

User Manual for Employee

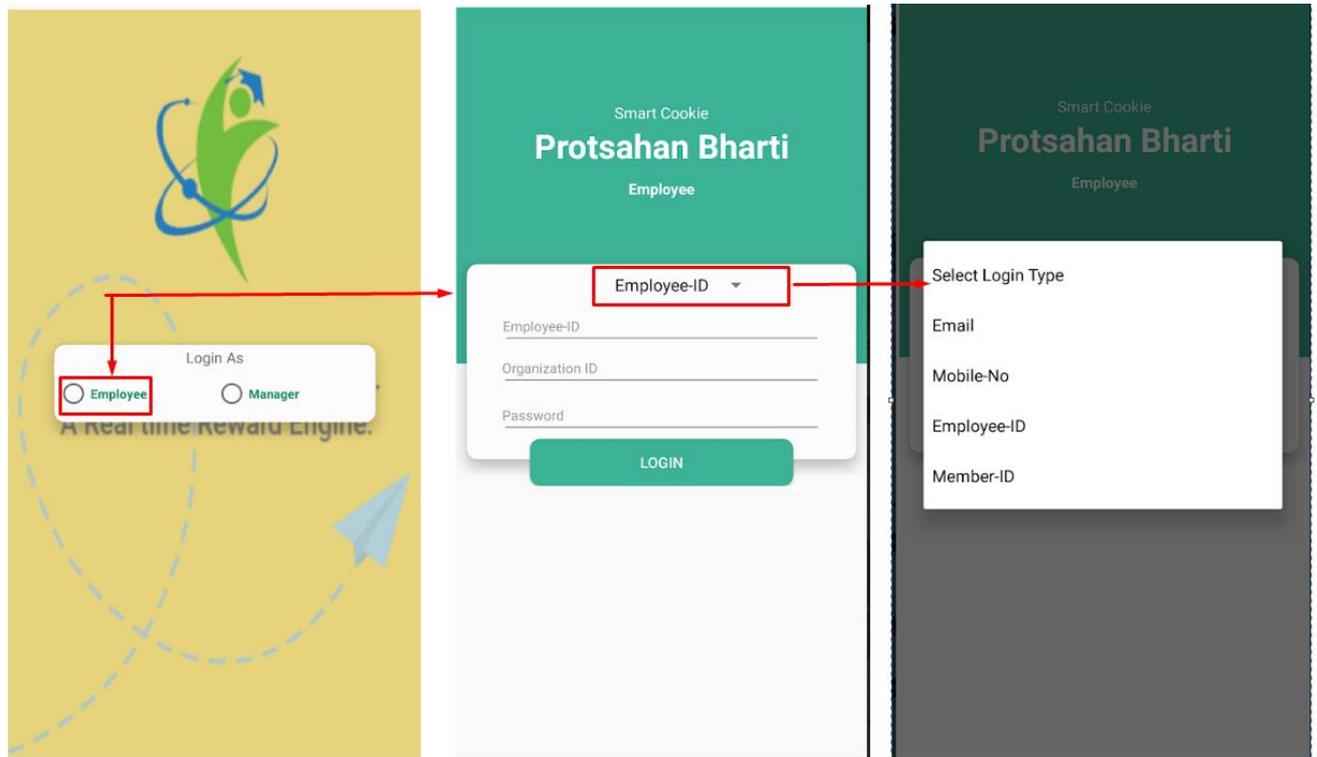
1. Choose Radio Button Employee

Now From Login Page user can login with

1. Email
2. Mobile No
3. Employee Id
4. Member Id

To choose the Login type User need to tap on Employee-ID dropdown

Enter Valid Credentials and Click On Login

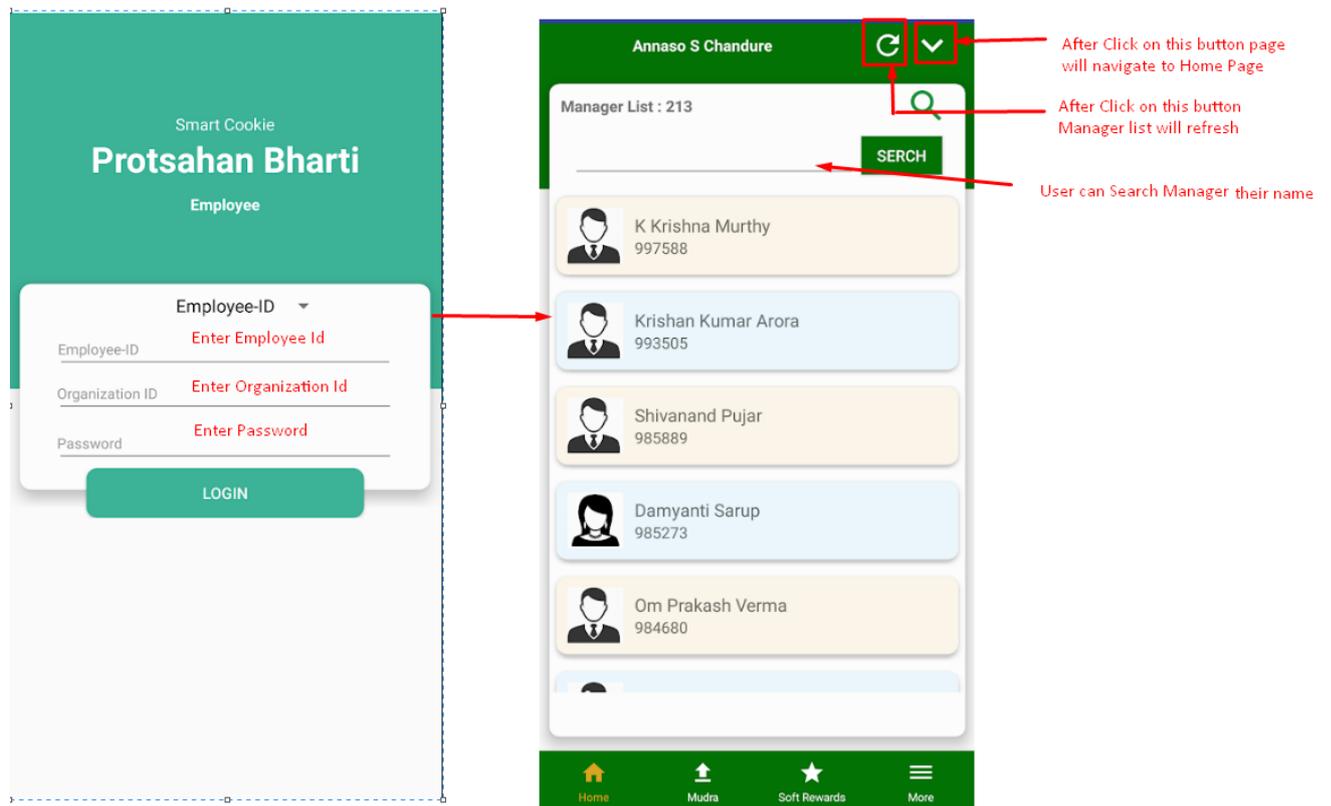


2. After Login user Navigate to dashboard Page, where it displaying list of managers

3. List of Manager consists of Managers, Reviewing Officers, Member Secretary, Vice chairman, and Chairman

On that page we have Refresh Button and Navigating drawer

1. **Refresh Button:** It refresh the List of Manager
2. **Navigating Drawer:** User Navigate To Home Page



