Staff Khata ꯁꯤꯖꯤꯟꯅꯕꯒꯤ ꯂꯝꯖꯤꯡ

Staff Khata ꯒꯤ ꯁꯄꯨꯡ ꯍꯨꯈꯤꯄꯃꯡꯊꯤꯈꯃꯡ ꯁꯡꯗꯤꯎꯁꯣꯂꯒꯦ ꯆꯣꯔꯆꯆꯦ ꯍꯣꯄꯗꯦꯄ ꯍꯨꯈꯤꯄꯒꯤ ꯃꯌꯣꯥꯄ: ꯆꯍꯦꯡꯊꯤ ꯊꯐꯌꯥꯆꯤ ꯁꯥꯂ ꯌꯣꯕ, ꯑꯥꯌꯥꯎꯈꯥꯎꯁ, ꯍꯨꯂꯌꯣꯤ, ꯌꯥꯗꯣꯇ, ꯗꯤꯌꯣꯗꯂ, ꯃꯣꯕꯦꯌꯇ ꯑꯥꯌ ꯑꯃꯁꯨꯡ ꯑꯥꯀ-ꯑꯣꯔꯁꯤꯡ꯫

ꯃꯤꯌꯣꯆꯣꯎ · ꯑꯣꯡꯌꯣꯕꯗ 2026 ꯗꯦ ꯄꯆꯣꯕꯦ ꯁꯥꯃꯌꯤ · staffkhata.com/guide

ꯌꯥꯎꯔꯤꯕ ꯋꯥꯐꯃꯁꯤꯡ

1. ꯍꯧꯗ꯭ꯔꯤꯉꯩꯒꯤ ꯃꯃꯥꯡꯗꯥ
2. ꯁꯥꯏꯟ ꯑꯞ ꯑꯃꯁꯨꯡ ꯑꯍꯥꯅꯕ ꯂꯣꯒꯏꯟ
3. ꯅꯍꯥꯛꯀꯤ ꯀꯝꯄꯦꯅꯤ, ꯕ꯭ꯔꯥꯟꯆꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯁꯤꯡ ꯁꯦꯠ ꯇꯧꯕ
4. ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯀꯤ ꯅꯤꯌꯃꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯣꯐꯤꯁ ꯃꯇꯝꯒꯤ ꯄꯣꯂꯤꯁꯤ
5. ꯊꯕꯛꯁꯨꯕꯁꯤꯡ ꯍꯥꯞꯄ ꯑꯃꯁꯨꯡ ꯌꯦꯡꯁꯤꯟꯕ
6. ꯁꯤꯐꯠ, ꯔꯣꯁ꯭ꯇꯔ ꯑꯃꯁꯨꯡ ꯑꯣꯚꯔꯇꯥꯏꯝ
7. ꯃꯣꯕꯥꯏꯜ ꯑꯦꯞ: ꯄꯟꯆ-ꯏꯟ ꯇꯧꯕ
8. Realtime ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯃꯦꯁꯤꯟ ꯑꯃ ꯁꯝꯕꯟꯗꯕ
9. ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯌꯦꯡꯁꯤꯟꯕ
10. ꯆꯨꯠꯇꯤꯒꯤ ꯃꯏꯅꯁꯤꯡ, ꯆꯨꯠꯇꯤꯒꯤ ꯍꯥꯏꯅꯕꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯍꯥꯂꯤꯗꯦꯁꯤꯡ
11. ꯄꯦꯔꯣꯜ, ꯄꯦꯁ꯭ꯂꯤꯞ ꯑꯃꯁꯨꯡ ꯑꯦꯗꯚꯥꯟꯁ
12. ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯔꯤꯄꯣꯔꯠ ꯑꯃꯁꯨꯡ ꯁꯔꯀꯥꯔꯒꯤ ꯔꯦꯖꯤꯁ꯭ꯇꯔꯁꯤꯡ
13. WhatsApp ꯑꯦꯂꯔꯠ ꯑꯃꯁꯨꯡ ꯏꯟꯇꯦꯒ꯭ꯔꯦꯁꯅꯁꯤꯡ
14. ꯋꯦꯕ ꯑꯃꯁꯨꯡ ꯃꯣꯕꯥꯏꯂꯗꯥ ꯊꯕꯛꯁꯨꯕꯒꯤ ꯁꯦꯜꯐ-ꯁꯔꯚꯤꯁ
15. Journey Tracker (ꯑꯦꯗ-ꯑꯣꯟ)
16. Pro HRMS (ꯑꯦꯗ-ꯑꯣꯟ)
17. ꯄ꯭ꯂꯥꯟꯁꯤꯡ, ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯄꯣꯔꯠ
18. ꯌꯥꯃꯛ ꯍꯪꯅꯤꯕ ꯋꯥꯍꯪꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯋꯥꯕꯥ ꯁꯦꯃꯗꯣꯛꯄ

01

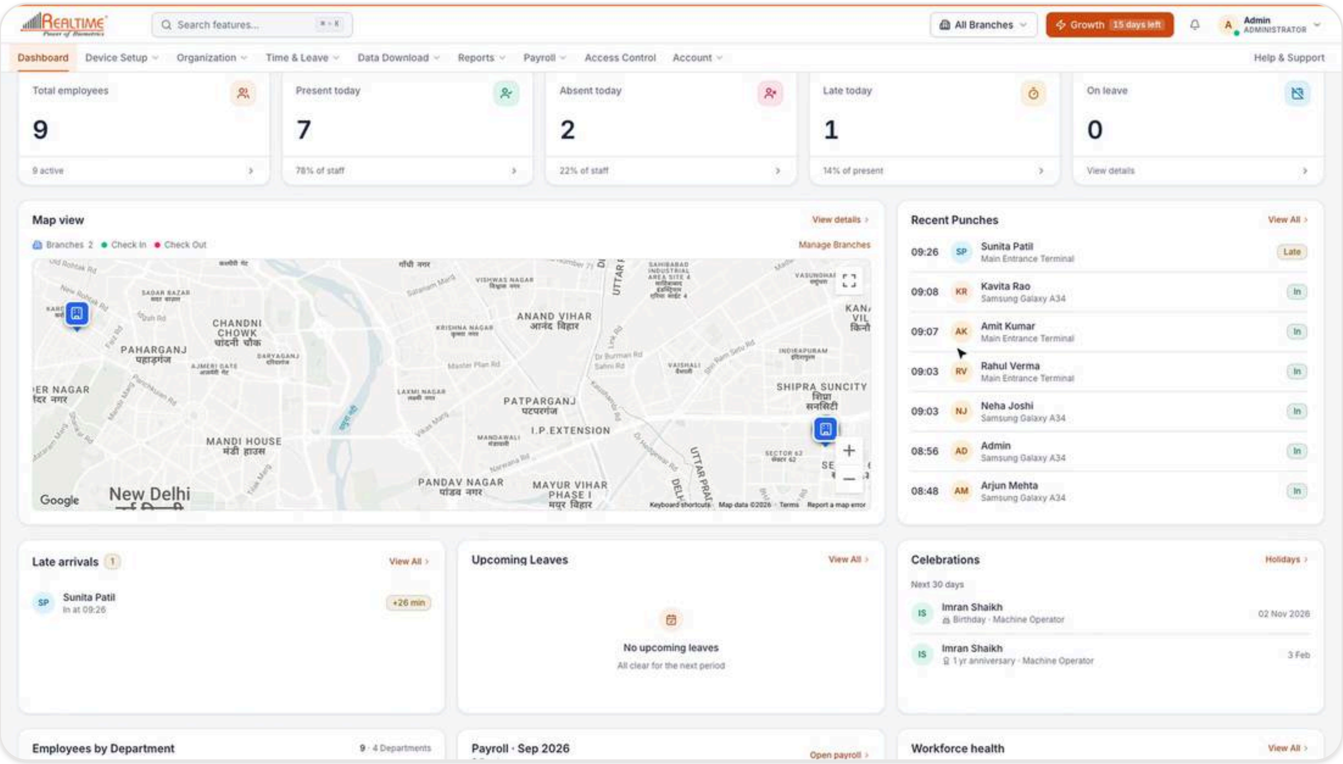
ꯍꯧꯗꯣꯛꯄꯒꯤ ꯃꯃꯥꯡꯗ

ꯊꯥꯛ: ꯊꯥꯛ ꯑꯍꯥꯅꯕ

ꯃꯔꯨꯑꯣꯏꯕ ꯑꯦꯟꯇꯤꯗꯤ Staff Khata ꯁꯤꯖꯤꯟꯅꯕ, ꯍꯧꯗꯣꯛꯅꯕ ꯑꯗꯨ ꯍꯧꯗꯣꯛꯄꯒꯤ ꯁꯤꯖꯤꯟꯅꯕ ꯃꯇꯥꯡ ꯍꯧꯕꯥ, ꯑꯃꯁꯨꯡ ꯁꯤꯗꯤꯗꯤ ꯁꯤꯖꯤꯟꯅꯕ ꯌꯥꯕ ꯈꯨꯠꯂꯥꯏꯁꯤꯡ ꯍꯣꯠꯅꯕꯥ ꯍꯧꯁꯟ। ꯃꯇꯝ ꯑꯃꯨꯛ ꯊꯣꯀꯄꯥ, ꯃꯥꯂꯦꯝ ꯃꯍꯥꯛꯅ ꯆꯍꯤꯟꯗꯥꯁꯤ ꯁꯅꯥꯊꯣꯡꯗꯥ ꯇꯧꯕ ꯍꯧꯗꯣꯛꯄ ꯃꯔꯨꯑꯣꯏꯕꯁꯤꯡ ꯑꯃꯥ ꯃꯇꯧ ꯃꯇꯧ ꯍꯧꯕ ꯅꯍꯥꯛꯄꯅꯤ।

Staff Khata ꯗꯤ ꯁꯤꯖꯤꯟꯅꯕ ꯍꯧꯕꯥ

Staff Khata ꯗꯤ ꯆꯍꯤꯟꯗꯥꯁꯤ ꯍꯧꯖꯤ ꯑꯍꯥꯅꯕꯁꯤꯡꯒꯤ ꯑꯣꯍꯩꯕꯥꯏꯕꯥ, ꯄꯨꯡꯈꯥꯏ, ꯊꯣꯛꯄꯤꯕ ꯑꯃꯁꯨꯡ HR ꯃꯌꯥꯏ ꯑꯃꯅꯥꯍꯦꯛꯅꯕ ꯄꯥꯝꯃꯤ। ꯄꯣꯠꯂꯨꯝꯁꯤꯡꯗꯤ ꯃꯅꯥꯏꯔꯤꯒꯤ ꯌꯦꯡꯕꯥ ꯂꯧꯊꯣꯛ ꯑꯃꯁꯨꯡ ꯗꯦꯁꯂꯕꯥ ꯗꯦꯔꯇꯗꯤ ꯊꯕꯛ-ꯅꯕ ꯍꯧꯅ, ꯆꯨꯝꯕ ꯄꯥꯎꯕ ꯀꯨꯝ Realtime ꯕꯅꯑꯦꯃꯨꯝꯄꯨꯜꯗꯥ ꯃꯂꯤꯕꯅꯕ ꯊꯕꯛ ꯍꯧꯅ। ꯃꯇꯃꯒꯤ ꯃꯍꯧꯗꯥ Staff Khata ꯗꯤ ꯆꯍꯤꯟꯗꯥꯁꯤ ꯑꯦꯌꯤꯂꯁꯤꯡ ꯆꯤꯔꯃꯂꯤꯗ, ꯄꯨꯅꯥ ꯑꯦꯅꯗꯤ ꯁꯦꯜ ꯍꯦꯅꯖ, ꯍꯥꯌ-ꯅꯥ ꯑꯃꯁꯨꯡ ꯆꯨꯝ ꯃꯤꯄꯥ ꯂꯤꯆꯤꯕꯆꯧ, ꯃꯄꯖ ꯑꯃꯨꯗꯤ ꯁꯗꯤ ꯗꯤꯁꯅꯥ, ꯁꯗꯤ ꯆꯨꯝ ꯑꯦꯅꯅꯥ ꯑꯃꯁꯨꯡ ꯁꯗꯤ ꯗꯤꯌꯥꯍ ꯍꯔꯕꯃꯨ ꯃꯍꯖ ꯑꯃꯨꯃꯥꯍꯅ ꯆꯍꯤꯟꯗꯤ ꯁꯕ ꯍꯧꯖꯤꯟ। ꯑꯣꯍꯩꯕꯥꯏꯕꯥ ꯑꯃꯨꯅꯒꯤ ꯃꯂꯤꯗꯤ ꯄꯨꯡꯈꯥꯏꯒꯤ ꯕꯗꯕꯥ, ꯂꯗꯤꯄꯤ ꯑꯃꯁꯨꯡ ꯊꯣꯛꯄꯤꯕ, ꯑꯃꯁꯨꯡ ꯗꯧꯖꯥꯁꯤ ꯄꯗꯤꯂꯍꯄꯤꯂꯤꯗ ꯔꯦꯑꯗꯤ ꯄꯤꯊꯣꯛꯄꯨ ꯍꯦꯅꯒꯥꯏꯒꯤ ꯍꯧꯕꯗꯤ ꯂꯃꯖꯤ। ꯑꯊꯣ ꯍꯗꯅꯥꯌꯥꯍꯗꯤ WhatsApp ꯅꯥ ꯆꯨꯃꯂꯨ ꯄꯨꯅꯥꯗꯒꯤ ꯂꯈꯃꯄꯤ ꯌꯦꯕ ꯔꯦꯅ।



ꯆꯍꯤꯟꯗꯥꯁꯤ ꯁꯤꯖꯤꯟꯅꯕ ꯃꯇꯥꯡ ꯍꯧꯕꯥ

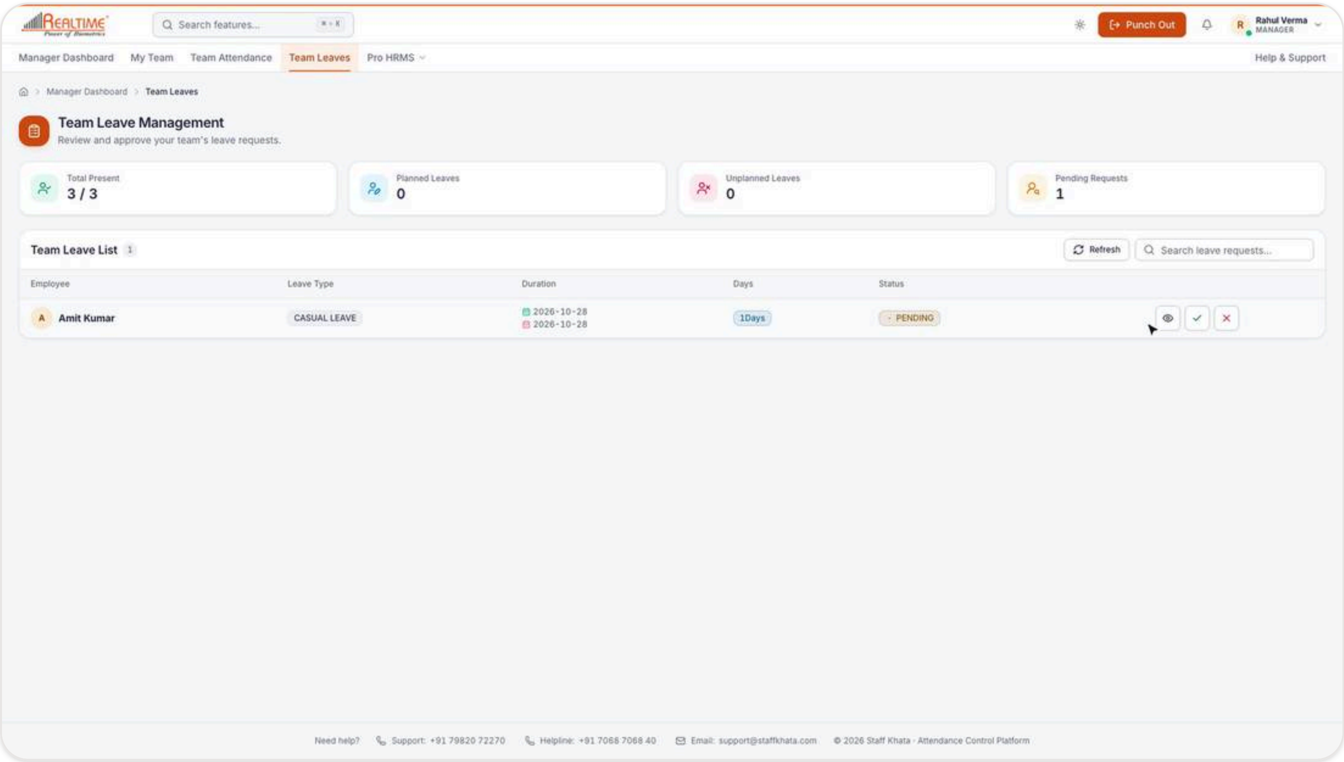
- **ꯑꯅꯧꯕ ꯋꯦꯕ ꯕ꯭ꯔꯥꯎꯖꯔ ꯀꯧꯕ ꯃꯊꯧ ꯇꯥꯔꯤꯕ ꯑꯣꯏ꯫** ꯑꯅꯧꯕ Chrome, Edge ꯅꯠꯔꯒ Safari ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫ ꯋꯦꯕ ꯑꯦꯞ ꯑꯁꯤ https://attendance.staffkhata.com ꯗꯥ ꯂꯩ꯫ ꯍꯧꯖꯤꯛ ꯑꯁꯤꯗꯥ ꯅꯍꯥꯛꯅ ꯃꯍꯥꯀꯤ ꯃꯦꯜ ꯌꯥꯡꯅ ꯑꯃꯁꯨꯡ ꯀꯦꯃꯦꯔꯥ ꯑꯃꯁꯨꯡ ꯂꯣꯀꯦꯁꯟ ꯄꯔꯃꯤꯁꯟ ꯄꯤꯌꯨ꯫
- ꯕ꯭ꯔꯥꯎꯖꯔꯗꯥ, ꯑꯃꯁꯨꯡ ꯀꯦꯃꯦꯔꯥ ꯑꯣꯏꯅ ꯄꯤꯕ ꯑꯃꯁꯨꯡ ꯃꯦꯜ ꯌꯥꯡꯅ ꯁꯤꯖꯤꯟꯅꯕꯥ **ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟ ꯑꯦꯂꯥꯔꯠ꯫**
- ꯃꯣꯕꯥꯏꯜ ꯗꯤꯚꯥꯏꯁ ꯀꯦꯃꯦꯔꯥ-ꯅꯦ ꯌꯥꯕ ꯊꯕꯛꯇꯧꯕꯁꯤꯡꯒꯤ Android ꯅꯠꯔꯒ iOS ꯗꯥ **Staff Khata ꯃꯣꯕꯥꯏꯜ ꯑꯦꯞ꯫** ꯃꯣꯕꯥꯏꯂꯗꯥ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟ ꯑꯣꯏ ꯌꯥꯕꯥ ꯑꯃꯁꯨꯡ ꯂꯣꯀꯦꯁꯟ ꯊꯕꯛ ꯌꯥꯕ ꯃꯦꯃꯦꯔ ꯃꯇꯝ ꯌꯥꯏ꯫
- ꯂꯥꯏꯕꯛꯂꯩꯉꯥꯛ ꯗꯤꯉꯥꯏꯊꯀꯊꯤꯚꯥ ꯅꯠꯔꯒ ꯃꯤꯊꯛ ꯃꯦꯂꯤꯚꯗꯥ ꯀꯦꯃꯦꯔꯥ ꯌꯥꯕꯥ ꯀꯤꯆꯅꯕꯗꯤ **Realtime ꯕꯅꯑꯣꯃꯦꯊꯤꯛ ꯗꯤꯒꯅꯂꯂꯤꯉ꯫** Staff Khata ꯅꯥ Realtime ꯕꯅꯑꯣꯃꯦꯊꯤꯛ ꯗꯤꯒꯅꯂꯂꯤꯉꯒꯤ ꯅꯥꯌꯃꯛ ꯊꯕꯛ ꯌꯥꯏ꯫
- **ꯃꯥꯗ ꯗꯤꯕ ꯀꯆꯕ ꯊꯕꯛꯃꯤ ꯅꯃꯦꯟ ꯑꯃꯁꯨꯡ ꯃꯣꯕꯥꯏꯜ ꯅꯆꯕꯊ ꯑꯃ꯫** ꯂꯩꯅꯕ ꯑꯀ ꯌꯥꯕ ꯃꯌꯥꯃꯗꯥ ꯑꯦꯃꯤꯁꯤꯜ ꯒꯦꯊꯤꯗꯤꯅ ꯌꯥꯅꯕ ꯑꯅꯤꯃꯛ ꯂꯤꯇꯤꯚꯅꯤ꯫

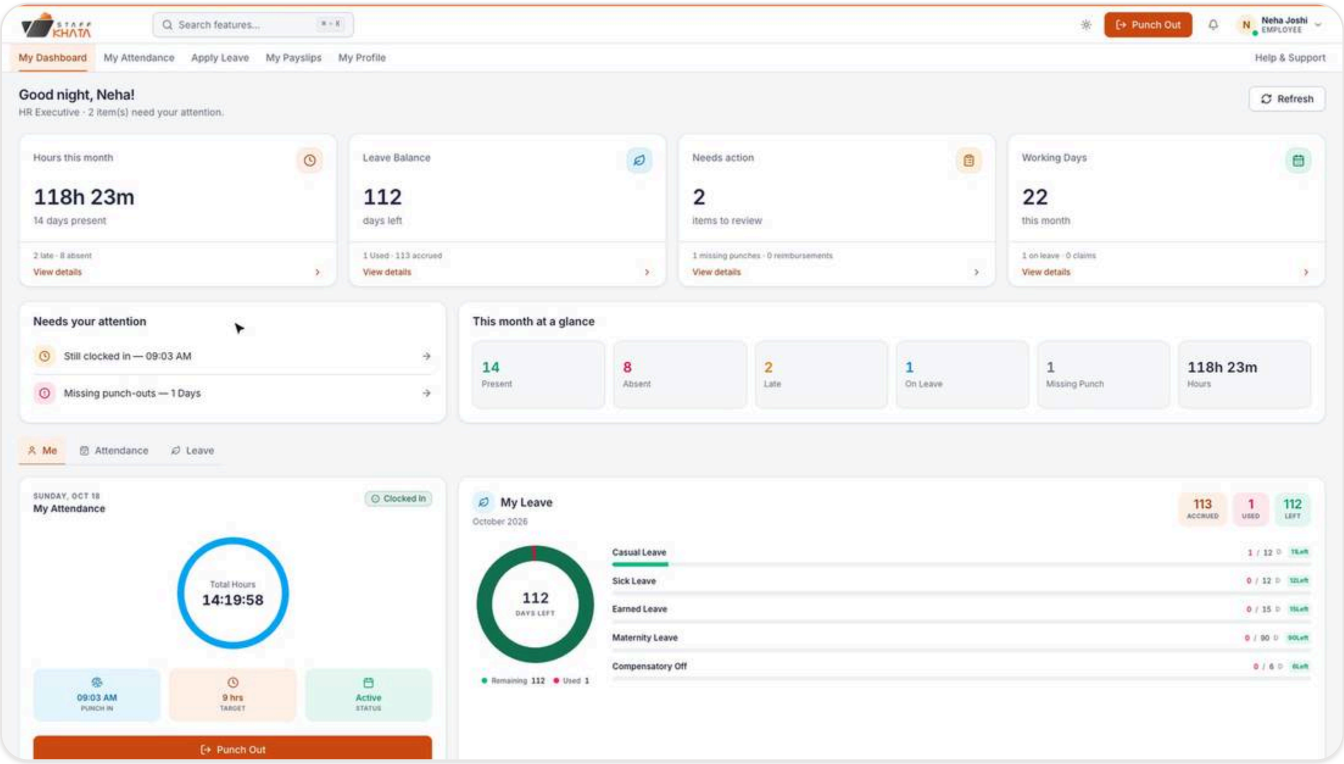
ꯊꯥꯛ ꯃꯈꯜ

Staff Khata ꯗꯥ ꯅꯤꯕ ꯃꯤ ꯁꯤꯖꯤꯟꯅꯕꯃꯤ ꯊꯥꯛ ꯑꯃ ꯅꯤ꯫ ꯂꯩꯅꯕ ꯅꯦ ꯌꯥꯕꯕ ꯃꯌꯥꯝꯗꯥ ꯃꯣꯕꯥꯏꯜꯅ ꯃꯊꯤ ꯂꯥꯊꯤꯚꯂꯤꯉ ꯁꯥꯊꯤ ꯍꯔꯕꯗꯨ ꯊꯥꯛ ꯑꯗꯨꯅ ꯇꯀꯄꯤ꯫

ꯊꯥꯛ	ꯃꯅꯥꯡꯗꯤꯃꯥꯏꯅ	ꯃꯣꯕꯥꯏꯜꯅ ꯃꯊꯤ ꯁꯕꯛ
Admin (ꯑꯦꯗꯃꯤꯟ)	ꯃꯄꯨ ꯅꯠꯔꯒ ꯑꯣꯅꯔꯃꯤ ꯃꯃꯥꯏ	ꯄꯨꯝꯅꯃꯛ: ꯕ꯭ꯔꯥꯟꯆ ꯂꯣꯀꯦꯁꯟ, ꯊꯕꯛꯇꯧꯕꯁꯤꯡ, ꯗꯤꯒꯅꯂꯂꯤꯉ, ꯑꯦꯇꯦꯟꯗꯦꯟꯁ, ꯂꯤꯕ, ꯄꯦꯔꯣꯜ, ꯃꯤꯄꯥꯡꯃꯦ, ꯕꯤꯜꯤꯉ ꯑꯃꯁꯨꯡ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟꯁꯤꯡ꯫
HR	ꯅꯍꯥꯛꯀꯤ HR ꯅꯠꯔꯒ ꯑꯦꯗꯃꯤꯅꯤꯁꯇꯔꯦꯇꯔ ꯃꯤꯑꯣꯏ	ꯊꯕꯛꯇꯧꯕꯁꯤꯡ, ꯑꯦꯇꯦꯟꯗꯦꯟꯁ, ꯂꯤꯕ ꯑꯃꯁꯨꯡ ꯄꯦꯔꯣꯜꯒꯤ ꯊꯨꯝꯖꯤꯟ ꯁꯤꯖꯤꯟꯅꯕꯒꯤ ꯊꯕꯛꯃꯤꯗꯤ Admin ꯅꯥ ꯁꯕ ꯑꯦꯗꯃꯤꯟ ꯂꯥꯊꯤꯚꯂꯤꯉ ꯑꯗꯨꯃꯛ꯫ ꯄꯨꯅꯦ ꯕꯣꯇ ꯑꯃꯁꯨꯡ ꯑꯄꯥꯡꯗꯣꯛꯂꯤꯉ Admin ꯅꯥꯌꯃꯛꯅꯥ ꯁꯟ꯫
Manager (ꯃꯦꯅꯦꯖꯔ)	ꯌꯥꯝꯕꯤ ꯇꯨꯁꯤꯡꯕ	ꯃꯩꯕꯤ ꯌꯥꯝꯕꯤ ꯍꯟꯇꯕꯂꯤꯉꯗꯥ ꯑꯌꯦꯕ ꯄꯤꯇꯕ **My Team** (ꯑꯩꯒꯤ ꯌꯥꯝꯐ), **Team Attendance** (ꯌꯥꯝꯕꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ) ꯑꯃꯁꯨꯡ **Team Leaves** (ꯌꯥꯝꯕꯤ ꯂꯤꯕ)꯫ Pro HRMS ꯑꯦꯗ-ꯑꯣꯅ ꯃꯊꯛ ꯌꯥꯅ꯫
Employee (ꯊꯕꯛꯇꯧꯕ)	ꯂꯥꯏꯗ ꯁꯤꯖꯤꯟꯅꯕ	ꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯃꯣꯕꯥꯏꯜ ꯑꯦꯄꯁꯤ ꯃꯩꯕꯤ ꯗꯦꯂꯕꯣꯊꯗ, ꯑꯦꯇꯦꯟꯗꯦꯟꯁ, ꯂꯤꯕ, ꯄꯦꯂꯇꯤꯄ ꯑꯃꯁꯨꯡ ꯄꯊꯣꯗꯤꯅꯥꯟ꯫

ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡ ꯗꯥ **Add Employee** (ꯑꯅꯧꯕ ꯊꯕꯛꯃꯤ) ꯗꯒꯤ ꯊꯕꯛꯃꯤ ꯍꯥꯞꯆꯤꯟꯕ ꯌꯥꯏ ꯑꯃꯁꯨꯡ꯫ **Branch Admin** (ꯕ꯭ꯔꯥꯟꯆ ꯑꯦꯗꯃꯤꯟ) ꯊꯧꯗꯥꯡ ꯌꯥꯏ ꯑꯃꯁꯨ ꯂꯩ꯫ Branch Admin ꯗꯥ ꯑꯦꯛꯁꯦꯁ ꯄ꯭ꯔꯤꯚꯤꯂꯦꯖꯁꯤꯡꯗ ꯃꯈꯥ ꯇꯥꯅ ꯑꯁꯥꯏ ꯕ꯭ꯔꯥꯟꯆꯁꯤꯡ ꯑꯦꯛꯁꯦꯁꯁꯤꯡꯗ ꯄꯤꯕꯅꯤ, ꯑꯃꯁꯨꯡ Employee ꯈꯨꯗꯤꯡ ꯃꯇꯦꯡꯁꯤꯡ ꯂꯩꯕꯥꯛꯀꯤ ꯊꯕꯛ ꯄꯥꯡꯊꯣꯛꯄ꯫





ꯄꯥꯎꯖꯦꯜꯁꯤꯡ, ꯔꯤꯄꯣꯔꯠ ꯑꯃꯁꯨꯡ ꯑꯪꯀ-ꯑꯣꯏꯁꯤꯡ

ꯑꯅꯧꯕ ꯀꯝꯄꯦꯅꯤ ꯁ꯭ꯇꯥꯐꯈꯥꯇꯥ ꯌꯥꯎꯕ ꯁꯥꯏꯟꯑꯞ ꯇꯧꯔꯕꯗꯥ **ꯅꯨꯃꯤꯠ 15 ꯒꯤ ꯇ꯭ꯔꯥꯏꯑꯦꯜ** ꯑꯃꯥ ꯐꯪꯒꯅꯤ꯫ ꯇ꯭ꯔꯥꯏꯑꯦꯜ ꯃꯇꯝꯗꯥ ꯐꯤꯆꯔ ꯄꯨꯝꯅꯃꯛ ꯑꯣꯏꯕ ꯑꯦꯛꯁꯦꯁ ꯑꯃꯁꯨꯡ ꯍꯦꯅꯕ ꯑꯦꯗ-ꯑꯣꯟꯁꯤꯡ ꯄꯨꯝꯅꯃꯛ ꯁꯤꯖꯤꯟꯅꯕ ꯌꯥꯏ꯫ ꯀꯔꯤꯒꯨꯝꯕ ꯀ꯭ꯔꯦꯗꯤꯠ ꯀꯥꯔꯗ ꯃꯊꯧ ꯇꯥꯗꯦ꯫

- **ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯟ** ꯑꯁꯤ ꯃꯤꯍꯨꯠ ꯑꯃꯁꯨꯡ ꯕꯔꯥꯟꯆꯒꯤ ꯃꯁꯤꯡ ꯃꯇꯨꯡ ꯏꯟꯅꯥ ꯂꯦꯡꯏ, ꯑꯃꯁꯨꯡ ꯃꯔꯨ ꯑꯣꯏꯕ ꯍꯦꯟꯗꯣꯛꯂꯣꯟ ꯄꯤꯔꯤ꯫ ꯃꯤꯍꯨꯠ, ꯑꯦꯇꯦꯟꯗꯦꯟꯁ, ꯂꯤꯕ, ꯄꯦꯔꯣꯜ, ꯗꯣꯛꯌꯨꯃꯦꯟꯇꯁꯤꯡ ꯅꯤꯡꯊꯧ, ꯑꯦꯞꯔꯨꯚꯦꯜ ꯋꯥꯔꯀꯤꯡ ꯑꯃꯁꯨꯡ ꯔꯤꯄꯣꯔꯠ ꯃꯁꯤꯡ ꯑꯁꯤ ꯄꯨꯝꯅꯃꯛ ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯅꯗ ꯌꯥꯎꯔꯤ꯫
- **ꯑꯦꯗ-ꯑꯣꯟꯁꯤꯡ** ꯑꯁꯤ ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯟ ꯑꯃꯒꯤ ꯃꯊꯛꯇꯥ ꯍꯥꯄꯆꯤꯟꯕ ꯑꯍꯦꯅꯕ ꯐꯤꯆꯔꯁꯤꯡꯅꯤ: Pro HRMS (ꯔꯤꯀ꯭ꯔꯨꯠꯃꯦꯟꯇ, ꯄꯔꯐꯣꯔꯃꯦꯟꯁ, ꯇ꯭ꯔꯦꯅꯤꯡ, ꯑꯣꯐꯕꯣꯔꯗꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯣꯐꯕꯣꯔꯗꯤꯡꯁꯤꯡ) ꯑꯃꯁꯨꯡ Journey Tracker (ꯐꯤꯜꯗ ꯁ꯭ꯇꯥꯐꯀꯤ ꯂꯣꯀꯦꯁꯟ ꯇ꯭ꯔꯦꯀꯤꯡ)꯫ ꯑꯦꯗ-ꯑꯣꯟ ꯑꯃꯃꯝ ꯑꯦꯛꯇꯤꯚ ꯑꯣꯏꯔꯕ ꯃꯇꯨꯡꯗ ꯅꯥꯏꯇꯣꯝ ꯃꯅꯨꯡꯒꯤ ꯃꯦꯅꯨꯁꯤꯡ ꯊꯣꯛꯂꯛꯀꯅꯤ꯫

ꯁꯥꯏꯟ ꯑꯞ ꯇꯧꯕ ꯑꯃꯁꯨꯡ ꯃꯦꯅꯨꯗ ꯁꯥꯏꯟ ꯑꯣꯅꯕ ꯑꯃ ꯂꯩꯔꯤ꯫ ꯄ꯭ꯔꯤꯁꯥꯏꯟ ꯃꯃꯜꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯟ ꯍꯣꯡꯗꯣꯛꯅꯕ ꯃꯔꯤ ꯂꯩꯅꯕ ꯄꯤꯔꯕꯗ **Billing & Plan** (ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯟ) ꯗ ꯌꯦꯡꯕꯤꯌꯨ꯫

> **ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯟ ꯍꯧꯗꯣꯛ ꯌꯥꯕ:** ꯇꯔꯥꯏꯑꯦꯜ ꯑꯁꯤꯗ ꯂꯩꯕ ꯌꯥꯎꯕ ꯃꯇꯝ ꯑꯃꯒꯤ ꯑꯦꯛꯁꯦꯁꯁꯤꯡ ꯂꯩꯔꯕꯗꯁꯨ, ꯍꯧꯖꯤꯛ ꯄꯦꯌꯅꯤ ꯌꯥꯎꯕ ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯟ ꯅꯍꯥꯛ ꯑꯦꯗ-ꯑꯣꯟ ꯍꯧꯗꯣꯛ ꯌꯥꯕ꯫ ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯟ, ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯃꯄꯥꯟꯗꯒꯤ ꯌꯦꯡꯕꯤꯌꯨ꯫

ꯇꯔꯥꯏꯑꯦꯜ ꯑꯁꯤ ꯀꯔꯝꯅ ꯁꯦꯃꯒꯠꯀꯗꯒꯦ

ꯃꯁꯤꯡꯁꯤꯡ ꯑꯁꯤ ꯂꯦꯞꯄꯥ ꯇꯧꯗꯨꯅꯥ ꯁꯤꯖꯤꯟꯅꯕ ꯁꯦꯝ ꯁꯥ ꯁꯥ ꯑꯣꯏꯅꯕ ꯊꯧꯔꯝ꯫ ꯍꯧꯒꯠꯂꯀꯄ ꯄꯨꯟꯇꯥ ꯍꯔꯥꯎꯕꯥ꯫

1. ꯁꯥꯏꯟ ꯑꯞ ꯑꯃꯁꯨꯡ ꯑꯍꯥꯅꯕ ꯁꯦꯇꯑꯞ
2. ꯀꯝꯄꯦꯅꯤ ꯁꯦꯇꯑꯞ
3. ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯅꯒꯤ ꯁꯔꯨꯛꯁꯤꯡ
4. ꯗꯤꯄꯥꯔꯠꯃꯦꯟꯇꯁꯤꯡ
5. ꯁꯤꯐꯠ ꯑꯃꯁꯨꯡ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ
6. ꯂꯤꯕ ꯄꯣꯂꯤꯁꯤ
7. ꯕꯔꯥꯟꯆ ꯑꯃꯁꯨꯡ ꯗꯤꯚꯥꯏꯁꯁꯤꯡ
8. ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯣꯄꯔꯦꯁꯟ
9. ꯃꯤꯍꯨꯠ ꯑꯃꯁꯨꯡ ꯄꯔꯃꯤꯁꯅꯁꯤꯡ
10. ꯄꯦꯔꯣꯜ

11. ꯃꯤꯈꯣꯃꯌꯁꯤꯡ
12. WhatsApp ꯑꯃꯁꯨꯡ ꯍꯀꯥꯤꯟꯃꯪꯁꯀꯁꯤꯡ
13. ꯐꯕꯑꯣꯕꯟꯤ ꯁꯪꯇꯖ-ꯁꯃꯒꯤꯁ
14. Journey Tracker
15. Pro HRMS
16. ꯈꯣꯇꯦꯀꯁꯤꯡ, ꯕꯤꯆꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯈꯣꯃꯌ
17. ꯑꯍꯦꯅꯕ ꯍꯦꯟꯒꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯍꯦꯕꯦ ꯖꯤꯃꯕꯦ

ꯈꯣꯗꯝ: ꯆꯍꯃꯤꯑ ꯑꯁꯤꯟꯤ ꯁꯑꯃꯤꯀꯁꯣꯌꯁꯤꯡꯗ ꯁꯪꯅꯕꯤꯕ ꯍꯨꯗꯅ ꯐꯅꯈꯣꯆꯤ ꯑꯃ, Sharma Textiles Pvt Ltd, ꯍꯨꯌꯆꯤ꯫ ꯆꯍꯑꯐꯤ ꯁꯑꯃꯤꯀꯁꯤꯡꯗ ꯆꯍꯑꯐꯤ ꯐꯅꯈꯣꯆꯤꯟꯤ ꯃꯤꯡꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯃꯁꯤꯡꯁꯤꯡ ꯍꯨꯟꯆꯤ꯫

02

ꯁꯥꯏꯟ ꯑꯞ ꯑꯃꯁꯨꯡ ꯑꯍꯥꯅꯕ ꯂꯣꯒꯏꯟ

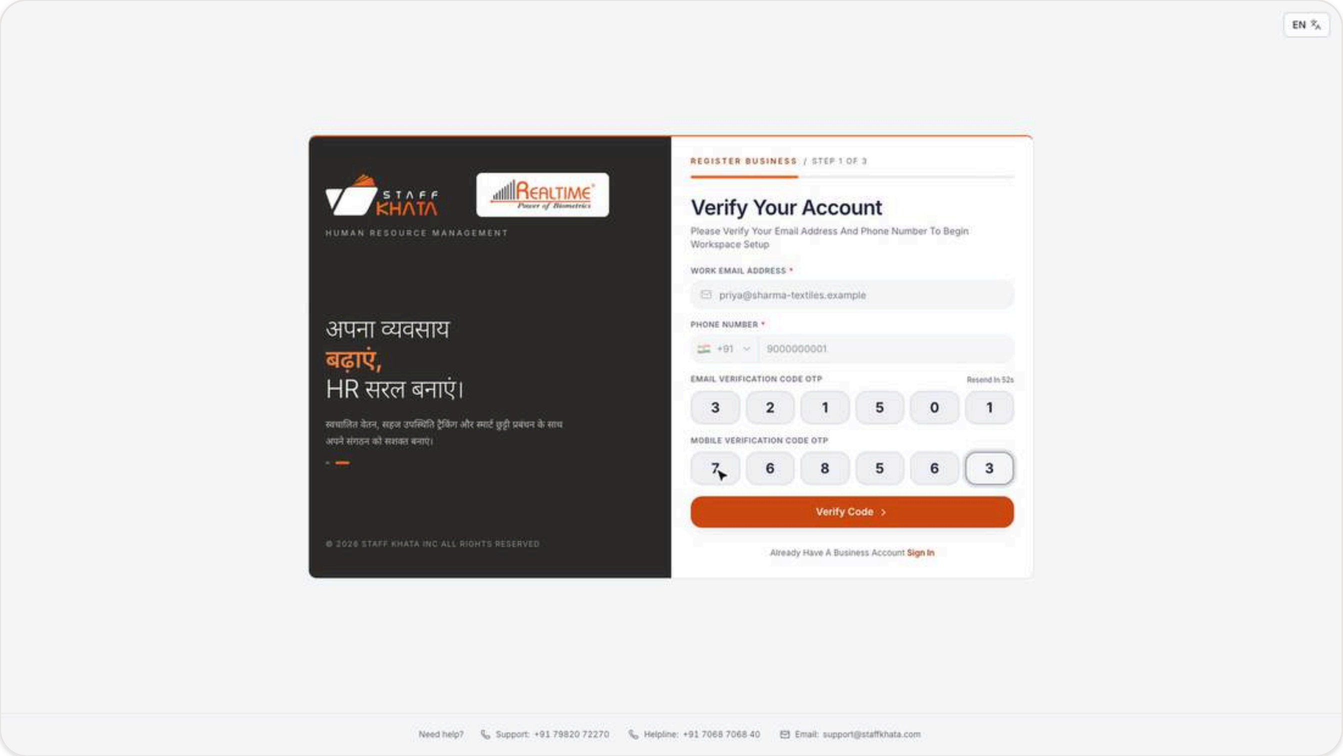
ꯄ꯭ꯂꯥꯟ: ꯄ꯭ꯂꯥꯟ ꯄꯨꯝꯅꯃꯛ

ꯁꯥꯏꯟ ꯑꯞ ꯇꯧꯕꯗꯥ ꯃꯤꯅꯤꯠ ꯈꯔꯈꯛ ꯂꯧꯏ꯫ ꯅꯍꯥꯛꯅꯥ ꯏꯃꯦꯜ ꯑꯃꯁꯨꯡ ꯐꯣꯟ ꯚꯦꯔꯤꯐꯥꯏ ꯇꯧꯏ, ꯀꯝꯄꯦꯅꯤꯒꯤ ꯃꯔꯣꯜ ꯏꯏ ꯑꯃꯁꯨꯡ ꯑꯦꯗꯃꯤꯟ ꯄꯁꯋꯥꯔꯗ ꯑꯃ ꯁꯦꯠ ꯇꯧꯏ, ꯑꯗꯨꯒ ꯅꯍꯥꯛꯀꯤ ꯋꯔꯛꯁ꯭ꯄꯦꯁ ꯁꯦꯝ ꯁꯥꯔꯦ꯫

ꯅꯍꯥꯛꯀꯤ ꯕꯤꯖꯤꯅꯦꯁ ꯔꯦꯖꯤꯁ꯭ꯇꯔ ꯇꯧꯕꯤꯌꯨ

ꯔꯦꯖꯤꯁ꯭ꯠꯔꯦꯁꯅꯗꯥ ꯈꯣꯡꯊꯥꯡ ꯑꯁꯨꯝ ꯂꯩ꯫ ꯃꯍꯛꯀꯤ ꯀꯣꯅꯥꯗꯥ ꯂꯩꯕ ꯂꯣꯅꯒꯤ ꯕꯁꯣꯟ ꯍꯤꯖꯤꯟꯅꯗꯨꯅꯥ ꯅꯃꯥꯏ ꯑꯍꯤꯒꯤ ꯂꯣꯟ ꯃꯁꯣꯝ ꯑꯃꯠꯁꯣꯗꯥ ꯁꯣꯛꯗꯛꯈ ꯂꯥꯏ꯫

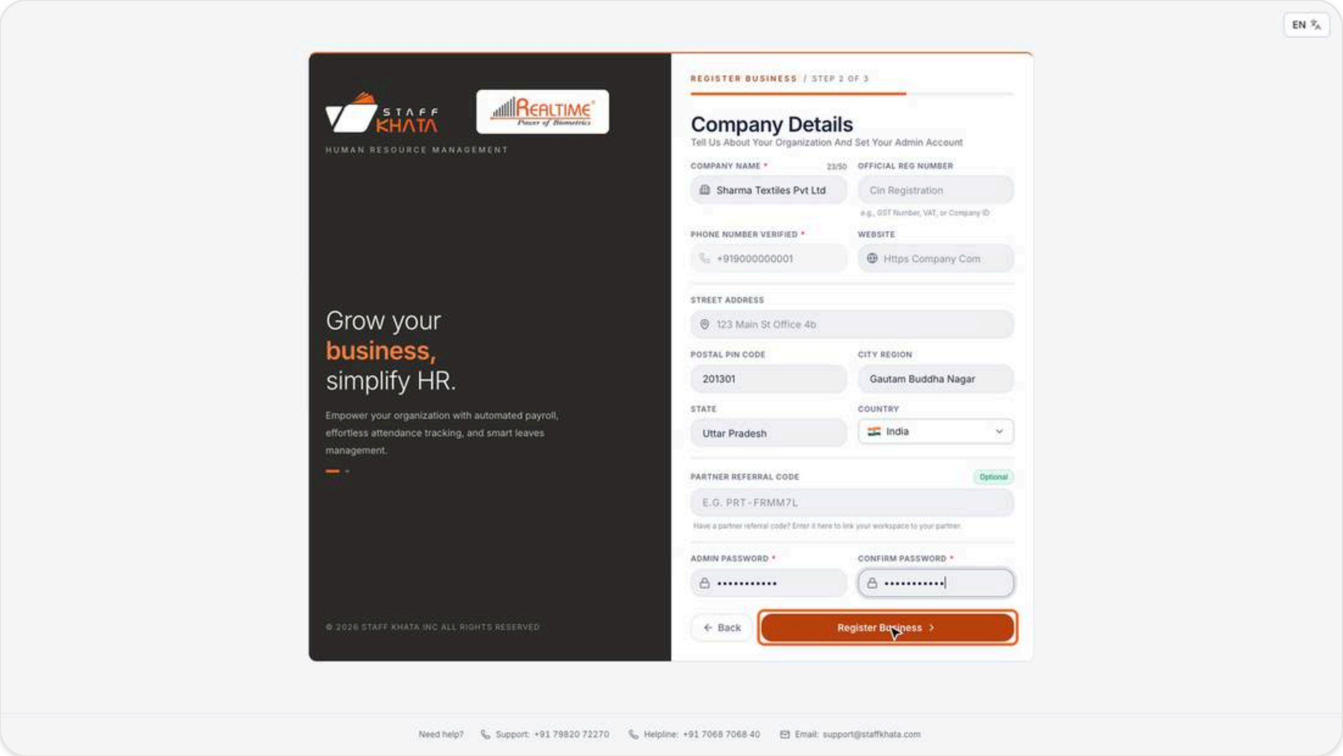
1. https://attendance.staffkhata.com ꯍꯥꯡꯗꯣꯛꯇꯨꯅꯥ **Register Your Business** (ꯅꯍꯥꯛꯀꯤ ꯕꯤꯖꯤꯅꯦꯁ ꯔꯦꯖꯤꯁ꯭ꯇꯔ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Verify Your Account** (ꯅꯍꯥꯛꯀꯤ ꯑꯦꯀꯥꯎꯟꯠ ꯚꯦꯔꯤꯐꯥꯏ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ, ꯅꯍꯥꯛꯀꯤ **Work Email Address** (ꯊꯕꯛꯀꯤ ꯏꯃꯦꯜ ꯑꯦꯗ꯭ꯔꯦꯁ) ꯑꯃꯁꯨꯡ **Phone Number** (ꯐꯣꯟ ꯅꯝꯕꯔ) ꯊꯥꯕꯤꯌꯨ꯫ ꯍꯧꯖꯤꯛ ꯈꯣꯡꯕ ꯊꯝꯕꯗꯤꯡ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ, ꯃꯔꯃꯗꯤ ꯃꯈꯣꯏ ꯑꯅꯤꯃꯛꯇꯥ ꯀꯣꯗ ꯊꯥꯛꯀꯅꯤ꯫
3. **Send Verification Code** (ꯚꯦꯔꯤꯐꯤꯀꯦꯁꯟ ꯀꯣꯗ ꯊꯥꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
4. ꯅꯍꯥꯛꯅꯥ ꯏꯃꯦꯂꯗꯥ ꯗꯤꯖꯤꯠ 6 ꯂꯩꯕ ꯀꯣꯗ ꯑꯃ ꯑꯃꯁꯨꯡ SMS ꯗꯥ ꯑꯇꯣꯞꯄ ꯑꯃ ꯐꯪꯒꯅꯤ꯫ ꯏꯃꯦꯂꯒꯤ ꯀꯣꯗ ꯑꯗꯨ ꯑꯍꯥꯅꯕ ꯕꯛꯁꯀꯤ ꯗꯥꯅꯥ, ꯐꯣꯅꯒꯤ ꯀꯣꯗ ꯑꯗꯨ ꯑꯅꯤꯁꯨꯕ ꯗꯥꯅꯥ ꯊꯥꯕꯤꯌꯨ꯫
5. **Verify Code** (ꯀꯣꯗ ꯚꯦꯔꯤꯐꯥꯏ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



> **ꯄꯣꯏꯟꯇ꯭ꯔ:** ꯀꯣꯗ ꯐꯪꯗ꯭ꯔꯤꯕꯔꯥ? ꯁ꯭ꯄꯥꯝ ꯐꯣꯜꯗꯔ ꯆꯦꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯇꯨꯡꯗꯥ ꯂꯩꯕ **Resend Code** (ꯀꯣꯗ ꯑꯃꯨꯛ ꯍꯟꯅ ꯊꯥꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯀꯣꯗꯁꯤꯡ ꯑꯁꯤ ꯃꯤꯅꯤꯠ 10 ꯆꯠꯂꯤ꯫

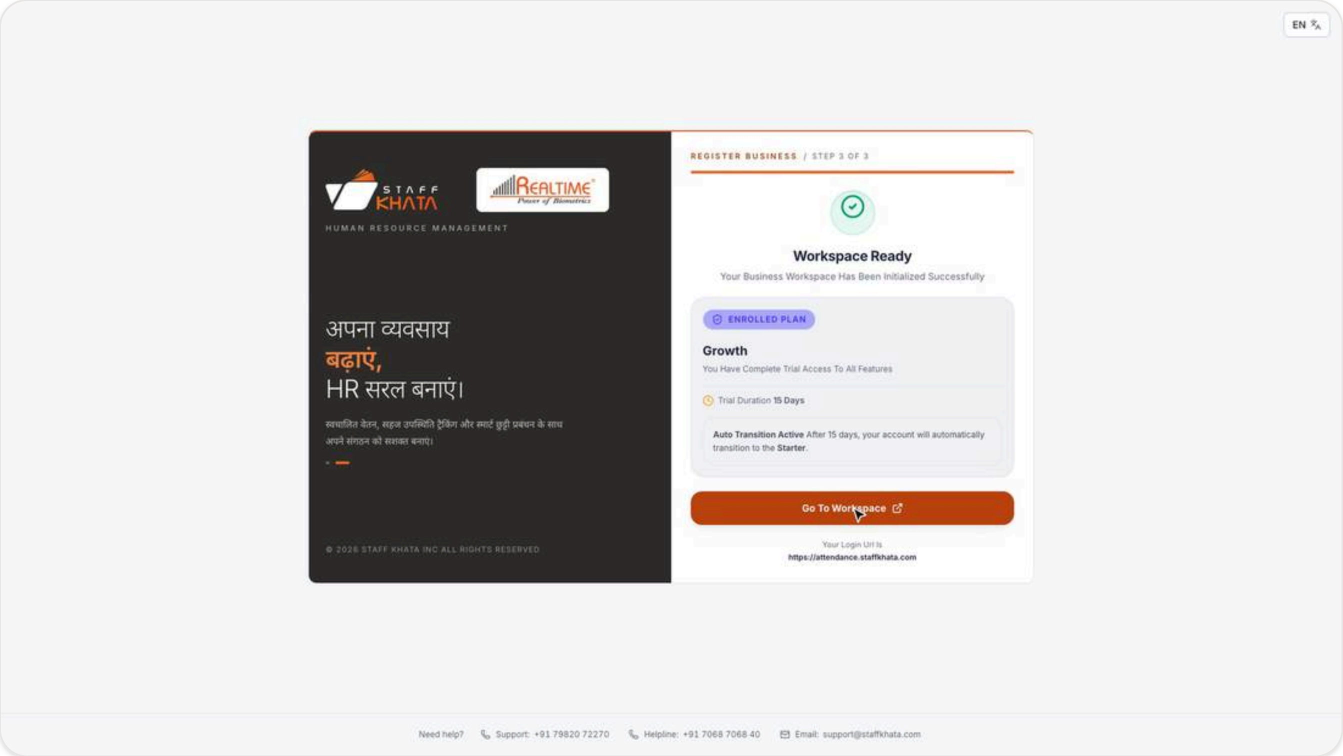
ꯅꯍꯥꯛꯀꯤ ꯀꯝꯄꯦꯅꯤꯒꯤ ꯃꯔꯣꯜ ꯏꯕꯤꯌꯨ

1. **Company Details** (ꯀꯝꯄꯦꯅꯤꯒꯤ ꯃꯔꯣꯜ) ꯗ, ꯅꯍꯥꯛꯀꯤ **Company Name** (ꯀꯝꯄꯦꯅꯤꯒꯤ ꯃꯃꯤꯡ) (ꯑꯍꯣꯡꯕ 3 ꯗꯒꯤ 50 ꯐꯥꯑꯣꯕ) ꯏꯕꯤꯌꯨ꯫ ꯃꯁꯤ ꯃꯇꯧ ꯑꯁꯤꯅ ꯀꯝꯄꯦꯅꯤꯒꯤ ꯐꯤꯚꯝ ꯑꯃꯥ ꯑꯣꯏꯒꯅꯤ꯫
2. **Official Reg Number** (ꯑꯣꯐꯤꯁꯤꯑꯦꯜ ꯔꯦꯖꯤꯁ꯭ꯠꯔꯦꯁꯟ ꯅꯝꯕꯔ) (ꯈ꯭ꯕꯥꯏ ꯑꯣꯏꯅꯥ ꯅꯍꯥꯛꯀꯤ GST ꯅꯠꯔꯒꯥ CIN), **Website** (ꯋꯦꯕꯁꯥꯏꯠ) ꯑꯃꯁꯨꯡ **Street Address** (ꯆꯍꯤꯕꯒꯤ ꯑꯦꯗ꯭ꯔꯦꯁ) ꯑꯁꯤ ꯃꯊꯧ ꯇꯥꯏ꯫ ꯃꯈꯥꯒꯤ ꯑꯁꯤ ꯃꯇꯨꯡꯗꯥ ꯀꯝꯄꯦꯅꯤ ꯁꯦꯇꯤꯡ ꯗ ꯍꯣꯡꯗꯣꯛꯄ ꯌꯥꯏ꯫
3. ꯅꯍꯥꯛꯀꯤ ꯗꯤꯖꯤꯠ 6 ꯂꯩꯕ **Postal Pin Code** (ꯄꯣꯁ꯭ꯇꯦꯜ ꯄꯤꯟ ꯀꯣꯗ) ꯏꯕꯤꯌꯨ꯫ **City Region** (ꯁꯍꯔ), **State** (ꯁ꯭ꯇꯦꯠ) ꯑꯃꯁꯨꯡ **Country** (ꯂꯩꯕꯥꯛ) ꯃꯁꯥꯃꯛ ꯃꯄꯨꯡ ꯐꯥꯔꯒꯅꯤ꯫
4. Staff Khata ꯄꯥꯔꯇꯅꯔ ꯑꯃꯒꯤ ꯅꯍꯥꯛ ꯃꯇꯦꯡ ꯄꯥꯎꯖꯦꯜ ꯐꯪꯂꯕꯗꯤ, ꯃꯍꯥꯛꯀꯤ **Partner Referral Code** (ꯄꯥꯔꯇꯅꯔ ꯔꯦꯐꯔꯦꯜ ꯀꯣꯗ) ꯏꯕꯤꯌꯨ꯫ ꯅꯠꯇ꯭ꯔꯕꯗꯤ ꯑꯍꯥꯡꯕ ꯊꯝꯕꯤꯌꯨ꯫
5. ꯅꯍꯥꯛꯀꯤ **Admin Password** (ꯑꯦꯗꯃꯤꯟ ꯄꯥꯁꯋꯔꯗ) (ꯌꯥꯃꯗ꯭ꯔꯕꯗ ꯃꯌꯣꯛ 8) ꯁꯦꯝ ꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ ꯃꯗꯨ **Confirm Password** (ꯄꯥꯁꯋꯔꯗ ꯀꯅꯐꯔꯝ ꯕꯤꯌꯨ) ꯗ ꯑꯃꯨꯛ ꯏꯕꯤꯌꯨ꯫
6. **Register Business** (ꯕꯤꯖꯤꯅꯦꯁ ꯔꯦꯖꯤꯁ꯭ꯇꯔ ꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯕꯤꯌꯨ꯫



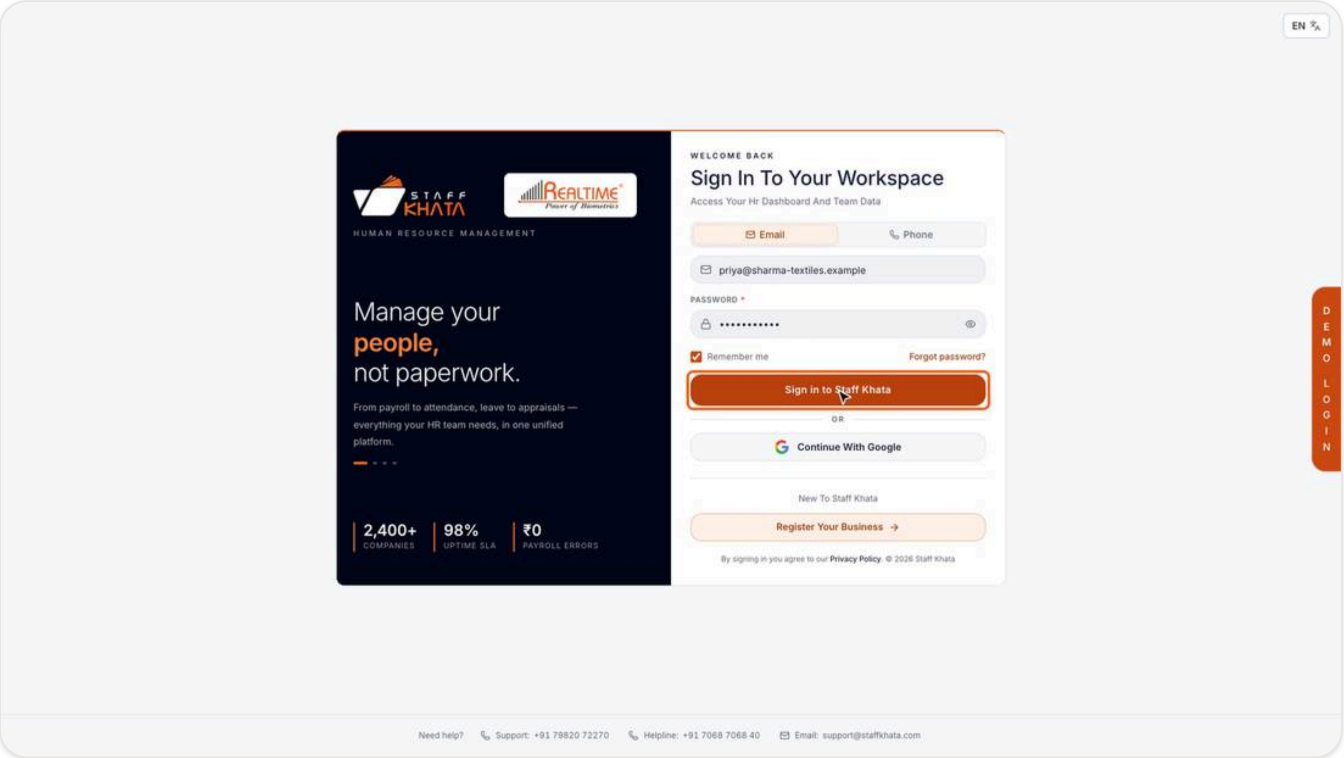
ꯑꯗꯣꯝꯒꯤ ꯋꯥꯔꯛꯁ꯭ꯄꯦꯁ ꯁꯦꯝ ꯂꯦ

Workspace Ready (ꯋꯥꯔꯛꯁ꯭ꯄꯦꯁ ꯁꯦꯝ ꯂꯦ) ꯎꯠꯂꯤꯕꯗꯥ ꯑꯗꯣꯝꯒꯤ **Enrolled Plan** (ꯆꯪꯂꯕ ꯊꯧꯔꯥꯡ), ꯅꯨꯃꯤꯠ 15 ꯒꯤ ꯇ꯭ꯔꯥꯏꯑꯦꯜ, ꯑꯃꯁꯨꯡ ꯇ꯭ꯔꯥꯏꯑꯦꯜ ꯂꯣꯏꯔꯕꯥ ꯃꯇꯨꯡꯗ ꯑꯗꯣꯝꯒꯤ ꯑꯦꯀꯥꯎꯟꯇ ꯁ꯭ꯇꯥꯔꯇꯔ ꯊꯧꯔꯥꯡꯗ ꯑꯣꯇꯣ ꯍꯣꯡꯒꯅꯤ꯫ ꯇ꯭ꯔꯥꯏꯑꯦꯂꯒꯤ ꯃꯇꯃꯗ ꯐꯤꯆꯔ ꯄꯨꯝꯅꯃꯛ ꯁꯤꯖꯤꯟꯅꯒꯅꯤ꯫ ꯃꯈꯥ ꯆꯠꯅꯕ ꯇꯧꯅꯕ **Go To Workspace** (ꯋꯥꯔꯛꯁ꯭ꯄꯦꯁꯇ ꯆꯠꯂꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯔꯣ꯫



ꯂꯣꯒ ꯏꯟ ꯇꯧꯕ

1. https://attendance.staffkhata.com ꯗ ꯆꯠꯂꯨ꯫
2. **Email** (ꯏꯃꯦꯜ) ꯅꯠꯔꯒꯥ **Phone** (ꯐꯣꯟ) ꯈꯟꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗ ꯅꯍꯥꯛꯀꯤ ꯃꯁꯥꯛꯀꯤ ꯏꯃꯦꯜ ꯅꯠꯔꯒꯥ ꯃꯣꯕꯥꯏꯜ ꯅꯝꯕꯔ ꯍꯥꯞꯄꯤꯌꯨ꯫
3. ꯅꯍꯥꯛꯀꯤ ꯄꯥꯁꯋꯥꯔꯗ ꯍꯥꯞꯄꯤꯌꯨ꯫
4. **Remember me** (ꯑꯩꯕꯨ ꯅꯤꯡꯁꯤꯡꯕꯤꯌꯨ) ꯑꯁꯤ ꯅꯍꯥꯛꯀꯤ ꯃꯁꯥꯡꯒꯤ ꯗꯤꯚꯥꯏꯁꯇꯥ ꯈꯛꯇꯃꯛ ꯇꯧꯕꯤꯌꯨ꯫
5. **Sign in to Staff Khata** (Staff Khata ꯗ ꯂꯣꯒ ꯏꯟ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯑꯣꯏꯔꯕꯗ ꯅꯍꯥꯛꯀꯤ ꯔꯣꯜꯒꯤ ꯃꯇꯨꯡ ꯏꯟꯅ ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯑꯣꯏꯅ ꯆꯠꯂꯒꯅꯤ꯫ ꯅꯍꯥꯛꯅ ꯑꯦꯗꯃꯤꯟ ꯅꯠꯔꯒꯥ ꯃꯦꯅꯦꯖꯔ ꯑꯣꯏꯔꯕꯗꯤ ꯗꯦꯁꯕꯣꯔꯗ ꯑꯃꯁꯨꯡ ꯃꯁꯦꯂꯗ ꯆꯦꯛ-ꯏꯟ ꯇꯧꯕꯒꯤ ꯃꯇꯨꯡꯗ, ꯃꯁꯤꯗ ꯑꯇꯦꯟꯗꯦꯟꯁ, ꯂꯤꯚ ꯗꯔꯈꯥꯁ꯭ꯇꯁꯤꯡ, ꯁꯦꯝꯕꯥ ꯑꯍꯥꯡꯕ ꯀꯦꯃꯔꯥ ꯃꯇꯨꯡꯗ ꯊꯣꯛꯂꯒꯅꯤ꯫ ꯑꯣꯏꯔꯕꯁꯨ ꯑꯍꯥꯡꯕ ꯑꯣꯏꯕꯥ ꯃꯇꯝ ꯑꯃꯗ ꯑꯍꯥꯡꯕ ꯊꯣꯛꯄ ꯌꯥꯏ꯫ ꯃꯁꯤ ꯑꯣꯏꯔꯕꯗꯤ ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗ; ꯁꯦꯇꯤꯡꯁꯤꯡ, ꯄꯨꯝꯅꯃꯛ ꯑꯍꯥꯡꯕ ꯂꯣꯒꯑꯥꯎꯠ ꯍꯥꯞꯄꯤꯌꯨ꯫

ꯆꯪꯕꯤ ꯈꯨꯗꯝ

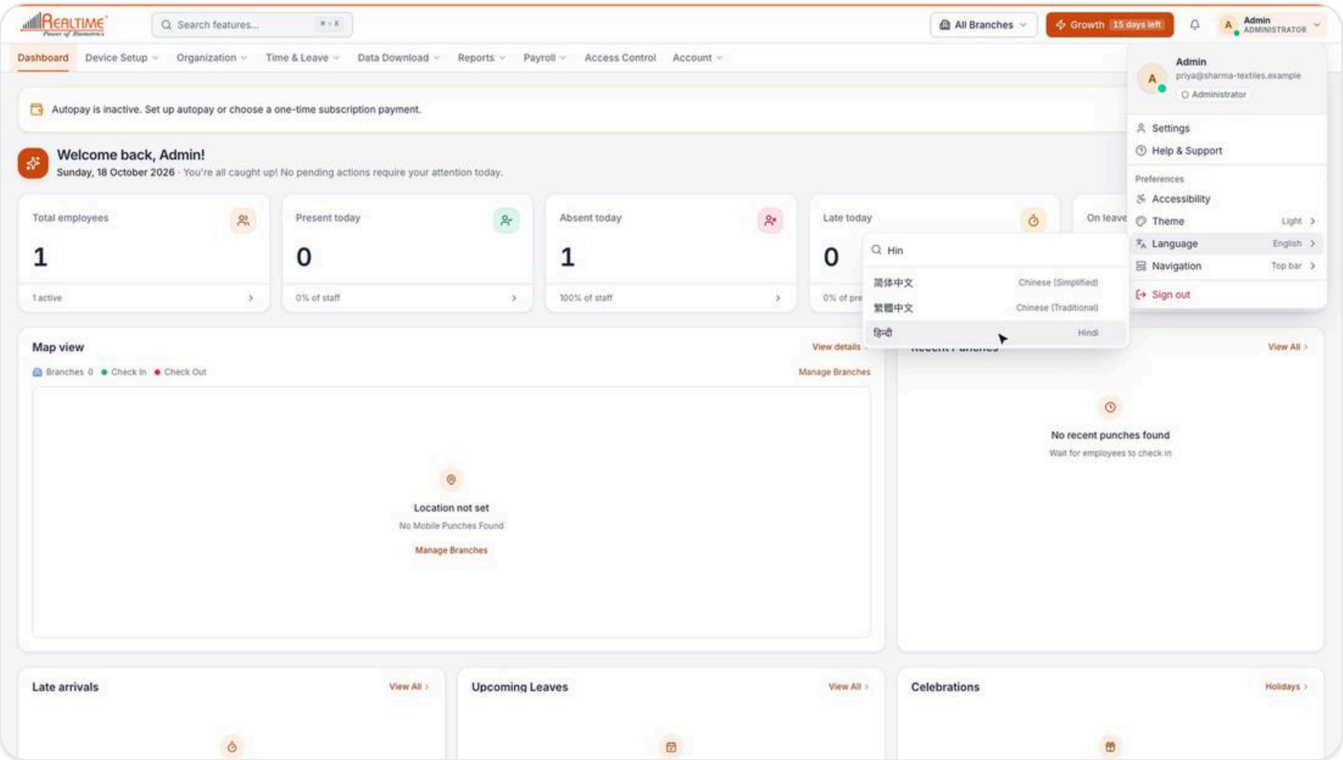
ꯆꯍꯤ ꯈꯨꯗꯤꯡꯃꯛꯇꯥ ꯃꯇꯝ ꯆꯥꯕ ꯄꯨꯝ ꯑꯃꯗꯥ ꯃꯍꯥꯛ ꯁꯤꯡꯕ ꯑꯦꯗꯃꯤꯟꯁꯤꯡꯗꯤ ꯆꯪ:

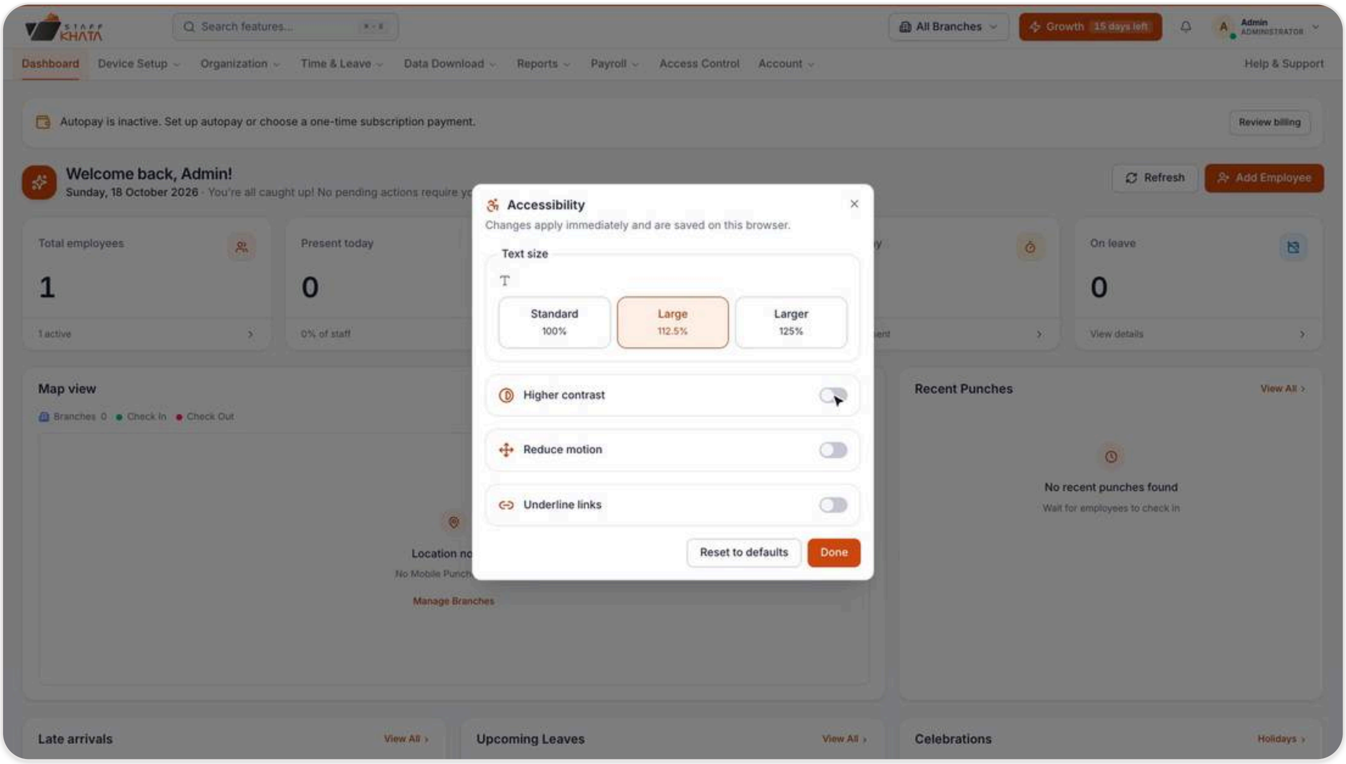
ꯃꯐꯝꯗꯣꯟ	ꯀꯔꯤꯅꯣ ꯃꯇꯤ ꯁꯤꯖꯤꯟ
ꯀꯥꯡꯂꯣꯏꯡ	**Dashboard** (ꯗꯥꯁꯕꯣꯔꯗ), **Device Setup** (ꯗꯤꯚꯥꯏꯁ ꯁꯦꯇꯑꯞ), **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ), **Time & Leave** (ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯆꯨꯝꯗꯤ), **Reports** (ꯔꯤꯄꯣꯔꯇꯁꯤꯡ), **Payroll** (ꯄꯦꯔꯣꯜ) ꯑꯃꯁꯨꯡ ꯑꯇꯣꯞꯄꯁꯤꯡ꯫ ꯀꯥꯡꯂꯨ ꯑꯃꯃꯤ ꯍꯥꯡꯗꯣꯛꯄꯥ ꯅꯃꯗꯨꯅꯥ ꯂꯣꯏꯕꯤꯌꯨ꯫
Search features… (ꯊꯤꯕꯒꯤ ꯐꯤꯆꯔ…)	Mac ꯗꯥ **⌘K** ꯅꯠꯔꯒꯥ Windows ꯇꯥ **Ctrl+K** ꯅꯝꯕꯤꯌꯨ, ꯅꯍꯥꯛꯅꯥ ꯄꯥꯝꯕꯥ ꯍꯥꯏꯕꯤꯌꯨ (ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ "company") ꯑꯃꯁꯨꯡ Enter ꯅꯝꯕꯤꯌꯨ꯫
ꯕ꯭ꯔꯥꯟꯆ ꯈꯅꯕꯥ	**All Branches** (ꯕ꯭ꯔꯥꯟꯆ ꯄꯨꯝꯅꯃꯛ) ꯎꯠꯂꯤ꯫ ꯑꯣꯐꯤꯁ ꯑꯃꯗꯒꯤ ꯍꯦꯟꯅꯥ ꯂꯩꯔꯕꯗꯤ, ꯕ꯭ꯔꯥꯟꯆ ꯑꯃ ꯈꯟꯕꯤꯌꯨ ꯅꯠꯔꯒꯥ ꯄꯨꯝꯅꯃꯛ ꯄꯨꯟꯅꯥ ꯌꯦꯡꯕꯤꯌꯨ꯫
ꯄ꯭ꯔꯣꯐꯥꯏꯜ ꯕꯥꯇꯟ	ꯅꯍꯥꯛꯀꯤ ꯄ꯭ꯔꯣꯐꯥꯏꯜ ꯃꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯕꯁ꯭ꯛꯔꯤꯄꯁꯟꯒꯤ ꯇꯥꯀꯄꯤꯕꯤ ꯊꯃꯖꯤꯅꯕꯁꯤꯡ꯫ ꯄ꯭ꯔꯣꯐꯥꯏꯜ ꯌꯦꯡꯅꯕꯒꯤ ꯃꯁꯤꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
ꯕꯦꯜ	ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯅꯁꯤꯡ: ꯑꯌꯥꯕꯁꯤꯡ, ꯆꯨꯝꯗꯤꯒꯤ ꯍꯥꯏꯖꯕꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯗꯤꯚꯥꯏꯁꯀꯤ ꯑꯦꯂꯔꯇꯁꯤꯡ꯫
Help & Support (ꯃꯇꯦꯡ ꯑꯃꯁꯨꯡ ꯁꯄꯣꯔꯠ)	ꯃꯍꯩꯁꯤꯡ ꯅꯝꯕꯔꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯇꯤꯀꯦꯠꯁꯤꯡ ꯍꯧꯖꯤꯛ ꯁꯄꯣꯔꯠ ꯅꯍꯥꯛ ꯐꯪꯒꯅꯤ꯫

ꯅꯍꯥꯛꯀꯤ ꯂꯣꯟ, ꯅꯦꯚꯤꯒꯦꯁꯟ ꯑꯃꯁꯨꯡ ꯑꯦꯛꯁꯦꯁꯤꯕꯤꯂꯤꯇꯤ ꯁꯦꯠ ꯇꯧꯕ

ꯃꯊꯛꯀꯤ ꯑꯔꯣꯏꯕ ꯑꯗꯣꯝꯒꯤ ꯃꯤꯡꯗꯥ ꯂꯩꯕ ꯅꯍꯥꯛꯀꯤ ꯃꯤꯡ ꯅꯠꯔꯒꯥ ꯄ꯭ꯔꯣꯐꯥꯏꯜ ꯐꯣꯇꯣꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯀꯥꯡꯂꯨ ꯑꯁꯤꯗꯥ **Settings** (ꯁꯦꯇꯤꯡꯁ), **Help & Support** ꯑꯃꯁꯨꯡ **Preferences** (ꯄ꯭ꯔꯤꯐꯔꯦꯟꯁꯁꯤꯡ) ꯁꯦꯃꯁꯦꯟ ꯑꯃ ꯂꯩ꯫

- **Language** (ꯂꯣꯟ): Staff Khata ꯅꯥ Hindi, Marathi, Tamil ꯑꯃꯁꯨꯡ Bengali ꯌꯥꯎꯅꯥ ꯂꯣꯟ 55 ꯗ ꯊꯕꯛ ꯇꯧꯏ꯫ **Language** ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯊꯤꯅꯕꯥ ꯃꯌꯣꯛ ꯍꯥꯏꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯅꯍꯥꯛꯀꯤ ꯂꯣꯟ ꯈꯟꯕꯤꯌꯨ꯫
- **Navigation** (ꯅꯦꯚꯤꯒꯦꯁꯟ): **Top bar** (ꯃꯊꯛꯀꯤ ꯕꯥꯔ) (ꯃꯊꯛꯇꯥ ꯀꯥꯡꯂꯣꯏꯡ) ꯅꯠꯔꯒꯥ **Sidebar** (ꯅꯥꯀꯂꯒꯤ ꯕꯥꯔ) (ꯑꯌꯣꯡ ꯊꯪꯕꯗꯥ ꯀꯥꯡꯂꯣꯏꯡ) ꯈꯟꯕꯤꯌꯨ꯫
- **Accessibility** (ꯑꯦꯛꯁꯦꯁꯤꯕꯤꯂꯤꯇꯤ): ꯌꯦꯡꯕꯗꯥ ꯑꯃ ꯍꯣꯡꯗꯣꯛꯄꯥ, ꯃꯊꯝ ꯑꯁꯤꯗꯥ ꯅꯍꯥꯛꯅꯥ **Text size** (ꯇꯦꯛꯁ꯭ꯠ ꯁꯥꯏꯖ) (**Standard**, **Large** ꯅꯠꯔꯒꯥ **Larger**) ꯁꯦꯠ ꯇꯧꯕ ꯑꯃꯁꯨꯡ **Higher contrast** (ꯍꯦꯟꯅꯥ ꯃꯌꯦꯛ ꯆꯦꯠꯄ), **Reduce motion** (ꯃꯣꯁꯟ ꯍꯟꯊꯍꯟꯕ) ꯅꯠꯔꯒꯥ **Underline links** (ꯂꯤꯉ꯭ꯛꯁꯤꯡꯗꯥ ꯑꯌꯥꯎꯕꯤꯅꯕ) ꯑꯣꯟ ꯇꯧꯕ꯫ ꯍꯣꯡꯗꯣꯛꯂꯕꯁꯤꯡ ꯍꯟꯗꯣꯛꯂꯕꯥ **Reset to defaults** (ꯗꯤꯐꯣꯜꯇꯇꯥ ꯍꯟꯊꯍꯟꯕ) ꯅꯠꯔꯒꯥ ꯊꯤꯡꯅꯕꯒꯤ **Done** (ꯂꯣꯏꯔꯦ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫





ꯈꯡꯖꯤꯅꯕꯤꯌꯨ: ꯂꯦꯍꯕꯃꯤꯗ ꯑꯃꯤ ꯈꯨꯠꯊꯥꯡꯗ ꯑꯕꯊ ꯄꯥꯅ ꯑꯍꯣꯡꯗ ꯕꯦꯂꯤꯇꯤꯒꯤ ꯑꯃꯤꯗꯤ ꯈꯥꯗꯍꯥ ꯃꯇꯝ ꯄꯥꯅ॥
ꯑꯄꯣꯟꯕ ꯃꯍꯩꯔꯣꯡꯗꯥ ꯑꯍꯥꯡ, ꯍꯤꯔꯝꯗ ꯑꯍꯥꯡ ꯃꯇꯝ ꯄꯥꯕꯤꯌꯨ॥

ꯑꯦꯛꯁꯦꯁꯤꯕꯤꯂꯤꯇꯤ ꯁꯦꯇꯤꯡꯁ ꯑꯤꯇꯪꯂ ꯄꯥꯕ

1. ꯁꯥꯏꯟ-ꯏꯟ ꯂꯃꯥꯏꯗꯥ, **Forgot password?** (ꯄꯥꯁꯋꯥꯔꯗ ꯀꯥꯎꯊꯣꯛꯂꯕꯔꯥ?) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯅꯍꯥꯛꯀꯤ **Work Email Address** ꯏꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ **Send Reset OTP** (ꯔꯤꯁꯦꯠ OTP ꯊꯥꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
3. ꯏꯃꯦꯂꯗꯒꯤ ꯐꯪꯂꯕ ꯗꯤꯖꯤꯠ 6 ꯂꯩꯕ ꯀꯣꯗ ꯑꯗꯨ ꯏꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ **Verify OTP** (OTP ꯚꯦꯔꯤꯐꯥꯏ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯗꯨ ꯂꯥꯛꯇ꯭ꯔꯕꯗꯤ, **Resend OTP** (OTP ꯑꯃꯨꯛ ꯊꯥꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
4. **New Password** (ꯑꯅꯧꯕ ꯄꯥꯁꯋꯥꯔꯗ) ꯏꯕꯤꯌꯨ, ꯃꯗꯨ **Confirm Password** ꯗꯥ ꯑꯃꯨꯛ ꯏꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ **Reset Password** (ꯄꯥꯁꯋꯥꯔꯗ ꯔꯤꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
5. **Password reset!** (ꯄꯥꯁꯋꯥꯔꯗ ꯔꯤꯁꯦꯠ ꯇꯧꯔꯦ!) ꯗꯥ, **Sign in now** (ꯍꯧꯖꯤꯛ ꯁꯥꯏꯟ ꯏꯟ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯃꯊꯪꯗꯥ, ꯀꯝꯄꯦꯅꯤ ꯁꯦꯠꯑꯞ ꯗꯥ ꯅꯍꯥꯛꯀꯤ ꯀꯝꯄꯦꯅꯤ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫

03

ꯅꯍꯥꯛꯀꯤ ꯀꯝꯄꯦꯅꯤ, ꯕ꯭ꯔꯥꯟꯆꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯁꯤꯡ ꯁꯦꯠ ꯇꯧꯕ

ꯄ꯭ꯂꯥꯟ: ꯄ꯭ꯂꯥꯟ ꯄꯨꯝꯅꯃꯛ

ꯁ꯭ꯇꯥꯐ ꯍꯥꯄꯆꯤꯟꯗ꯭ꯔꯤꯉꯩꯗꯥ, Staff Khata ꯗꯥ ꯅꯍꯥꯛꯀꯤ ꯀꯝꯄꯦꯅꯤꯒꯤ ꯃꯔꯃꯗꯥ ꯈꯪꯍꯅꯕꯤꯌꯨ꯫ ꯅꯍꯥꯛꯀꯤ ꯄ꯭ꯔꯣꯐꯥꯏꯜ, ꯊꯕꯛꯁꯨꯕꯒꯤ ꯀꯥꯏꯀꯤ ꯐꯥꯗꯃꯦꯠ, ꯕ꯭ꯔꯥꯟꯆꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯁꯤꯡ ꯑꯁꯤ ꯗꯤꯄꯥꯗꯦꯠ, ꯄꯦꯁ꯭ꯂꯤꯞ ꯑꯃꯁꯨꯡ ꯄꯂꯥꯌ ꯂ꯭ꯇꯤꯡꯃꯋꯗꯥ ꯁꯤꯖꯤꯟꯅꯩ꯫

ꯅꯍꯥꯛꯀꯤ ꯀꯝꯄꯦꯅꯤꯒꯤ ꯄ꯭ꯔꯣꯐꯥꯏꯜ ꯃꯄꯨꯡ ꯐꯥꯅ ꯏꯕꯤꯌꯨ

ꯅꯍꯥꯛꯀꯤ ꯂꯣꯒꯣ, ꯃꯤꯡ ꯑꯃꯁꯨꯡ ꯇꯦꯛꯁ ꯅꯝꯕꯔ ꯑꯁꯤ ꯔꯤꯄꯣꯔꯠ ꯑꯃꯁꯨꯡ ꯄꯦꯁ꯭ꯂꯤꯄꯁꯤꯡꯗꯥ ꯄ꯭ꯔꯤꯟꯇ ꯁꯦꯠ, ꯃꯔꯝ ꯑꯗꯨꯅꯥ ꯃꯈꯣꯌꯁꯤꯡ ꯑꯆꯨꯝꯕꯗꯥ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Company** (ꯀꯝꯄꯦꯅꯤ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ **Company Settings** (ꯀꯝꯄꯦꯅꯤ ꯁꯦꯇꯤꯡꯁ) ꯅꯃꯗ ꯑꯗꯨ **Company Profile** (ꯀꯝꯄꯦꯅꯤ ꯄ꯭ꯔꯣꯐꯥꯏꯜ) ꯇꯦꯕꯇꯥ ꯍꯥꯡꯗꯣꯛꯀꯅꯤ꯫

2. ꯃꯇꯨꯡꯗꯥ, **Organization Info** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯅꯒꯤ ꯏꯅꯐꯣ) ꯗꯥ ꯅꯍꯥꯛꯀꯤ **Corporate ID** (ꯀꯣꯔꯄꯣꯔꯦꯠ ꯑꯥꯏꯗꯤ) ꯑꯃꯁꯨꯡ **Workspace URL** (ꯋꯔꯛꯁ꯭ꯄꯦꯁ URL) ꯎꯒꯅꯤ꯫ ꯅꯍꯥꯛꯅꯥ ꯃꯈꯣꯌꯁꯤꯡ ꯑꯁꯤ ꯍꯥꯡꯗꯣꯛꯄꯥ ꯉꯝꯃꯤ꯫

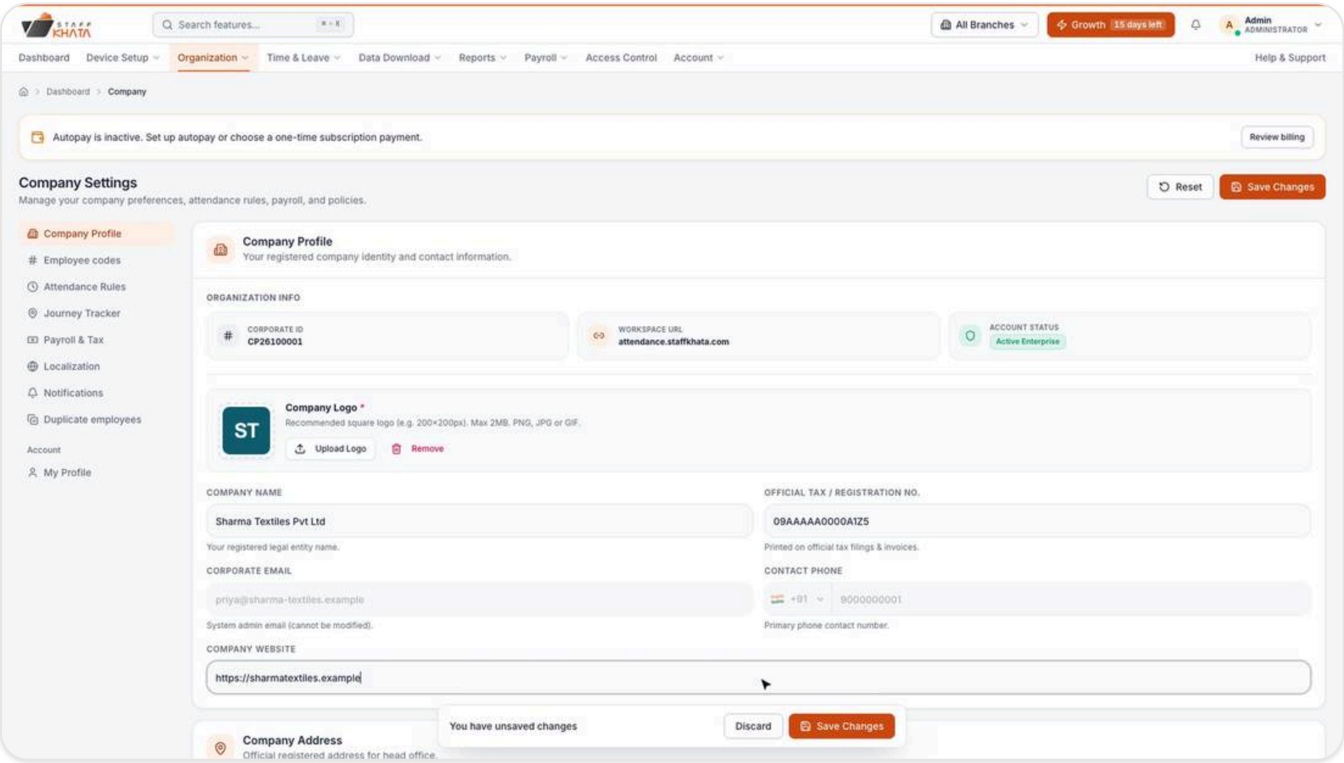
3. **Company Logo** (ꯀꯝꯄꯦꯅꯤꯒꯤ ꯂꯣꯒꯣ) ꯃꯈꯥꯗꯥ, **Upload Logo** (ꯂꯣꯒꯣ ꯑꯄꯂꯣꯗ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ 2 MB ꯗꯒꯤ ꯍꯦꯟꯗꯕ ꯁꯥꯏꯖꯒꯤ PNG, JPG ꯅꯠꯇꯔꯒꯥ GIF ꯑꯃ ꯈꯅꯕꯤꯌꯨ (200 × 200 px ꯅꯠꯇꯅ ꯐꯕꯥ ꯑꯣꯏ)꯫

4. **Company Name** (ꯀꯝꯄꯦꯅꯤꯒꯤ ꯃꯤꯡ) ꯌꯦꯡꯁꯤꯟꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗꯥ ꯅꯍꯥꯛꯀꯤ **Official Tax / Registration No.** (ꯑꯣꯐꯤꯁꯤꯑꯦꯜ ꯇꯦꯛꯁ / ꯔꯦꯖꯤꯁ꯭ꯠꯔꯦꯁꯟ ꯅꯝꯕꯔ), ꯈꯗꯥꯏ ꯑꯣꯏꯔꯕꯗꯤ ꯅꯍꯥꯛꯀꯤ GST ꯅꯝꯕꯔ ꯏꯕꯤꯌꯨ꯫

5. ꯅꯍꯥꯛꯀꯤ **Company Website** (ꯀꯝꯄꯦꯅꯤꯒꯤ ꯋꯦꯕꯁꯥꯏꯠ) ꯍꯥꯄꯆꯤꯟꯕꯤꯌꯨ꯫ ꯃꯁꯤ `https://` ꯗꯒꯤ ꯍꯧꯕꯤꯌꯨ꯫

6. **Company Address** (ꯀꯝꯄꯦꯅꯤꯒꯤ ꯑꯦꯗ꯭ꯔꯦꯁ) ꯃꯄꯨꯡ ꯁꯤꯡꯊꯥꯟꯅ ꯏꯕꯤꯌꯨ꯫ ꯁꯍꯔ, ꯁꯇꯦꯠ, ꯁ꯭ꯇꯦꯠ ꯑꯃꯁꯨꯡ ꯄꯤꯟꯀꯣꯗ ꯀꯌꯥ ꯑꯗꯨ ꯃꯈꯥꯒꯤ ꯃꯐꯝꯒꯤ ꯅꯤꯡꯊꯧꯁꯤꯡꯗꯥ ꯍꯥꯞꯄꯤꯌꯨ, ꯃꯗꯨꯅꯥ ꯗꯣꯀ꯭ꯌꯨꯃꯦꯟꯇꯁꯤꯡꯗꯥ ꯌꯥꯝꯅ ꯄ꯭ꯔꯤꯟꯇ ꯇꯧꯒꯅꯤ꯫

7. **Save Changes** (ꯍꯣꯡꯗꯣꯛꯂꯕꯁꯤꯡ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯈꯪꯖꯤꯅꯕꯤꯌꯨ: **Corporate Email** (ꯀꯣꯔꯄꯣꯔꯦꯠ ꯏꯃꯦꯜ) ꯃꯁꯤ ꯑꯗꯃꯤꯟꯒꯤ ꯑꯦꯀꯥꯎꯟꯇꯀꯤ ꯃꯇꯦꯡꯒꯤ ꯂꯥꯛꯂꯤ ꯑꯃꯁꯨꯡ ꯃꯁꯤꯗꯥ ꯍꯣꯡꯗꯣꯛꯄ ꯌꯥꯗꯦ꯫

