Teleysia
TM
ISO 9001:2008 Networks

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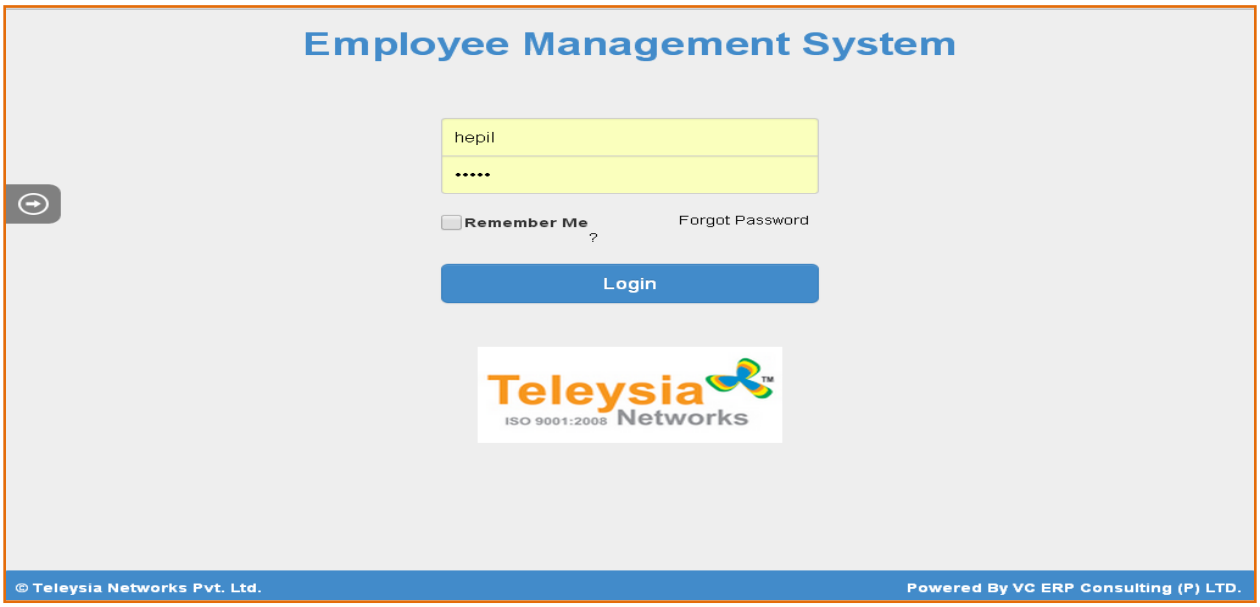
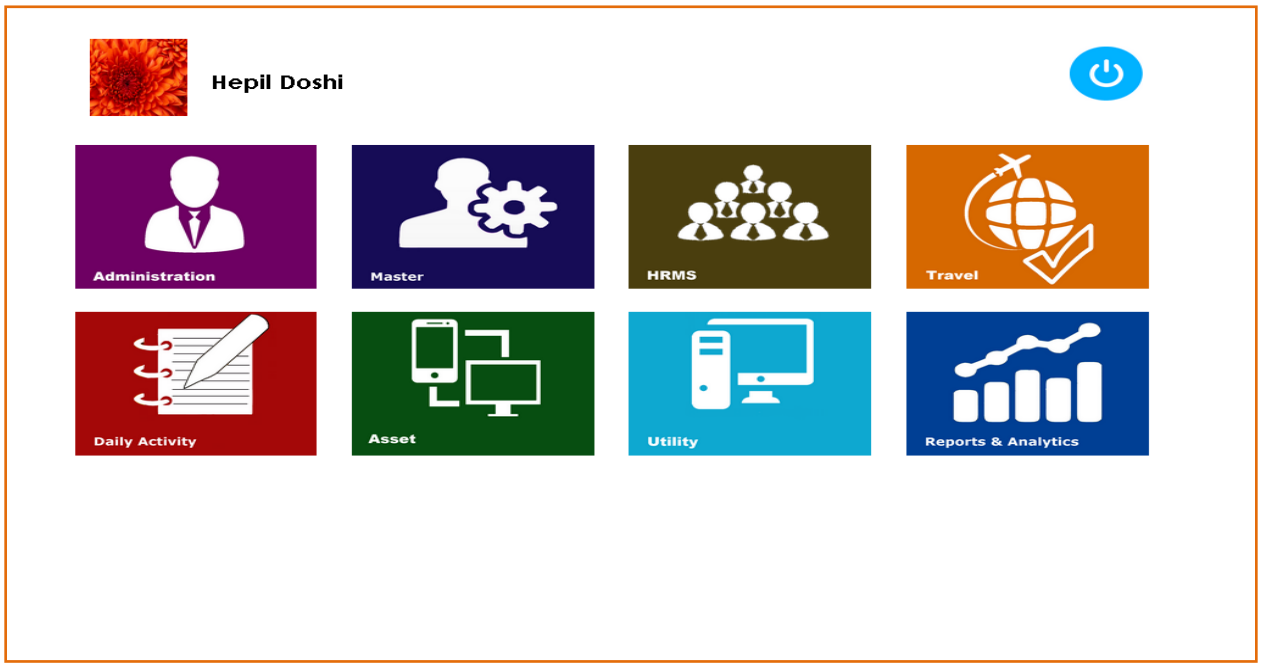
Login page

You have to enter UserName& Password to login into the system.



Introduction to EMS

EMS is a complete solution for Employee. You have to enter all details of the employee in this software Administration gives you the facility to give authorization to particular employee group and change the password. Masters allow you to add master of expense heads, city, Country, Employee grades, Designation, Department etc. HRMS module which is used to make an employee's all detail and time sheet and time sheet approval also in this module. Travel module is work like advance request for employee and also use for expense entry. Daily Activity is used for daily work or task which is given by the office that entry store in this form. Asset module is use to register the assets, transfer the assets etc. Utility is to sync data from SAP sever, take database backup & email configuration. Reports and analytics give you the facility to view different kinds of reports that are helpful to view important information.

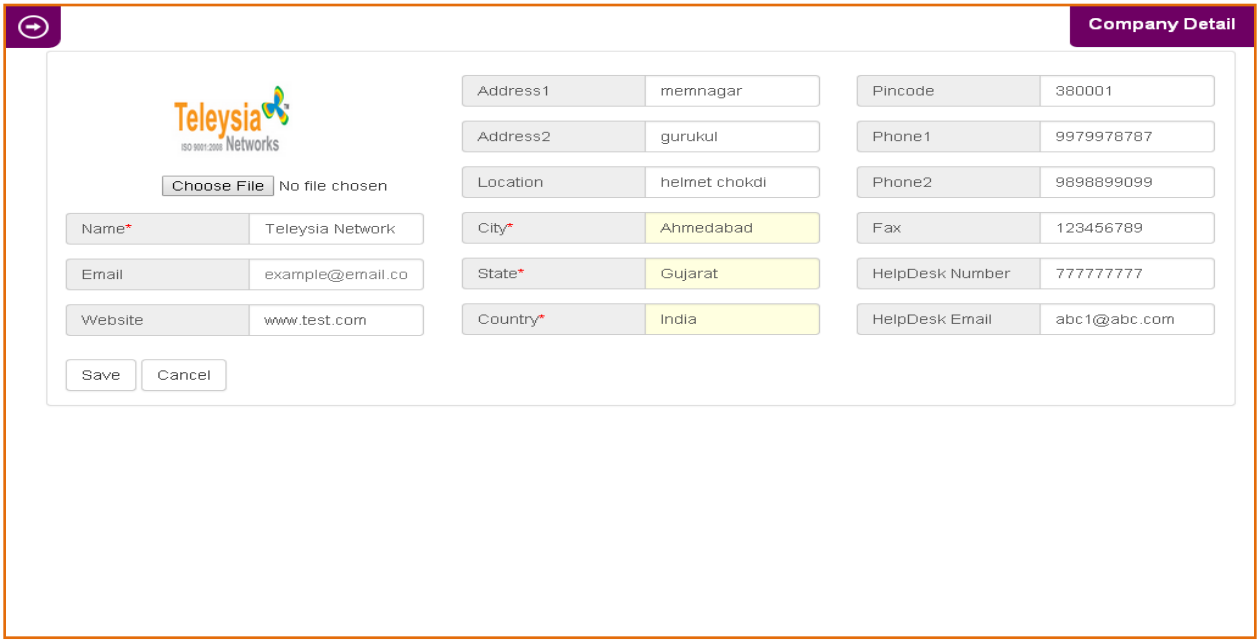


Administration

Administration helps you to give authorization to different employee group and allows you to change password and to update the company details.

Company Details

Company details help you to update all the details of the company.

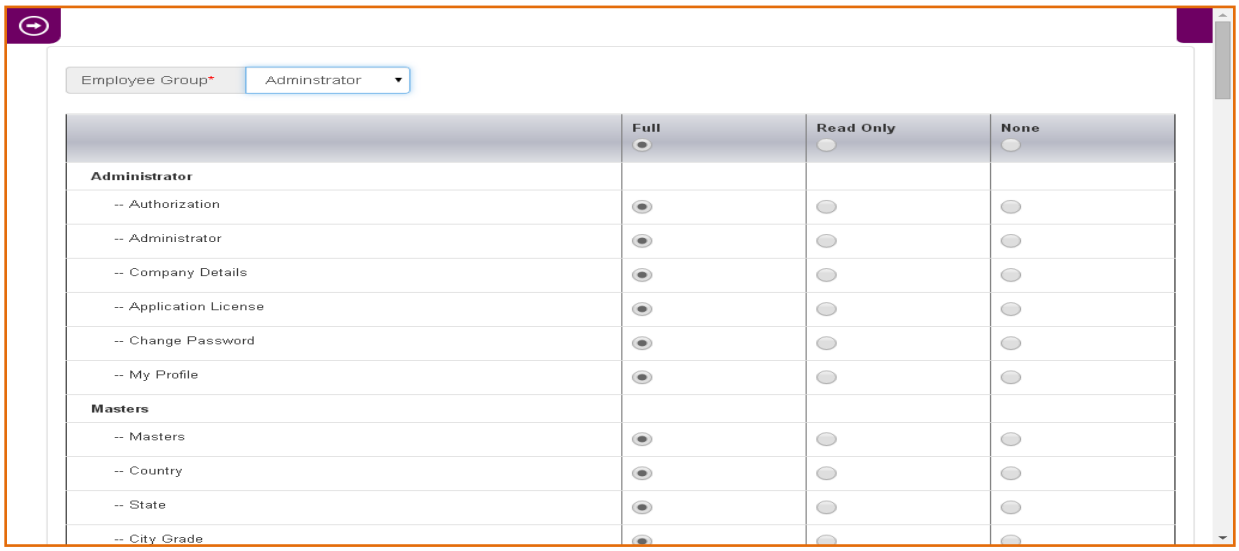


Application License

Application License is used for companies to set the license key for the entire user. It can be changed by the Admin only.

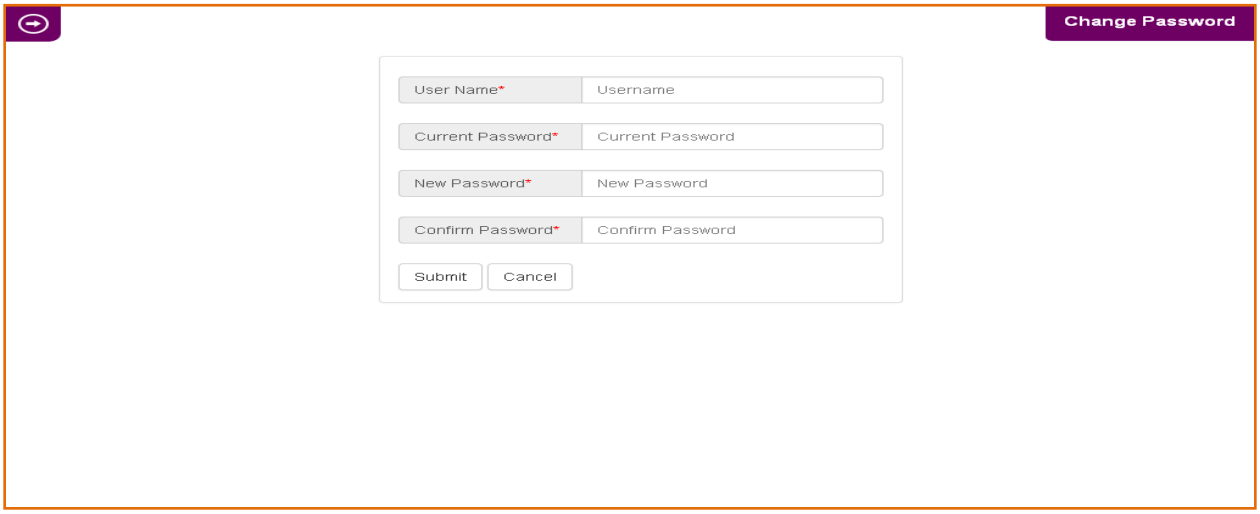
Authorization

Authorization will allow you to give authorities to different employee groups, who will have access to which forms and in which mode (write, read and none).



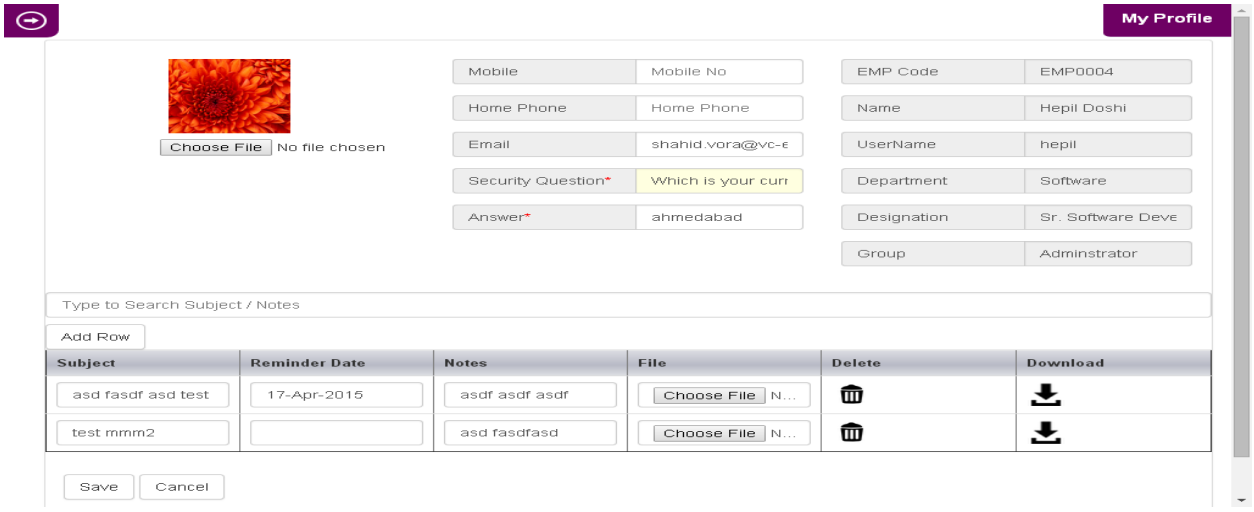
Change Password

You can change your existing password from here.



My profile

My profile will allow employee to update his own personal details. My profile will require the common information about the employee. Also user can upload his own documents.

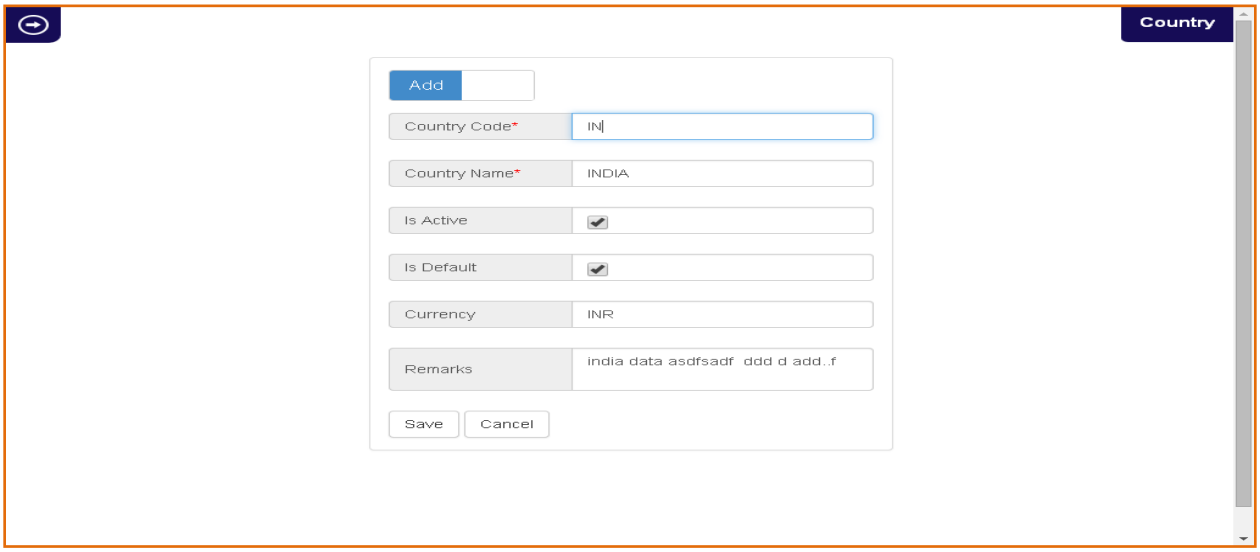


Master

Master page will allow you to make entry in all the master pages. General Masters include masters of city, state, country, employee group and question. Master page also include Department, Designation, Series, Project, Activity, Asset group, Asset condition, Asset Type, Asset Transfer Reason, ID Proof and Approval Work Flow.

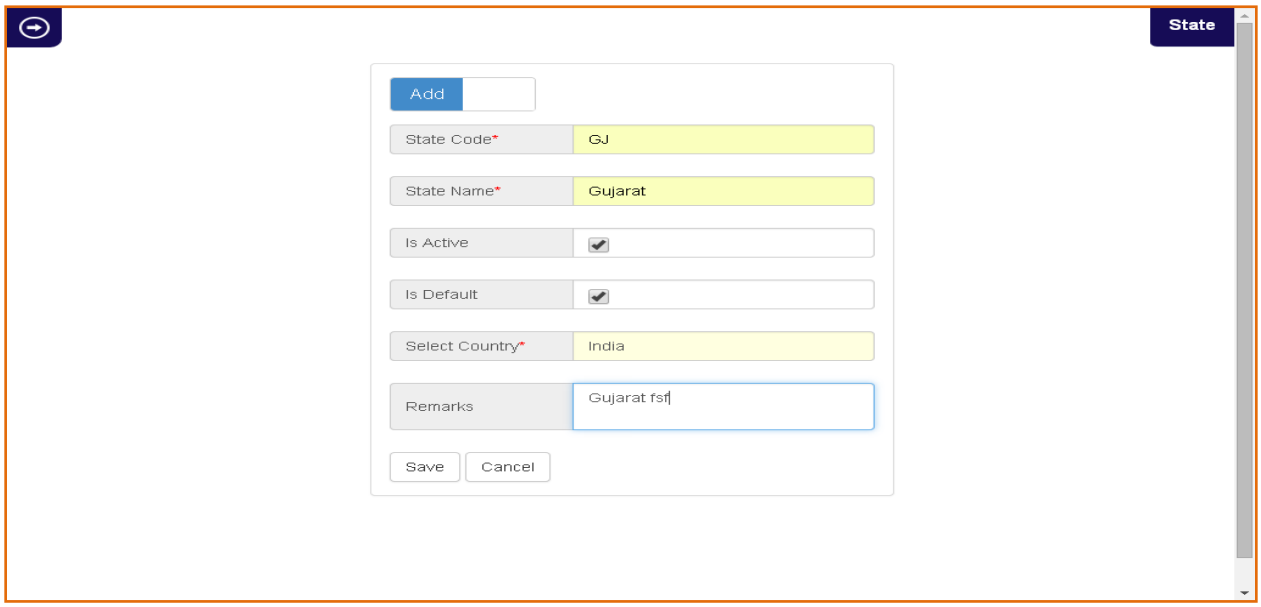
Country

Country page will allow you to add/update a country code & name in this form.



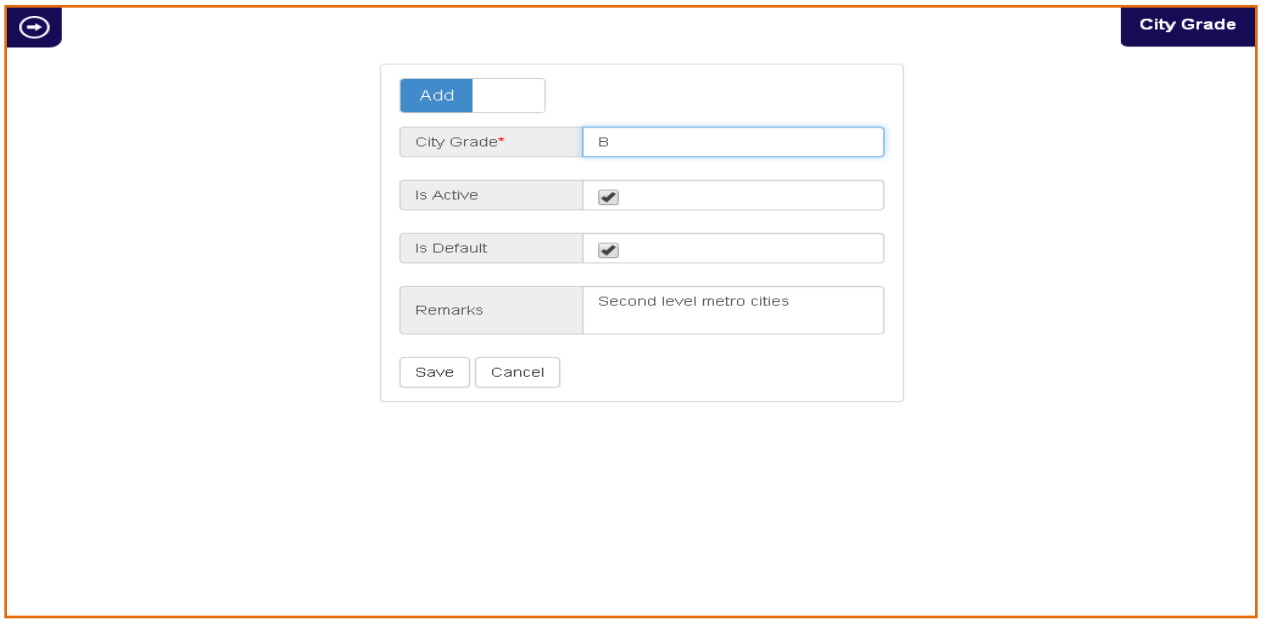
State

State page will allow you to add/update a State code &Name in this form.



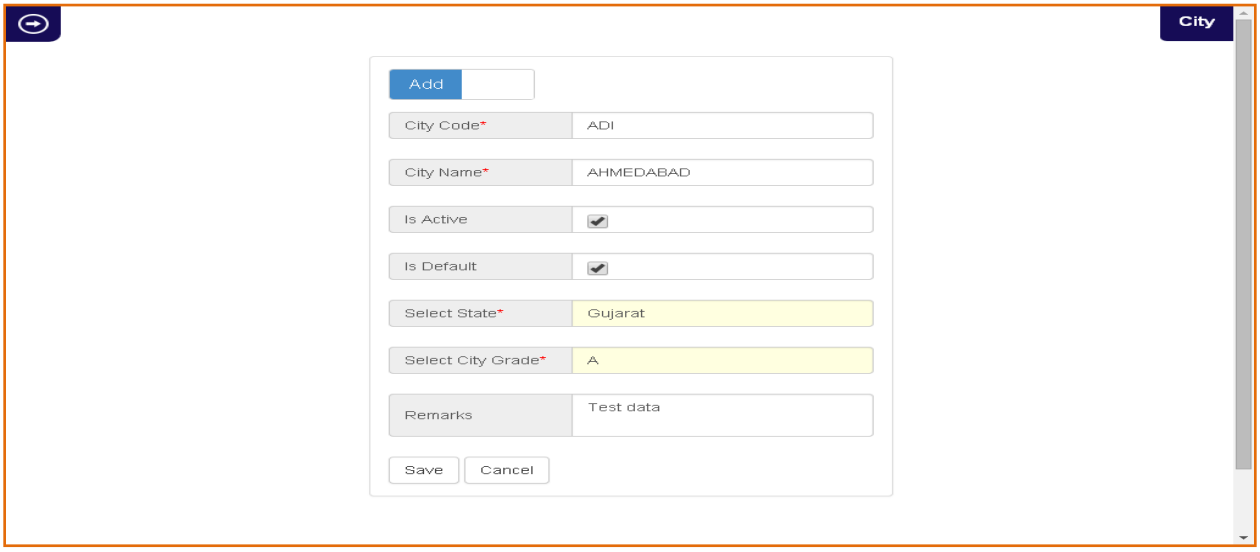
City Grade

City Grade page will allow you to you can give the grade of the city like Mumbai is the metro city than it gives the 'A' grade.



