

BIOROLES

CloudTA

USER MANUAL

Website URL: [CLOUDTA ATTENDANCE | LOG IN](#)

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.



Sign In

Enter your Username and password to access account.

User Login Registration

Company Code

Username

Password

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CloudTA web Attendance Software



CLOUDTA Centralised Attendance Software on WEB/Cloud

[CLICK HERE](#)
To view Pricing Plans

- Field Employee Tracking with GPS Location Function
- Selfie Attendance and GIS Location

Dedicated Support No : +91- 9289 77 6302 / 06
Support Email ID : support@bioroles.com

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.



Sign In

Enter your Username and password to access account.

User Login Registration

Company Name

Company Email

Company Mobile

Username

Password

Company Address

Registration

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Support Email ID : support@bioroles.com

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



Sign In

Enter your Username and password to access account.

User Login Registration

Bioroles Automation

support@bioroles.com

9289776306

Admin

Admin@123

F90/o Okhia phase 1delhi 11020

Registration

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Support Email ID : support@bioroles.com

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.



Sign In

Enter your Username and password to access account.

User Login Registration

Company Code

Username

Password

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CloudTA
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CLOUDTA ATTENDANCE
Registration Successful, Your Company Code IS - 1135

NEW

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To view Pricing Plans

- Field Employee Tracking with GPS Location Function
- Selfie Attendance and GIS Location

Dedicated Support No : +91- 9289 77 6302 / 06
Support Email ID : support@bioroles.com

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.



Sign In

Enter your Username and password to access account.

User Login Registration

Company Code

Username

Password

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CloudTA
web Attendance Software

NEW

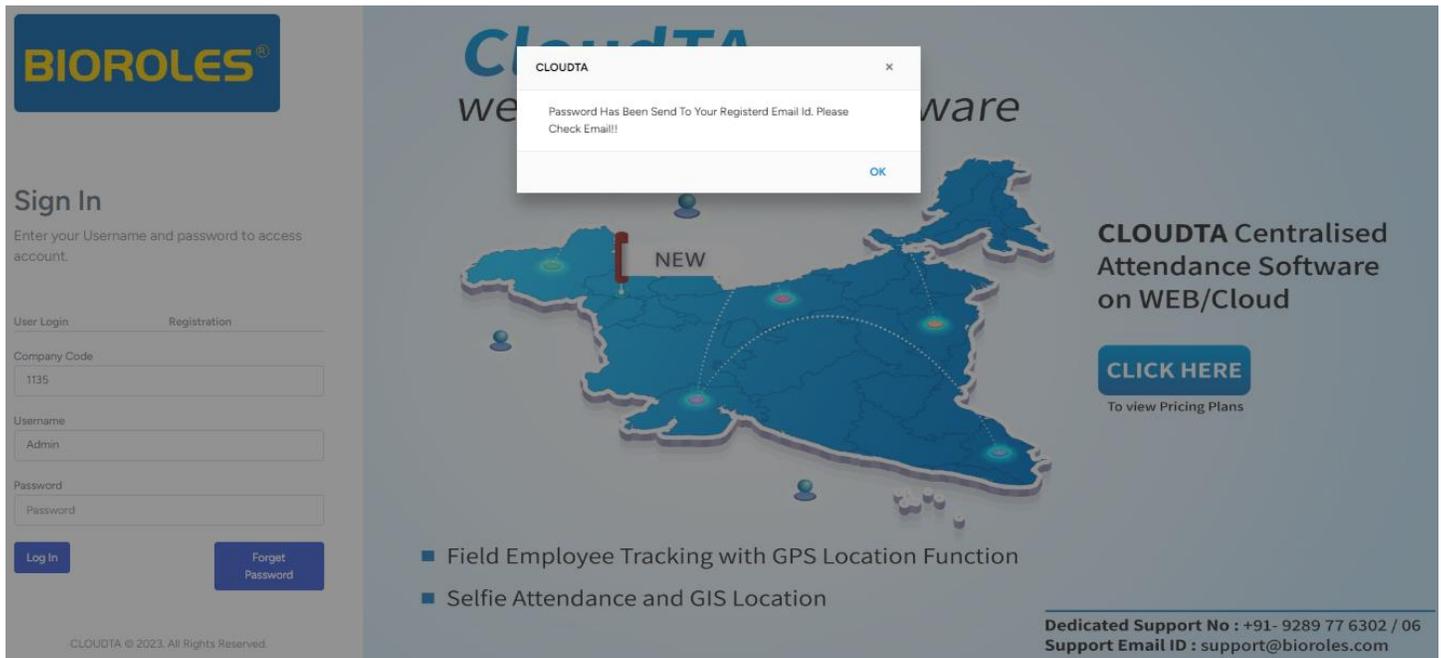
CLOUDTA Centralised Attendance Software on WEB/Cloud

To view Pricing Plans

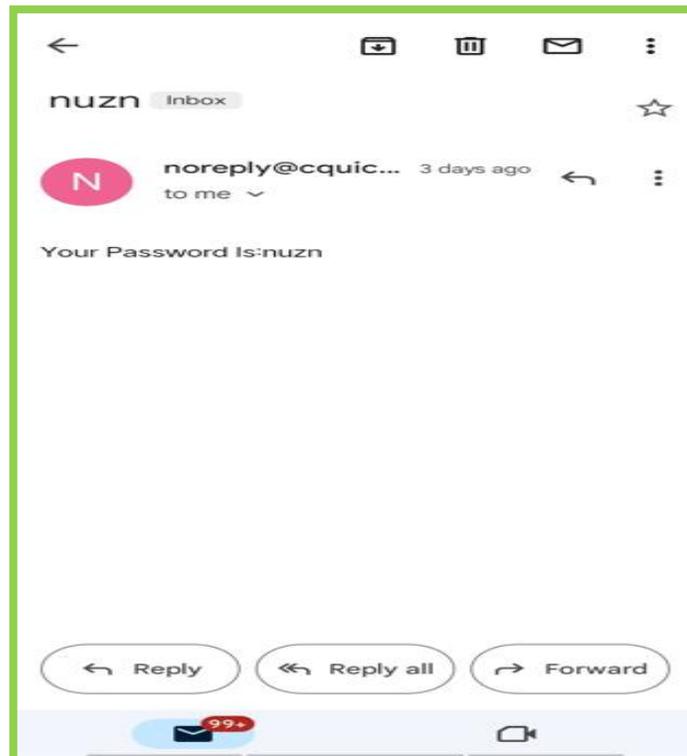
- Field Employee Tracking with GPS Location Function
- Selfie Attendance and GIS Location

Dedicated Support No : +91- 9289 77 6302 / 06
Support Email ID : support@bioroles.com

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.



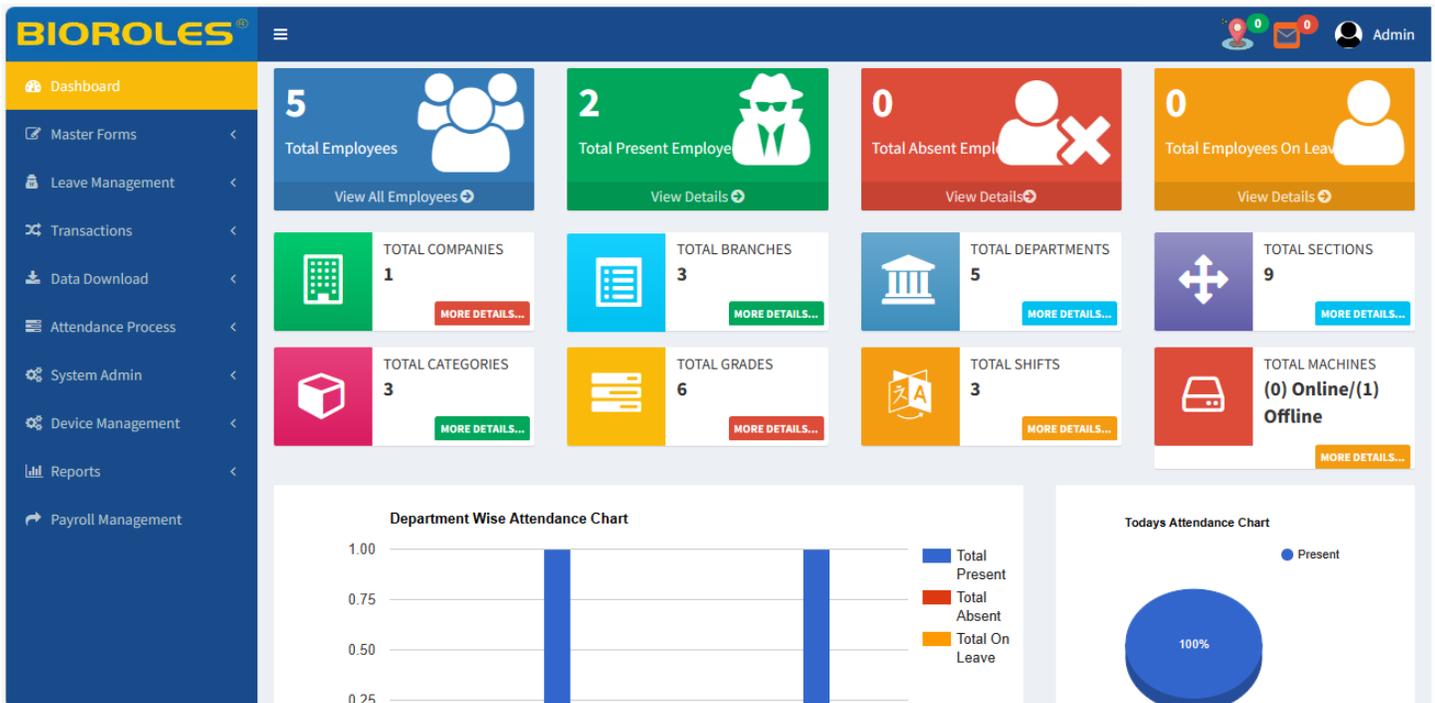
When you will check your email account then an email will shown you that contain your company password. You can see your password that you had forgot as shown in below dialog box.



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.

The screenshot shows the BIOROLES dashboard interface. The top navigation bar includes the BIOROLES logo, a menu icon, and user information (Admin). The left sidebar contains various menu items: Dashboard, Master Forms, Leave Management, Transactions, Data Download, Attendance Process, System Admin, Device Management, Reports, and Payroll Management. The main content area displays two tables:

Department Name	Total Present Employees	Total Absent Employees	Total Employees On Leave
Account Branch	0	0	0
IT Department	1	0	0
Marketing	0	0	0
Technical Support	1	0	0

Employee Name	Pay Code	Leave Description	Application Date	Status
Ashish	2	CL-Casual Leave	26 Oct 2023	Pending
Himanshu Negi	3	CL-Casual Leave	26 Oct 2023	Pending
pradeep Bhist	5	CL-Casual Leave	26 Oct 2023	Pending

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

The screenshot shows the BIOROLES dashboard interface. The top navigation bar includes the BIOROLES logo, a menu icon, and user information (Admin). The left sidebar contains various menu items: Dashboard, Master Forms, Leave Management, Transactions, Data Download, Attendance Process, System Admin, Device Management, Reports, and Payroll Management. The main content area displays a table:

Employee Name	Pay Code	Card No	Branch	Department	Machine	Punch date
MD Eanyat	4	00000004	Delhi Branch	Marketing	ZXRD27021134	26/10/2023 12:44:50
Himanshu Negi	3	00000003	UP Branch	Marketing	ZXRD27021134	26/10/2023 12:44:47
Ashish	2	00000002	Delhi Branch	Technical Support	ZXRD27021134	26/10/2023 12:44:47
Ashish	2	00000002	Delhi Branch	Technical Support	ZXRD27021134	26/10/2023 12:37:12
Mahesh	1	00000001	Delhi Branch	IT Department	ZXRD27021134	26/10/2023 12:37:09
MD Eanyat	4	00000004	Delhi Branch	Marketing	ZXRD27021134	26/10/2023 10:00:19
pradeep Bhist	5	00000005	Delhi Branch	Account Branch	ZXRD27021134	26/10/2023 10:00:16
Himanshu Negi	3	00000003	UP Branch	Marketing	ZXRD27021134	26/10/2023 10:00:08
Ashish	2	00000002	Delhi Branch	Technical Support	ZXRD27021134	26/10/2023 10:00:05
Mahesh	1	00000001	Delhi Branch	IT Department	ZXRD27021134	26/10/2023 10:00:04

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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.