The screenshot shows the 'Manager List' page in the Protsahan Bharti application. The page header includes the user's name 'Annaso S Chandure' and a refresh button (circular arrow icon) and a dropdown arrow icon. Below the header, the text 'Manager List : 213' is displayed. A search bar with a magnifying glass icon and the word 'SERCH' is present. The list of managers includes:

- K Krishna Murthy (997588)
- Krishan Kumar Arora (993505)
- Shivanand Pujar (985889)
- Damyanti Sarup (985273)
- Om Prakash Verma (984680)

At the bottom, there is a navigation bar with icons for Home, Mudra, Soft Rewards, and More. A red arrow points from the 'Employee-ID' dropdown menu on the left to the first manager entry in the list.

Annotations on the right side of the screenshot:

- After Click on this button page will navigate to Home Page (pointing to the dropdown arrow icon)
- After Click on this button Manager list will refresh (pointing to the refresh button)
- User can Search Manager their name (pointing to the search bar)

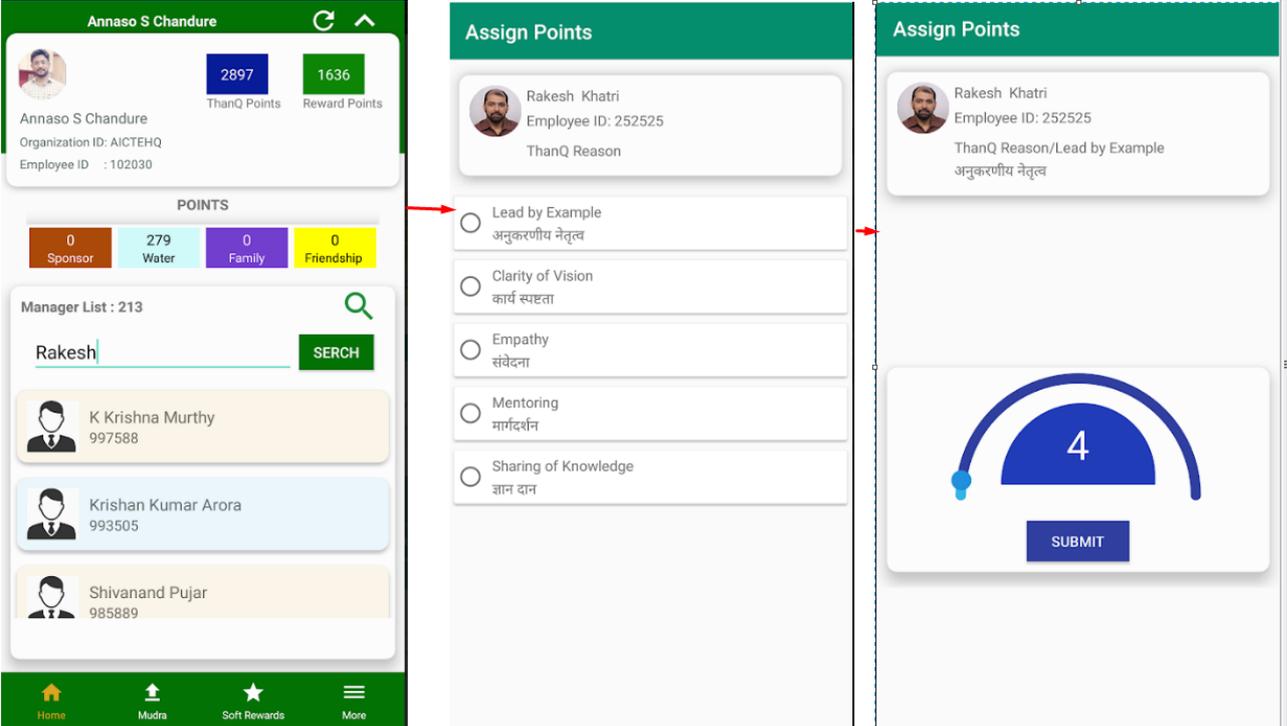
3. Assign ThanQ Points

User can Search Manager Name to Assign ThanQ Points

Follow these steps to assign ThanQ Points to Manager

1. Search Manager or Select any manager from the list
2. Select ThanQ Reason
3. Enter Points
4. Click on Submit
5. After Assigning Points to Manager, Points will deduct from the ThanQ Points(Blue Points)
6. Log will display into the ThanQ Points Log

