

User Manual for TimeKompas

Dial 112 Project

Version 1.0

Prepared by
Entit Consultancy Services Private Limited, Raipur

For any kind of Technical issues – 7773800067

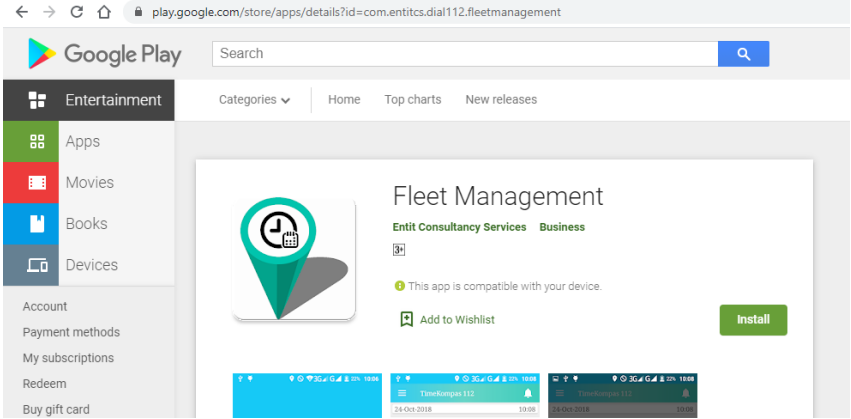
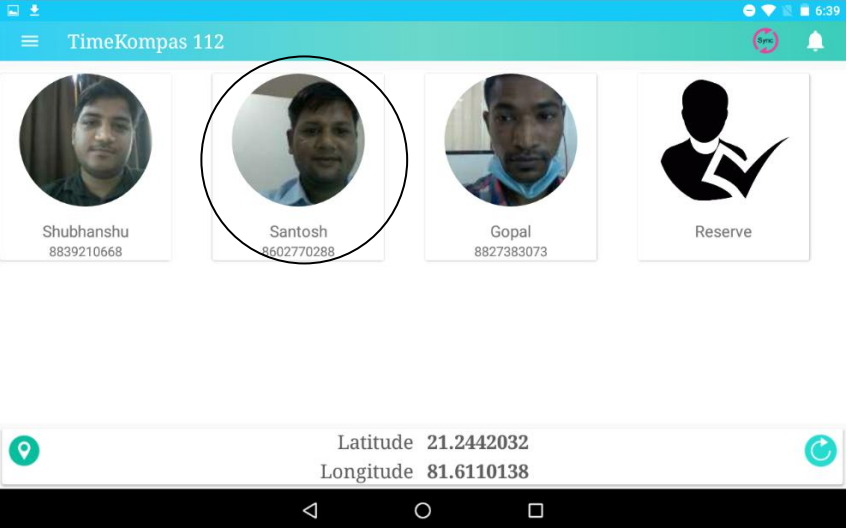
Revision History

Name	Date	Reason For Changes	Version
Entit Consultancy	15/10/2020	Initial Version	1.0

Table of Contents

1.	TimeKompas in MDT Device (as a Mobile App).....	3
2.	Web Panel (Reporting & Admin Access)	6

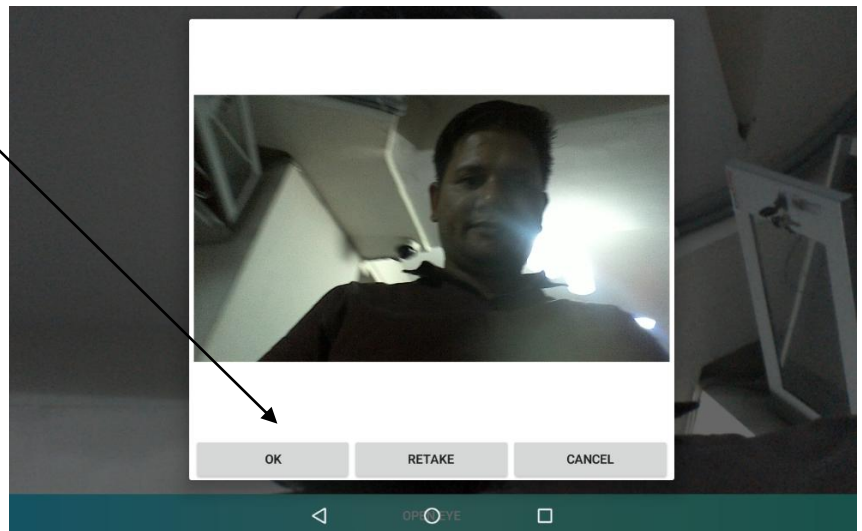
1. TimeKompas in MDT Device (as a Mobile App)

