



Now Attendance in Your Pocket

You Can Make Your Attendance From Anywhere Through Our Mobile App

Software

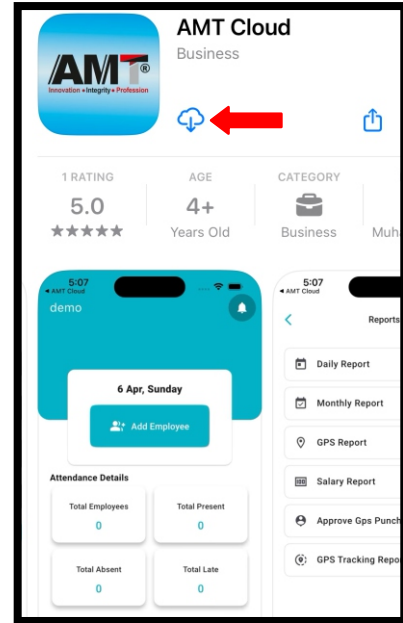
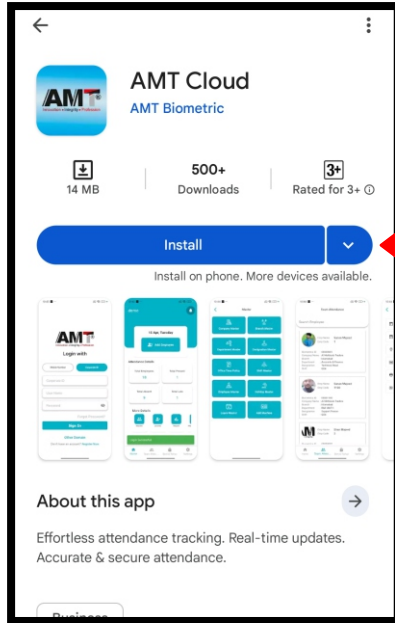
- Attendance
- Access Control
- School Attendance
- Canteen Management
- Gym Management
- Parking Management
- Visitor Management



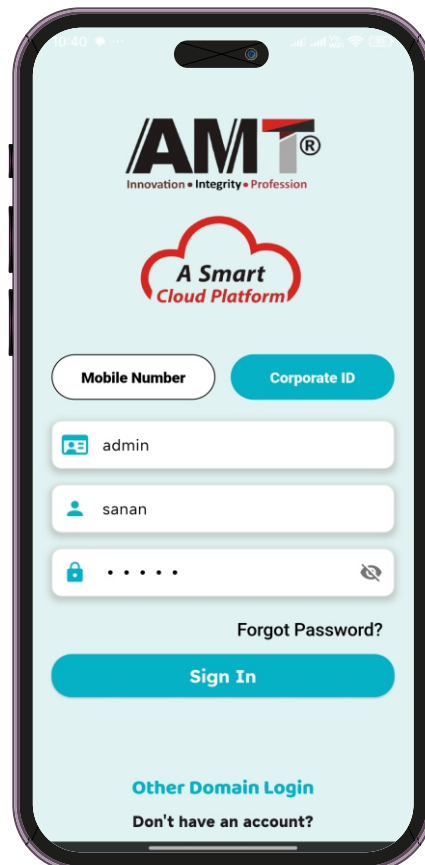
ADMIN LOGIN

INSTALLATION

You can download the AMT Cloud app from Google play store or Apple store.

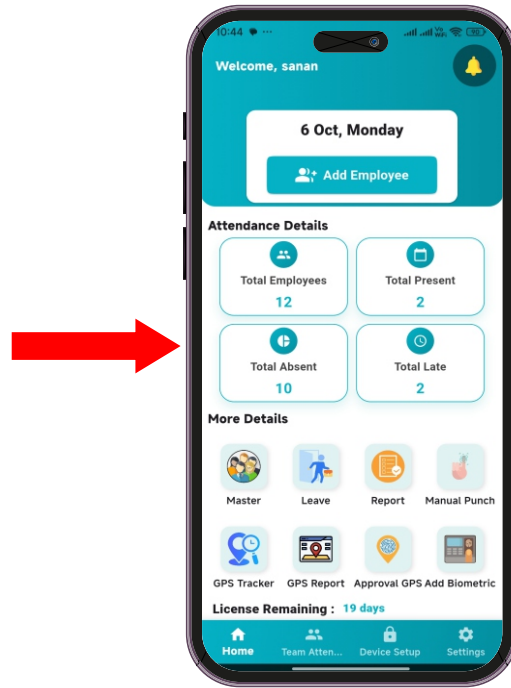


LOGIN



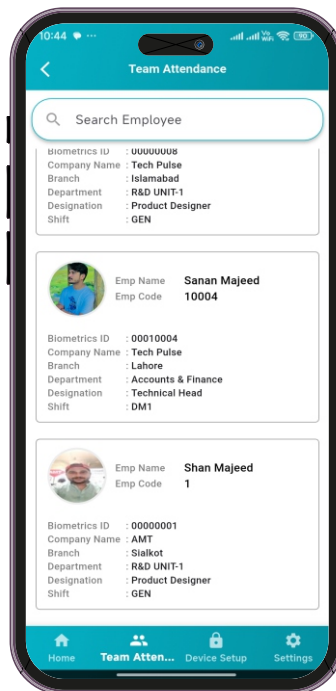
For admin login you have to enter corporate id, user name and password of admin which created at signup time on <https://cloud.amts.pk/>.

Admin Login



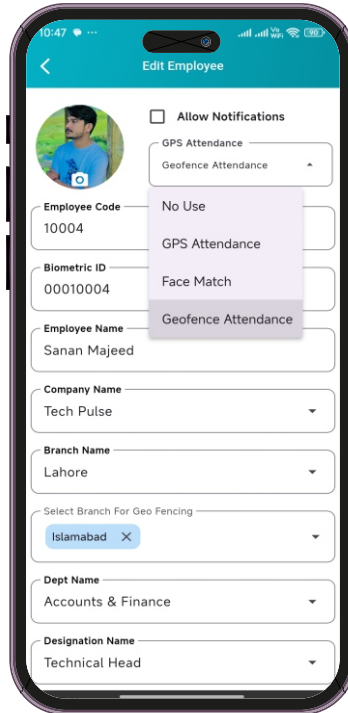
Total Employee

You can check, edit the employee details from this option.
You can also add new employee from this option.



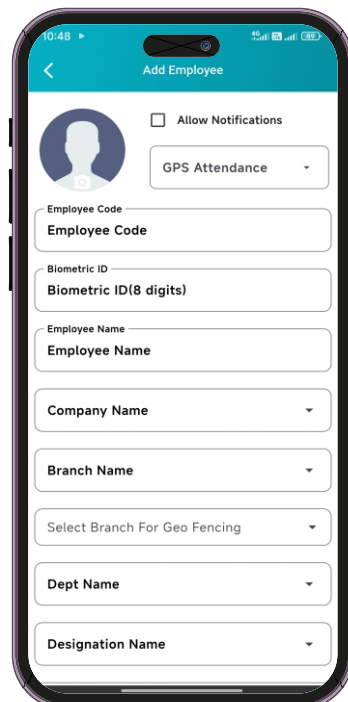
Steps to edit the employee details

- Go to total employee option
- Select the employee or click on edit
- Edit the details
- And click on update details.



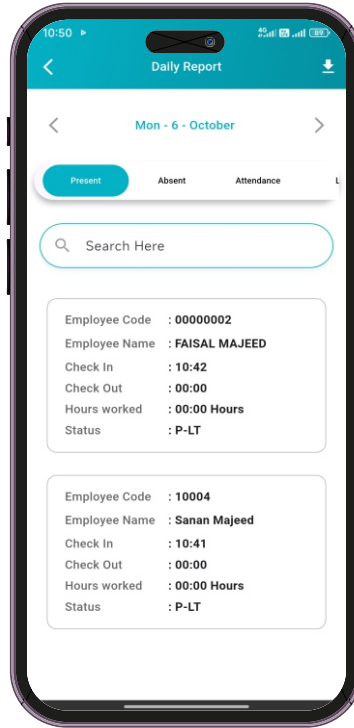
Steps to add a new employee

- Click on add employee icon
- Fill all the details of employee
- Click on save.