The screenshot shows the BIOROLES application interface for managing companies. The sidebar on the left lists various master forms, with 'Company Master' selected. The main area is titled 'Add / Edit / Delete Company' and features a table of company records. The table has columns for Company Name, Contact No, Email Id, Address, and Action. Two records are shown: 'Bioroles Automation' and 'SOFTWARE TECHNOLOGY SYSTEM Pvt.'. The Action column for each record contains three icons: a pencil for editing, a toggle switch for activating/deactivating, and a trash can for deleting. Above the table, there are buttons for 'ADD NEW +', 'EXPORT', and 'EXPORT'. A search bar and a 'Show 10 entries' dropdown are also present. At the bottom right, there are 'Previous', '1', and 'Next' navigation buttons. A status bar at the top right shows '(2) All', '(2) Active', and '(0) Deactive'.

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.

The status bar shows the count of companies: (5) All, (5) Active, and (0) Deactive.

Add New Company:- To add a new company, you will click on  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	<input style="border: 1px solid #ccc;" type="text" value="Sharda Group & Company"/>	*	Company Short Name	<input style="border: 1px solid #ccc;" type="text" value="Sharda Group"/>
Contact No	<input style="border: 1px solid #ccc;" type="text" value="9696857485"/>		Email Id	<input style="border: 1px solid #ccc;" type="text" value="shardagroup11@gmail.com"/>
Address	<input style="border: 1px solid #ccc;" type="text" value="Rajeev Chowk, New Delhi"/>			
Website	<input style="border: 1px solid #ccc;" type="text" value="https://www.shardagroup.com"/>		Payment Type	<input style="border: 1px solid #ccc;" type="text" value="NEFT"/>
GST Number	<input style="border: 1px solid #ccc;" type="text" value="07AAAAA1234A1Z1"/>		VAT Number	<input style="border: 1px solid #ccc;" type="text" value="DE123456789."/>
PF Number	<input style="border: 1px solid #ccc;" type="text" value="MABAN00000640000000125"/>		ESI Number	<input style="border: 1px solid #ccc;" type="text" value="31001234560000001"/>
PAN Number	<input style="border: 1px solid #ccc;" type="text" value="DEERR4422V"/>		TAN Number	<input style="border: 1px solid #ccc;" type="text" value="PDES03028F"/>
LICENCE Number	<input style="border: 1px solid #ccc;" type="text" value="2023-023G"/>		Registration Number	<input style="border: 1px solid #ccc;" type="text" value="09876543"/>
Prefix Code	<input style="border: 1px solid #ccc;" type="text" value="1"/>			

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

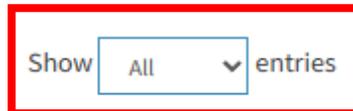
Excel Format

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

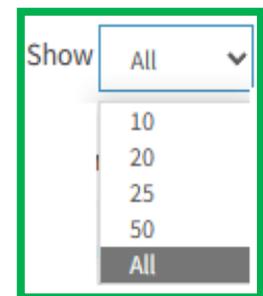
Company Name	Contact No	Email Id	Address	Action
Bioroles Automation	9289776306	support@bioroles.com	F90/o Okhla phase 1delhi 110	
Sharda Group & Company	9696857485	shardagroup11@gmail.com	Rajeev Chowk, New Delhi	
SOFTWARE TECHNOLOGY	9289776300	STS@TECHNO.COM	KALKAJI PHASE 3 Delhi 110C	

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.



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



(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.

The screenshot shows the BIOROLES Branch Master interface. The top navigation bar includes the BIOROLES logo, a menu icon, and user information (Admin). The left sidebar lists various master forms, with 'Branch Master' selected. The main content area is titled 'Add / Edit / Delete Branch' and features a table of branches. The table has columns for Branch Name, Contact No, Email Id, Address, and Action. Three branches are listed: Delhi Branch, HR Branch, and UP Branch. Each branch has an edit icon, a toggle switch, and a delete icon. The interface also includes buttons for 'ADD NEW', 'EXPORT', and 'EXPORT', along with status indicators for (3) All, (3) Active, and (0) Deactive branches.

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

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.

The screenshot shows the 'Branch Details' form. It contains several input fields for branch information. The 'Branch Name' field is filled with 'UP Branch' and has a red star icon. The 'Select Company' dropdown is set to 'Bioroles Automation'. The 'Branch Address' field contains 'Noida Sec 63'. The 'Branch Contact No' field is filled with '9289776302'. The 'Branch Email' field is filled with 'support@bioroles.com'. The 'Manager Name' field is filled with 'Arun Pathak'. The 'Manager Pay Code' field is filled with '1'. The 'Manager Email' field is filled with 'support@bioroles.com'. The 'Geo Fencing Required' checkbox is unchecked. At the bottom right, there are 'CANCEL' and 'SAVE' buttons.

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 shairng 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 Details

Department Name	<input style="border: 1px solid #ccc;" type="text" value="Technical Support De"/>	HOD Name	<input style="border: 1px solid #ccc;" type="text" value="Ashish"/>
HOD Pay Code	<input style="border: 1px solid #ccc;" type="text" value="6"/>	Contact No	<input style="border: 1px solid #ccc;" type="text" value="9289776306"/>
Email Address	<input style="border: 1px solid #ccc;" type="text" value="support@bioroles.com"/>		

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.

Designation Details

Designation Name

*

CANCELSAVE

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.

The screenshot displays the BIOROLES web application interface. The top navigation bar includes the BIOROLES logo, a menu icon, and user information (Admin). The sidebar on the left lists various modules under 'Master Forms', including Company Master, Branch Master, Department Master, Designation Master, Section Master, Category Master, Grade Master, Shift Master, Holiday Master, Machine Master, Employee Master, Leave Management, Transactions, Data Download, and Attendance Process. The main content area is titled 'Add / Edit / Delete Section' and features a search bar, a 'Show 10 entries' dropdown, and three buttons: 'ADD NEW +', 'EXPORT', and 'EXPORT'. Below these are status indicators: (9) All, (9) Active, and (0) Deactive. The central table lists sections with their names and corresponding action buttons (edit, activate, deactivate). The table data is as follows:

Section Name	Action
Account Section A	[Edit] [Activate] [Deactivate]
HR Section -A	[Edit] [Activate] [Deactivate]
Marketing Section A	[Edit] [Activate] [Deactivate]
Marketing Section B	[Edit] [Activate] [Deactivate]
Marketing Section-A	[Edit] [Activate] [Deactivate]
Marketing Section-B	[Edit] [Activate] [Deactivate]
Technical Support Section B	[Edit] [Activate] [Deactivate]

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

 *

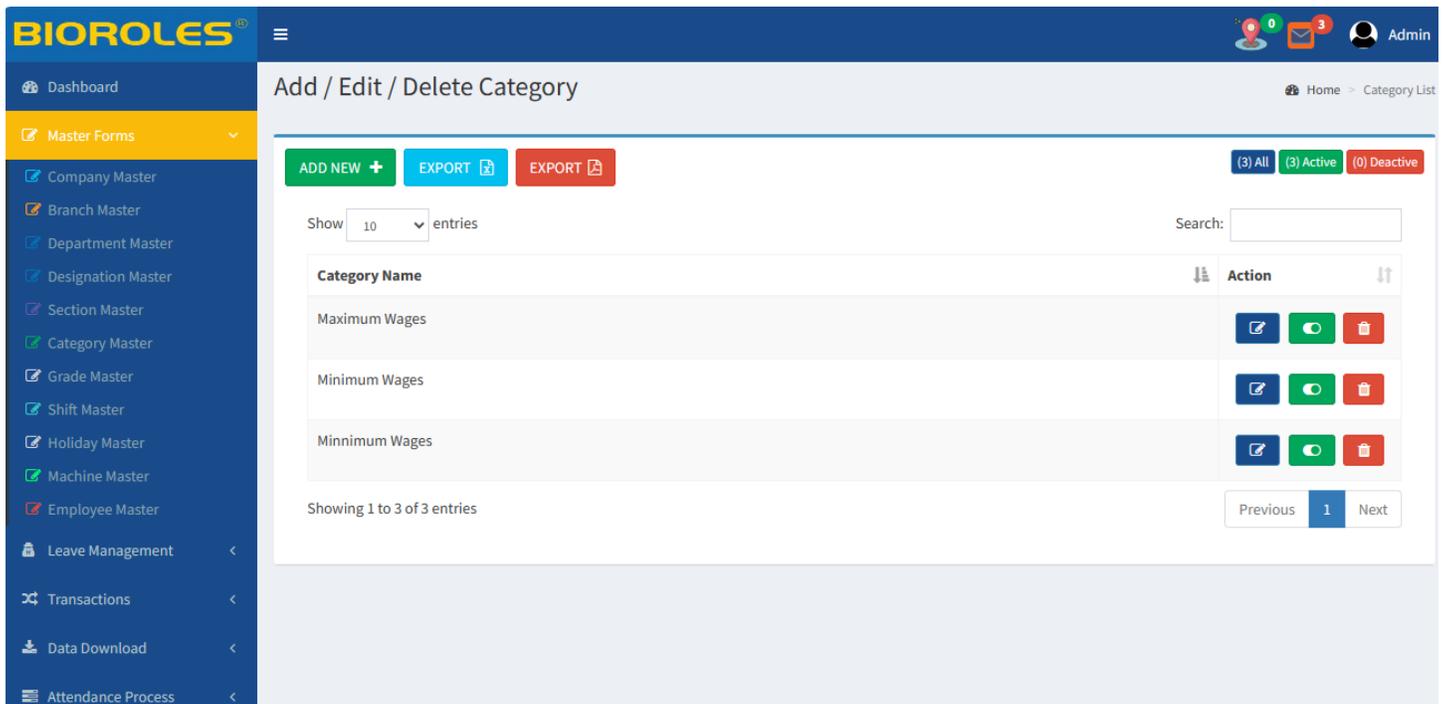
CANCEL SAVE

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

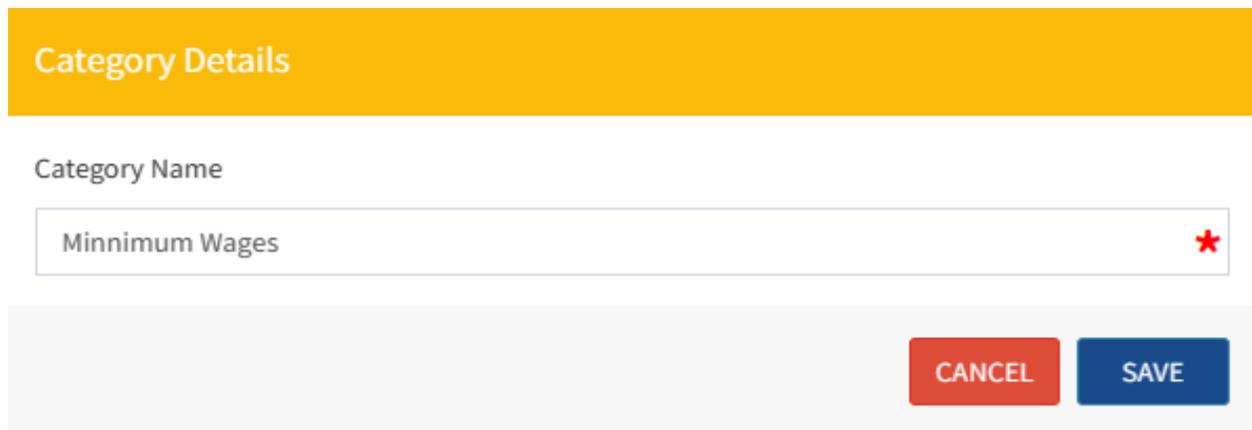
Section Name
Account Section A
HR Section -A
Marketing Section A
Marketing Section B
Marketing Section-A
Marketing Section-B
Technical Support Section B
Tehnical Support Section -A
Tehnical Support Section -B

(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.



