



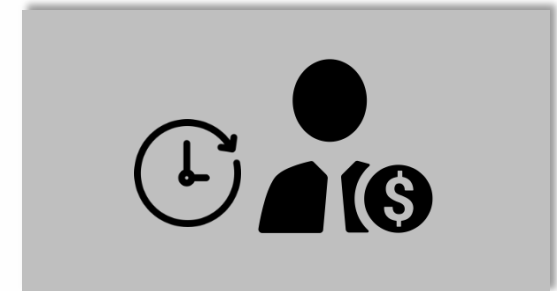
# Matrix COSEC Employee Self Service

*Right People in Right Place at Right Time*

EXPECT MORE.

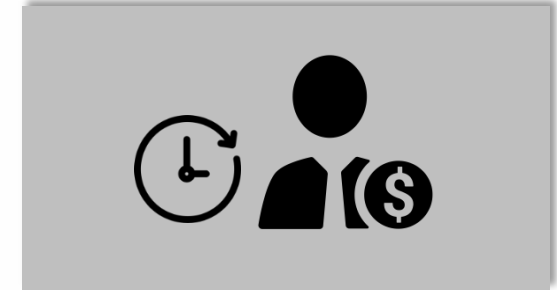
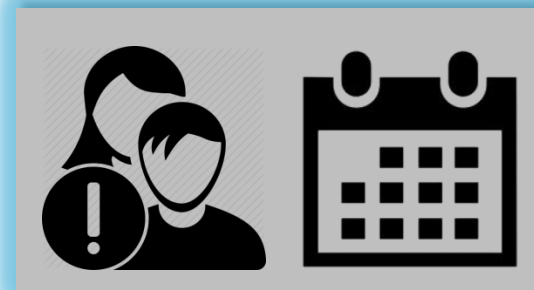
# Why Employee Self Service

# Why Employee Self Service



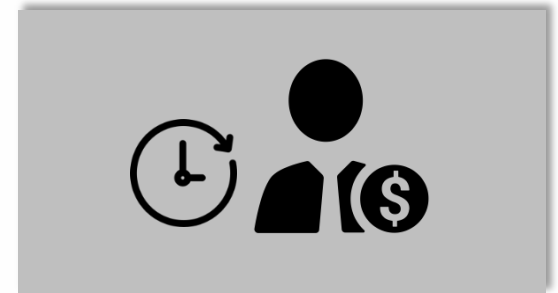
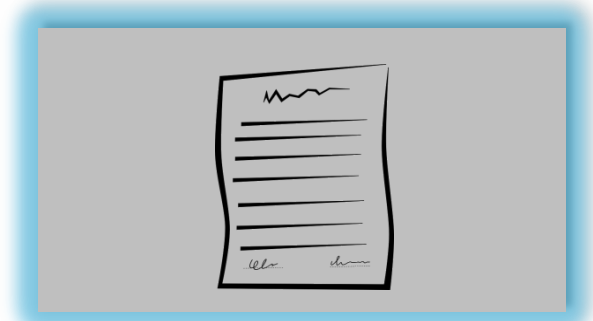
Productivity Issues due to Lesser Transparency in Attendance Data

# Why Employee Self Service



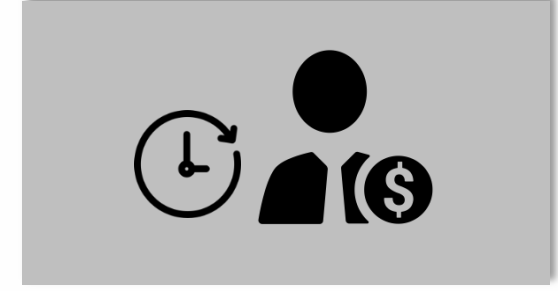
Difficulty for Employees in Planning Leaves

# Why Employee Self Service



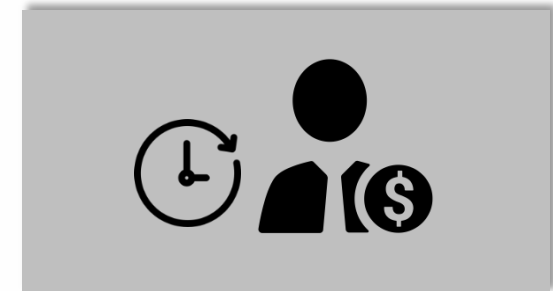
Redundant Approach in Applying Leaves/Tours

# Why Employee Self Service



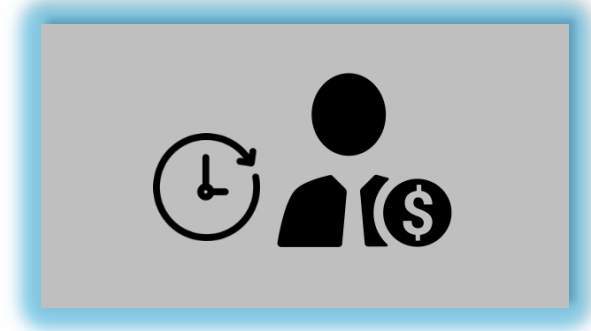
Time and Money Loss for Field Employees in Attendance Marking