Follow below Screenshot to perform action on your device



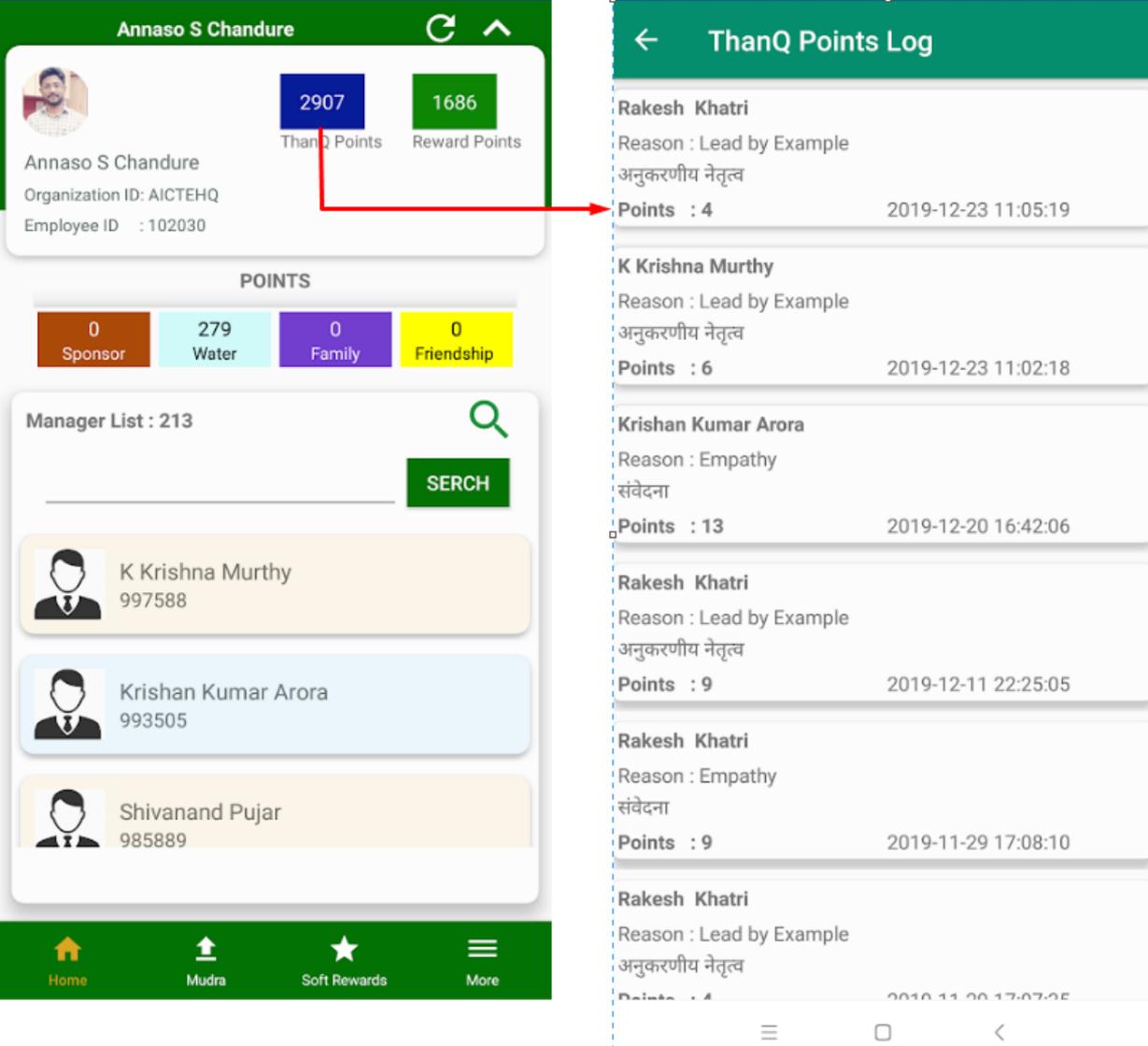
The screenshots illustrate the following steps:

- Screenshot 1 (User Profile):** Shows the user's profile for Annaso S Chandure. It displays 2897 ThanQ Points and 1636 Reward Points. Below this, there are four point categories: Sponsor (0), Water (279), Family (0), and Friendship (0). A 'Manager List' of 213 is shown with a search bar containing 'Rakesh' and a 'SERCH' button. Three managers are listed: K Krishna Murthy (997588), Krishan Kumar Arora (993505), and Shivanand Pujar (985889).
- Screenshot 2 (Assign Points):** Shows the 'Assign Points' screen for Rakesh Khatri (Employee ID: 252525). The 'ThanQ Reason' is selected as 'Lead by Example' (अनुकरणीय नेतृत्व). Other reasons include 'Clarity of Vision' (कार्य स्पष्टता), 'Empathy' (संवेदना), 'Mentoring' (मार्गदर्शन), and 'Sharing of Knowledge' (ज्ञान दान).
- Screenshot 3 (Final Submission):** Shows the 'Assign Points' screen with the 'SUBMIT' button. A large blue semi-circle graphic displays the number '4', indicating the points being assigned.

Steps to see the ThanQ Point Log

1. Go to Home Page
 2. Tap On ThanQ Points(Blue Points)
 3. Observe Log
- Or**
1. Tap On More
 2. Tap On Logs
 3. Tap On ThanQ Point Log

Follow Below Screenshot:



Annaso S Chandure

2907 ThanQ Points | 1686 Reward Points

Organization ID: AICTEHQ
Employee ID : 102030

POINTS

0 Sponsor	279 Water	0 Family	0 Friendship
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Manager List : 213

SEARCH

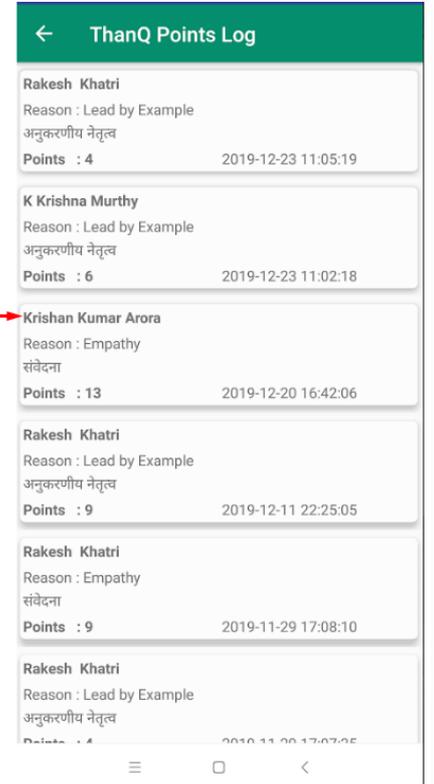
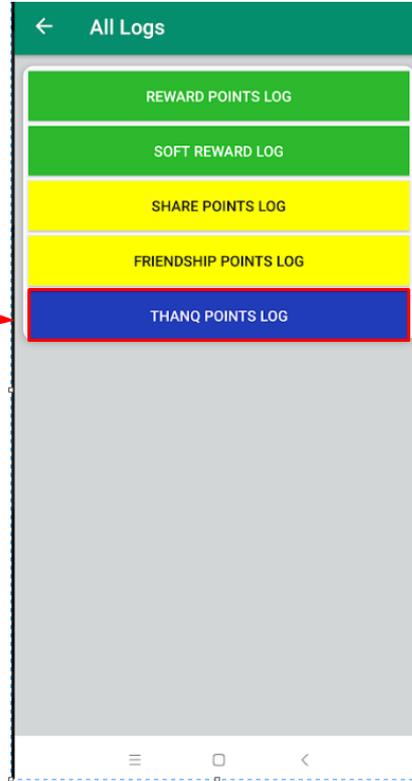
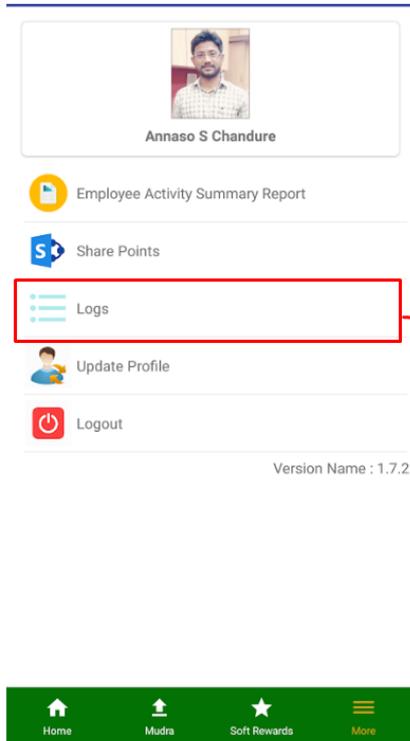
- K Krishna Murthy (997588)
- Krishan Kumar Arora (993505)
- Shivanand Pujar (985889)