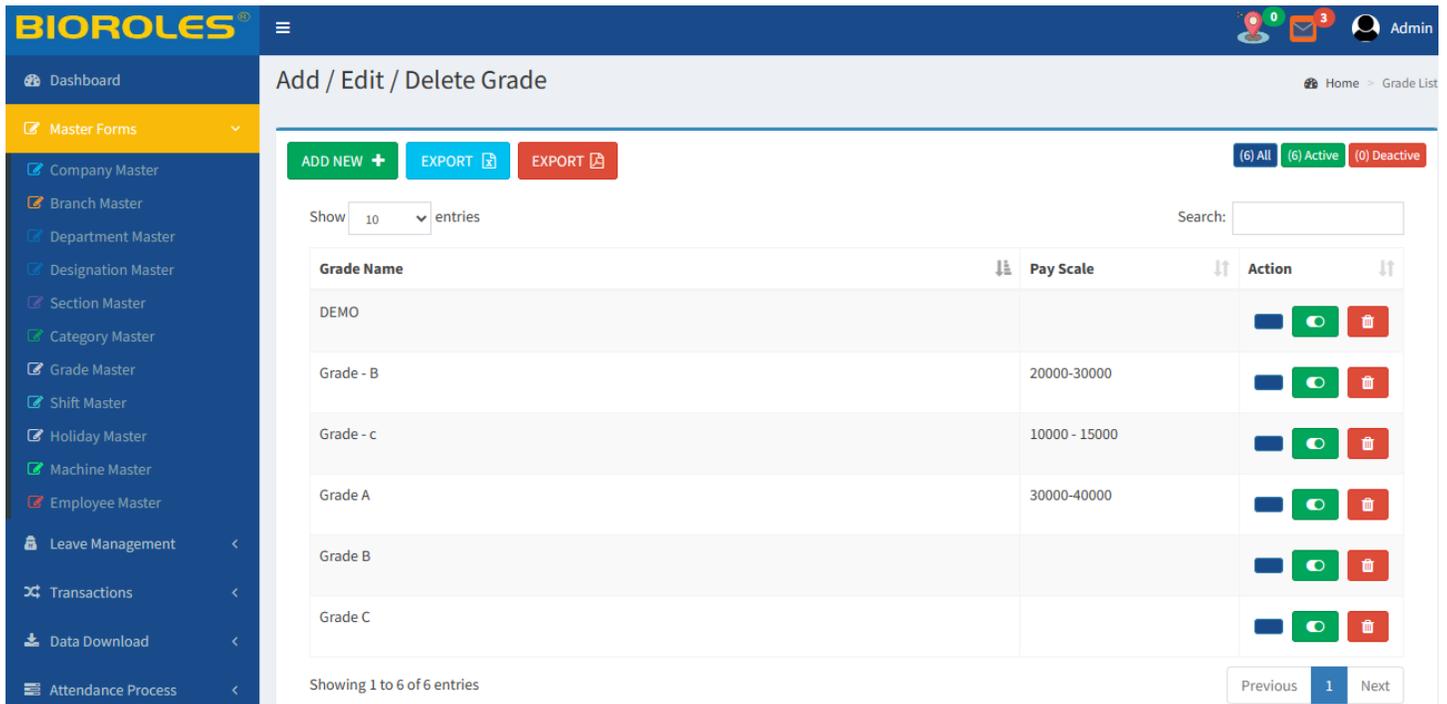
The screenshot displays the BIOROLES web application interface. The top navigation bar includes the BIOROLES logo, a menu icon, and user information (Admin). The left sidebar lists various master forms, with 'Category Master' highlighted. The main content area is titled 'Add / Edit / Delete Category' and features a table of categories. The table has columns for 'Category Name' and 'Action'. The categories listed are 'Maximum Wages', 'Minimum Wages', and 'Minnimum Wages'. Each row has three action buttons: a blue edit icon, a green toggle icon, and a red delete icon. Above the table, there are buttons for 'ADD NEW +', 'EXPORT', and 'EXPORT'. A search bar and a 'Show 10 entries' dropdown are also present. The bottom of the table shows 'Showing 1 to 3 of 3 entries' and pagination controls for 'Previous', '1', and 'Next'.

If you want to add new category of employee then first you will click on **“ADD NEW”** button and after that a dialox box will appear your on the screen. You will enter the category name.



The screenshot shows a dialog box titled 'Category Details'. It has a yellow header bar with the title. Below the header, there is a label 'Category Name' followed by a text input field containing 'Minnimum Wages'. A red asterisk is visible at the end of the input field, indicating a required field. At the bottom right of the dialog box, there are two buttons: a red 'CANCEL' button and a blue 'SAVE' button.

(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.

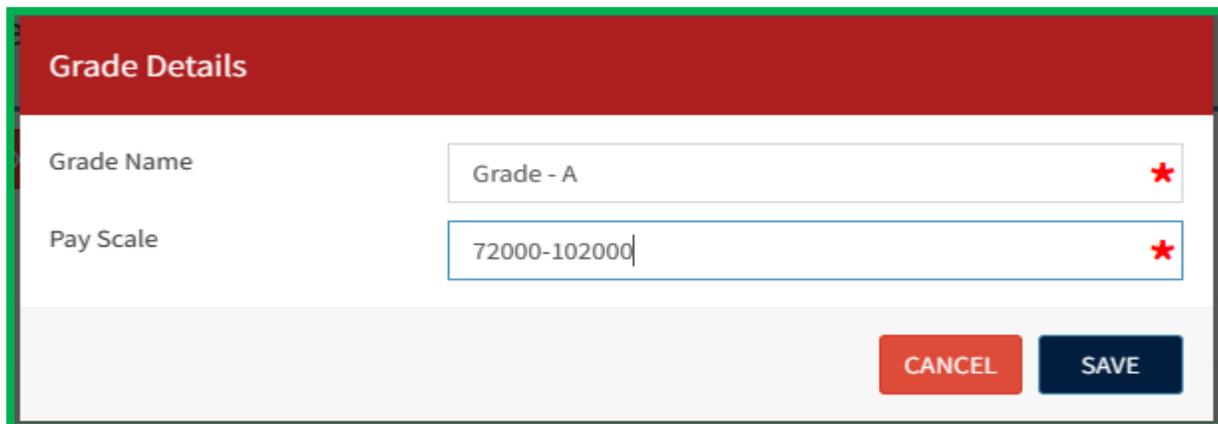


The screenshot shows the BIOROLES Grade Master interface. The top navigation bar includes the BIOROLES logo, a menu icon, and user information (Admin). The left sidebar lists various master forms, with 'Grade Master' selected. The main content area is titled 'Add / Edit / Delete Grade' and features buttons for 'ADD NEW +', 'EXPORT', and 'EXPORT'. Below these are filters for '(6) All', '(6) Active', and '(0) Deactive'. A search bar and a 'Show 10 entries' dropdown are also present. The main table displays the following data:

Grade Name	Pay Scale	Action
DEMO		[Status] [Toggle] [Delete]
Grade - B	20000-30000	[Status] [Toggle] [Delete]
Grade - c	10000 - 15000	[Status] [Toggle] [Delete]
Grade A	30000-40000	[Status] [Toggle] [Delete]
Grade B		[Status] [Toggle] [Delete]
Grade C		[Status] [Toggle] [Delete]

At the bottom, it shows 'Showing 1 to 6 of 6 entries' and navigation buttons for 'Previous', '1', and 'Next'.

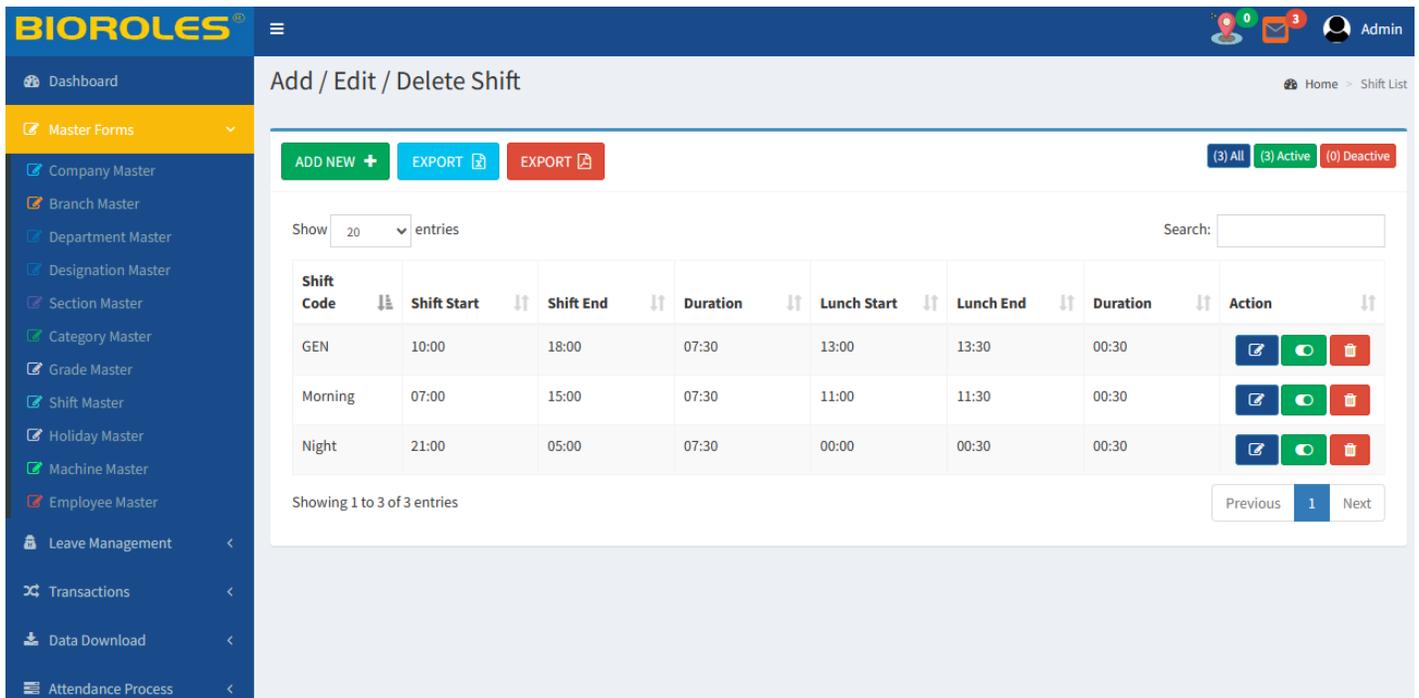
Add New Grade:- If you want to add new grade in your grade list then first you will click on **“ADD NEW”** button. After that a dialog box will appear on the screen. In this dialog box you will be enter the grade and pay scale of the employee and click on save button.



The 'Grade Details' dialog box contains the following fields and buttons:

- Grade Name:** Input field containing 'Grade - A' with a red asterisk indicating a validation error.
- Pay Scale:** Input field containing '72000-102000' with a red asterisk indicating a validation error.
- CANCEL:** A red button to dismiss the dialog.
- SAVE:** A dark blue button to save the new grade.

(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.