# Why Employee Self Service



Time Spent on Trivial Tasks

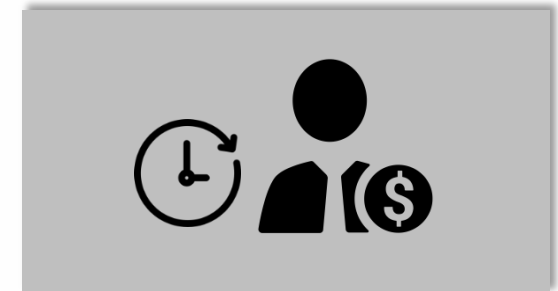
# Why Employee Self Service



Inaccuracy and Delay in Salary Payments



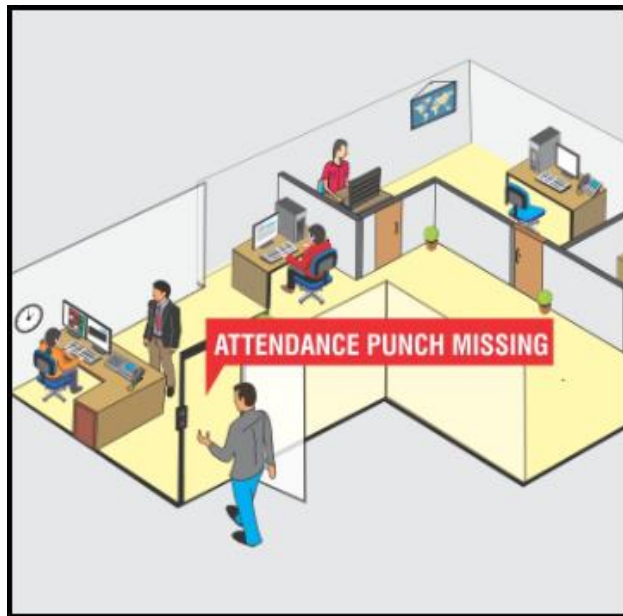
# Why Employee Self Service



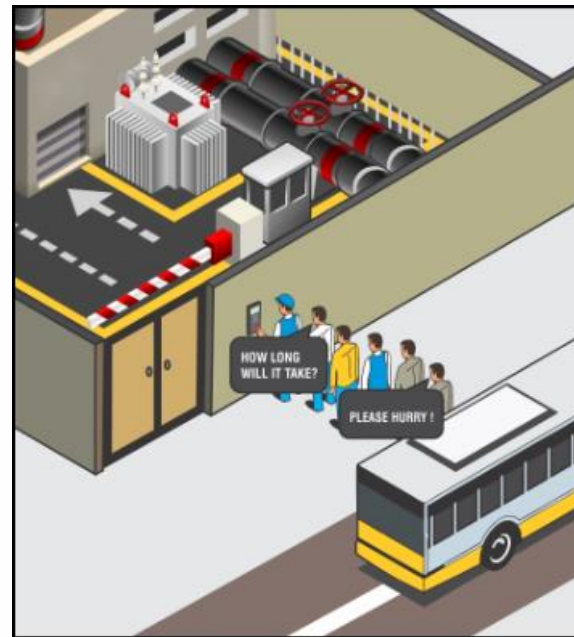
Attendance Marking Issues

# Attendance Marking Issues

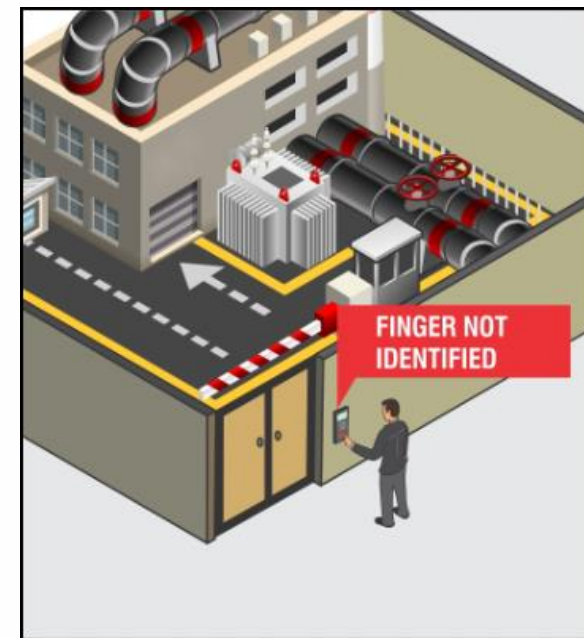
## Missed Punches



## Long Queues



## Finger Misidentification



# Matrix COSEC Employee Self Service



Online Portal for Employees and Reporting Officers



Online Attendance Marking in Premises and on Field



View Attendance, Leave, Shift-Schedules and Holiday Details



View Cafeteria Consumption



Apply/Approve Leave, Tour, Attendance Correction





Add/Edit Personal Information



Automatic Notifications on Exceptions



Virtual Notice Board

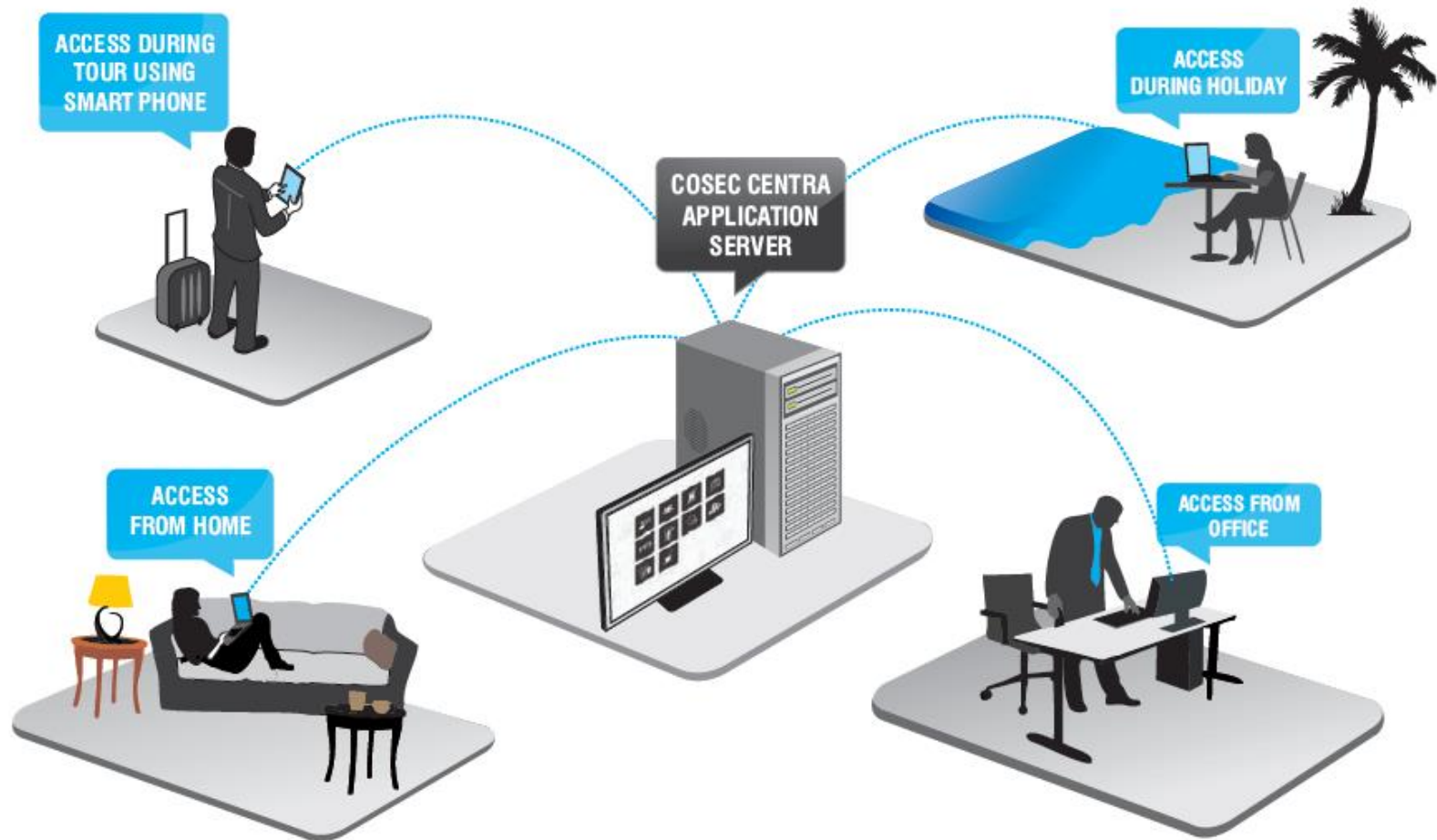


Mobile Application for Attendance Management- COSEC APTA

Matrix COSEC ESS is available on



# Application



# Target Audience



Government



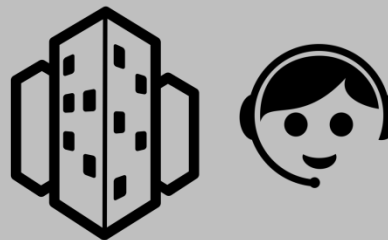
Manufacturing



Corporates



FMCG



IT/Call Centres



BFSI

# Target Audience



Healthcare



Hospitality



Retail



# Advantages & Benefits



<b>Advantages</b>	<b>Benefits</b>
Easy & Accurate Attendance Marking through Employee's Portal	Saves Time, No need of Device
Applying Leave/Tour from Anywhere through PC/Mobile	Increase in Morale
Convenient Attendance Marking of Employees on Field	Easy Tracking of Field Employees
Automatic Attendance Marking through Wi-Fi/GPS	Higher Productivity, Saves Time and Money
Easier Access to Canteen Expenditure	Higher Transparency, and Trust
Easy Viewing of Attendance Details	Increase in Transparency, Employee Satisfaction

# COSEC ESS at OPPO Smartphones Ltd.



## Application:

- Portal for Attendance Management; for Employees and Reporting Managers

## Technology:

- Mobile Application for Attendance Management

## Project Highlights:

- Users: 100+
- Location: Mumbai

## Solutions Offered:

- COSEC Employee Self Service across Mumbai Office
- Centralized Data Management Solution
- Tracking Field Employees' Attendance
- Portal for Employees to Mark Attendance, Apply Leave/Tour, View Attendance Details
- Portal for Employers to View team's Attendance, Authorize Attendance, Approve Leave/Tour
- Real-time Notification in cases of Exceptional Situations

## Benefits:

- Convenient Attendance Marking through Mobile phone
- Smooth Monitoring of Employees' Attendance
- Increased Productivity

