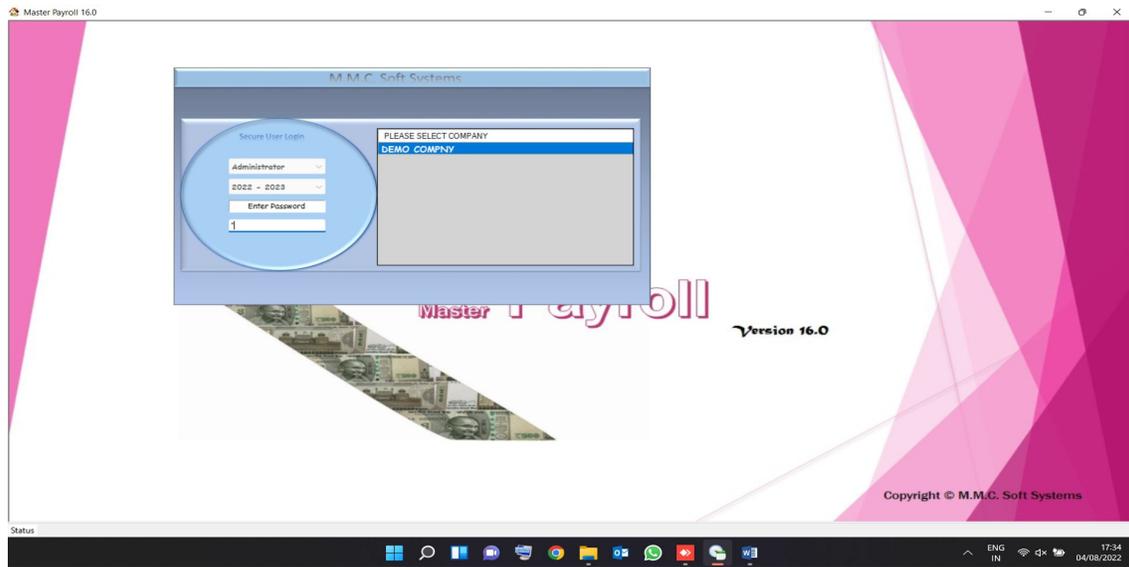
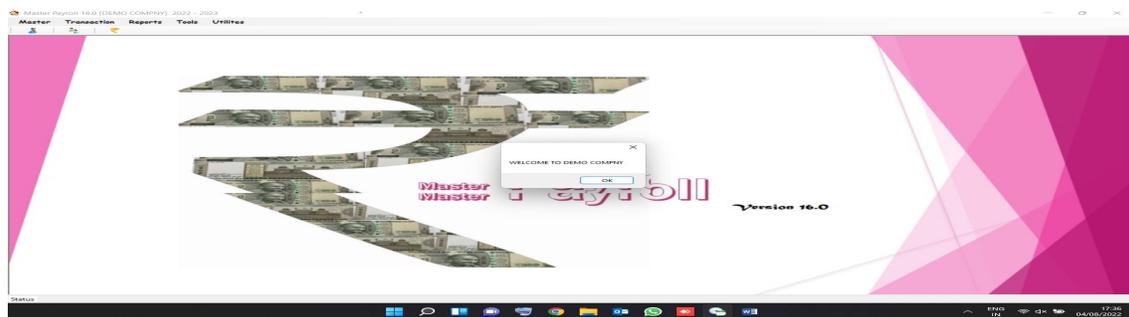


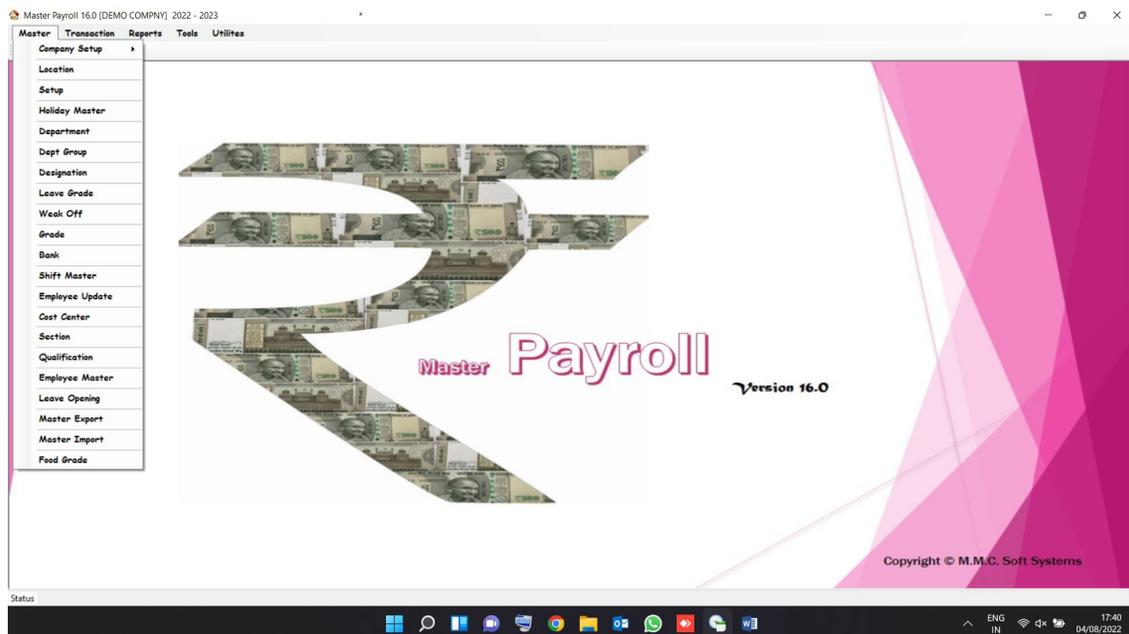
1. LOGIN and input password [Select Company and click on it]