Sr. No.	Android App
Download TimeKompas App from Playstore Search “Fleet Management” in Playstore	
ERV MDT Login	Every ERV having individual MDT's device. Each MDT device has Unique IMEI number which has mapped in Application. While Clicking in TimeKompas App, its Auto login for Drivers.
Each MDT system will display Mapped Drivers as well as Reserve Option. ERV Driver can select his name & pic for marking his Attendance. Or The reserve drivers can mark his attendance via selecting Reserve option (Enter Emp No/ Mobile Number -> Display Driver Name -> Select ok -> take Picture and submit)	

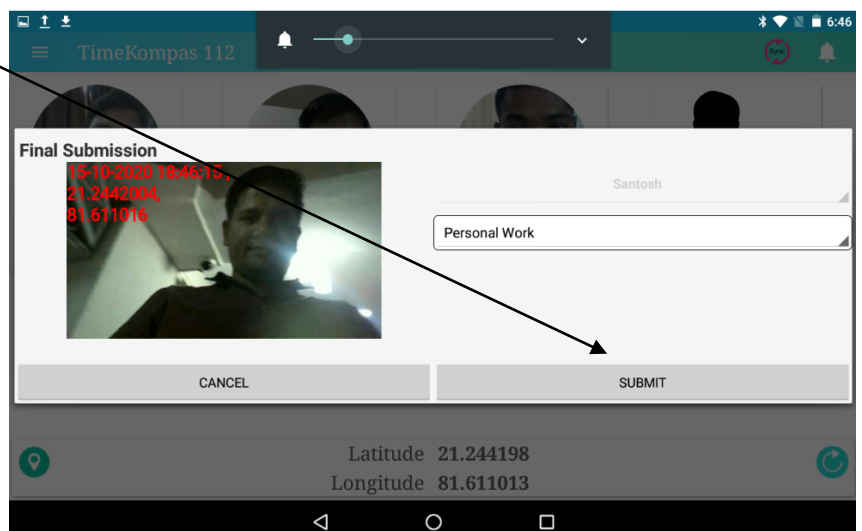
User Manual for TimeKompas

Attendance Punch In

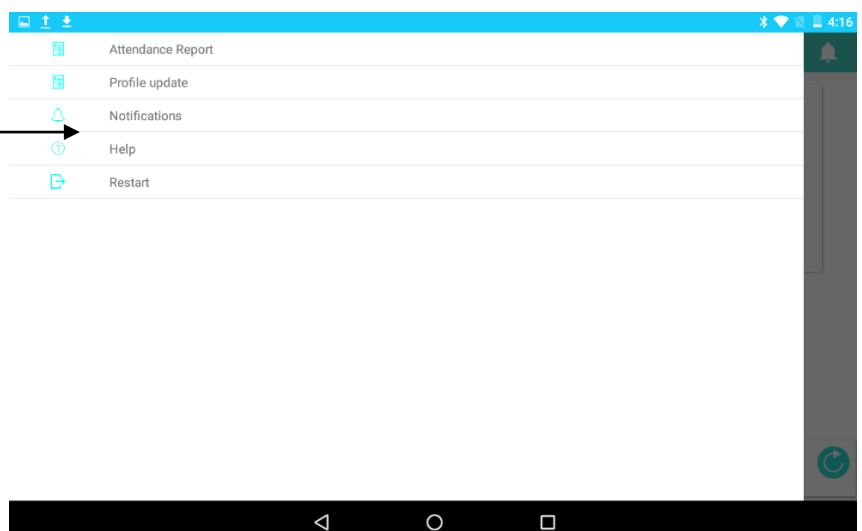
- **OK** – Submit Attendance
- **RETAKE** – Attendance not capturing properly
- **CANCEL** – If want to cancel