ThanQ Points Log

Rakesh Khatri Reason : Lead by Example अनुकरणीय नेतृत्व	Points : 4	2019-12-23 11:05:19
K Krishna Murthy Reason : Lead by Example अनुकरणीय नेतृत्व	Points : 6	2019-12-23 11:02:18
Krishan Kumar Arora Reason : Empathy संवेदना	Points : 13	2019-12-20 16:42:06
Rakesh Khatri Reason : Lead by Example अनुकरणीय नेतृत्व	Points : 9	2019-11-11 22:25:05
Rakesh Khatri Reason : Empathy संवेदना	Points : 9	2019-11-29 17:08:10
Rakesh Khatri Reason : Lead by Example अनुकरणीय नेतृत्व	Points : 4	2019-11-20 17:07:05

Alternatively you can also

1. Click on More
2. Logs
3. ThanQ Points Log.



Mudra Request / Report for Activity:

User can Send Point Request to Manager for their activity they can also add comment while sending point request to manager

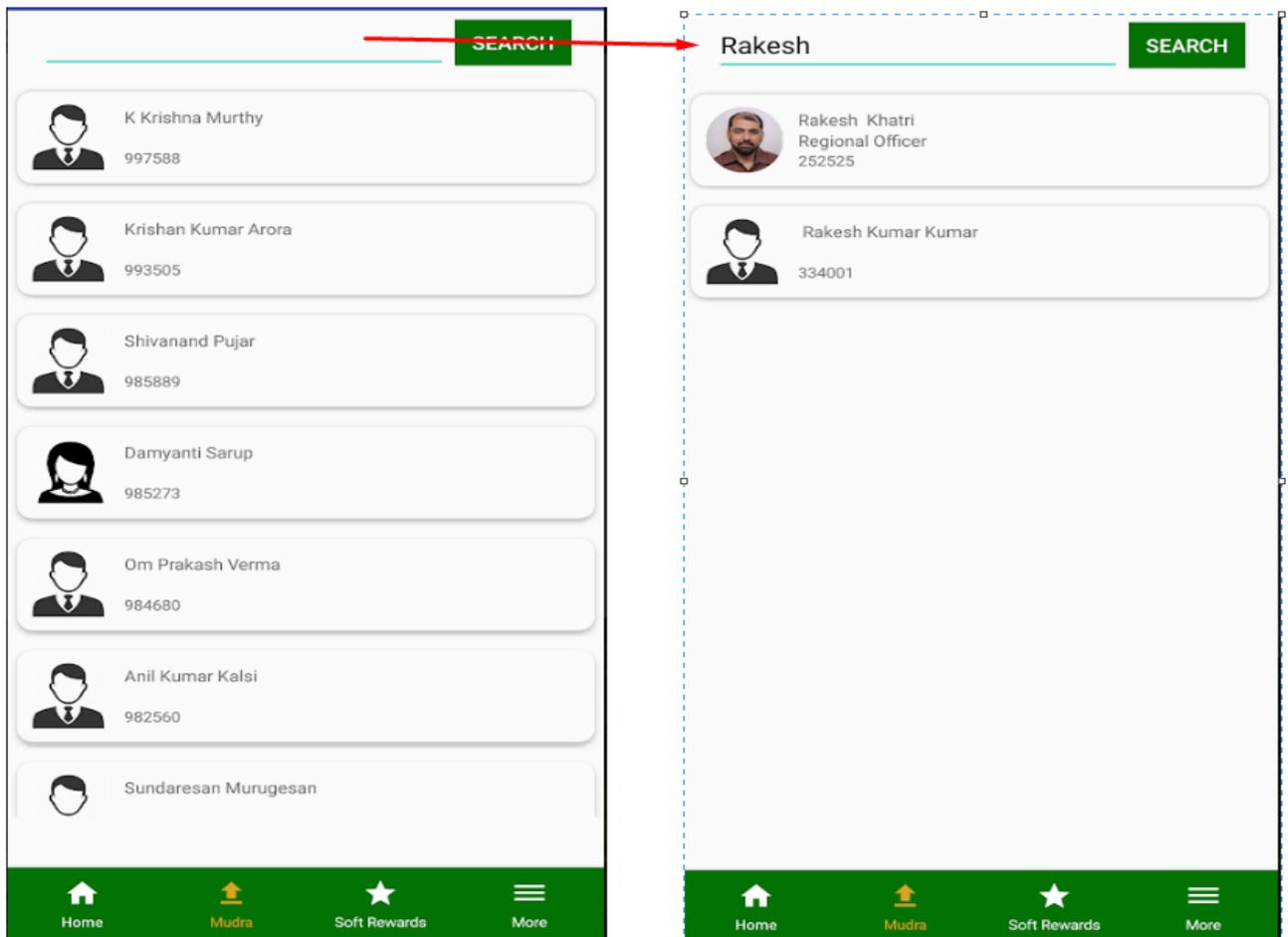
Follow below Steps to send Point Request to Manager

User can send Point Request to Manager, Reviewing Officer, Member Secretary, Vice chairman, and Chairman from the List of Manager

1. Search Manager or Select any manager from the list
2. Select Activity
3. Enter Points
4. Enter Comment
5. Click on Submit

When manager Accept your point request, your Reward Points (Green Points) will get increased.

