LOOPINTechies Services (India) Pvt. Ltd.
One Goal One Passion...

iPOS Tracker

Admin User Manual

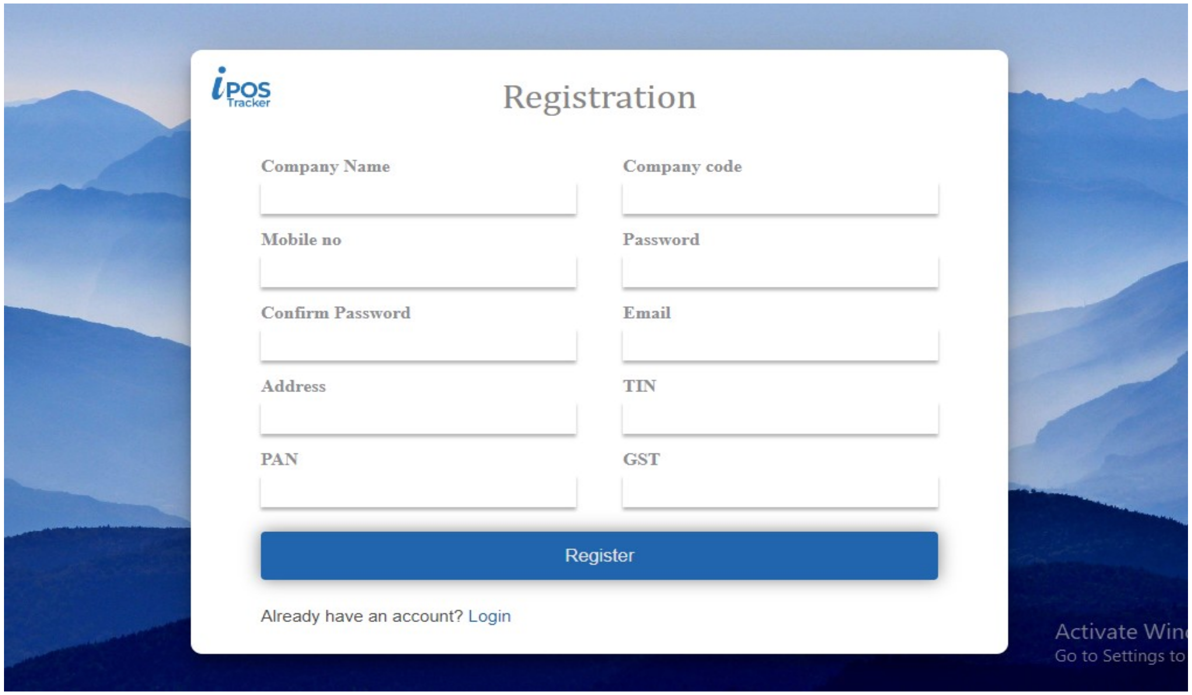
iPOS Tracker Features

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

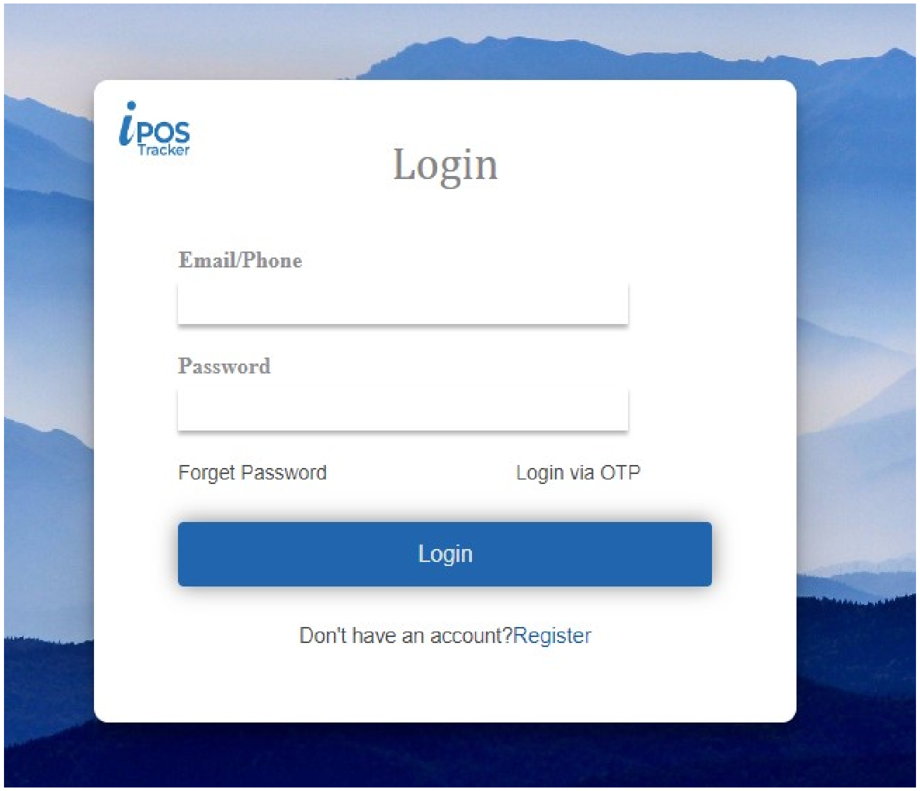


- This is registration section for iPOS Tracker. Here you will fill the "Registration" form. You must have to use a valid unique Mobile Number.

After filling the form click "**Register**" Button.

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

LOGIN



• 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.