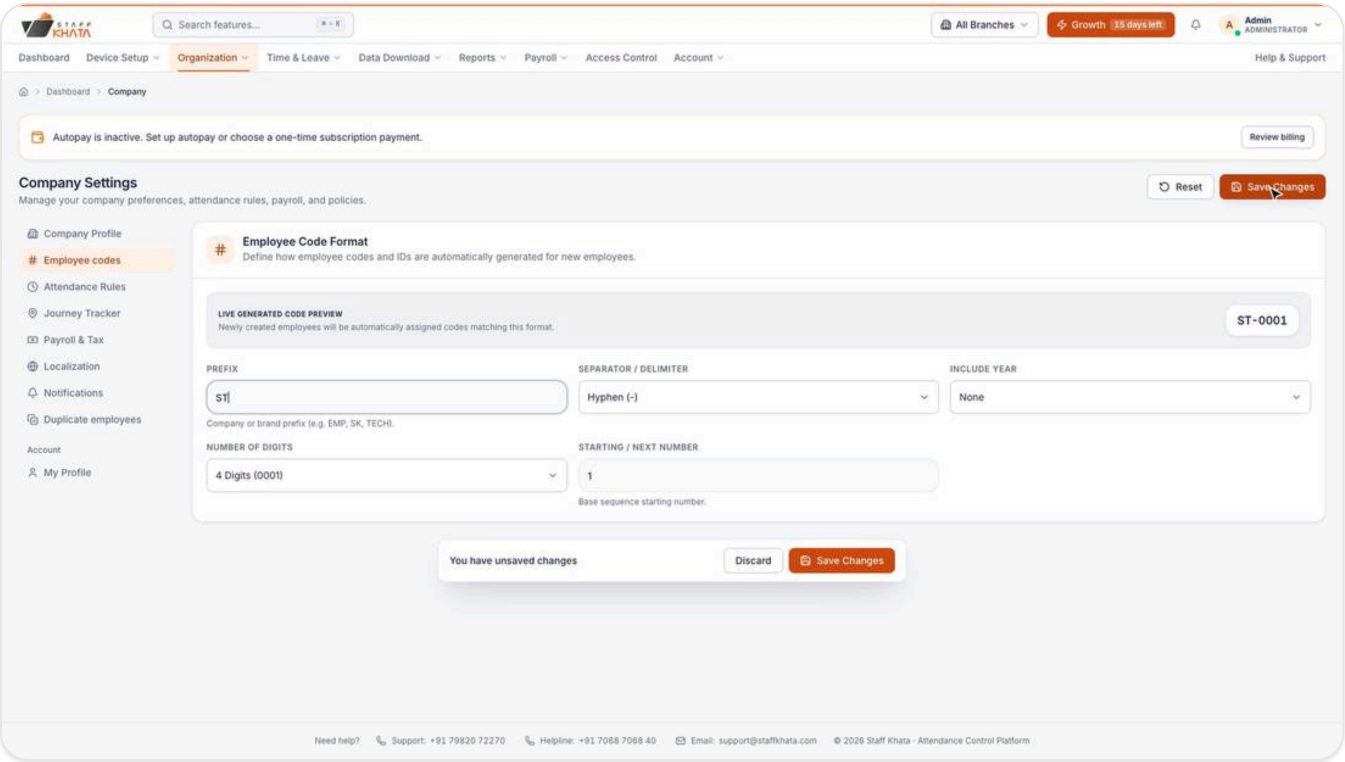
ꯑꯦꯄꯇꯥ ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯒꯤ ꯀꯣꯗꯁꯤꯡ ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯁꯦꯝꯕꯤꯌꯨ

Staff Khata ꯅ ꯃꯁꯥꯃꯛ ꯊꯕꯛꯁꯨꯕ ꯑꯥꯏꯗꯤꯁꯤꯡ ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯑꯣꯏꯅ ꯁꯦꯝꯃꯤ꯫ ꯃꯈꯣꯌ ꯀꯔꯝꯅ ꯁꯦꯝꯒꯅꯤ ꯍꯥꯏꯕ ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯃꯈꯥ ꯁꯦꯝꯕꯤꯌꯨ꯫

1. **Company Settings** (ꯀꯝꯄꯦꯅꯤ ꯁꯦꯇꯤꯡꯁ) ꯗꯥ, **Employee codes** (ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯒꯤ ꯀꯣꯗꯁꯤꯡ) ꯇꯥꯕ ꯍꯥꯡꯗꯣꯛꯀꯤꯌꯨ꯫
2. ꯃꯈꯥꯗꯥ ꯄꯤꯔꯤꯕ ꯐꯤꯜꯗꯁꯤꯡ ꯂꯦꯡ ꯁꯦꯝꯕꯤꯌꯨ꯫ ꯑꯦꯄꯇꯥ ꯁꯦꯝꯄ ꯁꯦꯝꯕꯒꯤ ꯃꯇꯨꯡꯗ **Live Generated Code Preview** (ꯍꯧꯖꯤꯛ ꯀꯣꯗ ꯄ꯭ꯔꯤꯚꯤꯎ) ꯗꯥ ꯃꯇꯧ ꯀꯔꯝꯅ ꯎꯕꯤꯌꯨ꯫
3. **Save Changes** (ꯍꯣꯡꯗꯣꯛꯄꯁꯤꯡ ꯊꯝꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯂꯝꯕꯤ	ꯃꯁꯤꯅ ꯀꯔꯤ ꯇꯧꯕꯒꯦ
Prefix (ꯄ꯭ꯔꯤꯐꯤꯛꯁ)	ꯍꯧꯔꯀꯄꯗꯥ ꯊꯝꯕ ꯃꯆꯥꯃꯤꯡ, ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ `ST` ꯅꯠꯔꯒꯥ `EMP`꯫

ꯁꯦꯇꯤꯡ	ꯃꯁꯤꯅꯥ ꯇꯧꯕꯥ ꯊꯕꯛ
Separator / Delimiter (ꯁꯦꯄꯔꯦꯇꯔ ꯗꯦꯂꯤꯃꯤꯇꯔ)	ꯍꯥꯏꯐꯦꯟ, ꯁ꯭ꯂꯦꯁ, ꯑꯟꯗꯔꯁ꯭ꯀꯣꯔ, ꯗꯣꯠ, ꯅꯠꯔꯒꯥ ꯀꯔꯤꯁꯨ ꯂꯩꯇꯕ꯫
Include Year (ꯆꯍꯤ ꯌꯥꯎꯍꯅꯕ)	ꯆꯍꯤ (`2026` ꯅꯠꯔꯒꯥ `26`) ꯍꯥꯏꯕꯥ, ꯅꯠꯔꯒꯥ **None** (ꯀꯔꯤꯁꯨ ꯅꯠꯇꯕ)꯫
Number of Digits (ꯗꯤꯖꯤꯠ ꯃꯁꯤꯡ)	ꯅꯝꯕꯔ ꯑꯃꯗꯥ ꯗꯤꯖꯤꯠ ꯃꯁꯤꯡ ꯌꯥꯎꯒꯅꯤ, 2 ꯗꯒꯤ 6 ꯐꯥꯑꯣꯕ꯫
Starting / Next Number (ꯍꯧꯔꯀꯄ / ꯃꯊꯪꯒꯤ ꯅꯝꯕꯔ)	ꯃꯊꯪꯒꯤ ꯑꯅꯧꯕ ꯀꯣꯗꯁꯤꯡꯗꯥ ꯍꯧꯒꯗꯕ ꯅꯝꯕꯔ꯫

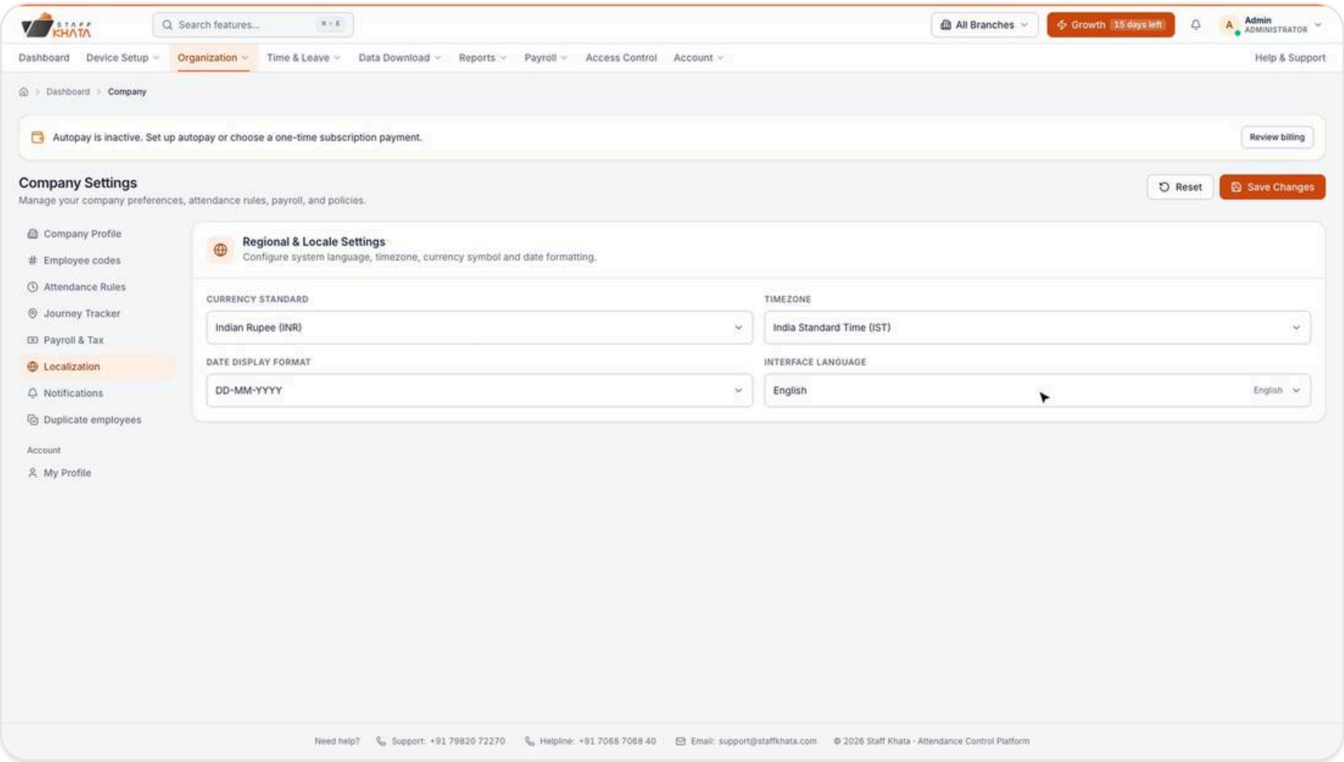


ꯈꯪꯖꯤꯅꯒꯗꯕ: ꯐꯣꯔꯃꯦꯠ ꯑꯁꯤ ꯑꯅꯧꯕ ꯁ꯭ꯇꯥꯐꯁꯤꯡꯗꯥ ꯈꯛꯇꯃꯛ ꯁꯤꯖꯤꯟꯅꯩ꯫ ꯍꯥꯟꯅꯅ ꯂꯩꯔꯕ ꯀꯣꯗꯁꯤꯡ ꯑꯗꯨ ꯍꯣꯡꯂꯣꯏ꯫

ꯂꯣꯀꯦꯂꯥꯏꯖꯦꯁꯟ ꯁꯦꯇꯤꯡꯁꯤꯡ

Localization (ꯂꯣꯀꯦꯂꯥꯏꯖꯦꯁꯟ) ꯑꯁꯤ ꯍꯥꯡꯗꯣꯛꯂꯤ꯫ ꯅꯍꯥꯛꯀꯤ ꯀꯝꯄꯦꯅꯤꯒꯤ ꯑꯣꯏꯅꯥ **Currency Standard** (ꯁꯦꯜ), **Timezone** (ꯃꯇꯝꯒꯤ ꯖꯣꯟ), **Date Display Format** (ꯇꯥꯡ ꯎꯠꯄꯒꯤ ꯐꯣꯔꯃꯦꯠ) ꯑꯃꯁꯨꯡ **Interface Language** (ꯏꯟꯇꯔꯐꯦꯁꯀꯤ ꯂꯣꯟ) ꯑꯁꯤ ꯈꯅꯒꯠꯂꯤꯕꯥ ꯌꯥꯏ꯫ ꯅꯍꯥꯛꯀꯤ ꯗꯤꯖꯤꯇꯦꯜ

ꯑꯣꯢꯕꯗꯦ ꯃꯇꯨꯡ ꯑꯣꯏꯕꯥ ꯁꯦꯠꯤꯡꯁꯤꯡ ꯍꯣꯡꯗꯣꯛꯂꯕꯥ ꯃꯇꯨꯡꯗ, ꯃꯊꯛꯇꯥ ꯂꯩꯕꯥ **Save Changes** (ꯑꯍꯣꯡꯕꯁꯤꯡ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



Payroll & Tax ꯁꯦꯠ

Payroll & Tax (ꯄꯦꯔꯣꯜ ꯑꯃꯁꯨꯡ ꯇꯦꯛꯁ) ꯁꯦꯠ ꯑꯁꯤꯅꯥ ꯀꯝꯄꯦꯅꯤꯒꯤ ꯂꯃꯆꯠ ꯂꯣꯟꯆꯠ (ꯄꯦ ꯁ꯭ꯂꯤꯞ ꯑꯃꯁꯨꯡ ꯇꯦꯛꯁ ꯃꯁꯤꯡ), PF, ESI ꯑꯃꯁꯨꯡ ꯄ꯭ꯔꯣꯐꯦꯁꯅꯦꯜ ꯂꯣꯟꯆꯠꯁꯤꯡ, ꯑꯃꯁꯨꯡ ꯀꯝꯄꯦꯅꯤꯒꯤ ꯆꯠꯅꯕꯤꯁꯤꯡ ꯌꯥꯝꯅꯥ ꯂꯩ꯫ ꯃꯁꯤꯒꯤ ꯑꯄꯨꯅꯕ ꯄꯦꯔꯣꯜ ꯑꯃꯁꯨꯡ ꯇꯦꯛꯁ ꯂꯃꯆꯠꯁꯤꯡ ꯗꯥ ꯌꯦꯡꯕꯤꯌꯨ꯫

ꯀꯝꯄꯦꯅꯤ ꯕ꯭ꯔꯥꯟꯆꯁꯤꯡ ꯁꯦꯝꯒꯠꯄꯤꯌꯨ

ꯕ꯭ꯔꯥꯟꯆꯁꯤꯡ ꯑꯁꯤ ꯀꯝꯄꯦꯅꯤ ꯑꯣꯐꯤꯁ ꯀꯌꯥꯒꯤ ꯃꯐꯝꯁꯤꯡꯒꯤ ꯃꯍꯧꯁꯥꯅꯤ꯫ ꯕ꯭ꯔꯥꯟꯆ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯃꯁꯥꯒꯤ ꯇꯥꯏꯝ-ꯖꯣꯟ ꯂꯩꯕ ꯌꯥꯏ, ꯃꯗꯨꯒꯤ ꯀꯨꯝꯖꯤꯟꯕꯒꯤ ꯃꯇꯨꯡꯒꯤ ꯑꯣꯢꯕ ꯁꯦꯠ ꯃꯈꯥ ꯑꯃꯁꯨꯡ ꯃꯁꯥꯒꯤ ꯍꯣꯡꯗꯣꯛꯄ ꯂꯣꯟ-ꯆꯠ ꯁꯦꯠ ꯌꯥꯏ꯫

1. **Organization** (ꯑꯣꯔꯒꯦꯅꯥꯏꯖꯦꯁꯟ) → **Branch** (ꯕ꯭ꯔꯥꯟꯆ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯀꯝꯄꯦꯅꯤ ꯍꯧꯗꯣꯛꯂꯣꯝꯗ **Main Branch** (ꯃꯔꯨꯑꯣꯏꯕ ꯕ꯭ꯔꯥꯟꯆ) ꯑꯃ ꯁꯦꯝꯂꯦ ꯂꯩꯔꯦ꯫
2. ꯂꯥꯏꯔꯤ ꯃꯣꯡ (⋯) ꯁꯤꯖꯤꯟꯅꯗꯨꯅ **Edit** (ꯁꯦꯝꯗꯣꯛꯄ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

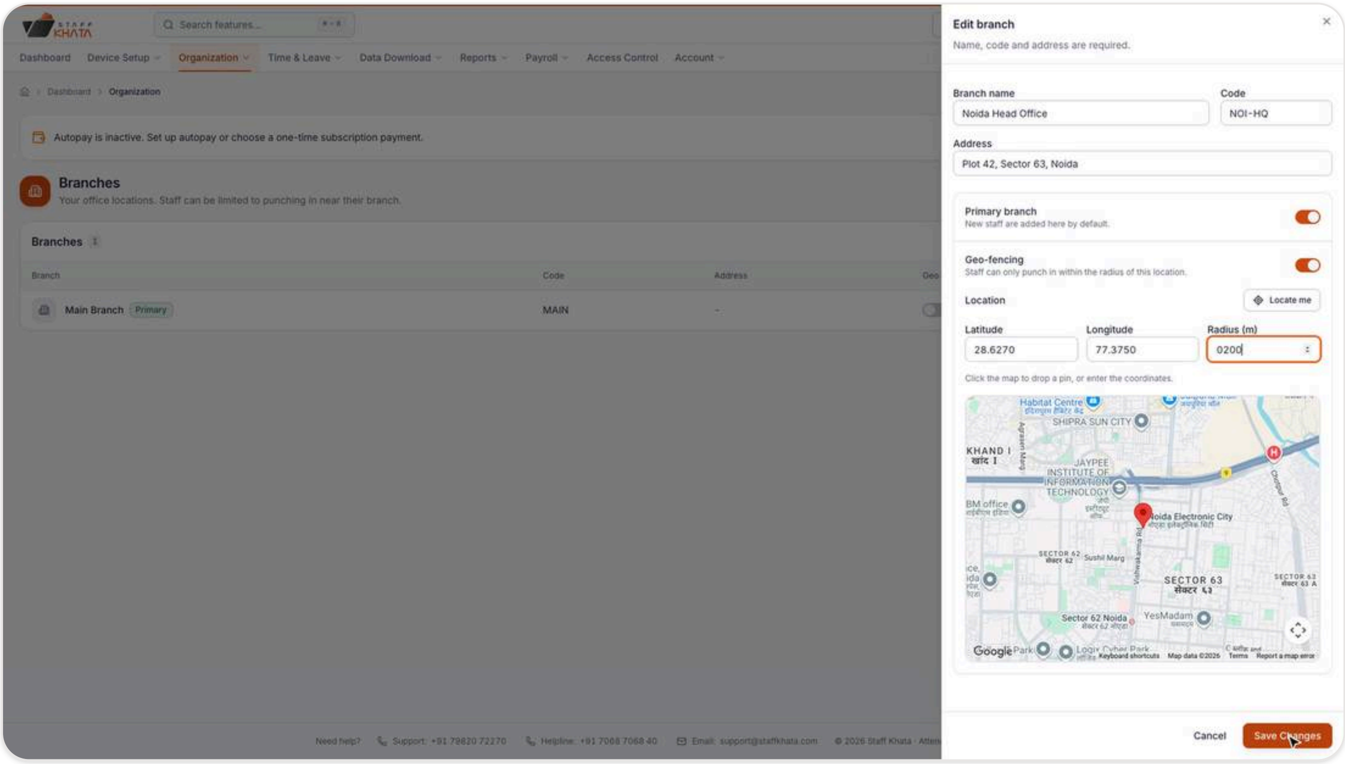
3. [illegible] **Branch name** ([illegible]), [illegible] **Code** ([illegible]) ([illegible] `NOI-HQ`) [illegible] **Address** ([illegible]) [illegible]॥

4. [illegible] **Primary branch** ([illegible]) [illegible]॥

5. **Geo-fencing** ([illegible]) [illegible]॥ [illegible]: **Locate me** ([illegible]) [illegible], **Latitude** ([illegible]) [illegible] **Longitude** ([illegible]) [illegible]॥

6. **Radius (m)** ([illegible] ([illegible])) [illegible]: [illegible]॥

7. **Save Changes** ([illegible]) [illegible]॥

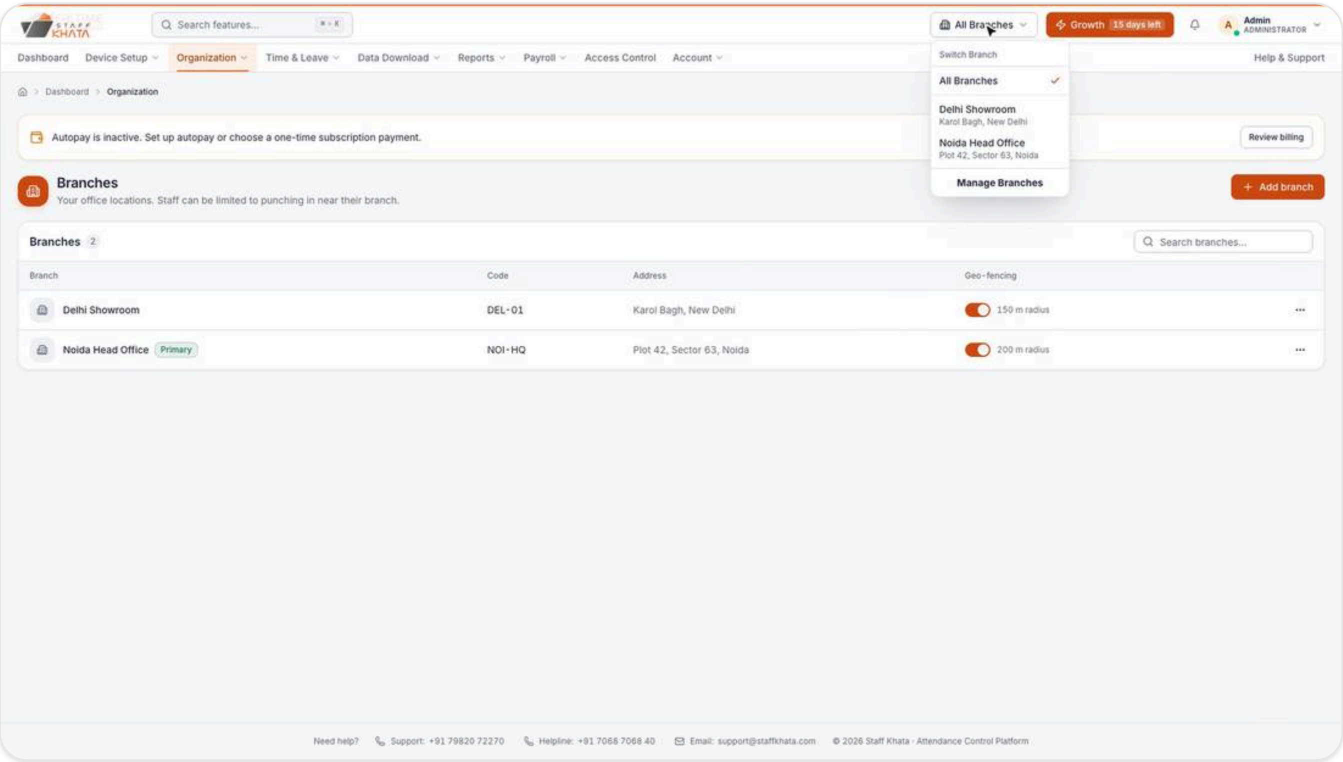


[illegible], **Add branch** ([illegible]) [illegible], [illegible] **Add branch** [illegible]॥

> **[illegible]:** [illegible] 50 [illegible] GPS [illegible]॥

[illegible] **All Branches** ([illegible]

ꯄꯨꯝꯅꯃꯛ)) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫



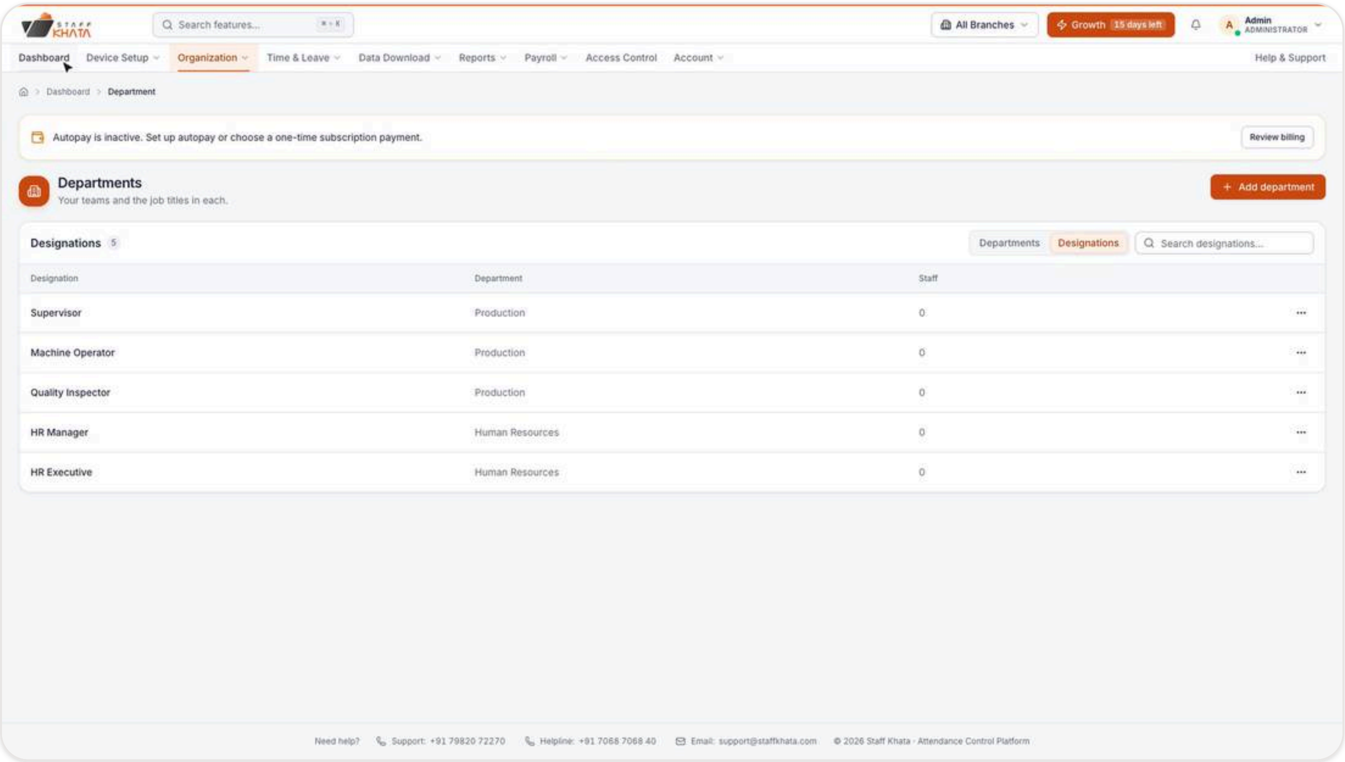
ꯇꯤꯞ-ꯗꯥꯎꯟ ꯑꯁꯤ ꯑꯦꯗꯃꯤꯅꯤꯁ꯭ꯇ꯭ꯔꯦꯇꯔꯁꯤꯡꯗꯥ ꯈꯛꯇꯃꯛ ꯎꯕꯥ ꯐꯪꯏ꯫ ꯄꯨꯝꯅꯃꯛ ꯈꯨꯗꯤꯡꯃꯛ ꯑꯃꯁꯨꯡ ꯑꯦꯗꯤꯠ ꯇꯧꯕꯥ ꯌꯥꯕꯥ ꯊꯥꯝꯃꯤ꯫

ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯑꯃꯁꯨꯡ ꯗꯤꯖꯤꯒꯅꯦꯁꯟꯁꯤꯡ ꯁꯦꯃꯒꯠꯄꯥ

ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯁꯤꯡ ꯑꯁꯤ ꯇꯤꯝꯁꯤꯡ ꯑꯣꯏꯔꯤ꯫ ꯗꯤꯖꯤꯒꯅꯦꯁꯟꯁꯤꯡ ꯑꯁꯤ ꯑꯣꯏꯕ ꯊꯧꯗꯥꯡꯁꯤꯡ ꯃꯔꯃꯗꯥ ꯇꯧꯕ ꯃꯤꯑꯣꯏꯁꯤꯡ ꯃꯤꯁꯤꯡꯒꯤ, ꯑꯃꯁꯨꯡ ꯃꯍꯥꯛꯀꯤ ꯑꯁꯤ ꯁꯦꯜꯇꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯤꯡꯍꯟꯕꯗꯥ ꯁꯤꯖꯤꯟꯅꯩ꯫

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Department** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ) ꯗꯥ ꯆꯠꯂꯨ ꯌꯨ꯫ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯑꯗꯨ ꯇꯦꯕꯂꯒꯤ ꯃꯑꯣꯡꯗꯥ ꯎꯕꯥ ꯐꯪꯏ꯫
2. ꯃꯍꯥꯛꯀꯤ ꯃꯊꯛꯇꯥ ꯑꯃꯗꯥ ꯇꯧꯕꯥꯁꯤꯡ ꯃꯤꯁꯤꯡꯒꯤ ꯁꯦꯃꯗꯣ, ꯃꯇꯨꯡ ꯊꯥꯡꯒꯤ ꯃꯦꯅꯨ (⋯) ꯁꯤꯡꯗꯥꯡꯗꯨ **Edit** (ꯑꯦꯗꯤꯠ) ꯗꯥ ꯆꯠꯂꯨ ꯌꯨ꯫ **Designations** (ꯗꯤꯖꯤꯒꯅꯦꯁꯟꯁꯤꯡ) ꯃꯈꯥꯗꯥ, ꯃꯤꯡ ꯑꯃ ꯌꯥꯎꯍꯟ ꯌꯨ, ꯃꯇꯨꯡꯗꯥ **Add designation** (ꯗꯤꯖꯤꯒꯅꯦꯁꯟ ꯁꯦꯃꯒꯠꯄꯥ) ꯗꯥ ꯆꯠꯂꯨ ꯌꯨ, ꯃꯇꯨꯡ ꯃꯇꯨꯡꯗꯥ **Save Changes** (ꯁꯦꯃꯗꯣꯛꯄꯁꯤꯡ ꯁꯦꯕ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯆꯠꯂꯨ ꯌꯨ꯫
3. ꯑꯅꯧꯕ ꯑꯃ ꯑꯃ ꯁꯦꯃꯗꯣ, **Add department** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯁꯦꯃꯒꯠꯄꯥ) ꯗꯥ ꯆꯠꯂꯨ ꯌꯨ, **Department name** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯀꯤ ꯃꯤꯡ) ꯍꯥꯞꯄꯤꯌꯨ, ꯃꯇꯨꯡꯗꯥ ꯗꯤꯖꯤꯒꯅꯦꯁꯟꯁꯤꯡ ꯁꯦꯃꯒꯠꯄꯥ ꯑꯃꯁꯨꯡ ꯁꯦꯕ ꯇꯧꯕꯤꯌꯨ꯫

4. ꯀꯍꯦꯐꯊꯤ ꯊꯈꯄꯪꯀꯤꯗꯦ ꯀꯧꯕ ꯎꯕꯐꯊꯤ ꯈꯤꯃ ꯂꯨꯗꯤꯃꯈꯐ ꯑꯈꯅꯨꯃ ꯈꯗꯨ ꯊꯔꯤ ꯗꯤꯄꯥꯔꯇꯪꯃꯪꯟꯇꯪꯇꯦ ꯌꯦꯂꯨꯕꯄꯪ ꯍꯦꯌꯔꯕꯗꯨ ꯌꯪꯃꯀꯕꯦ ꯇꯪꯕꯆ ꯑꯗꯨ **Departments** (ꯗꯤꯄꯥꯔꯇꯪꯃꯪꯟꯇꯁꯤꯃ) ꯗꯄꯤ **Designations** ꯗꯦ ꯍꯦꯃꯗꯦꯊꯄꯥꯤꯂꯨ꯫



ꯈꯧꯗꯦ, ꯀꯍꯦꯐꯊꯤ <u>ꯑꯪꯇꯪꯌꯗꯪꯌꯃꯊꯤ ꯀꯤꯔꯈꯃꯤꯃ ꯑꯈꯅꯨꯃ ꯑꯦꯏꯤꯃ ꯈꯇꯈꯄꯤ ꯄꯦꯀꯤꯃꯤ</u> ꯃꯪꯌ ꯇꯧꯕꯤꯂꯨ꯫

04

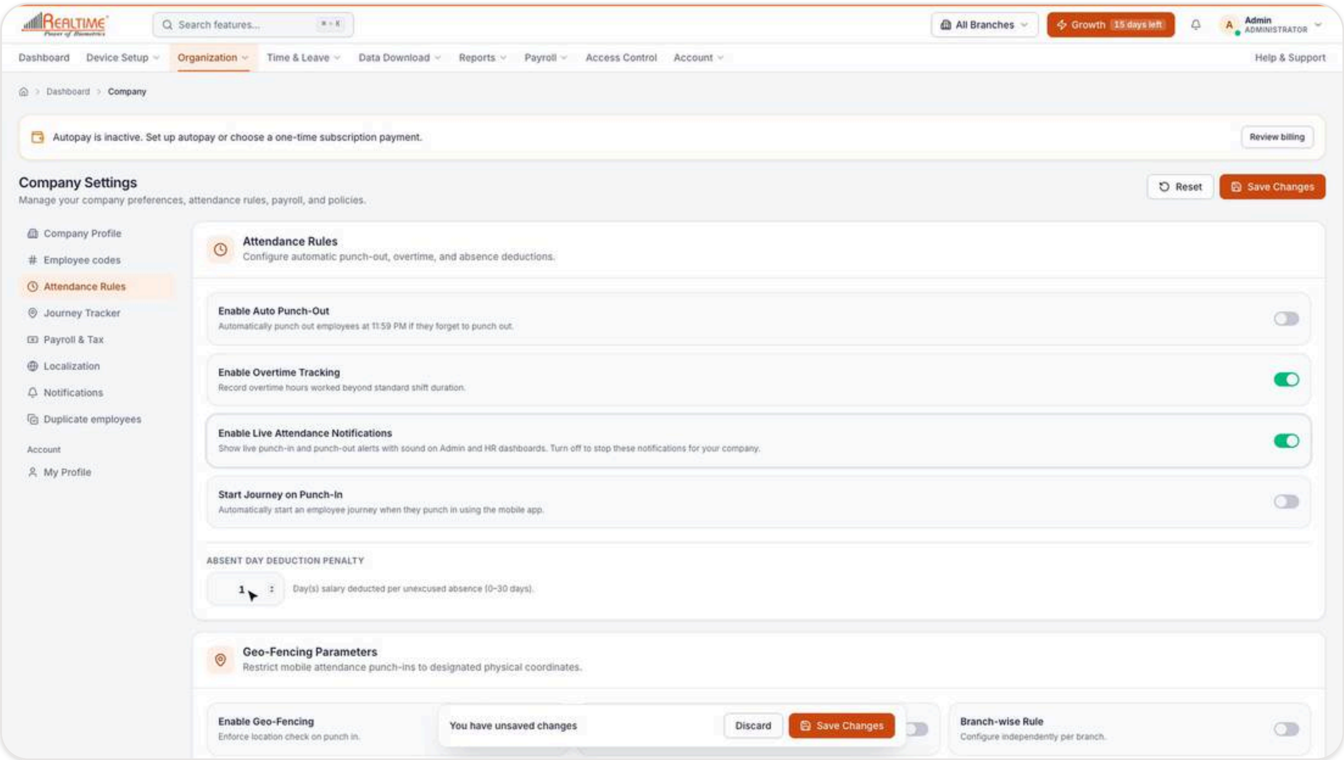
ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯀꯤ ꯅꯤꯌꯃꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯣꯐꯤꯁ ꯃꯇꯧꯃꯥꯡꯒꯤ ꯄꯣꯂꯤꯁꯤ

ꯄꯂꯥꯟ: ꯄꯂꯥꯟ ꯄꯨꯝꯅꯃꯛ

ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯀꯤ ꯅꯤꯌꯃꯁꯤꯡꯅꯥ Staff Khata ꯅꯥ ꯄꯟꯆ ꯈꯨꯗꯤꯡꯃꯛ ꯀꯔꯝꯅꯥ ꯂꯧꯁꯤꯜꯂꯤ ꯍꯥꯌꯕꯗꯨ ꯂꯦꯞꯄꯤ: ꯀꯔꯤ ꯑꯣꯇꯣꯄꯟꯆ ꯑꯣꯏꯕꯔꯥ, ꯇꯥꯏꯕꯒꯤ ꯃꯃꯜ ꯀꯌꯥ ꯑꯣꯏꯕꯔꯥ, ꯑꯃꯁꯨꯡ ꯑꯣꯚꯔꯇꯥꯏꯃꯗꯥ ꯀꯅꯥꯅꯥ ꯃꯍꯦꯟ-ꯅꯦꯡ ꯌꯦꯡꯕꯥ॥ ꯑꯦꯐꯤꯁ ꯃꯇꯧꯃꯥꯡꯒꯤ ꯄꯣꯂꯤꯁꯤꯗꯥ ꯀꯅꯅꯅ ꯅꯦꯝ ꯑꯣꯏꯕꯔꯥ, ꯍꯦ-ꯗꯦ ꯑꯣꯏꯕꯔꯥ ꯅꯦꯠꯊꯣꯛ ꯇꯥꯌꯕꯔꯥ ꯍꯥꯌꯕꯗꯨ ꯂꯦꯞꯄꯤ॥

ꯅꯍꯥꯛꯀꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯀꯤ ꯅꯤꯌꯃꯁꯤꯡ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Company** (ꯀꯝꯄꯥꯅꯤ) ꯗꯥ ꯀꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗꯥ **Attendance Rules** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯀꯤ ꯅꯤꯌꯃꯁꯤꯡ) ꯇꯦꯕ ꯍꯥꯡꯗꯣꯛꯄꯤꯌꯨ॥
2. ꯅꯍꯥꯛꯅꯥ ꯄꯥꯝꯕ ꯅꯤꯌꯃꯁꯤꯡ ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ (ꯃꯍꯥꯛ ꯄꯤꯔꯤꯕ ꯇꯦꯕꯇ ꯌꯦꯡꯕꯤꯌꯨ)॥
3. **Absent Day Deduction Penalty** (ꯂꯩꯇꯗꯕ ꯅꯨꯃꯤꯠꯀꯤ ꯀꯠꯊꯣꯛꯄꯒꯤ ꯆꯩꯔꯥꯛ) ꯗꯥ, ꯃꯔꯝ ꯌꯥꯎꯗꯅꯥ ꯂꯩꯇꯗꯕ ꯈꯨꯗꯤꯡꯃꯛꯀꯤꯗꯃꯛ ꯅꯨꯃꯤꯠ ꯀꯌꯥ ꯀꯠꯊꯣꯛꯀꯅꯤ ꯍꯥꯌꯕꯗꯨ ꯈꯟꯕꯤꯌꯨ॥ ꯃꯍꯧꯁꯥ ꯌꯥꯃꯗꯥ **1** ꯂꯩꯔꯦ॥
4. **Save Changes** (ꯍꯣꯡꯗꯣꯛꯅꯕꯁꯤꯡ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ॥



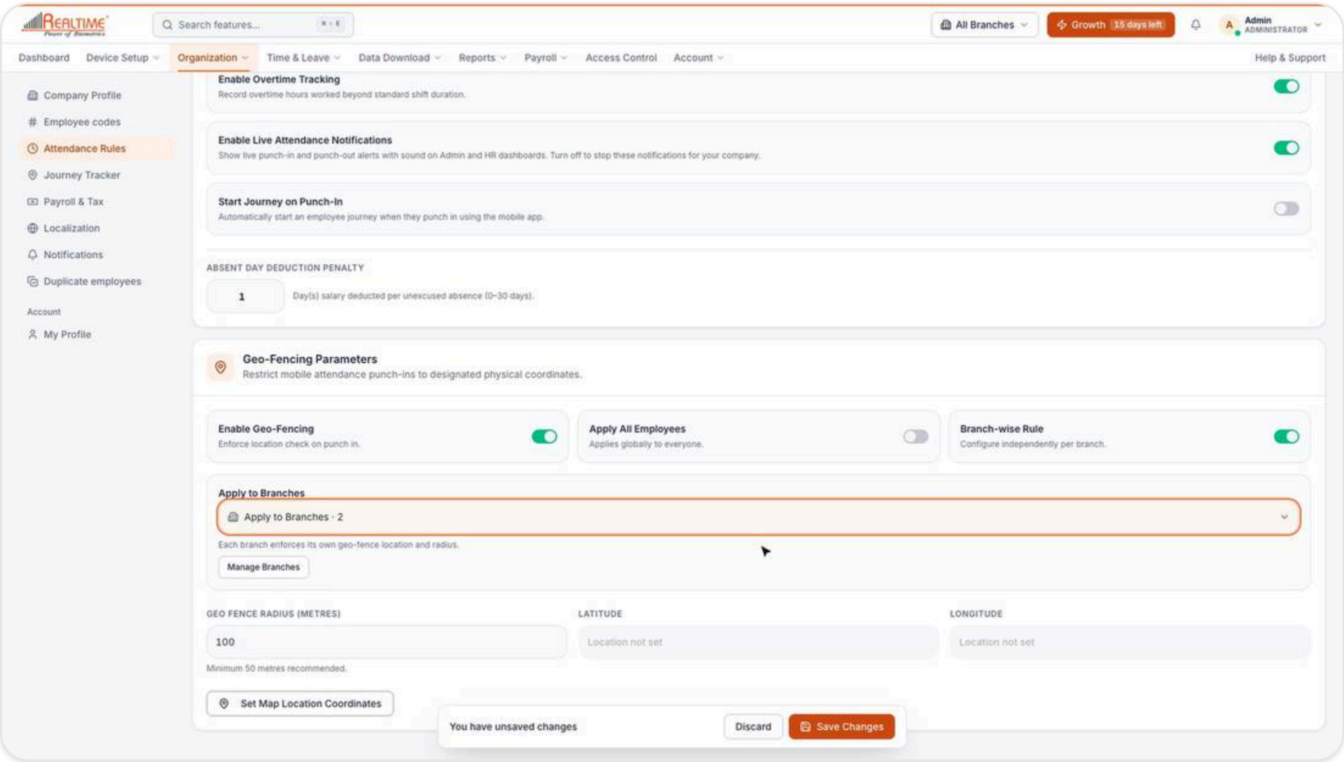
ꯁꯦꯇꯤꯡ	ꯃꯁꯤꯅꯥ ꯀꯔꯤ ꯇꯧꯕꯒꯦ
Enable Auto Punch-Out (ꯑꯣꯇꯣ ꯄꯟꯆ-ꯑꯥꯎꯠ ꯑꯣꯟ ꯇꯧꯕ)	ꯊꯕꯛꯂꯨꯕꯁꯤꯡꯅꯥ ꯄꯟꯆ-ꯑꯥꯎꯠ ꯇꯧꯕ ꯀꯥꯎꯔꯕꯗꯤ ꯅꯨꯃꯤꯗꯥꯡꯒꯤ 11:59 PM ꯗꯥ ꯃꯁꯥꯃꯛꯅꯥ ꯄꯟꯆ-ꯑꯥꯎꯠ ꯇꯧꯏ꯫
Enable Overtime Tracking (ꯑꯣꯚꯔꯇꯥꯏꯝ ꯇ꯭ꯔꯦꯀꯤꯡ ꯑꯣꯟ ꯇꯧꯕ)	ꯅꯤꯖꯤꯡꯕ ꯃꯇꯝꯗꯒꯤ ꯍꯦꯟꯅꯥ ꯊꯕꯛ ꯇꯧꯔꯕꯗꯤ ꯑꯣꯚꯔꯇꯥꯏꯝ ꯂꯦꯄꯊꯣꯛꯄ ꯇꯧꯏ, ꯃꯁꯤꯅꯥ ꯁꯦꯂꯊꯥꯡꯒꯤ ꯃꯇꯦꯡ ꯄꯥꯡꯏ꯫ ꯑꯣꯚꯔꯇꯥꯏꯝ ꯀꯦꯂꯀꯨꯂꯦꯁꯟ ꯁꯦꯇꯤꯡꯁꯤꯡ <u>ꯅꯤꯖꯤꯡ, ꯂꯣꯅꯆꯠ ꯑꯃꯁꯨꯡ ꯑꯣꯚꯔꯇꯥꯏꯝ</u> ꯗꯥ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫
Enable Live Attendance Notifications (ꯂꯥꯏꯚ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟ ꯑꯣꯟ ꯇꯧꯕ)	Admin ꯑꯃꯁꯨꯡ HR ꯗꯥ ꯁꯦꯟꯂꯥꯡꯁꯤꯡꯗꯥ ꯄꯟꯆ-ꯏꯟ ꯑꯃꯁꯨꯡ ꯄꯟꯆ-ꯑꯥꯎꯠ ꯈꯨꯗꯤꯡꯃꯛ ꯍꯧꯖꯤꯛ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟ ꯐꯪꯏ꯫
Start Journey on Punch-In (ꯄꯟꯆ-ꯏꯟ ꯇꯧꯕꯗꯥ ꯖꯔꯅꯤ ꯍꯧꯕ)	Journey Tracker ꯑꯣꯇꯣ-ꯑꯣꯟ ꯇꯧꯏ꯫ <u>Journey Tracker</u> ꯌꯦꯡꯕꯤꯌꯨ꯫
Absent Day Deduction Penalty (ꯂꯥꯛꯇꯕ ꯅꯨꯃꯤꯠꯀꯤ ꯀꯥꯀꯊꯣꯛꯄꯒꯤ ꯆꯩꯔꯥꯛ)	ꯃꯇꯝ ꯌꯥꯝꯅꯥ ꯂꯥꯛꯇꯕ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯀꯥꯀꯊꯣꯛꯄ ꯁꯦꯟꯇꯝꯒꯤ ꯅꯨꯃꯤꯠ, 0 ꯗꯒꯤ 30 ꯐꯥꯑꯣꯕ꯫

ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯤꯡ ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ

ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯤꯡꯅꯥ <u>ꯂꯣꯀꯦ</u>ꯁꯅꯁꯤꯡꯅꯥ ꯊꯕꯛ ꯇꯧꯕ ꯃꯐꯝꯗꯥ ꯂꯩꯔ<u>ꯛꯂ</u>ꯕꯗꯤ ꯃꯈꯥꯗ ꯑꯣꯏꯗꯨꯅ ꯄꯟꯆ-ꯏꯟ ꯇꯧꯕꯗꯒꯤ ꯊꯤꯡꯏ꯫

1. ꯇꯣꯕ ꯑꯃꯁꯨꯡꯗꯥ, **Geo-Fencing Parameters** (ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯤꯡꯒꯤ ꯄꯦꯔꯥꯃꯤꯇꯔꯁꯤꯡ) ꯐꯥꯑꯣꯕ <u>ꯁꯛ</u>ꯈꯪ ꯇꯧꯕꯤꯌꯨ꯫
2. **Enable Geo-Fencing** (ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯤꯡ ꯑꯣꯟ ꯇꯧꯕ) ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ꯫
3. ꯃꯁꯤ ꯀꯥꯡꯂꯨꯞ ꯑꯅꯤꯒꯤ ꯃꯔꯛꯇꯒꯤ ꯑꯃꯥ ꯈꯅꯕꯤꯌꯨ:
   - **Branch-wise Rule** (<u>ꯕ꯭ꯔ</u>ꯥꯟꯆ ꯃꯈꯥ ꯃꯈꯥꯒꯤ ꯅꯤꯌꯝ): <u>ꯕ꯭ꯔ</u>ꯥꯟꯆ ꯈꯨꯗꯤꯡꯃꯛꯅꯥ ꯃꯁꯥꯒꯤ ꯂꯣꯀꯦꯁꯟ ꯑꯃꯁꯨꯡ ꯔꯦꯗꯤꯌꯁ ꯂꯤꯂꯤꯡꯏ꯫ **Apply to Branches** (<u>ꯕ꯭ꯔ</u>ꯥꯟꯆꯁꯤꯡꯗꯥ ꯑꯦꯞꯂꯥꯏ) ꯗꯥ <u>ꯕ꯭ꯔ</u>ꯥꯟꯆꯁꯤꯡ ꯈꯅꯕꯤꯌꯨ꯫ ꯅꯨꯄꯥꯡ ꯃꯐꯝ ꯑꯃꯗꯒꯤ ꯍꯦꯟꯅꯥ ꯂꯩꯕꯗꯒꯤ ꯃꯁꯤ <u>ꯈꯖꯤ</u>ꯈꯗꯒꯤ ꯐꯕ ꯈꯅꯕꯅꯤ꯫
   - **Apply All Employees** (ꯊꯕꯛꯂꯨꯕ ꯄꯨꯝꯅꯃꯛꯇꯥ ꯑꯦꯞꯂꯥꯏ): ꯃꯤ ꯈꯨꯗꯤꯡꯃꯛꯀꯤꯗꯃꯛ ꯂꯣꯀꯦꯁꯟ ꯑꯃꯈꯛꯇꯅꯤ꯫ **Geo Fence Radius (Metres)** (ꯖꯤꯑꯣ-ꯐꯦꯟꯁ ꯔꯦꯗꯤꯌꯁ (ꯃꯤꯇꯔ)) ꯍꯥꯞꯄꯤꯌꯨ ꯑꯃꯁꯨꯡ ꯃꯐꯝ ꯑꯗꯨ ꯈꯅꯅꯕꯥ **Set Map Location Coordinates** (ꯃꯦꯄꯀꯤ ꯂꯣꯀꯦꯁꯟ ꯀꯣꯑꯣꯔꯗꯤꯅꯦꯠ ꯁꯦꯠ ꯇꯧꯕ) ꯗꯥ <u>ꯀ꯭ꯂꯤ</u>ꯛ ꯇꯧꯕꯤꯌꯨ꯫

4. **Save Changes** (ꯍꯣꯡꯗꯣꯛꯂꯕꯁꯤꯡ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ <u>ꯀ꯭ꯂꯤꯛ</u> ꯇꯧꯕꯤꯌꯨ꯫



> **ꯈꯪꯖꯤꯟꯅꯕꯤꯌꯨ: Branch-wise Rule** ꯂꯩꯔꯕꯗꯤ, ꯑꯗꯨꯒꯤꯗꯃꯛ **Organization → Branch** (<u>ꯕ꯭ꯔ</u>ꯥꯟꯆ) ꯗꯒꯤ <u>ꯕ꯭ꯔ</u>ꯥꯟꯆ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯂꯣꯀꯦꯁꯟ ꯑꯃꯁꯨꯡ ꯔꯦꯗꯤꯌꯁ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯁꯤꯒꯤ ꯃꯇꯨꯡꯗ ꯁꯦꯚ ꯇꯧꯕ ꯌꯦꯡꯕꯤꯌꯨ꯫

ꯃꯁꯤꯒꯤ ꯃꯇꯨꯡꯗ ꯑꯦꯗꯃꯤꯟꯁꯤꯡꯅ ꯃꯈꯣꯌꯒꯤ <u>ꯗꯦꯁ</u>ꯕꯣꯔꯗꯇ, **Attendance & devices** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯃꯁꯨꯡ ꯗꯤꯚꯥꯏꯁꯁꯤꯡ) ꯁꯦꯛꯁꯅꯗ ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯤꯡ ꯑꯣꯟ ꯇꯧꯕ ꯌꯥꯏ꯫

ꯃꯁꯤꯒꯤ WhatsApp ꯃꯦꯁꯦꯖꯁꯤꯡ ꯊꯥꯕꯤꯌꯨ

Notifications (ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟꯁꯤꯡ) ꯇꯥꯕꯗ ꯃꯁꯤꯒꯤ WhatsApp ꯗ **Daily Attendance Summary** (ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯁꯝꯃꯔꯤ), **Monthly Attendance Summary** (ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯁꯝꯃꯔꯤ) ꯑꯃꯁꯨꯡ **Device Health Alerts** (ꯗꯤꯚꯥꯏꯁꯀꯤ ꯍꯀꯁꯦꯜ ꯑꯦꯂꯔꯠꯁꯤꯡ) ꯑꯣꯟ ꯇꯧꯕ ꯌꯥꯏꯔꯦ꯫ <u>WhatsApp ꯑꯃꯁꯨꯡ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟꯁꯤꯡ</u> ꯌꯦꯡꯕꯤꯌꯨ꯫

ꯑꯦꯗꯃꯤꯟ ꯗꯦꯁꯕꯣꯔꯗꯀꯤ ꯃꯤꯠꯌꯦꯡ ꯑꯃ ꯌꯦꯡꯕꯤꯌꯨ

ꯑꯦꯗꯃꯤꯟ ꯗꯦꯁꯕꯣꯔꯗꯀꯤ ꯃꯤꯠꯌꯦꯡꯗ ꯃꯁꯤꯒꯤ <u>ꯂꯥꯏꯕ</u> ꯗꯦꯁꯕꯣꯔꯗ ꯑꯃꯁꯨꯡ ꯅꯨꯃꯤꯠ ꯑꯃꯗ ꯍꯧꯖꯤꯛꯀꯤ ꯄꯥꯡ-ꯁꯥ ꯇꯦꯂꯤꯒ꯭ꯔꯥꯝ ꯑꯦꯞꯂꯦꯠ ꯄꯦꯔꯦꯟꯇ ꯎꯕ ꯌꯥꯏ꯫ ꯃꯁꯤꯒꯤ ꯑꯗꯨꯒ ꯃꯤꯠꯌꯦꯡ ꯑꯁꯤ ꯍꯤ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯗꯤꯖꯥꯏꯟ

ꯑꯣꯏꯕꯅꯤ꯫

1. **Organization** (ꯑꯣꯔꯒꯦꯅꯥꯏꯖꯦꯁꯟ) → **Office Time Policy** (ꯑꯣꯐꯤꯁ ꯇꯥꯏꯃꯒꯤ ꯄꯣꯂꯤꯁꯤ) ꯗꯥ ꯆꯠꯂꯨ ꯌꯧꯕꯤꯌꯨ꯫
2. **Create First Policy** (ꯑꯍꯥꯅꯕ ꯄꯣꯂꯤꯁꯤ ꯁꯦꯝꯕꯤꯌꯨ) ꯗꯥ ꯆꯠꯂꯨ ꯌꯧꯕꯤꯌꯨ (ꯅꯠꯔꯒꯥ ꯅꯍꯥꯛꯀꯤ ꯍꯧꯖꯤꯛꯇꯤ ꯑꯃ ꯂꯩꯔꯕꯗꯤ **Add New Policy** (ꯑꯅꯧꯕ ꯄꯣꯂꯤꯁꯤ ꯍꯥꯄꯆꯤꯜꯂꯨ))꯫
3. **Policy Name** (ꯄꯣꯂꯤꯁꯤꯒꯤ ꯃꯤꯡ) ꯑꯃ ꯍꯥꯕꯤꯌꯨ, ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ "Standard Office Policy"꯫ ꯃꯁꯤꯒꯤ ꯄꯣꯂꯤꯁꯤ ꯑꯁꯤ ꯃꯤ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯄꯣꯂꯤꯁꯤ ꯑꯃꯥ ꯑꯣꯏꯍꯟꯅꯕꯥ **Default** (ꯗꯤꯐꯣꯜꯠ) ꯑꯣꯟ ꯇꯧꯗꯨꯅꯥ ꯊꯝꯕꯤꯌꯨ꯫
4. **Grace periods & working hours** (ꯒ꯭ꯔꯦꯁ ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯊꯕꯛ ꯇꯧꯕꯒꯤ ꯄꯨꯡꯆꯤꯡ) ꯃꯈꯥꯗꯥ, ꯃꯇꯝꯀꯤ ꯑꯣꯏꯅ ꯄꯨꯡ ꯑꯃꯁꯨꯡ ꯃꯤꯅꯤꯠꯇꯥ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ:

ꯁꯦꯇꯤꯡ	ꯃꯁꯤꯅꯥ ꯀꯔꯤ ꯇꯧꯒꯅꯤ
Permitted Late Arrival (ꯑꯌꯥꯕ ꯄꯤꯔꯕ ꯂꯦꯠ ꯂꯥꯛꯄ)	ꯁꯤꯐꯠ ꯍꯧꯔꯛꯐꯝ ꯂꯦꯠ ꯑꯣꯏꯗꯅꯥ ꯌꯥꯕ ꯂꯦꯠ ꯂꯥꯛꯄ ꯌꯥꯕꯒꯤ, ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ ꯃꯤꯅꯤꯠ 15꯫
Permitted Early Departure (ꯑꯌꯥꯕ ꯄꯤꯔꯕ ꯊꯨꯅ ꯆꯠꯄ)	ꯁꯤꯐꯠ ꯑꯔꯣꯏꯕꯗꯒꯤ ꯃꯃꯥꯡꯗꯥ ꯆꯠꯄ ꯌꯥꯕꯒꯤ ꯃꯇꯝ ꯑꯣꯏꯗꯅꯥ ꯌꯥꯕ ꯊꯨꯅ ꯆꯠꯄ ꯌꯥꯕꯒꯤ, ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ ꯃꯤꯅꯤꯠ 10꯫
Half-day threshold (ꯍꯥꯐ-ꯗꯦꯒꯤ ꯊ꯭ꯔꯦꯁꯣꯜꯗ)	ꯊꯕꯛ ꯄꯨꯡ ꯑꯁꯤꯗꯒꯤ ꯍꯟꯊꯔꯕꯗꯤ, ꯅꯨꯃꯤꯠ ꯑꯗꯨ ꯍꯥꯐ-ꯗꯦ ꯑꯣꯏꯕꯅꯤ (ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ ꯄꯨꯡ 7)꯫
Absent threshold (ꯂꯥꯛꯇꯕꯒꯤ ꯊ꯭ꯔꯦꯁꯣꯜꯗ)	ꯊꯕꯛ ꯄꯨꯡ ꯑꯁꯤꯗꯒꯤ ꯍꯟꯊꯔꯕꯗꯤ, ꯅꯨꯃꯤꯠ ꯑꯗꯨ ꯂꯥꯛꯇꯕ ꯑꯣꯏꯅ ꯂꯧꯒꯅꯤ (ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ ꯄꯨꯡ 4)꯫ ꯃꯁꯤ ꯍꯥꯐ-ꯗꯦꯒꯤ ꯊ꯭ꯔꯦꯁꯣꯜꯗꯇꯒꯤ ꯍꯟꯊꯅꯥ ꯊꯝꯕꯤꯌꯨ꯫

ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯂꯦꯠ ꯀꯠꯊꯣꯛꯄꯁꯤꯡ

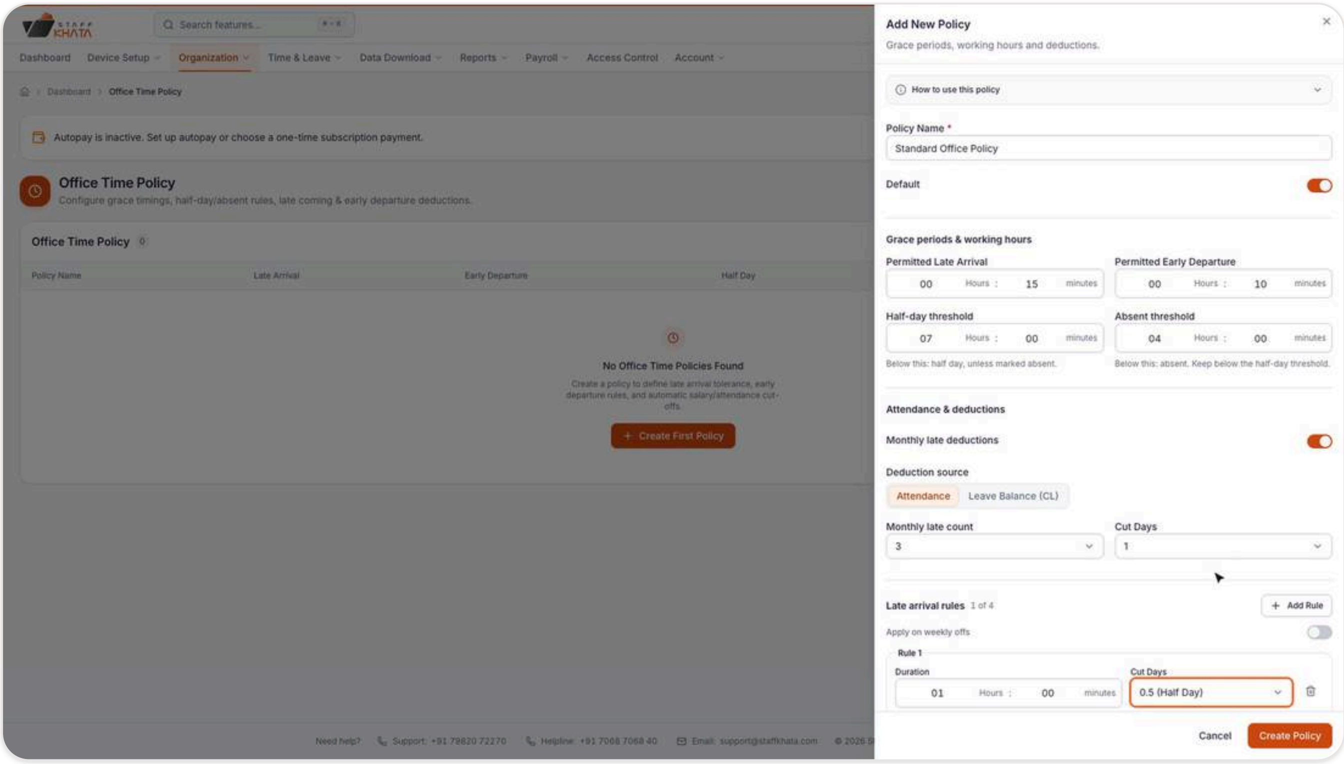
ꯍꯟꯖꯤꯟ ꯍꯟꯖꯤꯟ ꯂꯦꯠ ꯂꯥꯛꯄ ꯑꯗꯨ ꯀꯠꯊꯣꯛꯄ ꯑꯃꯗꯥ ꯑꯣꯟꯅꯕ ꯃꯁꯤ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

1. **Monthly late deductions** (ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯂꯦꯠ ꯀꯠꯊꯣꯛꯄꯁꯤꯡ) ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ꯫
2. **Deduction source** (ꯀꯠꯊꯣꯛꯄꯒꯤ ꯍꯧꯔꯛꯐꯝ) ꯈꯟꯕꯤꯌꯨ: **Attendance** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ) (ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯀꯤ ꯅꯨꯃꯤꯠꯁꯤꯡ ꯀꯠꯊꯣꯛꯏ) ꯅꯠꯔꯒꯥ **Leave Balance (CL)** (ꯂꯤꯚꯒꯤ ꯕꯦꯂꯦꯟꯁ (CL)) (ꯀꯦꯖꯨꯑꯦꯜ ꯂꯤꯚ ꯀꯠꯊꯣꯛꯏ)꯫

3. **Monthly late count** (ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯂꯦꯠ ꯃꯁꯤꯡ) ꯑꯃꯁꯨꯡ **Cut Days** (ꯀꯣꯠꯊꯣꯛꯀꯗꯕ ꯅꯨꯃꯤꯠ) ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫ ꯈꯨꯗꯝ ꯑꯣꯏꯅꯗꯥ, 3 ꯑꯃꯁꯨꯡ 1 ꯈꯅꯕꯗꯤ ꯊꯥ ꯑꯃꯗꯥ ꯂꯦꯠ ꯂꯥꯛꯄ 3 ꯈꯨꯗꯤꯡꯃꯛꯇꯒꯤ ꯅꯨꯃꯤꯠ ꯑꯃ ꯀꯣꯠꯊꯣꯛꯀꯅꯤ꯫

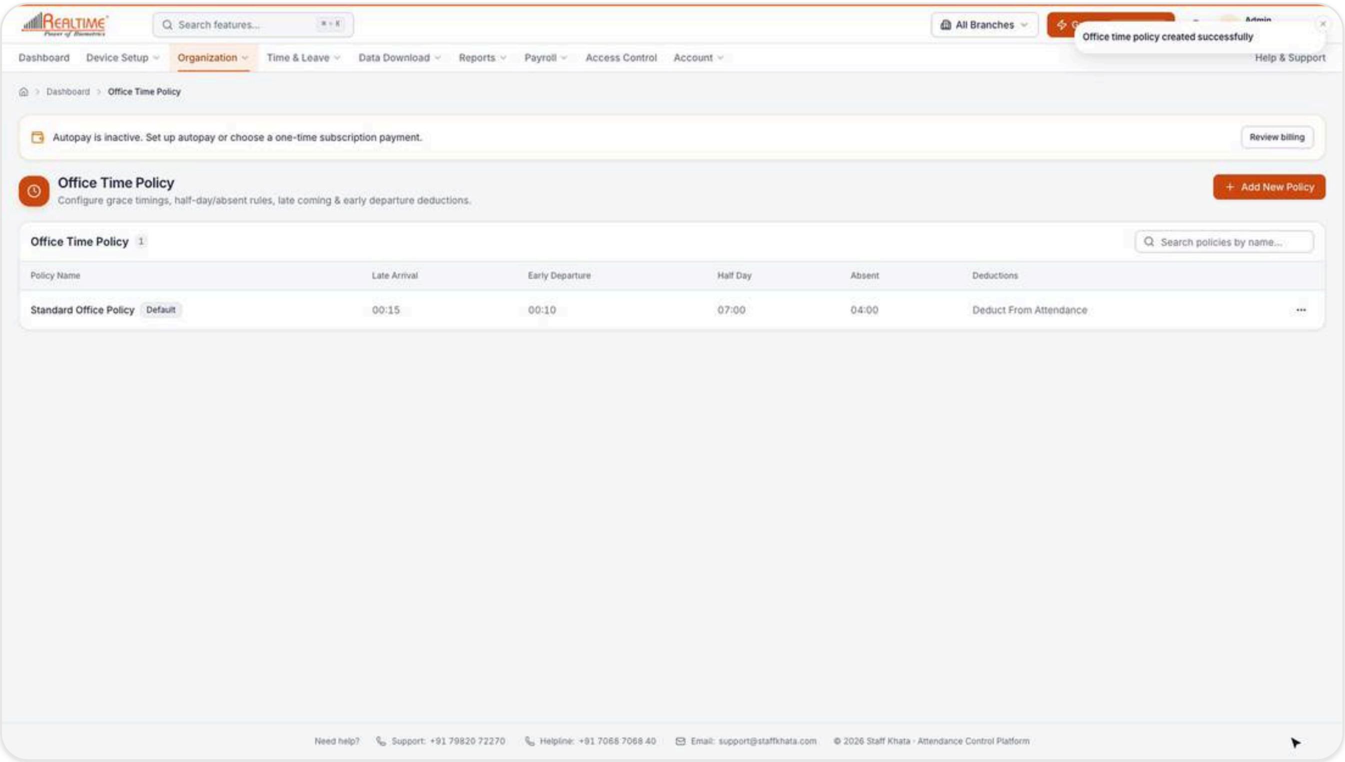
ꯍꯦꯟꯅꯥ ꯂꯦꯠ ꯂꯥꯛꯄ ꯑꯃꯁꯨꯡ ꯌꯥꯝꯅ ꯊꯣꯛꯄꯒꯤ ꯅꯤꯌꯃꯁꯤꯡ

Late arrival rules (ꯂꯦꯠ ꯂꯥꯛꯄꯒꯤ ꯅꯤꯌꯃꯁꯤꯡ) ꯃꯈꯥꯗ, **Add rule** (ꯅꯤꯌꯝ ꯍꯥꯄꯆꯤꯟꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, **Duration** (ꯃꯇꯝꯒꯤ ꯆꯥꯡ) ꯑꯃ ꯈꯟꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ **Cut Days** (ꯀꯣꯠꯊꯣꯛꯀꯗꯕ ꯅꯨꯃꯤꯠ) ꯈꯜꯂꯕꯤꯌꯨ꯫ ꯈꯨꯗꯝ ꯑꯣꯏꯅꯗꯥ, ꯄꯨꯡ 1 ꯍꯦꯟꯅꯥ ꯂꯦꯠ ꯑꯣꯏꯔꯕꯗꯤ **0.5 (Half Day)** (0.5 (ꯍꯥꯐ-ꯗꯦ)) ꯀꯣꯠꯊꯣꯛꯀꯅꯤ꯫ ꯅꯍꯥꯛꯅ ꯅꯤꯌꯝ 4 ꯐꯥꯑꯣꯕ ꯍꯥꯄꯆꯤꯟꯕ ꯌꯥꯏ꯫ **Early departure rules** (ꯌꯥꯝꯅ ꯊꯣꯛꯄꯒꯤ ꯅꯤꯌꯃꯁꯤꯡ) ꯑꯁꯤ ꯌꯥꯝꯅ ꯊꯣꯛꯀꯤꯕ ꯁꯦꯝꯕꯤꯒꯤꯗꯃꯛ ꯃꯑꯣꯡ ꯑꯗꯨꯃꯛꯇꯪꯗ ꯊꯕꯛ ꯇꯧꯏ꯫ ꯅꯤꯌꯃꯁꯤꯡ ꯑꯁꯤ ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯈꯣꯡꯖꯦꯂꯒꯤ ꯅꯨꯃꯤꯠꯁꯤꯡꯗꯁꯨ ꯊꯝꯖꯕ ꯑꯣꯏꯍꯟꯕꯗꯤ **Apply on weekly offs** (ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯣꯐꯁꯤꯡ ꯊꯝꯕꯤꯕ) ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ꯫



5. **Create Policy** (ꯄꯣꯂꯤꯁꯤ ꯁꯦꯝꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯄꯣꯂꯤꯁꯤ ꯑꯁꯤ ꯃꯇꯝꯒꯤ ꯂꯦꯠ, ꯌꯥꯝꯅ ꯊꯣꯛꯄ, ꯍꯥꯐ-ꯗꯦ ꯑꯃꯁꯨꯡ ꯂꯩꯇꯕꯒꯤ ꯃꯇꯝꯁꯤꯡꯒꯥ ꯂꯣꯌꯅꯅ ꯂꯤꯁ꯭ꯇꯇꯥ ꯎꯕꯥ ꯐꯪꯒꯅꯤ꯫ ꯀꯔꯤ ꯄꯣꯂꯤꯁꯤ ꯗꯤꯐꯣꯜꯇ ꯑꯣꯏꯍꯅꯕ ꯄꯥꯝꯂꯕꯗꯤ, ꯄꯣꯂꯤꯁꯤ ꯑꯗꯨꯒꯤ ꯃꯅꯨꯡꯗ ꯂꯩꯕ ꯃꯦꯅꯨ (⋯) ꯗ ꯅꯝꯂꯒꯥ **Make Default** (ꯗꯤꯐꯣꯜꯇ ꯑꯣꯏꯍꯟꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



> **[illegible]:** [illegible] **Office Time Policy** [illegible]॥

[illegible], [illegible]॥

05

ꯊꯕꯛꯇꯧꯕꯁꯤꯡ ꯍꯥꯞꯄ ꯑꯃꯁꯨꯡ ꯌꯦꯡꯁꯤꯟꯕ

ꯃꯔꯦꯜ: ꯃꯔꯦꯜ ꯃꯌꯥꯏꯕ

ꯊꯕꯛꯇꯧꯕꯁꯤꯡ ꯍꯥꯞꯄꯒꯤ ꯂꯝꯕꯤ ꯑꯍꯨꯝ ꯂꯩ: **Add Employee** (ꯊꯕꯛꯇꯧꯕ ꯍꯥꯞꯄꯤꯌꯨ) ꯑꯃꯃꯃꯒꯤ ꯑꯃꯃꯛ, Excel ꯐꯥꯏꯜ ꯑꯃꯗꯒꯤ ꯀꯌꯥ ꯑꯃꯁꯨꯡ ꯃꯔꯥꯡꯗ, ꯅꯠꯇ꯭ꯔꯒꯥ ꯃꯁꯥꯅ ꯃꯆꯦꯠ ꯃꯔꯣꯜ ꯊꯥꯖꯕ ꯊꯥꯔꯛꯄ ꯊꯣꯛꯂꯦ꯫

ꯊꯕꯛꯇꯧꯕꯒꯤ ꯂꯤꯁ꯭ꯠ ꯍꯥꯡꯗꯣꯛꯄꯤꯌꯨ

Organization (ꯑꯣꯔꯒꯦꯅꯥꯏꯖꯦꯁꯟ) → **Employee List** (ꯊꯕꯛꯇꯧꯕꯒꯤ ꯂꯤꯁ꯭ꯠ) ꯗꯥ ꯀꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ **Employee Directory** (ꯊꯕꯛꯇꯧꯕꯒꯤ ꯗꯥꯏꯔꯦꯛꯇꯔꯤ) ꯅꯥ ꯃꯤ ꯈꯨꯗꯤꯡꯃꯛ ꯃꯁꯥꯒꯤ ꯃꯃꯤꯡ, ꯗꯤꯄꯥꯔꯠꯃꯦꯟꯠ, ꯗꯤꯖꯥꯏꯅꯦꯁꯟ ꯃꯔꯣꯜ ꯑꯃꯁꯨꯡ ꯐꯤꯚꯝ ꯎꯠꯂꯤ꯫ ꯑꯍꯣꯡꯕ ꯂꯝꯕꯤ ꯑꯃꯥ ꯁꯦꯝꯃꯤ **Add Employee** (ꯊꯕꯛꯇꯧꯕ ꯍꯥꯞꯄꯤꯌꯨ), ꯅꯠꯇ꯭ꯔꯒꯥ ꯃꯗꯨꯒꯤ ꯃꯅꯥꯛꯇꯥ ꯂꯩꯕ ꯑꯣꯏꯔ (**More ways to add** (ꯍꯥꯞꯄꯒꯤ ꯑꯍꯣꯡꯕ ꯂꯝꯕꯤꯁꯤꯡ)) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

ꯊꯕꯛꯇꯧꯕ ꯑꯃ ꯍꯥꯞꯄꯤꯌꯨ

Add employee (ꯊꯕꯛꯇꯧꯕ ꯍꯥꯞꯄꯤꯌꯨ) ꯑꯁꯤꯗꯥ ꯁ꯭ꯇꯦꯞ ꯃꯔꯤ ꯂꯩ꯫ ꯊꯥꯖꯕꯥ ꯌꯥꯕ ꯑꯣꯏꯅꯥ ꯑꯣꯏꯕꯁꯤꯡ ꯑꯁꯤ ꯃꯊꯧ ꯇꯥꯏ; ꯑꯍꯣꯡꯕꯁꯤꯡ ꯑꯗꯨ ꯃꯇꯨꯡꯗꯥ ꯃꯄꯨꯡ ꯐꯥꯍꯅꯕ ꯌꯥꯏ꯫

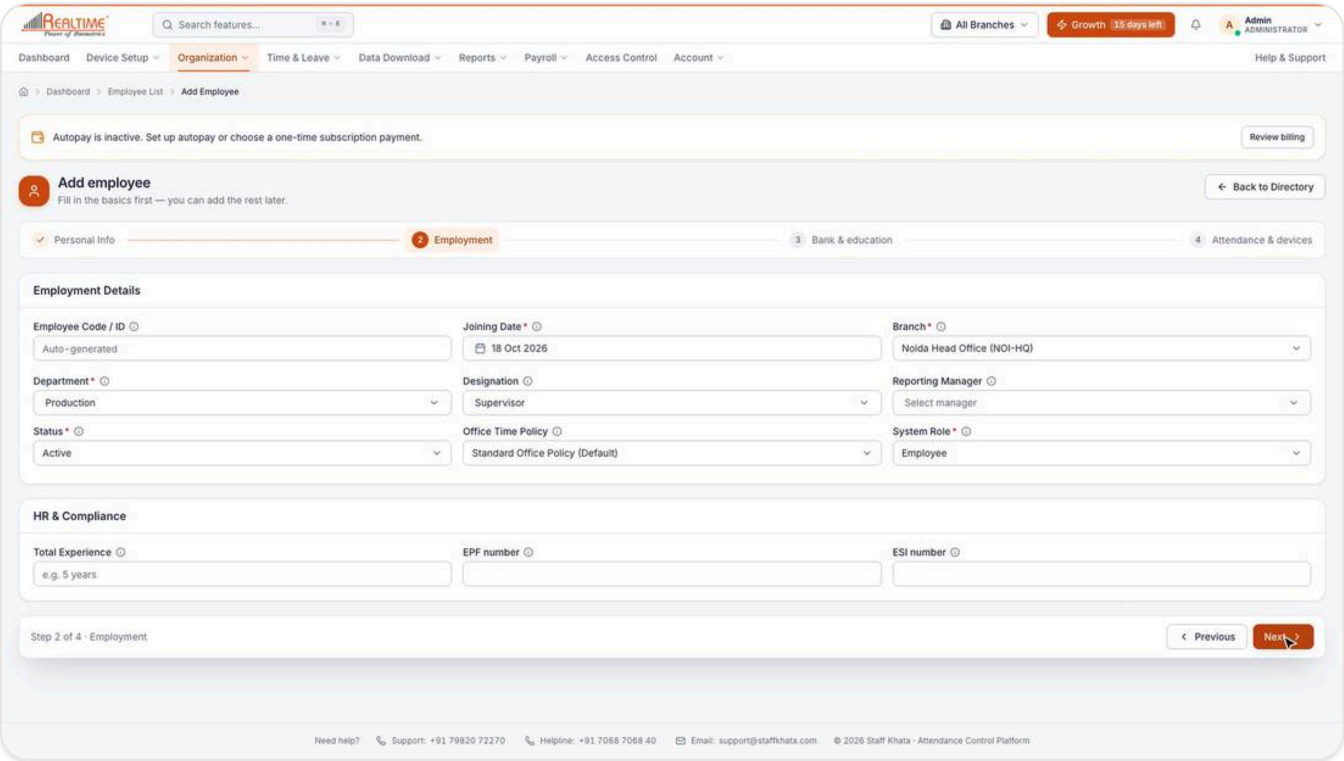
ꯁ꯭ꯇꯦꯞ 1: Personal Info (ꯃꯁꯥꯒꯤ ꯃꯔꯣꯜ)

1. **First Name** (ꯑꯍꯥꯅꯕ ꯃꯤꯡ), **Last Name** (ꯑꯔꯣꯏꯕ ꯃꯤꯡ) ꯑꯃꯁꯨꯡ **Work Email** (ꯊꯕꯛꯀꯤ ꯏꯃꯦꯜ) ꯏꯕꯤꯌꯨ꯫
2. ꯂꯩꯔꯕꯗꯤ ꯀꯥꯡꯂꯨꯞꯀꯤ ꯂꯣꯌꯅꯅꯥ **Contact Number** (ꯀꯟꯇꯦꯛꯠ ꯅꯝꯕꯔ) ꯏꯕꯤꯌꯨ꯫ ꯊꯕꯛꯇꯧꯕ ꯑꯗꯨ ꯍꯥꯞꯂꯕꯥ ꯃꯇꯨꯡꯗꯥ ꯃꯁꯤ ꯍꯣꯡꯗꯣꯛꯄ ꯌꯥꯔꯦ꯫
3. ꯑꯍꯥꯅꯕ **Password** (ꯄꯥꯁꯋꯥꯔꯗ) ꯑꯃ ꯁꯦꯝ ꯇꯧꯕꯤꯌꯨ꯫ ꯊꯕꯛꯇꯧꯕ ꯑꯗꯨꯅꯥ ꯂꯣꯒꯏꯟ ꯇꯧꯔꯕꯥ ꯃꯇꯨꯡꯗꯥ ꯃꯁꯤ ꯍꯣꯡꯗꯣꯛꯄ ꯌꯥꯏ꯫
4. **Gender** (ꯖꯦꯟꯗꯔ) ꯈꯅꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗꯥ **Next** (ꯃꯊꯪꯒꯤ) ꯗꯥ ꯀꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯁ꯭ꯇꯦꯞ 2: Employment (ꯊꯕꯛ)

1. ꯂꯩꯔꯕꯗꯤ ꯀꯝꯄꯦꯅꯤꯒꯤ ꯑꯣꯏꯕ ꯃꯁꯛ ꯑꯃ ꯁꯦꯃꯗꯨꯅꯥ **Employee Code / ID** (ꯊꯕꯛꯇꯧꯕꯒꯤ ꯃꯁꯛ / ꯑꯥꯏꯗꯤ) ꯑꯍꯥꯅꯕ ꯊꯝꯕꯤꯌꯨ꯫ <u>ꯂꯩꯔꯕꯗꯤ ꯀꯝꯄꯦꯅꯤ ꯁꯦꯝ ꯇꯧꯕ</u> ꯌꯥꯔꯕꯤꯌꯨ꯫

2. **Joining Date** (ꯊꯕꯛꯇ ꯆꯪꯂꯛꯄ ꯅꯨꯃꯤꯠ) ꯈꯥꯗꯣꯛꯄꯤꯌꯨ, ꯃꯇꯨꯡꯗ ꯃꯁꯤꯡꯗꯨꯒꯤ **Branch** (ꯁꯥꯈꯥ), **Department** (ꯗꯤꯄꯥꯔꯠꯃꯦꯟꯠ) ꯑꯃꯁꯨꯡ **Designation** (ꯗꯤꯖꯤꯒꯅꯦꯁꯟ) ꯈꯅꯕꯤꯌꯨ꯫
3. **System Role** (ꯁꯤꯁ꯭ꯇꯦꯃꯒꯤ ꯊꯧꯗꯥꯡ) ꯈꯅꯕꯤꯌꯨ꯫ ꯁ꯭ꯇꯥꯐ ꯍꯦꯟꯅ ꯃꯍꯥꯛ **Employee** (ꯏꯝꯞꯂꯣꯌꯤ) ꯑꯣꯏꯒꯅꯤ; ꯃꯈꯣꯌꯅ ꯃꯈꯣꯌ ꯃꯁꯥꯒꯤ ꯗꯦꯇꯥ ꯈꯛꯇꯃꯛ ꯎꯒꯅꯤ꯫
4. ꯗꯤꯐꯣꯜꯇ ꯑꯣꯐꯤꯁ ꯑꯃ ꯈꯅꯈꯤꯕꯗꯤ **Office Time Policy** (ꯑꯣꯐꯤꯁ ꯃꯇꯝꯒꯤ ꯄꯣꯂꯤꯁꯤ) ꯗꯤ ꯗꯤꯐꯣꯜꯇꯇꯤ ꯊꯝꯖꯤꯟꯅꯕ ꯄꯣꯂꯤꯁꯤ ꯂꯧꯔꯤꯕꯅꯤ꯫
5. **Reporting Manager** (ꯔꯤꯄꯣꯔꯠ ꯇꯧꯒꯗꯕ ꯃꯦꯅꯦꯖꯔ), **EPF number** (EPF ꯅꯝꯕꯔ) ꯑꯃꯁꯨꯡ **ESI number** (ESI ꯅꯝꯕꯔ) ꯑꯃꯤ ꯃꯇꯦ ꯍꯥꯞꯆꯤ꯫ **Next** (ꯃꯊꯪꯒꯤ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯁ꯭ꯇꯦꯞ 3: Bank & education (ꯕꯦꯡꯛ ꯑꯃꯁꯨꯡ ꯃꯍꯩ ꯇꯝꯕ)

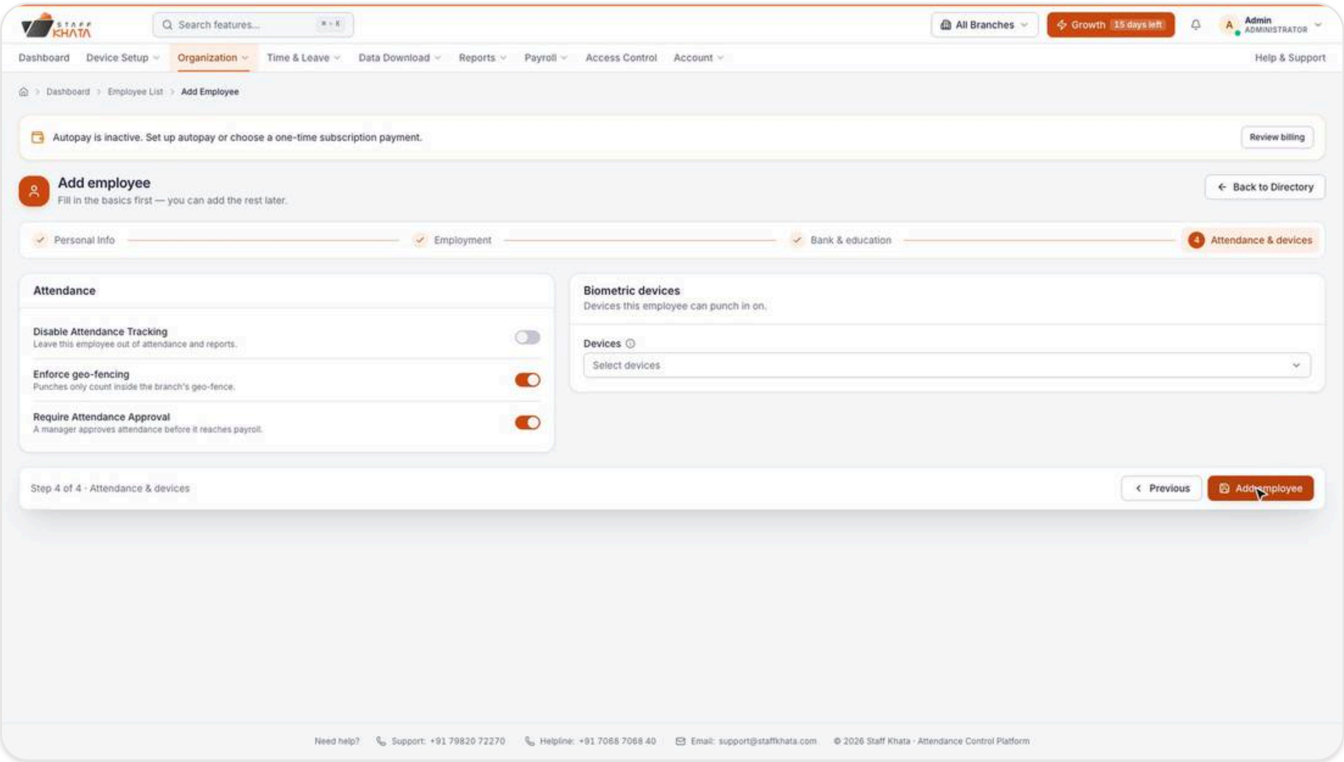
ꯕꯦꯡꯛꯀꯤ ꯃꯔꯣꯜꯁꯤꯡ ꯑꯃꯤ ꯂꯩꯔꯕꯗꯤ ꯄꯤꯌꯨ꯫ ꯂꯥꯏꯔꯤꯛ ꯑꯗꯨꯃꯛ ꯃꯇꯦ ꯍꯥꯞꯆꯤ꯫ **Next** (ꯃꯊꯪꯒꯤ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯁ꯭ꯇꯦꯞ 4: Attendance & devices (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯃꯁꯨꯡ ꯗꯤꯚꯥꯏꯁꯁꯤꯡ)

ꯐꯤꯜꯗ	ꯃꯁꯤꯅ ꯀꯔꯤ ꯇꯧꯕꯒꯦ
Disable Attendance Tracking (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯇ꯭ꯔꯦꯀꯤꯡ ꯑꯣꯐ ꯇꯧ)	ꯏꯝꯞꯂꯣꯌꯤ ꯑꯁꯤꯕꯨ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯃꯁꯨꯡ ꯔꯤꯄꯣꯔꯠꯁꯤꯡꯗꯒꯤ ꯂꯧꯊꯣꯀꯏ꯫

ꯁꯦꯇꯤꯡ	ꯃꯁꯤꯅ ꯇꯧꯕ ꯊꯕꯛ
Enforce geo-fencing (ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯤꯡ ꯁꯦꯝꯕ)	ꯍꯥꯛꯆꯥꯒꯤ ꯕ꯭ꯔꯥꯟꯆꯀꯤ ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯀꯤ ꯃꯅꯨꯡꯗꯥ ꯇꯧꯕ ꯄꯟꯆꯁꯤꯡ ꯈꯛꯇꯃꯛ ꯂꯧꯏ꯫
Require Attendance Approval (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯌꯥꯕ ꯃꯊꯧ ꯇꯥꯕ)	ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯗꯨ ꯄꯦꯔꯣꯜꯗꯥ ꯌꯧꯗ꯭ꯔꯤꯉꯩꯗꯥ ꯃꯦꯅꯦꯖꯔ ꯑꯃꯅꯥ ꯑꯌꯥꯕ ꯄꯤꯏ꯫
Devices (ꯗꯤꯚꯥꯏꯁꯁꯤꯡ)	ꯀꯔꯃꯆꯥꯔꯤ ꯑꯁꯤꯅꯥ ꯄꯟꯆ-ꯏꯟ ꯇꯧꯕ ꯌꯥꯕ ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯗꯤꯚꯥꯏꯁꯁꯤꯡ꯫

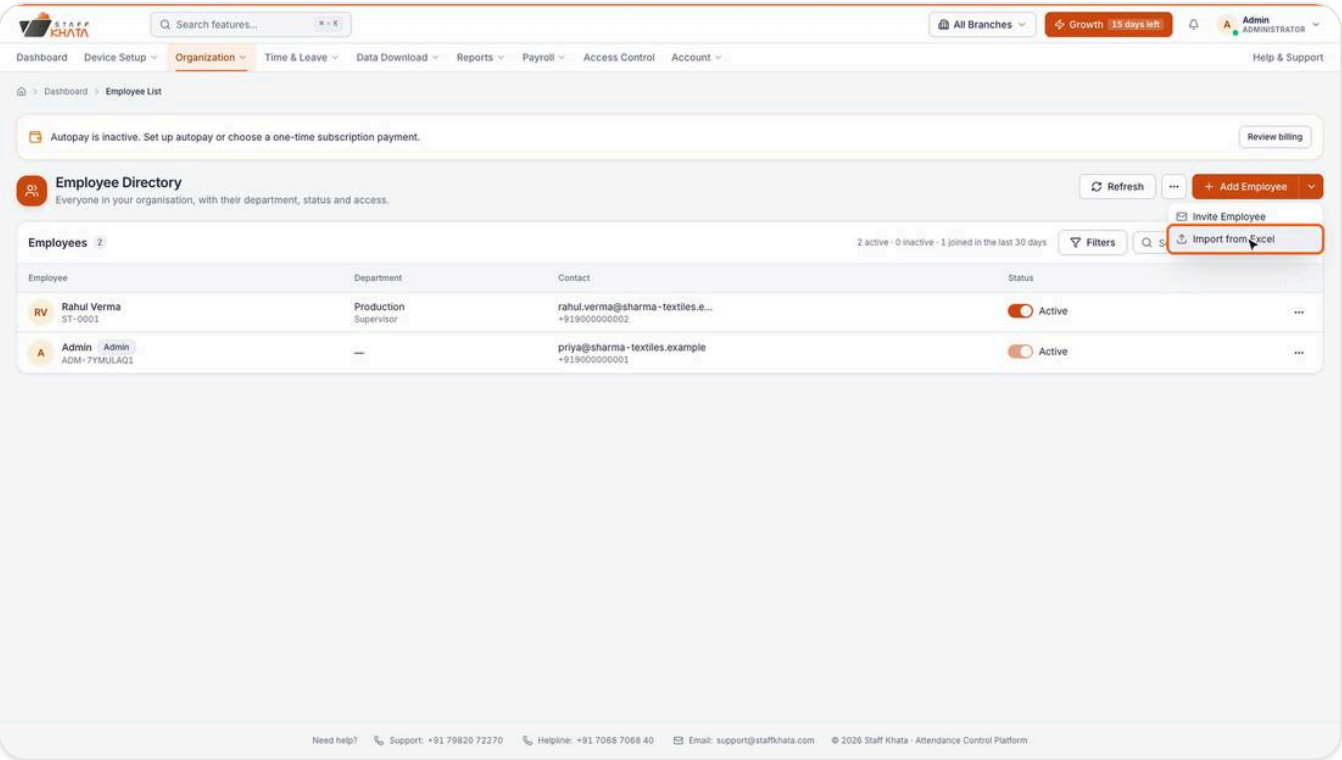
Add employee (ꯀꯔꯃꯆꯥꯔꯤ ꯍꯥꯄꯆꯤꯜꯂꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯔꯤꯜꯂꯨ꯫ ꯑꯗꯨꯗꯒꯤ ꯀꯔꯃꯆꯥꯔꯤ ꯑꯗꯨ ꯃꯍꯧꯁꯥ ꯀꯣꯀꯄ ꯗꯥꯏꯔꯦꯛꯇꯔꯤꯗ ꯊꯝꯂꯒꯅꯤ꯫

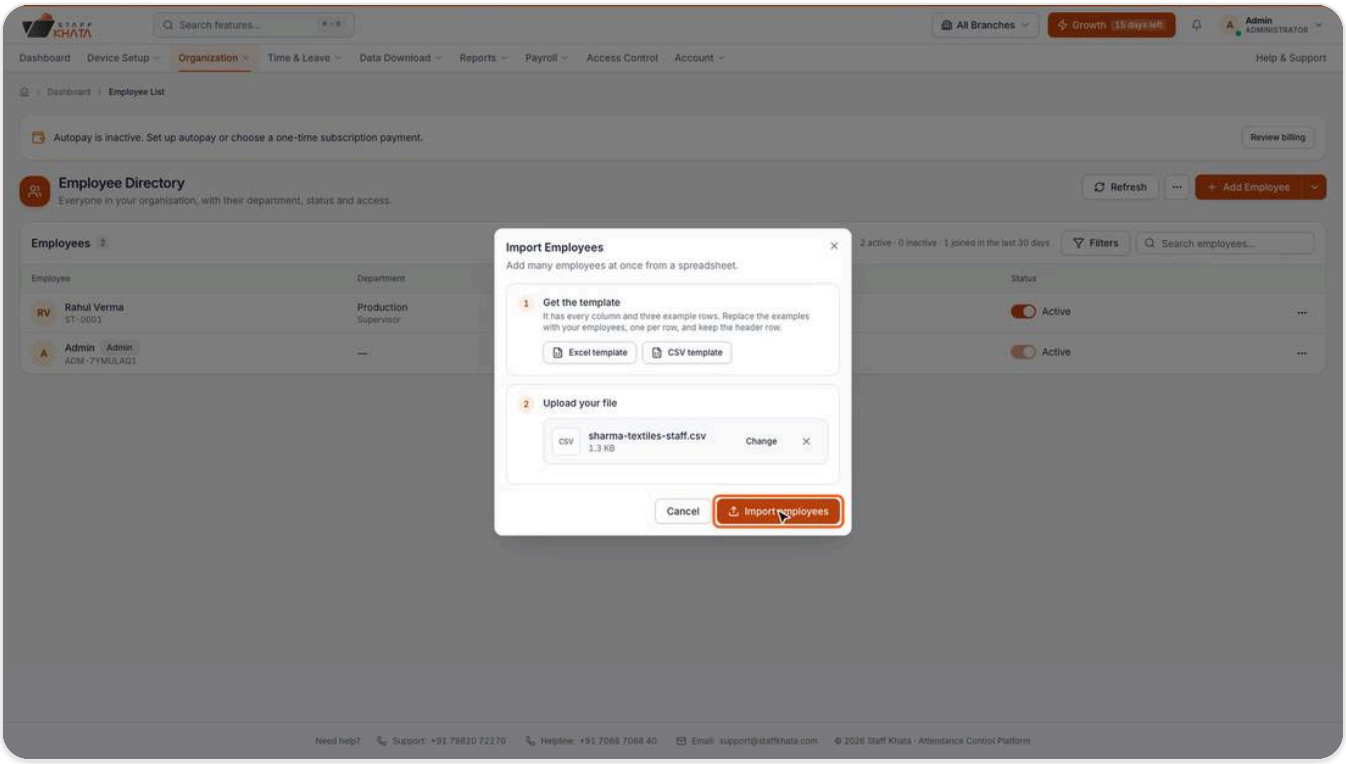


Excel ꯗꯒꯤ ꯀꯔꯃꯆꯥꯔꯤꯁꯤꯡ ꯏꯝꯄꯣꯔꯠ ꯇꯧꯔꯤꯜꯂꯨ

1. **Add Employee** (ꯀꯔꯃꯆꯥꯔꯤ ꯍꯥꯄꯆꯤꯜꯂꯨ) ꯒꯤ ꯃꯅꯥꯛꯇꯥ ꯂꯩꯕ ꯑꯦꯔꯣꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯔꯤꯜꯂꯨ ꯑꯃꯁꯨꯡ **Import from Excel** (Excel ꯗꯒꯤ ꯏꯝꯄꯣꯔꯠ ꯇꯧꯕ) ꯈꯅꯕꯤꯜꯂꯨ꯫
2. **Get the template** (ꯇꯦꯝꯞꯂꯦꯠ ꯂꯧꯕꯤꯜꯂꯨ) ꯃꯈꯥꯗꯥ, **Excel template** (Excel ꯇꯦꯝꯞꯂꯦꯠ) (ꯅꯠꯔꯒꯥ **CSV template** (CSV ꯇꯦꯝꯞꯂꯦꯠ)) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯔꯤꯜꯂꯨ꯫ ꯃꯁꯤꯗꯥ ꯀꯂꯝ ꯍꯦꯗꯔꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯍꯦꯗꯝ ꯔꯣ ꯑꯃꯥ ꯂꯩ꯫

