USER MANUAL

MOBILE

LEAVE MANAGEMENT SOFTWARE

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INTRODUCTION:

Mobile Leave Management Software enables you to get the status of the leave, view daily attendance record, and to apply for leaves through your mobile phones.

It facilitates you to:

- Submit the online request for leave application.
- Check the applied leave status and the leave balance.
- View the list of holidays offered by the company.
- View attendance record.

This application allows the following different types of user with different privileges:

- USER
- SUPER USER(REPORTING USER)
- ADMIN

➢ **USER** is created by ADMIN. a user can:

- Apply leave online to his/her Super User (Reporting User).
- Check their attendance.
- View holidays defined by the company.

➢ **SUPER USER** has the authority to approve/reject leaves and check monthly reports of the users who reports to him/her.

➢ **ADMIN** is a system defined user and has the following rights, he can:

- Approve/reject leaves of any user.
- Create/delete/update user's account that access leave management system.
- Create user accounts through excel sheet dynamically.

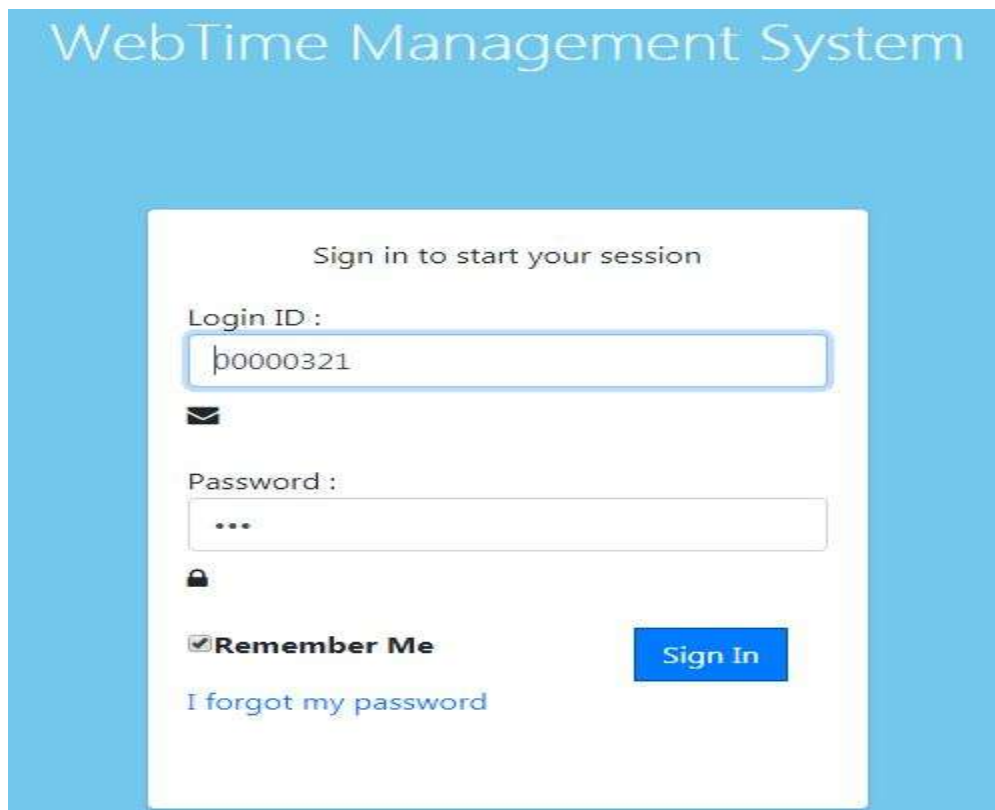## Working of Mobile Leave Management Software:

- Initially, admin will create the users according to the hierarchy, who will then have access to the Mobile Leave Management Software. All the employees will be USERs; Reporting Manager will be given SUPER USER's rights depending upon the hierarchy.
- Super Users can view employee details who reports to him/her.
- Users can apply leaves online.
- They can view holidays of the current calendar year.
- They can check status of the applied leaves, whether it has been approved or not.
- They can check their attendance record in calendar or grid view.
- Option to change the password.

URL for Login of USER/SUPER USER/GATE USER/ADMIN:

Run the browser (for e.g., internet explorer) and type **http://<IPofPC>*/mlms** in the address bar.

*<IP of PC> is the IP on which Mobile Leave Management Application is installed.