Attendance Submission



Available Menu in MDT



User Manual for TimeKompas

Attendance Summary Report

Select Name and Search

DATE	STATUS	PUNCH IN	PUNCH OUT
15-10-2020	P	15-10-2020 05:42 PM	15-10-2020 06:46 PM
14-10-2020	A	—	—
13-10-2020	A	—	—
12-10-2020	A	—	—
11-10-2020	A	—	—
10-10-2020	A	—	—
09-10-2020	P	09-10-2020 12:09 PM	09-10-2020 01:01 PM

Profile Update

Driver can also take his picture and submit.

Gopal
8827383073
Employee Id : TS126

Santosh
8602770288
Employee Id : TS127

Shubhanshu
8839210668
Employee Id : TS128

Attendance Regularization Report

- **Select Date**
- **In Time**
- **Out Time**

Note : IN TIME and OUT TIME should be in 24 hour format

Attendance Date: 15-10-2020
Working Hour: 20 hour :0 min

Regularization Date : 2020-10-15

PUNCH IN : 6:30
PUNCH OUT : 2:30

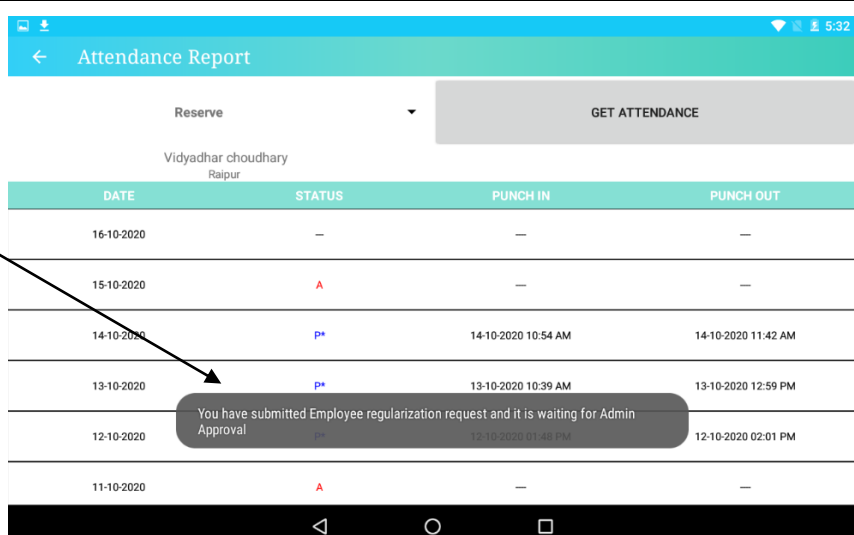
REASON : Forgot My Attendance

Forgot My Attendance
