

Simpliance®
Remo

User Guide



We thank you for choosing Simpliance Remo and for trusting in us. Your support and trust are much appreciated and we hope we keep meeting your expectations.



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1. Overview

What is Simpliance Remo?

A single end-to-end E-Compliance management platform that enables companies of all sizes to continuously and confidently maintain compliance to avoid penalties, reputational damage, or the inability to operate in a key market by identifying, prioritizing, and assign accountability for managing existing or potential threats related to legal or policy non-compliance or ethical misconduct.

Which devices does Simpliance Remo support?

You can install Simpliance Remo on any mobile device, PCs & Laptops that have iOS (iPhone, iPad, iPod) and Android (mobile phones, Laptops, Desktops, and tablets) operating systems.

PRODUCT OVERVIEW

- ❖ E-compliance platform: Simpliance Remo
- ❖ Application Model: SAAS
- ❖ Application Hosted: On Cloud
- ❖ One-stop solution for all your compliance requirements and problems
- ❖ Tracks & Triggers compliance tasks that have to be completed as per the schedule
- ❖ Accessible anywhere as it is on Cloud
- ❖ Virtual Data room for storage of your compliance records

How does it work?

- ❖ Performs defined functions as per State & Central Legislations
- ❖ Provides Compliance Tracking System for predefined multiple users
- ❖ Proactive risk evaluation and compliance management with Inbuilt triggers, escalations, and notifications

Operational Highlights:

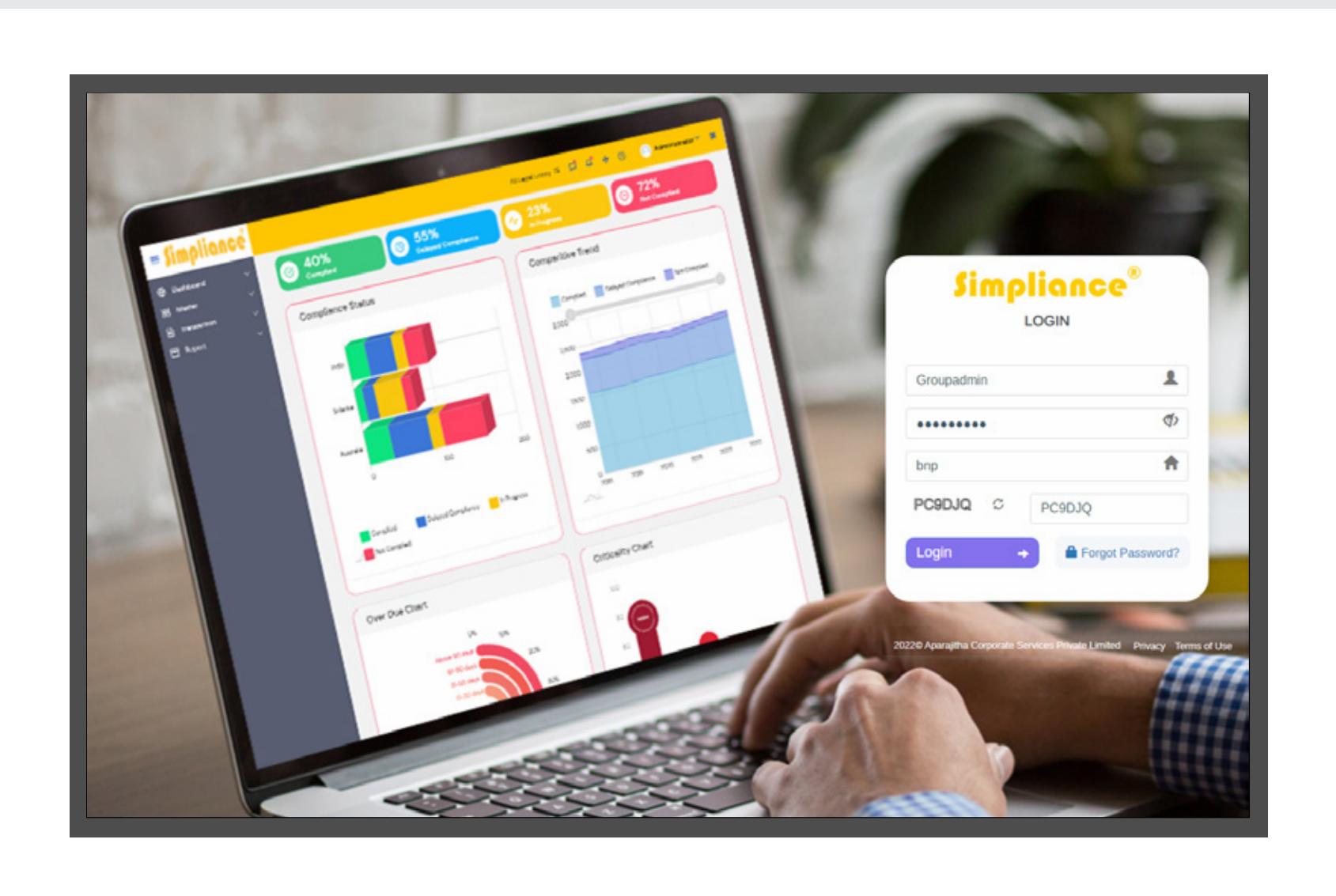
- ❖ Knowledge updates on new enactments on a periodic basis
- ❖ Comprehensive & Complete knowledge repository for compliance
- ❖ Centralized access to all your compliance records online

3. Login Page



To use Simpliance Remo, you need to create a unique user ID and password to complete the registration process to log in to its Portal.

Once the users are created by Admin, the registration link will be valid for 48 hours. You have to register and create login credentials before validity gets expired. If the registration link expires, you need to approach the Admin user to resend the link.



Enter the User

- ❖ Enter the User Id and Password.
- ❖ Enter the captcha given.
- ❖ Click Login.

Now having registered, user can use the credentials to login Simpliance Remo,

- ❖ Enter the login credentials in <https://login.simplianceglobal.com> to login into Simpliance Remo.
- ❖ Select either a particular legal entity or all legal entities.

3. Home Page



After logging into Simpliance Remo, you can view the home page displaying Welcome "User Name".

Now select the customized widgets in the Menu Page, under which you can explore:

- ❖ Compliance Status
- ❖ Compliance Trend
- ❖ Comparative Trend
- ❖ Risk Chart
- ❖ Criticality
- ❖ Over Due Chart
- ❖ User Scorecard
- ❖ Domain Scorecard

The screenshot shows the Simpliance Remo application interface. At the top, there is a yellow header bar with the Simpliance Remo logo on the left and navigation links for HOME, DASHBOARD, MASTER, TRANSACTION, REPORT, and MY ACCOUNT on the right. To the far right of the header are icons for user profile, notifications, and help. Below the header is a dark sidebar on the left containing a 'Widgets List' with eight items: Compliance Status, Compliance Trend, Comparative Trend, Risk Chart, Criticality, Task Distribution, Over Due Chart, and Domain Scorecard. The main content area on the right displays a welcome message 'Welcome Administrator!' and a footer at the bottom with copyright information and links for Privacy and Terms of Use.

4. Dashboard



The User can click on the Dashboard option to get an at-a-glance view of his/her compliance status and the following graphical representation,

- ❖ Compliance Status
- ❖ Compliance Trend
- ❖ Comparative Trend
- ❖ Risk Chart
- ❖ Criticality
- ❖ Over Due Chart
- ❖ Event Statistics
- ❖ Assignee Wise Compliance

- ❖ User can view the Dashboard from macro to micro-level viz, Country, Domain, Legal entity, Division, Category, and unit to which user will have access.
- ❖ User can select the Compliance status, Compliance Trend, Comparative Trend, Risk Chart, Over Due Chart, Event Statistics and Assignee wise Compliance dashboard charts to get complete visibility on compliance till last-mile delivery.
- ❖ By clicking on the Hamburger option (chart context menu) you can download the chart in JPEG, PNG, PDF, SVG vector format.



5. Transaction



The Transaction tab consists of the following preliminary activities necessary for the user to complete the compliance tasks.