3. ꯈꯨꯗꯝꯁꯤꯡ ꯑꯗꯨ ꯅꯍꯥꯛꯀꯤ ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯅꯥ ꯍꯣꯡꯗꯣꯀꯄꯤꯌꯨ, ꯔꯣ ꯑꯃꯗꯥ ꯃꯤ ꯑꯃ꯫ ꯍꯦꯗꯔ ꯔꯣ ꯑꯗꯨ ꯊꯝꯕꯤꯌꯨ꯫
4. **Upload your file** (ꯅꯍꯥꯛꯀꯤ ꯐꯥꯏꯜ ꯑꯞꯂꯣꯗ ꯇꯧꯕꯤꯌꯨ) ꯃꯍꯥꯗꯥ, ꯐꯥꯏꯜ ꯑꯗꯨ ꯊꯗꯣꯀꯄꯤꯌꯨ ꯅꯠꯔꯒꯥ **browse** (ꯊꯤꯕ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ Excel ꯅꯠꯔꯒꯥ CSV, 2 MB ꯐꯥꯑꯣꯕꯥ꯫
5. **Import employees** (ꯊꯕꯛꯁꯨꯕꯁꯤꯡ ꯏꯝꯄꯣꯔꯠ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫





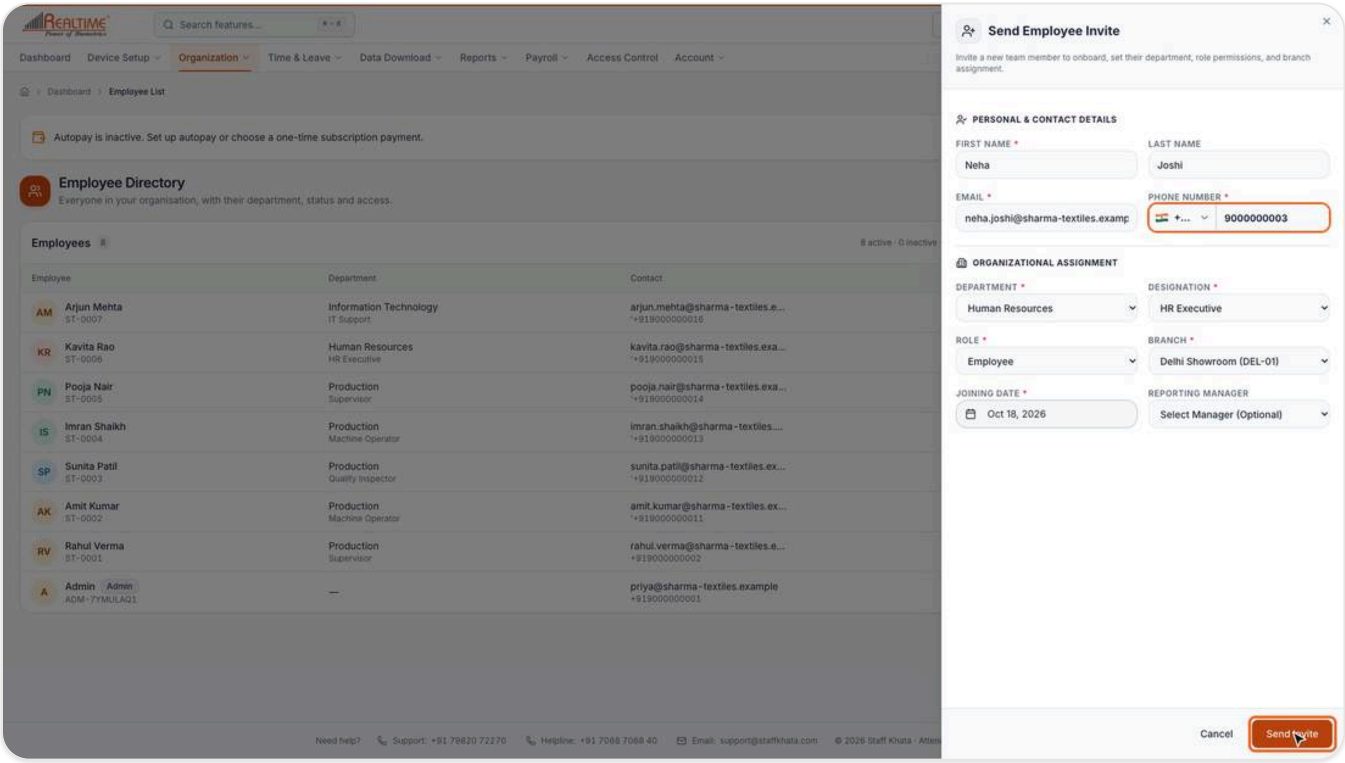
ꯏꯃꯞꯂꯣꯌꯤꯁꯤꯡ ꯁꯥꯅ ꯌꯦꯡꯅꯕ ꯔꯦꯀꯣꯔꯗꯁꯤ ꯅꯥꯏꯁꯤꯡ ꯁꯥꯅꯁꯤꯡ ꯑꯦꯔꯔꯁꯤꯡ ꯁꯥꯅ ꯑꯃꯁꯨꯡ ꯑꯦꯔꯔꯤ꯫ ꯔꯣ ꯍꯥꯛ ꯑꯦꯜ ꯇꯧꯔꯕꯗꯤ, Staff Khata ꯅꯤ ꯃꯍꯥꯛꯀꯤꯗꯃ **Rows that need fixing** (ꯀꯣꯔꯦꯛꯇ ꯇꯧꯒꯗꯕ ꯔꯣꯗꯃ) ꯃꯍꯦ ꯅꯤꯡꯊꯧ ꯇꯧꯈ꯫ ꯃꯗꯨꯅꯤ ꯇꯧꯔꯕ ꯑꯦꯔꯔꯁꯤ ꯃꯍꯥꯛꯀꯤꯗꯃ ꯀꯣꯔꯦꯛꯁꯟꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯦꯔꯔ ꯑꯃꯨ ꯑꯃꯨꯡ ꯍꯣꯠꯅꯔꯒ ꯇꯧꯕꯤꯌꯨ꯫

> **ꯅꯣꯇꯤꯁ:** ꯇꯥꯃꯆꯤꯡꯉꯥ ꯑꯃꯨꯗꯤ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟꯁꯤꯡ ꯁꯅꯗ ꯍꯧꯏ꯫ ꯏꯃꯞꯂꯣꯌꯤ ꯑꯣꯏꯕꯁꯤꯡ ꯑꯍꯥꯅꯕ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟ ꯀꯥꯏ ꯇꯧꯕ password ꯃꯤꯡꯊꯣꯛꯅꯕ ꯁꯅꯗ ꯑꯃ ꯍꯥꯞꯄꯤꯌꯨ꯫ ꯃꯗꯨ ꯍꯧꯔꯕꯗꯤ, ꯀꯨꯝꯕꯤꯔꯛ ꯗꯤꯖꯥꯏꯟ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟ ꯑꯃ ꯀꯥꯏ ꯇꯧꯔꯤ, ꯃꯔꯝ ꯑꯃꯨꯅꯤ ꯀꯨꯝꯖꯀꯤꯗꯃꯗꯤ ꯍꯣꯠꯅ ꯍꯣꯠ ꯇꯧꯔꯕ ꯃꯇꯨꯡꯗꯤ ꯃꯇꯨ ꯍꯥꯞꯗꯣꯛꯅꯕ ꯍꯥꯞꯄꯤꯌꯨ꯫

ꯃꯍꯥꯛ ꯃꯈꯣꯡꯒꯤ ꯃꯔꯣꯜ ꯍꯥꯅꯕ ꯏꯃꯞꯂꯣꯌꯤꯗꯃ ꯁꯥꯕꯤꯌꯨ

ꯏꯃꯞꯂꯣꯌꯤ ꯑꯃꯨꯅꯤ ꯃꯈꯣꯡꯒꯤ ꯀꯥꯎꯀꯤꯡꯒꯤ ꯇꯥꯡ, ꯑꯣꯐꯤꯁ, ꯑꯣꯏꯕ ꯃꯇꯝꯒꯤ ꯁꯦꯡꯇꯣꯛꯇ ꯑꯃꯁꯨꯡ ꯕꯣꯔꯗꯁꯤ ꯃꯔꯣꯗꯀꯤꯗꯃ ꯍꯥꯞꯄꯤꯌꯤ꯫

1. **Add Employee** (ꯏꯃꯞꯂꯣꯌꯤ ꯍꯥꯞꯄꯤꯌꯨ) ꯒꯤ ꯃꯅꯤꯡꯇꯥ ꯇꯧꯕ ꯑꯣꯔꯦꯗꯤ ꯁꯅꯗꯤꯡ ꯇꯧꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ **Invite Employee** (ꯏꯃꯞꯂꯣꯌꯤ ꯁꯥꯕ) ꯍꯅꯕꯤꯌꯨ꯫
2. **First Name** (ꯑꯍꯥꯅꯕ ꯃꯤꯡ), **Last Name** (ꯑꯔꯣꯏꯕ ꯃꯤꯡ), **Email** (ꯏꯃꯦꯜ) ꯑꯃꯁꯨꯡ **Phone Number** (ꯐꯣꯟ ꯅꯝꯕꯔ) ꯃꯁꯤꯡ ꯐꯅꯤ ꯍꯕꯤꯌꯨ꯫
3. **Department** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯠ), **Designation** (ꯗꯤꯖꯤꯒꯅꯦꯁꯟ), **Role** (ꯔꯣꯜ), **Branch** (ꯕ꯭ꯔꯥꯟꯆ) ꯑꯃꯁꯨꯡ **Joining Date** (ꯌꯥꯎꯔꯛꯄꯒꯤ ꯇꯥꯡ) ꯍꯅꯕꯤꯌꯨ꯫ **Reporting Manager** (ꯔꯤꯄꯣꯔꯇꯤꯡ ꯃꯦꯅꯦꯖꯔ) ꯑꯃꯤ ꯃꯇꯧ ꯇꯧꯏ꯫
4. **Send Invite** (ꯍꯅꯒꯠꯍꯟ ꯏꯕꯤꯌꯨ) ꯗꯤ ꯁꯅꯗꯤꯡ ꯇꯧꯕꯤꯌꯨ꯫



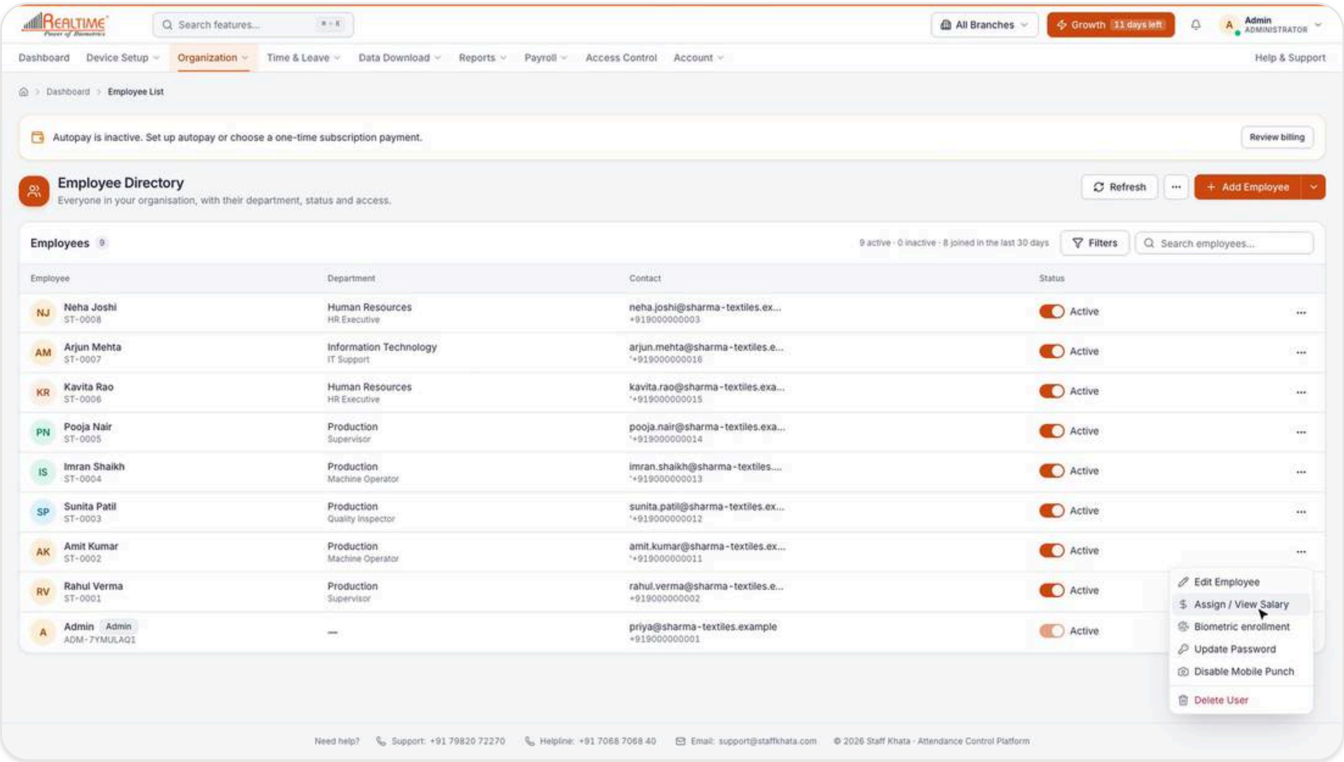
ꯊꯕꯛꯇꯧꯕ ꯑꯗꯨꯅꯥ ꯂꯃꯥꯏ ꯑꯃꯥ WhatsApp ꯗꯥ ꯐꯪꯒꯅꯤ꯫ ꯃꯍꯥꯛꯅꯥ ꯃꯗꯨ ꯍꯥꯡꯗꯣꯛꯂꯒꯥ, ꯑꯃꯨꯛ ꯂꯄꯣꯛꯄꯤ ꯀꯥꯗꯅꯥ ꯃꯇꯧ ꯊꯝꯕꯤꯗꯨꯅ ꯌꯥꯎꯕ, ꯃꯍꯥꯛꯀꯤ ꯃꯔꯥꯜꯂꯤꯕ ꯂꯂꯝ, ꯄꯥꯁꯋꯥꯔꯗ ꯁꯦꯝ ꯌꯥꯎꯕ ꯑꯃꯁꯨꯡ **Complete onboarding** (ꯑꯣꯟꯕꯣꯔꯗꯤꯡ ꯂꯣꯏꯁꯤꯟꯕꯤꯌꯨ) ꯗꯥ ꯀꯂꯤꯛ ꯌꯥꯎꯕ꯫ ꯂꯤꯡꯛ ꯑꯁꯤ ꯅꯨꯃꯤꯠ 7 ꯊꯕꯛ ꯌꯥꯎꯕ꯫

ꯊꯕꯛꯇꯧꯕ ꯑꯃꯥ ꯄꯥꯉꯊꯣꯛꯄꯤꯌꯨ

ꯊꯕꯛꯇꯧꯕ ꯑꯃꯃꯒꯤ ꯃꯥꯏꯀꯤ ꯃꯦꯅꯨ (⋯) ꯍꯥꯡꯗꯣꯛꯂꯒꯥ ꯃꯇꯧꯗꯥ ꯁꯤꯜꯂꯤꯕꯁꯤꯡ ꯌꯥꯎꯕꯤꯌꯨ:

- **Edit Employee** (ꯊꯕꯛꯇꯧꯕ ꯁꯦꯝꯗꯣꯛꯄ): ꯃꯍꯥꯛꯀꯤ ꯃꯔꯥꯜꯂꯤꯕ ꯍꯣꯡꯗꯣꯛꯄ꯫
- **Assign / View Salary** (ꯁꯦꯜꯂꯤ ꯄꯤꯕ / ꯌꯦꯡꯕ): ꯃꯍꯥꯛꯀꯤ ꯁꯦꯜꯂꯤꯒꯤ ꯁꯠꯂꯕꯔꯂ ꯁꯦꯝ ꯌꯥꯕ꯫ ꯄꯦꯂꯣꯟ ꯑꯃꯁꯨꯡ ꯁꯦꯜꯂꯤꯁꯤꯡ ꯌꯦꯡꯕꯤꯌꯨ꯫
- **Biometric enrollment** (ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯑꯦꯟꯔꯣꯜꯃꯦꯟꯠ): Realtime ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯗꯤꯚꯥꯏꯁ ꯑꯃꯗꯥ ꯃꯍꯥꯛꯀꯤ ꯈꯨꯠꯁꯥꯒꯤ ꯃꯁꯛ ꯀꯠꯂꯤꯕ ꯑꯦꯟꯔꯣꯜ ꯇꯧꯕ꯫ ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯗꯤꯚꯥꯏꯁꯁꯤꯡ ꯌꯦꯡꯕꯤꯌꯨ꯫
- **Update Password** (ꯄꯥꯁꯋꯥꯔꯗ ꯑꯅꯧꯕ ꯁꯦꯃꯕ): ꯃꯍꯥꯛꯀꯤꯗꯃꯛ ꯑꯅꯧꯕ ꯄꯥꯁꯋꯥꯔꯗ ꯑꯃꯥ ꯁꯦꯝ ꯌꯥꯕ꯫
- **Disable Mobile Punch** (ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯣꯐ ꯇꯧꯕ) / **Enable Mobile Punch** (ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯣꯟ ꯇꯧꯕ): ꯃꯍꯥꯛꯅꯥ ꯁꯥꯏꯇ ꯑꯃꯁꯨꯡ ꯃꯍꯥꯛꯀꯤ ꯐꯣꯟꯗꯒꯤ ꯐꯣꯔꯐꯥ Staff Khata ꯃꯣꯕꯥꯏꯜ ꯑꯦꯄꯇꯒꯤ ꯄꯟꯆ-ꯏꯟ ꯇꯧꯕ ꯌꯥꯕꯒꯤ ꯍꯛꯁꯨ ꯀꯟꯠꯔꯣꯜ ꯇꯧꯕ꯫ ꯑꯅꯧꯕ ꯊꯕꯛꯇꯧꯕꯁꯤꯡꯒꯤꯗꯃꯛ ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯣꯟ

ꯑꯦꯗꯃꯤꯟ; ꯀꯅꯐꯤꯒꯔꯦꯁꯅꯗꯥ ꯑꯣꯔꯒꯅꯥꯏꯖꯦꯁꯟ ꯃꯦꯅꯨꯗꯒꯤ ꯏꯝꯞꯂꯣꯌꯤ ꯂꯤꯁ꯭ꯠ ꯑꯗꯨ ꯍꯥꯡꯗꯣꯛꯇꯨꯅ ꯌꯦꯡꯕꯤꯌꯨ꯫



ꯏꯝꯞꯂꯣꯌꯤ ꯑꯃꯁꯨꯡ ꯑꯣꯏꯕꯥ ꯑꯦꯛꯇꯤꯕ ꯇꯣꯒꯜ **Status** (ꯐꯤꯜꯗ) ꯂꯩꯕ ꯑꯃꯅꯤ꯫
ꯑꯦꯛꯇꯤꯕꯒꯤ ꯑꯦꯡꯕ ꯏꯝꯞꯂꯣꯌꯤꯁꯤꯡ ꯑꯁꯤ ꯍꯥꯏꯕ ꯍꯥꯏ ꯌꯥꯕ ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯑꯣꯏꯕꯒꯤ ꯇꯧꯕꯤꯌꯨ꯫

> **ꯁꯕꯁꯛꯔꯤꯞꯁꯟ ꯅꯣꯠ:** ꯃꯦꯀꯅ ꯁꯕꯁꯛꯔꯤꯞꯁꯟ ꯑꯃꯁꯨꯡ ꯃꯁꯤꯗꯥ ꯑꯦꯛꯇꯤꯕ ꯑꯣꯏꯔꯕ ꯇꯧꯕ ꯌꯥꯏ, ꯑꯗꯨꯕ ꯑꯃꯁꯨꯡ ꯃꯦꯀꯅ ꯑꯣꯏꯕ ꯏꯝꯞꯂꯣꯌꯤꯒꯤ ꯇꯥꯏꯅ ꯍꯣꯠꯅꯕ ꯌꯥꯕ ꯁꯕꯁꯛꯔꯤꯞꯁꯟ ꯅꯣꯠ ꯌꯦꯅ꯫ ꯑꯗꯨꯕ ꯇꯥꯡꯀꯥꯏ ꯂꯩꯕꯥꯛ ꯁꯤꯖꯤꯟꯅꯕ ꯍꯧꯕ ꯅꯨꯃꯤꯠ 15 ꯒꯤ ꯌꯥꯎꯅꯕ ꯑꯃ ꯌꯥꯏ꯫ ꯍꯧꯖꯤꯛ ꯁꯕꯁꯛꯔꯤꯞꯁꯅꯗꯥ **Billing & Plan** (ꯕꯤꯜꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯕꯁꯛꯔꯤꯞꯁꯟ) ꯌꯦꯡꯕꯤꯌꯨ꯫

ꯃꯇꯨꯡꯗ, ꯁꯤꯐꯠ, ꯗꯤꯄꯥꯔꯠꯃꯦꯟꯠ ꯑꯃꯁꯨꯡ ꯑꯦꯟꯗꯣꯔꯁꯃꯦꯟꯠ ꯁꯦꯝ ꯇꯧꯕꯤꯌꯨ꯫

06

ꯁꯤꯐꯠ, ꯍꯣꯂꯤꯗꯦ ꯑꯃꯁꯨꯡ ꯑꯣꯐꯗꯦꯖ

ꯄꯥꯔꯠ: ꯄꯥꯔꯠ ꯑꯦꯗꯃꯤꯟ

ꯁꯤꯐꯠ ꯑꯃꯗꯤ ꯇꯧꯕꯒꯤ ꯁꯦꯡꯁꯤꯟꯅꯤ ꯃꯇꯝꯒꯤ ꯄꯨꯡ, ꯍꯣꯂꯤꯗꯦ ꯑꯃꯁꯨꯡ ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯣꯐ ꯁꯦꯝꯕꯥ ꯌꯥꯏ꯫ ꯍꯣꯂꯤꯗꯦꯗꯤ ꯃꯇꯦꯡ ꯃꯍꯤ ꯅꯨꯃꯤꯠ ꯃꯍꯤ ꯁꯤꯐꯠ ꯃꯇꯝ ꯌꯥꯑꯣꯗꯕ ꯍꯟꯊꯍꯜꯂꯤ, ꯑꯃꯁꯨꯡ ꯑꯣꯐꯗꯦꯖꯅꯥ ꯇꯤꯟꯅꯁꯤꯅꯕꯗꯤ ꯍꯥꯖꯤꯔꯤ ꯄꯨꯡꯁꯤꯡ ꯃꯍꯤꯇꯗꯤ ꯄꯤꯔꯤ ꯍꯟꯊꯍꯜꯂꯤ ꯇꯥꯛꯂꯤ꯫

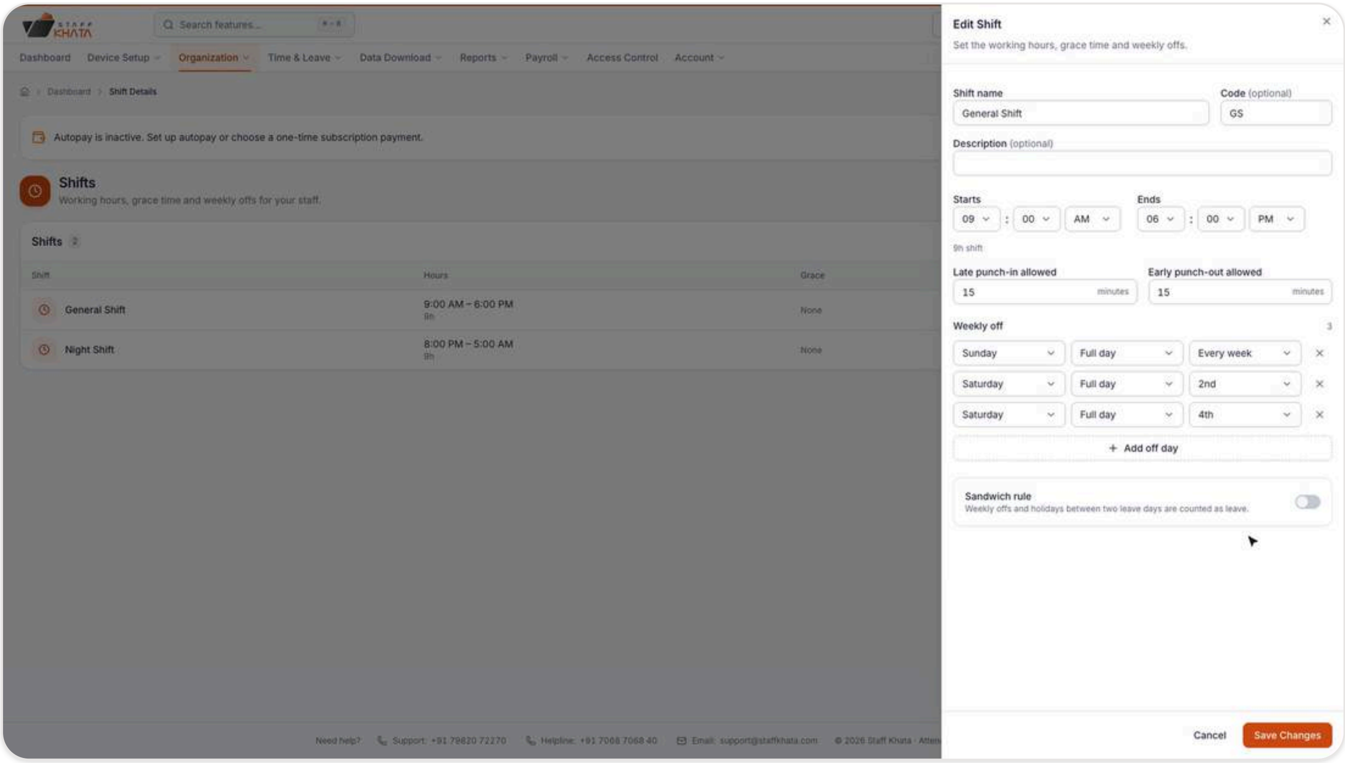
ꯁꯤꯐꯠ ꯑꯃ ꯁꯦꯝ ꯌꯥꯕꯤꯌꯨ

ꯇꯧꯕꯒꯤ ꯀꯝꯄꯅꯤ ꯑꯁꯤ **General Shift** (ꯖꯦꯅꯦꯔꯦꯜ ꯁꯤꯐꯠ) ꯑꯃꯁꯨꯡ **Night Shift** (ꯅꯥꯏꯠ ꯁꯤꯐꯠ) ꯂꯩ ꯍꯥꯏ꯫ ꯇꯧꯕꯒꯤ ꯄꯨꯡꯁꯤꯡ ꯀꯥꯏꯗꯕꯥ ꯃꯈꯣꯡꯁꯤꯡ ꯁꯦꯝꯅꯕꯒꯤ ꯗꯃꯛ, ꯑꯗꯨꯒꯤ ꯑꯣꯏꯕꯗ **Add shift** (ꯁꯤꯐꯠ ꯍꯥꯄꯆꯤꯜꯂꯨ) ꯗ ꯅꯝꯄꯤꯌꯨ ꯌꯥꯕꯤꯌꯨ꯫

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Shift Details** (ꯁꯤꯐꯠꯀꯤ ꯃꯔꯣꯜ) ꯗ ꯅꯝꯄꯤꯌꯨ ꯌꯥꯕꯤꯌꯨ꯫
2. ꯁꯤꯐꯠ ꯑꯃꯒꯤ ꯍꯥꯒꯤ ꯃꯅꯨ (⋯) ꯍꯥꯄꯆꯤꯟꯗꯨꯅ **Edit** (ꯁꯦꯃꯗꯣꯛ) ꯗ ꯅꯝꯄꯤꯌꯨ ꯌꯥꯕꯤꯌꯨ꯫
3. **Shift name** (ꯁꯤꯐꯠꯀꯤ ꯃꯤꯡ) ꯍꯣꯡꯗꯣꯛꯄꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯇꯣꯝꯄ **Code** (ꯀꯣꯗ) ꯑꯃ ꯍꯥꯄꯆꯤꯜꯂꯨ (ꯈꯨꯗꯝ ꯑꯣꯏꯅ `GS`)꯫
4. **Starts** (ꯍꯧꯕ) ꯑꯃꯁꯨꯡ **Ends** (ꯂꯣꯏꯕ) ꯁꯦꯝ ꯌꯥꯕꯤꯌꯨ꯫ ꯅꯨꯃꯤꯗꯥꯡ ꯈꯨꯝꯕꯥ ꯃꯍꯨꯠꯇ ꯂꯣꯏꯕ ꯅꯥꯏꯠ ꯁꯤꯐꯠ ꯑꯃꯗꯤ "ꯍꯧꯔꯣꯡ ꯅꯨꯃꯤꯠ ꯂꯣꯏ" ꯍꯧꯔꯦ ꯃꯍꯥꯛ ꯌꯥꯏ꯫
5. **Late punch-in allowed** (ꯂꯦꯠ ꯄꯟꯆ-ꯏꯟꯒꯤ ꯑꯌꯥꯕ) ꯑꯃꯁꯨꯡ **Early punch-out allowed** (ꯑꯔꯣꯏ ꯄꯟꯆ-ꯑꯥꯎꯠꯀꯤ ꯑꯌꯥꯕ) ꯃꯤꯅꯤꯠꯇ ꯁꯦꯝ ꯌꯥꯕꯤꯌꯨ꯫ ꯈꯨꯗꯝ ꯑꯣꯏꯅ, ꯃꯍꯩ ꯈꯨꯗꯤꯡꯃꯛꯇ ꯃꯤꯅꯤꯠ 15꯫

ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯣꯐꯁꯤꯡ ꯍꯥꯄꯆꯤꯜꯂꯨ

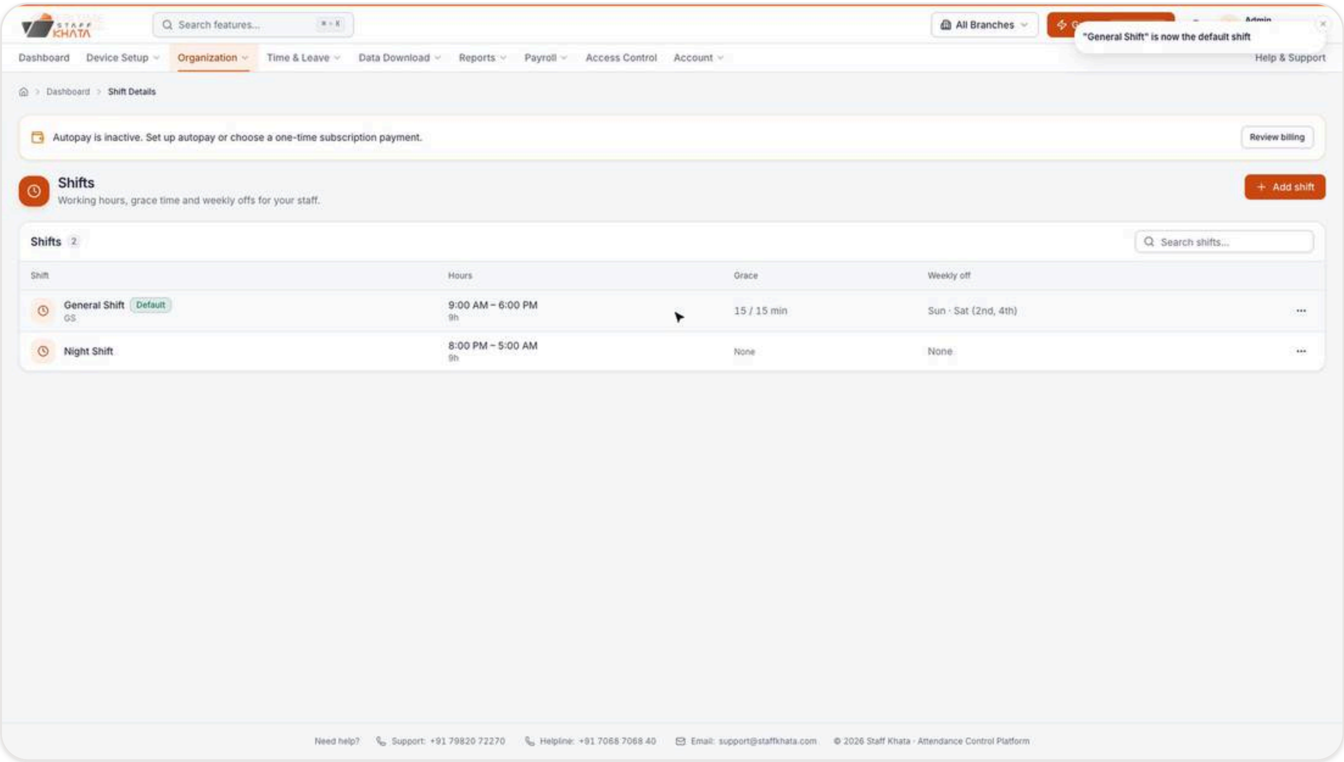
1. **Weekly off** (ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯣꯐ) ꯃꯈꯥꯗ, **Add off day** (ꯑꯣꯐ ꯅꯨꯃꯤꯠ ꯍꯥꯄꯆꯤꯜꯂꯨ) ꯗ ꯅꯝꯄꯤꯌꯨ ꯌꯥꯕꯤꯌꯨ꯫
2. **Day** (ꯅꯨꯃꯤꯠ), **Type** (ꯃꯈꯜ) (**Full day** (ꯅꯨꯃꯤꯠ ꯃꯄꯨꯡ) ꯅꯠꯠꯔꯒ **Half day** (ꯍꯥꯐ-ꯗꯦ)) ꯑꯃꯁꯨꯡ **Which weeks** (ꯀꯔꯤ ꯍꯞꯇꯥꯁꯤꯡ) ꯈꯅꯕꯤꯌꯨ: **Every week** (ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡꯃꯛ), ꯅꯠꯠꯔꯒ ꯑꯍꯤ 1st, 2nd, 3rd, 4th ꯅꯠꯠꯔꯒ ꯑꯔꯣꯏꯕ ꯍꯞꯇꯥ꯫
3. ꯑꯣꯐ ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯃꯛꯀꯤꯗꯃꯛ ꯑꯃꯨꯛ ꯌꯥꯕꯤꯌꯨ꯫ ꯈꯨꯗꯝ ꯑꯣꯏꯅ, ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯇꯣꯡꯃꯥꯟꯕꯤꯡ ꯑꯃꯁꯨꯡ 2nd ꯑꯃꯁꯨꯡ 4th ꯍꯞꯇꯥꯒꯤ ꯁꯅꯤꯕ ꯍꯥꯌꯕꯗꯤ ꯁꯦꯝꯕꯤꯡꯗ ꯁ ꯑꯃꯗ ꯁꯅꯤꯕ ꯑꯗꯤ ꯑꯣꯐ ꯄꯤꯌ꯫
4. **Save Changes** (ꯍꯣꯡꯗꯣꯛꯂꯕꯁꯤꯡ ꯁꯦꯝ ꯌꯥꯕꯤꯌꯨ) ꯗ ꯅꯝꯄꯤꯌꯨ ꯌꯥꯕꯤꯌꯨ꯫



ꯁꯦꯇꯤꯡ	ꯃꯁꯤꯅꯥ ꯀꯔꯤ ꯇꯧꯕꯒꯦ
Late punch-in allowed (ꯂꯦꯠ ꯄꯟꯆ-ꯏꯅꯒꯤ ꯑꯌꯥꯕ)	ꯁꯤꯐꯠ ꯑꯁꯤꯗ ꯁ꯭ꯇꯥꯐꯁꯤꯡꯅꯥ ꯂꯦꯠ ꯃꯇꯝ ꯍꯧꯔꯕ ꯂꯦꯠ ꯇꯧꯕ ꯌꯥꯕ ꯃꯤꯅꯤꯠꯁꯤꯡ꯫
Early punch-out allowed (ꯑꯔꯂꯤ ꯄꯟꯆ-ꯑꯥꯎꯠꯀꯤ ꯑꯌꯥꯕ)	ꯁ꯭ꯇꯥꯐꯁꯤꯡꯅꯥ ꯑꯍꯣꯡꯕꯥꯒꯤ ꯃꯃꯥꯡꯗ ꯄꯨꯊꯣꯛ ꯄꯨꯅꯕ ꯃꯇꯝ ꯍꯧꯔꯕ ꯑꯔꯂꯤ ꯄꯨꯗꯥꯛ ꯌꯥꯕ ꯃꯤꯅꯤꯠꯁꯤꯡ꯫
Weekly off (ꯍꯞꯇꯥꯒꯤ ꯅꯨꯃꯤꯠꯀꯤ ꯑꯣꯐ)	ꯁꯤꯐꯠ ꯑꯁꯤꯒꯤ ꯑꯣꯐ ꯗꯨꯀꯤꯠꯁꯤꯡ꯫ ꯍꯐ-ꯗꯦꯁꯤꯡ ꯑꯁꯤ ꯊꯕꯛ ꯌꯥꯕ ꯗꯨꯀꯤꯠ ꯑꯣꯏꯕ ꯇꯥꯏ꯫
Sandwich rule (ꯁꯦꯟꯗꯋꯤꯆ ꯔꯨꯜ)	ꯅꯨꯡꯁꯤꯒꯤ ꯗꯨꯀꯤꯠ ꯑꯔꯤꯒꯤ ꯃꯇꯝꯗꯥ ꯇꯧꯕ ꯍꯞꯇꯥꯒꯤ ꯅꯨꯃꯤꯠꯀꯤ ꯑꯣꯐ ꯑꯃꯁꯨꯡ ꯍꯣꯔꯤꯗꯦꯁꯤꯡ ꯑꯁꯤ ꯅꯨꯡꯁꯤ ꯑꯣꯏꯕ ꯇꯥꯏ꯫

ꯃꯁꯤ ꯗꯤꯐꯣꯜꯠ ꯁꯤꯐꯠ ꯑꯣꯏꯍꯟꯕꯤꯌꯨ

ꯁꯤꯐꯠ ꯑꯗꯨꯒꯤ ꯄꯥꯒꯤ ꯃꯔꯨ ꯍꯤꯗꯥꯡꯗꯨꯗꯥ **Make default** (ꯗꯤꯐꯣꯜꯠ ꯑꯣꯏꯍꯟꯕ) ꯗꯥ ꯅꯛꯇꯤꯡ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗꯥ ꯑꯅꯧꯕ ꯊꯕꯛꯂꯣꯕ ꯅꯨꯃꯤꯠꯀꯤ ꯁꯤꯐꯠ ꯑꯁꯤꯗꯒꯤ ꯍꯧꯒꯅꯤ꯫ ꯂꯤꯁ꯭ꯠ ꯑꯗꯨꯗꯥ ꯗꯤꯐꯣꯜꯠ ꯁꯤꯐꯠ ꯑꯗꯨ **Default** (ꯗꯤꯐꯣꯜꯠ) ꯕꯦꯖ, ꯃꯤꯑꯣꯏ ꯄꯨꯝꯅꯃꯛ, ꯀꯥꯡꯂꯣꯟ ꯑꯃꯁꯨꯡ ꯍꯞꯇꯥꯒꯤ ꯅꯨꯃꯤꯠꯀꯤ ꯑꯣꯐꯁꯤꯡꯒꯥ ꯂꯣꯌꯅꯅꯥ ꯎꯠꯂꯤ꯫



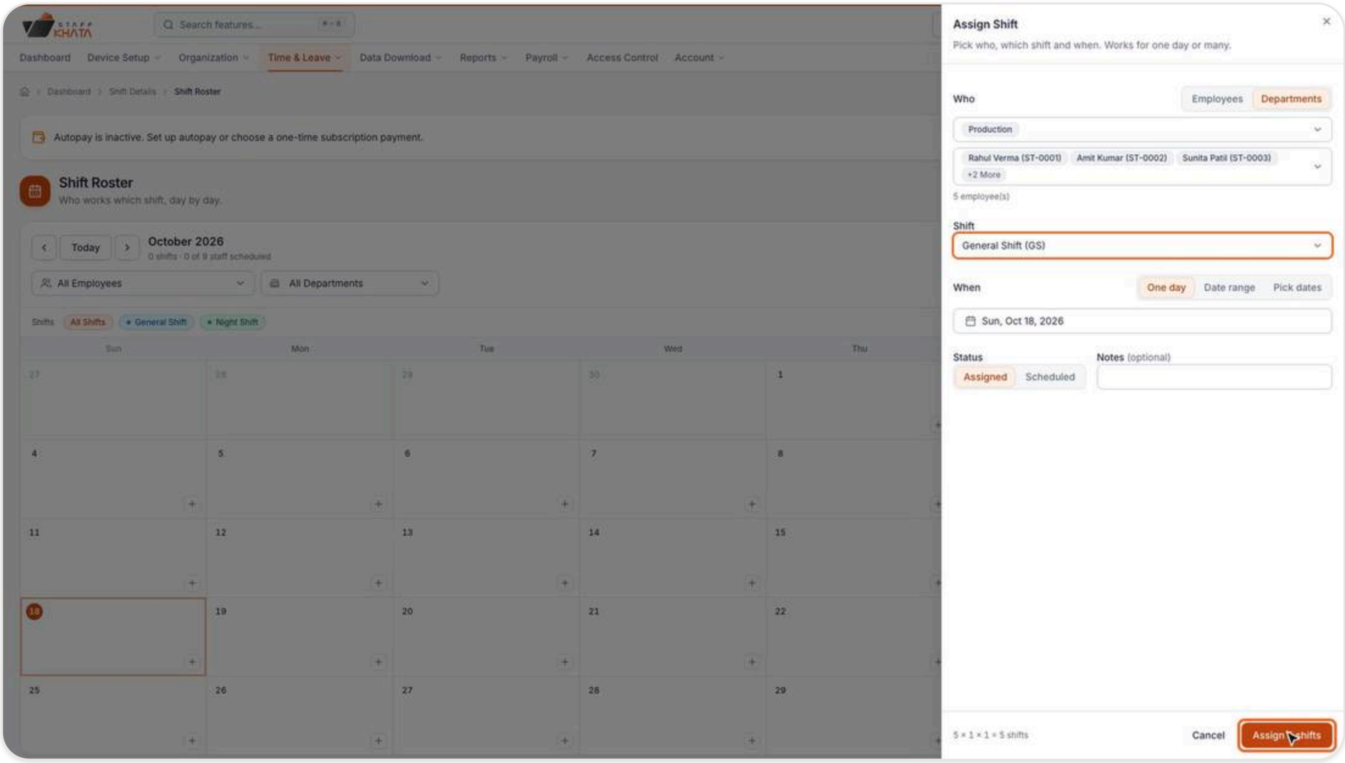
> **ꯑꯣꯇꯣꯄꯦ ꯅꯣꯠ ꯇꯧꯕ:** ꯍꯦꯗꯔ ꯑꯣꯇꯣꯄꯦꯒꯤ ꯕꯦꯅꯔ ꯁꯤꯐꯠ ꯑꯃꯁꯨꯡ ꯑꯇꯣꯞ ꯅꯤꯡꯕ। ꯃꯁꯤꯗꯤ ꯄꯨꯛ ꯁꯦꯡꯗꯣꯛꯅꯕ ꯑꯃꯁꯨꯡ ꯅꯤꯡꯕ ꯂꯩꯕ। ꯁꯤꯐꯠ ꯍꯦꯂꯗꯤ ꯁꯦꯡꯂꯕꯗꯤ, ꯍꯦꯂꯗꯤ ꯂꯩꯔꯕ ꯑꯣꯇꯣꯄꯦ ꯄꯨꯛ ꯇꯧꯕ ꯂꯩꯕ; **Billing & Plan** (ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯣꯇꯣꯄꯦ) ꯌꯦꯡꯕꯤꯌꯨ꯫

ꯔꯣꯁ꯭ꯇꯔꯗꯥ ꯁꯤꯐꯠꯁꯤꯡ ꯍꯥꯞꯄꯤꯌꯨ

Shift Roster (ꯁꯤꯐꯠ ꯔꯣꯁ꯭ꯇꯔ) ꯑꯁꯤ ꯃꯇꯝ ꯃꯔꯤ ꯁꯤꯐꯠ ꯊꯕꯛ ꯇꯧꯔꯤꯕ ꯍꯧꯖꯤꯛꯀꯤ ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯁꯦꯃꯖꯤꯟ ꯃꯦꯂꯦꯟꯗꯔ ꯑꯃꯗꯤ꯫

1. **Time & Leave** (ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯂꯨꯍꯣꯡꯕ) → **Shift Roster** ꯗ ꯃꯆꯤꯡ ꯇꯧꯕꯤꯌꯨ꯫ **Calendar** (ꯀꯦꯂꯦꯟꯗꯔ), **Week** (ꯍꯞꯇꯥ) ꯑꯃꯁꯨꯡ **Month table** (ꯊꯥꯒꯤ ꯇꯦꯕꯜ) ꯒꯤ ꯃꯔꯛꯇꯥ ꯍꯣꯡꯗꯣꯛꯄꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯊꯕꯛꯂꯕ, ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯅꯠꯇ꯭ꯔꯒ ꯁꯤꯐꯠꯀꯤ ꯐꯤꯜꯇꯔ ꯇꯧꯕꯤꯌꯨ꯫
2. **Assign Shift** (ꯁꯤꯐꯠ ꯄꯤꯕ) ꯗ ꯃꯆꯤꯡ ꯇꯧꯕꯤꯌꯨ꯫
3. **Who** (ꯀꯅꯥ) ꯃꯐꯃꯗ, **Employees** (ꯊꯕꯛꯃꯕꯁꯤꯡ) ꯑꯃ ꯑꯃꯃꯛ ꯈꯟꯕꯤꯌꯨ, ꯅꯠꯇ꯭ꯔꯒ ꯇꯤꯝ ꯄꯨꯝꯅꯃꯛ ꯂꯧꯅꯕ **Departments** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯁꯤꯡ) ꯈꯟꯕꯤꯌꯨ꯫
4. **Shift** (ꯁꯤꯐꯠ) ꯈꯟꯕꯤꯌꯨ꯫
5. **When** (ꯀꯗꯥꯏꯗ) ꯃꯐꯃꯗ, **One day** (ꯅꯨꯃꯤꯠ ꯑꯃ), **Date range** (ꯇꯥꯡ ꯔꯦꯟꯖ) ꯅꯠꯇ꯭ꯔꯒ **Pick dates** (ꯇꯥꯡꯁꯤꯡ ꯈꯟꯕ) ꯈꯟꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯇꯥꯡ ꯑꯗꯨ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫

6. **Assign Shifts** (ꯁꯤꯐꯠꯁꯤꯡ ꯄꯤꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



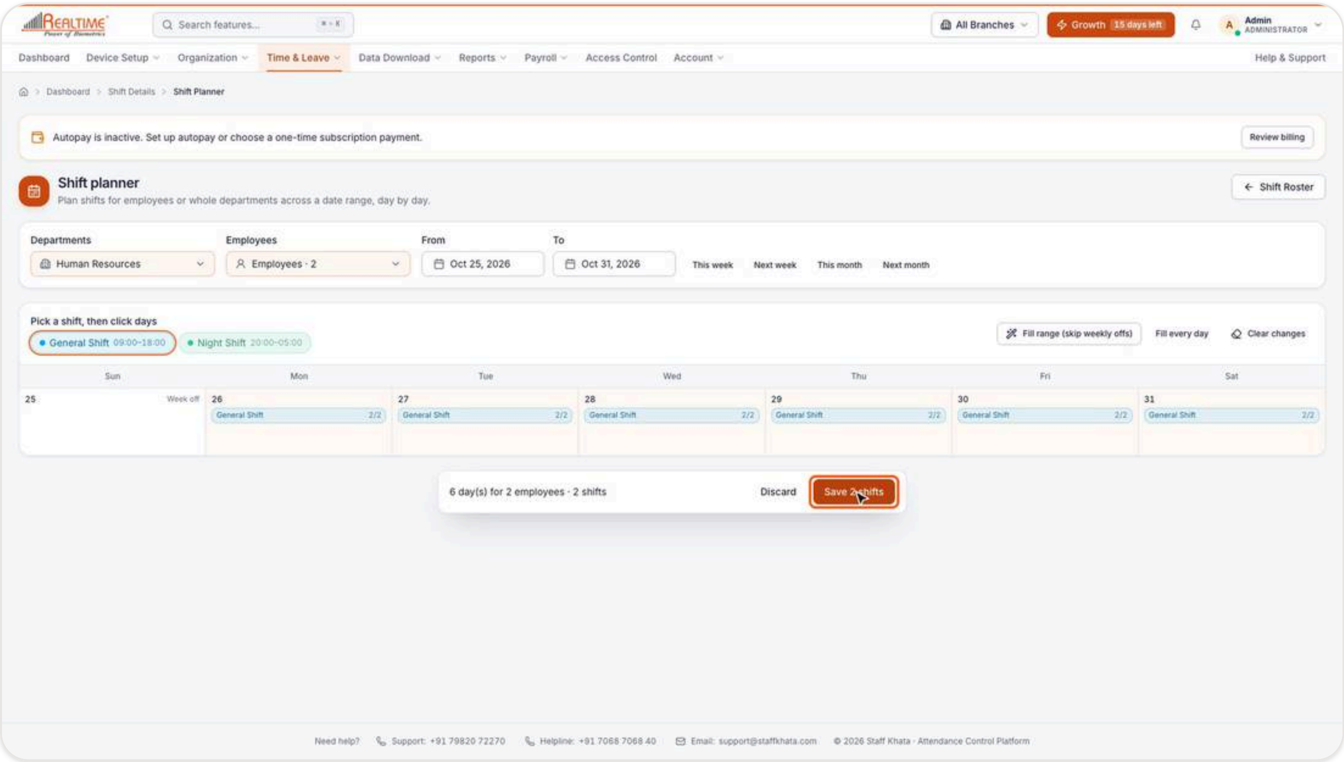
ꯅꯍꯥꯛꯅ ꯄꯤꯕ ꯁꯤꯐꯠ ꯑꯃꯅꯥ ꯃꯤꯡ ꯑꯃꯁꯨꯡ ꯍꯧꯔꯛꯄ, ꯅꯍꯥꯛꯅ ꯃꯥꯂꯦꯝ ꯑꯃ ꯁꯤꯐꯠ ꯊꯥꯕ ꯌꯥꯝꯅꯥ ꯊꯥꯒꯠꯂꯤ꯫ **Time & Leave → Shift Assignment** (ꯁꯤꯐꯠ ꯄꯤꯕ) ꯗ ꯄꯥꯅꯥꯏ ꯑꯃꯁꯨꯡ ꯍꯣꯠꯅꯕꯥꯗ ꯍꯣꯡꯗꯣꯛꯄ꯫

ꯁꯤꯐꯠ ꯄ꯭ꯂꯥꯅꯔꯒꯤ ꯃꯑꯣꯡꯗ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ

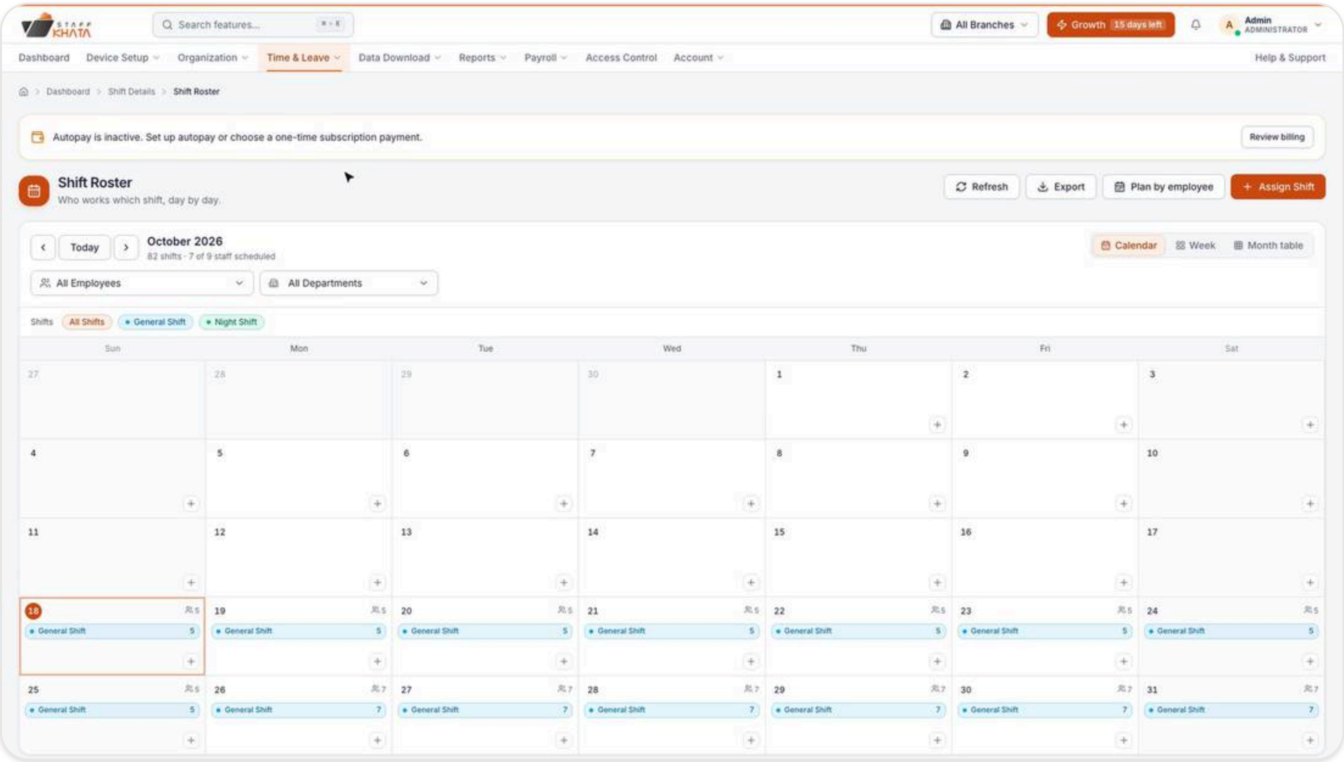
ꯃꯁꯤ ꯀꯔꯤ ꯑꯃꯁꯨꯡ ꯂꯥꯏꯅꯥ ꯑꯃ ꯅꯠꯔꯒꯥ ꯊꯥ ꯑꯃ ꯄ꯭ꯂꯦꯅ ꯃꯄꯨꯡ ꯐꯥꯅ ꯄ꯭ꯂꯥꯅꯔꯒꯤ ꯍꯥꯛꯇꯒꯤ ꯇꯧꯕ ꯌꯥꯏ꯫

1. **Time & Leave** (ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯆꯨꯠꯇꯤ) → **Shift Planner** (ꯁꯤꯐꯠ ꯄ꯭ꯂꯥꯅꯔ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Departments** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯁꯤꯡ) ꯅꯠꯔꯒꯥ **Employees** (ꯊꯕꯛꯁꯤꯡ) ꯈꯅꯕꯤꯌꯨ, ꯃꯇꯨꯡꯗ ꯃꯇꯝ **From** (ꯍꯧ) ꯑꯃꯁꯨꯡ **To** (ꯐꯑꯣꯕ) ꯇꯥꯡ ꯈꯅꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ **This week** (ꯍꯞꯇꯥ ꯑꯁꯤ), **Next week** (ꯃꯊꯪꯒꯤ ꯍꯞꯇꯥ), **This month** (ꯊꯥ ꯑꯁꯤ) ꯅꯠꯔꯒꯥ **Next month** (ꯃꯊꯪꯒꯤ ꯊꯥ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
3. **Pick a shift, then click days** (ꯁꯤꯐꯠ ꯑꯃ ꯈꯅꯕꯤꯌꯨ, ꯃꯇꯨꯡꯗ ꯃꯇꯝꯗ ꯅꯃꯤꯠꯁꯤꯡꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ) ꯃꯈꯗ ꯁꯤꯐꯠ ꯑꯃꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
4. ꯅꯃꯤꯠ ꯑꯃ ꯑꯃꯃꯑꯣꯏ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯊꯕꯛ ꯇꯧꯕ ꯅꯃꯤꯠ ꯈꯗꯤꯡꯃꯛ ꯄ꯭ꯂꯦꯅ ꯃꯄꯨꯡ ꯐꯥꯍꯟꯅꯕ **Fill range (skip weekly offs)** (ꯔꯦꯟꯖ ꯃꯄꯨꯡ ꯐꯥꯍꯟꯕ (ꯍꯞꯇꯥ ꯈꯗꯤꯡꯒꯤ ꯑꯣꯐ ꯊꯗꯣꯛꯇꯨꯅ)) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ **Fill every day** (ꯅꯃꯤꯠ ꯈꯗꯤꯡꯃꯛ ꯃꯄꯨꯡ ꯐꯥꯍꯟꯕ) ꯗ ꯍꯞꯇꯥ ꯈꯗꯤꯡꯒꯤ ꯑꯣꯐꯁꯤꯡꯁꯨ ꯌꯥꯑꯣꯏ꯫

5. ꯃꯇꯦꯅꯥ ꯆꯣꯝ ꯑꯦꯐꯅꯥ **Save** (ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯅꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



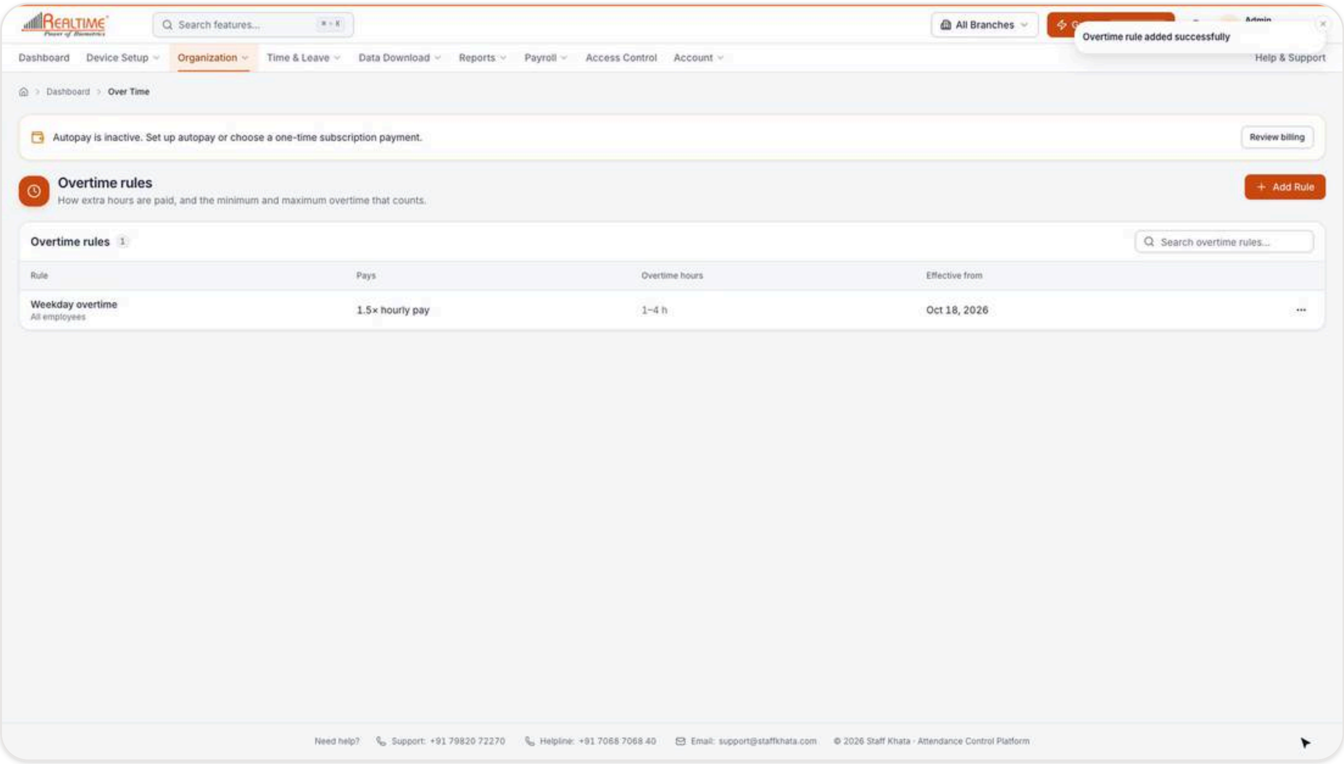
ꯑꯣꯁ꯭ꯔꯑꯅꯥ ꯂꯥꯏꯇꯀꯇꯒꯤ ꯃꯔꯨꯀꯅꯥ, ꯁꯤꯐ꯭ꯠꯇꯒꯤ ꯈꯃꯤꯝ ꯔꯨꯅꯤꯑꯃꯀꯦ ꯂꯧꯔꯤꯛ ꯃꯦꯡꯄꯤ ꯆꯤꯡꯝ ꯁꯝꯇꯤ꯫



ꯋꯣꯚꯑꯣꯏꯕꯃꯛ ꯇꯤꯞꯃꯆꯤꯕ ꯆꯦꯝ ꯇꯧꯕꯤꯌꯨ

ꯑꯣꯚꯔꯇꯥꯏꯝꯒꯤ ꯅꯤꯌꯃꯁꯤꯡꯅꯥ ꯄꯥꯊꯧꯇꯅꯥ ꯄꯥꯉꯊꯣꯛꯄꯒꯗꯕ ꯄꯨꯡ ꯀꯌꯥ ꯁꯦꯜ ꯄꯤꯒꯗꯕ ꯃꯇꯝꯗꯨ ꯂꯦꯞꯄꯤꯕꯒꯤ ꯁꯥꯒꯠꯂꯤ꯫
ꯑꯍꯥꯅꯕꯗꯥ **Enable Overtime Tracking** (ꯑꯣꯚꯔꯇꯥꯏꯝ ꯇ꯭ꯔꯦꯀꯤꯡ ꯑꯣꯟ ꯇꯧꯕ) ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ;
ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯅꯤꯌꯃꯁꯤꯡ ꯌꯥꯡꯕꯤꯌꯨ꯫

1. **Organization** (ꯑꯣꯔꯒꯦꯅꯥꯏꯖꯦꯁꯟ) → **Over Time** (ꯑꯣꯚꯔꯇꯥꯏꯝ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯇꯨꯡꯗ ꯃꯊꯪꯗ **Add Rule** (ꯅꯤꯌꯝ ꯍꯥꯄꯆꯤꯜꯂꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Rule name** (ꯅꯤꯌꯃꯒꯤ ꯃꯤꯡ) ꯑꯃ ꯊꯕꯤꯌꯨ, ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ "Weekday overtime"꯫
3. **Applies to** (ꯁꯤꯖꯤꯟꯅꯕ ꯃꯤꯑꯣꯏ) ꯃꯐꯃꯗ, **All employees** (ꯄꯨꯝꯅꯃꯛ ꯊꯕꯛꯆꯥꯔꯤ) ꯅꯠꯔꯒ **Some departments** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯈꯔꯥ) ꯈꯟꯕꯤꯌꯨ꯫
4. **Pay as** (ꯁꯦꯜ ꯄꯤꯕꯒꯤ ꯃꯑꯣꯡ) ꯃꯐꯃꯗ, ꯑꯣꯚꯔꯇꯥꯏꯃꯒꯤ ꯄꯨꯡ ꯈꯨꯗꯤꯡꯃꯛ ꯀꯔꯝꯅ ꯄꯤꯒꯗꯒꯦ ꯍꯥꯌꯕꯗꯨ ꯈꯟꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ ꯃꯁꯤ ꯑꯗꯨ ꯊꯕꯤꯌꯨ:
   - **Multiple of pay** (ꯁꯦꯜꯒꯤ ꯃꯁꯤꯡ ꯀꯌꯥ ꯑꯃ): ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ ꯄꯨꯡ ꯈꯨꯗꯤꯡꯒꯤ ꯁꯦꯜꯒꯤ 1.5 ×꯫
   - **Percent of pay** (ꯁꯦꯜꯒꯤ ꯆꯌꯥ): ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ ꯄꯨꯡ ꯈꯨꯗꯤꯡꯒꯤ ꯁꯦꯜꯒꯤ 150%꯫
   - **Fixed amount** (ꯂꯦꯞꯂꯕ ꯁꯦꯜ): ꯃꯤ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯃꯤꯔꯣꯡ ꯄꯨꯡ ꯈꯨꯗꯤꯡꯗ ꯁꯦꯜ ꯃꯦꯟꯅꯕ꯫
5. **Minimum overtime (h)** (ꯈ꯭ꯕꯥꯏꯗꯒꯤ ꯅꯦꯝꯕ ꯑꯣꯚꯔꯇꯥꯏꯝ (ꯄꯨꯡ)) ꯑꯃꯁꯨꯡ **Maximum overtime (h)** (ꯈ꯭ꯕꯥꯏꯗꯒꯤ ꯋꯥꯡꯕ ꯑꯣꯚꯔꯇꯥꯏꯝ (ꯄꯨꯡ)) ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯥꯡꯂ ꯑꯃꯁꯤꯒꯤ ꯃꯇꯨꯡꯗ ꯂꯧꯕ ꯄꯥꯉꯒꯜꯂꯕ ꯄꯨꯡꯁꯤꯡ ꯈꯪꯖꯤꯅꯒꯅꯤ, ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ ꯄꯨꯡ 1 ꯗꯒꯤ 4 ꯐꯥꯑꯣꯕ꯫
6. **Effective from** (ꯁꯤꯖꯤꯟꯅꯕ ꯍꯧꯕ ꯅꯨꯃꯤꯠ) ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ, ꯃꯇꯨꯡꯗ ꯃꯊꯪꯗ **Add Rule** ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯑꯣꯅꯔ ꯈꯛꯇ ꯍꯦꯟ: ꯃꯦꯝꯕꯔꯁꯤꯞꯀꯤ ꯄꯣꯂꯤꯁꯤ ꯍꯣꯡꯗꯣꯛꯄ ꯑꯣꯅꯔ ꯈꯛꯇ ꯍꯦꯕ ꯍꯦꯟ॥ **Billing & Plan** (ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯣꯅꯔ) ꯌꯦꯡꯁꯕꯤꯌꯨ॥

ꯈꯪꯂꯕꯗꯤ, ꯑꯦꯗꯃꯤꯅꯤꯁꯇ꯭ꯔꯦꯇꯔꯁꯤꯡ ꯈꯣꯝꯖꯤꯟꯕ ꯃꯇꯃꯗ ꯊꯥꯖꯕ ꯑꯣꯅꯔ-ꯗ ꯍꯪꯕꯤꯌꯨ ꯌꯦꯡꯁꯕꯤꯌꯨ॥

07

ꯃꯣꯕꯥꯢꯜ ꯑꯦꯞ: ꯂꯣꯒꯏꯟ-ꯏꯟ ꯇꯧꯕ

ꯁ꯭ꯇꯦꯞ: ꯗꯕꯃꯂꯕꯒꯤ ꯅꯧꯒꯗꯦ ꯅꯧꯕ ꯁ꯭ꯇꯦꯞꯁꯤꯡ

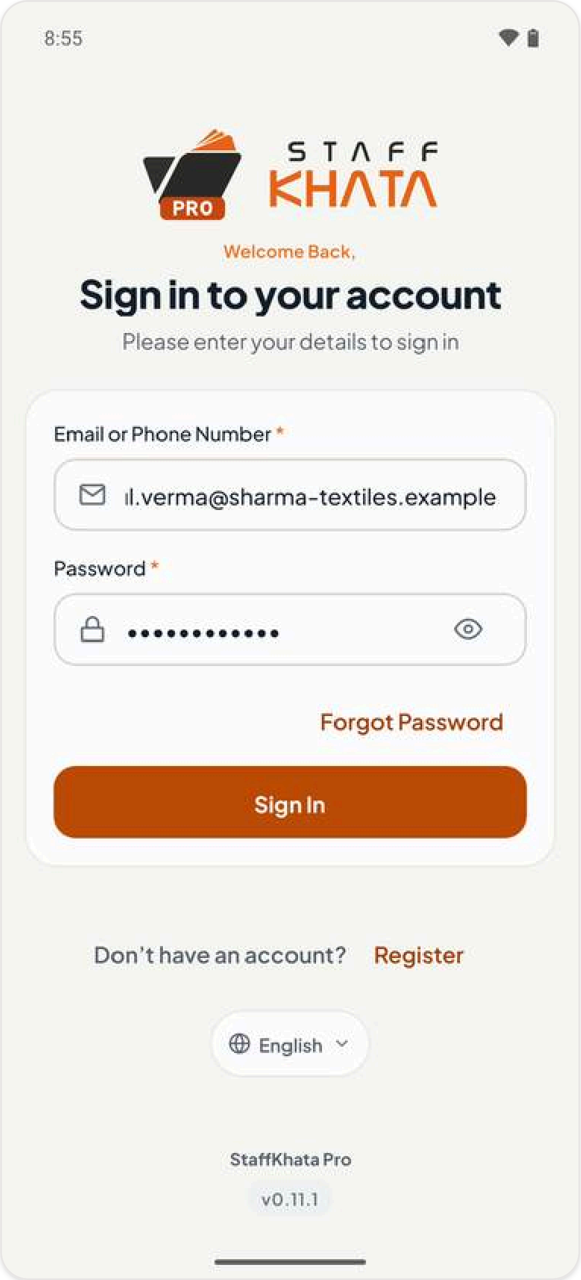
Staff Khata ꯑꯦꯞꯀꯤ ꯗꯕꯃꯂꯕꯅꯤꯃꯀꯤ ꯍꯣꯔꯥꯒꯤ ꯍꯣꯡꯒꯤ ꯏꯊꯦꯡꯒꯤ ꯑꯥꯌꯥꯊꯦꯡꯥꯊꯟ ꯍꯤꯡꯃ ꯌꯥꯏ꯫ ꯂꯣꯒꯏꯟ ꯇꯣꯡꯅꯤꯃꯍꯃꯀꯤ ꯍꯌꯍ, ꯏꯅꯒꯤ ꯅꯧꯃꯥꯅꯒꯤ ꯑꯍꯂꯃ ꯅꯥꯔꯏꯤ ꯑꯍ ꯅꯥꯒ ꯌꯥꯏ, ꯑꯍꯂꯃ ꯅꯇꯃꯃꯤ ꯕꯦꯊꯦꯒꯤ ꯅꯤꯑꯧ-ꯏꯥꯊꯅꯀ ꯃꯂꯏꯂ ꯂꯣꯒꯏꯟ ꯇꯧꯕ ꯁꯦꯕꯒꯥ ꯇꯔꯕꯂ ꯅꯥꯂꯗꯧꯃꯏ꯫

ꯃꯇꯦꯡ ꯍꯗꯧ ꯌꯥꯏ: ꯌꯥꯕ ꯑꯍꯂꯃ ꯃꯣꯕꯥꯢꯜꯀꯤ ꯗꯕꯃꯂꯕꯒꯤ ꯅꯧꯒꯗꯦ ꯑꯅꯤ ꯍꯧꯖꯗꯃ ꯅꯥꯍꯕ ꯁ꯭ꯇꯦꯅꯤꯃꯀꯤ ꯅꯧꯃ ꯑꯧꯗꯕ ꯌꯥꯏ꯫ ꯅꯇꯃꯃꯤ ꯅꯤꯌꯥꯃꯅꯤꯃꯀꯤ ꯄꯗꯦ ꯗꯦ ꯌꯥꯕ ꯖꯍꯅꯕꯕꯀꯤ, ꯇꯅꯤꯃꯃꯤ ꯍꯍꯟ ꯑꯍꯂꯃ ꯁ꯭ꯇꯦꯅꯤꯃꯒꯤꯀꯍꯃ **Billing & Plan** (ꯕꯤꯅꯤꯃ ꯑꯍꯂꯃ ꯁ꯭ꯇꯦꯡ) ꯌꯥꯃꯕꯤꯌꯨ꯫

ꯗꯕꯃꯂꯕꯅꯤꯃꯒꯤꯀꯍꯃ: ꯑꯦꯞ ꯏꯅꯁ꯭ꯇꯣꯜ ꯇꯧꯕꯒꯤ ꯄꯗꯦ ꯗꯦ ꯇꯧꯕ

ꯅꯇꯃꯃꯤ ꯑꯥꯀꯍꯤꯊꯅꯦ ꯅꯇꯃꯃꯤ ꯅꯥꯒꯗꯦ ꯅꯥꯍꯍꯤ꯫ ꯍꯇꯃꯅꯦ ꯅꯇꯃꯃꯤꯀꯍꯃ ꯅꯥꯏ ꯌꯥꯕꯦ ꯗꯍꯥꯟ (ꯅꯠꯇ꯭ꯔꯒꯥ ꯏꯦꯡ ꯅꯍꯕꯕ) ꯑꯍꯂꯃ ꯂꯣꯅꯌꯕꯀ ꯍꯗꯧ ꯌꯥꯏ꯫

1. Google Play Store (Android) ꯅꯠꯇ꯭ꯔꯒꯥ App Store (iPhone) ꯗꯒꯤ **Staff Khata** ꯏꯅꯁ꯭ꯇꯣꯜ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯑꯦꯞ ꯍꯥꯡꯗꯣꯛꯂꯤꯌꯨ꯫ **Sign in to your account** (ꯅꯇꯃꯃꯤ ꯑꯦꯀꯥꯎꯟꯇꯇ ꯁꯥꯏꯟ ꯏꯟ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ, ꯅꯇꯃꯃꯤ **Email or Phone Number** (ꯏꯃꯦꯜ ꯅꯠꯇ꯭ꯔꯒꯥ ꯐꯣꯟ ꯅꯝꯕꯔ) ꯑꯍꯂꯃ **Password** (ꯄꯥꯁꯋꯥꯔꯗ) ꯏꯕꯤꯌꯨ꯫
3. **Sign In** (ꯁꯥꯏꯟ ꯏꯟ) ꯅꯝꯃ ꯇꯧꯕꯤꯌꯨ꯫ **Today** (ꯉꯁꯤ) ꯂꯃꯕꯤꯡ ꯍꯥꯡꯗꯣꯛꯀꯅꯤ꯫



ꯅꯍꯥꯛꯅ ꯅꯍꯥꯛꯀꯤ ꯍꯧꯖꯤꯛ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯊꯥꯍꯟꯕ ꯐꯪꯒꯅꯤ॥ ꯍꯥꯌꯕꯗꯤ ꯇꯦꯕ ꯃꯔꯤꯁꯤꯡꯗ **Today**, **Attendance** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ), **Leave** (ꯂꯤꯚ) ꯑꯃꯁꯨꯡ **Company** (ꯀꯝꯄꯦꯅꯤ) ꯅꯤ॥

> **ꯄꯥꯎꯇꯥꯛ:** ꯄꯥꯁꯋꯥꯔꯗ ꯀꯥꯎꯈ꯭ꯔꯕꯔꯥ? ꯂꯣꯒꯏꯟ-ꯄꯦꯖ ꯂꯩꯔꯤꯕ **Forgot Password?** (ꯄꯥꯁꯋꯥꯔꯗ ꯀꯥꯎꯈ꯭ꯔꯕꯔꯥ?) ꯅꯝꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯅꯍꯥꯛꯀꯤ ꯏꯃꯦꯜ ꯑꯦꯗ꯭ꯔꯦꯁ ꯆꯪꯍꯟꯕꯤꯌꯨ॥

ꯗꯦꯃꯦꯗꯤ ꯑꯃꯁꯨꯡ ꯂꯣꯒꯑꯥꯎꯠ ꯇꯧꯕꯒꯤ ꯃꯑꯣꯡ

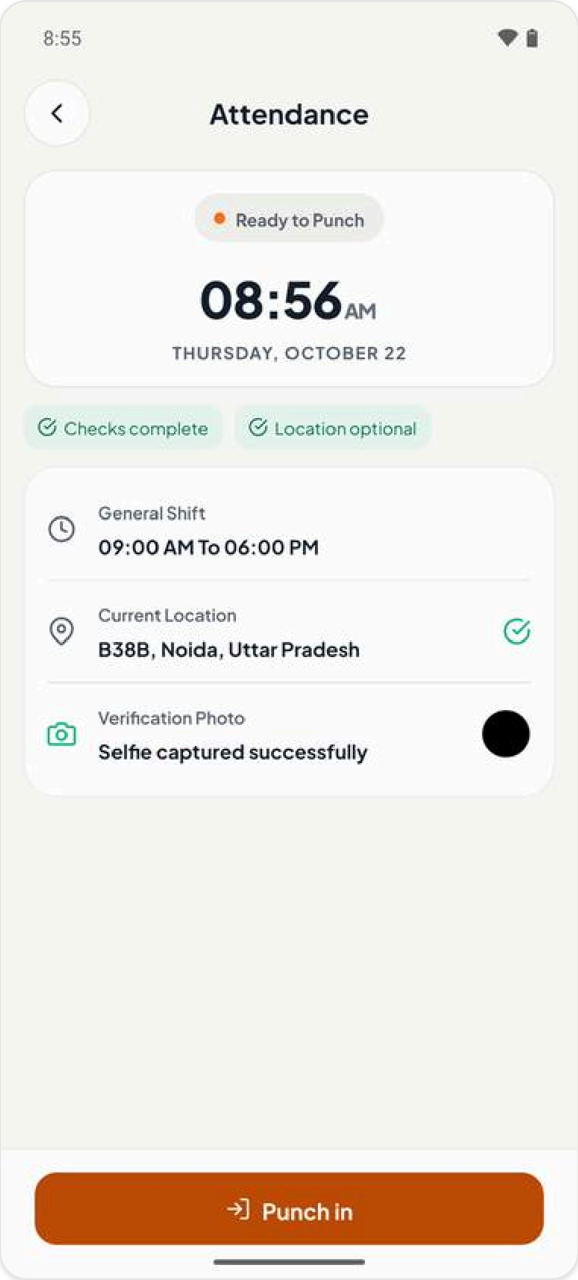
ꯅꯍꯥꯛ ꯑꯦꯞꯇꯒꯤ ꯂꯣꯒꯑꯥꯎꯠ ꯇꯧꯔꯕ ꯃꯇꯝꯗ ꯅꯍꯥꯛꯀꯤ ꯂꯣꯒꯑꯥꯎꯠ, ꯑꯃꯁꯨꯡ ꯄꯦꯅꯦꯂꯒꯤ ꯃꯇꯦꯡꯄꯥꯡꯒꯤꯗꯃꯛ ꯗꯦꯃꯦꯗꯤ ꯍꯥꯏ ꯀꯅ॥

1. ꯑꯍꯥꯅꯕꯥ ꯑꯣꯏꯅꯥ ꯄꯟꯆ ꯇꯧꯕ ꯃꯇꯝꯗꯥ, ꯅꯍꯥꯛꯀꯤ ꯐꯣꯅꯅꯥ ꯂꯣꯀꯦꯁꯟ ꯑꯦꯛꯁꯦꯁ ꯍꯥꯏꯒꯅꯤ꯫ **Allow** (ꯑꯌꯥꯕ ꯄꯤꯕꯤꯌꯨ) ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ ("While using the app" ꯈꯟꯕꯤꯌꯨ)꯫
2. ꯀꯦꯃꯦꯔꯥ ꯍꯥꯡꯗꯣꯛꯂꯀꯄꯥ ꯃꯇꯝꯗꯥ, ꯀꯦꯃꯦꯔꯥ ꯑꯦꯛꯁꯦꯁꯁꯨ ꯑꯌꯥꯕ ꯄꯤꯕꯤꯌꯨ꯫

ꯑꯔꯥꯟꯕꯥ ꯑꯣꯏꯅꯥ ꯅꯍꯥꯛꯅꯥ ꯌꯥꯟꯗꯕꯥ ꯍꯥꯌꯈ꯭ꯔꯕꯗꯤ, ꯑꯦꯞꯅꯥ **Location required** (ꯂꯣꯀꯦꯁꯟ ꯃꯊꯧ ꯇꯥꯏ) ꯅꯠꯔꯒꯥ **Camera access required** (ꯀꯦꯃꯦꯔꯥ ꯑꯦꯛꯁꯦꯁ ꯃꯊꯧ ꯇꯥꯏ) ꯎꯠꯀꯅꯤ꯫ **Enable Camera** (ꯀꯦꯃꯦꯔꯥ ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ) ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯅꯍꯥꯛꯀꯤ ꯐꯣꯅꯒꯤ **Settings** (ꯁꯦꯇꯤꯡꯁ) → **Apps** (ꯑꯦꯞꯁꯤꯡ) → **Staff Khata** → **Permissions** (ꯑꯌꯥꯕꯁꯤꯡ) ꯍꯥꯡꯗꯣꯛꯂꯨꯅꯥ ꯃꯈꯣꯌ ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ꯫

ꯁꯦꯜꯐꯤ ꯑꯃꯁꯨꯡ GPS ꯒꯥ ꯂꯣꯌꯅꯅꯥ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯃꯥꯔꯛ ꯇꯧꯕ

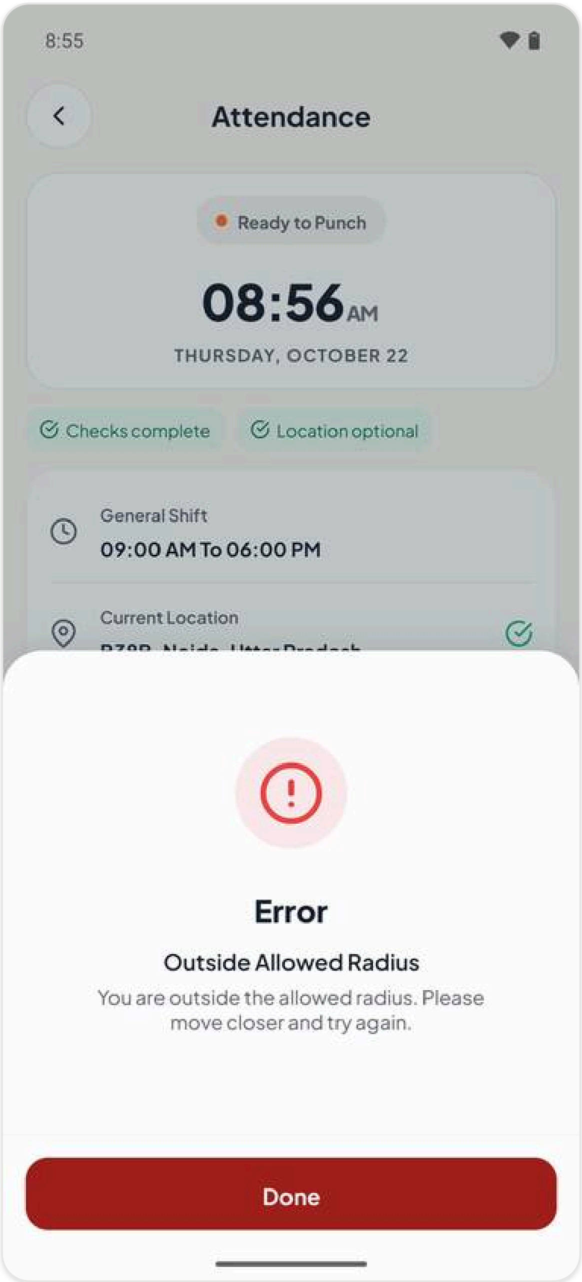
1. **Today** ꯗꯥ, **Punch in** (ꯄꯟꯆ ꯏꯟ) ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ꯫ (ꯅꯍꯥꯛꯅꯥ **Attendance** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ) ꯇꯦꯕ ꯍꯥꯡꯗꯣꯛꯂꯨꯅꯥ **Mark Attendance** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯃꯥꯔꯛ ꯇꯧꯕꯤꯌꯨ) ꯇꯥꯞ ꯇꯧꯕꯁꯨ ꯌꯥꯏ꯫)
2. **Attendance** ꯁ꯭ꯛꯔꯤꯟꯗꯥ ꯅꯍꯥꯛꯀꯤ **Assigned Shift** (ꯄꯤꯔꯕꯥ ꯁꯤꯐꯠ) ꯑꯃꯁꯨꯡ ꯅꯍꯥꯛꯀꯤ **Current Location** (ꯍꯧꯖꯤꯛꯀꯤ ꯂꯣꯀꯦꯁꯟ) ꯎꯠꯂꯤ꯫ ꯑꯦꯗ꯭ꯔꯦꯁ ꯑꯗꯨ ꯑꯔꯥꯟꯕ ꯑꯣꯏꯅꯥ ꯎꯔꯕꯗꯤ, **Tap to refresh location** (ꯂꯣꯀꯦꯁꯟ ꯔꯤꯐ꯭ꯔꯦꯁ ꯇꯧꯅꯕꯥ ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ) ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ꯫
3. **Tap to take a selfie** (ꯁꯦꯜꯐꯤ ꯂꯧꯅꯕꯥ ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ) ꯇꯥꯞ ꯇꯧꯗꯨꯅꯥ ꯅꯍꯥꯛꯀꯤ ꯃꯃꯥꯏꯒꯤ ꯃꯌꯦꯛ ꯁꯦꯡꯕ ꯐꯣꯇꯣ ꯑꯃ ꯂꯧꯕꯤꯌꯨ꯫ ꯃꯗꯨ **Verification Photo** (ꯚꯦꯔꯤꯐꯤꯀꯦꯁꯟ ꯐꯣꯇꯣ) ꯒꯤ ꯃꯈꯥꯗꯥ ꯊꯣꯛꯀꯅꯤ꯫
4. **Punch in** ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ꯫



ꯅꯍꯥꯛꯅ ꯃꯇꯣꯃꯥꯛ ꯖꯦꯔꯅꯅ **Punched In Successfully!** (ꯃꯥꯔ ꯍꯥꯛꯅ ꯍꯥꯀꯦꯟ ꯂꯦ ꯌꯣꯝꯗꯣ!) ꯎꯒꯅꯤ꯫
ꯅꯍꯥꯛꯀꯤ ꯑꯦꯗꯃꯤꯟꯅ ꯁꯣꯗꯃꯦꯟ ꯌꯐꯒꯤ ꯃꯇꯝꯗꯁꯨ ꯃꯍꯥꯛꯀꯤ ꯗꯣꯁꯕꯦꯗꯂꯣ ꯍꯥꯀꯦꯟ ꯂꯈꯥ ꯎꯒꯅꯤ꯫

ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯀꯤ ꯃꯥꯂꯦꯟ ꯀꯐꯤ ꯂꯣꯀꯥꯂꯣ

ꯅꯍꯥꯛꯀꯤ ꯑꯣꯐꯤꯁꯇꯥ ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯤꯡ ꯂꯣꯜ ꯌꯣꯝꯗꯕꯤ, ꯅꯍꯥꯛꯅ ꯃꯈꯥꯒꯤ ꯐꯤꯅꯤꯔꯨꯝꯀꯤ ꯃꯂꯤꯕꯅ ꯀꯥꯌꯣꯃꯥ ꯍꯥꯀꯦꯟ ꯌꯣꯕ ꯂꯣꯗ, ꯈꯅꯤ ꯂꯣꯗꯟ ꯂꯣꯖꯤꯔꯀꯤ ꯃꯂꯥꯌꯣ ꯃꯤꯇꯦꯔ 200꯫ ꯃꯈꯥꯒꯤ ꯃꯥꯀꯦꯟꯅ, ꯍꯥꯀꯦꯟ ꯂꯈꯥ **Outside Allowed Radius** (ꯂꯐꯕ ꯐꯤꯅꯤꯔꯨꯝꯀꯤ ꯃꯥꯀꯦꯟꯅ) ꯀꯥ ꯖꯣꯔꯅꯅ ꯁꯤꯗꯥꯛꯅꯤ: "ꯅꯍꯥ ꯂꯐꯕ ꯍꯥꯀꯦꯟ-ꯗꯅꯥꯛꯤ ꯐꯤꯅꯤꯔꯨꯝꯀꯤ ꯃꯥꯀꯦꯟꯅ ꯖꯦꯐꯤ꯫ ꯂꯦꯕꯤꯈꯨꯅ ꯅꯥꯅ ꯅꯥꯂꯨꯅ ꯂꯃꯥ ꯍꯦꯅ ꯍꯣꯡꯕꯤꯔꯨ꯫"



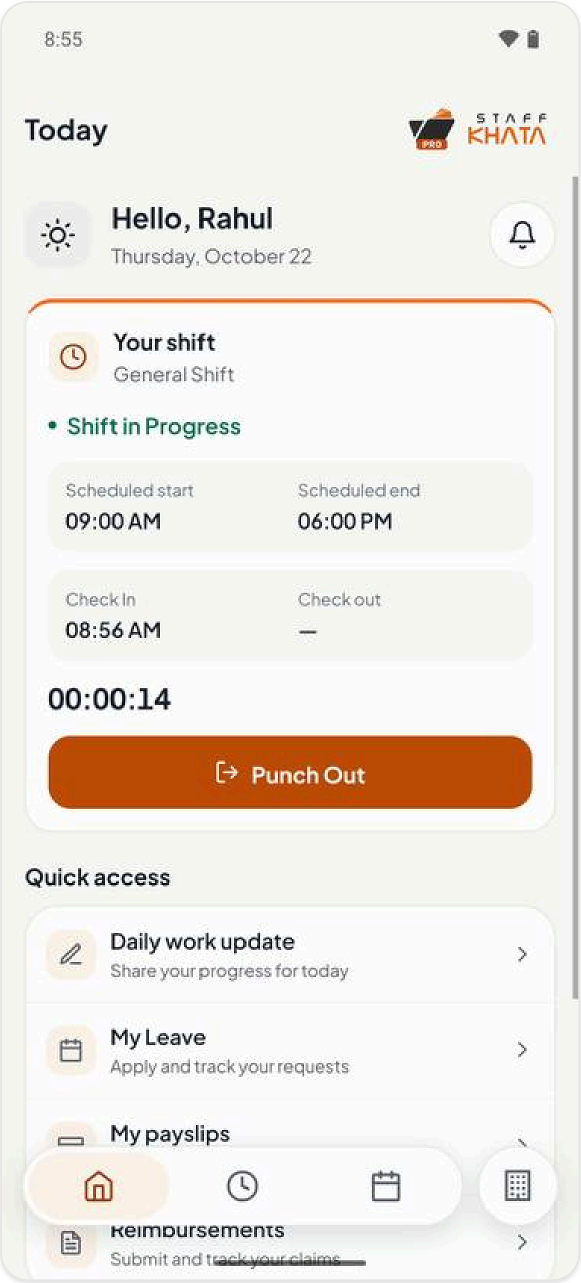
ꯑꯣꯏꯔꯕꯥ ꯈꯨꯗꯝꯗꯥ ꯁꯤꯒꯅꯥꯄꯨꯔꯦ, **Tap to refresh location** ꯅꯝꯄ ꯇꯧꯕꯤꯌꯨ ꯑꯃꯨꯛ ꯍꯟꯅ ꯄꯟꯆ ꯇꯧꯕꯤꯌꯨ꯫ ꯑꯣꯅꯈꯤꯕꯃꯤꯗꯦ ꯕꯦꯡꯒꯜ ꯀꯅꯥꯗꯤꯡꯗꯥ ꯃꯣꯅꯥꯔꯤꯡ ꯂꯣꯠ ꯇꯧꯅ꯫ ꯆꯦꯛꯇꯥꯕꯥ ꯃꯍꯩꯀꯣꯡꯂꯥ, ꯕꯦꯡꯒꯂꯤꯗ ꯑꯈꯨꯝꯗ ꯅꯤꯡꯇꯝꯅꯕꯥ ꯂꯣꯠ ꯇꯧꯕ ꯌꯥꯗꯕꯤꯌꯨ꯫

ꯄꯟꯆ ꯑꯥꯎꯠ ꯇꯧꯕ

1. ꯗꯨꯈꯤꯠꯄꯥ ꯑꯃꯣꯖꯕꯅꯥ, **Today** ꯗꯥ **Punch out** (ꯄꯟꯆ ꯑꯥꯎꯠ) ꯅꯝꯄ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯂꯣꯏꯅꯕꯤ ꯑꯈ ꯑꯈꯨꯑ ꯆꯤꯡꯗꯦ **Punch out** ꯅꯝꯄ ꯇꯧꯕꯤꯌꯨ꯫

ꯆꯦꯛꯑꯦ **Punched Out Successfully!** (ꯈꯔ ꯄꯥꯑꯦ ꯄꯟꯆ ꯑꯥꯎꯠ ꯇꯧꯃꯣ!) ꯎꯕꯥꯗꯤ꯫ Staff Khata ꯗꯦ ꯆꯦꯛꯑꯕꯥ ꯂꯤꯏꯠꯄꯁ ꯁꯤꯗꯝꯖꯒꯦꯗꯦ ꯆꯦꯛꯑꯕꯥ ꯄꯨꯗꯂꯤꯗ ꯍꯤꯃꯤ, ꯈꯃꯖ ꯑꯝꯗꯦ ꯒꯣꯠ ꯈꯦꯃꯑ, ꯁꯦꯖꯗꯦ ꯍꯨꯗꯦ ꯍꯣꯃꯕꯄ

