

How to Drive

Understanding your Menu For Employee Login

MobileERP Software

Step 1: Login

Login to ERP



Year: 2324 ▼

Paramount Limited ▼

ID: 1002462488

IP: 192.168.0.78

QC:

Login



Best with:

Microsoft Edge v 11

IEv11-EIE11_EN-US_MCM_WIN764

Step 2: Startup Screen

System Menus

1. GTD
2. ETM
3. DRS
4. DMS
5. ECM
6. TSS
7. ESS
8. ACM

MobileERP

1502.Komal Rana
Accounts Department
Paramount Limited
FY: 2324 - 09/01/2024
For Help Contact: Ashish

Welcome to Paramount Limited

Sharepoint Dashboard

Your daily work reminder:

1. Operational Risk: Find deliveries delayed.
2. Financial Risk: Find invoices+collections delayed.
3. Compliance Risk: Find current compliance failure.
4. System Level Risk: Find who is not working on ERP.
5. Process Risk: Find who is not following process.
6. ERP will mark absent on failure of Leave Applicati
7. ERP will mark absent on failure of Travel Applicat
8. ERP will mark absent on failure of Miss Punch Appl
9. ERP will mark absent if no work done in ERP today
10. Kindly contact ERP Staff today and learn ERP.

Happy Birthday Today:
RAVI RANJAN KUMAR

Company Policy | Announcements | Notice

Company Documents

On Leave | Employees Resigned this month | On Tour

Absent Today | New Joining this month | Holidays

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Your Menu

Company Dashboard

Menu 1: Understanding your Menu – GTD System

GTD: Getting Things Done System

Getting Things Done (GTD) is a personal productivity system developed by David Allen. It is a time management system that helps you complete tasks and meet commitments in a stress-free and efficient manner using a comprehensive system of lists and calendars. The fundamental idea of the GTD method is to put down all your tasks in writing to ensure that you won't forget anything. The GTD method is made up of five simple practices to systematize the clutter in your brain and get things done:

Capture Everything: Capture anything that crosses your mind. Nothing is too big or small! These items go directly into your inboxes.

Clarify: Process what you've captured into clear and concrete action steps. Decide if an item is a project, next action, or reference.

Organize: Put everything into the right place. Add dates to your calendar, delegate projects to other people, file away reference material, and sort your tasks.

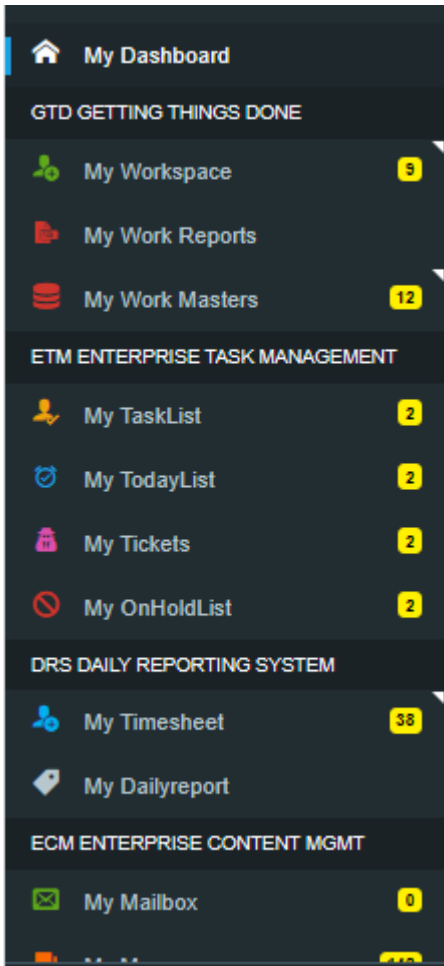
Review: Frequently look over, update, and revise your lists.

Engage: Get to work on the important stuff.

