

F2 Fintech EMS Documentation

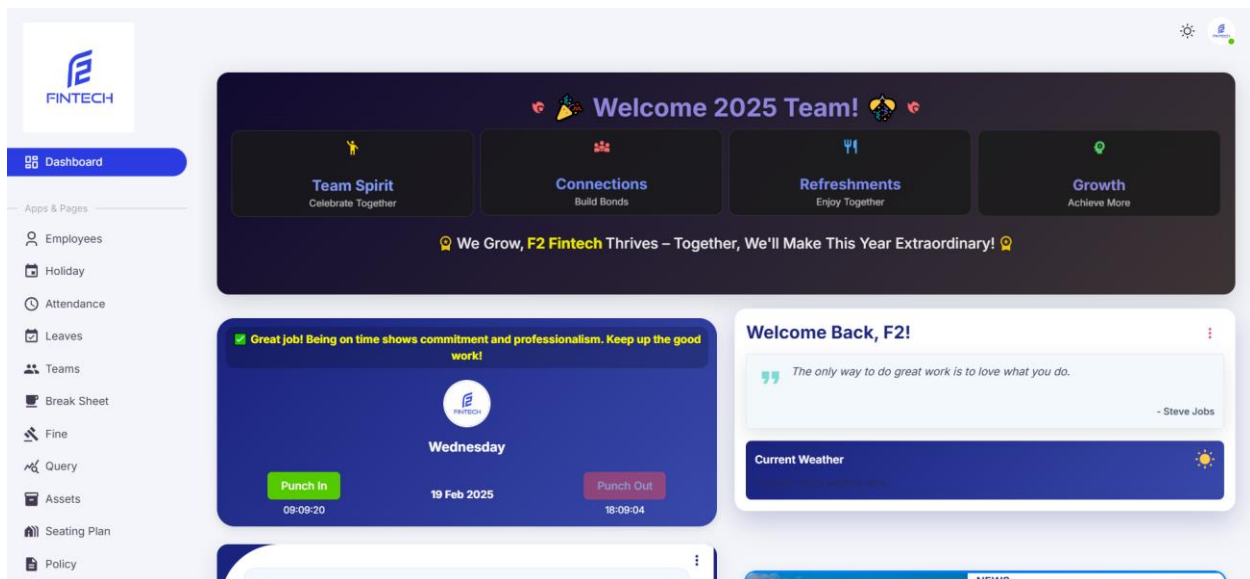
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Dashboard Overview

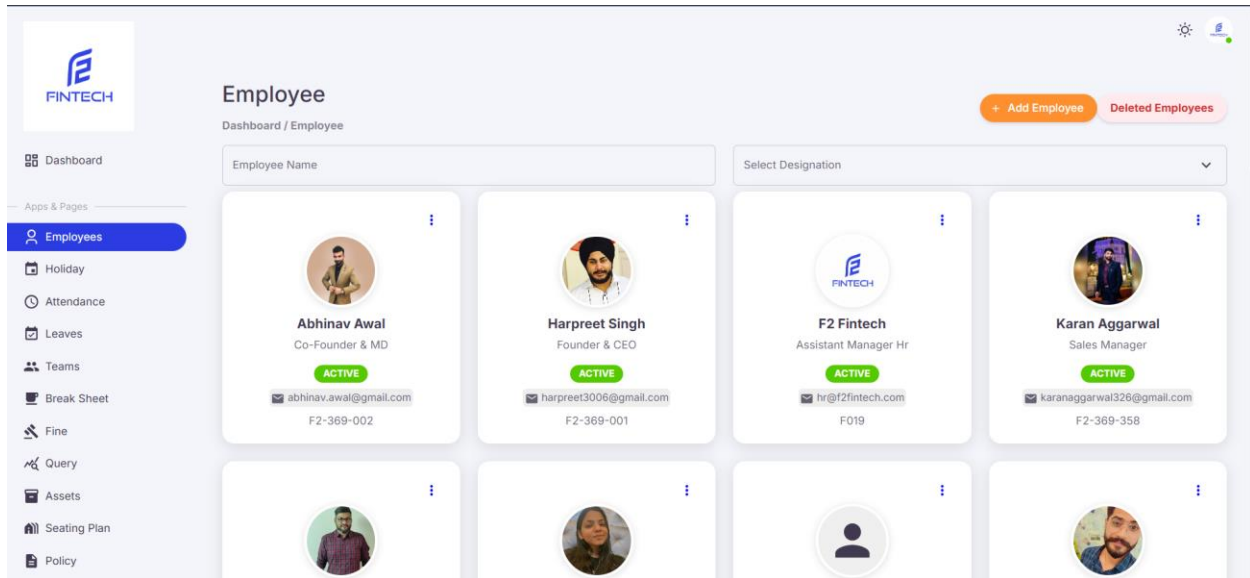
The [Dashboard](#) serves as the central hub of F2 Fintech EMS, providing quick access to employee management, attendance, and other essential HR functionalities. It includes a welcome banner, employee recognition section, and a real-time weather update.



Employees Module

The [Employees Module](#) allows you to manage employee records, including adding, editing, and viewing employee details.

Important: Before creating an employee, make sure the "Designation" is first added through the Admin section.



