Do It Fast IT

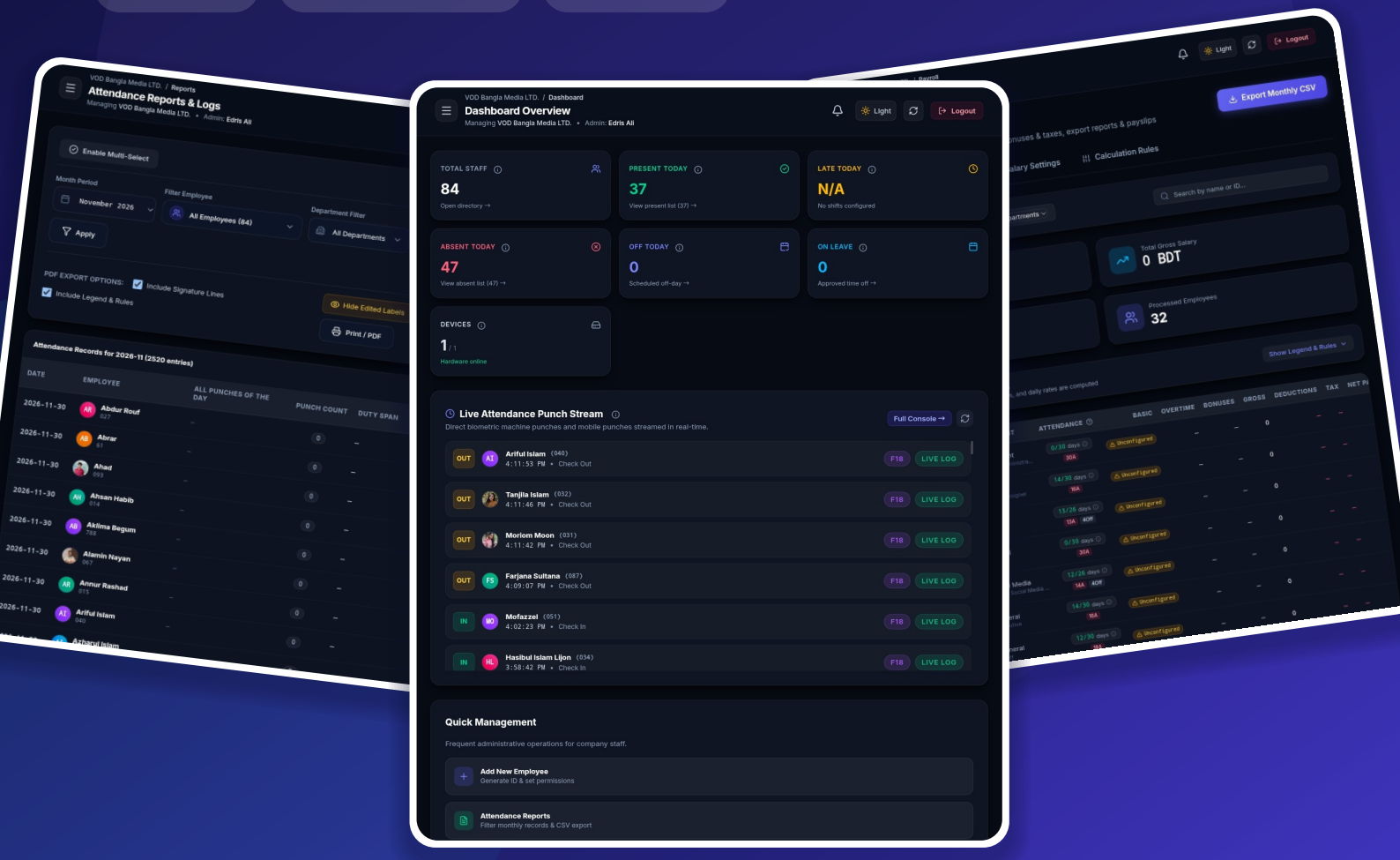
ENTERPRISE ATTENDANCE, PAYROLL & HR SUITE

COMPLETE FEATURE GUIDE

HR Management Cloud

Every module of the admin portal, explained with real screens: attendance, payroll, leave, devices, documents and security in one cloud platform.