ꯑꯃꯁꯨꯡ ꯑꯣꯐꯤꯁꯀꯤ ꯂꯣꯀꯦꯁꯟ ꯎꯕꯥ ꯐꯪꯒꯅꯤ꯫



ꯑꯦꯞꯀꯤ ꯍꯥꯖꯤꯔꯥꯒꯤ ꯃꯔꯨꯑꯣꯏꯕ ꯄꯥꯝꯕꯩ

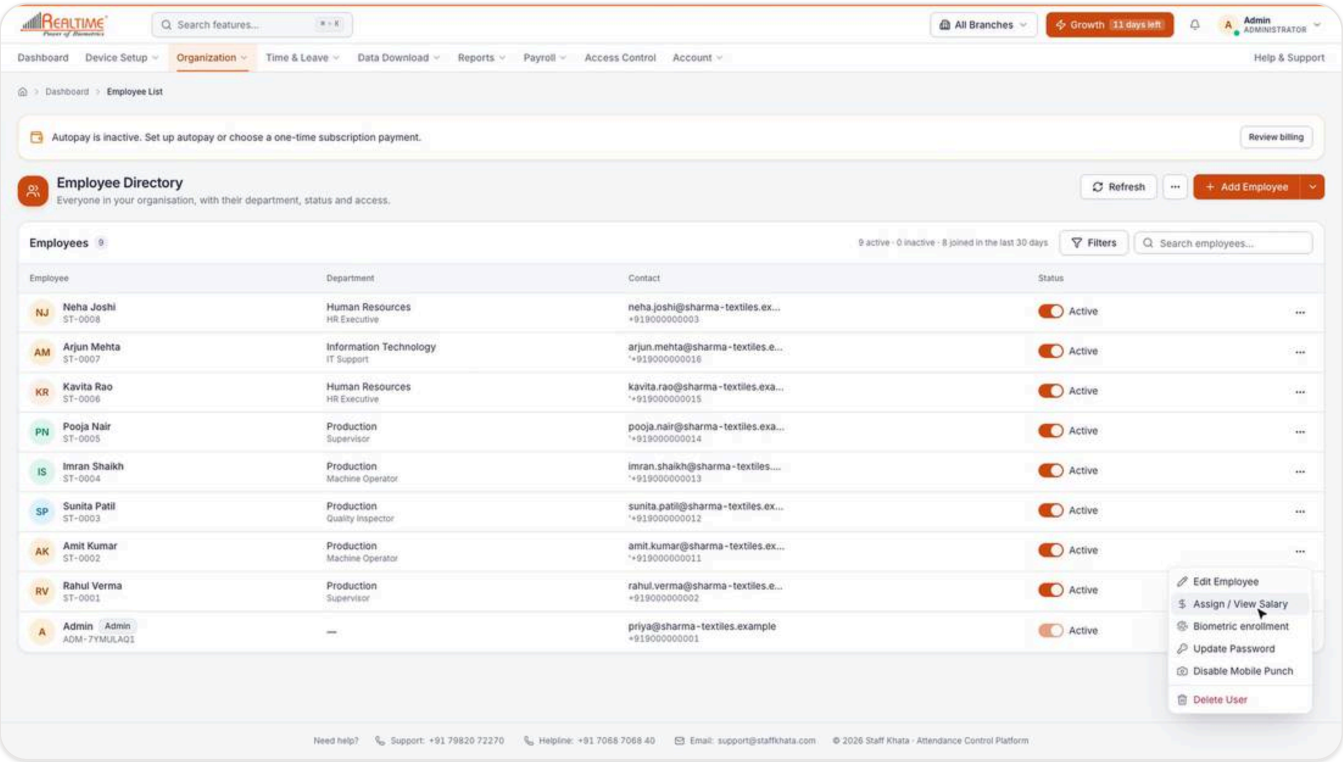
1. **Attendance** (ꯍꯥꯖꯤꯔꯥ) ꯁꯥꯏ ꯁꯤꯟꯗꯣꯛꯂꯤ꯫ **Day** (ꯅꯨꯃꯤꯠ) ꯑꯃꯁꯨꯡ **Month** (ꯊꯥ) ꯒꯤ ꯃꯇꯨꯡꯗ ꯁꯤꯟꯗꯣꯛꯂꯤ, ꯑꯃꯁꯨꯡ ꯃꯍꯥꯛꯀꯤ ꯃꯇꯨꯡꯗ ꯌꯦꯡꯅꯕ ꯑꯣꯏꯔꯤꯕ ꯂꯤꯁ꯭ꯇꯀꯤ꯫
2. ꯅꯨꯃꯤꯠ ꯑꯃꯒꯤ **Punched In At** (ꯆꯉꯂꯛꯄ ꯃꯇꯝ) ꯑꯃꯁꯨꯡ **Punched Out At** (ꯊꯣꯛꯂꯛꯄ ꯃꯇꯝ), ꯃꯁꯤꯒꯤ ꯑꯃꯁꯨꯡ ꯖꯤꯡꯁꯤꯟꯕ ꯔꯥꯡꯕ ꯅꯨꯃꯤꯠ ꯑꯗꯨꯗ ꯎꯕꯥ ꯐꯪꯒꯅꯤ꯫
3. ꯃꯇꯝ ꯑꯃꯗ ꯄꯟꯆ ꯄꯨꯟꯍꯟꯕꯗ? ꯅꯨꯃꯤꯠ ꯑꯗꯨꯗ, **Request Regularisation** (ꯔꯦꯒꯨꯂꯔꯥꯏꯖꯦꯁꯟ ꯍꯥꯏꯕꯤꯌꯨ) ꯎꯕꯥ ꯐꯪꯒꯅꯤ, ꯑꯍꯥꯅꯕ ꯃꯁꯥꯃꯛ ꯑꯃꯁꯨꯡ ꯃꯔꯝ ꯑꯃ ꯍꯥꯏꯕꯤꯌꯨ, ꯃꯇꯨꯡꯗ ꯃꯁꯤꯗ **Submit**

Request (ꯍꯥꯏꯖꯕ ꯊꯥꯕꯤꯌꯨ) ꯍꯥꯌꯕ ꯇꯧꯕꯤꯌꯨ꯫ ꯑꯦꯗꯃꯤꯟ ꯑꯣꯊꯣꯔꯤꯇꯤꯅꯥ ꯌꯥꯕꯗꯤ ꯃꯇꯝ ꯑꯃꯥ ꯂꯩꯒꯅꯤ꯫

ꯑꯦꯗꯃꯤꯅꯤꯁ꯭ꯠꯔꯦꯇꯔ: ꯏꯃꯞꯂꯣꯏꯒꯤ ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯣꯐ ꯅꯠꯔꯒꯥ ꯑꯣꯟ ꯇꯧꯕ

ꯑꯦꯗꯃꯤꯟ ꯏꯃꯞꯂꯣꯏꯁꯤꯡꯒꯤ ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯃꯥ ꯌꯥꯍꯟꯅꯕ ꯑꯣꯟ ꯑꯣꯐ ꯇꯧꯕ ꯌꯥꯏ꯫ ꯕꯥꯌꯣꯃꯦꯠꯔꯤꯛ ꯃꯁꯤꯅꯗꯥ ꯍꯥꯖꯤꯔꯤ ꯄꯟꯆ ꯇꯧꯕꯥ ꯁꯤꯡꯒꯤ ꯃꯇꯝ ꯑꯣꯐ ꯇꯧꯕꯤꯌꯨ꯫

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Employee List** (ꯏꯃꯞꯂꯣꯏꯁꯤꯡꯒꯤ ꯂꯤꯁ꯭ꯠ) ꯗꯥ ꯆꯠꯂꯨ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯏꯃꯞꯂꯣꯏ ꯑꯃꯒꯤ ꯃꯥꯏꯗꯥ ꯂꯩꯕ ··· ꯃꯦꯅꯨꯗꯥ ꯆꯠꯂꯨ ꯇꯧꯕꯤꯌꯨ꯫
3. **Disable Mobile Punch** (ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯣꯐ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯆꯠꯂꯨ ꯇꯧꯕꯤꯌꯨ (ꯅꯠꯔꯒꯥ ꯑꯃꯨꯛ ꯑꯣꯟ ꯇꯧꯅꯕ **Enable Mobile Punch** (ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ))꯫

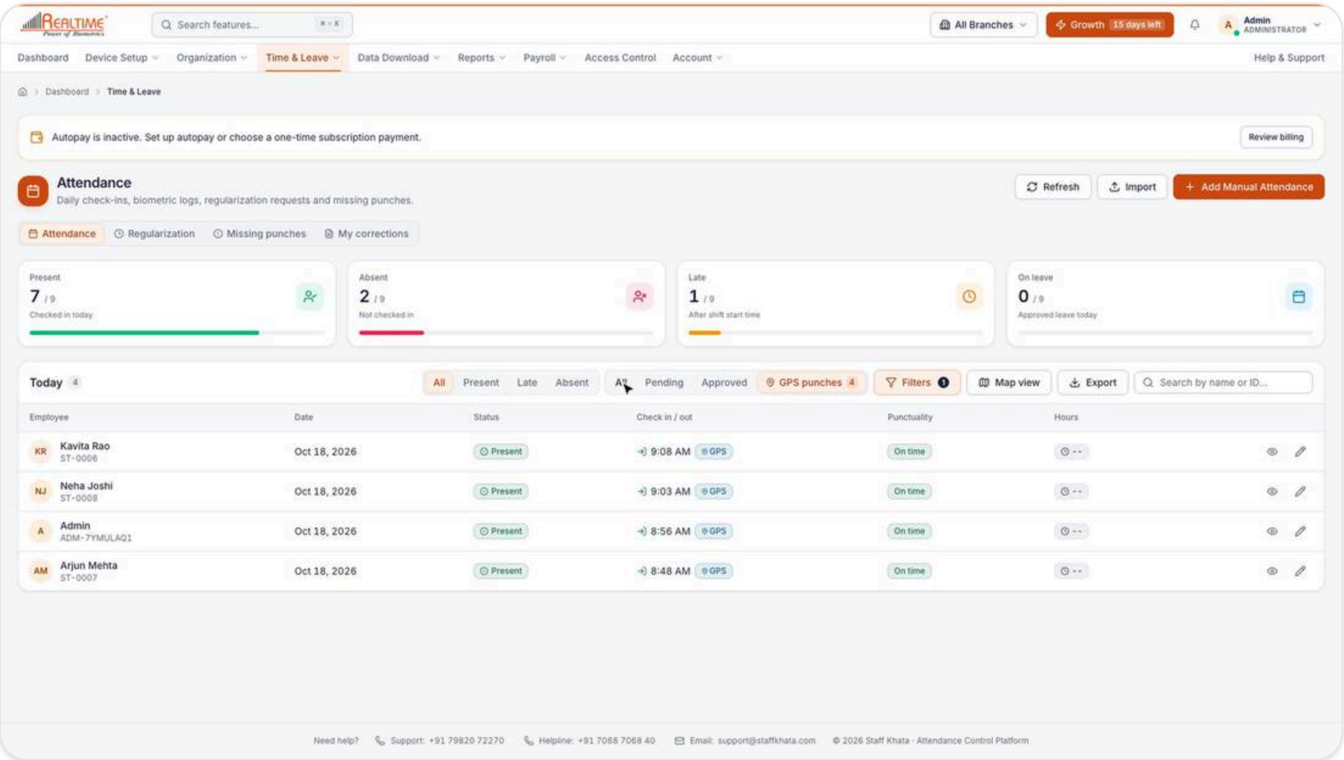


ꯃꯇꯝ ꯑꯣꯐ ꯑꯣꯏꯔꯕꯥ ꯃꯇꯨꯡꯗꯥ, ꯑꯣꯐ ꯇꯧꯈꯤꯕ ꯏꯃꯞꯂꯣꯏ ꯑꯗꯨꯗꯥ "Mobile punching disabled" (ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯣꯐ ꯇꯧꯔꯦ) ꯍꯥꯌꯅꯥ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟ ꯑꯃꯨꯛꯇꯥ ꯃꯁꯤꯡꯗꯨ ꯁꯤꯡꯂꯕ ꯃꯇꯝꯗꯥ ꯂꯥꯎꯊꯣꯛꯂꯒꯅꯤ꯫ ꯏꯃꯞꯂꯣꯏ ꯑꯃꯒꯤ ꯄꯥꯁꯋꯥꯔꯗ ꯂꯩꯍꯟ ꯅꯠꯔꯒꯥ ꯍꯤꯟꯗꯨꯗꯥ ꯇꯧꯕꯗꯥ, ꯃꯦꯅꯨ ꯑꯃꯨꯛꯇꯥ ꯂꯩꯕ **Update Password** (ꯄꯥꯁꯋꯥꯔꯗ ꯑꯄꯗꯦꯠ ꯇꯧꯕꯤꯌꯨ) ꯂꯤꯆꯤꯡꯗꯨꯕꯤꯌꯨ꯫

ꯑꯦꯗꯃꯤꯟꯁꯤꯡꯒꯤꯗꯃꯛ: ꯄꯟꯆꯁꯤꯡ ꯃꯐꯝꯗꯒꯤ ꯆꯥꯛꯁꯤꯕꯒꯦ ꯌꯦꯡꯕ

ꯍꯥꯕꯗꯔ ꯄꯟꯆ ꯁ꯭ꯛꯔꯤꯟꯃꯛ ꯂꯣꯡꯀꯛꯒꯤ ꯑꯦꯇꯕꯥꯏꯑꯣꯁ **Recent Punches** (ꯅꯧꯅꯕ ꯍꯣꯛꯈꯤꯕ ꯄꯟꯆꯁꯤꯡ) ꯑꯃꯨꯡ ꯃꯦꯄꯣꯁ ꯎꯕꯔ॥ ꯃꯄꯨꯡ ꯐꯕ ꯂꯤꯡꯈꯠꯀꯅꯃꯛ:

1. **Time & Leave** (ꯃꯇꯝ ꯑꯃꯨꯡ ꯂꯨꯊꯣꯛ) → **Attendance Process** (ꯑꯣꯇꯦꯟꯗꯦꯟꯁ ꯄ꯭ꯔꯣꯁꯦꯁ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ॥
2. **GPS punches** (GPS ꯄꯟꯆꯁꯤꯡ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ॥ ꯑꯣꯄꯇꯣꯒꯤ ꯇꯧꯔꯕ ꯄꯟꯆꯁꯤꯡ ꯍꯧꯔꯛ ꯊꯨꯒꯥꯏ, ꯁ꯭ꯛꯔꯤꯟꯃꯛꯇ **GPS** ꯃꯔꯛ ꯂꯩꯒꯅꯤ॥
3. ꯃꯦꯄ ꯑꯃꯁꯗ ꯄꯦꯛ-ꯍꯟꯅ ꯑꯃꯨꯡ ꯄꯦꯛ-ꯑꯣꯊꯣꯛꯀꯤ ꯂꯣꯡꯀꯟꯅ ꯑꯃꯨꯡ ꯄꯟꯆꯀꯤ ꯐꯥꯏꯗ ꯌꯦꯡꯅꯕ ꯑꯣ ꯑꯃꯁꯗ ꯂꯩꯕ ꯃꯤꯌꯀꯤ ꯑꯣꯍꯀꯟꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ॥ ꯊꯣꯛꯂꯒꯤ ꯍꯥꯕꯗꯔ ꯄꯟꯆ ꯄ꯭ꯂꯦꯅꯃꯛ ꯃꯦꯄ ꯑꯃꯍꯥꯛꯇꯗ ꯌꯦꯡꯅꯕ **Map view** (ꯃꯦꯞ ꯚ꯭ꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ॥



08

Realtime ꯕꯦꯍꯑꯥꯃꯦꯠꯕꯤꯛ ꯃꯦꯁꯤꯟ ꯑꯃ ꯁꯝꯕꯟꯗꯕ

ꯄ꯭ꯔꯦꯋ: ꯄ꯭ꯔꯦꯋ ꯄꯨꯝꯅꯃꯛ

ꯆꯥꯑꯗꯥ ꯄꯦꯍ ꯇꯧꯕ ꯁ꯭ꯇꯦꯀꯁꯤꯗꯥ Realtime ꯕꯦꯍꯑꯥꯃꯦꯠꯕꯤꯛ ꯃꯦꯁꯤꯟ ꯑꯃ ꯁꯤꯅꯤꯁꯅꯕ ꯌꯦꯍ꯫ ꯃꯗꯨ ꯁꯝꯕꯟꯗꯕꯗꯒꯤ ꯃꯌꯨꯑꯗꯥ, ꯏꯤꯑꯑꯕꯄꯕꯤꯁ ꯅꯠꯕꯑꯤ ꯀꯕꯗꯀꯤ ꯄꯦꯍ ꯍꯨꯗꯤꯑꯃꯑ ꯁꯦꯀꯁꯗ ꯍꯕꯑꯤ ꯃꯅꯨꯑꯗꯥ Staff Khata ꯗꯥ ꯌꯧꯕꯑꯀꯅꯤ꯫

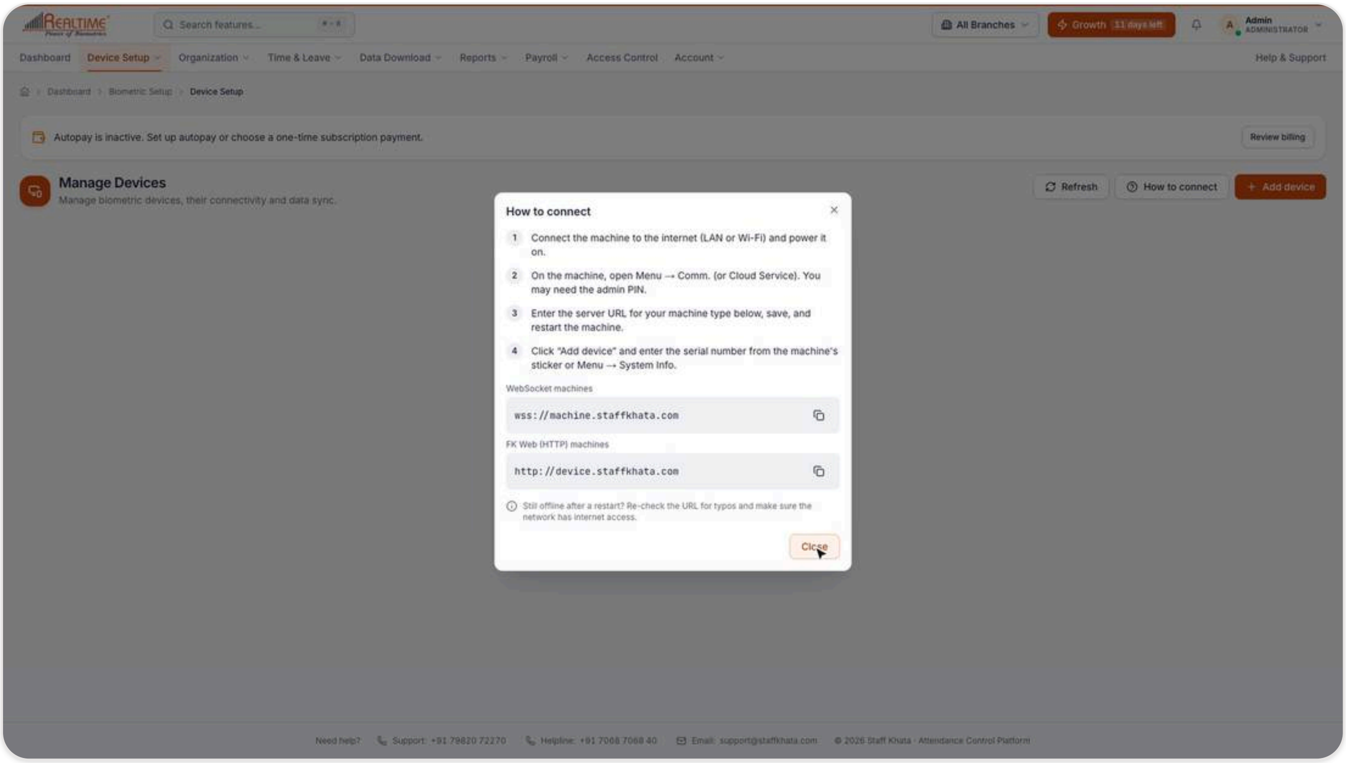
> **ꯍꯑꯅꯤꯅꯕꯤꯌꯨ:** Staff Khata ꯅꯥ **Realtime ꯕꯦꯍꯑꯥꯃꯦꯠꯕꯤꯛ ꯃꯦꯁꯤꯅꯁꯤꯑ** ꯍꯑꯇꯃꯑꯀ ꯆꯕꯑ ꯇꯧꯍ꯫

ꯃꯦꯁꯤꯟ ꯑꯗꯨ Staff Khata ꯗꯥ ꯅꯥꯑꯅꯕꯦ ꯁꯦꯠ ꯇꯧꯕ

ꯃꯦꯁꯤꯅꯅꯥ ꯍꯦꯇꯑꯅꯦꯠꯀꯤ ꯌꯨꯠꯆꯑꯗꯥ ꯄꯦꯍꯁꯤꯑ ꯆꯍ, ꯃꯑꯝ ꯑꯗꯨꯅꯥ ꯃꯁꯤꯗꯥ ꯑꯇꯅꯕꯗꯥ ꯅꯇꯑꯀꯤ ꯑꯦꯗ꯭ꯔꯦꯁ ꯑꯦꯗ꯭ꯔꯦꯁ ꯃꯆ ꯇꯧꯍ꯫

1. **Device Setup** (ꯗꯤꯚꯥꯏꯁ ꯁꯦꯠꯑꯞ) → **Manage Devices** (ꯗꯤꯚꯥꯏꯁꯁꯤꯑ ꯌꯦꯑꯁꯤꯟꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **How to connect** (ꯀꯔꯝꯅ ꯁꯝꯕꯟꯗꯍꯟꯗꯍꯟꯗꯦ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯕꯑꯁ ꯑꯗꯨꯅꯥ ꯍꯥꯑꯆꯑꯁꯤꯑ ꯑꯃꯁꯨꯑ ꯑꯦꯗ꯭ꯔꯦꯁ ꯑꯦꯗ꯭ꯔꯦꯁꯁꯁꯤꯑ ꯎꯠꯂꯤ꯫
3. ꯃꯦꯁꯤꯟ ꯑꯗꯨ ꯅꯦꯇꯑꯅꯦꯠꯀꯤ (LAN ꯅꯠꯔꯒꯥ Wi-Fi) ꯁꯝꯕꯟꯗꯨꯅꯥ ꯄꯨꯟꯁꯤ ꯑꯥꯦ ꯇꯧꯕꯤꯌꯨ꯫
4. ꯃꯦꯁꯤꯟꯗꯥ, **Menu** (ꯃꯦꯅꯨ) → **Comm.** (ꯀꯝꯌꯨꯅꯤꯀꯦꯁꯟ) (ꯅꯠꯔꯒꯥ **Cloud Service** (ꯀ꯭ꯂꯥꯎꯗ ꯁꯔꯚꯤꯁ)) ꯍꯥꯡꯗꯣꯛꯄꯤꯌꯨ꯫ ꯑꯦꯗꯃꯤꯟ PIN ꯃꯆ ꯇꯧꯕ ꯌꯦꯍ꯫
5. ꯅꯍꯥꯑꯀꯤ ꯃꯦꯁꯤꯅꯀꯤ ꯃꯍꯅꯀꯗꯃꯑ ꯑꯦꯗ꯭ꯔꯦꯁ ꯑꯦꯗ꯭ꯔꯦꯁ ꯍꯕꯤꯌꯨ, ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ, ꯑꯃꯁꯨꯑ ꯃꯦꯁꯤꯟ ꯑꯤꯁ꯭ꯇꯑꯠ ꯇꯧꯕꯤꯌꯨ:

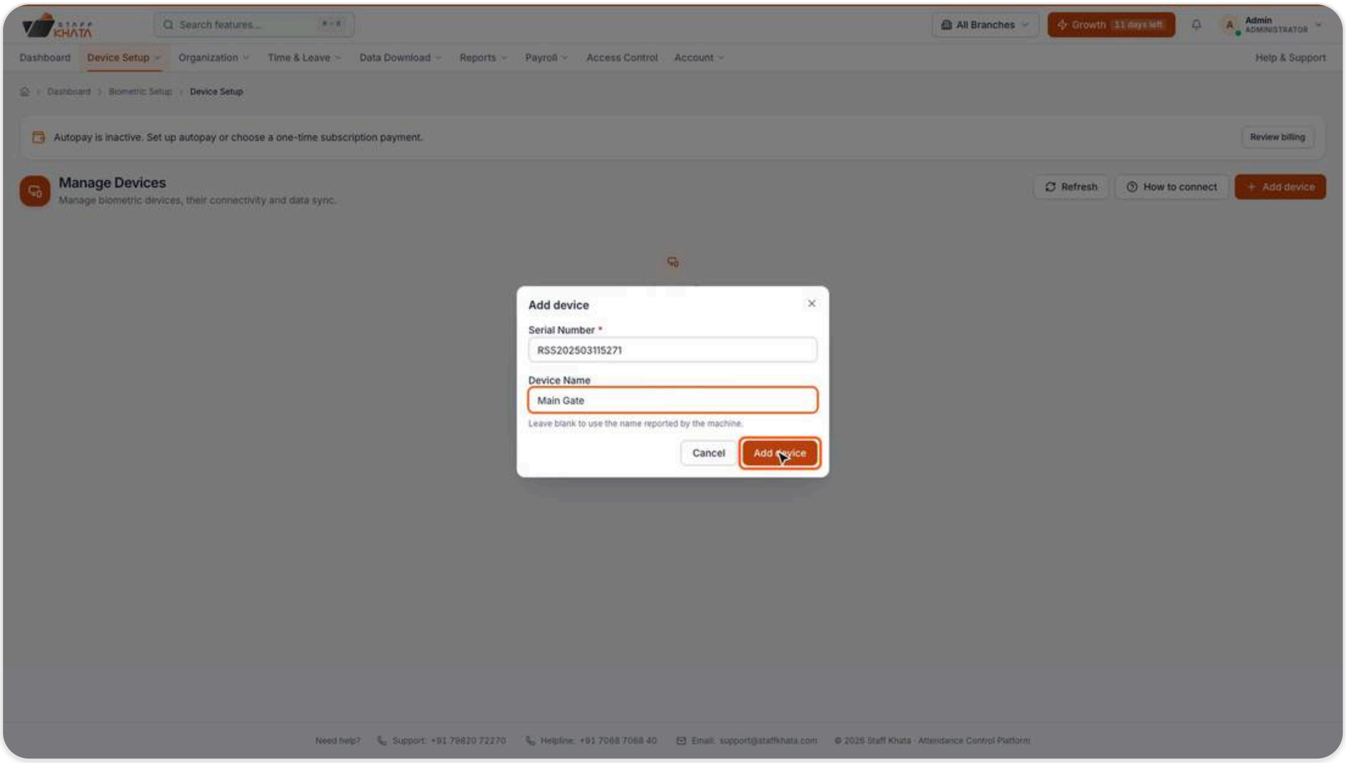
ꯃꯦꯁꯤꯅꯀꯤ ꯃꯍꯅ	ꯑꯦꯗ꯭ꯔꯦꯁ ꯑꯦꯗ꯭ꯔꯦꯁ
WebSocket ꯃꯦꯁꯤꯅꯁꯤꯑ	`wss://machine.staffkhata.com`
FK Web (HTTP) ꯃꯦꯁꯤꯅꯁꯤꯑ	`http://device.staffkhata.com`



ꯈꯪꯖꯤꯅꯒꯗꯕ: ꯑꯦꯗ꯭ꯔꯦꯁ ꯑꯃ ꯀꯣꯄꯤ ꯇꯧꯔꯕ ꯃꯇꯨꯡꯗ ꯃꯇꯝ ꯂꯩꯕ ꯀꯣꯄꯤ ꯑꯥꯏꯀꯟꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯔꯤꯁ꯭ꯇꯥꯔꯠ ꯇꯧꯔꯕ ꯃꯇꯨꯡꯗ ꯑꯣꯐꯂꯥꯏꯟ ꯑꯣꯏꯔꯤꯕꯔꯥ? ꯑꯦꯗ꯭ꯔꯦꯁꯇ ꯇꯥꯏꯞ ꯑꯁꯣꯏꯕ ꯂꯩꯕꯔꯥ ꯌꯦꯡꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ ꯅꯦꯠꯋꯥꯔꯀꯇ ꯏꯟꯇꯔꯅꯦꯠ ꯂꯩꯕꯔꯥ ꯌꯦꯡꯕꯤꯌꯨ꯫

ꯁꯤꯔꯤꯑꯦꯜ ꯅꯝꯕꯔꯅ ꯃꯦꯁꯤꯟ ꯍꯞꯆꯤꯟꯕ

1. **Manage Devices** (ꯗꯤꯚꯥꯏꯁꯁꯤꯡ ꯌꯦꯡꯁꯤꯟꯕꯤꯌꯨ) ꯗ, **Add device** (ꯗꯤꯚꯥꯏꯁ ꯍꯞꯆꯤꯟꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯃꯦꯁꯤꯅꯗ ꯂꯩꯕ ꯁ꯭ꯇꯤꯀꯔꯗꯒꯤ, ꯅꯠꯔꯒꯥ ꯃꯦꯁꯤꯅꯗ ꯂꯩꯕ **Menu → System Info** (ꯁꯤꯁ꯭ꯇꯦꯝꯒꯤ ꯏꯅꯐꯣ) ꯗꯒꯤ **Serial Number** (ꯁꯤꯔꯤꯑꯦꯜ ꯅꯝꯕꯔ) ꯏꯕꯤꯌꯨ꯫
3. "Main Gate" ꯀꯨꯝꯕ **Device Name** (ꯗꯤꯚꯥꯏꯁꯀꯤ ꯃꯤꯡ) ꯑꯃ ꯏꯕꯤꯌꯨ꯫ ꯃꯦꯁꯤꯅꯒꯤ ꯂꯣꯀꯦꯁꯟ ꯃꯤꯡ ꯁꯤꯖꯤꯟꯅꯗꯨꯅ ꯑꯐꯕ ꯈꯅꯕꯤꯌꯨ꯫
4. **Add device** ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯗꯤꯚꯥꯏꯁ ꯑꯗꯨ ꯍꯤꯡꯒꯥꯔꯕꯥ ꯊꯥꯗꯣꯀꯈꯤ꯫ ꯄꯨꯡ ꯃꯤꯅꯤꯠ 5 ꯒꯤ ꯃꯅꯨꯡꯗ Staff Khata ꯅꯥ ꯃꯁꯤꯒꯤ ꯁ꯭ꯇꯦꯇꯁ ꯎꯠꯂꯒꯅꯤ ꯃꯁꯤꯒꯤ ꯍꯥꯌꯕꯗꯤ Online (ꯑꯣꯅꯂꯥꯏꯟ) ꯁꯥꯔꯤ, ꯅꯠꯇ꯭ꯔꯕꯗꯤ Offline (ꯑꯣꯐꯂꯥꯏꯟ)꯫

ꯍꯤꯔꯤꯑꯣꯟ ꯅꯍꯥꯛꯀꯤ ꯑꯃꯥ ꯌꯥꯑꯣꯔꯕꯗꯤ, ꯗꯤꯚꯥꯏꯁ ꯑꯃꯥ ꯄꯥꯡꯊꯣꯛꯂꯕ ꯃꯇꯨꯡꯗ ꯅꯠꯇ꯭ꯔꯒꯥ ꯂꯤꯡꯈꯠꯂꯕ ꯄꯨꯅꯤꯟ ꯊꯣꯅꯕ ꯌꯥꯏꯔꯤ꯫ ꯍꯥꯛꯇꯧꯗꯒꯤ ꯀꯅꯦꯛꯁꯟꯒꯤ ꯅꯤꯡꯇꯝꯕꯥ ꯄꯨꯡꯐꯥꯅꯕ ꯄꯨꯟꯁꯤꯜꯂꯨ꯫

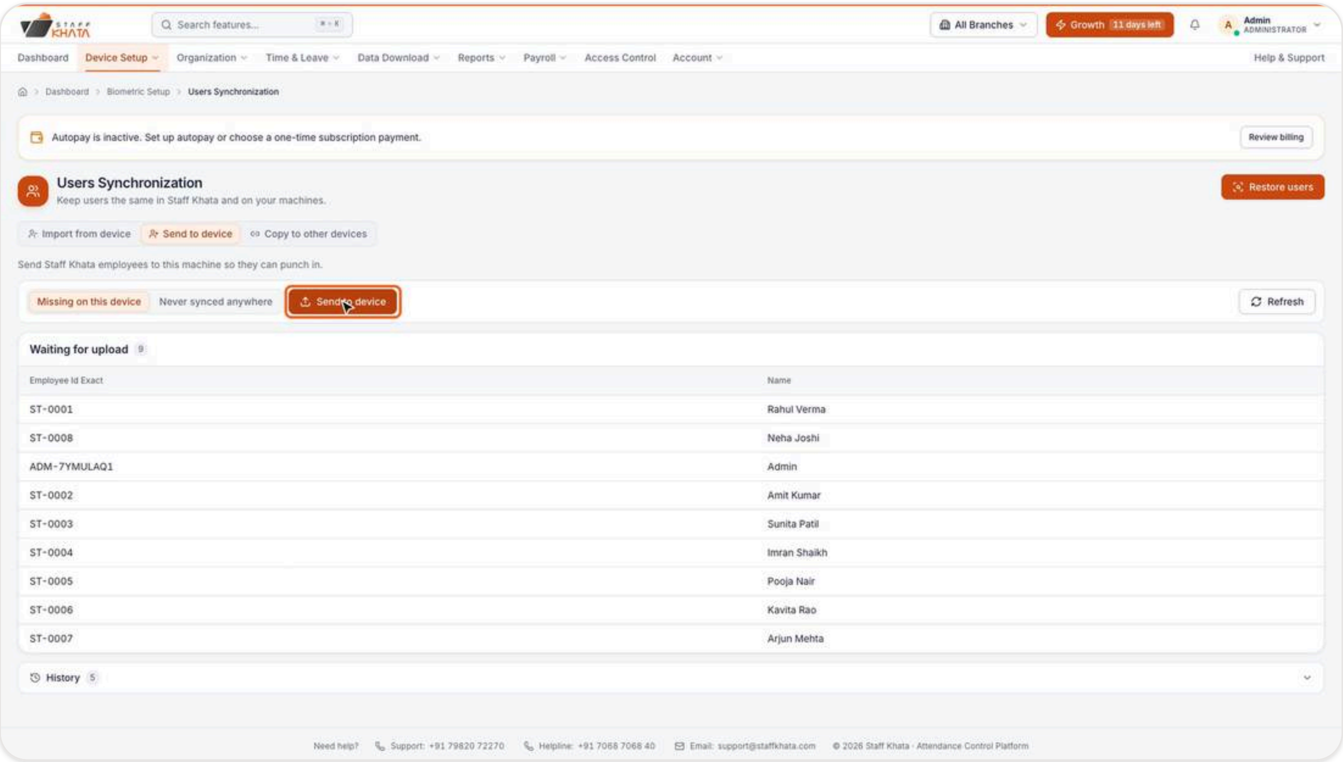
ꯗꯤꯚꯥꯏꯁ ꯑꯃꯒꯤ ⋯ ꯃꯦꯅꯨꯗꯒꯤ ꯅꯍꯥꯛꯅ Manage Device (ꯗꯤꯚꯥꯏꯁ ꯌꯦꯡꯁꯤꯟꯕꯤꯌꯨ) (ꯃꯗꯨꯒꯤ ꯃꯅꯨꯡꯗ ꯍꯤꯡꯕꯥ, ꯍꯥꯏꯕꯗꯤ ꯑꯃꯁꯨꯡ ꯊꯤꯡꯕ ꯑꯣꯏꯅ ꯐꯣꯡꯗꯣꯛꯄꯥ), ꯃꯗꯨꯒꯤ ꯃꯤꯡ Edit (ꯁꯦꯃꯗꯣꯛꯄꯤꯌꯨ), ꯅꯠꯇ꯭ꯔꯒꯥ ꯃꯗꯨ Delete (ꯃꯨꯠꯊꯠꯄꯤꯌꯨ) ꯌꯥꯏ ꯌꯥꯏ꯫

ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯗꯤꯚꯥꯏꯁꯀꯤ ꯑꯣꯏ

ꯗꯤꯚꯥꯏꯁꯇꯥ ꯃꯍꯥꯛꯀꯤ ꯑꯃꯁꯨꯡꯅꯆꯤꯡ ꯃꯤꯑꯣꯏꯁꯤꯡ ꯌꯥꯑꯣꯃꯒꯤ ꯌꯥꯊꯪ ꯌꯥꯏ ꯌꯥꯡꯍꯟꯅꯤ꯫

1. **Device Setup** (ꯗꯤꯚꯥꯏꯁ ꯁꯦꯇꯑꯞ) → **Users Synchronization** (ꯌꯨꯖꯔꯁꯤꯡ ꯁꯤꯉ꯭ꯀ ꯌꯥꯏ) ꯗꯥ ꯆꯠꯂꯨ ꯌꯥꯏꯔꯤ꯫ ꯗꯤꯚꯥꯏꯁ ꯑꯃꯗꯒꯤ ꯄꯨꯟꯅ ꯇꯥꯕꯗꯤ, ꯃꯑꯣꯡ ꯃꯗꯨ ꯎꯕꯔꯤ꯫
2. **Send to device** (ꯗꯤꯚꯥꯏꯁꯇꯥ ꯊꯥꯔꯤ) ꯄꯨꯗꯣꯛꯄꯤꯌꯨ꯫ ꯗꯤꯚꯥꯏꯁꯇꯥ ꯂꯩꯇꯕ ꯃꯤꯑꯣꯏꯁꯤꯡ ꯃꯤ ꯈꯗꯤꯡꯃꯛ ꯆꯤꯡꯁ ꯌꯥꯅꯕ **Missing on this device** (ꯗꯤꯚꯥꯏꯁ ꯑꯁꯤꯗ ꯇꯥꯏ) ꯈꯕꯔꯤ, ꯅꯠꯇ꯭ꯔꯒꯥ ꯀꯗꯥꯏꯗꯁꯨ ꯗꯤꯚꯥꯏꯁ ꯑꯃꯁꯨꯡꯗ ꯊꯥꯗꯕ ꯑꯣꯇꯣꯃꯦꯇꯤꯛꯇꯥ **Never synced anywhere** (ꯀꯗꯥꯏꯗꯁꯨ ꯁꯤꯉ꯭ꯀ ꯌꯥꯗꯕ) ꯈꯕꯔꯤ꯫

3. **Send to device** ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗꯥ ꯀꯟꯐꯔꯝ ꯇꯧꯕꯤꯌꯨ꯫



ꯌꯨꯖꯔꯁꯤꯡ ꯍꯧꯖꯤꯛ ꯂꯩꯔꯕꯥ ꯃꯦꯁꯤꯟ ꯑꯗꯨꯗꯥ ꯂꯩꯔꯛꯂꯒꯥ ꯃꯈꯣꯌꯅꯥ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯄꯟꯆ ꯇꯧꯕꯥ ꯉꯝꯒꯅꯤ꯫ **Import from device** (ꯗꯤꯚꯥꯏꯁꯗꯒꯤ ꯏꯝꯄꯣꯔꯠ ꯇꯧꯕꯤꯌꯨ) ꯅꯥ ꯃꯁꯤꯡ ꯌꯨꯖꯔꯁꯤꯡ Staff Khata ꯗꯥ ꯄꯨꯔꯀꯏ, ꯑꯃꯁꯨꯡ **Copy to other devices** (ꯑꯇꯣꯞꯄ ꯗꯤꯚꯥꯏꯁꯁꯤꯡꯗꯥ ꯀꯣꯄꯤ ꯇꯧꯕꯤꯌꯨ) ꯅꯥ ꯃꯍꯥꯛꯀꯤ ꯑꯣꯏꯕ ꯑꯣꯏꯔꯤꯕ ꯑꯇꯣꯞꯄ ꯃꯦꯁꯤꯟ ꯑꯃꯗꯥ ꯀꯣꯄꯤ ꯇꯧꯏ꯫

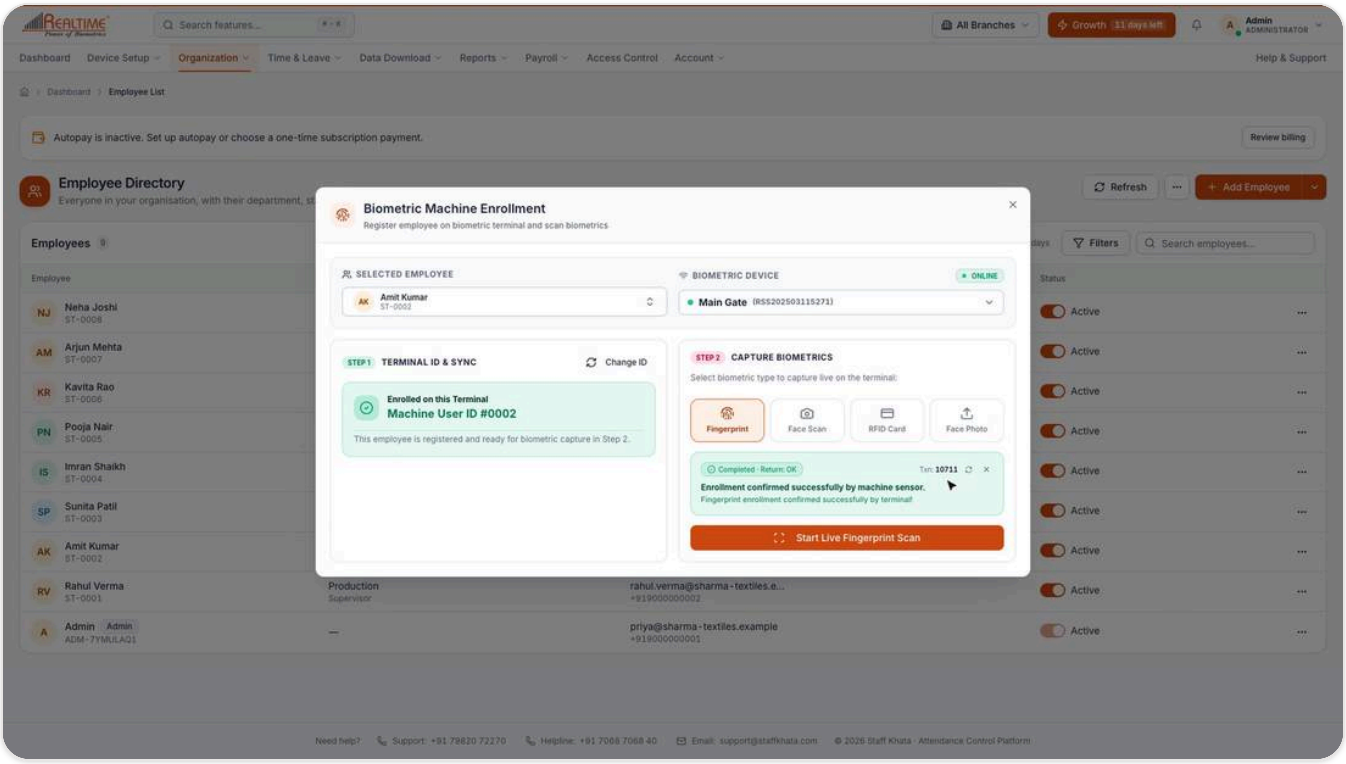
ꯃꯦꯁꯤꯟ ꯑꯃꯗꯥ ꯀꯅꯥꯅꯥ ꯄꯟꯆ ꯇꯧꯕ ꯍꯥꯏꯕꯒꯤ ꯍꯦꯛꯇꯕ, **Manage Devices** ꯈꯨꯗꯣꯡꯆꯥꯏꯕꯤꯌꯨ, ⋯ → **Manage Device** ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ **Users** (ꯌꯨꯖꯔꯁꯤꯡ) ꯇꯧꯕ ꯈꯨꯗꯣꯡꯆꯥꯏꯕꯤꯌꯨ꯫ ꯃꯦꯁꯤꯟꯒꯤ ꯌꯨꯖꯔ ꯂꯤꯁ꯭ꯇꯃꯗꯥ Staff Khata ꯗꯥ ꯂꯩꯕ ꯃꯍꯥꯛꯀꯤ ꯏꯝꯞꯂꯣꯏꯖꯤ ꯂꯤꯁ꯭ꯠ ꯑꯣꯏꯔꯤ꯫

ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯂꯦꯃꯦꯠ ꯑꯦꯅꯔꯣꯜ ꯇꯧꯕ

ꯃꯇꯤꯛꯅꯃꯛ ꯃꯦꯁꯤꯟ ꯑꯗꯨ ꯑꯣꯏꯕ ꯑꯣꯏꯔꯤꯕꯗꯨꯒꯤ꯫

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Employee List** (ꯏꯝꯞꯂꯣꯏꯖꯤ ꯂꯤꯁ꯭ꯠ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯏꯝꯞꯂꯣꯏ ꯑꯗꯨꯒꯤ ꯃꯊꯛꯇꯥ ⋯ ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯔꯒꯥ **Biometric enrollment** (ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯑꯦꯅꯔꯣꯂꯃꯦꯟꯠ) ꯈꯅꯕꯤꯌꯨ꯫

3. **Biometric Device** (ꯕꯥꯌꯣꯃꯦꯠꯔꯤꯛ ꯗꯤꯚꯥꯏꯁ) ꯈꯅꯕꯤꯌꯨ꯫ **Step 1** (ꯁ꯭ꯇꯦꯞ 1) ꯗꯥ ꯃꯁꯤꯗ, ꯊꯕꯛꯇꯧꯕ ꯑꯗꯨ **Machine User ID** (ꯃꯦꯁꯤꯟꯒꯤ ꯌꯨꯖꯔ ID) ꯑꯃꯒꯥ ꯆꯥꯔꯗꯗꯨ ꯃꯦꯁꯤꯟꯗꯥ ꯄꯦꯟꯇꯤꯜꯂꯛꯄ ꯑꯣꯏꯕꯤ꯫ ꯃꯁꯤꯔ ꯂꯩꯇꯤꯡ ꯍꯥꯌꯕ ꯃꯇꯨꯗ ꯆꯣꯟꯕꯗꯤ, **Sync Employee to Device** (ꯊꯕꯛꯇꯧꯕ ꯗꯤꯚꯥꯏꯁꯇ ꯁꯤꯉ꯭ꯛ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
4. **Step 2** (ꯁ꯭ꯇꯦꯞ 2) ꯗꯥ ꯃꯁꯤꯗ, **Fingerprint** (ꯐꯤꯉ꯭ꯒꯔꯞꯔꯤꯟꯇ) ꯅꯠꯔꯒꯥ **RFID Card** (RFID ꯀꯥꯔꯗ) ꯈꯅꯕꯤꯌꯨ꯫
5. **Start Live Fingerprint Scan** (ꯁ꯭ꯇꯥꯔꯠ ꯐꯤꯉ꯭ꯒꯔꯞꯔꯤꯟꯇ ꯂꯥꯏꯚ ꯁ꯭ꯀꯦꯟ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗ ꯊꯕꯛꯇꯧꯕ ꯑꯗꯨꯅ ꯃꯁꯥꯒꯤ ꯑꯉꯨꯂꯤ ꯃꯦꯁꯤꯟꯗ ꯑꯃꯨꯛꯍꯟꯅ ꯊꯝꯕ ꯍꯥꯌꯕꯤꯌꯨ (ꯅꯠꯔꯒꯥ ꯃꯗꯨꯒꯤ ꯀꯥꯔꯗ ꯁ꯭ꯀꯦꯟ ꯇꯧꯕ)꯫



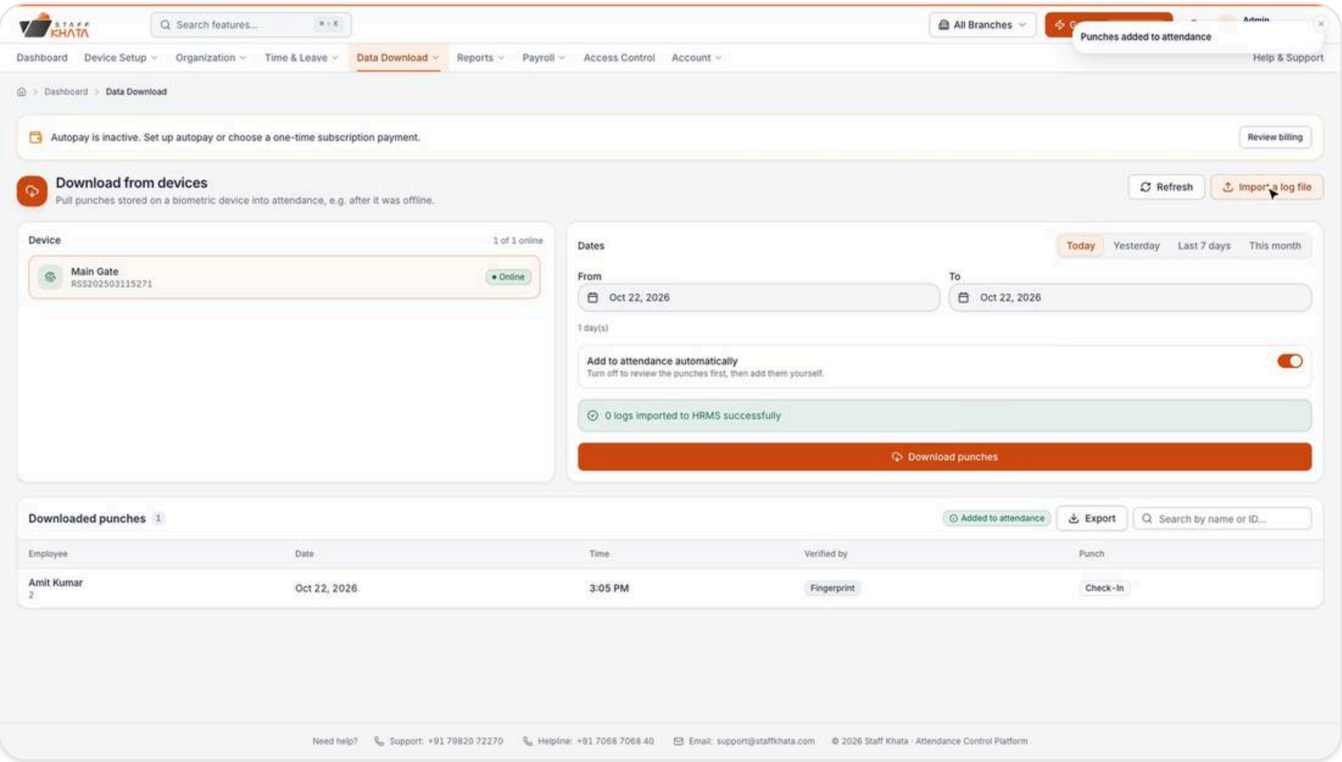
ꯃꯦꯁꯤꯟꯒꯤ ꯀꯟꯐꯔꯃ ꯇꯧꯔꯕ ꯃꯇꯨꯡꯗ, ꯊꯕꯛꯇꯧꯕ ꯑꯗꯨꯒꯤ ꯔꯦꯖꯤꯁ꯭ꯠꯔꯦꯁꯟ ꯇꯧꯔꯦ꯫ ꯔꯦꯖꯤꯁ꯭ꯠꯔꯦꯁꯟ ꯁꯨꯗꯤꯕꯃꯥ ꯅꯤꯡꯊꯤꯖꯅ ꯗꯥꯇꯥꯕꯦꯁꯇ ꯆꯥꯔꯒ ꯑꯣꯏꯒꯅꯤ꯫

ꯃꯦꯁꯤꯟꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯔꯦꯀꯣꯔꯗꯁꯤꯡ ꯗꯥꯎꯟꯂꯣꯗ ꯇꯧꯕ

ꯃꯦꯁꯤꯟ ꯑꯁꯤ ꯃꯌꯥꯝ ꯈꯕꯗꯥ ꯑꯣꯅꯂꯥꯏꯟ ꯑꯣꯐꯂꯥꯏꯟ ꯑꯣꯏꯔꯕꯗꯤ, ꯃꯁꯤꯒꯤ ꯃꯁꯤꯡ ꯔꯦꯀꯣꯔꯗ ꯑꯃꯨꯛꯍꯟꯅ꯫ ꯃꯗꯨ ꯑꯣꯐꯂꯥꯏꯟ ꯑꯣꯏꯔꯕꯥ ꯃꯇꯨꯡꯗ ꯃꯁꯤꯔ ꯄꯨꯔꯛꯄꯤꯌꯨ꯫

1. **Data Download** (ꯗꯦꯇꯥ ꯗꯥꯎꯟꯂꯣꯗ) → **Download data from Devices** (ꯗꯤꯚꯥꯏꯁꯁꯤꯡꯗꯒꯤ ꯗꯦꯇꯥ ꯗꯥꯎꯟꯂꯣꯗ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

2. **Device** (ꯗꯤꯚꯥꯏꯁ) ꯑꯗꯨ ꯈꯅꯕꯥ ꯗꯤꯚꯥꯏꯁ ꯈꯜꯂꯤꯌꯨ꯫
3. ꯇꯥꯡꯀꯝ ꯈꯜꯂꯤꯌꯨ: **Today** (ꯉꯁꯤ), **Yesterday** (ꯉꯔꯥꯡ), **Last 7 days** (ꯍꯧꯈꯤꯕ ꯅꯨꯃꯤꯠ 7), **This month** (ꯊꯥ ꯑꯁꯤ), ꯅꯠꯔꯒꯥ **From** (ꯍꯧꯕ) ꯑꯃꯁꯨꯡ **To** (ꯐꯥꯑꯣꯕ) ꯁꯦꯠ ꯇꯧꯔꯤꯌꯨ꯫ ꯑꯍꯦꯅꯕꯥ ꯅꯨꯃꯤꯠ 90 ꯐꯥꯑꯣꯕ ꯗꯥꯎꯟꯂꯣꯗ ꯇꯧꯕ ꯌꯥꯏ꯫
4. **Add to attendance automatically** (ꯑꯣꯇꯣꯃꯦꯇꯤꯀꯦꯂꯤ ꯈꯨꯗꯛꯇ ꯍꯥꯖꯤꯟꯕ) ꯑꯣꯟ ꯑꯣꯏꯅ ꯊꯝꯂꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯄꯟꯆꯁꯤꯡ ꯑꯍꯥꯅꯕꯗ ꯌꯦꯡꯅꯕ ꯃꯗꯨ ꯑꯣꯐ ꯇꯧꯔꯤꯌꯨ꯫
5. **Download punches** (ꯄꯟꯆꯁꯤꯡ ꯗꯥꯎꯟꯂꯣꯗ ꯇꯧꯔꯤꯌꯨ) ꯗ ꯅꯝꯃꯨ ꯇꯧꯔꯤꯌꯨ꯫



ꯃꯦꯁꯤꯅꯒꯤ ꯂꯣꯒ ꯐꯥꯏꯜ ꯏꯝꯄꯣꯔꯠ ꯇꯧꯕ

ꯃꯦꯁꯤꯟ ꯑꯗꯨ ꯑꯣꯐꯂꯥꯏꯟ ꯑꯣꯏꯔꯕ ꯃꯇꯝꯗꯥ, USB ꯅꯥ ꯃꯗꯨꯒꯤ ꯄꯟꯆ ꯂꯣꯒ ꯑꯦꯛꯁꯄꯣꯔꯠ ꯇꯧꯗꯨꯅꯥ ꯏꯝꯄꯣꯔꯠ ꯇꯧꯔꯤꯌꯨ꯫

1. **Data Download** (ꯗꯦꯇꯥ ꯗꯥꯎꯟꯂꯣꯗ) → **Import Biometric Machine Logs** (ꯕꯥꯌꯣꯃꯦꯠꯔꯤꯛ ꯃꯦꯁꯤꯟ ꯂꯣꯒꯁꯤꯡ ꯏꯝꯄꯣꯔꯠ ꯇꯧꯔꯤꯌꯨ) ꯗ ꯅꯝꯃꯨ ꯇꯧꯔꯤꯌꯨ꯫
2. **Select Machine Log File** (ꯃꯦꯁꯤꯟ ꯂꯣꯒ ꯐꯥꯏꯜ ꯈꯜꯂꯤꯌꯨ) ꯑꯗꯨ ꯈꯅꯕꯥ, ꯐꯥꯏꯜ (.txt, .csv ꯅꯠꯔꯒꯥ .tsv) ꯈꯜꯂꯒꯥ **Upload & Preview Logs** (ꯂꯣꯒꯁꯤꯡ ꯑꯄꯂꯣꯗ ꯇꯧꯗꯨꯅꯥ ꯌꯦꯡꯂꯤꯌꯨ) ꯗ ꯅꯝꯃꯨ ꯇꯧꯔꯤꯌꯨ꯫
3. ꯄꯔꯤꯚꯨ ꯑꯗꯨ ꯌꯦꯡꯂꯤꯌꯨ꯫ **Mapped** (ꯃꯦꯞ ꯇꯧꯔꯕ) ꯁꯨꯅꯔꯁꯤꯡ ꯊꯕꯛꯆꯥꯕꯁꯤꯡꯒ ꯃꯦꯆꯍꯣꯜꯂꯦ; **Unmapped** (ꯃꯦꯞ ꯇꯧꯗꯕ) ꯁꯨꯅꯔ IDꯁꯤꯡ ꯍꯧꯖꯤꯛ ꯐꯥꯑꯣꯕ ꯅꯥꯃꯒꯤ ꯑꯃꯠꯇꯒꯤ ꯂꯤꯉꯗ ꯑꯣꯏꯗꯔꯤ꯫

4. ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯍꯤꯁꯥꯕ **From date** (ꯍꯧꯕ ꯇꯥꯡ) ꯑꯃꯁꯨꯡ **To date** (ꯂꯣꯏꯕ ꯇꯥꯡ) ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫
5. **Confirm & Import Attendance** (ꯀꯟꯐꯔꯝ ꯇꯧꯔꯒ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯏꯝꯄꯣꯔꯠ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

> **ꯄ꯭ꯔꯣꯇꯤꯞ ꯃꯍꯩ ꯇꯥꯛ: Data Download** ꯑꯃꯁꯨꯡ ꯃꯦꯁꯤꯟꯗꯒꯤ ꯂꯧꯕ ꯏꯝꯄꯣꯔꯠ ꯇꯧꯕ ꯑꯁꯤ ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯗꯤꯚꯥꯏꯁꯁꯤꯡꯗꯒꯤ ꯁꯤꯡꯀ꯭ꯂꯥꯏ, ꯃꯇꯝ ꯑꯁꯤ ꯇꯧꯕꯗ ꯀ꯭ꯂꯤꯛꯁꯤꯡꯗ ꯂꯥꯏ ꯑꯣꯏꯕ ꯇꯥꯏ꯫ ꯃꯦꯁꯤꯟ ꯍꯣꯀꯂꯤꯕ, ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯗ ꯇꯧꯕ ꯑꯃꯁꯨꯡ ꯇꯥꯏꯃꯁꯤꯠ ꯑꯁꯤ ꯄ꯭ꯔꯣꯅ ꯇꯨꯛꯁꯤꯜꯂꯤꯕ ꯍꯧꯕ ꯇꯥꯏ꯫

09

ꯄꯨꯝꯅꯃꯛ ꯁꯨꯕꯤꯗꯥꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯔꯤꯚꯤꯎ

ꯊꯧꯗꯥꯡ: ꯊꯧꯗꯥꯡ ꯄꯨꯝꯅꯃꯛ

ꯕꯅꯑꯣꯃꯦꯌꯔꯤꯗ ꯃꯦꯍꯤꯆꯍꯤꯗ ꯑꯃꯁꯨꯡ ꯃꯣꯕꯥꯏꯜ ꯑꯦꯄꯇꯒꯤ ꯂꯩꯔꯤꯕ ꯁꯦꯟꯁ ꯄꯨꯝꯅꯃꯛ ꯆꯤꯡ ꯑꯃꯁꯤꯡꯗꯥ ꯌꯣꯛ꯫ ꯃꯁꯤ ꯑꯣꯏꯕꯒꯤ ꯆꯦꯟꯗꯥꯂ ꯄꯨꯝꯅꯃꯛ ꯑꯣꯏ ꯌꯦꯗꯅ, ꯁꯦꯟꯁꯍꯤꯗ ꯑꯍꯦꯕ ꯁꯤꯅ ꯑꯃꯁꯨꯡ ꯁꯦꯍꯣꯜꯒꯤ ꯃꯤꯗꯕ ꯑꯍꯣꯅꯕꯍꯤꯗ ꯍꯦꯃꯕꯣꯔꯅ꯫

ꯆꯍꯤꯒꯤ ꯐꯤꯜꯇꯔ ꯃꯨꯗꯦ ꯌꯦꯗꯕ

ꯄꯔꯗꯥꯔꯤ Dashboard (ꯗꯦꯍꯕꯣꯃꯗ) ꯗꯦ ꯆꯍꯤ ꯔꯗꯦ ꯂꯩꯔꯤꯕꯒꯦ, ꯔꯗꯦ ꯂꯩꯔꯤꯕꯒꯦ ꯑꯃꯁꯨꯡ ꯔꯗꯦ ꯂꯦꯠ ꯑꯣꯏꯕꯒꯦ ꯎꯕꯥ ꯐꯪꯒꯅꯤ꯫ Recent Punches (ꯅꯧꯅꯕ ꯃꯦꯁꯤꯒꯤ ꯁꯦꯟꯁꯍꯤꯗ) ꯗꯦ ꯌꯦꯗ-ꯅꯦ ꯁꯨꯕꯤꯗꯃꯗ ꯍꯧꯔꯁꯤꯛ ꯂꯩꯔꯅꯗꯦ ꯂꯤꯍꯦ ꯁꯣꯅ, ꯑꯃꯁꯨꯡ ꯂꯦꯠ ꯂꯩꯔꯁꯍꯤꯗꯕ ꯃꯦꯃꯗ ꯍꯥꯃꯤ꯫ ꯃꯦꯁꯗꯦ ꯃꯦꯕꯅꯅ ꯁꯦꯟꯁꯍꯤꯗ ꯔꯕꯅꯒꯤ ꯂꯩꯔꯤꯕꯒꯦ ꯎꯕꯥ ꯐꯪꯒꯅꯤ꯫

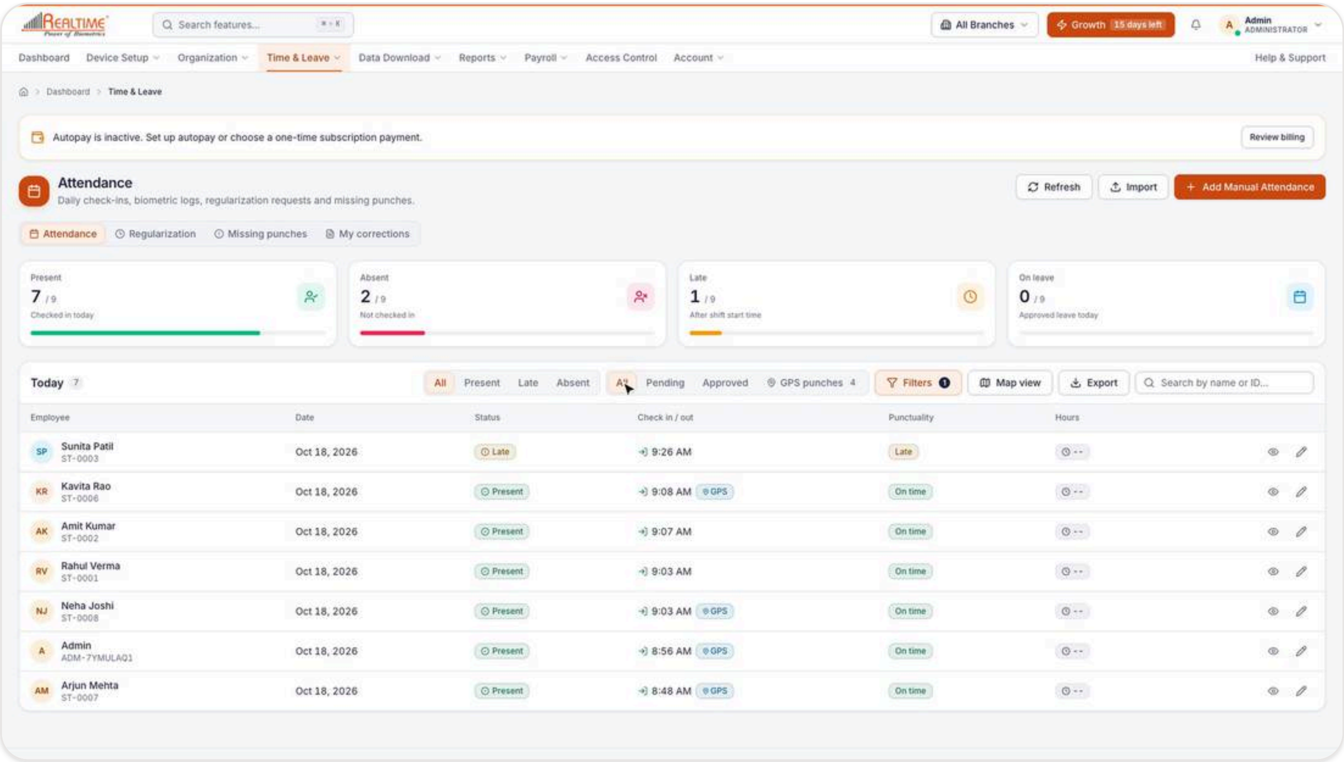
ꯃꯁꯨꯗ ꯐꯦꯕ ꯂꯤꯍꯣꯔꯤꯕꯃꯗ, Time & Leave (ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯀꯨꯆꯨ) → Attendance Process (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯄ꯭ꯔꯣꯁꯦꯁ) ꯗ ꯆꯠꯂꯨ ꯌꯧꯕꯤꯌꯨ꯫

ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯂꯃꯅ ꯐꯤꯜꯇꯔ ꯌꯧꯕ

Attendance (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ) ꯂꯃꯅ ꯑꯍꯤ ꯆꯍꯤꯗ ꯄꯗꯗꯑꯦꯃꯅ꯫ ꯃꯍꯥꯛ ꯂꯩꯕ ꯔꯤꯕꯗꯍꯤꯗꯦ (Present (ꯂꯩꯔꯤ), Absent (ꯂꯩꯇꯕ), Late (ꯂꯦꯠ), On leave (ꯀꯨꯆꯨꯗ)) ꯁꯨꯝꯂꯕꯍꯤꯗ ꯐꯪꯒꯅꯤ꯫ ꯃꯤꯑꯣꯅ ꯑꯣꯏꯕꯍꯤꯗ ꯍꯃꯌꯃꯗ ꯐꯪꯒꯕ ꯔꯕꯗ ꯑꯃꯗ ꯆꯠꯂꯨ ꯌꯧꯕꯤꯌꯨ꯫

ꯌꯦꯕꯅ ꯑꯣꯏꯒꯤ ꯃꯍꯥꯛ ꯐꯤꯜꯇꯔ ꯍꯦꯠ ꯑꯅꯤ ꯂꯩ:

ꯐꯤꯜꯇꯔ	ꯃꯍꯤꯗꯦ ꯔꯕꯤ ꯐꯪꯒꯤꯕꯒꯦ
All (ꯄꯨꯝꯅꯃꯛ) / **Present** / **Late** / **Absent**	ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯁ꯭ꯇꯦꯇꯁ ꯃꯌꯨꯗ ꯅꯦꯗꯦ ꯍꯕꯗꯨꯕꯍꯤꯗ
Pending (ꯄꯦꯟꯗꯤꯡ)	ꯄꯔꯗꯥꯔꯤ ꯑꯄ꯭ꯔꯨꯕ ꯄꯦꯟꯗꯤꯡ ꯁꯦꯟꯁꯍꯤꯗ
Approved (ꯑꯄ꯭ꯔꯨꯕ ꯁꯤꯗꯕ)	ꯄꯔꯗꯦ ꯄꯦꯅꯗꯦ ꯑꯄ꯭ꯔꯨꯕ ꯁꯤꯗꯕ ꯁꯦꯟꯁꯍꯤꯗ
GPS punches (GPS ꯁꯦꯟꯁꯍꯤꯗ)	ꯃꯣꯕꯥꯏꯜ ꯑꯦꯄꯇꯒꯤ ꯂꯣꯀꯦꯁꯟ ꯂꯧꯔꯀꯗꯦ ꯌꯧꯗꯕ ꯁꯦꯟꯁꯍꯤꯗ ꯌꯥꯎꯃꯗ



ꯐꯕꯛꯁꯨꯕ ꯑꯃ ꯇꯌꯦꯡꯕ ꯑꯣꯏꯕ ꯃꯇꯝ ꯑꯃ ꯈꯟꯅꯕꯗ **Filters** (ꯐꯤꯜꯇꯔꯁꯤꯡ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯇꯨꯡꯗ **Apply** (ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯕ꯭ꯔꯥꯟꯆ ꯄꯨꯝꯅꯃꯛ ꯌꯦꯡꯅꯕꯗ **All Branches** (ꯕ꯭ꯔꯥꯟꯆ ꯄꯨꯝꯅꯃꯛ) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫ ꯃꯤꯡꯒꯤ ꯃꯇꯦꯡꯅ ꯊꯤꯅꯕꯗ **Search by name or ID...** (ꯃꯤꯡ ꯅꯠꯇ꯭ꯔꯒ ID ꯗ ꯊꯤꯕ...) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯂꯤꯁ꯭ꯠ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯅꯕꯗ **Export** (ꯑꯦꯛꯁꯄꯣꯔꯠ) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

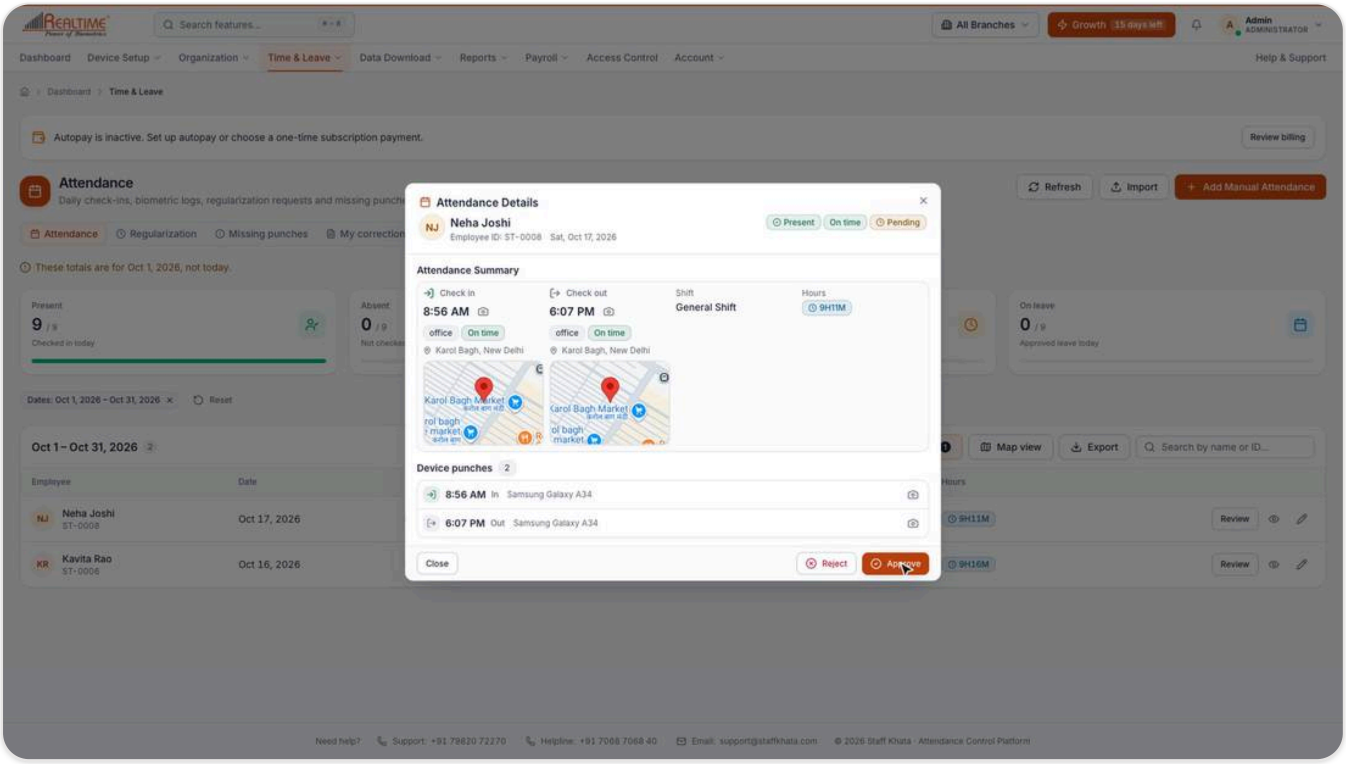
Attendance Details (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯗꯤꯇꯦꯜ) ꯎꯅꯕꯒꯤ ꯗꯃꯛ ꯑꯃꯒꯥ ꯂꯣꯌꯅ ꯃꯤꯑꯣꯏꯒꯤ ꯋꯥꯐꯝꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ: ꯆꯦꯛ-ꯏꯟ ꯑꯃꯁꯨꯡ ꯆꯦꯛ-ꯑꯥꯎꯠꯀꯤ ꯃꯇꯝ, ꯁꯤꯖꯤꯟꯅꯔꯤꯕ ꯗꯤꯚꯥꯏꯁ ꯅꯠꯇ꯭ꯔꯒ ꯖꯤꯄꯤꯑꯦꯁ, ꯁꯤꯇꯦꯠ ꯑꯃꯁꯨꯡ, ꯑꯃꯁꯨꯡ ꯃꯦꯅꯨꯌꯦꯜ ꯁꯦꯃꯗꯣꯛꯄꯒꯤ ꯁꯦꯃꯗꯣꯛ ꯐꯪꯒꯅꯤ꯫

> **ꯀꯥꯟꯅꯕ ꯄꯥꯎꯇꯥꯛ:** ꯅꯨꯃꯤꯠ ꯑꯁꯤꯒꯤ ꯀꯥꯟꯅꯕꯥ ꯁꯤꯖꯤꯟꯅꯅꯕꯗ, ꯃꯁꯤꯒꯤ ꯐꯤꯜꯇꯔ ꯑꯣꯏꯕ ꯆꯤꯞ ꯑꯃꯁꯨꯡ ꯑꯦꯛꯁꯄꯣꯔꯠ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯁꯤ ꯑꯃ ꯃꯇꯝ, ꯃꯤꯡ ꯑꯃ ꯅꯠꯇ꯭ꯔꯒ ꯃꯇꯦꯡ ꯑꯃꯗ ꯑꯃ ꯃꯇꯝ ꯌꯥꯎꯅ ꯑꯣꯏꯔꯤꯕ ꯐꯤꯜꯇꯔꯁꯤꯡ ꯀꯥꯟꯅꯕ ꯄꯥꯎꯇꯥꯛ꯫

ꯀꯔꯦꯛꯁꯅꯁꯤꯡ ꯑꯌꯥꯕ ꯄꯤꯕ

1. **Filters** (ꯐꯤꯜꯇꯔꯁꯤꯡ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, **Quick Select** (ꯀ꯭ꯋꯤꯛ ꯁꯦꯂꯦꯛꯇ) ꯗꯒꯤ **This Month** (ꯃꯁꯤꯒꯤ ꯊꯥ) ꯈꯟꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ **Apply** (ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Pending** (ꯄꯦꯟꯗꯤꯡ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

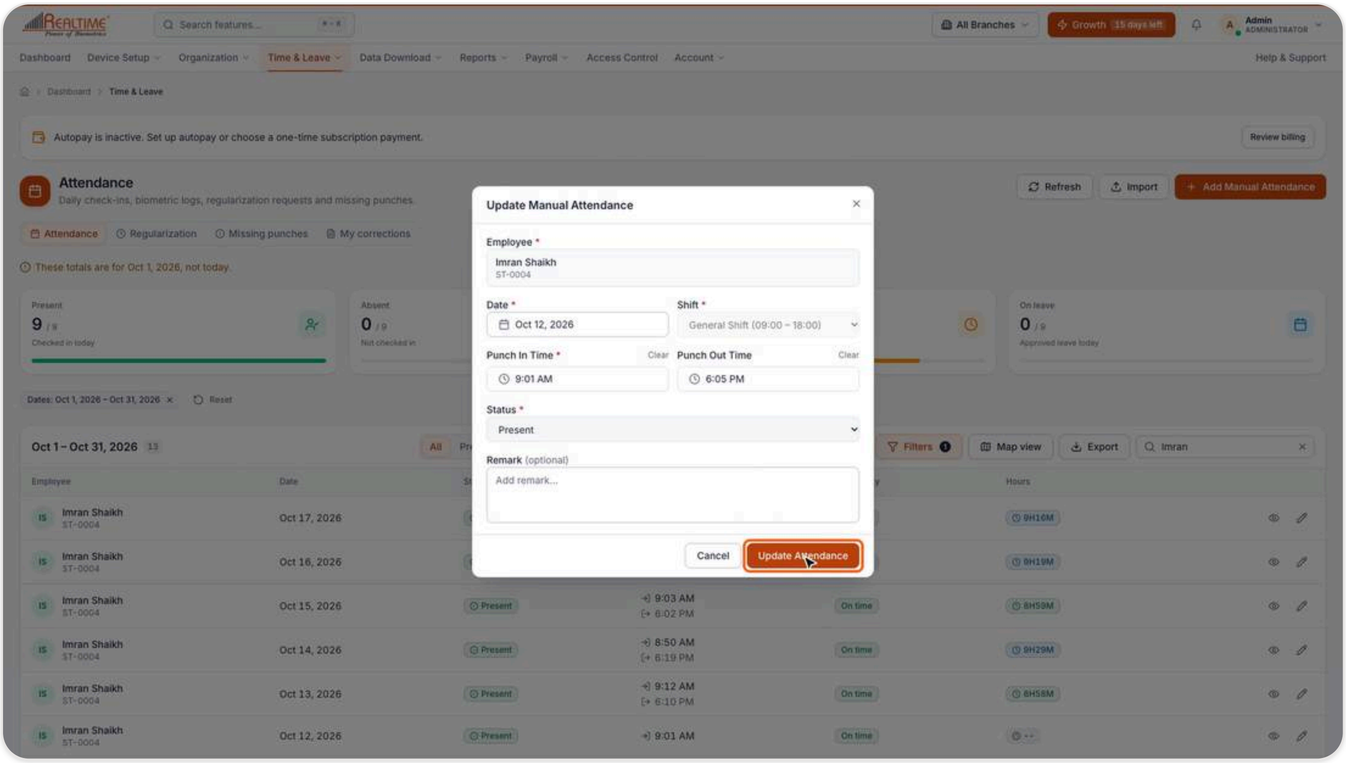
3. ꯔꯣ ꯑꯃꯗꯥ **Review** (ꯌꯦꯡꯁꯤꯟꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯇꯃꯁꯤꯡ, ꯂꯣꯀꯦꯁꯟ ꯑꯃꯁꯨꯡ ꯐꯣꯇꯣ ꯌꯦꯡꯕꯤꯌꯨ꯫
4. **Approve** (ꯑꯌꯥꯕ ꯄꯤꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗꯥ ꯀꯅꯥꯐꯔꯝ ꯇꯧꯕꯤꯌꯨ꯫ ꯄꯟꯆ ꯑꯃ ꯌꯥꯗꯕꯥ ꯇꯧꯅꯕꯥ, **Reject** (ꯌꯥꯗꯕꯥ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯗꯨꯅꯥ ꯃꯔꯝ ꯑꯄꯤꯛꯄ ꯑꯃ ꯄꯤꯕꯤꯌꯨ꯫



ꯃꯥꯡꯈꯤꯕ ꯄꯟꯆ-ꯑꯥꯎꯠ ꯁꯦꯃꯗꯣꯛꯄ

ꯀꯅꯥꯒꯨꯝꯕ ꯑꯃꯅꯥ ꯄꯟꯆ ꯑꯥꯎꯠ ꯇꯧꯕ ꯀꯥꯎꯔꯕꯗꯤ, ꯃꯦꯅꯦꯖꯔꯅꯥ ꯄꯨꯗꯃꯤꯡ ꯊꯤꯕ ꯌꯥꯍꯝꯦ꯫ ꯃꯁꯤꯡ ꯑꯗꯨ ꯅꯇꯦꯡꯅ ꯃꯣꯃꯇ ꯇꯧꯕꯤꯌꯨ꯫

1. ꯅꯨꯃꯤꯠ ꯑꯗꯨ ꯊꯤꯕꯤꯌꯨ꯫ ꯊꯕꯛꯂꯨꯕ ꯑꯗꯨꯒꯤ ꯃꯤꯡ ꯊꯤꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ ꯊꯃꯂꯤ ꯂꯌꯦꯡꯁꯤꯟꯕꯅꯤ **Filters** (ꯐꯤꯜꯇꯔꯁꯤꯡ) ꯗ ꯃꯇꯝ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯔꯣ ꯑꯗꯨꯗꯥ ꯂꯣꯕ ꯄꯦꯁꯤꯜ ꯑꯥꯏꯀꯟ (**Edit** (ꯁꯦꯃꯗꯣꯛꯄꯤꯌꯨ)) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ **Update Manual Attendance** (ꯃꯦꯅꯨꯌꯦꯜ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯄꯗꯦꯠ ꯇꯧꯕꯤꯌꯨ) ꯍꯥꯡꯗꯣꯀꯏ꯫
3. **Punch Out Time** (ꯄꯟꯆ ꯑꯥꯎꯠ ꯃꯇꯝ) ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯍꯥꯛꯀꯤ ꯁꯤꯐꯠ ꯅꯨꯡꯊꯤꯜ ꯃꯇꯨꯡ ꯐꯥꯑꯣꯕ ꯊꯕꯛ ꯇꯧꯔꯕꯗꯤ **Next day** (ꯃꯊꯪꯒꯤ ꯅꯨꯃꯤꯠ) ꯈꯟꯕ ꯇꯧꯕꯤꯌꯨ꯫
4. **Update Attendance** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯄꯗꯦꯠ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯍꯣꯠꯅ ꯄꯨꯔꯀꯄꯥ ꯊꯤꯔꯦ꯫



ꯃꯔꯨꯑꯣꯏꯕꯥ: Missing punches (ꯃꯥꯡꯈꯤꯕ ꯄꯟꯆꯁꯤꯡ) ꯍꯧꯕꯗꯦ ꯆꯦꯛ-ꯏꯟ ꯂꯩꯕ ꯑꯗꯨꯕꯨ ꯆꯦꯛ-ꯑꯥꯎꯠ ꯂꯩꯇꯕ (ꯅꯠꯔꯒꯥ ꯑꯣꯏꯅ-ꯑꯣꯏꯗꯕ) ꯃꯤꯑꯣꯏ ꯁꯤꯡꯗꯃꯛ ꯇꯥꯛꯂꯤ ꯍꯧꯅ꯫ **Add missing check-out** (ꯃꯥꯡꯈꯤꯕ ꯆꯦꯛ-ꯑꯥꯎꯠ ꯍꯥꯄꯆꯤꯟꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯇꯝ ꯊꯥꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ **Save attendance** (ꯑꯣꯇꯣꯟꯗꯥꯟꯁ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯁꯨꯛꯗꯦ ꯑꯣꯇꯣꯟꯗꯥꯟꯁ ꯍꯥꯄꯆꯤꯟꯕ (Manual Punch)

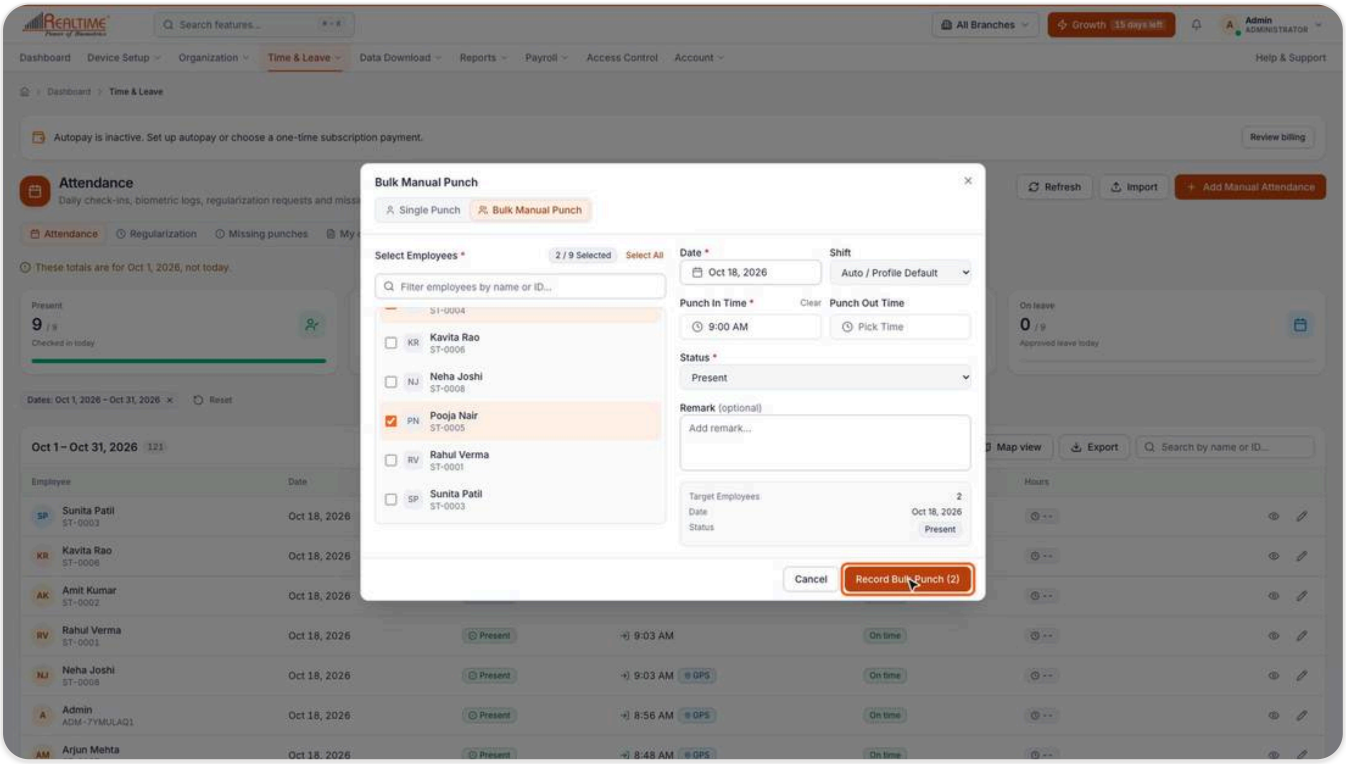
ꯀꯗꯦꯡꯃꯕ ꯑꯃꯗꯦ ꯄ꯭ꯃꯆꯦꯃꯑꯣ ꯄꯟꯆ ꯇꯧꯕ ꯉꯝꯗꯕ ꯃꯇꯝꯗ ꯃꯁꯤ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ, ꯁꯗꯝ ꯑꯣꯅꯗꯦ ꯂꯣꯅꯚ ꯒꯤꯖꯤꯚ ꯑꯃꯗ꯫

1. **Add Manual Attendance** (ꯃꯦꯅꯨꯌꯦꯜ ꯑꯣꯇꯣꯟꯗꯥꯟꯁ ꯍꯥꯄꯆꯤꯟꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ (ꯅꯠꯔꯒꯥ **Time & Leave** (ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯁꯨꯠꯇꯤ) → **Manual Punch** (ꯃꯦꯅꯨꯌꯦꯜ ꯄꯟꯆ))꯫ **Single Punch** (ꯄꯟꯆ ꯑꯃꯈꯛ) ꯈꯟꯗꯨꯅ ꯂꯃꯕꯤꯌꯨ꯫
2. **Employee** (ꯂꯕꯥꯛꯁꯕ), **Date** (ꯇꯥꯡ) ꯑꯃꯁꯨꯡ **Shift** (ꯁꯤꯐꯠ) ꯈꯟꯕꯤꯌꯨ꯫
3. **Punch In Time** (ꯄꯟꯆ ꯏꯟ ꯃꯇꯝ) ꯊꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ, ꯈꯣꯡꯆꯠꯅꯤ, **Punch Out Time** (ꯄꯟꯆ ꯑꯥꯎꯠ ꯃꯇꯝ) ꯊꯕꯤꯌꯨ꯫
4. **Status** (ꯁ꯭ꯇꯦꯇꯁ) ꯈꯟꯕꯤꯌꯨ: **Present** (ꯂꯩꯔꯦ), **Absent** (ꯂꯩꯇꯕ), **Half Day** (ꯍꯥꯐ ꯗꯦ) ꯅꯠꯔꯒꯥ **Leave** (ꯁꯨꯠꯇꯤ)꯫ Absent ꯅꯠꯔꯒꯥ Leave ꯒꯤꯗꯃꯛ ꯃꯇꯝꯁꯤꯡ ꯃꯊꯧ ꯇꯥꯗꯦ꯫

5. ꯄꯥꯝꯂꯕꯗꯤ **Remark** (ꯔꯤꯃꯥꯔꯛ) ꯑꯃ ꯍꯥꯞꯆꯤꯟꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ **Submit Attendance** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯊꯥꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯃꯤꯑꯣꯏ ꯀꯌꯥ ꯑꯃꯨꯛꯇꯥ ꯃꯥꯔꯛ ꯇꯧꯕ (Bulk Manual Punch)

1. **Time & Leave** (ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯆꯨꯠꯇꯤ) → **Bulk Manual Punch** (ꯕꯜꯛ ꯃꯦꯅꯨꯌꯦꯜ ꯄꯟꯆ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯃꯦꯅꯨꯌꯦꯜ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯃꯣꯗꯦꯂꯒꯤ ꯃꯅꯨꯡꯗ **Bulk Manual Punch** ꯗ ꯍꯣꯡꯗꯣꯛꯄꯤꯌꯨ꯫
2. **Select Employees** (ꯊꯕꯛꯁꯨꯕꯁꯤꯡ ꯈꯟꯕꯤꯌꯨ) ꯃꯤ ꯃꯈꯥꯗ, ꯃꯤꯑꯣꯏ ꯈꯨꯗꯤꯡꯃꯛ ꯇꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ **Select All** (ꯄꯨꯝꯅꯃꯛ ꯈꯟꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
3. **Date** (ꯇꯥꯡ), **Punch In Time** (ꯄꯟꯆ ꯏꯟ ꯃꯇꯝ) ꯑꯃꯁꯨꯡ **Status** (ꯁ꯭ꯇꯦꯇꯁ) ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯤꯑꯣꯏ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯃꯁꯥꯒꯤ ꯁꯤꯐꯠ ꯁꯤꯖꯤꯟꯅꯅꯕ **Shift** (ꯁꯤꯐꯠ) ꯑꯁꯤ **Auto / Profile Default** (ꯑꯣꯇꯣ / ꯄ꯭ꯔꯣꯐꯥꯏꯜ ꯗꯤꯐꯣꯜꯠ) ꯗ ꯊꯃꯕꯤꯌꯨ꯫
4. ꯁꯝꯃꯔꯤ ꯑꯗꯨ ꯌꯦꯡꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗ **Record Bulk Punch** (ꯕꯜꯛ ꯄꯟꯆ ꯔꯦꯀꯣꯔꯗ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

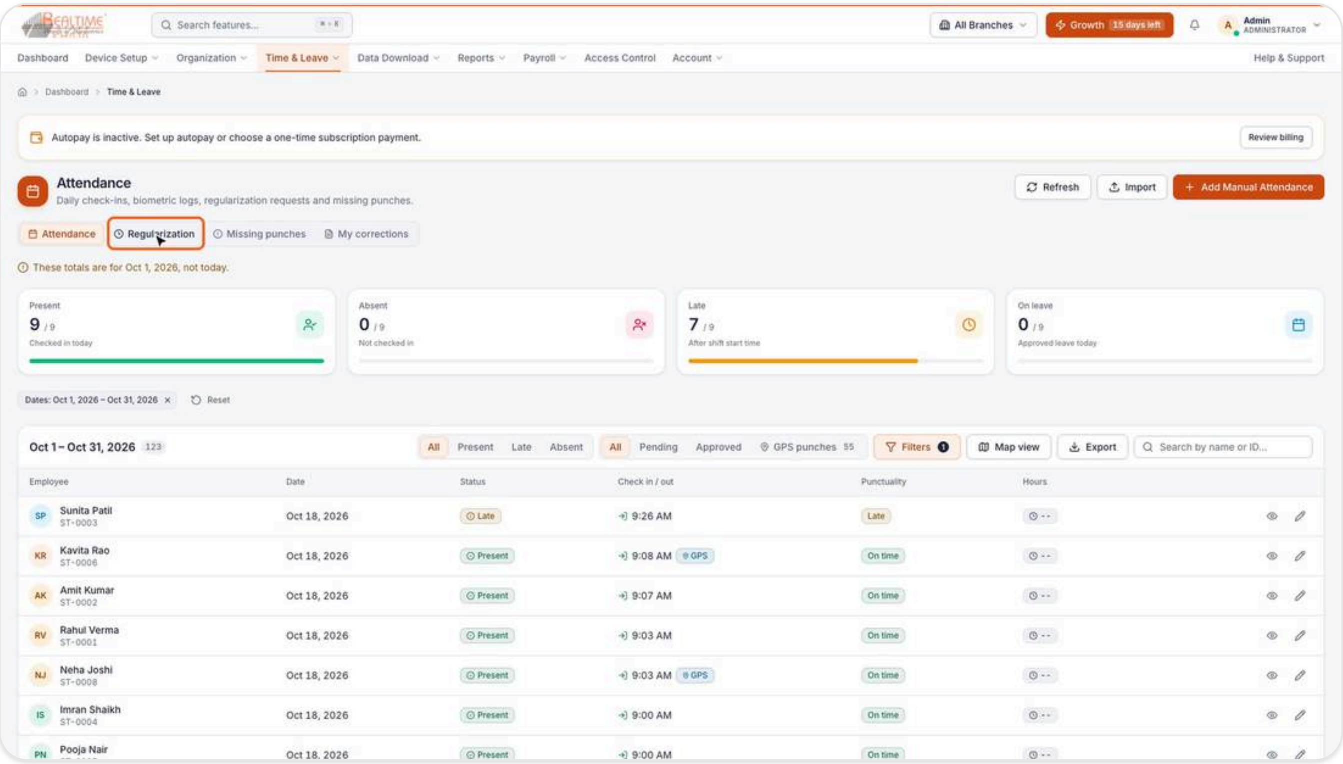


ꯔꯦꯒꯨꯂꯔꯥꯏꯖꯦꯁꯟ ꯍꯥꯏꯖꯕꯁꯤꯡ ꯑꯌꯥꯕ ꯄꯤꯕ

ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯅꯥ ꯃꯈꯣꯌꯅꯥ ꯇꯁꯦꯡꯅꯥ ꯊꯕꯛ ꯇꯧꯈꯤꯕ ꯃꯇꯃꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯃꯔꯝ ꯑꯃꯒꯥ ꯂꯣꯌꯅꯅꯥ, ꯑꯦꯞ ꯅꯠꯔꯒꯥ ꯋꯦꯕꯇꯒꯤ ꯃꯈꯣꯌꯒꯤ ꯃꯁꯥꯒꯤ ꯄꯟꯆꯁꯤꯡ ꯁꯦꯃꯗꯣꯛꯅꯕꯥ ꯍꯥꯏꯖꯕ ꯌꯥꯏ꯫