Then "OK"

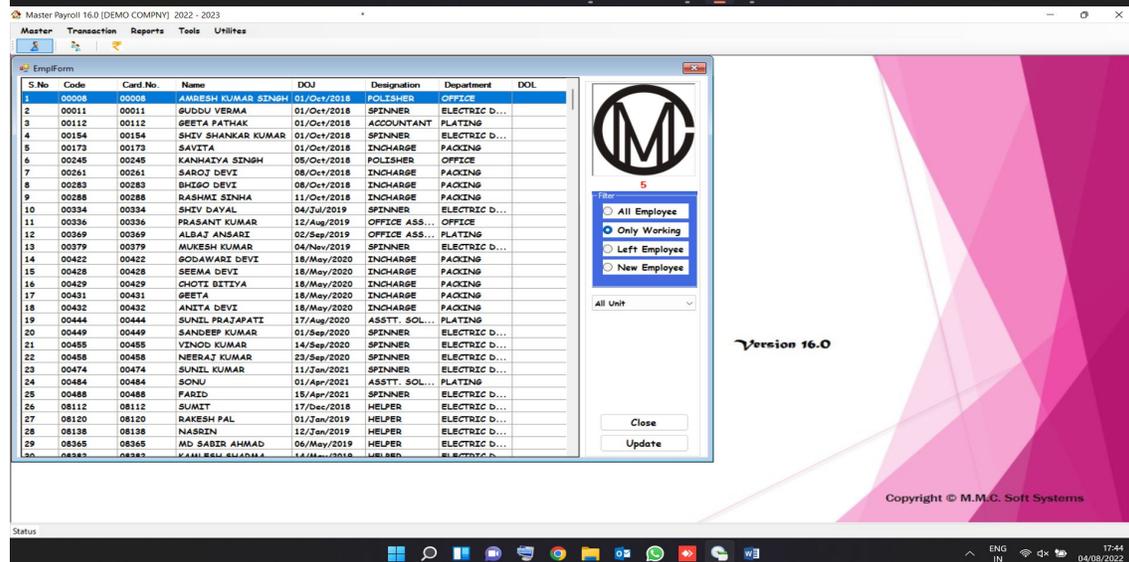
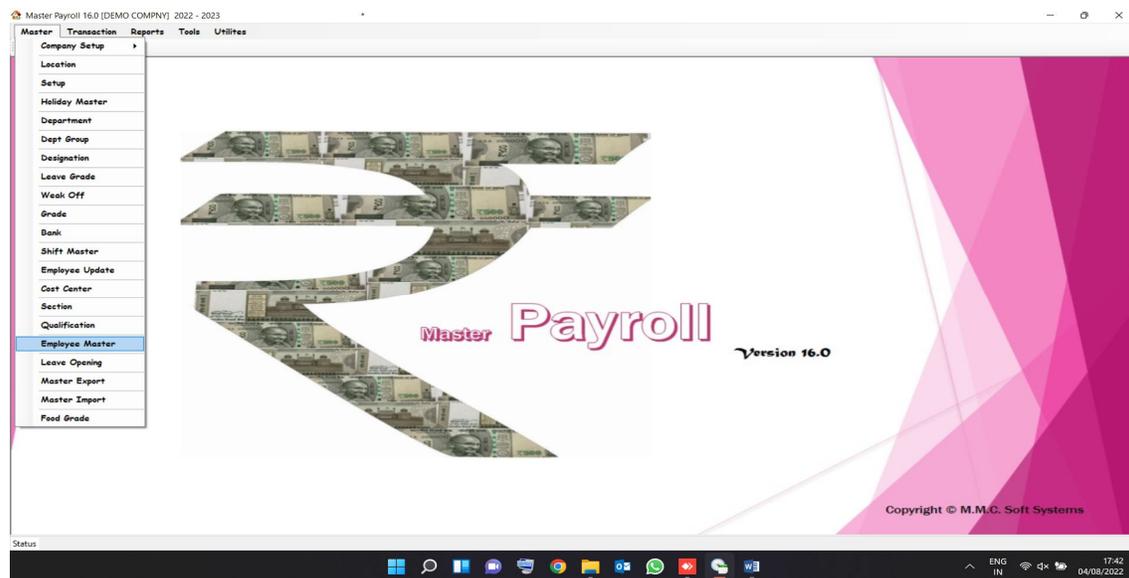


MASTER [menu]



