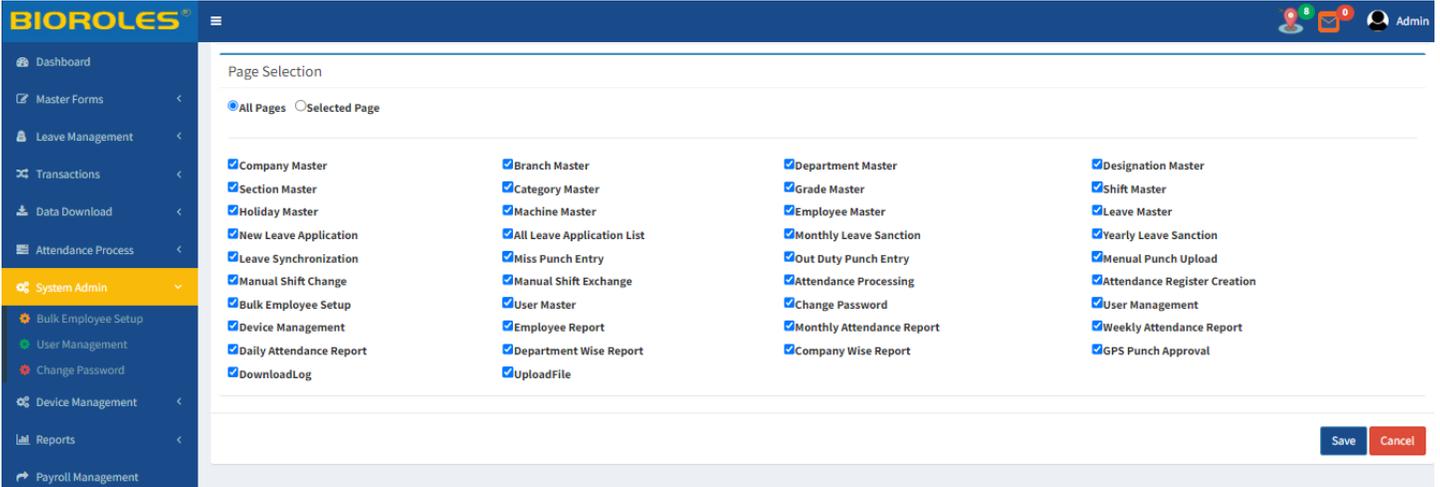
If employer/admin don't want to give the permission of a few points then click on anyone or more than field and remove the check mark from check box. After that when a user will open their company, they couldn't used those field that you have not allow to him.

(3) **Change Password:-** If employer/admin want to change your password then you can do this here. At first you will be mention your old password, after that you need to enter new password and confirm this password. When you will save the detail of password, it would be change automatically.
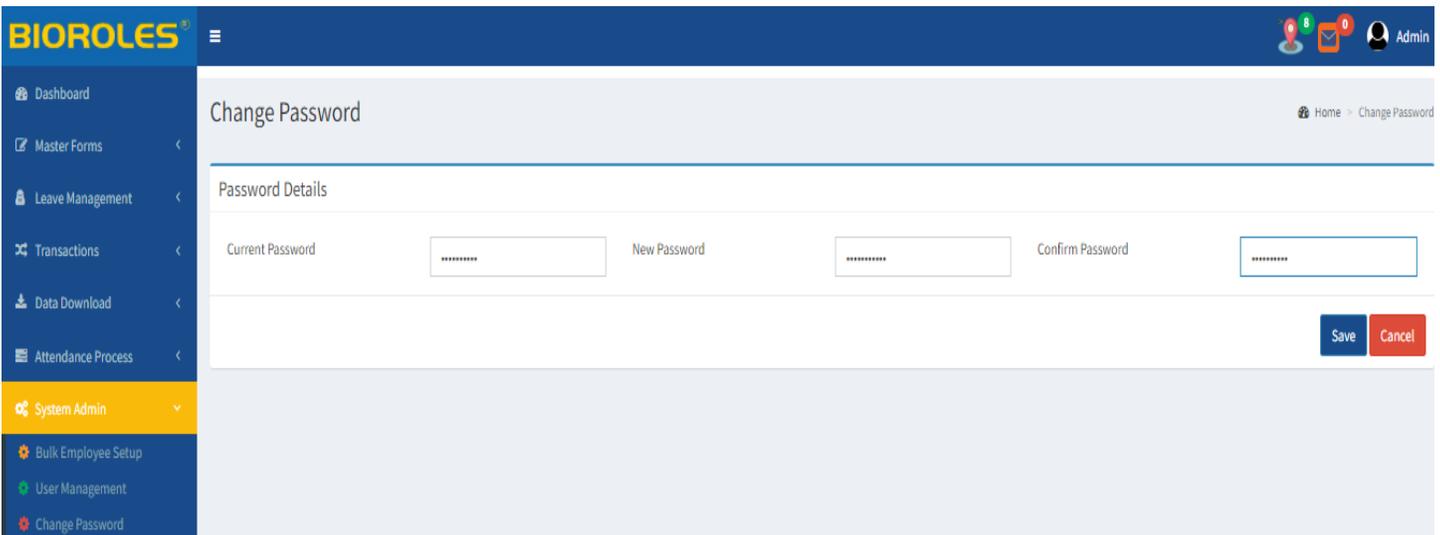
DEVICE MANAGEMENT