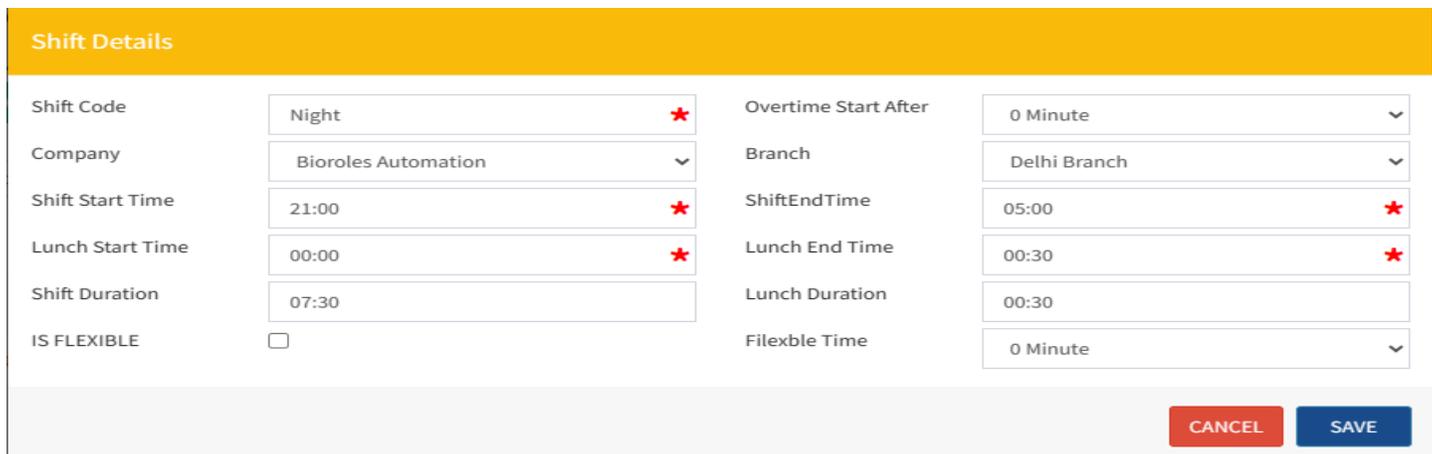


The screenshot shows the BIOROLES Shift Master interface. The left sidebar contains a navigation menu with options like Dashboard, Master Forms, Company Master, Branch Master, Department Master, Designation Master, Section Master, Category Master, Grade Master, Shift Master, Holiday Master, Machine Master, Employee Master, Leave Management, Transactions, Data Download, and Attendance Process. The main content area is titled "Add / Edit / Delete Shift" and includes buttons for "ADD NEW +", "EXPORT", and "EXPORT". Below these are filters for "(3) All", "(3) Active", and "(0) Deactive". A table displays three shift entries:

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	[Edit] [Toggle] [Delete]
Morning	07:00	15:00	07:30	11:00	11:30	00:30	[Edit] [Toggle] [Delete]
Night	21:00	05:00	07:30	00:00	00:30	00:30	[Edit] [Toggle] [Delete]

Showing 1 to 3 of 3 entries. Navigation: Previous | 1 | Next

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.



The "Shift Details" dialog box contains the following fields:

- Shift Code: Night (marked with a red star)
- Company: Bioroles Automation
- Shift Start Time: 21:00 (marked with a red star)
- Lunch Start Time: 00:00 (marked with a red star)
- Shift Duration: 07:30
- IS FLEXIBLE:
- Overtime Start After: 0 Minute
- Branch: Delhi Branch
- ShiftEndTime: 05:00 (marked with a red star)
- Lunch End Time: 00:30 (marked with a red star)
- Lunch Duration: 00:30
- Filexble Time: 0 Minute

Buttons: CANCEL, SAVE

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.

The screenshot shows the 'Add / Edit / Delete Holiday' page in the Bioroles HRMS. The page features a sidebar with navigation options like Dashboard, Master Forms, and various HR modules. The main content area displays a table of holidays with the following data:

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	

At the top of the table, there are buttons for 'ADD NEW +', 'EXPORT', and 'EXPORT'. A search bar and a status filter (5 All, 5 Active, 0 Deactive) are also present. The table shows 'Showing 1 to 5 of 5 entries' and a pagination control with 'Previous', '1', and 'Next' buttons.

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.

The 'Holiday Details' dialog box contains the following information:

- Company Selection:** Bioroles Automation, Sharda Group & Company, SOFTWARE TECHNOLOGY SYSTEM Pvt.
- Branch Selection:** Delhi Branch, HR Branch, UP Branch
- Holiday Name:** Diwali
- Holiday Date From:** 12 November 2023
- Holiday Description:** Diwali
- Holiday Date To:** 12 November 2023
- Is Adjustment:**
- Adjustment Date:** (Empty field)
- OT Factor:** 0

Buttons: CANCEL, SAVE

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

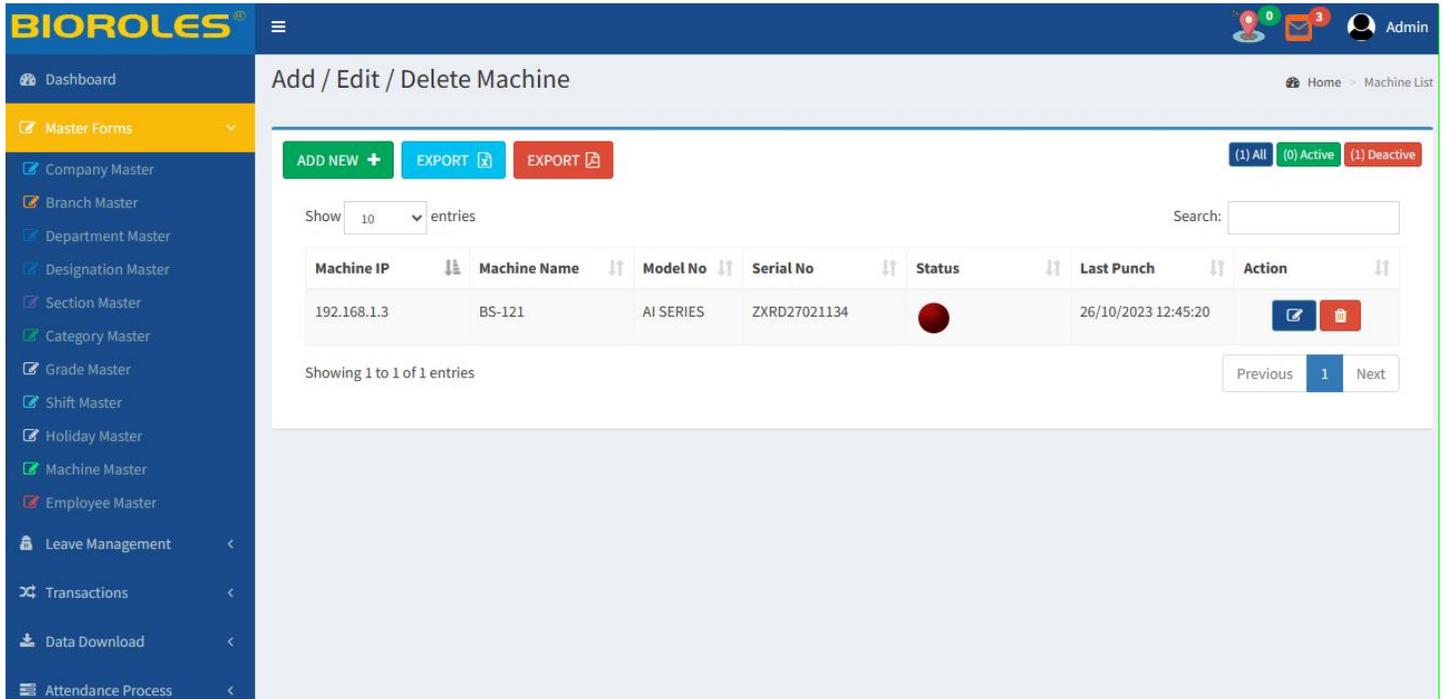
Excel format of Holidays List

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.

Excel format of Machine detail

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

Pdf of Machine detail

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

(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.

The screenshot shows the 'Shift & WO Setup' form in the BIOROLES system. The form is divided into several sections: 'Shift Type' (Fixed), 'Shift' (GEN), 'Start Time' (26/10/2023 10:00:00), and 'End Time' (26/10/2023 18:00:00). There are also fields for 'Shift Pattern' (GEN), 'Run Auto Shift' (checkbox), 'Add Shift' (G), 'Remove Pattern', and 'Remove Shift'. The 'First Weekly Off' is set to SUNDAY, and the 'Second Weekly Off' is set to NONE. The 'Second Weekly Off Days' are marked with checkboxes for I, II, III, IV, and V. The 'Shift Remaining Days' is set to 7. The form has 'Save' and 'Cancel' buttons at the bottom right.

(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.

BIOROLES Admin

Dashboard | Master Forms | Company Master | Branch Master | Department Master | Designation Master | Section Master | Category Master | Grade Master | Shift Master | Holiday Master | Machine Master | Employee Master | Leave Management | Transactions | Data Download | Attendance Process

Official Details | Shift & WO Setup | Personal Details | Time Office Setup | Time Office Policies | Other Details

Employee Id: *
 Employee Name: *
 Company: Bioroles Automation
 Department: Account Branch *
 Section: Account Section A *
 PF No.:
 Designation: Account *
 Bus Route:
 Date Of Joining:
 Lunch Rate:
 Reporting Manager: Select

Pay Code:
 Guardian Name:
 Branch: Delhi Branch *
 Category: Maximum Wages *
 Grade: Grade - B *
 ESI No.:
 Experience:
 Vehicle No.:
 Date Of Releiving:
 Dispensary:

Employee Image:

Save Cancel

(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.

BIOROLES Admin

Dashboard | Master Forms | Company Master | Branch Master | Department Master | Designation Master | Section Master | Category Master | Grade Master | Shift Master | Holiday Master | Machine Master | Employee Master | Leave Management | Transactions | Data Download | Attendance Process

Official Details | Shift & WO Setup | Personal Details | Time Office Setup | Time Office Policies | Other Details

Date Of Birth:
 Sex: Male Female
 Blood Group: N/A
 Contact No:
 Aadhaar No:
 Permanent Address:
 Pin Code:
 Temporary Address:
 Pin Code:
 Account No:
 Bank Name:

Password:
 Marital Status: Married Unmarried
 Qualification:
 Email:
 Voter Id No:
 Contact No:
 IFSC No:

Save Cancel

(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.

The screenshot displays the BIOROLES Employee Master interface. The left sidebar contains a navigation menu with options like Dashboard, Master Forms, Company Master, Branch Master, Department Master, Designation Master, Section Master, Category Master, Grade Master, Shift Master, Holiday Master, Machine Master, Employee Master, Leave Management, Transactions, Data Download, and Attendance Process. The main content area is titled 'Employee Master' and shows a 'User Details' form. The 'Other Details' tab is active, showing the following fields:

Official Details	Shift & WO Setup	Personal Details	Time Office Setup	Time Office Policies	Other Details
Father Name	RAJU KUMAR	Emergency Contact Person		Emergency Contact No	
Anniversary Date		Insurance No.		Employee Location	
Nominee Name		Nominee Relation		Email Address	

At the bottom right of the form, there are 'Save' and 'Cancel' buttons.

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	00000002	Bioroles Automation	Delhi Branch	Technical Support
Himanshu Negi	3	00000003	Bioroles Automation	UP Branch	Marketing
Mahesh	1	00000001	Bioroles Automation	Delhi Branch	IT Department
MD Eanyat	4	00000004	Bioroles Automation	Delhi Branch	Marketing
pradeep Bhist	5	00000005	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.

The screenshot shows the BIOROLES Leave Management interface. The left sidebar contains navigation options: Dashboard, Master Forms, Leave Management (selected), Leave Master, New Leave Application, All Leave Application List, Monthly Leave Sanction, Yearly Leave Sanction, Leave Synchronization, Transactions, Data Download, Attendance Process, System Admin, Device Management, Reports, and Payroll Management. The main content area is titled 'Add / Edit / Delete Leave' and features a table with the following columns: Leave Code, Leave Description, Leave Type, Weekoff Include, Holiday Include, and Action. The table contains four entries: CL (Casual Leave), GENERAL (General), ML (Medical Leave), and SL (Sick Leave). Each entry has an edit icon, a toggle switch, and a delete icon. The interface also includes buttons for 'ADD NEW', 'EXPORT', and 'EXPORT', a search bar, and a status summary showing 4 All, 4 Active, and 0 Deactive entries.

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	

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.

