



Attendance on the Cloud

User Manual

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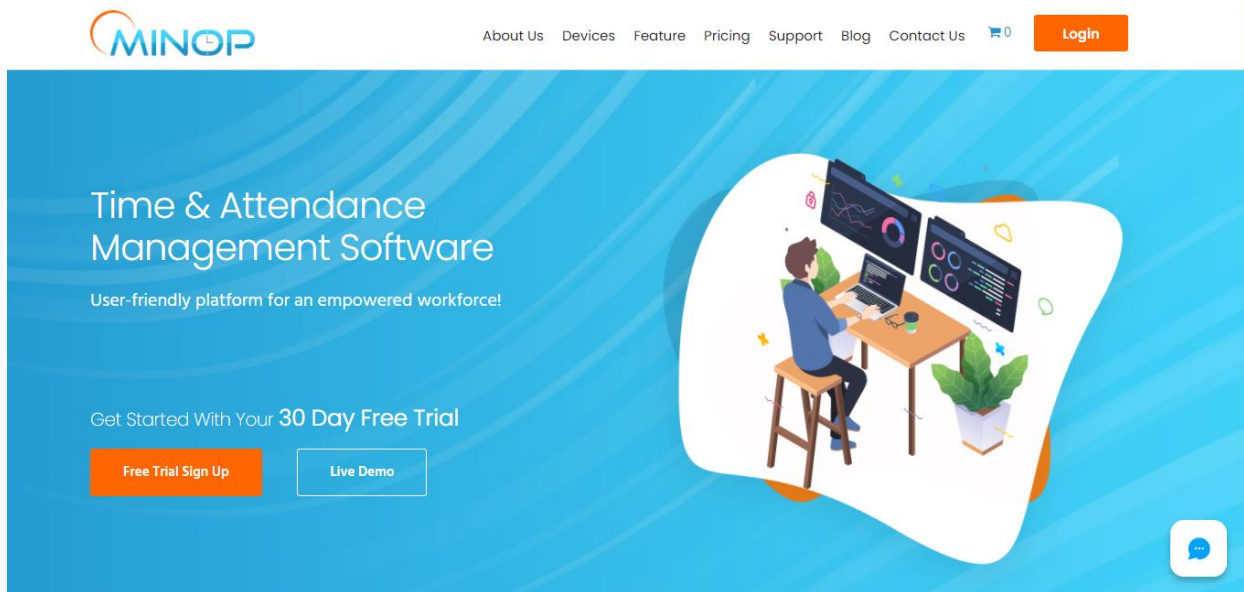
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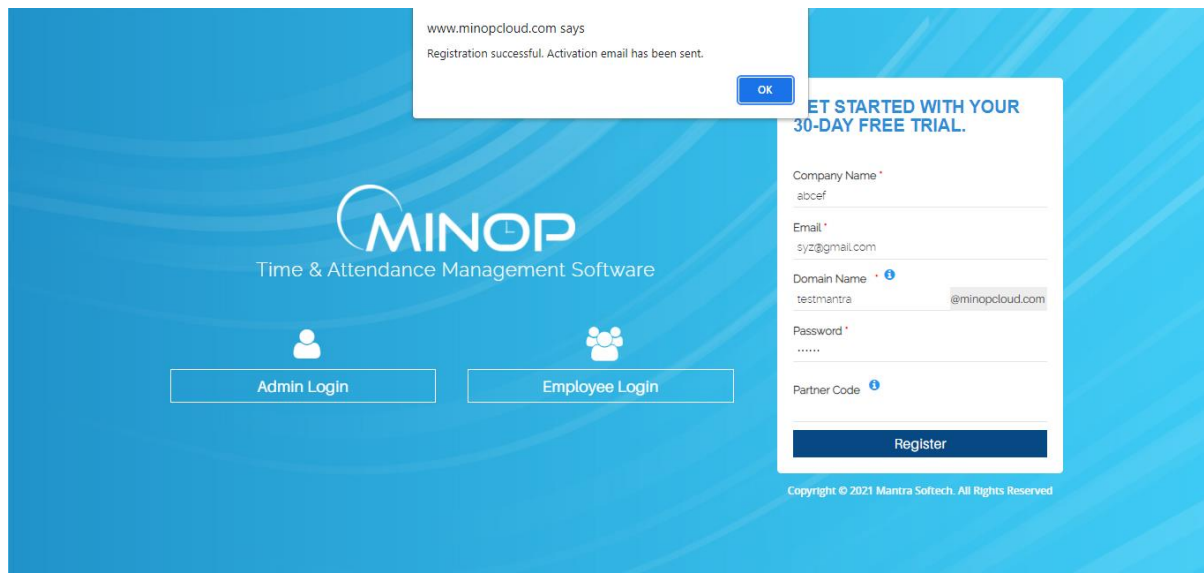
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Create Account

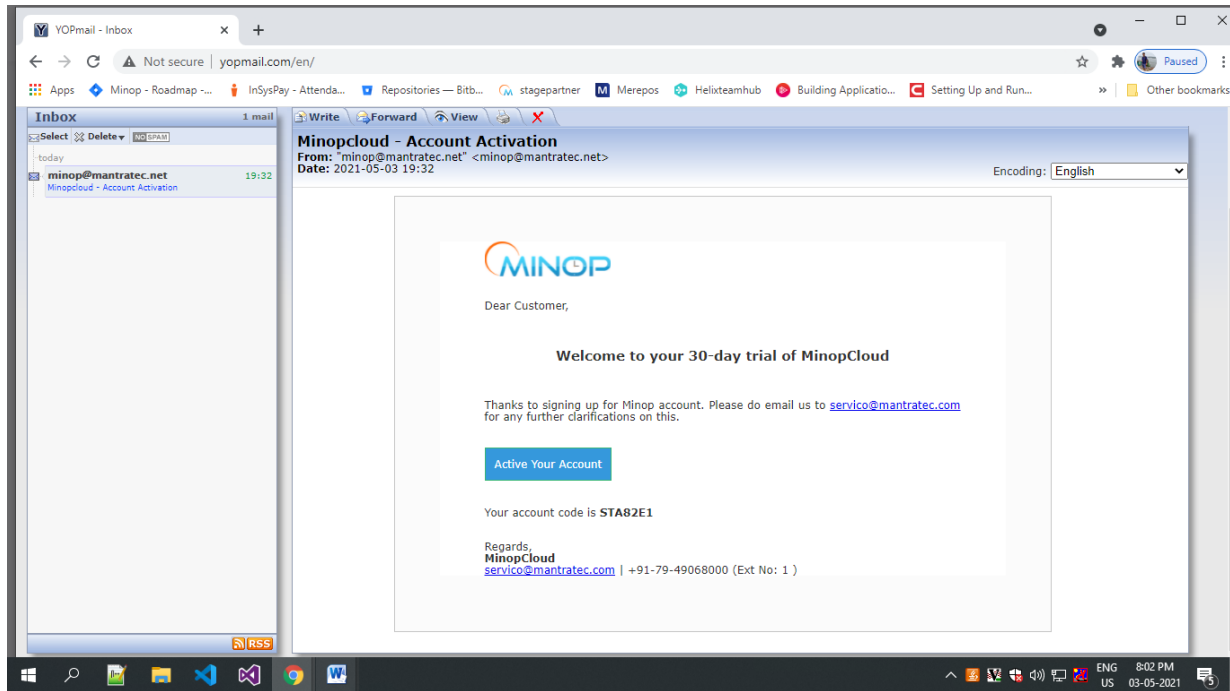
- ✓ To create new Account navigate to <http://minopcloud.com/> and then click on Login OR Click on SIGNUP button to navigate to <http://minopcloud.com/PayTime/LoginPage>.



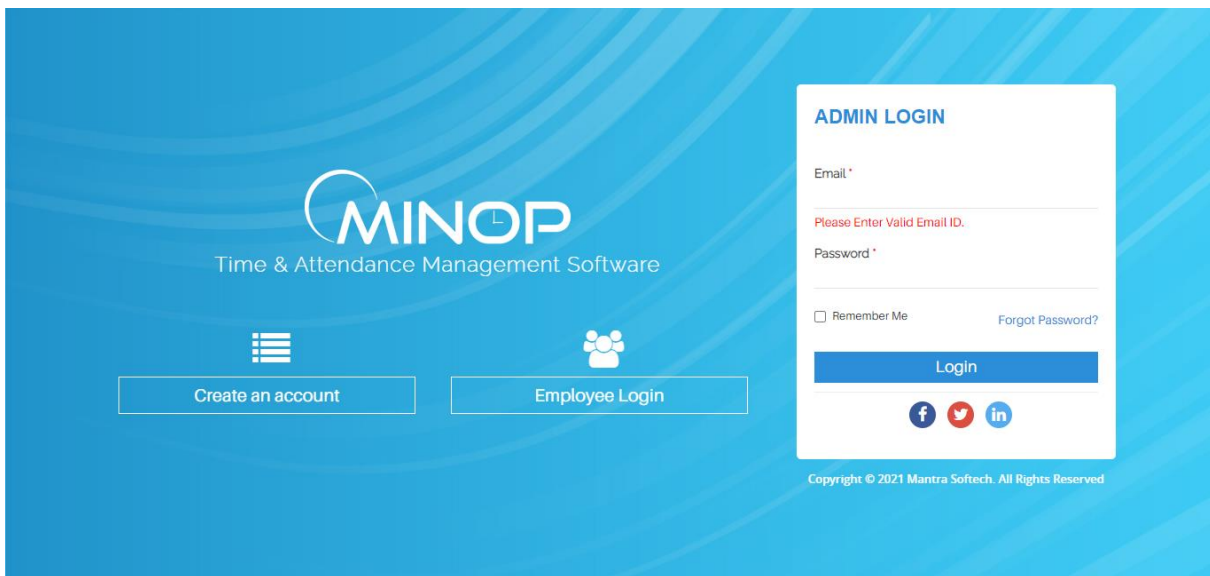
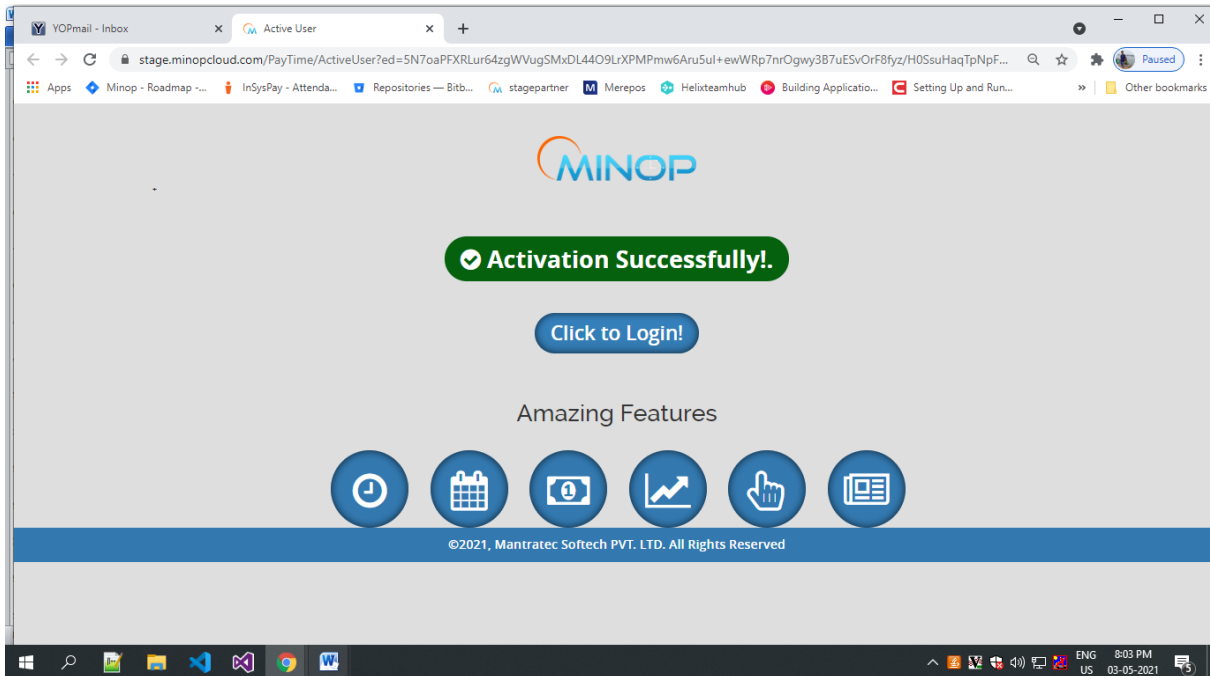
- ✓ Click on Create New account button and fill all details and then click on Free trial sign up Button or Login Button



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



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



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

The screenshot displays the 'Setup Company' wizard in the MINOP application. The 'Company Info' step is active, showing a form with the following details:

- Name: Nandesh
- Website Url: https://www.mantratec.com
- Contact No: +91 1234567891
- Email Id: nandeshwar.bharati4@gmail.com
- Address: xyz
- Pincode: 382424
- GST No: 11AAAAA1111Z1A1

At the bottom right, there are 'Previous' and 'Next' buttons. A chat icon is visible in the bottom right corner.

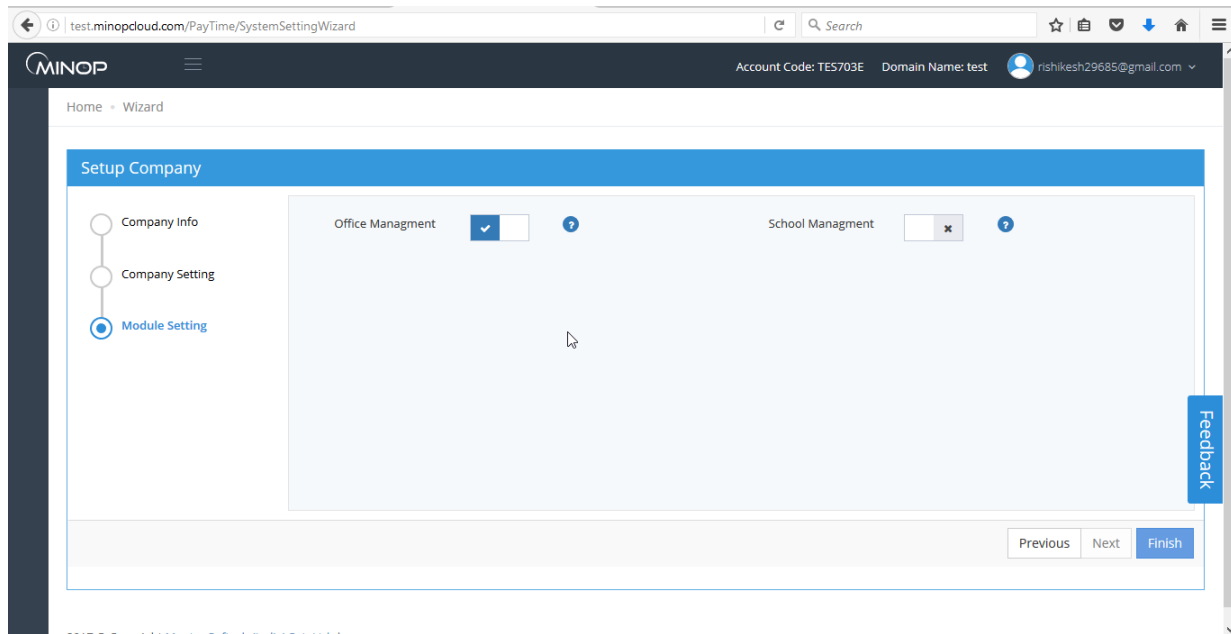
- ✓ User will be asked to On/Off master page on screen, On Masters will display in the respected menu and OFF masters will not display in the menu.

The screenshot displays the 'Functionality Setup' step of the 'Setup Company' wizard. It contains several toggle switches and input fields for configuring system features:

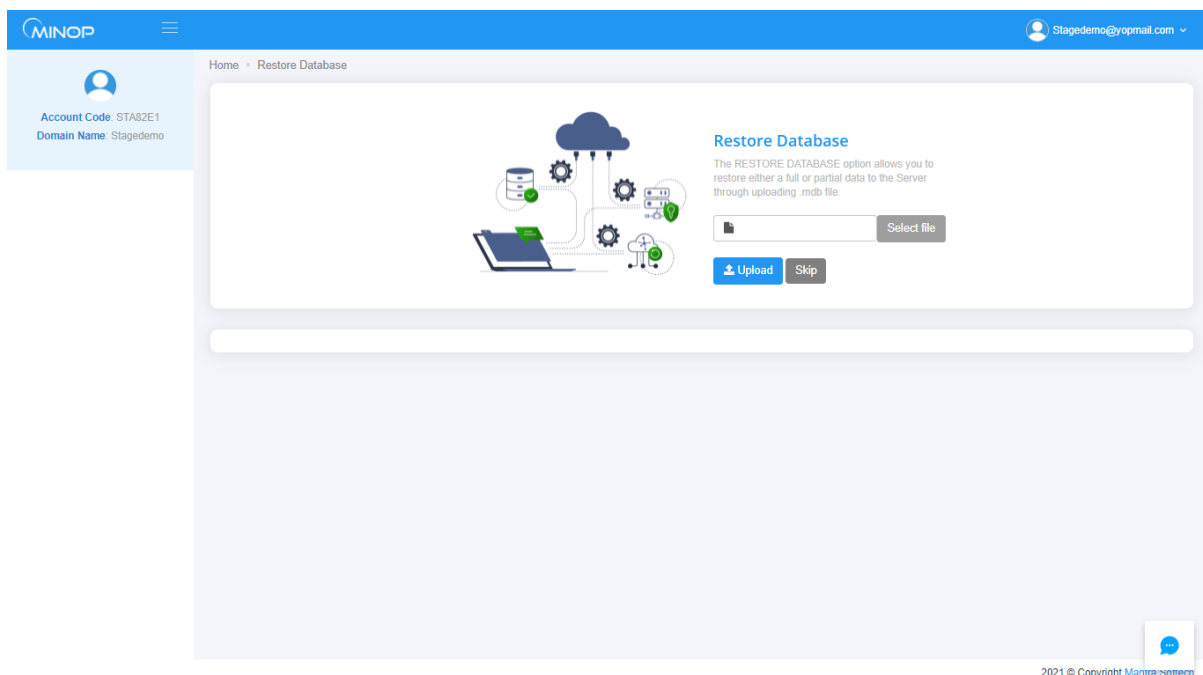
- Designation: ☒
- Religion: ☒
- Holiday: ☒
- Leave: ☒
- Require GPS for MFSTAB: ☒
- For enable SMS functionality: ☒
- Cloud Device Auto Sync: ☐ (disabled)
- Monthly Report Startday: 1
- Date Format: YYYY-MM-DD (2021-12-27)
- Approval for Webpunch: ☐ (disabled)
- Employee Self Service(Ess): ☒
- Branch Geo Fence: ☒
- Face Recognition: ☒

Navigation buttons 'Previous' and 'Next' are at the bottom right. A chat icon is visible in the bottom right corner.

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



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

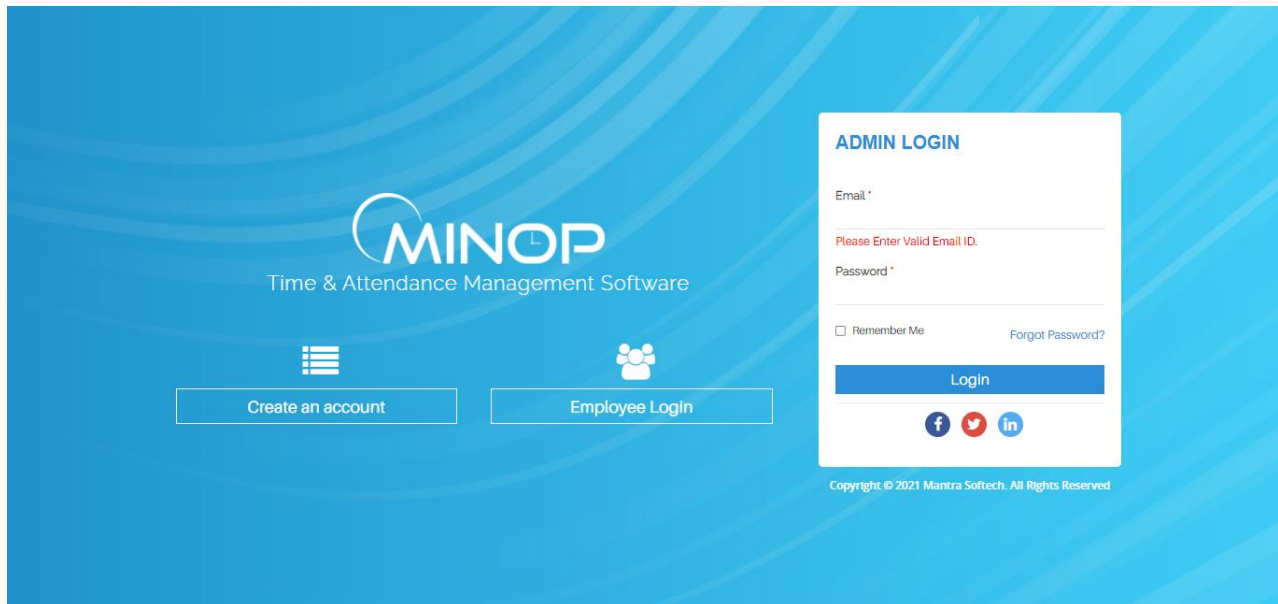


Login

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

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

1. Admin Login



Above image is of first view for Admin login.

1.1 System Setting Wizard

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

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

MINOP

Home » Wizard

Setup Company

Company Info

Company Setting

Name
Nandesh

Website Url
Enter Website Url

Contact No *
+91 81234 56789

Email Id
nandeshwar.bharati4@gmail.com

Address *
Enter your address

Pincode *
Enter pincode

GST No.
11AAAAA1111Z1A1

Previous Next

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Above image is for first in system setting wizard.

MINOP

Home » Wizard

Setup Company

Company Info

Company Setting

Name
Nandesh

Website Url
https://www.mantratec.com

Contact No *
+91 81234 56789

Email Id
nandeshwar.bharati4@gmail.com

Address *
Enter your address

Pincode *
Enter pincode

GST No.
11AAAAA1111Z1A1

Previous Next

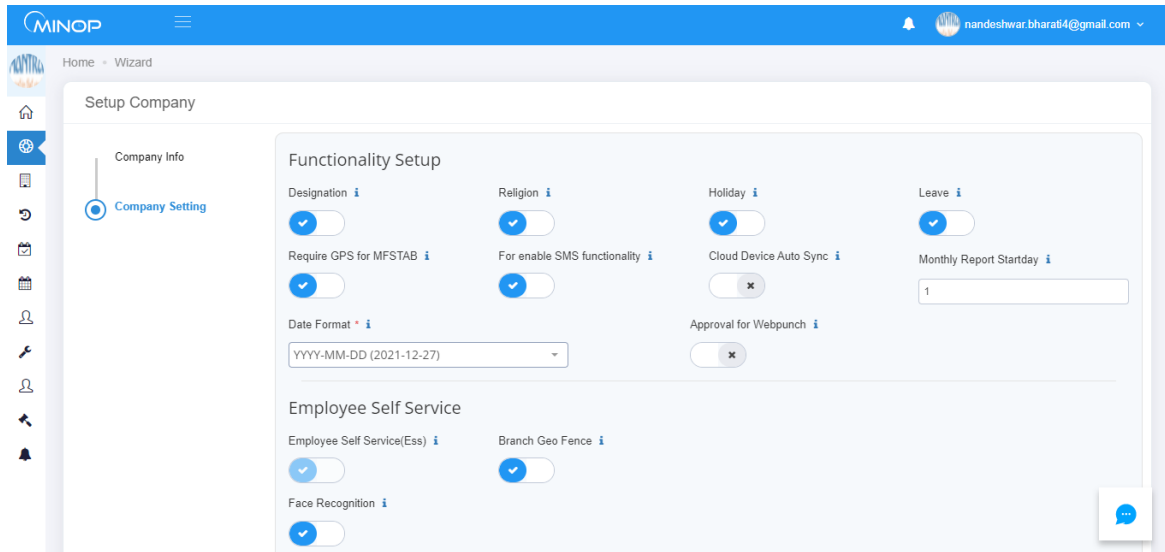
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Above image is when all details fill.

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

Fill all details and then click on next.

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



Above image shows company setting page.

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

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

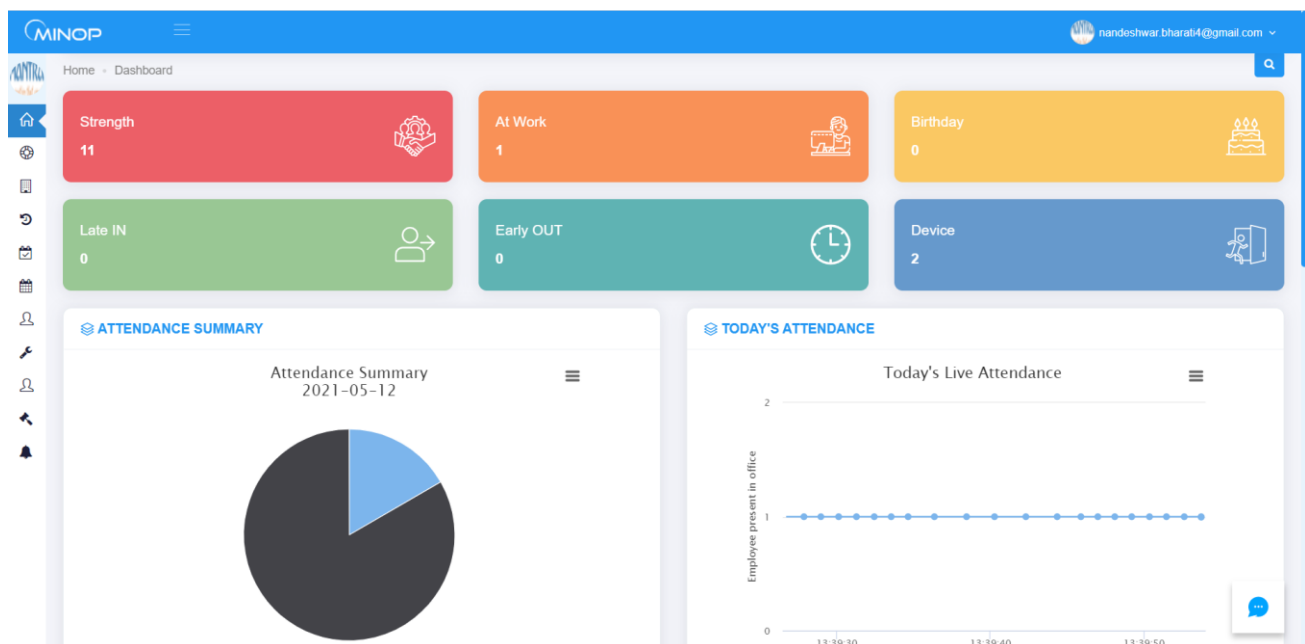
NOTE: Multiple date format will be available for **Elite** and **Premium** plans only

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

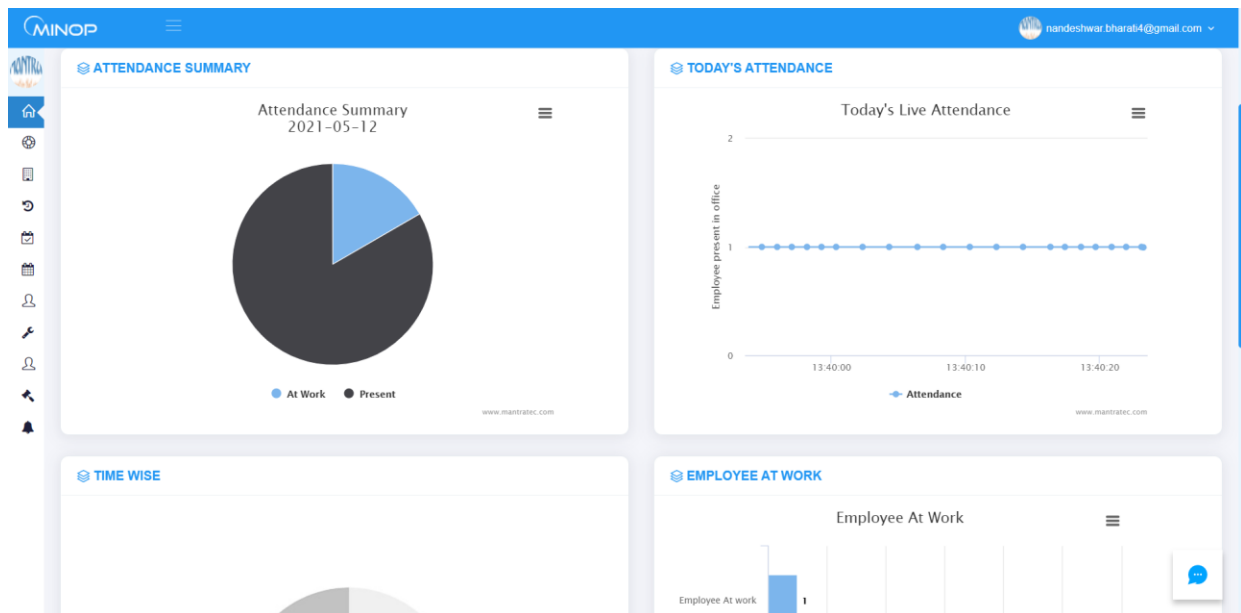
There are 6 different block on admin dash board they are as listed below with some summary.

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

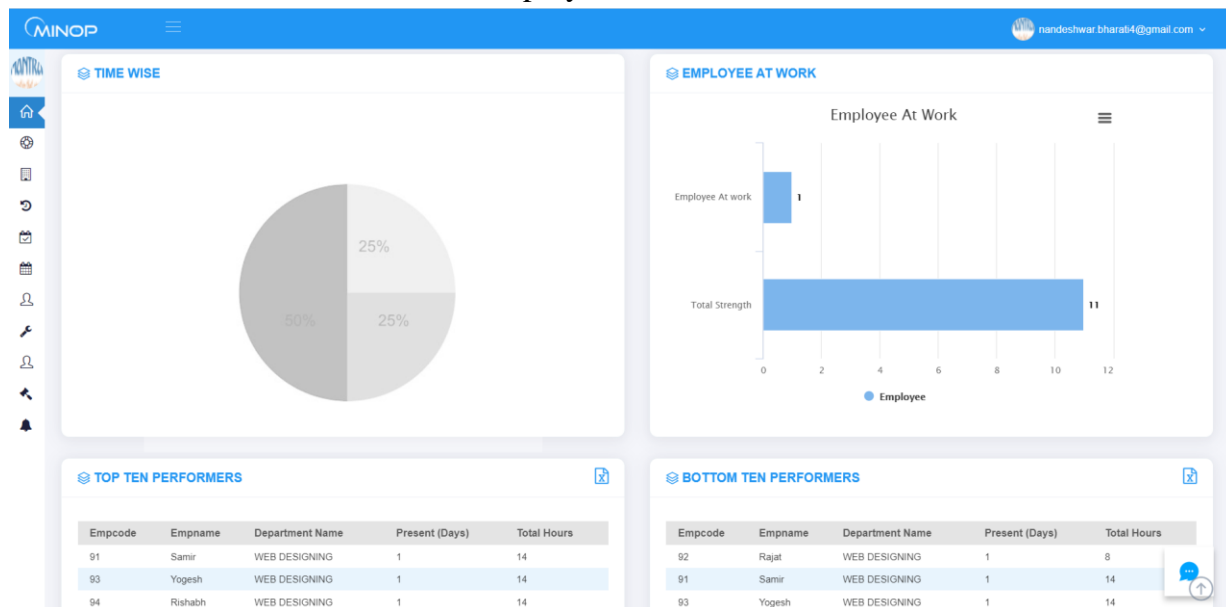
For brief detail on each block you can click on them to see its details.



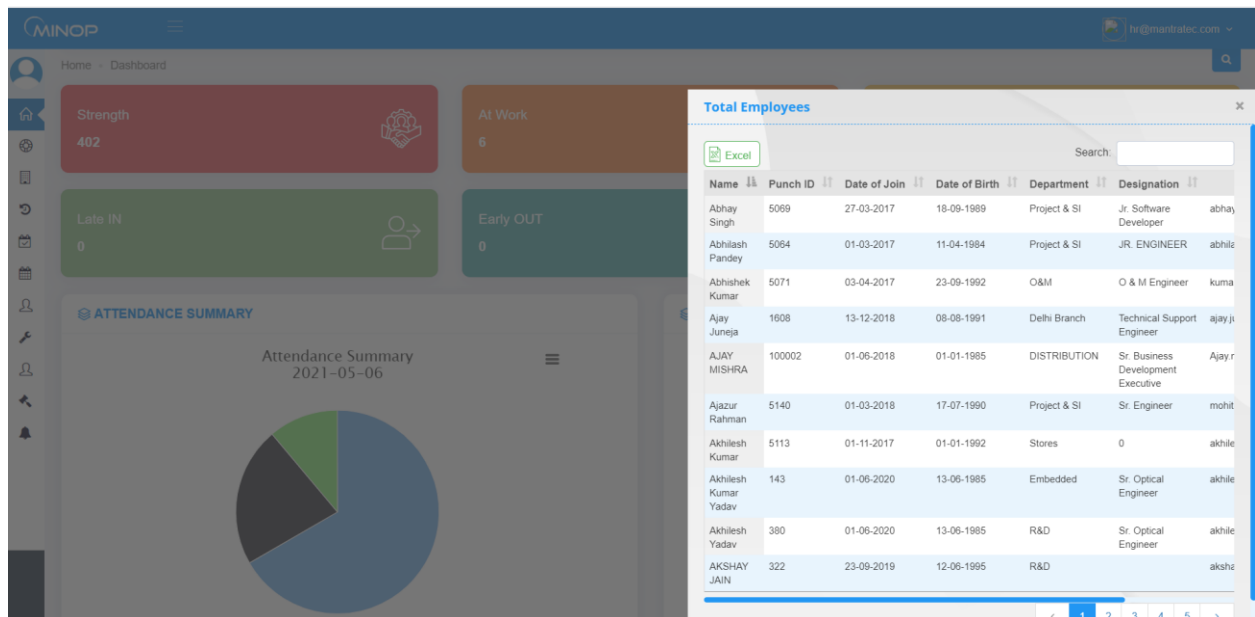
Above image is for admin dashboard general Summary will be show in convenient way that can be analyzed of current company status.



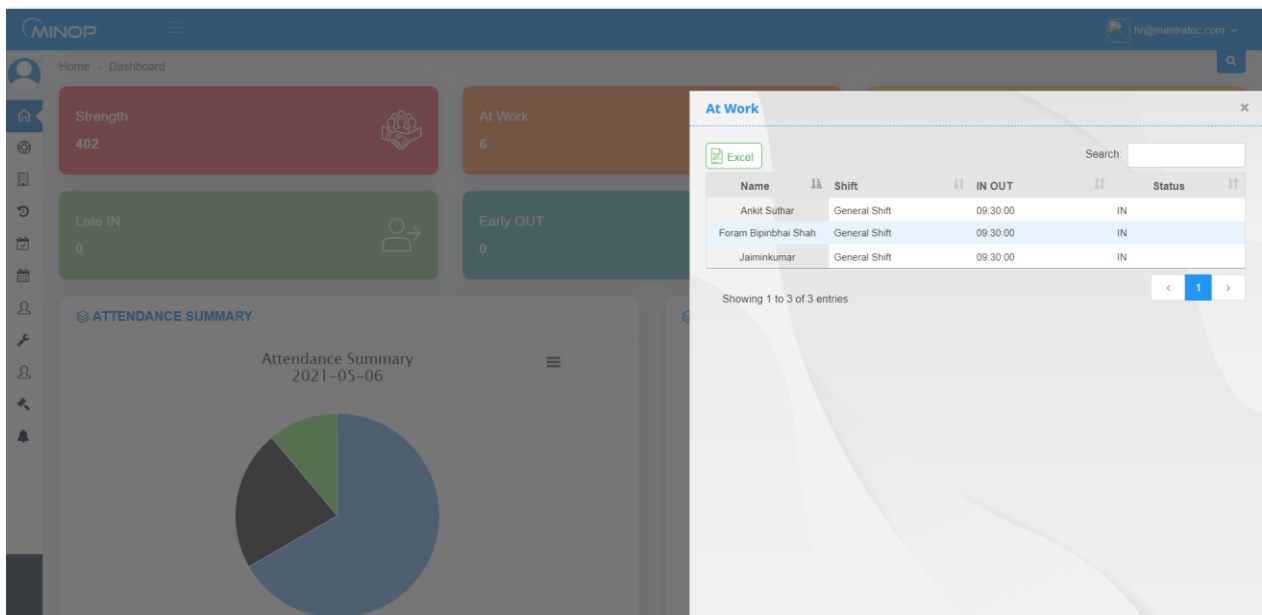
Above image shows pie chart of present day status of all employees on right side and on left side it shows live at work count of employee.



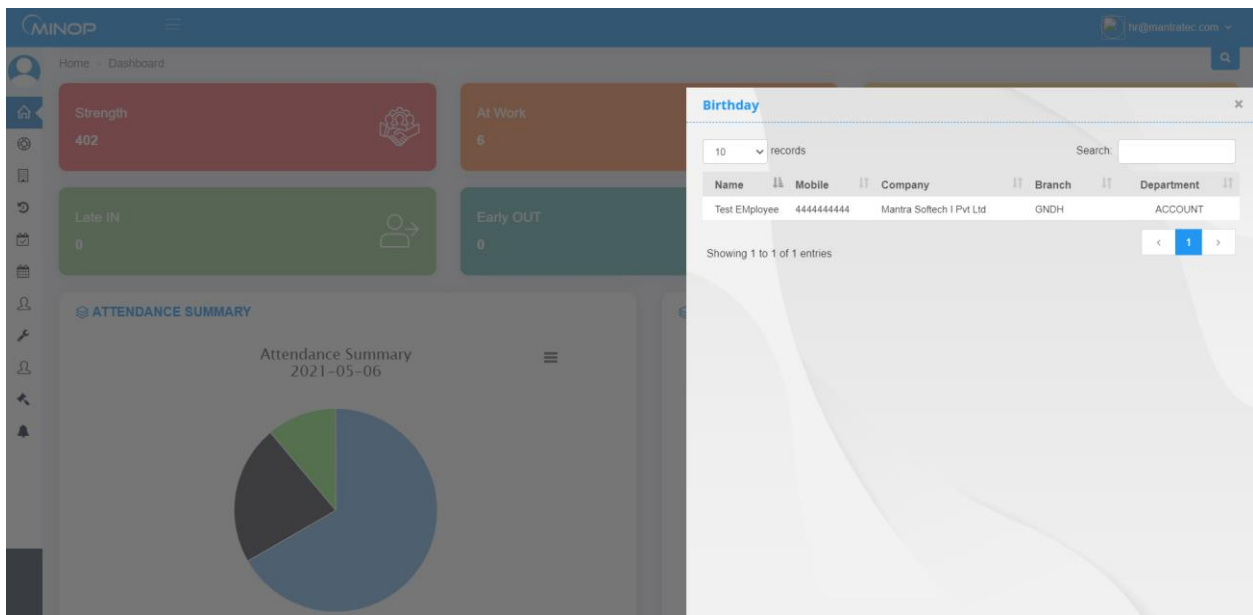
Above image shows pie chart of total punches done in specific time period and on left side bar chart of total employee in company to total number working on that particular time.



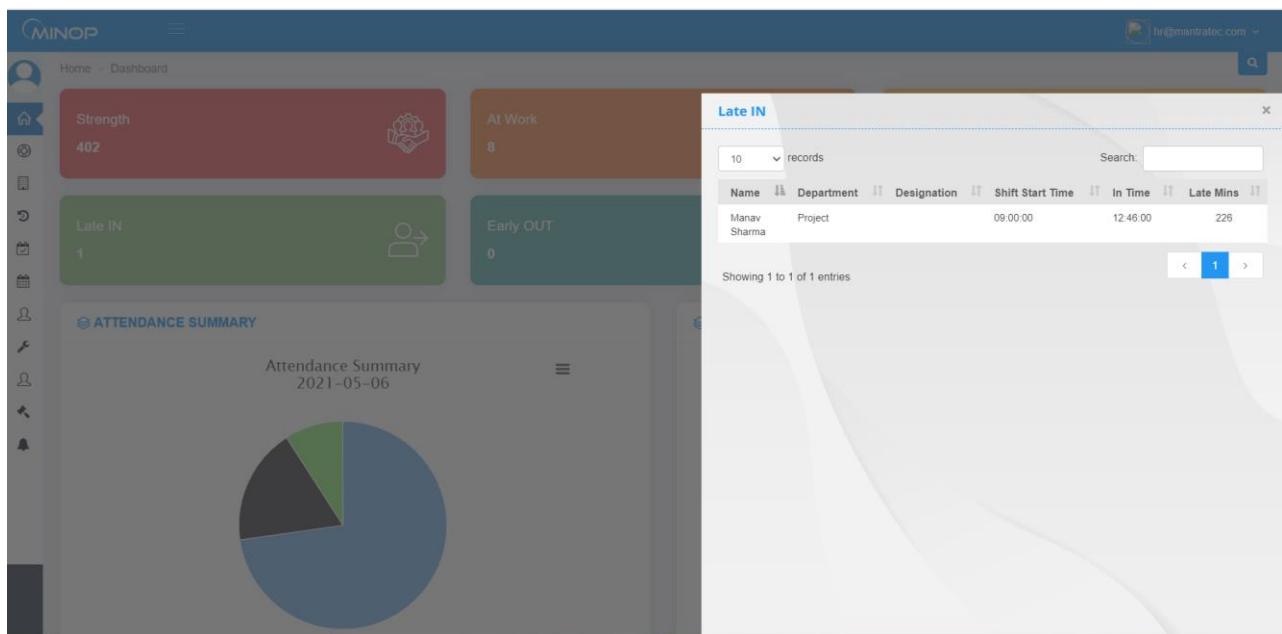
Above image show when you click on strength it will provide brief details like this.



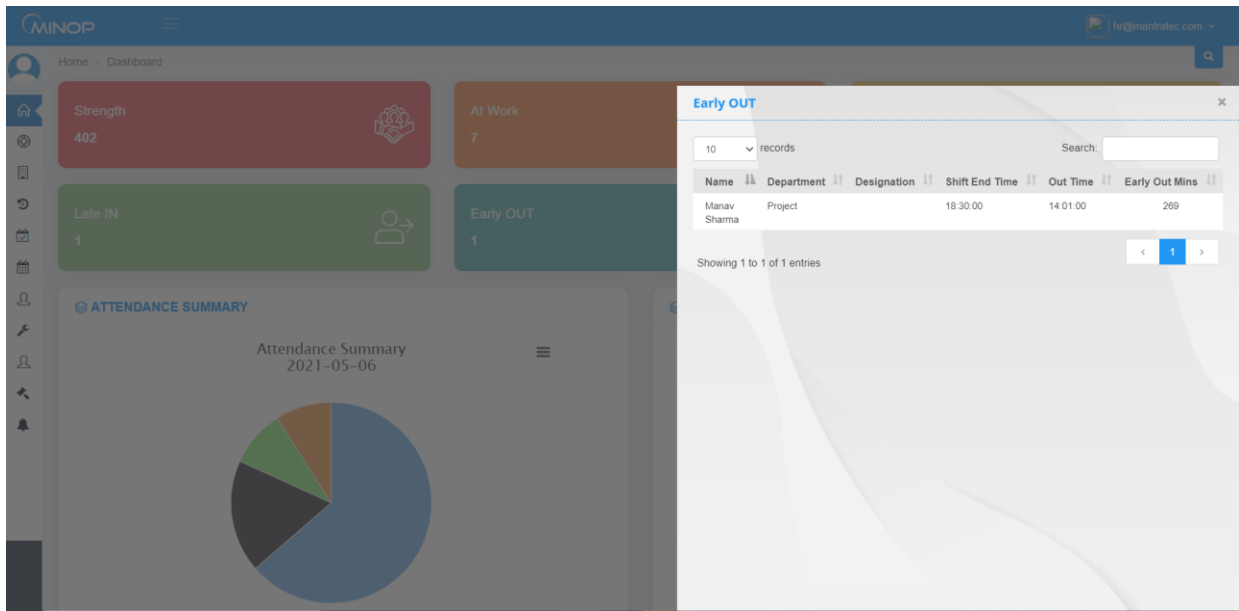
Above image shows when you click on At Work brief details will be available on present working employee.



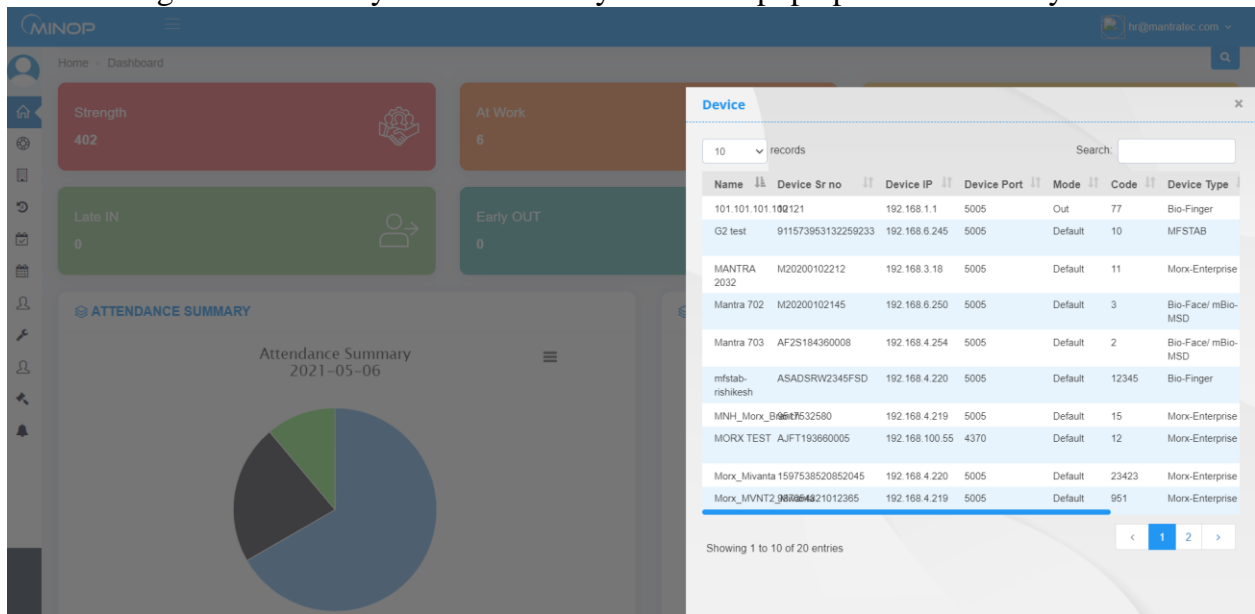
Above image shows details will pop up when you click on Birthday.



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

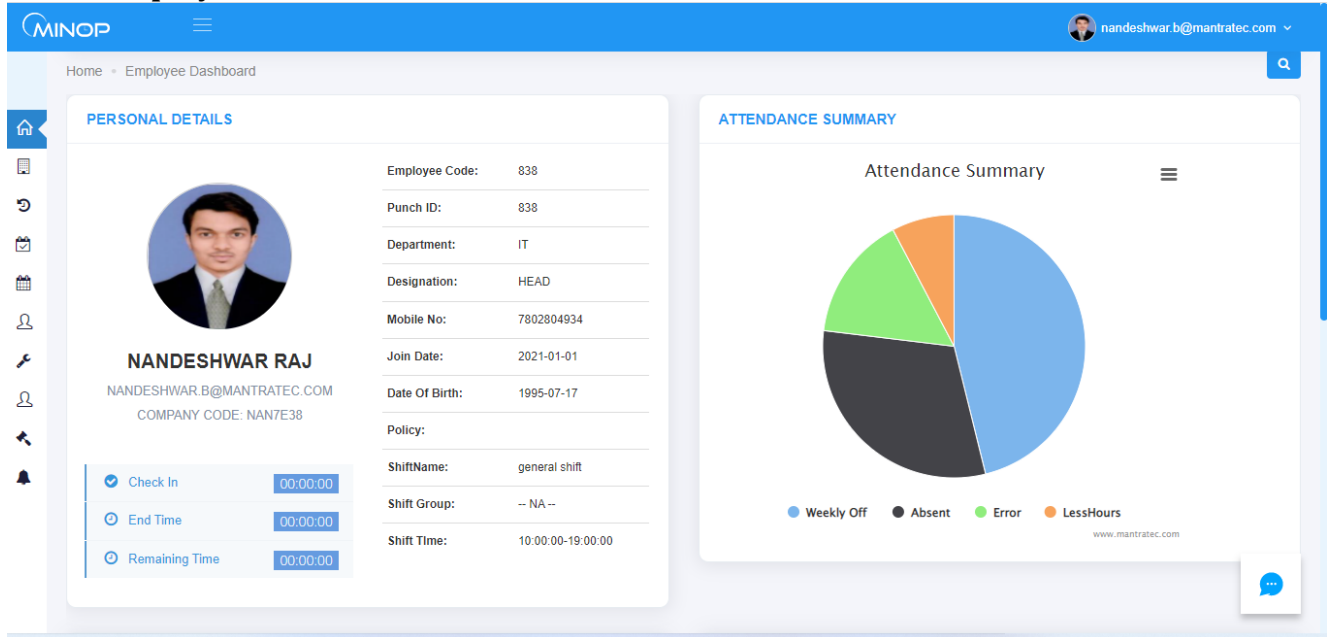


Above image shows when you click on early our block pop up will show early out details.

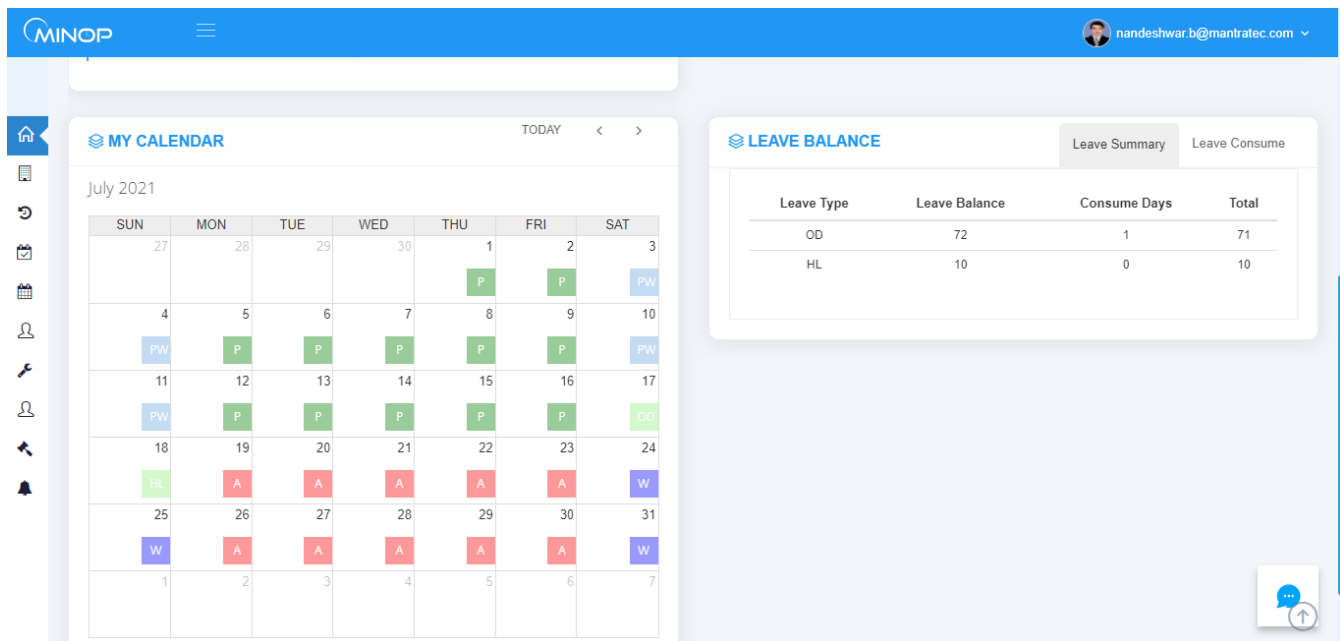


Above image shows device detail list pop up when you click in device block.

