- e de monto de la conserva de la conserva
- 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)]

For ADD/EDIT/DELETE employee (double click on any details in this window) then "SAVE"

00008	00008			DOJ	Designation	Department	DOL				
00011		AMRESH	KUMAR SINGH	01/Oct/2018	POLISHER	OFFICE		- 1			
00112	00011	GUDDU 1	VERMA	01/Oc+/2018	SPINNER	ELECTRIC D					
	00112	GEETA P.	ATHAK	01/Oct/2018	ACCOUNTAN	T PLATING					
00154	00154	SHIV SH	ANKAR KUMAR	01/Oct/2018	SPINNER	ELECTRIC D					
00173	00173	SAVITA		01/Oct/2018	INCHARGE	PACKING					
00245	00245	KANHAI	YA SINGH	05/Oct/2018	POLISHER	OFFICE	_	_			
00261	00261	SAROJ D	DEVI	08/Oct/2018	INCHARGE	PACKING	_				
00283	00283	BHIGO D	DEVI	08/Oct/2018	INCHARGE	PACKING	_		2910		
00288	00288	RASHMI	SINHA	11/Oct/2018	INCHARGE	PACKING	Daimh	_			
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Aadhar No/Unit	468513657431		DAKS INDIA	Pay Code	00444	Card No 0044	4	0	Only Working		
Employee Name	SUNIL PRAJAP										
				Father/Husb.Name	RAJENDAR				Left Employee		
Spouse				Mother Name	RAJENDAR			-	 Left Employee New Employee 		
Spouse Present Address		CTOR-58 NO		Mother Name	RAJENDAR			=	 Left Employee New Employee 		
Spouse Present Address Permanent Address	BISHANPURA S	CTOR-58 NO	DIDA	Mother Name	RAJENDAR			۲	 Left Employee New Employee 		
Spouse Present Address Permanent Address District	BISHANPURA S	CTOR-58 NG	DIDA	Religion	Hindu				Left Employee New Employee		
Spouse Present Address Permanent Address District Phone No	BISHANPURA S G. B. NAGAR 8127245756	CTOR-58 NG	DIDA	Religion email id	Hindu			-	Left Employee New Employee Ill Unit Control Panel		
Spouse Present Address Permanent Address District Phone No PAN	BISHANPURA S G. B. NAGAR 8127245756	CTOR-58 NG	NDA ~	Religion email id Phone(Relative)	Hindu			~	Left Employee New Employee All Unit Control Panel Add	Version 16.0	
Spouse Present Address Permanent Address District Phone No PAN UAN	BISHANPURA S G. B. NAGAR 8127245756	CTOR-58 NC	ADA ~	Religion email id Phone(Relative) Unit	Hindu				Left Employee New Employee New Employee Ill Unit Control Panel Add Edit	Version 16.(0
Spouse Present Address Permanent Address District Phone No PAN UAN PF No	BISHANPURA S G. B. NAGAR 8127245756	CTOR-58 NC	DIDA ~~	Religion email id Phone(Relative) Unit Esi No	RAJENDAR			~	Control Panel Ald Edit Delete	Version 16.(o
Spouse Present Address Permanent Address District Phone No PAN UAN PF No Qualification	BISHANPURA S G. B. NAGAR 8127245756	ECTOR-58 NG	DIDA ~	Religion email id Phone(Relative) Unit Esi No Tech Qualification	RAJENDAR			× ×	Centre Employee New Employee All Unit Control Fanal Edit Delete Page	Version 16.(o
Spouse Present Address Premanent Address District Phone No PAN JAN PF No Qualification DOB	BISHANPURA S G. B. NAGAR 8127245756 22/Feb/1999	ECTOR-58 NG		Religion email id Phone(Relative) Unit Esi No Tech Qualification 17/Aug/2020	RAJENDAR Hindu B-1 6719445421 n	OJ in Group 1	7/Aug/2020	> > >	Left Employee New Employee New Employee All Unit Control Panel Add Edit Delete Page	Version 16.(0
Spouse Present Address Permanent Address District Phone No PAN UAN PF No Qualification D08 Confirm Date	BISHANPURA S BISHANPURA S G. B. NAGAR B127245766 Z2/Feb/1999 17/Aug/2028	ECTOR-58 NG	NDA	Religion email id Phone(Relative) Unit Esi No Tech Qualification 17/Aug/2020	RAJENDAR Hindu B-1 6719445421	IOJ in Group 1 Narrage Date	7/Aug/2020	> > >	Left Employee New Employee New Employee Jil Unit Control Pand Edit Delete Page Close	Persion 16.(0

Transactions [menu]



Movement time or double man (icon) [for time download and manual time, leave entry]

Novement Time Code	e:00008 Card	No: 00008 Name: AMRES	H KUMAR SINGH De	ept:OFFICE Doj:01/0	Oct/2018 Rate: 8000	
Date InTim Out	tTi Mn.InTm	Mn.OutTm Shift W.I	irs OT.Hr Late	Leave Status Foo	d Ded Coff Conv M.	All Unit VIAII Department VIAII Empl V
1 Fri		GN		A		
2 Sat		GN		A		Select Month July V 2022
3 Sun		GN		A		
1 Mon		GN		A		Salast Employee @ Code O Cartillo O Name
5 Tue		GN		A		
6 Wed		GN		A		O0008 AMRESH KUMAR SINGH [POLISHER]
7 Thu	_	GN		A		D0008 AMRESH KUMAR SINGH [POLISHER]
8 Fn		GN		^		U00011 GUDDU VERMA [SPINNER]
9 Sat		GN		<u>^</u>		00112 GEETA PATHAK [ACCOUNTANT]
sun		GN	_			U0164 SHIV SHANKAR KUMAR [SPINNER]
Mon		GN		A		00173 SAVITA [INCHARGE]
t lue	_	GN				00245 SAROL DEVI INCHARGE
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- 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 emloyee)" and "SAVE (for single employee)"



LOAN ENTRY [for EMI]

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- 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)

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0154 SHIV SHANKAR KUMAR (SPINNER) 0173 SAVITA (INCHARGE)	
0245 KANHAIYA SINGH [POLISHER] 0261 SAROJ DEVI (INCHARGE)	
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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)

August 2022 Sip 2022 1 With mail Is (employee) With mail Is (employee) With OT Participation Rev 2022 In Rev 2022 </th <th>Select Department ACCOUNTS ACCOUNTS CHECKER C</th> <th>Section</th> <th>Seed Degration Account Ant Asstr. CHECKER Asstr. SolDER Asstr. SolDER Asstr. Supervisor Commune Operation ELECTRICUM HIM MAKER HIM MAKER OFRICE Asstr. PACKING OFRICE Asstr. PACKING SUDER SUPERVISOR</th> <th>Sotton Code Ced No Name Rer Mais Mais Provide Provide</th> <th>16.0</th>	Select Department ACCOUNTS ACCOUNTS CHECKER C	Section	Seed Degration Account Ant Asstr. CHECKER Asstr. SolDER Asstr. SolDER Asstr. Supervisor Commune Operation ELECTRICUM HIM MAKER HIM MAKER OFRICE Asstr. PACKING OFRICE Asstr. PACKING SUDER SUPERVISOR	Sotton Code Ced No Name Rer Mais Mais Provide	16.0
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PAY SLIP [select month and select location then click on "PREVIEW" button.]

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

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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)

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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)

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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 forword in next year.
- User Defined (create multi user)
- User role (set permission/rights of selected User)
- Select company (change company without closing software)