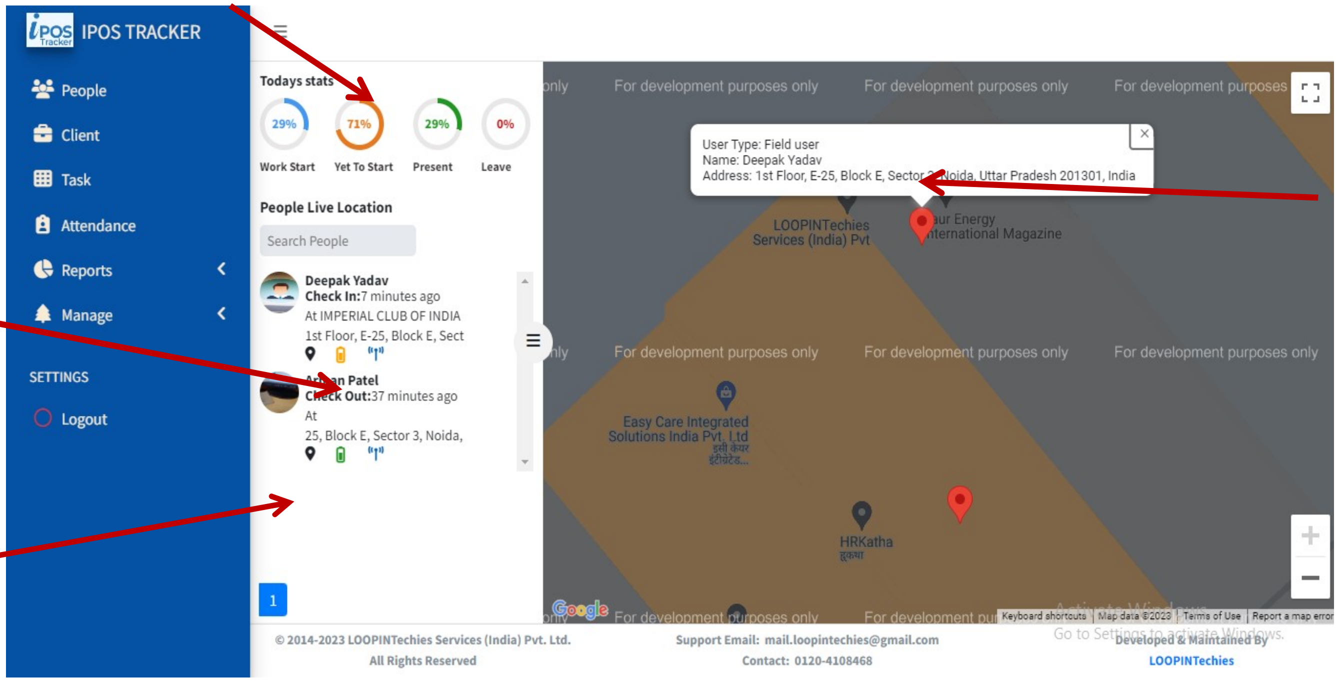
HOME PAGE

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

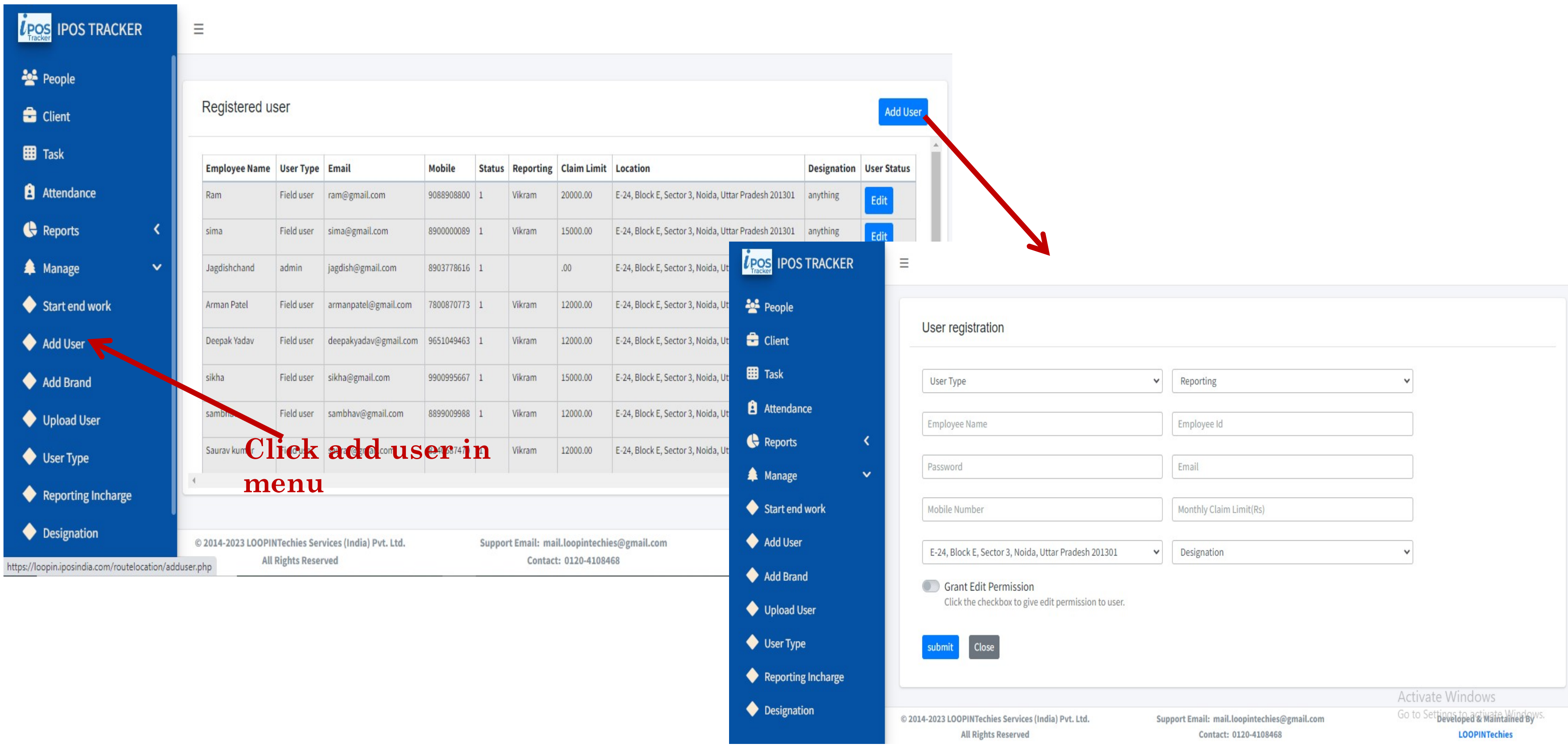
Click here and it will show name and address of user