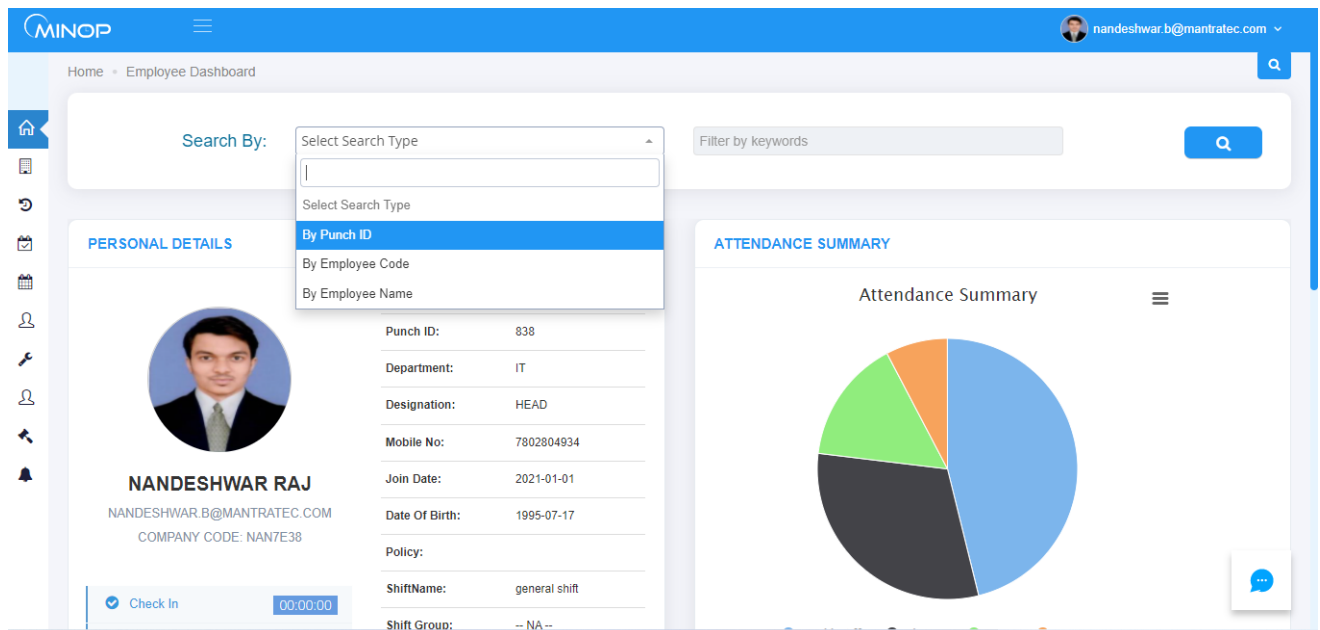
1.2 Employee Dashboard



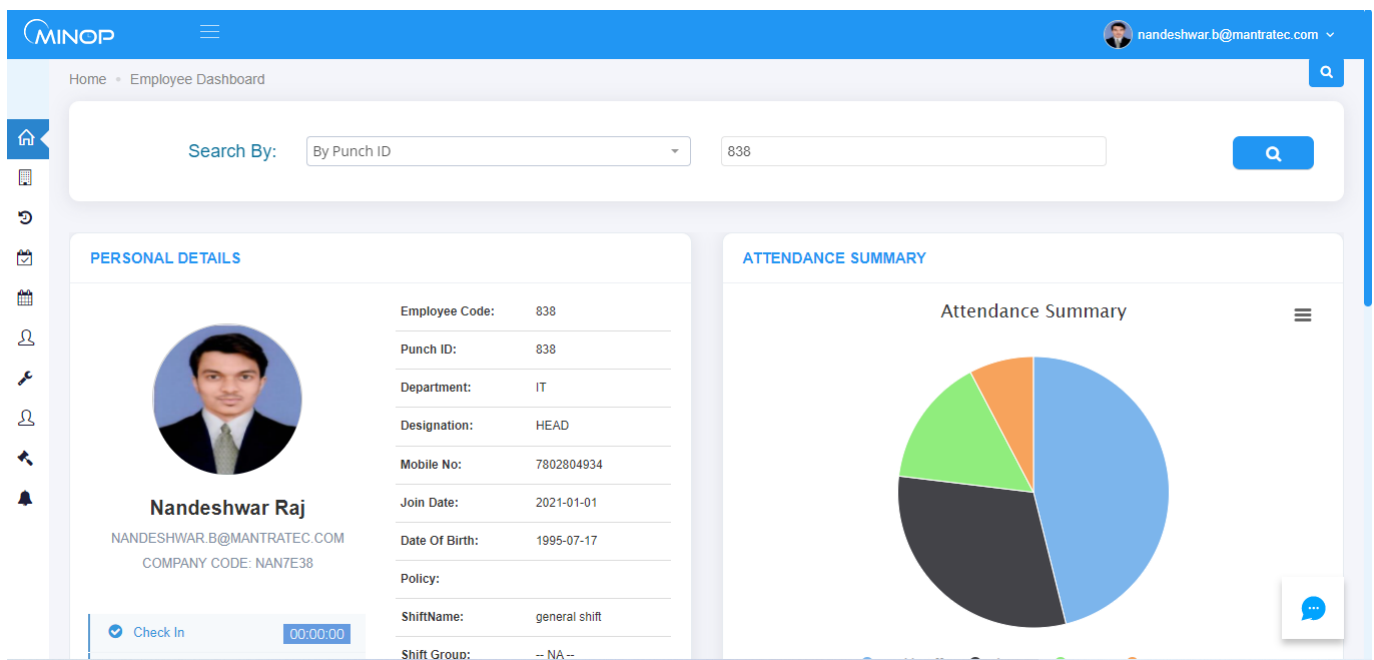
Above image first view of employee dashboard it contains general overview of employee on left side it shows attendance summary of that employee in pie chart.



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



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



Above image shows after selecting appropriate option.

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

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

1.10.1 Daily Reports:

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

1.10.2 Monthly Reports:-

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

1.10.3 Daily Summary Reports:-

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

1.10.7 Leave Reports:-

- 1) Leave Balance Report.

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

Daily Reports:-

1) Daily In-Out Report

MINOP

Above image shows report of daily in out format.

1) You can add or Remove Fields

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

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

2) You can change Grouping

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

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

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

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

2) Monthly Muster Report

Monthly Muster Report

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

Page 1 of 1 (3 items) Page size: 20

Above image shows report of monthly muster format.

3) Leave Balance Summary Report.

Leave Balance Summary Report

Drag a column header here to group by that column

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

Page 1 of 1 (8 items) Page size: 20

Above image shows report of Leave Balance Summary Report format.

1.3 Company:

The Company Menu has the following masters.

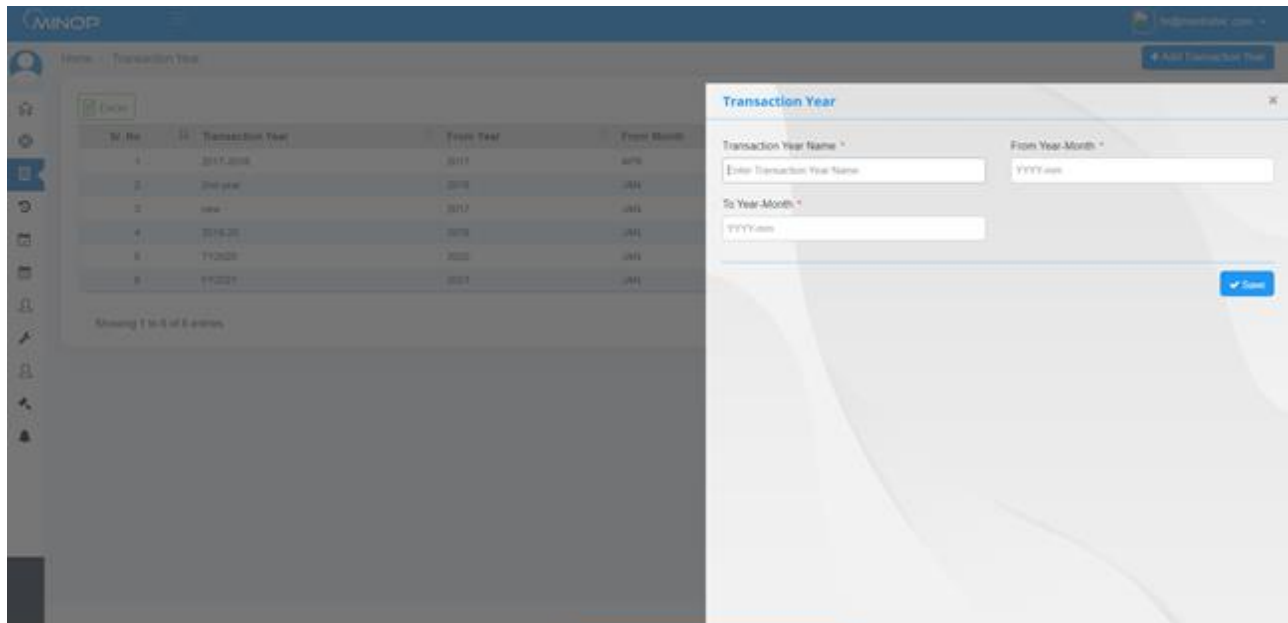
- ✓ Transaction Year
- ✓ Company Master
- ✓ Branch Master
- ✓ Department Master
- ✓ Designation Master
- ✓ Employee Master
- ✓ Device master
- ✓ Religion Master

1.2.1 Transaction Year Master

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

Showing 1 to 6 of 6 entries

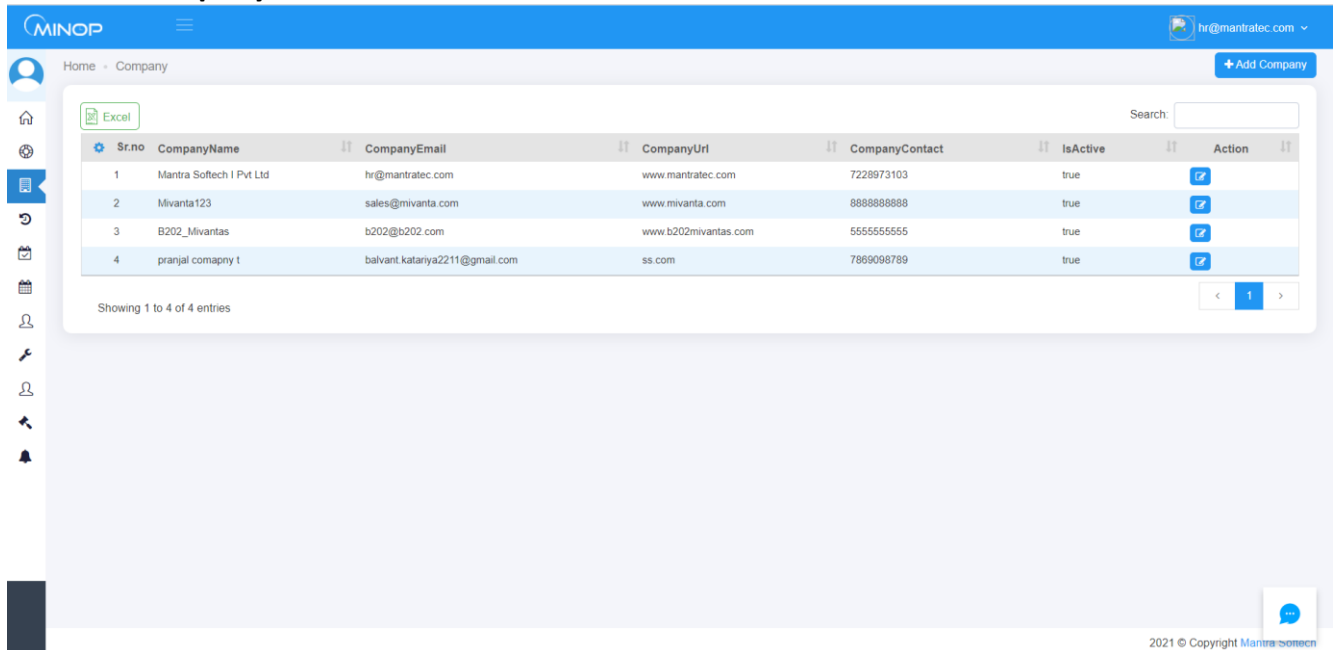
Above image shows view of transaction year master



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

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

1.2.2 Company Master



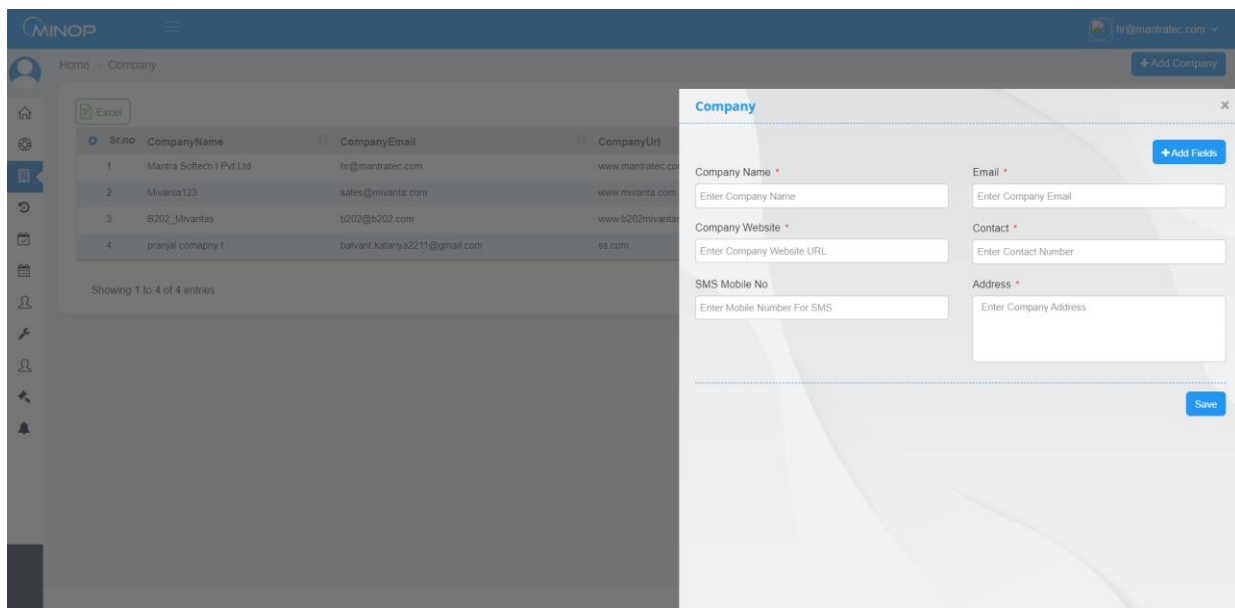
The screenshot displays the MINOP application interface. The top navigation bar is blue with the MINOP logo and a user profile icon. The main content area shows a table of company entries. The table has columns for Sr.no, CompanyName, CompanyEmail, CompanyUrl, CompanyContact, IsActive, and Action. There are four entries listed. A '+ Add Company' button is in the top right. A search bar is located above the table. The table is showing 1 to 4 of 4 entries.

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

Showing 1 to 4 of 4 entries

Above image shows company master view.

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



The screenshot shows the MINOP application interface with the 'Add Company' modal open. The modal contains fields for Company Name, Email, Company Website, SMS Mobile No, and Address. There are 'Add Fields' and 'Save' buttons. The background shows the same table of company entries as the previous screenshot.

Company

Company Name *
Enter Company Name

Email *
Enter Company Email

Company Website *
Enter Company Website URL

Contact *
Enter Contact Number

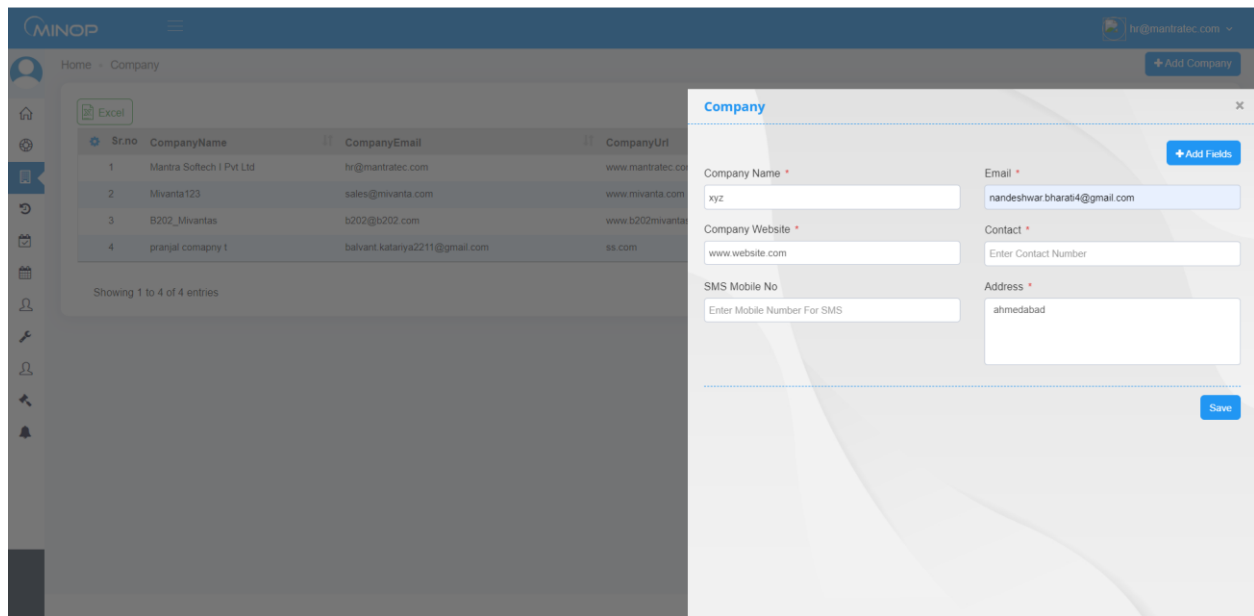
SMS Mobile No
Enter Mobile Number For SMS

Address *
Enter Company Address

+ Add Fields

Save

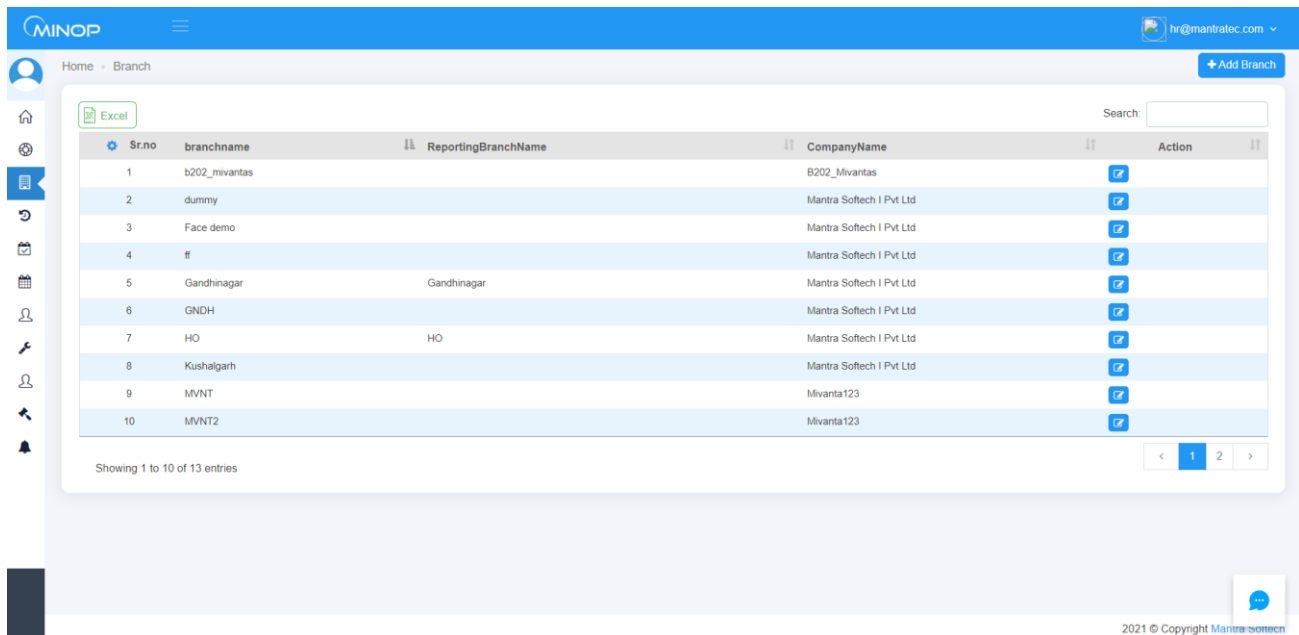
- ✓ Save your CompanyName, Address, Contact Number, Contact, Mobile No (SMS) and Email ID.



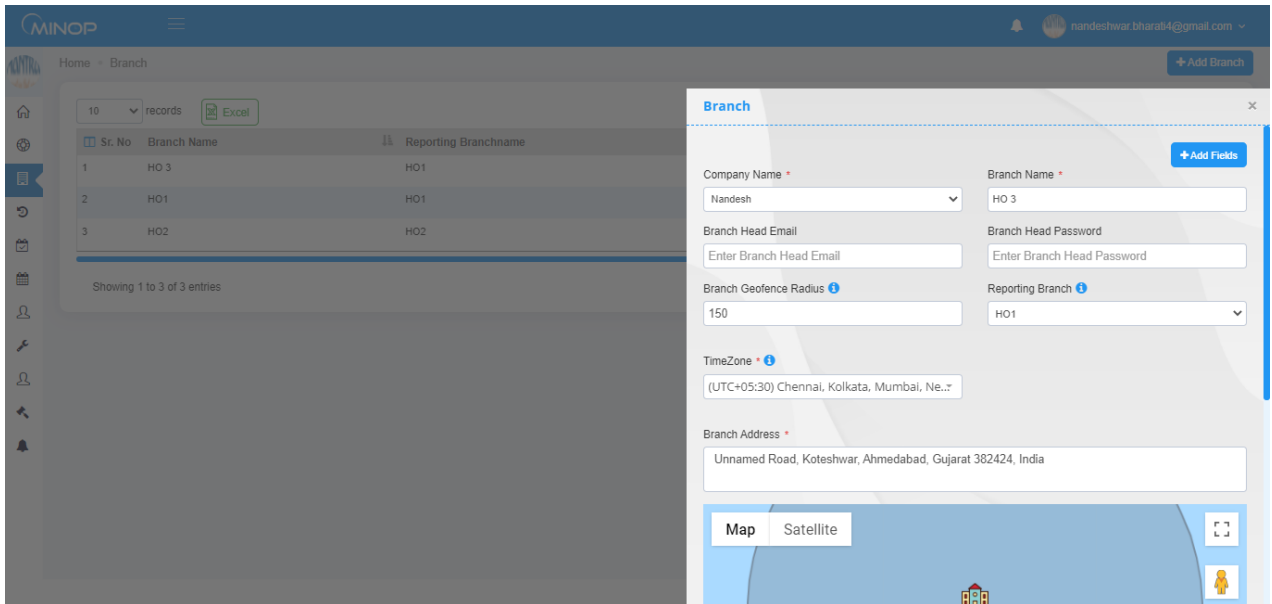
Above image shows example to add details for creating new company.

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

1.2.3 Branch Master



Above image shows view of branch master.

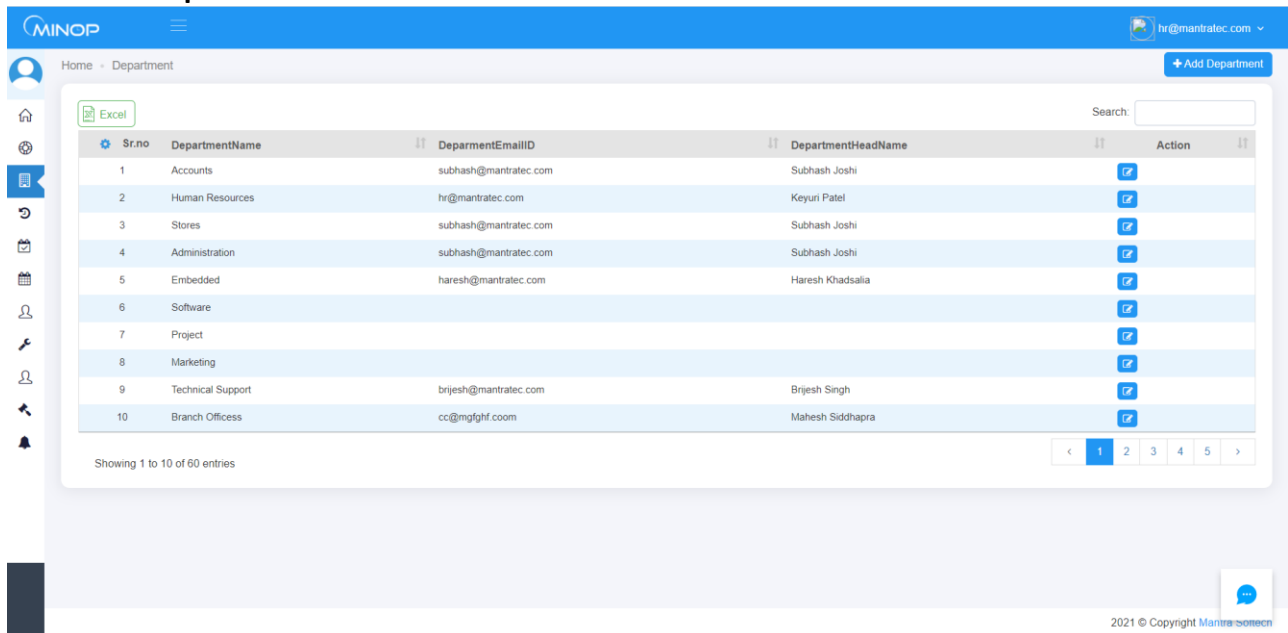


Above image shows when you click on “+add branch” this pop up comes up.

Branch Master brief.

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

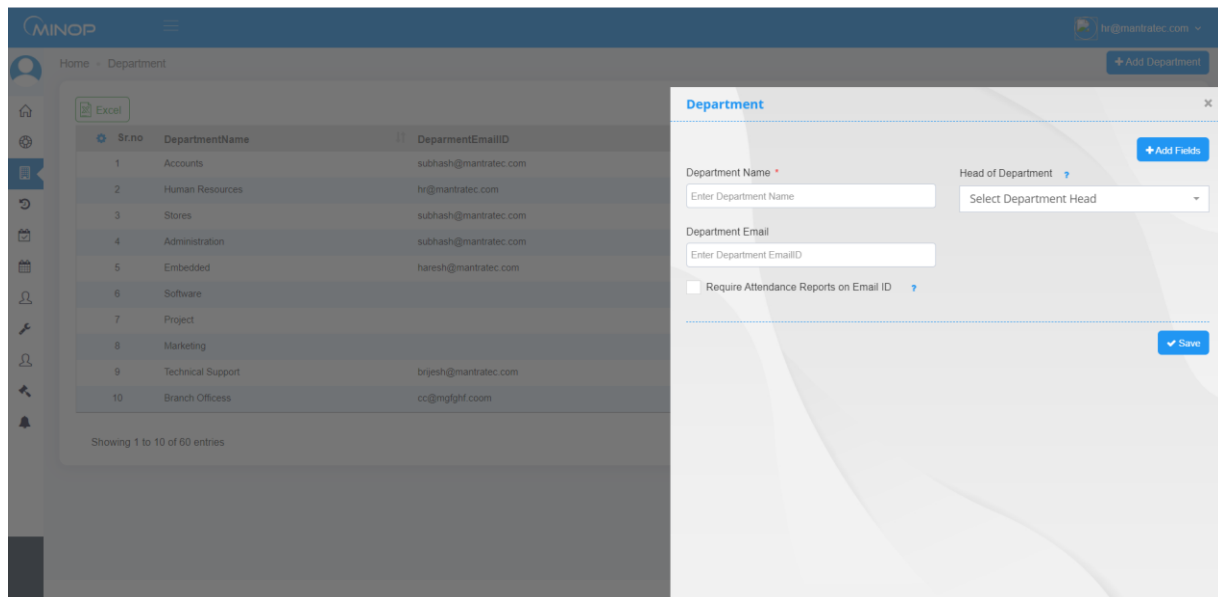
1.2.4 Department Master



The screenshot displays the MINOP Department Master interface. At the top, there is a blue header with the MINOP logo and a user profile icon. Below the header, a sidebar on the left contains navigation icons. The main content area shows a table with 10 rows of department data. Each row includes a serial number, department name, email ID, head name, and an action button. A search bar and an 'Add Department' button are located at the top right. The table is titled 'Department' and shows 10 entries out of 60.

Sr.no	DepartmentName	DepartmentEmailID	DepartmentHeadName	Action
1	Accounts	subhash@mantratec.com	Subhash Joshi	[Edit]
2	Human Resources	hr@mantratec.com	Keyuri Patel	[Edit]
3	Stores	subhash@mantratec.com	Subhash Joshi	[Edit]
4	Administration	subhash@mantratec.com	Subhash Joshi	[Edit]
5	Embedded	haresh@mantratec.com	Haresh Khadsalia	[Edit]
6	Software			[Edit]
7	Project			[Edit]
8	Marketing			[Edit]
9	Technical Support	brijesh@mantratec.com	Brijesh Singh	[Edit]
10	Branch Offices	cc@mgfghf.com	Maresh Siddhapra	[Edit]

Above image shows view of Department master.



The screenshot displays the MINOP Department Master interface with the 'Add Department' pop-up form open. The form contains fields for 'Department Name', 'Head of Department', and 'Department Email'. There is also a checkbox for 'Require Attendance Reports on Email ID'. The 'Add Fields' button is visible at the top right of the form, and the 'Save' button is at the bottom right. The background shows the same table of departments as the previous screenshot.

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

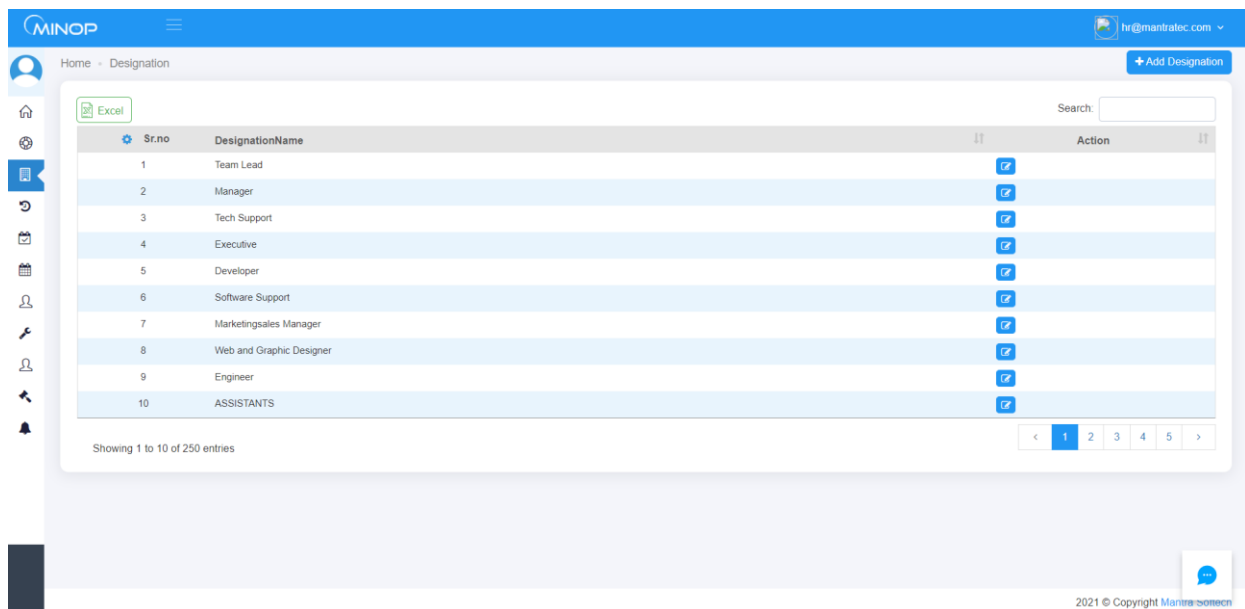
Save all available Departments in Department Master.

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

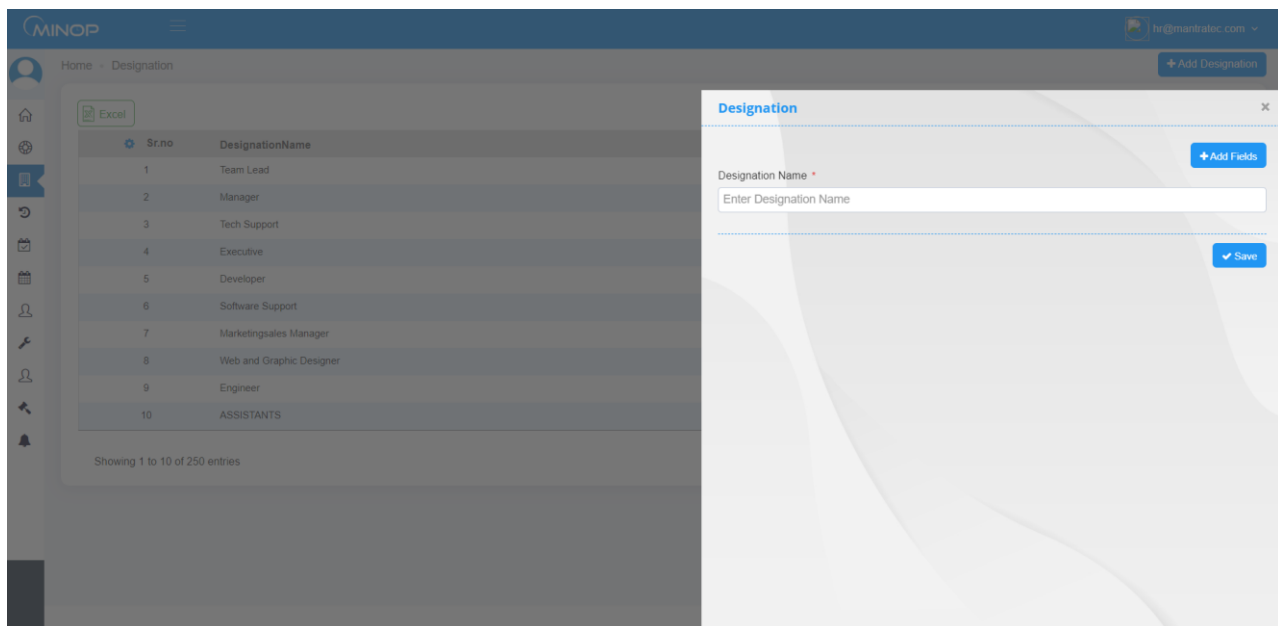
1.2.5 Designation Master

Save all available Designation in Designation Master.

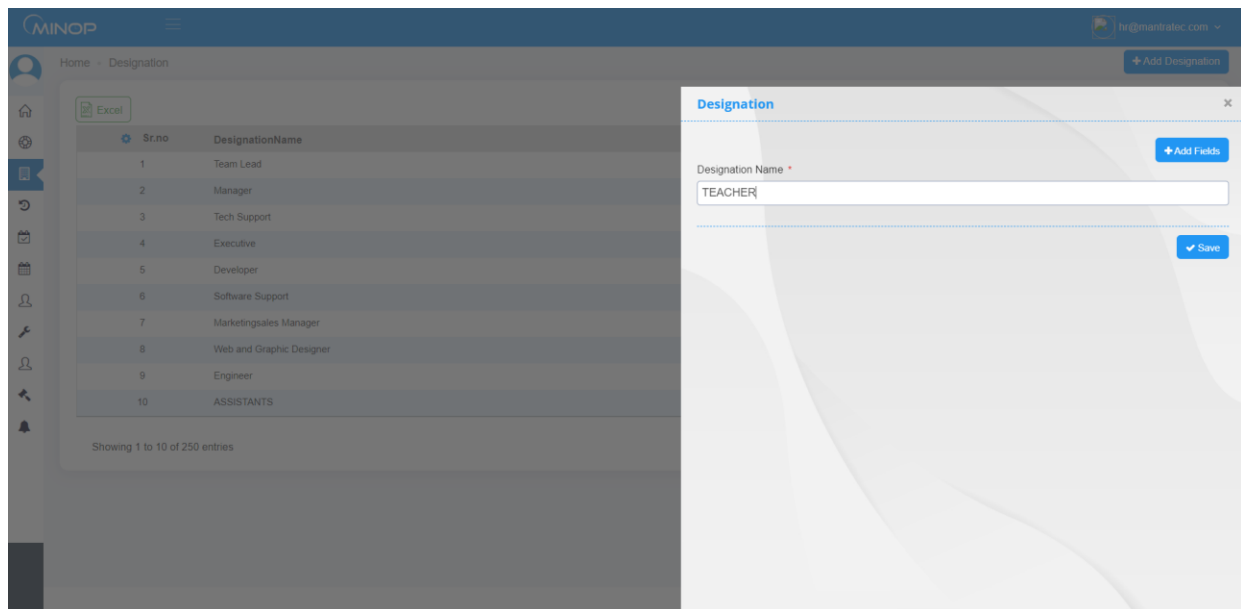
- ✓ To add new Designation, Click on 'Add Designation' and Then fill Name of Designation and Click on 'Save' button.
- ✓ In Grid, it displays all Designations which are already entered by you.
- ✓ You can Edit Designation entries on clicking on 'Edit' button.



Above image shows view of Designation master.

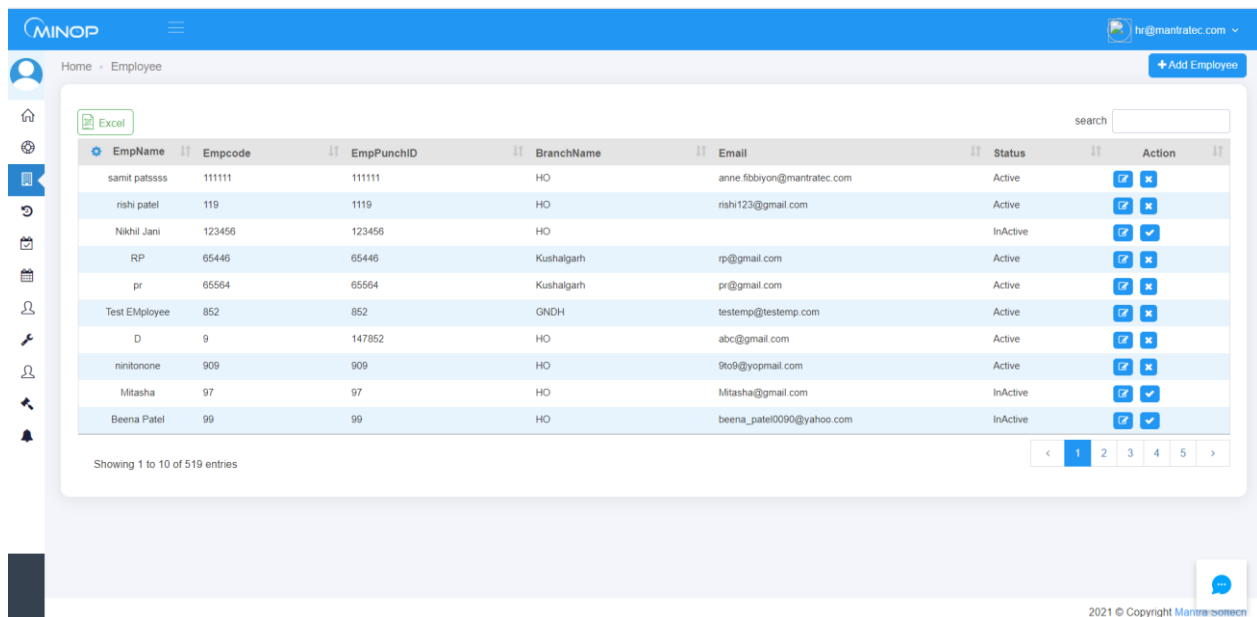


Above image shows when you click on "+ Add Designation" this pop up comes.

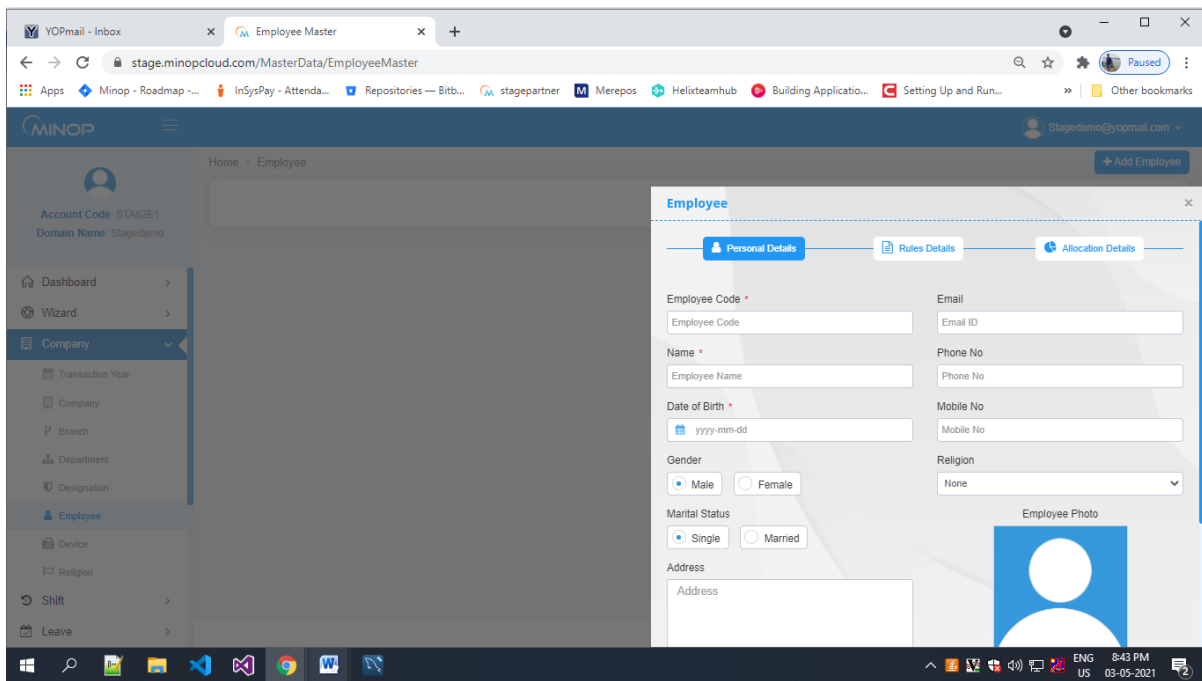


Above image shows example to add details while creating designation.

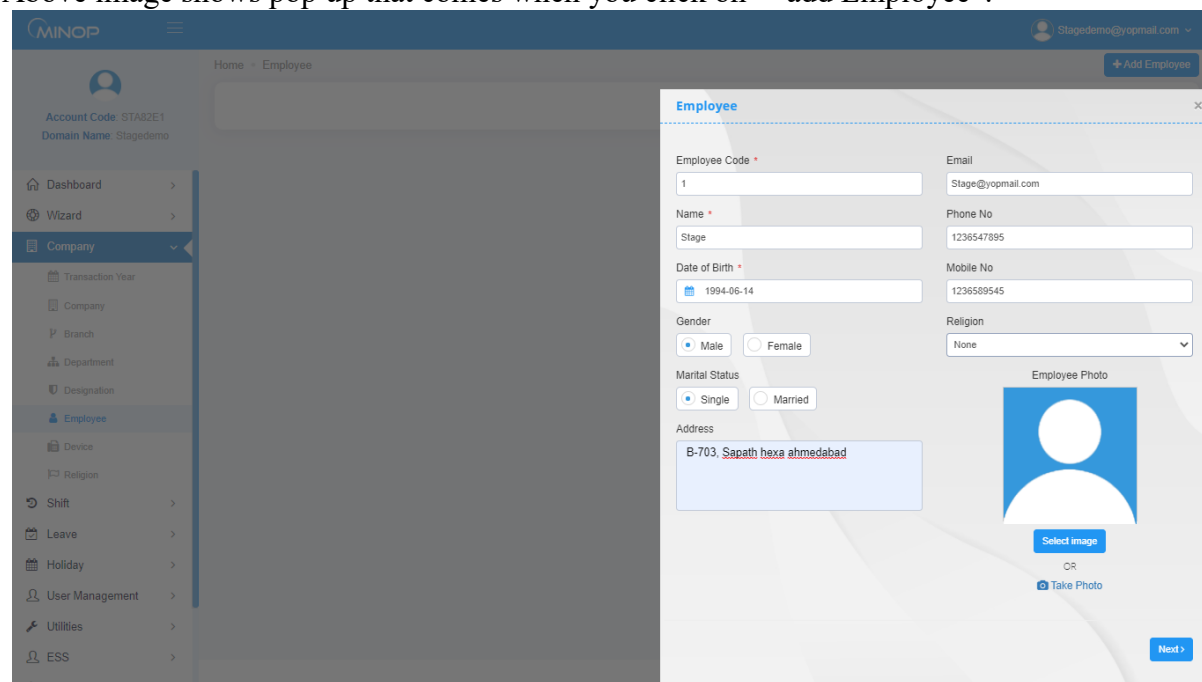
1.2.6 Employee Master



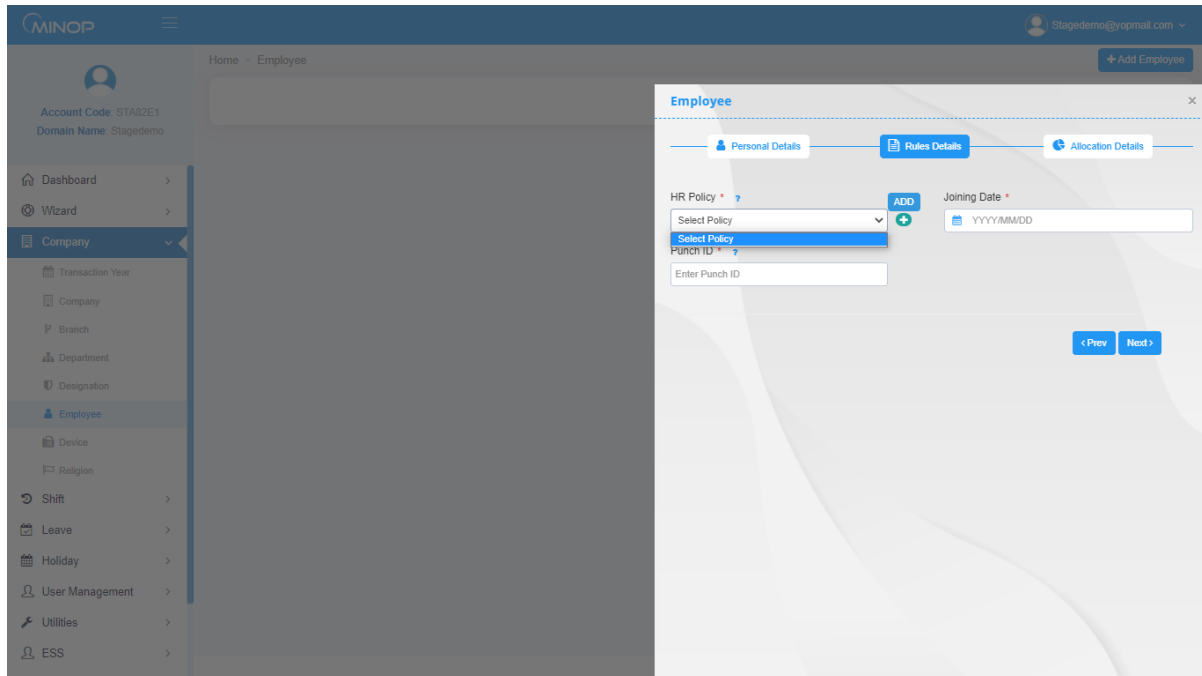
Above image shows view of employee master.



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



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



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

Employee Master Brief.

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

1.2.7 Device master

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

Device Mode:-

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

Note:-Check policy for more details on application mode

Push Data Configuration:-

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

“manager/server/host pc IP”.

The screenshot shows the MINOP Device Master interface. At the top, there's a navigation bar with 'Home' and 'Device' tabs. A search bar is present on the right. Below the navigation bar, there's a table with 10 columns: Sr. No, Branch Name, Device, Device SrNo, Device Code, Device IP, Mode, Device Type, Status, Last Activity, and Actions. The table contains 10 rows of device data. Below the table, there's a 'Showing 1 to 10 of 16 entries' message. To the left of the table, there's a sidebar with various icons. At the bottom, there's a 'Device Connection Trouble Shooting Guide' section with four steps.

Sr. No	Branch Name	Device	Device SrNo	Device Code	Device IP	Mode	Device Type	Status	Last Activity	Actions
1	HO	MANTRA 2032	M20200102212	11	192.168.3.18	Default	Morx-Enterprise	Standby	06-10-2020 17:29:10	[Icon]
2	HO	Mantra 702	M20200102145	3	192.168.6.250	Default	Bio-Face/ mBio-MSD	Standby	27-10-2020 10:52:38	[Icon]
3	HO	Mantra 703	AF2S184360008	2	192.168.4.254	Default	Bio-Face/ mBio-MSD	Standby	03-09-2019 11:13:26	[Icon]
4	HO	MORX TEST	AJFT193660005	12	192.168.100.55	Default	Morx-Enterprise	Standby	20-08-2019 15:04:22	[Icon]
5	HO	Test Bioweb	050b00	25	192.168.1.1	In	Bio-Face/ mBio-MSD	Standby	20-07-2019 18:35:56	[Icon]
6	HO	Test	F500-0001	159	192.168.5.31	Default	Bio-Face/ mBio-MSD	Standby	20-07-2019 15:15:31	[Icon]
7	HO	Test Bioweb	a6549	121	192.168.1.1	In	mBio-G1	Standby		[Icon]
8	Gandhinagar	G2 test	911573953132259233	10	192.168.6.245	Default	MFSTAB	Standby	24-06-2020 16:59:29	[Icon]
9	MVNT	Morx_Mivanta	1597538520852045	23423	192.168.4.220	Default	Morx-Enterprise	Standby		[Icon]
10	MVNT2	Morx_MVNT2_Mivanta	987654321012365	951	192.168.4.219	Default	Morx-Enterprise	Standby		[Icon]

Showing 1 to 10 of 16 entries

Device Connection Trouble Shooting Guide

1. Make sure device is configure properly for using TCP/IP Communication
2. Please enter correct server's IP Address and Port number in device
3. Make sure serial number of device is correct and unique.
4. Make sure device's IP address port register on minop is correct.

PING Device and Server.

1. Ping device's IP to make sure device is connected on lan.
2. Ping server's IP to make sure your connection could directly reach to server.

Above image shows view of device master.

The screenshot shows the MINOP Device Master interface with the 'Add Device' pop-up form open. The pop-up form has fields for Company, Branch, Device Sr No, Device Name, Device IP, Device Port, Device Type, Device Mode, Device Code, and Device Password. There's a 'Save' button at the bottom right of the form. Below the form, there's an 'Important Note' section.

Device

Company *
Select Company

Branch *
Select Branch

Device Sr No *
Enter Device Sr.No

Device Name *
Enter Device Name

Device IP *
Enter Device IP

Device Port *
5005

Device Type *
Select Device Type

Device Mode *
Select Device Mode

Device Code *
Enter Device Code

Device Password
Enter Device Password

Important Note: You must configure Server IP address as 115.124.96.52 and Server Port as: 1018 in your device.

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

The screenshot displays the MINOP Device Master interface. On the left, a table lists existing devices with columns: Sr. No, Branch Name, Device, Device SrNo, Device Code, and Device IP. The table contains 10 entries. Below the table, it indicates 'Showing 1 to 10 of 16 entries' and provides a 'Device Connection Trouble Shooting Guide' with four steps.

On the right, a 'Device' modal form is open for adding a new device. The form includes the following fields:

- Company ***: Mantra Softech I Pvt Ltd (dropdown)
- Branch ***: GNDH (dropdown)
- Device Sr No ***: 1805Mh02s01 (text input)
- Device Name ***: ok (text input)
- Device IP ***: 192.168.1.2 (text input)
- Device Port ***: 5005 (text input)
- Device Type ***: mBio-G1 (dropdown)
- Device Mode ***: Default (dropdown)
- Device Code ***: 1 (text input)
- Device Password**: Enter Device Password (text input)

A 'Save' button is located at the bottom right of the modal. An 'Important Note' box at the bottom states: 'You must configure Server IP address as 115.124.96.52 and Server Port as: 1018 in your device.'

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

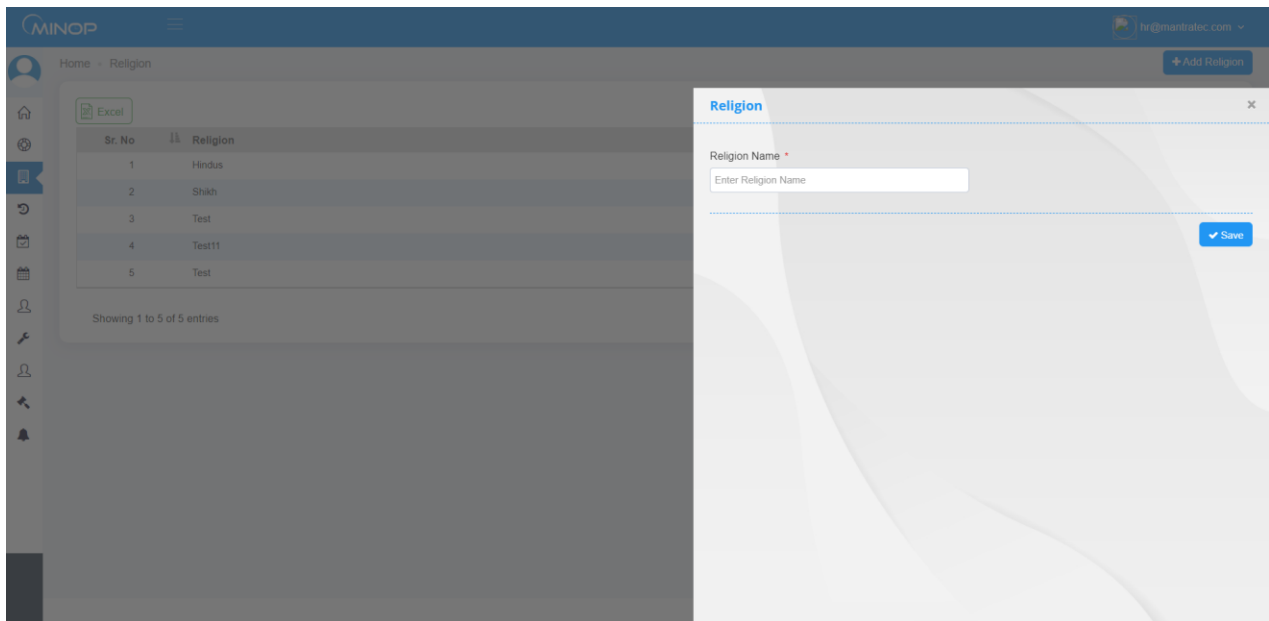
1.2.8 Religion

The screenshot displays the MINOP Religion Master interface. It features a table with the following columns: Sr. No, Religion, and Action. The table contains 5 entries. Below the table, it indicates 'Showing 1 to 5 of 5 entries'. A search bar is located at the top right of the table area.

