



# *iPOS TRACKER*

## Admin User Manual

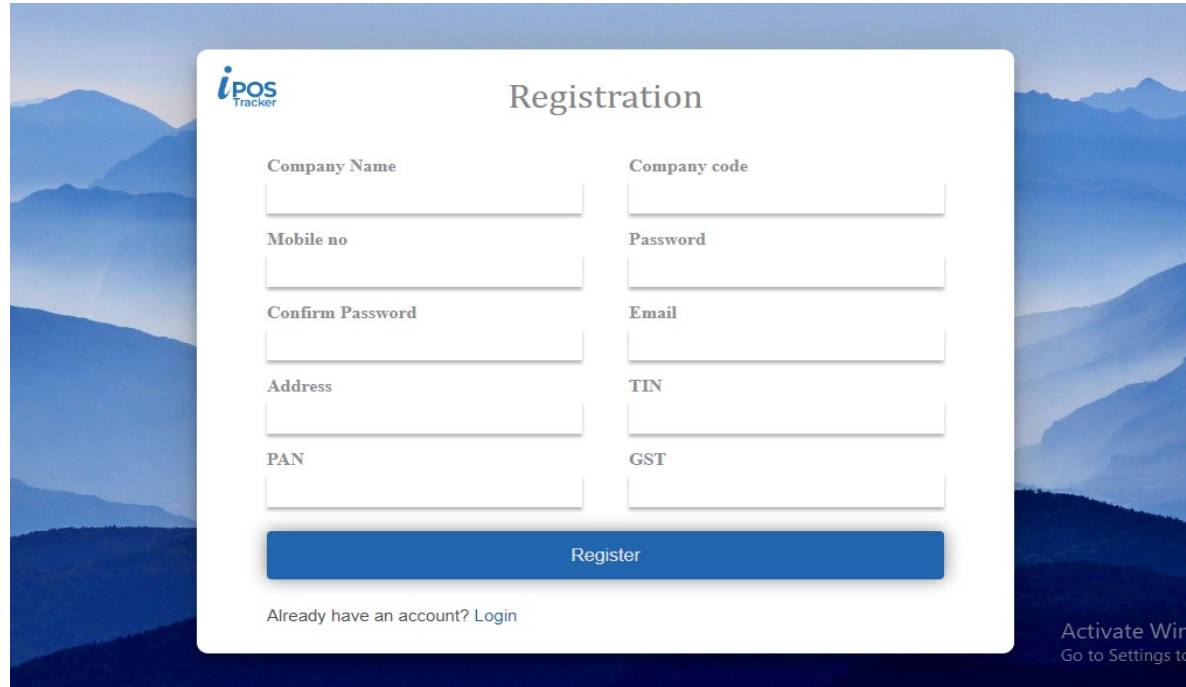
## IPOS TRACKER FEATURES

**The iPOS Tracker has so many of features that help optimise various industry processes and save time for employees, by using the power of location intelligence.**

- Mobile app-based Live Location Tracking.
- Attendance Management.
- Intelligently Manage Location-based Tasks.
- Reports.
- Plan and optimize field users daily route Plan.
- Keep track of Inventory(daily and monthly).

And many more..

## COMPANY REGISTRATION



The image shows a registration form for iPOS Tracker. The form is titled "Registration" and features the iPOS Tracker logo in the top left corner. It contains several input fields for user information, arranged in two columns. At the bottom of the form is a large blue "Register" button. Below the button, there is a link for users who already have an account. The background of the form is a light blue gradient with a mountain range illustration.

|                  |              |
|------------------|--------------|
| Company Name     | Company code |
| Mobile no        | Password     |
| Confirm Password | Email        |
| Address          | TIN          |
| PAN              | GST          |

