

Powerful and Easy Cloud-Based Attendance Software & Solutions

The logo for MINOP, featuring the word "MINOP" in a bold, blue, sans-serif font. The letter "M" is stylized with an orange arc above it. The logo is centered within a white circular area that is part of a larger, complex graphic design. This design includes a circular grid pattern, various blue and white lines, arrows, and gear icons, all set against a dark blue background.

MINOP

ABOUT MINOP

A VENTURE BY MANTRA SOFTECH (INDIA) PVT. LTD.
A NEW VISION OF GROWTH IS HERE !

MINOP is a brand from Mantra Softech a leader in Biometric security and solutions provider in India. MINOP cloud-based time and attendance system provide a comprehensive, accurate, and affordable solution to the business.

MINOP is designed and developed on cloud-based technology, which gives real-time access to your employees' attendance records. Whether users clock in via the mobile application, web application, or through a biometric device their data is sent instantly to the administration dashboard of cloud-based attendance software where it can be compiled automatically into a range of reports including payroll & attendance records.

MINOP cloud-based time attendance system goal is to make time-attendance system hassle-free and provide assistance to the Payroll system in a simplified manner with higher accuracy, and foolproof security for managing the workforce in the organization. MINOP does not require investment in proprietary software licenses with hardware or any initial infrastructure to implement the time attendance system in the organization. Currently, organizations that are using MINOP are observing an increase in their employee productivity.



Minop Cloud-Based Attendance Tracking and Payroll Assistance System for Small to a Large Organization.



Why MINOP CLOUD?






We are specialized in the design and development of cloud based time and attendance software systems which gives you real-time access to your employees' attendance records. Whether the users clock in via the mobile application, web application or through a mounted biometric device their data will be instantly sent to your administration Dashboard, where it can be automatically compiled into a range of reports including payroll & attendance records.

MINOP CLOUD is an ideal and dynamic SaaS based solution gives you the power to process even the most complex of Time Attendance in just minutes. In today's advanced technology and Internet information age, HR departments are required to react quickly to implement new technology to cater for high expectations of managers and employees.

Key Benefits

- ◆ No Software to install and Easy to set up & configure
- ◆ Access Real-time data from any Internet connected device
- ◆ Real-Time Dashboards: Managers & supervisors can see immediately who's in & who's not by employee
- ◆ Automatically calculates work hours and overtime

Key Features

-  **No more Fake Punch in or Punch Out.**
Uses camera for marking staff attendance.
-  **Real-Time Monitoring**
You will know immediately, in real-time which staff are late or absent
-  **No Expensive Hardware**
There is no need to spend a single cent on your punch card and storage server.
-  **Instant Reporting**
Download report instantly.
-  **It's simply simple.**
Simple pricing structure. Upgrade when you need





SOLUTIONS & SERVICES

Our cloud-based system provides a comprehensive, accurate, and affordable solution to businesses. For every organization, managing time-attendance, visitor management, Payroll for multiple departments, with different designations and grades employees is a critical challenge. It becomes a tedious task to manage the system rules and automate them. Minop is a solution for enterprises having offices at multi-location and for small organizations having office at one location. It is capable to provide scalability & modularity for growing organization.

Time & Attendance

It's automated attendance management software which records the attendance data of a user and generates various reports for the further actions.

Visitor Management

For overall safety and enhanced security of an organization, it is essential to maintain records of all incoming and outgoing personals.

Employee Self Service

Comprehensive web based employee portal allowing users to monitor and manage all their time-attendance and leave options.

AMAZING FEATURES

Scalability

Cloud is an emerging next-generation technology for complex organizations having multiple locations and large organizational hierarchy.

- ◆ Access from Anywhere, Anytime
- ◆ Fast Sync with large Organization Size
- ◆ One Million Users and 65,000 Doors

Flexibility

System provides flexibility in terms of wireless connectivity to Time-Attendance system to update policies from remote location.

- ◆ No limits for Attendance and Leave Policies
- ◆ Multiple Credentials can manage
- ◆ Can be integrated into third-party Applications

Intuitive

Employees can leverage the benefits of Time-Attendance solution with any internet enabled device(s).