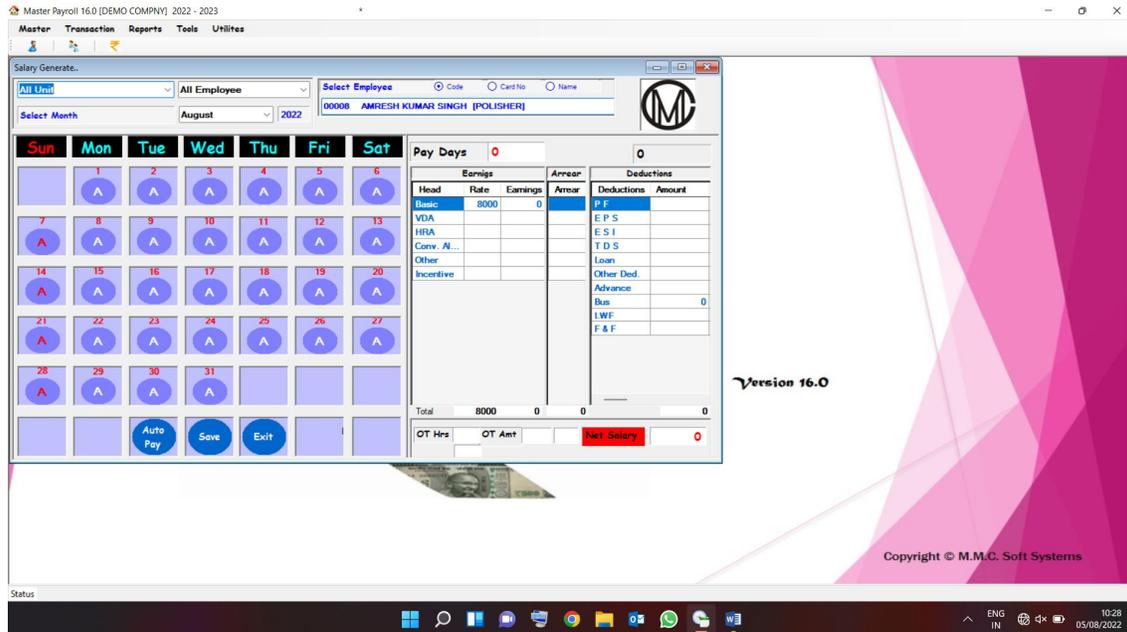
- ❖ Company setup (For configuration setting)
- ❖ Location (add /Edit new company location)
- ❖ Setup (Earning /Deduction head – Basic, Hra, Conv)
- ❖ Holidays Master (for add/edit holidays)
- ❖ Department master (for add/edit new department add)
- ❖ Designation master (for add/edit new designation add)
- ❖ Bank (add/edit new bank name)
- ❖ Shift master (add/edit/delete new shift)
- ❖ Employee update (any update in employee in bulk)
- ❖ Qualification (add/ edit/ delete new qualification)
- ❖ LEAVE OPENING (update leave opening of EL,CL,SL)
- ❖ Master Exports [Any details of employee in EXL you can export]

EMPLOYEE MASTER or [click on Single Man icon (shortcut key)]

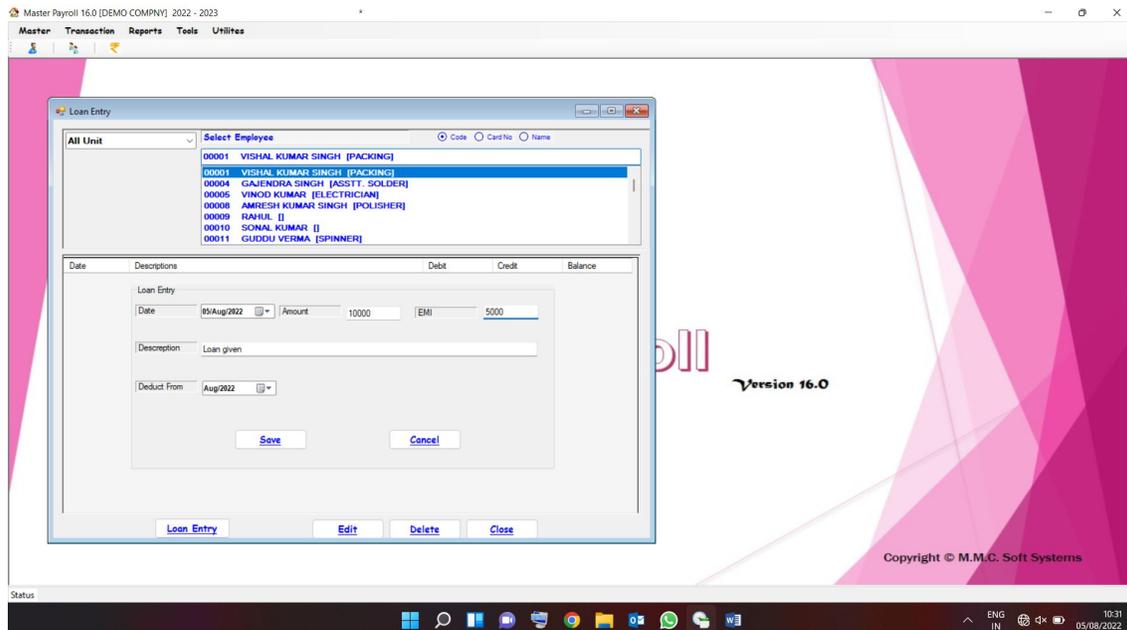


- ❖ In movement time - Time Download (daily bases) select month then select employee and then "Data Copy" Download.
- ❖ Deduction entry [input deduction of salary like as TDS, Loan, advance, etc]