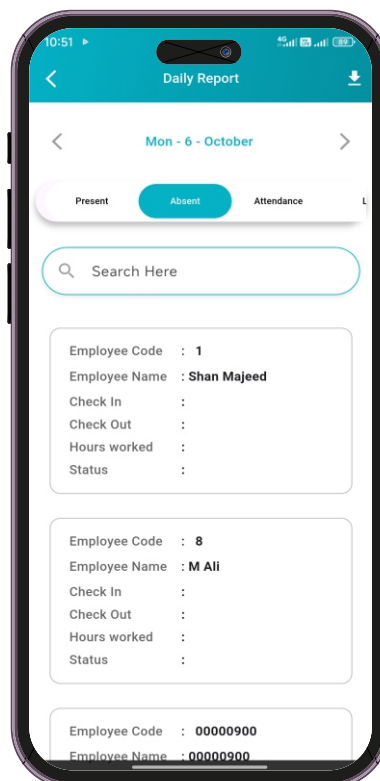
Present employee

Admin can check the daily present report from this option.



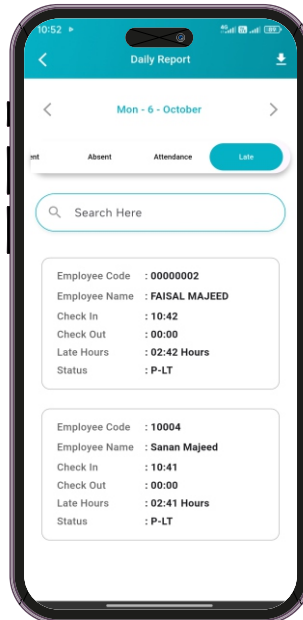
Absent report

Admin can check the absent report from this option.



Late employee

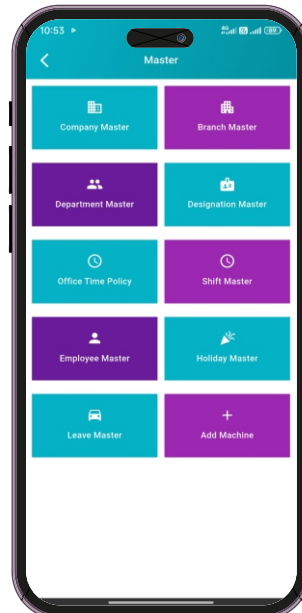
Admin can check late employee report from this option



Master

In this option you will get all the important fields (masters) of an employee.

1. Company master
2. Branch master
3. Department master
4. Designation
5. Office time policy
6. Shift master
7. Employee master
8. Holiday master
9. Leave master
10. Add machine.



Company master

Here Admin can check the list of companies you have created.
Admin can also add a new company from this option.

The screenshot shows the 'Company Master' screen on a mobile device. At the top, there is a teal header with a back arrow and the title 'Company Master'. Below the header, there are several input fields: 'Company Name' (containing 'AMT Biometrics'), 'Address' (containing 'G 10'), 'Email ID' (containing 'Email ID'), and 'Phone Number' (containing '3315423480'). Below these fields are two buttons: 'Reset' and 'Update'. Underneath, there is a list of two company entries. The first entry shows 'Company Name : Tech Pulse' and 'Address : G 10 Markaz Islamabad' with 'Remove' and 'Edit' buttons. The second entry shows 'Company Name : AMT Biometrics' and 'Address : G 10' with 'Remove' and 'Edit' buttons.

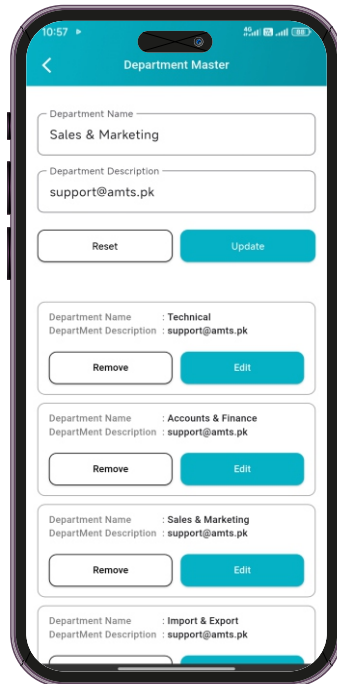
Branch master

Admin can edit and add the branch from branch master option.
Admin can add latitude, longitude and area for geo fencing from this option.

The screenshot shows the 'Branch Master' screen on a mobile device. At the top, there is a teal header with a back arrow and the title 'Branch Master'. Below the header, there are several input fields: 'Branch Name' (containing 'Islamabad'), 'Address' (containing 'G-10 Markaz Islamabad'), 'Phone Number' (containing '3315423480'), and 'Email' (containing 'support@amts.pk'). Below these fields, there are two separate input fields for 'Latitude' (containing '33.6770905') and 'Longitude' (containing '73.0160781'), with a location pin icon to the right. Below these is an 'Area (in Meter)' field (containing '10'). At the bottom, there are two buttons: 'Reset' and 'Update'.

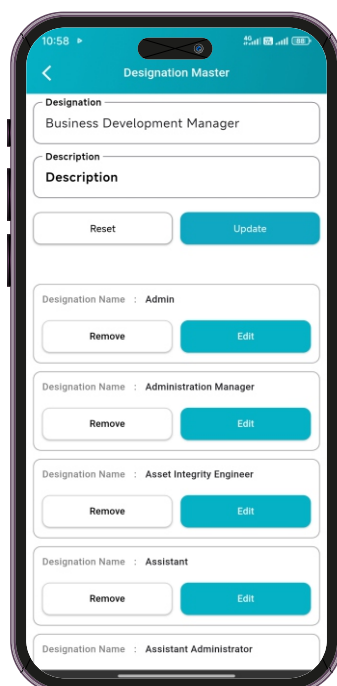
Department master

Admin can check the list of department which already created
Admin can also add new departments from this option.



Designation

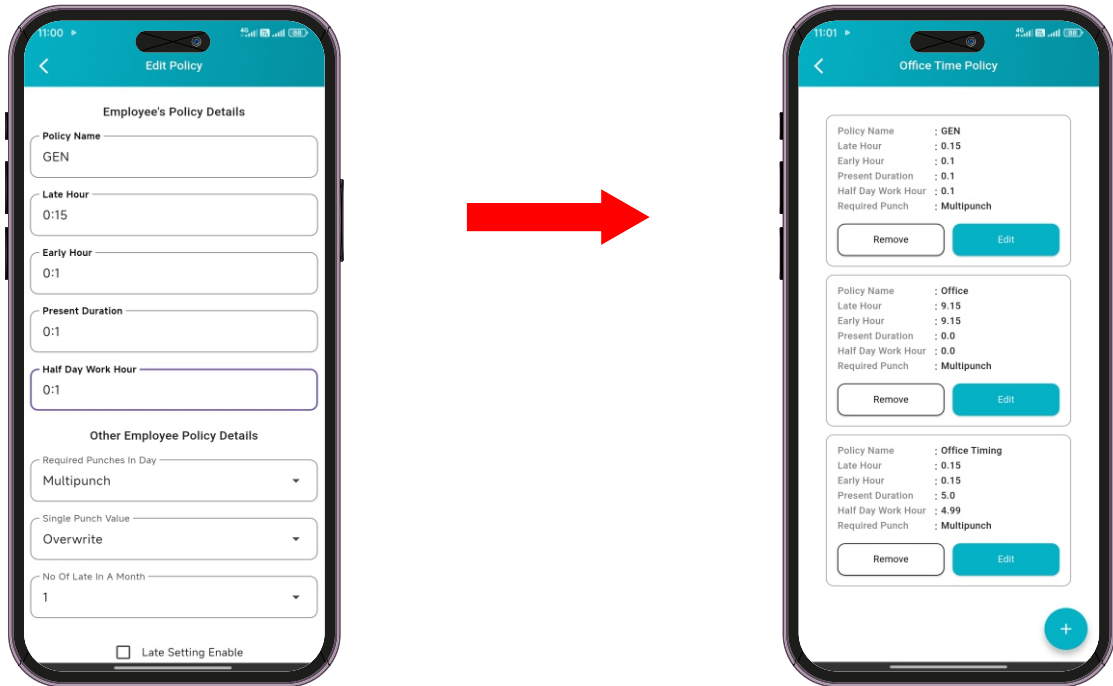
Admin can check the list of designation which already created
Admin can also add new designation from this option.



