**FRONT PAGE (BEFORE REGISTER):**

* User fill their E-mail, Mobile Number, Name and Username.
* After proceed request sent to admin where admin will have a “Send Link” button. After clicking a on Send link a link will be sent on User Email than only user can fill details.

**ATTENDANCE**

Currently Operations Running in Attendance:

* Time Format is in 24 Hrs

**- FOR IN TIME SHELL:**

* If value is Grater than 9:45 color is Red
* If value is Less than 9:20 Color is Green
* If Value is Between 9:21 to 9:44 No color, just leave it Plain

**-FOR OUT TIME SHELL:**

* IF Value is Between 16:00 and 18:20 color is Light Purple
* If value is Between If Value is Less than 16 Color is Onion Purple

-Currently Automatically counting Total Late for a single Particular User through Red color.

-Users are currently Distributed is 4 Departments i.e, IT/Admin, BIM, Planswift and Unity.

-My Expectations in Current attendance section: Give Filter Under Date as well as under Department If Possible try to give filter under Name section too.

Employee Leaves Structure Need to Design , we are Providing total 18 Leaves in a Particular Year(you can call me for clearification and make you own points.

**SUPER ADMIN PORTAL:**

* We can give selected admin Permissions to a selected user:  
  [Dashboard](http://54.221.163.167/ems/)
* [Department](http://54.221.163.167/ems/)
* [Role](http://54.221.163.167/ems/)
* [Employee](http://54.221.163.167/ems/)
* [Event](http://54.221.163.167/ems/)
* [Clockify](http://54.221.163.167/ems/attendance/)
* [PayRoll](http://54.221.163.167/ems/)
* [Queries](http://54.221.163.167/ems/all-queries)
* [Connect](http://54.221.163.167/ems/connect)
* [Allocated Leave](http://54.221.163.167/ems/allocated-leaves)
* [Hirings](http://54.221.163.167/ems/)
* [IT](http://54.221.163.167/ems/)
* [Reimbursement](http://54.221.163.167/ems/)
* [Awards](http://54.221.163.167/ems/)
* [Reviews](http://54.221.163.167/ems/)  
    
  -make a check box type for the above all Tabs to allow a particular user.
* After this we shall have to option to select i.e, “Viewer or Editor”. Viewer can only view and editor can make changes.

**REIMBURSEMENT**

**User End**

**CAB bill –**

Under The Cab Bill First User need to select **OLA, Uber or Rapido** from A Drop Down

Then in second box if Employee Select Ola another Dropdown will be of **Mini, Micro, Auto, Bike** . if user Select “Uber” Dropdown will be **Uber Go, Uber Moto, Auto** If user select “Rapido” Dropdown will be **Bike and Auto.**Than after this Employee need to add Vehicle Number, Amount

After filling the details Submit from the user End .   
  
This submission will go to admin(HR) Hr have an option to approve, reject or Give Remark also one check mark button should be there from HR end (we will Discuss the purpose of this check button on call , please call)

**Food Bill –**   
  
Bill No, Bill Amount, (Quantity)Number of persons with Name, Department.  
  
Food Amount allowed Rs 200 Per Person if number of person multiple by 200 , amount is exceeding do not submit  
  
—Send TO HR , and Hr have an option for approve or reject

User can see the progress report whether bill is accepted or not

User can be able to see Remarks from HR end, in case he forget to submit physical bill to in HR Room Hr can drop a message

NOTE: THESE ARE THE FUNCTIONALITIES WE ARE LOOKING FOR..FURTHER DISCUSSION CAN BE DONE THROUGH CALL AND YOU CAN MAKE YOUR OWN NOTE POINTS FOR CLEARIFICATION.