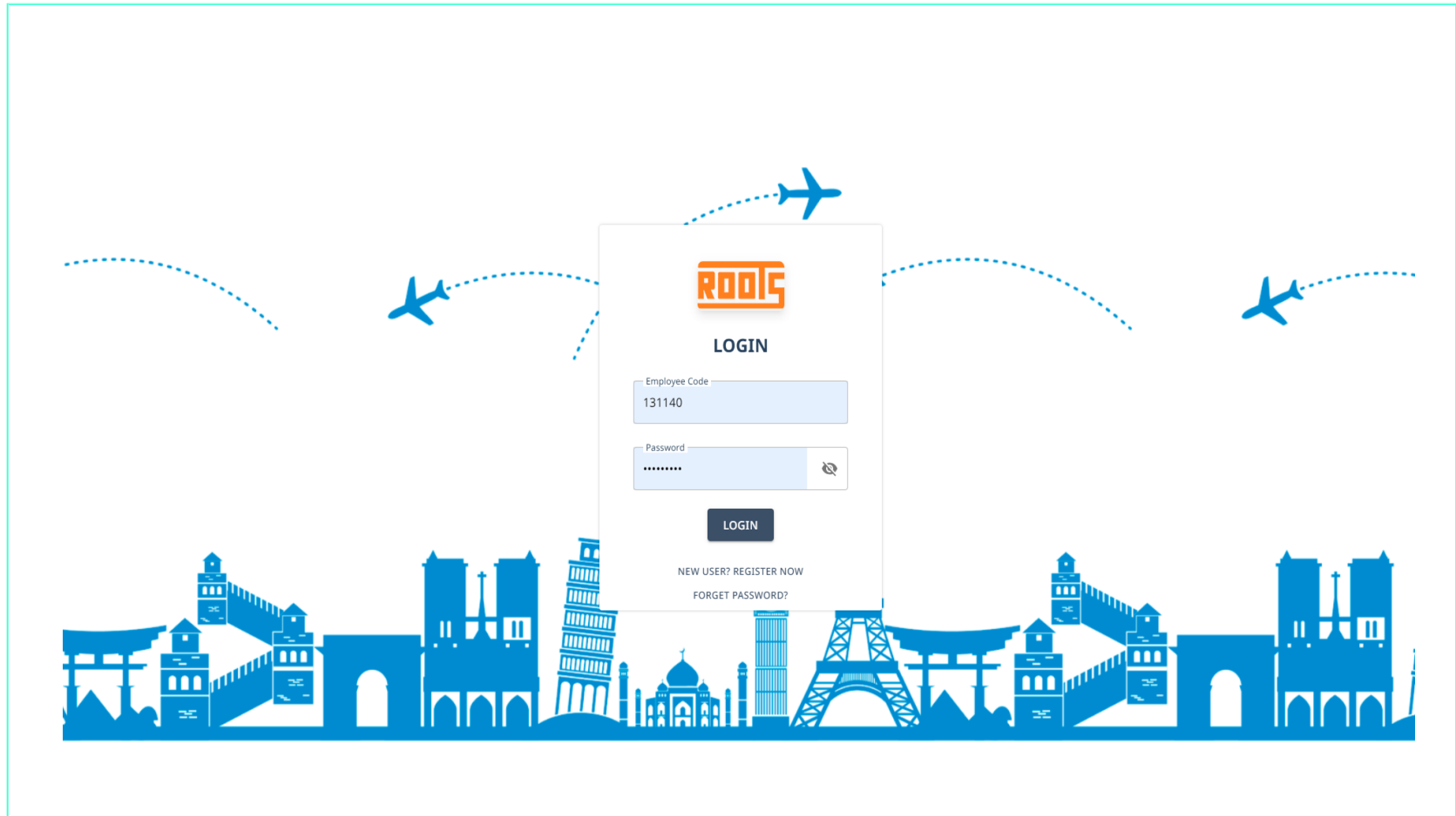


## Login screen(Employee)



The image shows a mockup of an employee login screen. It features a central white login box with the ROOTS logo at the top. Below the logo is the word "LOGIN" in bold. There are two input fields: "Employee Code" with the value "131140" and "Password" with masked characters "\*\*\*\*\*". A dark grey "LOGIN" button is positioned below the password field. At the bottom of the box, there are two links: "NEW USER? REGISTER NOW" and "FORGET PASSWORD?". The background is a light blue gradient with three blue airplanes flying in curved paths. At the bottom, there is a blue silhouette of a city skyline featuring various architectural landmarks like the Eiffel Tower, Leaning Tower of Pisa, and Big Ben.

