

# Office Manager

[www.office-manager.in](http://www.office-manager.in)

## Stay Connected...

Your office, right in your hand. Stay informed on the move with notifications for every event.

EMPOWERING BUSINESS INTEGRATION



ATTENDANCE & PAYROLL



ACCESS CONTROL



NETWORK MANAGEMENT



SALES DESK



SUPPORT DESK



## OFFICE MANAGER



# Time Attendance & Payroll

...Streamline Your Workforce Management with Precision and Ease.



### Logs Synchronization

Real-time synchronization of logs from multiple attendance machines across various locations with integrated facial recognition, fingerprint, and RFID card



### Data Exchange

Easily transfer data to attendance machines remotely for Streamlined process including data in CSV format and photos for accurate face recognition



### Multi-Location & Multi Company Support

You can manage multiple locations and multiple companies on a single dashboard.



### Mobile Application

Attendance using Face Recognition via Mobile App with Geotagging available on both Android & iOS platforms.



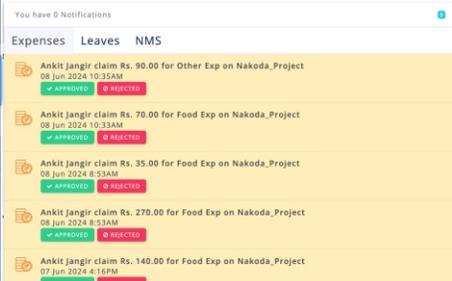
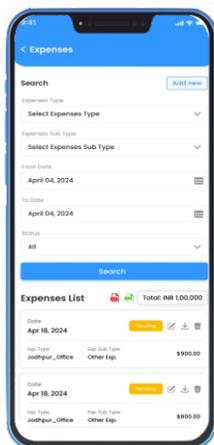
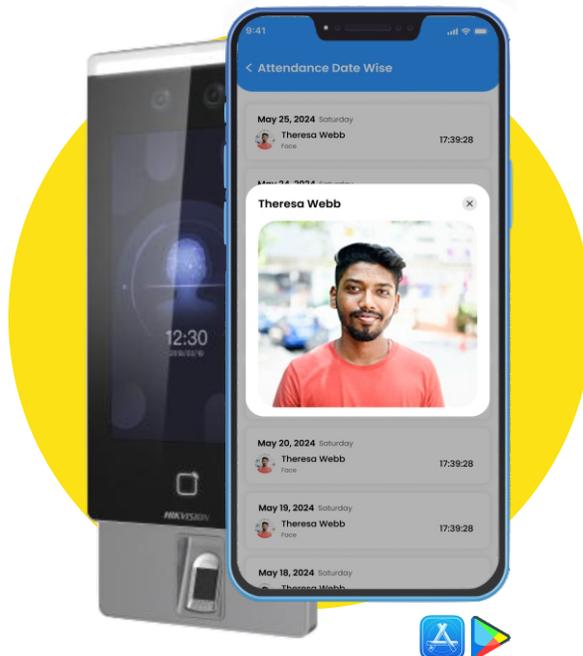
### Self-Management

Employee self-onboarding and self-monitoring of attendance and expenses management with HR approval system available on both Web & Mobile App platforms.



### Customization

Customization & API integration with third-party software & ERP according to business needs.

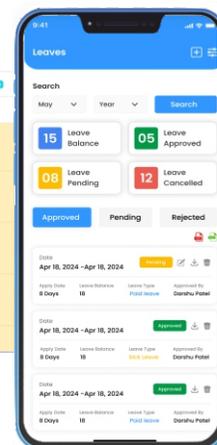


## Expenses Management

Instantly post expenses through the mobile app, including bill uploading features, to ensure no expenses are missed.

Get instant payment by clicking the 'paid' button in the notification, or add it to the payroll by clicking the 'approved' button to get paid in the next salary.

Manage all expenses by type, employee, or any running project. Track all expenses instantly for better budget control and management.



## Leave Management

Our Leave Management features are designed to simplify leave administration, improve workforce productivity, and enhance employee satisfaction. Say goodbye to the hassles of manual leave tracking and embrace a more efficient and transparent approach with Office Manager.