ADMIN	ASSIGNEE	CONCURRING PERSON / APPROVING PERSON
Statutory Setting	On Occurrence	Statutory Setting
Review Setting	Compliance Task Details	Assign Compliance
Assign Compliance	-	Reassign Compliance
-	Easy Upload	-
Reassign Compliance	-	Compliance Approval
Compliance Approval	-	Completed Task - Current Year
Completed Task - Current Year	-	Completed Task - Current Year - Bulk Upload
Completed Task - Current Year - Bulk Upload	-	-
Task Recall	Task Recall	Task Recall
Approve Task Recall	-	Approve Task Recall
Criticality Setting	-	-
-	-	Event start & schedule
-	-	Event Reschedule & cancel

Assignee to Click Transaction >> Compliance Task Details >> Legal Entity >> Unit >> Show

Once the task is submitted by the user, that particular task is moved from the User/ Assignee screen and sent for approval to Admin Users (i.e. Approve person of that particular task).

5.1. Tabs



Calendar / Current Task / Upcoming

It's easy to get lost in details when you're in the heads-down process of completing compliance tasks, so having a monthly calendar to take regular peeks of your compliance status is necessary.

Our Monthly Calendar view of Assignee gives an insight of count of tasks falling under distinct category viz,

- Due Date
- In - Progress
- Overdue
- Upcoming Task

Clicking on the appropriate count will display the respective list of compliances. Different categories are distinguished with unique color representations. User can view compliance tasks which are in progress, overdue and Upcoming that are yet to be completed here.

In house User / Service Provider User can view upcoming compliance along with details such as Compliance task, Domain, Start Date, Due Date and format for reference.

The screenshot shows the Simpliance Remo application interface. At the top, there is a navigation bar with links for HOME, DASHBOARD, MASTER, TRANSACTION, REPORT, MY ACCOUNT, and various user icons. Below the navigation bar, there are search and filter fields for Legal Entity (Demo private Limited), Domain, Division, Category, Unit, and Frequency. The main area features three tabs: 'Calendar View' (selected), 'Current Tasks', and 'Upcoming Compliance Tasks'. The 'Calendar View' tab displays a monthly calendar for June 2023. Days are numbered from 1 to 30. Colored circles are placed on specific dates to represent task status: orange for Task Recall, purple for Due Date, yellow for Inprogress, red for Over Due, and blue for Upcoming. A legend at the bottom of the calendar area defines these colors. The bottom of the screen includes a footer with copyright information (© 2022, Aparajitha Corporate Services Private Limited) and links for Terms of Use and Privacy.

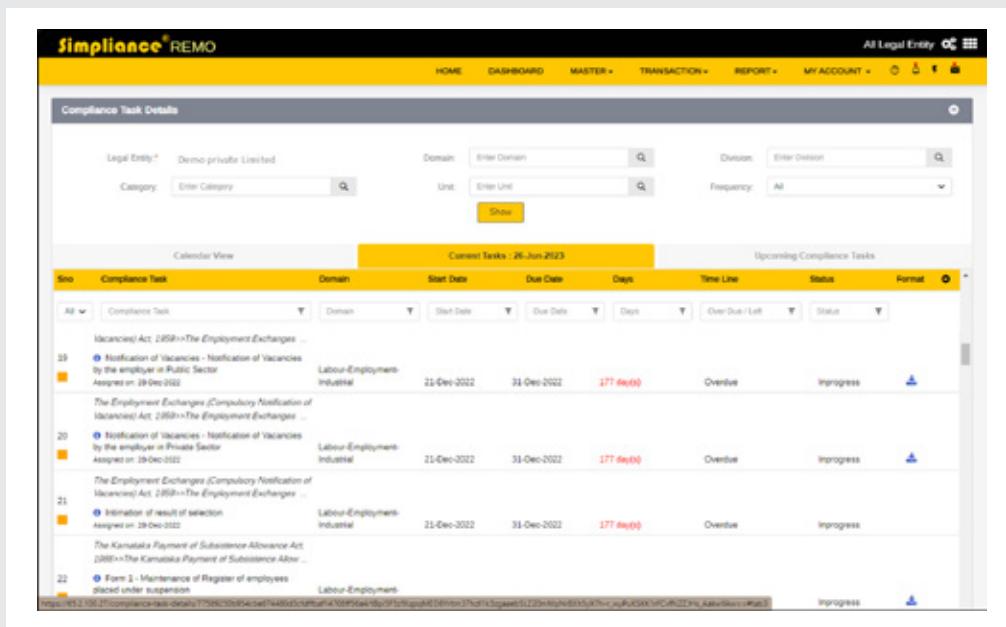
Steps For

- 5.1.1. Task Completion
- 5.1.2. On Occurrence Task Trigger / Completion
- 5.1.3. Easy Upload
- 5.1.4. Task Recall
- 5.1.5. Event Start & Schedule
- 5.1.6. Event Reschedule & Cancel

Steps For - Task Completion

For completing the current task in the tool, the user has to follow the below-mentioned points:

01. Using the format download icon, In-house / Service Provider User can download the format that can be used as a reference and can utilize it for task completion.
02. User can make use of filter options for fields such as Compliance task, Domain, Start date, Due date, Days, Timeline left for Completing the Compliance task and status to narrow down the search to save time when trying to complete particular compliance.
03. User can make use of advance search provisions which are available to filter compliance tasks – Legal entity wise, domain wise, Division, category, unit wise and compliance frequency wise



04. User can view Unit Name, Unit Address, Form Name, and Compliance Frequency type before completing the task.
05. User can complete the task with or without the document, the user should specify the completion date by selecting the date from the calendar view which is a mandatory field.
06. User can upload documents upto 100MB instead of 25 MB in compliance tasks details.
07. Also, the user can specify the Validity Date for periodical tasks by clicking edit Tool Tip to select the date from the calendar view, but it is a non-mandatory field. In doing so, the Next Due date will also become editable. Validity date must be before/after the “number of” days captured in the Validity date setting screen of Simpliance Remo Admin of the specified Next Due Date.

The screenshot shows a software application window titled "Simpliance® REMO". At the top, there is a navigation bar with links for "HOME", "DASHBOARD", "MASTER", "TRANSACTION", "REPORT", "MY ACCOUNT", and social media icons. The main area is divided into two sections: "Calendar View" on the left and "Current Tasks : 26-Jun-2023" on the right. The "Current Tasks" section lists three compliance tasks:

- Sno: 21, Task: Intimation of result of selection, Domain: Labour-Employment-Industrial, Start Date: 21-Dec-2022, Due Date: 31-Dec-2022, Days: 177 day(s), Status: Overdue, Format: Inprogress.
- Sno: 22, Task: The Karnataka Payment of Subsistence Allowance Act, 1988, Domain: Labour-Employment-Industrial, Start Date: 21-Dec-2022, Due Date: 31-Dec-2022, Days: 177 day(s), Status: Overdue, Format: Inprogress.
- Sno: 23, Task: The Payment of Wages Act, 1937, Domain: Labour-Employment-Industrial, Start Date: 21-Dec-2022, Due Date: 31-Dec-2022, Days: 177 day(s), Status: Overdue, Format: Inprogress.

Below the tasks, it says "Total Over Due Compliance : 165". On the right side, there is a detailed view of the first task (Sno 21) with fields for Unit (MG001-Asus 1), Compliance Task (Intimation of result of selection), Compliance Frequency (Review), Upload Documents (Choose Files, 26-Jun-2023), Uploaded File Size (0.00 MB), Attached Documents, Task Completion Date / Document Issued Date (31-Jan-2023), Document Reference Number, Validity Date (31-Jan-2023), Next Due Date (31-Jan-2023), Status (Inprogress), and Remarks (max 500 characters). Buttons for "Update Interim Status" and "Submit" are at the bottom.

08. User can enter the Document reference number if required.
09. User can view the Next Due Date of that particular compliance. The next Due Date should be greater than Current Date.
10. User can give remarks in the Remarks field up to 500 characters are allowed, which is visible to Concurring person/ Approving person during compliance approval.
11. If the Executive user completes overdue compliance by giving the completion date as after the due date and submits, a pop-up will arise asking for the Confirmation (Yes/No), if Yes, the user has to provide a password and the task will move to Concurring/ Approving person.
12. In case of tasks being given as 'Rectify' by Concurring person/ Approving person then the same task will be highlighted in red color and the user has to do the required corrections as stated in the remarks and re-submit the task.
13. Update Interim status - There are certain processes and actions done in respect of completing the task, those activities performed before the final document is uploaded, is been updated in the interim remarks by the assignee. Which in turn is reflected to the approver while approving, and thus the approver will be able to know the reason behind the delay or the activities done for completing the particular task.