Add an Employee

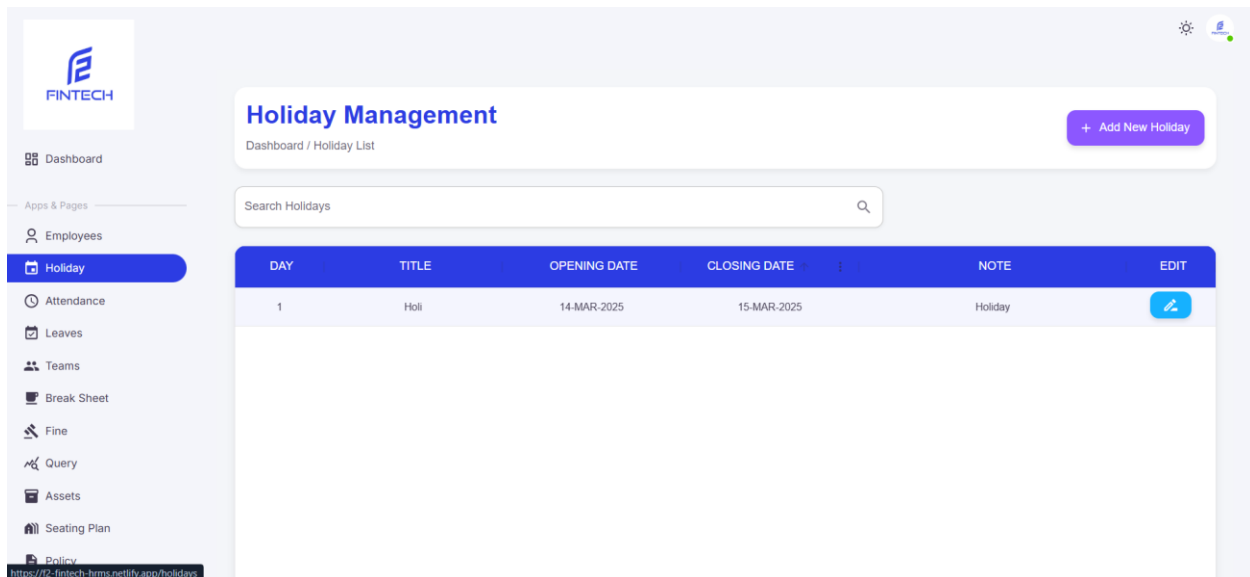
1. Click on the [Employees](#) option from the sidebar menu.
2. Click on the Add Employee button.
3. A dialog box will appear with the following fields:
 - a. First Name
 - b. Last Name
 - c. Contact
 - d. Email
 - e. Work Email
 - f. Date of Birth (DOB)
 - g. Gender
 - h. Password and Confirm Password
 - i. Joining Date
 - j. Status (Active/Inactive)
 - k. Role
 - l. Designation (Make sure this is added first in the Designation section)
 - m. Employee Code
 - n. Branch Selection
 - o. Upload Image
4. Fill in the required details and click **Add Employee** to save the record.

Edit an Employee

1. On the Employees page, select the employee you want to edit.
2. Click on the Edit option from the action menu (three dots on the employee card).
3. Update the necessary information in the dialog box.
4. Click Save to update the employee details.

Holiday Management

Manage company holidays by adding, editing, and deleting holiday records.



[Holiday Management](#)

Add a Holiday

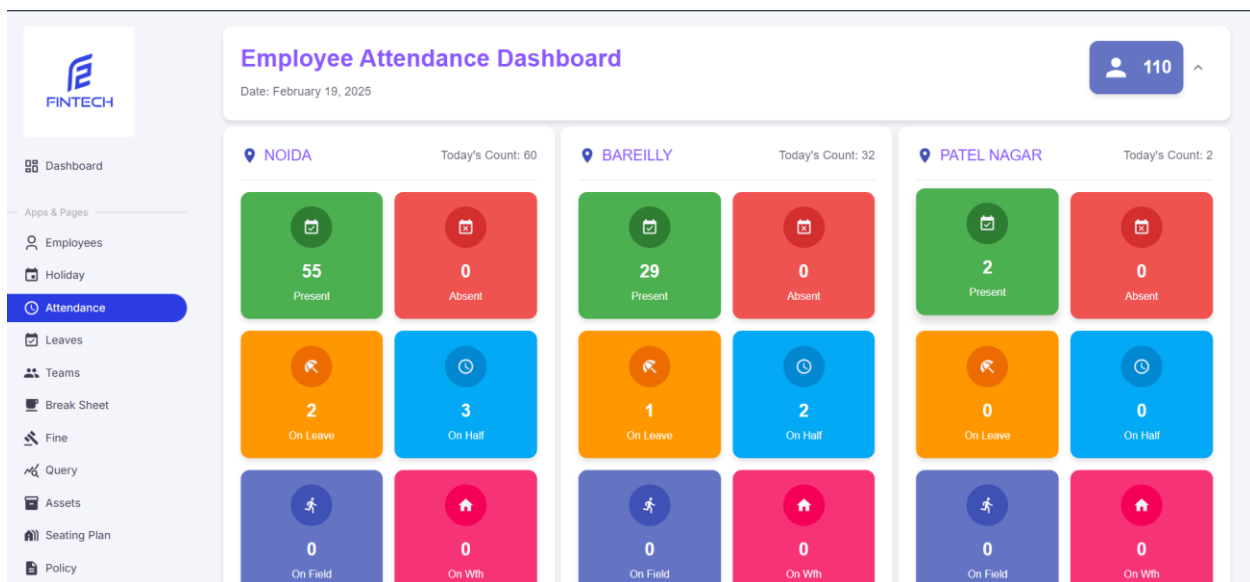
1. Click on the [Holiday](#) option from the sidebar menu.
2. Click on the **Add New Holiday** button.
3. A dialog box will appear with the following fields:
 - a. Title
 - b. Opening Date
 - c. Closing Date
 - d. Day
 - e. Note
4. Fill in the required details and click **Add Holiday** to save the record.