See the Screenshot to send point request to manager



Request Points From Manager

 Rakesh Khatri
252525
Activity

Upkeep of Work Place
कार्य क्षेत्र का रख रखाव

Behavior with Fellow Employee
सहकर्मी से व्यवहार

Adherence to Instructions
वरिष्ठ अधिकारियों के आदेशों का अनुपालन

Punctuality
समयनिष्ठ उपस्थिति

Discipline
अनुशासन

Empathy with Guest - Visitor
संस्थान में आने वाले अतिथियों / आगंतुकों / के प्रति संवेदना

Request Points From Manager

 Rakesh Khatri
252525
Activity/Punctuality
समयनिष्ठ उपस्थिति



I am very punctual in the class

Rakesh

 Rakesh Khatri
Regional Officer
252525

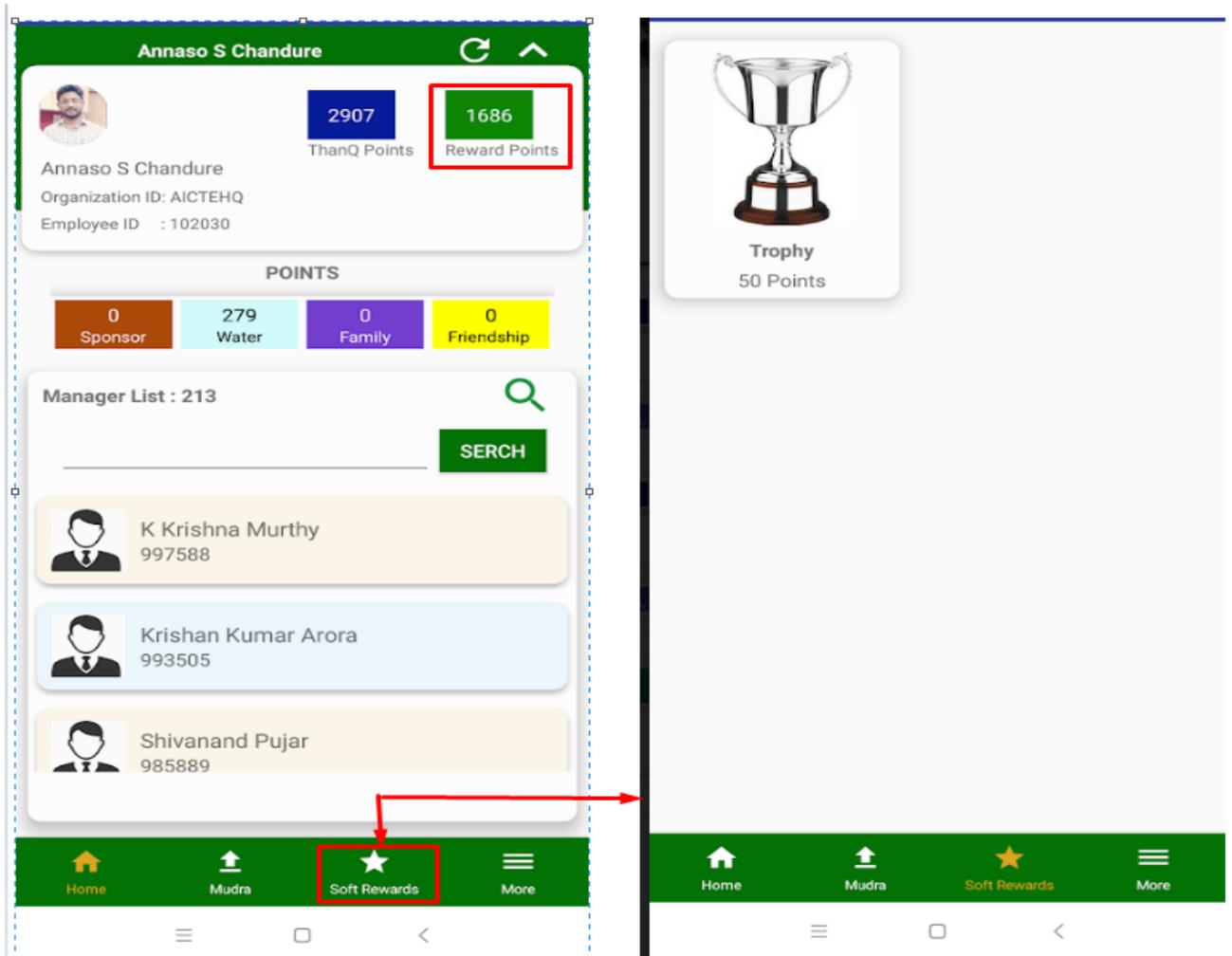
 Rakesh Kumar Kumar
334001

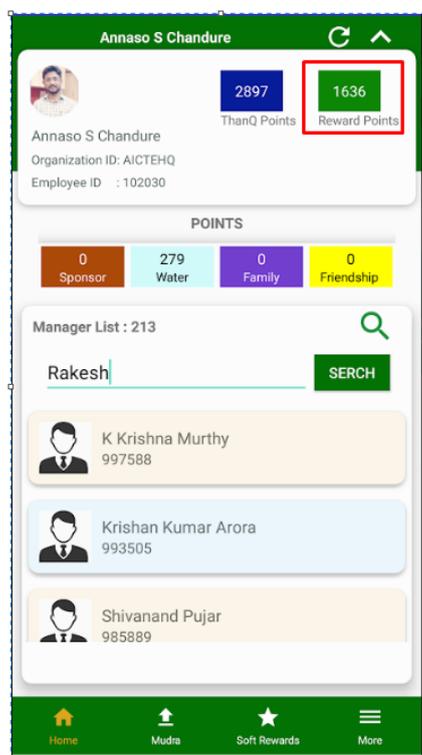
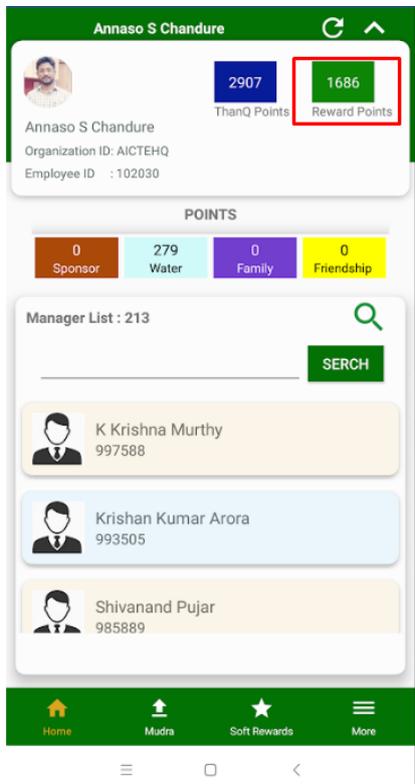
