New Features of Spine HRMS Version 6.0.6

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New Features of Spine HRMS Version 6.0.6

1.Admin

New Features of Spine HRMS Version 6.0.6

1.1.   JD on Dashboard

Hyperlink of JD master provided in *HRMS -> Dashboard->Openings*, as shown in below figure:

Figure 1

In Dashboard opening block "View JD" option provided. It will show Job description.

1.2.   Standard filters Provided in Update Pending Applications

Standard filters Provided in *Admin -> Workflow -> Update Pending Applications,* as shown in below figure:

Figure 2

Standard filter (Master selection) and company filter option will be display in update pending applications.

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1.3.   Reconciliation Deletion Log provided

"Delete Reconciliation" activity user log provided in *HRMS -> Admin -> Reports -> Log Of Settings Edit - Update*, as shown in below figure:
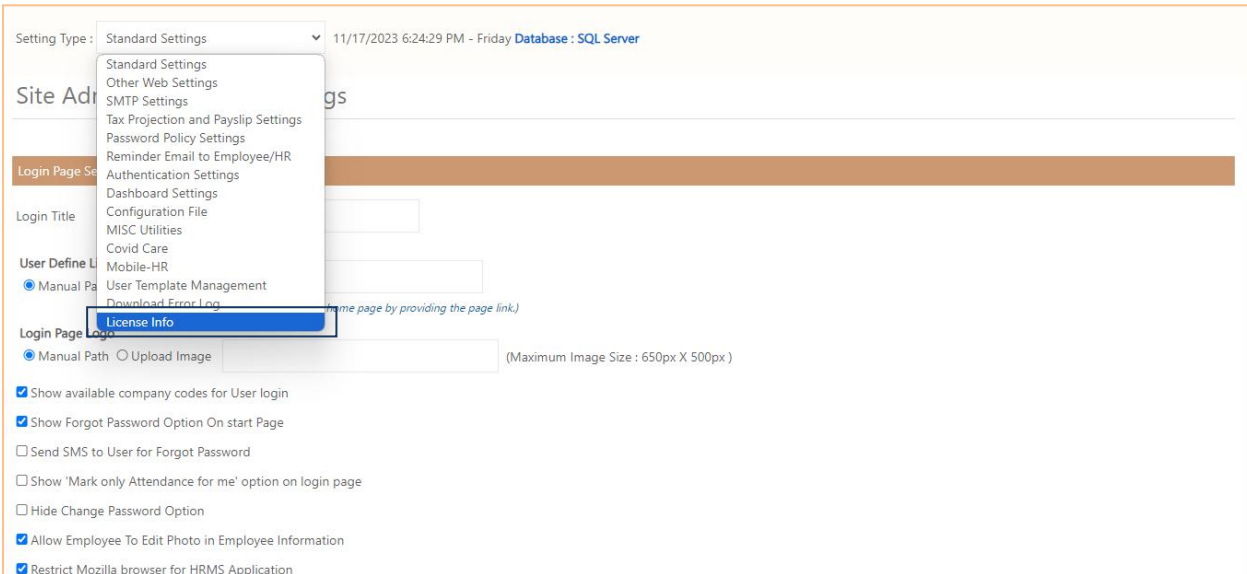
<div align="center">Figure 3</div>

'Delete Reconciliation' activity user log will be shown here.

1.4.   License Info provided in Standard Setting

"License Info" provided in *Admin -> Site Admin -> Standard Setting,* as shown in below figure:

<div align="center">Figure 4</div>

"License info" provided in Standard Setting. User can check License Information here.

1.5.   New macros provided in Email Notification Config

New macros provided in in *Admin -> Site Admin -> Email Notification Config,* as shown in below figure:

Figure 5

New macros "@BEFOREDAYS^N, @AFTERDAYS^N and @YESTERDAY" provided in Email Notification Config. Now user can use these macros for sending notifications.
e.g Passport expiry notification.

1.6.   Created On provided in Email Notification Config

"Created On" provided in *Admin -> Site Admin -> Email Notification Config,* as shown in below figure:

Figure 6

"Created On" field provided in Field Name in Email Notification Config. User can use this to send notification to Employee Created on specific date.

1.7.   New columns provided in Contact / Statutory and Personal info

"Branch" and "Department" columns are provided in *Admin -> Approvals -> Contact / Statutory / Personal info*, as shown in below figure:
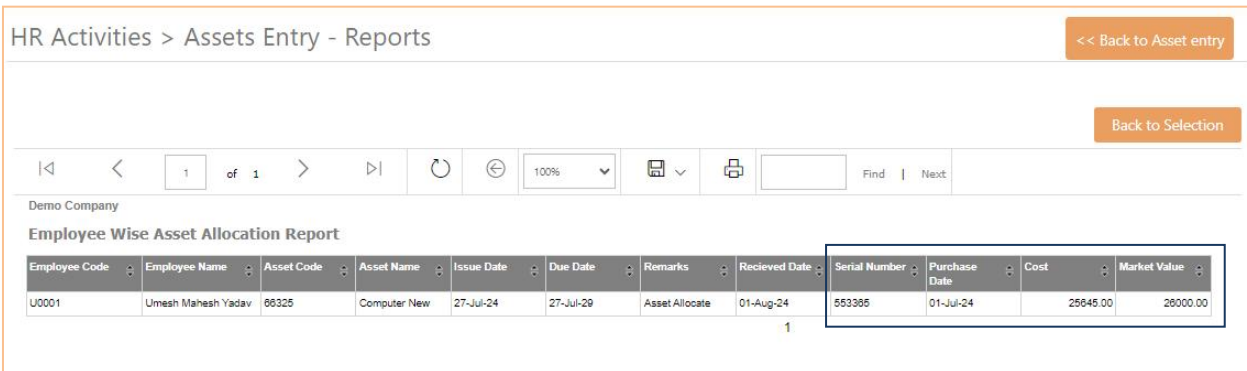
Figure 8

New columns "Branch " and "Department" provided in Contact / Statutory and Personal info in Admin module. Branch and Department of Employee will be displayed here.

1.8.   New columns provided in Employee Wise Asset Allocation Report

Serial Number, Purchase Date, Cost and Market Value columns provided in A*dmin -> HR Activities -> Asset Entry -> Utility -> Reports,* as shown in below figure:
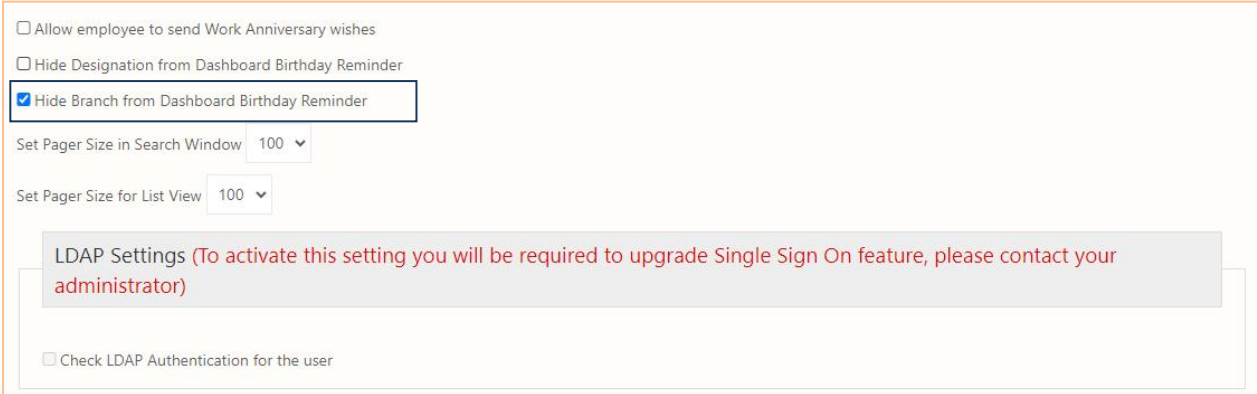
Figure 9

"Serial Number, Purchase Date, Cost and Market Value" columns provided in Employee Wise Asset Allocation Report.

1.9. New setup provided in Standard Setting

New setup "Hide Branch from Dashboard Birthday Reminder" provided in *Admin -> Site Admin -> Standard Settings,* as shown in below figure:

Figure 10

New setup "Hide Branch from Dashboard Birthday Reminder" provided in Standard Setting. If this setup is opted then Branch details not display in Birthday /anniversary menu available on dashboard.

1.10. Standard filters provided in QAS Detail Report

Standard filters provided in *Admin -> QAS -> QAS Reports,* as shown in below figure:
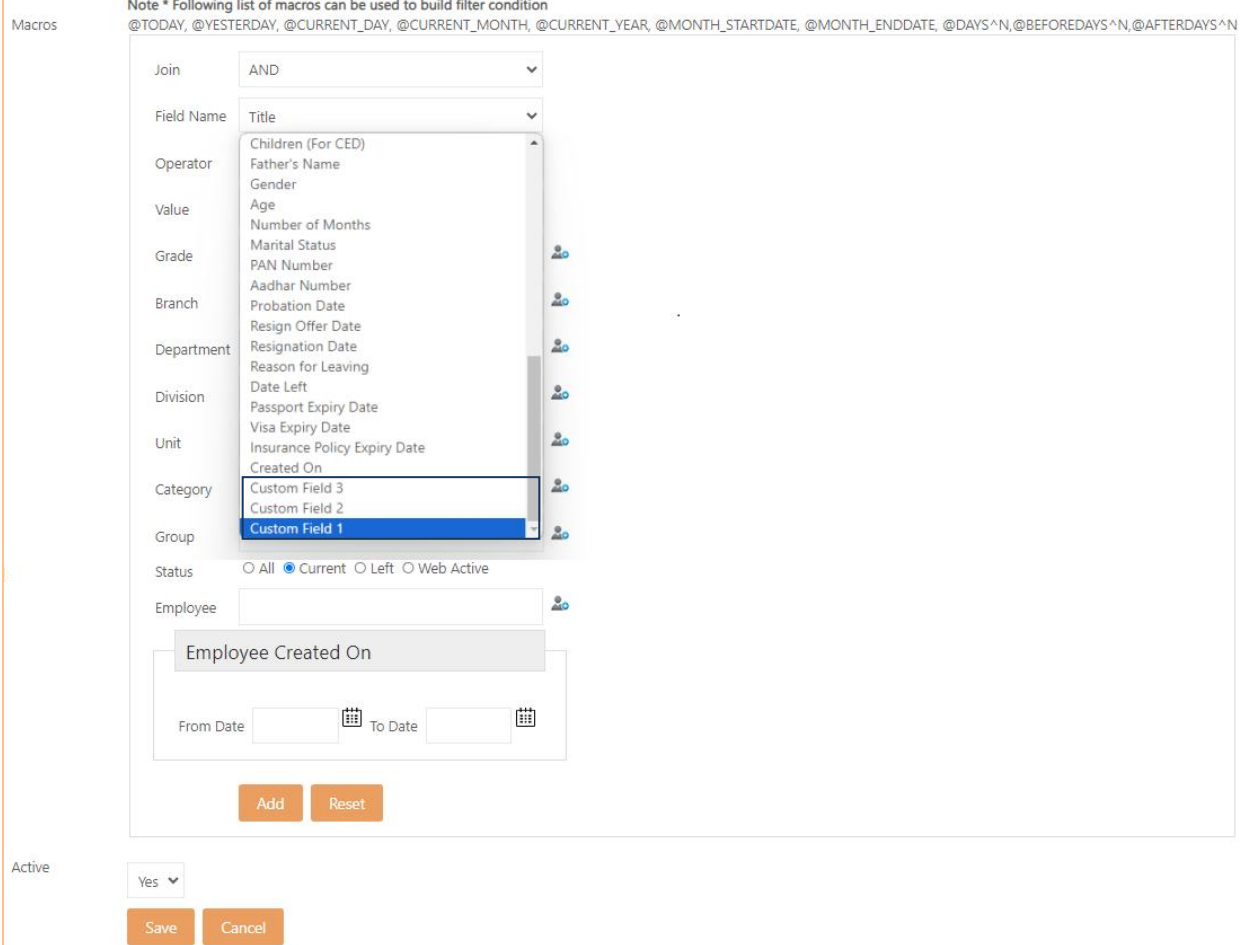
Figure 11

Standard filters are provided in QAS Detail Report for Module Name - Training. Now user can filter data as per standard filter selection.

1.11. Custom fields provided in Email Notification Config

Custom fields provided in *Admin -> Site Admin -> Email Notification Config,* as shown in below figure:

Figure 12

Custom Fields names are provided in Field Name in Email Notification Config for Payrollnx backend. Now user can send Email Notification for Custom Fields with value type 'Date' only.

1.12. Bank Acc 1, 2, 3 column provided in SQL for Employee Data Service

Bank Acc 1,2,3 fields of Employee Master will be pushed using Employee Data Service as shown in below figure:
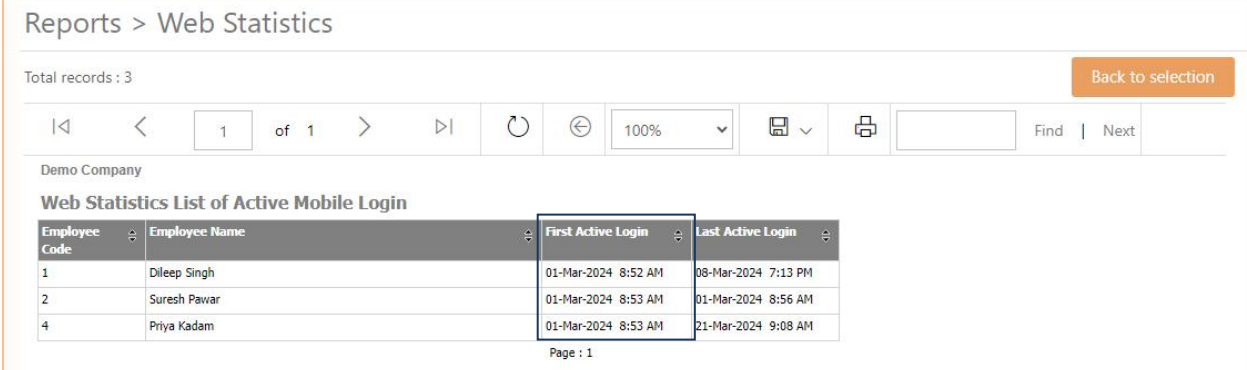
Figure 13

1.13.   New Column added in Login List Reports

New column added in *Admin -> Reports -> Web Statistics -> Active Mobile Login List and Active Employee Report,* as shown in below figure:

In Active Mobile Login List and Active Employee Report New column added as First Active Login.It will shw first login for selected date range.

1.14.   Mobile number and Email ID display on Forgot Password

On Forgot Password Mobile number and Email ID will be display in mask format as shown in below figure:
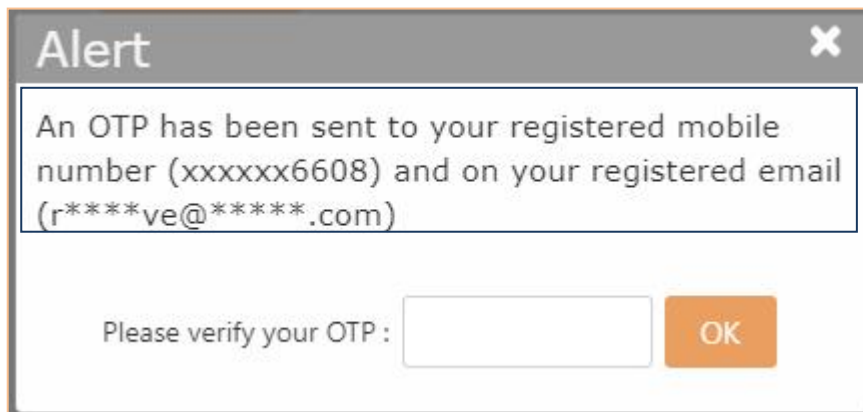
1.15. Email Reminder provided for Training

New option provided as 'Send Training Email To Employee' in *Admin ->Site Admin -> Standard Settings -> Reminder Email to Employee/HR,* as shown in below figure:
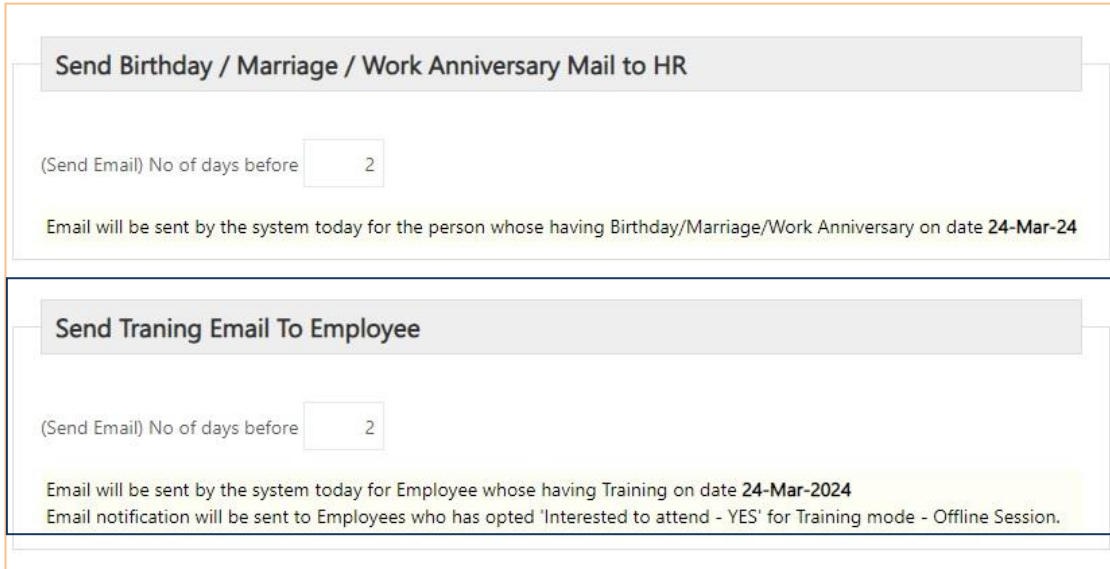
Figure 19

If Days are entered in "(Send Email) No of days before" then Email notification will be shared to user for training schedule.