Edit a Holiday

1. On the [Holiday Management](#) page, locate the holiday you want to edit.
2. Click on the Edit button next to the holiday record.
3. Update the necessary information in the dialog box.
4. Click Save to update the holiday details.

Attendance Management

Manage attendance by viewing, adding, and editing attendance records.



Attendance Management

View Attendance

Attendance is displayed branch-wise, showing the number of employees who are present, absent, on leave, on field duty, or working from home. Branches can be added in the Settings menu under the profile dropdown.

The system visualizes the monthly attendance of the first 10 employees, with others accessible via pagination.

Attendance

Dashboard / Attendance

Dashboard

Apps & Pages

- Employees
- Holiday
- Attendance**
- Leaves
- Teams
- Break Sheet
- Fine
- Query
- Assets
- Seating Plan
- Policy

Abhay Arora

View Monthly Status

February 2025 Attendance

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Abhinav Awal

View Monthly Status

February 2025 Attendance

Sun	Mon	Tue	Wed	Thu	Fri	Sat

Add Attendance

- Click on the [Attendance](#) option from the sidebar menu.
- Click on the **Add Attendance** button.
- A dialog box will appear with the following fields:
 - Date
 - Select Employee
 - Status (Present, Absent, On Leave, etc.)
 - Time Completion
- Fill in the required details and click **Add Attendance** to save the record.

Edit Attendance

- On the [Attendance Management](#) page, locate the employee whose attendance you want to edit.
- Click on the attendance entry to open the edit dialog.
- Update the necessary information.
- Click Save to update the attendance record.

Leave Management

Manage leave requests and update their statuses.

The screenshot displays the 'Leave Management' dashboard. On the left is a sidebar with navigation links: Dashboard, Apps & Pages, Employees, Holiday, Attendance, Leaves (highlighted), Teams, Break Sheet, Fine, Query, Assets, Seating Plan, and Policy. The main header area includes the 'Leave Management' title, a search bar for employees, and a date selector for February 2025. The central section, titled 'Leave Details', shows a list of leave requests for employee Gireesh Chamoli. The table has columns for Days, Start Date, End Date, Type, Application, Status, Decision, Edit, and Delete. There are four entries: one approved annual leave and three pending requests (two annual, one sick). Below the table, there are links to view all leaves for other employees: Shivalli Johri and Neha Lakra.

Days	Start Date	End Date	Type	Application	Status	Decision	Edit	Delete
1	01-FEB-2025	01-FEB-2025	Annual	View	Approved		Edit	Delete
1	08-FEB-2025	08-FEB-2025	Annual	View	Pending		Edit	Delete
1	12-FEB-2025	12-FEB-2025	Sick	View	Pending		Edit	Delete
1	19-FEB-2025		Annual	View	Pending		Edit	Delete

Leave Management

View Leave Requests

The Leave Management page displays all leave requests submitted by employees. Each request contains the following details:

- Employee Name
- Leave Type (Casual, Sick, Unpaid, etc.)
- Start Date & End Date
- Application Reason
- Status (Pending, Approved, Rejected)

Admins can search for specific employees and filter leaves by month and year.

Update Leave Status

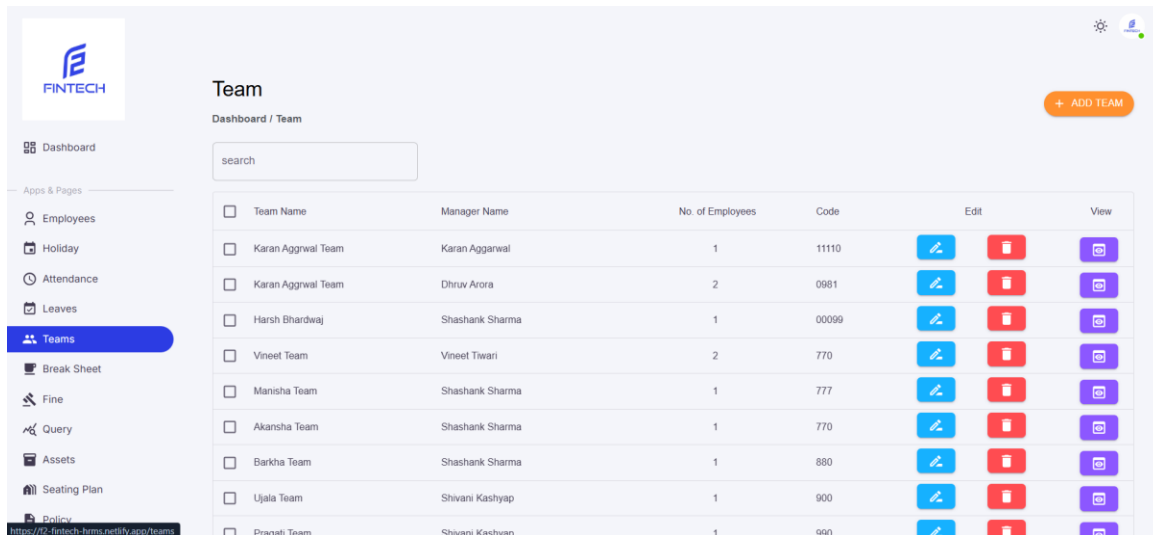
Admins cannot add leave requests, as employees are responsible for submitting their own leave requests.

