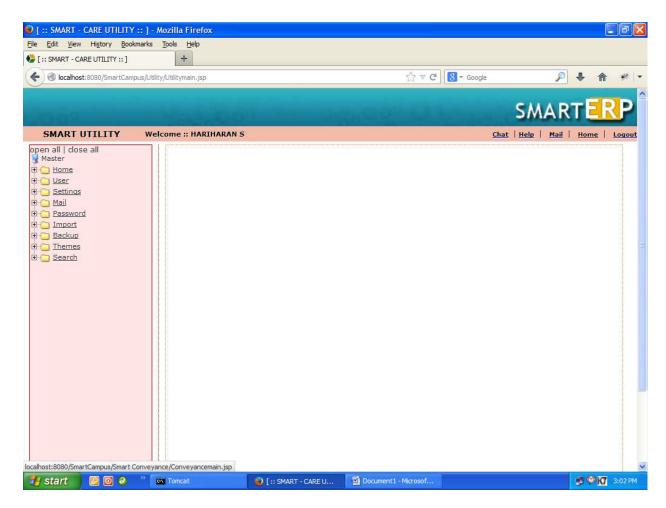
This is home page for Utility login. You can get information like user rights, settings, attendance, pay slip, leave information's, conveyance, company profile, password change, ISD, STD, PIN codes and change the themes.

The login screen divided into two frames. Left side is menus and right side is display screen Always the birth day wishes and anniversary of the employee lists is marquee on screen



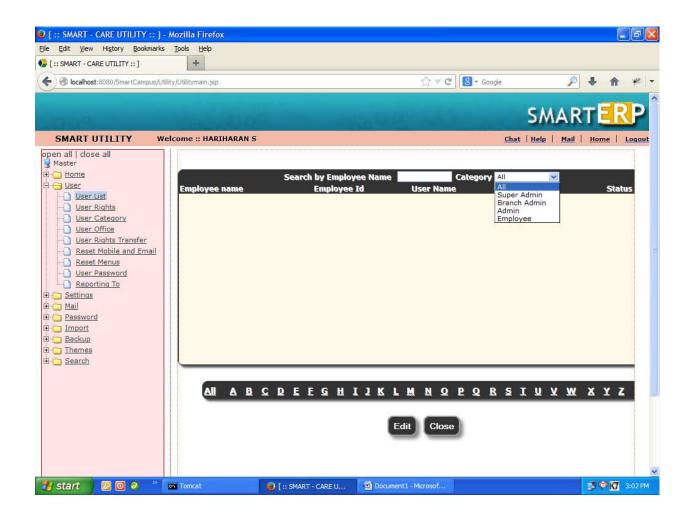
This is the user menu. We have sub menu under user menu as user list, user rights, user category, user office, user rights transfer, reset mobile and email, reset menu, user password, reporting to.

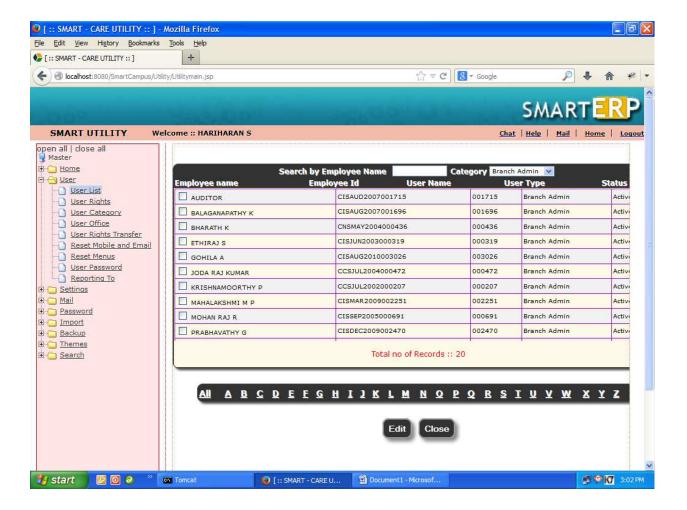
#### User list

This is user list view screen. We can edit the user list.

To edit user list by click the edit button

To filter user list by using alphabetic filter, category, search by employee name.





# Edit page

Edit or change a user list for user type i.e., from admin to super admin.