Training Reminder will be shared to those who has opted "Yes" for Interested to Attend and if training mode is "Offline Session".
Note: Training Reminder will be sent only for Training Status:Yet to Start

1.16. New options provided in CTC Report Setting

New setup options provided in *Site Admin -> Standard Settings -> Tax Projection and Payslip Settings,* as shown in below figure:

Figure 20

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New options are as mentioned below:
1.Show Company Name: Company Name of an Employee will be display while viewing CTC.
2.Show Company Address: If this option is opted then Company Address will be displayed in CTC.
3.Display Header: On selection of option 'Display Header' textbox will appear on screen in which user can enter Header to be shown on CTC.
4. Display Footer: On selection of option 'Display Footer' textbox will appear on screen in which user can enter Footer to be shown on CTC
5.Show Logo In CTC: With selection of this option Company Logo will be display in CTC on top.
6.Display Note: '** This is   computer generated statement does not required signature.' Note will be display at the bottom of CTC if Display Note option is opted.

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2.Self Service

New Features of Spine HRMS Version 6.0.6

2.1.   Previous Experience view provided in self-service

Previous Job Experience view option Provided in *Self Service -> View -> Previous Experience,* as shown in below figure:
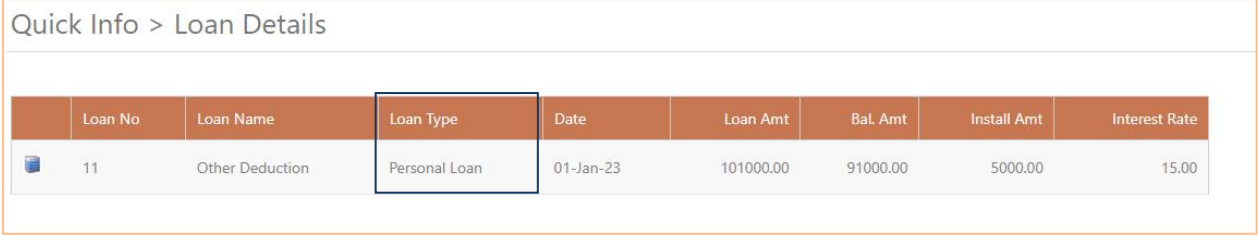
Figure 21

Now Previous Job Experience can be viewed in self-service.

2.2.   Loan Type is provided in Loan Details

"Loan Type" column is provided in *Self Service -> Quick Info -> Loan Details,* as shown in below figure:

Figure 22

"Loan Type" column provided in Loan Details. Now user can see Loan Type here.

2.3.   Form 12 BA provided in Download Form 16

"Form 12 BA" provided *Self Service -> Taxation -> Download Form 16,* as shown in below figure:
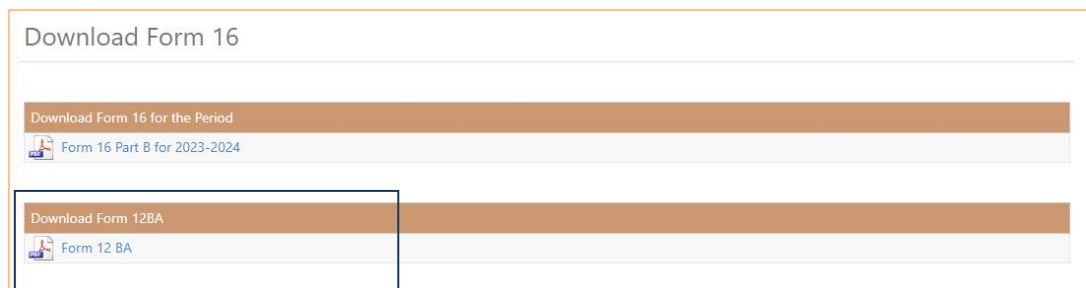
Figure 23

1. Now user can download Form 12 BA from here.

2. File format is DB_EMPCODE_Form12BA.
3. Form 12BA file can be kept in folder "Form 12BA" for NX backend.
e.g UserData\Output\Form 12BA\DB_EMPCODE_Form12BA.

2.4. Custom fields provided in Employment

Custom Fields provided in *Self Service -> View -> Employment,* as shown in below figure:

Custom Field 1		Custom Field 2	
Custom Field 3		Custom Field 4	12-Jul-2023
Custom Field 5		Custom Field 6	
Custom Field 7		Custom Field 8	
Custom Field 9	01-Aug-2023	Custom Field 10	

Figure 24

"Custom Fields" are provided in Employment with Associated Document - No along with "Web Publish - Yes. Now user can view all mentioned details here.

2.5. Changes provided in Lease by Employer Accommodation rate percentage w.e.f September 2023

Accommodation calculation rate changes provided in *Tax Projection* as shown in below figure:

	LTA	9,000.00	99,000.00	108,000.00
	mediclaim	6,000.00	66,000.00	72,000.00
	Travel	8,000.00	88,000.00	96,000.00
(A)	Total Earnings & Allowances :	194,000.00	2,134,000.00	2,328,000.00
	(-) Exemption :			
(B)	Total exemption :			0.00
	(+) Accomodation Provided :			55,000.00
(C)	Gross Salary : (C = A - B + Perks)			2,383,000.00
	(-) Standard Deduction :			50,000.00
	(-) PT Deducted :			
	(-) Loss from Housing Property :			

Figure 25

Revised rate percentage for lease by employer Accommodation will be applicable from 01- Sep- 2023
New rates are as follow:
1. 10% for Metro
2. 7.5% for Semi Metro and
3. 5% for Non Metro.

For Accommodation entry made for date less than 01-Sept-2023 calculation will be as per old rate (15%) percentage.
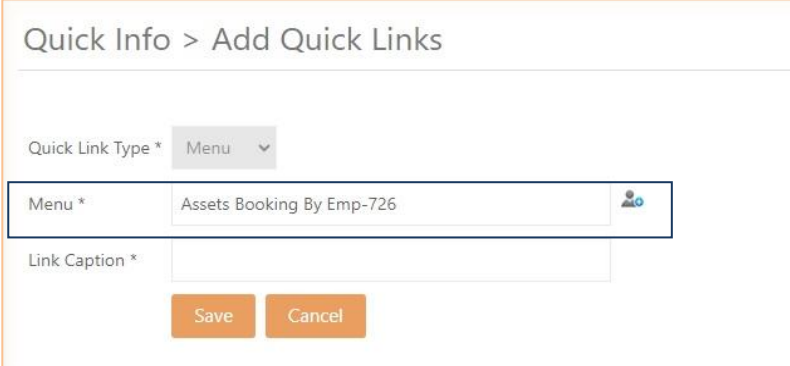
Note: Two leased by employer Accommodation entries need to add for the same with proper number of declare/made month(s).

eg. One Accommodation entry with date 01/04/2023 and Declare/Made month: 5

Another Accommodation entry with date 01/09/2023 and Declare/Made month: 7

2.6.   Asset Menus provided in Quick Info

Asset menu's are provided in *Quick Info -> Add Quick Links,* as shown in below figure:
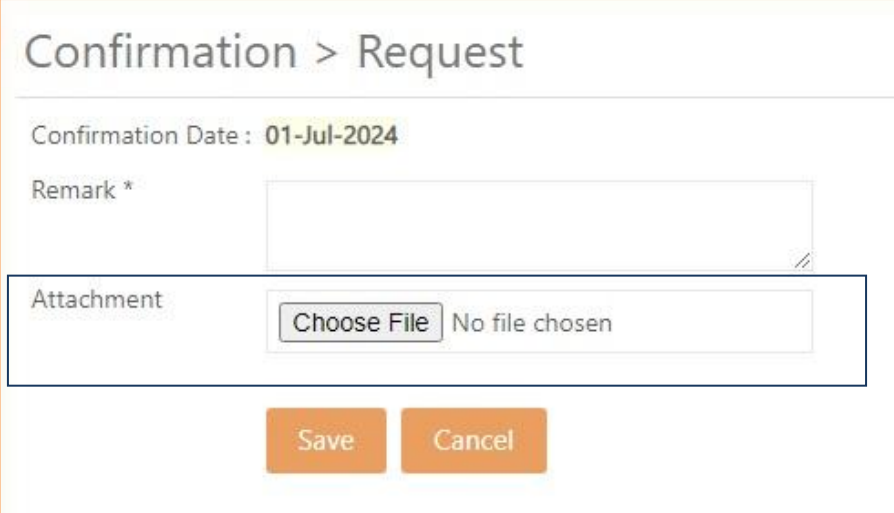
Figure 26

2.7.   Attachment option is provided in Confirmation

Attachment is provided in *Self Service -> Confirmation -> Request and Approve,* as shown in below figure:

Figure 27

Document Attachment option is provided in Confirmation Apply and Approve.

3.Leave

3.1.   Leave category column added in past leave application history

Leave category column added in past leave application history. it will display in *Leave > Approve > Past Application History* , as shown in below figure:

App. Id	From Date	To Date	Apply Days	Status	Leave Type	Admin Feedback	Leave Category
618	23-Nov-23 Thu	23-Nov-23 Thu	1	Lapsed	PL	[Auto Escalated – Lapsed]	Informed

Figure 28

4.Time

4.1. Date of joining provided in Muster report writer & Muster Report Writer Grouping

Date of Joining provided in *Time -> Attendance Reports -> Muster Report Writer & Muster report writer grouping* , as shown in below figure:
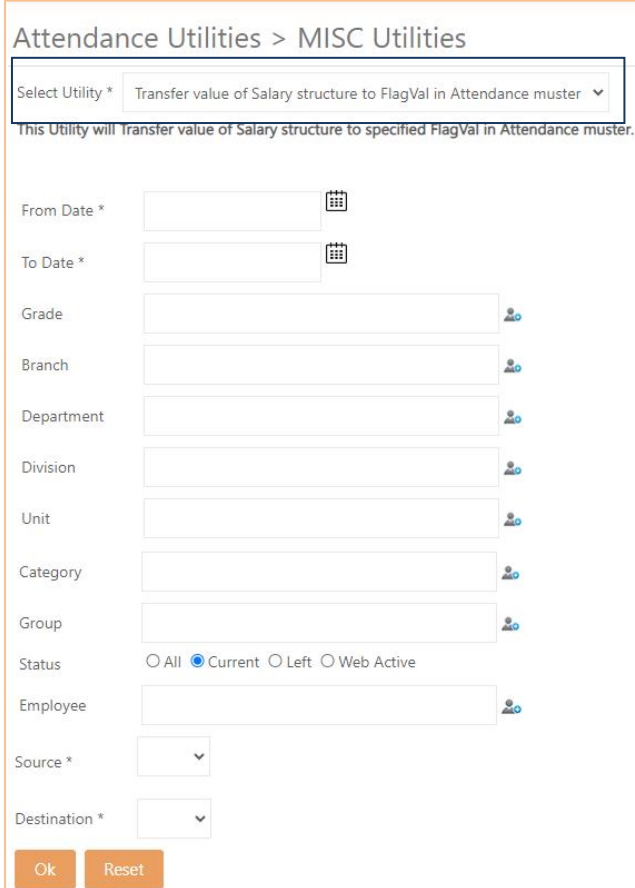
Figure 29

Provided Date of Joining in Muster report writer & Muster report writer grouping. In result join date column will be display.

4.2.   New MISC Utility provided

New MISC Utility provided as 'Transfer value of Salary structure to FalgVal in Attendance Muster' in *Time -> Attendance Utilities -> MISC Utilities,* as shown in below figure:

Figure 30

New MISC Utility provided as 'Transfer value of Salary structure to FalgVal in Attendance Muster'.
Source column : List of variables(v1 to V200) from Salary Structure are provided.
Destination column : AF1 to AF10 are provided.
This utility will transfer value of variable of Salary structure to AF.

4.3. Date Display Format provided in Muster Report Writer Grouping

Date Display Format option provided in *Time -> Attendance Reports -> Muster Report Writer Grouping,* as shown in below figure:

Date Display Format option provided in Muster Report Writer Grouping.Two options are provided as "dd-MMM" and "dd-MMM-yy". Based on format selection date will be display on view report.

4.4. For Date provided in Employee Count Analysis Report

"For Date" provided in *Time -> Attendance Reports -> Analysis Reports -> Employee Count Analysis Report,* as shown in below figure:
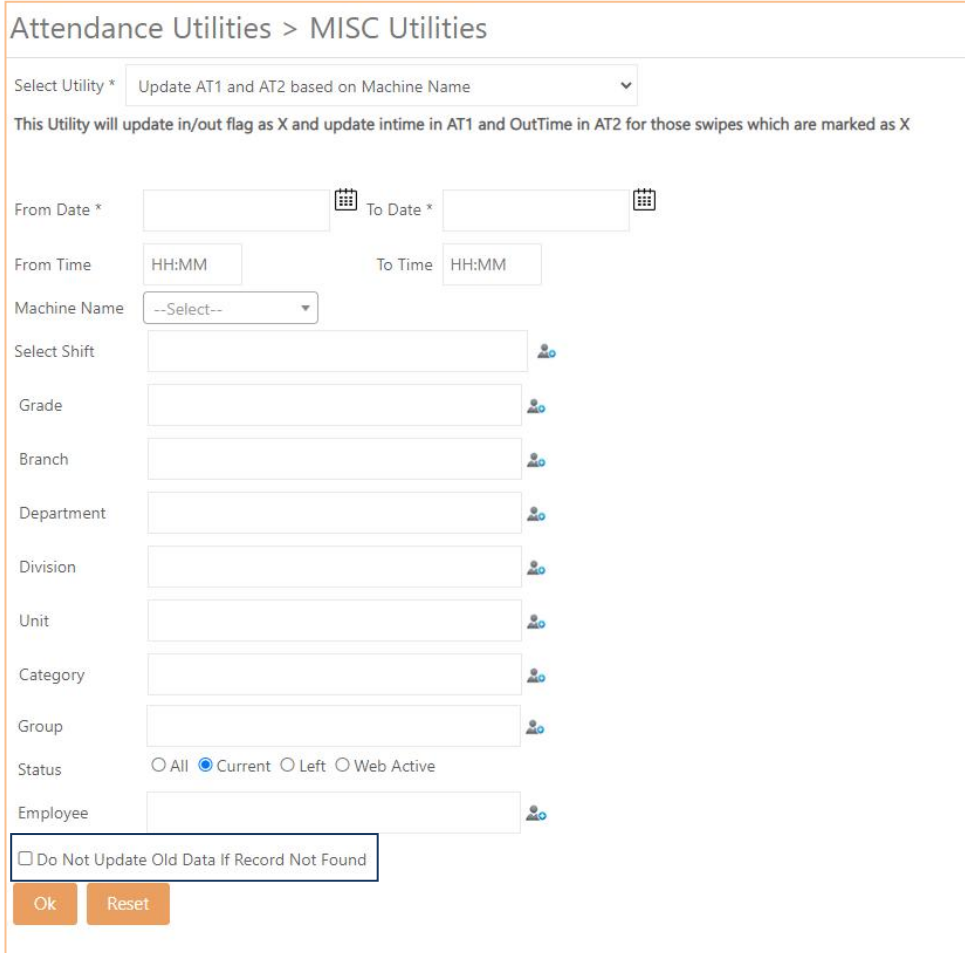
Selected "For Date" is display in result of Employee count analysis report. Now user can view selected For Date here.

