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)**

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)