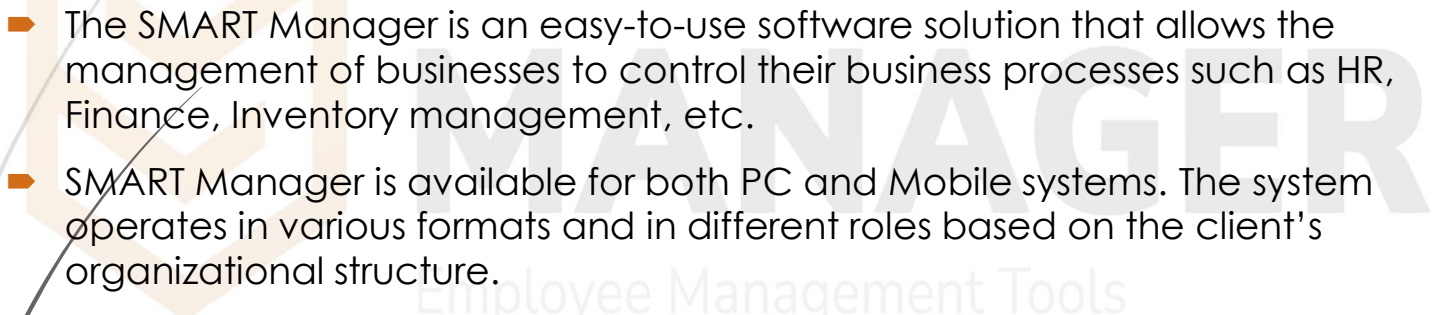SMART MANAGER

Employee Management Tools

SMART MANAGER

Best Software for Your Organization

INTRODUCTION

- The SMART Manager is an easy-to-use software solution that allows the management of businesses to control their business processes such as HR, Finance, Inventory management, etc.

- SMART Manager is available for both PC and Mobile systems. The system operates in various formats and in different roles based on the client's organizational structure.

- SMART Manager provides all the tools a business needs to manage staff and inventory irrespective of its size and location.

DASHBOARD

- Dashboard
- Employee
- HR
- Finance
- Reporting
- My Bugs

Employee Details

- Search for employees using filters.
- Active and Inactive employees list.
- Employees working Dashboard with their working hours.
- Profile details of employee
- Official details of employee

Projects

- Search for projects using filters.
- InProgress and Other projects lists.
- Can add projects and remove them.
- Profile config details of the project
- Task assignment to a team.

Attendance

- Monthly-based employee attendance history

- Location tracking of everyday time in and timeout

- Employees can track their work

- Employees can track their views there last three years timesheet history
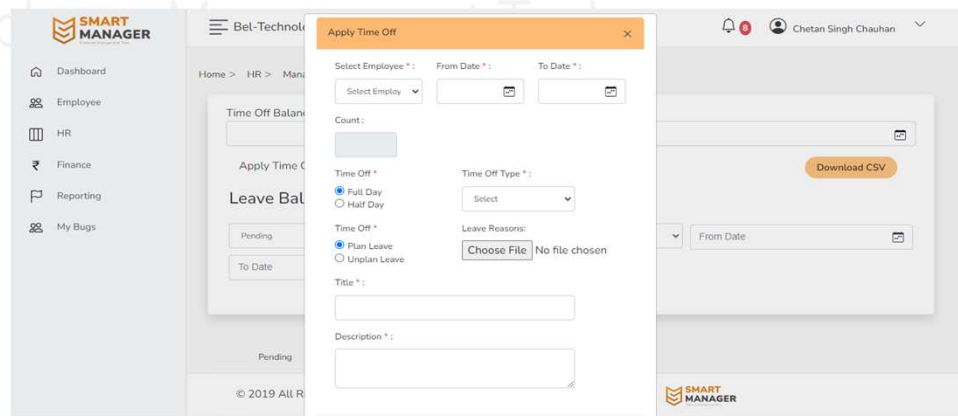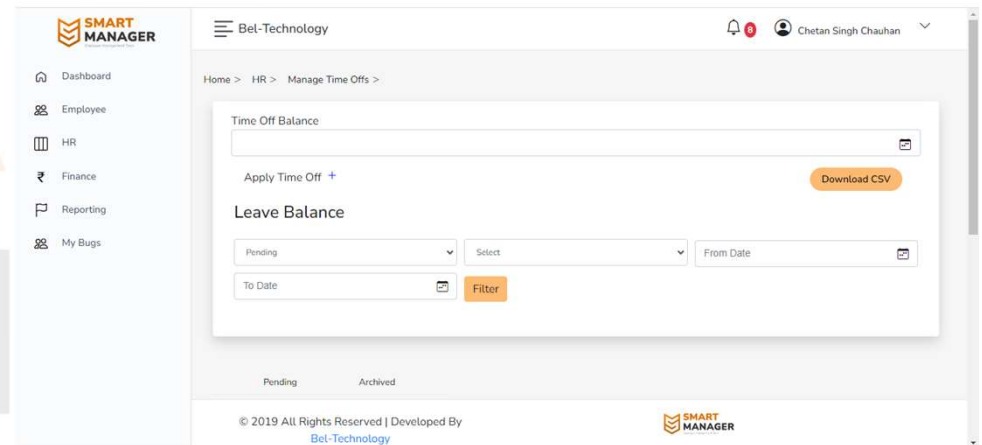
Manage Time Offs