Register

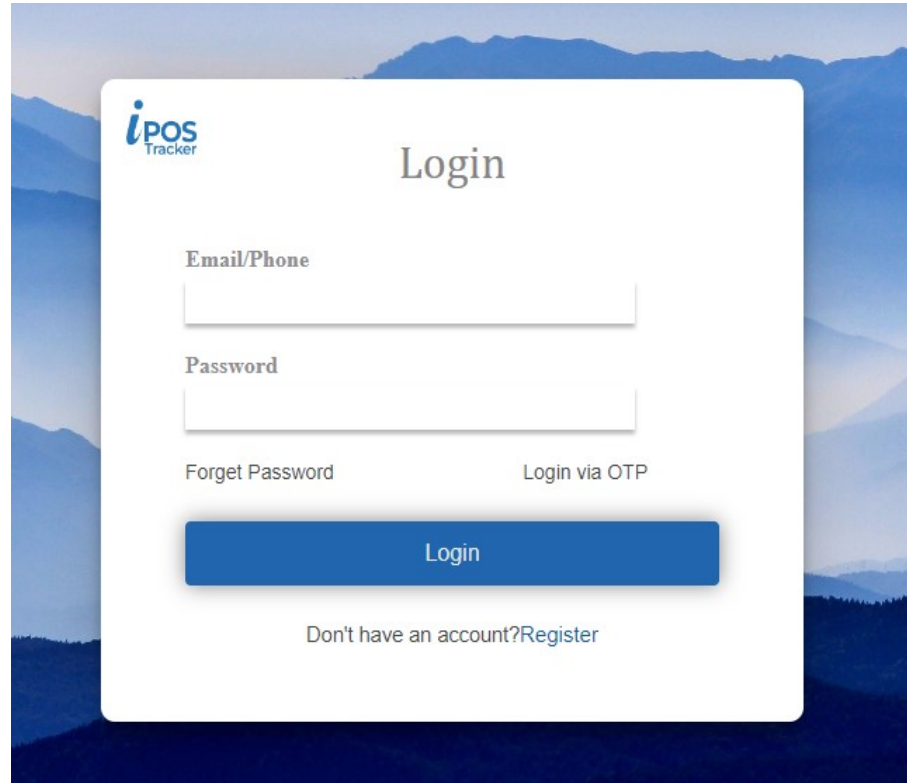
Already have an account? [Login](#)

Activate Windows  
Go to Settings to activate Windows.

- This is registration section for iPOS Tracker. Here you will fill the “Registration” form. You must have to use a valid unique Mobile Number. After filling the form click “**Register**” Button.

Once successfully registered, now you can use this mobile/Email and password to login.

## LOGIN

The image shows a login form for 'iPOS Tracker' centered on a background of a mountain range at dusk. The form is white with a subtle shadow. At the top left of the form is the 'iPOS Tracker' logo. The title 'Login' is centered at the top of the form. Below the title are two input fields: 'Email/Phone' and 'Password'. Under the 'Email/Phone' field is a link for 'Forgot Password'. To the right of the 'Email/Phone' field is a link for 'Login via OTP'. Below these links is a large blue button with the text 'Login'. At the bottom of the form is a link that says 'Don't have an account? Register'.

- Here you can enter Email/mobile no and Password and click on “**login**” button to successfully login. You can also **login via OTP**.
- You can change your password if you forget by clicking on “**Forget Password**” link.

After successfully login it will redirect you to the home page.