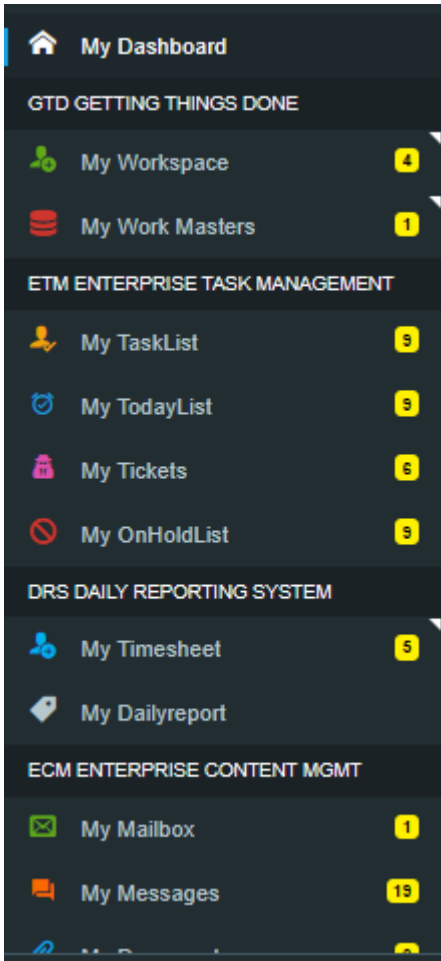
When your GTD workflow is set up right, you'll be able to confidently answer "what should I be working on?" at any given moment without worrying that you might forget something important you need to do later .

GTD System is made of 3 things:

- 1. Workspace:** Workspaces are made of content like **Initiate:** Document Creation, **Plan:** Assign Process Rights and Generate TODO List for people which will reflect in next ETM Enterprise Task Management System. **Execute:** Make decision to execute or follow-up with people to get it done. **Control:** Monitor Progress and Performance to avoid delays. **Analyse:** Ask system reports etc.
- 2. WorkReports:** Will show all reports to get the work done in time and budget.
- 3. WorkMasters:** Will help you add or modify any dependency master data to make system operational.



Menu 2: Understanding your Menu – ETM System



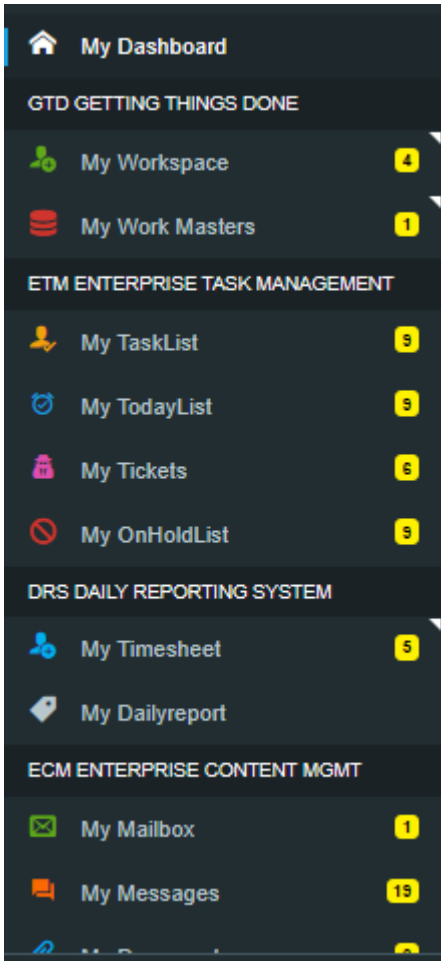
ETM: Enterprise Task Management System

ETM Enterprise Task Management System is a task management system based on the **SoftRobot platform**. It is a simple and agile solution that is easy to implement and embed, for overall task management in an organization. Main purpose of Task Management System is to get Things Done in Time and Budget.

ETM System is made of 6 things:

- 1. Tasklist:** Tasklist Kanban is a project management methodology that involves creating visual cards that list details about a task and organizing them into lists on a board that represent different stages of a production process. It is a visualization tool that enables you to optimize the flow of your work and manage work across your team or organization, which means increased productivity and task visibility. The Kanban board is a simple and effective way to manage tasks and projects. It can be used for personal productivity, team collaboration, and enterprise task management. The Kanban board is made up of columns that represent different stages of a project, such as “To Do,” “In Progress,” and “Done.” Each task is represented by a card that contains information about the task, such as its priority, due date, and assignee. Tasklist Kanban is a great way to visualize your work and stay organized. It can help you prioritize your tasks, track your progress, and ensure that nothing falls through the cracks.
- 2. Todaylist:** This Kanban List shows Tasks Scheduled for Today and Tomorrow along with Backlog Tasks. This helps you in scheduling your tasks for faster work output.
- 3. Tickets:** A ticketing system is a computer program designed to track inquiries, tasks, and services. It offers an organized way to manage specific service requests and technical support issues through problem tracking and issue resolution. This type of application has features like ticket categorization, automated routing, real-time updates, notification settings, and detailed reporting metrics. All tickets will land up in above Tasklists.
- 4. OnHoldlist:** This place shows other peoples work hold due to you.