Office Time Policy

Admin can add all the policies from this option like late arrival, early departure, half day condition etc.

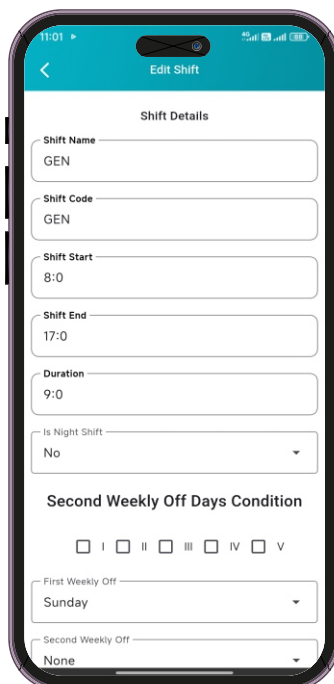
Admin can also check the list of office time policies which already created.



Shift master

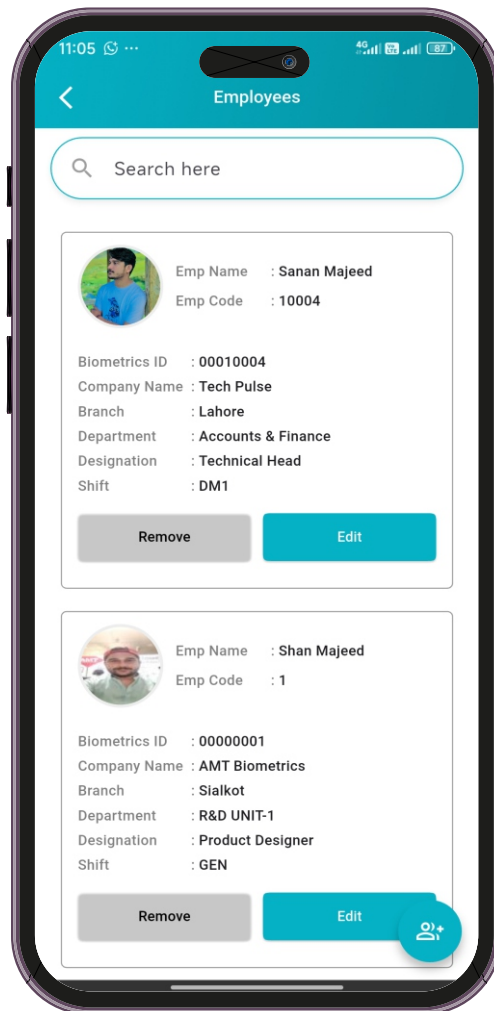
Admin can add a new shift from shift master.

Admin can also check all the shifts here.



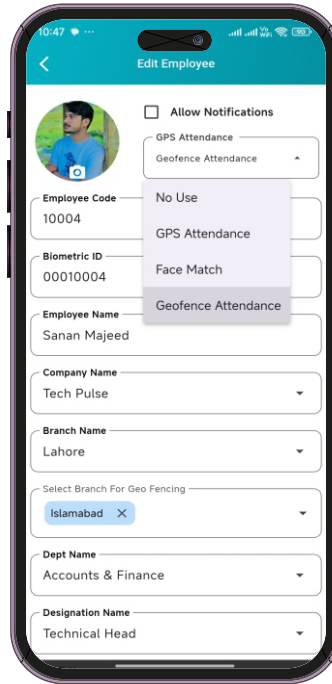
Employee master

Admin can check, edit the employee details from this option.
Admin can also add new employee from this option.



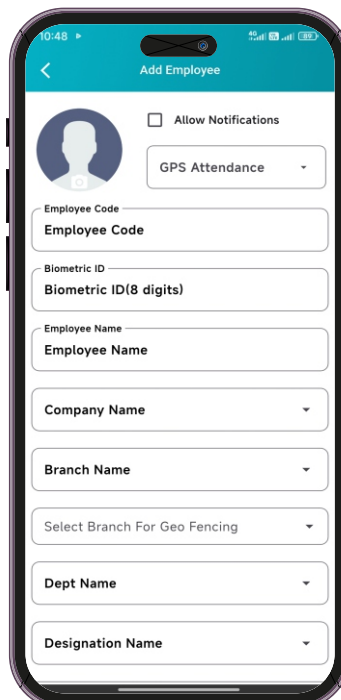
Steps to edit the employee details

- Go to add employee option
- Select the employee or click on edit
- Edit the details
- And click on update details.



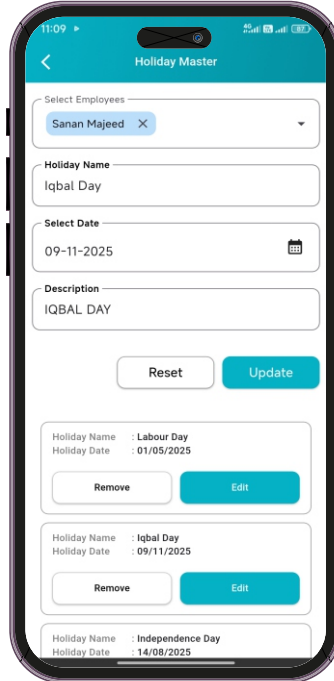
Steps to add a new employee

- Go to add employee
- Click on add employee icon
- Fill all the details of employee
- Click on save.



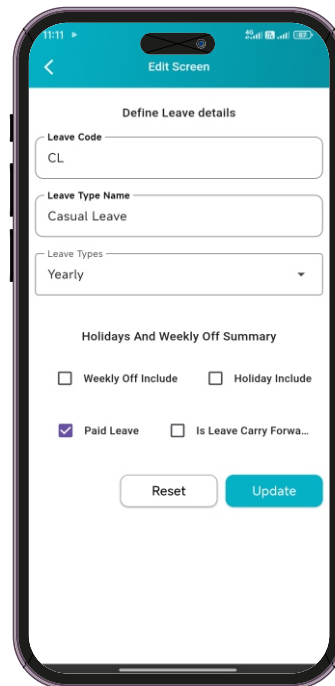
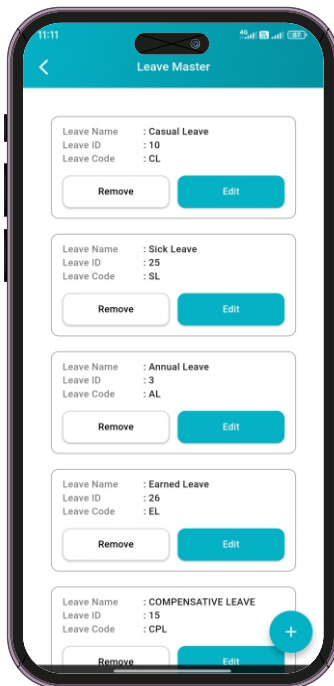
Holiday master

Admin can add holiday or check the list of holiday which already created from this holiday master option.



Leave master

Admin can add or check all the leaves from leave master option.