# Our Clientele

## BFSI



- Gruh Finance Ltd
- Reserve Bank of India
- Sri Ram Finance
- NBQ Bank (UAE)
- Mahindra & Mahindra Financial Services Ltd.
- Vijaya Bank
- Money Matters Securities Pvt Ltd
- MF Global
- State Bank of India
- Surat Peoples Co-operative Bank
- Islamic Development Bank (Iraq)

## Government



- Power Grid
- Indian Air Force
- Ahemednagar Municipal Corporation
- Bhartiya Rail Bijlee Company Ltd.
- Special Task Force, Kolkata Police
- Bharat Heavy Electricals Ltd (BHEL)
- GNFC
- Ministry of Finance (Indonesia)
- Baroda District Court
- DRDO
- National Library (Vietnam)
- Ministry of Works (Bahrain)

## Manufacturing



- Adani Enterprises Ltd
- Khimji Ramdas (Oman)
- TATA Steel Ltd
- Tyco Electronics
- Aujan Industries Co (KSA)
- Linde Engineering India Pvt Ltd
- Reliance Industries Ltd.
- Finolex Power Systems Pvt Ltd
- Woodland Limited
- Schneider Electric India Pvt Ltd
- L'oreal India Pvt Ltd
- VIP Industries Ltd

## Construction



- Sterling and Wilson Ltd
- Shapoorji Pallonji Co. Ltd
- Raheja Atlantis
- Parshwanath Builders
- Rustomjee
- Reward Constructions Pvt Ltd
- L &T (Kolkata)
- Shubhkamna Buildtech Private Limited
- Al-Khodari Sons Co (KSA)
- Al Majdouie Group (KSA)
- Apex Real Estate (UAE)

## Pharma & Health Care



- Micro Labs Ltd
- Alkem Laboratories Ltd
- Dr. Reddy's Foundation
- Surien Pharmaceuticals Pvt Ltd
- Rottapharm Co. Ltd. (Thailand)
- Biotech Vision Care
- Fortis Memorial Research Institute
- Gold's Gym
- Viva Gym (South Africa)
- Appllo Hospital
- Riaz Medical Center (Sharjah)
- Al Kamal Pharma & Medical Services (KSA)

## IT & Services



- Fedex (Bangladesh)
- Blue Dart Express Ltd
- Real Image Media Technologies (P) Ltd
- TCI
- First Flight Couriers Ltd
- Matrimony
- TATA Consultancy Services Ltd
- You Broadband India Pvt Ltd
- Wipro Ltd
- Collabera Technologies Pvt Ltd
- CMC Limited
- Dozco India (P) Ltd

## Education



- Euro Kids
- DPS
- Pune University
- MIT, Pune
- Presidency Group of Colleges
- Rishikul Vidyapeeth
- Indian Institute of Science, Karnataka
- Madanapalle Institute of Technology & Science
- British School
- Peter house Group of Schools (Zimbabwe)

## Other Sectors

- Centrum Printing (Australia)
- Kuwait Oil Company (Kuwait)
- Rabigh Refining & Petrochemical Co. (KSA)
- Khaleej Times (UAE)
- Rotana Jet Aviation (Abu Dhabi)
- McCain Food (India) Pvt Ltd
- Bhutan Fruit Product Pvt Ltd
- Suguna Foods Limited
- Sarovar Hotel and Resorts
- Chennai Silks
- Hotel Fern

# Key Features



# Key Features

## Employees



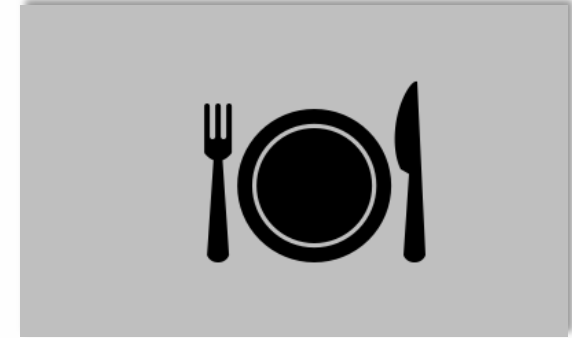
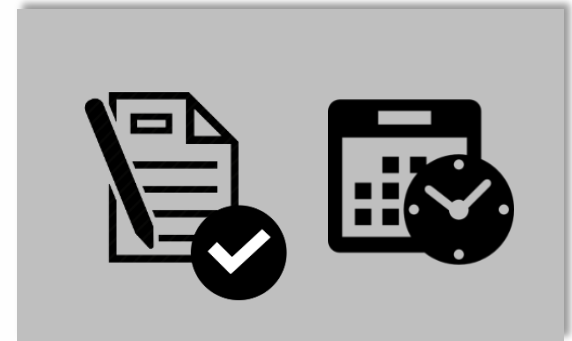
- View Attendance/Leave/Shift Details
- Mark Attendance
- View Shifts and Schedules
- Apply for Leave/Tour
- Apply for Attendance Correction
- Visitor Pre-Registration
- View Cafeteria Details
- Edit Personal Information

## Reporting Managers



- Approve Leave/Tour Request
- Approve Attendance Correction
- Authorize Attendance
- Approve Visitor Pre-Registration
- View Team Attendance

# View Attendance/Leave/Shift Details/Team Attendance



# Dashboard



**COSEC**  
*Right People in Right Place at Right Time*

**1467**  
**DEEPAK JAGWANI**

- Basic
- Time Attendance
- Leave Management
- Group Details
- Approval/Authorization
- Cafeteria

### Dashboard

Current Month

May 2016

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Presents 13.5  
Absents 1.5  
Paid Leaves 0.0  
Unpaid Leaves 0.0  
Tours 0.0

Available Short Leaves 0  
Available Late-IN/Early-OUT 6

Previous Month

April 2016

Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Presents 20.0  
Absents 0.0  
Paid Leaves 0.0  
Unpaid Leaves 0.0  
Tours 4.0

Available Short Leaves 0  
Available Late-IN/Early-OUT 5

Shift Schedule

May 2016

Mo	Tu	We	Th	Fr	Sa	Su
						WO
GS	GS	GS	GS	GS	WO	WO
GS	GS	GS	GS	GS	WO	WO
GS	GS	GS	GS	GS	WO	WO
GS	GS	GS	GS	GS	WO	WO
GS	GS					

Working Days 22  
Week-Offs 9  
Holidays 0  
Field Break Days 0  
Rest Days 0

#### Group Members

Total Members 10  
Scheduled Today 10  
Reported 5  
On Leave 0  
On Tour 0  
On Week-Off 0  
On Holiday 0  
On Field Break 0  
On Rest Day 0

---

#### Pending Authorization

Leave 0  
Tour 0  
Attendance Correction 0  
Attendance 0  
Short Leave IN-OUT 0  
Official IN-OUT 0  
Overtime/C-OFF 0

[NOTICE: Click here for more detail.](#)
[NEWS: Click here for more detail.](#)
[GENERAL: Click here for more detail.](#)



# Message Board



Message Board

Notice

We introduce a new forum for all of us to communicate in a **FUN** way...  
**"FUN @ WORK"**.

From now onwards, all the mails, communications related to **extra circular activities, Day's celebrations, Events, Games**, etc. will be communicated to you through this forum.

[funatwork@matrixcomsec.com](mailto:funatwork@matrixcomsec.com)

We would really appreciate your suggestions, opinions, **Feedbacks** through this forum.