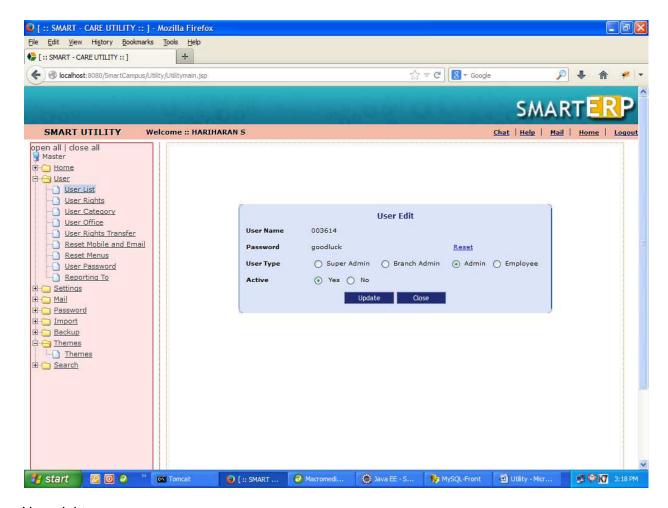
Choose or tick the check box for user list in view screen

Click the Edit button in user list view screen.

Change user type and active.

Click the update button.

The user list type successfully updated.



# User rights

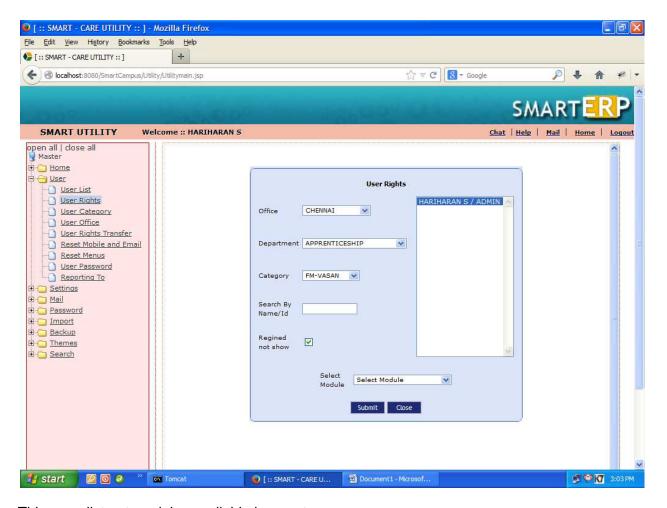
User wants to access module before user have to get rights.

This is user rights page. To get rights by using user rights page.

Select staff, module.

Click submit button.

The control is transfer to module list page.

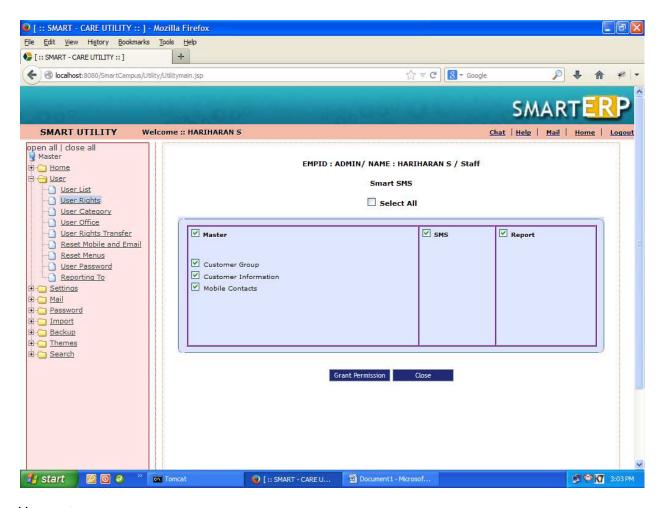


This page list out modules available in smart campus.

Choose or tick check box for module according the user need.

Click grant permission button.

Users are getting rights successfully.



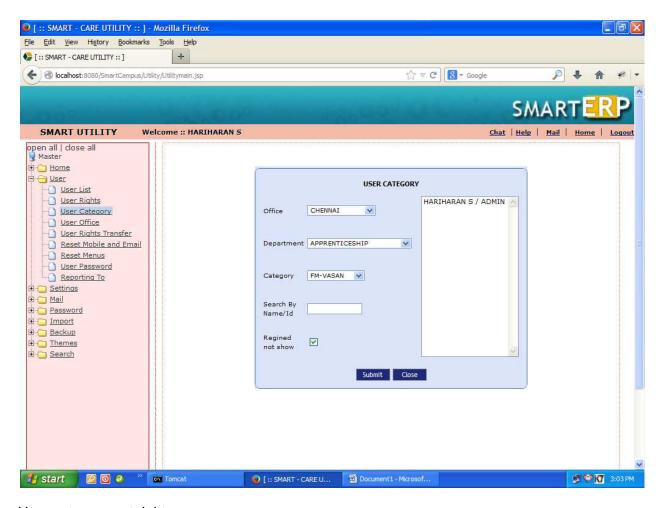
# User category

This is user category page. To get the permission for view user category.