4.5. New setup provided in Misc Utilities

New setup provided in *Time -> Attendance Utilities -> Misc Utilities,* as shown in below figure:

Figure 33

"Do Not Update Old Data If Record Not Found" option provided in Update AT1 and AT2 based on machine name.If checkbox opted then old data will not be updated if record not found.

4.6. Employee and Employee Code provided in My Attendance

"Employee" and "Employee Code" provided in *Time -> Attendance -> My Attendance,* as shown in below figure:

Figure 34

"Employee" and "Employee Code" fields are provided in My Attendance. Now user can see the Employee Name and Employee Code .

4.7. Recalculation Log provided in Recalculation Muster

"Recalculation Muster log" provided in *Time -> Attendance Utilities -> Recalculation Muster,* as shown in below figure:

Figure 35

Recalculation Muster Log is display in Recalculation Muster menu. Now user can view the Recalculation Muster Log.

4.8. Day column provided in Attendance Muster Advance

"Day" column is provided in *Attendance Utilities ->Attendance Muster Advance,* as shown in below figure:

Figure 37

4.9. Log details in Monthly Summary Generation

Log is provided in *Attendance Utilities -> Monthly Summary Generation,* as shown in below figure:
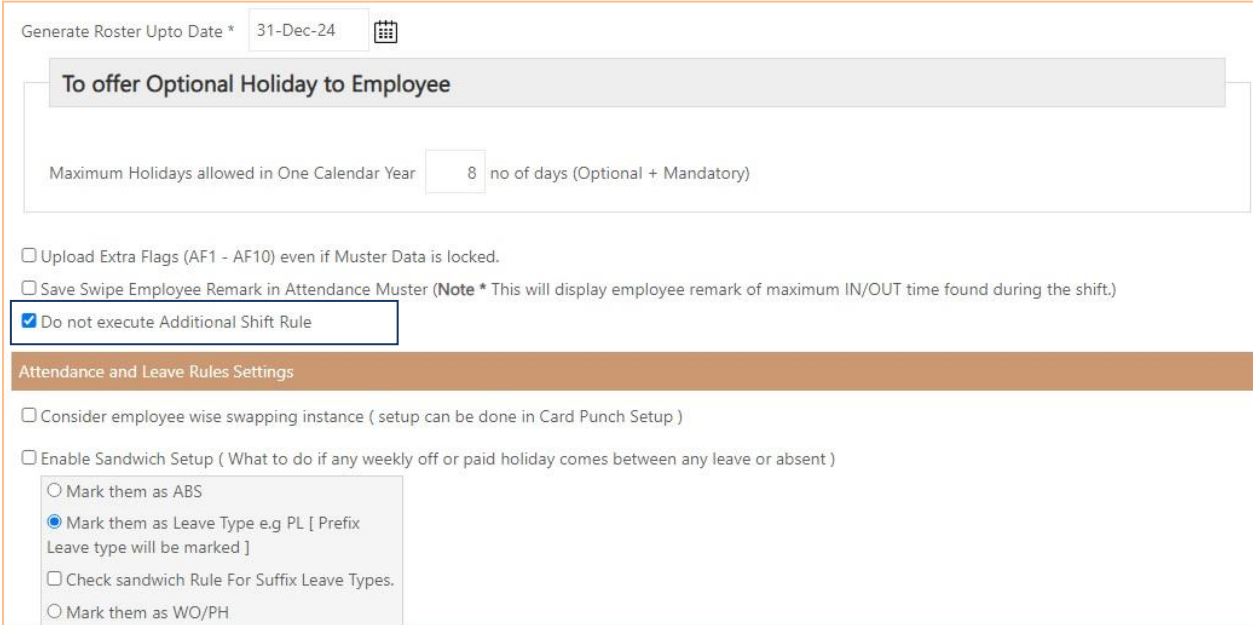
Figure 38

4.10. Do not execute Additional Shift Rule setup provided

New setup option "Do not execute Additional Shift Rule" provided in *Time -> Configuration -> Attendance Settings,* as shown in below figure:

Figure 39

By Default this setup will be unchecked.
If "Do not execute Additional Shift Rule" option opted then Additional shift rule will not execute even if it is Active.

This is specially given to check if Additional shift rules are consuming more time.

4.11. Short Time Instance Count Report provided

New Report Type "Short Time Off Count Report" is provided in *Short Time Off -> Reports-HR/ Reports-Manager,* as shown in below figure:

Figure 40

In this report user will be able to view instance count for Short Time Off requests. Export option is also provided in Short Time Off Count Report.

Existing Report is named as 'Short Time Off List Report'

5.Timesheet

5.1.   New Columns provided in Timesheet Report

Group 1 to 5, Manager details, Manager Remark and Manager Code field columns are provided in *Time->Timesheet->Report HR->Employee Wise Timesheet Details Report* , as shown in below figure:

Figure 41
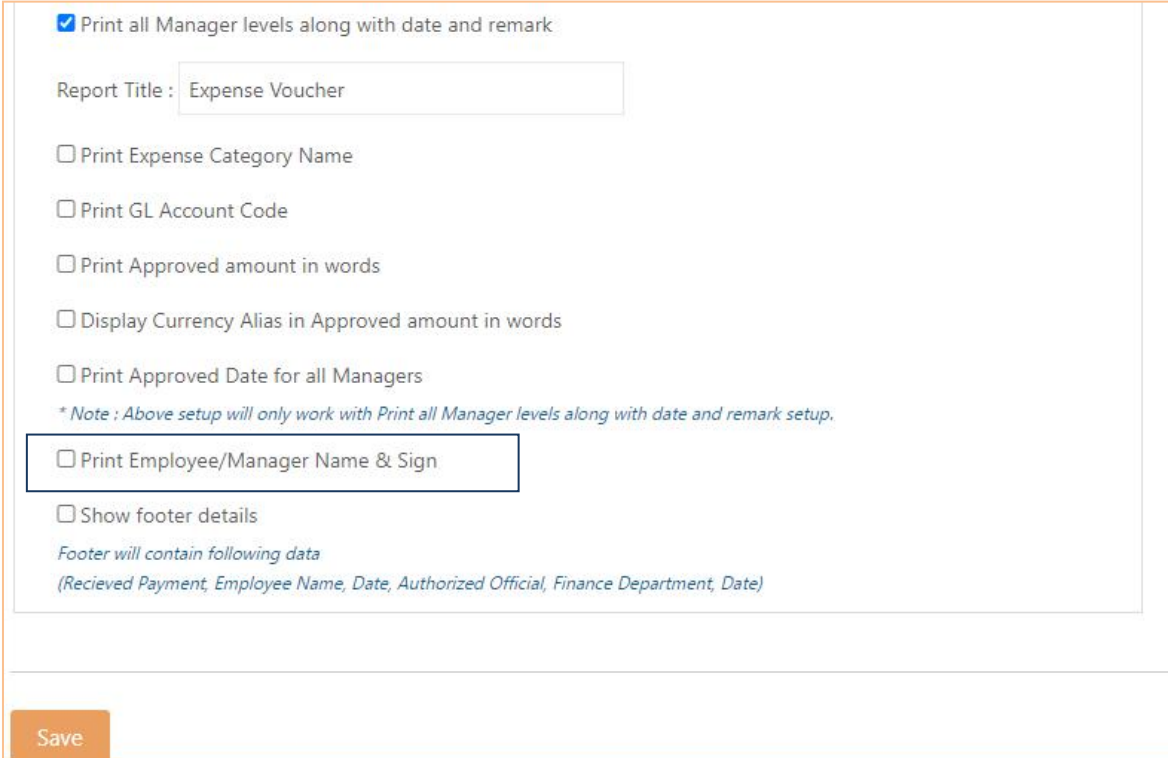
In Employee Wise Timesheet Details Report, Group Account 1,2,3,4,5, Manager Remark and Manager Code columns are provided.

6.Claim

6.1. New setup provided as Print Employee/Manager Name & Sign

New setup provided as "Print Employee/Manager Name & Sign" in *Claim -> Configuration -> Expense Settings,* as shown in below figure:

Figure 42

Previously "Print all Manager levels along with date and remark" setup was showing all Manager levels along with date and remark as well as Employee/Manager Name & Sign .
Now "Print all Manager levels along with date and remark" setup will show manager level details only and New setup provided as "Print Employee/Manager Name & Sign" to print Employee name and Manager name & sign.

6.2.   Search provided in Expense while applying claims

"Search" provided in *Claims -> Expense -> Apply Voucher,* as shown in below figure:

"Search" option provided in Project Dropdown while applying claim. Here, user can Search Project and apply voucher as per requirement.

6.3.   Voucher No. provided in Advance Payment Ledger Report

"Voucher No." provided in *Claims -> Expense -> Advance Payment Ledger Report,* as shown in below figure:

"Voucher No." column provided in Advance Payment Ledger Report. Now user can see Voucher No. here.

6.4.   Job ID column provided in Expense JV SQL

"JobID" in *Claims -> Expense -> Expense JV List Report -> Copy JV View Data,* as shown in below figure:

	CGST	UGST	DivisionName	AltBankAccNo	AltBankAccNo1	AltBankAccNo2	ApproveMnth...	JobID	AddAccountC...
►	0.0000	0.0000	Security				03-2024	12	
	0.0000	0.0000	Security				03-2024	12	
	0.0000	0.0000	Security				03-2024	12	
	0.0000	0.0000	Security				03-2024	12	

Figure 45
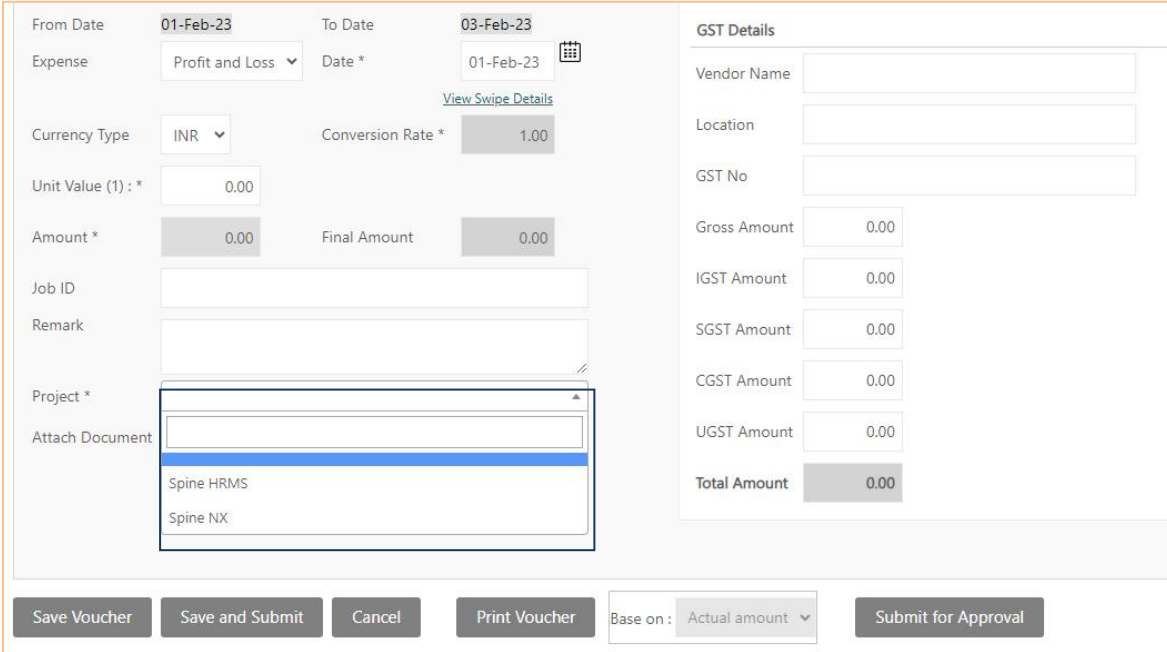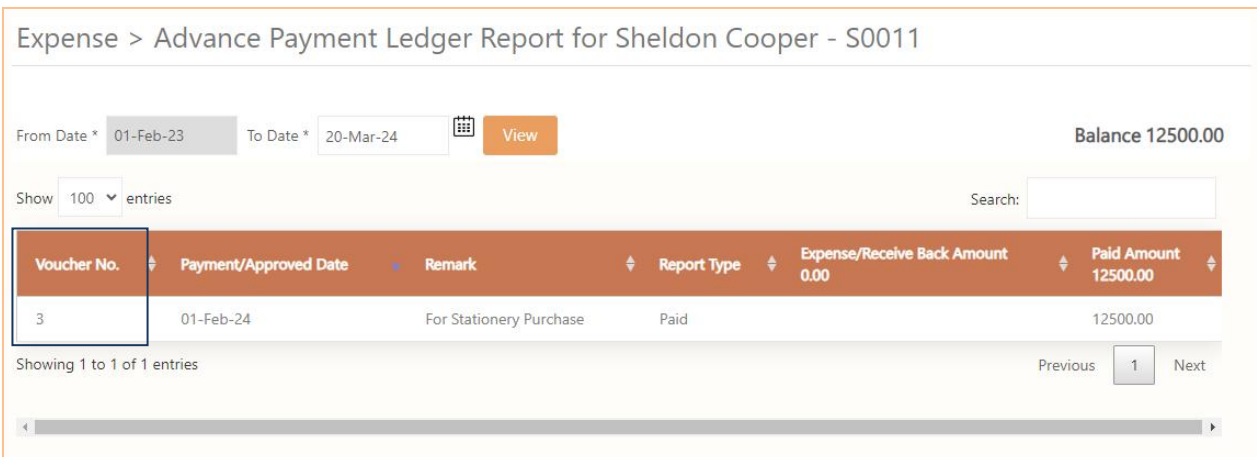
New column "Job ID" provided in SQL Table in ExpenseJVView. "JOB ID" entered while applying Expense entry will be pushed to the SQL table when we use "Copy JV View Data" option.

6.5.   Setup provide to make attachment mandatory for selective Reimbursement head.

New checkbox is provided to make attachment mandatory for selective Reimbursement head in *Configuration -> Reimbursement Settings,* as shown in below figure:

Grade Wise Setup			
Grade * Class A			(Select grade, to apply the settings.)

Is Attachment Mandatory	Claim Type	Col Code	Col Name
☐	Any ▾	a10	Travel Remb
☐	Any ▾	a11	meal remb
☐	Any ▾	a12	Convenience Remb

Save   Reset
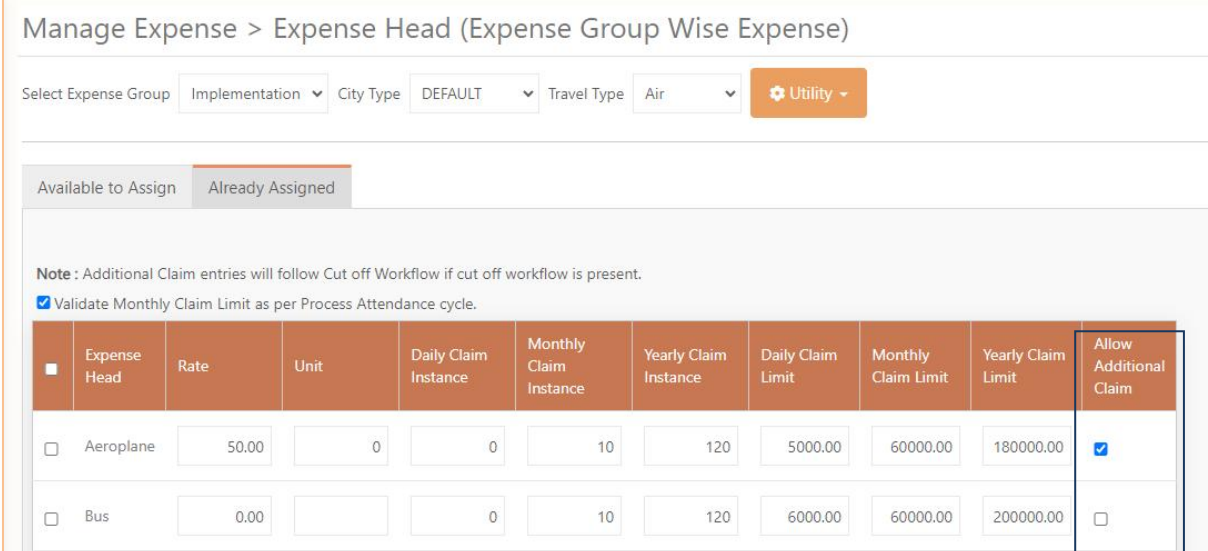
Figure 46

User can make attachment mandatory by opting given check box as per head selection.