Steps For - On Occurrence Task Trigger / Completion

(Assignee to Click Transaction >> On Occurrence >> Legal Entity >> Unit >> Show)

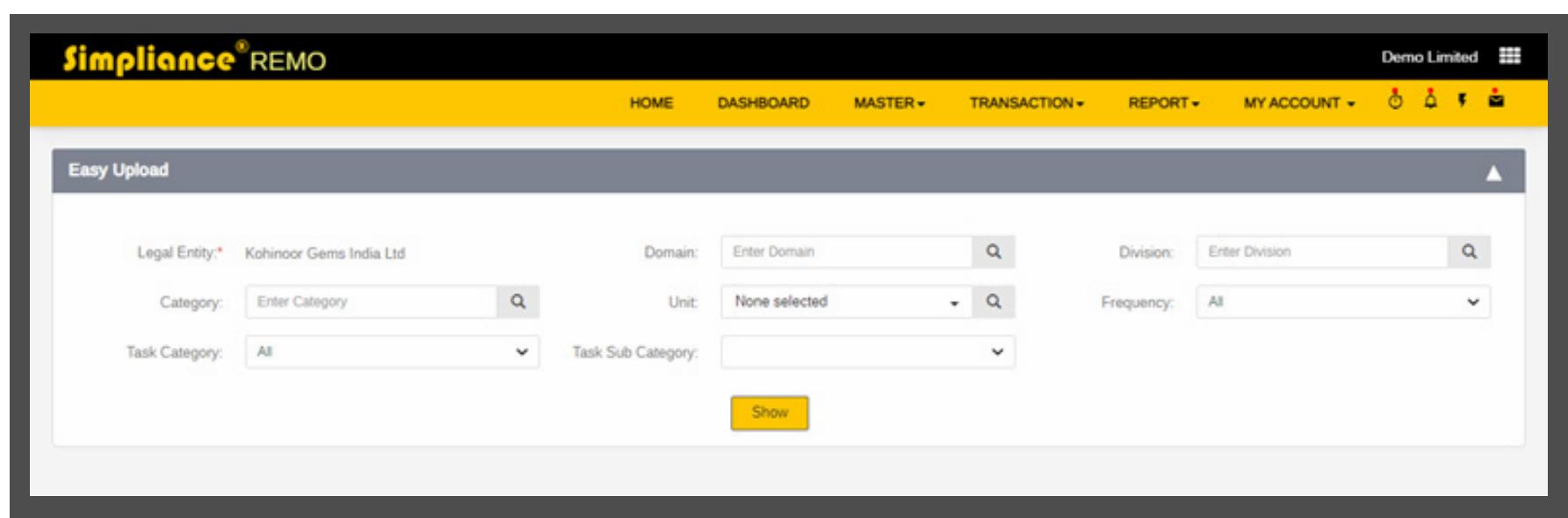
01. On-Occurrence tasks can be triggered multiple times by the user himself as and when it is required.
02. The user needs to mention either the start date or the Due date which is mandatory and reason for the requirement which is mandatory and task history will be available for five such occurrences.
03. On-Occurrence compliance that is triggered will now be displayed in the compliance task details tab. Now User has to follow the same procedure, that's been followed as for other Compliance frequencies to complete the On Occurrence task.

The screenshot shows the Simpliance REMO software interface. At the top, there is a navigation bar with links for HOME, DASHBOARD, MASTER, TRANSACTION, REPORT, MY ACCOUNT, and various system icons. Below the navigation bar, the title 'On Occurrence Compliance' is displayed. The main area contains a search bar with fields for 'Legal Entity' (set to 'Demo Private Limited'), 'Unit', and a 'Show' button. Below the search bar is a table header with columns: #, Statutory, Compliance Task, Description, To complete within, Start Date*, Due Date*, Remarks*, and Start. Under the 'Statutory' column, there is a link 'Enter Statutory'. The table displays one row of data with the following details:

#	Statutory	Compliance Task	Description	To complete within	Start Date*	Due Date*	Remarks*	Start
1	CRY0025-Kolkata The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013>>The S...	Action against the perpetrator in case of incident of Sexual Harrasment	Every employer shall cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place	15 Day(s)	DD-MM-YYYY	DD-MM-YYYY	Remarks	<input checked="" type="checkbox"/> Start

Steps For - Easy Upload

01. Simpliance REMO will ease the task completion through EASY UPLOAD process.
02. User can complete multiple tasks at same time.
03. Easy Upload helps the Client Executive/Service provider user with a better understanding of the month wise compliance.



04. Assignee can complete the tasks month-wise to whom the task has been mapped.
05. When task is completed by the assignee it goes for the approving person who they can verify all the details of the task.
06. Client executive person can upload the documents up to 100 MB limit.
07. Task Completion date will be mandatory.
08. User can select multiple tasks at one time and user can complete the tasks by click on the "Submit Selected" button.
09. User can give remarks in the Remarks field up to 500 characters are allowed, which is visible to Concurring person/ Approving person during compliance Approval.

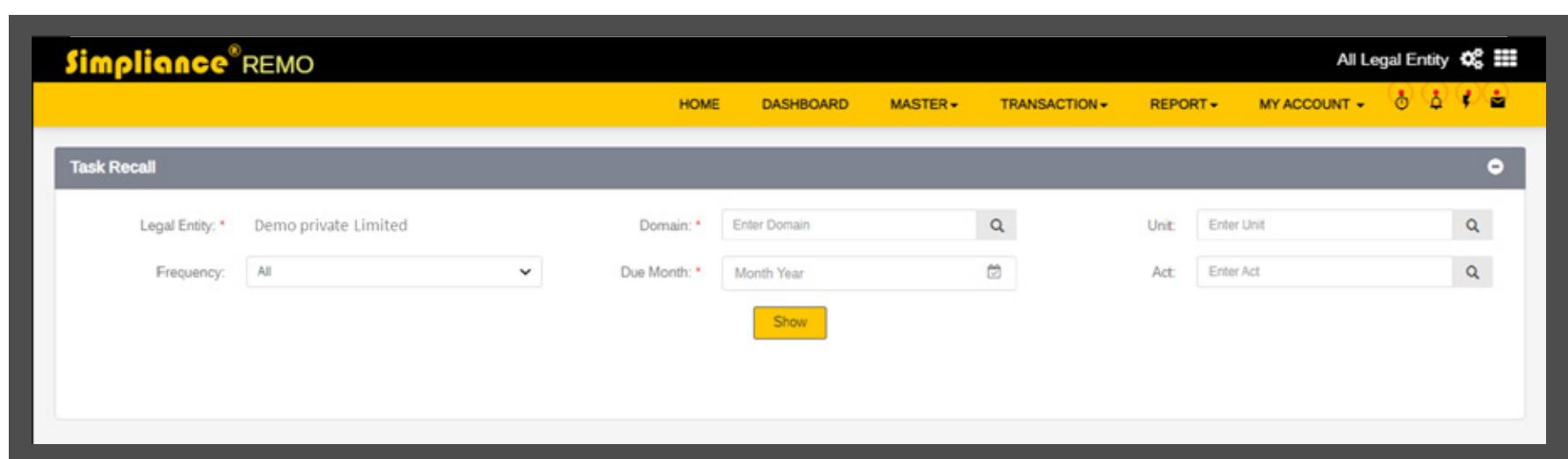
Sno	Act	Compliance Task	Start Date	Due Date	Completion Date*	Documents	Remarks
CRY0025-Kolkata							
<input checked="" type="checkbox"/>	1 The West Bengal Labo...	Statement of contributions	30-Jun-2023	15-Jul-2023		Drop file here or click to upload	Enter Remarks
<input type="checkbox"/>	2 The Payment of Wages...	Register of fines and deductions	27-Jun-2023	07-Jul-2023		Drop file here or click to upload	Enter Remarks
<input type="checkbox"/> Select All		Register of Overtime	17-Jun-2023	27-Jun-2023		Drop file here or click to upload	Enter Remarks
Submit Selected							

- If the Executive user completes overdue compliance by giving the completion date as after the due date and submits, a pop-up will arise asking for the Confirmation (Yes/No), if Yes, the user has to provide a password and the task will move to Concurring/ Approving person.
- In case of tasks being given as 'Rectify' by Concurring person/ Approving person then the same task will be sent back to the executive and the user has to do the required corrections as stated in the remarks and re-submit the task.