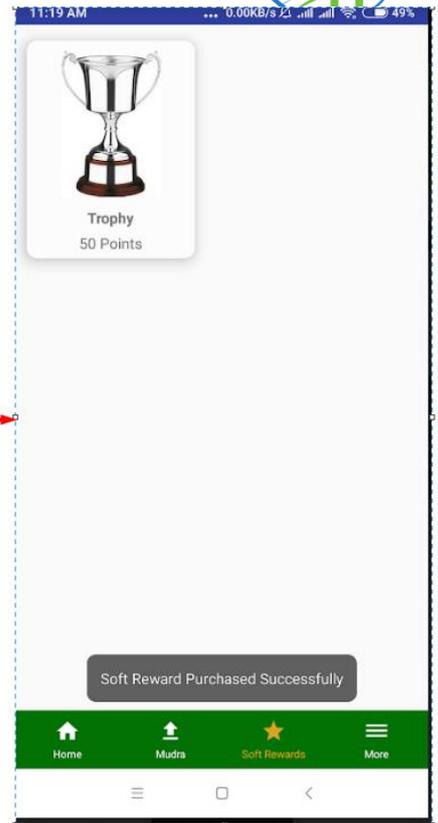
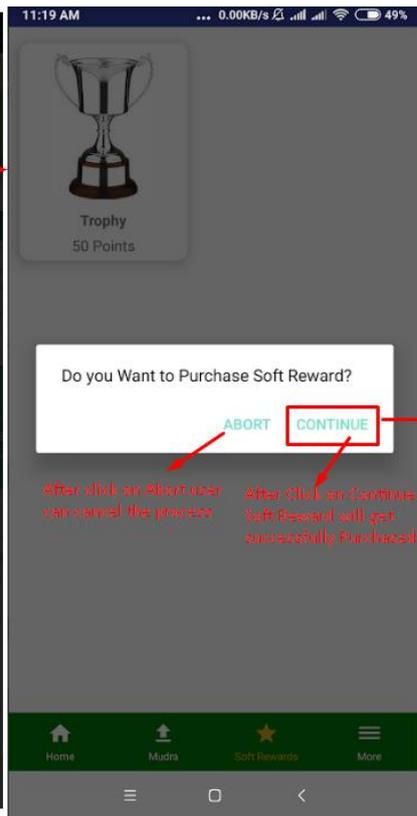
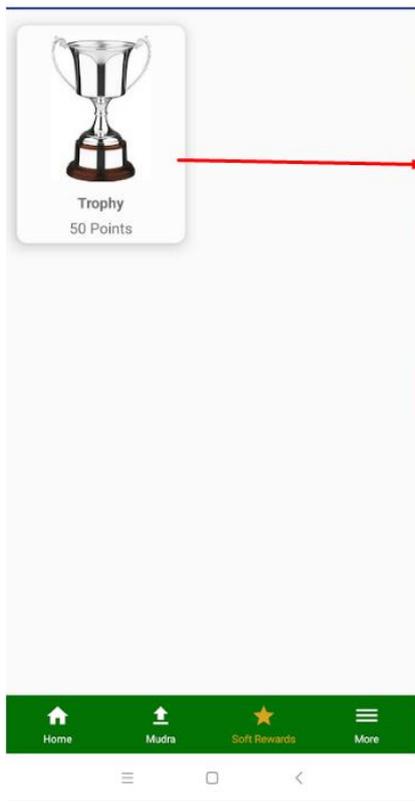
4. Soft Reward:

User Can Purchase soft Reward to make their profile strong.

Follow Below steps to purchase soft reward

1. Tap on Soft Reward from bottom menu bar
2. Tap on Soft Reward
3. Tap on Continue
4. After Getting successful message You can observe that log into Soft Reward Log
5. After purchasing Soft Reward your Green Points will get deduct

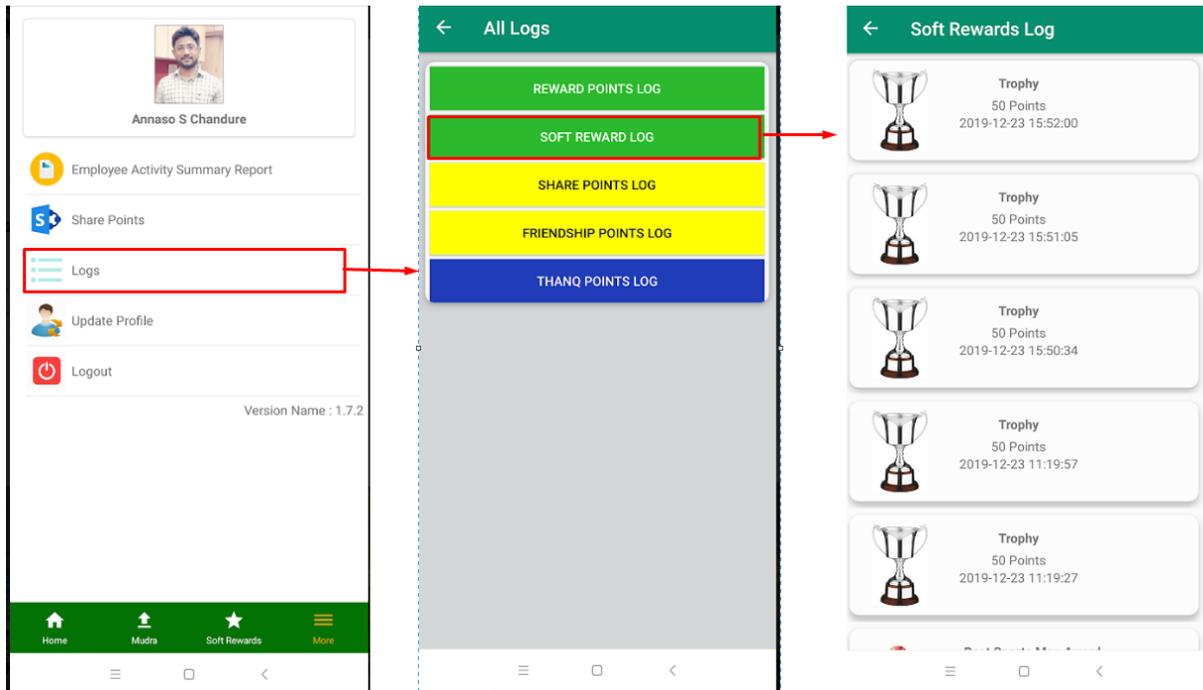




After Purchasing soft reward Points are getting deducted from Reward Points

To Observe Soft Reward Log follow below steps

1. Tap On More
2. Tap On Logs
3. Tap On Soft Reward Log
4. Observe Log



More:

More Option consist of

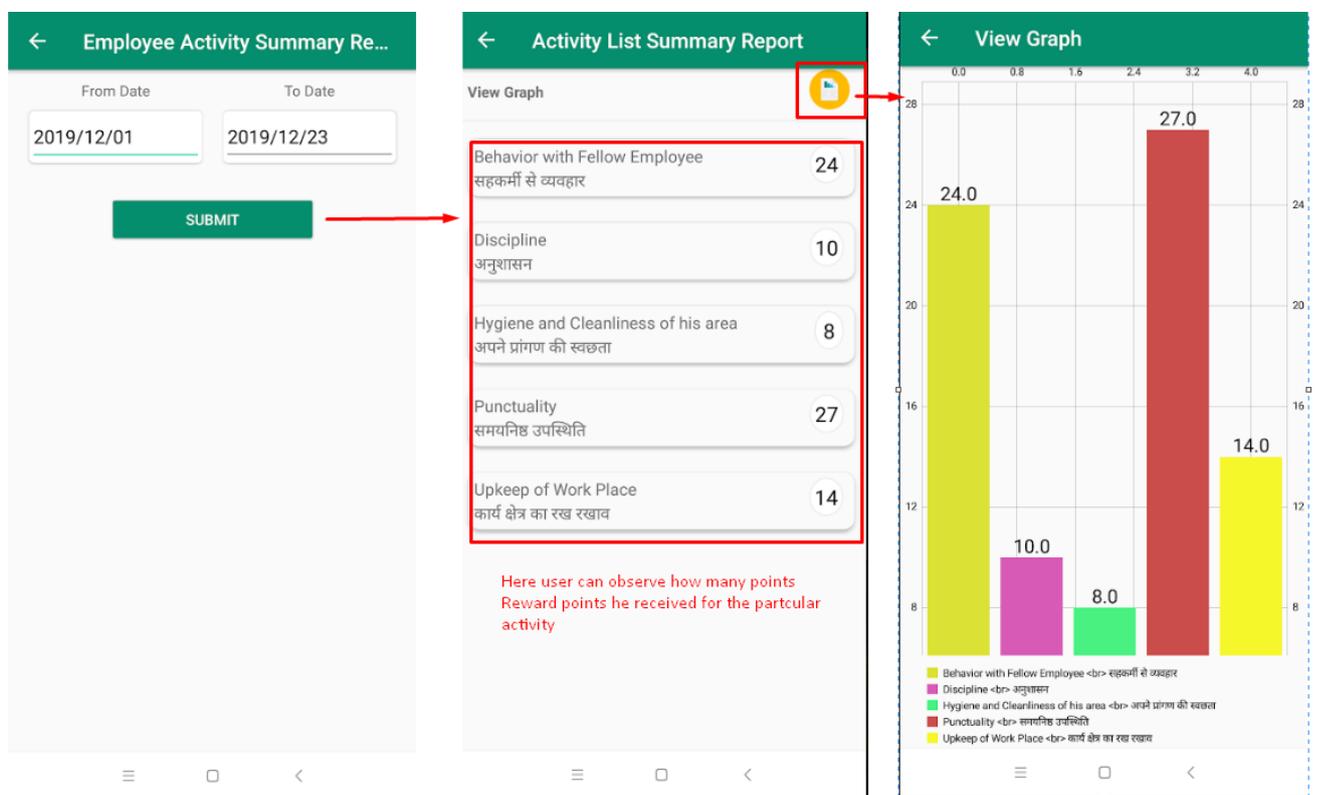
1. Employee Activity summary Report
2. Share Points
3. Logs
4. Update Profile
5. Logout

1. Employee Activity Summary Report:

In this Report User will able to see how much Reward Points he achieved for the particular activity

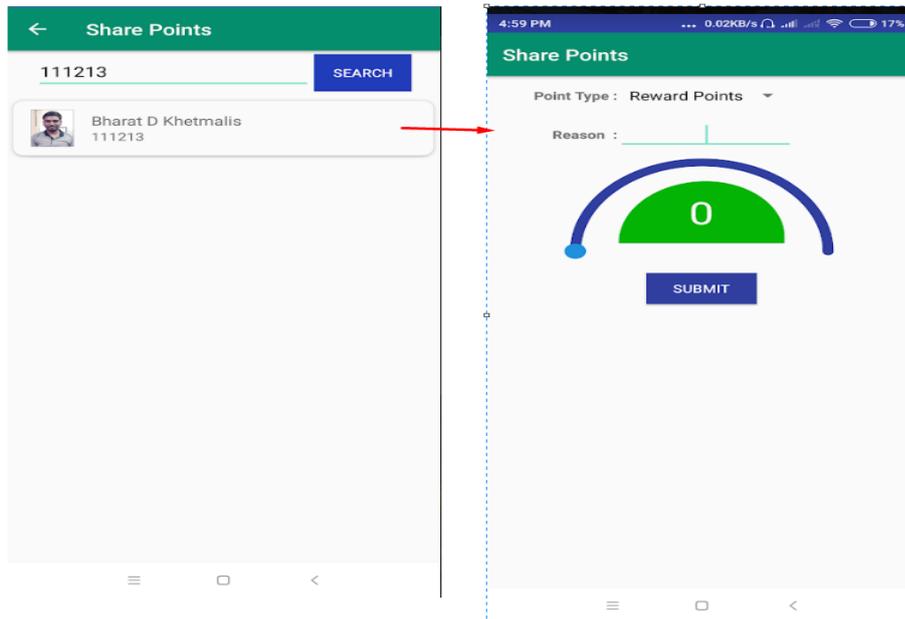
Follow Below Steps to Observe Points

1. Click on More
2. Click on Employee Activity Summary Report
3. Choose Date Range From and To Date
4. Click on Submit
5. Observe Page
6. User can also see these points on the graph
7. Tap on Graph and Observe
8. Follow below Screenshot to observe Employee Activity Summary Report