1. Click on the Edit button next to a leave entry.
2. A dialog box appears with the following fields:
 - a. Leave Type
 - b. Number of Days
 - c. Half-day Option (if applicable)

- d. Reason for Approval/Rejection
 - e. Status (Pending, Approved, Rejected)
3. Update the necessary details.
4. Click **Update Leave** to save changes.

Teams Management

Manage teams by adding, editing, and deleting teams.



Team Name	Manager Name	No. of Employees	Code	Edit	View
Karan Aggarwal Team	Karan Aggarwal	1	11110		
Karan Aggarwal Team	Dhruv Arora	2	0981		
Harsh Bhardwaj	Shashank Sharma	1	00099		
Vineet Team	Vineet Tiwari	2	770		
Manisha Team	Shashank Sharma	1	777		
Akansha Team	Shashank Sharma	1	770		
Barkha Team	Shashank Sharma	1	880		
Ujala Team	Shivani Kashyap	1	900		
Pragati Team	Shivani Kashyap	1	990		

Teams Management

Add a Team

1. Click on the [Teams](#) option from the sidebar menu.
2. Click on the **Add Team** button.
3. A dialog box will appear with the following fields:
 - a. Team Name
 - b. Select Manager
 - c. Select Employees
 - d. Team Code
4. Fill in the required details and click **Add Team** to save the record.

Edit a Team

1. On the [Teams Management](#) page, locate the team you want to edit.

2. Click on the Edit button next to the team record.
3. Update the necessary information in the dialog box.
4. Click Save to update the team details.

Delete a Team

1. On the [Teams Management](#) page, locate the team you want to delete.
2. Click on the Delete button next to the team record.

Break Sheet

The Break Sheet allows employees to log and track their break times, including break start and end times, duration, and total on-site hours.

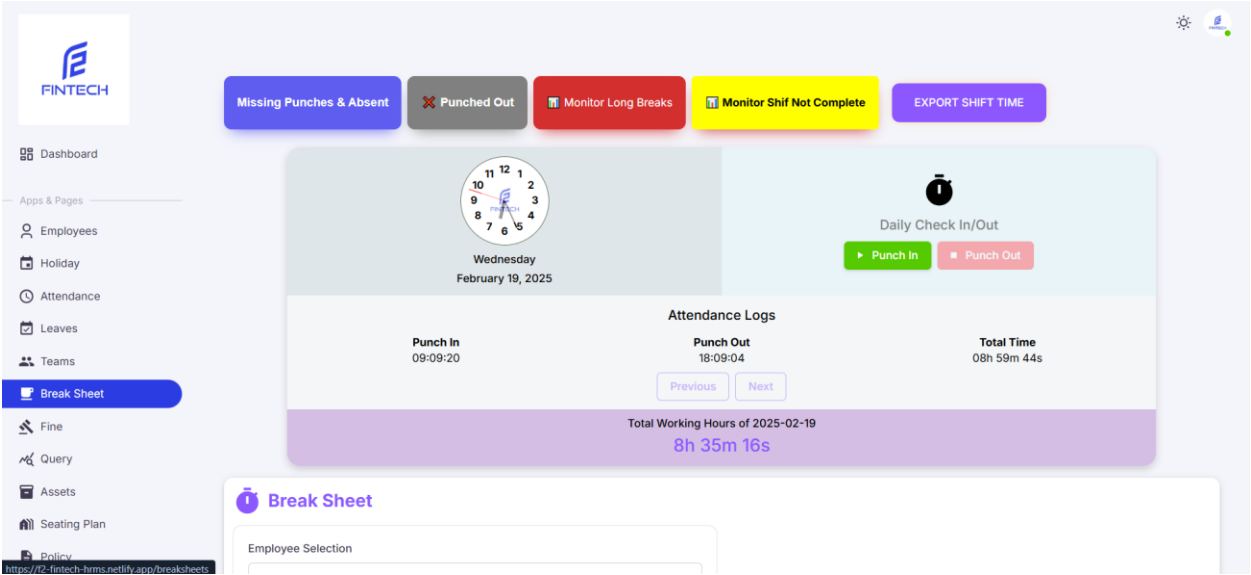
The screenshot shows the 'Break Sheet' interface. On the left is a sidebar with the 'FINTECH' logo and a menu including Dashboard, Employees, Holiday, Attendance, Leaves, Teams, Break Sheet (highlighted), Fine, Query, Assets, Seating Plan, and Policy. The main content area is titled 'Break Sheet' and contains several sections: 'Employee Selection' with a search dropdown; 'Time Summary' showing 'On-Site Duration' as 00h 00m 00s and 'Total Break Duration' as 00h 24m 28s; 'Date Selection' with a date picker set to 19-02-2025; and 'Break Controls' with a 'Choose Break Type' dropdown, a 'Start Break' button, a 'Break Start' input field, a 'Duration' input field, and an 'End Break' button.