Select staff name.

Click submit button.

The control is transfer to user category set rights page.

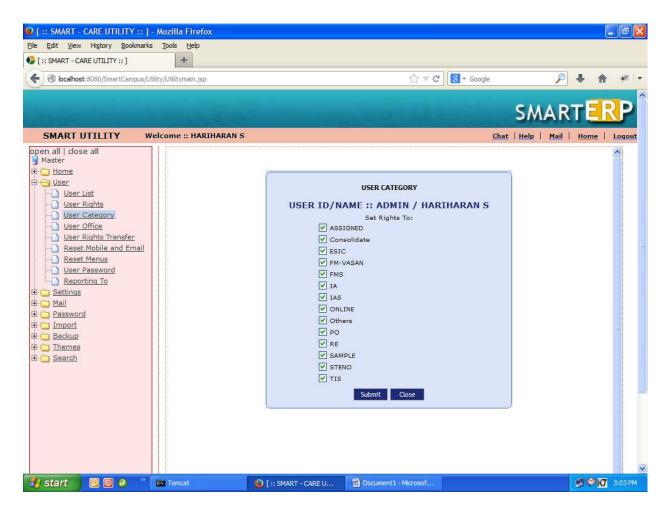


User category set rights page

Choose or tick the checkbox for user category.

Click the submit button.

User get permission to view user category successfully.



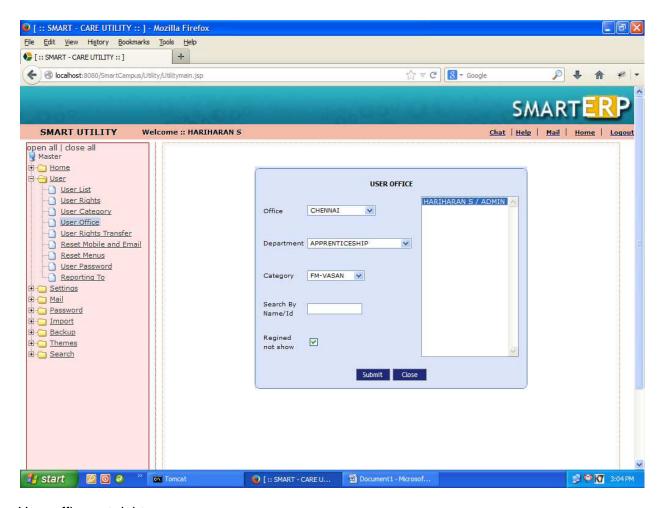
User office page

This is user office page. To get the permission for view branch office.

Select staff name.

Click submit button.

The control is transfer to user office set rights page.

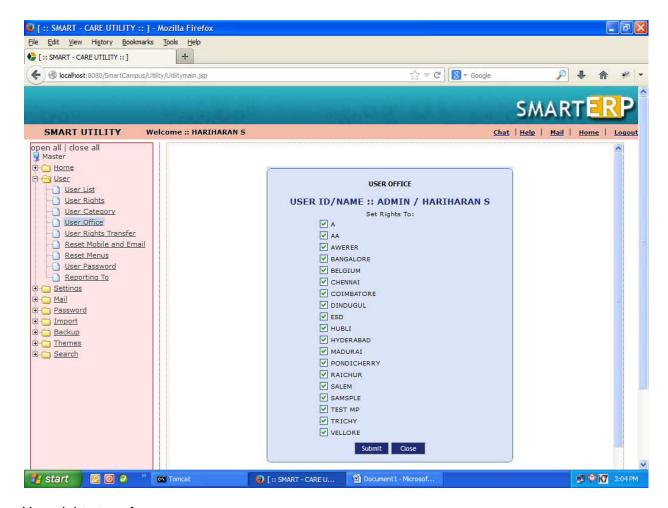


User office set rights page

Choose or tick the checkbox for user office.

Click the submit button.

User get permission to view user branch office successfully.



User rights transfer

This is user rights transfer page. To transfer user's rights for n number of user.

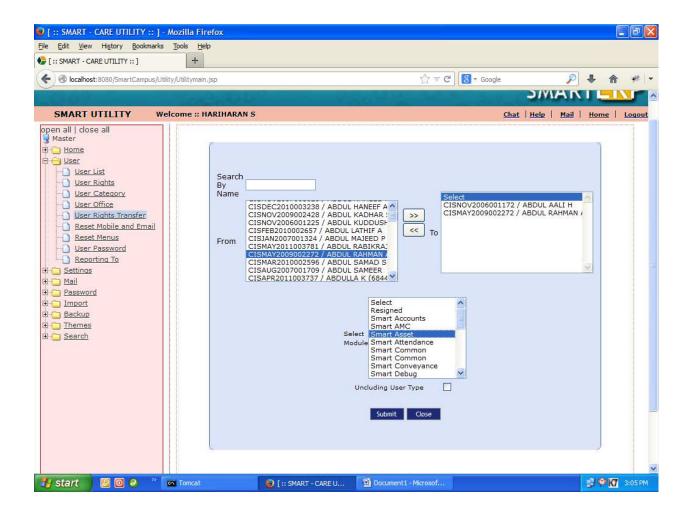
Select staff name.