**ROOTS**

**LOGIN**

Employee Code  
131140

Password  
\*\*\*\*\*

**LOGIN**

NEW USER? REGISTER NOW  
FORGET PASSWORD?

## New user registration



### LOGIN

Employee Code  
131039

Password  
.....

LOGIN

NEW USER? REGISTER NOW **1**  
FORGET PASSWORD?



### 2 REGISTRATION

Employee Code\*  
131039

Password\*  
.....

Confirm Password\*  
.....

REGISTER

← BACK TO LOGIN

← Employee Code

← New Password

← Confirm Password

← Click to register

## Forgot Password



### LOGIN

Employee Code

131039

Password

.....



LOGIN

NEW USER? REGISTER NOW

FORGET PASSWORD?



②

### Forgot Password

Employee Code\*


← Employee Code


FORGOT PASSWORD


← Click forgot password


← BACK TO LOGIN

ROOTS


 MUTHURANGASWAMY K ▾

 Home

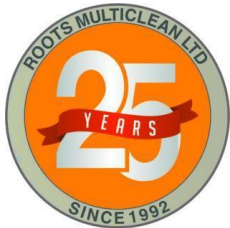
 Local Conveyances ▾

 Report Chart ▾

## My Conveyances

 LOCAL CONVEYANCE

| <u>Total</u> | <u>Approved</u> | <u>Rejected</u> | <u>Pending</u> |
|--------------|-----------------|-----------------|----------------|
| 1            | 0               | 0               | 1              |



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## Profile

|   |   |   |
|---|---|---|
| <b>Name</b><br>Muthurangaswamy K                | <b>Employee Code</b><br>131140                | <b>Department</b><br>Quality Assurance                    |
| <b>Email</b><br>qainprocessassembly@roots.co.in | <b>Mobile No</b><br>_____                     | <b>Company Name</b><br>ROOTS INDUSTRIES INDIA PRIVATE LTD |
| <b>Company Short Name</b><br>RIL                | <b>Grade Name</b><br>O4                       | <b>Bank Account No</b><br>615201504319                    |
| <b>Bank Ifsc code</b><br>12345678901            | <b>Reports To</b><br>131362 - Ravichandran. S |   |

# Change Password

A screenshot of a web form titled "CHANGE PASSWORD". The form is centered on a light blue background decorated with a blue silhouette of a city skyline at the bottom and two blue airplanes flying in the sky with dotted lines indicating their paths. The form contains four input fields: "Username" with the value "131039", "Old Password\*", "New Password\*", and "New Confirm Password\*", all masked with dots. Below the fields is a dark blue button labeled "CHANGE PASSWORD" and a link labeled "← BACK TO LOGIN PAGE".

**CHANGE PASSWORD**

Username

Old Password\*

New Password\*

New Confirm Password\*

**CHANGE PASSWORD**

[← BACK TO LOGIN PAGE](#)

# Local conveyance



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CLAIM ALL

↺

+ NEW CONVEYANCE

Company and Own Vehicle (Pending for Claim)

| Company Name   | From Place | To Place | Date | Vehicle Number | KiloMeters | Food Amount | Food With Guest Amount | Total Expense | Actions |
|----------------|------------|----------|------|----------------|------------|-------------|------------------------|---------------|---------|
| No Items Found |            |          |      |                |            |             |                        |               |         |

Public Transport (Pending for Claim)

| Company Name   | From Place | To Place | Date | Travelled By | Food Amount | Food With Guest Amount | Total Expense | Actions |
|----------------|------------|----------|------|--------------|-------------|------------------------|---------------|---------|
| No Items Found |            |          |      |              |             |                        |               |         |