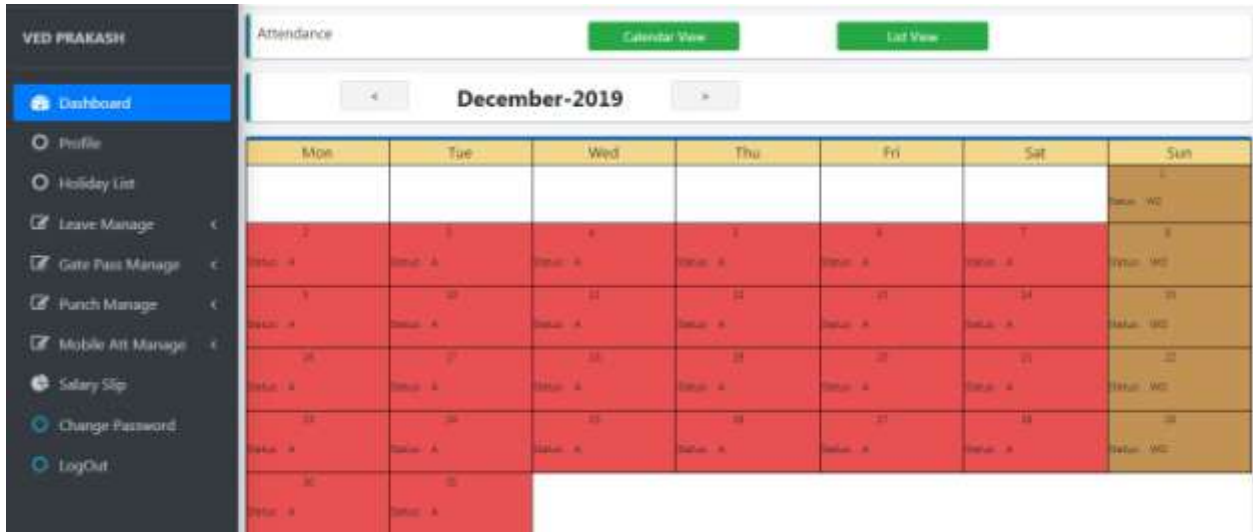**Eg: http://192.168.0.112/LMS**

Log in Page – Mobile Leave Management Software

1. USER

When the User logs in to Mobile Leave Management Software, the following Attendance page will open.
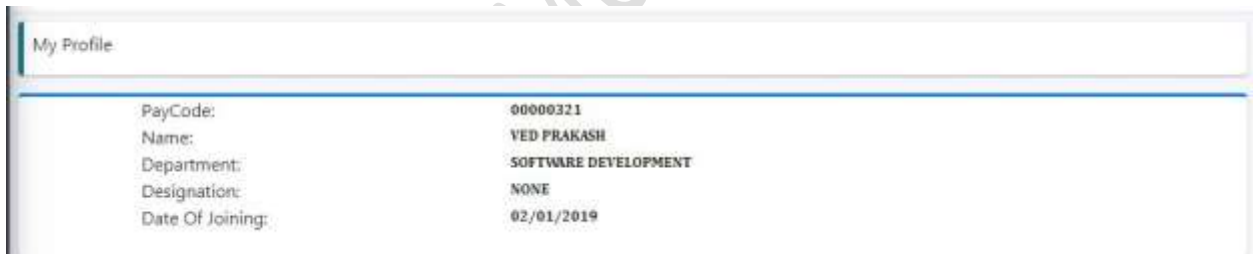
You can select the month you wish to see the attendance. It can be seen in CALENDER VIEW OR LIST VIEW. In calendar view user can view the attendance for full month.

<NOTE: The image shown below is only for reference.>
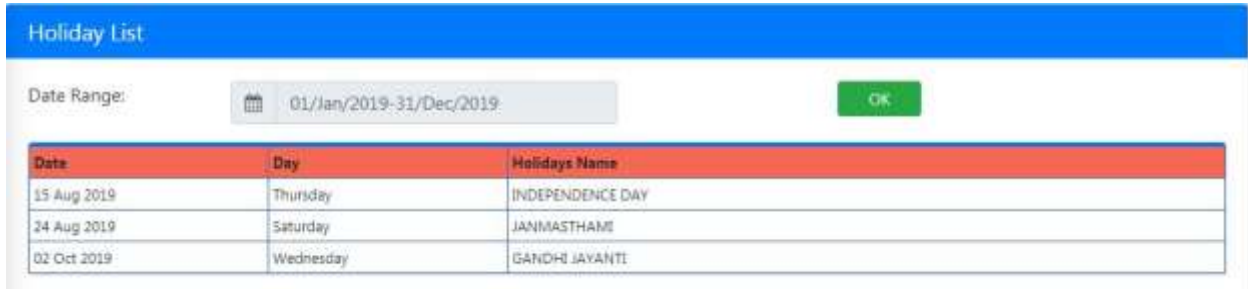
Home Page – Mobile Leave Management Software

- **Profile**: From this User can browse photo and then upload photo.

My Profile	
PayCode:	00000321
Name:	VED PRAKASH
Department:	SOFTWARE DEVELOPMENT
Designation:	NONE
Date Of Joining:	02/01/2019

Profile Page – Mobile Leave Management Software

- **Holiday:** When you click on the link 'Holiday List', the list of holidays, which is saved in Star Time Office software will appear as per assigned by the company.