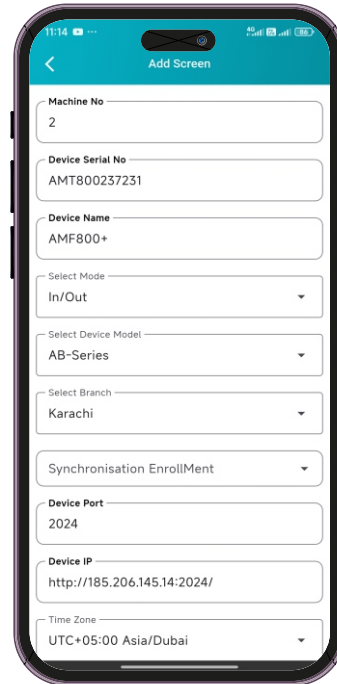


Add machine

Admin can add machine and check all the machines list from this machine master option.

Steps to add new machine

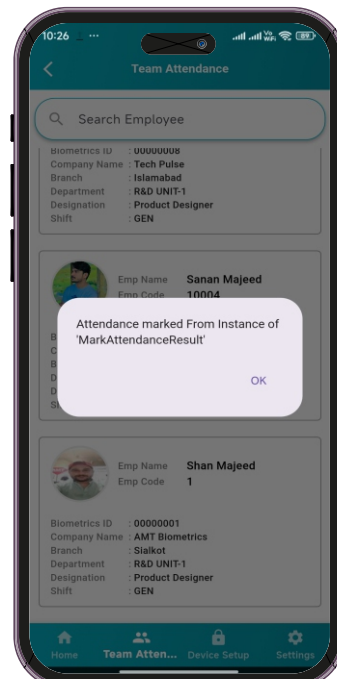
- Enter device id
- Enter device serial number.
- Select machine model or machine type
- Enter port number
- Select branch and click on save button.



Team attendance

Admin can insert manual punch from this option.

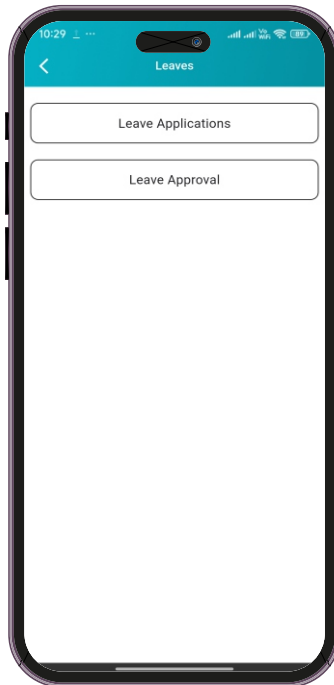
- Steps to add manual attendance
- Click on employee
- Add remarks & click on ok
- Take a photo



Leaves

Admin can assign the leave to the employees from this option

Admin can also have approved or unapproved the leaves which is applied by the employees to the admin.



Steps to assign the leave to the employees

Go to leave application

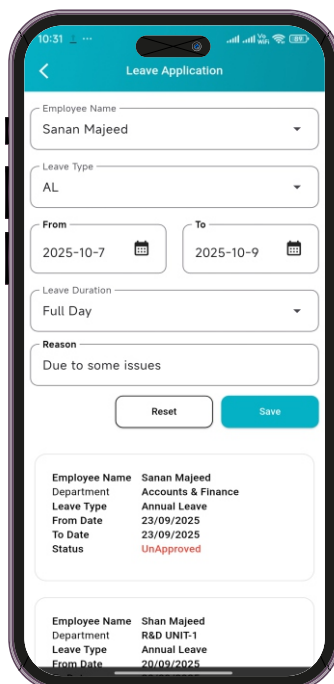
Select employee

Select leave code

Select from date to date

Enter the reason

Click on save



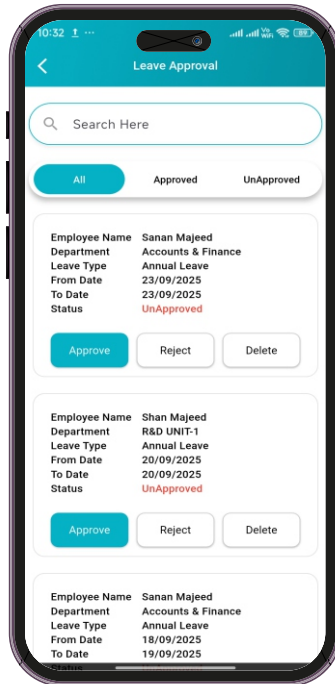
Steps to approved the leave

Go to leave approval

Now here admin can check all the leaves applied by the employees

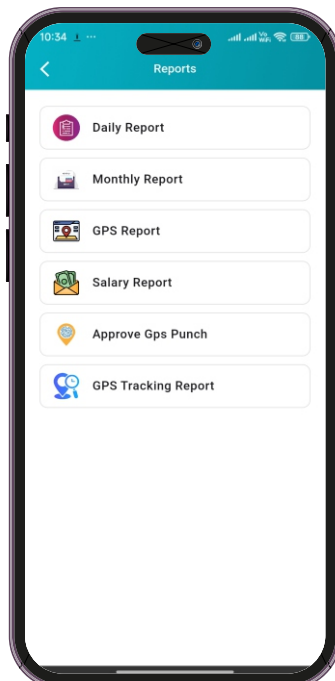
If admin want to approved the leave, select employee name

And click on approved otherwise click on reject or delete.



Report

Admin can check all the reports from this report option.



1. Daily report

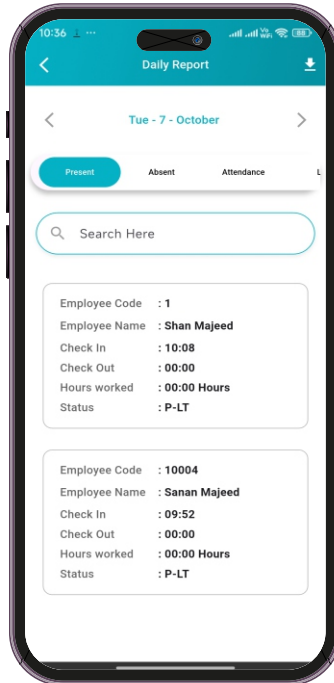
Admin can check daily report from this option.

Select date

Select report which you want to check.

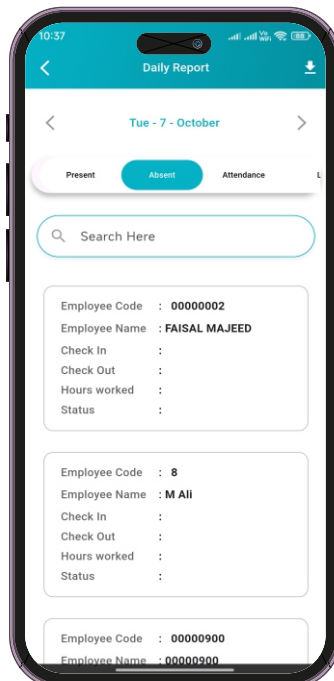
Present report

Here you can check only present employees report.



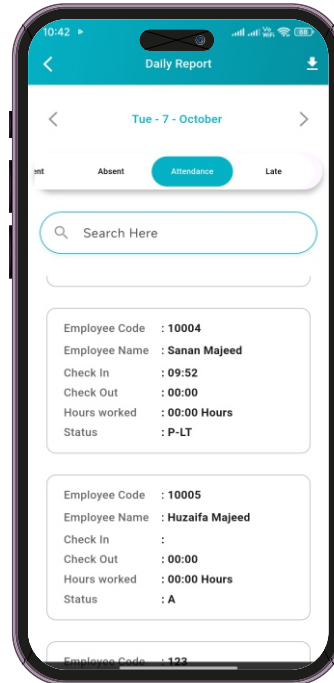
2. Absent report

Here admin can check only absent employees report.