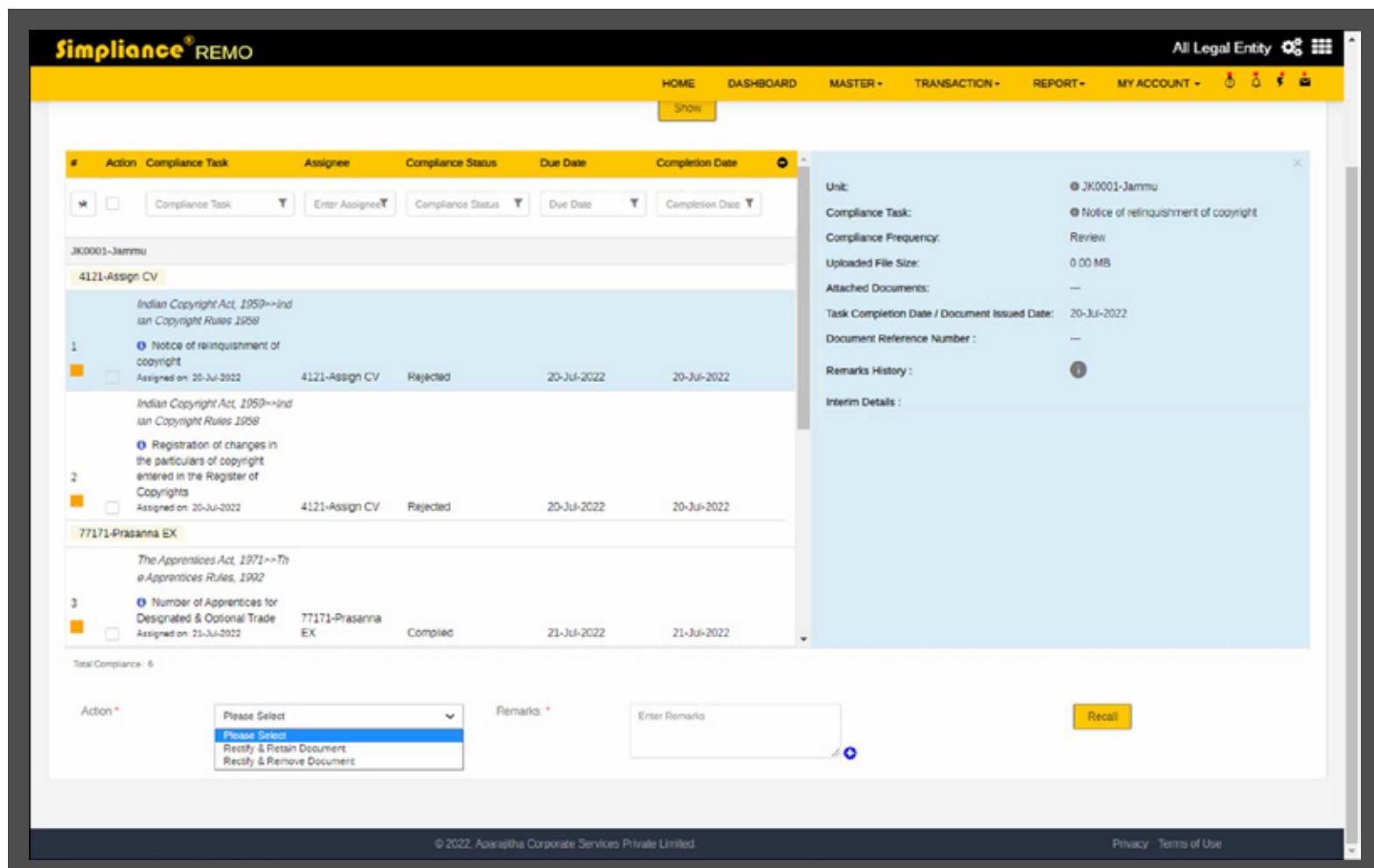
Steps For -

Task Recall

01. The process of bringing back a task from the dashboard [Complied, Delayed Complied, and Not Complied (Rejected)] status to the respective executive screen is called a Task Recall.



02. Admin Users (Approving person) and Assignee can recall a task to whom the task has been mapped.
03. When a task is recalled by an assignee it goes for approval to the Approving person where they can verify all the details of the task.



04. After validating, the User can select an action such as "Rectify and Retain Document", "Rectify and Remove Document" and "Cancel", where "Rectify and Retain document" keeps the document bound with the task, "Rectify and Remove document" will recall the task without document and "Cancel" by the approver will cancel the recall process done by the assignee and the task will return to its respective compliance status.
05. When the "Recalled Task" is approved, it gets reflected in the respective executive screen with an Orange color Code to differentiate it from other Tasks.

The screenshot shows the Simpliance REMO application interface. At the top, there's a navigation bar with links for HOME, DASHBOARD, MASTER, TRANSACTION, REPORT, MY ACCOUNT, and various search/filter fields for Legal Entity, Category, Unit, and Frequency. Below the navigation is a section titled 'Current Tasks : 26-Jun-2023' which displays a list of compliance tasks. The tasks are listed in a table with columns for Sno, Compliance Task, Domain, Start Date, Due Date, Days, Time Line, Status, and Format. The first task in the list is highlighted in orange. To the right of the table, a modal window titled 'Upcoming Compliance Tasks' is open, showing detailed information for the selected task. The modal includes fields for Unit, Compliance Task, Compliance Frequency, Upload Documents, Uploaded File Size, Attached Documents, Task Completion Date / Document Issued Date, Document Reference Number, Status, Remarks, Recall Remarks, OnOccurrence Remarks, and a Remarks text area. Buttons for 'Update Interim Status' and 'Submit' are at the bottom of the modal. At the bottom left of the main screen, it says 'Total Over Due Compliance : 163'.

Steps For -

Event Start & Schedule

01. Event based tasks will be start and scheduled by the Admin.
02. Bunch of pre, post & on time activity of the particular event will be triggered wholesome just by start the Event.
03. User can Reschedule, Cancel and close the Event.

Simpliance® REMO

Event Start & Schedule

Legal Entity: Demo Private Limited

Unit: Enter Unit

Event Name: Enter Event Name

Event Date: DD-MM-YYYY

Show

#	Statutory	Compliance Task	Assignee	Unit Name	To Complete	Trigger Before Days	Start Date	Due Date	Remarks
<input checked="" type="checkbox"/>	The Information Technology Act, 2000 (IT Act)>>Rule 3	Agenda Preparation	2222 - Prasanna	EBT0003-APJ3	To Complete Before 10 Day(s)	5	05-Jul-2023	10-Jul-2023	Remarks
<input checked="" type="checkbox"/>	The Information Technology Act, 2000 (IT Act)>>This is test task for Event	Event	2222 - Prasanna	EBT0003-APJ3	To Complete On	5	15-Jul-2023	20-Jul-2023	Remarks
<input checked="" type="checkbox"/>	The Information Technology Act, 2000 (IT Act)>>This is Edited task for Event	Minutes	2222 - Prasanna	EBT0003-APJ3	To Complete Within 10 Day(s)	10	20-Jul-2023	30-Jul-2023	Remarks