[Break Sheet](#)

Punch In and Punch Out

1. Punch In: Employees can log their start time by clicking on the **Punch In** button.
2. Punch Out: Employees can log their end time by clicking on the **Punch Out** button.

The system tracks the total working hours for the day and displays them on the dashboard.

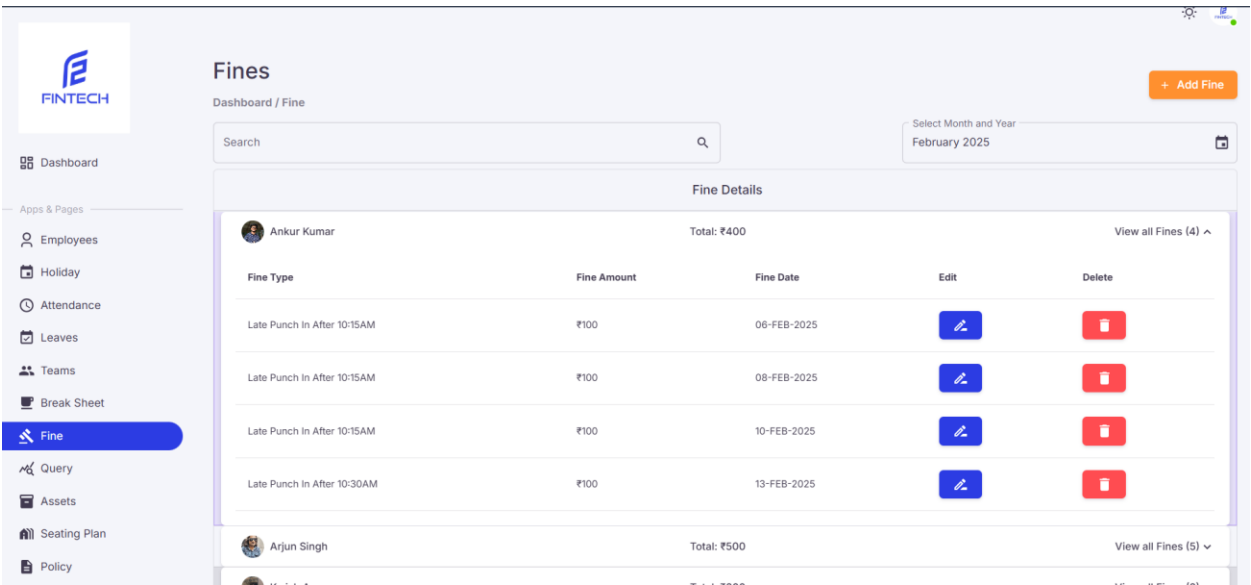


Time Summary

- **On-Site Duration:** Displays the total time spent on-site for the day.
- **Total Break Duration:** Tracks the total time spent on breaks.

Fine Management

Track and manage employee fines.



Fine Management

Add a Fine

1. Click on the [Fine](#) option from the sidebar menu.
2. Click on the **Add Fine** button.
3. A dialog box will appear with the following fields:
 - a. Search Employee: Select the employee to whom the fine will be applied.
 - b. Fine Type: Choose the reason for the fine (e.g., late punch-in).
 - c. Fine Amount: Enter the fine amount.
 - d. Fine Date: Select the date the fine was imposed.
4. Click **Create Fine** to save the record.

Edit a Fine

1. On the [Fine Management](#) page, locate the fine entry you want to edit.
2. Click on the Edit button next to the fine record.
3. Update the necessary information.
4. Click Save to update the fine details.

Delete a Fine

1. On the [Fine Management](#) page, locate the fine entry you want to delete.
2. Click on the Delete button next to the fine record.
3. Confirm the deletion.

Query Management

The Query Management section allows employees to raise and track queries, while administrators can assign and resolve them.

Queries
Dashboard / Queries

Search

Select Month and Year
February 2025

Columns Filters Density Export

Assigned By	Directed To	Date Assigned	Current Status	Last Update	Department	Type of Query	Query Details
Anurudhan Kumar	Sakshi Saini	18/2/2025, 16:44:10	Resolved	18/2/2025, 16:45:38	HR	HRMS	Please correct my break, due to
Krish Savita	sweetie singh	18/2/2025, 15:13:40	Resolved	18/2/2025, 15:44:45	HR	breaksheet	please edit my lunch break its 2:
Karan Nihlani	sweetie singh	18/2/2025, 14:44:27	Resolved	18/2/2025, 15:44:51	HR	Break	Fogot to end 25 min lunch bre
Anjali Singh	Sakshi Saini	17/2/2025, 12:13:13	Resolved	17/2/2025, 14:51:32	HR	Break issue	I had applied a brake but I forgot
Krish Savita	Sakshi Saini	13/2/2025, 11:17:09	Resolved	13/2/2025, 11:19:15	HR	breaksheet	please edit my tea break its 10:13
Karan Nihlani	Sakshi Saini	11/2/2025, 12:27:25	Resolved	11/2/2025, 12:29:51	HR	Break	Forgot to end 5 min of refreshme
Anurudhan Kumar	Sakshi Saini	10/2/2025, 13:45:34	Resolved	10/2/2025, 16:34:34	HR	HRMS	I have took 10 minutes break but
Karan Nihlani	Sakshi Saini	10/2/2025, 12:15:40	Resolved	10/2/2025, 17:07:51	HR	Bio Metric Machine ...	Dear Mam, Bio Metric Machine N