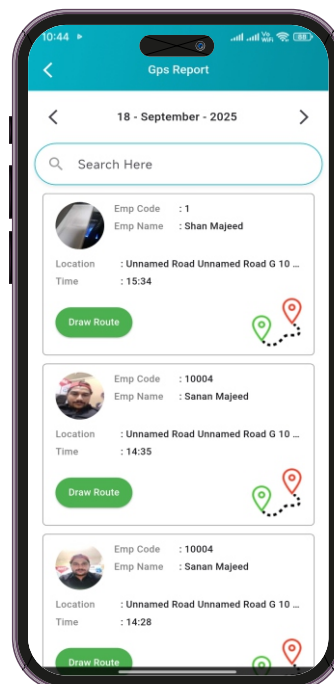
3. Attendance report

Here admin can check present and absent employees report.



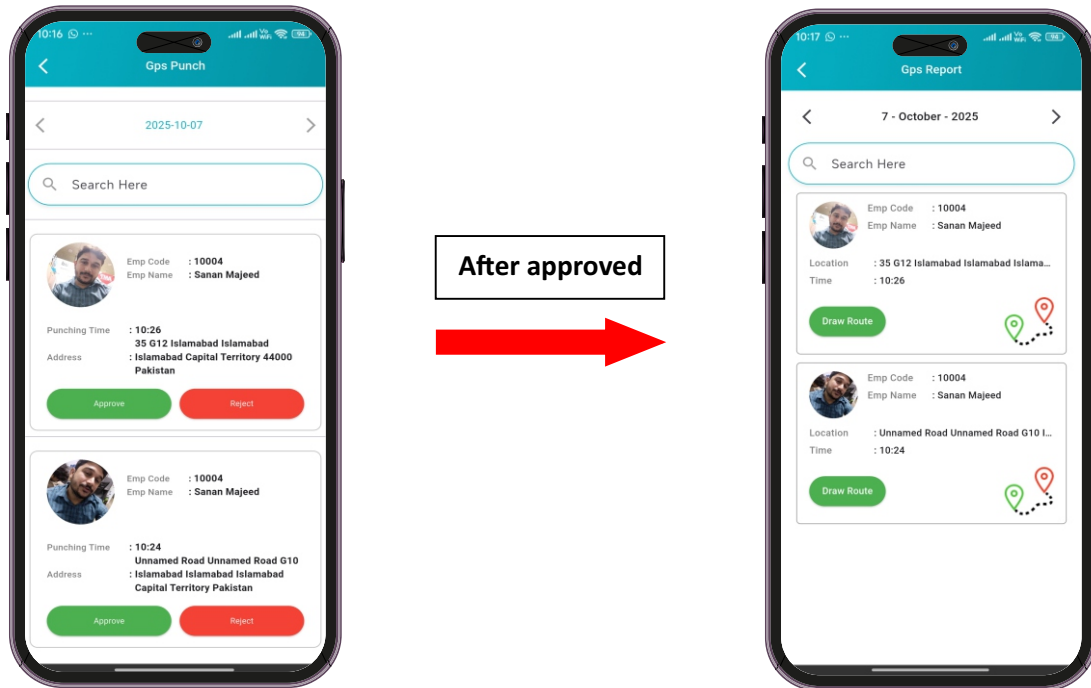
4. GPS Report

Admin can check report of those employees who marks their attendance through mobile application (GPS punch).



1. Approved GPS Punch

Admin can have approved or reject the GPS Punch of employee from this option.



6. GPS Tracker Report

From GPS Tracker Report admin can check employee's current location even admin can also check their route direction at every hour.

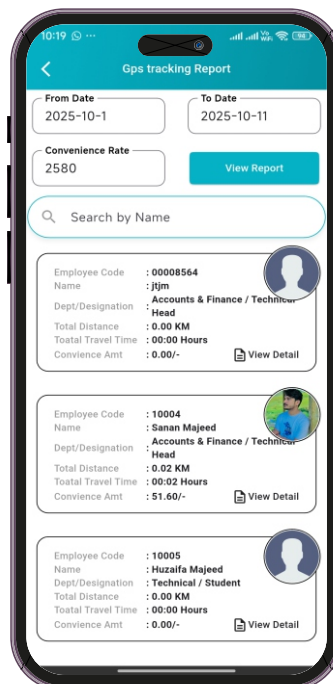
Steps to check GPS Tracking Report

Approved the GPS Punch of the employee

Then go to GPS Tracking report option

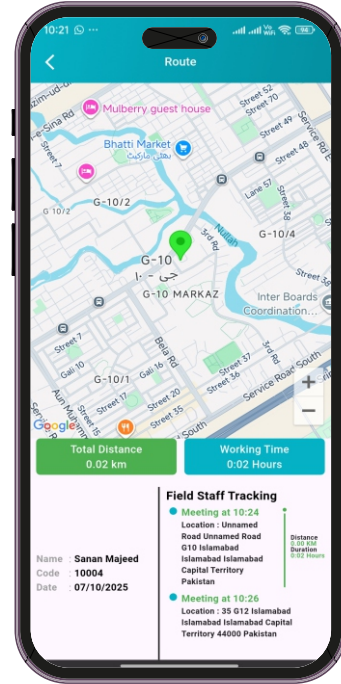
Select date and convenience rate

Then click on view report.



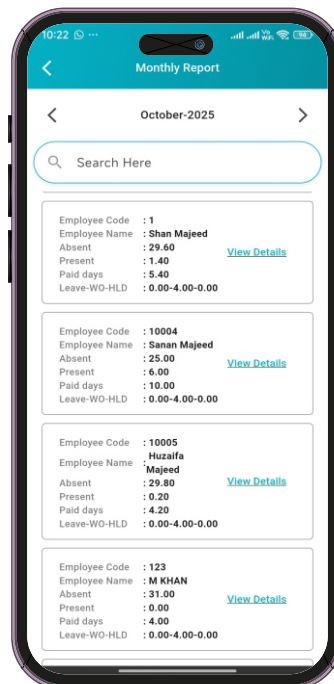
Steps to check route direction

- Go to GPS Tracker than select the employee.
- Select time (after that you will directly get their route direction report).
- After that you will see Tracker will be ON and GPS also will be ON and the status of the employee will be online.
- Then go to Report then GPS Report.
- Select date.
- Click on route direction.



7. Monthly Report

- Here admin can check the employees monthly report
- It will show you total present in a month
- Total absent in a month, total leave-WO-holiday and working days also.

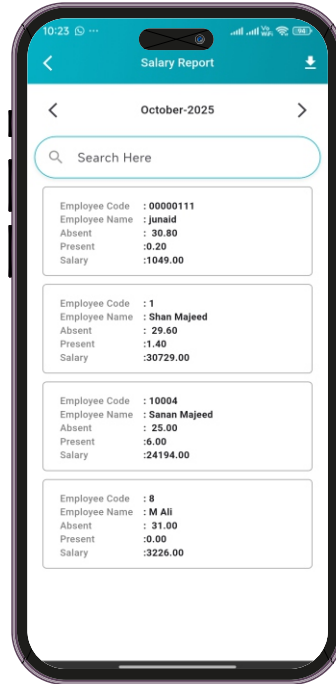


8. Salary Report

Admin can check monthly salary report of the employees from this option

Steps to check salary report

- Go to salary report option
- Select month
- Click on show salary.