In this home page you will see :-

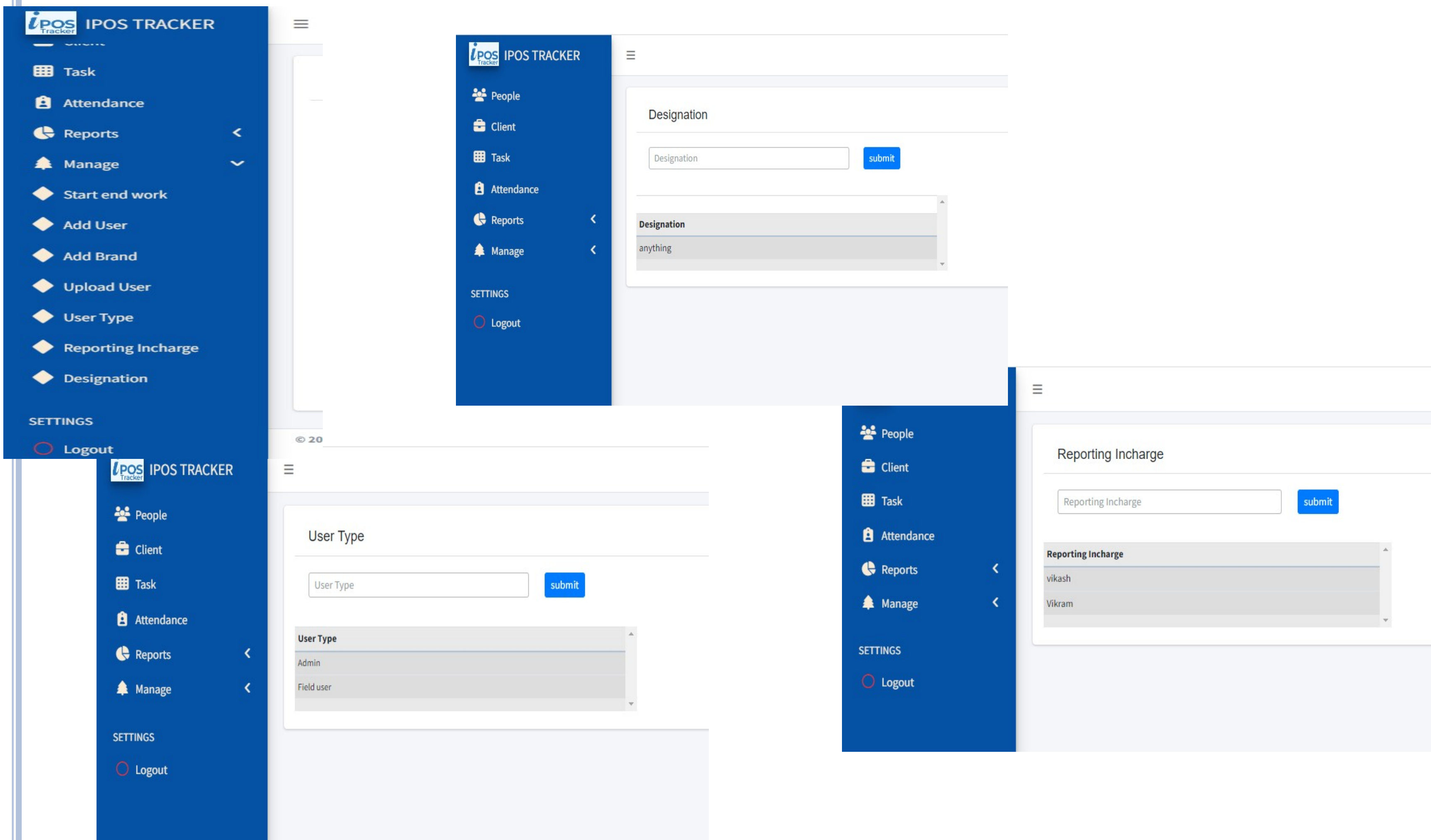
- Current location of all user.
- Progress bar that will show percentage of how many user's are present , are on leave , work started or yet to start .
- User details like ,Name of user who check in or check out , time, shop name, address , routewise location, battery percentage , network speed.
- In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

USER ADD



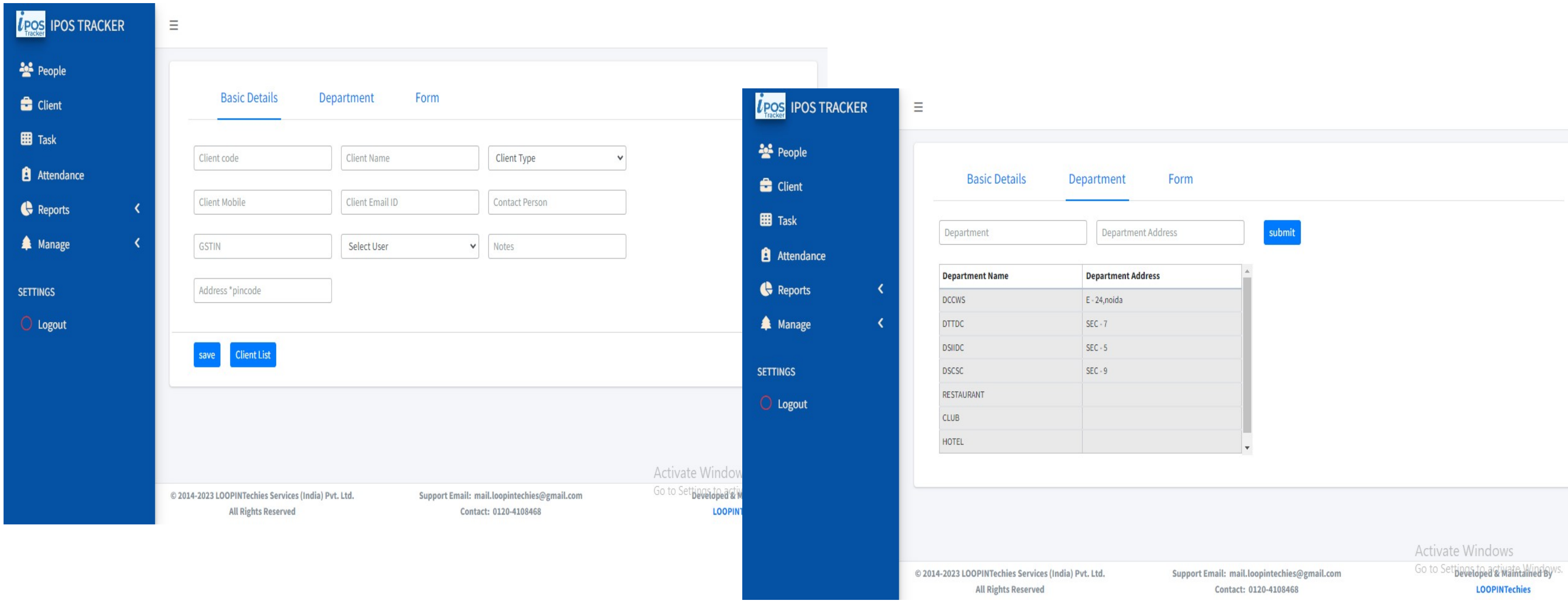
- Click Add User in menu. In this page you will see the registered user list. then click on button to add user. You can also edit user detail by clicking on edit button.
- Fill all the details to register user and click the checkbox if you want to give that user edit permission in admin panel.
- In user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