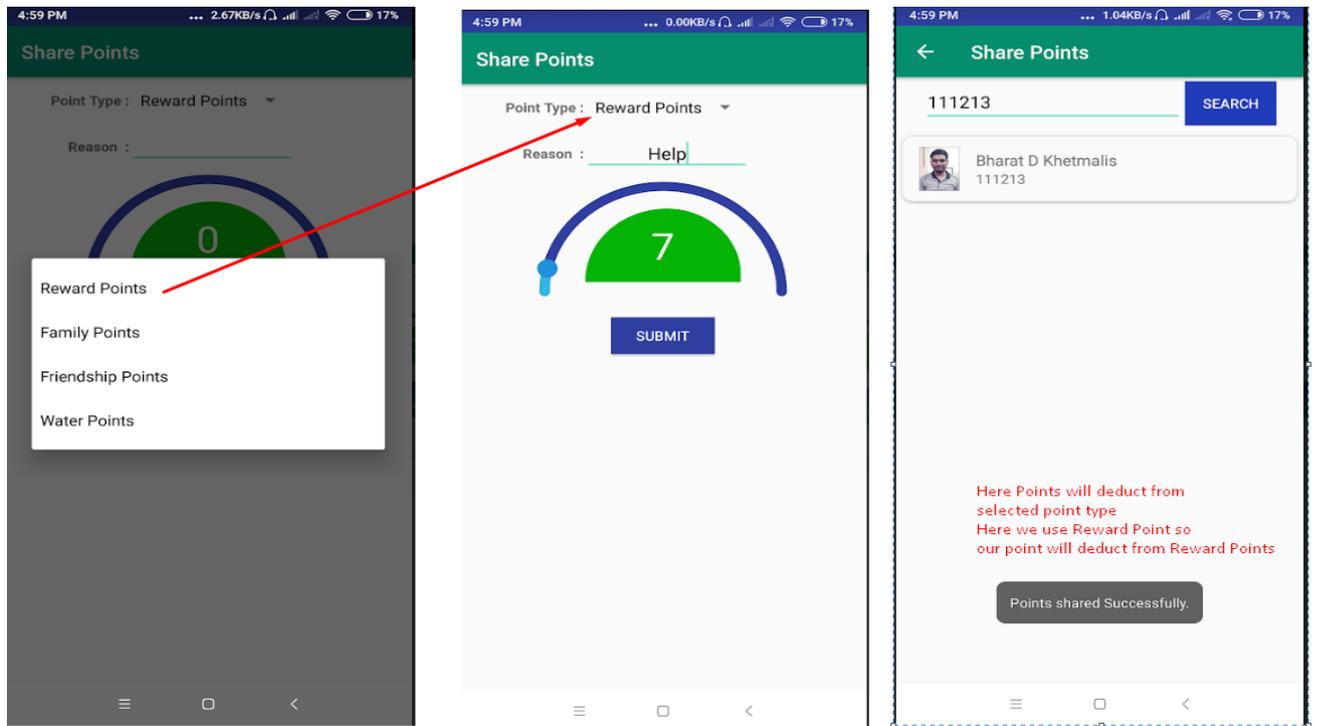
Share Points:

User share their points to other employee

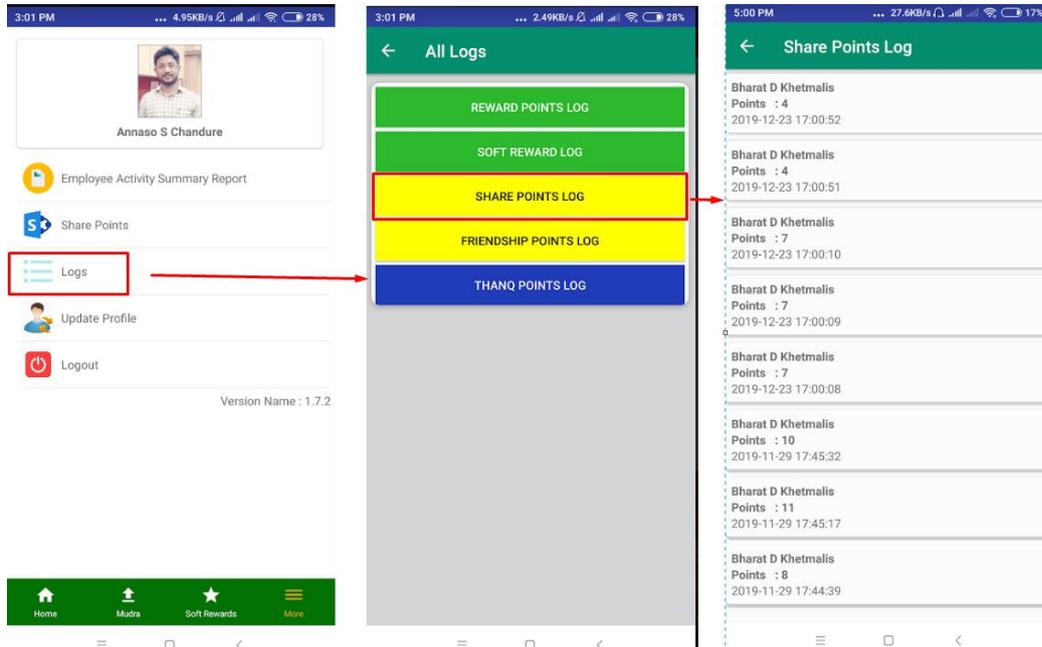


User can share points by using:

1. Reward Points
2. Family Points
3. Friendship Points
4. Water Points



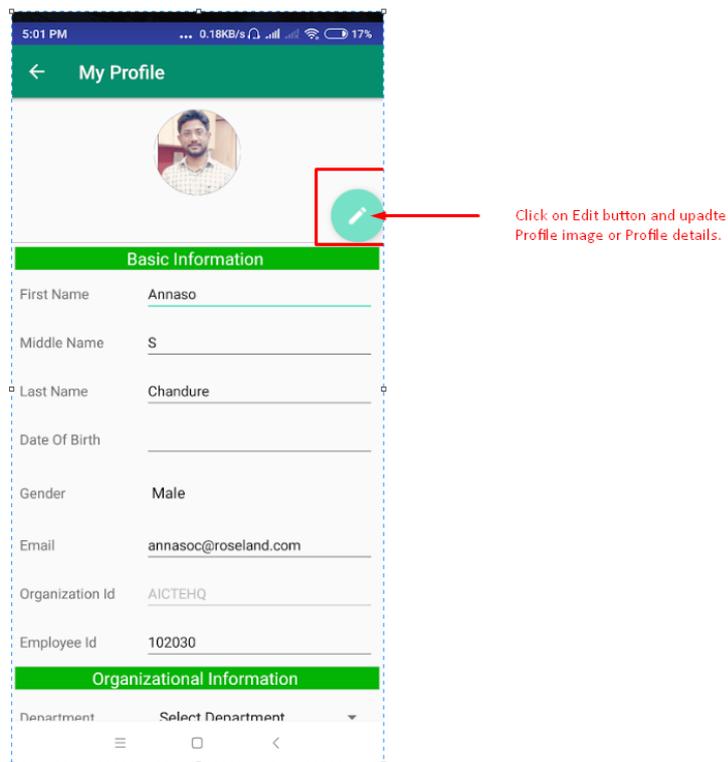
Log will display into share point Log



Update Profile

User can Update Profile image and Profile details from update profile page

Here User need to click on edit button to make profile editable.





Contact Details:

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