The screenshot shows the 'Leave Details' form. It includes the following fields and options:

- Leave Code: ML
- Leave Description: Medical Leave
- Leave Feild: Leave
- Weekly Off Include (Yes/No):
- Holiday Include (Yes/No):
- Is Carry Forward:
- Leave Accural Type & Quantity: Monthly Yearly, 2.0
- Max. Carryforward Limit: 2.00

Buttons: CANCEL, SAVE

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.

BIOROLES Admin

Dashboard Master Forms Leave Management Leave Master New Leave Application All Leave Application List Monthly Leave Sanction Yearly Leave Sanction Leave Synchronization Transactions Data Download Attendance Process System Admin Device Management Reports Payroll Management

New Leave Application Home > New Leave Application

Date Selection

Select Employee Ashish(2) Application Date

Employee Details

Employee Name Ashish Employee Pay Code 2 Employee Card No. 00000002
Employee Designation Technical Support Employee Contact No. 9289776306 Employee Email kumarariyan49@gmail.com

Application Details

From Date To Date
Select Leave CL Casual Leave 2.00 Leave Type Full Day Three Fourth Half Day Quarter
Leave Reason

Save Cancel

(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.

BIOROLES Admin

Dashboard Master Forms Leave Management Leave Master New Leave Application All Leave Application List Monthly Leave Sanction Yearly Leave Sanction Leave Synchronization Transactions Data Download Attendance Process System Admin Device Management Reports Payroll Management

Leave Application Home > Leave Application

Employee Details

Employee Name pradeep Bhist Employee Pay Code 5 Employee Card No. 00000005
Employee Designation Account Employee Contact No. 9289776305 Employee Email Pradeep234@gmail.com

Application Details

From Date 09/Oct/2023 To Date 09/Oct/2023
Select Leave CL Casual Leave 2.00 Leave Type Full Day Three Fourth Half Day Quarter
Leave Reason going somewhere urgently
Approved Date 27/Oct/2023 Approved Status Approved

Remark

Save Cancel

(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.

BIOROLLES Add / Edit / Delete Yearly Leave Sanction

Company Selection

All Company Selected Company

Bioroles Automation

Filter Selection

All Employee Selected Employee

All Branch Selected Branch

All Department Selected Department

All Section Selected Section

All Category Selected Category

All Grade Selected Grade

Employees Selection

Ashish(2) Himanshu Negi(3) Mahesh(1) MD Eanyat(4)

pradeep Bhist(5)

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.

Leave Sanction Details

PI Paternity Leave Leave Value 7.00 Year Selection 2023

Save Cancel

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

The screenshot displays the BIOROLLES web application interface. The top navigation bar includes the BIOROLLES logo, a menu icon, and user information (Admin) with notification icons. The left sidebar contains a list of menu items: Dashboard, Master Forms, Leave Management, Leave Master, New Leave Application, All Leave Application List, and Monthly Leave Sanction. The main content area is titled "Add / Edit / Delete Leave Synchronization" and "Leave Synchronization Details". It features two input fields: "Synchronize From Year" with the value "2022" and "Synchronize To Year" with the value "2023". At the bottom right of the form, there are "Save" and "Cancel" buttons.

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.

Employee Details

Employee Name	Ashish(2)	Employee Pay Code	2	Employee Card No.	00000002
Employee Designation	Technical Support	Employee Contact No.	9289776306	Employee Email	kumarariyan49@gmail.com

Employee Selection

Punch Date: 27-Oct-2023 Punch Time: 10:00 **Punch Post** **Cancel**

Punch Details

Attendance Register							Raw Punch		
Attendance Date	Shift	In Time	Out Time	Late	Status	Remark	Punch Date	Punch Date Time	Action
27 Oct 2023	Morning	27/10/2023 10:00:00		0	MIS	MIS	27 Oct 2023	27 Oct 2023 10:00:00	

(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.

Employee Details

Employee Name	Ashish(2)	Employee Pay Code	2	Employee Card No.	00000002
Employee Designation	Technical Support	Employee Contact No.	9289776306	Employee Email	kumarariyan49@gmail.com

Employee Selection

In Date: 24-Oct-2023 Time: 10:00 Out Date: 24-Oct-2023 Time: 18:00 **Punch Post** **Cancel**

Punch Details

Attendance Register							Raw Punch		
Attendance Date	Shift	In Time	Out Time	Late	Status	Remark	Punch Date	Punch Date Time	Action
24 Oct 2023	Morning	24/10/2023 10:00:00	24/10/2023 18:00:00	180	P		24 Oct 2023	24 Oct 2023 10:00:00	
							24 Oct 2023	24 Oct 2023 18:00:00	

(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.

Device Info

Device: BS-121 | Serial No: ZXR027021134 | From Date: 2023-10-21 | To Date: 2023-10-23 | Upload File

Save Attendance Log

Sr No	Card No	Log Date	In Time	Out Time
1	00000001	21/10/2023 00:00:00	10:00	18:00
2	00000002	22/10/2023 00:00:00	10:10	18:10
3	00000003	23/10/2023 00:00:00	9:00	19:00

Showing 1 to 3 of 3 entries

(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.

Manual Shift Change

Employee Selection: Select Employee: Ashish(2) | Application Date: October

Employee Details:

Employee Name: Ashish | Employee Pay Code: 2 | Employee Card No.: 00000002

Employee Designation: Technical Support | Employee Contact No.: 9289776306 | Employee Email: kumarariyan49@gmail.com

Shift Change Details:

From Date: 22-Oct-2023 | To Date: 25-Oct-2023 | Shift: GEN

Save **Cancel**

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.

The screenshot shows the BIOROLES interface with a sidebar menu on the left and a main content area displaying a table of attendance records. The sidebar menu includes options like Dashboard, Master Forms, Leave Management, Transactions, Miss Punch Entry, Out Duty Punch Entry, Manual Punch Upload, Manual Shift Change, Manual Shift Exchange, GPS Punch Approval, Data Download, Attendance Process, System Admin, Device Management, Reports, and Payroll Management. The main content area shows a table with columns for Name, Paycode, Cardno, Shift, and Attendance Date. The table contains 10 rows of data for an employee named Ashish, with attendance dates ranging from 01 Oct 2023 to 10 Oct 2023. The shifts include OFF, HLD, and Morning. At the bottom of the table, it says 'Showing 1 to 10 of 31 entries' and there are navigation buttons for Previous, 1, 2, 3, 4, and Next.

Name	Paycode	Cardno	Shift	Attendance Date
Ashish	2	00000002	OFF	01 Oct 2023
Ashish	2	00000002	HLD	02 Oct 2023
Ashish	2	00000002	Morning	03 Oct 2023
Ashish	2	00000002	Morning	04 Oct 2023
Ashish	2	00000002	Morning	05 Oct 2023
Ashish	2	00000002	Morning	06 Oct 2023
Ashish	2	00000002	Morning	07 Oct 2023
Ashish	2	00000002	OFF	08 Oct 2023
Ashish	2	00000002	Morning	09 Oct 2023
Ashish	2	00000002	Morning	10 Oct 2023

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

The screenshot shows the BIOROLES interface with the 'Manual Shift Exchange' dialog box open. The dialog box has a sidebar menu on the left and a main content area. The main content area is divided into several sections: 'Date Selection' with a dropdown for 'Attendance Month' set to 'October'; 'First Employee Details' with fields for Employee Name (Ashish(2)), Employee Pay Code (2), Employee Card No. (00000002), Employee Designation (Technical Support), Employee Contact No. (9289776306), and Employee Email (kumarariyan49@gmail.com); 'Second Employee Details' with fields for Employee Name (Himanshu Negi(3)), Employee Pay Code (3), Employee Card No. (00000003), Employee Designation (Marketing), Employee Contact No. (9289776307), and Employee Email (Himanshu23422@gmail.com); and 'Shift Change Details' with fields for From Date (22-Oct-2023), To Date (25-Oct-2023), and Shift (GEN). At the bottom right, there are 'Save' and 'Cancel' buttons.

and save the detail as shown in above dialog box.

First Employee Details					Second Employee Details				
Name	Paycode	Cardno	Shift	Attendance Date	Name	Paycode	Cardno	Shift	Attendance Date
Himanshu Negi	3	00000003	OFF	01 Oct 2023	Ashish	2	00000002	OFF	01 Oct 2023
Himanshu Negi	3	00000003	HLD	02 Oct 2023	Ashish	2	00000002	HLD	02 Oct 2023
Himanshu Negi	3	00000003	Night	03 Oct 2023	Ashish	2	00000002	Morning	03 Oct 2023
Himanshu Negi	3	00000003	Night	04 Oct 2023	Ashish	2	00000002	Morning	04 Oct 2023
Himanshu Negi	3	00000003	Night	05 Oct 2023	Ashish	2	00000002	Morning	05 Oct 2023
Himanshu Negi	3	00000003	Night	06 Oct 2023	Ashish	2	00000002	Morning	06 Oct 2023
Himanshu Negi	3	00000003	Night	07 Oct 2023	Ashish	2	00000002	Morning	07 Oct 2023
Himanshu Negi	3	00000003	OFF	08 Oct 2023	Ashish	2	00000002	OFF	08 Oct 2023
Himanshu Negi	3	00000003	Night	09 Oct 2023	Ashish	2	00000002	Morning	09 Oct 2023
Himanshu Negi	3	00000003	Night	10 Oct 2023	Ashish	2	00000002	Morning	10 Oct 2023
Himanshu Negi	3	00000003	Night	11 Oct 2023	Ashish	2	00000002	Morning	11 Oct 2023
Himanshu Negi	3	00000003	Night	12 Oct 2023	Ashish	2	00000002	Morning	12 Oct 2023
Himanshu Negi	3	00000003	Night	13 Oct 2023	Ashish	2	00000002	Morning	13 Oct 2023
Himanshu Negi	3	00000003	Night	14 Oct 2023	Ashish	2	00000002	Morning	14 Oct 2023
Himanshu Negi	3	00000003	OFF	15 Oct 2023	Ashish	2	00000002	OFF	15 Oct 2023
Himanshu Negi	3	00000003	Night	16 Oct 2023	Ashish	2	00000002	Morning	16 Oct 2023
Himanshu Negi	3	00000003	Night	17 Oct 2023	Ashish	2	00000002	Morning	17 Oct 2023
Himanshu Negi	3	00000003	Night	18 Oct 2023	Ashish	2	00000002	Morning	18 Oct 2023

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.

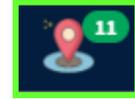
(6) GPS Punch Approval :- GPS is a “Global Positioning System”, it is one of the global navigation satellite system that provides you geolocation and time information of your employee. From anywhere employee has the facility to submit his/her attendance with the help of GPS. For this employee would go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

EmpCode	CardNo.	Employee Name	Punch Date	Punch Time	Location	Remark
1	00000001	Mahesh	27/10/2023	11:25:28	F-90-9, Okhla, Pocket F, Okhla Phase I, Okhla Industrial Estate, New Delhi, Delhi 110044, India	
1	00000001	Mahesh	27/10/2023	11:25:34	F-90-9, Okhla, Pocket F, Okhla Phase I, Okhla Industrial Estate, New Delhi, Delhi 110044, India	
2	00000002	Ashish	27/10/2023	11:25:56	F-90-9, Okhla, Pocket F, Okhla Phase I, Okhla Industrial Estate, New Delhi, Delhi 110044, India	
2	00000002	Ashish	27/10/2023	11:26:01	F-90-9, Okhla, Pocket F, Okhla Phase I, Okhla Industrial Estate, New Delhi, Delhi 110044, India	
3	00000003	Himanshu Negi	27/10/2023	11:27:22	F-90-9, Okhla, Pocket F, Okhla Phase I, Okhla Industrial Estate, New Delhi, Delhi 110044, India	
3	00000003	Himanshu Negi	27/10/2023	11:27:24	F-90-9, Okhla, Pocket F, Okhla Phase I, Okhla Industrial Estate, New Delhi, Delhi 110044, India	
3	00000003	Himanshu Negi	27/10/2023	11:27:26	F-90-9, Okhla, Pocket F, Okhla Phase I, Okhla Industrial Estate, New Delhi, Delhi 110044, India	

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.