<NOTE: Different holidays can be set for different locations or departments or their combinations.>

Holiday List

Date Range:	📅 01/Jan/2019-31/Dec/2019	OK
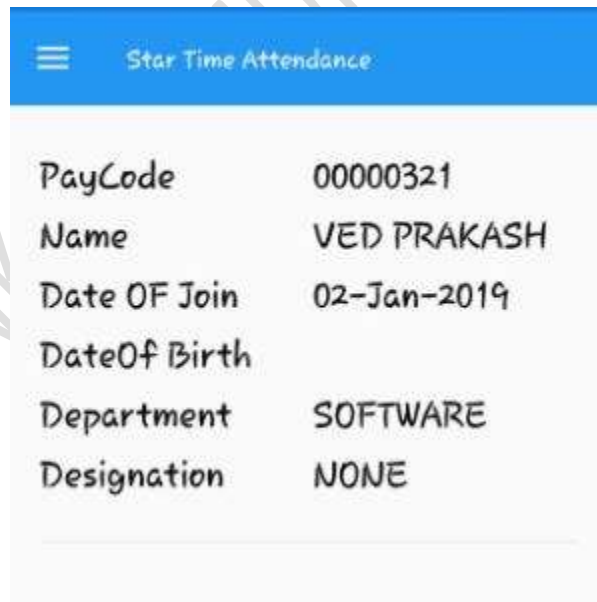
Date	Day	Holidays Name
15 Aug 2019	Thursday	INDEPENDENCE DAY
24 Aug 2019	Saturday	JANMASTHAMI
02 Oct 2019	Wednesday	GANDHI JAYANTI

Public Holiday List Page - Mobile Leave Management Software

- **Mobile Attendance Punch:** when a user log in to their mobile attendance app, their office details appears on the screen. Menu option is available on the top left corner of the app.

☰ Star Time Attendance

PayCode	00000321
Name	VED PRAKASH
Date OF Join	02-Jan-2019
DateOf Birth	
Department	SOFTWARE
Designation	NONE

Mobile Home Page- Mobile Leave Management Software

On clicking the menu option, you will receive the option "Mark Punch" to mark the attendance.

Mark Punch- Mobile Leave Management Software

On clicking it, user's latitudinal and longitudinal details along with the date and time appears, click on the "PUNCH POST" to register your current day's attendance through your mobile phone.

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- **Leave Manage:**

    Application- To apply Leave, click on Leave Application menu. In this page, the user has to fill the application for the leave. Select the date range, leave type that you want to apply for, for e.g., EL, CL etc. Now select the leave duration for e.g., full day/half day and then mention the reason. You can also provide Contact no. during leave and finally submit the leave application. After leave submission is done successfully, a message will appear on the screen indicating that your leave application has been submitted. User can apply two different types of half day leave from Mobile Leave Management Software.

Leave Application Page - Mobile Leave Management Software

If leave is pending to be approved then it will appear besides the "Leave Type/Code" Stating the leave type and no of leaves pending (If more no of leave is pending to be approved).

Status- To see the status of the leave application, click on Status menu. Select the type of leave (pending/approved/rejected). Here the value of 'approved' column indicates whether the leave has been approved or not. 'Y' indicates that the leave has been approved; 'N' indicates that the application has been rejected and a

blank value indicates that the super user has not seen the application till that time.

Leave Status - Mobile Leave Management Software

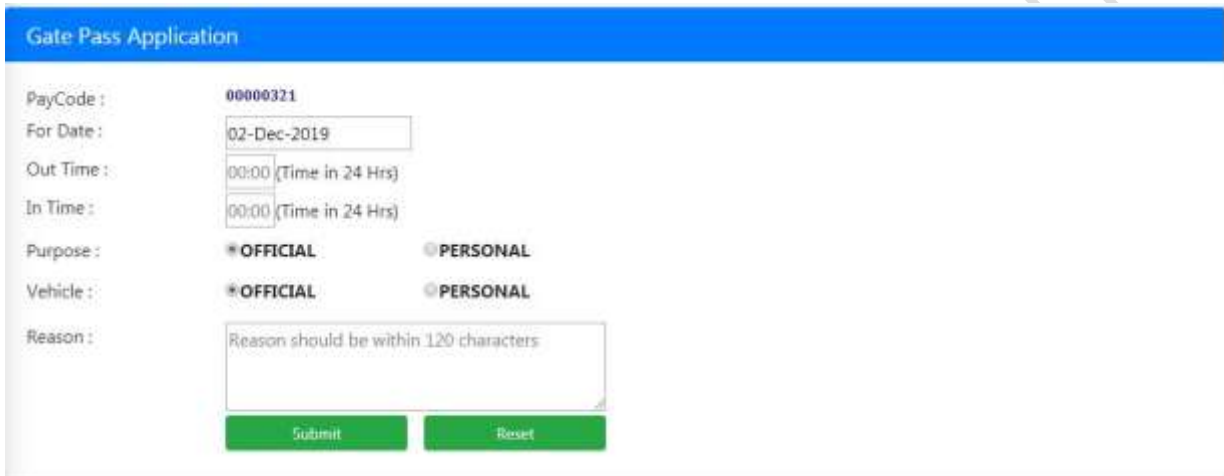**Balance-** To see the statistics of the annual leaves, click on Leave Balance menu.