23 Modules | Live Biometric Sync | Payroll Ready

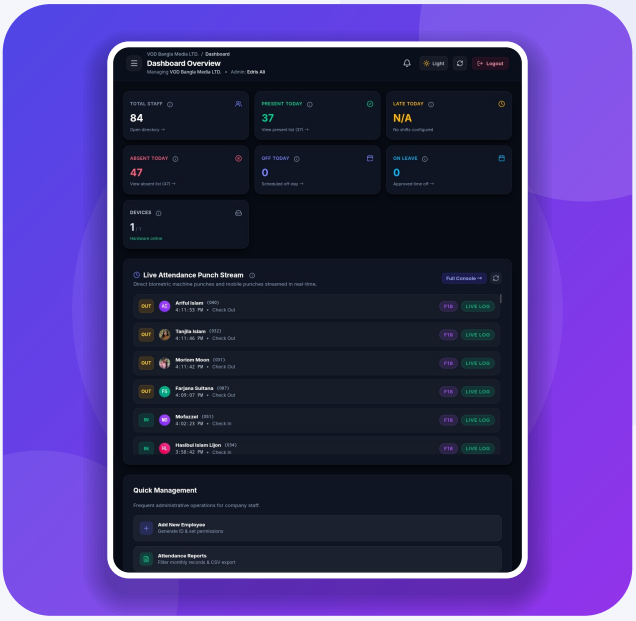


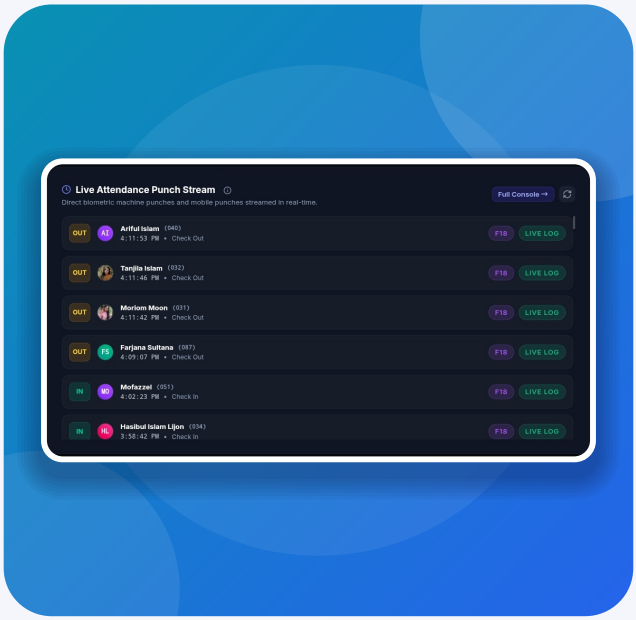
01

Dashboard Overview

Real-Time Workforce Command Centre

The landing page of the admin portal. Live cards show Total Staff, Present, Late, Absent, Off Today, On Leave and online devices, alongside a real-time punch stream and quick-action shortcuts. Managers see who is in, who is absent and whether hardware is working at a glance, and can act on attendance issues immediately.





02

Live Attendance

Live Punch Monitoring Console

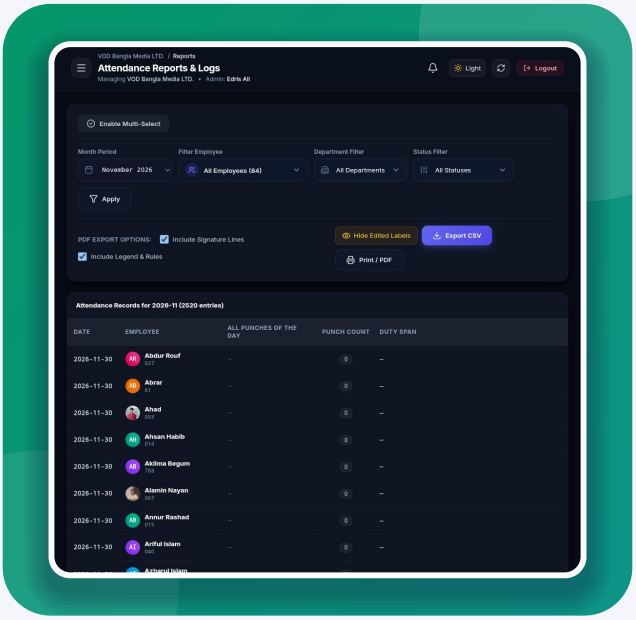
A full-screen console that streams every biometric and mobile check-in and check-out as it happens, with employee name, ID, time and source device. HR spots missed punches and irregular attendance during the day rather than discovering them at month-end.

03

Attendance Reports

Comprehensive Records & Export Centre

Month-wise records filtered by employee, department and status, showing all punches, punch count and duty span. Export to CSV or print a PDF with signature lines and a legend. It replaces manual spreadsheet compilation with audit-ready reports in seconds.