ADD DATA



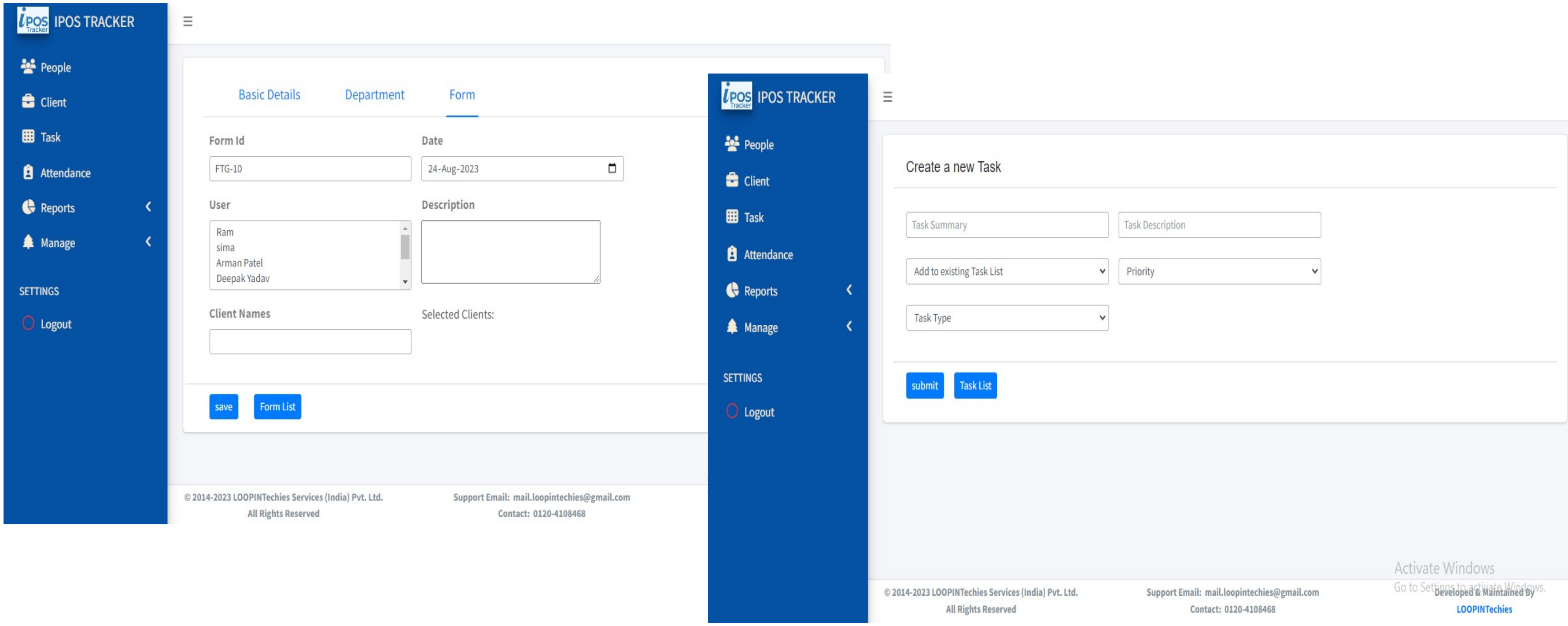
In menu click manage ➡ Then Reporting Incharge , User Type, Designation to add data.

ADD CLIENT



- 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.

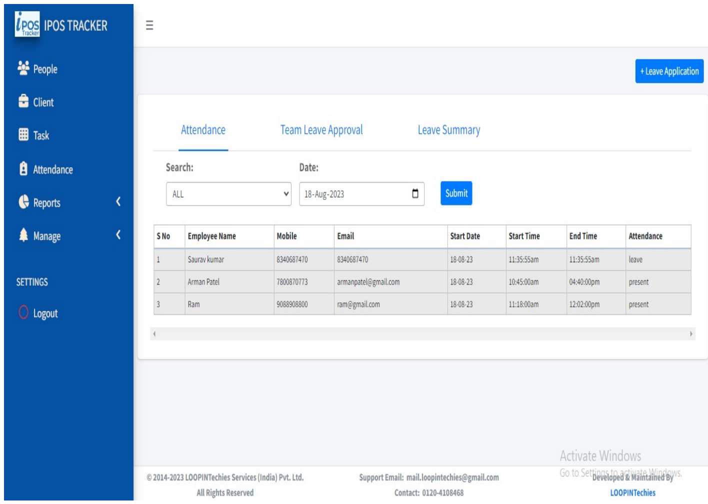
ASSIGN TASK



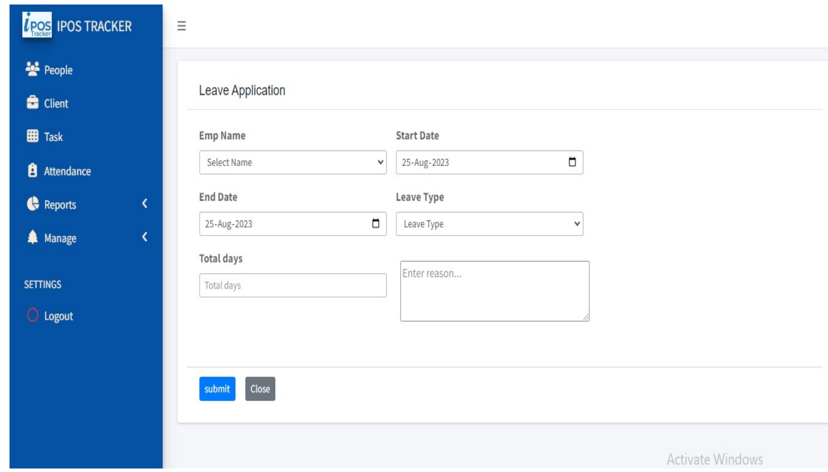
- First fill the form to assign task you can select user and client here . After that Assign task and add to existing task list.

Attendance

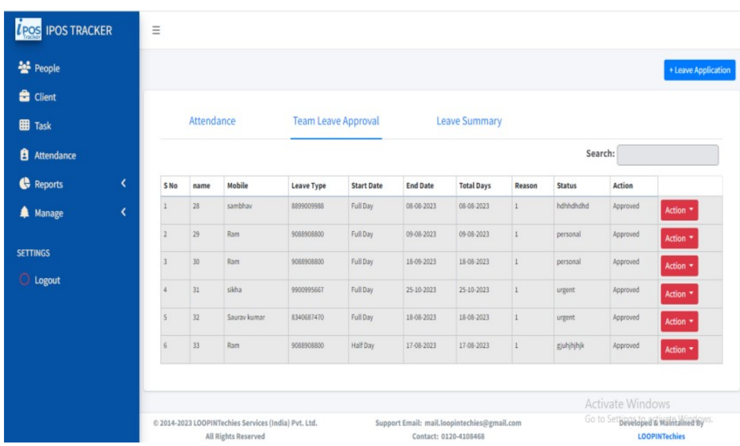
In this page you will see attendance of all users.