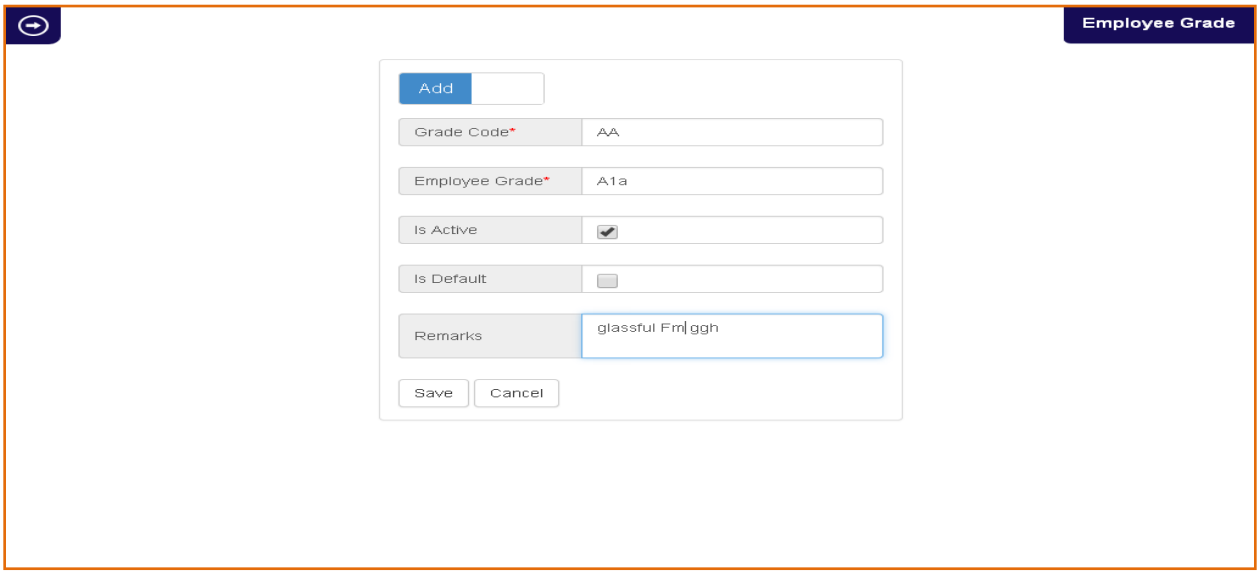
City

City page will allow you to add/update city in this form. And state and country is also add/update in this form. You can also write remarks in this form.



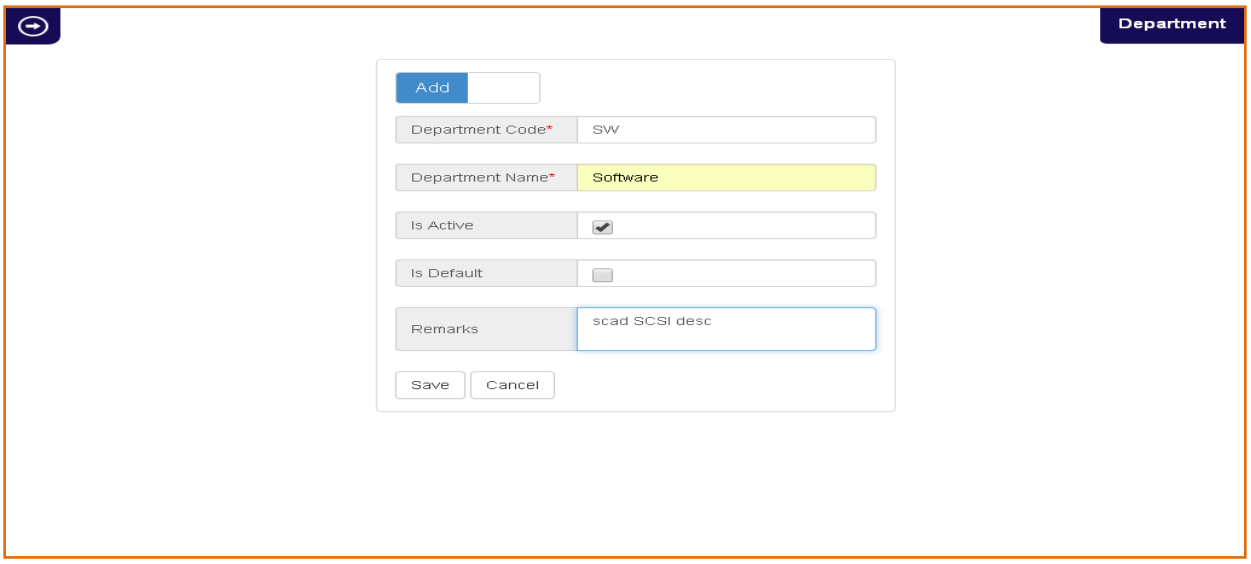
Employee Grade

Employee Grade page will allow you can give the grade to employee. Like ‘A’,’B’ etc…. and you can write remarks in this form.



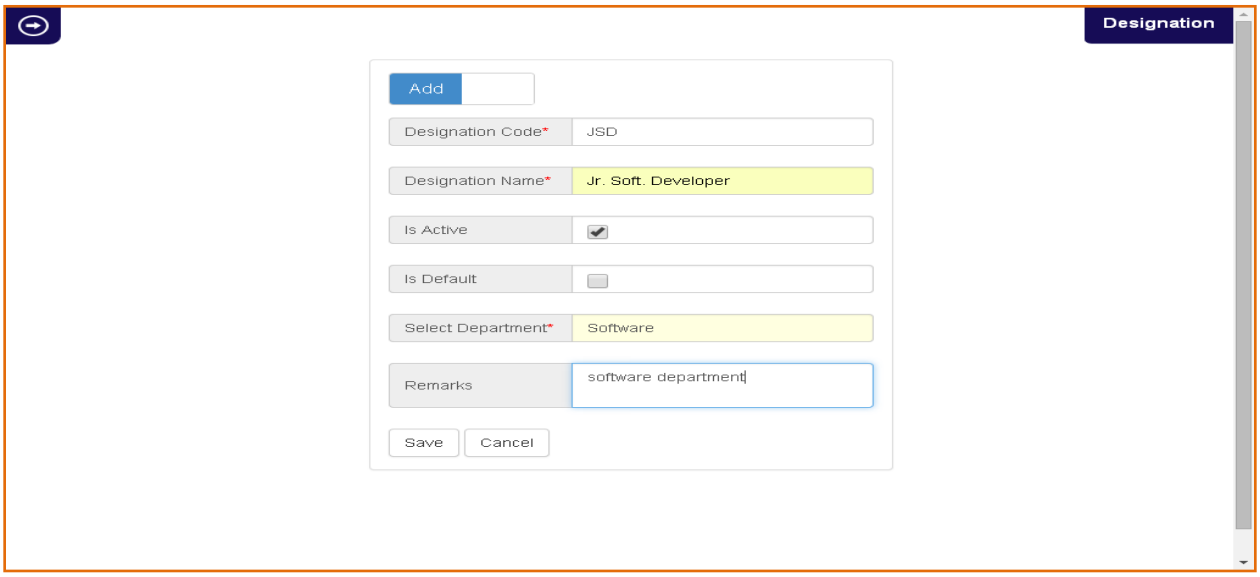
Department Code

Admin can add new department in this form. And also give department code.



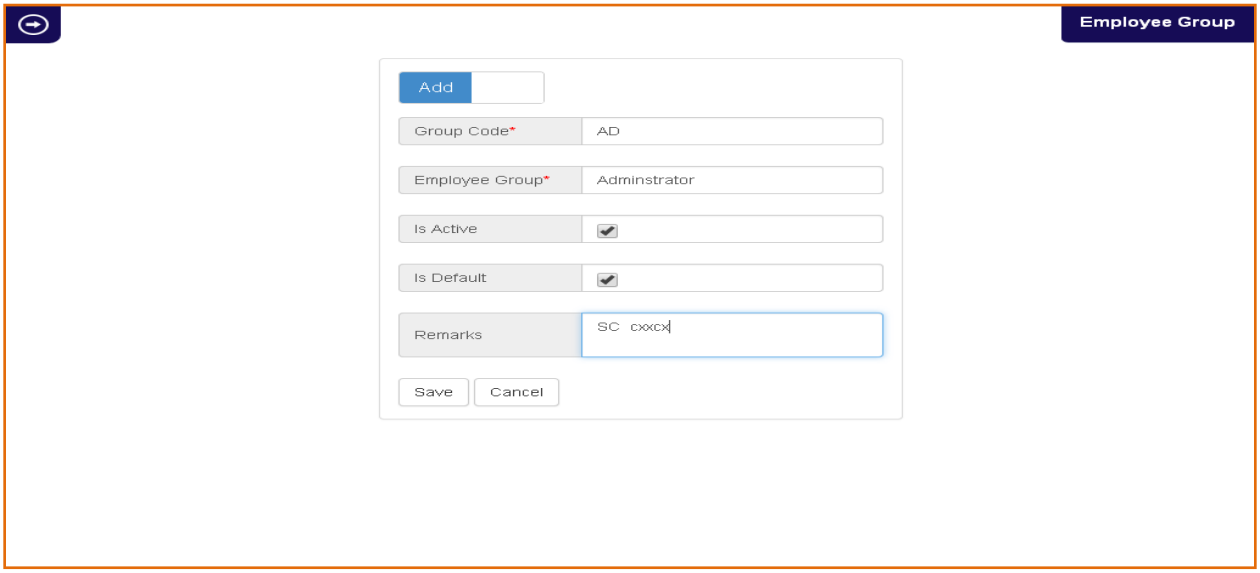
Designation

Admin can add new Designation & Designation code in this form it also write remarks in this form.



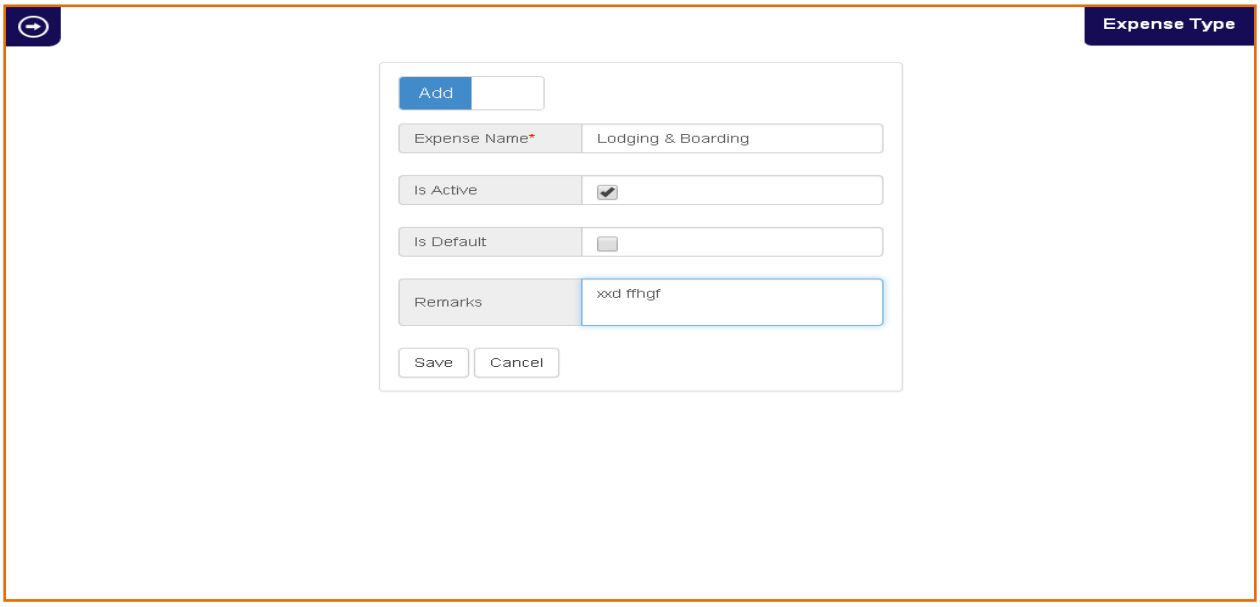
Employee Group

Employee group will allow you to add new employee group or update any existing employee group.



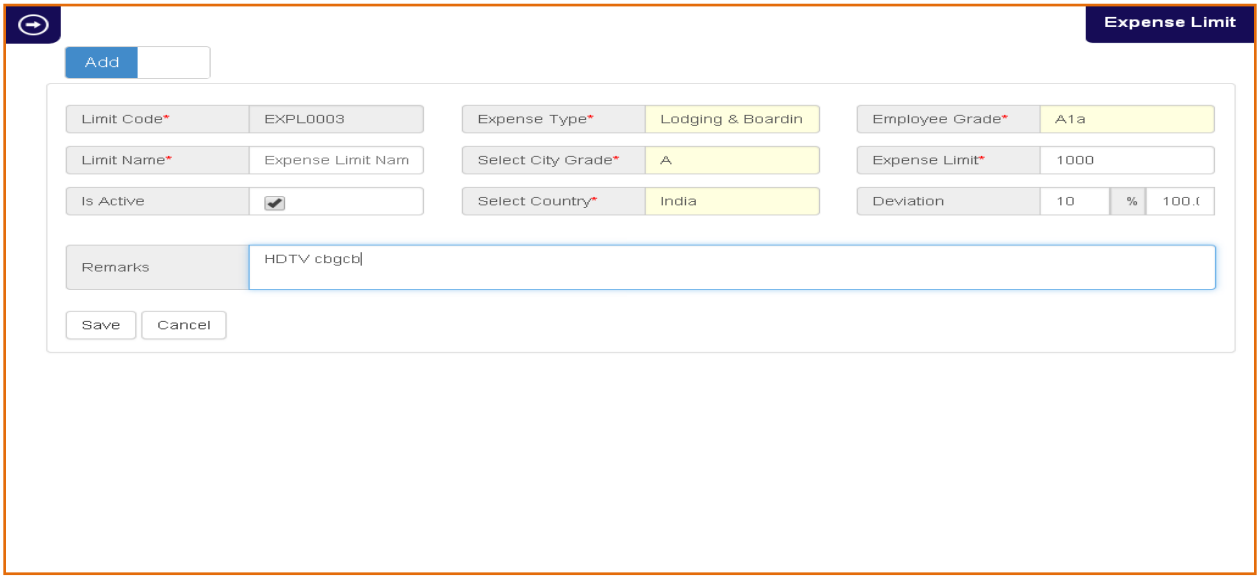
Expense

Expense Type page will allow to admin adds new expense type. It can write remarks in this form for example lodging & boarding, Travel this type of Expenses admin will add in this form.



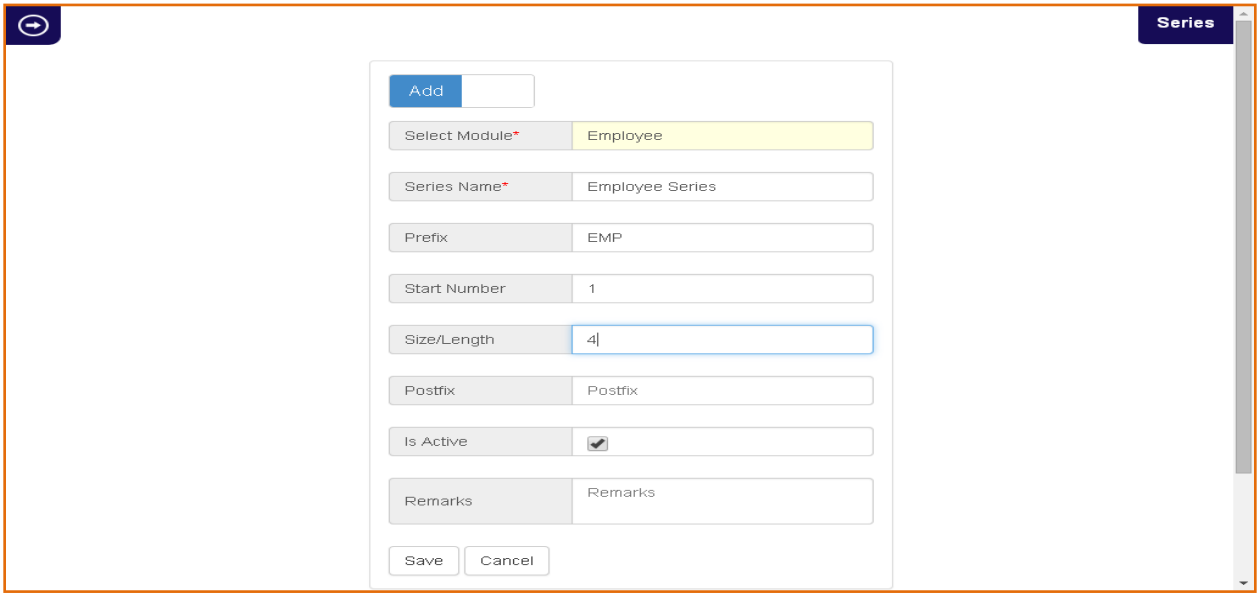
Expense Limit

Expense Limit page will allow you can get expense till admin decide only. This page show to the expense code, expense type's etc…..



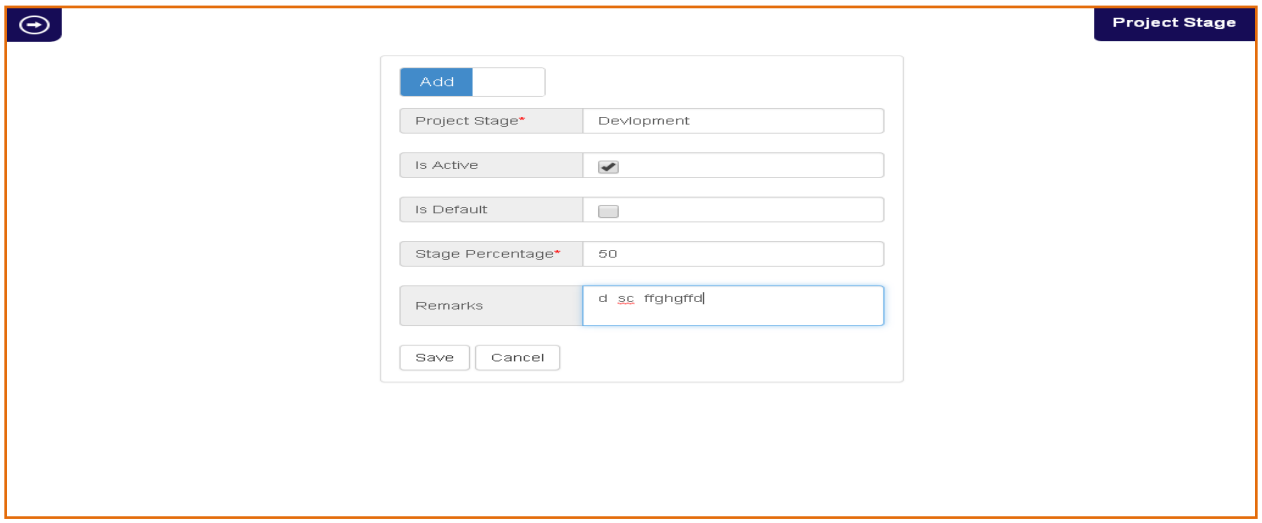
Series

Admin can design the Series format for the Master entries like Project, Employee, Advance request etc. Here with the help of Prefix, Postfix & length, admin can design any type of series.



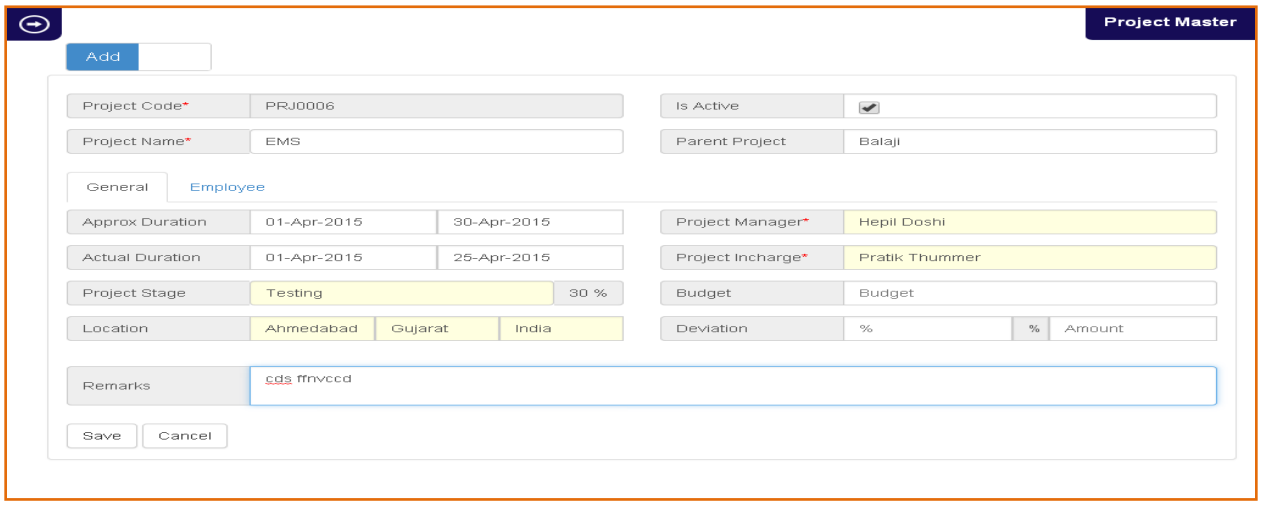
Project Stage

Project stage page will show you to wherever you are in this project with help of this menu. Like if you are in the development you can see in this field. And also give the percentage and write remarks in this form.



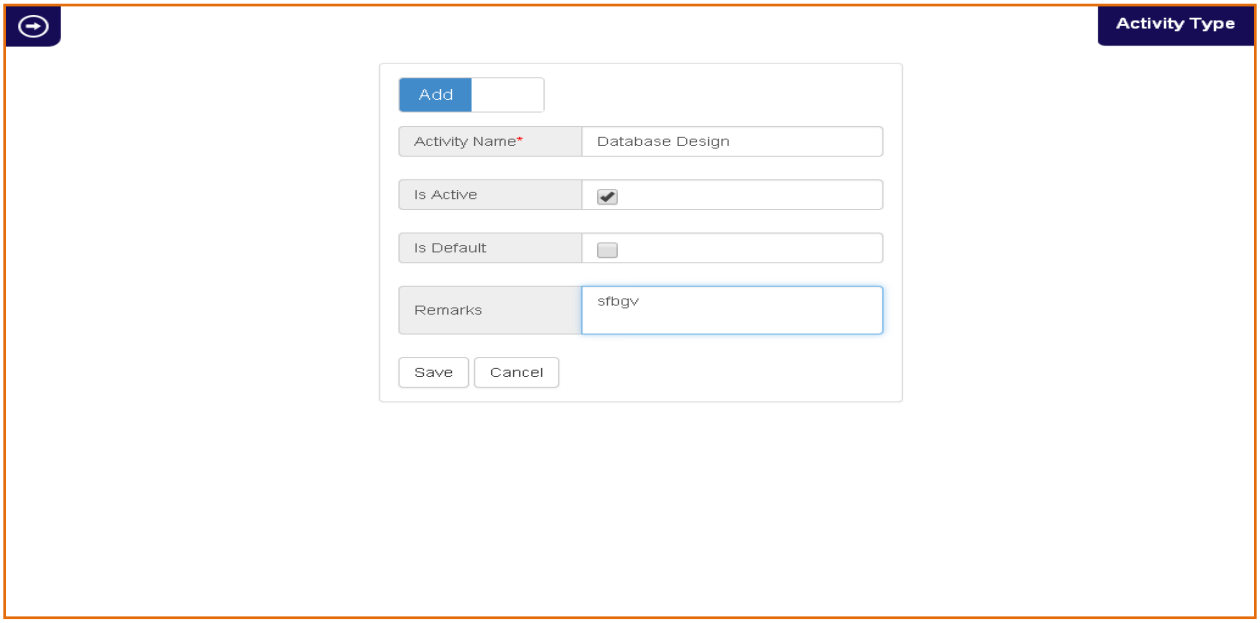
Project

Project page will show you to all information of the project in this form. Like project code, project name, name of the project manager, budget, and location, project manager & project in charge in this form and also give the information to actual duration in this form. Also Employee can also be added in this form, like which employee will work in this project by clicking on the Employee tab. You can also view the Availability of the selected employee.



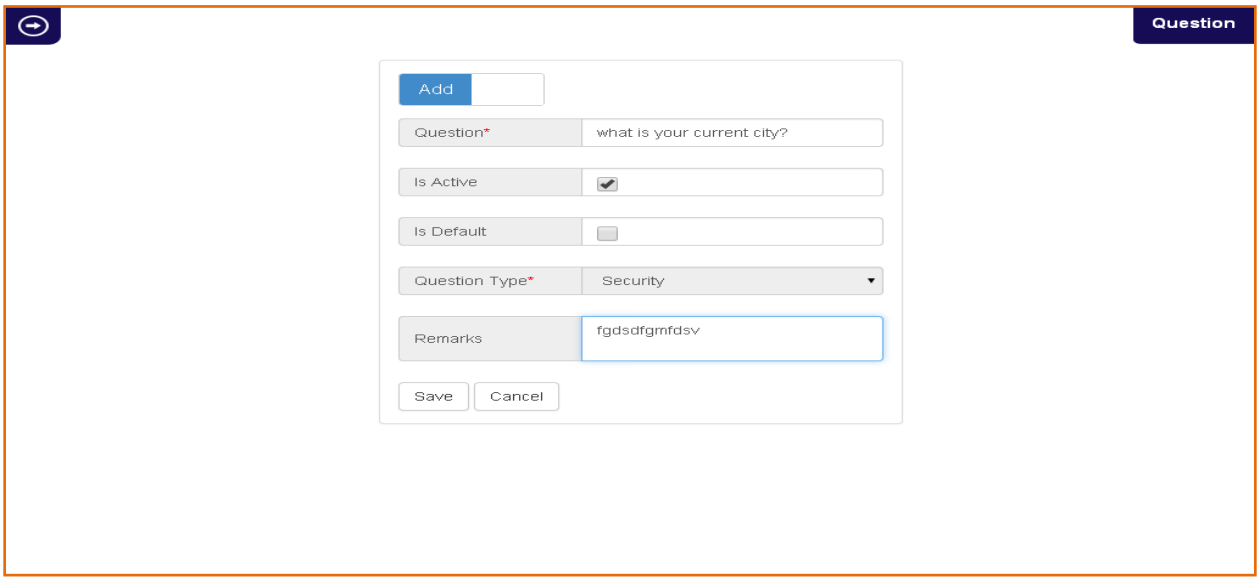
Activity

Activity page will show you to which type of activity are you doing. And also write the remarks in this form.