<https://f2-fintech-hrms.netlify.app/queries>

Query Management

Create a New Query

1. Click on the [Query](#) option from the sidebar menu.
2. Click on the **Create New Query** button.
3. A dialog box will appear with the following fields:
 - a. Assigned To: Select the employee to assign the query to.
 - b. Department: Choose the department relevant to the query (e.g., HR, Sales).
 - c. Query Type: Select the type of query (e.g., Break, HRMS, etc.).
 - d. Status: Set the status of the query (e.g., Pending, Resolved).
 - e. Description: Enter a description detailing the query.
4. Click **Submit Query** to create the query.

Track and Resolve Queries

1. The Queries page displays all queries raised by employees, including details like:
 - a. Assigned By: Who raised the query.
 - b. Directed To: Who the query is assigned to.
 - c. Date Assigned: When the query was created.
 - d. Current Status: The current status of the query (e.g., Pending, Resolved).
 - e. Last Update: When the query was last updated.
 - f. Type of Query: The category of the query.
 - g. Query Details: Description of the query.
2. Admins can search for specific queries, filter by status, and manage the resolution.

Edit a Query

1. To edit a query, click on the Edit button next to the query.
2. Update the necessary information in the dialog box.
3. Click Save to update the query.

Assets Management

Manage and assign company assets to employees.

Assets
Dashboard / Assets

search

Assets Details

Asset Name - modal No - serial No	Assign Date	Return Date	Edit	Delete
Laptop - HP EliteBook 840 G4 - SCG7471FQF	08-FEB-2024	No date		
LAPTOP - KT/LPT/1166 - 13		No date		

Assets Management

Assign an Asset

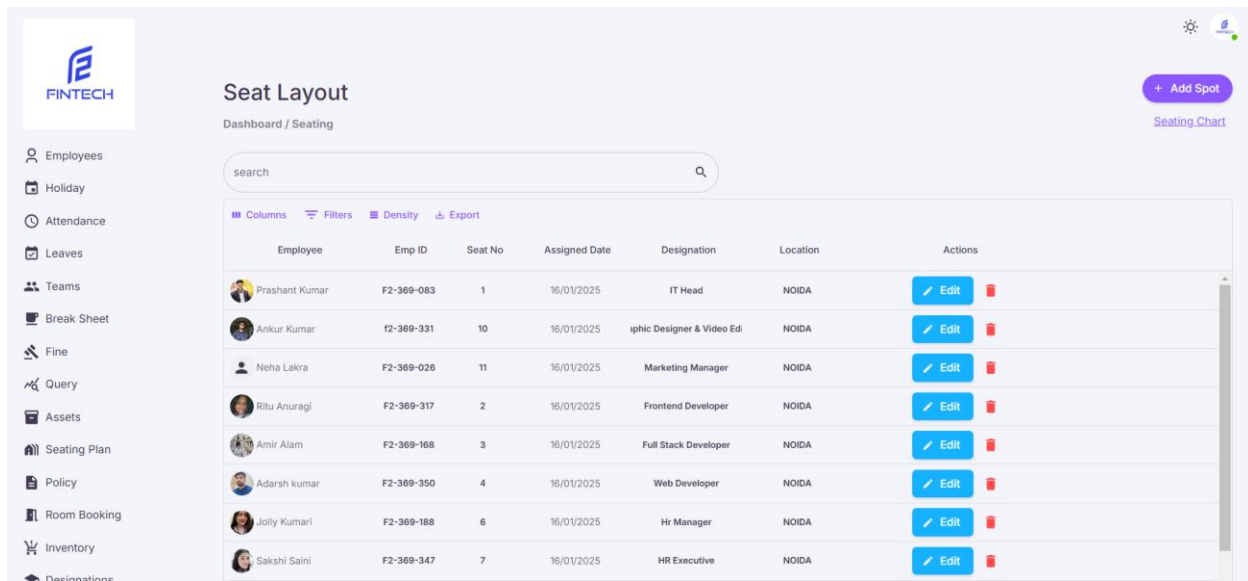
1. Click on the [Assets](#) option from the sidebar menu.
2. Click on the **Assign Asset** button.
3. A dialog box will appear with the following fields:
 - a. Select Employee: Choose the employee to whom the asset will be assigned.
 - b. Select Asset: Choose the asset being assigned (e.g., laptop, mobile).
 - c. Assignment Date: Select the date the asset is assigned to the employee.
4. Click **Add Asset** to save the record.

