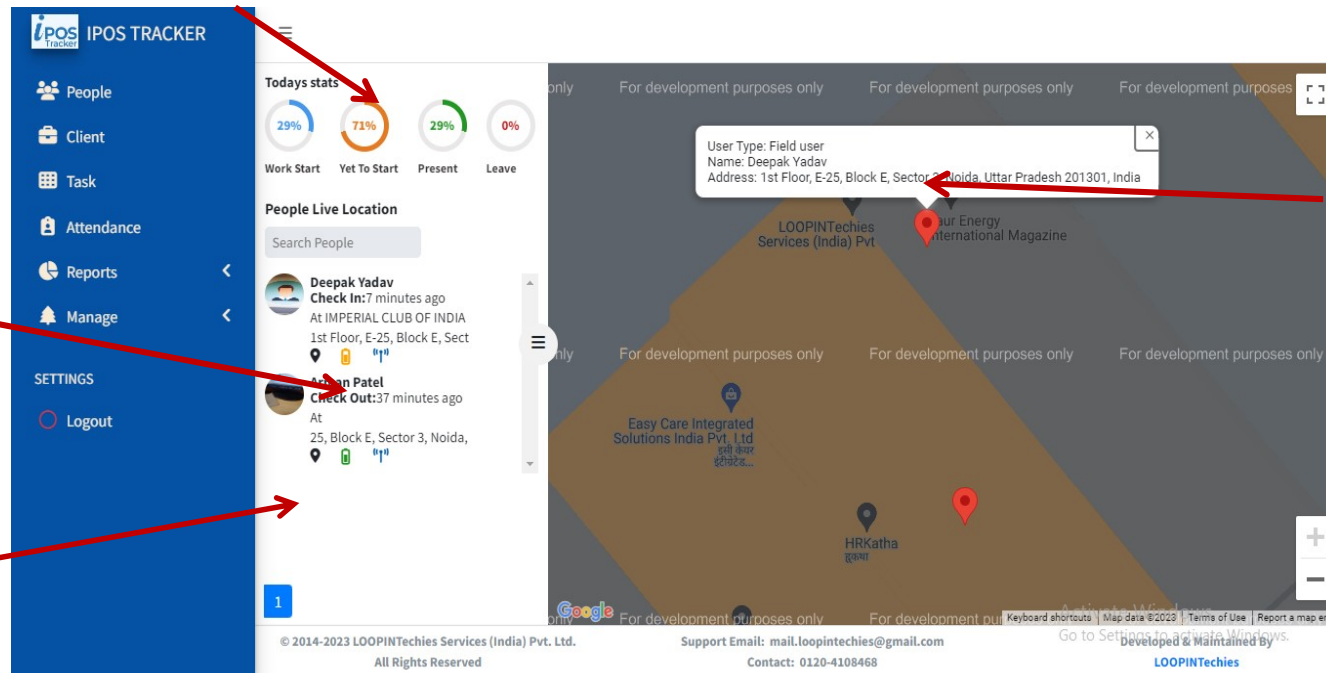


## HOME PAGE

In progress bar it will show the percentage of how many user's are present, are on leave, work started or yet to start

Hover these icon to see user's battery percentage and network speed

Click to see that User current location and route



Click here and it will show name and address of user

In this home page you will see :-

- Current location of all user.
- Progress bar that will show percentage of how many user's are present, are on leave, work started or yet to start.
- User details like, Name of user who check in or check out, time, shop name, address, routewise location, battery percentage, network speed.
- In battery icon, if icon color is red it means battery percentage is low, yellow for medium and green if full.

## USER ADD

**Registered user**

| Employee Name | User Type  | Email                 | Mobile     | Status | Reporting | Claim Limit | Location   | Designation | User Status          |
|---------------|------------|-----------------------|------------|--------|-----------|-------------|--|-------------|----------------------|
| Ram           | Field user | ram@gmail.com         | 908890800  | 1      | Vikram    | 20000.00    | E-24, Block E, Sector 3, Noida, Uttar Pradesh 201301 | anything    | <a href="#">Edit</a> |
| sima          | Field user | sima@gmail.com        | 8900000089 | 1      | Vikram    | 15000.00    | E-24, Block E, Sector 3, Noida, Uttar Pradesh 201301 | anything    | <a href="#">Edit</a> |
| Jagdishchand  | admin      | jagdish@gmail.com     | 8903778616 | 1      |           | .00         | E-24, Block E, Sector 3, Noida, Ut                   |             |                      |
| Arman Patel   | Field user | armanpatel@gmail.com  | 7800870773 | 1      | Vikram    | 12000.00    | E-24, Block E, Sector 3, Noida, Ut                   |             |                      |
| Deepak Yadav  | Field user | deepakyadav@gmail.com | 9651049463 | 1      | Vikram    | 12000.00    | E-24, Block E, Sector 3, Noida, Ut                   |             |                      |
| sikha         | Field user | sikha@gmail.com       | 9900955667 | 1      | Vikram    | 15000.00    | E-24, Block E, Sector 3, Noida, Ut                   |             |                      |
| sambhav       | Field user | sambhav@gmail.com     | 8899009988 | 1      | Vikram    | 12000.00    | E-24, Block E, Sector 3, Noida, Ut                   |             |                      |
| Saurav kumar  | Field user | sauravkumar@gmail.com | 9900955667 | 1      | Vikram    | 12000.00    | E-24, Block E, Sector 3, Noida, Ut                   |             |                      |