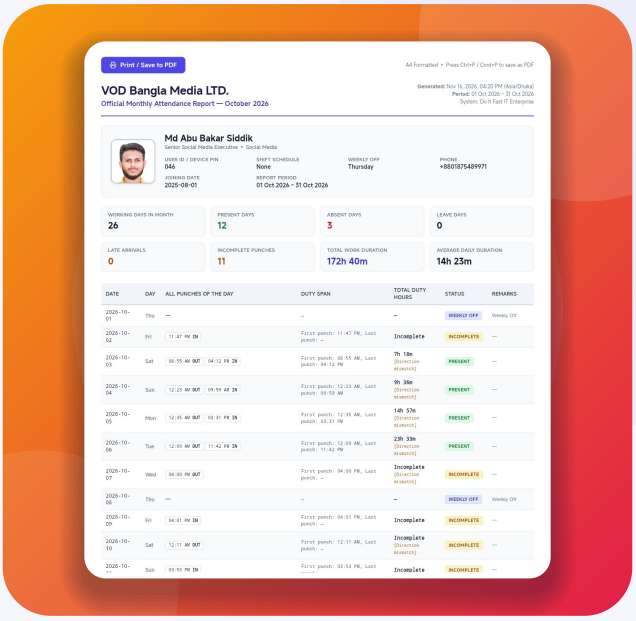


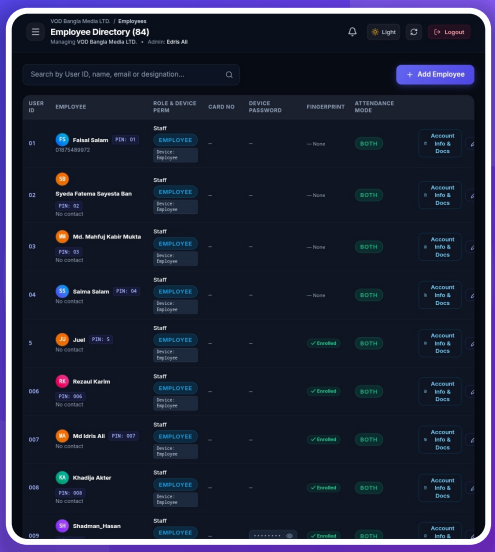
04

Monthly Attendance Report (PDF)

Official Employee Attendance Statement

A formal A4 report for each employee, summarising working days, present, absent and leave days, late arrivals, incomplete punches and total work duration, followed by a day-by-day punch table. It settles payroll queries and attendance disputes with a clear, printable record.





05

Employee Directory

Centralised Employee Master Records

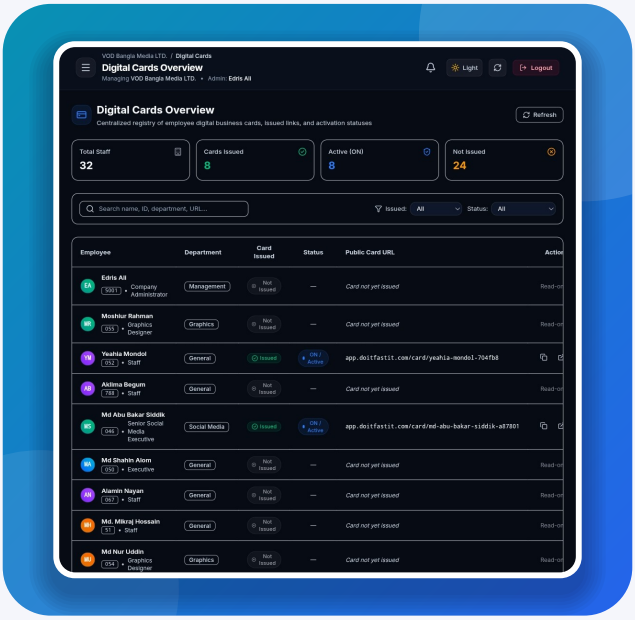
The master list of all staff, searchable by ID, name, email or designation, with PIN, role, device permission, fingerprint enrolment and attendance mode. Add, edit and manage documents from one place, eliminating scattered spreadsheets and duplicate records.

06

Digital Cards

Digital Business Card Registry

A central registry showing cards issued, active and not issued for every employee, with each public card URL ready to copy or open. The company can issue and control professional digital cards without printing costs or reprint delays.