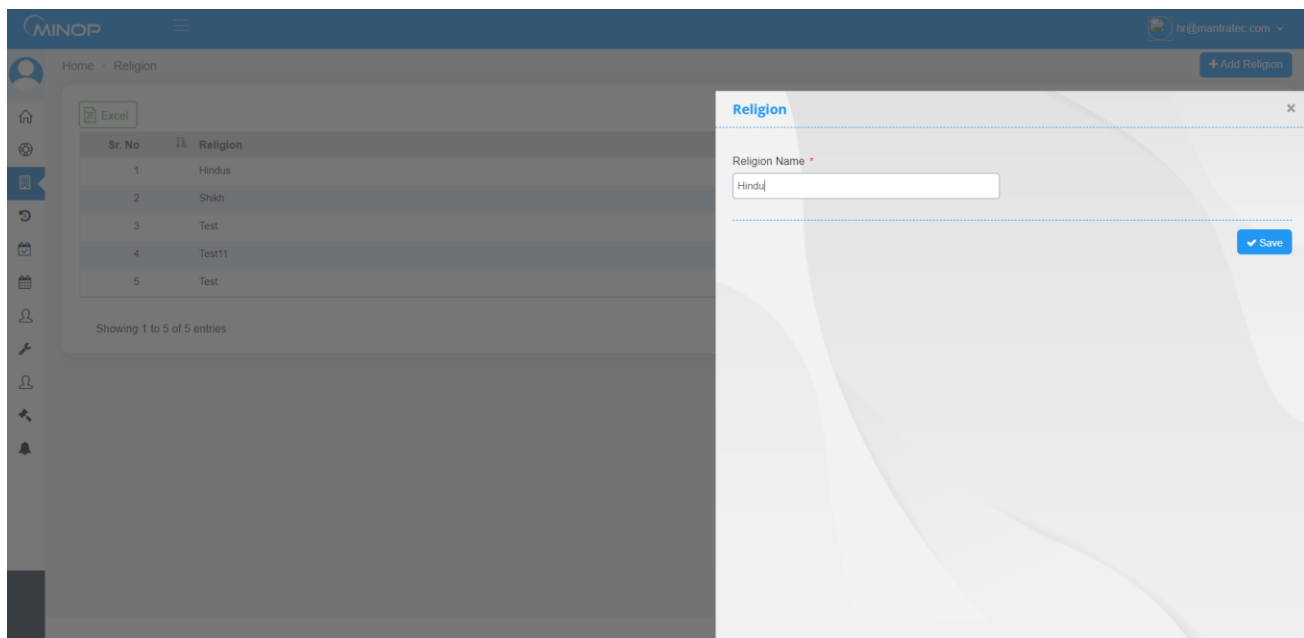
Sr. No	Religion	Action
1	Hindus	
2	Shikh	
3	Test	
4	Test11	
5	Test	

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

Above image shows religion master view.



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



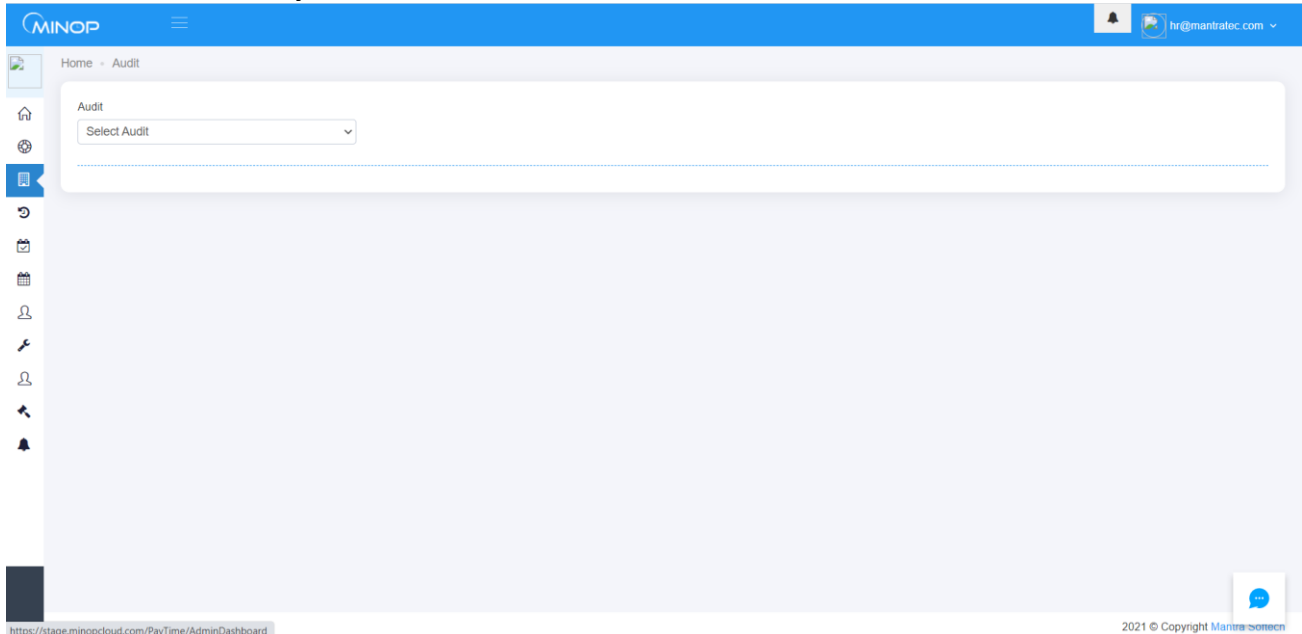
Above image shows example to add religion detail while create new religion field.

Religion Master Brief.

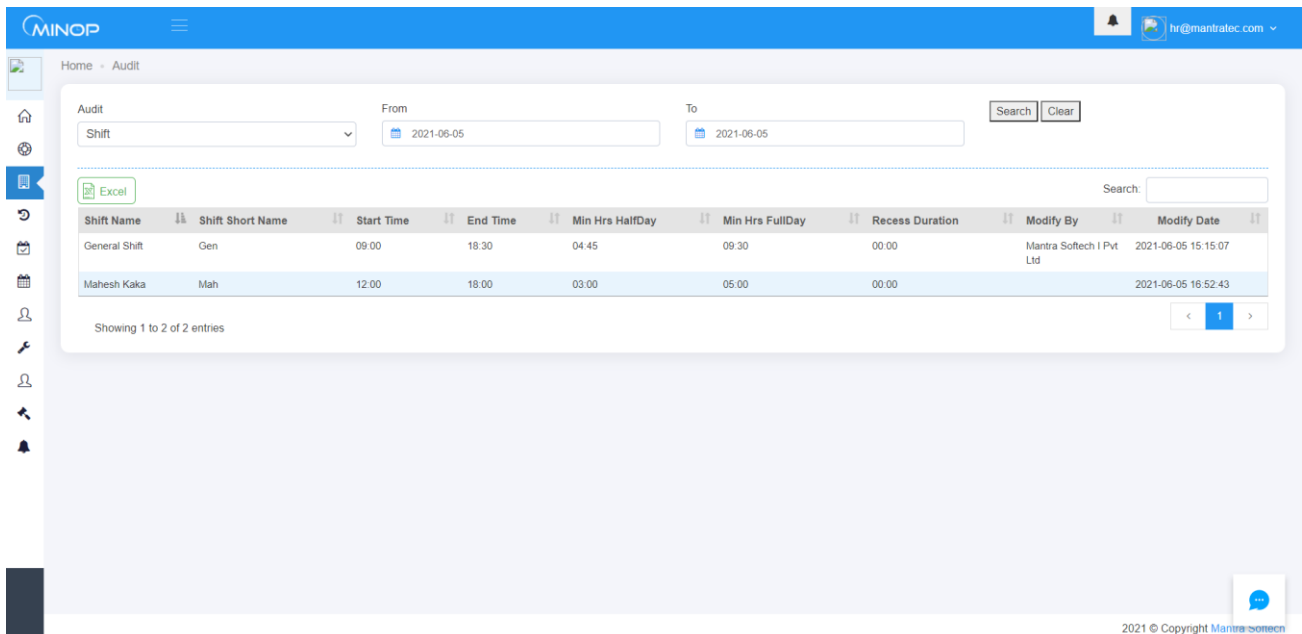
- ✓ To add new Religion, Click on 'Add Religion' and Then fill Name of Religion and Click on 'Save' button.

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

1.2.9 Audit for Policy and Shift with notification Bell.



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

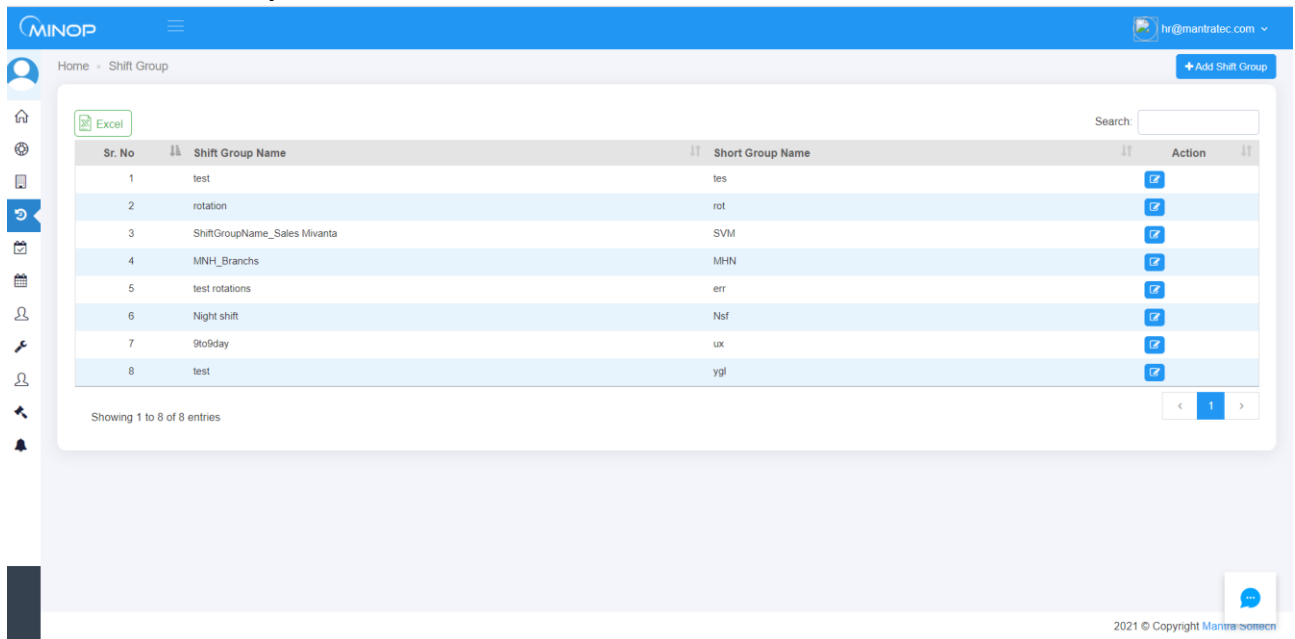


Above image shows the last modified changes in Policy as well as in Shift.

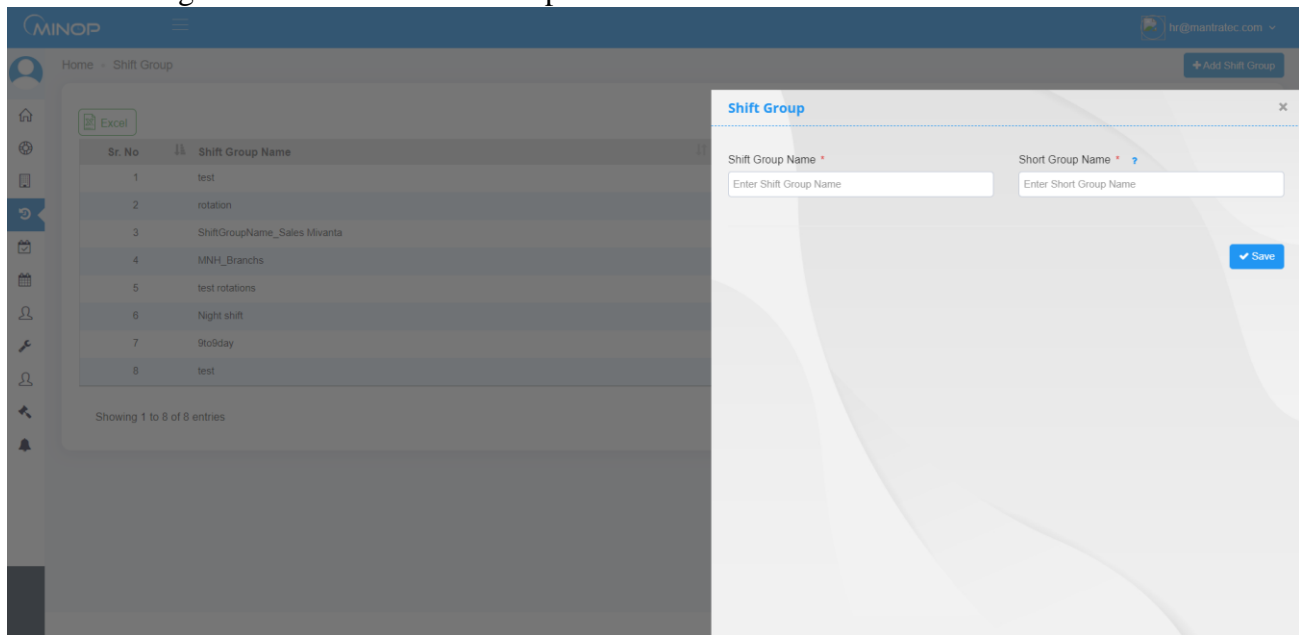
- ✓ You can view the changes done by you and can modify date-wise also.
- ✓ Latest changes will be notified by bell icon on top.

Shift Master

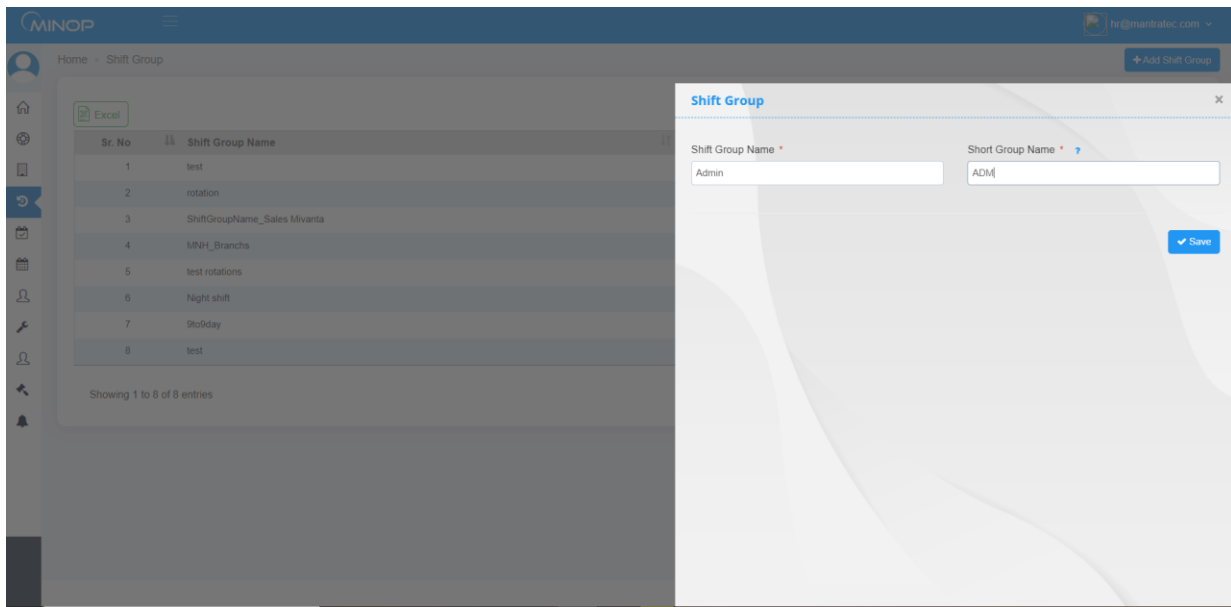
1.2.10 Shift Group Master



Above image shows view of Shift Group Master.



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

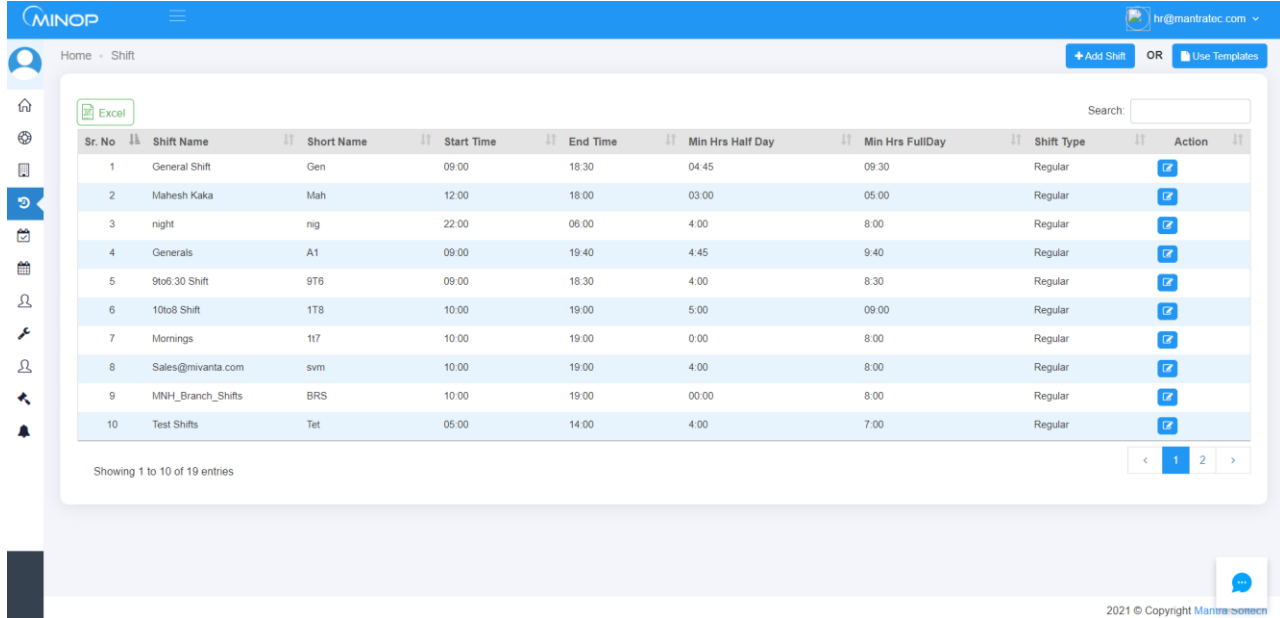


Above image shows example of creating new shift group.

Shift Group Master Brief.

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

1.2.11 Shift Master

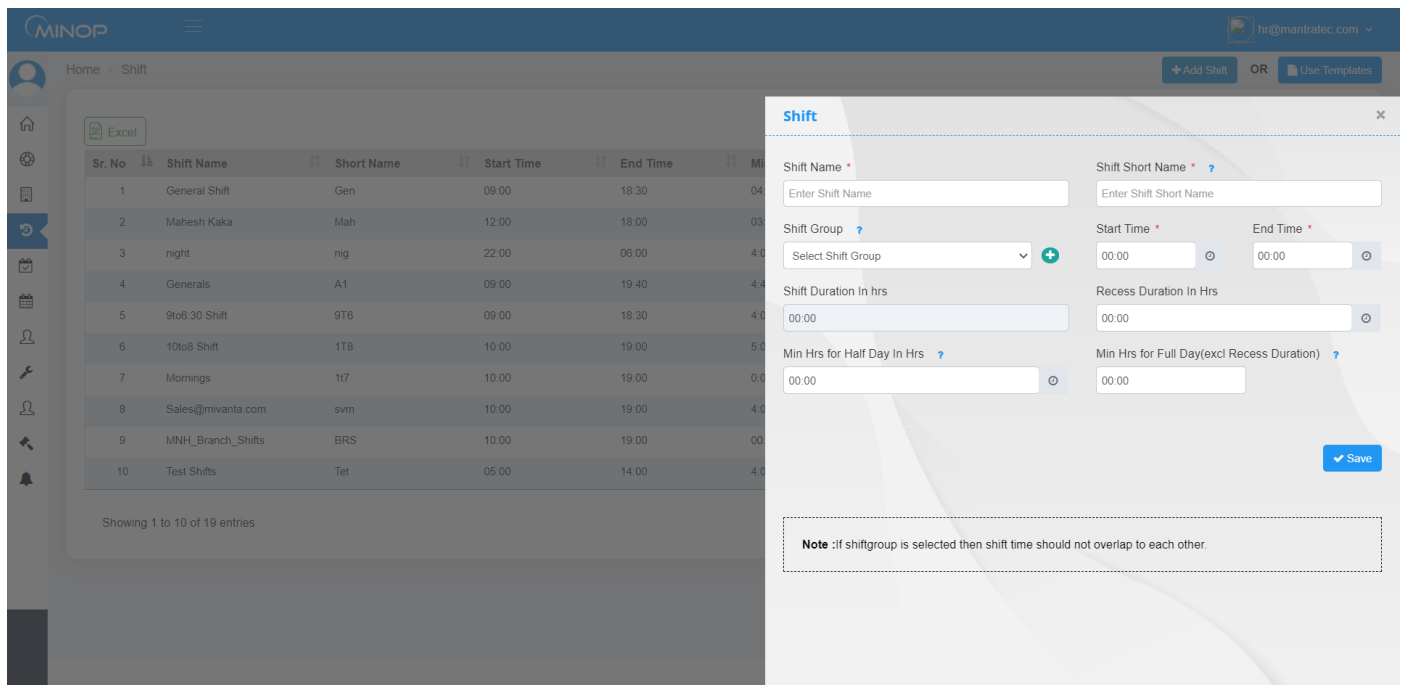


The screenshot shows the MINOP Shift Master interface. At the top, there's a blue header with the MINOP logo and a user profile icon. Below the header, a navigation sidebar on the left contains icons for Home, Shift, and other functions. The main content area displays a table of shifts with columns for Sr. No, Shift Name, Short Name, Start Time, End Time, Min Hrs Half Day, Min Hrs FullDay, Shift Type, and Action. The table lists 10 shifts, including General Shift, Mahesh Kaka, night, Generals, 9to6:30 Shift, 10to8 Shift, Mornings, Sales@mivanta.com, MNH_Branch_Shifts, and Test Shifts. A search bar and pagination controls are visible at the bottom of the table.

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

Showing 1 to 10 of 19 entries

Above image shows view of shift master.



The screenshot shows the MINOP Shift Master interface with the 'Add Shift' modal open. The modal contains fields for Shift Name, Shift Short Name, Shift Group, Start Time, End Time, Shift Duration In hrs, Recess Duration In Hrs, Min Hrs for Half Day In Hrs, and Min Hrs for Full Day(excl Recess Duration). A 'Save' button is at the bottom right. A note at the bottom states: 'Note :If shiftgroup is selected then shift time should not overlap to each other.'

Shift

Shift Name *
Enter Shift Name

Shift Short Name * ?
Enter Shift Short Name

Shift Group ?
Select Shift Group

Start Time *
00:00

End Time *
00:00

Shift Duration In hrs
00:00

Recess Duration In Hrs
00:00

Min Hrs for Half Day In Hrs ?
00:00

Min Hrs for Full Day(excl Recess Duration) ?
00:00

Note : If shiftgroup is selected then shift time should not overlap to each other.

Save

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

The screenshot displays the MINOP Shift Master interface. On the left, a sidebar contains navigation icons. The main area shows a table of existing shifts with columns: Sr. No, Shift Name, Short Name, Start Time, End Time, and Duration. A modal window titled 'Shift' is open on the right, allowing the creation of a new shift. The modal includes fields for Shift Name, Shift Short Name, Shift Group (a dropdown menu), Start Time, End Time, Shift Duration in hrs, Recess Duration in Hrs, Min Hrs for Half Day in Hrs, and Min Hrs for Full Day(excl Recess Duration). A 'Save' button is at the bottom right of the modal. A note at the bottom of the modal states: 'Note :if shiftgroup is selected then shift time should not overlap to each other.'

Sr. No	Shift Name	Short Name	Start Time	End Time	Duration
1	General Shift	Gen	09:00	18:30	09:30
2	Mahesh Kaka	Mah	12:00	18:00	06:00
3	night	nig	22:00	06:00	08:00
4	Generals	A1	09:00	19:40	10:40
5	9to6:30 Shift	9T6	09:00	18:30	09:30
6	10to8 Shift	1T8	10:00	19:00	09:00
7	Mornings	117	10:00	19:00	09:00
8	Sales@mswanita.com	svm	10:00	19:00	09:00
9	MNH_Branch_Shifts	BRS	10:00	19:00	09:00
10	Test Shifts	Test	05:00	14:00	09:00

Above image shows example to add details while creating shift.

Save all Shifts required in the Shift Master.

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

1.2.12 Shift Allocation

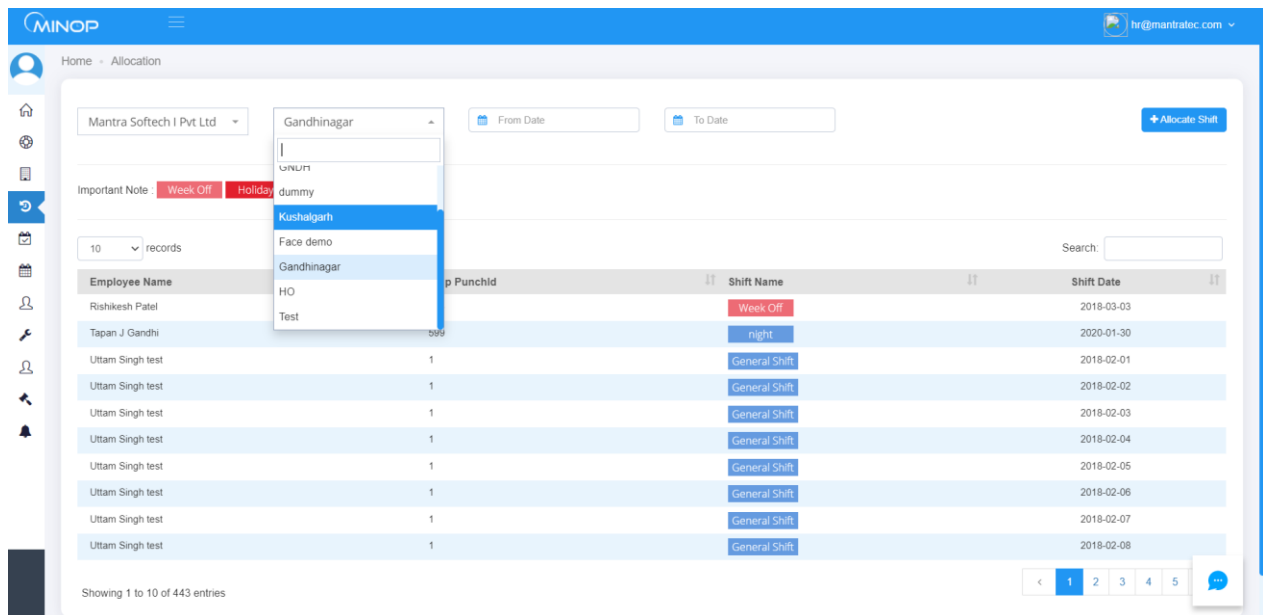
The screenshot displays the MINOP Shift Allocation interface. At the top, there's a header with the MINOP logo and a user profile icon. Below the header, a navigation bar shows 'Home - Allocation'. The main content area includes a filter section with 'Mantra Softech I Pvt Ltd' and 'Gandhinagar' selected, and 'From Date' and 'To Date' input fields. A blue 'Allocate Shift' button is on the right. Below the filter section, there are tabs for 'Important Note', 'Week Off', 'Holidays', and 'Shifts'. The 'Shifts' tab is active. A table lists 10 records of shift allocations. The table has columns for Employee Name, Emp Punchid, Shift Name, and Shift Date. The first row shows 'Rishikesh Patel' with Emp Punchid 144, 'Week Off' shift, and date 2018-03-03. The second row shows 'Tapan J Gandhi' with Emp Punchid 599, 'night' shift, and date 2020-01-30. The remaining rows show 'Uttam Singh test' with Emp Punchid 1, 'General Shift', and dates from 2018-02-01 to 2018-02-08. A search bar is on the right. At the bottom, it says 'Showing 1 to 10 of 443 entries' and a pagination bar with numbers 1, 2, 3, 4, 5.

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

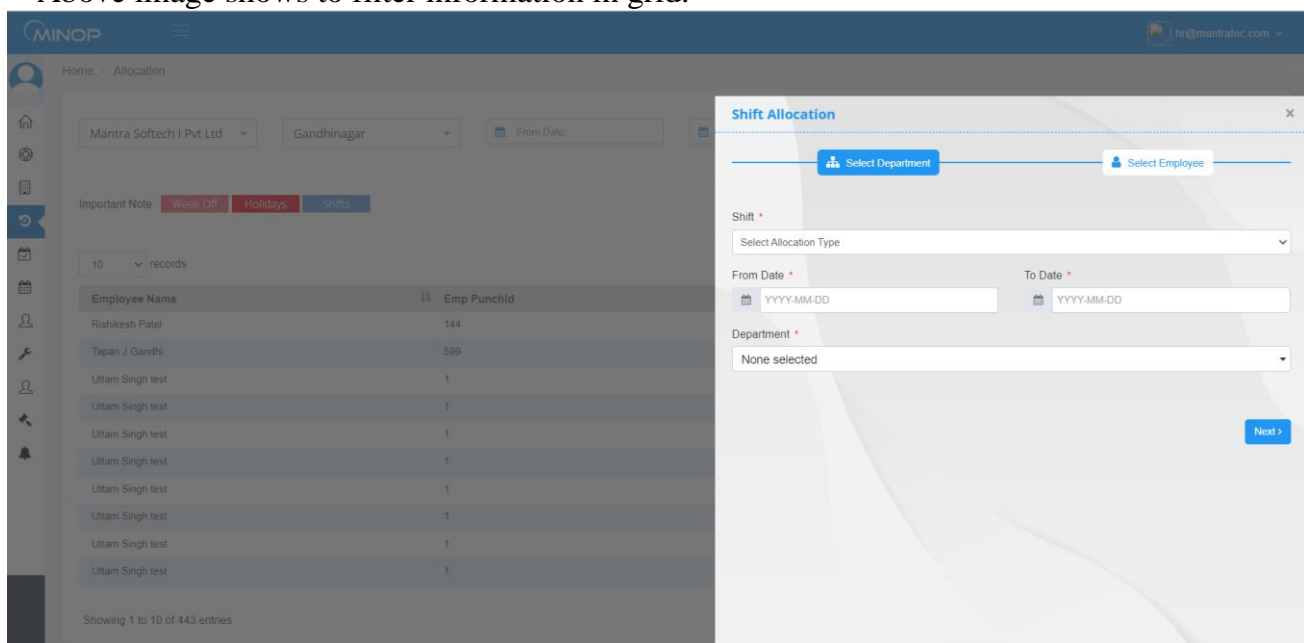
Above image shows view of shift allocation.

The screenshot displays the MINOP Shift Allocation interface with the company selection dropdown menu open. The dropdown menu shows a list of companies: 'Mantra Softech I Pvt Ltd', 'Mivanta123', 'B202_Mivantas', and 'pranjal comapny t'. The 'Mantra Softech I Pvt Ltd' option is selected. The rest of the interface is the same as the previous screenshot, showing the filter section, tabs, and the table of shift allocations.

Above image shows selection option to view in grid.



Above image shows to filter information in grid.



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

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

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

1.3 Leave Master

1.3.1 Leave Type Master

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

Above image shows view of leave type master.

LeaveType Name *

Description *

Is carryforward

☐

Is Encashable

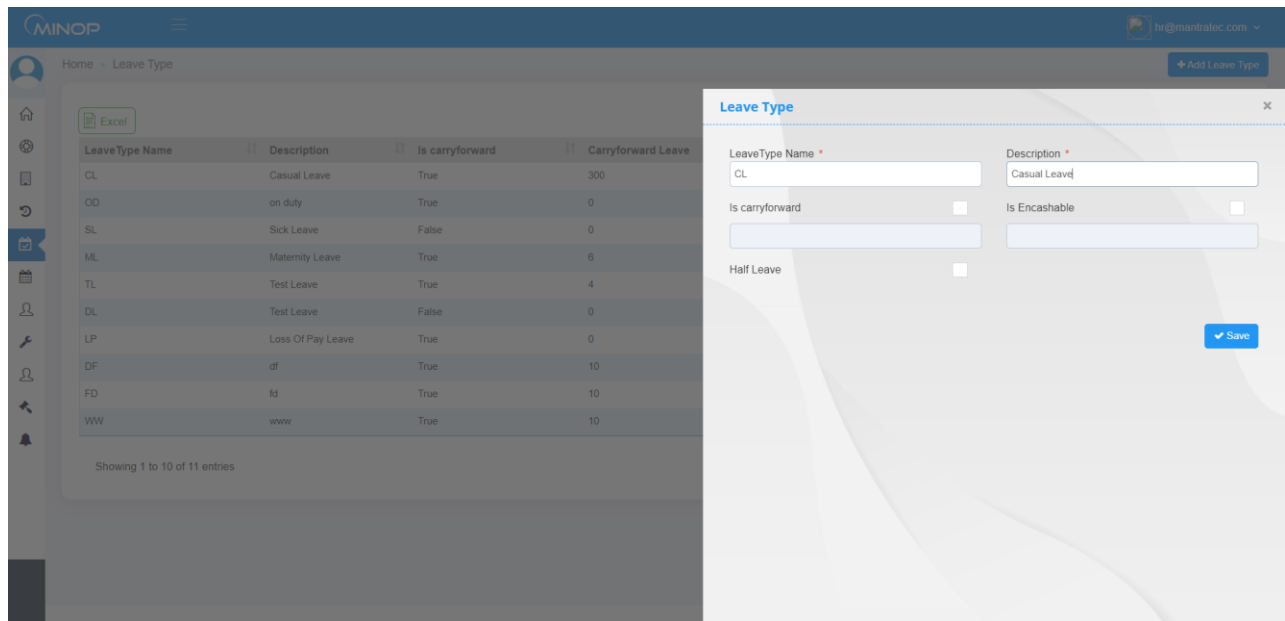
☐

Half Leave

☐

Save

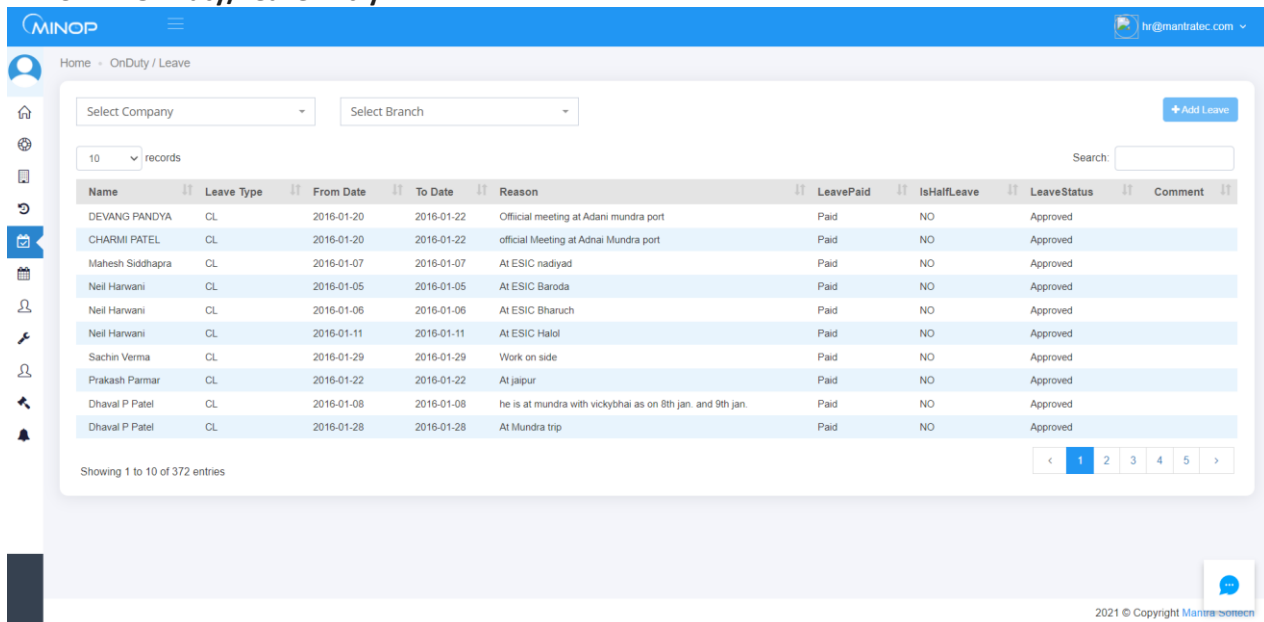
Above image shows pop up when we click on “+Add Leave Type”.



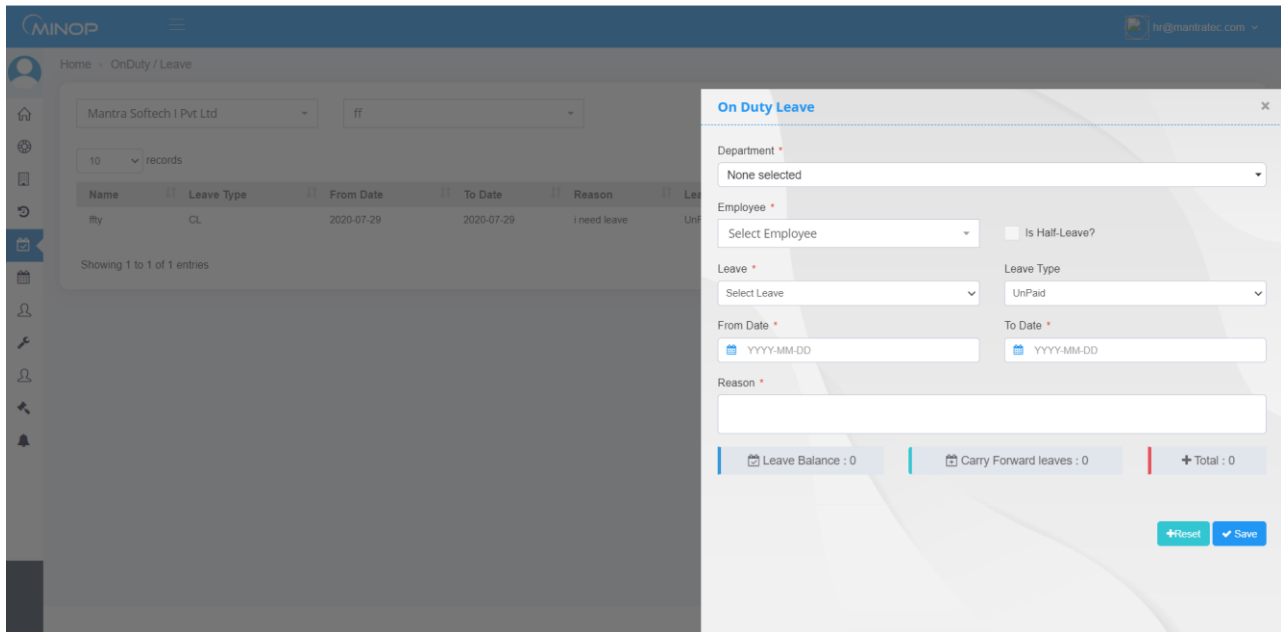
Above image shows example to add details while creating new leave type.

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

1.3.2 OnDuty/Leave Entry



Above image shows view of OnDuty/Leave Entry.



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

1. On Duty Entry:-

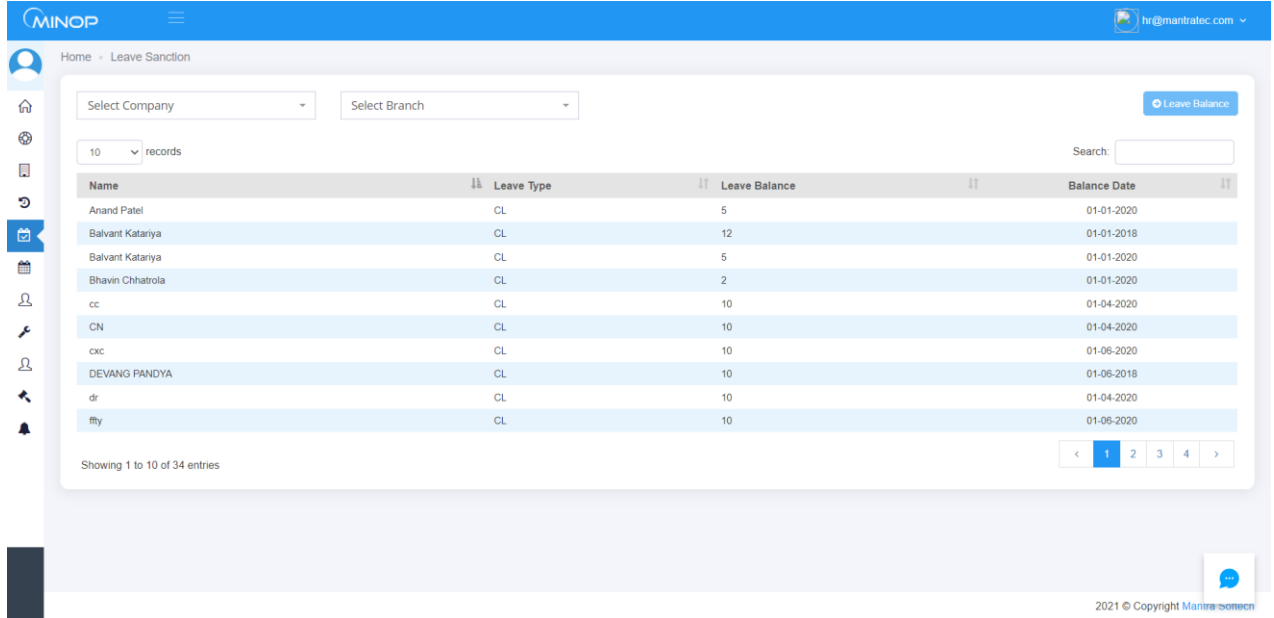
- ✓ If Employee went for Company related work and unable to punch on Device Terminal.
- ✓ In Attendance Report, status will be shown as ‘OD’.

2. Leave Entry:-

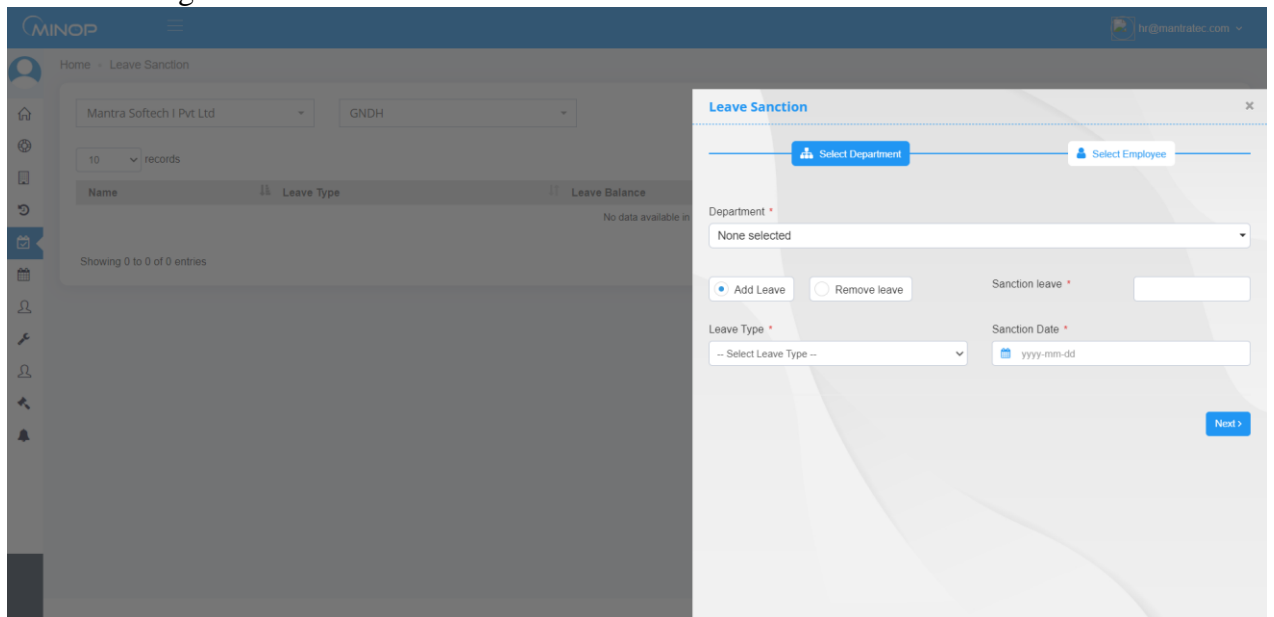
- ✓ You can add Employee’s Full Day or Half Day Leave as per balance available for particular Leave.
- ✓ In Attendance Report, status will be shown with leave type name.
- ✓ In Half Leave case ‘H’ will be Append before Leave Type Name.

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

1.3.3 Leave Sanction



Above image shows view of Leave Sanction.



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

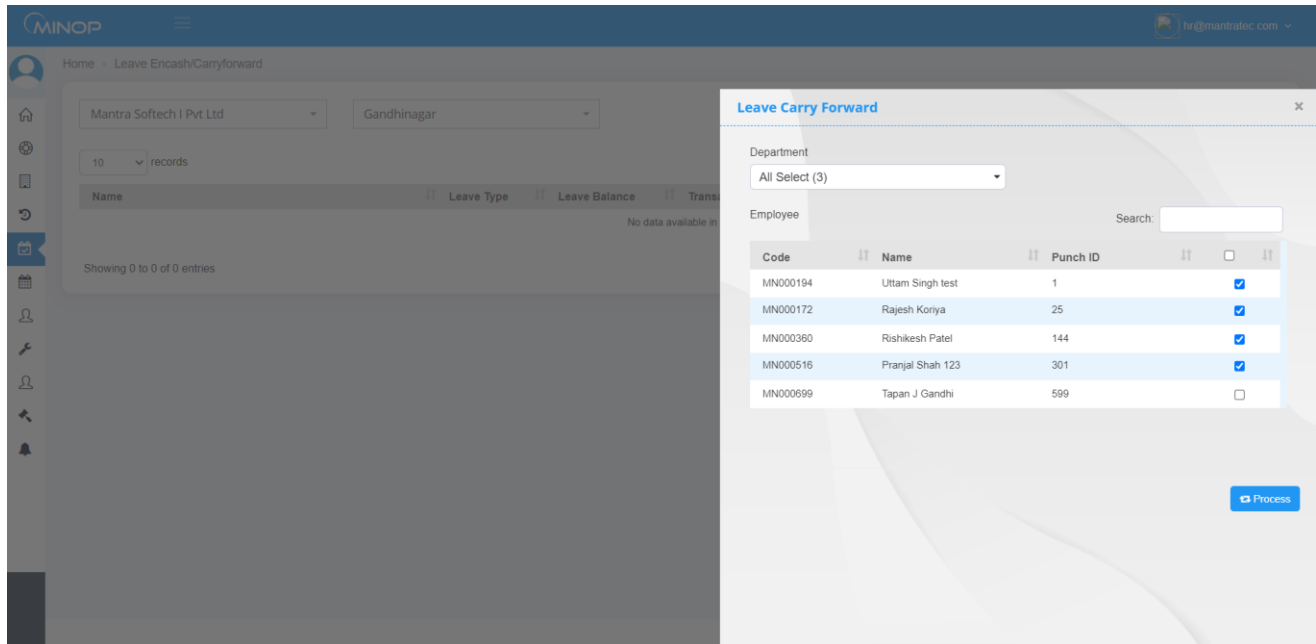
- ☐ Leave Sanction allows you to sanction Leave balance or remove Leave Balance to Employee for particular Transaction Year as per sanction date.

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

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

1.3.4 Leave Encash/Carryforward

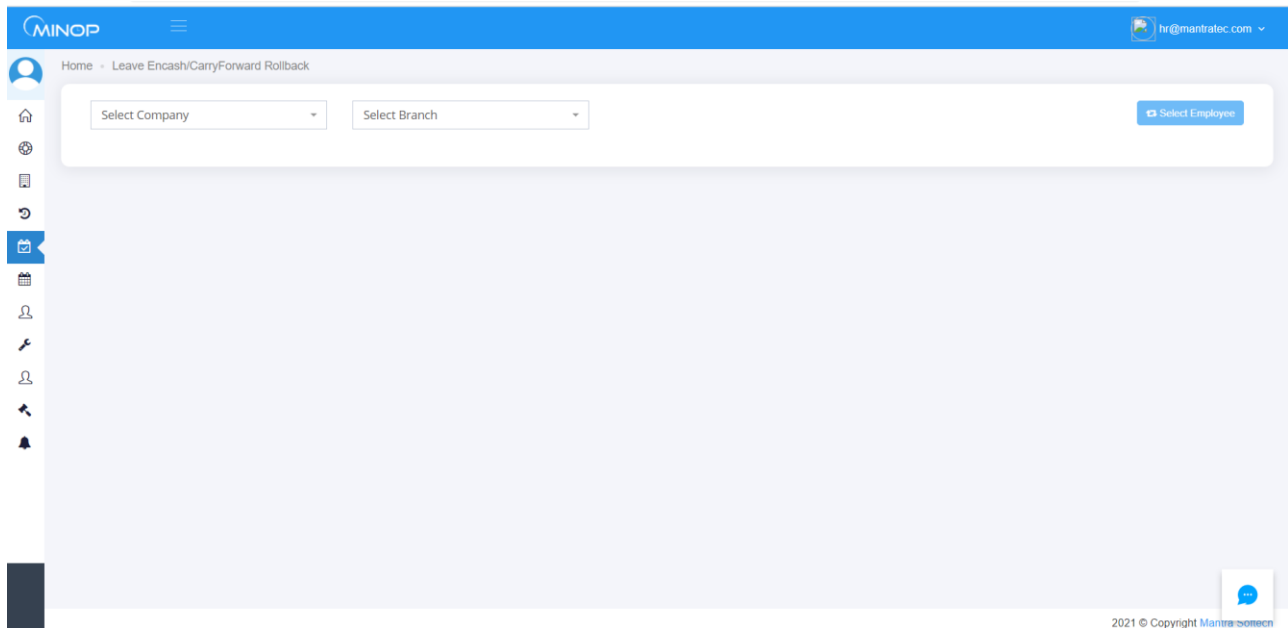
Above image shows view of “leave Encash/Carryforward”



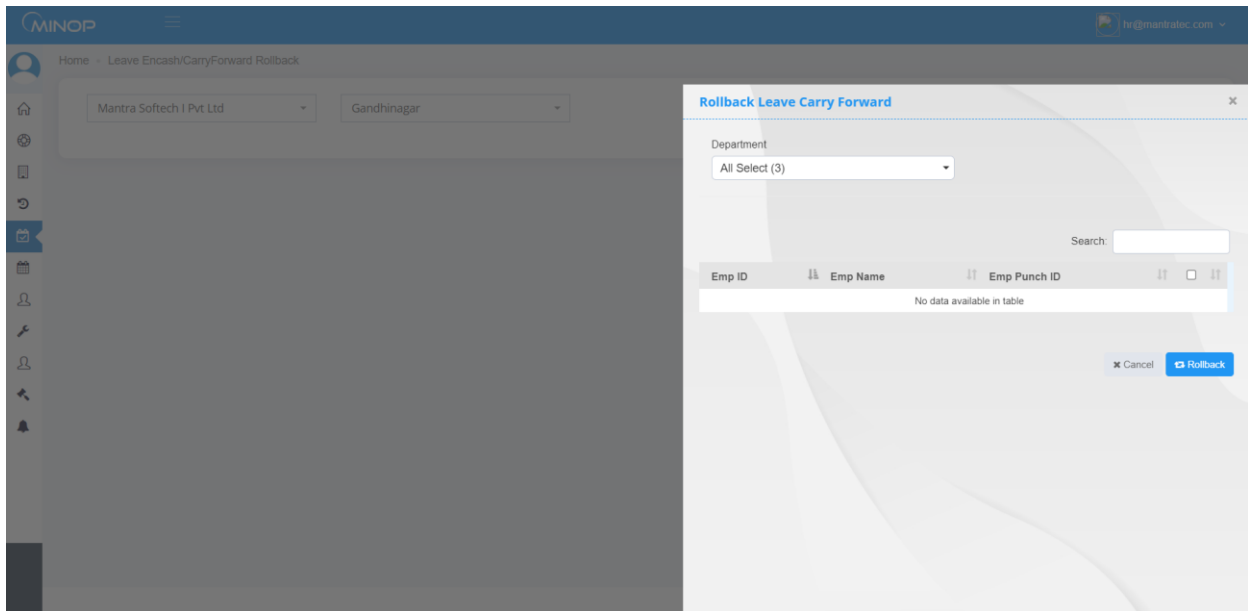
Above image shows pop up when you click on [Select Employee](#) button.