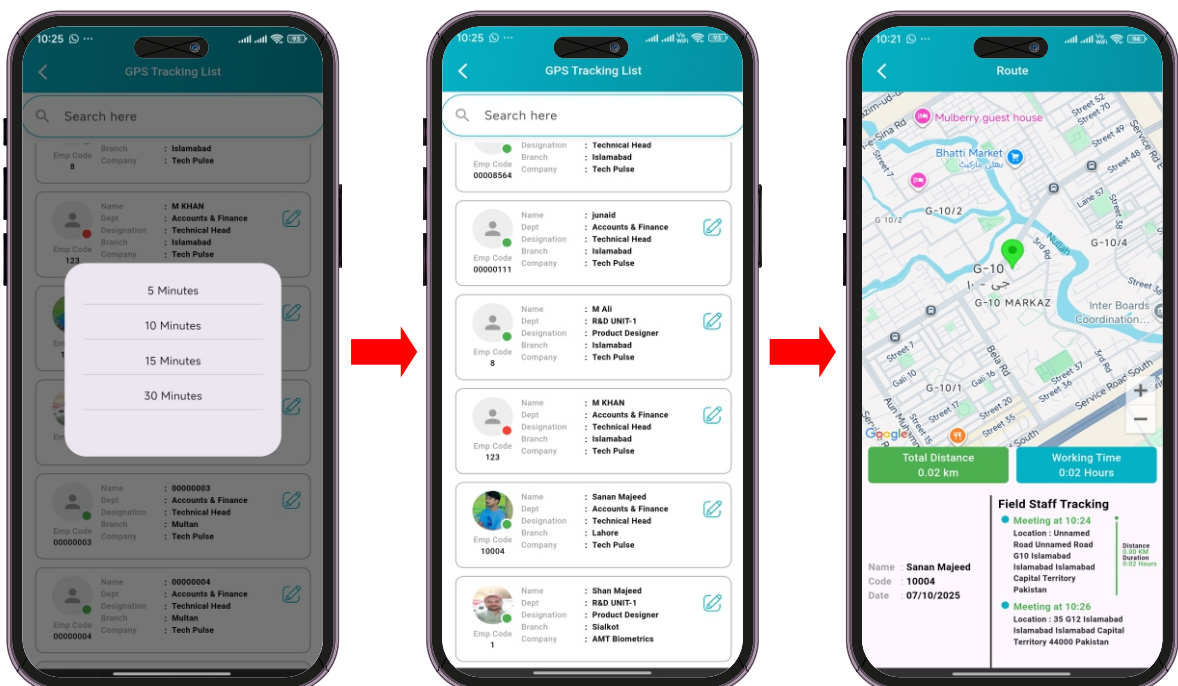


GPS Tracker

GPS Tracker will trace the employee's current location

Steps to enable the GPS tracker

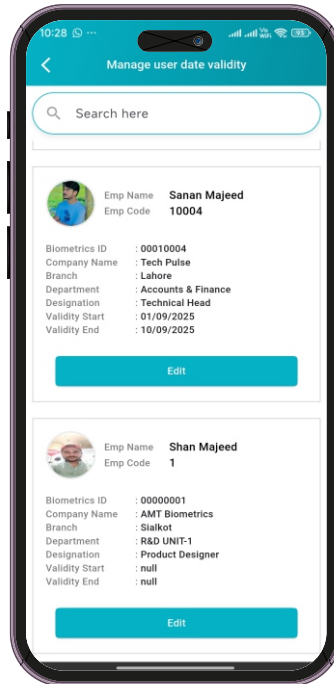
- Go to GPS tracker option
- Select the employee
- Select the time
- After that it will show you employee online but you will trace the location when employee's mobile will connect to the internet.



Manage user date validity

1. Users list

Here admin can check employees details with their date validity.
Admin can also edit the employees date validity.



2. Assign Validity

Admin can upload start and end date validity for access from this option

Steps to Assign Validity

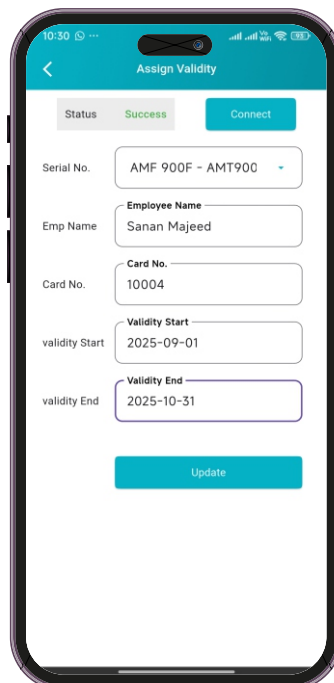
Go to Device setup

Select the employee and click on edit

Select the machine serial number and click on connect (Be sure your device is connected)

Enter validity start and validity end date

Then Click on update

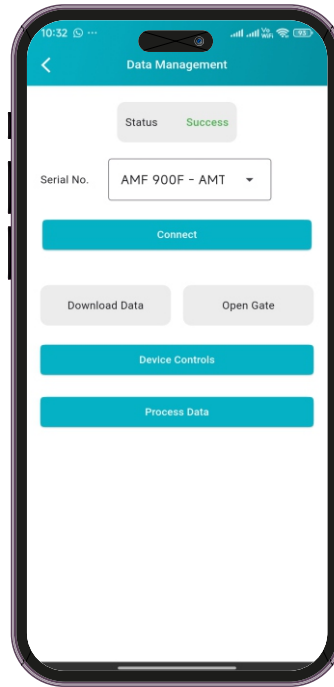


3. Data management

Admin can download the data and process the data from this option

Admin just have connected the device.

Admin also can open the gate if you're using access control



4. Remote Enroll

Admin can send command to add a user to device

Admin just have connected the device.

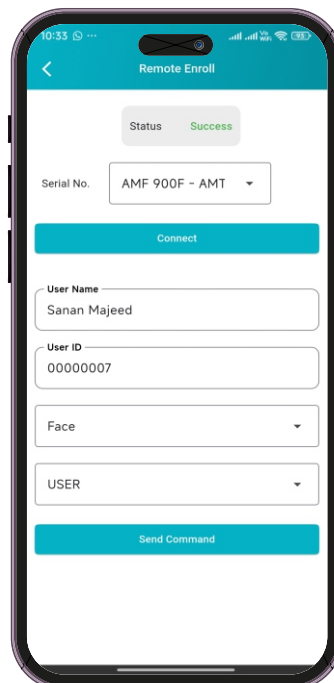
Enter user name & user ID

Select backup number (Finger, Card, Face and QR Code)

Select User type (User or Manager)

Click on send command

The sensor will be ON on the machine. where user can scan their face, finger, card and QR code and user will be enrolled.



5. Photo Enroll

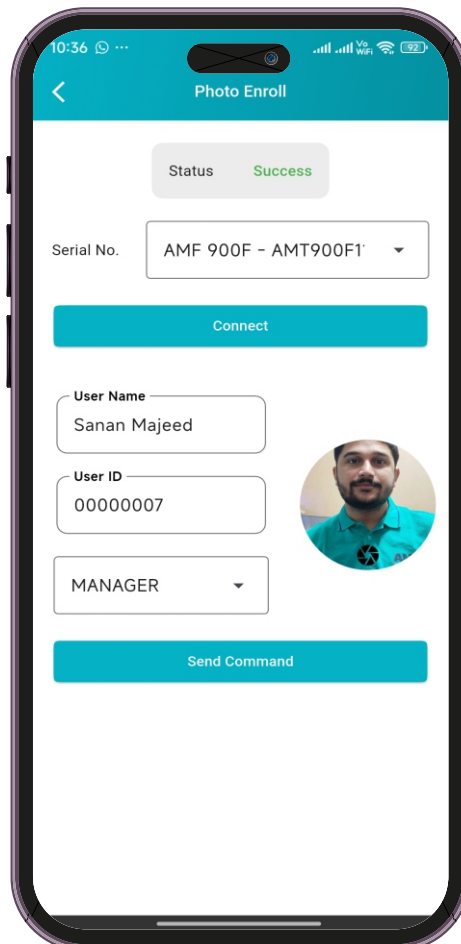
Admin can send command to add a user by taking photo in device
Admin just have connected the device.