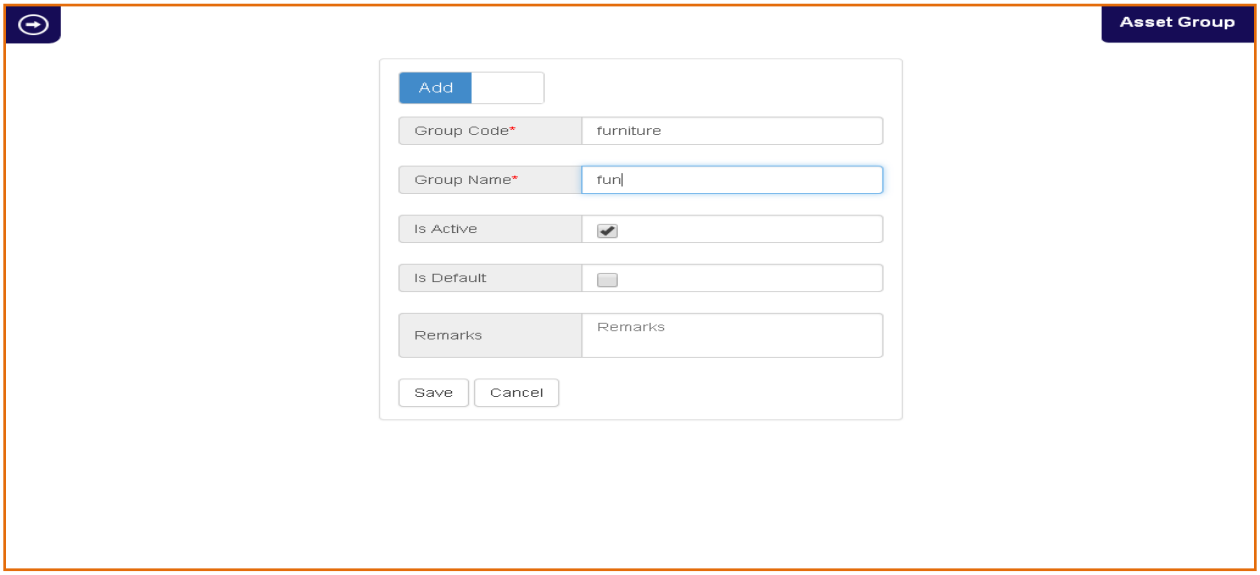
Question

Question page will allow you to security when you can forget your password then this question will help you.



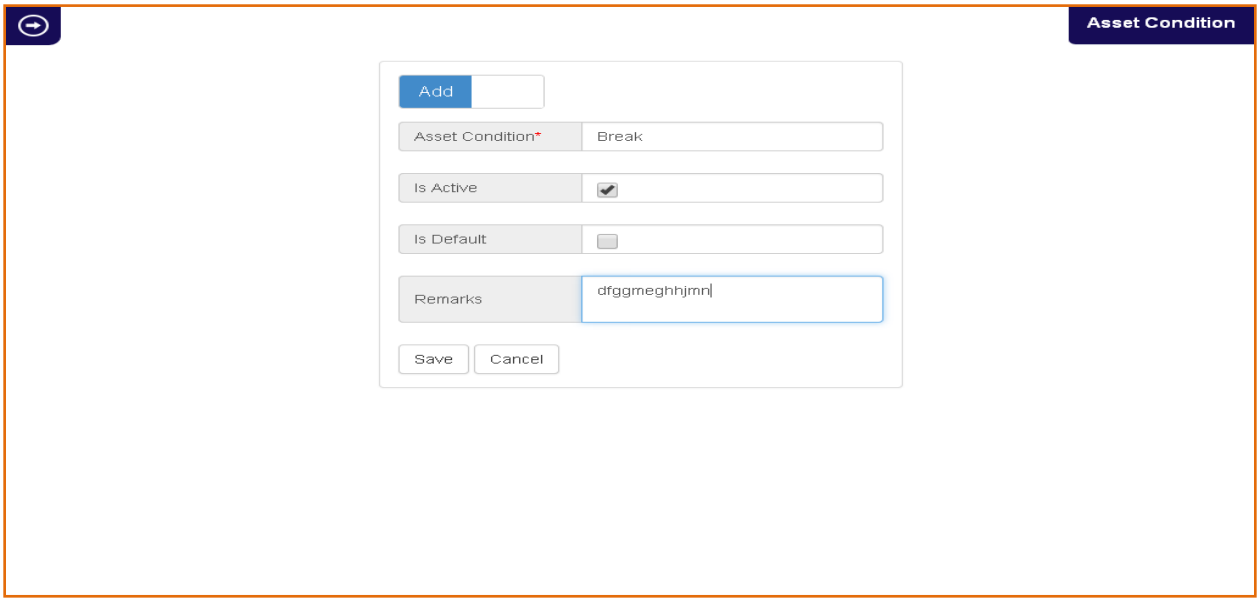
Asset Group

Asset group will allow you to add new Asset group or update any existing Asset group. And also give the Asset Code.



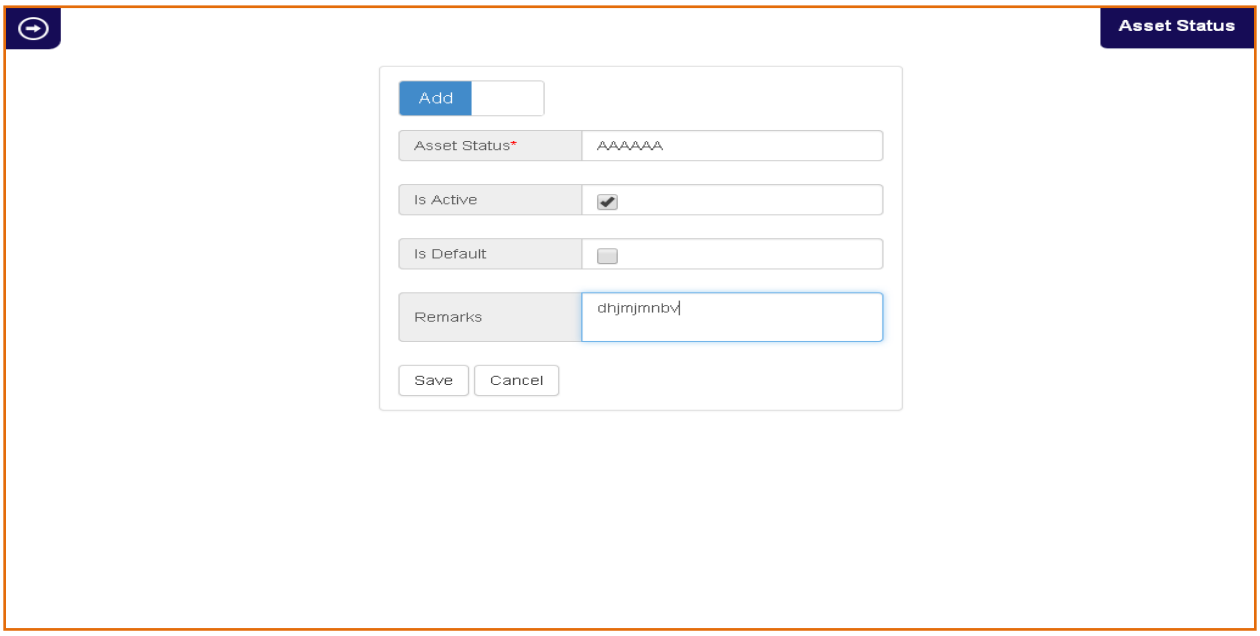
Asset Condition

Asset Condition will help you to whenever your asset is Break, working and non-working this all entries doing in this page.



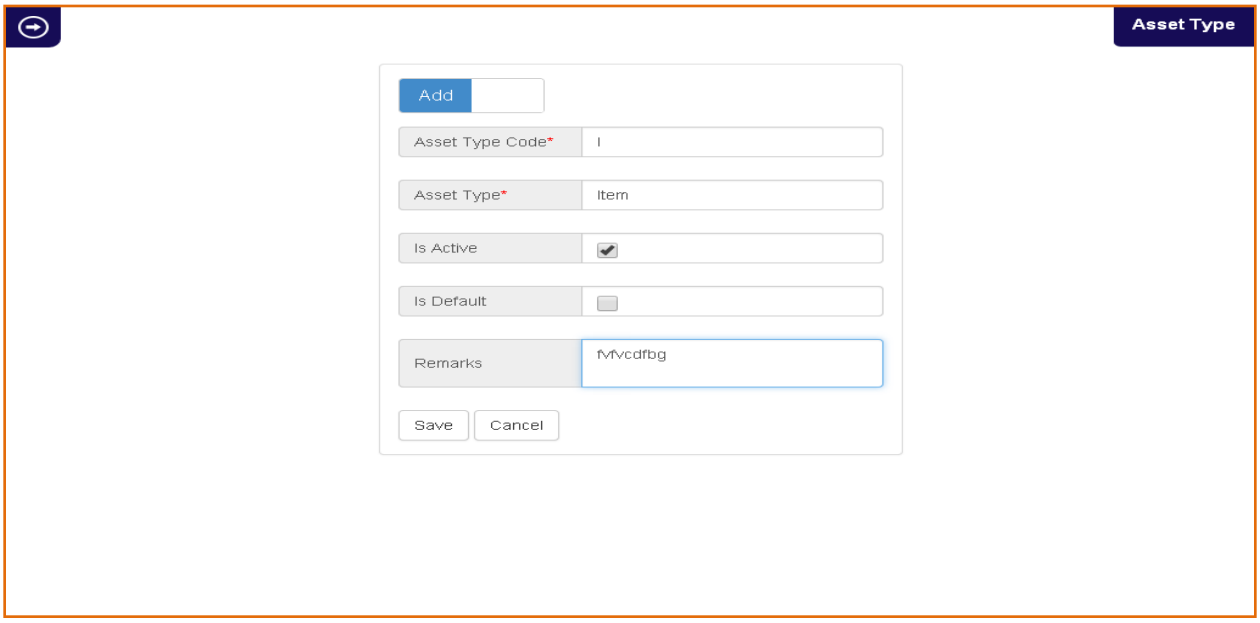
Asset Status

Asset Status page will helps you to Add Asset status in this form.



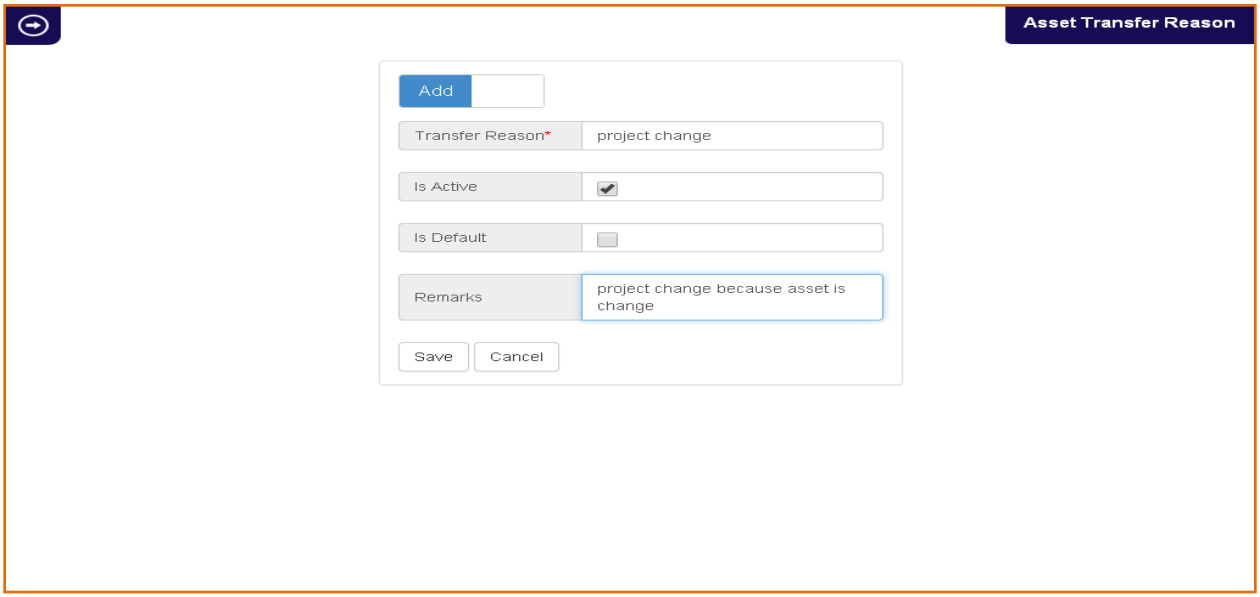
Asset Type

You can add Asset type in this form and also give asset code.



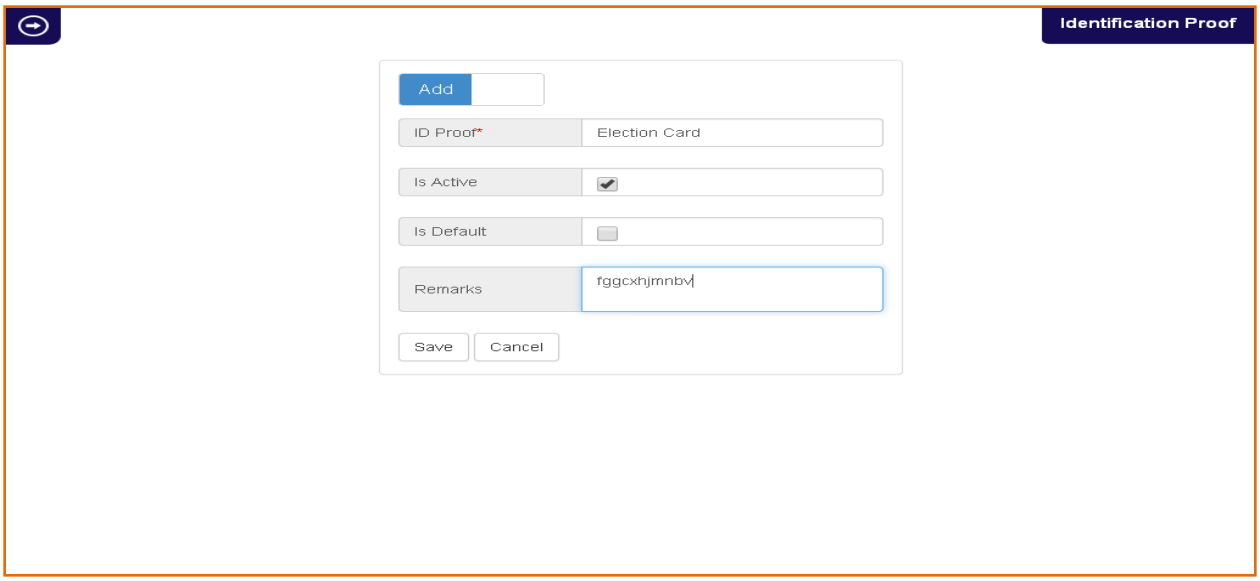
Asset Transfer Reason

Asset Transfer Reason page will allow you to when you are transfer the Asset than you have to give the reason. This type of entry will do in this form. And you have to write the remarks in this form.



ID Proof

ID Proof page will helps admin to add new id proof in this form.



Approval Workflow

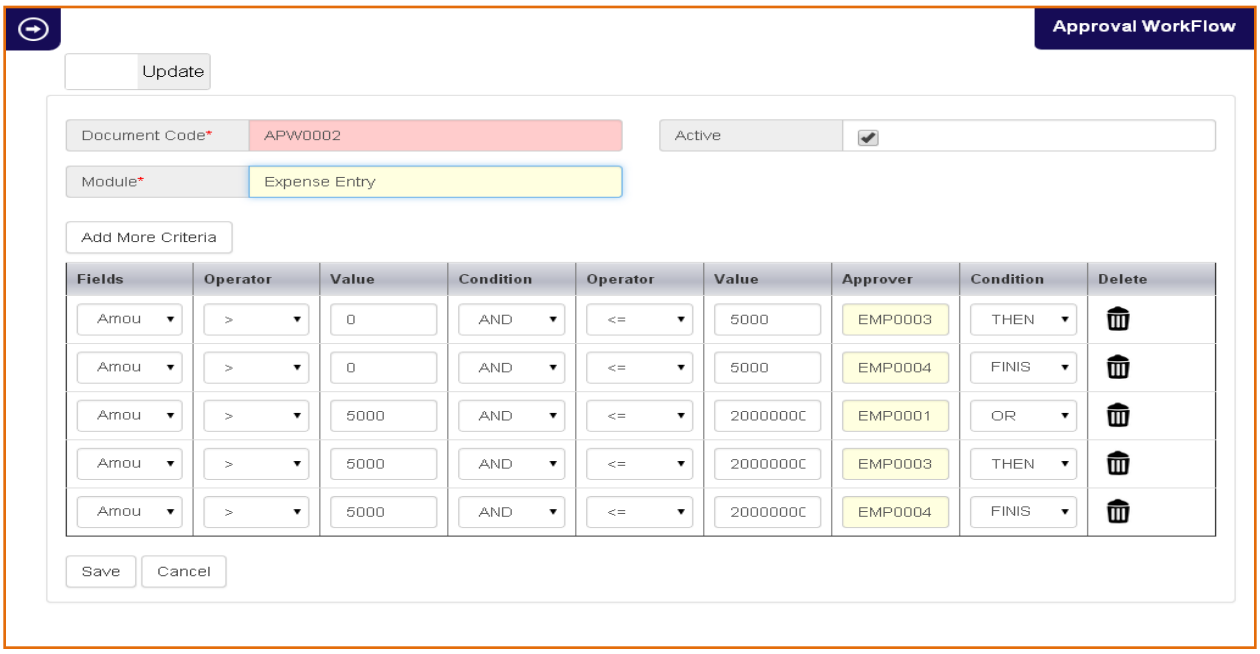
Admin can create/update workflow on any module either Advance Request or Expense Entry. Here admin can set the condition and approver.

For ex, if any expense entry amount is < 1000 hen approver is ABC,

AND if any expense entry amount is > 1000 hen approver is XYZ

Etc... Like this admin can decide multiple criteria for approval.

Now based on this approval, approver is able to see the entries to approve the request.

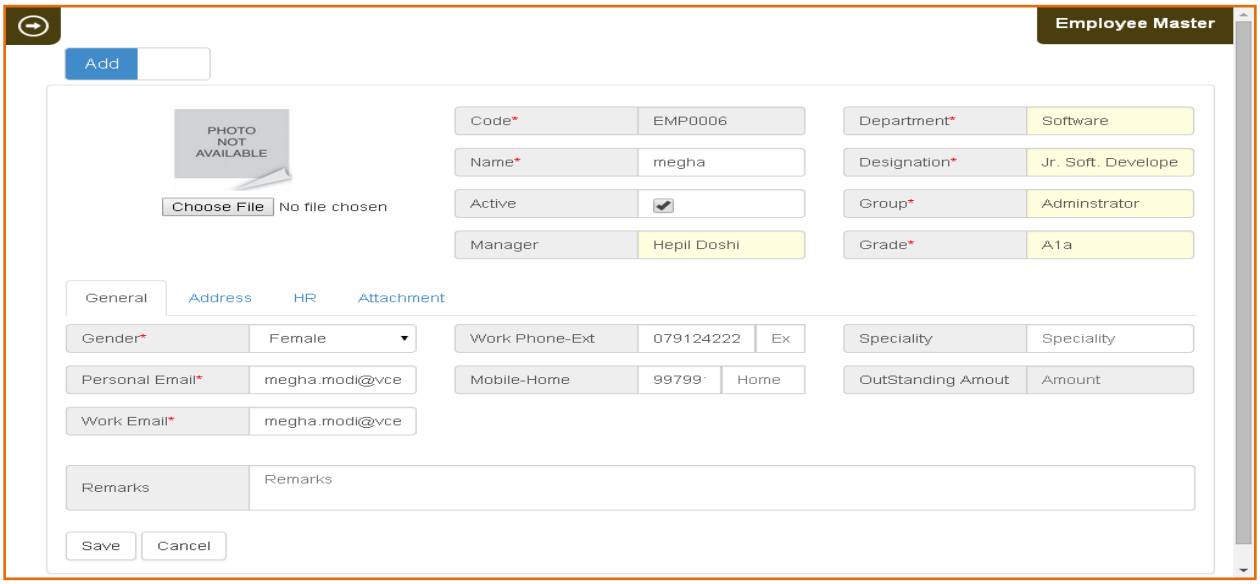


HRMS

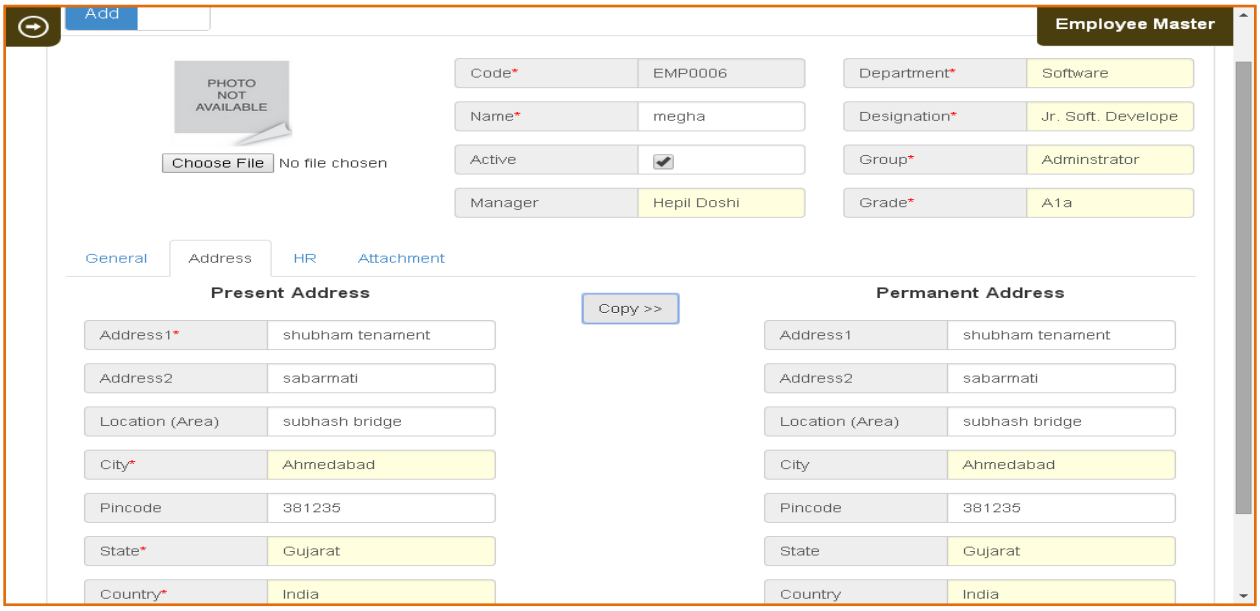
HRMS includes the employee master. It allows you to enter the details of employees and update existing one. Employee master will allow you to enter the details of the new employee or update the information of existing employees. And Time Sheet will allow to you daily fill up the entry and approver will approve the timesheet.

Employee

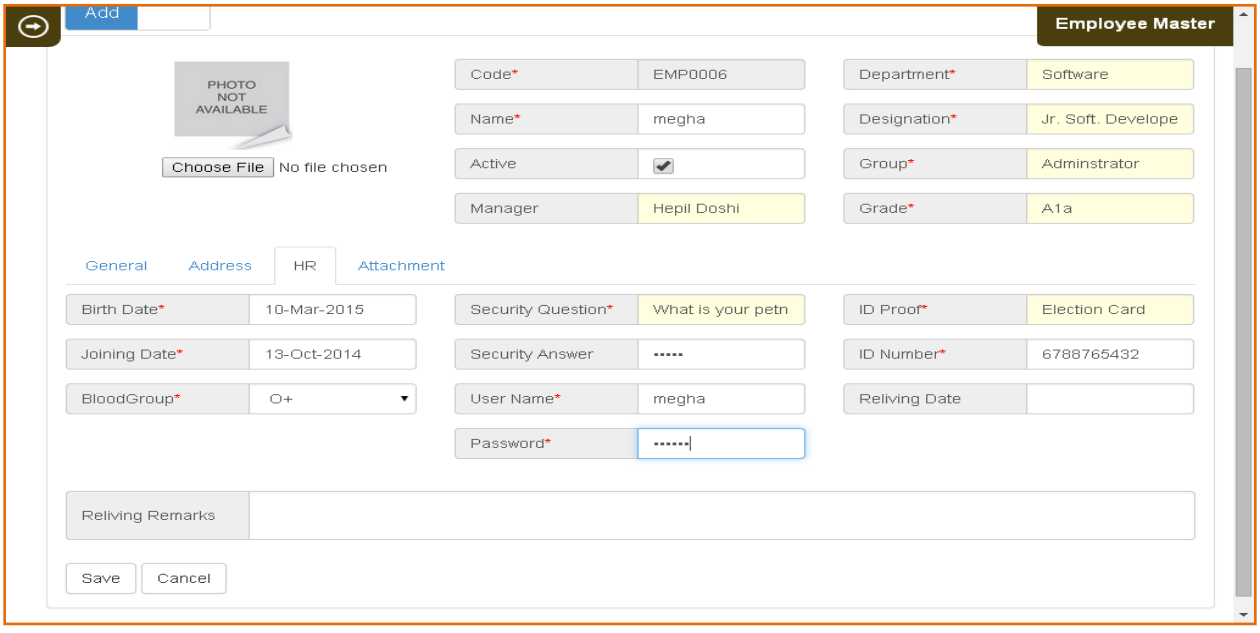
Employee master will allow you to enter the details of the new employee or update the information of existing employees. First tab (general) will require the common information about the employee. Employee code will be auto generated.