Edit an Asset

1. On the [Assets Management](#) page, locate the asset entry you want to edit.
2. Click on the Edit button next to the asset record.
3. Update the necessary information in the dialog box.
4. Click Save to update the asset details.

Seating Plan

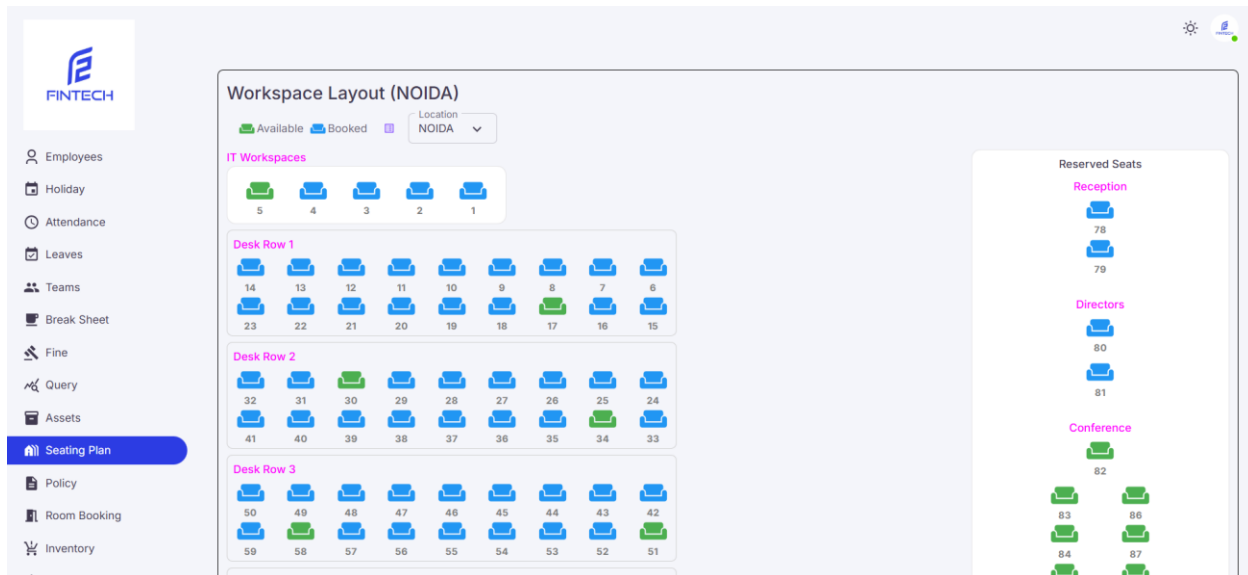
Manage seating arrangements for employees.



Employee	Emp ID	Seat No	Assigned Date	Designation	Location	Actions
 Prashant Kumar	F2-369-083	1	16/01/2025	IT Head	NOIDA	Edit 
 Ankur Kumar	F2-369-331	10	16/01/2025	Graphic Designer & Video Ed	NOIDA	Edit 
 Neha Lakra	F2-369-026	11	16/01/2025	Marketing Manager	NOIDA	Edit 
 Ritu Anuragi	F2-369-317	2	16/01/2025	Frontend Developer	NOIDA	Edit 
 Amir Alam	F2-369-168	3	16/01/2025	Full Stack Developer	NOIDA	Edit 
 Adarsh kumar	F2-369-350	4	16/01/2025	Web Developer	NOIDA	Edit 
 Jolly Kumari	F2-369-188	6	16/01/2025	Hr Manager	NOIDA	Edit 
 Sakshi Saini	F2-369-347	7	16/01/2025	HR Executive	NOIDA	Edit 

Seating Plan

View Seating Layout



The layout shows available and booked seats in the office.

Each seat is marked with the following colors:

- **Green:** Available seat
- **Red:** Booked seat
- **Blue:** Reserved seat for specific departments or roles

Reserved seats (e.g., Reception, Directors, Conference) are also displayed separately for easier management.