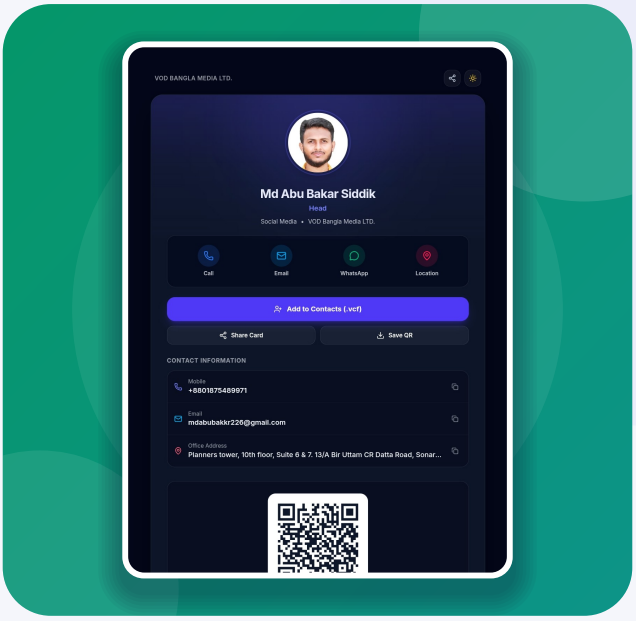


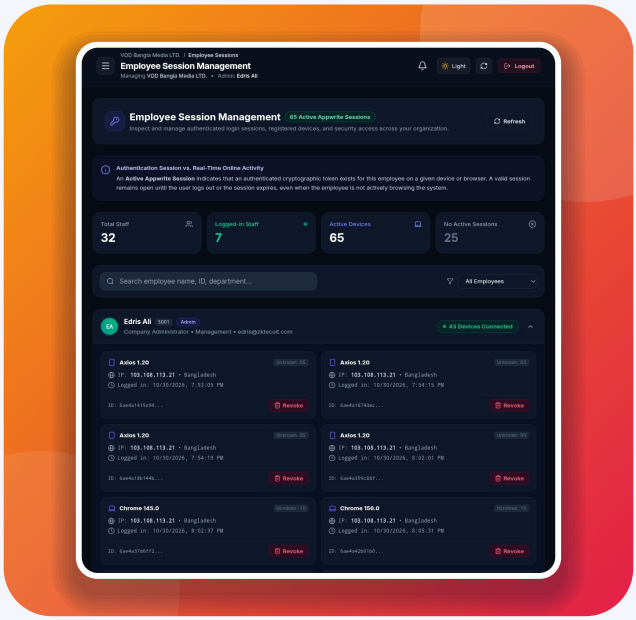
07

Public Digital Business Card

Shareable Professional Contact Card

A mobile-friendly card with photo, designation and company, plus one-tap Call, Email, WhatsApp and Location, Add to Contacts (.vcf) and a scannable QR code. Customers and partners always get current details, solving lost or outdated paper cards.





08

Employee Sessions

Login Session & Device Security Control

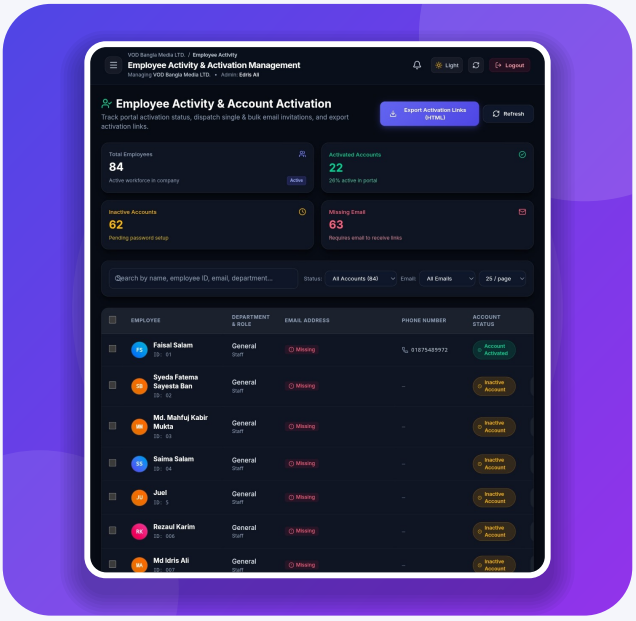
Lists every active login session per employee with browser, operating system, IP address, location and login time, and allows any session to be revoked in one click. It protects the organisation from unauthorised access and lost or shared devices.

09

Employee Activity

Account Activation & Onboarding Tracker

Tracks activated, inactive and missing-email accounts, and lets admins send single or bulk email invitations and export activation links. It solves low portal adoption by showing exactly who is pending and who needs follow-up.