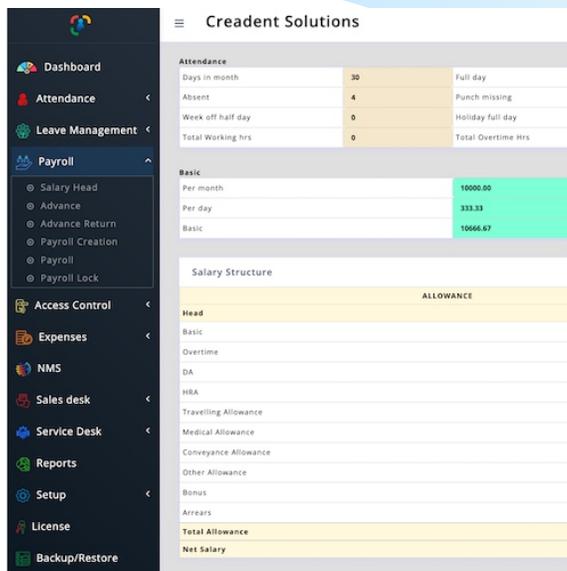
Employees can easily submit leave requests through the mobile application, which are then consolidated into a centralized system for HR to review.

Set up custom leave policies tailored to your organization's needs, including accrual methods, leave types, and approval work flows.





# Payroll System



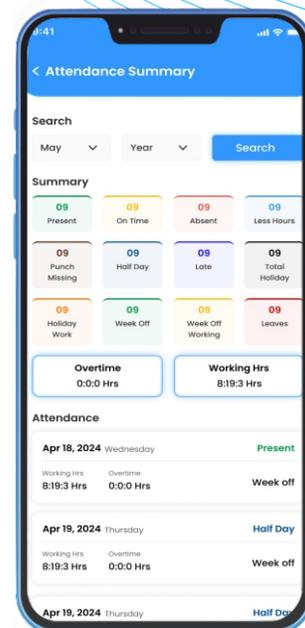
# Overtime Management

Managing overtime effectively is crucial for balancing employee workload, ensuring compliance, and controlling labor costs. Our Overtime Management features provides a streamlined solution to monitor, approve, and track employee overtime hours.

Automatically tracks overtime hours based on predefined rules and thresholds, eliminating the need for manual calculations.

Set up flexible overtime policies tailored to your organization's needs, including rules for eligibility, rates, and approval work flows.

Ensure employees are not overworked by monitoring and managing overtime hours, promoting a healthier work-life balance.



Our Payroll System is designed to simplify payroll processing, ensure compliance, and incorporate expenses, overtime, surpluses, deductions for leaves, and overall efficiency into your HR operations. Experience seamless payroll management and unlock valuable time to focus on strategic initiatives with our solution.

## Compatible Hardware:



### DS-K1T8003 Series

- Fingerprint Capacity : 1,000
- Face Capacity : N/A
- Card Capacity : Max. 1,000
- Events Storage : Max. 1,00,000
- Interfaces : Wired 10/100Mbps LAN, USB



### DS-K1T320 Series

- Fingerprint Capacity : 500
- Face Capacity : Max. 500
- Card Capacity : Max. 1,000
- Events Storage : Max. 1,00,000
- Interfaces : Wired 10/100Mbps LAN, USB



### DS-K1T343 Series

- Fingerprint Capacity : 3,000
- Face Capacity : Max. 3,000
- Card Capacity : Max. 3,000
- Events Storage : Max. 1,00,000
- Interfaces : Wired 10/100Mbps LAN, USB , Wi-Fi , RS-485 and Wiegand

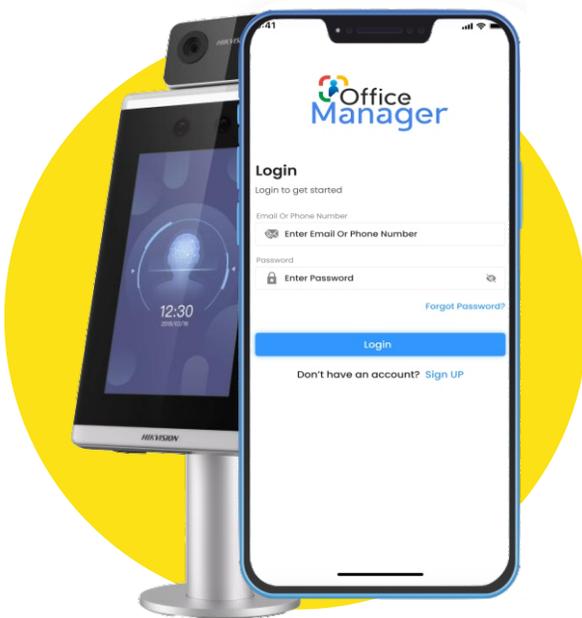
visit our website for more hardware details





# Access Control System

...Secure. Control. Access. Your gateway to safety.