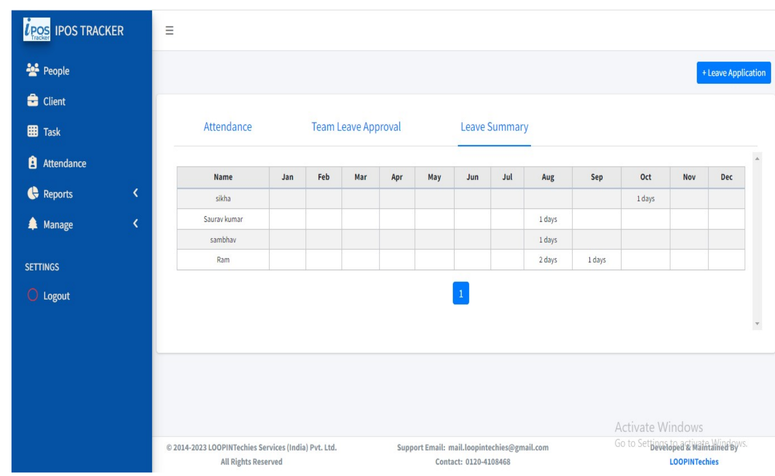
You can add leave application from here



Click action button to approve leave application



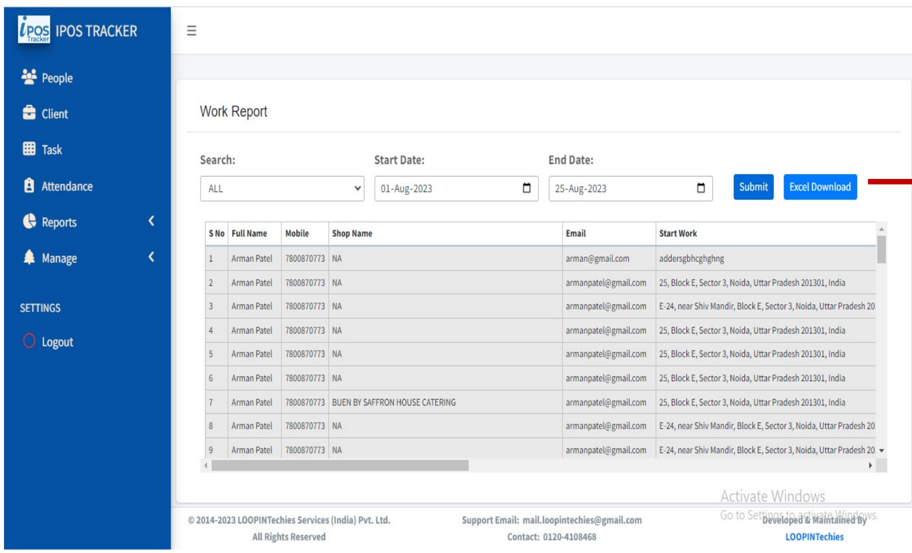
This is a page of leave summary



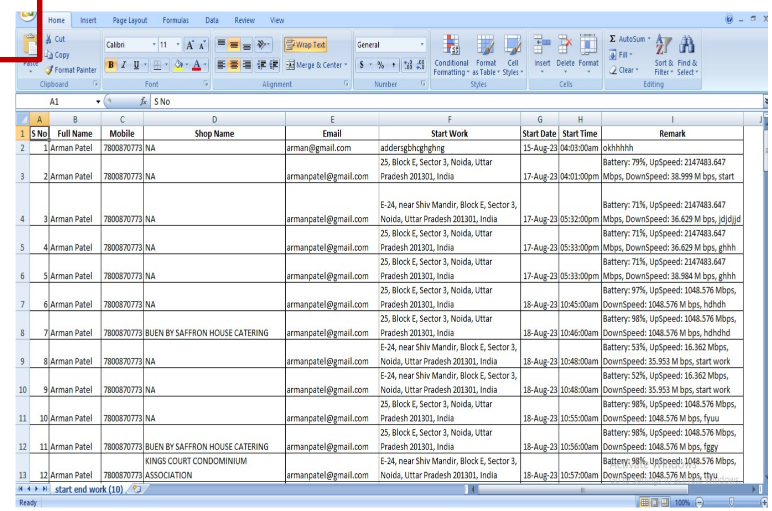
REPORT

Work Report | **Attendance Report** | **Task Report** | **Closing Stock Report**

Work Report

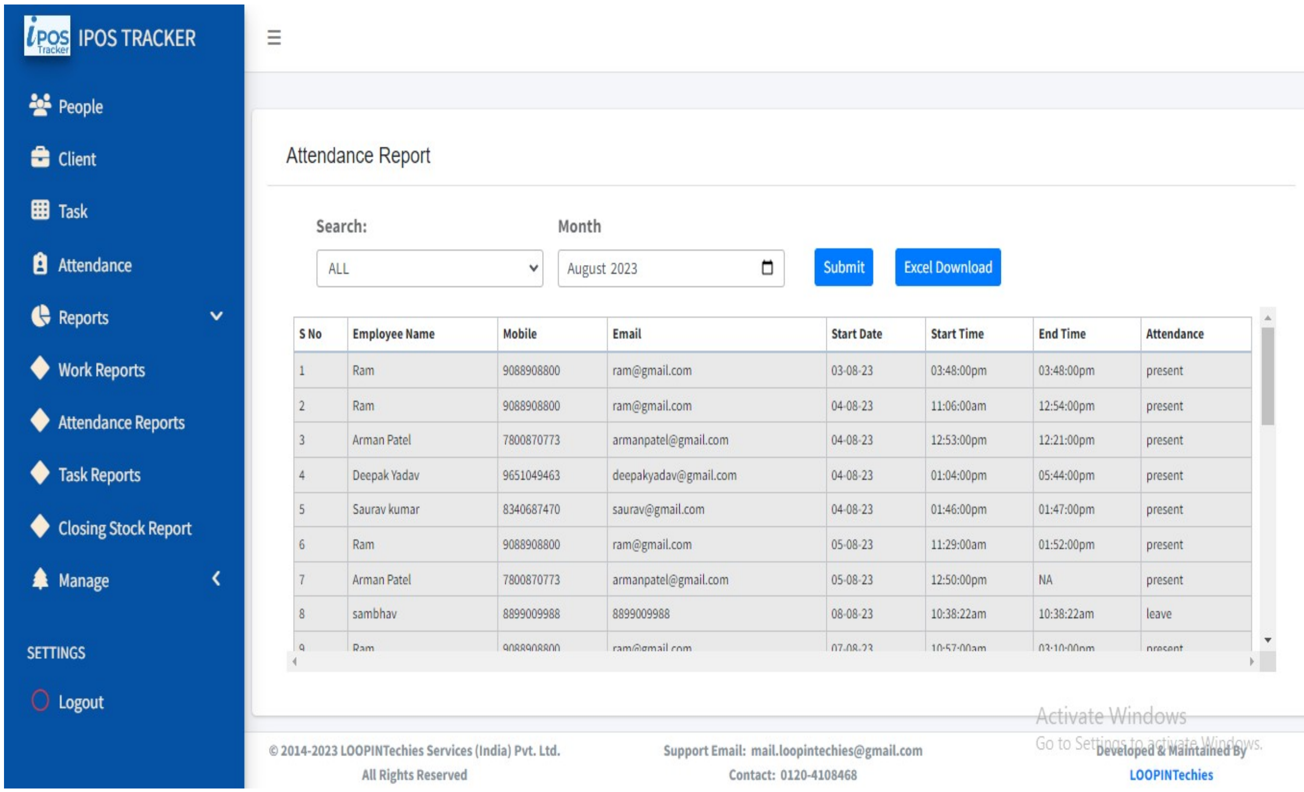


Excel sheet



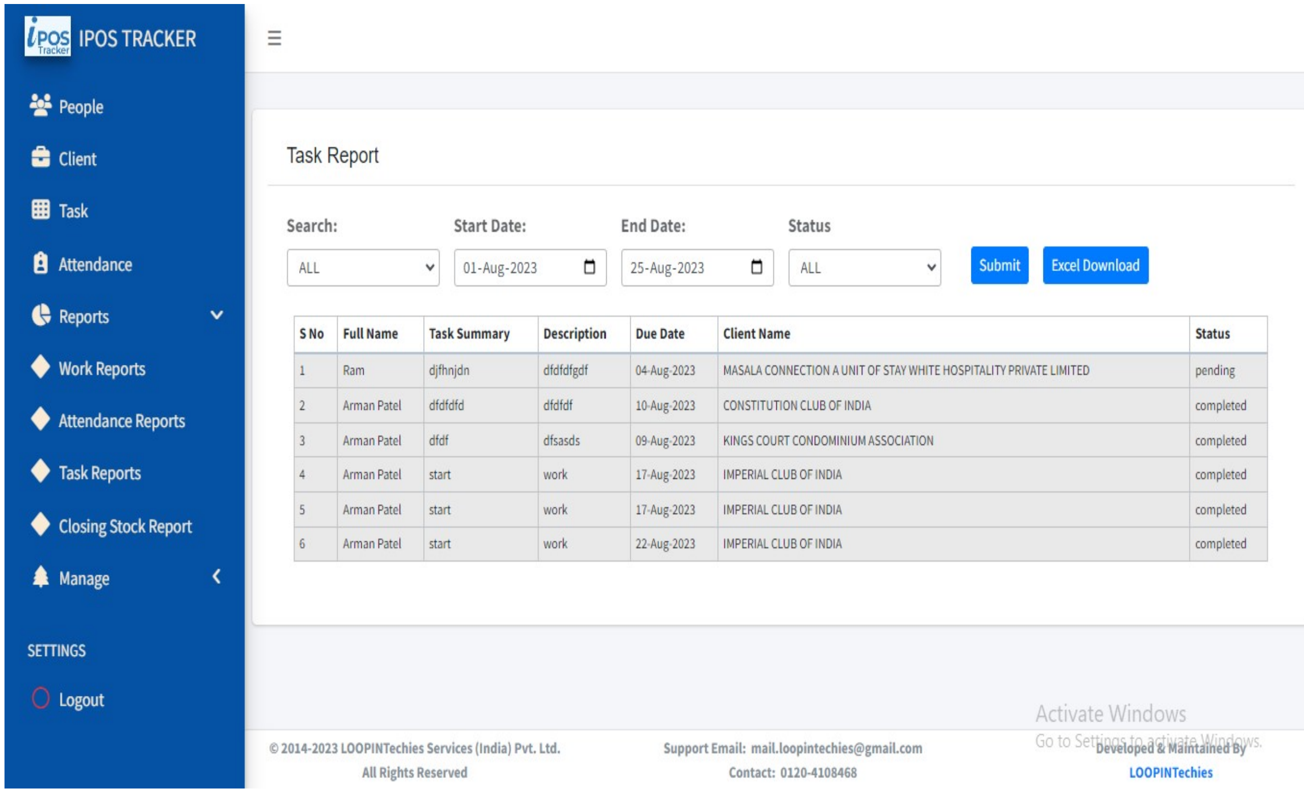
- In this section you will see the work report of all user and you can also download data in Excel sheet.