**User registration**

User Type:  Reporting:

Employee Name:  Employee Id:

Password:  Email:

Mobile Number:  Monthly Claim Limit(Rs):

E-24, Block E, Sector 3, Noida, Uttar Pradesh 201301  Designation:

☐ Grant Edit Permission  
Click the checkbox to give edit permission to user.

[submit](#) [Close](#)

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- Click Add User in menu. In this page you will see the registered user list. then click on button to add user. You can also edit user detail by clicking on edit button.
- Fill all the details to register user and click the checkbox if you want to give that user edit permission in admin panel.
- In user registration form to select user type, reporting incharge, designation you have to add these data.

## ADD DATA

The image displays three screenshots of the IPOS TRACKER application interface, illustrating the steps to add data.

**Screenshot 1: Main Menu**  
The application is titled "IPOS TRACKER". The left sidebar menu includes: Task, Attendance, Reports, Manage (selected), Start end work, Add User, Add Brand, Upload User, User Type, Reporting Incharge, and Designation. The bottom section is labeled "SETTINGS" and includes a Logout button.

**Screenshot 2: Designation Form**  
The "Designation" form is shown. It has a text input field labeled "Designation" and a "submit" button. Below the input field is a dropdown menu with the option "anything" selected.

**Screenshot 3: Reporting Incharge Form**  
The "Reporting Incharge" form is shown. It has a text input field labeled "Reporting Incharge" and a "submit" button. Below the input field is a dropdown menu with the options "vikash" and "Vikram" listed.

In menu click manage ➡ Then Reporting Incharge , User Type, Designation to add data.

## ADD CLIENT

**IPOS TRACKER**

People  
Client  
Task  
Attendance  
Reports  
Manage  
SETTINGS  
Logout

Basic Details Department Form

Client code Client Name Client Type

Client Mobile Client Email ID Contact Person

GSTIN Select User Notes

Address \*pincode

save Client List

Department Department Address submit

| Department Name | Department Address |
|-----------------|--------------------|
| DCOWS           | E-24, noida        |
| DTDC            | SEC - 7            |
| DSIDC           | SEC - 5            |
| DSCC            | SEC - 9            |
| RESTAURANT      |                    |
| CLUB            |                    |
| HOTEL           |                    |

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- Fill the form to add clients and to select client type add data in department Section.
- In department you have to add department name and address.



# ASSIGN TASK

**IPOS TRACKER**

People  
Client  
Task  
Attendance  
Reports  
Manage  
SETTINGS  
Logout

Basic Details Department **Form**

Form Id: FTG-10 Date: 24-Aug-2023

User: Ram, sima, Arman Patel, Deepak Yadav

Description:

Client Names: Selected Clients:

save Form List

**IPOS TRACKER**

People  
Client  
Task  
Attendance  
Reports  
Manage  
SETTINGS  
Logout

Create a new Task

Task Summary Task Description

Add to existing Task List Priority

Task Type

submit Task List

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- First fill the form to assign task you can select user and client here . After that Assign task and add to existing task list.

# ATTENDANCE

→ In this page you will see attendance of all users.

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You can add leave application from here

Activate Windows  
Go to Settings to activate Windows.  
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Click action button to approve leave application

Activate Windows  
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→ This is a page of leave summary