- ◆ Compatible to Tablets and Smartphones for access
- ◆ Anywhere Access through any Internet-enabled Device
- ◆ Real-time Events and Updates

Enhanced Security

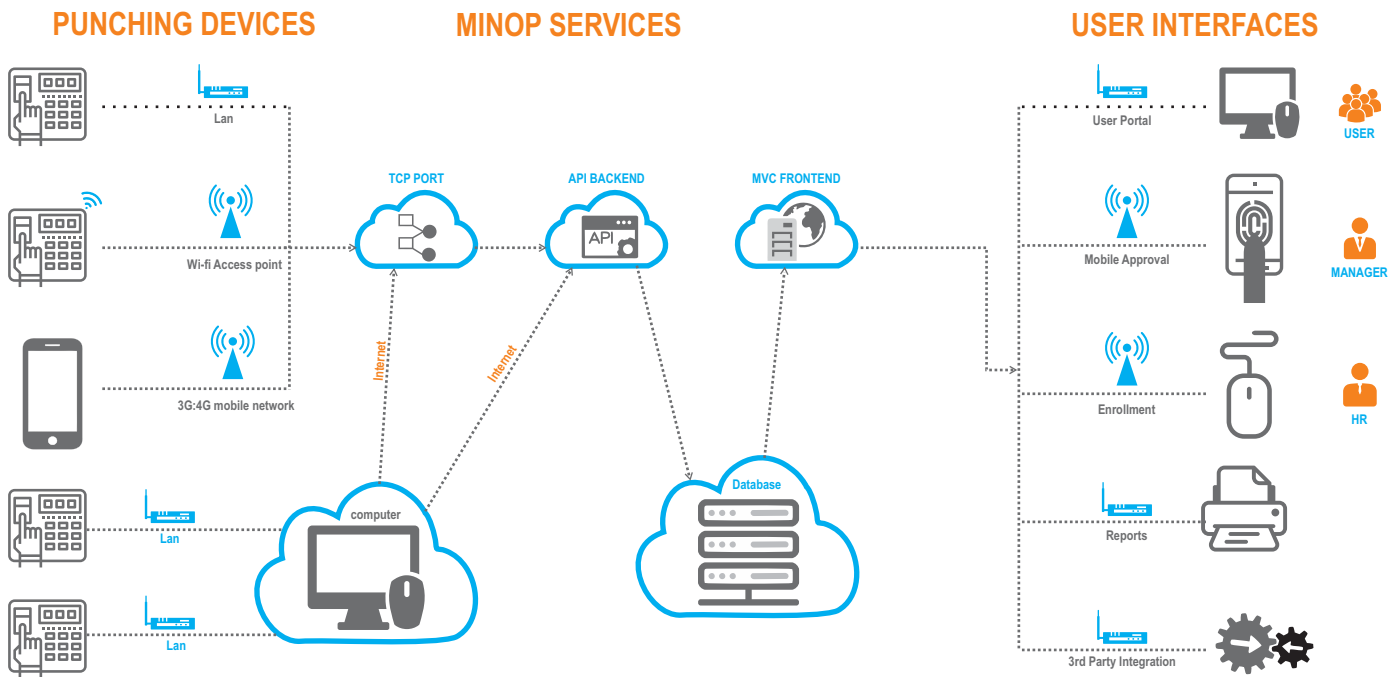
With advanced features, the system can protect an organization's assets and help in managing users' entry based on credential.

- ◆ Multi-Layer Data Encryption and Protection
- ◆ Backup, Archival, Retrieval and Migration
- ◆ Protracted Data Centers

Architecture of Cloud-Based Software

Multi-location

Biometric attendance systems are installed at large enterprises having a corporate office, manufacturing plant, branch offices and remote sites at different geographical locations. These are connected with MINOP Cloud using available connectivity (VPN, WAN, LAN, Wi-Fi, 3G/LTE). biometric device record user attendance through biometric or RFID Cards and sends the data to MINOP application server in real-time. MINOP processes attendance data and sends to the payroll, CRM, HRMS many other third-party HR software.



Mobile Application for Attendance



The mobile application with live photograph feature powers the users to clock-in/out from anywhere using their smartphone. The users have to simply enter their user-name & password into the App to mark their attendance. The user is then required to click the selfie i.e. take a live photograph in order to detect his/her location on the basis of longitude and latitude. Thus, employees who are out of the office can use their smartphones for real-time attendance monitoring. This is especially beneficial for sports players.

Single-location



An organization with a single office has multiple time-attendance terminals in the building. Biometric captures the attendance data and communicates with MINOP using Wi-Fi/4G/3G Connectivity.



Key Features

It is very challenging to capture Time and Attendance rules of an organization and automate them. Minop meets this objective by offering a superlative range of flexible functions. Shifts and Schedules, Late-In and Early-Out, Overtime, Comp-OFF, Absenteeism, Multiple Organizations, Past Adjustments, etc. are some of these rules. Elaborate views and reports are also offered for people working at all different levels.

Selectable Entry-Exit Mode on Readers

Minop provides the flexibility of using the same reader for entry as well as exit and thus eliminates the need of separate exit reader. System will automatically consider user punches for entry and exit depending on system programming.

Manual Entry and Corrections of Entry-Exit Events

Manual entry is a useful feature when employee is on tour or needs any modifications in attendance record. OT/Comp-OFF hours, late-in/early-out time, personal or official marking etc can be corrected manually. It provides systematic approach and accurate attendance data for proper salary calculation. Whereas, attendance corrections allow HR to correct punch timing of entry and exit events manually.