Attendance Report



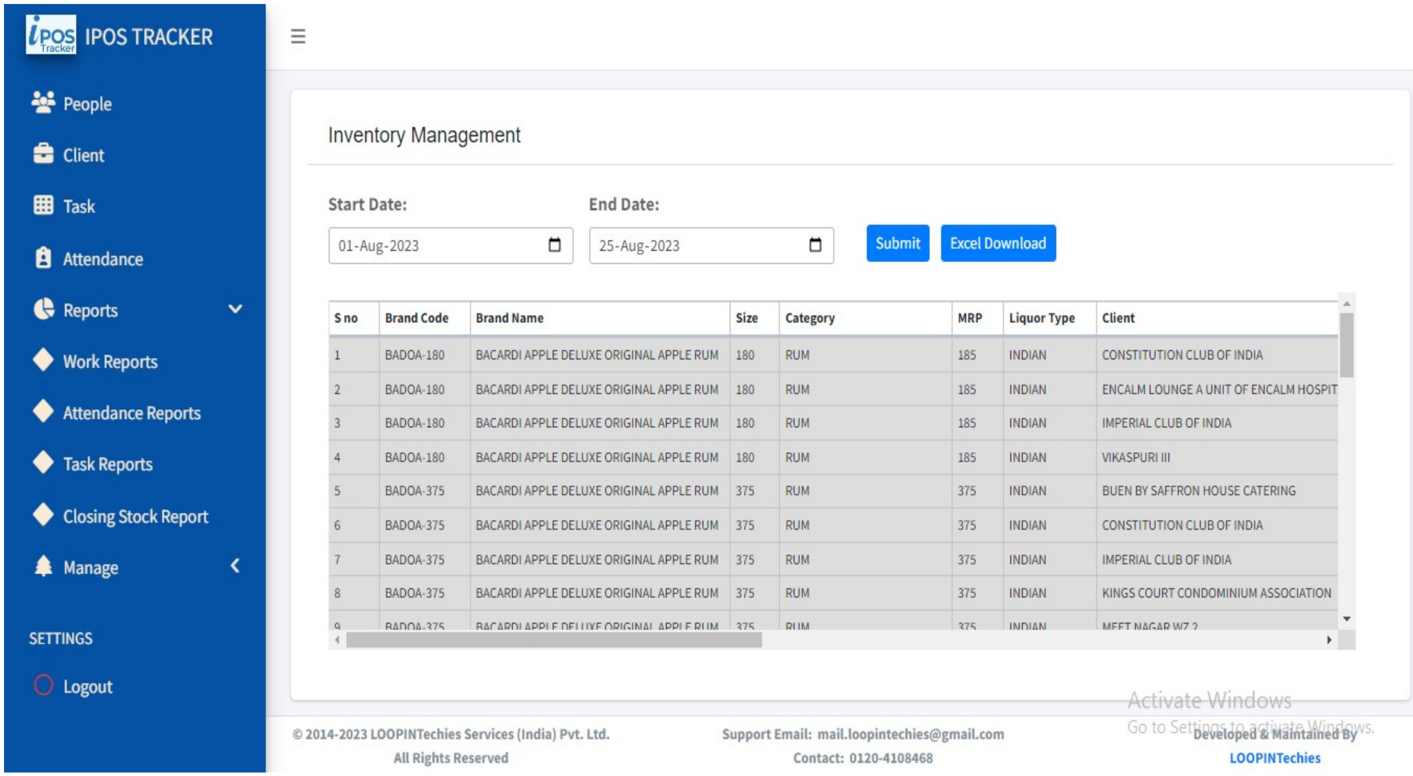
- Here you will see the attendance report of user you can also download data in excel sheet