The n number of staff name added to list box by using >> button.

Select modules.

Click submit button.

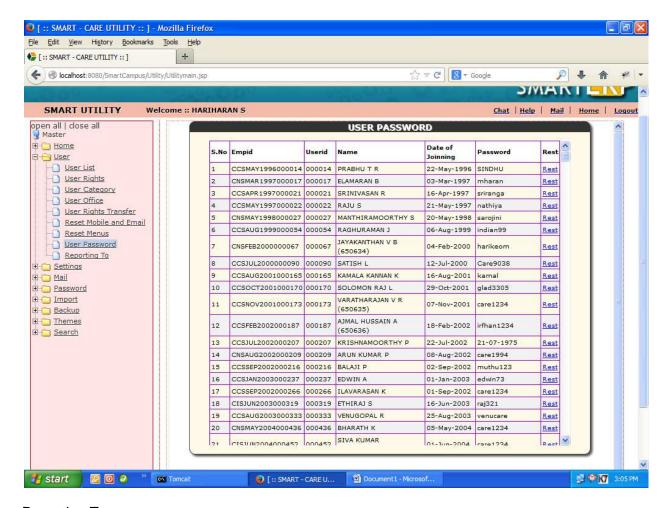
Rights transfer successfully.



## User password

This is user password view page. To list out user authentication by using user password view page.

To reset the password by using reset link in user password view page.



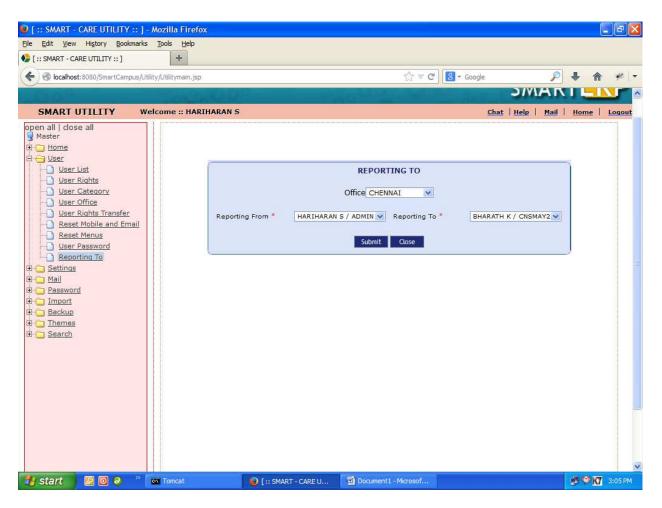
# Reporting To

This is reporting to page .we can transfer rights from reporting person to another person by using reporting to page.

Select office, reporting from and reporting to.

Click submit button.

Reporting rights transfer successfully.



## Common setting page

This is common setting page. We can set common information for smart campus.

The smart campus application will be work based on this setting.

Enter the name, address, city, state, pin and phone.

Enter the mail id, default password, session time, conveyance last, bonus percentage.

Enter the minimum working days for bonus, reseller percentage, company pf number, company esi number, mail host, group mail.

Enter the pf, esi, employer pf, employer pension fund, employer esi,petrol per k.m.

Choose forget password, leave updation, mail alert for new joiner, login check for address, mail.

Choose staff order by, salary calculation, date lock, server updation.

Choose mail alert, sms alert, hide admin info, pay tax deduction, pay tax value, Credit limit for customer.

Enter the technical/technology information,hr mail id,company short name, minimum wages applied for gross.

Enter billing mailid, billing mailid password, various product /service.

Select pay tax deduction, default company selection for inventory, days of date lock, resigner's login date lock.

