

SmartOffice

Time and Attendance Software

Employee Self Service/Mob App Login: - If you want to use Employee Self Service Portal & Mobile App Login then you should mention Employee Login Name & Password. And also from this option we can view Employee Details, Employee code, Employee name, Employee company, Employee department, Employee category, Employee designation, status, Employment type and we can edit Employee Details.(**Login in main application > Master >Employees >Add/Edit)**

Save Employee Details

Professional Details

* Employee Name	<input type="text" value="1"/>	Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
* Employee Code	<input type="text" value="1"/> <input type="button" value="Generate"/>		
* Device Code	<input type="text" value="1"/>	Photo	<input type="text"/> <input type="button" value="Select"/>
Branch	<input type="text" value="Default"/>		
Department	<input type="text" value="Default"/>		
Category	<input type="text" value="Default"/>		
Designation	<input type="text"/>	Status	<input type="text" value="Working"/>
EmploymentType	<input type="text" value="Permanent"/>	Grade	<input type="text"/>
* Date of Joining	<input type="text" value="01-Jan-1900"/> 	Team	<input type="text"/>
Date of Resigning	<input type="text" value="01-Jan-3000"/> 	Date of Confirmation	<input type="text" value="01-Jan-1900"/> 
* Leave Date	<input type="text" value="01-Jan-3000"/> 		
* Login Name	<input type="text"/>	Password *	<input type="text"/>
Shift Roster	<input type="text" value="None"/>	Shift Type	<input type="text" value="Single Shift in a Day"/>
HolidayGroup	<input type="text" value="None"/>	Shift Group	<input type="text" value="None"/>
Employee Location	<input type="text"/>	Multi Shift Group	<input type="text" value="None"/>
UIDNo	<input type="text"/>	VoterIdNo	<input type="text"/>
PANNo	<input type="text"/>		
<input checked="" type="checkbox"/> Is Receive Notification	* <input type="checkbox"/> Is Mark Android/Web Attendance <input type="checkbox"/> Can Take Max Leave		
AndroidDeviceIMEINo <input type="text"/>	<input type="checkbox"/> Is Send App/Decline SMS		

Mandatory Field required in Add/Edit Employee details

1. Employee Code
2. Employee Name
3. Device Code
4. Date of joining)
5. Date of confirmation)
6. Date of birth
7. Leave Date- in which date leave should be credit in his/her account
8. Is Mark Android\Web Attendance – **For using Clock In/Out & Capture GPS location**
9. Is Receive Notification- **Email notification for approval/Decline**

How to Login In Mobile App

Download the android app from the play store using the below application name SmartOffice ESS.



Username- Employee user name

Password- Employee Password

URL- www.so365.in/Companyname_ESS



Below features are available in the Android App

Employee Panel

- Apply Outdoor
- Employee Outdoor entries
- Apply Leave
- Apply comp Off Grant
- Apply comp Off
- Employee Leave Summary
- Apply Restricted Holiday
- Public holidays list
- Clock In/clock Out
- Att Regularization
- Attendance Details
- Swipe Details

Manager Panel

- Employee Att Details
- Employee Device Logs(Approve/Decline)
- Employee Out Door Entries(Approve/Decline)
- Employee Comp Off Accrual(Approve/Decline)
- Pending Approvals(Approve/Decline)
- Employee Leave entries(Approve/Decline)