1. **Time & Leave** (ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯆꯨꯠꯇꯤ) → **Regularization** (ꯔꯦꯒꯨꯂꯔꯥꯏꯖꯦꯁꯟ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯂꯃꯥꯏꯗꯥ **Regularization** ꯇꯦꯕ ꯍꯥꯡꯗꯣꯛꯄꯤꯌꯨ꯫ ꯍꯥꯏꯖꯕꯁꯤꯡ ꯊꯥꯗꯔꯤꯕ ꯃꯇꯃꯗꯥ ꯇꯦꯕ ꯑꯗꯨꯅꯥ ꯃꯁꯤꯡ ꯎꯠꯂꯤ꯫
2. ꯍꯥꯏꯖꯔꯕꯥ ꯃꯇꯃꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯃꯔꯝ ꯑꯗꯨ ꯌꯦꯡꯕꯤꯌꯨ꯫
3. **Approve** (ꯑꯌꯥꯕ ꯄꯤꯕꯤꯌꯨ) ꯅꯠꯔꯒꯥ **Reject** (ꯌꯥꯗꯕꯥ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯀꯌꯥ ꯑꯃꯨꯛꯇꯕꯥ ꯌꯦꯡꯁꯤꯟꯅꯕꯥ, ꯃꯈꯣꯌ ꯇꯤꯛ ꯇꯧꯗꯨꯅꯥ ꯄꯨꯝꯅꯃꯛꯀꯤꯗꯃꯛ ꯑꯦꯛꯁꯟ ꯑꯗꯨꯃꯛ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

ꯅꯍꯛꯅꯥ ꯑꯌꯥꯕ ꯄꯤꯔꯛꯄꯥ ꯃꯇꯃꯗꯥ, ꯊꯕꯛꯁꯨꯕ ꯑꯗꯨꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯃꯍꯛꯅꯥ ꯍꯥꯏꯖꯔꯕꯥ ꯃꯇꯃꯁꯤꯡꯗꯥ ꯑꯄꯗꯦꯠ ꯑꯣꯏꯒꯅꯤ꯫



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ꯆꯨꯠꯇꯤꯒꯤ ꯃꯈꯂꯁꯤꯡ, ꯆꯨꯠꯇꯤꯒꯤ ꯄꯣꯂꯤꯁꯤꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯍꯣꯂꯤꯗꯦꯁꯤꯡ

ꯄ꯭ꯂꯦꯟ: ꯆꯨꯠꯇꯤ ꯑꯃꯁꯨꯡ ꯍꯣꯂꯤꯗꯦ ꯂꯩꯕ ꯄ꯭ꯂꯦꯟꯁꯤꯡ

ꯅꯍꯥꯛꯀꯤ ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯅꯗꯥ ꯂꯩꯕ ꯁꯦꯕ ꯆꯨꯠꯇꯤꯒꯤ ꯃꯈꯂꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯅꯍꯥꯛꯀꯤ ꯍꯣꯂꯤꯗꯦꯒꯤ ꯂꯤꯁ꯭ꯠ ꯑꯃꯥ ꯁꯦꯃꯗꯨꯅ ꯁꯦꯝ ꯁꯥꯕꯤꯌꯨ꯫ ꯃꯇꯨꯡꯗꯥ, ꯆꯨꯠꯇꯤꯒꯤ ꯄꯣꯂꯤꯁꯤꯁꯤꯡ, ꯕꯦꯂꯦꯟꯁꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯍꯣꯂꯤꯗꯦꯁꯤꯡ ꯑꯦꯗꯖꯁ꯭ꯇꯃꯦꯟꯇ ꯑꯃꯁꯨꯡ ꯃꯦꯅꯨꯌꯦꯜꯗꯥ ꯃꯈꯥ ꯆꯠꯊꯅꯕ ꯁꯦꯃꯗꯣꯛꯂꯤ꯫

> **ꯄ꯭ꯂꯦꯟ ꯃꯊꯧ ꯇꯥ:** ꯆꯨꯠꯇꯤ ꯑꯦꯞꯂꯤꯀꯦꯁꯟ ꯑꯃꯁꯨꯡ ꯍꯣꯂꯤꯗꯦꯁꯤꯡ ꯑꯣꯏꯕ ꯐꯤꯆꯔ ꯂꯩꯕ ꯄ꯭ꯂꯦꯟꯁꯤꯡꯗ ꯂꯩꯕ ꯑꯣꯏꯕꯅꯤ꯫ ꯃꯄꯨꯡꯁꯤꯡꯗ ꯂꯩꯕ ꯌꯦꯡꯅꯕ, ꯍꯧꯖꯤꯛꯀꯤ ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯄ꯭ꯂꯦꯟꯁꯤꯡꯒꯤꯗꯃꯛ **Billing & Plan** (ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯄ꯭ꯂꯦꯟ) ꯌꯦꯡꯕꯤꯌꯨ꯫

ꯆꯨꯠꯇꯤꯒꯤ ꯃꯈꯂꯁꯤꯡ ꯁꯦꯃꯕ

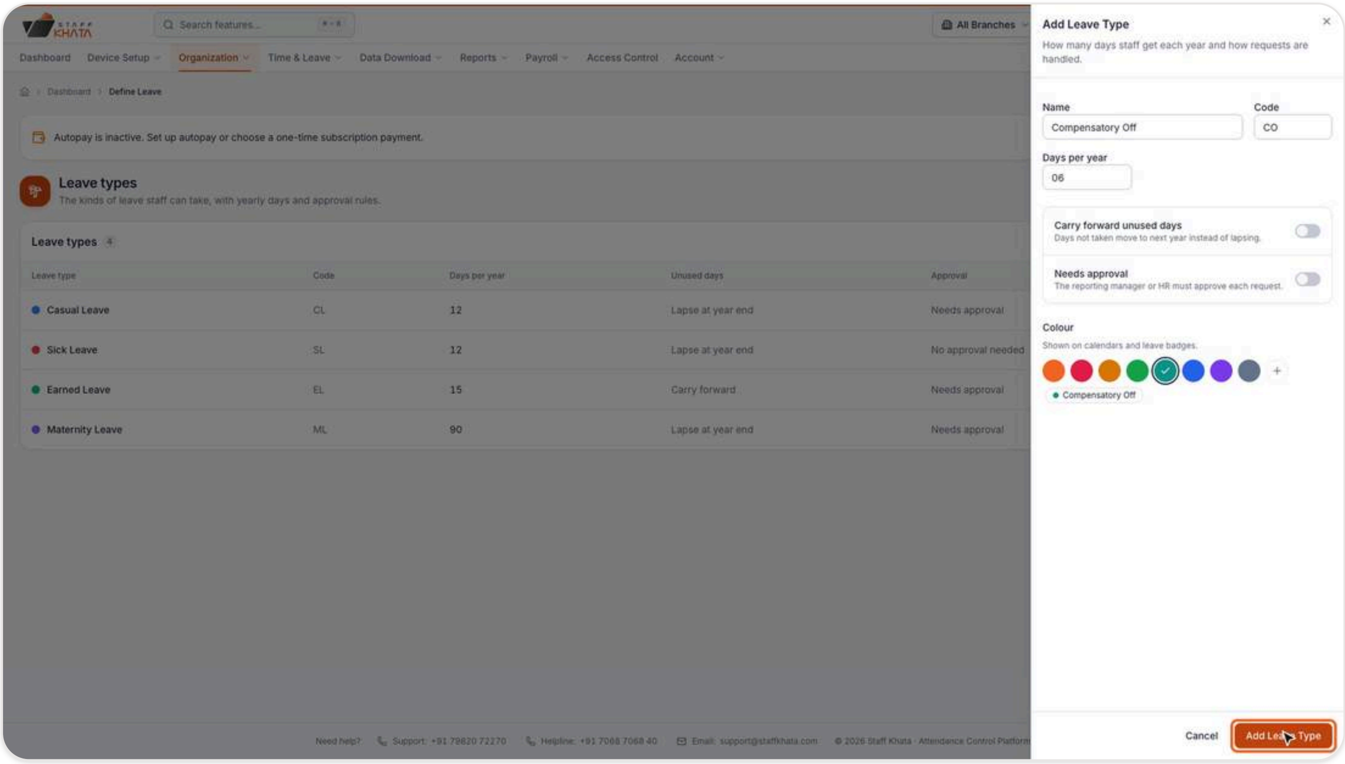
Casual, Sick, Earned ꯑꯃꯁꯨꯡ Maternity ꯆꯨꯠꯇꯤ ꯑꯣꯏꯕꯁꯤꯡꯃꯛ ꯄꯨꯔꯛꯂꯤ ꯁꯦꯝ ꯇꯧꯔꯦ꯫ ꯃꯈꯥꯗ ꯁꯦꯃꯗꯣꯛꯄꯤꯌꯨ ꯅꯠꯔꯒꯥ ꯑꯣꯏꯕꯥ ꯃꯑꯣꯡꯒꯤ ꯄꯥꯡꯊꯣꯛꯄꯤꯌꯨ꯫

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Define Leave** (ꯆꯨꯠꯇꯤ ꯁꯦꯃꯕꯤꯌꯨ) ꯗꯥ ꯆꯠꯂꯨ ꯇꯧꯕꯤꯌꯨ꯫ **Leave types** (ꯆꯨꯠꯇꯤꯒꯤ ꯃꯈꯂꯁꯤꯡ) ꯂꯤꯁ꯭ꯠꯇꯥ ꯃꯈꯜ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯀꯣꯗ, ꯆꯍꯤ ꯑꯃꯗꯥ ꯅꯨꯃꯤꯠ, ꯁꯤꯖꯤꯟꯅꯗꯕ ꯅꯨꯃꯤꯠꯁꯤꯡꯗꯥ ꯀꯔꯤ ꯊꯣꯛꯀꯅꯤ, ꯑꯃꯁꯨꯡ ꯑꯌꯥꯕ ꯃꯊꯧ ꯇꯥꯕꯔꯥ ꯄꯨꯔꯛꯂꯤ ꯎꯠꯂꯤ꯫
2. **Add Leave Type** (ꯆꯨꯠꯇꯤꯒꯤ ꯃꯈꯜ ꯄꯥꯡꯊꯣꯛꯄꯤꯌꯨ) ꯗꯥ ꯆꯠꯂꯨ ꯇꯧꯕꯤꯌꯨ꯫
3. ꯃꯈꯥꯒꯤ ꯑꯁꯤ ꯃꯇꯨꯡ ꯃꯄꯨꯡ ꯐꯥꯍꯅꯕꯤꯌꯨ:

ꯁꯦꯇꯤꯡ	ꯃꯁꯤꯅꯥ ꯀꯔꯤ ꯇꯧꯕꯒꯦ
Name (ꯃꯤꯡ) ꯑꯃꯁꯨꯡ **Code** (ꯀꯣꯗ)	ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ "Compensatory Off" ꯑꯃꯁꯨꯡ "CO"꯫ ꯑꯅꯤꯃꯛ ꯃꯊꯧ ꯇꯥ꯫
Days per year (ꯆꯍꯤ ꯑꯃꯗꯥ ꯅꯨꯃꯤꯠ)	ꯊꯕꯛꯆꯠꯄ ꯈꯨꯗꯤꯡꯃꯛꯅ ꯆꯍꯤ ꯑꯃꯗꯥ ꯅꯨꯃꯤꯠ ꯀꯌꯥ ꯐꯪꯒꯅꯤ꯫
Carry forward unused days (ꯁꯤꯖꯤꯟꯅꯗꯕ ꯅꯨꯃꯤꯠꯁꯤꯡ ꯃꯊꯪꯗꯥ ꯄꯨꯕ)	ꯑꯣꯟ: ꯂꯦꯃꯍꯧꯔꯕ ꯅꯨꯃꯤꯠꯁꯤꯡ ꯃꯊꯪꯒꯤ ꯆꯍꯤꯗꯥ ꯆꯠꯂꯤ꯫ ꯑꯣꯐ: ꯆꯍꯤꯒꯤ ꯑꯔꯣꯏꯕꯗꯥ ꯃꯥꯡꯒꯅꯤ꯫
Needs approval (ꯑꯌꯥꯕ ꯃꯊꯧ ꯇꯥ)	ꯑꯣꯟ: ꯔꯤꯀ꯭ꯕꯦꯁ꯭ꯠꯁꯤꯡ ꯃꯦꯅꯦꯖꯔ ꯅꯠꯔꯒꯥ HR ꯅꯥ ꯄꯥꯁ ꯇꯧꯗꯨꯅꯥ ꯑꯌꯥꯕ ꯄꯤꯒꯗꯕꯅꯤ꯫

ꯃꯃꯤꯡ	ꯀꯔꯤꯒꯤ ꯃꯊꯧ ꯇꯥꯕꯒꯦ
Colour (ꯃꯆꯨ)	ꯀꯦꯂꯦꯟꯗꯔꯗꯥ ꯑꯃꯁꯨꯡ ꯂꯤꯚꯀꯤ ꯕꯦꯖꯁꯤꯡꯗꯥ ꯎꯠꯂꯤ꯫

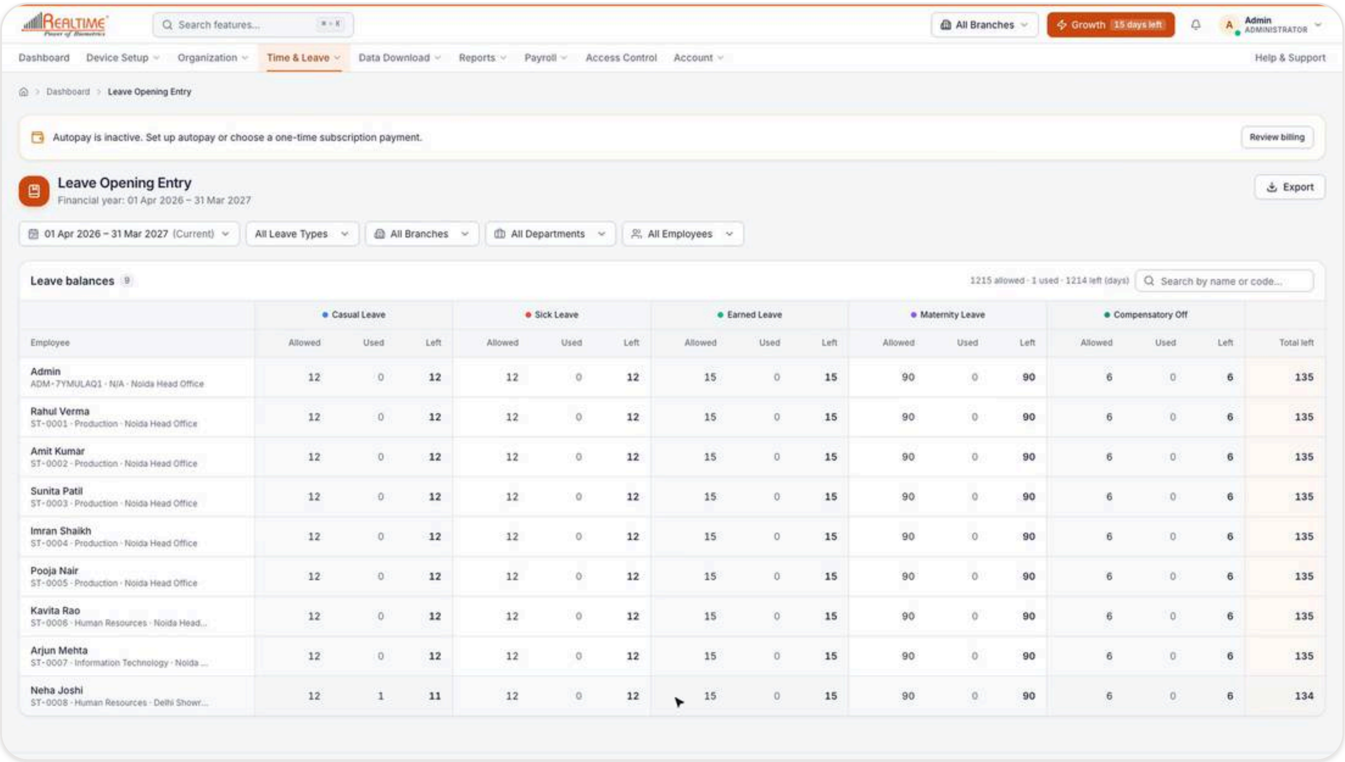
4. **Add Leave Type** ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯃꯍꯥꯛ ꯑꯃ ꯍꯥꯌꯗꯨꯅꯥ ꯂꯧꯊꯣꯛꯂꯕꯥ ꯃꯇꯨꯡꯗꯥ, ꯃꯗꯨꯒꯤ ꯃꯥꯏꯀꯩꯗꯒꯤ **Edit** (ꯁꯦꯃꯗꯣꯡꯕꯤꯌꯨ) ꯑꯃꯁꯨꯡ **Delete** (ꯃꯨꯠꯊꯠꯄꯤꯌꯨ) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

ꯂꯤꯚꯀꯤ ꯍꯧꯔꯛꯐꯝ ꯑꯦꯟꯠꯔꯤ (Leave Opening Entry)

1. **Time & Leave** (ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯂꯤꯚ) → **Leave Opening Entry** (ꯂꯤꯚꯀꯤ ꯍꯧꯔꯛꯐꯝ ꯑꯦꯟꯠꯔꯤ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯊꯕꯛꯁꯨꯕ ꯑꯃꯁꯨꯡ ꯂꯤꯚꯀꯤ ꯃꯈꯜ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯃꯍꯩꯛ ꯑꯃꯃꯤ **Allowed** (ꯌꯥꯕ), **Used** (ꯁꯤꯖꯤꯟꯅꯕ) ꯑꯃꯁꯨꯡ **Left** (ꯂꯦꯃꯍꯧꯔꯕ), ꯑꯃꯁꯨꯡ **Total left** (ꯄꯨꯝꯅꯃꯛ ꯂꯦꯃꯍꯧꯔꯕ) ꯎꯏ꯫
3. ꯃꯊꯛꯇꯥ ꯑꯁꯤ ꯊꯕꯛ ꯍꯩꯅꯕꯒꯤ ꯌꯥꯕ ꯍꯣꯠꯅꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯂꯤꯚꯀꯤ ꯃꯈꯜ, ꯕ꯭ꯔꯥꯟꯆ, ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯠ ꯑꯃꯁꯨꯡ ꯊꯕꯛꯁꯨꯕ ꯃꯃꯤꯡ ꯈꯅꯕ ꯌꯦꯡꯁꯤꯟꯕ ꯌꯧꯕꯤꯌꯨ꯫ ꯌꯥꯝꯅ ꯗꯨꯋꯦꯜꯗ ꯌꯧꯕ **Export** (ꯑꯦꯛꯁꯄꯣꯔꯠ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



	Casual Leave			Sick Leave			Earned Leave			Maternity Leave			Compensatory Off			
Employee	Allowed	Used	Left	Allowed	Used	Left	Allowed	Used	Left	Allowed	Used	Left	Allowed	Used	Left	Total left
Admin ADM-7YMULAQ1 · N/A · Noida Head Office	12	0	12	12	0	12	15	0	15	90	0	90	6	0	6	135
Rahul Verma ST-0001 · Production · Noida Head Office	12	0	12	12	0	12	15	0	15	90	0	90	6	0	6	135
Amit Kumar ST-0002 · Production · Noida Head Office	12	0	12	12	0	12	15	0	15	90	0	90	6	0	6	135
Sunita Patil ST-0003 · Production · Noida Head Office	12	0	12	12	0	12	15	0	15	90	0	90	6	0	6	135
Imran Shaikh ST-0004 · Production · Noida Head Office	12	0	12	12	0	12	15	0	15	90	0	90	6	0	6	135
Pooja Nair ST-0005 · Production · Noida Head Office	12	0	12	12	0	12	15	0	15	90	0	90	6	0	6	135
Kavita Rao ST-0006 · Human Resources · Noida Head...	12	0	12	12	0	12	15	0	15	90	0	90	6	0	6	135
Arjun Mehta ST-0007 · Information Technology · Noida ...	12	0	12	12	0	12	15	0	15	90	0	90	6	0	6	135
Neha Joshi ST-0008 · Human Resources · Delhi Showr...	12	1	11	12	0	12	15	0	15	90	0	90	6	0	6	134

ꯑꯃꯞꯂꯣꯌꯁꯤꯡꯒꯤ ꯂꯨꯋꯁꯤ ꯃꯗꯨꯒꯤ ꯑꯦꯞꯂꯥꯏꯒꯤ

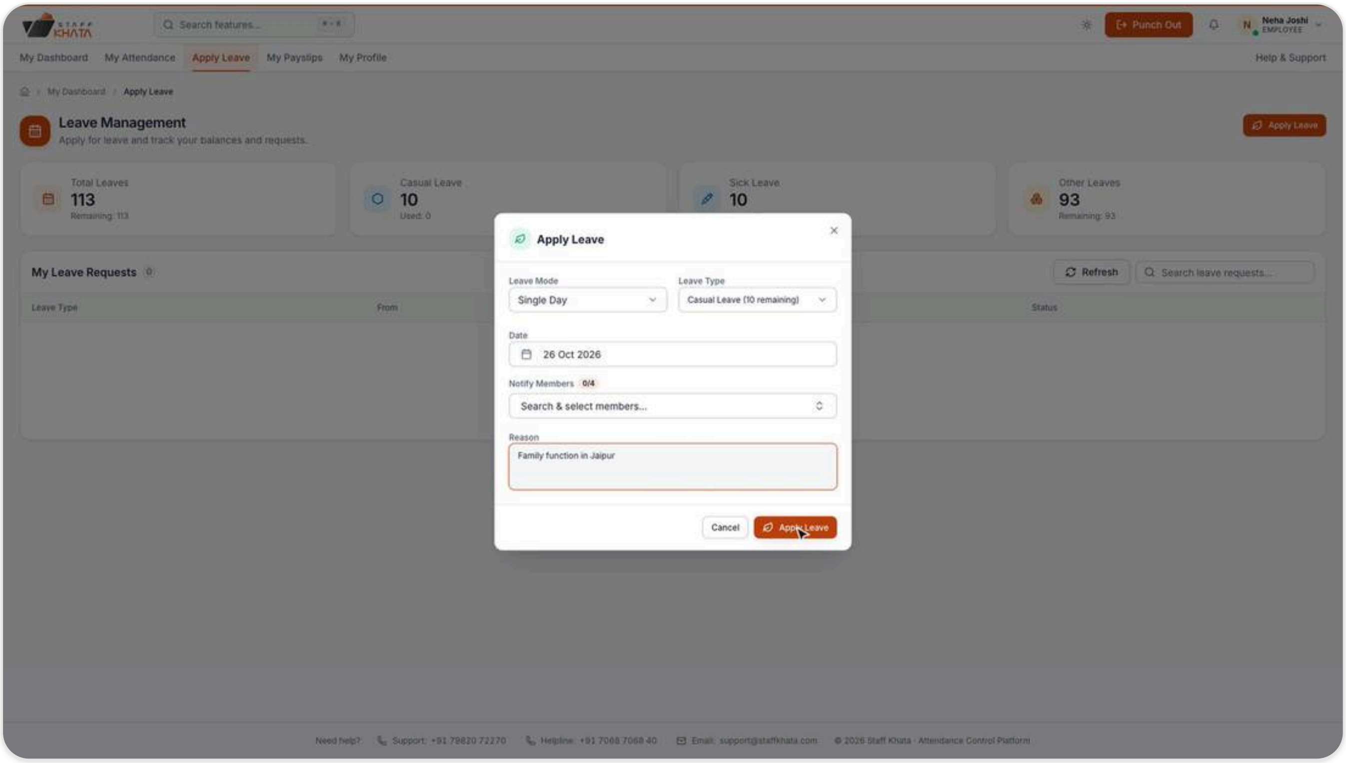
ꯑꯃꯞꯂꯣꯌꯁꯤꯡꯒꯤ ꯃꯍꯥꯛꯀꯤ ꯃꯁꯥꯒꯤ ꯅꯃꯨꯟ ꯄꯃꯂꯕ ꯑꯣꯏꯅꯕꯒꯤ, https://attendance.staffkhata.com ꯗꯥ ꯂꯣꯒꯏꯟ ꯇꯧꯔꯒꯥ Staff Khata ꯑꯦꯞꯄꯤ (**Leave** (ꯂꯨꯋꯁꯤ) ꯁꯦꯅ) ꯍꯥꯡ ꯅꯡ ꯁꯦꯟꯅ꯫ ꯃꯍꯥꯛꯅꯒꯤ **Apply Leave** (ꯂꯨꯋꯁꯤ ꯑꯦꯞꯂꯥꯏꯌꯨ) ꯑꯦꯞꯄꯨꯗꯥ, ꯂꯨꯋꯁꯤꯒꯤ ꯃꯈꯜ ꯂꯧꯁꯤꯟꯅꯕꯒꯤ ꯃꯍꯥꯛꯀꯤ ꯌꯦꯟꯗꯦꯟ ꯈꯟꯅ, ꯃꯈꯜ ꯄꯃꯂꯕ ꯁꯨꯡꯅꯤꯡ ꯅꯡꯅ, ꯃꯇꯝ ꯄꯃ ꯑꯦꯞꯁꯤꯡꯅ ꯄꯃꯂꯕ ꯊꯕ꯫ ꯃꯗꯨꯒꯤ ꯃꯊꯨꯡꯗꯥ ꯑꯦꯞꯂꯥꯏ ꯄꯗꯨꯒꯤ ꯄꯔꯦꯌ ꯎꯕꯥꯛꯇꯤ꯫

ꯑꯃꯞꯂꯣꯌ ꯄꯃꯒꯤ ꯃꯇꯨꯡꯁꯦ ꯂꯨꯋꯁꯤ ꯑꯦꯞꯂꯥꯏ

ꯍꯦꯡꯗꯣꯛꯆꯌ ꯄꯃꯗꯦ ꯗꯦꯌꯗꯦ ꯏꯦꯟ ꯁꯦꯕꯍꯒꯤ ꯗꯨꯕꯒꯤ ꯄꯥꯒ ꯂꯤꯗꯤꯟꯗꯅꯌ ꯃꯁꯦꯃꯗꯥ ꯍꯟꯗꯦꯌ ꯗꯩ꯫

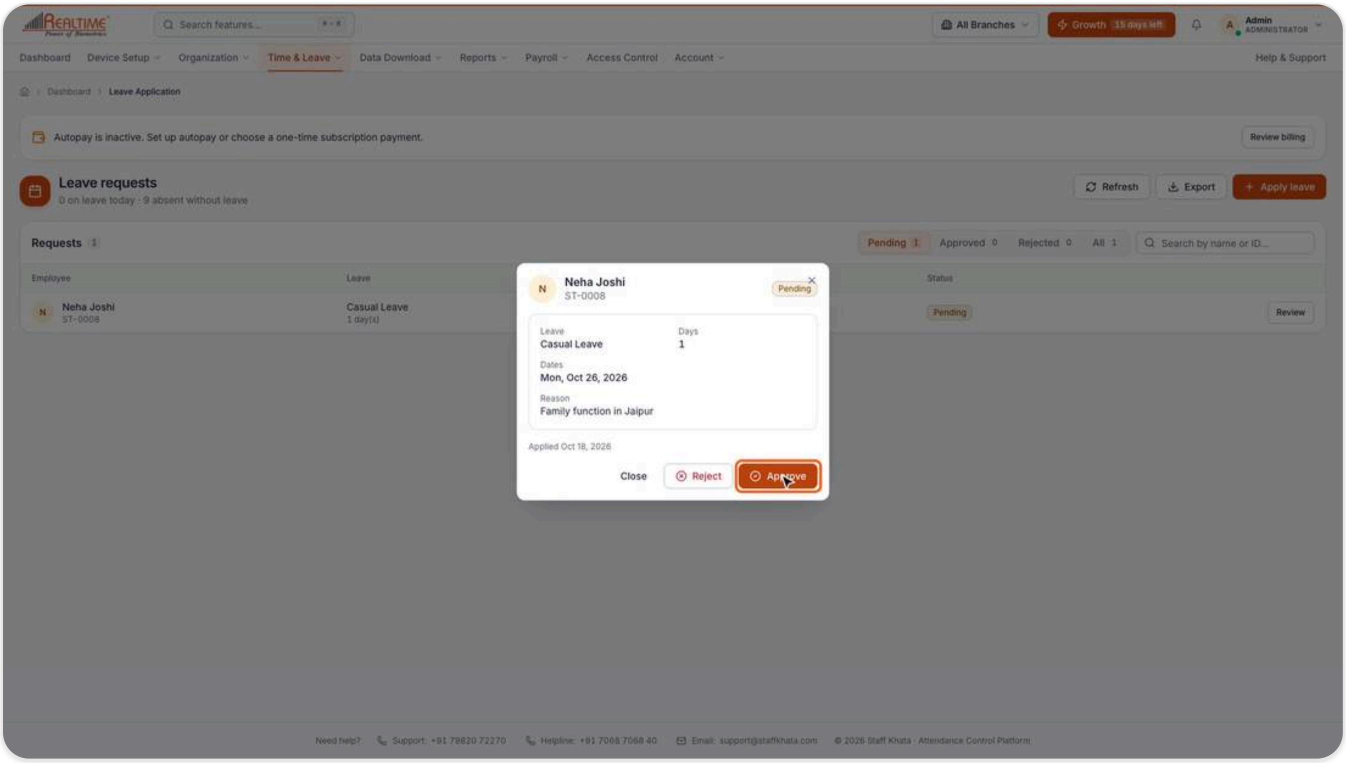
1. **Time & Leave** (ꯃꯁꯦꯆ ꯄꯃꯂꯨꯡ ꯂꯨꯋꯁꯤ) → **Leave Application** (ꯂꯨꯋꯁꯤꯒꯤ ꯄꯥꯒꯗꯤꯍꯥꯂꯟ) ꯗꯥ ꯍꯗꯤꯞ ꯁꯦꯌꯤꯌꯨ꯫
2. **Apply leave** (ꯂꯨꯋꯁꯤ ꯑꯦꯞꯂꯥꯏꯌꯨ) ꯗꯥ ꯍꯗꯤꯞ ꯁꯦꯌꯤꯌꯨ꯫
3. **Employee** (ꯑꯃꯞꯂꯣꯌ) ꯈꯟꯌꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗꯥ **Leave type** (ꯂꯨꯋꯁꯤꯒꯤ ꯃꯈꯜ) ꯈꯟꯌꯤꯌꯨ꯫ ꯃꯈꯜ ꯂꯧꯁꯤꯟꯅꯕꯒꯤ ꯃꯗꯦꯞꯁꯦ ꯗꯥꯃꯑꯣꯏꯕ ꯅꯨꯃꯤꯠꯂꯤꯡ ꯎꯠꯂꯤ꯫
4. **One day** (ꯅꯨꯃꯤꯠ ꯄꯃ), **Half a day** (ꯅꯨꯃꯤꯠ ꯁꯔꯨꯞ) ꯅꯠꯇꯅꯥ **Several days** (ꯅꯨꯃꯤꯠ ꯍꯟꯗꯦ) ꯈꯟꯌꯤꯌꯨ, ꯄꯃꯂꯨꯡ ꯁꯦꯡ ꯅꯠꯇꯅꯥ ꯁꯦꯡꯂꯤꯡ ꯈꯟꯌꯤꯌꯨ꯫

5. **Reason** (ꯃꯔꯝ) ꯑꯃ ꯏꯒꯗꯤꯉꯕꯤꯌꯨ꯫ **Also notify** (ꯑꯃꯁꯨꯡ ꯈꯉꯍꯅꯕꯤꯌꯨ) ꯒꯤ ꯃꯐꯝꯗ, ꯈꯉꯍꯅꯒꯗꯕ ꯃꯤꯑꯣꯏꯁꯤꯡ ꯈꯅꯕ ꯌꯥꯏ꯫
6. **Apply leave** ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯆꯨꯠꯊꯤ ꯑꯌꯥꯕ ꯄꯤꯕ ꯅꯠꯔꯒꯥ ꯌꯥꯗꯕ

1. **Time & Leave** (ꯃꯇꯝ ꯑꯃꯁꯨꯡ ꯆꯨꯠꯊꯤ) → **Leave Application** (ꯆꯨꯠꯊꯤꯒꯤ ꯑꯦꯞꯂꯤꯀꯦꯁꯟ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ **Leave requests** (ꯆꯨꯠꯊꯤꯒꯤ ꯍꯥꯌꯖꯕꯁꯤꯡ) ꯑꯁꯤ **Pending** (ꯂꯩꯔꯤꯕ) ꯗ ꯎꯕꯥ ꯐꯪꯒꯅꯤ꯫
2. ꯍꯥꯌꯖꯕ ꯑꯃꯗ **Review** (ꯌꯦꯡꯁꯤꯟꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯆꯨꯠꯊꯤꯒꯤ ꯃꯈꯜ, ꯇꯥꯡꯀꯛꯁꯤꯡ, ꯅꯨꯃꯤꯠꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯃꯔꯝ ꯌꯦꯡꯕꯤꯌꯨ꯫
3. **Approve** (ꯑꯌꯥꯕ ꯄꯤꯕꯤꯌꯨ) ꯅꯠꯔꯒꯥ **Reject** (ꯌꯥꯗꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯍꯥꯛꯀꯤ ꯃꯇꯨꯡꯗ ꯀꯅꯐꯔꯝ ꯇꯧꯕꯤꯌꯨ꯫



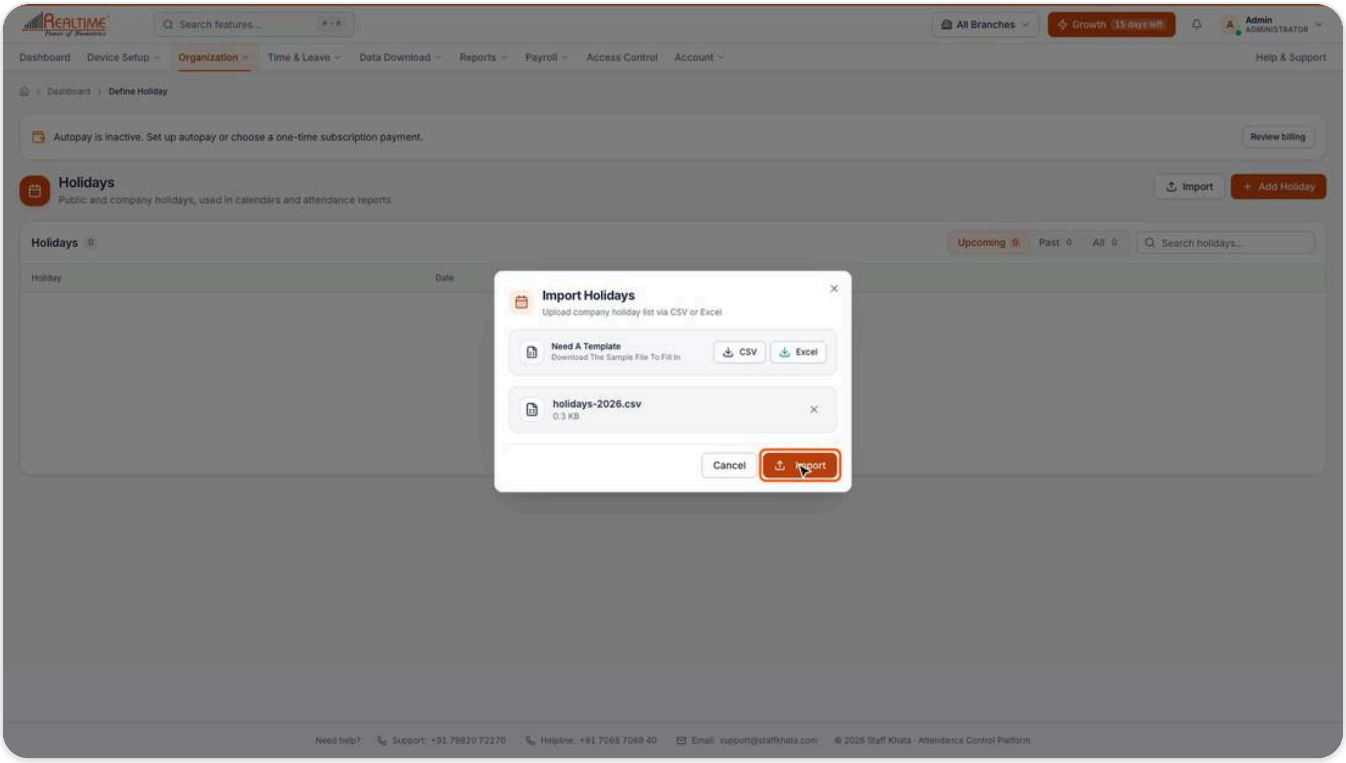
Approved (ꯑꯌꯥꯕ ꯄꯤꯔꯕ), **Rejected** (ꯌꯥꯗꯔꯕ) ꯑꯃꯁꯨꯡ **All** (ꯄꯨꯝꯅꯃꯛ) ꯁꯪꯕꯁꯤꯡꯗꯥ ꯄꯨꯔꯛꯄ ꯌꯥꯏ꯫ ꯍꯧꯖꯤꯛ ꯑꯃꯒꯤ ꯃꯗꯦꯇꯁꯥꯒꯤ ꯃꯇꯨꯡꯗꯨ ꯂꯩꯕꯥꯛ ꯌꯗꯥꯡ ꯍꯥꯞꯆꯤꯟꯕꯥ ꯌꯥꯏ꯫

ꯂꯩꯕꯥꯛꯀꯤ ꯅꯨꯃꯤꯠꯁꯤꯡ ꯍꯥꯞꯆꯤꯟꯕ

ꯅꯨꯃꯤꯠꯁꯤꯡ ꯈꯨꯗꯣꯡꯆꯥꯕꯁꯤꯡꯗꯥ ꯐꯥꯎꯗꯤ ꯑꯃꯁꯨꯡ ꯑꯣꯏꯊꯣꯛꯂꯤꯕꯥ ꯀꯣꯟꯁꯤꯡ ꯁꯤꯡꯕꯁꯤꯡꯗꯥ ꯁꯤꯠꯂꯤꯕꯦ꯫ ꯌꯨꯝꯅꯥꯛꯀꯤ ꯐꯥꯜꯗꯥ ꯅꯨꯃꯤꯠꯁꯤꯡ ꯂꯩꯕꯥꯛꯀꯤ ꯂꯤꯁꯇ ꯄꯨꯁꯤꯟꯕ ꯇꯧꯔꯦ꯫

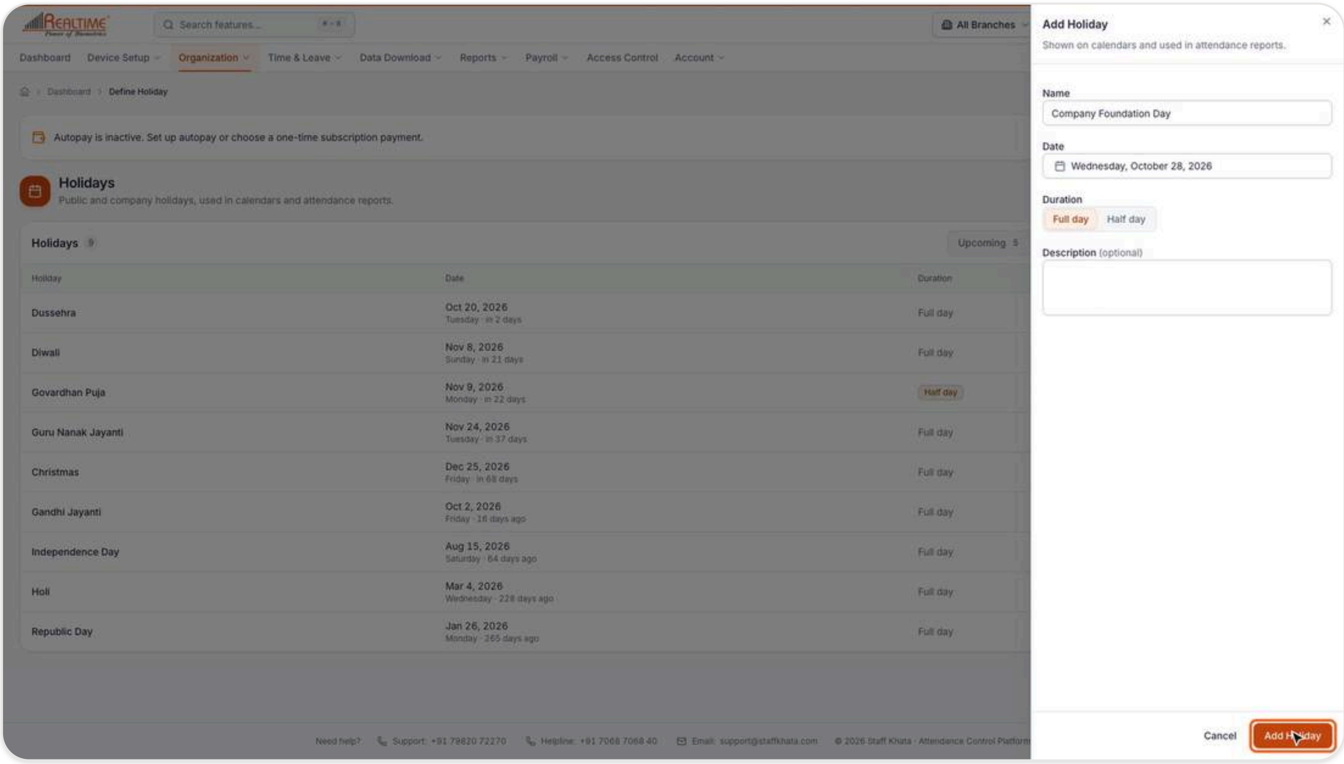
ꯂꯥꯏꯕ꯭ꯔꯦꯔꯤꯗꯒꯤ ꯑꯃꯁꯨꯡꯒꯤ ꯄꯨꯁꯤꯟꯕ ꯇꯧꯕ

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Define Holiday** (ꯅꯨꯃꯤꯠ ꯂꯤꯡꯈꯠꯄ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Import** (ꯄꯨꯁꯤꯟꯕ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
3. **Need A Template** (ꯇꯦꯝꯄ꯭ꯂꯦꯠ ꯃꯊꯧ ꯇꯥꯔꯕ) ꯒꯤ ꯃꯈꯥꯗꯥ, ꯌꯨꯝꯕ ꯑꯃ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯗꯨꯅꯥ **CSV** ꯅꯠꯔꯒꯥ **Excel** ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯁꯤꯗꯥ ꯀꯂꯝ ꯑꯍꯨꯝ ꯂꯩ: **Holiday Name** (ꯅꯨꯃꯤꯠꯀꯤ ꯃꯃꯤꯡ), **Type** (ꯃꯈꯜ) (Full Day ꯅꯠꯔꯒꯥ Half Day) ꯑꯃꯁꯨꯡ **Date** (ꯇꯥꯡ) (DD-MM-YYYY)꯫
4. ꯃꯗꯨ ꯃꯄꯨꯡ ꯐꯥꯍꯅꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗꯥ ꯐꯥꯏꯜ ꯑꯗꯨ ꯕꯦꯂꯇꯣ ꯌꯥꯡꯂꯤꯗꯥꯕꯤꯌꯨ ꯅꯠꯔꯒꯥ ꯊꯤꯗꯨꯅꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ 2 MB ꯐꯥꯑꯣꯕꯥ ꯂꯩꯕ CSV, XLS ꯑꯃꯁꯨꯡ XLSX ꯐꯥꯏꯂꯁꯤꯡ ꯊꯕꯛ ꯇꯧꯏ꯫
5. **Import** ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯂꯩꯕꯥꯛꯀꯤ ꯅꯨꯃꯤꯠ ꯄꯨꯝꯅꯃꯛ ꯑꯃꯨꯛꯇꯗꯥ ꯍꯥꯞꯆꯤꯟꯒꯅꯤ꯫



ꯍꯣꯂꯤꯗꯦ ꯑꯃ ꯍꯥꯞꯆꯤꯟꯕ

1. **Define Holiday** (ꯍꯣꯂꯤꯗꯦ ꯁꯦꯝꯕꯤꯌꯨ) ꯗꯥ, **Add Holiday** (ꯍꯣꯂꯤꯗꯦ ꯍꯥꯞꯆꯤꯟꯕꯤꯌꯨ) ꯗꯥ <u>ꯀ꯭ꯂꯤꯛ</u> ꯇꯧꯕꯤꯌꯨ॥
2. **Name** (ꯃꯤꯡ) ꯏꯕꯤꯌꯨ, **Date** (ꯇꯥꯡ) ꯈꯅꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ **Full day** (ꯅꯨꯃꯤꯠ ꯃꯄꯨꯡ) ꯅꯠꯔꯒꯥ **Half day** (ꯅꯨꯃꯤꯠ ꯇꯪꯈꯥꯏ) ꯈꯅꯕꯤꯌꯨ॥ **Description** (ꯋꯥꯐꯝ) ꯑꯁꯤ ꯃꯊꯧ ꯇꯥꯗꯦ॥
3. **Add Holiday** ꯗꯥ <u>ꯀ꯭ꯂꯤꯛ</u> ꯇꯧꯕꯤꯌꯨ॥



ꯂꯤꯁ꯭ꯠ ꯌꯦꯡꯅꯕꯥ **Upcoming** (ꯂꯥꯛꯀꯗꯕ), **Past** (ꯍꯧꯈꯤꯕ) ꯑꯃꯁꯨꯡ **All** (ꯄꯨꯝꯅꯃꯛ) ꯇꯦꯕꯁꯤꯡ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯍꯣꯡꯗꯣꯛꯅꯕꯥ ꯔꯣ ꯑꯃꯗꯥ **Edit** (ꯁꯦꯝꯗꯣꯀꯄꯤꯌꯨ) ꯅꯠꯔꯒꯥ **Delete** (ꯃꯨꯠꯊꯠꯄꯤꯌꯨ) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

11

ꯄꯦꯔꯣꯜ, ꯄꯦꯟꯁꯟ ꯑꯃꯁꯨꯡ ꯑꯦꯗꯚꯥꯟꯁ

ꯄꯦꯖ: ꯄꯦꯔꯣꯜ ꯄꯦꯖꯁꯤꯡ

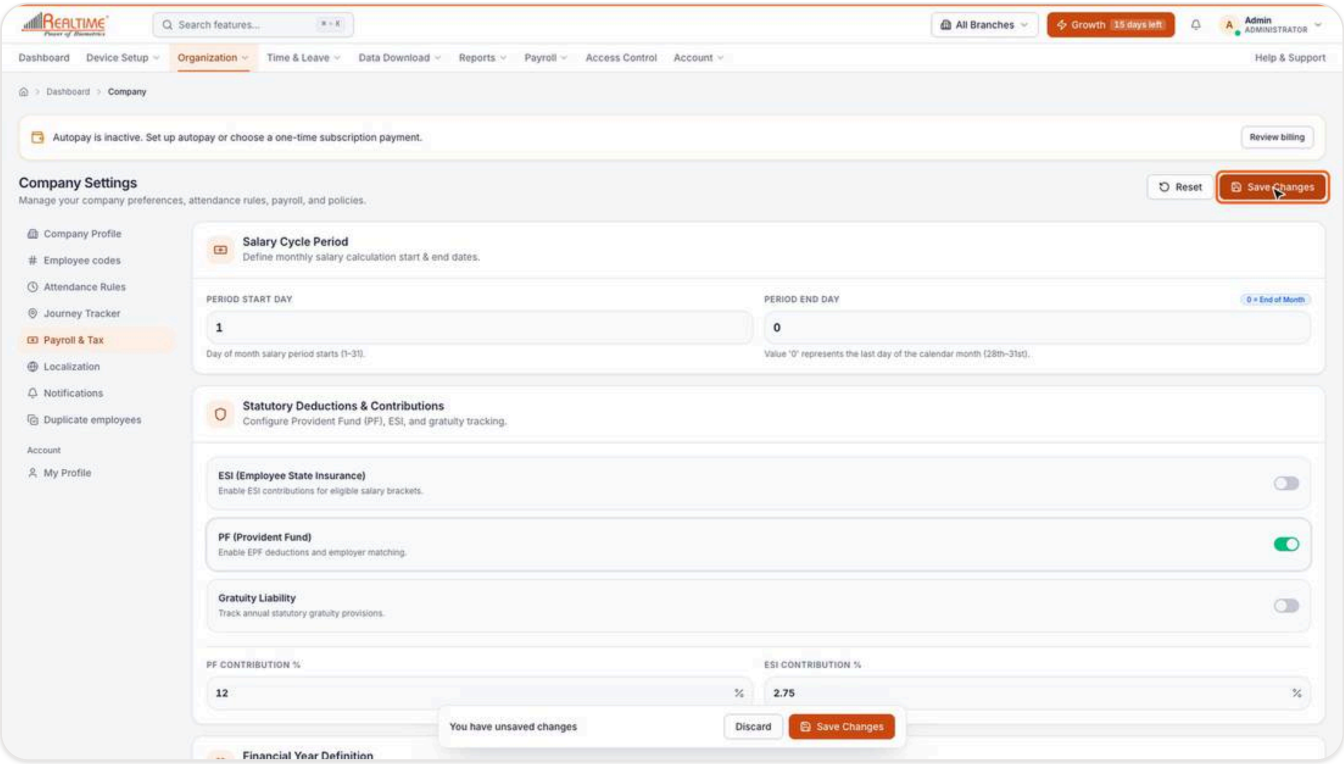
Staff Khata ꯅꯥ ꯑꯦꯗꯚꯥꯟꯁ, ꯂꯣꯟ, ꯄꯦꯟꯁꯟ ꯑꯃꯁꯨꯡ ꯇꯦꯛꯁ ꯀꯠꯊꯣꯛꯄꯒꯤ ꯃꯦꯇꯔꯤ ꯁꯦꯇꯤꯡꯁꯤꯡ ꯃꯤꯍꯨꯠꯂꯤ, ꯀꯔꯤ ꯑꯃꯁꯨ ꯅꯃꯥꯏꯅ ꯃꯄꯨꯡ ꯐꯥꯅ ꯈꯪꯖꯤꯅꯒꯗꯕꯅꯤ꯫ ꯀꯃꯤ ꯑꯃꯁꯨ ꯄꯥꯡꯊꯣꯛꯄ ꯃꯦꯛ ꯇꯧꯕꯤꯌꯨ, ꯀꯔꯤꯒꯤ ꯀꯔꯤꯅꯥ ꯃ ꯁꯦꯇꯤꯡꯁꯤꯡ ꯄꯦꯖꯗꯥ ꯍꯥꯏꯕꯗꯥ ꯄꯦꯔꯣꯜ ꯍꯟꯗꯣꯀꯄꯤꯌꯨ꯫

> **ꯄꯦꯖ ꯀꯗꯥꯏ ꯇꯥꯕ:** ꯄꯦꯔꯣꯜꯗꯒꯤꯗꯤ ꯄꯦꯔꯣꯜ ꯍꯦꯟꯕ ꯃꯦꯟ ꯄꯤꯕ ꯄꯦꯖ ꯑꯃ ꯀꯗꯥꯏ ꯇꯥꯕ꯫ **Payroll** (ꯄꯦꯔꯣꯜ) ꯀꯣꯟ ꯅꯥ ꯇꯧꯔꯕꯥ, ꯄꯥꯟꯗꯥ ꯄꯦꯖꯁꯤꯡꯒꯤꯗꯃꯛ **Billing & Plan** (ꯕꯤꯜꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯄꯦꯖ) ꯍꯣꯡꯕꯤꯌꯨ꯫

ꯃꯦꯇꯔꯤ ꯁꯥꯏꯀꯜ ꯑꯃꯁꯨꯡ ꯁꯇꯦꯆꯨꯇꯔꯤ ꯗꯤꯗꯛꯁꯟꯁꯤꯡ ꯃꯦꯛ ꯇꯧꯕ

ꯃꯦꯇꯤꯡ ꯑꯃꯤꯃꯤꯡ ꯄꯦꯔꯣꯜ ꯍꯟꯗꯣꯛꯄ ꯈꯪꯖꯤꯅꯒꯗꯕꯁꯤ ꯗꯕꯥ ꯇꯥꯕ꯫

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Company** (ꯀꯝꯄꯦꯅꯤ) ꯗ ꯀꯟꯇꯥ ꯇꯧꯕꯤꯌꯨ, ꯀꯔꯤꯒꯤ ꯀꯔꯤꯅꯥꯗ **Payroll & Tax** (ꯄꯦꯔꯣꯜ ꯑꯃꯁꯨꯡ ꯇꯦꯛꯁ) ꯇꯦꯕ ꯄꯥꯗꯁꯤꯜꯂꯤꯌꯨ꯫
2. **Salary Cycle Period** (ꯃꯦꯇꯔꯤ ꯁꯥꯏꯀꯜꯒꯤ ꯀꯥꯡꯀ) ꯒꯤ ꯀꯔꯝꯗ, **Period Start Day** (ꯄꯔꯤꯀꯁꯒꯤ ꯅꯨꯃꯤꯠ) ꯑꯃꯁꯨꯡ **Period End Day** (ꯅꯥꯎꯕꯒꯤ ꯅꯨꯃꯤꯠ) ꯃꯦꯛ ꯇꯧꯕꯤꯌꯨ꯫ "ꯗꯒꯤ ꯑꯔꯣꯏꯕ ꯅꯨꯃꯤꯠ" ꯑꯣꯏꯅꯕ ꯅꯥꯎꯕꯒꯤ ꯅꯨꯃꯤꯠ ꯑꯣꯏꯅꯥ **0** ꯊꯕꯤꯌꯨ꯫
3. **Statutory Deductions & Contributions** (ꯑꯣꯏꯅꯒꯤ ꯀꯠꯊꯣꯛꯄꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯀꯟꯠꯔꯤꯕꯨꯁꯟꯁꯤꯡ) ꯒꯤ ꯀꯔꯝꯗ, ꯅꯄꯥꯀꯤꯗꯃꯛ ꯀꯗꯥꯏ ꯇꯥꯕꯁꯤꯡ ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ꯫
4. **Save Changes** (ꯄꯥꯗꯥꯅꯕꯁꯤꯡ ꯃꯦꯛ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀꯟꯇꯥ ꯇꯧꯕꯤꯌꯨ꯫



ꯃꯥꯁꯤꯡ	ꯀꯔꯤꯗꯦ ꯇꯧꯒꯅꯤ ꯍꯥꯏꯕꯥ
ESI (Employee State Insurance) (ESI, ꯏꯝꯞꯂꯣꯌꯤ ꯁ꯭ꯇꯦꯠ ꯏꯟꯁꯨꯔꯦꯟꯁ)	ꯀꯗꯥ ꯁꯔꯕ ꯃꯥꯇꯥꯏꯡꯒꯤꯅꯥ ESI ꯀꯟꯠꯔꯤꯕ꯭ꯌꯨꯁꯟ ꯍꯣꯠꯅꯔꯤꯕꯅꯤ꯫ ꯑꯗꯨ ꯑꯣꯟ **ESI Contribution %** (ESI ꯀꯟꯠꯔꯤꯕ꯭ꯌꯨꯁꯟ %) ꯗꯨ ꯃꯥꯏ ꯁꯦꯝꯃꯤꯌꯨ꯫
PF (Provident Fund) (PF, ꯄ꯭ꯔꯣꯚꯤꯗꯦꯟꯇ ꯐꯟꯗ)	EPF ꯀꯠꯊꯣꯀꯄꯥ ꯑꯃꯁꯨꯡ ꯀꯗꯥꯒꯤ ꯀꯦꯗꯟꯕ ꯃꯥꯟ ꯍꯣꯠꯅꯔꯤꯕꯅꯤ꯫ ꯑꯗꯨ ꯑꯣꯟ **PF Contribution %** (PF ꯀꯟꯠꯔꯤꯕ꯭ꯌꯨꯁꯟ %) ꯗꯨ ꯃꯥꯏ ꯁꯦꯝꯃꯤꯌꯨ, ꯀꯝꯕ ꯍꯦꯛꯇꯦ 12꯫
Gratuity Liability (ꯒ꯭ꯔꯦꯆ꯭ꯌꯨꯏꯇꯤꯒꯤ ꯂꯥꯏꯕꯤꯂꯤꯇꯤ)	ꯆꯍꯤ ꯈꯨꯗꯤꯡꯒꯤ ꯒ꯭ꯔꯦꯆ꯭ꯌꯨꯏꯇꯤ ꯏꯀꯂꯕ ꯌꯦꯡꯁꯤꯟꯅꯔꯤ꯫
Financial Year Start / End (ꯐꯥꯏꯅꯦꯟꯁꯤꯌꯦꯜ ꯆꯍꯤ ꯍꯧꯕ / ꯂꯣꯏꯕ)	ꯃꯦꯂꯕꯥ ꯑꯤꯄꯥꯑꯣꯏꯡꯒꯤꯅꯀꯥ ꯁꯤꯂꯤꯗꯦꯂꯕ ꯆꯍꯤ꯫

ꯃꯥꯂꯦꯃꯒꯤ ꯁ꯭ꯠꯔꯀꯆꯔ ꯄꯥꯏꯕ

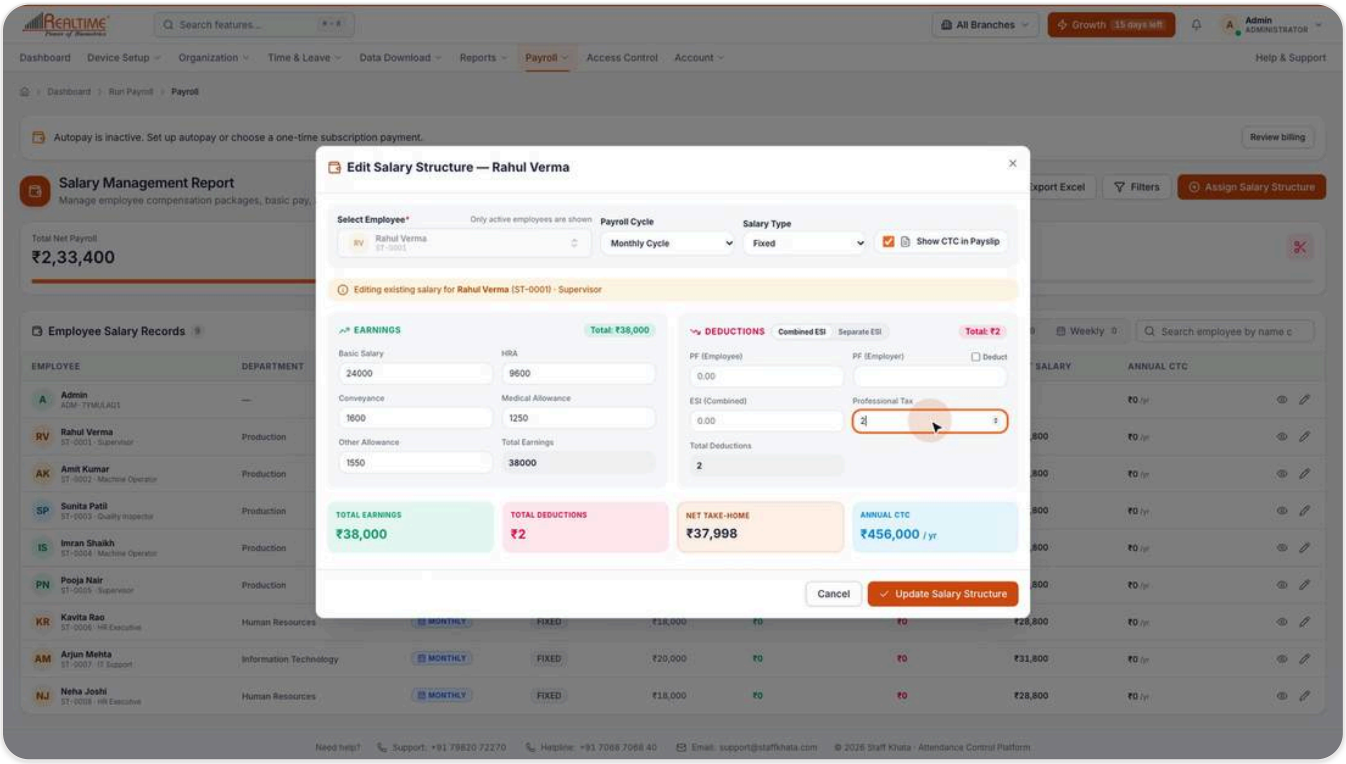
ꯄꯦꯔꯣꯜ ꯆꯂꯥꯏꯕꯒꯤ ꯃꯃꯥꯡꯗ ꯏꯕꯡꯂꯣꯕ ꯈꯨꯗꯤꯡꯃꯛꯇ ꯃꯥꯂꯦꯃꯒꯤ ꯁ꯭ꯠꯔꯀꯆꯔ ꯑꯃ ꯃꯇꯧ ꯍꯥꯏ꯫

1. **Payroll** (ꯄꯦꯔꯣꯜ) → **Salary Management** (ꯃꯥꯂꯦꯃꯒꯤ ꯃꯦꯅꯦꯖꯃꯦꯟꯠ) ꯗ ꯆꯠꯂꯨ ꯍꯥꯞꯄꯤꯌꯨ꯫ ꯏꯕꯡꯂꯣꯕ ꯈꯨꯗꯤꯡꯃꯛ ꯃꯁꯥꯒꯤ ꯕꯦꯁꯤꯛ, ꯑꯦꯆꯔꯥꯏ, ꯀꯠꯊꯣꯀꯄꯥ, ꯂꯥꯏ ꯃꯥꯂꯦꯃꯒꯤ ꯑꯃꯁꯨꯡ ꯆꯍꯤꯒꯤ CTC ꯒꯤ

ꯀꯥꯍꯂꯂꯦ ꯀꯤꯁ꯭ꯌ ꯌꯣꯗꯤ꯫

2. ꯊꯕꯛꯁꯨꯕ ꯑꯐꯤꯜ ꯄꯥꯒꯤ ꯃꯊꯛ ꯑꯥꯏꯀꯟ ꯑꯣꯏꯕꯒꯤ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯇ꯭ꯔꯒ ꯃꯊꯛ ꯑꯣꯏꯕ ꯐꯤꯜꯗꯥ ꯑꯐꯤꯜꯂꯣꯐꯤꯜ **Assign Salary Structure** (ꯁꯦꯜꯒꯤ ꯁ꯭ꯠꯔꯛꯆꯔ ꯄꯤꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
3. **Payroll Cycle** (ꯄꯦꯔꯣꯜ ꯁꯥꯏꯀꯜ) (**Monthly Cycle** (ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯁꯥꯏꯀꯜ) ꯅꯠꯇ꯭ꯔꯒ **Weekly Cycle** (ꯄꯨꯡ ꯈꯨꯗꯤꯡꯒꯤ ꯁꯥꯏꯀꯜ)) ꯑꯃꯁꯨꯡ **Salary Type** (ꯁꯦꯜꯒꯤ ꯃꯈꯜ) (**Fixed** (ꯂꯦꯞꯄ), **Variable** (ꯍꯣꯡꯕ) ꯅꯠꯇ꯭ꯔꯒ **Commission Based** (ꯀꯃꯤꯁꯟ ꯌꯨꯝꯐꯝ ꯑꯣꯏꯕ)) ꯈꯅꯕꯤꯌꯨ꯫
4. **Earnings** (ꯀꯥꯟꯅꯕ ꯁꯦꯜ) ꯃꯄꯨꯡ ꯊꯜꯂꯕꯤꯌꯨ: ꯕꯦꯁꯤꯛ ꯁꯦꯜꯂꯤ, HRA, ꯀꯟꯚꯦꯌꯦꯟꯁ, ꯃꯦꯗꯤꯀꯦꯜ ꯑꯦꯂꯣꯋꯦꯟꯁ ꯑꯃꯁꯨꯡ ꯑꯇꯣꯞꯄ ꯑꯦꯂꯣꯋꯦꯟꯁ꯫
5. PF, ESI ꯑꯃꯁꯨꯡ ꯄ꯭ꯔꯣꯐꯦꯁꯅꯦꯜ ꯇꯦꯛꯁ ꯍꯥꯏꯕ **Deductions** (ꯀꯠꯊꯣꯛꯄꯁꯤꯡ) ꯃꯄꯨꯡ ꯊꯜꯂꯕꯤꯌꯨ꯫ ESI ꯑꯁꯤ ꯄꯨꯟꯅꯥ ꯅꯠꯇ꯭ꯔꯒ ꯇꯣꯈꯥꯏꯅꯥ ꯂꯧꯕ ꯌꯥꯏ꯫
6. ꯊꯕꯛꯁꯨꯕ ꯑꯗꯨꯒꯤ ꯃꯍꯩꯀꯤ ꯆꯍꯤꯒꯤ ꯀꯝꯄꯦꯟꯁꯦꯁꯅꯒꯤ ꯃꯃꯜ (CTC) ꯎꯕ ꯃꯊꯧ ꯇꯥꯔꯕꯗꯤ **Show CTC in Payslip** (ꯄꯦꯁ꯭ꯂꯤꯄꯇꯥ CTC ꯎꯠꯄꯤꯌꯨ) ꯇꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
7. **Save Salary Structure** (ꯁꯦꯜꯒꯤ ꯁ꯭ꯠꯔꯛꯆꯔ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) (ꯅꯠꯇ꯭ꯔꯒ **Update Salary Structure** (ꯁꯦꯜꯒꯤ ꯁ꯭ꯠꯔꯛꯆꯔ ꯑꯅꯧꯕ ꯁꯦꯃꯕꯤꯌꯨ)) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

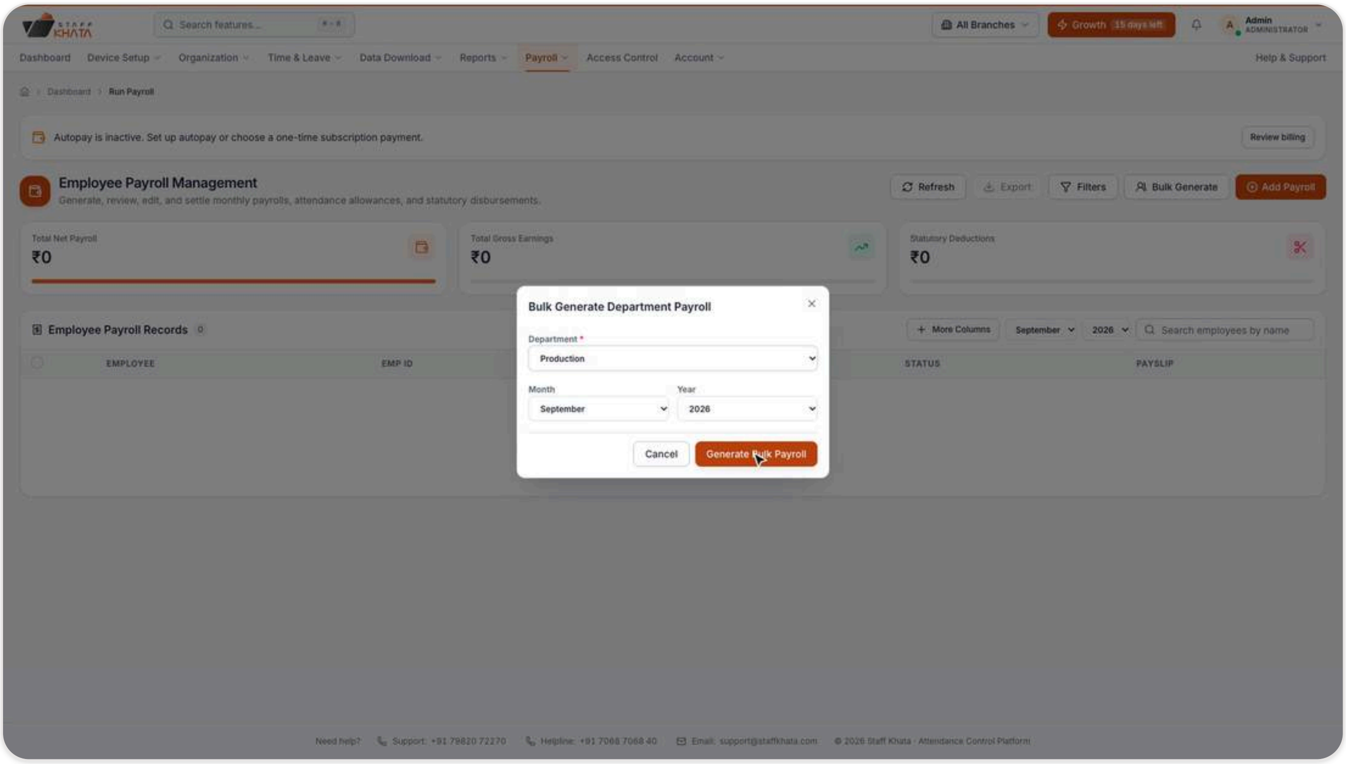
ꯅꯍꯥꯛꯀꯤ ꯍꯣꯡꯄ ꯇꯧꯔꯤꯉꯩꯗ, ꯃꯈꯣꯌꯗ ꯃꯊꯛ ꯄꯨꯔꯛꯂꯤꯕꯁꯤꯡꯗꯥ **Total Earnings** (ꯄꯨꯝꯅꯃꯛ ꯀꯥꯟꯅꯕ ꯁꯦꯜ), **Total Deductions** (ꯄꯨꯝꯅꯃꯛ ꯀꯠꯊꯣꯛꯄ), **Net Take-Home** (ꯈꯨꯗꯣꯡ ꯂꯧꯕ ꯁꯦꯜ) ꯑꯃꯁꯨꯡ **Annual CTC** (ꯆꯍꯤꯒꯤ CTC) ꯎꯔꯤ꯫



ꯃꯔꯨꯑꯣꯏꯕ: ꯄꯦꯔꯣꯜ ꯆꯠꯍꯟꯗꯨꯅꯕꯥ ꯑꯍꯥꯅꯕꯗ **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Employee List** (ꯊꯕꯛꯄꯥꯁꯤꯡꯒꯤ ꯂꯤꯁ꯭ꯠ) ꯗ ꯆꯠꯂꯒꯥ ꯃꯤꯑꯣꯏ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯁꯦꯜ ꯄꯤꯕꯗ **Assign / View Salary** (ꯁꯦꯜ ꯄꯤꯕꯤꯌꯨ / ꯌꯦꯡꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

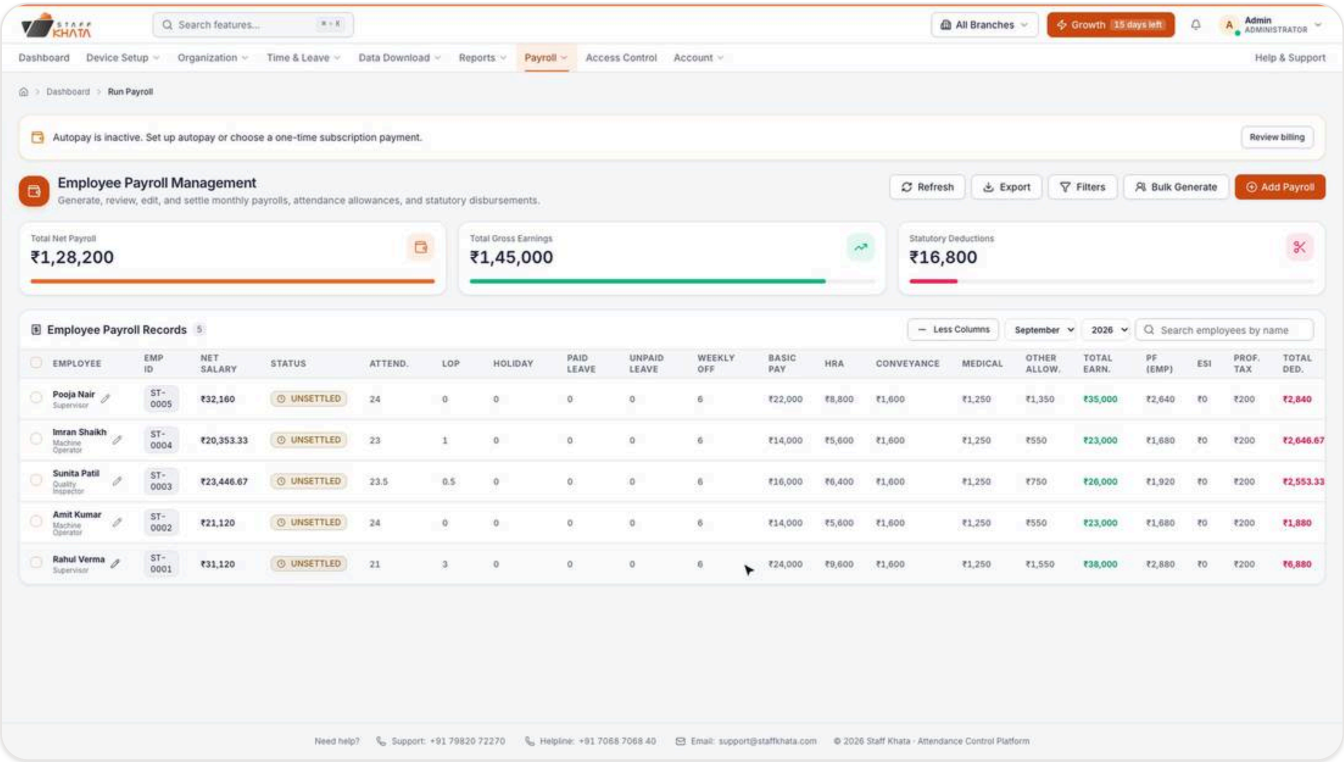
ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯄꯦꯔꯣꯜ ꯆꯠꯍꯟꯕ

1. **Payroll** (ꯄꯦꯔꯣꯜ) → **Run Payroll** (ꯄꯦꯔꯣꯜ ꯆꯠꯍꯟꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯌꯣꯝꯅ ꯑꯃꯥꯡꯒꯤ ꯍꯦꯛꯇꯥ ꯊꯥ ꯑꯃꯁꯨꯡ ꯆꯍꯤ ꯈꯅꯕꯤꯌꯨ꯫
3. **Bulk Generate** (ꯃꯤꯄꯨꯝ ꯈꯨꯗꯤꯡ ꯁꯦꯝꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, **Department** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ) ꯑꯗꯨ ꯈꯅꯕꯤꯌꯨ, ꯊꯥ ꯑꯃꯁꯨꯡ ꯆꯍꯤ ꯁꯦꯝꯗꯣꯛꯕꯤꯌꯨ, ꯃꯇꯨꯡꯗ **Generate Bulk Payroll** (ꯃꯤꯄꯨꯝ ꯈꯨꯗꯤꯡ ꯄꯦꯔꯣꯜ ꯁꯦꯝꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯈꯨꯗꯤꯡꯃꯛꯇꯃꯛ ꯍꯟꯗꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯃꯤꯑꯣꯏ ꯑꯃꯃꯝꯒꯤꯗꯃꯛ ꯍꯦꯟꯅ ꯁꯦꯝꯕꯗ, **Add Payroll** (ꯄꯦꯔꯣꯜ ꯍꯥꯄꯆꯤꯟꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯗꯨꯅ ꯊꯕꯛꯄꯥ ꯑꯗꯨ ꯈꯅꯕꯤꯌꯨ꯫

ꯍꯥꯖꯤꯔ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯀꯤ ꯃꯇꯨꯡꯗ ꯄꯤꯕ ꯊꯕꯛ ꯇꯧꯕ ꯅꯃꯤꯠꯂꯤꯕ, ꯍꯣꯟ ꯂꯩꯇꯕ ꯅꯃꯤꯠꯂꯤꯕ (LOP), ꯑꯍꯦꯅꯕ ꯅꯃꯤꯠ ꯇꯣꯉꯥꯟꯂꯤꯕ, ꯑꯇꯣꯞꯄꯂꯤꯕ ꯑꯗꯨꯒꯨꯝ ꯍꯦꯟꯅ ꯃꯤꯠ ꯌꯦꯡꯅꯕ ꯃꯇꯦꯛ **More Columns** (ꯍꯦꯟꯅ ꯀꯣꯂꯝꯁꯤꯡ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



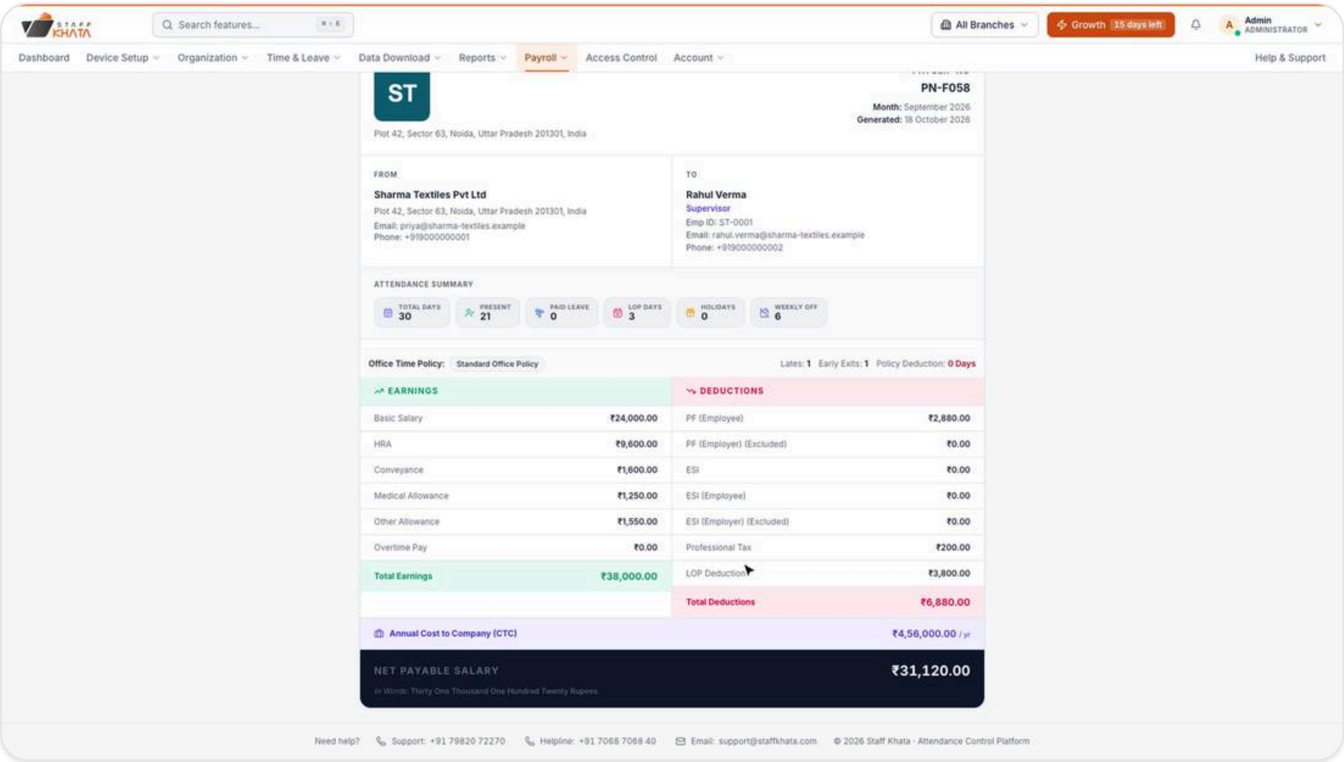
ꯁꯦꯇꯜꯃꯦꯟꯇ ꯄꯦꯔꯣꯜ ꯂꯣꯌꯅ ꯇꯧꯕ

- ꯃꯇꯤꯝ ꯄꯥ ꯍꯣꯡꯗꯣꯛꯄꯗꯥ, ꯑꯕꯛꯂꯕ ꯄꯦꯔꯣꯂꯒꯤ ꯁꯦꯃꯒꯠ ꯃꯥ ꯄꯣꯀꯄ ꯇꯧꯕꯤꯌꯨ꯫ **Edit Monthly Payroll** (ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯁꯦꯃꯒꯠ ꯄꯣꯀꯄ ꯇꯧꯕꯤꯌꯨ) ꯗ, ꯍꯣꯡꯗꯣꯛꯄꯤ ꯑꯃꯅꯕ **Save Draft** (ꯗ꯭ꯔꯥꯐꯇ ꯂꯣꯛ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯛꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯇ꯭ꯔꯒ ꯂꯣꯟ ꯁꯤꯟꯗꯕ ꯃꯇꯨꯡꯗ **Settle & Save** (ꯂꯣꯌꯅ ꯇꯧꯗꯨꯅ ꯂꯣꯛ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯛꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
- ꯂꯣꯅꯥꯏ ꯛꯌꯦ ꯂꯣꯟ ꯁꯤꯟꯗꯣ ꯍꯌꯅ ꯃꯤꯥꯄ ꯇꯧꯅꯕ, ꯃꯥꯂꯤꯝ ꯇꯤꯄ ꯇꯧꯗꯨꯅ **Settle Selected** (ꯈꯟꯅꯕꯂꯤꯝ ꯂꯣꯌꯅ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯛꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
- ꯑꯁꯤ ꯄꯗꯨ Excel ꯅꯠꯇ꯭ꯔꯒ PDF ꯄꯥꯈꯅ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯅꯕ **Export** (ꯄꯣꯄꯂꯁꯦꯞꯇ) ꯂꯤꯅꯤꯈꯅꯕꯤꯌꯨ꯫

ꯁꯦꯂꯦꯛꯁ ꯌꯣꯄꯕ ꯄꯦꯔꯣꯜ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯕ

ꯑꯕꯛꯂꯕ ꯄꯦꯔꯒꯤ ꯃꯗꯥ **Payslip** (ꯁꯦꯂꯦꯛꯁ) ꯗ ꯛꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯁꯦꯂꯦꯛꯁ ꯄꯗꯨꯅ ꯅꯍꯥꯛꯀꯤ ꯅꯥꯃꯥ, ꯄꯣꯇꯣꯈꯗꯣꯈꯂꯛꯀꯤ ꯂꯃꯆꯃꯤ, ꯛꯈꯅꯕ ꯂꯣꯟ, ꯛꯌꯦꯑꯃꯁꯂꯤꯝ, ꯃꯤꯍꯥꯕꯃꯂꯆꯈꯌ ꯅꯃꯕꯗꯤ ꯆꯍꯔ, ꯄꯦꯔꯣꯜ ꯌꯦꯍꯗ ꯍꯃꯕ ꯅꯌ ꯁꯣ ꯐꯌꯅꯤ꯫ ꯃꯂꯤꯅ ꯄꯥꯖꯤꯂꯛꯀꯤ ꯆꯌꯆꯒꯤ ꯁꯥꯅꯤꯂꯤ ꯛꯃꯆꯅ ꯂꯤꯅꯤꯈꯅꯤꯕꯒꯣ ꯍꯌꯕꯂꯨ ꯐꯌꯅꯤ: ꯅꯣꯌ ꯃꯤꯃꯄ, ꯆꯌꯆ ꯃꯃꯄꯗ ꯑꯥꯄꯁ ꯄꯦꯔꯣꯜ ꯁꯥꯅꯤꯂꯤꯒꯤ ꯛꯌꯑꯥꯛꯁ ꯅꯃꯕꯗꯤ꯫

ꯂꯣꯛ ꯇꯧꯕꯗ **Download PDF** (PDF ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯛꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯇ꯭ꯔꯒ **Print** (ꯁꯃꯤꯈꯌ)꯫ CTC ꯐꯌꯛꯗꯕꯃꯦ ꯍꯌꯕꯗꯨ ꯈꯅꯕꯗ **Show Annual CTC** (ꯆꯍꯤꯒꯤ CTC ꯐꯌꯁꯤꯜ) / **Hide Annual CTC** (ꯆꯍꯤꯒꯤ CTC ꯅꯌꯁꯤꯜ) ꯂꯤꯅꯤꯈꯅꯕꯤꯌꯨ꯫

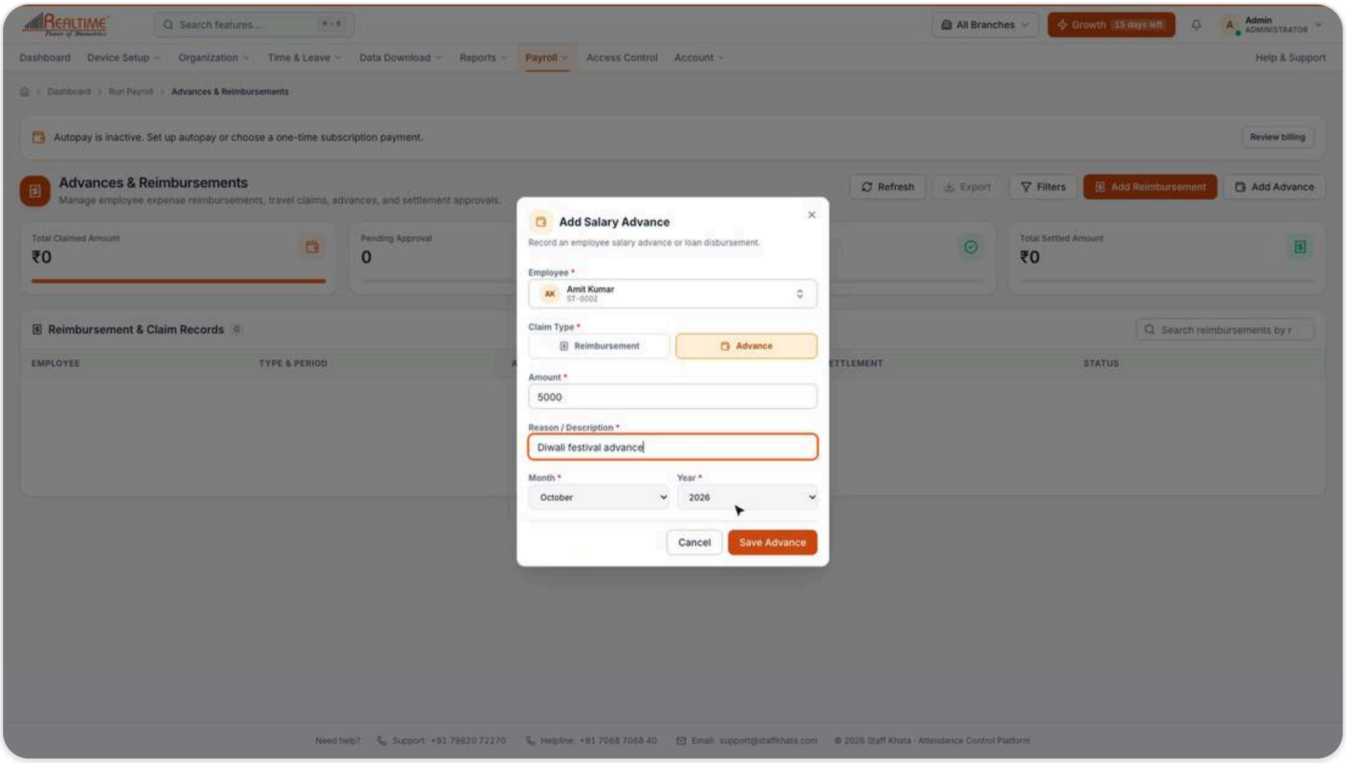


ꯇꯧꯔꯍꯦ ꯇꯩꯕ ꯊꯕꯛꯆꯨꯕꯁꯤꯡꯗꯦ ꯃꯍꯥꯛꯀꯤ ꯃꯈꯥꯒꯤ ꯄꯦꯁ꯭ꯂꯤꯞꯁꯤꯡ **My Payslips** (ꯑꯩꯒꯤ ꯄꯦꯁ꯭ꯂꯤꯞꯁꯤꯡ) ꯒꯤ ꯃꯈꯥꯗꯥ ꯎꯕ ꯐꯪꯒꯅꯤ꯫ ꯊꯕꯛꯆꯨꯕꯒꯤ ꯂꯣꯒ-ꯏꯟ ꯌꯥꯕꯤꯌꯨ꯫

ꯑꯦꯗꯚꯥꯟꯁ ꯑꯃꯁꯨꯡ ꯃꯦꯅꯦꯖꯃꯦꯟꯠ

ꯅꯧꯅꯥ ꯑꯦꯗꯚꯥꯟꯁ ꯑꯃ ꯍꯥꯞꯄ

1. **Payroll** (ꯄꯦꯔꯣꯜ) → **Add Advance** (ꯑꯦꯗꯚꯥꯟꯁ ꯍꯥꯄꯆꯤꯟꯕ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Employee** (ꯊꯕꯛꯆꯨꯕ) ꯈꯅꯕꯤꯌꯨ, **Amount** (ꯁꯦꯟꯒꯤ ꯃꯁꯤꯡ) ꯑꯃꯁꯨꯡ **Reason / Description** (ꯃꯔꯝ / ꯋꯥꯐꯝꯗꯥ) ꯍꯥꯞꯄꯤꯌꯨ, ꯑꯃꯁꯨꯡ **Month** (ꯊꯥ) ꯑꯃꯁꯨꯡ **Year** (ꯆꯍꯤ) ꯈꯅꯕꯤꯌꯨ꯫
3. **Save Advance** (ꯑꯦꯗꯚꯥꯟꯁ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯔꯤꯝꯕꯔꯁꯃꯦꯟꯇ ꯑꯗ ꯇꯧ

1. **Payroll** (ꯄꯦꯔꯣꯜ) → **Add Reimbursement** (ꯔꯤꯝꯕꯔꯁꯃꯦꯟꯇ ꯍꯥꯞꯆꯤꯟꯕ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯊꯕꯛꯁꯨꯕ ꯑꯃꯥ ꯈꯅꯕꯤꯌꯨ, ꯁꯦꯜꯒꯤ ꯆꯥꯡ, ꯊꯥ, ꯆꯍꯤ, ꯑꯃꯁꯨꯡ ꯃꯔꯝ ꯏꯕꯤꯌꯨ꯫
3. **Supporting Document / Bill** (ꯁꯄꯣꯔꯇꯤꯡ ꯗꯣꯀꯨꯃꯦꯟꯇ / ꯕꯤꯜ) ꯑꯗꯨ ꯑꯞꯂꯣꯗ ꯇꯧꯕꯤꯌꯨ (PDF, JPG, PNG ꯅꯠꯔꯒꯥ DOC, 2 MB ꯐꯥꯑꯣꯕ)꯫ ꯕꯤꯜ ꯑꯗ ꯍꯥꯌꯔꯕꯥ ꯑꯣꯏ꯫
4. **Submit Claim** (ꯀ꯭ꯂꯦꯝ ꯊꯥꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯑꯞꯔꯨꯕ ꯄꯤꯕ, ꯁꯦꯜ ꯇꯧꯕ ꯑꯃꯁꯨꯡ ꯁ꯭ꯂꯤꯞ ꯄ꯭ꯔꯤꯟꯇ ꯇꯧꯕ

ꯍꯦꯛꯇꯥ ꯑꯦꯗꯃꯤꯟ ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯒꯤ ꯊꯔꯀꯄꯁꯤꯡ ꯐꯣꯡꯗꯣꯛ ꯑꯦꯗꯚꯥꯟꯁ ꯑꯃꯁꯨꯡ ꯀ꯭ꯂꯦꯝ ꯈꯨꯗꯤꯡꯃꯛ ꯄꯨꯝꯅꯃꯛ **Payroll** (ꯄꯦꯔꯣꯜ) → **Advances & Reimbursements** (ꯑꯦꯗꯚꯥꯟꯁ ꯑꯃꯁꯨꯡ ꯔꯤꯝꯕꯔꯁꯃꯦꯟꯇ) ꯍꯤꯗꯥꯛꯇꯥ ꯎꯕꯥ ꯐꯪꯒꯅꯤ꯫ ꯃꯈꯥꯗ ꯑꯗ ꯍꯤꯗꯥꯛꯇꯨꯅ ꯃꯍꯥꯛ **Approve** (ꯑꯞꯔꯨꯕ ꯄꯤꯕꯤꯌꯨ) ꯅꯠꯔꯒꯥ **Reject** (ꯔꯤꯖꯦꯛꯇ) ꯇꯧꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗ ꯁꯦꯜ ꯄꯤꯔꯕ ꯃꯇꯨꯡꯗ **Settle Request** (ꯔꯤꯀꯨꯑꯦꯁ꯭ꯠ ꯁꯦꯜ ꯇꯧꯕꯤꯌꯨ)꯫ PDF ꯑꯣꯏꯅꯥ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯕ ꯌꯥꯕ ꯔꯤꯝꯕꯔꯁꯃꯦꯟꯇ ꯁ꯭ꯂꯤꯞ ꯑꯃꯒꯤꯗꯃꯛ **Generate Slip** (ꯁ꯭ꯂꯤꯞ ꯁꯦꯝꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

Weekly Pay Process (ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯁꯦꯜ ꯄꯤꯕꯒꯤ ꯊꯧꯑꯣꯡ)

ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡ ꯁꯦꯟ ꯄꯤꯕ ꯁ꯭ꯇꯥꯐꯁꯤꯡꯒꯤꯗꯃꯛ, ꯁꯦꯇꯤꯡ ꯁ꯭ꯀ꯭ꯔꯤꯟꯗꯥ ꯃꯐꯝꯒꯤ **Payroll Cycle** (ꯄꯦꯔꯣꯜ ꯁꯥꯏꯀꯜ) ꯑꯃꯁꯨꯡ **Weekly Cycle** (ꯍꯞꯇꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯁꯥꯏꯀꯜ) ꯑꯣꯏꯅ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯇꯨꯡꯗ ꯑꯃꯨꯛꯀꯤ ꯅꯨꯃꯤꯠ ꯈꯗꯤꯛ ꯑꯃꯤꯗ ꯄꯥꯅ꯫

1. **Payroll** (ꯄꯦꯔꯣꯜ) → **Weekly Pay Process** ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯍꯞꯇꯥ ꯑꯗꯨ ꯈꯜꯂꯕꯤꯌꯨ꯫
3. ꯃꯇꯨꯡꯗ ꯑꯍꯥꯛꯀꯤꯗꯃꯛ **Generate Weekly** (ꯍꯞꯇꯥꯒꯤ ꯁꯦꯃꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯇ꯭ꯔꯒ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯄ꯭ꯔꯖꯤꯛꯠꯀꯤꯗꯃꯛ **Bulk Department** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯄ꯭ꯔꯖꯤꯛꯠ) → **Run Bulk Process** (ꯀꯔꯤꯝ ꯀ꯭ꯔꯤꯊꯤ ꯂꯤꯊꯣꯛꯕꯤꯌꯨ)꯫
4. **PDF** ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯔꯒ, ꯀꯅꯕ **Print** (ꯄ꯭ꯔꯤꯟꯇ) ꯇꯧꯔꯒ ꯅꯠꯇ꯭ꯔꯒ ꯃꯇꯨꯡꯗ ꯑꯃꯁꯨꯡ **Send Email** (ꯊꯥꯖꯕ ꯃꯄꯤꯌꯨ) ꯇꯧꯔꯒ **Weekly Payslip** (ꯍꯞꯇꯥꯒꯤ ꯄꯦꯁ꯭ꯂꯤꯞ) ꯑꯀ ꯍꯥꯃꯗꯣꯛꯄꯤꯌꯨ꯫
5. ꯁꯦꯟ ꯄꯤꯔꯕ ꯔꯣꯁꯤꯡ ꯇꯤꯛ ꯇꯧꯗꯨꯅ **Settle Selected** (ꯈꯜꯂꯕꯁꯤꯡ ꯁꯦꯇꯟ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

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ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯔꯤꯄꯣꯔꯠ ꯑꯃꯁꯨꯡ ꯁꯔꯀꯥꯔꯒꯤ ꯔꯦꯖꯤꯁ꯭ꯇꯔꯁꯤꯡ