Enter user name & user ID

Select User type (User or Manager)

Click on camera and take a photo of that user which is gonna be enrolled

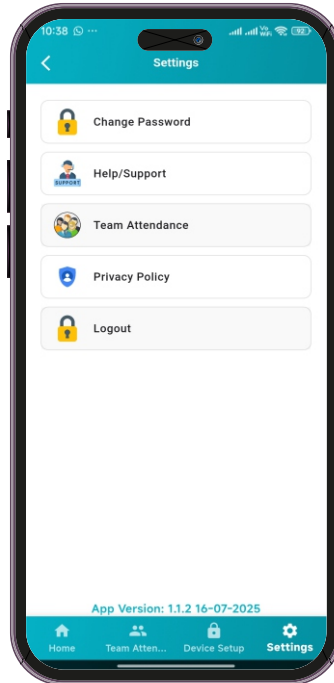
Click on send command



Settings

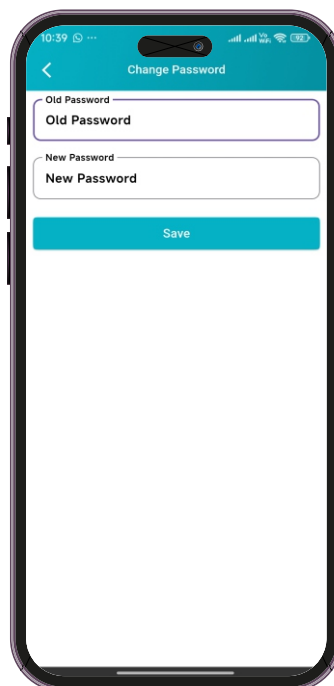
In settings admin can change login password.

In Team attendance admin can mark attendance of any user



Change password

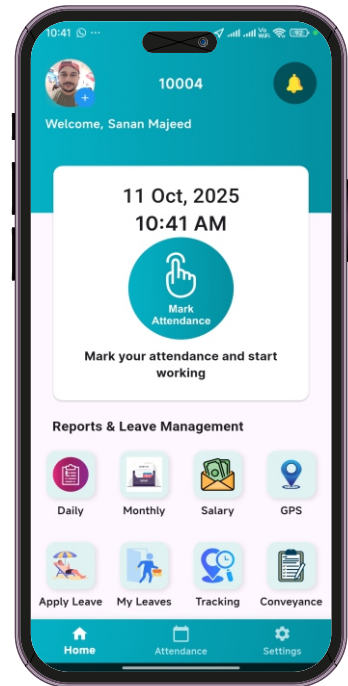
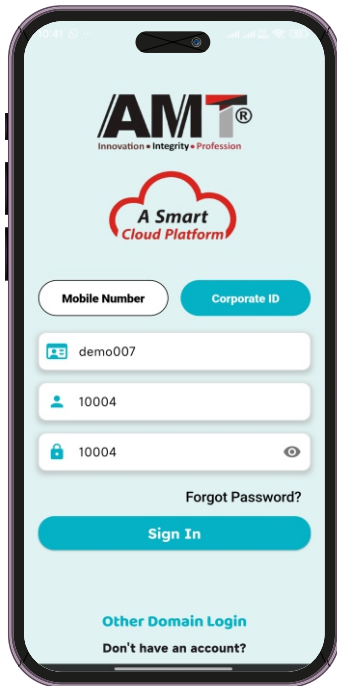
Admin can change login password of the account from this option.



USER LOGIN

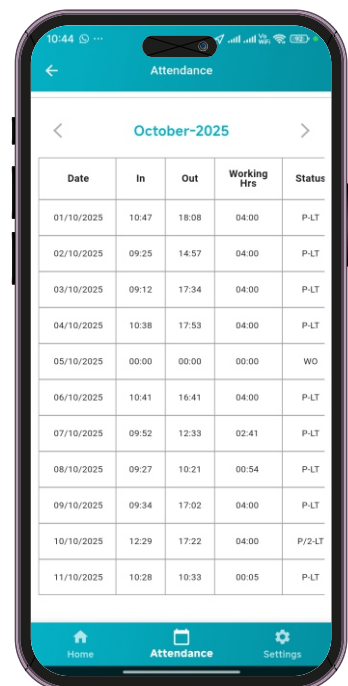
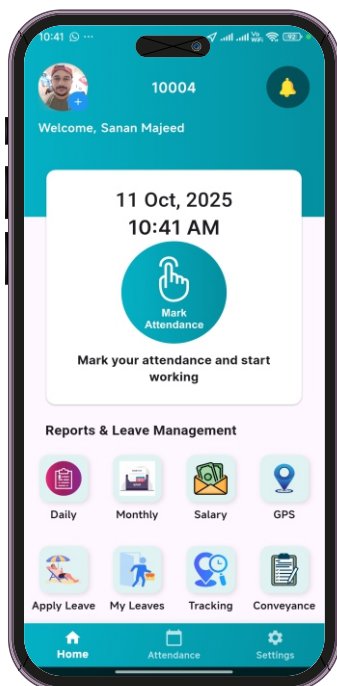
User Login

This is user login panel. Corporate id will be the same as admin user name will be employee code and password will be same as user code it can be change.



Attendance details

User can check their monthly attendance details.



Mark attendance

Employee can mark their attendance through this option when they are at other location.

Steps to mark attendance

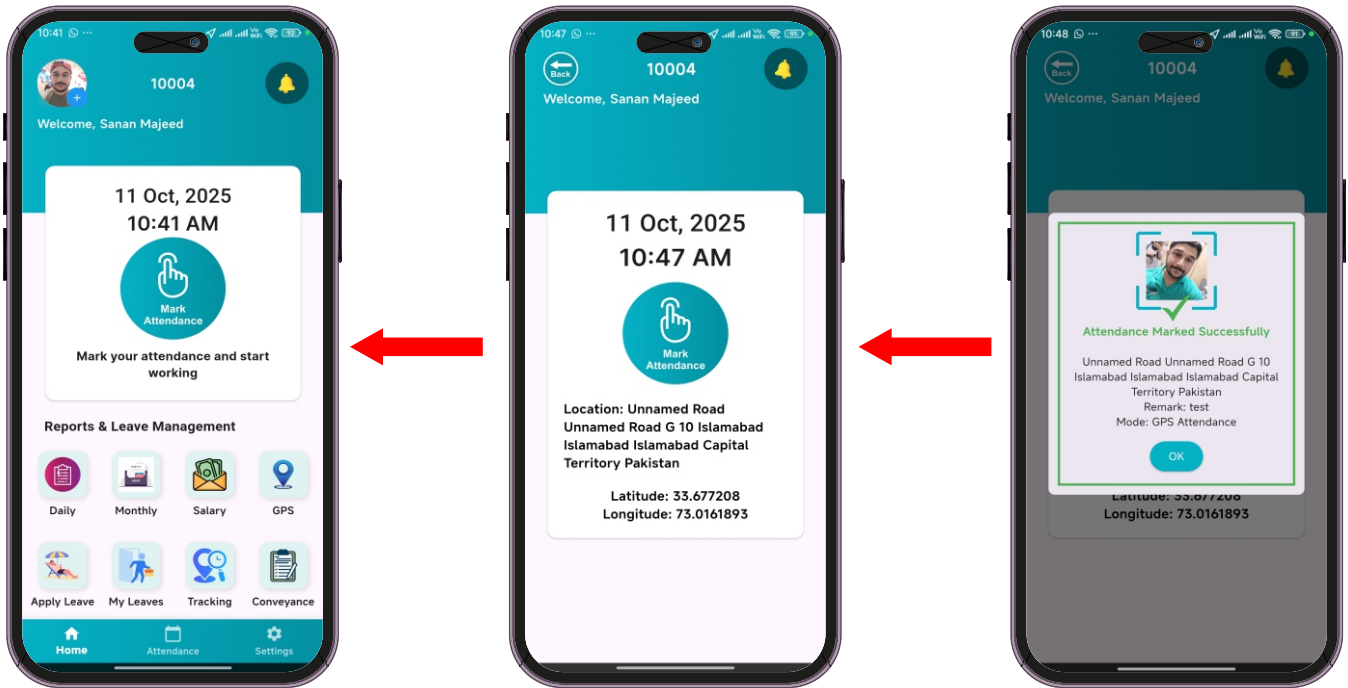
Click on location Icon

Click on GPS attendance or GEO fencing or Face Detect

Click on mark attendance.

Enter remarks and take a photo

Then you will receive a pop-up that your attendance is successfully marked



Apply For Leave

Employee can apply for the leave from this option.