- Manage employee Time Offs
- Employee applies time Off
- Check Leave balance
- Search for leave using the filter
- Employees can download the CSV of the time off
- Time Off List

Offer Letter Generation Form

Manage Holiday

- Custom Add Holiday
- Holiday List
- Weekly Holiday manage

Salary Component

Project Wise Reports

- Search for employee Project reports using filters.
- Export data(Download CSV)
- Employee detailed reports project wise.

SMART MANAGER MOBILE APPLICATION

Dashboard

- Role based Application where different roles of user can log in like (Admin or employee)
- Attendance Report of Employee
- Quick Links
- Birthday and Anniversary of employees
- Time Off Request of employees
- Bottom navigation.

Employee Tab

- Attendance Report
- Time Off Requests
- Employee Details
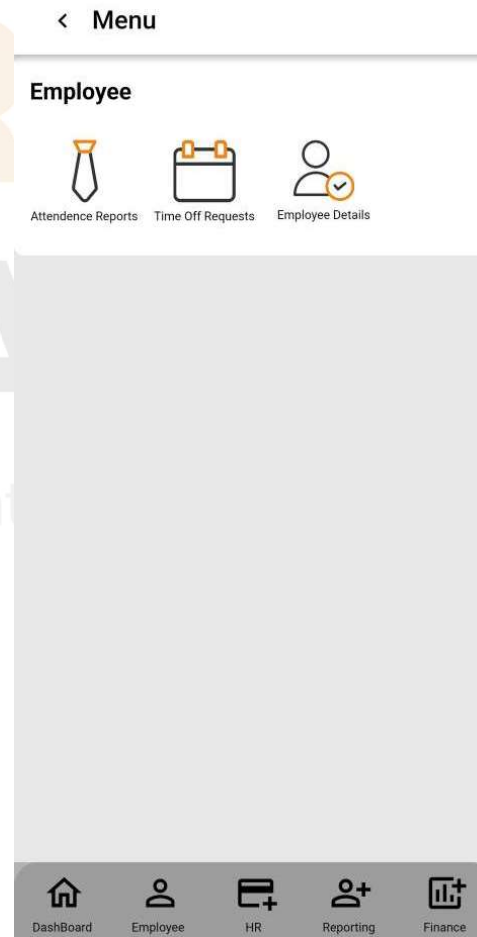
Attendance Report

- Monthly-based employee attendance history

- Location tracking of everyday time in and timeout

- Employees can track their work

- Employees can track their views there last three year's timesheet history

Time Off Requests

- Search for employees using filters
- Employees Leave(Time Off) Request list.
- Archived Employee leave(Time Off) Request list.
- Admin can approve, reject or send back the request
- Can download CSV for the leaves list