Leave Code	Leave Name	Opening Balance	Consumed Leave	Balance Leave
CL	CASUAL LEAVE	10	2	8
LAD	LATE ARRIVAL DEDUCTI	0	1	-1
OD	OUT DUTY	15	0	15
COF	COMPENSATORY OFF	0	3	-3
RH	RESTRICTED HOLIDAY	0	1	-1
EL	EARNED LEAVE	15	1	14
LWP	LEAVE WITHOUT PAY	0	1	-1
HL	STARLINK HOLIDAY	0	0	0
	pa	0	0	0

Leave Balance - Mobile Leave Management Software

Leave Name indicates the type of the leave; Opening Balance indicates the leaves carried forward from the previous financial year or the leaves credited from the current financial year; Consumed Leaves indicates the number of leaves already availed and Balance Leaves indicates the number of leaves left to avail.

- **Gate Pass Manage:**

  Application: gate pass application feature is used to create a leave pass leave for hourly purpose. You need to select the date in For Date column, Out Time & in Time options needs to be selected for the duration you want to go out, purpose of visit & vehicle, weather Official or Personal and the reason can be mentioned. Lastly you can submit the application or you can rest it to fill it again.
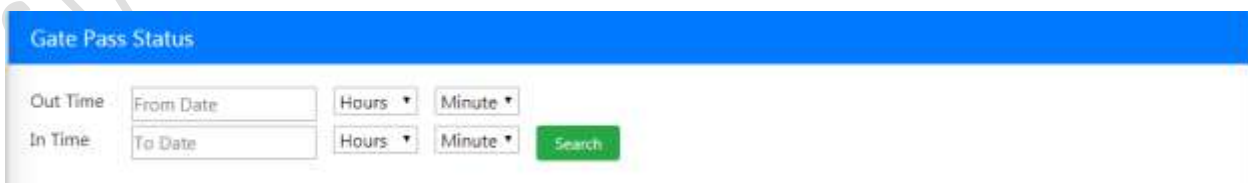
Gate Pass Application – Mobile Leave Management Software

  Status: gate pass status can be checked by clicking the status option. Desired out and in time can be entered and clicking on the search button will show you the status of the gate pass.

Gate Pass Status – Mobile Leave Management Software

- **Punch Manage:-**

    All Punch: It shows all the attendance punches of an employee. You need to click on the date range option and select the dates you want to check the attendance punch and click on Go button.

Paycode	Cardno	Date	Day	Time
00000321	00000321	30-Nov-2019	Saturday	14:04
00000321	00000321	30-Nov-2019	Saturday	13:44
00000321	00000321	27-Nov-2019	Wednesday	17:38
00000321	00000321	27-Nov-2019	Wednesday	17:25
00000321	00000321	27-Nov-2019	Wednesday	17:08
00000321	00000321	27-Nov-2019	Wednesday	16:59
00000321	00000321	27-Nov-2019	Wednesday	16:37
00000321	00000321	27-Nov-2019	Wednesday	16:08
00000321	00000321	27-Nov-2019	Wednesday	13:46
00000321	00000321	27-Nov-2019	Wednesday	12:37
00000321	00000321	21-Nov-2019	Thursday	17:10
00000321	00000321	15-Nov-2019	Friday	21:26
00000321	00000321	15-Nov-2019	Friday	12:16
00000321	00000321	15-Nov-2019	Friday	12:05
00000321	00000321	15-Nov-2019	Friday	11:51
00000321	00000321	15-Nov-2019	Friday	11:29
00000321	00000321	08-Nov-2019	Friday	12:38

Punch Manage – All Punch

Application/Status: here you can check all the missed attendance punch and can apply missed punch for the same. This page shows 3 options:

Missed Punch, Absent & All.

You can select the Date Range you want to check the missed punches for and press the Submit button.

Date	Day	Shift	In Time	Out Time	Status	
08 Nov 2019	Friday	CC	12:38		MS	Action
21 Nov 2019	Thursday	CC	17:10		MS	Action

Punch Manage – Application/Status

Apply Missed Punch: to apply for missed punch, your employee id will appear automatically, enter the Punch Date you missed, Punch In Time Office, Miss Punch, Actual Time, Reason and submit it. It will be sent to the concerned Reporting Manager for Approval/Rejection.

Apply Missed Punch

- **Mobile Attendance Manage:-**

  Mobile Attendance Punch List: this option helps the employees to view their attendance with their mobile phones from anywhere.