Total Compliance : 3

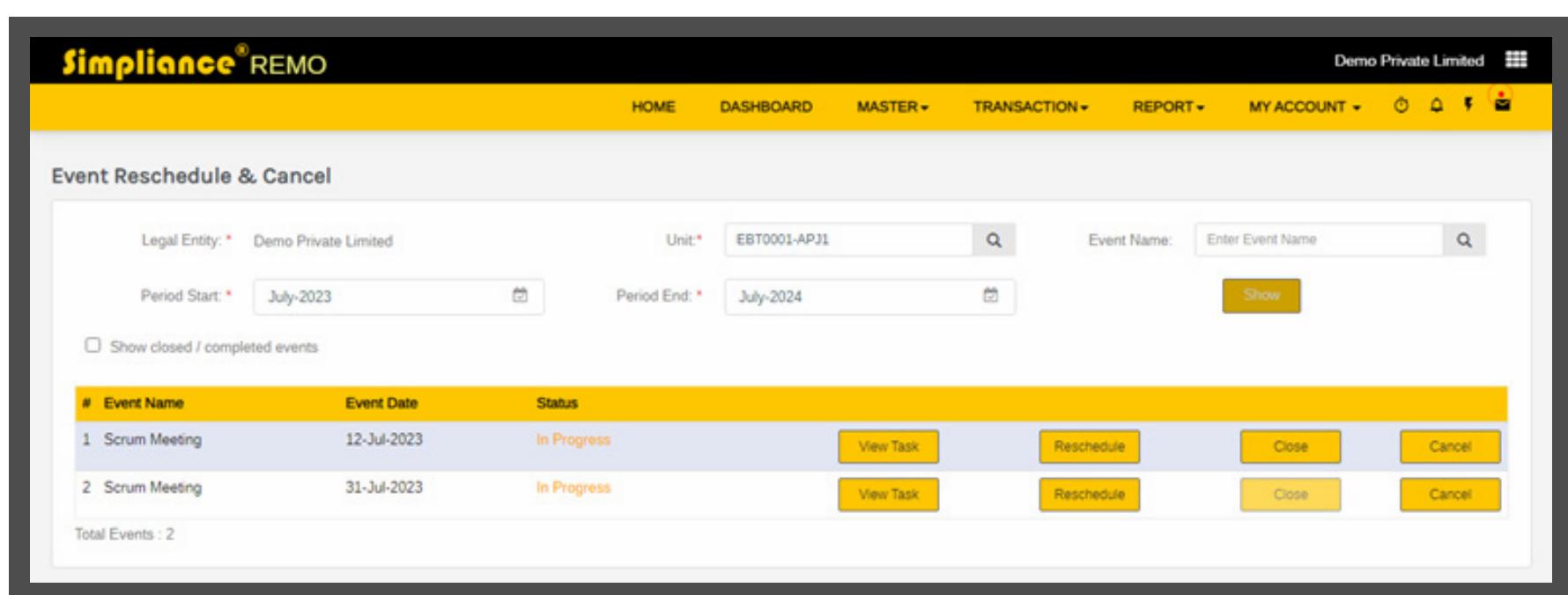
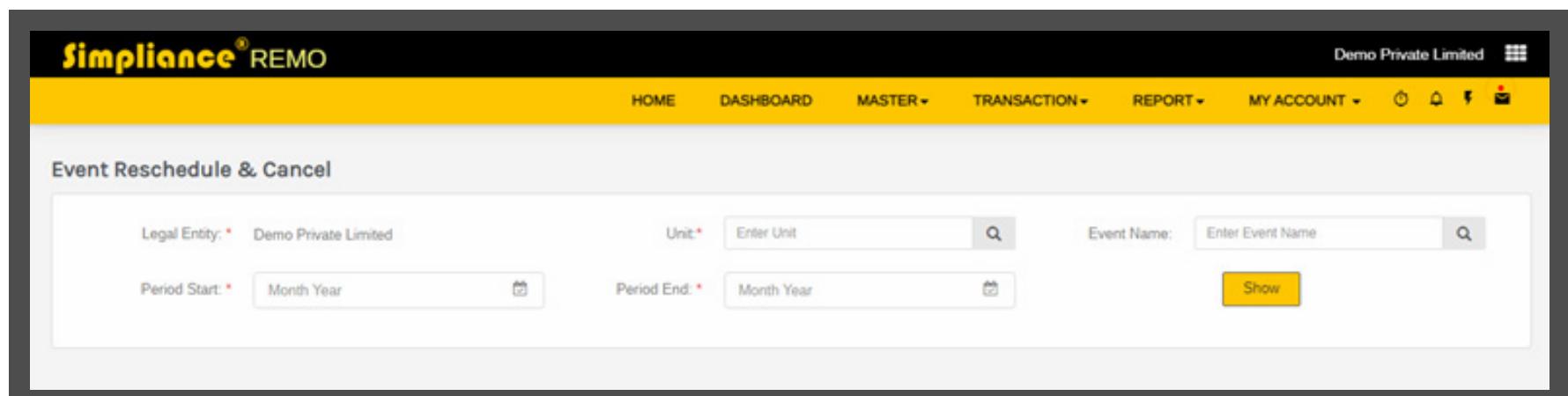
Recurrence

Start

04. User able to fix the Recurrence for the Event like Days, Week, Month, Yearly wise by click the Recurrence button "Yes".

Steps For - Event Reschedule & Cancel

01. Triggered Event can be rescheduled to the New Date.
02. User can cancel the Event if the Event called off due to some occasion.
03. Admin can close the events which will be reflected in the dashboard as "Complied".
04. Alert message will be thrown while doing actions such as cancel & close to ensure the confirmation.

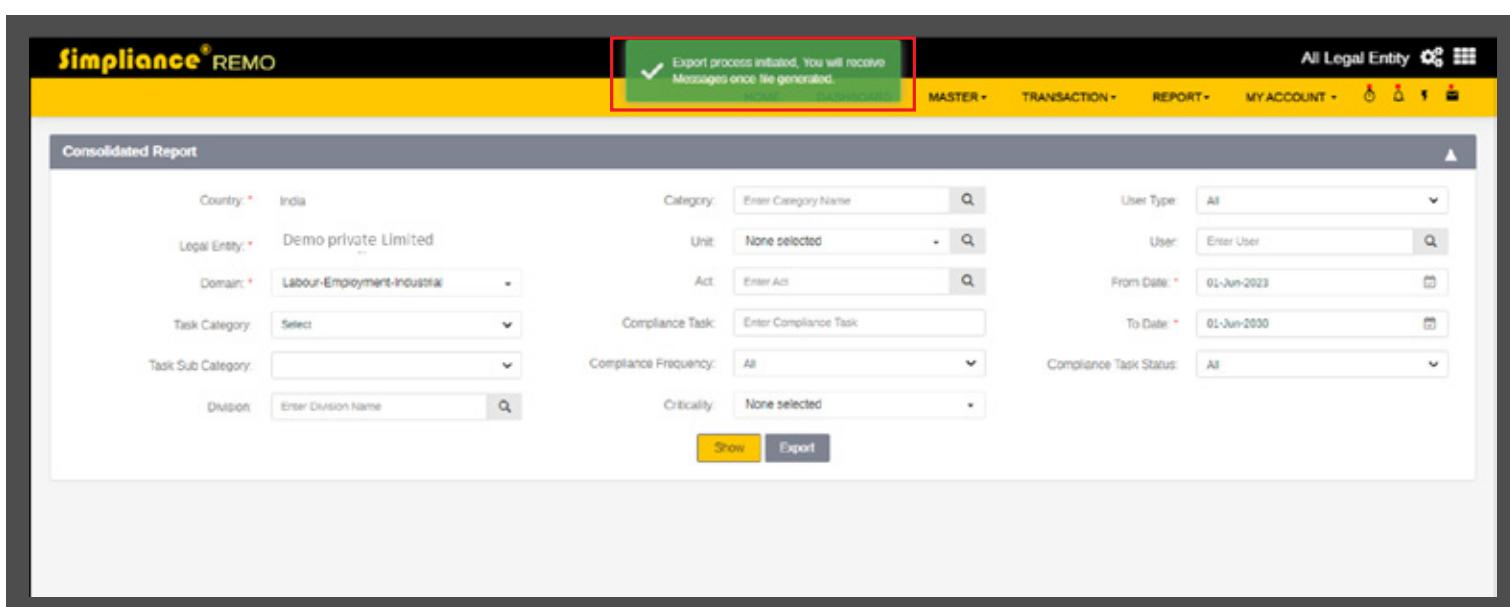


#	Event Name	Event Date	Status	View Task	Reschedule	Close	Cancel
1	Scrum Meeting	12-Jul-2023	In Progress				
2	Scrum Meeting	31-Jul-2023	In Progress				