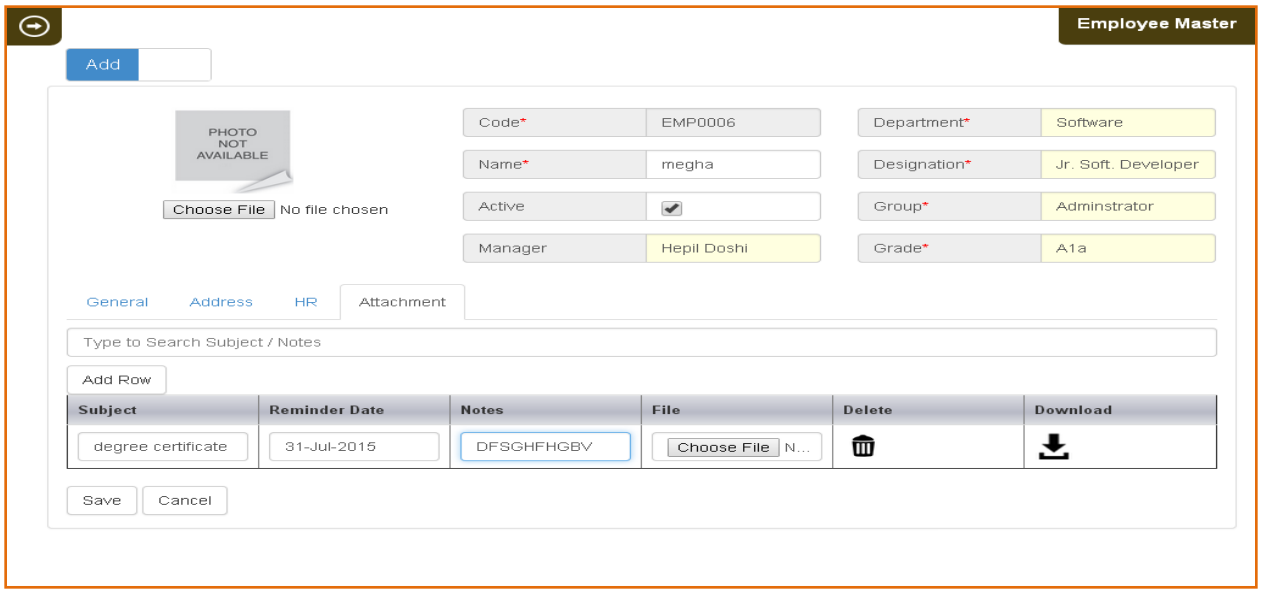
Second tab (address) will require the information about the employee's present and permanent address.



Third tab (HR) will require the information related to HR department as well as other mandatory details also.

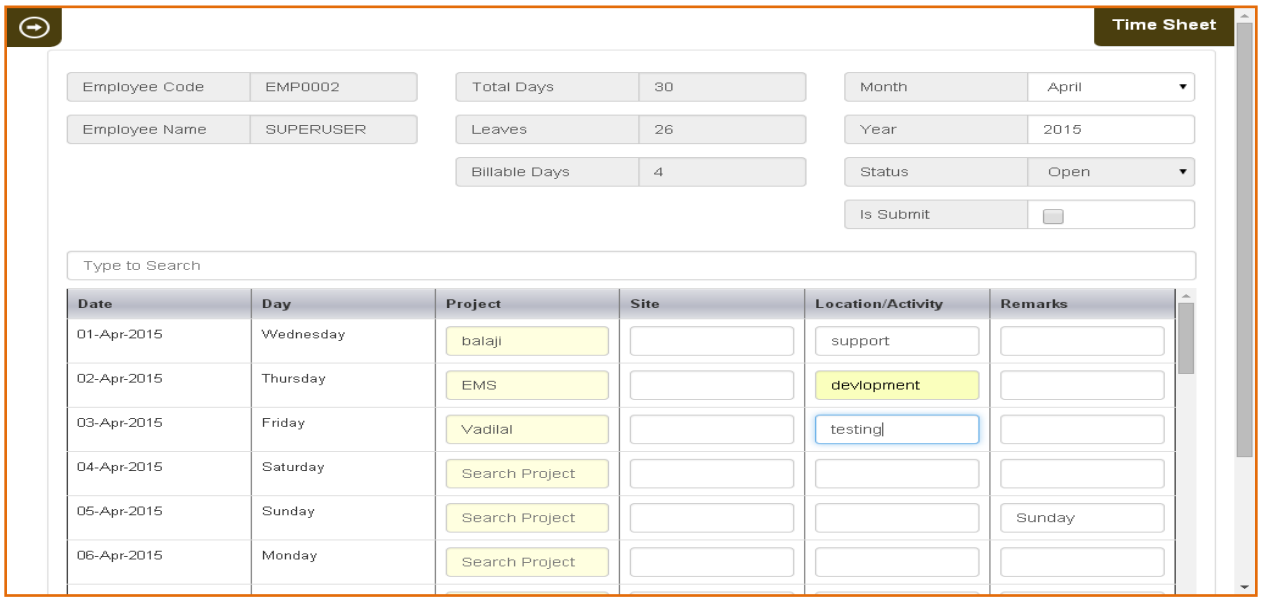


Forth tab (Attachment) is used to attach the documents of the employee.



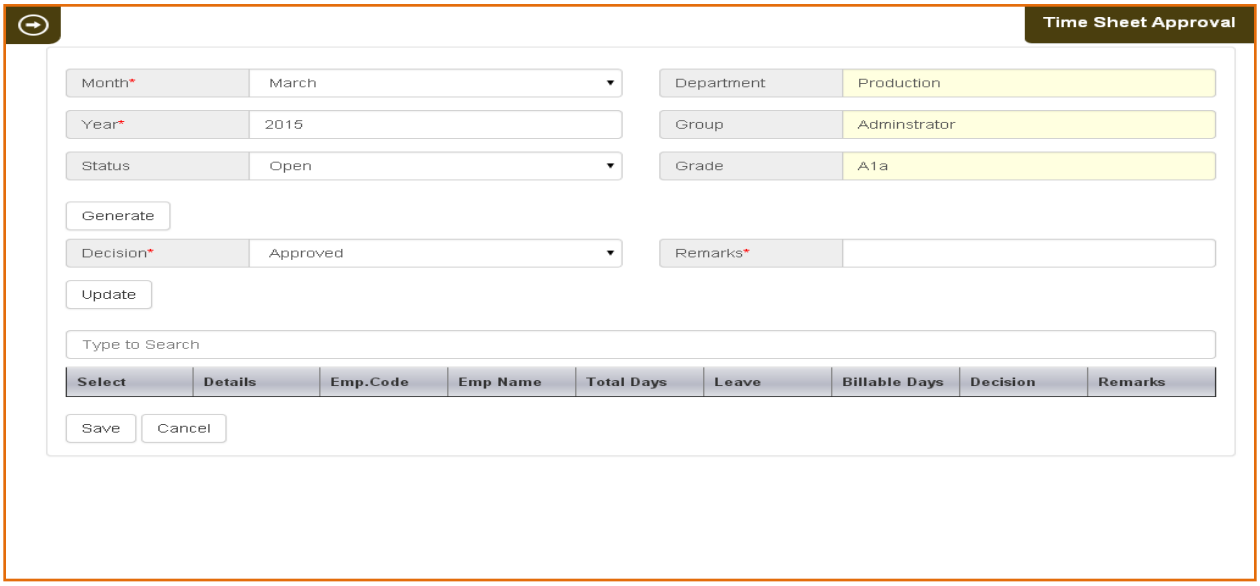
Time Sheet

Time Sheet page will allow you to daily work of employee will do in this form and you can also add which project on work you have to entry in this form and remarks is compulsory .If you can't write remarks then this day will be your leave consider. If any expense entry is approved then entry will be done automatically here in the disabled format, also any task entry is done, then also entry will be done automatically in the disabled format.



Timesheet Approval

Timesheet Approval page will show you all the timesheets of the subordinate employees. Here also you can view the timesheets based on search criteria. And approver will approve it with the proper decision and remarks.

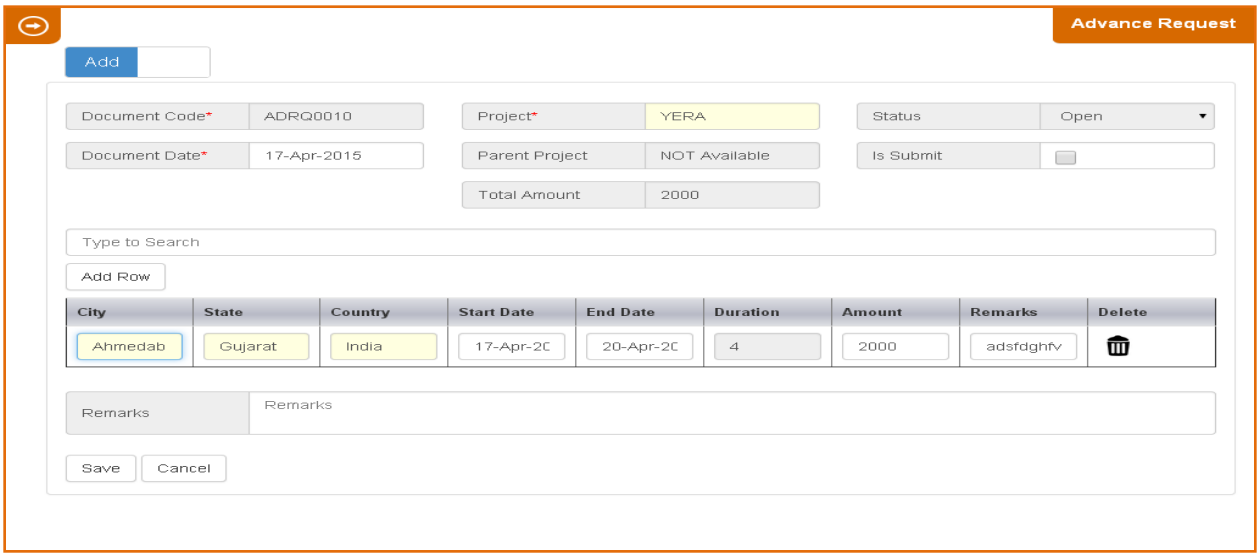


Travel

Travel module is used to do entry for the employee's advance request & expense entry. When any employee is going to the client side for any project, he has to make entry for his expense using this module.

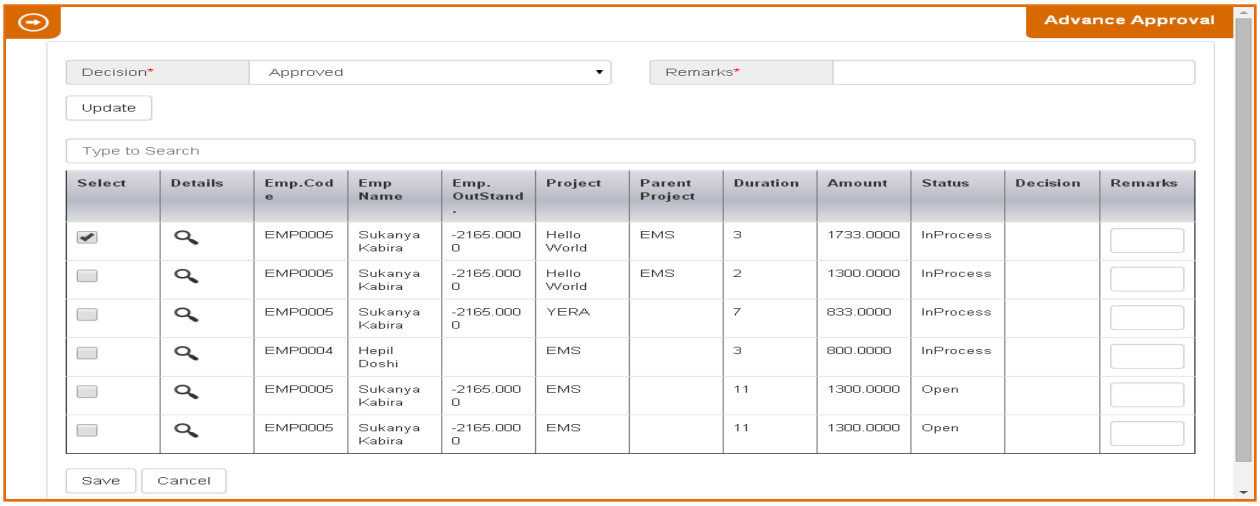
Advance Request

Advance Request will used to when any employee will going to the client side for any project then employee do the request for advance payment this form is used for advance payment. And you have to give all details of the project and which city you will go and how many rupees you require. When user will submit the form, then it will be display to the approver based on Approval Workflow, and mail will be sent to the approver so that he may know that any advance request is submitted.



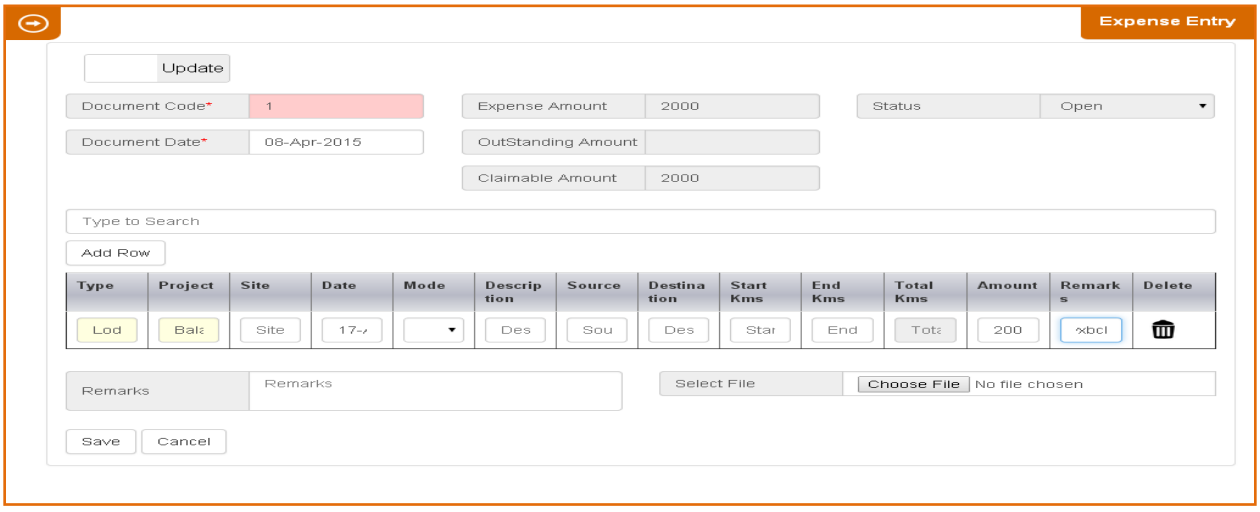
Advance Approval

Advance Approval page will used for when employee do the advance request then this request is approval show in this page. If advance request will not approval then this request will return .and this page give the option approved, modify, hold, rejected. Approver can view the details of request by clicking on Details image. Here approver will take select proper decision and fill the remarks corresponding to the entry. When click on Submit, data will be saved & mail will be send automatically to the requester with the given details.



Expense Entry

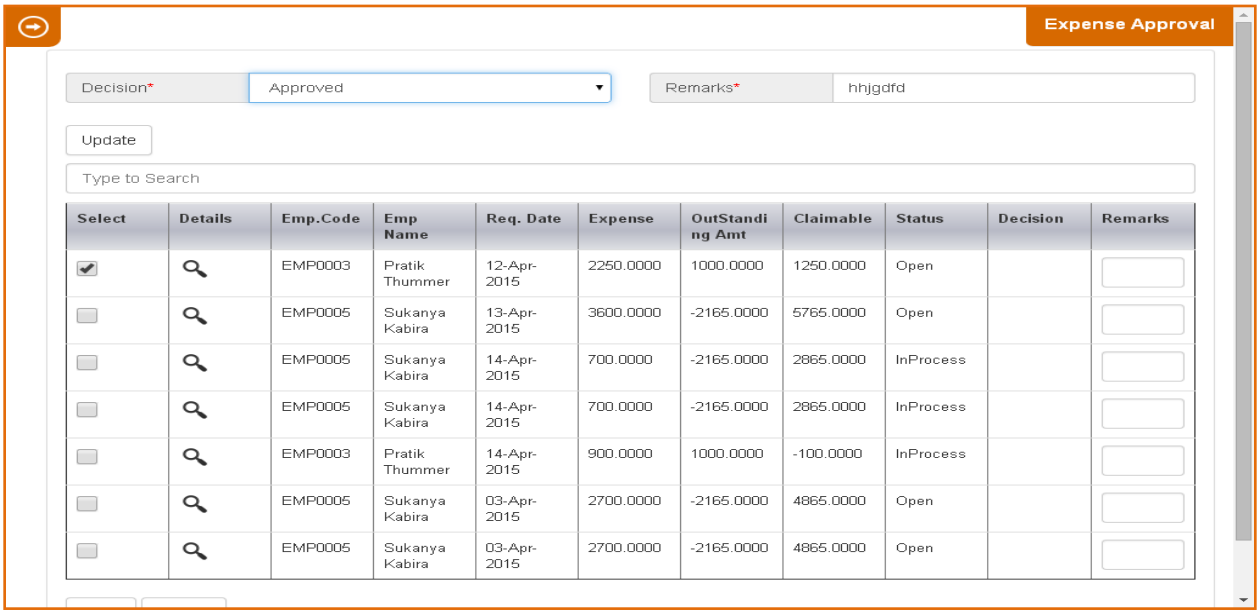
Expense Entry page will show you to all details of the project which date you have to go which type of your expense lodging boarding, travel you fill up in this page. which mode to you go bus ,train ,air ,auto ,bike ,car this type you select in this page and write the total amount you want to describe.



Expense Approval

Expense Approval page will show when you request to the expense how many rupees give you to the company this entry have do in this page. Approver can view the details of request by clicking on Details image.

Here approver will take select proper decision and fill the remarks corresponding to the entry. When click on Submit, data will be saved & mail will be send automatically to the requester with the given details.



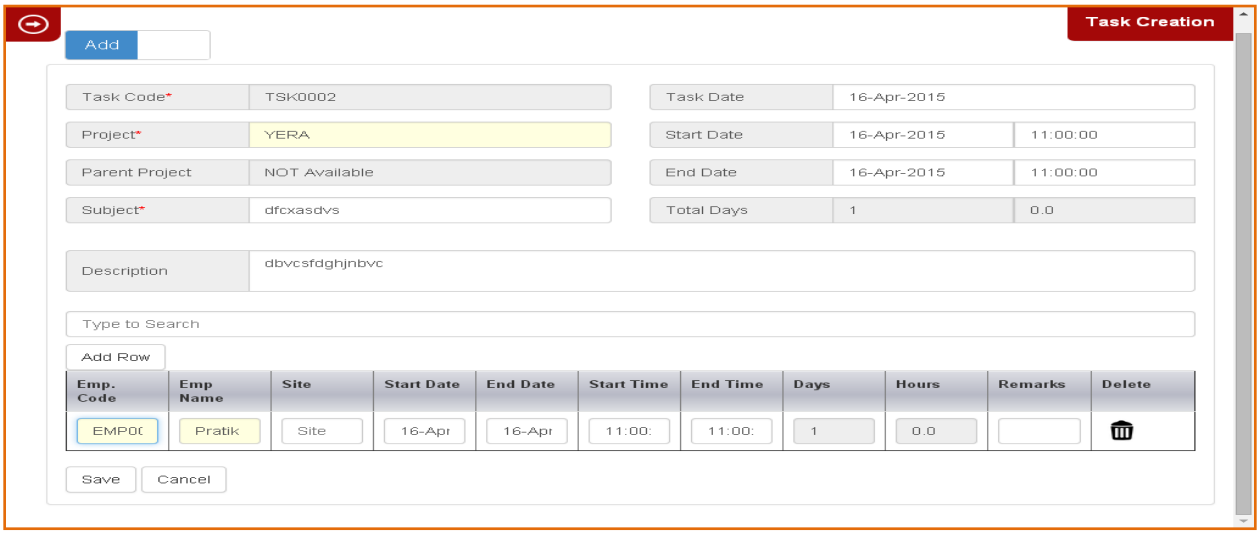
Select	Details	Emp.Code	Emp Name	Req. Date	Expense	OutStanding Amt	Claimable	Status	Decision	Remarks
☑	🔍	EMP0003	Pratik Thummer	12-Apr-2015	2250.0000	1000.0000	1250.0000	Open		
☐	🔍	EMP0005	Sukanya Kabira	13-Apr-2015	3600.0000	-2165.0000	5765.0000	Open		
☐	🔍	EMP0005	Sukanya Kabira	14-Apr-2015	700.0000	-2165.0000	2865.0000	InProcess		
☐	🔍	EMP0005	Sukanya Kabira	14-Apr-2015	700.0000	-2165.0000	2865.0000	InProcess		
☐	🔍	EMP0003	Pratik Thummer	14-Apr-2015	900.0000	1000.0000	-100.0000	InProcess		
☐	🔍	EMP0005	Sukanya Kabira	03-Apr-2015	2700.0000	-2165.0000	4865.0000	Open		
☐	🔍	EMP0005	Sukanya Kabira	03-Apr-2015	2700.0000	-2165.0000	4865.0000	Open		

Daily Activity

Daily Activity is a type of module in which employee can do its daily task entry. As well as one employee can create the task for its subordinates, and subordinates can view and make task entry. After submitting the task entry, project manager of the corresponding project will approve its task entry.

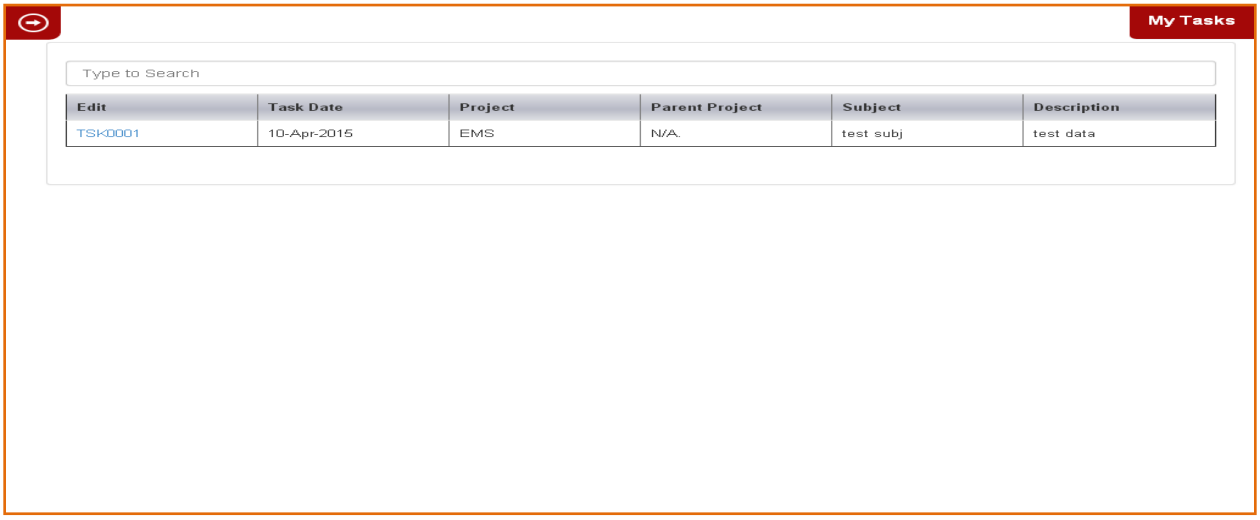
Task Creation

Task Creation page allow you to create task for the day. Manager will assign the task to any user and that user will complete his work based on this task. You have to give details of your employee code employee name which date you have to start the task and how many time you take in this task and remarks entry also in this page.



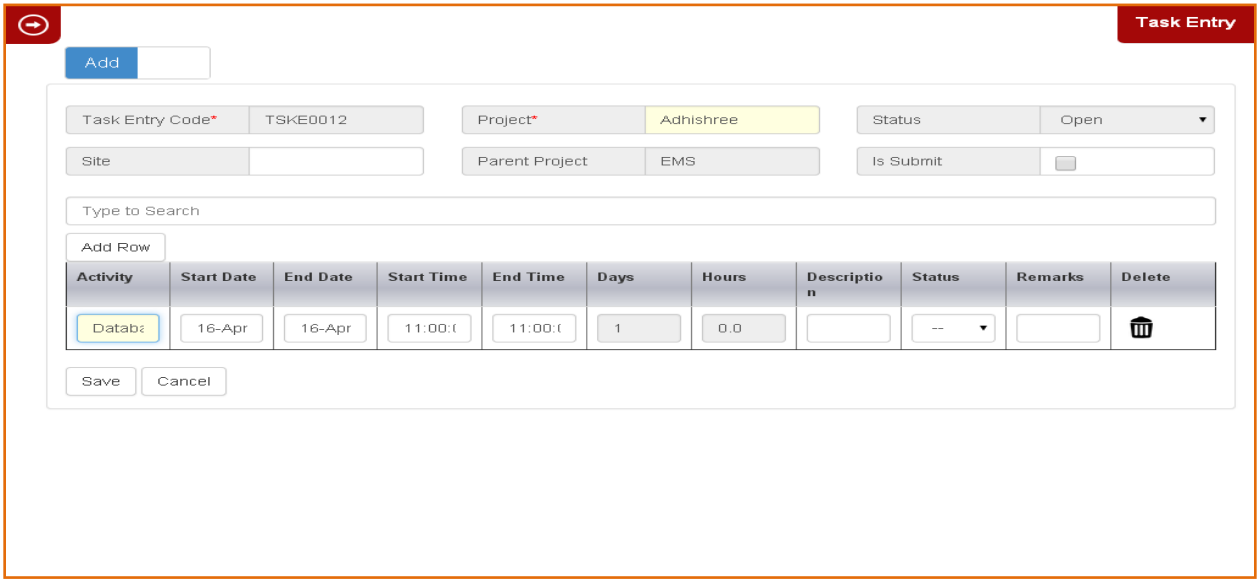
My Task

Employee can view the task which is assign to him. User can view the task details by clicking on the link, and make the task entry.