Mobile Attendance Punch List – Mobile Leave Management Software

It consists of 3 more options:

Authorized Location Punch List: which shows the authorized area punch list of an employee

Loc Name	Loc Address	Date	Time	Latitude	Longitude
StarLink Head Office	Okhla	01-Nov-2019	18:21:17	31.3177084	75.5852482
StarLink Head Office	Okhla	01-Nov-2019	18:37:16	31.3177721	75.5852622
StarLink Head Office	Okhla	15-Nov-2019	10:33:37	28.5201516	77.2805227
StarLink Head Office	Okhla	15-Nov-2019	11:14:37	28.520151	77.2805254
StarLink Head Office	Okhla	15-Nov-2019	11:15:24	28.5200831	77.280562
StarLink Head Office	Okhla	15-Nov-2019	11:45:26	29.3813096	78.1285213
StarLink Head Office	Okhla	27-Nov-2019	12:46:22	29.3856653943658	78.1343161035329
StarLink Head Office	Okhla	27-Nov-2019	17:07:27	28.5201468	77.2805241
StarLink Head Office	Okhla	27-Nov-2019	17:32:10	29.3999619278535	78.1296874489635
StarLink Head Office	Okhla	29-Nov-2019	17:40:21	29.3938056891784	78.1295948289335
StarLink Head Office	Okhla	26-Nov-2019	21:10:44	37.4219983333333	-122.084
StarLink Head Office	Okhla	26-Nov-2019	22:00:20	37.4219983333333	-122.084

Authorized Location Punch List- Mobile Leave Management Software

Unauthorized Punch List: it shows the list of all the unauthorized punch list of employees. It also shows the Latitudinal & Longitudinal codes from where the attendance has been marked by the mobile phone.

Date	Time	Latitude	Longitude
01-Nov-2019	18:21:17	31.3177084	75.5852482
01-Nov-2019	18:37:16	31.3177721	75.5852622
15-Nov-2019	10:33:37	28.5201516	77.2805227
15-Nov-2019	11:14:37	28.520151	77.2805254
15-Nov-2019	11:15:24	28.5200831	77.280562
15-Nov-2019	11:45:26	29.3813096	78.1285213
15-Nov-2019	11:46:12	29.3813096	78.1285213
15-Nov-2019	12:03:40	28.5202158	77.2804835
15-Nov-2019	12:09:25	28.5201346	77.2805384
15-Nov-2019	12:14:56	28.5201986	77.2804947
15-Nov-2019	21:14:18	28.4963326	77.2954131
15-Nov-2019	21:14:23	28.49645326	77.29534109

Unauthorized Punch List – Mobile Leave Management Software

Authorized Location List: It shows an employee's authorized area for attendance punch. This feature has options which define the Location Name, Location Address, Date, Time, Longitudinal and Latitudinal codes & the Radius under which the employee is authorized to punch the attendance.

Mobile Attendance Punch List

Loc Name	Loc Address	Date	Time	Latitude	Longitude	Radius
BMC chowk	Jalandhar city	01-Nov-2019	30-Nov-2019	31.3175791	75.5845462	500
BMC chowk	Jalandhar city	01-Dec-2019	02-Dec-2019	31.3175791	75.5845462	500

Authorized Location List – Mobile Leave Management Software
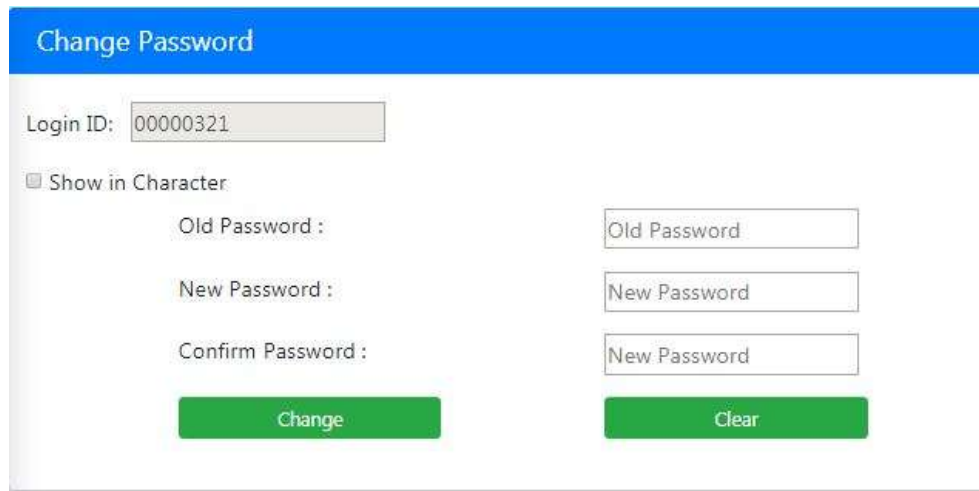
- **Salary Slip:** this option keeps the salary slip of the user. User can check any of their past salary slip by selecting the month and year option and click the generate button on the right side. A new pop up screen will come showing the salary slip.