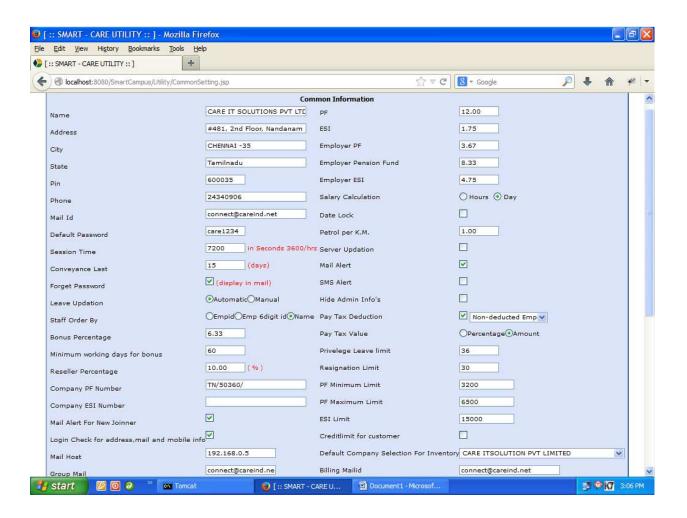
Choose leave not carry forward, automatic attendance mark.

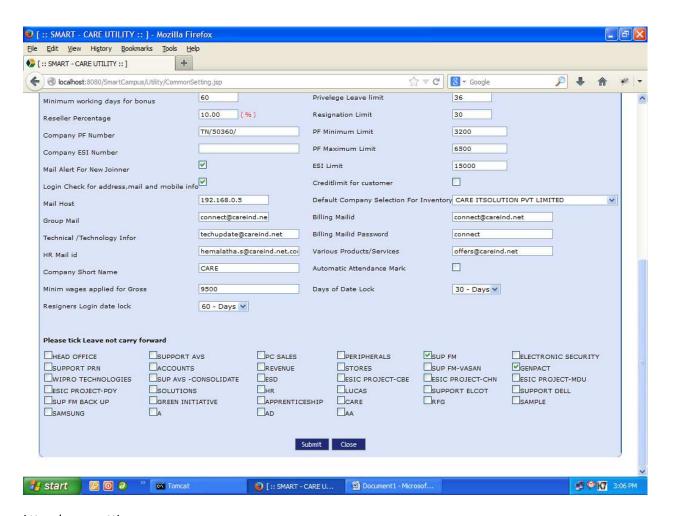
The \* mark symbol are mandatory.

The \* mark field validate when click the submit button.

click the submit button

The common settings successfully added.





## Attendance setting

This is attendance setting page. We can set attendance information for staff by using this page.

Select on duty, leave, permission, manual, smart attendance, shift type.

Enter the time in, time out, lunch in, lunch out, grace in, grace out,OT.

Enter permission limit, late limit, leave /permission apply, lose of day.

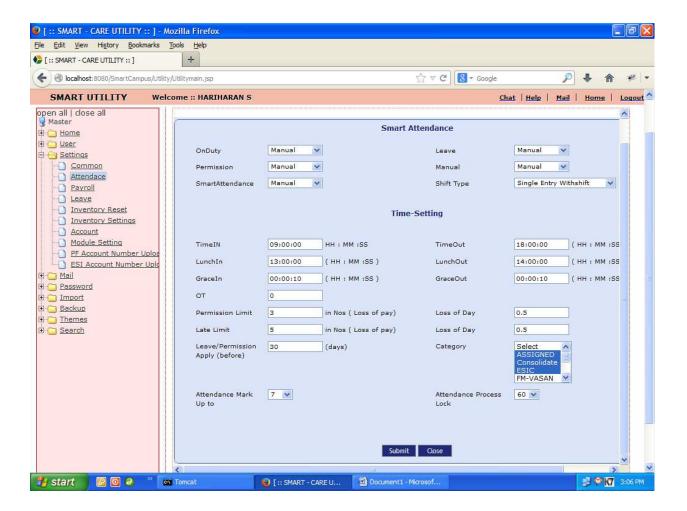
Select category, attendance mark upto, attendance process lock.

The \* mark symbol are mandatory.

The \* mark field validate when click the submit button.

click the submit button

The attendance settings successfully added.



# Payroll setting

This is payroll setting page. We can set the calculation for salary by using this page.

We can calculate the salary as ctc, month and working.

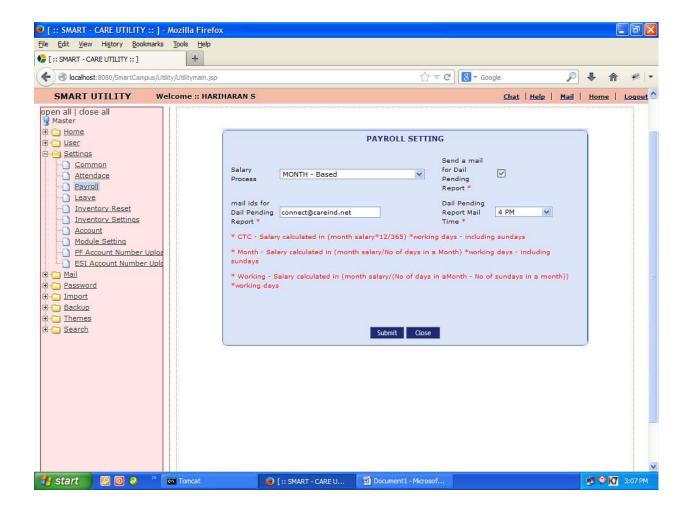
Select salary process, daily pending report mail time.