Menu 3: Understanding your Menu – DRS System



DRS: Daily Reporting System

What Is a Daily Reporting System?

A daily report is a document that lists the activities that happened during a specific day. It's typically used by managers to keep track of their employees' activities and to analyze their productivity.

You can create it at any time during the project. Still, it's helpful when multiple stakeholders are involved and everyone needs to stay informed about what's happening in their respective areas.

While it doesn't have to be complex and detailed, it should include several different types of info. The more info you add, the better it will be for your team.

Daily reports keep your company updated on what has been completed in the past 24 hours. Using a daily report template ensures you don't spend your entire day typing up updates from scratch. A daily report template is a tool that offers daily status updates at 24-hour intervals. It delivers a high-level overview of work completed yesterday, work that needs to be prioritized today, and work that is forecast to be important for tomorrow. DRS has:

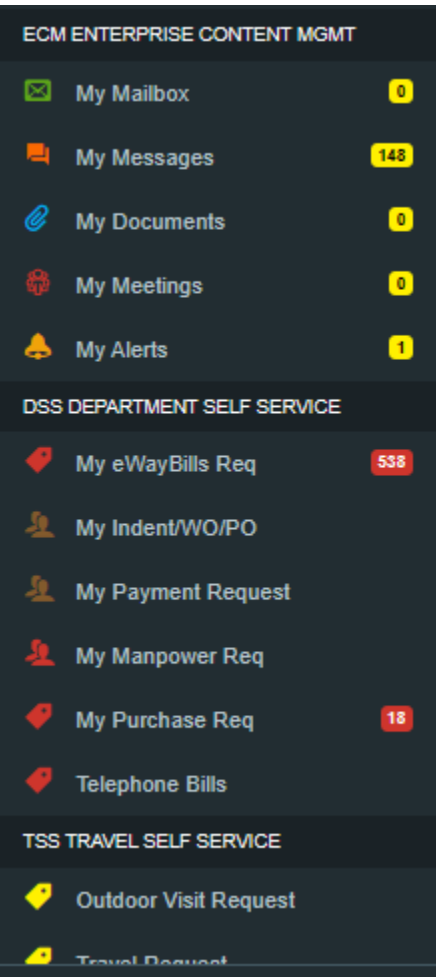
1. **Timesheet:** This is where you are supposed to fill work done by you hour wise during the day.
2. **Dailyreport:** This is where you are supposed to do daily reporting on your workspace documents

Benefits of a Daily Report System

1. In a sentence: A daily report template ensures your team gets. Stuff. Done.
2. Offers a clear overview of the day's priorities
3. Keeps individuals and entire departments updated on projects
4. Ensures that major deadlines don't "sneak up" on team members
5. Helps individuals plan their days more efficiently, as they receive a preview of the day's priorities 24 hours in advance
6. Saves companies time by eliminating the need for check-ins and meetings

Menu 4: Understanding your Menu – ECM Systems

ECM: Enterprise Content Management System



Enterprise Content Management (ECM) is a process of managing and applying a company's information to support its processes and business goals. It involves the collection, management, and provision of access to documents and files across an organization. ECM systems store and process business assets throughout their complete life cycle, from creation to destruction. This consists of:

Mailbox: Incoming email filing system is a process of organizing incoming emails in a structured manner. It helps users to manage their emails efficiently and saves time. There are several ways to organize incoming emails, such as using labels, folders, or rules. MobileERP helps you connect your emails with working document records.

Messages: A chat messaging system in an enterprise is a platform that enables employees to communicate with each other in real-time. It is a tool that allows employees to collaborate, share information, and work together on projects. Chat messaging systems can be used for one-on-one conversations, group chats, and team discussions.

A Document Management System (DMS) is a subset of ECM that is used to manage documents only. It streamlines document workflows and simplifies regulatory compliance. DMS systems eliminate paper documents and the related filing systems. They digitize printed content and store it in a secure repository, enhancing collaboration and sharing.

A Meeting Management System is a digital tool that helps organizations plan, organize, conduct, and record meetings. It can help automate pre-meeting activities, manage schedules, send invites, draft agendas, take meeting minutes, and more

Enterprise Alert and Notification systems are software that enable rapid, two-way communications with stakeholders using a variety of channels for either emergency alerts or routine messages.

