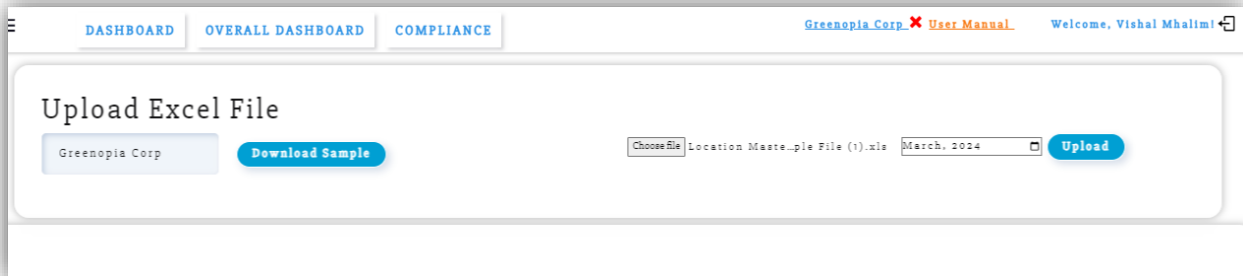


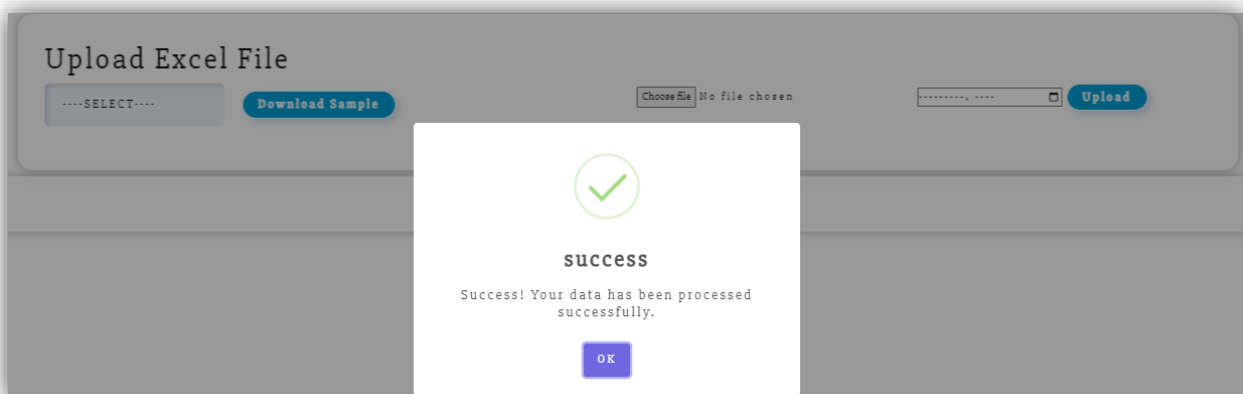
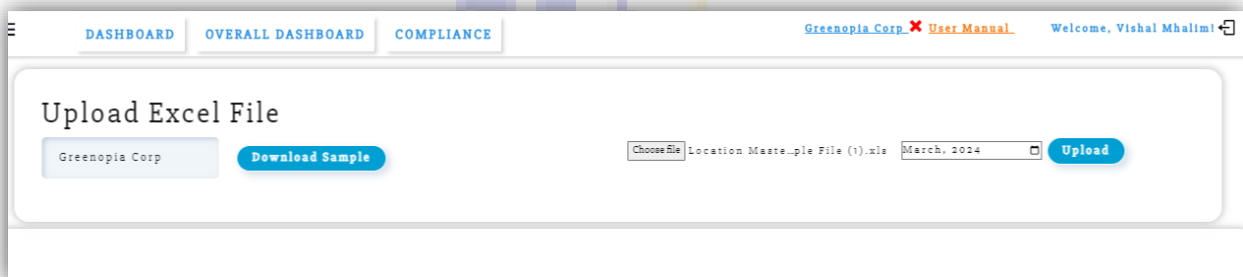
2.1 Location

The monthly updating of the locations is mandatory

- Always download a fresh sample using the [Download Sample](#) button in the Upload Excel File screen as shown below.