Choose send a mail for daily pending report.

Enter the mail ids for daily pending report.

Click the submit button.

Payroll setting successfully.



# Leave information page

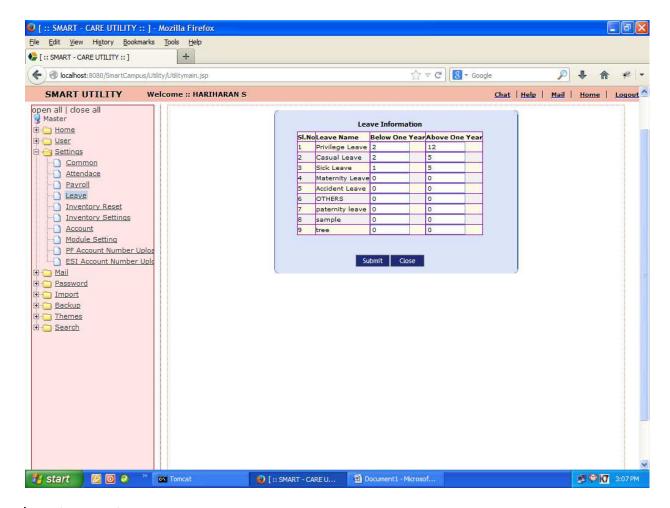
This is leave information page. We can set leave eligibility for staff as below one year and above one year.

Enter the privilege leave, casual leave, sick leave, maternity leave.

Enter accident leave, others, paternity leave, sample, tree.

Click the submit button.

Leave information setting successfully.



Inventory reset page

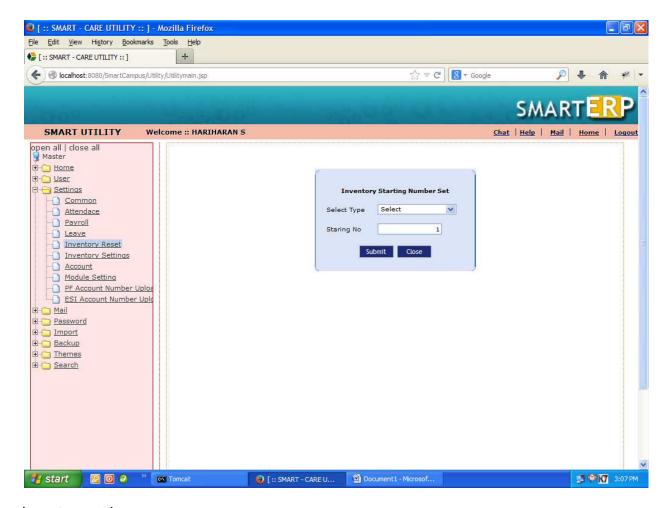
This is inventory reset page. We can set starting no for invoice number.

Select type.

Enter starting no.

Click submit button.

Starting number setting successfully.



## Inventory setting

This is inventory setting page .we can create setting for inventory.

Enter the invoice delete information, invoice delete user, mail id for daily collection report.

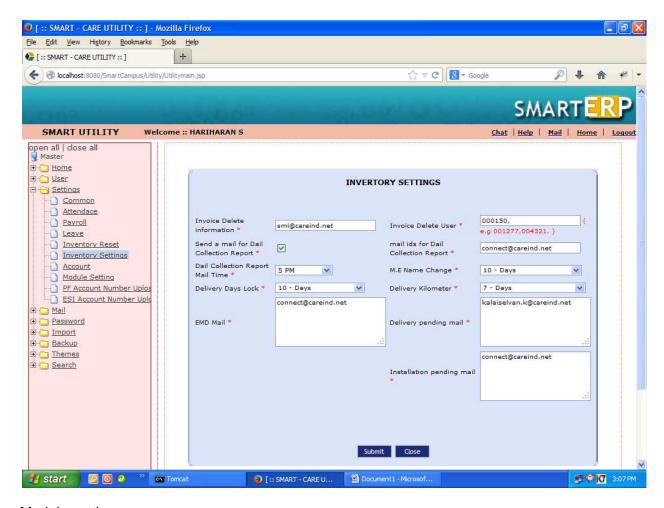
Choose or tick send a mail for daily collection reported .

Select delivery days lock, daily collection report mail time, m.e name change, delivery kilometer.