Edit Seat Assignment

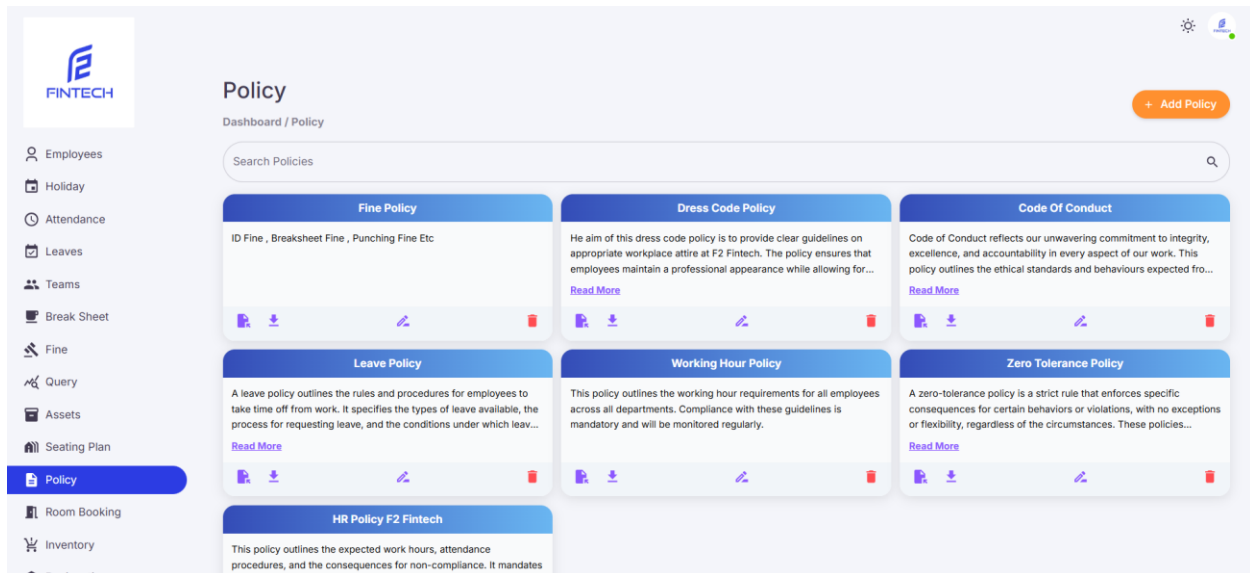
1. Click on the [Seating Plan](#) option from the sidebar menu.
2. Click on the **Edit** button next to the employee's seat assignment.
3. Update the Employee, Seat Number, or Assigned Date as needed.
4. Click Save to update the seat assignment.

Add a New Spot

1. Click on the **Add Spot** button to add a new seating arrangement.
2. Select the Employee, Seat, and Assignment Date.
3. Click **Save** to complete the process.

Policy Management

Manage company policies.



Policy Management

View Policies

The Policy Management page displays a list of all company policies, each with a Name, Description, and the option to **Download** or **Edit**.

Add a New Policy

1. Click on the **Add Policy** button.
2. A dialog box will appear with the following fields:
 - a. Name: Enter the name of the policy.
 - b. Description: Provide a brief description of the policy.
 - c. Upload Document: Attach any related document if necessary.
3. Click **Add Policy** to save the new policy.

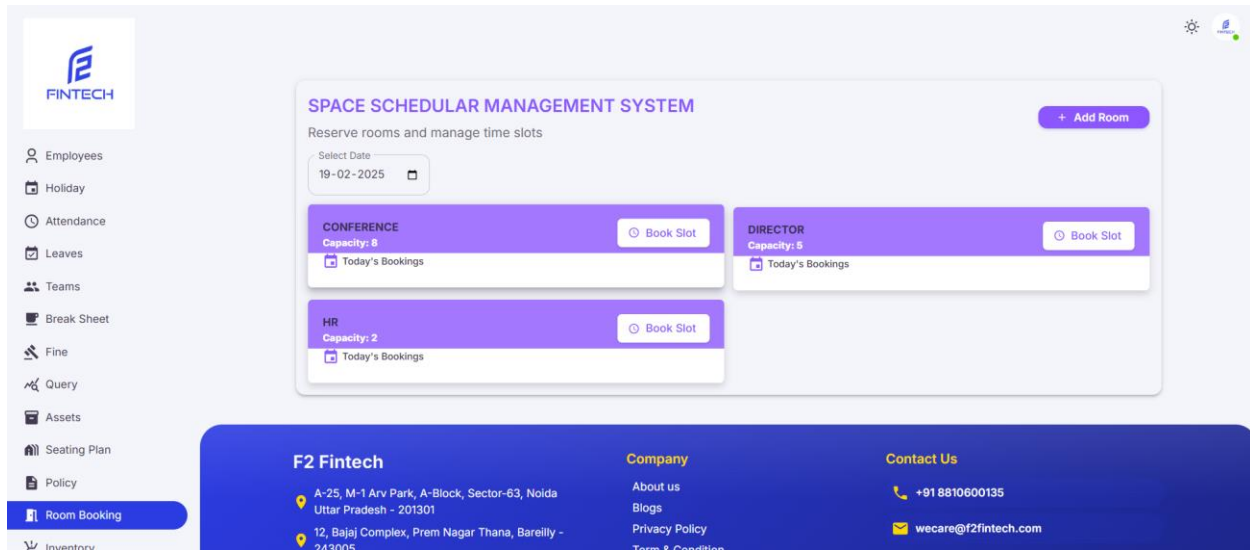
Edit or Delete a Policy

1. To edit a policy, click the **Edit** button next to the policy.

2. To delete a policy, click the **Delete** button next to the policy and confirm the deletion.

Room Booking

Book meeting rooms and manage time slots.



Room Booking

Add a Room

1. Click on the [Room Booking](#) option from the sidebar menu.
2. Click on the **Add Room** button.
3. A dialog box will appear with the following fields:
 - a. Room Name: Enter the name of the room (e.g., Conference Room).
 - b. Capacity: Specify the room's seating capacity.
4. Click **Add Room** to save the room.

Book a Slot

1. On the [Room Booking](#) page, select the room you want to book (e.g., Conference, HR, Director).
2. Click on the **Book Slot** button.
3. Select an available time slot to book the room for meetings or other activities.
4. Confirm the booking once the time slot is selected.

View Room Bookings

The page will show the current bookings of each room, including the time and details of the event or meeting. Admins can edit or delete bookings by clicking on the corresponding buttons next to the booking.