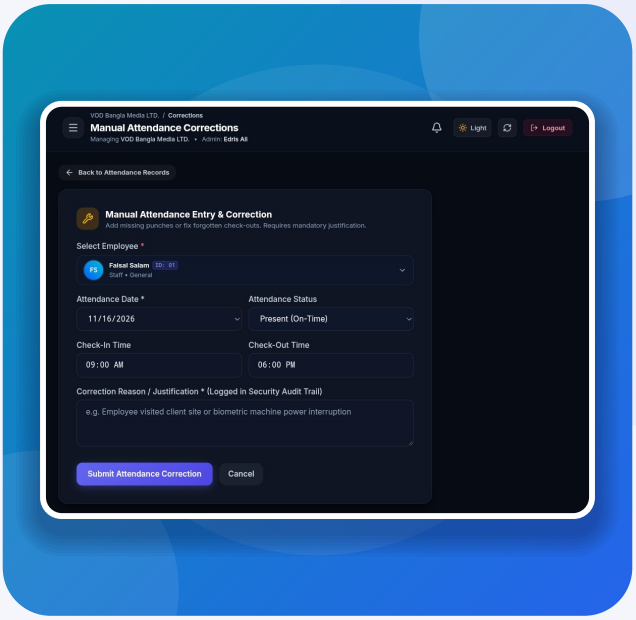


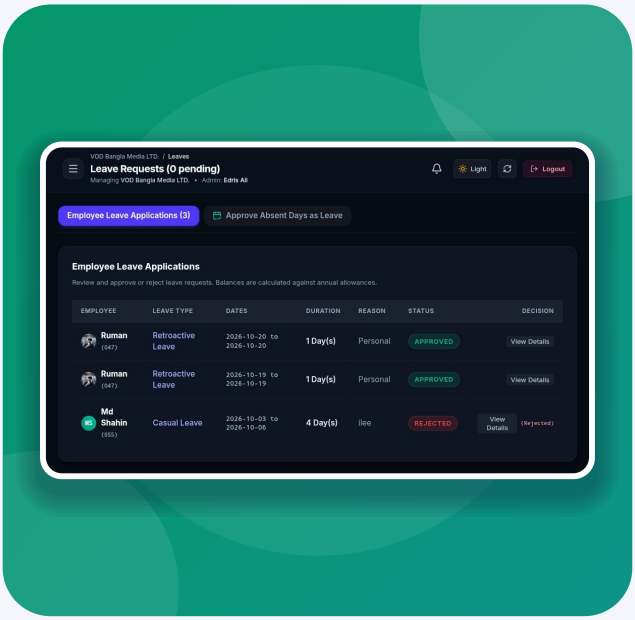
10

Manual Corrections

Audited Attendance Correction Workflow

Add a missing punch or fix a forgotten check-out by selecting the employee, date, status and times. A justification is mandatory and recorded in the security audit trail, so device outages and field visits are handled transparently and accountably.





11

Leave Requests

Leave Application Review & Approval Desk

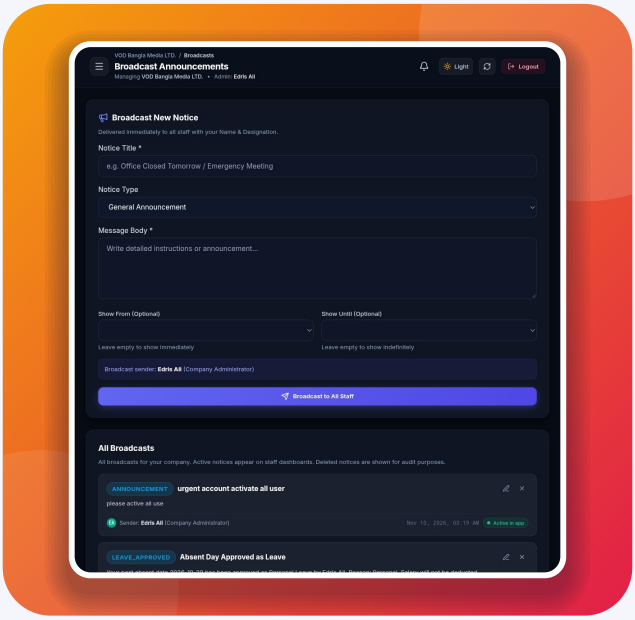
Review employee leave applications with type, dates, duration, reason and status, then approve or reject them. A second tab converts past absences into approved leave without salary deduction, replacing informal leave handling with a clear, accurate process.

12

Broadcasts

Company-Wide Announcement Channel

Publish notices with a title, type, message and optional display dates; they reach every employee's dashboard instantly. The full history can be edited or removed, with deleted notices retained for audit, so important instructions never get lost in chat groups.