6.6.   Allow Additional Claim setup provided in Expense Group Wise Expense

"Allow Additional Claim" option provided in *Manage Expense -> Expense Head -> Expense Group Wise* as shown in below figure:

Figure 47

In Expense Group Wise Expense setting new check box provided as "Allow Additional Claim".
If check box is selected then Employee can apply voucher greater than Daily, Monthly and Yearly limit for selected head. Confirmation Popup will be displayed for each amount exceeding record as display as follows:
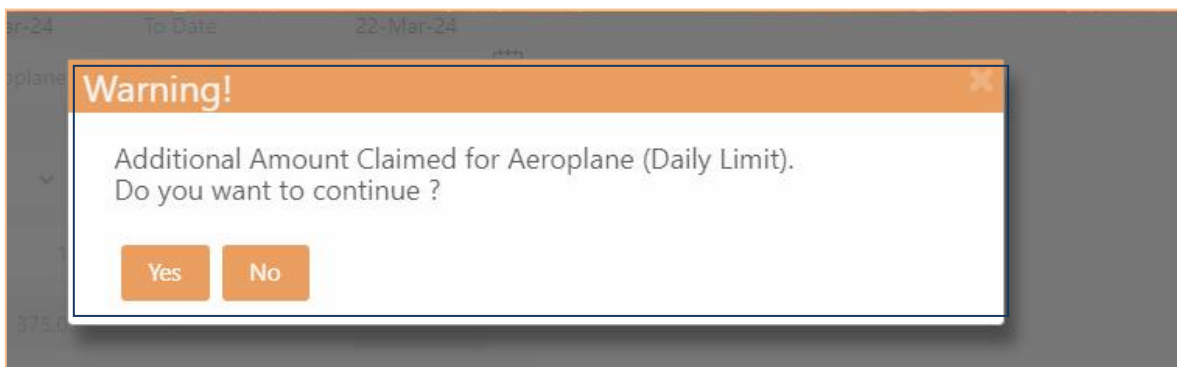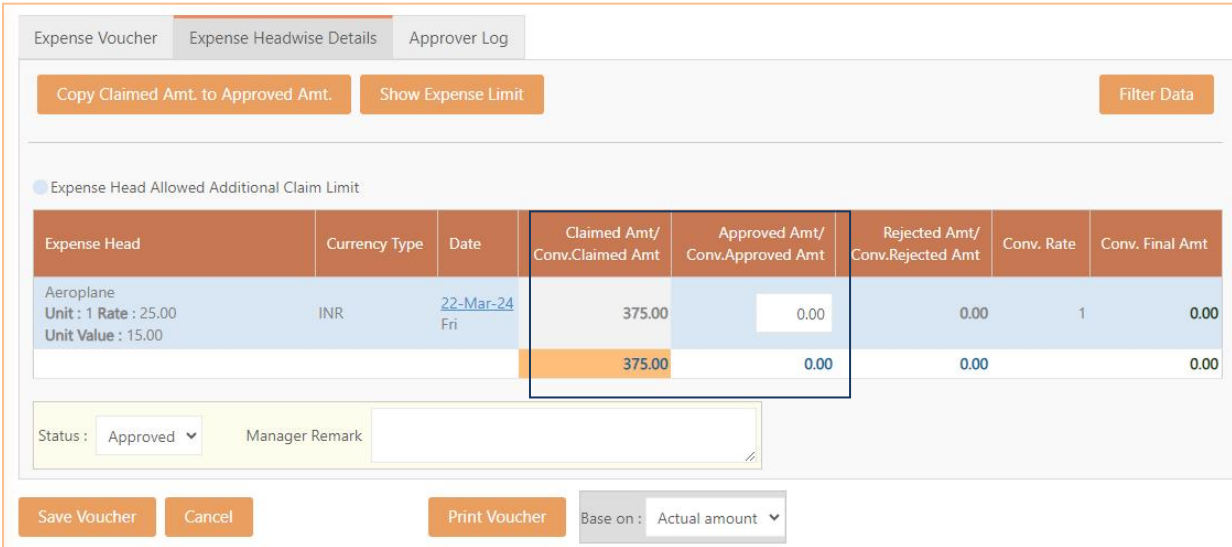
Figure 48

Exceeded amount record will be indicated in blue color to approver. If final approve amount is less than or equal to limit then color indication will be removed for record.
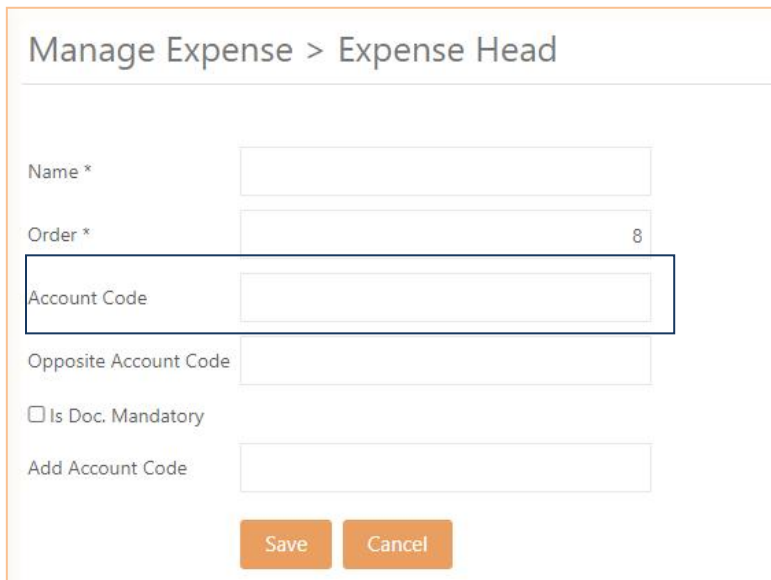
Figure 49

If Cutoff workflow is available then Exceeded amount voucher application will always follow Cutoff workflow.

With Allow Additional Claim Employee can apply for Unlimited Amount.

6.7.   Add Account Code provided in Expense Head & JV

"Add Account Code" option provided in *Manage Expense ->Expense Head,* as shown in below figure:

Figure 50
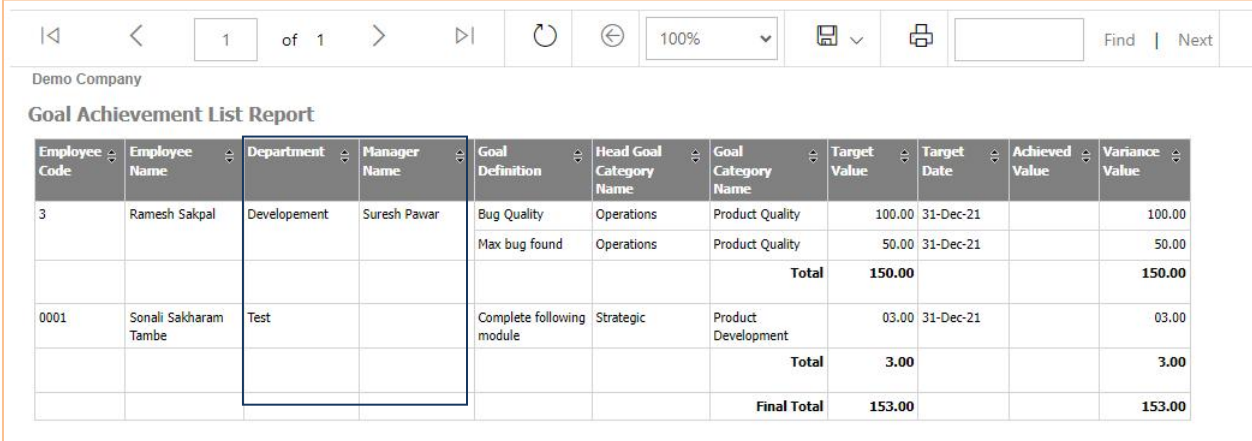
Add Account Code field is provided in Expense Head.Same "Add Account code" column will be available in JV List Report."Add Account code" will be pushed to SQL Expense JV View table as a new column.

7.PMS

7.1.   New Columns provided in Goal Achievement List Report

Department and Approver column provided in *PMS-> Goal Achievement List Report* , as shown in below figure:
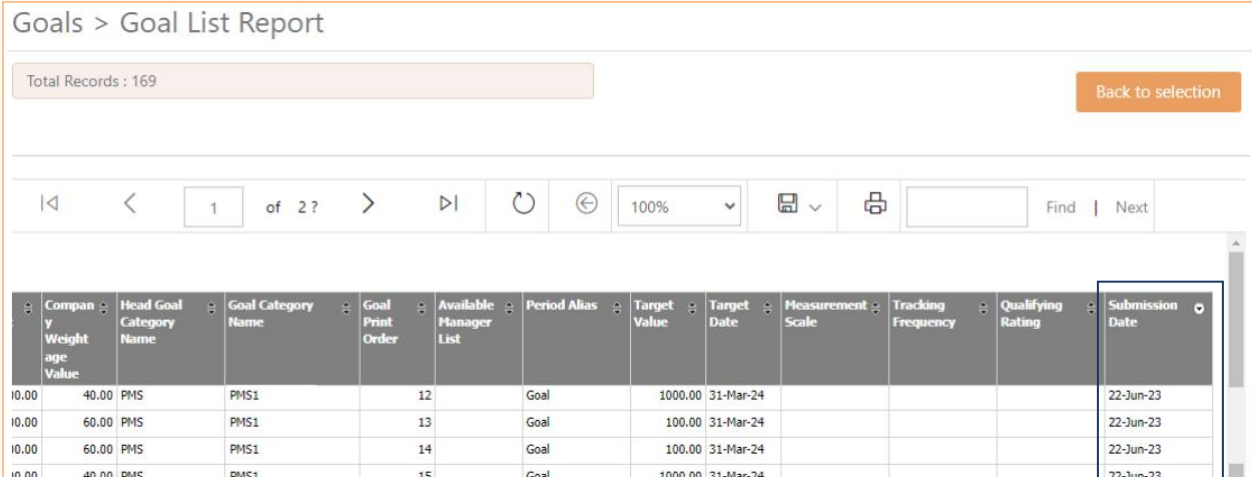
Figure 51

In Goal Achievement List Report, Employee Department and Manager Name column provided.

7.2.   Submission Date provided in Goal List Report

"Submission Date" provided in *PMS -> Goal -> Goal List Report,* as shown in below figure:
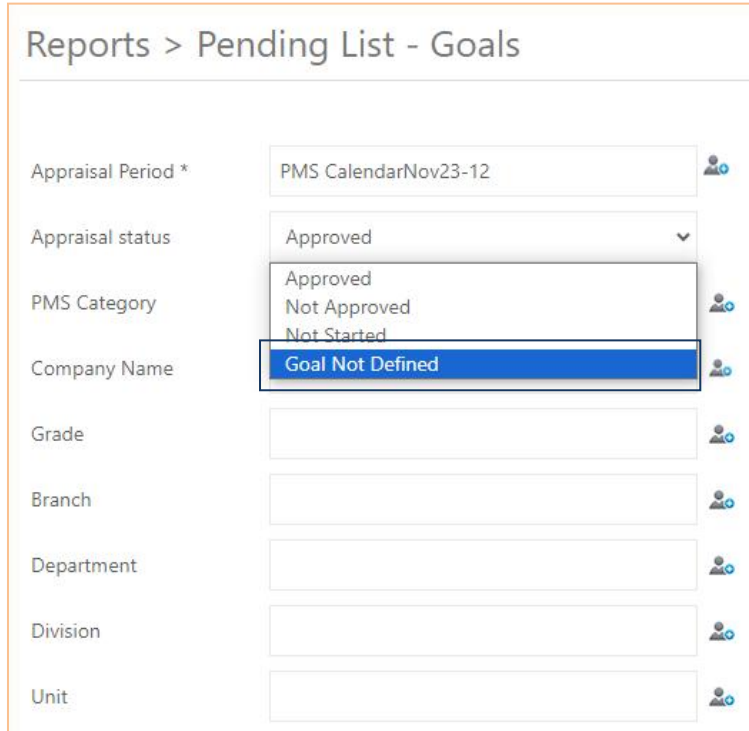
Figure 52

New column "Submission Date" provided in Goal List Report. Goal Submission Date will be display here only if Goal submitted by employee.

7.3. Goal Not Defined option provided in Pending List Goals Report

New filter option "Goal Not Defined" provided for Appraisal Status in *Reports -> Pending List-Goals,* as shown in below figure:

Figure 53

7.4.   Goal Achievement Status Report Provided

New Report Type provided with name "Goal Achievement Status Reports" under *Reports -> Appraisal Reports,* as shown in below figure:

Figure 54
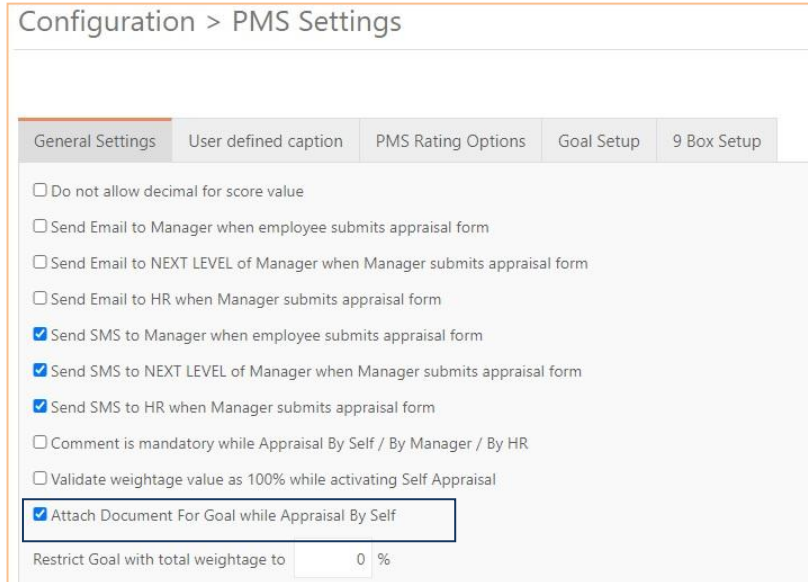
This report will provide list of employees who have not added achievement or count of achievements added for goals as per filter selection.