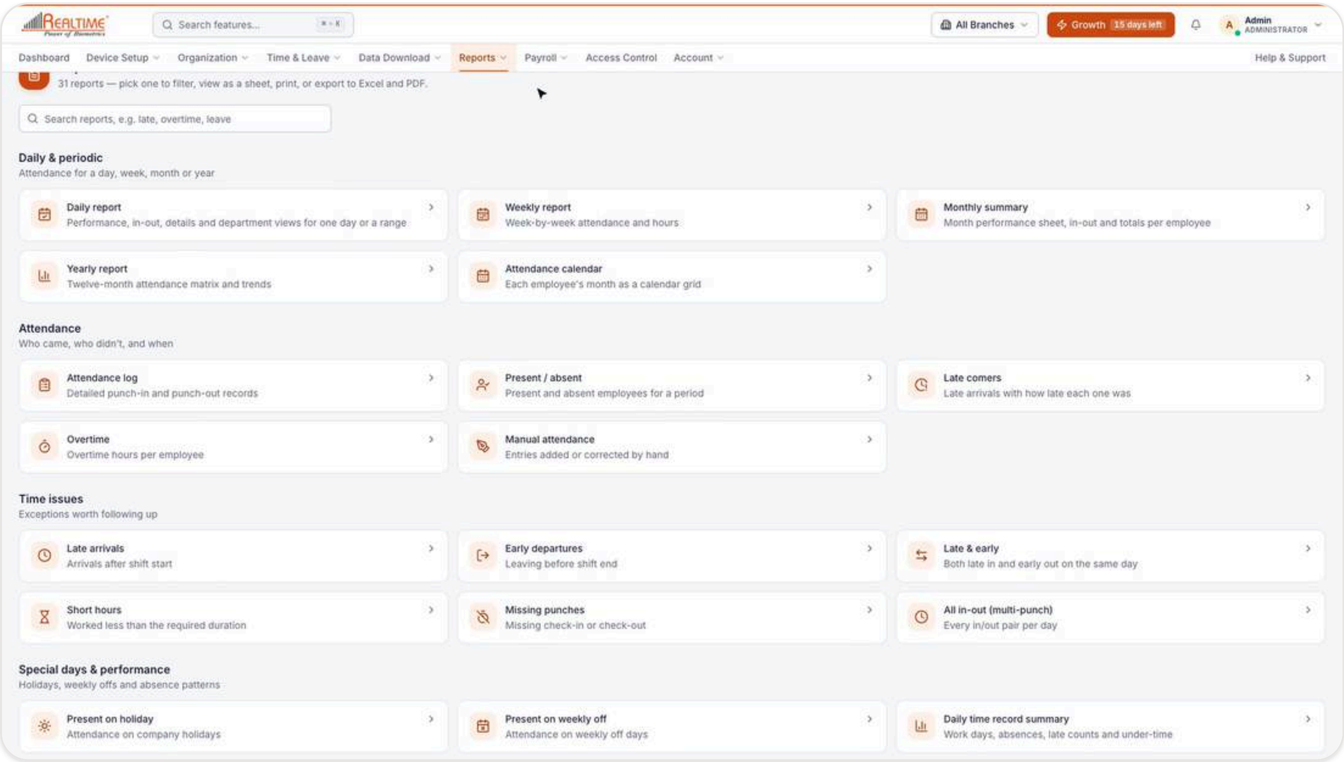
ꯄ꯭ꯂꯥꯟ: ꯄ꯭ꯂꯥꯟ ꯄꯨꯝꯅꯃꯛ

Staff Khata ꯗꯥ ꯍꯧꯖꯤꯛꯀꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯀꯤ ꯇꯥꯔꯛꯄ ꯑꯣꯏꯕ ꯃꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯇꯧꯕꯒꯤ ꯔꯤꯄꯣꯔꯠ ꯁꯣꯏꯗꯅ ꯂꯩ꯫ ꯔꯤꯄꯣꯔꯠ ꯁꯦꯃꯒꯠꯂꯕ ꯃꯇꯨꯡꯗ ꯑꯣꯏꯕ, ꯄ꯭ꯔꯤꯟꯠ ꯇꯧꯕ ꯃꯇꯝ ꯌꯥꯕ ꯑꯃꯁꯨꯡ ꯑꯣꯏꯅ ꯍꯦꯛꯇꯕ, ꯑꯃꯁꯨꯡ ꯑꯦꯛꯁꯄꯣꯔꯠ ꯇꯧꯕ ꯌꯥꯏ꯫

> **ꯄ꯭ꯂꯥꯟ ꯃꯇꯧ ꯑꯣꯏ:** Daily ꯔꯤꯄꯣꯔꯠ ꯑꯃꯗꯤ ꯄ꯭ꯂꯥꯟ ꯄꯨꯝꯅꯃꯛꯇ ꯐꯪꯏ ꯑꯣꯏ꯫ Weekly, Monthly ꯑꯃꯁꯨꯡ Yearly ꯔꯤꯄꯣꯔꯠꯁꯤꯡ, Attendance Calendar, AI Analysis ꯑꯃꯁꯨꯡ ꯑꯣꯏꯕ ꯑꯣꯏꯕ ꯔꯤꯄꯣꯔꯠꯁꯤꯡꯗꯥ ꯑꯦꯗꯚꯥꯟꯁ ꯔꯤꯄꯣꯔꯠ ꯍꯦꯟꯕ ꯃꯦꯜ ꯄꯥꯏꯕ ꯄ꯭ꯂꯥꯟ ꯑꯃ ꯃꯇꯧ ꯑꯣꯏ꯫ Government Reports ꯗꯥ ꯄꯦꯔꯣꯜ ꯂꯩꯕꯥ ꯃꯇꯧ ꯑꯣꯏ꯫ ꯑꯍꯦꯅꯕ ꯄ꯭ꯂꯥꯟꯁꯤꯡꯒꯤꯗꯃꯛ **Billing & Plan** (ꯕꯤꯜꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯄ꯭ꯂꯥꯟ) ꯌꯦꯡꯕꯤꯌꯨ꯫

ꯔꯤꯄꯣꯔꯠ ꯑꯃ ꯎꯤꯕ

1. **Reports** (ꯔꯤꯄꯣꯔꯠꯁꯤꯡ) → **All reports** (ꯔꯤꯄꯣꯔꯠ ꯄꯨꯝꯅꯃꯛ) ꯗꯥ ꯆꯅꯤꯡ ꯑꯣꯕꯤꯌꯨ꯫ ꯔꯤꯄꯣꯔꯠꯁꯤꯡ ꯑꯁꯤ ꯂꯃꯥꯏꯗ ꯍꯦꯟꯕ ꯄꯥꯝꯕꯩ ꯃꯑꯣꯡ ꯍꯟꯗꯗ ꯃꯤꯈꯨꯠ ꯃꯤꯈꯨꯠ ꯑꯣꯏꯔꯤ: ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯃꯁꯨꯡ ꯃꯑꯣꯝ ꯃꯑꯣꯃꯀꯤ, ꯑꯦꯇꯦꯟꯗꯦꯟꯁ, ꯃꯑꯣꯃꯀꯤ ꯑꯍꯤꯕꯁꯤꯡ, ꯑꯍꯟꯕꯗ ꯅꯨꯃꯤꯠꯁꯤꯡ, ꯑꯤꯃꯁꯤꯡ, ꯍꯨꯠꯑꯣꯏ, ꯗꯤꯌꯥꯍꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯍꯟꯕ ꯆꯥꯡꯄꯥ꯫
2. ꯂꯤꯁ꯭ꯠ ꯑꯃꯨ ꯌꯦꯡꯂꯦ ꯇꯣꯗꯇꯣꯗꯕ ꯁꯔꯨꯛ ꯕꯥꯁꯤꯕ ꯑꯍꯟꯄ ꯑꯣꯕꯤꯌꯨ꯫ ꯍꯨꯗꯝ ꯑꯣꯏꯅ, ꯂꯦꯠ ꯂꯩꯀꯄꯒꯤ ꯃꯑꯣꯕꯗ ꯔꯤꯄꯣꯔꯠ ꯍꯨꯗꯤꯕꯃꯥ ꯃꯂꯕ **late** ꯑꯍꯟꯄ ꯑꯣꯕꯤꯌꯨ꯫

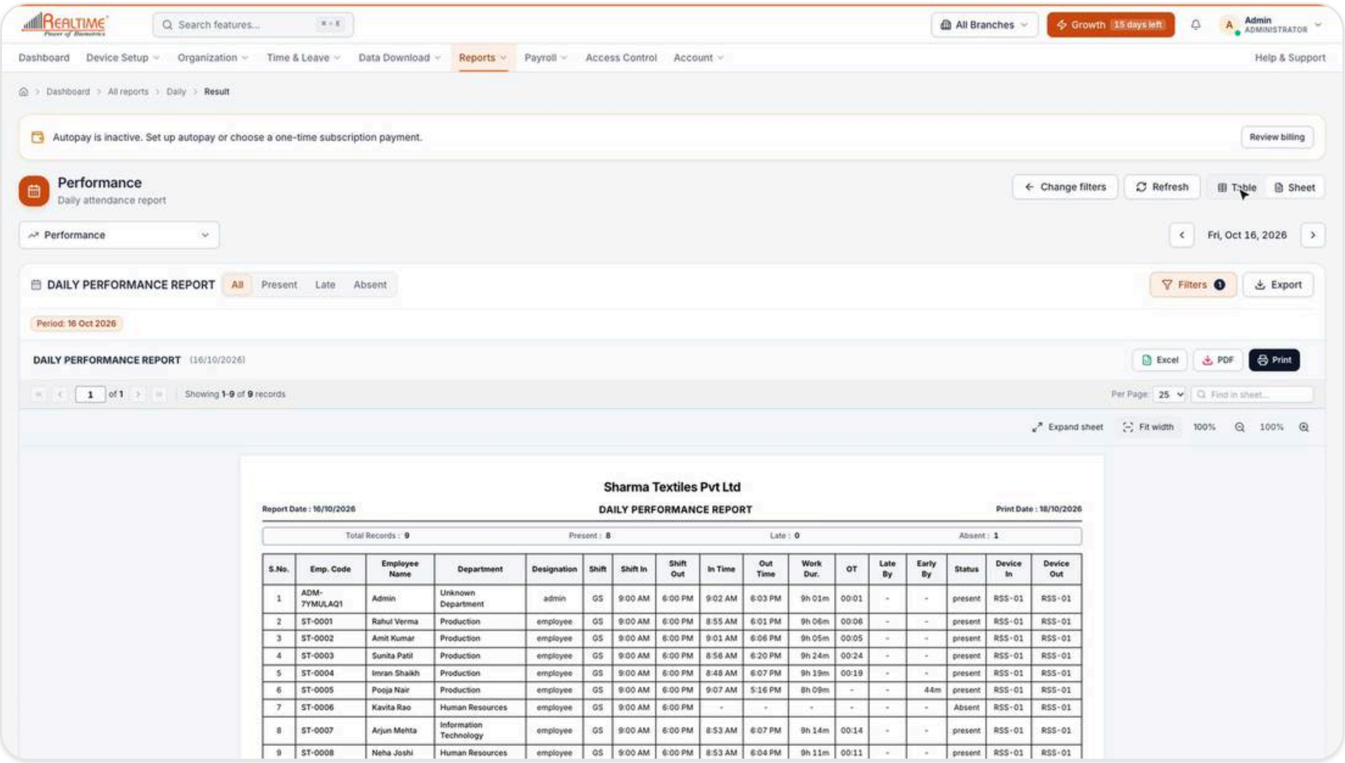


ꯗꯦꯂꯤ ꯑꯇꯦꯟꯗꯦꯟꯁ ꯔꯤꯄꯣꯔꯠ

1. **Reports** (ꯔꯤꯄꯣꯔꯠꯁꯤꯡ) → **Daily** (ꯗꯦꯂꯤ ꯑꯇꯦꯟꯗꯦꯟꯁ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯔꯤꯄꯣꯔꯠꯇꯥ ꯃꯈꯥ ꯆꯥ (ꯑꯃꯗꯤ ꯆꯦꯟꯁꯤ **Performance** (ꯄꯔꯐꯣꯃꯦꯟꯁ), **Late Arrival** (ꯂꯦꯠ ꯑꯔꯥꯏꯚꯜ), **Absent** (ꯑꯦꯕꯁꯦꯟꯠ) ꯑꯃꯁꯨꯡ **Missing Punch** (ꯃꯤꯁꯤꯡ ꯄꯟꯆ)), ꯁꯤꯡ, ꯆꯠꯄꯒꯤ ꯑꯣꯏꯅ ꯍꯦꯟꯗꯣꯛꯂꯛꯄ ꯍꯦꯛꯇꯤꯌꯨ: ꯇꯥꯏꯃꯂꯥꯏꯟꯁꯤꯡ, ꯀꯥꯡꯂꯣꯠꯁꯤꯡ, ꯀꯤꯊꯥꯡꯂꯣꯟꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯊꯨꯡꯕꯒꯤ ꯆꯠꯅꯕꯤ꯫
3. **View Report** (ꯔꯤꯄꯣꯔꯠ ꯎꯨꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯈꯟꯗꯥ:

- ꯗꯦꯂꯤ ꯆꯠꯄ ꯃꯁꯤꯡꯗꯥ ꯑꯃꯁꯨꯡ ꯃꯃꯤꯡꯗꯥ ꯌꯥꯑꯣꯕꯥ ꯁꯤꯡꯒꯤ ꯃꯑꯣꯡꯁꯤ ꯑꯣꯏꯅ ꯆꯪꯁꯤꯡ ꯂꯤꯈꯤꯁꯤꯟꯕꯤꯌꯨ꯫
- ꯈꯤꯟꯁꯤꯡ ꯁꯦꯃꯒꯗꯕꯥ **All** (ꯄꯨꯝꯅꯃꯛ), **Present** (ꯂꯩꯔꯤꯕ), **Late** (ꯂꯦꯠ) ꯑꯃꯁꯨꯡ **Absent** (ꯂꯩꯇꯗꯕ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
- ꯑꯣꯏꯕꯗꯥ ꯀꯌꯥꯕꯨꯑꯣꯏꯗꯥ ꯃꯤꯡ, ꯁꯤꯡ, ꯆꯠꯄꯒꯤ ꯊꯧꯑꯣꯡꯒꯤ ꯑꯇꯦꯟꯗꯦꯟꯁꯇꯥ ꯂꯩꯔꯕ ꯃꯁꯤꯡ, ꯊꯣꯛꯄ ꯃꯁꯤꯡ ꯆꯠꯄꯒꯤ ꯊꯧꯑꯣ ꯁꯦꯝꯕꯥ ꯄꯨꯝꯕ ꯂꯩꯕ ꯄꯔꯤꯈꯦꯜ ꯁꯦꯃꯒꯗꯕ ꯑꯣꯡ ꯑꯦꯝꯕ ꯂꯩꯅꯥꯏꯗꯅ ꯆꯠꯂꯛꯀꯅꯤ **Sheet** (ꯁꯤꯠ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯅꯠꯠꯔꯒꯗꯕ **Table** (ꯇꯦꯕꯜ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
- ꯅꯠꯠꯔꯒꯗꯕꯦ ꯃꯊꯨꯡꯗꯥ ꯆꯌꯦꯡ ꯊꯥꯕꯗꯥ ꯑꯣꯏꯕ ꯀꯦꯟꯄꯦ-ꯗꯦꯂꯤꯁꯀꯤ ꯔꯤꯄꯣꯔꯠꯇꯥ ꯃꯈꯥ ꯅꯦꯡꯗꯦꯟꯄꯤꯌꯨ꯫



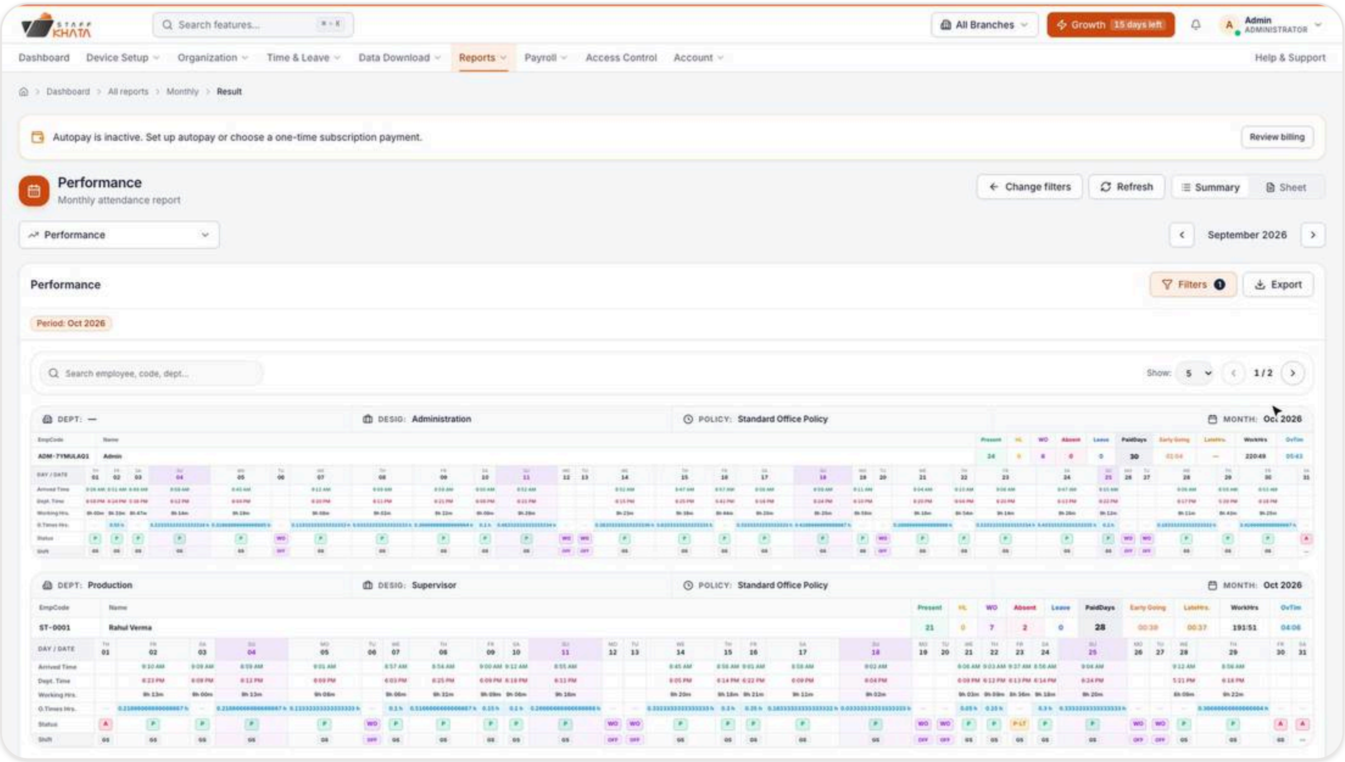
ꯍꯞꯇꯥ, ꯊꯥ ꯑꯃꯁꯨꯡ ꯆꯍꯤꯒꯤ ꯔꯤꯄꯣꯔꯇꯁꯤꯡ

ꯃꯍꯦꯔꯂꯣꯏꯕ ꯑꯂꯣꯏ ꯃꯑꯣꯡ ꯑꯃꯥꯌꯥꯛꯅ ꯊꯕꯛ ꯌꯥꯍ: ꯃꯇꯝ ꯈꯅꯕꯤꯌꯨ, ꯃꯇꯦꯡ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯈꯅꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯐꯤꯜꯇꯔ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

1. **Reports** (ꯔꯤꯄꯣꯔꯇꯁꯤꯡ) → **Monthly** (ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ) ꯗ <u>ꯀ꯭ꯂꯤꯛ</u> ꯇꯧꯕꯤꯌꯨ꯫
2. ꯊꯥ ꯈꯅꯕꯤꯌꯨ, ꯃꯇꯦꯡ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯈꯅꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ **Apply Filter** (ꯐꯤꯜꯇꯔ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ) ꯗ <u>ꯀ꯭ꯂꯤꯛ</u> ꯇꯧꯕꯤꯌꯨ꯫
3. ꯃꯊꯛꯇ ꯄꯤꯕ <u>ꯗ꯭ꯔꯣ</u>ꯞ-ꯗꯥꯎꯅꯗꯒꯤ ꯔꯤꯄꯣꯔꯇ ꯍꯣꯡꯗꯣꯛꯀꯗꯦ꯫ ꯈꯦꯟꯅꯕ ꯈꯔꯗꯤ:

ꯔꯤꯄꯣꯔꯇ	ꯃꯁꯤꯗ ꯌꯥꯑꯣꯔꯤꯕꯁꯤꯡ
Performance (ꯄꯔꯐꯣꯔꯃꯦꯟꯁ)	ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯆꯪꯁꯤꯟ ꯂꯥꯛꯄ, ꯍꯟꯗꯣꯛꯄ, ꯍꯀꯆꯥꯡꯒꯤ ꯂꯥꯛꯄ ꯃꯇꯝ, ꯂꯧꯊꯣꯛ, ꯆꯪꯁꯤꯟ ꯑꯣꯏꯕ ꯀꯥꯡꯂꯨ ꯑꯃꯁꯨꯡ ꯑꯣꯇꯤ ꯄꯨꯟꯕ ꯂꯥꯛꯄꯒꯤ, ꯂꯥꯛꯄ ꯑꯃꯃꯃꯀ꯫
Attendance With Status (<u>ꯍꯥꯖꯤ</u>ꯔꯤ ꯁ꯭ꯇꯦꯇꯁꯀꯥ ꯂꯣꯌꯅꯅ)	ꯃꯤ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯊꯥ, ꯂꯥꯛꯄ ꯈꯨꯗꯤꯡꯗ <u>ꯍꯥꯖꯤ</u>ꯔ ꯑꯃ꯫
Muster Book (ꯃ<u>ꯁ꯭ꯇ</u>ꯔ ꯕꯨꯛ)	ꯑꯣꯐꯤꯁꯤꯌꯜ ꯐꯣꯔꯃꯦꯠꯇ ꯍꯥꯖꯤꯔ ꯁ꯭ꯇꯦꯇꯁ ꯔꯦꯖꯤ<u>ꯁ꯭ꯇ</u>ꯔ ꯑꯃ꯫
OT Summary (OT ꯍꯣꯃꯃꯔꯤ)	ꯊꯥ ꯑꯗꯨꯒꯤ ꯑꯣꯚꯔꯇꯥꯏꯃꯒꯤ ꯄꯨꯡꯁꯤꯡ꯫

ꯔꯤꯄꯣꯔꯇ	ꯃꯁꯤꯅ ꯀꯔꯤ ꯎꯠꯂꯤꯕꯒꯦ
Leave Details (ꯆꯨꯠꯄꯤꯒꯤ ꯃꯄꯥꯜ)	ꯃ ꯑꯀꯨꯁꯦ ꯇꯧꯔꯤꯕ ꯆꯨꯠꯄꯤ꯫



Attendance Calendar (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯀꯦꯂꯦꯟꯗꯔ)

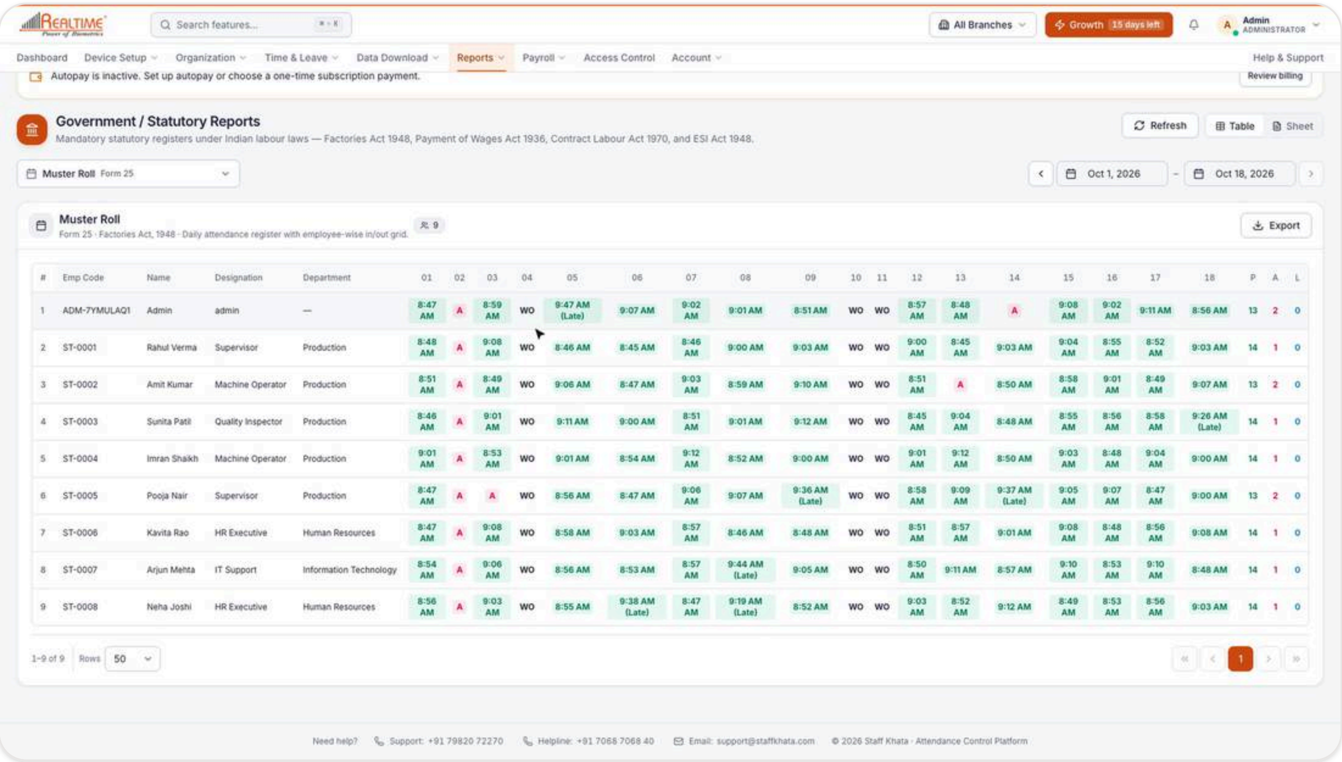
ꯃ ꯑꯗꯨ ꯀꯦꯂꯦꯟꯗꯔ ꯑꯃ ꯑꯣꯏꯅ ꯎꯠꯂꯤ Reports (ꯔꯤꯄꯣꯔꯇꯁꯤꯡ) → **Attendance Calendar** ꯗꯥ ꯆꯠꯂꯨ꯫ **Cards** (ꯀꯥꯔꯗꯁꯤꯡ), **Matrix** (ꯃꯦꯠꯔꯤꯛꯁ) ꯑꯃꯁꯨꯡ **Sheet** (ꯁꯤꯠ) ꯒꯤ ꯃꯑꯣꯡꯁꯤꯡꯗꯥ ꯎꯠꯄꯥ ꯌꯥꯏ, ꯑꯃꯁꯨꯡ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯅꯠꯔꯒꯥ ꯃꯇꯦꯡꯕꯥ ꯂꯝꯗꯝ ꯃꯅꯨꯡ ꯍꯟꯗꯛ ꯈꯪꯅꯕꯥ ꯌꯥꯏ꯫ ꯃꯁꯤꯅ ꯀꯅ ꯂꯩꯔꯤꯕꯥ, ꯂꯦꯠꯀꯤ ꯍꯧꯕꯥ ꯅꯠꯔꯒꯥ ꯆꯨꯠꯄꯤ ꯂꯧꯈꯤꯕꯥ ꯑꯗꯨ ꯎꯠꯂꯤ꯫

Government Reports (ꯁꯔꯀꯥꯔꯒꯤ ꯔꯤꯄꯣꯔꯇꯁꯤꯡ)

1. **Reports** (ꯔꯤꯄꯣꯔꯇꯁꯤꯡ) → **Government Reports** ꯗꯥ ꯀꯅꯤꯡ ꯆꯠꯂꯨ꯫
2. ꯃꯊꯪꯗ ꯇꯧꯕ ꯐꯣꯔꯃ ꯈꯅꯒꯠꯂꯨ꯫ ꯄꯦꯔꯤꯑꯗ ꯍꯥꯏꯕꯃꯥ ꯃꯔꯝ ꯑꯃꯁꯨꯡ ꯍꯥꯏꯃꯥ ꯑꯃꯁꯨꯡ ꯑꯁꯤꯡꯁꯤꯡ꯫
3. ꯇꯤꯔꯝ ꯑꯃꯗꯤ ꯄꯦꯔꯤꯑꯗ ꯑꯃ ꯍꯥꯏꯕꯤꯌꯨ꯫

ꯔꯦꯖꯤꯁ꯭ꯇꯔ	ꯐꯣꯔꯝ	ꯑꯦꯛꯠ
Muster Roll (ꯃꯁ꯭ꯇꯔ ꯔꯣꯜ)	Form 25	Factories Act, 1948
Register of Adult Workers (ꯑꯍꯜ ꯊꯕꯛꯇꯧꯕꯁꯤꯡꯒꯤ ꯔꯦꯖꯤꯁ꯭ꯇꯔ)	Form B	Factories Act, 1948
Leave with Wages Register (ꯂꯦꯜ ꯀꯥꯟꯕ ꯈꯨꯗꯣꯡꯒꯤ ꯔꯦꯖꯤꯁ꯭ꯇꯔ)	Form D	Factories Act, 1948
Register of Wages (ꯂꯦꯆꯒꯤ ꯔꯦꯖꯤꯁ꯭ꯇꯔ)	Form I	Payment of Wages Act, 1936
Register of Workmen (ꯊꯕꯛꯇꯧꯕꯁꯤꯡꯒꯤ ꯔꯦꯖꯤꯁ꯭ꯇꯔ)	Form XIII	Contract Labour Act, 1970
ESI Register (ESI ꯔꯦꯖꯤꯁ꯭ꯇꯔ)	Form 6	ESI Act, 1948

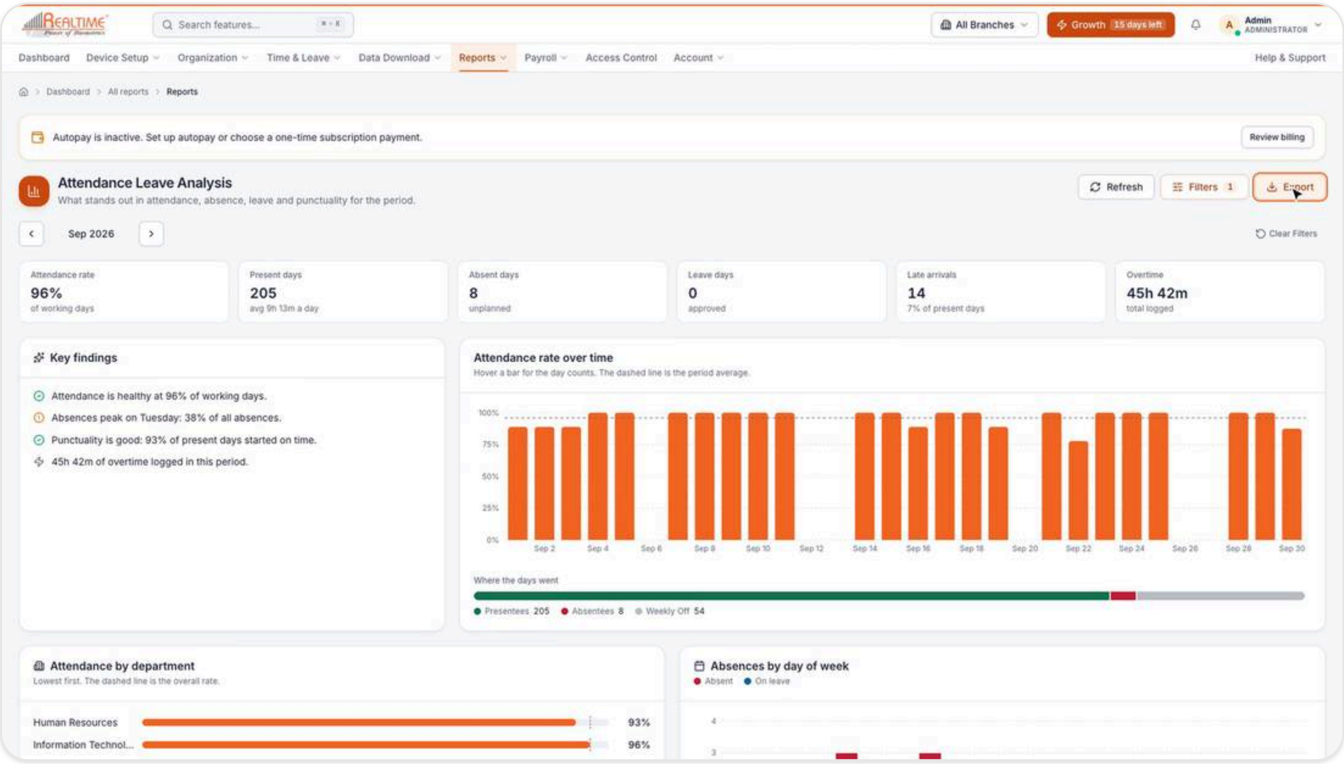
Muster Roll ꯗꯤ ꯃꯁꯤꯡ ꯑꯃꯨꯛꯇꯤ ꯅꯃꯤꯠ ꯈꯨꯗꯤꯡꯃꯛꯇꯒꯤ ꯗꯤꯔꯛꯇ ꯃꯁꯤꯡ, ꯗꯤꯔꯛꯇ, ꯈꯨꯗꯣꯡꯒꯤ ꯑꯃꯨꯕ ꯍꯥꯖꯤꯔꯒꯤ ꯅꯃꯤꯠ ꯗꯥꯏꯔꯛꯇꯔꯤ ꯑꯣꯏꯔꯤ꯫



AI Analysis (AI ꯑꯦꯅꯦꯂꯥꯏꯁꯤꯁ)

ꯃꯁꯤꯡ ꯑꯃꯨꯛꯇꯤ ꯁꯦꯝꯕ ꯃꯔꯥꯡ ꯂꯥꯏꯗꯤ ꯈꯕ ꯗꯦꯕꯥꯡ ꯍꯔꯕꯗꯨ ꯈꯗꯤꯕ **Reports** (ꯔꯤꯄꯣꯔꯇꯁꯤꯡ) → **AI Analysis** ꯗꯤ ꯁꯗꯤꯡ ꯌꯥꯕꯤꯔꯨ: ꯗꯍꯥꯡꯁꯝ ꯑꯌꯥꯏꯅꯥꯏꯅ ꯔꯣꯛ, ꯗꯤꯁꯀ ꯑꯃꯨꯕ ꯗꯤꯡꯌꯕ ꯅꯃꯤꯠꯇꯤꯡ, ꯗꯣꯛ ꯗꯤꯁꯀꯇꯤꯡ

ꯑꯃꯁꯨꯡ ꯑꯣꯚꯔꯇꯥꯏꯝ꯫ ꯃꯈꯥꯗꯥ ꯃꯍꯩꯁꯤꯡ ꯂꯧꯕ ꯂꯣꯏꯅꯕ ꯅꯥꯏꯕ **Key findings** (ꯃꯔꯨꯑꯣꯏꯕ ꯐꯪꯂꯀꯄꯁꯤꯡ), ꯅꯨꯃꯤꯠ ꯑꯃꯃꯃꯗꯒꯤ ꯌꯦꯡꯕ, **Attendance by department** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯠ ꯃꯇꯨꯡ ꯏꯟꯅ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ) ꯑꯃꯁꯨꯡ **Absences by day of week** (ꯍꯞꯇꯥꯒꯤ ꯅꯨꯃꯤꯠ ꯃꯇꯨꯡ ꯏꯟꯅ ꯂꯩꯗꯔꯕ) ꯂꯩ꯫



ꯈꯪꯖꯤꯅꯒꯗꯕ: AI Analysis ꯗꯤ ꯒ꯭ꯔꯣꯊ ꯄ꯭ꯂꯥꯅꯗꯤ ꯌꯥꯎꯔꯤꯕ ꯐꯤꯆꯔ ꯑꯃꯅꯤ꯫

ꯑꯇꯣꯞꯄ ꯔꯤꯄꯣꯔꯠꯁꯤꯡ

All reports (ꯔꯤꯄꯣꯔꯠ ꯄꯨꯝꯅꯃꯛ) ꯗꯥ ꯃꯁꯤꯒꯤ ꯃꯊꯛꯇꯥ ꯄꯤꯔꯤꯕꯁꯤꯡꯁꯨ ꯌꯥꯎꯔꯤ ꯍꯥꯏ:

- ꯍꯥꯏꯕ ꯔꯣꯂꯒꯤ ꯑꯍꯥꯅꯕ **Late comers** (ꯂꯣꯏ ꯂꯩꯔꯛꯄꯁꯤꯡ) ꯑꯃꯁꯨꯡ **Present / absent** (ꯂꯩꯔꯝ / ꯂꯩꯗꯔꯕ)꯫
- **Overtime** (ꯑꯣꯚꯔꯇꯥꯏꯝ) (ꯒ꯭ꯔꯣꯊ ꯄ꯭ꯂꯥꯅꯗꯤ ꯑꯣꯚꯔꯇꯥꯏꯝ ꯌꯥꯎꯔꯤ)꯫
- ꯈꯨꯠꯅ ꯍꯥꯞꯆꯤꯜꯂꯕ ꯄꯟꯆꯁꯤꯡ ꯌꯥꯎꯅꯕ **Manual attendance** (ꯃꯦꯅꯨꯌꯦꯜ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ)꯫
- **Leave report** (ꯁꯨꯡꯒꯤ ꯔꯤꯄꯣꯔꯠ), **Device punches** (ꯗꯤꯚꯥꯏꯁꯀꯤ ꯄꯟꯆꯁꯤꯡ) ꯑꯃꯁꯨꯡ **Easy access** (ꯂꯥꯏꯅ ꯍꯥꯏꯗꯣꯛꯄ)꯫

ꯑꯣꯇꯣꯃꯦꯁꯟ, ꯄꯔꯤꯌꯦꯟ ꯑꯃꯁꯨꯡ ꯁꯦꯌꯔ ꯇꯧꯕ

ꯄꯤꯍꯦꯄꯠ ꯑꯃꯇꯧꯑꯇꯣꯅꯦ **Export** (ꯑꯧꯑꯁꯍꯦꯄꯠ) ꯅꯦ ꯑꯅꯤꯑ ꯇꯣꯅꯨꯅꯦ **Excel (.xlsx)**, **PDF (.pdf)** ꯅꯠꯄꯑꯦ **Sheet view / Print** (ꯁꯤꯠ ꯒꯤꯐ / ꯍꯄꯤꯋꯠ) ꯔꯋꯕꯤꯌꯨ꯫ Sheet ꯒꯤꯐꯅꯦ, ꯁꯤꯠ ꯑꯂꯨꯍꯤ ꯃꯗꯑꯇꯦ ꯅꯕ **Excel**, **PDF** ꯑꯃꯁꯨꯡ **Print** ꯕꯇꯣꯅꯁꯤꯡ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

13

WhatsApp ꯑꯦꯂꯔꯠ ꯑꯃꯁꯨꯡ ꯀꯟꯐꯤꯒ꯭ꯔꯦꯁꯟꯁꯤꯡ

ꯄ꯭ꯂꯦꯟ: ꯄ꯭ꯂꯦꯟ ꯄ꯭ꯔꯣꯐꯦꯁꯅꯜ

ꯑꯣꯄ ꯍꯥꯏꯕꯥꯃꯆꯥ ꯑꯦꯂꯔꯠ ꯀꯌꯥ ꯐꯪꯕꯤꯌꯨ꯫ Staff Khata ꯅꯥ ꯅꯍꯥꯛꯀꯤ WhatsApp ꯗꯥ ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯃꯦꯁꯦꯖꯁꯤꯡ ꯊꯥꯔꯤ, ꯅꯍꯥꯛꯀꯤ ꯍꯤꯁꯥꯕꯀꯤ WhatsApp ꯅꯝꯕꯔ ꯅꯠꯇꯥ SMS ꯑꯦꯗꯃꯤꯅꯤꯁ꯭ꯠꯔꯦꯇꯔꯁꯤꯡꯗꯥ ꯑꯦꯂꯔꯠ ꯊꯥꯔꯤ, ꯑꯃꯁꯨꯡ ꯑꯦꯛꯁꯄꯣꯔꯠ ꯃꯦꯟꯇꯦꯅꯦꯟꯁꯇꯥ ꯊꯥꯗꯣꯛꯂꯤ꯫

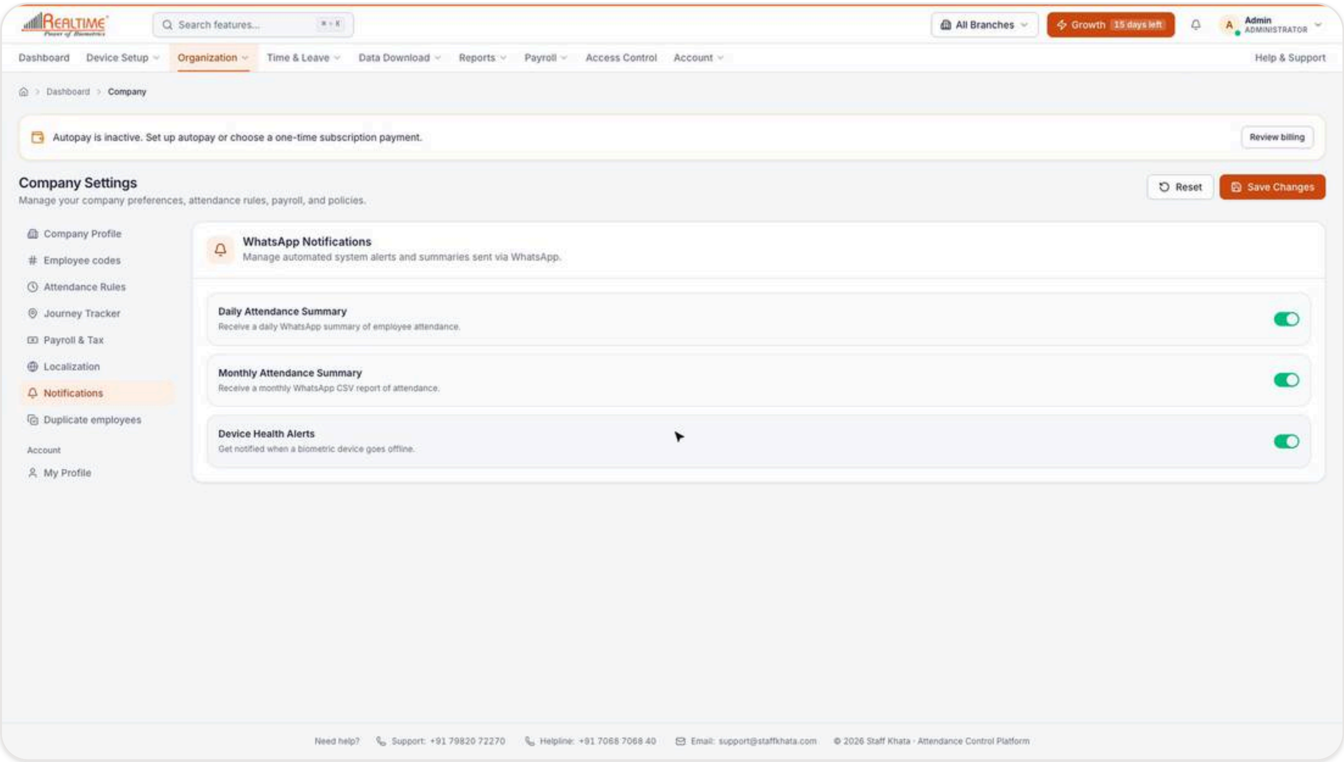
ꯅꯍꯥꯛꯀꯤ WhatsApp ꯃꯦꯁꯦꯖꯁꯤꯡ ꯁꯦꯠꯄ

ꯍꯣꯃꯣꯂꯁꯤꯡ ꯑꯃꯤ Staff Khata ꯅꯥꯀꯤ ꯍꯥꯌꯕꯀꯤ ꯅꯦꯠꯋꯥꯔꯀꯗꯥ ꯂꯩꯔꯤ꯫ ꯍꯧꯖꯤꯛꯁꯤꯡ ꯑꯦꯗ ꯌꯥꯎꯅꯕꯀꯤ ꯄꯣꯔꯇꯜ ꯃꯣꯟ ꯌꯥꯀꯅꯕ ꯀꯦꯝꯄꯤꯡ ꯆꯌꯣ꯫

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Company** (ꯀꯝꯄꯦꯅꯤ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯍꯥꯛꯀꯤ ꯍꯧꯖꯤꯛꯗꯥ **Notifications** (ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟꯁꯤꯡ) ꯇꯦꯕ ꯄꯤꯗꯅꯕꯀꯣꯟꯕꯤꯌꯨ꯫
2. **WhatsApp Notifications** (WhatsApp ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟꯁꯤꯡ) ꯃꯤ ꯍꯥꯌꯅꯥ, ꯅꯍꯥꯛꯀꯤ ꯄꯥꯝꯕ ꯍꯣꯃꯣꯂꯁꯤꯡ ꯑꯦꯗ ꯇꯧꯕꯤꯌꯨ:

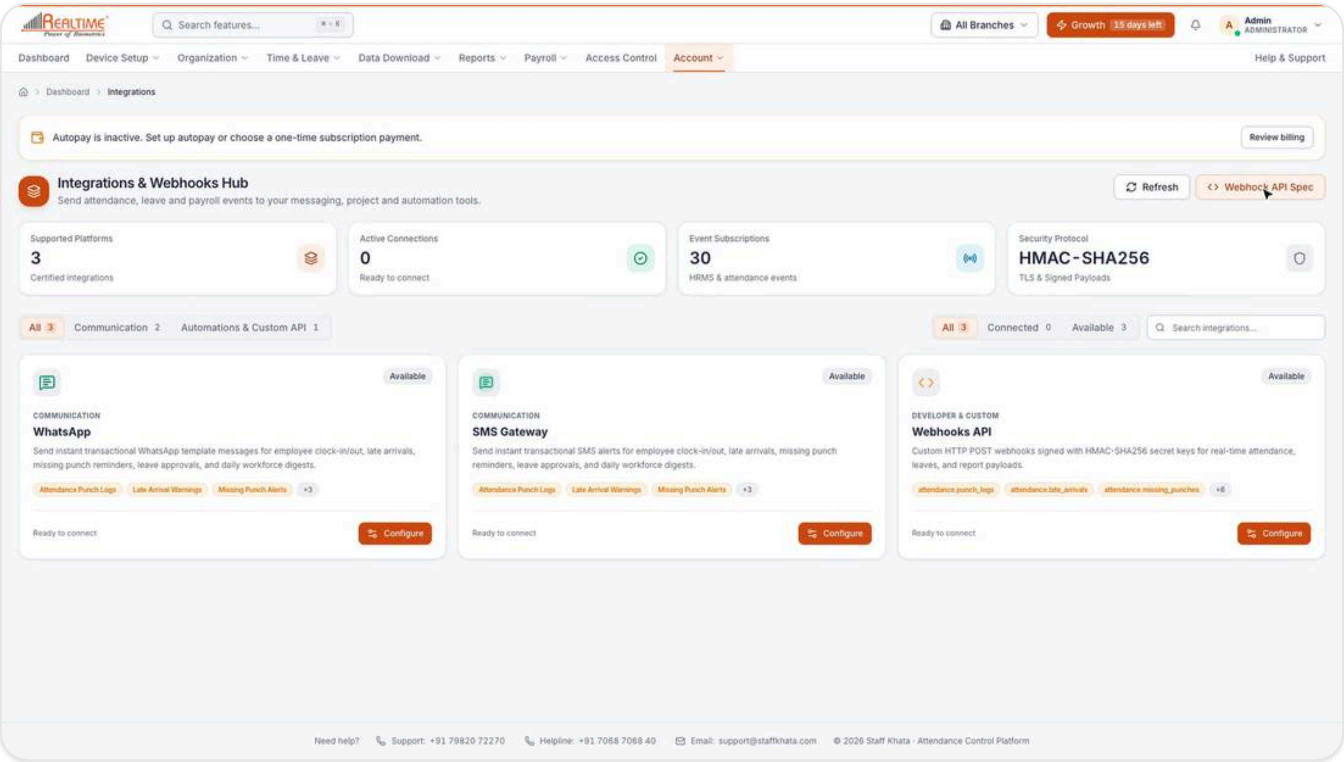
ꯃꯥꯇꯤꯡ	ꯅꯍꯥꯛꯀꯤ ꯀꯔꯤ ꯐꯪꯒꯅꯤ
Daily Attendance Summary (ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯃꯦꯁꯦꯖ)	ꯅꯨꯃꯤꯠ ꯑꯍꯥꯛꯀꯤ ꯑꯣꯇꯣꯃꯦꯇꯤꯛꯀꯤ WhatsApp ꯃꯦꯁꯦꯖ ꯑꯍ ꯅꯨꯃꯤꯠꯇꯤ ꯈꯨꯗꯤꯡꯍꯥ꯫
Monthly Attendance Summary (ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯃꯦꯁꯦꯖ)	CSV ꯐꯥꯏꯜ ꯑꯍ ꯑꯦꯟꯇꯥ ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯣꯇꯣꯃꯦꯇꯤꯛ ꯁꯤꯄꯦꯁꯜ ꯑꯍ꯫
Device Health Alerts (ꯗꯤꯚꯥꯏꯁꯀꯤ ꯍꯦꯜꯊ ꯑꯦꯂꯔꯠꯁꯤꯡ)	ꯇꯥꯟꯑꯦꯍꯣꯜꯁꯤꯡ ꯗꯤꯚꯥꯏꯁ ꯑꯍ ꯑꯦꯐꯂꯥꯟꯗ ꯑꯦꯟꯁꯀꯄ ꯍꯧꯖꯤꯛꯗꯥ ꯍꯣꯃꯣꯂ ꯑꯍ꯫

3. **Save Changes** (ꯄꯦꯗꯅꯦꯗꯂꯇꯃꯤꯡ ꯃꯣꯟ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



Integrations ꯇꯕ ꯇꯥꯡꯊꯣꯛꯄ

ꯂꯇꯥꯡꯀꯤ ꯐꯦꯟꯗꯤ ꯑꯦꯗꯃꯤꯅꯤꯁ꯭ꯠꯔꯦꯇꯔꯒꯤ ꯑꯦꯂꯀꯥꯠ ꯁꯂꯦꯁꯦ, **Account** (ꯑꯦꯀꯥꯎꯟꯠ) → **Integrations** (ꯏꯟꯇꯤꯒ꯭ꯔꯦꯁꯟꯁꯤꯡ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ **Integrations & Webhooks Hub** (ꯏꯟꯇꯤꯒ꯭ꯔꯦꯁꯟ ꯑꯃꯁꯨꯡ ꯁꯦꯛꯁꯟ ꯇꯕ) ꯗꯥ ꯁꯦꯛꯁꯟ ꯍꯨꯝꯃꯛ ꯂꯩꯔꯤ: **WhatsApp**, **SMS Gateway** (SMS ꯒꯦꯇꯋꯦ) ꯑꯃꯁꯨꯡ **Webhooks API** (ꯁꯦꯛꯁꯟ API)꯫ ꯂꯇꯥꯡꯗꯥ ꯌꯥꯝꯅ ꯑꯃꯃꯗꯥ **Configure** (ꯀꯟꯐꯤꯒꯔ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

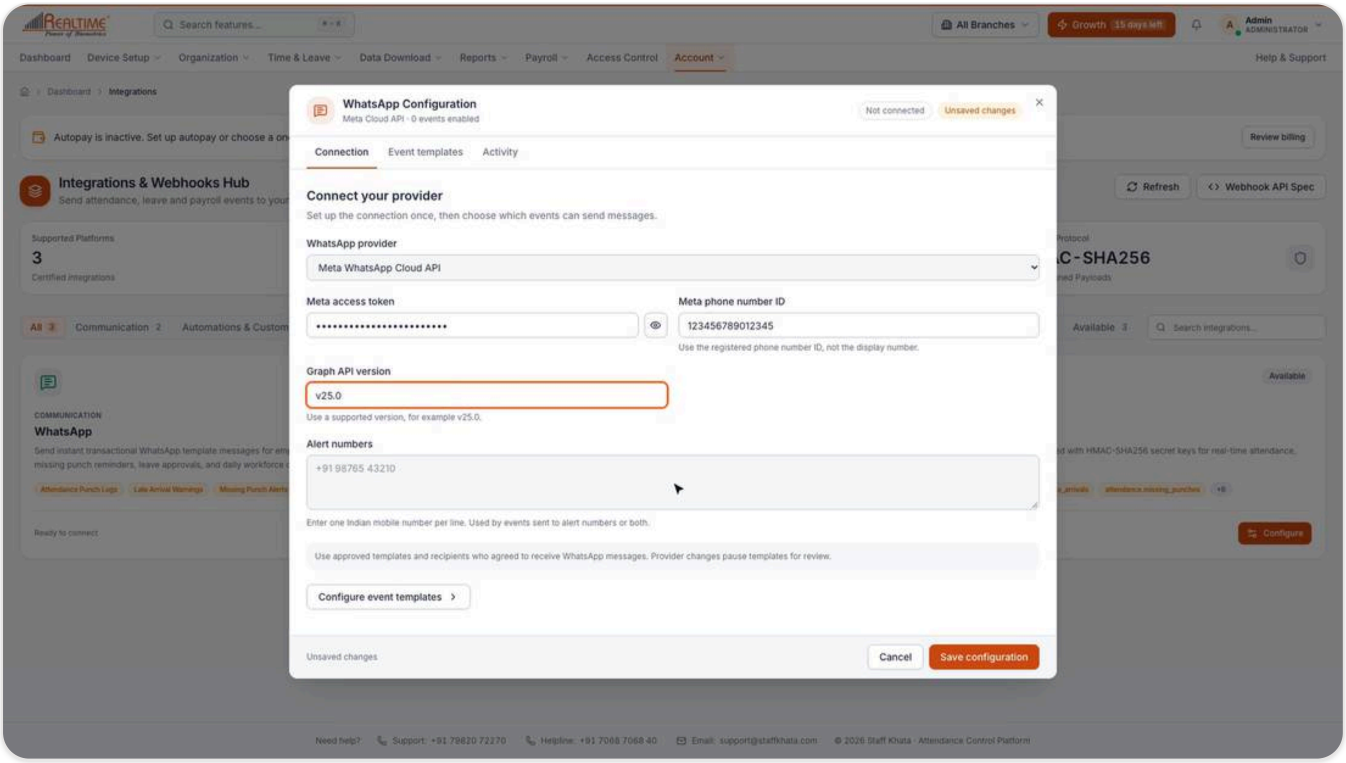


ꯅꯍꯥꯛꯀꯤ ꯃꯁꯥꯒꯤ WhatsApp Business ꯅꯝꯕꯔ ꯁꯤꯖꯤꯟꯅꯕ

ꯅꯍꯥꯛꯅꯥ Meta ꯒꯤ Cloud API ꯗꯥ ꯂꯩꯕ WhatsApp Business ꯑꯦꯀꯥꯎꯟꯠ ꯑꯃ ꯃꯊꯧ ꯇꯥꯏ, ꯃꯗꯨꯗꯥ Meta ꯅꯥ ꯃꯃꯥꯡꯗꯥ ꯑꯌꯥꯕ ꯄꯤꯔꯕ ꯃꯦꯁꯦꯖ ꯇꯦꯝꯄ꯭ꯂꯦꯠꯁꯤꯡ ꯂꯧꯒꯗꯕꯅꯤ꯫

ꯄꯨꯟꯁꯤꯟꯕ

1. **WhatsApp** ꯀꯥꯔꯗꯇꯥ, **Configure** (ꯀꯟꯐꯤꯒꯔ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ **Connection** (ꯀꯅꯦꯛꯁꯟ) ꯇꯦꯕ ꯍꯥꯡꯗꯣꯛꯀꯅꯤ꯫
2. ꯅꯍꯥꯛꯀꯤ **Meta access token** (Meta ꯑꯦꯛꯁꯦꯁ ꯇꯣꯀꯦꯟ) ꯑꯃꯁꯨꯡ **Meta phone number ID** (Meta ꯐꯣꯟ ꯅꯝꯕꯔ ID) ꯊꯥꯕꯤꯌꯨ꯫ ꯐꯣꯟ ꯅꯝꯕꯔ ꯃꯁꯥꯃꯛ ꯅꯠꯇꯦꯅꯥ, Meta ꯗꯒꯤ ꯐꯪꯕ ꯐꯣꯟ ꯅꯝꯕꯔ ID ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫
3. **Alert numbers** (ꯑꯦꯂꯔꯠ ꯅꯝꯕꯔꯁꯤꯡ) ꯒꯤ ꯃꯐꯝꯗꯥ, ꯃꯄꯨꯒꯤ ꯑꯦꯂꯔꯠꯁꯤꯡ ꯐꯪꯒꯗꯕ ꯃꯣꯕꯥꯏꯜ ꯅꯝꯕꯔꯁꯤꯡ ꯊꯥꯕꯤꯌꯨ (20 ꯐꯥꯑꯣꯕ)꯫



ꯏꯚꯦꯟꯇꯀꯤ ꯇꯦꯝꯄ꯭ꯂꯦꯠꯁꯤꯡ ꯁꯦꯠ ꯇꯧꯕ

1. **Event templates** (ꯏꯚꯦꯟꯇꯀꯤ ꯇꯦꯝꯄ꯭ꯂꯦꯠꯁꯤꯡ) ꯇꯦꯕ ꯍꯥꯡꯗꯣꯛꯄꯤꯌꯨ꯫ ꯏꯚꯦꯟꯇꯁꯤꯡ ꯑꯔꯦꯡ ꯐꯕꯦꯗ ꯆꯤꯡꯂ꯭ꯋ ꯌꯥꯎꯏ: **Check In** (ꯍꯦꯛ ꯏꯅ), **Check Out** (ꯍꯦꯛ ꯑꯣꯠꯋ), **Late Arrival** (ꯆꯦꯋ ꯆꯣꯀꯥ), **Missing Punch** (ꯃꯤꯡꯊꯣꯕ ꯄꯟꯆ), **Leave Application** (ꯂ꯭ꯋꯦꯐꯤꯁꯤ ꯑꯦꯄꯆꯤꯀꯦꯁꯟ), **Leave Approved** (ꯂ꯭ꯋꯦꯐꯤ ꯑꯌꯥꯕ ꯄꯤꯈꯦ), **Leave Rejected** (ꯂ꯭ꯋꯦꯐꯤ ꯌꯥꯗꯦ) ꯑꯃꯁꯨꯡ **Daily Summary** (ꯅꯨꯃꯤꯠ ꯈꯗꯤꯡꯒꯤ ꯁꯝꯃꯤꯈꯤ)꯫

2. ꯏꯚꯦꯟꯇ ꯑꯃ ꯈꯟꯕꯤꯌꯨ, ꯈ꯭ꯗꯝ ꯑꯣꯏꯅ **Check In**꯫

3. **Approved template name** (ꯑꯌꯥꯕ ꯄꯤꯔꯕ ꯇꯦꯝꯄ꯭ꯂꯦꯠꯀꯤ ꯃꯤꯡ), **Approved language code** (ꯑꯌꯥꯕ ꯄꯤꯔꯕ ꯂꯣꯜꯒꯤ ꯀꯣꯗ) (en_US ꯅꯠꯇ꯭ꯔꯒꯥ hi ꯒꯨꯝꯕ) ꯑꯃꯁꯨꯡ **Exact approved template text** (ꯑꯌꯥꯕ ꯄꯤꯔꯕ ꯇꯦꯝꯄ꯭ꯂꯦꯠꯀꯤ ꯋꯥꯍꯩ ꯇꯦꯛꯁꯠ) ꯏꯕꯤꯌꯨ, Meta ꯗꯥ ꯑꯌꯥꯕ ꯄꯤꯈꯤꯕ ꯃꯑꯣꯡ ꯑꯗꯨꯃꯛ ꯇꯥꯅ ꯀꯣꯄꯤ ꯇꯧꯕꯤꯌꯨ꯫

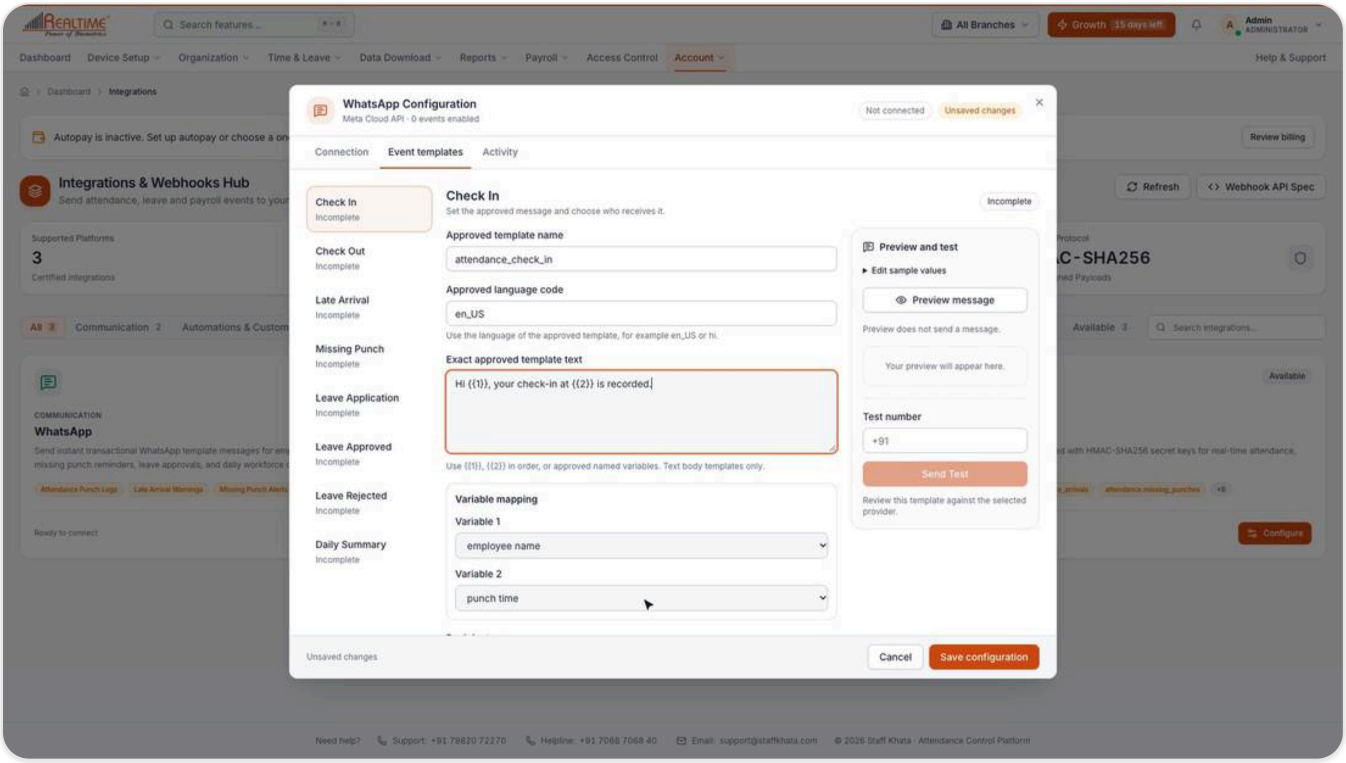
4. **Variable mapping** (ꯚꯦꯔꯤꯑꯦꯕꯜ ꯃꯦꯄꯤꯡ) ꯒꯤ ꯃꯈꯥꯗ, ꯚꯦꯔꯤꯑꯦꯕꯜ ꯈ꯭ꯗꯤꯡꯃꯛꯇ ꯀꯔꯤ ꯐꯤꯜꯗꯒꯦ ꯈꯟꯕꯤꯌꯨ, ꯈ꯭ꯗꯝ ꯑꯣꯏꯅ Variable 1 ꯒꯤꯗꯃꯛ **employee name** (ꯊꯕꯛ ꯍꯨꯕꯒꯤ ꯃꯤꯡ) ꯑꯃꯁꯨꯡ Variable 2 ꯒꯤꯗꯃꯛ **punch time** (ꯄꯟꯆ ꯇꯧꯔꯕ ꯃꯇꯝ)꯫

5. **Recipients** (ꯂꯧꯁꯤꯕꯁꯤꯡ) ꯈꯟꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ ꯇꯦꯝꯄ꯭ꯂꯦꯠꯀꯤ ꯑꯗꯨ Meta ꯗꯥ ꯔꯦꯖꯤꯁ꯭ꯇꯔ ꯍꯧꯔꯕ ꯃꯆꯦꯠꯔꯝ ꯇꯧꯔꯕ ꯕꯥꯀ ꯑꯗꯨ ꯇꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

6. ꯃꯔꯤ ꯐꯥꯎꯔꯤ ꯍꯧꯔꯕꯗꯨ ꯂꯥꯝꯗꯥ ꯁꯔꯦꯕ **Preview message** (ꯃꯦꯁꯦꯖ ꯄ꯭ꯔꯤꯚꯤꯎ) ꯗ ꯌꯦꯡꯁꯤꯟ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯊꯠꯇꯥ ꯇꯧꯔꯕ, **Test number** (ꯇꯦꯁ꯭ꯠ ꯅꯝꯕꯔ) ꯑꯃ ꯏꯗꯨꯗꯥ **Send Test** (ꯇꯦꯁ꯭ꯠ ꯊꯥꯕꯤꯌꯨ) ꯗ ꯌꯦꯡꯁꯤꯟ

ꯇꯧꯕꯤꯌꯨ꯫

7. **Enable event** (ꯏꯚꯦꯟꯇ ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ) ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗ **Save configuration** (ꯀꯟꯐꯤꯒꯔꯦꯁꯟ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



> **ꯈꯪꯖꯤꯅꯕꯤꯌꯨ: Missing Punch** (ꯃꯤꯁꯤꯡꯒꯕ ꯄꯟꯆ) ꯃꯥꯂꯥꯇ ꯑꯃꯤ ꯅꯍꯥ ꯆꯦꯛꯇꯣꯛ ꯑꯣꯐꯤꯁ ꯄꯟꯆ ꯑꯃꯅꯗꯇꯣꯃꯗ ꯆꯦꯕ ꯃꯇꯝꯗ, ꯂꯤꯖꯦ ꯆꯦꯛꯑꯣꯕꯒꯤ ꯃꯤꯅꯤꯠ 30 ꯒꯤ ꯃꯇꯨꯡꯗ ꯑꯃꯨꯛ ꯅꯗꯇꯣꯃꯗ ꯊꯥꯏ꯫ **Daily Summary** (ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯂꯧꯃꯗꯥꯏ) ꯑꯃꯁꯨ ꯅꯍꯥꯗꯤꯔꯤꯒꯤ ꯃꯇꯝ ꯅꯨꯃꯤꯗꯥꯡ 10 ꯗ ꯌꯦꯛꯆꯤ ꯑꯃꯨꯛ ꯑꯣꯆꯦꯛ ꯆꯄꯕꯗꯝꯁꯨꯗ ꯅꯗꯇꯣꯃꯗ ꯌꯦꯛꯆꯤ꯫

Activity (ꯊꯕꯛꯂꯤꯁꯨ) ꯇꯧꯕꯒꯤ ꯆꯗꯆꯕ ꯃꯇꯃꯒꯤ ꯇꯣꯂꯦ ꯑꯃꯨꯡꯁꯨ ꯏꯚꯦꯟꯇ ꯃꯥꯂꯥꯇꯂꯤꯁꯨ ꯑꯃꯨꯡꯁꯨ ꯆꯍꯤꯗꯀꯤ ꯄ꯭ꯔꯣꯚꯥꯏꯗꯔꯒꯤ ꯃꯅꯥꯔ ꯆꯥꯅꯤꯕꯒꯤ ꯍꯌꯕꯗꯨ ꯆꯤꯡꯂꯦ ꯇꯥꯏ꯫

> **ꯄꯥꯎꯖꯦꯜ:** "Accepted" (ꯆꯥꯔꯣ) ꯍꯌꯕꯂꯤ Meta ꯒꯤ ꯃꯥꯂꯥꯇ ꯑꯗꯨ ꯆꯥꯅꯔꯣ ꯍꯌꯕꯆꯤ꯫ ꯃꯂꯤꯒꯤ ꯌꯥꯔꯣ ꯍꯌꯕꯒꯤ ꯀꯆꯊꯔꯃ ꯇꯥꯗꯣ꯫ ꯑꯃꯨꯛ ꯊꯗꯔꯤꯐꯗ ꯆꯍꯤꯗꯀꯤ Meta ꯗꯥꯂꯕꯣꯔꯗ ꯌꯥꯁꯂꯤꯑꯕꯤꯌꯨ꯫

SMS ꯗ ꯑꯥꯆꯔꯦ ꯊꯕ

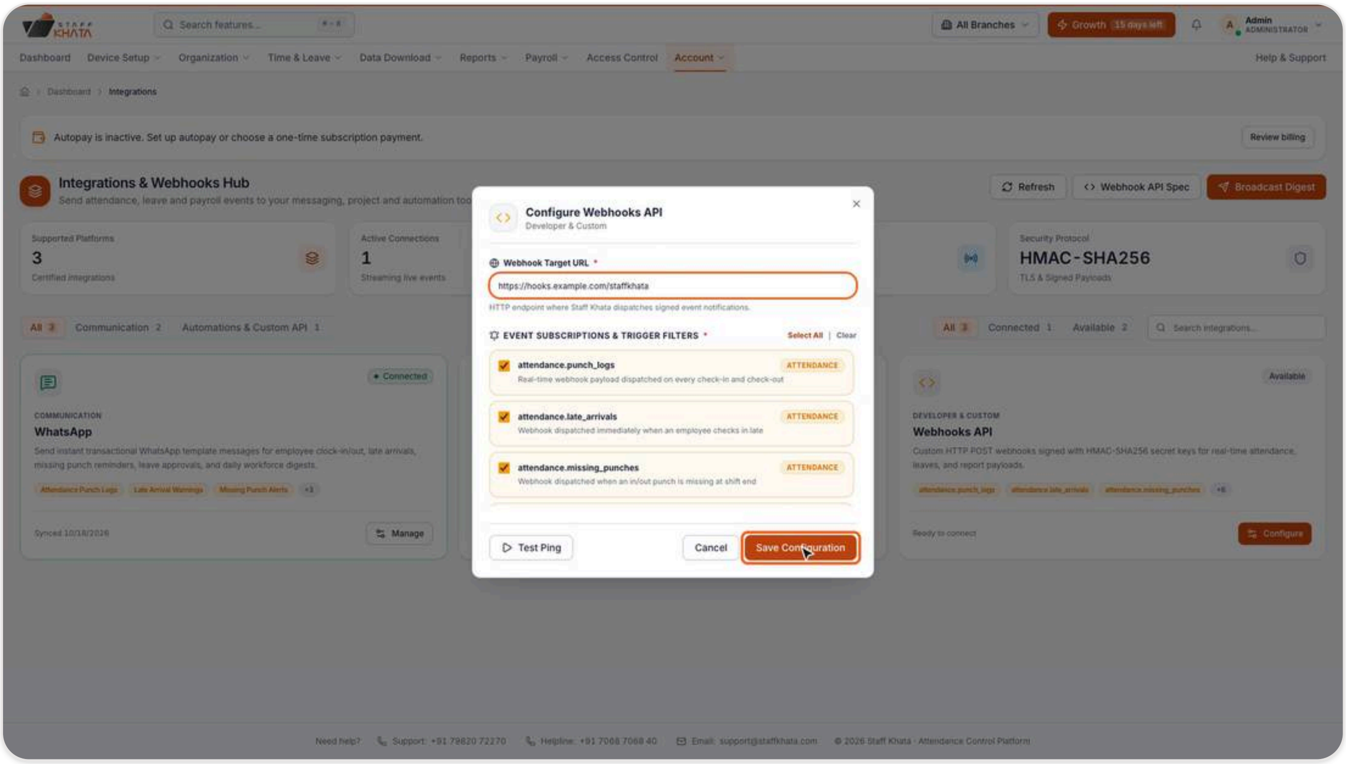
SMS Gateway (SMS ꯒꯦꯇꯋꯦ) ꯑꯃꯤ ꯃꯑꯣꯁ ꯑꯃꯦꯇꯗ ꯊꯕꯛ ꯇꯥꯏ: **Configure** (ꯀꯟꯐꯤꯒꯔ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯄ꯭ꯔꯣꯚꯥꯏꯗꯔ ꯑꯃ ꯄꯨꯈꯂꯤꯑꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗ ꯏꯚꯦꯟꯇꯀꯤ ꯇꯥꯃꯄ꯭ꯂꯦꯠꯂꯤꯁꯨ ꯂꯦꯠ

ꯇꯧꯕꯤꯌꯨ꯫ ꯅꯍꯥꯛꯅ **MSG91**, **Fast2SMS** ꯅꯠꯔꯒꯥ ꯑꯇꯣꯞꯄ ꯀꯁ꯭ꯇꯃꯥꯏꯖ ꯇꯧꯕ ꯌꯥꯕ **Custom URL** (ꯀꯁ꯭ꯇꯝ URL) ꯁꯤꯖꯤꯟꯅ ꯌꯥꯏ꯫ ꯏꯟꯗꯤꯌꯥꯒꯤ SMS ꯗꯥ ꯅꯍꯥꯛꯀꯤ DLT ꯑꯌꯥꯕ ꯐꯪꯂꯕ ꯁꯦꯟꯗꯔ ID, ꯇꯦꯝꯞꯂꯦꯠ ID ꯑꯃꯁꯨꯡ ꯄꯦꯔꯥꯃꯤꯇꯔ ꯄꯦꯌꯂꯣꯗ ꯃꯇꯧ ꯄꯤꯅ, ꯃꯗꯨ ꯑꯣꯏꯅ ꯅꯍꯥꯛꯀꯤ ꯀꯁ꯭ꯇꯃꯥꯏꯖꯦꯁꯅꯒꯤ ꯃꯇꯦꯡ ꯂꯧꯕ ꯌꯥꯕꯥ ꯃꯈꯥꯕꯤꯌꯨ꯫

ꯑꯇꯣꯞꯄ ꯄ꯭ꯂꯦꯠꯐꯣꯔꯃꯁꯤꯡꯗ ꯏꯚꯦꯟꯇꯁꯤꯡ ꯊꯥꯕ (ꯋꯦꯕꯍꯨꯛꯁꯤꯡ)

ꯖꯦꯄꯤꯌꯔ ꯑꯃꯁꯨꯡ ꯀꯁ꯭ꯇꯝ-ꯁꯔꯚꯔ ꯌꯥꯕ, ꯂꯥꯏꯌꯥ ꯍꯩꯅꯕ ꯑꯣꯏꯗꯣꯛꯂꯤꯕ ꯌꯥꯑꯣꯕꯒꯤ ꯃꯌꯥꯃꯗ ꯅꯍꯥꯛꯀꯤ ꯃꯁꯤꯡ ꯀꯦꯏꯁꯤꯟꯅꯕ ꯅꯠꯔꯒꯥ ꯑꯇꯣꯃꯦꯇꯤꯛ ꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯔꯚꯔꯗ ꯑꯍꯥꯅꯕꯗꯥ ꯋꯦꯕꯍꯨꯛꯁꯤꯡ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

1. **Webhooks API** (ꯋꯦꯕꯍꯨꯛ API) ꯈꯟꯗꯨꯅ, **Configure** (ꯀꯟꯐꯤꯒꯔ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯅꯍꯥꯛꯀꯤ **Webhook Target URL** (ꯋꯦꯕꯍꯨꯛ ꯇꯥꯔꯒꯦꯠ URL) ꯁꯕꯤꯌꯨ꯫
3. **Event Subscriptions** (ꯏꯚꯦꯟꯠ ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯅꯁꯤꯡ) ꯒꯤ ꯃꯈꯥꯗ, ꯊꯥꯒꯗꯕ ꯏꯚꯦꯟꯇꯁꯤꯡ ꯇꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
4. ꯀꯅꯦꯛꯁꯟ ꯆꯦꯛ ꯇꯧꯅꯕꯒꯤ **Test Ping** (ꯇꯦꯁ꯭ꯠ ꯄꯤꯡ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯃꯗꯨꯒꯤ ꯃꯇꯨꯡꯗ **Save Configuration** (ꯀꯟꯐꯤꯒꯔꯦꯁꯟ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ)꯫



ꯏꯚꯦꯟꯇ ꯂꯥꯀꯄꯥ ꯃꯇꯝ ꯈꯨꯗꯤꯡꯗ, ꯃꯗꯨ ꯑꯣꯏꯅ ꯅꯍꯥꯛꯀꯤ ꯁꯤꯁ꯭ꯇꯦꯃꯁꯤꯡ ꯃꯄꯨꯡ ꯐꯥꯅ Staff Khata ꯗꯒꯤ ꯅꯤꯡꯊꯤꯖꯅ ꯍꯦꯅꯒꯠꯂꯒꯥ ꯊꯥꯗꯣꯛꯀꯅꯤ꯫ ꯅꯍꯥꯛꯀꯤ ꯗꯦꯚꯦꯂꯄꯔꯁꯤꯡꯅ ꯃꯔꯣꯜ **Webhook API Spec** (ꯋꯦꯕꯍꯨꯛ API ꯁ꯭ꯄꯦꯛ) ꯒꯤ ꯃꯈꯥꯗ ꯐꯪꯒꯅꯤ꯫

ꯀꯅꯦꯛꯁꯟ ꯃꯇ ꯅꯦꯠꯋꯥꯔꯛꯁꯅꯗꯦ, ꯇꯧꯕ ꯑꯃꯁꯨꯡꯃꯥꯌꯨꯗꯣ **Disconnect** (ꯀꯅꯦꯛꯁꯟ ꯀꯣꯍꯄꯤꯌꯨ) ꯗꯣ ꯀꯅꯤꯃ ꯁꯣꯝꯄꯤꯌꯨ꯫

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ꯋꯦꯕ ꯑꯃꯁꯨꯡ ꯃꯣꯕꯥꯏꯂꯗꯥ ꯊꯕꯛꯁꯨꯕꯒꯤ ꯁꯦꯜꯐ-ꯁꯔꯚꯤꯁ

ꯄ꯭ꯂꯥꯟ: ꯊꯕꯛꯁꯨꯕꯒꯤ ꯂꯣꯒꯏꯟ ꯂꯩꯕ ꯄ꯭ꯂꯥꯟꯁꯤꯡ

ꯊꯕꯛꯁꯨꯕꯒꯤ ꯂꯣꯒꯏꯟ ꯂꯩꯔꯕꯗꯤ, ꯊꯕꯛꯁꯨꯕ ꯈꯨꯗꯤꯡꯃꯛꯅꯥ ꯋꯦꯕꯁꯥꯏꯠ ꯑꯃꯁꯨꯡ Android ꯑꯃꯁꯨꯡ iOS ꯒꯤꯗꯃꯛ Staff Khata ꯑꯦꯄꯇꯥ ꯃꯁꯥꯒꯤ ꯃꯁꯛꯇꯥ Staff Khata ꯑꯦꯀꯥꯎꯟꯇ ꯂꯩ꯫ ꯃꯁꯥꯒꯤ ꯃꯁꯥꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯌꯦꯡꯕ, ꯑꯦꯄ꯭ꯂꯥꯏ ꯇꯧꯕ ꯁꯦꯜꯂꯣꯟꯁꯤꯡ ꯈꯅꯕ, ꯈꯨꯗꯣꯡ ꯄꯥꯃꯕ ꯑꯃꯁꯨꯡ ꯃꯁꯥꯒꯤ ꯄ꯭ꯔꯣꯐꯥꯏꯜ ꯌꯦꯡꯕ ꯌꯥꯏ, ꯃꯇꯝ ꯑꯃꯗꯒꯤ ꯑꯇꯣꯞꯄ ꯇꯧꯕ ꯌꯥꯎꯗꯅ ꯍꯣꯠꯅꯕ ꯃꯊꯧ ꯇꯥꯗꯦ꯫

ꯄ꯭ꯂꯥꯟ ꯍꯟꯊꯕ ꯂꯩꯕ: ꯍꯧꯖꯤꯛ ꯄ꯭ꯂꯥꯟꯗꯥ ꯊꯕꯛꯁꯨꯕꯒꯤ ꯂꯣꯒꯏꯟ ꯂꯩꯇꯕ ꯑꯣꯏꯔꯕꯗꯤ ꯂꯩꯇꯦ ꯍꯥꯏꯕ ꯑꯣꯏꯒꯅꯤ꯫ ꯑꯄꯒ꯭ꯔꯦꯗ ꯇꯧꯅꯕꯥ ꯄ꯭ꯂꯥꯟꯁꯤꯡꯒꯤ ꯃꯐꯃꯗꯥ **Billing & Plan** (ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯄ꯭ꯂꯥꯟ) ꯌꯦꯡꯕꯤꯌꯨ꯫

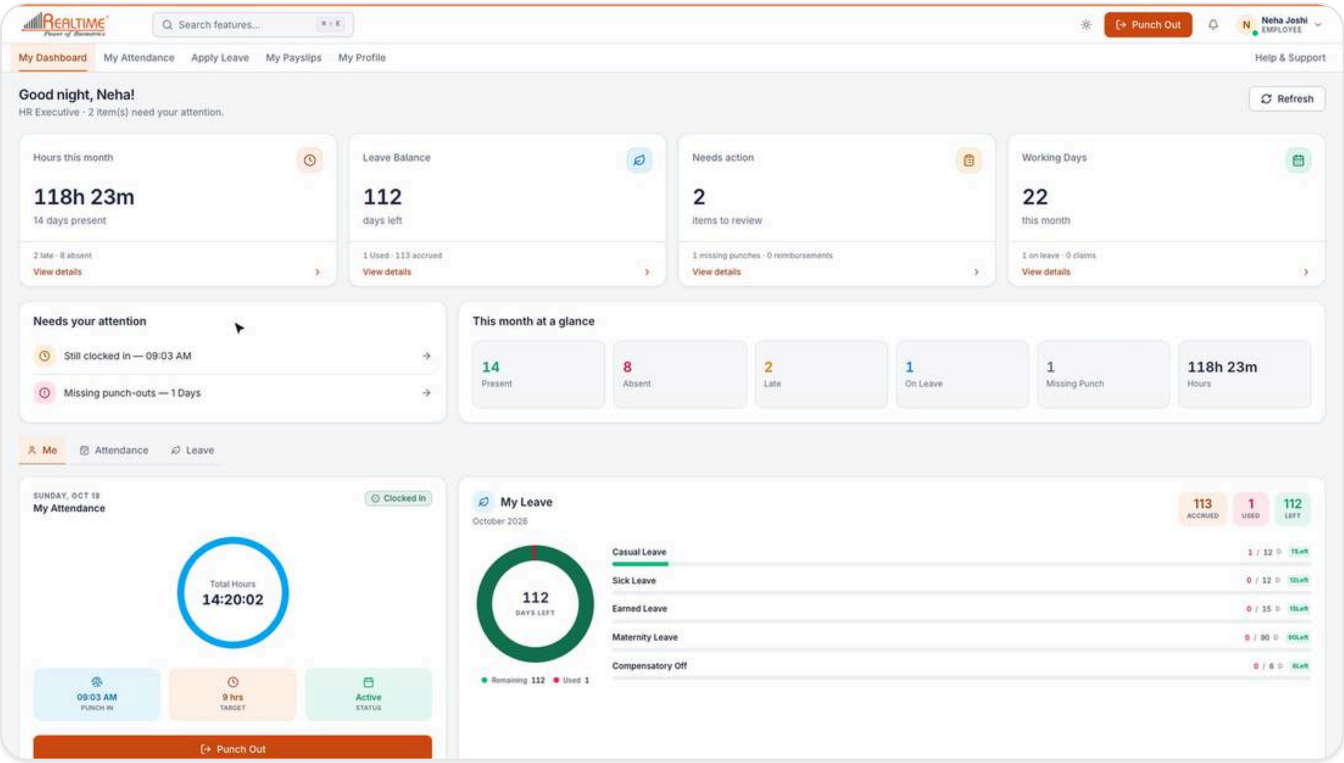
ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯗꯥ ꯂꯣꯒꯏꯟ ꯄꯤꯕ

1. **Organization** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ) → **Employee List** (ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯒꯤ ꯂꯤꯁ꯭ꯇ) ꯗ ꯛ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Add Employee** (ꯊꯕꯛꯁꯨꯕ ꯍꯥꯄꯆꯤꯟꯕ) ꯒꯤ ꯃꯇꯨꯡꯗ ꯂꯩꯕ ꯑꯣꯄꯁꯟ ꯍꯥꯄꯆꯤꯟꯅꯕꯗ **Invite Employee** (ꯊꯕꯛꯁꯨꯕ ꯀꯧꯕꯤꯌꯨ) ꯗ ꯛ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯊꯕꯛꯁꯨꯕ ꯑꯅꯧꯕ ꯃꯇꯝꯗꯥ ꯂꯣꯒꯏꯟ ꯑꯃꯁꯨꯡ ꯃꯦꯁꯦꯖ ꯅꯝꯕꯗꯒꯤ ꯍꯥꯄꯆꯤꯟꯕ꯫ <u>ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯒꯤ ꯍꯥꯄꯆꯤꯟꯕꯒꯤ ꯑꯃꯁꯨꯡ ꯃꯦꯂꯦꯜ ꯌꯦꯡꯕ</u> ꯌꯦꯡꯕꯤꯌꯨ꯫
3. ꯃꯇꯨꯡꯗꯥ ꯑꯃꯁꯨꯡ ꯄꯥꯁꯋꯥꯔꯗ ꯁꯦꯝ ꯌꯥꯎꯕꯒꯤ ꯅꯤꯡꯁꯤꯡ ꯌꯥꯎꯕ, ꯑꯣꯏꯗꯨꯅ ꯁꯨꯕ **Update Password** (ꯄꯥꯁꯋꯥꯔꯗ ꯑꯅꯧꯕ ꯁꯦꯝꯕꯤꯌꯨ) ꯗ ꯛ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
4. ꯃꯇꯨꯡꯗꯥ ꯑꯃꯁꯨ Staff Khata ꯑꯦꯄꯇꯥ ꯂꯣꯒꯏꯟ ꯇꯧꯕꯗꯥ ꯄꯟꯆ-ꯏꯟ ꯌꯥꯍꯟꯅꯕ, ꯑꯣꯏꯗꯨꯅ ꯁꯨꯕ **Enable Mobile Punch** (ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯣꯟ ꯌꯥꯍꯟꯕꯤꯌꯨ) ꯗ ꯛ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯅ https://attendance.staffkhata.com ꯗ ꯅꯠꯔꯒꯥ Staff Khata ꯑꯦꯄꯇꯥ ꯃꯁꯥ ꯑꯃꯁꯨꯡ ꯄꯥꯁꯋꯥꯔꯗ ꯁꯤꯖꯤꯟꯅꯗꯨꯅ ꯂꯣꯒꯏꯟ ꯇꯧꯕ ꯌꯥꯏ꯫

My Dashboard (ꯑꯩꯒꯤ ꯗꯦꯁꯕꯣꯔꯗ)

ꯊꯕꯛꯁꯨꯕ ꯑꯃꯅꯥ ꯂꯣꯒꯏꯟ ꯇꯧꯕ ꯌꯥꯕꯥ ꯃꯇꯃꯗꯥ, ꯃꯍꯥꯛ **My Dashboard** ꯗ ꯌꯧꯏ꯫ ꯃꯐꯝ ꯑꯁꯤꯗꯥ ꯑꯃꯁꯨꯡ ꯃꯍꯥꯛꯀꯤ ꯄꯨꯟꯁꯤꯜ, ꯈꯨꯗꯣꯡꯒꯤ ꯕꯦꯂꯦꯟꯁ, ꯃꯍꯥꯛꯀꯤ ꯌꯦꯡꯁꯤꯟꯕꯁꯤꯡ (ꯃꯅꯨꯡꯕ ꯄꯟꯆ-ꯏꯟ ꯃꯇꯝ), ꯑꯃꯁꯨꯡ ꯑꯦꯞꯂꯥꯏ ꯇꯧꯔꯤꯕ ꯊꯕꯛ ꯌꯥꯕ ꯂꯩꯕꯥꯛꯁꯤꯡ ꯎꯕ ꯌꯥꯏ꯫ ꯃꯁꯤꯅꯥ ꯂꯩꯕ ꯌꯥꯕꯁꯤꯡꯗꯥ ꯑ ꯑꯃꯁꯨꯡ ꯃꯍꯥꯛꯀꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯃꯁꯨꯡ ꯈꯨꯗꯣꯡ ꯑꯁꯤꯡꯕ ꯎꯕꯥ ꯌꯥꯏ꯫



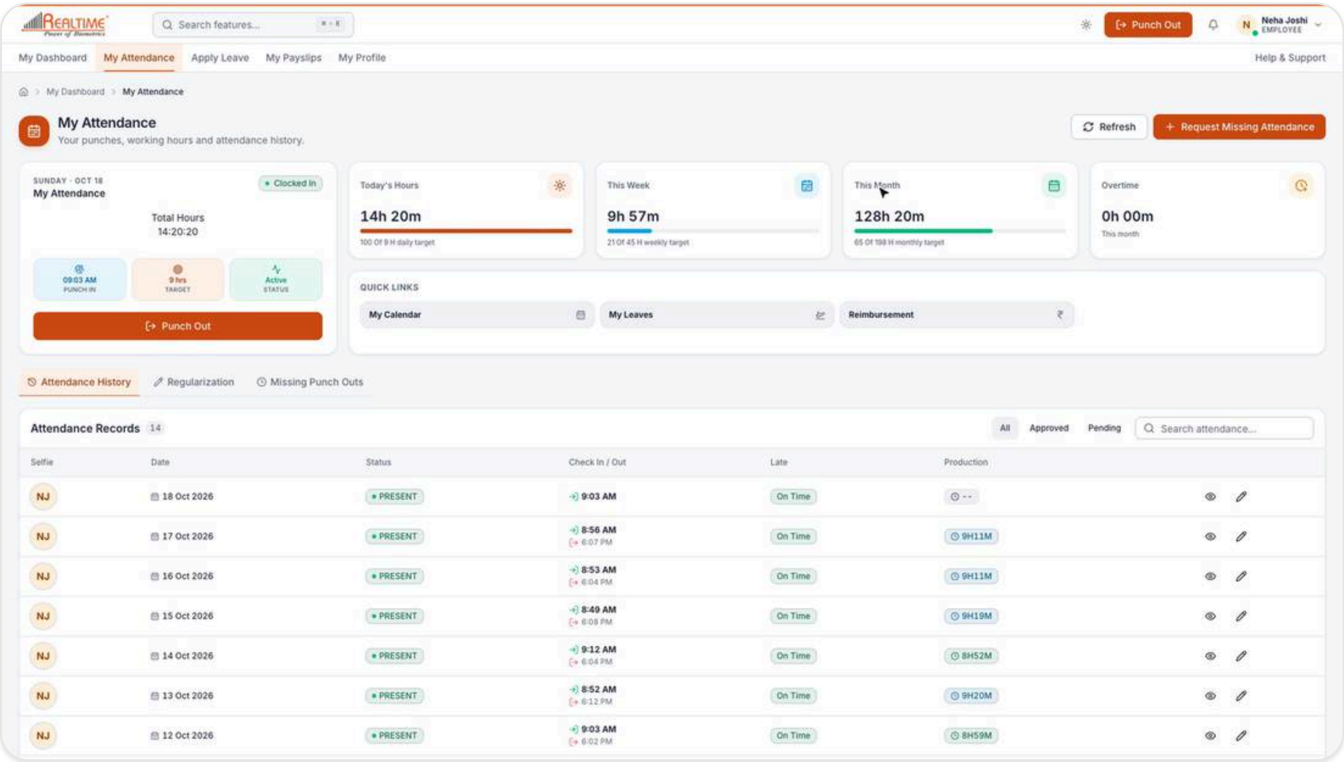
My Attendance (ꯑꯩꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ)

My Attendance ꯗꯥ ꯅꯍꯥꯛꯀꯤ ꯄꯟꯆꯁꯤꯡ, ꯃꯀꯣꯝ ꯑꯃꯤ, ꯇꯤ ꯑꯃꯤ ꯑꯍꯣꯡꯕ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯆꯦꯡꯕꯃꯤ ꯍꯧ ꯁꯤꯟꯗꯤ꯫

ꯕꯦꯁꯦꯗꯦꯃꯒꯤ ꯄꯟꯆ-ꯏꯟ ꯇꯧꯕ

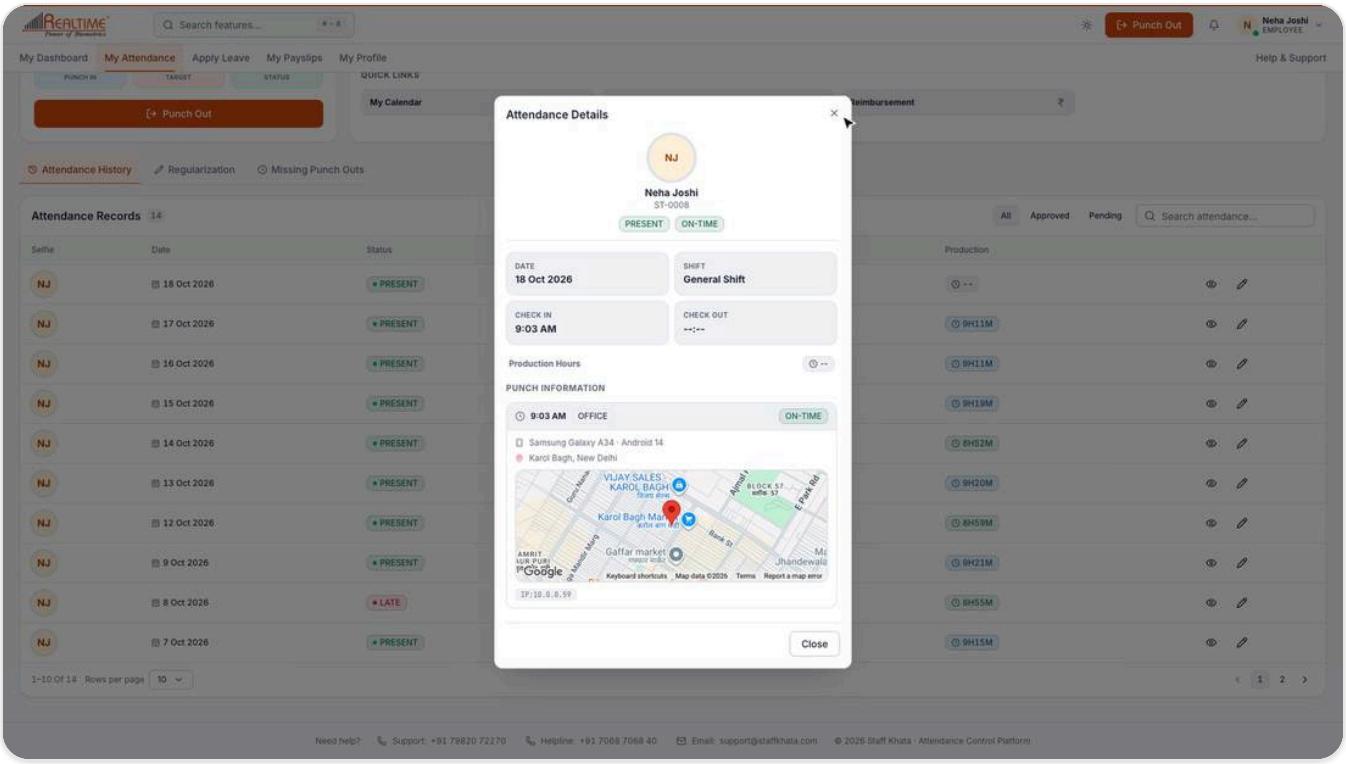
1. **Punch In** (ꯄꯟꯆ ꯏꯟ) (ꯍꯣꯡꯒꯗꯤ ꯑꯦꯇꯦꯟꯕ ꯑꯦꯄꯅꯥ ꯐꯕꯗꯥ ꯗꯤꯦꯒꯥ ꯗꯍꯦꯟꯗꯥ) ꯗꯥ ꯀꯗꯤꯡ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯕꯦꯁꯦꯗꯦꯃꯗꯥ ꯃꯗꯀꯄꯥ ꯍꯇꯍꯗꯥ ꯀꯍꯦ ꯑꯍꯣꯡꯕ ꯗꯀꯃꯨ ꯑꯔꯦꯕ ꯄꯤꯕꯤꯌꯨ꯫
3. ꯂꯣꯀꯦꯁꯟ ꯑꯍ ꯗꯣꯝꯗꯥ ꯀꯗꯁꯦꯟ ꯇꯧꯕꯤꯌꯨ꯫