SALARY GENERATE [salary process/generate] select month and location then click on "AUTO PAY (for all employee)" and "SAVE (for single employee)"

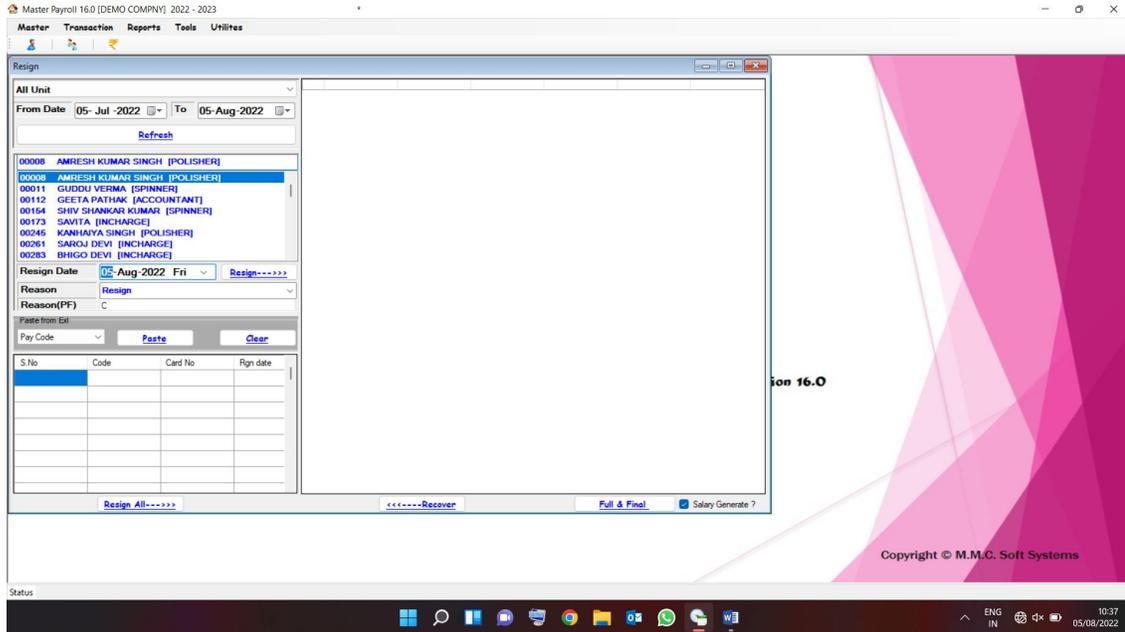


LOAN ENTRY [for EMI]



- ❖ Arrear (Manual) – for manual entry of arrear.
- ❖ Arrear (increment) – for auto generate arrear if salary rate increment.

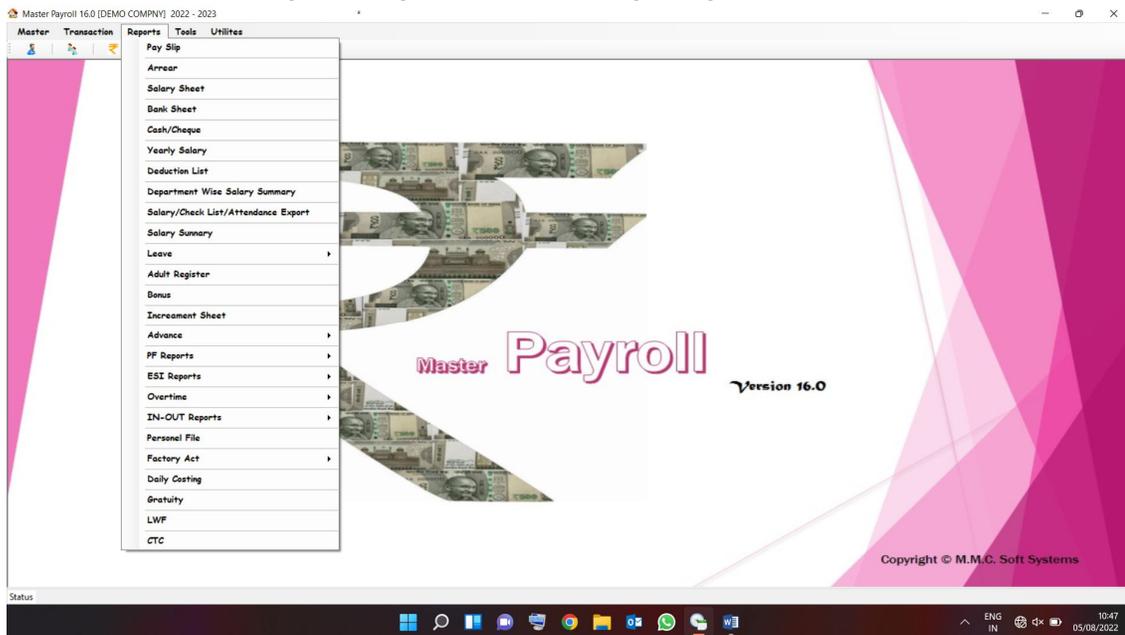
❖ RESIGN AND FULL & FINAL or click on icon (Rs sign)