STAR LINK COMMUNICATION PVT.LTD
D-88/4 OKHALA INDL . AREA ,PHASE-I,NEW DELHI
SALARY SLIP(FORM -11)

Employee Name	: Ravi Bouns Case 4		PAYCODE	:	B004
Father's/Husband Name	:		GRADE	:	N/A
DEPARTMENT	: BREWERY WASHING		DATE OF JOINING	:	01/01/2017
DESINATION	: BREWERY WASHING		PF AC NO	:	0.00
PAN NO	:		ESIC NO	:	

SALARY FROM THE MONTH OF Aug 2017

ATTENDANCE DETAIL		LEAVE DETAIL		Total Paid Day
Working Days	31	EL	0	
Weekly off./Holidays	4/0	CL	0	31
		Other Leave	0	

SALARY DETAILS

SALARY COMPONENTS	RATE (in Rs.)	EARNING (in Rs)	AREAR (in Rs)	DEDUCTION (in Rs)	
basic	11000	11000	0.00	PF(Employee)	01
HRA	5000	5000	0	ESIC(Employee)	0.00
COMPOSITE ALL	0	0	01	TDS	01
CONV	3000	3000	0.00	Advanse	01
MEDICAL	4000	4000	0.00		
SPL.ALLO					
LTA					

- **Change Password:** To change your password, click on the 'Change Password' menu and fill the options mentioned in the image below.

Change Password – Mobile Leave Management Software

- **Logout:** Press logout option from the menu to logout from the Mobile Leave Management Software.

2. SUPER USER:

For Super User some additional privileges have been provided in addition to all options present in USER log in.

When the Super User logs in to the Application, the following home page will appear:

Super User Dashboard- Mobile Leave Management Software

- **Leave Manage:-**

  Approve Leaves: this menu allows the Super User to approve/reject employee's leaves. Pending, approved & rejected requests can be searched with the employee's paycode & Name

Leave Request-Approve/Reject – Mobile Leave Management Software

- **Gate pass Manage:-**

  Approve Gate Pass: the Super User can approve or dis approves the employee's gate pass request.

  Gate Pass Manage – Mobile Leave Management Software

- **Punch Manage:-**

  App Missed Punch: Super User holds the authority to approve or dis approves the missed punch requests from the employee. Super user can select options like Pending Missed Punch, Approved Missed Punch and Date Range and can search the pending punches of employees.

App Missed punch – Mobile Leave Management Software

● **Mobile Attendance Manage:-**

Punch Location Master: a super user can edit or delete the assigned locations. Information like Name, Address, Latitude, Longitude, Radius & Active status is shown.

Mobile Att Location Master

Name : [   ]   Search   All

Action	ID	Name	Address	Latitude	Longitude	Radius	Active
Edit Delete	15					0	N
Edit Delete	14	BMC chowk	Jalandhar city	31.3175791	75.5845462	500	Y
Edit Delete	2	ESIC OKHLA	Okhla Phase-1	28.5141256	77.2795345	200	Y
Edit Delete	6	ludhiana	NEW CHANDER NAGAR CIVIL LINE LUDHIANA	100	1000	0	Y
Edit Delete	12	My home	E134-34/A SAKET COLONY, CIVIL LINE -II	29.3813096	78.1285213	500	Y
Edit Delete	13	Pulpahladpur New Delhi	Pulpahladpur New Delhi India	28.49635476	77.29524884	200	Y
Edit Delete	3	Sarita Vihar Metro Station Delhi	Sarita Vihar Metro Station Delhi	28.529989	77.303368	10	Y
Edit Delete	1	StarLink Head Office	Okhla	28.5200977	77.2782103	500	Y

New

Punch Location Master- Mobile Leave Management Software

To add a new Location Master, click on the New button, a new screen will show you the option Location ID, Location Name, Address, Latitude, Longitude, Radius, check box to check if location is Active or not and save. A new location will appear in the punch location master option.

www.starlinkindia.com

Add New Punch Location Master – Mobile Leave Management Software

Employee Location Mapping: super user can assign or remove locations for the employees with this feature. Dates can be selected along with different locations for every employee to assign them the work task for specific location. In a similar way, locations can be deleted as well.

Employee Location Mapping – Mobile Leave Management Software

- **Employee Reports**: - super user can view employee details, absenteeism, monthly performance register, late arrival & attendance of a group of employees or a single employee by selecting & searching the name from the employee list.

Employee Reports- Mobile Leave Management Software

3. ADMIN: Admin is a system defined user. Admin contains various different features which are mentioned below.

- **Create User:** Press Create User button to open the create user page of Online Mobile Leave Management Software. An admin can create, update and delete account of User/Super User/Gate User.

Create User- Mobile Leave Management Software

a. Select **"Unregistered User"** from drop-down list. There are 3 options for searching users in WebTime Management, so Search Unregistered user for Creation of user.

Create Un-registered User – Mobile Leave Management Software

b. Click on **New** link in Grid view
c. Select Reporting User from click on select link, there is also an option for search Reporting user.

