



Login page

username



password

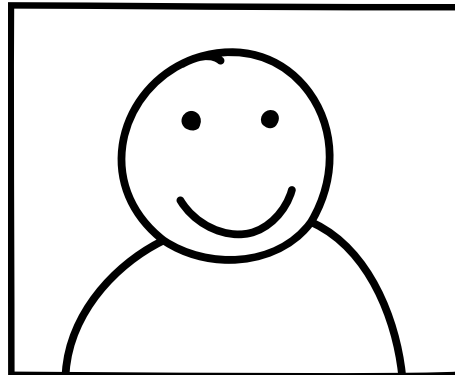


all **warnings** and **errors** summery will get
displayed here{color}



This will show all employee related details

Employee profile



Name: full name

Address: address

Date of birth: address

Email: Email id

Department: Department name

Designation: Designation

Date of joining: Date

Update details

----Side menu----

1. Attendance
2. Meeting
3. Leaves
4. Reimbursements
5. Salary

(If employee is of manager type following will be displayed)

6. Approve attendance
7. Approve meeting
8. Approve leaves
9. Approve reimbursements

This is side menu with designated tabs, however depending on the designation the managers will get more tabs for approval system



Attendance

00hrs 00mins 00secs

start/stop

Employee will click on start to start timer for that days attendance and before leaving organization he will stop the timer

This will show all the attendance record of that employee

Past attendance record

date	start time	end time	total time	approval status	remark
28-2-2020	09.18.23	12.25.16	12hrs	waiting for approval	remark
27-2-2020	09.18.23	12.25.16	10hrs	waiting for approval	remark
26-2-2020	09.18.23	12.25.16	12hrs	waiting for approval	remark
25-2-2020	09.18.23	12.25.16	9hrs	waiting for approval	remark



Apply for leave

type of leave

choice▼

title

description

start date

end date

apply for leave

all warnings and errors summery will get displayed here

Past Leaves record

title	description	date	type of leave	start date	end date	approval status		remark	update
title1	description1	28-2-2020	some type	29-10-2020	30-10-2020	waiting for approval	remark	update	
title2	description2	27-2-2020	some type	29-10-2020	30-10-2020	waiting for approval		remark	update
title3	description3	26-2-2020	some type	29-10-2020	30-10-2020	waiting for approval		remark	update
title4	description4	25-2-2020	some type	29-10-2020	30-10-2020	waiting for approval		remark	update

Apply for reimbursement

type of reimbursement

choice

title

description

date of reimbursement

file_1

file_2

file_3

apply for leave

all warnings and errors summery will get
displayed here

Past Reimbursement records

id	title	description	date	type of reimbursement	date of reimbursement	file 1	file 2	file 3	approval status	update
id1	title1	description1	28-2-2020	some type	29-10-2020	url1	url2	url3	waiting for approval	update
id2	title2	description2	27-2-2020	some type	29-10-2020	url1	url2	url3	waiting for approval	update
id3	title3	description3	26-2-2020	some type	29-10-2020	url1	url2	url3	waiting for approval	update
id4	title4	description4	25-2-2020	some type	29-10-2020	url1	url2	url3	waiting for approval	update

Apply for meeting

type of meeting

choice

title

description

date of meeting

start time

end time

apply for leave

all warnings and errors summery will get
displayed here

Past meeting records

id	title	description	date	type of meeting	date of meting	Time start	Time end	approval status	update
id1	title1	description1	28-2-2020	some type	29-10-2020	00.00.00	01.01.01	waiting for approval	update
id2	title2	description2	27-2-2020	some type	29-10-2020	00.00.00	01.01.01	waiting for approval	update
id3	title3	description3	26-2-2020	some type	29-10-2020	00.00.00	01.01.01	waiting for approval	update
id4	title4	description4	25-2-2020	some type	29-10-2020	00.00.00	01.01.01	waiting for approval	update