Device Sr No	Enroll No	Punch Date & Time
ZXRD27021134	00000005	26/10/2023 12:45:05
ZXRD27021134	00000003	26/10/2023 12:45:05
ZXRD27021134	00000004	26/10/2023 12:44:50
ZXRD27021134	00000001	26/10/2023 12:44:50
ZXRD27021134	00000002	26/10/2023 12:44:47
ZXRD27021134	00000003	26/10/2023 12:44:47
ZXRD27021134	00000002	26/10/2023 12:37:12
ZXRD27021134	00000001	26/10/2023 12:37:09
ZXRD27021134	00000004	26/10/2023 10:00:19

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.

The screenshot displays the BIOROLES web application interface. The top navigation bar includes the BIOROLES logo, a menu icon, and user information (Admin). The left sidebar lists various modules: Dashboard, Master Forms, Leave Management, Transactions, Data Download (highlighted), Download Log, Upload AGL File, Attendance Process, System Admin, Device Management, Reports, and Payroll Management.

The main content area shows the 'Upload AGL File' section. It features input fields for 'Device' (BS-121), 'Serial No' (ZXRD27021134), 'From Date' (2023-10-01), and 'To Date' (2023-10-27). A 'Demo File Excel' button is available for file upload. Below these fields are 'Save Attendance Log' and 'EXPORT TO EXCEL' buttons.

The data table section shows a search bar and a table with columns: Sr No, Machine No, Enrollment No, Name, InOut, and PunchdateTime. The table currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons for 'Previous' and 'Next' are present at the bottom right of the table area.

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.

The screenshot displays the 'Attendance Register Creation' page in the BIOROLES system. The interface includes a sidebar with navigation options such as Dashboard, Master Forms, Leave Management, Transactions, Data Download, Attendance Process (highlighted), Attendance Processing, Attendance Register Creation, System Admin, Device Management, Reports, and Payroll Management. The main content area is titled 'Attendance Register Creation' and contains the following sections:

- Year Selection For Attendance Register:** A 'Date From' field is set to '01-Oct-2023'. 'Save' and 'Cancel' buttons are located at the bottom right of this section.
- Company Selection:** Radio buttons for 'All Company' (selected) and 'Selected Company'. A checkbox for 'Bioroles Automation' is checked.
- Filter Selection:** Radio buttons for 'All Employee' (selected), 'Selected Employee', 'All Branch', 'Selected Branch', 'All Department', 'Selected Department', 'All Section', 'Selected Section', 'All Category', 'Selected Category', and 'All Grade', 'Selected Grade'.
- Employees Selection:** A search input field and a list of selected employees: Ashish(2), Himanshu Negi(3), Mahesh(1), MD Eanyat(4), and pradeep Bhist(5).

SYSTEM ADMIN

“System Admin” are divided into three parts.

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

(i) **Shift & WO Setup:-** 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.

The screenshot shows the 'BIOROLES' System Admin interface. The left sidebar contains navigation options: Dashboard, Master Forms, Leave Management, Transactions, Data Download, Attendance Process, System Admin (highlighted), Bulk Employee Setup, User Management, Change Password, Device Management, Reports, and Payroll Management. The main content area is titled 'Add / Edit / Delete Bulk Employee Setup' and 'Bulk Employee Setup'. It features four tabs: 'Shift & WO Setup' (active), 'Employee Selection', 'Time Office Setup', and 'Time Office Policies'. The 'Shift & WO Setup' tab contains the following fields: Shift Type (Fixed), Shift (GEN), Start Time (26/10/2023 10:00:00), End Time (26/10/2023 18:00:00), Shift Pattern (GEN), Run Auto Shift (checkbox), Add Shift (GEN), Remove Pattern (GEN), Remove Shift (GEN), First Weekly Off (MONDAY), Second Weekly Off (SUNDAY), Second Weekly Off (Full), Half Day Shift (GEN), Second Weekly Off Days (calendar icon), and Shift Remaining Days (0). A 'Shift Change After How Many Days' field is set to 7. 'Save' and 'Cancel' buttons are at the bottom right.

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

The screenshot shows the 'BIOROLES' System Admin interface. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Add / Edit / Delete Bulk Employee Setup' and 'Bulk Employee Setup'. It features four tabs: 'Shift & WO Setup', 'Employee Selection' (active), 'Time Office Setup', and 'Time Office Policies'. The 'Employee Selection' tab contains the following sections: Company Selection (All Company selected, Selected Company), Bioroles Automation (checked), Filter Selection (All Employee selected, Selected Employee, All Branch, Selected Branch, All Department, Selected Department, All Section, Selected Section, All Category, Selected Category, All Grade, Selected Grade), and Employees Selection (a search bar and a list of selected employees: Ashish(2), Himanshu Negi(3), Mahesh(1), MD Eanyat(4), and pradeep Bhist(5)). 'Save' and 'Cancel' buttons are at the bottom right.

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

(iii) Time Office Setup:- 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) Time Office Policies:- 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.

The screenshot shows the 'User Management' section of the BIOROLES application. The left sidebar contains navigation options like Dashboard, Master Forms, Leave Management, Transactions, Data Download, Attendance Process, System Admin, Bulk Employee Setup, User Management, and Change Password. The main content area displays a table of users with the following data:

Login Id	Display Name	email	Mobile	Action
Admin	Admin	support@biroles.com	9289776306	
demo	demo	support@biroles.com	09289776302	

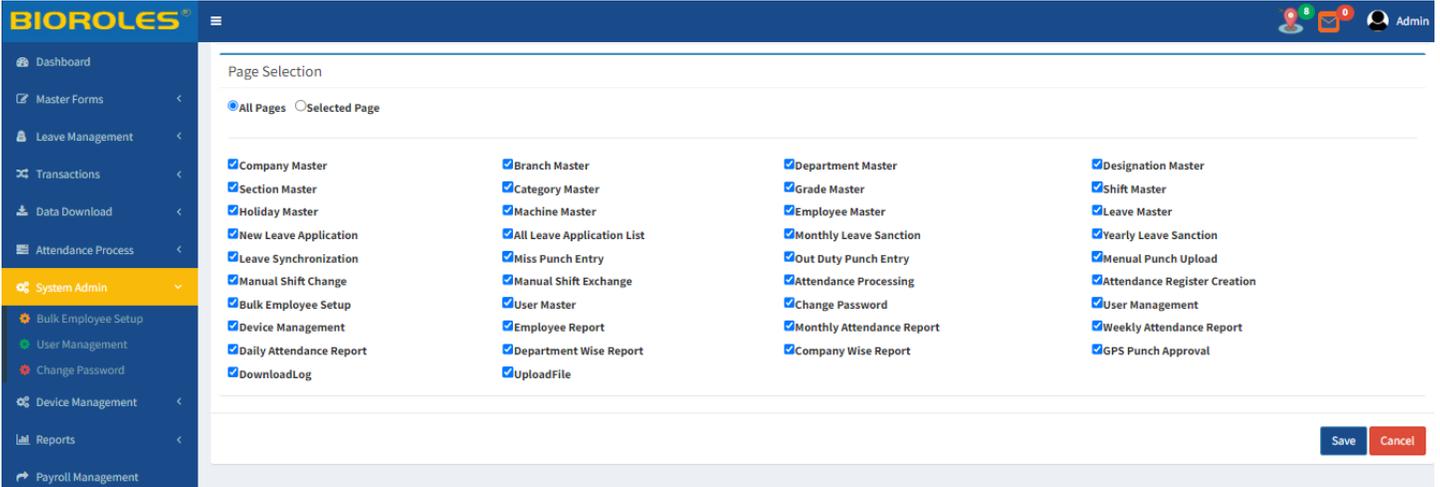
At the top of the table, there are buttons for 'ADD NEW', 'EXPORT', and 'EXPORT'. Below the table, it says 'Showing 1 to 2 of 2 entries' and 'Previous 1 Next'.

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.

The screenshot shows the 'User Details' form in the BIOROLES application. The form contains the following fields and sections:

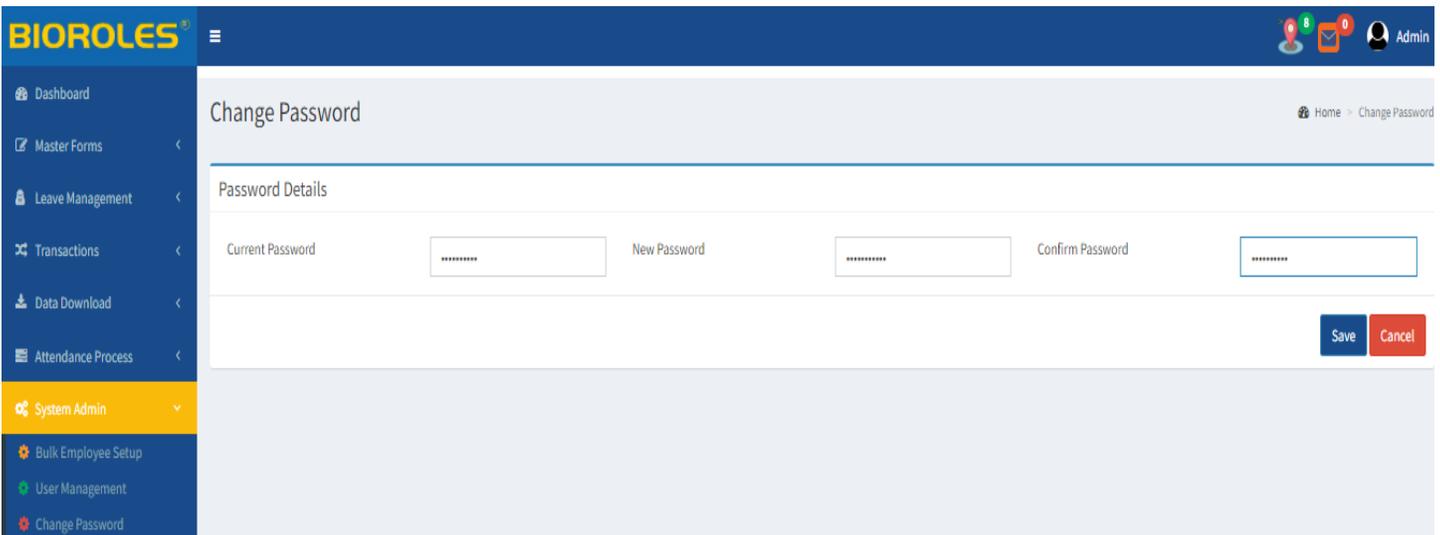
- User Login Id:** Enayt
- User Password:** 123456
- User Type:** Team Leader
- User Display Name:** MD Enayt
- email:** MDEnayt12@gmail.com
- Mobile:** 9289776302
- Machine Selection:** Selected Machine All Machine
- Company Selection:** All Company Selected Company
 - Bioroles Automation
 - Sharda Group & Company
 - SOFTWARE TECHNOLOGY SYSTEM Pvt.
- Branch Selection:** All Branch Selected Branch
 - Delhi Branch
 - HR Branch
 - UP Branch

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

Select	Enrollment No	User Name	Department	Designation
<input type="checkbox"/>	00000001	Mahesh	IT Department	Technical Support
<input type="checkbox"/>	00000005	pradeep Bhist	Account Branch	Account
<input type="checkbox"/>	00000003	Himanshu Negi	Marketing	Marketing
<input type="checkbox"/>	00000004	MD Eanyat	Marketing	Marketing
<input type="checkbox"/>	00000002	Ashish	Technical Support	Technical Support

(1) User Management:- 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) Remove and add Admin:- At anytime, You have the facility to add or remove admin.

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

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

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

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

(vi) Enable User and Disable User :- 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.