Task Entry

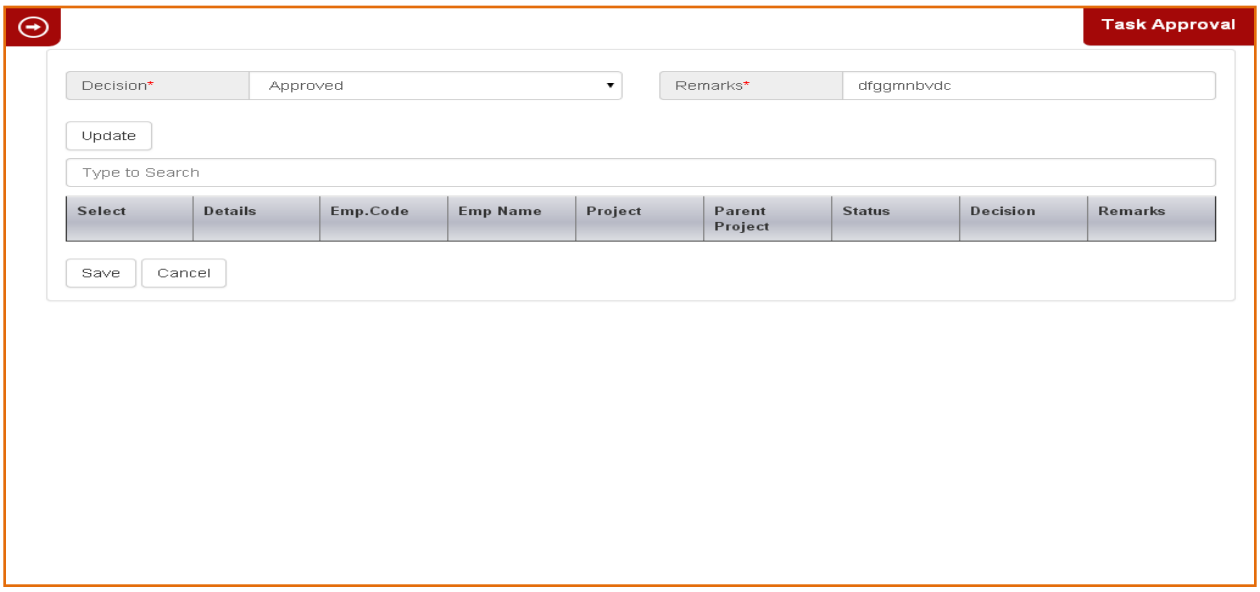
Task Entry page will allow you to do task entry. Which date you start the task and which date you completed task this entry do in this page. Here user can do the task entry corresponding to the assigned task, or he can also do the individual entry. When user will do the entry, it will automatically done entry in the timesheet for the corresponding month-year. When user will submit this, it will go to the approver, (approver will be the project master of the project).



Task Approval

Task Approval page will allow you to when you completed the task then your project manager will approval the task this entry do in this page. Approver can view the details of request by clicking on Details image.

Here approver will take select proper decision and fill the remarks corresponding to the entry. When click on Submit, data will be saved & mail will be send automatically to the requester with the given details.

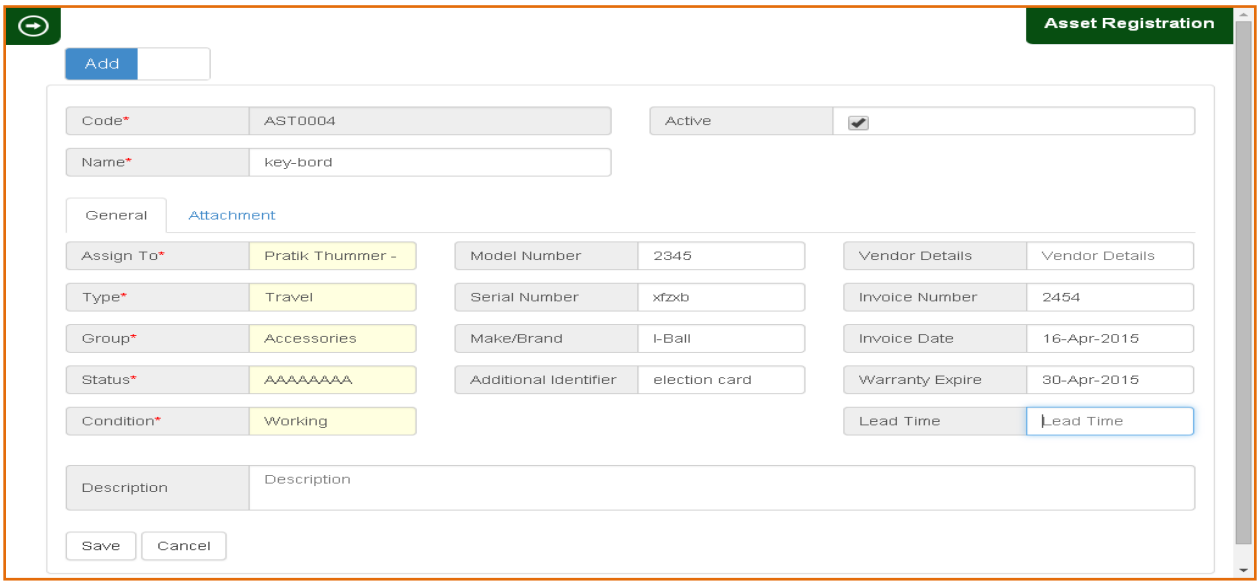


Assets

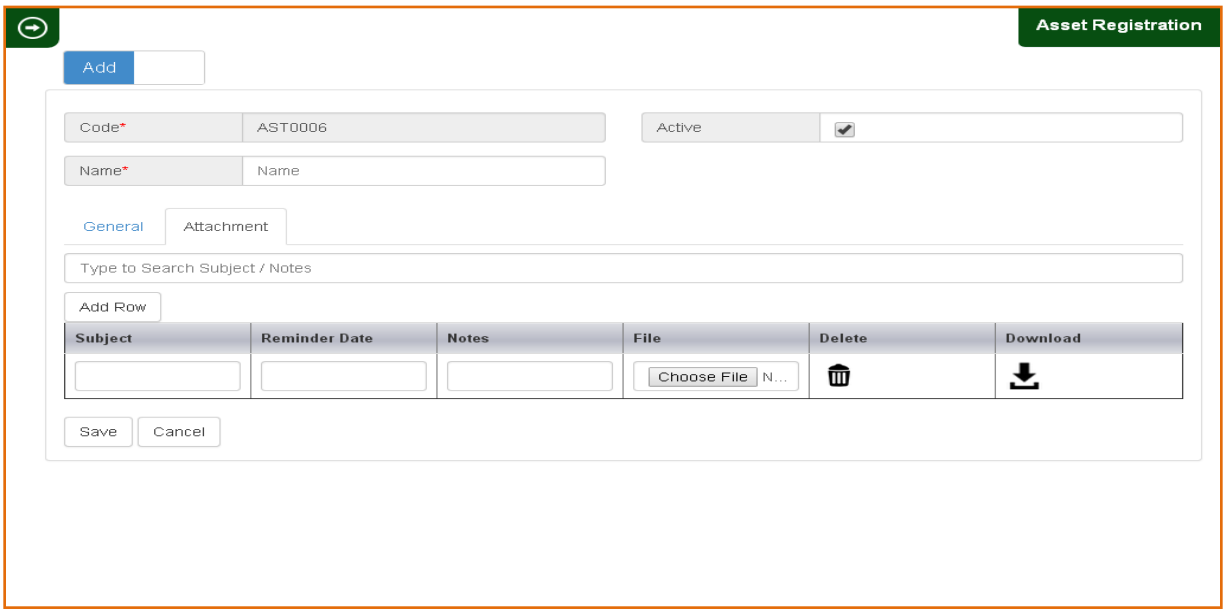
Asset module is used to register the assets, assign to any user, and transfer the assets which are currently hold by the user. Also user can confirm the assets which are assign to him or transfer to him. Also he will confirm all assets which are holding by him from My Assets.

Asset Registration

Asset Registration page will allow admin to register the asset with the necessary information, and its type, group, condition, status etc. and it will be assign to any employee.

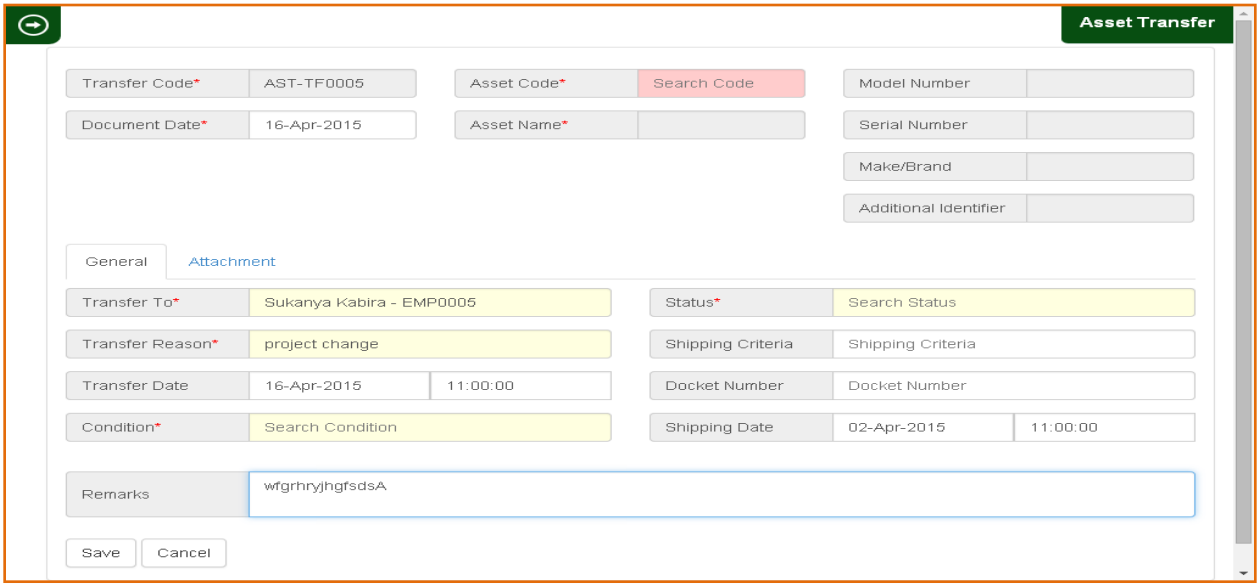


Second tab (Attachment) this form will used to attach the asset documents like bill, user manual etc.



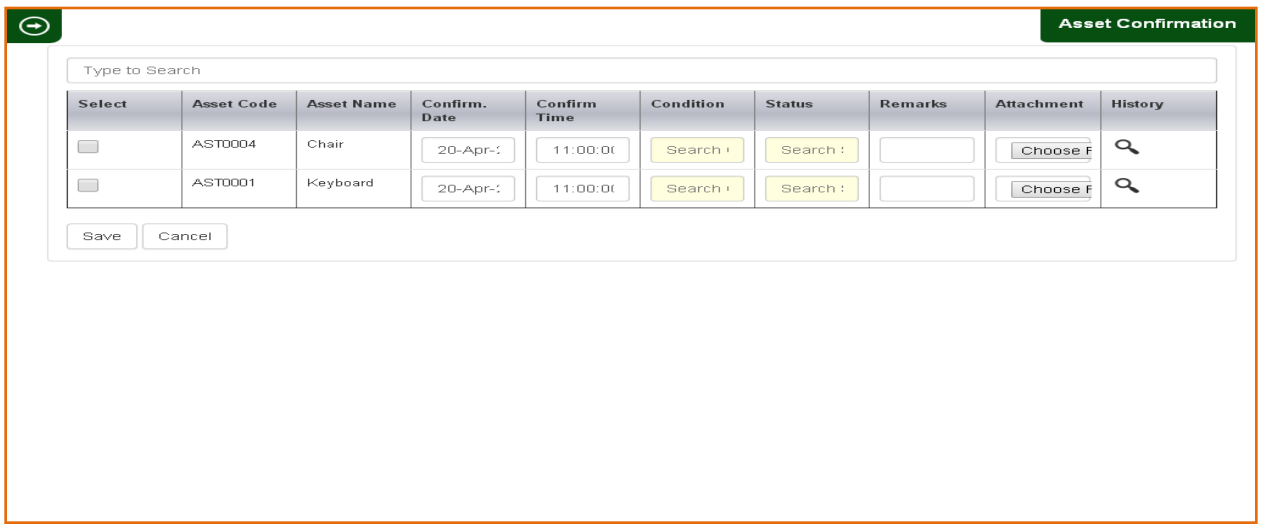
Asset Transfer

Asset Transfer page will allow you to if you don't have need asset then you can transfer this asset to employee and give the transfer reason, status and select the name of the user, to whom you want to transfer the asset. You can provide the shipping details also if required. Also you can attach the documents if required.



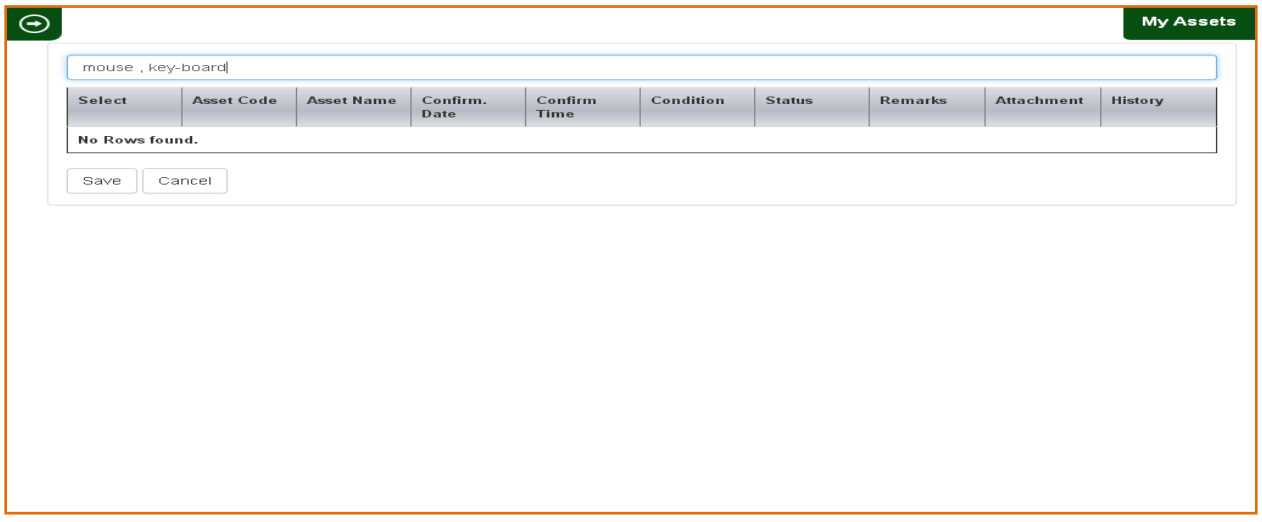
Asset Confirmation

Asset confirmation page will display all the assets like which are assigning to him from the asset register or it will be transfer by any other user. Here you can also view all the information about its details by clicking on history icon. Also user can also download the documents which are attached to the asset on the time of registration or on the time of transfer.



My Assets

My Asset page will display all the assets which are holding by him. (I.e. assets which are currently having to the login employee). Here you can also view all the information about its details by clicking on history icon. Also user can also download the documents which are attached to the asset on the time of registration or on the time of transfer.

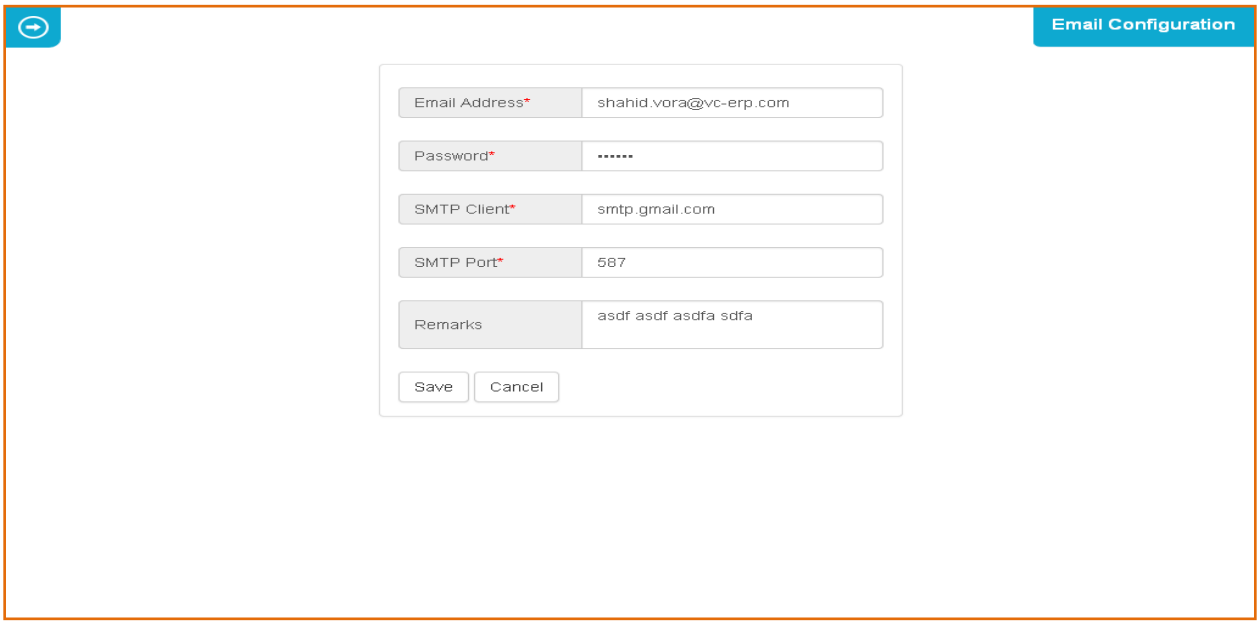


Utility

Utility module is used to configure system related information. Admin can set the Email Settings, can take Database backup manually, also he can add multiple assets using excel file upload, in the specific format downloaded from the utility module.

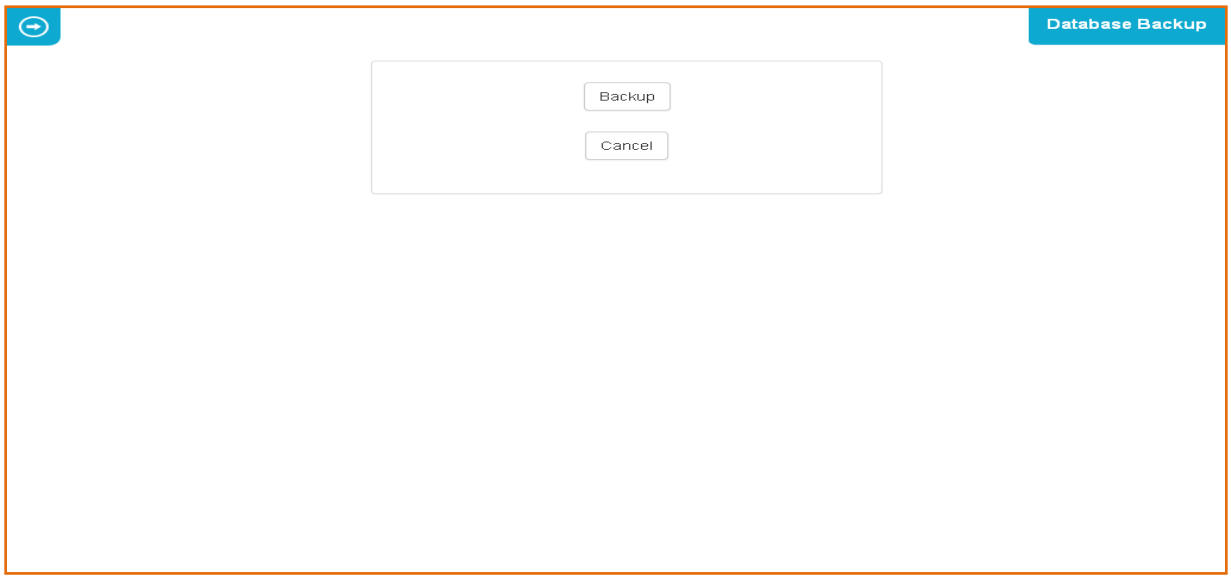
Email Configuration

Email Configuration page will help you to you set email address in this page and all mail are configure with this mail address. All the emails which are sent by system, it will use this email configuration.



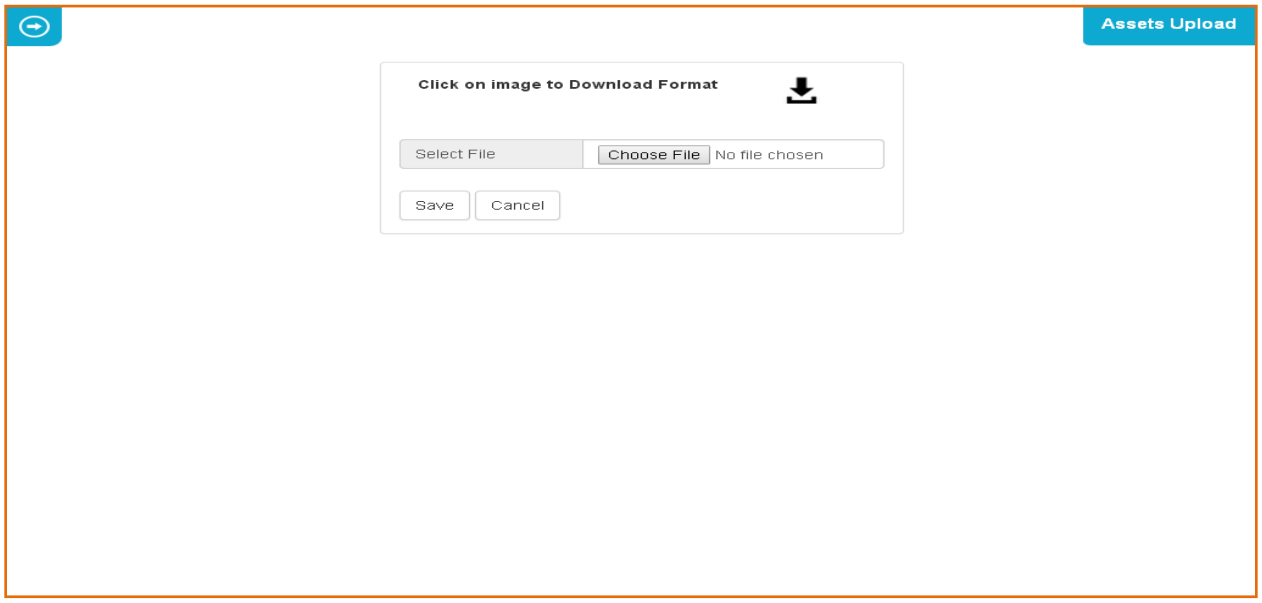
Database Backup

Database Backup page will allow it take all backup of your database.



Assets Upload

Assets Upload master it used to upload the Assets. Also it can add multiple assets using excel file upload in the specific format downloaded from the same page.

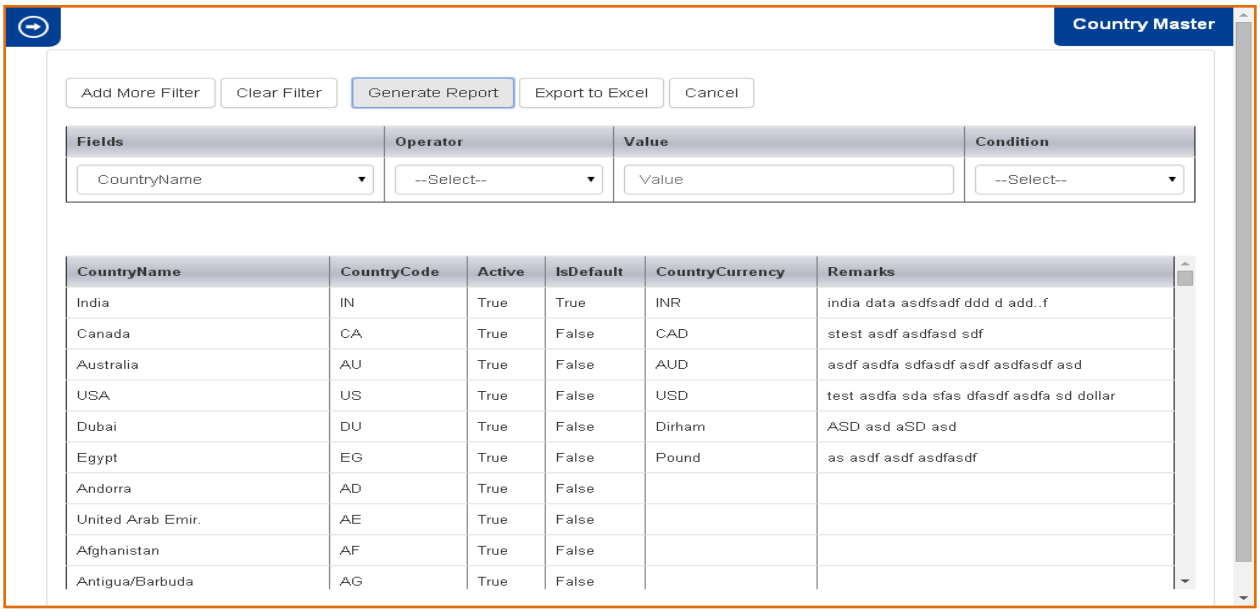


Report & Analytics

This will show you all the reports which are useful at transaction level as well as master level.