ꯄꯟꯆ ꯑꯃꯁꯨ ꯂꯣꯀꯦꯁꯟ ꯑꯍꯣꯡꯕ ꯗꯀꯃꯂꯒꯥ ꯗꯔꯗꯗꯥ ꯂꯣꯀ ꯇꯧꯏ꯫ ꯊꯍꯤꯛ ꯑꯃꯨꯒꯤ ꯑꯦꯟꯕꯗꯥ **Punch Out** (ꯄꯟꯆ ꯑꯥꯎꯠ) ꯗꯥ ꯀꯗꯤꯡ ꯇꯧꯕꯤꯌꯨ꯫



ꯍꯤꯁ꯭ꯇꯣꯔꯤ ꯌꯦꯡꯕ

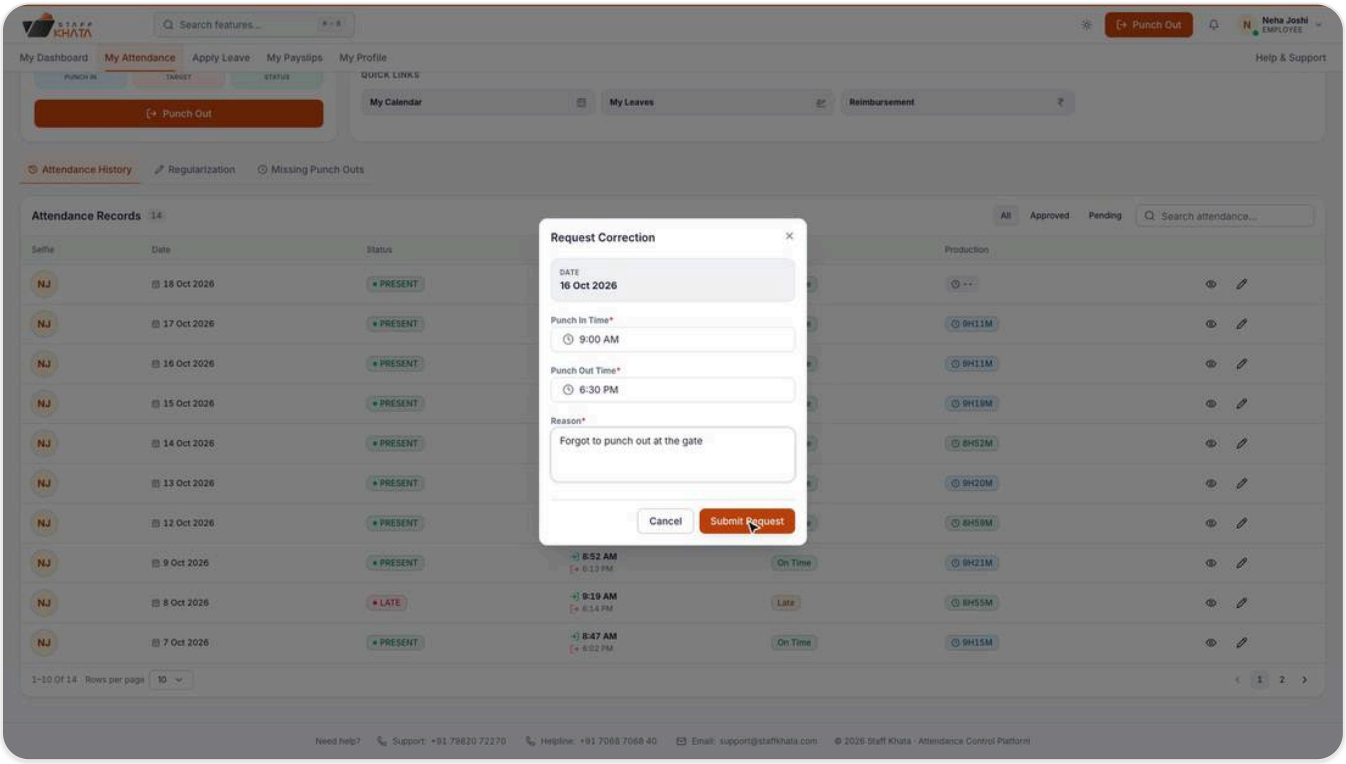
Attendance History (ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯀꯤ ꯍꯤꯁ꯭ꯇꯣꯔꯤ) ꯇꯦꯕꯗ ꯅꯍꯥꯛꯀꯤ ꯃꯄꯨꯡ ꯐꯥꯕ ꯔꯦꯀꯣꯔꯗ ꯎꯕꯥ ꯐꯪꯏ॥ ꯃꯐꯝ ꯑꯁꯤꯗ ꯇꯥꯡ, ꯁ꯭ꯇꯦꯇꯁ, ꯆꯦꯛ-ꯏꯟ/ꯑꯥꯎꯠ ꯃꯇꯝ, ꯂꯦꯠ ꯑꯣꯏꯕ ꯑꯃꯁꯨꯡ ꯄ꯭ꯔꯣꯗꯛꯁꯟ ꯄꯨꯡ ꯈꯨꯗꯤꯡꯒꯤ ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯗ ꯎꯕꯥ ꯐꯪꯒꯅꯤ॥



ꯑꯔꯥꯟꯕ ꯄꯟꯆ ꯑꯃ ꯁꯨꯃꯗꯣꯛꯄ

1. ꯔꯦꯀꯣꯔꯗ ꯑꯃꯒꯤ ꯃꯅꯥꯛꯇꯥ ꯂꯩꯕ ꯑꯦꯗꯤꯠ ꯑꯥꯏꯀꯟ ꯑꯗꯨ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Request Correction** (ꯁꯨꯃꯗꯣꯛꯄꯒꯤ ꯍꯥꯏꯖꯕꯤꯌꯨ) ꯗꯥ, **Punch In Time** (ꯄꯟꯆ ꯏꯟ ꯃꯇꯝ) ꯑꯃꯁꯨꯡ **Punch Out Time** (ꯄꯟꯆ ꯑꯥꯎꯠ ꯃꯇꯝ) ꯊꯣꯝ ꯇꯧꯕꯤꯌꯨ꯫
3. **Reason** (ꯃꯔꯝ) ꯑꯃ ꯏꯔꯒꯥ **Submit Request** (ꯄꯤꯖꯕꯣꯜ ꯊꯥꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯄꯤꯖꯕꯣꯜ ꯑꯁꯤ ꯑꯌꯥꯕ ꯄꯤꯅꯕꯥ ꯂꯩꯔꯤ꯫ ꯀꯃꯆꯥꯔꯤꯁꯤꯡꯅ ꯃꯁꯤ **Regularization** (ꯔꯦꯒꯨꯂꯔꯥꯏꯖꯦꯁꯟ) ꯇꯦꯕꯇꯥ ꯎꯕꯥ ꯐꯪꯒꯅꯤ꯫ ꯄꯟꯆ-ꯑꯥꯎꯠ ꯂꯩꯇꯕ ꯔꯦꯀꯣꯔꯗꯁꯤꯡ **Missing Punch Outs** (ꯃꯥꯡꯂꯕ ꯄꯟꯆ ꯑꯥꯎꯠꯁꯤꯡ) ꯗ ꯃꯤꯠꯌꯦꯡ ꯇꯧꯗꯨꯅ, ꯑꯃꯁꯨꯡ **Request Missing Attendance** (ꯃꯥꯡꯂꯕ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯍꯥꯏꯖꯕꯤꯌꯨ) ꯗꯒꯤ ꯄꯟꯆ ꯑꯃꯠꯇꯥ ꯂꯩꯇꯕ ꯔꯦꯀꯣꯔꯗꯁꯤꯡ ꯌꯦꯡꯉꯨ꯫

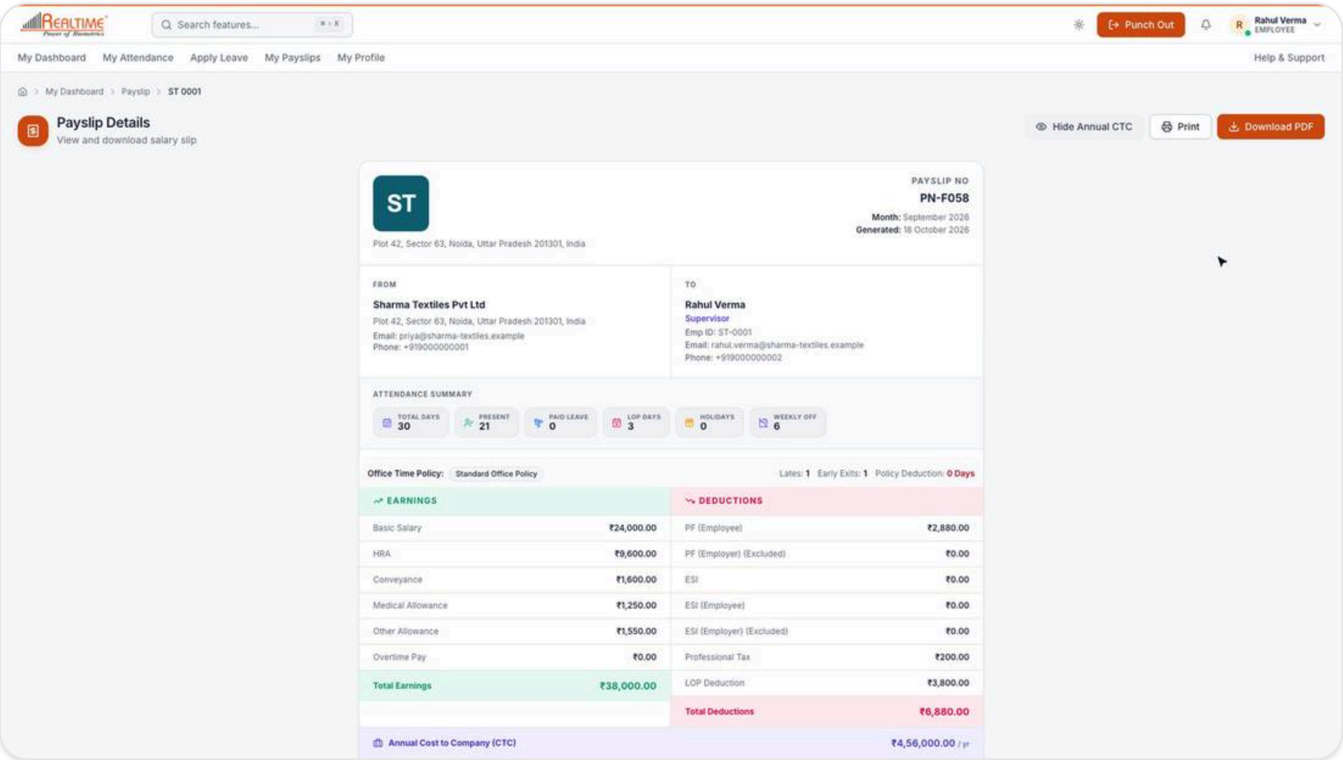


Apply Leave (ꯆꯨꯠꯇꯤ ꯍꯥꯏꯖꯕ)

Apply Leave ꯁꯤ ꯃꯅꯨꯡꯗ, ꯀꯃꯆꯥꯔꯤꯁꯤꯡꯅ ꯃꯈꯣꯌꯒꯤ ꯆꯨꯠꯇꯤꯒꯤ ꯕꯦꯂꯦꯟꯁꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯄꯤꯖꯕꯣꯜ ꯍꯤꯁ꯭ꯇꯔꯤ ꯌꯦꯡꯕꯥ ꯉꯝꯃꯤ꯫ ꯃꯈꯣꯌꯅ **Apply Leave** ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯗꯨꯅ, **Leave Type** (ꯆꯨꯠꯇꯤꯒꯤ ꯃꯈꯜ), ꯇꯥꯡꯀꯤꯡ (ꯑꯣꯄꯁꯟ **Half Day** (ꯍꯥꯐ-ꯗꯦ)) ꯈꯅꯕꯥ, ꯃꯔꯝ ꯑꯃ ꯍꯥꯄꯆꯤꯟꯕꯥ ꯑꯃꯁꯨꯡ ꯊꯥꯅ꯫ ꯑꯍꯥꯅꯕ ꯃꯇꯝ ꯄꯨꯝꯅꯃꯛ ꯇꯧꯕꯨꯝꯕꯅ ꯃꯁꯤ ꯑꯔꯣꯏꯕ ꯄꯤꯅ ꯑꯣꯄꯁꯟ ꯂꯩꯗꯦ꯫

My Payslips (ꯑꯩꯒꯤ ꯄꯦꯁ꯭ꯂꯤꯄꯁꯤꯡ)

My Payslips ꯒꯤ ꯃꯅꯨꯡꯗꯥ, ꯊꯥ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ ꯁꯦꯜ ꯄꯤꯕꯒꯤ ꯃꯔꯣꯜ ꯌꯦꯡꯕꯥ ꯑꯃꯁꯨꯡ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯕꯥ ꯌꯥꯏ, ꯇꯦꯕꯂꯗꯥ ꯂꯦꯟ, ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯄꯦꯁ꯭ꯂꯤꯞ ꯑꯃꯁꯨꯡ ꯃꯔꯣꯜ ꯎꯠꯂꯤ ꯍꯥꯌꯕꯥ ꯃꯐꯝ ꯑꯗꯨꯗꯥ ꯎꯔꯤ꯫ ꯑꯦꯟꯇ꯭ꯔꯤ ꯌꯦꯡꯅꯕꯥ, ꯇꯦꯕꯂꯗꯥ ꯂꯦꯟ, ꯊꯥ ꯈꯨꯗꯤꯡꯒꯤ ꯄꯦꯁ꯭ꯂꯤꯞ ꯑꯃꯁꯨꯡ ꯅꯍꯥꯛꯅꯥ ꯄꯥꯝꯕꯥ ꯊꯥ ꯑꯗꯨꯒꯤ ꯃꯊꯛꯇꯥ ꯂꯩꯕꯥ ꯄꯦꯁ꯭ꯂꯤꯄꯀꯤ ꯃꯅꯨꯡꯗꯥ ꯂꯩꯕꯥ **View** (ꯌꯦꯡꯕꯤꯌꯨ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯃꯗꯨ PDF ꯑꯣꯏꯅꯥ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯕꯤꯌꯨ꯫



My Profile (ꯑꯩꯒꯤ ꯄ꯭ꯔꯣꯐꯥꯏꯜ)

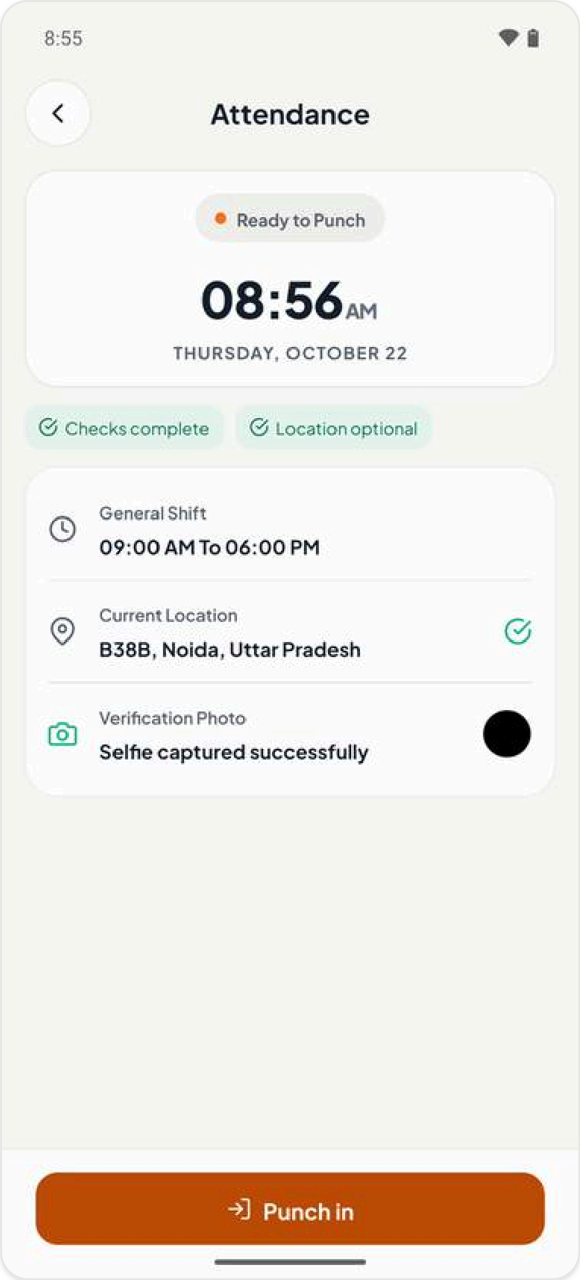
My Profile ꯗꯥ ꯅꯍꯥꯛꯀꯤ ꯃꯔꯣꯜꯁꯤꯡ, ꯊꯕꯛꯀꯤ ꯃꯤꯍꯨꯠꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯕꯦꯡꯀꯀꯤ ꯃꯔꯣꯜ ꯌꯦꯡꯕꯥ ꯌꯥꯏ꯫

Staff Khata ꯑꯦꯞ

ꯃꯣꯕꯥꯏꯜ ꯑꯦꯄꯇꯥ ꯊꯕꯛꯁꯤꯡꯗꯥ ꯂꯤꯡꯖꯦ ꯑꯃꯁꯨꯡ ꯃꯅꯥꯡꯒꯤ ꯅꯥꯏꯇꯣꯝꯗ ꯄꯤꯔꯤ:

- **Mark Attendance** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯃꯥꯔꯛ ꯇꯧꯕꯤꯌꯨ): ꯂꯥꯏꯚ ꯑꯃꯁꯨꯡ ꯂꯣꯀꯦꯁꯟ ꯂꯣꯌꯅꯅꯥ ꯄꯟꯆ ꯏꯟ ꯑꯃꯁꯨꯡ ꯑꯥꯎꯠ ꯇꯧ꯫ ꯃꯍꯥꯛꯀꯤ ꯃꯣꯕꯥꯏꯜ ꯄꯟꯆ ꯑꯣꯏ ꯇꯧꯔꯕꯗꯤ, ꯃꯍꯥꯛꯀꯤ ꯃꯐꯃꯒꯤ ꯃꯍꯥꯛꯀꯤ ꯄꯥꯏꯕ Realtime ꯕꯥꯌꯣꯃꯦꯠꯔꯤꯛ ꯗꯤꯚꯥꯏꯁ ꯂꯤꯡꯈꯠꯂꯤ꯫

- **Attendance** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ): ꯃꯁꯤ ꯑꯅꯨꯒꯤ ꯔꯦꯀꯣꯔꯗ ꯑꯃ꯫ ꯀꯔꯤꯒꯨꯝꯕ ꯃꯍꯧꯁꯥꯒꯤ ꯑꯃꯁꯨꯡ ꯑꯣꯏ-ꯂꯕꯒꯤ ꯇꯥꯏꯃꯗ ꯆꯨꯛꯇꯕ ꯂꯩꯔꯕ ꯑꯃꯗ ꯁꯥꯖꯤꯅꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯌꯥꯗꯣꯏꯗꯕ **Request Regularisation** (ꯔꯦꯒꯨꯂꯔꯥꯏꯖꯦꯁꯟ ꯍꯥꯏꯖꯕꯤꯌꯨ) ꯗ ꯁꯥꯖꯤꯅꯕꯤꯌꯨ꯫
- **Leave** (ꯂꯤꯚ꯭ꯁꯤ): ꯂꯩꯕꯒꯤ ꯃꯥꯂꯦꯝ, ꯍꯧ-ꯗ ꯂꯩꯔꯤꯕ ꯁꯦꯡꯒꯤ ꯔꯦꯀꯣ ꯑꯃꯒꯤ ꯗꯤꯡꯃꯥ ꯍꯥꯏꯕ, ꯑꯃꯁꯨꯡ ꯔꯤꯛꯕꯦꯁ꯭ꯇꯁꯤꯡ ꯁ꯭ꯇꯦꯇꯁ ꯎꯦꯡꯕ꯫
- **Payslip** (ꯄꯦꯁ꯭ꯂꯤꯞ): ꯃꯁꯤ ꯑꯃꯍꯥꯌꯁꯤꯡꯒꯤ ꯎꯦꯡꯕ ꯑꯃꯁꯨꯡ **Download PDF** (PDF ꯗꯥꯎꯅꯂꯣꯗ ꯁꯧꯕꯤꯌꯨ) ꯗ ꯁꯥꯖꯤꯅꯕ꯫
- **Claims & Reimbursement** (ꯀ꯭ꯂꯦꯝ ꯑꯃꯁꯨꯡ ꯔꯤꯏꯝꯕꯔꯁꯃꯦꯟꯠ): ꯕꯤꯂꯒꯤ ꯐꯣꯇꯣ ꯅꯠꯔꯒꯥ PDF ꯒꯥ ꯂꯣꯌꯅꯅ ꯑꯦꯗꯚꯥꯟꯁ ꯅꯠꯔꯒꯥ ꯈꯔꯆꯒꯤ ꯀ꯭ꯂꯦꯝ ꯑꯃ ꯃꯕ꯫ ꯃꯗꯨ ꯅꯍꯥꯛꯅ ꯑꯌꯕ ꯄꯤꯅꯕ **Advances & Reimbursements** (ꯑꯦꯗꯚꯥꯟꯁ ꯑꯃꯁꯨꯡ ꯔꯤꯏꯝꯕꯔꯁꯃꯦꯟꯠ) ꯗ ꯎꯕꯥ꯫
- **Profile** (ꯄ꯭ꯔꯣꯐꯥꯏꯜ): ꯃꯍꯧꯒꯤ ꯑꯃꯁꯨꯡ ꯃꯕꯥꯛꯀꯤ ꯃꯔꯣꯜꯁꯤꯡ꯫



ꯃꯦꯗ꯭ꯔꯣꯡꯑ: ꯖꯤꯑꯣ-ꯐꯦꯟꯁꯤꯡ ꯑꯣꯟ ꯀꯣꯕꯓꯀꯤ, ꯗꯓꯑꯉ꯭ꯉꯓꯀꯤꯡꯆꯩ ꯑꯔꯩꯓ ꯃꯤꯕꯩ ꯍꯐꯍꯥꯤ ꯍꯉ꯭ꯉꯡꯗꯩ ꯆꯣꯕꯃꯃꯩ ꯍꯣꯍꯗꯩ ꯅꯑꯣꯍꯑ ꯑꯃꯂꯣꯥꯤ ꯃꯄꯍ ꯣꯓ ꯔꯩꯟ꯫ ꯑꯣꯄꯗꯀꯄꯃꯤ ꯆꯤꯔꯍꯀꯤꯡ ꯑꯍꯉ꯭ꯡ ꯑꯦꯐꯤꯀꯃꯤ ꯍꯣꯍꯥꯤ ꯃꯦꯆꯤꯀꯤ ꯔꯡꯓꯤꯔ꯭꯫

15

Journey Tracker ([illegible])

[illegible]: Journey Tracker [illegible]

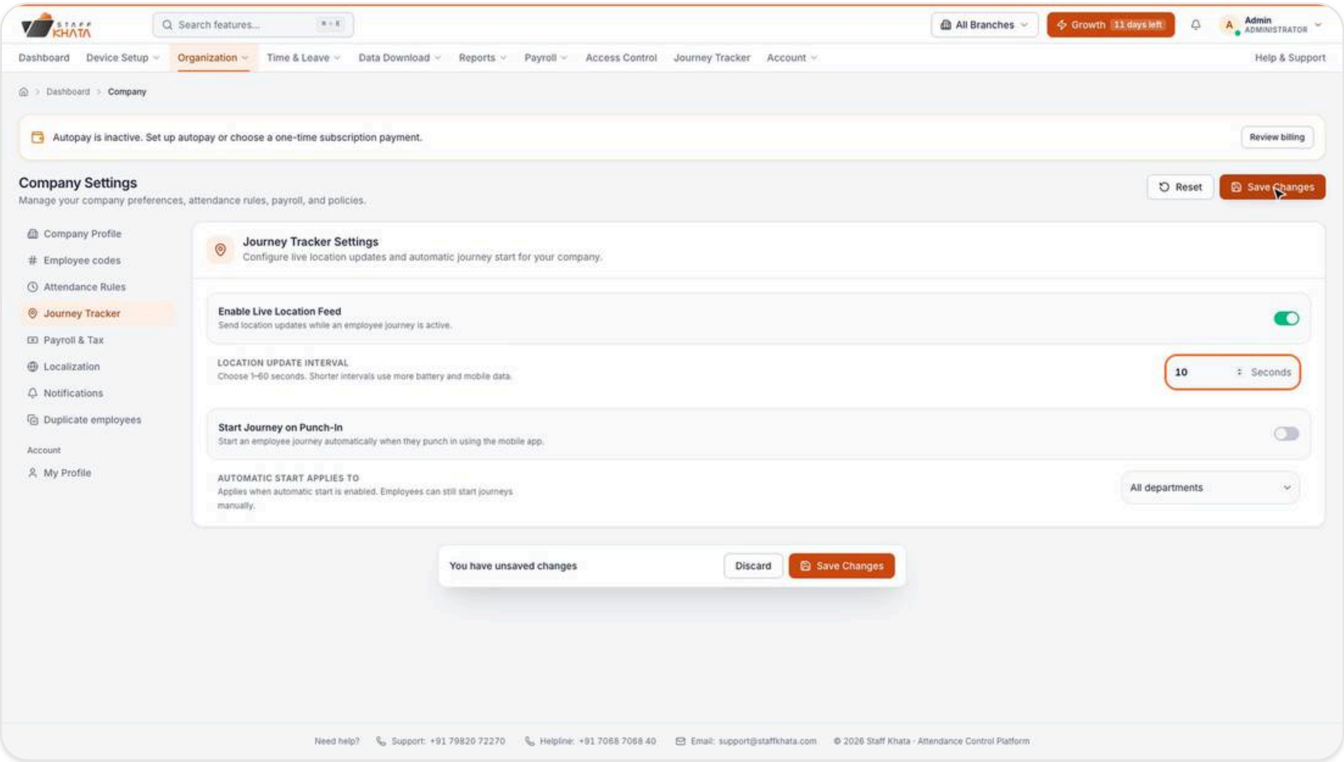
Journey Tracker [illegible]: [illegible], [illegible], [illegible]॥ [illegible] Staff Khata [illegible], [illegible], [illegible]॥

> **[illegible]:** Journey Tracker [illegible]॥ **Journey Tracker** [illegible]॥ [illegible] **Billing & Plan** ([illegible]) [illegible]॥

Journey Tracker [illegible]

[illegible]॥

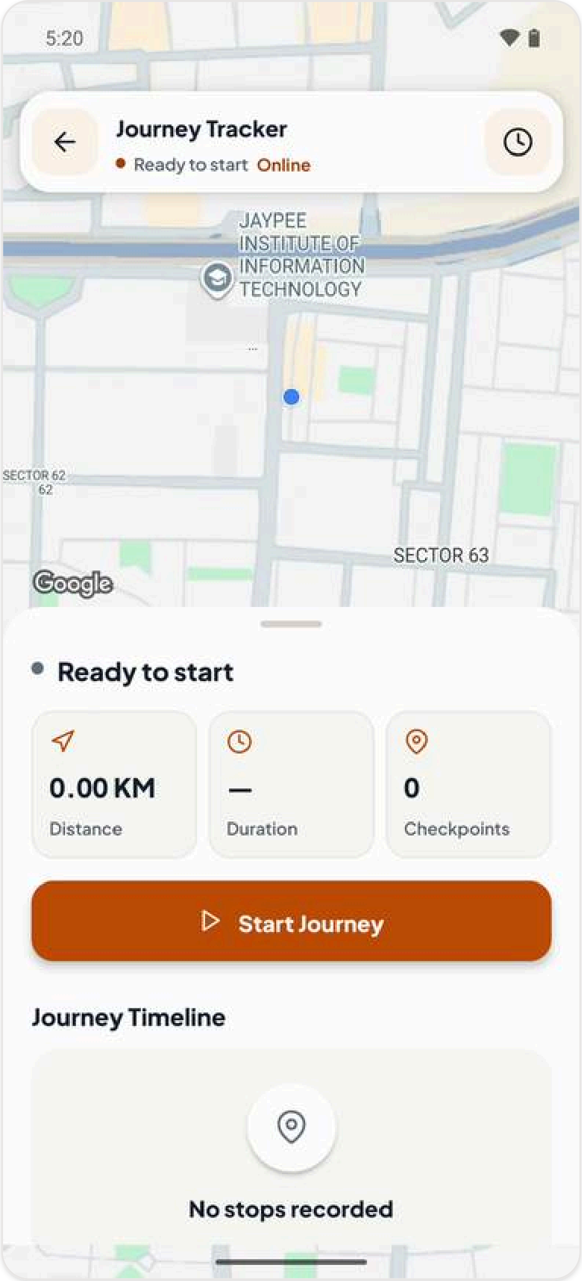
1. **Organization** ([illegible]) → **Company** ([illegible]) [illegible]॥
2. **Company Settings** ([illegible]) [illegible], **Journey Tracker** [illegible]॥
3. **Enable Live Location Feed** ([illegible]) [illegible]॥
4. **Location Update Interval** ([illegible]) [illegible]॥ [illegible] 10 [illegible]॥
5. **Save Changes** ([illegible]) [illegible]॥ "Journey settings saved" ([illegible]) [illegible]॥



ꯁꯦꯇꯤꯡ	ꯃꯁꯤꯅꯥ ꯇꯧꯕ ꯊꯕꯛ
Enable Live Location Feed	ꯏꯝꯞꯂꯣꯏ ꯑꯃꯒꯤ ꯖꯔꯅꯤ ꯍꯧꯔꯀꯄꯗ ꯂꯣꯀꯦꯁꯟ ꯑꯞꯗꯦꯠꯁꯤꯡ ꯊꯥꯏ॥
Location Update Interval	ꯑꯦꯞ ꯑꯁꯨꯕꯅ ꯂꯣꯀꯦꯁꯟ ꯊꯥꯕꯒꯤ ꯃꯇꯝ ꯈꯅꯕ, ꯁꯦꯀꯦꯟꯗ 1 ꯗꯒꯤ 60 ꯐꯥꯑꯣꯕ॥ ꯍꯦꯟꯅ ꯈꯔꯥ ꯃꯇꯝ ꯑꯃꯒꯤ ꯃꯔꯛ ꯃꯁꯤꯡ ꯌꯥꯝꯅ ꯕꯦꯇꯔꯤ ꯁꯤꯖꯤꯟꯅꯩ॥
Start Journey on Punch-In (ꯄꯟꯆ-ꯏꯟ ꯇꯧꯕꯗ ꯖꯔꯅꯤ ꯍꯧꯕ)	ꯏꯝꯞꯂꯣꯏꯅ ꯃꯣꯕꯥꯏꯜ ꯑꯦꯞꯇ ꯄꯟꯆ-ꯏꯟ ꯇꯧꯕ ꯃꯇꯝꯗ ꯖꯔꯅꯤ ꯑꯃ ꯃꯁꯥꯃꯛ ꯍꯧꯍꯜꯂꯤ॥
Automatic Start Applies To (ꯃꯁꯥꯃꯛ ꯍꯧꯕ ꯑꯃꯁꯨꯡ ꯊꯥꯖꯕꯒꯤ ꯃꯐꯝ)	**All departments** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ ꯄꯨꯝꯅꯃꯛ), ꯅꯠꯔꯒꯥ **Selected departments** (ꯈꯅꯈꯕ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯁꯤꯡ) ꯈꯅꯕꯤꯌꯨ॥ ꯏꯝꯞꯂꯣꯏꯁꯤꯡꯅ ꯍꯧꯖꯤꯀꯁꯨ ꯖꯔꯅꯤ ꯍꯧꯕ ꯉꯝꯃꯤ॥

ꯖꯔꯅꯤ ꯑꯃ ꯇꯧꯕ (ꯏꯝꯞꯂꯣꯏ, ꯃꯣꯕꯥꯏꯜ ꯑꯦꯞ)

1. Staff Khata ꯑꯦꯄꯀꯤ **Home** (ꯍꯣꯝ) <u>ꯁꯛꯔꯤꯟꯗ</u> **Journeys** (ꯖꯔꯅꯤꯁꯤꯡ) ꯗ ꯇꯦꯞ ꯇꯧꯕꯤꯌꯨ॥ **More** (ꯑꯍꯦꯅꯕ) → **Journey Tracker** ꯗꯁꯨ ꯐꯪꯒꯅꯤ॥
2. **Start Journey** (ꯖꯔꯅꯤ ꯍꯧꯕꯤꯌꯨ) ꯗ ꯇꯦꯞ ꯇꯧꯕꯤꯌꯨ, ꯃꯇꯨꯡ ꯃꯇꯨꯡꯗ ꯊꯕꯛ ꯂꯣꯏꯔꯕ ꯃꯇꯃꯗ **Done** (ꯂꯣꯏꯔꯦ) ꯗ ꯇꯦꯞ ꯇꯧꯕꯤꯌꯨ॥



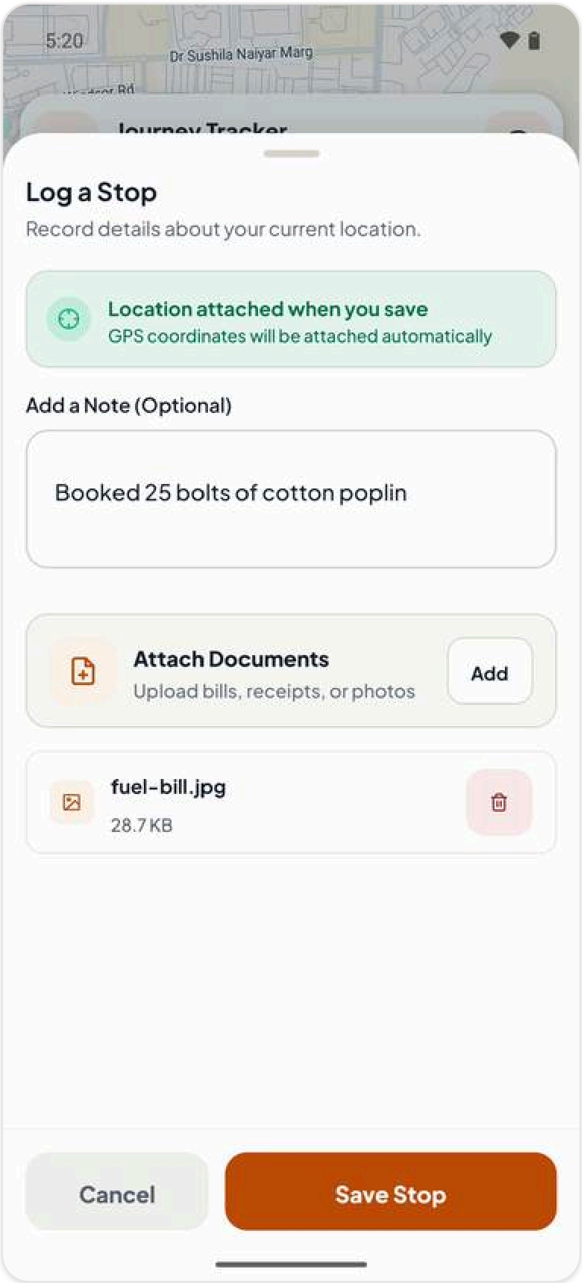
ꯁ꯭ꯇꯥꯔꯠ ꯖꯔꯅꯤ ꯕꯇꯟ ꯑꯗꯨ ꯁ꯭ꯇꯥꯔꯠ ꯖꯔꯅꯤ ꯅꯝꯂꯕꯥ ꯃꯇꯨꯡꯗ, ꯂꯣꯀꯦꯁꯟ ꯇ꯭ꯔꯦꯀꯤꯡ ꯍꯧꯔꯒꯅꯤ ꯑꯃꯁꯨꯡ ꯁ꯭ꯇꯦꯇꯁ **On Trip** (ꯈꯣꯡꯆꯠ ꯆꯠꯂꯤ) ꯑꯣꯏꯔꯒꯅꯤ꯫ ꯑꯦꯞ ꯑꯁꯤ ꯕꯦꯛꯒ꯭ꯔꯥꯎꯟꯗꯇꯁꯨ ꯆꯠꯂꯤꯉꯩꯗꯥ ꯂꯣꯀꯦꯁꯟ ꯑꯗꯨ ꯇꯥꯛꯂꯤ꯫

> **ꯃꯔꯨꯑꯣꯏꯕ:** ꯑꯦꯞ ꯑꯗꯨꯗ "Battery optimization is on — tracking may stop" (ꯕꯦꯇꯔꯤ ꯑꯣꯞꯇꯤꯃꯥꯏꯖꯦꯁꯟ ꯑꯣꯟ ꯑꯣꯏꯔꯤ — ꯇ꯭ꯔꯦꯀꯤꯡ ꯂꯦꯞꯄꯥ ꯌꯥꯏ) ꯍꯥꯏꯕ ꯄꯥꯎꯖꯦꯜ ꯎꯔꯕꯗꯤ, **Fix** (ꯁꯦꯝꯒꯠꯄ) ꯅꯝꯂꯒ ꯄꯥꯔꯃꯤꯁꯟ ꯄꯤꯌꯨ꯫ ꯃꯁꯤ ꯇꯧꯗꯔꯕꯗꯤ ꯐꯣꯟ ꯂꯣꯛ ꯇꯧꯔꯕ ꯃꯇꯃꯗ ꯇ꯭ꯔꯦꯀꯤꯡ ꯂꯦꯞꯄ ꯌꯥꯏ꯫

ꯕꯦꯛꯒ꯭ꯔꯥꯎꯟꯗ ꯂꯣꯀꯦꯁꯟ ꯄꯥꯔꯃꯤꯁꯟ ꯍꯥꯏꯕꯗꯤ

ꯆꯦꯀꯄꯣꯏꯟꯠ ꯑꯃꯅꯥ ꯂꯦꯞꯐꯝ ꯑꯃ ꯔꯦꯀꯣꯔꯗ ꯇꯧꯏ: ꯀꯗꯥꯏꯗꯥ ꯂꯩꯈꯤꯕꯒꯦ, ꯀꯔꯤ ꯊꯣꯛꯈꯤꯕꯒꯦ ꯑꯃꯁꯨꯡ ꯕꯤꯜ ꯑꯃꯠꯇꯥ ꯂꯩꯔꯕꯗꯤ꯫

1. ꯈꯣꯡꯆꯠꯀꯤ ꯁꯛꯔꯤꯟꯗꯥ **Add Checkpoint** (ꯆꯦꯀꯄꯣꯏꯟꯠ ꯍꯥꯞꯆꯤꯟꯕꯤꯌꯨ) ꯗꯥ ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ꯫ **Log a Stop** (ꯂꯦꯞꯐꯝ ꯑꯃ ꯏꯕ) ꯁꯤꯠ ꯍꯥꯡꯗꯣꯛꯀꯅꯤ꯫ ꯅꯍꯥꯛꯀꯤ ꯂꯣꯀꯦꯁꯟ ꯃꯁꯥꯃꯛ ꯌꯣꯟꯅꯍꯟꯒꯅꯤ꯫
2. **Add a Note (Optional)** (ꯅꯣꯠ ꯍꯥꯞꯆꯤꯟꯕ (ꯃꯊꯧ ꯇꯥꯗꯦ)) ꯒꯤ ꯃꯈꯥꯗꯥ, ꯀꯔꯤ ꯊꯣꯛꯈꯤꯕꯒꯦ ꯏꯕꯤꯌꯨ, ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ ꯅꯍꯥꯛꯅꯥ ꯂꯧꯈꯤꯕ ꯑꯣꯔꯗꯔ꯫
3. ꯕꯤꯜ, ꯔꯁꯤꯗ ꯅꯠꯔꯒꯥ ꯐꯣꯇꯣꯁꯤꯡ ꯍꯥꯞꯆꯤꯟꯅꯕꯥ **Attach Documents** (ꯗꯣꯀꯨꯃꯦꯟꯇꯁꯤꯡ ꯌꯣꯟꯅꯍꯟꯕ) ꯗꯥ ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ꯫ **Take Photo** (ꯐꯣꯇꯣ ꯂꯧꯕ) ꯅꯠꯔꯒꯥ **Browse Files** (ꯐꯥꯏꯜꯁꯤꯡ ꯊꯤꯕ) ꯈꯟꯕꯤꯌꯨ꯫
4. **Save Stop** (ꯂꯦꯞꯐꯝ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯇꯥꯞ ꯇꯧꯕꯤꯌꯨ꯫



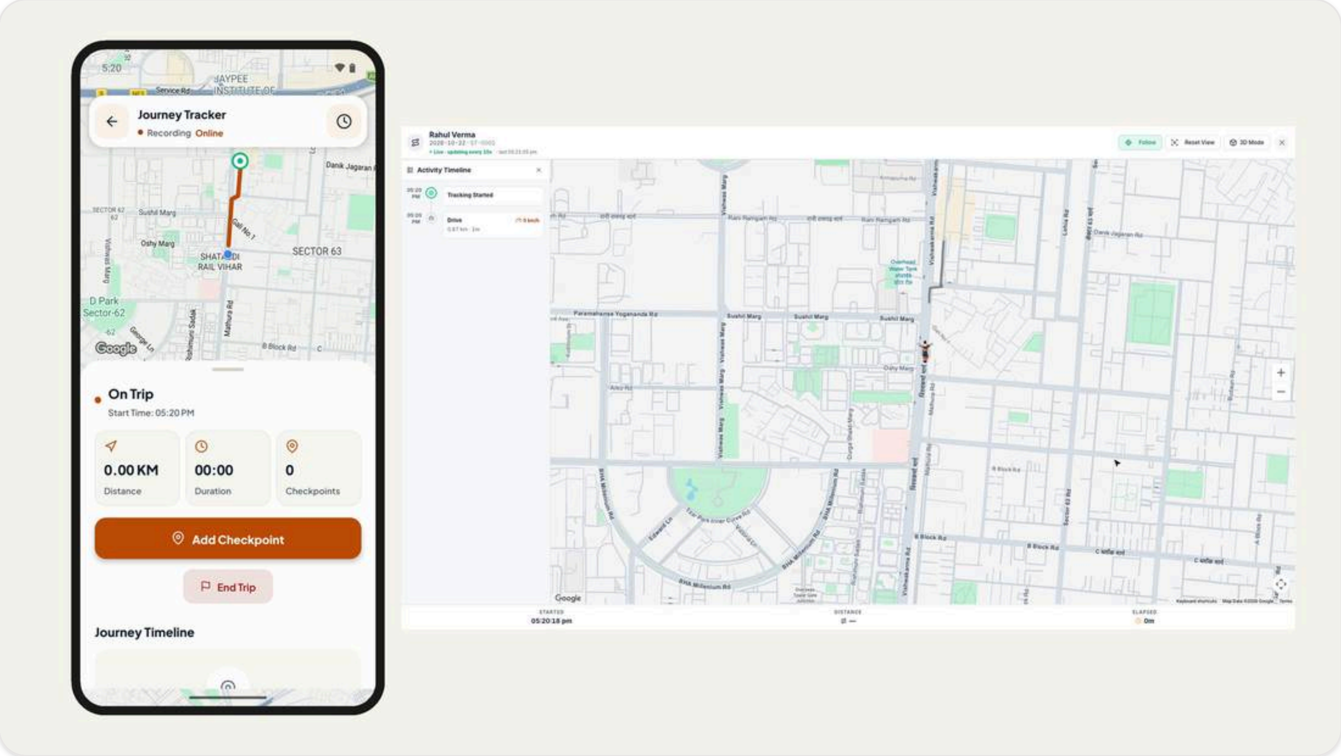
ꯈꯣꯡꯆꯠ ꯂꯣꯏꯁꯤꯟꯕ

1. ꯊꯕꯛ ꯂꯣꯏꯔꯕꯥ ꯃꯇꯨꯡꯗꯥ, **End Trip** (ꯈꯣꯡꯊꯥꯡ ꯂꯣꯏꯁꯤꯟꯕꯤꯌꯨ) ꯗꯥ ꯅꯝ ꯇꯧꯕꯤꯌꯨ꯫
2. **End trip** ꯗꯨ ꯀꯟꯐꯔꯝ ꯇꯧꯕꯤꯌꯨ꯫ ꯈꯣꯡꯆꯠ ꯑꯁꯤ ꯂꯣꯏꯁꯤꯟꯂꯕꯥ ꯃꯇꯨꯡꯗꯥ ꯃꯁꯤ ꯑꯃꯨꯛ ꯍꯟꯅꯥ ꯍꯣꯡꯂꯣꯏ꯫

ꯈꯣꯡꯆꯠ ꯈꯨꯗꯤꯡꯃꯛ ꯆꯦꯀꯁꯤꯟ, ꯗꯨꯔꯦꯁꯟ ꯑꯃꯁꯨꯡ ꯂꯝꯕꯤ ꯌꯥꯎꯅꯥ ꯃꯁꯥ ꯃꯊꯟꯇꯥ ꯁꯦꯚ ꯇꯧꯏ꯫ ꯃꯃꯥꯡꯒꯤ ꯈꯣꯡꯆꯠꯁꯤꯡ ꯌꯦꯡꯅꯕꯥ More → **Journey History** (ꯈꯣꯡꯆꯠꯀꯤ ꯄꯨꯋꯥꯔꯤ) ꯗꯥ ꯆꯠꯂꯨ꯫

ꯇꯤꯃꯒꯤ ꯂꯥꯏꯕ ꯂꯣꯀꯦꯁꯟ ꯌꯦꯡꯕ (ꯑꯦꯗꯃꯤꯟ)

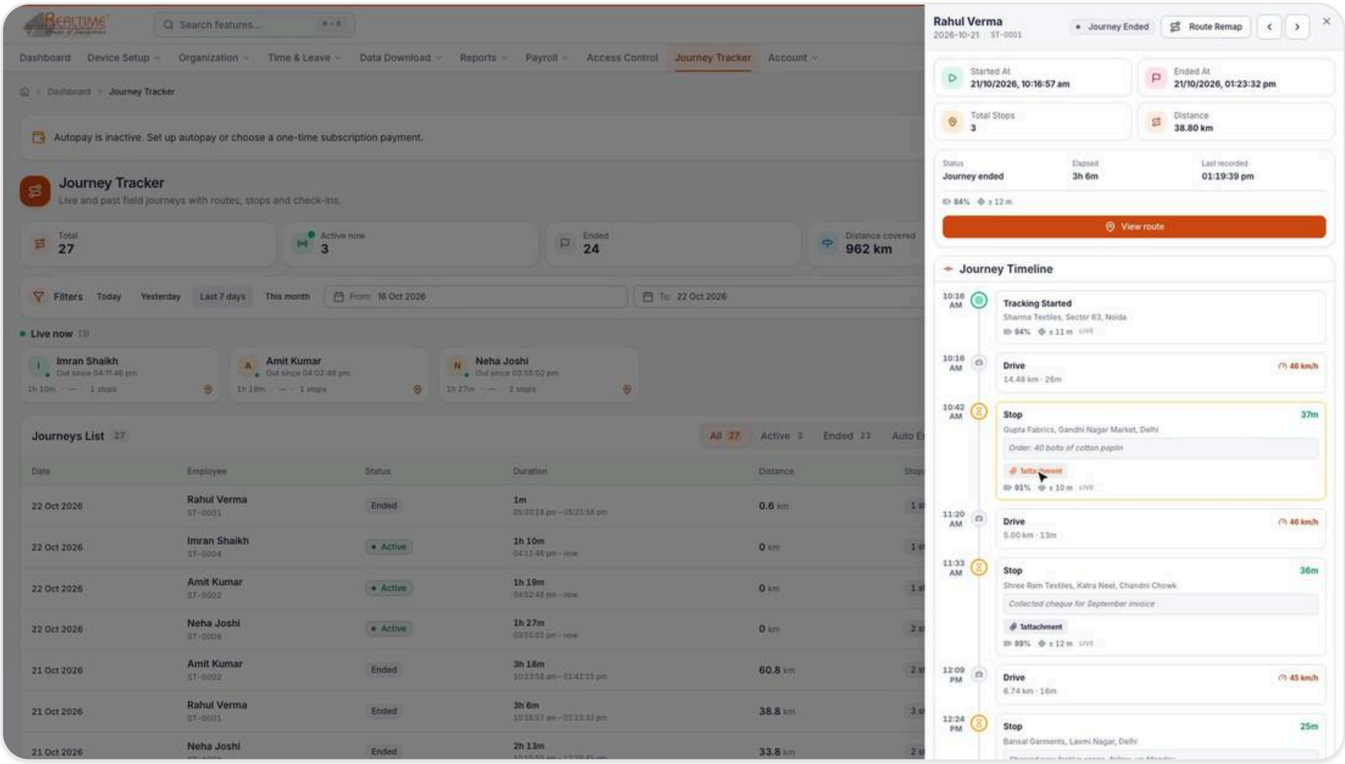
1. ꯃꯊꯛꯀꯤ ꯃꯦꯅꯨꯗꯥ **Journey Tracker** ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Refresh** (ꯔꯤꯐ꯭ꯔꯦꯁ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯍꯧꯖꯤꯛꯀꯤ ꯆꯠꯂꯤꯕ ꯃꯤ ꯁꯤꯡꯗꯨꯃꯛ **Live now** (ꯍꯧꯖꯤꯛ ꯂꯥꯏꯕ) ꯍꯤꯡ ꯃꯅꯥ ꯎꯕ ꯐꯪꯒꯅꯤ꯫
3. **Journeys List** (ꯈꯣꯡꯆꯠꯀꯤ ꯂꯤꯁ꯭ꯠ) ꯗꯥ, ꯑꯦꯛꯇꯤꯕ ꯈꯣꯡꯆꯠ ꯑꯃꯀꯤ ꯂꯥꯏꯕ ꯃꯦꯞ ꯄꯥꯅꯕꯒꯤ ꯃꯔꯤꯡ ꯃꯦꯞꯇꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯑꯗꯨꯗꯥ ꯂꯣꯀꯦꯁꯟꯒꯤ ꯂꯥꯏꯕ ꯃꯦꯞ ꯑꯃꯁꯨꯡ ꯊꯕꯛꯀꯤ ꯍꯣꯡꯗꯣꯛ, ꯑꯃꯁꯨꯡ ꯑꯇꯣꯞꯄ ꯊꯕꯛꯁꯤꯡ **Activity Timeline** (ꯊꯕꯛꯀꯤ ꯃꯇꯝꯂꯥꯏꯟ) ꯂꯩ꯫



ꯃꯤ ꯁꯤꯡꯗꯨꯃꯛ ꯀꯥꯡꯂꯨꯄꯀꯤ ꯌꯦꯡꯅꯕꯥ, ꯃꯊꯛꯀꯤ ꯑꯔꯣꯏꯕ ꯑꯣꯏꯕꯥ ꯃꯐꯝꯗꯥ **Live Locations** (ꯂꯥꯏꯕ ꯂꯣꯀꯦꯁꯟꯁꯤꯡ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯁꯤꯗꯥ ꯍꯧꯖꯤꯛꯀꯤ ꯊꯕꯛꯇꯥ ꯂꯩꯔꯤꯕ ꯃꯤ ꯄꯨꯝꯅꯃꯛ ꯑꯃꯠꯇꯥ ꯎꯕ ꯐꯪꯒꯅꯤ꯫

ꯖꯔꯅꯤꯒꯤ ꯄꯤꯁꯨꯔꯤ ꯍꯥꯡꯗꯣꯛꯄ

1. **Filters** (ꯐꯤꯜꯇꯔꯁꯤꯡ) ꯑꯁꯤ ꯃꯈꯥꯗ, **Today** (ꯉꯁꯤ), **Yesterday** (ꯉꯔꯥꯡ), **Last 7 days** (ꯍꯧꯈꯤꯕ ꯅꯨꯃꯤꯠ 7) ꯅꯠꯔꯒꯥ **This month** (ꯃꯁꯤ ꯊꯥ) ꯈꯅꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯅꯍꯥꯛꯀꯤ ꯃꯇꯝꯒꯤ **From** (ꯍꯧꯕ) ꯑꯃꯁꯨꯡ **To** (ꯐꯥꯑꯣꯕ) ꯁꯦꯠ ꯇꯧꯕ ꯌꯥꯕꯤꯌꯨ꯫ ꯂꯤꯁ꯭ꯇ ꯑꯗꯨ ꯑꯃꯨꯛꯍꯟꯅ ꯅꯥꯏꯕ ꯍꯣꯡꯒ꯫
2. ꯃꯊꯛꯇ ꯂꯩꯕ ꯀꯥꯔꯗꯁꯤꯡꯗ **Total** (ꯄꯨꯝꯅꯃꯛ) ꯖꯔꯅꯤꯁꯤꯡ, **Active now** (ꯍꯧꯖꯤꯛ ꯆꯠꯂꯤꯕ), **Ended** (ꯂꯣꯏꯔꯕ), **Distance covered** (ꯈꯣꯡꯆꯠ ꯂꯝꯄꯥꯛ) ꯑꯃꯁꯨꯡ **Avg. duration** (ꯑꯥꯚꯔꯦꯖ ꯃꯇꯝ) ꯎꯠꯂꯤ꯫
3. ꯂꯤꯁ꯭ꯇ ꯑꯗꯨ ꯐꯤꯜꯇꯔ ꯇꯧꯅꯕ **All** (ꯄꯨꯝꯅꯃꯛ), **Active** (ꯆꯠꯂꯤꯕ), **Ended** ꯑꯃꯁꯨꯡ **Auto Ended** (ꯃꯁꯥꯃꯛ ꯂꯣꯏꯔꯕ) ꯇꯥꯕꯁꯤꯡ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯅꯕ **Export** (ꯆꯠꯁꯤꯟꯕ) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫
4. ꯖꯔꯅꯤ ꯑꯃꯃꯃꯇ ꯃꯤꯑꯣꯏ ꯑꯗꯨꯒꯤ ꯃꯐꯝ ꯌꯦꯡꯕ ꯌꯥꯕꯤꯌꯨ꯫ ꯄꯥꯅꯦꯜ ꯑꯗꯨꯗ ꯍꯧꯕ ꯑꯃꯁꯨꯡ ꯂꯣꯏꯕ ꯃꯇꯝ, ꯄꯨꯝꯅꯃꯛꯀꯤ ꯂꯥꯏꯃꯀꯁꯤꯡ, ꯂꯝꯄꯥꯛ ꯑꯃꯁꯨꯡ **Journey Timeline** (ꯖꯔꯅꯤꯒꯤ ꯇꯥꯏꯃꯂꯥꯏꯟ) ꯎꯠꯂꯤ: ꯗꯔꯥꯏꯚ ꯁꯦꯒꯃꯦꯟꯇ ꯑꯃꯁꯨꯡ ꯂꯥꯏꯐ ꯁꯦꯒꯃꯦꯟꯇ ꯃꯇꯝ ꯑꯗꯨ ꯈꯪꯍꯟꯕꯒꯥ ꯍꯣꯛꯄꯒꯥ ꯂꯥꯛꯂꯦ꯫ ꯈꯥꯗꯄꯥꯕꯗꯕꯁꯤꯡꯗ ꯂꯕꯗꯨꯕꯒꯤ ꯅꯥꯍ ꯎꯠꯂꯤ, ꯑꯃꯁꯨꯡ ꯕꯤꯂꯁꯤꯡ ꯍꯃꯗꯥꯗꯕ **attachment** (ꯆꯠꯄꯥꯈꯥꯗ) ꯗ ꯃꯅꯤꯡ ꯇꯧꯕ ꯍꯣꯡ꯫

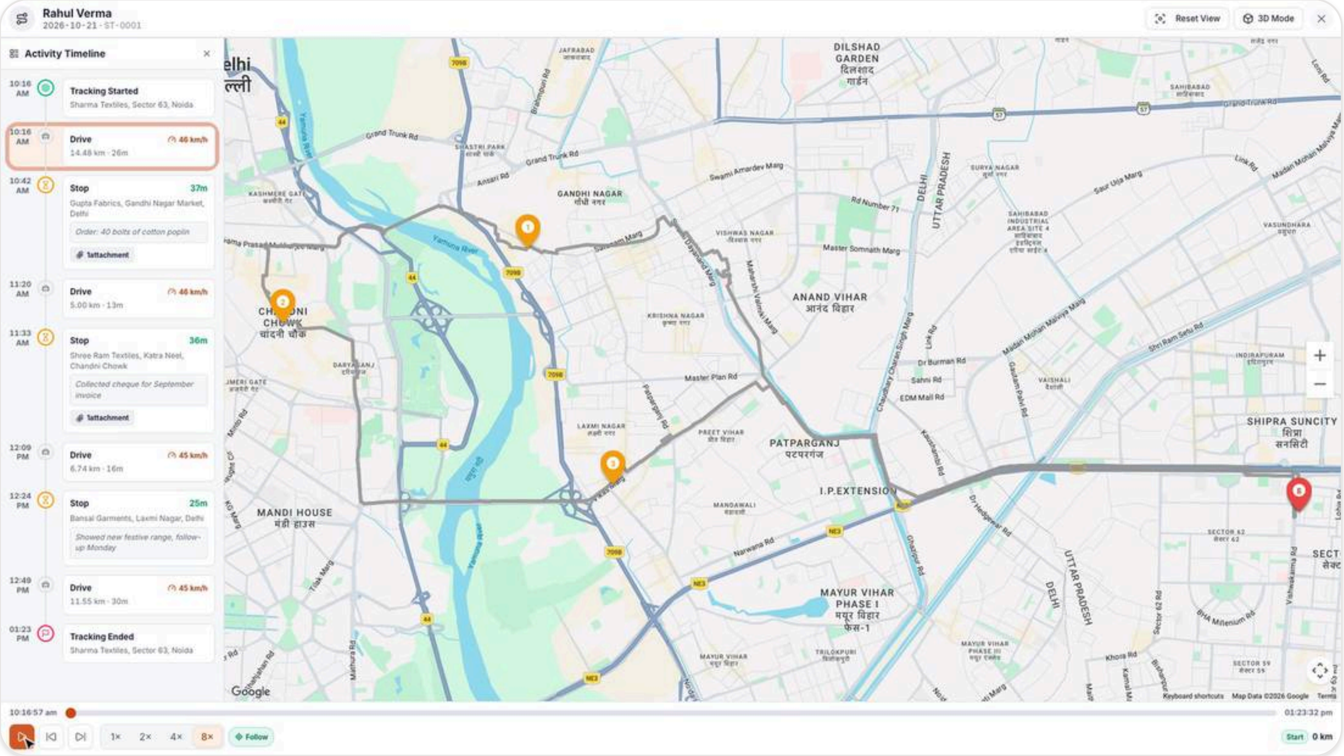


ꯖꯔꯅꯤ ꯑꯃꯥ ꯁꯥꯡꯕ

1. ꯇꯥꯏꯝꯂꯥꯏꯟ ꯀꯥꯔ꯭ꯗꯇꯥ View route (ꯂꯝꯕꯤ ꯎꯕ) ꯗꯥ ꯅꯝꯕꯤꯌꯨ ꯌꯧꯕꯤꯌꯨ꯫ ꯍꯧꯖꯤꯛ ꯀꯨꯝꯕ ꯑꯗꯨ ꯃꯥꯄꯜꯂꯥ ꯍꯨꯗꯤꯡꯃꯛꯇꯥ ꯃꯇꯤꯡ ꯑꯃꯗꯨꯗꯥ ꯃꯥꯀꯣ ꯎꯥꯡꯃꯤ꯫

2. ꯀꯨꯃꯤꯁ ꯑꯗꯨ ꯑꯃꯨꯛ ꯎꯥꯡꯕꯗꯥ ꯀꯨꯇꯥ ꯂꯝꯕꯤꯌꯨ꯫ 1×, 2×, 4× ꯅꯠꯇ꯭ꯔꯒꯥ 8× ꯁꯀꯤꯗꯥ ꯍꯟꯕꯤꯌꯨ꯫

3. ꯇꯝꯕꯤꯁꯤꯡ ꯅꯥꯡꯅꯗꯥ ꯎꯥꯡꯕꯗꯥ 3D Mode (3D ꯃꯣꯗ) ꯗꯥ ꯅꯝꯕꯤꯌꯨ ꯌꯧꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯁꯦꯇꯦꯂꯥꯏꯠ ꯒꯤꯗꯃꯛꯀꯤ ꯃꯌꯥꯏꯗꯥ Satellite (ꯁꯦꯇꯦꯂꯥꯏꯠ) ꯗꯥ ꯅꯝꯕꯤꯌꯨ ꯌꯧꯕꯤꯌꯨ꯫ Reset View (ꯒꯤꯗꯝ ꯔꯤꯁꯦꯠ ꯌꯧꯕ) ꯅꯥ ꯃꯥꯀꯣ ꯑꯗꯨ ꯑꯃꯨꯛ ꯍꯟꯅꯥ ꯀꯨꯔꯤꯍ꯫



ꯍꯥꯏꯕꯤꯗꯨꯝꯕꯤꯌꯨ: ꯅꯥꯡꯅꯃꯛꯇꯥ ꯑꯃꯥ ꯍꯧꯖꯤꯛ ꯇꯥꯍꯟꯕꯤꯗꯨ ꯅꯥꯊꯔꯗꯨꯅꯤ, ꯅꯍꯥꯛꯅ ꯇꯥꯏꯝꯂꯥꯏꯟ ꯀꯥꯔ꯭ꯗꯇꯥꯒꯤ ꯃꯇꯨ ꯇꯥꯍꯟꯕꯤꯗꯨ ꯌꯥꯍ꯫ ꯌꯨꯝꯕꯤ ꯑꯣꯍꯅꯥ ꯊꯃꯗꯤꯕꯗꯥ ꯇꯥꯏꯝꯁꯤꯡ ꯃꯁꯥꯃꯛ ꯇꯥꯍꯟꯕꯤꯕꯇꯛꯀꯨꯅꯥ Auto Ended ꯑꯣꯍꯅꯥ ꯊꯨꯗ ꯖꯤꯗꯨ ꯌꯥꯍ꯫

16

Pro HRMS (ꯑꯦꯗ-ꯑꯣꯟ)

ꯄ꯭ꯂꯥꯟ: Pro HRMS ꯑꯦꯗ-ꯑꯣꯟ

Pro HRMS ꯅꯥ ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯇꯒꯤ ꯃꯦꯟꯅ ꯅꯍꯥꯛꯀꯤ ꯀꯝꯄꯦꯅꯤꯒꯤ HR ꯊꯧꯗꯣꯀꯁꯤꯡ ꯄꯨꯔꯛꯂꯤ: ꯀꯝꯄꯦꯅꯤ ꯐꯤꯗ, ꯅꯍꯥꯛꯀꯤ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯁꯤꯡ ꯂꯩꯉꯥꯛꯄ, ꯗꯦꯖꯤꯒꯅꯦꯁꯅꯁꯤꯡ, ꯑꯦꯂꯥꯏ ꯁꯦꯂꯥꯔꯤꯁꯤꯡ, ꯄꯥꯝꯅꯕꯤꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯂꯣꯜꯄꯥꯔꯄꯦ ꯚꯦꯔꯤꯐꯥꯏ ꯇꯧꯕ॥ ꯃꯁꯤꯅꯥ Manager ꯗꯦꯁ꯭ꯛ ꯍꯥꯄꯆꯤꯜꯂꯤ, ꯃꯗꯨ ꯑꯗꯨꯅꯥ ꯌꯥꯝꯅ ꯅꯤꯡꯁꯤꯡꯕꯅꯥ ꯃꯊꯧ ꯇꯥꯕ ꯃꯤꯁꯤꯡ ꯃꯊꯧ ꯃꯆꯦꯅꯥ ꯔꯥꯄꯁꯤꯟꯕ ꯑꯣꯏꯔꯤ॥

> **ꯄ꯭ꯂꯥꯟ ꯃꯊꯧ ꯇꯥꯕ:** Pro HRMS ꯑꯁꯤ ꯁꯦꯟ ꯄꯤꯕ ꯑꯦꯗ-ꯑꯣꯟ ꯑꯃꯅꯤ॥ ꯃꯁꯤꯒꯤ ꯃꯦꯅꯨꯁꯤꯡ ꯅꯍꯥꯛꯀꯤ ꯑꯦꯀꯥꯎꯟꯇꯇꯥ ꯑꯦꯛꯇꯤꯚ ꯑꯣꯏꯔꯕꯗꯥ ꯈꯛꯇꯃꯛ ꯎꯕ ꯐꯪꯒꯅꯤ॥ ꯍꯧꯗꯣꯀꯄ ꯃꯃꯅꯤꯡꯗꯥ ꯌꯥꯝꯅ ꯃꯤꯠꯌꯦꯡ Billing & Plan (ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯄ꯭ꯂꯥꯟ) ꯌꯦꯡꯕꯤꯌꯨ॥

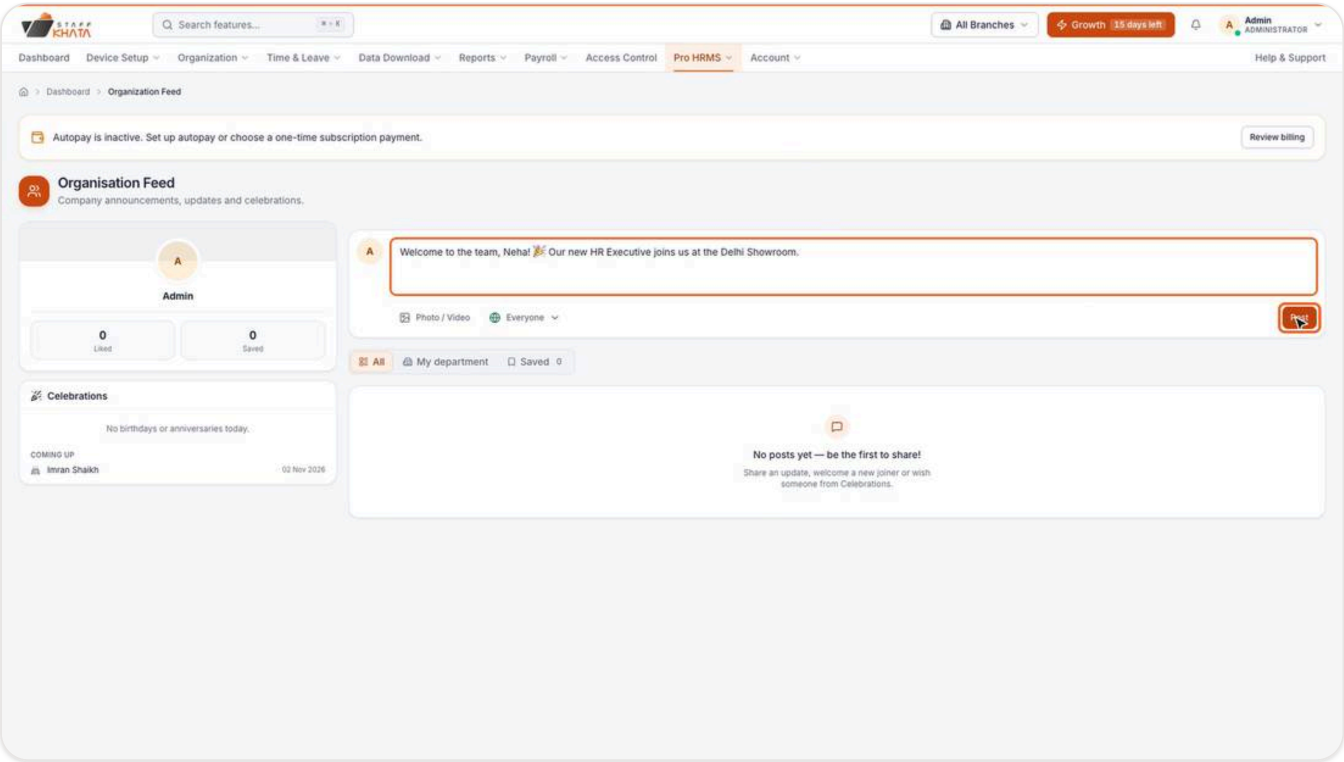
Pro HRMS ꯃꯦꯅꯨ ꯊꯤꯕ

ꯑꯦꯗ-ꯑꯣꯟ ꯑꯦꯛꯇꯤꯚ ꯑꯣꯏꯔꯕꯗꯥ ꯃꯇꯨꯡꯗꯥ, ꯑꯦꯗꯃꯤꯟ ꯑꯃꯁꯨꯡ ꯃꯦꯅꯦꯖꯔꯁꯤꯡꯒꯤꯗꯃꯛ ꯃꯊꯛꯀꯤ ꯕꯥꯔꯗꯥ, ꯑꯃꯁꯨꯡ ꯊꯕꯛꯂꯕꯁꯤꯡꯒꯤ ꯁꯥꯏꯗꯕꯥꯔꯗꯥ Pro HRMS ꯃꯦꯅꯨ ꯑꯃ ꯐꯪꯒꯅꯤ॥ ꯃꯗꯨꯗꯥ ꯁꯤꯡꯗꯤꯕ ꯁ꯭ꯀ꯭ꯔꯤꯟꯁꯤꯡ ꯃꯦꯅꯨ ꯑꯃꯗꯥ ꯂꯩ॥

ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ ꯐꯤꯗ

ꯂꯥꯎꯊꯣꯛꯄꯁꯤꯡ, ꯌꯦꯡꯁꯤꯅꯕ ꯑꯣꯏꯕꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯤꯡꯊꯥꯟꯕꯒꯤ ꯊꯧꯗꯣꯛꯁꯤꯡꯁꯤꯡꯗꯥ ꯀ꯭ꯂꯦꯜꯅ ꯂꯤꯅꯤꯟꯅ ꯌꯦꯡ ꯑꯃ॥

1. **Pro HRMS → Organization Feed** (ꯑꯣꯔꯒꯥꯅꯥꯏꯖꯦꯁꯟ ꯐꯤꯗ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ॥
2. ꯄꯣꯁ꯭ꯠ ꯕꯔꯦꯞ ꯏꯕꯤꯌꯨ॥ ꯃꯥꯟꯅꯔꯦ ꯑꯦꯟꯅꯦꯂꯦꯟꯅꯕ **Photo / Video** (ꯐꯣꯇꯣ / ꯚꯤꯗꯤꯑꯣ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ॥
3. ꯀꯅꯅ ꯎꯒꯅꯒ ꯈꯟꯕꯤꯌꯨ: **Everyone** (ꯃꯤ ꯈꯨꯗꯤꯡꯃꯛ) ꯅꯠꯔꯒ **Specific Department** (ꯑꯀꯛꯅꯕ ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯠ)॥
4. **Post** (ꯄꯣꯁ꯭ꯠ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ॥

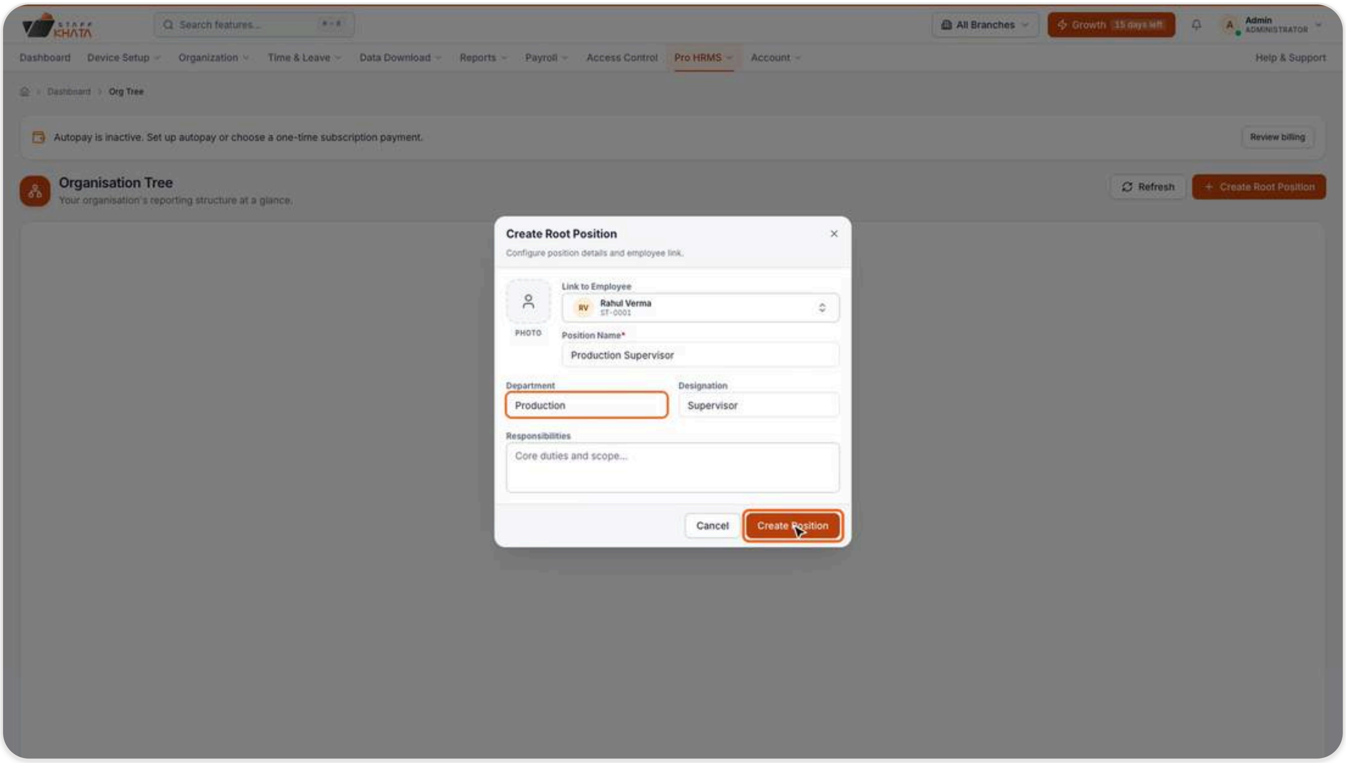


ꯏꯝꯄ꯭ꯂꯣꯌꯤꯁꯤꯡꯅꯥ ꯄꯣꯁ꯭ꯇꯁꯤꯡ ꯂꯥꯏꯛ ꯇꯧꯕ, ꯀꯃꯦꯟꯇ ꯇꯧꯕ ꯑꯃꯁꯨꯡ ꯁꯦꯚ ꯇꯧꯕ ꯌꯥꯏ꯫ **Celebrations** (ꯄꯨꯋꯥꯔꯤ ꯊꯧꯔꯝꯁꯤꯡ) ꯁꯦꯛꯁꯅꯅꯥ ꯉꯁꯤꯒꯤ ꯑꯃꯁꯨꯡ ꯅꯪꯖꯤꯡꯕ ꯄꯣꯛꯄ ꯅꯨꯃꯤꯠꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯦꯅꯤꯚꯔꯁꯦꯔꯤꯁꯤꯡ ꯎꯠꯂꯤ꯫

ꯑꯣꯔꯒ ꯇ꯭ꯔꯤ

ꯑꯣꯔꯒ ꯇ꯭ꯔꯤꯅꯥ ꯀꯝꯄꯦꯅꯤꯒꯤ ꯔꯤꯄꯣꯔꯇꯤꯡ ꯁ꯭ꯠꯔꯛꯆꯔ ꯎꯠꯂꯤ꯫

1. **Pro HRMS → Org Tree** (ꯑꯣꯔꯒ ꯇ꯭ꯔꯤ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Create First Position** (ꯑꯍꯥꯅꯕ ꯄꯣꯖꯤꯁꯟ ꯁꯦꯝꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ (ꯅꯠꯇ꯭ꯔꯒꯥ, **Create Root Position** (ꯔꯨꯠ ꯄꯣꯖꯤꯁꯟ ꯁꯦꯝꯕꯤꯌꯨ))꯫
3. **Link to Employee** (ꯏꯝꯄ꯭ꯂꯣꯌꯤꯒꯥ ꯁꯝꯅꯍꯟꯕ) ꯒꯤ ꯃꯇꯨꯡꯗ ꯏꯝꯄ꯭ꯂꯣꯌꯤ ꯈꯅꯕꯤꯌꯨ, ꯃꯇꯨꯡꯒꯤ ꯃꯇꯨꯡꯗ **Position Name** (ꯄꯣꯖꯤꯁꯅꯒꯤ ꯃꯤꯡ), **Department** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ) ꯑꯃꯁꯨꯡ **Designation** (ꯗꯦꯖꯤꯒꯅꯦꯁꯟ) ꯃꯄꯨꯡ ꯐꯥꯍꯅꯕꯤꯌꯨ꯫ **Responsibilities** (ꯊꯧꯗꯥꯡꯁꯤꯡ) ꯑꯃꯁꯨꯡ ꯍꯦꯟꯅ ꯃꯊꯧ ꯇꯥꯗꯦ꯫
4. **Create Position** (ꯄꯣꯖꯤꯁꯟ ꯁꯦꯝꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯇ꯭ꯔꯤ ꯑꯗꯨ ꯃꯍꯧ ꯊꯧꯕ ꯃꯇꯦ ꯄꯣꯖꯤꯁꯟ ꯑꯃꯗꯥ **Add Direct Report** (ꯗꯥꯏꯔꯦꯛꯇ ꯔꯤꯄꯣꯔꯠ ꯍꯥꯄꯆꯤꯟꯕ) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫



ꯃꯊꯛꯇꯥ ꯍꯤ ꯖꯣꯕ ꯗꯤꯑꯦꯕ ꯁꯦꯇꯤꯡꯒ ꯑꯍ ꯑꯍꯥꯡꯕ ꯑꯦꯅꯗꯥ ꯖꯣꯕ ꯔꯦꯟ꯫ ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯗꯥ ꯌꯥꯔꯤ ꯑꯃꯨ **My Org Tree** (ꯑꯣꯀꯤ ꯑꯦꯔꯒ ꯌꯥꯔꯤ) ꯗ ꯎꯕ꯫

ꯖꯣꯕ ꯔꯦꯐꯔꯦꯜꯁꯤꯡ

1. **Pro HRMS** → **Job Referrals** (ꯖꯣꯕ ꯔꯦꯐꯔꯦꯜꯁꯤꯡ) → **Add Job Opening** (ꯊꯕꯛꯀꯤ ꯑꯍꯥꯡꯕ ꯍꯥꯃꯖꯤꯟꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Job Title** (ꯊꯕꯛꯀꯤ ꯃꯤꯡ), **Description** (ꯃꯔꯦꯜ), **Location** (ꯃꯐꯝ) ꯑꯃꯁꯨꯡ **Department** (ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇ) ꯍꯕꯤꯌꯨ, ꯃꯇꯨꯡꯒꯤ ꯃꯇꯨꯡꯗ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ꯫

ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯗꯥ ꯃꯈꯣꯌꯒꯤ **Job Referrals** ꯆꯦꯟꯗ ꯑꯍꯥꯡꯕ ꯄꯣꯖꯤꯁꯟꯁꯤꯡ ꯎꯕ ꯑꯃꯁꯨꯡ ꯃꯈꯣꯌꯗꯥ ꯈꯪꯕ ꯃꯤ ꯑꯃꯒꯤ ꯃꯤꯡ ꯁꯤꯟꯗꯨꯅ **Refer Now** (ꯔꯦꯐꯔ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯏ꯫ ꯃꯍꯥꯛꯅ **View Referrals** (ꯔꯦꯐꯔꯦꯜꯁꯤꯡ ꯌꯦꯡꯕ) ꯗ ꯁꯤꯟꯗꯨꯅ ꯌꯦꯡꯗꯨꯅ ꯑꯃꯁꯨꯡ ꯃꯤ ꯈꯟꯅꯕꯥ **Pending** (ꯄꯦꯟꯗꯤꯡ), **Hired** (ꯍꯥꯏꯔꯗ) ꯅꯠꯔꯒ **Rejected** (ꯔꯤꯖꯦꯛꯇ) ꯗ ꯎꯕꯥ ꯌꯥꯏ꯫

ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯊꯕꯛꯀꯤ ꯑꯄꯗꯦꯠꯁꯤꯡ

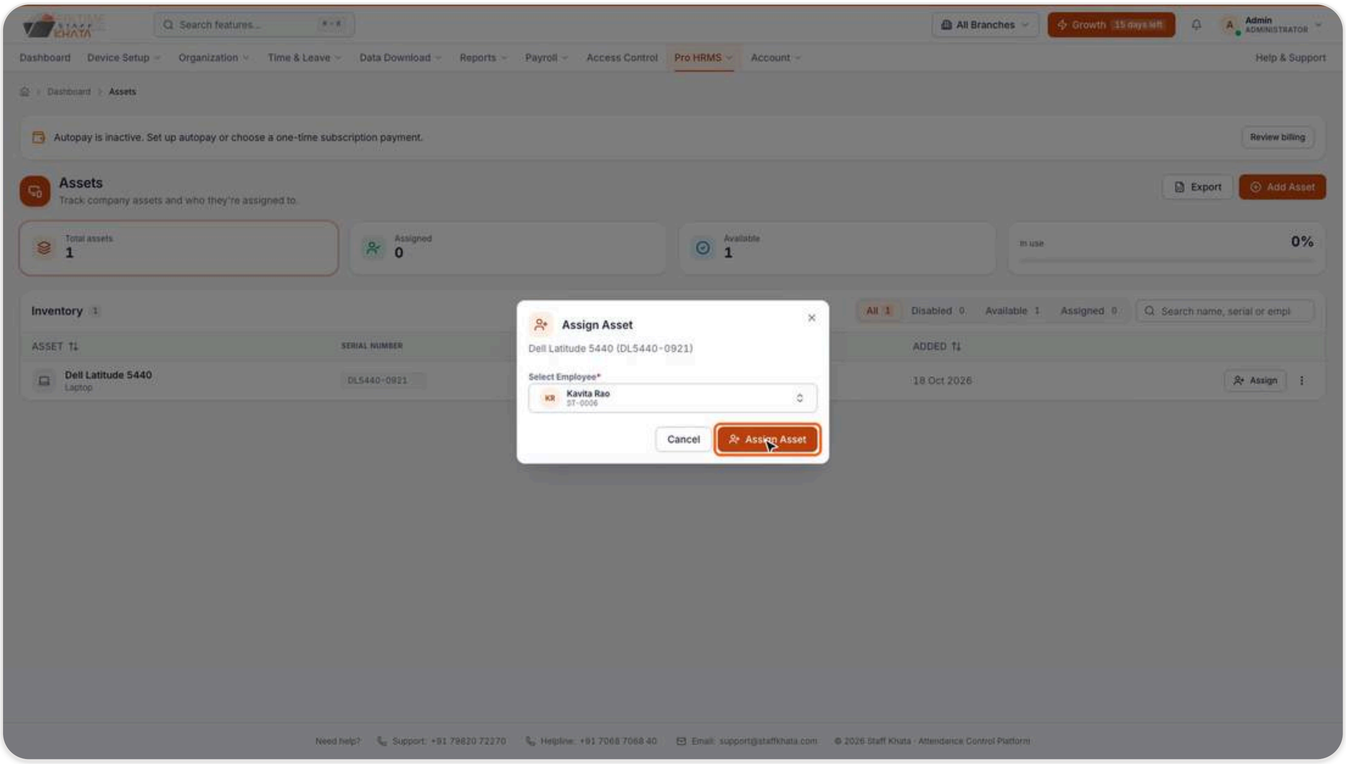
ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯗꯥ **Submit Today's Work Update** (ꯉꯁꯤꯒꯤ ꯊꯕꯛꯀꯤ ꯑꯄꯗꯦꯠ ꯄꯤꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯗꯨꯅ ꯃꯈꯣꯌꯒꯤ ꯅꯨꯃꯤꯠ ꯊꯕꯛ ꯇꯥꯀꯄꯥ ꯌꯥꯏ꯫ ꯑꯦꯗꯃꯤꯟ ꯑꯃꯁꯨꯡ ꯃꯦꯅꯦꯖꯔꯁꯤꯡꯗꯥ ꯍꯤ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ

ꯑꯄꯗꯦꯠꯁꯤꯡ **Pro HRMS → Daily Work Updates** (ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯊꯕꯛꯀꯤ ꯑꯄꯗꯦꯠꯁꯤꯡ) ꯗꯥ ꯌꯦꯡ ꯆꯠꯅꯕꯤ ꯊꯕꯛꯍꯩꯕꯁꯤꯡꯒꯤ ꯃꯤꯇꯩꯄ ꯌꯥꯎꯕꯅꯤ ꯎꯕꯥ, ꯑꯃꯁꯨꯡ ꯃꯈꯣꯌꯁꯤꯡ **Export** (ꯑꯦꯛꯁꯄꯣꯔꯠ) ꯇꯧꯕ ꯌꯥꯏ꯫

ꯑꯦꯁꯦꯠꯁꯤꯡ

ꯀꯝꯄꯦꯅꯤꯒꯤ ꯂꯦꯄꯇꯣꯞ, ꯐꯣꯟ ꯑꯃꯁꯨꯡ ꯑꯇꯣꯞꯄ ꯄꯣꯠꯂꯃꯁꯤꯡꯒꯤ ꯍꯤꯁꯥꯕ ꯊꯝꯕꯤꯌꯨ꯫

1. **Pro HRMS → Assets** (ꯑꯦꯁꯦꯠꯁꯤꯡ) → **Add Asset** (ꯑꯦꯁꯦꯠ ꯍꯥꯄꯆꯤꯟꯕ) ꯗꯥ <u>ꯀ꯭ꯂꯤꯛ</u> ꯇꯧꯕꯤꯌꯨ꯫
2. ꯃꯈꯜ ꯑꯃ ꯈꯅꯕꯤꯌꯨ (ꯈꯨꯗꯝ ꯑꯣꯏꯅ **Laptop** (ꯂꯦꯄꯇꯣꯞ)), **Asset Name** (ꯑꯦꯁꯦꯠꯀꯤ ꯃꯤꯡ) ꯑꯃꯁꯨꯡ **Serial Number** (ꯁꯤꯔꯤꯑꯦꯜ ꯅꯝꯕꯔ) ꯍꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ꯫
3. **Inventory** (ꯏꯟꯚꯦꯟꯇꯔꯤ) ꯗꯒꯤ<u>ꯁꯤ</u>ꯡ, ꯑꯦꯁꯦꯠ ꯑꯗꯨꯗꯥ **Assign** (ꯁꯤꯟꯕ) ꯗꯥ <u>ꯀ꯭ꯂꯤꯛ</u> ꯇꯧꯕꯤꯌꯨ, **Select Employee** (ꯊꯕꯛꯊꯧꯕ ꯈꯅꯕꯤꯌꯨ) ꯗꯥ ꯊꯕꯛꯊꯧꯕ ꯈꯅꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ **Assign Asset** (ꯑꯦꯁꯦꯠ ꯁꯤꯟꯕꯤꯌꯨ) ꯗꯥ <u>ꯀ꯭ꯂꯤꯛ</u> ꯇꯧꯕꯤꯌꯨ꯫



ꯑꯦꯁꯦꯠ ꯈꯨꯗꯤꯡꯃꯛꯇꯥ **Assignment History** (ꯁꯤꯟꯅꯕꯒꯤ ꯄꯨ<u>ꯋꯥ</u>ꯔꯤ) ꯊꯝꯃꯤ꯫ ꯊꯕꯛꯊꯧꯕꯁꯤꯡꯅꯥ ꯃꯈꯣꯌꯒꯤ ꯃꯈꯨꯠꯇꯥ ꯂꯩꯕꯁꯤꯡ **My Assets** (ꯑꯩꯒꯤ ꯑꯦꯁꯦꯠꯁꯤꯡ) ꯗꯥ ꯎꯕ꯫

ꯁꯦꯂꯤꯁꯤꯡꯒꯤ ꯗꯣꯀꯨꯃꯦꯟꯇꯁꯤꯡ

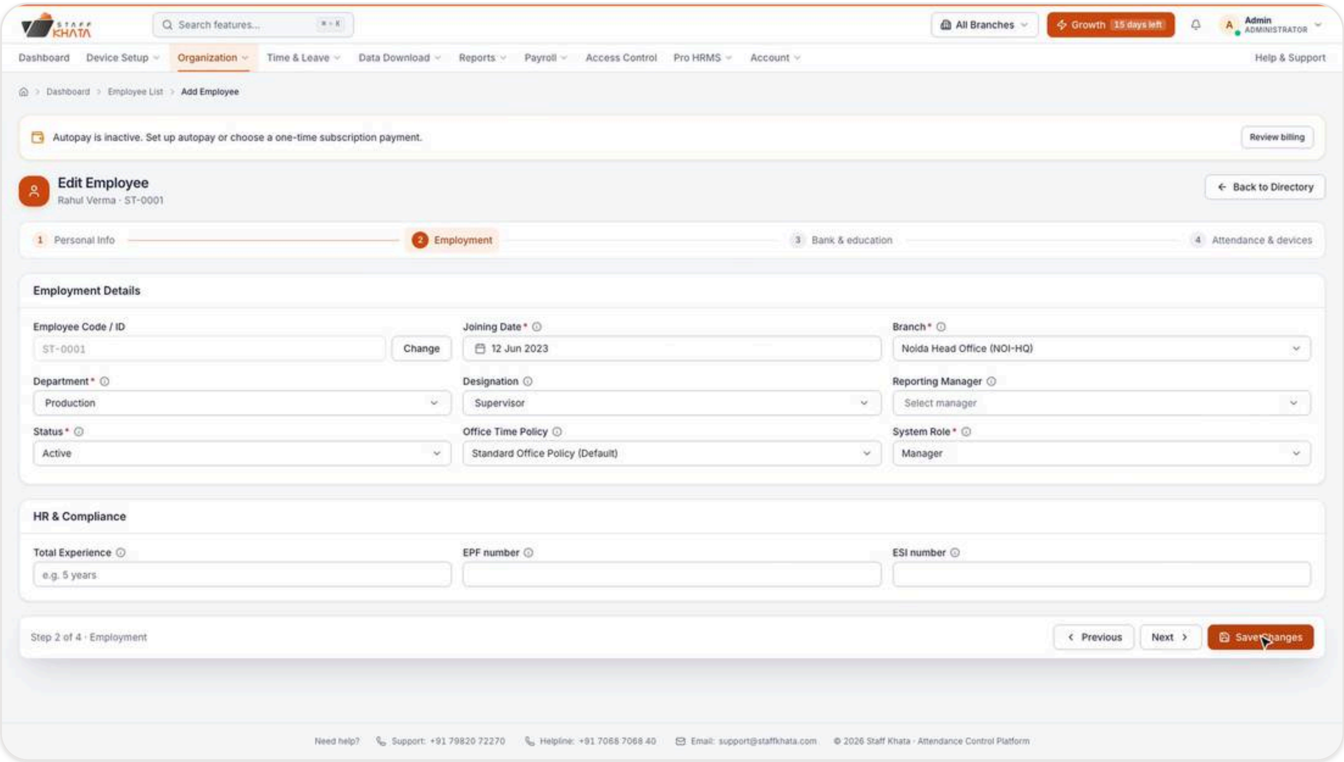
Pro HRMS → Policy Documents (ꯄꯣꯂꯤꯁꯤꯒꯤ ꯗꯣꯀꯨꯃꯦꯟꯠꯁꯤꯡ) → **Upload Document** (ꯗꯣꯀꯨꯃꯦꯟꯠ ꯑꯞꯂꯣꯗ ꯇꯧꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ **Policy Name** (ꯄꯣꯂꯤꯁꯤꯒꯤ ꯃꯤꯡ) ꯑꯃꯁꯨꯡ **Policy Category** (ꯄꯣꯂꯤꯁꯤꯒꯤ ꯀꯦꯇꯦꯒꯣꯔꯤ) ꯈꯟꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯐꯥꯏꯜ ꯑꯃ ꯍꯞꯄꯤꯌꯨ (PDF, Word, Excel, PowerPoint ꯐꯣꯔꯃꯦꯠ ꯈꯛꯇ, 2 MB ꯐꯥꯑꯣꯕ)꯫ ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯅ ꯄꯣꯂꯤꯁꯤ ꯑꯗꯨ ꯄꯥꯗꯨꯅ **Acknowledge** (ꯌꯥꯕ ꯐꯣꯡꯗꯣꯛꯄ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯏ, ꯑꯃꯁꯨꯡ ꯀꯅꯥꯅꯥ ꯌꯥꯕꯦ ꯍꯥꯌꯔꯕꯁꯨ ꯅꯍꯥꯛꯅ ꯎꯕ ꯉꯝꯃꯤ꯫

HR ꯁꯄꯣꯔꯠ

ꯑꯦꯇꯦꯟꯗꯦꯟꯁ, ꯂꯤꯕ, ꯄꯦꯔꯣꯜ ꯑꯃꯁꯨꯡ ꯑꯇꯣꯞꯄ HR ꯒꯤ ꯋꯥꯐꯃꯁꯤꯡꯒꯤ ꯃꯔꯃꯗ ꯋꯥꯍꯪꯁꯤꯡꯒꯤꯗꯃꯛ ꯍꯦꯜꯞ ꯗꯦꯁ꯭ꯛ ꯑꯃ꯫ ꯊꯕꯛꯁꯨꯕꯁꯤꯡꯅ **Raise Ticket** (ꯇꯤꯀꯦꯠ ꯁꯦꯝꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯗꯨꯅ ꯁꯕꯖꯦꯛꯠ, ꯃꯔꯝ ꯑꯃꯁꯨꯡ ꯐꯥꯏꯜ 5 ꯐꯥꯑꯣꯕ ꯍꯞꯆꯤꯜꯂꯤ꯫ HR ꯑꯃꯁꯨꯡ ꯑꯦꯗꯃꯤꯟꯁꯤꯡꯅ ꯇꯤꯀꯦꯠ ꯄꯨꯝꯅꯃꯛ **Pro HRMS → HR Support** (HR ꯁꯄꯣꯔꯠ) ꯗ ꯎꯏ ꯑꯃꯁꯨꯡ ꯃꯈꯣꯌꯒꯤ **Update Status** (ꯁ꯭ꯇꯦꯇꯁ ꯑꯞꯗꯦꯠ ꯇꯧꯕ) ꯅ **Open** (ꯍꯥꯡꯗꯣꯛꯂꯤ), **In Progress** (ꯊꯕꯛ ꯆꯠꯂꯤ), **Resolved** (ꯁꯦꯃꯗꯣꯛꯈ꯭ꯔꯦ) ꯑꯃꯁꯨꯡ **Closed** (ꯂꯣꯛꯂꯦ) ꯗ ꯍꯣꯡꯒꯠꯂꯤ꯫