Other
Network Issue

Submit Cancel

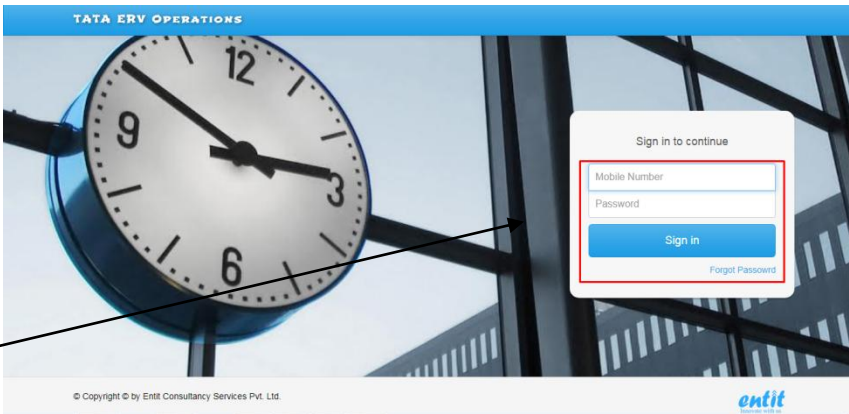
User Manual for TimeKompas

Attendance Regularization submitted and waiting for admin approval

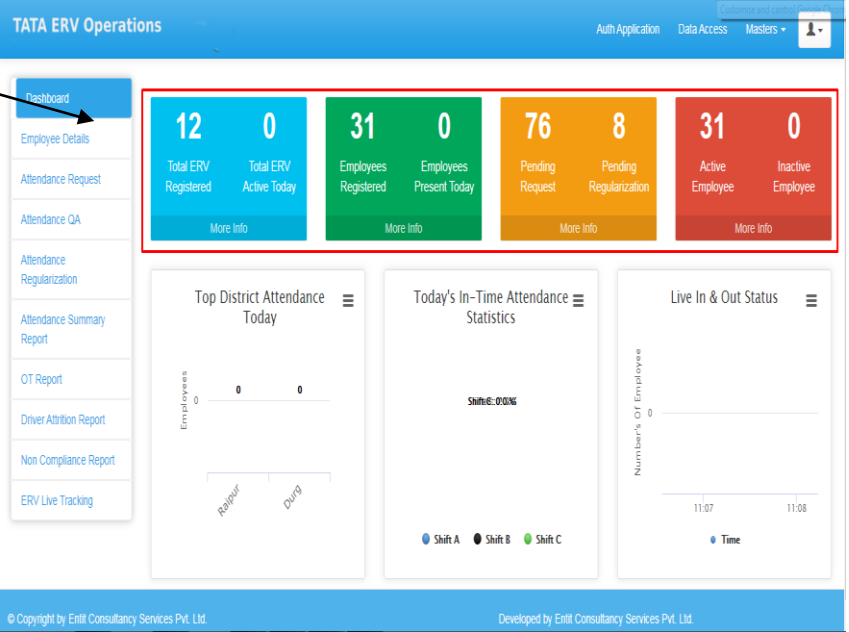
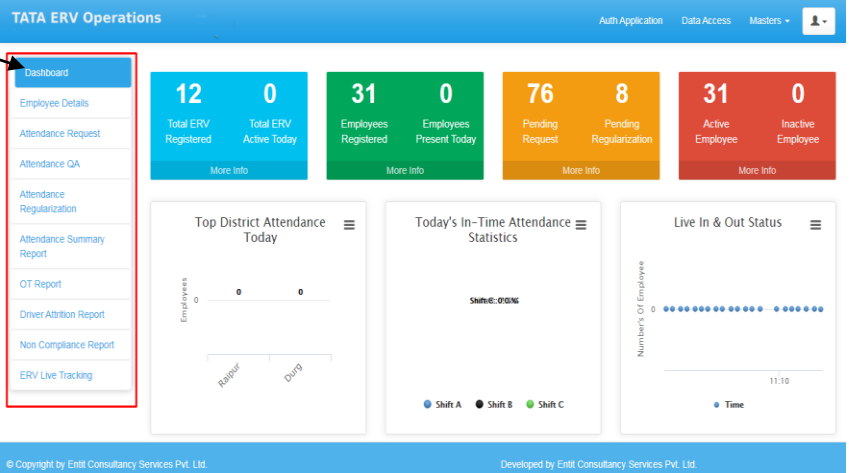


DATE	STATUS	PUNCH IN	PUNCH OUT
16-10-2020	—	—	—
15-10-2020	A	—	—
14-10-2020	px	14-10-2020 10:54 AM	14-10-2020 11:42 AM
13-10-2020	px	13-10-2020 10:39 AM	13-10-2020 12:59 PM
12-10-2020	px	12-10-2020 01:48 PM	12-10-2020 02:01 PM
11-10-2020	A	—	—

2. Web Panel (Reporting & Admin Access)

Sr. No.	Admin Panel
Access Web Link	http://nagarnigamprojects.in/tk_112/admin/site/login
Login Credentials Role Based Access for All kind of Users /Officers 1. TPL 2. ABP 3. DPR 4. Police Department User ID – Regtd Mobile No. Password – 4 Digit PIN Numbers	
Reports Format	All the reports can be downloaded in the both format Excel and PF 