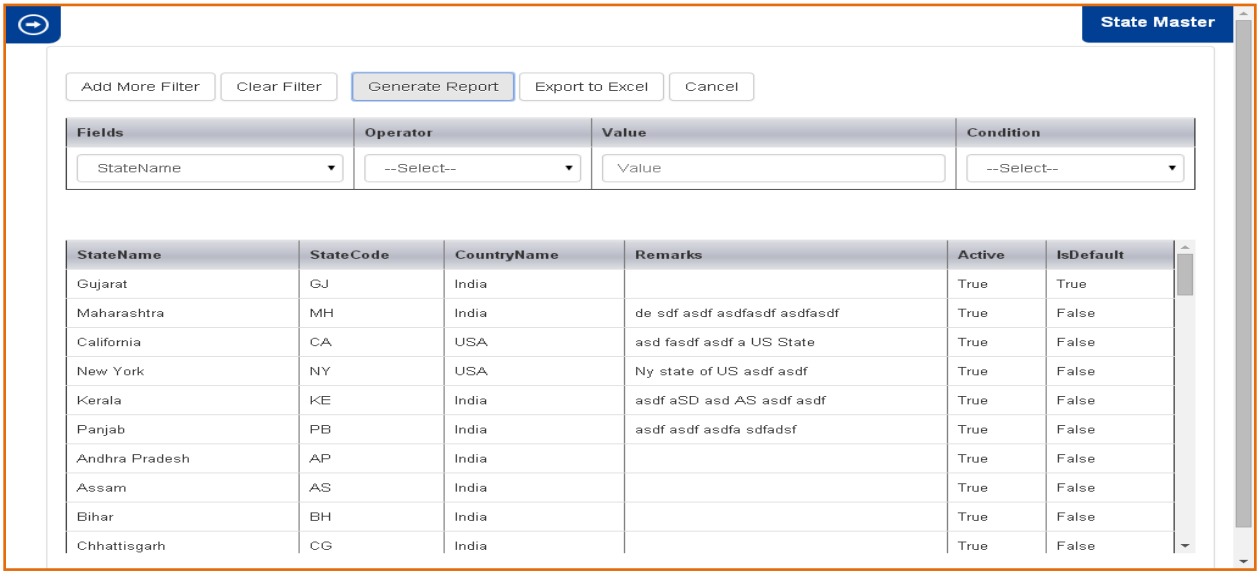
Country Master

Country Master Report will display all the records will all fields from the Country Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



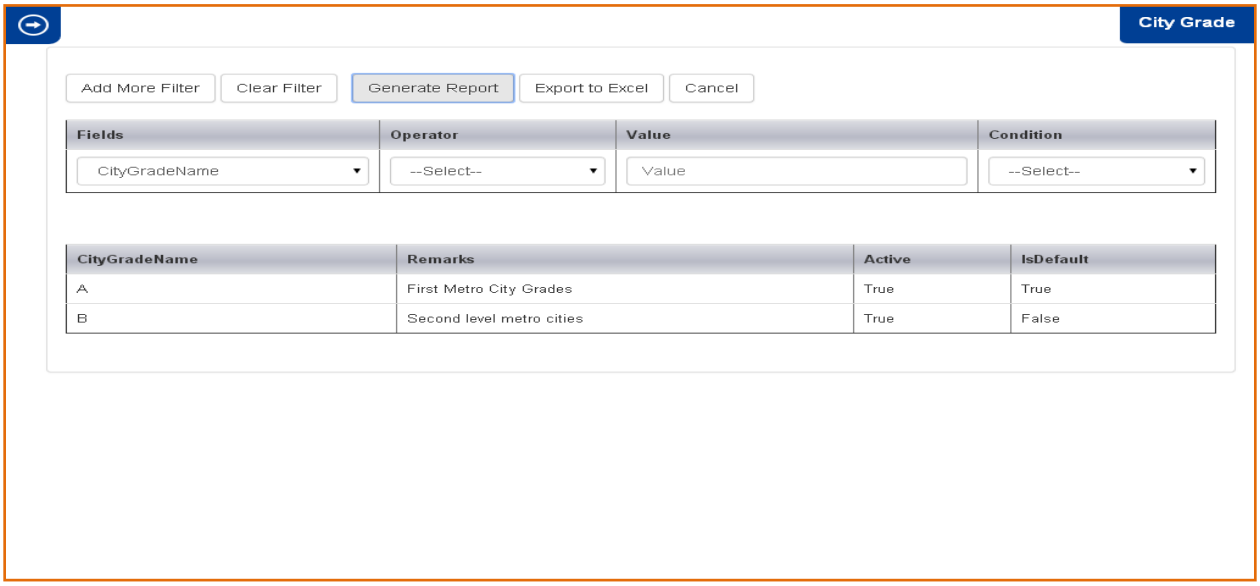
State Master

State Master Report will display all records will all fields from the State Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



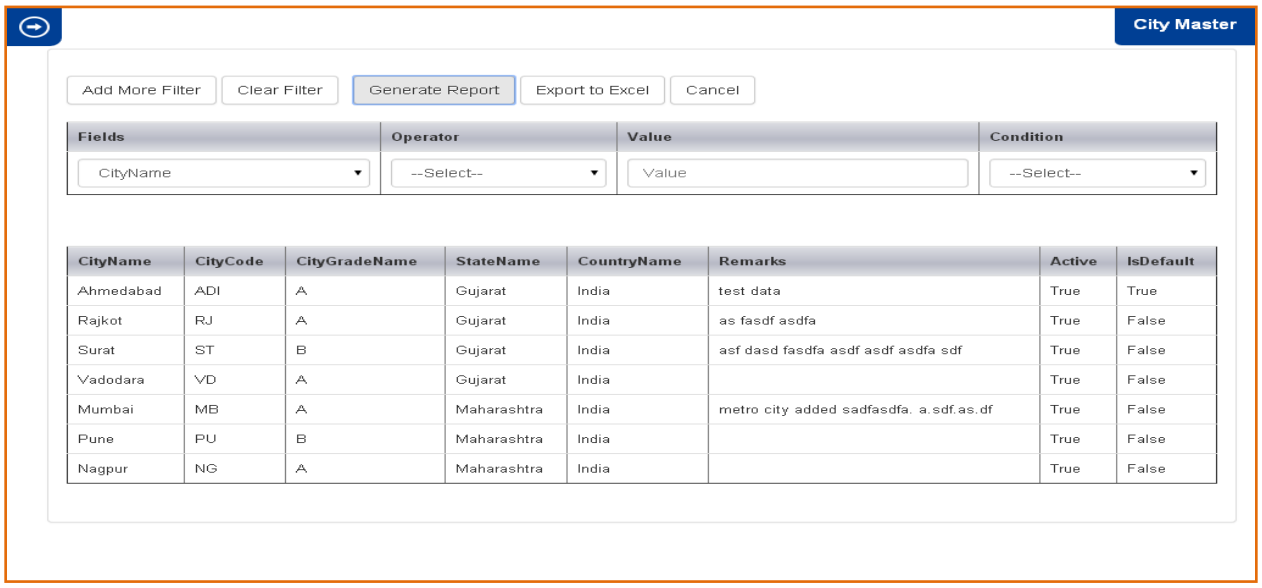
City Grade

City Grade Master Report will display all the records will all fields from the City Grade Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



City Master

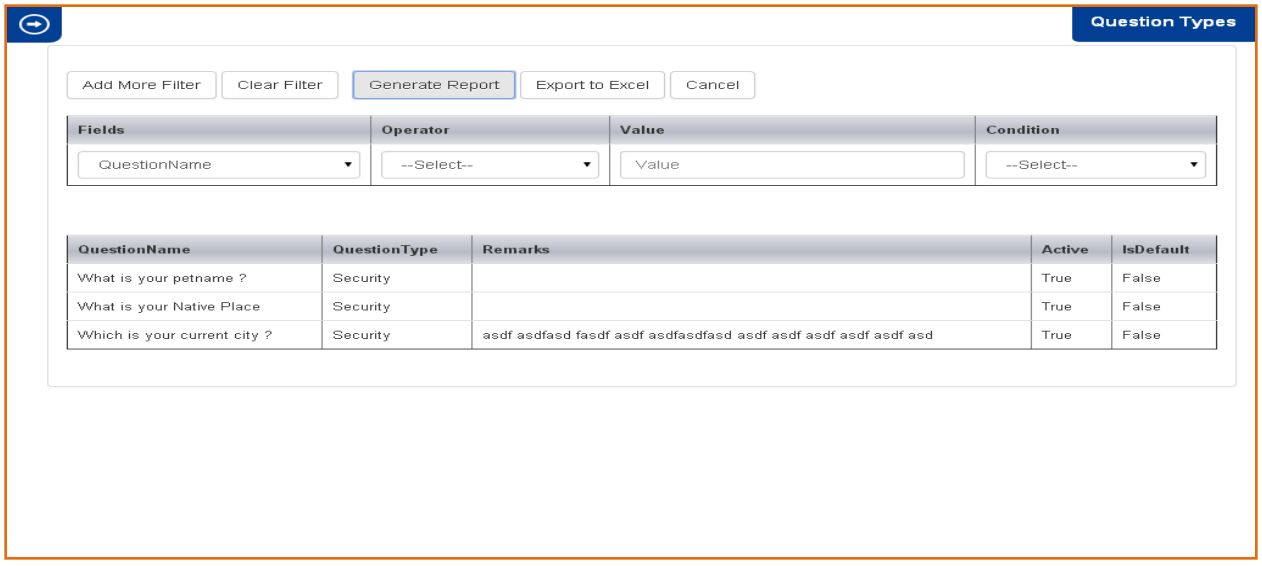
City Master Report will display all records will all fields from the City Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



CityName	CityCode	CityGradeName	StateName	CountryName	Remarks	Active	IsDefault
Ahmedabad	ADI	A	Gujarat	India	test data	True	True
Rajkot	RJ	A	Gujarat	India	as fasdf asdfa	True	False
Surat	ST	B	Gujarat	India	asf dasd fasdfa asdf asdf asdfa sdf	True	False
Vadodara	VD	A	Gujarat	India		True	False
Mumbai	MB	A	Maharashtra	India	metro city added sadfasdfa. a.sdf.as.df	True	False
Pune	PU	B	Maharashtra	India		True	False
Nagpur	NG	A	Maharashtra	India		True	False

Question Type

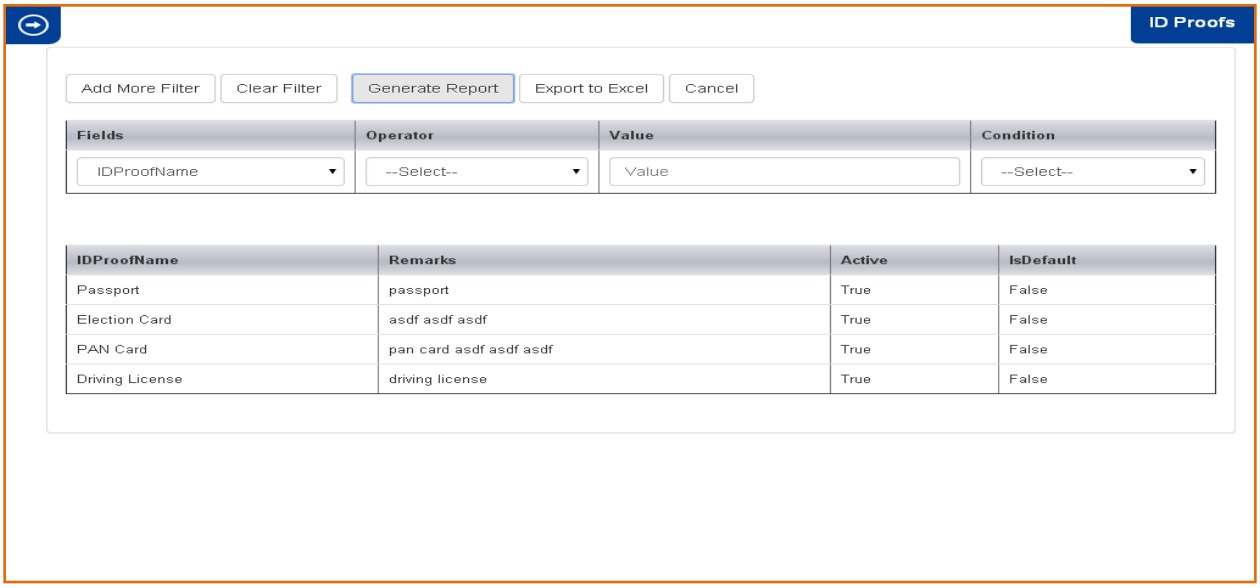
Question Type Master Report will display all the records will all fields from the Question Type Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



QuestionName	QuestionType	Remarks	Active	IsDefault
What is your petname ?	Security		True	False
What is your Native Place	Security		True	False
Which is your current city ?	Security	asdf asdfasd fasdf asdf asdfasdfasd asdf asdf asdf asdf asdf asd	True	False

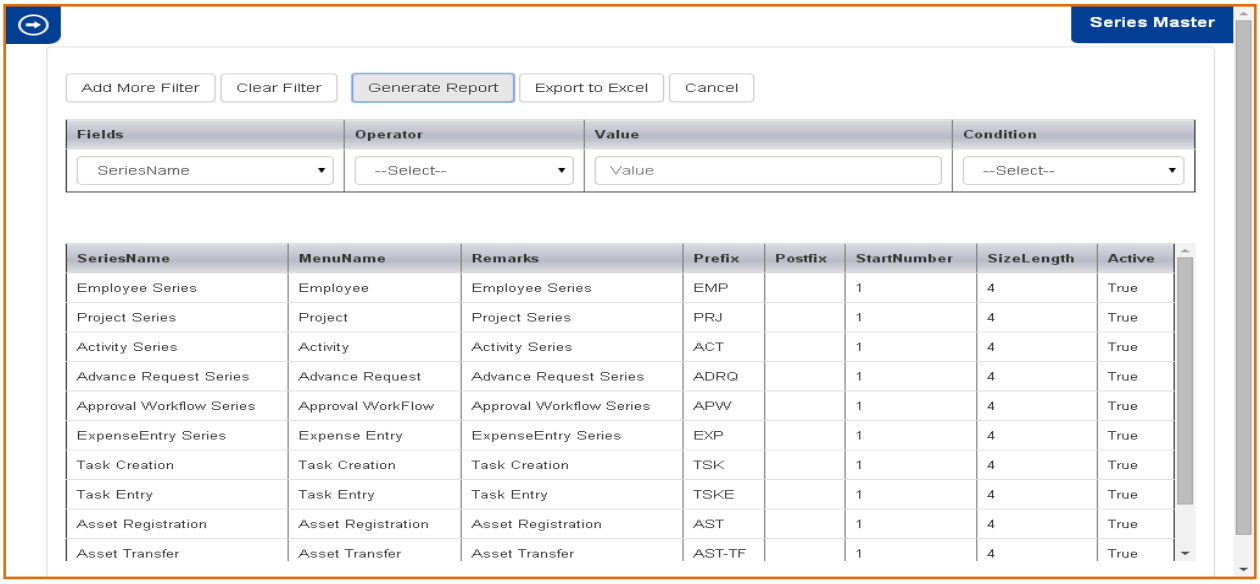
ID Proofs

ID Proofs Master Report will display all the records will all fields from the ID Proofs Master. Also it has 'Export to Excel' functionality for the records displaying in Table.



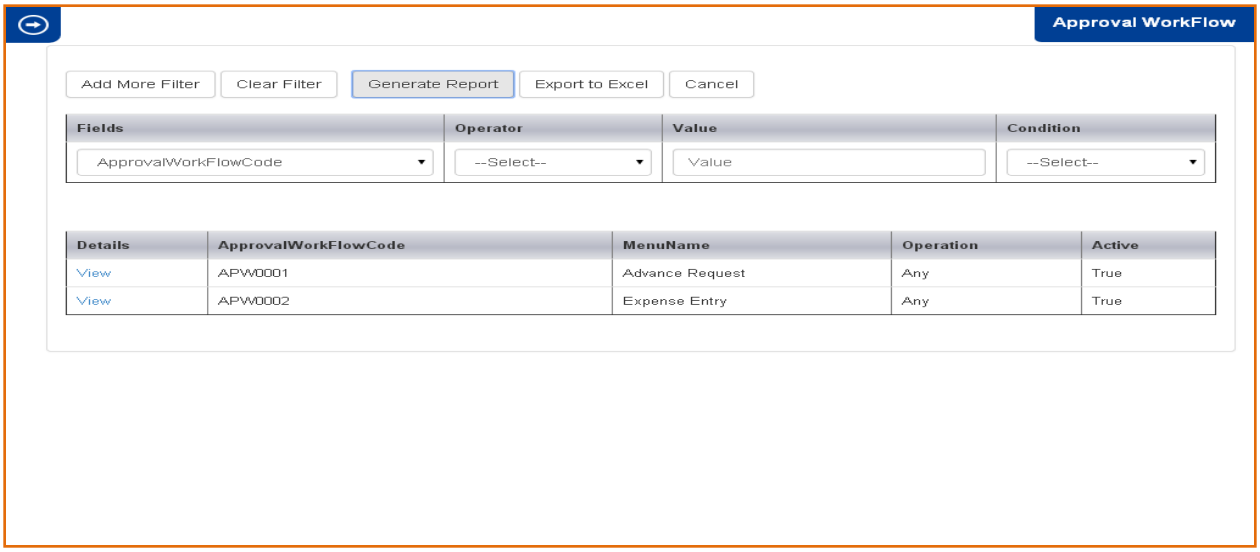
Series Master

Series Master Report will display all the records will all fields from the Series Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



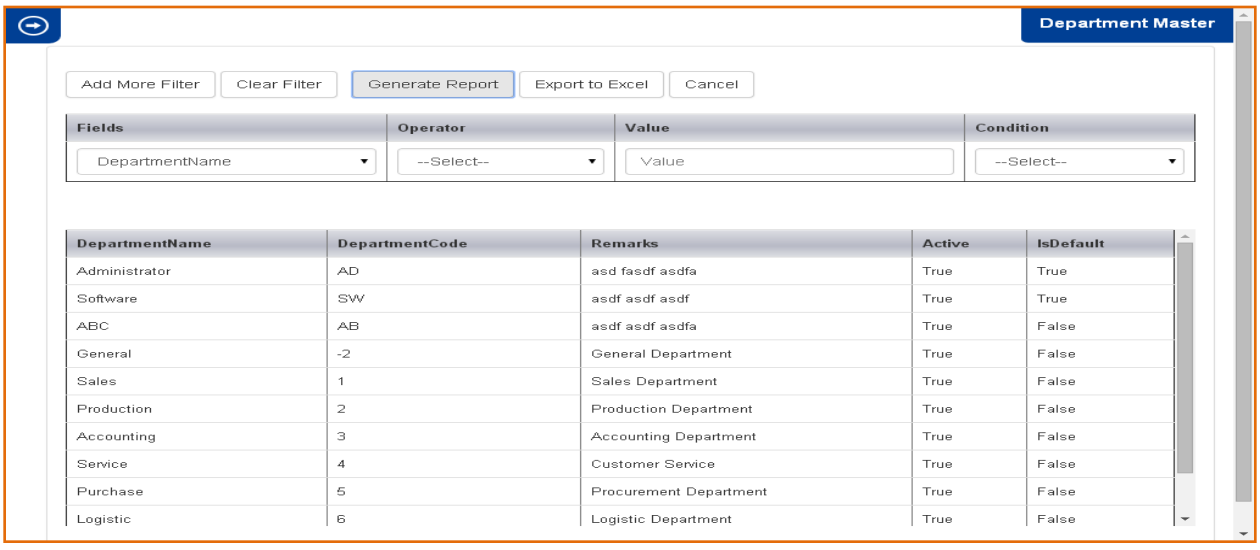
Approval Workflow

Approval Workflow Reports will display all the records from Approval workflow. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



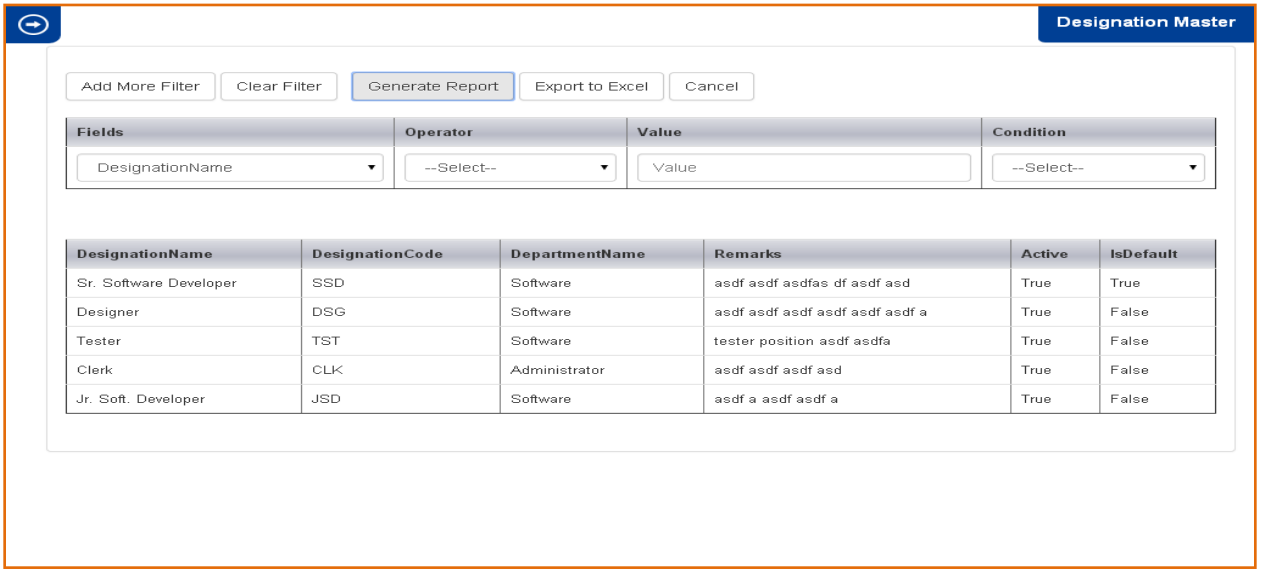
Department Master

Department Master Report will display all the records will all fields from the Department Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



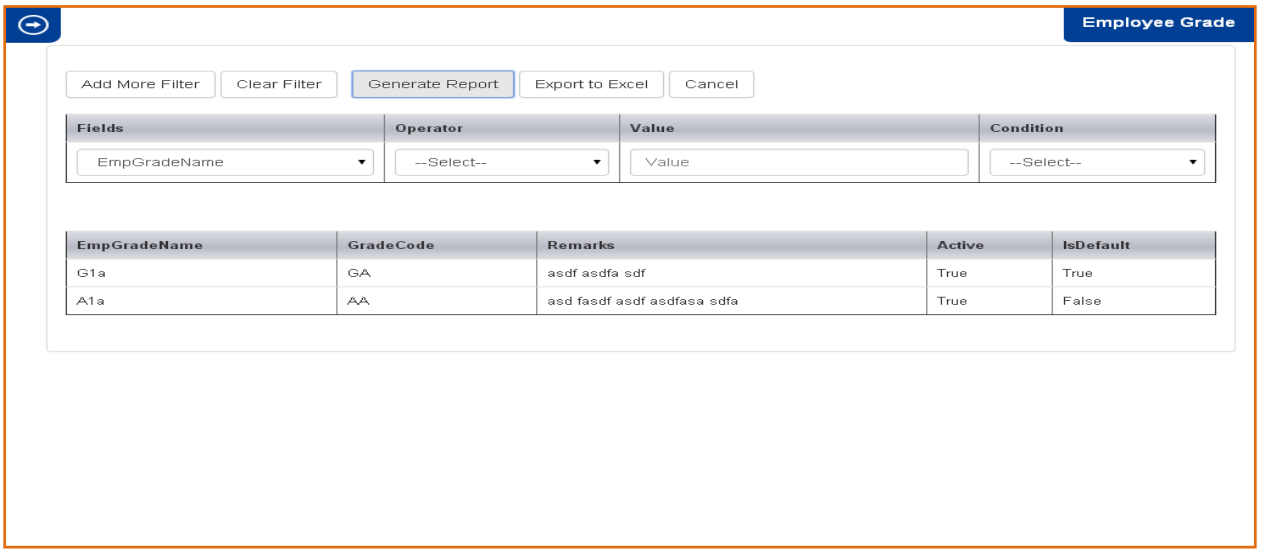
Designation Master

Designation Master Report will display all the records will all fields from the Designation Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



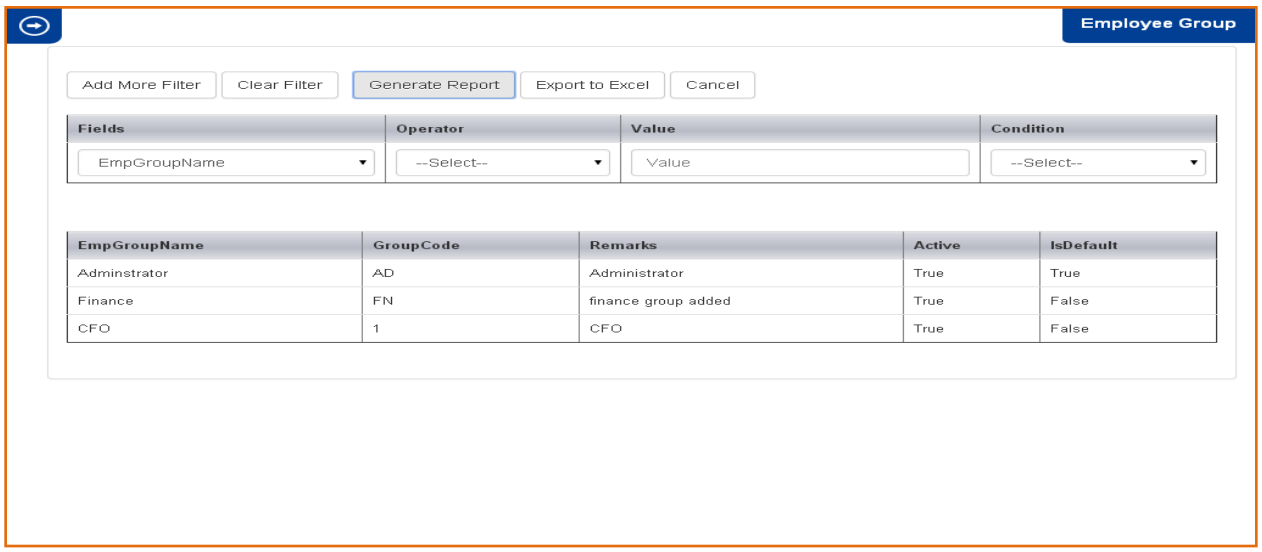
Employee Grade

Employee Grade Master Report will display all the records will all fields from the Employee Grade Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



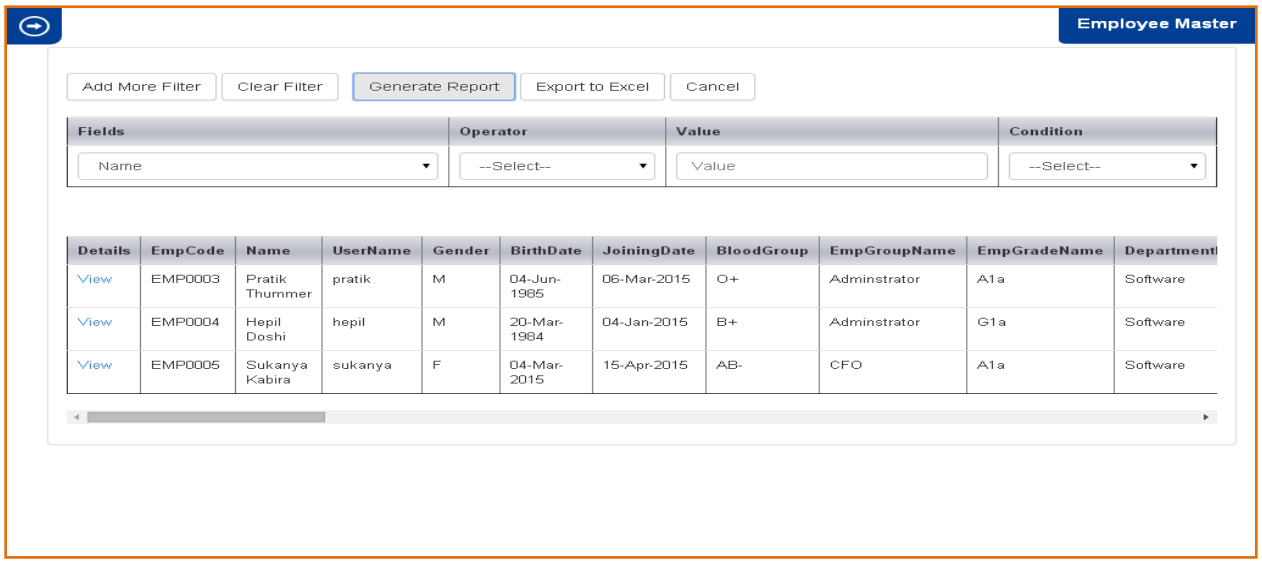
Employee Group

Employee Group Master Report will display all the records will all fields from the Employee Group Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



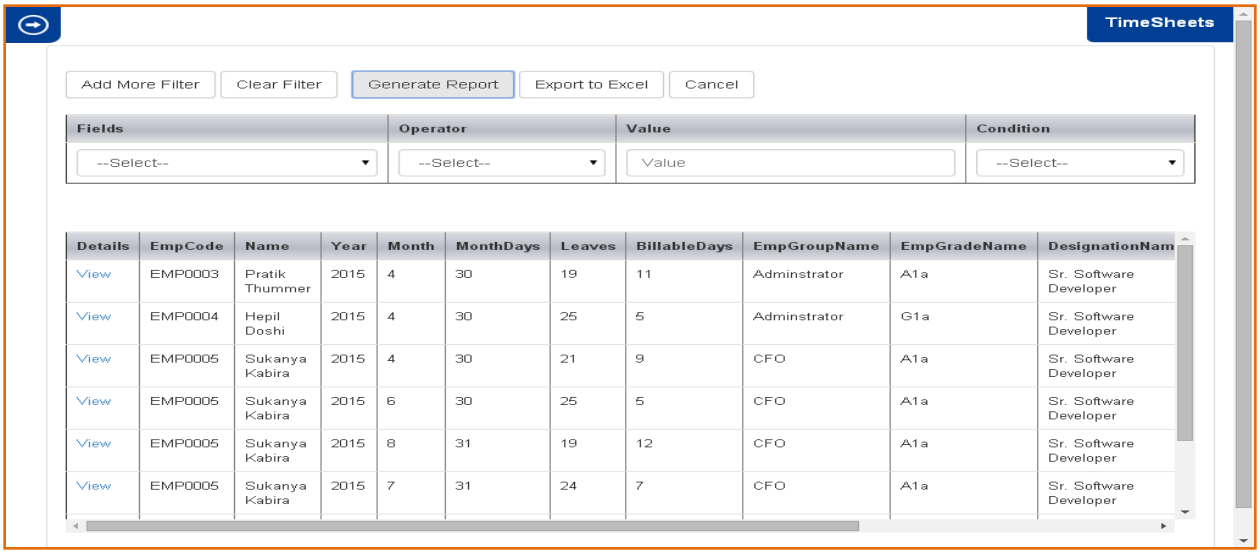
Employee Master

Employee Master Reports will display all the records from employee Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table and here also user is able to have ‘Export to Excel’ functionality.