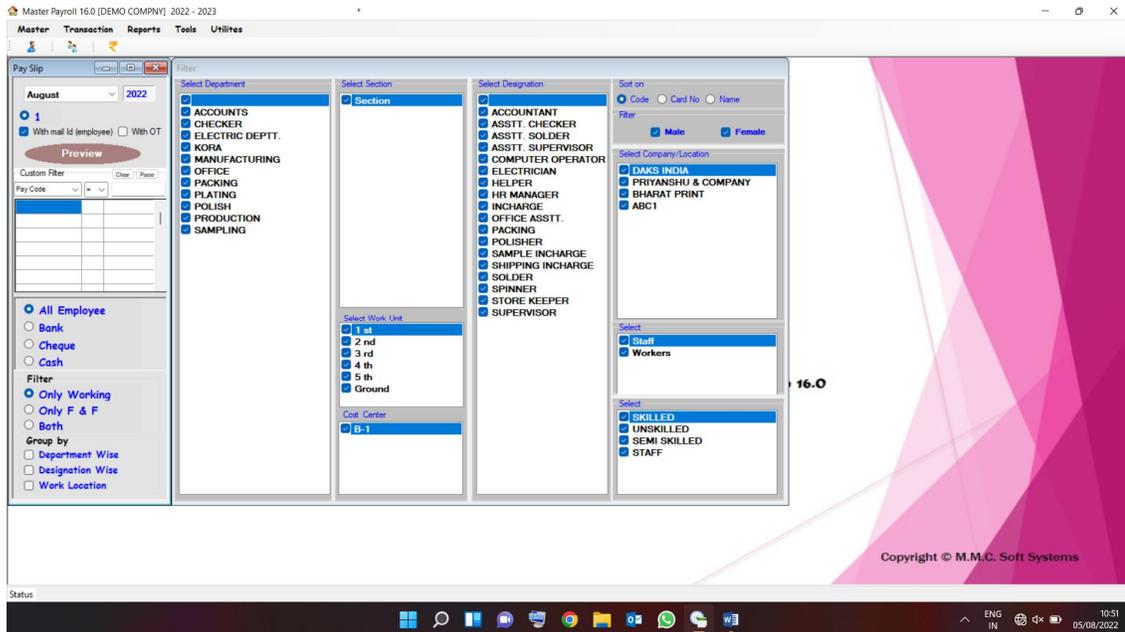
Select employee then select resign date and click on “ RESIGN ” button.
 If make “Full & Final” then go in movement time and update time then salary generate and then click on ckeck box for select employee and then click on “Full & Final” and then open new windows click on their related field and “Save” and print.

❖ Earning Data Exports [Any early data export in exls]

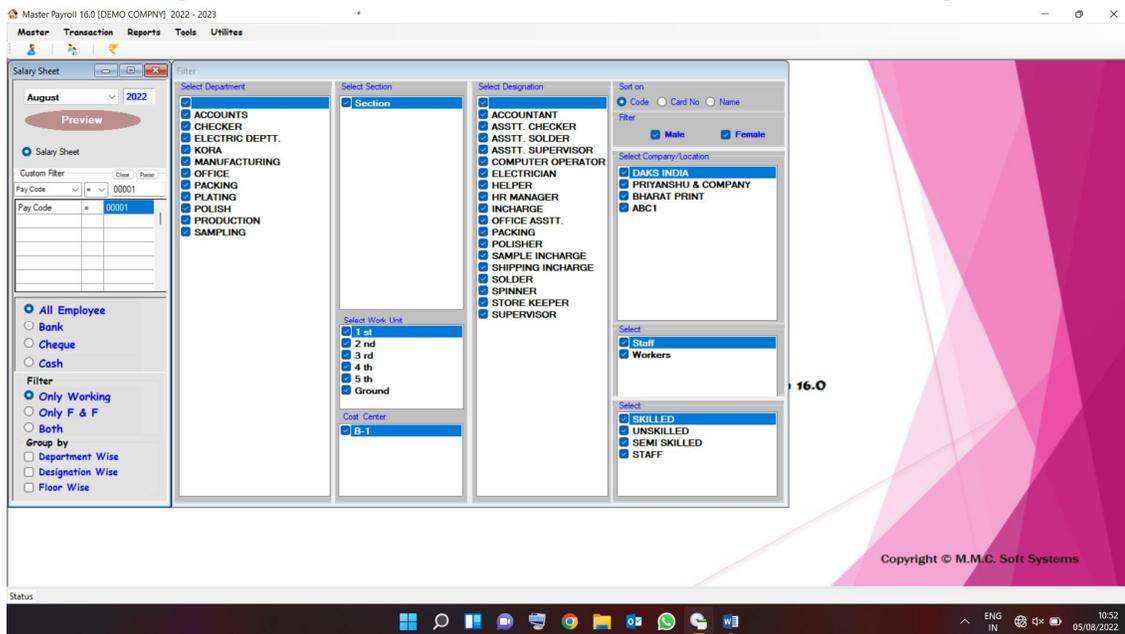
REPORTS [Menu] (all reports can preview and save in pdf or print)