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

1.3.5 Leave Encash/Carryforward Rollback



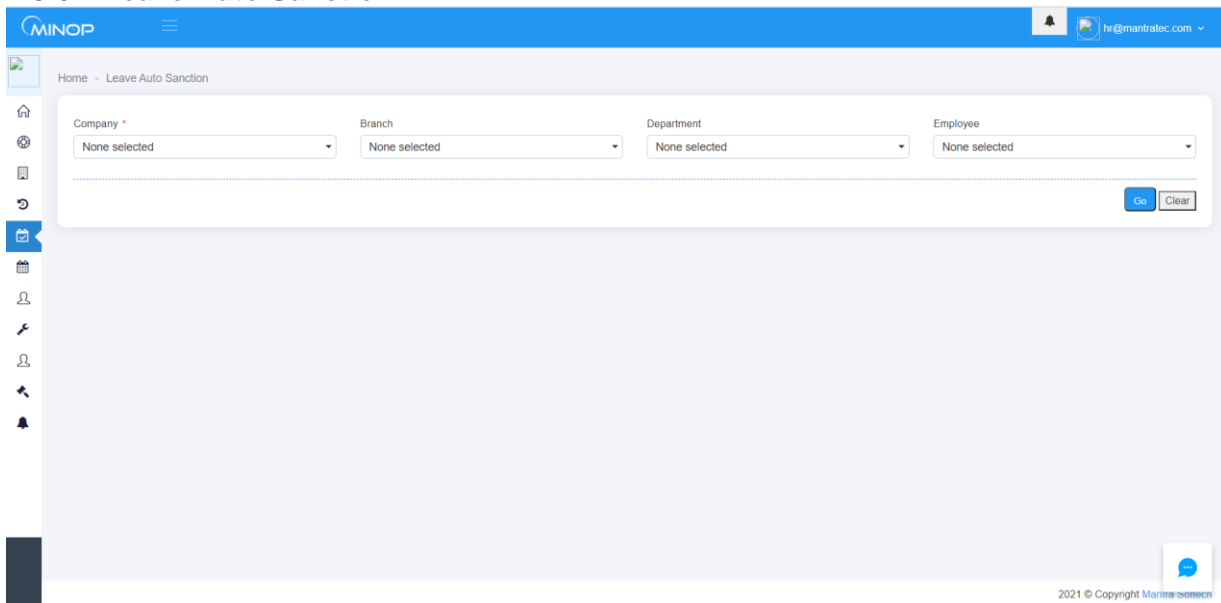
Above image show view of Leave Encash/Carryforward Rollback.



Above image shows popup when you click on  Select Employee

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

1.3.6 Leave Auto Sanction.



Above image show view of Leave Auto Sanction.

Home - Leave Auto Sanction

Company: Mantra Softech I Pvt Ltd | Branch: Gandhinagar | Department: All Select (3) | Employee: All Select (5)

Name	OD	SL	ML	TL	DL	LP	DF	FD	WW	DD
Uttam Singh test	1	2	0	0	0	0	0	0	0	0
Rajesh Koriya	1	2	0	0	0	0	0	0	0	0
Rishikesh Patel	1	2	0	0	0	0	0	0	0	0
Pranjal Shah 123	1	2	0	0	0	0	0	0	0	0
Tapan J Gandhi	1	2	0	0	0	0	0	0	0	0

Total count : 5

Above image show data view of Leave Auto Sanction.

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

1.7 Holiday Master

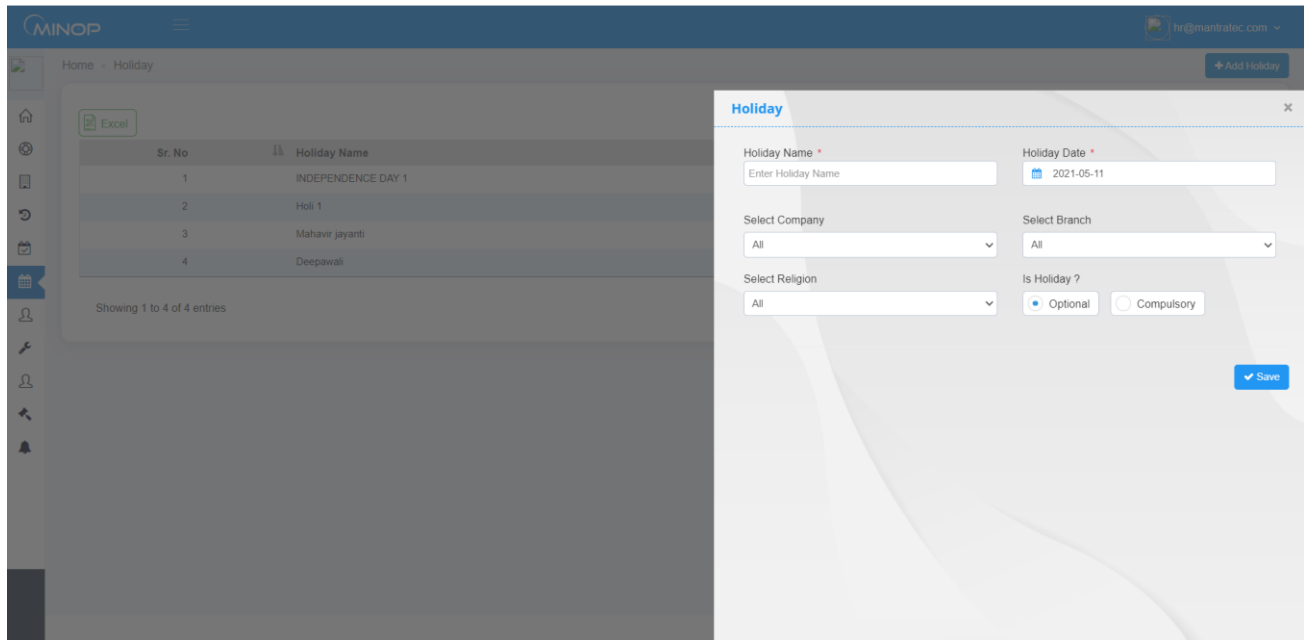
Home - Holiday

Excel

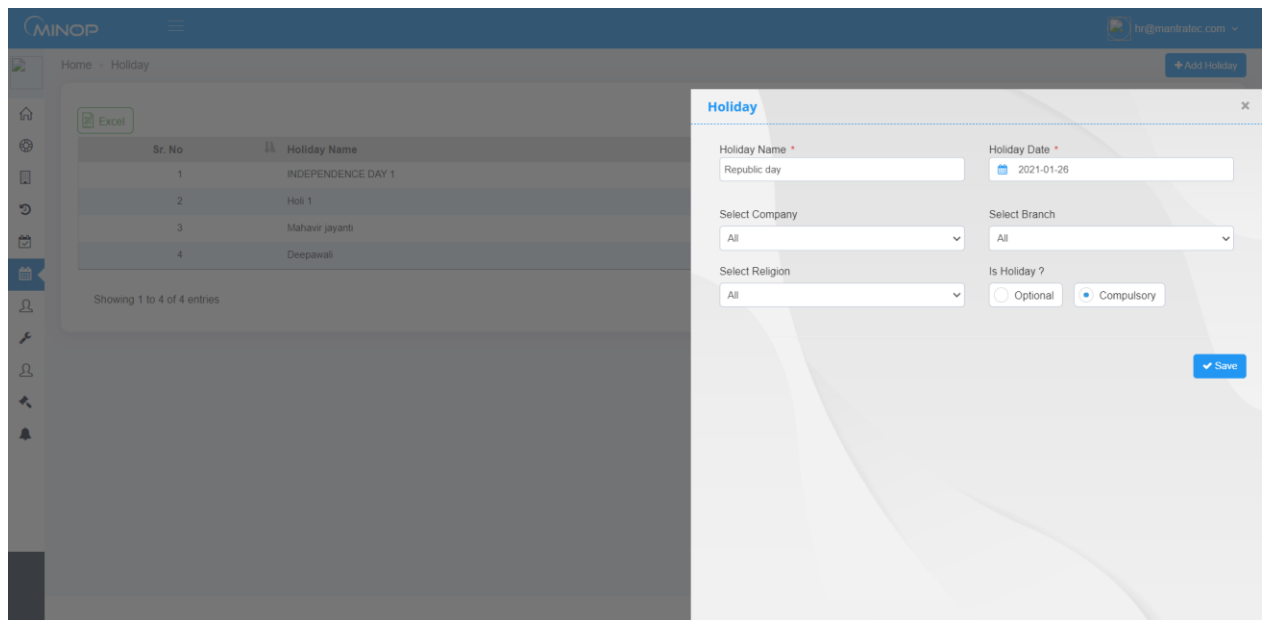
Sr. No	Holiday Name	Date	Action
1	INDEPENDENCE DAY 1	2021-08-15	
2	Holi 1	2021-03-25	
3	Mahavir jayanti	2021-03-29	
4	Deepawali	2021-10-23	

Showing 1 to 4 of 4 entries

Above image shows view of Holiday Master.



Above image shows popup when you click on [+ Add Holiday](#)



Above image shows example to add Holiday.

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

The screenshot displays the MINOP HR system interface. On the left is a sidebar with navigation options: Dashboard, Wizard, Company, Shift, Leave, Holiday (selected), User Management, Utilities, ESS, Policy, and Alert. The main area shows the 'Add Holiday' form. The form has the following fields:

- Holiday Name ***: Text input field with 'Holi' entered.
- Holiday Date ***: Date picker showing '2021-03-17'.
- Select Company**: Dropdown menu with 'Mantra Softech I Pvt Ltd' selected.
- Select Branch**: Dropdown menu with 'Gandhinagar' selected.
- Select Religion**: Dropdown menu with 'Hindus' selected.
- Is Holiday ?**: Radio buttons for 'Optional' and 'Compulsory' (selected).
- Save**: Blue button with a checkmark icon.

The background shows a table with columns 'Sr. No' and 'Holiday Name', and a message 'No data available in table'.

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

1.4 User Management:

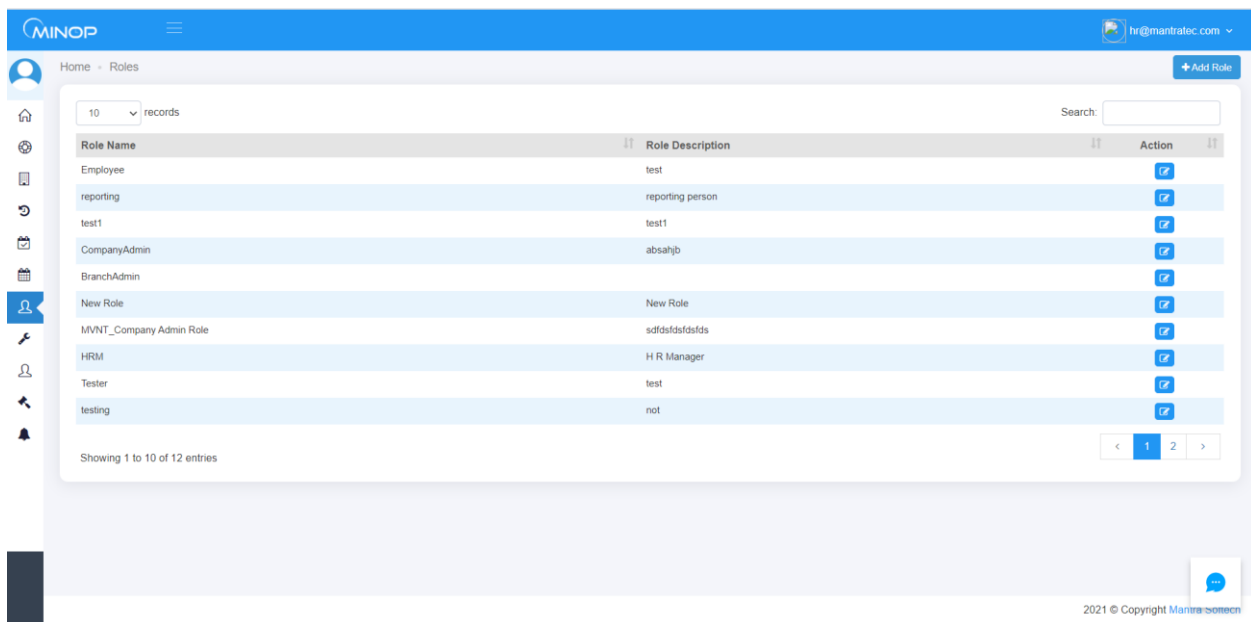
The User Management has the following Items.

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

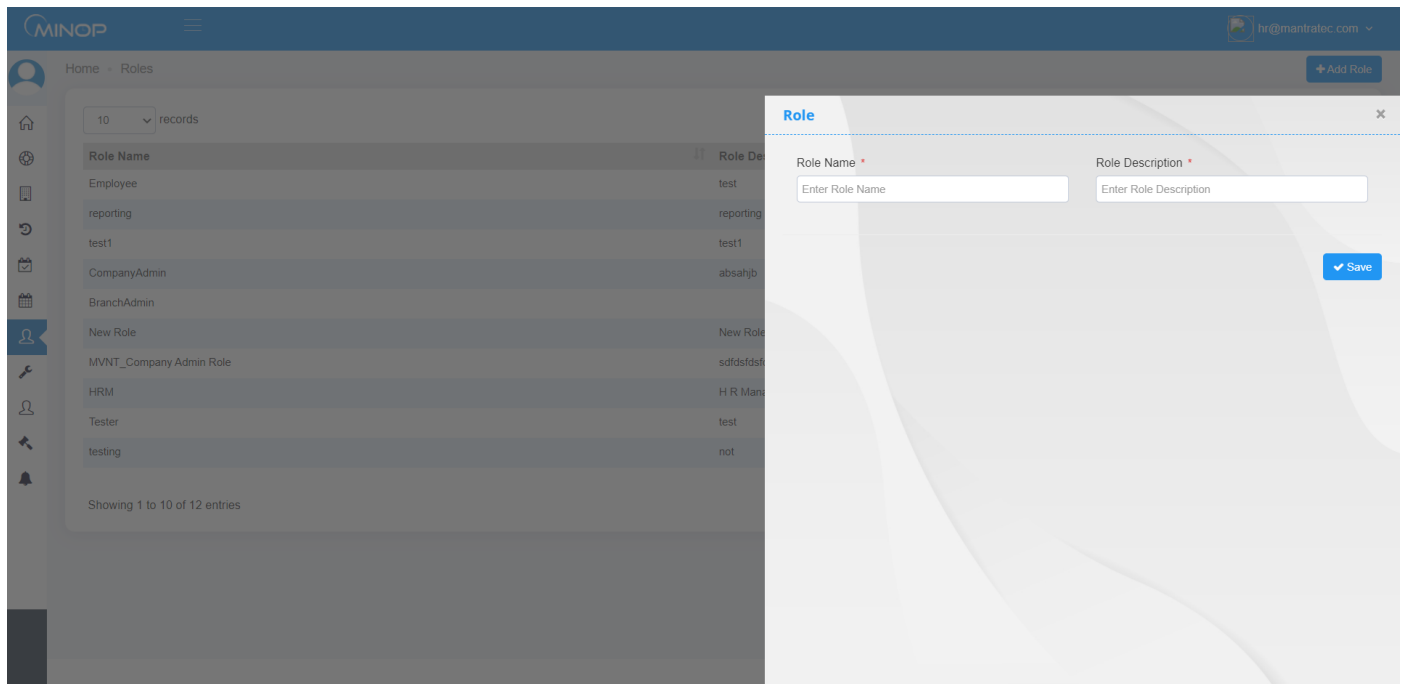
1.5.1 Role Master

Save all Roles in Role Master.

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

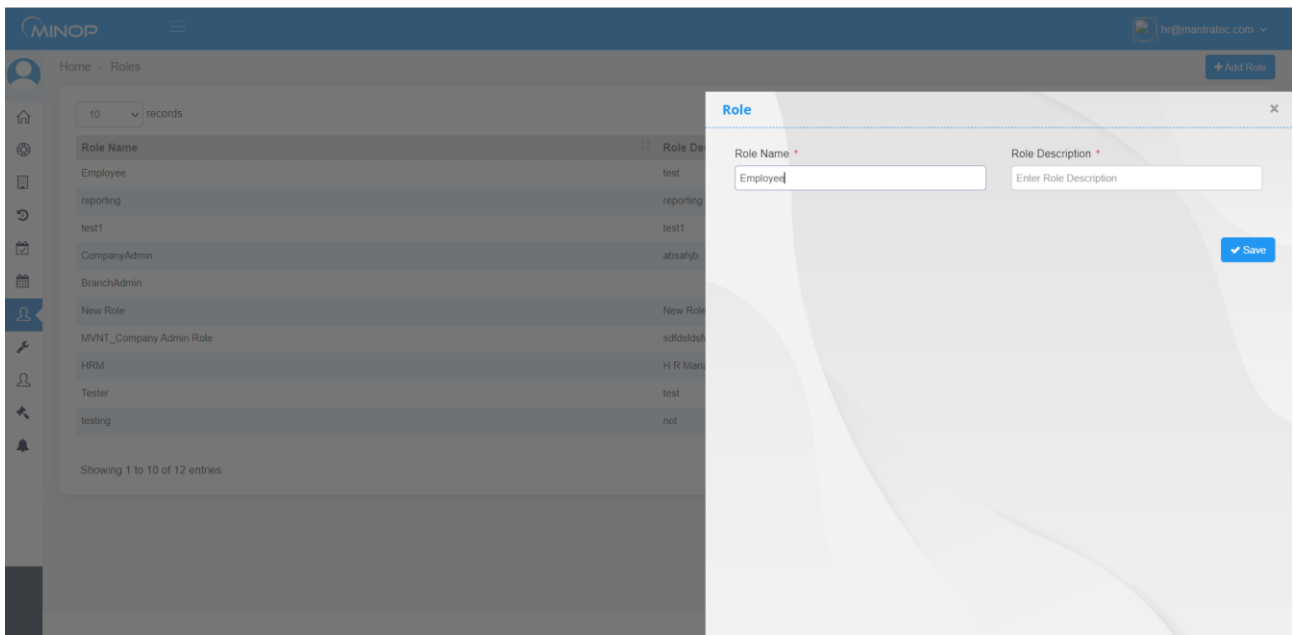


Above image shows view of Role Master.



Above images show popup when you click on

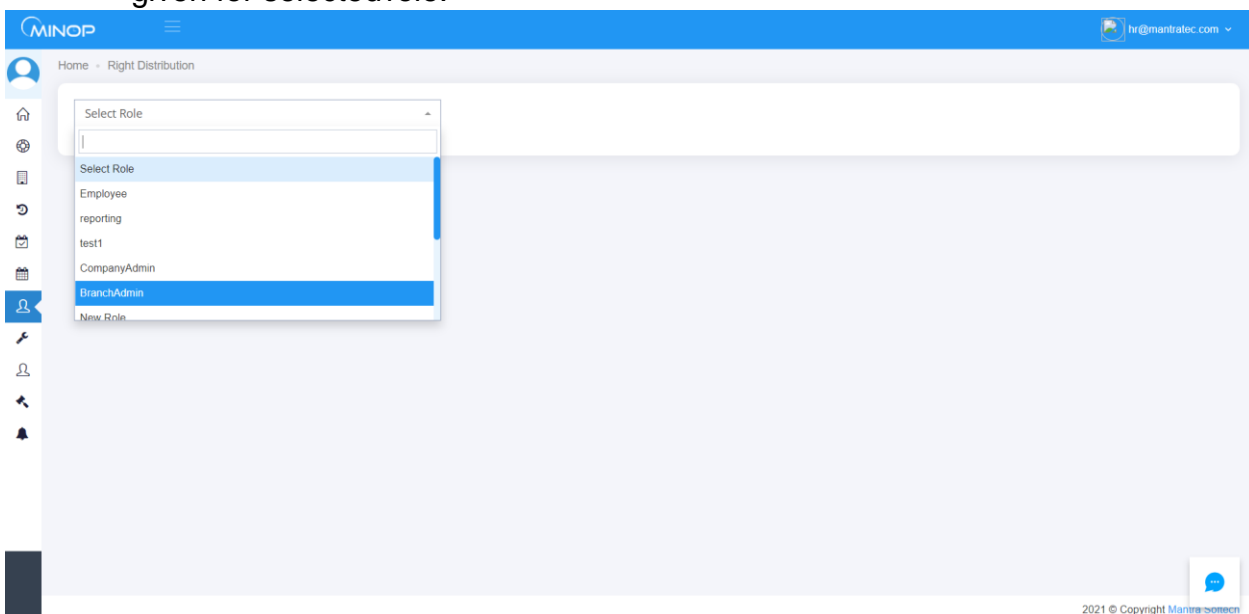
+ Add Role



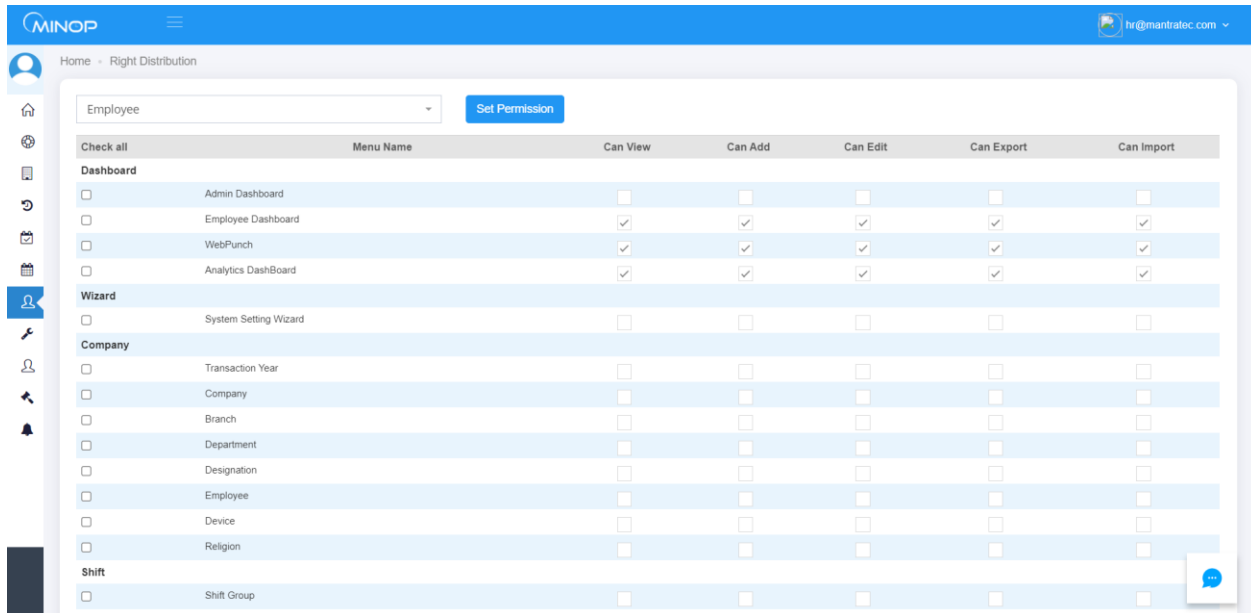
Above image shows example to add role in role master.

1.5.2 Right Distribution

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



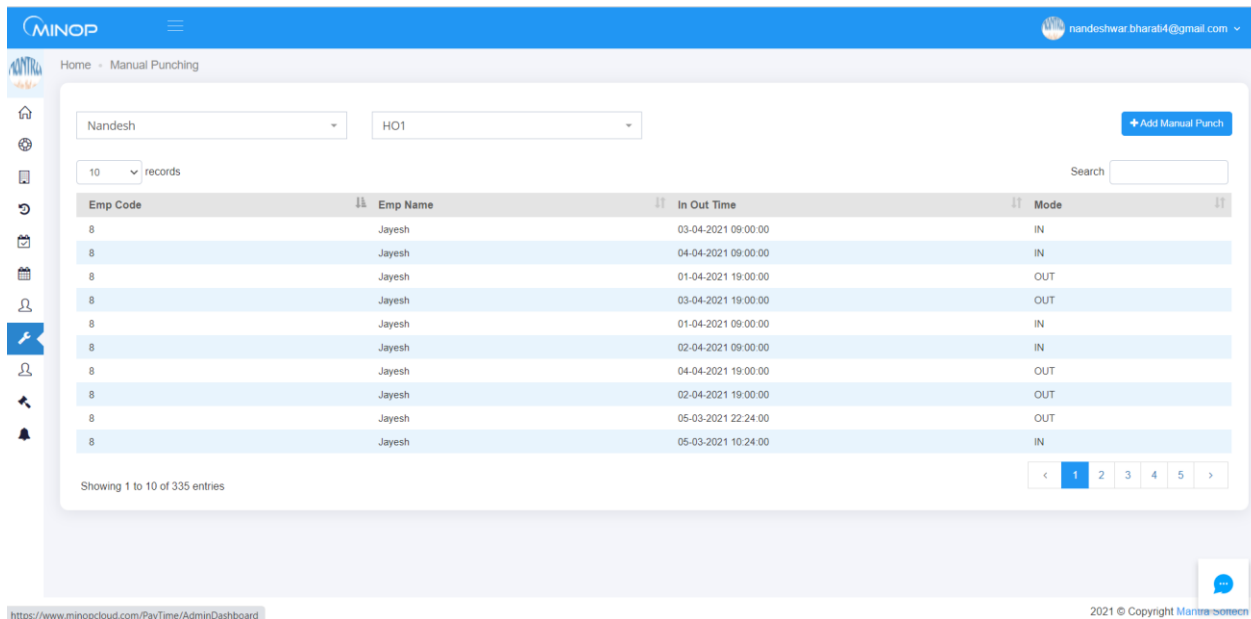
Above image shows view of right distribution.



Above image shows example to distribute right to any role.

1.6 Utilities Menu

1.6.1 Manual Punching



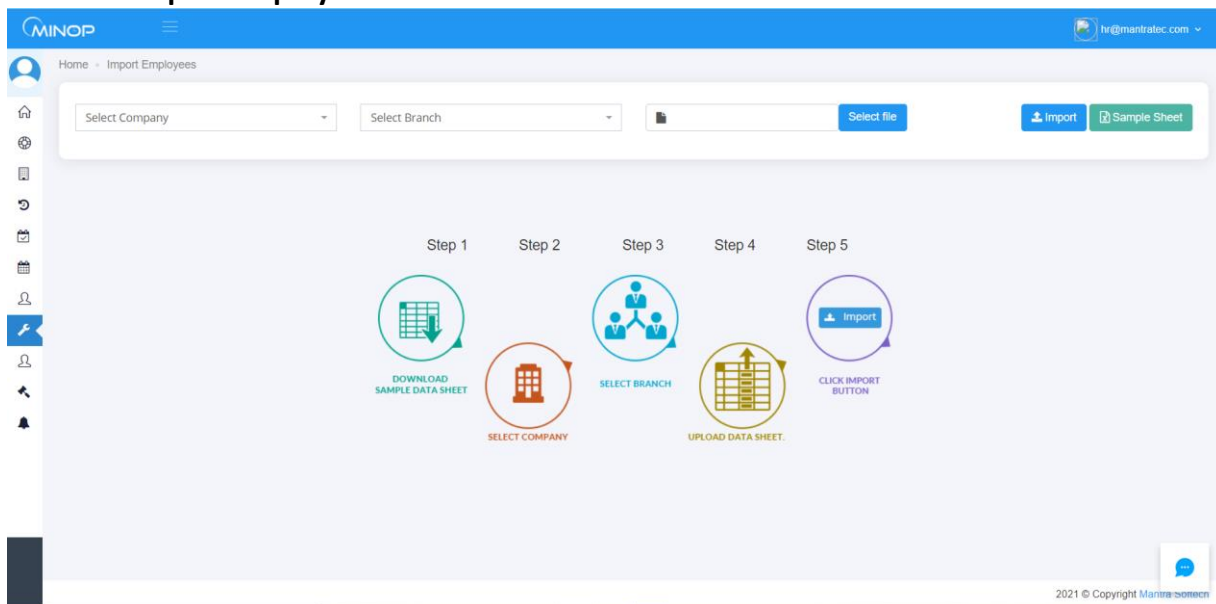
Above image shows view of manual punch.

The screenshot displays the MINOP application interface. The top navigation bar includes the MINOP logo and a user profile. The main content area is titled 'Manual Punching' and shows a list of employees with columns for Emp Code and Emp Name. A modal window titled 'Manual Punch' is open, providing a form to enter manual punch data. The form includes fields for Department (IT), Employee selection, IN Time (9:00), OUT Time (19:00), and dates (From: 2021-05-01, To: 2021-05-12). There are buttons for 'Select Department', 'Select Employee', and 'Next >'.

Above image shows example to add manual punch.

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

1.6.2 Import Employees



Above image shows view of import employee.

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

ColumnName	Required Format of Data	Default Value
EmpCode		If not inserted then record will be skip
EmpName		If not inserted then record will be skip
EmpPunchID	Only Numeric value and Not more than 10 Digits	If not inserted then record will be skip
EmpJoinDate	Only Date (MMM/dd/yyyy)	If not inserted then record will be skip
EmpShift/EmpShiftGroup	Name Same as enter in Shift Master / Shift Group Master	If Empshift enter then EmpshiftGroup is blank. EmpshiftGroup is enter then Empshift not consider.
PolicyName	Name Same as enter in Policy Master	If not inserted then record will be skip
RoleName	Name Same as enter in Role Master	If not inserted then record will be skip
EmpEmail		If not inserted then record will be skip
EmpMarried	MARRIED/UNMARRIED	Default value - MARRIED
EmpBirthDate	Only Date (MMM/dd/yyyy)	Default value - "DEC/30/1899"
EmpDepartment		If not inserted then employee will be assigned "Undefined Department"
EmpDesignation		If not inserted then employee will be assigned "Undefined Designation"
Gender		Default value - "Male"
EmpAddress		Optional
EmpPhone		Optional
EmpMobile		Optional
EmpShiftGroup	Name Same as enter in ShiftGroup Master	If EmpshiftGroup enter then EmpShift is blank. EmpshiftGroup is enter then Empshift not consider.

Note: Before Add Shift, Role & Policy column you have to fill RoleMaster, PolicyMaster and ShiftMaster in Your Paytime Account

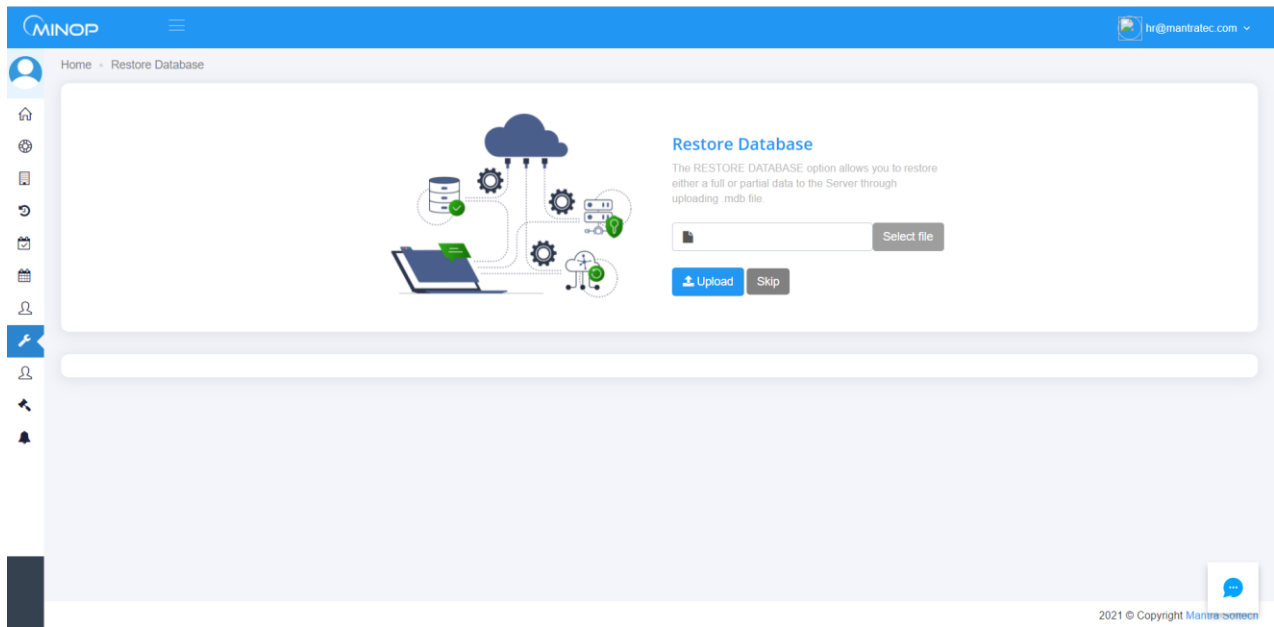
Note: Please Give Role, Shift & Policy's name same as which you given in your Paytime's master page of Shift, Policy and Role.

Above image shows general view for importing employee master sheet.

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

Above image shows general content for importing employee master sheet.

1.6.3 Restore Database

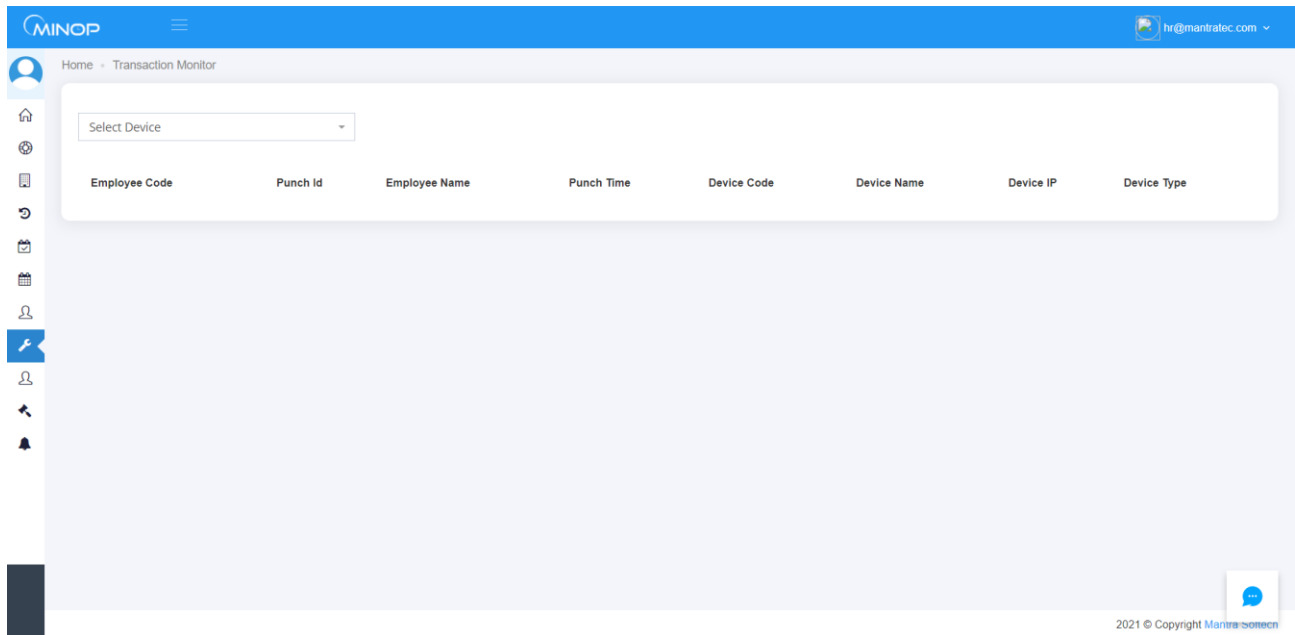


Above image shows view of Restore Database.

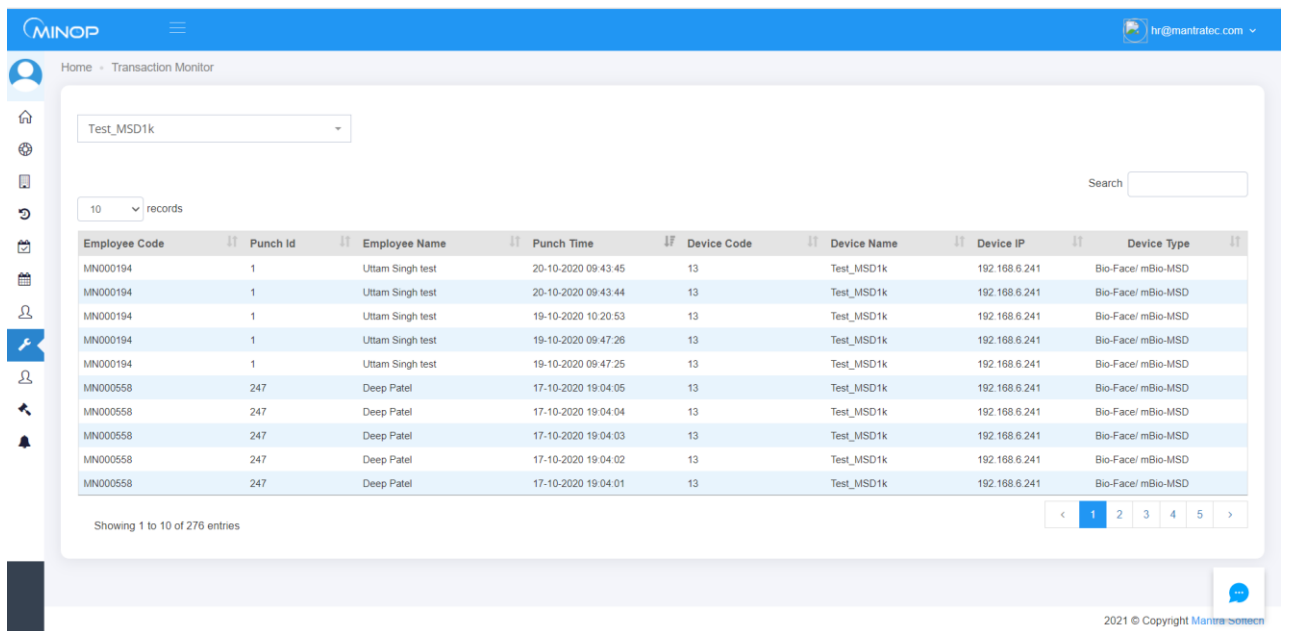
- ✓ It allows you to restore Database which is in .bak file format.
- ✓ Steps will display once you upload .bak file.

Note: Only PayTime back up file will be restored.

1.6.4 Transaction Monitor



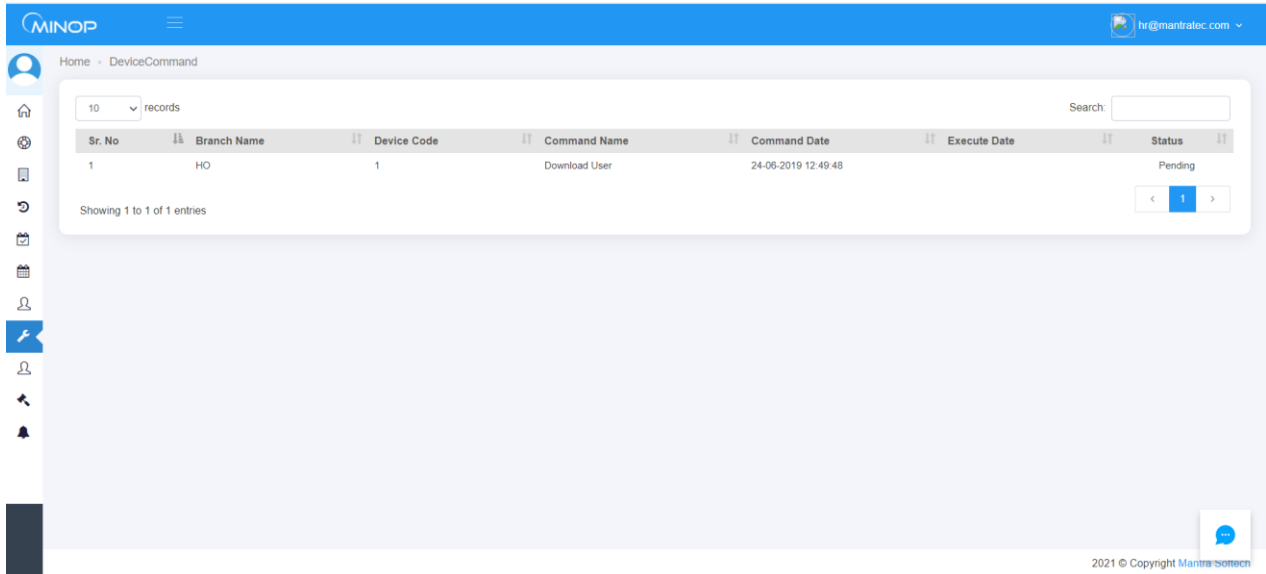
Above image shows view of Transaction Monitor.



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

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

1.6.5 Device Command



Home - DeviceCommand

10 records

Search:

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

Showing 1 to 1 of 1 entries

< 1 >

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Above image shows vie of device command.

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

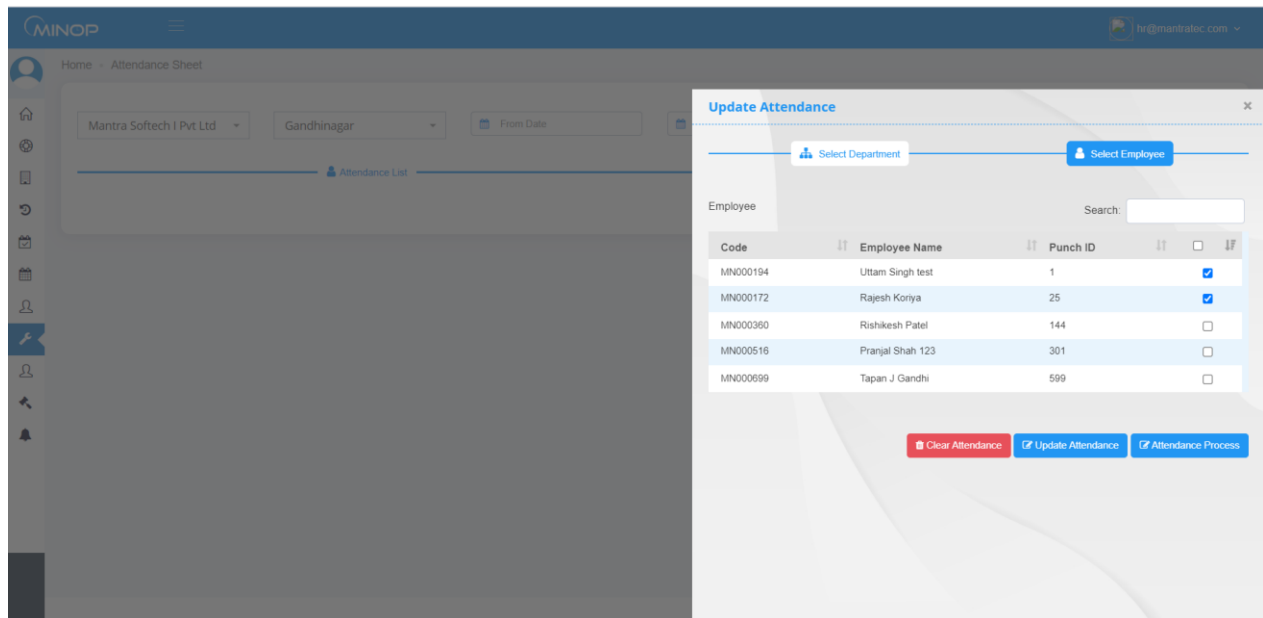
1.6.6 Attendance

The screenshot shows the MINOP Attendance Sheet interface. At the top, there's a blue header with the MINOP logo and a user profile icon labeled 'hr@mantratec.com'. Below the header, the page title is 'Home - Attendance Sheet'. The main content area has a sidebar on the left with various icons. The main panel contains filters for 'Select Company' (dropdown), 'Select Branch' (dropdown), 'From Date' (calendar icon), and 'To Date' (calendar icon). There are two tabs: 'Attendance List' (active) and 'Command List'. Below the tabs is a table with the following columns: Code, Name, Department, Date, Shift, In Time, Out Time, Total Hours, and Status. The table is currently empty. At the bottom right, there's a button labeled 'Update / Clear Attendance'. The footer shows the URL 'https://stage.minopcloud.com/PayTime/AdminDashboard' and the copyright notice '2021 © Copyright Mantra Softech'.

Above image shows view of Attendance.

The screenshot shows the 'Update Attendance' pop-up form. The background is dimmed, showing the same interface as the previous image. The pop-up has a title bar 'Update Attendance' with a close button. It contains two tabs: 'Select Department' (active) and 'Select Employee'. Below the tabs, there are fields for 'Department *' (dropdown menu showing 'All Select (3)'), 'From *' (calendar icon and 'YYYY-MM-DD'), and 'To *' (calendar icon and 'YYYY-MM-DD'). A 'Next >' button is located at the bottom right of the pop-up.

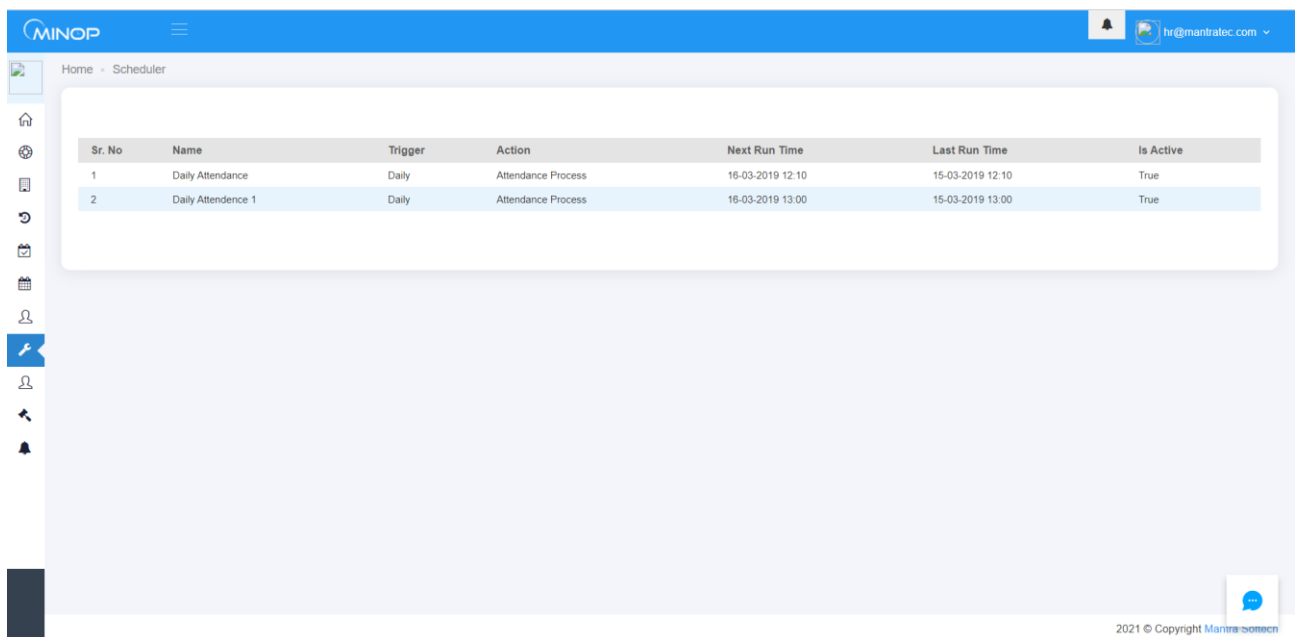
Above image shows pop up when you click on [Update / Clear Attendance](#).



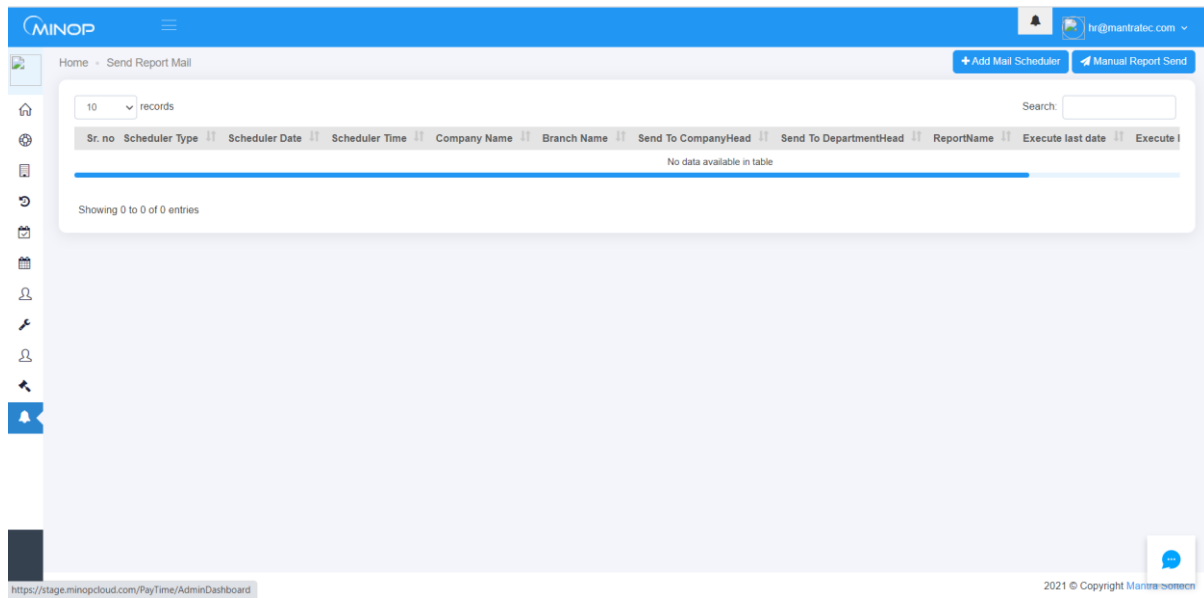
Above image shows example to update or clear attendance.

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

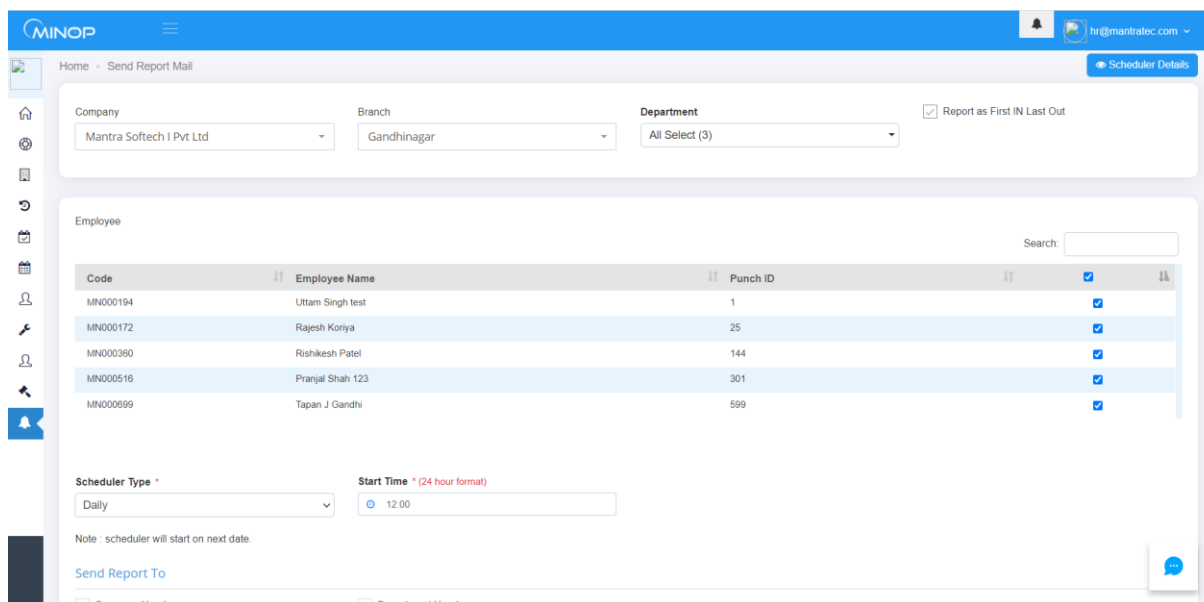
1.6.7 Scheduler Master



Above image shows view of scheduler view.