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# REPORT

Work Report

Attendance Report

Task Report

Closing Stock Report

## Work Report

Work Report

Search: ALL Start Date: 01-Aug-2023 End Date: 25-Aug-2023 Submit Excel Download

| S No | Full Name   | Mobile     | Shop Name                      | Email            | Start Work   |
|------|-------------|------------|--------------------------------|------------------|--|
| 1    | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | addenghghghgh  |
| 2    | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 3    | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | E-24, near Shiv Mandir, Block E, Sector 3, Noida, Uttar Pradesh 20 |
| 4    | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 5    | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 6    | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 7    | Arman Patel | 7800870773 | BUEN BY SAFFRON HOUSE CATERING | armanp@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 8    | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | E-24, near Shiv Mandir, Block E, Sector 3, Noida, Uttar Pradesh 20 |
| 9    | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | E-24, near Shiv Mandir, Block E, Sector 3, Noida, Uttar Pradesh 20 |
| 10   | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | E-24, near Shiv Mandir, Block E, Sector 3, Noida, Uttar Pradesh 20 |
| 11   | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | E-24, near Shiv Mandir, Block E, Sector 3, Noida, Uttar Pradesh 20 |
| 12   | Arman Patel | 7800870773 | NA                             | armanp@gmail.com | E-24, near Shiv Mandir, Block E, Sector 3, Noida, Uttar Pradesh 20 |

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## Excel sheet

| S No | Full Name   | Mobile     | Shop Name                           | Email            | Start Date | Start Time | Remark  |
|------|-------------|------------|-------------------------------------|------------------|------------|------------|---|
| 1    | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 15-Aug-23  | 04:03:00am | okhhhhh   |
| 2    | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 17-Aug-23  | 04:01:00pm | Battery: 79%, UpSpeed: 2147483.647 Mbps, DownSpeed: 38.999 M bps, start |
| 3    | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 17-Aug-23  | 05:32:00pm | Battery: 71%, UpSpeed: 2147483.647 Mbps, DownSpeed: 36.629 M bps, ghghd |
| 4    | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 17-Aug-23  | 05:33:00pm | Battery: 71%, UpSpeed: 2147483.647 Mbps, DownSpeed: 36.629 M bps, ghghh |
| 5    | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 17-Aug-23  | 05:33:00pm | Battery: 71%, UpSpeed: 2147483.647 Mbps, DownSpeed: 38.984 M bps, ghghh |
| 6    | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 18-Aug-23  | 10:45:00am | Battery: 97%, UpSpeed: 1048.576 Mbps, DownSpeed: 1048.576 M bps, hhdhd  |
| 7    | Arman Patel | 7800870773 | BUEN BY SAFFRON HOUSE CATERING      | armanp@gmail.com | 18-Aug-23  | 10:46:00am | Battery: 98%, UpSpeed: 1048.576 Mbps, DownSpeed: 1048.576 M bps, hhdhd  |
| 8    | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 18-Aug-23  | 10:48:00am | Battery: 53%, UpSpeed: 16.362 Mbps, DownSpeed: 35.953 M bps, start work |
| 9    | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 18-Aug-23  | 10:48:00am | Battery: 52%, UpSpeed: 16.362 Mbps, DownSpeed: 35.953 M bps, start work |
| 10   | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 18-Aug-23  | 10:48:00am | Battery: 98%, UpSpeed: 1048.576 Mbps, DownSpeed: 1048.576 M bps, yyyu   |
| 11   | Arman Patel | 7800870773 | NA                                  | armanp@gmail.com | 18-Aug-23  | 10:55:00am | Battery: 98%, UpSpeed: 1048.576 Mbps, DownSpeed: 1048.576 M bps, yyyu   |
| 12   | Arman Patel | 7800870773 | BUEN BY SAFFRON HOUSE CATERING      | armanp@gmail.com | 18-Aug-23  | 10:56:00am | Battery: 98%, UpSpeed: 1048.576 Mbps, DownSpeed: 1048.576 M bps, yyyu   |
| 13   | Arman Patel | 7800870773 | KINGS COURT CONDOMINIUM ASSOCIATION | armanp@gmail.com | 18-Aug-23  | 10:57:00am | Battery: 98%, UpSpeed: 1048.576 Mbps, DownSpeed: 1048.576 M bps, yyyu   |

- In this section you will see the work report of all user and you can also download data in Excel sheet.