❖ **PAY SLIP [select month and select location then click on "PREVIEW" button.]**



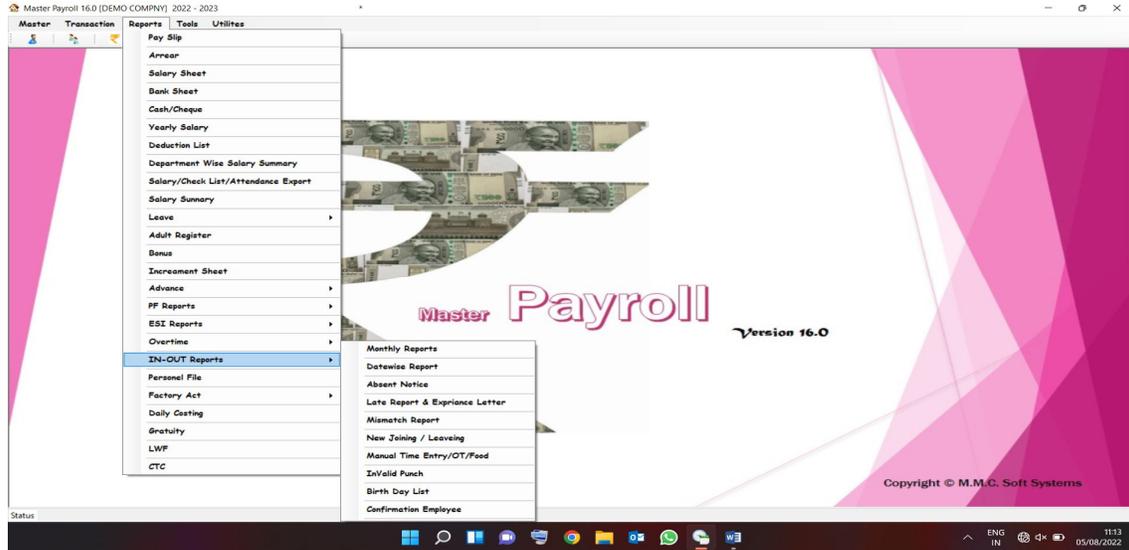
❖ **SALARY SHEET [select month and select location then click on "PREVIEW" button.]**



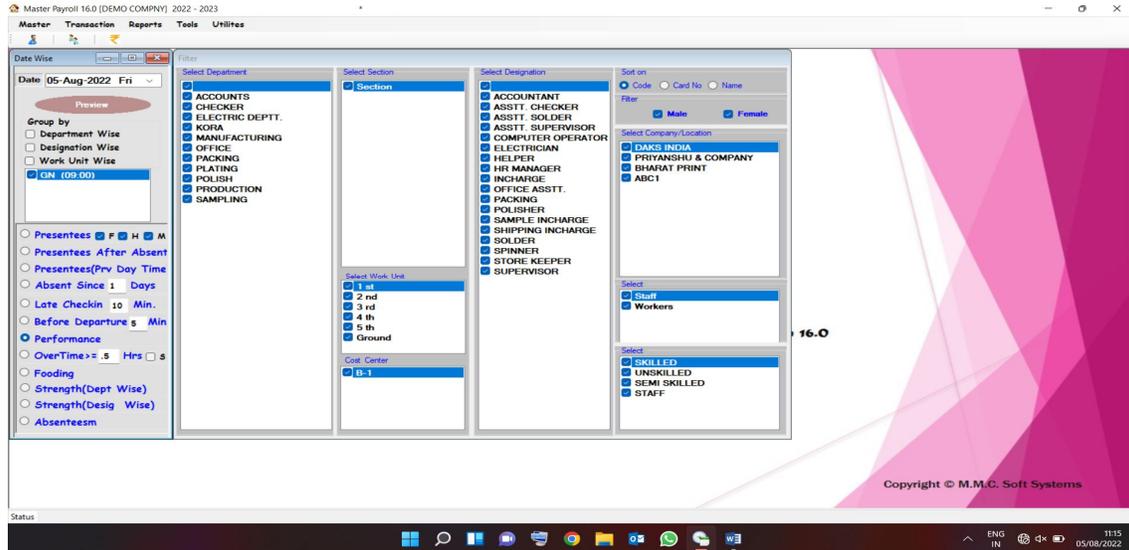
Single employee preview and print (select in left side of menu type their pay code and enter then click on "PREVIEW" button.)

- ❖ SALARY/attendance EXPORTS in exl for selected month.
- ❖ Salary Summary [select month then click on " preview " for print and save]
- ❖ Leave reports- Form 26/12 (muster roll), Leave resister (Form- 14/15, EL leave payments, etc)
- ❖ Deduction (select month and preview of reports.)
- ❖ Personel file (select employee and preview report)
 - Appointment letter, joining letter, offer letter
 - Form-2 (pf) , form-1 (esi), gatuity form, form-16
 - Other reports etc.