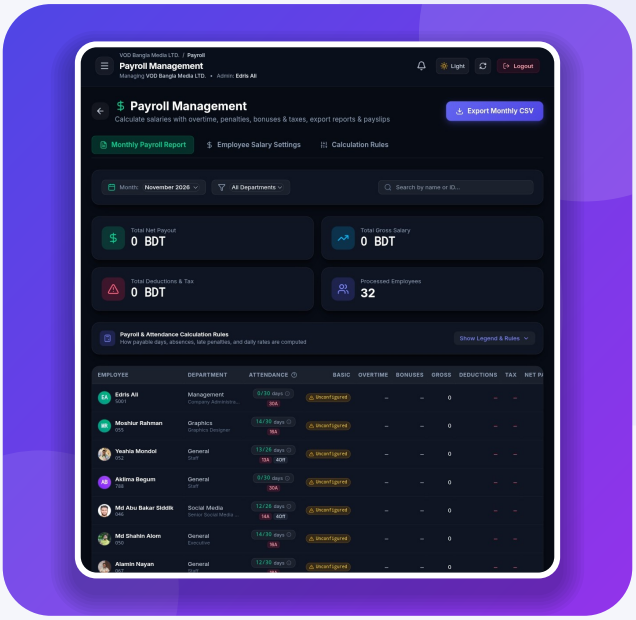


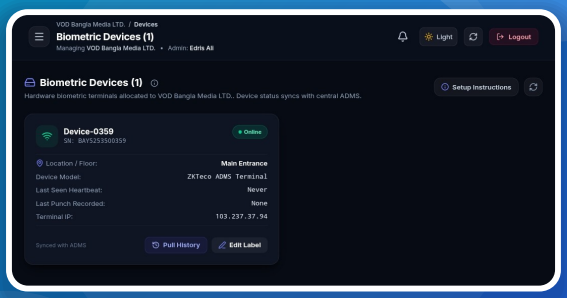
13

Payroll

Automated Payroll Processing & Reporting

Calculates monthly salaries from real attendance, including overtime, penalties, bonuses and tax, across Monthly Payroll Report, Salary Settings and Calculation Rules tabs. Export to CSV, flag unconfigured salaries and cut manual calculation errors at month-end.





14

Biometric Devices

Biometric Terminal Monitoring & Sync

Shows each ZKTeco ADMS terminal with its serial number, online status, location, last heartbeat and IP address. Admins can pull punch history and rename devices, so connectivity problems and missing punch data are detected quickly.

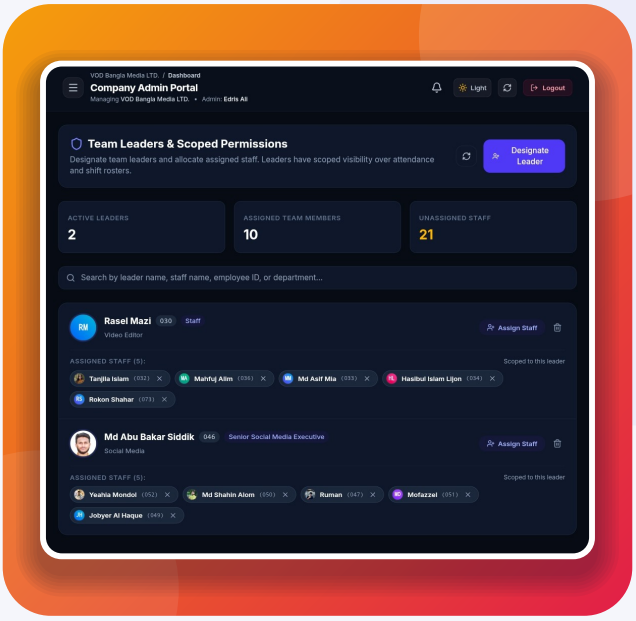
15

Shifts & Rosters

Shift Scheduling & Punctuality Management

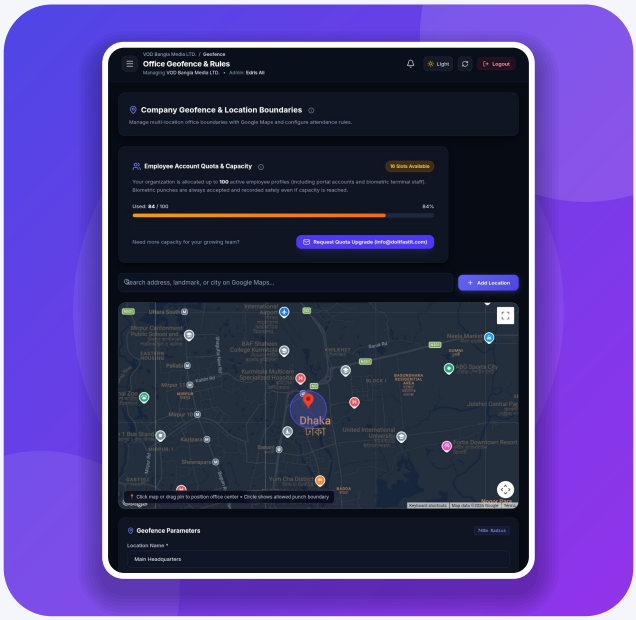
Define custom working hours, grace periods and overnight shifts, then bulk-assign staff. Lateness is measured against each person's own schedule, solving the limits of one fixed timing for morning, evening and night teams.