## Attendance Report

IPOS TRACKER

People

Client

Task

Attendance

Reports

Work Reports

Attendance Reports

Task Reports

Closing Stock Report

Manage

SETTINGS

Logout

Attendance Report

Search:

Month

ALL

August 2023

Submit

Excel Download

| S No | Employee Name | Mobile     | Email                 | Start Date | Start Time | End Time   | Attendance |
|------|---------------|------------|-----------------------|------------|------------|------------|------------|
| 1    | Ram           | 9088908800 | ram@gmail.com         | 03-08-23   | 03:48:00pm | 03:48:00pm | present    |
| 2    | Ram           | 9088908800 | ram@gmail.com         | 04-08-23   | 11:06:00am | 12:54:00pm | present    |
| 3    | Arman Patel   | 7800870773 | armanpatel@gmail.com  | 04-08-23   | 12:53:00pm | 12:21:00pm | present    |
| 4    | Deepak Yadav  | 9651049463 | deepakyadav@gmail.com | 04-08-23   | 01:04:00pm | 05:44:00pm | present    |
| 5    | Saurav kumar  | 8340687470 | saurav@gmail.com      | 04-08-23   | 01:46:00pm | 01:47:00pm | present    |
| 6    | Ram           | 9088908800 | ram@gmail.com         | 05-08-23   | 11:29:00am | 01:52:00pm | present    |
| 7    | Arman Patel   | 7800870773 | armanpatel@gmail.com  | 05-08-23   | 12:50:00pm | NA         | present    |
| 8    | sambhav       | 8899009988 | 8899009988            | 08-08-23   | 10:38:22am | 10:38:22am | leave      |
| 9    | Ram           | 9088908800 | ram@gmail.com         | 07-08-23   | 10:57:00am | 03:10:00pm | present    |

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- Here you will see the attendance report of user you can also download data in excel sheet

## Task Report

IPOS TRACKER

People

Client

Task

Attendance

Reports

Work Reports

Attendance Reports

Task Reports

Closing Stock Report

Manage

SETTINGS

Logout

Task Report

Search:

Start Date:

End Date:

Status

ALL

01-Aug-2023

25-Aug-2023

ALL

Submit

Excel Download

| S No | Full Name   | Task Summary | Description | Due Date    | Client Name  | Status    |
|------|-------------|--------------|-------------|-------------|--|-----------|
| 1    | Ram         | djfhjdn      | dfdfdfdf    | 04-Aug-2023 | MASALA CONNECTION A UNIT OF STAY WHITE HOSPITALITY PRIVATE LIMITED | pending   |
| 2    | Arman Patel | dfdfdf       | dfdfdf      | 10-Aug-2023 | CONSTITUTION CLUB OF INDIA   | completed |
| 3    | Arman Patel | dfdf         | dfsasds     | 09-Aug-2023 | KINGS COURT CONDOMINIUM ASSOCIATION                                | completed |
| 4    | Arman Patel | start        | work        | 17-Aug-2023 | IMPERIAL CLUB OF INDIA   | completed |
| 5    | Arman Patel | start        | work        | 17-Aug-2023 | IMPERIAL CLUB OF INDIA   | completed |
| 6    | Arman Patel | start        | work        | 22-Aug-2023 | IMPERIAL CLUB OF INDIA   | completed |

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- In task report you can see which task is completed or pending and download data in excel sheet.

## Closing Stock Report

IPOS TRACKER

People

Client

Task

Attendance

Reports

Work Reports

Attendance Reports

Task Reports

Closing Stock Report

Manage

SETTINGS

Logout

Inventory Management

Start Date:

01-Aug-2023

End Date:

25-Aug-2023

Submit

Excel Download

| S no | Brand Code | Brand Name                              | Size | Category | MRP | Liquor Type | Client                                |
|------|------------|---|------|----------|-----|-------------|---------------------------------------|
| 1    | BAD0A-180  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 180  | RUM      | 185 | INDIAN      | CONSTITUTION CLUB OF INDIA            |
| 2    | BAD0A-180  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 180  | RUM      | 185 | INDIAN      | ENCALM LOUNGE A UNIT OF ENCALM HOSPIT |
| 3    | BAD0A-180  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 180  | RUM      | 185 | INDIAN      | IMPERIAL CLUB OF INDIA                |
| 4    | BAD0A-180  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 180  | RUM      | 185 | INDIAN      | VIKASPURI III                         |
| 5    | BAD0A-375  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 375  | RUM      | 375 | INDIAN      | BUEN BY SAFFRON HOUSE CATERING        |
| 6    | BAD0A-375  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 375  | RUM      | 375 | INDIAN      | CONSTITUTION CLUB OF INDIA            |
| 7    | BAD0A-375  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 375  | RUM      | 375 | INDIAN      | IMPERIAL CLUB OF INDIA                |
| 8    | BAD0A-375  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 375  | RUM      | 375 | INDIAN      | KINGS COURT CONDOMINIUM ASSOCIATION   |
| 9    | BAD0A-375  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 375  | RUM      | 375 | INDIAN      | MEET NAGAR W7 2                       |