Device Management are categorized into two section.

   (1)   User Management   (2) Device Management

(1)   <u>User Management</u>:- In this section employer/admin have the facility to connect your device and anytime you can load database from the device but you will need to connect you device successfully.

(i) <u>Remove and add Admin</u>:- At anytime, You have the facility to add or remove admin.

(ii) <u>Add User and Delete User</u>:- At anytime, You have the facility to add or remove user.

(iii)<u>Remote Register Face</u>:- Remotely you have the facility to register any face of your employee.

(iv)<u>Remote Register Card</u>:- Remotely you have the facility to register any card of your employee.

(v) <u>Remote Reg Password</u>:- You have the facility to register your password remotely.

(vi) <u>Enable User and Disable User</u> :- Anytime you have the facility to enable or disable user according to your wish. If you want to go back then click on back button.

(iii) <u>Device Management:-</u> At first, you need to select your device, enter your device serial number, and choose your date and then you will click on connect the machine button. After that you have the facility to set device date, get device data, download all employee, delete all user from machine, upload selected users, get attendance log, and save attendance log. In below area you have seen the detail of your employee.

REPORTS

Reports are divided into five sections.

(1)   Employee Report   (2) Monthly Attendance Report

(3)   Weekly Attendance Report   (4) Daily Attendance Report

(5)   Department Wise Report

(1) Employee Report :- In this section you will be select the date and after that you
have the option to take report in different-different manner.

(i) Location Wise Employee Report:- In this section you have the facility to see the
details location wise of employee.

When you will see the detail of your employee location wise then a report will show on
the screen that is show in given below. In this report you can see the name of your
employee, Department, Category, Designation, DOJ (Date of Joining), DOR (Date of
Relieving), Grade, Status, location. Other than this you can export your employee report
in pdf, excel, and word format. Anytime you can find any detail that you want, for this
you need to enter the text in search bar.

| | of 1 | Find | Next | |

Bioroles Automation

F90/o Okhla phase 1delhi 11020

Location Wise Employee Report

Name	Department	Category	Designation	DOJ	DOR	Grade	Status
Location : Delhi Branch						**Total Employee : 4**	
Ashish (2)	Technical Support	Minnimum Wages	1	01 Jan 2022	01 Jan 1900	Grade C	Active
Mahesh (1)	IT Department	Minimum Wages	1	07 Sep 2018	NA	Grade A	Active
MD Eanyat (4)	Marketing	Maximum Wages	3	01 Jan 2007	01 Jan 1900	Grade A	Active
pradeep Bhist (5)	Account Branch	Maximum Wages	6	01 Jan 2020	01 Jan 1900	Grade A	Active
Location : UP Branch						**Total Employee : 1**	
Himanshu Negi (3)	Marketing	Maximum Wages	3	01 Jan 2022	01 Jan 1900	Grade B	Active