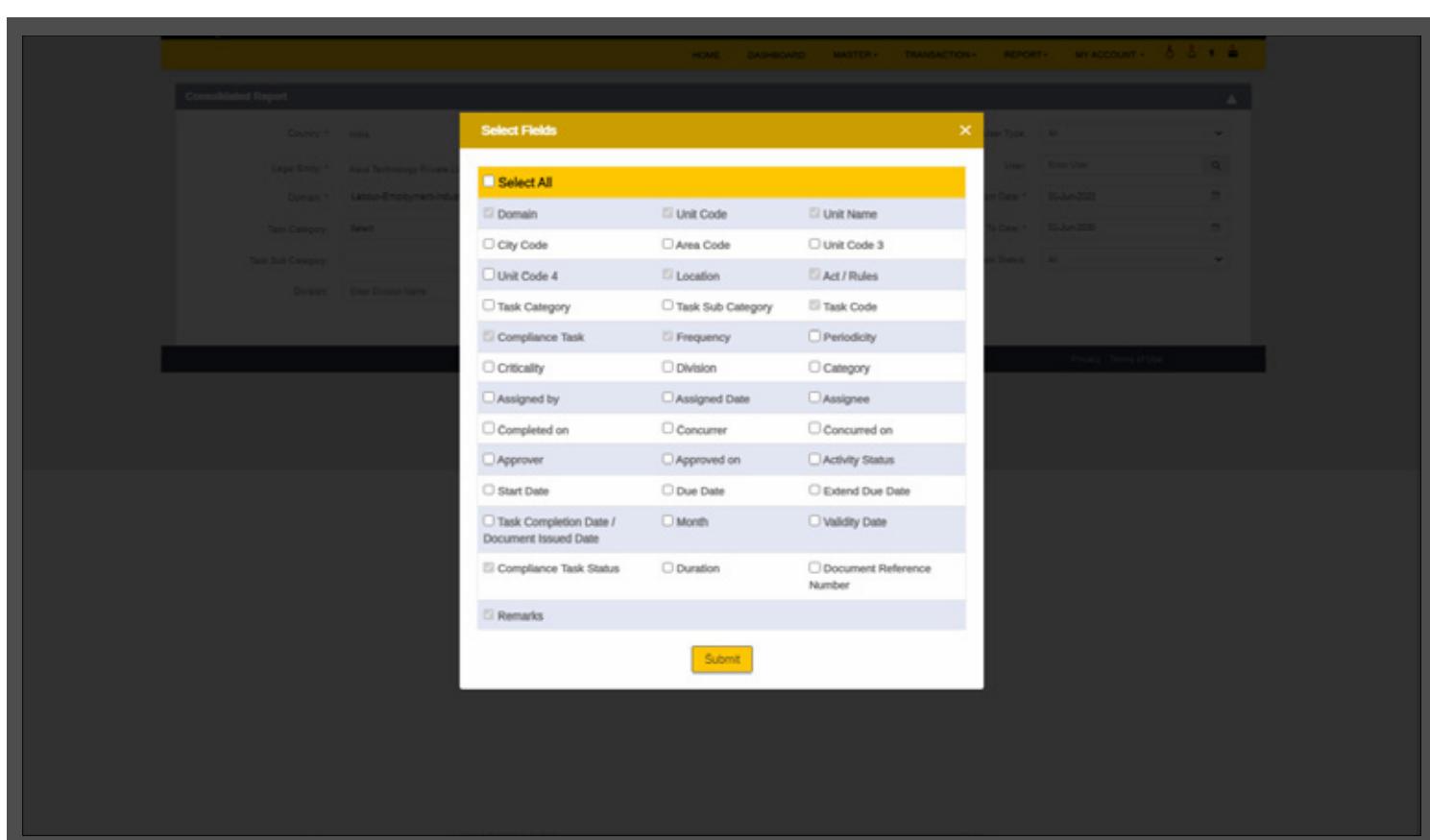
Total Events : 2

6. Reports

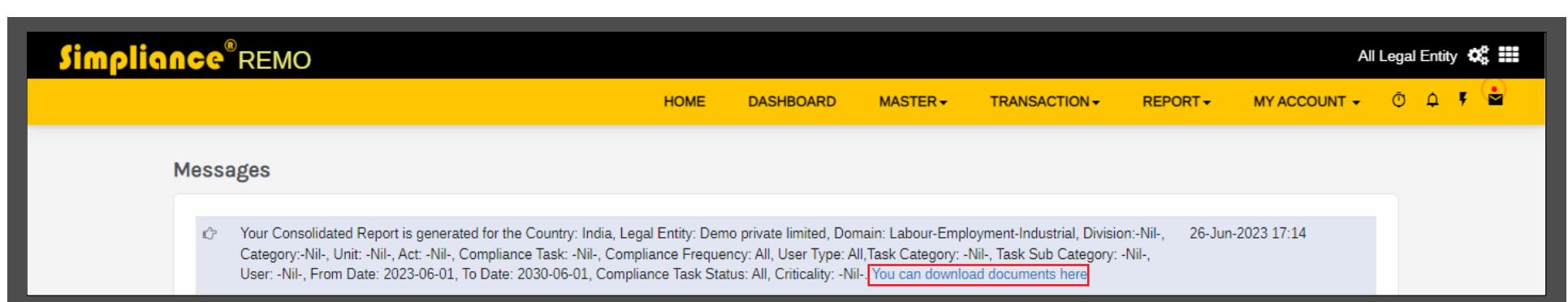
The report gives an overall insight view of the transactional and master activities of all the users in one go. User can view the reports based on Legal Entity, Domain, Unit, User, and Service provider. The Reports are available to all users based on the form access set in user privilege. User can download one-year data but data that is displayed on the screen is restricted to 3 months period, user can download the records upto 7 years if filters applied.



Customizations in field columns of the report is available. User can select the fields that is required to be shown in the exported file.



The File download link will be available in the message icon and the user can download the report by clicking that link.



Status Report Consolidated

Purpose: To generate a Legal entity-wise Consolidated report on the compliance status of tasks.

Gives an overview of compliance task status of the compliance assigned for a particular legal entity based on the domain for any time period along with the details of Compliance Frequency, Due Date, Compliance Task Status, User Name, Activity Status, Activity Date, Uploaded Document (if any) and Completion Date. User can download the records upto 7 years if filters applied.

Unit wise Compliance Report

Purpose: To view detailed information on compliance status of tasks for a particular unit.

Gives an overview of compliance tasks of the selected unit of a particular legal entity for any time period along with the details of Compliance Frequency, Due Date, Compliance Task Status, User Name, Activity Status, Activity Date, Uploaded Document (if any) and Completion Date.

Service Provider wise Compliance Report

Purpose: To view detailed information on compliance status of tasks for a particular Legal entity.

Gives an overview of compliance tasks that were assigned for a particular legal entity for any time period along with the details of Compliance Frequency, Due Date, Compliance Task Status, User Name, Activity Status, Activity Date, Uploaded Document (if any) and Completion Date.

User wise Compliance Report

Purpose: To view detailed information on the compliance status of tasks for a particular User.

Gives an overview of compliance tasks that were assigned to a User based on the domain for the units of a particular legal entity for any time period along with the details of Compliance Frequency, Due Date, Compliance Task Status, User Name, Activity Status, Activity Date, Uploaded Document (if any) and Completion Date.

Task wise Report

01. To retrieve documents for any time period as this report acts as a document store.
02. To view and download, task wise all the uploaded documents like, Registers, Returns, Abstract @ Notice, Registration Certificate & License (New, Amendment & Renewal), and Remittance.
03. To view detailed information on the compliance status of a particular task.

Statutory Setting Unit wise Report

01. To view the applicability of statutes (Tasks) under various acts.
02. To view task by status viz, Opt-out, Not applicable, Assigned & Unassigned for each unit.
To fetch forms under all applicable laws for each unit.
03. This report presents a viewpoint of all applicable statutes with task status for each unit along with Compliance Frequency, Due Date, Task Status, and Format.

Statutory Setting History Report

Purpose: To view the detailed information of a compliance task. To view the Current and the Previous statutory applicability decision taken for a particular compliance task.

Provides insight to each and every compliance task's applicability, displays all the Current Status of the task and the previous decision/ applicability chosen for a particular compliance task along with the details of Compliance task, Compliance frequency, Task status, Date, User Name, and Format

Reassigned History Report

Purpose: To view the history of Reassigned tasks and to fetch the details of Old and new Assignee/Approver.
This report shows the reassigned details of the selected domain and unit of the legal entity for any specific time period.