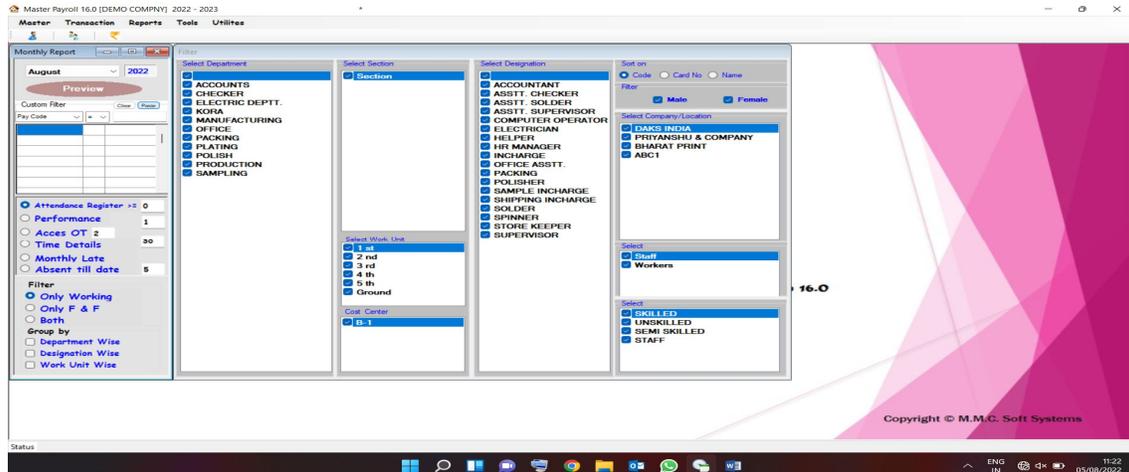
IN-OUT REPORTS [for monthly and Daily base, new joining / leaving, manual, mismatch]



Datewise (select date and select report then preview)–Daily reports

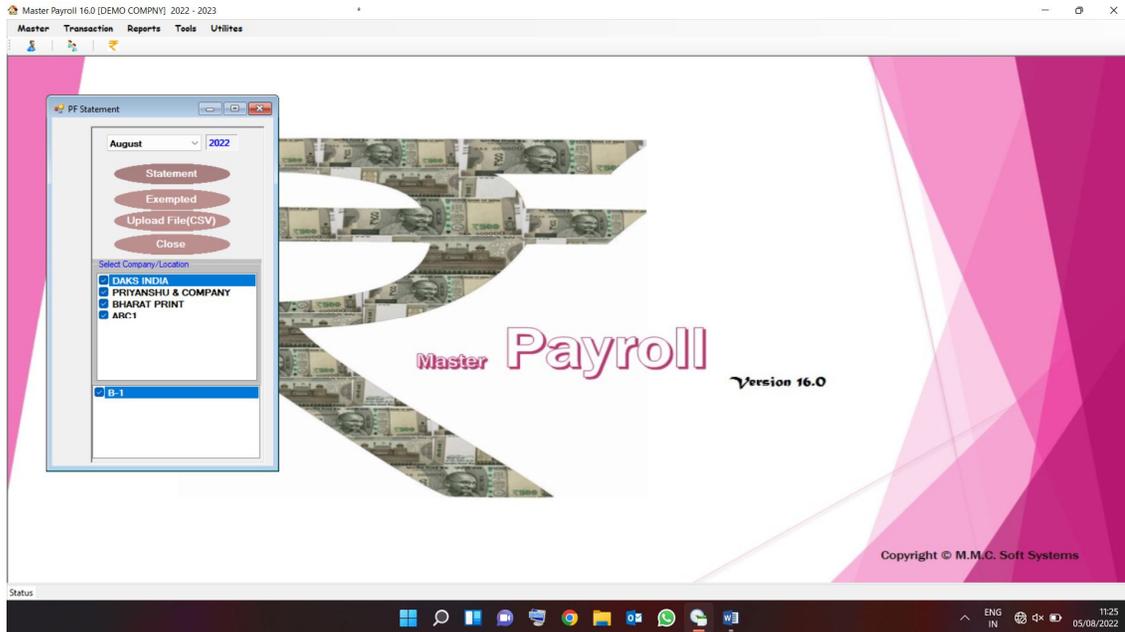


Monthlywise (select month and select report then preview)



PF reports (select month and select report then preview)