## Access Control

supports Face recognition, RF ID cards, Fingerprints, PIN codes, etc. based on user, zone, location & time



## Security

Effectively improves the security levels of access to specific areas



## Multi-Location

Multiple gates & location access control from centralized location with one click open.



## Mobile Application

Remote access control by mobile application.



## Alerts

Receive alerts for unauthorized access attempts, door propping, or other security breaches. e App platforms.



## Access Logs

Regularly review access logs and generate reports to track user activity and identify any anomalies.

## Compatible Hardware:



### DS-K3BG501 Tripod Turnstile

The DS-K3G501 series tripod barrier is designed to detect unauthorized entrance or exit. By adopting the turnstile integratedly with the access control system, person should authenticate to pass through the lane via presenting IC or ID card, scanning QR code, etc. It is widely used in attractions, stadiums, construction sites, residences, etc.



### DS-K3Y411X Value Flap Barriers

The DS-K3Y411X series flap barrier with two barriers and 6 pairs IR lights is designed to detect unauthorized entrance or exit. By adopting the flap barrier integrated with the access control system, person should authenticate to pass through the lane via swiping IC or ID card, scanning QR code, etc. It is widely used in attractions, stadiums, construction sites, residences, etc.



### DS-TMG4BX Series Barrier Gate

DS-TMG4BX series barrier gate is applicable to entrance and exit management. It is widely used in road toll station, parking lot, community, enterprise entrance and exit, etc. to manage the entering and exiting of vehicles and record vehicle passing times. It can be controlled automatically via parking lot management system, or via remote control.

visit our website for more hardware details





# Network Management System

...Vigilant eyes on your network's pulse, for seamless connectivity.



## Intelligent Alerting

Upon detecting that a device has gone offline, the system generates an alert. This alert typically includes details such as the device's name, IP address, and the time it went offline.



## Inventory Tracking

Track all your network infrastructure inventory across all locations and devices with a summary breakdown.



## Cross Platform Access

The system and alert notifications can be accessed from web, Android, and iOS platforms.



## Multi Vendor

Our solution is vendor-neutral and supports all OEMs available in the market.



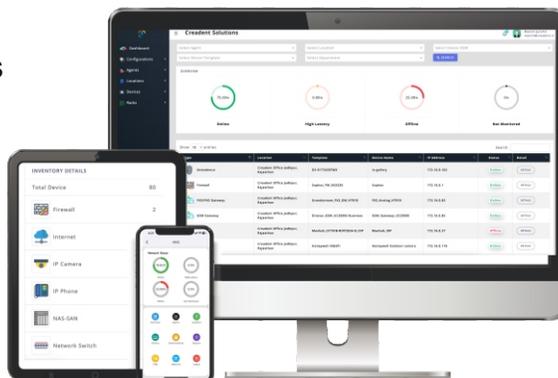
## Multi-Location

Manage and monitor network devices across multiple locations from a single dashboard.



## Distributed Monitoring

Distributed monitoring allows user-level monitoring, where you can assign users to monitor individual or multiple locations.



## ..Upcoming new features we are working on

...UNDER DEVELOPMENT



### Documentation

Network documentation is the backbone of any well-structured IT infrastructure, providing a comprehensive record of a network's layout, configurations, and functionalities. It encompasses various elements such as network diagrams, equipment inventories, IP address assignments



### Asset Management

An IT Asset Management System is an essential tool for organizations, providing comprehensive features such as inventory management, warranty tracking, supplier/vendor management, asset allocation, tracking, and lifecycle management



### Network Discovery

The network discovery feature scans and identifies devices within a network infrastructure, including computers, servers, routers, switches, and other network devices, and adds them directly to the database categorized by device type and location.



### Remote Access

Remote access to all IT infrastructure, including switches, routers, firewalls, etc., is possible through web GUI, SSH, or telnet. This allows for remote configuration and centralized network management.



### Integration

Integration with other modules enhances business efficiency. For example, if a network device goes offline, it automatically generates a support ticket assigned to an available engineer whose presence is confirmed by the attendance module.



### Visualization

This feature involves visualizing the network topology, showing how devices are interconnected, similar to network diagrams. It helps in understanding the structure and connections within the network.





# Sales Desk

...Unlocking Your Path to Sales Excellence.

...UNDER DEVELOPMENT



Our Sales-Desk will manage you through the entire sales process, from sales lead to sales order, purchase order, proforma invoice, delivery challan, inventory management, to integration with billing software. For project management, we offer comprehensive support starting from site surveys to project completion, with each step monitored and reported on.