7.5.   Attachment field in Appraisal by Self is provided on setup base

New setup provided in *Configuration -> PMS Settings* 'Attach Document For Goal while Appraisal By Self' as shown in below figure:
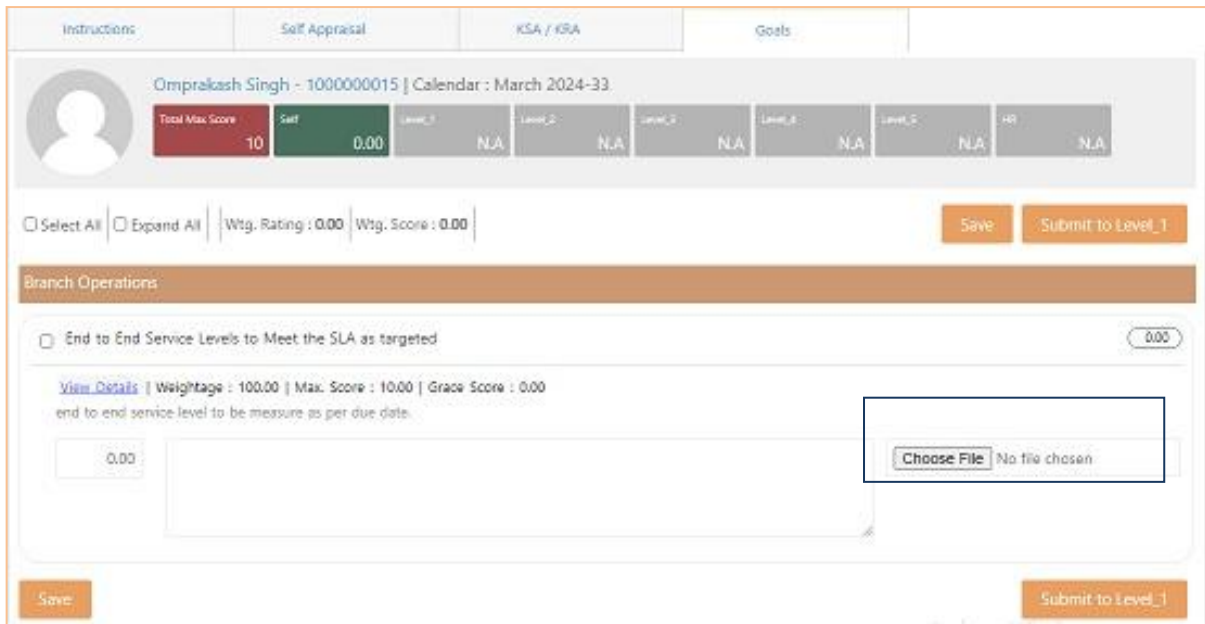
Figure 55

If this setup is opted then Attach Document field will be available to Employee in Appraisal by Self. Employee can attach the document while doing Appraisal by Self and Approver/Manager/HR can view the attached document, as shown in below figure:

Figure 56

7.6.   Attachment option is provided in Add Achievements, Add Sickness and Add Offence

Attachment option is provided in Add Offence in *e - Records -> Offence,* as shown in below figure:
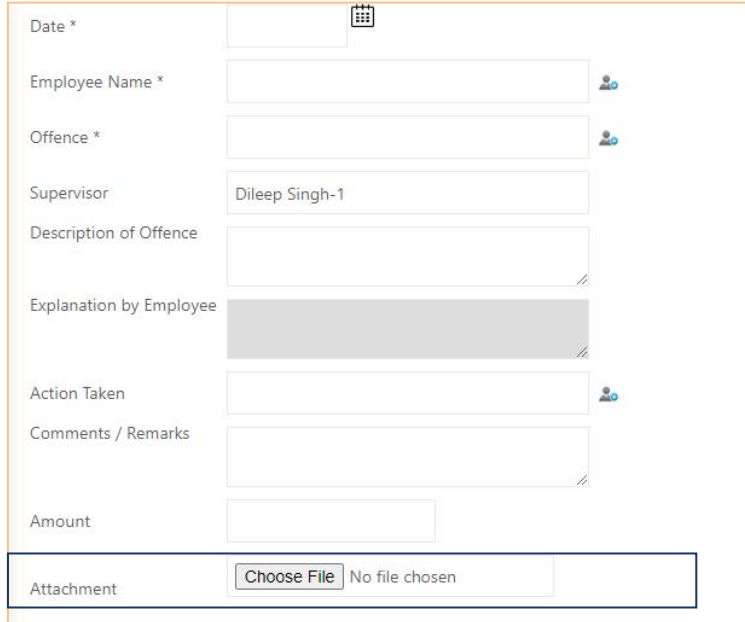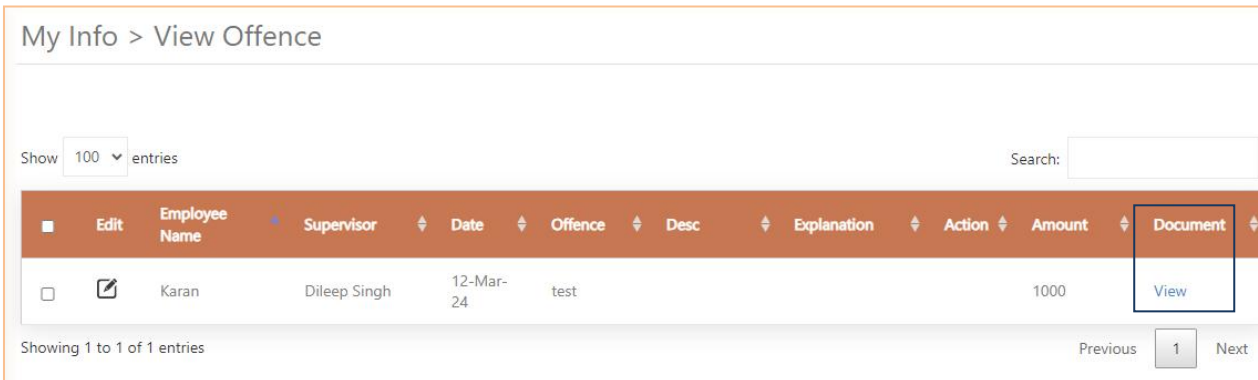
Figure 57

Added Offence Employee can view in *My Info -> View Offence* as shown in below figure:
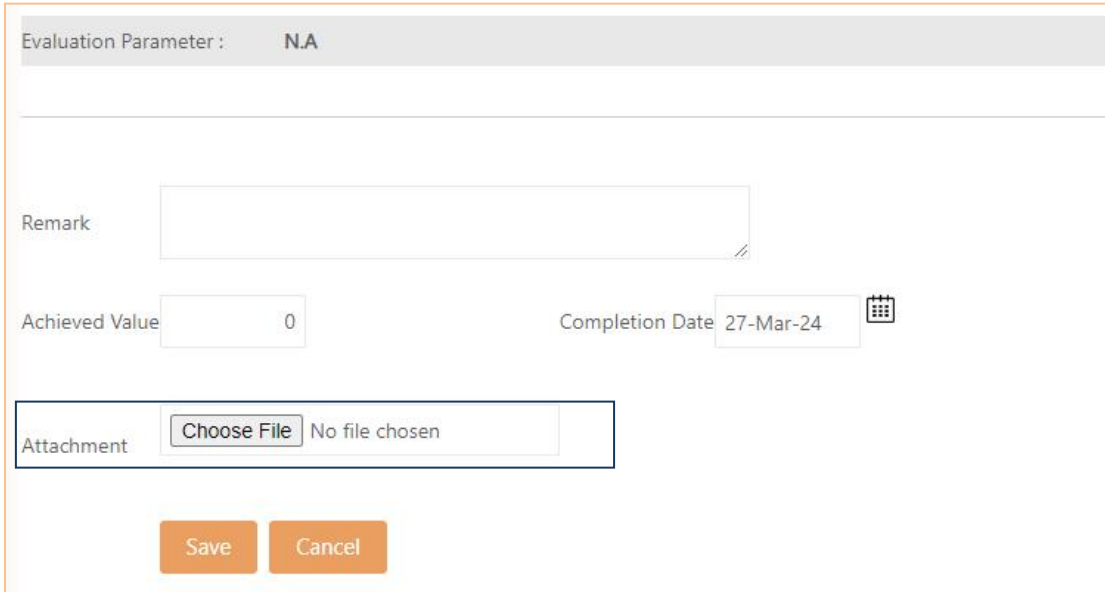
Figure 58

Same Attachment upload facility provided in Add Achievements, Add Sickness. And It can be viewed in View Achievements and View Sickness menu.

7.7.   Attachment option is provided in Achievements

Attachment option is provided in Achievements while add achievements by Self, By Manager & By HR in *Achievements -> By Self/Manager/HR,* as shown in below figure:
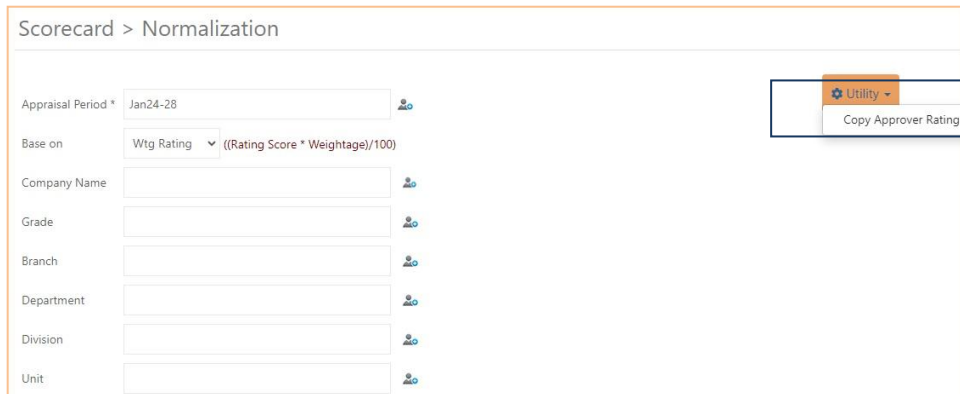
Figure 59

7.8. Copy Approver Rating option provided in Normalization (Key Based Feature)

"Copy Approver Rating" option is provided in *Score Card -> Normalization -> Utility,* as shown in below figure:

Figure 60

In Copy Approver Rating user will be able to copy Rating of higher level approver to lower level approver.
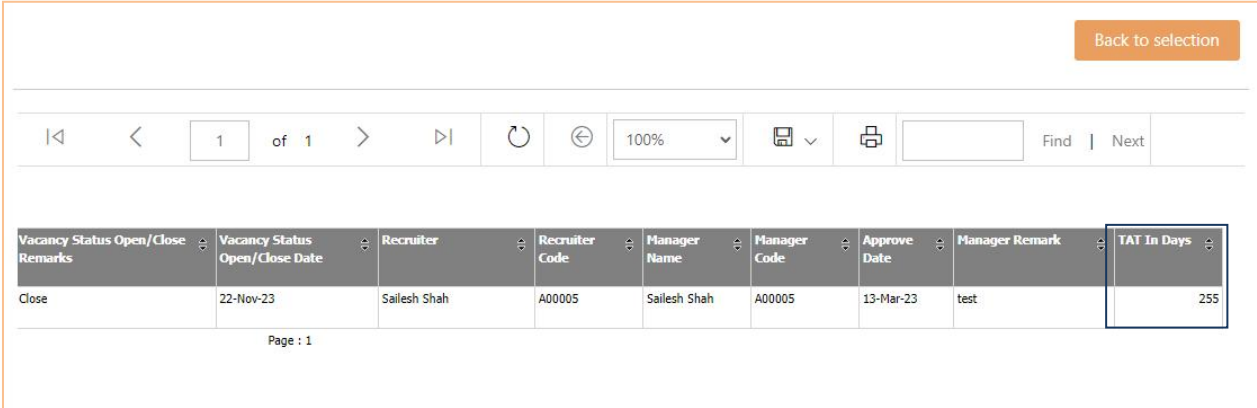
Rating only copied into 'To' level if existing rating is 0.

8.Recruitment

New Features of Spine HRMS Version 6.0.6

8.1. Vacancy TAT column provided in Vacancy List Report

Vacancy TAT column provided in *Recruitment -> Vacancies -> Reports -HR,* as shown in below figure:
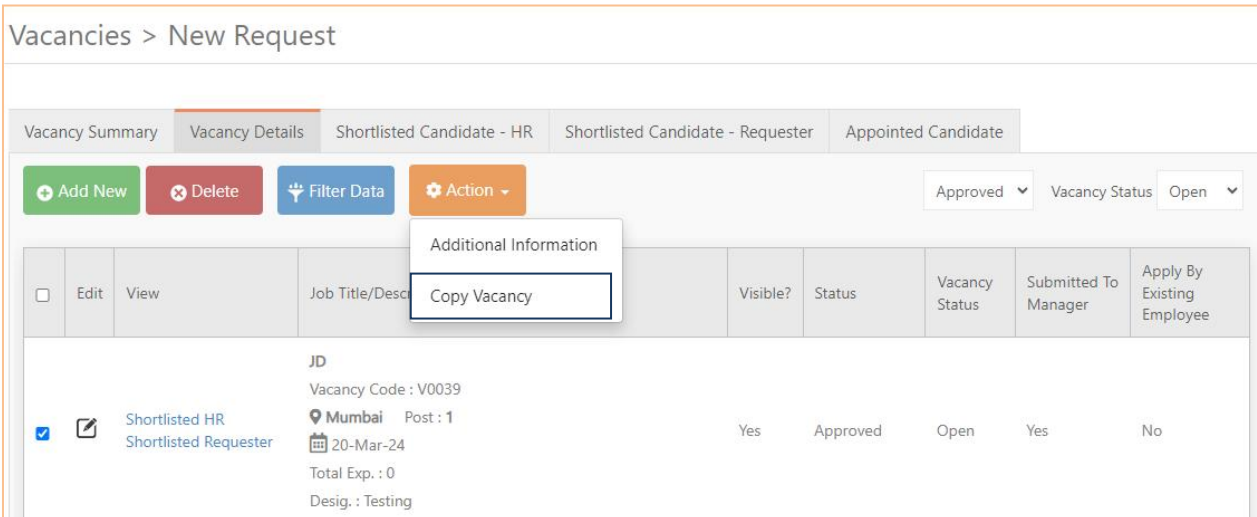
TAT Column will be display in vacancy List report. For Approved/Close vacancy TAT data will be displayed.TAT will be calculated as Vacancy Approve Date - Vacancy Close Date

8.2. Copy Vacancy option provided

Copy Vacancy option provided in *Recruitment -> Vacancies -> New Request,* as shown in below figure:

Figure 62

Copy Vacancy option will be display in Action button of Vacancy Details tab.Using this button user can create a copy of any vacancy (Approved / In Process / Rejected).Copy Vacancy will work for Type:New Head Count Only.After copy vacancy, user can submit the same and send it for Approval.

8.3. Confirmation Date Macro in Recruitment Letter Writing

Provided Confirmation Date macro in *Recruitment -> Appointments -> Letter Writing,* as shown in below figure:
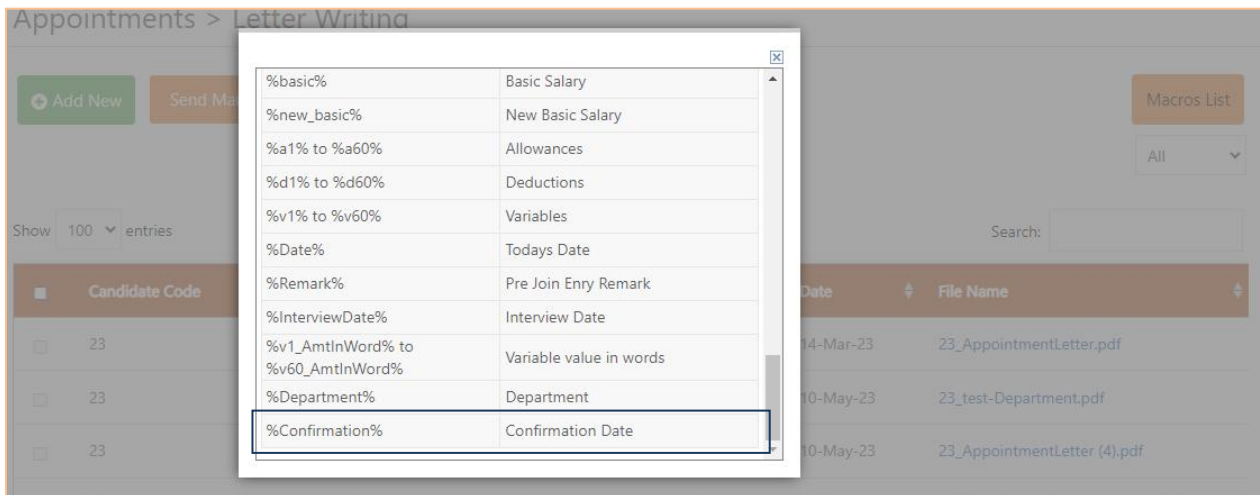
Figure 63

Provided Confirmation Date macro in recruitment - Appointment Letter writing.

8.4.   Meeting Link provided in Schedule Interview

"Meeting Link" provided in *Recruitment -> Interview -> Schedule Interview,* as shown in below figure:

Figure 64

New textbox "Meeting Link" provided in schedule interview. Now, user can send Meeting link to respective Candidate and Interviewer for interview.