User Management

Device Info

Device: BS-121 Serial No: ZXR027021134 Connect

Load From Database Remove Admin Add Admin Add User Delete User Remote Reg Face Remote Reg Finger Remote Reg Card Remote Reg Password Enable User Disable User Back

Show 10 entries Search:

Select	Enrollment No	User Name	Department	Designation
<input type="checkbox"/>	00000001	Mahesh	IT Department	Technical Support
<input type="checkbox"/>	00000005	pradeep Bhist	Account Branch	Account
<input type="checkbox"/>	00000003	Himanshu Negi	Marketing	Marketing
<input type="checkbox"/>	00000004	MD Eanyat	Marketing	Marketing
<input type="checkbox"/>	00000002	Ashish	Technical Support	Technical Support

Showing 1 to 5 of 5 entries Previous 1 Next

(iii) Device Management:- 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.

Device Management

Device Info

Device: BS-121 Serial No: ZXR027021134 From Date: 2023-10-01 To Date: 2023-10-27 Connect

Set Device Date Get Device Data Download All Users Delete All From Machine Upload Sel. Users Get Attendance Log Save Attendance Log

Show 10 entries Search:

Device Sr No	Enroll No	Punch Date & Time
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

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.

The screenshot displays the BIOROLLES Employee Report interface. The page title is "Employee Report". It features a "Date Selection" section with "From Date" set to "01-Oct-2023" and "To Date" set to "27-Oct-2023". Below this is a "Report Sanction" section with radio buttons for "Location Wise Employee Report" (selected), "Category Wise Employee Report", "Contract Expiring Employee Report", "For A Period Joining Report", and "For A Period Resignation Report". At the bottom right, there are "View Report" and "Cancel" buttons. The left sidebar contains navigation options like Dashboard, Master Forms, Leave Management, Transactions, Data Download, Attendance Process, System Admin, Device Management, Reports, Employee Report, Monthly Attendance Report, Weekly Attendance Report, Daily Attendance Report, Department Wise Report, and Payroll Management. The top right shows user information for "Admin".

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.

Report Details

1 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) Category Wise Employee Report:- You can see the report category wise in below area.

Report Details

1 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
Maresh (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) For a Period of Joining Report:- Joining report has shown in given below.

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

(2) Monthly Attendance Report:- 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

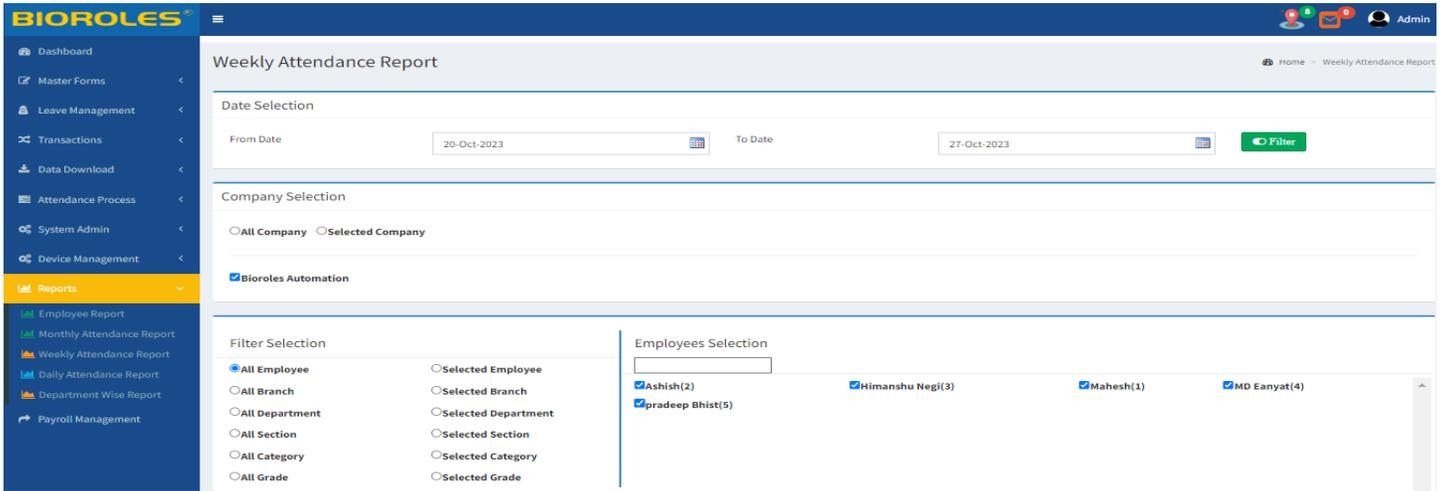
Report Details

Biroles 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

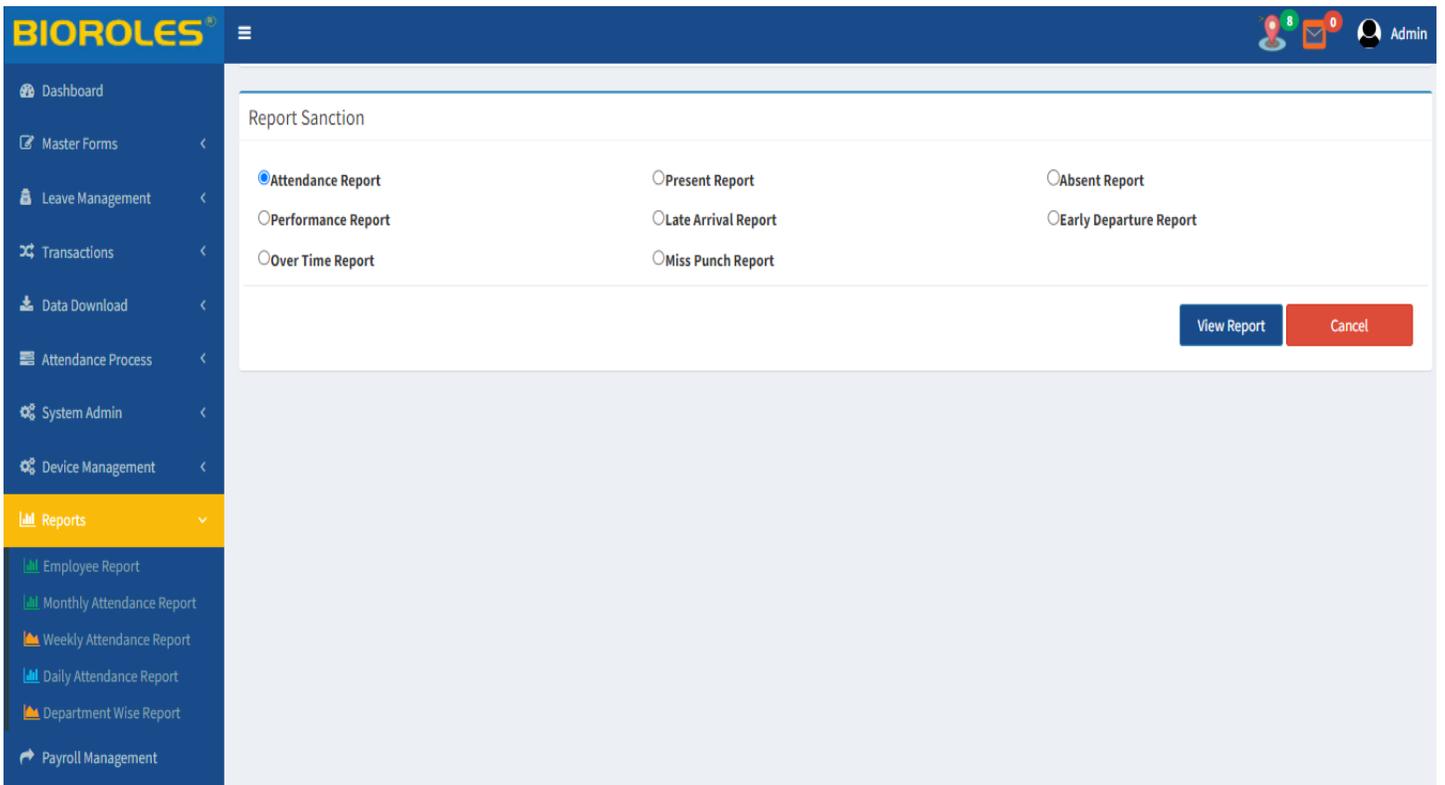
Report Details

Attendance Date	Day	Shift Attended	In Time	Out Time	Late Arrival	Early Departure	Working Hours	OT Duration	Prsent Status
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 attendance report company wise, branch wise, section wise, category wise, grade wise etc.

The screenshot shows the BIOROLES web application interface for the 'Daily Attendance Report'. The left sidebar contains a navigation menu with options like Dashboard, Master Forms, Leave Management, Transactions, Data Download, Attendance Process, System Admin, Device Management, and Reports. The main content area is titled 'Daily Attendance Report' and includes a 'Date Selection' section with a 'From Date' field set to '27-Oct-2023' and a 'Filter' button. Below this is a 'Company Selection' section with radio buttons for 'All Company' and 'Selected Company', and a checked option for 'Bioroles Automation'. The 'Filter Selection' section has radio buttons for 'All Employee', 'Selected Employee', 'All Branch', 'Selected Branch', 'All Department', 'Selected Department', 'All Section', 'Selected Section', 'All Category', 'Selected Category', and 'All Grade', 'Selected Grade'. The 'Employees Selection' section has a search box and a list of employees with checkboxes: Ashish(2), Himanshu Negi(3), Mahesh(1), MD Eanyat(4), and pradeep Bhist(5).

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

The screenshot shows the BIOROLES web application interface for the 'Report Sanction' section. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Report Sanction' and features several radio button options: 'Attendance Report' (selected), 'Present Report', 'Absent Report', 'GPS Punch Report', 'Late Arrival Report', 'Early Departure Report', and 'Over Time Report', 'Miss Punch Report'. At the bottom right, there are two buttons: 'View Report' and 'Cancel'.

(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.

- Dashboard
- Master Forms
- Leave Management
- Transactions
- Data Download
- Attendance Process
- System Admin
- Device Management
- Reports
- Employee Report
- Monthly Attendance Report
- Weekly Attendance Report
- Daily Attendance Report
- Department Wise Report
- Payroll Management

Department Wise Report

Home > Department Wise Report

Date Selection

From Date

Company Selection

All Company Selected Company

Bioroles Automation

Filter Selection

- All Employee Selected Employee
- All Branch Selected Branch
- All Department Selected Department
- All Section Selected Section
- All Category Selected Category
- All Grade Selected Grade

Employees Selection

-
- Ashish(2) Himanshu Negi(3) Mahesh(1) MD Eanyat(4)
 - pradeep Bhist(5)

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

Report Details

1 of 2 ? Find | Next

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.