ECM systems help organizations automate processes, increase productivity, and encourage teams to work better together. They also ensure that information is easily accessible and as useful as possible at any point throughout the content lifecycle.

Menu 5: Understanding your Menu – DSS Systems

DSS: Department Self Service

Department self-service (DSS) is a web-based technology within company that empowers employees to manage various purchase and payments tasks independently, enhancing efficiency and reducing reliance on traditional paper-based or manual processes.

eWayBillis system for purchase department to validate bills received against PO and send them to accounts department for faster GST Credit and Payments.

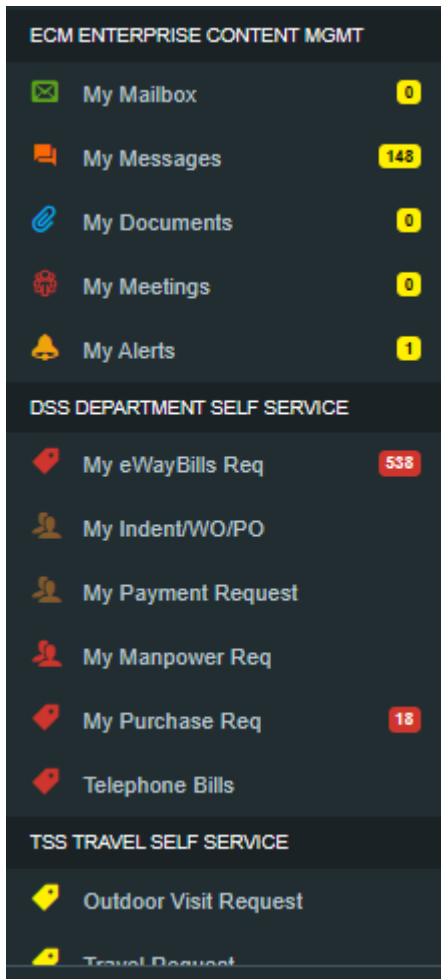
Indent/WO/PO: This is PO/WO for non stock items made by every department while making a purchase of Products, Raw Material, Assets or Services against a defined budget.

Payment Request: Using this documents every department has to make payment request to accounts department by uploading necessary proofs and explanation. It can be payment against Bills or Advance Payments for Tour or Travel etc.

Manpower Request: All departments can make manpower request to HR Department if they need manpower for department, project or manufacturing plant etc.

Purchase Request: For all stock related purchases outside project requirement a purchase request if made to Purchase Department. All items purchased via this method will goto stores and stock.

Telephone Bills: All employees and departments are supposed to submit their telephone bills to check usage against the allotted budget and for sanction of payments.



Menu 6: Understanding your Menu – TSS Systems

TSS: Travel Self Service part of Employee self service

TSS: Travel Self Service is part of Employee Self Service. Travel, Budget, Expense and Claim self-service for employees is a system that allows employees to manage their travel expenses and claims. It is a convenient way for employees to submit their travel expenses and get reimbursed for them. The system typically includes the following features:

Travel policy: A set of guidelines that define the rules and regulations for employee travel. It clarifies the organization's position on travel within and across countries, and covers expense reimbursement in all these scenarios.

Travel Request: Any employee going on travelling has to enter travel request and get it approved from their HOD and HR to get its effect in Payroll at end of month.

Booking Request: All employees can request to book Rail or Air Tickets or Hotel to Travel HelpDesk after Travel Request is approved.

Budget Advance: A feature that allows employees to set budgets for their travel expenses. This helps them keep track of their expenses and ensures that they do not exceed their budget.

Claim Expense: A feature that allows employees to submit their travel expenses and get reimbursed for them. Employees can submit their expenses online and track the status of their claims.

Claim management: A feature that allows employees to manage their travel claims. Employees can view their claims history, track the status of their claims, and receive notifications when their claims are processed.

TSS TRAVEL SELF SERVICE

Outdoor Visit Request

Travel Request

Booking Request

Budget Advance

Visit Report

Claim Expense

ESS EMPLOYEE SELF SERVICE

My Attendance Calendar

My Leave Application

ACM ACCESS CONTROL MANAGEMENT

My Tools

Change Password

Logout/Signout

Menu 7: Understanding your Menu – ESS Systems

ESS: Employee Self Service

Employee self-service (ESS) is a web-based technology within company HR systems that empowers employees to manage personal information, access resources, and perform administrative tasks independently, enhancing efficiency and reducing reliance on traditional paper-based or manual processes. ESS is designed to alleviate much of the burden of HR departments, digitizing and automating important tasks. At the same time, ESS gives employees more-direct control over their own data.