8.5.   New setup provided in Recruitment Setting

New setup provided in *Recruitment -> Configuration -> Setting -> General Setting,* as shown in below figure:

Interview

☐ Send Email to Manager (Interviewer) while adding interview schedule
☑ Send Email to candidate while adding interview schedule
☐ Send Interview Schedule mail to Manager's once it is approved by prior level.
☐ Send SMS to Manager (Interviewer) while adding interview schedule
☐ Allow interviewer to make the final decision for Accept and Reject.
☐ Send Email to Candidate if Selected (Candidate Status is Selected)
☐ Send SMS to Candidate if Selected (Candidate Status is Selected)
☐ Send Email to Candidate if Rejected (Candidate Status is Rejected)
☐ Send SMS to Candidate if Rejected (Candidate Status is Rejected)

Figure 65

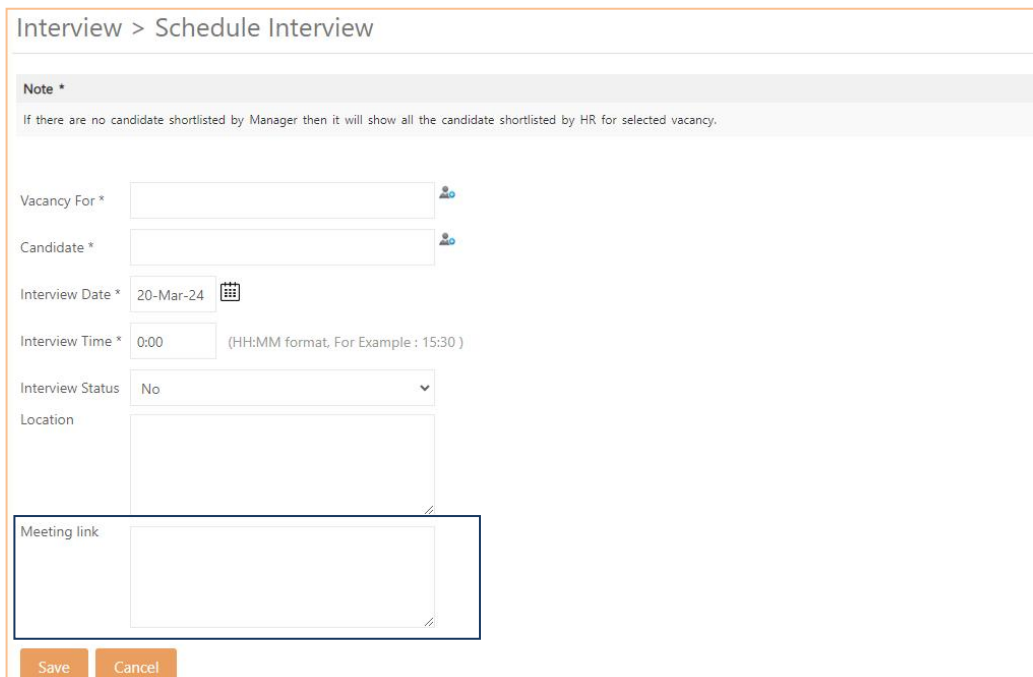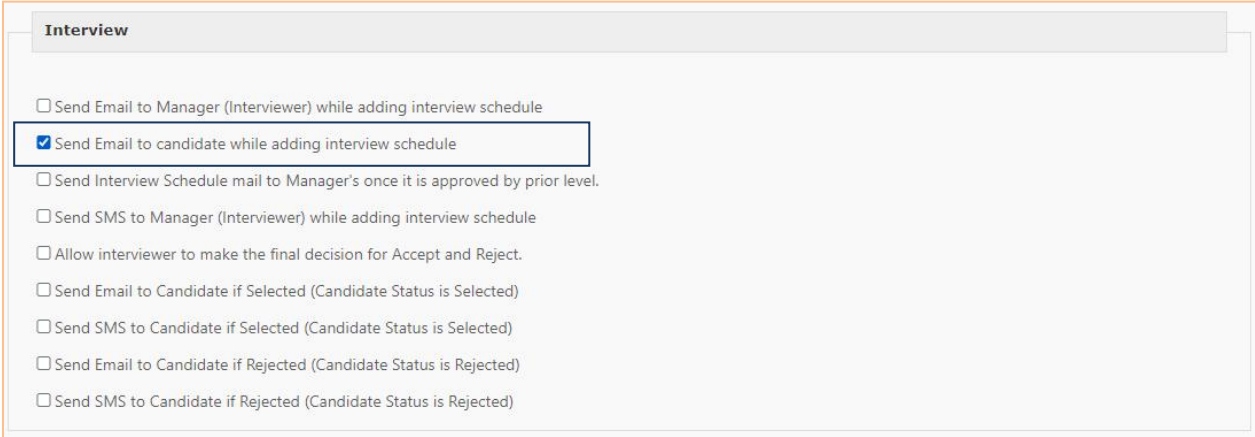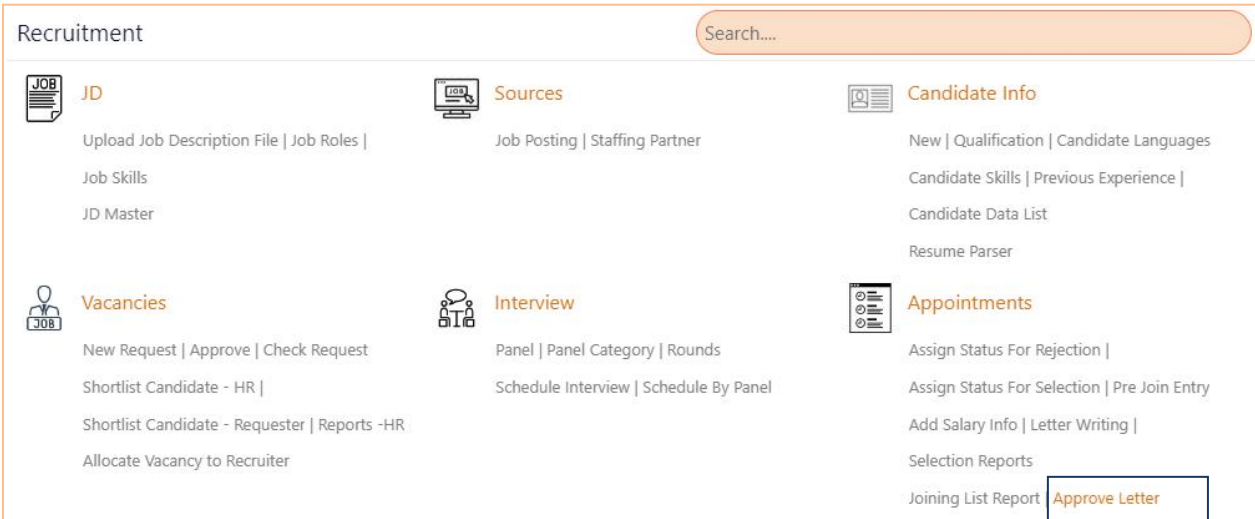New setup "Send Email to candidate while adding interview schedule" provided in Recruitment. Now user can send Email to the respective candidate for scheduled interview.

8.6.   New menu provided in Recruitment Approve Letter

New menu provided in *Recruitment -> Appointments -> Approve Letter* this menu is available for HR and HR Recr. It display as shown in below figure:

Recruitment   Search....

JOB JD
Upload Job Description File | Job Roles |
Job Skills
JD Master

Sources
Job Posting | Staffing Partner

Candidate Info
New | Qualification | Candidate Languages
Candidate Skills | Previous Experience |
Candidate Data List
Resume Parser

Vacancies
New Request | Approve | Check Request
Shortlist Candidate - HR |
Shortlist Candidate - Requester | Reports -HR
Allocate Vacancy to Recruiter

Interview
Panel | Panel Category | Rounds
Schedule Interview | Schedule By Panel

Appointments
Assign Status For Rejection |
Assign Status For Selection | Pre Join Entry
Add Salary Info | Letter Writing |
Selection Reports
Joining List Report | Approve Letter

Figure 66

Approve Letter menu is available for HR and HR Recr.
In Process and Approved filter given. Approve button provided to approve selected letter.
After Letter Writing generation, approval will be required for the same.
Till then Employee selection checkbox for sending Email will be disabled.
Generated letter will be shown in In process filter of Approve letter menu.HR can approve the In process records as shown in below figure:

Figure 67

After Approval Employee selection checkbox for sending Email will be enabled in Letter writing menu. For Inprocess letter sending Email will be disable as shown in below figure:

Figure 68

HR can revise the Letter from " Approved" filter using Revise button on Approved page as shown in below figure:
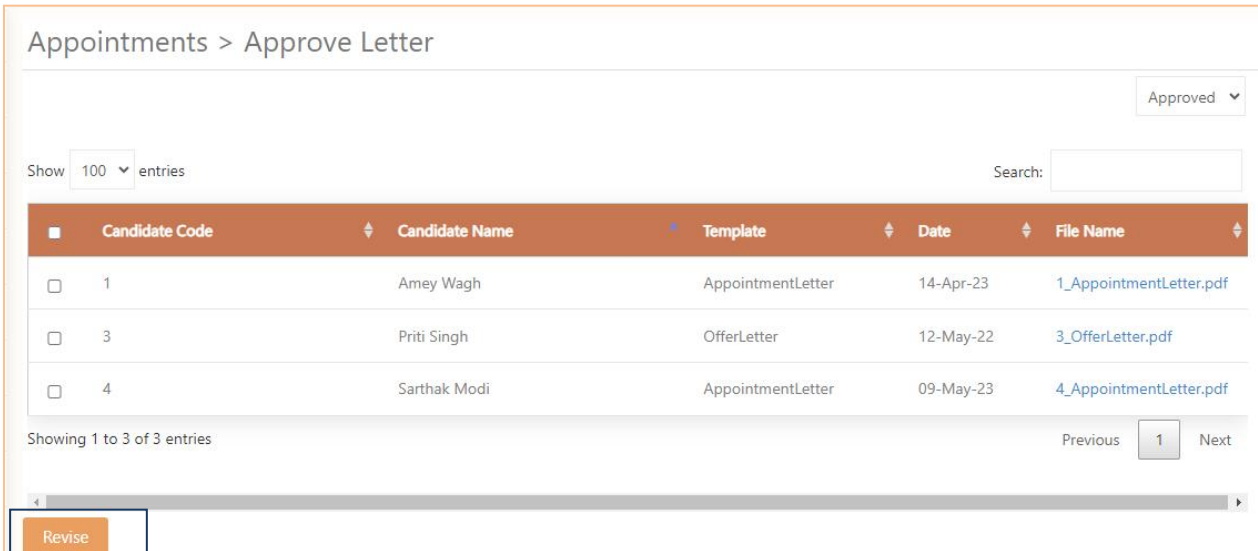
Figure 69

Popup will be display for confirmation to Revise letter. After click on Ok button letter will be revise.

After clicking on revise,Letter writing entry will be removed and user can regenerate it again as per requirement.

8.7. Send mail notification option provided for Schedule Interview

"Send Mail" button provided in *Schedule Interview-> Send Email,* as shown in below figure:
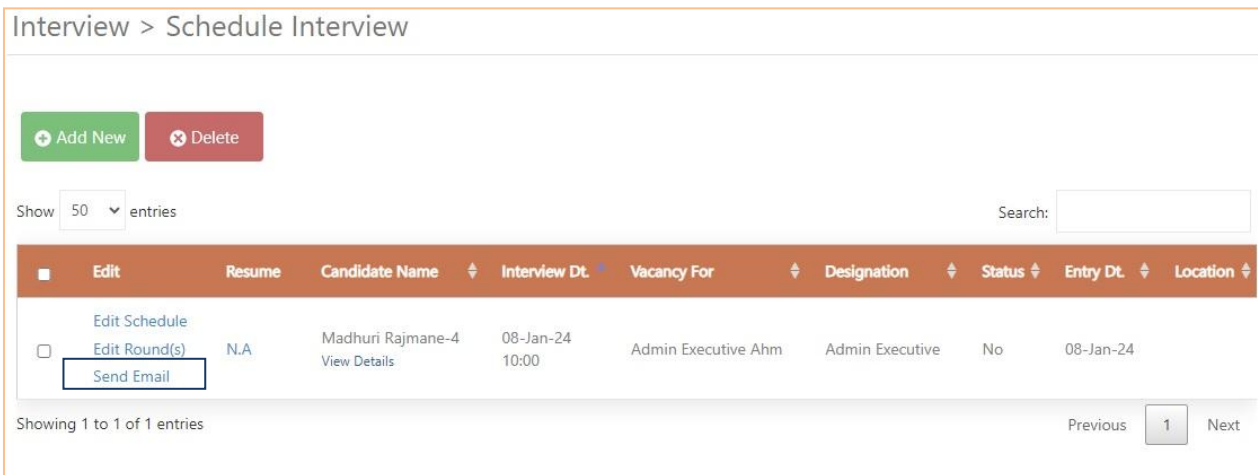
Figure 70

With this button Schedule Interview Email notification will be sent to Candidate and Manager/Interviewer Panel wise as per selection.
This option is available only with Interview Status: No and Interview Taken: No
One Attachment will be sent in email "event.ics" which will add schedule in calendar.
Note:Below setup should be opted to send Email to Candidate and Interviewer:
Recruitment -> Configuration -> Settings
1.Send Email to Manager (Interviewer) while adding interview schedule
2.Send Email to candidate while adding interview schedule

9.Training

9.1.   Remark option provided Online Training

Remark option provided in *Training -> Course -> Online Content,* as shown in below figure:

Course > Online Content

Topic Name:	PMS	Sub Topic Name:	PMS Sub Topic
Training Code:	T001	Program Title:	PMS Training
Course:	N.A	Conducted By:	N.A
Total Hrs:	5.00	Credit Min(s).:	0.00
Training Level:	1	Presentation Order:	

Training Description:
Online

☞ Click here to view Training.

| Remark | |

I am ready to complete training

Figure 71

And Remark column provided *Training Reports -> Reports - HR -> Training Report List* where this remark can be viewed.

10. Travel Desk

10.1.   New fields provided in Reports - HR

New fields provided in *More -> Travel Desk -> Reports - HR,* as shown in below figure:

Figure 72

New columns "Accommodation Required, Pickup Facility Required, Drop Facility Required, Advance Required in Rupees and Advance Required in Foreign Currency" provided in Report - HR for Report Type - Travel Request.

11. Asset Booking

11.1. Weekdays short name in Asset Availability Report

Weekdays short name will be displayed below date in *Assets Booking -> Reports - HRAsset Availability Report* as shown in below figure:
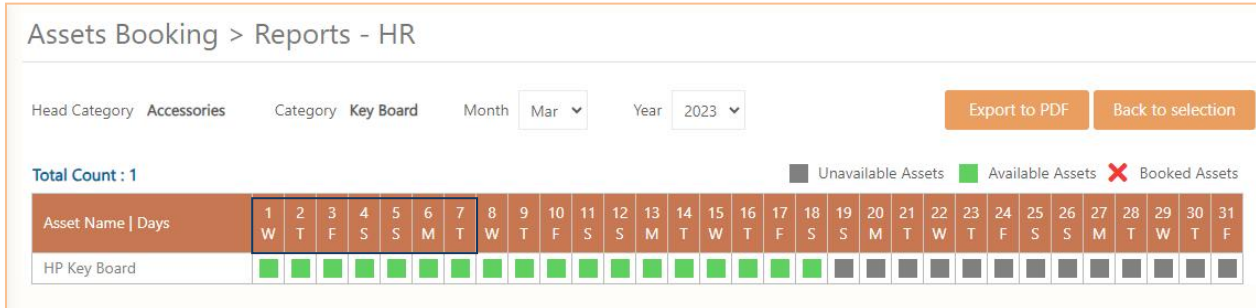

Figure 73

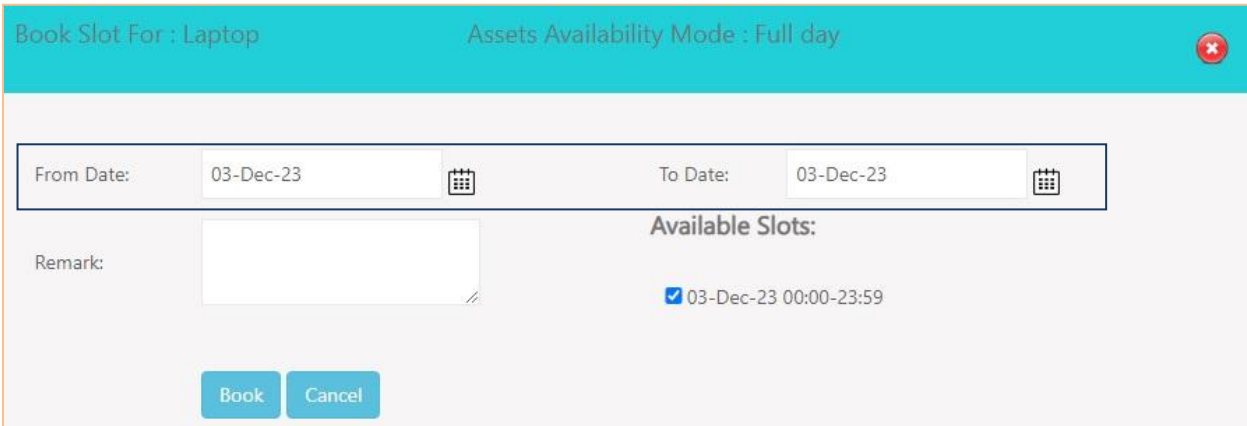Weekdays short name will be displayed below date in Asset Availability Report.
e.g S,M.
While asset booking by employee, manager and HR by clicking on Availability Report week days short name will be displayed.