Let's **TALK...!!!**

Notice News General

# Notifications



## Notifications



Type Order List  
Filter List All Ascending

Generation Date : 11/06/2014

20:31	↶	Missing Out Punch	Out Punch not found on 11/06/2014 between 06:30 PM and 08:30 PM.
-------	---	-------------------	--

Generation Date : 12/06/2014

09:36	↷	Missing IN Punch	In Punch not found on 12/06/2014 till 09:35 AM.
-------	---	------------------	---

# Events



Events

←

Date

Attendance Events (110)

Date-Time	Device Name	I/O	Access	Source	Source Details	Location Details	
11/06/2014 09:41	HO PVR	Entry	Allowed	Device			
11/06/2014 09:30	HO Main Gate PVR	Entry	Allowed	Device			
10/06/2014 19:18	HO Main Gate PVR	Entry	Allowed	Device			
10/06/2014 19:11	HO PVR	Entry	Allowed	Device			
10/06/2014 19:10	HO Main Gate PVR	Entry	Allowed	Device			
10/06/2014 12:49	RnD Ground FLR PVR	Entry	Allowed	Device			
10/06/2014 09:42	HO PVR	Entry	Allowed	Device			
10/06/2014 09:28	HO Main Gate PVR	Entry	Allowed	Device			
09/06/2014 19:03	HO Main Gate PVR	Entry	Allowed	Device			

1 2 3 4 5 6 7 8 9 10 ... >>

Access Control Events (0)

Visitor Events (0)

# Shifts-Schedules



Shift Schedule ? x

←

Attendance Period

Mon	Tue	Wed	Thu	Fri	Sat	Sun
					1 GS	2 GS WO
3 GS	4 GS	5 GS	6 GS	7 GS	8 GS WO	9 GS WO
10 GS	11 GS	12 GS	13 GS	14 GS	15 GS	16 GS WO
17 GS	18 GS	19 GS	20 GS	21 GS	22 GS WO	23 GS WO
24 GS	25 GS	26 GS	27 GS	28 GS		

PH - Public Holiday   
 WO - Week Off   
 WO - Week Off & Public Holiday On Same Day

# Holiday Schedule



## Holiday Schedule



Year

Configured Holidays

Total No. Of Days

No.	From	To	Holiday
1	14/01/2014	15/01/2014	Makar Sankranti
2	17/03/2014	17/03/2014	Holi-Dhuleti
3	15/08/2014	15/08/2014	Independence Day
4	18/08/2014	18/08/2014	Janmashtami OR Parna
5	08/09/2014	08/09/2014	Ganesha Visarjan
6	03/10/2014	03/10/2014	Dussera ORVijayadasami ORDurga
7	23/10/2014	23/10/2014	Diwali (Deepavali)
8	24/10/2014	24/10/2014	Diwali (New Year)



# Daily Attendance



Daily Attendance



User

Attendance Period

Date	Shift	First IN	Last OUT	1st Half	2nd Half	Late-IN	Early-OUT	Work Hours	Extra Work	Net Work	Overtime	Remark	Details
01/06/2014	GS - WO			WO	WO								
02/06/2014	GS	09:19	18:55	PR	PR			08:46	00:25	08:46			
03/06/2014	GS	09:01	00:47	PR	PR			14:56	06:17	14:56			
04/06/2014	GS	09:04	17:20	PR	PR			08:40		07:26		OFFICIAL	
05/06/2014	GS	09:23	19:00	PR	PR			08:47	00:30	08:47			
06/06/2014	GS	09:18	19:10	PR	PR			09:02	00:40	09:02			
07/06/2014	GS	09:29	19:01	PR	PR			08:42	00:31	08:42			
08/06/2014	GS - WO			WO	WO								
09/06/2014	GS	09:20	19:03	PR	PR			08:53	00:33	08:53			
10/06/2014	GS	09:28	19:18	PR	PR			09:00	00:48	09:00			

# Attendance Summary



Attendance Summary

Attendance Period: February 2014

View Refresh

Summary

Presents	20.5
Absents	0.0
Paid Leaves	1.5
Un-Paid Leaves	0.0
Tours	0.0
Week-Offs	6
Holidays	0
FB Days	0
RD Days	0
Work Hours	178:14
Extra Work	02:32
Net Work Hours	HH:MM

February 2014

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

# Attendance Details



Attendance Details ? X

User

Attendance Date

Shift/Day

Attendance Status

Status Summary

**Attendance Details**

Work Hours

Break Hours

Overtime Hours

Net Work Hours

Adjusted Work Hours

Early-IN Duration

Late-IN Duration

Early-OUT Duration

Overstay Duration

Extra Work Duration

Date	Shift	1st Half	2nd Half	Work Hours	Overtime
12/06/2014	GS	AB	AB	00:16	
11/06/2014	GS	PR	PR	08:40	
10/06/2014	GS	PR	PR	09:00	
09/06/2014	GS	PR	PR	08:53	
08/06/2014	GS - WO	WO	WO		
07/06/2014	GS	PR	PR	08:42	
06/06/2014	GS	PR	PR	09:02	
05/06/2014	GS	PR	PR	08:47	
04/06/2014	GS	PR	PR	08:40	
03/06/2014	GS	PR	PR	14:56	
02/06/2014	GS	PR	PR	08:46	
01/06/2014	GS - WO	WO	WO		
31/05/2014	GS	PR	PR	08:40	
30/05/2014	GS	PR	PR	14:26	
29/05/2014	GS	PR	PR	08:41	
28/05/2014	GS	PR	PR	11:40	

IN
OUT

# Leave Balance



- Shows the Leave Balance with Opening Leave, Leave Credited/Debited, Leave Closing and other Details

Leave Balance

←

Leaves

Balance Period: March 2014

Year	Month	Code	Name	Opening	Credit	Debit	Encashment	Availed	Closing	Overflow
2014	Mar	CL	CASUAL LEAVE	0.00					0.00	0.00
2014	Mar	CO	C-off	0.00					0.00	0.00
2014	Mar	PL	PAID LEAVE	1.00	2.50	0.00	0.00	0.5	3.00	0.00

C-OFF

# Member Attendance



Member Attendance ? ×

←

User

Attendance Date

Shift/Day

Attendance Status

Status Summary  **Events**

**Attendance Details**

Work Hours

Break Hours

Overtime Hours

Net Work Hours

Adjusted Work Hours

Early-IN Duration

Late-IN Duration

Early-OUT Duration

Overstay Duration

Extra Work Duration

Date	Shift	1st Half	2nd Half	Work Hours	Overtime
No Data					

# Member Events



Member Events ? ×

←

Date

Filter By

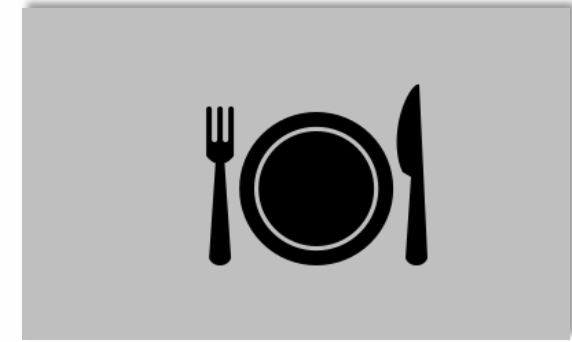
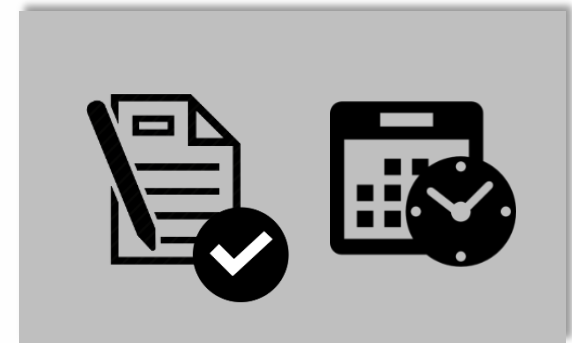
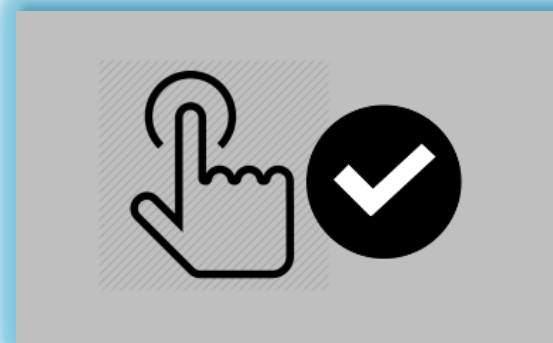
User