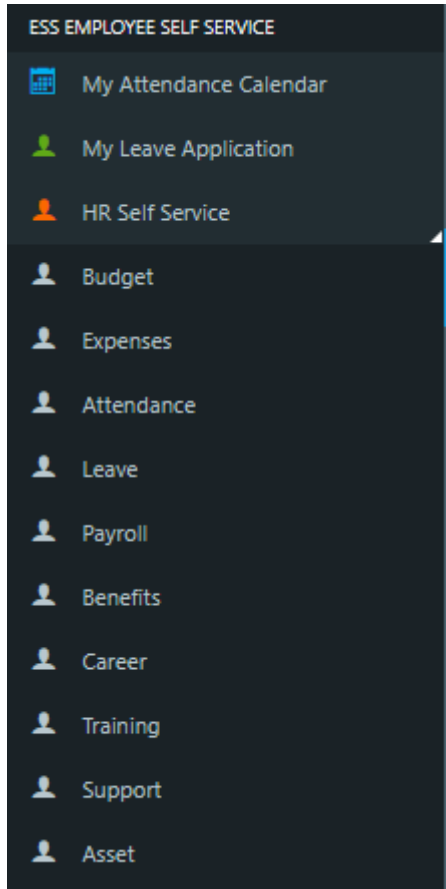
Attendance Calendar is employee attendance data for its own analysis. If any error found he can contact TIMEOFFICE Department and correct those errors.

Leave Application: This is where employees can check their leave balance and submit leave application.

HR Self Service: This is different set of self service for employees. This enhance Employee confidence in company and helps employee do better work.

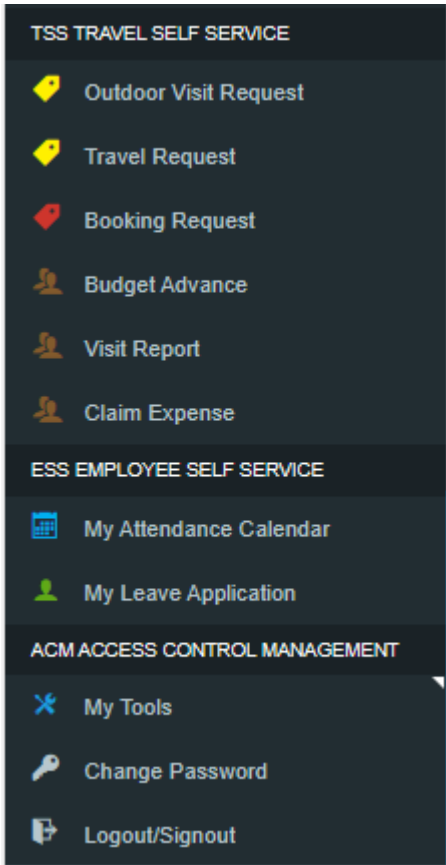
Various self-service related to HR are grouped under this service:

- A. Budget and Expense claim of employees are managed here and submitted to Finance Dept.
- B. Attendance, Leave and Payroll gives direct access to employees on personal data.
- C. Benefits, Career and Training gives Employee Talent & Career Development requests to HR.
- D. Support is to request specific service and Asset is to manage allotted asset and request new.



Menu 8: Understanding your Menu – ACM Systems

ACM: Access Control Management



Access Control Management refers to the process of managing access to resources, data, and systems within an organization. It is a core element of security that determines who is allowed to access certain data, apps, and resources and under what conditions.

Access management controls can typically be categorized into two main types – logical access and physical access controls. Logical access controls are the virtual type of access controls, such as system authentication configurations or applying role-based access control (RBAC) to restrict access to certain data within an organization’s IT environment. Physical access controls relate to the restriction of access to the physical environment or tangible assets, such as an office building or data center facilities being restricted through the use of registered badges or keycards.

If employee is present and has done attendance machine punching then only he/she will be allowed to login in the system. Site Employees or Managers can login from their mobiles via internet also.

My Tools is the place where you can see your own profile, access rights and can request for more access rights or Assets.

Change Password: You can change your password to access ERP System anytime using this tool.

Logout: This refers to logout of system after you complete your work or while going home.