Steps for leave request

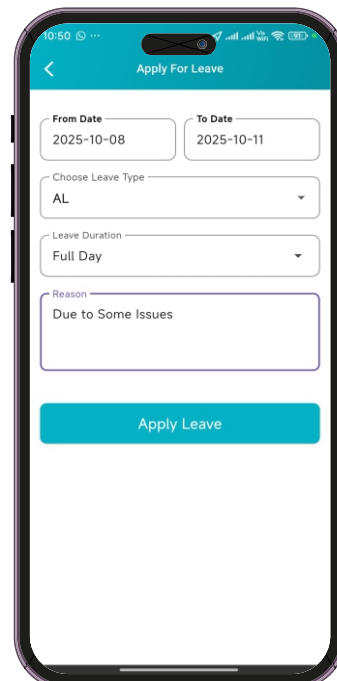
Go to apply leave

Select leave type

Select date of leave

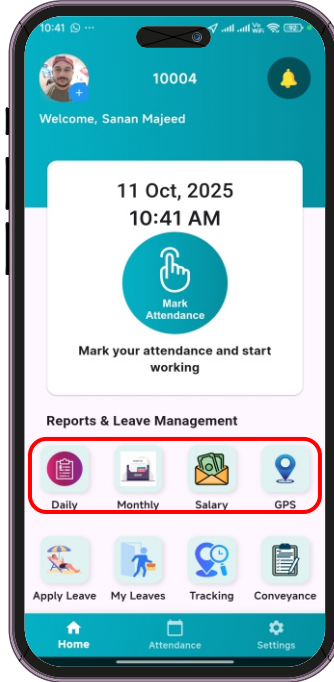
Enter the reason

Click on apply leave.



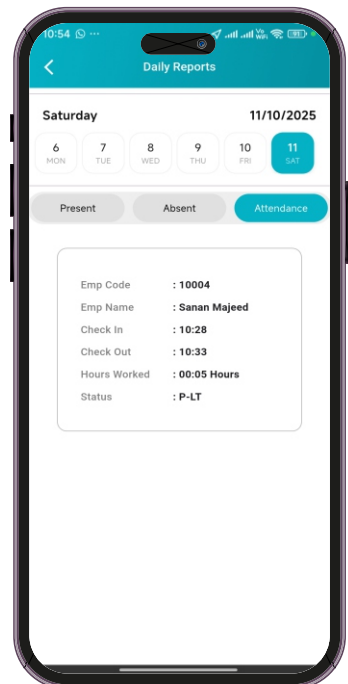
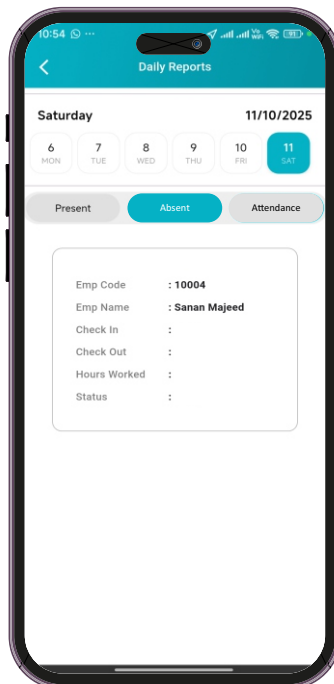
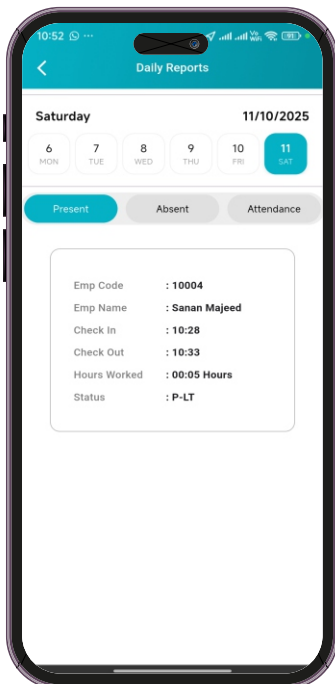
Reports

Employee can check their attendance report from this option



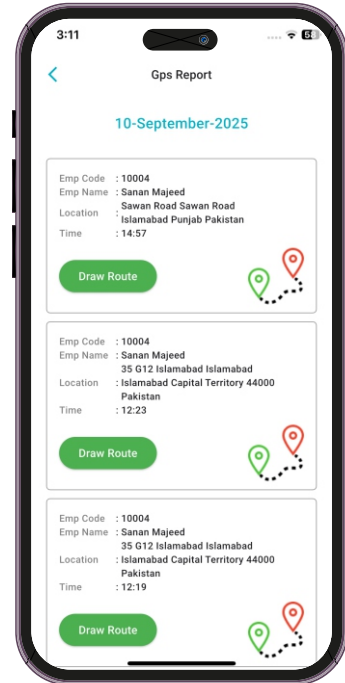
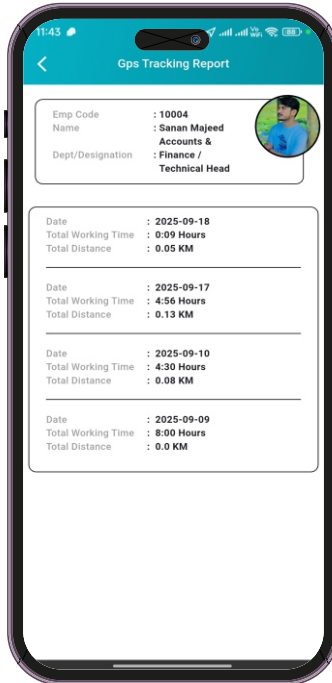
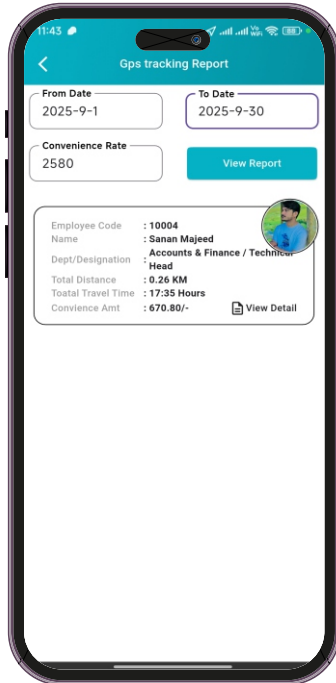
Daily report

You can check your present, absent and attendance report also from this option.



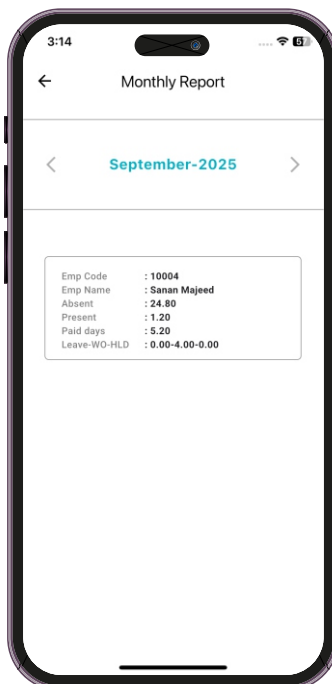
GPS Tracker Report

Employee can check the GPS Tracker report from this option.



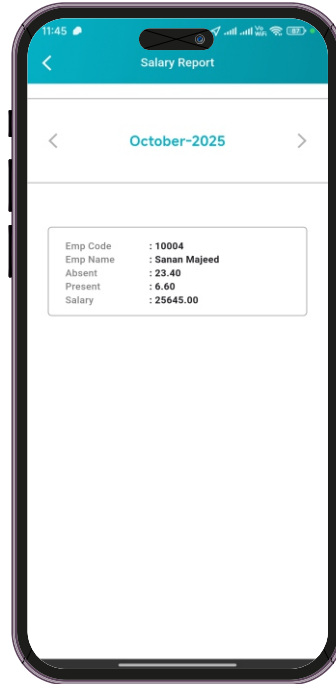
Monthly report

User can check their monthly report from this option.



Salary report

User can check their salary report also from this option



Settings

User can change the password.