Shifts and Schedules

Shifts and Schedules vary from organization to organization. It is very time consuming for managers to manually manage workforce schedules effectively and efficiently. MINOP application server is a powerful software and designed while considering this complexity. It can generate unlimited shifts and up to 99 shift schedules to manage workforce of any type of organization.

Compensatory Off (Comp-OFF) Policy and Authorization

To motivate their employees, many organizations provide compensation for extra work they have done. With Comp-OFF policy, employee can easily convert overtime working hours into Compensatory OFF hours and exchange extra working hours in form of extra leave or encash money. Reporting officer has rights to authorize Comp-OFF hours, without it, employee cannot claim for encashment or leave.

Absenteeism Policy

Absenteeism policy allows HR to define whether week off or holiday is allowed on one side or both sides of the employee's leave period.

Multiple Organizations

Each organization has different policies related to time-attendance and leave management. This feature permits administrator to create Multiple Organizations with different policies and assign to an employee during user creation. It also permits to generate outputs separately for different organizations.

Late-In/ Early-Out Policy

Many organizations have policy to allow certain late entries and early exits for employees in a month which are not considered as leave. System offers flexibility to incorporate such policies that can be applied to an employee or a group of employees.

Automatic Shift Correction

For organization working in shifts, sometimes due to an unforeseen reason employee has to come in a different shift instead of his regular shift. In such cases, MINOP time-attendance software offers an option to correct shift operation automatically and mark his presence for the day.

Late-In /Early-Out Correction and Authorization

Sometimes it is necessary to correct the punch timing of an employee when he gets the permission for late-in or early-out for personal or official work. MINOP time-attendance software provides this facility through late-in/early-out correction and authorization utility.

Overtime Policy and Authorization

Overtime Policy is a complex process and varies from organization to organization. This software allows calculating overtime on daily basis or weekly basis and rounding the values as per the rounding options provided. Overtime should be authorized from his reporting officer in order to maintain proper system.

User-wise and Period-wise Option

User-wise policy offers to create different policies and assign to different employees whereas period-wise policy offers to create different policies based on different time periods and assigned to a single employee or a group of employees. Software offers this policy for Late-In, Early-Out, Overtime, Comp-OFF and Absenteeism.

Attendance Summary

Attendance Summary comprises essential attributes for salary calculation. Time-attendance software summarizes employee data like attendance, leave details, week off and holidays. Furthermore, organization- wise, department-wise and user defined period-wise Attendance Summary can be generated.





Attendance Periods

MINOP time-attendance software provides an option to choose flexible attendance period for salary calculation. It offers month-wise attendance period i.e. 1st July-31st July and user defined date-wise attendance period i.e. 26th March-25th April. To set attendance period for different employees, HR can calculate this period user-wise also.

Past Adjustments

Many times HR needs to correct employee data like attendance days, overtime hours, working hours and shift allowance after the attendance period closed. These data are important as it affects the employee attendance record and salary calculation. MINOP time-attendance software generates past adjustment data automatically and includes it into current month salary calculation data. Thus, employees never miss their deserving earnings!

Authorization Hierarchy

Well organized authorization hierarchy in an organization helps managers to manage their workforce effectively and efficiently. System offers 99 reporting groups and each employee can be placed in one of this reporting group. This ensures all the leaves, OT/Comp-OFF authorization requests etc are approved by his reporting officer.

Views and Reports

Users can view their daily/monthly attendance, leave balances, work shifts/ schedules and holidays. Reporting officers can view these data for an individual or a group of employees. Various filters like employee, date, month and year can be applied.

System can generate various master and transaction reports. Master reports are related to the organization, department, category, reporting group etc. whereas transaction reports are related to daily activities like in/out events, shift change, overtime etc and monthly activities like muster roll, salary data, absentee details etc. For easy and fast interpretation, these reports can be presented in the form of various charts.

Holidays and Restricted Holidays

It is sometimes essential to restrict the entry of an employee during holiday. If any employee attempts to access any zone, it is recorded in the system database without opening the door. Software allows 4 holiday schedule groups with maximum of 32 holidays in each group.

System has the provision to define restricted holiday list which is common for all employees of the organization. Employees can enjoy predefined number of holidays from this list. It is useful feature especially designed for the employees who are coming from other regions and don't want to miss their festival.

Global Attendance Parameters

Common rules and parameters can be defined at one place and applied to all users with this utility. These includes no. of duplicate punch allowed, auto shift correction, max late-in / early-out allowed time, password security etc. Thus administrator doesn't need to specify parameters for each user and saves time

Integration With Erp / Hrm Payroll

Export Attendance Data with Programmable Fields

Integration of web based application with 3rd party software can save lots of time and money for any business organization. With export data generation utility, System can create different templates with programmable data fields which can be exported from the system in three different formats like CSV, Text and Excel and given to any ERP, HRM or Payroll as an input. Moreover, static and database field values can be replaced with user defined values.