Attendance Events ▾

Access Control Events ▾

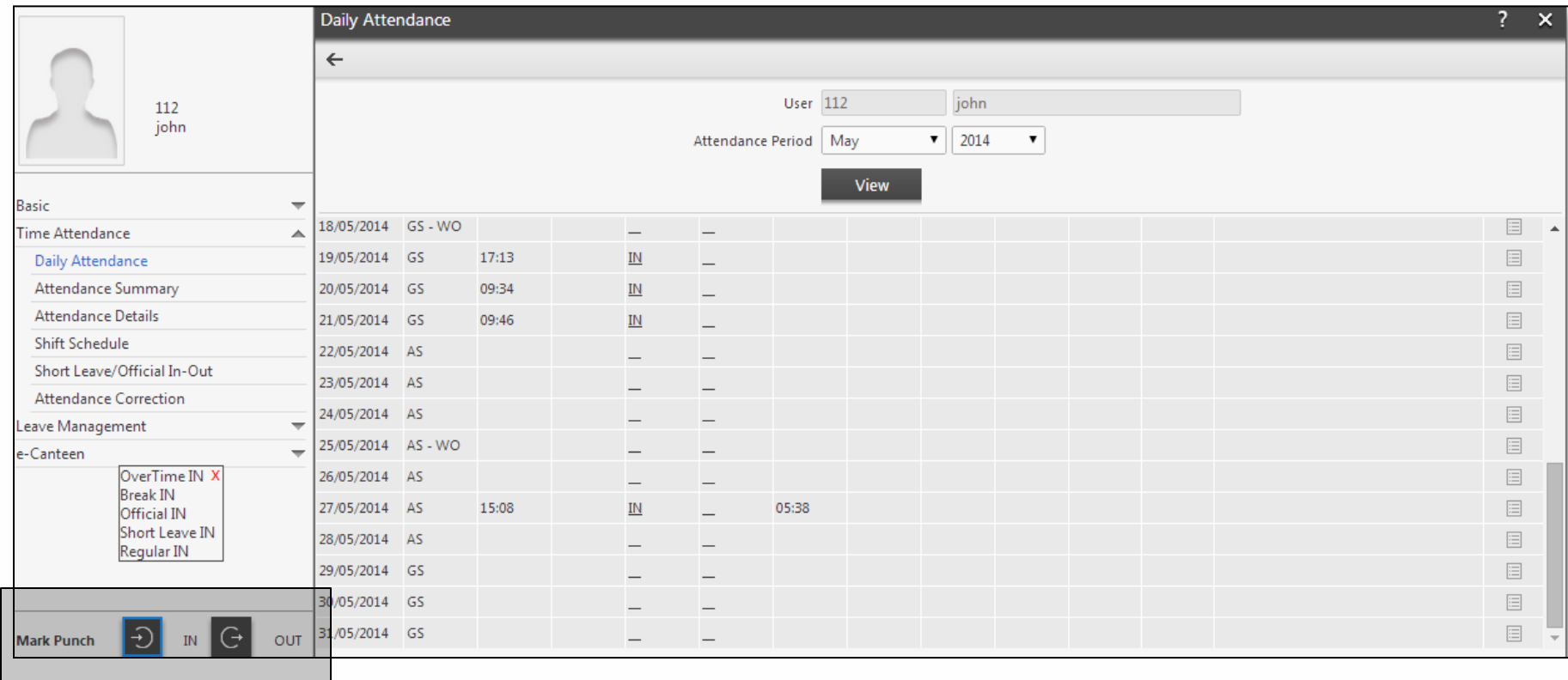
Visitor Events ▾

# Mark/Authorize Attendance



# Mark Attendance

- Online Attendance Marking via ESS
- Easy for Field Staff to Mark the Attendance



**Daily Attendance**

User: 112 john

Attendance Period: May 2014

View

Date	Shift	Start Time	End Time	Status	Notes
18/05/2014	GS - WO			—	
19/05/2014	GS	17:13		IN	
20/05/2014	GS	09:34		IN	
21/05/2014	GS	09:46		IN	
22/05/2014	AS			—	
23/05/2014	AS			—	
24/05/2014	AS			—	
25/05/2014	AS - WO			—	
26/05/2014	AS			—	
27/05/2014	AS	15:08	05:38	IN	
28/05/2014	AS			—	
29/05/2014	GS			—	
30/05/2014	GS			—	
31/05/2014	GS			—	

Navigation Menu:

- Basic
- Time Attendance
  - Daily Attendance
  - Attendance Summary
  - Attendance Details
  - Shift Schedule
  - Short Leave/Official In-Out
  - Attendance Correction
- Leave Management
- e-Canteen
  - OverTime IN X
  - Break IN
  - Official IN
  - Short Leave IN
  - Regular IN

Mark Punch: [Clock Icon] IN [Clock Icon] OUT



# Authorize Attendance



Attendance Authorization

Date: 15/03/2016 15/04/2016

Filter Users: All

Group/User: ID Name

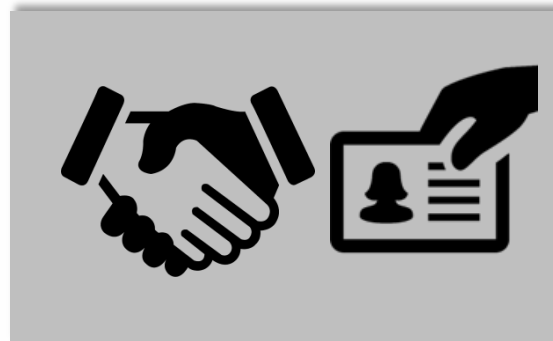
View

Pending (0)

User ID	Name	Date	Shift	1st Half	2nd Half	Gross Work	Extra Work	Net Work	Total OT	First IN	Last OUT	Authorize	Details
No Data													

Authorized (0)

# Apply/Approve for Leave/Tour/Attendance Correction



# Leave Application



Leave Application
? X

← + ✎ 🗑️ 📄 📄

Search Q

Application Date

From Date

To Date

Applied Days

Posted Days

---

Leave

Current Balance

**Reason And Contact Info**

Reason

Address

Contact Number

Application Status

Apply For Cancellation ✉

Apply For Modification ▼

Application Date	Leave	From	To	Status
10/03/2014	PL	07/03/2014	07/03/2014	Application Approved
26/02/2014	PL	20/02/2014	20/02/2014	Application Approved
17/02/2014	PL	10/02/2014	10/02/2014	Application Approved
31/01/2014	PL	24/01/2014	24/01/2014	Application Approved
29/01/2014	PL	27/01/2014	27/01/2014	Application Approved
27/01/2014	PL	18/01/2014	18/01/2014	Application Approved
04/12/2013	CL	03/12/2013	03/12/2013	Application Approved
02/12/2013	CL	30/11/2013	30/11/2013	Application Approved
14/11/2013	CL	07/11/2013	08/11/2013	Application Approved
01/11/2013	CL	31/10/2013	31/10/2013	Application Approved
21/10/2013	CL	19/10/2013	19/10/2013	Application Approved
02/10/2013	CL	21/09/2013	21/09/2013	Application Approved
27/09/2013	CL	25/09/2013	25/09/2013	Application Approved
07/09/2013	CL	09/09/2013	09/09/2013	Application Approved

# Tour Application



Tour Application ? × ⓘ Tour Approval is pending

← + ✎ 🗑️ 📅 📄 Search 🔍

Application Date: 20/05/2014

From Date: 21/05/2014 📅 FullDay ▾

To Date: 23/05/2014 📅 FullDay ▾

Applied Days: 3.0

Posted Days: 3.0

Tour: 11 - Official Tour ▾

**Reason And Contact Info**

Reason: Visit to Channel Partners

Address: 30 Char

Contact Number: 9999999999

Application Status: Applied (20/05/2014 16:27)

Apply For Cancellation ▾

Apply For Modification ▾

Application Date	Leave	From	To	Application Type	Status
20/05/2014	11	21/05/2014	23/05/2014	New	Pending