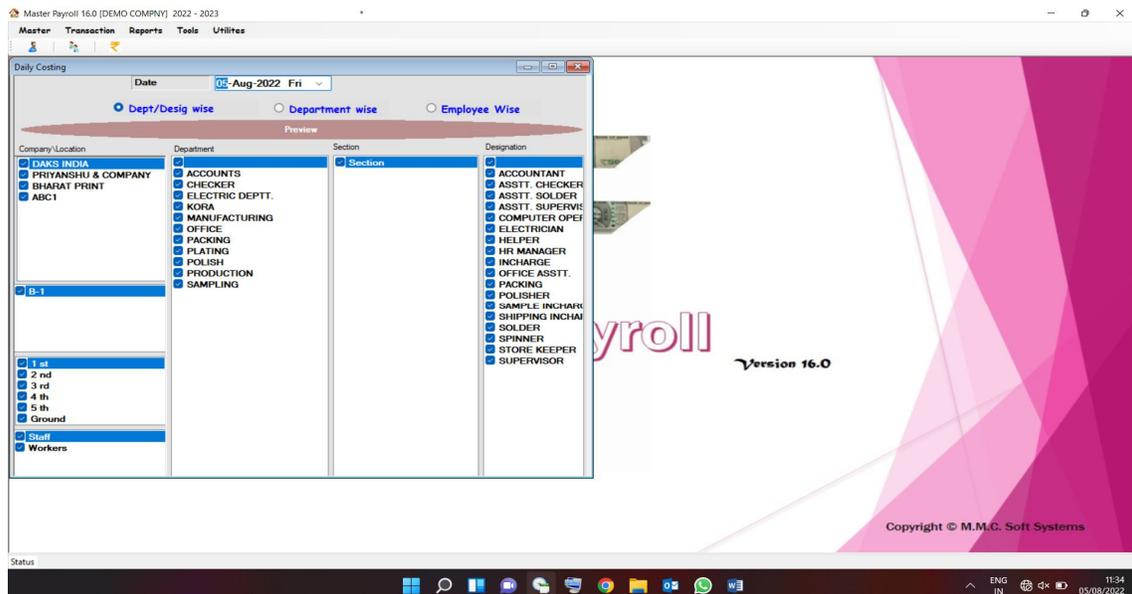
- ❖ PF Statement , combined chalan, fom 3 a, form 6 a, from 10 ,form 5, eligibility reister
- ❖ Statement (list of pf covered employee)
- ❖ Upload file (csv) for [make challan of PF ready to upload file]



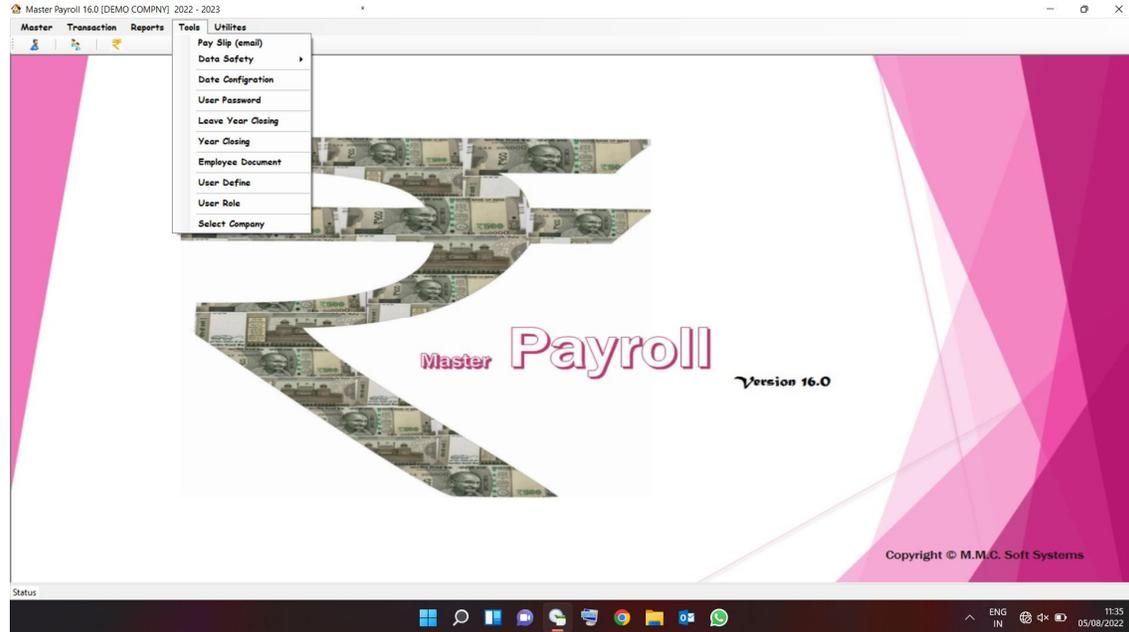
ESI reports (select month and select report then preview)

- ❖ ESI Statement , combined chalan, fom 3, form 6, form 5
- ❖ Statement (list of ESI covered employee)
- ❖ Upload file for [make challan of ESI ready to upload file]

DAILY COSTING REPORTS (select month and select report)



TOOLS [menu]



- ❖ Payslip Mail (select month and employee and click on mail)
- ❖ Data safety
 - For FREEZE - select month and select company then click on "Freeze "
 - For UN FREEZE - select month and unselect company then click on "Freeze "
- ❖ Date config (selected date for compliance side OT show)
- ❖ User Password (change your password)
- ❖ Leave year closing (after december month salary generate) leave forward in next year.
- ❖ User Defined (create multi user)
- ❖ User role (set permission/rights of selected User)
- ❖ Select company (change company without closing software)