(ii) <u>Category Wise Employee Report</u>:- You can see the report category wise in

below area.

| | of 1 | Find | Next | |

Bioroles Automation

F90/o Okhla phase 1delhi 11020

Category Wise Employee Report

Name	Location	Department	Designation	DOJ	DOR	Grade	Status
Category : Minnimum Wages						**Total Employee : 1**	
Ashish (2)	Delhi Branch	Technical Support	1	01 Jan 2022	01 Jan 1900	Grade C	DeActive
Category : Minimum Wages						**Total Employee : 1**	
Mahesh (1)	Delhi Branch	IT Department	1	07 Sep 2018	NA	Grade A	Active
Category : Maximum Wages						**Total Employee : 3**	
Himanshu Negi (3)	UP Branch	Marketing	3	01 Jan 2022	01 Jan 1900	Grade B	DeActive
MD Eanyat (4)	Delhi Branch	Marketing	3	01 Jan 2007	01 Jan 1900	Grade A	DeActive
pradeep Bhist (5)	Delhi Branch	Account Branch	6	01 Jan 2020	01 Jan 1900	Grade A	DeActive

Name	Department	Category	Designation	DOJ	DOR	Grade	Status
Location : Delhi Branch						**Total Employee : 4**	
Ashish (2)	Technical Support	Minnimum Wages	1	01 Oct 2023	NA	Grade C	Active
Mahesh (1)	IT Department	Minimum Wages	1	01 Oct 2023	NA	Grade A	Active
MD Eanyat (4)	Marketing	Maximum Wages	3	02 Oct 2023	NA	Grade A	Active
pradeep Bhist (5)	Account Branch	Maximum Wages	6	01 Oct 2023	NA	Grade A	Active
Location : UP Branch						**Total Employee : 1**	
Himanshu Negi (3)	Marketing	Maximum Wages	3	01 Oct 2023	NA	Grade B	Active

(iii) <u>For a Period of Joining Report</u>:- Joining report has shown in given below.

Similar as above you can see other reports that you want.

(2) <u>Monthly Attendance Report</u>:- In this section employer/admin has the facility to take the attendance month wise. You can select one or more than one company to take monthly attendance report. At anytime you can apply filter employee wise, branch wise,department wise, section wise etc.

# Monthly Attendance Report of different-different employee

Report Details

Bioroles Automation
F90/o Okhla phase 1delhi 11020
October Attendance Report

| Name : Ashish | | | Present : 4 | Weekly Off : 1 | | | Leave : 0 | |
| Pay Code : 2 | | | Absent : 22 | Holiday : 0 | | | Paid Days : 5 | |

Attendance Date	Day	Shift Attended	In Time	Out Time	Late Arrival	Early Departure	Working Hours	OT Duration	Prsent Status
01 Oct 2023	Sunday	OFF			00:00	00:00	00:00	00:00	A
02 Oct 2023	Monday	HLD			00:00	00:00	00:00	00:00	A
03 Oct 2023	Tuesday	Morning	10:10	18:00	03:10	00:00	07:50	00:00	P
04 Oct 2023	Wednesday	Morning			00:00	00:00	00:00	00:00	A
05 Oct 2023	Thursday	Morning	10:38	18:00	03:38	00:00	07:22	00:00	P
06 Oct 2023	Friday	Morning			00:00	00:00	00:00	00:00	A
07 Oct 2023	Saturday	Morning			00:00	00:00	00:00	00:00	A
08 Oct 2023	Sunday	OFF			00:00	00:00	00:00	00:00	WO
09 Oct 2023	Monday	Morning			00:00	00:00	00:00	00:00	A
10 Oct 2023	Tuesday	Morning			00:00	00:00	00:00	00:00	A
11 Oct 2023	Wednesday	Morning			00:00	00:00	00:00	00:00	A
12 Oct 2023	Thursday	Morning			00:00	00:00	00:00	00:00	A