## Sales Lead

Sales lead management assists you from the initiation of a new sales query to maintaining load balancing with available salespersons. It includes reminder notifications at each stage until the sales mature, along with proper reporting to their sales head and a price approval system.



## Deal Registration

The deal registration system will manage sales leads for unique projects, incorporating a price locking system. This ensures that companies engaged in product distribution and collaborating with their dealers for project execution can protect their margins.



## Sales Process

After the maturation of each sales lead or project, our system will handle the complete sales process. This includes generating sales orders, proforma invoices, and purchase orders for both customers and vendors. We then seamlessly integrate this process with billing software like Tally for efficient management.



## Inventory Management

The Sales-Desk will maintain your inventory through inward and outward entries. It will suggest restocking by managing minimum stock levels for each product and categorizing stock by categories, OEM, or any other grouping you prefer. Additionally, it offers many more features to streamline your inventory management process.



## Project Management

Our solution supports all kinds of project management, starting from site surveys to every stage of project reporting. It displays project progress and facilitates reporting to your clients for better understanding, fostering healthy relationships with prestigious clients.



## Dispatch Management

Office-Manager is designed to assist distribution companies involved in dispatching bulk materials to their clients daily. It streamlines the process of informing clients about dispatch details. We are currently in the process of integrating with courier companies to automate this process, ensuring a more efficient and error-free system.





# Support Desk

...Delivering exceptional customer service at every stage.

...UNDER DEVELOPMENT

The support-desk module of Office-Manager is designed to foster better relationships with your customers. Leave the support system to us, and we'll assist you in managing all your support tickets, product warranties, AMC expirations, RMA management, and many more features. Our goal is to facilitate and automate your support system, helping you maintain healthy relationships with your customers.



### Ticket Management

With our ticket management system, we maintain each stage of the support process and notify both customers and support engineers accordingly. It also keeps a complete ticket history for each customer. Upon ticket closure, the system automatically sends an SMS or WhatsApp OTP to ensure better communication between the customer and support engineer, fostering stronger relations.



### RMA Management

RMA management will provide an inventory management of the products that need repair or replacement from the respective OEM/vendors or from customers. It will also track products if any advance replacement is provided to customers and claimed from the respective OEM/vendor, with integration into dispatch management.



### Service Center

The Service Center feature facilitates companies involved in providing in-house repair services for products, maintaining each product with its unique service tag. It notifies customers upon completion of the repair service and keeps a repair history of each product with customers for quick response in future repair events.



### Warranty Management

Warranty Management will handle all products or services whose warranty periods are about to expire. It assists organizations in providing service or warranty renewal notifications via email, SMS, or WhatsApp. Additionally, it provides information to support desk dashboard operators to ensure they can offer the right assistance and services promptly.



### Integrate all Modules

We are working on integrating all modules to facilitate Office-Manager's customers' businesses with many features. For instance, if any device managed by our NMS module requires support, it will automatically check if the product was sold by the company from the Sales-Desk. Then, it will create a support ticket in Support-Desk and assign it to a predefined engineer, whose availability can be checked using the Attendance module. If the product requires advance replacement, the engineer can go to the store with permission granted by our Access control module.



### Knowledge Base

The Knowledge-Base feature will enable you to create a knowledge center where you can upload your own videos, articles, and training materials for your new joining employees. Here, they can read, watch videos, and learn about your organization's services, ensuring they provide better services to your prestigious clients. Additionally, you can refer customers to this knowledge base to help them resolve their problems independently.

## OFFICE MANAGER

# End-to-End Managed Service

In our comprehensive End-to-End Managed Services, we offer full setup for both on-premise and cloud-based attendance management, access control, and network management systems. This includes providing the necessary hardware devices and establishing robust network infrastructure connections among multiple devices across your premises or multiple locations. Additionally, we provide manpower to oversee all office tasks under an Opex-based model.



## OFFICE MANAGER

### Case Studies :

“ Manage attendance seamlessly for a workforce of 6000 employees and contractual staff with our End-to-End Managed Services solution. “

**All India Institute of Medical Sciences (AIIMS), Jodhpur**



“Seamlessly integrated with their HR software, our solution ensures real-time logging from attendance machines.”

**NOVOTEL**  
HOTELS & RESORTS  
ITI Circle , Jodhpur

For Support :

please contact our support team for the assistance with your CRN (Customer Relationships Number)

 InfoVids : Information Videos about Office Manager  
<https://www.youtube.com/@Office-Manager>

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 Phone : 7232003370 or 7232003302

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