16
Team Leaders
Delegated Supervision with Scoped Permissions

Designate team leaders and assign staff to them. Each leader sees attendance and rosters only for their own team, spreading supervision across the organisation without exposing company-wide data.



17
Office Geofence & Rules
Location Boundaries, Capacity & Office Hours

Draw office boundaries on Google Maps with an adjustable radius from 20 m to 2000 m, monitor the employee account quota, and set office hours and grace period. It blocks punches from outside approved locations and keeps company time rules consistent.

18
Letterhead & Official Documents
Branded Official Document Management

The configuration area for the company's letterhead and official documents, keeping paperwork issued through the platform consistent and professionally branded. It saves HR time on repetitive document preparation.

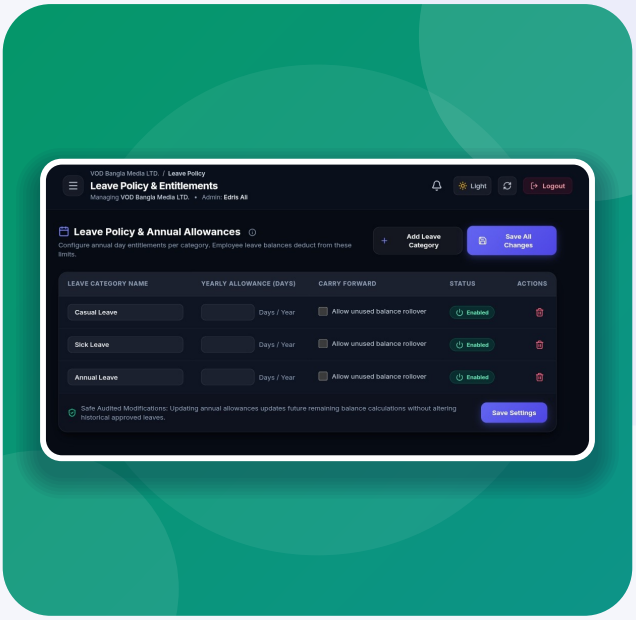


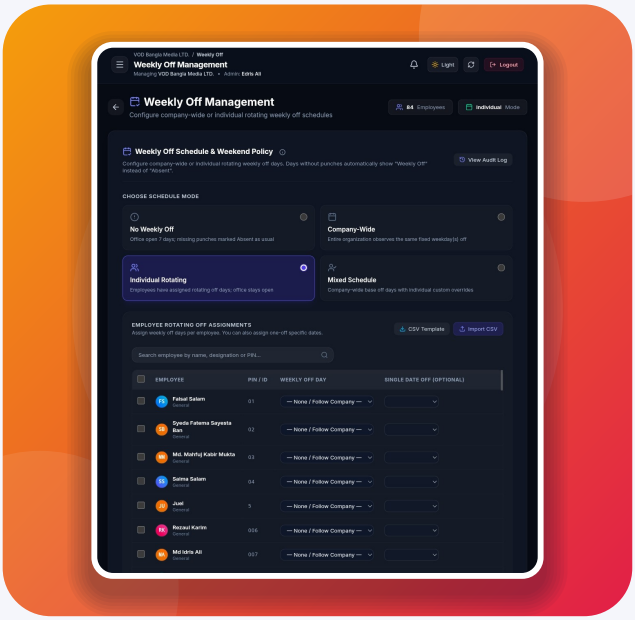
19

Leave Settings

Leave Policy & Entitlement Configuration

Define leave categories such as Casual, Sick and Annual with yearly allowances, carry-forward rules and status. Changes apply only to future balance calculations, leaving historical approved leaves untouched.