After Clicking on New Link

After Clicking on Select Link

d. After filling User ID password, the Admin can rearrange the order of reporting users with the help of **Move Up** and **Move Down** button.
e. After filling all the required fields and checking validation, click on the **Create** Button to Create User.

To Edit Existing user: to edit a user; select the user for editing by clicking on the Edit link.

To Edit a User

After clicking on edit link

Update all fields then click on **Create** button to save.

How to delete a user:

Update	Delete	PayCode	Employee Name	Company	Department	Designation	Location	User ID
Edit	Delete	00000003	SATISH VERMA	Demo	PRODUCTION	None	none	00000003
Edit	Delete	00000007	SURESH YADAV	Demo	PURCHASE	None	none	00000007
Edit	Delete	00000008	SUNIL KUMAR	Demo	SOFTWARE DEVELOPMENT	System Administrator	none	00000008
Edit	Delete	00000011	GAURAV KUMAR	Demo	SPARES	Technical Assisant	none	00000011
Edit	Delete	00000015	DEERAJ BHAN	Demo	SALES	None	none	00000015
Edit	Delete	00000020	MANOJ KUSHWAHA	Demo	CUSTOMER CARE	Sr Engineer	MSIL	00000020

- **Configuration: -** From this option, Admin can set the following parameters:

  Approval Type- There are two options for Approval Type which are as follows:-

  1. Single Level Approval- From this option when User Apply Leave and any of his Reporting Person approves Leave then Leave will Approved.
  2. Step by Step Approval- When this option is selected, then, on applying a leave if there are more than one Reporting Persons for the User, this Leave will be forwarded to his Lower Reporting Person first. If Lower Reporting Person approves the leave, then it will be forwarded to the Higher Reporting Person. If Higher Reporting Person approves this Leave, it means that the Leave has been approved. If the Higher Reporting Person rejects the Leave, then it will be rejected.

Apart from it, other options like Server I.P, Port No. Mail from, Password, Admin Mail ID, Max Approval Days, check box for Gate Pass (check if gate pass allow), Salary Slip (check if salary slip allow), Punch Request (check if punch request allow), Mobile Attendance Manage (check if mobile attendance allow), Geo Fencing Enable (check if mobile attendance (geo fencing) allow), Leave Apply Date Range can be selected.

LMS Configuration

Approval Type :	Step By Step Approval
Email To User :	●Yes ○No SSL Enable : ☐
Server Ip :	192.168.10.205
Port :	25
Mail From :	ved@starlink.co.in
Password :	········
Admin Mail ID :	ved@starlink.co.in
Max Approval Days :	10
Gate Pass :	☑(Check if Gate Pass Allow)
Salary Slip :	☑(Check if Salary Slip Allow(Payroll Must))
Punch Request:	☑(Check if Punch Request Allow)
Mobile Att Manage:	☑(Check if Mobile Attendance Allow)
Geo Fencing Enable:	☑(Check if Mobile Attendance(Geo fencing) Allow)
Leave Apply Date Range :	📅 04/Mar/2018-05/Jan/2020

Save   Cancel

Configuration- Mobile Leave Management Software

- **Leave Master:** From this option Admin can edit any Leave which is added/ created in Time Office Software.

Leave master

Update	LeaveCode	Leave Discription	Leave Type	Negative Apply	W/O Include	HoliDay Include
Edit	CL	CASUAL LEAVE	L	N	Y	Y
Edit	LAD	LATE ARRIVAL DEDUCTI	A	N	N	N
Edit	OD	OUT DUTY	P	N	N	N
Edit	COF	COMPENSATORY OFF	P	N	N	N
Edit	RH	RESTRICTED HOLIDAY	P	N	N	N
Edit	EL	EARNED LEAVE	L	N	Y	Y
Edit	LWP	LEAVE WITHOUT PAY	A	N	Y	Y
Edit	HL	STARLINK HOLIDAY	P	N	Y	Y
Edit		pa	P	N	N	N

Leave Master – Mobile Leave Management Software

To edit leaves: click on the edit option, admin can change the following fields:

Leave Type- Admin can change type of Leave such as to change as Leave, Present, Absent.

Is Negative Leave Allow- From this option Admin can give permission to apply negative leave to the entire use.

Sanction Limit- From this option Admin can decide Max and Min Leave to apply for LMS User.

Is Holiday Include- From this option Admin can decide for LMS User to apply Leave on Holiday or not.

Is W/O Include- From this option Admin can decide for LMS User to apply Leave on weekly off or not.

Leave Master, How to Edit a Leave

- **Salary Manage: -** this option contains salary slips for all the months in a year. Admin can search any month's salary slips. Admin can save or delete the salary slip as well.