Task Report



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

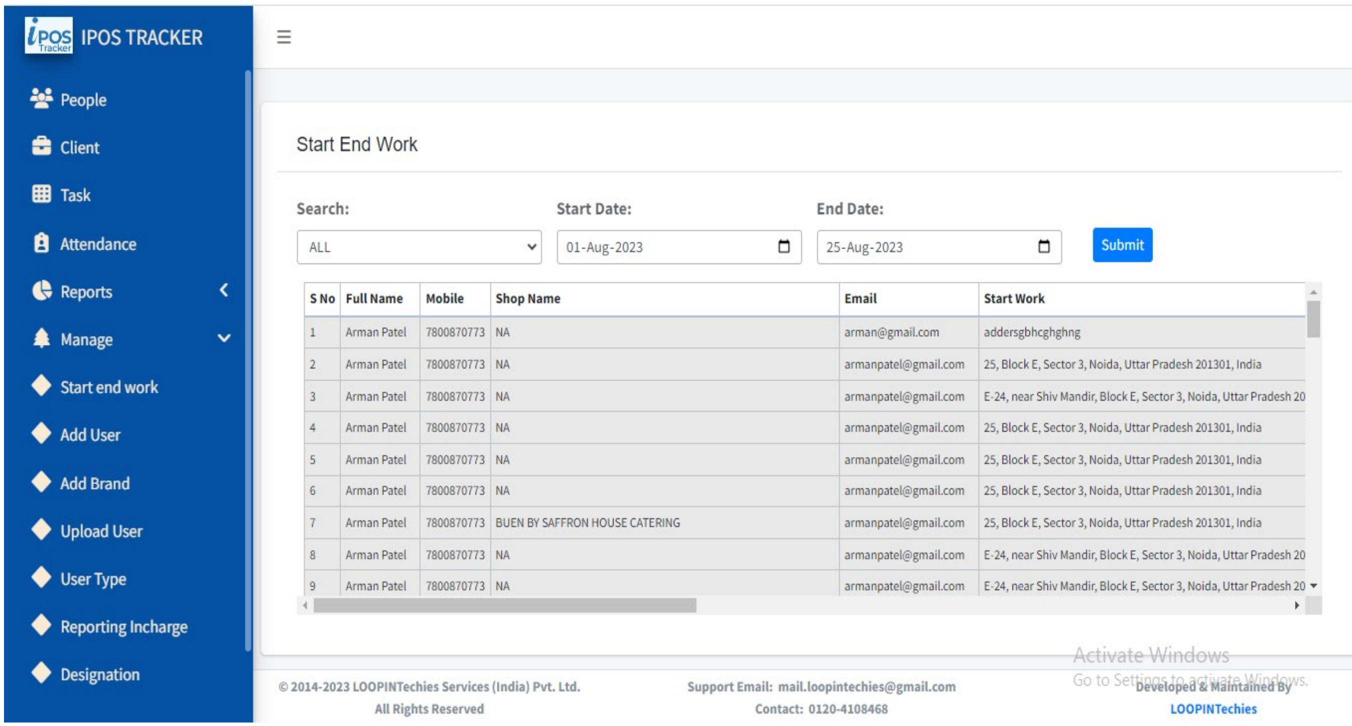
Closing Stock Report



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

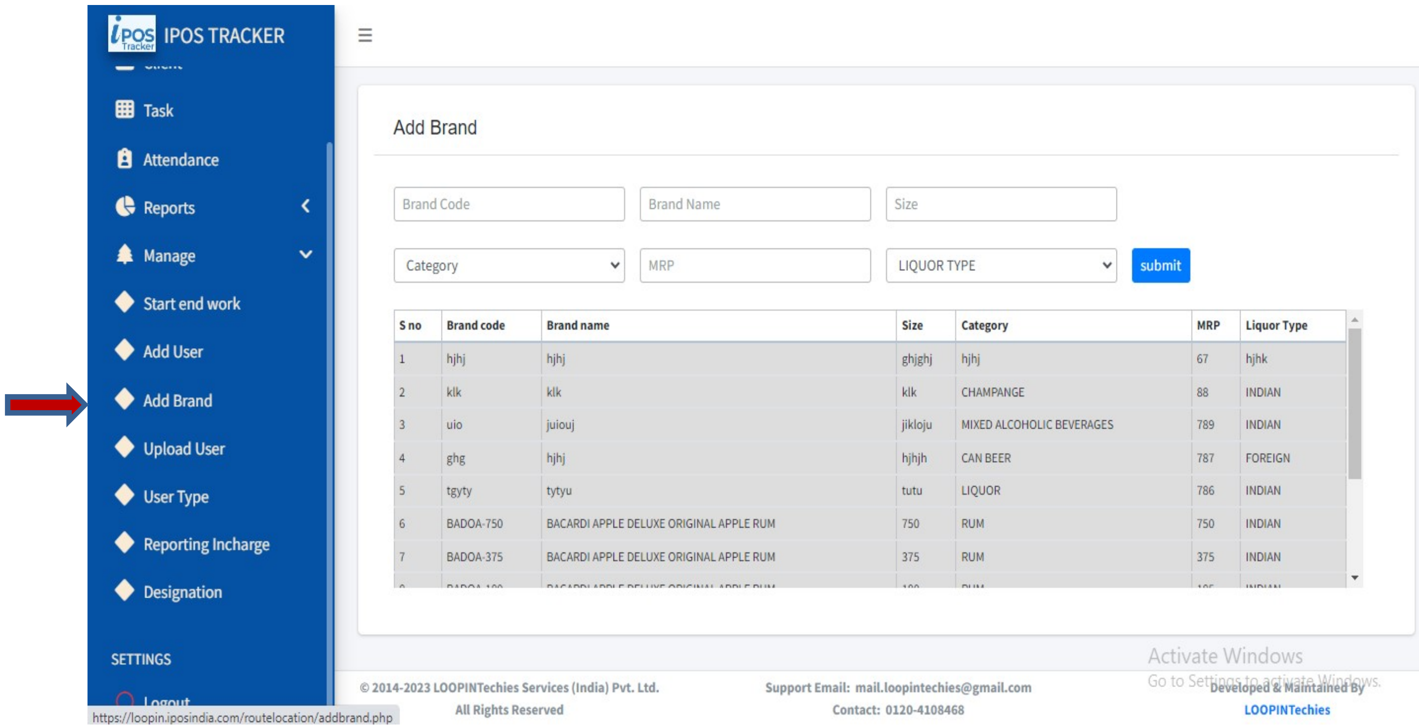
Start End Work

➡ Manage ➡ Start end work



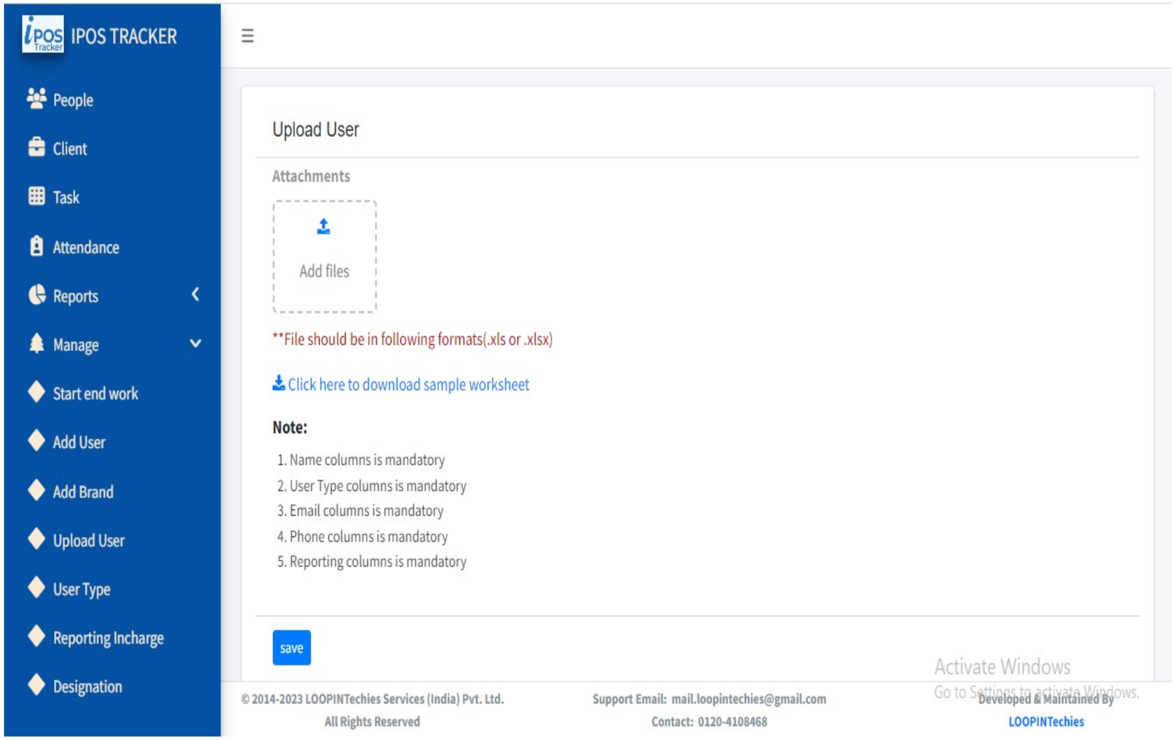