Report Details

15 Oct 2023	Sunday	OFF			00:00	00:00	00:00	00:00	A
16 Oct 2023	Monday	Night			00:00	00:00	00:00	00:00	A
17 Oct 2023	Tuesday	Night			00:00	00:00	00:00	00:00	A
18 Oct 2023	Wednesday	Night			00:00	00:00	00:00	00:00	A
19 Oct 2023	Thursday	Night			00:00	00:00	00:00	00:00	A
20 Oct 2023	Friday	Night			00:00	00:00	00:00	00:00	A
21 Oct 2023	Saturday	Night			00:00	00:00	00:00	00:00	A
22 Oct 2023	Sunday	OFF			00:00	00:00	00:00	00:00	A
23 Oct 2023	Monday	Night			00:00	00:00	00:00	00:00	A
24 Oct 2023	Tuesday	Night			00:00	00:00	00:00	00:00	A
25 Oct 2023	Wednesday	Night			00:00	00:00	00:00	00:00	A
26 Oct 2023	Thursday	Night	10:00	12:45	00:00	16:15	02:45	00:00	P
27 Oct 2023	Friday	Night	12:29		00:00	00:00	00:00	00:00	MIS

(iii) Weekly Attendance Report:-   In this field You have the facility to see weekly

attendance report. Anytime you can print employee attendance report company wise. with the help of filter button. Other than this you can apply filter branch wise, section wise, department wise, etc. All report will be same as monthly report, but only 7 days.
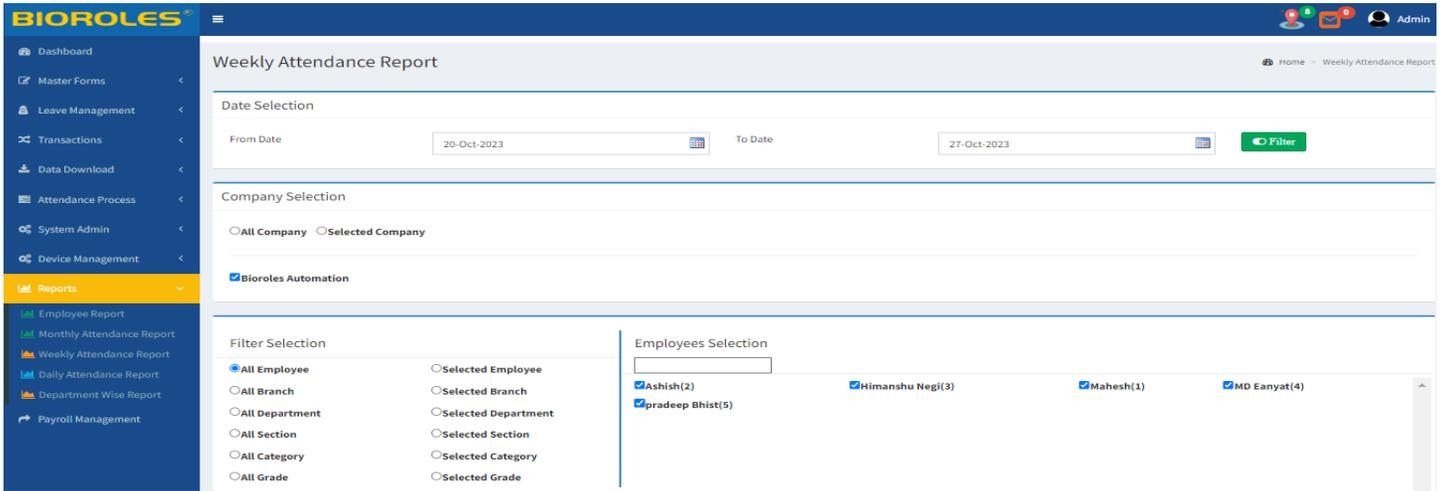
In Report sanction area you can download any report that you want, like attendance report, present, absent report, performance report, late arrival hotel, early departure report, mis-punch report etc.
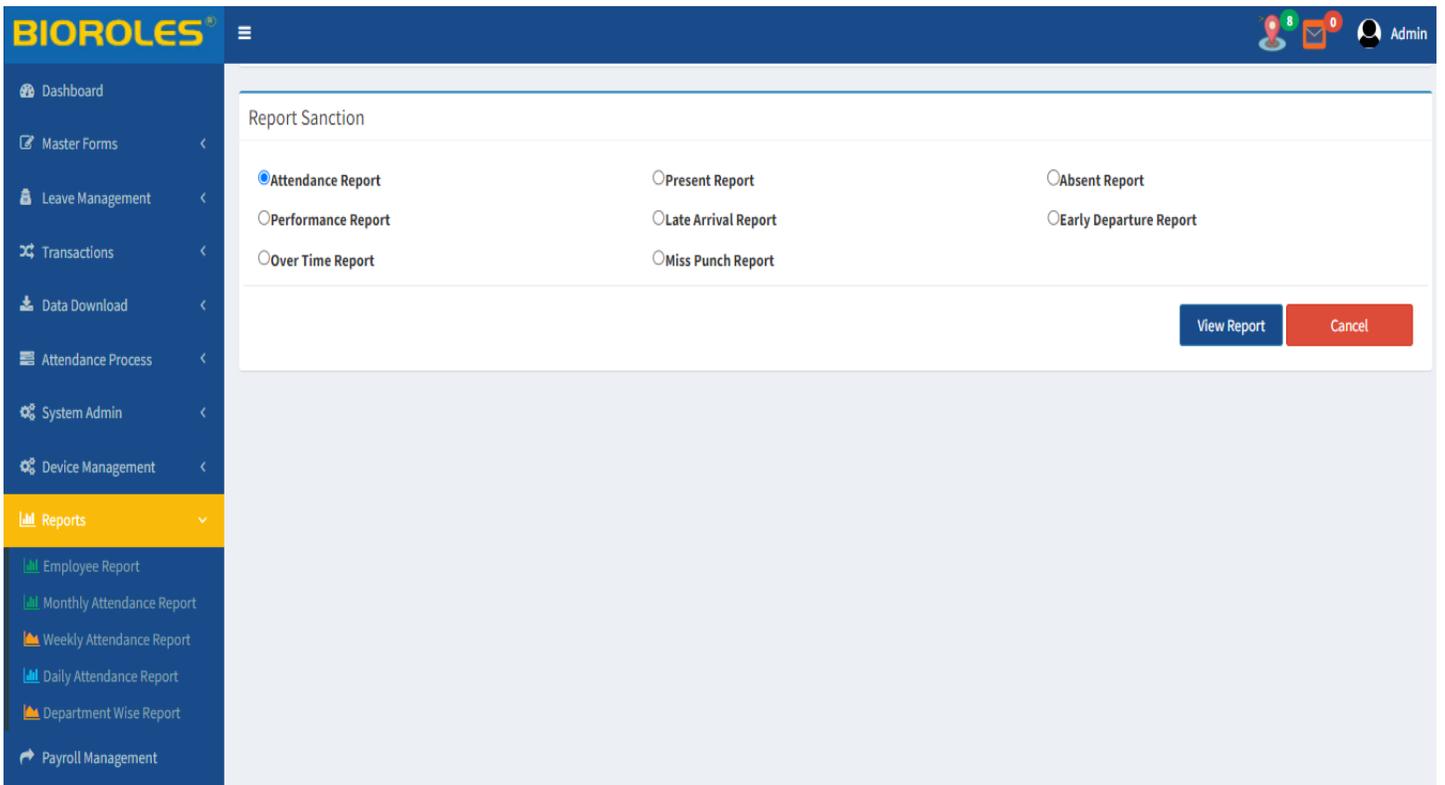
(iv)Daily Attendance Report:- You can see the daily attendace report company wise, branch wise, section wise, category wise, grade wise etc.

In report sanction you can see daily attendance report, GPS punch report, late arrival report etc. in excel, pdf, and word format.