Above image shows view of Add Mail scheduler.



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

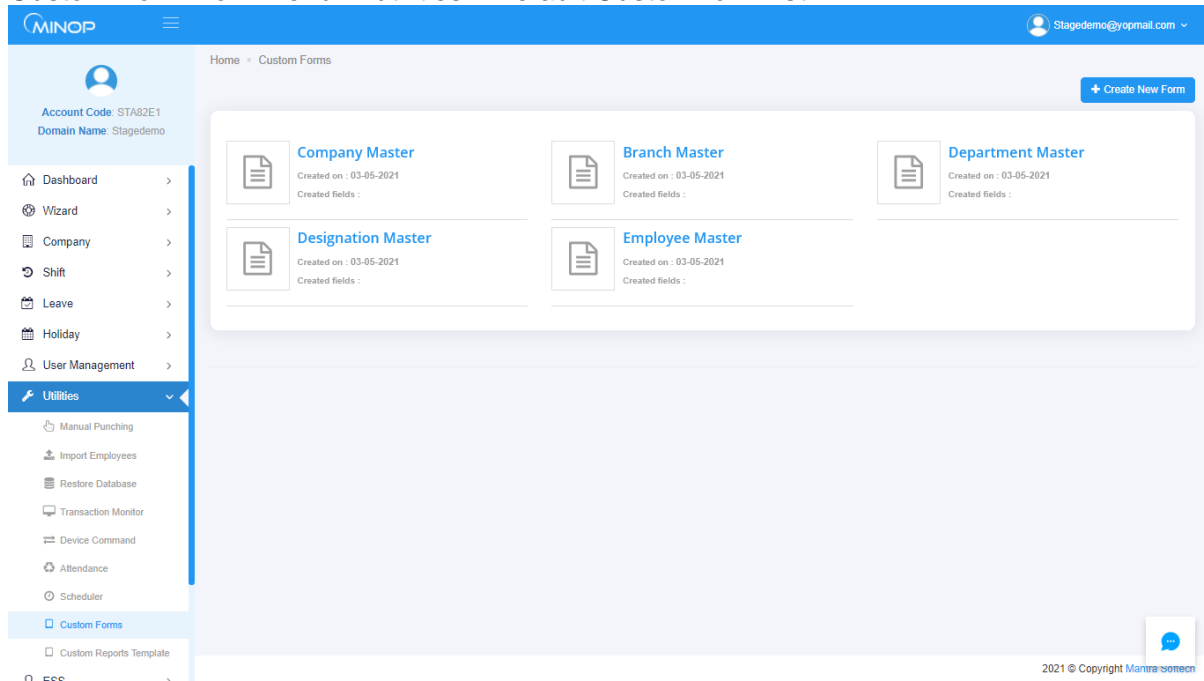
- ✓ Device Transaction will be automatically processed as per entry done in Schedule Master.
- ✓ Recurring on Specified Time
 - Daily and Monthly basis.
 - Can schedule **custom reports** also using scheduler.
- ✓ You can set Daily Frequency conditions.
- ✓ **For Example:** - Above Screen shows that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

1.6.8 Custom Form, Custom Field & Custom Report.

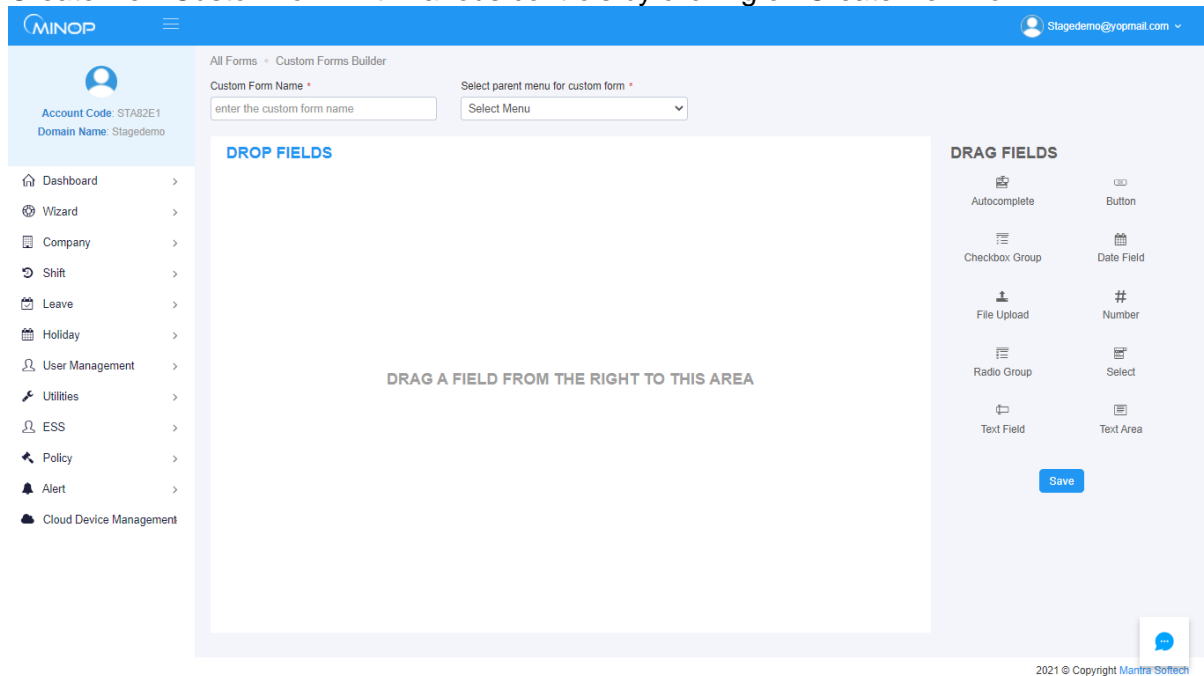
Note: Custom reports can also sent using Automatic mail scheduler.

1. Custom Form:

Custom Form from menu in utilities—Default Custom form list



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



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

The screenshot shows the MINOP Custom Forms Builder interface. On the left is a sidebar with a menu including Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, Alert, and Cloud Device Management. The main area is titled 'All Forms - Custom Forms Builder'. It includes a 'Custom Form Name' field with 'Custom Page' and a 'Select parent menu for custom form' dropdown with 'Dashboard'. A 'DROP FIELDS' modal is open, showing a form field configuration for 'Name'. The modal includes a 'Required' checkbox, a 'Label' field with 'Name', a 'Placeholder' field, and a 'Type' dropdown set to 'Text'. Below the modal, there are sections for 'Address' and 'Branch' (with 'Option 1' selected). On the right, a 'DRAG FIELDS' panel lists various field types: Autocomplete, Button, Checkbox Group, Date Field, File Upload, Number, Radio Group, Select, Text Field, and Text Area. A 'Save' button is at the bottom right of the main area. The footer indicates '2021 © Copyright Mantra solutions'.

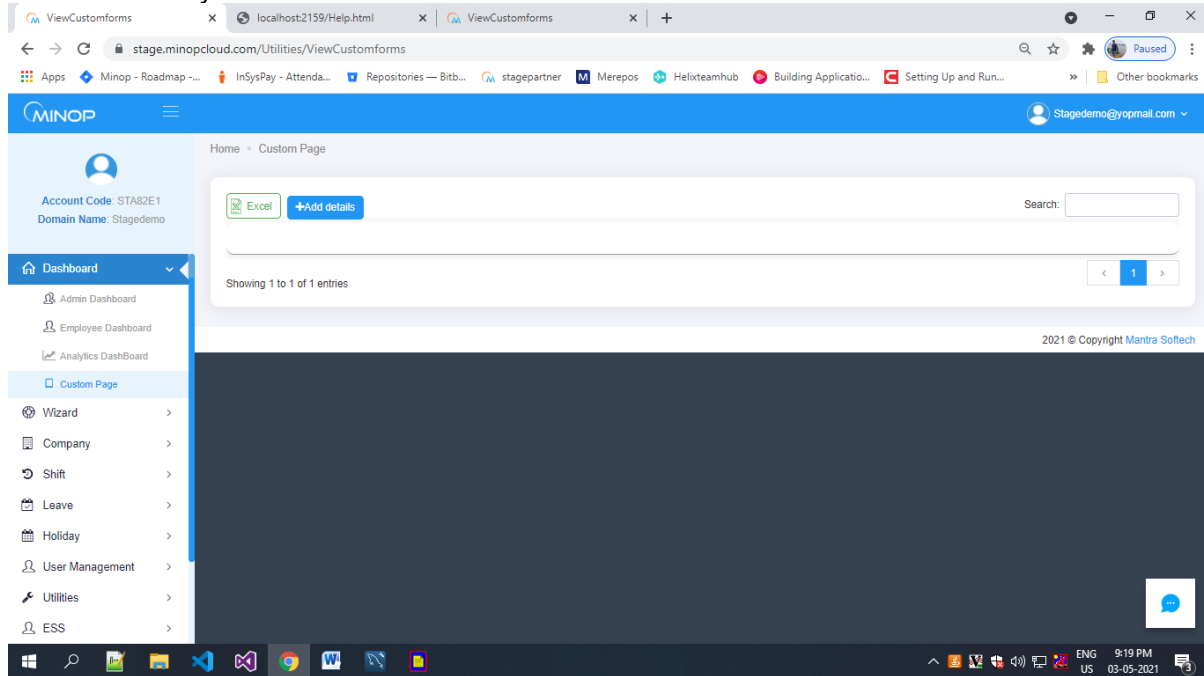
Can add Any custom Form in any Parent Menu Ex. Dashboard, Company etc

This screenshot shows the same MINOP Custom Forms Builder interface, but with the 'Save' modal open. The modal is for saving a form field with the label 'Save'. It includes a 'Label' field with 'Save', a 'Type' dropdown set to 'submit', and a 'Style' dropdown with options: Default, Danger, Info, Primary, Success, and Warning. The background shows the same form configuration as the previous screenshot, with the 'Name' field and 'Address' and 'Branch' sections. The 'DRAG FIELDS' panel and 'Save' button are also visible. The footer indicates '2021 © Copyright Mantra solutions'.

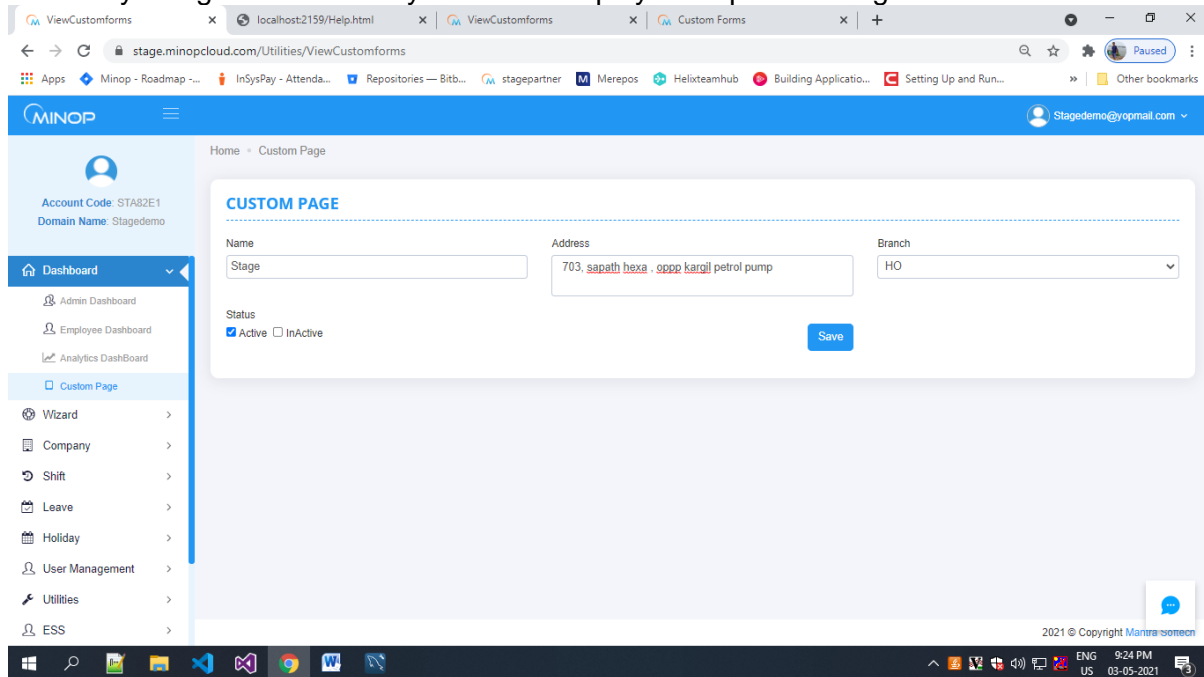
Can add multiple fields in our Custom form as per our requirement.

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

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



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



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

The screenshot shows the MINOP application interface. The left sidebar contains a navigation menu with options like Dashboard, Admin Dashboard, Employee Dashboard, Analytics Dashboard, Custom Page, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, and ESS. The main content area is titled 'Home - Custom Page'. It features a table with the following data:

Status	Branch	Name	Address
Active	HO	Stage	703, sapath hexa , oppo kargil petrol pump

Below the table, it says 'Showing 1 to 1 of 1 entries'. There is an 'Excel' button and a '+Add Details' button at the top left of the table area. A search bar is located at the top right. The bottom of the screen shows a Windows taskbar with various icons and a system clock indicating 9:25 PM on 03-05-2021.

2. Custom Reports.

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

The screenshot shows the MINOP application interface for Custom Reports. The left sidebar is similar to the previous screenshot but includes additional options like Policy, Alert, and Cloud Device Management. The main content area is titled 'Home - Custom Report'. It features a table with the following data:

Sr no	Report Name	Report HeaderName	Action
1	Company Wise Transaction	Company Transaction	[Edit] [View]
2	Branch Wise Transaction	Branch Transaction	[Edit] [View]
3	Department Wise Transaction	Department Transaction	[Edit] [View]

Below the table, it says 'Showing 1 to 3 of 3 entries'. There is a '+ Add Report' button at the top right. A search bar is located at the top right. The bottom of the screen shows a Windows taskbar with various icons and a system clock indicating 9:26 PM on 03-05-2021.

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

The screenshot shows the MINOP Custom Report Template configuration interface. The left sidebar displays a list of reports with their serial numbers and names:

Sr no	Report Name
1	Company Wise Transaction
2	Branch Wise Transaction
3	Department Wise Transaction

The right panel, titled 'Custom Report Template', contains the following configuration options:

- Report Name:** Stage Rpt
- Report HeaderName:** Stage Rpt
- Option list:** Custom Page

The Option list is expanded, showing a tree structure with 'Master' and 'Transaction' categories. Under 'Master', there are checkboxes for Company, Branch, Department, Designation, and Employee. Under 'Transaction', there are checkboxes for Transaction and Custom Page (which is selected).

Fields selection for report with column ordering and shorting functionality.

The screenshot shows the MINOP Custom Report Template configuration interface. The left sidebar displays a list of reports with their serial numbers and names:

Sr no	Report Name
1	Company Wise Transaction
2	Branch Wise Transaction
3	Department Wise Transaction

The right panel, titled 'Custom Report Template', contains the following configuration options:

- Report Name:** Stage Rpt
- Report HeaderName:** Stage Rpt
- Option list:** Custom Page

The Option list is expanded, showing a tree structure with 'Master' and 'Transaction' categories. Under 'Master', there are checkboxes for Company, Branch, Department, Designation, and Employee. Under 'Transaction', there are checkboxes for Transaction and Custom Page (which is selected).

Below the configuration options, there is a table for selecting fields and their order:

Sr no	Report Columns Name	Report Columns Alias	IsOrderby	Display Order
1	Status		<input type="checkbox"/>	3
2	Branch		<input type="checkbox"/>	2
3	Name		<input type="checkbox"/>	1
4	Address		<input type="checkbox"/>	4

The table has checkboxes for 'IsOrderby' and input fields for 'Display Order'. The 'Clear' and 'Save' buttons are located at the bottom right of the table.

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

Account Code: STAB2E1
Domain Name: Stagedemo

Home - Custom Report

10 records

Sr no	Report Name	Report HeaderName	Action
1	Company Wise Transaction	Company Transaction	[Edit] [View]
2	Branch Wise Transaction	Branch Transaction	[Edit] [View]
3	Department Wise Transaction	Department Transaction	[Edit] [View]
4	Stage Rpt	Stage Rpt	[Edit] [View]

Showing 1 to 4 of 4 entries

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

Report preview with Excel and CSV format export Functionality.

Account Code: STAB2E1
Domain Name: Stagedemo

Home - Report Filter

Custom reports list

Stage Rpt

Excel CSV

Name	Branch	Status	Address
Stage	HO	Active	703, sapath hexa , oppp kargil petrol pump

Showing 1 to 1 of 1 entries

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

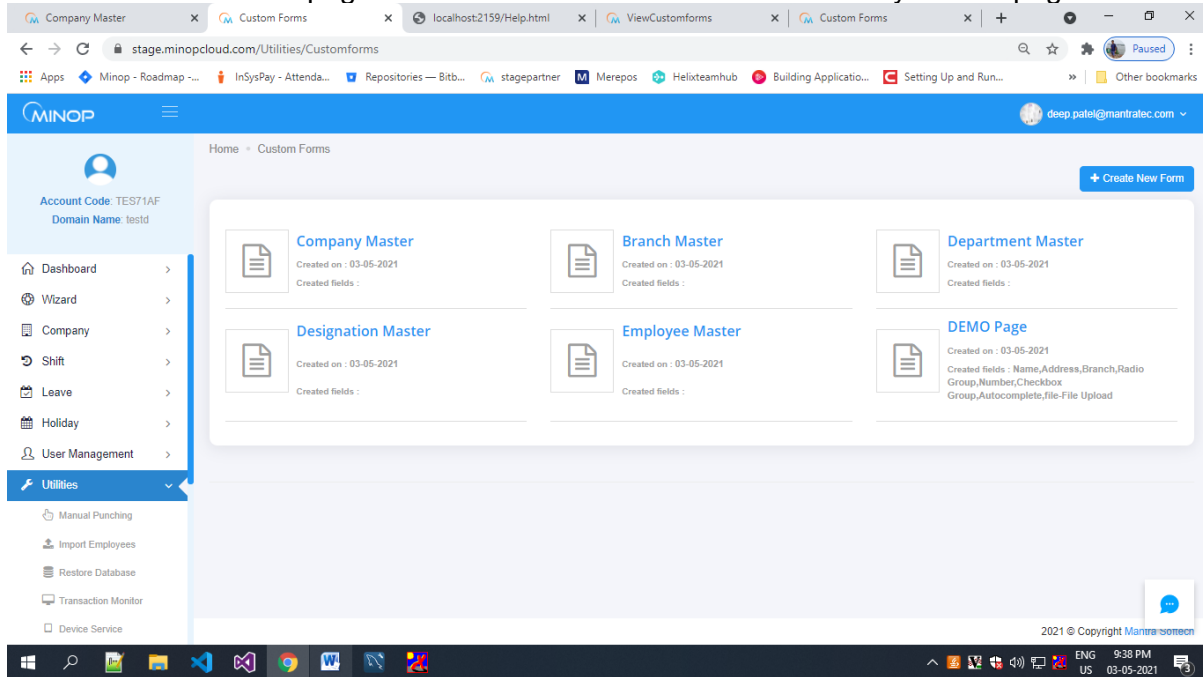
The image displays two screenshots of the MINOP web application interface, demonstrating a custom report with filters.

Top Screenshot: The browser address bar shows `stage.minopcloud.com/Report/DynamicReportTemplate`. The left sidebar lists navigation options: Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, Alert, and Cloud Device Management. The main content area is titled "Report Filter" and includes a "Custom reports list" button. Below this, the "Stage Rpt" section shows a table with columns: Name, Branch, Status, and Address. The table contains one entry: "Stage", "HO", "Active", and "703". Below the table, it says "Showing 1 to 1 of 1 entries". To the right, a "Filter" panel is open, showing the "Stage Rpt" filter. The "Select Fields" section has checkboxes for "Status", "Branch", "Name", and "Address". The "Branch" checkbox is checked, and the "Start With" dropdown is set to "H" with a text input field containing "H". The "OK" and "Clear" buttons are at the bottom of the filter panel.

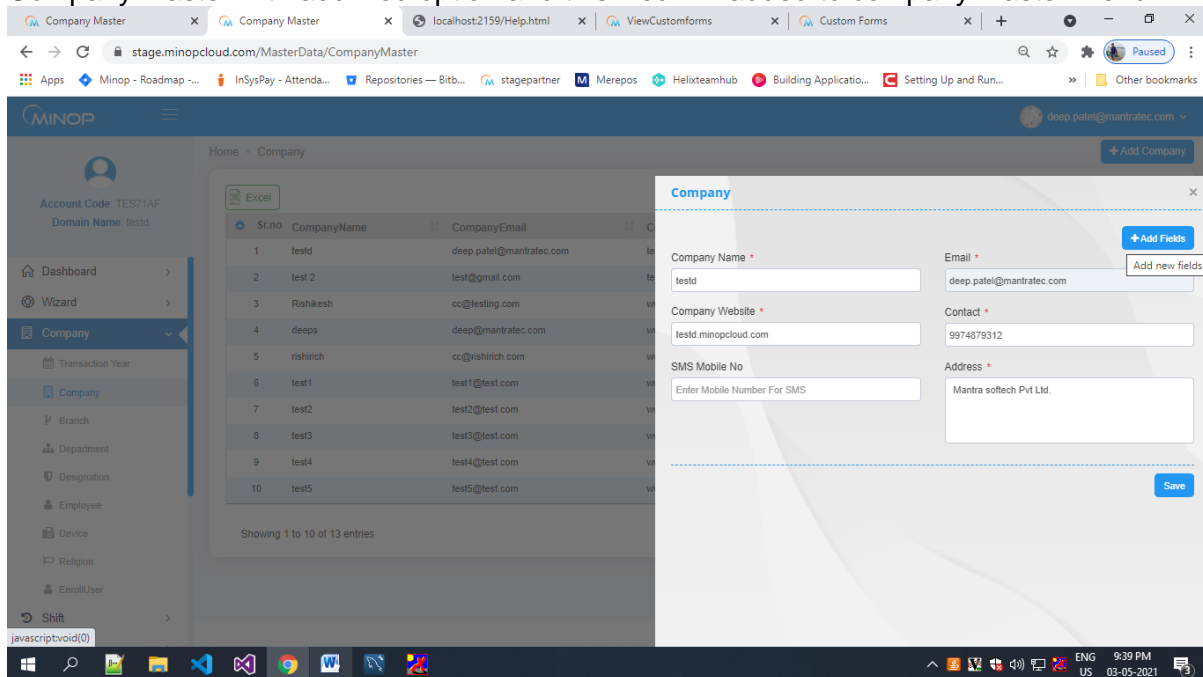
Bottom Screenshot: The browser address bar shows `stage.minopcloud.com/Report/DynamicReportExample`. The interface is identical to the top screenshot, but the "Filter" panel is open with different settings. The "Select Fields" section has checkboxes for "Status", "Branch", "Name", and "Address". The "Name" checkbox is checked, and the "Start With" dropdown is set to "IS" with a text input field containing "TEST". The "OK" and "Clear" buttons are at the bottom of the filter panel.

3. Custom field

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



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



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

Account Code: TEST71AF
Domain Name: testid

Custom Form Name: Company Master
Select parent menu for custom form: Company

DROP FIELDS

GST

DRAG FIELDS

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

Save, Cancel

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

Home > Company

Account Code: TEST71AF
Domain Name: testid

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

Showing 1 to 10 of 13 entries

Company

Company Name: testid
Email: deep.patel@mantratec.com
Company Website: testid.minopcloud.com
Contact: 9974879312
SMS Mobile No:
Address: Mantra softech Pvt Ltd.
GST: 18

Customize field, Save

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

The screenshot shows the MINOP application interface. On the left, the sidebar has 'Company' selected. The main area displays a table with columns: Sr.no, CompanyName, CompanyEmail, and CompanyUri. A 'List View Settings' dialog box is open on the right, showing options to select or deselect columns. The 'Company' module is selected in the sidebar.

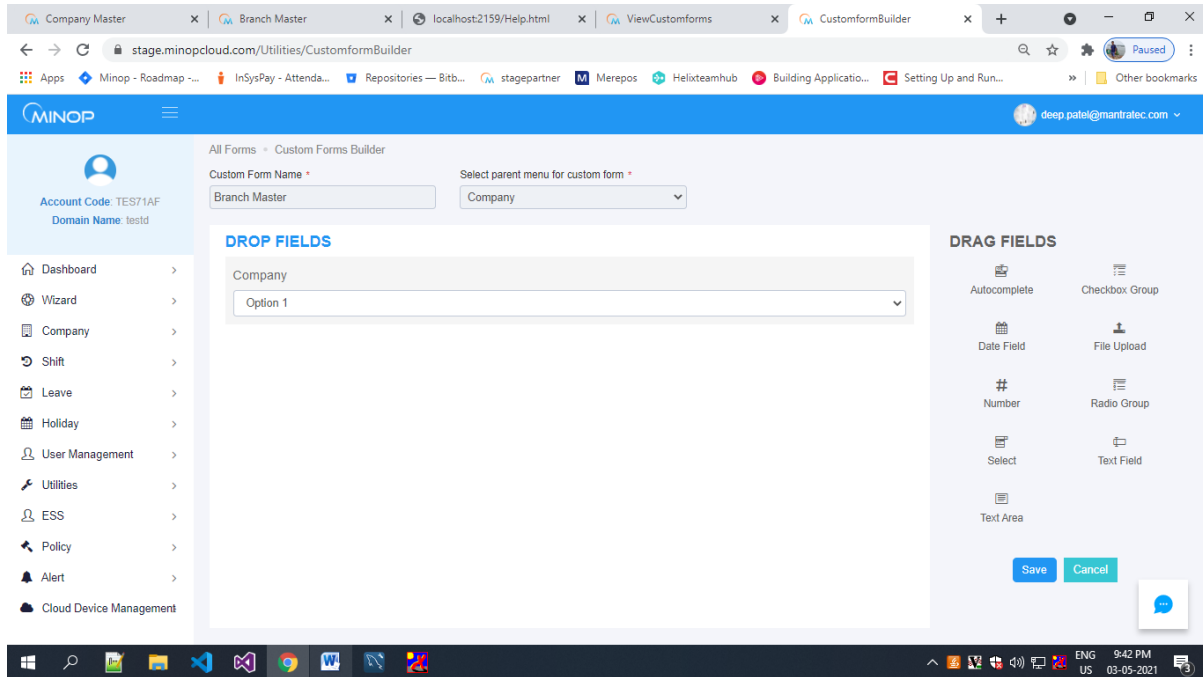
Sr.no	CompanyName	CompanyEmail	CompanyUri
1	testd	deep.patel@mantratec.com	testd.minopcloud.com
2	test 2	test@gmail.com	testd.minopcloud.com
3	Rishikesh	cc@testing.com	www.rishirich.com
4	deeps	deep@mantratec.com	www.deeps.com
5	rishirich	cc@rishirich.com	www.rishirichs.com
6	test1	test1@test.com	www.test1com
7	test2	test2@test.com	www.test2.com
8	test3	test3@test.com	www.test3.com
9	test4	test4@test.com	www.test4.com
10	test5	test5@test.com	www.test5.com

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

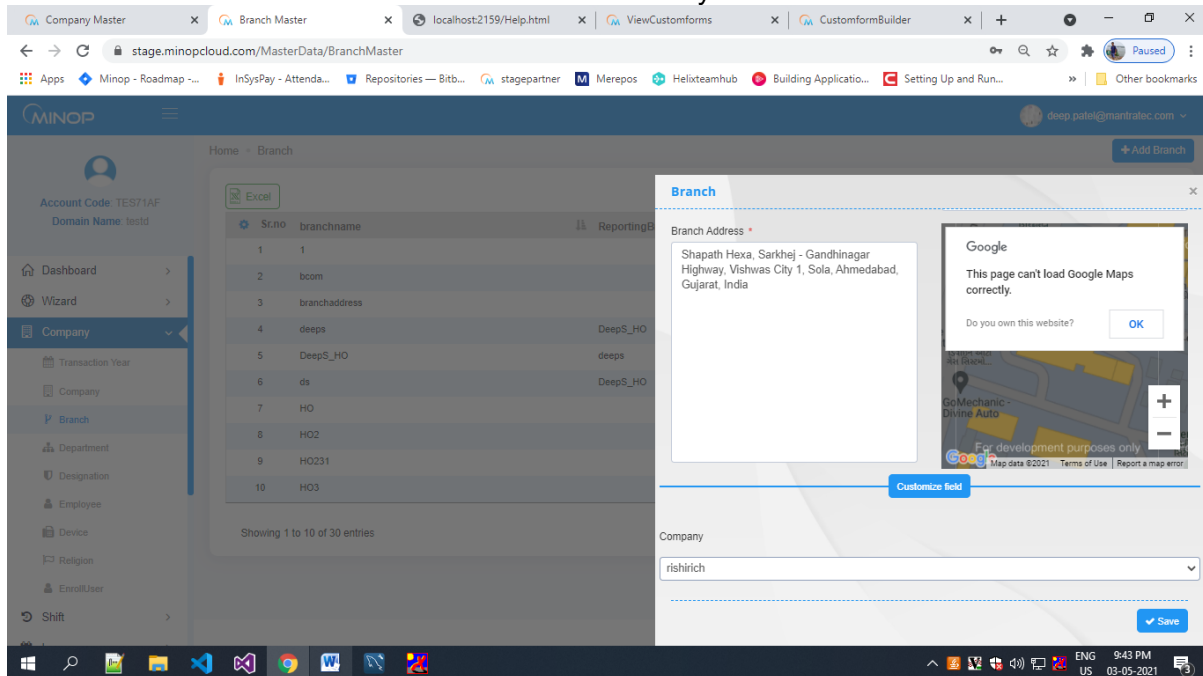
The screenshot shows the MINOP application interface. The 'Company' module is selected in the sidebar. The main area displays a table with columns: Sr.no, CompanyName, CompanyEmail, CompanyUri, CompanyContact, IsActive, GST, and Action. The 'List View Settings' dialog box is no longer visible.

Sr.no	CompanyName	CompanyEmail	CompanyUri	CompanyContact	IsActive	GST	Action
1	testd	deep.patel@mantratec.com	testd.minopcloud.com	9974879312	true	18	[Edit]
2	test 2	test@gmail.com	testd.minopcloud.com	1234567879	true		[Edit]
3	Rishikesh	cc@testing.com	www.rishirich.com	3333333333	true		[Edit]
4	deeps	deep@mantratec.com	www.deeps.com	8888888888	true		[Edit]
5	rishirich	cc@rishirich.com	www.rishirichs.com	2222222222	true		[Edit]
6	test1	test1@test.com	www.test1com	2342343244	true		[Edit]
7	test2	test2@test.com	www.test2.com	5435454354	true		[Edit]
8	test3	test3@test.com	www.test3.com	3454354554	true		[Edit]
9	test4	test4@test.com	www.test4.com	3435435435	true		[Edit]
10	test5	test5@test.com	www.test5.com	5454354354	true		[Edit]

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



Created Custom fields shown on Branch Master entry.



Created Custom field listed in branch list also.

The screenshot shows the MINOP Branch Master interface. The left sidebar contains navigation options: Dashboard, Wizard, Company (selected), Transaction Year, Company, Branch, Department, Designation, Employee, Device, Religion, and EnrollUser. The main content area displays a table of branches. The table has columns: Sr.no, branchname, ReportingBranchName, CompanyName, Company, and Action. The data rows are as follows:

Sr.no	branchname	ReportingBranchName	CompanyName	Company	Action
1	1		testd	rishirich	[Edit]
2	bcom		bcomp		[Edit]
3	branchaddress		rishirich		[Edit]
4	deeps	DeepS_HO	deeps		[Edit]
5	DeepS_HO	deeps	deeps		[Edit]
6	ds	DeepS_HO	deeps		[Edit]
7	HO		testd		[Edit]
8	HO2		test 2		[Edit]
9	HO231		rishirich		[Edit]
10	HO3		test 2		[Edit]

Showing 1 to 10 of 30 entries

1.5 Attendance List

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

The screenshot shows the MINOP Attendance Details interface. The left sidebar contains navigation options: Home, Attendance Details (selected), and other options. The main content area displays a table of attendance records. The table has columns: Sr.no, Date, Shift, Name, In Time, Out Time, Total Hrs, Status, and Regularization. The data rows are as follows:

Sr.no	Date	Shift	Name	In Time	Out Time	Total Hrs	Status	Regularization
1	2021-12-01	general shift	Nandeshwar Raj			00:00	A	Correction
2	2021-12-02	general shift	Nandeshwar Raj			00:00	A	Correction
3	2021-12-03	general shift	Nandeshwar Raj			00:00	A	Correction
4	2021-12-04	general shift	Nandeshwar Raj			00:00	A	Correction
5	2021-12-05	general shift	Nandeshwar Raj			00:00	W	Correction
6	2021-12-06	general shift	Nandeshwar Raj			00:00	A	Correction
7	2021-12-07	general shift	Nandeshwar Raj			00:00	A	Correction
8	2021-12-08	general shift	Nandeshwar Raj			00:00	A	Correction
9	2021-12-09	general shift	Nandeshwar Raj			00:00	A	Correction
10	2021-12-10	general shift	Nandeshwar Raj			00:00	A	Correction

Showing 1 to 10 of 756 entries

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

Attendance Correction

Select Date: 2021-12-01 IN Time: 12:46 OUT Time: 12:46

Reason:

Sr.no	Date	Shift	Name
1	2021-12-01	general shift	Nandeshwar Raj
2	2021-12-02	general shift	Nandeshwar Raj
3	2021-12-03	general shift	Nandeshwar Raj
4	2021-12-04	general shift	Nandeshwar Raj
5	2021-12-05	general shift	Nandeshwar Raj
6	2021-12-06	general shift	Nandeshwar Raj
7	2021-12-07	general shift	Nandeshwar Raj
8	2021-12-08	general shift	Nandeshwar Raj
9	2021-12-09	general shift	Nandeshwar Raj
10	2021-12-10	general shift	Nandeshwar Raj

Showing 1 to 10 of 756 entries

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

Attendance Details

Month: Dec Year: 2021 Employee: All Select (26) Status: Miss Punch

10 records

Sr.no	Date	Shift	Name	In Time	Out Time	Status	Regularization
1	2021-12-17	general shift	Nandeshwar Raj	10:30:31		MISS PUNCH	Correction
2	2021-12-23	general shift	Nandeshwar Raj	14:12:56	14:15:24	LH	Correction
3	2021-12-24	general shift	Nandeshwar Raj	12:14:52		MISS PUNCH	Correction

Showing 1 to 3 of 3 entries

Status color code : P/PW/PH = Green , A/AB/XX = Blue , H/HW/HD/W = Orange , E/LH = Red , Others = Black

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












1.6 ESS

1.6.1 Approve Leave

Home - Approve Leave

10 records

Search

Name	From Date	To Date	Leave Type	Apply Reason	Leave Status	Comments	Leave Paid	IsHalfLeave	Action
Rishikesh Patel	2021-04-30	2021-04-30	CL	fcvg	Pending		UnPaid	No	 
Rajeev Nair	2021-03-08	2021-03-08	CL	Test	Approved		Paid	No	 
Vishal Prajapati	2021-02-19	2021-02-22	LP	leacgxydydydgkxbhogkgvib gkvkv vkbkvkvkvkv kvkvkvkbb	Pending		UnPaid	No	 
SAMIT PATEL	2021-01-05	2021-01-05	SL	test	Pending		UnPaid	No	 
SAMIT PATEL	2021-01-02	2021-01-03	CL	test	Pending		UnPaid	No	 
SAMIT PATEL	2021-01-07	2021-01-08	CL	test	Pending		UnPaid	No	 
Vishal Prajapati	2021-02-01	2021-02-02	CL	personal	Pending		UnPaid	No	 
Vishal Prajapati	2021-01-27	2021-01-30	CL	health issue	Pending		UnPaid	No	 
SAMIT PATEL	2021-01-20	2021-01-21	CL	travel	Approved		UnPaid	Yes	 
SAMIT PATEL	2021-01-30	2021-01-31	CL	hdhdivsj	Approved		UnPaid	No	 

Showing 1 to 10 of 411 entries

1 2 3 4 5

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

1.6.2 Approve Attendance

Home - Attendance Approval

10 records

Search:

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

Showing 1 to 10 of 94 entries

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

1.6.3 Approve Webpunch

Home - Approve Webpunch

10 records

Search:

Approve Reject

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

Showing 1 to 10 of 8,126 entries

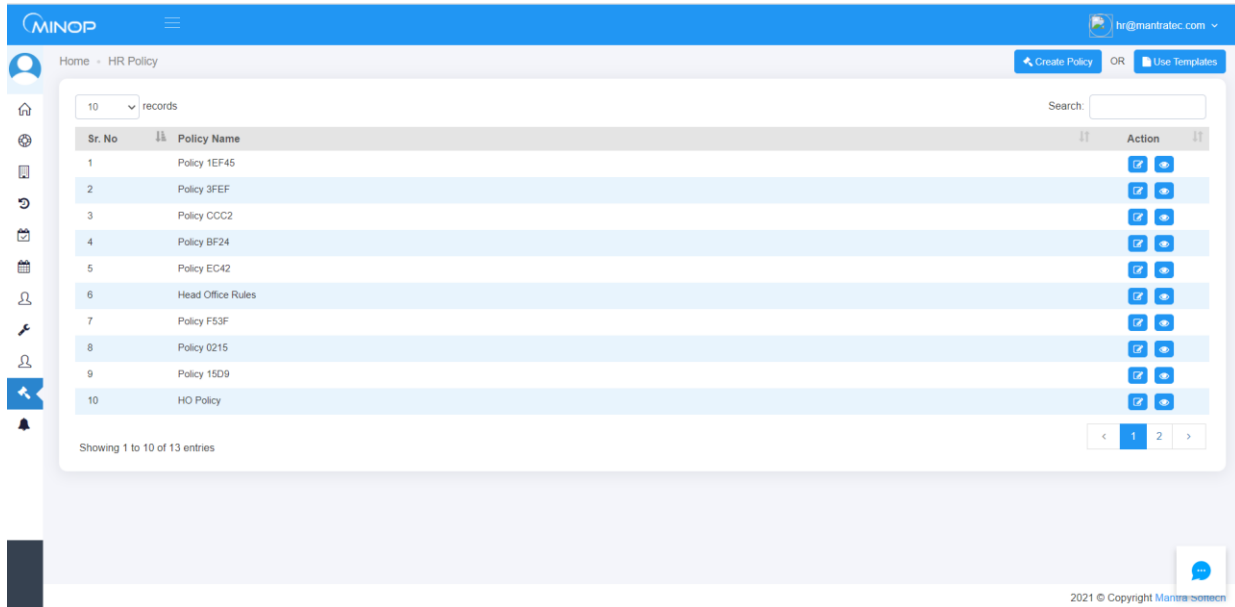
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- Admin can Approve/Reject WebPunch of employee. To Approve/Reject WebPunch admin has to click on Approve/Reject button.





















1.7 Policy

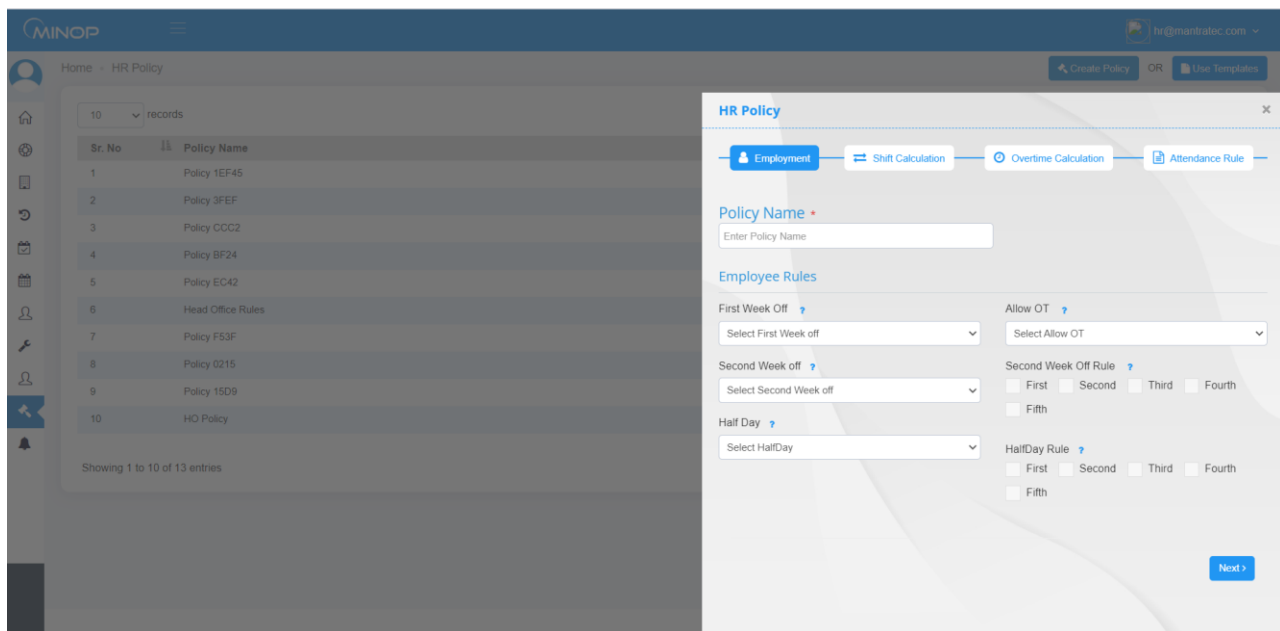
User can set attendance parameters and attendance related rules by creating Policy.

1.7.1 HR Policy























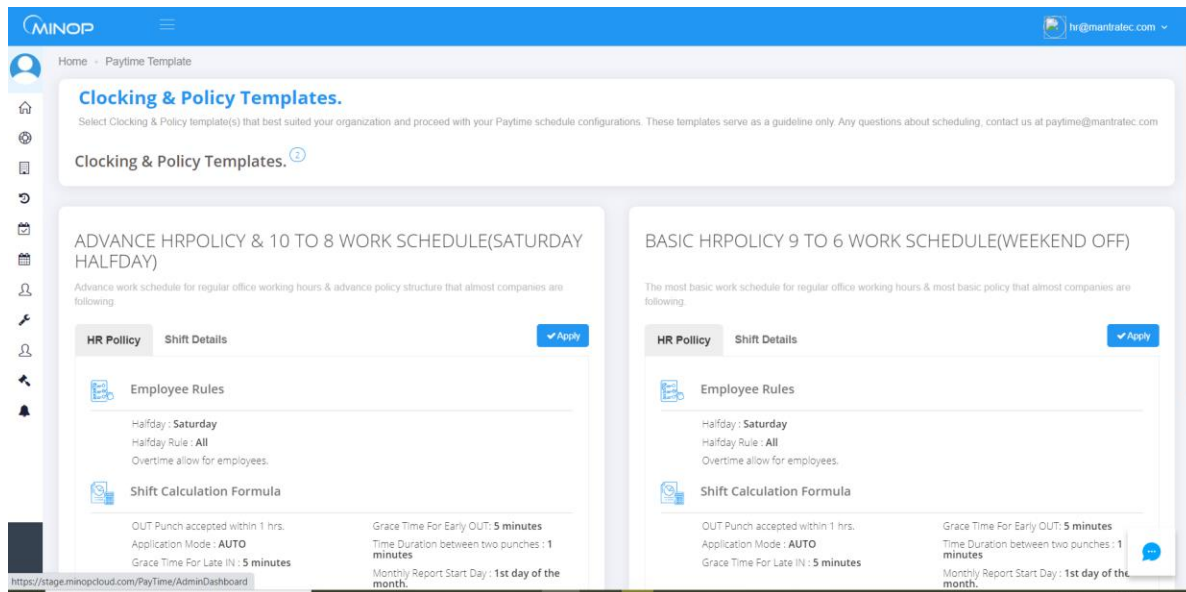
The screenshot displays the MINOP HR Policy management interface. The top navigation bar includes the MINOP logo, a user profile icon, and the email address hr@manitrateloc.com. The main header shows 'Home > HR Policy' and buttons for 'Create Policy' and 'Use Templates'. A sidebar on the left contains various icons for navigation. The main content area features a table with 10 records, each representing a policy. The table columns are 'Sr. No', 'Policy Name', and 'Action'. The policies listed are: 1. Policy 1EF45, 2. Policy 3FEF, 3. Policy CCC2, 4. Policy BF24, 5. Policy EC42, 6. Head Office Rules, 7. Policy F53F, 8. Policy 0215, 9. Policy 15D9, and 10. HO Policy. Each policy row has a 'Policy Name' column and an 'Action' column with icons for edit and delete. A search bar is located at the top right of the table. The footer shows 'Showing 1 to 10 of 13 entries' and a pagination control.

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



The screenshot displays the MINOP HR Policy configuration interface. The top navigation bar includes the MINOP logo, a user profile icon, and the email address hr@manitrateloc.com. The main header shows 'Home > HR Policy' and buttons for 'Create Policy' and 'Use Templates'. A sidebar on the left contains various icons for navigation. The main content area features a table with 10 records, each representing a policy. The table columns are 'Sr. No', 'Policy Name', and 'Action'. The policies listed are: 1. Policy 1EF45, 2. Policy 3FEF, 3. Policy CCC2, 4. Policy BF24, 5. Policy EC42, 6. Head Office Rules, 7. Policy F53F, 8. Policy 0215, 9. Policy 15D9, and 10. HO Policy. Each policy row has a 'Policy Name' column and an 'Action' column with icons for edit and delete. A search bar is located at the top right of the table. The footer shows 'Showing 1 to 10 of 13 entries' and a pagination control. The right side of the interface shows the 'HR Policy' configuration form with tabs for 'Employment', 'Shift Calculation', 'Overtime Calculation', and 'Attendance Rule'. The 'Employee Rules' tab is active, showing fields for 'Policy Name', 'Employee Rules', 'First Week Off', 'Second Week Off', 'Half Day', 'Allow OT', 'Second Week Off Rule', and 'HalfDay Rule'. The 'Next' button is visible at the bottom right.

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



Attendance Parameters:-

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

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

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

e.g. – If you have set 1 minute

First punch: - 10:20:15 AM

Second punch: - 10:20:20 AM

Third punch: - 10:22:00 AM

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

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

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

5. Application mode:

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

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

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

OT Parameters:-

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

1) Present Rules

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

2) Half Day Rules

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

3) Absent Rules

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

7) Total Hours Rules

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

1.7.2 HR Policy Allocation

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

The screenshot shows the MINOP HR Policy Allocation page. The header includes the MINOP logo, a menu icon, and the user email 'hr@mantratec.com'. The breadcrumb trail is 'Home > HR Policy Allocation'. A blue 'Allocate' button is in the top right. Below the header, there's a search bar and a table with 10 records. The table columns are Sr. No, Employees, Policy, Company, and Branch. The data shows 10 employees, all assigned 'Policy CCC2' and 'Mantra Softech I Pvt Ltd', with branches ranging from 'Gandhinagar' to 'HO'. A pagination bar at the bottom shows 'Showing 1 to 10 of 389 entries' and a page navigation control.

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

This screenshot shows the same MINOP HR Policy Allocation page but with the filter section expanded. The filter section includes dropdowns for HR Policy (Set to 'Select Policy'), Companies (Set to 'None selected'), Branches (Set to 'None selected'), Departments (Set to 'None selected'), Designation (Set to 'None selected'), Role (Set to 'None selected'), and Employees (Set to 'None selected'). There are 'Clear', 'Allocation', and 'View' buttons below the filters. The table below the filters shows the same 10 employees as the first screenshot.

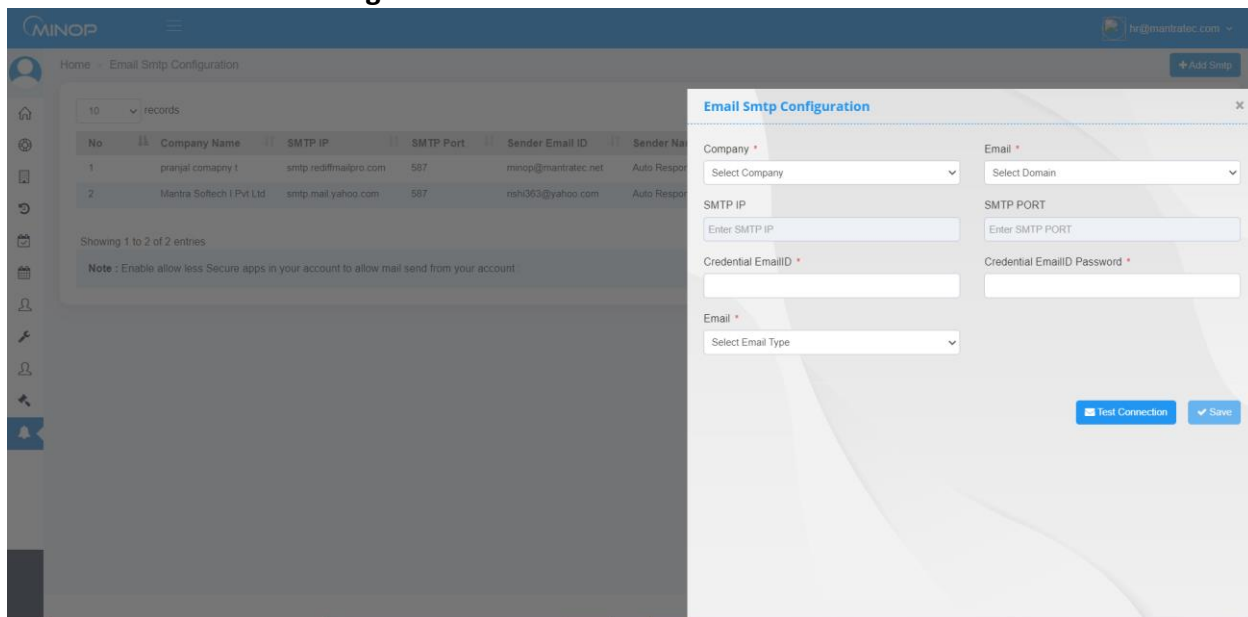
Sr. No	Employees	Policy	Company	Branch
1	Uttam Singh test	Policy CCC2	Mantra Softech I Pvt Ltd	Gandhinagar
2	Subhash Joshi	Policy CCC2	Mantra Softech I Pvt Ltd	HO
3	Hareesh Khadsalia	Policy CCC2	Mantra Softech I Pvt Ltd	HO
4	Maresh Patel	Policy CCC2	Mantra Softech I Pvt Ltd	HO
5	Rajeev Nair	Policy CCC2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

1.8 Alerts:

The Alerts Menu has the following Items.

- ✓ Email SMTP Configuration
- ✓ Send Mail

1.8.1 Email SMTP Configuration



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

Credential Email Password: - Password for that Email ID.

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

1.8.2 Send Mail

Send All predefined Report + Custom reports To :-

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

Which Reports To Send:-

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

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

Home - Send Report Mail

Company: Select Company Branch: Select Branch From: 2021-05-07 To: 2021-05-07 Department: None selected

☐ Report as First IN Last Out

Send Report To

☐ Company Head ☐ Department Head ☐ Employee None selected

Select Report

☐ Daily In-Out Report ☐ Daily In-Out DeviceName Report ☐ Daily IN Report ☐ First IN Last OUT Report

☐ Error Case Report ☐ Absent Report ☐ Late IN Report ☐ Early IN Report

☐ Early Departure Report ☐ Late Departure Report ☐ OT Report ☐ Continuous Late Arrival Report

☐ Continuous Early Departure Report ☐ Continuous Absenteeism Report ☐ Machine Raw Transaction Report ☐ Manual Punch Report

☐ Leave Balance Report ☐ Monthly Muster Report ☐ Monthly Working Duration Report ☐ Monthly Attendance Report

☐ Department Summary Report ☐ Early IN Summary Report

Send Report Mail Clear

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

Home - Send Report Mail

+ Add Mail Scheduler Manual Report Send

10 records Search:

Sr. no	Scheduler Type	Scheduler Date	Scheduler Time	Company Name	Branch Name	Send To CompanyHead	Send To DepartmentHead	ReportName	Execute last date	Execute
No data available in table										

Showing 0 to 0 of 0 entries

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

The screenshot shows the MINOP HR system interface. At the top, there are dropdown menus for Company (Mantra Softech I Pvt Ltd), Branch (Gandhinagar), and Department (All Select (3)). A checkbox for "Report as First IN Last Out" is checked. Below this is a table of employees with columns for Code, Employee Name, and Punch ID. The table lists five employees: MN000194 (Uttam Singh test), MN000172 (Rajesh Koriya), MN000390 (Rishikesh Patel), MN000516 (Pranjal Shah 123), and MN000699 (Tapan J Gandhi). Each row has a checkbox in the rightmost column, all of which are checked. Below the table, there is a "Scheduler Type" dropdown set to "Daily" and a "Start Time" field set to "12:00". A note states: "Note : scheduler will start on next date". At the bottom, there is a "Send Report To" section with checkboxes for "Company Head" and "Department Head", both of which are unchecked. A "Select Report" link is also present.