Enrollment

User Creation and Management

System simplifies the employee data management for the HR Department. HR person can create new user with personal and organization details. Personal information like identification, contact details, photograph, PF no etc and organization-wise information like attendance policy, shifts and schedules, access rights etc can be recorded electronically in the database. He can also view and edit this information easily and generate reports on demand.

User Enrollment

MINOP allows HR to enroll user's credentials like fingerprint, Card or PIN. He can initiate this process through MINOP application software, Special Function Card, Door Controller's keypad or from the enrollment station.

Delete Credentials

Administrator can easily delete the existing credentials like fingerprint or card of an employee from database. He can initiate this process through MINOP application software, Special Function Card or Door Controller's keypad.

Centralized Fingerprint Distribution

Mantra MINOP comes with a unique feature of distributing finger template automatically on each Door Controller connected with panel. This eliminates the need of separate enrollment of fingerprint on each Door Controller and reduces administrative complexity.





Leave Management

Leave Types Creation

Each organization differs in working from other organization and follows their leave policies with varied parameters. System gives wide options to HR to create different leave types like PL, CL, SL, EL, ML, OD etc with different parameters like balance check enable/disable, paid/unpaid leave, lay off, accumulation etc. It also gives option to define minimum and maximum leaves availed at a time.

Organization-wise Leaves

Many organizations have different branches and divisions and need different leave policies because of their nature of work. Mantra MINOP is the perfect solution for this type of organizations wherein HR can create different leave policies, group them and apply to various organizations. Same leave group can be linked with multiple organizations.

Leave Requests and Approvals

With just a single click of the mouse, employees instantly submit their leave request and those requests are routed to reporting officer and HR's window. If reporting officer does not respond in a pre-defined time, HR can approve or reject it. Furthermore, HR can view the leave status of all employees.

Leave Balance

With Minop application software, employees can view their leave balance for the current year. This Leave Balance starts with opening balance and automatically updated with sanctioned leaves, leave encashment and credited or debited leaves. System gives facility to HR persons to manually credit or debit leaves that help them to maintain leave balance correctly.

Leave Accumulation Rules

HR person can define maximum number of leaves that an employee can accumulate in a year. When number of leaves exceeds this limit, he has to use or encash it.

Leave Balance Carry Forward/Lapse Rules

MINOP Leave Management software offers HR the flexibility to carry forward the leave balance to the next year or lapse it at the end of the year. This can be defined at the time of leave type creation.

Leave Accounting Periods

This feature offers flexibility to HR to calculate Leave Accounting Period user-wise and organization-wise to meet diverse requirements of the organization.

Leave Encashment

HR can define some leaves as encashable leaves. This feature allows HR to provide encashment to a single user or group of users and for selected month and year.

Views and Reports

MINOP Software provides an excellent utility of viewing latest details of an employee leave status. HR person can generate different reports related to leaves like leave master, leave application, leave encashment, leave credit/debit and leave register.

Employee Self Service (ess)

View Attendance/Leave Status

This portal empowers employees by providing direct access to view their attendance summary, attendance events and leave status for a particular day, current month, previous month and users defined periods. These details are presented with colorful marking for easy interpretation. Moreover, employee can check status of applied leaves and leave balance with full details.

Plan and View Shift Schedule

This facilitates employee to view their own shift and schedule for current and upcoming months so that he can plan his activity and course of action in advance. This utility greatly helps employees to improve their efficiency by better time management.

Request and Authorize Attendance Workflows

ESS offers an additional utility for an employee to request for the authorization of attendance, overtime, Comp-OFF and personal or official leaves. These requests are passed on to the reporting officer for authorization. The reporting officer can reject or authorize such requests using the same portal.

Request and Approve Leave Workflows

Anyone who has applied for leave knows the frustration of filling the paper form and waiting as the hard copy travels up and down the approval hierarchy. This electronic leave management software removes the burden of paper and enables employee and reporting officer to request and approve leave without delays using ESS Portal.

Message Board

MINOP application software brings the notice board to a virtual location where notice is displayed on the home page of the software and viewable to each login user. This ensures that employees are updated with latest news and events of the organization.

Reporting Officer Self Service

System offers self service portal for reporting officers to manage their team effectively. In addition to all employee facilities, reporting officer can create and manage work schedules, approve and manage leaves, authorize attendance and OT/Comp-OFF hours, change reporting group of his team members.

SMS and Email Notifications

MINOP helps officers to maintain well-organized time and schedule management among their subordinates. Managers and employees can login into their accounts to send emails and SMS to each other for better shift schedule and time management. HR People can easily list out frequently absent users, late-in and early goers and send notification to them and their reporting officers.



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