Risk Report

Purpose: To view detailed information of tasks falling under exposed and hidden risk category. For a particular Legal entity domain wise for any time period, tasks can be viewed under each Risk parameter like,

Hidden Risk - Not Opted, Unassigned Compliance, and Not Applicable

Exposed Risk - Delayed Compliance and Not Complied

Displays all the tasks that fall under risk parameters viz., the Delayed Compliance, Not Complied, Not Opted, Unassigned Compliance, and the Not Applicable of the selected legal entity based on the domain for any time period.

Unit List

Shows all the units that fall under the particular Legal entity along with other unit details like Domain, Location, Address and Active/- Closed Status for any time period.

Statutory Notification List

Displays all the amended tasks that have been notified for a Legal entity based on domain for any time period.

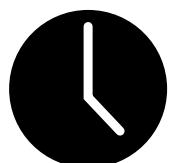
Service Provider Details	Report shows all the details of the selected service provider for any time period. This report gives the details of the number of units and contract period of active, inactive and blocked service providers.
Audit Trail	Reveals all the actions done by the Users for various activities of the selected Legal entity for the selected time period till current date.
Log in Trace	Reveals the Log in/Log out details of all users for the selected time period till current date and also shows the details of login information with date, time and IP address.
Task Category wise Report	Report to view the tasks grouped under various categories based on their nature- Registrations, Returns, Remittances etc;
Scorecard Report	Domain scorecard: To view count of tasks by status viz, Assigned, Unassigned, Not opted and Not Applicable domain wise. To get an insight of count of tasks under Assigned category viz, complied, delayed compliance, In progress, not complied Legal Entity wise scorecard: To view count of tasks by status viz, Completed, In progress and Overdue for a particular Legal entity domain wise both Unit wise and User wise Approver Scorecard: To view count of tasks by status viz, Completed, In progress and Overdue for Approver both unit wise and Assignee wise and also to view count of pending tasks (both In progress and Overdue) for each assignee mapped to him/her

7. Screen Notification Icons



The screen Notification icon is a significant feature to get notifications like Reminders, Statutory Notifications, and Messages for various activities on an event, priority, or severity basis. When the user clicks any message in any of the notification icons and reads it, the message moves out of the queue and will no longer be available for view.

Screen notification icons like reminder icon receive reminders other than task-related, escalation icon is retained but no escalations will be shown, the statutory notification icon is retained to receive statutory notifications and Message icon is to receive all messages.



Reminder User can view reminder messages that act as a reminder alert for both executives and admin users in the reminder icon. It reminds about contract expiry, reassigning the compliance after service provider block, etc.



Message User can view messages for various Master and Transactional activities displayed under the message icon and task-related messages reach the Assignee, Concurring person, Approving person for whom the compliance tasks have been reassigned and rejected. Message for rejected task reaches Group Admin also.



Notification User can view the statutory notification sent from Simpliance Remo in case of any amendment in existing acts/tasks and for new acts/tasks

8. My Account



View Profile:

User can view his/her profile information in the View Profile tab. User will be able to see all user basic details regarding Employee Name, short-name of the group, email ID, contact number, mobile number, Employee ID and User ID, User Group, and Address.

Change Password:

User can change the Password using Change Password tab

Settings:

- ❖ Account Setting is the first and foremost activity that has to be done once the user logs in.
- ❖ User can enter a few alphabets of legal entities pertaining to the selected country and the list legal entities will be shortlisted based on characters typed and is available for selection. Select a legal entity and this is a mandatory field and set the level of approval.

Mail Settings:

- ❖ Separate provision for Mail setting is provided in My Account-Setting before Reminder setting.
- ❖ Mail On/Off provision is made available for Group Admin/Legal Entity Admin to set his/her preference for mail reception.
- ❖ Calendar view of Assignee includes the count of in-progress task status (as a reminder before due date) and Overdue count (as escalation after due date), along with Due date count and Upcoming task count.
- ❖ Calendar view of Approving person includes the count of In-progress task status (as a reminder before due date) and Overdue count (as escalation after due date).
- ❖ Calendar view for Assignee and Approving person is sent Legal Entity wise and a provision is enabled to select configuration setting as Weekly or Monthly by Admin users.
- ❖ Mail-Off is not possible for a standard feature like Calendar view for the assignee and Approving person that is configured for a periodicity.

Reminder settings:

- ❖ User can enter the number of days for which a reminder is to be sent to reassign compliance of Service Provider who is blocked.
- ❖ User can also view the domain, organization details, and user license details in the profile setting.

The screenshot shows the 'Settings' page of the Simpliance REMO application. At the top, there is a search bar for 'Legal Entity' with 'Demo private Limited' entered. Below it, a section for 'Enable 2 levels of approval' has radio buttons for 'Yes' (unchecked) and 'No' (checked). The main configuration area is divided into two tabs: 'Task Mail Settings' (selected) and 'Reminders/Escalation Settings'. Under 'Task Mail Settings', there are sections for 'Rectify Task', 'Rejected Task', and 'Reassigned Task', each with radio buttons for 'On' (unchecked) and 'Off' (checked). There are also sections for 'Assignee Task Calendar' (set to 'Weekly') and 'Approver Task Calendar' (set to 'Weekly'). A 'View Only User Calendar' section is also present. A 'Submit' button is located at the bottom of this section. Below this, there are fields for 'Country' (India), 'Business Group' (Banking), 'Legal Entity' (Demo private Limited), 'Contract From' (27-Apr-2023), and 'Contract To' (27-Apr-2024). A 'Domain / Organization Details' table shows a single entry: 'Labour-Employment-Industrial' with an activation date of '27-Apr-2023' and an organization of 'Commercial Establishments - 500 Factory - 500'. To the right, a 'File Space' progress bar shows '100%'. At the bottom, there is a note about incorporating new compliance.

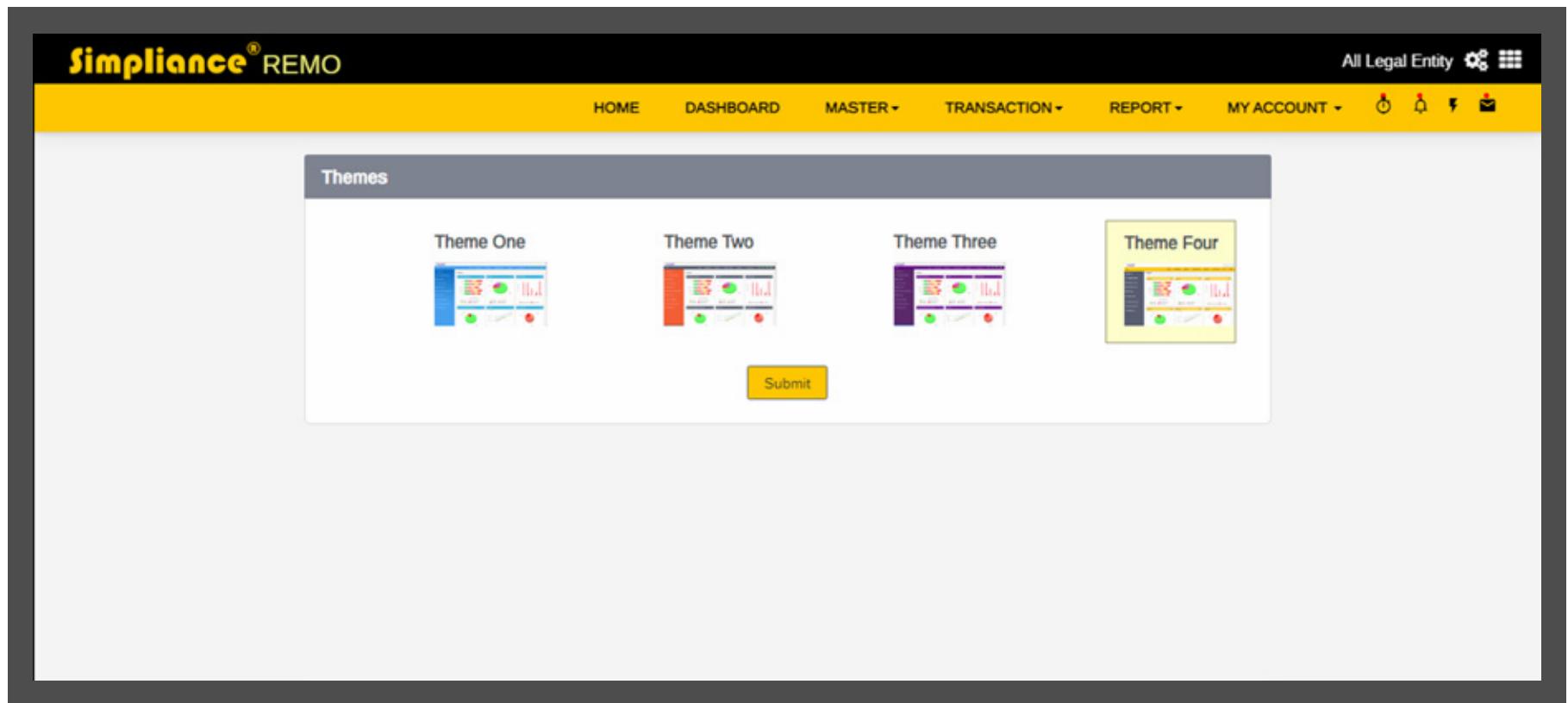
This screenshot shows the same 'Settings' page as above, but with different configuration values. The 'Approver Task Calendar' is set to 'Weekly' (checked). The 'View Only User Calendar' is set to 'Off' (checked). The 'Submit' button is visible. Below the configuration area, there are fields for 'Country' (India), 'Business Group' (Banking), 'Legal Entity' (Demo private Limited), 'Contract From' (27-Apr-2023), and 'Contract To' (27-Apr-2024). The 'Domain / Organization Details' table shows the same organization information as the first screenshot. A 'File Space' progress bar shows '100%'. At the bottom, there is a table titled 'Licence Holders list' with three entries:

#	Employee	User Level	User Category
1	1231-PK CE	Level 3	Client Executive
2	1222-Demo DA		Domain Admin
3	607607-VKPK LE		Legal Entity Admin

A note at the bottom states: 'Note: To incorporate any new compliance, please contact Aparajitha.'

Theme:

- ❖ User can change the color of the backdrop setup of the user interface screen in the Theme tab.

**Logout:**

User can log out of Simpliance Remo, by clicking on Log Out option.

Key Features

- 9.1. Single Sign On
- 9.2. Multi Factor Authentication
- 9.3. Criticality



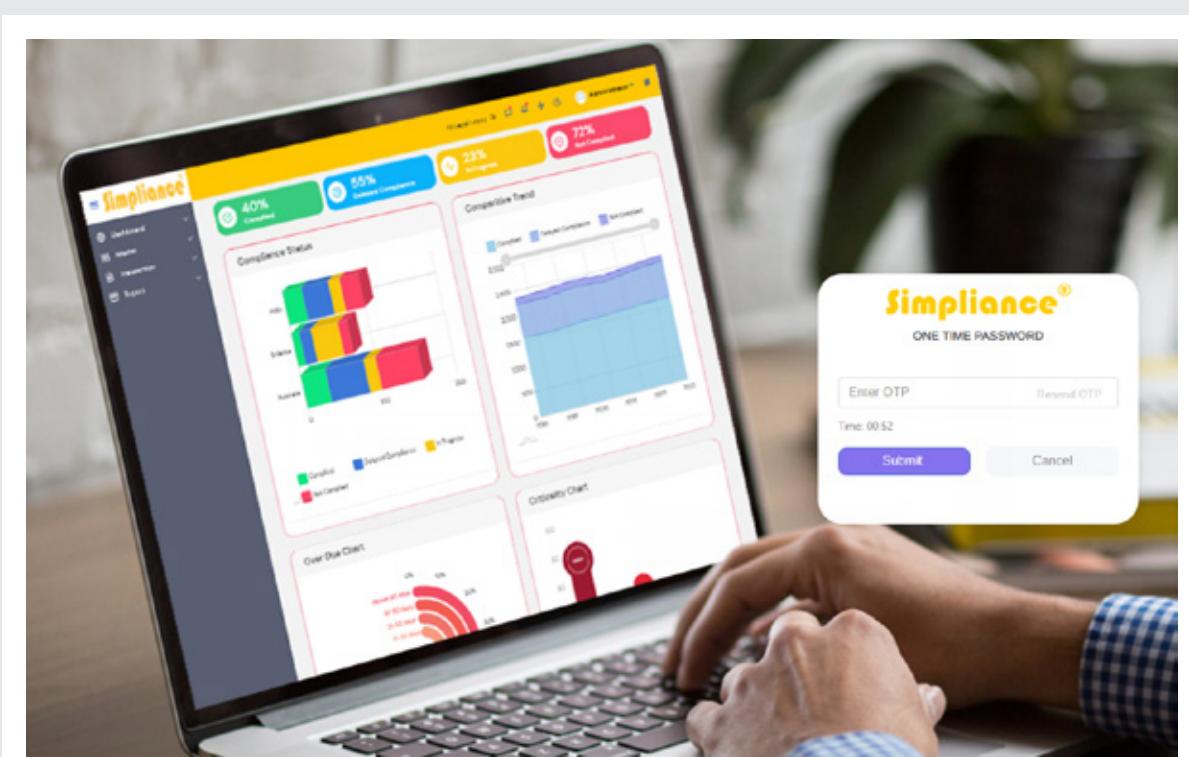
Key Features – Single Sign On (SSO)

- ◆ Single Sign On (SSO) is an authentication method that enables the user to securely access multiple applications using one set of credentials.
- ◆ To enable SSO, contact Simpliance Remo Administrator at Simpliance customersupport@aparajitha.com.
- ◆ After enabling SSO in Simpliance Remo, workflow and configuration of SSO application guide will be available in Group Admin ‘SSO Setting’ screen.

The screenshot shows the 'SSO Settings' page of the Simpliance Remo application. At the top, there is a navigation bar with the Simpliance Remo logo, 'All Legal Entities', and 'MY ACCOUNT'. Below the navigation bar, the main content area has a title 'SSO Settings' with a blue edit icon. A blue header bar contains the text 'Download Provision'. Below this, there is a yellow button labeled 'Download Simpliance SAML'. Another blue header bar contains the text 'Upload Provision'. Below this, there is a file upload input field with the placeholder 'Choose File No file chosen [Accepted file format: .xml]' and a yellow 'Upload' button. A third blue header bar is labeled 'SSO Details'. Below it is a table with columns: '#', 'SAML File', 'Date of Upload', 'SSO Provider', 'Admin Approval Status', and 'Active'. The table shows a single row with the message 'No Records Found'. At the bottom of the page, there is a dark footer bar with the text '© 2022, Aparajitha Corporate Services Private Limited.' and links for 'Privacy' and 'Terms of Use'.

Key Features – Multi Factor Authentication(MFA)

- ❖ Multi-factor authentication is an electronic authentication method in which user will be permitted to access Simpliance Remo application only after successfully presenting two or more pieces of evidence to an authentication mechanism.
- ❖ MFA protects user data from being accessed by an unauthorized third party that may have been able to discover with single password.
- ❖ The use of multiple authentication factors to prove one's identity is based on the premise, the user will be blocked access to the Simpliance Remo application even if anyone of the authentication factor is missing or supplied incorrectly.
- ❖ The multi-factor authentication in Simpliance Remo application is based on the supply of:
 - ◆ User Name & Password
 - ◆ Captcha (Automatic)
 - ◆ One time password sent to the user mobile number
(This is optional client wise)
- ❖ If MFA is opted by the client, below screen will appear to enter OTP received in user's registered mobile number



Key Features – Criticality

- ❖ To analyze the risk involved in non-compliance the Criticality Chart has been brought in Simpliance Remo application.
- ❖ This is a systematic approach to evaluate potential risks involved in case of non-compliance.
- ❖ Simpliance Remo application provides following 3 criticality factors:
 - ◆ A – Penal Financial Exposure and imprisonment
 - ◆ B – Prosecution Exposure and Imprisonment
 - ◆ C – Prosecution Exposure with simple fine
- ❖ Client can change the criticality factor according to their practice or the parameters fixed by the client.