1.8.3 SMS Configuration



The screenshot shows the MINOP HR system interface for SMS configuration. The header indicates "Home > SMS Configuration". The form contains three fields: "Account ID" with the value "1854937865", "Password" with a masked value "*****", and "Select Event On SMS" with a dropdown menu set to "OnEveryPunch". A blue "Save" button is located at the bottom right of the form. Below the form, a green message box states: "Your Sms Setting Done and SMS Balance is : 5614". The footer of the page includes the text "2021 © Copyright Mantra Softech Pvt Ltd" and a small chat icon.

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



1.9 Profile Account Settings.

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

The screenshot shows the 'PROFILE ACCOUNT' settings page in the MINOP application. The 'Personal Info' tab is selected, displaying various input fields for user information. The fields include Name, Date of Birth, Address, Partner Code, Gender, Marital Status, Mobile No, and Phone No. There is also a section for profile picture with a 'Select image' button. The page has a blue header with the MINOP logo and a user profile icon. A sidebar on the left contains navigation icons. The footer shows the URL 'https://stage.minopcloud.com/PayTime/AdminDashboard' and the copyright notice '2021 © Copyright Mantra'somech'.

MINOP   hr@mantratec.com

PROFILE ACCOUNT

-  Personal Info
-  Change Password

Name *

Gender
☐ Male ☒ Female

Date of Birth *

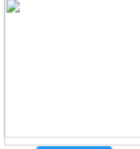
Marital Status
☒ Single ☐ Married


Address

Mobile No *



Phone No

Partner Code





<https://stage.minopcloud.com/PayTime/AdminDashboard>  2021 © Copyright Mantra'somech

The screenshot shows the 'PROFILE ACCOUNT' settings page in the MINOP application, with the 'Change Password' tab selected. It displays three input fields for 'Current Password', 'New Password', and 'Confirm New Password'. The 'Current Password' field is filled with asterisks. The page has a blue header with the MINOP logo and a user profile icon. A sidebar on the left contains navigation icons. The footer shows the copyright notice '2021 © Copyright Mantra'somech'.

MINOP   hr@mantratec.com


PROFILE ACCOUNT

-  Personal Info
-  Change Password

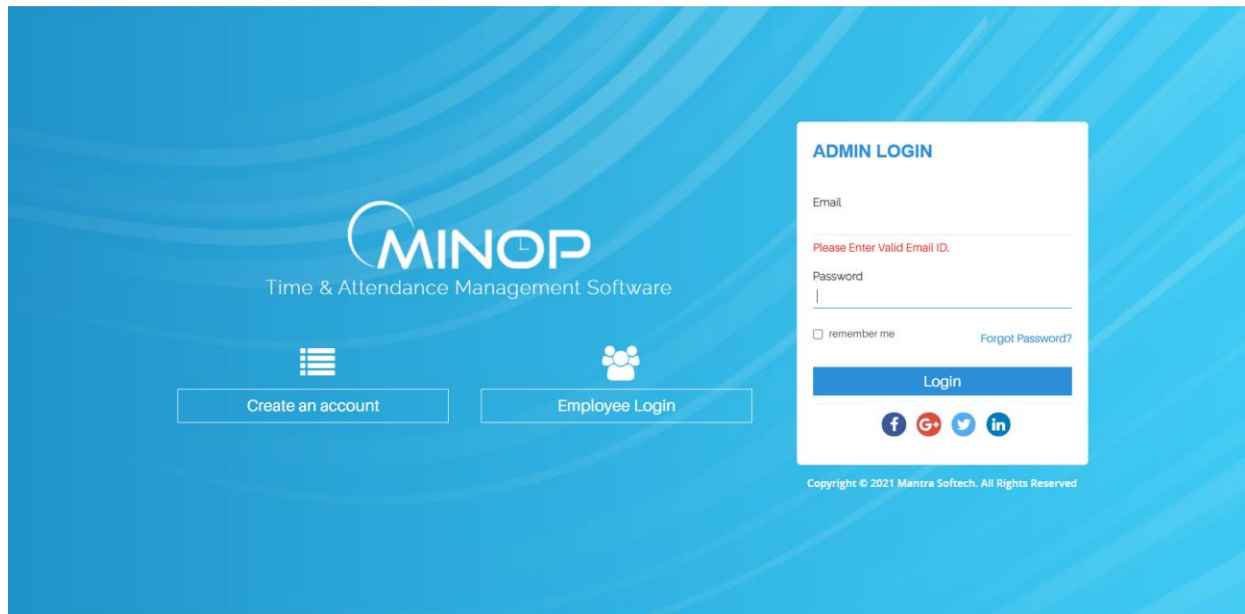
Current Password *

New Password *

Confirm New Password *

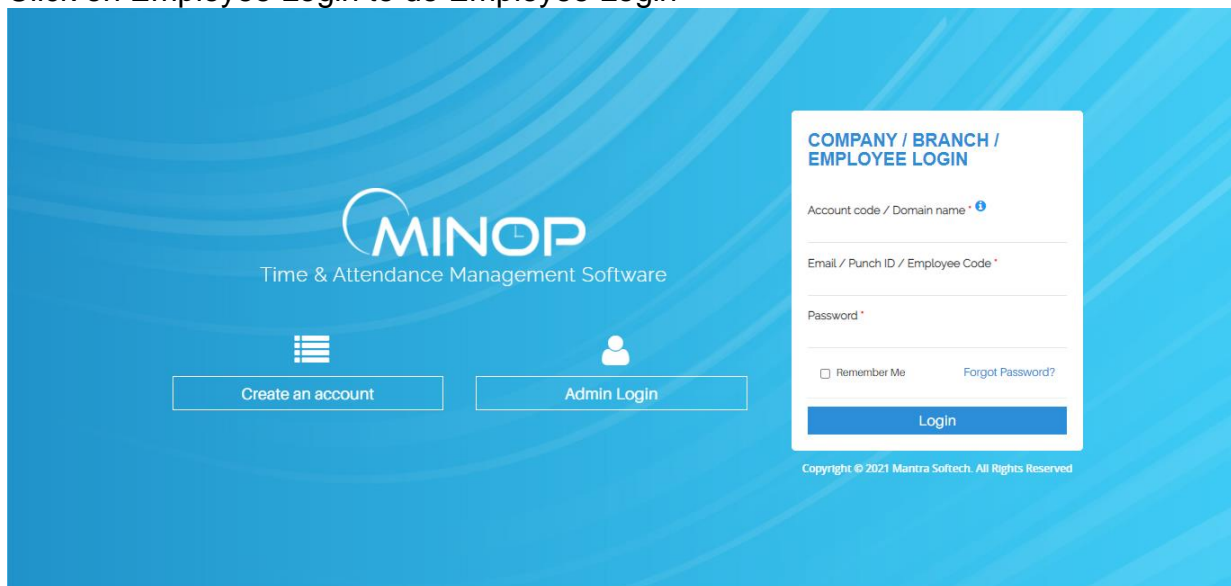
 2021 © Copyright Mantra'somech

1. Employee Login



The image shows the MINOP Time & Attendance Management Software login page. The background is blue with a white MINOP logo and the text "Time & Attendance Management Software". Below the logo are two buttons: "Create an account" and "Employee Login". On the right side, there is a white box titled "ADMIN LOGIN" containing an "Email" field with a red error message "Please Enter Valid Email ID.", a "Password" field, a "remember me" checkbox, a "Forgot Password?" link, and a blue "Login" button. Below the button are social media icons for Facebook, Google+, Twitter, and LinkedIn. At the bottom of the box is the copyright notice "Copyright © 2021 Mantra Softech. All Rights Reserved".

Click on Employee Login to do Employee Login



The image shows the MINOP Time & Attendance Management Software login page after clicking "Employee Login". The background is blue with a white MINOP logo and the text "Time & Attendance Management Software". Below the logo are two buttons: "Create an account" and "Admin Login". On the right side, there is a white box titled "COMPANY / BRANCH / EMPLOYEE LOGIN" containing an "Account code / Domain name" field with a blue icon, an "Email / Punch ID / Employee Code" field, a "Password" field, a "Remember Me" checkbox, a "Forgot Password?" link, and a blue "Login" button. Below the button is the copyright notice "Copyright © 2021 Mantra Softech. All Rights Reserved".

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

nandeshwar.b@mantratec.com

PERSONAL DETAILS

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

Check In

00:00:00

End Time

00:00:00

Remaining Time

00:00:00

Employee Code: 838

Punch ID: 838

Department: IT

Designation: HEAD

Mobile No: 7802804934

Join Date: 2021-01-01

Date Of Birth: 1995-07-17

Policy:

ShiftName: general shift

Shift Group: -- NA --

Shift Time: 10:00:00-19:00:00

ATTENDANCE SUMMARY

Attendance Summary

Weekly Off
Absent
Error
LessHours

nandeshwar.b@mantratec.com

MY CALENDAR

TODAY < >

July 2021

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

LEAVE BALANCE

Leave Summary

Leave Consume

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

89

1.1 Web Punch

The screenshot shows the MINOP Web Punch interface. At the top, there's a blue header with the MINOP logo and a user profile icon labeled 'rishi123@gmail.com'. Below the header, a navigation bar shows 'Home > Web Punch'. The main content area features a digital clock displaying '02:15:47 PM' and a calendar for May 2021, with the 7th highlighted. There are 'Check IN' and 'Check OUT' buttons, and a 'Remaining Time' field showing '00:00:00'. On the right, a Google Map is displayed with a red pin at 'Aditya verma' and a location popup: 'Your Current Location: jogishvari, Jogeshwari Rd, Chamunda Colony, Amraiwadi, Ahmedabad, Gujarat 380026, India'. Below the map is a table with columns: No., Date, Punch Mode, Punch Time, Location, and Status. The footer includes a copyright notice: '2021 © Copyright Mantra sonecn'.

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

This screenshot shows the MINOP Web Punch interface after a successful check-in. The digital clock now displays '02:16:47 PM'. The 'Check IN' button is disabled, and the 'Check OUT' button is active. The 'Remaining Time' field still shows '00:00:00'. The Google Map on the right remains the same. The table below now contains one entry:

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

The footer still shows the copyright notice: '2021 © Copyright Mantra sonecn'.

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

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

The screenshot displays the MINOP Analytics Dashboard for Employee login. The interface is divided into two main sections: a main content area and a right-hand sidebar.

Main Content Area:

- Header:** MINOP logo, a hamburger menu icon, and a user profile dropdown showing 'rishi123@gmail.com'.
- Breadcrumb:** Home > Report
- Section Header:** Reports
- Report Cards:** Two cards are visible: 'Daily In-Out Report' (with a clock icon) and 'Machine Raw Transaction Report' (with a document icon).
- Footer:** 2021 © Copyright Mantra Softech

Right-Hand Sidebar:

- Company:** Mantra Softech I Pvt Ltd (dropdown)
- Branch:** All Select (8) (dropdown)
- From:** 2021-05-01 (calendar icon)
- To:** 2021-05-07 (calendar icon)
- Department:** All Select (47) (dropdown)
- Report as First IN Last Out:** ☐
- Employee:** Search:
- Table:** A table with columns: Code, Name, Punch ID, and a checkbox. The table is currently empty, displaying 'No data available in table'.
- Footer:** Showing 0 to 0 of 0 entries, OK, Clear buttons.

Daily In-Out Report

Company	Branch	Department	EmpCode Name	Attn Date	Designation	Shift	In Time	Out Time	Total Hrs	Late In	Early Out	OS Hrs	Status
Company: Mantra Softech I Pvt Ltd													
Branch: Gandhinagar													
Department: R&D													
EmpCode Name: MN000699 Tapan J Gandhi													
				01-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
				02-May-2021	Technical Executive				00:00	00:00	00:00	00:00	W
				03-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
				04-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
				05-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
				06-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
				07-May-2021	Technical Executive				00:00	00:00	00:00	00:00	A
Department: Sales													
Department: Software													

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

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

1.3 ESS

Employee Self Service has following modules

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

2.3 Leave Request

The screenshot displays the MINOP Leave Request interface. The top navigation bar is blue with the MINOP logo and a user profile icon. The main content area shows a table of leave requests with columns: Sr. No, Leave Type, From Date, To Date, Reason, and Leave Status. A single entry is shown with status 'Pending'. A modal form titled 'Leave Request' is open on the right, containing fields for Leave Type (Unpaid), From Date, To Date, Reason, and a checkbox for 'Is Half-Leave?'. It also shows leave balance and carry forward leaves.

Home - Leave Request

10 records

Search:

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

Showing 1 to 1 of 1 entries

2021 © Copyright Mantra

Leave Request

Leave *
-- Select Leave --

Leave Type
Unpaid

From Date *
YYYY/MM/DD

To Date *
YYYY/MM/DD

☐ Is Half-Leave?

Reason *

Leave Balance : 0

Carry Forward leaves : 0

Total : 0

Save

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

2.3.1 Approve Leave

Home - Approve Leave

10 records

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

Showing 1 to 10 of 413 entries

2021 © Copyright MantraSource

Home - Approve Leave

10 records

Name	From Date	To Date	Leave Type	Apply Reason
Nandeshwar	2021-05-12	2021-05-15	CL	work
rishi patel	2021-05-07	2021-05-07	CL	WORK
Rishikesh Patel	2021-04-30	2021-04-30	CL	fcvg
Rajeev Nair	2021-03-08	2021-03-08	CL	Test
Vishal Prajapati	2021-02-19	2021-02-22	LP	leacgkydydydgkbtbhohogkglvib gkvkv vkbkvkvkvkvkv kvkvkvkbb
SAMIT PATEL	2021-01-05	2021-01-05	SL	test
SAMIT PATEL	2021-01-02	2021-01-03	CL	test
SAMIT PATEL	2021-01-07	2021-01-08	CL	test
Vishal Prajapati	2021-02-01	2021-02-02	CL	personal
Vishal Prajapati	2021-01-27	2021-01-30	CL	health issue

Showing 1 to 10 of 413 entries

Reason for action

Reason for approved leave *

When we Click on Approved, Same tab opens for Rejection

Save

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

2.3.2 Attendance

Home - Attendance Correction Request

10 records

Search:

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

Showing 1 to 1 of 1 entries

2021 © Copyright Mantra Software

Home - Attendance Correction Request

10 records

Attendance Correction

Select Date * 2021-05-06

IN Time * 8:45

OUT Time * 19:50

Reason on duty

Save

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

2.3.7 Attendance Approval

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

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

2.3.5 Holidays

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

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

2.3.6 Approve Web Punch

Home - Approve Webpunch

10 records

Search

Approve Reject

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

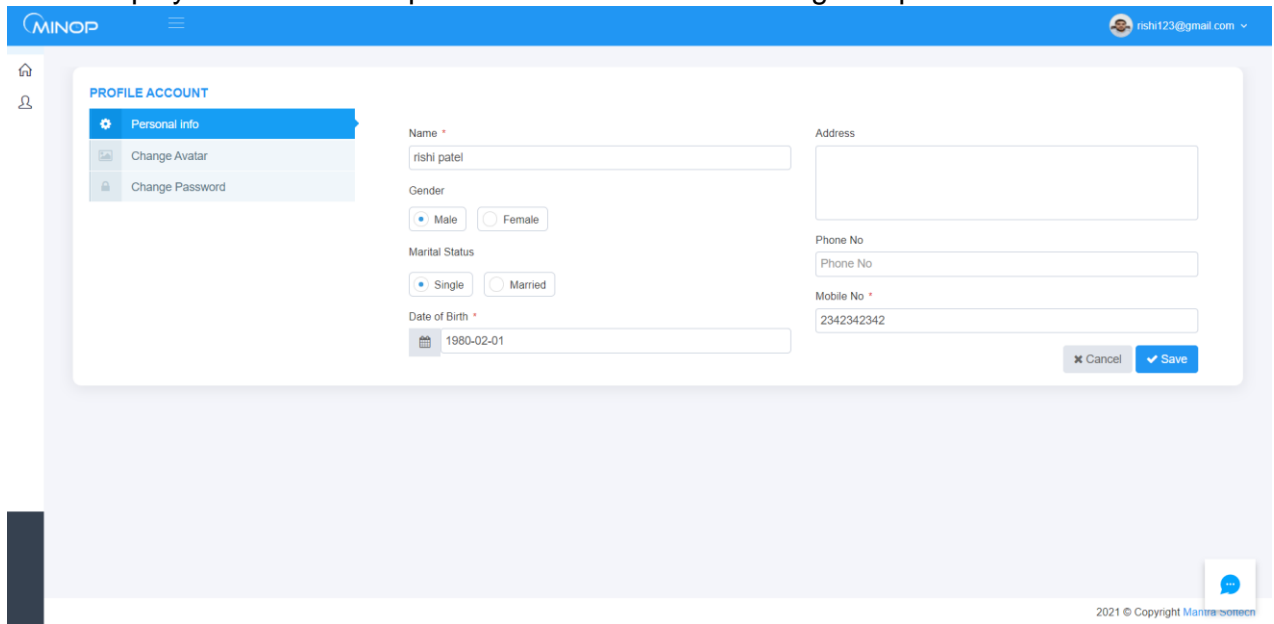
Showing 1 to 10 of 8,130 entries

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

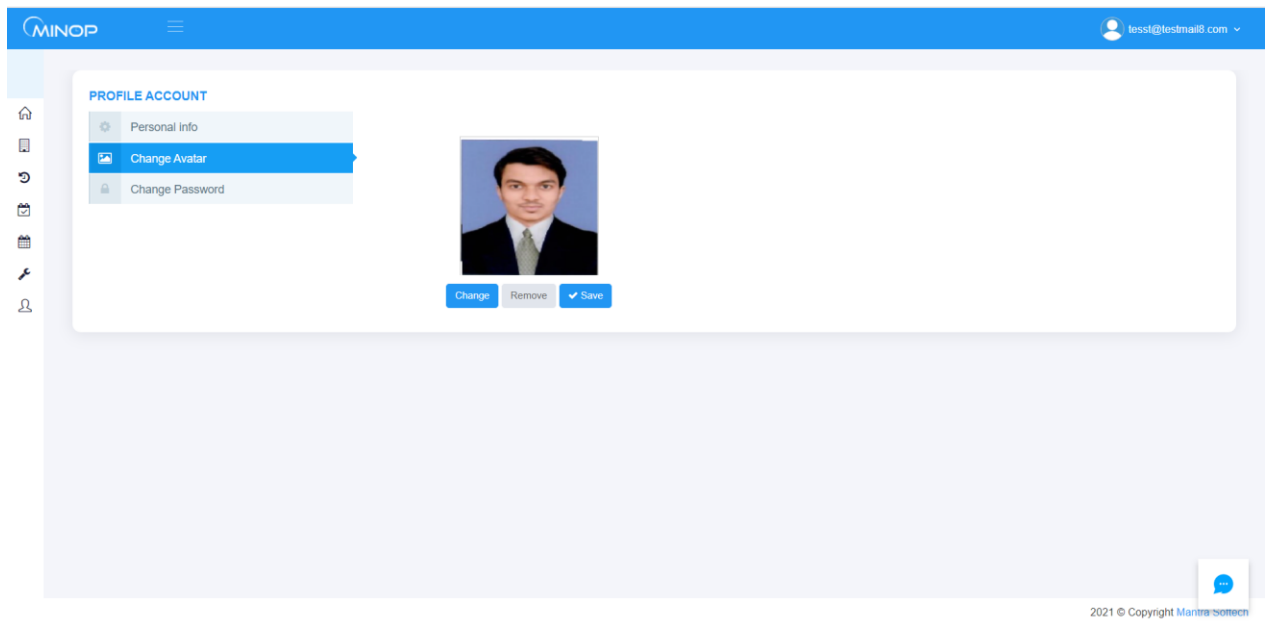
2.7 Employee Profile Account

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



The screenshot shows the 'MINOP' web application interface. The top navigation bar is blue with the 'MINOP' logo on the left and a user profile icon with the email 'rishi123@gmail.com' on the right. A sidebar on the left contains icons for home, user profile, and other functions. The main content area is titled 'PROFILE ACCOUNT' and features a left-hand menu with three options: 'Personal Info' (selected), 'Change Avatar', and 'Change Password'. The 'Personal Info' form includes fields for Name (filled with 'rishi patel'), Address (empty), Gender (radio buttons for Male and Female, with Male selected), Marital Status (radio buttons for Single and Married, with Single selected), Date of Birth (calendar icon and filled with '1980-02-01'), Phone No (empty), and Mobile No (filled with '2342342342'). At the bottom right of the form are 'Cancel' and 'Save' buttons. A chat bubble icon is visible in the bottom right corner of the page.

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



The screenshot shows the 'MINOP' web application interface with the 'Change Avatar' tab selected in the 'PROFILE ACCOUNT' menu. The main content area displays a large square placeholder for an avatar, which currently shows a default image of a man in a suit. Below the image are three buttons: 'Change', 'Remove', and 'Save'. The sidebar on the left is visible with various icons. The bottom right corner of the page features a chat bubble icon and a copyright notice: '2021 © Copyright Minop Software'.

The screenshot shows the MINOP user interface. At the top, there's a blue header with the MINOP logo and a user profile icon labeled 'less4@femail8.com'. On the left, a sidebar contains icons for home, list, search, calendar, and user. The main content area is titled 'PROFILE ACCOUNT' and features a menu with 'Personal Info', 'Change Avatar', and 'Change Password' (which is highlighted). To the right of this menu is a form with three input fields: 'Current Password *', 'New Password *', and 'Confirm New Password *'. Below the form are 'Cancel' and 'Change Password' buttons. A chatbot icon is visible in the bottom right corner.

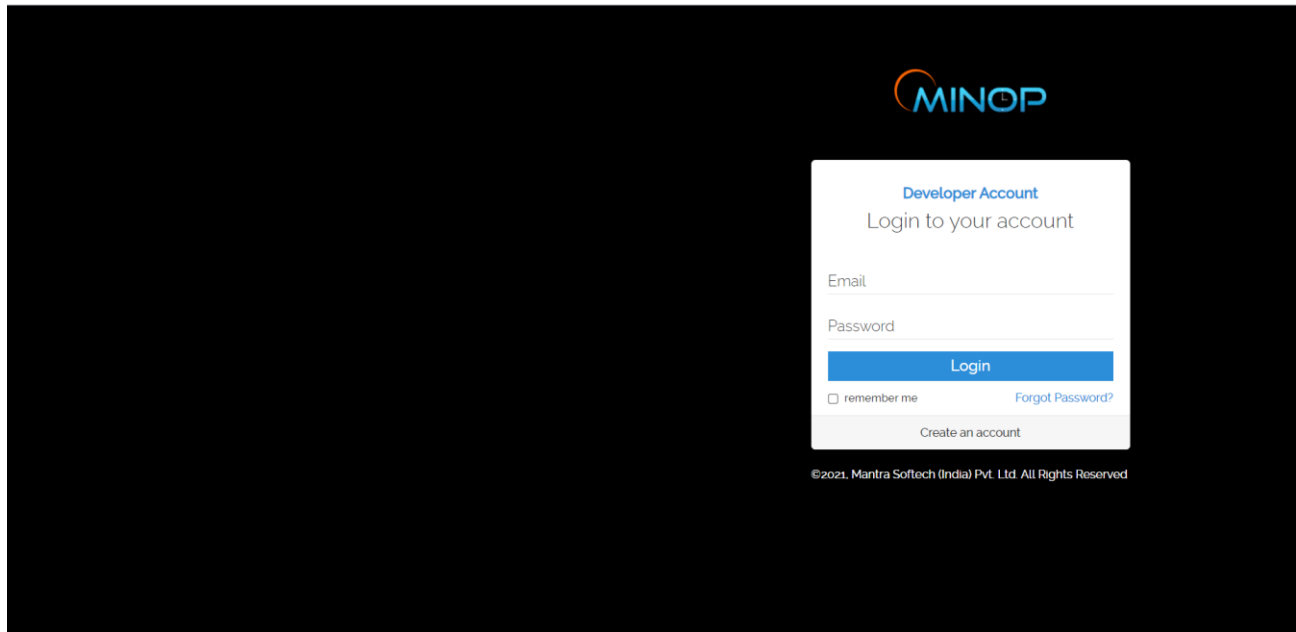
➤ User can change the password from Change Password page.

2. Developer Login

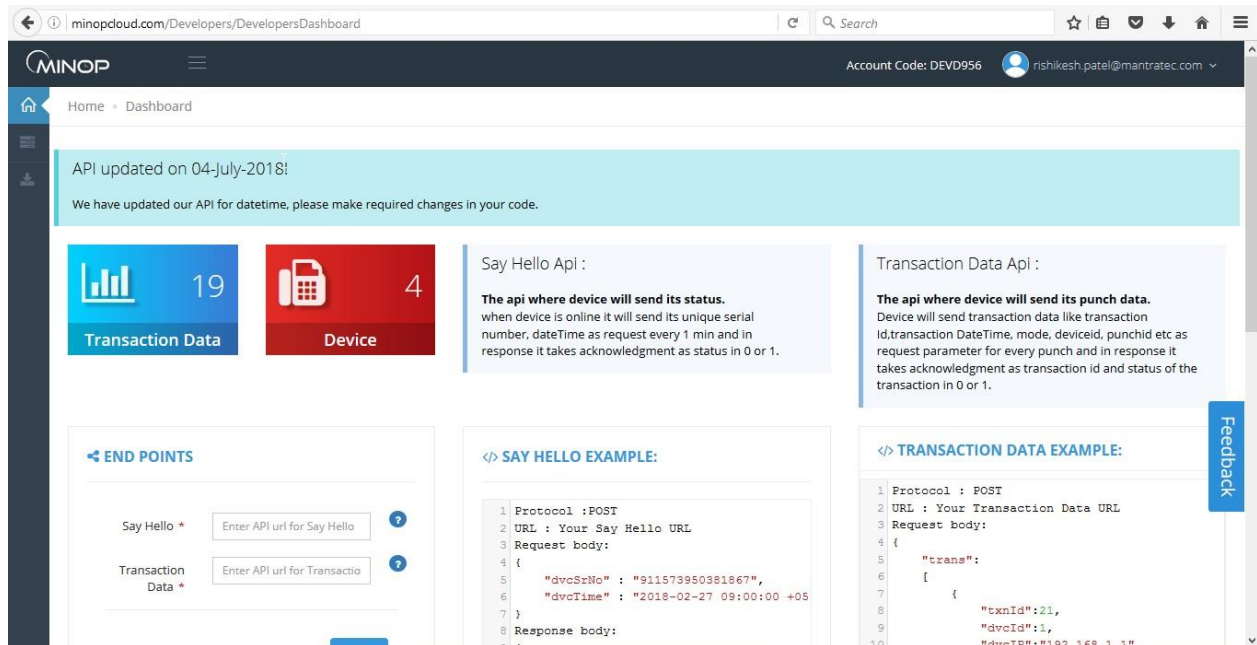
✓ To do Developer Login following steps are required.

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

The screenshot shows the MINOP website homepage. The header includes the MINOP logo, navigation links (About Us, Devices, Feature, Pricing, Support, Contact Us), a shopping cart icon, and a 'Login' button. The main banner features the text 'Helping clients to unlock & unleash the power within their large scale Business' and an 'Inquiry Now' button. The footer is divided into four columns: 'MINOP' with a company description, 'Quick Links' (About Us, Contact Us, Pricing, Download App, Support Request), 'Other Pages' (Privacy Policy, Terms Of Use, Sitemap), and 'Contact Us' (Phone, Email, Address). At the bottom, there are links for 'Are you a Developer?' and 'Are you a Partner?', a copyright notice for 2021 Mantra Softech (India) Pvt. Ltd., and a chatbot icon.



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



minopcloud.com/Developers/DevelopersDashboard

Account Code: DEVD956 rishikesh.patel@mantratec.com

SUPPORTED DEVICES

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

```

12 //Note : status 0 is error and 1 is succ
13
14
15
16
17
18
19
20
21
22
23
24
25 Response body:
26 {
27   "transStatus":
28   [
29     {
30       "txnId":21,
31       "status":1
32     },
33     {
34       "txnId":22,
35       "status":1
36     }
37   ]
38 }
39 //Note : status 0 is error and 1 is success.
40

```

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1. Device Management

1.1 Device

minopcloud.com/Developers/Device

Account Code: DEVD956 rishikesh.patel@mantratec.com

Home > Device + Add Device

10 records Search:

Sr. No	Device	Device SrNo	Device Code	Device IP	Mode	Device Type	Status	Actions
1	mFace-FA300	MANTRA-0001999	1999	192.168.4.221	Default	mFace-FA300	Offline	Edit
2	MF5Tab mantra brjesh	91157395108996411	2	192.168.1.103	Default	mBio-G1	NA	Edit
3	MBIO5N	1801MBIO 5N1200	22	192.168.4.219	Default	mFace-FA300	Offline	Edit
4	F500	F500-0001	37	192.168.4.222	Default	mFace-FA200	Offline	Edit

Showing 1 to 4 of 4 entries

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minopcloud.com/Developers/Device

Account Code: DEV0956

Home - Device

10 records

Sr. No	Device
1	mFace-FA300
2	MFSTab mant
3	MBIOSN
4	F500

Showing 1 to 4 of 4 entries

2017 © Copyright Mantra Softech (India) Pvt. Ltd

Device Sr.No

Device Name *

Device IP *

Device Port *

Device Code * (Entered DeviceId which is configured in your device should be unique)

Device Password

Device Type *

Save

Important Note : You must configure Server IP address as:103.25.130.30 and Server Port as:1018 in your device.

minopcloud.com/Developers/Device

Account Code: DEV0956

Home - Device

10 records

Sr. No	Device
1	mFace-FA300
2	MFSTab mant
3	MBIOSN
4	F500

Showing 1 to 4 of 4 entries

2017 © Copyright Mantra Softech (India) Pvt. Ltd

Device Sr.No

Device Name *

Device IP *

Device Port *

Device Code * (Entered DeviceId which is configured in your device should be unique)

Device Password

Device Type *

Save

Important Note : You must configure Server IP address as:103.25.130.30 and Server Port as:1018 in your device.

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

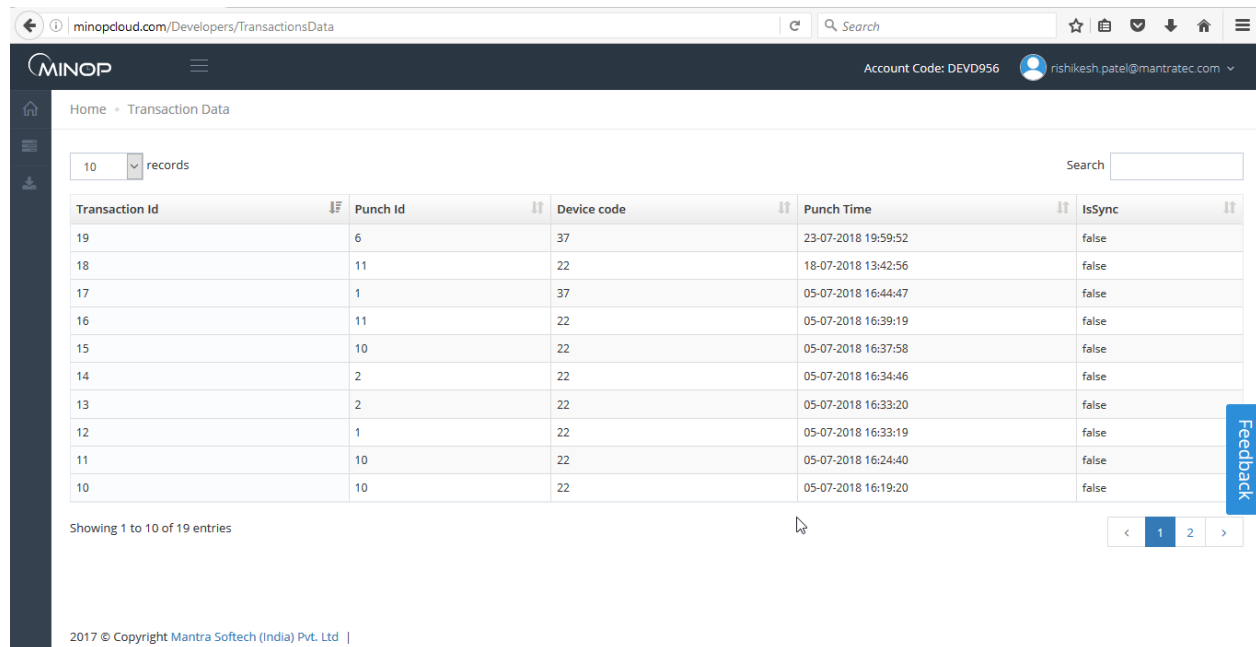
Device ID, Device IP, Port Number, Device Password Details will be got from your Device Menu.

Push Data Configuration:-

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

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

1.2 Transaction Data

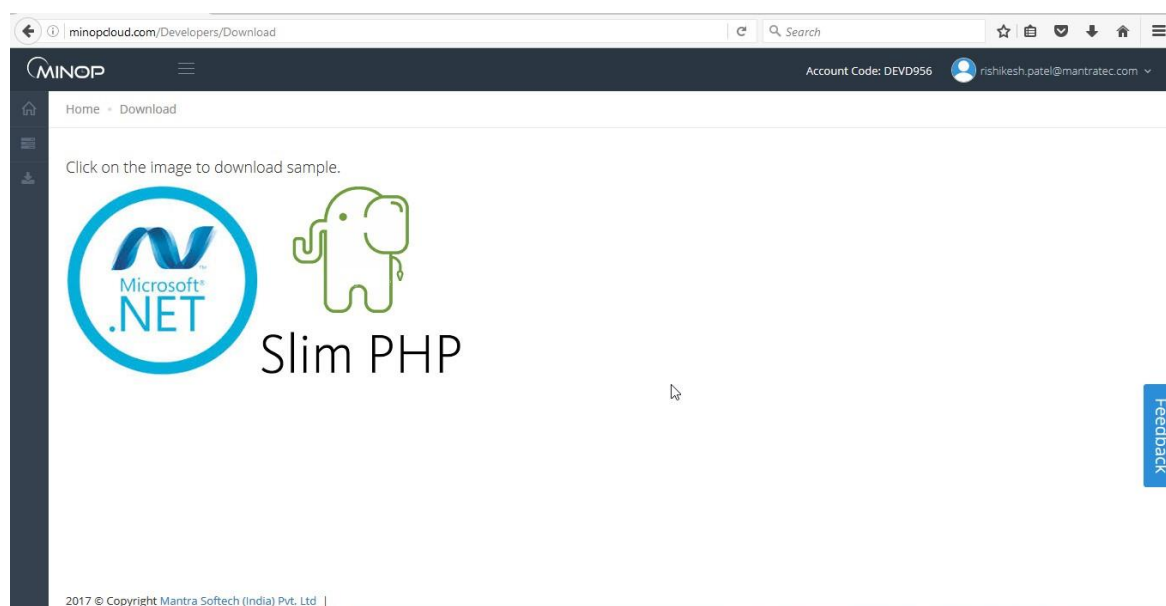


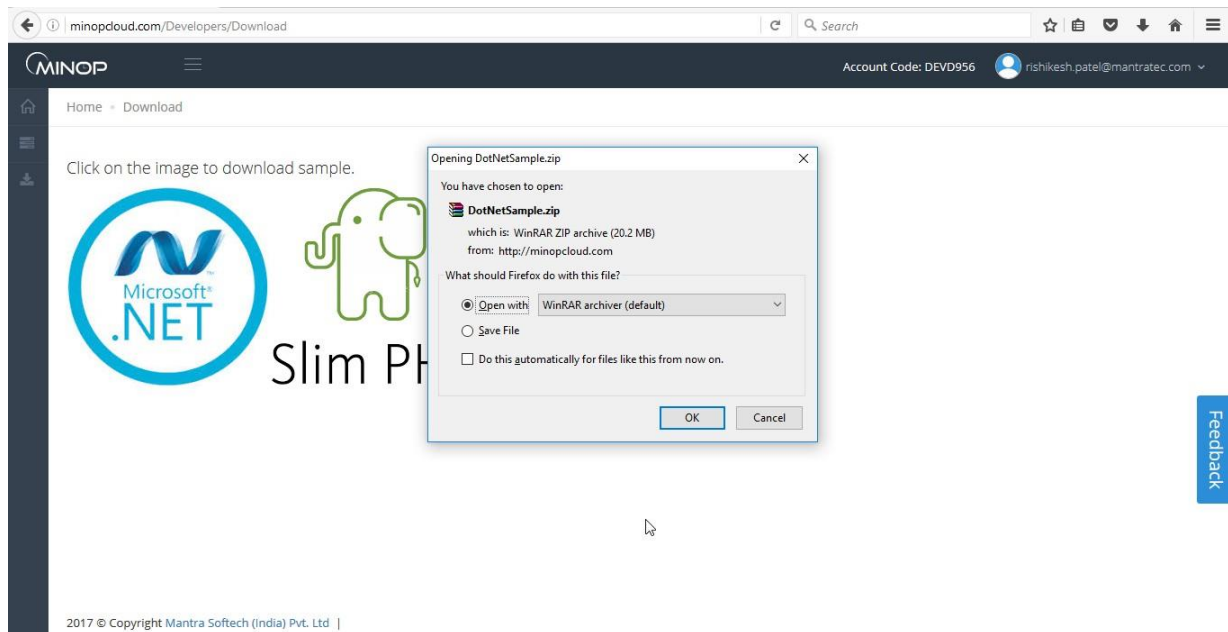
Transaction Id	Punch Id	Device code	Punch Time	IsSync
19	6	37	23-07-2018 19:59:52	false
18	11	22	18-07-2018 13:42:56	false
17	1	37	05-07-2018 16:44:47	false
16	11	22	05-07-2018 16:39:19	false
15	10	22	05-07-2018 16:37:58	false
14	2	22	05-07-2018 16:34:46	false
13	2	22	05-07-2018 16:33:20	false
12	1	22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

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

1.3 Download Sample

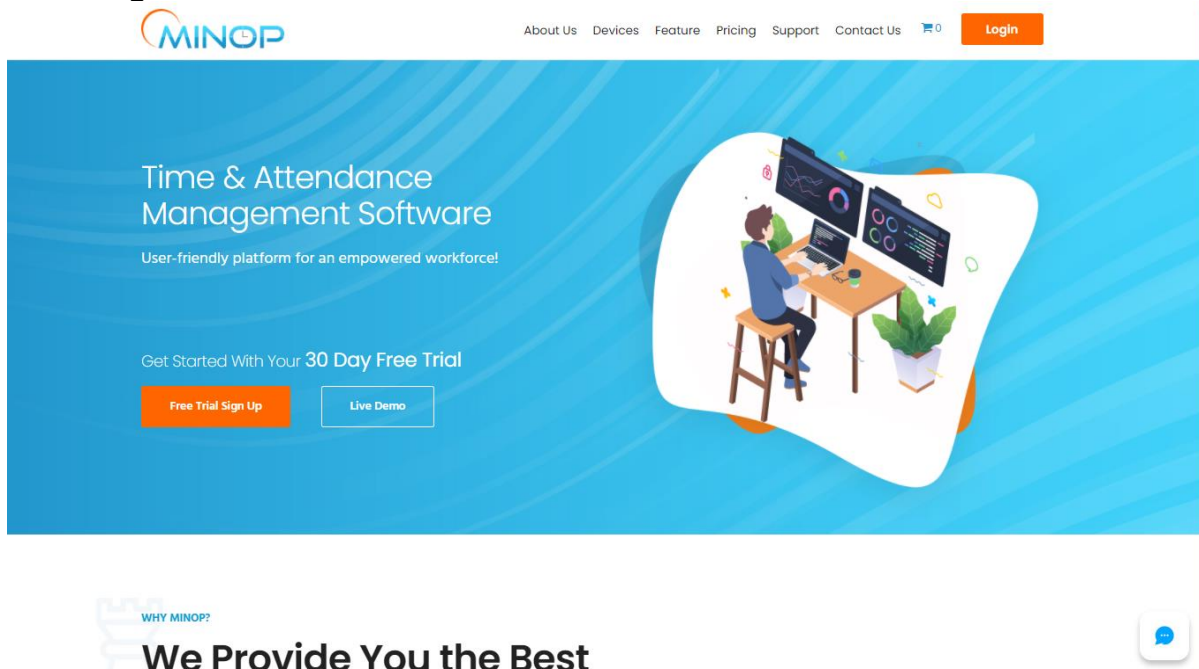
Sample API Code is available for download in Microsoft .net and for Slim PHP. User can download it from this page by clicking on it.






5. Online Device Purchase Method

Index Page




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Search:



mBio FM01
 Face Based Time Attendance & Access Control Terminal

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


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



BioNIC F5
 Bionic Face Enterprise Wide Facial Recognition System

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

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




BioNIC F7
 Bionic Face Enterprise Wide Facial Recognition System

- High end facial recognition with temperature Detection System Device Type
- 8 inch IPS Screen Size
- Dual Lens camera RGB+IR (2MP + 13 MP) Camera
- Android 7 and higher Operating System

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

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



Device Details



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[Face Attendance Machine mbio-FM01](#)

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

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

Extended Warranty ☒ Yes
☒ 1 Year Warranty ☐ 2 Year Warranty ☐ 3 Year Warranty

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

Quantity


Device Price ₹10500
 Extender Warranty ₹2100
 Installation Service ₹2119

Total ₹14719

Description

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

Device successfully add into cart



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Item added successfully

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[Face Attendance Machine Mbio-FM01](#)

mBio FM01

Face Attendance Machine

Face Based Time Attendance & Access Control Terminal



Retail Price ~~₹16000~~

Selling Price **₹10500**

You Save ₹5500 (34 %)

Extended Warranty ☒ No

☐ 1 Year Warranty ☐ 2 Year Warranty ☐ 3 Year Warranty

Installation Service * Yes

380001

Installation service is supported in your area.

Quantity

Device Price ₹10500

Extender Warranty ₹0


Installation Service ₹2119

Total **₹12619**

Description

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

Check service area pin-code



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[Face Biometric Machine Bionic-F5](#)

BioNIC F5

Face Biometric Attendance Machine

Bionic Face Enterprise Wide Facial Recognition System



Retail Price ~~₹38000~~

Selling Price **₹28000**

You Save ₹10000 (26 %)

Extended Warranty ☒ Yes

☒ 1 Year Warranty ☐ 2 Year Warranty ☐ 3 Year Warranty

Installation Service * Yes

380001

Installation service are supported in your area.

Quantity

Device Price ₹28000

Extender Warranty ₹2100

Installation Service ₹2119

Total **₹32219**

Description

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

Add Device to cart


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Item added successfully

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[Devices](#)
[Face Biometric Machine Bionic-F5](#)

BioNIC F5

Face Biometric Attendance Machine

Bionic Face Enterprise Wide Facial Recognition System



Retail Price ~~₹38000~~

Selling Price **₹28000**

You Save ₹10000 (26 %)

Extended Warranty ☒ Yes

☒ 1 Year Warranty ☐ 2 Year Warranty ☐ 3 Year Warranty

Installation Service * Yes

380001

Installation service are supported in your area.

Quantity

Device Price ₹28000

Extender Warranty ₹2100

Installation Service ₹2119

Total ₹32219

Description



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

Product cart list with existing user

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Cart List

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

Subscription Plan


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





Sub Total : ₹44838/-

Subscription Plan : ₹0/-

Grand Total : ₹44838/-



Product cart list with new user


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

Total: ₹44838/-

Subscription Plan


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

Total: ₹0/- [Subscribe](#)


Sub Total : ₹44838/-

Subscription Plan : ₹0/-





Grand Total : ₹44838/-

[CHECK OUT](#)


Subscription plan details



[Home](#)
[Device](#)
[Cart](#)


Cart List

Product	Name	Extended Warranty	Quantity	Total	Remove
	mBio FM01	0 Year	<input type="text" value="1"/>	₹12619/-	
	BioNIC-F5	0 Year	<input type="text" value="1"/>	₹30119/-	

Total: ₹42738/-

Subscription Plan


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

Total: ₹0/- [Subscribe](#)

Sub Total : ₹42738/-

Subscription Plan : ₹0/-


Grand Total : ₹42738/-



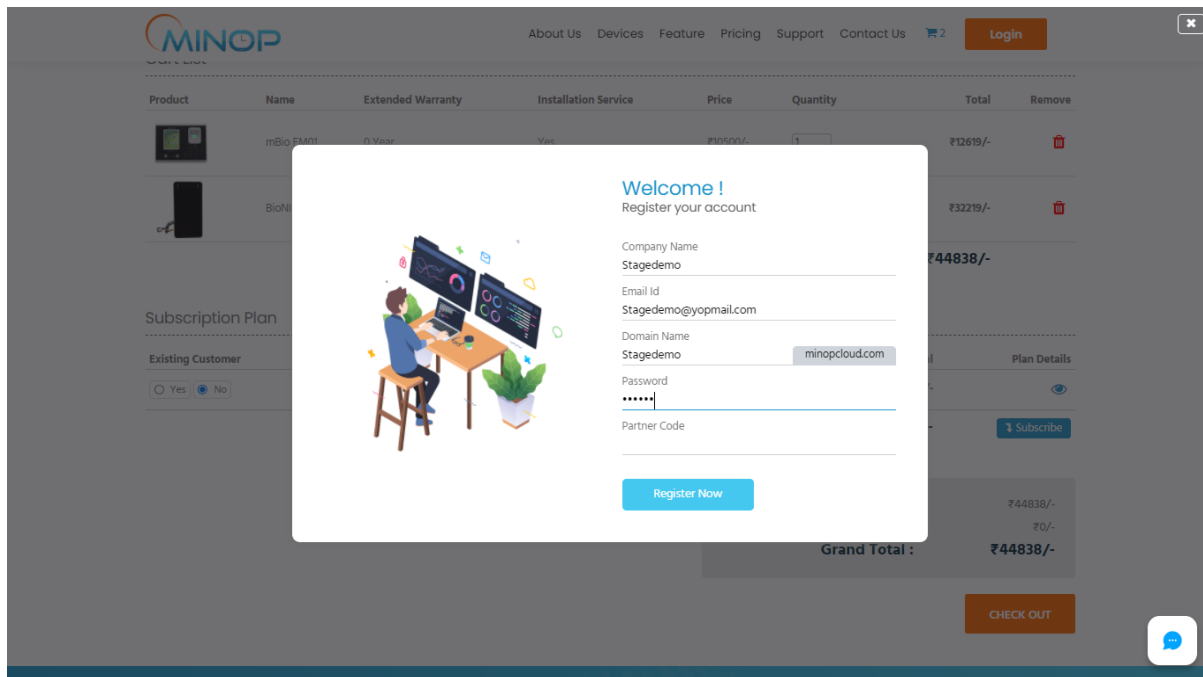
Premium ₹30

Per User/Monthly Subscription

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







Registration screen for new user



The image shows a registration modal on the MINOP website. The modal is titled "Welcome !" and "Register your account". It contains a form with the following fields: Company Name (Stagedemo), Email Id (Stagedemo@yopmail.com), Domain Name (Stagedemo, with minopcloud.com suggested), Password (masked with dots), and Partner Code. A "Register Now" button is at the bottom. The background shows a shopping cart with items like mBio FM01 and BioN, and a total of ₹44838/-.

MINOP

About Us Devices Feature Pricing Support Contact Us 2 Login

Product	Name	Extended Warranty	Installation Service	Price	Quantity	Total	Remove
	mBio FM01	0 Year	Yes	₹12619/-	1	₹12619/-	
	BioN			₹32219/-		₹32219/-	
						₹44838/-	

Subscription Plan

Existing Customer

☐ Yes ☒ No

Plan Details


[Subscribe](#)

₹44838/-

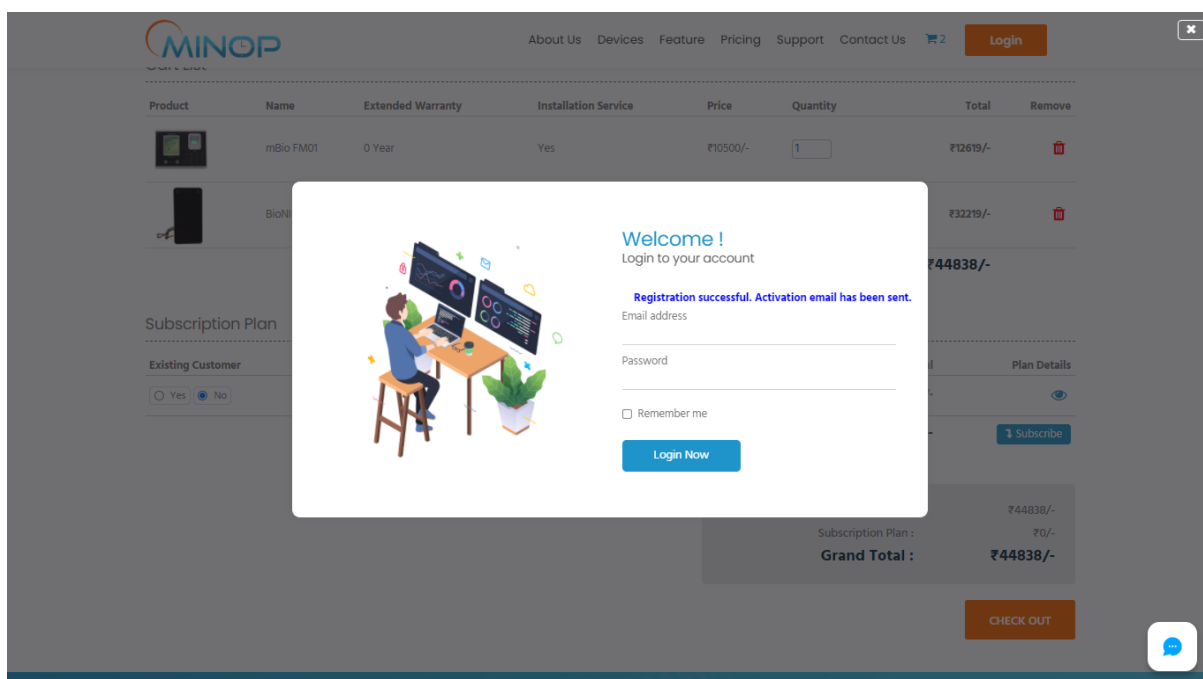
₹0/-

Grand Total : ₹44838/-

[CHECK OUT](#)







Successful registered new user login screen



The image shows a login modal on the MINOP website. The modal is titled "Welcome !" and "Login to your account". It contains a form with the following fields: Email address, Password, and a "Remember me" checkbox. A "Login Now" button is at the bottom. A message "Registration successful. Activation email has been sent." is displayed above the email field. The background shows the same shopping cart as the registration screen, with a total of ₹44838/-.