# Short Leave/Official In-Out Application



Short Leave/Official IN-OUT Entry
? X

User

Attendance Date

Shift/Day

Attendance Status

Status Summary  Events

Late-IN Duration

Early-OUT Duration

Overstay Duration

Extra Work Duration

Reason

Date	Shift	1st Half	2nd Half	Work Hours	Overtime
05/03/2014	GS	PR	PR	08:40	
04/03/2014	GS	PR	PR	08:40	
03/03/2014	GS	PR	PR	08:40	
01/03/2014	GS	PR	PR	08:40	
28/02/2014	GS	PR	PR	08:44	
27/02/2014	GS	PR	PR	08:41	

1 2

**1 IN**

Date

Time

Special Function

IN Reason

**2 OUT**

Date

Time

Special Function

OUT Reason

# Attendance Correction Application



Attendance Correction Saved Successfully

← ✎ 🖨 📄

User

---

Attendance Date

Shift/Day

Attendance Status

Manual Status Marking

Status Summary

Remark  **Events**

Early-IN Duration

Late-IN Duration

Early-OUT Duration

Overstay Duration

Extra Work Duration

**1** IN

Date

Time

**2** OUT

Date

Time

Date	Shift	1st Half	2nd Half	Work Hours	Overtime
20/05/2014	GS	AB	AB		
19/05/2014	GS	AB	AB		
18/05/2014	GS - WO	WO	WO		
17/05/2014	GS	PR	PR	13:00	
16/05/2014	GS	CO	AB		
15/05/2014	GS	PR	PR	14:00	06:00
14/05/2014	AS	PR	PR	14:00	
13/05/2014	AS	PR	PR	14:00	
12/05/2014	AS	PR	PR	14:00	01:00
11/05/2014	AS - WO	WO	WO		
10/05/2014	AS	PR	PR	14:30	06:30
09/05/2014	AS	AB	AB		
08/05/2014	AS	PR	PR	13:00	05:00
07/05/2014	GS	PR	AB	05:30	
06/05/2014	GS	PR	PR	09:00	
05/05/2014	GS	AB	AB		

1 2

# Leave Approval/Rejection



Leave Approval

Date: 01/04/2014 - 30/04/2014

Authorization For: Leave Application

User: All

Group/User: ID Name

View

Pending (1)

User ID	Name	Application Date	From Date	To Date	Leave	Posted Days	Approve <input type="checkbox"/>	Reject <input type="checkbox"/>	
8929	Kapil S	05/04/2014	07/04/2014	07/04/2014	1 -Casual Leave	1.0	<input type="checkbox"/>	<input type="checkbox"/>	

Approved (1)

Rejected (1)

Approved (1)

User ID	Name	Application Date	From Date	To Date	Leave	Posted Days	Approve <input type="checkbox"/>	Reject <input type="checkbox"/>	
in1001	Maxwell	03/04/2014	02/04/2014	03/04/2014	1 -Casual Leave	2.0	<input type="checkbox"/>	<input type="checkbox"/>	

# Tour Application Approval



Tour Application Approval

← ✎ 🏠 📄

Date: 16/03/2014 📅 15/04/2014 📅

Authorization For: Tour Application ▼

User: All ▼

Group/User: ID  Name  📄

**View**

Pending (1) ▲

User ID	Name	Application Date	From Date	To Date	Leave	Posted Days	Approve <input type="checkbox"/>	Reject <input type="checkbox"/>	📄
8269	VISHAL	17/03/2014	29/03/2014	29/03/2014	TR-Tour	1.0	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	📄

Approved (1) ▼

Rejected (0) ▼



# Short Leave/Official In-Out Authorization



Short Leave/Official IN-OUT Authorization

← ✎ 🏠 📄

Date: 01/04/2014  22/05/2014

Authorization For: Short Leave

Filter Users: All

Group/User: ID Name

**View**

Pending (0)

Approved (1)

User ID	Name	Date	Shift	1st Half	2nd Half	Reason	Approve <input checked="" type="checkbox"/>	Reject <input type="checkbox"/>	Details
1	Vimal	15/05/2014	AS	PR	PR		<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Rejected (0)

# Attendance Correction Authorization



Attendance Correction Authorization

← ↗ 🏠 📄

Date:

Filter Users:

Group/User:

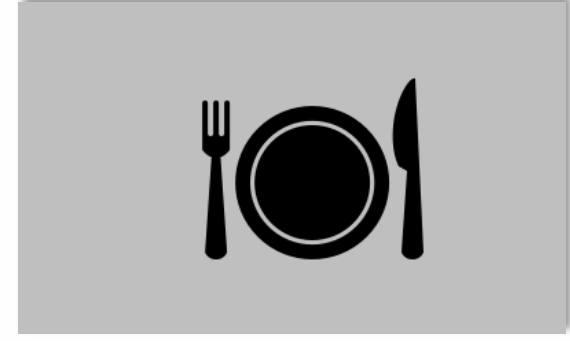
Pending (1)

User ID	Name	Application Date	Attendance Date	Shift	WO/PH	1st Punch	2nd Punch	3rd Punch	4th Punch	Approve <input checked="" type="checkbox"/>	Reject <input type="checkbox"/>	Details
8269	VISHAL	15/04/2014	11/04/2014	GS		09:00	16:50			<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	

Approved (0)

Rejected (0)

# Edit Personal Information



# Edit Profile

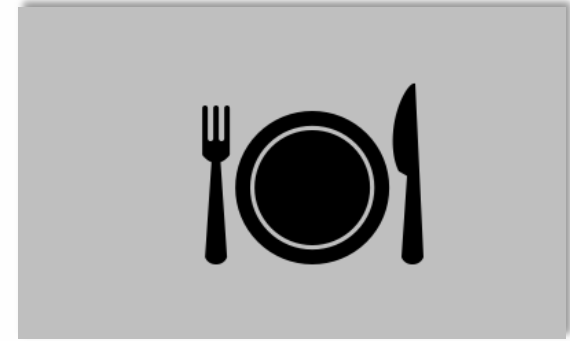
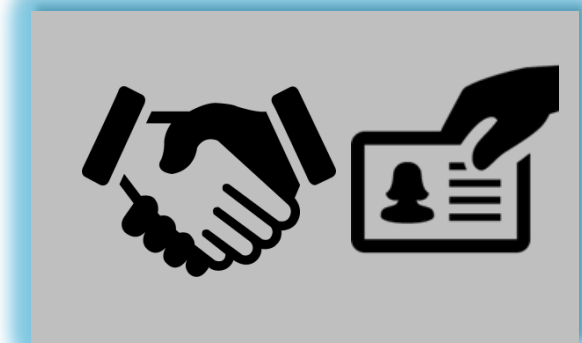
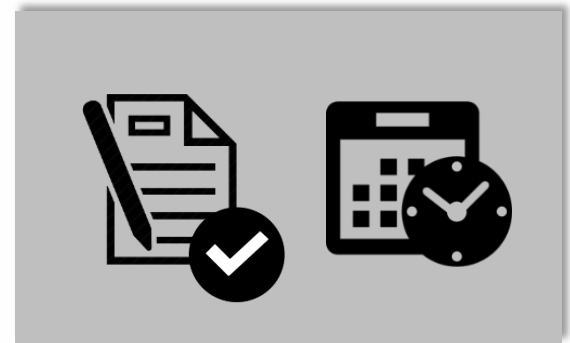


**Edit Profile** [X]

User	Date of Birth	<input type="text" value="04/03/1988"/>	
Personal	Joining Date	<input type="text" value="05/08/2013"/>	
Contact	Confirmation Date	<input type="text" value="05/02/2014"/>	
Credentials	Driving License	<input type="text"/>	
	Passport No.	<input type="text"/>	
	PAN	<input type="text"/>	
	PF No	<input type="text"/>	
	ESI No	<input type="text"/>	
	Visa	<input type="text"/>	
	Visa Expiry	<input type="text"/>	

**Update**

# Application/Approval for Visitor Pre-Registration



# Visitor Pre-Registration



Visitor Pre-Registration

← + ✎ 🗑️ 📅 📄 Search

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**Visit Details**

Visit Date  📅

Visit Days

Visitor Arrival Time

Visiting Hours Per Day

---

**Visitor Details**

Visitor Name

Organization Name

Mobile No.