Salary Month Year	Delete
Dec-2015	Delete
Nov-2015	Delete
Oct-2015	Delete
Sep-2015	Delete
Aug-2015	Delete
Jul-2015	Delete
Jun-2015	Delete
May-2015	Delete
Apr-2015	Delete
Mar-2015	Delete
Feb-2015	Delete
Jan-2015	Delete
Dec-2014	Delete
Nov-2014	Delete
Oct-2014	Delete
Sep-2014	Delete
Aug-2014	Delete
Jul-2014	Delete

Salary Manage- Mobile Leave Management Software

- **News Manage: -** in this section, admin can add, edit & delete the company related news like employee's birthdays, festival greetings, company declared holidays and others.

News Manage – Mobile Leave Management Software

- **Leave Status:** From this option Admin can see Pending, Approved, and Rejected Leave of selected employees or all employees of the particular year.
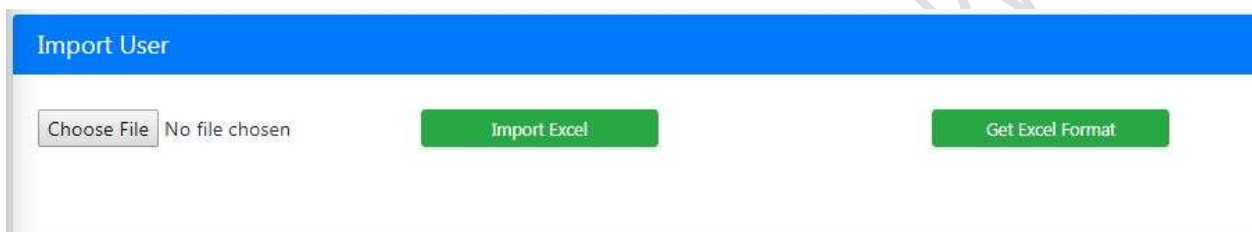
Leave Status – Mobile Leave Management Software

- **Import User:** Click on the Import User button to open import user page. If you want to create users from excel sheet then you can import excel sheet from this page and this option can create only the user and super user.

For excel format click on **Get Excel Format** to generate and save this. Fill all the details accordingly.
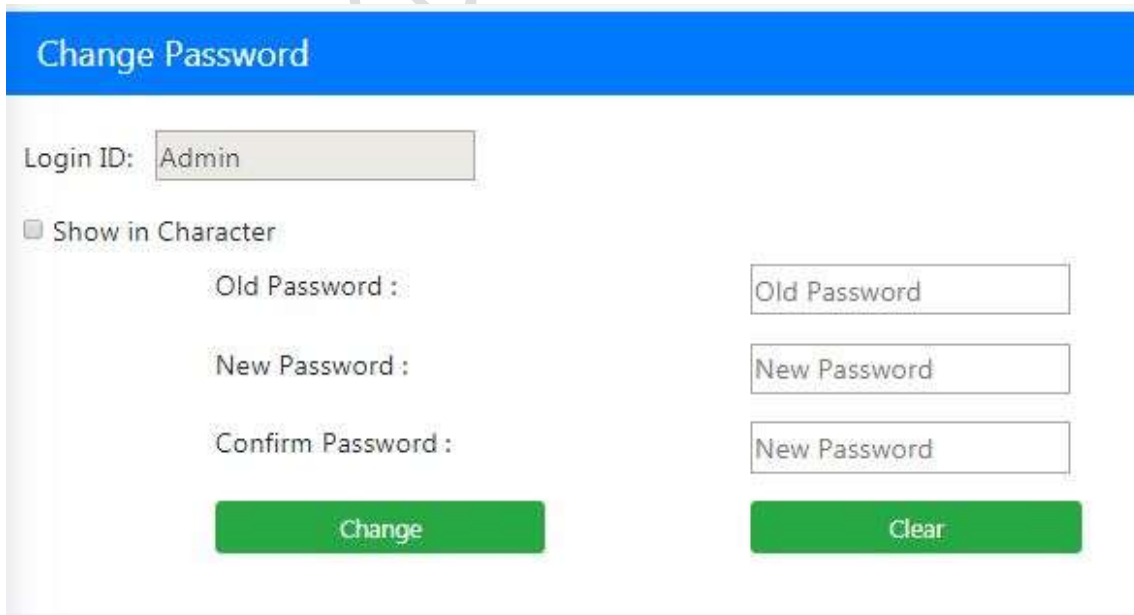

Import User- Mobile Leave Management Software

- **Change Password:** From this option Admin can change Password.

- **Logout:** Press Logout option to escape from the Online Mobile Leave Management Software.

4. **FORGET PASSWORD:** If a User, Super user has forgotten their Mobile Leave Management's password, then they can click on the link "Forgot Password" displayed on the Login Page to retrieve the password.

  When any of the above mentioned users clicks on the "Forgot Password" Link then the following screen will appear.

Forget Password – Mobile Leave Management Software

User can type their Employee Login ID and the Email ID associated with it.

As soon he/she clicks on the Submit button then an email will be sent to the respective Email ID with the Existing Password.

THE END