20

Weekly Off Schedule

Flexible Weekend & Rotating Off-Day Policy

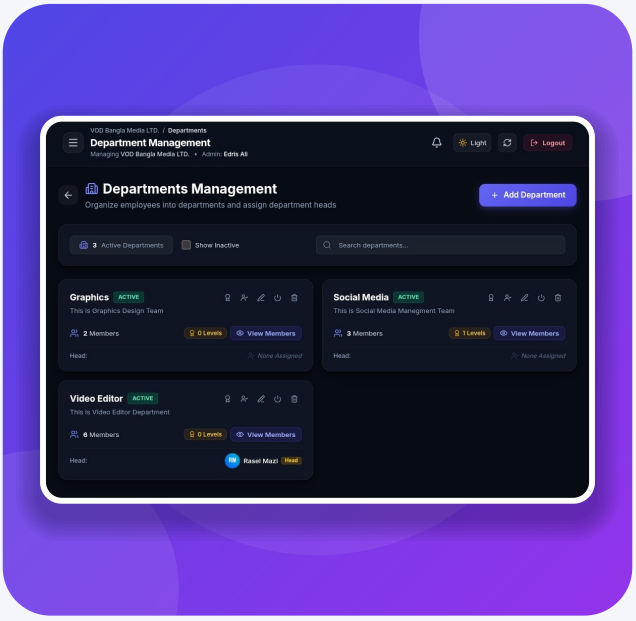
Choose No Weekly Off, Company-Wide, Individual Rotating or Mixed mode, assign off days per employee, import by CSV and set an effective date. Non-punch days show as Weekly Off instead of Absent, preventing wrongful absence marking.

21

Departments

Departmental Structure & Leadership

Organise employees into departments with descriptions, member counts, levels and assigned heads. Add, edit, activate or deactivate departments, enabling department-wise filtering in reports and payroll and clear accountability per team.

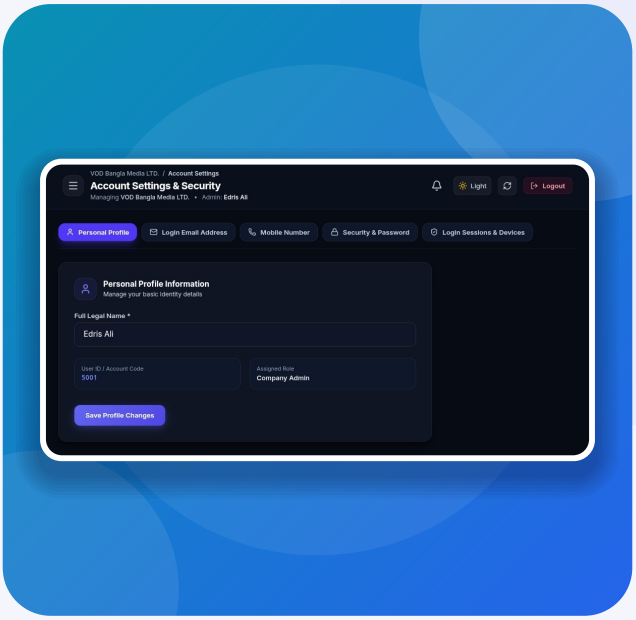


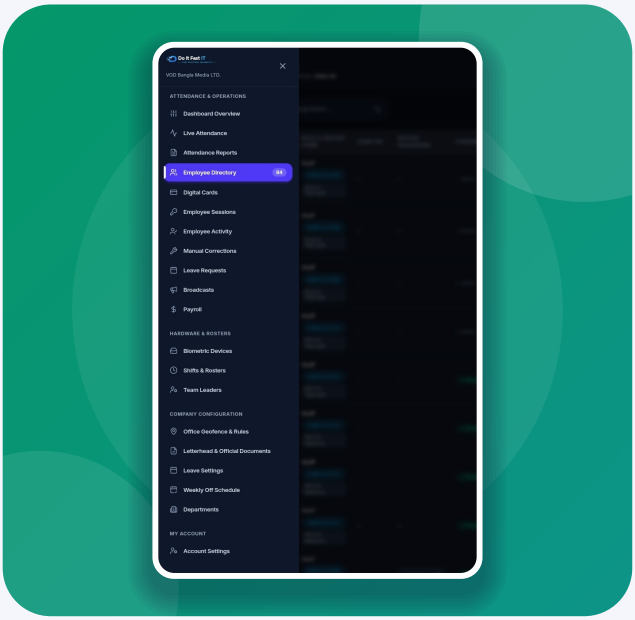
22

Account Settings

Administrator Profile & Account Security

Manage personal profile, login email, mobile number, password and login sessions and devices from five tabs. It keeps the administrator account secure and contact details accurate.





23

Navigation Menu & Header Controls

Portal Utility & Navigation Tools

A sidebar groups every module into Attendance & Operations, Hardware & Rosters, Company Configuration and My Account, while the top bar offers notifications, light/dark theme, refresh and secure logout. Every tool is one tap away on desktop or mobile.

Simplify HR. Automate Attendance. Pay with Confidence.

One platform for live attendance, biometric devices, leave, payroll, digital cards and secure administration – built to save your HR team hours every month.

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