Email

Visitor Type  ▼

Visit Type  ▼

Number Of Accompanying Visitors

---

**Host Details**

Host User

Purpose

Send Notification To Visitor

Visit Date	Visitor Name
No Data	

# Approve Visitor Pre-Registration



Pre-Registration Approval

← ✎ 🖨 📄

Date  📅  📅

**View**

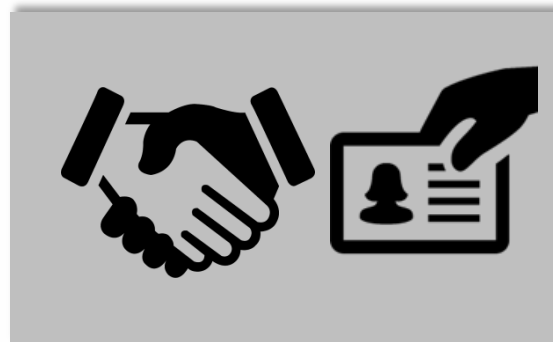
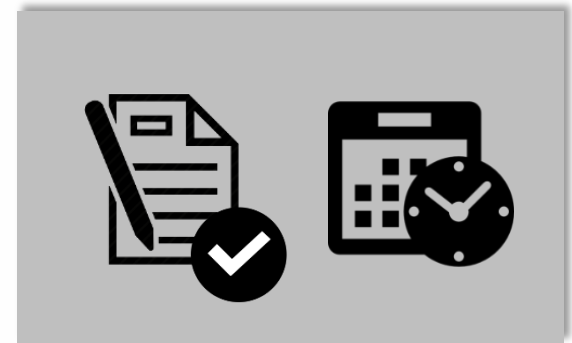
Pending (0) ▲

Visit Date	Arrival Time	Visitor Name	Host	Visit Type	Approve	Reject	Details
No Data							

Approved (0) ▼

Rejected (0) ▼

# View Cafeteria Details





# Cafeteria Account Details



Account Details

←

Account Type

Discount Level

---

**Prepaid Account Details**

Balance Account

Last Recharge Amount

Last Recharge Date

---

**Postpaid Account Details**

Current Month Usage

Allowed Usage Per Month

Carry Over Due

Total Usage

Max Usage Limit

User Status

Last Payment Amount

Last Payment Date

# Menu



Menu

←

POS Device

Menu

Name

Schedule Days

**Item List**

Name	Price	Discount	Default
Menu 2	Breakfast	08:20	09:00
Menu 1	Lunch HO	11:30	15:00

# Expenditure Summary

Expenditure Summary

←

Date: 27/02/2014 27/03/2014

Filters: All

POS Device/Item: ID Name

View

Date	Expenditure	Discount	Details
27/02/2014	20	20	
28/02/2014	20	20	
01/03/2014	20	20	
03/03/2014	20	20	
04/03/2014	20	20	
05/03/2014	20	20	
06/03/2014	20	20	
07/03/2014	20	20	
10/03/2014	20	20	
11/03/2014	20	20	
12/03/2014	20	20	
13/03/2014	20	20	
14/03/2014	20	20	

# Cafeteria Transaction Correction



Transaction Correction Application

User: 1467 DEEPAK JAGWANI

Transaction Date-Time:  HH:MM

POS Device:  ID  Name

Menu:  ID  Name

Item:  ID  Name

Application Date:

**Transaction Value**

Quantity:

Payable:

**Correction**

New Quantity:

Payable:

Reason:

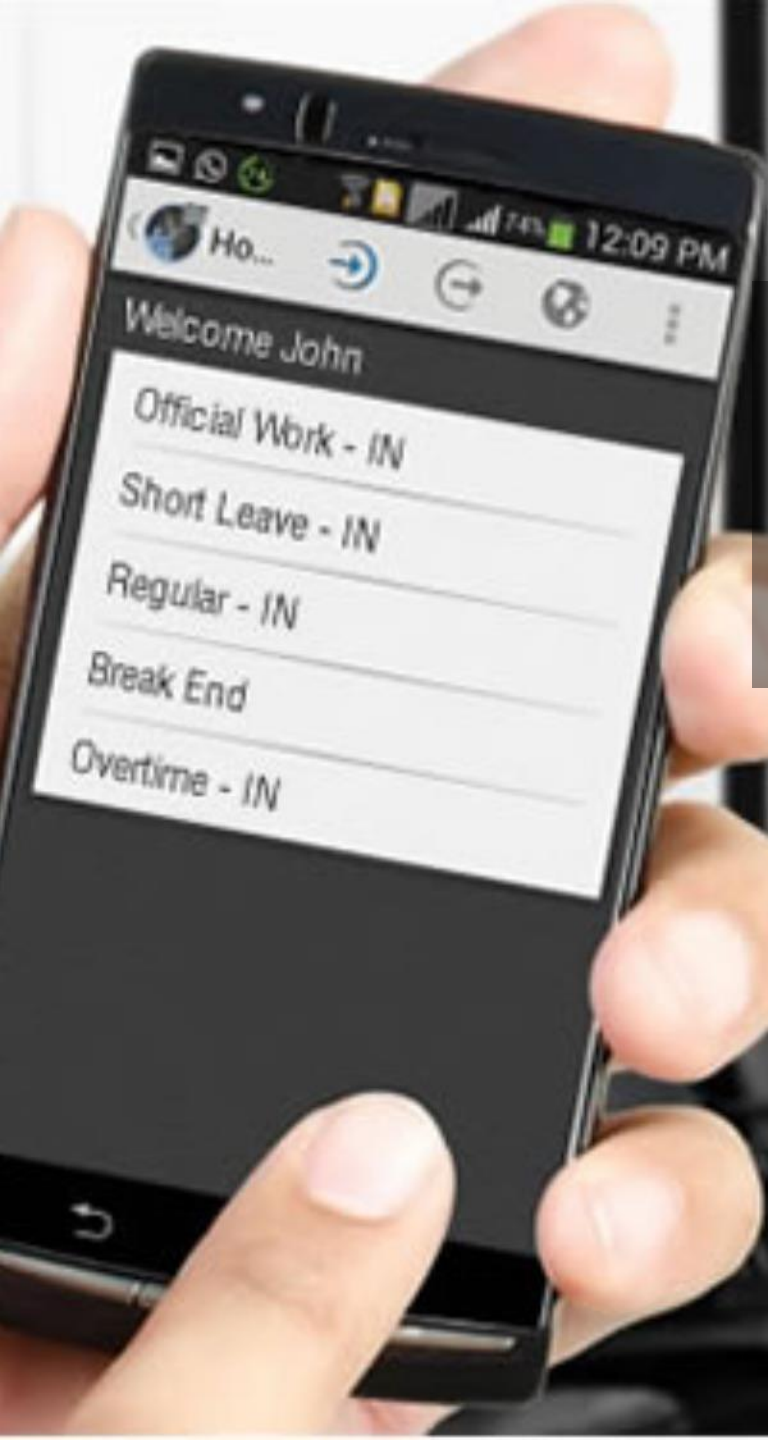
Application Status:

Remark:

Transaction Date-Time	POS	Item	Quantity
11/04/2016 13:48:24	Canteen H.O.	Lunch	1
01/04/2016 14:12:30	Canteen H.O.	Lunch	1
22/03/2016 13:44:28	Canteen H.O.	Lunch	1
15/03/2016 13:25:55	Canteen H.O.	Lunch	1
25/02/2016 13:32:04	Canteen H.O.	Lunch	1
10/02/2016 13:21:16	Canteen H.O.	Lunch	1
06/02/2016 13:39:12	Canteen H.O.	Lunch	1
03/02/2016 13:36:06	Canteen H.O.	Lunch	1

Application Date	Transaction Date-Time	Item	Quantity	New Quantity	Status	
------------------	-----------------------	------	----------	--------------	--------	--