11.2. From and To date selection provided for Asset Booking

From and To Date selection is provided for Assets with Availability Mode = Full day in below menu's:
1.Assets Booking By Emp
2.Assets Booking By Manager
3.Assets Booking By HR

Figure 78

Using this Asset can be booked for multiple days.

11.3. Remark provided in tooltip for Asset Booking menu

1.Remark field provided in tooltip of Booked & Cancel Booking for below menu's :
Assets Booking By Manager
Assets Booking By HR

Figure 79

In Reports-HR -> Assets Availability Report, Remark field is provided in tooltip of Booked Assets of respective date (Red Cross sign) which is entered while Asset Booking.

12. Request Desk

12.1. User Defined Caption setup provided in Request Desk Settings.

User Defined Caption setup provided. For Text, Number and Date (3 for each) fields are provided with check box selection in *Configuration -> Request Desk Settings,* as shown in below figure:

User defined caption

Is Visible	Data Type		Caption
☑	Text (100)		Remark 1
☑	Text (100)		Remark 2
☑	Text (100)		Remark 3
☑	Number (max 2 decimal can be allowed)		Value 1
☑	Number (max 2 decimal can be allowed)		Value 2
☑	Number (max 2 decimal can be allowed)		Value 3
☑	Date		Date 1
☑	Date		Date 2
☑	Date		Date 3

Figure 74

Only selected field will be available in add request and display in report.
For Add Request : In Remark field user can enter remark upto 100 character
User can enter value field up to 2 decimal value.
In date field calendar will be available for date selection.
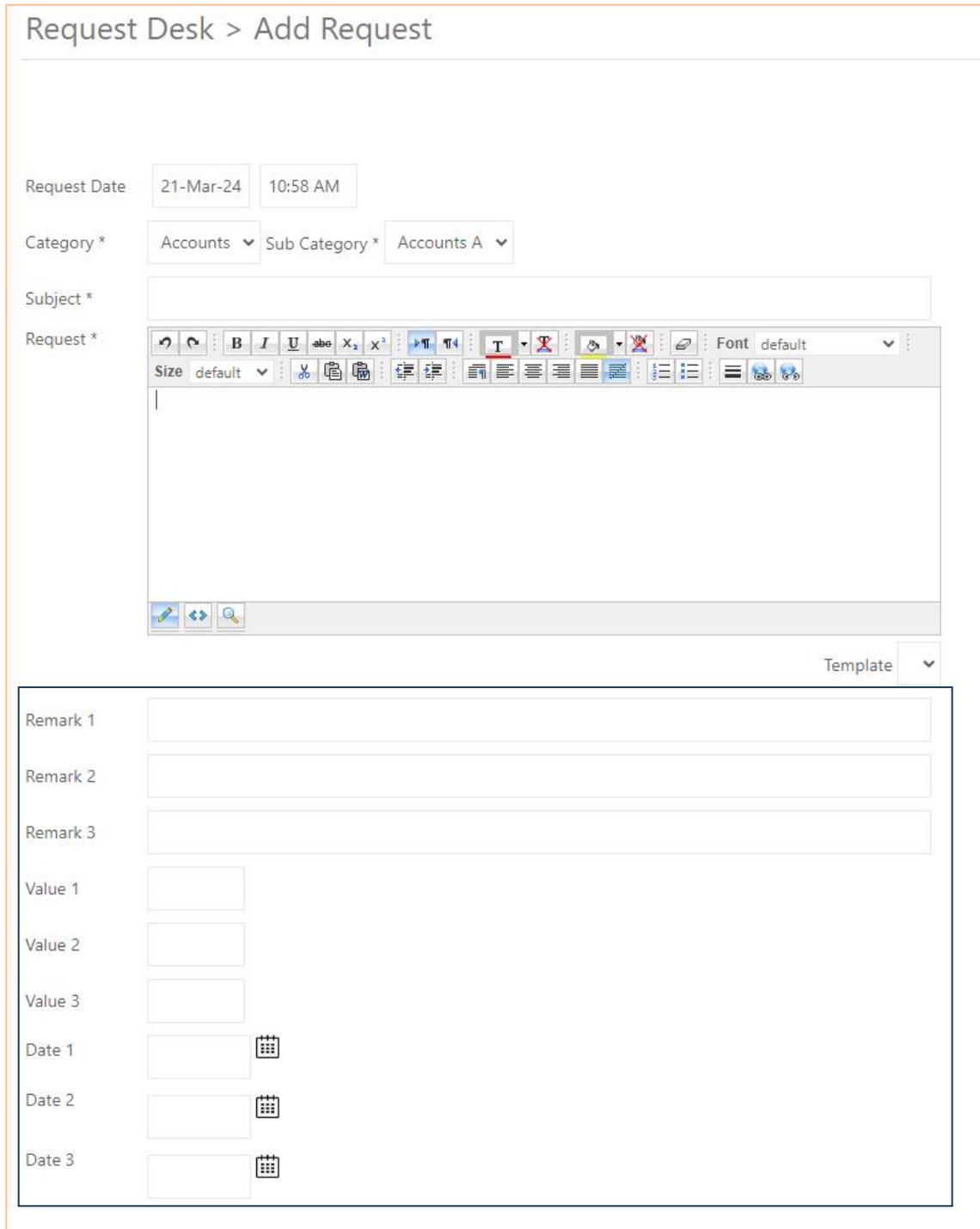
Figure 75

Only selected field will be available in add request and display in report.

13. Help Desk

13.1. Standard filter selection is provided

Standard filter selection is provided on *Query Mgmt -> Reply To Query,* as shown in below figure:
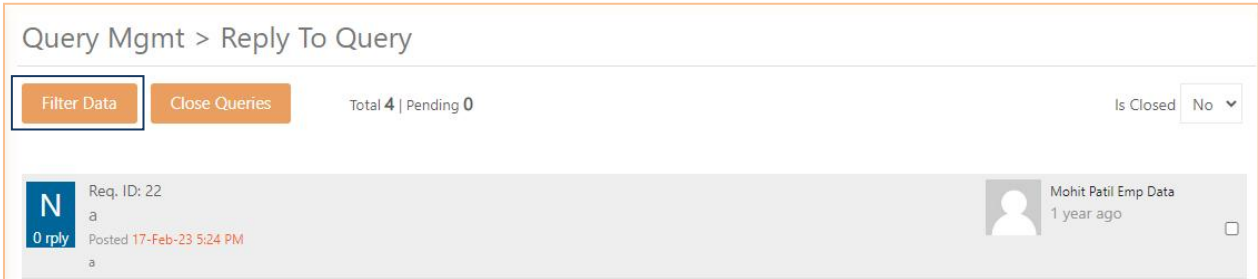

Figure 80

Previously on Reply Query Page Category, Sub Category, Is Closed filter were available. Now Filter Data button is provided. In this Standard filter selection is provided as shown in below figure:
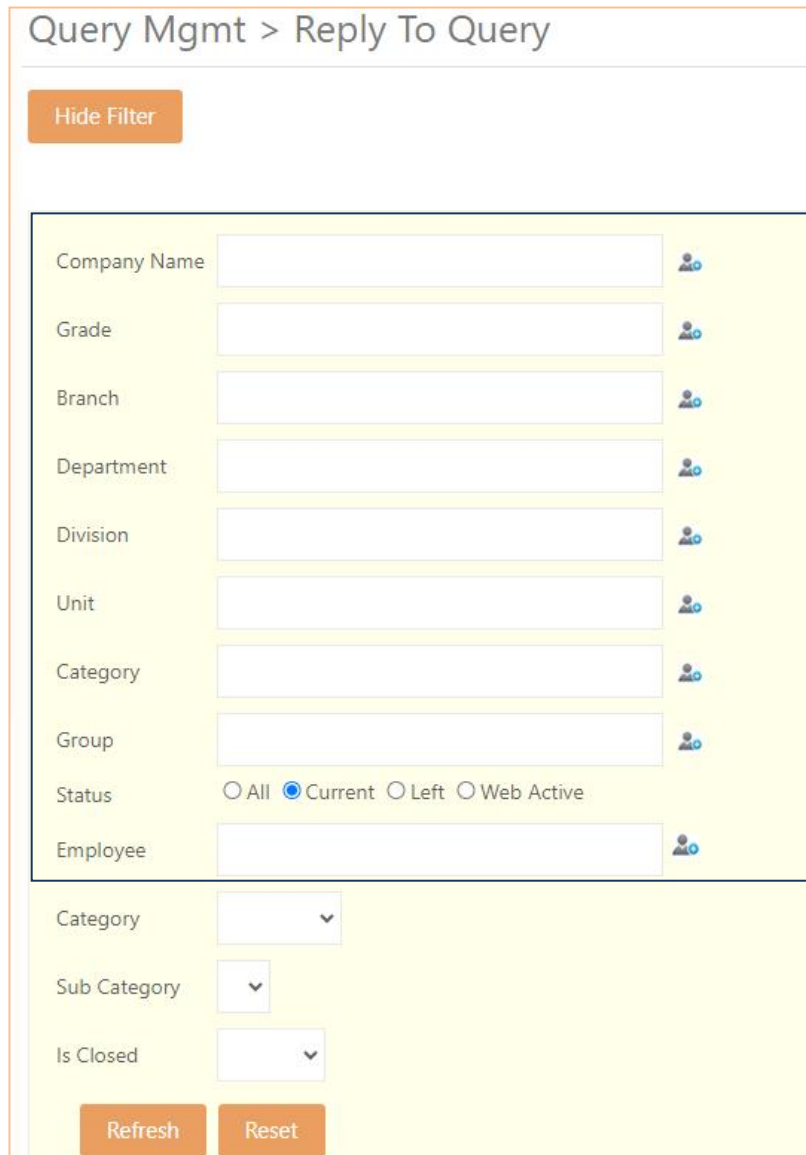

Figure 81

14. Mobile HR

14.1. Previous Experience view self-service

Previous Job Experience view option Provided in *Mobile -> View -> Self Service -> Previous Experience,* as shown in below figure:

Income Tax

Welcome ??:Amit Bhatt

Previous Experience

<<

Company Name: Demo Company
Address : Mathuria A-303 Link road Mumbai - Malad
Joining Date : 15-Jan-2020
Left Date : 28-Feb-2023
Designation : Admin

Id Card   Settings   Home   Log Out   Spine HR
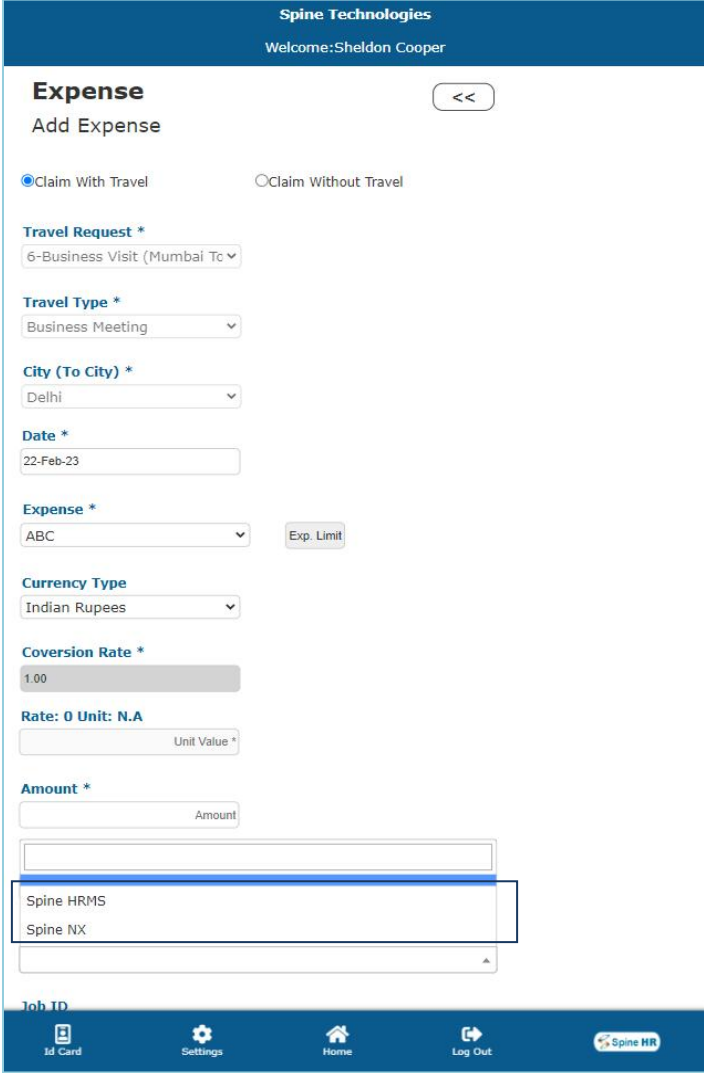
Figure 82

Previous Job Experience view option Provided in Mobile HR - View - Self Service.

14.2. Search option provided in Expense while applying claims

"Search" option provided in *Applications -> Claims -> Expense -> Apply Voucher,* as shown in below figure:

"Search" option provided in Mobile HR as well.Here user can "Search Project" through Mobile HR.

14.3.   My Documents menu provided in Quick Info

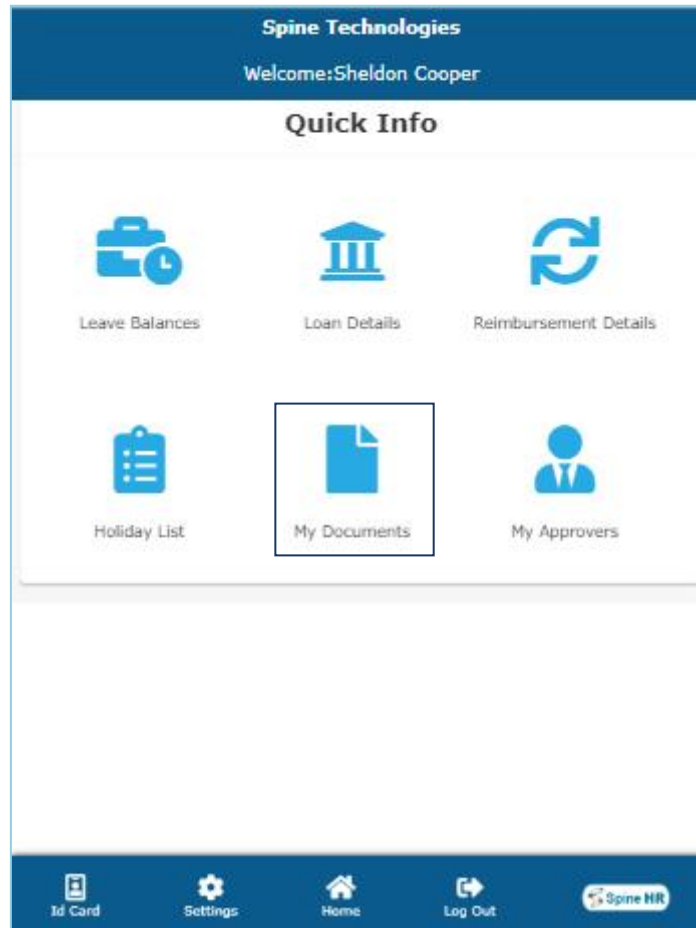"My Documents" provided in *View -> Quick Info,* as shown in below figure:

Figure 84

New menu "My Documents" provided in Quick Info. Now user can view and upload all the documents here.