Food Expense (Pending for Claim)

| Company Name   | Food Amount | Food With Guest Amount | Date | Total Expense | Actions |
|----------------|-------------|------------------------|------|---------------|---------|
| No Items Found |             |                        |      |               |         |

↑

Click new conveyance

# New Conveyance



ROOTS

Home

Local Conveyances

Report Chart

MUTHURANGASWAMY K

Local Conveyance

<

↺

SAVE

Company Name

RIL

Conveyance Date

2/19/2024

Travel Mode\*

Public Transport

Purpose

Official

From Place

RMCL Factory

To Place

Kolkata

Travel By\*

Bus

Travel Amount

₹ 0

☒ Food (Optional)

Hotel Name

Enter Hotel Name

Food Amount

₹ 0

UPLOAD FILE

☒ Food With Guest (Optional)

Guest Company

Guest Company

Members

Enter Members Name

separated by comma

Members Count

Enter the Members Count

Hotel Name

Enter the Hotel Name

Food With Guest Amount

₹ 0

UPLOAD FILE



## My claimed conveyance



ROOTS

MUTHURANGASWAMY K

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Local Conveyances

New Local Conveyance

My Claimed Conveyance ←

Select Date\*

19/01/2024 → 19/02/2024

📅

📄

🔄

+ NEW CONVEYANCE

📘

🔍 Search

⋯ PENDING

❗ REJECTED

👤 APPROVED

| Date       | Conveyance Amount | Food Amount | Food With Guest Amount | Total Expense Amount | Approval Status  | Status  | For More Details |
|------------|-------------------|-------------|------------------------|----------------------|------------------|---------|------------------|
| 19/02/2024 | 393               | 120         | 0                      | 513                  | For HOD Approval | Pending | 📄                |

↑

Click More detail

# My claimed conveyance



ROOTS

1

MUTHURANGASWAMY K

Home

Local Conveyances

Report Chart

## Conveyance LOC4

Name

Muthurangaswamy K

Date

19/02/2024

Employee Code

131140

Department

Quality Assurance

Status

Account Pending / Waiting for Original Document

Assigned To

131362 - Ravichandran. S

Travel Amount

393

Food Amount

₹ 120

Food With Guest Amount

₹ 0

Total Expense

₹ 513

Approved HOD

131362 - Ravichandran. S  
(19/02/2024)

Approved Finance Officer

211420 - Ragunathan K  
(19/02/2024)

Timeline

19-02-2024 12:45 PM

Muthurangaswamy K 131140 Created Conveyance

19-02-2024 12:45 PM

System Assigned to Ravichandran. S for Approval

19-02-2024 12:49 PM

Ravichandran. S 131362

19-02-2024 12:49 PM

System Assigned to Ragunathan K for Approval

19-02-2024 12:52 PM

Ragunathan K 211420

| Date       | From Place   | To Place     | Vehicle Details | Conveyance Amount | Food                 | Food Amount | Food Receipt | Food With Guest | Food With Guest Amount | Food With Guest Receipt |
|------------|--------------|--------------|-----------------|-------------------|----------------------|-------------|--------------|-----------------|------------------------|-------------------------|
| 19/02/2024 | Goa          | RMCL Factory | TN23ED2343      | 66                |                      |             |              |                 |                        |                         |
| 19/02/2024 | RMCL Unit II | Goa          | TN23DF2342      | 127               | Merchant: Annapoorna | 120         |              |                 |                        |                         |
| 19/02/2024 | RMCL Unit II | Chennai      | Auto            | 200               |                      |             |              |                 |                        |                         |

# Outstation Travel



ROOTS

Reimbursement Claim

MUTHURANGASWAMY K

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Outstation

Outstation Travel

Travel Expense

Select Date\*

NEW TRAVEL

Click new travel

Search

PENDING

REJECTED

APPROVED

| Trip Code | Created On  | Trip Name | Departure | Destination | Trip Duration                     | Purpose | Advance | Status  | For More Details |
|-----------|-------------|-----------|-----------|-------------|-----------------------------------|---------|---------|---------|------------------|
| TOK16     | 25/Apr/2024 | Test      | Kolkata   | Ahmedabad   | From:25/Apr/2024   To:26/Apr/2024 | Meeting |         | Pending |                  |