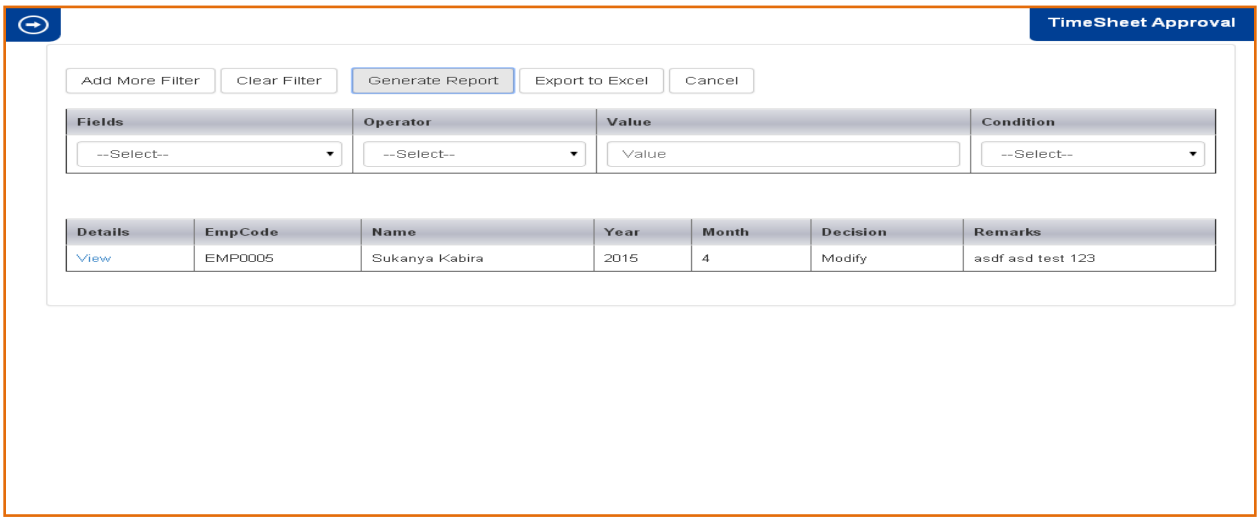
Time Sheet

Time Sheet Reports will display all the records from Time Sheet. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



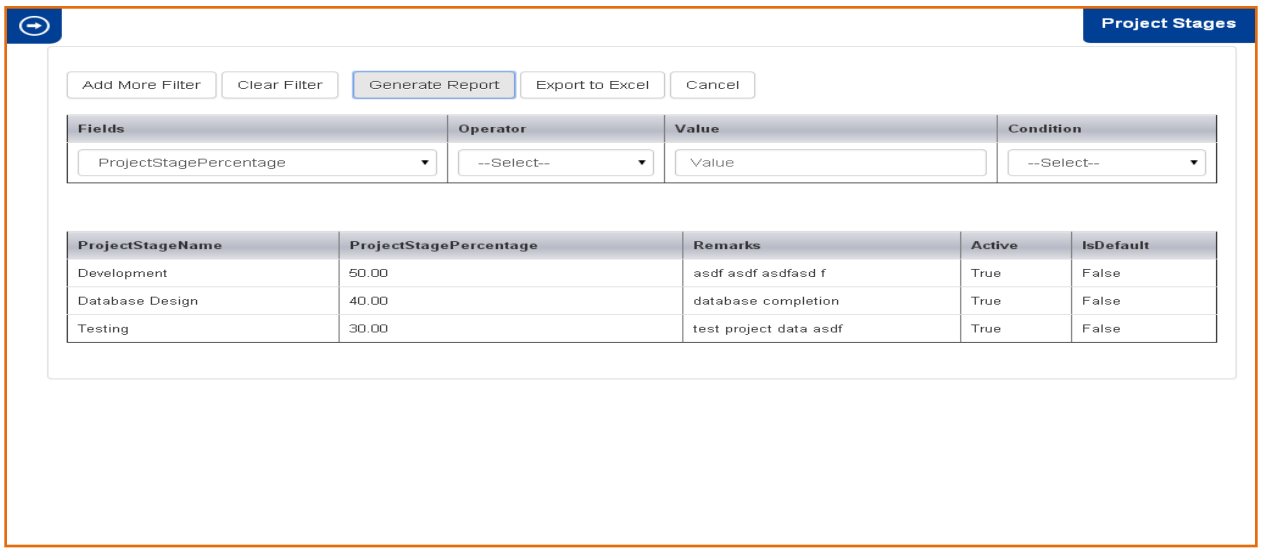
Time Sheet Approval

Time Sheet Approval Reports will display all the records from Time Sheet Approval. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



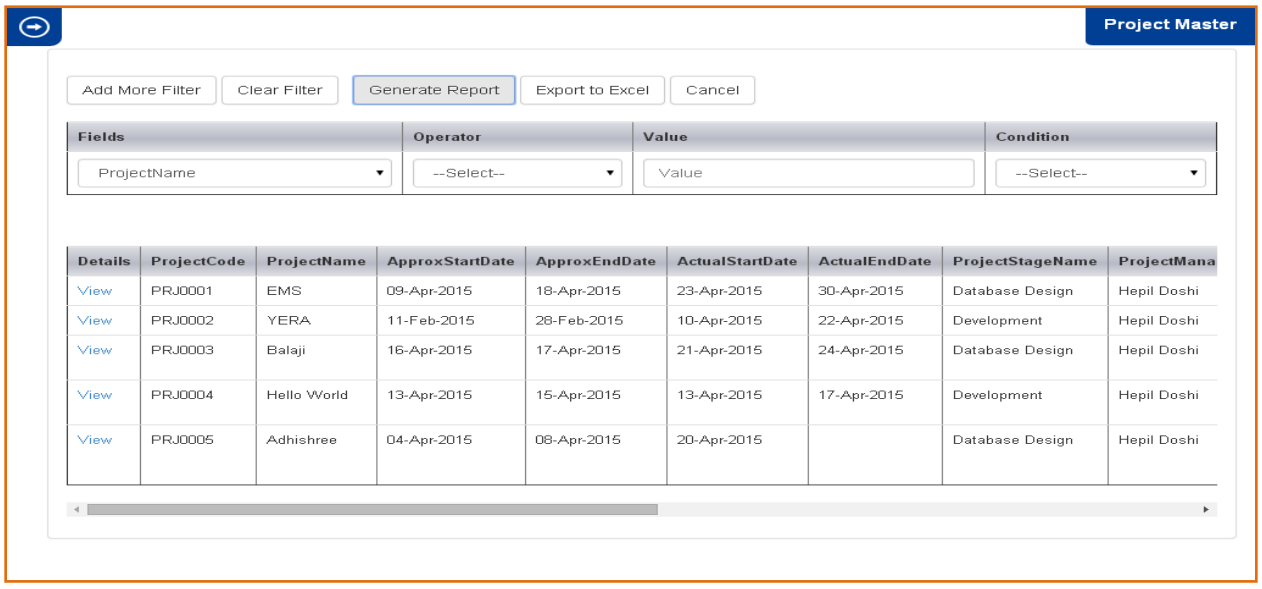
Project Stages

Project Stages Master Report will display all the records will all fields from the Project Stage Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



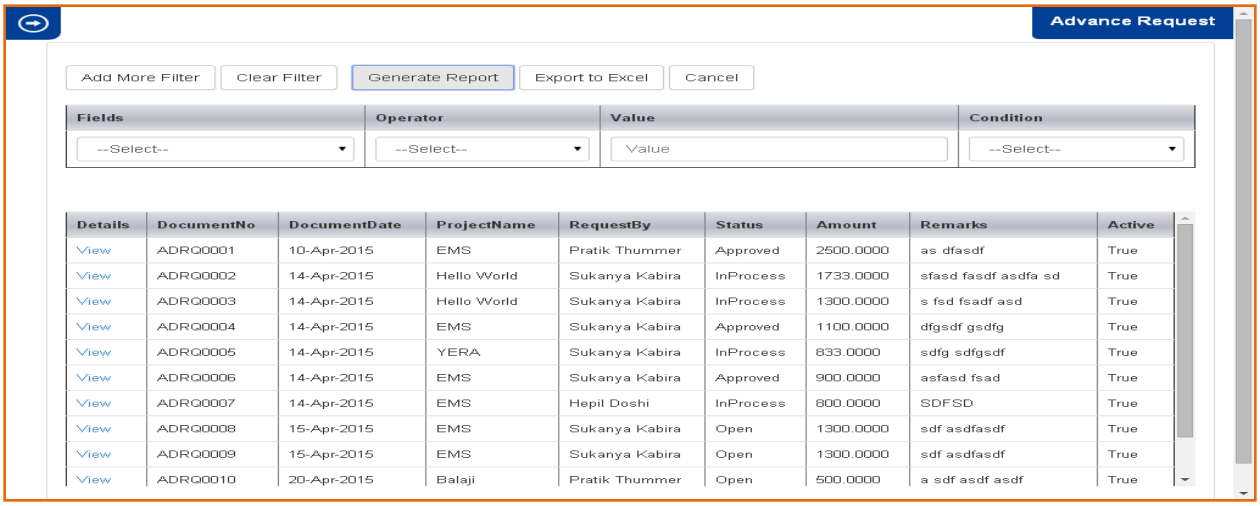
Project Master

Project Master Reports will display all the records from Project Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table and here also user is able to have ‘Export to Excel’ functionality.



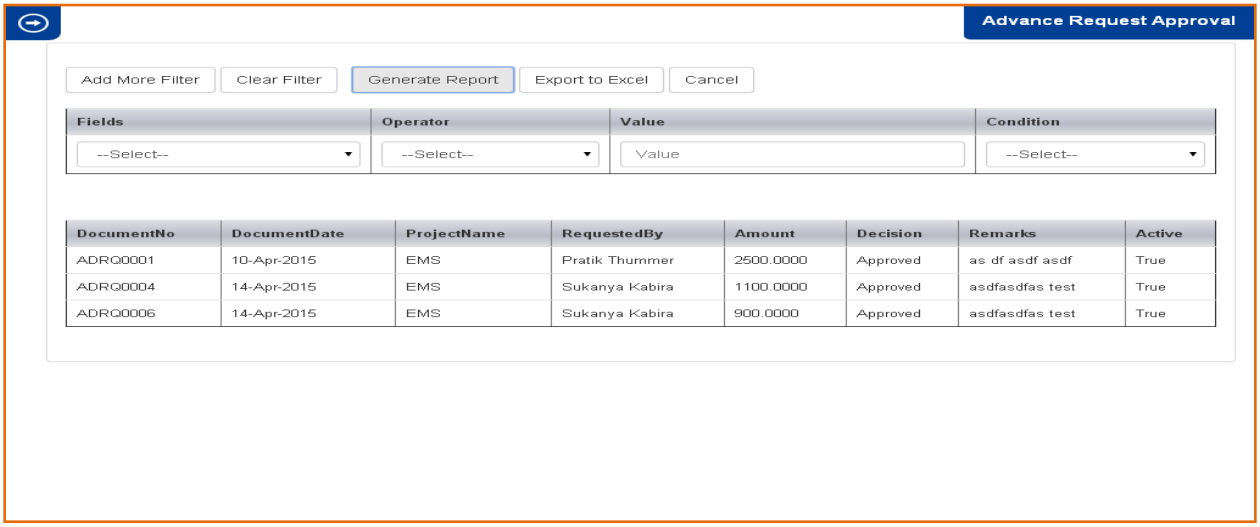
Advance Request

Advance Request Reports will display all the records from Advance Request. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



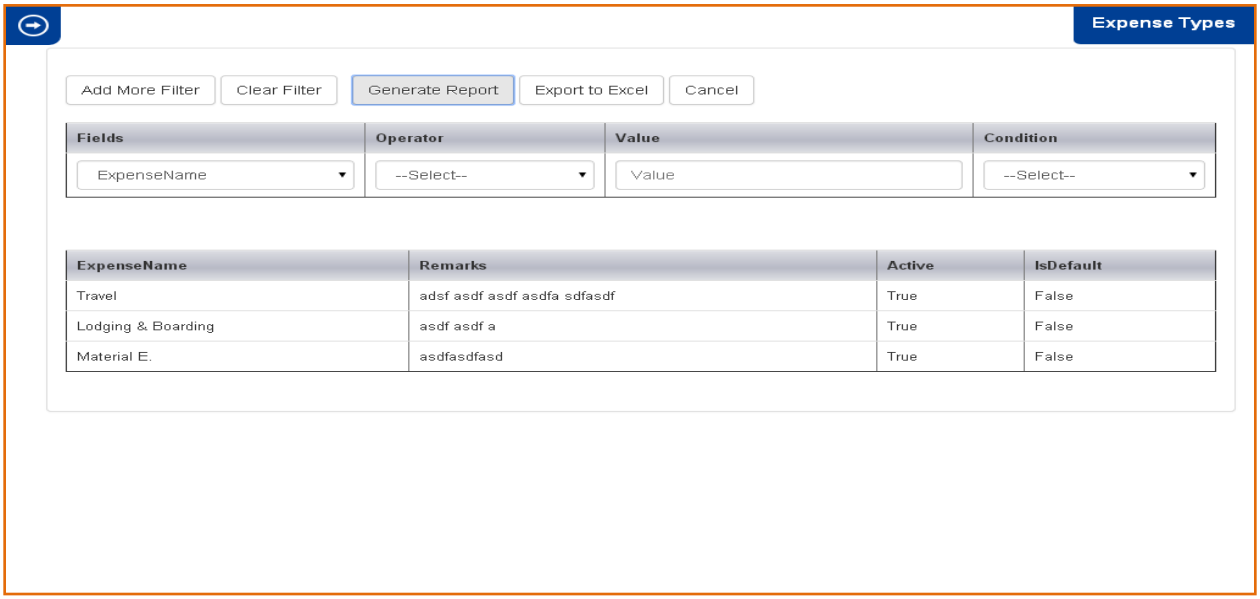
Advance Request Approval

Advance Request Approval Reports will display all the records from Advance Request Approval. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



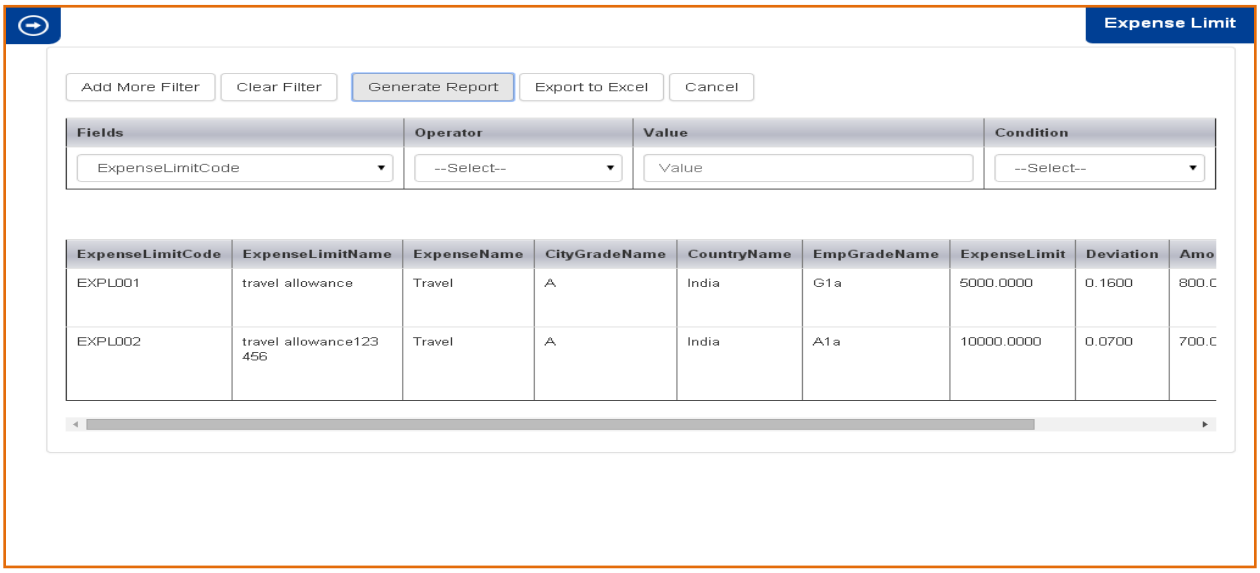
Expense Type

Expense Type master Report will display all the records from Expense Type Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



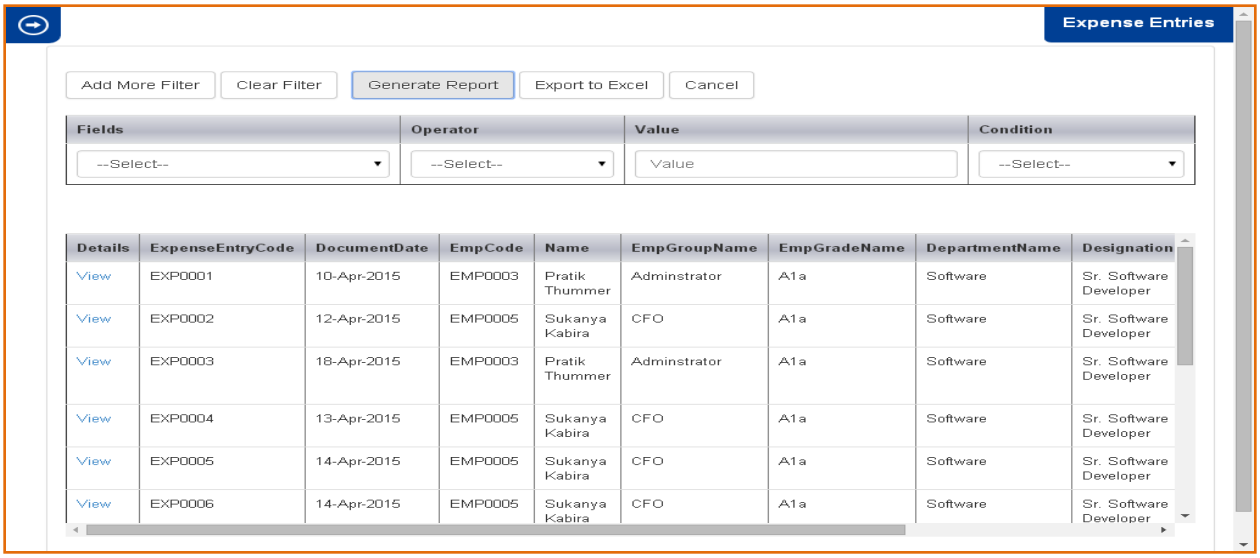
Expense Limit

Expense Type master Report will display all the records from Expense Type Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



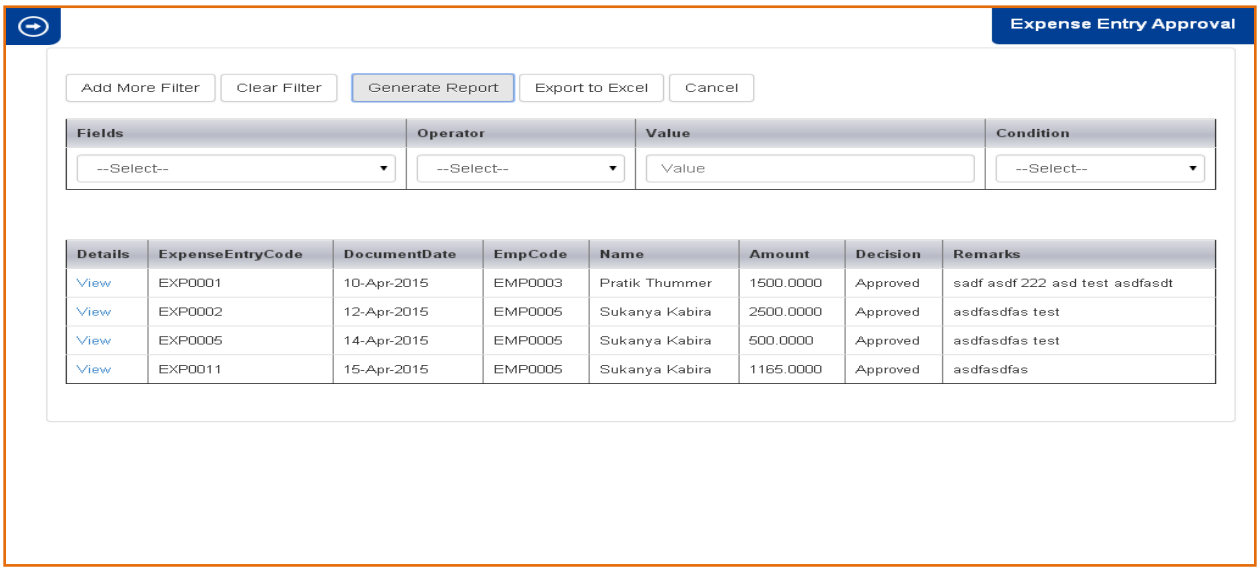
Expense Entry

Expense Entry Reports will display all the records from Expense Entry. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



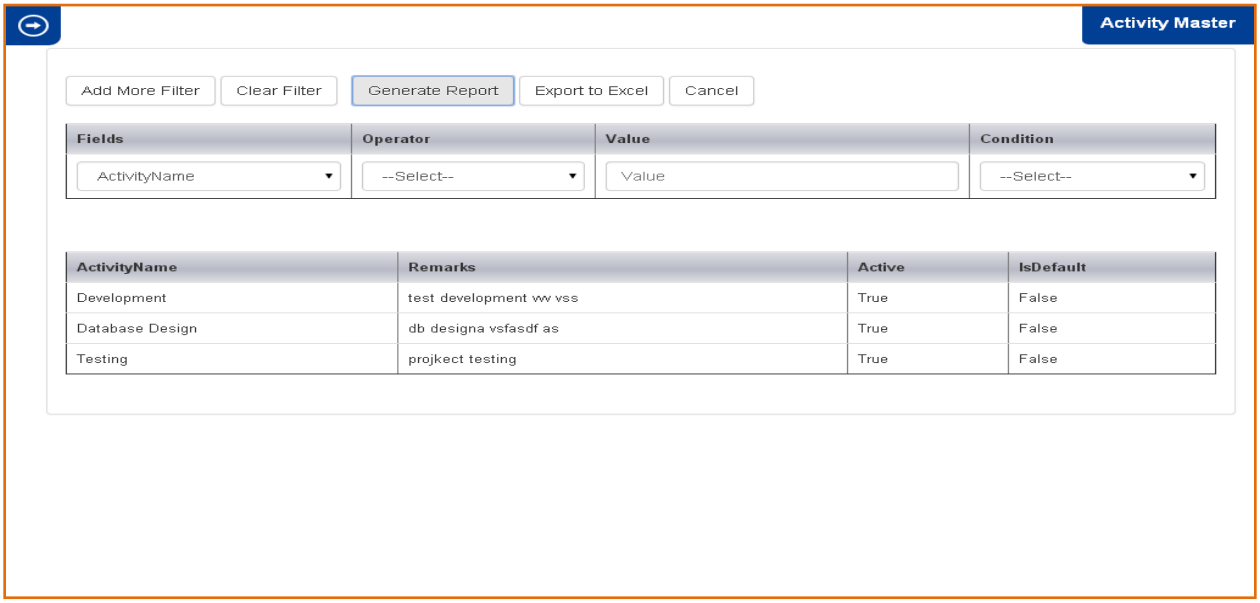
Expense Entry Approval

Expense Entry Approval Reports will display all the records from Expense Entry. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



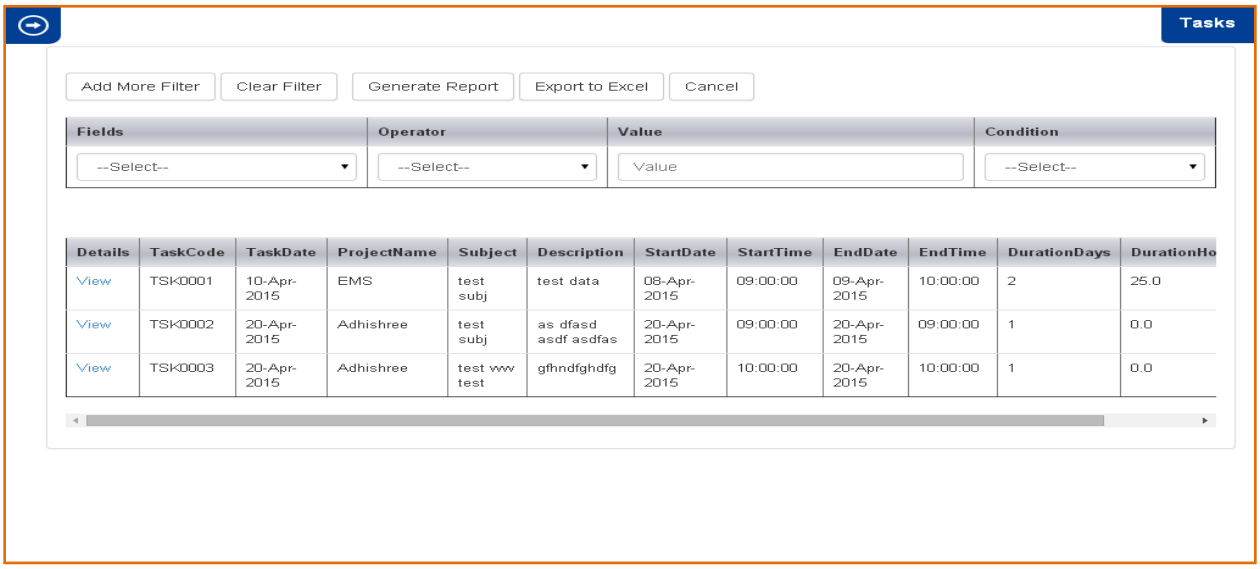
Activity Master

Activity Master Report will display all the records will all fields from the Activity Master. Also it has 'Export to Excel' functionality for the records displaying in Table.