- For personalizing users' information:
  - English
  - Arabic
  - Spanish
  - Albanian
  - Thai
  - Vietnamese



# COSEC APTA

Mobile Application for Attendance  
Management



- Comprehensive Mobile Based Employee Portal
- Offers Employees to Monitor and Manage all their Time-Attendance, Leave and Cafeteria Details on Mobile

## Employees



- View Attendance/Leave/Shift Details
- GPS based Attendance Marking
- Auto Attendance Marking using GPS/Wi-Fi
- View Shifts and Schedules
- Apply for Leave/Tour
- Apply for Attendance Correction
- View Cafeteria Details
- Edit Personal Information
- QR Code based Access Control
- Bluetooth based Access Control

## Reporting Managers

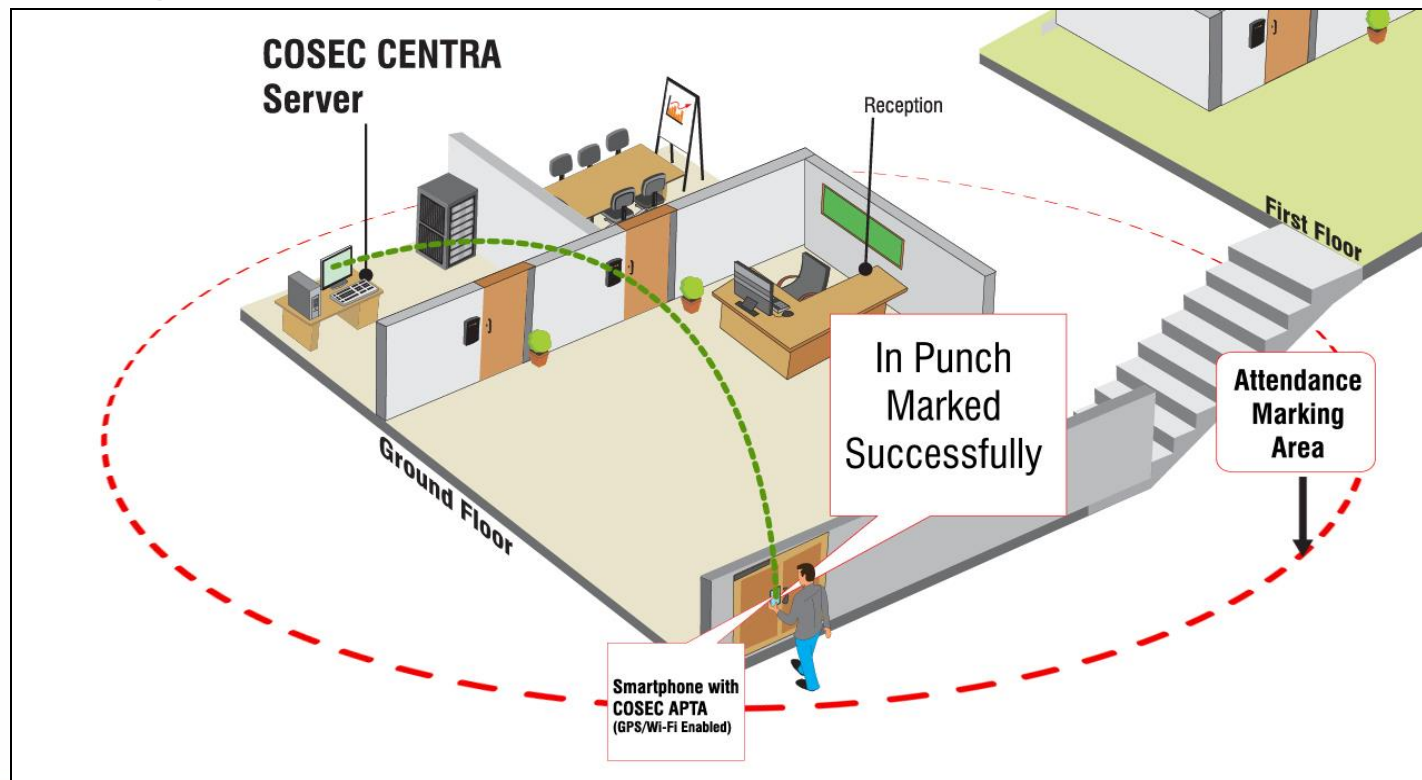


- Approve Leave/Tour Request
- Approve Attendance Correction
- Authorize Attendance
- View Team Attendance



# Attendance on Move

- Automatic Attendance Marking
- On Entering/Exiting Any Location Predefined in the Location Master Stored in System Configuration
- Through Wi-Fi / GPS



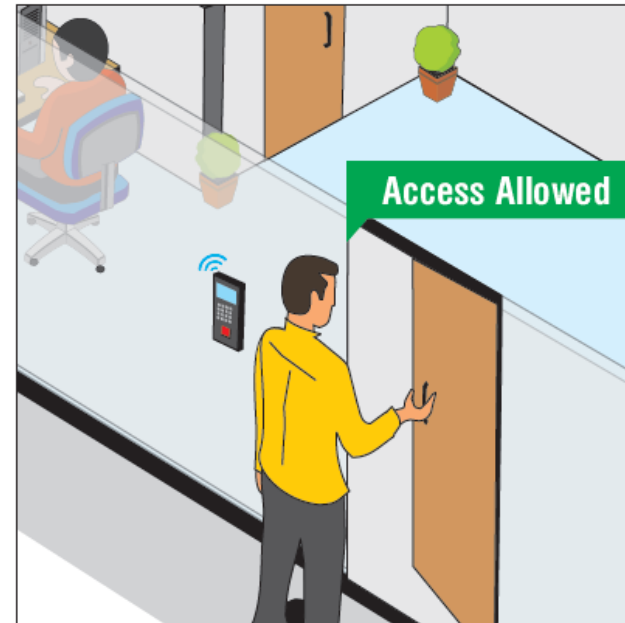
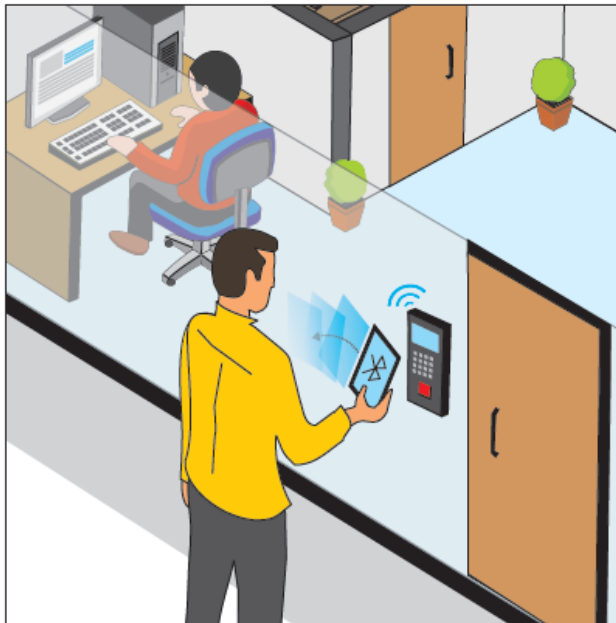
# QR Code Based Access Control

- Opens QR Code application in COSEC APTA on a gesture
- Opens Door by Scanning the QR code using Smartphone connected in the Wi-Fi zone



# Bluetooth Based Access Control

- Offers Gesture-based Identification
- Opens Door by Twisting of the Mobiles in Vicinity of the Entry or Exit



**Link** : <http://116.72.250.74:818/COSEC>

**User Name** : sa

**Password** : admin123

For Further Information, Please Contact -



Email	More@MatrixComSec.com
Contact No	+91 265 2630555   +91 99 98 755555
Website	www.MatrixSecuSol.com
Address	394-GIDC Makarpura, Vadodara-390010, Gujarat, India

We put  
**more**  
in the box

so your  
business  
can think  
**more**  
out of  
the box.



Thank You.