(v) Department Wise Report:- You can see department wise report but you need to select the date and select a company, After that you will select the report sanction detail. For consider if we see the absent report then will tick on absent report button after that we will click on view report button.

Sky Blue colour show your company name that shows absent report.

REAL SECURE

Department Wise Daily Absent Report

Department Name : IT								
Date : 01-Sep-2023							Absent : 4	
Pay Code	Name	In Time	Out Time	Late Arrival	Early Departure	Working Hours	OT Duration	Prsent Status
18	Ratheesh M			00:00	00:00	00:00	00:00	A
255	sadiq			00:00	00:00	00:00	00:00	A
16	Shaikh Suhail			00:00	00:00	00:00	00:00	A
17	Syed M			00:00	00:00	00:00	00:00	A

Payroll Management

Payroll management are divided into five section.

(1) Declare Salary Head   (2) Declare Employee Salary   (3) Salary Processing

(4) Advance/ Loan Entry   (5) Advance/Loan Detail   (6) Payroll Report

Payroll Report are divided into two sections.

(i) Pay Slip   (ii) Salary Register

(1) Declare Salary Heads:- In this section company admin/employer has the facility to declare their employee basic salary with allowance like DA, HRA, TA etc. and their some other benefits like PF, ESI, Advance PF, FPF (Family Pension Fund). Other than this you can give their employee extra duty charge/overtime amount. Here you will be mention the number of days of your employee. To modify any detail you will be click on **"Action"** button.

Select Calculation Formula:- This term contains three parts.

(1) Monthly Calculation Formula   (2) Select Salary Calculation Formula

(3) Select OT (Overtime) Calculation Formula

(I) Monthly Calculation Formula:- You can choose only one field that is shown in below.

In monthly calculation formula you have the facility, how you want to pay salary of your employee. You can give their salary in four ways.

(i) Total Month days   (ii) Total Month days-weekly off days

(iii) Total Month days – T. Holiday   (iv) Total Month days – (Weekly off +Total Holidays)

(II) Salary Calculation Formula :- You can choose only one field that is shown in below.

(i)   (Salary/Month Days) * (Total Present + Weekly Off + Total Holidays)

(ii)   Salary = (Salary/Month Days) * Total Present

(iii) Salary = (Salary/Month Days) * (Total Present + Weekly Off)

(iv) Salary = (Salary/Month Days) * (Total Present + Total Holidays)

If you have more than 10 heads then you can "**Define Addition Heads"** and mention your other heads according to your wish.

Define Deduction Heads:- In deduction head you will be mention employee deduction amount from salary with the help of heads. Deduction heads may be different as we mention here PF, Advance Salary, ESI, Advance PF etc and you will be click on save button.

(2) Declare Employee Salary:- In this section you can give the name of employee, paycode, card No. , company name, branch name, department, action detail, With the help of action button you can modify any detail that you want.

In this section you can define percentage of PF, FPF, ESI and can enter the PF limit, ESI Limit. Those head that you had declare before keep selected.

You can enter the OT time in "**Selection OT calculation formula**". You have the facility to give your employee overtime double of salary per hour or single of the salary same as per hour.

You will enter the amount of standard heads and deduction heads and click on save button then you detail would save successfully.

(3) Salary Processing:- You have the facility to process your employee/s salary, only you

Will select a month detail and process it.

(iv) Advance / loan Entry :- If you want to give the loan or advance of your employee

then you can do this work here. For this you need to enter the starting date of

loan/advance and also enter the starting date of deduction date. After that you will be

mention the amount of loan/advance that you want to give your employee and total no. of installments. After that you will click on get detail button and click on save button.

Saved Employee Data

Detail of Loan/Advance in below dialog box

When you will click on "**Get detail button"** then a list of installments will shown you.
In this list you can see the employee name, pay code, card no. , deduction amount,
Deduction month. Deduction amount of the installments shall be calculate automatically.