Rows per page: 10

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Click More detail

ROOTS

Information Technology

**ROOTS**

**Reimbursement Claim**

MUTHURANGASWAMY K

Home
Local Conveyances
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Travel
SAVE & SUBMIT

Company Name
RIL

Visited For
RIL

Trip Name
Test

Trip Type
Intrastate

Office to be visited
RMCL Factory

Person to be met
Raghu

Purpose
Meeting

Date
25/04/2024 → 26/04/2024

Trip Start Time
02:00

Departure
Kolkata

Destination
Enter the Destination

+ ADD

Destinations

☒ **Require Advance**

Stay/Daily Allowance
₹ 0

Conveyance
₹ 0

Other Expenses
₹ 0

Total
₹ 0

Advance required on
Select the Date

☒ **Add Employee**

Company
Employees Name
Employees Code

Company
Employees\*

+ ADD

# New Travel details



ROOTS

Reimbursement Claim

 MUTHURANGASWAMY K ▾

 Home  Local Conveyances ▾  Outstation ▾  Report Chart ▾

Travel TOK16



| Trip Type  | Trip Name         | Date                       | Timeline            |   |
|------------|-------------------|----------------------------|---------------------|---|
| Intrastate | Test              | 25/Apr/2024 To 26/Apr/2024 |                     |   |
| Purpose    | From              | To                         | 25-Apr-2024 1:20 pm |  Muthurangaswamy K 131140<br>Created Trip        |
| Meeting    | Kolkata           | Ahmedabad                  |                     |   |
| Status     | Department        | Assigned To                | 25-Apr-2024 1:25 pm |  System Assigned to Ravichandran. S for Approval |
| Pending    | Quality Assurance | Ravichandran. S            |                     |   |

# Travel Expense



ROOTS

Reimbursement Claim

MUTHURANGASWAMY K ▾

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Expenses

Select Date\*

25/03/2024 → 25/04/2024

Outstation Travel

Travel Expense

<

+ NEW EXPENSE

Click new expense

Q Search

APPROVED TRIPS

PENDING

REJECTED

APPROVED

| Expense Code | Trip Code | Trip Name       | Expense Amount | Approved Amount | Exceeded Amount | Approval Status | Status              | Created On  | For More Details |
|--------------|-----------|-----------------|----------------|-----------------|-----------------|-----------------|---------------------|-------------|------------------|
| EXP3         | TOK4      | Official Trip   | 27200          | 27200           | 0               | Approved        | Waiting for Payment | 12/Apr/2024 |                  |
| EXP4         | TOK5      | Sample Trip     | 3350           | 3350            | 0               | Approved        | Waiting for Payment | 14/Apr/2024 |                  |
| EXP5         | TOK6      | Unofficial Trip | 34050          | 34050           | 0               | Approved        | Waiting for Payment | 15/Apr/2024 |                  |
| EXP6         | TOK13     | Office Trip     | 9487.5         | 9487.5          | 1050            | Approved        | Waiting for Payment | 24/Apr/2024 |                  |
| EXP7         | TOK14     | Official Trip   | 8987.5         | 8987.5          | 3300            | Approved        | Waiting for Payment | 24/Apr/2024 |                  |
| EXP8         | TOK11     | Official Tour   | 5137.5         | 5137.5          | 1000            | Approved        | Waiting for Payment | 24/Apr/2024 |                  |
| EXP9         | TOK15     | Chennai Trip    | 3787.5         | 3787.5          | 0               | Approved        | Waiting for Payment | 24/Apr/2024 |                  |

Rows per page: 10 ▾

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⬆

Click More detail

Click Print

ROOTS

Information Technology

# New Expense



Home
Local Conveyances
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Expense

Trip Code\*  
TOK16

Date\*  
25/04/2024

SAVE & SUBMIT

Expense Categories

Travel

Travel By\*  
Air

Merchant\*  
AirIndia

Class\*  
1st A/C

From Place\*  
Chennai

To Place\*  
America

Amount\*  
₹ 27000

UPLOAD FILE

onBordingImg1.png (99 KB)

+ ADD

Stay

You can claim stay amount of ₹1600/per day for this city

☐ Is Multiple Stay

City Name\*  
Ahmedabad

Hotel\*  
Mumbai

Total Amount\*  
₹ 0

Beverage(Optional)  
₹ 0

☐ Add Employee

UPLOAD FILE

+ ADD

Daily Allowance

☐ Is Multiple DailyAllowance

City Name\*  
Aurangabad

Amount\*  
₹ 850

Your Daily Allowance is as per Policy & Unable to Edit it.