MINOP

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

Subscription Plan

Existing Customer

☐ Yes ☒ No

Plan Details


[Subscribe](#)

₹44838/-

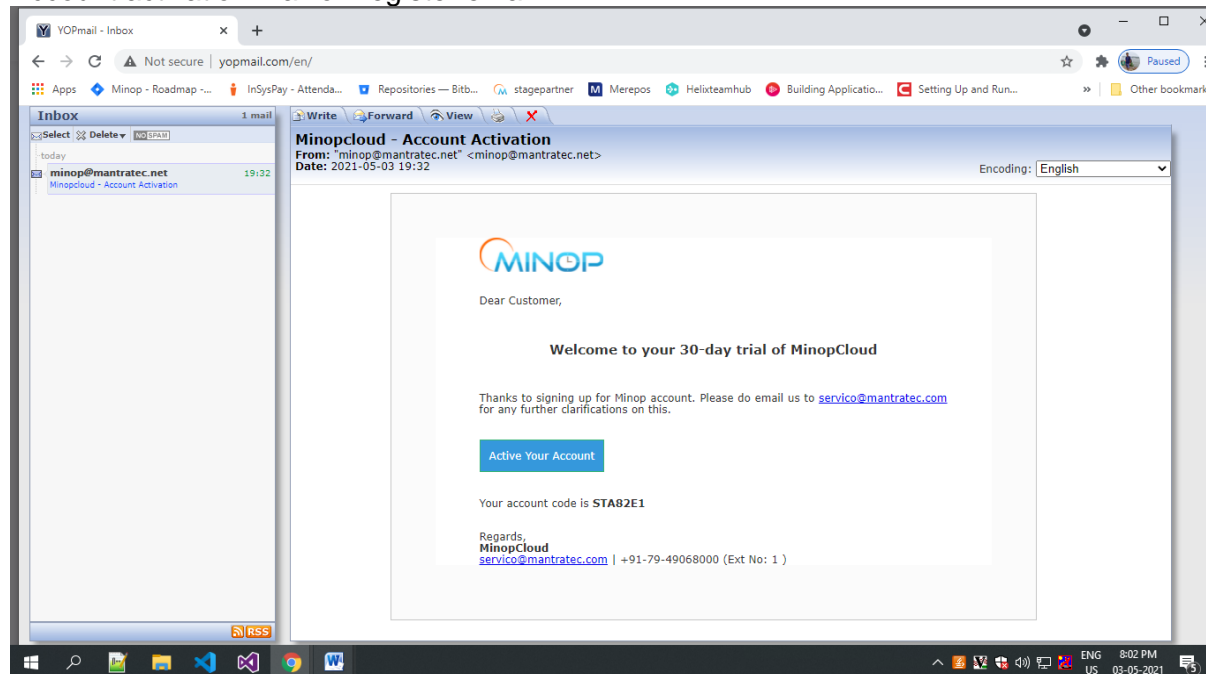
₹0/-

Grand Total : ₹44838/-

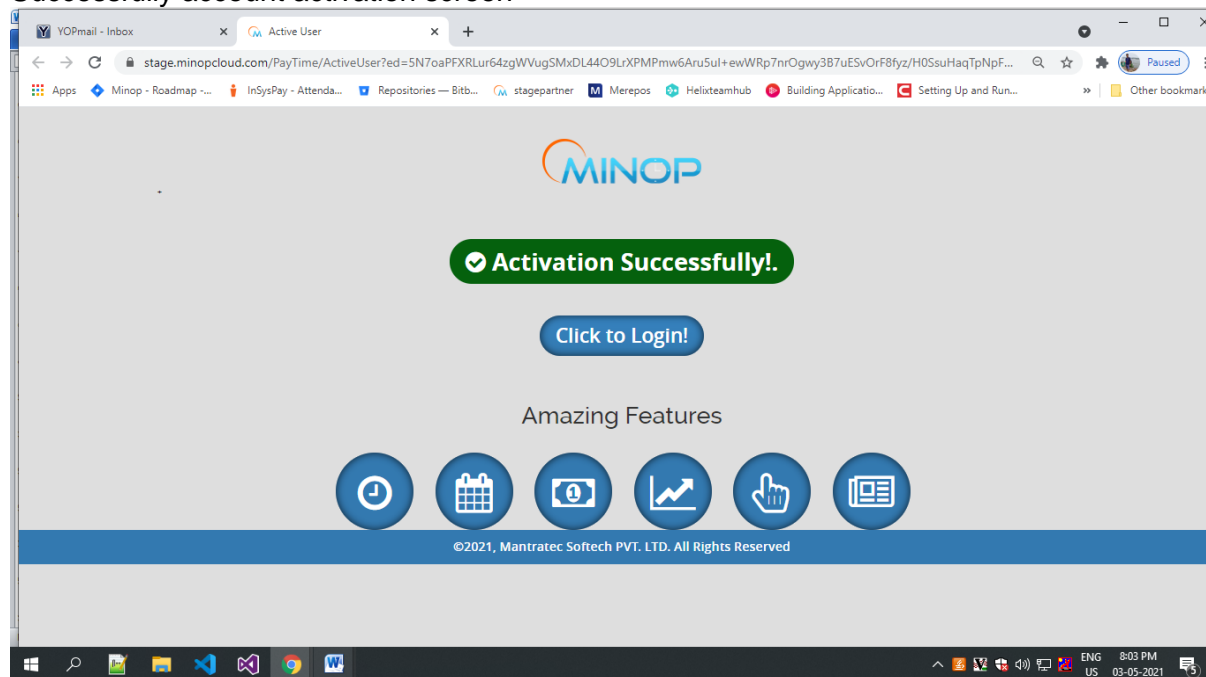
[CHECK OUT](#)




Account activation mail on register email







Successfully account activation screen




Product cart list with login user


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[stagedemo...](#)

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

Subscription Plan

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


Sub Total : ₹44838/-

Subscription Plan : ₹0/-

Grand Total : ₹44838/-

[PROCESS NOW](#)


Product cart summary and billing details screen


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[Contact Us](#)
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PRODUCT CART (2)

[Edit Cart](#)

mBio FM01
 Extended Warranty: 0
 Installation Service: Yes
 Price: ₹10500/-
 Quantity: 1
 Total: ₹12619/-



BioNIC-F5
 Extended Warranty: 1
 Installation Service: Yes
 Price: ₹28000/-
 Quantity: 1
 Total: ₹32219/-



Total: ₹44838/-

SUBSCRIPTION CART

Plan Duration: Monthly
 Plan Type: Premium
 Price (Per User): 0
 No of Employee: 1000
 Total: ₹0/-

Total: ₹0/-

Shipping & Delivery

Orders are delivered on business days (Monday-Friday) excluding public holidays.

BILLING DETAILS

Company Name *	Email *	Mobile Number *
Stagedemo	Stagedemo@yopmail.com	9016576899
Address *		
B-703, Sapath hexa ahmedabad		
Country / Region *	State / Province / Region *	
India	Gujarat	
Town / City *	Zipcode / Pincode *	
Ahmedabad	560062	
Client GSTN (ex: T100000111x1x1)		
TIASDFG1478A2A5		

Shipping details screen with pay now button

YOPmail - Inbox x Address Information | Minop x +

stage.minopcloud.com/Devices/Address-Information

Apps Minop - Roadmap ~... InSysPay - Attenda... Repositories — Bitb... stagepartner M Merepos Helixteamhub Building Applicatio... Setting Up and Run... Other bookmarks

MINOP About Us Devices Feature Pricing Support Contact Us 2 stagede...

Total: ₹0/-

SUMMARY

SubTotal: ₹44838/-
Shipping & Delivery: ₹0/-
Taxes (18%): 8071

Total ₹52909/-

SHIPPING DETAILS

Same as Billing Address
☒ Yes ☐ No

Address *
B-703, Sapath hexa ahmedabad

Country / Region * India State / Province / Region * Gujarat

Town / City * Ahmedabad Zipcode / Pincode * 560062

☒ I have read and consent to eshopworld processing my information in accordance with the privacy statement and cookie policy.

PAY NOW

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

YOPmail - Inbox x https://stage.minopcloud.com/D x +

stage.minopcloud.com/Devices/AddressInformation

Apps Minop - Roadmap ~... InSysPay - Attenda... Repositories — Bitb... stagepartner M Merepos Helixteamhub Building Applicatio... Setting Up and Run... Other bookmarks

MINOP Minop Cloud P00000378 ₹ 52,909

English

+919016576889 | shiva@yopmail.com

PREFERRED PAYMENT METHODS

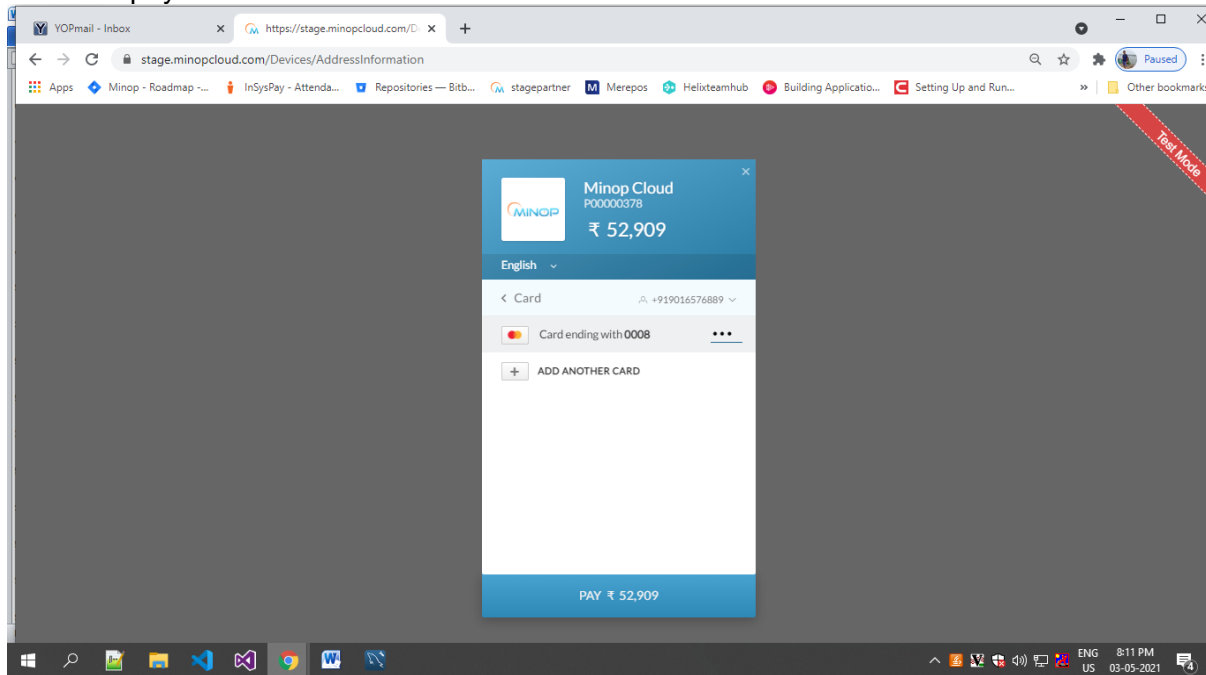
- Netbanking - Canara Bank
- Netbanking - HDFC Bank
- Netbanking - Axis Bank

CARDS, UPI & MORE

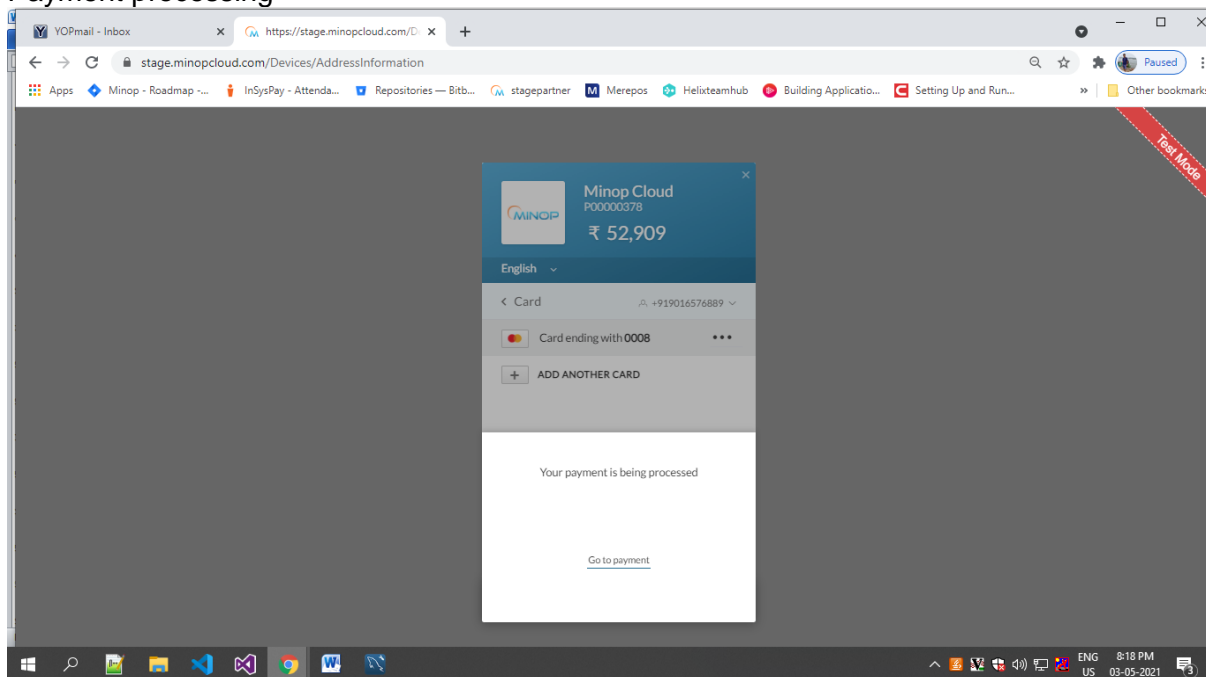
Card

Test Mode

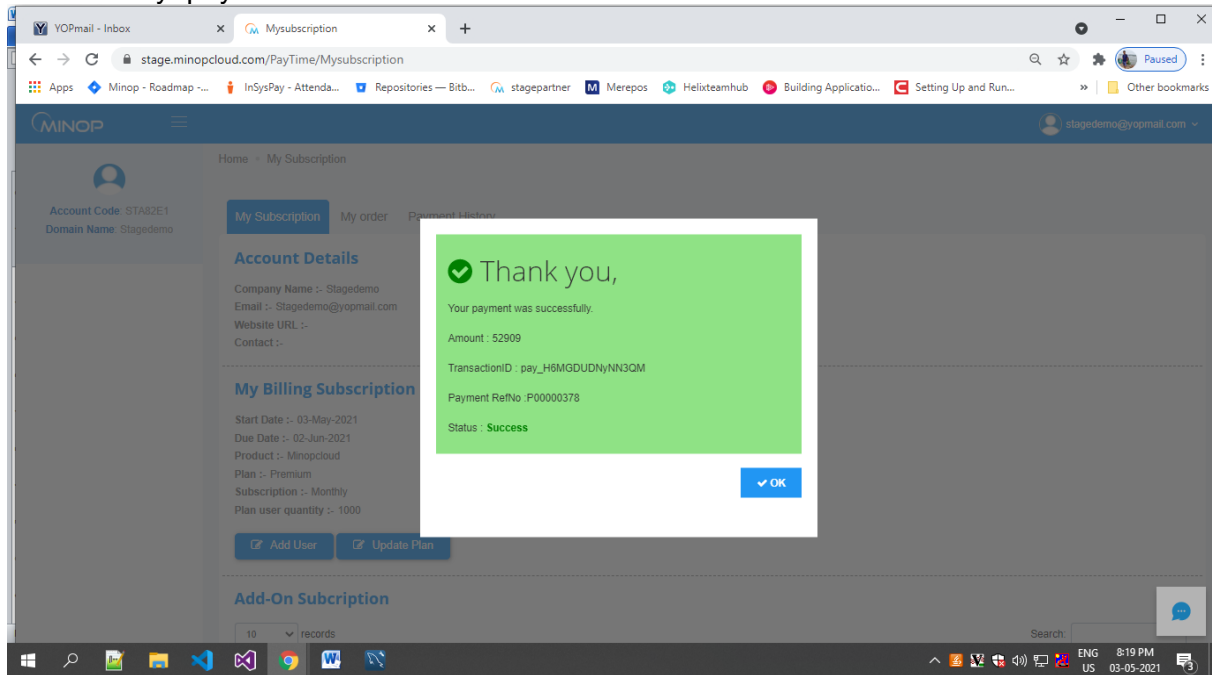
Selected payment method screen



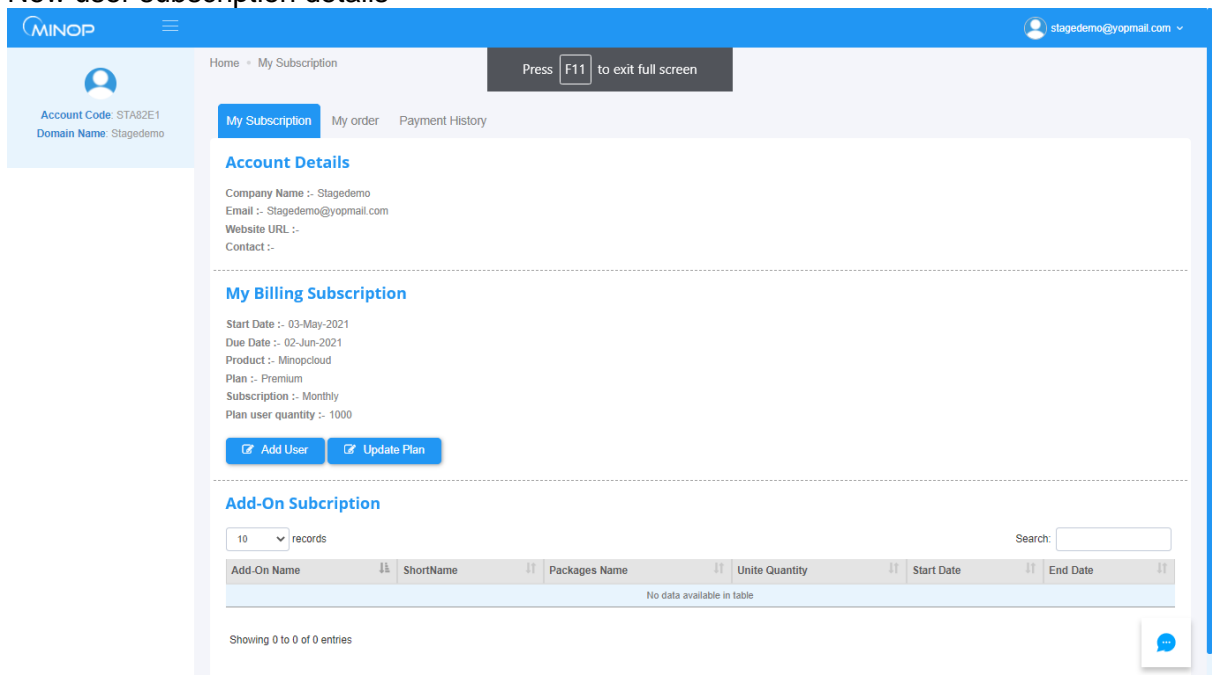
Payment processing



Successfully payment done



New user subscription details



My order screen

Home » My Subscription

Account Code: STA82E1
Domain Name: Stagedemo

My Subscription **My order** Payment History

Order History Show order from This month

10 records Search:

Sr.No	Payment Id	Order ID	Order Date	Total amt	View Details
1	P00000378	order_H6M8Bgyp5ywF	03-05-2021	52909	

Showing 1 to 1 of 1 entries

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View order list

Home » My Subscription

Account Code: STA82E1
Domain Name: Stagedemo

My Subscription **My order** Payment History

Order History

10 records

Sr.No	Payment Id	Order ID
1	P00000378	order_H6M8Bgyp5ywF

Showing 1 to 1 of 1 entries

My Order Details

Order Placed on: 03 May 2021 Order ID: order_H6M8Bgyp5ywF

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

Payment history with print invoice and send mail option

stagedemo@yopmail.com

Account Code: STA82E1
Domain Name: Stagedemo

[Home](#) > [My Subscription](#)

[My Subscription](#)
[My order](#)
[Payment History](#)

Payment History

10 records

Search:

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

Showing 1 to 1 of 1 entries

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Payment invoice print screen

InVoice

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

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

Tax Invoice

Original/Duplicate/Triplicate

Bill To
Stagedemo
B-705, Sapath hexa ahmedabad,
Ahmedabad, Gujarat, India - 580002

Invoice Number
ANUP20-21/0005
Dated
:
D.C No
:
P.O No
:
Reference
HO
PIN No
:
GST No
24AAECM300N126
Place of Supply
Gujarat

GST NO
11ASDFG1478A2A5

Ship To
Stagedemo
B-705, Sapath hexa ahmedabad, Ahmedabad, Gujarat, India - 580002

GST NO
11ASDFG1478A2A5

S.No	Description	HSN/SAC	Qty	Unit Price	Ext. Warranty amt (per unit)	install. Service amt (per unit)	Total
1	mBio FM01	8471	1	10500	1	2119	12819.00
2	BioNIC F5	8543	1	28000	1	2119	32219.00
3	MINOP - MONTHLY LICENSE (per user)	997331	1000	30	0	0	0.00
ADD : IGST						18%	8071.00
Grand Total							52909.00


Terms :

- E & O E
- Payment to be made advance by Cash/Cheque/Draft in Favour of Mantra Softech (India) Pvt.Ltd. OUR BANK: Punjab National Bank, Borskdev Branch, Ahmedabad. A/c No. 4452200700000230, IFSC Code: PUNB0445230
- 1 year warranty from the date of delivery on certain goods. During the warranty period any damage will be repaired free of cost. The warranty does not cover the damages caused due to negligence, wrong usage, mishandling etc at your hand.
- Sale tax declaration form should reach our office within 7 days from the date of invoice in case of C-Form Purchase.
- Goods sold are not returnable
- Any disputes related to this transaction shall be subject to the Jurisdiction of Ahmedabad
- Payment should be made immediately within 7 days. We will charge 18% Interest Per Annum for late
- If the Materials and Invoice dispatch through Courier/Transport by any other Means is accepted, then you admit for payment for this invoice within the Time Limit mentioned in Invoice.
- We hereby certify that the invoice is correct and true.

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6. Recurring payment flow

Free trial plan expired screen



Account Code: STA82E1
Domain Name: Stagedemo

Home » Plan Pricing

Our Best Pricing

Find a plan that's right for you.


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

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

Please enter GST No for get an invoice :

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Confirmation for recurring payment



Account Code: STA82E1
Domain Name: Stagedemo

Home » Plan Pricing

Our Best Pricing


Find a plan that's right for you.

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

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

Please enter GST No for get an invoice :

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Confirmation

Are you want to go for recurring payment ?

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

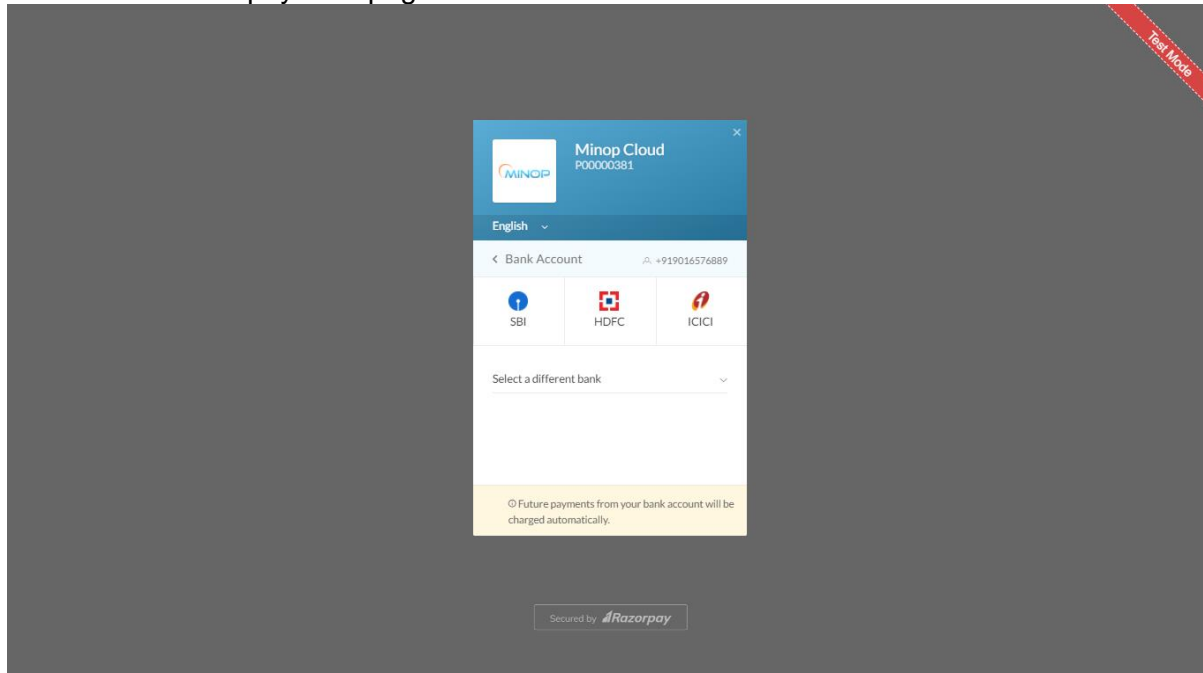
The screenshot shows the 'Our Best Pricing' page on the Minop website. A modal window is open, prompting the user to 'Choose a payment option for recurring payment'. The modal lists three options: 'Debit Cards', 'Net Banking', and 'Aadhaar Card'. Below the options, a note states: 'As part of our card verification process we will charge INR 1 on your card.' The background page shows a table of subscription plans and a 'Pay Now' button.

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

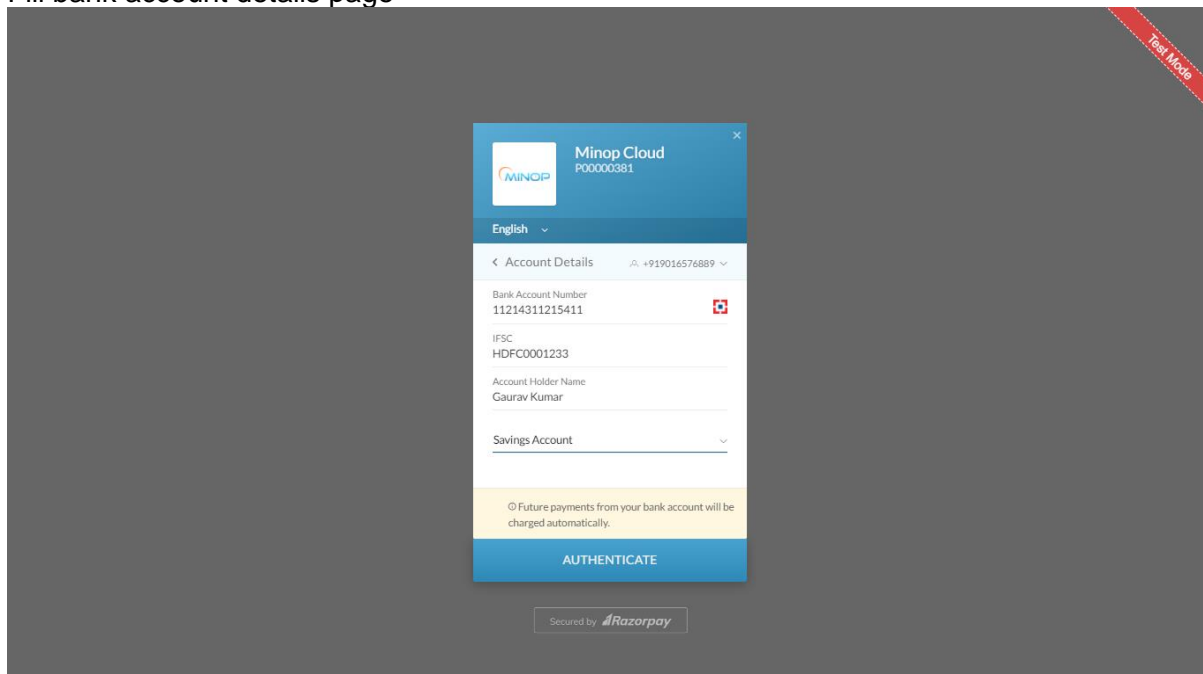
Net banking method selected for recurring payment registration

The screenshot shows the 'Minop Cloud' authentication modal. It displays the user's account information: 'Minop Cloud P00000381', 'English' language, 'Country +91', 'Phone 9016576889', and 'Email stagedemo@yopmail.com'. At the bottom, it states 'This payment is secured by Razorpay.' and has an 'AUTHENTICATE' button. A 'Test Mode' banner is visible in the top right corner.

Bank selection on payment page



Fill bank account details page



Recurring payment registration successfully

The screenshot shows the MINOP web application interface. A modal window is displayed in the center with a green background and a checkmark icon, indicating a successful payment. The modal text reads: "Thank you, Your payment was successfully. Amount : 0 TransactionID : pay_H6MTBDA1rxAkk4 Payment RefNo : P00000381 Status : Success". There is an "OK" button at the bottom right of the modal. The background shows the "My Subscription" page with tabs for "My Subscription", "My order", and "Payment History". The "My Billing Subscription" section is visible, showing details like Start Date, Due Date, Product, Plan, and Subscription quantity. The "Add-On Subscription" section is also visible, showing a table with columns for Add-On Name, ShortName, Packages Name, Unite Quantity, Start Date, and End Date. The table is currently empty, showing "No data available in table".

Account Code: STA82E1
Domain Name: Stagedemo

My Subscription My order Payment History

Account Details

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

My Billing Subscription

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

☒ Cancel Subscription

Add-On Subscription

10 records





Search:

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

Showing 0 to 0 of 0 entries

Payment history with print invoice and send mail option.

The screenshot shows the MINOP web application interface. The "Payment History" tab is selected. The page displays a table with columns: Sr.No, Plan Name, Duration (Days), Employee(s), Paymentid, Total Amount ₹, and Action. The table contains two entries:

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

Showing 1 to 2 of 2 entries

2021 © Copyright Marissa someone

InVoice

MANTRA
Innovation that counts

MANTRA Softech (India) Pvt. Ltd.
CIN No. : UT2209GJ2009PTC040092

MANTRA Softech (India) Pvt. Ltd.
(ISO 9001:2008 COMPANY)

Head Office: B-203, Sapath Hexa HEXA, Near Gujarathi Court, S.G
Highway, Ahmedabad -380000

Tax Invoice		Original/Duplicate/Triplicate					
Bill To : Stagedemo Ahmedabad, ...	Invoice Number : MNP/20-21/0007	Dated : null					
	D.C No :	P.O No :					
	Reference : JHO	PAN No. :					
	GST No. : 24AAECM380N126	Place of Supply : Gujarat					
GST NO :							
Ship To : Stagedemo Ahmedabad, ...							
GST NO :							
S.No.	Description	HSN/SAC	Qty	Unit Price	Ext. Warranty amt (per unit)	Install. Service amt (per unit)	Total
1	MINOP - MONTHLY LICENSE (per user)	997331	8	15	0	0	1.00
Grand Total							1.00
Terms : 1. E & O E 2. Payment to be made advance by Cash/Cheque/Draft in Favour of Mantra Softech (India) Pvt.Ltd. OUR BANK: Punjab National Bank Bodsikdev Branch,Ahmedabad, A/c.No.442008700000200,IFSC Code: PUNB0445200 3. 1 year warranty from the date of delivery on certain goods. During the warranty period any damage will be repaired free of cost. The warranty does not cover the damages caused due to negligence, wrong usage, misbranding etc at your hand. 4. Sale tax declaration form should reach our office within 7 days from the date of invoice in case of C-Form/Purchase. 5. Goods sold are not returnable 6. Any disputes related to this transaction shall be subject to the Jurisdiction of Ahmedabad 7. Payment should be made immediately within 7 days. We will charge 18% Interest Per Annum for late 8. If the Materials and Invoice dispatch through Courier/Transport by any other Means is accepted, then you admit for payment for this invoice within the Time Limit mentioned in Invoice. 9. We are the company registered under SSI with EMN No. 24-007-11-04450. You are bound to follow SSI rules and regulations defined by Ministry of Small Scale Industries							
Received the above goods in good condition. Invoice accepted and admitted for payment				Mantra Softech (India) Pvt. Ltd.			

2021 © Copyright Mantra Softech

Stagedemo@yopmail.com

Home

Employee

search

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

Showing 1 to 1 of 1 entries

<

1

>

+ Add Employee

2021 © Copyright Mantra Softech

Go to My subscription page

The screenshot shows the MINOP Employee page. The left sidebar contains a navigation menu with options like Dashboard, Wizard, Company, Transaction Year, Company, Branch, Department, Designation, Employee, Device, Religion, Shift, Leave, Holiday, User Management, Utilities, and ESS. The main content area displays a table with columns: EmpName, Empcode, EmpPunchID, BranchName, Email, and Status. The table contains one entry for Stage 1. A dropdown menu is open in the top right corner, showing options: Account Settings, Support Ticket, My Subscription, and Log Out. The URL at the bottom is https://stage.minopcloud.com/PayTime/MySubscription.

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

Showing 1 to 1 of 1 entries

Cancel Recurring option

The screenshot shows the MINOP My Subscription page. The left sidebar contains a navigation menu with options like Dashboard, Wizard, Company, Shift, Leave, Holiday, User Management, Utilities, ESS, Policy, Alert, and Cloud Device Management. The main content area displays the My Subscription page with tabs for My Subscription, My order, and Payment History. The Account Details section shows Company Name, Email, Website URL, and Contact. The My Billing Subscription section shows Start Date, Due Date, Product, Plan, Subscription, and Plan user quantity. A Cancel Subscription button is visible. The Add-On Subscription section shows a table with columns: Add-On Name, ShortName, Packages Name, Unite Quantity, Start Date, and End Date. The table is empty, showing 0 to 0 of 0 entries.

Account Details

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

My Billing Subscription

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

[Cancel Subscription](#)

Add-On Subscription

10 records

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

Showing 0 to 0 of 0 entries

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

MINOP Home » My Subscription

Account Code: STA82E1
Domain Name: Stagedemo

My Subscription My order Payment History

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

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

☒ Cancel Subscription

Add-On Subscription
10 records Search:

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

Showing 0 to 0 of 0 entries

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

Subscription cancelled new plan selection screen

MINOP Home » Plan Pricing

Account Code: STA82E1
Domain Name: Stagedemo

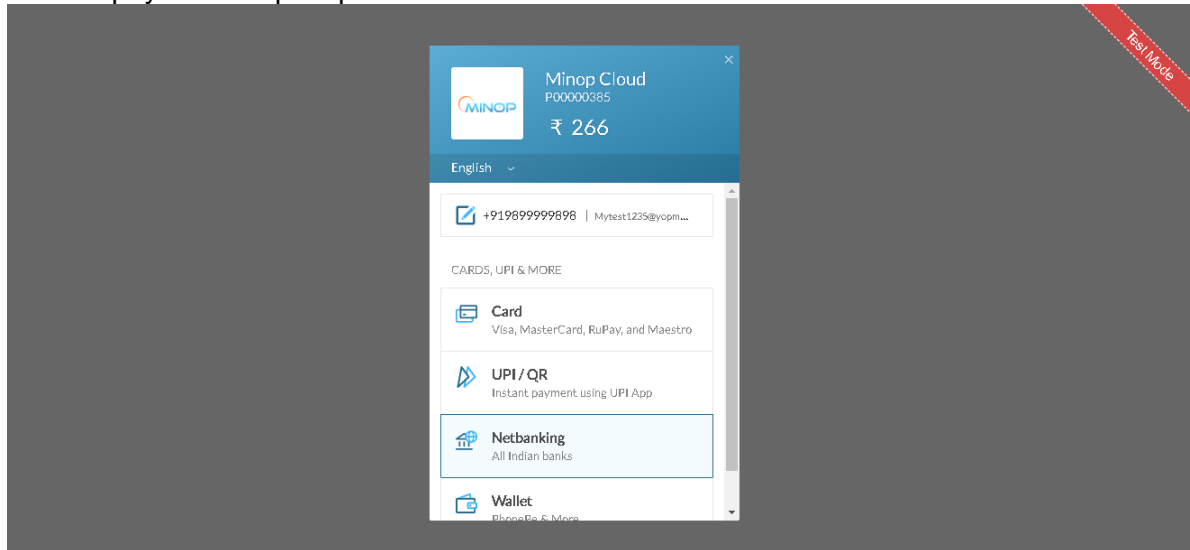
Our Best Pricing
Find a plan that's right for you.
Whether you're just starting out or ready to take your attendance system to next level, we've got pricing plans that fit any budget. Upgrade your plan at anytime as per your need.

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

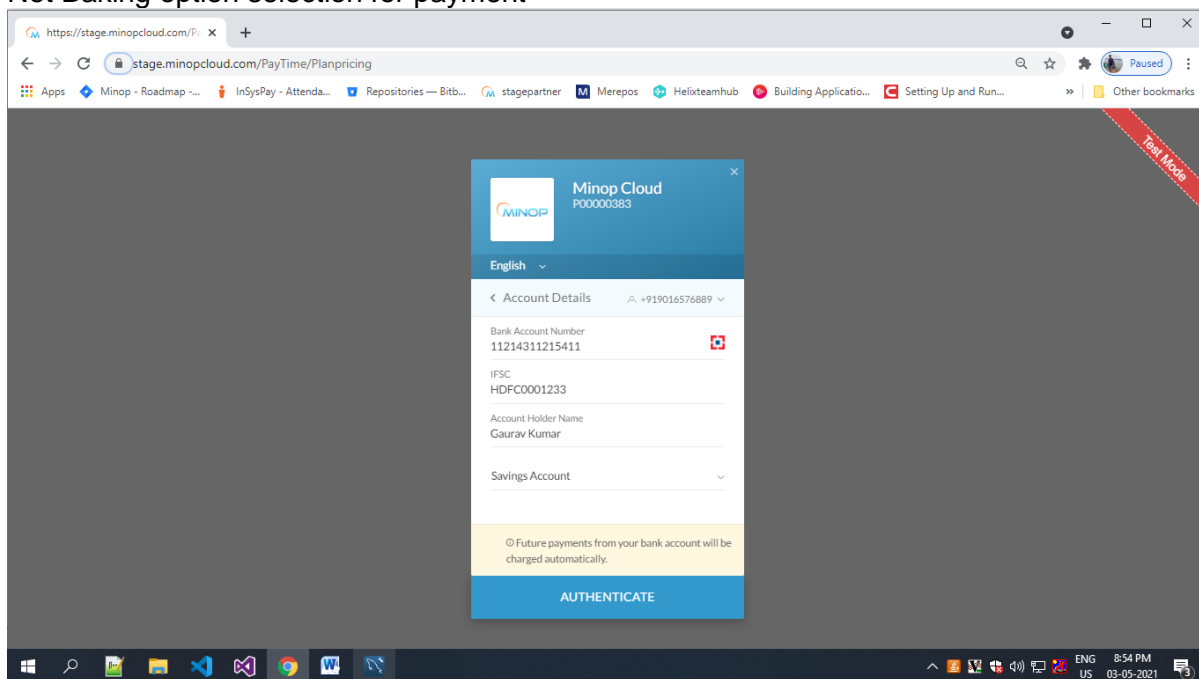
Please enter GST No for get an invoice :

2021 © Copyright Minop

Manual payment for plan purchase



Net Baking option selection for payment











Manual Payment Successfully

The screenshot shows the Minopcloud web application interface. A modal window is displayed in the center with a green background and a checkmark icon, indicating a successful payment. The modal text reads: "Thank you, Your payment was successfully. Amount : 0 TransactionID : pay_H6MstmPO4WjUI Payment RefNo : P00000383 Status : Success". There is a blue "OK" button at the bottom right of the modal.

The background interface shows the "My Subscription" page. The account details are: Account Code: STA82E1, Domain Name: Stagedemo. The billing subscription details are: Start Date: 03-May-2021, Due Date: 02-Jun-2021, Product: Minopcloud, Plan: Essential, Subscription: Monthly, Plan user quantity: 1. There is a "Cancel Subscription" button.

Payment shown in payment history

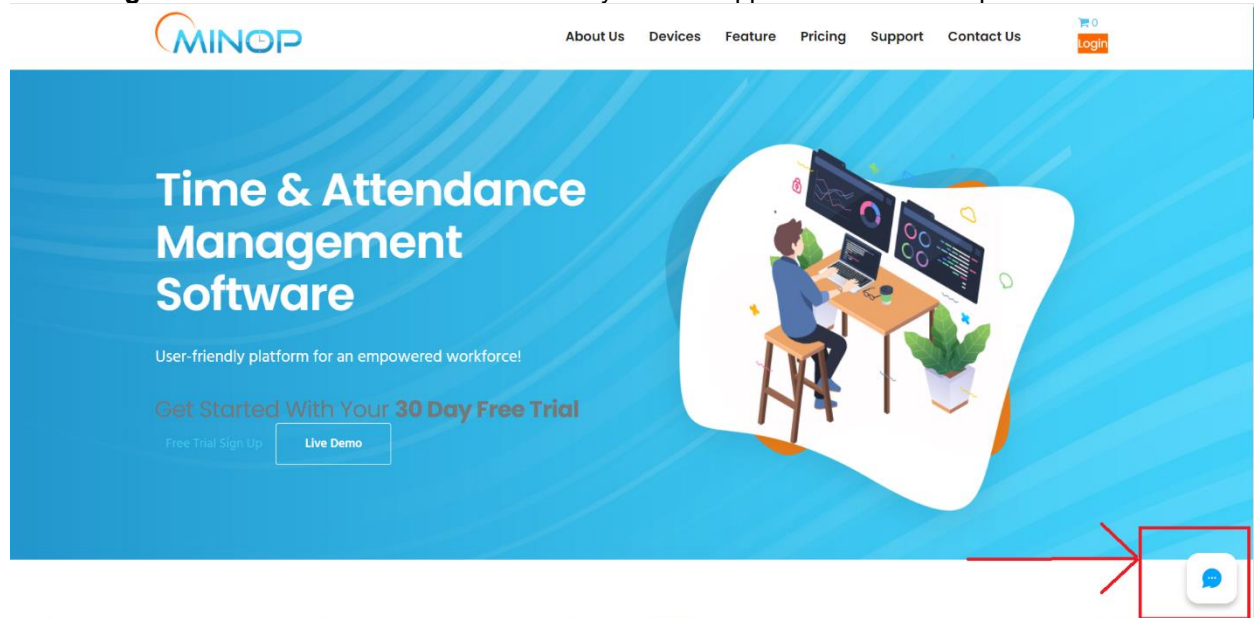
The screenshot shows the Minopcloud web application interface with the "Payment History" tab selected. The table displays the following data:

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

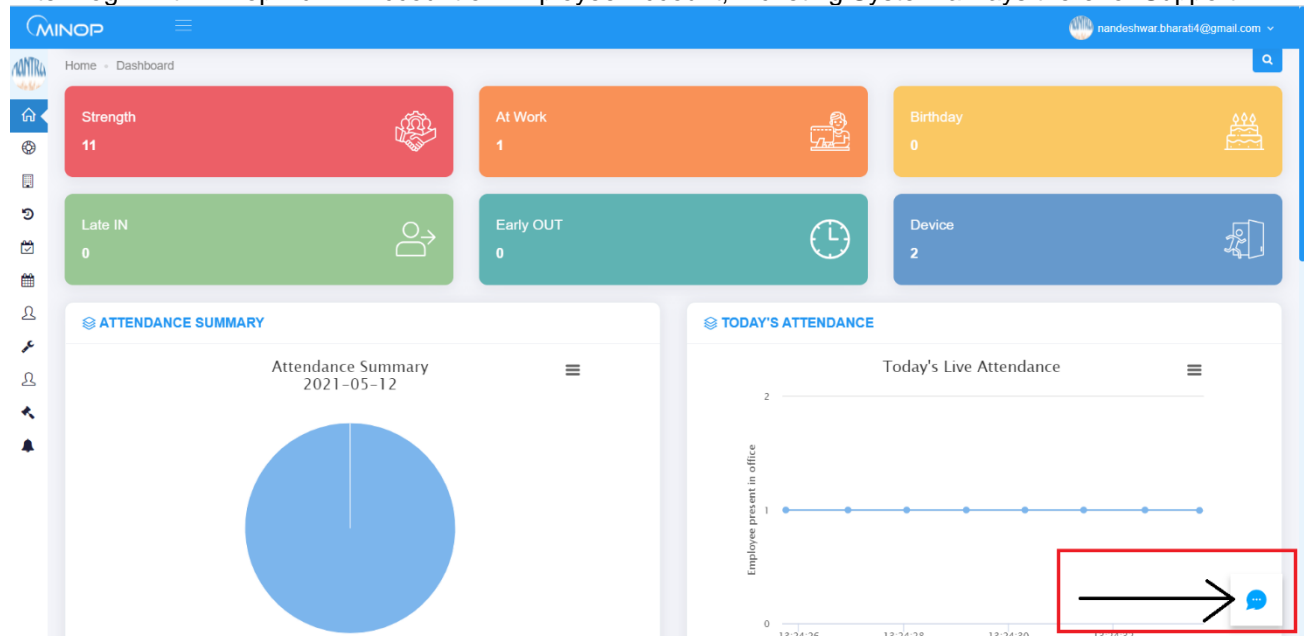
Below the table, it says "Showing 1 to 4 of 4 entries". There is a pagination control showing "1" of 4 pages.

7. Ticketing System Method + Online Chat Support.

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



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



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

The screenshot shows the Minop website. The main banner features the text 'Time & Attendance Management Software' and 'User-friendly platform for an empowered workforce!'. Below this, it says 'Get Started With Your 30 Day Free Trial' with links for 'Free Trial Sign Up' and 'Live Demo'. The sidebar on the right contains a 'Add Ticket' form with fields for 'Case Information', 'Contact Name', 'Email', 'Phone', 'Subject', and 'Description'. The 'Description' field has a rich text editor with bold, italic, underline, and link options. At the bottom of the sidebar are 'Reset' and 'Submit' buttons. The bottom navigation bar includes icons for 'TICKETS' and 'CHAT'.

8. Android Mobile Application.

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



OR


How to install and set up Minop App.

Installation

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

Set up

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



7:02

MINOP

Employee Login

Account Code/Domain Name

xyzz

Email/Punch Id/Employee Code

838

Password

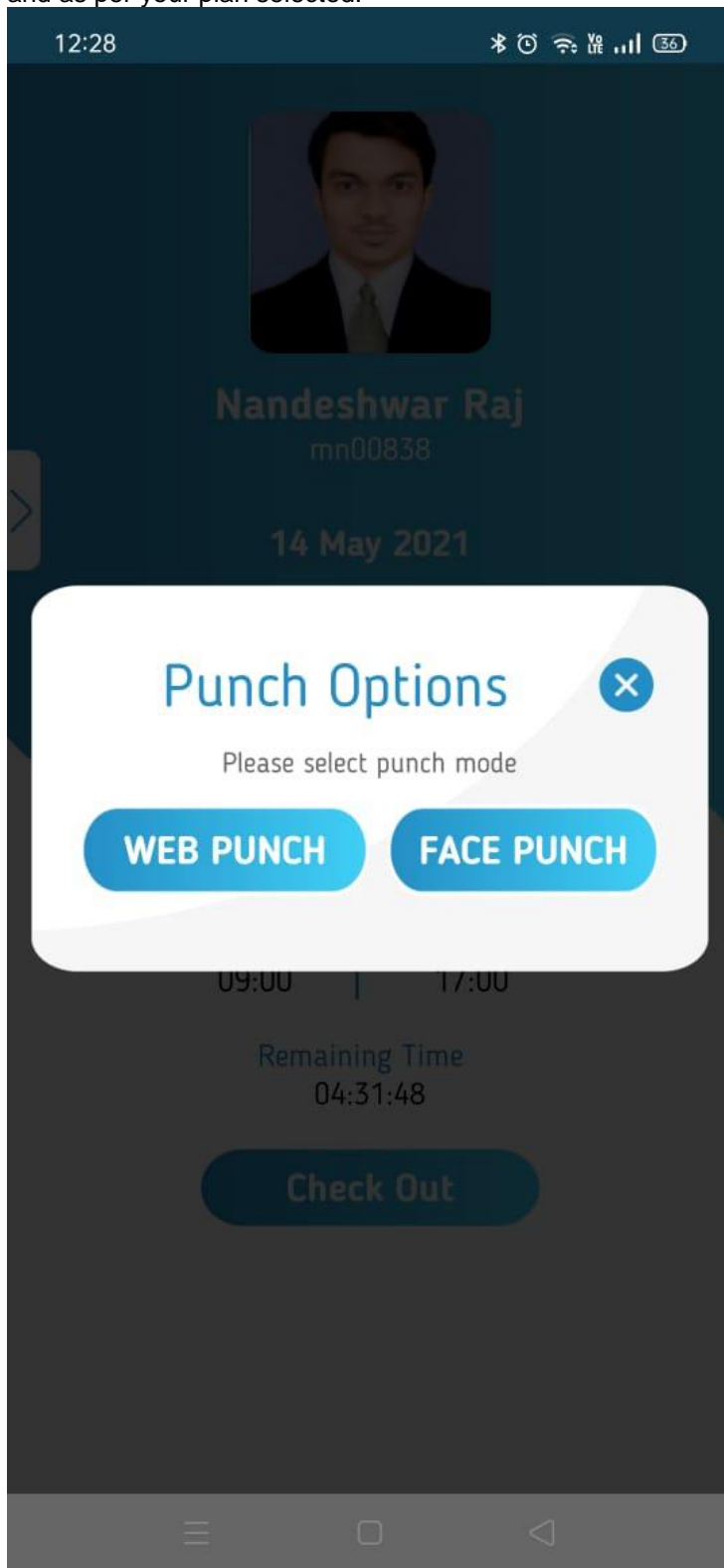
.....

Forgot Password?

Sign in

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

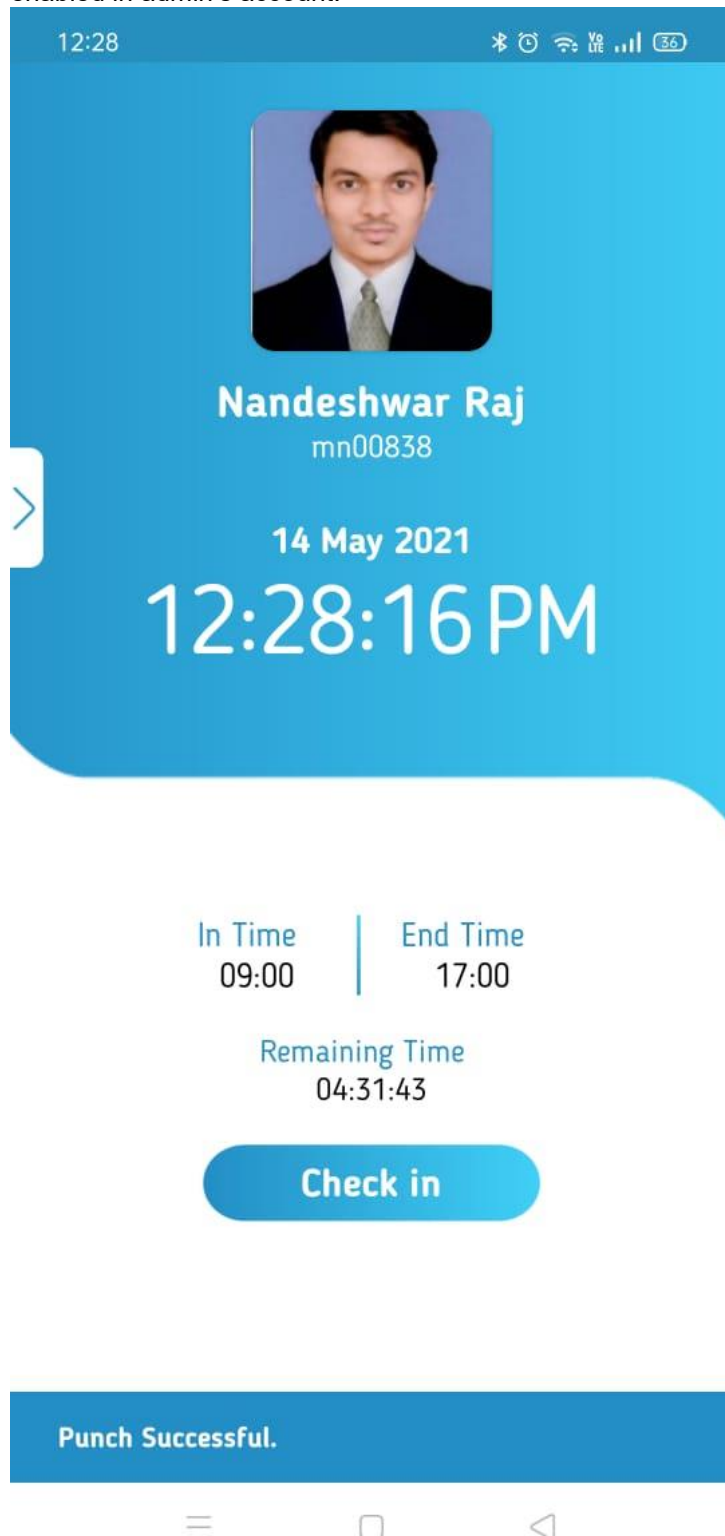
Click on any method **Web-Punch** or **Face-Punch** which is already set by your Company Admin as per requirement and as per your plan selected.



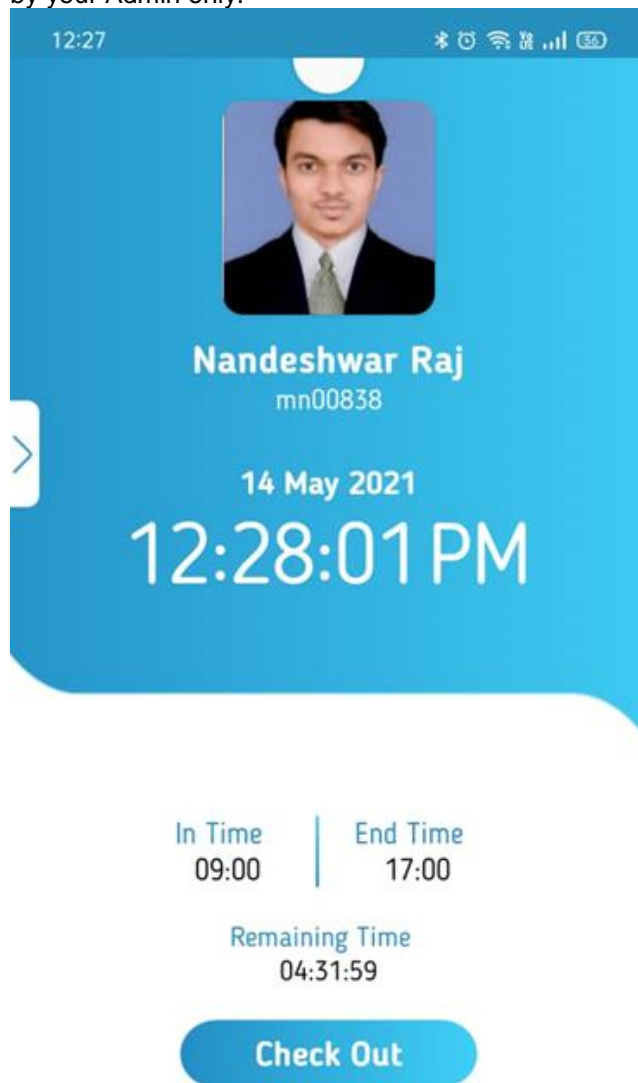
Click on **Face-Punch**, Your Facial features will be compared with the face enrolled by your admin and allows you to punch using same face only.