User Manual for TimeKompas

Dashboard • Total ERV Registered/ Total ERV Active Today • Employees Registered/ Employees Present Today • Pending Request /Pending Regularization • Active/Inactive Employee	
Dashboard Menu • Dashboard • Employee Details • Attendance Request • Attendance QA • Attendance Regularization • Attendance Summary Report • OT Report • Driver Attrition Report • Non Compliance Report • ERV Live Tracking	

Employee Details

Employees details can be search by selecting following fields:

- Employee Search by
 - District
 - Thana Name
 - ERV Name
 - Emp. ID
 - Designation
 - Mobile NO
 - Upload Image
 - Approved Employee

Employee Reports

Display Employee Details and can Edit Employee details

District	Thana Name	ERV Name	ERV Location	IMEI No	Emp. ID	Name	Shift	Last Activity	Registered Date	Effect From
Raipur	CIVIL LINE	CIVIL LINE TIGER 1	CG037001	865230044899406	CG125	Vicky Dongare	B	2020-09-12 12:48:13	22-10-2018	
Raipur	CIVIL LINE	CIVIL LINE TIGER 2	CG037002	354078077950309	CG807	Toman Singh	C		24-10-2018	
Raipur	CIVIL LINE	CIVIL LINE TIGER 1	CG037001	865230044899406	CG852	Devendra Sahu	C		24-10-2018	

User Manual for TimeKompas

Employee Approval/Rejection

Admin will approve new employee registration.

New Registration

New registration window has the follow fields:

- Name
- Emp ID
- Emp Shift
- Designation
- District
- Thana Name
- ERV Name
- Effective date
- To date
- Image Upload

Attendance Audit Process

Application will go for below listed three levels of Audit process

1. At MDT Device Level
2. At Server Level
3. Manual Audit

Attendance Regularization

Driver can submit attendance regularization request in MDT Device to change his attendance details .

It will go to Approval Authority for Approval/Rejection.

Attendance Summary Report

Enter Search parameters and generate Attendance summary reports.

Display detailed attendance reports along with status of attendance.

- **P** – Present
- **A** – Absent
- **P*** - Present With Approval

OT Report

Display Drivers Over timing report for particular period & district.

User Manual for TimeKompas

Non Compliance Report

Display Count of compliance and Non – compliance records for particular period and district.

S.No	District	Thana	Employee ID	Employee Name	Mobile	From Date	To Date	Correct Attendance	Punch In Not Correct	Punch Out Not Correct	Punch In & Out Not Correct	Absent	Total
1	Raipur	CIVILLINE	CG100	Ashishkiran	8827412028	2020-10-10	2020-10-20	0	0	0	2	0	2
2	Raipur	GE Road	TS126	Gopal	8827383073	2020-10-10	2020-10-20	0	0	0	1	1	2
3	Raipur	GE Road	TS127	Santosh	8827702088	2020-10-10	2020-10-20	0	0	0	1	1	2

Driver Attrition Report

Display district wise driver attrition report for particular period.

SNO	ID	Name	District	Effective From	Effective TO
1	TS128	Shubhanshu	Raipur	0000-00-00	0000-00-00
2	TS127	Santosh	Raipur	2020-02-01	2020-10-02
3	TS126	Gopal	Raipur	0000-00-00	0000-00-00
4	TS125	Shikhar	Raipur	0000-00-00	0000-00-00
5	TS124	Ajit	Raipur	0000-00-00	0000-00-00
6	CG1122	Omrakash Kesharwani	Raipur	0000-00-00	0000-00-00
7	977	Sumit Rathore	Raipur	0000-00-00	0000-00-00
8	118	Ramniwas Dhruw	Raipur	0000-00-00	0000-00-00

ERV Live Tracking

The live location tracking of ERV and defined path of the vehicle will be performed

S.No	Date	District	Thana Name	ERV Name	ERV No	Distance	Logical Distance	Linear Distance	Action
1	2020-10-10	Raipur	CIVILLINE	CG100	8827412028	0	0	0	
2	2020-10-10	Raipur	GE Road	TS126	8827383073	0	0	0	
3	2020-10-10	Raipur	GE Road	TS127	8827702088	0	0	0	