- In this page you will see the start end work of user and all details like Shop name, Start work location, end work location, start time, end time, date, battery percentage, Network speed and remark.

Add Brand



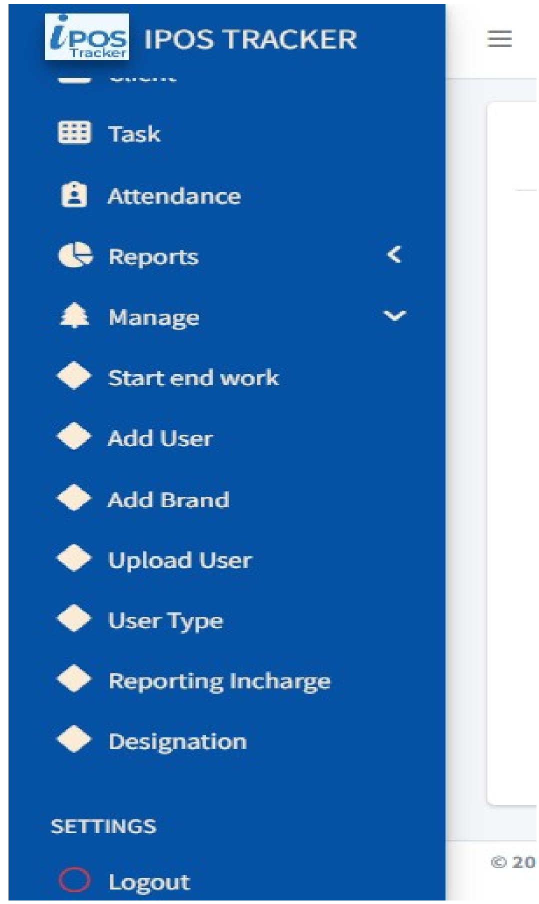
- Fill this form to add brand and you can also see the added brand list here.

UPLOAD USER



- 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.