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- Here you will see closing stock report date wise and also download data in excel sheet.

## START END WORK

➡ Manage ➡ Start end work

**IPOS TRACKER**

Start End Work

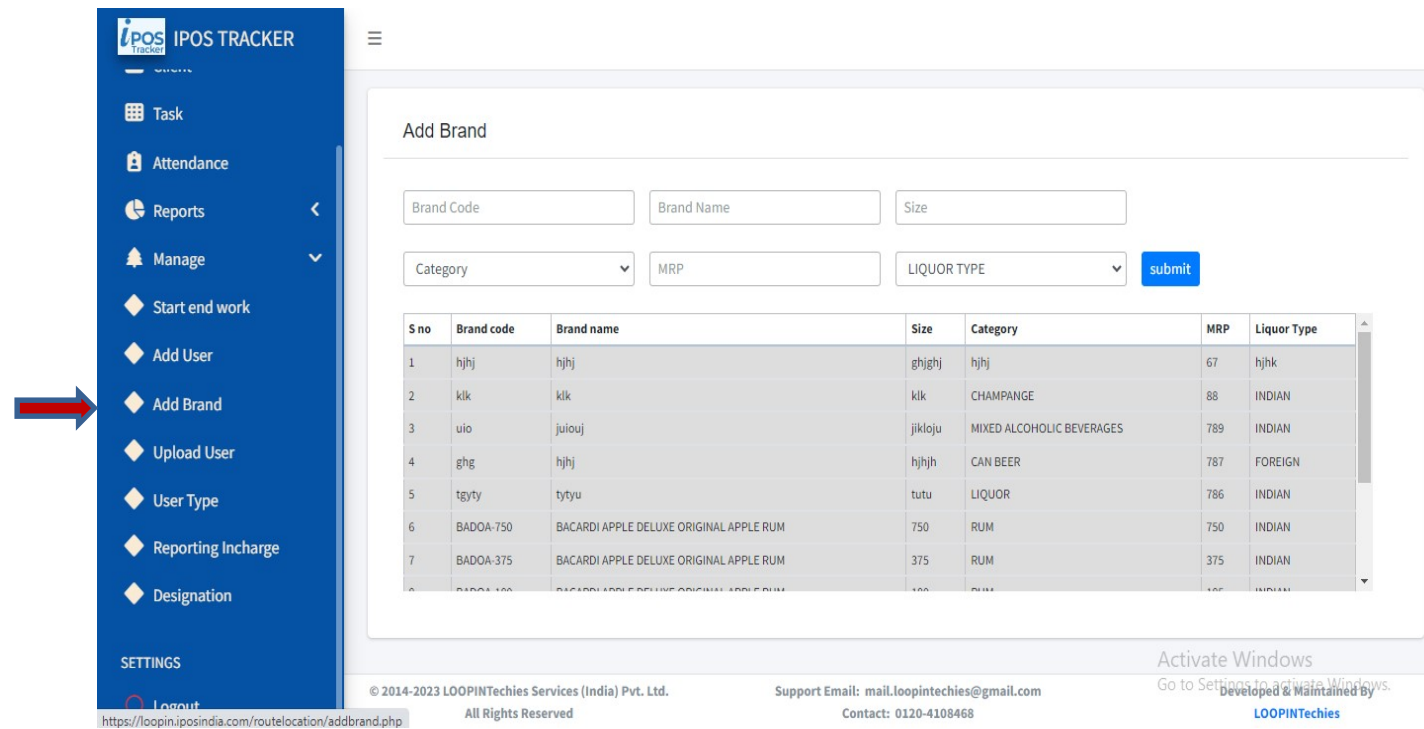
Search: ALL Start Date: 01-Aug-2023 End Date: 25-Aug-2023 Submit