+ ADD

Food with Guest

Guest Company\*  
RIL

Merchant\*

Person Name\*  
Enter Person Name separate by comma

No of Person\*

Amount\*  
₹

UPLOAD FILE

+ ADD

| Start Date     | End Date | From Place | To Place | Transportation Mode | Expense Category | Total Amount | Attachment | Actions |
|----------------|----------|------------|----------|---------------------|------------------|--------------|------------|---------|
| No Items Found |          |            |          |                     |                  |              |            |         |


Remark

# Travel Expense details



ROOTS

Reimbursement Claim



MUTHURANGASWAMY K ▾

Home

Local Conveyances ▾

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Travel Expense

EXP10

<

↺

EDIT

Trip TokenNo

TOK16

Trip Date

25/Apr/2024 To 26/Apr/2024

Trip Status

Pending

Expense Amount

₹ 29275

Exceeded Amount

₹ 0

Company Name

RIL

Department

Quality Assurance

Grade

O4

Timeline

25-Apr-2024 4:02 pm

●



Muthurangaswamy K 131140  
Created Expense

25-Apr-2024 4:02 pm

●

System Assigned to Ravichandran. S for Approval








Expenses

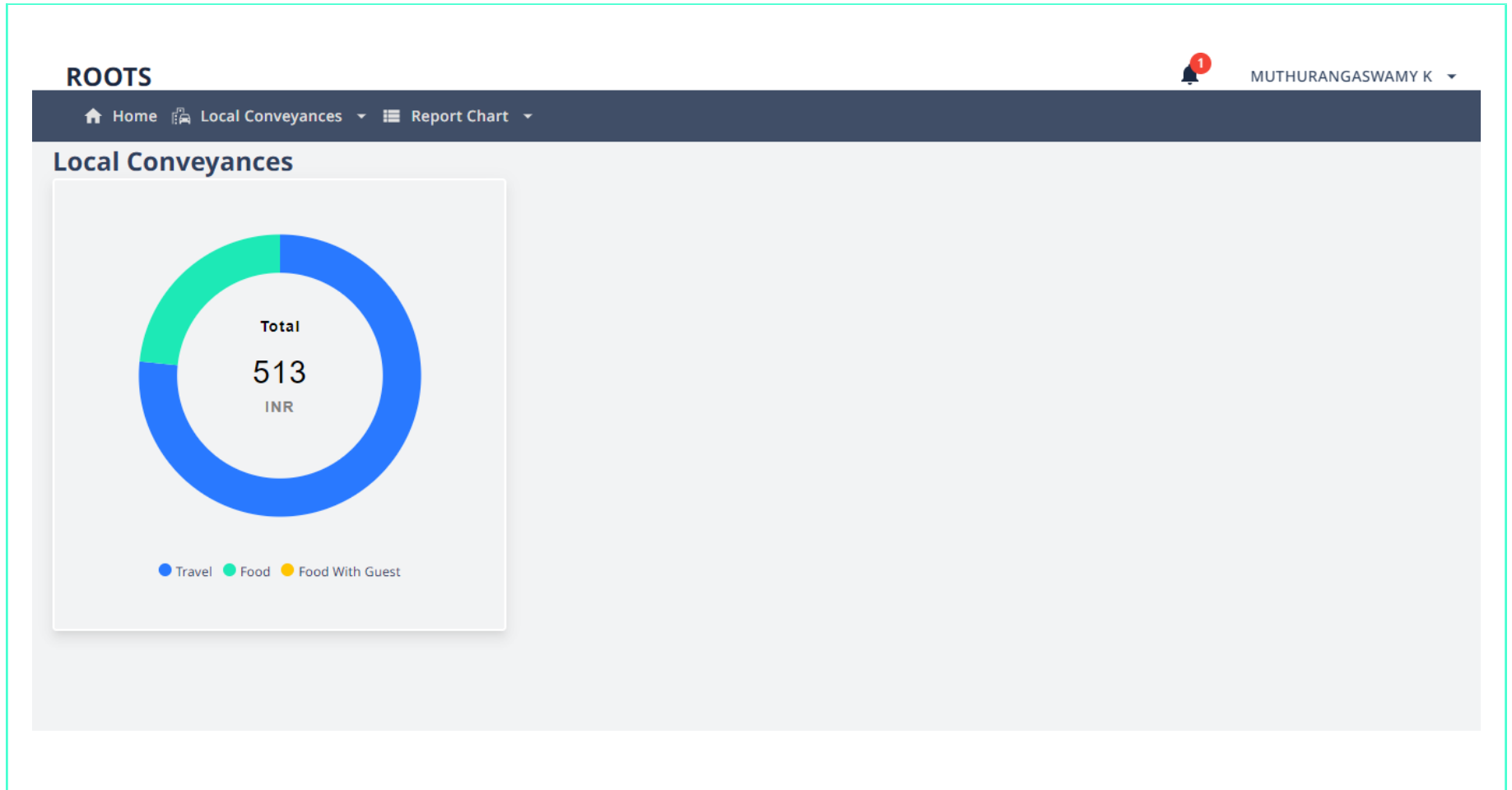
| StartDate   | EndDate     | Category  | Amount | Receipt   |
|-------------|-------------|---|--------|---|
| 25/Apr/2024 | 25/Apr/2024 | Daily Allowance   City: Aurangabad                        | 850    |   |
| 25/Apr/2024 | 25/Apr/2024 | Travel   Merchant: AirIndia   From: Chennai   To: America | 27000  |  |
| 26/Apr/2024 | 26/Apr/2024 | Stay   Merchant: Mumbai   City: Ahmedabad                 | 1000   |  |
| 26/Apr/2024 | 26/Apr/2024 | Daily Allowance   City: Ajmer                             | 425    |   |