Enter emd mail, delivery pending mail, installation pending mail.

Click the submit button.

Inventory setting successfully added.



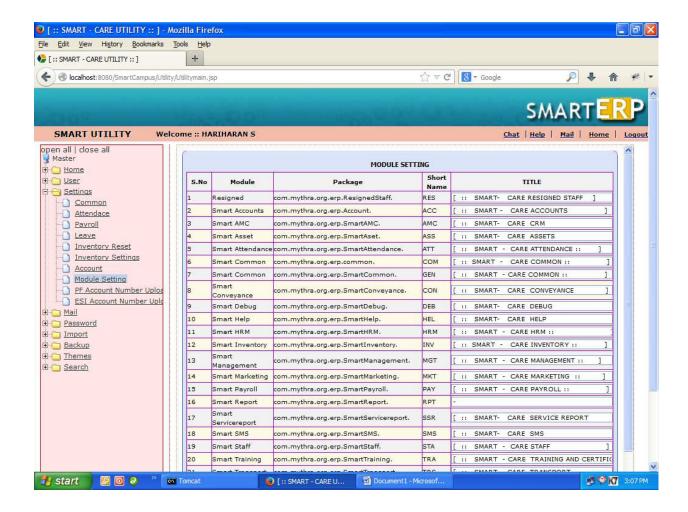
# Module setting

This module setting page. We can set the module title by using this page.

Enter the title

Click the submit button

Module title setting successfully updated



## Mail setting

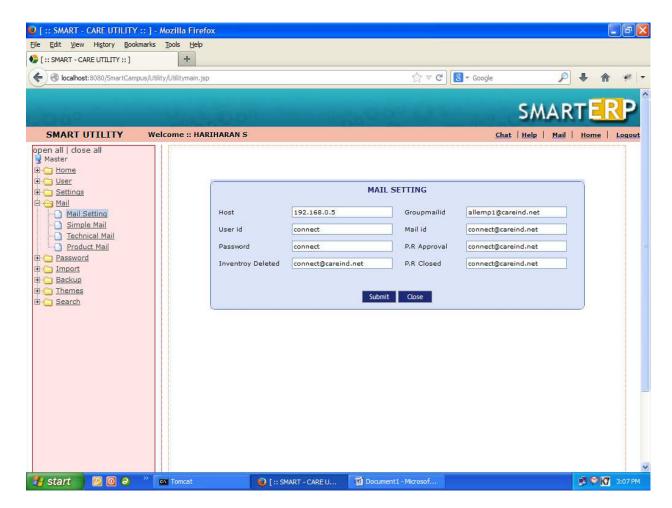
This is mail setting page .we can configuration the mail by using this page.

Enter host ip, user id, password, inventory deleted.

Enter group mailid, mailid, pr approval, pr closed.

Click the submit button.

The mail setting successfully added.



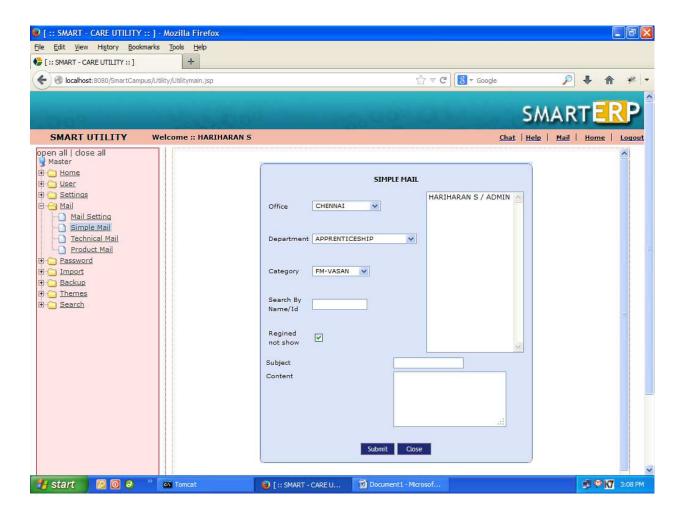
This is simple mail page. We can send simple mail by using this page.

Select staff name.

Enter the subject, content.

Click submit button.

Mail sends successfully.