ꯀꯅꯥꯒꯨꯝꯕ ꯑꯃꯕꯨ ꯃꯦꯅꯦꯖꯔ ꯑꯦꯁꯥꯏꯟꯕ

1. **Organization** (ꯑꯣꯔꯒꯅꯥꯏꯖꯦꯁꯟ) → **Employee List** (ꯊꯕꯛꯁꯨꯕꯒꯤ ꯂꯤꯁ꯭ꯠ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ ꯊꯕꯛꯁꯨꯕ ꯑꯗꯨ ꯑꯦꯗꯤꯠ ꯇꯧꯕꯤꯌꯨ꯫
2. **Employment** (ꯊꯕꯛ) ꯁꯔꯨꯛ ꯍꯥꯡꯗꯣꯛꯄꯤꯌꯨ ꯑꯃꯁꯨꯡ **System Role** (ꯁꯤꯁ꯭ꯇꯦꯝꯒꯤ ꯊꯧꯗꯥꯡ) ꯑꯗꯨ **Manager** (ꯃꯦꯅꯦꯖꯔ) ꯑꯣꯏꯅ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫
3. **Save Changes** (ꯍꯣꯡꯗꯣꯛꯄꯁꯤꯡ ꯁꯦꯚ ꯇꯧꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯃꯦꯅꯦꯖꯔ ꯑꯃꯒꯤ ꯇꯤꯝ ꯂꯣꯌꯕꯁꯤ ꯃꯍꯥꯛꯀꯤ ꯃꯍꯣꯌꯒꯤ **Reporting Manager** (ꯔꯤꯄꯣꯔꯇꯤꯡ ꯃꯦꯅꯦꯖꯔ) ꯑꯣꯏꯅ ꯈꯅꯒꯠꯂꯤ꯫ ꯃꯁꯤ ꯇꯤꯝꯒꯤ ꯃꯤꯑꯣꯏ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ **Employment** ꯁꯦꯛꯁꯟꯗ ꯁꯦꯠ ꯇꯧꯕꯤꯌꯨ꯫

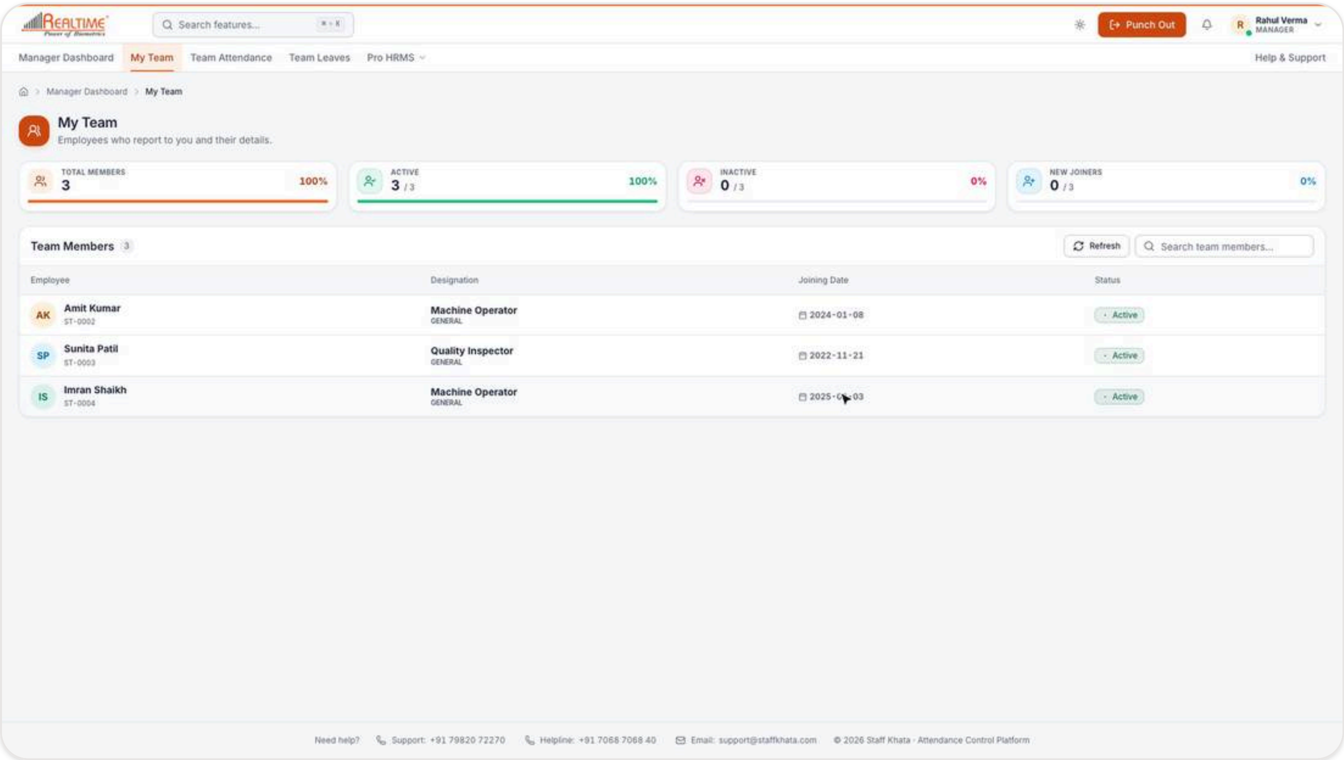
> **ꯅꯣꯠꯤꯡꯇꯤꯌꯨ: System Role** ꯗꯤ **Manager** ꯑꯣꯏꯕ ꯑꯃꯁꯨ Pro HRMS ꯑꯦꯛꯁꯦꯁ ꯑꯣꯏꯅꯕ ꯃꯊꯛꯇ ꯅꯦꯠꯃꯛ ꯂꯥꯏ ꯗꯤꯅ꯫

ꯃꯦꯅꯦꯖꯔꯒꯤ ꯑꯦꯛꯁꯦꯁ

ꯃꯦꯅꯦꯖꯔ ꯑꯃꯗꯤ ꯂꯣꯒ ꯏꯟ ꯇꯧꯔꯕꯗ ꯃꯍꯥꯛꯅ, ꯃꯍꯥꯛ **Manager Dashboard** (ꯃꯦꯅꯦꯖꯔ ꯗꯦꯁꯕꯣꯔꯗ) ꯗꯤ ꯎꯒꯅꯤ꯫ ꯃꯦꯅꯨꯗꯤ ꯃꯁꯤꯁꯤꯡ ꯗꯤ:

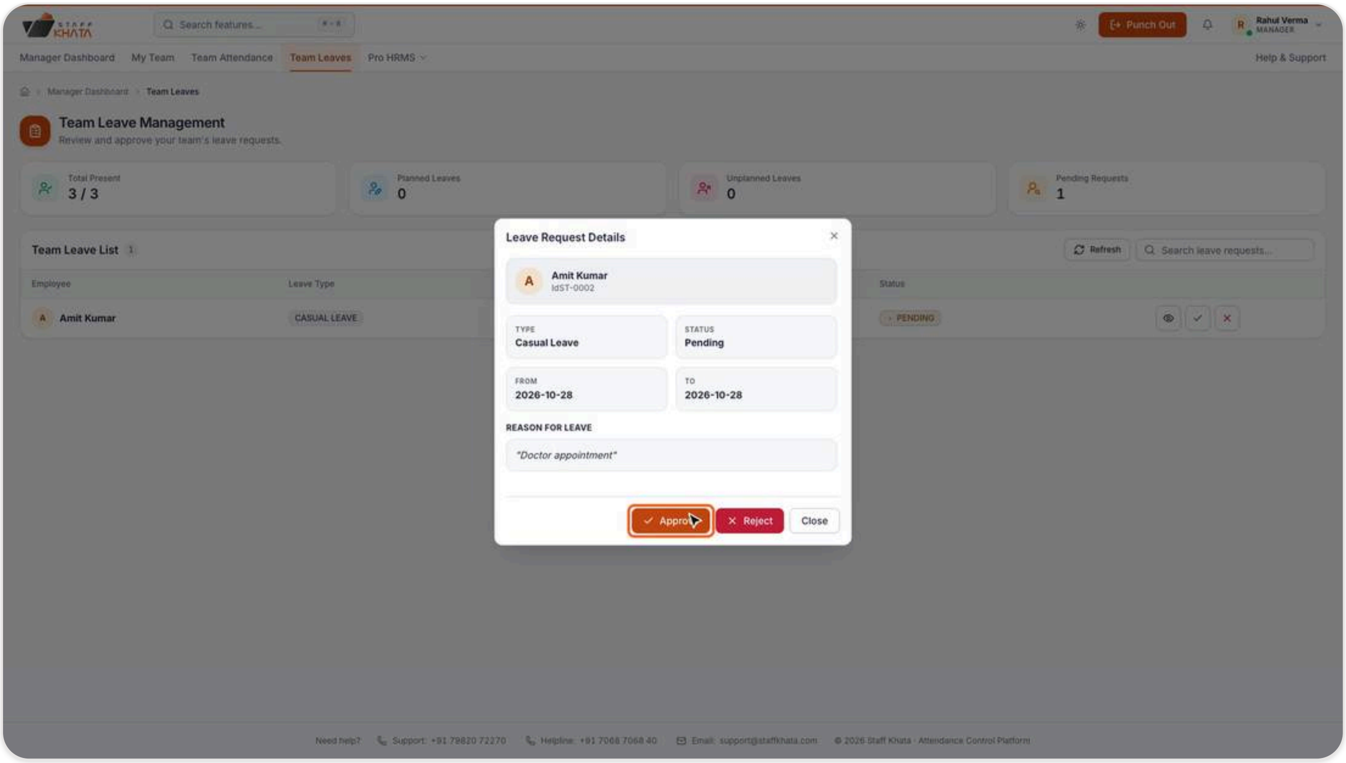
ꯇꯦꯕ	ꯃꯦꯅꯦꯖꯔꯁꯤꯡꯒꯤ ꯃꯇꯝ ꯑꯃꯨꯗꯤ ꯈꯔꯤ ꯇꯧꯕꯒꯦ
My Team (ꯑꯩꯒꯤ ꯇꯤꯝ)	ꯃꯍꯥꯛꯀꯤ ꯔꯤꯄꯣꯔꯇ ꯇꯧꯕ ꯃꯤ ꯅꯨꯃꯤꯠꯃꯛ, ꯗꯦꯁꯤꯒꯅꯦꯁꯟ, ꯗꯤꯞ ꯇꯧꯔꯤꯕ ꯇꯥꯡ ꯑꯃꯨꯡ ꯁꯨꯇꯨꯁꯀꯤ ꯗꯤꯔꯗꯤ ꯎꯕꯥ꯫
Team Attendance (ꯇꯤꯝꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ)	ꯇꯤꯝꯒꯤ ꯅꯨꯃꯤꯠꯀꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯃꯨꯡ ꯑꯦꯛꯁꯦꯁꯁꯤꯡ ꯎꯕꯥ, ꯑꯃꯨꯡ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯁꯨꯃꯗꯦꯖꯔꯁꯤꯡ ꯂꯥꯏꯇꯧꯁꯤꯡ ꯎꯕꯁꯤꯡꯗꯤ꯫

ꯃꯐꯝ	ꯃꯦꯅꯦꯖꯔꯒꯤꯗꯃꯛ ꯃꯔꯨ ꯑꯣꯏꯕ ꯄꯦꯖꯤ ꯁꯦꯛꯁꯟ
Team Leaves (ꯇꯤꯃꯒꯤ ꯆꯨꯠꯇꯤꯁꯤꯡ)	ꯇꯤꯃꯒꯤ ꯆꯨꯠꯇꯤꯒꯤ ꯍꯥꯌꯖꯕꯁꯤꯡ ꯌꯦꯡꯁꯤꯟꯕꯤ ꯑꯃꯁꯨꯡ ꯌꯥꯕ ꯅꯠꯔꯒꯥ ꯌꯥꯏ꯫



ꯆꯨꯠꯇꯤꯒꯤ ꯍꯥꯌꯖꯕ ꯑꯃ ꯌꯥꯕ

1. **Team Leaves** (ꯇꯤꯃꯒꯤ ꯆꯨꯠꯇꯤꯁꯤꯡ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Leave Request Details** (ꯆꯨꯠꯇꯤꯒꯤ ꯍꯥꯌꯖꯕꯒꯤ ꯃꯄꯨꯡ) ꯍꯥꯌꯗꯣꯛꯄꯒꯤ ꯍꯥꯌꯖꯕ ꯑꯃꯗ ꯃꯤꯈꯨꯗꯥ ꯄꯣꯞꯑꯞꯇ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
3. **Approve** (ꯌꯥꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯃꯔꯝ ꯑꯃꯥ ꯄꯤꯗꯨꯅ **Reject** (ꯌꯥꯗꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯃꯦꯅꯦꯖꯔꯅ ꯑꯍꯥꯅꯕ ꯍꯣꯗꯣꯛꯄ ꯑꯍꯥꯜꯕ HR ꯑꯣꯐꯤꯁꯔꯗ ꯆꯠꯂꯤ ꯍꯥꯟꯅ ꯌꯧꯔꯦ꯫ ꯍꯣꯗꯣꯛꯄꯗ ꯆꯠꯄ ꯍꯧꯖꯤꯛꯇ, HR ꯗ ꯑꯄꯨꯅꯕ ꯆꯠꯕ ꯁꯤꯡꯕ ꯊꯧꯗꯣꯛ ꯌꯥꯅꯕ ꯑꯁꯨꯅ "Approval Pending from HR" (HR ꯅꯥꯛꯇ ꯆꯠꯕ ꯂꯣꯟꯁꯤꯡꯗꯤ) ꯎꯠꯂꯤ꯫ ꯑꯗꯨꯒꯤ ꯍꯛꯊꯥꯡꯗꯒꯤ ꯑꯍꯥꯟ ꯆꯠꯄ ꯅꯤꯡꯕꯗꯤ, ꯃꯦꯅꯦꯖꯔ ꯑꯁꯨ ꯆꯠꯅꯕ ꯑꯣꯟꯂꯒꯤ꯫

ꯄ꯭ꯂꯥꯟꯁꯤꯡ, ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯄꯣꯔꯠ

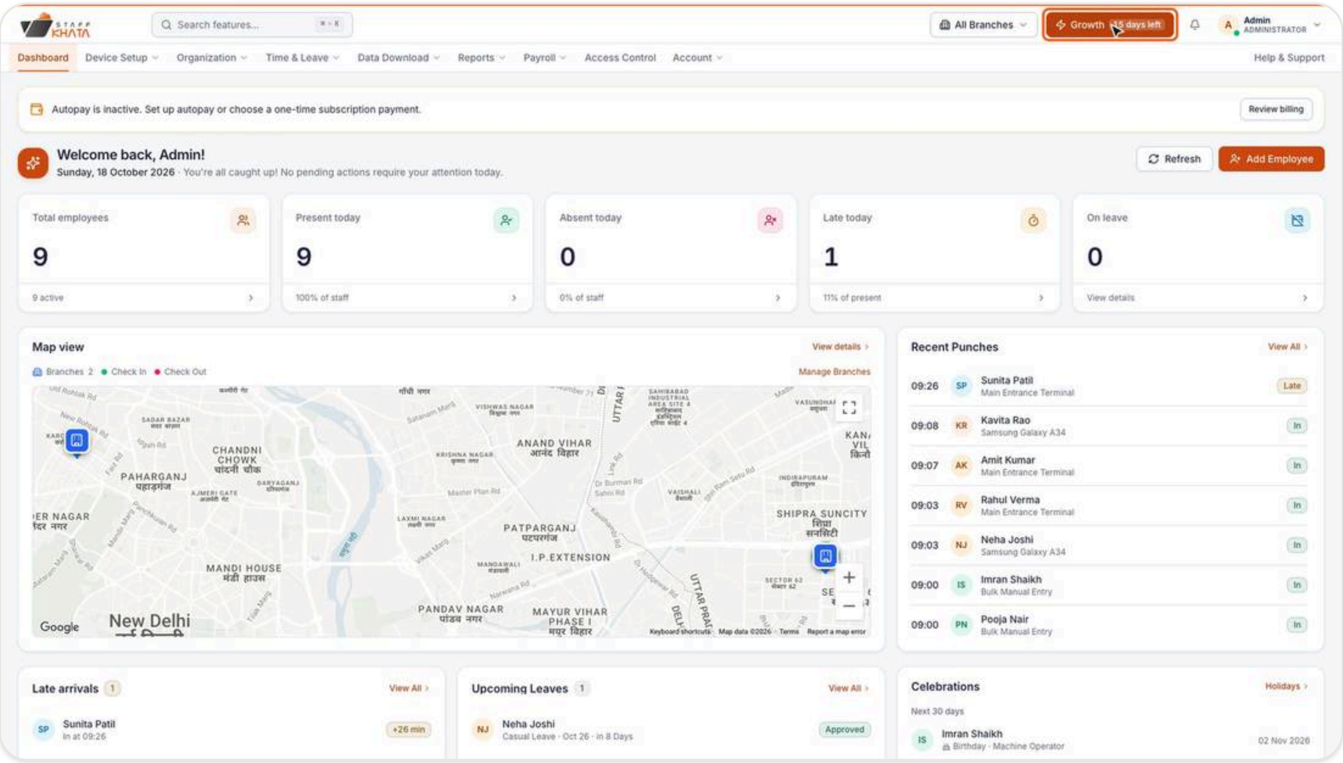
ꯄ꯭ꯂꯥꯟ: ꯄ꯭ꯂꯥꯟ ꯄꯨꯝꯅꯃꯛ

ꯁꯔꯨꯛ ꯑꯁꯤꯅꯥ ꯅꯍꯥꯛꯀꯤ ꯄ꯭ꯂꯥꯟ ꯀꯗꯥꯏꯗꯥ ꯌꯦꯡꯒꯗꯒꯦ, ꯀꯔꯝꯅꯥ ꯑꯄꯒ꯭ꯔꯦꯗ ꯇꯧꯒꯗꯒꯦ, ꯀꯔꯝꯅꯥ ꯁꯦꯟ ꯄꯤꯒꯗꯒꯦ ꯑꯃꯁꯨꯡ ꯅꯦꯠꯋꯥꯔꯛ ꯏꯅꯚꯣꯏꯁꯁꯤꯡ ꯌꯦꯡꯒꯗꯒꯦ, ꯑꯃꯁꯨꯡ ꯃꯇꯦꯡ ꯃꯊꯧ ꯇꯥꯔꯕꯗꯥ ꯀꯅꯥꯒꯤ ꯃꯐꯃꯗꯥ ꯆꯠꯀꯗꯒꯦ ꯇꯥꯀꯄꯤꯒꯅꯤ꯫

ꯅꯍꯥꯛꯀꯤ ꯍꯧꯖꯤꯛꯀꯤ ꯄ꯭ꯂꯥꯟ ꯌꯦꯡꯕ

ꯅꯍꯥꯛꯀꯤ ꯄ꯭ꯂꯥꯟ ꯑꯁꯤ ꯅꯤꯡꯊꯤꯅꯥ ꯊꯝꯂꯤꯕ ꯃꯐꯝ ꯑꯗꯨꯗꯥ ꯎꯕ ꯐꯪꯒꯅꯤ, ꯁꯕꯁ꯭ꯛꯔꯤꯄꯁꯟꯒꯤ ꯃꯇꯝ ꯂꯣꯏꯁꯤꯟꯕ ꯃꯇꯝ ꯅꯥꯏꯔꯕ ꯑꯃꯁꯨꯡ ꯎꯕ ꯐꯪꯒꯅꯤ꯫

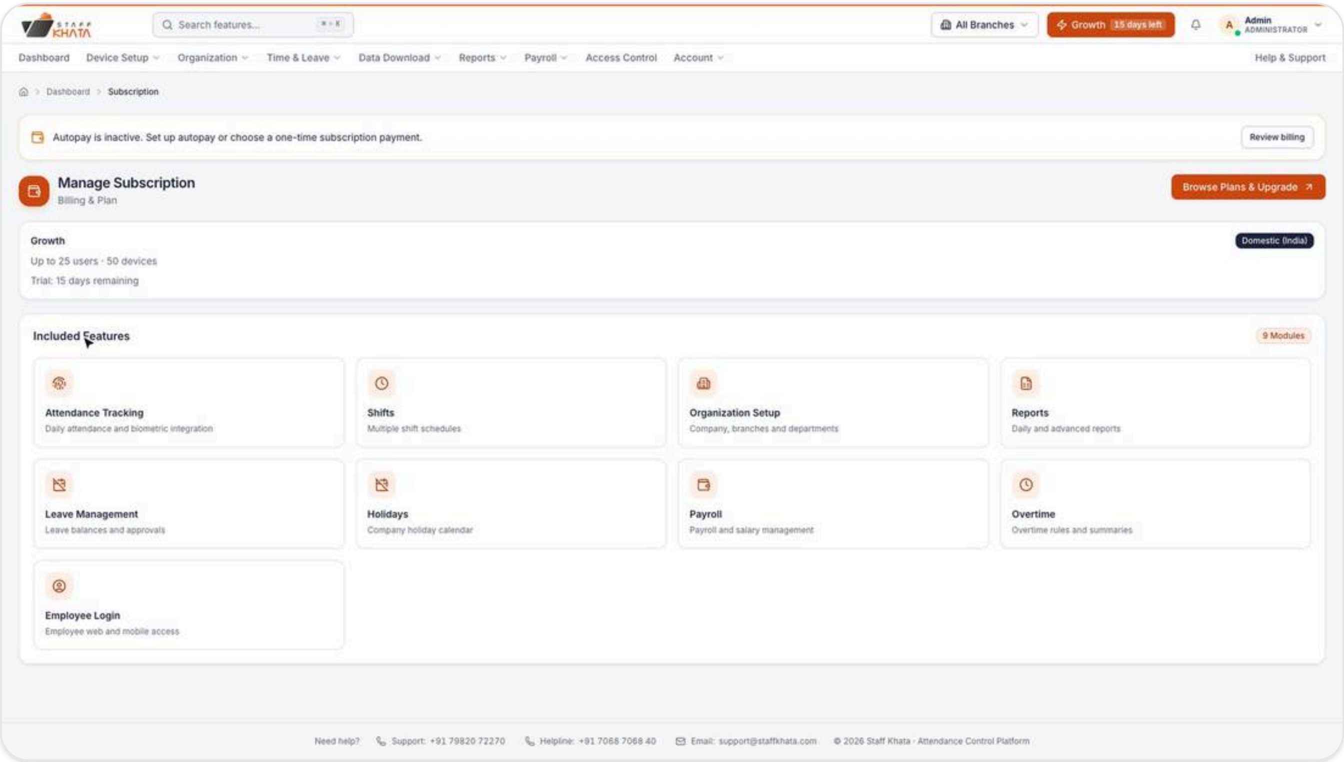
1. ꯍꯦꯗꯔꯒꯤ ꯑꯣꯏꯕ ꯑꯣꯏꯕꯥ ꯃꯐꯝꯗꯥ ꯇꯧꯕ ꯄ꯭ꯂꯥꯟ ꯕꯥꯇꯅꯥ ꯀꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



2. **Manage Subscription** (ꯁꯕꯁ꯭ꯛꯔꯤꯄꯁꯟ ꯊꯥꯖꯥ ꯌꯥꯕ) ꯂꯤꯉ꯭ꯛ ꯇꯥꯛꯂꯤꯕꯅꯤ꯫ ꯃꯁꯤꯅꯥ ꯅꯍꯥꯛꯀꯤ ꯄ꯭ꯂꯥꯟꯒꯤ ꯃꯤꯡ, ꯁꯦꯟ ꯑꯃꯁꯨꯡ ꯂꯣꯏꯁꯤꯟꯕ ꯅꯨꯃꯤꯠ ꯎꯕꯥ, ꯑꯃꯁꯨꯡ ꯁꯕꯁ꯭ꯛꯔꯤꯄꯁꯟꯒꯤ ꯃꯇꯝ ꯅꯨꯃꯤꯠ ꯊꯥꯒꯠꯄꯥ ꯎꯕ ꯐꯪꯒꯅꯤ꯫

3. **Included Features** (ꯌꯥꯎꯔꯤꯕ ꯐꯤꯆꯔꯁꯤꯡ) ꯒꯤ ꯃꯈꯥꯗꯥ, ꯅꯍꯥꯛꯀꯤ ꯄ꯭ꯂꯥꯟꯅꯥ ꯌꯥꯎꯔꯤꯕ ꯃꯇꯧ ꯄꯨꯝꯅꯃꯛ ꯎꯕ ꯐꯪꯒꯅꯤ, ꯈꯨꯗꯝ ꯑꯣꯏꯅꯥ **Attendance Tracking** (ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯇ꯭ꯔꯦꯀꯤꯡ), **Shifts**

(ꯁꯤꯐꯠꯁꯤꯡ), **Leave Management** (ꯆꯨꯠꯇꯤ ꯃꯦꯅꯦꯖꯃꯦꯟꯠ), **Payroll** (ꯄꯦꯔꯣꯜ) ꯑꯃꯁꯨꯡ **Employee Login** (ꯊꯕꯛꯊꯧꯕꯒꯤ ꯂꯣꯒꯏꯟ)꯫



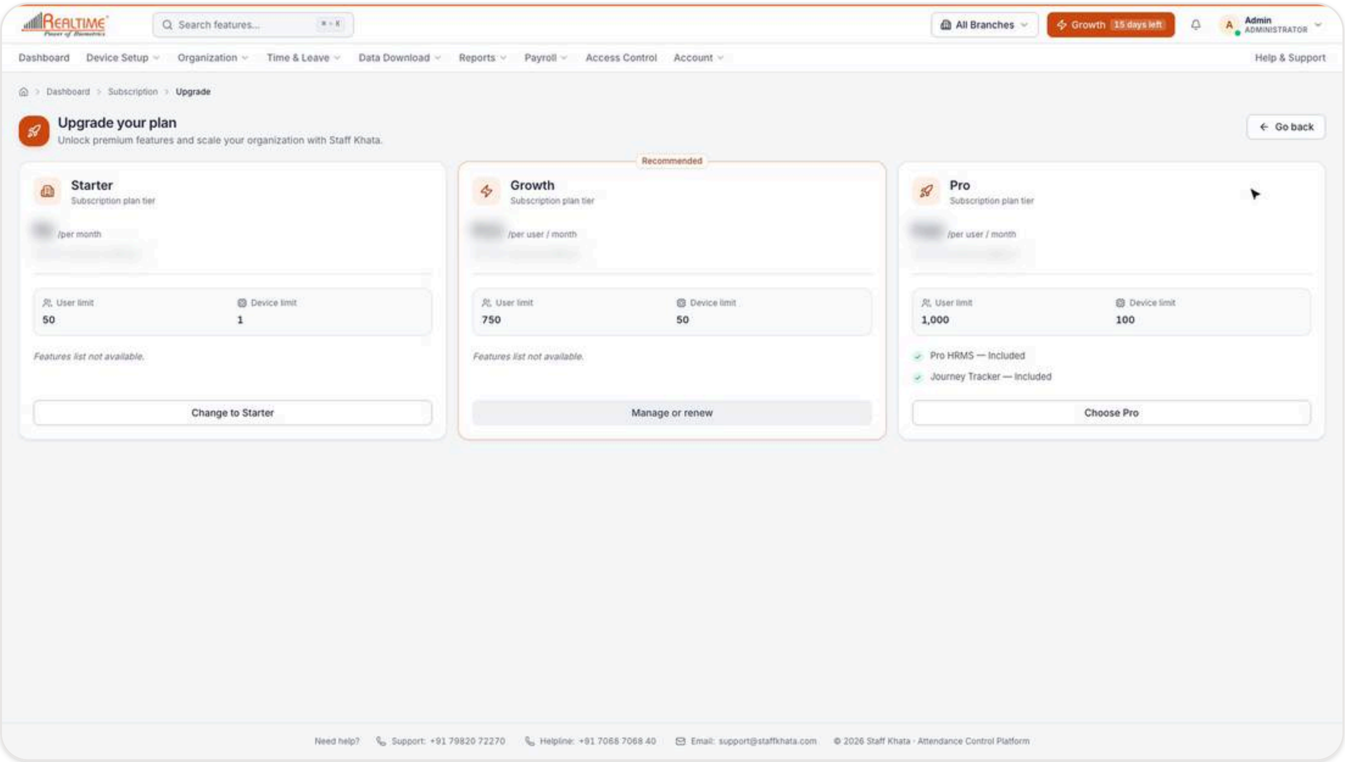
ꯈꯪꯖꯤꯅꯕꯤꯌꯨ: ꯅꯨꯃꯤꯠ 15 ꯒꯤ ꯇ꯭ꯔꯥꯏꯑꯦꯂꯒꯤ ꯃꯇꯃꯗꯥ, ꯁꯨꯞꯅꯕ ꯐꯤꯆꯔꯁꯤꯡ ꯐꯪꯒꯅꯤ꯫ ꯇ꯭ꯔꯥꯏꯑꯦꯜ ꯂꯣꯏꯔꯕ ꯃꯇꯨꯡꯗꯥ ꯑꯗꯣꯃꯒꯤ ꯑꯦꯀꯥꯎꯟꯇ ꯆꯠꯊꯅꯕ ꯄ꯭ꯂꯥꯟ ꯑꯃ ꯈꯅꯒꯗꯕꯅꯤ, ꯑꯃꯁꯨꯡ ꯑꯗꯣꯃꯅ ꯑꯄꯒ꯭ꯔꯦꯗ ꯇꯧꯕ ꯍꯦꯟꯗꯣꯛ ꯍꯥꯞꯄ ꯌꯥꯕ ꯂꯩꯔꯦ꯫

ꯑꯗꯣꯃꯒꯤ ꯄ꯭ꯂꯥꯟ ꯑꯄꯒ꯭ꯔꯦꯗ ꯇꯧꯕ

ꯌꯨꯖꯔ ꯂꯤꯃꯤꯠ, ꯗꯤꯚꯥꯏꯁ ꯂꯤꯃꯤꯠ ꯅꯠꯇ꯭ꯔꯒ ꯍꯦꯟꯅ ꯐꯤꯆꯔꯁꯤꯡ ꯃꯊꯧ ꯇꯥꯔꯕꯗꯥ ꯑꯄꯒ꯭ꯔꯦꯗ ꯇꯧꯕꯤꯌꯨ꯫

1. **Manage Subscription** ꯗꯥ, **Browse Plans & Upgrade** (ꯄ꯭ꯂꯥꯟꯁꯤꯡ ꯌꯦꯡꯕ ꯑꯃꯁꯨꯡ ꯑꯄꯒ꯭ꯔꯦꯗ ꯇꯧꯕ) ꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. **Upgrade your plan** (ꯑꯗꯣꯃꯒꯤ ꯄ꯭ꯂꯥꯟ ꯑꯄꯒ꯭ꯔꯦꯗ ꯇꯧꯕꯤꯌꯨ) ꯗꯥ ꯄ꯭ꯂꯥꯟ ꯈꯨꯗꯤꯡꯃꯛꯀꯤ **User limit** (ꯌꯨꯖꯔ ꯂꯤꯃꯤꯠ), **Device limit** (ꯗꯤꯚꯥꯏꯁ ꯂꯤꯃꯤꯠ) ꯑꯃꯁꯨꯡ ꯐꯤꯆꯔꯁꯤꯡ ꯃꯄꯨꯡ ꯐꯥꯅ ꯎꯕ ꯐꯪꯒꯅꯤ꯫ ꯄ꯭ꯂꯥꯟ ꯑꯃꯗꯥ **Recommended** (ꯄꯥꯎꯇꯥꯛ ꯄꯤꯔꯤ) ꯍꯥꯏꯅ ꯈꯨꯗꯝ ꯊꯝꯂꯤ꯫ ꯄ꯭ꯂꯥꯟ ꯈꯔꯗꯥ Pro HRMS ꯑꯃꯁꯨꯡ Journey Tracker ꯁꯨꯕ ꯑꯦꯗ-ꯑꯣꯟꯁꯤꯡ ꯌꯥꯎꯏ꯫

3. ꯅꯍꯥꯛꯅꯥ ꯄꯥꯝꯕ ꯄ꯭ꯂꯥꯟ ꯑꯗꯨꯒꯤ ꯕꯇꯟꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫ ꯅꯍꯥꯛꯀꯤ ꯍꯧꯖꯤꯛꯀꯤ ꯄ꯭ꯂꯥꯟꯗꯥ ꯕꯇꯟ ꯑꯗꯨ **Manage or renew** (ꯃꯦꯅꯦꯖ ꯇꯧꯕ ꯅꯠꯔꯒꯥ ꯔꯤꯅꯤꯎ ꯇꯧꯕ) ꯅꯤ꯫



ꯁꯦꯀꯣꯁ꯭ꯂꯠ ꯂꯧꯍꯗꯤꯗꯕ

ꯁꯦꯀꯣꯁ꯭ꯂꯠ ꯄꯤꯗꯃꯦꯗꯥ ꯅꯍꯥꯛꯀꯤ ꯃꯗꯤꯗꯤꯔ ꯍꯗꯕ ꯌꯥꯎ:

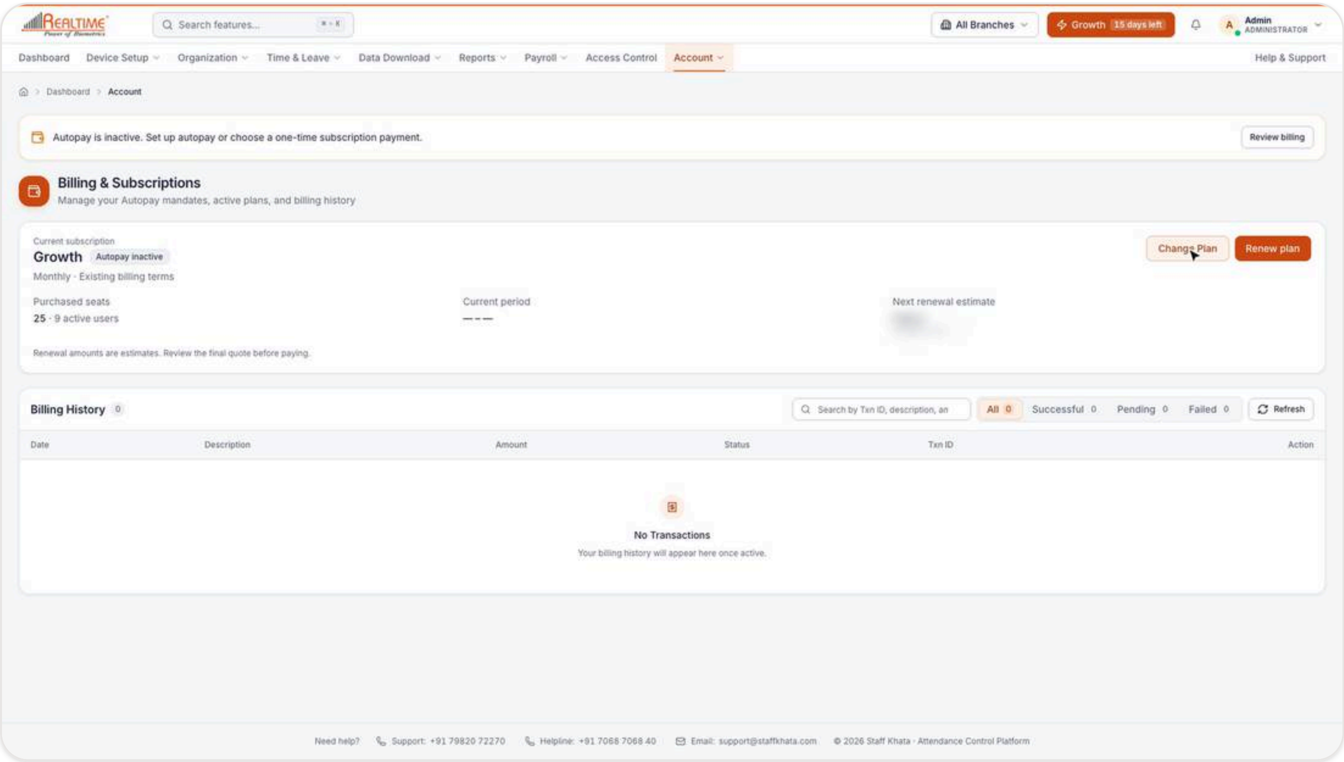
ꯑꯦꯔꯗꯗ	ꯃꯗꯤꯀꯤ ꯀꯕꯤ ꯇꯧꯕꯥ
Monthly (ꯊꯥ ꯈꯨꯗꯤꯡ) ꯅꯠꯔꯒꯥ **Yearly** (ꯆꯍꯤ ꯈꯨꯗꯤꯡ)	ꯅꯍꯥꯛꯀꯤ ꯀꯔꯣ ꯌꯥꯃꯀꯤ ꯗꯦꯟ ꯁꯤꯕꯥꯦ꯫
Purchased seats (ꯂꯧꯈꯤꯕ ꯗꯤꯠꯗꯤꯔ)	ꯅꯍꯥꯛꯀꯤ ꯈꯨꯂꯁ ꯀꯌꯣꯕꯤꯃꯃ ꯗꯦꯟ ꯁꯤꯕꯥꯦ꯫ ꯃꯊꯣꯛ ꯂꯥꯛꯃꯕ ꯃꯤꯗꯤꯔꯕꯤꯃꯃꯗꯨ ꯃꯖꯁ ꯊꯃꯕꯤꯌꯨ; ꯅꯍꯥꯛꯀꯤ ꯕꯤꯅ ꯑꯗꯤ ꯂꯧꯈꯤꯕ ꯗꯤꯠ ꯁꯨꯃꯅꯃꯗꯀꯤꯃꯃꯅꯤ꯫
Add-ons (ꯑꯦꯗ-ꯑꯣꯟꯗꯤꯔ) (ꯃꯊꯥ ꯇꯧꯗꯦ)	ꯅꯍꯥꯛꯀꯤ ꯄ꯭ꯂꯥꯟꯅꯥ ꯌꯥꯎꯗꯕ Pro HRMS ꯑꯃꯁꯨꯡ Journey Tracker ꯁꯨꯃꯕ ꯄꯥꯌꯥꯔꯤꯕ ꯃꯥꯈꯨꯂꯗꯤꯔ꯫
Autopay (ꯑꯣꯇꯣꯄꯦ)	ꯍꯟꯗꯤꯌꯤꯅꯥ ꯗꯦꯟ ꯁꯤꯕ ꯊꯥ ꯈꯨꯗꯤꯔꯦꯤ ꯄ꯭ꯂꯥꯟꯗꯤꯔꯦꯤꯃꯃ꯫ ꯗꯦꯟ ꯁꯤꯕꯦꯤ ꯃꯕꯅ ꯑꯃꯨꯃ ꯍꯗꯅꯥ ꯊꯥ ꯈꯨꯗꯤꯔ ꯕꯤꯂꯤꯡ ꯇꯧꯂꯕ ꯃꯗꯤ ꯑꯣꯗ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯗꯦꯃꯃ ꯕꯤꯂꯤꯡ ꯇꯧꯗꯕ ꯑꯃꯨꯃ ꯍꯃꯇꯦꯤ ꯗꯦꯟ ꯁꯤꯕꯦꯤꯃꯃ ꯃꯗꯤ ꯑꯣꯖ ꯇꯧꯕꯤꯌꯨ꯫

Order summary (ꯑꯣꯔꯗꯔ ꯁꯃꯃꯔꯤ) ꯗꯥ GST ꯌꯥꯑꯣꯗꯥ ꯄꯨꯝꯅꯃꯛ ꯗꯤꯁꯀꯥꯎꯟꯇ ꯑꯃꯁꯨꯡ ꯍꯧꯖꯤꯛ ꯄꯤꯗꯤꯡꯉꯕ ꯑꯦꯃꯥꯎꯟꯇ ꯎꯠꯂꯤ꯫ ꯃꯗꯨ ꯁꯤꯖꯤꯟꯅꯗꯨꯅ ꯄꯦꯃꯦꯟꯇ ꯂꯣꯏꯁꯤꯜꯂꯨ ꯑꯃꯁꯨꯡ ꯈꯣꯡꯊꯥꯡ ꯃꯗꯨ ꯁꯤꯖꯤꯟꯅꯕ ꯌꯥꯕꯒꯤ ꯃꯇꯝ ꯁꯤꯖꯤꯟꯅꯕ ꯇꯧꯔꯣꯏꯗꯕꯅꯤ꯫ ꯍꯧꯖꯤꯛꯇꯒꯤ ꯍꯧꯗꯨꯅ ꯃꯃꯂꯁꯤꯡ ꯃꯍꯧꯁꯥꯅ Billing & Plan (ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯄ꯭ꯂꯥꯟ) ꯌꯥꯝꯅꯕꯅꯤ꯫

> **ꯈꯉꯖꯤꯅꯕꯤꯌꯨ:** ꯇꯦꯁ꯭ꯇꯗꯥ ꯃꯇꯝ ꯈꯔꯤꯗꯒꯤ ꯃꯗꯨ ꯑꯃꯁꯨꯡ ꯍꯦꯅꯒꯠꯂꯕ ꯑꯣꯇꯣꯄꯦ ꯆꯠꯂꯤ꯫ ꯑꯗꯨꯒꯨꯝꯕ ꯃꯇꯃꯗꯥ ꯌꯥꯝꯅꯥ ꯑꯩꯈꯣꯏ ꯃꯍꯥꯛ ꯑꯃꯥ ꯈꯟꯗꯨꯅ ꯃꯗꯨ ꯁꯤꯖꯤꯟꯅꯗꯨꯅ ꯍꯣꯠꯅꯕꯤꯌꯨ꯫

ꯕꯤꯂꯤꯡ, ꯑꯣꯇꯣꯄꯦ ꯑꯃꯁꯨꯡ ꯏꯅꯚꯣꯏꯁꯁꯤꯡ ꯃꯦꯅꯦꯖ ꯇꯧꯕ

1. **Account** (ꯑꯦꯀꯥꯎꯟꯇ) → **Billing & Plan** (ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯄ꯭ꯂꯥꯟ) ꯗꯥ ꯆꯦꯛꯂꯤꯌꯨ ꯇꯧꯕꯤꯌꯨ꯫ **Billing & Subscriptions** (ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯟꯁꯤꯡ) ꯊꯣꯛꯂꯒꯅꯤ꯫
2. **Current subscription** (ꯍꯧꯖꯤꯛꯀꯤ ꯁꯕꯁ꯭ꯛꯔꯤꯞꯁꯟ) ꯗꯥ ꯊꯧꯗꯥꯡꯒꯤ ꯄ꯭ꯂꯥꯟ, ꯑꯣꯇꯣꯄꯦ ꯑꯣꯟ ꯑꯣꯐꯁꯤꯡ, ꯊꯧꯗꯥꯡꯒꯤ **Purchased seats** (ꯂꯩꯈꯤꯕ ꯁꯤꯇꯁꯤꯡ) ꯑꯃꯁꯨꯡ ꯑꯦꯛꯇꯤꯚ ꯌꯨꯖꯔꯁꯤꯡ, **Current period** (ꯍꯧꯖꯤꯛꯀꯤ ꯃꯇꯝ) ꯑꯃꯁꯨꯡ **Next renewal estimate** (ꯃꯊꯪꯒꯤ ꯄꯤꯗꯤꯡꯉꯕ ꯑꯦꯃꯥꯎꯟꯇ) ꯎꯠꯂꯤ꯫
3. ꯑꯇꯣꯞꯄ ꯄ꯭ꯂꯥꯟ ꯑꯃꯗꯥ ꯍꯣꯡꯗꯅꯕ **Change Plan** (ꯄ꯭ꯂꯥꯟ ꯍꯣꯡꯗꯣꯛꯄ) ꯗꯥ ꯆꯦꯛꯂꯤꯌꯨ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯃꯊꯪꯒꯤ ꯃꯇꯝꯀꯤꯗꯃꯛ ꯃꯗꯨ ꯁꯤꯖꯤꯟꯅꯗꯨꯅ **Renew plan** (ꯄ꯭ꯂꯥꯟ ꯄꯤꯗꯤꯡꯉꯕ ꯇꯧꯕ) ꯗꯥ ꯆꯦꯛꯂꯤꯌꯨ ꯇꯧꯕꯤꯌꯨ꯫
4. ꯑꯣꯇꯣꯄꯦ ꯑꯣꯟ ꯑꯣꯐꯇꯧꯕꯒꯤ, ꯃꯗꯨ ꯂꯥꯏꯅ ꯇꯧꯗꯨꯅ **Enable Autopay** (ꯑꯣꯇꯣꯄꯦ ꯑꯣꯟ ꯇꯧꯕ) ꯗꯥ ꯆꯦꯛꯂꯤꯌꯨ ꯇꯧꯕꯤꯌꯨ꯫ ꯃꯊꯪꯒꯤ ꯃꯇꯝ ꯈꯔꯤꯗꯒꯤ ꯕꯤꯂꯤꯡ ꯃꯍꯥꯛ ꯆꯠꯂꯕꯗꯥ ꯊꯧꯗꯥꯡꯗꯥ ꯑꯁꯤꯒꯤꯁꯨ ꯃꯗꯨ ꯑꯃ ꯌꯥꯕ ꯁꯤꯡꯅ꯫
5. **Billing History** (ꯕꯤꯂꯤꯡꯒꯤ ꯍꯤꯁ꯭ꯇꯣꯔꯤ) ꯗꯥ ꯃꯗꯨ ꯁꯤꯖꯤꯟꯅꯕ ꯈꯨꯗꯤꯡꯃꯛ ꯇꯤꯜꯂꯨ ꯇꯧꯕ꯫ **All** (ꯄꯨꯝꯅꯃꯛ), **Successful** (ꯃꯥꯌ ꯄꯥꯛꯂꯕ), **Pending** (ꯂꯦꯃꯍꯧꯔꯤꯕ) ꯅꯠꯔꯒꯥ **Failed** (ꯃꯥꯌ ꯄꯥꯗꯕ) ꯗꯥ ꯐꯤꯜꯇꯔ ꯇꯧꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯇ꯭ꯔꯥꯟꯁꯦꯛꯁꯟ ID ꯅꯠꯔꯒꯥ ꯃꯇꯝꯒꯤ ꯃꯈꯥꯗꯥ ꯊꯤꯕꯤꯌꯨ꯫
6. ꯄꯥ ꯑꯃꯃꯥꯗꯒꯤ PDF ꯏꯅꯚꯣꯏꯁ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯅꯕ ꯃꯗꯨꯗꯥ **Invoice** (ꯏꯅꯚꯣꯏꯁ) ꯗꯥ ꯆꯦꯛꯂꯤꯌꯨ ꯇꯧꯕꯤꯌꯨ꯫

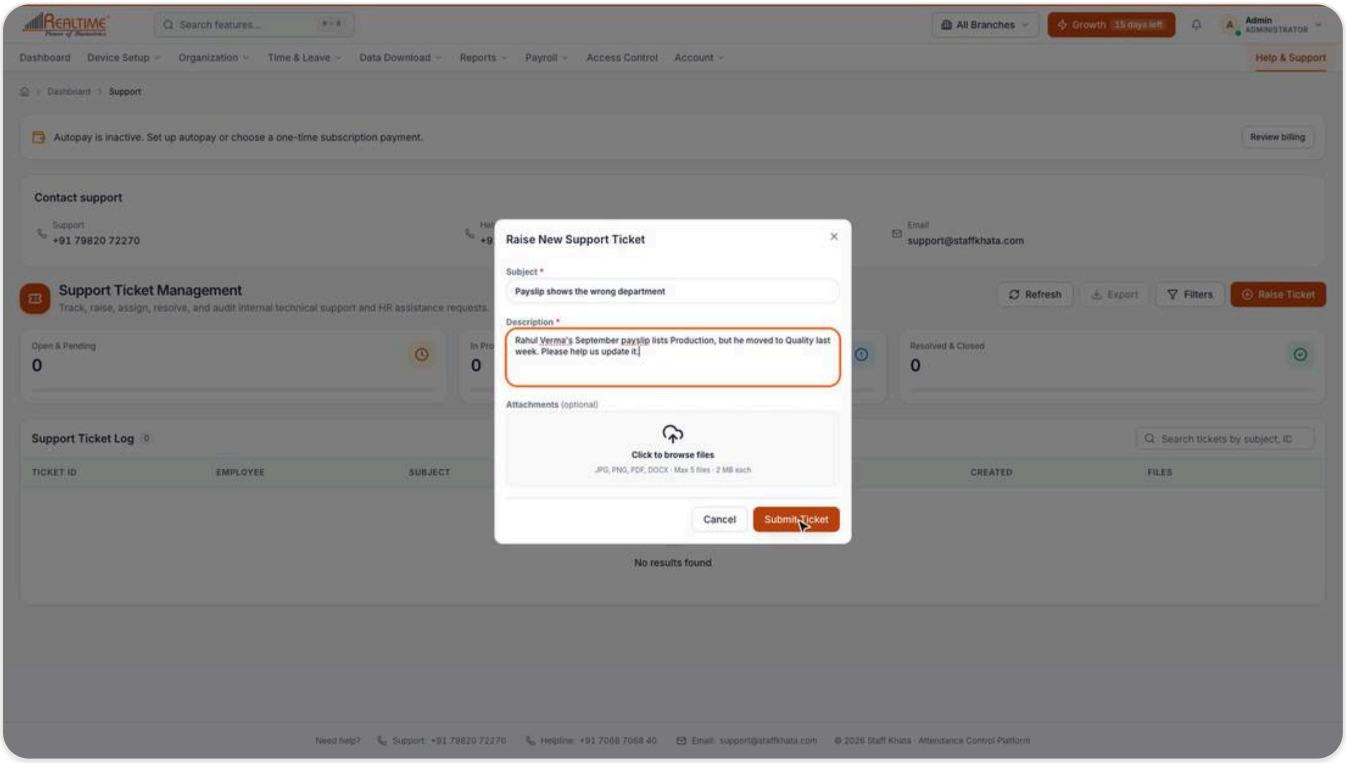


ꯈꯪꯖꯤꯅꯕꯤꯌꯨ: ꯑꯣꯇꯣꯄꯦꯒꯤ ꯁꯦꯇꯤꯡꯁꯤꯡ ꯍꯣꯡꯗꯣꯛꯅꯕꯥ ꯕꯦꯅꯔꯗꯥ ꯂꯩꯕ **Review billing** (ꯕꯤꯂꯤꯡ ꯌꯦꯡꯁꯤꯟꯕ) ꯕꯇꯟꯗꯨ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫

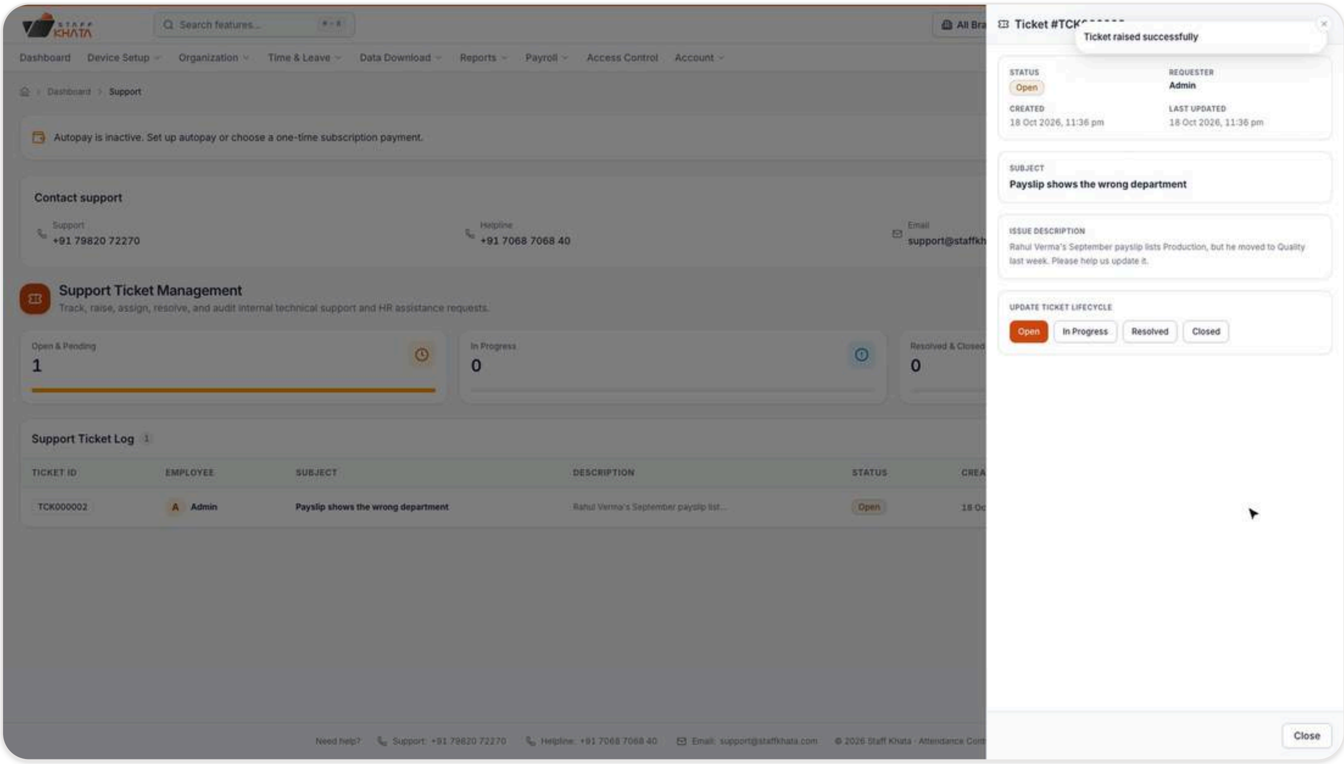
ꯑꯣꯇꯣꯄꯦꯒꯤ ꯁꯕꯁ꯭ꯛꯔꯤꯄꯁꯟ ꯑꯦꯛꯇꯤꯕ ꯑꯣꯏꯗꯕꯗꯤ, **Subscription Inactive** (ꯁꯕꯁ꯭ꯛꯔꯤꯄꯁꯟ ꯊꯕꯛ ꯇꯧꯗꯕ) ꯍꯥꯏꯅ ꯎꯠꯂꯒꯅꯤ꯫ ꯃꯗꯨ ꯁꯦꯃꯗꯣꯛꯅꯕ ꯄꯦꯃꯦꯟꯇ ꯊꯝꯃꯨ **Proceed to Payment** (ꯃꯥꯟ ꯁꯤꯟꯕꯗ ꯆꯠꯂꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫

ꯃꯇꯦꯡ ꯂꯧꯕ ꯑꯃꯁꯨꯡ ꯇꯤꯀꯦꯠ ꯊꯥꯕ

1. ꯑꯣꯇꯣꯄꯦꯒꯤ ꯃꯊꯛꯇꯥ ꯂꯩꯕ ꯃꯦꯅꯨꯗꯥ ꯀ꯭ꯂꯤꯛ ꯇꯧꯗꯨꯅ **Help & Support** (ꯃꯇꯦꯡ ꯑꯃꯁꯨꯡ ꯁꯄꯣꯔꯠ) ꯈꯅꯕꯤꯌꯨ, ꯅꯠꯔꯒꯥ ꯃꯦꯅꯨ ꯕꯥꯔꯗꯥ ꯂꯩꯕ ꯂꯤꯉ꯭ꯀꯗꯥ **Help & Support** ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
2. ꯃꯐꯝ ꯑꯁꯤꯗꯥ **Contact support** (ꯁꯄꯣꯔꯠꯀ ꯂꯣꯏꯅꯅꯕ) ꯗ ꯌꯦꯡꯂꯒꯥ ꯁꯄꯣꯔꯠ ꯑꯃꯁꯨꯡ, ꯍꯦꯜꯄꯂꯥꯏꯟ ꯑꯃꯁꯨꯡ ꯏꯃꯦꯜ ꯐꯪꯒꯅꯤ꯫
3. ꯇꯤꯀꯦꯠ ꯑꯃ ꯁꯦꯝꯕꯗ, **Raise Ticket** (ꯇꯤꯀꯦꯠ ꯊꯥꯕ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫
4. **Subject** (ꯍꯤꯔꯝ) ꯑꯃ ꯍꯥꯏꯕꯤꯌꯨ ꯑꯃꯁꯨꯡ **Description** (ꯃꯔꯣꯜ) ꯗ ꯑꯄꯨꯅꯕ ꯑꯣꯏꯅ ꯏꯕꯤꯌꯨ꯫
5. **Attachments** (ꯑꯦꯇꯦꯆꯃꯦꯟꯇꯁꯤꯡ) ꯂꯩꯔꯕꯗꯤ, ꯑꯣꯏꯊꯣꯛꯂꯕ ꯐꯥꯏꯜ 5 ꯐꯥꯑꯣꯕ (JPG, PNG, PDF ꯅꯠꯔꯒꯥ DOCX, ꯑꯃꯃꯃ 2 MB) ꯍꯥꯞꯆꯤꯟꯕ ꯌꯥꯏ꯫
6. **Submit Ticket** (ꯇꯤꯀꯦꯠ ꯊꯥꯕꯤꯌꯨ) ꯗ ꯀ꯭ꯂꯤꯛ ꯇꯧꯕꯤꯌꯨ꯫



ꯅꯍꯥꯛꯀꯤ ꯇꯤꯀꯦꯠ ꯑꯗꯨ **Ticket ID** (ꯇꯤꯀꯦꯠ ID) ꯑꯃꯒ ꯇꯧꯔꯕꯗꯦ ꯂꯣꯏ ꯇꯧꯅ ꯑꯃꯁꯨꯡ **Support Ticket Log** (ꯁꯄꯣꯔꯠ ꯇꯤꯀꯦꯠ ꯂꯣꯒ) ꯗ ꯎꯕ ꯐꯪꯏ꯫ ꯃꯊꯛꯇ ꯂꯩꯕ ꯀꯥꯔꯗꯁꯤꯡꯗꯦ **Open & Pending** (ꯍꯧꯖꯤꯛꯇꯤꯕ ꯑꯃꯁꯨꯡ ꯉꯥꯏꯍꯧꯔꯤꯕ), **In Progress** (ꯆꯕꯥ ꯄꯨꯊꯣꯛꯂꯤꯕ) ꯑꯃꯁꯨꯡ **Resolved & Closed** (ꯂꯦꯃꯖꯤꯛꯀꯅꯕ ꯑꯃꯁꯨꯡ ꯊꯤꯡꯖꯤꯅꯕ) ꯇꯤꯀꯦꯠꯁꯤꯡ ꯃꯁꯤꯡ ꯆꯤꯅ꯫ ꯇꯤꯀꯦꯠ ꯑꯃꯒꯤ ꯃꯔꯩ ꯑꯃꯁꯨꯡ ꯂꯥꯏꯐ ꯁꯥꯡꯂꯕꯗꯦ ꯃꯇꯨꯡ ꯊꯤꯕꯤꯡ ꯇꯧꯕꯤꯌꯨ; ꯂꯥꯏꯐ ꯑꯗꯨ **Open** (ꯍꯧꯗꯣꯛꯂꯤ) ꯗꯒꯤ **In Progress**, **Resolved** (ꯂꯦꯃꯖꯤꯛꯀꯅꯕ) ꯑꯃꯁꯨꯡ **Closed** (ꯊꯤꯡꯖꯤ) ꯗ ꯄꯨꯔꯤ꯫



ꯈꯪꯖꯤꯅꯕꯤꯌꯨ: Help & Support ꯁꯤꯖꯤꯟꯅꯗꯨꯅ ꯃꯇꯝ ꯈꯨꯗꯤꯡꯗ ꯅꯍꯥꯛꯀꯤ HR ꯗꯥ ꯍꯥꯌꯖꯕꯤꯌꯨ꯫ ꯑꯗꯨꯒꯨꯝꯕ ꯃꯈꯨꯃ ꯈꯪꯅꯪꯖꯅꯤꯃꯗꯥ ꯃꯄꯨꯡꯕꯅ ꯈꯣꯟꯖꯦꯜ ꯃꯈꯟꯗꯣꯟꯗꯤꯡꯒꯤ ꯃꯇꯥꯡꯗꯥ ꯈꯨꯗꯝ ꯄꯤꯕꯥ ꯌꯥꯕꯅꯤ꯫

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ꯍꯦꯜꯞ ꯑꯣꯐꯤꯁ ꯍꯦꯟꯗꯣꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯍꯦꯅꯕ ꯄꯥꯎꯖꯦꯜꯒꯤ

ꯁꯦꯛꯁꯟ: ꯁꯦꯛꯁꯟ ꯁꯤꯡꯆꯥꯞ

ꯃꯇꯝꯃꯃꯤꯡꯗ ꯅꯕꯅꯥꯒꯤ ꯍꯦꯜꯞ ꯑꯣꯐꯤꯁ ꯍꯦꯟꯗꯣꯂꯤꯡꯒꯤ ꯃꯇꯦ ꯁꯤꯡꯅꯥꯃꯤꯡ꯫ ꯂꯣꯌꯃꯤ ꯑꯍꯦꯕ ꯃꯇꯝ ꯑꯃꯤꯡꯅ ꯂꯧꯁꯤꯟꯕꯅꯤ, **Help & Support** (ꯃꯇꯦꯡ ꯑꯃꯁꯨꯡ ꯑꯁꯣꯏꯕ) ꯅꯥꯒꯤ ꯄꯤꯃꯥꯏ ꯑꯃ ꯂꯧꯃꯕꯤꯌꯨ (ꯁꯦꯛꯁꯟꯃꯤꯡ, ꯕꯤꯂꯤꯡ ꯑꯃꯁꯨꯡ ꯂꯁꯣꯏꯕ ꯌꯦꯡꯕꯤꯌꯨ)꯫

ꯁꯦꯛꯁꯟ ꯄꯣꯕ ꯑꯃꯁꯨꯡ ꯅꯤꯡꯍꯂꯃꯤꯡ

ꯊꯕꯛꯁꯨꯕ ꯑꯃꯗꯦ ꯃꯣꯌꯃꯤ ꯏꯦꯅꯥꯒꯤ ꯁꯦꯛꯁꯟ-ꯍꯦꯟ ꯄꯣꯕ ꯊꯃꯅꯥ

ꯃꯇꯤꯇꯤꯡ ꯃꯊꯣ ꯃꯊꯣ ꯄꯨꯡ ꯍꯦꯟꯗꯦ ꯌꯦꯡꯕꯤꯌꯨ:

1. **ꯃꯣꯌꯃꯤꯅꯃꯌ ꯃꯕꯍꯇ ꯁꯦꯛꯁꯟ ꯑꯦꯛ ꯑꯍꯦꯟꯤ꯫** **Organization** (ꯑꯣꯔꯒꯦꯅꯥꯏꯖꯦꯁꯟ) → **Employee List** (ꯊꯕꯛꯁꯨꯕꯒꯤ ꯂꯤꯁ꯭ꯠ) ꯗꯥ, ꯊꯕꯛꯁꯨꯕ ꯑꯗꯨꯒꯤ ꯄꯦ ꯃꯥꯂꯨ ꯑꯣꯡꯅꯥꯌꯨꯗꯦ ꯃꯕꯍꯇ ꯁꯦꯛꯁꯟ ꯑꯦꯛ ꯑꯍꯦꯟꯤꯕꯂꯤ ꯑꯣꯌꯕꯗꯨ ꯂꯍꯦꯅꯗꯦ ꯌꯦꯡꯕꯤꯌꯨ꯫ ꯃꯗꯨ ꯑꯦꯏ ꯑꯍꯦꯟꯕꯅꯤ, ꯑꯁꯦꯗꯦ "Mobile punching disabled" (ꯃꯕꯍꯇ ꯁꯦꯛꯁꯟ ꯊꯤꯡꯂꯥ) ꯎꯠꯂꯤ꯫
2. **ꯂꯩꯃꯥꯂꯦ ꯍꯦꯟꯤ꯫** ꯏꯦ ꯑꯗꯨꯗꯥ, ꯂꯩꯃꯥꯂꯦ ꯂꯟꯒꯤꯂꯂꯤꯡ ꯑꯦ ꯑꯍꯦꯒꯅꯕꯂꯤ ꯑꯃꯁꯨꯡ Staff Khata ꯑꯁꯦꯌꯥ ꯂꯩꯃꯥꯂꯂꯒꯤ ꯍꯦꯕ ꯂꯥꯒꯅꯕꯂꯤ꯫
3. **ꯃꯍꯦꯔ ꯂꯤꯑꯦ-ꯏꯥꯦꯂꯃꯤ ꯃꯂꯨꯡꯗꯥ ꯂꯥꯟꯤ꯫** ꯑꯁꯦꯗꯦ ꯃꯍꯦꯔ ꯍꯦꯕ ꯄꯥꯅꯤꯔꯂꯃꯤ ꯃꯁꯦꯁꯗꯥ ꯂꯥ ꯑꯣꯌꯄꯕꯅꯤ, ꯃꯍꯦꯔ ꯑꯦꯏꯤꯂꯄꯒꯤ ꯍꯦꯃꯗꯦ ꯗꯁꯗꯦ ꯂꯥꯟꯤ꯫ **Organization** → **Branch** (ꯕ꯭ꯔꯦꯟꯆ) ꯗꯥ ꯕ꯭ꯔꯦꯟꯆꯃꯤ ꯂꯩꯃꯥꯂꯦ ꯑꯃꯁꯨꯡ ꯄꯥꯅꯤꯔꯂ ꯌꯦꯡꯕꯤꯌꯨ꯫ ꯃꯕꯍꯇ ꯁꯦꯛꯁꯟ ꯌꯦꯡꯕꯤꯌꯨ꯫
4. **ꯊꯕꯛꯁꯨꯕꯒꯤ ꯂꯩꯒꯍꯦ ꯂꯣꯌꯃꯤ ꯁꯦꯛꯂꯗꯥ ꯍꯦꯟꯄꯤ꯫** ꯊꯕꯛꯁꯨꯕꯂꯤꯡꯗꯦ ꯃꯍꯦꯔꯒꯤ ꯃꯂꯧꯒꯤ ꯂꯩꯒꯍꯦꯂꯦ ꯑꯁꯦꯌꯥ ꯂꯧꯍꯦ ꯍꯦ ꯄꯍ꯫ ꯂꯣꯌꯃꯤ ꯁꯦꯛꯂꯗꯥ ꯊꯕꯛꯁꯨꯕꯒꯤ ꯂꯩꯒꯍꯦ ꯍꯦꯟꯄꯤꯕꯅꯤ, ꯃꯍꯦꯔꯗꯦ "Employee login is locked" (ꯊꯕꯛꯁꯨꯕꯒꯤ ꯂꯩꯒꯍꯦ ꯂꯩꯌ ꯑꯍꯦꯟꯤ) ꯎꯒꯂꯤ꯫

ꯕꯍꯑꯦꯃꯥꯄꯤꯌ ꯗꯤꯚꯥꯏꯁ ꯑꯃꯗꯦ ꯑꯦꯏꯗꯍꯦ ꯎꯄꯂꯤ

ꯃꯥꯂꯤꯦ ꯑꯗꯨꯗꯥ ꯁꯣꯔꯄ ꯑꯃꯁꯨꯡ ꯍꯦꯟꯄꯄꯂꯥꯄ ꯂꯥꯕꯄꯦ, ꯑꯃꯁꯨꯡ ꯃꯇꯤꯒꯤ ꯂꯄꯒꯄ ꯑꯥꯄꯦꯂ ꯑꯗꯨ **Device Setup** (ꯗꯤꯚꯥꯏꯁ ꯁꯦꯇꯑꯞ) → **Manage Devices** (ꯗꯤꯚꯥꯏꯁꯂꯤꯡ ꯃꯥꯂꯥꯂ ꯄꯣꯕ) ꯗꯥ **How to connect** (ꯃꯄꯍꯦ ꯃꯂꯥꯌꯄ ꯄꯒꯅꯒꯥ) ꯒꯤ ꯃꯍꯦꯗꯥ ꯎꯄꯂꯤꯕ ꯃꯑꯦꯗꯥ ꯂꯥꯄ ꯄꯄꯕꯦ ꯌꯦꯡꯕꯤꯌꯨ꯫ ꯃꯄꯤꯒꯨꯃꯕ ꯑꯣꯗꯅꯥꯌꯂꯕ ꯃꯄꯨꯗꯥ ꯃꯥꯂꯤꯦ ꯑꯗꯨ ꯄꯤꯂꯄꯦꯄ ꯄꯣꯕꯤꯌꯨ꯫ ꯑꯦꯏꯗꯍꯦ ꯑꯍꯦꯟꯤꯑꯣꯗꯥ ꯊꯃꯂꯕ ꯁꯦꯛꯁꯟꯂꯤꯡ ꯃꯗꯅꯥ: ꯄꯨ ꯃꯄꯤꯒꯨꯃꯕ ꯑꯃꯒꯤꯅꯃꯌ ꯃꯍꯦꯔꯂꯤꯡ ꯂꯥꯊꯌꯂꯕ **Data Download** (ꯗꯦꯇꯥ ꯗꯥꯎꯟꯂꯣꯗ) → **Download**

data from Devices (ꯗꯤꯚꯥꯏꯁꯁꯤꯡꯗꯒꯤ ꯗꯥꯇꯥ ꯄꯨꯊꯣꯛꯄ ꯌꯧꯕ) ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ꯫ ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯗꯤꯚꯥꯏꯁꯁꯤꯡ ꯌꯥꯡꯕꯤꯌꯨ꯫

> **ꯈꯪꯖꯤꯅꯕꯥ:** ꯑꯦꯗꯃꯤꯟꯅ ꯗꯤꯚꯥꯏꯁꯁꯤꯡꯒꯤꯗꯃꯛ WhatsApp ꯑꯦꯂꯔꯠ ꯑꯁꯨ **Organization → Company** (ꯀꯝꯄꯦꯅꯤ) → **Notifications** (ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯟꯁꯤꯡ) ꯗꯥ ꯑꯣꯟ ꯇꯧꯕꯤꯌꯨ, ꯃꯗꯨ ꯑꯃꯁꯨꯡ ꯑꯣꯐꯂꯥꯏꯟ ꯃꯇꯝ ꯃꯇꯃꯗꯥ ꯈꯉꯅꯕꯥ ꯌꯥꯒꯅꯤ꯫

ꯀꯔꯤ ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯗꯤꯚꯥꯏꯁꯁꯤꯡꯒꯤ ꯃꯈꯜ ꯌꯥꯕꯒꯥ?

Realtime ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯗꯤꯚꯥꯏꯁ ꯁꯄꯣꯔꯠ ꯇꯧꯏ꯫ ꯑꯣꯏꯅꯃꯛ ꯕꯦꯟꯗꯔꯁꯤꯡ Staff Khata ꯒꯥ ꯀꯅꯦꯛꯇ ꯇꯧꯕ ꯌꯥꯏ꯫

ꯃꯕꯤꯛꯂꯕ ꯑꯍꯥꯅꯕ ꯄꯟꯆ ꯌꯥꯎꯗꯕ ꯑꯃꯁꯨꯡ ꯍꯣꯡꯂ ꯑꯃ ꯑꯣꯏꯗꯕ ꯆꯪꯈꯤꯕꯒꯤ ꯆꯥꯡ

ꯍꯧꯖꯤ **Time & Leave** (ꯍꯥꯏꯍ ꯑꯍꯤꯡ ꯂꯪꯌꯥꯏ) → **Manual Punch** (ꯃꯦꯅꯨꯌꯦꯜ ꯄꯟꯆ) ꯗꯥ ꯍꯥꯏꯗꯣꯛꯀꯤꯌꯨ, ꯆꯪꯈꯤꯕꯒꯤ ꯃꯕꯤꯛꯂꯕꯒꯤ ꯍꯥꯏꯗꯣꯛꯂꯕꯒꯤ ꯊꯥꯖꯕ ꯑꯃꯁꯨ **Regularization** (ꯔꯦꯒꯨꯂꯥꯔꯥꯏꯖꯦꯁꯟ) ꯗꯥ ꯌꯦꯕꯤꯌꯨ꯫ ꯄꯨꯝꯅꯃꯛ ꯂꯣꯏꯁꯤꯡꯒꯤ ꯑꯣꯏꯕꯥ ꯑꯥꯎꯗꯤꯠ ꯌꯥꯡꯕꯤꯌꯨ꯫

ꯑꯦꯀꯥꯎꯟꯇꯀꯤ ꯑꯍꯤꯡꯒꯤ ꯂꯣꯒ-ꯏꯟ

ꯑꯩꯒꯤ ꯑꯩꯒꯤ ꯄꯥꯁꯋꯥꯔꯗ ꯀꯣꯛꯅꯕ ꯀꯣꯅꯕ

ꯂꯣꯒ-ꯏꯟ ꯆꯦꯛꯅꯗꯥ, **Forgot password?** (ꯄꯥꯁꯋꯥꯔꯗ ꯀꯣꯛꯅꯕ ꯀꯣꯅꯕꯔꯥ?) ꯗꯥ ꯀꯨꯆꯤꯡ ꯌꯥꯕꯤꯌꯨ, ꯆꯨꯝꯃꯤ ꯃꯕꯤꯛꯀꯤ ꯅꯍꯦꯟ ꯅꯕꯤꯌꯨ, ꯑꯍꯤꯡꯒꯤ ꯆꯨꯃꯗꯕ ꯃꯔꯝ ꯀꯥꯗ ꯑꯃꯁꯨ ꯌꯦꯡꯒ ꯅꯀꯦꯕꯤꯌꯨ꯫ ꯍꯧꯖꯤꯛ ꯐꯥꯕ ꯁꯥꯡꯃꯒꯤ ꯂꯣꯒꯏꯟ ꯑꯃꯁꯨ ꯑꯍꯤꯡꯒꯤ ꯑꯆꯨꯝꯕ ꯆꯥꯡꯅꯦ ꯗꯥ ꯆꯩ꯫

ꯃꯕꯤꯛꯂꯕ ꯑꯍꯥꯅꯕ ꯍꯆꯨꯡꯀꯤ ꯄꯥꯁꯋꯥꯔꯗ ꯀꯣꯛꯅꯕ ꯀꯣꯅꯕ

ꯑꯥꯗꯃꯤꯟꯅꯆꯦ ꯃꯕꯤꯛꯂꯕ ꯂꯣꯏꯁꯤꯡꯍꯤꯡ ꯆꯨꯃꯊꯣꯛꯀꯕ ꯍꯥꯏꯍꯗꯥ ꯍꯅꯤꯔꯒꯤ ꯆꯥꯡꯅꯦ ꯂꯥꯏ ꯌꯥꯅ꯫ ꯑꯆꯦꯕ ꯑꯍ ꯂꯥꯏ ꯌꯥꯆꯕ **Employee List** (ꯃꯕꯤꯛꯂꯕꯒꯤ ꯆꯤꯂꯥꯏ) ꯗꯒꯤ ꯃꯕꯤꯛꯂꯕ ꯑꯃꯁꯨ ꯑꯥꯗꯤꯌ ꯌꯥꯕꯤꯌꯨ, ꯆꯪꯈꯤꯕꯒꯤ ꯃꯕꯤꯛꯂꯕ ꯑꯃꯁꯨꯆꯦ ꯍꯣꯟꯒꯤ ꯅꯍꯥꯆꯒꯤ ꯆꯦꯌꯆꯆꯦ **Forgot password?** (ꯄꯥꯁꯋꯥꯔꯗ ꯀꯣꯛꯅꯕ ꯀꯣꯅꯕꯔꯥ?) ꯁꯤꯖꯤꯟꯅꯕ ꯌꯦꯅ꯫

ꯑꯩꯒꯤ ꯂꯣꯒ-ꯑꯥꯎꯠꯀꯤ ꯀꯥꯗ ꯌꯥꯗꯔꯤ

ꯃꯤꯅꯤꯠ ꯂꯣꯏꯕ ꯇꯥꯡꯕꯗ ꯊꯥꯏꯕꯤꯌꯨ, ꯀꯗꯨꯒꯤ ꯀꯣꯗ ꯐꯪꯗꯔꯕꯗ Resend Code (ꯀꯣꯗ ꯑꯃꯨꯛ ꯍꯟꯅ ꯊꯥꯕ) ꯗ ꯅꯝꯕꯤꯌꯨ॥
ꯑꯦꯞꯇ ꯅꯦꯠꯋꯥꯔꯛ ꯆꯦꯛꯁꯤꯟꯅ ꯌꯦꯡꯕꯤꯌꯨ, ꯃꯔꯝ ꯑꯗꯨ ꯍꯥꯌꯔꯕ ꯃꯇꯃꯗ SMS ꯄꯨꯕ ꯁꯣꯌꯗꯕ ꯂꯩꯍꯟꯗꯦ ꯌꯦꯡꯕꯤꯌꯨ॥

ꯂꯣꯟ ꯀꯔꯝꯅ ꯍꯣꯡꯗꯣꯛꯀꯗꯒꯦ?

ꯑꯦꯞꯀꯤ ꯁꯦꯇꯤꯡꯁ ꯇꯣꯞ → Language (ꯂꯣꯟ) ꯗ ꯅꯝꯕꯤꯌꯨ, ꯃꯔꯝ ꯑꯗꯨ ꯂꯣꯟ 55 ꯗꯒꯤ ꯈꯟꯕꯤꯌꯨ॥
ꯑꯍꯧ ꯍꯧ ꯁꯦꯟꯗꯣꯀꯄꯗ, ꯂꯩꯍꯧꯒꯤ ꯀꯅꯥꯒꯨꯝꯕ ꯀꯅꯥꯅ ꯂꯩꯕ ꯂꯣꯅꯒꯤ ꯕꯁꯤꯡ ꯑꯃꯁꯨꯡꯂꯩꯕꯤꯌꯨ॥

ꯔꯤꯄꯣꯔꯇꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯗꯦꯇꯥ

ꯔꯤꯄꯣꯔꯠ ꯑꯃꯗ ꯊꯕꯛꯁꯨꯕ ꯑꯃ ꯂꯩꯇꯦ

- ꯀꯊꯛꯇꯦ ꯂꯩꯕ **ꯕ꯭ꯔꯥꯟꯆ ꯐꯤꯜꯇꯔ** ꯌꯦꯡꯕꯤꯌꯨ॥ ꯕ꯭ꯔꯥꯟꯆ ꯑꯃ ꯈꯟꯂꯕꯗꯤ, ꯕ꯭ꯔꯥꯟꯆ ꯑꯗꯨꯒꯤ ꯊꯕꯛꯁꯨꯕꯁꯤꯡ ꯈꯛꯇꯃꯛ ꯎꯕ ꯐꯪꯒꯅꯤ॥ **All Branches** (ꯕ꯭ꯔꯥꯟꯆ ꯄꯨꯝꯅꯃꯛ) ꯈꯟꯕꯤꯌꯨ॥
- ꯔꯤꯄꯣꯔꯇꯀꯤ ꯇꯥꯡꯀꯣꯛꯁꯤꯡꯗ ꯌꯥꯎꯔꯕ ꯑꯦꯞꯇ ꯀꯅꯕ ꯈꯟꯅꯤꯕꯒꯤ ꯌꯦꯡꯕꯤꯌꯨ॥
- **Employee List** (ꯊꯕꯛꯁꯨꯕꯒꯤ ꯂꯤꯁ꯭ꯠ) ꯗ ꯊꯕꯛꯁꯨꯕ ꯑꯗꯨ **Active** (ꯑꯦꯛꯇꯤꯚ) ꯑꯣꯏꯔꯕꯔꯥ, ꯃꯔꯝ ꯀꯔꯤꯒꯤ ꯂꯣꯅꯒꯤ ꯁꯦꯜꯂꯤꯕ ꯁꯦꯛ ꯑꯗꯨ ꯔꯤꯄꯣꯔꯇꯀꯤ ꯀꯁꯦ ꯍꯦꯅꯥꯗꯤꯕꯗ ꯑꯣꯏꯔꯕꯔꯥ ꯌꯦꯡꯕꯤꯌꯨ॥

ꯔꯤꯄꯣꯔꯠ ꯑꯃ ꯀꯔꯝꯅ ꯑꯦꯛꯁꯄꯣꯔꯠ ꯇꯧꯒꯅꯤ?

ꯔꯤꯄꯣꯔꯠ ꯑꯗꯨ ꯍꯣꯡꯗꯣꯛꯄꯗ ꯀꯗꯨ **Excel** ꯅꯠꯔꯒ **PDF** ꯑꯣꯏꯅ ꯗꯥꯎꯅꯂꯣꯗ ꯇꯧꯅꯕ, ꯅꯠꯔꯒ ꯁꯦꯌꯥꯔ ꯇꯧꯅꯕ **Export** (ꯑꯦꯛꯁꯄꯣꯔꯠ) ꯀꯣꯛ ꯁꯤꯖꯤꯟꯅꯕꯤꯌꯨ॥ ꯔꯤꯄꯣꯔꯇꯁꯤꯡ ꯌꯦꯡꯕꯤꯌꯨ॥

ꯀꯣꯏꯗꯒꯤ ꯑꯦꯅꯥꯂꯥꯏꯁꯤꯁ ꯑꯃ ꯀꯔꯤꯒꯤ ꯂꯥꯛ ꯑꯣꯏꯔꯤꯕꯅꯣ?

ꯂꯥꯛ ꯑꯀꯅꯕ ꯑꯦꯞꯇ ꯁꯦꯇꯤꯡꯗ ꯇꯥꯏꯝ ꯑꯗꯨ ꯌꯥꯎꯗ ꯍꯌꯕꯅꯤ॥ ꯑꯦꯞꯇ ꯁꯦꯇꯤꯡ ꯌꯦꯡꯂꯕꯗ ꯁꯦꯇꯤꯡ ꯕꯣꯅꯗ ꯅꯝꯕꯤꯌꯨ, ꯅꯠꯔꯒ ꯀꯔꯤꯗ ꯂꯩꯕ ꯁꯣꯕꯇ ꯌꯦꯡꯕꯤꯌꯨ॥

ꯁ꯭ꯔꯤꯟꯁꯣꯇ ꯂꯩꯔꯕꯥ ꯀꯊꯛꯇꯦ ꯀꯔꯤ ꯊꯦꯡꯅꯤ?

ꯑꯦꯞꯇ ꯑꯣꯀ꯭ꯂꯥꯏꯟ ꯑꯄꯣꯕ ꯁꯦꯇꯤꯡꯗ ꯍꯟꯅꯅꯤ॥ ꯑꯦꯞꯇ ꯗꯦꯇꯥ ꯂꯔꯤꯕꯅꯤ॥ ꯑꯦꯞꯇ ꯑꯅꯧꯕ ꯁꯦꯇꯤꯡꯗ ꯌꯥꯎꯗꯕ ꯇꯥꯡꯀꯣꯛ ꯑꯦꯞꯇ ꯑꯁꯤꯡ꯭ꯀ꯭ꯔꯣꯅ ꯁꯣꯕ ꯇꯥꯡꯕ ꯂꯥꯛ ꯑꯣꯏꯔꯤꯕꯅꯤ॥

ꯀꯅꯥꯒꯤ ꯀꯔꯤ ꯁꯣꯕ ꯌꯥꯕꯅꯤ

HR ꯌꯨꯖꯔꯁꯤꯡꯅꯥ ꯑꯦꯗꯃꯤꯅꯒꯤ ꯑꯦꯗꯃꯤꯟ ꯁ꯭ꯛꯔꯤꯟ ꯑꯁꯨꯃꯛꯇꯥ ꯂꯥꯏꯅ ꯏꯅ ꯂꯣꯏ꯫꯫ ꯃꯦꯅꯦꯖꯔꯁꯤꯡꯅꯥ Pro HRMS ꯑꯦꯗ-ꯑꯣꯟ ꯃꯊꯧ ꯇꯥꯏ꯫꯫

ꯐꯤꯆꯔ	ꯑꯦꯗꯃꯤꯟ	HR	ꯃꯦꯅꯦꯖꯔ	ꯊꯕꯛꯁꯨꯕ
ꯗꯦꯁꯕꯣꯔꯗ	ꯀꯝꯄꯦꯅꯤ ꯄꯨꯝꯕ	ꯀꯝꯄꯦꯅꯤ ꯄꯨꯝꯕ	ꯃꯁꯥꯒꯤ ꯇꯤꯝ	ꯃꯁꯥꯒꯤ
ꯀꯝꯄꯦꯅꯤ, ꯕ꯭ꯔꯥꯟꯆꯁꯤꯡ, ꯗꯤꯄꯥꯔꯇꯃꯦꯟꯇꯁꯤꯡ	ꯍꯣꯌ	ꯍꯣꯌ	—	—
ꯑꯦꯇꯦꯟꯗꯦꯟꯁꯀꯤ ꯅꯤꯌꯃꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯑꯣꯐꯤꯁꯀꯤ ꯃꯇꯝ	ꯍꯣꯌ	ꯍꯣꯌ	—	—
ꯊꯕꯛꯁꯨꯕꯁꯤꯡ ꯍꯥꯄꯆꯤꯟꯕ ꯑꯃꯁꯨꯡ ꯑꯦꯗꯤꯠ ꯇꯧꯕ	ꯍꯣꯌ	ꯍꯣꯌ	ꯃꯁꯥꯒꯤ ꯇꯤꯝ	ꯃꯁꯥꯒꯤ ꯄ꯭ꯔꯣꯐꯥꯏꯜ
ꯕꯥꯏꯑꯣꯃꯦꯠꯔꯤꯛ ꯗꯤꯚꯥꯏꯁꯁꯤꯡ	ꯍꯣꯌ	ꯍꯣꯌ	—	—
ꯁꯤꯐꯠꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯔꯣꯁ꯭ꯇꯔ	ꯍꯣꯌ	ꯍꯣꯌ	—	—
ꯅꯨꯃꯤꯠ ꯈꯨꯗꯤꯡꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ ꯑꯃꯁꯨꯡ ꯃꯦꯅꯨꯌꯦꯜ ꯄꯟꯆ	ꯍꯣꯌ	ꯍꯣꯌ	ꯃꯁꯥꯒꯤ ꯇꯤꯝ	ꯃꯁꯥꯒꯤ; ꯁꯦꯝꯗꯣꯛꯄ ꯍꯥꯏꯖꯕ
ꯄꯟꯆ ꯏꯟ ꯑꯃꯁꯨꯡ ꯑꯥꯎꯠ	—	—	ꯍꯣꯌ	ꯍꯣꯌ
ꯆꯨꯠꯇꯤ	ꯁꯦꯠ ꯇꯧꯕ ꯑꯃꯁꯨꯡ ꯌꯥꯕ	ꯁꯦꯠ ꯇꯧꯕ ꯑꯃꯁꯨꯡ ꯌꯥꯕ	ꯃꯁꯥꯒꯤ ꯇꯤꯃꯒꯤ ꯌꯥꯕ	ꯍꯥꯏꯖꯕ
ꯍꯣꯂꯤꯗꯦꯁꯤꯡ	ꯍꯣꯌ	ꯍꯣꯌ	—	—
ꯄꯦꯔꯣꯜ ꯑꯃꯁꯨꯡ ꯁꯦꯂꯔꯤꯁꯤꯡ	ꯍꯣꯌ	ꯍꯣꯌ	—	ꯃꯁꯥꯒꯤ ꯄꯦꯁ꯭ꯂꯤꯄꯁꯤꯡ
ꯔꯤꯄꯣꯔꯠꯁꯤꯡ	ꯍꯣꯌ	ꯍꯣꯌ	—	—
WhatsApp ꯑꯦꯂꯔꯠꯁꯤꯡ ꯑꯃꯁꯨꯡ ꯅꯣꯇꯤꯐꯤꯀꯦꯁꯅꯁꯤꯡ	ꯍꯣꯌ	ꯍꯣꯌ	—	—
ꯄ꯭ꯂꯥꯟ ꯕꯦꯜ ꯑꯃꯁꯨꯡ ꯑꯄꯒ꯭ꯔꯦꯗꯁꯤꯡ	ꯍꯣꯌ	—	—	—
Help & Support ꯂꯤꯡꯀꯁꯤꯡ	ꯍꯣꯌ	ꯍꯣꯌ	—	—

ꯀꯔꯝꯕ ꯐꯤꯆꯔꯒꯤ ꯄ꯭ꯂꯥꯟ ꯃꯊꯧ ꯇꯥꯕꯒꯦ

ꯑꯗꯣꯝꯒꯤ ꯁꯕꯁ꯭ꯛꯔꯤꯄꯁꯅꯅ ꯄ꯭ꯂꯥꯟꯁꯤꯡꯗꯥ ꯌꯥꯎꯔꯤꯕ ꯐꯤꯆꯔꯁꯤꯡ 15 ꯒꯤ ꯃꯇꯨꯡꯗ ꯑꯃꯁꯨ ꯐꯪꯏ꯫ ꯃꯈꯥꯒꯤ ꯃꯈꯥꯗꯨꯅꯤ:

ꯐꯤꯆꯔ	ꯃꯊꯧ ꯇꯥꯕ ꯄ꯭ꯂꯥꯟ
ꯐꯦꯁ ꯑꯃꯁꯨꯡ Realtime ꯂꯣꯀꯦꯁꯅꯒꯤ ꯑꯦꯇꯦꯟꯗꯦꯟꯁ, ꯁꯦꯜꯐꯤ ꯃꯥꯔꯀꯤꯡ, ꯕ꯭ꯔꯦꯀꯁꯤꯡ, ꯂꯥꯏꯕ ꯃꯦꯞ ꯑꯃꯁꯨꯡ ꯀꯥꯔꯁꯤꯡ	ꯄ꯭ꯂꯥꯟ ꯄ꯭ꯔꯤꯃꯤꯌꯝ
ꯁꯦꯜꯐꯤ, ꯇꯥꯁ꯭ꯛꯁꯤꯡ, ꯑꯦꯗꯚꯥꯟꯁ, ꯂꯤꯚ ꯃꯌꯣꯜ	ꯇꯣꯉꯥꯟ ꯌꯥꯕ ꯄ꯭ꯂꯥꯟ ꯃꯊꯧ ꯇꯥꯕ ꯌꯥꯏ
ꯌꯣꯕ ꯑꯃꯁꯨꯡ ꯃꯦꯟꯅꯤ ꯄꯕꯤꯂꯕꯒꯤ ꯇꯦꯛꯅꯣ (ꯄꯕꯤꯂꯕꯒꯤ ꯂꯣꯟꯗ-ꯂꯃꯖꯤꯜ ꯑꯃꯁꯨꯡ ꯑꯣꯀ ꯀꯣꯡꯌ)	ꯇꯣꯉꯥꯟ ꯌꯥꯕ ꯄ꯭ꯂꯥꯟ ꯃꯊꯧ ꯇꯥꯕ ꯌꯥꯏ
ꯇꯀꯁꯦ, ꯄ ꯑꯃꯁꯨꯡ ꯌꯇꯤꯒꯤ ꯃꯤꯀꯥꯃꯁꯤꯡꯂꯤ, ꯑꯁꯦꯀꯀ ꯑꯣꯂꯦꯟꯂ ꯃꯤꯀꯥꯃꯁꯤꯡꯂꯤ, ꯑꯣꯑꯂꯣꯂ ꯃꯦꯡꯃꯦꯟ, ꯂꯣꯁꯦ ꯂꯦꯁ꯭ꯇꯆꯂ	ꯑꯣꯂꯦꯟꯂ ꯃꯤꯀꯥꯃꯁꯤꯡꯂꯤ ꯆꯧꯕ ꯂꯣꯟ ꯀꯤꯕ ꯄ꯭ꯂꯥꯟ
ꯀꯣꯃꯦꯟ, ꯂꯣꯆꯃꯤꯂꯤꯂꯤ, ꯃꯤꯅꯃꯕꯃꯂꯍꯣꯑꯁꯂꯤ, ꯀꯣꯂ꯭ꯆꯤꯀꯂꯤ, ꯂꯃꯃꯃꯒꯤ ꯃꯤꯀꯥꯃꯁꯤꯡꯂꯤ	ꯀꯣꯃꯦꯟ ꯆꯧꯕ ꯂꯣꯟ ꯀꯤꯕ ꯄ꯭ꯂꯥꯟ
ꯍꯣꯂꯣꯆꯃꯒꯤ ꯃꯦꯟ, ꯃꯃꯀꯣꯂꯤ ꯐꯤꯂ, ꯑꯦꯃꯒ ꯁ꯭ꯃꯤ, ꯑꯣꯂꯣꯂꯤꯂꯤ	Pro HRMS ꯑꯣꯗ-ꯑꯣꯟ
ꯐꯤꯟꯗ ꯂ꯭ꯁꯐꯂꯤꯂꯤꯒꯤ ꯆꯦꯅꯒ ꯁ꯭ꯃꯣꯃꯤꯂꯤ	Journey Tracker ꯑꯣꯗ-ꯑꯣꯟ

> **ꯄ꯭ꯂꯥꯟ ꯃꯊꯧ ꯇꯥꯅ:** ꯄ꯭ꯂꯥꯟꯂꯤꯂꯤ ꯑꯃꯁꯨꯡ ꯍꯅꯦꯌꯗ ꯌꯦꯁꯃꯤꯕꯂꯤ ꯇꯥꯂꯕ ꯌꯥꯅ꯫ ꯇꯥꯆꯤꯂꯃꯤ ꯆꯤꯂ꯭ꯁꯃꯤꯗꯍꯑ ꯄ꯭ꯂꯥꯟ ꯕꯣꯆ → **Browse Plans & Upgrade** (ꯄ꯭ꯂꯥꯟꯂꯤꯂꯤ ꯌꯣꯂꯕ ꯑꯃꯁꯨꯡ ꯑꯄ꯭ꯒ꯭ꯔꯦꯗ ꯁꯧꯕ) ꯗ ꯃ꯭ꯆꯤꯂ ꯁꯧꯕꯤꯌꯨ, ꯑꯃꯁꯨꯡ ꯇꯧꯆꯤꯂꯃꯤ ꯍꯍꯆꯂꯤꯂꯤꯒꯤꯗꯍꯑ **Billing & Plan** (ꯕꯤꯆꯤꯂ ꯑꯃꯁꯨꯡ ꯄ꯭ꯂꯥꯟ) ꯌꯣꯂꯕꯤꯌꯨ꯫