| S No | Full Name   | Mobile     | Shop Name                      | Email                | Start Work   |
|------|-------------|------------|--------------------------------|----------------------|--|
| 1    | Arman Patel | 7800870773 | NA                             | arman@gmail.com      | addersgbhcgghg   |
| 2    | Arman Patel | 7800870773 | NA                             | armanpatel@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 3    | Arman Patel | 7800870773 | NA                             | armanpatel@gmail.com | E-24, near Shiv Mandir, Block E, Sector 3, Noida, Uttar Pradesh 20 |
| 4    | Arman Patel | 7800870773 | NA                             | armanpatel@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 5    | Arman Patel | 7800870773 | NA                             | armanpatel@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 6    | Arman Patel | 7800870773 | NA                             | armanpatel@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 7    | Arman Patel | 7800870773 | BUEN BY SAFFRON HOUSE CATERING | armanpatel@gmail.com | 25, Block E, Sector 3, Noida, Uttar Pradesh 201301, India          |
| 8    | Arman Patel | 7800870773 | NA                             | armanpatel@gmail.com | E-24, near Shiv Mandir, Block E, Sector 3, Noida, Uttar Pradesh 20 |
| 9    | Arman Patel | 7800870773 | NA                             | armanpatel@gmail.com | E-24, near Shiv Mandir, Block E, Sector 3, Noida, Uttar Pradesh 20 |

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- In this page you will see the start end work of user and all details like Shop name, Start work location, end work location, start time, end time, date, battery percentage, Network speed and remark.

## ADD BRAND



**IPOS TRACKER**

- Task
- Attendance
- Reports
- Manage
- Start end work
- Add User**
- Add Brand**
- Upload User
- User Type
- Reporting Incharge
- Designation

SETTINGS

Logout

**Add Brand**

Brand Code:  Brand Name:  Size:

Category:  MRP:  LIQUOR TYPE:

| S no | Brand code | Brand name                              | Size    | Category                  | MRP | Liquor Type |
|------|------------|---|---------|---------------------------|-----|-------------|
| 1    | hjhj       | hjhj                                    | ghjghj  | hjhj                      | 67  | hjhk        |
| 2    | klk        | klk                                     | klk     | CHAMPANGE                 | 88  | INDIAN      |
| 3    | uio        | juiouj                                  | jikloju | MIXED ALCOHOLIC BEVERAGES | 789 | INDIAN      |
| 4    | ghg        | hjhj                                    | hjhjh   | CAN BEER                  | 787 | FOREIGN     |
| 5    | tgyty      | tytyu                                   | tutu    | LIQUOR                    | 786 | INDIAN      |
| 6    | BADQA-750  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 750     | RUM                       | 750 | INDIAN      |
| 7    | BADQA-375  | BACARDI APPLE DELUXE ORIGINAL APPLE RUM | 375     | RUM                       | 375 | INDIAN      |

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https://loopin.iaposindia.com/routelocation/addbrand.php

- Fill this form to add brand and you can also see the added brand list here.



## UPLOAD USER

**IPOS TRACKER**

People  
Client  
Task  
Attendance  
Reports  
Manage  
Start end work  
Add User  
Add Brand  
Upload User  
User Type  
Reporting Incharge  
Designation

### Upload User

Attachments

Add files

**\*\*File should be in following formats(.xls or .xlsx)**

[Click here to download sample worksheet](#)

**Note:**

1. Name columns is mandatory
2. User Type columns is mandatory
3. Email columns is mandatory
4. Phone columns is mandatory
5. Reporting columns is mandatory

**save**

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Activate Windows  
Go to Settings to activate Windows.  
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- You can also upload user. Download the sample worksheet fill all the data of user that required and upload that excel file and click the “**save**” button.

## LOGOUT

Click this to logout.