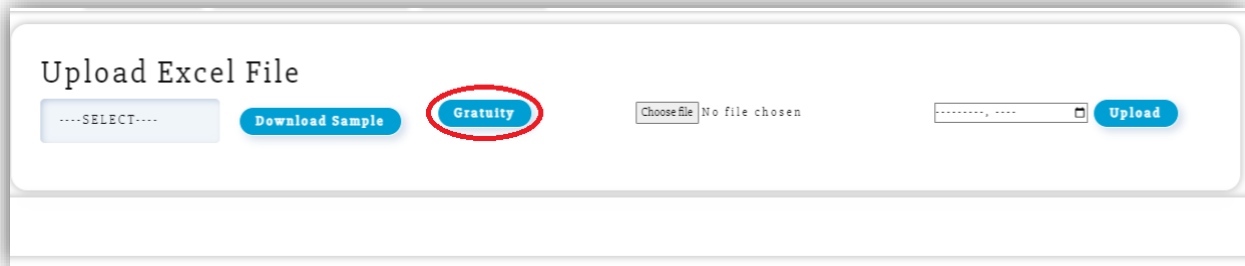


- Inside the sample Excel file, all the locations and their details drawn from the location master already exist, the user must only update the changed details and leave the rest as it is.
- The updated Sample Excel file must be uploaded by selecting the month and year corresponding to the period of operation.



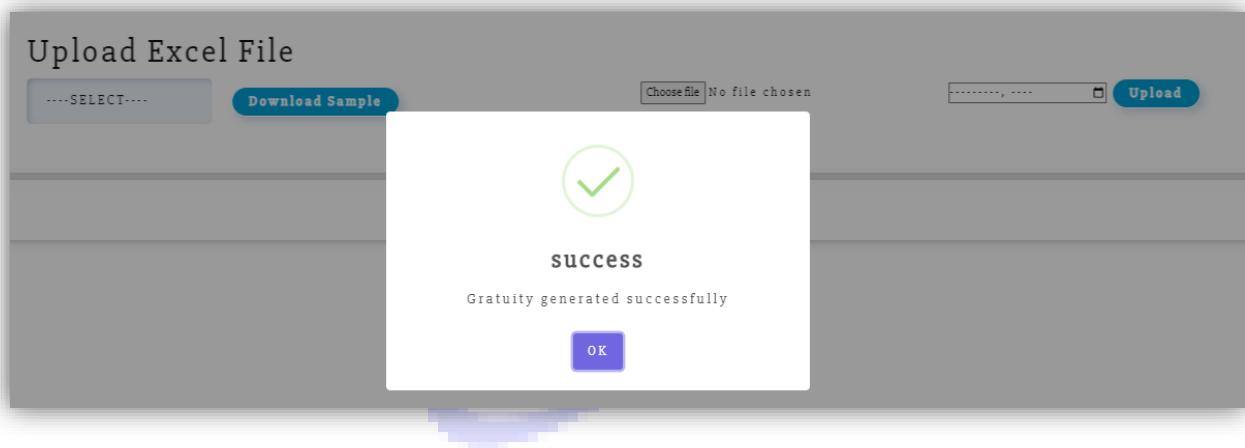
- During the upload if the 'authorized_person_name_gratuity_act' and/or 'authorized_person_designation' column in the sample excel file is updated for one or more

locations, after uploading a [Gratuity](#) button will appear to generate the Gratuity Notice, as shown below.



The screenshot shows a web interface titled "Upload Excel File". It contains several elements: a dropdown menu with "....SELECT....", a blue button labeled "Download Sample", a blue button labeled "Gratuity" which is circled in red, a file selection area with a "Choose file" button and the text "No file chosen", a date input field with ".....,", and a blue button labeled "Upload".

- It is mandatory to generate the Gratuity Notice to comply with the changes, by clicking on the [Gratuity](#) button.
- The Gratuity notice is generated for all the location for which the 'authorized_person_name_gratuity_act' and/or 'authorized_person_designation' was changed.



This screenshot shows the same "Upload Excel File" interface as above, but with a success modal box in the center. The modal has a green checkmark icon, the word "success" in bold, the text "Gratuity generated successfully", and an "OK" button.