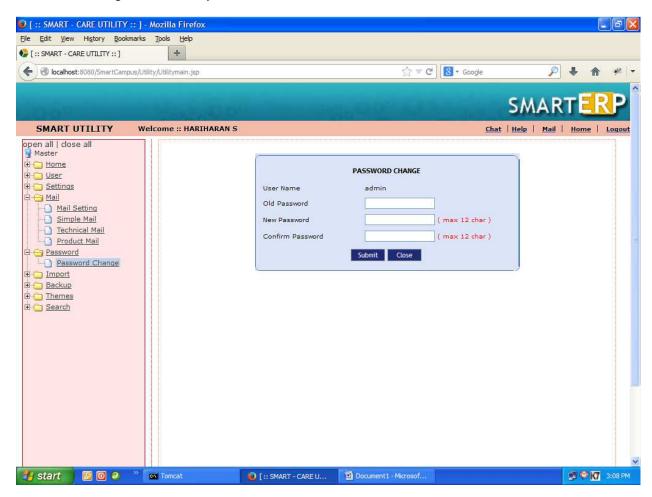
# Password change page

This is user password change page. We can change password by using this page.

Enter old password, new password, confirm password.

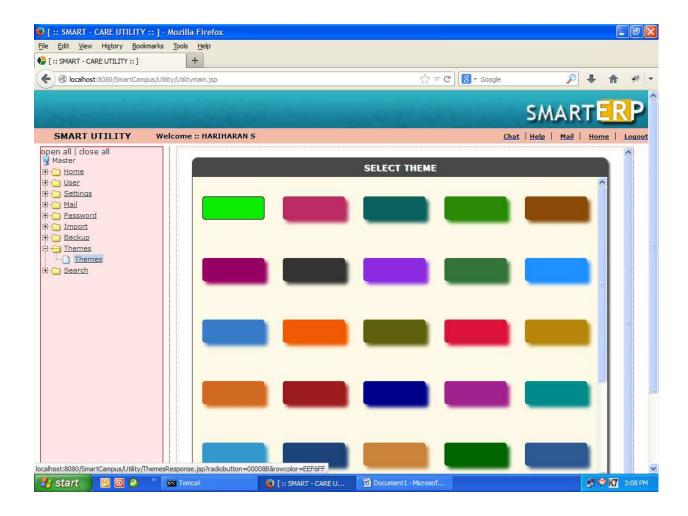
Click submit button.

# Password change successfully.



## **Themes**

You would like to change your themes kindly click the themes Its automatically changed

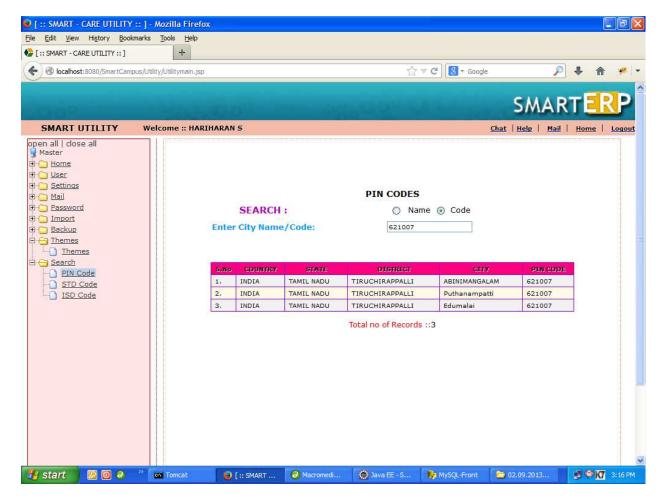


# Pin codes

This is pin code view screen .We can view the PIN codes through this screen.

Choose or tick the search by.

Enter the city name/code automatically display pin code along with state, district, city name.

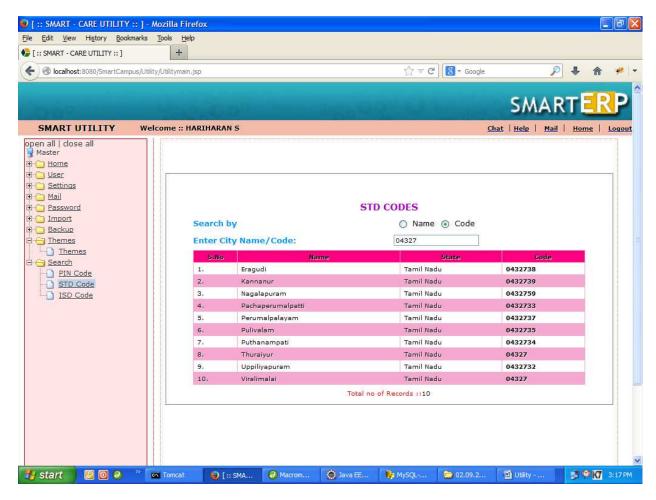


## std codes

This is std code view screen .We can view the STD codes through this screen.

Choose or tick the search by.

Enter the city name/code automatically display std code along with state, city name.



## Isd codes

This is isd code view screen .We can view the ISD codes through this screen.

Choose or tick the search.

Enter the city name/code automatically display isd code along with city, country.