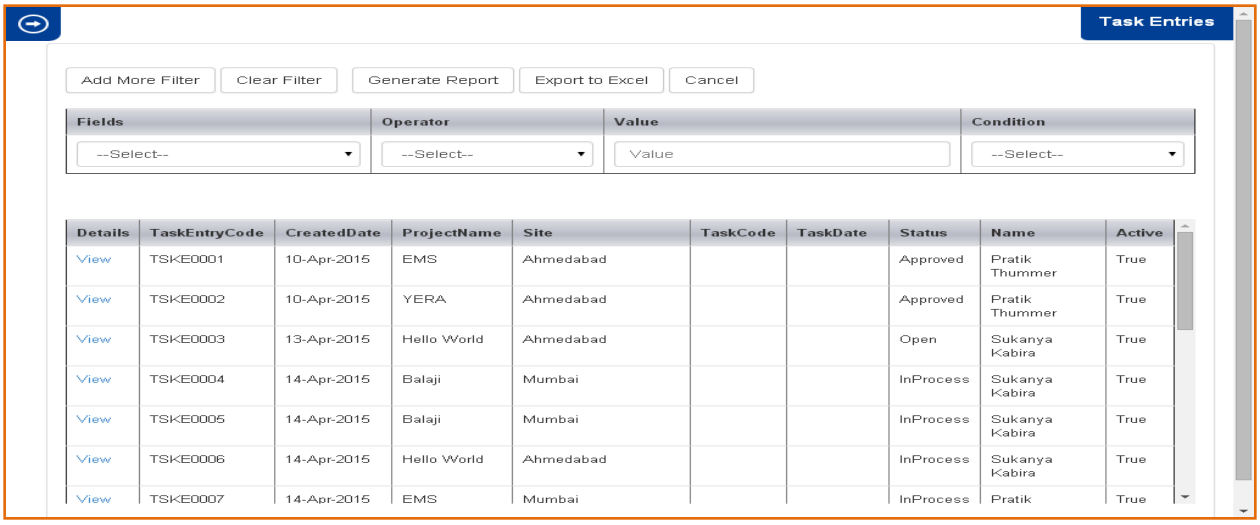
Task

Task Reports will display all the records from Task. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



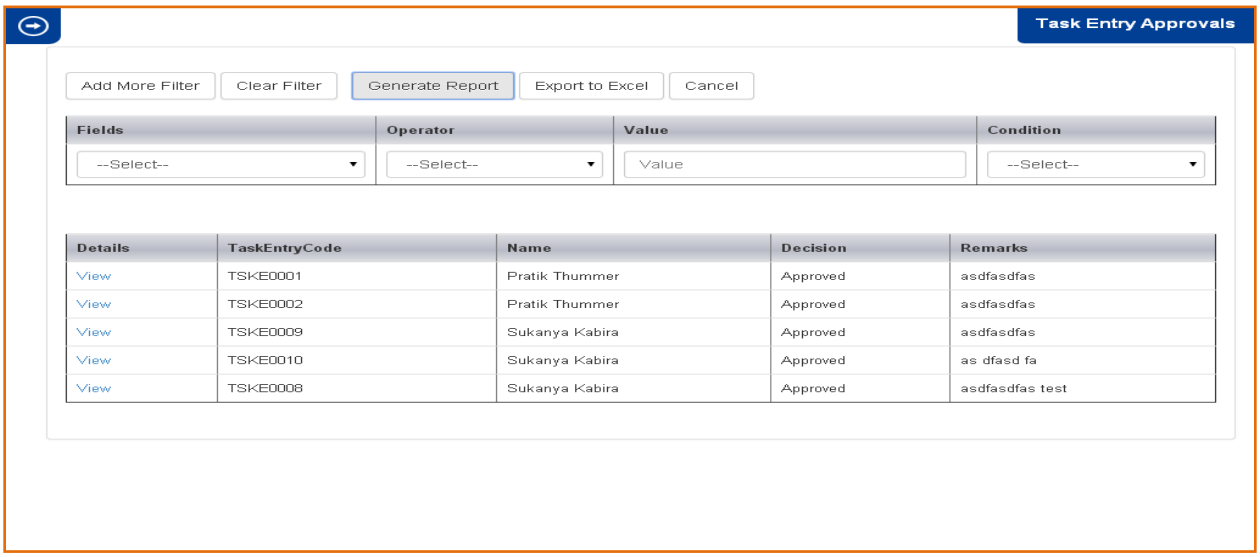
Task Entry

Task Entry Reports will display all the records from Task. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



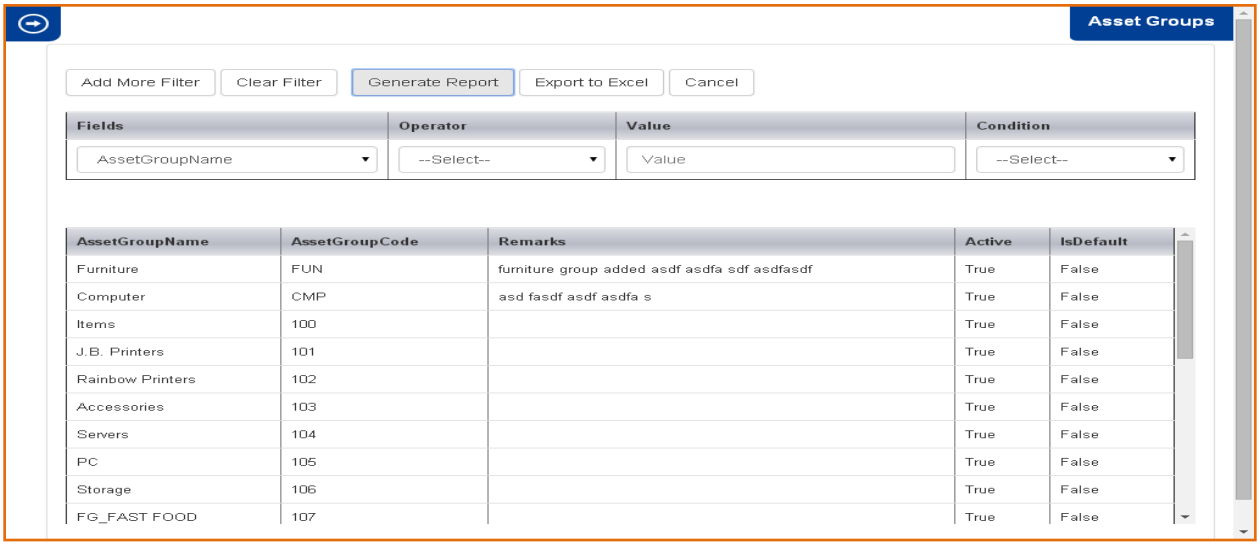
Task Entry Approvals

Task Entry Approval Reports will display all the records from Task Entry Approval. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



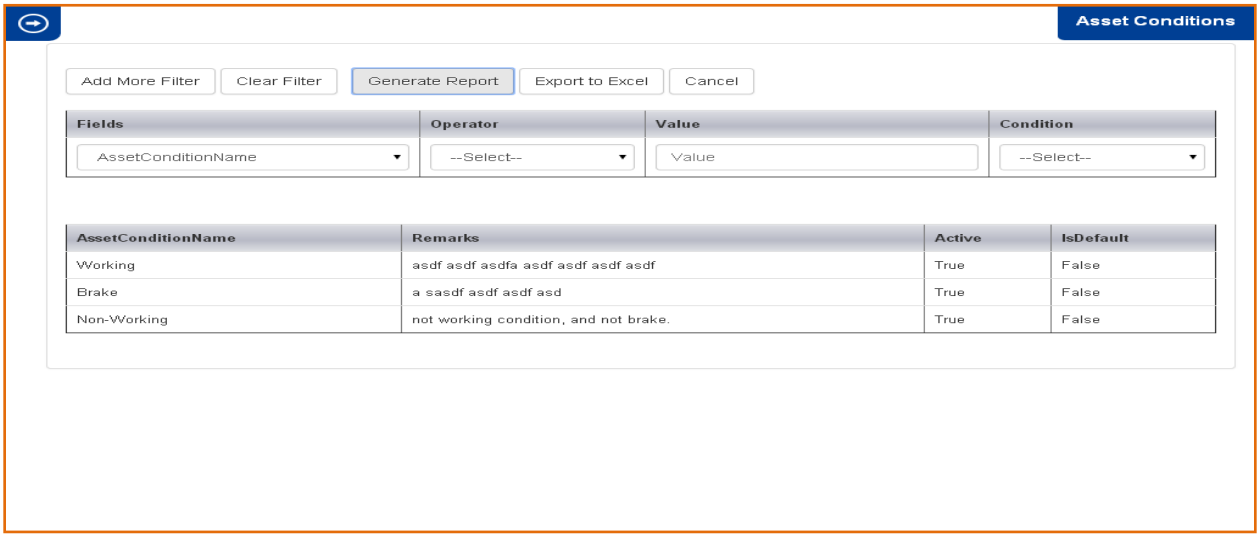
Asset Group

Asset Group Master Report will display all the records will all fields from the Asset Group Master. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table.



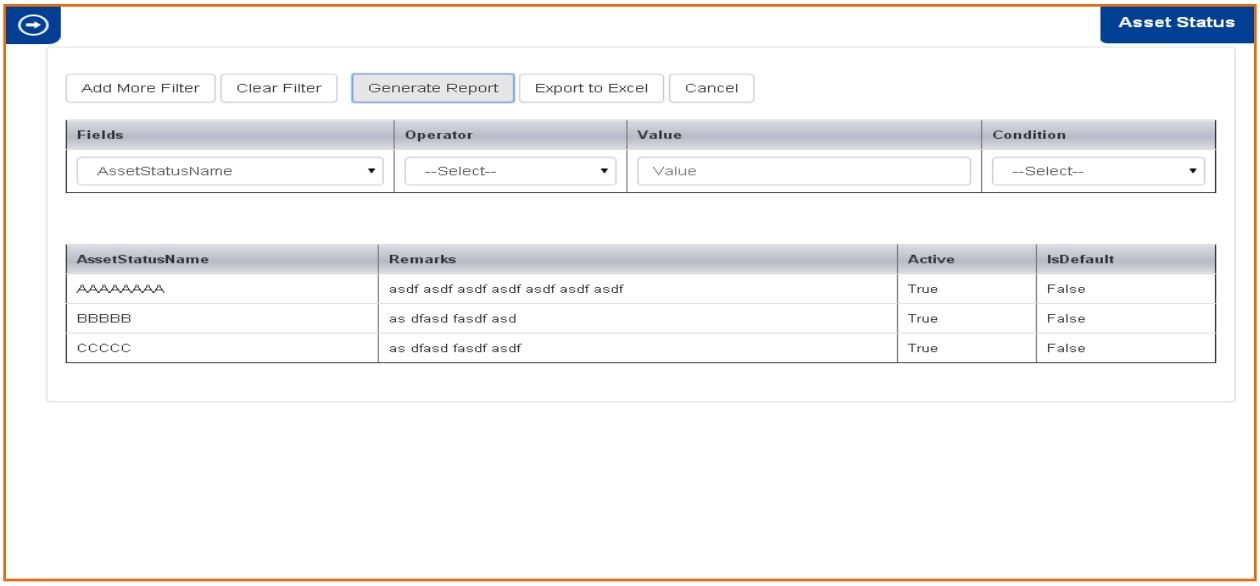
Asset Condition

Asset Condition Master Report will display all the records will all fields from the Asset Condition Master. Also it has 'Export to Excel' functionality for the records displaying in Table.



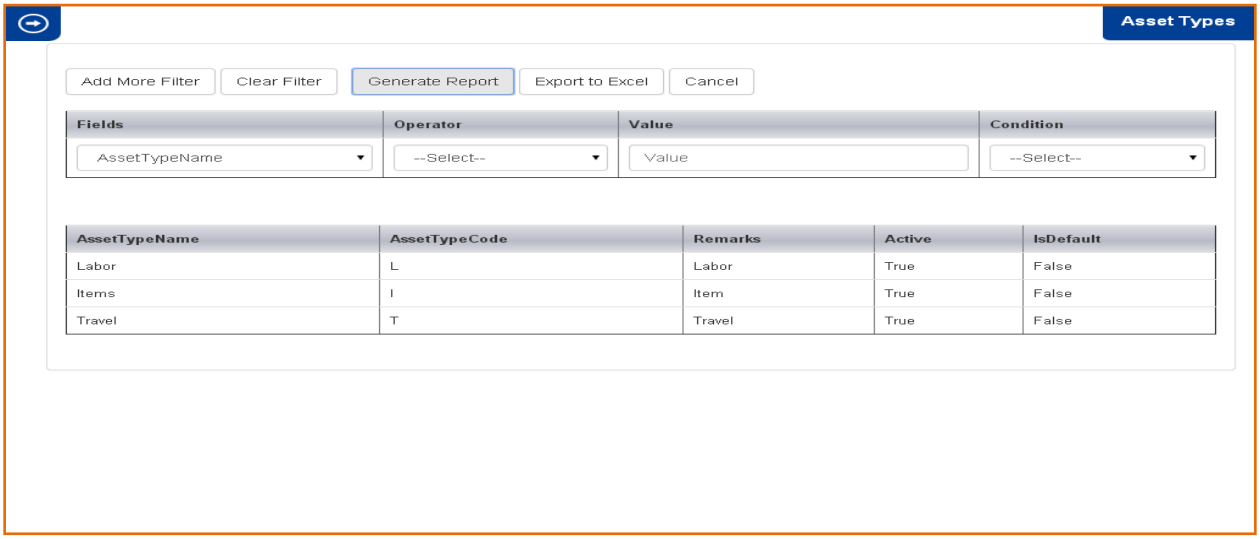
Asset Status

Asset Status Master Report will display all the records will all fields from the Asset Status Master. Also it has 'Export to Excel' functionality for the records displaying in Table.



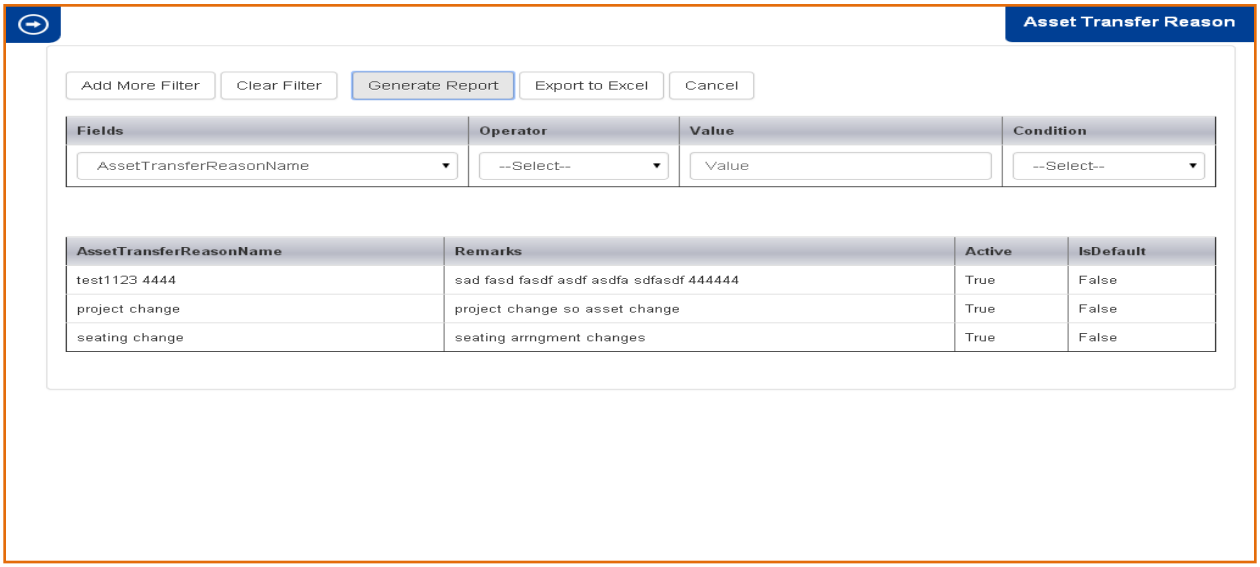
Asset Types

Asset Types Master Report will display all the records will all fields from the Asset Types Master. Also it has 'Export to Excel' functionality for the records displaying in Table.



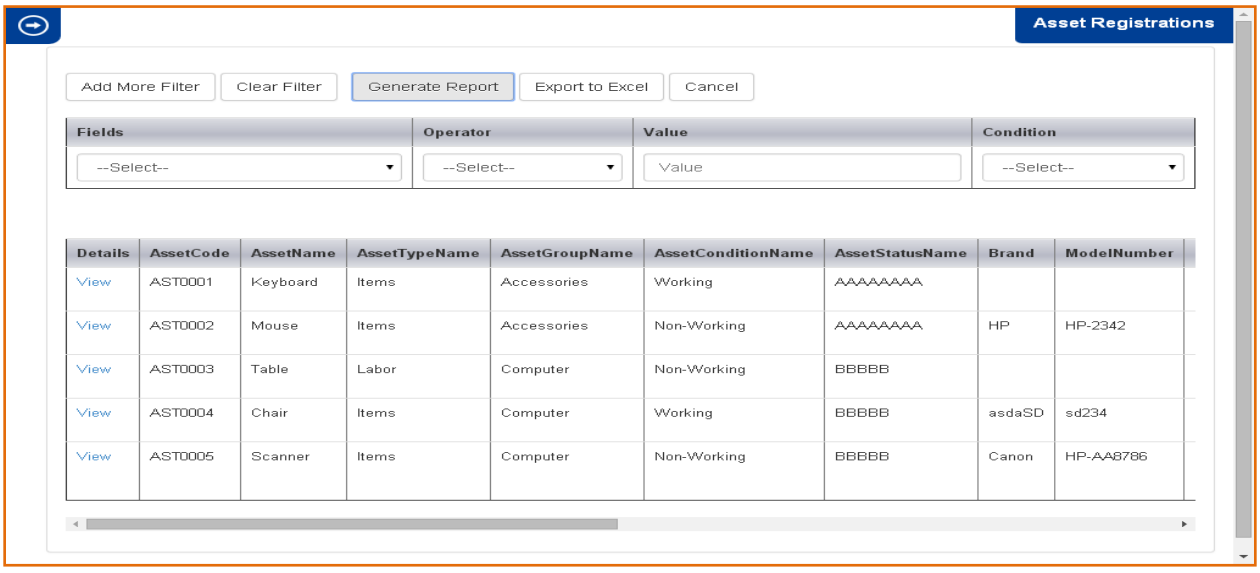
Asset Transfer Reason

Asset Transfer Reason Master Report will display all the records will all fields from the Asset Transfer Reason Master. Also it has 'Export to Excel' functionality for the records displaying in Table.



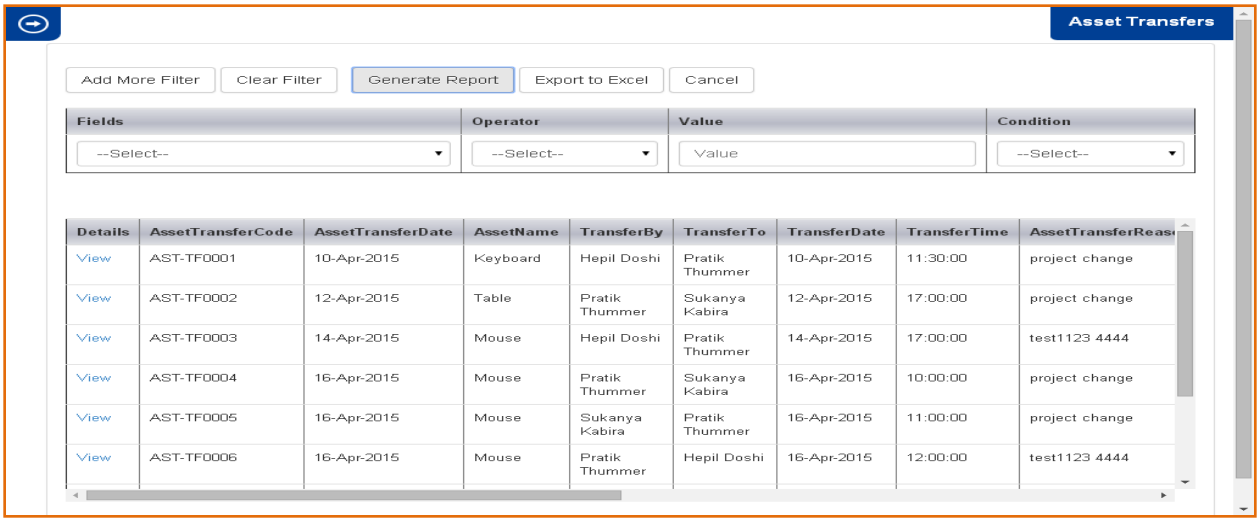
Asset Registrations

Asset Registration Reports will display all the records from Asset Registrations. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



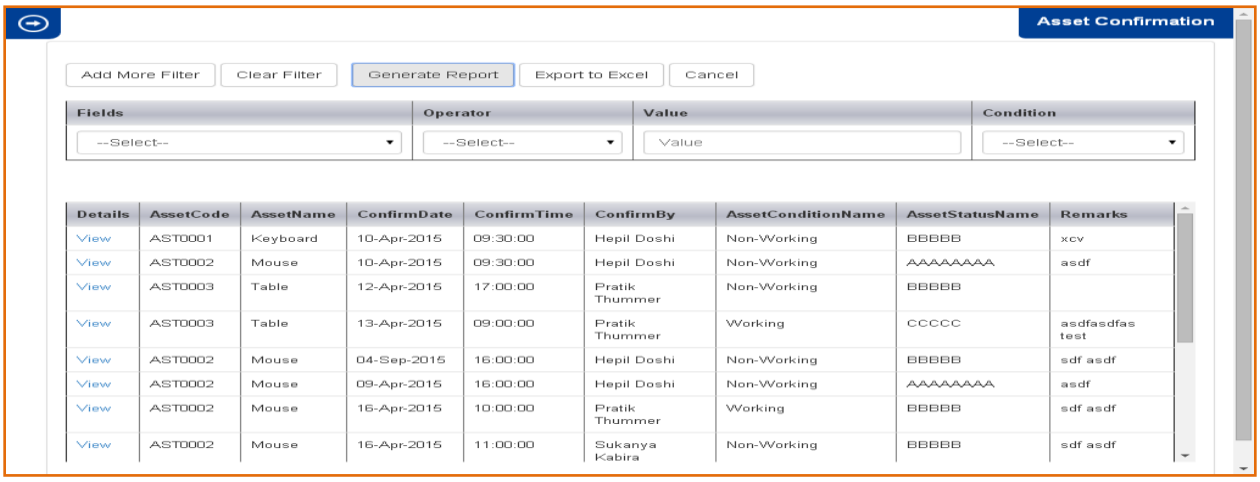
Asset Transfers

Asset Transfers Reports will display all the records from Asset Transfers. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



Asset Confirmation

Asset Confirmation Reports will display all the records from Asset Confirmation. Also you can give the filter criteria from the header of the report page. Also it has 'Export to Excel' functionality for the records displaying in Table. User can also view the nested records by clicking on View link from the first column of the table.



Thank you