The screenshot shows the 'Declare Salary Heads' page in a web application. The left sidebar contains navigation options: Dashboard, Time Office Management, Declare Salary Heads (highlighted), Declare Employee Salary, Salary Processing, Advance / Loan Entry, and Advance / Loan Details. The main content area has a search bar and a table with the following data:

Company Name	Contact No	Email Id	Address	Action
Bioroles Automation	9289776306	support@bioroles.com	F90/o Okhla phase 1delhi 11020	

Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

The screenshot shows the configuration page for 'Declare Salary Heads'. The left sidebar is the same as the previous screenshot. The main content area is titled 'Define PF, FPF And ESI' and includes the following fields:

- PF %: 12.00
- PF Limit: 1800.00
- FPF %: 0.20
- ESI Limit: 2000.00
- ESI %: 0.75
- Is PF ESI Applicable

Below these fields are sections for selecting calculation heads:

- Select PF Calculation Heads:**
 - Standard Heads Selection: Basic Salary, HRA, DA, TA, standardHead5, standardHead6, standardHead7, standardHead8, standardHead9, standardHead10
 - Additional Heads Selection: AddHead1, AddHead2, AddHead3, AddHead4, AddHead5, AddHead6, AddHead7, AddHead8, AddHead9, AddHead10
- Select ESI Calculation Heads:**
 - Standard Heads Selection: Basic Salary, HRA, DA, TA, standardHead5, standardHead6, standardHead7, standardHead8, standardHead9, standardHead10
 - Additional Heads Selection: AddHead1, AddHead2, AddHead3, AddHead4, AddHead5, AddHead6, AddHead7, AddHead8, AddHead9, AddHead10

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) $(\text{Salary}/\text{Month Days}) * (\text{Total Present} + \text{Weekly Off} + \text{Total Holidays})$

(ii) $\text{Salary} = (\text{Salary}/\text{Month Days}) * \text{Total Present}$

(iii) $\text{Salary} = (\text{Salary}/\text{Month Days}) * (\text{Total Present} + \text{Weekly Off})$

(iv) $\text{Salary} = (\text{Salary}/\text{Month Days}) * (\text{Total Present} + \text{Total Holidays})$

The screenshot displays the 'Payroll Management' software interface. The left sidebar contains a navigation menu with items: Dashboard, Time Office Management, Declare Salary Heads (highlighted), Declare Employee Salary, Salary Processing, Advance / Loan Entry, Advance / Loan Details, and Payroll Reports. The main content area is titled 'Select Calculation Formula' and is divided into three sections:

- Monthday Calculation Formula:** Four radio button options are available:
 - Monthday = Total Monthdays
 - Monthday = Total Monthdays - Total Holidays
 - Monthday = Total Monthdays - Weekly Off
 - Monthday = Total Monthdays - (Weekly Off + Total Holidays)
- Select Salary Calculation Formula:** Three radio button options are available:
 - Salary = (Salary/MonthDays) * (Total Present + Weekly Off + Total Holidays)
 - Salary = (Salary/MonthDays) * Total Present
 - Salary = (Salary/MonthDays) * (Total Present + Weekly Off)
- Select OT Calculation Formula:** A text input field with the label 'Enter Value (1 Then OT = Salary Standard Heads, 2 Then OT = Salary Standard Heads * 2)' contains the value '1.00'.

Below these sections is a 'Standard Salary Heads' table with 10 columns (Head1 to Head10) and 3 rows of input fields:

Head1	Basic Salary	Head2	HRA	Head3	DA	Head4	TA	Head5	Head 5	Head6	Head 6	Head7	Head 7	Head8	Head 8	Head9	Head 9	Head10	Head 10
-------	--------------	-------	-----	-------	----	-------	----	-------	--------	-------	--------	-------	--------	-------	--------	-------	--------	--------	---------

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.

Employee Name	PayCode	CardNo	Company	Branch	Department	Action
Ashish	2	00000002	Bioroles Automation	Delhi Branch	Technical Support	
Himanshu Negi	3	00000003	Bioroles Automation	UP Branch	Marketing	
Mahesh	1	00000001	Bioroles Automation	Delhi Branch	IT Department	
MD Eanyat	4	00000004	Bioroles Automation	Delhi Branch	Marketing	
pradeep Bhist	5	00000005	Bioroles Automation	Delhi Branch	Account Branch	

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.

Payroll Management Admin

Dashboard | Time Office Management | Declare Salary Heads | **Declare Employee Salary** | Salary Processing | Advance / Loan Entry | Advance / Loan Details | Payroll Reports

Declare Employee Salary

Home > Declare Employee Salary

Employee Details

Employee Name	Ashish	Employee Pay Code	2	Employee Card No.	00000002
Employee Designation	1	Employee Contact No.		Employee Email	kumarariyan49@gmai

Define PF, FPF And ESI

PF %	12.00	FPF %	0.20	ESI %	0.75
PFLimit	1800.00	EsiLimit	2000.00	<input checked="" type="checkbox"/> Is PF ESI Applicable	

Select PF Calculation Heads

Standard Heads Selection

Basic Salary HRA DA TA standardHead5 standardHead6 standardHead7 standardHead8 standardHead9 standardHead10

Additional Heads Selection

AddHead1 AddHead2 AddHead3 AddHead4 AddHead5 AddHead6 AddHead7 AddHead8 AddHead9 AddHead10

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.

Payroll Management Admin

Dashboard | Time Office Management | Declare Salary Heads | **Declare Employee Salary** | Salary Processing | Advance / Loan Entry | Advance / Loan Details | Payroll Reports

Declare Employee Salary

Home > Declare Employee Salary

Select ESI Calculation Heads

Standard Heads Selection

Basic Salary HRA DA TA standardHead5 standardHead6 standardHead7 standardHead8 standardHead9 standardHead10

Additional Heads Selection

AddHead1 AddHead2 AddHead3 AddHead4 AddHead5 AddHead6 AddHead7 AddHead8 AddHead9 AddHead10

Select Calculation Formula

Monthday Calculation Formula

Monthday = Total Monthdays Monthday = Total Monthdays - Weekly Off

Monthday = Total Monthdays - Total Holidays Monthday = Total Monthdays - (Weekly Off + Total Holidays)

Select Salary Calculation Formula

Salary = (Salary/MonthDays) * (Total Present + Weekly Off + Total Holidays) Salary = (Salary/MonthDays) * Total Present

Salary = (Salary/MonthDays) * (Total Present + Weekly Off) Salary = (Salary/MonthDays) * (Total Present + Total Holidays)

Select OT Calculation Formula

Enter Value (1 Then OT = Salary Standard Heads, 2 Then OT = Salary Standard Heads * 2)

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

The screenshot shows the 'Payroll Management' interface. The main content area is titled 'Declare Standard Heads Value'. It contains a grid of input fields for various salary components: Basic Salary (20000), HRA (3000), DA (0), and TA (2000). Below this are sections for 'Define Addition Heads' and 'Define Deduction Heads', each with multiple input fields. At the bottom right, there are 'Save' and 'Cancel' buttons.

(3) Salary Processing:- You have the facility to process your employee/s salary, only you Will select a month detail and process it.

The screenshot shows the 'Payroll Management' interface. The main content area is titled 'Salary Processing'. It contains a 'Salary Process from' field with a date picker set to '01-OCT-2023' and a 'Process' button. Below the form, there is a progress bar with a green segment on the left.

(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

The screenshot shows the 'Advance / Loan Entry' page in the Payroll Management system. The page header includes 'Payroll Management' and 'Admin'. The left sidebar contains navigation options: Dashboard, Time Office Management, Declare Salary Heads, Declare Employee Salary, Salary Processing, Advance / Loan Entry (highlighted), Advance / Loan Details, and Payroll Reports. The main content area displays a table with the following data:

Employee Name	PayCode	CardNo	Company	Branch	Department	Action
Ashish	2	00000002	Bioroles Automation	Delhi Branch	Technical Support	
Himanshu Negi	3	00000003	Bioroles Automation	UP Branch	Marketing	
Mahesh	1	00000001	Bioroles Automation	Delhi Branch	IT Department	
MD Eanyat	4	00000004	Bioroles Automation	Delhi Branch	Marketing	
pradeep Bhist	5	00000005	Bioroles Automation	Delhi Branch	Account Branch	

Detail of Loan/Advance in below dialog box

The screenshot shows the 'Advance / Loan Entry' page with the 'Employee Details' and 'Advance Details' sections expanded. The 'Employee Details' section contains the following information:

Employee Name	Ashish	Employee Pay Code	2	Employee Card No.	00000002
Employee Designation	1	Employee Contact No.		Employee Email	kumarariyan49@gmail.com

The 'Advance Details' section contains the following information:

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

At the bottom of the dialog box, there are three buttons: 'Get Details' (blue), 'Save' (green), and 'Cancel' (red).

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.

The screenshot shows the 'Payroll Management' interface. On the left is a navigation menu with options like Dashboard, Time Office Management, and Advance / Loan Entry. The main area displays a form for 'Advance / Loan Entry' with fields for 'Advance In Month' (01-Jan-2023), 'Deduction Start From' (01-Jan-2023), 'Total Advance' (10000), and 'No. of Installments' (12). Below the form are 'Get Details', 'Save', and 'Cancel' buttons. The 'Installments Details' table below shows 10 rows of data for employee 'Ashish' with a pay code of 2, card number 00000002, and a deduction amount of 833 per month from Jan to Sep 2023.

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

(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.

The screenshot shows the 'Payroll Management' interface with the 'Advance / Loan Details' page. It features a table with columns for Employee Name, PayCode, CardNo, Month, Amount, Installments, and Action. The table lists four employees: Ashish (PayCode 2, CardNo 00000002, 27 Sep 2023, Amount 10000, Installments 12), Himanshu Negi (PayCode 3, CardNo 00000003, 27 Sep 2023, Amount 20000, Installments 6), Mahesh (PayCode 1, CardNo 00000001, 27 Sep 2023, Amount 50000, Installments 8), and MD Eanyat (PayCode 4, CardNo 00000004, 27 Sep 2023, Amount 200000, Installments 14). Each row has an edit icon in the Action column.

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	

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 .

The screenshot displays the 'Payroll Management' interface. On the left is a navigation menu with options like 'Dashboard', 'Time Office Management', 'Declare Salary Heads', 'Declare Employee Salary', 'Salary Processing', 'Advance / Loan Entry', 'Advance / Loan Details', and 'Payroll Reports'. The main content area is divided into two sections: 'Employee Details' and 'Installments Details'.

Employee Details:

Employee Name	Ashish	Employee Pay Code	2	Employee Card No.	00000002
Employee Designation	Technical Support	Employee Contact No.		Employee Email	kumarariyan49@gmail.com

Installments Details:

Employee Name	Employee Pay Code	Employee Card No	Deduction Amount	Deduction Month	Status
Ashish	2	00000002	833.33	27 Sep 2023	Unpaid
Ashish	2	00000002	833.33	27 Oct 2023	Unpaid
Ashish	2	00000002	833.33	27 Nov 2023	Unpaid
Ashish	2	00000002	833.33	27 Dec 2023	Unpaid
Ashish	2	00000002	833.33	27 Jan 2024	Unpaid
Ashish	2	00000002	833.33	27 Feb 2024	Unpaid
Ashish	2	00000002	833.33	27 Mar 2024	Unpaid
Ashish	2	00000002	833.33	27 Apr 2024	Unpaid
Ashish	2	00000002	833.33	27 May 2024	Unpaid
Ashish	2	00000002	833.33	27 Jun 2024	Unpaid
Ashish	2	00000002	833.33	27 Jul 2024	Unpaid

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

(i) Pay Slip

(ii) Salary Register

(i) Pay slip Report:-

The screenshot shows the 'Payslip Report' configuration screen in the 'Payroll Management' system. The left navigation menu is expanded to 'Payroll Reports', with sub-options for 'Pay Slip' and 'Salary Register'. The main area is titled 'Payslip Report' and includes the following sections:

- Date Selection:** A 'From Date' field is set to '01-Oct-2023' with a calendar icon and a green 'Filter' button. 'View Report' and 'Cancel' buttons are at the bottom right.
- Company Selection:** Radio buttons for 'All Company' (selected) and 'Selected Company'. A checkbox for 'Bioroles Automation' is checked.
- Filter Selection:** Radio buttons for 'All Employee' (selected), 'All Branch', 'All Department', 'All Section', 'All Category', and 'All Grade'. There are also options for 'Selected Employee', 'Selected Branch', 'Selected Department', 'Selected Section', 'Selected Category', and 'Selected Grade'.
- Employees Selection:** Checkboxes for 'Ashish(2)', 'pradeep Bhist(5)', 'Himanshu Negi(3)', 'Maresh(1)', and 'MD Eanyat(4)'.

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	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.

The dashboard displays the following metrics:

- Total Employees: 5
- Total Present Employees: 5
- Total Absent Employees: 0
- Total Companies: 1
- Total Branches: 3
- Total Departments: 5
- Total Categories: 3
- Total Grades: 3
- Total Shifts: 3
- Total Machines: (0) Online/(1) Offline

Charts include:

- Department Wise Attendance Chart: A bar chart showing attendance for Account Branch, IT Department, Marketing, and Technical Support. The Y-axis ranges from 0.0 to 2.0. The bars represent Total Present (blue), Total Absent (red), and Total On Leave (yellow).
- Today's Attendance Chart: A pie chart showing 100% Present.

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



Sign In

Enter your Username and password to access account.

User Login Registration

Company Code

Username

Password

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