14.4. Pending counts provided in Atten Mgr

Pending Counts provided in *Approvals -> Atten Mgr,* as shown in below figure:
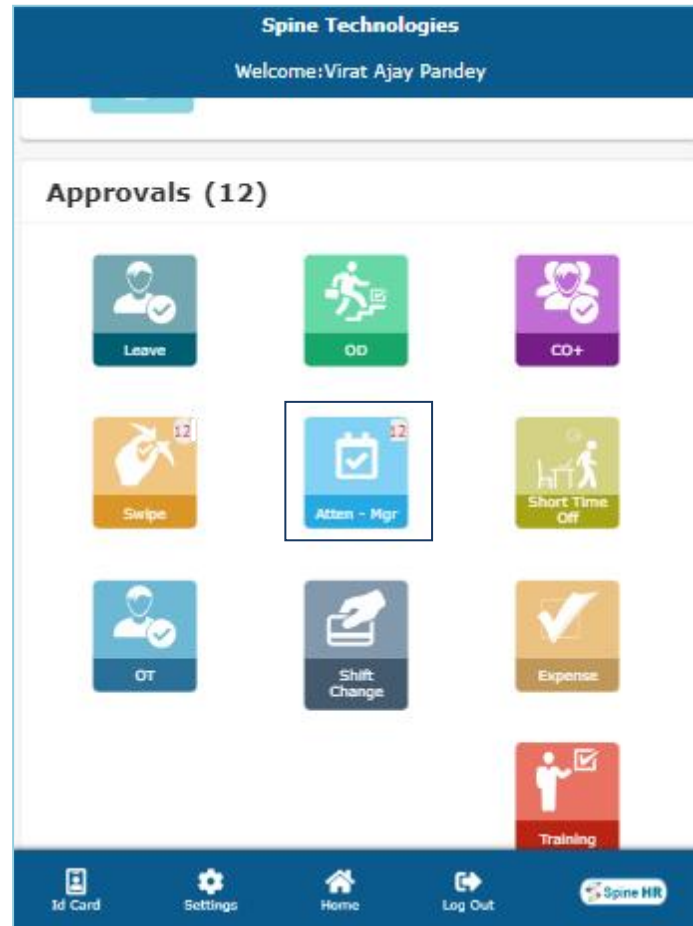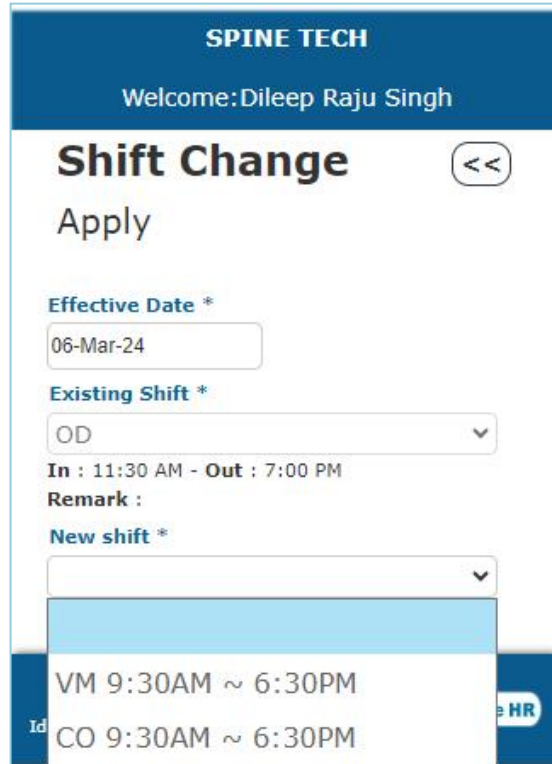
Figure 85

Now user can view pending applications count for Atten Mgr as same as Leave and Swipe module.

14.5. Shift details provided while adding shift change request

Shift time will be display along with shift code while adding shift change request in *Application -> Shift Change,* as shown in below figure:

Figure 86

14.6. Shift Change Approval Menu provided in Mobile-HR

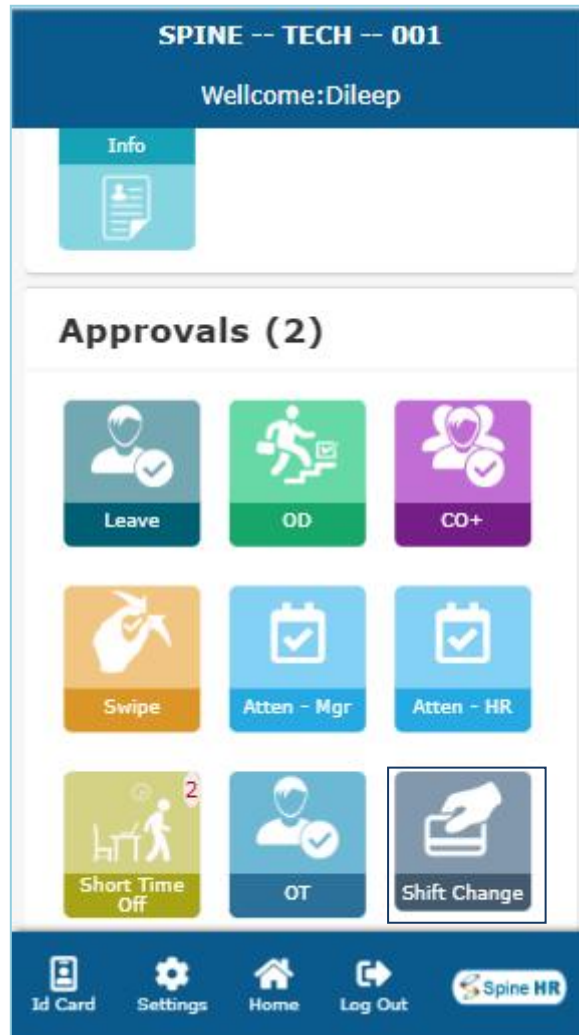Shift Change Approval Menu provided in *Approvals -> Shift Change* as shown in below figure:

Figure 87

14.7. Late Mark column and Late Mark count provided in My Attendance

Late Mark column and Late Mark count will be display in *View -> My Attendance,* as shown in below figure:
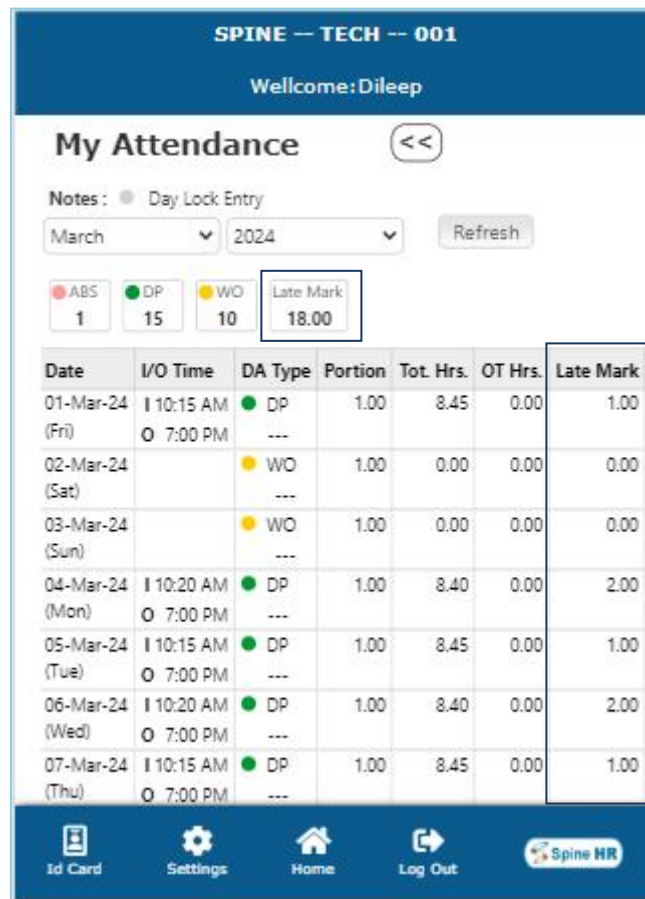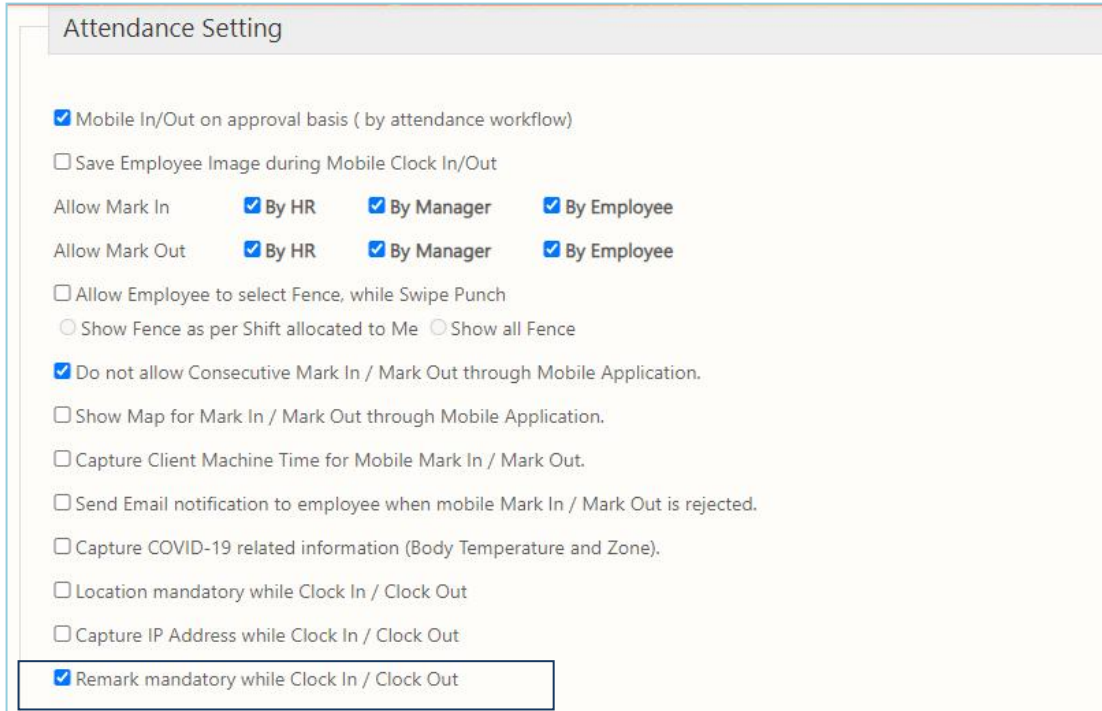

Figure 88

Provided Late Mark column in My Attendance. Provided Late Mark to view Total Count of Late Mark in a Month.

14.8. Remark mandatory while Mark Clock In/Out setup provided.

Remark mandatory while Mark Clock In/Out setup provided in HRMS -> Admin -> Site Admin -> Standard Setting -> Mobile-HR, as shown in below figure:

Figure 89

"Remark mandatory while Clock In / Clock Out" setup provided If setup opted then while apply Clock In/Clock Out from Mobile Remark field will be mandatory.

Figure 91

14.9. Captcha Authentication provided

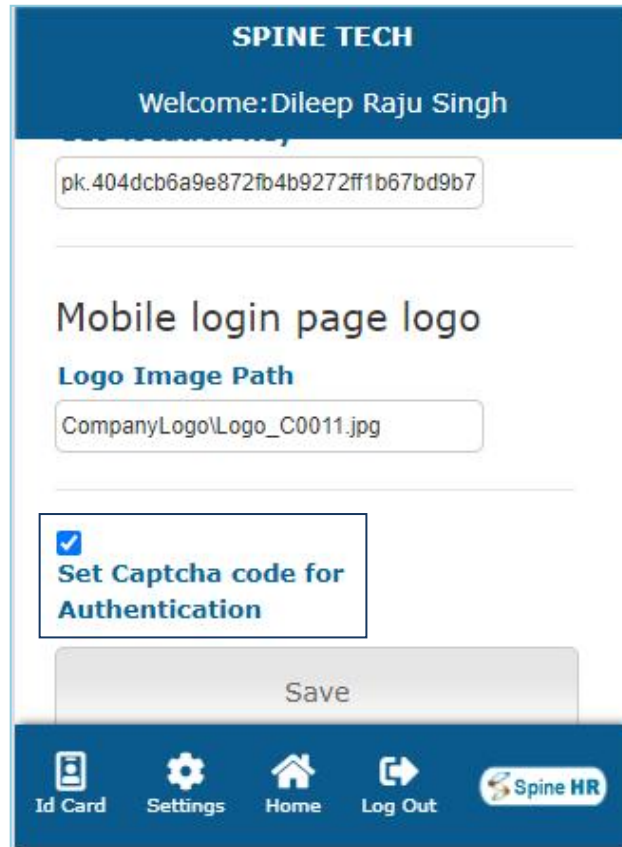Captcha Authentication provided in *Mobile HR -> Setting -> Standard Setting,* as shown in below figure:

Figure 92

"Set Captcha code for Authentication" set up will work for Mobile.

14.10. Short Time Off Request & Approve Module provided

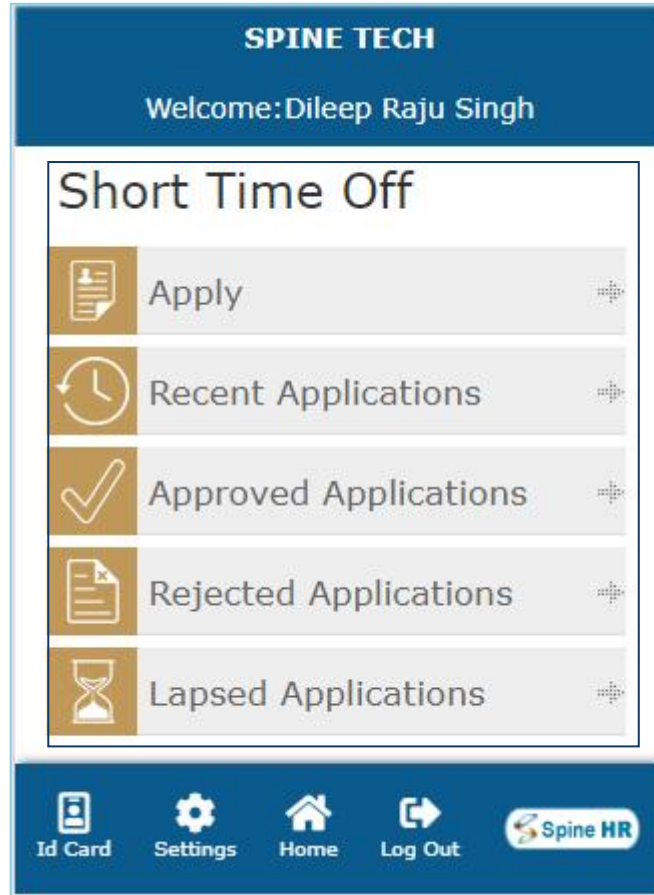Short Time Off Request & Approve Module provided In Mobile HR, as shown in below figure:

Figure 93

Short Time Off Request apply & Approve Module provided In Mobile HR.

14.11. OD Option provided in My Team

New option Actual OD has been provided in *View ->My Team,* as shown in below figure:

Figure 94

It shows details of Actual OD which are approved.

14.12. Contact Number provided on Virtual ID

Office Tel No. field now display in mobile app *virtual ID*, as shown in below figure:
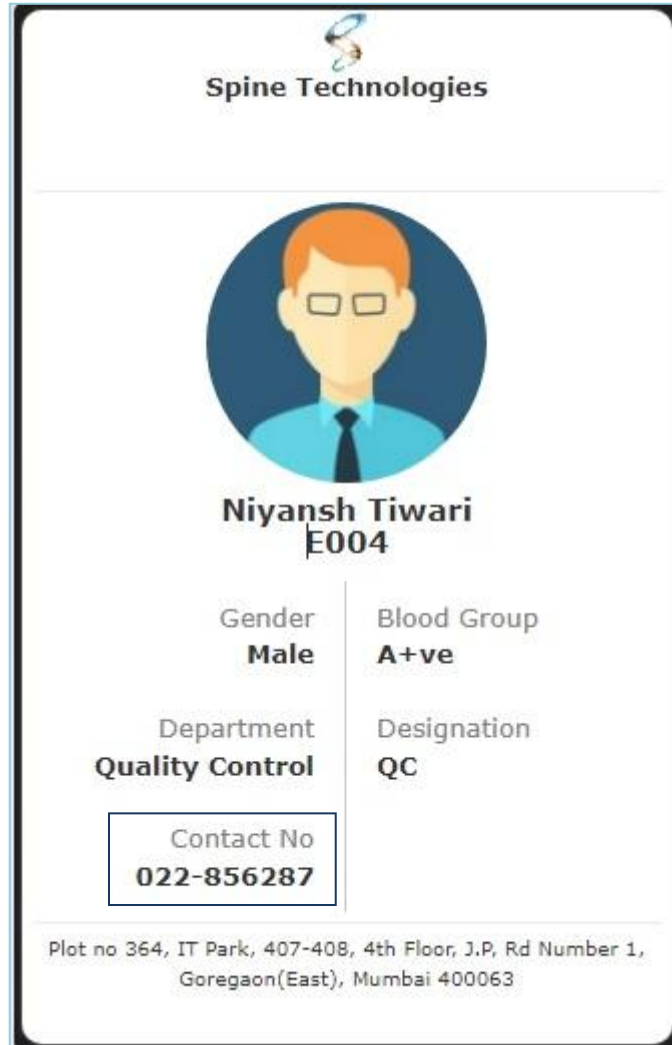

Figure 95

Caption will be "Contact " for office tel no.

Office No. field will now allow (+, space, (,)) character.