Payroll Management ≡				👤 Admin

Advance In Month	01-Jan-2023 📅	Deduction Start From	01-Jan-2023 📅	
Total Advance	10000	No. of Installments	12	

Get Details **Save** **Cancel**

Installments Details

Employee Name	Employee Pay Code	Employee Card No	Deduction Amount	Deduction Month
Ashish	2	00000002	833	01-Jan-2023
Ashish	2	00000002	833	01-Feb-2023
Ashish	2	00000002	833	01-Mar-2023
Ashish	2	00000002	833	01-Apr-2023
Ashish	2	00000002	833	01-May-2023
Ashish	2	00000002	833	01-Jun-2023
Ashish	2	00000002	833	01-Jul-2023
Ashish	2	00000002	833	01-Aug-2023
Ashish	2	00000002	833	01-Sep-2023

Sidebar: Dashboard, Time Office Management, Declare Salary Heads, Declare Employee Salary, Salary Processing, Advance / Loan Entry, Advance / Loan Details, Payroll Reports

(5) Advance Loan Detail :- In advance load detail you can see amount of loan/advance
that is taken by the employees and total number of installments.

Payroll Management ≡   👤 Admin

Advance / Loan Details   🏠 Home > Advance / Loan Details

Show 10 entries   Search:

Employee Name	PayCode	CardNo	Month	Amount	Installments	Action
Ashish	2	00000002	27 Sep 2023	10000	12	✏️
Himanshu Negi	3	00000003	27 Sep 2023	20000	6	✏️
Mahesh	1	00000001	27 Sep 2023	50000	8	✏️
MD Eanyat	4	00000004	27 Sep 2023	200000	14	✏️

Sidebar: Dashboard, Time Office Management, Declare Salary Heads, Declare Employee Salary, Salary Processing, Advance / Loan Entry, Advance / Loan Details, Payroll Reports

When you will click on **"Action"** button to see anyone employee detail then a dialog box will show you that contains deduction amount detail, deduction starting date month, and

their payment status against loan/advance that is paid or unpaid .

(6) Payroll Report :- This report are divided into parts.

    (i) Pay Slip   (ii) Salary Register

(i) Pay slip Report:-

SPACE FOR PAY SLIP REPORT

Salary Register for the month of :October , 2023							
Company Name : Bioroles Automation							Date : 01/10/2023
Emp.Code		2		Emp.Name	Ashish		Dept. : Technical Support
Designation				Father Name			
Attendance Detail		Rate Of Wages		Amt.Payable		other Deduction	Pf & Esi Deduction
Present	24.00	Basic Salary	20000.00	Basic Salary	18709.68	PF	0.00	PF	216.00
Absent	2.00	HRA	0.00	HRA	0.00	Advance PF	0.00	ESI	15.00
HoliDay	0.00	DA	0.00	DA	0.00	Advance Salary	0.00	
Leave	0.00	TA	0.00	TA	0.00		
Week Off	5.00						
Paid Days	29.00						
						Loan	0	
OT	0	OT Rate	0	OT Amount	0		
				Total Earning	18709.68	Total Deduction	231.00
Total Amount in Word : Eighteen Thousand Four Hundred Seventy Eight And Sixty Eight					Net Salary		18478.68

SPACE FOR SALARY REGISTER

	Salary Register for the month of :October , 2023												Print Date : 01/10/2023	
Emp. Code	Emp. Name	Pay Day	Basic Salary	HRA	DA	TA			Total	PF	ESI	Loan	Total Ded.	Net Pay.	Signature
				_____Earnings_____						____Deductions____				
2	Ashish	29.00	18709.68	0.00	0.00	0.00			18709.68	216.00	15.00	0	231.00	**18478.68**	
Total		24.00	18709.68	0.00	0.00	0.00	0.00	0.00	18709.68	216.00	15.00	0	231.00	18478.68	

SIGN OUT

At last when all the remaining process would be completed then you need to signout from the website. To Signout from the website you will click on "USER NAME" who is "Tanishka Sharma" and click on signout button.

After that you would reach on Sign In page. You will be remember your company code while you did already save username and password.