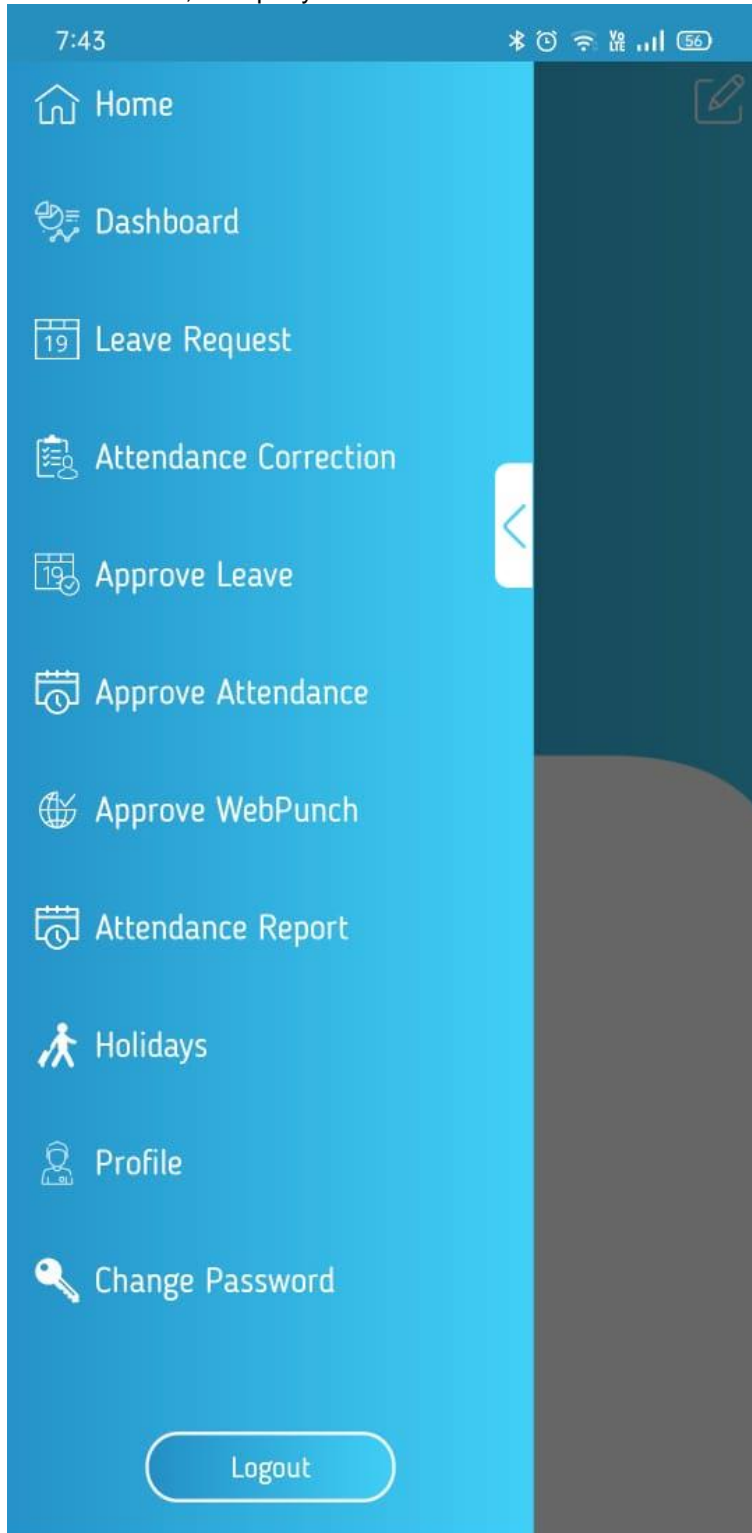
Click on **Web-Punch** and punch will send your location to your admin for approval only if web-punch approval is enabled in admin's account.



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



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



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



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

The screenshot shows a mobile application interface for adding a leave request. At the top, a blue header bar contains the title "Add Leave Request". Below this, there are two dropdown menus: "Select Leave" with the option "HL - HALF DAY" and "Select Leave Type" with the option "Paid". Under these, there are two date fields: "From Date" and "To Date", both set to "27-Aug-2021". A checkbox labeled "Is Half-Leave?" is checked. Below this is a table showing leave balances:

Leave Balance	Carry Forward Leaves	Total Leaves
10.0	0.0	10.0

Below the table is a text field labeled "*Reason" with the text "Not feeling well." entered. At the bottom, there are two buttons: "Apply" (blue) and "Cancel" (grey). The bottom of the screen shows standard Android navigation icons.

Another Example for Leave request:

11:48

Vo

LTE

81

Add Leave Request

Select Leave

OD - On Duty Leave

Select Leave Type

Paid

From Date

To Date

26-Aug-2021

28-Aug-2021

Is Half-Leave?

Leave Balance

Carry Forward Leaves

Total Leaves

70.0

0.0

70.0

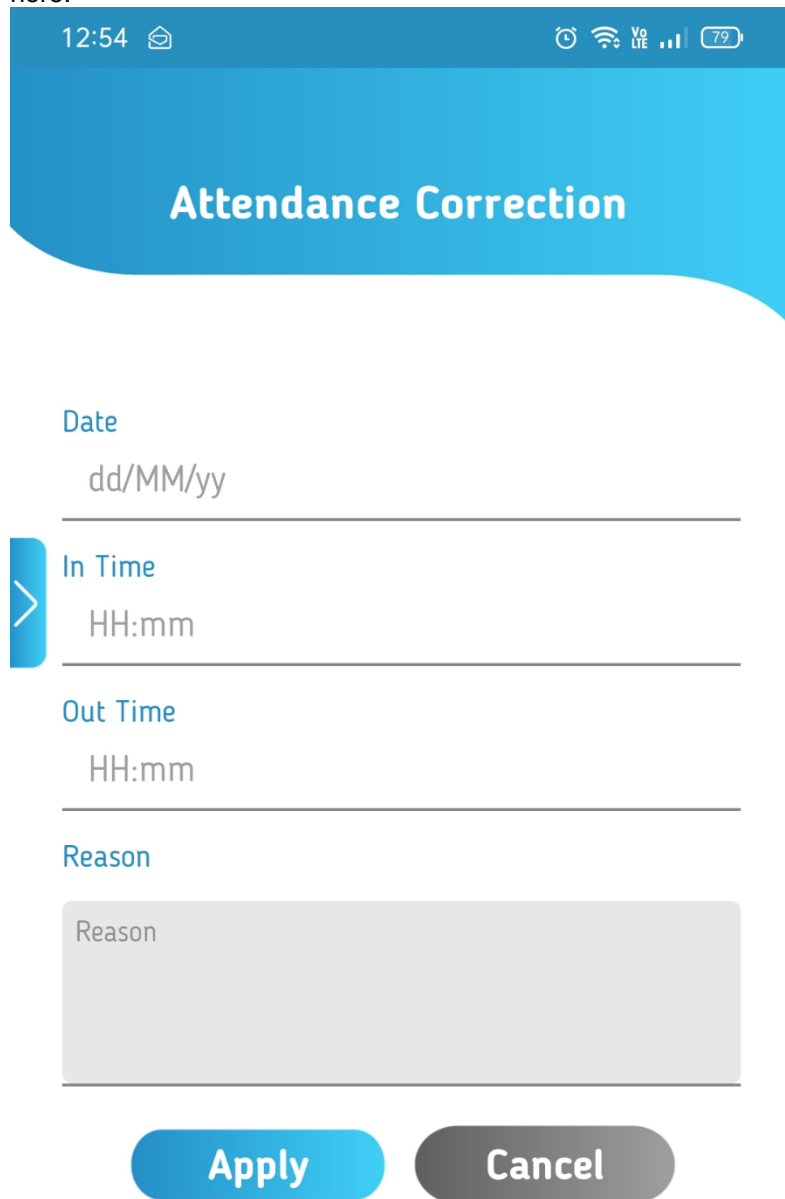
*Reason

Work.

Apply

Cancel

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



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

12:54

Attendance Correction

Date

dd/MM/yy

In Time

HH:mm

Out Time

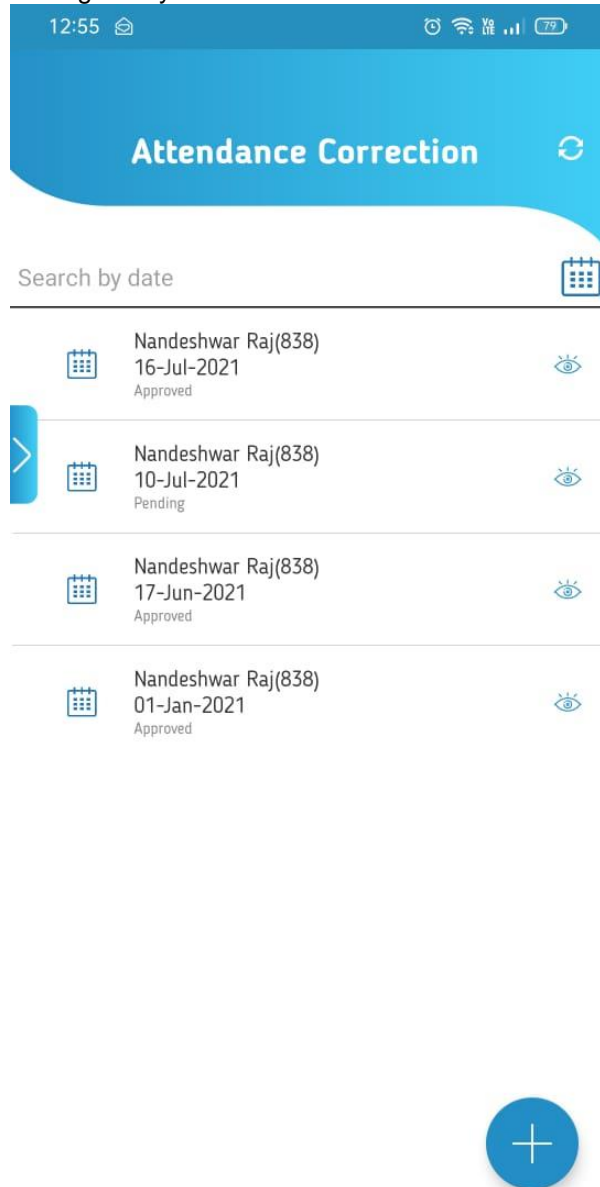
HH:mm

Reason

Reason







Apply Cancel

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



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

12:57



<

View Attendance

Name

:

Nandeshwar Raj

Punch Date

:

27-Aug-2021

InPunchTime

:

10:56:00

>

OutPunchTime

:

19:56:00

Status

:

Pending

Comment

:

Apply Reason

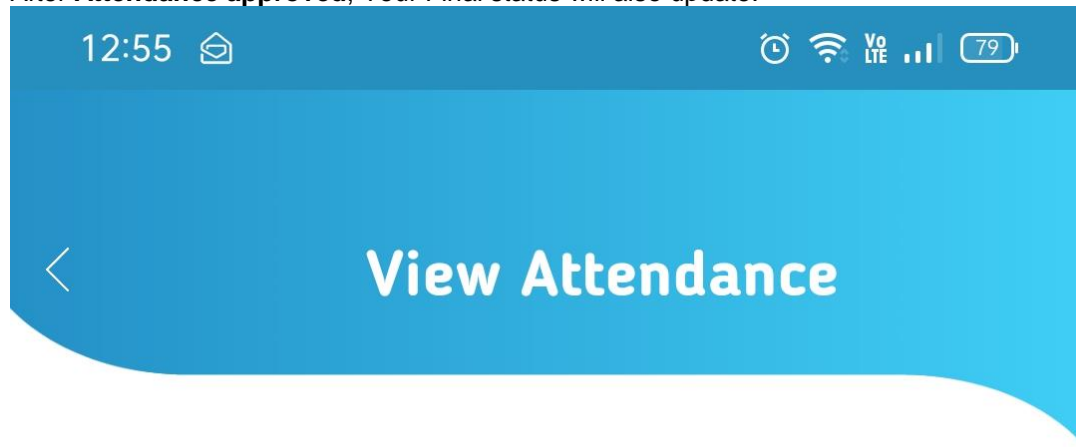
:

work from home

Approve

Reject

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



Name : Nandeshwar Raj

Punch Date : 16-Jul-2021

InPunchTime : 10:00:00

OutPunchTime : 19:00:00

Status : Approved

Comment : ok

Apply Reason : on duty

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

12:57

< View WebPunch

Name	: Jayesh
Punch Date	: 12-Aug-2021
Punch Time	: 10:28:53
Punch Mode	: OUT
Status	: Pending
Location	: 2 shaswat zealous Opp Dharti silver apartment ,mansarover road, IOC Rd, Chandkheda, Ahmedabad, Gujarat 382424, India

Approve Reject

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

12:56

VoLTE

78

<

View Leave Request

Name

:

Nandeshwar Raj

Leave Type

:

HL

Date

:

29-Aug-2021 To 29-Aug-2021

>

Leave Status

:

Pending

LeavePaid

:

Paid

IshalfLeave

:

NO

Reason

:

work

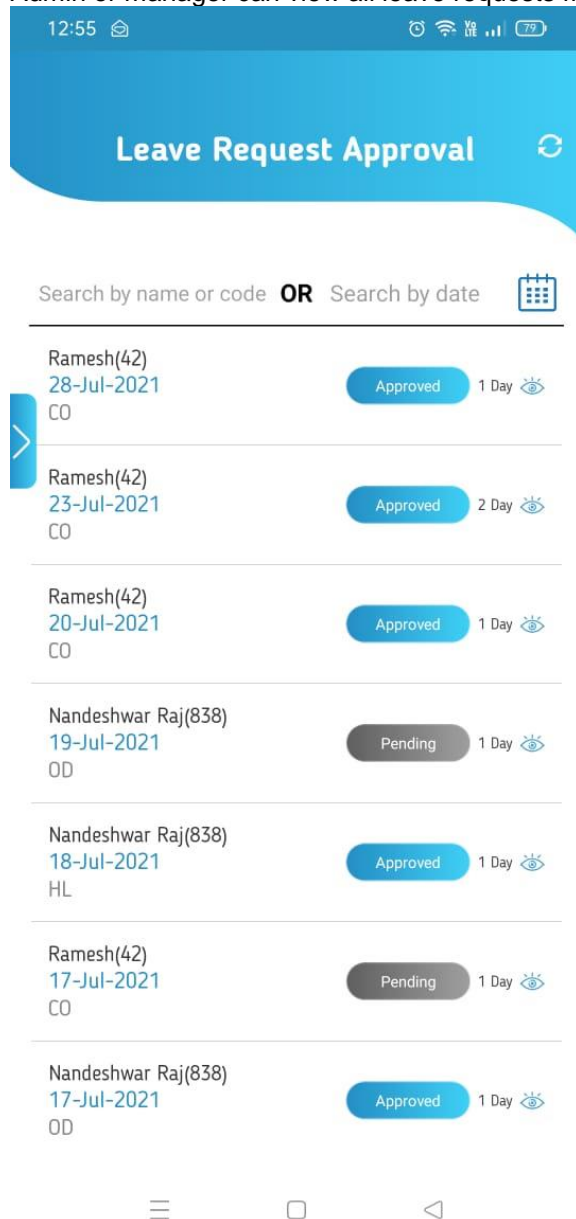
Comment

:

Approve

Reject

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



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

7:42

<

Attendance Report

↻

Nandeshwar Raj(mn00838)

Select Month

May,2021

Go

>

View

List

Calendar

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






≡

□

◀


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

7:42



<

Attendance Report



Nandeshwar Raj(mn00838)

Select Month

May,2021

Go

>

View

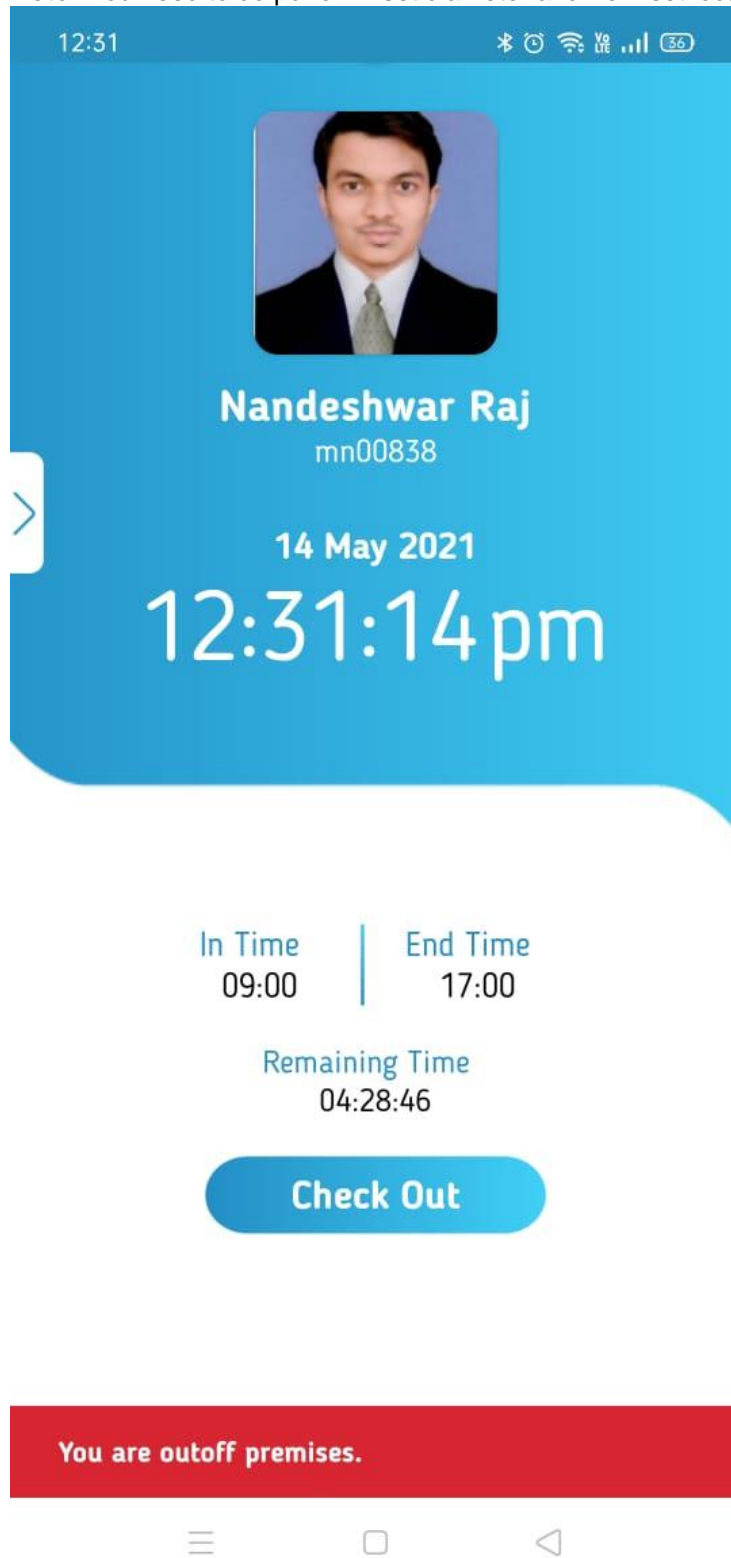
List

Calendar

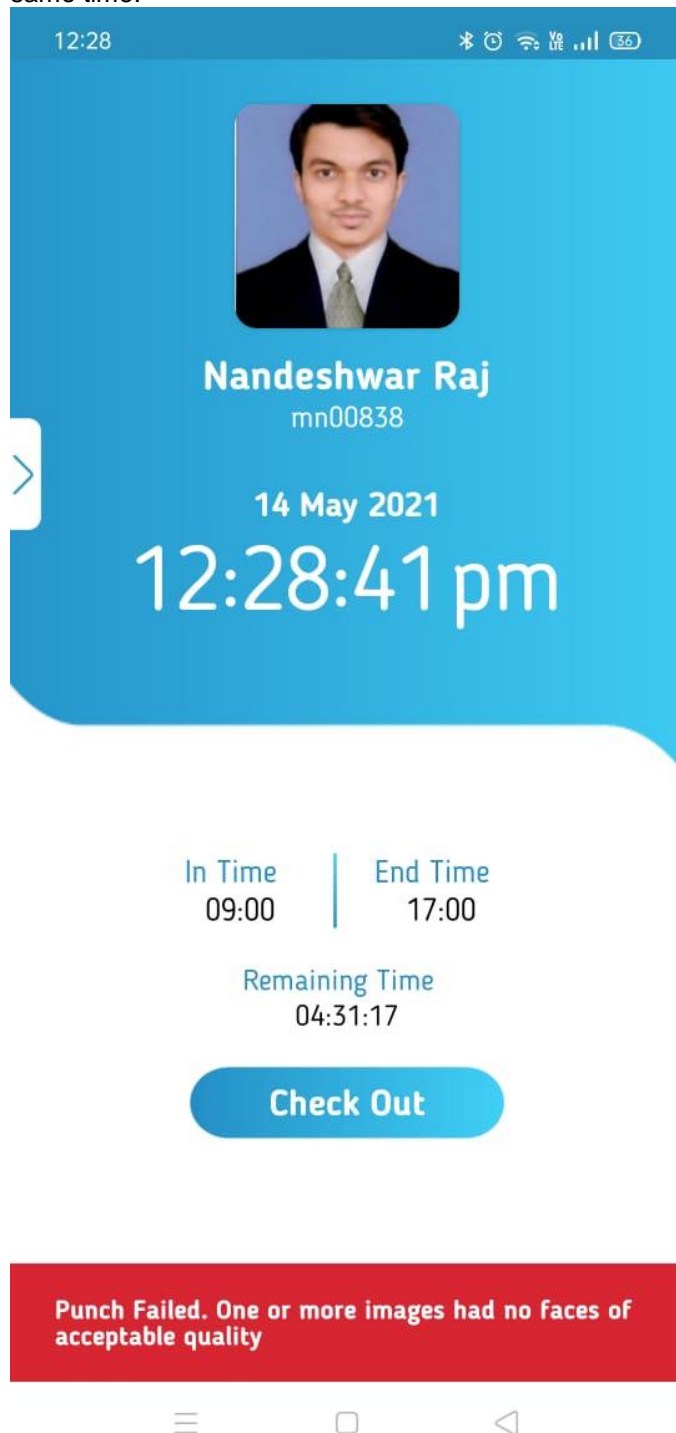
S	M	T	W	T	F	S
25	26	27	28	29	30	1
						PW
2	3	4	5	6	7	8
PW	P	P	P	P	P	PW
9	10	11	12	13	14	15
W	A	A	HD	P	P	PW
16	17	18	19	20	21	22
W	A	A	A	A	A	W
23	24	25	26	27	28	29
W	A	A	A	A	A	W

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

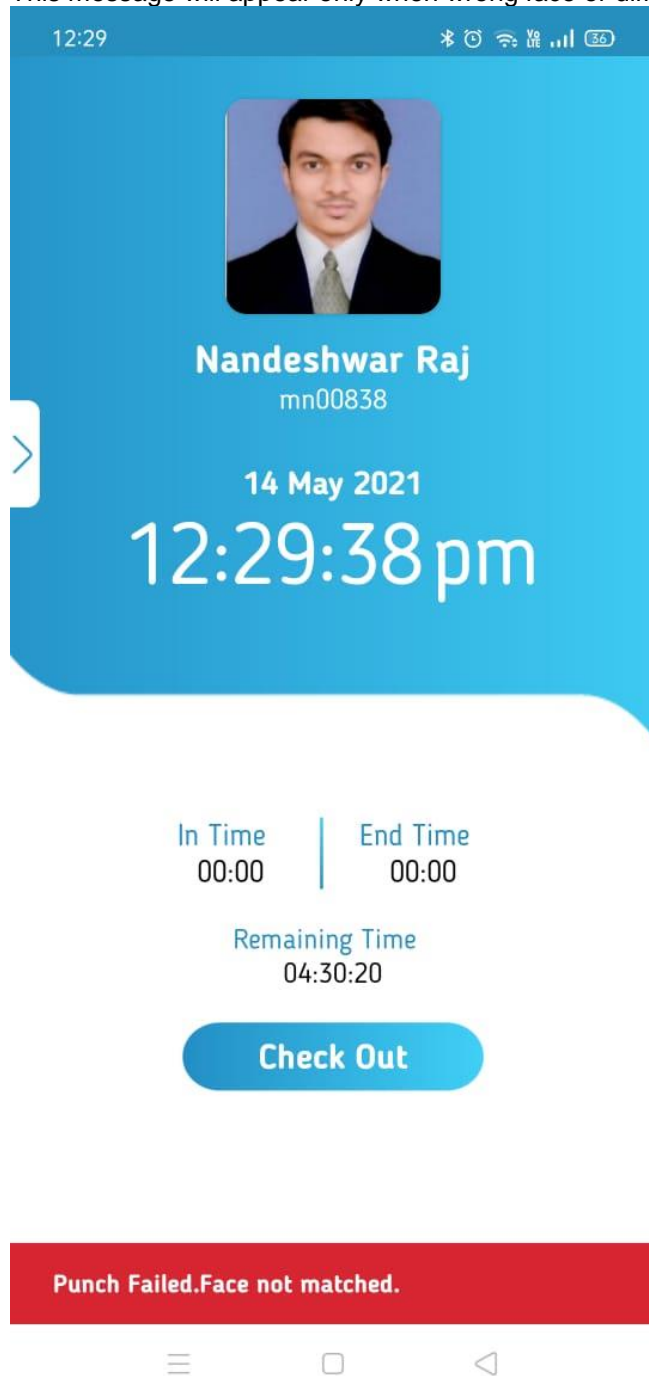
Note: You need to do punch in set diameter and from set location only as per **Geo-Fencing feature**.



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



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



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

6:51

62

Holiday



Start Month

August,2021

GO



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

15
Sun

INDEPENDENCE DAY

26
Thu

Mahavir jayanti

29
Sun

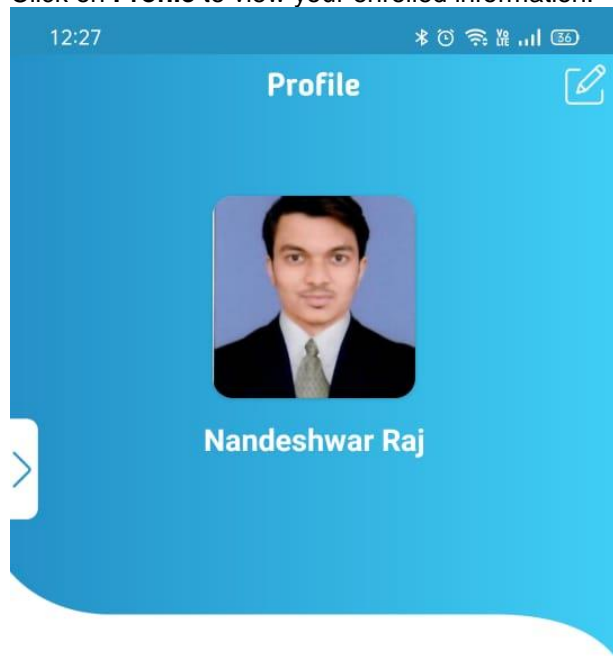
Any Festival set by Admin







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



Profile Details

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



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

12:58

Change Password

Current Password*

New Password*

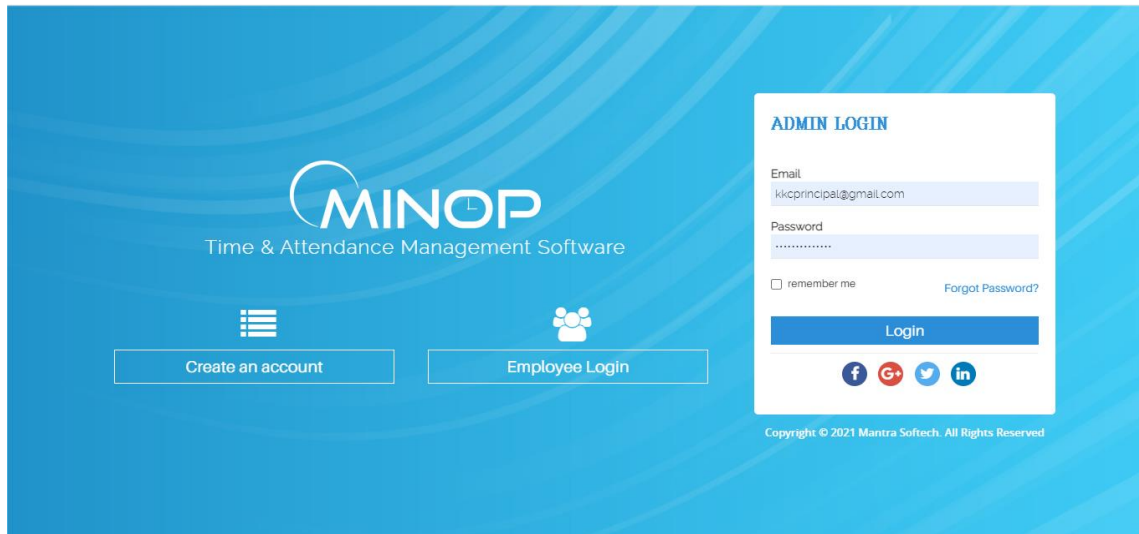
Confirm Password*

Change

9. PAYROLL

Minop-greytHR LOP Integration Steps Workflow

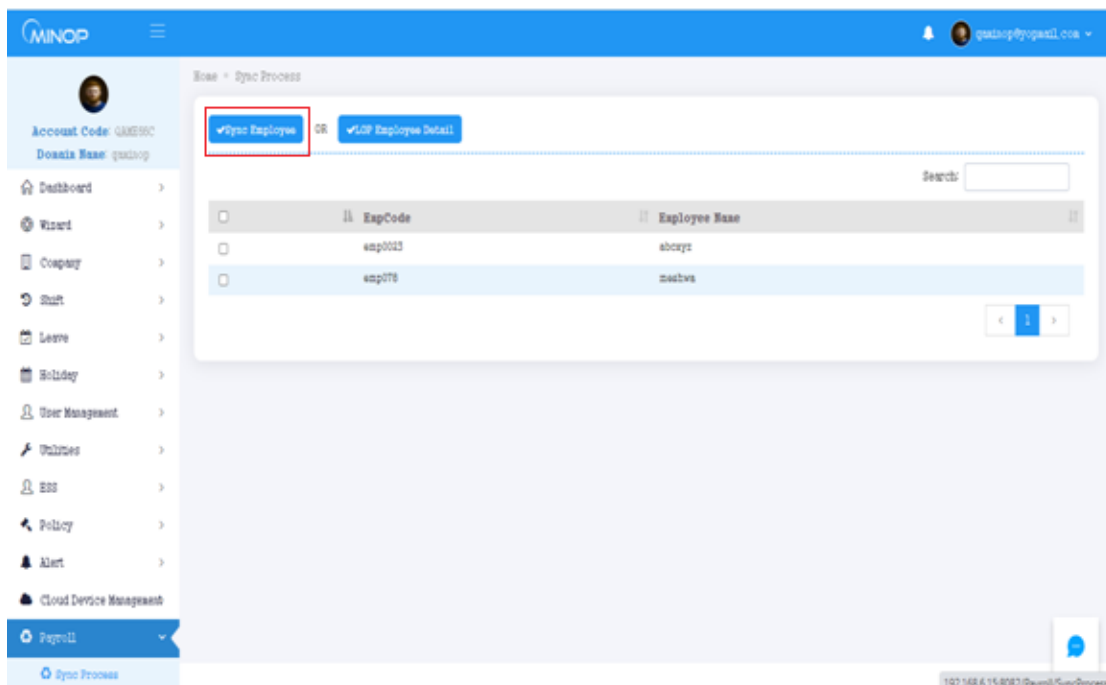
1. Login to your **Minop portal** using admin username & password



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

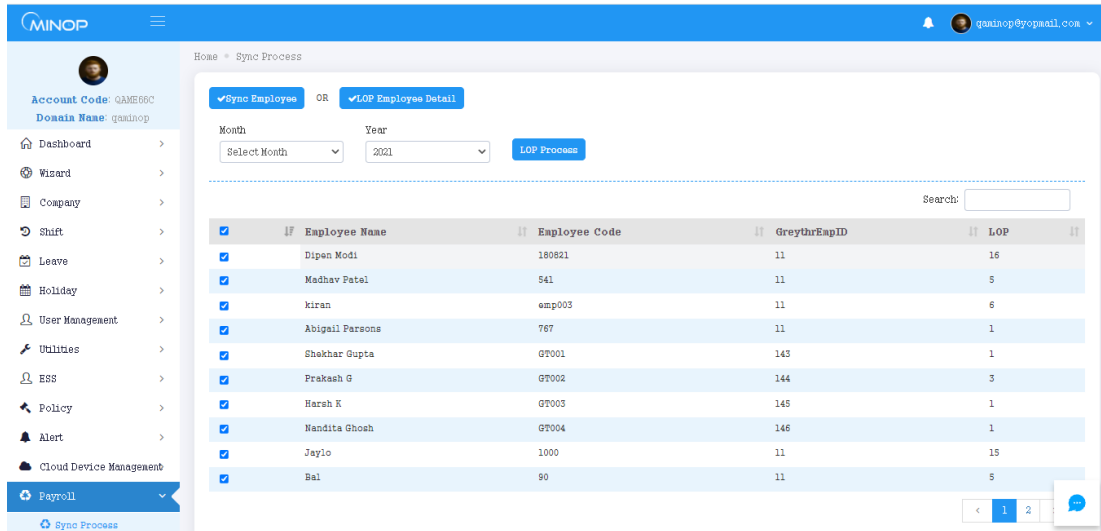
First end user have to followed greytHR employee on boarding process then after this process should be worked.

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



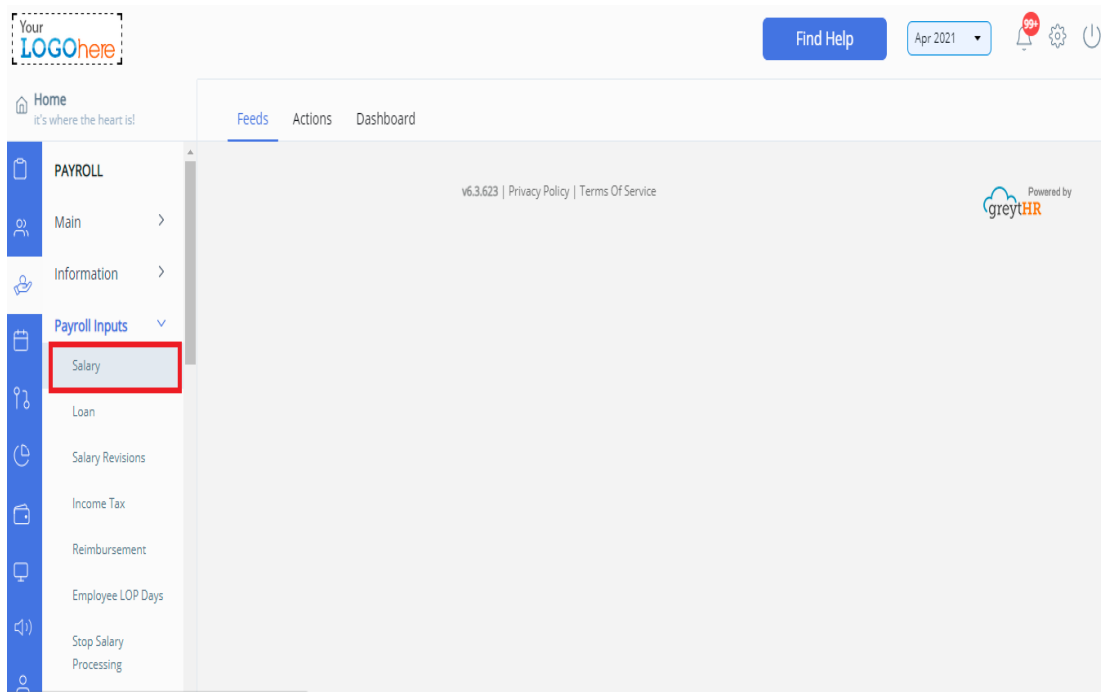
3. Click on **Employee LOP Detail**

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

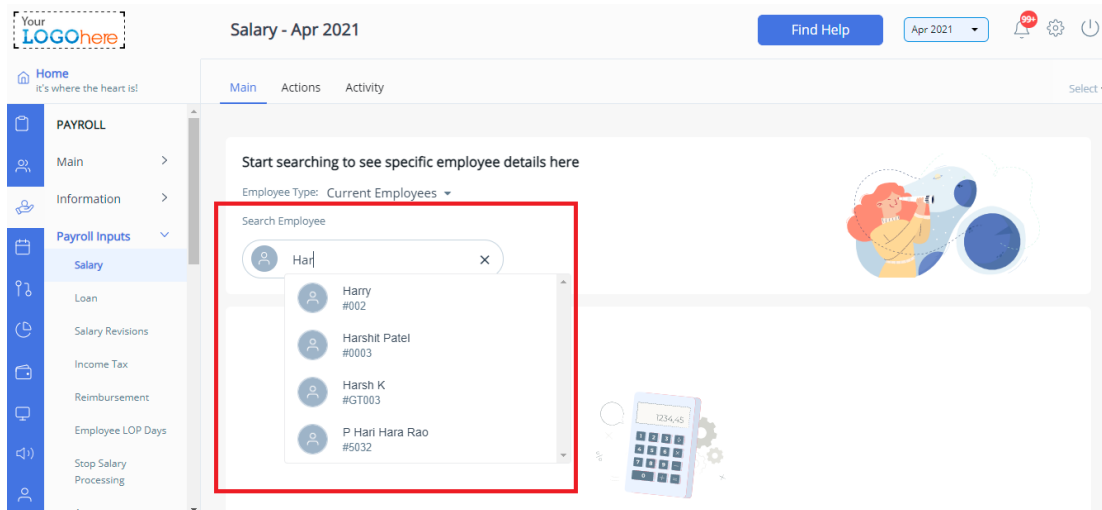
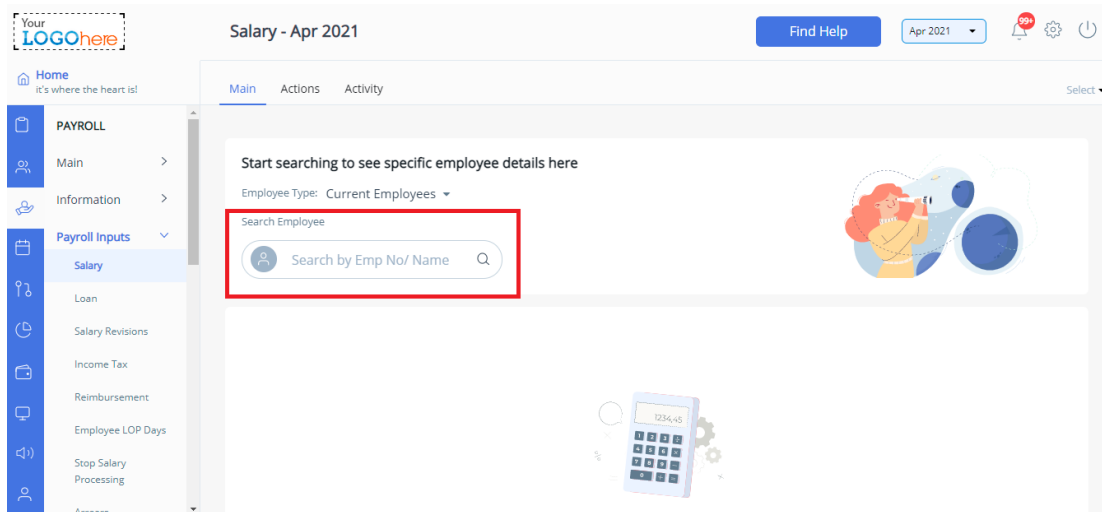


4. Login to your **Greythr portal** using admin username & password

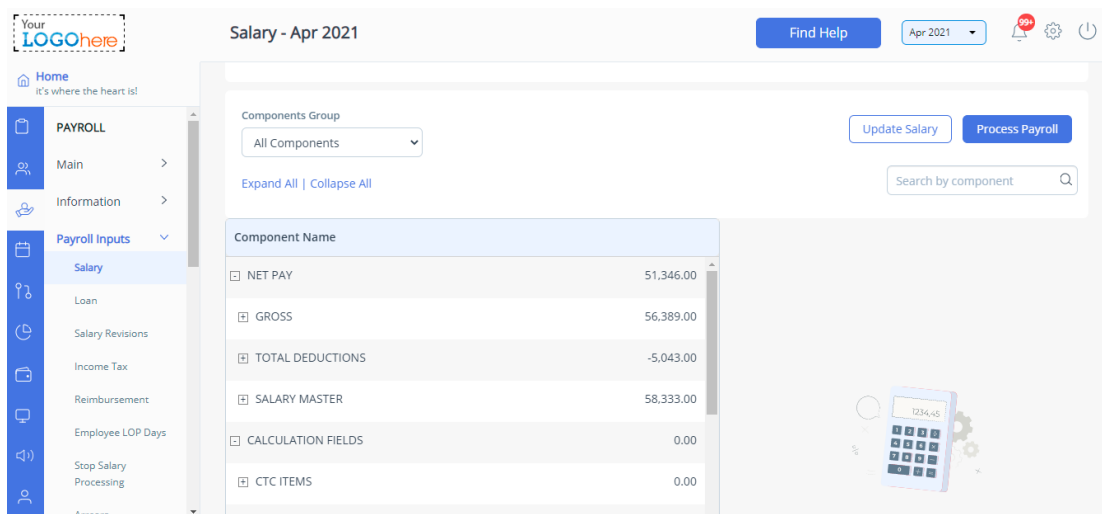
5. Click on Payroll --> Payroll Inputs --> **Salary**



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




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



Salary

EMP EFFECTIVE WORKDAYS	30.00
EMP EFFECTIVE WORKDAYS FOR DISPLAY	30.00
EMPLOYEE WORKDAYS FOR DISPLAY	30.00
DAYS IN MONTH	30.00
EMPLOYEE WORKDAYS	30.00
LOP	0.00
LOP REVERSAL	0.00

It feels empty here! Please select any salary component to make changes.

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

Salary

EMP EFFECTIVE WORKDAYS	30.00
EMP EFFECTIVE WORKDAYS FOR DISPLAY	30.00
EMPLOYEE WORKDAYS FOR DISPLAY	30.00
DAYS IN MONTH	30.00
EMPLOYEE WORKDAYS	30.00
LOP	0.00
LOP REVERSAL	0.00

It feels empty here! Please select any salary component to make changes.

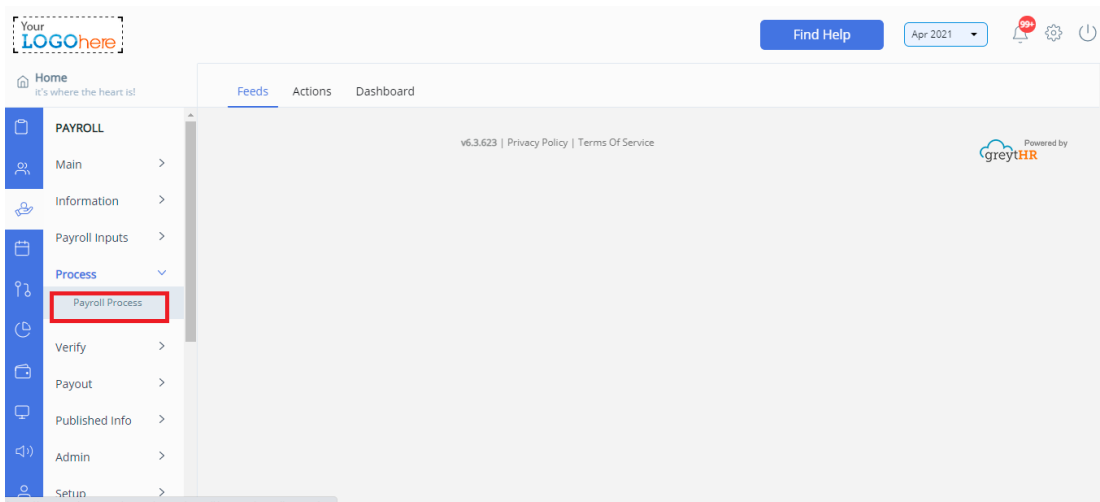
Edit : LOP

From Date	Amount	Remarks	Modified On	Actions
1 Apr 2021	₹ 1.00		15 Sep 2021	

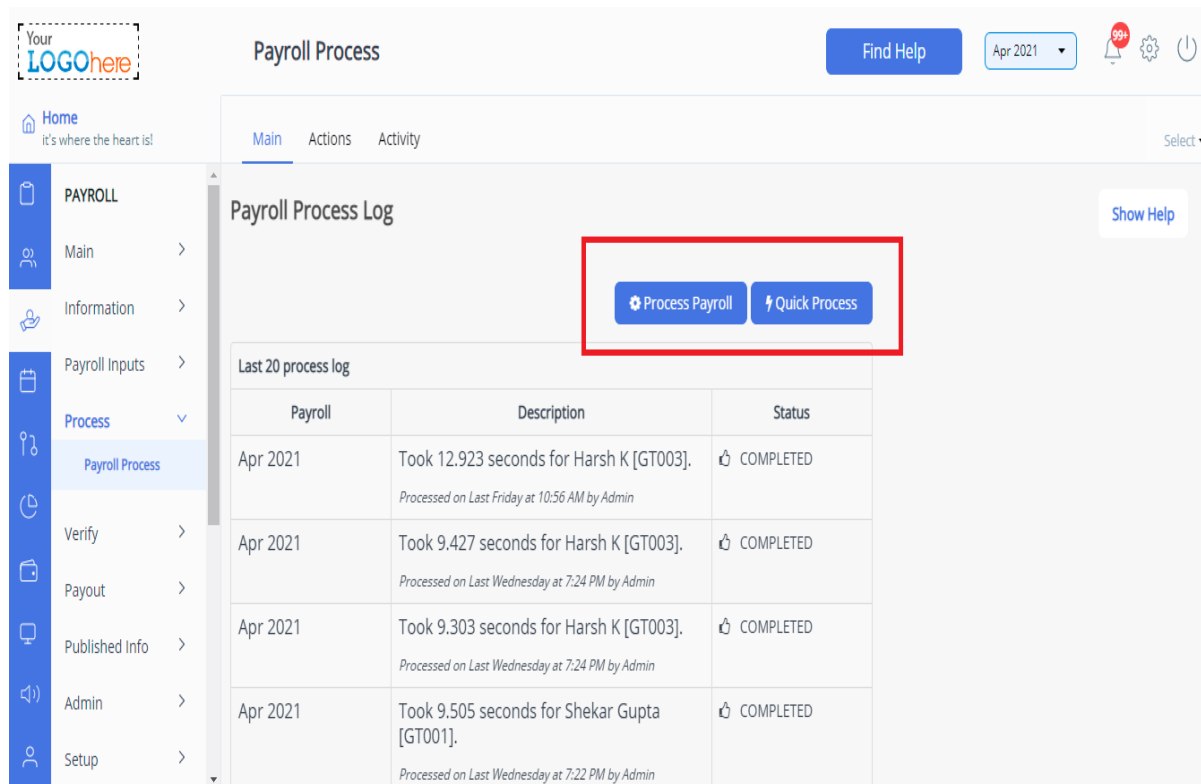
Cancel Save

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

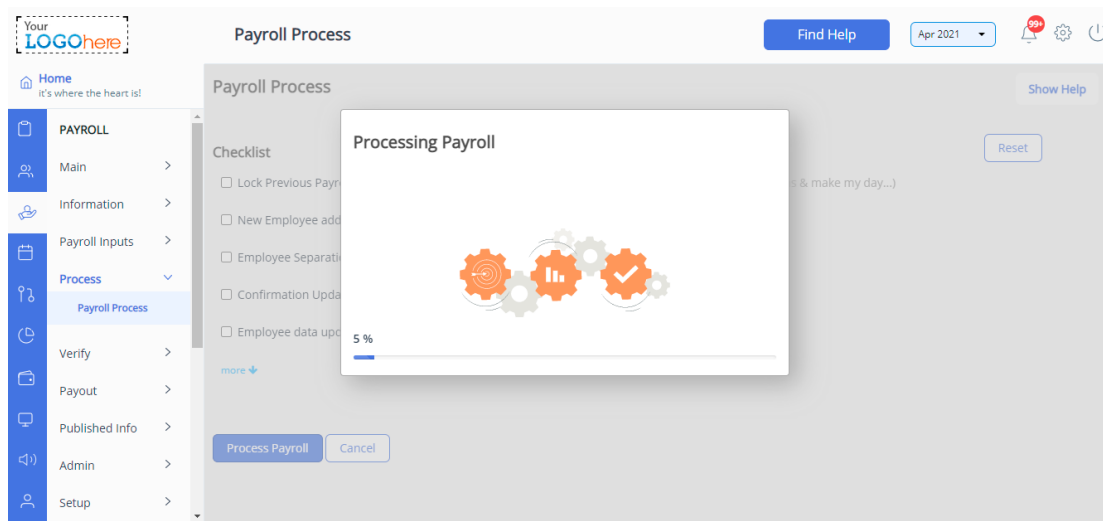
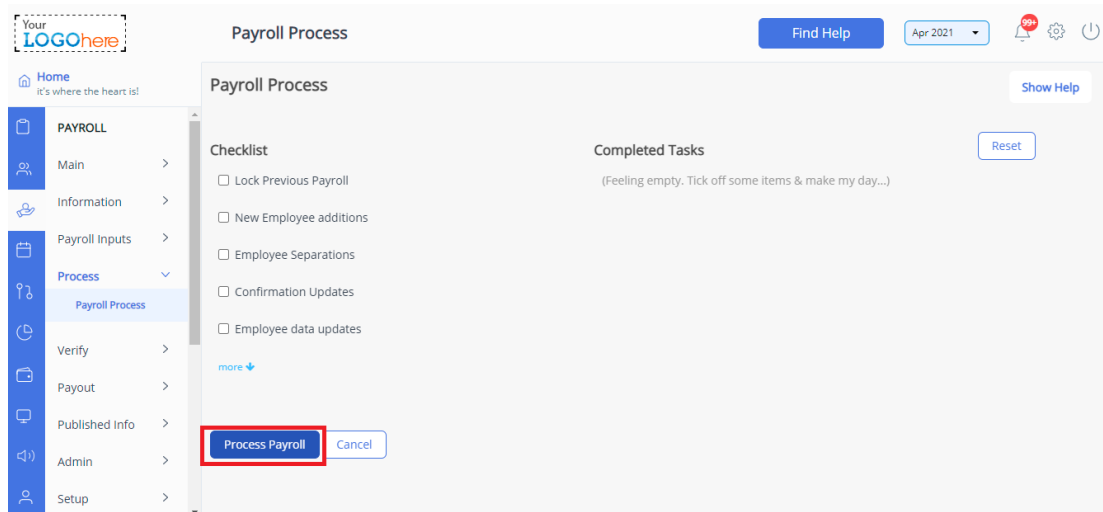
9. Process the **Payroll** in Greythr by going to Payroll --> Process --> **Payroll Process**



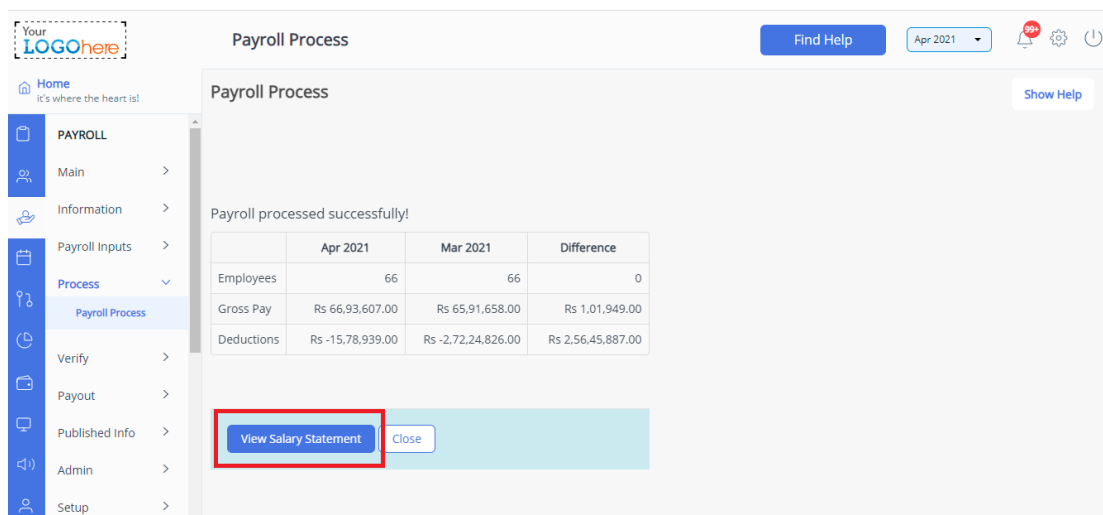
10. Click on **Process Payroll** or **Quick Process**




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



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



Quick salary statement as per employee list wise.



Home
It's where the heart is!

Payroll Process

Find Help

Apr 2021

Main Actions Activity

Quick Salary Statement

Show Help

Category: All Employment Status: All Employee Filter: All

Export to Excel

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

THE END

Prepared by : Nandeshwar Raj