# Travel Expense print



|  <b>ROOTS INDUSTRIES INDIA PRIVATE LTD</b><br><b>COIMBATORE - 641 006</b>  |                 |  |                                    |         |           |
|---|-----------------|--|------------------------------------|---------|-----------|
| EXPENSE DETAILS   |                 |  |                                    |         |           |
|  <b>Muthurangaswamy K - 131140 - RIL</b>   |                 |  <b>Description:</b> Meeting           |                                    |         |           |
|  <b>Trip Details:</b> Coimbatore to Bangalore,Madurai  |                 |  <b>Department:</b> Quality Assurance  |                                    |         |           |
|  <b>Trip Duration:</b> 20Apr2024 To 21Apr2024 (2 Days)   |                 |  <b>Bank Account No.:</b> 615201504319 |                                    |         |           |
| Date  | Category        | Merchant Name  | Exceeded Amount                    | Amount  |           |
| 20/04/2024  | Stay            | Taj Motel  | 0                                  | 450     |           |
| 20/04/2024  | Daily Allowance |  | 0                                  | 425     |           |
| 21/04/2024  | Daily Allowance |  | 0                                  | 425     |           |
| 20/04/2024  | Travel          | Nellai Express   | 0                                  | 900     |           |
| 21/04/2024  | Travel          | Indigo   | 0                                  | 25000   |           |
| <div> <b>Advance Amount: 4475</b><br/> <b>Expense Amount: 27200</b><br/> <br/> <b>Exceeded Amount: 0</b><br/> <b>Approved Amount: 27200</b><br/> <br/> <b>Discrepancy: 0</b><br/> <b>Total Amount: 22725</b> </div> |                 |  |                                    |         |           |
| Amount in words: Rupees Twenty Two Thousand Seven Hundred Twenty Five only.   |                 |  |                                    |         |           |
|   |                 |  |                                    |         |           |
| Prepared By   | Checked By      | Approved (HOD)   | Sanctioned (Finance)               | Cashier | Signature |
| Muthurangaswamy K (131140 )   |                 | Ravichandran. S (131362 ) (12/Apr/2024)  | Rangaraju A (21179 ) (12/Apr/2024) |         |           |



THANK YOU